



Trading name of European Business Centre (WW) Limited Reg. No 3889576 (incorporated 1999)

Riverside View
Thornes Lane
WAKEFIELD
WF1 5QW
ENGLAND

Telephone: + 44 (0) 1924 200580
Facsimile: + 44 (0) 1924 200581
E-mail: info@mailboxuk.com
Web page: www.mailboxuk.com

SERVICES PRICE LIST, 20.0% vat applies in EU countries – 04 Jan 2011

MAILING ADDRESS - MAILBOX (Wakefield Office)

Subscription charges	GBP 75.00	per 1 month
	GBP 110.00	per 6 month
	GBP 176.00	per year

MAILING ADDRESS - MAILBOX (London Office)

(for this address we require picture ID, home address with utility bill for proof)

We do not accept parcels at this address

Subscription charges	GBP 85.00	per month
	GBP 132.00	per 6 month
	GBP 209.00	per year

RESIDENTIAL MAILING ADDRESS (Wakefield Address)

We do not accept parcels at this address

Subscription charges	GBP 95.00	per 1 month
	GBP 198.00	per 6 month
	GBP 330.00	per year

MAIL FORWARDING (GBP 20.00 min. deposit is required)

Letters	0 – 200 g	GBP .10 + postage
Letters	200 g – 500 g	GBP .50 + postage
Packets	500 g – 2 kg international	GBP 2.00 + postage
Packets	500 g – 3 kg national	GBP 2.00 + postage
Parcels by courier		GBP 10.00 + carriage

Royal Mail Special Delivery (guaranteed & tracked)

Letters/Packets	0 – 2 kg	GBP 5.00 + carriage
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One off parcels by courier (no subscription required)

Letters/Packets	0 – 30 kg	GBP 20.00 + carriage
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PLEASE NOTE: If the carriage is over GBP 50.00 for one off parcels it must be paid by Bank Transfer or Western Union. If the carriage is under GBP 50.00 PayPal may be used.

REGISTERED OFFICE (Wakefield)	GBP 176.00 per year
REGISTERED OFFICE (London)	GBP 209.00 per year
TELEPHONE ANSWERING SERVICE	
Subscription charge (your own line)	GBP 400.00 per year
Subscription charge (your own line)	GBP 60.00 per month
plus	GBP 0.50 per call
Call diversion to any where (you accept call cost from here to you)	Free of charge
London number additional	GBP 250.00 per year
Subscription charge (EBC line)	GBP 30.00 per month
Scan documents and email	GBP .75 per scan
NOMINEE DIRECTORS	GBP 165.00 per year
COMPANY FORMATION	GBP 100.00
NOTARY and APOSTILLE	
Apostille Stamp (Legalise)	GBP 220.00 per document
Apostille Stamp (Legalise)	GBP 220.00 per bundle
Notary Stamp	GBP 116.00 per document

VAT REGISTRATION from GBP 50.00
(must have been trading for 3 months)

MEETING ROOM (Regent Street) GBP 37.00 per hour

BOOKKEEPING

To set up and manage account files.

All relevant accounts, sales and purchases will be kept up to date, along with Bank Reconciliation.

VAT analysis will be on a quarterly basis.

Monthly Reporting, Sales, Purchases, VAT etc.

Please contact our office for further information from GBP 20.00 per hour

Payment:

Cash (Sterling, US\$ or Euro) registered mail, Western Union, Cheque with UK Bank
International money order, Euro cheque, Bank to Bank Transfer
Visa, Paypal (see our web page) www.mailboxuk.com

Our bank details for payments:

HSBC Bank Plc	Sort Code:	40-02-00
Wakefield City Branch	Account No:	93896579
66 Westgate	Account Name:	S R Poppleton
WAKEFIELD	SWIFT CODE:	MIDLGB2187Q
WF1 1XB	IBAN:	GB91 MIDL 40020093896579
ENGLAND		

Make cheques payable to European Business Centre or EBC

WAKEFIELD addresses, £176.00 per year, £110.00 per 6 months:

Place order number here

PO Box 132
WAKEFIELD
WF1 1XJ

Place order number here

Riverside View
Thornes Lane
WAKEFIELD
WF1 5QW

Place order number here

Riverside View
Thornes Lane
WAKEFIELD
WF1 5QW

Place order number here

European Business Centre
Waterfront House
New Brunswick Street
WAKEFIELD
WF1 5QW

Place order number here

Waterfront House
New Brunswick Street
WAKEFIELD
WF1 5QW

Place order number here

Waterfront House
Thornes Lane
WAKEFIELD
WF1 5QW

Place order number here

Suite B
First Floor
Waterfront House
Thornes Lane
WAKEFIELD
WF1 5QW

APPLICATION / SUBSCRIPTION FORM

Wakefield Office

MAILING ADDRESS or REGISTERED OFFICE

confidentiality assured

Tel No: +44 (0) 1924 200580 Fax No: +44 (0) 1924 200581

Name:

Signature:

Date:

Where did you see the advertisement?

Address Choice:

(delete where necessary)

Name

Name

P O Box 132
Wakefield
West Yorkshire
WF1 5XJ
England

EBC House
Riverside View
Thornes Lane
Wakefield
West Yorkshire
WF1 5QW
England

plus other addresses see attached

Forwarding Details:

I wish to subscribe to:

(delete where necessary)

- 1 month £ 75.00 + £20.00 deposit for postage.
6 month £ 110.00 + £20.00 deposit for postage.
1 year £ 176.00 + £20.00 deposit for postage.

Payment:

Subscription + vat at 20.0% if EU country
Deposit£20.00...
Total payment enclosed

FOR PAYMENT SEE ATTACHED INFORMATION

Email or fax your Subscription Form

The account is not active until payment in full has been received