



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](mailto:info@mailboxuk.com)  
Web page: [www.mailboxuk.com](http://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.**

<b>REGISTERED OFFICE (Wakefield)</b>	GBP 176.00 per year
<b>REGISTERED OFFICE (London)</b>	GBP 209.00 per year
<b>TELEPHONE ANSWERING SERVICE</b>	
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
<b>Scan documents and email</b>	GBP .75 per scan
<b>NOMINEE DIRECTORS</b>	GBP 165.00 per year
<b>COMPANY FORMATION</b>	GBP 100.00
<b>NOTARY and APOSTILLE</b>	
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](http://www.mailboxuk.com)

### Our bank details for payments:

Lloyds TSB Bank plc	Sort Code: 30-98-71
London Oxford Street Branch	Account No: 39907160
32 Oxford Street - PO Box 1000	Account Name: European Business Centre (WW) Limited
LONDON	SWIFT CODE: LOYDGB21006
BX1 1LT	IBAN: GB83LOYD30987139907160
ENGLAND	

**Make cheques payable to European Business Centre or EBC**

**APPLICATION / SUBSCRIPTION FORM**

**TELEPHONE ANSWERING SERVICE**

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

**Name:**

**Signature:**

**Date:**

**Where did you see the advertisement?**

**Line choice:**

- a) We answer ' **European Business Centre or EBC** (our line) and take messages.
- b) We answer **a name of your choice** (your own line) and say whatever you instruct us to. **This line can be diverted from here to you if you wish.**

**I wish to subscribe to:** a) (delete where necessary)

1 month **£30.00**

b) 12 months **£400.00**

(call diversion. you accept the cost of the call from here)

**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**