

TERMS AND CONDITIONS

SERVICE CONTRACT – “BUSINESS LOUNGE – PACK OF 10 DAYS”

This instrument regulates the agreement established between MYOFFICE - Consultoria em Projectos, Unipessoal, Lda. (Hereinafter MYOFFICE), with NIPC 507 032 268, headquartered at Avenida da República nº 6, 1st left, 1050 - 191 Lisbon, and CUSTOMER of “BUSINESS LOUNGE – PACK OF 10 DAYS”, whose effective date is determined by payment under the terms of the present terms and conditions, which hereby accepts all the terms and conditions established in this agreement.

CLAUSE 1

1) MYOFFICE makes one of the following addresses available to the CLIENT: Praça Duque de Saldanha, Atrium Building, 2nd floor, 1050-094 Lisbon or Avenida da República, Nº 6 - 1st floor, 1050-191 Lisbon, as chosen when subscribing to the plan. The client will have at his disposal the use the lounge area – hot desking, access from 08h00 until 20h00 (Monday to Friday), kitchen, workshop and networking actions.

2) Other services, such as coffee breaks, photocopies, postage and envelopes and transfer of calls, will be paid according to the price list in force at the Office Center, part of this contract as Annex 1. The cancellation of the room reservation meeting after 24 hours of the reservation, implies the booking of the same for billing purposes.

CLAUSE 2

1) The contracted services are intended exclusively for the development of the CLIENT's activity described in the subscription form, and may not be used for any other purpose, without prior written consent from MYOFFICE, nor assign, totally or partially, costly or free of charge, the use of the facilities. or the equipment and furniture covered by this contract to third parties. The equipment and furniture contained in the address described in clause 1 belong exclusively to MYOFFICE, and the CLIENT declares that he does not have or will have any property of this nature at that address.

2) To the same effect is the Second Granter, from now onwards authorized to use one workstation, and install on it with goods and / or additional equipment, essential for its activity, including hardware support, such as personal computers, but cannot however, be flammable materials, nuisance, dangerous or toxic.

3) The CUSTOMER is solely responsible for the equipment that he / she may place in the space covered by this contract, and must therefore conclude their insurance contracts. MYOFFICE is not responsible for the security of the CLIENT's equipment and objects in the space covered by this contract. The CLIENT undertakes to keep the job in good condition at all times, being responsible for all damages caused in this or in the common parts, by itself, its suppliers, customers or employees, compensating MYOFFICE for any damages that may exist.

CLAUSE 3

- 1) This prepaid Cowork plan, includes 10 days of access to Business Lounge, from 8:00 am to 8:00 pm, from Monday to Friday, giving you total freedom and offering integration into a dynamic and inspiring community. This service does not require loyalty, allowing you to manage it, without any time limitation.
- 2) For the provision of the services covered by this contract, not subject to autonomous invoicing according to the price list, the CLIENT will pay the price of € 220 + VAT, updated according to the price index with effect from 1 January, which will have to be settled under the terms of the following numbers.
- 3) Payment made when subscribing to the service will be made online.
- 4) If the CLIENT domiciles his activity before the payment established in paragraph 1 and MYOFFICE is obliged to provide any of the services of clause 1, the contract is considered to have started on the 1st of the month in which the service was provided and the CLIENT will be responsible for paying the amounts due depending on the start date of the contract.

CLAUSE 4

- 1) The nonpayment, within the time limits, the amounts mentioned in the previous clause determines the interruption of services until the payments are made and the application of interest rate of 0.075% per day of delay.
- 2) If the CLIENT's delay remains for more than 15 days without payment of the installment (s) and / or other services, as well as the respective default interest, MYOFFICE may resolve this contract, with the CLIENT incurring the payment of the monthly installment (s) in arrears.
- 3) After interrupting the service and reactivating it, in addition to making all missing payments, a fee of 100 Eur + VAT is mandatory.

CLAUSE 5

- 1) If, for reasons beyond its control and do not depend on your will or ability, MYOFFICE is no longer able to provide the services mentioned in clause 1, it is automatically suspended for all legal purposes, without right any compensation.
- 2) CLIENTS are expressly prohibited from any immoral, illegal and liable activity that could disturb the regular functioning of the Office Center, such as, in particular, an incompatible or disturbing number of visitors from other users' activity, MYOFFICE being able to immediately resolve the Contract, without notice, if any.
- 3) In case of termination of the contract, the CLIENT will incur the payment of any monthly installments that are past due and not paid.

CLAUSE 6

1. At the end of the contract, the CLIENT will deliver to MYOFFICE the job in good condition, with the exception of deteriorations resulting from normal use.
2. In case of non-compliance with the provisions of paragraph 1, the CLIENT must bear the costs resulting from the replacement of the damage caused.
3. At the end of the contract, the CLIENT must remove all its assets from the premises, under penalty of 15 days after the end of the contract, all assets of the Second Party left at MYOFFICE's premises will be considered abandoned in favor of the latter.

CLAUSE 7

- 1) The Parties may not unilaterally and in advance terminate the contract, except in the cases provided for by law.

CLAUSE 8

The parties agree that in order to settle any dispute arising from this contract, the Civil Law regulating the Contract for the Provision of Services shall apply, with the Lisbon District Court having jurisdiction, with express waiver of any other.

PREÇÁRIO	
APOIO ADMINISTRATIVO	
Salas de Reunião/Formação	Valor/Hora
Auditório Atrium Saldanha (horário laboral - Máx. 35 pessoas)	75,00 €
Auditório Atrium Saldanha (Pós laboral - após 18h e fins de semana (fds mínimo de 4h) Máx. 35 pessoas)	150,00 €
Business Lounge (19h-22h dias úteis, fins-de-semana e feriados com marcação mínima 4h) – Máx. 40 pessoas	150,00 €
Salas de Reunião - Clientes	
Salas de reunião - (horário laboral - até 10 pessoas)	15,00 €
Salas de reunião - (horário laboral - mais de 10 pessoas)	17,00 €
Salas de reunião - (Pós laboral - após 18 e fins de semana (fds mínimo de 4h) - até 10 pessoas)	30,00 €
Salas de reunião - (Pós laboral - após 18h00 e fins de semana (fds mínimo de 4h) - mais de 10 pessoas)	34,00 €
Salas de Reunião - Clientes Pontuais	
Salas de reunião - (horário laboral - até 10 pessoas)	29,00 €
Salas de reunião - (horário laboral - mais de 10 pessoas)	34,00 €
Salas de reunião - (Pós laboral - após 18h00 e fins de semana (fds mínimo de 4h) - até 10 pessoas)	58,00 €
Salas de reunião - (Pós laboral - após 18h00 e fins de semana (fds mínimo de 4h) - mais de 10 pessoas)	68,00 €
Desconto de 10% após a 9ª hora de utilização	
Os preços incluem:	
Serviço de Recepção, TV LCD, Internet Wireless, Whiteboard, Logitech Video Conference System (quando disponível) e Águas.	
Opções:	
Bloco de papel para flipchart	0,05€
Bloco de papel Post-it grande para flipchart/parede	0,07€
Outros Serviços	
Serviço de Secretariado Dedicado (preço/hora)	50,00 €
Encadernação de documentos	sob consulta
Consumíveis (tinteiro, pasta de arquivo, material de escritório)	sob consulta
Fotocópias Preto 1x A4	0,25 €

PRICELIST	
ADMINISTRATIVE SUPPORT	
Meeting / Training Rooms	Price/Hour
Auditorium Atrium Saldanha (working hours - Max. 35 people)	75,00 €
Auditorium Atrium Saldanha (After work - after 18h and weekends (fds minimum 4h) Max. 35 people)	150,00 €
Business Lounge (7pm - 10pm weekdays, weekends and holidays with a minimum of 4 hours reservation) - Max. 40 people	150,00 €
Meeting Rooms - for customers	
Meeting Rooms - (workdays - up to 10 people)	15,00 €
Meeting Rooms - (workdays - more than 10 people)	17,00 €
Meeting Rooms - (outside working hours - after 18pm and weekends (weekend minimum 4h) - up to 10 people)	30,00 €
Meeting Rooms - (outside working hours - after 18pm and weekends (weekend minimum 4h) + 10 people)	34,00 €
Meeting Rooms for Occasional Customers	
Meeting Rooms - (workdays - up to 10 people)	29,00 €
Meeting Rooms - (workdays - more than 10 people)	34,00 €
Meeting Rooms - (outside working hours - after 18h00 and weekends (weekend minimum 4h) - up to 10 people)	58,00 €
Meeting Rooms - (outside working hours - after 18h00 and weekends (weekend minimum 4h) + 10 people)	68,00 €
10% discount after the 9th hour of utilization	
Included in the price:	
Reception Service, LCD TV, Internet Wireless, Whiteboard, Logitech Video Conference System (when available) and Waters.	
Options:	
Flipchart pad of paper	0,05€
Large Post-it notebook for flipchart/wall	0,07€
Other Services	
Dedicated Secretariat Service (price per hour)	50,00 €
Documents assembling	under consultation
Consumables (Incuells, archive folders, office material)	under consultation
Fotocopies Black 1x A4	0,25 €

Fotocópias Côr 1x A4	0,50 €
Fotocópias Preto 1x A3	0,50 €
Fotocópias Côr 1x A3	1,00 €
Recepção de Fax (preço por folha)	0,50 €
Fax Emissão para Portugal - 1ª Página	1,50 €
Fax Emissão para Portugal - Páginas seguintes	1,50 €
Fax Emissão para o Estrangeiro - 1ª Página	2,50 €
Fax Emissão para o Estrangeiro - Páginas seguintes	2,00 €
Envio de fax digitalizado por email (preço por envio)	2,00 €
Envio de documentos digitalizados via email (por cada envio - até 20 páginas)	2,00 €
Serviço nas Salas	Gratuito
Valor storage por encomenda/ por dia	15,00 €
Cacifo grande/ mês (L:14,50cm P:33,50cm A:17,50cm)	50,00 €
Cacifo pequeno/ mês (L:16cm P:11,50cm A:18cm)	30,00 €
Aluguer de ecrã em Standing desk (ao dia)	15,00 €
Serviço de Bricolage (mínimo 1 hora)	65,00 €
Café, Chá (unidade)	1,20 €
Coffee Break Simples(chá, café e biscoitos) p/px	3,00 €
Coffee Break Completo(chá, café, sumo e pastelaria) p/px	5,00 €
Buffet brunch:Pão do dia, pão tradicional, croissant, godet manteiga, godet doce, queijo curado amanteigado, queijo flamengo, fiambre de perna extra, ovo mexido, frutas, iogurte c/ muesli/granola, sumo de laranja natural e bebida quente (chocolate quente, cappuccino, gama Nata café ou Nata Chá.	18,00 €
Catering "Finger Food":Sandes de salmão e abacate, croquete de espinafres, espetada de fruta, Pastel de Nata e sumo de laranja natural.	16,00 €
Catering "Lunch":Sopa, quiche, salada Lisboa, Pastel de Nata, espetada de fruta e sumo de laranja natural.	21,50 €
Catering "Vegetariano Sandes":Sanduiche Vegan, espetada de fruta e sumo de laranja natural.	16,00 €
Catering "Vegetariano Salada":Salada Vegan, espetada de fruta e sumo de laranja natural.	16,00 €
Catering "Welcome drinks and snacks":Vinho branco e tinto, sumos, croquetes de espinafres, croquetes de carne, pastéis de bacalhau.	8,00 €
TAXAS	
Taxa de cobrança (aplicável quando falha DD e CC)	25,00 €
Taxa de reactivação de serviços	100,00 €

Fotocopies Colour 1x A4	0,50 €
Fotocopies Black 1x A3	0,50 €
Fotocopies Colour 1x A3	1,00 €
Fax Reception (price per sheet)	0,50 €
Fax Emission to Portugal - 1st Page	1,50 €
Fax Emission to Portugal - Next Pages	1,50 €
Emission to foreign countries - 1st page	2,50 €
Emission to foreign countries - Next Pages	2,00 €
Digitalized fax sending to email (price per email)	2,00 €
Digitalized documents sending to email (price per email - in 20 pages)	2,00 €
Room Service	Gratuito
Storage per box/ per day	15,00 €
Large locker/ month (W:14,50cm D:33,50cm H:17,50cm)	50,00 €
Small locker/ month (W:16cm D:11,50cm H:18cm)	30,00 €
Screen rental at Standing desk (per day)	15,00 €
DIY Service (1 hour minimum)	65,00 €
Coffee, Tea (unit)	1,20 €
Coffee Break -Simple (tea, coffee and biscuits) p/px	3,00 €
Coffee Break - Full(coffee, tea, juice and pastry) p/px	5,00 €
Brunch buffet:daily bread, traditional bread, croissant, butter godet, jam godet, buttered ripened cheese, Flemish cheese, extra leg ham, scrambled egg, fruit, yogurt with muesli/granola, natural orange juice and hot drink (hot chocolate, cappuccino, Nata coffee range or Nata Tea.	18,00 €
Finger Food Catering:Salmon and avocado sandwiches, spinach croquettes, fruit kebabs, Pastel de Nata and natural orange juice.	16,00 €
Lunch" Catering:Soup, quiche, Lisbon salad, Pastel de Nata, fruit kebab and natural orange juice.	21,50 €
Catering "Vegetarian Sandwich":Vegan Sandwich, fruit kebab and natural orange juice.	16,00 €
Catering "Vegetarian Salad":Vegan salad, fruit kebabs, and natural orange juice.	16,00 €
Catering "Welcome drinks and snacks":Red and White Wine, juice, spinach croquettes, meat croquettes and cod pastries.	8,00 €
RATES	
Collection fee (applicable when DD and CC fail)	25,00 €
Service reactivation rate	100,00 €

CORRESPONDÊNCIA	
Correspondência Expedida (entregue na recepção até às 13h e/ou 19h)	
Cartas e Pacotes postais até 2 Kgs:	
Diária, Selada por Unidade	1,00 €
Diária, não Selada por Unidade	1,00 €
A Franquiar por Unidade (com registo e aviso de recepção)	0,00€
Serviços Externos	sob consulta
TELEFONES	
TIPO	Valor / Minuto
1. Nacionais	
Locais e Nacionais	0,20 €
Telemóveis	0,45 €
2. Europa - Destinos Fixos	
UE	0,50 €
Outros Europa + Américas + outros países	1,50 €
3. Europa - Destinos Móveis	
UE	1,34 €
Outros Europa	1,50 €
4. América	
EUA e Canadá	1,34 €
Outros países	3,34 €
5. África	
Destinos fixos e móveis	3,34 €
6. Ásia e Pacífico	
Destinos fixos e móveis	3,34 €
Nota: Aos valores apresentados acresce a taxa de IVA em vigor	

MAIL	
Forwarded Correspondence (delivered in reception up to 1pm and/or 7pm)	
Letters and Postal Packages up to 2 Kgs:	
Daily, Stamped per Unity	1,00 €
Daily, Unstamped per Unity	1,00 €
To Stamp per Unity (with register and acknowledgment of receipt)	0,00€
Externals Services	under consultation
TELEPHONES	
TYPE	Price/ Minute
1. Nationals	
Local and National	0,20 €
Mobiles	0,45 €
2. Europe - Landline Destinations	
UE	0,50 €
Others Europe + Americas + others countries	1,50 €
3. Europe - Mobile Destinations	
UE	1,34 €
Others Europe	1,50 €
4. America	
USA and Canada	1,34 €
Other Countries	3,34 €
5. Africa	
Landline destinations and mobiles	3,34 €
6. Asia and Pacific	
Landline destinations and mobiles	3,34 €
Note: To the prices presented increases the present VAT	