

TERMS AND CONDITIONS

SERVICE CONTRACT – DOMICILIATION MODALITY – HIGHEST

This instrument regulates the agreement established between MYOFFICE - Consultoria em Projectos, Unipessoal, Lda. (Hereinafter MYOFFICE), with NIPC 507 032 268, headquartered at Avenida da Republica nº 6, 1st left, 1050 - 191 Lisbon, and CUSTOMER of MOD.III - “HIGHEST” Domiciliation services, 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 has installed an “Office Center” at the company's headquarters, where it makes available to the CLIENT the use of the address Avenida da República, no. 6, 1º Esq., 1050-191 Lisboa, to domicile its activity ; attendance of visitors and referral to a location to be indicated by the Second Grantor; personalized service of telephone calls through an exclusive telephone number to be assigned by the Office Center; use of fax line No. 213195608; Use of four hours of meeting room per month (non-cumulative) between 8:00 am to 6:00 pm on weekdays and myOffice service: online application of notifications, in real time, about the arrival of telephone calls, correspondence, faxes and messages, with sending of notifications also by SMS.

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 services described will be provided on working days, between 8:00 am and 7:00 pm, subject to the availability of MYOFFICE.

2) 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 MYOFFICE's prior written consent, nor give, totally or partially, onerous or free of charge, the use installations or equipment and furniture covered by this contract to third parties.

3) The equipment and furniture listed at the address described in clause 1 belong exclusively to MYOFFICE.

4) The CLIENT declares that he does not own or will own any property at that address.

CLAUSE 3

- 1) This contract will have a duration of 12 months, starting on the 1st of the month following the payment date of the first annuity, automatically renewable for successive identical periods.
- 2) For the provision of the services covered by this contract, not subject to autonomous billing according to the price list, the CLIENT will pay annually the price of 935 € + 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) The following payments will be made by direct debit or credit card, in the first five days of the month to the year to which it refers.
- 5) If the CLIENT domiciles its activity before the payment established in paragraph 1 and MYOFFICE is obliged to provide any of the services of clause 1, it is considered that the contract 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) Failure to pay, within the established deadlines, for any installment determines the immediate interruption of the provision of services until the payment (s) is made and the application of interest at the rate of 0.075 % for each 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) The Parties may not unilaterally and in advance terminate the contract, except in the cases provided for by law.
- 2) If any of the Parties does not intend to automatically renew the contract, it must inform the other party in writing to the other party's email address (info@avilaspaces.com) at least 60 days in advance of its term.
- 3) For the purpose of renewal, MYOFFICE must communicate to the CLIENT, in writing to the email address indicated by the parties, and at least 90 days prior to the end of this contract or its renewals, any changes to the contractual conditions the current contract that you intend to introduce in the subsequent renewal.
- 4) In the case of the previous number, the CLIENT must comment on the changes referred to in the previous number within a maximum period of 30 days from receipt of the communication, under penalty of it taking effect.

CLAUSE 7

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 will apply, with the Lisbon District Court having jurisdiction, with express waiver of any other.

PREÇÁRIO	
APOIO ADMINISTRATIVO	
Salas de Reunião/Formação	Valor/
Salas de Reunião - Clientes	
Salas de reunião - (horário laboral - até 10 pessoas)	13,00 €
Salas de reunião - (horário laboral - mais de 10 pessoas)	15,00 €
Salas de reunião - (Pós laboral - após 18 e fins de semana - até 10 pessoas)	26,00 €
Salas de reunião - (Pós laboral - após 18h00 e fins de semana - mais de 10)	30,00 €
Salas de Reunião - Clientes Pontuais	
Salas de reunião - (horário laboral - até 10)	25,00 €
Salas de reunião - (horário laboral - mais de)	30,00 €
Salas de reunião - (Pós laboral - após 18h00 -)	50,00 €
Salas de reunião - (Pós laboral - após 18h00 -)	60,00 €
Os preços incluem: Receção, TV LCD, Internet Wireless, Whiteboard e Água	
Outros Serviços	
Serviço de Secretariado Dedicado (preço/hora)	30,00 €
Encadernação de documentos	sob consulta
Consumíveis (tinteiro, pasta de arquivo, material de escritório)	sob consulta
Fotocópias Preto 1x A4	0,15 €
Fotocópias Côr 1x A4	0,50 €
Fotocópias Preto 1x A3	0,30 €
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	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
Café	1,00 €
Chá	1,00 €
Coffee Break Simples (chá, café e biscoitos) p/px	2,50 €
Coffee Break Completo (chá, café, sumo e pastelaria) p/px	4,50 €
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 €

PRICELIST	
ADMINISTRATIVE SUPPORT	
Meeting / Training Rooms	Price/Hour
Meeting Rooms - for customers	
Meeting Rooms - (workdays - until 10 people)	13,00 €
Meeting Rooms - (workdays - more than 10 people)	15,00 €
Meeting Rooms - (outside working hours - after 18pm and weekends - until 10 people)	26,00 €
Meeting Rooms - (outside working hours - after 18pm and weekends + 10 people)	30,00 €
Meeting Rooms for Occasional Customers	
Meeting Rooms - (workdays - until 10 people)	25,00 €
Meeting Rooms - (workdays - more than 10 people)	30,00 €
Meeting Rooms - (outside working hours - after 18h00 and weekends - until 10 people)	50,00 €
Meeting Rooms - (outside working hours - after 18h00 and weekends - + 10 people)	60,00 €
Included in the price: Reception, TV LCD, Internet Wireless, Whiteboard and Water	
Other Services	
Dedicated Secretariat Service (price per hour)	30,00 €
Documents assembling	under consultation
Consumables (Incuells, archive folders, office material)	under consultation
Fotocopies Black 1x A4	0,15 €
Fotocopies Colour 1x A4	0,50 €
Fotocopies Black 1x A3	0,30 €
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	Free
Coffee	1,00 €
Tea	1,00 €
Coffee Break - Simple (tea, coffee and biscuits) p/px	2,50 €
Coffee Break - Full (coffee, tea, juice and pastry) p/px	4,50 €
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 €

CORRESPONDÊNCIA	
Correspondência Expedida (entregue na recepção até às 13h e/ou 19h)	
Cartas e Pacotes postais até 2 Kgs:	
Diária, Selada por Unidade	0,85 €
Diária, não Selada por Unidade	0,85€ + selo
A Franquiar por Unidade (com registo e aviso de recepção)	0,85€ +franquia
Serviços Externos	sob consulta
TELEFONES	
TIPO	Valor/ Minuto
1. Nacionais	
Locais e Nacionais	0,10 €
Telemóveis	0,30 €
2. Europa - Destinos Fixos	
UE	0,30 €
Outros Europa + Américas + outros países	1,00 €
3. Europa - Destinos Móveis	
UE	0,80 €
Outros Europa	1,00 €
4. América	
EUA e Canadá	0,80 €
Outros países	2,00 €
5. África	
Destinos fixos e móveis	2,00 €
6. Ásia e Pacífico	
Destinos fixos e móveis	2,00 €
Nota: Aos valores apresentados acresce a taxa de IVA em vigor	

MAIL	
Forwarded Correspondence (delivered in reception until 1pm and/or 7pm)	
Letters and Postal Packages until 2 Kgs:	
Daily, Stamped per Unity	0,85 €
Daily, Unstamped per Unity	0,85€ + stamp
To Stamp per Unity (with register and acknowledgment of receipt)	0,85€ + postage
Externals Services	under consultation
TELEPHONES	
TYPE	Price/ Minute
1. Nationals	
Local and National	0,10 €
Mobiles	0,30 €
2. Europe - Landline Destinations	
UE	0,30 €
Others Europe + Americas + others countries	1,00 €
3. Europe - Mobile Destinations	
UE	0,80 €
Others Europe	1,00 €
4. America	
USA and Canada	0,80 €
Other Countries	2,00 €
5. Africa	
Landline destinations and mobiles	2,00 €
6. Asia and Pacific	
Landline destinations and mobiles	2,00 €
Note: To the prices presented increases the present VAT	