

AGREEMENT FOR VIRTUAL OFFICE SERVICES

This AGREEMENT FOR VIRTUAL OFFICE SERVICES ("Agreement") is made this _____ day of _____, _____ by and between **Strategic Funding Alternatives LLC**, a New Jersey limited liability company ("**SFA**"), and _____, a _____ ("**Client**").

The parties hereby agree as follows:

1. **Services Provided.** SFA shall provide the services selected below to Client on a nonexclusive basis:

<u>Service</u>	<u>Virtual Pro Package</u> <u>\$75/Month</u>	<u>Virtual Package</u> <u>\$50/Month</u>
<i>NJ Business Mailing Address</i>	X	X
<i>On-Site Private Mailbox</i>	X	X
<i>Mail Package Handling/Receiving</i>	X	X
<i>Receipt of FedEx/UPS shipments</i>	X	X
<i>Business License Hanging</i>	X	X
<i>Directory Signage</i>	X	X
<i>3-Hours Per Month of Conference Room Time*</i>	X	

**Additional Conference Room time available for \$25 per hour*

Selection Package (initial to select):

_____ Virtual Office Pro (Available only at 811 Church Rd)

_____ Virtual Office (Available at 811 Church Rd & 312 W. Rt. 38)

Select Location (initial to select):

_____ 811 Church Rd, Suite ____, Cherry Hill, NJ

_____ 312 W. Route 38, Suite ____, Moorestown, NJ

Optional Add-On Services (initial to select):

_____ **Mail Forwarding.** Every Friday, SFA will collect and send Client’s mail and will charge a fee of postage plus twenty percent (20%).

All selected services above shall hereafter be collectively referred to as the “Services.”

At any time during the Term, Client may upgrade Services by providing SFA a written request for same. Applicable fees will be charged to the Client’s credit card on file.

2. **License.** This Agreement is not a lease, nor does it convey any interest in real property. It merely creates a revocable license. SFA retains legal possession and control of the facility located at 505 S Lenola Rd, Suite 226, Moorestown, NJ 08057 and 811 Church Rd. Cherry Hill, NJ (the “Facility”). This Agreement is subject to and subordinate to any underlying lease or contract of the building or related to the Facility.

3. **Fees.** Fees for the selected Services shall be charged to Client’s credit card on file (authorization form attached hereto as Exhibit A) at monthly intervals. Upon the execution of this Agreement, and in addition to the monthly fee for the selected Service Package, Client shall pay a sum of \$100 as “the Security Deposit”. Client shall maintain a valid credit card number on file with SFA. In the event of a failed attempt to charge the card on file, SFA reserves the right to charge Client a fee of \$5 per day the Client does not maintain a valid credit card on file.

4. **Term.** This Agreement shall be for a term of one (1) month (“Initial Term”), and shall automatically renew for subsequent one (1) month terms unless earlier terminated.

5. **Permitted Use.** Client agrees to use the Services only for legal purposes. Use of the Services for any illegal or illicit purposes shall be considered a breach of this Agreement and grounds for immediate termination. Client’s business activities include:

6. **Rules and Regulations.** Any Client utilizing the physical space agrees to abide by SFA’s posted rules and regulations. Failure to do so may result in Client’s use of the facilities being suspended or terminated.

7. **Security Deposit.** Upon Tenant’s execution of this Lease, Tenant shall deliver to Landlord as security for the full performance of Tenant’s obligations hereunder the amount of \$100 (the “Security Deposit”). Landlord shall not be required to keep the Security Deposit separate from its general funds and Tenant shall not be entitled to interest thereon. If Tenant shall fail to comply with any term, provision, or covenant of this Lease, Landlord may, but shall not be required to, use, apply or retain all or any part of the Security Deposit for the payment of Rent or Landlord’s reasonable costs of enforcement thereof, including, without limitation, reasonable attorney’s fees, costs and expenses. If any portion of the Security Deposit is so used or applied, Tenant shall, upon demand by Landlord, deposit cash with Landlord in amount sufficient to restore the Security Deposit to its original amount. Upon the expiration of the Term, provided that Tenant shall not then be in default hereunder, Landlord shall refund to

Tenant the Security Deposit, or so much thereof then held by Landlord after any deductions therefrom permitted hereunder, within 7 days after the expiration of the Term.

8. **Nonsolicitation.** During the Term of this Agreement and for two (2) years thereafter, the Client shall not directly or indirectly induce or attempt to induce any of the employees of SFA to leave the employ of SFA, or solicit the business of any client or customer of SFA or any consultant to SFA.

9. **Termination.**

a. After the Initial Term, Client may terminate this Agreement by providing sixty (60) days' written notice to SFA. Viewpoint will continue to forward mail for six (6) months from the notice date. Thereafter, SFA shall mark all mail "Return to Sender."

b. In the event Client breaches a term of this Agreement SFA may terminate this agreement immediately with cause and without penalty. Upon termination of this Agreement, Client agrees to remove SFA's address from any and all licenses, contracts, policies, etc. within thirty (30) days. Beginning with the thirty-first (31st) day, SFA may charge to the Client's card on file a penalty of ten dollars (\$10) per day.

10. **Default by Client.** In the event of a default by Client, SFA may pursue any other remedy now or hereafter available to it under the laws or judicial decisions of the state of New Jersey. Unpaid fees for Services and other unpaid monetary obligations of Client under the terms of this Agreement shall bear interest from the date due at the maximum rate then allowable by law. SFA shall be entitled to recover its attorney fees in any action against Client to enforce the terms of this Agreement.

11. **Default by SFA.** SFA shall not be in default unless SFA fails to perform obligations required of it within a reasonable time, but in no event later than thirty (30) days after written notice by Client to SFA, specifying where SFA has failed to perform such obligation; provided, however, that if the nature of SFA's obligation is such that more than thirty (30) days are required for performance, then SFA shall not be in default if SFA commences performance within such 30-day period and thereafter diligently prosecutes the same to completion.

12. **Notices.** Any notice under this Agreement must be in writing and must be sent by certified mail, return receipt requested, or by an expedited mail service that provides proof of delivery, to the last address of the party to whom notice is to be given, as designated by such party in writing. Notice to SFA must be sent to the following address:

SFA Strategic Funding Alternatives, LLC
312 W. Rt. 38, Suite 100
Moorestown, NJ 08057

or such other address as SFA shall designate to Client in writing. The Client hereby designates its address (which address must be an address within the United States, otherwise notice shall be deemed given three (3) days after deposited with the mail service, regardless of whether or not received) as:

Such notices shall be deemed to be duly given only if mailed by certified mail, return receipt requested, in a postage-paid envelope, addressed to the other party at the addresses given above, and in the case of notices from Client to SFA, only if the address of the Premises is stated in the notice.

13. **No Assignment or Sublease.** No assignment or sublease of this Agreement or any part thereof shall be made by Client without SFA's prior written consent, at SFA's sole discretion. This includes registered agent services, which may not be provided to Client's customers without SFA's prior written approval.

14. **SFA's Liability.** SFA shall not be liable or responsible to the Client for any injury or damage resulting from the acts or omissions of SFA's employees, other clients, or for any failure of services provided, so long as SFA acts with reasonable diligence to restore any such amenity or service. Client agrees to indemnify and hold SFA harmless from and against any and all claims, damages or causes of action for damages (including reasonable attorneys' fees and court costs) brought on account of injury to any person or persons or property, or loss of life, arising out of the use, of the Services by Client.

15. **Waiver of Breach.** No failure by SFA to insist upon the strict performance of any term or condition of this Agreement or to exercise any right or remedy available on a breach thereof, and no acceptance of full or partial payment during the continuance of any such breach shall constitute a waiver of any such breach or any such term or condition. No term or condition of this Agreement required to be performed by the Client, and no breach thereof, shall be waived, altered or modified, except by a written instrument executed by SFA. No waiver of any breach shall affect or alter any term or condition in this Agreement, and each term or condition shall continue in full force and effect with respect to any other then existing or subsequent breach thereof.

16. **Partial Invalidity.** If any term, provision, covenant or condition of this Agreement, or any application thereof, should be held by a court of competent jurisdiction to be invalid, void or unenforceable, all provisions, covenants and conditions of this Agreement, and all applications thereof, not held invalid, void or unenforceable, shall continue in full force and effect and shall in no way be affected, impaired or invalidated thereby.

17. **Entire Agreement.** This Agreement contains the entire agreement between the parties and cannot be changed or terminated except in a writing acknowledged by the parties.

18. **Authority.** The party or parties executing this Agreement on behalf of the Client warrant(s) and represent(s) that such executing party (or parties) has (or have) complete and full authority to execute this Agreement on behalf of Client, that Client shall fully perform its obligations hereunder, and that same shall fully indemnify, defend and save SFA harmless from any breach of these warranties and representations.

19. **Governing Law.** This Agreement shall be governed by, interpreted and construed in accordance with the laws of the State of New Jersey. IN WITNESS WHEREOF, SFA and Client have executed this Virtual Office Services Agreement as of the date first above written.

Client:

Signature _____

Client Name (printed) _____

Title _____

Email _____

Phone _____

Accepted by:

Strategic Funding Alternatives, LLC

505 S Lenola Rd, Moorestown, NJ 80857

Exhibit A

Credit Card Authorization Form As a Client of SFA Executive Suites, LLC ("SFA"), I, _____, authorize SFA to charge the credit card listed below, for any and all fees associated with the Services outlined in the Virtual Office Services Agreement. If, after a payment by credit card, you later dispute the charges, unless prohibited by law, you agree not to cancel, revoke, charge back, or dispute any previously entered charge on your credit card. If you do so, and it is later determined that the charge was properly authorized, you agree to pay all out of pocket fees and costs incurred by SFA as a result of the improper cancellation, revocation, charge back, or dispute.

Type of Card: _____ VISA _____ MASTERCARD _____ AMEX _____ DISCOVER

Credit Card Number: _____

Expiration Date: _____ **CVC Code:** _____ (last 3 digits on back of Visa/MasterCard, 4 digits on AMEX) **Credit Card Billing Name and Address:**

Name on Card: _____

Street Address: _____

City: _____

State: _____ **Zip:** _____ **Telephone:** _____

E-mail address: _____

Signature: _____