

# RIVINGTON BUSINESS CENTRE

## BOOKING FORM

Rivington House, 82 Great Eastern Street, London, EC2A 3JF

Telephone: **020 7749 7200** Facsimile: **020 7739 8683** E-Mail: [info@rivingtonhouse.co.uk](mailto:info@rivingtonhouse.co.uk)

<b>Company Name:</b>
<b>Address:</b>
<b>Director/Proprietor:</b>
<b>Nature of Business:</b>
<b>Telephone Number:</b>

SERVICES	COST		COLLECT	PERIOD								
MAIL	<input style="width: 100%;" type="text"/>	<b>MAIL FORWARD</b>	<input type="checkbox"/>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding: 5px;">Monthly</td> <td style="width: 20px;"></td> </tr> <tr> <td style="padding: 5px;">3 Months</td> <td></td> </tr> <tr> <td style="padding: 5px;">6 Months</td> <td></td> </tr> <tr> <td style="padding: 5px;">1 Year</td> <td></td> </tr> </table>	Monthly		3 Months		6 Months		1 Year	
Monthly												
3 Months												
6 Months												
1 Year												
TELEPHONE	<input style="width: 100%;" type="text"/>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding: 5px;">DAILY</td> <td style="padding: 5px;">TWICE WEEKLY</td> <td style="padding: 5px;">WEEKLY</td> </tr> <tr> <td style="width: 33px;"></td> <td style="width: 33px;"></td> <td style="width: 33px;"></td> </tr> </table>	DAILY	TWICE WEEKLY	WEEKLY							
DAILY	TWICE WEEKLY	WEEKLY										
MAIL & TELEPHONE	<input style="width: 100%;" type="text"/>											
FAX	<input style="width: 100%;" type="text"/>	<b>TELEPHONE</b>	<input type="checkbox"/>									
MAIL, TEL & FAX	<input style="width: 100%;" type="text"/>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding: 5px;">Phone Through</td> <td style="padding: 5px;">Post Daily</td> <td style="padding: 5px;">Post With Letters</td> </tr> <tr> <td style="width: 33px;"></td> <td style="width: 33px;"></td> <td style="width: 33px;"></td> </tr> </table>		Phone Through	Post Daily	Post With Letters						
Phone Through	Post Daily	Post With Letters										
BUSINESS PACK	<input style="width: 100%;" type="text"/>		<input type="checkbox"/>									
CONNECTION CHARGE	<input style="width: 100%;" type="text"/>	<b>FAX</b>										
OTHER	<input style="width: 100%;" type="text"/>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding: 5px;">Phone Message</td> <td style="padding: 5px;">Post Daily</td> <td style="padding: 5px;">Fax Through</td> </tr> <tr> <td style="width: 33px;"></td> <td style="width: 33px;"></td> <td style="width: 33px;"></td> </tr> </table>		Phone Message	Post Daily	Fax Through						
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DEPOSIT	<input style="width: 100%;" type="text"/>											
<b>TOTAL</b>	<input style="width: 100%; border: 2px solid black;" type="text"/>											

FORWARDING INSTRUCTIONS _____
<b>IF DIFFERENT FROM ABOVE</b> _____

HOW DID YOU HEAR OF US? _____
ARE YOU REGISTERED FOR VAT?      YES <input type="checkbox"/> NO <input type="checkbox"/>

SIGNATURE _____	DATE _____
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**CHEQUES TO BE MADE PAYABLE TO *RIVINGTON SECRETARIAL SERVICES***