

1. Contact Information				
Contact Name				
Company Name (if applicable)				
Contact Address				
Telephone Number / Mobile				
Email Address				
Website Address				
Summary of your Business concept				
What Stage are you at? (please circle)	Idea	Proven Idea	Ready to trade	Trading
If trading please indicate how long				
How did you find out about our services?				

2. Business Support Required (please tick as appropriate)		✓ / x
Pre Start Advice and Workshops		
Meeting Rooms		
Virtual Office Facilities		
Hotdesking		
Private Office Space		
Business Development, training and mentoring		

3. Predicated levels of Business	
How many employees by end of year 1?	
Turnover forecast year 1	
Turnover forecast year 2	

I declare that to the best of my knowledge the factual information in this form is correct and complete. I understand that if I have given information that is incorrect or incomplete, the offer of support may be withheld and action taken against the company / organisation.

Signed	Date	
Print		
<b>Internal Use only:</b>		
Appointment taken by: NAE / KR		Date: _____
Intended move in date/start date: _____ Contract sent /signed _____		
Notes:		