



QU2

Queen Square Business Quarter

15 Queen Square, Leeds, LS2 8AJ

VIRTUAL OFFICE

TERMS AND CONDITIONS

- 1) **The Virtual Office** is a service operated by Queen Square Business Quarter at Leeds Metropolitan University, 15 Queen Square, Leeds, LS2 8AJ ("*QU2*") that entitles the Client to use the address of QU2 ("*the Virtual Office*") specified in this Agreement as his/her business address and not as his/her registered office address. Mail will be handled according to instructions specified by the Client.
- 2) The Client will be responsible for all resulting forwarding and service charges.
- 3) This Agreement starts on the day notified to the Client and continues for the term specified in this agreement and thereafter until terminated by either party by giving one month's written notice to the other.
- 4) Notices to terminate the Agreement must be in writing and delivered to an authorised representative of the other party concerned or sent by registered mail.
- 5) Upon termination of the Agreement, it is the Client's responsibility to notify all parties of the change of address. Subsequent mail sent to QU2 at Leeds Metropolitan University will be returned to sender.
- 6) Fees for the provision of the service ("*The Fee*") are payable in advance on the standard date specified in the Agreement.
- 7) Leeds Metropolitan University reserves the right to refuse to accept any items delivered that it considers to exceed reasonable size, weight, volume or quantity without prior agreement. Leeds Metropolitan University will not accept any dangerous, live or perishable goods. Leeds Metropolitan University does not guarantee or assume responsibility for any of the services hereunder.
- 8) The Client warrants that it will not use any of the rights granted in this Agreement for any obscene, illegal, immoral or defamatory purposes and will not in any way bring Leeds Metropolitan University into disrepute. The Client will not in any way whatsoever use or combine the Leeds Metropolitan University name, in whole or in part, for the purpose of trading activities.
- 9) Leeds Metropolitan University will not be liable for any loss sustained as a result of any mechanical breakdown, strike, delay or failure of any staff, manager or caretaker to perform their duties.
- 10) In no circumstances will Leeds Metropolitan University be liable for any loss or damage whatsoever and how so ever caused, except that resulting from the University's negligence, including liability for indirect or consequential losses or loss of profits.
- 11) This Agreement shall be governed by and interpreted in accordance with English law and the parties hereby submit to the exclusive jurisdiction of the English courts.