



Touch Secretarial Service Limited

Application Form for Virtual Office Service

虛擬辦公室服務申請表格 – TSS_VO01

Subscription date 登記日期 _____ (dd/mm/yy)

Account No. 客戶編號 _____

Company Details 公司資料

Company Name 公司名稱	English 英文
	Chinese 中文
Registered Address 公司註冊地址	
Business Nature 業務性質	Business Reg. No. 商業登記證號碼

Service Plan 服務計劃

☐ Standard Package 優惠套餐

	Basic Plan 基本計劃	Professional Plan 專業計劃	Superior Plan 優越計劃	Premium Plan 至尊計劃	Telephone Plan 專線計劃
Mongkok 旺角	<input type="checkbox"/> \$138	<input type="checkbox"/> \$328	<input type="checkbox"/> \$388	<input type="checkbox"/> \$478	<input type="checkbox"/> \$210
Causeway Bay 銅鑼灣	<input type="checkbox"/> \$168	<input type="checkbox"/> \$358	<input type="checkbox"/> \$418	<input type="checkbox"/> \$508	

☐ Custom Package 自選套餐

Registered Address 註冊地址	<input type="checkbox"/> Mongkok 旺角 [+138] <input type="checkbox"/> Causeway Bay 銅鑼灣 [+168]
Mail Notification 郵件通知	<input type="checkbox"/> Notify by email or no notification 以電郵或無需通知 [+0] <input type="checkbox"/> Notify by phone 以電話通知 [+10] <input type="checkbox"/> Notify by SMS 以手提電話短訊通知 [+30]
Mail Collection 郵件收取	<input type="checkbox"/> Self pick up at selected location 在選擇的地點自行領取 [+0] <input type="checkbox"/> Pick up at other TOUCH branches 到 TOUCH 其他分行領取 [+30] <input type="checkbox"/> Mongkok 旺角 <input type="checkbox"/> Causeway Bay 銅鑼灣 <input type="checkbox"/> Forward to designated address 轉寄到指定地點 [+30] # <input type="checkbox"/> by Post 平郵 <input type="checkbox"/> by Courier 快遞
Telephone Service 電話服務	<input type="checkbox"/> Private telephone number answering call with your preset greeting 專線電話並由秘書代接 [+160]
Call Handling - During Office Hour 來電處理 - 辦公時間	<input type="checkbox"/> Take message and notify by email 留言後以電郵通知 [+0] <input type="checkbox"/> Take message and notify by phone 留言後以電話通知 [+10] <input type="checkbox"/> Take message and notify by SMS 留言後以手提電話短訊通知 [+30] <input type="checkbox"/> Answer call and transfer to your designated number 接聽後轉駁至指定號碼 [+30] <input type="checkbox"/> Direct transfer to your designated number by phone system 由系統即時轉駁至指定號碼 [+30] <input type="checkbox"/> Direct transfer to voice mailbox 即時轉駁至留言信箱 [+30]
Call Handling - After Office Hour 來電處理 - 非辦公時間	<input type="checkbox"/> Ring unit caller hangs up 無需處理 [+0] <input type="checkbox"/> Direct transfer to voice mailbox 轉駁至留言信箱 [+30] <input type="checkbox"/> Direct transfer call to your designated number 轉駁至指定號碼 [+60]
EFax Service 電子傳真服務	<input type="checkbox"/> No fax service required 無需傳真服務 [+0] <input type="checkbox"/> Shared fax number with 50 pages/month 共用號碼 每月 50 頁 [+30] <input type="checkbox"/> Unique fax number with 200 pages/month 獨立號碼 每月 200 頁 [+90]
Fax Notification 傳真通知	<input type="checkbox"/> Notify by email or no notification 以電郵或無需通知 [+0] <input type="checkbox"/> Notify by phone 以電話通知 [+10] <input type="checkbox"/> Notify by SMS 以手提電話短訊通知 [+30]
Payment Cycle 繳費週期	<input type="checkbox"/> 3 Months 3 個月 <input type="checkbox"/> 6 Months (+2 Months free) 6 個月送 2 個月* <input type="checkbox"/> 10 Months (+5 Months free) 10 個月送 5 個月*

Exclude courier fee /postage 快遞費 / 郵費需額外繳付

*Applicable for first time user in first year only. One month deposit is required for any of the above service plans. 以上優惠只適用於新客戶之首年服務。
所有服務計劃需繳交 1 個月按金。

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Call Management 電話管理

Greeting 歡迎語	
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User Details 用戶資料

Applicant* / User 1 申請人*/用戶 1

Name 姓名	English 英文	Chinese 中文
HKID No. / Passport No. 香港身份證/ 護照	Nationality 國籍	
Contact No. 聯絡電話	Fax 傳真	
Email 電郵		
Contact Address 聯絡地址		

*Applicant is required to submit copies of Business Registration, HKID card/Passport and residential address proof upon application. 申請人在申請時需提交商業登記證、香港身份證/護照、及住址證明副本。

User 2

Name 姓名	Contact No. 聯絡電話
Email 電郵	Remarks 備註

User 3

Name 姓名	Contact No. 聯絡電話
Email 電郵	Remarks 備註

Terms & Conditions 服務條款

Main Terms 一般條款

- 客戶知悉並同意在本合約中沒有賦予客戶佔用或使用任何 Touch Secretarial Service Limited(下稱“服務供應商”)的辦公室、設備或設施的權力。
The Client understands and agrees that they will have no right to occupy and access any part of the premises and any equipment of facilities within the premises of the Service Provider under this agreement.
- 在服務生效前或終止後，或未經認可的情況下，服務供應商有權拒絕接收客戶的郵件、包裹、傳真或任何物品，及拒絕處理客戶專線電話的來電，並且不會作出通知。在服務終止後，客戶遺下的任何郵件、包裹、傳真和物品，服務供應商有權代為處理。
Before the commencement of service, during suspension period, or any situation without the prior authorization, the Service Provider will reject all mails, parcels, fax or any other objects sent to the Client and will not handle all calls from the assigned telephone number. The Service Provider is not responsible to notify the Client of such delivery. 30 days after the termination of service, any mails, parcels, fax or any objects sent to or left at any offices of the Service Provider shall be at the disposal of the Service Provider at its absolute discretion.
- 就以下情況，服務供應商有權終止服務而不作任何通知；同時亦無須為停止服務而負上法律責任或承擔任何被索償的後果。
Under the following circumstances, the Service Provider reserves all rights to terminate service without any prior notice. The Service Provider shall bear no legal responsibilities nor shall be liable for claims or compensation for discontinuing service.
 - 客戶未有按時繳交費用，包括服務費、手續費或轉寄郵件費用；
The Client has failed to settle any service fees, handling fees or reimbursements of postage on time;
 - 客戶涉嫌進行及任何非法、違例或詐騙活動；
In suspicion of the Client is involving or carrying out a fraud and any illegal or improper activities;
 - 客戶涉嫌在未經服務供應商許可下，把服務轉移或分配至任何第三者使用。
In suspicion of the Client is using provided services to hold any promotional sales or public recruitment events.

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4. 如服務供應商未能於合約議定的地點內提供服務或在合約期內提出終止合約，均必須在 30 天前向客戶作出正式書面通知(第 3 條列明情況下除外)，同時亦必須按比例退回客戶已繳交之服務費。

If the Service Provider is no longer able to provide service at the location stated in the agreement or terminate the agreement within the contract period, a 30-day formal notice will be given to the Client (except for situation stated in term 3), and the prepaid service fees will be refunded to the Client on pro-rate basis.

Limitation of Liability 責任範圍

5. 客戶已知悉因語言、文字或電子通訊的限制，如因服務受阻、延誤或中斷或任何錯漏，服務供應商的責任只限於其服務受影響的時段服務費，服務供應商不會因上述原因而負上其他責任。

The Client acknowledges that due to the imperfect nature of verbal, written and electronic communications, the Service Provider is not responsible for any failure to render any service, any error or omission, or any delay or interruption of any service, the sole obligation is limited to the service charges during the affected period.

6. 客戶同意不會因服務受阻、延誤或中斷、或任何錯漏而引致的直接或間接損失(包括業務及收益之損失)而提出索償。

The Client agrees to waive, and agrees not to make, any claim for damages, direct or consequential, including with respect to lost business or profits, arising out of any failure to furnish any service, any error or omission with respect there to, or any delay or interruption of service.

Contract Period and Termination of Service 合約期及終止服務

7. 首合約期為服務生效日期至已繳付的服務周期完結為止。其後合約期會按照客戶每次繳付的服務周期延續，而本合約之內容亦會於新延續的合約期內適用。

The first contract period will be the period started from the date of service commenced to the last date of the period covered within the first payment.

The contract period will be extended according to the period covered of each payment of the Client afterward, and the content of this agreement will be applicable within the extended contract period.

8. 如客戶欲終止服務，必須提前 30 天以書面通知服務供應商。若客戶於合約期內終止服務計劃，已繳付的服務費將不獲退回。

To terminate the service, the Client should notice to the Service Provider by submitting "Termination Form of Business Services" before 30 days. If the terminates the service within the contract period, all the prepaid service fees will be non-refundable.

About Service and Payment 關於服務及付款

9. 每個賬戶只接受一間公司登記；而有關郵件、包裹、來電及傳真，服務供應商會依照客戶提供的商業登記證上的公司名稱為準。

Only one company can be registered by each account. Service Provider handles related mails, parcels, calls and fax only following with the company name in the Business Registration.

10. Mail Handling Service 代收郵件服務

- 10.1 如包裹體積大於 40CM X 40CM X 40CM (以累積計算)，客戶必須於 3 天內領取，如未能及時取回，服務供應商會收取每件包裹每天 HK\$20 作儲存費。若 14 天客戶仍未到取，服務供應商會將包裹退回郵局並收取客戶 14 天之儲存費。

If parcels exceed 40cmX40cmX40cm accumulatively, Client has to come to take within 3 days. Otherwise, Service Provider will charge HK\$20 per item per day for storage fee. If parcels are not taken within 14 days, Service Provider will return parcels to post office and charge Client 14 days storage fee.

- 10.2 服務供應商有權拒收客戶任何危險、非法或過大之物品。

The Service Provider reserves the rights to refuse receiving any dangerous, illegal or oversize items for the Client.

- 10.3 服務供應商不會為轉寄郵件而引起的損失、被竊、被破壞、或任何災害，而作出任何賠償及負上任何責任。

The Service Provider shall not be liable for any losses, damages, costs, claims and expenses of liabilities of whatever nature in mail forwarding.

11. Call Service 電話服務

- 11.1 所有來電轉駁服務只適用於本地電話號碼。

All call forwarding service apply to local telephone number only.

- 11.2 若客戶須更改系統直接轉駁之指定號碼，必須於生效前 2 個工作天向服務供應商以書面形式通知。

If the designated number direct transferred by system is to be changed, a formal written notification should be submitted to the Service Provider on or before 1 working day prior to the effective day.

- 11.3 於辦公時間內，專線電話服務只限代接後留言及轉駁，而不包括任何產品查詢，報價及客戶服務的工作。

During the office hour, the telephone service provided by the Service Provider can be only used for receiving calls, leaving messages and transferring calls on behalf of the Client, not including any services related to product inquiries, making quotations and customer services.

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12. 如客戶需要更改服務指令、內容或地點，需以書面形式通知服務供應商，及繳付相關費用。

If the Client requires to make amendments to service instructions, contents or location a written notice should be given to the Service Provider amendment take place, related service fees shall apply.

13. 客戶應於賬單上列明的到期日前繳交有關款項，否則服務供應商有權終止其服務而不作另行通知。同時客戶有責任於到期日前確保已繳交之費用已由服務供應商收取並確認。

The Client shall pay the fees before the due date specified on the relevant invoices, or the Service Provider has the right to suspend the service to the Client. The Client has the responsibility to make sure that their payments are received and identified by the Service Provider before the due date specified on the relevant invoices.

I have read and agree to the Terms & Conditions and declared that the information given above is true and accurate in each and every respect.

本人茲證實上述資料確實無訛，並已閱讀及同意合約所列之條款。

Applicant / Authorized Signature and Company Chop

申請人/ 授權人簽署及公司印鑑

Name 姓名 _____

Date 日期 _____

Official Use Only 職員專用

Commencement Date 生效日期	Service Code 服務代碼	Handling Staff 負責職員
Assigned Tel No. 分配之電話號碼	Invoice No. 賬單編號	
Assigned Fax No. 分配之傳真號碼	Deposit 按金	
Remarks 備註		