

EXECUTIVE OFFICE CENTERS, INC.

477 Congress Street, 5th Floor
Portland, Maine 04101-3431

CONTRACT FOR SERVICES

PROVIDER: Executive Office Centers, Inc.

USER: _____

DESCRIPTION OF SERVICES (if checked):

- G Telephone answering during business hours and general reception services.
- G Mail and address location services for the receipt of U.S. Mail and packages from other couriers.
- G Directory listing in the building lobby.
- G Use of other services and space listed on the attached "Services Charges" description and space sheet as specifically contracted for on an as used basis only.

TERM: Original Term, beginning ___ending ___ and automatically

renewable monthly thereafter unless either party gives 30 days notice (from the 1st day of the month) in advance.

BASIC FEE: \$___ Per month, payable in advance, on the 1st day of the month, at the

Provider's office without the right of set-off or deduction. Other fees are billed the month following their being incurred.

SECURITY DEPOSIT: \$___ To be held by the Provider as partial security for the prompt full payment of the User's obligations.

USE OF SPACE: The User will use the space for conducting business only and will not violate any term or provision of the Provider's lease with its Landlord, a copy of which is available for inspection and is incorporated in this contract by reference.

MAINTENANCE AND REPAIRS: The Provider will maintain the space and furniture in good order and repair. The User will be liable for any damage caused by other than normal wear and tear by the User's acts or the User's guests' acts.

ALTERATIONS: The User will not make any alterations without the Provider's permission.

CONDITION OF PREMISES AT TERMINATION: The User will give up the space in as good a condition as received, subject to ordinary wear and tear.

DAMAGE TO USER'S PERSONAL PROPERTY: The Provider will not be liable for damage to the User's personal property at the premises unless caused by the negligence or willful act of

the Provider or the Provider's employees or the Provider's guests. The User should investigate obtaining property insurance.

BUSINESS LOSS CAUSED BY ERROR OR OMISSION OF PROVIDER OR ITS

EMPLOYEES: The Provider will endeavor to provide its services accurately, professionally, and timely. The Provider does not guarantee that such services will be provided without error and therefore, the User agrees to hold the Provider and its employees harmless for any errors or omissions in the services provided. The User may wish to obtain its own errors and omissions insurance.

HOLIDAYS: No secretarial services or reception services will be provided on the following holidays (weekend holidays will be observed on the closest day, Friday or Monday):

New Years Day; Martin Luther King Jr. Day; Presidents Day; Patriots Day; Memorial Day
Independence Day; Labor Day; Columbus Day; Veterans Day; Thanksgiving Day; the day
after Thanksgiving; Christmas Day.

NOTICES TO EITHER PARTY: Shall be in writing and may be hand delivered or mailed to the Provider at Executive Office Centers, Inc., 477 Congress Street, 5th Floor, Portland, Maine 04101-3427 and to the User at 477 Congress Street, 5th Floor, Portland, Maine 04101-3427.

For your convenience, we provide a non-smoking atmosphere.

<u>Executive Office Centers, Inc.</u> Provider	_____	Date	
_____	By: David S. Glaser	<u>President</u> Title	
_____	User	_____	Date
_____	By	_____	Title