

# EXECUTIVE OFFICE CENTERS

477 Congress Street, 5<sup>th</sup> Floor

Portland, Maine 04101-3427

(207) 773-8890

[www.executiveportland.com](http://www.executiveportland.com)

## CONTRACT FOR SERVICES INCLUDING THE USE OF SPACE

**PROVIDER:** EOC llc t/a Executive Office Centers.

**USER:** \_\_\_\_\_

### DESCRIPTION OF SPACE AND FURNISHINGS INCLUDED:

Office #		Guest Chairs	
Desk		Telephone	
Desk Chair		File Cabinet	
Chair Mat		Parking	
Waste Basket			

**TERM:** \_\_ months, beginning \_\_, ending \_\_ and automatically extended for an additional one month

every month beginning \_\_ unless either party gives a 60-day notice from the first of any month.

**BASIC FEE:** \$ \_\_\_ per month (Rent , Internet , 1 telephone line , 1 voice mail box , parking ), payable in advance, on the 1<sup>st</sup> 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.

### ADDITIONAL CHARGES FOR SERVICES PROVIDED:

See attached schedule, AResident Service Charges@

**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 to the space.

**CONDITION OF PREMISES AT TERMINATION:** The User will give up the space and furnishings 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:**

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Provider will endeavor to provide its services accurately, professionally, and timely. However, 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, 5<sup>th</sup> Floor, Portland, Maine

04101-3427 and to the User at 477 Congress Street, 5<sup>th</sup> Floor, Portland, Maine 04101-3427

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

EOC Ilc

Provider

Date

By: David S. Glaser

Title

President

User

Date

By

Title