

Villa Office Suites – Terms & Conditions

1. Product Definition

1.1 Virtual Plan - The Address Plan: Entitles the client to receive mail at Villa Office Suites specified in this Agreement. The client may use the address of Villa Office Suites for business correspondence. Upon request forwarding of mail service is provided (2) times per week at no additional fee with the exception of postage charges. This plan also includes (1) internal building directory listing.

1.2 Virtual Plan - The Phone Plan: Entitles the Client to a local telephone number determined by Villa Office Suites in the Villa Office Suites, personalized call answering service during normal business hours, after business hours and weekend voicemail access, and call forwarding ability.

1.3 Virtual Plan -The Total Virtual Plan: Includes all services detailed in sections 1.1 and 1.2. In addition the Client is entitled to receive faxes at the Villa Office Suites. The Total Virtual Plan provides (10) hours of private small conference room usage at the Villa Office Suites, subject to availability.

1.4 Onsite business office client services include:

- 24 Hour access to suite & office building.
- Guest reception area with receptionist.
(Receptionist greets guests, screens & directs your calls onsite or offsite) subject to section 1.2
- Furnished office suite.
- Phone service w/ voicemail plus VM to email service subject to section 1.2
- High speed Internet & WIFI - (6 MG Pipe)
- Conference room allowance (10) hours per month plus lectureship hall availability at additional fee.
- Receipt & suite delivery of mail & packages.
- Use of kitchen facilities & complementary coffee, beverages & snacks
- Utilities, HVAC (7AM-7PM), plus full service maintenance during normal business hours.
Building temperature set by Villa Office Suites. An after hour HVAC rate can be negotiated and billed.
- Janitorial services – Daily trash service & light vacuum.
- (1) Reserved parking space.
- Guest parking & overflow parking.
- Internal building directory listing.
- Street front signage subject to section 6.9.

1.5 Pay-as-you-use and additional variable services subject to fee schedule listed in house rules.

2. This Agreement

2.1 Comply with House Rules: The client must comply with any House Rules which Villa Office Suites impose generally on users of the Villa Office Suites. Such rules are developed and/or imposed to protect client's use of the Villa Office Suites for work. The House Rules (addendum A).

2.2 Duration: This agreement lasts for the period stated in it and then will be extended automatically for successive periods equal to the current term but no less than 3 months (unless legal renewal term limits apply) until brought to an end by the client or by Villa Office Suites. All periods shall run to the last day of the month in which they would otherwise expire. The fees on any renewal will be at the then prevailing market rate.

2.3 Bringing this agreement to an end: Either Villa Office Suites or the client can terminate this agreement at the end date stated in it, or at the end of any extension or renewal period, by giving at least two months written notice to the other.

2.4 Onsite business office client agreement end: When duration of agreement ends the client is to vacate the accommodation(s) immediately. Leaving the accommodation(s) in the same condition as it was when the client took it. Upon the clients departure Villa Office Suites will charge an office restoration service fee equal to the amount stated on the first page of this agreement to cover normal cleaning, testing, & repainting to return office into it original state. Villa Office Suites reserves the right to charge additional reasonable fees for any repair needed above and beyond normal wear and tear.

2.5. Ending this agreement immediately: To the maximum extent permitted by applicable law, Villa Office Suites may put an end to this agreement immediately by giving the client notice and without need to follow any additional procedure if (a) the client becomes insolvent, bankrupt, goes into liquidation or becomes unable to pay its debts as they fall due, or (b) the client is in breach of one of its obligations which cannot be put right, or (c) its conduct, or that of someone at the business center with its permission or invitation, is incompatible with ordinary office use which shall be determined at Villa Office Suites' sole discretion. If Villa Office Suites puts an end to this agreement for any of these reasons it does not put an end to any outstanding obligations, including the payment of any additional services used as well as the monthly fee for the remainder of the period for which this agreement would have lasted if Villa Office Suites had not ended it.

2.6 If Villa Office Suites is no longer available: In the event that Villa Office Suites is no longer able to provide the services stated in this agreement then this agreement will end and the client will only have to pay monthly fees up to the date it ends and for the additional services the client has used.

2.7 Employees: While this agreement is in force and for a period of six months after it ends, the client may not knowingly solicit or offer employment to any staff employed in the Villa Office Suites. This obligation applies to any employee employed at the Villa Office Suites up to that employee's termination of employment, and for three months thereafter. It is stipulated that the breaching party shall pay the non-breaching party the equivalent of one year's salary for any employee concerned.

2.8 Client Representation of Villa Office Suites Employees: Throughout the duration of this agreement, client agrees that neither client, nor any of client's partners, members, officers or employees will represent, or otherwise provide legal counsel to, any of Villa Office Suites' current or former employees in any dispute with, or legal proceeding against, Villa Office Suites, or any of Villa Office Suites' affiliates, members, officers or employees.

2.8 Notices: All formal notices must be in writing to the address first written on the front page of the agreement. It is the client's responsibility to keep their address of record up to date with the Villa Office Suites at all times.

2.10 Confidentiality: The terms of this Agreement are confidential. Neither Villa Office Suites nor the client may disclose them without the other's consent unless required to do so by law or an official authority. This obligation continues after this agreement ends.

2.11 Applicable law: This agreement is interpreted and enforced in accordance with the law of the place where the relevant business center is located. Villa Office Suites and the client both accept the exclusive jurisdiction of the courts of such jurisdiction. If any provision of these terms and conditions is held void or unenforceable under the applicable law, the other provisions shall remain in force.

2.12 Enforcing this Agreement: The client must pay any reasonable and proper costs including legal fees that Villa Office Suites incurs in enforcing this agreement.

3. Compliance

3.1 Compliance with the law: The client must comply with all relevant laws and regulations in the conduct of its business. The client must do nothing illegal in connection with its use of the Business Center. The client must not do anything that may interfere with the use of the business center by Villa Office Suites or by others, cause any nuisance or annoyance, increase the insurance premiums Villa Office Suites has to pay, or cause loss or damage to Villa Office Suites (including damage to reputation) or to the owner of any interest in the building which contains the business center.

The client acknowledges that (a) the terms of the foregoing sentence are a material inducement in Villa Office Suites' execution of this agreement and (b) any violation by the client of the foregoing sentence shall constitute a material default by the client hereunder, entitling Villa Office Suites to terminate this agreement, without further notice or procedure.

4. Use

4.1 The client must not carry on a business that competes with Villa Office Suites' business of providing serviced office accommodations and virtual offices.

4.2 The client's name and address: The client may only carry on that business in its name or some other name that Villa Office Suites previously agrees.

4.3 Use of the Center Address: Onsite business office clients and "Address Plan, & The Virtual Plan" clients may use the Villa Office Suites address as its business address. The client is not permitted to use the address of the Villa Office Suites as their registered office address unless permitted by law and by Villa Office Suites and (if relevant) by local compliance rules. Any other uses are prohibited without Villa Office Suites' prior written consent.

4.4 Client may not advertise by newspaper, radio, direct mail, or otherwise using Villa Office Suites name or telephone number or facsimile number, without Villa Office Suites' prior written consent.

5. Villa Office Suites' Liability

5.1 To the maximum extent permitted by applicable law, Villa Office Suites will not be liable for any loss sustained as a result of Villa Office Suites' failure to provide a service as a result of any mechanical breakdown, strike, or termination of Villa Office Suites' interest in the building containing the Center. THE CLIENT EXPRESSLY AND SPECIFICALLY AGREES TO WAIVE, AND AGREES NOT TO MAKE, ANY CLAIM FOR DAMAGES, DIRECT, INDIRECT, PUNITIVE, SPECIAL OR CONSEQUENTIAL, INCLUDING, BUT NOT LIMITED TO, LOST BUSINESS, REVENUE, PROFITS OR DATA, FOR ANY REASON WHATSOEVER ARISING OUT OF OR IN CONNECTION WITH THIS AGREEMENT, ANY FAILURE TO FURNISH ANY SERVICE PROVIDED HEREUNDER, ANY ERROR OR OMISSION WITH RESPECT THERETO, FROM FAILURE OF ANY AND ALL COURIER SERVICE TO DELIVER ON TIME OR OTHERWISE DELIVER ANY ITEMS (MAIL, PACKAGES, ETC.) OR ANY INTERRUPTION OF SERVICES.

5.2 Client agrees to maintain adequate insurance for all of tenant's personal property located in the office against loss or damage by fire, explosion, or other hazards or contingencies for the full insurable value thereof. In accordance with this agreement, client shall provide Villa Office Suites with a certificate of insurance evidencing General/Public Liability coverage with liability limits of not less than One Million Dollars (\$1,000,000) per occurrence for Bodily Injury and/or Property Damage Liability and One Hundred Thousand Dollars (\$100,000) per occurrence for Fire/Legal Liability. Said insurance coverage shall remain in force during the term of this agreement and renewals thereof. Villa Office Suites shall be named as an additional named insured on each of these policies. Client's failure to provide or maintain such insurance shall not reduce or otherwise alter Client's liability or responsibility to pay any judgment rendered against Client for such Liability and Damages. Villa Office Suites has no obligation to and will not carry insurance for client's benefit. Villa Office Suites will not be liable to client or to any other person for damages on account of loss, damage or theft, to any business or personal property of client, except as caused directly by the gross negligence or willful misconduct of Villa Office Suites. Client hereby waives any claims against Villa Office Suites from any loss, cost, liability or expense (including reasonable attorneys' fees) arising from client's use of the premises or any common areas made available to client by Villa Office Suites or from the conduct of client's business, or from any activity, work, or thing done in the premises or common areas by client or client's agents, contractors visitors or employees.

6. Fees

6.1 Taxes: The client agrees to pay promptly (i) all sales, use, excise and any other taxes and license fees which the client is required to pay to any governmental authority (and, at Villa Office Suites' request, will provide to Villa Office Suites evidence of such payment) and (ii) any taxes paid by Villa Office Suites to any governmental authority that are attributable to the accommodation, where applicable, including, without limitation, any gross receipts, rent and occupancy taxes, tangible personal property taxes, stamp tax or other documentary taxes and fees.

6.2 Service Retainer/Deposit: The client will be required to pay a service retainer/deposit as listed on the first page of this agreement upon entering into this agreement. This service retainer/deposit will be held by Villa Office Suites without generating interest as security for performance of all the client's obligations under this agreement. The service retainer/deposit, or any balance after deducting outstanding fees, and other costs due to Villa Office Suites, will be returned to the client within 30 days after the client has settled their account with Villa Office Suites and funds have cleared. Villa Office Suites may require the client to pay an increased retainer/deposit if outstanding fees exceed the service retainer/deposit held and/or the client frequently fail to pay Villa Office Suites' fees when due.

6.3 Payment: Villa Office Suites is continually striving to reduce its environmental impact and supports its clients in doing the same. Therefore Villa Office Suites will send all invoices electronically (where allowed by law) and the client will make payments via an automated method such as Direct Debit or Credit Card, wherever local banking systems permit.

6.4 Late payment: If the client does not pay fees when due, a fee will be charged on all overdue balances. The fees are listed in the House Rules. If the client disputes any part of an invoice the client must pay the amount not in dispute by the due date or be subject to late fees. Villa Office Suites also reserves the right to withhold services (including for the avoidance of doubt, denying the client access to its accommodation, where applicable) while there are any outstanding fees and/or interest or the client is in breach of this agreement.

6.5 Insufficient Funds: The client will pay a fee for any returned check or any other declined payments due to insufficient funds. The fees are listed in the House Rules.

6.6 Villa Office Suites will increase base rents and monthly virtual office fees each and every anniversary of the start date of this agreement by a percentage amount equal to the increase in the "All Items Retail Prices Index," or such other broadly equivalent index which Villa Office Suites substitutes provided that if the foregoing increase is not permitted by applicable law, then the base rents and monthly virtual office fees shall be increased as specified in the House Rules.

6.7 Standard services: The monthly fee and any recurring services requested by the client are payable monthly in advance. Unless otherwise agreed in writing, these recurring services will be provided by Villa Office Suites at the specified rates for the duration of this agreement (including any renewal). Specific due dates are listed in the House Rules. Where a daily rate applies, the charge for any such month will be 30 times the daily fee. For a period of less than a month the fee will be applied on a daily basis.

6.8 Pay-as-you-use and Additional Variable Services: Fees for pay-as-you-use services, plus any applicable taxes, in accordance with Villa Office Suites' published rates which may change from time to time, are invoiced in arrears and payable the month following the calendar month in which the additional services were provided. Specific due dates are listed in the House Rules.

6.9 Street front signage. Street front signage will be available for any onsite business office client that signs a minimum of a (12) month contract. Client will contract signage production and installation charges directly with designated signage vendor subject to Villa Office Suites standards and purchase directly the cost of the sign and installation with said vendor. Villa Office Suites will not charge a monthly fee for the street front signage with a (12) month minimum contract.

6.10 Discounts, Promotions and Offers: If the client benefited from a special discount, promotion or offer, Villa Office Suites may discontinue that discount, promotion or offer without notice if the client breaches these terms and conditions or becomes past due on two or more occasions or has one occasion where payment is not made current for longer than (15) days.

Villa Office Suites – House Rules v1-2012

Addendum A

These are our House Rules, which may change from time to time and apply to all Villa Office Suites facilities.

Use of the Business Center

1. Access to the Villa Office Suites is available to onsite business office clients (24) hours a day (7) days a week and limited building access is available to total virtual plan clients during normal hours of operation unless otherwise arranged directly and in writing with Villa Office Suites. VILLA OFFICE SUITES shall provide for use of conference rooms subject to availability and upon reservation only. VILLA OFFICE SUITES shall also provide business and administrative support services on demand (to the extent available). Use of these services is subject to additional fees listed in section 23 below.
2. Conference room allowance hours are not cumulative nor can they be transferred in any way, and cannot be carried over to future months or used for conference rooms.
3. Taking care of our property: You must take good care of all parts of the Business Center, its equipment, fittings and furnishings that you use. You must not alter any part of it.
4. You shall not leave open any corridor doors, exit doors or door connecting corridors during or after business hours. All corridors, halls, and stairways shall not be obstructed by you or used for any purpose other than egress and ingress. You can only use public areas with the consent of VILLA OFFICE SUITES and those areas must be kept neat and attractive at all times.
5. Your name and address: As an onsite office client or if you are a "Mail Plan" or "Total Virtual Plan" client, at your request and we will include your (1) business name in the house business directory at Villa Office Suites. You may not use the name Villa Office Suites in any way in connection with your business other than, your business name @ Villa Office Suites in your address line only. You may not use the Villa Office Suites address as your registered address or address for service-of-process.
6. Your phone number: You agree that the phone number(s) assigned to you are for your use during the term of your agreement. The phone numbers remain the property of Villa Office Suites and you have no contractual or vested interests in the present telephone service, telephone system, or telephone numbers provided by Villa Office Suites. If you choose to have the phone number listed in the local 411 or directory assistance, you authorize Villa Office Suites to assist you in arranging this listing for you. You agree to pay any fees for such listing. You agree not to list the phone number in any "white or yellow" pages.
7. You and your employees and guests shall conduct yourselves in a businesslike manner; proper business attire shall be worn at all times; the noise level will be kept to a level so as not to interfere with or annoy other clients and You will abide by VILLA OFFICE SUITES directives regarding security, keys, parking and other such matters common to all occupants.
8. You may not conduct business in the hallways, reception area or any other area except in its designated office without the prior written consent of VILLA OFFICE SUITES.
9. You shall bring no animals into the building other than certified assistance animals, which are being used solely for the purposes of such certification.
10. Canvassing, soliciting and peddling in the building are prohibited and you shall not solicit other clients for any business or other purpose without the prior written approval of VILLA OFFICE SUITES.
11. All property belonging to you or any employee, agent or invitee shall be at the risk of such person only and VILLA OFFICE SUITES shall not be liable for damages thereto or for theft or misappropriation thereof.
12. Smoking shall be prohibited in all public areas, including conference and training rooms. No smoking shall be permitted at any time in any area of the VILLA OFFICE SUITES Business Center (including open offices). Smoking shall be permitted ONLY outdoors in designated smoking areas designated solely at the discretion on Villa Office Suites.

13. You or your officers, directors, employees, shareholders, partners, agents, representatives, contractors, customers, or invitees shall be prohibited from participating in any type of harassing or abusive behavior to VILLA OFFICE SUITES team members, other clients or invitees, verbal or physical in the VILLA OFFICE SUITES Business Center for any reason.

Services and Obligations

14. All of the pay-as-you-use services are subject to availability and the availability of our center staff at the time of any service request. We will endeavor to deal with a service request at the earliest opportunity and provide the additional service you require, but will not be held responsible for any delay.

15. If in our opinion, we decide that a request for any pay-as-you-use service is excessive, we reserve the right to charge an additional fee at our usual published rates based on the time taken to complete the service. This will be discussed and agreed between us at the time you make such request.

16. Mail Acceptance Policy: VILLA OFFICE SUITES will not accept any items exceeding 4.5 kg (10 lbs.) in weight, 46 cm (18") in any dimension, 0.03 cubic meters (1 cubic foot) in volume or if it contains any dangerous, live or perishable goods and shall be entitled in its absolute discretion to return any uncollected items or refuse to accept any quantity of items it considers unreasonable or unlawful. Items of larger size will only be accepted upon mutual prior agreement. VILLA OFFICE SUITES does not guarantee or assume responsibility for any of the services hereunder.

17. Office Services: We are willing to discuss special arrangements for the use of the facilities outside our normal opening hours. There may be an additional charge for such special arrangements. This can be discussed and negotiated at the time of arrangement.

18. Main Line Answering: Main Line Answering Service for any onsite business office client or virtual office products is not intended for main sales lines which would require our teams to help in the sales process of a client's service or product and/or main customer support lines such as call center usage or issue resolution hotlines which would require our teams to perform high volume call answering or providing issue resolution for a company other than our own. Excessive incoming calls may be subject to notice and continuance would require additional fee for service negotiated individually.

Your Agreement

19. Nature of your agreement: We may transfer the benefit of your agreement and our obligations under it at any time. This clause reflects the fact that you are taking a serviced office agreement and not a lease and that we retain overall control of the Business Center. You have no real-property interest of any kind in the Building. If your company does merge with another or you need to allow an affiliate to use the services provided under your agreement, please come to us and explain the need for any change to us and we will give careful consideration in each case.

20. Company Name Change: If there is a need to change the name of your company, requests must be made in writing and addressed to the Villa Business Suites. Please note that these requests should be accompanied by the appropriate supporting paperwork and will be processed within 30 days from the beginning of the next calendar month. Failure to provide paperwork supporting the name change will delay processing. Any invoices prior will be in the prior company name and cannot be changed.

Fees

21. Standard services: The standard fee and any fixed, recurring services requested by you are payable in advance, by the 1st day (or such other day as we designate) of each month following the date you receive your bill. Where a daily rate applies, the charge for any such month will be 30 times the standard fee. For a period of less than a month the standard fee will be applied on a daily basis. If you wish to discontinue a fixed, recurring service you must give 60-day prior written notice commencing on the first of the month.

22. Pay-as-you-use and Additional Variable Services: Fees for pay-as-you-use services, plus applicable taxes, in accordance with our published rates which may change from time to time, are invoiced in arrears and payable on the 1st day (or such other day as we designate) of the month following the calendar month in which the additional services were provided.

23. Additional Services Fee Schedule:

Conference Room Rental (Above conference room allowance)

- Small Conference Room \$25.00 per Hour
- Large Conference Room \$35.00 per Hour

Additional Meeting Room Availability

- Lectureship Hall \$45.00 per Hour

Conference Rooms and the Lectureship Hall are expected to be clean and returned in the same condition as when received. A service / cleaning fee equal to (1) hour room rental will be charged based on failure to do so. Continued failure to meet above standard may result in loss of usage privilege.

Additional Services

Copies

B&W = \$.05 ea. Color = \$.45 ea.

Telephone

	Monthly	Set Up Fee
Additional Extensions w/ VM or Fax Line	\$75.00	\$25.00
Long Distance Domestic (250 Minutes Included)	\$25.00 per each Additional (1000 Minutes)	

Secretarial Services

Administrative	\$25.00 per Hour on timecards based on 15-minute increments.
Word Processing	\$30.00 per Hour on timecards based on 15-minute increments.
Enhanced Data (Power Point / Excel...)	\$35.00 per Hour on timecards based on 15-minute increments.
Rush Service	2x Rate

24. Set Up Fees: A one-time set up fee will be charged in the amount of \$50.00 for "The Address Plan" agreements and \$100.00 for "The Phone Plan" or "The Total Virtual Plan" agreements.

25. Retainer / service deposits will be charged and payable upfront as follows: Onsite Office Clients will be charged a deposit equal to their base rent amount. \$50.00 will be charged as a deposit for "The Address Plan" agreements, \$100.00 will be charged for "The Phone Plan" agreements, and \$150.00 will be charged for "The Total Virtual Plan" agreements.

26. Late Payment Fee: If you do not pay fees when due, a service fee of \$25 plus 5% penalty will be charged on all overdue balances under \$1,000. For balances equal to or greater than \$1,000 a fee of \$50 plus 5% penalty will apply. If you dispute any part of an invoice you must pay the amount not in dispute by the due date or be subject to late fees. We also reserve the right to withhold services (including for the avoidance of doubt, denying you access to your accommodation) while there are any outstanding fees and interest or you are in breach of your agreement.

27. Insufficient Funds Fee: You will pay a fee of \$50 or the maximum amount permitted by law for checks returned due to insufficient funds. Any other declined payment due to insufficient funds will be charged a fee of \$50.

28. Retainer / service deposit maintenance fee: Any retainers / service deposit maintenance fees not claimed after 90 days will be forfeited by client.

29. Your liability for services: You agree that you are liable for all fees and any other amounts for which services are requested or rendered regardless of whether a payment made by any particular medium is declined or rejected in whole or in part. If requested by us, you agree to immediately pay by an alternate form of payment that we accept.

30. Your credit card authorization form: You agree that if you elect to pay fees and any other amounts owed to us by credit card, you will immediately sign our standard credit card authorization form which authorizes us to charge you for amounts owed to us. If applicable, you also agree to sign an authorization form, which notes the specific dollar amount that you owe us. You agree that at any time either form is presented to you, you will immediately sign it.

31. Client agrees to return all keys and access cards upon the termination of this agreement and give Villa Office Suites written notice of client's forwarding address and phone number. Failure to return any key or access card will result in a \$25 per key or card fee.

Liability

31. Mail: You release us from any liability arising out of or incurred in connection with any mail or packages received on your behalf.

32. Force majeure: Villa Office Suites shall not be held liable to you under this Agreement if it is prevented from, or delayed in, performing its obligations under this Agreement or from carrying on its business by acts, events, omissions or accidents beyond its reasonable control, including (without limitation): strikes; failure of a utility service or transport network; act of God, war, riot, civil commotion or malicious damage; disease or quarantine restrictions compliance with any law or governmental order, rule, regulation or direction; accident, fire, flood or storm; or default of suppliers or subcontractors. Villa Office Suites' obligation to perform its obligations shall be suspended during the period required to remove such force majeure event. Villa Office Suites shall notify you as soon as reasonably possible of the force majeure event and propose a suitable alternative accommodation (if any)

Abandonment

33. If client vacates or abandons, and is in default in payment of any fees due pursuant to this agreement, the office provided herein, or if he is dispossessed by process of law or otherwise, personal property belonging to client and left at the executive suites will be considered abandoned and Villa Office Suites may dispose of the same or, at Villa Office Suites option, Villa Office Suites may store it in client's name, at client's cost and without notice to client. Villa Office Suites shall have no liability for removal, storage, loss, damage or conversion of such property or for sale of any such property by a third party to pay storage and moving fees.

USPS Regulations

33. You acknowledge that VILLA OFFICE SUITES will comply with the USPS regulations regarding your mail. You must also comply with all USPS regulations. Failure to comply will result in immediate termination of this Agreement. If this Agreement is for "The Address Plan", you must complete a separate U.S. Postal Service Form 1583 ("Form 1583") to receive mail and/or packages at the Center. You acknowledge that this Agreement and Form 1583 may be disclosed upon request of any law enforcement or other governmental agency, or when legally mandated. You must use the exact mailing address, inclusive of the Private Mailbox designation, without modification as set forth in Section Three (3) of Form 1583. Your mail must bear a delivery address that contains at least the following elements, in this order, (i) Intended addressee's name or other identification, (ii) Street number and name, (iii) secondary address, (iv) "PMB" or # and your designated PMB number, and (v) City, State and ZIP Code (5-digit or ZIP+4). USPS may return mail to the sender without a proper address. When your agreement ends client agrees not to file a change of address form with the USPS.

Villa Office Suites – Terms & Conditions / House Rules v1-2012
Signature Page

I, _____ ,
(Full Name Please Print)

as an authorized representative of _____ ,
(Company or Entity Name - Please Print)

have read and accept the above terms & conditions and house rules set forth by Villa Office Suites.

(Signature)

(Date)