

FindExecutiveOffices.com

Terms and Conditions of Service For Your Executive Suites/Office Business Center (OBC):

FEO terms of service for internet marketing for your OBC on the FEO directory.

1. **FREE SITE:** Your registration on the FEO directory and all partnership sites are free to post. There is no fee for editing your posting, which you can do in your account 24/7.
2. **FEO INQUIRIES:** You will make every effort to contact any FEO internet inquiry who contacts you via phone, or email, etc, as soon as possible upon inquiring about your center. You have 48 hours to notify FEO if you reject an internet inquiry for any reason. If notice is not received, it is assumed that you accept the FEO internet inquiry.
3. **INQUIRY TRACKING:** You will use your best efforts to track inquiries that have been generated through FEO. Such efforts shall at a minimum include tracking all email and telephone inquiries on your OBC(s). FEO shall also track inquiries to your OBC(s) generated through the FEO website. Such means shall include but not be limited to telephone call logs and email transmissions generated by FEO, follow up conversations with potential inquiring customers, and requests that require inquiring customers to report transactions.
4. **INTERNET MARKETING FEE:** Once a contract is signed by an FEO customer and your OBC, you have 7 days from the customer's first check clearing the bank to send payment to FEO for the marketing fee. It is your responsibility to provide FEO with the details of the contract, including length of service, customer contact details, and total inclusive rent. FEO will be paid 10% of the total inclusive rent that the customer will pay to you for the period of up to one year. Failure to make payment shall result in a late charge of an additional 10% of the amount due for each month that the amount goes unpaid.
5. **APPLICABILITY AND TERM:** Any failure by you to timely remit any fees due to FEO, or any attempt to circumvent the payment of such fees as judged by FEO shall entitle FEO to immediately remove all of your listings from the FEO website and terminate this agreement.
6. **PRIVACY POLICY:** it is understood that you will not use FEO internet inquiries for any purpose other than for your OBC. Customers' names and contact information will not be shared with any other OBC or businesses without explicit permission by FEO and the customer.

Name: _____

Date: _____

Signature: _____

Definitions:

FEO- Findexecutiveoffices.com

OBC- Office Business Center, also known as executive suites, serviced offices, part time or virtual offices.