

# VIRTUAL ADDRESS PROGRAM AGREEMENT

JWP OPERATIONS LLC dba ANCHOR OFFICE (Anchor) agrees to provide to \_\_\_\_\_ (Client) the service set out below at the monthly rate listed. Client agrees to prepay the service charges stated by the first (1<sup>st</sup>) day of each month. Client will be invoiced. Should such payment be received after the third (3<sup>rd</sup>) day of the month, a ten percent (10%) late charge will be assessed. Checks returned for any reason will be charged a \$35.00 service fee.

**SERVICE PROVIDED**  
**Virtual Address Program**

**MONTHLY FEE**  
**\$150.00**

Anchor shall provide Client with a mailing address of 4265 San Felipe Street, Suite 1100, Houston, Texas 77027. Additionally, Anchor shall provide Client with sixteen (16) hours per month meeting room, virtual office or coworking space use. Further, Client is defined as being one (1) individual and the service described above will be provided for only (1) one individual. Should other associates be desirous of this service, it will require an additional program and an additional monthly fee.

The beginning date of this agreement is \_\_\_\_\_. If the beginning date is not the first (1<sup>st</sup>) day of the month, then the monthly fee will be pro-rated for that initial, partial month, but the agreement term will be calculated from the first (1<sup>st</sup>) day of the following month. The agreement shall continue on a month-to-month basis thereafter. If either party elects to terminate this agreement, they shall, thirty (30) days prior to the desired date of termination, give written notification of their intent to terminate said agreement. Said agreement can only terminate on the last calendar day of the month.

Client shall adhere to the attached Virtual Program Rules and Regulations.

Anchor reserves the right to make changes in the terms and fee structure for said service performed; however, thirty (30) days written notice must be given by Anchor to Client prior to actual occurrence of changes.

**JWP OPERATIONS LLC**

\_\_\_\_\_

By: \_\_\_\_\_  
Jan W. Paape

By: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

## VIRTUAL PROGRAM RULES & REGULATIONS

1. Client agrees to be the only user of Client's program unless stated otherwise in Client's Virtual Program Agreement.
2. All reservations are subject to availability and are made on a first-come first-served basis.
3. Room cancellation is required no less than 24-hours prior to the event date. If Client cancels reservation less than 24-hours, Client payment will not be refunded.
4. All catering and beverage service for Meeting Rooms, Virtual Office and Coworking area is handled by Anchor and outside food is prohibited.
5. Client and guests will wear proper business attire while using Meeting Rooms, Virtual Office and Coworking area.
6. Client and guests shall, at all times while at Anchor, conduct business on the premises in an orderly and business-like fashion that does not interfere with the operation of Anchor or others situated in and about the workspace. In the event the activities of Client or guests are, in the opinion of Anchor, interfering with the business and operations of others in the workspace, Anchor reserves the right to so advise with the expectation of full compliance by Client remedying the situation.
7. Client will not tamper or adjust the temperature control thermostats. Anchor management will make adjustment at the request of Client at Anchor's discretion.
8. Client will not rearrange furniture in any areas in the workspace without Anchor approval. Also, Client will not remove furniture, fixtures or decorative materials from any areas in the workspace.
9. Client shall not place any trash or other refuse in any public area, including lobbies, hallways or stairwells.
10. No corridors or halls shall be obstructed by Client or used for any purpose other than egress or ingress. Client will not prop open any corridor doors or exit doors during or after business hours.
11. All entry doors to the workspace shall remain locked prior to 8AM and after 5PM, Monday through Friday and all day during the weekend and holidays.
12. The parking garage and driveways are to be used only for the purpose intended by the building and shall not be obstructed or misused in any way. Client will adhere to this policy.
13. All property belonging to Client and/or your guests shall be at your personal risk and neither Anchor nor agent shall be liable for any damages, theft or misappropriation.
14. Client and guests will bring no animals other than registered service dogs into the building.
15. No flammable, hazardous material, i.e. explosives, gasoline, kerosene, oil, acids, etc. shall be brought into the Meeting Rooms or any other part of the center.
16. All parts of Anchor are designated as non-smoking. A No Smoking Policy is in effect in the building, in all public areas, including lobbies, corridors, elevators, entrances, restrooms and stairwells. Smoking shall be permitted only in such areas as designated by building

management.

17. Anchor reserves the right to exclude or expel from the building any person who, in the judgment of Anchor, is intoxicated or under the influence of alcohol or drugs, or who shall in any manner do any act in violation of any of the rules and regulations of the Building or who causes any disturbance to other Clients, members, visitors or invitees.
18. Handgun Policy. Anchor's Landlord for the building (4265 San Felipe Street) has a handgun policy that states that tenants of the building cannot open carry or conceal carry within 4265 San Felipe. This policy passes through to all Tenants in the building and their employees, clients, guests and contractors. The policy states: "all tenants remain prohibited under current lease restriction from carrying handguns (whether open or concealed) into the building or Tenants' own premises. In addition, all Tenants are required by the leases to enforce the same policy with respect to their employees, clients, guests and contractors". Anchor expects all their clients, their guests and invitees to comply.
19. Client agrees to all terms set out in Virtual Program Agreement.
20. Anchor reserves the right at any time to rescind any of these rules and regulations and to make such other and further rules and regulations, as in its sole judgment, shall from time to time be needful for the safety, protection, care and cleanliness of the premises.