

Asian Link Corporation

1108 W. Valley Blvd. Suite 6, Alhambra, CA 91803

Tel:(626) 300-9191 Fax:(626) 300-8955

SERVICE CONTRACT

Assigned Telephone no.: _____

Account No.: _____

This contract is made between _____ (hereinafter as "Subscriber") and Asian Link Corporation. (hereinafter as "PROVIDER"). PROVIDER provides the _____ Virtual Office Service plan (see the service plan listed below) to the subscriber effective _____.

VIRTUAL OFFICE PLAN			
	BASIC	DELUXE	V.I.P.
Monthly Fee	\$60	\$250	\$450
Answering Svc Plan	Discount	Standard	Preferred
Phone Line	Dedicated phone line Included	Dedicated phone line Included	Dedicated phone line Included
Fax Line	Shared	Dedicated fax line	Dedicated fax line
Address	Included	Included	Included
Secretarial Service	None	4 hours	8 hours

FEES: The fee for shipping service includes packaging labor and materials only. It does not include shipping charge.

Subscriber agrees to pay the service fee to PROVIDER monthly. Unless PROVIDER has received a written cancellation notice from Subscriber, PROVIDER will assume continuation of this contract upon expiration. PROVIDER expects to receive payments before the 15th of each month. **PROVIDER reserves the right to suspend services to Subscriber who does not pay the service fee. Any outstanding balance and the cost of collection must be recovered from the subscriber.**

TERMINATION: Either party has the right to terminate this contract with a 30-day written notice. All outstanding balance must be paid upon the day of termination. **Subscriber shall present a 30-day written cancellation notice to PROVIDER. If the cancellation is made less than 30 days in advance, Subscriber will be charged on a prorated basis. No deposit will be returned without a prior written notice.**

LIMITS OF LIABILITIES: PROVIDER will transmit and relay messages from and to Subscriber with best care possible, but takes no responsibility of their contents. PROVIDER should not be held liable for any damage due to the causes of the phone company or unavoidable mechanical problems.

RELATIONSHIP OF PARTIES: Under no circumstance should PROVIDER be considered an employee, agent, or servant to Subscriber. PROVIDER reserves the right to refuse transmission of any messages which, in its sole and absolute judgment, contains obscene, libelous, illegal or otherwise offensive language or content.

By signing this contract, both parties agree to the terms and conditions that are stated above.

Name of Company:		
Company Tel:	Fax:	Email:
Company Address:		
Alternative /Home number to contact:	Confidential? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Name of Person/Position:	Pager:	
Name of Person/Position:	Pager:	
Name of Person/Position:	Pager:	
Name of Person/Position:	Pager:	
Greeting (Default is announcing your company name):		
Would you prefer your messages to be: <input type="checkbox"/> Always page <input type="checkbox"/> Urgent page only <input type="checkbox"/> Never page, or <input type="checkbox"/> Other (Please specify):		
Method of payment: <input type="checkbox"/> Check <input type="checkbox"/> Credit Card		
Credit Card Number:	Expiration Date:	
Name:		
Billing Address:		
Customer's Signature:	Date:	
ID No.:		
PROVIDER Signature:	Date:	