

# TWOJE WIRTUALNEBIURO

<b>PRICE LIST</b>	<b>Package Start</b>	<b>Package Standard</b>	<b>Package Prestige</b>
Registration address (virtual address)	YES	YES	YES
Correspondence address	YES	YES	YES
Maximum amount of correspondence collected	No limit	No limit	No limit
Email notification of correspondence collected – all letters	YES	YES	YES
Correspondence scanning and attaching it via email	-	up to 100 pages / month	up to 150 pages / month
Forwarding collected mail to the appointed address once a month	-	-	YES
Access to the meeting room 3 h/month	-	-	YES
Collection of parcels up to 30 kilograms (10 units a month)	-	-	YES
Possibility to establish a binding contract via correspondence	YES	YES	YES
<b>PAYMENT</b>			
payment for <b>1 month</b> in advance		<b>169 zł/mth</b>	<b>209 zł/mth</b>
payment for <b>3 months</b> in advance	<b>69 zł/mth</b> (3x69 = 207 zł)	<b>109 zł/mth</b> (3x109 = 327 zł)	<b>149 zł/mth</b> (3x149 = 447 zł)
payment for <b>6 months</b> in advance	<b>59 zł/mth</b> (6x59 = 354 zł)	<b>99 zł/mth</b> (6x99 = 594 zł)	<b>139 zł/mth</b> (6x139 = 834 zł)
net prices plus VAT 23%			

## Price list – additional services

Service	Conditions	Price
sending received correspondence by courier	at the request of the Service Recipient in Poland* *outside Poland, individual pricing	Weight up to 2 kg - 25 PLN net Weight from 2 kg to 10 kg - PLN 27 net
scanning correspondence and sending scans (pdf) to the indicated e-mail address	for the Start Package pages max A4 limit to 10 pages*	PLN 5 net/1 letter *above the limit – PLN 0.50 net/page
scanning correspondence above the limit set in the Service Package	for the Standard and Prestige Package	PLN 0.50 net / page
storing correspondence for more than 30 days from the date of sending the notification	§3 point 3.7 of the Agreement	PLN 10 net / for each started month
destroying correspondence in a shredder	based on written authorization from the Service Recipient	PLN 0.50 net/card* *envelope as 1 sheet
meeting room rental	Monday - Thursday from 9:00 -17:00; Friday at 9:00 – 16:00	PLN 30 net/1 hour* *fee for each commenced hour
scan, print, copy on site in the office	format max A4, black and white	PLN 0.50 / page
drinks in the meeting room	coffee and tea included in the rental price	water 0.3l – PLN 3 net
interest for late payment	Statutory interest for delay in commercial transactions results from Art. 4 point 3 of the Act on payment terms in commercial transactions	9.5% per year

net prices plus VAT 23%