erewash partnership

Celebrating 30 years of excellence

VIRTUAL OFFICE APPLICATION

Give your business a professional customer outlook with a virtual office address!

- Register your Companies House/business address at our business centre and keep your personal addresses from being seen by customers, suppliers and associates.
- Mail forwarding can be provided along with meeting spaces for an additional fee's.

Packages from only £16.50 +VAT

CASTLEDINE HOUSE BUSINESS CENTRE,
5-9 HEANOR ROAD, ILKESTON, DE7 8DY

ALL sections require completion by a company director, or business owner if a sole trader. Please attach any additional information you consider relevant to your application. All information given will be treated in the strictest confidence and will not be disclosed to any outside parties without your written consent.

PLEASE USE BLOCK CAPITALS

DATE OF APPLICATION _____

REQUIRED START DATE _____

BUSINESS NAME

CURRENT REGISTERED ADDRESS _____

_____

COMPANY NUMBER (if applicable) _____

CONTACT NUMBERS _____

EMAIL ADDRESS _____

WEBSITE ADDRESS _____

NUMBER OF YEARS TRADING _____

DO YOU HAVE ANY OTHER BUSINESS ADDRESSES? _____

_____

PERSONAL INFORMATION

TITLE

NAME _____

DATE OF BIRTH _____

POSITION IN THE COMPANY _____

HOME ADDRESS _____

_____

CONTACT NUMBERS _____

EMAIL ADDRESS _____

ID & REFERENCE CHECKS

Please provide one of the following for proof of name and address:

Utility Bill (within the last 3 months) OR Current Council Tax Demand

AND - One of the following for photo identification

Valid Passport OR Valid Driving Licence

PROFESSIONAL REFERENCE CHECK

CONTACT NAME _____

CONTACT NUMBER _____

TRADING ADDRESS _____

_____

EMAIL ADDRESS _____

DETAIL BUSINESS RELATIONSHIP AND LENGTH KNOWN

_____

_____

_____

PERSONAL REFERENCE CHECK

CONTACT NAME _____

CONTACT NUMBER _____

ADDRESS _____

_____

EMAIL ADDRESS _____

DETAIL RELATIONSHIP AND LENGTH KNOWN

_____

_____

_____

DO YOU WISH TO DISCUSS MAIL FORWARDING OPTIONS WITH US? ☐

BY SIGNING AND SUBMITTING THIS DOCUMENT YOU ARE AGREEING TO ABIDE BY OUR TERMS & CONDITIONS AS FOUND AT:
www.erewash-partnership.com/workspace/virtual office

APPLICANT SIGNATURE _____

PRINT NAME _____

DATE _____

Please return your application and accompanying documents to either the postal or email address below. We aim to review all applications within 5 business days and reserve the right to decline any application.

Email: help@erewash-partnership.com **Tel: 0115 946 8839**
The Old Police Station, Wharncliffe Road, Ilkeston, Derbyshire, DE7 5GF