



CPEO GUEST CLIENT Office Use Agreement

THIS AGREEMENT is made and entered into this _____, 20____ by _____ (Client) and Live Answer Receptionist, LLC whose address is 1230 Oakley Seaver Drive, Suite 101, Clermont, FL 34711.

TERM: This Agreement shall commence on the _____, and is a month to month agreement. No recurring fees.

SERVICES RENDERED: Client will have use of conference room or meeting room for private business meetings scheduled by the hour and room availability is on a first come, first serve basis.

COMPENSATION: CLIENT agrees to remit to Live Answer Receptionist, LLC a subscriber fee of **\$40-\$60.00*** per hour for each hour of private meeting use. The total monthly amount will be invoiced and is due and payable at that time.

AFTER HOURS/CANCELLATION: The conference rooms are available for rent between 9:00am and 5:00pm Monday through Friday (excluding major holidays). Any meeting/conference that is before 9:00am or after 5:00pm will result in an extra hourly charge of time plus one-half. Cancellations must be made in writing (email is acceptable).
- Cancellations made the same day will be charged for the full amount of hours scheduled for that appointment.
- Cancellations made the prior business day must be made before 5pm and will be charged for half of the amount of hours scheduled for that appointment.
In order not to be charged for your appointment, Cancellations must be made at least two business days before 5pm, prior to your appointment.

SECURITY DEPOSIT: Simultaneous with execution of this Agreement. CLIENT shall deposit with Clermont Professional Executive Offices a refundable, non-escrowed deposit in the amount of **\$100.00** to guarantee full and faithful performance of this Agreement.
Security Amount may be waived by placing a credit card on file.

A-la-carte Services: B&W Copies: \$0.35 each; Color Copies: \$1.00 each
Scans: \$0.25 each; Fax Pages: .25 each Coffee: \$0.75 each;

*Conference Room 1 = \$60.00/hour
Conference Room 2 = \$60.00/hour
Conference Room 3 = \$40.00/hour



ROOM RESERVATIONS: Please email

MEETINGROOMS@ClermontProfessional.com

You may call the office to check on Room Availability but rooms must be reserved with an email. To Reserve a room, CPEO requires the following information: Name of the parties, Number in your party, Job number, and Start and Finish times of your meeting.

ENTIRE AGREEMENT: The foregoing represents the entire Agreement between both parties. Any changes to this Agreement will be made in writing, signed by both parties. Live Answer Receptionist, LLC does not assume any liability for any damage, expense, or other associated cost arising from loss, delay, or inaccuracy as a result of any operation problem and/or act of GOD which is beyond our control.

COMPANY NAME
BILLING ADDRESS AND CONTACT NAME (Must be physical address other Live Answer Receptionist, LLC address)
Email Address
Phone Number
Alternate Number

Client

Live Answer Receptionist, LLC

Signature

Date

Scott F. Keiber

Date

General Manager

Print

Title

Credit Card Authorization



Company Name: _____

I wish to pay by credit card until I revoke authorization in writing with 30 days notice:

Card # _____

Expires (MM/YY) _____ 3-digit Security Code _____

Check One ☐ Visa ☐ M/Card ☐ AMEX

Name (on card) _____

Address _____

City _____ State _____ ZIP _____

Disclaimer: In Signing you acknowledge that You have read and agreed to the LiveAnswerReceptionist Standard Terms and Conditions (LiveAnswerReceptionist.com/tandc.pdf)

Subscriber Signature _____

Date _____

LIVEANSWER 
RECEPTIONIST.COM

