



Agreement Date: _____	Reference No: _____
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Business Center Details	
San Antonio, TX – North Stone Oak	
Address	
18503 Sigma Road, Suite 200 San Antonio, TX 78258	
Manager	Claudia Vela
Phone	(210) 827-4028
Email	Claudia@EliteHomesSA.com

Client Details	
Company Name	
Contact Name	
Address	
Phone	
Email	

Office Payment Details

Office Number	Number of People	Price per Office
		\$ _____

Initial Payment \$ _____ + \$ _____ deposit	First Month's Fee \$ _____ (prorated if applicable)	<i>See special provisions below</i>
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Office Service Fee	\$75.00 / month
Total Initial Payment \$ _____	<i>See special provisions below</i>

Service Provision:	Start Date	End Date	
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All agreements end on the last calendar day of the month.

Service Retainer:

- Unfurnished
- Furnished (list items provided)
 - Desk
 - Office chair
 - Accent chair(s)
 - Other _____

Amenities:

- Conference rooms – by reservation based upon availability
- Coffee/water service – coffee, tea and hot/cold water dispenser
- Multifunction machine (copy, fax, scan, printer) – (12mos+ lease incl. complimentary 200 black and white copies); Fee for color copies at 0.49/copy; black and white copies at \$0.10/copy
- Mail and package delivery (excl. documents related to legal service)
- High speed Wi-Fi – Lan port available in each suite for direct internet and VoIP connection; wireless connection available also (see House Rules & Terms & Conditions for IT requirements regarding installation of tech equipment, i.e. router, modem, etc.)
- Breakroom – dining use only
- Includes utilities (electric, water)

Special: 1) _____;
 2) _____;
 3) _____



Terms and Conditions:

We are Elite Office, a subsidiary of Elite Homes, the "Provider". This Agreement incorporates our terms of business set out on attached Terms and Conditions, attached House Rules and Conference Room Use Guidelines which you confirm you have read and understood. We both agree to comply with those terms and our obligations as set out in them. This agreement is binding from the agreement date and may not be terminated once it is made, except in accordance with its terms. Note that the Agreement does not come to an end automatically. See "Cancellation" section of your terms and conditions.

AGREEMENT TO ARBITRATE; CLASS ACTION WAIVER: Any dispute or claim relating in any way to this agreement shall be resolved by binding arbitration administered by the American Arbitration Association in accord with its Commercial Arbitration Rules (available at www.adr.org), except that you or the Provider may assert claims in small claims court and the Client and the Provider may pursue court actions to remove you, or prevent your removal, from the Center if you do not leave when this agreement terminates. The arbitrator shall have exclusive authority to resolve any dispute relating to the interpretation, applicability, enforceability, or formation of this agreement. The arbitrator shall not conduct arbitration as a class or representative action. The Client and the Provider acknowledge that this agreement is a transaction in interstate commerce governed by the Federal Arbitration Act. The Client and the Provider agree to waive any right to pursue any dispute relating to this agreement in any class, private attorney general, or other representative action.

I accept the terms and conditions.

[TERMS&CONDITIONS_myELITEoffice.doc](#)
[GUIDELINES 2017.docx](#)

[HOUSE RULES_myELITEoffice.doc](#)

[CONFERENCE ROOM USE](#)

CLIENT:

Company Name: _____

By: _____

Name: _____

Title: _____

Date: _____

PROVIDER:

Elite Office, a subsidiary of Elite Homes

By: _____

Name: Claudia Vela

Title: Manager

Date: _____