

Standard Terms & Conditions: *Our Fee Structure Explained*

This document is designed to clearly explain the fee structure that officebroker.com operate, which is detailed in our Standard Terms & Conditions. Should you require any further clarification on our fee structure, we would be happy to help – simply email terms@officebroker.com with your query.

Registration Fee:

officebroker.com charge a one-off registration fee of £200. This fee is applicable to any Office Provider who has not used our service before. The fee is 'per office provider' not 'per office building' and only first time users of the officebroker.com service pay the Registration Fee.

Paying this fee enables an Office Provider to sign up to the officebroker.com service, meaning their office building(s) will be listed on the officebroker.com website and become 'active' on our database. Once this process is completed officebroker.com will begin to direct enquiries to the location(s) listed.

The Registration Fee must be paid prior to an Office Provider being activated on our Website and Database.

Annual Subscription Fee:

officebroker.com charge an Annual Subscription Fee of £200 per calendar year. This fee is applicable to any Office Provider who is active on the officebroker.com website and database. Annual Subscription Fees are payable in advance and in full at the start of each calendar year.

Paying this fee enables an Office Provider to be listed on the officebroker.com website and receive enquiries from us.

Should an Office Provider join part-way through the Calendar year, the Annual Subscription Fee will be pro-rated as follows:

<i>Month Fee is Due</i>	<i>Annual Subscription Fee Due</i>
Jan, Feb, March	£200
Apr, May, Jun	£150
Jul, Aug, Sep	£100
Oct, Nov, Dec	£50

Should an Office Provider request to be delisted from our services, or be delisted by officebroker.com for any reason, no refund will be given for the remainder of the Calendar Year.

Administration Fee:

An Administration Fee of £200 will be applicable if an Office Provider wishes to begin using our service again in the following circumstances:

- 1) The Office Provider has previously chosen to delist from the officebroker.com service
- 2) The Office Provider has been previously delisted by officebroker.com for any reason

The Administration Fee must be paid in full prior to the Office Provider being reinstated to the officebroker.co, service

**officebroker.com reserves the right to waive a Registration Fee, Subscription Fee or Administration Fee for any Office Provider at its discretion, without reason or explanation.*

Introductory Fee:

officebroker.com will introduce Enquiries to Office Providers only once they are active and registered to use our service. Should an enquiry introduced by us take an office with an Office Provider, the Provider will pay officebroker.com a commission fee, equivalent to 10% of the first years fully inclusive licence fee up to a period of 12 months.

The Introductory Fee is payable upfront and in full within 28 days of the invoice being sent to the office provider.
