



BENCHMARK CORPORATE CENTER
 Ground Floor Gervacia Center
 152 Amorsolo St. Legaspi Village, Makati City
 1200 Philippines
 TIN 110-227-542-000 VAT

Telefax: (632) 812-7177, 812-3277
 Email: info@benchmark-virtualoffice.net
 URL : www. benchmark-virtualoffice.net

SUBSCRIBER APPLICATION FORM

Subscriber Information:

Is contract in personal or company name If company, local or foreign

Name of Contract Signatory: _____ **Designation** _____

Address of Signatory (Local): _____

(Foreign): _____

Tel. No. (Local) : _____ (Foreign) : _____

Fax No. (Local): _____ (Foreign) : _____

Mobile No. (Local) : _____ (Foreign) : _____

Res. No.: _____ Email: _____

Company Name: _____

Nature of Business: _____

Head Office Address: _____

Tel. No. _____ Fax No. : _____

Website/URL: _____ Email: _____

Any of the following should be submitted: (Photocopy)

For Individual or Corporate account:

SSS ID or TIN ID Driver's License Passport

If Local Company or representative office:

SEC documents DTI License Latest Community Tax Cert. (if any)

If multinational corporation:

Letter of Authorization from Head Office

Subscription Plan	Length of Contract	Manner of Payment
<input type="checkbox"/> Basic Service	<input type="checkbox"/> 3 months	<input type="checkbox"/> Quarterly
<input type="checkbox"/> Basic Service Plus	<input type="checkbox"/> 6 months	<input type="checkbox"/> Semiannual
<input type="checkbox"/> Superior Service	<input type="checkbox"/> 1 year	<input type="checkbox"/> Annual

Effective Start of Contract: _____

Authorized person (s) who will coordinate with the Business Center:

Full authority contact person (s)

Contact Detail (s)

The subscriber heard about Benchmark Corporate Center through : _____

Basic Service or Superior Service Plan Subscribers

Service Details -- To allow us to serve you better, please provide the following:

1. Brief message response for incoming calls when you are not present: _____

2. If your contract provides for your own telephone number, please provide handling instructions:

3. Do you require:

- a. Additional dedicated storage space? Cabinet File Drawer
b. Signage listing? Yes No

4. Do you need initial documents preparation?

- a. Logo design, scanning yes no
b. Business Cards Yes No
c. Letterheads, envelopes Yes No

5. Would you like BCC senior management to provide a free initial assessment of how they may help you or your business? Yes No

Signature over Printed Name

Date