

IN THE SUMMARY COURT AT GEORGE TOWN

CAUSE NO. SC

0119

OF 2016

BETWEEN:

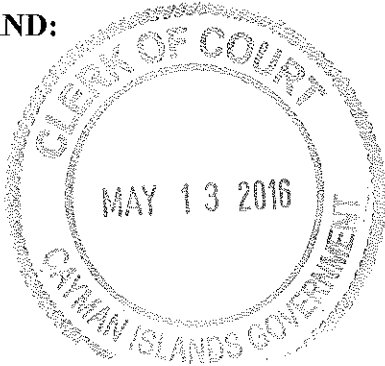
CAYMAN ENTERPRISE CITY LTD

Plaintiff

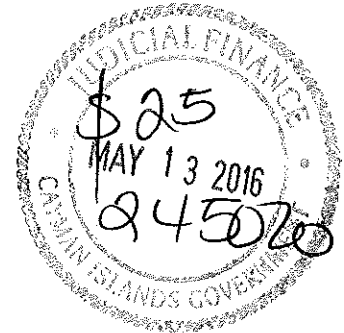
AND:

LIAM CURRAN

Defendant

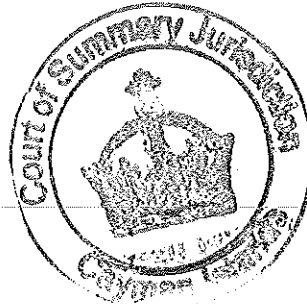


PLAINT



To the Defendant:

Liam Curran
10 Market Square
288 Camana Bay
Grand Cayman KY1-9006
Cayman Islands



THIS PLAINT has been issued against you by the above-named Plaintiff in respect of the claim set out on the next page.

Within 14 days after service of this **Plaint** on you, counting the day of service, you must either satisfy the claim or return to the Court Office, P.O. Box 495 GT, George Town, Grand Cayman, the accompanying Acknowledgment of Service form stating therein whether you intend to contest this action. If you intend to defend the action, in whole or in part, you must set out **full particulars of your defence** in the space provided in the Acknowledgment of Service form.

If you fail to satisfy the claim or fail to return the Acknowledgment of Service form containing full particulars of your defense, the Plaintiff may apply for a **default judgment** without any further notice to you.

Issued this 13th day of May, 2016

See overleaf for particulars of the Plaintiff's claim.

PARTICULARS OF CLAIM

1. The Plaintiff is and was at all material times a company registered in the Cayman Islands.
2. The Defendant is and was at all material times an individual based in the Cayman Islands.
3. The Defendant was at all material times the authorised representative of a Special Economic Zone Company named Niche 88 SEZC formed in the Cayman Islands on 16 October 2012 and which was subsequently struck-off by the Registrar of Companies on 31 December 2014.
4. By an agreement (the "Agreement") in writing dated 12 October 2012 between the Plaintiff and the Defendant (hereafter referred to as the "Licensee") in respect of Niche 88 SEZC Ltd., a Special Economic Zone Company formed in the Cayman Islands on 16 October 2012 and subsequently struck-off by the Registrar of Companies on 31 December 2014, for a license to occupy the Plaintiff's office facilities (the "Premises") the Licensee agreed to pay the sum of US\$12,492.00 as an annual license fee (the "Fee"), along with charges for any additional fees in respect of the use of additional facilities, equipment and services (the "Service Fee").


5. The Agreement, a copy of which is annexed hereto, contained the following express terms:
 - 5.1 The license period was for 3 years commencing on 19 November 2012 (the "Commencement Date");
 - 5.2 The Fee was payable in accordance with the Agreement's payment terms whether or not occupation at the Premises had been taken up by the Licensee on the Commencement Date;
 - 5.3 The Fee was payable at US\$12,492.00 per annum with the first such payment due on or before the date of commencement of the License Period;
 - 5.4 At clause 2.3 of Schedule 1 to the Agreement, the Licensee shall be liable to the Plaintiff in respect of late payments (*inter alia* for the Fee and the Service Fee) for interest at the rate of 5% above the applicable LIBOR rate provided to the Plaintiff by Cayman National Bank;
 - 5.5 At clause 3.1 of Schedule 1 to the Agreement, the Plaintiff reserved the right to charge the Licensee the Service Fee;
 - 5.6 At clause 3.10.1 of Schedule 1 to the Agreement, the Licensee agreed to indemnify the Plaintiff, and keep the Plaintiff fully indemnified at all

times, against (i) all losses, claims, demands, actions, proceedings, damages, costs or expenses or other liability arising in any way from the use of the Designated Space by the Licensee, its Permitted Persons or anyone associated with it or them including staff, agents, guests or invitees and (ii) from any breach of any of the Licensee's covenants contained in the Agreement.

6. On 8 October 2014 the Licensee informed the Plaintiff by email that he wished to terminate the Agreement. On 9 October 2014 the Plaintiff emailed the Licensee requesting payment of the outstanding balance owed to the Plaintiff. Despite repeated requests no payment was forthcoming from the Licensee and a statement issued on 31 December 2014 confirmed a total sum of US\$2,116.12 (the "Principal Debt") due and owing by the Licensee to the Plaintiff.
7. On the 19 August 2015, 28 September 2015 and 12 November 2015 demand letters were issued to the Licensee requesting payment of the Principal Debt together with contractual interest and legal costs, pursuant to clauses 2.3 and 3.10.1 of the Agreement respectively.
8. The Licensee made payment of the principal debt on 8 December 2015 but failed to pay the contractual interest and legal costs.
9. Further demand letters were sent to the Licensee on 23 December 2015 and 14 January 2016, however, in breach of the Agreement the Licensee has failed to pay the contractual interest and/or the Plaintiff's costs.
10. The Licensee therefore owes the Plaintiff the sum of US\$72.06 in respect of contractual interest and US\$977.50 in respect of costs.

AND the Plaintiff Claims:

1. Contractual interest.
2. Costs under the Agreement.
3. Fixed Costs in the sum of CI\$175, being CI\$150 Fixed Costs plus CI\$25 Court Fees.



PRIESTLEYS
Attorneys for the Plaintiff

BETWEEN:

CAYMAN ENTERPRISE CITY LTD

Plaintiff

AND:

LIAM CURRAN

Defendant

ACKNOWLEDGMENT OF SERVICE

1. State Defendant's name and address-

Liam Curran

2. State whether the Defendant intends to contest the action.

Yes No

3. If you do not intend to contest the action, do you want time in which to pay the claim?

Yes No

4. If you do intend to contest the action, in whole or in part, you must set out full particulars of your defence overleaf.

Service of the Plaint is acknowledged accordingly.

Defendant's Signature

Dated this ____ day of _____, 2016

Please see overleaf

PARTICULARS OF DEFENCE

(Here set out in numbered paragraphs the grounds upon which the Defendant says that he is not liable to the Plaintiff, or is not liable for the full amount claimed).

Defendant's Signature

REMINDER – This form must be taken or sent to the Court Office, P.O. Box 495GT, George Town, Grand Cayman, Cayman Islands within 14 days of receipt otherwise a default judgment may be entered against you.

Cayman Enterprise City

License for Use of CEC
Office Facilities for :

Niche 88

LICENSE FOR CEC OFFICE FACILITIES

THIS AGREEMENT for Licensor to grant a license to the Licensee IS MADE BETWEEN:

Cayman Enterprise City Ltd of PO Box 866, George Town, Grand Cayman KY1-1103, Cayman Islands (the "Licensor");
and

Liam Curran of registered Office Address c/o Avalon Asset Management, 1st Floor, Landmark Square, Grand Cayman, Cayman Islands in respect of a Cayman exempted company named Niche 88 SEZC Ltd formed, or to be formed as a Special Economic Zone company (the "Licensee")

WHEREAS:

The Licensor offers temporary usage of certain office space and associated facilities at the CEC Gateway Location AND IT IS NOW AGREED THAT subject to the issue of a valid CEC Trade Certificate for the Licensee the Licensor hereby grants to the Licensee a licence on the commercial terms indicated below and subject to the Licensor's standard terms and conditions in the Schedules following: -

Commercial Terms

Designated Space 1 Seat

Licence Fee US\$ 12,492.00 per annum

Licence Period Three (3) years commencing on 19th November 2012

Marketing The Licensor shall be free to use the name of the Licensee as a "Special Economic Zone company", unless the Licensee indicates to the contrary in writing

Payment Terms US\$ 12,492 per annum with the first such payment due on or before the date of commencement of the License Period

Premises means the land and buildings at Baytown Plaza, West Bay Road, Block 13E164, Grand Cayman pending completion of the CEC Main Campus, and space at the Main Campus thereafter


Product FlexiPresence


Security Deposit US\$ 1,000.00 payable on execution hereof

Services Deposit US\$ 500.00 due on or before the date of commencement of the License Period

Usage Entitlement 90 calendar days per annum (within a Licence Period)

In witness whereof this Licence has been signed by the parties as of the 12 day of October 2012


Signed by or for the Licensor


Signed by or for the Licensee

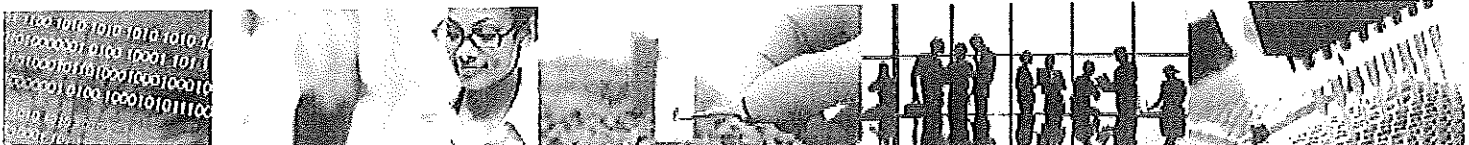
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Schedule 1: Standard License Terms and Conditions

Schedule 2: Product Description

Schedule 3: Associated Parking Plan at the CEC Gateway Location

Schedule 4: Current CEC Rate Card of fees for the use of additional facilities, equipment and services



Schedule 1: LICENCE Standard Terms and Conditions

1. DEFINITIONS AND INTERPRETATION

In this Licence the following expressions have the meanings given in this clause, unless otherwise defined or unless the context otherwise requires or admits.

'Accessways' means the roads, paths and corridors which are for the use of the public as well as such of the entrance halls, doorways, corridors, lifts and staircases of the CEC Gateway Location as are designated by the Licensor, from time to time at its sole discretion, for use in connection with this Licence for means of providing access to and egress from the Designated Space.

'Associated Parking' means such shared parking facilities available (if any), on a first come first served basis, at the CEC Gateway Location (see plan in Schedule 3).

'Premises' means the premises described in the Commercial Terms

'CEC Gateway Location' means CEC space in building/s at the Premises

'Designated Hours' means 24/7 of every calendar day unless otherwise specified herein by the Licensor.

'Designated Space' means such seats/s (each a "Seat") within an office work space as indicated in the Commercial Terms or such other equivalent facilities within the CEC Gateway Location or elsewhere in any building at the Premises or at such other premises as the Licensor may from time to time in its absolute discretion alternately designate after delivery of written notice to the Licensee. References to the Designated Space shall be deemed to include such common areas (including communal use of such bathrooms, kitchen areas, resource areas) specified from time to time by the Licensor.

'Event of Default' means any failure by the Licensee to pay any amount due and any other breach by the Licensee of its obligations under this Licence.

'Licence Fee' means an amount set forth in the Commercial Terms.

'Licence Period' means as specified in Commercial Terms, commencing on the date specified in said summary.

'Permitted Person/s' means an employee/s of the Licensee in possession of a valid Zone Employment Certificate, or those who are not required by Cayman law to hold such certificate.

'Usage Entitlement' means a period (within a Licence Period) for the use of the Designated Space, as indicated in the Commercial Terms. Any use of the Designated Space for any amount of time in a day shall be deemed to be used for that day.

'Purpose' means use by the Licensee of the Designated Space for the carrying on of any of its core business operations or administration stipulated in a trade certificate issued to the Licensee in respect of Cayman Enterprise City Special Economic Zone (a "Trade Certificate").

Commercial terms

The Commercial Terms are an integral part of this Licence and are hereby incorporated by reference.

2. RIGHTS OF LICENSEE

2.1 the Licensee shall have the right, up to maximum of the Usage Entitlement, during the Licence Period, to use the Designated Space, Associated Parking and Accessways when the Designated Space has been reserved (a "Reserved Period") at least 7-days in advance (or such lesser period that the Licensor agrees), for the Purpose, and for the Purpose only, and to utilize, the Designated Space, Associated Parking and the Accessways but only for the enjoyment of the Designated Space provided for herein for so long as the Licensee holds a valid Trade Certificate and satisfies its obligations hereunder.



- 2.2 The Licensee hereby represents and warrants to the Licensor (i) that all information provided in the Trade Certificate application and in all Zone Employment Certificate applications and any and other documents provided to the Cayman Islands Government or its authorities in relation to special economic zone business is accurate and complete and (ii) that it does not propose to undertake any business outside the Purpose in the Designated Space and (iii) that it shall not undertake any business governed by the Trade Certificate or by the Special Economic Zone Law of the Cayman Islands other than in the Designated Space and (iv) that the Licensee shall provide to the Licensor forthwith upon request any and all due diligence required by the Licensor in respect of anti-money laundering or anti-terrorist legislation in the Cayman Islands in respect of "know your client" and "know their business".
- 2.3 If the Licensee purports to use the Designated Space outside a Usage Entitlement, or in contravention of the terms of this Licence, or if the Licensee shall fail to pay the Licence Fee or any other costs owed to the Licensor from time to time, the Licensor shall give the Licensee notice to cure the default immediately and if it fails to do so, the Licensor shall be entitled to terminate this Licence forthwith by written notice to the Licensee. Any outstanding monies owed to the Licensor shall be paid forthwith. Further, in respect of late payments the Licensee shall pay interest to the Licensor at the rate of 5% above the applicable LIBOR rate provided to the Licensor by Cayman National Bank, from time to time.
- 2.4 The Licensee's arrangements herein are with the Licensor and irrespective of whether or not the Licensor is the owner/leaseholder of the Premises etc, the Licensee shall not contact any party other than the Licensor with regard to matters herein.
- 2.5 If the Designated Space or any part of the Premises, or any material part of the facilities or equipment thereat, are damaged or destroyed so that the whole, any part or parts of the same, shall at any time during the term of this Licence be destroyed or damaged wholly or partially by fire, storm, hurricane, tempest or by any other cause whatsoever so as to render any of the same unfit for occupation or use in the opinion of the Licensor, the Licensor shall be entitled to give notice to the Licensee suspending the operation of this Licence for a period up to 6 months, and/or terminating forthwith this Licence with no further or other obligation on its part to the Licensee other than returning any part of the Security Deposit not applied by the Licensor towards meeting the obligations of the Licensee hereunder.
- 2.6 In consideration for, and for so long as the Licensee makes timely payment to the Licensor of, all sums due hereunder to the Licensor, and compliance (including continuing compliance) by the Licensee of all of its obligations, representations, warranties and covenants herein, the Licensor shall provide to the Licensee all of the Products and Services described in Schedule 2 for the "Product" chosen by the Licensee as identified in the Commercial Terms.

3. LICENSEE'S COVENANTS

The Licensee agrees and covenants as set out in this clause 3: -

- 3.1 **Payment terms, Licence fee, Services Deposit and Security Deposit**
 The Licensee shall pay the Licence Fee, Services Deposit and Security Deposit as specified in the Commercial Terms, without deduction or set-off. All Licence Fees paid are non-refundable. The Licensor reserves the right to charge the Licensee additional fees in respect of (i) the use of additional facilities, equipment and services per the then prevailing rate card for such services, a copy of the current version of which is attached in Schedule 4 (the "Rate Card") and (ii) any use in excess of the Usage Entitlement at a rate determined by the Licensor and (iii) any material rise (as determined in the sole discretion of the Licensor) in the cost of electricity or water to the Licensor and/or (iv) any additional fees or charges in the nature of a property tax or similar charged by the Cayman Islands' Government.

Following an Event of Default the Licensor may deduct and retain absolutely from the Security Deposit the amount required to indemnify the Licensor against that Event of Default and to remedy it. The Licensor shall give the Licensee written notice of any deduction from the Security Deposit specifying the amount and the reason for the deduction and the date or dates on which it was made. The Licensee shall immediately on receipt of such a notice pay to the Licensor an amount equal to the deduction in the Security Deposit specified in any such notice. The Licensor shall pay to the Licensee within ninety (90) days after the expiry of the Licence Period or sooner determination of this Licence an amount equal to the Security Deposit less any reduction which has not been made up.



To secure to the Licensor any charges incurred by the Licensee, the Services Deposit shall be paid to the Licensor on or before the date of commencement of the License Period and may be used by the Licensor at any time for the purposes indicated herein. The Licensee is required to top up the same forthwith upon receipt of notice from the Licensor if ever the amount available to the Licensor from the Services Deposit should fall below 80% of the initial amount of the Services Deposit, and furthermore the Licensor may require the Licensee to increase the amount of the Services Deposit depending on the level of charges run up by the Licensee. The Licensee shall NOT be entitled to set the Services Deposit against any amounts (Licence Fees or otherwise) owed by the Licensee to the Licensor. Any unused amounts of the Services Deposit shall be refunded to the Licensee within 3-months from the expiration or termination of this Licence. The Licensee shall pay any and all stamp duty or other fees in relation to this Licence and shall pay its own legal fees.

3.2 Consents for chattels etc.

The Licensee shall not bring any furniture, equipment, goods, chattels, liquids or materials into the Designated Space or onto the Premises without the prior written consent of the Licensor, except in relation to its normal business operations, and any such furniture, equipment and so on shall be brought into the CEC Gateway Location entirely at the risk of the Licensee or its actual owner and the Licensor assumes no responsibility whatsoever in connection therewith. In relation to computer equipment, a personal laptop or a desktop is permitted without the need for such consent, however any computer equipment in the nature of a server or similar shall only be located in the data room/s (and installed by the Licensor) provided by the Licensor, and at an additional cost agreed by the parties.

3.3 Maximum Occupancy of the Designated Space

In respect of occupancy for the Purpose, the Licensee may accommodate only one Permitted Person for each Seat in the Designated Space.

3.4 Condition of property

The Licensee must at all times keep the Designated Space clean and tidy and clear of all trash and consumed items, which shall be properly disposed of within demarcated areas. The Licensee must not mark, cut into, drill, puncture or otherwise harm, modify or injure any part of the Premises or any of its contents, equipment or apparatus. At the termination of the Licence, and after every Reserved Period, the Designated Space shall be left clear of all the Licensee's possessions. The cost of any clean up, repairs or damages not undertaken forthwith by the Licensee shall be charged to and payable by the Licensee, save where the Licensor has notified the Licensee that it has applied the Security Deposit in satisfaction thereof.

3.5 No obstruction

The Licensee shall not obstruct any part of the Premises.

3.6 Signs and notices

The Licensee shall not display any signs or notices at the CEC Gateway Location, the Premises or the Designated Space without the prior written consent of the Licensor, which may be varied from time to time or withdrawn by the Licensor at his discretion.

3.7 Nuisance

3.7.1 The Licensee shall be responsible for ensuring the quiet enjoyment and good, quiet and peaceful behaviour and conduct of all persons (whether or not they are Permitted Persons) using the Designated Space and/or the Premises pursuant to this Licence, and special consideration with respect to noise levels (especially during phone calls) shall be given to other users at the CEC Gateway Space.

3.7.2 The Licensor permits no cooking within the Designated Space and only in the designated kitchen area/s. Smoking is NOT permitted at the Designated Space or in the buildings at the Premises, and nor are fires; gasoline; portable generators (irrespective of power blackouts or otherwise); hazardous equipment/substances/materials or practices; animals, pets or other creatures.

3.7.3 The Licensee shall not use, or permit the use of the Designated Space in such a way as to cause any nuisance, damage, disturbance, annoyance, inconvenience or interference to the Licensor or other persons utilizing space from time to time at the Premises.



3.8 Statutory requirements and insurance

The Licensee shall not do anything that will or might constitute a breach of any statutory requirement affecting the CEC Gateway Location or that will or might wholly or partly vitiate any insurance effected in respect of the CEC Gateway Location from time to time. The Licensee shall (i) arrange Insurance for its equipment and other possessions and shall not rely on any Insurance the Licensor may or may not have in respect to any of the above, and (ii) shall provide a copy of the same to the Licensor within 90 days of commencing business in the Designated Space.

3.9 Electricity Supply

Electrical outlets in the Designated Space are not guaranteed to be connected to any Uninterrupted Power Supply (UPS) and accordingly the Licensee should provide its own UPS source, if required, shall not overload the available sockets within the Designated Space and shall connect only appropriately rated and UL (or equivalent) approved electrical equipment.

3.10 Indemnity and release

3.10.1 The Licensee shall hereby indemnify the Licensor, and keep the Licensor fully indemnified at all times, against (i) all losses, claims, demands, actions, proceedings, damages, costs or expenses or other liability arising in any way from the use of the Designated Space by the Licensee, its Permitted Persons or anyone associated with it or them including staff, agents, guests or invitees and (ii) from any breach of any of the Licensee's covenants contained herein.

3.10.2 In addition, the Licensee hereby waives any claims whatsoever against the Licensor and any party through which it derives title in respect of loss or damage howsoever arising to its business, its equipment, files, data or other property or interests of any description (other than claims against the Licensor for theft or deliberate damage by the Licensor) including whether as a result of any negligent act or omission on the part of the Licensor or any of its directors, officers, managers, employees or agents, or otherwise, and the Licensee shall be solely responsible at all times for the safety and security of all of the above.

3.11 Rules and regulations

The Licensee must observe any rules and regulations (including any made by the head landlord and/or the Licensor's landlord at the Premises) from time to time made by the Licensor governing the Licensee's use of the Designated Space. All restrictions on use of the Premises or building/s at the Premises shall be contained at the reception desk at the CEC Gateway Location and shall hereby be deemed to apply to the Licensee and all Permitted Persons.

3.12 As provided for herein, the Licensee shall forthwith relocate to such other seat/s within the CEC Gateway Location or to such other seat/s within another building operating as a CEC Gateway Location or to such other seat/s within the main campus location of the Licensor, as specified from time to time by the Licensor.

4. GENERAL

Assignment

The benefit of this Licence is personal to the Licensee and not assignable, and the rights given herein may only be exercised by the Licensee. However, the Licensor shall be free to assign this Licence to any third party upon written notice to the Licensee.

5. GOVERNING LAW

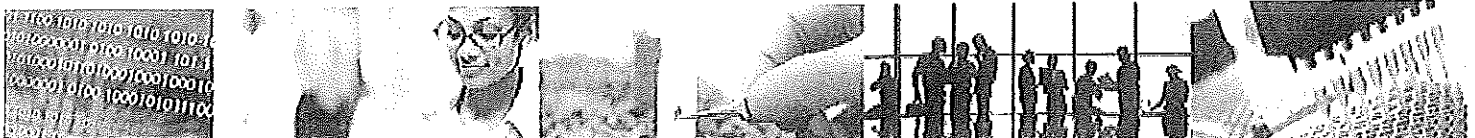
This Licence is the final agreement governing the matters set forth herein and shall be deemed to supersede any such prior agreements. It shall be governed by and construed in accordance with the laws of the Cayman Islands and shall be construed separately from any other agreement between the parties (such as any co-location agreement) relating to other matters not specifically covered by the terms hereof.



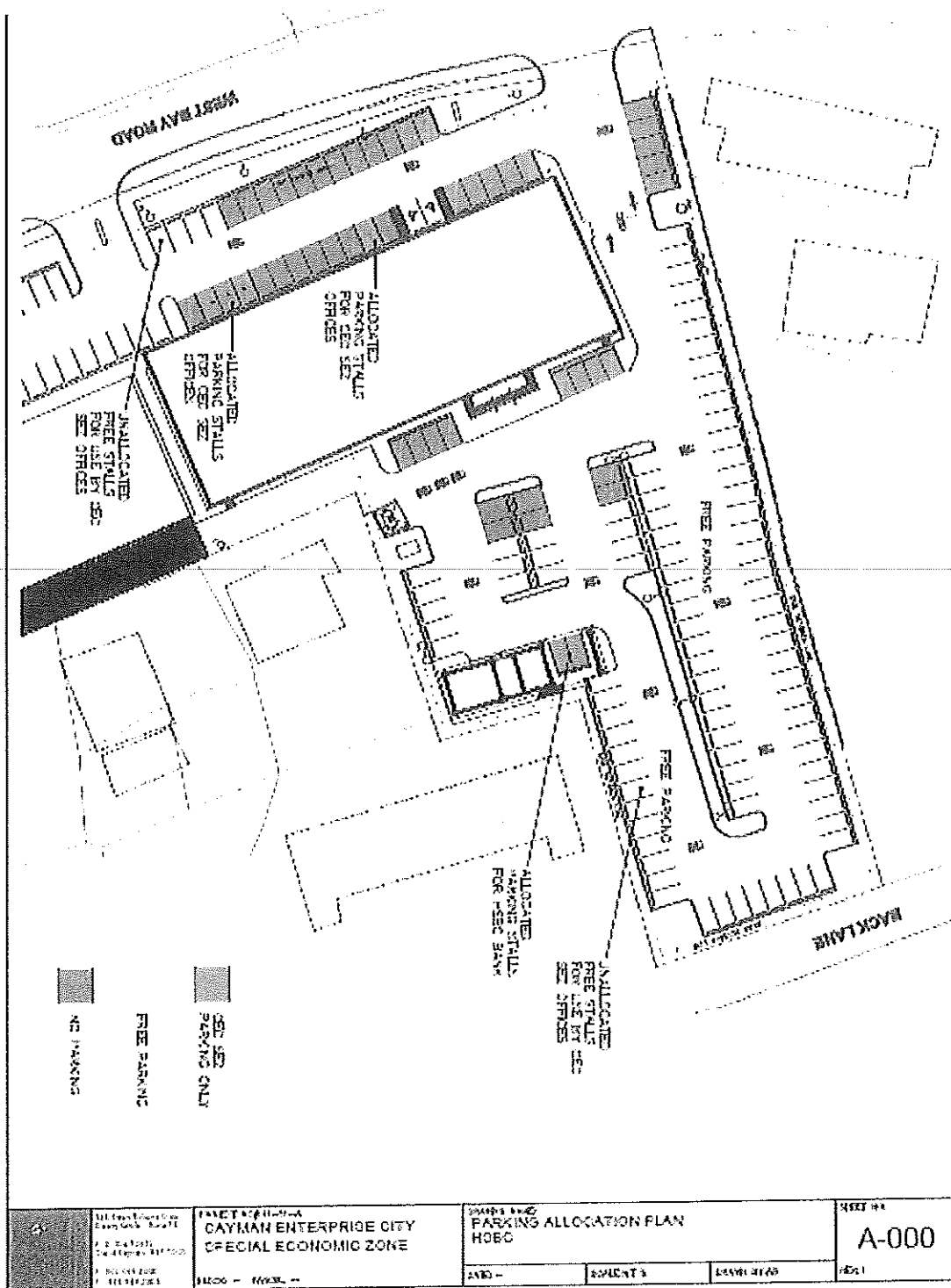
Schedule 2: Product Offering Specification

	Desks	Workstations	Ergonomic Chair	Cabinet	Dedicated Phone No ¹	Utility Costs	Service Charges	Receptionist Services ²	Shared Small Meeting Rooms ¹	Shared Kitchen & Washrooms ¹	Office Equipment ²	Internet (Wired & WiFi) ¹	Mail Handling Services ²	Zone Employment Certificates	Company Trade Certificate	CEC Registration	Parking Facilities ¹	Private Postal/Mailing Address ²	Business Centre facilities ²
FlexiPresence Standard	1		1	1	✓	✓	✓	✓	✓	✓	✓	✓	✓	1	✓	✓	✓	✓	✓
FlexiPresence Premium		1	1	1	✓	✓	✓	✓	✓	✓	✓	✓	✓	1	✓	✓	✓	✓	✓
DedicatedPresence Standard	1		1	1	✓	✓	✓	✓	✓	✓	✓	✓	✓	1	✓	✓	✓	✓	✓
DedicatedPresence Premium		1	1	1	✓	✓	✓	✓	✓	✓	✓	✓	✓	1	✓	✓	✓	✓	✓
Premium OfficePresence		2	2	2	✓	✓	✓	✓	✓	✓	✓	✓	✓	2	✓	✓	✓	✓	✓
High Density OfficePresence	3		3	3	✓	✓	✓	✓	✓	✓	✓	✓	✓	3	✓	✓	✓	✓	✓
WorkSuite OfficePresence	8		8	8	✓	✓	✓	✓	✓	✓	✓	✓	✓	8	✓	✓	✓	✓	✓
BusinessPresence	C	C	C	C	✓	✓	✓	O	O	O	O	O	O	O	✓	✓	✓	✓	✓

- 1. Reasonable usage policy
- 2. Some additional charges may apply
- C. Customised to specific requirements
- O. Optional based on specific requirements



Schedule 3: Associated Parking Plan at the CEC Gateway Location



Schedule 4: Current CEC Rate Card of fees for the use of additional facilities, equipment and services

Resource Center	Unit	Price (US\$)
Resource		
Photocopy / Print		
(Black & White)	1 page Letter (Single side)	\$0.24
(Colour)	1 page Letter (Single side)	\$0.99
(Black & White)	1 page Legal (Single side)	\$0.39
(Colour)	1 page Legal (Single side)	\$1.39
(Black & White)	1 page 11.5X17 (Single side)	\$0.49
(Colour)	1 page 11.5X17 (Single side)	\$1.99
Scanner		No Charge
Shredder		No Charge
Boardroom & Conference		
Full Main Boardroom	Per Hour	\$150.00
Half of Main Boardroom	Per Hour	\$75.00
Small Board Room / Training Room	Per Hour	\$50.00

Resource	Unit	Price (US\$)
Telephony Services		
Phone (Office)		
CEC – Local	Per minute	No Charge
Cayman	Per minute	National telephone rate*
International	Per minute	International telephone rate**
Phone (External / Call Forward)		
CEC – Local	Per minute	No Charge
Cayman	Per minute	National telephone rate*
International	Per minute	International telephone rate**
Conference		
CEC – Local	Per minute	No Charge
Cayman	Per minute	National telephone rate*
International	Per minute	International telephone rate**
Fax		
CEC – Local	Per minute	No Charge
Cayman	Per minute	National telephone rate*
International	Per minute	International telephone rate**

*National Rates – Usage Charge		
Resource	Unit Duration	Unit Charge US\$ (per unit)
Fixed to Fixed (all locations)	60 seconds	\$0.13 (first unit (b)) \$0.03 (each unit thereafter)
Fixed to Mobile (all locations)	60seconds	\$0.29

**International Rates -- Usage Charge		
Location	Unit Duration	Unit Charge US\$ (per unit)
USA, UK Fixed, Canada, Ireland	60 seconds	\$0.11
C&W Caribbean, UK Mobile	60seconds	\$0.16
Rest of the World	60seconds	\$0.26
Other Countries	60seconds	\$1.17

Service	Unit	Price (US\$)
Office Admin Services		
Secretarial Assistance (i.e. typing, filing, laminating, faxing)	15 minute segments	\$8.50
Conference room setup (coffee, tea, snack etc.)	Per person (minimum 4 persons)	\$21.50
Mail handling (sorting, delivering, courier doc preparation)	15 minute segments	\$8.50

Reasonable Use Policy			
Resource	Unit	Limit	Additional Cost / Unit (US\$)
Small meeting room	Per Hour	5 hours/week of use	\$30.00 / Hour
Answering incoming calls	Per Call	20 Calls / week of use	\$0.45 / Call

