



BILLING AUTHORIZATION FORM

Name: _____

Company Name: _____

Address: _____

City, State & Zip: _____

Billing Contact/Party: _____

E-mail Address: _____

Home Number: _____

Mobile Number: _____

For Payment by Credit Card Only

Credit Card No.: _____ **Expiration Date:** _____

Type of Card: _____ **Name on Card:** _____

CVV#: _____

Cardholder Agrees: The undersigned cardholder declares that the above information is correct and complete and authorizes Voicemail Office to charge all amounts owed as per our Local Voicemail Office Billing and Payment Terms, and also our Terms of Agreement at <https://www.voicemailoffice.com/terms-of-agreement/>, which a copy is also attached to this document, for **voicemail** and other services provided.

Name (Print or Type): _____ **Date:** _____

Signature: _____

**Please return this signed document with a copy of the back and front of card.*



Terms of Agreement

Local Voicemail Office Billing and Payment Terms:

Accounts will be billed monthly by major credit card.

Customer's credit card will be charged on the 1st or 25th of each month.

Accounts are non-contractual and billed on a month-to-month basis; Customer may cancel at any time.

Overdue accounts will be billed a \$5 late charge and .25 per day late.

TERMS OF AGREEMENT

All amounts due with respect to this agreement including any sales, use, value added or similar taxes, fees and charges, which are imposed upon the service to be provided pursuant to this agreement, will be billed by VoicemailOffice.com, (herein the Company).

Company agrees to sell to Customer and Customer agrees to purchase from Company voicemail services according to the terms and conditions of this agreement. Each voicemail account will be billed \$1 for monthly maintenance, and pricing includes all other costs and fees. Customer's who fail to provide matching bank billing information will result in an additional monthly processing cost.

Company agrees to use its best efforts to accurately transmit all voice, fax, and e-mail messages. Customer acknowledges voicemail services may be lost for many reasons other than by reason of negligence of Company, including but not limited to, dialing errors, power failures, malfunctioning of wireline and wireless communication networks and electrical interference. Customer agrees Company shall not be liable for lost profits or exemplary, special, incidental, consequential or punitive damages which arise directly or indirectly out of use, lack of use, unavailability or malfunction of the services, whether such damages are asserted in an action brought in contract, in tort or pursuant to other theory. Customer agrees to use the services only in accordance with applicable law.



Customer acknowledges that errors on occasion do occur in processing order(s), including but not limited to, an incorrect number, passcode, etc. Therefore, customer agrees that they will not market or advertise a number that they have not personally tested and setup. Customer agrees not to place an order for brochures, posters, business cards, letterhead, classified, print, radio, or television ads, or any other form of marketing materials until they have personally tested, setup, and listened to their assigned Voicemail Office number prior to placing any type of order where the number will be used. Customer agrees Company shall not be liable for lost marketing/advertising dollars, profits or exemplary, special, incidental, consequential or punitive damages which arise from any error on the Company's behalf.

Company offers its services for "normal and customary" business and personal use. If Customer receives large call volume, especially in a short time frame, they must obtain a separate written agreement for high volume use. Company reserves the right to cancel service at any time. Voicemail greetings that contain vulgar, vile, or obscene language shall be terminated immediately.

Customer further understands and agrees to be responsible only for services rendered by Company up until the end of the agreement that the Company receives, in writing from Customer (via E-mail: cancel@voicemailoffice.net, Fax or Certified or Registered mail), Customer's written desire to cancel services. All written cancellation letters must include the Local Voicemail Office (LVO) number(s) and bear the signature of the Customer before the voicemail service is terminated. Customer will then receive confirmation of the cancellation, which can be used to validate the cancellation. Cancellations are not conducted by telephone and must be received in writing 30 days prior to the start of the customer's next billing cycle, which is either on the 25th or 1st of each month. Failure to do so will result in a disconnection charge and forfeiture of any account credits. Additionally, if the Customer, for any reason, abandons their account by failing to keep his or her account information updated, a non-refundable \$100 disconnection/abandonment charge will be applied prior to the account's transfer to collections.