

# Service contract

Between

Albus business Center  
- a company division  
of the

Gründerzentrum GO Panke GmbH  
Eichborndamm 167 G 55, 13403 Berlin,  
represented by the CEO Dr. Karl Schmitt

subsequently named as -Albus - or -ALBUS  
or -we - and

Eichborndamm 167 G55  
13403 Berlin  
represents through

subsequently named as – company – or - you  
- the following service-contract is concluded.  
The attached Terms and Conditions (AGBs –  
status 01.04.2021) are accepted part of the  
contract.

## 1 Preambles

The Gründerzentrum GO Panke GmbH offers customized service-packages telephone service and inexpensive business-addresses in Berlin.

Our customers have their own, individual business address, for example:

--- XYZ ltd., Eichborndamm 167 G 55, D-13403 Berlin, Deutschland --- that's how your incoming post mail reaches you. You don't have to add 'Albus Business Center' to your address!! On the phone we introduce ourself on behalf of our customers called and then forward the call content immediately. If desired, we try to connect the caller with our customer (anteroom function).

## 2 Service-packages

### 2.1 Basics and duration

Hereby it is concluded that the company will receive the subsequently chosen services.

As the Business Address, the following checked address will be used:

Eichborndamm 167 G55,  
13403 Berlin

Mühlenstraße 8, 16341 Zepernick

The concluded performance begins at the

and can be terminated anytime by any of the two parties with a termination-time of a minimum of 32 days to the end of the month after delivery of the written termination.

Hereby, ALBUS binds itself to perform the following services. The development of such services remains a continuous task of ALBUS.

From the described service-packages the chosen package is appointed by checks. The prices in the attached "Services & price list" are applied. Albus reserves the right to future price changes. The company can then contradict these changes within 14 days of the invoice date. After the expiry of this time period, the price changes are considered as accepted. All service fees are payable monthly in advance. The unit prices specified in the contract documents will be settled individually at month-end.

### 2.2 Telephone service without Business address

- check here, if applicable, and if service 2.3 is applied

With a monthly Service fee of  
**6, - €** the company receives:

- check here, if applicable, and if service 2.3 is NOT applied

With a monthly Service fee of  
**12, - €** the company receives:

1. Availability of a personnel phone and – fax number

2. **Telephone-messaging** - we answer the phone call to your personnel phone number in the name of your company. With each incoming phone call, you get a quick email with name, call back-number and the subject of the call.
3. or Telephone-forwarding - alternatively to our telephone service it can be forwarded also to a telephone number stated by the company, single-expenses-bill without label, into German phone-network presently free,  
- We also can accept the call, answer in the name of your company and then try to connect you. If you can not or will not accept it, then we send the email message.

### 2.3 **Business-address with mail forwarding**

check here, if applicable

With a monthly service fee of **39,- €** the company receives (this price is only valid for Eichborndamm 167 G55):

4. Business-address
5. Utilization of meeting room (by prior appointment and confirmation via email by Albus).

### 2.4 **Mail receivment and forwarding**

check here, if applicable (only combined with 2.3)

With a monthly service fee of **10,- €** the company receives:

6. Achievement of mail in the personal letter-slot of the company. It can be picked up by the company in the Albus office, Eichborndamm 167 G55 forwarded by mail to a given address
7. For each incoming postal mail, you can receive a short email with the info: Who posted? - Letter type (registered mail, small or the large letter).
8. At the end of the month you will get a single cost billing to the notification conditions for incoming mail (letters and parcels), plus costs to mail forwarding
9. You can instruct us that we should open all letters, which are obviously not pure advertisements, and scan and send them by email or fax to you.
10. On request, we can activate a personal fax number for you. We can inform you

about incoming faxes and forward them per fax or email or we can permanently route it to a given number.

### 2.5 **Part-time utilization of an office desk (Desk sharing)**

check here, if applicable (only as an addition to the service in section 2.3)

The possibility to utilize a completely furnished **office-desk** with phone, computer - network- and Internet-access is concluded hereby.

With the monthly payment of

75,- € 50 hours

37,50 € 25 hours

a minimum-utilization-possibility with the above mentioned hours in the month is confirmed. This payment is due, like the service fee, to the beginning of the month in advance. Use must be filed by the company before and confirmed by Albus.

## 3 **Payment**

The agreed service fees will be paid monthly in advance on ALBUS account, latest on the third working day of the month to pay. The cost of individually billed special services will be charged at each end of the month. The appointed or individually cashed up expenses are to be paid without any reduction to the account:

Fidor Bank  
IBAN: DE75700222000020009896  
BIC: FDDODEMMXXX  
Account Holder:  
Gründerzentrum GO Panke GmbH

In addition, to be paid at the beginning is a unique deposit in the amount of two times the monthly service fees (gross). For contractual term of less than one year, the deposit repayment shall be reduced proportionately, please refer to the above terms and conditions.

## 4 Particular services

### 4.1 Services & price list

The performances presented in the document “Services & price list” at [www.albus-berlin.de](http://www.albus-berlin.de) in download area are offered by ALBUS and can be taken by the company.

### 4.2 Amounts of the Service fee

The service fee, to be paid by the company to Albus is described in section 2, with the affiliated performances for each case. It is valid plus value added tax, as described by law, payable in each case to the month-start.

Expenses for telephone calls and fax – transmitted by ALBUS into the german phone network, who were induced by the company, are presently free.

Phone cost on cellular phones, into foreign countries (or if the telephone - Flatrate of the operator would be terminated) is calculated to the company by ALBUS with single-connection-list at the end of the month in each case. Pure monthly costs are not applied.

## 5 Various items

The name of the company will be placed well visibly in the office-building – in the entrance section beside the mailbox of ALBUS

If a later disagreement to the contract will occur and both sides will not have available the initial terms and conditions, or if then different versions of these Terms and Conditions exist, both sides hereby agree, that the version of the terms and conditions which is then published at [www.albus-berlin.de](http://www.albus-berlin.de) is to be applied.

Berlin,

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Dr. Karl Schmitt  
Gründerzentrum GO Panke GmbH

## Summary

The following services were commissioned and are payable in advance:

The postal receivment price is reduced to Zero. This reduction will be applied, as long as desk sharing is part of the service.

check middle column:

|                                            |  |         |
|--------------------------------------------|--|---------|
| Telephone service without business address |  | 29,- €  |
| Business address                           |  | 39,- €  |
| Telephone service with business address    |  | 6,- €   |
| Postal receivment                          |  | 10,- €  |
| Second enterprise                          |  | 12,- €  |
| Desk Sharing 25hrs/month                   |  | 37,50 € |
| Desk Sharing 25hrs/month                   |  | 75,- €  |
| SUM:                                       |  | , - €   |

|                         |  |
|-------------------------|--|
| Deposit (2 x gros sum): |  |
|-------------------------|--|

Once at contract start:

|                                                   |  |         |
|---------------------------------------------------|--|---------|
| Lump sum for preparation of telephone number      |  | 9,90 €  |
| Lump sum for preparation of fax number            |  | 19,90 € |
| Lump sum for preparation of name plate of company |  | 9,90 €  |

Berlin,