



## PRICE LIST OF VIRTUAL OFFICE SERVICES

### DIME OFFICE

Effective from February 16, 2025

#### DEFINITIONS

**Service Package** – a set of services provided by Dime Office

**Billing Plan** – a billing model that defines the cycle in which the Service Package is billed (monthly or annually) and optionally the minimum commitment period for the Client (minimum contract duration)

**Additional Services** – optional services subject to an additional fee

#### BILLING PLANS

	„No Commitment”	„12-Month Agreement”	„Annual Billing Agreement”
Billing period (how often you pay for our services)		one calendar month	12 calendar months <sup>1)</sup>
Fee amount in the first month of the agreement		proportionally to the number of days the service is provided	
Minimum contract duration	none	12 full calendar months <sup>2)3)</sup>	none <sup>4)</sup>
Notice period		1 month in accordance with the terms specified in the Terms of Service	

- 1) If the agreement is concluded on the first day of the month, that month is included in the billing period. Otherwise, the first full calendar month of service provision is considered the first billing period.
- 2) If the Client terminates the agreement before the minimum contract duration expires, a fee will be charged in accordance with the Terms of Service.
- 3) If the agreement is concluded on the first day of the month, that month is included in the minimum contract duration. Otherwise, the minimum contract duration is counted from the first full month of service provision.
- 4) If the agreement is terminated before the end of the paid period, the unused amount is non-refundable.

## SERVICE PACKAGES AND ADDITIONAL SERVICES

		SERVICE PACKAGE		
PACKAGE PRICE	BILLING PLAN	Company Headquarters	Company Headquarters +	Virtual Secretariat
	„No Commitment”	89 PLN	99 PLN	299 PLN
	„12-Month Agreement”	69 PLN	79 PLN	249 PLN
	„Annual Billing Agreement”	599 PLN	699 PLN	1999 PLN
SERVICES INCLUDED IN THE PACKAGE	Registered Address	YES	YES	YES
	Correspondence Address	YES	YES	YES
	Possibility to use the address for marketing, on documents, and online	YES	YES	YES
	Mail Reception	YES	YES	YES
	Mail Notifications	YES	YES	YES
	Mail Scanning	NO	up to 10 shipments per month	YES (unlimited)
	Provision of a Landline Phone Number	NO	NO	YES
	Provision of a Fax Number	NO	NO	YES
	Conference Room Rental	NO	NO	up to 10 hours per month
ADDITIONAL SERVICES	Mail Scanning (1 item)	2 PLN		-
	Unlimited Mail Scanning	35 PLN per month	25 PLN per month	-
	Mail Forwarding	10 PLN + shipping costs		
	Provision of a Landline Phone Number	30 PLN per month		-
	Provision of a Fax Number	15 PLN per month		-
	Conference Room Rental	25 PLN per hour		
	Secretarial Services	From 100 PLN (individual pricing)		
	Assistance with Administrative Matters	From 100 PLN (individual pricing)		

VAT must be added to the listed prices.