



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 ¹⁾ |
| 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 ^{2) 3)} | none ⁴⁾ |
| 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.