

代出信件，包裹，貨物收費和注意事項

類型	虛擬辦公室服務 (VO-A 或 VO-C) 或+ 9F迷你倉	9F迷你倉	虛擬辦公室服務 (VO-A 或 VO-C)+ 8F迷你倉	服務式辦公室+ 8F迷你倉 或 VO-D (8F 迷你倉)	服務式辦公室或VO-E
信件	X	X	✓ (放進郵筒)	✓ (放進郵筒)	✓ (放進郵筒)
包裹(不能重於10公斤或大於(1.5x1.5x2) 立方呎))	HK\$30/次 (需拿出接待處)(放9F迷你倉+\$60)	HK\$60/次 (需拿出接待處)(放9F迷你倉+\$60)	HK\$30/次 (需拿出接待處)	✓ (需拿出接待處)	✓ (需拿出接待處)
包裹(重超過10公斤或大於(1.5x1.5x2) 立方呎)	× (放9F迷你倉\$120)	(放9F迷你倉\$180)	HK\$60/次 (放在迷你倉, 通知接待處)	✓ (放在房間或迷你倉, 通知接待處)	✓ (放在房間, 通知接待處)
貨物 (不能重於10公斤 或 不大於(1.5x1.5x2) 立方呎或 不超過2箱))	× (放9F迷你倉\$120)	(放9F迷你倉\$250)	HK\$60/次 (需拿出接待處)	✓ (需拿出接待處)	✓ (需拿出接待處)
貨物 (不能重於30公斤 或 不大於1立方米或 不超過5箱))	× (放9F迷你倉\$180)	(放9F迷你倉\$350)	HK\$120/次 (放在迷你倉, 通知接待處)	✓ (放在房間或迷你倉, 通知接待處)	✓ (放在房間, 通知接待處)
貨物 (大過1立方米或 超過5箱))	× (放9F迷你倉\$310)	(放9F迷你倉\$450)	HK\$250/次 (放在迷你倉, 通知接待處)	✓ (放在房間或迷你倉, 通知接待處)	✓ (放在房間, 通知接待處)

** 包裹定義：收件者是郵差或速遞員 (有速遞單或郵局寄件回單)

** 客人需自行安排速遞公司或郵局或收貨公司收取包裹，貨物事宜。

** 出包裹,貨物, 只點外箱(或包裝)數量, 絕不點出貨物內容

** 貨物的出貨人或公司一定需要是服務式辦公室或虛擬辦公室服務或 迷你倉協議的“被許可人”

**信件，包裹可以是服務式辦公室或虛擬辦公室服務或 迷你倉協議的兩位登記聯絡人或已付額外費額額外費用的第三、四位聯絡人。

** 價格如有變更，恕不另行通知。

Mails/parcels/cargo out handling charges and conditions

Type	Virtual office services (VO-A or VO-C) or + 9F Storage	9F Storage	Virtual office services (VO-A or VO-C) + 8F Storage	Serviced Office Unit + 8F Storage or VO-D (8F Storage only)	Serviced Office Unit or VO-E
Mails	X	X	✓ (put in post box)	✓ (put in post box)	✓ (put in post box)
Parcel (limited to 10 KG or 4.5 cube ft (1.5 feet x 1.5 feet x 2 feet)	HK\$30 / time (please bring to reception)(if place in 9F storage +\$60)	HK\$60 / time (please bring to reception)(if place in 9F storage +\$60)	HK\$30 / time (please bring to reception)	✓ (please bring to reception)	✓ (please bring to reception)
Parcel (Overweighed or oversized items)	× (place in 9F storage \$120)	× (place in 9F storage \$180)	HK\$60 / time (place in your storage, inform receptionist)	✓ (place in your room or storage, inform receptionist)	✓ (place in your room, inform receptionist)
Cargo (limited to 10 KG or 4.5 cube ft. (1.5 feet x 1.5 feet x 2 feet) or 2 boxes)	× (place in 9F storage \$120)	× (place in 9F storage \$250)	HK\$60 / time (please bring to reception)	✓ (please bring to reception)	✓ (please bring to reception)
Cargo (limited to 30 KG or 1 cube M (1M x 1M x 1M) or 5 boxes)	× (place in 9F storage \$180)	× (place in 9F storage \$350)	HK\$120 / time (place in your storage, inform receptionist)	✓ (place in your room or storage, inform receptionist)	✓ (place in your room, inform receptionist)
Cargo (overweighed or oversized items or more than 5 boxes)	× (place in 9F storage \$310)	× (place in 9F storage \$450)	HK\$250 / time (place in your storage, inform receptionist)	✓ (place in your room or storage, inform receptionist)	✓ (place in your room, inform receptionist)

** Definition of parcel : collected by postman or courier (with waybill)

** Customer needs to arrange the courier or post office or logistic company to pick the good/cargo.

** When we arrange the cargo collection, we just count # of outer boxes or packages only, without checking detail items or counting inner boxes!!

** Cargo sender must be the licensee of the License Agreement.

** Mails, parcel sender could be the licensee in the License Agreement or the registered 2 contact person or the paid 3rd or 4th contact person.

** Handling charges are subject to change without prior notice!!