

代收信件，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	✓ (代為保存最多3天)	×	✓	✓	✓
包裹(不能重於10公斤或不 大於(1.5x1.5x2) 立方呎))	✓ (代為保存最多3天)(如放 9F迷你倉\$60)	× (若被許可人要求： HK\$100)	✓	✓ (只限於房間或迷你倉 可容納)	✓ (只限於房間可容納)
包裹(重超過10公斤或大於 (1.5x1.5x2) 立方呎)	× (若被許可人要求： HK\$100/次, 代為保存最多1 天)(如放 9F迷你倉\$110)	× (若被許可人要求： HK\$150)	HK\$50/次 (只限迷你倉可容納)	✓ (只限於房間或迷你倉 可容納)	✓ (只限於房間可容納)
貨物 (不能重於10公斤或 大於(1.5x1.5x2) 立方呎或 不超過2箱))	HK\$60/次 (代為保存最多3 天)(如放 9F迷你倉\$120)	× (若被許可人要求： HK\$200)	HK\$60/次 (只限迷你倉可容納)	✓ (只限於房間或迷你倉 可容納)	✓ (只限於房間可容納)
貨物 (不能重於30公斤或 大於1立方米或 不超過5 箱))	× (若被許可人要求： HK\$300/次, 代為保存最多1 天)(如放 9F迷你倉\$180)	× (若被許可人要求： HK\$300)	HK\$120/次 (只限迷你倉可容納)	✓ (只限於房間或迷你倉 可容納)	✓ (只限於房間可容納)
貨物 (大過1立方米或 超 過5箱))	× (若被許可人要求： HK\$500/次, 代為保存最多1 天)(如放 9F迷你倉\$310)	× (若被許可人要求： HK\$400)	HK\$250/次 (只限迷你倉可容納)	✓ (只限於房間或迷你倉 可容納)	✓ (只限於房間可容納)

** 包裹定義：派送者是郵差或速遞員 (有速遞單)

** 收包裹,貨物, 只點外箱(或包裝)數量, 絕不點收貨物內容

** 只限於房間或迷你倉可容納：我們判斷包裹或貨物不能容納在房間或迷你倉內, 將被拒絕代收。

** 貨物的收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外費用的第三、四位聯絡人。

** 價格如有變更, 恕不另行通知。

Receiving mails/parcels 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	✓ (keep for maximum of 3 days)	×	✓	✓	✓
Parcel (limited to 10 KG or 4.5 cube ft (1.5 feet x 1.5 feet x 2 feet))	✓ (keep for maximum of 3 days)(if put in 9F storage \$60)	× (by request of the Licensee : HK\$100)	✓	✓ (limited by your room+storage capacity)	✓ (limited by your room capacity)
Parcel (Overweighed or oversized items)	× (by request of the Licensee, HK\$100 / timekeep for maximum of 1 day)(if put in 9F storage \$110)	× (by request of the Licensee : HK\$150)	HK\$50 / time (limited by your storage capacity)	✓ (limited by your room+storage capacity)	✓ (limited by your room capacity)
Cargo (limited to 10 KG or 4.5 cube ft (1.5 feet x 1.5 feet x 2 feet) or 2 boxes)	HK\$60 / time (we just keep 3 days) (if put in 9F storage \$120)	× (by request of the Licensee : HK\$200)	HK\$60 / time (limited by your storage capacity)	✓ (limited by your room+storage capacity)	✓ (limited by your room capacity)
Cargo (limited to 30 KG or 1 cube M (1M x 1M x 1M) or 5 boxes)	× (by request of the Licensee, HK\$300 / timekeep for maximum of 1 day)(if put in 9F storage \$180)	× (by request of the Licensee : HK\$300)	HK\$120 / time (limited by your storage capacity)	✓ (limited by your room+storage capacity)	✓ (limited by your room capacity)
Cargo (overweighed or oversized items or more than 5 boxes)	× (by request of the Licensee, HK\$500 / timekeep for maximum of 1 day)(if put in 9F storage \$310)	× (by request of the Licensee : HK\$400)	HK\$250 / time (limited by your storage capacity)	✓ (limited by your room+storage capacity)	✓ (limited by your room capacity)

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

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

** Limited by your room or /and storage capacity: if we judge the parcel or cargo couldn't be placed in the room or/and storage, we will not receive the parcel or cargo.

** Cargo receiver must be the licensee of the License Agreement

** Mails, parcel receiver 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!!