

Green Business Centre's receiving mails/parcels handling charges and conditions

	storage	Virtual office services (VO-A1 or VO-C1) or + Storage	Virtual office services (VO-A2 or VO-C2)	Virtual office services (VO-A2 or VO-C2) + Storage	Serviced Office Unit + Storage or VO-D (with Storage)	Serviced Office Unit or VO-E
Mails	×	✓ (keep for maximum of 3 days) (WILL NOT put in storage)	✓ (keep for maximum of 3 days)	✓ (limited to your storage capacity)	✓	✓
Parcel (limited to 10 KG or 4.5 cube ft (1.5 feet x 1.5 feet x 2 feet))	×	×	✓	✓	✓	✓
	(by request of the Licensee : HK\$100) (limited to your storage capacity)	(by request of the Licensee : HK\$100/time) (keep for max 3 days) (limited to your storage capacity)	(keep for maximum of 3 days)	(limited to your storage capacity)	(limited by your room+storage capacity)	(limited by your room capacity)
Parcel (Overweighed or oversized items)	×	×	×	×	✓	✓
	(by request of the Licensee : HK\$200) (limited to your storage capacity)	(by request of the Licensee : HK\$200/time) (keep for max 1 days) (limited to your storage capacity)	(by request of the Licensee, HK\$100 / time keep for maximum of 1 day)	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)	×	×	×	×	✓	✓
	(by request of the Licensee : HK\$200) (limited to your storage capacity)	(by request of the Licensee : HK\$200/time) (keep for max 3 days) (limited to your storage capacity)	HK\$60 / time (we just keep 3 days)	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) (limited to your storage capacity)	(by request of the Licensee : HK\$300/time) (keep for max 1 days) (limited to your storage capacity)	(by request of the Licensee, HK\$200 / time keep for maximum of 1 day)	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) (limited to your storage capacity)	(by request of the Licensee : HK\$500/request) (keep for max 1 days) (limited to your storage capacity)	(by request of the Licensee, HK\$400 / time keep for maximum of 1 day)	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 office or virtual office or storage License Agreement or the registered 2 contact person of service office unit (1 contact person or the paid 2nd or 3rd contact person of virtual office service)

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