

## Green Business Centre's mails/parcels/cargo out handling charges and conditions

	Virtual office services (VO-A2 or VO-C2)	Virtual office services (VO-A2 or VO-C2) + Storage (or public whr)	Serviced Office Unit + Storage or VO-D (with Storage)	Serviced Office Unit or VO-E
Mails	X	X	✓	✓ (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\$40 / time (pls bring to reception)	HK\$40 / time (pls bring to reception) (if plac in storage +\$20)	✓ (pls bring to reception)	✓ (pls bring to reception)
Parcel (Overweighed or oversized items)	HK\$70 / time (pls bring to reception)	HK\$70 / 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)	HK\$70 / time (pls bring to reception)	HK\$70 / time (pls bring to reception)	✓ (pls bring to reception)	✓ (pls bring to reception)
Cargo (limited to 30 KG or 1 cube M (1M x 1M x 1M) or 5 boxes)	HK\$150 / time (pls bring to reception)	HK\$150 / 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)	HK\$300 / time (pls bring to reception)	HK\$300 / 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 need 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 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!!