

Coworking Membership Form

New Member Details

New Member name _____

Home address _____

Postcode _____

Daytime tel number _____ Mobile tel number _____

Email address _____

Business Details

These details are required for our records and may also be used, with your permission, as detailed below.

Are you happy for the following details to be added as a profile on our website at: www.moseleyexchange.com/our-members along with your **name** and/or **company name**? Please mark your preferences.

| | | |
|---|-------|--------|
| Position or Title | _____ | Yes/No |
| Primary Company / Trading name | _____ | Yes/No |
| Additional Company / Trading name(s) | _____ | Yes/No |
| Registered Company Address | _____ | |
| Description of work <i>Continue on additional sheet if necessary</i> | _____ | Yes/No |
| Company website(s) | _____ | Yes/No |
| Twitter, LinkedIn, Facebook, etc <i>usernames, if applicable</i> | _____ | Yes/No |

Photo Please email an image of yourself or your company logo to: info@moseleyexchange.com

Are you happy for the photo you provide to be displayed as a profile on our website along with your **name** and/or **company name**? Yes/No

Are you happy for the photo you provide to be displayed on the Members Photo Board in the kitchen, with your **name** and/or **company name**? Yes/No

Billing Details

Billing name and email, *if different* _____

Please select your business sector

Charity or Voluntary sector

Public or Private sector

Membership Level

Options

Drop-in Locker; *Regular/Max Members only, if available, £5 deposit*

Regular Tick, and provide name(s) below if other people are permitted to collect your mail:

Max _____

We can adjust your first fee and hours-allowance to reflect the number of days remaining in the month you join. Or, when possible, you may choose to use the full month's allowance at full fee in the time remaining. Please select your choice:

Date to begin Membership: _____ Adjust fee and hrs Do not adjust fee or hrs



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Data Protection

Moseley Exchange retains information about its users in accordance with the Data Protection Act 1998.

I / we have no objection to Moseley Exchange keeping contact details for future reference.

Agreement

I confirm that I have read the Moseley Exchange handbook and understand and agree to the terms and conditions listed within it as well as those relating to WiFi and ICT access as contained in Appendix A.

Signed by Member _____ Date _____

Please print name _____

Signed by Billing Sponsor, if applicable _____ Date _____

Please print name _____

Please return the completed form to: Moseley Exchange, 149-153 Alcester Road, Moseley, Birmingham, B13 8JP

Office to Complete

Member's 1st fee covering remainder of 1st month

Member's 1st hours-allowance covering remainder of 1st month

Subsequent monthly fee

Subsequent monthly hours-allowance

Signed by Staff _____ Date _____

Please print name _____

Office Use Only

| | | | | | |
|--|--|----------------------------------|--|--------------------------------------|--|
| Ongoing or short membership | | 1 st Payment received | | 1 st Payment method | |
| Membership number / Pin | | Added to TimeStation | | TimeStation card made | |
| Contact info added to Gmail & group(s) | | Welcome email sent | | Contact info added to spreadsheet | |
| Photocopy of form given to Member | | Photocopy of form given to F.O. | | Membership processed by | |
| Locker key provided | | Website profile added | | Photo added to coworkers board | |
| End date | | Cancelled on TimeStation | | Updated Gmail group(s) & spreadsheet | |