

## SWISS REMOTE GLOBAL – VIRTUAL OFFICE & SHARED SUITES

### Refund Policy

**Virtual offices:** are billed every quarter. The first quarter of contracted services are provided on the terms of No Refund. By contracting with Swiss Remote Global Inc to provide virtual services the client acknowledges and accepts the no refund policy. After the end of the first quarter the client may opt to terminate services at any time (30 days written notice required) at which time a refund for the quarters advance payment will be issued on a pro rated daily bases; ie. 90 days in the quarter 45 days of service therefore 45 days charges will be refunded minus and outstanding postage and/or telephone services charges. There is positively no refund of *“discounted services”* including but not limited to yearly payment discount plans.

**Shared Suites:** are negotiated by individual contracts and refunds are subjected to and dictated by the terms negotiated and agreed upon by the contracting parties and subject to local client/tenant laws.

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