

Usage Agreement no. _____

Coworking lab10

OPTINNA GmbH, Strauchergasse 13, 8020 Graz



User:

Company: _____ Sector: _____
First name: _____ Last name: _____
Address: _____
Date of birth: _____ e-mail: _____
Phone: _____

Services:

- | | | | |
|--------------------------|---------------------|--------------------------|---------------------|
| <input type="checkbox"/> | flex coffee table** | <input type="checkbox"/> | flex office table** |
| <input type="checkbox"/> | fix office table*** | <input type="checkbox"/> | Add. Service: |

Start of usage: _____ End of usage: * _____

* When the end date is not fixed, the usage agreement is concluded for an indefinite period. Both parties can terminate the agreement with a notice period of four weeks to the end of the month in written form.

** We cannot guarantee the availability of a flex table at all times.

*** A fix office table can be used by two people but not simultaneously.

Payment:

		Net	20 % VAT	Price including tax
<input type="checkbox"/>	Once	€	€	€
<input type="checkbox"/>	Monthly	€	€	€

Place, Date

OPTINNA GmbH

Signature user

SEPA B2B – Direct Debit
Mandate
coworking lab10



Creditor:
OPTINNA GmbH, Strauchergasse 13, 8020 Graz

Debtor:

Name: _____
IBAN: _____
BIC: _____

Payment type:

One off Recurrent

Our Creditor ID is AT64ZZZ00000050291.
The Mandate Reference corresponds to the usage agreement reference number.

I hereby authorise OPTINNA GmbH to collect payments from account by direct debit B2B.
At the same time, I hereby instruct my bank to pay the direct-debits drawn on my account
by OPTINNA GmbH.

Important information: This mandate is only intended for business-to-business
transactions. I have not entitled to a refund from my bank after my account have been
debited, but I have entitled to request my bank not to debit my account in accordance with
the instructions up until the day on which the payment is due.

Place, Date

Signature Debtor

Price information coworking lab10

OPTINNA GmbH, Strauchergasse 13, 8020 Graz



Services	Price	Amount	Total
flex coffee table	96 €/month		
flex office table	196 €/month		
fix office table	296 €/month		

membership	196 €/year		
evening event	346 €		
meeting room	16 €/hour		

Additional Services	Price	Amount	Total
your company address	46 €/month		
parking	76 €/month		
100 color copies	26 €		
1000 b/w copies	26 €		
storage	6 €/box/month		

Grand Total:	
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Our rules

coworking lab10

OPTINNA GmbH, Strauchergasse 13, 8020 Graz



- 1. Sound level**

Everybody should be able to concentrate on his or her work. Therefore please try to keep the noise level as low as possible and switch your mobile phone on silent mode. You can use the conference room for phone calls when it is free.
- 2. Clean desk policy for the flex tables**

Please leave your flex table empty and clean on the end of your working day. The next coworker will thank you.
- 3. Use of the kitchen**

You are free to use the kitchen equipped with a stove, a combined oven and microwave, a fridge, a dishwasher, an electric kettle and a coffee machine. Please mark your food in the fridge. Everybody is responsibly to clean up after himself, so please keep the work space and the fridge clean and put the used dishes in to the dishwasher.
Filter coffee, tea, milk and sugar is free to use. If you like Nespresso you are free to use the machine however you should bring your own favourite Nespresso capsulas.
- 4. Printing, copies, fax**

Copies and printouts are included according to a fair use principle (200 pages black and white copies a month, 10 pages outgoing fax a month, additional 100 pages color copies if you have an office desk). If you need more, please contact us - you can buy an additional printer package.
- 5. Snail mail**

You can use the lab10 address as your postal address. We will sort your mail into a letter tray. Parcels can be sent as well. But be aware that the place the mail is stored can not be locked. So please inform us if you expect something valuable so we can store it in a safe place.
- 6. Customers etc.**

If you want you can invite your customers, cooperation partners or friends to the space. You can use the coffee area to chat about your current projects, for a more private atmosphere please book the conference room.
- 7. 24/7 access**

We think you should be able to come and go whenever you like - therefore 24/7 access is always included. Please respect the other people in the house and avoid noise during the night. Please take care that the lights and the electric devices are turned off and the door is closed well when you are the last to leave. Should be an evening or weekend event you can use the conference room for working. You can check the event calendar on the website.
- 8. Cleaning**

The office will be carefully cleaned once a week. Everybody is responsible to clean up after himself. Cleaning supplies are available.
- 9. Conference room**

You can make a reservation for the conference table on our website.