

JE 88 280
\$932.80
Car Workplace



carrworkplaces.com

CW - Reston

Preferred Offices Properties, LLC

CW - Reston

PBC Reston, LLC
1818 Library Street
Suite 500
Reston, VA 20190

| DATE | REFERENCE | DESCRIPTION | AMOUNT |
|------------------------------|-----------|------------------|---------------|
| 06/12/2014 | 010-1493 | | \$466.40 |
| 06/12/2014 | 010-1494 | | \$466.40 |
| 06/12/2014 | payware | Payment Received | (\$932.80) |
| TOTAL CURRENT CHARGES | | | \$0.00 |

A late fee of 10% has been assessed on all open balances as of the 5th of each month

STATEMENT



carrworkplaces.com



Preferred Offices Properties, LLC

PBC Reston, LLC
1818 Library Street
Suite 500
Reston, VA 20190
EIN: [REDACTED]

CW - Reston

CW - Reston

Invoice Date: 06/12/2014
Due Date:
Invoice Number: 010-1493
Balance Forward: \$0.00
Payments/Credits: \$0.00
Current Invoice Amount \$466.40
Ending Balance: \$466.40

CURRENT CHARGES

| | |
|-------------------------------|-----------------|
| Meeting Rooms | \$440.00 |
| Tax | \$26.40 |
| Total Current Charges: | \$466.40 |

PAYMENT INSTRUCTIONS

For Wires Only:

Bank Name: Bank of America
Bank Address: 222 Broadway, New York, NY 10001
ABA#: [REDACTED]
Account Name: [REDACTED]
Account #: [REDACTED]
Swift Code: [REDACTED]

For ACH Only:

Bank Name: Bank of America
Bank Address: 1455 Market Street, San Francisco, CA 94109
ABA#: [REDACTED]
Account Name: [REDACTED]
Account #: [REDACTED]

INVOICE



carrworkplaces.com

Preferred Offices Properties, LLC

Invoice Detail for CW - Reston

Meeting Rooms

| DATE | QUANTITY | AMOUNT | DESCRIPTION | REFERENCE |
|--------------|----------|----------|-------------------------|---|
| 06/26/2014 | 1.00 | \$440.00 | R.E Simon Training Room | 08:00 am to 12:00 pm Member rate per hour |
| Sum: | | \$440.00 | | |
| Grand Total: | | \$440.00 | | |

INVOICE



carrworkplaces.com

Preferred Offices Properties, LLC

PBC Reston, LLC
1818 Library Street
Suite 500
Reston, VA 20190
EIN: [REDACTED]

CW - Reston

CW - Reston

Invoice Date: 06/12/2014
Due Date:
Invoice Number: 010-1494
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Payments/Credits: \$0.00
Current Invoice Amount \$466.40
Ending Balance: \$932.80

CURRENT CHARGES

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Bank Address: 222 Broadway, New York, NY
10001

ABA#: [REDACTED]

Account Name: [REDACTED]

Account #: [REDACTED]

Swift Code: [REDACTED]

For ACH Only:

Bank Name: Bank of America
Bank Address: 1455 Market Street, San
Francisco, CA 94109

ABA#: [REDACTED]

Account Name: [REDACTED]

Account #: [REDACTED]

INVOICE



carrworkplaces.com

Preferred Offices Properties, LLC

Invoice Detail for CW - Reston

Meeting Rooms

| DATE | QUANTITY | AMOUNT | DESCRIPTION | REFERENCE |
|--------------|----------|----------|-------------------------|--|
| 06/27/2014 | 1.00 | \$440.00 | R.E Simon Training Room | 08:00 am to 12:00 pm Member rates per hour |
| Sum: | | \$440.00 | | |
| Grand Total: | | \$440.00 | | |

INVOICE



CARR WORKPLACES CREDIT CARD AUTHORIZATION FORM

This authorization made on February 28, 2014 shall be attached to and become part of the Agreement for Services (the "Agreement") dated 3/10 by and between PBC-Reston, LLC (together with its subsidiaries and affiliates, "Carr Workplaces") and Robinson SS ("Client").

X Daytripper: Non-Carr Workplaces client, giving Carr Workplaces authorization to process full payment for services rendered by Carr Workplaces on the credit card listed below for all services as described on the invoice provided.)

The undersigned, as Client or as a fully-authorized representative of Client, hereby authorizes Carr Workplaces to charge the credit card described below for the following services:

- Recurring Payment: (Fixed and Variable services) Fixed - Office Rent, Equipment, Telecom Charges, Parking, and all other fixed charges incurred as part of doing business with Carr Workplaces. Variable - Administrative, copy, fax, long distance and telecom charges, validated parking, and all other charges incurred as part of doing business with Carr Workplaces, including without limitation, all services described in the Agreement.
One Time Charge: payment for initial invoice in the amount of \$_____

The undersigned hereby represents and warrants to CARR WORKPLACES that he/she is a Client or is an authorized representative of Client, and is authorized by Client and by the entity issuing the credit card described below, to make charges to such credit card and to sign on behalf of the credit card holder. Furthermore, by execution hereof and by providing the credit card information listed below, the undersigned fully authorizes CARR WORKPLACES to charge such credit card on a regular basis (i.e., when the charges would typically be invoiced to Client by CARR WORKPLACES in the regular course of business) for the services and charges described above.

Client/Cardholder's Name (as it appears on card): Robinson SS

Client/Cardholder's Billing Address (as it appears on card billing statement): 5035 Sidebuan Rd, Fairfax, VA 22033

Telephone Number (as listed with credit card company): 703426-2115

Credit Card Type: [] Visa [X] Mastercard [] American Express

Credit Card Number: [redacted] CVV #: [redacted] Expiration Date: [redacted]

I understand that charges incurred will be charged to the credit card when invoiced.

Cardholders Signature: [signature] Date: 3/6/14

Except as specifically set forth herein, the terms and conditions of the Agreement and, if applicable, any Office Agreement between Carr Workplaces and Client shall apply to this Credit Card Payment Authorization. Client hereby releases Carr Workplaces from liability, if any, for charges made to the credit card by third parties, which are not acting as an agent or representative of Carr Workplaces.



Carr Workplaces is committed to the service it offers its Clients and has created terms and conditions governing the use of its Business Centers ("Centers"). These terms have been formulated for the collective benefit of Carr Workplaces' Clients. The terms are designed to ensure the enjoyment of the accommodation by all of Carr Workplaces' Clients in the Center and to govern the relationship between the Client and Carr Workplaces.

1. This Agreement

1.1 Agreement: Carr Workplaces agrees to provide, during standard business hours, meeting rooms, day offices, videoconference facilities and access to the common areas of the Center including toilets, business lounge and copy points on an ad hoc basis.

1.2 Applicable law: This agreement is interpreted and enforced in accordance with the law of the place where the relevant Center is located. Carr Workplaces and the Client both accept the exclusive jurisdiction of the courts of such jurisdiction.

2. Use

2.1 Providing the Facilities: Carr Workplaces has the right to suspend the provision of the service for reasons of political unrest, strikes or other events beyond our reasonable control.

2.2 Business Name: The Client must not use the name Carr Workplaces in any way in connection with its business.

2.3 Use of meeting rooms and day offices are during normal business hours of 8:30am through 5:00pm Monday through Friday; if scheduled before 8:30am or after 5:00pm will be charged at 1.5 times the standard rate, in one hour intervals.

3. Compliance

3.1 Comply with the law: Client must do nothing illegal in connection with its use of the Business Center. The Client must not do anything that may interfere with the use of the Center by Carr Workplaces or by others, cause any nuisance or annoyance, increase the insurance premiums Carr Workplaces has to pay, or cause loss or damage to Carr Workplaces or to the owner of any interest in the building which contains the Center the Client is using.

3.2 Comply with Center Rules and Regulations: The Client must comply with any Center Rules and Regulations which Carr Workplaces impose generally on users of the Center whether for reasons of health and safety, fire precautions or otherwise. Such rules are developed and/or imposed for the safety of Carr Workplaces' Clients and to protect their use of the Center as a place of work. The Center Rules and Regulations vary from Center to Center and these can be requested locally.

3.3 Employees: While this agreement is in force and for a period of six months after it ends, neither Carr Workplaces nor the Client may knowingly solicit or offer employment to any of the other's staff employed in this Center. This obligation applies to any employee employed at the Center up to that employee's termination of employment, and for three months thereafter. It is stipulated that the breaching party shall pay the non-breaching party the equivalent of one year's salary for any employee concerned.

4. Carr Workplaces' Liability

4.1 Carr Workplaces is not liable for any loss resulting from Carr Workplaces' failure to provide any services unless Carr Workplaces does so deliberately or is negligent. Carr Workplaces is also not liable for any failure until the Client has told us about it and has given Carr Workplaces a reasonable time to put it right. The Client accepts responsibility for their equipment whilst on the premises and the Client is liable at all times for the loss or damage to any of Carr Workplaces' equipment.

5. Fees

5.1 Payment Terms: The Fee is the total of the meeting room, day office, training room and/or videoconference charges and additional services quoted at the time of booking. A credit card must be provided against the relevant product and additional service fees where a pre-approved account is not available. These fees will be charged ten days prior to meeting date or upon booking if less than ten days available. Pre-approved credit accounts must be paid 30 days from the date of invoice. In the event of a breach of these terms, credit facilities will be revoked. If any additional services are used during the service period, these fees will be charged upon check out at the end of the day in which the Client received the service. Multiple person usage in a Day Office may be charged additional fees.

5.2 Standard services: Use of all services is subject to availability. Any additional charges for use of additional services at a Center (such as typing or photocopying) plus VAT / Tax, will be charged to the Client's credit card or charged to the Client's corporate account (if applicable) at the rate on the day of use. These rates are available upon request at any time.

5.3 Late payment: If the Client does not pay fees when due, a fee will be charged on all overdue balances. This fee will be 25% of the overdue balance. If the Client disputes any part of an invoice the Client must pay the amount not in dispute by the due date or be subject to late fees. Carr Workplaces also reserves the right to withhold services (including for the avoidance of doubt, denying the Client access to its accommodation) while there are any outstanding fees and/or interest or the Client is in breach of this agreement.

5.4 Insufficient Funds: The Client will pay a fee for any declined payments due to insufficient funds.

6. Cancellation Policies - the table below shows the proportion of reservation that will be invoiced upon cancellation:

6.1 Meeting Rooms:

| | 0 - 3 Business Days | 4 - 10 Business Days | 11+ Business Days |
|-------------------|---------------------|----------------------|-------------------|
| Meeting Room | 100% | 50% | 0% |
| Videoconferencing | 100% | 50% | 0% |
| Day Office | 100% | 50% | 0% |
| Training Room | 100% | 100% | 0% |

6.2 Last Minute reduction in booking: The cancellation policy, where applicable, will be calculated on working days.

Where a confirmed booking is cancelled inside these terms the Client is additionally liable for all charges which Carr Workplaces is liable to third parties (e.g., caterers and equipment suppliers) if the booking is for a multiple / consecutive day booking with 1 day notice, no part or element of days within the booking will be refunded.

7. Carr Workplaces reserves the right to amend these terms and conditions at any time.



FAIRFAX COUNTY PUBLIC SCHOOLS - RISK MANAGEMENT
 GATEHOUSE ADMINISTRATION CENTER I
 8115 Gatehouse Road Falls Church, VA 22042-1203
 PHONE: (571) 423-3620 FAX: (571) 423-3657

TO: King, Spooner AT: Robinson SS
 CONTRACT WITH: Cam Workplaces
 DATE REVIEWED: 2/28/14 DATE OF SERVICE: 3/3/14

- The attached contract has been reviewed (from an insurance and risk management perspective). **No modifications are required.**
- The attached contract has been reviewed (from an insurance and risk management perspective and **modifications are required** (the recommended modifications are made to the original document, initialed and dated in the margin).
- Please forward this document to the Office of **Instructional Services** for review.
- Before principal's signature, criminal certification form must be signed by vendor and attached to the contract. Send a copy of the signed criminal certification form to Risk Management.
- Provide to the vendor the attached **FCPS Statement of Insurance/Self-Insurance.**
- Please follow procurement guidelines

Comments: _____

IMPORTANT NOTICES:

FCPS cannot be responsible for reimbursement to parents/students for money submitted as "advance payment" (e.g., Broadway shows, transportation, hotels, camps) for any field trip that FCPS cancels. It is strongly recommended that contracts with stated refund/non-refund polices be given to parents BEFORE any permissions are signed or payments are made.

If a contract is associated with an unusual field trip, the trip request is due in Risk Management four (4) weeks prior to the date of the trip. All field trips must be reviewed and approved through the appropriate process, outlined in the current versions of Notice & Regulation 5790.

IMPORTANT DISCLAIMERS:

This contract was reviewed for the language within the contract to protect the assets of FCPS, **NOT** to assure the 'best financial deal' for the school.

A completed contract review does not translate to an approval/endorsement of the activity/event, the payment term/process, or the vendor; nor is it the guarantee of any promised goods or services. The review of this contract should **NOT** be interpreted that a related field trip or other student activity will be automatically approved.

This communication may contain information that is privileged, confidential, and exempt from disclosure under applicable law. It should be seen only by the person to whom it is sent. If the reader is not the intended recipient, you are hereby notified that any dissemination, distribution, or copying of this communication is strictly prohibited.

[Signature]
 RM Coordinator

