



Sahara Business Center

EXECUTIVE SUITES & VIRTUAL OFFICES

Virtual Office Application

Please complete and fax to: (702) 369-1290

Company Name _____

Tenant Information:

Name _____

Address _____

Address 2 _____

City _____ State _____ Zip _____

Contact Number _____

Fax Number _____

Other _____

E-Mail Address _____

Billing Information, if different:

Name _____

Address _____

Address 2 _____

City _____ State _____ Zip _____

Contact Number _____

Fax Number _____

Other _____

E-Mail Address _____

Virtual Office Package (please circle one): Mail Service \$50 Phone & Fax \$80 Standard Virtual Office \$150

Start Date: _____ (This will be the date your tenant information will be released to you)

MAIL SERVICE

How would you like us to handle your mail?

- Notify via email, then hold mail for pick up during business hours
- Forward mail to the following address: *(free if sender uses USPS postage)*

RECEPTION SERVICE

Do you have an existing phone number you will be keeping? _____

Your calls will be answered with your company name, unless otherwise specified.

Where would you like your calls to be transferred?

Voicemail or External Number _____

COMPANY INFO

Tell us about your company, what does your business do? _____

How did you hear about us? _____