

FRENCH OFFICE TARIFFS

Parcels Services

1/2

All tariffs are in € VAT included

Parcels Plans

Parcels services with membership

Monthly Prices

Limitations of each membership	Qty of Parcels received/month	Qty of parcels stored/month	Monthly Pricel
Business Pack 1	5	6	€ 19,90
Business Pack 2	8	10	€ 29,90
Business Pack 3	12	15	€ 39,90
Business Pack 4	20	24	€ 49,90

Additional volume

Each membership includes a maximum of parcels received each month. Above this limitation, the parcels are charged according to the following prices :

Membership	Business Pack1	Business Pack2	Business Pack3	Business Pack4
Max Received	5	8	12	20
Extra charge	€5 a parcel	€5 a parcel	€4,5 a parcel	€4,5 a parcel

Parcels with Pay as you go

Express Plan

With the Box Express plan, there is a minimum monthly plan invoiced every month to keep an active address and the corresponding web access.

Activation Fee	€18 for setting-up the service
Reactivation Fee	€12 to reactivate your account if it has been suspended for a while
Price by parcel received and recorded	€7 for every package received – Storage of 29 days included
Minimum monthly charge	€7 by month

Deposit on your account

A deposit is recommended during the registration process. By default we require 5€ as a monthly deposit. This deposit remains on your account and will be used for transportation costs or other services fees.

It can also be used to extend your monthly plan. It is not mandatory but highly recommended.

Example with a Business Pack membership

You subscribe to the Business Pack 2. You can receive till 7 parcels each month. The receiving charges are already included in your plan.

Examples with an Express Plan

The Express monthly plans includes one standard parcel received and forwarded each month

Example n°1 :

If you receive only 1 parcel in the month, you pay €7 for this.

Example n°2 :

If you receive 3 parcels in the month, you pay €7 x 3 = €21.

Example n°3 :

If you don't receive any parcel during the month and if your account is still active, you will be debited from the minimum monthly charge, it means €7.

During the first month of your subscription, there is an activation fee payable at once.



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All available options for parcels services



Parcels shipment

Parcels forwarding	Transportation rates depend on weight, destination, volume and way of shipment	See online freight calculator
Shipment preparation	Preparation according to your shipment request ordered on line	Incl. for Express Plan or €4 for Business Plan
Packing material	During the shipment preparation, we can group parcels and repack them : Second-hand boxes when available Box 33x25x8 cm (34x27x9 ext) Box 35x25x16,5 cm (35x27x19 ext) Box 30x30x30 cm (30x32x33 ext) Box 40x40x40 cm (41x41x42 ext) Box 45x28x15 cm (46x29x17ext) Box 50x33x25 cm (51x34x27 ext) Box 60x40x40 cm (61x42x43 ext) Box 50x50x50 cm (51x52x53 ext) Box 80x50x30 cm (81x52x33 ext) Box 80x60x40 cm (82x62x43 ext) Boxes with bigger size Palette 80x120 Palette 100x120	€1 a box €2 a box €2 a box €3 a box €5 a box €3 a box €4 a box €7 a box €8 a box €8 a box €9 a box from €10 a box €8 a pallet €9 a pallet
Oversized Parcel	Shipment of non rectangular parcel or oversized parcel (L+l+h>150 or L>100)	Depend on carrier €7.5 if colissimo
Parcels Consolidation	Parcels consolidation to reduce freight rates	€2 by parcel
Parcels Unpacking	Parcels unpacking with packaging removal to reduce weight & volume before shipment	€1 by parcel open
Document removal	Separation between documents and goods	€1 by parcel
Invoice edition	The proforma invoice is automatically edited for all shipments outside EU. We can also add your document	Free option for our proforma €1/other doc
Insurance	Insurance during transportation is ordered by respect to the carriers terms & conditions. Insurance of the goods stored under your own responsibility.	Depends on carrier
Pallet wrapping	Pallet covering and wrapping	€6 a pallet
Pallet preparation	Parcels consolidation on a pallet	€12 a pallet
Pallet storage	Storage of your pallets in our warehouse	€19,2/month

Parcels Reception

Standard Parcels	Reception of regular parcels (below 6kgs)	included
Oversized Parcels	For non "standard" parcels, we calculate the cumulative size (length + width + depth) - cumulative size > 150 cm - cumulative size > 200 cm - cumulative size > 250cm et < 300cm	€3,00 a parcel €6,00 a parcel €15,00 a parcel
Parcels over 6kg	For reception of parcels over 6Kg Parcel >50Kg without pallet are refused	€0,5 by addit. kg
Pallets	Pallets reception 80 x 120 or 100 x 120	€ 19,20 a pallet
Parcels storage with Box Express plan	Free storage till 29 days then a monthly fee is charged per package	Free or 2,5 to 4€/month & /pack
Parcels storage with Business plan	The storage is usually included in your plan. Over the limitation, payment per package.	Free or 2,5€ /parcel & /month
Parcels Control	Upon your request, we can do inspection of the parcels content with the delivery note.	€2 by 5 items
Invoices Scan	Digitalization of invoices of delivery note when required	€0,80 a page with €1 as minimum invoice
Parcels disposal	We can destroy some goods if required - following the environmental laws	6€/parcel <6Kg & 1,2€/Kg over

Administrative tasks

Invoice payment	We can pay your invoices (VAT, importation, etc) if you have sufficient funds on your account	€7 by invoice & 2% of the invoice amount (*)
Personal shopper	We purchase on your behalf if you indicate your order accurately	15€ /order and 3€/item

(*) shipment rates not included - Contact us for other administrative services

Account management

Personal and safeweb interface	A web access enables to track all operations, order new tasks, and check your balance	Free option
Email alerts	Regular and adaptable Email Notifications	Free option
Text alerts	Status provided by text Or alert sent by text for a special request	€2 a month €0,2 by request
Voicemail	Access your account via voicemail system	Free option
Mobile Application	Smartphone application enabling viewing of your personal account with parcels tracking	Free option
Account reactivation	Reactivation of a suspended or a closed account	Free option if Business Plan & €12 if Express Pl.

Shipment rates

Shipment rates depend on weight, destination, insurance, carrier, method of shipment. They are viewable in an online calculator on www.french-office.com. These rates are regularly updated with the carriers' information.

Cancellation

In the end of the agreement, the deposit remaining on your account can only be refunded by a cheque in Euros, once deducted the refund service.

Refund service	€9,50
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See also our tariffs for mail and phone services in France