



Mailbox Service Agreement & Customer Information

Name: _____
 Company: _____
 Address: _____

 City: _____ State: _____ ZIP: _____
 Business Telephone: _____
 Home Telephone: _____
 Fax: _____
 Mobile Telephone: _____
 E-mail Address: _____

MONTHLY COST FOR MAILBOX:

\$15.00

***Copy of ID Attached _____ *Copy of Credit Card Attached for ID & Auto-Payment _____**

Terms and Conditions

1. This Mailbox Service Agreement ("Agreement") is made and entered into by the customer identified above ("Customer") for the use of and services related to a personal mailbox rental at Port Angeles Package Receiving identified above under the terms set forth herein.
2. Customer agrees that Customer will not use Port Angeles Package Receiving premises or any services for any unlawful, illegitimate, or fraudulent purpose, or for any purpose prohibited by U.S. postal regulations. Customer further agrees that any use of the personal mailbox shall be in conformity with all applicable federal, state, and local laws. Each individual or entity must complete a separate United States Postal Service "Form 1583" to be authorized to receive mail or packages at the personal mailbox relative to this agreement.
3. This Agreement and Form 1583 shall remain confidential, except that this Agreement and Form 1583, including Customer's name, address, and e-mail address will be released upon written request of any law enforcement or other governmental agency, or when legally mandated. Upon request, Customer agrees to complete all necessary documents, including Form 1583 and any required acknowledgment form relating to service of process. Customer further agrees to sign a revised version of this Agreement and Form 1583 whenever any information required on this Agreement or Form 1583 changes.
4. Possession of the Mailbox key (if one is necessary) shall be considered valid evidence that the possessor is duly authorized to remove any contents from the Mailbox. In the event of death or incapacity of Customer, Port Angeles Package Receiving will require the appropriate documents from the Probate Court, the executor of the estate, the trustee or other similar person or entity before releasing mail or packages to a requesting party.
5. Customer agrees to pay an initial set-up fee of (which includes a mailbox key fee and other fees associated with opening a mailbox usage account) as well as applicable monthly service fees and any applicable sales, use, or other taxes; Mailbox service fees are all due and payable in advance and Customer agrees that Port Angeles Package Receiving may withhold mail and packages from Customer pending payments owed. There will be no prorations or refunds for cancellation of any service. Customer agrees to pay a late fee if any payment is not received within three (3) days of when due. In the event the Mailbox lock is changed upon the request or fault of Customer, Customer agrees to pay a fee. In the event that Customer receives an unreasonable volume of mail or packages at the Mailbox according to Port Angeles Package Receiving reasonable judgment, Port Angeles Package Receiving may require Customer to upgrade to a larger size Mailbox and pay any additional charge. Port Angeles Package Receiving reserves the right to increase the Mailbox service fees in the event that Customer adds additional individuals or entities to the names of those individuals or entities authorized to receive mail and packages at the Mailbox pursuant to Form 1583. All costs are subject to change at any time without prior notice.

Customer Initials: _____

6. Customer agrees that upon expiration, cancellation, or termination of this Agreement, Customer will NOT file a change of address order with the post office. Customer and the Center further agree that upon expiration, cancellation, or termination of this Agreement, Customer authorizes Port Angeles Package Receiving to accept and destroy any "Unsolicited Mail" (e.g., mail addressed to "occupant," "current resident" or similar designation; or coupons, advertising, or other promotional material) mail addressed to Customer that is delivered to Port Angeles Package Receiving by the United States Postal Service for will be held six (6) months; and may refuse any package addressed to Customer delivered by any party other than the United States Postal Service, such as a commercial carrier service will be refused. However, at Customer's election and payment, we may:
 - 6.1. Re-mail (i.e., forward) Customer's mail (except for Unsolicited Mail) for six (6) months upon Customer's payment in advance for postage, packaging material, and forwarding fees. Customer must pay a monthly forwarding fee in advance for the time period that mail is to be re-mailed. It is Customer's responsibility to make arrangements with Port Angeles Package Receiving to identify any mail forwarding needs prior to the expiration, cancellation, or termination of this Agreement; or
 - 6.2. Store the mail or United States Postal Service packages (except for Unsolicited Mail) for up to six (6) months upon Customer's payment in advance of a storage fee for the time period in which Port Angeles Package Receiving holds the mail or packages, plus a service fee of for each time Customer visits the Center to pick up such items. It is Customer's responsibility to make arrangements with Port Angeles Package Receiving to identify any mail storage needs prior to the expiration, cancellation, or termination of this Agreement.
7. Six (6) months after the expiration, cancellation, or termination of this Agreement, Port Angeles Package Receiving may:
 - 7.1. Refuse any mail or package addressed to Customer and delivered to Port Angeles Package Receiving.
 - 7.2. Destroy any of Customer's mail or packages remaining at Port Angeles Package Receiving at such time.
8. Customer authorizes Port Angeles Package Receiving to complete and file a Shipper's Export Declaration as "agent" on behalf of Customer as "principal party in interest" when necessary and to act on behalf of Customer as Customer's true and lawful agent for purposes of any and all re-mailing, including any re-mailing that requires the filing of a Shipper's Export Declaration by Port Angeles Package Receiving i.e., any export transaction, in accordance with the laws and regulations of the United States. Customer further agrees to provide Port Angeles Package Receiving with true, accurate, and complete information regarding the contents of any mail or packages to be re-mailed by Port Angeles Package Receiving, whether during the term of the Agreement or after termination or cancellation.
9. The term of this Agreement shall be the initial period paid for by Customer and any renewal period paid for by Customer from time to time. Renewal of this Agreement for additional terms shall be at Port Angeles Package Receiving sole discretion.
10. Customer agrees that Port Angeles Package Receiving may terminate or cancel this Agreement for good cause at any time by providing Customer with written notice. Good cause shall include but is not limited to: 1) Customer abandons the Mailbox; 2) Customer uses the Mailbox for unlawful, illegitimate, or fraudulent purposes; 3) Customer fails to pay monies owed Port Angeles Package Receiving when due; 4) Customer receives an unreasonable volume of mail or packages; 5) Customer engages in offensive, abusive, or disruptive behavior toward other customers/employees of Port Angeles Package Receiving or Deer Park Self Storage; and 6) Customer violates any provision of this Agreement. Customer acknowledges that, for the purpose of determining good cause for termination of this Agreement as provided herein, the actions of any person authorized by Customer to use the Mailbox will be attributed to Customer.
11. Any written notice to Customer required or permitted under this Agreement shall be deemed delivered twenty-four (24) hours after placement of such notice in Customer's Mailbox or at the time personally delivered to Customer, In the event of a termination notice based upon abandonment of the Mailbox, notice shall be deemed delivered (a) on the next day after placing in the hands of a commercial carrier service or the United States Postal Service for next day delivery, or (b) five (5) days after placement in the United States Mail by Certified Mail, Return Receipt Requested, postage pre-paid, and addressed to Customer at Customer's address as set forth in Form 1583, or on the date of actual receipt, whichever is earlier.
12. As Customer's authorized agent for receipt of mail. Port Angeles Package Receiving will accept all mail, including registered, insured, and certified items, and, if authorized on Form 1583, restricted mail (i.e., mail where the sender has paid a fee to direct

Customer Initials: _____



delivery only to an individual addressee or addressee's authorized agent). Unless prior arrangements have been made, Port Angeles Package Receiving shall only be obligated to accept mail or packages delivered by commercial carrier services, which require a signature from Port Angeles Package Receiving as a condition of delivery. Customer must accept and sign for all mail and packages upon the request of Port Angeles Package Receiving. All packages received will be charged the going rates for package receiving services, regardless of having a postal box with our company. Packages not picked up within five (5) days of notation will be subject to a storage fee, which must be paid before Customer receives the package. In the event Customer refuses to accept any mail or package, Port Angeles Package Receiving may return the mail or package to the sender and Customer will be responsible for any postage or other fees associated with such return. C.O.D. items will be accepted ONLY if prior arrangements have been made and payment in advance is provided to Port Angeles Package Receiving. In those states where Port Angeles Package Receiving is required by law to act as Customer's agent for service of process, Customer hereby authorizes Port Angeles Package Receiving to act as Customer's agent for service of process, and this authorization shall remain in effect for as long as this Agreement is in effect, or as long as required by state law, whichever is later. Port Angeles Package Receiving agrees to follow its standard procedures for the timely placement of mail received at Port Angeles Package Receiving and addressed to Customer into Customer's Mailbox, and Customer hereby releases and agrees to protect, indemnify, defend, and hold harmless Port Angeles Package Receiving from any and all liability that may arise at any time in connection with Port Angeles Package Receiving actions or status as Customer's agent for service of process.

13. Customer agrees to protect, indemnify, defend, and hold harmless Port Angeles Package Receiving and it's agents, and employees from and against any and all losses, damages, expenses, claims, demands, liabilities, judgments, settlement amounts, costs, and causes of action of every type or character arising out of or in connection with the use or possession of the Mailbox, including without limitation, any demands, claims, and causes of action for personal injury or property damage arising from such use or possession, from failure of the United States Postal Service or any commercial carrier service to deliver on time or otherwise deliver any items (mail, packages, etc.), from damage to or loss of any package or mail, or to the Mailbox contents by any cause whatsoever, from Port Angeles Package Receiving collection or remission of sales, use, or any other taxes, including, but not limited to, Port Angeles Package Receiving failure to refund any amounts that have been collected or remitted, from any penalties, fines, or other liabilities that arise out of, or in connection with, Port Angeles Package Receiving actions or status as Customer's agent with respect to export transactions, or Port Angeles Package Receiving completion and filing of any Shipper's Export Declaration on behalf of Customer, and from any violation by Customer of applicable federal, state, or local laws, or the laws of any foreign jurisdiction. In the event that Port Angeles Package Receiving submits or processes any sales, use, or other tax refund claim on behalf of Customer, Customer agrees to cooperate with Port Angeles Package Receiving, including, but not limited to, providing any and information and documentation necessary to process or submit such a claim.
14. Customer acknowledges and agrees that Port Angeles Package Receiving is an independently owned and operated business that is not owned or operated by the United States Postal Service.
15. CUSTOMER HEREIN AGREES THAT THE TOTAL AMOUNT OF LIABILITY, IF ANY, FOR ANY AND ALL CLAIMS ARISING OUT OF OR RELATED TO THIS AGREEMENT OR PERFORMANCE HERE UNDER SHALL NOT EXCEED \$50.00 REGARDLESS OF THE NATURE OF THE CLAIM. (INITIAL____)
16. Customer must use the exact mailing address for the mailbox without modification as set forth in Section three (3) of Form 1583. The United States Postal Service will return mail without a proper address to the sender endorsed "Undeliverable as Addressed."
17. Delivery by commercial carrier services must be made to Port Angeles Package Receiving street address only. (and not to a P.O. Box)
18. Upon signing this Agreement, Customer shall provide two (2) forms of valid identification, one of which shall include a photograph. This Agreement may not be amended or modified, except in a writing signed by both parties.
19. As a requirement to use our Port Angeles Package Receiving Personal Mailboxes and upon Occupant's Authorization by signature below, Port Angeles Package Receiving will automatically charge occupant's credit/debit card for all charges associated with the occupant's Personal Mailbox. By Occupant's signature below, occupant hereby authorizes and approves ALL

Customer Initials:_____



charges related to occupant’s Personal Mailbox. Occupant agrees to notify Port Angeles Package Receiving of any changes to the credit/debit card information, such as account number and expiration date.

- 20. Applicant shall only use the address designation “PMB” or “#” to designate their address. NO OTHER DESIGNATION IS VALID. Specifically excluded is the use of suite, apt, dept, or other designators. The U.S. Postal service may refuse to deliver any piece of mail that does not include the PMB or # sign designation. Applicant is responsible for notifying correspondents of the address below. The address to be used by applicant for the purpose of receiving mail is as follows:

Applicant’s Name or business Name listed on USPS form 1583

PMB _____ or # _____

132 Deer Park RD

Port Angeles, WA 98362

- 21. Upon termination of service by Port Angeles Package Receiving or failure to pay rent in advance by applicant, Port Angeles Package Receiving shall not make applicant’s mail available without payment in full. Applicant understands that the United States Postal Service will not forward or return mail without payment, and will not accept a Change of Address. At termination of service, applicant, if he wishes mail forwarded after that date, shall provide Port Angeles Package Receiving with a forwarding address and pay the required fees. In the event applicant fails to do this, Port Angeles Package Receiving shall refuse any further mail and, in the case of mail already received, handle such mail in accordance with USPS DMM 508.1.9 regulations.
- 22. Applicant agrees to be responsible for forwarding all of their mail at the termination of this agreement. This constitutes a ‘Do Not Forward’ agreement.

Mailbox Fee Schedule – Basic Charges and Additional Charges

Initial mailbox paperwork & processing w/USPS = \$15.00

Email notification of mailbox size exceeded= \$1 per email notification sent

Packages that will not fit into a postal mailbox are subject to package receiving rates

*Package Receiving Fees will vary and are subject to change without prior notice

*Custom Charges (not listed herein) are based upon selections and current pricing – See Management for Details

Customer Signature _____ **Port Angeles Package Receiving** _____

Date: ____/____/____

Date: ____/____/____

Customer Initials: _____