



305 NE 6th Street
Grants Pass, OR 97526
541-471-6455

www.TheMailCenter.com

MAILBOX AGREEMENT

This agreement is by and between The Mail Center, LLC, hereinafter, "mail service" and the following parties:

Hereinafter, referred to as "Applicant(s)", shall be governed by these terms to which each party agrees:

1. By completing this form and USPS Form 1583, a copy of which will be made available to the United States Postal Service, applicant appoints mail service as agent for the receipt for a period not to exceed that for which rent has been paid in advance. Applicant will pick up mail at least once per week regardless of virtual or physical mailbox or make other suitable arrangements, in advance, with mail service. Mail service will provide an address to applicant who may obtain his mail during the normal business hours posted by mail service. Should applicant appoint another person or organization to pick up mail, mail service shall assume that possession of a key or mail service ID CARD is evidence of authority to collect mail and will not be held liable.
2. The key or mail service issued ID Card loaned to applicant shall require a refundable cash deposit, and remains the property of mail service and shall not be duplicated, mutilated or modified in any way by applicant. The deposit shall be refunded upon return of the key within ten (10) days of termination of service. Applicant understands that the relationship of the parties hereto is one of bailment and not landlord and tenant.
3. Once mail service has placed applicant's mail in the assigned mail holder or handed to applicant via drive thru or counter, the mail shall be deemed to have been delivered, and mail service shall not be responsible for loss, theft or damage. Mail service is not engaged in the delivery of mail and cannot be responsible for failure of the United States Postal Service to deliver mail or to deliver it in a timely fashion or undamaged condition.
4. Applicant agrees to use services in accordance with mail service rules and in compliance with all US Postal regulations, as well as local, state and federal statues and regulations. Failure to do so may result in cancellation of service without notice, refund or mail forwarding.
5. Information provided by applicant will be kept confidential and will not knowingly be disclosed without applicant's prior consent, except for law enforcement or postal operation purposes, in which case mail service intends to cooperate fully.
6. Mail will not be accepted for more than three (3) persons or organizations in a single box/address and each must complete a USPS Form 1583 and provide photo identification. If applicant consistently receives substantially more mail than what can be placed in a single lockbox, mail service reserves the right to charge an overflow fee of \$2.00. Special circumstances, e.g., high number of parcels, etc. may require assessment of additional fees. An unusually high volume of mail will result in either a higher fee being charged, or termination of the mail receiving service. Applicant further agrees that parcels delivered to this address for applicant will be delivered common carrier only, and that no truck line deliveries will be made except with our virtual business office package and picked up within 24 hours of delivery.
7. Applicant agrees to protect, indemnify and hold harmless against any and all claims, demands and causes of action any nature whatsoever relative to use of mail service facilities or services.
8. Should mail service commit or fail to commit any act that results in disruption of service and applicant thereby suffers a loss, mail service's liability shall be limited to not more than the rental fees paid by applicant for services not yet received. Mail service shall not be liable for incidental or consequential damages.

9. Per USPS regulations, certified, registered, insured, or C.O.D. mail or parcels will be accepted by mail service on the behalf of applicant. Full, advance payment of C.O.D. charges must be made to mail service prior to acceptance of C.O.D. packages.

10. Mail service fees are due and payable in advance and notice thereof will be placed in applicant's lockbox or included in mail delivered via drive thru. No other notice will be required. Failure to pay such fees when due may result in disruption or cancellation of services. Mail service does not prorate fees and does not provide refunds in the event of cancellation by applicant.

Applicant shall use only the address designation of "PMB" or "#" sign designation. Applicant is responsible for notifying correspondents of the above address. The address to be used by applicant for the purpose of receiving mail is as follows:

Applicant's Name or Business Name
305 NE 6th Street
PMB _____ or # _____
Grants Pass, OR 97526

NOTE: When renting a virtual drive thru mailbox, you will receive your mail through the designated drive thru window and/or the lobby counter and you must provide your MAIL SERVICE issued ID CARD in order to receive mail when asked.

12. Upon termination of services by mail service or failure to pay rent in advance by applicant, mail service shall not make applicant's mail available without payment theretofore. 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 mail service with a forwarding address and pay the required fees. In the event applicant fails to do this, mail service shall refuse any further mail and, in the case of mail already received, such as mail in accordance with USPS DMM D042.2.6 regulations.

13. A late fee of \$5.00 per month will be incurred for all payments received after 10 days of contracted due date. In addition, if account remains past due for more than 30 days, contract is terminated and box number can be made available for renting on the 45th day. All returned checks will incur a \$25 bounce fee and will be due and payable along with the total face amount of check within 10 days or the account will be turned over to collections.

MAILFORWARD CUSTOMERS

Please mark with an 'X' the frequency of forwarding that you would like:

____ Monthly ____ Bi-Weekly ____ Weekly ____ As It Arrives ____ Bi-Monthly ____ Other

Please explain Other: _____

Preferred Method of Shipping: ____ US First Class ____ US Priority Mail ____ FedEx Air ____ FedEx Ground

Each time your mail is forwarded, your account will be charged actual shipping costs plus \$2.50. Your account must have funds available before mail will be forwarded. You will receive notification of account balance due when it reaches \$10 or less.

I agree with the above contracted terms,

Agent (Mail Service or Notary)

Print Applicant Name

Signed