



MAILBOX SERVICE AGREEMENT

MAIL CENTER facilities and services may not be used for any purpose prohibited by Postal Regulations or for any illegal or illegitimate purpose. MAIL CENTER reserves the right to terminate services for any reason and at any time.

This agreement and the U.S. Postal Service (USPS) Form 1583 executed by customer shall remain confidential except that Customer understand that this Agreement and the USPS Form 1583 may be disclosed upon request of any law enforcement or governmental agency.

Possession of a mailbox key shall be considered valid evidence that the possessor is duly authorized to remove any contents from any mailbox provided under this Agreement.

Mailbox service fees are payable in advance. THERE WILL BE NO PRORATIONS OR REFUNDS FOR CANCELLATION OF ANY SERVICE. Accounts are delinquent after the due date and mail will be held pending payment. A late fee of \$5.00 will be charged if payment is not received within five (5) days of due date. Services will be terminated at the option of MAIL CENTER any day after the due date. Upon voluntary termination of service, MAIL CENTER will forward customer's mail for 30 days, provided customer pays the postage and packaging material fees in advance. If necessary arrangements are not made for the forwarding of mail after the agency relationship has expired, is canceled, or is terminated, the customer's mail may be returned to sender or destroyed. (initials\_\_\_\_\_)

As customer's authorized agent for receipt of mail, MAIL CENTER will accept all mail, including registered and certified documents. In the event customer refuses to accept any such mail, customer shall pay postage and other fees associated with refusal and return.

A \$15.00 non refundable administrative/lock change fee will be charged on all mailboxes initially in addition to the rental fee.

C.O.D. items will be accepted ONLY if prior arrangement have been made and payment in advance is left with MAIL CENTER. There will be a \$5.00 C.O.D. processing fee per C.O.D.

Storage fees of \$1.00 per box being stored, will apply to any "small" box in excess of five. Storage fees of a minimum of \$1.00 per day per large box will apply. A large box is defined as weighing 25 lbs or more, or measuring 84 inches in length and girth. Fees apply from delivery date to the pick-up date. Unless prior arrangements are made, due to storage constraints, MAIL CENTER reserves the right to refuse for delivery any large box or large quantities of boxes. Excess mail not fitting in your mail box will be placed in a bag and stored. The cost of storage will be \$5.00 per month per bag. (initials\_\_\_\_\_)

Personal Boxes Includes 2 Names, Business Boxes includes 2 Names + 1 Business Name ANY ADDITIONAL NAMES WILL COST \$5 X MONTH EACH (initials\_\_\_\_\_)

Customer further agrees to protect, indemnify and save harmless MAIL CENTER from and against any and all claims, demands, and causes of action arising out of or in connection with use or possession of a mailbox and including, without limitation, all demands, claims and causes of personal injury or property damage arising from such use or possession; for failure of the U.S. Postal Service to deliver on time or otherwise any items (Mail, Parcels, etc.); for damage to or loss of mailbox contents by any cause whatsoever and for any violation by customer of applicable federal, state or local laws.

CUSTOMER HEREIN AGREES THAT THE TOTAL LIABILITY OF MAIL CENTER FOR ANY AND ALL CLAIMS IS LIMITED TO \$50.00 REGARDLESS OF NATURE OF THE CLAIM.

The mailing address for mailbox service shall be: 4474 Weston Rd, # \_\_\_\_\_ DAVIE, FL 33331 Ph. (954) 217-1183 Fax (954) 217-1159

CUSTOMER SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

PRINTED NAME: \_\_\_\_\_ ADDRESS: \_\_\_\_\_

CITY : \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

COUNTRY: \_\_\_\_\_ HOME PHONE: \_\_\_\_\_ WORK PHONE \_\_\_\_\_

CELL: \_\_\_\_\_ BOX # \_\_\_\_\_, BOX SIZE \_\_\_\_\_, TYPE P \_\_\_ B

# OF MONTHS \_\_\_\_\_, RENEWAL DATE \_\_\_\_\_, E MAIL

RENTAL FEE \$ \_\_\_\_\_ + ADMINISTRATIVE/LOCK CHANGE FEE \$15.00 TOTAL \$ \_\_\_\_\_