



MAILBOX RENTAL AGREEMENT

Customer Information

Name:		
Company:		
Address:		
City:	State:	Zip: -
Business Telephone: () -	Home Telephone: () -	
Fax: () -	Mobile Telephone: () -	
E-mail Address:		

Mailbox Information

Mailbox Number:	Mailbox Size:
-----------------	---------------

Terms and Conditions

This Agreement made on _____ by and between the customer identified above hereinafter referred to as “Customer” and PSK Printing & Shipping hereinafter referred to as “PSK,” shall be governed by these terms to which each party agrees.

1. By completing this Agreement and USPS Form 1583, a copy of which will be made available to the United States Postal Service, Customer appoints PSK as agent for the receipt of mail for a period not to exceed that for which rent has been paid in advance. 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.
2. Customer is expected to pick up mail at least once each month or make other suitable arrangements, in advance, with PSK. PSK will provide a key to a lockbox from which Customer may obtain his or her mail. Access to Customer’s lockbox will be provided during the business hours posted by PSK. Should Customer appoint another person or organization to collect mail from PSK premises, Customer shall be responsible for the conduct of such person or organization. PSK shall assume that possession of a key is evidence of authority to collect mail. In the event of death or incapacity of Customer, PSK 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.
3. Customer agrees to pay an initial set-up fee of \$_____ as well as a monthly service fee of \$_____. Mailbox service fees are all due and payable in advance and Customer agrees that PSK may withhold mail and packages from Customer pending payment. There will be no prorations or refunds for cancellation of any service. Customer agrees to pay a late fee of \$_____ if any payment is not received within five (5) 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 of \$_____. Mailbox service fees and other related fees stated herein are subject to change.

In the event that Customer receives an unreasonable volume of mail or packages at the mailbox according to PSK’s reasonable judgment, PSK may require Customer to upgrade to a larger size mailbox and pay any additional charge. PSK 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.

4. One key shall be loaned during the rental period and remains the property of PSK, and shall not be duplicated or modified by Customer. If key is lost or stolen a replacement key will be supplied by PSK for a fee of \$_____.
5. Customer understands that the relationship of the parties hereto is one of bailment and not landlord tenant.
6. Once PSK has placed Customer’s mail in the assigned lockbox, the mail shall be deemed delivered to Customer, and PSK shall not be responsible for loss, theft, or damage thereto. PSK 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 in a timely fashion or undamaged condition.
7. Customer agrees to use services in accordance with PSK rules and in compliance with all U.S. Postal regulations, as well as local, state, and federal statutes and regulations. Failure to do so may result in cancellation of service without notice.
8. All information provided by Customer on this form is confidential and will not knowingly be disclosed to anyone without Customer’s prior consent except for law enforcement purposes. PSK intends to cooperate fully with appropriate law enforcement officials.
9. 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 PSK further agree that upon expiration, cancellation, or termination of this Agreement, Customer authorizes PSK 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) and any mail addressed to Customer that is delivered to PSK by the

United States Postal Service for six (6) months; and may refuse any package addressed to Customer delivered by any party other than the United States Postal Service, such as commercial carrier service. However, at Customer's election, PSK will:

- a. 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 of \$_____ for month 1, and \$_____ for months 2 through 6 in advance for the time period that mail is to be re-mailed. It is Customer's responsibility to make arrangements with PSK to identify any mail forwarding needs prior to the expiration, cancellation, or termination of this Agreement; or
 - b. 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 of \$_____ per month for the time period in which PSK holds the mail or packages, plus a service fee of \$_____ for each time Customer visits PSK to pick up such items. It is Customer's responsibility to make arrangements with PSK to identify any mail storage needs prior to the expiration, cancellation, or termination of this Agreement.
10. Mail will not be accepted for more than 5 persons or organizations in a single lockbox. In the event that Customer consistently received substantially more mail than can be placed in a single lockbox, PSK reserves the right to require Customer to rent a larger size box or one or more additional boxes. Charges for service are based upon average volume and activity.

Additional names to be accepted: _____

- 11. Customer agrees to protect, indemnify, and hold harmless PSK from and against any and all claims, demands, and causes of action of any nature whatsoever relative to use of PSK facilities or services, and any expense of PSK incurred in a defense against same shall be reimbursed by Customer.
- 12. In the event PSK commits or fails to commit any act which results in disruption of service to Customer, and Customer thereby suffers a loss, PSK's liability shall be limited to not more than the rental fees paid by Customer for service not yet received. PSK shall not be liable for incidental or consequential damages as a result of its performance as agent for Customer.
- 13. As Customer's authorized agent for receipt of mail, PSK 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 delivery only to an individual addressee or addressee's authorized agent). Unless prior arrangements have been made, PSK shall only be obligated to accept mail or packages delivered by commercial carrier services, which require a signature from PSK as a condition of delivery. Customer must accept and sign for all mail and packages upon the request of PSK. Packages not picked up within _____ days of notification will be subject to a storage fee of \$_____ per day per package, which must be paid before Customer receives the package. In the event Customer refuses to accept any mail or package, PSK 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 PSK. PSK agrees to follow its standard procedures for the timely placement of mail received at PSK and addressed to Customer into Customer's Mailbox, and Customer hereby releases and agrees to protect, indemnify, defend, and hold harmless PSK from any and all liability that may arise at any time in connection with PSK's actions or status as Customer's agent for service of process.
- 14. PSK fees are due and payable on the first day of the month in which it is due and late after the 5th of the month, notice thereof will be placed in Customer's lockbox. No other notice will be required. Failure to pay such fees when due will result in disruption or cancellation of services. PSK does not prorate its fees and does not provide refund in the event Customer cancels service prior to its agreed upon expiration.
- 15. 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 or PSK will return mail without a proper address to the sender endorsed "Undeliverable as Addressed." The address to be used by Customer for the purpose of received mail is as follows:

 16. CUSTOMER HEREIN AGREES THAT THE TOTAL AMOUNT OF LIABILITY OF PSK, IF ANY, FOR ANY AND ALL CLAIMS ARISING OUT OF OR RELATED TO THIS AGREEMENT OR PERFORMANCE HEREUNDER SHALL NOT EXCEED \$100.00 REGARDLESS OF THE NATURE OF THE CLAIM. (INITIAL: _____)

- 17. 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 writing signed by both parties.

_____	_____	Monthly Fee _____
PSK Printing & Shipping	Date	Initial Period (Months) _____
_____	_____	Set-up Fee _____
Customer	Date	Total _____