

copy it ... mail it

APPLICATION FOR MAILBOX RENTAL

Name: _____

Physical Address: _____

City: _____ State: _____ Zip: _____

Home Telephone: _____ Cell: _____

Drivers License: _____

Others authorized to receive mail: _____ (Limit two per box)

Special Instructions: _____

This agreement made date: _____, 20____, by and between _____ here in after referred to as "Applicant" and copy it ... mail it, here in after referred to as "copy it ... mail it", 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 copy it ... mail it as agent for the receipt of mail for a period not to exceed that for which rent has been paid in advance. Applicant will pick up mail at least once each week or made other suitable arrangements in advance with copy it ... mail it. Copy it ... mail it will provide a lock box key to applicant who may obtain his/her mail during the business hours posted by copy it ... mail it. Should applicant appoint another person or organization to collect mail, applicant shall be responsible for the conduct of such person or organization. Copy it ... mail it shall assume that possession of a key is evidence of authority to collect mail.
2. The key(s) loaned to applicant shall require a refundable (\$10.00 ten dollar) cash deposit upon receipt. The keys shall remain the property of copy it ... mail it and shall not be duplicated or modified by applicant. The key deposit shall be refunded upon return of the key within 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 copy it ... mail it has placed applicant's mail in the assigned lock box the mail shall be deemed to have been delivered and copy it ... mail it shall not be responsible for loss, theft or damage. Copy it ... mail it 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 copy it ... mail it 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.
5. Information provided by applicant will be kept confidential and will not knowingly be disclosed without applicant's prior consent, except for law enforcement purposes, in which case copy it ... mail it intends to cooperate fully.
6. Mail will not be accepted for more than two (2) adult persons or organizations in a single lock box and each must complete a USPS form 1583 and provide photo identification. If applicant consistently receives substantially more mail that can be placed in a single lock box, copy it ... mail it reserves the right to require applicant to rent a larger size box or one or more additional boxes. Charges for

service are based on average volume and activity. Special circumstances require assessment of additional fees. Receipt of parcels delivered through a private carrier may be assessed additional per parcel handling fees. All additional fees are payable at the time service is rendered. Applicant further agrees that parcels delivered to this address for the applicant will be delivered by common carrier only, that no truck line deliveries will be made, that parcels will be retrieved within 48 hours after delivery and that no hazardous or dangerous material will be delivered to applicant.

7. Applicant agrees to protect, indemnify and hold harmless copy it ... mail it from and again and all claims demands and causes of action of any nature whatsoever relative to use of copy it ... mail it facilities or services, and any expense of copy it ... mail it incurred in a defense against same shall be reimbursed by applicant.
8. Applicant hereby acknowledges that should their assigned box become too full to receive mail, copy it ... mail it may return mail to sender as undeliverable.
9. Should copy it ... mail it commit or fail to commit any act which results in disruption of service and applicant thereby suffers a loss, copy it ... mail it's liability shall be limited to not more than the rental fees paid by applicant for service not yet received. Copy it ... mail it shall not be liable for incidental or consequential damages.
10. Certified, registered, insured or C.O.D. mail or parcels will be accepted by copy it ... mail it. Applicant must provide full advance payment of C.O.D. charges.
11. All fees are due and payable in advance and notice thereof will be placed in applicant's lock box. No other notice will be required. Failure to pay such fees when due may result in disruption or cancellation of services. Copy it ... mail it does not provide refunds in the event of cancellation by applicant prior to expiration of the rental period.
12. copy it ... mail it reserves the right to refuse mailbox rental services or to refuse renewal mailbox rental services at its option.
13. The address to be used by applicant for the purpose of receiving mail is as follows:

Name: _____

PMB #: _____

Address of business: _____

This is the only form of address acceptable to the United States Postal Service.

14. Upon termination of services by copy it ... mail it or failure to pay rent in advance by applicant, copy it ... mail it shall not make applicant's mail available without payment therefore. Applicant understands that upon termination of mailbox rental services, the United States Postal Service will not forward or return mail without payments and will not accept a change of address. At termination of service, applicant understands that he will be required to notify each person, individually, of any change of address. By signing below, applicant agrees that no mail will be forwarded by copy it ... mail it after termination of service. If applicant wishes mail forwarding after termination they must provide copy it ... mail it with a forwarding address and pay the required fees. In the event applicant fails to do this, copy it ... mail it shall refuse any further mail and, in the case of mail already received, handle such mail in accordance with USPS DMM D042.2.6 regulations.

Applicant: _____ **Agent:** _____
copy it ... mail it (coworker)