

# *Office Solutions Postal Services*

## **Application & Agreement For Mailbox Rental**

This Agreement made on this date \_\_\_\_\_ by and between \_\_\_\_\_, hereinafter referred to as "Applicant", and Office Solutions, hereinafter referred to as "OFFICE SOLUTIONS", shall be governed by these terms to which each party agrees:

1. By completing this form and United States Postal Service (hereinafter referred to as USPS) Form 1583, a copy of which will be made available to the USPS, applicant appoints OFFICE SOLUTIONS as agent for the receipt for a period not to exceed that for which rent has been paid in advance. This agreement does not automatically renew. Mailbox rental fees are payable in advance. Applicant will pick up mail at least once each week or make other suitable arrangements, in advance, with OFFICE SOLUTIONS (See Item 14).
2. Once OFFICE SOLUTIONS has placed applicant's mail or notice in the assigned secured area, the mail is deemed to have been delivered, and OFFICE SOLUTIONS shall not be responsible for loss, theft or damage. OFFICE SOLUTIONS 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.
3. Applicant agrees to use services in accordance with OFFICE SOLUTIONS 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, refund or mail forwarding. Please note addressing requirements in section 13 of this agreement.
4. Information provided by applicant will be kept confidential and will not knowingly be disclosed without applicant's prior consent, except for law enforcement/legal or postal operation purposes, in which case OFFICE SOLUTIONS intends to cooperate fully. Law enforcement is further clarified to include all city, county, state or federal agencies or their representatives and legal is further clarified to include any court appointed person.
5. Mail will not be accepted for more than five (5) persons or organizations under a single Agreement and each recipient must complete a USPS Form 1583 and provide proper identification.
6. Charges for service are based upon average daily volume and activity. 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 the applicant will be delivered by common carrier only, that no truck line deliveries will be made, that parcels will be retrieved within 24 hours after delivery, and that no hazardous, dangerous or illegal material will be delivered to applicant. Failure to adhere to any of these parcel delivery stipulations may result in termination of service.
7. Applicant agrees to protect, indemnify and hold harmless OFFICE SOLUTIONS from and against any and all claims, demands and causes of action any nature whatsoever relative to use of OFFICE SOLUTIONS facilities or services.
8. Should OFFICE SOLUTIONS commit or fail to commit any act that results in disruption of service and applicant thereby suffers a loss, Office Solutions' liability shall be limited to not more than the rental fees paid by applicant for service not yet received. OFFICE SOLUTIONS 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 OFFICE SOLUTIONS on the behalf of applicant. Full, advance payment of C.O.D. charges must be made to OFFICE SOLUTIONS prior to acceptance of C.O.D. packages.
10. OFFICE SOLUTIONS fees are due and payable in advance and notice thereof will be either: **\_\_\_\_\_placed with applicant's other mail or \_\_\_\_\_emailed to applicant.** No other notice will be required. Failure to pay such fees when due may result in disruption or cancellation of services. OFFICE SOLUTIONS may hold mail if mailbox rental or other fees have are unpaid. OFFICE SOLUTIONS does not prorate fees and does not provide refunds in the event of cancellation by applicant.
11. Upon termination of services by OFFICE SOLUTIONS or failure to pay rent in advance by applicant, OFFICE SOLUTIONS 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 from a PMB. At termination of service, applicant, if he wishes mail forwarded after that date, shall provide OFFICE SOLUTIONS with a forwarding address and

pay the required fees. In the event applicant fails to do this, OFFICE SOLUTIONS shall refuse any further mail and, in the case of mail already received handle such mail in accordance with USPS DMM regulations.

12. Office Solutions, at its sole option and discretion, may terminate applicant’s mailbox service immediately and without advance notice, if it is determined by OFFICE SOLUTIONS that applicant’s behavior is unsafe or contrary to accepted standards of behavior or to the prudent conduct of business.

13. Applicant shall use only the address designation “PMB” or “#” to designate their address. NO OTHER DESIGNATION IS VALID, and may result in mail delay or non-delivery. Specifically excluded is the use of suite, apt., dept., or similar 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 above address.

The proper address to be used by applicant for the purpose of receiving mail is as follows:

Applicant’s Name or Business Name	OR	Applicant’s Name or Business Name
2714 Washington Street, PMB 210		2714 Washington Street, #210
Greenville, TX 75401		Greenville, TX 75401

13. Pick up/Forwarding Service: I hereby instruct OFFICE SOLUTIONS as follows:

\_\_\_\_\_ I/we will pick up our mail at Office Solutions at least once each month during regular business hours as posted by Office Solutions. Office Solutions shall provide a MailPass to applicant (if requested) should applicant wish to appoint another person or organization to retrieve mail. Office Solutions shall assume that possession of the MailPass is evidence of authority to collect mail. In addition, Applicant must notify Office Solutions of the authorization. Unless the notification is made, and the MailPass present, Office Solutions will only deliver mail to the person(s) listed on the PS 1583.

\_\_\_\_\_ Forward my mail to new address, on a \_\_\_\_\_ weekly \_\_\_\_\_ monthly basis to:

Address: \_\_\_\_\_

Forwarding Deposit \_\_\_\_\_ (Must be a minimum of \$75)

NOTE: This option is ONLY for remote Box Holders. Office Solutions will not routinely forward mail to local addresses.

14. Termination Addendum

At the termination of this rental contract, I hereby instruct Office Solutions as follows:

\_\_\_\_\_ Forward my mail to new address. In consideration thereof, I place \$ \_\_\_\_\_ deposit to be used for this purpose.

\_\_\_\_\_ Do Not Forward my mail. I understand that mail will not be forwarded and may be disposed of.

\_\_\_\_\_  
Agent for  
Office Solutions  
2714 Washington Street  
Greenville, Texas 75401  
903-454-2345

\_\_\_\_\_  
Applicant  
\_\_\_\_\_  
Printed Name

Date: \_\_\_\_\_