



MAILBOX RENTAL AGREEMENT

BOX#: _____ FOR _____ MONTHS Starting _____

NAME: _____ DATE: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

HOME PHONE: () _____ WORK PHONE: () _____

Email: _____

HOW DID YOU HEAR ABOUT US? _____ / _____ rep.

This Mailbox Service Agreement is to provide mailbox service to the customer at Manhattan Mailroom. Customer understands that Manhattan Mailroom facilities and services may not be used for any illegal or illegitimate purpose or for any purposes prohibited by U.S. postal regulations. Customer further agrees to use the mailbox service or any other Manhattan Mailroom facilities in conformity with all applicable federal, state, and local laws.

This Agreement and the U.S. Postal Service (USPS) form 1583 executed by customer shall remain confidential except that Customer understands 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 all due and payable quarterly 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 \$20 will be charged if payment is not received within five (5) days of the due date. Service may be terminated at the option of Manhattan Mailroom five (5) days after due date. If necessary arrangements are not made for the forwarding of mail when the agency relationship has expired, is cancelled, or terminated, the customer's mail may be returned to sender or destroyed.

Upon voluntary termination of service, Manhattan Mailroom may forward customer's mail for thirty (30) days, provided customer pays for postage and packaging material fees in advance. A deposit is required for this service. Thereafter, if the customer requires forwarding of mail, additional fees will be required and charged for this service.

Package limits are as follows: Personal Mailboxes 20 packages per month, \$5 each additional package. Business Mailboxes 30 packages per month, \$5 each additional package. Corporate Mailboxes 40 packages per month, \$5 each additional package.

Customer further agrees that Manhattan Mailroom may terminate or cancel this Agreement for good cause at any time by providing customer fifteen (15) days written notice. Good cause shall include, but is not limited to: 1) abandonment; 2) use for criminal, illegal, or illegitimate activity; 3) failure to pay monies owed to Manhattan Mailroom; 4) use of mailbox inconsistent with this Agreement, including receipt of unreasonable volume of mail; and 5) non-performance of the terms of this Agreement. Renewal of this Agreement for additional terms shall be at Manhattan Mailroom's sole discretion.

C.O.D. items will be accepted ONLY if prior arrangements have been made and payment in advance is left with Manhattan Mailroom. As Customer's authorized agent for receipt of mail, Manhattan Mailroom will accept all mail, including registered and certified documents. In the event the customer refuses to accept any such mail, Customer shall pay postage and other fees associated with refusal and return.

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

CUSTOMER HEREIN AGREES THAT THE TOTAL LIABILITY OF Manhattan Mailroom FOR ANY AND ALL CLAIMS IS LIMITED TO \$50.00 REGARDLESS OF THE NATURE OF THE CLAIM. (Initial: _____)

THE MAILING ADDRESS FOR THIS MAILBOX SERVICE SHALL BE:

(your name or company name) (your name or company name)
pmb# _____ # _____
1710 First Ave OR 1710 First Ave
New York, N.Y. 10128 New York, N.Y. 10128

Auto Renewal: Customer agrees to allow Manhattan Mailroom to renew their mailbox under the then current terms for the term specified above via charging the credit card number provided here:

Amex VISA Master _____ Exp _____ / _____

Agreed (signature) _____