



300 Lenora Street Seattle WA 98121
Phone/Text (206)728-1228 Fax (206)441-9122
Email: mailboxseattle@gmail.com
www.mailboxseattle.com

Box # Term: Rental Fee: \$ Set-up Fee \$

Key Deposits:

*Mailbox: qty @ \$15= \$ *24hr-Door Key: qty @ \$30 = \$

Customer name:

Company name (if applicable):

Current Address:

City State Postal Country

Cell Phone: Email:

This Mailbox Service Agreement ("Agreement") is made and entered into by the customer identified above ("Customer") for the use of and services related to a mailbox ("Mailbox") at Downtown Mail, Inc in Seattle. (Hereinafter DMI) and shall be governed by the terms set forth herein.

- 1. Customer agrees that Customer will not use the DMI premises or services for any unlawful, illegitimate or fraudulent purpose or for any purpose prohibited by U.S. Postal Regulations. Customer further agrees that any use of the mailbox shall be in conformity with all applicable federal, state and local laws. Each individual or entity must complete a separate U.S. Postal Service Form 1583 to be authorized to receive mail or packages at DMI.
2. This Agreement and Form 1583 shall remain confidential, except that this Agreement and Form 1583 shall be disclosed upon request of any law enforcement or other governmental agency, or when legally mandated. Upon request, Customer agrees to complete all necessary documents, including Form 1583 and any required acknowledgment form relating to service of process. Customer further agrees to sign an updated version of this Agreement and Form 1583 upon request.
3. By signing this agreement and completing Form 1583, a copy of which will be made available to the United States Postal Service, Customer appoints DMI as agent for the receipt of mail for a period not to exceed that for which rent has been paid in advance.
4. Access to Customer's mailbox will be provided during the business hours posted by DMI. Should Customer appoint another person or organization to collect mail from DMI premises, Customer shall be responsible for the conduct of such person or organization. Possession of a mailbox key shall be considered valid evidence that the possessor is duly authorized to remove any contents form the mailbox. In the event of death or incapacity of Customer, DMI 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.
5. Customer agrees to pay a security deposit, and applicable mailbox service fees. Mailbox service fees are all due and payable in advance and Customer agrees that DMI may hold

mail and packages pending payment. There will be no proration or refunds for cancellation of any service.

6. The key loaned to Customer remains the property of DMI and shall not be duplicated or modified by Customer. Customer shall be refunded the key deposit upon return of the key, except when Customer is in default, the key deposit will then be forfeited.
7. Once DMI has placed Customer's mail in the assigned mailbox, the mail shall be deemed to have been delivered to Customer and DMI shall not be responsible for loss, theft or damage thereto. DMI 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.
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, postal inspectors and/or postal representatives, also as per all current postal regulations (may change without notice).
9. DMI fees are due and payable in advance. Failure to pay such fees when due may result in disruption or cancellation of services. DMI does not prorate its fees and does not provide refunds in the event Customer cancels service prior to its agreed upon expiration. A \$25 late fee will be added to all rents which are seven (7) business days past due. DMI reserves the right to decrease or increase rental fees without notice.
10. DMI reserves the right to refuse renting a mailbox to anyone.
11. Customer agrees that DMI may terminate or cancel this Agreement for good cause at any time by providing Customer thirty (30) days written notice. Good cause shall include but is not limited to: 1) Customer abandons the mailbox; 2) Customer uses the mailbox for unlawful, illegitimate or fraudulent purposes; 3) Customer fails to pay monies owed DMI when due; 4) Customer receives an unreasonable volume of mail or packages; 5) Customer engages in offensive, abusive or disruptive behavior toward other customers of DMI or DMI's employees; and 6) Customer violates any provision of this Agreement. Customer acknowledges that, for the purpose of determining good cause for termination of this Agreement as provided herein, the actions of any person authorized by Customer to use the mailbox will be attributed to Customer.
12. Packages will accrue storage fee of \$3 per package per day if not picked up within 7 business days of receipt and may be returned to sender if customer refuses to pay storage fee. If customer(s) notify via our text system prior to "out-of-town" the fee will be waived.
13. C.O.D packages will be gladly accepted only if prior arrangements have been made and payment received in form of cashier's check or money order only.

I hereby acknowledge my agreement to the above terms and conditions.

Customer Signature

Date