

MAILBOX APPLICATION



hey, hi, and hello!

Welcome to the Sip & Ship family, we're thankful for the opportunity to serve you!

This constitutes an agreement between the Mail & Dispatch- Sip & Ship, hereinafter referred to as "Mail Service" and _____, hereinafter referred to as "applicant" and shall be governed by these terms to which each party agrees.

01 By completing this form and USPS Form 1583, a copy of which will be made available to the United States Postal Service, Applicant appoints Mail Service 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 a week or make other suitable arrangements, in advance with Mail Service. Applicant shall pay a one-time-set up fee of \$15.00 to cover cost of processing paperwork. Photo ID is required for everyone who will receive mail at each box.

02 Charges for mail services may be based upon average volume and activity. Special circumstances, e.g. receipt of very large parcels (e.g. 50+ lbs or 20+ cubic inches) or multiple shipments may require assessment of additional fees. If such a shipment is not picked up within 48 hours of delivery, storage fees may apply.

03 Once Mail Service has placed Applicant's mail in the assigned box, the mail shall be deemed to have been delivered, and Mail Service cannot be responsible for failure of the United States Postal Service to deliver mail in a timely fashion or damaged condition.

04 Applicant agrees to use services in accordance with Mail Service rules and in compliance with all USPS regulations, as well as local, state, and federal statutes and regulations. If Mail Service suspects any illegal activity, service will be terminated immediately and without notice.

05 Information provided by Applicant will be kept confidential and will not knowingly be disclosed without Applicant's prior consent, except law enforcement purposes, in which case Mail Service intends to cooperate fully.

06 Applicant agrees to protect, indemnify and hold harmless Mail Service from and against any and all claims, demands and causes of action of any nature whatsoever, relative to the use of the Mail Service facilities and service. Any expenses of Mail Service incurred in a defense against same shall be reimbursed by Applicant.

07 Should Mail Service commit or fail to commit any act which results in disruption of service and applicant thereby suffers a loss, Mail Service's liability shall be limited to not more than the rental fees paid by Applicant for services not yet received. Mail Service shall not be liable for incidental or consequential damages.

08 Mail is on the premises at approximately 2pm each day and is sorted into the boxes around 3pm on days of normal mail volume. Please allow extra time on days following holidays, and during the month of December. The Mail Service does not function as a message center and will not accept phone calls from box holders asking to check their mail, unless it is an emergency situation or prior arrangements have been made.

09 Mail Service fees are due and payable in advance and notice thereof will be placed in Applicant's box. No other notice will be required. Past due mailbox fees will result in all mail/parcels being held by Mail Service pending receipt of payment, plus a \$15 late charge may be assessed. After 30 days, such mail will be returned to sender and box will be closed. Mail Service does not prorate fees and does not provide refunds in the event of cancellation.

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

Ballard
1752 NW Market St, # _____, Seattle, WA, 98107

Greenwood
7511 Greenwood Ave N, # _____, Seattle, WA, 98103

11 Applicant may use "Box # ____" as part of their address but may NOT use "Apt" or "Ste." Applicant is responsible for notifying correspondents of the above address and any other subsequent change of address.

12 Upon termination of services by Mail Service or Applicant, or failure to pay rent in advance by Applicant, Mail Service shall not make Applicant's mail available without payment. Applicant understands that the USPS will not forward or return mail without payment and will not accept a Change of Address. At termination or service, if Applicant wishes to have mail forwarded after that date, they shall provide Mail Service with a forwarding address and \$10 forwarding fee plus the cost of shipping. In the event Applicant fails to do this, Mail Service shall retain such mail for no more than 30 days, after which time, it will be destroyed or returned to sender.

13 If moving mail from an existing address please fill out section 7 of attached USPS Form 1583. Leave blank if you wish to control what is delivered.

Accountable Mail Addendum

Notwithstanding the terms outlined above concerning mail delivery, I hereby instruct Mail Service to accept accountable mail (register and certified) on my behalf. In consideration for this service and the substantial responsibilities involved therein, I express release Mail Service from all responsibility for loss, damage, or disposition of said accountable mail.

_____	_____
Date	Signature of Applicant
_____	_____
Date	Signature of Agent for Mail Service

Mail Service requires the following information, please print.

_____	_____
Complete Name	Your Email

Residence Address

Telephone

Name of Business

Business Address

Business Telephone Number

Local Reference and Telephone Number

Nearest Relative and Telephone Number

List names of all people entitled to receive mail through this box (Photo ID required for each person)

Office Use Only
<input type="checkbox"/> Two (2) forms of Photo ID, photo copied and stapled to this form.
<input type="checkbox"/> Set up in PostalMate as customer.
<input type="checkbox"/> Mailbox opened, two (2) back of box labels printed & attached to box.
<input type="checkbox"/> Test email/package check in via PIMMS- attach when signed.
<input type="checkbox"/> If moving mail from existing address photocopy form 1583 send one to post office.
<input type="checkbox"/> File in corresponding 3-ring binder once completed & shred old application.