

Application for Delivery of Mail Through Agent

See Privacy Act Statement on Reverse

1. Date _____

In consideration of delivery of my or our (firm) mail to the agent named below, the addressee and agent agree: (1) the addressee or the agent must not file a change of address order with the Postal Service™ upon termination of the agency relationship; (2) the transfer of mail to another address is the responsibility of the addressee and the agent; (3) all mail delivered to the agency under this authorization must be prepaid with new postage when redeposited in the mails; (4) upon request the agent must provide to the Postal Service all addressees to which the agency transfers mail; and (5) when any information required on this form changes or becomes obsolete, the addressee(s) must file a revised application with the Commercial Mail Receiving Agency (CMRA).

NOTE: The applicant must execute this form in duplicate in the presence of the agent, his or her authorized employee, or a notary public. The agent provides the original completed signed PS Form 1583 to the Postal Service and retains a duplicate completed signed copy at the CMRA business location. The CMRA copy of PS Form PS 1583 must at all times be available for examination by the postmaster (or designee) and the Postal Inspection Service. The addressee and the agent agree to comply with all applicable Postal Service rules and regulations relative to delivery of mail through an agent. Failure to comply will subject the agency to withholding of mail from delivery until corrective action is taken.

This application may be subject to verification procedures by the Postal Service to confirm that the applicant resides or conducts business at the home or business address listed in boxes 7 or 10, and that the identification listed in box 8 is valid.

2. Name in Which Applicant's Mail Will Be Received for Delivery to Agent. (Complete a separate PS Form 1583 for EACH applicant. Spouses may complete and sign one PS Form 1583. Two items of valid identification apply to each spouse. Include dissimilar information for either spouse in appropriate box.)	3a. Address to be Used for Delivery (Include PMB or # sign.)		
	PMB _____		
	3b. City	3c. State	3d. ZIP + 4®
	HERMISTON	OR	97838

4. Applicant authorizes delivery to and in care of:

a. Name **SHIPPING SOLUTIONS OF HERMISTON**

b. Address (No., street, apt./ste. no.) **1000 S HWY 395 STE A #**

c. City **HERMISTON** d. State **OR** e. ZIP + 4 **97838**

5. This authorization is extended to include restricted delivery mail for the undersigned(s):

6. Name of Applicant _____

7a. Applicant Home Address (No., street, apt./ste. no) _____

8. Two types of identification are required. One must contain a photograph of the addressee(s). Social Security cards, credit cards, and birth certificates are unacceptable as identification. The agent must write in identifying information. Subject to verification.

7b. City _____ 7c. State _____ 7d. ZIP + 4 _____

a. _____

b. _____

7e. Applicant Telephone Number (Include area code) _____

9. Name of Firm or Corporation _____

10a. Business Address (No., street, apt./ste. no) _____

10b. City _____ 10c. State _____ 10d. ZIP + 4 _____

Acceptable identification includes: valid driver's license or state non-driver's identification card; armed forces, government, university, or recognized corporate identification card; passport, alien registration card or certificate of naturalization; current lease, mortgage or Deed of Trust; voter or vehicle registration card; or a home or vehicle insurance policy. A photocopy of your identification may be retained by agent for verification.

10e. Business Telephone Number (Include area code) _____

11. Type of Business _____

12. If applicant is a firm, name each member whose mail is to be delivered. (All names listed must have verifiable identification. A guardian must list the names of minors receiving mail at their delivery address.)

13. If a CORPORATION, Give Names and Addresses of Its Officers

14. If business name (corporation or trade name) has been registered, give name of county and state, and date of registration.

Warning: The furnishing of false or misleading information on this form or omission of material information may result in criminal sanctions (including fines and imprisonment) and/or civil sanctions (including multiple damages and civil penalties).

15. Signature of Agent/Notary Public _____

16. Signature of Applicant (If firm or corporation, application must be signed by officer. Show title.) _____

Privacy Act Statement: Your information will be used to authorize the delivery of your mail to the designated addressee as your agent. Collection is authorized by 39 USC 401, 403, and 404. Providing the information is voluntary, but if not provided, we cannot provide this service to you. We do not disclose your information without your consent to third parties, except for the following limited circumstances: to a congressional office on your behalf; to financial entities regarding financial transaction issues; to a USPS® auditor; to entities, including law enforcement, as required by law or in legal proceedings; to contractors and other entities aiding us to fulfill the service; and for the purpose of identifying an address as an address of an agent who receives mail on behalf of other persons. Information concerning an individual who has filed an appropriate protective court order with the postmaster will not be disclosed except pursuant to court order. For more information on our privacy policies, see our privacy link on usps.com®.

INITIAL _____

Shipping Solutions of Hermiston

1000 South Hwy 395 Hermiston, OR 97838
Ph. (541)564-1009 Fax. (541)564-1081

MAILBOX SERVICE AGREEMENT

<i>Customer Name:</i> _____
<i>Company:</i> _____
<i>Address:</i> _____
<i>Home Phone:</i> _____ <i>Work Phone:</i> _____ <i>Fax:</i> _____
<i>E-Mail Address:</i> _____
<i>Shipping Solutions of Hermiston Mailbox #</i> _____ <i>Size of Mailbox</i> _____

- 1) This Mailbox Service Agreement ("Agreement") is made and entered into by the customer Identified above ("Customer") for use of and services related to a mailbox (the "Mailbox") at the Shipping Solutions of Hermiston identified above ("Shipping Solutions") under the terms set forth herein.
- 2) Customer agrees that Customer will not use the Shipping Solutions premises or any Shipping Solutions 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 ("Form 1583 ") to be authorized to receive mail or packages at the Mailbox. However, spouses may complete one Form 1583, as long as both spouses include their separate information on the Form.
- 3) This Agreement and Form 1583 shall remain confidential, except that this Agreement and Form 1583 may be disclosed upon request of any law enforcement or other governmental agency, or when legally mandated. Additionally, Customer acknowledges that pursuant to postal regulations the information required to complete Form 1583 may be available by the U.S. Postal Service to the public if "yes" in block (5) on Form 1583 is checked. 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.
- 4) Possession of the Mailbox key shall be considered valid evidence that the possessor is duly authorized to remove any contents from the Mailbox. In the event of death or incapacity of Customer, Shipping Solutions 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 an initial set-up fee of \$ _____ and a refundable security/ key deposit of \$ _____, as well as applicable monthly service fees. The security/key deposit is refundable upon expiration, cancellation or termination of this Agreement, provided that Customer returns the key, key card and/or other similar device, and pays all sums owed to Shipping Solutions. Mailbox service fees are all due and payable in advance and Customer agrees that Shipping Solutions may hold mail and packages pending payment. There will be no proration or refunds for cancellation of any service. Customer agrees to pay a late fee of \$10.00 in any payment if not received within five (5) days of when due. In the event the Mailbox lock is changed upon the request or fault of Customer, Customer agrees to pay a fee of \$25.00. Mailbox service fees and other related fees stated herein are subject to change. In the event that Customer receives an unreasonable volume of mail or packages at the Mailbox according to Shipping Solution's reasonable judgment, Shipping Solutions may require Customer to upgrade to a larger size mailbox and pay any additional charge. Shipping Solutions reserves the right to increase the

Mailbox service fees in the event that Customer adds additional individual or entities to the names of those individuals or entities authorized to receive mail and packages at the Mailbox pursuant to Form 1583.

- 6) Upon expiration, cancellation or termination of this Agreement, Shipping Solutions will:
 - A. Re-mail (i.e. forward) Customer's mail for six (6) months, provided Customer pays the postage, packing material, and forwarding fees in advance. Additionally, Customer must pay a monthly storage fee of 0 for month 1, and 0 for months 2 through 6 in advance for the time period that mail is to be forwarded. It is Customer's responsibility to make arrangements with Shipping Solutions to identify any mail forwarding needs prior to the expiration, cancellation, or termination of this Agreement.
 - B. Discard or destroy any "Unsolicited Mail" (e.g. bulk mail; mail address as "occupant," "current resident" or similar designation; or coupons, advertising or other promotional material) delivered to or remaining at Shipping Solutions.
 - C. Retain Customer's mail, other than Unsolicited Mail, at Shipping Solutions for a period of thirty(30) days from the date of delivery or six (6) months after the expiration, cancellation or termination of this Agreement, whichever comes first, if Customer leaves no forwarding fees or forwarding address. After such time, any mail or package may be discarded or destroyed. In order to pick up any mail or package during the six (6) month period, Customer must pay a storage fee of 0 per month for the time period in which Shipping Solutions hold the mail or package(s), plus a service fee of 0 for each time Customer visits Shipping Solutions to pick up such items.
 - D. Refuse any package addressed to Customer delivered by any party other than the U.S. Postal Service, such as a commercial courier service.
- 7) Six (6) months after the expiration, cancellation or termination of this Agreement, Shipping Solutions may:
 - A. Refuse any mail or package addressed to Customer and delivered to Shipping Solutions.
 - B. Discard or destroy any of Customer's mail or package delivered to or remaining at Shipping Solutions at such time.
- 8) The term of this Agreement shall be the initial period paid for by Customer and any renewal period paid for by Customer from time to time. Renewal of this Agreement for additional terms shall be at Shipping Solution's sole discretion.
- 9) Customer agrees that Shipping Solutions 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 it 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 Shipping Solutions 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 Shipping Solutions or Shipping Solution'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.
- 10) Any written notice to Customer required or permitted under this Agreement shall be deemed delivery twenty-four (24) hours after placement of such notice in Customer's Mailbox or at the time personally delivered to Customer. In the event of a termination notice based upon abandonment of the Mailbox, notice shall be deemed delivered (a) on the next day after placing in the hands of a commercial courier service or the United States Postal Service for next day delivery, or (b) five (5) days after placement in the United States Mail by Certified Mail, Return Receipt Requested, postage prepaid, and addressed to Customer at Customer's address as set forth in Form 1583, or on the date of actual receipt, whichever is earlier.
- 11) As Customer's authorized agent for receipt of mail, Shipping Solutions will accept all mail, including registered, insured and certified items. Unless prior arrangements have been made, Shipping Solutions

shall only be obligated to accept mail, or packages delivered by commercial courier services which require a signature from Shipping Solutions as a condition of delivery. Customer must accept and sign for all mail and packages upon the request of Shipping Solutions. Packages not picked up within 30 days of notification will be subject to a storage fee of \$3.00 per day per package, which must be paid before Customer receives the package. In the event Customer refuses to accept any mail or packages, Shipping Solutions may return the mail or package to the sender and Customer will be responsible for any postage or other fees associated *with* such return. C.O.D. items will be accepted ONLY if prior arrangements have been made and payment in advance is provided to Shipping Solutions.

12) Customer agrees to protect, indemnify, defend and hold harmless Shipping Solutions of Hermiston, and their respective affiliates, subsidiaries, officers, directors, agents and employees from and against any and all losses, damages, expenses, claims, demands, liabilities, judgments, settlement amounts, costs and causes of action of every type and character arising out of or in connection with the use or possession of the 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 or any commercial courier service to deliver on time or otherwise deliver any item (mail, packages, et.), from damage to or loss of any package or mail, or to the Mailbox contents by any cause whatsoever, and from any violation by Customer of applicable federal, state or local laws.

13) CUSTOMER HEREIN AGREES THAT THE TOTAL AMOUNT OF LIABILITY OF SHIPPING SOLUTIONS FOR ANY AND ALL CLAIMS ARISING OUT OF OR RELATED TO THIS AGREEMENT SHALL NOT EXCEED \$100.00 REGARDLESS OF THE NATURE OF THE CLAIM (INITIAL. _____)

14) Customer must use the exact mailing address for Shipping Solutions without modification as set forth in Section three (3) of Form 1583. Mail received by Customer must bear a delivery address that contains at least the following elements, in this order:

1. Intended addressee's name or other identification. (i.e. Joe Doe or ABC Co.)
2. "FMB" and number. (i.e. PMB 234)
3. Street number and street name, post office box number or rural route designation and number. (i.e. 10 Main St. or P.O. BOX 34 or RR 1 BOX)

4. City, state, and ZIP Code (S-digit or ZIP +4). (i.e. Herndon VA 22071-2716)
The Postal Service will return mail without a proper address to the sender endorsed "Undeliverable as Addressed"

15) Delivery by commercial courier services must be made to Shipping Solution 'S' address only (and not to a P.O. Box). "P.O. Box" may be used only if it is part of Customer's "Caller Service" (arrangement for delivery of mail through Shipping Solutions using a U.S. Postal Service address) address format. In such case, the "PMB" designation must also be used. Upon signing this Agreement, Customer shall provide two forms of valid identification, one of which shall include a photograph. This Agreement may not be amended or modified, except in a writing signed by both parties.

Customer Signature: _____ Date: _____

Shipping Solutions of Hermiston Representative

Signature: _____ Date: _____