



4. Boxes are rented for a starting minimum of three (3) months and may be renewed monthly, quarterly or yearly thereafter. There is a discount allowed for boxes rented for a period of one (6) months and paid in advance. There is no refund paid for cancellation of service prior to renewal date.
5. A \$20.00 non-refundable key cutting fee is required for each key and keys remain the property of MAILBAGplus and shall not be duplicated or modified. Management shall assume that possession of a key is evidence of authority to collect mail. Mail will be handed to box holders who present a notice of held mail or who provides a driver's license or other acceptable form of identification.
6. All information contained on this form will be treated as confidential and will not be disclosed except for law enforcement purposes, in response to a subpoena or court order. Confidentiality agreement does not apply to business boxes.
7. Private mailboxes are rented under US Postal Regulations governing operation of a Central Mail Receiving Agency. **You may not use PO Box, Suite, Apt, Unit** or any other designation that may be confusing to the public and/or indicate that you are anything other than a private mailbox.
8. Once mail has been placed in an assigned box, the mail shall be deemed to have been delivered, and MAILBAGplus shall not be responsible for loss, theft or damage. MAILBAGplus is not engaged in the delivery of mail and cannot be responsible for failure of the US Postal Service to deliver mail or to deliver it in a timely fashion or undamaged condition.
9. Mail will not be accepted for more than three (3) persons or organizations in a single box and each must complete a USPS Form 1583 and provide photo identification. If applicant consistently receives substantially more mail than can be placed in a single lockbox, MAILBAGplus reserves the right to require applicant to rent a larger size for or one or more additional boxes.
10. Box holder agrees to protect, indemnify and hold harmless MAILBAGplus from and against any and all claims, demands and causes of action any nature whatsoever relative to use of this facility or service.
11. Should MAILBAGplus commit or fail to commit any act that results in disruption of service and applicant thereby suffers a loss, MAILBAGplus's liability shall be limited to not more than the rental fees paid by applicant for service not yet received. MAILBAGplus shall not be liable for incidental or consequential damages.

ACCEPTED: \_\_\_\_\_

Signature: \_\_\_\_\_ DATE: \_\_\_\_/\_\_\_\_/\_\_\_\_

**CREDIT CARD AUTHORIZATION for AUTO PAYMENTS  
or failure of payment.**

Renewing Mail Box: [ ] Monthly Small (\$14) Business (\$17)  
                          [ ] 3 Month Small (\$42) Business (\$57)  
                          [ ] 6 Month Small (\$78) Business (\$108)  
                          [ ] 12 Month Small (\$144) Business (\$204)

**Your Mail Box will be renewed as per your selection above when it comes due.  
Your credit card information can not be viewed once we store it for the first time to  
insure your safety, if there are any changes to your address or phone numbers or  
expiration date please let us know.**

**If you choose not to have us deduct from your account on a regular basis and you fall  
more then 1 month behind in rent we will do a one time deduction from the account  
listed below to make sure you are up to date and receive all your mail.**

**Please make sure you let us know if you need to cancel the box.**

Credit Card Type: ( ) MC    ( ) Visa    ( ) Discover    ( ) American Express

Credit Card Number: \_\_\_\_\_

Credit Card Expiration Date: \_\_\_\_/\_\_\_\_

Credit Card CIV: \_\_\_\_\_

Name on Credit Card: \_\_\_\_\_

Address on file for Credit Card:  
\_\_\_\_\_

City \_\_\_\_\_ St \_\_\_\_\_ ZIP \_\_\_\_\_

Tax Exempt (Y) (N)

Box Holder Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

The above information will be redacted once we input your information.