



*"FOR SHIPPING & BUSINESS SOLUTIONS"*

This Agreement made (date) \_\_\_\_\_ by and between (name of applicant) \_\_\_\_\_, hereinafter referred to as "Applicant", and The Postal Exchange LA (1138 E. ROSECRANS AVE. LOS ANGELES, CA 90059), hereinafter referred to as "The Postal Exchange LA", shall be governed by these terms to which each party agrees:

1. Applicant agrees no mail will be released until USPS form 1583 along with a photocopy of 2 acceptable ID's is notarized and returned to The Postal Exchange LA office. The Postal Exchange LA will provide form 1583 and instructions at time of signup and upon request at any time. (A copy of USPS Form 1583 can be found on our website ([www.thepostalexchangela.com](http://www.thepostalexchangela.com)), in this .pdf document, or can be downloaded from USPS at [http://www.usps.com/forms/\\_pdf/ps1583.pdf](http://www.usps.com/forms/_pdf/ps1583.pdf))
2. By completing this form and USPS Form 1583, a copy of which will be made available to the United States Postal Service, applicant appoints The Postal Exchange LA as agent for the receipt for a period not to exceed that for which rent has been paid in advance. Applicant will pick up mail at least once each month or make other suitable arrangements, in advance, with The Postal Exchange LA. The Postal Exchange LA will provide a lockbox key (applies to local walk-in clients only) to applicant who may obtain his mail during the business hours posted by The Postal Exchange LA. Should applicant appoint another person or organization, The Postal Exchange LA shall assume that possession of a key is evidence of authority to collect mail.
3. The key loaned to applicant (applies to local walk-in clients only) shall require a refundable cash deposit and remains the property of The Postal Exchange and shall not be duplicated or modified by applicant. The key deposit shall be refunded upon return of the key within ten (10) days of termination of service. Applicant understands that the relationship of the parties hereto is one of bailment and not landlord and tenant.
4. Applicant will be charged a \$4 fee for mail pickup, if applicant is registered as a "mail-forwarding" (a.k.a. "The Postal Exchange Plus") client and has not signed up for local box rental service for the same mailbox.
5. Once The Postal Exchange LA has placed applicant's mail in the assigned lockbox, the mail shall be deemed to have been delivered, and The Postal Exchange LA shall not be responsible for loss, theft or damage. The Postal Exchange LA 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.
6. Applicant agrees to use services in accordance with The Postal Exchange LA rules and in compliance with all U.S. Postal regulations, as well as local, state and federal statutes and regulations. Failure to do so may result in cancellation of service without notice, refund or mail forwarding.

7. Information provided by applicant will be kept confidential and will not knowingly be disclosed without applicant's prior consent, except for law enforcement or postal operation purposes, in which case The Postal Exchange LA intends to cooperate fully. Law enforcement is further clarified to include all city, county, state or federal agencies or their representatives.

8. Mail will be accepted: (a.) in a small-sized box, for up to three (3) persons or organizations and no more than 75 pieces delivered per month, or (b.) in a medium-sized box, for up to five (5) persons or organizations and no more than 125 pieces delivered per month, or (c.) in a large-sized box, for up to seven (7) persons or organizations and no more than 175 pieces delivered per month, in a single lockbox 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, The Postal Exchange LA reserves the right to require applicant to rent a larger size box or one or more additional boxes. Charges for service are based upon average daily volume and activity. Special circumstances, e.g., high number of parcels, etc. may require assessment of additional fees. An unusually high volume of mail will result in either a higher fee being charged, or termination of the mail receiving service. Applicant further agrees that parcels delivered to this address for the applicant will be delivered by common carrier only, that no truck line deliveries will be made, that parcels will be retrieved within 48 hours after delivery, and that no hazardous or dangerous material will be delivered to applicant. Failure to adhere to any of these parcel delivery stipulations will result in termination of service.

9. Applicant agrees to protect, indemnify and hold harmless The Postal Exchange LA from and against any and all claims, demands and causes of action any nature whatsoever relative to use of The Postal Exchange LA facilities or services.

10. Should The Postal Exchange LA commit or fail to commit any act that results in disruption of service and applicant thereby suffers a loss, The Postal Exchange LA's liability shall be limited to not more than the rental fees paid by applicant for service not yet received. The Postal Exchange LA shall not be liable for incidental or consequential damages.

11. Per USPS regulations, certified, registered, insured, or C.O.D. mail or parcels will be accepted by The Postal Exchange LA on the behalf of applicant. Full, advance payment of C.O.D. charges must be made to The Postal Exchange LA prior to acceptance of C.O.D. packages.

12. The Postal Exchange LA fees are due and payable in advance and notice thereof will be placed in applicant's lockbox. No other notice will be required. Failure to pay such fees when due may result in disruption or cancellation of services. The Postal Exchange LA does not prorate fees and does not provide refunds in the event of cancellation by applicant.

13. Applicant shall use only the address designation "PMB" or "#" to designate their address. **NO OTHER DESIGNATION IS VALID.** Specifically excluded is the use of suite, apt., dept., or other designators. The U.S. Postal service may refuse to deliver any piece of mail that does not include the PMB or # sign designation. Applicant is responsible for notifying correspondents of the above address.

The address to be used by applicant for the purpose of receiving mail is as follows: Applicant's Name or Business Name 1138 E Rosecrans Ave. # \_\_\_\_\_ (Your Mailbox Number Here) Los Angeles, Ca 90059

13. Upon termination of services by The Postal Exchange LA or failure to pay rent in advance by applicant, The Postal Exchange LA shall not make applicant's mail available without payment theretofore. Applicant understands that the United States Postal service will not forward or return mail without payment, and will

not accept a Change of Address. At termination of service, applicant, if he wishes mail forwarded after that date, shall provide The Postal Exchange LA with a forwarding address and pay the required fees. In the event applicant fails to do this, The Postal Exchange LA shall refuse any further mail and, in the case of mail already received handle such mail in accordance with USPS DMM D042.2.6 regulations.

Termination Addendum

At termination of service, I hereby instruct The Postal Exchange LA as to do one of the following: A: Forward my mail to new address. B: Do not forward my mail. I understand that mail will not be forwarded and may be disposed of.

\_\_\_\_\_  
Agent

\_\_\_\_\_  
Applicant

Termination Addendum At termination of service, I hereby instruct The Postal Exchange LA as follows:

\_\_\_\_\_ Forward my mail to new address. In consideration thereof, I place \$ \_\_\_\_\_ on deposit to be used for this purpose.

\_\_\_\_\_ Do not forward my mail. I understand that mail will not be forwarded and may be disposed of.