

**Mail Center USA
Package Receiving Service Agreement**

Name(s): _____

Assigned Parcel Box #: _____

Address: _____ Phone #: _____

This agreement made this ___ day of _____, 20__ by and between _____ hereinafter referred to as "Customer" and Agent, hereinafter referred to as **Mail Center USA** shall be governed by the following terms to which each party agrees:

Fees: Customer agrees to pay **agent** a monthly fee of **\$15** per month, for **4** packages, Plus **\$2** per package/ per day, over **4** packages accepted by **agent** per month during the term of this agreement. Failure to pay such fees when dues may result in both disruption and cancellation of parcel service. No refunds will be made in the event customer cancels service. **C.O.D.deliveries will not be accepted by Mail Center USA as agent for customer.** Special circumstances, e.g., receipt of freight, special notifications of service, oversized parcels, or forwarding will require assessment with additional fees added before retrieval of parcel.

Addressing Requirements: The address to be used by customer for the purpose of receiving parcels via Carriers (private delivery companies such as DHL, FedEx, Ups, Greyhound) is as follows:

Name: _____

Street Address: _____

City, State, and Zip+ 4: _____

Telephone Number _____

Email Address: _____

Customer understands and agrees that Mail Center USA cannot accept USPS Mail under this agreement and in the event that the Customer desires Mail Center USA to receive USPS mail on Customer's behalf, Customer Agrees to complete a separate Private Mailbox (PMB) Rental Agreement and required USPS forms and pay additional fees.

Mail Center USA/Customer Relations: By completing this form. Customer appoints **Mail Center USA** as agent for the receipt of parcels delivered by Carriers to the address indicated above for a period not to exceed that for which fees have been paid in advance. Customer is expected to pick up parcels **within three** business days of their delivery or make other suitable arrangements in advance, with Mail Center USA. Should Customer appoint another person or organization to retrieve packages from Mail CenterUSA premises. Customer shall authorize such person in advance in writing to Mail Center USA.

Laws and Rules: Customer agrees to use services under this agreement in accordance with Mail Center USA rules and in compliance with all local, state, and federal statutes and regulations. Failure to do so may result in cancellation of service without notice. Mail Center USA intends to cooperate fully with appropriate law enforcement officials and Carrier investigations.

Carrier Service Requirements: Customer authorizes Mail Center USA to sign for parcels and document shipments delivered to the address above by Private Carriers. Mail Center USA is not

engaged in the delivery of parcels and cannot be responsible for failure of the Carriers to deliver in a timely fashion or in undamaged condition. Once Mail Center USA has received Customer's parcel(s) in accordance with this agreement, the parcel(s) shall be deemed delivered to Customer, and Mail Center USA shall not be responsible for loss, theft, or damage thereto.

Forwarding/Holding of Received Parcels: In the event that Customer wished to have any parcels forwarded during the term of this agreement, customer agrees to provide Mail Center USA with forwarding address in writing. All fees and deposits required for parcel forwarding shall be paid in advance and customer agrees and understands that failure to pay such amounts will result in Customer's parcels being held, destroyed or retimed. Customer agrees to pay a fee of ___ per day for holding/storage of parcels waiting to be retrieved longer than 3 business days after being received by Mail Center USA. Any parcels not claimed within 15 days of their delivery shall become the property of Mail Center USA.

Liability: Customer agrees to protect, indemnify, and hold harmless Mail Center USA from against any and all claims, demands, and causes of action of any nature whatsoever relative to use of Mail Center USA Use of facilities or services, and any expense that the Mail Center USA incurred in a defense against it shall be reimbursed by Customer. In the event Mail Center USA or its agents commits or fails to commit an act, which results in disruption of service to Customer, and Customer thereby suffers a loss. Mail Center USA's liability shall be limited to not more than the fees paid by Customer for service not yet received. Mail Center USA shall not be liable for incidental, accidental, or consequential damages as a result of its performances as agents for Customer.

Termination: Upon termination of services by Mail Center USA or failure to pay fees in advance by customer, Mail Center USA shall have no responsibility to make Customer's parcels available without payment thereof. **Customer understands that Mail Center USA shall refuse the delivery of ALL parcels and ALL document packages addressed to Customer upon termination of this agreement.**

Customer

Mail Center USA

Signature

Signature