



 service@shippingxpert.com  (516) 492.3000  
 ShippingXpert.com  
 315 Franklin Ave  (516) 871.0657  
 Franklin Square NY 11010



This agreement made on Date \_\_\_\_\_ between (Name of a Person Applying) \_\_\_\_\_, as "Applicant", and "Xpert", shall be governed by these terms to which each party agrees:-

1. Applicant appoints Xpert as his/her agent for the receipt of mail for a period not to exceed that for which rent has been paid in advance.
2. Xpert will provide access to Applicant's mailbox by loaning a key to his/her mailbox for which the Applicant will pay \$25 a mailbox key deposit fee.
3. The keys loaned to the Applicant remain the property of Xpert and shall not be duplicated or modified in any way by the Applicant.
4. Applicant shall be refunded the key deposit upon the return of the keys within ten (10) days of the termination of his/her agreement.
5. Failure to return the keys within ten (10) days will automatically result in the Applicant's forfeiture of the key deposit.
6. Possession of a mail receiving key shall be considered valid evidence that the possessor is duly authorized to remove any contents from any mail receiving provided under this Agreement.
7. Applicant understands that Xpert facilities and services may not be used for any illegal or illegitimate purposes or for any purposes prohibited by U.S. postal regulations and by U.S. and International law.
8. Once Applicant's mail has been placed in his/her assigned mailbox, the mail shall be deemed to have been delivered to Applicant.
9. Xpert shall not be responsible for failure of the United States Postal Service to deliver mail, or to deliver it at a particular time, or in undamaged condition.
10. Applicant agrees to use the provided services in accordance with these 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.
11. Applicant agrees that Xpert may terminate or cancel this Agreement for good cause at any time by providing Applicant thirty (30) days written notice. Good cause shall include, but is not limited to: abandonment; use for criminal, illegal or illegitimate activity; failure to pay monies owed Xpert; use of mail receiving inconsistent with this Agreement, including receipt of unreasonable volume of mail; and non-performance of the terms of this Agreement.
12. Renewal of this Agreement for additional terms shall be at Xpert's sole discretion.
13. All information provided by the Applicant on this form is confidential and will not be disclosed to anyone without the Applicant's prior consent, except for law enforcement purposes. Xpert intends to cooperate fully with appropriate law enforcement officials in the event of an investigation.
14. There is a certain limit on receiving mails and packages. The limit should not exceed more than 30 mails a month and 20 packages a month. If the number exceeds more than the limit then there would be an additional charge of \$.50 on each mail and \$2 on each package.
15. In the event that the Applicant consistently receives substantially more mail than the usual limit, it may be required that the Applicant rent an additional mail package. (Ask Xpert for more details)
16. Applicants should receive mails under his/her assigned company or personal name only.
17. Applicant agrees to protect, indemnify and hold harmless Xpert, its owners, agents, and employees from and against any and all claims, demands, and causes of action of any nature whatsoever relative to the use of facilities and services provided, including without limitation, any demands, claims and causes of action for personal injury or property damage arising from such use or possession; from damage to or loss of mail receiving contents by any cause whatsoever and from any violation by customer of applicable federal, state or local laws.
18. Any expense incurred in the defense against Xpert shall be reimbursed by the Applicant.

**APPLICANT HEREIN AGREES THAT THE TOTAL LIABILITY OF XPERT FOR ANY AND ALL CLAIMS IS LIMITED TO \$50.00 REGARDLESS OF THE NATURE OF THE CLAIM (INITIAL \_\_\_\_\_).**

19. If Applicant requests to forward mails to a different address, there would be an additional mail forwarding fee.
20. Certified, registered and insured mail or parcels will be accepted unless otherwise notified by the Applicant. Any postage due letters or parcels will be returned to the sender. C.O.D. parcels will be accepted only if full payment of C.O.D. shipments are paid for in advance.
21. In the event that Xpert commits or fails to commit any act which results in the disruption of service to the Applicant, and the Applicant hereby suffers a loss, Goin' Postal shall be liable to no more than rental fees paid by the Applicant for service not yet rendered.

# APPLICATION FOR MAILBOX RENTAL

- 22. Xpert shall not be liable for incidental or consequential damages as a result of its performance as agent for Applicant.
- 23. Refunds: There is no full or partial refund for your rental after 24 hours have passed from the time of your rental until the time that you change your mind.
- 24. Fees for mailbox rental are due and payable in advance.
- 25. Failure to pay fees when due may result in disruption or cancellation of services.
- 26. Xpert does not prorate its fees and does not provide refunds in the event the Applicant cancels service prior to its agreed upon expiration.
- 27. If Applicant purchases six (6) months and terminates the box in three (3) months, he/she forfeits remaining three (3) months' rental.
- 28. Upon termination of services by Xpert for failure to pay rent in advance, Xpert shall have no responsibility to make Applicant's mail available without payment.
- 29. Applicant understands that the United States Postal Service will not forward his/her mail via "address change form" and will not return to sender.
- 30. At termination of service if the Applicant wishes to receive any mail delivered to this location, he/she must provide a forwarding address and a deposit for mail forwarding fees. In the event the Applicant fails to comply, Xpert shall retain any such mail for not more than thirty (30) days, after which it will be destroyed, returned to sender or whatever Xpert deems necessary.

A Real Street Address ■ Secure Package Acceptance ■ Mail Holding & Forwarding

## THIS SERVICE FOR (REQUIRED SELECTION)

<b>BOX RENTAL PERIOD</b>	<input type="checkbox"/> 6 Months	<input type="checkbox"/> 12 Months	<input type="checkbox"/> 24 Months
--------------------------	-----------------------------------	------------------------------------	------------------------------------

Business/Organization

Residential/Personal

Full Name of Person Applying \_\_\_\_\_

Name of Business/Organization (If Applicable) \_\_\_\_\_

Applicant Home Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Telephone Number: \_\_ (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Email Address: \_\_\_\_\_

Signature of Applicant \_\_\_\_\_

Date: \_\_\_\_\_

Signature of Applicant: I certify that all information furnished on this form is accurate, truthful, and complete. I understand that anyone who furnishes false or misleading information on this form or omits information requested on this form may be subject to criminal and/or civil penalties, including fines and imprisonment.

**APPLICANT MUST PROVIDE TWO SEPARATE FORMS OF VALID IDENTIFICATION LISTED BELOW. YOU MUST PRESENT THE ID'S AT OUR OFFICE. MUST CONTAIN A PHOTOGRAPH AND ONE MUST BE TRACEABLE TO THE BEARER (PROVE YOUR PHYSICAL ADDRESS). BOTH MUST BE CURRENT.**

- Valid U.S. driver's license or state non-driver's ID card
- Current lease, mortgage, or deed of trust
- U.S. Armed forces, government, university, or recognized corporate employee ID
- Voter or vehicle registration card
- Passport, passport card, alien registration card, or certificate of naturalization
- Home or vehicle insurance policy

**Applicant shall NOT use the designation of "P.O. Box #".**

THE POST OFFICE WILL NOT DELIVER YOUR MAIL if you do

**EXAMPLE** Person Name  
Company Name(if)  
315 Franklin Ave  
Facility #2 Unit # (Box Number Goes Here Example #000)  
Franklin Square, NY 11010

## OFFICE USE ONLY

Mail Box# \_\_\_\_\_

MailBox Package Price Total \_\_\_\_\_

Key Security Deposit \$25.00

Grand Total \_\_\_\_\_

SALES REPS \_\_\_\_\_

Expire Date \_\_\_\_\_

Renew Date \_\_\_\_\_

6 Months  12 Months  24 Months

## MAILBOX RENTAL PRICE

A Real Street Address ■ Secure Package Acceptance ■ Mail Holding & Forwarding

### PERSONAL NAME

6 Months (\$34.99)	\$209.94
12 Months (\$29.99)	\$359.88
24 Months (\$24.99)	\$599.76
Mail Forwarding (optional) by Ground Mail	Add \$19 & up (per request)
Email Notification (optional)	Add \$10 per month
One time Setup fee	\$25
Temporary Packaging	\$10 per delivery
Incoming Mail Items	Unlimited
Box Receiving Service (Per Month)	(upto 6 Boxes) addt'l \$2.00 per box

### BUSINESS NAME

6 Months (\$39.99)	\$239.94
12 Months (\$34.99)	\$419.88
24 Months (\$29.99)	\$719.76
Mail Forwarding (optional) by Ground Mail	Add \$19 & up (per request)
Email Notification (optional)	Add \$15
One time Setup fee (Key Deposit)	\$25
Temporary Packaging	\$10 per delivery
Incoming Mail Items	Unlimited
Box Receiving Service (Per Month)	(upto 8 Boxes) addt'l \$2.50 per box

### STORAGE

**Standard Envelope:** Free storage

**Large Envelope:** Free storage for 90 day(s), then US\$ 0.05 for every mail item per day

**Padded Mailer:** Free storage for 90 day(s), then US\$ 0.05 for every mail item per day

**Small Box (Under 12x12x12):** Free storage for 7 day(s), then US\$ 0.25 per day

**Medium Box (Under 16x16x16):** Free storage for 7 day(s), then US\$ 0.50 per day

**Large Box (Under 32x32x32):** Free storage for 5 day(s), then US\$0.75 per day

**Extra Large Box (Under 36x36x36):** Free storage for 3 day(s), then US\$ 1.00 per day

**Oversize Box (Under 40x40x40):** Free storage for 3 day(s), then US\$ 1.50 per day

**Mailing Tube Box (Under 60x6x6):** Free storage for 5 day(s), then US\$ 0.50 per day

**Crate:** Free storage for 2 day(s), then US\$ 5.00 item per day

Signature of Applicant \_\_\_\_\_

Date \_\_\_\_\_