



Private Mailbox Service Level Selection

Essential

From

\$29

Per lockbox/month*

The conveniences you need.

- **Small Lockbox**
- **Secure Mail and Package-** Receive mail and small packages safely
- **Street Address-** A physical street address to use instead of a home address or traditional P.O. Box
- **Mail Forwarding-** Option to forward mail to another address, billed to account
- **Complimentary Signature-** Service to accept your deliveries from FedEx, UPS, and USPS
- **Mail Notification-** Get notified via email or text when new mail arrives
- **Parcel Hold**-** Up to 10 parcels held for 30 days; optional add-on hold service for longer periods

Enhanced

From

\$39

Per lockbox/month*

White glove service.

← Essential package plus:

- **Medium Lockbox-** With more space you don't have to worry about picking up as often
- **More Storage-** Double the parcel hold (Up to 20, per 30 days**)

Elite

From

\$49

Per lockbox/month*

Custom tailored for businesses.

← Enhanced package plus:

- **Largest Mailbox Size-** Maximum capacity for large envelopes and multiple packages
- **The Most Storage-** Triple the parcel hold (Up to 30, per 30 days**)

Optional Lockbox Upgrade:

- Upgrade to Medium lockbox for \$4/mo.
- Upgrade to Large lockbox for \$7/mo.

Interested in our mail forwarding or “open and scan” services? Then our Virtual Mailbox program is for you! Ask our team for more information on how to join.

*Pricing quoted is annual. Annual plans must be paid in full and are non-refundable. Month-to-month pricing is available for an additional fee of 20% per month. 30 days' notice required to cancel month-to-month plans. Plans are not inclusive of MA tax. **Complimentary parcel hold credit applies for parcels up to 30 pounds only (using dimensional weight calculation of L x W x H / 136). Complimentary parcel hold credit is good for one week of hold time. After complimentary parcel hold credit is exhausted, parcels up to 30 pounds will be held for \$7.50/parcel/week; parcels 30-69 pounds will be held for \$12.50/parcel/week; parcels 70-150 pounds will be held for \$25.00/parcel/week; palletized shipments will be held for \$150.00/parcel/week. LTL delivery truck bumps to palletized shipment category. ***Family member must show proof of ID verifying shared home address with Member. Family member must complete USPS form 1583.



MEMBERSHIP APPLICATION

Member Information:

Name			
	<i>First</i>	<i>Middle</i>	<i>Last</i>
Mailing Address			
	<i>Street</i>		
	<i>City</i>	<i>State/Providence</i>	<i>Zip</i>
Phone	()	Email	

Business/Organization/Individual Information (only complete for Essential and Professional packages):

#1		#3	
	<i>Name</i>		<i>Name</i>
#2		#4	
	<i>Name</i>		<i>Name</i>

By completing this application, USPS form 1583 for each Member, Business, Organization, and Individual listed (collectively the "Member"), and the credit card authorization form, I hereby authorize Ship It as my agent for the duration of my membership, pursuant to the terms and conditions attached hereto in Schedule A.

I acknowledge and agree that I have the sole authority, duty, and responsibility outlined in the terms and conditions for Membership. At Termination of Membership, I instruct Ship It as follows:

Forward my mail. I authorize Ship It to charge my credit card to provide this service.

Forwarding Address			
	<i>Street</i>		
	<i>City</i>	<i>State/Providence</i>	<i>Zip</i>

-OR-

Do not forward my mail. I understand that mail will not be forwarded and will be destroyed.

Signature*: _____ Date: _____

**Must be over the age of 18. Must be signed by a duly authorized President if signing on behalf of a company.*

For Office Use Only:

Identity verified by (staff name): _____ Identity verified by (circle one): license / passport /other Number: _____

Proof of identity copied and attached to form Form 1583 notarized Forms and proof of identity scanned into membership system on: _____

SCHEDULE A: TERMS AND CONDITIONS

1. Agreement. These terms and conditions apply to the membership for Ship It Mail Club between Ship It (hereinafter the "Company") and the Member named in the Ship It Mail Club Application attached hereto (hereinafter the "Member"), and, along with the Schedules attached hereto, hereinafter constitutes the entire agreement and understanding between the parties (hereinafter the "Agreement"). Each of the parties may be referred to individually herein as a "Party" and collectively as "the Parties".

2. Term. The initial Term of this Agreement shall be for one (1) year. Thereafter, this Agreement shall automatically renew, unless Member gives Company thirty (30) days' written notice of cancellation prior to the expiration of the then-current Term.

3. Fees. Fees are determined in the sole discretion of the Company, such as:

- i) **Membership fee:** The Company offers membership packages, priced at different tiers. Member agrees to be billed, and pay, appropriate fees for the membership level selected. Annual membership fees are billed in full and are non-refundable. Month-to-month memberships are billed on the 1st of each month and are non-refundable. Fees will be billed as incurred and are non-refundable once billed. Company reserves the right to require Member to select a larger size box, one or more additional boxes, or to upgrade membership package.
- ii) **Volume fee:** In Company's sole discretion, a high number or parcels may require assessment of additional fees, or termination of the mail receiving service.
- iii) **Parcel hold fee: The Company will charge a parcel hold fee as follows:**
 - a. **For parcels up to 30 pounds (using dimensional weight calculation of L x W x H / 136) the fee is \$7.50/parcel/week.**
 - b. **For parcels 30-69 pounds, the fee is \$12.50/parcel/week.**
 - c. **For parcels 70-150 pounds, the fee is \$25.00/parcel/week.**
 - d. **Palletized shipments will be held for \$150.00/parcel/week.**
 - e. **LTL delivery truck bumps to palletized shipment category.**
- iv) **Mail forwarding fee:** The Company will charge a mail forwarding fee as follows:
 - a. For standard mail, \$5 per piece, plus shipping.
 - b. For large packages, \$10 per piece, plus shipping.
- v) **Replacement key fob:** Replacement key fobs will be billed to the Member's account for \$35.
- vi) **Storage fee:** It is Member's responsibility to retrieve mail on a regular basis and to maintain a membership level consistent with Member's usage of the Company's services. Company will charge Member for storage fees as necessary.
- vii) **Upgrade fee:** If Member's lockbox exceeds capacity regularly, or in Company's discretion, Member has exceeded Member's membership level benefits, Company will reallocate Member to the next tier of Membership and charge Member's account a prorated fee to upgrade Membership.
- viii) **Professional Package business coverage fee:** Professional package allows up to four (4) businesses per lockbox, plus individual Member. Member will be charged a fee of \$60/year for each additional business or organization added to the Member's account. Each must complete a USPS Form 1583 and provide photo identification.

4. Credit Card on File. Member expressly authorizes Company to retain Member's credit card information on file, and to charge to Member any costs, fees, or fines in relation to this Agreement. Company shall provide Member with written notification of charges.

5. Signatory Authority/Authorized Agent. By completing the Membership application and USPS form 1583, a copy of which will be made available to the United States Postal Service, Member hereby appoints Company as the agent for the recipient for a period not to exceed that for which fees have been paid in advance. This authorization includes granting Company the authority to sign for packages and parcels on Member's behalf. Member agrees to pick up mail at least monthly, or make other suitable arrangements, in advance, with Company. Member agrees to promptly retrieve any perishable or time-sensitive items. Company does not refrigerate or freeze perishable items. Company shall assume that possession of a key is evidence of Member having appointed another person or organization with authority to collect mail. Company assumes no liability for access by anyone other than Member to Member's lockbox.

6. Use of Company Premises and Property: Member agrees to abide by Company's policies regarding Member's use of the Company's mail room, business center, public areas, parking lot, and sidewalks (collectively the "Premises"). Member agrees to use the Premises in a tidy and respectful manner, and to refrain from bringing or consuming any alcohol, marijuana, tobacco products, or illegal substances, onto or at the Premises. Member agrees not to bring any hazardous materials onto the Premises, including, but not limited to: dangerous items, firearms, chemicals, explosives, and controlled substances. Member agrees to exercise care when using Company property, such as, but not limited to: Member's key fob, office supplies, copying machine, scanner, office furniture, and office phone (collectively Company "Property").

7. Key fob: The key loaned to Member remains the Property of Company and shall not be duplicated or modified by Member without permission. The key for the lockbox comes with a keyless entry to Company's 24-hour lockbox facility and business center, as part of Member's Membership fee. Member understands the relationship of the Parties is one of bailment and not landlord and tenant.

8. Compliance with Regulations. Member agrees to abide by all local, state, and federal laws, regulations, and ordinances, including U.S. Postal Service regulations. Member is expressly prohibited from shipping Items which do not meet Company's requirements. Member further agrees that parcels delivered to Member's lockbox will be delivered by a common Carrier only, that truck line deliveries will not be made, that parcels will be retrieved in a timely fashion, and that no hazardous or dangerous materials will be delivered. Failure to adhere to any of these parcel delivery stipulations will result in termination of service.

9. Confidentiality. Information provided by Member shall be kept confidential and will not knowingly be disclosed without Member's prior consent, except for law enforcement or postal operation purposes, in which Company shall cooperate fully. Law enforcement is further clarified to include all city, county, state or federal agencies or their representatives.

10. Hazardous and Prohibited Materials for Shipment. Company is required by law to know the contents of parcels we are shipping and to adhere to any and all safety regulations. These packages may have been legally shipped to Member, but that does not mean Company is licensed or permitted to ship/forward them to Member. Member acknowledges and agrees to accurately disclose to Company the contents of any packages, should Company inquire. In addition, Member agrees not to ship any ORM-D, hazardous, dangerous, or illegal goods of any kind, including but not limited to: tobacco, firearms, portions of firearms, flammable fluids, perfumes, alcohols, and solvents. Member is further restricted from shipping or receiving articles of unusual value (such as works of art, precious stones, stamps, unique items, gold or silver), money or negotiable instruments (such as cheques, bills of exchange, bonds, savings books, pre-paid credit cards, share certificates or other securities). Shipments containing batteries are restricted, and Member is required to know the limits of acceptable quantities and strengths. Lithium Ion Batteries (usually these are Laptop batteries) cannot exceed 10,000 mAh or 100 WattHours. No type of battery may be shipped via USPS to destinations outside the USA through Company's location.

11. Termination. Upon termination of services by Company, or failure to pay service fees in advance by Member, Company shall not make Member's mail available without payment theretofore. Member 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, Member, if Member wishes to have mail forwarded after that date, shall provide Company with a forwarding address and pay the required fees. In the event Member fails to do this, Company will accept the Member's mail (as required by USPS regulations) for 6 months and once accepted, safely destroy it per regulations.

12. Delivery; Risk of Loss. Once Company has placed Member's mail in the assigned lockbox, the mail shall be deemed to have been delivered, and Company shall not be responsible for loss, theft, or damage. Company 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 an undamaged condition. Delivery of mail forwarded shall be to Member's designated place of delivery and title to and all risk of loss of or damage to parcels shall at all times remain with Member until delivery to the designated address. Member shall pay all mail forwarding freight, shipping and insurance charges. Company shall arrange for delivery of the parcels to the address supplied by Member, using a reputable Carrier. Company assumes no liability for Carrier's transportation and delivery of a shipment to the receiver or to any other person appearing to have authority to accept delivery of the shipment on the receiver's behalf.

13. Certified, Registered, Insured, C.O.D. Mail/Customs: Per USPS regulations, Certified, Registered, Insured, or C.O.D. mail or parcels will be accepted by Company on behalf of Member. Full and advance payment of C.O.D. charges must be made available to Company prior to acceptance of C.O.D. packages. Fees are due and payable in advance and notice thereof will be placed in the Member's lockbox and/or email. No other notice will be required. Failure to pay such fees when they are due may result in disruption or cancellation of services. Company does not prorate fees for refund and does not provide refunds in the event of cancellation by Member. If Company is required to pay any taxes, duties or levies on behalf of Member, Company shall charge Member's credit card for same.

14. Address. Member shall only use the address designation "PMB" or "#" to designate Member's address at the Premises. NO OTHER DESIGNATION IS VALID. Specifically excluded is the use of words such as, suite, apt., dept., or other designators. The U.S. Postal Service may refuse to deliver any piece of mail that does not include PMB or # designation. Member is responsible for notifying correspondents of the above address. The address is to be used by Member is:

Applicant's Name or Business Name
68 Madison Street #
Worcester, MA 01608

15. Indemnification. Member shall defend, indemnify, and hold Company its officers, employees, and agents harmless from and against any and all liability, loss, expense, including attorneys' fees, or claims for injury or damages of any kind or nature, including but not limited to: (i) any personal or bodily injury or property damage arising out of in on any way related to any Company service, product, or the Premises; (ii) any claim that any parcel is damaged, destroyed, stolen, or missing (iii) any third party claims arising out of or in connection to this Agreement; and (iv) failure arising out of the performance of this Agreement.

16. Liability. Company is not liable for any damages to packages received and forwarded to another location. Member is responsible for all contents with respect to liability, legality and/or safety of Member's parcels. Company will only be liable for failure to act with reasonable care and skill and its liability shall be limited to proven damages not exceeding the value of Member's monthly or annual Membership fee as contained in Member's application. Company shall not be liable for any incidental or consequential damages. Company is expressly not liable for any acts of any Carrier, including, but not limited to, delays, damage, loss, theft, or failure to provide delivery as requested.

17. Interruption of Service. If Company is unable to perform services for reasons outside of its reasonable control, Company will not be in breach of this Agreement, and may take all steps reasonable to remedy the interruption, or may elect to discontinue services.

18. Discontinuation by Company. Company reserves the right, at any time, for any or no reason whatsoever, to discontinue Services. If discontinuation is without cause, Company may, but is not required to issue a refund to Member for any fees and expenses not already incurred by Company. If discontinuation is due to Member's breach, Company is not required, but may choose, to issue a refund.

19. Notices. Any notices given under this Agreement shall be given in writing and will be deemed to have been sufficiently given when delivered by hand or sent by overnight courier service or by Certified or Registered mail, postage and other charges prepaid, to the Parties at the addresses first above written in the Membership Application or as subsequently changed by notice duly given. The date of mailing or other transmission of any written notice will be deemed the date on which such notice is given.

20. Insurance. Member is required to provide and maintain appropriate insurance coverage for any parcels held by Company. If Member does not have sufficient insurance coverage as determined by Company, Company may bill Member's credit card per diem for insurance charges, calculated at Three and 00/100 Dollars (\$3.00) per One Hundred and 00/100 Dollars (\$100.00) of value of Member's parcels.

21. Capitalized Terms. Capitalized terms used herein without definition shall have the meanings assigned to them in the context of the sentence contained therein, and in this Agreement as a whole.

22. Assignment. Member shall not assign or otherwise transfer this Agreement or any interest or right hereunder to any third party without the prior written consent of Company. Company may assign this Agreement upon written notice to Member.

23. Choice of law. This Agreement shall be deemed to have been made and executed in New York, U.S. Any dispute shall be resolved in accordance with the laws of New York, without reference to its conflict of law principles. Member agrees to submit any dispute relating to this Agreement exclusively to the jurisdiction of the courts of Erie County, New York. Member will not raise in connection therewith any defenses based upon the venue, the inconvenience of the forum, the lack of personal jurisdiction, the sufficiency of service of process or the like in any such action or suit.

24. General Provisions. The provisions of this Agreement are independent of and separable from each other, and no provisions shall be affected or rendered invalid or unenforceable by virtue of the fact that for any reason any other or others of them may be invalid or unenforceable in whole or in part. Any modifications or amendments to this Agreement must be made in writing and signed by authorized signatories of Company and Member, limited to: CEO, President, and Senior Vice President. This Agreement may be executed in counterparts, and each of such counterparts shall be for all purposes deemed an original; provided that all such counterparts shall together constitute but one and the same Agreement. This Agreement, including the documents it references including the various Schedules attached hereto, the terms of each of which are incorporated into and made a part of this Agreement, contains the entire understanding between the Parties hereto with respect to the subject matter hereof, and supersedes all prior and contemporaneous agreements and understandings, inducements or conditions, express or implied, oral or written, except as herein contained. The express terms hereof control and supersede any course of performance and/or usage of the trade inconsistent with any of the terms hereof. [END.]

SCHEDULE B: CREDIT CARD AUTHORIZATION

Credit Card Information			
Card Type:	<input type="checkbox"/> MasterCard	<input type="checkbox"/> VISA	<input type="checkbox"/> Discover <input type="checkbox"/> AMEX
	<input type="checkbox"/> Other _____		
Cardholder Name (as shown on card): _____			
Card Number: _____			
Expiration Date (mm/yy): _____			
Cardholder ZIP Code (from credit card billing address): _____			

I, _____, authorize Ship It to charge the above credit card for any and all fees in relation to the Agreement attached hereto. I understand that this information will be saved for future transactions. I further understand that this authorization will remain in effect until cancelled by me, in writing. I acknowledge and agree that any fees charged are non-refundable.

Signature*: _____

Date: _____

*Must be over the age of 18. Must be signed by a duly authorized President if signing on behalf of a company.