



Applicant Name _____		
Permanent Street Address _____		
City _____	State _____	Zip _____
Tel. _____		
Email _____	PMB # _____	
ID#1 _____	ID#2 _____	SD Initials _____

### The Shipping Depot, LLC Mail Receiving Agreement

This agreement made (date) \_\_\_\_\_, by and between (applicant) \_\_\_\_\_, hereinafter referred to as “Applicant”, and The Shipping Depot, LLC, hereinafter referred to as “Mail Service”, shall be governed by the following terms to which each party agrees:

1. By completing this form and a **USPS Form 1583**, Applicant appoints Mail Service as agent for the receipt of mail for a period not to exceed that for which rent has been paid in advance. Applicant understands that this agreement is limited to the receipt of mail, and is not of landlord and tenant.
2. Upon placement of applicant’s mail in the assigned box the mail shall be deemed delivered, and Mail Service shall not be responsible for loss, theft, or damage. **Mail Service will not be accountable for mail, parcels, or other delivery items unless such items are tendered via signature required service.**
3. A box key will be provided Applicant, who may obtain their mail during normal business hours as posted by Mail Service. Should Applicant appoint another person or organization to pick up their mail, Mail Service shall consider possession of key as authority to collect mail. Individuals attempting to collect mail without the appropriate key may be denied mail. Mail Service will not maintain a list of persons authorized by Applicant to collect mail other than those who have completed a USPS Form 1583 and paid appropriate rent. Box key remains the property of Mail Service and may not be duplicated or modified by Applicant and must be returned upon termination of service.
4. Applicant agrees to comply with Mail Service rules and U.S. Postal Service regulations, as well as local, state, and federal law. Failure to do so may result in cancellation of agreement without notice or refund. Mail Service will fully cooperate with any federal, state, or local law enforcement agency or postal authority upon presentation of appropriate documentation or statement of authority and/or interest.
5. Mail will not be accepted for more than four (4) addressees per box without additional fees or rent. Each entity receiving mail must complete a USPS Form 1583 and provide required identification. ***Applicant’s mail must include either a PMB or number designation or mail may be delayed or additional sort fees charged.***
6. If Applicant consistently receives more mail than can be placed or held in their box, Mail Service reserves the right to upgrade Applicant to a larger box, or charge additional rents consistent with Applicant’s volume of mail. Other unusual services, such as but not limited to high volume of parcels, excess holding or storage of parcels, or habitual lack of key requiring Mail Service personnel to access box, may require additional fees.
7. All parcels delivered to Mail Service will be retrieved by Applicant within 24 hours of notification or additional charges may apply, and **no HAZARDOUS MATERIALS or PROHIBITED OR ILLEGAL SUBSTANCES** may be shipped to Applicant at this address. Applicant will notify Mail Service in advance of any expected **HIGH VALUE** shipments, and in no case will Mail Service’s liability for mail or parcels received exceed amounts paid for services. Postal regulations require that ***Certified Mail must be accepted by Mail Service on behalf of Applicant and will be deemed delivered by Sender.*** C.O.D. mail or parcels may be

accepted by Mail Service for Applicant when additional fee has been paid and deposit of C.O.D. due made prior to delivery, or such deliveries will be refused. **Mail Service does not accept Registered Mail.**

8. Applicant agrees to protect, indemnify, and hold harmless Mail Service from and against any and all claims, demands, and causes of action of any nature whatsoever relative to use of Mail Service facilities or service. Mail Service's liability for any alleged or actual disruption of service, negligence, error, or other Applicant loss shall be limited to not more than rental or service fees paid by Applicant. In no case shall Mail Service be liable for incidental or consequential damages.

9. All Mail Service rental fees are due in advance of renewal date and/or rental period. Notice thereof will be placed in Applicant's box 30 days prior to due date and no other notice will be given. *Set-up fees, if applicable, and pre-paid rent are non-refundable.* Non-payment of any rental or service fees due shall constitute default, and Applicant's service shall be terminated and box closed without notice fifteen days thereafter. If Applicant desires to reinstate service after default or termination, a new USPS 1583 must be completed and all fees, new and past due, including any interim rent since default or termination shall be paid in advance.

10. Mail Service or Applicant may terminate this agreement in writing at any time without cause or notice. After termination Applicant's box will be immediately closed and Mail Service shall not make Applicant's mail available without the payment of interim rent and/or applicable fees, and deliveries by private carrier will be refused. **Applicant understands that the USPS will not accept or comply with a Change of Address from a Commercial Mail Receiving Agency address, and that any mail forwarded by Mail Service during or after this agreement is required by USPS to bear new postage, and Applicant hereby agrees to pay for such postage and fees if incurred.** If Applicant desires mail forwarded after termination of service they shall make a deposit of funds with Mail Service to pay forwarding and postage fees.

Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_

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**Termination Agreement:** after termination Applicant's box will be immediately closed and Mail Service shall not make Applicant's mail available without the payment of interim rent and/or applicable fees, and Mail Service is not obligated to notify or otherwise advise Applicant regarding continued delivery of mail.

Applicant hereby instructs Mail Service as follows (**choose one**):

\_\_\_ **Re-post Applicant's mail to new address.** A deposit of \$72 is made at this time to pay fees and postage. Any remaining balance after six months will be refunded by check to Applicant's forwarding address.

\_\_\_ **Do Not Re-post Applicant's Mail.** Applicant will advise all correspondents of new address, and hereby requests Mail Service to dispose of any post-termination mail.

Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_

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Mail must be addressed with either a **PMB** number or “#” designation as below, *any other term is prohibited by USPS. Mail received without a PMB number may be delayed, returned to sender, or incur additional fees.* Applicant is responsible for notifying all correspondents of correct address in either format below:

Applicant's Name  
2120 S. Reserve St., # \_\_\_\_\_  
Missoula, MT 59801-6451

Applicant's Name  
2120 S. Reserve St. PMB \_\_\_\_\_  
Missoula, MT 59801-6451