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## New Box Holder Application

Names/  
Company:

last first Box#: \_\_\_\_\_

last first

company

Current Physical  
Address:

po box or street address

city state zip code

Phone #: \_\_\_\_\_ Email: \_\_\_\_\_

Please read the following before signing below:

- Ballard Mailbox & Shipping Center (BM&SC) is not a PO Box, instead, we are a privately owned, independent company that is not in anyway affiliated or contracted with the United States Postal Service. However, BM&SC is recognized, authorized by, and will work with the United States Postmaster as a licensed mail service agent, while meeting all postal regulations and requirements. We are also an authorized shipping agent and drop-off location for both UPS and FedEx.
- All information gathered by BM&SC regarding your account, will be treated as strictly confidential and will be disclosed only for law enforcement purposes or upon request by postal inspector.
- Mailbox rental/renewal fees are due upon opening and payable in advance. Upon opening a mailbox a minimum of a 3 month contract is required. After 3 months, subscriber may choose to renew said mailbox in 1,3, or 6 month to 1 year increments. A one time \$15.00 set-up fee will be included with opening of 24-hour access mailbox or a \$5.00 set-up fee for all general delivery mailboxes. A renewal notice will be placed in said mailbox 15 to 30 days prior to renewal date. If payment is not received by time of renewal, a \$5 late fee will be assessed and a past due notice will be generated and placed in the delinquent private mailbox. If payment is up to 2 months late, said mailbox will be taped off and all mail will be held for no longer than 6 months, or until all charges and late fees have been satisfied. If no payment is received said mailbox will be closed and box holder will be sent to collections for the remaining owed balance. BM&SC reserves the right to refuse service to any and everyone, for any and all reasons.
- No more than two names and one company name may be designated to each mailbox without additional charges. Sufficient identification must be supplied for any and all recipients of mail for said mailbox. Mail for recipients that have not provided proper identification will be returned to sender, if possible. BM&SC is not responsible for mail that is not properly addressed--to ensure better service always use your PMB # (Personal Mailbox).
- If you would like to close your mailbox, please provide 7 days notice prior to your renewal date to avoid charges for an additional month. Upon closure BM&SC offers all of our customers 6 months of complimentary forwarding service. Please be advised that First Class mail is the only type of mail that is eligible for this service, as determined by the United States Postal Service. All magazines, presorted standard, or non-profit mailings are NOT eligible for this forwarding service and will be recycled. During the 6-month forwarding period please do your best to update your address with anyone you receive mail from in order to lessen the amount of waste and also to ensure you are receiving everything you would like.
- Subscriber agrees during the rental term of this agreement to use the rented mailbox for only lawful purposes and in conformity with all applicable federal, state, and local laws.
- Subscriber agrees to protect, indemnify and hold harmless Ballard Mailbox & Shipping Center from and against any and all claims arising from the use of said mailbox, including failure of the United States Postal Service to deliver on time any mail or parcels. BM&SC will, upon receipt of mail, place it in said mailbox and will take all reasonable steps to provide security, but will no be responsible for damage to, or loss of, mail or parcels.
- Subscriber acknowledges receipt of this information.

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