

# MAILBOX SERVICE AGREEMENT



Mailbox Suite / Box # \_\_\_\_\_

This Mailbox Service Agreement is entered into between the parties herein identified as the customer and Mailboxes 24 7<sup>®</sup> below. The customer has entered into this agreement for the purpose of utilizing the private suite address printed below for receiving mail and parcel deliveries from Canada Post and private courier companies such as UPS, DHL or FedEx. The customer understands that Mailboxes 24-7's facilities may not be used for any illegal or illegitimate purposes prohibited by the Canada Post Corporation Act or the regulations thereunder. The customer agrees that Mailboxes 24-7, acting as agent for the receipt of mail and parcels only, is authorized to sign for all shipments addressed to the customer or any joint holder included in this agreement. The customer acknowledges that Mailboxes 24-7 may not accept any mail or parcel deliveries on behalf of addressees not specifically listed in this agreement. Additional names may be added to this agreement at any time following the date of execution. The customer acknowledges that delivery of items to names not previously provided to Mailboxes 24-7 in this agreement may be returned to sender and listed as "unknown at this address".

The customer further acknowledges that its use of the mailbox assigned under this agreement shall be in conformity with all applicable Federal, Provincial and local laws. Mailboxes 24-7 agrees that all information provided by the customer is strictly confidential and may not be disclosed, except when legally compelled or required. Mailboxes 24-7 will upon receipt of valid identification and a written order or other authorization (where required) provide a copy of this agreement to law enforcement or government officials. Mailboxes 24-7 must also comply with any court orders requiring information or access to mail or parcels being held on behalf of the customer.

Possession of a mailbox key is considered by Mailboxes 24-7 to be valid evidence that the possessor is duly authorized to remove any contents from any mailbox rented under this agreement. The customer acknowledges that for security purposes, Mailboxes 24-7 may require identification in cases where the customer has requested access to the contents of their mailbox without their mailbox key.

Mailbox service fees are due and payable at least quarterly in advance. There will be no prorations or refunds for cancellation of any service. Accounts are delinquent after the due date and mail will be held pending payment. A late fee of \$10.00 will be charged if payment is not received within five (5) days of the due date. Services may be terminated at the option of Mailboxes 24-7 thirty (30) days after the due date. If necessary arrangements are not made for the forwarding of mail when the relationship has expired, is cancelled or is terminated, the customer's mail will be returned to sender. Upon voluntary termination of service, Mailboxes 24-7 will forward the customer's mail for thirty (30) days, provided the customer pays the postage, packing materials and service fees in advance. A deposit is required for this service. Thereafter, if the customer requires forwarding of mail, additional fees will be required and charged for this service. The customer acknowledges that Canada Post regulations prohibit the execution of a change of address order to facilitate the forwarding of mail from commercial mail receiving agencies such as Mailboxes 24-7. It is, therefore, the responsibility of the customer to advise people sending mail and parcels of a new address in the event the customer cancels this agreement at a future date.

The customer further agrees that Mailboxes 24-7 may terminate or cancel this agreement for cause at any time by providing seven (7) days written notice. "Cause" shall include, but shall not be limited to: 1) abandonment; 2) use for criminal, illegal or illegitimate activity; 3) failure to pay monies owed Mailboxes 24-7; and 4) use of mailbox inconsistent with this agreement, including receipt of unreasonable volume of mail. Renewal of this agreement for additional terms shall be at Mailboxes 24-7's sole discretion.

Cash on delivery (C.O.D.) items will be accepted only if prior arrangements have been made and payment in advance is left with Mailboxes 24-7. The customer further agrees to protect, indemnify and save harmless Mailboxes 24-7 from and against any and all claims, demands and causes of personal injury or property damage arising from such use or possession; for failure of Canada Post to deliver on time or otherwise any items including mail and parcels, for damage to or loss of mailbox contents by any cause whatsoever and for any violation by the customer of applicable Federal, Provincial or local laws.

The customer herein agrees that the total liability of Mailboxes 24-7 for any and all claims is limited to \$50.00 regardless of the nature of the claim.  
(Customer's initials: \_\_\_\_\_)

Your address for postal and courier deliveries is: Your Name, 3020 Douglas Street, Suite / Box # \_\_\_\_\_, Victoria, B.C., V8T 4N4.

Individuals or businesses herein referred to as joint holders may receive mail and parcels under the terms of this agreement in addition to the customer. Each joint holder must be listed in the space provided below. In the event the joint holder is not a family member of the customer, sharing the same family surname, the joint holder must complete a separate mailbox service agreement and pre-sent identification. All mail or parcels received for individuals or businesses not listed under the terms of this agreement will be refused for delivery and returned to sender.

1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_

I hereby agree to the terms and conditions set forth in this agreement.

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

The customer: \_\_\_\_\_ (Please print)

Two forms of identification are required, one of which must be a photo I.D. A photocopy of the two forms of identification will be made by Mailboxes 24-7 and attached to this form. Acceptable forms of identification include a valid driver's licence or passport with photo I.D. and a major credit card or a bank client card.

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## FOR MAILBOXES 24-7'S USE ONLY

Customer's daytime telephone number: \_\_\_\_\_ E-mail: \_\_\_\_\_

Customer's current physical address: \_\_\_\_\_

Mailbox Suite number: \_\_\_\_\_ Contract term: 3 months / 6 months / 1 year Renewal Date: \_\_\_\_\_

Personal: \_\_\_\_\_ Business: \_\_\_\_\_ Corporate: \_\_\_\_\_

Rental fee: \$ \_\_\_\_\_ Lock fee (box) \$5.00: \_\_\_\_\_ Additional key (\$5.00/ea): \_\_\_\_\_

Mailboxes 24-7 associate: \_\_\_\_\_

