

The Business Center of Marshfield

3 Webster Square
Marshfield, MA 02050
781-837-8611
Fax: 781-837-8242

hello@marshfieldbusinesscenter.com
www.marshfieldbusinesscenter.com

Box # ___ Size ___ Months ___ \$ ___
Mailbox Set Up Fee \$ ___
24hr. Access fee \$ ___
\$ ___
Total \$ ___

Application for Mail Box Rental

This Agreement made by and between _____ hereinafter referred as "Applicant", and The Business Center of Marshfield, hereinafter referred as to "Agent", shall be governed by these terms to which each party agrees:

1. By completing this form and USPS form 1583, a copy of which will be made to the USPS, applicant appoints Agent for the receipt for a period not to exceed that for which rent has been paid in advance. Applicant agrees to use service in accordance with Agent's rules and in compliance with all USPS regulations, as well as local, state and federal statues and regulations. Failure to do so will result in cancellation of services without notice, refund or mail forwarding.

2. Applicant shall have the right to terminate this agreement at any time; however, it is understood that all rents once paid, are not refundable. A key deposit shall be collected from Applicant by Agent, said deposit shall be refunded upon applicants termination and return of said key on or before rent due date. Mailbox key shall not be duplicated by the applicant, and a fee shall be charged if original loaned key is not returned.

3. Applicant authorizes the Agent to receive mail and parcel by any carrier, including special service deliveries that require signature. Once Agent has placed Applicant's mail in the assigned mail box, the mail shall be deemed to have been delivered; Agent shall not be responsible for loss, theft or damage. Agent is not engaged in the delivery of mail and cannot be responsible for failure of the USPS, FedEx, UPS or any other carrier to deliver or to deliver it in timely fashion or undamaged condition. Should Applicant appoint another person or organization, Agent shall assume that possession of a key is evidence of authority to collect mail or parcels. Applicant shall use the premises for the purposes of receiving mail and other communications through Agent ONLY. Applicant will pick up mail at least twice each month or make other suitable arrangements, mail pick up during the business hours posted by Agent.

4. Mail will not be accepted for more than three (3) persons or organizations in a single mailbox and each must complete a USPS Form 1583 and provide photo identification. Additional monthly fee shall apply for extra person or organization names. Person or organization names may be changed on quarterly billing cycle. If Applicant consistently receives substantially more mail or parcels than can be placed in a single mailbox, Agent shall reserve the right to require Applicant to rent a larger size box or one or more. Charges for service are based upon average daily volume and activity. High volume of mail and parcels may require assessment of additional fees, further agrees parcels delivered to this address for Applicant will be retrieved within 24 hours after delivery or subject to storage fee and that no hazardous or dangerous material will be delivered.

5. Information provided by Applicant will be kept confidential and will not knowingly be disclosed without Applicant's prior consent, except for law enforcement purposes, in which case Agent intend to cooperate fully. Law enforcement is further clarified to include all city, county, state or federal agencies or their representatives. Should Agent commit or fail to commit any act which results in disruption of service and Applicant thereby suffers a loss, Agent's liability shall be limited to not more than rental fees paid by Applicant for service not received. Agent shall not be liable for incidental or consequential damages.

6. Agent's service fees are due and payable in advance and notice therefore will be placed no later than ten (10) days before due date. Failure to pay such fees when due may result in disruption or cancellation of service, a late fee of \$5.00 will be added after the fifth day. Agent has the right to withhold Applicant's mail if said rent becomes past due and the right to terminate agreement.

7. Applicant shall use the designation "PMB" or "#" to designate their address. NO OTHER DESIGNATION IS VALID. USPS may refuse to deliver any piece of mail that does not include the right designation. Applicant is responsible for notifying correspondents of below address.

Applicant's Name or Business
Name PMB ___ or # ___
3 Webster Square
Marshfield, MA 02050

8. Upon termination of service by Agent or failure to pay rent in advance by Applicant, Agent shall not make Applicant's mail available. Applicant understand, upon termination USPS will not forward or accept Change of Address. If such service is requested by Applicant, Applicant shall provide forwarding address and pay for required fee. In the event Applicant fails to do so, Agent shall refuse any further mail and prior received mail shall be handled by accordance with USPS DMM DO42.2.6 regulations.

Agent, The Business Center of Marshfield

Date

Applicant

Date

Termination Addendum

At termination of service, I hereby instruct Agent the following:

_____(initial) Forward my mail to new address. In consideration thereof, I place \$ _____ for services requested.

_____(initial) Handle such mail in accordance with USPS DMM DO42.2.6 regulations.

Application for Delivery of Mail Through Agent

See Privacy Act Statement on Reverse

1. Date

In consideration of delivery of my or our (firm) mail to the agent named below, the addressee and agent agree: (1) the addressee or the agent must not file a change of address order with the Postal Service™ upon termination of the agency relationship; (2) the transfer of mail to another address is the responsibility of the addressee and the agent; (3) all mail delivered to the agency under this authorization must be prepaid with new postage when redeposited in the mails; (4) upon request the agent must provide to the Postal Service all addresses to which the agency transfers mail; and (5) when any information required on this form changes or becomes obsolete, the addressee(s) must file a revised application with the Commercial Mail Receiving Agency (CMRA).

NOTE: The applicant must execute this form in duplicate in the presence of the agent, his or her authorized employee, or a notary public. The agent provides the original completed signed PS Form 1583 to the Postal Service and retains a duplicate completed signed copy at the CMRA business location. The CMRA copy of PS Form PS 1583 must at all times be available for examination by the postmaster (or designee) and the Postal Inspection Service. The addressee and the agent agree to comply with all applicable Postal Service rules and regulations relative to delivery of mail through an agent. Failure to comply will subject the agency to withholding of mail from delivery until corrective action is taken.

This application may be subject to verification procedures by the Postal Service to confirm that the applicant resides or conducts business at the home or business address listed in boxes 7 or 10, and that the identification listed in box 8 is valid.

2. Name in Which Applicant's Mail Will Be Received for Delivery to Agent. (Complete a separate PS Form 1583 for EACH applicant. Spouses may complete and sign one PS Form 1583. Two items of valid identification apply to each spouse. Include dissimilar information for either spouse in appropriate box.)		3a. Address to be Used for Delivery (Include PMB or # sign.) <p style="text-align: center; font-size: 1.2em;">3 Webster Square</p>		
		3b. City <p style="text-align: center; font-size: 1.2em;">Marshfield</p>	3c. State <p style="text-align: center; font-size: 1.2em;">MA</p>	3d. ZIP + 4® <p style="text-align: center; font-size: 1.2em;">02050</p>
4. Applicant authorizes delivery to and in care of: a. Name The Business Center of Marshfield b. Address (No., street, apt./ste. no.) 3 Webster Square c. City Marshfield		d. State <p style="text-align: center; font-size: 1.2em;">MA</p>	e. ZIP + 4 <p style="text-align: center; font-size: 1.2em;">02050</p>	
6. Name of Applicant		5. This authorization is extended to include restricted delivery mail for the undersigned(s): 7a. Applicant Home Address (No., street, apt./ste. no) 7b. City 7c. State 7d. ZIP + 4 7e. Applicant Telephone Number (Include area code) 9. Name of Firm or Corporation 10a. Business Address (No., street, apt./ste. no) 10b. City 10c. State 10d. ZIP + 4 10e. Business Telephone Number (Include area code) 11. Type of Business		
8. Two types of identification are required. One must contain a photograph of the addressee(s). Social Security cards, credit cards, and birth certificates are unacceptable as identification. The agent must write in identifying information. Subject to verification. a. b.		12. If applicant is a firm, name each member whose mail is to be delivered. (All names listed must have verifiable identification. A guardian must list the names of minors receiving mail at their delivery address.) 13. If a CORPORATION, Give Names and Addresses of Its Officers		
15. Signature of Agent/Notary Public		14. If business name (corporation or trade name) has been registered, give name of county and state, and date of registration. 16. Signature of Applicant (If firm or corporation, application must be signed by officer. Show title.)		

Warning: The furnishing of false or misleading information on this form or omission of material information may result in criminal sanctions (including fines and imprisonment) and/or civil sanctions (including multiple damages and civil penalties).

Privacy Act Statement: Your information will be used to authorize the delivery of your mail to the designated addressee as your agent. Collection is authorized by 39 USC 401, 403, and 404. Providing the information is voluntary, but if not provided, we cannot provide this service to you. We do not disclose your information without your consent to third parties, except for the following limited circumstances: to a congressional office on your behalf; to financial entities regarding financial transaction issues; to a USPS® auditor; to entities, including law enforcement, as required by law or in legal proceedings; to contractors and other entities aiding us to fulfill the service; and for the purpose of identifying an address as an address of an agent who receives mail on behalf of other persons. Information concerning an individual who has filed an appropriate protective court order with the postmaster will not be disclosed except pursuant to court order. For more information on our privacy policies, see our privacy link on usps.com®.
