

**POST BOXES ETC LIMITED**  
**VILLAGE ROAD SHOPPING CENTRE**  
**P.O. BOX AP-59217**  
**TELEPHONE: 394-POST (7678)**  
**FAX: 394-1576**  
**NASSAU, BAHAMAS**

## **CONTRACT AGREEMENT**

(One Name/Person Per Contract)

**CUSTOMER NAME:** \_\_\_\_\_

**STREET ADDRESS:** \_\_\_\_\_

**P.O. BOX:** \_\_\_\_\_

**PHONE-HOME:** \_\_\_\_\_ **PHONE WORK** \_\_\_\_\_

**CELL PHONE:** \_\_\_\_\_ **FAX PHONE** \_\_\_\_\_

**EMPLOYERS** \_\_\_\_\_

**SECOND NAME ON BOX:** \_\_\_\_\_

**EMAIL ADDRESS (PRIMARY)** \_\_\_\_\_

**EMAIL ADDRESS (SECONDARY)** \_\_\_\_\_

**POST BOXES ETC NUMBER** \_\_\_\_\_

**SERVICES REQUIRED LOCAL MAIL BOX ONLY** \_\_\_\_\_

**U.S. MAIL ADDRESS ONLY** \_\_\_\_\_

**LOCAL & U.S. ADDRESS** \_\_\_\_\_

## **PBE TERMS OF AGREEMENT**

1. This Post Boxes Service Agreement (“Agreement”) is made and entered in to the customer identified above (“Customer”) for the use of and service related to a mailbox (“the Post Boxes”) at Post Boxes Etc. Center identified above under terms set forth herein.
2. Customer agrees that he/she will not use the Post Boxes Etc. Services for any unlawful, illegitimate or fraudulent purposes or for any purpose prohibited by Bahamian or U.S. Postal regulation. Customer further agrees that any use of the Post Box shall be in conformity with all applicable Bahamian or U.S. laws.
3. For U.S. mail services each individual or entity must complete a separate U.S. Postal Services Form 1583 to be authorized to received mail or packages at Post Boxes Etc. U.S. address.
4. This agreement and Form 1583 shall remain confidential, except that this agreement and Form 1583 may be disclosed upon request of any law enforcement or other government agency, or when legally mandated. Additionally, customer acknowledges that pursuant to postal regulations the information required to complete Form 1583 may be made available by the U.S. Postal Service to the public if yes in block five (5) of Form 1583 and any required acknowledgment form relating to service of process. Customer further agrees to sign an updated version of this Agreement and Form 1583 upon request.
5. Possession of the Post Box key shall be considered valid evidence that the possessor is duly authorized to remove any contents from the Post Box. In the event of death or incapacity of customer, Post Boxes Etc. will require the appropriate documents from the Probate Court, the executor of the estate, the trustee or other similar person or entity before releasing mail or packages to requesting party.
6. Customer agrees to pay each of the following fees for each of the services indicated hereunder:
  - a. Local Post Box annual fee due and payable in advance fifty dollars (\$50.00). There will be no probation or refunds for cancellation of services.
  - b. Refund security key deposit ten dollars (\$10.00).
  - c. In the event the lock needs to be changed at the request or fault of customer; customer agrees to pay a fee of ten dollars (\$10.00)
  - d. For U.S. Mail services an annual subscription of one hundred and ninety dollars (\$190.00) per year for two names. We can include up to three (3) additional names for ninety-five dollars (\$95.00) each name. The freight rate is one dollars and twenty cents (\$1.20) per actual pound or per dimensional pound which ever is greater. The dimensional weight is calculated by using the formula (L x W x H) divided by one hundred and

sixty six (166) multiply (\*) by one dollar and twenty cents (\$1.20). This fee includes one (1) free pound of mail (letters / envelopes) once a week. Customer agrees that Post Boxes Etc. may hold mail and packages pending payment.

- e. There will be a thirty-five dollars (\$35.00) handling charge for any shipment not in the name of customers of Post Boxes Etc.
  - f. There will be a five dollars (\$5.00) handling charge for any shipments arriving at the warehouse in Fort Lauderdale without an invoice. Invoices will not be accepted in advance at any Post Boxes Etc. locations.
  - g. Post Boxes Etc. is not liable for any mail and/or packages not shipped in a Post Boxes Etc. customer's name.
  - h. Only Post Boxes Etc. customers and other persons with written authorization can collect packages or mail.
7. Prices are subject to change with a thirty (30) day notice.
8. Upon expiration, cancellation or termination of this agreement Post Boxes Etc. will:
- a) Re-mail (i.e. forward) customer mail for three (3) months, provided customer pays the postage, packaging material and forwarding fees in advance. Additionally, a customer must pay a monthly storage fee of twenty dollars (\$20.00) per month in advance for the time period that mail is to be forwarded. It is a customer's responsibility to make arrangements with Post Boxes Etc. to identify any mail forwarding needs prior to the expiration, cancellation or termination of this Agreement.
  - b) Retain customer's mail for a period of thirty (30) days from the date of delivery of three (3) months after the expiration, cancellation or termination of this Agreement; whichever comes first. If a customer leaves no forwarding fees or forwarding address after such time, three (3) months, any mail or packages may be discarded or destroyed. In order to pick up any mail or packages during the three (3) months period a customer must pay a storage fee of twenty dollars (\$20.00) per month for the time period in which Post Boxes Etc. holds the mail or package (s), plus a service fee of five dollars (\$5.00) for each time a customer visits our office to pick up such items.
  - c) Refuse any package addressed to customer delivered by any party other than the Bahamian or U.S. Postal Services, such as a commercial courier service.
9. Three (3) months after the expiration, cancellation or termination of this agreement, Post Boxes etc. may:
- a. Refuse any mail or package addressed to customer and delivered to Post Boxes Etc.
  - b. Discard or destroy customer's mail or packages delivered to Post Boxes Etc.

10. Customer must accept and sign for all packages upon the request of Post Boxes Etc. Package not picked up within five (5) days business days of notification will be subject to a storage fee of \$1.00 per day per package, which must be paid before customer receives the package. In the event a customer refuses to accept any mail or package, Post Boxes Etc. may return the mail or package to the sender and customer will be responsible for any postage or other fees associated with such return.
11. Customers agrees that Post Boxes Etc. may terminate or cancel this Agreement for good cause at any time by providing the customer is given thirty (30) days written notice. Good cause shall include but is not limited to: 1) customer abandons the mail box: 2) customer uses the mailbox unlawfully, illegitimate, or fraudulent purposes: 3) customer fails to pay money owed to Post Boxes Etc. when due: 4) customer receives an unreasonable volume of mail or packages: 5) customer engaged in offensive, abusive or disruptive behavior toward other customers or employees of Post Boxes Etc. and: 6) customer violates any provision of this Agreement. Customer acknowledges that, for the purpose of determining good cause for termination of this agreement as provided herein, the actions of any person authorized by customer to use the Post Box will be attributed to customer.
12. Any written notice to a customer require to permit under this Agreement shall be deemed deliverable 48 hours after placement of such notice in customer's mailbox or at the time personally delivered to customer.
13. As customer's authorized agent for receipt of mail, Post Boxes Etc. will accept all mail including registered insured and certified items. Unless prior arrangements are made, Post Boxes Etc. will be obligated to accept mail, or packages delivered by commercial courier services which requires a signature from Post Boxes Etc. as a condition of delivery.
14. Customer agrees to protect, indemnify, defend, and hold harmless Post Boxes Etc. and their officers, directors, agent and employees from and against any and all losses, damage, expenses, claim, demands, liabilities, judgments, settlement accounts, cost of possession, from failure of the U.S, and Bahamian Postal Service or any commercial courier service to deliver on time or otherwise deliver any items (mail, packages, etc.) from damage to or loss of any package or mail, or to the Post Box content by any cause whatsoever; and from violation by customer of applicable laws.
15. Post Boxes Etc. provides mandatory automatic insurance on goods valued over \$100.00 at a cost of 1% of the total value of the invoice. This will ensure full coverage should the merchandise be lost, or damaged.
16. Customer must use the exact mailing address for the Post Box without modifications as set forth in section three (3) of Form 1583. Mail received by

customer must bear a delivery address that contains the elements given. The Postal Service will return mail without a proper address to the sender endorsee “undeliverable as addresses”.

17. Delivery by commercial courier service must be made to Post Boxes Etc. and not to a P.O. box. In such the “slot” designation must also be used.

Local Mail Only

1. Intended addressee name or other identification. Example: John Doe or ABC Co.
2. “SLOT” and Number; example Slot 253
3. P.O. Box AP-59223
4. Nassau, Bahamas

Example (Local Address):

Your Local Address

John Doe  
Slot # 253  
P.O. Box AP-59217  
Nassau, Bahamas

\_\_\_\_\_  
Slot #  
P.O. Box AP-59217  
Nassau, Bahamas

U.S. Mail (only for customers who have signed up for this service)

1. Intended addressee name or other identification. Example: John Doe or ABC Company
2. 1811 NW 51<sup>st</sup>.
3. Apartment and Number; Example Apt 5555
4. Hanger 42-D
5. Fort Lauderdale, FL 33309
6. Telephone (954) 958-9970
7. Fax (954) 958 – 9071

Example (U.S. Address)

Your U.S. Address

John Doe  
1811 NW 51<sup>st</sup> Street  
Apt 5555  
Hanger 42-D  
Fort Lauderdale  
Florida 33309  
954-958-9970

\_\_\_\_\_  
1811 NW 51<sup>st</sup> Street  
PMB # \_\_\_\_\_  
Hanger 42-D  
Fort Lauderdale  
Florida 33309  
954-958-9970

Removal of a person's name from the Post Boxes Etc. Contract must be in writing by the person whose name is to be removed. All persons on a Post Boxes Etc. contract are considered equal owners.

\_\_\_\_\_  
Customer Initials

Customer Signature \_\_\_\_\_ Date \_\_\_\_\_ dd \_\_\_\_\_ mm \_\_\_\_\_ yy

Authorized Post Boxes Etc. Representative

Signature \_\_\_\_\_ Date \_\_\_\_\_ dd \_\_\_\_\_ mm \_\_\_\_\_ yy

Upon signature of this Agreement, at a Post Boxes Etc. office location, customer must provide a Passport, Voter's Card or Driver's License as identification and allow Post Boxes Etc. to make a copy of same. The Agreement may not be amended or modified, except in writing signed by both parties.

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