

DATE: \_\_\_\_\_

TO: \_\_\_\_\_  
PRIMARY BOXHOLDER'S NAME PRINTED

Mailbox # \_\_\_\_\_

FROM: MAIL AND MORE ON HOLLYWOOD

RE: DROP-OFF PRIVILEGES & RELEASE OF LIABILITY

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By signing below, you hereby authorize Mail and More on Hollywood, it's directors, officers, owners, employees, and agents to accept and receive all mail and packages addressed to you, including without limitation, your name, company name(s), and all names as registered on your USPS Form 1583, to be delivered or dropped off by any individual or organization, including but not limited to, any of the following:

Private Individual • Non-Certified/Non-Licensed Courier or Messenger Service

You also agree to indemnify and hold Rycat Corp., Mail and More on Hollywood, it's directors, officers, owners, employees, and agents free and harmless from any and all claims, liabilities, demands or causes of action arising out of or in connection with this authorization, including without limitation, any demands, claims and causes of action for personal injury or property damage arising from such authorization. You also acknowledge that you have read page 2 to this Drop-Off Privileges & Release of Liability.

**A minimum fee\* of \$3.50 (\$4.50 if paying by credit card) applies for each drop off of envelopes.**  
**A minimum fee\* of \$5.00 (\$6.00 if paying by credit card) applies for each drop off of parcels.**  
**A DEPOSIT IN ADVANCE IS REQUIRED.**

\* Prices are subject to change without prior notice. Please see our Schedule of Fees for the latest prices.

\_\_\_\_\_  
Mail and More on Hollywood

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of PRIMARY Boxholder

\_\_\_\_\_  
Mailbox #

\_\_\_\_\_  
Date

## **RELEASE INFORMATION**

Mail and More on Hollywood (“MMH”) is a commercial mail receiving agency regulated by the United States Postal Service. Per MMH’s Mailbox Service Agreement, MMH does not disclose mailbox holder names or private mailbox (“PMB”) numbers to individuals making personal deliveries and/or inquiries. Personal deliveries and the accompanying inquiries about mailbox holders jeopardize the privacy and confidentiality of our mailbox holder’s information. This includes private investigators as well as anyone else who have no legal standing to access mailbox holder information.

The U.S. Postal Service, U.S. Postal Inspector, law enforcement and/or governmental agencies may, upon request, receive mailbox holder information. Additionally, process servers serving court papers or subpoenas are the only entities that may personally drop off documents to your private mailbox.

Notwithstanding the foregoing, by signing this Drop-Off Privileges & Release, you hereby relieve MMH’s responsibility from protecting your privacy. By signing this Drop-Off Privileges & Release, you hereby authorize MMH to receive and accept personal deliveries of all documents and/or parcels addressed to you or to any registered entities delivered by any individual and/or entity. Personal deliveries will now be accepted without hesitation or consideration to maintaining the confidentiality of your registered name(s) and mailbox number(s).

This Drop-Off Privileges & Release must be signed and provided to MMH before a personal delivery is accepted by MMH. By signing this Drop-Off Privileges & Release, you hereby indemnify and hold free and harmless Rycat Corp, MMH, its directors, officers, owners, employees and agents from any and all claims, liabilities, demands and causes of action arising out of or in connection with this Drop-Off Privileges & Release.

A MINIMUM fee\* of \$3.50 for each delivery of envelopes applies. A MINIMUM fee\* of \$5.00 for each delivery of parcels applies. You must leave a deposit in advance to cover for each such delivery. MMH’s standard storage charges for parcels apply if not picked up promptly.

\* Prices are subject to change without prior notice. Please see our Schedule of Fees for the latest prices.