



- (equivalent to twice the then monthly Mailbox service fee) in advance, plus a mail forwarding and/or mail pick up deposit. (See current Schedule of Fees)
- Refuse any package addressed to Customer delivered by any party other than the USPS, such as a licensed commercial courier service.
13. Six (6) months after the expiration, cancellation or termination of this Agreement, the Center may:
    - Refuse any mail or package addressed to Customer and delivered to the Center.
    - Discard or destroy any of Customer's mail or package delivered to or remaining at the Center at such time.
  14. Customer agrees that the Center may terminate or cancel this Agreement for good cause at any time by providing Customer either a thirty (30) or three (3) day written notice. Good cause shall include but is not limited to: 1) Customer abandons the Mailbox; 2) Customer uses the Mailbox for unlawful, illegitimate or fraudulent purposes; 3) Customer fails to pay monies owed the Center when due; 4) Customer receives an unreasonable volume of mail or packages; 5) Customer engages in offensive, abusive or disruptive behavior toward other customers of the Center or the Center's employees; 6) Customer loiters, sleeps, eats, drinks, or conducts transactions unrelated to the Center's business in our lobby during or outside of normal business hours; and 7) 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 Mailbox will be attributed to Customer.
  15. Any written notice to Customer required or permitted under this Agreement shall be deemed delivered twenty-four (24) hours after placement of such notice in Customer's Mailbox or at the time personally delivered to Customer. In the event of a termination notice based upon abandonment of the Mailbox, notice shall be deemed delivered (a) on the next day after placing in the hands of a commercial courier service or the USPS for next day delivery, or (b) five (5) days after placement in the U.S. Mail by Certified Mail, Return Receipt Requested, postage prepaid and addressed to Customer at Customer's address as set forth in Form 1583, or on the date of actual receipt, whichever is earlier.
  16. As Customer's authorized agent for receipt of mail, the Center will accept all USPS mail, including registered, insured and certified items. As for all other types of deliveries, the Center shall only be obligated to accept mail, or packages delivered by licensed commercial courier services that require a signature from the Center as a condition of delivery. Unless prior arrangements have been made, the Center will not accept delivery from a private individual. Customer must accept and sign for all mail and packages upon the request of the Center.
  17. Customer shall use the mailing address for the Mailbox without modification as set forth in Section three (3) of Form 1583. The "PMB" or "#" must be used. Specifically excluded are the uses of "Suite," "Apt.," "Dept.," or other such designations. The USPS may refuse to deliver any mail that does not include the PMB or # sign designation and may return improperly addressed mail to the sender endorsed "Undeliverable as Addressed."
  18. "SMALL PERSONAL" Boxes may include one person's name. "SMALL BUSINESS" Boxes may include one business name. Thereafter, there is an additional charge per name. A limit of 3 names applies for a Small box. "MEDIUM" and "LARGE" BOXES may have up to two (2) names (business or individual). Thereafter, there is an additional charge per name. A limit of 5 names applies for Medium and Large boxes. Please refer to the Center's current Schedule of Fees for additional charges. Minors must be registered by their parents and additional charge may apply.
  19. MAILBOX KEYS/ENTRY CODE: There is a non-refundable charge for duplication of Customer's mailbox key and a non-refundable charge for each personalized front door access code. Upon cancellation of Mailbox service, Customer agrees to return the mailbox key on or before the term's expiration date or pay a lost key fee. (See current Schedule of Fees)
  20. SECURITY DEPOSIT: The security deposit will automatically be applied to the 30 days the Center retains Customer's mail following the expiration of term. See Section 6 & 7. The security deposit may be refunded when the following conditions are met. On or before the expiration of the current term, Customer must return all keys, pay all sums owed to the Center, and either complete & submit the Center's Mailbox Closing Form, or notify the Center in writing to return to sender, discard or destroy all of Customer's mail delivered to the Center following the end of the term. The Center will not retain Customer's mail for any duration following the end of the term if Customer elects this option.
  21. MAIL RETRIEVAL FEE: Customer is responsible for bringing the Mailbox key to retrieve the contents from the Mailbox. Center reserves the right to charge a fee each time Customer requests the Center to retrieve the contents of Customer's Mailbox. In the event the Mailbox lock is changed at Customer's request, Customer agrees to pay a fee for this service. (See current Schedule of Fees)
  22. Customer agrees to protect, indemnify, defend and hold harmless the Center and their respective affiliates, parent corporation, franchisees, officers, directors, agents and employees from and against any and all losses, damages, expenses, claims, demands, liabilities, judgments, settlement amounts, costs and causes of action of every type and character arising out of or in connection with the use or possession of the Mailbox, including without limitation, any demands, claims and causes of action for personal injury or property damage arising from such use or possession, from failure of the USPS or any commercial courier service to deliver on time or otherwise fail to deliver any items (mail, packages, etc.), from damage to or loss of any package or mail, or to the Mailbox contents by any cause whatsoever, and from any violation by Customer of applicable federal, state or local laws. Customer further agrees to pay the Center for both reasonable hourly charges and travel time should the Center be subpoenaed to testify regarding any item received on behalf of Customer. **CUSTOMER HEREIN AGREES THAT THE TOTAL AMOUNT OF LIABILITY OF THE CENTER, IF ANY, FOR ANY AND ALL CLAIMS ARISING OUT OF OR RELATED TO THIS AGREEMENT SHALL NOT EXCEED \$50.00 REGARDLESS OF THE NATURE OF THE CLAIM. (INITIAL \_\_\_\_\_)**

| Parcel Allowance**                          | SMALL | SMALL | SMALL | MEDIUM | MEDIUM | MEDIUM | LARGE | LARGE | LARGE |
|---|-------|-------|-------|--------|--------|--------|-------|-------|-------|
| number of paid registrants (person+entity)† | 1     | 2     | 3     | 2      | 3      | 4      | 2     | 3     | 4     |
| number of parcel allowance per month        | 2     | 4     | 6     | 6      | 8      | 10     | 10    | 12    | 14    |

\*\* If Customer exceeds the monthly "Parcel Allowance" as noted in the table above, Customer will be invoiced retroactively and the Mailbox service may be upgraded. See Sections 8, 9 and the Schedule of Fees for complete details.

† Minors are not charged a monthly service fee and therefore are not counted as a paid registrant in this Parcel Allowance chart.

CUSTOMER'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

**HOW DID YOU HEAR ABOUT US?**

Internet Search   
  Have used mailbox services before   
  Passing By   
  Other: \_\_\_\_\_  
 Friend   
  Referred by current mailbox customer: \_\_\_\_\_

Name of customer we may thank? \_\_\_\_\_

TO BE COMPLETED BY MAIL AND MORE ON HOLLYWOOD      SIZE OF MAILBOX:    Small    Medium    Large    PMB: \_\_\_\_\_

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