

The Shipping Shack, Inc. 3133 Waiialae Avenue, Honolulu, HI
ph: 808.732.6603 fax: 808.734.4447

Application For Private Mailbox Rental

This Agreement made (DATE) _____ by and between (CUSTOMER NAME):
_____, hereinafter referred to as "Applicant", and The Shipping
Shack, Inc., shall be governed by these terms to which each party agrees:

12. By completing this form and USPS Form 1583, a copy of which will be made available to the United States Postal Service, applicant appoints The Shipping Shack, Inc. as agent for the receipt of mail for a period not to exceed that for which rent has been paid in advance. Applicant will pick up mail at least once each month or make suitable arrangements, in advance, with The Shipping Shack, Inc. The Shipping Shack, Inc. will provide a lockbox key to applicant who may obtain his mail during the business hours posted by The Shipping Shack, Inc.. Should applicant appoint another person or organization, The Shipping Shack, Inc. shall assume that possession of a key is evidence of authority to collect mail.
13. The key loaned to applicant shall require a refundable cash deposit, and remains the property of The Shipping Shack, Inc. and shall not be duplicated or modified by applicant. The key deposit shall be refunded upon return of the key within ten (10) days of termination of service. Applicant understands that the relationship of the parties hereto is one of bailment and not landlord and tenant.
14. Once The Shipping Shack, Inc. has placed applicant's mail in the assigned lockbox, the mail shall be deemed to have been delivered, and The Shipping Shack, Inc. shall not be responsible for loss, theft or damage. The Shipping Shack, Inc. is not engaged in the delivery of mail and cannot be responsible for failure of the United States Postal Service to deliver mail or to deliver it in a timely fashion or undamaged condition.
15. Applicant agrees to use services in accordance with The Shipping Shack, Inc. rules and in compliance with all U.S. Postal regulations, as well as local, state and federal statutes and regulations. Failure to do so may result in cancellation of service without notice or refund.
16. 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 The Shipping Shack, Inc. intends to cooperate fully. Law enforcement is further clarified to include all city, county, state or federal agencies or their representatives.
17. Mail will not be accepted for more than three (3) persons or organizations in a single lockbox and each must complete a USPS Form 1583 and provide photo identification. If applicant consistently receives substantially more mail than can be placed in a single lockbox, The Shipping Shack, Inc. reserves the right to require applicant to rent a larger size box or one or more additional boxes. Charges for service are based upon average daily volume and activity. Special circumstances, e.g. for parcels, may require assessment of additional fees. An unusually high volume of mail will result in either a higher fee being charged, or termination of the mail receiving service. Applicant further agrees that parcels delivered to this address for the applicant will be delivered by common carrier only, that no truck line deliveries will be made, that parcels will be retrieved within 24 hours after delivery, and that no hazardous or dangerous material will be delivered to applicant. Failure to adhere to any of these parcel delivery stipulations will result in termination of service.
18. Applicant agrees to protect, indemnify and hold harmless The Shipping Shack, Inc. from and against any and all claims, demands and causes of action of any nature whatsoever relative to use of The Shipping Shack, Inc. facilities or services, and any expense incurred in a

defense of same shall be reimbursed by applicant.

19. Should The Shipping Shack, Inc. commit or fail to commit any act which results in disruption of service and applicant thereby suffers a loss, The Shipping Shack, Inc. liability shall be limited to not more than the rental fees paid by applicant for service not yet received. The Shipping Shack, Inc. shall not be liable for incidental or consequential damages.
20. Restricted Delivery Mail only can be accepted by The Shipping Shack, Inc. when a signature in Box 5 of PS Form 1583 allows us to do so for the signer and PMB box.
21. The Shipping Shack, Inc. fees are due and payable in advance and notice thereof will be placed in applicant's lockbox. No other notice will be required. Failure to pay such fees when due may result in disruption or cancellation of services. The Shipping Shack, Inc. does not prorate fees and does not provide refunds in the event of cancellation by applicant.
22. Applicant shall use the address designation "PMB" to designate their address. NO OTHER DESIGNATION IS VALID. The U.S. Postal Service may refuse to deliver any piece of mail that does not include the "PMB" designation. Applicant is responsible for notifying correspondents of the above address. The address to be used by applicant for the purpose of receiving mail is as follows:

APPLICANT'S NAME OR BUSINESS NAME

PMB _____
3133 WAIALAE AVENUE
HONOLULU HI 96816-2456

OR

APPLICANT'S NAME OR BUSINESS NAME

_____
3133 WAIALAE AVENUE
HONOLULU HI 96816-2456

OR

APPLICANT'S NAME OR BUSINESS NAME

3133 WAIALAE AVENUE, PMB _____
HONOLULU HI 96816-2456

23. Upon termination of services by The Shipping Shack, Inc. or failure to pay rent in advance by applicant, The Shipping Shack, Inc. shall not make applicant's mail available without payment theretofore. Applicant understands that the United States Postal Service will not forward or return mail without payment, and will not accept a Change of Address. At termination of service, applicant if he or she wishes mail forwarded after that date, shall provide The Shipping Shack, Inc. with a forwarding address and pay the required fees. In the event applicant fails to do this, The Shipping Shack, Inc. shall handle applicant's mail in accordance with current USPS regulations. Standard mail will not be held for longer than 30 days.

Agent

Applicant

E-MAIL ADDRESS _____

Termination Addendum

At termination of service, I hereby instruct **The Shipping Shack, Inc.** as follows:

_____ Forward my mail to new address. In consideration thereof, I place \$ _____ on deposit to be used for this purpose. Mail to be forwarded as follows:

_____ Daily _____ Weekly _____ Monthly Other _____

Via

_____ 1st Class/Priority Mail ___ Other Carrier: ___ Other Carrier Service _____

State special notes on forwarding: _____

I understand and agree to these terms.

Applicant – Printed Name

Signature

Date

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.)		
		3b. City	3c. State	3d. ZIP + 4®
4. Applicant authorizes delivery to and in care of:		5. This authorization is extended to include restricted delivery mail for the undersigned(s):		
a. Name				
b. Address (No., street, apt./ste. no.)				
c. City	d. State	e. ZIP + 4		
6. Name of Applicant		7a. Applicant Home Address (No., street, apt./ste. no)		
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.		7b. City	7c. State	7d. ZIP + 4
a.		7e. Applicant Telephone Number (Include area code)		
b.		9. Name of Firm or Corporation		
		10a. Business Address (No., street, apt./ste. no)		
		10b. City	10c. State	10d. ZIP + 4
Acceptable identification includes: valid driver's license or state non-driver's identification card; armed forces, government, university, or recognized corporate identification card; passport, alien registration card or certificate of naturalization; current lease, mortgage or Deed of Trust; voter or vehicle registration card; or a home or vehicle insurance policy. A photocopy of your identification may be retained by agent for verification.		10e. Business Telephone Number (Include area code)		
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.)		11. Type of Business		
13. If a CORPORATION, Give Names and Addresses of Its Officers		14. If business name (corporation or trade name) has been registered, give name of county and state, and date of registration.		
15. Signature of Agent/Notary Public		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®.
