



*Mail Forwarding & Home Base Services*

## MAIL SERVICE AGREEMENT

Date processed (Office only): \_\_\_\_\_ PMB # (For Office only) \_\_\_\_\_

MEMBER NAME(S): \_\_\_\_\_

List ALL other names, middle names, former names, maiden names, nicknames, initials, and company names that may appear on your mail: \_\_\_\_\_

\_\_\_\_\_

E-mail addresses: PRINT in clear CAPITAL letters (for communication and tracking numbers)

1. \_\_\_\_\_ 2. \_\_\_\_\_

Please note: We conduct most of our business via e-mail whenever possible, so please give us your active e-mail addresses.

Phone Numbers: 1. \_\_\_\_\_ 2. \_\_\_\_\_

EMERGENCY CONTACTS – In case of emergency, please notify: (Other than yourselves)

Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Relationship: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Relationship: \_\_\_\_\_

Oversized packages (anything larger than large envelope size) may incur an additional small handling fee for logging in, storage and retrieval, dependent upon size. The fee starts at \$1.00.

Request and schedule shipments or in office pickups, at least one day in advance according to your preference and need. If you request a mailing and there is no mail in your box, you will receive a postcard notification with normal handling fees.

Most packages are sent Priority Mail via USPS or FedEx 3-Day Saver unless otherwise instructed. If special packaging is used other than that supplied by USPS or FedEx an additional materials/labor surcharge may be applied.

All plans have a minimum \$1.00 handling charge per mailing package deducted from the postage fund.

Your plan may be upgraded to a higher level of service (for example, Bronze to Silver), at any time for a prorated amount. You may only downgrade to any plan (except Bronze) on your renewal anniversary date.

As mandated by law, we are required to charge sales tax on services where applicable.

When the level of service at Americas Mailbox, Inc. is Gold or higher, Americas Mailbox, Inc. may take all available steps to limit/eliminate and/or discard what is commonly referred to as third class mail or "junk mail", as well as making any corrections/alterations to aid the delivery of the U.S. Mail.

Bronze and Silver plan members will receive all mail including "Junk Mail."

\* Do not change your address until we have all paperwork and have assigned your unique address. If you do, we are required to mark all mail "Return to Sender" per US Postal Service regulations.

\*All memberships are renewed automatically on their renewal date and are non-refundable.

**Select Your Plan**

- New Account     Reactivation
- Titanium Plus SuperScan Plan – Receive notification and exterior scans of all incoming mail  
First class and above mail (no junk mail) and small packages are exterior scanned  
\$248.99/year + \$25 one-time set-up fee + \$17.80 sales tax + \$100 or more for postage/services
- Gold Plan – Dispose of junk mail  
\$209.99/year + \$25 one-time set-up fee + \$15.28 sales tax + \$100 or more for postage/services
- Silver Plan – Receive every piece of mail  
\$189.99/year + \$25 one-time set-up fee + \$13.94 sales tax + \$100 or more for postage/services
- Bronze Plan – Up to 7 pieces of mail per year  
\$169.99/year + \$25 one-time set-up fee + \$12.67 sales tax + \$100 or more for postage/services  
(If a Bronze Plan member receives more than 7 pieces of mail—including junk mail—during their membership period, that member will automatically be upgraded by proration to Silver Plan status.)
- Platinum Plan – Specific for Small Business – includes Registered Agent service  
\$249.99/year + \$25 one-time set-up fee + \$17.87 sales tax + \$200-500 for postage/services
- South Dakota Registered Agent service for small business owners – \$50 annually

**Payment Information**

Credit or Debit Card:            MasterCard            VISA            Discover

Card #: \_ \_ \_ \_ \_ Exp. date: \_\_\_\_\_ 3-digit security Code: \_\_\_\_\_

How much postage may we add to your account? (Min. \$100)

- \$100     \$200     \$ \_\_\_\_\_

You will notice an additional “convenience” fee on all credit and debit card purchases. It is based on the total due. You can send us a personal check instead.

When postage/services acct. gets low, auto replenishment default is \$200 or designate your preferred amount. If no selection is made, we will not turn on this feature. You can control this at any time on your secure site.

- Please top up my postage by \$ \_\_\_\_\_

Your signature below gives us your permission to charge your credit card for all future services and postage.

Signature as it appears on credit card \_\_\_\_\_

Current credit card billing address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Check #: (if applicable) \_\_\_\_\_

## Terms of Service

1. This Agreement is entered into between Americas Mailbox, Inc. and the Member under the postal regulations and terms set forth herein.
2. Each individual or pair must complete a separate U.S. Postal Service Form 1583 to be authorized to receive mail or packages at Americas Mailbox Inc. Legally married spouses with the same last name may complete one Form 1583, as long as both spouses include their separate information on the form. If two people are not married, they must each fill out a separate form. Clear photocopies of the identification must be included.
3. This Agreement and Form 1583 shall remain confidential, except that this Agreement, Form 1583 and all other information may be disclosed upon request of any law enforcement or other governmental agency, or when legally mandated.
4. Upon request, Member agrees to complete all necessary documents, including Form 1583 and any required acknowledgement form relating to service of process. Member further agrees to fill in, sign and resubmit an updated version of Application and/or Form 1583, upon request in a timely manner.
5. Member agrees to maintain a minimum of \$50 in their postage/services acct. If the account falls below the critical balance of \$15, Americas Mailbox Inc. reserves the right to suspend service until account is brought current.
6. There is a \$35 service charge for Non-Sufficient Funds (NSF) or returned checks for any reason.
7. This agreement is automatically renewed on your anniversary date at the then current prevailing rate and terms. Due to the unpredictability of federal, state and local taxes and fees, we must reserve the right to adjust our rates at any time due to extraordinary circumstances. On the day your account is opened, it is initially prorated to the first of the following month. That date shall be considered your anniversary date. If any additional free membership time is added to your original agreement, it will be added at the end of the term and that will then be considered the new anniversary date.
8. We require written (not email) Notice of Cancellation (per USPS regulations). It must be received by Americas Mailbox, Inc. at least 30 days prior to the conclusion of the current agreement, or any partial extension thereof. In the absence of these instructions, we will use the money in your Postage and Services account to keep the account open so long as there are funds available.
9. Upon expiration, cancellation, or termination of this Agreement, it is the responsibility of the Member to notify each correspondent of a change of address. The USPS does not accept a Change-of-Address card when terminating a PMB account.
10. Upon expiration, cancellation, or termination of this Agreement, Americas Mailbox, Inc. will:
  - a. Forward Member's mail for a short time, provided Member has previously paid the postage and fees in advance and supplied one forwarding address and shipment schedule. We cannot accept funds once an account is closed unless the funds are to be used for re-opening.
  - b. If a member refuses to provide advance notice, postage and fees, forwarding address or schedule, then his or her mail will be held for six months and then returned to sender (per USPS regulations). It cannot be returned before six months. This includes all (but not limited to) correspondence from the IRS, banks, credit card companies, vehicle registrations, Certified or Registered mail, packages, etc. Any article that cannot be returned to sender via any carrier without incurring additional cost will be disposed of at our discretion.

11. After written notification of the expiration, cancellation, or termination of this Agreement, in the absence of other provision being made, Americas Mailbox, Inc. will refund any unused postage and refuse or return to sender any mail or packages addressed and delivered to Americas Mailbox, Inc.
12. When an account is terminated for any reason or date by member or Americas Mailbox, Inc, all monies due will be refunded in a timely manner.
13. Scanning Requests: If the undersigned requests scanning services on this Mail Forwarding Agreement form, the undersigned acknowledges Americas Mailbox will create a digital image of the exterior of the undersigned's mail. The link to these images will be sent via electronic mail to the undersigned, and if directed by the undersigned, Americas Mailbox will open designated items of mail, create scanned images of the mail's contents, and provide these scanned images to the undersigned. The undersigned acknowledges the contents of the mail scanned by Americas Mailbox may contain sensitive information, and further, the undersigned expressly consents to the disclosure of sensitive information to Americas Mailbox. The undersigned agrees to hold harmless and release Americas Mailbox from any and all damages or liability that may result from providing the services described herein. For purposes of this Section, sensitive information means the contents of mail, which may include, but is not limited to medical records, financial information, confidential commercial information, social security numbers, dates of birth, information that may otherwise be protected by legal privilege, and any information of the character that may give rise to a reasonable expectation of privacy or confidentiality.

Americas Mailbox, Inc. assumes no liability for damages, either direct or consequential, to any person, organization, or institution as a result of the use of this service, and reserves the right to modify or terminate this Agreement at any time, with or without notice. By signing this agreement, you are authorizing Americas Mailbox to share your information with its affiliate companies for internal use only (i.e., the campground, hotel, etc). The USPS and/or FedEx may make address corrections AT THE CUSTOMERS EXPENSE per their address database on outgoing mail or return mail to sender without proper address.

Acknowledgement: I have read and agree to the terms and conditions of this agreement.

Member Signature(s): \_\_\_\_\_ Date: \_\_\_\_\_

Please tell us how you found out about Americas Mailbox:

- Internet Search Engine   
  Internet Chat Room   
  Magazine   
  Seminar   
  Referral  
 Other (please specify) \_\_\_\_\_

If you were referred by an existing member, please write their name and box number below.

Referred by: \_\_\_\_\_ Box # \_\_\_\_\_

FMCA Member Number: \_\_\_\_\_