



Contract for Mailbox Service

This Agreement made ___/___/___ (date) by and between _____ (Applicant name), hereinafter referred to as "Applicant", and Offix Edge LLC, hereinafter referred to as "Offix Edge", shall be governed by these terms to which each party agrees:

1. By completing this form and USPS Form 1583, which will be made available to the United States Postal Service, Applicant appoints Offix Edge as agent for the receipt of mail and packages through common carriers for a period not to exceed that for which rent has been paid in advance.
2. Applicant will pick up mail and other shipments at least once each week or make other suitable arrangements, in advance, with Offix Edge. If Applicant consistently receives substantially more mail and other shipments than can be placed in a single mailbox, Offix Edge reserves the right to require Applicant to rent a larger size box or additional boxes. Special circumstances, e.g., high number of parcels, etc. may require assessment of additional fees.
3. Should Applicant appoint another person or organization to collect mail or other shipments, Offix Edge shall assume that possession of a key is evidence of authority to collect mail or other shipments.
4. The mailbox key provided to Applicant by Offix Edge requires a nonrefundable cash deposit/replacement fee. This key remains the property of Offix Edge and shall not be duplicated or modified by Applicant. The key shall be returned within ten (10) days of termination of service. Applicant understands that the relationship of the parties hereto is one of bailment (*act of delivering goods to Applicant for a particular purpose, without the transfer of ownership*) and not landlord and tenant.
5. Once Offix Edge has placed Applicant's mail or other shipments in the assigned mailbox, the mail shall be deemed to have been delivered, and Offix Edge shall not be responsible for loss, theft or damage. Notices for packages too large for mailbox will be sent via e-mail or text message. Offix Edge is not engaged in the delivery of mail or other carrier shipments and cannot be responsible for failure in the United States Postal Service or other carriers to deliver parcels or to deliver in a timely fashion or undamaged condition.
6. Applicant agrees to use services in accordance with Offix Edge rules and in compliance with 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 notices, refund or mail forwarding.
7. Information provided by Applicant will be kept confidential and will not knowingly be disclosed without Applicant's prior consent, except for law enforcement or postal operation purposes, in which case Offix Edge intends to cooperate fully. Law enforcement is further clarified to include all city, county, state or federal agencies or their representatives. In the case of law enforcement inquiries, a valid court order is required.
8. Mail and other shipments will not be accepted for more than three (3) persons or organizations in a single mailbox. Each mail name must complete a USPS Form 1583 and provide two (2) forms of identification.
9. Applicant further agrees that parcels delivered to this address for the Applicant will be delivered by common carrier only, that no truck line (freight) deliveries will be made, 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 additional fees and/or termination of service. Deliveries may be refused by Offix Edge if deemed too large or potentially dangerous.



10. Applicant agrees to protect, indemnify and hold harmless Offix Edge from and against any and all claims, demands and causes of action of any nature whatsoever relative to use of Offix Edge facilities or services.
11. Should Offix Edge commit or fail to commit an act that results in disruption of service and Applicant thereby suffers a loss, Offix Edge's liability shall be limited to not more than the rental fees paid by Applicant for service not yet received. Offix Edge shall not be liable for incidental or consequential damages.
12. Per USPS regulations, certified, registered, insured, or C.O.D. mail or parcels shall be accepted by Offix Edge on behalf of Applicant. Full, advance payment of C.O.D. charges must be made to Offix Edge prior to acceptance of C.O.D. packages. Restricted delivery mail may be accepted with prior written permission on the Applicant's USPS Form 1583 Block 5.
13. Offix Edge fees are due and payable in advance and notice thereof will be delivered via e-mail or text message. No other notice will be required. Failure to pay such fees when due may result in disruption or cancellation of services. Offix Edge does not prorate fees and does not provide refunds in the event of cancellation by Applicant or Offix Edge.
14. Applicant shall use only the address designation "PMB" or "#" to designate their address. The U.S. Postal Service may refuse to deliver any piece of mail that does not include the PMB or # sign designation. Applicant is responsible for notifying correspondents of the correct address. The address to be used by Applicant for the purpose of receiving mail must conform to Postal Regulation. (DMM 508.1.8.2 e-g), for example:
Applicant/Business Name 2309 Noriega St #, San Francisco, CA 94122-4239.
15. Upon termination of services by Offix Edge, Applicant, or failure to pay rent in advance by Applicant, Offix Edge 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. Applicant is responsible for the pickup or forwarding of any mail or parcels that arrives within 30 days after termination. If they wish mail and parcels to be forwarded, Applicant shall provide Offix Edge with a forwarding address and pay the required fees. This clause constitutes a "Do Not Forward" agreement as per DMM 508.1.8.3.b. After 30 days, mail and parcels will be marked as "Undeliverable" and returned to USPS and common carriers.
16. Applicant agrees that Offix Edge may terminate this Agreement for good cause at any time by providing Applicant thirty (30) days written notice. Good cause shall include, but is not limited to: a) Applicant abandons mailbox; b) Applicant uses the mailbox for unlawful, illegitimate or fraudulent purposes; c) Applicant fails to pay monies when due; d) Applicant receives an unreasonable volume of mail or parcels; e) Applicant engages in offensive, abusive, or disruptive behavior toward other Offix Edge customers or employees; or Applicant violates any provision of this Agreement. Applicant acknowledges that the actions of any person authorized by Applicant to use the mailbox will be attributable to the Applicant when determining good cause for termination.

Offix Edge Agent

Applicant