

## Customer Information

Name:		
Company:		
Address:		
City:	State:	ZIP: -
Business Telephone: ( ) -	Home Telephone: ( ) -	
Fax: ( ) -	Mobile Telephone: ( ) -	
E-mail Address:		

## Mailbox Information

Mailbox Number:	Mailbox Size:
-----------------	---------------

## Terms and Conditions

1. This Mailbox Service Agreement ("Agreement") is made and entered into by the customer identified above ("Customer") for the use of and services related to a mailbox ("Mailbox") provided by Campus Mailboxes Inc. ("Provider") and located in the Campus Center building at the Santa Barbara Community College under the terms set forth herein.
2. Customer agrees that Customer will not use the Mailbox for any unlawful, illegitimate, or fraudulent purpose, or for any purpose prohibited by U.S. postal regulations. Customer further agrees that any use of the Mailbox shall be in conformity with all applicable federal, state, and local laws. Each individual or entity must complete a separate United States Postal Service Form 1583 ("Form 1583") to be authorized to receive mail or packages at the Mailbox.
3. This Agreement and Form 1583 shall remain confidential, except that this Agreement and Form 1583, including Customer's name, address, and e-mail address, may be disclosed upon written request of any law enforcement or other governmental agency, or when legally mandated. Upon request, Customer agrees to complete all necessary documents, including Form 1583 and any required acknowledgment form relating to service of process. Customer further agrees to sign a revised version of this Agreement and Form 1583 whenever any information required on this Agreement or Form 1583 changes.
4. Possession of the Mailbox key shall be considered valid evidence that the possessor is duly authorized to remove any contents from the Mailbox. In the event of death or incapacity of Customer, the Provider will require the appropriate documents from the Probate Court, the executor of the estate, the trustee or other similar person or entity before releasing mail or packages to a requesting party.
5. Customer agrees to pay a refundable security/key deposit of **\$10.00**, as well as applicable monthly service fees and any applicable sales, use, or other taxes. The security/key deposit is refundable upon expiration, cancellation, or termination of this Agreement, provided that Customer returns the key, key card, and/or other similar device, and pays all sums owed to the Provider. Mailbox service fees are all due and payable in advance and Customer agrees that the Provider may withhold mail and packages from Customer pending payment. There will be no pro-rations or refunds for cancellation of any service. Customer agrees to pay a late fee of **\$10.00** if any payment is not received within five (5) days of when due. In the event the Mailbox lock is changed upon the request or fault of Customer, Customer agrees to pay a fee of **\$10.00**. Mailbox service fees and other related fees stated herein are subject to change.  
In the event that Customer receives an unreasonable volume of mail or packages at the Mailbox according to the Provider's reasonable judgment, the Provider may require Customer to pay any additional charge. The Provider reserves the right to increase the Mailbox service fees in the event that Customer adds more than one individual or entities to the names of those individuals or entities authorized to receive mail and packages at the Mailbox pursuant to Form 1583.
6. Customer agrees that upon expiration, cancellation, or termination of this Agreement, Customer will not file a change of address order with the post office. Customer and the Provider further agree that upon expiration, cancellation, or termination of this Agreement, Customer authorizes the Provider to accept and destroy any "Unsolicited Mail" (e.g., mail addressed to "occupant," "current resident," or similar designation; or coupons, advertising, or other promotional material) and any bulk mail addressed to Customer that is delivered to the Provider by the United States Postal Service for six (6) months; and may refuse any package addressed to Customer delivered by any party other than the United States Postal Service, such as a commercial carrier service (e.g. Fedex, UPS, DHL). However, at Customer's election, the Provider will:
  - a. Re-mail (i.e., forward) Customer's mail (except for Unsolicited Mail) for six (6) months upon Customer's payment in advance for postage, packaging material, and forwarding fees. Customer must pay a monthly forwarding fee of **\$25.00** for month 1, and **\$25.00** for months 2 through 6 in advance for the time period that mail is to be re-mailed. It is Customer's responsibility to make arrangements with the Provider to identify any mail forwarding needs prior to the expiration, cancellation, or termination of this Agreement; or
  - b. Forward United States Postal Service packages (except for Unsolicited Mail) for up to six (6) months upon Customer's payment in advance for postage, packaging material, and forwarding fees. Customer must pay a monthly forwarding fee of **\$25.00** per month for the time period in which the Provider holds the packages.
7. Six (6) months after the expiration, cancellation, or termination of this Agreement, the Provider may:
  - a. Refuse any mail or package addressed to Customer and delivered to the Provider.
  - b. Destroy any of Customer's mail or packages remaining at the Provider at such time.

**Mailbox Service Agreement**

8. Customer authorizes the Provider to complete and file a Shipper's Export Declaration as "agent" on behalf of Customer as "principal party in interest" when necessary and to act on behalf of Customer as Customer's true and lawful agent for purposes of any and all re-mailing, including any re-mailing that requires the filing of a Shipper's Export Declaration by the Provider (i.e., any export transaction), in accordance with the laws and regulations of the United States. Customer further agrees to provide the Provider with true, accurate, and complete information regarding the contents of any mail or packages to be re-mailed by the Provider, whether during the term of the Agreement or after termination or cancellation.
9. The term of this Agreement shall be the initial period paid for by Customer and any renewal period paid for by Customer from time to time. Renewal of this Agreement for additional terms shall be at the Provider's sole discretion.
10. Customer agrees that the Provider may terminate or cancel this Agreement for good cause at any time by providing Customer with 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 Provider 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 Provider or the Provider's employees; and 6) 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.
11. 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 carrier service or the United States Postal Service for next day delivery, or (b) five (5) days after placement in the United States Mail by Certified Mail, Return Receipt Requested, postage pre-paid, and addressed to Customer at Customer's address as set forth in Form 1583, or on the date of actual receipt, whichever is earlier.
12. As Customer's authorized agent for receipt of mail, the Provider will accept all mail, including registered, insured, and certified items, and, if authorized on Form 1583, restricted mail (i.e., mail where the sender has paid a fee to direct delivery only to an individual addressee or addressee's authorized agent). Unless prior arrangements have been made, the Provider shall only be obligated to accept mail or packages delivered by United State Postal Service. Customer must accept and sign for all mail and packages upon the request of the Provider. Packages not picked up within 2 days of notification will be subject to a storage fee of **\$3.00** per day per package, which must be paid before Customer receives the package. In the event Customer refuses to accept any mail or package, the Provider may return the mail or package to the sender and Customer will be responsible for any postage or other fees associated with such return. In those states where the Provider is required by law to act as Customer's agent for service of process, Customer hereby authorizes the Provider to act as Customer's agent for service of process, and this authorization shall remain in effect for as long as this Agreement is in effect, or as long as required by state law, whichever is later. The Provider agrees to follow its standard procedures for the timely placement of mail received at the Provider and addressed to Customer into Customer's Mailbox, and Customer hereby releases and agrees to protect, indemnify, defend, and hold harmless the Provider from any and all liability that may arise at any time in connection with the Provider's actions or status as Customer's agent for service of process.
13. Customer agrees to protect, indemnify, defend, and hold harmless the Provider, and their respective affiliates, subsidiaries, parent corporations, 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 United States Postal Service or any commercial carrier service to deliver on time or otherwise 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, from the Provider's collection or remission of sales, use, or any other taxes, including, but not limited to, the Provider's failure to refund any amounts that have been collected or remitted, from any penalties, fines, or other liabilities that arise out of, or in connection with, the Provider's actions or status as Customer's agent with respect to export transactions, or the Provider's completion and filing of any Shipper's Export Declaration on behalf of Customer, and from any violation by Customer of applicable federal, state, or local laws, or the laws of any foreign jurisdiction. In the event that the Provider submits or processes any sales, use, or other tax refund claim on behalf of Customer, Customer agrees to cooperate fully with the Provider, including, but not limited to, providing any and all information and documentation necessary to process or submit such a claim.
14. CUSTOMER HEREIN AGREES THAT THE TOTAL AMOUNT OF LIABILITY OF THE PROVIDER , IF ANY, FOR ANY AND ALL CLAIMS ARISING OUT OF OR RELATED TO THIS AGREEMENT OR PERFORMANCE HEREUNDER SHALL NOT EXCEED \$25.00 REGARDLESS OF THE NATURE OF THE CLAIM. (INITIAL: \_\_\_\_\_)
15. Customer must use the exact mailing address for the Mailbox without modification as set forth in Section three (3) of Form 1583. The United States Postal Service will return mail without a proper address to the sender endorsed "Undeliverable as Addressed."
16. Upon signing this Agreement, Customer shall provide two (2) forms of valid identification, one of which shall include a photograph. For acceptable forms of valid identification see Form 1583. This Agreement may not be amended or modified, except in a writing signed by both parties.

Customer Signature:	Date:    /    /
---------------------	-----------------

<b>For Provider Use Only</b>	
Authorized Provider Representative Signature:	Date:    /    /
How did the customer hear about us?	
Comments:	