



VIRTUAL MAILBOX APPLICATION

Business Name:	
Certified or Non-Certified Business	☐ Certified WBE ☐ Non-Certified WBE ☐ Other: _____
Primary Account Holder / Full Name:	
Email Address:	
Phone Number:	
Mailing Address:	
Type of Account:	☐ Personal ☐ Business ☐ Other: _____
Requested Plan:	☐ Basic (receiving & 30-day storage)
Payment Method:	☐ Credit/Debit ☐ ACH ☐ Other: _____
Billing Address (if different):	

NOTE: By providing a mobile telephone number or e-mail address above, Customer (identified above and defined below) consents that The GWBC WBE Collaborative® (identified above and defined below) may send Customer text or e-mail messages relating to Customer's use of Mailbox (identified and defined below). Customer's mobile carrier may assess charges to Customer as a result of such text or e-mail messages. (Message and data rates may apply.)

Service Address Assigned (for internal use): _____

Identification (required by USPS/Legal)

Please attach a copy of ONE of the following (front & back if applicable): Driver's license, State ID, Passport, or Government ID. For businesses, also attach certificate of formation, business license, and a government-issued photo ID for the authorized signer.

ID attached: ☐ Yes ☐ No

Type: _____ ID # (last 4): _____

USPS Form 1583 Authorization

I hereby authorize **GREATER WOMEN'S BUSINESS COUNCIL** to receive mail and packages on my behalf. I understand and agree to the terms and privacy policy.

Authorized signer name: _____

Signature: _____ **Date:** _____



If signing for a business: **Title:** _____ **Business EIN:** _____

Mailbox Information

Mailbox Number: _____ **Package Tier Level (Choose one):**

_____ **Basic:** Virtual Mailbox Only @ \$74.99/month

_____ **Premium:** Virtual Mailbox + 1 Conference Room Reservation per month @ \$124.99/month

Additional Mailbox Service Fees

- Lost Mailbox Key Replacement \$50
- Lock Change \$50
- Late Payment \$ 25
- Post Termination Mail Forwarding \$25 (per occurrence, up to 6 months) \$25
- Post Termination Storage (per occurrence, up to 6 months) \$25

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, including key(s) and/or access code(s) to The WBE Collaborative premises and the mailbox (collectively, "Mailbox") at The GWBC WBE Collaborative® identified above ("The WBE Collaborative") under the terms set forth herein. In the event that The WBE Collaborative provides lockers/locker services to Customer, the term Mailbox as defined above shall also include lockers, the locker Package Management Tool (defined below), and key(s) and/or access code(s) to lockers.

2. Customer agrees that Customer will not use The WBE Collaborative premises, Mailbox, or any of The WBE Collaborative services for any unlawful, illegitimate, or fraudulent purpose, or for any purpose prohibited by U.S. postal regulations. Agreement and all applicable federal, state, and local laws. Each individual or entity must complete a separate United States Postal Service®

Mailbox Service Agreement

The GWBC WBE Collaborative® is owned and operated by The Greater Women's Business Council.

Services, prices, and hours of operation are subject to change and may vary.

Form 1583 ("Form 1583") to be authorized to receive mail or packages at Mailbox. Form 1583 is required by the USPS and The WBE Collaborative shall submit Form 1583 to the USPS.

3. Copies of this Agreement and Form 1583, including Customer's name, address, e-mail address, and telephone number, may be stored by The GWBC WBE Collaborative or its successor, and The WBE Collaborative's service providers as determined.

("Vendor"). This Agreement shall remain confidential, except that The WBE Collaborative and any successor may use your information to include direct marketing to Customer by The WBE Collaborative and communication between The WBE Collaborative and Customer related to Customer's use of Mailbox.



This Agreement, Form 1583, and your personal information may be disclosed to Vendor, and upon written request of any law enforcement or other governmental agency, and when otherwise 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 Mailbox key or access code shall be considered valid evidence that the possessor is duly authorized to remove any contents from Mailbox. In the event of death or incapacity of Customer, The WBE Collaborative 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. Mailbox service fees are all due and payable in advance, and Customer agrees that The WBE Collaborative may withhold mail from Customer pending payment. There will be no pro-rations or refunds for cancellation of any service. Customer agrees to pay a late fee if any payment is not received within days of when due. In the event Mailbox lock is changed upon the request or fault

of Customer, Customer agrees to pay a fee. Mailbox service fees and other related fees stated herein are subject to change.

For In-Person Retrieval, Customer may be required to present a valid government-issued photo identification each time Customer picks up mail from The WBE Collaborative.

In the event that Customer receives an unreasonable volume of mail or packages at Mailbox according to The WBE Collaborative's reasonable judgment, The WBE Collaborative may require Customer to pay an additional charge. The WBE Collaborative reserves the right to increase Mailbox service fees if Customer adds additional individuals or entities to the names of those individuals or entities authorized to receive mail at 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 in accordance with the United States Postal Services ("USPS") Commercial Mail Receiving Agency ("CMRA") rules. Customer and The WBE Collaborative further agree that upon expiration, cancellation, or termination of this Agreement, Customer authorizes The WBE Collaborative 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 mail addressed to Customer that is delivered to The WBE Collaborative 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. However, at Customer's election, The WBE Collaborative 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. It is Customer's responsibility to make arrangements with The WBE Collaborative to identify any mail forwarding needs prior to the expiration, cancellation, or termination of this Agreement; or
- b. Store the mail (except for Unsolicited Mail) for up to six (6) months upon Customer's payment in advance of a storage fee for the time period in which The WBE Collaborative holds the mail. It is Customer's responsibility to make arrangements with The WBE Collaborative to identify any mail storage needs prior to the expiration, cancellation, or termination of this Agreement.



7. Six (6) months after the expiration, cancellation, or termination of this Agreement, The WBE Collaborative may:

- a. Refuse any mail addressed to Customer and delivered to The WBE Collaborative.
- b. Destroy any of Customer's mail remaining at The WBE Collaborative at such time.

8. Customer authorizes The WBE Collaborative 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 WBE Collaborative (i.e., any export transaction), in accordance with the laws and regulations of the United States. Customer further agrees to provide The WBE Collaborative with true, accurate, and complete information regarding the contents of any mail to be re-mailed by The WBE Collaborative, whether during the term of this Agreement or after termination or cancellation.

9. The term of this Agreement shall be the initial period paid for by Customer and updated to include any renewal period paid for by Customer from time to time. Renewal of this Agreement for additional terms shall be at The WBE Collaborative's sole discretion.

10. Customer agrees that The WBE Collaborative 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 Mailbox; 2) Customer uses Mailbox for unlawful, illegitimate, or fraudulent purposes; 3) Customer fails to pay monies owed The WBE Collaborative when due; 4) Customer receives an unreasonable volume of mail; 5) Customer engages in offensive, abusive, or disruptive behavior toward other customers of The WBE Collaborative or The WBE Collaborative'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 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 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 WBE Collaborative 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). The WBE Collaborative is not obligated to and will not accept packages. Any packages received will be marked "Return to Sender".

In the event Customer refuses to accept any mail or fails to pick up any mail within the maximum number days, The WBE Collaborative may return the mail to the sender and Customer will be responsible for any postage or other fees associated with such return.

If The WBE Collaborative is unable to return mail to the Sender for any reason at all, including, but not limited to, The WBE Collaborative's inability to identify the shipper or a return address, Customer authorizes The WBE Collaborative to dispose of the package in accordance with state law.



The WBE Collaborative agrees to follow its standard procedures for the timely placement of mail received at The WBE Collaborative and addressed to Customer into Customer's Mailbox, and Customer hereby releases and agrees to protect, indemnify, defend, and hold harmless The WBE Collaborative from any and all liability that may arise at any time in connection with The WBE Collaborative's actions or status as Customer's agent for service of process.

13. Customer agrees to protect, indemnify, defend, and hold harmless The WBE Collaborative, The Greater Women's Business Council, 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 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 from damage to or loss of any package or mail, or to Mailbox contents by any cause whatsoever, from The WBE Collaborative's collection or remission of sales, use, or any other taxes, including, but not limited to, The WBE Collaborative'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 WBE Collaborative's actions or status as Customer's agent with respect to export transactions, or The WBE Collaborative'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 WBE Collaborative submits or processes any sales, use, or other tax refund claim on behalf of Customer, Customer agrees to cooperate fully with The WBE Collaborative, including, but not limited to, providing any and all information and documentation necessary to process or submit such a claim.

14. Customer acknowledges and agrees that The WBE Collaborative is an independently owned and operated by the Greater Women's Business Council and that The WBE Collaborative is not responsible for any acts or omissions of its governing entity.

15. CUSTOMER HEREIN AGREES THAT THE TOTAL AMOUNT OF LIABILITY OF THE WBE COLLABORATIVE AND THE WBE COLLABORATIVE, IF ANY, FOR ANY AND ALL CLAIMS ARISING OUT OF OR RELATED TO THIS AGREEMENT OR PERFORMANCE HEREUNDER SHALL NOT EXCEED \$100.00 REGARDLESS OF THE NATURE OF THE CLAIM. (INITIAL: _____)

16. Customer must use the exact mailing address for 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."

17. Delivery by commercial carrier services must be made to The WBE Collaborative street address only (and not to a P.O. Box). "P.O. Box" may be used only if it is part of Customer's "Caller Service" (arrangement for delivery of mail through The WBE Collaboratives using a United States Postal Service address) address format.

18. Upon signing this Agreement, Customer shall provide two (2) forms of valid identification, one of which shall include a photograph. This agreement may not be amended or modified, except in a writing signed by both parties.