



9250 Reseda Blvd. Northridge, CA 91324 Tel:818-433-6262 Fax:818-357-5865

Please check one of the following desired mailbox sizes:

Personal size

Business size

Corporate size

CUSTOMER NAME: _____

COMPANY NAME: _____

ADDRESS: _____

HOME PHONE: _____ WORK or CELL PHONE: _____

Email: _____

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”) at A1 Livescan Notary Shipping (hereinafter A1 Livescan Notary Shipping) and shall be governed by the terms set forth herein.

1. Customer agrees that Customer will not use the A1 Livescan Notary Shipping premises or services 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 U.S. Postal Service form 1583 to be authorized to receive mail or packages at the Mailbox.
2. This Agreement and Form 1583 shall remain confidential, except that this Agreement and Form 1583 shall be disclosed upon 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 an updated version of this Agreement and Form 1583 upon request.
3. Upon signing this Agreement, Customer shall provide two forms of valid (current) identification, one of which shall include a photograph. Home address verification is required per the U.S. Postal Service Regulations (via utility bill, voter registration, deed, lease, etc.). Mailbox key shall be released only upon submission of IDs and address verification.
4. By signing this agreement and completing Form 1583, a copy of which will be made available to the United States Postal Service, Customer appoints A1 Livescan Notary Shipping as agent for the receipt of mail for a period not to exceed that for which rent has been paid in advance.
5. Access to Customer’s mailbox will be provided during the business hours posted by A1 Livescan Notary Shipping. Should Customer appoint another person or organization to collect mail from A1 Livescan Notary Shipping premises, Customer shall be responsible for the conduct of such person or organization. Possession of a 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, A1 Livescan Notary Shipping 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.
6. Customer agrees to pay a security deposit, and applicable Mailbox service fees. Mailbox service fees are all due and payable in advance and Customer agrees that A1 Livescan Notary Shipping may hold mail and packages pending payment. There will be no prorations or refunds for cancellation of any service.
7. The key loaned to Customer remains the property of A1 Livescan Notary Shipping and shall not be duplicated or modified by Customer. Customer shall be refunded the key deposit upon return of the key, except when Customer is in default, the key deposit will then be forfeited. In the event the Mailbox lock is changed upon the request or fault of Customer, Customer agrees to pay a fee of \$10.00. There is a non-refundable \$3.00 charge for each duplication of your mailbox and/or front door keys.
8. Customer understands that the relationship of the parties hereto is one of bailment and not landlord and tenant.
9. Once A1 Livescan Notary Shipping has placed Customer’s mail in the assigned mailbox, the mail shall be deemed to have been delivered to Customer and A1 Livescan Notary Shipping shall not be responsible for loss, theft or damage thereto. A1 Livescan Notary Shipping 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.
10. Customer agrees to use A1 Livescan Notary Shipping services in accordance with these rules and in compliance with all U.S. Postal regulations. Failure to do so may result in cancellation of service without notice.
11. All information provided by Customer on this form is confidential and will not knowingly be disclosed to anyone without Customer’s prior consent, except for law enforcement purposes, postal inspectors and/or postal representatives, also as per all current postal regulations (may change without notice).
12. Mail will be accepted for three (3) persons or organizations in a single mailbox. Additional names may be added with a \$3.00 per name per month charge. Customer agrees to accept full responsibility for additional persons listed on Customer’s 1583 form. Mailbox services fees and other related fees states herein are subject to change. In the event that Customer receives an unreasonable volume of mail or packages at the Mailbox according to A1 Livescan Notary Shipping's reasonable judgment, A1 Livescan Notary Shipping may require Customer to upgrade to a larger size mailbox and pay any additional charge or A1 Livescan Notary Shipping may increase the Mailbox service fees.
13. Upon expiration, cancellation or termination of this Agreement, A1 Livescan Notary Shipping will:
 - a. Forward Customer’s mail for six (6) months, provided Customer pays the postage, packaging material, storage, and forwarding service fees in advance. Customer must pay the storage fees (equivalent to twice the then

monthly Mailbox service fee) for 6 months in advance. It is Customer's responsibility to make arrangements with A1 Livescan Notary Shipping to identify any mail forwarding needs prior to the expiration, cancellation or termination of this Agreement.

- b. Discard or destroy any "Unsolicited Mail" (e.g., bulk mail; mail addressed to "occupant," "current resident" or similar designation; or coupons, advertising or other promotional material) delivered to or remaining at A1 Livescan Notary Shipping.
 - c. Should Customer fail to provide forwarding information and fees, A1 Livescan Notary Shipping will retain Customer's mail, other than Unsolicited Mail, at A1 Livescan Notary Shipping for a period of thirty (30) days from the date of delivery or six (6) months after the expiration, cancellation or termination of this Agreement, whichever comes first. If Customer leaves no forwarding fees or forwarding address, the Security Deposit will be applied to the first thirty (30) days A1 Livescan Notary Shipping retains Customer's mail. After such time, any mail or package may be discarded or destroyed and further mail will be refused and given back to the post office. In order to pick up any mail during the six (6) month period after termination/expiration of this agreement, Customer must pay a storage fee (per 13a) plus a service fee of \$5.00 each time Customer visits A1 Livescan Notary Shipping to pick up mail.
 - d. Refuse any package addressed to Customer delivered by any party other than the U.S. Postal Service, such as a licensed commercial courier service.
14. Six (6) months after the expiration, cancellation or termination of this Agreement, the A1 Livescan Notary Shipping may:
- a. Refuse any mail or package addressed to Customer and delivered to A1 Livescan Notary Shipping.
 - b. Discard or destroy any of Customer's mail or package delivered to or remaining at A1 Livescan Notary Shipping at such time.
15. Customer agrees to protect, indemnify and hold harmless A1 Livescan Notary Shipping from and against any and all claims, demands and courses of action of any nature whatsoever relative to use of A1 Livescan Notary Shipping facilities or services, and any expense of A1 Livescan Notary Shipping incurred in a defense against same shall be reimbursed by Customer.
16. In the event A1 Livescan Notary Shipping commits or fails to commit any act which results in disruption of service to Customer, and Customer hereby suffers a loss, A1 Livescan Notary Shipping's liability shall be limited to but not more than the rental fees paid by Customer for service not yet received.
17. 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 A1 Livescan Notary Shipping's sole discretion.
18. As customer's authorized agent for receipt of mail, A1 Livescan Notary Shipping will accept all USPS mail, including registered, insured and certified items. As for all other types of deliveries, A1 Livescan Notary Shipping shall only be obligated to accept mail, or packages delivered by licensed commercial courier services that require a signature from A1 Livescan Notary Shipping as a condition of delivery. Customer must accept and sign for all mail and packages upon the request of A1 Livescan Notary Shipping. Packages (including excess mail) not picked up with five (5) days of notification will be subject to a storage fee of \$2.00 per day per package, which must be paid before customer receives the package. In the event customer refuses to accept any mail or package, A1 Livescan Notary Shipping may return the mail or package to the sender and customer will be responsible for any postage or other fees associated with such return. C.O.D. items will be accepted only if prior arrangements have been made and payment (in check form, no credit card) in advance is provided to A1 Livescan Notary Shipping. A fee of \$2.50 is charged for each COD.
19. No packages, parcels, documents or mail will be accepted from any unlicensed carrier, messenger or person. No personal deliveries will be accepted.
20. A1 Livescan Notary Shipping fees are due and payable in advance. Failure to pay such fees when due may result in disruption or cancellation of services. A1 Livescan Notary Shipping does not prorate its fees and does not provide refunds in the event Customer cancels service prior to its agreed upon expiration. A \$10.00 late fee will be added to all rents which are five (5) days past due. A1 Livescan Notary Shipping reserves the right to decrease or increase rental fees without notice.
21. A1 Livescan Notary Shipping reserves the right to refuse renting a mailbox to anyone.
22. Customer agrees that A1 Livescan Notary Shipping may terminate or cancel this Agreement for good cause at any time by providing Customer thirty (30) days 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 A1 Livescan Notary Shipping 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 A1 Livescan Notary Shipping or A1 Livescan Notary Shipping'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.
23. CUSTOMER HEREIN AGREES THAT THE TOTAL AMOUNT OF LIABILITY OF A1 livescan Notary Shipping, IF ANY, FOR ANY AND ALL CLAIMS ARISING OUT OF OR RELATED TO THIS AGREEMENT SHALL NOT EXCEED \$90.00 REGARDLESS OF THE NATURE OF THE CLAIM.

I hereby acknowledge my agreement to the above terms and conditions.

Customer Signature

Date