

## PARCEL ROOM - PRIVATE MAILBOXES

\*New mailboxes must be opened for a minimum of 3 months, but can be renewed at any term length\*

Best Value!

Terms	1 Month*	3 Months	6 Months + 1 Free Month!	1 Year +2 Free Months and Setup Fee Waived!
Small	<b>\$22</b>	<b>\$54</b> Save \$12!	<b>\$108</b> Save \$46!	<b>\$216</b> Save \$107!
Medium	<b>\$27</b>	<b>\$72</b> Save \$9!	<b>\$144</b> Save \$45!	<b>\$288</b> Save \$105!
Large	<b>\$34</b>	<b>\$84</b> Save 18!	<b>\$168</b> Save \$70!	<b>\$336</b> Save \$155!

## VIRTUAL MAILBOXES

All your mail is scanned into a virtual Dropbox as you receive it. View your mail at home or on the go with any digital device. We can even forward your mail to you - you'll never need to leave your home or office!

**Customer must accept email invitation to Dropbox.**

Personal	<b>\$30</b>	<b>\$90</b>	<b>\$180</b> Save \$30!	<b>\$360</b> Save \$60!
Business	<b>\$50</b>	<b>\$150</b>	<b>\$300</b> Save \$50!	<b>\$600</b> Save \$100!

**24-Hour Access Key-** \$1/ month

**Setup Fee-** \$15 for a Private Mailbox or \$20 for a Virtual Mailbox

**Additional Mail Names-** Limit of 5 mail names at base charge. Additional names are \$5/ month

**Mail Forwarding-** \$5.00 forwarding fee per package & \$50 deposit required for shipping fees

**Forwarding Information**

Parcel Room is prohibited from shipping dangerous goods and hazardous materials.

Name:

Address:

City:

State:

Zip:

**Weekly**

**Bi-weekly (1st & 3rd week)**

**Monthly (1st week)**

**By Email Request**

Parcel Room is not liable for any damages to packages received and forwarded to another location. You are responsible for all contents with respect to liability, legality and/or safety of your packages.

By law Parcel Room is required to know the contents of parcels we are shipping and to adhere to all safety regulations. These packages may have been legally shipped to you here, but that does not mean we are licensed or permitted to ship/ forward it to you.

# PARCEL ROOM MAILBOX SERVICE AGREEMENT



## CUSTOMER INFORMATION

Name:		Date:
Address:		
City:	State:	ZIP:
Telephone: (      )		
E-mail Address:	Location: Portsmouth or Epping	

## PRIVATE MAILBOX (PMB) INFORMATION

PMB #:
PMB 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 private mailbox ("PMB") at Parcel Room Portsmouth or Parcel Room Epping identified above ("Location") under the terms set forth herein.
2. By completing this form and USPS 1583 form, a copy of which will be made available by the United States Postal Service, Customer appoints Parcel Room as the agent for the recipient for a period not to exceed that for which rent has been paid in advance. Customer will pick up mail at least each month or make other suitable arrangements, in advance, with the Parcel Room. Should Customer appoint another person or organization, Parcel Room shall assume that possession of a key is evidence of authority to collect mail.
3. The key loaned to Customer remains the property of the Parcel Room and shall not be duplicated or modified by Customer. Possession of the mailbox key shall be considered valid evidence that the possessor is duly authorized to remove any contents from the mailbox. If a mailbox rental is terminated the key shall be returned to Parcel Room at the time of termination. In the event of death or incapacity of Customer, Parcel Room will require the appropriate documents from the Probate Court, the executor of the estate or the trustee before releasing mail to the requesting party.
4. Once Parcel Room has placed Customers mail in the assigned mailbox, the mail shall be deemed delivered, and Parcel Room shall not be responsible for loss, theft, or damage. Parcel Room 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 an undamaged condition.
5. Customer agrees to use services in accordance with Parcel Room's rules and in compliance with the 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 notice, refund, or mail forwarding.
6. Information provided by Customer will be kept confidential and will not knowingly be disclosed without Customers prior consent, except for law enforcement or postal operation purposes, in which case Parcel Room intends to cooperate fully. Law enforcement is further clarified to include all city, county, state or federal agencies or their representatives.
7. Mail will not be accepted for more than five (5) persons or organizations in a single mailbox, and each must complete a USPS 1583 Form and provide photo identification. If mail is received for more than five persons or organizations for a single mailbox, Parcel Room reserves the right to charge additional fees for those persons or organizations. Each must complete a USPS 1583 Form and provide photo identification. If Customer consistently receives substantially more mail than can be placed in a single mailbox, Parcel Room reserves the right to require Customer to rent additional space. Charges for service are based upon average daily volume and activity. Special circumstances, for example: a high number of parcels may require assessment of additional fees. An unusually high volume of mail will result in either a higher fee being charged or termination of the mail receiving service. Customer further agrees that parcels delivered to this address will be delivered by a common carrier only, that parcels will be retrieved within twenty-four (24) hours after delivery, and that no hazardous or dangerous materials will be delivered. Deliveries made by services other than common carriers, such as but not limited

to freight and truck line delivery, will incur additional fees. Customer agrees that storage and handling fees should be assessed on a case by-case basis and that this contract is considered "prior notice" for any such fees. Failure to adhere to any of these parcel delivery stipulations may result in termination of service.

8. Customer agrees to protect, indemnify, and hold Parcel Room harmless from and against all claims, demands, and causes of action of any nature whatsoever relative to the use of Parcel Room facilities or services.

9. Should Parcel Room commit or fail to commit any act that results in disruption of service and Customer thereby suffers a loss, Parcel Room's liability shall be limited to not more than the rental fees paid by Customer for services not yet received. Parcel Room shall not be liable for incidental or consequential damages.

10. Per USPS regulations, Certified, Registered, Insured, or C.O.D. mail or parcels will be accepted by Parcel Room on behalf of the Customer. Full and advance payment of C.O.D. charges must be made available to Parcel Room prior to acceptance of C.O.D. packages.

11. Parcel Room fees are due and payable in advance and notice thereof will be placed in Customers mailbox and/ or email. No other notice will be required. Failure to pay such fees when they are due may result in disruption or cancellation of services. Parcel Room does not prorate fees for refunds and does not provide refunds in the event of cancellation by Customer.

12. Parcel Room will forward any packages currently being held when said Customer requests or schedules mail forwarding unless other arrangements are made by the Customer and agreed to by Parcel Room. Parcel Room may, if needed, open any package intended to be forwarded to determine if and how a package would be shipped. The Customer understands that many commodities are restricted in how they can be shipped, and that Parcel Room intends to follow those restrictions when applicable. If an item cannot be shipped by Parcel Room, Parcel Room will notify Customer, and the Customer agrees to make other arrangements to handle the package.

13. In accordance with privacy rules and regulations Parcel Room cannot discuss any information about any individual private mailbox with any person or party other than the Customer. Parcel Room will discuss information either in person or by a preregistered and valid e-mail belonging to the Customer, to be provided at the time of initial rental. Information will not be discussed over the phone, or in any manner where positive identification of the Customer is not verifiable.

14. Customer shall use only the address designation PMB or # to designate their address. NO OTHER DESIGNATION IS VALID. Specifically excluded is the use of words such as: suite, apt., dept., unit, PO Box, or other designators. The U.S. Postal Service may refuse to deliver any piece of mail that does not include PMB or # designation. Applicant is responsible for notifying correspondents of the correct address. The address is to be used by Applicant for the purpose of receiving mail is as follows:

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Applicants name or business name 1465 Woodbury Ave. <b>PMB</b> _____ <b>or #</b> _____ Portsmouth, NH 03801	<b>OR</b>	Applicants name or business name 1 Brickyard Square, Ste. 14 <b>PMB</b> _____ <b>or #</b> _____ Epping, NH 03042
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15. Upon termination of services by Parcel Room, or failure to pay rent in advance by Customer, Parcel Room shall not make customer's mail available without payment theretofore, Customer understands that the United States Postal Service will not forward or return mail without payment and will not accept a Change of Address form.

At termination of service, if Customer wishes to have mail forwarded after that date, Customer shall provide Parcel Room with a forwarding address, and pay a deposit for the services. If the funds are used it is up to the Customer to deposit more funds as needed. In the event Customer fails to do this, Parcel Room will accept the Customer mail (as required by USPS regulations) for 6 months and once accepted, safely destroy it per this agreement.

These Terms and Conditions are considered "written instruction" to Parcel Room to dispose of any mail safely and securely arriving during the 6-month acceptance period after box closure unless an alternative service is requested and paid for in advance.

16. All Customers agree that the primary box holder has sole authority / responsibility for all aspects of the box for instructions, possession and or forwarding at close or termination. Secondary users are guests only and hold no authority.

\_\_\_\_\_  
Parcel Room Agent

\_\_\_\_\_  
Customer

See Reverse for Instructions, Definitions, Agreement Terms, and the Privacy Act Statement.

<b>1. Private Mailbox (PMB) Information</b> 1a. Date PMB Opened _____ 1b. Date PMB Closed _____				<b>8. Photo ID Information for Applicant<sup>8</sup></b> 8a. Applicant's Name _____ 8b. Applicant's ID Number _____			
<b>2. Commercial Mail Receiving Agency (CMRA) Place of Business Information</b> 2a. Street Address to be Used for Delivery <sup>1</sup> _____ 2b. PMB # _____				8c. Issuing Entity _____ 8d. Expiration Date on the ID _____			
2c. City _____ 2d. State _____ 2e. ZIP + 4 <sup>®</sup> _____		<b>8e. Photo ID type (check one)</b> <input type="checkbox"/> U.S. State/Territory/Tribal Driver's or Nondriver's ID Card <sup>10</sup> <input type="checkbox"/> Uniformed Service ID <input type="checkbox"/> Passport <input type="checkbox"/> Certificate of Naturalization <input type="checkbox"/> U.S. Access Card <input type="checkbox"/> Matricula Consular <input type="checkbox"/> U.S. Permanent Resident Card <input type="checkbox"/> U.S. University ID Card <input type="checkbox"/> NEXUS Card					
<b>3. Type of Service Requested</b> <input type="checkbox"/> Business/Organization Use <sup>2</sup> <input type="checkbox"/> Residential/Personal Use <sup>3</sup>				<b>9. Address ID Information for Applicant<sup>11</sup></b> 9a. Applicant's Name _____			
<b>4. Name of Applicant</b> 4a. Last Name _____ 4b. First Name _____ 4c. Middle Initial _____		<b>9b. Applicant's Street Home Address<sup>1</sup></b> _____					
4d. Telephone Number (include area code) _____ 4e. Email Address _____		9c. City _____ 9d. State _____ 9e. ZIP + 4 _____ 9f. Country _____					
4f. Applicant's Street Home Address <sup>1,4</sup> _____				<b>9g. Address ID type (check one) — Must Contain the Address in 9b–9f</b> <input type="checkbox"/> U.S. State/Territory/Tribal Driver's or Nondriver's ID Card <sup>10</sup> <input type="checkbox"/> Current Lease <input type="checkbox"/> Home or Vehicle Insurance Policy <input type="checkbox"/> Mortgage or Deed of Trust <input type="checkbox"/> Vehicle Registration Card <input type="checkbox"/> Voter Card			
4g. City _____ 4h. State _____ 4i. ZIP + 4 _____ 4j. Country _____		<b>4k. Is applicant a court-ordered protected individual?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No If "Yes," you must attach a copy of the court order.					
<b>5. Authorized Individual<sup>5</sup></b> 5a. Last Name _____ 5b. First Name _____ 5c. Middle Initial _____		<b>10. Photo ID Information for Authorized Individual (if applicable)<sup>9</sup></b> 10a. Authorized Individual's Name _____ 10b. Authorized Individual's ID Number _____					
5d. Telephone Number (include area code) _____ 5e. Email Address _____		10c. Issuing Entity _____ 10d. Expiration Date on the ID _____					
5f. Authorized Individual's Street Home Address <sup>1,6</sup> _____				<b>10e. Photo ID type (check one)</b> <input type="checkbox"/> U.S. State/Territory/Tribal Driver's or Nondriver's ID Card <sup>12</sup> <input type="checkbox"/> Uniformed Service ID <input type="checkbox"/> Passport <input type="checkbox"/> Certificate of Naturalization <input type="checkbox"/> U.S. Access Card <input type="checkbox"/> Matricula Consular <input type="checkbox"/> U.S. Permanent Resident Card <input type="checkbox"/> U.S. University ID Card <input type="checkbox"/> NEXUS Card			
<b>6. If Transferring PMB Mail to Another Address<sup>7...</sup></b> 6a. Street Address Mail Is Transferred To <sup>1</sup> _____				<b>11. Address ID Information for Authorized Individual (if applicable)<sup>11</sup></b> 11a. Authorized Individual's Name _____			
6b. City _____ 6c. State _____ 6d. ZIP + 4 _____ 6e. Country _____		11b. Authorized Individual's Street Home Address <sup>1</sup> _____					
6f. Telephone Number (include area code) _____ 6g. Email Address _____		11c. City _____ 11d. State _____ 11e. ZIP + 4 _____ 11f. Country _____					
<b>7. Business/Organization Information</b> 7a. Name of Business/Organization _____ 7b. Type of Business _____				<b>11g. Address ID type (check one) — Must Contain the Address in 11b–11f</b> <input type="checkbox"/> U.S. State/Territory/Tribal Driver's or Nondriver's ID Card <sup>12</sup> <input type="checkbox"/> Current Lease <input type="checkbox"/> Home or Vehicle Insurance Policy <input type="checkbox"/> Mortgage or Deed of Trust <input type="checkbox"/> Vehicle Registration Card <input type="checkbox"/> Voter Card			
7c. Business Street Address <sup>1</sup> _____				<b>12. Exceptions for Additional Recipients of Mail<sup>13</sup></b>			
7d. City _____ 7e. State _____ 7f. ZIP + 4 _____ 7g. Country _____		<b>13a. Signature of Applicant<sup>14</sup></b> _____		<b>13b. Date</b> _____			
7h. Telephone Number (include area code) _____ 7i. Place of Registration <sup>8</sup> _____		<b>14a. Signature of Witness<sup>15</sup></b> _____		<b>14b. Date</b> _____			

**Instructions and Footnotes**

1	Include house number, street, and apartment/suite number if applicable.
2	For Business/Organization Use, complete item 7.
3	For Residential/Personal Use, complete a separate PS Form 1583 for each adult using this PMB.
4	Address must match document provided in item 9b.
5	The Applicant authorizes mail to be collected by the individual noted in item 5.
6	Address must match document provided in item 11b.
7	Complete item 6 if the mail addressed to this PMB is to be transferred, mailed, shipped, or emailed to another address.
8	The place of registration is the county and state (if domestic), or the country (if foreign).
9	Two types of identification are required for both the Applicant and, if listed, the Authorized Individual. One ID must be a government-issued photo ID. The second must confirm the Applicant's or Authorized Individual's address listed on this form. The acceptable types of photo ID are listed in items 8e and 10e. Attach a copy of the photo and address ID documents.
10	Although the driver's/nondriver's ID is listed in 8e and 9g as an option for <i>both</i> the Applicant's photo ID <i>and</i> address ID, <i>it may be used for only one of the IDs (either photo ID or address ID), not for both.</i>
11	The acceptable types of address verification are listed in items 9g and 11g. Attach a copy of the photo and address ID documents.
12	Although the driver's/nondriver's ID is listed in 10e and 11g as an option for <i>both</i> the Authorized Individual's photo ID <i>and</i> address ID, <i>it may be used for only one of the IDs (either photo ID or address ID), not for both.</i>
13	For Business/Organization Use: List members who will be receiving mail at this PMB. Each person listed must, upon request, present two forms of valid ID to the Postal Service. For Residential/Individual Use: A parent or guardian may receive the mail of a minor by listing the minor's name — the minor's ID is not required.
14	By signing this form, the applicant certifies the following — for Business/Organization Use, an officer must sign the application and provide his or her title: I certify that all information furnished on this form is accurate, truthful, and complete. I understand that anyone who furnishes false or misleading information on this form or omits information requested on this form may be subject to criminal and/or civil penalties, including fines and imprisonment.
15	The witness can be the agent, an authorized employee, or a Notary Public.

**Definitions:**

*Agent:* The Commercial Mail Receiving Agency (CMRA).

*Authorized employee:* An employee of the CMRA who is authorized to act on the CMRA's behalf.

*Authorized individual:* A person who is authorized to pick up mail for the PMB holder.

**Agreement:** In consideration of delivery of my mail or our firm's mail to the agent named on Page 1, the applicant and agent agree: (1) the applicant or the agent must not file a change of address order with the Postal Service™ upon termination of the agency relationship; (2) the transfer of mail to another address is the responsibility of the applicant and the agent; (3) all mail delivered to the agency under this authorization must be prepaid with new postage when redeposited in the mails; (4) the agent must provide to the Postal Service all addresses to which the agency transfers mail; and (5) when any information required on this form changes or becomes obsolete, the applicant must file an updated application with the agent.

**NOTE:** The applicant must execute this form in the presence of the agent, his or her authorized employee, or a notary public. The agent uploads the original completed signed PS Form 1583 to the Postal Service's CMRA Customer Registration Database and retains the completed signed copy at the CMRA business location. The CMRA copy of PS Form 1583 must at all times be available for examination by the postmaster (or designee) and the Postal Inspection Service. The applicant and the agent agree to comply with all applicable Postal Service rules and regulations relative to delivery of mail through an agent. Failure to comply will subject the agency to withholding of mail from delivery until corrective action is taken.

This application may be subject to verification procedures by the Postal Service to confirm that the applicant resides or conducts business

at the home or business address listed in items 4f or 7c, and that the identifications listed in items 8–11 are valid. The agent must complete items 2a–2e, and items 14a and 14b if necessary (i.e., if the agent is the witness), and the customer must complete all the other items.

**Privacy Act Statement:** Your information will be used to administer the Commercial Mail Receiving Agency (CMRA) application, enrollment, and fulfillment processes, to verify your identity when applying for service via a CMRA, to ensure proper and secure delivery of mail to the correct recipient, and to permit delivery of your mail to your authorized agent. Collection is authorized by 39 USC 401, 403, and 404. Supplying the information is voluntary, but if not provided, we will not be able to fulfill your request for delivery of mail through an agent. We do not disclose your information without your consent to third parties, except for the following limited circumstances: incident to legal proceedings involving the Postal Service; for law enforcement purposes; to a congressional office on your behalf; to agents or contractors when necessary to fulfill a business function; to a U.S. Postal Service auditor; to labor organizations as required by applicable law; to government agencies in connection with decisions as necessary; to agencies and entities for financial matters; and for customer service purposes. In addition, information may be disclosed for the purpose of identifying an address as an address of an agent to whom mail is delivered on behalf of other persons. However, this specific routine use does not authorize the disclosure of the identities of persons on behalf of whom agents receive mail. All routine uses are subject to the following exception: Information concerning an individual who has filed an appropriate protective court order with the application will not be disclosed except pursuant to the order of a court of competent jurisdiction and subject to the approval of the USPS General Counsel. For more information on our privacy policies, visit [www.usps.com/privacypolicy](http://www.usps.com/privacypolicy).

<p><b>Witness my signature and official seal.</b> Notary Public in and for the STATE OF _____,</p> <p>COUNTY OF _____. On this _____ day of _____, 20____,</p> <p>the applicant, who proved to me on the basis of satisfactory evidence to be the person whose name is subscribed to this application, appeared before me, and did personally sign the application.</p> <p>_____ Signature of Notary Public</p> <p>_____ My commission expires:</p> <p>_____, 20_____</p>	<p>Official Seal:</p>
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# What forms of ID can be used for USPS Form 1583?

**To fill out Form 1583 properly, you'll need to attach copies of a photo ID and address ID.**

For photo IDs, you can use:

- Valid driver's license or nondriver ID card
- Uniformed service ID
- University ID
- U.S. Permanent Resident Card
- U.S. Access Card
- Certificate of Naturalization
- Passport

For the address ID, you can use:

- Driver's license or nondriver ID (if not already used for your photo ID)
- Current lease document
- Mortgage documentation
- Home or vehicle insurance policy
- Vehicle registration card
- Voter registration card

# USPS Form 1583 Instructions

## Box 1

List the date that you'll open your private or virtual mailbox, plus the date that you plan to close it. If you plan to leave the mailbox open indefinitely, leave Box 1b blank.

## Box 2

List the street address of your private or virtual mailbox service location.

## Box 3

This denotes whether you'll be using the service for business, an organization (like a nonprofit or government agency), or for personal use. Check the appropriate box.

## Box 4

Fill out your full name, phone number, email address, and home address. The address here must match the address of the documentation that you'll provide in Box 9.

## Box 5

This section authorizes an individual within your service provider's company to handle your mail. Add their full name, phone number, email address, and home address.

## Box 6

You'll only need to complete this section if you plan to have your mail shipped from your private or virtual mailbox to another address (mail forwarding).

## Box 7

If you're registering for this service as a business or organization, provide all relevant information here: The business name, type of business, full street address, phone number, and the place of registration.

If your business is registered in the United States, the place of registration will be your county and state. If your business is registered overseas, list the country in which it is registered.

**Box 8**

Next, fill out your name, ID number, issuing entity, and expiration date as they appear on your photo ID. In Box 8e, check what type of photo ID you're using to fill out this form.

**Box 9**

For this box, you'll need a document verifying your home street address (international addresses are allowed). Put in your name and home street address as it appears on your attached document. In Box 9g, check which type of document you're using.

**Box 10**

The authorized individual for your mailbox service will need to fill this section out. They'll need to add their name, ID number, issuing entity, expiration date, and the ID type.

**Box 11**

This is address verification for the authorized individual for your mailbox service. Have them fill this out, too, with supporting address ID documentation.

**Box 12**

You can list additional people from your business or organization who can receive mail at your virtual or private mailbox here.

**Box 13**

Sign your name and add the date.

**Box 14**

**Must be witnessed and notarized.**

Parcel Room must receive original USPS 1583 Form

Mail to location where you want your mail delivered:

Parcel Room  
1465 Woodbury Ave.  
Portsmouth, NH 03801

OR

Parcel Room  
1 Brickyard Square, Ste. 14  
Epping, NH 03042