



PONY EXPRESS
R E D M O N D
 MAILBOX & SHIPPING CENTER

Address 7345 164th Ave NE Ste 145
 Redmond, WA 98052
Phone 425-881-2449
Fax 425-885-7704
Website PonyExpressRedmond.com
Email info@ponyexpressredmond.com

OFFICE USE ONLY				
Box # _____	Open Date _____			
Rental Period	1 Month	3 month	6 month	12 month
Deposits	Box Rent			\$ _____
	Box Keys	_____ @ \$5	\$ _____	
	Door Key	_____ @ \$20	\$ _____	
	Other			\$ _____
	Total			\$ _____
Closing Date _____				
Customer Req _____ Non-Payment _____				

Mailbox Rental Application

NAME _____

ADDRESS Street _____

City _____ State _____ Zip _____

PHONE _____

EMAIL _____

IF MAILBOX RENTED FOR BUSINESS PURPOSES

Name of Business _____

Address _____

Phone _____

ALL NAMES UNDER WHICH MAIL WILL BE RECEIVED

Mailbox Rental Application (cont'd)

RENTAL OPTIONS

- Auto-Renew: Renew your mailbox rental automatically. We charge your credit card on the 15th of the month that your rental expires.
- Auto-Charge: Automatically charge your credit card on the 15th of every month for charges incurred such as package receiving.
- Forward Mail: Forward your mail to another address for an additional charge. Please ask about our mail forwarding options.

NOTIFICATIONS

Would you like to be notified if you have mail? Sign up for FREE notifications via email, phone, or text.

➔ For MAIL, please notify me:

- Daily
- Weekly on Saturday

➔ For PACKAGES, you will be notified automatically every time!

NOTIFICATION PREFERENCES

Please notify me via:

- Email _____
- Text Message
Cell phone number _____
Carrier _____
- Phone Call (weekly for mail, daily for packages)
Phone Number _____
- Smoke Signal

Thank you for using Pony Express Redmond for your mailing and shipping needs!

APPLICATION FOR MAILBOX RENTAL

This agreement made _____ (date) by and between

hereinafter referred to as "Applicant" and PONYEXPRESS MAIL & BUSINESS CENTER, hereinafter referred to as "Pony Express", shall be governed by these terms to which each party agrees:

1. By completing this form and USPS Form 1583, a copy of which will be made available to the United States Postal Service, applicant appoints Pony Express as agent for the receipt of mail for a period not to exceed that for which rent has been paid in advance. Applicant will pick up mail at least once each month or make other suitable arrangements in advance with Pony Express. Pony Express will provide a lock box key to applicant who may obtain his mail during the business hours posted by Pony Express. Should applicant appoint another person or organization to collect mail, applicant shall be responsible for the conduct of such person or organization. Pony Express shall assume that possession of a key is evidence of authority to collect mail.

2. The key(s) loaned to applicant shall require a refundable cash deposit upon receipt. The keys shall remain the property of Pony Express and shall not be duplicated or modified by applicant. The key deposit shall be refunded upon return of the key within 10 days of termination of service. Applicant understands that the relationship of the parties hereto is one of bailment and not landlord and tenant.

3. Once Pony Express has placed applicant's mail in the assigned lock box the mail shall be deemed to have been delivered and Pony Express shall not be responsible for loss, theft or damage. Pony Express 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.

4. Applicant agrees to use services in accordance with Pony Express rules and in compliance with all 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.

5. Information provided by applicant will be kept confidential and will not knowingly be disclosed without applicant's prior consent, except for law enforcement purposes, in which case Pony Express intends to cooperate fully.

6. Mail will not be accepted for more than two (2) persons or organizations in a single lock box and each must complete a USPS Form 1583 and provide photo ID. If applicant consistently receives substantially more mail that can be placed in a single lock box, Pony Express reserves the right to require applicant to rent a larger size box or one or more additional boxes. Charges for service are based on average volume and activity. Special circumstances require assessment of additional fees. Receipt of parcels delivered through a private carrier may be assessed additional per parcel handling fees. All additional fees are payable at the time service is rendered. Applicant further agrees that parcels delivered to this address for the applicant will be delivered by common carrier only, that no truck line deliveries will be made, that parcels will be retrieved within 24 hours after delivery and that no hazardous or dangerous material will be delivered to applicant.

7. Applicant agrees to protect, indemnify and hold harmless Pony Express from and against any and all claims, demands and causes of action of any nature whatsoever relative to use of Pony Express facilities or services, and any expense of Pony Express incurred in a defense against same shall be reimbursed by applicant.

8. Should Pony Express commit or fail to commit any act which results in disruption of service and applicant thereby suffers a loss, Pony Express's liability shall be limited to not more than the rental fees paid by applicant for service not yet received. Pony Express shall not be liable for incidental or consequential damages.

9. Certified, registered, insured or C.O.D. mail or parcels will be accepted by Pony Express only in those cases in which applicant specifically authorizes same by checking box six (6) of USPS Form 1583 and provides full advance payment of C.O.D. charges.

10. Pony Express fees are due and payable in advance and notice thereof will be placed in applicant's lock box. No other notice will be required. Failure to pay such fees when due may result in disruption or cancellation of services. Pony Express does not provide refunds in the event of cancellation by applicant prior to expiration of the rental period.

11. Pony Express reserves the right to refuse mailbox rental services or to refuse renewal mailbox rental services at its option.

12. The address to be used by applicant for the purpose of receiving mail is as follows:

(Applicant's Name or Business Name)

PMB (OR) # _____

16541 Redmond Way

Redmond, WA 98052-4482

This is the only form of address acceptable to the United States Postal Service.

13. Upon termination of services by Pony Express or failure to pay rent in advance by applicant, Pony Express shall not make applicant's mail available without payment therefore. Applicant understands that upon termination of mailbox rental services, the United States Postal Service will not forward or return mail without payment and will not accept a change of address. At termination of service, applicant understands that he will be required to notify each person, individually, of any change of address. By signing below, applicant agrees that no mail will be forwarded by Pony Express after termination of service. If applicant wishes mail forwarded after termination, they must provide Pony Express with a forwarding address and pay the required fees. In the event applicant fails to do this, Pony Express shall refuse any further mail and, in the case of mail already received, handle such mail in accordance with USPS DMM D042.2.6 regulations.

Applicant: _____

Agent: _____