



WE WORK HARD....TO HAVE YOUR PACKAGES READY.

Initial date: \_\_\_\_\_

Expire date: \_\_\_\_\_

<b>1) Name:</b>		<b>Telephone:</b>	<b>Suite number:</b>
<b>Address:</b>	<b>Country:</b> <input type="checkbox"/> USA <input type="checkbox"/> MEXICO	<b>City:</b>	<b>Zip Code:</b>
<b>Company Name:</b>	<b>State:</b>	<b>E-mail:</b>	
<b>Principal ID:</b> Driver License <input type="checkbox"/> Visa <input type="checkbox"/> Passport <input type="checkbox"/> Other: _____	<b>ID Number:</b>		

**Other Authorized Persons:**

<b>Name:</b>	<b>Signature:</b>
2)	
3)	
4)	

**Payments control:**

<b>From Date:</b>	<b>To Date:</b>	<b>Form of Payment:</b>	<b>Receipt Number</b>	<b>Date of Payment</b>

**Clauses:**

Suite Number: \_\_\_\_\_

This Agreement made on (month/day/year)\_\_\_\_/\_\_\_\_/\_\_\_\_, between \_\_\_\_\_, hereinafter referred to as Applicant, and Mail Express USA, as service provider.

- 1) Applicant appoints Mail Express USA as agent for the receipt for a period not to exceed that for which rent has been paid in advance. Applicant will pick up correspondence and/ or packages at least once each month or make other suitable arrangements, in advance, with Mail Express USA. Mail Express USA will provide Suite service referred to as "Suite" in where packages and mail will be kept until Applicant pick up them. Applicant may obtain their correspondence and/ or packages during the business hours posted by Mail Express USA.
- 2) Once Mail Express USA has placed applicant's correspondence and/or packages in the suite, Mail Express USA shall not be responsible for loss, theft or damage after 30 days. The responsibility for lost packages with responsibility to Mail Express USA will be of \$50 dlls maximum per package, when no value is declared of the package prior to its arrival to Mail Express USA installations. Applicant would have to show prove of purchased which must show in the same document the following information: tracking number, detail of the merchandise and value, in order to get paid for lost packages.
- 3) Mail Express USA is not engaged in the delivery of correspondence and/ or packages and cannot be responsible for failure of the United States Postal Service, UPS, DHL, FEDEX, or another shipper company, to deliver correspondence and/or packages, or to deliver it in a timely fashion or undamaged condition.
- 4) Applicant agrees to use services in accordance with Mail Express USA rules (politics) 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, refund or correspondence and/ or packages forwarding.
- 5) Information provided by applicant will be kept confidential and will not be disclosed without applicant's prior consent, except for law enforcement or postal operation purposes, in which case Mail Express USA intends to cooperate fully. Law enforcement includes but is not limited to local municipal police and County Sheriff.
- 6) Correspondence and/ or packages will not be accepted for more than Four (4) persons in a single Suite (authorized persons).
- 7) Applicant agrees to pay Mail Express USA \$15.00 usd each time a different person from who signed the present contract to pick up the correspondence and/ or packages; who in this case, has always to present a written consent of one of the four persons who signed this contract. Applicant agrees that Mail Express USA uses any media to validate the veracity of the written consent, and accepts the reserved right of Mail Express USA of not to give the correspondence and/ or packages if the veracity is not confirmed. The \$15.00 usd charge will not be applicate in the case of the person who is picking up the correspondence is a Mail Express USA customer.
- 8) Applicant agrees to pay Mail Express USA \$25 usd each time that a correspondence and/ or packages is received with a name on it different from the four persons who signed the present contract. The benefits of the Suite service is not transferable, it is why the applicant agrees to pay the \$25 usd fee *in the case if one of the names who signed the present contract appears accompanied with other name different to the ones that appears in the contract, in the label of the packages received by Mail Express USA.*
- 9) Applicant agrees to pay and monthly extra charge in for each correspondence and/ or packages that excess the size and weight according with the Mail Express USA rules (politics).
- 10) If applicant consistently receives substantially more correspondence and/ or packages than can be placed in a single Suite, Mail Express USA reserves the right to require applicant to rent a larger size box or one or more additional boxes. Charges for services are based upon average daily volume and activity. Special circumstances, e.g., high number of parcels, etc. may require assessment of additional fees. An unusually high volume of correspondence and/ or packages will result in either a higher fee being charged, or termination of the correspondence and/ or packages receiving service. 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 without prior arrangements for unloading and handling, that no hazardous or dangerous material will be delivered to applicant and that Mail Express USA has no responsibility to move, to handle or secure oversized deliveries. Failure to adhere to any of these parcel delivery stipulations will result in termination of service.

- 11) Applicant agrees to protect, indemnify and hold harmless Mail Express USA from and against any and all claims, demands and causes of action any nature whatsoever relative to use of Mail Express USA facilities or services.
- 12) Applicant agrees that Mail Express USA is expressly exonerated from all liability deriving from failure to observe trial dates, administrative and tax deadlines relating to the documents and packages received.
- 13) Per USPS regulations, certified, registered, insured, or C.O.D. correspondence and/ or packages or parcels will be accepted by Mail Express USA on the behalf of applicant. Full advance payment of C.O.D. charges made payable to the original shipper must be provided to Mail Express USA prior to acceptance of C.O.D. packages.
- 14) Mail Express USA fees are due and payable in advance and no notice will be required. Failure to pay such fees when due may result in disruption or cancellation of services. Mail Express USA **does not prorate fees and does not provide refunds in the event of cancellation by applicant.** Applicant understands prices are subject to change without notice.
- 15) Applicant agrees to pay a \$5 dollars event fee in case of packages received without suite number and/or wrong suite number on the package label.
- 16) Applicant agrees that he has the right to change the authorized persons (three persons) every six months if he wishes to without charge. Any changes before the six months will be a \$15 dollar charge to first person to come. To change the authorized persons It will be necessary to send a written and signed instruction letter that should contain the new authorized persons and the ones that would be removed, if it is the case.
- 17) Applicant is responsible for notifying correspondents of the above address.

The address to be used by applicant for the purpose of receiving correspondence and/ or packages is as follows:

(Name of customer)  
 2000 SOUTH MAIN ST Suite (xxx)  
 MCALLEN TX, 78503

**Upon termination of services by Mail Express USA or failure to pay rent in advance by applicant, Mail Express USA shall not make applicant's correspondence and/ or packages available without payment theretofore.**

I read, understand and accept the clauses involved in this contract, and have received a signed copy.

Customer Name: \_\_\_\_\_

Mail Express USA Employee Name: \_\_\_\_\_

Customer Signature: \_\_\_\_\_

Mail Express USA Employee Signature: \_\_\_\_\_