

# APPLICATION FOR MAILBOX SERVICES



Phone: **360.679.5519**  
 or **800.678.5519**  
 Fax: **360.679.3008**  
 316 SE Pioneer Way  
 Oak Harbor, Washington  
**www.ponymailing.com**

PLEASE PRINT

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

Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Referred by: \_\_\_\_\_

Email Address: \_\_\_\_\_

Name of Business: \_\_\_\_\_

Type of Business: \_\_\_\_\_

Address: \_\_\_\_\_

If business name is registered, give state, county and date of registration:

\_\_\_\_\_

Full name of each person who will receive mail<sup>1</sup> (Any person over 18 years of age must have a separate USPS 1583 form on file with Pony):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### MAILBOX RENTAL PRICES<sup>2,3</sup>

| SIZE            | 1 MONTH | 3 MONTHS | 6 MONTHS | 1 YEAR (SAVE) |
|-----------------|---------|----------|----------|---------------|
| NON-ACCESSIBLE  | \$13    | \$39     | \$78     | \$117 (\$39)  |
| SMALL           | N/A     | \$45     | \$90     | \$135 (\$45)  |
| MEDIUM          | N/A     | \$54     | \$108    | \$162 (\$54)  |
| LARGE           | N/A     | \$60     | \$120    | \$180 (\$60)  |
| P.O. BOX PICKUP | \$20    | N/A      | N/A      | N/A           |

Please keep my credit card number on file for future use. I will authorize each new transaction.

Circle one: Visa MasterCard # \_\_\_\_\_ Expiration Date \_\_\_\_\_

### PLEASE CIRCLE YOUR CHOICE OF SIZE AND TERM, THEN READ AND SIGN THE REVERSE.

<sup>1</sup>Additional charge of \$15.00 per 3 months for more than three adults (non-spouses) using the same mailbox.

<sup>2</sup>Prices are subject to change without notice.

<sup>3</sup>\$20 setup fee applies.

### For Office Use Only

Cash \_\_\_\_\_ Check \_\_\_\_\_ Visa \_\_\_\_\_ MasterCard \_\_\_\_\_ # \_\_\_\_\_  
 P.O. Box # \_\_\_\_\_

Sets Keys \_\_\_\_\_ Key Deposit \$ \_\_\_\_\_ Forwarding Deposit \$ \_\_\_\_\_ Date Opened \_\_\_\_\_  
 Date Closed \_\_\_\_\_

PONY AGREEMENT FOR MAIL SERVICES

This agreement between applicant and Pony Mailing and Business Center ("Pony"), shall be governed as follows:

1. Completion of this form and USPS Form 1583, appoints Pony as agent for receipt of mail; this relationship is one of bailment, not landlord and tenant. Mail for any name **not** shown on USPS 1583 **will not** be delivered. Mailbox keys require a \$5.00 refundable deposit; keys remain property of Pony and will not be duplicated or modified by Applicant. Deposit will be refunded upon return of keys **within five (5) days of closure of mailbox**. After-hours access may be revoked at Pony's discretion; Applicant agrees to lock the lobby door after use. If Applicant appoints another person or organization to collect mail from mailbox, Applicant shall be responsible for conduct of such person or organization. Pony assumes possession of key is evidence of authority to collect mail.
2. Pony will not be responsible for loss, theft or damage to mail. Pony is not engaged in the delivery of mail and cannot be responsible for failure of the Postal Service to deliver mail undamaged and in a timely fashion.
3. Applicant agrees to use services in compliance with all Pony and Postal Service rules, as well as local, state and federal statutes and regulations. Failure to do so will result in cancellation of service without notice. Pony also reserves the right to terminate service without notice upon **suspicion of fraud or illegal activities**.
4. All information provided by Applicant is confidential and will not knowingly be disclosed without Applicant's consent, except for law enforcement purposes. Pony will cooperate with any law enforcement agency or official.
5. In the event that Applicant consistently receives substantially more mail than can be placed in the rented mailbox, Pony reserves the right to require Applicant to rent a larger mailbox.
6. Applicant agrees to protect, indemnify and hold harmless Pony from and against any and all claims, demands and causes of action of any nature whatsoever relative to use of facilities or services, and any expense of Pony incurred in a defense against same will be reimbursed by Applicant.
7. In the event Pony commits or fails to commit any act which results in disruption of service to Applicant, Pony's liability will be limited to rental fees paid by Applicant for service not yet received. Pony shall not be liable for incidental or consequential damages as a result of its performance as agent for Applicant.
8. C.O.D. mail will be accepted with funds deposited in advance.
9. Fees are due in advance; due notice will be placed in Applicant's mailbox. Failure to pay fees within 5 days of due date may result in disruption or termination of services and/or late fee. (Upon termination of services for nonpayment, Pony will not make Applicant's mail available without payment.) Fees are nonrefundable.
10. Address for receiving mail is (your name), 316 S.E. Pioneer Way #\_\_\_\_\_, Oak Harbor, WA 98277-3288. Applicant will not use "Box #", "Suite #" or "Dept. #". Improperly addressed mail will be returned to sender by the USPS. Applicant is responsible for correspondent's use of the **correct** address format.
11. Applicant understands that, upon termination of **permanent** service, the Postal Service **will not accept a change of address**. Pony will accept first class mail arriving after termination for one hundred eighty (180) days. Applicant may collect mail in person, or may provide Pony with a forwarding address and postage deposit for up to thirty (30) days after termination. After 180 days, all first class mail will be returned to sender according to postal regulations.
12. **Termination and Forwarding: Pony will not forward mail received after closure or termination of service unless notified in writing and funds or credit card number are on deposit. Residual mail will be handled in accordance with USPS DMM C042.2.6 regulations.**

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Applicant

Date

Agent

Date