

# PAKMAIL®

PACK IT  SHIP IT  CRATE IT  FREIGHT IT

Sign up for  
6 months  
and get  
1 month  
free!

Sign up for  
1 year  
and get  
3 months  
free!

## Mailbox Rental Service

### Services included:

Box Minder Service  
Package Receiving  
Immediate Availability

Convenient Local Address  
Package Holding  
Mail Forwarding

### Personal Mail Service

\$10 Key Deposit

Size	3 Months	6 Months	1 Year
Personal	\$50.00	\$90.00	\$165.00
Business	\$75.00	\$125.00	\$205.00
Corp.	\$100.00	\$180.00	\$280.00

### Additional Services Available

FedEx, UPS, DHL, & USPS Authorized Shipping Outlet

Overnight Delivery  
Custom Packaging & Crating  
National & International Shipping  
Packaging & Moving Supplies

Shredding Services  
Office Supplies  
Faxing Services  
Copy Services

### PAKMAIL OF EAST WINDSOR

859 Route 130 North

[pakmail.eastwindsor@verizon.net](mailto:pakmail.eastwindsor@verizon.net) [www.pakmaileastwindsor.com](http://www.pakmaileastwindsor.com)

Monday-Friday: 9:00AM-6:00 PM Saturday: 10:00 AM-4:00 PM



Franchises independently owned and operated

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We are always looking to improve the services we offer to you. We would like to introduce a service that is now available. It is called BoxMinder. Boxminder is a mail notification service that we have applied to our location that will automatically inform you via e-mail, SMS Text Message, or both, when you have mail or packages that need to be picked up. With the high cost of fuel nowadays, we have implemented this system to alleviate those unnecessary trips to check for mail or packages in your box when you in fact have none. How many times have you stopped by only to find out you don't have any mail? BoxMinder will send out an e-mail, a text, or both, when you have mail to be picked up. It's that simple!

If you are interested in enrolling in this program, just fill out the information below and return it to us. Then, when you receive any mail, we will send out your selected method of notification so you can stop by and pick up your mail.

The cost of this service is \$10.00 per year. You can save that much by eliminating just a few unnecessary trips. So, sign up **Now!** Start saving time and money, as we understand every little bit helps.

Box #: \_\_\_\_\_

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

Cell Phone: ( \_\_\_\_\_ ) \_\_\_\_\_ - \_\_\_\_\_ Service Provider \_\_\_\_\_

E-Mail Address (choose up to three)

E-mail 1: \_\_\_\_\_

E-mail 2: \_\_\_\_\_

E-mail 3: \_\_\_\_\_

How would you like to be notified?

E-Mail     Text Message     Both

We will not be using your e-mail or phone number for anything else, so you will not have to worry about any unnecessary spam from us.



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# Credit/ Debit Card Release Form

VISA, MasterCard, AMEX, Discover

I authorize Pak Mail East Windsor to charge my credit/debit account described below for services rendered in the amount of \$ \_\_\_\_\_

CARDHOLDER'S NAME \_\_\_\_\_  
(print cardholders name as it appears on credit card)

CARD NUMBER \_\_\_\_\_

EXPIRATION \_\_\_\_\_

CARDHOLDERS' THREE/FOUR DIGIT CODE (on back of card) \_\_\_\_\_

CARDHOLDERS' C.C. BILLING ADDRESS \_\_\_\_\_

\_\_\_\_\_  
(house #, street to which statement is mailed)

CARDHOLDERS' CC ZIP CODE \_\_\_\_\_

I understand and agree that: (1) my signature on this form constitutes a "signature on file" and is an agreement to pay the charges indicated, which will be charged to the card number I have provided; (2) the amount charged to my credit card account may be reflected in my account balance prior to services rendered; and (3) I am legally obligated to pay for all related charges in accordance with the agreement made between Pak Mail East Windsor and me. (4) Pak Mail requires a copy of the front and back of this credit card and a second picture ID. **AUTHORIZED CARD CHARGED SHOWING PAYMENT MUST BE COMPLETED BEFORE SERVICES RENDERED.**

CARDHOLDER SIGNATURE \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_ DATE: \_\_\_\_\_



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## MAIL FORWARDING INSTRUCTIONS (Optional Service)

NAME AND COMPLETE ADDRESS USED FOR MAIL FORWARDING

Name \_\_\_\_\_

Street Address \_\_\_\_\_

\_\_\_\_\_

City, State, Zip \_\_\_\_\_

Frequency:

\_\_\_\_\_ Once a Month \_\_\_\_\_ (specify day)

\_\_\_\_\_ Twice a Month \_\_\_\_\_ (specify day)

\_\_\_\_\_ Every Week \_\_\_\_\_ (specify day)

\_\_\_\_\_ Every Time Mail Comes In

Deposit Amount \$ \_\_\_\_\_

Relishing Account:

\_\_\_\_\_ Call when account gets below \$ \_\_\_\_\_

Phone: \_\_\_\_\_

\_\_\_\_\_ E-mail when account gets below \$ \_\_\_\_\_

E-mail: \_\_\_\_\_

\_\_\_\_\_ When account gets below \$ \_\_\_\_\_ add \$ \_\_\_\_\_ from credit card on account.

Signature \_\_\_\_\_ Date \_\_\_\_\_



## MAILBOX AGREEMENT

This Agreement between Pak Mail Center # 811, referred to as agent, and the subscribing applicant, referred to as Tenant, made in the City of EAST WINDSOR, State of NJ, agree to the following terms:

1. Agent is the sole owner of certain mailboxes installed at \_\_\_\_\_, and that said mailboxes are for rental to the general public, as well as the sale of related services.
2. By completion of this form and PS Form 1583, a copy of which will be made available to the United States Postal Service, Box Holder appoints Pak Mail as the agent for receipt of mail for a period not to exceed that for which rent has been paid in advance. Box Holder will pick up mail at least once each month or make other suitable arrangements, in advance with Pak Mail. Pak Mail shall assume that possession of a key is evidence of authority to collect mail.
3. Once Pak Mail has placed Box Holder's mail in the assigned box, the mail shall be deemed to have been delivered, and Pak Mail shall not be responsible for loss, theft or damage. Pak Mail 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. Box Holder agrees to use services in accordance with Mail Service 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 or refund.
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 Pak Mail intends to fully cooperate with local, state, and federal law enforcement agencies. Law enforcement is further clarified to include all city, county, state or federal agencies or their representatives.
6. The minimum mailbox rental period shall be no less than three months. All rents are payable in advance together with a one month deposit. Rent for the initial month of service is subject to proration of charges determined by Pak Mail if rental commencement occurs at a date other than the 1<sup>st</sup> of the month in which the service begins. Mail Service fees are due and payable in advance and notice thereof will be placed in applicant's box. No other notice shall be required or given. Failure to pay such fees when due may result in disruption or cancellation of services. Pak Mail does not prorate fees and does not provide refunds in the event of cancellation by applicant.
7. Rents applicable to renewals of mailbox occupancy are due and payable the 1<sup>st</sup> of the month and become delinquent by the \_\_\_\_\_. Delivery of mail to your box past this date will be resumed upon receipt of all amounts due plus a late charge of \$ \_\_\_\_\_. Arrears one month in duration are subject to immediate termination of service, with Pak Mail reserving the right to apply the one month's rental deposit to cover past due rents.
8. Agent shall also collect a \$ \_\_\_\_ (per mailbox) one time, set up fee.
9. Pak Mail shall also collect and hold a \$ \_\_\_\_ (per mailbox) key deposit, which is refundable to tenant upon return of the key, within \_\_\_\_\_ days of termination of service, unless Pak Mail has terminated service due to non-payment of box rental fees. Pak Mail shall also collect and hold a \$ \_\_\_\_ key deposit from those Box Holders with twenty-four (24) hour mailbox access which is refundable on the same basis as the mailbox key deposit. Replacement of lost or misplaced keys can be supplied by Pak Mail at prevailing charges.
10. Per USPS regulations, certified, registered, insured, or C.O.D. mail or parcels will be accepted by Pak Mail on the behalf of the Box Holder. However, Box Holders shall not hold Pak Mail liable for any loss or damage or injury related to the acceptance of Accountable Mail. Full, advance payment of C.O.D. charges must be made to Mail Service prior to acceptance of C.O.D. packages.
11. Box Holder shall further protect, indemnify and save harmless Agent from and against all claims, demands, and causes of action of any nature whatsoever, and any expense incident to defense by Agent of any such demand or action arising out of or in connection with Box Holder's use or possession of said mailbox and including, without limitation, all demands, claims, and causes of action for personal injury or property damage, including damage to or loss of mail contents by any cause whatsoever other than Agent's negligence.
12. Mail will not be accepted for more than three (3) adults or organizations in a single box, and each must complete a

PS Form 1583 and provide photo identification. If Box Holder consistently receives substantially more mail than can be placed in a single box, Pak Mail reserves the right to require applicant to rent a larger size box or one or more additional boxes. Special circumstances, i.e.: receipt 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. Box Holder further agrees that parcels delivered to this address for the applicant will be delivered by common carrier only and an additional fee may be charged. Applicant agrees that parcels will be retrieved within 24 hours after delivery and that no hazardous or dangerous materials will be delivered to applicant.

13. Applicant shall use only the address designation "PMB" or "#" to designate their address. NO OTHER DESIGNATION IS VALID. The U.S. Postal Service may refuse to deliver any piece of mail that does not include the PMB or # sign. The Address to be used by applicant for the purpose of receiving mail is as follows:

CME Universe, LLC  
PMB #101  
506 Barclay Blvd

PRINCETON, NJ 08540

Box Holder is responsible for notifying any correspondents of the above address and any other subsequent change of address.

14. Upon termination of services by Pak Mail, or failure to pay rent in advance by applicant, Pak Mail shall not make Box Holder's mail available without payment. Box Holder understands that 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, Box Holder, if they wish mail forwarded for six (6) months after that date, shall provide Pak Mail with a forwarding address and pay the required re-mailing fees. If re-mailing fees are not paid, mail will not be forwarded, but will be held for six (6) months (1st Class, Priority, Express, and parcels only). At the end of six (6) months from termination, accumulated mail shall be returned to the post office marked for return to sender. During the six month period, unforwarded accumulated mail may be picked up at Pak Mail for a \$15 service fee per pick up. Per postal regulations, mail received after the six (6) month period will be returned to the post office to be returned to sender.

15. Applicant has read and executed PS Form 1583, and agrees to comply with all applicable postal regulations.

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Agent's Signature & Date

Customer's Signature & Date

# Application for Delivery of Mail Through Agent

See Privacy Act Statement on Reverse

1. Date

In consideration of delivery of my or our (firm) mail to the agent named below, the addressee and agent agree: (1) the addressee 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 addressee 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) upon request 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 addressee(s) must file a revised application with the Commercial Mail Receiving Agency (CMRA).

**NOTE:** The applicant must execute this form in duplicate in the presence of the agent, his or her authorized employee, or a notary public. The agent provides the original completed signed PS Form 1583 to the Postal Service and retains a duplicate 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 addressee and the agent agree to comply with all applicable postal 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 boxes 7 or 10, and that the identification listed in box 8 is valid.

2. Name in Which Applicant's Mail Will Be Received for Delivery to Agent. (Complete a separate PS Form 1583 for EACH applicant. Spouses may complete and sign one PS Form 1583. Two items of valid identification apply to each spouse. Include dissimilar information for either spouse in appropriate box.)		3. Address to be Used for Delivery (Include PMB or # sign.)		
		3b. City	3c. State	3d. ZIP + 4®
4. Applicant authorizes delivery to and in care of:		5. This authorization is extended to include restricted delivery mail for the undersigned(s):		
a. Name				
b. Address (No., street, apt./ste. no.)				
c. City	d. State	e. ZIP + 4		
6. Name of Applicant		7a. Applicant Home Address (No., street, apt./ste. no.)		
		7b. City	7c. State	7d. ZIP + 4
		7e. Applicant Telephone Number (Include area code)		
8. Two types of identification are required. One must contain a photograph of the addressee(s). Social Security cards, credit cards, and birth certificates are unacceptable as identification. The agent must write in identifying information. Subject to verification.		9. Name of Firm or Corporation		
a.				
b.				
Acceptable identification includes: valid driver's license or state non-driver's identification card; armed forces, government, university or recognized corporate identification card; Passport, alien registration card or certificate of naturalization; current lease, a mortgage, or Deed of Trust; voter or vehicle registration card; or a home or vehicle insurance policy. A photocopy of your identification may be retained by agent for verification.		10a. Business Address (No., street, apt./ste. no.)		
		10b. City	10c. State	10d. ZIP + 4
		10e. Business Telephone Number (Include area code)		
		11. Type of Business		
12. If applicant is a firm, name each member whose mail is to be delivered. (All names listed must have verifiable identification. A guardian must list the names and ages of minors receiving mail at their delivery address.)				
13. If a CORPORATION, Give Names and Addresses of Its Officers		14. If business name of the address (corporation or trade name) has been registered, give name of county and state, and date of registration.		
Warning: The furnishing of false or misleading information on this form or omission of material information may result in criminal sanctions (including fines and imprisonment) and/or civil sanctions (including multiple damages and civil penalties).				
15. Signature of Agent/Notary Public		16. Signature of Applicant (If firm or corporation, application must be signed by officer. Show title.)		

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**Privacy Act Statement:** Your information will be used to authorize the delivery of your mail to the designated addressee as your agent. Collection is authorized by 39 USC 401, 403, and 404. Providing the information is voluntary, but if not provided, we cannot provide this service to you. We do not disclose your information without your consent to third parties, except for the following limited circumstances: to a congressional office on your behalf; to financial entities regarding financial transaction issues; to a USPS® auditor; to entities, including law enforcement, as required by law or in legal proceedings; to contractors and other entities aiding us to fulfill the service; and for the purpose of identifying an address as an address of an agent who receives mail on behalf of other persons. Information concerning an individual who has filed an appropriate protective court order with the postmaster will not be disclosed except pursuant to court order. For more information on our privacy policies, see our privacy link on [usps.com](http://usps.com)®.

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