



4155 Deep Lake Boundary Rd
Colville, WA 99114
(509) 732-4306

PRIVATE MAILBOX CUSTOMER AGREEMENT

www.WanetaQuickStop.com

PMB

VER 2020-0101

↓ Applicant Name: Include Contact Name if Company Name ↓		↓ Phone: ↓	
↓ Permanent Address: Number & Street ↓			
↓ City ↓	ST / PROV	ZIP	↓ Email Address ↓
PRIVATE MAILBOX SERVICE OPTIONS <input type="checkbox"/> PMB SMALL \$ 60 /YR <input type="checkbox"/> PMB MEDIUM \$ 85 /YR <input type="checkbox"/> PMB LARGE \$ 110 /YR <input type="checkbox"/> PMB LOCKER \$ 300 /YR <input type="checkbox"/> PMB PARCEL ONLY \$ 20 /YR PARCEL ONLY HANDLING FEE APPLIES EACH PARCEL -- MAIL THAT DOES NOT FIT IN BOX ADD PER ITEM		ADD ON OPTIONS <input type="checkbox"/> \$10/YR VIRTUAL MAILBOX ↓ OTHER AUTHORIZED PERSONS - AUTHORIZED TO PICK UP FOR YOU ↓ 	

I have read and fully comprehend Waneta Quick Stop's Terms of Service. I understand that I must notify Waneta Quick Stop if I terminate the use of services and it is my responsibility to change my address with everyone who sends United States Postal Service mail to my WQS address and that I will not submit a mail forward request to the US Postal Service. I agree to designate a valid forwarding address with WQS and I agree to pay all postage required to forward my received mail and shipments for a period of six months after termination of services with Waneta Quick Stop. I understand all prices are in USD. I understand this document includes the complete WQS terms of service as exhibit A addendum.

PRIVATE MAILBOX SERVICES: Annual fees are due January 1st and will become LATE February 1st. WQS does not distribute invoices it is up to the customer to remember they owe on January 1st every year. PMBs not renewed by February 1st will be terminated, reinstatement with an administrative fee of \$25.00. Virtual Mailbox add on WQS Agents will open and scan specified mail items to your email.

MONTHLY BUSINESS ACCOUNTS: Monthly invoices are available on the 1st of each month. Please pay invoices by the 10th of each month. Paypal online credit card payment, mail check, bring in cash payment.

USPS POLICIES: WQS is registered with the USPS as a CMRA, Commercial Mail Receiving Agency. All customers must be registered and have a complete 1583 on file. All customers are required to register and provide two forms of ID (by the US Postal Service) and sign a US Postal Service Form 1583 in duplicate. Photocopy of ID is verified by WQS CMRA agent. An original is sent to the United States Postal Service and the other is filed at WQS in a secure location. The USPS has address format requirements that your seller may not be aware of. Please ensure you have reviewed the "USPS Address Format" FAQ available online or ask a WQS CMRA Agent.

USPS POSTAGE DUE: in the event the US Postal Service assesses a Postage Due fee, WQS may advance payment for the fee to the USPS up to \$10.00, customers shall reimburse WQS at pick-up for monies advanced on their behalf. **DO NOT PAY POSTAGE DUE LOANS** ☐

PARCEL AND FREIGHT FEES: a handling fee is assessed to each individual shipment (parcel or pallet please see brochure for current fee schedules).

STORAGE FEES: Parcel Only storage is FREE upto 60 days. 61 days after the received date all unclaimed parcels shall be considered ABANDONED and shall become the property of Waneta Quick Stop.

FREIGHT STORAGE FEES: Due to limited space, Storage fees begin after 72 hours at 50% of the assessed receiving fee per day thereafter.

PARTIAL PICKUPS: The items staying go back to the parcel desk where they are re-scanned as a brand new package. An additional parcel receiving fee will be assessed and the package will be ready for pickup immediately. The storage period begins on the new scan-in date.

PICK UPS: Track your orders, WQS does not notify you of shipments received. Bring your invoice for the border, a valid form of payment, and always BRING YOUR CARRIER TRACKING NUMBERS. TAKE INVENTORY OF YOUR PICK UP BEFORE YOU LEAVE TO ENSURE YOU HAVE EVERYTHING YOU EXPECTED.

The individuals listed above have my full permission to pick up items addressed to applicant and any individual listed on this registration.

I understand a fully executed copy of this registration, WQS terms of service, and the USPS form 1583 which has been completed for each adult as required by the US Postal Service shall be emailed to the address on this agreement.

I HEREBY DIRECT WQS CMRA AGENTS TO DISPOSE OF ALL JUNK MAIL ADDRESSED TO THIS ACCOUNT. CHECK BOX TO ACCEPT THIS OPTION ☐

I AUTHORIZE WQS CMRA AGENTS TO OPEN/SCAN SPECIFIC MAIL TO ME AS DIRECTED FOR MY VIRTUAL MAILBOX. CHECK BOX TO ACCEPT THIS OPTION ☐

Applicant Signature

Date