

BossLady Virtual Office
Virtual Mailbox Service Agreement

Business Address:

BossLady Virtual Office
429 Person St., Suite 1-C
Fayetteville, NC 28301

 BossLadyVirtualOffice@gmail.com |  910-632-0330

1. Parties

This Virtual Mailbox Service Agreement ("Agreement") is entered into by and between **BossLady Virtual Office** ("Provider") and the undersigned client ("Client").

2. Services Provided

- Use of Provider's physical business address for mail receipt.
- Mail handling services according to the selected service plan (Basic, Standard, or Premium).
- Optional mail forwarding and scanning (per plan selection).

3. Service Plans and Fees

Service Plan	Price	Description
Setup Fee	\$25 (one-time)	Required at sign-up
Basic Plan	\$35/month	Address use for mail receipt, client mail pickup only
Standard Plan	\$50/month + shipping	Address use + mail handling and forwarding
Premium Plan	\$100–\$200/month	Address use + scanning, forwarding (weekly or monthly)

4. Payment Terms

- All monthly payments are due on the **1st day of each month**.
- A **\$15 late fee** will apply to any payments not received by the **5th of the month**.
- If payment is not received by the **10th**, services will be **suspended** until the account is current.
- Repeated late payments may result in **termination of service**.

5. Client Responsibilities

- Complete and submit USPS Form 1583 with valid form of identification.
- Keep all contact information (address, email, and phone) up to date.
- Pick up mail promptly if on the Basic Plan.
- Pay all charges, including any additional forwarding costs (Standard and Premium Plans).

6. Provider Responsibilities

- Handle and store mail securely and confidentially.
- Provide timely notification of mail receipt (Premium Plan).
- Forward or scan mail according to the Client's selected plan.

7. Term and Termination

- This Agreement operates on a **month-to-month basis**.
- Client may cancel services with **30 days written notice**.
- All balances must be paid in full prior to cancellation.
- Provider reserves the right to terminate services for nonpayment, abuse, or illegal activity.

8. Legal Compliance

- The Client agrees **not to use** the address for any fraudulent, illegal, or misleading activities.
- Client agrees to comply with all local, state, and federal laws.

9. Limitation of Liability

- BossLady Virtual Office is **not responsible** for lost, stolen, or damaged mail or packages once they are received and/or forwarded.
- Client accepts all risk associated with mail receipt and forwarding.

10. Indemnification

Client agrees to indemnify and hold harmless BossLady Virtual Office, its officers, agents, and employees from all claims, damages, and liabilities arising from Client's use of services.

11. Entire Agreement

This document constitutes the entire agreement between the parties. No oral statements or prior written material shall have any force and effect.



Client Acknowledgment

Client Name (Print): _____

Client Signature: _____

Date: _____

Email Address: _____

Phone Number: _____

Selected Service Plan (circle one):

- Basic
- Standard
- Premium



Payment Info

- Setup Fee Paid? Yes - No (circle one)
- Monthly Fee: \$ _____/month
- Notes (if any): _____



BossLady Virtual Office Signature (Internal Use Only)

Representative Name (Print): _____

Signature: _____

Date: _____