



# **Pony Express Mail Services**

2375 E. Tropicana Ave. Suite 8 Las Vegas, NV 89119

Ph# 702.739.8877 Fax: 702.739.7225

Email: ponyexpresslasvegas@gmail.com

## **Terms and Conditions:**

- 1) All fees are due and payable in advance on a minimum quarterly (3 months) basis. Rates will be prorated to the first of the month and no refund paid for cancellations of service. Accounts are considered delinquent if not paid on the date due. Mail will be held pending payment for 30 days following the due date. If an account remains delinquent for more than 30 days, all mail will be returned to the sender. If account is closed for any reason, we are unable to guarantee mailbox number will be available upon return of service.

Mail forwarding will occur on the 1st and 3rd Monday of every month. A deposit is required for forwarding mail on a regular basis. All postage must be paid for by customer prior to forwarding mail. (Initial \_\_\_\_\_ )

### **Fees and deposits are listed below**

*Box key deposit: \$5.00 Mail forwarding deposit: \$10.00*

*Late fee: \$5.00 Duplicate key fee: \$25.00*

*Box lock replacement: \$50.00*

- 2) The box may not be used for any purposes prohibited by postal regulations, or for any illegal or illegitimate purposes whatsoever. (Initial \_\_\_\_\_ )
- 3) All information contained on this form will be treated as confidential and will not be disclosed except for law enforcement purposes, in response to subpoena or court order, with exception to business addresses.. (Initial \_\_\_\_\_ )
- 4) Applicant agrees to notify staff in writing 30 days prior to surrendering mail box services. It is the applicant's responsibility to submit a change of address request to each business, institution, and entity to ensure all mail will be forwarded to his/her new address. All mail received without a forwarding address after the close out of the account will be returned to the sender.  
(Initial \_\_\_\_\_ )
- 5) **IMPORTANT: DO NOT USE P.O. BOX NUMBER ON YOUR RETURN ADDRESS. THIS CONFUSES THE POST OFFICE AND YOUR MAIL WILL NOT BE DELIVERED. SEE EXAMPLE BELOW ( Initial \_\_\_\_\_ )**

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

**2375 E. Tropicana Ave. Suite 8 #** \_\_\_\_\_

**Las Vegas, NV 89119**

6) **LEGAL AGREEMENT:**

Applicant agrees during the rental term of this Agreement to use the rented postal box for only lawful purposes and in conformity with all applicable Federal, State, and Local Laws. Applicant further agrees to protect, indemnify and save harmless the **PONY EXPRESS MAIL SERVICES (PEMS)** from and against any and all claims, demands, and causes of action of any nature whatsoever, and any expense incident to defense by the **PEMS** of any such demand or action arising out of or in connection with applicant's use or possession of said postal box and including, without limitation, all demands, claims, and causes of action for personal injury or property damage arising from such use or possession, for failure of the U.S. Postal Service to deliver on time or otherwise any item (mail, parcels, etc.), for damage to or loss of postal box contents by any cause whatsoever, and for any violation by applicant of applicable Federal, State, and Local Laws. In addition, applicant agrees that upon his/her default in the payment of rent required by this agreement, the **PEMS** may at its option, as security for rent owed withhold or refuse applicant's mail during the period of default and should said default continue may withhold mail indefinitely or return to sender. (Initial \_\_\_\_\_ )

I, \_\_\_\_\_, acknowledge that I have received, understand, and accept the terms and conditions of my mailbox service with **PEMS**. Management reserves the right to make changes to the terms and conditions. I understand that management will notify me in writing no later than 30 days prior to effective change. In addition, any and all exceptions to these terms and conditions are subject to management approval.

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

Date: \_\_\_\_\_

**FOR OFFICIAL USE ONLY:**

**ACCEPTED BY:** \_\_\_\_\_

**SUITE NO.** \_\_\_\_\_

**DATE:** \_\_\_\_\_