



## Contract for Mailbox Service

21197 State Route 410 E, Bonney Lake, WA 98391

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This Mailbox Service Agreement ("Agreement") is made and entered into by and between **Sound Postal** (hereinafter "Mail Service"), and

----- (hereinafter "Customer(s)"). This Agreement is intended to comply with applicable **Washington State laws**, the **United States Postal Service (USPS) Domestic Mail Manual (DMM)**, and all related federal and state regulations governing private mailbox services.

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### 1. Purpose and Relationship of the Parties

Mail Service agrees to provide the Customer(s) with a private mailbox (PMB) and related services. By executing this Agreement and completing **USPS Form 1583**, Customer(s) appoints Mail Service as their agent for the receipt of mail and packages delivered by USPS and authorized common carriers. The legal relationship between the parties is strictly **bailor and bailee**, not landlord and tenant.

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### 2. Term of Agreement

The term of this Agreement commences on the date of execution and continues for the period paid for by Customer(s). Renewals require advance payment by Customer(s) and approval by Mail Service. Renewal terms remain at the discretion of Mail Service.

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### 3. Lawful Use and Compliance

Customer(s) agrees to use the mailbox lawfully, in compliance with:

- USPS regulations, including but not limited to DMM 508
- Washington State laws regarding mail, business identity, and fraud prevention
- Federal statutes governing mail handling, identity verification, and prohibited items

Customer(s) shall not use the mailbox for unlawful, fraudulent, threatening, or deceptive purposes.

Each individual and entity receiving mail must complete a separate **PS Form 1583**, including minors listed under a parent/guardian. Mail Service may refuse mail for any unregistered individual or entity.

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#### **4. Identification Requirements**

Per USPS and Washington State regulations:

- Customer(s) must present valid, unexpired, government-issued photo identification and valid address identification.
- Customer(s) must update Mail Service if ID or legal address changes.
- Failure to update identification may result in suspension or termination of mailbox services.

Photo ID expiration date: \_\_\_\_\_

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#### **5. Keys and Access**

Mail Service will issue one (1) mailbox key. Keys remain property of Sound Postal and may not be duplicated. Additional keys may be issued for a fee of \$25 each.

Access to mail is available during posted business hours. Mail Service may change business hours with notice.

Possession of the mailbox key constitutes presumed authorization to collect mail.

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#### **6. Delivery of Mail and Packages**

##### **Delivery by USPS**

Customer(s) releases USPS and its representatives from liability once mail is delivered to Mail Service premises.

##### **Delivery by Mail Service**

Mail is deemed delivered when placed into the assigned PMB. Oversized packages will be stored by Mail Service and a notice placed in the mailbox. Customer(s) acknowledges that:

- Mail Service is not responsible for loss, theft, or damage after delivery to PMB.
- Mail Service is not responsible for delays or errors by USPS or other carriers.

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## **7. Authorized Collectors**

Customer(s) is the default authorized collector. Designated collectors must be listed on Form 1583 and must present identification if requested. Customer(s) assumes full responsibility for individuals they authorize to access mail.

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## **8. Forwarding and Address Changes**

Mail Service does **not** include forwarding services. Any mail forwarding arrangements require a separate paid agreement.

Customer(s) agrees **not** to file a USPS Change-of-Address form upon termination, pursuant to USPS DMM regulations. Customer(s) bears full responsibility to notify correspondents of any address change.

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## **9. Address Format Requirements**

Customer(s) must use only the following USPS-approved format:

**Customer(s) Name**  
**21197 State Route 410 E (PMB) Mailbox # \_\_\_\_\_**  
**Bonney Lake, WA 98391**

Use of "Suite," "Apt," "Unit," or similar physical designators is prohibited under USPS rules.

Mail Service may reject or return mail not properly addressed.

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## **10. Mail for Other Individuals or Entities**

Mail Service will only accept mail for individuals or businesses listed on a valid PS Form 1583. Mail received for unauthorized parties will be marked **Undeliverable** and returned.

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## **11. Prohibited Deliveries**

Customer(s) agrees that the following will **not** be delivered to Sound Postal:

- Hazardous or dangerous materials (as defined by federal law)
- Freight or palletized shipments
- Personal hand-delivered items lacking a chain of custody

Violations may result in fees, refusal of items, or termination of service.

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## **12. Washington State Legal Compliance**

Sound Postal operates in accordance with:

- **RCW 9A.60** (Forgery and fraud)
- **RCW 19.16** (Business practices)
- **RCW 63.29** (Unclaimed property)
- Relevant state consumer protection and privacy statutes

Suspicious, fraudulent, or criminal activity will be reported to **USPIS** and applicable Washington law enforcement agencies.

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## **13. Confidentiality**

Customer(s) information will remain confidential except when disclosure is required for:

- USPS verification or operations
- Law enforcement inquiries
- Statutory compliance under Washington State or federal law

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## **14. Fees and Payments**

Mailbox fees must be paid **in advance**. Failure to pay may result in immediate suspension or termination of services.

Mail Service does not prorate or refund fees upon cancellation by Customer(s).

A late fee may apply for overdue payments.

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## **15. Box Sizes and Pricing (Updated Policy)**

Sound Postal offers **one mailbox size (Medium only)**. Pricing is based on weekly package volume:

- **Up to 10 packages per week:** \$30/month
- **11-20 packages per week:** \$35/month
- **21+ packages per week:** \$40/month

Mail Service will monitor weekly package volume. Customer(s) agrees to pricing adjustments based on usage.

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## **16. Included Services**

- Email notifications for mail or package arrival
- Storage of oversized packages for up to 7 days
- One household (2 adults + minors) and one business included; additional businesses \$5 each per month

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## **17. Additional Fees**

- Additional Customers: \$5/month each
- Additional Mailbox Keys: \$10 each
- Replacement Key: \$25 each
- Setup Fee (one-time): \$35
- Late Payment Fee: \$15 per month
- Over-max or freight-type deliveries: Starting at \$50

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## **18. Liability and Indemnity**

Mail Service's total liability for any claim arising from services shall not exceed the lesser of:

- The amount of service fees paid for the period not yet received, or
- **\$100**

Mail Service shall not be liable for consequential, incidental, or indirect damages.

Customer(s) agrees to indemnify and hold Sound Postal harmless from all claims resulting from Customer(s)'s use of the mailbox or violations of this Agreement.

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## **19. Termination**

### **Termination by Customer(s)**

Customer(s) may terminate service at any time, but fees are nonrefundable.

### **Termination for Cause**

Mail Service may terminate this Agreement immediately for:

- Nonpayment
- Repeated policy violations
- Suspicious or unlawful activity
- Failure to comply with USPS or Washington State requirements

Upon termination, Mail Service must continue accepting the Customer(s)'s mail for 180 days (per USPS DMM). Mail will not be released until all outstanding charges are paid.

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## **20. Auto-Renewal (Optional)**

Customer(s) may elect auto-renewal. Mail Service will send notice prior to renewal. Customer(s) must cancel in writing at least **21 days** prior to renewal date. A valid credit card is required for auto-renewal.

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## **21. Governing Law**

This Agreement shall be governed by and interpreted in accordance with the laws of the **State of Washington**, without regard to conflict-of-law principles.

Any disputes shall be resolved in the appropriate court within Washington State.

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## **22. Entire Agreement**

This Agreement, together with PS Form 1583, constitutes the entire understanding between the parties and supersedes any prior verbal or written agreements.

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### **Signatures**

**Sound Postal Agent Name:** \_\_\_\_\_

**Agent Signature:** \_\_\_\_\_

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

**Customer(s) Name:** \_\_\_\_\_

**Customer(s) Signature:** \_\_\_\_\_

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