

Mailbox & Postal Services

THE UPS & MAIL BOX STORE
1718 M St., NW Washington D.C. 20036
(202)785-3606 Fax (202)785-3607

Mailbox Services

When you have a mailbox at The UPS Store, you get convenience, professionalism and other services to help run your business (or your personal life) more efficiently.

Discover the benefits of a having a mailbox at The UPS Store:

Secure, 24-hour mailbox access*

Pick up your mail when it's convenient for you. Your mail stays safe and confidential.

A real street address, not a P.O. Box

A prestigious downtown street address that provides a professional image for your business.

Full-service mail and package receiving

We accept packages from all carriers and couriers, so you'll never miss a delivery. (US Mail P.O. Box accepts only U.S. mail).

Mail holding and forwarding**

We'll hold your packages in a secure location for pick up at your convenience for up to 3 days, or forward them to you, wherever you are. (additional fees may be applied for storage after 3 days)

Call-in Mail Check® Save time. Save a trip. Call us to find out if you have mail (**FOR BUSINESS MAIL BOX & UP**) (Additional fee for Personal Size).

Available Contracts;

Basic(\$15.00/mo) 12 month contract only, no free months \$180.00, Receive only USPS mail (no packages from UPS/FEDEX/DHL or other private carriers.

	3 Months	6 Months (+ 1 Free Mo.)	12Months (+3 Free Mos.)
Personal (non-business use)	\$87.00	\$150.00	\$288.00
Business and personal	\$117.00	\$210.00	\$408.00
Corporation	\$147.00	\$270.00	\$528.00

Special Requirments: Please speak with an associate

Note: Additional **\$3.00 handling fee** each time your mailbox overflows.
One time set up fee: \$15.00, each key - \$10.00 deposit

The UPS Store provides customers with U.S. Postal Service products by offering stamps and metered mail. Delivery Confirmation™, Signature Confirmation®, certified letters and return receipt requests can also be processed by The UPS Store.

USPS® Products

Metered Mail

Domestic

Priority Mail®

Express Mail®

Parcel Post®

First Class Mail®

International

Global Priority Mail®

Global Express Mail®

Air Parcel Post

Economy Parcel Post

Air Letter Post

Delivery Confirmation™

Priority Mail®

Parcel Post®

First Class Mail®

Signature Confirmation®

Priority Mail®

Parcel Post®

Certified Mail

Return Receipt

Postage Stamps

Package Tracking

Use the [Tracking](#) feature to track the shipment and delivery of your items.

Mailbox Service Agreement Addendum

The UPS Store Center 0740

In addition to the Terms and Conditions of the Mailbox Service Agreement, the below listed terms and conditions apply to any mail box at The UPS Store Center 0740 located at 1718 M St, NW, Washington, D.C. 20036:

1. Customer will notify Center in writing, by phone, by email, or in person of intention to terminate agreement at the expiration date of the Mailbox Service Agreement. Failure to notify Center as stated will result in box being considered active until such notification is received. Customer is responsible for rental fees until such notification is received.
2. The following fees as stated in the applicable paragraph of the Mailbox Service Agreement apply unless separate terms are agreed upon between Center and Customer:
 - a. Paragraph 5:
 - i. Initial setup fee: **\$15.00**
 - ii. Mailbox lock change: **\$20.00**
 - b. Paragraph 6a:
 - i. 1st month forwarding fee: 1 months rent (at last contracted rate) plus cost of shipping and packaging
 - ii. Month 2 through 6 forwarding fee: Monthly rental fee (at last contracted rate) plus **\$10.00** surcharge and cost of shipping and packaging.
 - c. Paragraph 6b:
 - i. Storage fee of monthly rental fee (at last contracted rate)
 - ii. Plus service fee of **\$10.00** for each time customer visits the center to pick up such items.
 - d. Paragraph 12:
 - i. Packages not picked up within 3 days of receipt by the center will be subject to a storage fee of **\$3.00** for each small package; **\$5.00** for medium size packages; for large packages, fee to be determined by center based on size and amount of extra handling required, which must be paid before Customer will receive the package.
 - e. **Personal mail box** :Receiving up to **5** parcels per week
 - f. **Business mail box** : Receiving up to **10** parcels per week
 - g. **Corporation mail box** : Receiving up to **15** parcels per week
 - h. **Other : Unlimited** -Special rate will apply
3. Customers whose mail consistently exceeds the capacity of the rented box without notification to Center to hold mail will be asked to upgrade to the appropriate sized box. If Customer chooses not to upgrade, Customer will be charged a **\$5.00** handling fee to retrieve each overflow bundle of mail.

Customer Signature: _____ Date: _____

Center Representative Signature: _____ Date: _____