

Twin City Mail Service

97666 N Bank Chetco River Rd
Brookings, OR 97415-9233
(541) 469-4342

www.twincitymail.com debbie@twincitymail.com

"Mail Service With A Personal Touch"

Business Hours Monday – Friday
Easy Access to Your Mailbox 7 Days a Week
24 Hour Answering Machine to Handle Your Messages and Instructions

Mail Boxes – Personal Or Business

- ❖ Your address will be the Mail Service street address + a PMB #

Maintain A Mail Box Or We Will Hold Your Mail For You To Pick Up

- ❖ If you are a Brookings/Harbor resident, we can pick up your mail for you at the Post Office while you are on vacation

Mail Forwarding Customized To Meet Your Needs

- ❖ For those with a wandering spirit, we can forward your mail weekly, semi-monthly, monthly or according to your specific instructions
- ❖ We can send only what you request (1st class, bills, periodicals) and hold the rest for your return
- ❖ All forwarded mail will be re-packaged with new postage affixed. You will be responsible for the cost of postage + a 10% handling fee

PRICE LIST

BOX SIZE	MONTHLY	SEMI-ANNUALLY	ANNUALLY
Small	\$12	\$65 (\$7 off)	\$115 (\$29 off)
Medium	\$14	\$75 (\$9 off)	\$134 (\$34 off)
Large	\$16	\$86 (\$10 off)	\$153 (\$39 off)
Forwarding Service	\$12	\$65 (\$7 off)	\$115 (\$29 off)

Notice: the Oregon Department of Motor Vehicles will not accept this address as a legal physical address.

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Application For Mailbox Rental

This agreement is made between Twin City Mail Service and _____ hereafter referred to "Applicant", (date) _____ and shall be governed by these terms to which each party agrees:

1. By completing this form and USPS Form 1583, a copy of which will be made available to the US Postal Service, Applicant appoints Twin City Mail Service as agent for the receipt of mail for a period not to exceed that for which rent has been paid in advance. Applicant will pick up mail at least once each month or make other suitable arrangements in advance with Mail Service. Mail Service will provide a lockbox key to Applicant who may obtain his mail during business hours. Should Applicant appoint another person or organization, Mail Service shall assume that possession of a key is evidence of authority to collect mail.
2. The key loaned to Applicant shall require a refundable deposit of \$10.00, and remains the property of Mail Service and shall not be duplicated or modified by Applicant. Applicant understands that the relationship of parties hereto is one of bailment and not landlord & tenant.
3. Once Mail Service has placed Applicant's mail in an assigned lockbox, the mail shall be deemed delivered and Mail Service shall not be responsible for loss, theft or damage. Mail Service shall not be responsible for the USPS to deliver mail or to deliver it in a timely fashion or undamaged condition.
4. Applicant agrees to use services in accordance with Mail Service rules and in compliance with US Postal regulations, as well as local, state and federal statutes and regulations. Failure to do so may result in cancellation of service without notice or refund.
5. Information provided by Applicant will be kept confidential and will not knowingly be disclosed without Applicant's prior consent, except for law enforcement purposes, in which case Mail Service intends to cooperate fully. Law enforcement is further clarified to include all city, county, state or federal agencies or their representatives.
6. Mail will not be accepted for more than three persons or organizations in a single lockbox and each must complete a USPS Form 1583 and provide photo identification. If Applicant consistently receives substantially more mail than can be placed in a single lockbox, Mail Service reserves the right to require Applicant to rent a larger size box or one or more additional boxes. Applicant further agrees that parcels delivered to this address for the Applicant will be delivered by common carrier only, and parcels will be retrieved within 24 hours after delivery, and that no hazardous or dangerous material will be delivered to Applicant. Failure to adhere to any of these parcel stipulations will result in termination of service.
7. Applicant agrees to protect, indemnify and hold harmless Mail Service from and against any and all claims, demands and causes of action of any nature whatsoever relative to use of Mail Service facilities or services, and any expense incurred in a defense of same shall be reimbursed by Applicant.
8. Should Mail Service commit or fail to commit any act which results in disruption of service and Applicant thereby suffers a loss, Mail Service's liability shall be limited to not more than the rental fees paid by Applicant for service not yet received. Mail service shall not be liable for incidental or consequential damages.
9. Certified, registered or insured mail will be accepted by Mail Service only in those cases in which Applicant specifically authorizes same by checking box six (6) of USPS Form 1583. COD's will not be accepted.
Mail Service signs for and accepts certified, registered or insured mail. Yes No (Please circle choice & initial here)
10. Mail Service fees are due and payable in advance and notice thereof will be placed in Applicant's lockbox. Failure to pay such fees when due may result in disruption or cancellation of service. No refunds or prorated fees will be given.
11. Applicant shall use the address designation "PMB" to designate their address. NO OTHER DESIGNATION IS VALID. The USPS may refuse to deliver any piece of mail that does not include the "PMB" designation. Applicant is responsible for notifying correspondents of his address. The address format to be used by Applicant for the purpose of receiving mail is as follows:

Applicant's name or business name	OR	Applicant's name or business name
PMB # _____		97666 N Bank Chetco River Rd PMB # _____
97666 N Bank Chetco River Rd		Brookings, OR 97415-9233
Brookings, OR 97415-9233		
12. Upon termination of services by Mail Service or failure to pay rent in advance by Applicant, Mail Service shall not make Applicant's mail available without payment theretofore. Applicant understands that the USPS will not forward or return mail without payment, and will not accept a Change of Address. At termination of service, Applicant, if he wishes mail forwarded after that date, shall provide Mail Service with a forwarding address and pay the required fees. In the event Applicant fails to do this, Mail Service shall refuse any further mail, and in case of mail already received, handle such mail in accordance with USPS DMM DO42.2.6 regulations.

Agent (Mail Service)

Applicant

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USPS Form 1583 Instructions

A separate form should be filled out for each member of the household.

Box 1	Today's date
Box 2	Name on incoming mail
Box 3 (a) (b) (c) (d)	97666 N Bank Chetco River Rd PMB # _____ (add your PMB #) Brookings OR 97415-9233
Box 4 (a) (b) (c) (d) (e)	Twin City Mail Service 97666 N Bank Chetco River Rd Brookings OR 97415-9233
Box 5	Provide authorizing signature
Box 6	Name of applicant
Box 7 (a) (b) (c) (d) (e)	Home address Home city Home state Home zipcode + 4 Home telephone
Box 8 (a) (b)	Type of identification Type of identification
Box 9	Name of firm or corporation
Box 10 (a) (b) (c) (d) (e)	Business address Business city Business state Business zipcode + 4 Business telephone
Box 11	Type of business
Box 12	If applicant is a firm, name each member whose mail is to be delivered
Box 13	If a CORPORATION, give names and addresses of its officers
Box 14	If business is registered, give details
Box 15	Signature of agent
Box 16	Signature of applicant