



Post & Packing Warehouse Ltd.

01732 840 600

5 Liberty Square, Kings Hill,
West Malling, Kent ME19 4AU
info@postandpackinguk.com
www.postandpackinguk.com

Post Box Service Agreement

THIS AGREEMENT is made on the _____ day of _____ 200__ between

- (1) Post & Packing Warehouse of 5 Liberty Square, Kings Hill, West Malling, Kent ME19 4AU
and
(2) The Customer:

First Name: _____ Initials: _____ Surname: _____

Company Name: _____

Address: _____

Postcode: _____ Home Telephone: _____

Work telephone: _____ Mobile Telephone: _____

Email: _____ Website: _____

Purpose of post box: _____

Term booked (Months): _____ Box Number: _____ Start Date: _____

Other names: _____

Post Box Service Agreement

Service Description	Rates (Monthly)	Duration (Months)	Sub Total	VAT @15%	Total
Standard Post Box	£19.00		£	Inc	£
Executive Post Box	£29.00		£	Inc	£
Premium Post Box	£39.00		£	Inc	£
Redirection Service	£1.00		£	£	£
Key Deposit (one off payment)	£10.00				£
Storage Shelf	£7.45				
Storage Racks	£29.75		£	£	£
Total					£

The postal address for the postbox will be:

(Name) : _____

(Box /Suite / Unit / Flat / Office / Dept. No. etc.) : _____

5 Liberty Square

Kings Hill

West Malling

Kent

ME19 4AU

The customer acknowledges and agrees with the standard post box service agreement terms and conditions. This document constitutes the entire agreement between Post and Packing Warehouse and the Customer.

Customer Signature: _____

Date: _____

Post Box Service Agreement - Terms & Conditions of Rental

NOW IT IS HEREBY AGREED AS FOLLOWS:-

Subject to the customer observing the Terms & Conditions set out below, Post & Packing Warehouse Ltd ("the Company") agrees to provide a post box service ("the Post Box Service") to the customer ("the Customer") for the term ("the Term") at the premises ("the Premises") specified above.

1. The Post Box Service provided by the Company will consist of the following services:

i) The Company will provide the Customer with a post box at the Premises and a key to that post box as well as a key to access the post box zone for which the Customer will pay £10, such sum being a registration fee for the service.

ii) The Company will receive on the Customers behalf from Royal Mail or any statutory or other body authorised from time to time by law to operate a post delivery service all pre-paid mail addressed to the Customer's post box will deposit the same in the Customer's post box.

iii) The Company will receive on the Customer's behalf items registered or recorded delivery mail, provided that if the Customer refuses to accept such items, the Customer will pay any costs of fees associated with its refusal or return.

iv) The Company will receive items requiring cash on delivery, subject to the Customer making advance arrangements for their receipt and payment by the Customer to the satisfaction of the Company.

2. Payment for the Post Box Service ("the Payment") is payable in full in advance. There will be no refunds for cancellation by the Customer of the Post Box Service or any part of it.

3. The Company may in absolute discretion refuse to accept delivery of any item for any reason, including, without limitation, that

i) there is no or insufficient prepaid postage; or

ii) any Payment is outstanding; or

iii) if it appears to the Company in its opinion that delivery of the item is in breach of Condition 6 of the Terms & Conditions; or

iv) if the Customer is using the Post Box Service for the delivery of unreasonably large items of mail or an unreasonable volume of mail; or

v) if the Post Box Service is being used for the storage or delivery of items of value.

If the Company refuses to accept an item from or for a Customer, it will endeavour to inform the Customer at the Customer's last known address of that decision but the Company shall not be responsible for any loss, damage or other consequences to the Customer or any third party.

4. If the Customer fails to make any Payment thirty days after that Payment becomes due or if the Customer breaches any of these Terms & Conditions, the Company shall be entitled at any time thereafter to terminate the Post Box Service forthwith without prejudice to any right of action or remedy of the Company in respect of any antecedent claim or breach of condition. The Customer following termination hereby authorises the Company at the Company's absolute discretion either to destroy any items of mail addressed to the Customer or any items on the Premises which are the property of the Customer, or to return them to the sender, or to return them to the last known address of the Customer at the Customer's risk. A late fee of £5.00 will be charged if payment is not received within five (5) days of date due.

5. If any Payments or other sums are outstanding to the Company, the Company shall have a lien over all uncollected items until such payments are duly paid.

6. The Customer undertakes

- i) not to use the Post Box Service for any illegal, immoral, obscene or defamatory purpose and if it does so it acknowledges that the Company may report the same to the police or other relevant authority; and
- ii) not to send or deliver or cause to permit to be sent or delivered to the Premises any illegal, defamatory, obscene, dangerous object or material.

7. If the Customer fails to remove or instruct a re-direction of any item of Mail within one month after prior notice to that effect had been deposited in the Customer's post box ("the Notice Date") then the Customer hereby authorises the Company in its absolute discretion, either to destroy such items or to return them either to the Customer at the Customer's last know address or to the sender at any time after the Notice Date without further notice to the Customer. The Company's costs or expenses incurred in connection with this Condition will be paid by the Customer to the Company in full upon demand.

8. Subject to provisions of Condition 2 of these Terms & Conditions, the Customer may terminate the Post Box Service at any time.

9. Any person having possession of the Customer's post box key is deemed to be authorised by the Customer and the Company will not be bound to enquire into the authority of such a person. The Company will not be liable to any Customer for any loss or damage whatsoever and howsoever arising in the event that the key is in fact in the possession of an unauthorised person.

10. If the Customer loses the keys to the post box or fails to return them to the Company on termination of this Agreement, the Customer will pay the sum of £10 for a replacement of each key to the Company.

11. The Customer will indemnify the Company against any expense, liability, loss, claim or proceedings incurred by the Company arising out of or in the course of the use by the Customer of the post box or items deposited in the post box, except to the extent that the same is caused by the negligence of the Company.

12. The Post Box Service is not to be used for the storage or delivery of items of value. The Company has no knowledge of the value of any item of mail and will not accept notification of value. Accordingly the liability of the Company in respect of any damage or loss of any kind whatsoever is limited to £5 for each claim and in aggregate shall not exceed the amount of the Payment in and Term.

13. The Company shall not in any event be liable for any indirect or consequential loss, including loss of profit, however it may arise, nor for any liabilities, costs, claims, demands or expenses arising from any event beyond its control including, but not limited to, any loss, damage, delay or misdelivery on the part of the Royal Mail or any other body operating a mail delivery service.

14.i) The rights and obligations of the Company and the Customer under this Agreement shall be governed and construed in accordance with English law.

ii) The Customer may not assign any of its rights or benefits hereunder.

iii) These Terms & Conditions shall prevail notwithstanding any conflict with the terms and conditions of any order or contract submitted by the Customer in respect of the Post Box Service or any other services provided by the Company.

15. The Customer authorises the Company and any of its representatives to sign at their discretion and on the Customer's behalf for any deliveries addressed to the Customer's post box address.

POST BOX SERVICE POLICIES

1. Two forms of identification are required. One a 'proof of identity' must carry a photograph and a signature of the individual applying for the post box. The other, a 'proof of address' must contain the most current and valid address. A copy of the ID will be kept on file and will only be disclosed if requested by the police, Customs and Excise, Inland Revenue, Trading Standards, Companies House or any other appropriate legal authority. (suitable ID include: passport, drivers licence, bank reference, recent utility bill.)
2. Applicants choosing a "standard" size post box will be allowed to have the primary box holder's name plus one different last name, at the base price. Additional names, including company names, listed will be charged at the rate of £5.00 per month.

3. Packages received for box holders will be held for 3 days at no extra charge, after which there will be an additional charge of 50p per package per day or fraction thereof. Customers who regularly receive numerous large packages which cannot be collected within 3 days of their delivery to the Company are advised to rent a shelf space from the Company for their storage.
4. Box holders may check by telephone to see if they have any post. For security reasons, we will not open and read mail or tell who it is from unless the Customer has opted for the Company's scanned post forwarding service which constitutes a separate agreement.
5. The post forwarding / redirection service requires a deposit of £5.00, there is a minimum administration charge of £1.50 each time the post is forwarded plus the net cost of packaging, envelopes and postage. The cost for forwarding scanned mail is £0.75 per 4 sheets of A4 paper.
6. Box holders who receive more mail than their box can hold for more than 50% of the time may be subject to a charge equivalent to the current 'Executive' or 'Premium' Post Box Service charge, at the discretion of the Company. A shelf or rack rental storage space may be chosen as an alternative by the Customer.