

**MAILBOX RENTAL AGREEMENT**



Suite \_\_\_\_\_

**MAILBOX RENTAL AGREEMENT**      \_\_\_ Personal Use      \_\_\_ Business Use      \_\_\_ Both

This Mailbox Rental Agreement is to provide mailbox and parcel receiving services to the customer at Ghetsum Office Products Inc., 3054 Dundas Street West, Toronto, Ontario M6P 1Z7. The customer understands that Ghetsum Office Products facilities and services may not be used for any illegal or illegitimate purposes prohibited by the Canada Post Corporation Act or the regulations there under. Ghetsum Office Products shall act as agent on behalf of the customer only for the receipt of mail and parcels delivered to the mailing address listed below by Canada Post and other courier companies.

Ghetsum Office Products shall have premises open to all Tenants From Monday to Friday 10:00 am to 6:00 pm and Saturdays from 11:00 am to 3:00 pm (closed on long weekend Saturdays) Tenants shall use premises solely for the purposes of receiving mail, parcels and procuring other services as may be used for any other purpose.

The customer further agrees to use the mailbox service in conformity with all applicable federal, provincial, and local laws. All information provided by the customer is **STRICTLY CONFIDENTIAL** and will not be disclosed except when legally compelled or required. Business Junction does not assume any responsibilities or guarantees for mail or parcels delivered to the centre.

**C.O.D.** items will only be accepted if the customer leaves an imprint of their credit card with their signature on file with Ghetsum Office Products or pays a deposit of \$50.00 or more. The remainder of the funds will be dispersed back to the client. The customer understands that C.O.D. items received by Ghetsum Office Products will be subject to a service fee of 5% of the C.O.D. charge (minimum \$1.50). The customer further agrees to protect, indemnify, and save harmless Business Junction from and against any and all claims, demands and causes of personal injury or property damage arising from such use or possession; for failure of Canada Post or the courier companies to deliver on time, and for any violation by the Customer or applicable federal, provincial, or local laws.

Mailbox fees are due before the service is activated. There will be no prorations or refunds for cancellation of any service. Accounts are delinquent after the due date and mail will be held pending payment. Services may be terminated at the option of Ghetsum Office Products thirty days after the due date. If necessary arrangements are not made for the forwarding of mail when the relationship has expired, is cancelled, or is terminated, the customer's mail will be returned to sender or destroyed. Upon voluntary termination of service, Ghetsum Office Products will forward the customer's mail for thirty days, provided the customer pays the postage, packaging materials, and service fees in advance. A deposit is required for this service. Thereafter, if the customer requires forwarding of mail, additional fees will be required and charged for the service.

The customer further agrees that Ghetsum Office Products may terminate or cancel this Agreement for good cause at any time by providing verbal or written notice. Good cause shall include, but is not limited to: 1/ abandonment 2/ use for criminal, illegal or illegitimate activity 3/ failure to pay monies owed Business Junction 4/ use of mailbox inconsistent with this agreement, including receipt of unreasonable volume of mail and 5/ non-performance of terms of this Agreement. Renewal of this Agreement for additional terms shall be at Ghetsum Office Products SOLE DISCRETION.

THE CUSTOMER HEREIN AGREES THAT THE TOTAL LIABILITY OF GHETSUM OFFICE PRODUCTS FOR ANY AND ALL CLAIMS IS LIMITED TO **\$10.00** REGARDLESS OF THE NATURE OF THE CLAIM.

\_\_\_\_\_  
(Customer signature)

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**Your mailing address is:**

Your name (or company name)  
3054 Dundas Street West, Suite \_\_\_\_\_  
Toronto, ON CANADA M6P 1Z7

Your physical box # ( at store location) will be

There must be two types of I.D. A **copy** must be kept on file. One must contain a photo. One must have customer's address. At renewal of agreement new / updated I.D.'s are required.

1/ \_\_\_\_\_

2/ \_\_\_\_\_

Up to three names (business or personal) may be used under this agreement.

**THEIR NAMES MUST BE LISTED BELOW!**

Mail and parcels received for individual or businesses other than those named below will be returned.

Business 1/  
Personal 2/  
3/

Customer's name \_\_\_\_\_  
Customer's physical address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

E-mail \_\_\_\_\_@\_\_\_\_\_

Associate: \_\_\_\_\_ Contract Term \_\_\_\_\_ @ \$ \_\_\_\_\_

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

***Initial Service Deposits***

Key deposit: \$10.00 (if applicable) \_\_\_\_\_

Mail Forwarding Deposit \$ \_\_\_\_\_

Other \$ \_\_\_\_\_

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**AUTHORIZATION TO ACCEPT / SIGN FOR REGISTERED MAIL & PARCELS**

I, THE UNDERSIGNED, HEREBY AGREE THAT Ghetsum Office Products, who is acting as my agent, only for the receipt of mail, registered documents, and parcels from Canada Post and other couriers, may sign for registered mail on my behalf. In the event I refuse to accept any such mail, I shall pay postage and all other fees associated with refusal and return.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

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**CREDIT CARD AUTHORIZATION**

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Date:

Mailbox Rented To:

Total Amount Due:

Would you like us to keep your credit card on file for future purchases?

**YES:**\_\_\_\_ **NO:** \_\_\_\_\_

**Credit Card Number:** \_\_\_\_\_

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

**Name on credit card (please print)** \_\_\_\_\_

**Authorizing Signature:** \_\_\_\_\_

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*For office use only:*

Authorization: \_\_\_\_\_ Accepted By: \_\_\_\_\_

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