

**SERVICE AGREEMENT –  
MAILBOX RENTAL  
585 LITTLE COLLINS STREET,  
MELBOURNE VIC 3000**

Suite No :  
\$15.00 Key Deposit Rec'd - Y / N  
\$35.00 Swipe Pass Dep Rec'd Y / N  
Swipe Pass Number \_\_\_\_\_  
Rental Term \_\_\_\_\_

1. NPS may treat any person who possesses an NPS mail box key and/or entry card or key as being duly authorized to remove any contents from the postal address under this agreement.
2. The Customer appoints NPS as the Customer's agent with respect to any item delivered to the Customer's postal address at the centre.
3. The Customer authorises NPS as the Customer's agent to:
  - a. Return any mail not collected by the customer within 3 months of receipt by NPS or longer if agreed;
  - b. Return any mail delivered to the Customer's postal address at the centre, if the customer has not paid the postal address service fee or if the agreement has been terminated for any reason.
4. NPS may retain any item delivered to the Customer's postal address pending payment of monies owed.
5. The Customer acknowledges that its address for service is as set out in this agreement and application form.
6. The Customer's only entitlement with regard to the property is that of a mailing and courier address.
7. Post box usage fees are payable in full, in advance and the fee is not refundable. If payment overdue, services may be suspended or terminated at the option of NPS and a service suspension fee will be charged.
8. Mail Box keys and entry cards remain the property of NPS and the deposit shall be repaid when all keys and cards are returned to NPS upon the Agreement ending. Keys are not to be copied without NPS written consent.
9. The Customer shall not assign or transfer the right to use the service without the prior written consent of NPS and the payment of a transfer fee.
10. Where a partnership holding an address is reconstituted by the retirement, death or addition of more partners, the reconstituted partnership is deemed to be the Customer.
11. The Customer will ensure that at no time will there be excessive or unreasonable amounts of mail in the mail box such that NPS is unable to efficiently and in a timely manner receive and deliver the mail. Additional fees will apply for bulky or large goods which have not been picked up by the Customer in a timely manner.
12. The Customer agrees to comply with all NPS policies relating to the use of the NPS facilities and services.
13. NPS may terminate this agreement at any time without notice and without refund of either the service fee or the key deposit purchase if:
  - a. The Customer fails to observe or perform any term, covenant or obligation contained in these terms and conditions;
  - b. NPS has reason to believe that the Customer has used a fictitious or assumed name on the application, or the address on the application is not the customer's current residential address or business address and is not updated within 7 days of a change of address;
  - c. The address is being used by a person other than the Customer;
  - d. NPS has reason to believe that the Customer, or a person known to the Customer, intends to use, or is using the service in an illegal way;
  - e. The Customer regularly allows an accumulation of mail beyond the capacity of the box or bag and will not, upon request by NPS, agree to obtain or provide a bigger box;
  - f. Any information given in this statement is false;
  - g. The Customer breaches any terms and conditions of this agreement.
14. NPS may return to sender any mail which is unclaimed by the customer within 7 days of notification by NPS that this agreement is terminated under the above clause.

15. The Customer agrees to indemnify NPS against any claims arising out of or in conjunction with the use or possession of the Postal Address, including without limitation:

- a. Any demands, claims and causes of action for personal injury or property damage arising from such use or possession;
- b. Failure by Australia Post or any other carrier to deliver any items on time;
- c. Damage or loss of mail box contents by any cause whatsoever;
- d. Violation by the Customer of applicable federal and or state laws;
- e. NPS's liability for any claims is limited to the refund of the service fee or the provision of the postal address service again;
- f. Any notice required to be served by or under these terms and conditions shall be sufficiently given to the Customer if left in the box provided pursuant to the agreement.

16. This agreement contains the whole agreement between the parties and any representation or warranty made by either party prior to entering this Agreement shall have no force or effect.

17. Fair Use Policy – NPS expects usage of its services or take up of any promotions to be reasonable. NPS may contact you to discuss changing your usage so that it conforms to this Fair Use Policy. If, after NPS has contacted you, your unreasonable use continues, NPS may, without further notice to you:

- a. Suspend or limit the Service (or any feature of it) for any period NPS thinks is reasonably necessary; and/or
- b. Terminate your agreement in accordance with the relevant Part of Section 2 of these Standard Terms.

18. NPS can amend the above terms upon giving one month's notice.

19. \$15.00 Key deposit AND/OR \$35.00 deposit for Door Pass.

**Business/Company/Personal name:** 1. \_\_\_\_\_

**ABN #** \_\_\_\_\_ **Contact Name:** \_\_\_\_\_

**Street Address:** \_\_\_\_\_

**Suburb:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Postcode:** \_\_\_\_\_

**Phone (H):** \_\_\_\_\_ **Phone (B):** \_\_\_\_\_

**Fax:** \_\_\_\_\_ **Mobile:** \_\_\_\_\_

**Email:** \_\_\_\_\_

For a Personal Plan, please list the **Two (2) additional** names for whom you wish to have mail received. **Five (5) additional** names available for Business Plan & **Eleven (11) additional** names for Corporate Plan (please use separate sheet.) Only mail received for these names will be placed into your box.

2. \_\_\_\_\_ 3. \_\_\_\_\_

4. \_\_\_\_\_ 5. \_\_\_\_\_

I, \_\_\_\_\_, have read and understood all the conditions of this Mail Receiving Service Agreement. I declare that the information provided is complete and correct to the best of my knowledge.

**Customer's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Automatic Renewals by credit card:** Card Type: (please tick) Visa MasterCard  
Renewal Period: (please circle)      6 months      12 months      24 months

Credit Card Number: \_\_\_\_\_ Exp: \_\_\_\_\_

I hereby authorise NPS 585 Little Collins Street to make automatic deductions for the renewal of my Mail Box and any other charges which have been incurred on my behalf until I advise NPS that I wish to cancel my Mail Box.

Name on Card: \_\_\_\_\_ Signature \_\_\_\_\_