



USPS Contract Postal Unit



Mail Box Order Form

Harbor Mail LLC
 3021 Ridge Road
 Rockwall, TX 75032
 Phone 972-722-3807 Fax 469-273-3396
 Email: admin@harbormail.com

Date: _____

Full Name: _____ Additional Name: _____

Business Name: _____ Additional Business: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Phone Number: _____ Fax Number: _____

Email: _____ Preferred Contact Method: Phone / Email / Both

MAIL BOX SIZE	TERM / PRICES	
3 ½ X 5 ½ (Individual Only)	6 months	\$65.00
	12 months	\$120.00
5 ½ X 6 (Business & Personal)	6 months	\$90.00
	12 months	\$160.00
6 X 11 (Business & Personal)	6 months	\$140.00
	12 months	\$260.00

PMB SUBTOTAL		
8.25% SALES TAX		
SUBTOTAL		
KEYS DEPOSIT	\$5.00 EACH	
TOTAL		

Applicant Signature: _____

By signing applicant agrees to Terms and Conditions on the reverse side of the Mail Box Order Form

Payment Method: Cash / Check / Credit Card

For Official Use Only: PMB# _____

Terms and Conditions

Mail Box Hours

Mail Boxes are available 24 hours / 7 days a week

Delivery Time

Mail delivery will be issued to mail boxes by 4:00p.m Monday through Friday (contingent on what time mail is delivered to Harbor Mai)

Items Requiring Signature

All items delivered to Harbor Mail requiring a signature will require mail box holder signature or written authorization to put into a parcel locker.

Items Left In Mailbox

Harbor Mail is not responsible for items that are stored in mail boxes.

Full Mailbox

Unless otherwise notified, mailboxes that become overfilled from customers inability to pick up their mail in a timely manner will be notified and all mail will be returned to sender if no response is received within 2 weeks.

Mail Forwarding

Mail forwarding is not offered through the US Post Office from the Harbor Mail location due to it being a commercial location. At the end of the contract term, Harbor Mail private mail customers are responsible for contacting their mail senders to update to their new address or a mail forwarding service is offer through Harbor Mail for a 5.00 fee plus postage.

Pro-Rated Terms

Harbor Mail does not offer any pro-rated terms to your private mail box contract.

United States Postal Service®
Application for Delivery of Mail Through Agent
 See Privacy Act Statement on Reverse

1. Date _____

In consideration of delivery of my or our (firm) mail to the agent named below, the addressee and agent agree: (1) the addressee or the agent must not file a change of address order with the Postal Service™ upon termination of the agency relationship; (2) the transfer of mail to another address is the responsibility of the addressee and the agent; (3) all mail delivered to the agency under this authorization must be prepaid with new postage when redeposited in the mails; (4) upon request the agent must provide to the Postal Service a list of addresses to which the agency transfers mail; and (5) when any information required on this form changes or becomes obsolete, the addressee(s) must file a revised application with the Commercial Mail Receiving Agency (CMRA).

NOTE: The applicant must execute this form in duplicate in the presence of the agent, his or her authorized employee, or a notary public. The agent provides the original completed signed PS Form 1583 to the Postal Service and retains a duplicate completed signed copy at the CMRA business location. The CMRA copy of PS Form PS 1583 must at all times be available for examination by the postmaster (or designee) and the Postal Inspection Service. The addressee and the agent agree to comply with all applicable Postal Service rules and regulations relative to delivery of mail through an agent. Failure to comply will subject the agency to withholding of mail from delivery until corrective action is taken.

This application may be subject to verification procedures by the Postal Service to confirm that the applicant resides or conducts business at the home or business address listed in boxes 7 or 10, and that the identification listed in box 8 is valid.

2. Name in Which Applicant's Mail Will Be Received for Delivery to Agent. (Complete a separate PS Form 1583 for EACH applicant. Spouses may complete and sign one PS Form 1583. Two items of valid identification apply to each spouse. Include dissimilar information for either spouse in appropriate box.)	3a. Address to be Used for Delivery (Include PMB or # sign.) 3021 Ridge Road, PMB # (your PMB #)		
	3b. City Rockwall	3c. State TX	3d. ZIP + 4® 75032

4. Applicant authorizes delivery to and in care of:	5. This authorization is extended to include restricted delivery mail for the undersigned(s):		
a. Name Harbor Mail, LLC			
b. Address (No., street, apt./ste. no.) 3021 Ridge Road, Ste B			
c. City Rockwall	d. State TX	e. ZIP + 4 75032	

6. Name of Applicant	7a. Applicant Home Address (No., street, apt./ste. no)		
8. Two types of identification are required. One must contain a photograph of the addressee(s). Social Security cards, credit cards, and birth certificates are unacceptable as identification. The agent must write in identifying information. Subject to verification.	7b. City	7c. State	7d. ZIP + 4
	7e. Applicant Telephone Number (Include area code)		
a.	9. Name of Firm or Corporation		
b.	10a. Business Address (No., street, apt./ste. no)		
	10b. City	10c. State	10d. ZIP + 4
Acceptable identification includes: valid driver's license or state non-driver's identification card; armed forces, government, university, or recognized corporate identification card; passport, alien registration card or certificate of naturalization; current lease, mortgage or Deed of Trust; voter or vehicle registration card; or a home or vehicle insurance policy. A photocopy of your identification may be retained by agent for verification.	10e. Business Telephone Number (Include area code)		
	11. Type of Business		

12. If applicant is a firm, name each member whose mail is to be delivered. (All names listed must have verifiable identification. A guardian must list the names of minors receiving mail at their delivery address.)

13. If a CORPORATION, Give Names and Addresses of Its Officers	14. If business name (corporation or trade name) has been registered, give name of county and state, and date of registration.
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Warning: The furnishing of false or misleading information on this form or omission of material information may result in criminal sanctions (including fines and imprisonment) and/or civil sanctions (including multiple damages and civil penalties).

15. Signature of Agent/Notary Public	16. Signature of Applicant (If firm or corporation, application must be signed by officer. Show title.)
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Privacy Act Statement: Your information will be used to authorize the delivery of your mail to the designated addressee as your agent. Collection is authorized by 39 USC 401, 403, and 404. Providing the information is voluntary, but if not provided, we cannot provide this service to you. We do not disclose your information without your consent to third parties, except for the following limited circumstances: to a congressional office on your behalf; to financial entities regarding financial transaction issues; to a USPS® auditor; to entities, including law enforcement, as required by law or in legal proceedings; to contractors and other entities aiding us to fulfill the service; and for the purpose of identifying an address as an address of an agent who receives mail on behalf of other persons. Information concerning an individual who has filed an appropriate protective court order with the postmaster will not be disclosed except pursuant to court order. For more information on our privacy policies, see our privacy link on usps.com®.
