

MAILBOX RENTAL POLICIES & PROCEDURES

- 1) In the event that Client receives one or more items that exceed the size of his/her mailbox, Boardroom will attempt to place these items in a designated locker and place the corresponding key in Client's mailbox for Client retrieval. In the event that Client receives one or more items that exceed the size of a designated locker, or in the event that all designated lockers are being utilized at the time of delivery, these items will be placed in the Boardroom reception area closet or an alternate, identified location for Client retrieval.
- 2) In the event that Client receives an unreasonable volume of mail or packages in the mailbox, according to Boardroom's reasonable judgment, Boardroom may require Client to upgrade to a larger size mailbox and pay any additional charge.
- 3) In the event that Client, a) fails to retrieve his/her items from his/her mailbox for thirty (30) days, and b) fails to request from Boardroom that his/her items be forwarded to an alternate location within those thirty (30) days, Boardroom will consider the mailbox to have been abandoned. Upon abandonment of a mailbox, Boardroom shall provide written notice via certified United States mail to the Client address on file requesting action by Client to arrange the delivery or retrieval of all items in Client's mailbox. If, a) Client does not respond to this notice within ten (10) days of receiving it, or b) the United States Postal Service cannot complete delivery of this written notice to the address on file, Boardroom will discard or destroy all items in Client's mailbox and Client's Virtual Office or Office Membership Services Agreement with Boardroom shall be deemed to be in default.
- 4) Client may use mailbox and other center services for lawful purposes only. Any illegal, illegitimate, or fraudulent activities in connection with the use of this mailbox are strictly prohibited by United States postal regulations. Client further agrees that any use of his/her mailbox shall be in conformity with all applicable federal, state and local laws.
- 5) Client will be provided one key to his/her mailbox, in conjunction with his/her Virtual Office or Office Membership plan. Additional keys are available at a rate of \$5.00 per mailbox key. The mailbox lock can be replaced upon Client request at a rate of \$25.00, plus any charges for additional keys that may apply. Fees for additional mailbox keys or lock replacement are subject to change.
- 6) The security deposit in conjunction with Virtual Office or Office Membership plan is refundable to Client, provided that Client returns all keys to his/her mailbox and that all of the terms of his/her Virtual Office or Office Membership Services Agreement are met.