



# SCANNING MAIL SERVICE AGREEMENT

*This form is for our electronic scanning/  
mail forwarding combination plans*

Date processed (Office only): \_\_\_\_\_

PMB # (Office only) \_\_\_\_\_

**MEMBER NAME(S):** \_\_\_\_\_

**List ALL other names, middle names, former names, maiden names, nicknames, initials, and company names that may appear on your mail:** \_\_\_\_\_

1. This Agreement is made and entered into between Americas Mailbox, Inc. and the Member under the postal regulations and terms set forth herein.
2. Each individual or entity must complete a separate U.S. Postal Service Form 1583 to be authorized to receive mail or packages at Americas Mailbox Inc. However, spouses with the same last name may complete one Form 1583, as long as both spouses include their separate information on the form. If two people are not married, they must each fill out a separate Form 1583. Clear photocopies of the identification must be included.
3. This Agreement and Form 1583 shall remain confidential, except that this Agreement, Form 1583 and all other information may be disclosed upon request of any law enforcement or other governmental agency, or when legally mandated.
4. Upon request, Member agrees to complete all necessary documents, including Form 1583 and any required acknowledgement form relating to service of process. Member further agrees to fill in, sign and resubmit an updated version of Application and/or Form 1583, upon request in a timely manner.
5. Member agrees to try to maintain a minimum of \$50 in their postage/services acct. If the account falls below the critical balance of \$15, Americas Mailbox Inc. reserves the right to suspend service until account is brought current. There is a \$35 service charge for NSF or returned checks for any reason.
6. This agreement is automatically renewed on your anniversary date at the then current prevailing rate and terms. On the day your account is opened, it is initially prorated to the first of the following month. That date shall be considered your anniversary date. If any additional free membership time is added to your original agreement, it will be added at the end of the term and that will then be considered the new anniversary date. To assure an easy and efficient closure, we require written (not email) per postal regulations, a Notice of Cancellation and it must be received by Americas Mailbox, Inc. at least 90 days prior to the conclusion of the current agreement, or any partial extension thereof. In the absence of these instructions, we will use the money in your Postage and Services account to keep the account open so long as there are funds available.
7. Upon expiration, cancellation, or termination of this Agreement, Americas Mailbox, Inc. will:
  - a. Forward Member's mail for a short time, provided Member has previously paid the postage and fees in advance and supplied one (and only one) forwarding address and shipment schedule. We cannot accept funds once an account is closed unless the funds are to be used for re-opening.
  - b. If a member refuses to provide advance notice, postage and fees, forwarding address or schedule, then his or her mail (per USPS regulations) will be held for six months and then returned to sender. It cannot be returned before six months. This includes all (but not limited to) correspondence from the IRS, banks, credit card companies, vehicle registrations, Certified or Registered mail, packages, etc. Any article that cannot be returned to sender via any carrier without incurring additional cost will be disposed of at our discretion.
8. After written notification of the expiration, cancellation, or termination of this Agreement, in the absence of other provision being made, Americas Mailbox, Inc. will refund any unused postage and refuse or return to sender any mail or packages addressed and delivered to Americas Mailbox, Inc.
9. Upon expiration, cancellation, or termination of this Agreement, it is the responsibility of the Member to notify each correspondent of a change of address. The USPS does not accept a Change-of-Address card when terminating a PMB account.
10. When an account is terminated for any reason or date by member or Americas Mailbox, Inc, all monies due will be refunded in a timely manner.
11. Scanning Requests: If the undersigned requests scanning services on this Mail Forwarding Agreement form, the undersigned acknowledges Americas Mailbox will create a digital image of the exterior of the undersigned's mail. These images will be sent via electronic mail to the undersigned, and if directed by the undersigned, Americas Mailbox will open designated items of mail, create scanned images of the mail's contents, and provide these scanned images to the undersigned. The undersigned acknowledges the contents of the mail scanned by Americas Mailbox may contain sensitive information, and further, the undersigned expressly consents to the disclosure of sensitive information to Americas Mailbox. The undersigned agrees to hold harmless and release Americas Mailbox from any and all damages or liability that may result from providing the services described herein. For purposes of this Section, sensitive information means the contents of mail, which may include, but is not limited to medical records, financial information, confidential commercial information, social security numbers, dates of birth, information that may otherwise be protected by legal privilege, and any information of the character that may give rise to a reasonable expectation of privacy or confidentiality.

Americas Mailbox, Inc. assumes no liability for damages, either direct or consequential, to any person, organization, or institution as a result of the use of this service, and reserves the right to modify or terminate this Agreement at any time, with or without notice. By signing this agreement you are authorizing Americas Mailbox to share your information with its affiliate companies for internal use only (i.e., the campground, hotel, etc). The USPS, UPS and/or FedEx may make address corrections per their address database on outgoing mail or return mail to sender without proper address.

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### EMERGENCY RECORD INFORMATION SHEET

In case of emergency, please notify: (Other than yourselves)

Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Relationship: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Relationship: \_\_\_\_\_

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Member Current Driver's License #: \_\_\_\_\_ State: \_\_\_\_\_

Member Current Driver's License #: \_\_\_\_\_ State: \_\_\_\_\_

Social Security number(s): (needed if we are registering vehicles for you) \_\_\_\_\_

**DO NOT CHANGE YOUR ADDRESS UNTIL WE HAVE ALL PAPERWORK AND HAVE ASSIGNED YOU YOUR UNIQUE ADDRESS. IF YOU DO, WE ARE REQUIRED TO MARK ALL MAIL "RETURN TO SENDER" PER US POSTAL SERVICE**

**New Account**    **Conversion from existing account**    **Reactivation** \$15 reactivation fee + \$0.98 sales tax required

**Titanium Plus SuperScan Plan**

Unlimited amounts of mail and exterior scans

\$228.99/year plus \$25 one-time set-up fee + \$16.51 sales tax + \$100 or more for postage/services acct.

Current member conversion rate is \$228.99 + \$14.88 sales tax—you keep the SAME PMB number and pay NO set-up fee

**Check here for small business owner South Dakota Registered Agent service** for only \$40 annually (plus 6.5% tax)

**Titanium Lucky 7 SuperScan Plan**

Limited to 7 pieces of mail and exterior scans per membership year (enough to register 3 to 4 vehicles)

\$179.99/year + \$25 one-time set-up fee + \$13.32 sales tax + \$100 or more for postage/services account

Current member conversion rate is \$179.99 + \$11.70 sales tax—you keep the SAME PMB number and pay NO set-up fee

(If a Lucky 7 member receives more than 7 pieces of mail—including junk mail—during their membership period, that member will automatically be upgraded by proration to full SuperScan status.)

**Titanium Plus Quarterly SuperScan Plan for part-time travelers**

Unlimited amounts of mail and exterior scans

\$25.99/month with a 3-month minimum plus \$25 one-time set-up fee + 6.5% sales tax + \$50 or more for postage/services acct.

**Additional Service Fee for All SuperScan Plans:** Request a contents scan for urgent letters (add \$2.50 per envelope up to 10 pages)

*Most shipments are sent Priority Mail via USPO or FedEx 3-Day Saver unless otherwise instructed.*

*If special packaging is used other than that supplied by USPS or FedEx an additional materials/labor surcharge may be applied.*

*All plans have a minimum \$1.00 handling charge per mailing package deducted from the postage fund.*

*Oversized packages may incur an additional small handling fee for logging in, storage and retrieval, dependent upon size.*

*If your plan is upgraded to a higher level of service (Bronze to SuperScan), you must remain at that level upon renewal.*

*As mandated by law, we are required to charge sales tax on services where applicable.*

Credit or Debit Card (required):   MasterCard                      VISA                      Discover

Card #: \_\_\_\_\_ Exp. date: \_\_\_\_\_ 3-digit security code: \_\_\_\_\_

**Other than our fees, how much postage may we add to your account? Suggestion: Most folks put in between \$100-\$200 \$ \_\_\_\_\_**

*Payments may show up on the credit card bill as Americas-Mailb. We're sorry, but we must currently add a "convenience" fee based on the amount charged, because we do not want to have to raise our rates for all customers. Since we do not "resell" the postage to you as many other mail-forwarding companies do, if we did NOT have a convenience fee we would in effect be subsidizing your postage fund. Of course you can choose to send us a personal check instead. Your signature and check mark below gives us your permission to charge your credit card for all future services and postage. Your signature gives you a non-refundable membership, and we renew automatically.*

**When postage/services acct. gets low, auto replenishment default is \$200 or  Please top up my postage by \$ \_\_\_\_\_ (Min. \$100; Lucky 7 \$50)**

Signature as it appears on credit card **X** \_\_\_\_\_

Current credit card billing address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Check #: \_\_\_\_\_

**☞ Important: PRINT** E-mail addresses (for communication and tracking numbers) 1. \_\_\_\_\_  
2. \_\_\_\_\_

Please note: We conduct most of our business via e-mail whenever possible, so please give us your "real" or active e-mail addresses.

Phone \_\_\_\_\_ Cell phones \_\_\_\_\_

**Acknowledgement: I have read and agree to the terms and conditions of this agreement. (Keep a copy for your records.)**

Member signature(s): **X** \_\_\_\_\_ Date: \_\_\_\_\_

*If you were referred by an existing member or somebody at a dealership, please write their name and box number below so we can say "Thank You." Existing members get a FREE \$25 Restaurant Gift Certificate or a month of membership.*

Name \_\_\_\_\_ Box # \_\_\_\_\_ Dealership \_\_\_\_\_

Please tell us how you first found out about Americas Mailbox:

Internet Search Engine    Internet Chat Room    Magazine    Seminar    Other

**Please describe:**

01012018 Prices/terms subject to change without prior notice

Office: 514 Americas Way ♦ Box Elder, SD 57719-7600

(605) 718-1234 Office, 9-5, M-F Mountain ♦ (605) 939-0411 Message Center 24/7 ♦ Fax: 866-481-0676

Internet: [www.Americas-Mailbox.com](http://www.Americas-Mailbox.com) eMail: [Americas.Mailbox@GMail.com](mailto:Americas.Mailbox@GMail.com)