

# Wanderers' Mail Services

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[www.wanderersmailservices.com](http://www.wanderersmailservices.com)



## Private Mailbox Rental Rates

Rental Rates	Single Name	Multi-Name / Small Business	Large Business/ High Volume
3 months	\$ 68.00	\$ 82.00	\$ 104.00
6 Months	\$ 114.00	\$ 128.00	\$ 171.00
12 Months	\$ 189.00	\$ 213.00	\$ 313.00

### **Mailbox Benefits Include:**

- Package Receiving from FedEx, UPS, DHL, USPS and couriers
- Free email or SMS package notification
- Email or Call in privilege to check for mail
- Free\* in store high speed Internet service
- Free\* Domestic Fax Sending and Receiving
- Free\* Notary Service
- Personalized Service to meet your needs

### **Additional fee services and products:**

- Worldwide Mail Forwarding
- Deposit checks
- Packaging and Shipping Services
- Photocopies
- Laminating

\* See Store for details limits may apply



Thank you for your interest in Wanderers' Mail Services. You may complete the forms and either mail them or deliver them in person. If you choose to mail them then the PS-1585 will need to be notarized. Included in the packet are the United States Postal Service form PS-1583, Wanderers' mail box rental agreement, mail box rental rates and forwarding information.

**Instructions for Postal form PS-1583, Application for Delivery of Mail Through Agent**

**Box 1:** Date.

**Box 2:** Applicant name(s), including nicknames, maiden names, and/or middle names. An applicant and spouse need only fill out one form; however, any additional persons wanting to be on the account, such as another family member/friend, must fill out a separate form.

**Box 3:** LEAVE BLANK. This will be the address where your mail will be held. When we receive your completed FORM 1583, Wanderers will fill in this box with your new address, including PMB # (Private Mailbox). We will inform you of your new address.

**Box 4:** This is Wanderers corporate address.

**Box 5:** Signature required for Restricted Delivery mail includes mail that is certified, such as mail that has to be signed. **Wanderers is required to sign for all Restricted Delivery mail.**

**Box 6:** Print your legal name.

**Box 7:** Applicant's home address MUST be a physical address. NO PO BOX ADDRESSES. If you do have a PO BOX, use the address that is on your driver's license and use your driver's license as one of the forms of ID required.

**Box 8:** Include Two types of ID for each person. Acceptable and unacceptable forms of ID are listed in the box. An example of "identifying information" would be driver's license no.

**Box 9-14:** Are for applicants who have a business and who would like to have business mail forwarded. If applicant has a business, a separate FORM 1583 must be filled out. List names and ages of all minor children receiving mail at this address in Box 12.

Differences beginning with

**Box 2:** Business name will go here.

**Box 9:** Name of business.

**Box 10:** Business address.

**Box 11:** Kind of business.

**Box 12:** List all names from this business that wish to have mail forwarded.

**Box 13:** List name(s) and title(s) of office.

**Box 14:** List county and state and date of registration of business.

**Box 15:** Notary signature and notary seal. Notary seal must be ORIGINAL, not photocopied.

**Box 16:** Signature of applicant and/or spouse.



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 all 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. <i>(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.)</i>		3a. Address to be Used for Delivery <i>(Include PMB or # sign.)</i> 1916 PIKE PLACE STE 12 PMB		
		3b. City SEATTLE	3c. State WA	3d. ZIP + 4® 98101-1097
4. Applicant authorizes delivery to and in care of: a. Name WANDERSERS' MAIL SERVICE b. Address (No., street, apt./ste. no.) 1916 PIKE PLACE STE 12 c. City SEATTLE		d. State WA	e. ZIP + 4 98101-1097	
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. a. b.		7b. City	7c. State	7d. ZIP + 4
		7e. Applicant Telephone Number <i>(Include area code)</i>		
		9. Name of Firm or Corporation		
		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 <i>(Include area code)</i>		
		11. Type of Business		
12. If applicant is a firm, name each member whose mail is to be delivered. <i>(All names listed must have verifiable identification. A guardian must list the names of minors receiving mail at their delivery address.)</i>				
13. If a CORPORATION, Give Names and Addresses of Its Officers		14. If business name <i>(corporation or trade name)</i> has been registered, give name of county and state, and date of registration.		
15. Signature of Agent/Notary Public		16. Signature of Applicant <i>(If firm or corporation, application must be signed by officer. Show title.)</i>		

## **USPS Acceptable Forms of Identification**

**At least one ID must be a government issued photo ID the second can be any on the list below.**

- Valid drivers license or state issued Id
- Armed forces ID
- Government issued ID
- University ID
- Passport
- Alien registration card
- Current lease, mortgage or deed
- Voter registration card
- Vehicle registration card
- Home or vehicle insurance policy

## **USPS Unacceptable Identifications**

- Social Security card
- Credit card
- Birth Certificate



## **Wanderers' Mail Service**

### **Application for Mailbox Rental**

This agreement made (date) \_\_\_\_\_ by and between Wanderers' Mail Service hereinafter referred to as "Wanderers" and (name) \_\_\_\_\_

\_\_\_\_\_ hereinafter referred to as "Applicant", shall be governed by these terms to which each party agrees. The term "mail" shall include all applicant deliveries.

1. By completing this form and USPS form 1583, a copy of which will be made available to the United States Postal Service, applicant appoints Wanderers as agent for the receipt for a period not to exceed that for which rent has been paid in advance. Applicant will pick up mail at least once each month or make other suitable arrangements, in advance with Wanderers. Applicant may obtain his mail during the business hours posted by Wanderers.
2. Applicant understands that the relationship of the parties hereto is one of bailment and not landlord and tenant.
3. Once Wanderers has placed applicant's mail in the assigned box, the mail shall be deemed to have been delivered, and Wanderers shall not be responsible for loss, theft or damage. Wanderers is not engaged in the delivery of mail and cannot be responsible for failure of the United States Postal Service or any other carrier to deliver mail, to deliver it in a timely fashion or in undamaged condition.
4. Applicant agrees to use services in accordance with Wanderers rules and in compliance with all U.S. Postal regulations, as well as local, state and federal statutes and regulations. Failure to do so may result in cancellation of service without notice, refund or mail forwarding.
5. Information provided by applicant will be kept confidential and will not knowingly be disclosed without applicant's prior consent, except for law enforcement or postal operation purposes, in which case Wanderers intends to cooperate fully. Law enforcement is further clarified to include all city, county, state or federal agencies or their representatives.
6. Mail will not be accepted for more than three (3) persons or organizations in a single mailbox and each must complete a USPS form 1583 and provide photo identification. If applicant consistently receives substantially more mail than can be placed in a single mailbox, Wanderers reserves the right to charge additional fees or require applicant to rent a larger size box. Charges for service are based upon average daily volume and activity. Special circumstances, e.g, high number of parcels, large or oversize parcels, etc. may require assessment of additional fees. An Unusually high volume of mail will result in either a higher fee being charged, or termination of the mail receiving service. Applicant further agrees that parcels delivered to this address for the applicant will be delivered by common carrier only, that no truck line deliveries will be made or deliveries that require a loading dock. Applicant also agrees that parcels will be retrieved within 48 hours after delivery unless arrangements have been made with Wanderers. No packages that contain hazardous or dangerous materials or any package(s) which disrupt Wanderers operations in any way will be accepted by Wanderers on the applicants behalf. Failure to adhere to any of these parcel delivery stipulations will result in termination of service.
7. Applicant agrees to protect, indemnify and hold harmless Wanderers from and against any and all

claim, demands and causes of action any nature whatsoever relative to use of Wanderers facilities or services.

8. Should Wanderers commit or fail to commit any act that results in disruption of service and applicant thereby suffers a loss, Wanderers liability shall be limited to not more than the rental fees paid by applicant for service not yet received. Wanderers shall not be liable for incidental or consequential damages.

9. Per USPS and Washington State regulations certified, registered, insured, C.O.D. mail or parcels will be accepted by Wanderers on the behalf of applicant. Full, advance payment of C.O.D. charges must be made to Wanderers prior to acceptance of C.O.D. packages.

10. Wanderers fees are due and payable in advance and notice thereof will be placed in applicant's box. No other notice will be required. Failure to pay such fees when due may result in disruption or cancellation of services. Wanderers does not prorate fees and does not provide refunds in the event of cancellation by applicant.

11. Applicant shall use only the address designation "PMB" or "#" to designate their address. NO OTHER DESIGNATION IS VALID. Specifically excluded is the use of suite, apt., dept., or other designators. The applicant is responsible for notifying correspondents of the above address. The address to be used by applicant for the purposed of receiving mail is as follows.

Applicant's Name or Business Name  
1916 Pike Place Ste 12 PMB \_\_\_\_\_  
Seattle, WA 98101

12. Upon termination of services by Wanderers or failure to pay rent in advance by applicant, Wanderers shall not make applicant's mail available without payment theretofore. Applicant understands that the United States Postal Service will not forward or return mail without payment, and will not accept a Change of Address. At termination of service, applicant, if he wishes mail forwarded after that date, shall provide Wanderers with a forwarding address and pay the required fees. In the event applicant fails to do this, Wanderers shall refuse any further mail and, in the case of mail already received handle such mail in accordance with USPS DMM Do42.2.6 regulations.

13. Applicant agrees to be responsible for forwarding all mail at the termination of this agreement. This constitutes a "Do Not Forward" agreement.

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Agent

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Applicant



## **Wanderers' Mail Service**

### **WORLDWIDE MAIL FORWARDING**

In 1909, Wanderers' Mail Forwarding was established. It was originally set up to provide a permanent address and holding station for the travelers going to Alaska to prospect for gold.

Today we provide forwarding services for over 500 individual and business customers worldwide.

#### **Mail Forwarding Services Include:**

- Mail review, purging, holding
- Best price rate shopping
- Package notification via e-mail or SMS
- Forwarding on demand as well as scheduled
- Deposit Checks
- Personalized service to meet your individual needs

#### **Rate Structure:**

- \$3.95 (plus tax) service fee plus our retail postage to forward, screen, process/handle mail.
- \$10.00 (plus tax) service fee to process mailings using customers FedEx or UPS account number.
- \$3.95 (plus tax) to process a check deposit by mail
- \$25.00 (plus tax) service fee to hand deliver check(s) to a bank. Bank must have a branch in downtown Seattle.



## Wanderers' Worldwide Mail Service Mail Forwarding Directions

Name: \_\_\_\_\_ Box # : \_\_\_\_\_

Type of Mail	Send	Toss	Hold		Notes
First Class:					
Catalogs:					
Subscription Magazines:					
Newsletters:					
Junk Mail:					
Packages:				Notify via Email	

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

Exp Date: \_\_\_\_\_

Email Address: \_\_\_\_\_

Phone # : \_\_\_\_\_

Auto renew box ? Yes  No  Box term 3 months  6 months  12 months

Automatically fund forwarding account in the following increment

\$25  \$50  \$100

Signature: \_\_\_\_\_

I hereby authorize Wanderers to charge the credit card listed above for payment of fees, costs, and expenses for services rendered. I certify that I am a person who is authorized to use this credit card.

# **Special Instructions**