

MBE Mailbox Service Agreement



Service Type	Term:
<input type="checkbox"/> Private	<input type="checkbox"/> 6 months
<input type="checkbox"/> Business / Private Premium	<input type="checkbox"/> 12 months
	<input type="checkbox"/> 24 months

CONTACT DETAILS

First and Last Name: Click or tap here to enter text.

Home Address: Click or tap here to enter text.

Click or tap here to enter text.

Postcode: Click or tap here to enter text.

City: Click or tap here to enter text.

Country: Click or tap here to enter text.

Personal ID: Type Click or tap here to enter text. Place of issue: Click or tap here to enter text.

ID No. Click or tap here to enter text.

Phone: Click or tap here to enter text. Mobile: Click or tap here to enter text.

Email: Click or tap here to enter text.

I have included a colour true copy/scan (front and back) of the above ID with this application

BUSINESS DETAILS *(if applicable)*

Business Name: Click or tap here to enter text.

Registration No.: Click or tap here to enter text.

Business Address: Click or tap here to enter text.

Postcode: Click or tap here to enter text. City: Click or tap here to enter text.

Country: Click or tap here to enter text.

Phone: Click or tap here to enter text. Mobile: Click or tap here to enter text.

Email: Click or tap here to enter text. Website: Click or tap here to enter text.

Choose your Mailbox designation

Office Suite Department Other: Click or tap here to enter text.

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MAIL FORWARDING

Scan to Email (Business / Private Premium)

I authorise Mail Boxes Etc. Aps to open all my mail to my mailbox and e-mail the document to:

E-mail address [Click or tap here to enter text.](#)

Always Upon request Never

Forward to alternate address (Business / Private Premium)

Never Upon request

I authorise Mail Boxes Etc. Aps to forward my mail from my mailbox to the address provided below (upon request and pre-payment):

Name/Business: [Click or tap here to enter text.](#)

Attention: [Click or tap here to enter text.](#)

Address: [Click or tap here to enter text.](#)

Postcode: [Click or tap here to enter text.](#)

City: [Click or tap here to enter text.](#)

Country: [Click or tap here to enter text.](#)

SERVICES AND PRICES

Service	Private	Business / Private Premium
Letters, Magazines, etc.	X (Max 10 a month)	X (Max 30 a month)
Signing	X	X
Packages	X (Max 2 a month)	X (Max 8 a month)
Notification of arrival	X	X
Scan & email forwarding		X (10 included) kr. 10 after
Package storage	1 week (kr. 30 p. week after)	1 week (kr. 30 p. week after)

Term	Private	Business / Private Premium
6 months	800 kr.	1.300 kr.
12 months	1.300 kr.	2.200 kr.
24 months	2.300 kr.	3.900 kr.

*Prices exclude VAT (moms)

Refundable Key Deposit 100 kr.

MBE Mailbox Service Agreement



I have read and understood all the Terms and Conditions of the Mail Boxes Service Agreement (included on this agreement). I declare that the information provided is complete and correct to the best of my knowledge.

Customer's Signature: _____ Date: _____

For Office Use Only (Your New Address)

Name: _____
Østerbrogade 226 st. tv.
(Suite / Office / Department) Number: _____
2100 Copenhagen
Denmark

For Office Use Only (Company registration)

2100 Copenhagen
Denmark

Terms and Conditions

Please read carefully prior to signing. Your signature declares that you read, understand and agree to the terms and conditions.

1. The MBE centre (specified below) will provide its postal address and mail receiving service to the customer in accordance with the details set out in this application form and on the following terms and conditions.
2. The customer acknowledges that MBE facilities and services must be used in strict conformity with all applicable federal and state laws.
3. The customer agrees that MBE may treat any persons who possess an MBE mailbox key as being duly authorised by the customer to remove any contents from the postal address under this agreement.
4. The customer acknowledges that a rental of the postal address in no way constitutes any form of lease or sublease on this property and that the customer's only entitlement with regard to the property is that of a mailing and courier address.
5. MBE may, at its discretion, suspend mail receiving services after the due date pending payment for renewal of services. During this suspended period mail receiving services will not be available to the customer.
6. Keys remain the property of MBE and may not be copied without the written consent of MBE. Keys shall be immediately returned to MBE upon termination, cancellation, suspension or expiration of this mail receiving agreement.
7. A fee will be charged for mailbox keys and will be the current price at time of purchase of services. A fee will be charged for replacement, new or additional card/keys.
8. The customer appoints MBE as the customer's agent with respect to any item delivered to the customer's postal address at the centre.
9. The customer authorises MBE as the customer's agent to:
 - a. return to sender any mail not collected by the customer within 30 days of receipt by MBE.
 - b. return any mail delivered to the customer's postal address at the centre, if the customer has not paid the mail receiving postal address service fee or the agreement is terminated for any reason.
10. MBE may retain any item delivered to the customer's postal address at the centre pending payment of any money owing by the customer to MBE.
11. The customer acknowledges that its address for service is as set out in this agreement and application form.
12. A customer shall not assign or transfer the right to use the service without the prior written consent of MBE and the payment of a transfer fee.
13. 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.
14. The customer will ensure that at no time will there be excessive or unreasonable amounts of mail in the mailbox such that MBE is unable to efficiently 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.
15. The customer agrees to comply with all policies issued from time to time of MBE relating to use of MBE facilities and

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services.

16. MBE may terminate this agreement at any time without notice and without refund of either the service fee or the key deposit if:
 - a. the customer fails to observe or perform any term, covenant or obligation contained in these terms and conditions.
 - b. MBE has reason to believe that the customer has used a fictitious or assumed name on the application.
 - c. MBE has reason to believe that the address on the application is not the customer's current residential or business address.
 - d. the address is being used by a person other than the customer or for the purpose other than delivery of mail and parcels.
 - e. MBE has reason to believe that the customer, or a person known to the customer, intends to use, or is using the service in the furtherance of an offense against the laws of Denmark or any state, territory or overseas country, or to prevent the detection of the offense or offender.
 - f. the customer regularly allows an accumulation of mail beyond the capacity of the box or bag and will not, upon request of MBE, agree to obtain or provide a larger box.
 - g. any information given in the application form and this agreement is false.
 - h. the customer does not notify MBE of a change in residential or business address within 30 days of moving.
 - i. the customer breaches any terms and conditions of this agreement.
17. MBE may return to sender any mail which is unclaimed by the customer within 7 days of notification by MBE that this agreement is terminated under the above clause.
18. The customer agrees to indemnify MBE against any claims arising out of or in conjunction with the use or possession of the postal address, including but not limited to:
 - a. any demands, claims and causes of action for personal injury or property damage arising from such use or possession.
 - b. failure by Danish Post or any other carrier to deliver any items on time.
 - c. damage or loss of mailbox contents by any cause what so ever.
 - d. violation by the customer of applicable federal and/or state laws.
19. MBE's liability for any claims by the customer is limited to the refund of the service fee or the provision of the postal address service.
20. Any notice required to be served by or under this agreement shall be sufficiently given to the customer if left in the mail box provided by MBE pursuant to this agreement.
21. MBE will use its reasonable efforts to maintain confidential any information that the customer provides MBE which the customer advises is confidential in nature. MBE will only

disclose the customer's confidential information if the customer consents to the disclosure; MBE is required to disclose it in order to carry out its obligations or provide any agreed services to the customer; or disclosure is required by law or in order to comply with an order of a court or tribunal, warrant, or request for disclosure from a public regulatory authority. Confidential information does not include information which was in the public domain at the time of its provision; was already known by MBE prior to the customer providing the information; or becomes part of the public domain after its provision by the customer and where MBE did not cause the information to become part of the public domain.

22. The customer agrees that MBE may assign, transfer or amend this agreement without the customer's prior consent. The customer agrees that amendments may include changes to the MBE centre, entity and location.
23. 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.

Termination / Cancellation Details

Date cancelled: _____

Number of keys returned: _____

Person cancelling mailbox: _____

Signature: _____

MBE representative
signature: _____