

**RSF Mail Delivery
Service and Procedures**

Welcome to RSF Mail Delivery please review the following information and keep on file for future references.

Service:

1. RSF Mail Delivery will serve as an agent to receive mail and packages on behalf of the PO Box holder. RSF Mail Delivery will not be liable for any actions/damage/theft that may occur once the mail/packages have been delivered to designated delivery area.
2. RSF Mail Delivery will deliver incoming mail and retrieve outgoing mail and packages from designated area on customer's property Monday - Friday. RSF Mail Delivery may charge extra fees or choose to discontinue service if incoming mail and or outgoing mail is considered excessive.
3. Customer may notify us of any "time sensitive"/"valued" mail/parcel they are expecting and give us special instructions for delivery.
4. Mail packages may include Certified Mail-Registered Mail-Express Mail-Insured Mail and any other urgent mail items that will need a signature. By "initializing below" gives RSF Mail Delivery permission to:
Accept the above items: _____ DO NOT accept the above items: _____
5. RSF Mail Delivery will not be held responsible for damaged, high valued and time/date sensitive items that USPS has mishandled.
6. RSF Mail Delivery recycles all delivery bags. Please use the delivery bag to place outgoing mail.
7. RSF Mail Delivery is closed on all Holidays in accordance with the Post Office calendar closures.
8. RSF Mail Delivery strives for excellent customer service. In the event of car break down or unexpected emergency, mail delivery may be interrupted by delay in delivery time or cancellation of service for that day. Please note: if mail has not arrived by your regular time, please call our office for updated information. Under these circumstances please note RSF Mail Delivery will not be held responsible for delayed/non-service of mail.
9. This agreement can be terminated at anytime for any reason by either party. If customer paid in advance for service all pro-rated monies will be returned to customer with 15 days.

Billing:

RSF Mail Delivery billing begins around the 10th of each month; all payments are due by the 1st. Any payments received after the 5th may/will incur a \$20.00 late fee. Please make sure check is visible for delivery driver to view if you choose to leave a check with the outgoing mail bag.

Stamps/Shipping:

All prepaid and unpaid mail/packages will be taken to Postal Corner for drop off located at 2240 Encinitas Blvd Ste D, Encinitas, CA 92024. Postal Corner will bill you directly for all shipping charges. Postal Corner contact number: 760-633-1100.

These procedures can be modified and changed at anytime.

Please contact us with any questions or concerns regarding our procedures, we are a solutions company and are always willing to help out when in need.

Print Name: _____

Signature: _____

Date: _____

PO Box #: _____