

Package Receiving & Storage Fees

Charges Start the Day Package arrives First 3 days After 3 days

| Charges Start the Day Package arrives | First 3 days | After 3 days |
|---------------------------------------|--------------|--------------|
| FedEx/ UPS Envelope | FREE | FREE |
| Messenger or Private Party Drop- offs | \$2.00 FLAT | \$2.00 FLAT |
| Packages up to 3 lbs. | \$2.00 FLAT | \$2.00 FLAT |
| Over 3 lbs. & up to 10 lbs. | \$3.00 | \$3.00/day |
| Over 10 lbs. & up to 20 lbs. | \$5.00 | \$5.00/day |

Larger & Heavier Packages charged PER DAY

Over 20 lbs. & up to 30 lbs. \$10.00 per day
Over 30 lbs. & up to 50 lbs. \$15.00 per day

Note: Packages left over 30 days will be discarded.

Package Forwarding

We use our UPS, FedEx and DHL accounts to forward packages. We cannot use customers' account numbers. All packages are charged a storage fee depending upon their size and weight. **We require enough deposit on hand prior to forwarding packages (to be used against shipping & handling costs).** Rate/Price subject to change.

Please read, sign & return so that we can assign you a suite number to get started.

Suite # _____ **Signature** _____