

Thank You for Selecting NYmail

Your Address will be: 244 Fifth Avenue, Suite # (to be assigned)
New York, NY 10001

Mail/Package walk-in pickup hours: Mon-Fri (8:30 am to 6:30 pm)
Saturday (10:00 am to 4:00 pm)

Instant E-mail notification when you receive UPS / FedEx / DHL packages.

Sign-up is Simple:

- : -Scroll down & Print the 5 forms.
- : -Fill out the forms and Select the service type.
- : -Please make sure to include clear copy of your photo ID.
- : -Fax the forms to 212-679-0000 or email them to service@nymail.com

Any Questions, Please Call us: 212-591-6000

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Thank You for your Order.

NYMAIL-NYC VIRTUAL OFFICE

WEF 01-01-2017

244 Fifth Avenue, 2nd Floor, New York, NY 10001
 Phone: 212-679-0000 Fax: 212-591-6000
 service@nymail.com

You address will be

Your Business Name &/or Your Name
 244 Fifth Avenue, Suite # _____ (to be assigned)
 New York, NY 10001

PRICE LIST

PLAN DESCRIPTION	Monthly Rate	2 months	Yearly Rate INTRODUCTORY OFFER
Business Mail 1 Business Name & Your Name	\$30.00	\$60.00 + tax	\$300.00 + tax
Business Mail Plus up to 5 names- business or individual	\$45.00	\$90.00 + tax	\$495.00+ tax
Voicemail or Fax Service (212) (718) Area Codes Available	\$5.00	\$10.00 + tax	\$60.00 + tax
Mail Scanning Fees	\$50.00 per month + \$1.00 per page scanned (50 Deposit - Funds to be used towards Scanning service)		
License Posting Fees	Add \$50.00 per month		

NOTE :- Neither "ATTENTION" nor "care of " (C/O) is allowed.

Need Mail Forwarding? Add \$5.00 per month

Mail Forwarding Charges	<p>You can select to have your mail forwarded:</p> <p>Weekly <input type="checkbox"/> Bi-monthly <input type="checkbox"/> Monthly <input type="checkbox"/></p> <p>We must have 'Funds for Postage' in advance for your mail forwarding.</p> <p>Postage Funds for Domestic Forwarding \$25.00 <input type="checkbox"/></p> <p>Postage Funds for International Forwarding \$35.00 <input type="checkbox"/></p> <p>Mail is sent by USPS Priority Mail envelope or by First class Mail. Postage bank will be reduced depending upon your usage.</p>
Mail forwarding DEPOSIT MUST BE PROVIDED PRIOR FORWARDING MAIL & PACKAGES	
Package Receiving & Storage Fees	<p>Handling and storage charges apply per day, depending on the size and weight of the package, inclusive of the day the package arrives. Please see the accompanying document for details.</p> <p>Pick up ONLY. No forwarding service available.</p> <p>We accept packages from all delivery services and notify you via e-mail.</p>

MAIL CHECK

Call our automated system to find out whether or not you have mail.
 We update our mail checker at 1:00pm, Monday - Friday **ONLY**.

Mail pick up hours:
 Monday- Friday : 8:30 am - 6:30 pm
 Saturday : 10:00 am - 4:00 pm

CREDIT CARD PAYMENT FORM

244 Fifth Avenue . 2nd Floor . New York, NY 10001
Phone : (212) 679-0000 Fax : (212) 591-6000
www.nymail.com email: service@nymail.com

I authorize Aerobeeep & Voicemail Services, Inc to charge my credit card on a one time basis for Mail Receiving/Voicemail/Fax Services. I recognize that this transaction does not include typical credit card chargeback rights and procedures and that I will contact Aerobeeep directly concerning Billing disputes.

Amount to be charged : _____

Name (as it appears on the card): _____

Address (billing address of the credit card): _____

City: _____ State: _____ Zip Code: _____

Circle Card Name: **Master Card / Visa / American Express / Discover**

Credit Card Number: _____ - _____ - _____ - _____

Exp. Date: ____ / ____ CV Code: _____

Master Card, Visa & Discover, the CV code is printed on the back of your card. It's the last 3 digits. American Express the CV code is printed on the front right side of the card and is 4 digits.

Drivers Licence # or Other ID # : _____

Please Enclose a copy of your Drivers Licence or Picture ID

SIGNATURE _____ DATE : _____

----- (For Official Use Only) -----

VOICEMAIL # _____ - _____ - _____

FAXMAIL # _____ - _____ - _____

POSTAL MAIL # _____

NYC VIRTUAL OFFICE

244 Fifth Avenue, 2nd Floor, New York, NY 10001

(Between 27 & 28 street)

Phone : (212) 726-1000 Fax : (212) 726-1001

Email: service@nymail.com

POSTAL MAIL TERMS & CONDITIONS

We welcome the opportunity to receive postal mail/packages on your behalf. Please read the following details carefully.

1. Your Address must read exactly as shown below. It is important to use your Suite Number to ensure proper receiving and sorting of your mail.

Your Business Name or Your Name

244 Fifth Avenue, Suite # _____
New York, NY 10001

All incoming mail must have the assigned Suite Number.

2. Our records are freely available to Federal, State and Local law enforcement.
3. You must provide us with the following information along with a photo ID.

Your Name : _____

Your Business Name : _____

Mail will be ONLY accepted for the names registered with us. NO EXCEPTIONS.
Neither "ATTENTION" nor "care of " (C/O) is allowed.

Your E-mail Address : _____

Your Phone Number : _____

Address : _____

City : _____ State: ____ Zip Code : _____

Photo-ID (Passport / Drivers License) : _____

4. **Package Receiving & Storage charges applies.** Please see the accompanying document for details.
5. Limit of 100 pieces of mail per month & No Newspaper subscriptions allowed.

Where did you hear about us? Google Yahoo Others

Keywords: _____

SIGNATURE : _____

DATE : _____

United States Postal Service®
Application for Delivery of Mail Through Agent
See Privacy Act Statement on Reverse

Please Fill-In Where Marked '0'

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. (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.)

4. Applicant authorizes delivery to and in care of:

a. Name

b. Address (No., street, apt./ste. no.)

c. City d. State e. ZIP + 4

6. Name of Applicant

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.

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.

12. If applicant is a firm, name each member whose mail is to be delivered. (All names listed must have verifiable identification. A guardian must list the names of minors receiving mail at their delivery address.)

13. If a CORPORATION, Give Names and Addresses of Its Officers

3a. Address to be Used for Delivery (Include PMB or # sign.)

244 5th AVENUE #

3b. City 3c. State 3d. ZIP + 4

NEW YORK

NY

10001-7604

5. This authorization is extended to include restricted delivery mail for the undersigned(s):

7a. Applicant Home Address (No., street, apt./ste. no)

7b. City 7c. State 7d. ZIP + 4

7e. Applicant Telephone Number (Include area code)

9. Name of Firm or Corporation

10a. Business Address (No., street, apt./ste. no)

10b. City 10c. State 10d. ZIP + 4

10e. Business Telephone Number (Include area code)

11. Type of Business

14. If business name (corporation or trade name) has been registered, give name of county and state, and date of registration.

Warning: The furnishing of false or misleading information on this form or omission of material information may result in criminal sanctions (including fines and imprisonment) and/or civil sanctions (including multiple damages and civil penalties).

15. Signature of Agent

16. Signature of Applicant (If firm or corporation, application must be signed by officer. Show title.)

Package Receiving & Storage Fees

Charges Start the Day Package arrives

First 3 days

After 3 days

FedEx/ UPS Envelope	\$1.00	\$1.00 flat
Drop offs-Private Party or Messenger	\$2.00	\$2.00/day
Packages up to 5 lbs	\$2.00	\$2.00/day
Over 5 lbs & up to 10 lbs	\$3.00	\$3.00/day
Over 10 lbs & up to 20 lbs	\$5.00	\$5.00/day

Large & Heavy Packages charged PER DAY from day 1

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

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

We do not accept packages over 50 lbs

Note- Packages left over 30 days will be discarded.

PACKAGE FORWARDING

Handling and storage charges apply per day, depending on the size and weight of the package, inclusive of the day the package arrives.

Pick up ONLY. No forwarding service available.

We accept packages from all delivery services and notify you via email.

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

Suite # _____ Signature _____