

TERMS OF SERVICE

The terms of service are defined exclusively by postal regulations. You may not use PO Box service just to avoid paying forwarding charges or for any purpose prohibited by law or Postal Service regulations. We will immediately terminate PO Box service if used for any unlawful purpose. PO Box service may be provided to minors (unless parents or guardians submit a written objection to the postmaster).

UPDATING YOUR INFORMATION

The information on your PS Form 1093 must always be current. As soon as any information changes (such as your street address, telephone number, or email address), you are responsible for updating the information. Failure to update your information may result in termination of service. We keep the form on file at the Post Office where you use the service.

ACCUMULATED MAIL

We encourage you to empty your box regularly. You can make a special arrangement with the postmaster if you are not able to pick up your mail. Complete PS Form 8076, *Authorization to Hold Mail*, or create your request online at usps.com, and we'll take care of it. Hold Mail orders are good for only 30 days. If the volume of your incoming mail repeatedly exceeds the capacity of the box you are using, we may require that you use Business Pickup (Caller) Service, change to a larger box (and pay the applicable fees), or apply for one or more additional boxes. Your service may also be suspended. You may also request **Premium Forwarding Service**® to have your mail shipped to you by Priority Mail® service once a week for a small fee.

CHANGE OF ADDRESS

If you choose to discontinue your PO Box service, please complete a change of address form found in the Mover's Guide® available by request from our retail associates or on our website at www.usps.com/moversguide. If you use the change of address form, give it to a retail associate or your letter carrier. You may also mail the form to your Post Office. File change of address orders as follows:

No-Fee PO Boxes: The PO Box customer or any other person listed on the PS Form 1093 may file an individual change of address order. Only the box customer may file a change of address order for an entire family.

All other PO Boxes: Only the box customer who signs the PS Form 1093 may file change of address orders. Forwarding of mail for other persons receiving mail at the box is the responsibility of the box customer.

PO BOX KEYS

Two keys are issued for key-type PO Boxes. An access code is provided for combination lock-type PO Boxes. At most locations, a refundable deposit is required for each key. If needed, you can obtain additional keys (and pay the applicable fee and deposit). Whenever your box service terminates, return all keys to the Postal Service for a refund of the deposit. Customers must not duplicate PO Box keys.

PO BOX REFUNDS

Once you have begun using your PO Box, you may request a refund at the Post Office where your box is located. Fees are refunded as follows:

3-Month Payments (automatic renewal required):

No refunds

6-Month Payments:

Within the first 3 months – ½ the fee paid

After 3 months – no refunds

12-Month Payments:

Within the first 3 months – ¾ the fee paid

Within the first 6 months – ½ the fee paid

Within the first 9 months – ¼ the fee paid

After 9 months – no refunds

BOX SERVICE ADDRESS

We deliver to your PO Box address as printed on your mail, so be sure to provide correct and current address information to your correspondents.

Your PO Box number should appear on a separate line, followed by the Post Office's city, state, and ZIP+4®. When we assign your box number, we will provide the corresponding ZIP+4 code.

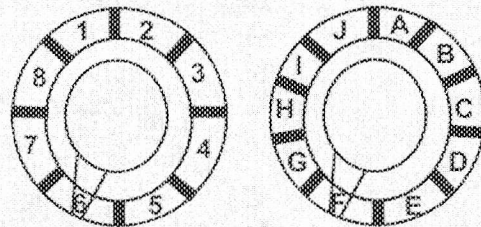
For Official Use: Completed by the Postal Service

YOUR NEW BOX NUMBER IS

CITY

STATE

YOUR ZIP+4® IS --



HOW TO USE THE COMBINATION LOCK

1. Clear the dial by turning **RIGHT** three times and stop on _____
2. Turn **LEFT** and stop the second time around on _____
3. Turn **RIGHT** and stop on _____
4. Turn the latch key **LEFT** to open