



Mailbox Rental Agreement

PLEASE COMPLETE IN BLOCK CAPITAL LETTERS

1. Personal Details

Title: First Name: Last Name:

Current Address:

Town: Post Code:

Contact Phone Number: Email Address:

2. Mailbox Details

Mailbox Size: Personal Business Corporate

Rental Term: 3 Months 6 Months 12 Months 24 Months Other (please specify)

Mail Notification: Email SMS (UK only & extra charges apply)

Mail/Fax Forwarding: Basic (Royal Mail) Express (DHL)

Fax: Receive Receive & Forward

Additional Names (Personal, Company):

Will the mailbox be used as any company's registered address? Yes No

How did you hear about us? Search Engine Yellow Pages Friend Other (please specify)

Start Date / / Expire Date / /

Mailbox Price: £..... Reg. Fee: £..... SMS Notification: £..... Co. Reg. Address: £.....

Total Fee*: £.....

**Excluding mail forwarding and fax services which if required are additional and charged monthly in arrears.*

3. Agreement

I would like to receive the mailbox services detailed above and hereby enter this Agreement with Rex Lounge Ltd. and I have read, understood and accept the "Mailbox Rental Terms & Conditions" that form part of this Agreement.

Customer Signature Date / /

Your Mailbox Address: ("Premises")	Any Business or Personal Name Suite / Unit / Office or Box No. 30 Woburn Place, Bloomsbury London, WC1H 0JR, UK	Your Mailbox Number:
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Mailbox Rental Terms & Conditions

Rex Lounge Ltd. ("Company") agrees to provide the customer ("Customer") a mailbox rental service ("Service") for the rental term ("Term") of months at the premises ("Premises") specified in the Mailbox Rental Agreement. In accepting the Service, the Customer agrees to the following Conditions.

1. At the Premises the Company will provide the Customer with a mailbox and a key to that mailbox upon the Customer's payment of a £8 registration fee for the Service and full payment for the Customer's requested rental Term ("the Payment") payable in advance in accordance with the charges for the Service as appear in the Company's price list current at the time the Service is requested and upon receipt of proofs acceptable to the Company of the Customer's identity (a passport or UK driver's licence) and home address (a utility bill).
2. On the Customer's behalf the Company will deposit into the Customer's mailbox all pre-paid mail addressed to the Customer's mailbox received from the Royal Mail or any statutory or other body authorised from time to time by law to operate a mail delivery service. On the Customer's behalf the Company will receive items of registered or recorded delivery mail, provided that if the Customer refuses to accept any such items any costs or fees associated with its refusal or return will be paid for by the Customer. Provided that the Customer has made advance arrangements with the Company to the satisfaction of the Company (including providing the Company with advance payment), the Company will receive items requiring cash on delivery on behalf of the Customer.
3. The Customer may use Personal Mailboxes to receive mail for up to two personal names, Business Mailboxes to receive mail for up to four names (personal or business names in any combination), and Corporate Mailboxes to receive mail for up to ten names (personal or business in any combination) however all mailboxes in all circumstances may only be used as a mailing address and not for any company's official 'registered address' unless specifically requested and agreed to by the Company.
4. At its discretion the Company may agree to allow a mailbox to be used as an official Registered Address for an English company. In this case, the Customer must also be a Director of the company whose address is to be registered to the mailbox and the Customer must provide proof of such registration and directorship status from Companies House. The Company reserves the right to determine whether such proof provided is adequate or not and in the event of the later, may at its discretion request additional proof of registration or directorship status. It is not possible for non-English companies to use the Company's mailboxes as a registered address. The Company will not allow plaques to be placed on the outside of mailboxes but will place in public display a list of all companies using a mailbox as a registered address at the Premises or otherwise as may be required by law from time to time. To use a mailbox for a company's 'Registered Address' an additional fee of £20 per annum at the beginning of any rental term or upon renewal of any term will be charged as appropriate.
5. A free Mail Notification Service will be provided by the Company at its discretion and usually on a weekly basis if the Customer requests to benefit from this service. The Company will also provide a 'same day' mail notification service if the Customer requests this service which will be charged for at the rate of an additional £6.50 per month payable in full in advance. No notification will be provided if no items of mail have been received which in the interests of clarity will not entitle the Customer to any refund or compensation. Any mail notification services provided by the Company will be provided only in the event the Customer receives mail addressed to their mailbox at the Premises and subject to these terms and conditions.
6. The Service will be provided subject to these Terms and Conditions. If after any Payment becomes due the Customer fails to make Payment with fourteen days or if the Customer breaches any of these Terms and Conditions, the Company without prejudice to any right of action or remedy in respect of any antecedent claim or breach of condition shall thereafter be entitled at any time to terminate the Service forthwith. A late fee of £6.00 will be charged if any Payment is not received within five (5) days of due date.
7. Subject to all other conditions here within, the Customer may terminate the Service at any time and upon such termination and after receipt of advance payment of £28 for each period of 28 days (the first period commencing on day of termination) and at the direction of the Customer, the Company will forward any items of mail addressed to the Customer (excluding parcels or 'signed for' mail) to the postal address specified by the Customer. There will be no refunds for cancellation or termination of the Service or any part thereof by the Customer.
8. If after one month of a notice being deposited in the Customer's mail box requesting the Customer to remove any item of mail from the Premises the Customer fails to do so, then the Customer hereby authorises the Company in its absolute discretion to either destroy such items or to return them either to the Customer at the Customer's last known address or to the sender at any time after thereafter without further notice to the Customer. The Customer will pay to the Company in full upon demand the Company's expenses or costs incurred in connection with this Condition
9. Following termination the Customer authorises the Company at the Company's absolute discretion to either destroy any items of mail addressed to the Customer or any items on the Premises which are the property of the Customer, or at the Customer's risk return them to the last known address of the Customer.
10. The Company shall have a lien over all uncollected items until such payments are duly paid if any Payments or other sums are outstanding to the Company. The Company shall not be responsible for any damage, loss or other consequences to the Customer or any third party if the Company refuses to accept an item for or from a Customer.
11. At its absolute discretion the Company may refuse to accept delivery of any item for any reason, including, without limitation: a) if the Service is being used by the Customer for the delivery of unreasonable volumes or unreasonably large items of mail; or b) if an item has insufficient or no prepaid postage; or c) if the Service is being used for the delivery or storage of items of value; or d) if any Payment is outstanding; or e) if in the Company's opinion delivery of the item is in breach of any of the these Terms and Conditions.
12. It is not permitted for the Service to be used for any immoral, illegal, obscene or defamatory purpose and the Customer undertakes to not to use the Service in any way which may constitute a breach of this Condition. If the Customer does so use the Service in breach of this Condition, it acknowledges that the Company may report the same to the police or other relevant authority. The Company reserves the right not to deliver or send or cause to permit to be delivered or sent to the Premises any immoral, illegal, obscene, defamatory or dangerous item, object or material.
13. Customer agrees that Company has no knowledge of the value of any item of mail and the Company will not accept notification of value. The Customer agrees the liability of the Company in respect of any loss or damage of any kind whatsoever is limited to £5 for each claim and shall not exceed the amount of the Payment in any Term in aggregate. In any case the Service is not to be used for the delivery or storage of items of value.
14. In the event that the key is in fact in the possession of an unauthorised person, the Company will not be liable to the Customer for any damage or loss whatsoever and howsoever arising as a result. The Company will not be bound to enquire into the authority of any person having possession of the Customer's key and any such person is deemed to be authorised by the Customer. If the Customer fails to return the key to the Company on termination of this Agreement or loses the key to the mailbox the Customer will pay the sum of £6 to the Company for a replacement key to be made.
15. In any event the Company shall not be liable for any consequential or indirect loss, including loss of profit, however it may arise, nor for any costs, claims, liabilities, expenses or demands arising from any event beyond its control including, but not limited to, any damage, loss, delay or mis-delivery on the part of the Royal Mail or any mail delivery service operating body. The Customer will indemnify the Company against any liability, loss, expense, claim or proceedings incurred by the Company in the course of or arising out of the use by the Customer of the Service or as a result of items deposited in the mail box or as a result of the Company providing or not any requested Mail Notification Service.
16. The mailing address for the Mailbox Service shall be at: Rex Lounge Ltd, 30 Woburn Place, Bloomsbury, London, WC1H 0JR, United Kingdom.
17. The Customer agrees any mail or fax forwarding services provided by the Company are done so at the Customer's own risk and that it is the Customer's sole responsibility to provide the Company with written and timely notice of any changes to forwarding instructions and that the Company is not required to keep or provide any records of mail or faxes forwarded other than such information as may be required by law. The Customer agrees to be charged on a monthly basis for all Royal Mail and or DHL costs and or any other postal service provider's costs incurred by the Company in providing the Customer's mail forwarding service plus a 15% plus VAT administration charge and for fax receiving and forwarding services at the Company's normal fax rates less a 10% discount. The Customer acknowledges mail forwarding services are provided by third parties whose operations are beyond the control of the Company and the Customer agrees to fully indemnify the Company against any losses that may occur as a result of using third parties for providing the mail forwarding service. The Company reserves the right not to forward the Customer's mail for any reason including to any address not covered by DHL or Royal Mail and or to use another postal services provider as may be required from time to time.
18. This Agreement shall be governed and construed in accordance with English law and the rights and obligations of the Company and the Customer shall be governed by the same. The Customer may not assign any of its rights or benefits hereunder. Notwithstanding any conflict with the terms and conditions of any contract or order submitted by the Customer in respect of the Service or any other services provided by the Company, these Terms and Conditions shall prevail. If any term or provision of this Agreement shall be held by a court of competent jurisdiction to be invalid or unenforceable, the remainder of this Agreement shall not be affected thereby and each other term and provision of this Agreement shall be valid. These terms and conditions together with the Agreement, constitutes the entire and integrated Agreement between the Customer and the Company and may not be altered or amended except in writing, signed by the Customer and an authorized representative of the Company.

