

www.Bluebonnetmail.com
 Phone: 512-872-2245
 CS@Bluebonnetmail.com



Business Hours:
 Mon-Fri: 8:30am- 5:30pm
 Sat: 10:00am- 3:00pm

YOUR ADDRESS

821 W New Hope Drive, Bldg 1 Ste. 102 # _____
 Cedar Park, TX 78641

BENEFITS OF OUR MAILBOXES

- A real street address (not a PO Box)
- Package acceptance from all major carriers (UPS, USPS, FedEx, DHL, Amazon, etc.)
- Mail forwarding options (fees apply)
- Text or email notifications for packages
- Friendly, locally owned & veteran-operated staff

Mailbox Rates	Monthly	3 Month	6 Month	12 Month
3x5 30 packages/month max 5 name max	\$30/month	\$84.00 (\$28/month)	\$156.00 (\$26/month)	\$300.00 (\$25/month)
5x7 40 package/month max 7 name max	\$35/month	\$99.00 (\$33/month)	\$192.00 (\$32/month)	\$372.00 (\$31/month)
11x5 50 package/month max 9 name max	\$40/month	\$114.00 (\$38/month)	\$222.00 (\$37/month)	\$432.00 (\$36/month)

*****Processing Fee: \$15.00 (Includes One Mailbox Key)*****



Application for Delivery of Mail Through Agent

See Reverse for Instructions, Definitions, Agreement Terms, and the Privacy Act Statement.

1. Private Mailbox (PMB) Information 1a. Date PMB Opened		1b. Date PMB Closed		8. Photo ID Information for Applicant⁹ 8a. Applicant's Name		8b. Applicant's ID Number							
2. Commercial Mail Receiving Agency (CMRA) Place of Business Information 2a. Street Address to be Used for Delivery ¹				2b. PMB #		8c. Issuing Entity		8d. Expiration Date on the ID					
2c. City		2d. State	2e. ZIP + 4 [®]			8e. Photo ID type (check one) <input type="checkbox"/> U.S. State/Territory/Tribal Driver's or Nondriver's ID Card ¹⁰ <input type="checkbox"/> Uniformed Service ID <input type="checkbox"/> Passport <input type="checkbox"/> Certificate of Naturalization <input type="checkbox"/> U.S. Access Card <input type="checkbox"/> Matricula Consular <input type="checkbox"/> U.S. Permanent Resident Card <input type="checkbox"/> U.S. University ID Card <input type="checkbox"/> NEXUS Card							
3. Type of Service Requested <input type="checkbox"/> Business/Organization Use ² <input type="checkbox"/> Residential/Personal Use ³				9. Address ID Information for Applicant¹¹ 9a. Applicant's Name									
4. Name of Applicant 4a. Last Name		4b. First Name		4c. Middle Initial		9b. Applicant's Street Home Address ¹							
4d. Telephone Number (include area code)		4e. Email Address				9c. City				9d. State	9e. ZIP + 4	9f. Country	
4f. Applicant's Street Home Address ^{1,4}						9g. Address ID type (check one) — Must Contain the Address in 9b-9f <input type="checkbox"/> U.S. State/Territory/Tribal Driver's or Nondriver's ID Card ¹⁰ <input type="checkbox"/> Current Lease <input type="checkbox"/> Home or Vehicle Insurance Policy <input type="checkbox"/> Mortgage or Deed of Trust <input type="checkbox"/> Vehicle Registration Card <input type="checkbox"/> Voter Card							
4g. City		4h. State	4i. ZIP + 4	4j. Country		10. Photo ID Information for Authorized Individual (if applicable)⁹ 10a. Authorized Individual's Name						10b. Authorized Individual's ID Number	
4k. Is applicant a court-ordered protected individual? <input type="checkbox"/> Yes <input type="checkbox"/> No If "Yes", you must attach a copy of the court order.		5d. Telephone Number (include area code)				5e. Email Address				10c. Issuing Entity		10d. Expiration Date on the ID	
5. Authorized Individual⁵ 5a. Last Name		5b. First Name		5c. Middle Initial		5f. Authorized Individual's Street Home Address ^{1,6}							
5g. City		5h. State	5i. ZIP + 4	5j. Country		10e. Photo ID type (check one) <input type="checkbox"/> U.S. State/Territory/Tribal Driver's or Nondriver's ID Card ¹² <input type="checkbox"/> Uniformed Service ID <input type="checkbox"/> Passport <input type="checkbox"/> Certificate of Naturalization <input type="checkbox"/> U.S. Access Card <input type="checkbox"/> Matricula Consular <input type="checkbox"/> U.S. Permanent Resident Card <input type="checkbox"/> U.S. University ID Card <input type="checkbox"/> NEXUS Card							
6. If Transferring PMB Mail to Another Address⁷ 6a. Street Address Mail Is Transferred To ¹						11. Address ID Information for Authorized Individual (if applicable)¹¹ 11a. Authorized Individual's Name							
6b. City		6c. State	6d. ZIP + 4	6e. Country		11b. Authorized Individual's Street Home Address ¹							
6f. Telephone Number (include area code)		6g. Email Address				11c. City		11d. State	11e. ZIP + 4	11f. Country			
7. Business/Organization Information 7a. Name of Business/Organization				7b. Type of Business				11g. Address ID type (check one) — Must Contain the Address in 11b-11f <input type="checkbox"/> U.S. State/Territory/Tribal Driver's or Nondriver's ID Card ¹⁰ <input type="checkbox"/> Current Lease <input type="checkbox"/> Home or Vehicle Insurance Policy <input type="checkbox"/> Mortgage or Deed of Trust <input type="checkbox"/> Vehicle Registration Card <input type="checkbox"/> Voter Card					
7c. Business Street Address ¹						12. Exceptions for Additional Recipients of Mail¹³							
7d. City		7e. State	7f. ZIP + 4	7g. Country		13a. Signature of Applicant¹⁴				13b. Date			
7h. Telephone Number (include area code)		7i. Place of Registration ⁸				14a. Signature of CMRA or Authorized Employee¹⁵				14b. Date			

Bluebonnet Mail & Business Center Mailbox Rental Service Agreement

Please initial below that you have read, understand, and agree to all information contained on this page.

_____ All information you provide is confidential and will not be disclosed unless legally required.

_____ Possession of a mailbox key is valid evidence that the possessor is authorized to remove mail from the assigned mailbox.

_____ Rent is due on or before the due date stated on your invoice. A \$10.00 late fee will be charged after 15 days. Accounts more than 31 days past due will be closed, and all mail will be returned to the Post Office. Closed boxes may be reassigned to new customers immediately.

_____ A \$10.00 fee applies to add a name to your mailbox after your application has been processed. Each mailbox includes a monthly package volume allotment based on its size. A \$1.00 fee will be charged for each package over the allotment.

_____ Packages must be picked up within 7 days of delivery. Storage fees of \$5.00 per week, per package will apply if packages are not collected within 7 days (unless prior arrangements are made). You are expected to check your mailbox regularly. Special arrangements may be requested if you are unable to pick up your mail.

_____ Your application information must remain current. You are responsible for notifying Bluebonnet Mail & Business Center of any changes to your contact information (e.g., address, phone number, email).

_____ The mailbox may only be used for lawful purposes and in full compliance with all applicable federal, state, and local laws.

_____ To close your account, Bluebonnet Mail & Business Center provides a 30-day grace period to notify correspondents of your new address. During this period, arrangements may be made to forward your mail, provided postage and forwarding fees are paid.

Use the following example as a guide for proper addressing:

JOHN DOE
821 W New Hope Drive, Bldg 1 Ste. 102 # _____
Cedar Park, TX 78641

Please print and sign below that you have read, understand, and agree to information presented above.

Name _____ Email _____

Best Contact Number _____

Signature _____ Box Number _____ Date _____