

DELAWARE VIRTUAL OFFICE AND MAIL FORWARDING ORDER FORM

Get Your Delaware Address In As Little As 24 Hours!

4 Different Service Levels To Choose From - As Low As \$95.00 Per Year! Now your company can have a prestigious street address in the Corporate Capital of the World -- Wilmington Delaware (USA).

Any information you furnish will be kept strictly confidential.

Section 1: Select Package Type

\$900.00 per year-- Delaware Virtual Office Space with Signed Lease – Suite number issued, NOT private mail box. Includes Low Volume Mail Forwarding Service. Postage and handling additional.

\$295.00 per year - High Volume Mail Forwarding Service – Maximum of 100 pieces of mail per month. Private mailbox number (PMB) will be issued. Scan preview available. Postal and handling additional.

\$195.00 per year - Basic Mail Forwarding Service – Maximum of 25 pieces of mail per month. Private mailbox number (PMB) will be issued. Scan preview available. Postage and handling additional.

\$95.00 per year - Low Volume Mail Forwarding Service – Maximum of 3 pieces of mail per month. Private mailbox number (PMB) will be issued. Scan preview available. Postage and handling additional.

Section 2: Forward Mail to:

Full Name: _____

Address: _____

City/State/Zip/Postal Code/Country: _____

Section 3: Billing Information:

Company Name: _____

Attention: _____

City/State/Zip/Postal Code/Country: _____

Phone: _____ Mobile Phone: _____

Email: _____ Alt Email: _____

Section 4: Payment Information:

Name on Credit Card: _____

Credit Card Billing Address: _____

Credit Card Number: _____

Expiration Date: _____ Security Code: _____

Signature: X _____ Printed Name on Card: _____

I hereby accept your Terms and Conditions. Please charge my credit card for \$ _____
to setup my service.

Signature: X _____ Date: _____

**To place your order, Scan/Email to support@dbiglobal.com or
FAX to 1-302-996-5818. Questions? Call 1-302-996-5819.**

Delaware Business Incorporators, Inc.
3422 Old Capitol Trail, Suite 700, Wilmington, DE 19808
www.DelawareBusinessIncorporators.com

TERMS AND CONDITIONS

CREDIT CARD AUTHORIZATION: You are stating that you are an authorized user of the credit card and that the associated information entered (account holder name, account number, billing address, etc.) is accurate. You authorize DELAWARE BUSINESS INCORPORATORS, INC. to charge the amount you have requested to your credit card. You also agree to permit Delaware Business Incorporators, Inc. to charge your credit card on account for any unpaid invoices. If you set up automatic payments, then you authorize DELAWARE BUSINESS INCORPORATORS, INC. to charge the amount due for the invoice(s) being paid by the credit card. In the event that DELAWARE BUSINESS INCORPORATORS, INC. retains an attorney or collection agency to collect unpaid charges, the party liable for payment will be responsible for all related costs and expenses incurred by DELAWARE BUSINESS INCORPORATORS, INC. in attempting to recover monies owed. Such costs include, but are not limited to, lawyers' fees, collection agency fees, interest and court costs.

The following mail forwarding terms and conditions apply with a subscription to one our Mail Forwarding Packages:

- Low Volume Mail Forwarding Package
- Basic Mail Forwarding Package
- High Volume Mail Forwarding
- Virtual Office Package

Additional Mail Forwarding and Scanning Usage Fees:

- **Actual 1st class class postage** determined by weight will be charged against your postage deposit or charged to your credit card on account
- Mail Forwarding Handling Fee of **\$4.95** per forwarding of first class mail and courier envelopes either billed to client or client's third part courier account
- Scan Preview of outside of envelope is FREE.

- Open & Scan Contents to Email is an additional **\$.49 per page**

Bulk Mail: Bulk mail will be destroyed and does not count towards your monthly limit.

Frequency: First class mail will be forwarded and/or open/scanned at least once per week.

Scanning: If you elect Scan Preview, we will give you 5 business days to let us know your decision regarding Scan Preview of the outside of the envelope. If we do not hear from you, we will AUTOMATICALLY, forward your mail at the mail forwarding address we have on file. Your postage account will be charged. If your postage account is below \$10.00, we will automatically charge your credit card on hand.

Parcels: We do NOT accept parcels/packages/boxes of any size. ALL **PARCELS/PACKAGES/BOXES WILL BE REFUSED.**

We reserve the right, from time to time, with or without notice to you, to change these Terms and Conditions in our sole and absolute discretion. All mail forwarding policies stated on our websites are incorporated into these terms and conditions. All fees charged pursuant to these Terms are subject to change by us without notice.

ISSUANCE OF PERSONAL MAIL BOX (PMB) NUMBER: The PMB will be issued only AFTER the USPS form 1583 is completely filled out, signed and notarized. In those countries, where notaries are not available we will accept a bank official, lawyer or accountant signature in place of a notary. Upon receipt of a completed form 1583, we will issue the PMB number.

USPS FORM 1583 - "REQUIRED": AFTER submitting your order, upon receipt of the fully completed and notarized form 1583, we will issue your mail forwarding address and PMB number. We will send the required form to you AFTER we have processed your payment.

POSTAGE DEPOSIT: You are required to provide a postage and handling deposit or a credit card authorization to automatically charge postage and handling to your credit card each time we forward mail. If you elect to authorize DBI to automatically charge your credit card each time mail is forwarded to you, you are expressly agreeing that we are permitted to immediately bill your credit card and all charges associated with the pricing plan you select and any applicable shipping costs, customs duties, additional usage fees, and any other charges you may incur in connection with your use of the Services. If your postage deposit is insufficient to cover the cost of forwarding, or if your credit card information is invalid, we will hold your mail at our facility for a maximum of 30 days. As a courtesy, we will issue you a notice informing you that a deposit or updated credit card authorization is needed. If you have not supplied sufficient deposit or credit card authorization to cover postage within 30 days your mail will be destroyed. You agree to hold DBI harmless for destroying mail if sufficient funds are not available to cover cost of postage and handling within 30 days.

NO CASH ON DELIVERY (COD): We will not accept cash on delivery (COD) or postage due Mail on your behalf.

NON-REFUNDABLE POSTAGE AND HANDLING DEPOSITS: All postage and handling deposits and all fees already paid to carrier for mail dispatched to your forwarding address at your instruction are non-refundable.

PERSONAL MAIL BOX (PMB) USAGE FORMAT

ABC COMPANY
3422 OLD CAPITOL TRAIL, Suite or PMB _____
WILMINGTON DE 19808

If we notify you that a sender is not properly addressing mail to your PMB number, you agree to promptly contact the sender and instruct them to include your full address. We reserve the right to suspend or terminate your mail forwarding service if an unreasonably high percentage of mail addressed to you is insufficiently addressed. You acknowledge that if your mail forwarding account is terminated for failure to comply with these terms you will NOT be issued a refund.

Mail must be addressed to the individual(s) or company stated on the 1583 form. Multiple officers, principals or employees of one company may be listed on the 1583 form as mail recipients, BUT you may NOT receive mail for multiple COMPANIES at one Personal Mail Box. Each company must subscribe to its own mail forwarding service and must be assigned its own PMB number.

You agree that we have no responsibility or liability for mail that is not properly addressed with the name of your company and your PMB number or which is otherwise insufficiently addressed. By subscribing to mail forwarding service you authorize DBI to open any mail received with an insufficient address for the purposes of attempting to identify the subscriber addressee; you agree to hold DBI harmless for destroying any mail received for which the subscriber addressee cannot be identified.

Your sender is responsible for properly packaging your items for mailing to our facility. Incoming mail and packages are not subject to routine inspection for damage by DBI. If a carrier refuses to receive a package for re-mailing, or if DBI has a reasonable belief that the carrier would refuse to receive a package, because the item has arrived at our facility in a condition which would prevent remailing, you authorize DBI to insert the item in its present packaging into an intact envelope or cardboard box; you agree to hold DBI harmless for repackaging your item for remailing; and you agree to pay reasonable fees for any packaging material necessary for remailing. DBI does not make any warranties respecting the condition or security of repackaged items.

DBI does not accept mail containing hazardous or potentially hazardous materials, or any other substance or material prohibited by law from being carried through the mail; by subscribing, you authorize DBI to open any mail for inspection at our own discretion. We reserve the right to refuse delivery or forwarding of any item we deem inappropriate for any reason.

If you request forwarding to an address outside the US, you are solely responsible for the payment of customs, duties, tariffs, or taxes and for providing any and all documentation necessary to export your mail. You authorize us to open and inspect all packages and all letters that might contain something other than documents before forwarding such items to another country. You acknowledge that DBI is not a customs agent or broker. Packages that cannot, in our sole discretion, be shipped without violation of international laws or treaties will not be shipped outside the country. For such packages, we are not responsible for taking any action other than holding the package until appropriate arrangements can be made but in no case will we hold such a package for more than 15 days. You agree to hold DBI harmless for destroying mail which cannot be forwarded in accordance with international laws and treaties within 15 days of receipt at our facility.

Due to regulations on exports, we will not forward any mail to the countries of Cuba, Iran, or North Korea. We reserve the right to refuse delivery from or forwarding to Nigeria, or Vietnam if we, at our sole discretion, determine that such delivery may potentially be associated with any fraudulent activities. Regardless of origin or destination, if we in our sole discretion suspect that your contact information or payment method is fraudulent, then we may in our sole discretion immediately terminate your account without refund and turn all related information over to the USPS Office of the Postal Inspector, the U.S. Federal Bureau of Investigation, the applicable State Attorney General or Embassy with jurisdiction, or other local, national or international law enforcement authorities. You understand that we cooperate with the USPS Postal Inspection Service and will share any and all information about you and your use of the Services upon its reasonable request. We may share information in order to investigate, prevent, or take action regarding illegal activities, suspected fraud, situations involving potential threats to the physical safety of any person, violations of our terms of use, or as otherwise required by law.

You specifically indemnify us and hold us harmless from any and all liability, claims, damages, losses or causes of actions arising from such inspection of your Mail or from the release of information regarding you or your use of the Services to any local, state, or national agency or to the USPS, or to a private party whose subpoena you fail to contest as specified by us. Except as provided in these Terms, we will preserve the confidentiality of your Mail's contents with respect to third parties and will not use or disclose information contained in your Mail other than to carry out the purposes for which you disclosed that information.

PERMITTED USES OF MAIL FORWARDING ADDRESS

The mailing address provided by DBI on subscription to these mail forwarding services is a business mailing address. You may identify this address as your business mailing address on your website, business cards, applications, letterhead and routine business correspondence. Unless you also have a valid Lease Agreement from 804 LLC for time shared office space, you agree not to make representations of any kind or to *in any way imply that your mail forwarding address is the physical location of your business*, and agree not to imply that parties seeking you in person would find you or your staff at the DBI facility. DBI reserves the right to refuse service to you if we, at our sole discretion, determine that you have made or are making any such claims.

DBI shall not be held responsible for any loss, liability or damage in connection with your mail, or the contents of such mail, for any reason whatsoever, including, but not limited to, speed of delivery, misdelivery, damage, theft, fire, accidents or negligence, and YOU EXPRESSLY RELEASE DBI FROM RESPONSIBILITY OR LIABILITY IN CONNECTION THEREWITH. DBI's limitation on liability set forth in the preceding sentence is applicable with respect to any loss, liability or damage in connection with your mail, and the contents of such mail, arising prior to the delivery of such items to DBI, during any time that DBI is in care, custody or control of such items, and after such items are entrusted to the carrier for remailing to your forwarding address. Items in DBI's care, custody and control are not insured against loss or damage. By contracting with DBI for mail forwarding service or package forwarding service, you entrust items to DBI's care and custody at your own risk. DBI SHALL NOT BE RESPONSIBLE FOR ANY CLAIMS FOR LOSS OR DAMAGE OF ANY KIND THAT OCCUR WHILE YOUR ITEMS ARE IN DBI'S CARE, CUSTODY OR CONTROL, AND YOU AGREE TO INDEMNIFY, HOLD HARMLESS AND RELEASE DBI FROM ANY AND ALL LIABILITY, CLAIMS, DAMAGES, LOSSES OR CAUSES OF ACTIONS ARISING FROM ENTRUSTING ITEMS TO DBI'S CARE, CUSTODY AND CONTROL. In the event you suffer a loss or damage with respect to an item that is in DBI's care, custody or control however, DBI will, upon request, refund any fee paid by the customer in connection with the transaction involving such item.

We are not responsible for the U.S. Postal Service's compliance (or non-compliance) with your change of address request. If your forwarding address changes you agree to notify us immediately in writing or by email; we will not be held responsible for misdelivery or nondelivery if you fail to notify us of a change or correction of address according to these terms. Senders who send checks, currency, products, valuables or items of any kind to you through the mail, or via courier (such as FedEx, UPS, DHL, etc.) do so at their own risk. If you instruct a sender to transmit checks, currency, products, valuables or items of any kind to your mail forwarding address by mail or courier you do so at your own risk. DBI will not be held partly, jointly or solely liable for loss of any such checks, currency, products, valuables or items of any kind which occur en route to our facility or which have been dispatched to you from our facility by a third-party carrier at your instruction.

In accordance with United States law, we will not create scanned images of currency.

DBI does not accept service of process on mail forwarding subscribers unless they also have a current contract for Registered Agent service with DBI. You agree not to list your mail forwarding address as the registered office (or any other term having the same or similar meaning as used in the Delaware General Corporation law) of your business. You agree to hold DBI harmless for refusal to receive service of process on a mail forwarding subscription account if you have not retained DBI as your Registered Agent by the time service of process is attempted.

By submitting an order for any mail forwarding service offered by DBI, you agree to these terms and conditions. These terms, or the current terms at the time of renewal as amended, will automatically renew each time you pay to renew your subscription to our mail forwarding service. You agree that we may at our sole discretion cancel the Services and terminate these Terms for any cause and at any time and without notice. You agree that for purposes of these Terms the actions or failure to act of any user of your account will be attributed to you. Cause shall include but not be limited to:

- Your failure to provide correct and accurate contact information;
- Your failure to cooperate or provide information in connection with any investigation undertaken by a local, state, or federal authorities, or other governmental agency;
- Your failure to provide sufficient payment or valid credit card information within 90 days of receipt of mail or upon expiration of your 12 month subscription.
- Our determination that the payment mechanism provided by you is likely being used in a fraudulent manner;
- Your behavior towards our employees or other customers being offensive, abusive, violent, threatening or disruptive; or
- Your violation of any provision of these Terms and Conditions.

If you choose to reactivate your mail forwarding subscription after voluntary cancellation or termination for non-payment, we do not make any warranties or guarantees that you will be assigned the same PMB number upon renewal.

You waive and release us from compliance with any obligation to forward or re-mail Mail received after your account has been terminated and specifically agree that we have no obligation to forward or re-mail Mail to you except as expressly stated in these Terms; you acknowledge that any mail received after termination of your account will be classified as undeliverable and will be destroyed.

The foregoing is intended to be a written instruction from you to us that your Mail need not be re-mailed to you as otherwise required in the USPS Domestic Mail Manual's conditions for Commercial Mail Receiving Agencies. You also acknowledge that USPS regulations prohibit you from filing a change of address form with the USPS after termination, and that you are prohibited from requesting that we refuse Mail or return it to sender.

You agree to protect, defend, indemnify and hold us harmless from and against any and all claims, causes of action, liabilities, judgments, penalties, losses, costs, damages and expenses (including attorneys' fees and all related costs and expenses of litigation at arbitration, or at trial or on appeal, if any, whether or not litigation or arbitration is instituted) suffered or incurred by us, including, without limitation, any claim for personal injury or property damage, arising from: (i) these Terms; (ii) the Services provided to you by us; (iii) your use of the Services including without limitation any copyright infringement claims that could arise from our scanning documents at your request; (iv) the failure of any third party, USPS or any commercial delivery or courier service, to provide delivery or courier services accurately and on time; (v) loss, damage, or destruction of your Mail by any cause whatsoever whether or not attributable to our negligence or intentional act; (vi) any violation by you of any federal, state or local laws, statutes, rules or regulations; and (vii) for the consequences of any attempts of third parties to serve you with legal process through the Services or our facility. For purposes of these Terms, the indemnified parties shall include Delaware Business Incorporators, Inc. and its owners, affiliates, subsidiaries, parents, shareholders, members, successors, assigns, representatives, officers, directors, agents, attorneys and employees. **WE SHALL NOT BE LIABLE FOR ANY OTHER LOSS, CLAIM, Damage or injury arising out of, related to, or in any connected with this Agreement or the provision of any services pursuant to this agreement.**

These Terms and the Privacy Policy will be governed by and in accordance with the laws of the State of Delaware, which are intended to supersede any choice of laws or rules which might otherwise be applicable. You consent to the venue and jurisdiction of the courts of the State of Delaware, whether federal, state, or local with respect to any actions that may arise out of, or relate to, these Terms or the Services. You acknowledge and agree that you are establishing minimum contacts with the State of Delaware for purposes of asserting personal jurisdiction over you for any claims arising from these Terms, the Services, or the relationship created between you and us by these Terms. If we prevail in any action to enforce these Terms or any cause of action arising out of these Terms or services delivered pursuant to it, you will pay us our reasonable attorneys' fees and costs and, if applicable, an additional penalty equal to the costs of collection of amounts owed to us. The application of the United Nations Convention on the International Sale of Goods is expressly excluded.

In the event that any provision or modification of these Terms shall be deemed to be illegal, invalid or otherwise unenforceable, such provision shall be considered deleted from these Terms, but all other provisions of these Terms and the remaining portion of any provision which is deemed to be illegal, invalid or unenforceable in part shall continue in full force and effect.

We reserve the right, from time to time, with or without notice to you, to change these Terms and Conditions in our sole and absolute discretion. All mail forwarding policies stated on our websites are incorporated into these terms and conditions. All fees charged pursuant to these Terms are subject to change by us without notice.

ACCOUNT TERMINATION

You may terminate your account at any time by sending written notice by email, mail or courier. No refund will be issued to you for unused subscription periods and/or postage and handling deposit. There are no pro-rata refunds. No refunds will be issued for unused months of the subscription period.

(Revised 4/1/2017)