

Virtual Entrepreneur Program

Rev. April 2019

Customer Information

Name:		
Company Name:		
Address:		
City:	State:	ZIP: -
Business Telephone: () -	Do you have social media?	
Fax: () -	Mobile Telephone: () -	
E-mail Address:		

Please, tell us a little about your business

Terms and Conditions

1. This Agreement ("Agreement") is made and entered into by the customer identified above ("Customer") for membership in the Virtual Entrepreneur Program ("VEP") at Newburgh Envelope Corp.
2. Customer agrees that Customer will not use Newburgh Envelope premises or services for any unlawful, illegitimate, or fraudulent purpose, or for any purpose prohibited by U.S. postal regulations. Customer further agrees that any use of the VEP shall be in conformity with all applicable Federal, state, and local laws.
3. This Agreement shall remain confidential, except that this Agreement, including Customer's name, address, and e-mail address, may be disclosed solely for purposes of communication between Newburgh Envelope and Customer related to Customer's participation in VEP, and upon written request of any law enforcement or other governmental agency, or when legally mandated. Upon request, Customer agrees to complete all necessary documents whenever any information required on this Agreement changes.
4. Customer's mail, deliveries, packages or other items delivered to premises will be released to only those persons named herein. Customer can add or remove Agents from their list at any time. Customer is responsible for notifying Newburgh Envelope in writing should they want to revoke any or all permissions. Emails shall be considered received when opened and confirmed as such by Newburgh Envelope. In the event of death or incapacity of Customer, Newburgh Envelope will require the appropriate documents from the Probate Court, the executor of the estate, the trustee or other similar person or entity before releasing mail or packages to a requesting party.
5. Customer agrees to pay an initial set-up fee of **\$0.00** as well as applicable monthly service fees of **\$25.00** per month plus tax. Monthly VEP fees are due and payable on the 1st of each month. Customer agrees that Newburgh Envelope may withhold mail and packages from Customer pending payment. There will be no proration or refunds of fees if services are canceled. Newburgh Envelope respectfully requests 10 days notice of cancellation if Customer decides to discontinue their participation in the VEP. Customer agrees to pay a **late fee of \$10** if fees are not received by the 5th of the month. Newburgh Envelope reserves the right to refuse mail or increase the monthly fee in the event the Customer adds additional individuals or entities authorized to receive mail and packages under the VEP.
6. Customer agrees that upon expiration, cancellation, or termination of this Agreement, Customer will file a change of address order with the post office and copy Newburgh Envelope. Customer further agrees that upon expiration, cancellation, or termination of this Agreement, Newburgh Envelope will cease to accept any mail; Newburgh Envelope may refuse any package addressed to Customer delivered by USPS, or any other carrier or package delivery service. At Customer's election, Newburgh Envelope will:
 - a. Re-mail Customer's mail / packages once per month, on the first of each month, for a maximum of 12 months upon Customer's payment in advance for postage and packaging material. Customer must pay a monthly forwarding fee of **\$10.00**. Invoice will be sent via email.
 - b. Store the mail, United States Postal Service packages and any / all other deliveries for up to 12 months at a cost of \$15.00 per month, payment must be made in advance for storage fee.
7. The term of this Agreement shall be the initial period paid for by Customer and any renewal period paid for by Customer from time to time. Renewal of this Agreement for additional terms shall be at Newburgh Envelope's sole discretion.
8. Customer agrees that Newburgh Envelope may terminate or cancel this Agreement for good cause at any time by providing Customer with written notice. Good cause shall include but is not limited to: 1) Customer uses Newburgh Envelope or the VEP for unlawful, illegitimate, or fraudulent purposes; 2) Customer fails to pay monies owed to Newburgh Envelope when due; 3) Customer engages in offensive, abusive, or disruptive behavior toward other customers of Newburgh Envelope; 4) Customer violates any provision of this Agreement. Customer acknowledges that, for the purpose of determining good cause for termination of this Agreement as provided herein, the actions of any person authorized by Customer access to the premises will be attributed to Customer.

9. Any written notice to Customer required or permitted under this Agreement shall be deemed delivered after read receipt of email is received. In the event of a termination notice, notice shall be deemed delivered five (5) days after placement in the United States Mail by Certified Mail, Return Receipt Requested, postage pre-paid, and addressed to Customer at Customer's address as noted at the top of page 1 of this Agreement or on the date of actual receipt, whichever is earlier.
10. As Customer's authorized agent for receipt of mail, Newburgh Envelope will accept all mail. Unless prior arrangements have been made, Newburgh Envelope shall only be obligated to accept mail or packages delivered by commercial carrier services, which require a signature from Newburgh Envelope as a condition of delivery. Customer must accept and sign for all mail and packages upon request of Newburgh Envelope. Packages not picked up within 30 days of delivery will be subject to a **\$15.00** storage fee, billed monthly in addition to monthly VEP membership before Customer receives the package(s). Customer refuses to accept any mail or package, the Center may return the mail or package to the sender and Customer will be responsible for any postage or other fees associated with such return. C.O.D. items will be accepted ONLY if prior arrangements have been made and payment in advance is provided. Newburgh Envelope, it's owners, employees and agents will not accept service of process on behalf of Customers. Newburgh Envelope agrees to follow timely procedures for notification of mail and parcel receipt as agreed to at the time this Agreement is signed.
11. Customer agrees to protect, indemnify, defend, and hold harmless Newburgh Envelope, any owners, employees and agents, officers, and directors, from and against any and all losses, damages, expenses, claims, demands, liabilities, judgments, settlement amounts, costs, and causes of action of every type and character arising out of or in connection with the use of premises or membership in VEP, including without limitation, any demands, claims, and causes of action for personal injury or property damage arising from failure of the USPS or any commercial carrier service to deliver on time or otherwise deliver any items (mail, packages, etc.), from damage to or loss of any package, mail or parcels by any cause whatsoever.
12. CUSTOMER HEREIN AGREES THAT THE TOTAL AMOUNT OF LIABILITY OF NEWBURGH ENVELOPE, IF ANY, FOR ANY AND ALL CLAIMS ARISING OUT OF OR RELATED TO THIS AGREEMENT OR PERFORMANCE HEREUNDER SHALL NOT EXCEED \$10.00 REGARDLESS OF THE NATURE OF THE CLAIM. (INITIAL: _____)
13. Upon completing this Agreement, Customer shall provide photo ID and business card. This Agreement may not be amended or modified, except in a writing signed by both parties.
14. In addition to the parcel related services discussed above, Newburgh Envelope will provide scanning, faxing and notary services to all VEP members, as well as a membership card that entitles the VEP member 15% off any product as long as they are a member in good standing of the VEP program. Membership privileges are for the member only, they can not be transferred to any spouse, partner, friend, family member or agent.
15. As new products and services are launched, VEP members will be among the first to have access to registration. Newburgh Envelope intends to expand the program and include additional services as soon as Winter 2019. We appreciate your participation in this VEP program and look forward to working with you.

Agents Authorized to pick up on your behalf

1. _____
2. _____
3. _____

Term: 3 months: 1/1/21 - 3/31/21 \$25/mo + tax = \$81.09

Name on Card:

Address On Card:

CC _____ - _____ - _____

EXP Date: _____ **CVV:** _____

Signature: _____ **Date:** _____