



**Lex Pack & Ship**  
954 Lexington Ave NY, NY 10021

## Package Receiving Service Application

Name \_\_\_\_\_ Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Cell Phone \_\_\_\_\_ Home Phone \_\_\_\_\_ E-Mail \_\_\_\_\_

Additional Instructions: \_\_\_\_\_

### TERMS & CONDITIONS:

Lex Pack & Ship will accept parcels and/or envelopes for you upon the following conditions:

1. We do not accept hazardous materials, illegal items or articles of unusual value, including cash or jewelry
2. Parcels are not to exceed 50lb. and/or a maximum size of 24" x 24" x 24"
3. We must have a fully functioning phone with voice mail and/or email contact for recipient
4. Parcel must be pickup within 24 hours of notification; a \$10 per day storage charge will be incurred for all parcels not pickup within the 24 hour window
5. Parcel not pickup up within 72 hours will be disposed of.
6. You will be charged \$20.00 per parcel for this service. A multiple parcel shipment will be charged @ \$20 each parcel.
7. Payment is due when parcels are pickup.
8. Lex Pack & Ship maximum liability for any loss or damage to a package will be not greater than \$100.00
9. Upon acceptance of both parties, customer will be given specific instructions on address requirements, non-compliance may result in refusal or return of you parcel
10. This agreement can be terminated by either party, at any time, for any reason.
11. An "official" photo ID will be required with the application, kept on file, and will be required at time of pickup

Signature \_\_\_\_\_ Date \_\_\_\_\_

**\*Note for this application to be accepted, it must be presented in person by the individual who is applying or, if not possible, this form needs to be notarized and submitted for approval.**

**Attach Copy of Photo ID Here:**

