

A&C Pack and Ship's 24/7 Access Customer Information Sheet

Things needed to Participate.

- Signed USPS 1583
- Phone Number
- Debit account of at least \$20.00 (Notices are sent when threshold is below \$5.00)
- Liability Waiver completed

How it Works

- When package arrives, it is scanned and placed in the automated lockers. Package lockers are filed Monday-Friday 5pm-7pm. Last delivery driver is accepted at 7pm.
- The automated locker system will send a text with a link to a QR code to retrieve package.
- Another text with a pass for the door will be sent. (The pass expires after **2 days** and/or retrieval of the package (s) from locker.)
- Once inside- The QR code will need to be scanned under the red light. This scan will automatically open the locker where the customer's package is.
- Remove item, close the locker door. Ensure door is closed to facility.
- Packages that are too large for lockers will have to be picked up between 5pm-7pm Monday- Friday. Notification will be sent via text message if package must be picked up during store hours.
- Delivery is accepted Monday-Saturday 7am-7pm. There are no Sunday deliveries accepted. If delivery occurs on Sunday, packages received will be debited \$5.00 per package.

Package Rotation and Storage

- Packages received and stored in A&C's automated lockers have a 48 hour pick up time before the package is rotated to our storage.
- The time starts at the time the customer is notified of the package arrival via email or text.
- Once in storage, a call will need to be placed to 667-930-3114 to have package (s) returned to automated lockers. This return will generate a new notification to the customer and a rebill debit of the customer's account.
- The 48-hour window will start all over. After the 5th day the packages are returned to our storage and each package will occur a 0.15 cent storage charge per day until pickup.
- Day 5 all packages will incur the storage fee, whether placed back in the lockers or not.
- It is the customer's responsibility to request a new door code or package return to the locker. The door codes are additional fees subject to change.

Download the Ap

A smarter and quicker way of picking up your packages is with the **Smiota App**. Please download and install the app on your mobile device from the Apple App Store

<https://itunes.apple.com/us/app/smiota/id1215491050?mt=8>

or Google Play Store <https://play.google.com/store/apps/details?id=seva.com.sevapackages>.

Reasons to Use App

1. Assists in tracking packages.
2. Sends you reminders of packages in automated system.
3. Automatically opens locker doors where your packages are stored. No need to use QR code for the lockers.

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Door Controller

- With second text, hold pass to black device on front door. Pull door handle towards you, then push the door in. Do NOT turn handle.



24-HOUR ACCESS RELEASE OF LIABILITY

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ASSUMPTION OF RISK

This contract dated _____ set forth between A&C Pack and Ship, LLC , hereby known as **“Operator”** and _____ hereby known as **“Customer”** to allow 24/7 access to customer at the location of 1400 W. Lombard Storefront Baltimore, MD 21223 hereby known as **“location”**.

This agreement outlines **“Customers”**

Understanding and Compliance of Rules

That:

- Only active account members will be granted entry
- Only one customer is allowed in premises at one time. Please remain outside if storefront occupied by another customer
- Code sharing is strictly prohibited and will result in an immediate blocking of account and termination of services without refund.
- Is to ensure the door is closed when leaving the building and will not prop door open at any time.
- Understand areas which are not available for use will be locked or clearly marked as restricted/staff only.
- Understand there is no supervision or staff assistance during unmanned hours. Please bring cellphone to place calls in the event of an emergency
- ENTERING INTO BUILDING IS IMPLIED CONSENT TO AUDIO AND VIDEO RECORDING
- NO FACIAL COVERINGS WHILE IN BUILDING
- Maintenance issues can be reported to 667/930/3114.
- Understand Delivery Drivers deliver Monday-Friday, Saturday 7a,-7pm. Lockers are filled Monday-Friday 6:30pm-7pm. Saturday deliveries are placed in locker on Monday. Exceptions are \$5.00 per package after delivery hours or on Sunday.
- Shipping instructions should be completed to avoid missed deliveries.
- Packages stored in A&C's automated lockers have a 48 hour pick up time before the package is rotated to our storage. The time starts at the time the customer is notified of the package arrival via email or text. Once in storage, a call will need to be placed to 667-930-3114 to have package (s) returned to automated lockers. This return will generate a new notification to the customer and rebill for door codes. The 48-hour window will start all over. After the 5th day the packages are returned to our storage and each package will occur a 0.15 cent storage charge per day until pickup. Day 5 all packages will incur the storage fee, whether placed back in the lockers or not. Door codes are an additional fee subject to change.

Acknowledgement of Risk and Waiver of Liability

I voluntarily assume the risk of injury, accident, death, loss, cost or damage to my person or property which might arise from my use of the location, and I agree to hold harmless and release A&C Pack and

24-HOUR ACCESS RELEASE OF LIABILITY

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ASSUMPTION OF RISK

Ship and all affiliated corporations, and its officers, directors, board members, agents, employees, representatives, executors, and all others from all liability.

I also release all of those mentioned and any others acting on their behalf from any responsibility or liability for any injury or damage to myself including those caused by the negligent act or omission of any of those mentioned or others acting on their behalf or in any way arising out of or connected with my participation in any activities or the use of any equipment at location.

For A&C Pack and Ship, LLC

Customer (Sign & Date)





Application for Delivery of Mail Through Agent

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

1. Private Mailbox (PMB) Information				8. Photo ID Information for Applicant⁹				
1a. Date PMB Opened		1b. Date PMB Closed		8a. Applicant's Name		8b. Applicant's ID Number		
2. Commercial Mail Receiving Agency (CMRA) Place of Business Information				9. Address ID Information for Applicant¹¹				
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)				
3. Type of Service Requested				<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"/> Business/Organization Use ² <input type="checkbox"/> Residential/Personal Use ³ <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				
4. Name of Applicant				9a. Applicant's Name				
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				
4f. Applicant's Street Home Address ^{1,4}				9d. State	9e. ZIP + 4	9f. Country		
4g. City		4h. State	4i. ZIP + 4	4j. Country	9g. Address ID type (check one) — Must Contain the Address in 9b–9f			
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.				<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				
5. Authorized Individual⁶				10. Photo ID Information for Authorized Individual (if applicable)⁹				
5a. Last Name		5b. First Name	5c. Middle Initial	10a. Authorized Individual's Name		10b. Authorized Individual's ID Number		
5d. Telephone Number (include area code)		5e. Email Address		10c. Issuing Entity		10d. Expiration Date on the ID		
5f. Authorized Individual's Street Home Address ^{1,6}				10e. Photo ID type (check one)				
5g. City		5h. State	5i. ZIP + 4	5j. Country	<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...				11. Address ID Information for Authorized Individual (if applicable)¹¹				
6a. Street Address Mail Is Transferred To ¹				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				11g. Address ID type (check one) — Must Contain the Address in 11b–11f				
7a. Name of Business/Organization			7b. Type of Business	<input type="checkbox"/> U.S. State/Territory/Tribal Driver's or Nondriver's ID Card ¹² <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 Witness¹⁵		14b. Date		

Instructions and Footnotes

1	Include house number, street, and apartment/suite number if applicable.
2	For Business/Organization Use, complete item 7.
3	For Residential/Personal Use, complete a separate PS Form 1583 for each adult using this PMB.
4	Address must match document provided in item 9b.
5	The Applicant authorizes mail to be collected by the individual noted in item 5.
6	Address must match document provided in item 11b.
7	Complete item 6 if the mail addressed to this PMB is to be transferred, mailed, shipped, or emailed to another address.
8	The place of registration is the county and state (if domestic), or the country (if foreign).
9	Two types of identification are required for both the Applicant and, if listed, the Authorized Individual. One ID must be a government-issued photo ID. The second must confirm the Applicant's or Authorized Individual's address listed on this form. The acceptable types of photo ID are listed in items 8e and 10e. Attach a copy of the photo and address ID documents.
10	Although the driver's/nondriver's ID is listed in 8e and 9g as an option for <i>both</i> the Applicant's photo ID <i>and</i> address ID, <i>it may be used for only one of the IDs (either photo ID or address ID)</i> , not for both.
11	The acceptable types of address verification are listed in items 9g and 11g. Attach a copy of the photo and address ID documents.
12	Although the driver's/nondriver's ID is listed in 10e and 11g as an option for <i>both</i> the Authorized Individual's photo ID <i>and</i> address ID, <i>it may be used for only one of the IDs (either photo ID or address ID)</i> , not for both.
13	For Business/Organization Use: List members who will be receiving mail at this PMB. Each person listed must, upon request, present two forms of valid ID to the Postal Service. For Residential/Individual Use: A parent or guardian may receive the mail of a minor by listing the minor's name — the minor's ID is not required.
14	By signing this form, the applicant certifies the following — for Business/Organization Use, an officer must sign the application and provide his or her title: I certify that all information furnished on this form is accurate, truthful, and complete. I understand that anyone who furnishes false or misleading information on this form or omits information requested on this form may be subject to criminal and/or civil penalties, including fines and imprisonment.
15	The witness can be the agent, an authorized employee, or a Notary Public.

Definitions:

Agent: The Commercial Mail Receiving Agency (CMRA).

Authorized employee: An employee of the CMRA who is authorized to act on the CMRA's behalf.

Authorized individual: A person who is authorized to pick up mail for the PMB holder.

Agreement: In consideration of delivery of my mail or our firm's mail to the agent named on Page 1, the applicant and agent agree: (1) the applicant or the agent must not file a change of address order with the Postal Service™ upon termination of the agency relationship; (2) the transfer of mail to another address is the responsibility of the applicant and the agent; (3) all mail delivered to the agency under this authorization must be prepaid with new postage when redeposited in the mails; (4) the agent must provide to the Postal Service all addresses to which the agency transfers mail; and (5) when any information required on this form changes or becomes obsolete, the applicant must file an updated application with the agent.

NOTE: The applicant must execute this form in the presence of the agent, his or her authorized employee, or a notary public. The agent uploads the original completed signed PS Form 1583 to the Postal Service's CMRA Customer Registration Database and retains the completed signed copy at the CMRA business location. The CMRA copy of PS Form 1583 must at all times be available for examination by the postmaster (or designee) and the Postal Inspection Service. The applicant and the agent agree to comply with all applicable Postal Service rules and regulations relative to delivery of mail through an agent. Failure to comply will subject the agency to withholding of mail from delivery until corrective action is taken.

This application may be subject to verification procedures by the Postal Service to confirm that the applicant resides or conducts business

at the home or business address listed in items 4f or 7c, and that the identifications listed in items 8–11 are valid. The agent must complete items 2a–2e, and items 14a and 14b if necessary (i.e., if the agent is the witness), and the customer must complete all the other items.

Privacy Act Statement: Your information will be used to administer the Commercial Mail Receiving Agency (CMRA) application, enrollment, and fulfillment processes, to verify your identity when applying for service via a CMRA, to ensure proper and secure delivery of mail to the correct recipient, and to permit delivery of your mail to your authorized agent. Collection is authorized by 39 USC 401, 403, and 404. Supplying the information is voluntary, but if not provided, we will not be able to fulfill your request for delivery of mail through an agent. We do not disclose your information without your consent to third parties, except for the following limited circumstances: incident to legal proceedings involving the Postal Service; for law enforcement purposes; to a congressional office on your behalf; to agents or contractors when necessary to fulfill a business function; to a U.S. Postal Service auditor; to labor organizations as required by applicable law; to government agencies in connection with decisions as necessary; to agencies and entities for financial matters; and for customer service purposes. In addition, information may be disclosed for the purpose of identifying an address as an address of an agent to whom mail is delivered on behalf of other persons. However, this specific routine use does not authorize the disclosure of the identities of persons on behalf of whom agents receive mail. All routine uses are subject to the following exception: Information concerning an individual who has filed an appropriate protective court order with the application will not be disclosed except pursuant to the order of a court of competent jurisdiction and subject to the approval of the USPS General Counsel. For more information on our privacy policies, visit www.usps.com/privacypolicy.

<p>Witness my signature and official seal. Notary Public in and for the STATE OF _____,</p> <p>COUNTY OF _____. On this _____ day of _____, 20____,</p> <p>the applicant, who proved to me on the basis of satisfactory evidence to be the person whose name is subscribed to this application, appeared before me, and did personally sign the application.</p> <p>_____ Signature of Notary Public</p> <p style="text-align: right;">_____ My commission expires:</p> <p style="text-align: right;">_____, 20_____</p>	<p>Official Seal:</p>
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SETTING SHIPPING INSTRUCTIONS

1

**COMPLETE AT
ORDER
CHECKOUT**

2

**HOURS FOR
DELIVERY
MONDAY -
SATURDAY 7AM-
7PM**

3

**NO SUNDAY OR
AFTER 7PM
DELIVERIES
\$5.00 FEE PER
PACKAGE IF ANY
ARRIVES**

4

**DRIVERS NEED
TO RING BELL**

5

**DRIVERS MUST BE
IN UNIFORM**

6

**ALL ACCESS FOR
DRIVERS
WITHOUT
UNIFORMS
(WALMART/
INSTACART)
MONDAY-
FRIDAY 4PM-
7PM**