

Package Receiving & Storage Fees

FREE Package storage- First 3 days-up to 2 lbs.

First 3 days

After 3 days

FedEx/ UPS Envelope	FREE	FREE
Messenger or Private Party Drop- offs	FREE	\$2.00 /day
Packages up to 2 lbs.	FREE	\$2.00 /day

Larger & Heavier Packages charged PER DAY FEE (Including day of arrival)

3 lbs. to 5 lbs.	\$2.00 per day
6 lbs. to 10 lbs.	\$3.00 per day
11 lbs. to 20 lbs.	\$5.00 per day
21 lbs. & up to 30 lbs.	\$10.00 per day
31 lbs. & up to 50 lbs.*	\$15.00 per day

Packages over 50 lbs will be refused.

NYC Virtual Office is not responsible for packages left over 30 days

WALK IN TO PICK-UP. No Package Forwarding Service available.

Please read, sign & return so that we can assign you a suite number.

Suite # _____ Signature _____