

## Package Receiving & Storage Fees

**FREE Package storage- First 7 days-up to 10 lbs.**

	First 7 days	After 7 days
FedEx/ UPS Envelopes	FREE	FREE
Messenger or Private Party Drop- offs	FREE	\$2.00 / day
Packages up to 5 lbs.	FREE	\$2.00 / day
Over 5 lbs. & up to 10 lbs.	FREE	\$3.00 / day

### Larger & Heavier Packages charged PER DAY FEE

Over 10 lbs. & up to 20 lbs.	\$ 5.00 per day
Over 20 lbs. & up to 30 lbs.	\$10.00 per day
Over 30 lbs. & up to 50 lbs.	\$15.00 per day

Note: Packages left over 30 days will be discarded.

## Package Forwarding

We use our UPS, FedEx and DHL accounts to forward packages. We cannot use customers' account numbers. All packages are charged a storage fee depending upon their size and weight. **We require enough deposit on hand prior to forwarding packages (to be used against shipping & handling costs).** Rate/Price subject to change.

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

**Suite #** \_\_\_\_\_ **Signature** \_\_\_\_\_