



British Monomarks

POST BOXES APPLICATION FORM

Thank you for choosing British Monomarks as your Mail Box Service provider.

Name: _____

Address: _____

Postcode: _____ Telephone: _____

Email: _____ Fax: _____

Subscription - Please select your requirement:

- Annual: £80.00 + 20% VAT = £96.00
- 6 Months: £58.00 + 20% VAT = £69.60
- 3 Months: £40.00 + 20% VAT = £48.00

Please add a once only set-up charge of £15 + 20% VAT = £18.00

Note: You can have a Box Number or you can select a Box Name (a "Monomark"). Please indicate your choice below:

1st Choice Box: _____ Alternative: _____

Mail Handling costs:

- Collection:** 12p per item
- Re-direction:** 17p per item plus applicable postage
- Re-enclosure:** 17p per item plus envelope and applicable postage
- Scan & Email:** £1.20 per page

Subscribers requiring their mail forwarded should add a deposit of £42.00 to the subscription to put their account in credit (inclusive of VAT at 20%)/ This deposit has to be topped up on a regular basis depending upon your usage, therefore accounts are sent from time to time.

REMITTANCE ENCLOSED:

Subscription:	£ _____
Set-up Charge:	£18.00
Postage Deposit* (If applicable)	£ _____

I have read and accept the terms and conditions overleaf.

Signature: _____ Date: _____

For payment by Credit/Debit Card see over.
 Payment may also be made by Bankers Order:
 Please ask for details.
Invoice Address (If different from above)

Name: _____

Address: _____

Postcode: _____

PLEASE TELL US HOW YOU HEARD ABOUT OUR SERVICES

- INTERNET
- YELL.COM
- RECOMMENDED
- OTHER** (Please specify)



British Monomarks

MAIL HANDLING

Please tick boxes to indicate your mail handling instructions: you may change your instructions as often as you wish; please note however, these instructions will only be accepted if received by letter, fax or e-mail.

Letters

- Re-enclosure – **recommended for added security**. Forward to me **daily** **weekly**
(Re-enclosed mail requires a stamp and envelope)
- Redirection. Forward to me daily by affixing a printed label & stamp **1st Class** **2nd Class**
Overseas subscribers please specify: **Airmail** **Air Printed**
- Open my mail and scan contents. Send to me by **E-mail** **Fax**
To: Scan & Email or Fax £1.00 per page.
- HOLD at your offices until further notice

Printed Matter

- Redirection. Forward to me daily by affixing a printed label & stamp **1st Class** **2nd Class**
- Re-enclosure. Forward to me **daily** **weekly**
Overseas subscribers please specify: **Airmail** **Air Printed**
- HOLD at your offices until further notice

Special Delivery (Registered) and Recorded Mail

- Re-register/Re-record
- Re-enclosure. Forward by first class post at my risk
- HOLD at your offices until further notice
- HOLD and notify me

Parcels

- Redirect by affixing a printed label and stamp **1st Class** **2nd Class**
- HOLD and notify me. *(Parcels held for more than 14 days may attract storage charges)*

Conditions of Service

1. Mail will be forwarded by British Monomarks Ltd to the Subscriber according to his instructions. Monomark addresses registered at the non-business subscription rate may not be used for commercial purposes -i.e. for the sale of goods or services.
2. The Subscriber undertakes to notify British Monomarks Ltd in writing of any change of address.
3. British Monomarks Ltd accept no responsibility in connection with the use by the Subscriber of any Monomark which is alleged to infringe any Trademark of any third party.
4. Subscribers undertake that their Monomark address shall not be placed on foreign made goods so as to infer that the goods are made in the U.K.
5. British Monomarks Ltd undertakes not to divulge the address of the Subscriber to a third party without the consent of the Subscriber unless legally obliged to do so.
6. Right is reserved to decline to enter in the Monomark Address Register any particular Monomark: right is reserved to withdraw any Monomark.
7. Subscriptions are payable in advance and Subscribers undertake that they will not use their Monomark except during the period for which they pay their subscriptions. Monomarks are not transferable and subscriptions are not returnable. Notice of intention to discontinue the subscription must be given in writing on or before the due date.
8. British Monomarks Ltd will take all reasonable steps to ensure accurate and expeditious dealing with all communications received for the Subscriber in accordance with the instructions given by the Subscriber. The maximum liability that shall attach to the Company, its servants agents and officers for injury damage or loss to the subscriber howsoever arising and howsoever the same may be caused shall not exceed £500.00, but no liability whatsoever shall attach in respect of money or valuables unless the same is sent by registered post. Further the Company its servants agents and officers shall have no liability whatsoever under the terms of this agreement to any third party.
9. Postage or other charges incurred are payable in advance on demand and failing payment within 14 days British Monomarks Ltd reserves the right to suspend its service without prejudice to its claim for the amount due.
10. Identity of customer and proof of address may be required.

CREDIT CARD PAYMENT *(To avoid delays to set up please complete the following accurately):*

I authorise British Monomarks Ltd to charge my MASTERCARD VISA MAESTRO AMEX account unspecified amounts in respect of invoices rendered.

Name *(Exactly as shown on your credit card)*: _____

ADDRESS *(Exactly as shown on your credit card bill)*: _____

Postcode: _____

Card Number:

Start Date: / Expiry Date: / Security Code: Issue No:

Signature: _____ Date: _____

Office Use: PC Ledger LDS Date confirmed _____

ENTERED BY: _____ Date Sent: _____ A/C No: _____