



## Application Form for Post Boxes

Name: .....

Address: .....

..... Postcode: ..... Telephone: .....

Email: ..... Fax: .....

Subscription - Please select which option you require:

### Private Post Box:

- Annual £65.00 + 17.5% VAT = £76.38
- 6 Months: £48.00 + 17.5% VAT = £56.40
- 3 Months: £32.50 + 17.5% VAT = £38.19

### Business Post Box:

- Annual £84.00 + 17.5% VAT = £98.70
- 6 Months: £57.00 + 17.5% VAT = £66.98
- 3 Months: £42.00 + 17.5% VAT = £49.35

Please add a once only set-up charge of £15 + 17.5% VAT = £17.63

**Note:** You can have a Box Number or you can select a Box Name (a "Monomark"). Please refer to our letter and indicate your choice below:

1<sup>st</sup> Choice Box ..... Alternative .....

### Mail Handling:

Collection: 10p per item

Re-direction: 14p per item plus applicable postage

Re-enclosure: 14p per item plus envelope and applicable postage

Subscribers requiring their mail forwarded should add a deposit of £30 (U.K.) or £40 (overseas) to the subscription to put their account in credit. This deposit has to be topped up on a regular basis depending upon your usage, therefore accounts are sent from time to time.

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Remittance enclosed: Subscription £ .....

PLEASE TELL US HOW YOU HEARD ABOUT US

Set-up Charge £ 17.63

Postage Deposit \* £ .....

\* If applicable

INTERNET	<input type="checkbox"/>
YELL.COM	<input type="checkbox"/>
RECOMMENDED	<input type="checkbox"/>
OTHER (please specify)	
.....	

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: .....

.....

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/continued overleaf

**Mail Handling: Please tick boxes** to indicate your mail handling instructions: you may change your instructions as often as you wish; however, these are only 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 and stamp  1<sup>ST</sup> Class  2<sup>nd</sup> Class  
**Overseas** subscribers please specify:  **Airmail**  **Air Printed**
- Open my mail and scan contents.** Send to me by  **E-mail**  **Fax**
- HOLD** at your offices until further notice

**Printed Matter**

- Redirection.** Forward to me daily by affixing a printed label and stamp  1<sup>ST</sup> Class  2<sup>nd</sup> 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  1<sup>ST</sup> Class  2<sup>nd</sup> Class
- HOLD** and notify me. *(Parcels held for more than 14 days may attract storage charges)*

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**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 Authorisation – Please complete ALL details shown below**

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

Name (as on credit card) .....

Address (as on your credit card statement) .....

.....

..... Postcode .....

Card No:

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

Signature: ..... Date: .....

Office Use: PC  Ledger  Number Register  LDS  Date confirmed ..... ENTERED BY: .....