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## Concierge, Mailbox, Mailbox Plus Registration

- Concierge service (packages and fax), priced per item
- Mailbox only (monthly fee)
- Mailbox Plus (includes package acceptance, monthly fee)

Please print clearly.

Name: \_\_\_\_\_

Business Name: \_\_\_\_\_

Address: \_\_\_\_\_ Apt. No.: \_\_\_\_\_

City: Brooklyn State: NY ZIP: \_\_\_\_\_

Phone Number: (\_\_\_\_) \_\_\_\_\_

Alternate Phone Number: (\_\_\_\_) \_\_\_\_\_

Email Address: \_\_\_\_\_ @ \_\_\_\_\_ . \_\_\_\_\_

I have requested that OfficeMavens receive mail and/or packages on my behalf. I understand that OfficeMavens cannot be responsible for the condition of the mail and/or packages received. OfficeMavens is not responsible for any mail and/or packages left over 30 days.

\_\_\_\_\_  
Signature Date

For OfficeMavens Use Only

Today's Date _____	Deposit Received _____
Mailbox Number _____	Payment Received _____
Account in good standing thru _____	Total Received _____

Entered into the system as  
 Concierge                       Mailbox                      date entered \_\_\_\_\_