

## **Thank You for Selecting NYC VIRTUAL OFFICE**

Your Address will be: 244 Fifth Avenue, Suite # (to be assigned)  
New York, NY 10001

Mail/Package walk-in pickup hours: Mon-Fri ( 8:30 am to 6:30 pm)  
Saturday (10:00 am to 4:00 pm)

Instant E-mail notification when you receive UPS / FedEx / DHL packages.

### **Sign-up is Simple:**

: -Scroll down & Print the 2 forms.

: -Fill out the forms and Select the service type.

: -Please make sure to include clear copy of your photo ID.

: -Fax the forms to 212-726-1001 or email them to [service@nymail.com](mailto:service@nymail.com)

Any Questions, Please Call us : 212-726-1000

**This is Page 1/3**

***Thank You for your Order.***

**To Sign-up: Please walk-in / fax / e-mail the completed forms.**  
**No Set-up Fee.....No Deposit.....No Long-term Contract**

**ORDER FORM- Please circle the services you are ordering.**

Description	Monthly Rate	2 Months (minimum)	Yearly Rate
<b>Business Mail</b> (One Business Name & Your Name)	<b>\$25.00</b>	\$50.00	<b>\$240.00</b> @20.00 per month!!!
<b>Personal Mail</b> (Non-Business Only)	<b>\$15.00</b>	\$30.00	<b>\$150.00</b>
<b>Voicemail</b> (212) (718) Area Codes Available	<b>\$ 5.00</b>	\$10.00	<b>\$ 60.00</b>
<b>Fax to Email</b> (212) (718) Area Codes Available	<b>\$ 5.00</b>	\$10.00	<b>\$ 60.00</b>
<b>Mail Forwarding</b> National / International	<b>Monthly: FREE    Weekly or Bi-weekly: \$5.00/month</b> Please provide us with self-addressed stamped priority mail envelopes.		
<b>Package Forwarding</b> National / International	UPS/FedEx/DHL: Your account number + our service charge \$10.00/shipment. Package storage fees apply depending upon size/weight.		

NOTE : Each Additional Business name is \$5.00/mo. Each Additional Person's name is \$10.00/mo. Neither "ATTENTION" nor "care of" (C/O) are allowed.

**SELECT PAYMENT OPTION**

CREDIT CARD     CHECK     MONEY ORDER     PAYPAL (service@nymail.com)

**ENROLL FOR AUTO-PAY:** I authorize AEROBEEP to charge \$\_\_\_\_\_per month automatically. **INITIAL** \_\_\_\_\_

Amount to be charged : \_\_\_\_\_+NYS sales tax (8.875%)

Name (as it appears on card) : \_\_\_\_\_

Phone Number : \_\_\_\_\_ E-mail : \_\_\_\_\_

Billing Address of the Credit Card : \_\_\_\_\_

City : \_\_\_\_\_ State : \_\_\_\_\_ Zip : \_\_\_\_\_

Credit Card Number : \_\_\_\_ / \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Exp. Date : \_\_ / \_\_ Card Code : \_\_\_\_

Master Card     Visa     AMEX     Discover

Signature : \_\_\_\_\_

Date : \_\_\_\_\_

United States Postal Service®  
**Please Fill-In Where Marked '0'**  
 Application for Delivery of Mail Through Agent  
 See Privacy Act Statement on Reverse

1. Date

In consideration of delivery of my or our (firm) mail to the agent named below, the addressee and agent agree: (1) the addressee or the agent must not file a change of address order with the Postal Service™ upon termination of the agency relationship; (2) the transfer of mail to another address is the responsibility of the addressee and the agent; (3) all mail delivered to the agency under this authorization must be prepaid with new postage when redeposited in the mails; (4) upon request the agent must provide to the Postal Service all addresses to which the agency transfers mail; and (5) when any information required on this form changes or becomes obsolete, the addressee(s) must file a revised application with the Commercial Mail Receiving Agency (CMRA).

NOTE: The applicant must execute this form in duplicate in the presence of the agent, his or her authorized employee, or a notary public. The agent provides the original completed signed PS Form 1583 to the Postal Service and retains a duplicate completed signed copy at the CMRA business location. The CMRA copy of PS Form PS 1583 must at all times be available for examination by the postmaster (or designee) and the Postal Inspection Service. The addressee and the agent agree to comply with all applicable Postal Service rules and regulations relative to delivery of mail through an agent. Failure to comply will subject the agency to withholding of mail from delivery until corrective action is taken.

This application may be subject to verification procedures by the Postal Service to confirm that the applicant resides or conducts business at the home or business address listed in boxes 7 or 10, and that the identification listed in box 8 is valid.

2. Name in Which Applicant's Mail Will Be Received for Delivery to Agent. (Complete a separate PS Form 1583 for EACH applicant. Spouses may complete and sign one PS Form 1583. Two items of valid identification apply to each spouse. Include dissimilar information for either spouse in appropriate box.)	3a. Address to be Used for Delivery (Include PMB or # sign.) <b>244 5th AVENUE #</b>		
	3b. City <b>NEW YORK</b>	3c. State <b>NY</b>	3d. ZIP + 4 <b>10001-7604</b>

4. Applicant authorizes delivery to and in care of:	5. This authorization is extended to include restricted delivery mail for the undersigned(s):		
a. Name			
b. Address (No., street, apt./ste. no.)			
c. City	d. State	e. ZIP + 4	

6. Name of Applicant	7a. Applicant Home Address (No., street, apt./ste.no)		
8. Two types of identification are required. One must contain a photograph of the addressee(s). Social Security cards, credit cards, and birth certificates are unacceptable as identification. The agent must write in identifying information. Subject to verification.	7b. City	7c. State	7d. ZIP + 4
	7e. Applicant Telephone Number (Include area code)		

a.	9. Name of Firm or Corporation		
b.	10a. Business Address (No., street, apt./ste. no)		
Acceptable identification includes: valid driver's license or state non-driver's identification card; armed forces, government, university, or recognized corporate identification card; passport, alien registration card or certificate of naturalization; current lease, mortgage or Deed of Trust; voter or vehicle registration card; or a home or vehicle insurance policy. A photocopy of your identification may be retained by agent for verification.	10b. City	10c. State	10d. ZIP + 4
	10e. Business Telephone Number (Include area code)		
	11. Type of Business		

12. If applicant is a firm, name each member whose mail is to be delivered. (All names listed must have verifiable identification. A guardian must list the names of minors receiving mail at their delivery address.)

13. If a CORPORATION, Give Names and Addresses of Its Officers	14. If business name (corporation or trade name) has been registered, give name of county and state, and date of registration.
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Warning: The furnishing of false or misleading information on this form or omission of material information may result in criminal sanctions (including fines and imprisonment) and/or civil sanctions (including multiple damages and civil penalties).

15. Signature of Agent	16. Signature of Applicant (If firm or corporation, application must be signed by officer. Show title.)
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