



**UPS RECEIVING AND HOLDING AGREEMENT**

I, the undersigned, authorize Write One to receive packages and mail, and hold them for my pick up. Upon receipt, Write One will notify me by email (or phone) according to the instructions below.

- Fees: \$ 5.00 per package (for receiving and notification).
- \$10.00 per LARGE package (*girth+length >165"; weight >70 lbs*)
- \$ 1.00 per package per business day for package(s) not picked up within three (3) days of notification.

I, the undersigned, understand and agree that if packages or mail are to be left at Write One for more than two weeks without prior arrangement, an additional \$20 fee will apply, and packages may be returned to the sender and billed to the undersigned.

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

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

Address: \_\_\_\_\_

City: \_\_\_\_\_ State/Prov: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_ Ext: \_\_\_\_\_ Mobile/Cell: \_\_\_\_\_

Additional people who may pickup my packages:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Use this address:**

Attn: \_\_\_\_\_ (Your name)

Write One

162 E Main St

PO Box 932

Chateaugay, NY 12920-0932