



Cardiff Mailbox  
 The Gate, Keppoch Street  
 Roath, Cardiff, CF24 3JW  
 (029) 2048 3344  
 mailbox@thegate.org.uk  
 www.cardiffmailbox.co.uk

# VirtualMailbox Services Application Form

**Name of Company:** .....

**Desired Future Address:** (please circle/tick one)

*Name of Company*  
 The Gate  
 Keppoch Street  
 Roath, CARDIFF  
 CF24 3JW

*Name of Company*  
 The Gate Business Centre  
 Keppoch Street  
 Roath, CARDIFF  
 CF24 3JW

*Name of Company*  
 The Gate Arts Centre  
 Keppoch Street  
 Roath, CARDIFF  
 CF24 3JW

**Your Details:** Name: .....

Email (for mail arrival reports to be sent to): .....

Mobile: .....

Home Phone: .....

Home Address: .....

.....

Postcode: .....

**Package Type:** **Virtual Mailbox**

(Professional address; notification email when post arrives; post acceptance where signature required)

- 3 month** - £16pcm
- 6 month** - £14pcm
- 12 month** - £12pcm
- Rolling Contract** - £12pcm - (Same as the 12 month contract but will automatically renew rather than requiring a new application form completed at the end of the 12 month agreement)

**Optional Extras:**  Companies/Charity Registration (£49 per annum)

**'Part Month Payment'** (If Applicable) £..... **Mid-Month Start Date:** (If Applicable).....

(All our Mailboxes run from the 1<sup>st</sup> of each month. If you'd like to join the service part way through a month you can pay a 'part-month payment'. This is calculated by dividing the pcm cost by number of days in the month, times by number of days remaining in month. The duration of the package is calculated from the first full month e.g. a 3 month package may in reality be 3.5 months)

**Start of Monthly Agreement** (first day of month).....

**Initial Payment** ('Part-month payment' + 1<sup>st</sup> Month + Extras (If Applicable) .....

- I commit to setting up Standing Order (set up by client for the 1<sup>st</sup> of each month - skip the initial month as paid when signed)
- Photo ID (Passport or Driver's License) photocopy taken
- Proof of home address (as above) e.g. Utility bill or Bank Statement from last 3 months photocopy taken

***By signing below you have agreed to our terms and conditions (overleaf)***

**Signed By:** **Print Name:** ..... **Signature**.....

**Date:** .....

## **The Gate Arts and Community Centre Virtual Mailbox Terms and Conditions**

- 1) Subject to the nature of your business we have the right to refuse administration of your mailbox.
- 2) All required paperwork must be submitted and authorized before your mailbox can become active.
- 3) A full address, including your business name is required for received mail. We reserve the right to open any mail with an incorrect or incomplete address.
- 4) The Gate will email you once post has arrived unless stated by yourselves not to.
- 5) If you want someone else to collect your mail on your behalf, you must authorise this in advance with the relevant person's name and photo ID. You and they may be asked to provide some ID when collecting post unless recognised by staff.
- 6) Packages must be collected within 7 calendar days of arrival; letters or large letters can be collected at any point within the duration of your contract.
- 7) Failure to pay appropriately each month will result in your mailbox being "Put on Stop" (your account will be frozen until payment is received) and you are unable to collect any mail that comes in without restarting payments.
- 8) All standing orders are asked to be started on the first of the month, using the information and references provided, if the contract starts before or after the 1<sup>st</sup>, we will require a part payment when you register, see application form.
- 9) There is a 1 month notice required to cancel a mailbox, any mail received after your contract expires or is cancelled will be kept for a minimum of two months, a one off payment will be required to access this mail. (One off payment is equal to the amount paid previously per calendar month).
- 10) It's the client's responsibility to notify The Gate of any changes in address/telephone number or email address as soon as possible.
- 11) Any data supplied by you will be processed in accordance with the Data Protection Act requirements and in supplying it you consent to The Gate processing the data for the purpose for which it is supplied. All personal information will be treated in the strictest confidence and will only be used by The Gate or disclosed to others for a purpose permitted by law.