



2400 Boston Street, Suite 102
 Baltimore, MD 21224
 410/522-5888
 Fax 410/522-5889
 www.vircity.us

Application & Service Agreement Package Receipt Membership

Company Name: _____

Client Name (1): _____

Client Name (2): _____

Address – Line 1: _____

Address – Line 2: _____

City: _____ State: _____ Zip: _____

Home/Work Phone: _____ - _____ - _____ Cell Phone: _____ - _____ - _____

Email: _____

How Did You Hear of Vircity: Word of Mouth FedEx Website Other: _____

The information provided above will be used for internal purposes only and will not be sold.

As a **Package Receipt Client**, you agree and acknowledge to:

- Provide a valid Driver’s License or United States Passport for each name on this account.
- Only send packages.
- Pay for each package received according to our current pricing schedule (subject to change).
- Pay for any USPS mail received at the package rate.
- Pay an additional fee of \$5.00 per package for packages left over five (5) business days without prior written or email approval by Vircity.
- Ship packages weighing less than 150 lbs and understand that Vircity is not equipped with a loading dock and therefore CANNOT accept Freight shipments of any kind.
- Address packages as if you worked at Vircity: Your Name, c/o Vircity, 2400 Boston Street, Suite 102, Baltimore, MD 21224. (Without the proper suite number on your delivery address, the package may not arrive to Vircity.)
- Ship only to the names listed on this account.
- Allow Vircity to cancel Client membership with thirty (30) days written notice to the address above.
- Notify Vircity if your email or telephone number changes.
- Hold Vircity harmless for any perishable items.
- Hold Vircity harmless for any packages not picked up within ten (10) business days.

0 lb. to 9.9 lbs	\$3.00
10 lbs to 24.9 lbs	\$7.00
25 lbs to 49.9 lbs	\$10.00
50 lbs to 99.9 lbs	\$15.00
100lbs to 150 lbs	\$20.00

How do we contact you when your packages arrive?

Contact Method (circle one):

Phone

E-Mail

By signing below, you acknowledge and agree to the above information and that you have received a copy of Vircity’s Terms of Engagement and that those terms are agreeable to you.

CLIENT SIGNATURE (1): _____

DATE: _____

CLIENT SIGNATURE (2): _____

DATE: _____

Viricity’s Terms of Engagement

When Viricity is engaged to perform services or deliver product, certain standard terms and conditions will apply. They are described in this document. Unless modified in writing by mutual agreement, they are an integral part of our agreement to provide you, the Client, with services and products. We ask that you review this document carefully and retain it for your files. If you have any questions after reading it, please contact us promptly.

Our Fees . . .

Package Receipt Membership Fees are published on our website and in brochures at our office. These fees are subject to change. Viricity reserves the right to refuse to begin, complete, or deliver any package until the appropriate fees agreed upon are paid.

Client Obligations . . .

The Client shall indemnify, defend, and hold Viricity, its officers, directors, and employees, harmless from and against any claim, suit, damages, and expenses arising from or out of any claim by any party that its rights have been violated or infringed upon with respect to any materials provided by the Client or produced by Viricity or packaged and shipped at the request of the Client.

Use of Viricity’s Mailing Address . . .

The Client agrees and acknowledges that, in the event the Client tenders or receives packages containing dangerous or illegal goods for shipment, the Client is the shipper or recipient of all such packages and is responsible for those packages. The client acknowledges and agrees that the Client will be responsible for compliance with all applicable regulations and requirements governing the shipment of dangerous goods. The Client agrees to indemnify and hold Viricity harmless for any and all damages, costs (including without limitation, reasonable attorney’s fees and expenses) or penalties that may result from your failure to comply with these requirements.

The Client also agrees that Viricity shall not be liable, in any event, for any damages, whether direct, incidental, special, or consequential, as a result of the Client’s use of the packaging or failure of the packaging. All warranties, whether expressed or implied, including but not limited to, warranties of merchantability and fitness of particular purpose, are disclaimed.

The Client agrees and acknowledges that use of Viricity’s mailing address is available only with advanced payment. Should a Client’s account fall past due, the Client has 30 days to bring the account current or the account will be closed and mail and/or packages will be returned to sender.

Choice of Law and Venue . . .

Any dispute under this Agreement, or related to this Agreement, shall be decided in accordance with the laws of the state of Maryland and that the courts of Maryland shall have jurisdiction over disputes arising out of this Agreement and any Schedules and Exhibits attached hereto or incorporated herein.

Attorneys Fees . . .

In any legal dispute, the substantially prevailing party shall be entitled to reimbursement of its reasonable attorney’s fees and other legal expenses, including expert witness fees and court costs.

Termination . . .

When Viricity completes the services the Client has retained us to perform, Viricity will consider the client relationship for that matter to have been terminated. If the Client later retains Viricity to perform further or additional services, the relationship will be revived subject to these terms of engagement.

Either party may terminate this agreement at any time, with or without cause, upon thirty (30) days written notice to the other party. Notice shall be deemed to have been sufficiently given either when served personally or when sent by first-class mail addressed to the parties at the addresses set forth in this Agreement. The Client’s termination of our services will not affect the Client’s responsibility for payment of legal services rendered and other charges incurred before termination.

Agreement . . .

By retaining the services of Viricity, the Client is hereby agreeing to the all of the terms and conditions set forth herein.

In Conclusion . . .

We look forward to a long and mutually satisfying relationship with you. Again, if at any time you have any questions or concerns, please feel free to bring it to our attention.

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