



Express Mail® Corporate Account Application

Scope of Service The Express Mail Corporate Account enables customers to have the postage and fees for all Express Mail shipments, both domestic and international, withdrawn from one centrally-located account. Customers may deposit Express Mail shipments paid under a Corporate Account at any designated acceptance office, Express Mail collection box, give shipments to designated collection personnel, or call 1-800-222-1811 for pickup.

Express Mail Service The United States Postal Service® (Postal Service™) is hereby requested to provide Express Mail Service under a Corporate Account subject to the provisions set forth below:

- General Provisions**
1. The Postal Service will assign an Express Mail Corporate Account number to be used on Express Mail shipments in lieu of affixing postage.
 2. A deposit estimated as equivalent to two weeks' postage charges or \$250.00, whichever is higher, is required to open a Corporate Account. A minimum balance sufficient to cover average charges incurred within a one-week period or \$100.00, whichever is higher, will be maintained in the account. The Corporate Account will be debited for postage and fees resulting from all Express Mail shipments bearing the designated account number up to 30 days after the account has been closed. Subsequent shipments bearing the account number will be refused.
 3. Express Mail service provided under a Corporate Account may be terminated by the Postal Service upon ten (10) days written notice to the account holder at the address set forth below if for three consecutive postal accounting periods (approximately three months): (1) the account holder fails to maintain the minimum balance required; or (2) the account holder does not use the account. The account holder may terminate the Corporate Account for any reason by giving written notice to the Postal Service.
 4. At the end of each month, the Postal Service will provide a Corporate Account mailing statement showing a beginning balance, deposits, a listing of each shipment mailed and date, office of mailing, number of shipments, postage and fees, and the ending balance in the account.
 5. After completing, return this form to post office for processing. You will receive an answer within 5 working days.

Customer	Postal Service Representative
Name	Accepted by
Title	Title
Company Name	Date
Address (No., street, apt./ste. no.)	
City, state, ZIP + 4®	
Email Address	
Telephone (Include area code)	
Signature	
Date	