

## **Terms and Conditions**

### **Services**

1. For the period of this Agreement Moulsham Mill will provide you with the following services at the Premises.

1.1 Receive mail addressed to you and (at Moulsham Mill's discretion) either arrange for the collection of such mail by you or post such mail on to you at the address specified.

2. The transmission of mail and messages shall be made between the hours of 9.00am and 5.00pm Monday to Saturday (excluding bank holidays) and shall be charged at Moulsham Mill's then current rate.

### **Payment**

3. For the period of this Agreement you will pay Moulsham Mill by direct debit the subscription fee specified monthly in advance plus Value Added Tax on such fee.

4. You must pay to Moulsham Mill the deposit specified (which equates to 3 month's subscription fee). This shall be returned to you on termination of this Agreement subject to the finalisation of your account.

### **Moulsham Mill's Rights and Responsibilities**

5. Moulsham Mill will use all reasonable endeavours to ensure accurate and expeditious handling of communications for you but no responsibility shall attach to Moulsham Mill or its staff or agents for any injuries, damage or loss howsoever arising or to whomsoever caused.

### **Your Rights and Responsibilities**

6. You shall be entitled to receive the services subject to these terms and conditions.

7. Your obligations are to pay the stipulated fee and the costs of all other services provided on the due dates and to perform all the obligations on the part of the service user contained in this Agreement.

8. Moulsham Mill shall not accept any items of an unreasonable size to store if they will not be collected in 24 hours or less.

9. Moulsham Mill in its absolute discretion shall be entitled to (i) return any mail, or destroy any messages not collected or forwarded in accordance with

these terms and conditions and (ii) refuse to accept any quantity of items which the Provider considers unreasonable.

### **Duration and Termination**

10. This Agreement shall subsist from the Commencement Date specified and shall continue until determined by 3 month's notice by either party to the other or pursuant to clause 12 of this Agreement.

11. In the event of you being in breach of any of the conditions of this Agreement Moulsham Mill shall be entitled to terminate this Agreement immediately by sending written notice of termination to you.

### **General**

12. Any notice given by either party shall be in writing and shall be deemed sufficiently served (i) in the case of notice to Moulsham Mill to the Mill Office or such other address or shall have been notified by Moulsham Mill for the receipt of notices and (ii) in the case of notice to you at the address specified or such other address as shall have been notified by you to Moulsham Mill for the receipt of notices.