JOE TAX & NOTARY SERVICES

BUSINESS MAILING ADDRESS SERVICE

Virtual Office Membership Agreement

Membership plan, billing, and included mail service.

Selected membership plan (Monthly or Annual) *

Membership fees and billing

Monthly. The initial payment is $69.98, consisting of a $49.99 one-time setup fee and $19.99 for the first month. The membership renews at $19.99 per month until canceled under this agreement.

Annual. One payment of $179.99 covers 12 months. The setup fee is waived. The annual membership does not renew automatically.

Included mail service

Your membership includes up to 20 standard letters per month, forwarded unopened in one monthly shipment to your U.S. forwarding address when mail is on file. Standard domestic postage for this shipment is included.

Payment and receipts

After approval and required onboarding, Joe Tax & Notary Services provides Stripe checkout for your selected plan. Review the amount, applicable taxes and billing dates at checkout. Keep your Stripe receipt. Monthly recurring billing authorization occurs at checkout.

Start date and written confirmation

The provider confirms the service start date, approved recipient names, and assigned mailing address in writing after approval, completed onboarding and payment. Begin using the mailing address after that confirmation.

Before checkout

Review the service schedule and cancellation terms on page 3 before checkout. Keep a copy of the agreement for your records.

Membership terms

Terms for use of the address, mail handling, and ending service.

1. Approved business mailing use

Use the assigned address for the business mailing purposes approved by the provider and for approved recipients only. The service conveys no office lease, workspace, occupancy rights, or registered-agent appointment. Confirm acceptability directly with any agency, bank, or other third party that requires an address.

2. Monthly forwarding

The provider consolidates up to 20 standard letters received for approved recipients each month and forwards them unopened to the approved U.S. forwarding address in one monthly shipment. The member must keep their forwarding address and recipient details current. Page 3 states the dispatch schedule and included postage.

3. Additional mail and shipping requests

Parcel forwarding, extra letters, and early, expedited or international shipments fall outside the included allowance. Any extra service and charge requires the member’s written approval. Page 3 explains handling for excess letters and parcels.

4. Renewal, cancellation and refunds

Annual membership is prepaid for 12 months and expires at the end of the term unless renewed separately. Monthly membership continues until canceled. Send cancellation requests to info@joetaxnotaryservices.com. Page 3 sets the cancellation deadline and refund terms. The provider confirms the effective date in writing.

5. Mail after service ends

Update senders with your new mailing address and confirm your forwarding address with the provider. The provider will record the termination and handle remaining and subsequent mail according to applicable USPS commercial mail receiving rules and any permitted written directions. Page 3 states how postage and any charges apply after service ends, subject to applicable postal rules.

6. Privacy and contact information

The provider uses enrollment information to review eligibility, administer mail service, and meet postal requirements. Report changes to your contact information, recipient names, or forwarding address promptly.

Service schedule

These standard terms apply to both membership plans.

Monthly dispatch

Letters received during each calendar month ship by the fifth business day of the following month. Business days are Monday through Friday, excluding U.S. federal holidays. If no letters arrive during a month, there is no shipment. This is the dispatch deadline. Delivery time depends on the carrier.

Standard U.S. postage

Standard domestic postage is included for the one scheduled shipment of up to 20 standard letters. This allowance covers unopened, letter-size envelopes for approved recipients.

Extra letters, shipments and parcels

We notify you about additional mail and set excess items aside while we arrange handling consistent with postal rules. We quote extra shipments, expedited or international forwarding, and parcel handling separately. We obtain your written approval before charging. Contact us before arranging parcel deliveries.

Monthly cancellation

Email info@joetaxnotaryservices.com by 11:59 p.m. Eastern Time on the day before your next scheduled Stripe billing date to avoid that renewal. We confirm the cancellation in writing. Service continues through the end of the paid period. Annual members may request early termination by email. The annual plan otherwise expires after 12 months.

Refunds

If we cannot activate your membership, we refund your initial payment, including any setup fee collected. After activation, setup fees and amounts paid for the current monthly or annual term are nonrefundable, including unused time, except as required by law. We refund any renewal charge made despite a timely cancellation.

Forwarding after service ends

Update senders directly and keep your remailing address current. We remail eligible mail for at least six months after termination under USPS rules, subject to permitted written instructions. Actual postage may be billed only with your written approval and where permitted. We continue required remailing under USPS rules.