



FLORIDA CUSTOMS BROKERS & FORWARDERS ASSOCIATION, INC.
 Post Office Box 52-2022, Miami, Florida 33152
 Tel: (305) 499-9490 • Fax: (305) 499-9491
 E-mail: information@fcbf.com • Website: www.fcbf.com

LOCK BOX APPLICATION – (First time application fees apply \$50 Deposit and \$25 Application Fee Must be added)

Please check the appropriate category and location(s) of the desired lockbox(es):

LOCATION	FCBF MEMBERS (First Time)	NON-MEMBERS
*(CCC) Cargo Clearance Center	\$175.00 _____	\$550.00 _____
*(SCC) Miami Free Zone	\$175.00 _____	\$550.00 _____
*(PEV) Port Everglades	\$175.00 _____	\$550.00 _____

Plus a one-time nonrefundable processing fee of \$25.00

*NOTE: A **\$50.00 refundable "Damage Deposit"** per box is due with this application. The damage deposit is refundable in accordance to the Terms & Conditions stated below.

Annual renewal of the box(s) will be: **FCBF MEMBERS** \$120.00 per box
NON-MEMBERS \$550.00 per box

Annual fees are **neither pro-rated nor refundable**. Rental period is from January 1st thru December 31st. Annual dues will be billed **automatically** in the month of September of every year. (See Terms & Conditions stated below)

Enclosed is Check No: _____ made payable to *Florida Customs Brokers & Forwarders Association, Inc. (FCBF)*, in the amount of \$_____
 If paying with a credit card, please send information via fax to 305-499-9491.

Name of Company: _____ Date: _____

Name of Contact: _____

Address: _____

Phone: _____ Fax: _____ E-Mail: _____

Miami filer code number: _____ Broker number: _____

VISA / MC / AMEX (circle one) Card No: _____

Amount enclosed: _____ (including Processing fee and Damage Deposit fee) Exp Date: _____

Name on Card: _____ CVV#: _____ Billing Zip Code: _____

Signature required (authorized company representative): _____

TERMS & CONDITIONS: *Please read carefully*
Rental: The lock boxes are the sole property of FCBF. Removal or alteration of a box by anyone other than FCBF staff is strictly prohibited. All damages to the box(es) by whatever source will be charged to the lock box holder. Due to the limited quantity of boxes, FCBF will assign box(es) on a first come first serve bases. The transfer of any box(es) is **STRICTLY** prohibited and will result in a penalty of \$600.00. Boxes will be rented in proper working condition, any repairs needed after date of rental transaction will be charged to the renter of the box(es).
Annual dues: Annual dues will be billed automatically in the month of September of every year. Annual fees are neither prorated nor refundable. Rental period is from January 1st thru December 31st.
Non-payment: Non-payment of lockbox fees and/or membership dues will result in box closure and a reinstatement fee of **\$175.00** per box per will be charged. Lockbox(es) will remain closed until the account is brought current including reinstatement fees.
Repairs: Boxes will be rented in proper working condition, any repairs needed after date of rental transaction will be charged to the renter of the box(es).
 No repairs will be initiated on behalf of FCBF; Request for repairs must be in writing accompanied with payment of repair (contact FCBF for list of pricing)
Cancellation: If you wish **not** to re-new your lockbox rental the offices of FCBF **must** be notified in **writing 15 days** prior to the automatic yearly billing cycle which commences in September of every year, verbal notification of cancellation or non-renewal will **not** be accepted.
Damage Deposit: Written notification of cancellation is required (see Cancellation). The account with FCBF must be paid in full including any current and all past due invoices. If any invoices are in dispute no "damage deposit" will be returned until account balance has been resolved. All copies of the keys to the rented box(es) must be delivered either in person or by courier to the FCBF office and signed for by FCBF staff (do not mail). Once FCBF is in possession of key(s) an inspection of box(es) will be scheduled within 7 business days, and a report will be issued; if box(es) are in proper working order and no damages are found only then will the deposit be returned. Please allow 30 business days for check processing. By signing this application, I have read and agree to the Terms & Conditions as stated above.

FCBF OFFICE USE ONLY:
Date application received: _____ **Processed By:** _____
Box # Issued: _____ **CCC:** _____ **SCC:** _____ **PEV:** _____