



Policy for the provision and use of temporary CBU mailboxes

Lykins-Signtek will provide temporary Cluster Box Unit (CBU) mailboxes pending the installation of new, permanent units, under the following terms and conditions*:

1. One-time fee (per unit): \$ 595.00
Covers: initial installation on existing, approved concrete pad using concrete anchors; re-keying of all locks and individual key supply in envelopes for each unit owner; address identification labels; coordination with the USPS for master lock and approval; removal of the CBU at the end of the loaner term.
Billed upon installation
2. Standard concrete pad, on unobstructed, level, suitable ground: \$ 1,150.00
A standard pad is 13' L x 4' W x 6" H and accommodates up to 4 CBU's.
Billed upon installation
Other pad sizes or non-standard installation conditions to be quoted upon request.
3. Monthly rental fee (per unit): \$ 45.00
Billed monthly in advance, in whole month increments only. Cancellations and requests for removal must be received with a minimum of 3 business days advance notice.
4. Regular service work (owner lock changes, repairs,...): not incl.
Billed as needed, at going service rates
5. **CBU's remain the property of Lykins-Signtek throughout the duration of the loaner agreement.** Damage other than normal wear and tear, any tampering or vandalizing, unauthorized moving or removal, loss or theft will result in charges to repair or replace the unit at going rates.
6. **Customers under contract with Lykins-Signtek for the supply and installation of new, permanent units, will receive a discount of 20% on items 1. and 3. above.** Discounts cannot be applied retroactively.

* Prices, Terms, and Conditions are subject to change. Supply of temporary mailboxes is subject to availability and Lykins-Signtek does not assume responsibility for any delay or interruption in the supply of temporary mailboxes.