

Virtual Office Facts

Mail Agent

CoWork Kingston (CWK) is a mail agent of the United States Postal Service (USPS).

Virtual Office members are able to use the CWK address for mail service with limitations regarding Google Business Listings. Google Business Listings are limited to members onsite using the space physically such as a Dedicated or Office renter.

Compliance Documents

Virtual Office members must submit 2 current forms of ID, a Photo ID and an Address ID. Examples can be found on the [PS 1583](#), sections 8e and 9g.

Mail Receipt Notification

When mail is received members will get a notification with an external picture.

Mail can be picked up M-F, 9:00am-5pm.

Mail Fees

Open + Scan
\$0.50/ request

The platform will keep the item listed as stored, even if it's been scanned. Please be sure to mark the item for pick up, shred, recycle, or forward to ensure storage fees are not incurred.

Forward
\$0.50/ request

Letters can be bulk forwarded via the USPS at cost. Please contact CWK directly.

Storage Fees

Correspondence, Perforated, Padded Mail
\$0.10/day past 60 days onsite

Small, Medium, and Large Box
\$0.50/day past 60 days onsite

Perk

Virtual Office members get 20% off conference room bookings. Please contact CWK directly for the discount code prior to booking.