



Republic of the Philippines

Tourism Infrastructure & Enterprise Zone Authority

Memorandum

FOR : **ALL EMPLOYEES**

FROM : **The Manager**
General Services Division

SUBJECT : **Double Dragon MBOX Smart Lockers**

DATE : **September 13, 2021**

Please be informed of the email of Double Dragon Management relative to the above subject. To wit,



DoubleDragon Plaza (Property Management Office) <dd



Wed, Sep 8 at 9:47 AM



To our valued DoubleDragon Plaza, Tower 1 office tenants;

For enhanced safety due to the continued spread of Covid19 in our country, please see the attached brochure regarding the MBOX smart locker availability with no extra cost for you at the Tower 1 ground floor by Thursday, September 9, 2021.

For assistance, the MBOX staff will be available at the ground floor to assist during office hours starting on Thursday, September 9, 2021, or you may also communicate via the live chatbot in www.MBOX.com.ph.

Thank you and stay safe!

Best Regards

DoubleDragon Property Management Corp.

Property Management Office - Ground Floor, DoubleDragon Plaza, DD Meridian Park

All interested employees can avail of this facility. See attached brochure for instructions and detailed information.

Thank you.

Achnatw
ANA RUTH L. MATEO

Noted:

[Signature]
ROSANNA M. OLGADO
Manager

Administrative Services Department



MBOX SMART LOCKERS

Now in Tower 1 DoubleDragon Plaza,
DD Meridian Park

DoubleDragon, in partnership with MBOX Smart Lockers, takes a step towards creating a better and safer place for you. You can now pick-up your **non-COD, non-food** packages at the MBOX locker at **no additional cost**.



Accessible

Available 24/7



Convenient

Easy & stress-free



Safe

UV Light Sterilization



Secure

CCTV Surveillance

Help keep our building SAFE

To make the process of receiving packages at MBOX locker easier, please write MBOX locker as your **Delivery Address** when you shop online.

(Note: Applicable for **non-COD** and **non-food** packages only)

Name: JUAN DELA CRUZ

Phone: (53) 9191234567

DELIVERY ADDRESS:

MBOX Locker

G/F Lobby, Tower 1,
DoubleDragon Plaza,
DD Meridian Park,
EDSA cor Macapagal Ave,
Bay Area, Pasay City,
Metro Manila

How to PICK-UP?

Step 1

As soon as your package arrives, you'll receive a **TEXT ALERT** with a unique pick-up code.



ENTER PICK-UP CODE



Step 2

Enter your **PICK-UP CODE** at the locker touchscreen to get your package.

CONTACT US

info@mbox.com.ph

VISIT US

G/F Lobby, Tower 1, DoubleDragon Plaza
DD Meridian Park, EDSA cor Macapagal Ave,
Bay Area, Pasay City, Metro Manila