



Mailbox Activation Procedures

Thank you for selecting First Class Pack & Ship for your Private Mailbox requirements. Follow these instructions to obtain a mailbox from us. You will be required to:

1. Select your mailbox size and term;
2. Complete the Mailbox Service Agreement, Application for Delivery of Mail Through Agent form, and Mail Forwarding Worksheet (optional);
3. Submit completed forms along with payment. Upon receipt, we will assign you a mailbox and send you a copy of the fully executed Mailbox Service Agreement. Please inform us if you would rather pick up the Agreement in-store. *If paying by credit card, you may fax forms back to us, but you also must send your signed forms to us by mail.*

Select Mailbox Size

Review the following mailbox and price options. Please note that Personal Boxes are small, and are reserved for customers receiving strictly personal mail. Select a mailbox size and term.

	6 months	12 months
Personal Box	\$125	\$225
Business Box	\$180	\$325
Corporate Box	\$230	\$425

Complete the Mailbox Service Agreement, which is your contract with us.

1. Complete top portion of this form.
2. On page 3, initial the bracketed section of item #14.
3. Note the mailing address shown in item #14. A box number will be assigned once all completed forms and payment have been received.
4. Sign and date the final page of this agreement. Your signature must be notarized if form is not completed in the presence of a Store Representative.

Complete the Application for Delivery of Mail Through Agent (Form 1583), which authorizes us to receive mail on your behalf. It **does not** arrange for your mail to be forwarded to our address.

1. Be sure to date this form at the top and sign it on the bottom
2. A Notary Public must witness you signing this form if not completed in the presence of a Store Representative.
3. Provide two forms of identification in Section 9. One must be picture identification and a photocopy of both must accompany your order. Valid identification includes Drivers License, Military or other Government ID, Passport or Alien Registration Card, or other credential showing your signature and a serial number or similar information that is traceable. Credit Cards are not acceptable ID to the Postal Service.
4. If the Home Address listed in Section 8 is not shown on your Driver's License, the address must be verified by providing a copy of a bill (phone, utility, lease. etc.) showing the home address.

Complete the Mail Forwarding Worksheet, which instructs us how you would like mail forwarded to you.

This is an optional service -fill out the top portion of this form only if you require forwarding service.

1. You will be charged a minimum transaction fee of \$5.00 each time mail is forwarded within the USA along with the cost of supplies and shipping costs. Mail will be forwarded most economically (usually by mail) unless otherwise specified.
2. Mail forwarding requires that you provide funds on account for this purpose. We require a minimum of \$75.00 placed on deposit, by check, money order or credit card. We maintain a record of all forwarding transactions and their costs- this record always is available for your review. We will notify you when forwarding funds require replenishment.

Remember to notify family, friends, associates, etc. of your new mailing address. Change of Address booklets may be obtained at the Post Office.

THE SOUTH SHORE'S PREMIER SHIPPING & BUSINESS CENTER

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