



*Private Mailbox Order Form*

**CONTACT INFORMATION**

Name: \_\_\_\_\_  
Company: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State/Province: \_\_\_\_\_  
Telephone: \_\_\_\_\_ Fax (optional): \_\_\_\_\_  
E-mail (optional): \_\_\_\_\_

**Mailbox Rental Charge**

Price your mailbox, based on the size and term you selected from the previous page. \$ \_\_\_\_\_

**Mail Forwarding Deposit**

Include a minimum of \$75.00 to be used for forwarding mail on your behalf. \$ \_\_\_\_\_

**Set Up and Key Charge**

Set up charge of \$15.00 includes one key. Add \$10.00 per additional key. \$ \_\_\_\_\_

**24-hour Access**

For 24-hour in-store access to your mailbox, add a one-time \$35.00 fee. \$ \_\_\_\_\_

***Total Amount Due*** (in U.S. Funds) \$ \_\_\_\_\_

**PAYMENT INFORMATION**

This section must be completed. Services will be provided *only* with appropriate payment information and signature.

Card/Check (circle one): Check American Express Discover Mastercard Visa

Card Number: \_\_\_\_\_ Expiry Date: \_\_\_\_\_

Name on Card: \_\_\_\_\_

Billing Address: \_\_\_\_\_

\_\_\_\_\_ Zip Code: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*Your signature here authorizes First Class Pack & Ship to charge the above credit card number for services, as requested above. Unless otherwise requested, credit card and store receipts will be mailed to the above address.*

**THE SOUTH SHORE'S PREMIER SHIPPING & BUSINESS CENTER**

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