



Mail Forwarding Request

Box #: _____ Box Holder's Name: _____

Forwarding Address: _____

Telephone Number: _____

Today's Date: ___/___/___ Forwarding to Start: ___/___/___

Special Instructions: Cull Third Class Mail: Yes () No ()

Frequency of Forwarding (please circle): Weekly Bi-monthly Monthly

Additional Instructions: _____

Complete this section so that mail forwarding fees can be charged to your Credit Card. Your signature below authorizes us to charge fees for mail forwarding to your credit card.

Card: _____ Card Number: _____ Expiry Date: _____

Name on Card: _____ Signature: _____

Billing Address of Card including zip code: _____

Do you wish to have your mailbox rental automatically renewed and charged to this credit card? Yes () No ()

Note special billing instructions here: _____

Please note the following

- Minimum mail forwarding Transaction Fee is \$5.00 (\$7.00 for international)
- Unless otherwise noted, all mail forwarding is via United States Postal Service (USPS).
- A log of all outbound mail forwarding is maintained along with costs of forwarding and available for your review (in person only).
- We are unable to insure or track mail forwarding via USPS. If these services are required, please ask us to forward your mail and packages via a trackable service.
- A minimum of \$75 on deposit is required to start your mail forwarding account.

THE SOUTH SHORE'S PREMIER SHIPPING & BUSINESS CENTER

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