



Private Mailbox Renewal Form

CONTACT INFORMATION

Name: _____ Mailbox #: _____
Company: _____
Address: _____
City: _____ State/Province: _____
Telephone: _____ Fax (optional): _____
E-mail (optional): _____

Mailbox Rental Charge

Renewal price and options appear in your renewal notice \$ _____

Mail Forwarding Deposit

Include a minimum of \$75.00 if you need to add to your account \$ _____

Key Charge

If you require additional keys, add \$10.00 per key. \$ _____

24-hour Access

For 24-hour in-store access to your mailbox, add a one-time \$35.00 fee. \$ _____
(Late renewals requirement require reactivation of 24-hour access ... \$35 fee plus min 6 month renewal)

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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