



# Travel Solutions

LONG TERM MAIL FORWARDING AGREEMENT  
www.dakotapost.net

For Office Use: Walk in

PMB#: \_\_\_\_\_

DefaultDays: \_\_\_\_\_

First Last Name(s): \_\_\_\_\_

Primary Phone #: \_\_\_\_\_ Secondary Ph #: \_\_\_\_\_ Member # \_\_\_\_\_

Email Address: \_\_\_\_\_

**\*\*Please write Y (Yes) or N (No) on line below.**

\_\_\_\_\_ Authorize DakotaPost to sign for Certified Mail

\_\_\_\_\_ Authorize DakotaPost to open and repack mail

\_\_\_\_\_ Accept and forward magazines

\_\_\_\_\_ Accept and forward catalogs

\*\*We do not forward Presort Standard (junk mail). We will forward Presort Standard First Class.

**Mail Forwarding Solutions**

- 1X Month \$144/yr
- 2X Month \$180/yr
- 1X Week \$204/yr
- Daily Demand \$228/yr
- Virtual Mailbox \$228/yr

**Add on Solutions**

- Mailbox Concierge Services \$24/yr
- Document Management \$25/yr
- Registered Agent \$100/yr

Take advantage of SD Residency and Vehicle Registrations!

**Additional Fees for Virtual Mailbox**

\$2.00 - Plus postage per mailing request

\$1.00 - Per scan request + \$.50 per page

You are authorizing DakotaPost to open and scan mail

**Additional Fees for all Clients**

\$5.00 - Extra mailing requests over and above agreement amount

\$1.00 - Handling fee per package received

\$5.00 - Handling fee per packages sent via FedEx

\*\*Shredding of mail is free of charge.

Start Date: \_\_\_\_\_

*The mail box will be opened on this day and the Personal Mail Box # (PMB) provided to you.*

Renewal Date: \_\_\_\_\_

**\*\*The annual payment is automatically renewed on the renewal date.**

Annual Amount: \_\_\_\_\_

Add on Solutions: \_\_\_\_\_

Setup Fee: \_\_\_\_\_

**Subtotal 1:** \_\_\_\_\_

6.5% Sales Tax: \_\_\_\_\_

**Subtotal 2:** \_\_\_\_\_

Postage Deposit: \_\_\_\_\_

**Total:** \_\_\_\_\_

Credit Card Account Number \_\_\_\_\_ Expiration Date \_\_\_\_\_

Card owner acknowledges and gives permission to DakotaPost to charge this card today and in the future to replenish client's postage account when it reaches \$15.00 and/or renew mailing contract. I hereby release DakotaPost from any liability for loss or destruction of mail. DakotaPost shall not be liable for incidental, special, or consequential damages. I understand that if my account becomes 30 days past due, DakotaPost may discontinue service.

**X** \_\_\_\_\_  
Signature \_\_\_\_\_ Date \_\_\_\_\_

**Referral-How did you hear about us?**