



Travel Solutions

SHORT 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 \$15/mo
- 2X Month \$19/mo
- 1X Week \$22/mo
- Daily Demand \$25/mo
- Virtual Mailbox \$28/mo

Add on Solutions

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

Additional Fees for Virtual Mailbox

\$2.00 - Plus postage per mailing request
 \$1.00 - Per scan requests + \$.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 for 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.

of Months: _____

End Date: _____

Box will be placed in Inactive status after the end date.

Contract Amount: _____
 Add on Solutions: _____
 Setup Fee: _____
Subtotal1: _____
 6.5% Sales Tax: _____
Subtotal2: _____
 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?