

# Mail Forwarding

LONG TERM MAIL FORWARDING AGREEMENT  
www.dakotapost.net

For Office Use:

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

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

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

Primary Phone #: \_\_\_\_\_ Secondary Ph #: \_\_\_\_\_ FMCA 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.

## Fees

FMCA Members (Family Motor Coach Association) receive a discount with DakotaPost.

### Traditional Mail

FMCA Member			
<input type="checkbox"/> 1X Month	\$120/yr	<input type="checkbox"/> 1X Month	\$144/yr
<input type="checkbox"/> 2X Month	\$144/yr	<input type="checkbox"/> 2X Month	\$180/yr
<input type="checkbox"/> 1X Week	\$192/yr	<input type="checkbox"/> 1X Week	\$204/yr
<input type="checkbox"/> Daily Demand	\$216/yr	<input type="checkbox"/> Daily Demand	\$228/yr

### Virtual MailBox

FMCA Member	
<input type="checkbox"/> \$216/yr	<input type="checkbox"/> \$228/yr

\$2.00 - Plus postage for Mailing Requests

\$1.00 - Scan Requests + \$.50 per page

You are authorizing DakotaPost to open and scan mail

### Other Fees for all Clients

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

\$1.00 - Handling fee for packages received

\$5.00 - Handling fee for pkgs sent next/1-day air or international

\*\*We shred sensitive mail free of charge.

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 \_\_\_\_\_

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

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

Contract Amount: \_\_\_\_\_

Setup Fee: \$25.00

**Subtotal1:** \_\_\_\_\_

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

**Subtotal2:** \_\_\_\_\_

Postage Deposit: \$100.00

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

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

**X**

Signature \_\_\_\_\_ 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.

### Referral

How did you hear about us?