

# Mail Forwarding

SHORT 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	\$13/mo	<input type="checkbox"/> 1X Month	\$15/mo
<input type="checkbox"/> 2X Month	\$16/mo	<input type="checkbox"/> 2X Month	\$19/mo
<input type="checkbox"/> 1X Week	\$20/mo	<input type="checkbox"/> 1X Week	\$22/mo
<input type="checkbox"/> Daily Demand	\$23/mo	<input type="checkbox"/> Daily Demand	\$25/mo

### Virtual MailBox

FMCA Member	
<input type="checkbox"/> \$26/mo	<input type="checkbox"/> \$28/mo

\$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: \_\_\_\_\_ # Of Months: \_\_\_\_\_

The mail box will be opened on this day and the Personal Mail Box # (PMB) provided to you. The shortest term available is 3 months.

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

Setup Fee:     \$25.00    

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

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

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

Postage Deposit:     \$75.00    

**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?  
\_\_\_\_\_