

## MAIL FORWARDING POLICIES & FEES

In order to begin your mail forwarding service, you must open a deposit account at our Center. The deposit account is used to pay for all costs associated with mail forwarding. Deposit accounts can be opened with cash, check, debit or credit card. Credit cards issued outside of the U.S. may not be accepted. To open a deposit account, please remit a minimum of \$50.00.

You will incur 1) **Shipping**, 2) **Packing**, and 3) **Service Fees**:

- 1) Depending upon the weight, size and destination of your package or envelope, your **Shipping**<sup>1</sup> fees will vary. We will use our discretion in choosing the most economical carrier to ship your mail. If you prefer a next day or a 2-day air service, please let us know. We can accommodate most transit time requirements.
- 2) Your **Packing** fees will also vary depending on supplies used, e.g., box, envelope, etc.
- 3) Our **Service Fees** are as follows:

### SERVICE DESCRIPTION

Weekly or twice weekly  
On Call (We will forward only upon your call.)  
Daily

### SERVICE FEES

\$3.00 per mailing  
\$5.00 per call  
\$30.00<sup>2</sup> per month

\*\*If you wish to use your own account (e.g., UPS, FedEx, DHL) in forwarding your mail, please add \$3.00 per mailing to the above Service Fee. We accept Next Day or Two-Day Service via UPS, FedEx & DHL only.\*\*

\*\*Forwarding outside the U.S., please add \$2.00 per mailing to the above Service Fee.\*\*

All charges will be withdrawn from your deposit account as we render services. When your deposit account becomes low with funds, a notice for an additional deposit will be sent. Please note that no mail can be forwarded without funds to cover the forwarding costs.

If your mailbox rent is past due, funds from your mail forwarding account will be used to pay for the rent before mail forwarding services can be rendered.

We look forward to servicing your account.

Thank you.

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<sup>1</sup> A mark-up on all USPS postage applies.

<sup>2</sup> The Service Fee will be added to your mailbox rent.