



LONG TERM MAIL FORWARDING AGREEMENT
www.dakotapost.net

For Office Use: Walk in []

PMB#: _____

DefaultDays: _____

First Last Name(s): _____

Primary Phone #: _____ Secondary Ph #: _____

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 \$155/yr
2X Month \$185/yr
1X Week \$210/yr
Daily Demand \$235/yr
Virtual Mailbox \$239/yr

Add on Solutions

- Mailbox Concierge Services \$24/yr
Document Management \$25/yr
Registered Agent \$120/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: \$25.00

Subtotal1: _____

6.5% Sales Tax: _____

Subtotal2: _____

Postage Deposit: \$100.00

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 understand that I will be charged a 1.5% credit card fee for each transaction. 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?