



SHORT 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 \$18/mo
[] 2X Month \$22/mo
[] 1X Week \$25/mo
[] Daily Demand \$28/mo
[] Virtual Mailbox \$32/mo

Add on Solutions

- [] Mailbox Concierge Services \$24/yr
[] Document Management \$25/yr
[] Registered Agent \$120/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: \$25.00
Subtotal1: _____
6.5% Sales Tax: _____
Subtotal2: _____
Postage Deposit: \$50.00
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?