

## MAILBOX RENTAL PRICE SHEET

	<b>SMALL (\$20/MO)</b>	<b>MEDIUM (\$25/MO)</b>	<b>LARGE (\$30/MO)</b>
3 MOS	\$60.00	\$75.00	\$90.00
6 MOS	\$114.00	\$142.50	\$171.00
12 MOS	\$216.00	\$270.00	\$324.00

### Additional Charges:

\$45.00 Non-refundable set up fee (includes up to 2 keys)

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### Private Mailbox Benefits:

- Actual street address vs. post office box (PO Box) address
- Mail hold availability
- Mail forward option
- You can receive mail from any carrier – FedEx, UPS, DHL as well as USPS
- You can list our fax number as your company fax number

Mailboxes are rented in a minimum of 3 month increments and must be paid for in advance and secured with a valid credit card on file. **Our store policy requires an appropriate size mailbox be rented for your purpose or additional fees will be applied to your monthly rent.** The above pricing includes receipt of 15 accountable items or items that are too large to fit in applicant's mailbox per calendar month after which a \$1 per item fee will be due. Box holders receiving items that are too large to be placed in the applicant's mailbox must collect them within 24 hours. Any item not collected within 3 business days will incur daily storage charges. All freight/van line deliveries will be refused. You must be 18 years old to rent a mailbox and each adult must fill out a USPS 1583 form with two forms of identification as required by the United States Postal Service. All business accounts must have a 1583 form for each individual receiving mail under the business name.

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Monday-Friday 9-6 \* Saturday 10-4 \* Sunday Closed