

# Private Mailbox Rental Information

## Mineral Pack & Ship

605 Mineral Ave.  
Mineral, VA 23117  
540-894-5686

(Your Name) \_\_\_\_\_  
PO Box 310 PMB \_\_\_\_\_  
Mineral, VA 23117

Start Date \_\_\_\_\_

Rate : \$ \_\_\_\_\_

**Billing Period :**

MONTHLY QTR 6 MONTH YEAR  
SETUP FEE \$ 10.00

**PLEASE PRINT ALL INFORMATION:**

**PERSONAL INFORMATION:**

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ Middle Name: \_\_\_\_\_

**Residence:** Res. Tel. \_\_\_\_\_

Address: Street \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

E-Mail Address \_\_\_\_\_

Credit / Debit card Authorization provided for billing? YES NO

**BUSINESS INFORMATION :**

Business Name: \_\_\_\_\_ BUS. Tel. \_\_\_\_\_

Address: Street \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

E-Mail Address \_\_\_\_\_

Type of Business \_\_\_\_\_

**Primary Photo I.D.** ( Type & No. ) \_\_\_\_\_ Exp. Date: \_\_\_\_\_

**Secondary I.D.** ( Type & No. ) \_\_\_\_\_

Other Names (A.K.A) by which you are known. (If not listed -U.S. P. S. will not deliver to this address).

**OTHER PERSONS RECEIVING MAIL IN THIS MAILBOX:**

PS Form 1583 Required ?

Name: \_\_\_\_\_ AGE: \_\_\_\_\_ YES NO

Name: \_\_\_\_\_ AGE: \_\_\_\_\_ YES NO

Name: \_\_\_\_\_ AGE: \_\_\_\_\_ YES NO

Name: \_\_\_\_\_ AGE: \_\_\_\_\_ YES NO

**\*\* Please Note – Mineral Pack & Ship is required to receive all mail delivered by the U.S. Postal Service**

addressed to this location. Mineral Pack & Ship cannot refuse to receive Certified mail on your behalf, with or without your consent or authorization.

**MAIL FORWARDING INFORMATION / INSTRUCTIONS**

Two different methods of mail Forwarding are available:

(1) **Traditional** Mail Forwarding option – *Mineral Pack & Ship* will Forward the actual mail pieces to your physical mail receiving address.

(2) **E-Mail Forwarding** option – Mineral Pack & Ship sends a REVIEW pdf file showing ONLY the exterior of the mail pieces allowing you to select and then notify us by return e-mail, which (if any) mail pieces you desire for *Mineral Pack & Ship* to open and send to your e-mail address as a pdf - FORWARDING FILE.

**TRADITIONAL FORWARDING OPTIONS:**

(circle one)

- (a) WEEKLY – On Friday of each week.
- (b) BI-WEEKLY – On Friday every other week.
- (c) MONTHLY – The first Friday of each month.
- (d) ON DEMAND – You call & we send your mail

**FORWARDING ADDRESS:**

Name: \_\_\_\_\_

Street: \_\_\_\_\_

Suite : \_\_\_\_\_

City : \_\_\_\_\_

State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone: ( ) \_\_\_\_\_ Fax: ( ) \_\_\_\_\_

FORWARDING DEPOSIT: \$ \_\_\_\_\_.

Mailbox Forwarding Clients are required to place “ **On Deposit**” Monies to be used for Forwarding of mail. We recommend a minimum of \$ 25.00. A properly completed “Credit / Debit card Authorization” may be executed in lieu of a Deposit.

**FORWARDING FEES:** \$ 2.00 per occurrence **PLUS** the actual cost of the postage required PLUS cost of the box or envelope required to send the mail.

**FORWARDING OPTIONS:** *(circle one)*

- (a) U.S.P.S EXPRESS MAIL (Trackable ) 3 - 4 day delivery
- (b) U.S.P.S. PRIORITY MAIL ( First Class – Not trackable or traceable - 2 – 8 days )
- (c) U.P.S. – ( All Trackable & Traceable )
- (d) FedEx Express – ( All Trackable & Traceable )

*Details for all services are available upon request.*

**E-MAIL FORWARDING OPTIONS:**

(circle one )

- (a) WEEKLY – On Friday of each week.
- (b) BI-WEEKLY – On Friday every other week.
- (e) MONTHLY – The first Friday of each month.
- (f) ON DEMAND – You call & we send your mail

**MAIL PIECES TO BE SCANNED:**

( circle all you desire to be scanned into the REVIEW FILE

- (a) Express Mail
- (b) First Class Mail
- (c) Standard / 3rd Class Mail
- (d) Common Carrier Letters ( UPS or Fedex)

**E-MAIL REVIEW FILE:** Shows ONLY the exterior of the mail piece(s) received. You select which ones you desire us to open and send to your E-Mail address as a pdf file.

\*REVIEW File - \$ 3.00 plus \$ 0.10 each mail piece scanned.

**E-MAIL FORWARDING FILE:** Scanning and Forwarding as pdf files ONLY the mail pieces you have authorized us to open, scan and forward as a pdf file to your E-Mail address.

\*FORWARDING FILE - \$ 3.00 PLUS \$ 0.50 each page scanned.

You also will be given the options for disposition of each mail piece in your actual mailbox at the time we send the REVIEW FILE.

I have elected to have my actual mail pieces received by my Commercial Mail Receiving Agent Mineral Pack & Ship to be Forwarded to my E-Mail address as provided. I therefore authorize Mineral Pack & Ship to open, scan and Forward the actual mail pieces as I shall elect by the return e-mail of the REVIEW FILE. I also authorize the disposition of all other mail as received by *Mineral Pack & Ship* as directed by return e-mail of the REVIEW FILE sent to my e-mail address.

I further understand that I may only authorize *Mineral Pack & Ship* to open the actual mail received as addressed to me and or my minor children, as listed below.

I understand that each adult person or business entity receiving mail in my Private Mail Box must act on their own behalf in regards to the opening, scanning and Forwarding via e-mail the actual mail received in my Private Mail Box.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Minor Children: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Business Mail for: \_\_\_\_\_

\_\_\_\_\_

E-Mail Address \_\_\_\_\_