



Mail Forwarding & Home Base Services

# MAIL FORWARDING SERVICE RATES

## Our Most Popular Plans:

**Our Best!**

### The Gold Standard (By far, most of our members choose this plan.)

Sorting first/third class mail (removing "junk")  
Medium volume of mail/packages and occasional special handling  
Sent to you per your instructions via US Mail/FedEx  
\$159 annually *or less for vacation service\** + postage fund (*Suggested \$200-\$500 min. to open.*)  
*One Lifetime \$25 start-up fee per account*

**Better**

### The Silver Plan

All mail received is forwarded via US Mail/FedEx  
Sent to you per your instructions · Only occasional packages or special handling  
\$119 annually *or less for vacation service\** + postage fund (*Suggested \$200-\$500 min. to open.*)  
*One Lifetime \$25 start-up fee per account*

### The Bronze Plan: Lucky 7

**Good**

Receive 7 or fewer pieces of mail per year (*including "junk mail"*) such as using Americas Mailbox, Inc. as a "**Home Base**" for vehicle licensing and registration or ???  
Limited or no address changes. \$99 annually and \$100-\$150 min. to open postage fund  
*One Lifetime \$25 start-up fee per account*

### The Platinum Plan for Small Businesses

Special sorting of all mail · Large volume of mail/packages and frequent special handling  
· Mailed per *your* schedule: daily, weekly, semi-monthly  
\$199 annually · \$200-\$500 min. postage fund  
*One Lifetime \$25 start-up fee per account*

**Many folks ask us which plan would be best for them. We ask only a few simple questions:**

- ☞ If you would like all your important mail and none of the "junk" mail, choose the Gold Standard Plan as about 80% of our current members have because this plan saves them money on the postage. We will sort the classes of mail, and all third-class mail will be discarded/recycled or shredded, except the third-class mail that appears to be important: for example, printed checks, refunds, etc.
- ☞ If ALL your mail will be coming to Americas Mailbox, Inc. choose the Silver Plan if you want to receive *every piece*, including those addressed to "Resident," "Occupant," "Good Sam Member," and those inevitable 2- or 3-pound catalogs. *Of course you are still responsible for all the additional postage and handling charges it takes to get all that "junk" mail to you.*
- ☞ Will you be using your address ONLY as a legal residence, never getting any more than 7 pieces of mail a year, *including junk mail*? If so, we suggest the Bronze Plan.
- ☞ Will you be running a business out of your account? If so, you will need the Platinum Plan.

*\*These plans are available for vacation service only: Silver Plan \$12/mo. or Gold Standard \$16/mo., both in 3-month increments. You must be on an annual plan if your vehicles are registered and insured to your Americas Mailbox address*

2040 W Main St Ste 210 ♦ Rapid City, SD 57702-2570  
(605) 718-1234 Office, 9-5, M-F Mountain ♦ (605) 939-0411 Message Center 24/7 ♦ (800) 225-5411  
Internet: [www.Americas-Mailbox.com](http://www.Americas-Mailbox.com) eMail: [Americas.Mailbox@GMail.com](mailto:Americas.Mailbox@GMail.com)



# MAIL SERVICE AGREEMENT

Mail Forwarding & Home Base Services

Date processed (Office only): \_\_\_\_\_ PMB # (Office only) \_\_\_\_\_

MEMBER NAME(S): \_\_\_\_\_

List all other names, middle names, former names, maiden names, nicknames, initials, and company names that may appear on your mail: \_\_\_\_\_

1. This Agreement is made and entered into between Americas Mailbox, Inc. and the Member under the postal regulations and terms set forth herein.
2. Each individual or entity must complete a separate U.S. Postal Service Form 1583 to be authorized to receive mail or packages at Americas Mailbox Inc. However, spouses may complete one Form 1583, as long as both spouses include their separate information on the form. If two people are not married, they must each fill out a separate Form 1583. Clear photocopies of the identification must be included.
3. This Agreement and Form 1583 shall remain confidential, except that this Agreement, Form 1583 and all other information may be disclosed upon request of any law enforcement or other governmental agency, or when legally mandated.
4. Upon request, Member agrees to complete all necessary documents, including Form 1583 and any required acknowledgement form relating to service of process. Member further agrees to fill in, sign and resubmit an updated version of Application and/or Form 1583, upon request in a timely manner.
5. Member agrees to strive to maintain a minimum of \$50 in their postage account. If the account falls below the critical balance of \$15, Americas Mailbox Inc. reserves the right to suspend service until account is brought current. There is a \$35 service charge for NSF or returned checks for any reason.
6. This agreement is automatically renewed on your anniversary date at the current prevailing rate and terms. On the day your account is opened, it is initially prorated to the first of the following month. That date shall be considered your anniversary date. If any additional free membership time is added to your original agreement, it will be added at the end of the term and that will then be considered the new anniversary date. To assure an easy and efficient closure, we require written (not email) per postal regulations, a Notice of Cancellation and it must be received by Americas Mailbox, Inc. at least 90 days prior to the conclusion of the current agreement, or any partial extension thereof. In the absence of these instructions, we will use the money in your Postage and Services account to keep the account open so long as there are funds available.
7. Upon expiration, cancellation, or termination of this Agreement, Americas Mailbox, Inc. will:
  - a. Forward Member's mail for a short time, provided Member has previously paid the postage and fees in advance and supplied one (and only one) forwarding address and shipment schedule. We cannot accept funds once an account is closed unless the funds are to be used to re-open the account.
  - b. If a member refuses to provide advance notice, postage and fees, forwarding address or schedule, then his or her mail (per USPS regulations) will be held for six months and then returned to sender. It cannot be returned before six months. This includes all correspondence from the IRS, banks, credit card companies, vehicle registrations, Certified or Registered mail, packages, etc.
8. After the expiration, cancellation, or termination of this Agreement, in the absence of other provision being made, Americas Mailbox, Inc. will refund any unused postage and refuse or return to sender any mail or packages addressed and delivered to Americas Mailbox, Inc.
9. Upon expiration, cancellation, or termination of this Agreement, it is the responsibility of the Member to notify each correspondent of a change of address. The USPS does not accept a Change-of-Address card when terminating a PMB account.
10. When an account is terminated for any reason or date by member or Americas Mailbox, Inc, all monies due will be refunded in a timely manner.

Americas Mailbox, Inc. assumes no liability for damages, either direct or consequential, to any person, organization, or institution as a result of the use of this service, and reserves the right to modify or terminate this Agreement at any time, with or without notice. The USPS and/or FedEx may make address corrections per their address database on outgoing mail or return mail to sender without proper address.

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### EMERGENCY RECORD INFORMATION SHEET In case of emergency, please notify: *(Other than yourselves)*

Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Relationship: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Relationship: \_\_\_\_\_

\*\*\*\*\*

Member Current Driver's License #: \_\_\_\_\_ State: \_\_\_\_\_

Member Current Driver's License #: \_\_\_\_\_ State: \_\_\_\_\_

Social Security number(s): (needed if we are registering vehicles for you) \_\_\_\_\_

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**LUCKY 7 AND SILVER PLAN MEMBERS WILL RECEIVE ALL MAIL INCLUDING "JUNK MAIL."**

**OUR GOLD AND PLATINUM MEMBERS WILL RECEIVE ALL MAIL EXCEPT THIRD-CLASS MAIL WHICH WILL BE DISCARDED/RECYCLED (EXCEPT THE THIRD-CLASS MAIL THAT APPEARS TO BE IMPORTANT: FOR EXAMPLE, PRINTED CHECKS, REFUNDS, ETC.)**

Most packages are sent Priority Mail via USPO or FedEx 3-Day unless otherwise instructed.

If First Class mail is selected, a 25-cent additional materials surcharge applies.

All plans have a minimum \$1.00 handling charge per mailing package deducted from the postage fund.

Oversized packages may incur an additional small handling fee for logging in, storage and retrieval, dependent upon size. If you request a mailing and there is no mail in your box, you will receive postcard notification with normal handling fees applying. (We began this convenient additional service at the request of a large majority of our members.)

If your plan is upgraded to a higher level of service (for example, Bronze to Silver), you must remain at least at that level upon renewal. Of course, you can always choose to upgrade further at any time for a prorated amount.

As mandated by law, we are required to charge sales tax on services where applicable.

When the level of service at Americas Mailbox, Inc. is Gold or higher, Americas Mailbox, Inc. may take all available steps to limit/eliminate and/or discard what is commonly referred to as third class mail or "junk mail" or other such mail that the member does not want to be forwarded, as well as making any corrections/alterations to aid the delivery of the U.S. Mail.

**\* DO NOT CHANGE YOUR ADDRESS UNTIL WE HAVE ALL PAPERWORK AND HAVE ASSIGNED YOU YOUR UNIQUE ADDRESS. IF YOU DO, WE ARE REQUIRED TO MARK ALL MAIL "RETURN TO SENDER" PER US POSTAL SERVICE \***

**New Account**       **Reactivation** \$10 reactivation fee + \$0.60 sales tax required

- The Gold Plan**— Do you hate "junk" mail like we do, and want us to shred/discard it for you? If so, choose this plan.  
*By Far Our Most Popular Program! Most folks take this one because they save money on postage by not getting junk mail.*  
\$159/year [or \$16/mo. with 3-month vacation min.] + \$25 one-time set-up fee + \$11.04 sales tax + \$100-500 to open postage account
- The Silver Plan**—Do you like "junk" mail, and don't mind paying all the extra money in postage to get it shipped to you? If so, choose this plan.  
\$119/year [or \$12/mo. with 3-month vacation min.] + \$25 one-time set-up fee + \$8.64 sales tax + \$100-500 to open postage account
- Bronze Lucky 7 Plan**—  
\$99/year + \$25 one-time set-up fee + \$7.44 sales tax + \$100 to open postage account  
(If a Bronze Plan member receives more than 7 pieces of mail--including junk mail--during their membership period, that member will automatically be upgraded by proration to Silver Plan status.)
- Platinum Plan for Small Business**—  
\$199/year + \$25 one-time set-up fee + \$13.44 sales tax + \$200-500 to open postage account

If paying by Credit Card, which one?    MasterCard                  VISA                  Discover                  American Express

Credit Card #: \_\_\_\_\_ Exp. date: \_\_\_\_\_ 3 or 4-digit security code: \_\_\_\_\_


Other than our fees, how much postage may we add to your account? *Suggestion:* Most folks put in between \$250-\$500 \$ \_\_\_\_\_  
*Payments may show up on the credit card bill as Americas-Mailb. We're sorry, but we must currently charge a "convenience" fee based on the amount charged, because we do not want to have to raise our rates for all customers. Since we do not "resell" the postage to you as many other mail-forwarding companies do, if we did NOT have a convenience fee we would in effect be subsidizing your postage fund. Of course you can choose to send us a personal check instead. Your signature below gives us your permission to charge your credit card for all services and postage.*

Signature as it appears on credit card **X** \_\_\_\_\_

Current credit card billing address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Check #: \_\_\_\_\_

 **Important: PRINT** E-mail addresses (for communication and tracking numbers) 1. \_\_\_\_\_  
2. \_\_\_\_\_

Please note: We conduct most of our business via e-mail whenever possible, so please give us your "real" or active e-mail addresses.

Phone \_\_\_\_\_ Cell phones \_\_\_\_\_

**Acknowledgement: I have read and agree to the terms and conditions of this agreement. (Keep a copy for your records.)**

Member signature(s): **X** \_\_\_\_\_ Date: \_\_\_\_\_

*If you were referred by an existing member or somebody at a dealership, please write their name and box number below so we can say "Thank You." Existing members get a FREE month of membership.*

Name \_\_\_\_\_ Box # \_\_\_\_\_ Dealership \_\_\_\_\_

Please tell us how you first found out about Americas Mailbox:

- Internet Search Engine       Internet Chat Room       Magazine       Seminar       Other

Please describe: **X**

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