

• SERVICE REQUESTED •

**Incline Village & Crystal Bay
Post Office Box**

- Weekly Pick up & Forward
\$15 per pick up
(Varies depending on how many Fridays in the month)
- Bi-Monthly Pick up & Forward
\$15 per pick up (\$30 per month)
- Monthly Pick up & Forward
\$15 per pick up (\$15 per month)
- Call-in & Forward
\$15 per pick up (sent on Fridays, give us 24 hour notice)

Pick up from:

IV PO Box # _____ CB Box Combo: ____ - ____ - ____

IV PO Box # _____ CB Box Combo: ____ - ____ - ____

Incline Village

Cluster Box or Home Mail Box

- Weekly Pick up & Forward
\$25 per pick up
(Varies depending on how many Fridays in the month)
- Bi-Monthly Pick up & Forward
\$25 per pick up (\$50 per month)
- Monthly Pick up & Forward
\$25 per pick up (\$25 per month)
- Call-in & Forward
\$25 per pick up (sent on Fridays, give us 24 hour notice)

Pick up from:

Box Location: _____

Mail Box Cluster Box # _____ Box /Key # _____

• MAIL SORTING •

	Send	Hold	Toss
First Class	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Standard/Non-Profit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Catalogs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Magazines	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Boxes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Certified/Registered	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Special	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Explain: _____

- If you mark HOLD we will keep your mail for up to one year for you to pick-up if you are in town.
- Mail is picked up on Thursday afternoon and sent on Friday morning.
- UPS, FedEx and International available by request.
- Postage is billed to you in addition to service charge.

• CLIENT INFORMATION •

Name: _____

Phone: _____ Email: _____

Forwarding Address 1: _____

Forwarding Address 2: _____

Forwarding Address 3: _____

Additional Names on mail being forwarded: _____

Special Instructions: _____

I give Incline Mail Service permission to become my agent and pick up my mail, forward as stated above, and pay accordingly.

Start Date: _____ Signature: _____

Send key(s) and forwarding agreement to:
 Incline Mail Service - PO Box 5722, Incline Village, NV 89450
 phone: 310-717-0853 email: info@InclineMailService.com www.InclineMailService.com