



ADDITIONAL SERVICES

To Our Customers,

THIS PAGE WILL EXPLAIN ADDITIONAL SERVICES THAT YOU MAY REQUEST:

1. **DON'T HAVE TIME TO DROP YOUR PACKAGES OR MAIL TO THE POST OFFICE? WE WILL DO IT FOR YOU. USPS Margin for Domestic Priority Rates: The USPS Rate x the margin of 1.30**
(eg. If your USPS shipping rate is \$5.20, multiply that by 1.30. So, our charge to you is \$6.76). **Your credit/debit card on file will be automatically charged upon our receipt of your request to ship. THIS CHARGE IS PER ITEM.**
2. If you require us to pack your mail and send it to you, you will not be charged for the USPS envelopes or boxes. These are free. You will simply pay for the service of mailing your items to you by small or large USPS envelopes. Our service fee to forward your mail is \$5.00 every time we forward it to you. **This fee will be deducted from your credit/debit card on file prior to forwarding to you at your request.**
3. **If you do not have a mailbox account** with us and would like us to receive packages for you, we will receive your packages at a rate of \$5 per box/package. You can make this request by sending over a faxed or scanned email copy of your filled out credit card authorization form with the correct amount already filled in. We will accept the number of boxes that you pay for. You can pick up your boxes during normal business hours. We will inform you when your packages arrive. We can not store your package. **You will need to arrange to pick up your packages within 2-3 days once delivered.**

MONTHLY FEES

REGULAR MAILBOX	\$20
REGULAR MAILBOX WITH NOTIFICATION (We will Notify You If Mail Arrives)	\$25
REGULAR MAILBOX-NOTIFY-SCAN-EMAIL (We will notify you when you have mail. We will open it, scan it, and email it to you. You decide what we do with your mail with one tap of a button. Let us know to put it in your box, discard junk mail).	\$30
VIRTUAL MAILBOX (Visit https://tempcareagency.anytimemailbox.com/signup)	\$9.99 - \$69.99