



THE POSTAL DEPOT

www.thepostaldepot.com

Date: _____

Mail Forwarding Instructions for Mailbox # _____

Name as it should appear in the mailing label: _____

Phone: _____

Email Address: _____

1. Forwarding Address: _____

City: _____ State: _____ Zip: _____

OR

_____ I will contact The Postal Depot with my forwarding address.

2. Frequency of Forwardings: The Postal Depot will check your mailbox and send your mail as often as you want. (No service fee will be deducted from your account if we check your mailbox and there is no mail to send.)

_____ Daily

_____ Once a Week (on Wednesdays each week)

_____ Twice a Month (on or about the 1st and the 15th of each month)

_____ Other _____

3. Initial Deposit: _____

_____ I authorize The Postal Depot to charge my credit card on file when it's time to replenish my mail forwarding account.

Credit Card Number: _____ Exp: _____ CVV Code: _____

Name as it appears on Credit Card: _____

Address where the Credit Card statement is sent: _____

OR

_____ When my mail forwarding deposit dips below \$20, I understand that The Postal Depot will include a 3"x5" "Green Slip" in my mail forwarding package, indicating my mail forwarding balance as of the date on the slip. This is my cue that it's time to replenish my mail forwarding account, and I will call The Postal Depot with a credit card payment or send a check to replenish the account.



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