

INNOVATIONS by Design, Inc.

OFF ISLAND MAILBOX RENTAL APPLICATION

Client Information

Name: _____ Company Name: _____

Physical Address: _____ City: _____ State: _____ Zip: _____

Telephone: _____ Fax: _____ Emergency: _____

Mail Service

Mailbox Rental Size:	Small	\$15/Mo	Mailbox Terms:	Monthly
(Please Circle)	Medium	\$20/Mo	(Please Circle)	6 Months
	Large	\$25/Mo		Annual

Billing Information

Billing Address: _____

City: _____ State/Territory: _____ Zip: _____

Billing Cycle: (Please Circle) Monthly Quarterly Semi-Annual Annually

Mail Forwarding:

Mailing Address: _____

City: _____ State/Territory: _____ Zip: _____

Mailing Cycle: Daily Weekly Monthly

Packages: _____ Contact office for instructions
 _____ Forward via Overnight Services the next business day
 _____ Forward in regular mailing cycle

Overnight Mail: _____ Contact office for instructions
 _____ Forward via Overnight Services the next business day
 _____ Forward in regular mailing cycle

Certified Mail: _____ Contact office for instructions
 _____ Forward via Overnight Services the next business day
 _____ Forward in regular mailing cycle

I Hereby authorize Innovations by Design to forward all mails received to our rental mailbox to the address above, as indicated above. All postal forwarding charges and service charge will be billed to our account.

Signature: _____ Date: _____

Office Use Only

Verified By: _____ USPS Date: _____ IBDHM Date: _____ ID Verified: Y N

Discounts: _____ Initial Payment: _____ PMB #: _____

INNOVATIONS by Design, Inc.

ST. THOMAS MAILBOX RENTAL APPLICATION

Client Information

Name: _____

Company Name: _____

Physical Address: _____ City: _____ State: _____ Zip: _____

Telephone: _____ Fax: _____ Emergency: _____

Mail Service

Mailbox Rental Size: Small \$15/Mo
(Please Circle) Medium \$20/Mo
 Large \$25/Mo

Mailbox Terms: Monthly
(Please Circle) 6 Months
 Annual

Billing Information

Billing Cycle: (Please Circle) Monthly Quarterly Semi-Annual Annually

Office Use Only

Verified By: _____ USPS Date: _____ IBDHM Date: _____ ID Verified: Y N

Discounts: _____ Initial Payment: _____ PMB #: _____

INNOVATIONS by Design, Inc.

Dear Mail Client,

Welcome to Innovations by Design Mail Center!

It is our pleasure to offer you mailbox rentals, packaging, shipping, postage and overnight mail services. Please feel free to take advantage of all our services, in your one convenient location. We welcome ALL your suggestions, as our goal is to provide the most comprehensive services you're your mailbox rental!

Just a few tidbits of information:

1. Your new address is 2369 Kronprindsens Gade, PMB _____
2. Our store hours are from 7am to 7pm, so you can conveniently check your mailbox before or after work.
3. The Copy Center is open from 8am to 6pm. Self service is available from 7am to 7pm. You may place or pick up an order, however new orders will not be processed until the store open.
4. When you open an Innovation Copy Center account, it will be billed monthly.
5. We serve free coffee until noon each day for our mailbox renters and paying customers.
6. When you receive a package, you will receive a notice in your mailbox. Present the notice to the Innovations team and we will retrieve your package.
7. Mail is delivered to Innovations once a day from the US Post Office. Typically, it is received between 3pm and 5pm. You mail will be sorted that night, ready for your pick up in the morning.
8. Outgoing Express Mail and Priority Mail leaves when the postal service delivers mail in the afternoon. It will leave the Territory the following morning.
9. Outgoing Federal Express is picked up at 2pm daily. It will leave the Territory the same day.
10. Packaging services are offered on a first come basis. The Innovations team will provide a completion date, mailing schedule, and service charges.

Thanks for your Patronage and we look forward to serving You!

Stacy Bourne