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em: [info@ballardmailbox.com](mailto:info@ballardmailbox.com)  
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### MAIL FORWARDING SERVICE APPLICATION

Names/  
Company:

last first Box#: \_\_\_\_\_  
last first  
company

Forwarding Address:

street address  
additional information (Apartment #, Suite, etc.)  
city state zip code  
country

Requested Items:

First Class Mail  Magazines  Non-profit  Presorted Standard

Other:

\_\_\_\_\_

Frequency:

Weekly  Biweekly  Monthly  Upon Request

Shipping:

Most Efficient  Priority Flat Rate  UPS Ground  Other: \_\_\_\_\_

Start/Stop:

begin forwarding end forwarding or  continue until further notice

Billing Info:

Visa  Master Card  Amex  Discover

card number expiration date

Mailbox Renewal:

3 months  6 months  1 year

necessary if your mailbox will be coming up for renewal while you are out of town and forwarding.

Mail forwarding is a very valuable service for anyone who is cruising, fishing, or just out of the area for an extended amount of time and would like to receive their mail in a different area while maintaining their Seattle address. Ballard Mailbox & Shipping Center offers a variety of options and methods that can be personalized to meet your specific needs. Please be advised that you must maintain current status on private mailbox rental and also provide a credit card to be billed monthly for forwarding charges. If you do not wish to provide Ballard Mailbox & Shipping Center with credit card information you must maintain a deposit on your credit account to be eligible for forwarding services. Mail is forwarded regularly on Wednesdays, unless otherwise requested and approved. Ballard Mailbox & Shipping Center is not responsible for any lost or stolen items in the forwarding process.

Signature:

\_\_\_\_\_ Date: \_\_\_\_\_