

## MAIL FORWARDING WORKSHEET

Forwarding Address: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Contact Phone No. or Email: \_\_\_\_\_

Frequency of Forwarding: (circle one) DAILY / WEEKLY / BI-WEEKLY

MONTHLY / BI-MONTHLY

Method of Shipping: (circle one) USPS 1st Class / USPS Priority Mail / USPS Air Mail

UPS Ground / UPS 3 DAY / UPS 2 DAY /

UPS NEXT DAY / UPS WORLDWIDE EXPRESS

DHL WORLDWIDE PRIORITY EXPRESS

Method of Payment: (circle one) DEPOSIT - We will withdraw the postage, package, and fees from an ongoing deposit

If Deposit, indicate amount, \$ \_\_\_\_\_, and add to your Credit Card Authorization amount.

CHARGE CREDIT CARD - We will charge your credit card for each time we send your forwarding

If Credit Card is different than the Card we are charging for your box, fill out the card information below you would like this to be charged to:

CARD NUMBER: \_\_\_\_\_

CARD EXPIRATION: \_\_\_\_\_

CARD BILLING ZIP CODE: \_\_\_\_\_

CUSTOMER SIGNATURE: X \_\_\_\_\_