



MAILBOX RENTAL

Classic Care, Modern Service.

A real street address and a secure, private mailbox right here in Dallas.

We accept your mail and packages from every carrier and keep them safe in your locked box until you pick them up during our business hours.

YOUR NEW MAILING ADDRESS (USPS APPROVED FORMAT)

Your Name

Suite 113 PMB *[your box number]*

59 Hillside Trace

Dallas, Georgia 30157

Also accepted: Ste 113 #[box number] or 59 Hillside Trace Suite 113 PMB [box number] on one line. Always use PMB or # before your box number; USPS may refuse mail without it.

★ HOW TO GET STARTED

1. Choose your mailbox size. Pick the box that fits how many packages you receive. All prices are paid in advance.

BOX SIZE	PACKAGES / MONTH	3 MONTHS	6 MONTHS	12 MONTHS ★ 2 FREE
Small	Up to 15	\$60	\$114	\$200.04 (\$16.67/mo)
Medium	Up to 25	\$75	\$144	\$249.96 (\$20.83/mo)
Large	Up to 40	\$90	\$174	\$300 (\$25/mo)

★ **GRAND OPENING SPECIAL** ★ Sign up for 12 months by December 31 and get 2 months free.

2. Sign the Postal Co. Contract for Mailbox Service.

3. Fill out USPS Form 1583, the Application for Delivery of Mail Through Agent. Bring two IDs: a photo ID, such as your driver's license or passport, plus proof of your home address, such as your vehicle registration or car insurance card (a lease, mortgage, home insurance policy or voter card also works).

4. Have your Form 1583 notarized. USPS requires it, and we can notarize it for you right here at the store.

5. Pay and get your key. Service is paid up front in 3-month minimum terms, plus a one-time \$15 setup fee. You then receive your key and mailbox number.

★ PICKING UP YOUR MAIL

- ✓ Use your key anytime during our posted business hours to collect mail from your box.
- ✓ Check your box at least once a week, or make other arrangements with us in advance.
- ✓ Pick up packages within 7 calendar days of notice. Ask ahead about extended storage for vacation or medical leave.
- ✓ Anyone holding your key is treated as authorized to collect your mail and packages, so keep it secure.
- ✓ Certified, insured and C.O.D. mail is accepted on your behalf. C.O.D. charges must be paid to us in advance.

★ GOOD TO KNOW

- ✓ Up to two additional people can receive mail at your box. Each must complete their own USPS Form 1583 with ID.
- ✓ Keys belong to Postal Co. and may not be copied. A lost key is \$15 to replace; lock replacement may cost extra.
- ✓ Renew before your paid term ends. Late accounts are charged \$1 per day after the due date.
- ✓ Going over your package limit? We may ask you to move to a larger box or add handling and storage fees. Oversized packages may also carry a fee.
- ✓ Closing your box? Give us a forwarding address and pay forwarding fees. USPS will not accept a Change of Address for a private mailbox, so updating your address with senders is your responsibility.

★ Questions? Call 678-653-9882 or stop by the counter. ★

POSTAL CO.

59 Hillside Trace, Suite 113, Dallas, GA 30157 | info@postalcousa.com | PostalCoUSA.com

