



MOUNTAINSIDE MAIL

SCANNING & FORWARD AGREEMENT

Box # _____

CUSTOMER INFORMATION

Full name(s) _____

Email _____

SCANNING

What Plan would you like?

- Add scanning services** rates will be tallied at the end of the month.
- \$6/month** up to 10 envelope/package scans **\$32/month** - up to 125 envelope/package scans
\$12/month up to 50 envelope/package scans Open and scans - **\$1/per envelope** opened
\$1 /additional envelopes scanned over plan amount.
Shred: no charge. Hold for further instructions: no charge

Magazines/newsletters?

- Recycle Hold *(additional charges may accrue)*

(Mountainside requires that scanning customers put a credit card on file)

FORWARDING

Frequency?

- Upon request Bi-Weekly
 Weekly Monthly
 Other _____

Type?

- First-class mail only First-class mail & magazines All mail

Via...

- Best option (may not have tracking) USPS Priority
 USPS First-Class with tracking Other _____

The domestic forward fee is \$5.00 per forward, and the international forward fee is \$10.00 per forward. Postage, packaging, and labor are not included.

By signing below, you hereby authorize, for the term of this Agreement and at your request, Mountainside Mail the right to open mail addressed to you or forward mail addressed to you and follow the procedures that you have selected above. You reserve the right to terminate this service (in writing) at any time and will pay all necessary fees. You understand that Mountainside Mail will not be held responsible for any lost or damaged items. In addition, you agree to protect, indemnify, and hold harmless Mountainside Mail from and against any and all claims, demands, and causes arising from my use of these services.

Signature _____

Date _____

