

**Mail Forwarding Contract**

*Feel free to contact us if you have any questions. 605-234-2500*

Names \_\_\_\_\_ Cell phone \_\_\_\_\_  
Email \_\_\_\_\_

**Please check how often you would like your mail shipped:**

\_\_\_\_\_ \$235 annual fee **ON CALL** We hold your mail until you call for it.

**\*SCHEDULED SHIPMENTS OPTIONS\***

\_\_\_\_\_ \$225 annual fee **WEEKLY** Ship: (circle one) Tuesday, Wed. or Thursday

\_\_\_\_\_ \$205 annual fee **TWICE A MONTH** shipments choose 1&15, 5&20, 10&25

\_\_\_\_\_ \$180 annual fee **ONCE A MONTH** shipment choose 1, 5, 10, or 15

(Once a month option reserved for those who get very little mail)

(Above prices honored until 6-30-09)

**Please check how you want your mail shipped:**

\_\_\_\_\_ I give SDMF permission to select the most reasonable way to ship my mail.

\_\_\_\_\_ Send **ALL Mail Priority**

\_\_\_\_\_ Send **ALL Mail Priority with Delivery Confirmation**

\_\_\_\_\_ **OVERNIGHT** (\$2 handling fee in addition to shipping cost)

**Do you wish SDMF to sign for your certified mail? (Circle) Yes or NO**

I agree to hold South Dakota Mail Forwarding, LLC agent, and employees harmless against any and all liabilities, including attorney's fees and other legal expenses, arising directly or indirectly from performance of their services. South Dakota Mail Forwarding, LLC shall not be liable for incidental, special, or consequential damages. I agree if my account becomes past due by 30 days South Dakota Mail Forwarding, LLC may terminate my service and return mail to sender. I understand Annual Fees are non-refundable and are subject to change. I understand I am subject to a cancellation fee of \$25 when I choose to close my Personal Mail Box.

X \_\_\_\_\_ Date \_\_\_\_\_

Start Date \_\_\_\_\_

**Choose a plan. (We did the math for you.)**

**On call** \$235 + \$14.10 sales tax + \$100 postage fund = **Total due \$349.10**

**Weekly** \$225 + \$13.50 sales tax + \$100 postage fund = **total due \$338.50**

**Twice a month** \$205 + \$12.30 sales tax + \$100 postage fund = **Total due \$317.30**

**Once a month** \$180 + \$10.80 sales tax + 100 postage fund = **Total due \$290.80**

**We prefer you pay us with a personal check or money order for above payment.**

**If you prefer to pay us with a credit card a convenience fee will be added to the above totals to recoup the additional bank fees we are charged.**

**Please mail us this contract, original postal form 1583, (notarized) and payment to:**

**South Dakota Mail Forwarding, LLC  
202 PAUL GUST RD  
CHAMBERLAIN SD 57325**

**605-234-2500**

Feel free to call if you have any questions. The best time to reach us in the office is 9:30 am to 4 pm Monday-Thursday. (central time)

### **Vehicle registration Service available.**

**Let us know if you would you like to hire us to help you title/register your vehicles in South Dakota. We will help you fill out the required forms, figure the cost, answer any questions you have, pick up your license plates, and ship them to you or have them ready for you when you come to Chamberlain SD. Our service fee is \$50 per vehicle plus \$3 sales tax, in addition to what you will owe in titling and tag fees. Treat yourself and let the professionals at SD Mail Forwarding, LLC help you with getting your vehicles titled.**

**If you know the address where you want your first shipment of mail sent to please include it below.**

**Let us know when you plan to be in Chamberlain and we will have someone lined up to go to the Courthouse (DMV) with you.**

**If you will be using our address on your driver's license and/or your vehicle registration please leave the name, address, and land line phone number of your next of kin below. Please specify their relationship to you such as son, daughter, etc. If you are ever involved in a fatal car accident the Brule County Sheriff's office will be notified and they will contact us for next of kin information.**