

FORWARDING AND VACATION HOLD FORM

PMB:

Form Instructions: This form is used to keep a record of your request to place a vacation hold or forward mail from your account. If you are closing your box this is not the correct form. Please see a staff member.

Vacation Package Hold

Name (First & Last): _____ Today's Date: _____

Hold Start Date: _____ Hold End Date: _____

Are you the primary on the box? Yes No If No, who is? _____

Service Terms and Conditions: Completing this form will place a hold on all package fees for items you receive during your request time. If you do not pick up your held items within 3 business days from your hold end date, we will apply all storage fees to each item. Items may also be returned to sender. You may request to extend your hold by calling our office at (808) 339-7813 at least 48 hours before your hold will expire. Holds may not be able to be extended if you have many packages on hold. By signing below, you agree to all the terms and conditions listed here. We reserve the right to change our terms and conditions at any time without prior notice.

Customer Signature: _____

Mail Hold/Forward Request

Name (First & Last): _____ Today's Date: _____

Is this hold for everyone on this box? Yes No If No, please list the First and Last Names of each person that you would like us to forward mail for below.

Request Length: Temporary Permanent Vacation

Request Type: Forward Hold Vacation

Forward Items: Mail Packages Both

Request Start Date: _____ Request End Date: _____

See other side



Local Local Mail & Ship

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Service Terms and Conditions: A minimum forwarding deposit of \$25.00 may be required to activate your forwarding request on your account. This will also expedite your forwarding service. We must have payment in full before we can forward any mail or packages. You may load/reload your forwarding deposit online at www.localmailship.com/pay-online.html. We will contact you when your balance is running low or cannot cover the cost of forwarding. If you would like us to use expedited shipping methods, you must notify us by email at management@locallocalmailship.com Standard Shipping Rates will be used by default unless you notify us in writing. You may cancel this service at any time. If you choose to close your PMB you will need to complete a Mailbox Termination Addendum. By signing above, you agree to all the terms and conditions listed here. We reserve the right to change or term and conditions at any time without prior notice.

Customer Signature: _____

Official Use Only Below

Staff Name: _____ Date: _____

Processed Date: _____ Signature: _____

Extension Requested: _____ Granted? _____

Notes:



Local Local Mail & Ship