



MyDakotaAddress.com Mail Forwarding Service Agreement

110 E. Center Street, PO Box 137, Madison, SD 57042

Phone 605-427-5863, Toll Free: 1-866-202-2163

Fax: 605-427-9626

www.MyDakotaAddress.com

Email: info@mydakotaaddress.com

ACCOUNT INFORMATION

Primary First Name: _____ Primary Last Name: _____

Secondary First Name: _____ Secondary Last Name: _____
(If applicable) (If applicable)

Phone Number: _____ Cell Phone Number: _____

Email Address: _____

Individual Mailbox Number: _____
(To be assigned by MyDakotaAddress.com)

This agreement is between MyDakotaAddress.com d.b.a. Dakota International Services, LLC, located at 110 E. Center, Madison, SD 57042 and the above applicant(s) in accordance with the following terms and conditions, set forth here and are acknowledged by your signature below.

1. Each applicant must complete a separate PS Form 1583 to MyDakotaAddress.com. **Spouses may complete and sign one PS Form 1583. Clean, clear copies, of two items of valid identification** apply to each spouse and must be included with the application. The applicants completed PS Form 1583 must be provided to MyDakotaAddress.com prior to any mail received by us for the applicant or MyDakotaAddress.com is required to return any mail to the post office responsible for delivery with this endorsement: "Undeliverable, Commercial Mail Receiving Agency, No Authorization to Receive Mail for this Addressee."
2. MyDakotaAddress.com will contact the applicant with their Madison, South Dakota street address and individual mailbox #.
3. MyDakotaAddress.com's mail service consists of receiving the applicant's mail and or packages, sorting, repackaging and shipping it to the applicants specified local address per the services selected.
4. The applicant agrees to prepay **a minimum balance of \$50 in their postage account**. If said account reaches a balance of \$4 or less, Dakota International Services reserves the right to suspend the service until the account is brought to the minimum balance. A monthly statement of the applicant's postage account will be sent with your regularly forwarded mail.
5. Due to postal regulations, **upon expiration, cancellation or termination**:
 - ◆ MyDakotaAddress.com must remail mail intended for the applicant(s) for 6 months after the expiration, cancellation or termination date, provided prepayment of postage and a forwarding address is supplied by the applicant(s). Any unused postage will be refunded after the 6-month period.

Continued on Reverse Side

◆ **This remaining obligation need not be fulfilled if the applicant(s) provides written instruction to MyDakotaAddress.com that the mail (or specific types of mail) not be remailed upon termination of relationship.** Written instructions from the applicant(s) regarding the handling of this mail must not stipulate that MyDakotaAddress.com refuse mail or return it to sender, or hold the mail during the 6-month remail period and return it to the post office, or redeposit mail in the mails without new postage.

6. The applicant(s) choice of mail service is automatically renewed unless the applicant(s) provides MyDakotaAddress.com with a written request declaring his/her wish to discontinue their service(s).
7. The applicant(s) agrees to abide to all United States Postal regulations. Any penalties or fines resulting from any violation of this condition will be the sole responsibility of the applicant(s) and applicant(s) agrees to hold MyDakotaAddress.com harmless for any violation of any penalties and fines.
8. The United States Postal Service or MyDakotaAddress.com may return mail without proper address, and will be marked "Undeliverable as Addressed", and returned to sender.
9. MyDakotaAddress.com assumes no liability for damages, either direct or indirect, known or unknown, including consequential as a result of the use of this service.

Applicant Signature:

Date:

Spouse Signature (if applicable):

Date:

Emergency Contact Information:

First Name, Last Name, Please Print.

Phone Number(s).

Please return the following documents with your agreement to:

Dakota International Services, LLC.

PO Box 137

Madison, SD 57042

- Completed, signed Postal Form 1583**
- Clean, clear copies of identifications for each applicant.**
- Your Selected Mail Forwarding Order Form**



WEEKLY MAIL FORWARDED ORDER FORM

Mail is forwarded weekly. Prices include sorting, packaging, and forwarding per your requested schedule. There are NO additional charges for special sorting or mailing supplies, such as envelopes, labels, etc. The actual shipping costs are deducted from your prepaid postage account. Special free personal services include 10 custom printed address cards and 20 return address labels, both showing your new South Dakota address.

Service Contract - \$9.95/month (3-month minimum contract)

12 month (Annual Contract) – Receive 13 months Service (**That's one month free!**)

One-Time Account Activation Fee - \$10.00

Retired or Active Military Duty – 10% discount

Minimum Postage Deposit - \$50.00

SD Vehicle Registration Assistance - \$18.00 per vehicle (billable)

SD Vehicle Registration Renewal Assistance - \$10.00 per vehicle (billable)

Please select any or all of the following type(s) of mail to be included in your mail forwarding:

- | | | | |
|---|---|---|--------------------------------------|
| <input type="checkbox"/> First-Class only | <input type="checkbox"/> Advertisements | <input type="checkbox"/> Newspapers | <input type="checkbox"/> Newsletters |
| <input type="checkbox"/> Magazine/books subscriptions | <input type="checkbox"/> Catalogs | <input type="checkbox"/> Forward all mail | |
| <input type="checkbox"/> Discard 3 rd class mail | | | |
| <input type="checkbox"/> Other Instructions _____ | | | |

Please note: MyDakotaAddress.com will forward third-class mail that appears to be important, such as printed checks or refunds, etc.

Please select how you would like your mail sent to you:

- | | | |
|---|---|------------------------------|
| <input type="checkbox"/> United States Postal Service | <input type="checkbox"/> Federal Express | <input type="checkbox"/> UPS |
| <input type="checkbox"/> First Class Mail (1-5 business days) | <input type="checkbox"/> Ground Service (1-5 business days) | |
| <input type="checkbox"/> Priority Mail (2 business days) | <input type="checkbox"/> Express Saver (3 business days) | |
| <input type="checkbox"/> Express Mail (next day delivery) | <input type="checkbox"/> 2Day (2-business days) | |
| | <input type="checkbox"/> Standard Overnight (by 3:00 p.m.) | |

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Please select the day of the week you want your mail forwarded:

Monday Tuesday Wednesday Thursday Friday

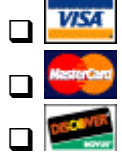
Please indicate forwarding address if known:

Retired or Active Military Duty? (if yes, a 10% discount is applicable to the Mail Forwarding Service Package and Account Activation Fee).

Yes No

Please select method of payment (one only please):

Credit Card



Check enclosed

Please remit to:

Dakota International Services, LLC

PO Box 137

Madison, SD 57042

Card # _____ Exp. Date __ / __

Security Code ___ (located on the reverse side of card, near signature).

Name on the card (please print) _____

Billing Address: _____
(street) (city) (state) (zip)

Signature: _____ Date: _____

(a.) Mail Forwarding Service Package = \$ _____

(b.) Account Activation Fee = \$10.00

(c.) 10% Retired or active military duty discount (if applicable) \$ _____

(d.) 6% sales tax = \$ _____

(e.) Postage Deposit = \$ _____ (\$50 minimum) (sales tax is NOT applicable)

(f.) Total Amount Paid: \$ _____ (a. + b. - c. + d. + e. = f.)



MyDakotaAddress.com

110 E. Center Street, PO Box 137, Madison, SD 57042

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www.MyDakotaAddress.com

Email: info@mydakotaaddress.com

“ON DEMAND” ORDER FORM

Mail is forwarded “On Demand”, as often as every day, once a week, BI-weekly or monthly. Email notification will be sent to you as your mail is received. We will hold your mail until you want it. Mail will be shipped the same day if notice is given before 3:00 p.m. CST. Prices include sorting, packaging, and forwarding per your requested schedule. There are NO additional charges for special sorting or mailing supplies, such as envelopes, labels, etc. The actual shipping costs are deducted from your prepaid postage account. Special free personal services include 20 custom printed address cards and 20 return address labels, both showing your new South Dakota address.

Service Contract - \$14.95/month (3-month minimum contract)

12 month (Annual Contract) – Receive 13 months of service. **(That’s one month free!)**

Retired or Active Military Duty – 10% discount

One-time Account Activation Fee - Waived

Minimum Postage Deposit - \$50.00

NO Mail Received Notification - Included

SD Vehicle Registration Assistance - \$15.00 per vehicle (billable)

SD Vehicle Registration Renewal Assistance - \$7.00 per vehicle (billable)

Special Mailing Instructions:

MyDakotaAddress.com will hold your mail until you want it. Mail will be shipped the same day if notice is given before 3:00 p.m. CST. Please contact us at 1-866-202-2163 or info@mydakotaaddress.com with your instructions.

Continued on the reverse side.

Please select method of payment (one only please):

Credit Card



Check enclosed

Please remit to:

MyDakotaAddress.com

PO Box 137

Madison, SD 57042

Card # _____ Exp. Date ___ / ___

Security Code ___ (located on the reverse side of card, near signature).

Name on the card (please print) _____

Billing Address: _____
(street) (city) (state) (zip)

Signature: _____ Date: _____

(a.) Mail Forwarding Service Package = \$ _____

(b.) 10% Retired or active military duty discount (if applicable) \$ _____

(c.) 6% sales tax = \$ _____

(d.) Postage Deposit = \$ _____ (\$50 minimum) (sales tax is NOT applicable)

(e.) Total Amount Paid: \$ _____ (a. - b. + c. + d. = e.)



MONTHLY MAIL FORWARDED ORDER FORM

Mail is forwarded monthly. Prices include sorting, packaging, and forwarding per your requested schedule. There are NO additional charges for special sorting or mailing supplies, such as envelopes, labels, etc. The actual shipping costs are deducted from your prepaid postage account. Special free personal services include 10 custom printed address cards and 20 return address labels, both showing your new South Dakota address.

Service Contract - \$5.95/month (3-month minimum contract)

12 month (Annual Contract) – Receive 13 months Service (**That's one month free!**)

One-Time Account Activation Fee - \$10.00

Retired or Active Military Duty – 10% discount

Minimum Postage Deposit - \$50.00

SD Vehicle Registration Assistance - \$20.00 per vehicle (billable)

SD Vehicle Registration Renewal Assistance - \$12.00 per vehicle (billable)

Please select any or all of the following type(s) of mail to be included in your mail forwarding:

- | | | | |
|---|---|---|--------------------------------------|
| <input type="checkbox"/> First-Class only | <input type="checkbox"/> Advertisements | <input type="checkbox"/> Newspapers | <input type="checkbox"/> Newsletters |
| <input type="checkbox"/> Magazine/books subscriptions | <input type="checkbox"/> Catalogs | <input type="checkbox"/> Forward all mail | |
| <input type="checkbox"/> Discard 3 rd class mail | | | |
| <input type="checkbox"/> Other Instructions _____ | | | |

Please note: MyDakotaAddress.com will forward third-class mail that appears to be important, such as printed checks or refunds, etc.

Please select how you would like your mail sent to you:

- | | | |
|---|---|------------------------------|
| <input type="checkbox"/> United States Postal Service | <input type="checkbox"/> Federal Express | <input type="checkbox"/> UPS |
| <input type="checkbox"/> First Class Mail (1-5 business days) | <input type="checkbox"/> Ground Service (1-5 business days) | |
| <input type="checkbox"/> Priority Mail (2 business days) | <input type="checkbox"/> Express Saver (3 business days) | |
| <input type="checkbox"/> Express Mail (next day delivery) | <input type="checkbox"/> 2Day (2-business days) | |
| | <input type="checkbox"/> Standard Overnight (by 3:00 p.m.) | |

Continued on the reverse side.

Please select the day of the month you want your mail forwarded: _____

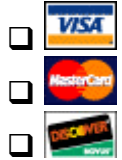
Please indicate forwarding address if known:

Retired or Active Military Duty? (if yes, a 10% discount is applicable to the Mail Forwarding Service Package and Account Activation Fee).

Yes No

Please select method of payment (one only please):

Credit Card



Check enclosed

Please remit to:

Dakota International Services, LLC

PO Box 137

Madison, SD 57042

Card # _____ Exp. Date __ / __

Security Code ___ (located on the reverse side of card, near signature).

Name on the card (please print) _____

Billing Address: _____
(street) (city) (state) (zip)

Signature: _____ Date: _____

(a.) Mail Forwarding Service Package = \$ _____

(b.) Account Activation Fee = \$10.00

(c.) 10% Retired or active military duty discount (if applicable) \$ _____

(d.) 6% sales tax = \$ _____

(e.) Postage Deposit = \$ _____ (\$50 minimum) (sales tax is NOT applicable)

(f.) Total Amount Paid: \$ _____ (a. + b. - c. + d. + e. = f.)



BI-WEEKLY MAIL FORWARDED ORDER FORM

Mail is forwarded twice a month. Prices include sorting, packaging, and forwarding per your requested schedule. There are NO additional charges for special sorting or mailing supplies, such as envelopes, labels, etc. The actual shipping costs are deducted from your prepaid postage account. Special free personal services include 10 custom printed address cards and 20 return address labels, both showing your new South Dakota address.

Service Contract - \$7.95/month (3-month minimum contract)

12 month (Annual Contract) – Receive 13 months Service (**That's one month free!**)

One-Time Account Activation Fee - \$10.00

Retired or Active Military Duty – 10% discount

Minimum Postage Deposit - \$50.00

SD Vehicle Registration Assistance - \$20.00 per vehicle (billable)

SD Vehicle Registration Renewal Assistance - \$12.00 per vehicle (billable)

Please select any or all of the following type(s) of mail to be included in your mail forwarding:

- | | | | |
|---|---|---|--------------------------------------|
| <input type="checkbox"/> First-Class only | <input type="checkbox"/> Advertisements | <input type="checkbox"/> Newspapers | <input type="checkbox"/> Newsletters |
| <input type="checkbox"/> Magazine/books subscriptions | <input type="checkbox"/> Catalogs | <input type="checkbox"/> Forward all mail | |
| <input type="checkbox"/> Discard 3 rd class mail | | | |
| <input type="checkbox"/> Other Instructions _____ | | | |

Please note: MyDakotaAddress.com will forward third-class mail that appears to be important, such as printed checks or refunds, etc.

Please select how you would like your mail sent to you:

- | | | |
|---|---|------------------------------|
| <input type="checkbox"/> United States Postal Service | <input type="checkbox"/> Federal Express | <input type="checkbox"/> UPS |
| <input type="checkbox"/> First Class Mail (1-5 business days) | <input type="checkbox"/> Ground Service (1-5 business days) | |
| <input type="checkbox"/> Priority Mail (2 business days) | <input type="checkbox"/> Express Saver (3 business days) | |
| <input type="checkbox"/> Express Mail (next day delivery) | <input type="checkbox"/> 2Day (2-business days) | |
| | <input type="checkbox"/> Standard Overnight (by 3:00 p.m.) | |

Continued on the reverse side.

Please select the day of the month you want your mail forwarded: _____

Please indicate forwarding address if known:

Retired or Active Military Duty? (if yes, a 10% discount is applicable to the Mail Forwarding Service Package and Account Activation Fee).

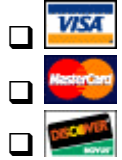
Yes No

Please indicate you would like "No Mail Notification" sent: (optional service @ \$1.00 per month, to be deducted from your postage account).

Yes No

Please select method of payment (one only please):

Credit Card



Check enclosed

Please remit to:

Dakota International Services, LLC

PO Box 137

Madison, SD 57042

Card # _____ Exp. Date __ / __

Security Code ___ (located on the reverse side of card, near signature).

Name on the card (please print) _____

Billing Address: _____
(street) (city) (state) (zip)

Signature: _____ Date: _____

(a.) Mail Forwarding Service Package = \$ _____

(b.) Account Activation Fee = \$10.00

(c.) 10% Retired or active military duty discount (if applicable) \$ _____

(d.) 6% sales tax = \$ _____

(e.) Postage Deposit = \$ _____ (\$50 minimum) (sales tax is NOT applicable)

(f.) Total Amount Paid: \$ _____ (a. + b. - c. + d. + e. = f.)