

NATO Mail

PO Box 1418

Sarasota, Florida 34230

Toll-free 800-237-NATO (6286) • Local, cell phone or international (941) 955-2606 • Fax (941) 554-8345

Email nato@natomail.com

www.natomail.com

Thank you for your inquiry regarding **NATO Mail** forwarding service. **NATO Mail** is a licensed Commercial Mail Receiving Agent (CMRA) based in Sarasota, Florida. People on the move, travel trailer owners, RVers, boaters, business owners, part-time residents, etc., have discovered this safe, reliable method for the handling of their mail.

OUR SERVICES AND HOW THEY WORK

We have been in the mail forwarding business since **1957**. **NATO** has been providing simple, personalized, accurate, friendly and dependable service on a worldwide basis for over 50 years and strives to give our customers the best service possible.

To start your service, fill out the attached registration form and the Postal Form 1583 (required by the Post Office), and along with a copy of two forms of ID (one with a picture), return them to us with your check or money order for the appropriate amount or if you prefer, we also take credit cards. When we receive your forms and funds, you are set up in our mailroom and can immediately begin having your mail sent to this address. We can also, if necessary, set up your account over the phone and you can begin using the service that same day. Inform all your correspondents, friends, banks, magazines, insurance companies, etc. that your new address is:

**YOUR NAME
PO BOX 1418
SARASOTA FL 34230-1418**

Due to the large volume of mail handled through our office daily, we pick up at the main post office every weekday morning. Correspondence addressed only to the street address may cause a slight delay in processing your mail, as it is not delivered until later in the day. In the event that a street address is required for insurance, credit card companies, etc., you should give your address as follows:

**YOUR NAME
2015 S TUTTLE AVE
PO BOX 1418
SARASOTA FL 34230-1418**

This provides a physical address for the companies that require it but also allows your mail to still be delivered to the post office box, thus expediting the receipt of your mail.

For delivery of packages by UPS, Federal Express, DHL, etc., a physical street address is required, as they will not deliver to a post office box. Use the following address format for such packages:

**YOUR NAME
2015 S TUTTLE AVE
SARASOTA FL 34239**

Following your instructions, we will sort out the mail you want and send it to the address you have provided.

Regular mailing days are **Tuesdays** and **Fridays**. Choose the mailing schedule that best fits your needs—every mail day, once a week, every other week, monthly, etc. Office hours are 9:30 a.m. to 4:00 p.m. (eastern time), Monday through Friday. Mail leaves the office at approximately 2:00 p.m.

Why NATO Mail is Your Best Choice

- ❖ **EXPERIENCE — WE HAVE BEEN PROVIDING MAIL FORWARDING SERVICES FOR OVER 50 YEARS. LONGER THAN ANY OTHER COMPANY THAT WE ARE AWARE OF—WE KNOW HOW TO DO IT RIGHT.**
- ❖ Simple, straightforward, reasonable fee schedule.
- ❖ Florida has no state income tax.
- ❖ We offer BOTH a PO Box number AND a street address for confidentiality, flexibility and convenience.
- ❖ Toll-free number, local number, fax number and email address to contact us.
- ❖ Flexible mailing schedules to fit your personal needs and lifestyle.
- ❖ We utilize a variety of carriers USPS, UPS, Fed Ex, DHL and also accept shipments from these carriers.
- ❖ Junk mail discarded at your request with NO extra charge for doing so.
- ❖ Confidentiality — We do not sell our mailing list or give out any information on our clients. Unless requested to do so by you or are required to by law.
- ❖ Acceptance and pick up of certified, registered, insured, COD or postage due mail.
- ❖ Same-day service available.
- ❖ Hold all mail until further notice with no time limit and NO storage fees.
- ❖ Call 24 hours a day, seven days a week with your mailing instructions.
- ❖ Physical street address may be used for registration of vehicles, Florida driver's license, taxes, etc.
- ❖ Computerized for accurate and dependable services.
- ❖ Pick up at our office — If you are in town, you are more than welcome to stop by our office and pick up your mail or just to visit.
- ❖ Fax service available — Send and receive.
- ❖ Always pleasant and friendly.
- ❖ Personalized service. If you need something special, just ask, we can probably accommodate you.

NATO Mail

Pricing and Terms of Service

The fees for using NATO Mail forwarding service are as follows:

Annual Fee For Primary User:	\$80.00
Six-month Fee For Primary User:	\$60.00
Three-month fee (minimum) for primary user:	\$45.00
Fee For Associate (s): <i>Spouse, other family members, business names, etc. must each be enrolled as an associate member.</i> (Above fees are non-refundable)	\$10.00 (per associate)
Required Minimum Postage Deposit: <i>Replenish account as needed to maintain minimum deposit, any balance remaining after termination of service will be refunded to you.</i>	\$35.00

Each primary user is required to make a minimum \$35.00 deposit (more may be deposited if desired or if you feel it is necessary), in advance, for postage. Charges debited to your account for mailings are actual postage plus a 40% service charge. Minimum service charge is \$2.00. You will receive a monthly statement showing the activity on your account and any balance due to maintain the required postage deposit. **NATO Mail, at our discretion, may discontinue sending your mail to you if your postage account reaches a zero or negative balance or your annual fee is not paid.**

We will accept packages for you that are sent COD, please let us know in advance and make certain that funds are available in your account to cover the cost of the delivery.

Miscellaneous charges may include, but are not limited to: USPS Counter Services—pick-up of and/or signing for certified, insured, registered or Express mail (\$5.00); pick-up mail at our office (\$1.00). Faxes sent or received for you (\$2.00 for up to three pages, \$.50 for each additional page). Faxes sent to an international number will also incur the charge of the long distance call. Any other specialized requests will be priced according to cost incurred, time, materials or travel involved to complete the request. There will be a \$35.00 charge for any returned check or transaction due to NSF (not sufficient funds).

If we receive mail for you marked "postage due," we will pay the additional postage and debit your account for the actual amount of postage due, **no extra fees**. Mail that has been sent out by you and is returned to us due to "insufficient postage" will be taken care of in the same manner and promptly remailed for you.

NATO Mail will make every effort possible to keep the cost of our service reasonable and we pride ourselves in keeping your postage rates to a minimum while still providing you with excellent and unparalleled service.

NATO Mail will not be liable for loss of, destruction of or misdirected mail unless the act was due to gross negligence on our part. If we do make an error with regards to forwarding your mail, your account will be credited for the cost of postage and any service charges incurred related to the incident. Upon termination of your service, NATO Mail will, at your request, return any unused balance in your postage account after a period of 60 days. However, pursuant to current postal regulations, NATO Mail will continue to re-mail any mail received for you for a period of six months (funds must be available in your account as we are required to apply new postage and we must have a current mailing address for you), after six months, mail received for you will be returned to sender. You must notify all of your correspondents of your change of address, as the post office **will not** accept their standard Change of Address Form (they just send it on to us).

If you need to speak directly to someone at NATO please call during our regular office hours, 9:30 a.m. to 4:00 p.m. (eastern time), Monday through Friday. We also have a fax number, (941) 554-8345 and an email address nato@natomail.com. The fax and email address are especially useful if you are traveling out of the country.

Attached, you will find the required forms needed to begin your mail forwarding service. To comply with Postal Regulations, you must complete and return with your application, Postal Form 1583, with copies of the required identification, for all members and associates. If you have any questions or concerns that have not been addressed, please feel free to contact us by phone or email us at nato@natomail.com.

We look forward to serving you,

NATO Mail

NATO MAIL FORWARDING REGISTRATION FORM

Primary User's Name (include initials, nicknames, etc.):

_____ Phone _____

Names of Associate Members, including business names, who will receive mail:

List ALL standard class (bulk) mail you want to receive (travel related magazines, catalogs, proxy materials, etc.). We use discretion when sorting your mail, rebate checks are often sent standard mail and of course will be sent to you. Magazine subscriptions will be automatically sent unless we are instructed otherwise).

NATO Mail has my permission to discard all standard (bulk) class mail not listed above. Initial here _____

\$80.00 Annual Registration Fee (\$60.00 for 6 months, \$45.00 for 3 months) \$ _____
(Registration fees are non-refundable)

Associate(s) Fee (\$10.00 Per Associate) \$ _____
(non-refundable)

\$35.00 Advance Postage Deposit \$ _____

Total Amount Due \$ _____

Please make check or money order payable to NATO Mail LLC

Please charge my credit card: VISA MASTERCARD DISCOVER AMERICAN EXPRESS

Name on the account as it appears on your statement _____

Credit Card Account Number _____ Expiration Date _____

Current Billing Address for Card (as is it appears on statement) _____

Verification Code (3 digit number on back of card or Am Ex 4 digit number on front) _____

Signature of Card Holder _____

If you would like us to HOLD your mail until you contact us DO NOT fill in an address below. We will hold all your mail until we receive further instructions from you.

Send all mail to the following address until I notify you:

Your name: _____

Address: _____

Address: _____

City: _____ State: _____ Zip: _____

I and all associate members have read, understand and agree to the terms of NATO Mail Forwarding as set forth on the Pricing and Terms page (p. 3) within this information package.

Signed: _____ Date: _____ Referred By: _____

If you have any questions or concerns, please call or email us. Local, international or by cell phone (941) 955-2606; toll-free from your home, office phone or any other land line (800) 237-NATO (6286); email nato@natomail.com