



# Ballard & Greenwood MAIL & DISPATCH

## SERVICES INFORMATION

### PRIVATE MAIL BOXES

6 months	\$135.00
1 year	\$175.00

\$15.00 onetime set-up fee with two forms of photo ID.

### SHIPPING SERVICES

FedEx, UPS, DHL & US Postal Services. We are an authorized receiving and drop-off location for FedEx, UPS & DHL. We will sign for your package and call you when it arrives.

### PACKAGE RECEIVING

Letters	\$1.50
Up to 16x16x16	\$4.00
Larger boxes	\$6.00

### STORAGE & HANDLING

After 72 hours a per day storage & handling fee will apply.  
\$2.00-\$4.00 per day for small to medium boxes  
\$6 + per day for large boxes

### MAIL FORWARDING

Mail forwarding fee of \$5.00 plus postage & supplies.

### GIFT WRAP

SMALL	\$4.75
MEDIUM	\$5.75
LARGE	\$6.75+
Ribbon only	\$2.50 per yard

### FAX SERVICES

LOCAL	\$2.00 1ST PAGE \$1.00 ADD PAGE
DOMESTIC	\$3.00 1ST PAGE \$1.50 ADD PAGE
MEXICO	\$5.00 / \$2.50 ADD
EUROPE	\$6.00 / \$3.00 ADD
FAR EAST (JAPAN,HONG KONG TAIWAN), AUSTRALIA & NEW ZEALAND	\$8.00 / \$5.00 ADD

### EXPERT PACKAGING

BOX SIZE	BOX ONLY	*PACKED
6x6x6	\$3.00	\$6.00
10x10x10	\$4.00	\$8.00
12x12x12	\$4.50	\$9.50
14x10x6	\$5.00	\$10.00
14x14x14	\$3.50	\$6.00
15x11x7	\$6.00	\$12.00
16x12.75x12.75	\$7.00	\$14.00 OS
18x18x16	\$7.50	\$14.50 OS
20x14x10	\$8.50	\$16.00 OS
24x16x13	\$9.50	\$18.00 OS
24x24x12	\$10.00	\$18.50 OS
30x18x16	\$10.00	\$20.00 OS
SMALL MIRROR	\$12.00	\$24.00 OS
LARGE MIRROR	\$15.00	\$30.00 OS
DISPACK (DEPENDING ON CONTENTS)	\$18.00	\$50.00 OS
BUBBLE WRAP	\$6.00/YARD	
PACKING TAPE	\$5.50/ROLL	

### COMPUTER PACK (DOUBLE BOXED)

NEW MATERIALS	\$40.00
RECYCLED MATERIALS	\$30.00

### POSTER TUBES

SMALL	\$4.00
MEDIUM	\$6.00
LARGE	\$10.00

### CRATE + FREIGHT SERVICE AVAILABLE

#### \*EXPERT PACKING INCLUDES:

Box, tape, bubble wrap & peanuts. Labor charges may apply.

We accept used boxes and clean packing peanuts.

### OTHER SERVICES

- FREE High-speed wireless internet always available.
- Copy and notary services available.

All rates subject to change without notice.