

NEVADA MAIL SERVICE, INC.



MAIL FORWARDING

Since 1966

Step 1: Chose a Mail Forwarding Plan

STANDARD PLAN (\$189 annual fee + \$25 postage deposit):

- A. \$25 postage deposit to pay for your forwarding postage. You will pay only the forwarding postage – nothing extra.
- B. You can have us filter your mail (toss the junk mail) so that you pay for only the important letters to be forwarded to your destination.
- C. You will have unlimited mail forwarding destinations address changes.
- D. You can have us keep your mail on hold here in our fire-proof safe.
- E. If your mail is on hold you can call us and have us tell you what mail of yours is here waiting for you.

PREMIUM PLAN (\$289 annual fee + \$25 postage deposit + bill deposits):

Our Premium Plan requires special arrangements. Please call us if you are interested. The cost is \$289 per year plus a \$25 postage deposit plus additional deposits for your bills. The Premium Plan enables us to pay your bills, provide you access to a Nevada CPA for your taxes, and a Nevada lawyer specializing in residency law. In addition you will get our annual report on becoming a Nevada resident. Nevada residents do not pay state income tax. If you're thinking about becoming a Nevada resident, then the Premium Plan is for you.

Step 2: Fax or Mail your three application forms

- Agreement and Appointment of Agent.
- Application for Delivery of Mail Through Agent. (this form must be notarized)
- Acknowledgement and Instructions.

Step 3: Chose how to make your payment

- Call us at (800) 570-6561 to make a phone credit card payment.
- Mail us a check payable to "Nevada Mail Service."
- Mail or fax us your optional Credit Card Auto-Payment form. (see the last page of this packet)

Mailing Address: P.O. Box 971 Reno, NV 89504 **Office Location:** 1702 "A" Street, #C Sparks, NV 89431
Tel: 800-570-6561 **Fax:** 775-358-1934 **E-mail:** NVMailService@aol.com **Web:** www.NevadaMailService.com

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Since 1966

Dear New Client:

Welcome to Nevada Mail Service. Upon receipt of the three completed forms and your payment, your mail forwarding service will begin effective immediately. Your new mailing address will be:

YOUR NAME
P.O. Box 971
Reno, NV 89504

Send to this address all your important mail (taxes, bills, letters, and packages). We will receive it, and then follow your latest set of instructions exactly as you have given them to us. You can instruct us to hold your mail here in our office, or you can have us forward your mail to you anywhere in the world. When we forward your mail, you will pay for the postage from your \$25 postage deposit. When your postage deposit runs low we will send you a bill requesting replenishment.

Unless otherwise specified by you, we will forward only your first class mail (bulk mail addressed to you will be thrown away). We do this to keep your mail forwarding postage cost as low as possible. Upon special request (at no extra charge to you) we will forward your bulk rate, proxy, newspapers, magazines, and trade journals. We will also forward packages of any size (at no extra charge to you). Please notify us of their expected arrival in advance.

In addition, we can accept your Federal Express and other overnight express mail. In this instance, however, you must have the mail shipped to our physical address in Sparks, Nevada. FedEx will not deliver to a PO Box address. They will, however, deliver your package directly to our office.

We've been in business since 1966, and pride ourselves on dependability. You can be assured your mail will be handled with efficiency and dispatch. We take your mail very seriously.

Thank you for joining our service. We are looking forward to serving you.

Sincerely,

Bill, John, Norma & Sandi

The Nevada Mail Service Team

Please call us at (800) 570-6561 if you have any questions. Our business hours are Monday through Friday, 8:00 a.m. to 5:30 p.m. (Pacific Standard Time). When we are closed please leave a message on our answering machine. Or, you may choose to email us at NVMailService@aol.com.

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AGREEMENT AND APPOINTMENT OF AGENT

By entering into this agreement and appointment of agent on this _____ day of _____, 20____, by and between Nevada Mail Service, a Nevada Corporation, and _____, the undersigned(s), the parties hereto do hereby mutually agree as follows:

1. The undersigned(s) shall pay the sum of ONE HUNDRED EIGHTY NINE DOLLARS (\$189.00) to Nevada Mail Service for the services set forth herein for a period of ONE YEAR beginning on the _____ day of _____, 20____, and terminating on the _____ day of _____, 20_____.

2. The undersigned(s) establishes, constitutes and appoints Nevada Mail Service of P.O. Box 971, Reno, Nevada, 89504, as his/her/their agent to receive, hold and forward any and all letters and packages as received by it in accordance with written instructions provided to Nevada Mail Service by the undersigned(s) for the period of this agreement and appointment of agent.

3. Nevada Mail Service shall register the name of the undersigned(s) with the United States Post Office at Reno, Nevada. Nevada Mail Service shall obtain all mail, including packages addressed to the undersigned(s) and will hold or forward it to the undersigned(s) at such address as he/she/they may designate. Postage will be paid by the undersigned(s).

4. The term "Junk Mail" is hereby defined and shall include all bulk rate mail, catalogues, trade journals, newspapers, proxies, prospectuses and other similar materials not normally classed or defined as "letters or packages".

5. This agreement and appointment of agent may be terminated by the undersigned(s) or Nevada Mail Service upon thirty (30) days' written notice to the other and to the United States Post Office. Nevada Mail Service shall hold any mail in its possession or that it may receive after the termination date for an additional sixty (60) days, according to the instructions of the undersigned(s). Unless otherwise directed in writing by the undersigned(s), or unless this agreement and appointment of agent is renewed, Nevada Mail Service is instructed to return all mail to the sender.

6. The undersigned(s) hereby releases Nevada Mail Service from any and all liability whatsoever for loss or destruction of the mail of the undersigned(s), unless the same was caused by the gross negligence of Nevada Mail Service, its agents or employees. The undersigned(s) further agrees to indemnify and save harmless Nevada Mail Service, its employees or agents from and against any and all claims, demands, and causes of action arising out of or in connection with the use or possession of a mailbox, including without limitation, any demands, claims and causes of action for personal injury or property damage arising from such use or possession; from failure of the United States Postal Service to deliver on time or otherwise any items (mail, packages, etc.); from damage to or loss of mailbox contents by any cause whatsoever and from any violation by the undersigned(s) of applicable federal, state or local laws.

7. The undersigned(s) agrees not to use Nevada Mail Service and their services for any illegal or illegitimate purposes or for any purpose prohibited by United States postal regulations, federal, state and local laws.

8. In the event of a dispute between the parties hereto, the laws of the State of Nevada shall apply. The successful party in any proceedings commenced or initiated as a result thereof, shall be entitled to a reasonable sum as and for the attorney's fees and costs necessarily incurred therefore.

9. United States Postal Service form 1583 shall remain confidential except when requested by any law enforcement or government agency.

10. Service fees are all due and payable in advance prior to the due date. Your account will become delinquent after the due date. All mail, packages, etc. will be held pending payment for sixty (60) days. After that sixty day period all mail will be returned to the sender and your account will be cancelled. A late fee of \$10 will be charged for every thirty days delinquent.

SIGNATURE: _____

DATE: _____

Privacy Act Statement: Your information will be used to authorize the delivery of your mail to the designated addressee as your agent. Collection is authorized by 39 USC 401, 403, and 404. Providing the information is voluntary, but if not provided, we cannot provide this service to you. We do not disclose your information without your consent to third parties, except for the following limited circumstances: to a congressional office on your behalf; to financial entities regarding financial transaction issues; to a USPS[®] auditor; to entities, including law enforcement, as required by law or in legal proceedings; to contractors and other entities aiding us to fulfill the service; and for the purpose of identifying an address as an address of an agent who receives mail on behalf of other persons. Information concerning an individual who has filed an appropriate protective court order with the postmaster will not be disclosed except pursuant to court order. For more information on our privacy policies, see our privacy link on usps.com[®].

ACKNOWLEDGEMENT AND INSTRUCTIONS

Part 1: ACKNOWLEDGEMENT

The undersigned each acknowledges that he/she/they have read the attached document and specifically acknowledge the terms and conditions contained within this "Agreement and Appointment of Agent."

Signature: _____
Name: _____
Date: _____

Signature: _____
Name: _____
Date: _____

Part 2: INSTRUCTIONS

When your account is first opened we can either hold your mail in our office until further notice from you, or we can forward your mail to an address. Please answer accordingly:

1. When my account is first opened, I would like Nevada Mail Service to **HOLD MY MAIL** until further notice from me. Yes / No
2. When my account is first opened, I would like Nevada Mail Service to **FORWARD MY MAIL** to the address below. Yes / No

Forward my mail to this address
(please include phone number):

Part 3: SPECIAL INSTRUCTIONS

Please indicate any magazines or bulk mail you wish forwarded. (i.e.: name of magazine). Also, please indicate whether you require a specific mailing schedule. Your choices are to have your mail sent on: Monday only, Wednesday only, Friday only, or All Three Days.

Do you wish to be contacted via email? Yes / No

Email Address (please print neatly): _____

(Your email address would remain completely private, and would never be given to any third party)

NEVADA FACT SHEET

TAXES

Nevada is a community property state. It has no state or inheritance tax. Nevada does have a sales tax of 7.375% in Washoe county.

RESIDENCE

Residency is a matter of intent and evidence of that intent. In other words, your residence is a matter of you having ties in an area such as Reno, Nevada. Below is a list of ties in Nevada and you do not necessarily need all of these to be a resident. However, the more ties you have in an area, the more evidence of your intent to be a Nevada resident:

- 1. Nevada permanent address**
- 2. Nevada bank account**
- 3. Nevada driver's license**
- 4. Nevada vehicle registration**
- 5. Be employed in Nevada**

VOTING

In Nevada it is necessary to physically live in one county for a period of thirty (30) days in order to be eligible to vote. It is not necessary to vote to maintain Nevada residency.

VEHICLE REGISTRATION

Nevada requires proof of insurance on a Nevada Insurance Commission form when registering a vehicle in Nevada. Your present agent should be able to furnish you the name and address of an agent in Nevada who can handle this for you, and also tell you what insurance information you will need to take with you. In some cases, a Smog Certificate is also required. Nevada drivers license application provides for both a resident address and a separate mailing address. Although we are unable to furnish you with a street/resident address, for your mailing address use PO Box 971, Reno, NV 89504 and your renewal forms will be mailed to that address.

DRIVER'S LICENSE

A Nevada driver's license is issued for four years, renewable on your birthday. You must apply in person. If you hold a valid out of state license, you usually need only take the written test and the eye test. The written test and registration may be taken care of at the Department of Motor Vehicles, 305 Galletti Way, Reno, NV 89512-3824. To get a driver's license you will need: proof of your name, age and social security number. For your name you may use a birth certificate, passport, driver's license from another state, or military i.d. For your social security number, you may use a social security card, W-2 form, employer verification, or selective service card. The cost of licensing is approximately:

<i>Original or I.D. card</i>	\$21.75
<i>Name, Address change</i>	\$ 6.00
<i>Change of address by mail</i>	\$ 5.00
<i>Duplicate License</i>	\$15.00
<i>Smog Check (Washoe County)</i>	\$30.00
<i>Renewal License</i>	\$21.75

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Credit Card Auto-Payment Form (must be signed and returned via fax or mail)

I, _____, hereby authorize Nevada Mail Service, Inc. to automatically debit my credit card under the following circumstances only (please check one or both):

- Auto-payment of forwarding postage when above \$25
- Auto-payment of annual fee

I understand that only Nevada Mail Service Inc. will have access to my credit card account information. By signing this portion of the form, I authorize Nevada Mail Service, Inc. to initiate an automated charge of the named account, and that by signing this form I authorize Nevada Mail Service Inc. to initiate an automated debit of the named account. This agreement is good until canceled in writing by either myself (the credit card holder) or Nevada Mail Service, Inc.

Print Name: _____

Authorized Signature: _____

Date Signed: _____

Credit Card Billing Information

Print Name (as it appears on credit card): _____

Billing Street Address: _____

Billing City, State: _____

Billing Zip Code: _____

(we do not accept American Express or Discover)

Visa

Master Card

Card Number (16 digits):

Three digit CVC Security Number
(this is the last 3 digits of number
located on back of card):

Credit Card Expiration Date: _____

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