

How to use this document:

1. Google search "the ups store {your city and state}" or "mailbox rental {your city and state}"
 2. Print off a few of these questionnaire documents
 3. Call each location and run through the questions below
 4. Choose the business you trust and feel most comfortable with
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Price for Business Box

- What is the monthly price of a small business mailbox?

Address Formatting

- What is the address format of this location?
- Can I use Apt., Suite, #, Unit, etc? Are there any restrictions to what I can use? What are my options?

Personal Use? Multiple Businesses/LLCs?

- I will register the box in my business/LLC name, but can I also get mail sent to my personal name as well? What about if I have multiple LLCs?

Mail Forwarding

- Do you offer mail forwarding? What is the charge for mail forwarding?

Packages

- Can I also receive packages? If so, can you forward them (re-ship) or do I need to pick up?

Ownership & Longevity

- How long have you been at this location?
- I'm looking for a long-term solution for my mail... just curious, how long is your lease until? Do you plan on moving in the next 3 years?

Hours

- What are your hours? If I pick mail up, can I only retrieve it during normal business hours, or do I also get a key for after hours access?

What's Needed to Open Box

- What do I need to open the mailbox? 2 forms of ID? Anything else?