



MAILBOX ORDER FORM

Order Date: _____

Name: _____ Phone #: _____

Address: _____

Lot # _____

This is a new construction? _____ Move In Date (if applicable): _____

Mailbox hit / damaged: YES NO

Damaged by: _____ Paid by: _____

- New / Full Replacement Mailbox (mailbox, platform, post, lettering & installation) \$ 220.00
- Replacement Mailbox (mailbox, platform, lettering & installation)..... \$ 70.00
- Post Replacement (post & transfer of old mailbox)..... \$ 150.00
- New Charles Towne Place (mailbox, platform, post, lettering & installation)..... \$ 235.00
- Vinyl Lettering..... \$ 11.00
- Platform..... \$ 5.00
- Mailbox..... \$ 50.00
- Charles Towne Place Mailbox..... \$ 35.00
- Mailbox Post..... \$ 145.00

Other:

- Minor repairs/Adjustments..... \$ 20.00
- Relocate mailbox..... \$ 100.00

FOR OFFICE USE ONLY

Check #: _____ Cash: _____

Stake Issued		Vinyl Ordered		Locate #			
Stake Placed		Vinyl Received		Created On		Update On	
Stake W/O		Vinyl P/O Called		Locate Date		Good Through	
Stake Ok'd		Vinyl Picked up		Work Date		Locate Closed	
	Install W/O		Notify Post Office		Work Complete		

Notes: