



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) \$ 280.00
- ☐ Replacement Mailbox (mailbox, platform, lettering & installation)..... \$ 95.00
- ☐ Post Replacement (post & transfer of old mailbox)..... \$ 210.00
- ☐ New Charles Towne Place (mailbox, platform, post, lettering & installation)..... \$ 235.00
- ☐ Vinyl Lettering..... \$ 11.00
- ☐ Platform..... \$ 5.00
- ☐ Mailbox..... \$ 55.00
- ☐ Charles Towne Place Mailbox..... \$ 35.00
- ☐ Mailbox Post..... \$ 190.00

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: