



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: _____

- ☐ Full Replacement Mailbox (mailbox, platform, post, lettering & installation) \$ 300.00
- ☐ Replacement Mailbox (mailbox, platform, lettering & installation) \$ 100.00
- ☐ Post Replacement (post & transfer of old mailbox) \$ 210.00
- ☐ Post Replacement (no installation) \$ 190.00
- ☐ Vinyl Lettering (no installation on existing box) \$ 20.00
- ☐ Vinyl Lettering (installed on existing box) \$ 30.00
- ☐ Platform..... \$ 10.00
- ☐ Mailbox (w/ installed lettering) \$ 95.00
- ☐ Full Replacement Charles Towne Place Mailbox
(mailbox, platform, post, lettering & installation) \$ 500.00
- ☐ Charles Towne Place Replacement Mailbox
(mailbox, platform, lettering & installation) \$ 100.00

Other:

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

FOR OFFICE USE ONLY

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:

AT&T ☐ BREEZELINE ☐ DOMINION ELECTRIC ☐ DOMINION GAS ☐ AIKEN CO-OP ☐ AIKEN CITY SEWER ☐ AIKEN CITY WATER ☐ COMCAST ☐