

ORDER FORM

(intern)

Client number _____



Name, Surname

Address

Postcode, Place

DNI / NIE / CIF

Mobile

Email

Language

☐ Spanish

☐ German

☐ English

YOUR POSTADDRESS

YOUR NAME
 Paquetes Lluccmajor <your PO Box number>
 Ronda Ponent 13
 07620 Lluccmajor
 SPAIN

☐ POSTBOX SERVICE

Your POB _____

☐ 12 month - only 85,- €/Year*

Optional:

☐ 36 month - only 72 €/Year*

☐ Acceptance of registered mail.

☐ Automatic renewal

Observe legal information**

☐ Scan- & Mail-Service

☐ Additional S.L- Name (+25 €/Year)

☐ Burofax acceptance

* incl. notification for incoming mail or parcels and 2 recipients. Each additional recipient 20 €/yea

** a registered letter is considered legally delivered if we have accepted it for you

☐ PARCELS-ONLY (without Postbox)

3,50 €/Parcel (billing via vouchers)

☐ Cash on delivery (please leave a sufficient amount)

ADVICE: Observe storage time limit; Pick up 24/7

PARCEL-SERVICE

☐ Unlimited number of parcels – 20 €/month*

☐ Single billing with vouchers (2,50 €/parcel)*

☐ Cash on delivery (please leave a sufficient amount)

* incl. email notification

START

☐ immediately

☐ on _____

RECIPIENT NAME (Power of attorney required for each recipient)

					Parcels	Letters	Registered letters	Burofax
1. Name	DNI / NIE / CIF	Email*	Mobile	for	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Name	DNI / NIE / CIF	Email*	Mobile	for	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Name	DNI / NIE / CIF	Email*	Mobile	for	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

* To this email we will send the notification when you received post. *Please attach a power of attorney for each recipient.

SCAN & MAIL-SERVICE 2,50 €/letter

☐ Valid for all recipients

Letters

Registered Letter

1. Name

☐

☐

per email to

2. Name

☐

☐

per email to

3. Name

☐

☐

per email to

PAYMENT METHOD (in advance)

☐ Cash

☐ Direct debit

IBAN _____

☐ Paypal (Payment to: service@paquetes-llucmajor.com)

ACCESS KEY (Deposit 25 Euro)

Code

received

Proof of identity through:

☐ Identity Card

☐ Passport

☐ personally known

☐ Only in case of SL: Presentation of the CIF and proof of administrator property

ADVICE: ACCEPTANCE OF PALLET GOODS (please notify us beforehand)

For Post Box Customers

Costs per Pallet 15 €

Storage costs 1 week free

from the 2nd week 15 €/week

Without Post Box

Costs per Pallet 25 Euro

Storage costs 1 week free

from the 2nd week 25 €/week

A prior space reservation is absolutely necessary. If no storage space is available, we reject the goods.

Reservation +34 971 661 780 or
 by email to service@paquetes-llucmajor.com

NOT TO FORGET (internal)

☐ GRC

☐ Advice on handling large parcels and storage periods

☐ Price list for additional services

☐ Additional agreement for scan and mail service

☐ Data protection information

☐ power of attorney

Access times: 24 hours daily

Office from Mo. - Fr. 11:00 am to 13:00 am
 Storage from Mo. - Sa. 10:00 am to 13:00 am