

I have attached some of the questions that we need to be answered to get you an estimate sent over. When you have answered these questions if you will forward it back to Heather in the mailbox department at: mailboxes@bozmansigns.com we will get you an estimate sent over. Thank you and have a nice day.

Due to ongoing problems with accepting mailbox orders by phone, Bozman Sign Company is instituting the policy whereby mailbox orders must be placed by email.

We anticipate that this new arrangement will prevent some of the common problems encountered:

1. The date(s) for which mailbox installations have been requested
2. Errors in information provided - i.e. lot numbers, street addresses, if the order has indeed been placed
3. Failure to provide additional specific information regarding the install (i.e., which side of the driveway desired for installation, if irrigation system is present, sometimes project managers are not sure if they need a double, single or box only on a given lot etc.)
4. Companies that issue P.O.'s sometimes place orders "ON HOLD" and will call when lots are ready for installation. Please call at least a week prior to the date needed so we can do our best to accommodate your need(s). Understand that at particularly busy times, we may be booked 2 to 4 weeks out.
5. Also we want to remind you that when you request a mailbox to be installed, the lot MUST have a driveway and sidewalk and the ***final grade*** must be completed for us to install the mailbox safely and properly. If we arrive and the box is not at final grade you will incur an additional trip charge for us to come out.

INFORMATION REQUIRED FOR MAILBOX ORDERS

1. DATE OF REQUEST (TODAY'S DATE)
2. NAME:
3. HOMEOWNER PHONE #:
4. PRIMARY CONTACT EMAIL:
5. SUBDIVISION NAME:
6. LOT #: (IF KNOWN)
7. COMPLETE STREET ADDRESS:
8. CITY/ZIP CODE:
9. GATE CODE: (If applicable)
10. MAILBOX DESCRIPTION: SINGLE () DOUBLE ()
11. SPECIAL INSTRUCTIONS:
12. IS POST INSTALLED IN GROUND OR ON CONCRETE: () GROUND () CONCRETE
13. IRRIGATION SYSTEM YES () NO ()
14. SUGGESTED DATE OF INSTALLATION:

(If our installation schedule will not accommodate your suggested date, we will e-mail you and make arrangements for next available date(s).)

- IF YOU LIVE IN A GATED COMMUNITY PLEASE INCLUDE YOUR CODE. IF WE GET TO YOUR PROPERTY AND ARE UNABLE TO GET IN TO INSTALL WE WILL HAVE TO ADD AN ADDITIONAL TRIP CHARGE FEE.

Email mailbox orders to: Primary: mailboxes@bozmansigns.com