

MAIL FORWARDING SUMMER 10

CLASSES OF 11-12-13

All mail will be automatically sent to your current address (see label below) starting Monday, May 11th. If you wish to have your mail sent to a temporary address for the summer, please fill in the form below. Students also have the option of holding their mail at HC for the summer by checking the box below.

CLASS OF 10

Mail will be sent to your current address (see label below) starting Wednesday, June 2nd. If you want your mail sent to a different address you must fill in the form below and return it to the post office before graduation. Second class mail (magazines) can only be forwarded for 60 days so please notify the publishers as soon as possible. First class mail will be forwarded for 1 year, however you should notify the senders so that your mail arrives at the correct location on a timely basis.

UPS SHIPPING –BOX PURCHASES

UPS shipping is available during our regular business hours (11 AM to 4:00 PM) Monday thru Friday. Boxes are available for shipping or storage. Please ship as early in the week as possible to avoid delays. Your Crusader One Card can be used for UPS shipping, in addition to purchases of boxes, padded bags, and books of stamps.

CHANGE OF ADDRESS FORM (TO BE USED FOR NEW ADDRESS ONLY)

NAME _____ BOX # _____ CLASS _____

CURRENT ADDRESS

STREET _____

CITY _____

STATE _____ ZIP _____

NEW ADDRESS

STREET _____

CITY _____

STATE _____ ZIP _____

Please print new address information above

check here to hold your mail at HC for the summer

check here if above label is correct and return to post office