

Mailbox Application Form



The Melbourne Market is offering Fruit and Vegetable stand holders, Flower Market stand holders and Warehouse 5,6 and 7 tenants onsite mailboxes including mail delivery to mailboxes. Warehouses under ESR may also apply for mail delivery.

Stand holder mailboxes will be located within the fruit and vegetable trading floor close to the Customer Service Office (Cashiers Office). The mailboxes for warehouse 5,6 and 7 tenants are located close to the warehouse area. ESR warehouse tenants are required to supply their own mailbox outside their tenancy.

Melbourne Market mailboxes offer a safe and convenient location to have business mail delivered.

To apply for your Melbourne Market mailbox please complete the form below and return to the Melbourne Market Customer Service Office (*Cashiers Office*) Tenancy 80 on Buyers Walk.

Pricing

Mailboxes will be charged at \$89.80 (including GST) per year.

Complete this form if you would like to apply for a Melbourne Market mailbox.

INSTRUCTIONS Please **PRINT** all information clearly)

1. Complete Section 1, 2 & 3
2. Return this form via one of the following methods:
 - o Deliver to: Customer Service Office (Cashiers Office) Tenancy 80 on Buyers Walk.
 - o Email to customerservice@melbournemarket.com.au
 - o For queries please contact the Customer Service Centre on 9258-6144
3. Payment can be made via cheque marked payable to the Melbourne Market Authority or by supplying credit card details to be billed. (Note: Applicants will only be billed upon mailbox key handout)

1. Business Details (Mandatory Fields)

Business Name		Customer Number	
Business Address		Suburb	
Postcode		Email Address	
Business Nominee Name		Application Date	
Mobile No		Office No	

2. Mailbox Address Details (Mandatory Fields)

Name to be printed on mailbox (25 character max): _____

Stand/Warehouse Number (If applicable): _____

3. Credit Card Payment (If applicable)

Credit Card Name		Credit Card Number	
Card Type	☐ Visa ☐ Master Card	CVV Number	Expiry Date

Privacy Statement: The MMA is committed to protecting the privacy of your personal information. We need to collect and handle your personal information in order to be able to process your application. All the information you give us will be handled in accordance with the Privacy and Data Protection Act 2014. You can gain access to the personal information we hold about you and request that it be corrected if necessary. For further information about privacy contact privacy@melbournemarket.com.au

4. Office Use Only

Record Held By (Name or Initials)		Signature		Date	
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