

# MAIL PROCESSING SERVICE AGREEMENT



www.expresstitleandtag.com | 907-488-3106

## SENDER CONTACT INFO

First Name	Last Name	
<input type="text"/>	<input type="text"/>	
Phone	Email	
<input type="text"/>	<input type="text"/>	
Company/Dealership	Address	
<input type="text"/>	<input type="text"/>	
City	State	Zip
<input type="text"/>	<input type="text"/>	<input type="text"/>

## VEHICLE OWNER INFO

Same as sender contact

First Name	Last Name	
<input type="text"/>	<input type="text"/>	
Phone	Email	
<input type="text"/>	<input type="text"/>	

## RETURN SHIPPING INFO

Same as sender contact

First Name	Last Name	
<input type="text"/>	<input type="text"/>	
Phone	Email	
<input type="text"/>	<input type="text"/>	
Company/Dealership	Address	
<input type="text"/>	<input type="text"/>	
City	State	Zip
<input type="text"/>	<input type="text"/>	<input type="text"/>

- I have provided a pre-paid return label.  USPS priority \$20.  
 USPS EXPRESS \$40  \*UPS  \*FedEX \*Charged to your credit card directly.

## FEE SCHEDULE

Express Title & Tag's Service Fee is \$100 per transaction, in addition to state of Alaska fees.

- Please expedite my transaction(s) for an additional \$35 fee.\* "EXPEDITE" must be written on the outside of the envelope

## VISA / MASTERCARD AUTHORIZATION

Name on Card	CC#	EXP	CVC	Company
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Billing Address	City	State	Zip	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	

I authorize Express Title and Tag to charge my credit card for DMV related fees, convenience fees, and shipping costs. I understand I will receive a line item receipt for charged incurred.. I certify I am an authorized user of the credit card listed above and I authorize Express Title & Tag to charge my account. A 2% surcharge is added to the total for credit card processing fees.

Cardholder Signature: \_\_\_\_\_

Date: \_\_\_\_\_



## IMPORTANT

To ensure the accuracy of required information, email your complete package to **dmv@expresstitleandtag.com**.

We will review and respond with any needed changes and associated costs. Please allow three (3) business days for a response.

Thank you for waiting for our response before mailing your documents.

Send all **ORIGINAL DOCUMENTS** to:

**EXPRESS TITLE & TAG**  
2156 Bunge St. North  
Pole, Ak 99705

Please use a shipping method that allows you to track your package.



## SUBMITTAL CHECKLIST

Please follow the instructions on our website for your specific request or transaction as not all documents listed here are applicable to every transaction.

- Mail Processing Service Agreement
- Vehicle Transaction Application
- Original Title or Manufacturer's Certificate of Origin
- Military LES for current month (if registered owner is military)
- Original / Certified Power of Attorney (If used to sign any documents)
- Copy of Current Valid Driver's License

## PAYMENT TYPE ENCLOSED (3 OPTIONS)

- Check payable to Express Title & Tag
- Credit Card Payment
- Money Order