## Virtual Mail & Office

## Virtual Mail

The following table gives you a quick reference to the benefits offered by five virtual mail services. You will note that they all provide a physical address with the mail service. Using the table reference, you should be able to quickly select the features you want. From there you can go to their websites to look more closely at their information. Each service will have differing details about charges you will incur should you go over the allotted amounts. You can use the company names as links to their websites.

	<u>Anytime</u> <u>Mailbox</u>	<u>Traveling</u> <u>Mailbox</u>	<u>PostScan</u> <u>Mail</u>	iPostal1	<u>Digital</u> <u>Mailroom</u>
Basic Plan	Depends on location. Starts at \$4.98 up to about \$16.99 @ month	\$15 @ month	\$15 @ month	\$9.99 @ month	\$7 @ month
Incoming mail	30 @ month	40 @ month	30 @ month	30 @ month	100 @ month
Number Recipients	2	3	1	4	1
Real street address	Yes	Yes	Yes	Yes	Yes
Pages scanned	5 @ month	35 @ month	5 @ month	5 @ month	100 @ month
Online Storage of Mail	Unlimited	Unlimited	Unlimited	2 GB	60 days

Check Deposit		Yes - \$4.95 per check			Yes
Forwarding	Cost of shipping + \$5	Cost of shipping	Cost of shipping + \$2	Cost of postage	\$1/envelope + cost of shipping \$3/package + cost of shipping
Junk		will be shredded. It does not count against total recipients	Unlimited recycling		
Local pickup	Yes, \$5	Yes	Yes	Yes - possible fee	
Mail shredding (upon request for sensitive mail)	\$0.15 per item	Free	\$2	\$2	
Free Apps	Yes	Yes	Yes	Yes	
Physical Storage	30 days	30 days \$1 per envelope	30 days	30 days	30 days

## **Virtual Office**

The virtual office is an expansion of the mail service. It amounts to a suite of virtual services, including mail, phone, and fax. Unlike virtual mailboxes, the virtual office

packages cannot be listed in a table showing how they compare. Since each virtual office package is unique, I have listed each one individually.