

BOVONI MAIL CENTER

PRIVATE MAILBOX & PACKAGE SERVICES
St. Thomas, U.S. Virgin Islands

7410 Estate Bovoni, STE #5

St. Thomas, USVI 00802

bovonimailcenter.com · info@bovonimailcenter.com

Mon–Fri 8:30am–6pm · Sat 9am–1pm · Sun closed

PHYSICAL MAILBOX PLANS

A dedicated mailbox address with package intake — pick the tier that matches how much you ship.

TIER 1 Basic Mail \$20 /mo	TIER 2 Light \$30 /mo	TIER 3 Standard \$40 /mo	TIER 4 MOST POPULAR All-Inclusive \$75 /mo
Packages included Mail only	Packages included 5 packages	Packages included 15 packages	Packages included Unlimited
Per-package fee \$3.00	Per-package fee \$2.50	Per-package fee \$2.00	Per-package fee —
Hold period 15 days	Hold period 15 days	Hold period 15 days	Hold period 30 days
Dedicated mailbox for one person · letter & flat mail · per-package charge applies.	All Basic features, plus a small monthly package allowance.	Suited for regular online shoppers · includes up to 3 people · \$15 processing fee per person.	Unlimited packages · priority intake · customs concierge · includes up to 5 people · \$15 processing fee per person.

ADD-ONS & EXTRA FEES

ADD-ON	PRICE	UNIT	NOTES
Business Surcharge	\$10.00	/month	Flat fee for business / DBA registrations using the address.
Additional Recipient Name	\$5.00	/month per name	Extra authorized name on the mailbox · separate Form 1583 required per person.
Customs Concierge	5%	of duties, \$4 min	BMC pays customs duties on your behalf for packages arriving via FedEx, UPS, DHL, and other carriers, so your package isn't held up. You reimburse the advanced amount at pickup. Included automatically in the All-Inclusive plan.
Extended Hold	\$2.00	/day	Beyond the standard 15-day hold period.
One-Time Setup Fee	\$15.00	at signup	Covers mailbox assignment, Form 1583 processing, and onboarding — per person, for all new or renewed Form 1583.

Customs Concierge: Ordering internationally? Packages shipped via FedEx, UPS, DHL, and other carriers often arrive with customs duties due before they can be released. BMC pays those duties on your behalf so your package clears without delay — you simply reimburse the advanced amount (5% of duties, \$4 minimum) when you pick up. This is included automatically with the All-Inclusive plan, and available as a pay-per-use add-on on every other tier.

Good to know: Auto-pay (ACH or card) is required for all subscriptions. Subscriptions are cashless — cash is accepted for à la carte services only. Any item that does not fit in the letter box counts as a package.

BOVONI MAIL CENTER

VIRTUAL MAIL & SEASONAL BUNDLES
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SNOWBIRD & TERM-CHARTER BUNDLES

Physical mailbox + virtual mail together — ideal when you're on charter or off island for the season.

Snowbird Essential

Standard (physical) + Virtual Basic

\$55/mo

Save \$5 vs. \$60 separately

Part-time residents · seasonal visitors · boat owners. Great for keeping your mail while out on charter or off island for the season.

Snowbird Premium

All-Inclusive (physical) + Virtual Plus

\$115/mo

Save \$10 vs. \$125 separately

Full-time snowbirds · remote workers needing full access plus mail forwarding.

VIRTUAL MAIL SERVICE

A separate product line — a physical mailbox is not required. Form 1583 required at signup.

TIER 1

Basic

\$25/mo

Scans included

Envelope scans (outside only)

Mailbox address · mail receipt notifications · envelope photo scan · shred / recycle · 7-day mail hold, then \$2/day.

TIER 2

Plus

\$45/mo

Scans included

Open & scan up to 10 items/mo

All Basic + content scans · check scan & email · forwarding requests · 14-day mail hold, then \$2/day.

TIER 3

Pro

\$85/mo

Scans included

Open & scan up to 30 items/mo

All Plus + priority scanning · package receipt · premium support · 30-day mail hold, then \$2/day.

VIRTUAL MAIL ADD-ONS

SERVICE	PRICE	UNIT	NOTES
Additional Content Scan	\$1.50	/item	Overage beyond your plan allowance.
Check Scan & Email	\$3.00	/check	We open, photograph both sides, and email you the images — you deposit via your bank's mobile app.
Extended Mail Hold	\$2.00	/day	Beyond your standard plan hold period.
Shredding	Free	unlimited	Included in all virtual tiers.

About Check Scan & Email: BMC opens the envelope, photographs both sides of the check, and emails the images to you. You deposit through your own bank's mobile deposit app. BMC never accesses your bank account.

BOVONI MAIL CENTER

VILLA & HOTEL CONCIERGE SERVICE

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VILLA & HOTEL CONCIERGE

A service for hotels & villa properties — guests ship purchases to BMC, your concierge is notified on arrival, and pickup is secure.

1

Property Signs Up

Establish a Villa Concierge Account with BMC. No monthly fee to maintain the account.

2

Address Provided to Guest

Guest receives the BMC address with a unique Property Code: "7410 Estate Bovoni STE #5, [PROPERTY-CODE], St. Thomas, VI 00802."

3

Guest Ships Their Order

Guest orders online and ships directly to BMC. Works with any carrier — Amazon, UPS, FedEx, USPS.

4

BMC Receives & Notifies

Package is logged at intake with a photo. Concierge (and optionally the guest) receives an SMS/email notification.

5

Guest or Concierge Picks Up

Pickup with ID verification. BMC logs the pickup and closes the record.

6

Property Is Invoiced

Billed per package plus any customs fees. Invoice sent weekly or monthly — the property's choice.

CONCIERGE PRICING

ITEM	PRICE	UNIT	BILLED TO	NOTES
Account Setup	\$25.00	one-time / property	Property	Covers account creation, property code assignment, and staff onboarding.
Package Receipt & Hold	\$6.00	/package	Property	Covers intake scan, photo log, SMS/email notification, and up to a 10-day hold.
Extended Hold	\$2.00	/day after 10 days	Property	Package remains secure; daily charge until pickup or return-to-sender.
Pickup by Concierge	Free	included	—	Authorized property staff pickup with ID log; no extra charge.
Direct Guest Pickup	Free	included	—	Guest shows ID matching the shipping name; BMC logs and releases.
Return to Sender	\$5.00	/package	Property	If unclaimed beyond the agreed hold window; postage additional if applicable.

Interested in the concierge program? Contact Bovoni Mail Center to set up a property account and receive your unique Property Code. Invoicing is flexible — weekly or monthly, whichever suits your front desk.