



MAIL BOXES ETC.®

Plaza Banex #5 200m Sur de AutoMercado Santa Ana, Costa Rica
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<http://www.mbesantaana.com>

Let us get your mail for you



Secure physical addresses in both US and Costa Rica
Email Notification, Mail Check-In, Customs Services
Couriers, Office Services, Etc.
English and Spanish Customer Service

203-8615 -- MBESantaAna.com

MBE Santa Ana, 200 Sur de Automercado, Santa Ana.

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Casilleros

Couriers

Office Services



Services

Mailbox Services in USA and Costa Rica

This service allows the client to have a physical address and a P.O. Box in Miami Florida, USA. With a physical address you can receive any delivery which requires a signature including FedEx, UPS, and commercial package deliveries. The P.O. Box allows you to receive all standard types of mail and packages including magazines, letters, and packages sent via the United States Postal Service. We handle Customs, and provide you with complete documentation.

Amazon Mondays!

We are now running a special weekly promotion which combines Amazon Prime orders to lower your shipping costs! Send us a list of items you'd like to order from Amazon (they must be eligible for **SUPER SAVER SHIPPING**) and receive a reduced rate on shipping from Miami to Costa Rica!

USPS Remail Program

We can send your letters via United States Postal Service for a small fee over USPS rates. Every week we send bundles of mail that are not time sensitive back to the United States to be sent through the Post Office. This service can be used for ALL USPS services including Priority, Delivery Confirmation, Certified and International.

Couriers

All of the major courier companies are available to the client through MBE including Fedex, UPS, and TNT. This allows our clients to send documents and items worldwide at competitive rates. We also offer local courier delivery to all of Costa Rica.

Packaging Services

MBE can help prepare your items for shipping. We offer packing materials such as boxes, bubble wrap, packing peanuts and tape to help the customer ensure that their items will arrive safely and intact at their final destination. Our staff is trained in packaging and can help you with the process by choosing the packing materials which best suit your shipment in order to save you time and money.

Office Services

We offer a variety of office services including copies, laminating, binding, collating and faxes. We also have office supplies available for purchase.

Delivery

We can forward your mail to anywhere in the world.

Please email us at info@mbesantaana.com with any other concerns, and be sure to visit our website for news, package tracking, and more!



Stationary

Below is a list of all the stationary products we offer:

- Announcements - 4 x 8
- Announcements - 5.5 x 4
- Brochures
- Business Card Holders
- Business Cards - Personal
- Business Cards - Premium
- Calendars - Desk
- Envelopes - #10
- Envelopes - #9
- Envelopes - 6x9
- Envelopes - A-2
- Flyers
- Folders
- Gift Tags
- Holiday Cards - Flat
- Holiday Cards - Folded
- Holiday Folded Calendar Cards
- Holiday Postcards - 4 x 8
- Invitations - Flat - 4 x 8
- Invitations - Flat - 5.5 x 4
- Invitations - Folded - 5.5 x 4
- Letterhead
- Magnets - Large
- Magnets - Small
- Multi Purpose Labels
- Note Cards - Flat
- Note Cards - Flat - 4 x 8
- Note Cards - Folded
- Postcards - Oversized
- Postcards - Standard
- Return Address Labels
- Rubber Stamps - Free
- Rubber Stamps - Large
- Rubber Stamps - Large Ink Pads
- Rubber Stamps - Signature
- Rubber Stamps - Small
- Rubber Stamps - Small Ink Pads



Pricing

Mailboxes Etc. Santa Ana has created a pricing structure which is affordable and competitive. We do not charge a membership fee and all handling charges are included in the price*. You will not find any surprise charges on your monthly bill.

Mailbox Plan	Kilos per Month	Monthly Fee	Extra Kilos
Occasional	\$0	\$0	\$12
GMBE A	2	\$25	\$9.50
GMBE B	4	\$35	\$9.00
GMBE C	8	\$70	\$8.50

*All Aduanas (Customs) fees incurred are the responsibility of the client. Aduanas fees are due when your package arrives at the Santa Ana store and must be paid by cash or check. MBE does not set the fee structure for Aduanas but we can help you estimate what you might pay for certain items.

Carga Pequeña

If you have larger items you'd like to import contact us immediately for assistance. Prices for Carga Pequena include the Broker Fee. We retrieve and process the items from Customs and supply you with all supporting documentation. You are responsible for all taxes incurred on your cargo.

Kilos	Price
10	\$60.00
11	\$65.00
12	\$70.00
13	\$75.00
14	\$80.00
15	\$90.00
16	\$95.00
17	\$100.00
18	\$105.00
19	\$110.00
20	\$115.00

Prices per additional kilo	21-49 kg	\$5.50
Prices for additional kilo	50+	\$5.25



Directions to MBE Santa Ana

From San Jose / Escazu:

Take the Pista to the Santa Ana exit. Take a right on the main road, proceed 300 meters and turn left into Banex Plaza.

From Belen:

Drive towards Santa Ana, take a left at Panasonic. Proceed 1.5 Kilometers and take a right into Banex Plaza.





Frequently Asked Questions:

Hours of Operation

We're open Monday through Friday / Lunes a Viernes 9am - 6pm. Saturdays/Sabados 8am - 2pm

Will you deliver my mail?

Delivery can be arranged anywhere to anywhere in Costa Rica.

What happens if I lose my key?

In accordance with your contract, there is a \$5 charge for replacing the key to your mailbox/casillero.

What products are not allowed to be imported?

- Alcoholic beverages (personal use quantities only)
- Explosives
- Used tires
- Pornographic or subversive material

When will I be charged for volumetric shipping instead of by actual weight?

The process of cargo shipping requires that we calculate the weight of your packages by assessing the volumetric weight of an item. The volumetric weight is determined by the following equation:

$\text{weight} \times \text{height} \times \text{length} / 6000$

If this amount is greater than the actual weight you we are required to use this. If the actual weight is greater you will be billed based on the actual weight. Due to this procedure it is always best to use the smallest amount of packaging possible for your item or include as many items as you can in one package.

If an item reaches our facility and the volumetric weight grossly out weighs the actual weight, it will be stopped for authorization. We will call you and make sure that you want it forwarded in advance.

Feel free to stop by the FAQ page at <http://www.MBESantaAna.com> for more answers to common questions.