



MAIL BOXES ETC.®

MAKING BUSINESS EASIER: WORLDWIDE.

CORPORATE ACCOUNTS

6060 CORNERSTONE CT WEST

SAN DIEGO, CA 92121

Phone: 858-623-1736 Fax: 858-597-6076

corporateaccounts@mbe.com

Dear MBE Center Owner or Manager

IMPORTANT TIPS ON PROCESSING THIS CORPORATE ACCOUNT TRANSACTION.

1. This work order is being sent to your Center because you are listed as a Corporate Account Participant AND have **Computer Time Rental**.
2. The customer will be coming to your Center to user your Computer Time Rental station with **internet access**.
3. **IMPORTANT!** If you don't have a Computer Time Rental Station with internet access, Please call MBE Corporate Accounts **IMMEDIATELY** at 858-623-1738 so that we may direct the customer to a nearby MBE Center.
4. **UNDER NO CIRCUMSTANCES** _____ do you give the customer a copy of the work order.
5. If you need additional assistance on how to process a Corporate Account POS work order transaction:
 - Follow the steps on the work order attached
 - Reference MBEWeb>Corporate Accounts>Work Order Quick reference.
 - Contact Mail Boxes Etc. Home Office at 858-455-8931 for operational assistance.

Thank you for your assistance.