



(715) 356-3309  
MINOCQUAWINTERPARK.ORG  
7543 SQUIRREL HILL ROAD  
PO BOX 1090 PMB 234  
MINOCQUA, WI 54548

## Minocqua Winter Park Return Item Agreement

The staff at Minocqua Winter Park will do their best to reunite you with any items you may have left at the park. As always, there is no charge for retrieving items from the lost-and-found bin in the Chalet by yourself on your next visit. We are also happy to hold any properly-identified items at the Front Desk or ship your items to you.

If we can locate and identify your belongings, we will return them to you for a handling fee of \$15 plus any shipping costs. We can process the handling fee with a mailed check or a credit card over the phone. For the shipping charges, you may send us a pre-paid label, or you may request that we process your item(s) per your instructions below.

Before we will ship your items, we require a completed copy of this form and a \$15 handling fee. We can are happy to fill-out this form with you over the phone, or you may mail or email it to us (info@minocquawinterpark.org).

At Minocqua Winter Park's earliest convenience, a member of our staff will transport your items to Postal Express: 9760 Wisconsin 70, Minocqua, WI 54548, 715-358-7080. Postal Express will provide any supplemental packaging materials and process the package as per your request below. Minocqua Winter Park will pay for these services, obtain a receipt, and bill you for this amount.

### Part I: For All Lost Items

Name: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_ Email: \_\_\_\_\_

Description  
of item(s): \_\_\_\_\_

### Part II: Shipping Instructions *(skip if using a pre-paid label and packaging)*

Method:  Ground  2-3 Day  Overnight  Fastest under \$\_\_\_\_\_

Carrier:  USPS  FedEx  UPS  Spee-Dee  No Preference

Insurance:  Up to \$100 (included in shipping fee)  Extra. How much? \$\_\_\_\_\_

Delivery:  Signature Required  Residential Address  Business Address

Other Notes: \_\_\_\_\_

Shipping  
Address: \_\_\_\_\_

### Part III: Credit Card Billing Information *(else: Check Enclosed, payable to Minocqua Winter Park)*

Name: \_\_\_\_\_

Billing  
Address: \_\_\_\_\_

Visa  MasterCard \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_ exp.\_\_\_\_\_/\_\_\_\_\_

CVV Number (3-Digit Security Code on back of card): \_\_\_\_\_

### Part IV: Signature

I agree to the above terms for the return shipment of my lost-and-found items, including the payment of the \$15 handling fee *and* any applicable shipping charges.

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