

Resident & Guest Services Service Offerings

Clerical services

- Photos Copies
 - Regular paper stock \$0.25/page; Card stock \$0.50/ page
 - Black & White \$0.25/page; Color \$0.50/page
- Envelopes
 - #10 security business envelope \$0.25
 - 9x12 envelope \$0.50
 - 10x13 envelope \$0.75
- Lamination - \$1.50/page
- Fax Services – Free
- Notary Services – Appointments must be made. Contact Resident & Guest Services for more information (920) 233-2340
- Accommodation monthly payment acceptance & receipting

Dry cleaning

A local commercial dry cleaner, Standard Cleaners, provides pickup and delivery of clothing at Resident and Guest Services. Residents should call (920) 230-4455 to schedule items to be picked up and then bring items to Resident & Guest Services to be picked up. Garments should be marked with Resident's name. The cost of dry cleaning is Resident's responsibility.

Mail Services

- Package shipping up to 4 lbs. via USPS or FedEx – Fees based on shipping options.
- Stamps available for purchase (individual or books) at current stamp price.

Gift Card Purchases

Gift cards can be purchased in person at Resident & Guest Services. We encourage recycling cards. Cards can be refilled at Resident & Guest Services or returned to be recycled.

Personal Check Cashing

Resident and Guest Services will cash personal checks up to \$50. Personal checks should be made out to "Cash." Two-party checks are not accepted.

Transportation Scheduling (for Independent Living Residents only)

Resident and Guest Services will assist residents in independent living options with scheduling of Evergreen Transportation to and from medical appointments and for personal errands. To schedule transportation, contact the transportation coordinator to make arrangements (920) 237-2106.

Guest Room Reservations

A guest room is available to all guests of Evergreen residents for a nightly fee. Contact Resident and Guest Services at (920) 233-2340 for additional information or to make reservations.

Room Reservation for Personal Gatherings

Call Resident & Guest Services at (920) 237-2340

Grocery Shopping Services

Call Resident & Guest Services at (920) 233-2340 to learn more about what options are available.

Replacement Items

If you should lose, misplace or break an Evergreen issued item (Emergency response system, key fobs, accommodation keys, storage locks, lock keys, mailbox keys, garage door openers, village garage service door remote, etc.) call Resident & Guest Services (920) 233-2340.

Storage Lockers

Storage lockers are available for a monthly fee for residents in the Manor Apartments & Garden Building. For more information call Resident & Guest Services at (920) 233-2340.

Courtyard Apartment residents are issued two storage lockers automatically with the rental of their apartment. For questions contact Housing Coordinator at (920) 237-2175.

Resident Fund Accounts

Keeping large amounts of cash in Resident's accommodation is discouraged. Resident may deposit funds into a Resident Fund Account at Resident and Guest Services. A Resident Fund Delegation Form must be completed before deposits may be accepted.

There is no charge for this service. Funds may be withdrawn at Resident and Guest Services desk during regular business hours. Quarterly statements are provided. Resident Fund Accounts with an average daily balance greater than \$50 in a given month will receive interest thereon. The interest is posted quarterly.

Contact Resident and Guest Services either in person or at (920) 233-2340 to make arrangements.