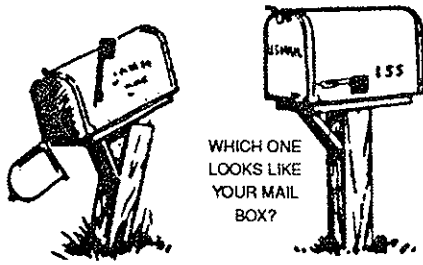


Your Mailbox Needs Attention

(Date) _____



WHICH ONE
LOOKS LIKE
YOUR MAIL
BOX?

Postal regulations require customers to provide and erect at their own expense rural mail boxes which meet official standards. A recent inspection disclosed the following faults.

1. Your box is not an approved box	10. The Signal Flag needs attention
2. The door needs attention	11. Your box is too near the road
3. Box must be located so carrier can serve it without leaving vehicle	12. Your box is too far from the road
4. Your box is not waterproof	13. Your box should face the road
5. Your box should be raised _____ inches	14. Your box should be securely fastened to its support
6. Your box should be lowered _____ inches	15. Your box should be made level, and the post firmly planted
7. Your box must be located on the right-hand side of the road in the carrier's direction of travel	16. A new post for your box should be provided
8. The approach to your box should be filled and properly graded & kept unobstructed at all times	17. The rural box number must be printed in numerals not less than one inch high on the side of the box visible to the carrier as they approach it or on the box door if the boxes are grouped
9. The approach to your box should be kept clear of snow, vehicles, and other obstacles.	18. Your box should be painted to prevent rusting
	19. Your house number must be clearly displayed _____ on your house or _____ on your box

20. Other Faults

Please help us provide you with better service by correcting these faults by _____.
After this date, delivery service may be suspended until the faults are corrected. Your cooperation is greatly appreciated.

If you have any questions please see your carrier or contact me.

(Postmaster) _____

INSTRUCTIONS

Whenever possible, boxes must be located so that carrier's vehicle is off pavement when serving them.

Rural box number (or house number) must be painted on box in numerals not less than one inch.

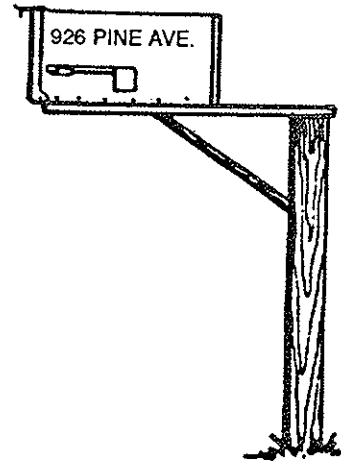
Post must be neat and of adequate strength and size.

Approach to box should be a hard level surface (gravel, cinders, stone).

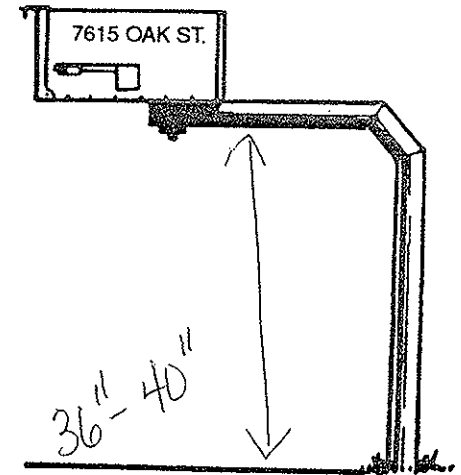
Boxes must be placed to conform with state laws and highway regulations.



Suggested installation of a single box.



Suggested installation where snow removal is a problem.



Extend box beyond end of post. Attach board holding box to post with screws or doublehead nails, permitting easy removal if necessary to adjust box height.

United States Postal Service

USPS Notice to Rural Route Customers

Each year the U.S. Postal Service designates a Mailbox Improvement Week for customers served by rural delivery routes. During that week, customers on rural routes are encouraged to examine and improve, where necessary, the appearance of their mailboxes. The third full week in May has been designated as Mailbox Improvement Week for this year.

The purpose of Mailbox Improvement Week is to call attention to the need for providing mail receptacles which are designed to protect the mail from the weather and are neat in appearance, conveniently located, and safe to use. Neat, attractive mailboxes make a significant contribution to the appearance of the countryside and the streets in suburban areas.

Mailboxes that meet these four important requirements contribute to a more efficient delivery operation, and the result is improved service to the entire route. There are two approved styles of boxes: (1) traditional design in three standard sizes (see exhibit A), and (2) contemporary design (see exhibit B).

Mailboxes of the approved traditional or contemporary design are required whenever a mailbox is newly installed or an unsuitable receptacle is replaced. Exception: Custom-built, rural-type mailboxes may be used if prior approval is given by the postmaster.

Where box numbers are assigned, the box number must be shown on the side of the box visible to the approaching carrier, or on the door where boxes are grouped. Customers are encouraged to group boxes whenever this is practicable, especially at or near crossroads, at service turnouts, or at other places where a considerable number of boxes are located.

In areas where snow removal is a problem, the use of a semi-arch or extended arm type of support is suggested (see exhibit C). This allows snowplows to sweep near or under boxes without damaging supports and provides easy access to the boxes by carriers and customers.

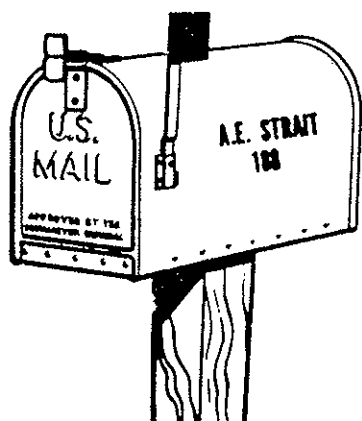


Exhibit A

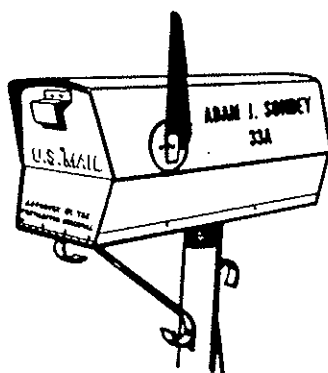


Exhibit B

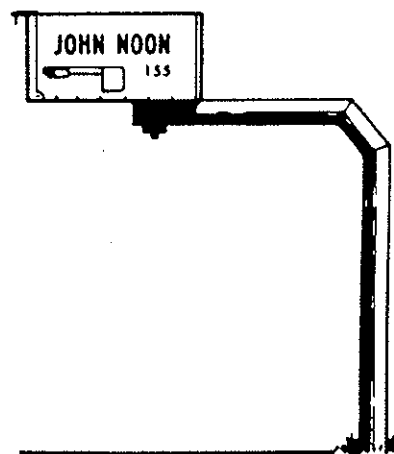


Exhibit C

If the use of street names and house numbers has been authorized, the house number must be shown on the mailbox. If the mailbox is located on a street other than the one on which the customer resides, the customer's street name and house number must be inscribed on the box.

The address must be visible from the direction of the carrier's approach, however it is generally in the customer's best interest to display the address on both sides of the box. Police, fire, and rescue personnel often depend on mailbox information to locate customers, and they may approach from a different direction than the carrier. In all cases, placing the customer's name on the box is optional.

Generally, boxes should be installed with the bottom of the box between 3 1/2 and 4 feet from the roadway. However, due to varying road and curb conditions, and other factors, it is recommended that customers contact the postmaster or carrier prior to initially erecting or replacing their mailbox and support.

Mailboxes on rural routes must be located on the right-hand side of the road in the direction traveled by the carrier. The box must be placed and served to comply with state laws and highway and postal regulations. The carrier must have access without having to leave the vehicle. Supports for mailboxes should be of adequate strength and size to properly support the box.

Reports have been received that some mailbox supports are so massive that they are damaging vehicles and causing serious injuries to people who accidentally strike them. The use of heavy metal posts, concrete posts, and miscellaneous items of farm equipment, such as milk cans filled with concrete, should be avoided. The ideal support is an assembly which, if struck, will bend or fall away from the striking vehicle instead of severely damaging the vehicle and injuring its occupants. Boxes and supports should be kept painted and free from rust.

Your participation and cooperation in Mailbox Improvement Week will be greatly appreciated by your rural carrier and the Postal Service.

POSTMASTER

Notice 209, March 1991

RURAL CUSTOMER
LOCAL



PENALTY FOR PRIVATE
USE TO AVOID PAYMENT
OF POSTAGE, \$300



UNITED STATES POSTAL SERVICE

OFFICIAL BUSINESS