

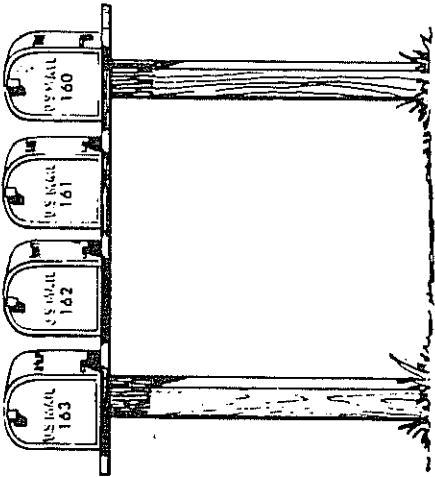
Suggested Way to Group Boxes (Single or Double Tier)

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

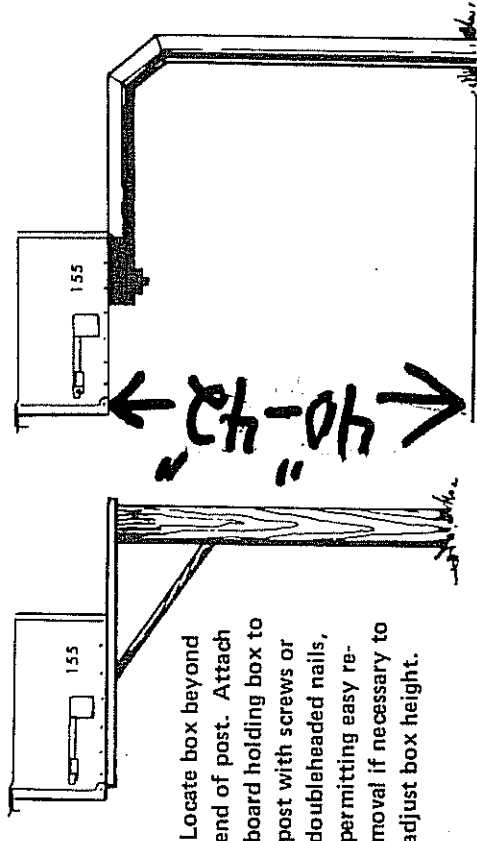
Box number must be painted on box in numerals not less than one inch high.

Post must be neat and of adequate strength and size.

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



Suggested installation where snow removal is a problem.

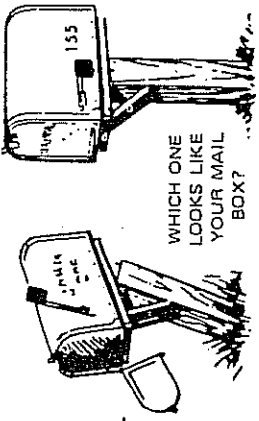


Locate box beyond end of post. Attach board holding box to post with screws or doubleheaded nails, permitting easy removal if necessary to adjust box height.

Your Mailbox Needs Attention

(Date) _____

M _____



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 irregularities checked below.

YOUR BOX IS NOT AN APPROVED BOX	YOUR BOX IS TOO NEAR THE ROAD	YOUR BOX IS TOO FAR FROM THE ROAD	YOUR BOX SHOULD FACE THE ROAD	YOUR BOX SHOULD BE SECURELY FASTENED TO ITS SUPPORT	YOUR BOX SHOULD BE LEVELED, AND THE POST FIRMLY PLANTED	A NEW POST FOR YOUR BOX SHOULD BE PROVIDED	BOX NO. MUST BE PRINTED IN NUMERALS NOT LESS THAN ONE INCH HIGH ON THE SIDE OF THE BOX VISIBLE TO THE CARRIER AS HE REGULARLY APPROACHES IT OR ON THE DOOR IF THE BOXES ARE GROUPED	YOUR BOX SHOULD BE PAINTED TO PREVENT RUSTING
THE DOOR NEEDS ATTENTION	BOX MUST BE LOCATED SO CARRIER CAN SERVE IT WITHOUT LEAVING VEHICLE	YOUR BOX IS NOT WATERPROOF	YOUR BOX SHOULD BE RAISED _____ INCHES	YOUR BOX SHOULD BE LOWERED _____ INCHES	YOUR BOX SHOULD BE ON THE RIGHT-HAND SIDE OF THE ROAD AS TRAVELED BY THE CARRIER	THE APPROACH TO YOUR BOX SHOULD BE FILLED AND PROPERLY GRADED & KEPT UNOBSTRUCTED AT ALL TIMES	THE APPROACH TO YOUR BOX SHOULD BE KEPT CLEAR OF SNOW, VEHICLES, AND OTHER OBJECTS	

OTHER IRREGULARITIES

Please help your carrier provide you with better service by correcting the irregularities noted above. If the deficiencies are not corrected by _____, delivery service will be suspended until the required standards are met. Your cooperation in the interest of improved postal service is appreciated.

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

(Postmaster)

APPENDIX B

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 that 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 damage to supports and provides easy access to the boxes by carrier and customers.

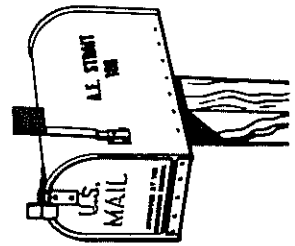


EXHIBIT A

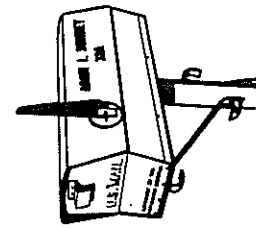


EXHIBIT B

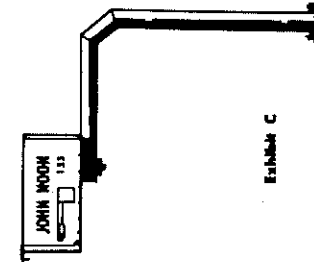


EXHIBIT C

If the use of street names and house numbers has been authorized, the house number should be shown on the mailbox. If the mailbox is located on a street other than the one on which the customer resides, the street name and house number must be inscribed on the box. In all instances, placing the owner's name on the box is optional. Generally, boxes should be installed with the bottom of the box between 3½ 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 they are damaging the 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