Your Mailbox Needs Attention

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

19. Other Faults

Please help your carrier provide you with better service by correcting these faults by

After this date, delivery service will be suspended until the faults are corrected. Your cooperation in the interest of improved postal service is 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.

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).

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.