

ALL OFFICES WITH CITY MOTORIZED, RURAL, AND HIGHWAY CONTRACT BOX DELIVERY ROUTES

Mailbox Improvement Week, May 21–26

Each year, the Postal Service designates the third full week of May to encourage customers on city motorized, rural, or highway contract box delivery routes to examine and, where necessary, improve the appearance of their mailboxes. Neat, attractive mailboxes make a significant contribution to the appearance of the countryside and to streets in suburban areas. Mailbox Improvement Week, May 21–26, calls attention to the need for providing mailboxes that are:

1. Approved by the Postmaster General.
2. Designed to protect the mail from weather.
3. Safe to use.
4. Conveniently located.
5. Neat in appearance.

Mailboxes that meet these five important requirements help delivery and collection operations and improve service to the entire route. There are two approved styles of curbside mailboxes: (1) traditional design, in three standard sizes (see Exhibit A); and (2) contemporary design, also in three sizes (see Exhibit B). USPS Std 7 governs the design and specifications of curbside mailboxes and includes provisions for improved quality of the product and a new category, locked mailboxes.

Notice 209

Postmasters should send Notice 209, *Mailbox Improvement Week*, to all rural and highway contract box delivery route customers the week before Mailbox Improvement Week to alert them of the event. Notice 209 can be requisitioned from the Material Distribution Center (MDC) as follows:

- Use Touch Tone Order Entry by calling 1-800-332-0317, option 1, then option 2.
- Send an F3Fill-completed PS Form 7380, *MDC Supply Requisition*, by cc:Mail to MDC Customer Service at TOKS001L.
- Mail a completed PS Form 7380 to the following address:

SUPPLY REQUISITIONS
500 SW GARY ORMSBY DR
TOPEKA KS 66624-9702

Exhibit A

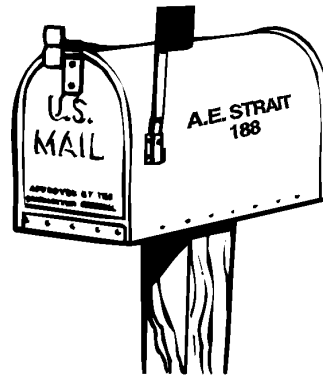


Exhibit B

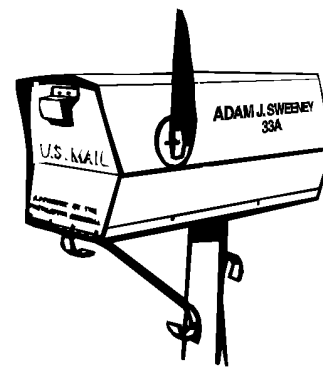


Exhibit C

