



Dear Box Mail Customer,

You are required to have your PO Box number on all of your mail. You do not get street delivery, so you must add your box number to the street address line of your mail, or to the line below street address. If your box number is not on your mail it will be returned to sender. If box number is not on your parcels they will be charged postage due or returned to the sender. Please see conditions of use of PO Boxes below.

Conditions of Use

4.3.1 Mail Receipt

In accordance with the standards in 4.2, any individual box customer or organization may receive through the box any mail properly addressed to the box number.

Sincerely,
Postmaster

The Post Office is now providing free small post office boxes to Franklinton Residents. The New Lobby hours for the Franklinton Location are Monday - Saturday 6:30 AM - 9:00 PM Sundays - closed Window hours are the same.

Tips for making the Mail work for you:

- Complete the Post Office form below which allows you to list all names and addresses that can be associated with your PO Box. Check this annually.
- Be aware of your bills, when they arrive and when they are due. If you are missing one call the creditor, not the Post Office.
- Provide your creditors with a copy of the USPS Dear Box Mail Customer letter advising the requirements for you to receive mail.
- when giving your street address add a comma and your PO Box number. It is required to receive packages and helps in the event that that address is used in error. Ex. 116 S. Baltimore St, 88.

Window hours: M-F 12:15p - 4:15p and Sat 9a - 11a

BOX

NUMBER: _____

NAME(S) _____

PHYSICAL
ADDRESS: _____

TELEPHONE: _____

ALTERNATE
TELEPHONE: _____