



To: Postal Customer
Subject: Change-of-Delivery Mode

Dear Postal Customer;

As you may be aware, mail theft and vandalism is a growing problem. As a result of this continuing problem, the Puyallup Post Office has conducted a review of its neighborhoods in order to determine and provide the best and safest possible mode of delivery. Utilizing input from our carriers, customers, and other sources, we recognize that your area would significantly benefit from the installation of a Neighborhood Delivery and Collection Box Unit (referred to as a CBU). CBU's provide unique advantages over individual roadside boxes.

For example:

- Security of the mail. The CBU is a locked unit that is designed to be vandal-resistant.
- Protection of both incoming and outgoing mail from theft. Your outgoing mail slot is a locked compartment, accessible only to your mail carrier. Likewise, your unit contains a parcel locker, in which packages will remain locked and secure until you retrieve them at your unit.
- Privacy. The CBU shows no buildup of mail as do other types of residential boxes. The individual receptacle is identified by a compartment number on the outside; the resident's home address is not visible from the street. Consequently, a potential burglar cannot tell who the home owner is or if they are away.
- Improved neighborhood appearance. The CBU's are discreet in appearance. They are not highly visible, and are set further off of the road than traditional boxes. Once a CBU is installed the individual boxes are to be removed.
- Safety. Our carrier's safety is of tremendous importance to the Puyallup Post Office. A CBU provides our carriers with a safe location to pull off of our increasingly congested roads and deliver a neighborhood at one stop. Letter carriers must often pull in and out of traffic, or even stop and block access to other motorists to deliver their routes. CBU's minimize or eliminate this danger to our carriers as well as our customers and their children.

**We have selected the site at:
as the best location for your neighborhood's CBU. Subsequent to the installation, the Post Office, with the assistance of your carrier, will issue individual box and key assignments. Once the unit is installed, the individual boxes must be removed and your carrier will only deliver to the CBU.**

Sincerely,

Roxanne Nelson
Customer Service Supervisor



Customer Mailbox Conversion

The undersigned, do hereby request that the permanent type of mail delivery for (Street Name) _____ from # _____ to # _____ be converted to CENTRALIZED DELIVERY by use of Cluster Box Unit(s) (CBU). The mutually agreed upon location for placement of CBU equipment is:

(Note: This location will be the same as the existing mailboxes.)

It is understood that the PROPERTY OWNERS must consent to the conversion and that the cost, installation and maintenance of the equipment is at the property owner's expense.

IT IS AGREED THAT THE RESIDENTS/OWNERS SHALL REMOVE ALL OLD MAILBOXES PRIOR TO INSTALLING THE NEW CBU EQUIPMENT.

	<u>NAME AND SIGNATURE</u>	<u>ADDRESS</u>	<u>PHONE #</u>
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____
5.	_____	_____	_____
6.	_____	_____	_____
7.	_____	_____	_____
8.	_____	_____	_____
9.	_____	_____	_____
10.	_____	_____	_____
11.	_____	_____	_____
12.	_____	_____	_____