

POSTMASTER



Dear Customer:

The attached information will provide you the necessary data to install your mail receptacle properly and safely.

We attempted to cover as many areas as possible on mail delivery and curblin mail receptacles. If you live within the City Delivery or Star Route boundaries, this pamphlet explains the differences in level of service. The installation procedures and specifications apply to all curblin mail receptacles.

Should you have any additional questions beyond the scope of this pamphlet, please contact your Delivery Station Manager in Fairbanks or North Pole by calling 1-800-275-8777.

We can only improve our service with your support and cooperation. I hope you will continue to give it to us in the future as you have in the past.

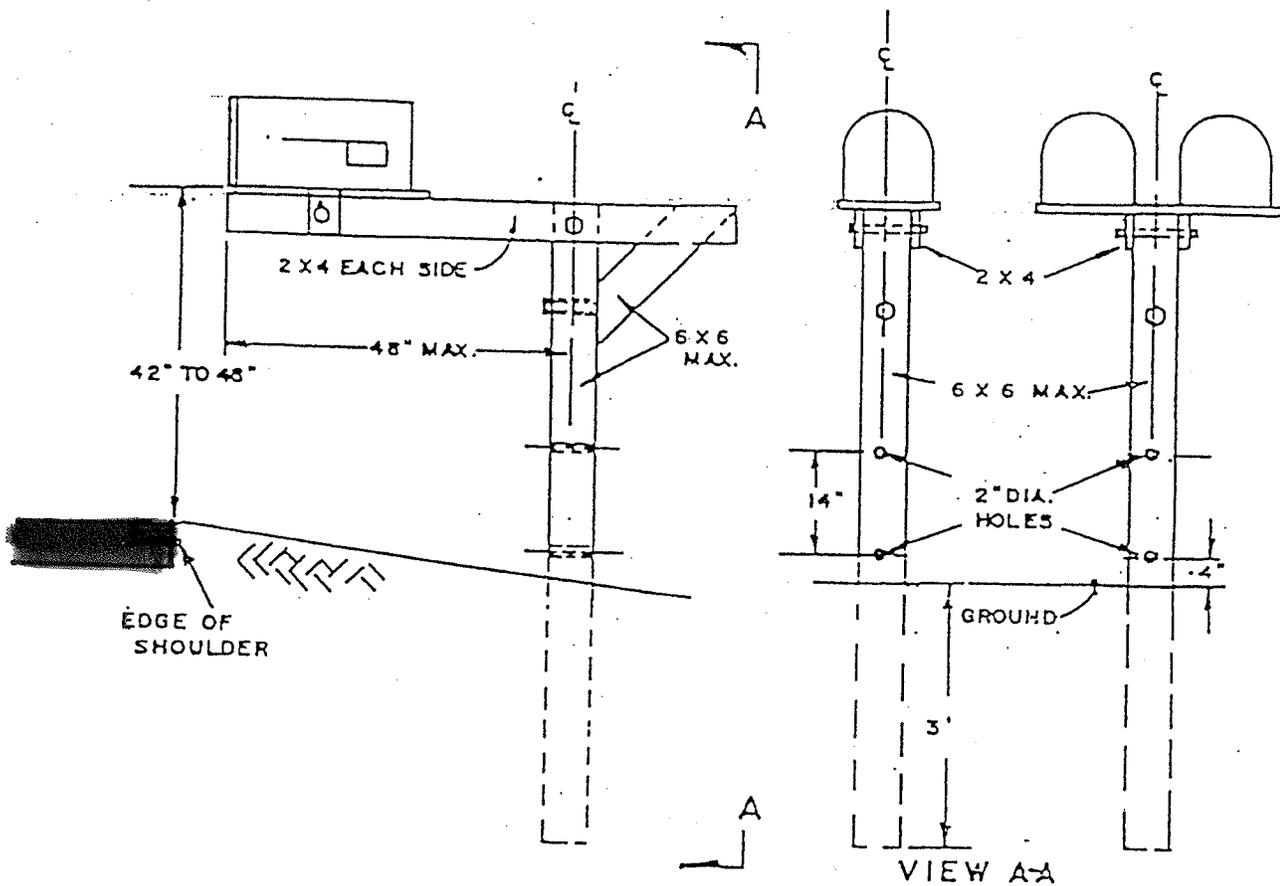
Sincerely,

A handwritten signature in black ink that reads "Raymond E. Clark".

Raymond E. Clark

REC:gg

CURLINE MAIL RECEPTACLE SPECIFICATIONS



TYPICAL WOOD CANTILEVER INSTALLATION

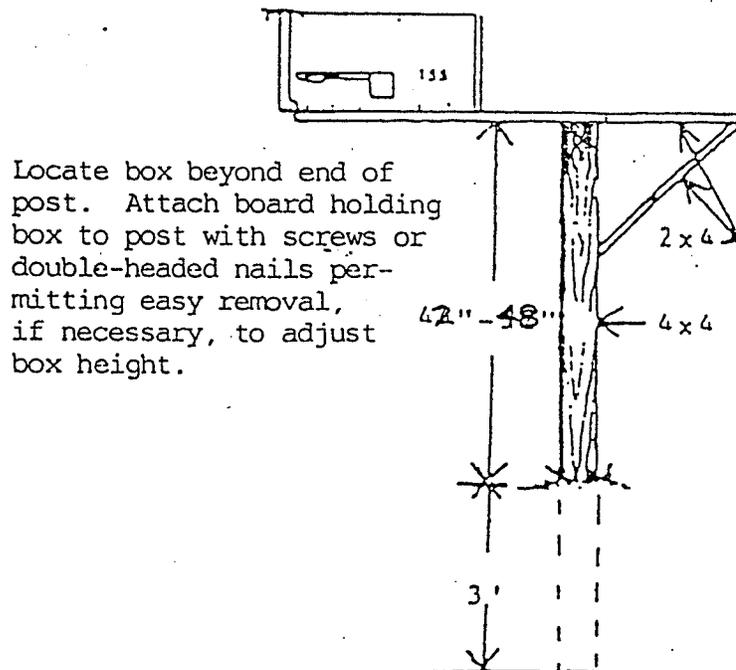
Posts must be firmly embedded in the ground at a minimum depth of three (3) feet. All items for the installation should be of good grade materials, and the erection shall be accomplished in a workman manner. Owners should make periodic maintenance checks of the installation and accomplish repair work as needed.

Mailbox should have a non-glare finish and should be either the approved traditional rural type box or an approved suburban box of contemporary design. Homemade boxes are difficult to serve efficiently from a vehicle, and their use is not encouraged.

The approach to the mailbox must be filled and properly graded at all times to permit safe delivery of mail.

SINGLE BOX INSTALLATIONS

(Suggested installation of a single box.)



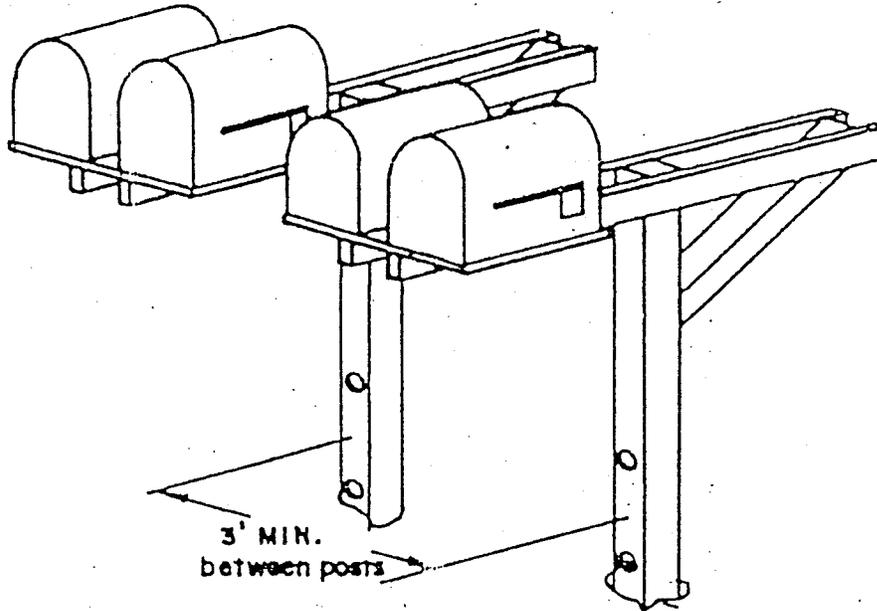
Follow the Curbline Mail Receptacle Specification sheet for installing your mailbox on the right-hand side of the road as traveled by the carrier.

Locate your box so that the carrier can serve it without leaving his vehicle. **DO NOT** locate your box on blind curves, near busy intersections, or on steep uphill grades.

Place your house number on the side of the box visible to the carrier as he approaches your box. Place the street name on the box also if your mailbox is not located on your street.

Keep your mailbox clear of snow, vehicles, garbage cans, etc., at all times. Your carrier must be able to drive to your box, service it, and depart without backing.

GROUP MAILBOX INSTALLATIONS



TYPICAL GANG BOX INSTALLATION

Follow the procedures for single box installations. Whether two or more posts are needed depends upon the number of mailboxes to be installed in the group. The structure must be rigid, and all boxes must be secured tight. The recommendation is no more than two boxes per post.

Group boxes should be installed between property lines where possible. They should not be placed near driveways or intersections. The rule of thumb for group installation is: "The carrier must serve the boxes without any portion of the vehicle in a driveway or intersecting street".

Group boxes on busy streets or highways must be located off the roadway so that mail can be delivered without the carrier's vehicle being on the roadway. If this is not possible because of ditches, creeks, etc., locate the group of boxes on the side of the nearest intersecting side street.

Street names and house numbers must be placed on the front of all boxes. When the group contains more than one street, keep each street together within the group. Allow space for fill-ins when it is necessary.