ALL ABOUT MAIL

THE MAIL IS NOT IN UNTIL THE RED FLAG IS DOWN!

RECYCLE

KEEP OUR POST OFFICES LOOKING TIDY AND SAVE US ALL MONEY. **TAKE HOME ALL UNWANTED PAPER** TO BE RECYCLED AT YOUR CURBSIDE. YOU ARE PAYING FOR THIS SERVICE THROUGH YOUR COUNTY TAXES.

REDUCE

OPT OUT OF HAVING UNWANTED RED PLUM ADVERTISEMENTS PLACED IN YOUR POST BOX.

PHONE 1 734 591 3000 (VALASSIS) AND ASK TO BE REMOVED FROM THEIR DELIVERY LIST. THIS REQUEST MAY TAKE SEVERAL WEEKS TO IMPLEMENT BUT REMAINS IN EFFECT FOR 5 YEARS. PHONE TODAY AND SAVE TREES!

MISDIRECTED MAIL

USE THE PENCIL TO PUT A SLASH ACROSS THE ENVELOP THEN **PLACE ALL MISDIRECTED MAIL IN THE OUTGOING MAIL SLOT** FOR PROMPT REDIRECTION AND DELIVERY.

<u>DO NOT</u> PIN MISDIRECTED MAIL ON THE BULLETIN BOARDS. ALL MAIL IS PROCESSED FROM THE BACK OF THE BOXES. THE LETTER CARRIER DOES NOT MONITOR THE BULLETIN BOARDS!

POSTAL SERVICES

MAPLE LEAF IS SERVED BY THE UNITED STATES POSTAL SERVICE LOCATED IN PUNTA GORDA AT: 130 E. MARION AVE PUNTA GORDA. FL

THIS IS WHERE YOU WOULD PICK UP PARCELS OR MAIL THAT YOU HAVE BEEN LEFT NOTICES FOR BY YOUR UNITED STATES POSTAL EMPLOYEE.

OUR NEAREST FACILITY FOR POSTAL SERVICES IS NEXT DOOR IN MAPLE LEAF PLAZA: THE SHIPPING POST

PLEASE ADDRESS YOUR MAIL CORRECTLY

YOUR NAME

2100 KINGS HWY # YOUR UNIT NUMBER

Port Charlotte (or Punta Gorda) FL 33980

DO NOT USE INTERNAL PARK STREET NAMES ANYWHERE IN YOUR ADDRESS

STAMPS

SENDING REGULAR LETTERS? TAKE ADVANTAGE OF GREAT SAVINGS. BUY FOREVER STAMPS AND DON'T WORRY ABOUT POSTAL RATE INCREASES! YOUR STOCK ON HAND CAN BE USED UNTIL THEY RUN OUT. FOREVER STAMPS ARE AVAILABLE FOR DOMESTIC OR GLOBAL DESTINATIONS. GLOBAL DESTINATIONS INCLUDE CANADA AND MEXICO. CHECK WITH YOUR LOCAL POSTAL OUTLET FOR CURRENT RATES ON OTHER TYPES AND WEIGHTS OF MAIL.

OFFICIAL MAIL FORWARDING ORDER FORM

BEFORE HEADING NORTH, BE SURE TO FILL OUT AN OFFICIAL MAIL FORWARDING ORDER FORM.

THOSE HEADING TO DESTINATIONS **WITHIN** THE U.S.A. MAY CHOOSE THE PAPER FORM OR THE ON-LINE VERSION FOUND AT: <u>WWW.USPS.COM</u>
THOSE HEADING TO DESTINATIONS **OUTSIDE** THE U.S.A. MUST USE THE PAPER FORM.

THESE FORMS COME WITH COMPLETE INSTRUCTIONS AND CAN BE OBTAINED FROM THE PARK OFFICE, THE LETTER CARRIER, OR ANY POST OFFICE.

YOU MAY VIEW A COMPLETED EXAMPLE ON THE POSTAL BULLETIN BOARD IN THE OUR CANAM POST OFFICE.

AUTHORIZATION TO HOLD MAIL

IF YOU WISH TO USE THIS SERVICE: GO ON-LINE TO: <u>www.usps.com</u> and follow the prompts.

ALTERNATIVELY, A HOLD MAIL FORM MAY BE OBTAINED FROM THE PARK OFFICE. FILL OUT AND DROP IT INTO THE MAPLE LEAF OUTGOING MAIL SLOT.

REACTIVATING MAILBOXES CURRENTLY OUT OF USE

YOUR LETTER CARRIER LEAVES A DATED SLIP IN YOUR MAILBOX WHEN THE BOX IS NOT IN SERVICE. PLEASE **LEAVE** THIS **SLIP** IN YOUR BOX **UNTIL** YOU **WISH** TO **REACTIVATE** MAIL DELIVERY.

WHEN YOU WISH **TO START** MAIL DELIVERY, **COMPLETE** THE SLIP AND **DEPOSIT** IT **IN** THE **OUTGOING MAIL SLOT**. THE LETTER CARRIER WILL THEN BEGIN DELIVERY OF YOUR MAIL.