



# Rural Customer Delivery Instructions

(See Privacy Act Statement on reverse. Your correct mailing address is shown below.)

Name (Last, First, MI)	Box No.	Telephone No. (include area code)	Route No.
Post Office™, State, and ZIP + 4®	House No.	Apt. No.	Street Name

We want to deliver your parcels. If your parcel does not require a signature for delivery and will not fit in your mail receptacle, please tell us how you wish it to be handled when no one is home to accept delivery (*Check location*):

- Leave outside the mailbox
- Leave on the porch of residence\*
- Leave in other location (*Specify location*):\*  
\_\_\_\_\_
- Leave no parcels

Parcels will not be left in uncovered locations during inclement weather.

When parcels are left in one of the above checked locations, I understand that the Postal Service™ and the carrier are not responsible in case of loss or damage.

\* Option available only if residence is within 1/2 mile of carrier's route.

To avoid delay and to assure prompt delivery of all mail, please complete this form and return it to your carrier. Enter the name of each person who may receive mail at your address in the ten spaces provided below. Include the names of all children and/or employees. Print the full name, including middle initial, of each individual. This information will expedite delivery of your mail.

Rural carriers maintain a supply of stamps, cards, and envelopes for sale. Additionally, your carrier will accept Certified Mail™, Registered Mail™, insure packages, and prepare money orders. Generally, rural carriers can extend practically all services available at a Post Office. Please purchase a sufficient supply of stamps and affix proper postage on all outgoing mail.

## Enter names of people who may receive mail at your address

1.	6.
2.	7.
3.	8.
4.	9.
5.	10.

Signature	Date
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## Privacy Act Statement

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Your information will be used as instructions for delivering parcels to each person at your residence. Collection is authorized by 39 U.S.C. 401, 403, and 404.

Providing the information is voluntary, but if not provided, we may be unable to honor your parcel delivery preference. We do not disclose your information to third parties without your consent, except to facilitate the transaction, to act on your behalf or request, or as legally required. This includes the following limited circumstances: to a congressional office on your behalf; to financial entities regarding financial transaction issues; to a USPS® auditor; to entities, including law enforcement, as required by law or in legal proceedings; and to contractors and other entities aiding us to fulfill the service (service providers). For more information regarding our privacy policy visit us at [usps.com](https://usps.com)®.