

Organization Information

Address Management

Post Office Changes

Old/ New	Finance No.	ZIP Code	State	P.O. Name	County/ Parish	Station/Branch/ Unit	Unit Type	Effective Date	Comments
Old New	12-0440 12-0440	30347 30347	GA GA	Atlanta Atlanta	Dekalb Dekalb	Executive Park Main Office	Classified Station Post Office	09/30/2008 04/06/2009	Classified station discontinued. Retain ZIP™ Code. Continue to use Atlanta GA 30347 as last line of address.
Old New	16-7066 16-0504	60172 60133	IL IL	Schaumburg Bartlett	Dupage Dupage	Roselle Hanover Park	Classified Branch Place Name	04/04/2009	Realign ZIP Code boundaries. Use Hanover Park IL 60133 as last line of address for the 4 deliveries previously in ZIP Code 60172.
Old New	20-7664 20-8328	41855 41855	KY KY	Thornton Whitesburg	Letcher Letcher	Main Office Thornton	Post Office Place Name	08/25/2006 11/08/2008	Post Office™ discontinued. Retain ZIP Code. Establish a place name. Continue to use Thornton KY 41855 as last line of address.
Old New	40-0496 40-4336	97819 97819	OR OR	Baker City John Day	Baker Baker	Bridgeport Bridgeport	Community Post Office Place Name	02/29/2008 04/20/2009	Community Post Office discontinued. Retain ZIP Code. Establish a place name. Continue to use Bridgeport OR 97819 as last line of address.
Old New	40-6368 40-8720	97903 97903	OR OR	Ontario Vale	Malheur Malheur	Brogan Brogan	Community Post Office Place Name	03/22/2007 11/03/2008	Community Post Office discontinued. Retain ZIP Code. Establish a place name. Continue to use Brogan OR 97903 as last line of address.
Old New	40-1888 40-1888	97472 97424	OR OR	Cottage Grove Cottage Grove	Lane Lane	Saginaw Saginaw	Community Post Office Place Name	11/28/2007 04/20/2009	Community Post Office and ZIP Code discontinued. Establish a place name. Saginaw OR becomes an acceptable last line for use with ZIP Code 97424.
Old New	46-1152 46-8766	57010 57010	SD SD	Burbank Vermillion	Clay Clay	Main Office Burbank	Post Office Place Name	02/01/2008 03/28/2008	Post Office discontinued. Retain ZIP Code. Establish a place name. Continue to use Burbank SD 57010 as last line of address.
Old New	49-3128 49-3128	84515 84515	UT UT	Green River Green River	Emery Emery	Cisco Cisco	Community Post Office Community Post Office	04/09/2009	This announcement expands the use of ZIP Code 84515 to include delivery.
Old New	49-9554 49-9554	84034 84034	UT UT	Wendover Wendover	Tooele Tooele	Ibapah Ibapah	Place Name Place Name	04/09/2009	This announcement expands the use of ZIP Code 84034 to include delivery.

Old/ New	Finance No.	ZIP Code	State	P.O. Name	County/ Parish	Station/Branch/ Unit	Unit Type	Effective Date	Comments
Old New	51-5760 51-0906	23409 23409	VA VA	Mears Bloxom	Accomack Accomack	Main Office Mears	Post Office Place Name	10/31/2003 04/18/2009	Post Office discontinued. Retain ZIP Code. Establish a place name. Continue to use Mears VA 23409 as last line of address.
Old New	51-7174 51-4062	22848 22848	VA VA	Pleasant Valley Harrisonburg	Rockingham Rockingham	Main Office Pleasant Valley	Post Office Place Name	05/15/2003 12/20/2008	Post Office discontinued. Retain ZIP Code. Establish a place name. Continue to use Pleasant Valley VA 22848 as last line of address.

— Address Management, Intelligent Mail and Address Quality, 5-7-09



Delivery

Mailbox Improvement Week, May 17–23

Each year, the Postal Service™ designates the third full week of May as Mailbox Improvement Week to encourage customers on city motorized, rural, or contract delivery service routes (formerly highway contract box delivery routes) to examine and, where necessary, improve the appearance of their mailboxes. Neat, attractive mailboxes make a significant contribution to the appearance of the countryside and streets in suburban areas. Mailbox Improvement Week, May 17–23, calls attention to the need for providing mailboxes that are:

1. Approved by the postmaster general.
2. Designed to protect the mail from weather.
3. Safe to use.
4. Conveniently located.
5. Neat in appearance.

Additional information is available on the Delivery and Post Office Operations website at http://blue.usps.gov/delret/L4CityDelvry_GROWTH.htm.

Mailboxes that meet these five important requirements help delivery and collection operations and improve service to the entire route. There are three approved styles of curbside mailboxes:

1. Traditional design (see Exhibit A).
2. Contemporary design (see Exhibit B).
3. Locked, full, or limited service.

USPS-STD-7B governs the design and specifications of curbside mailboxes and includes provisions for improved quality of the product.

Notice 209

Postmasters should send Notice 209, *Mailbox Improvement Week*, to all rural and highway contract box delivery route customers the week before Mailbox Improvement Week to alert them of the event. You can order Notice 209 from the Material Distribution Center (MDC) through one of the following methods.

- Use touch-tone order entry (TTOE). Call 800-273-1509.

Note: You must be registered to use TTOE. To register, call 800-332-0317, option 1, extension 2925, and follow the prompts to leave a message. (Wait 48 hours after registering before placing your first order). For complete TTOE ordering instructions, visit the Materials Customer Service website at http://blue.usps.gov/purchase/_doc/ops_ttoeins.doc or call National Materials Customer Service at 800-332-0317, option 4.

Ordering Information

Use the following information to order Notice 209:

PSIN:	NOT209
PSN:	7610-03-000-9145
Unit of Issue:	EA
Quick Pick Number:	496
Bulk Pack Quantity:	3,000
Minimum Order Quantity:	50
Price:	\$0.0242

City Motorized, Rural, and Contract Delivery Service Routes

Customers must use only approved traditional, contemporary, or locked full/limited service curbside mailboxes for new installations or replacements. When new delivery is established or extended, postmasters must ensure that customers use delivery equipment that is approved by the postmaster general. However, a customer may use a custom-built curbside mailbox if the local postmaster gives prior approval and the mailbox conforms generally to the same requirements as approved manufactured curbside mailboxes relative to the flag, size, strength, and quality of construction.

Carriers on motorized city routes may continue to serve mailboxes that are designed primarily for use by customers receiving door delivery and that have been erected and served under previous regulations (see Exhibit C on the following page). However, carriers should advise customers that they may use only approved curbside mailboxes when replacing these types of mailboxes. A list of approved manufacturers of traditional curbside mailboxes appears on pages [61–66](#).

For motorized city routes, and where the use of street names and house numbers is authorized on rural and contract delivery service routes, the mailbox must display the number on the side of single mailboxes or on the door of grouped mailboxes. If the mailbox is on a street other than the one on which the customer resides, the street name and house number must be on the mailbox. When rural and contract delivery service route customers have assigned box numbers, the numbers must appear on the side of single mailboxes or on the doors of grouped mailboxes, visible to the approaching carrier. The street number, box number, and any other address information must be inscribed in contrasting color in neat letters and numerals not less than 1 inch in height. In all instances, placing the owner's name on the box is optional.

Exhibit A

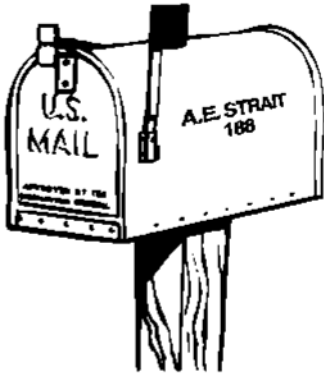
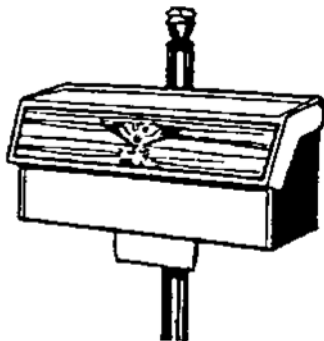


Exhibit B



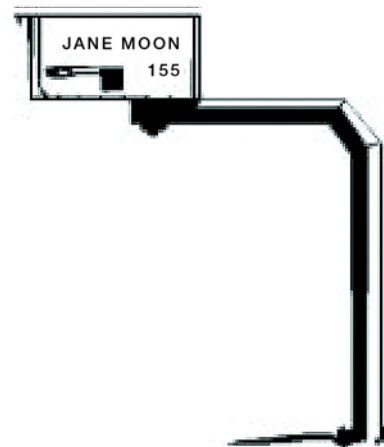
Exhibit C



Motorized city, rural, and contract delivery service route customers should be encouraged but not required to group mailboxes whenever practical, especially where many mailboxes are located at or near crossroads, service turnouts, or similar locations. Customers should also paint mailboxes and supports/posts and keep them rust-free. Advertising on mailboxes and mailbox supports is prohibited.

In areas where snow removal is a problem, the Postal Service suggests using a semi-arch or extended arm-type support (see Exhibit D), which allows snowplows to sweep near or under mailboxes without damaging supports and provides easy access to the mailboxes by carriers and customers.

Exhibit D



Generally, mailboxes should be installed at a height of 41–45 inches from the road surface to the bottom of the mailbox or point of mail entry. Mailboxes are set back 6–8 inches from the front face of the curb or road edge to the mailbox door. However, because of varying road and curb conditions and other factors, the Postal Service recommends that customers contact their local Post Office™ before erecting or replacing mailboxes and supports.

Location

Customers must place mailboxes on motorized city, rural, and contract delivery service routes so a carrier can safely and conveniently serve them without leaving his or her vehicle. The mailboxes must be on the right-hand side of the road in the carrier's travel direction in all cases where traffic conditions make it dangerous for the carrier to drive to the left to reach the mailboxes, or where doing so would constitute a violation of traffic laws and regulations. *Postal Operations Manual (POM) 632.6* specifies postal regulations regarding locations for apartment houses and other multiple unit dwellings. On new rural and contract delivery service routes, all mailboxes must be on the right-hand side of the road in the direction of the route line of travel. Mailbox placement must conform with state laws and

highway regulations. City motorized, rural, and highway contract box delivery route carriers are subject to the same traffic laws and regulations as other motorists. Customers must remove obstructions, including vehicles, trash cans, and snow, that impede safe and efficient delivery. Except when a mailbox is temporarily blocked, carriers must have access to the mailbox without leaving the vehicle unless authorized to dismount.

Mailbox Supports

The Postal Service does not regulate mailbox supports in any way except for purposes of carrier safety and delivery efficiency. Posts and other supports for curbside mailboxes are owned and controlled by customers, who are responsible for ensuring that posts are neat and adequate in strength and size. Heavy metal posts, concrete posts, and miscellaneous items of farm equipment, such as milk cans filled with concrete, are examples of potentially dangerous supports. The ideal support is an assembly that bends or falls away when struck by a vehicle. Post or support designs may not represent effigies or caricatures that disparage or ridicule any person. Customers may attach the box to a fixed or movable arm. POM 632.5 specifies postal regulations regarding construction and placement of mailboxes and supports on motorized city, rural, and contract delivery service routes.

The Federal Highway Administration (FHWA) has determined that wooden mailbox supports no larger than 4 inches by 4 inches, or a 2-inch diameter standard steel or aluminum pipe, buried no more than 24 inches, should safely break away if struck by a vehicle. According to FHWA, the mailbox must also be securely attached to its post to prevent separation if struck. See Exhibits E (page 62) and F (page 63) for examples of mailbox mountings and supports suggested by the FHWA.

Make Your Mailbox Green

There are many things to consider when selecting your curbside mail receptacle. Your mailbox may be where your Postal Service carrier places your mail at the time of delivery, but what about your packages?

A mail receptacle that can accommodate small packages will protect them from inclement weather and offer a safe haven for packages that may otherwise be left at your doorstep.

A mail receptacle large enough for packages to be placed inside can also be a convenient area for your carrier to pick up your outgoing packages through the USPS® free Carrier Pickup™ program. By saving a trip to the Post Office, you conserve gasoline, helping your wallet as well as the environment.

Curbside Mailboxes Approved by the Postmaster General

USPS-STD-7B (Supersedes all previously published lists of approved manufacturers)

ADDRESS ART
PO BOX 90018
INDIANAPOLIS IN 46290-0018

www.addressart.com

Applicables 1 (Accessory)
Applicables 2 (Accessory)
Applicables 3 (Accessory)
Applicables/Purdue (Accessory)
Applicables/IU (Accessory)
Applicables/US Flag (Accessory)
Applicables/Seasonal

ALPHA PRODUCTS
5570 WEST 70TH PLACE
CHICAGO IL 60638-5326

www.alphaproductsinc.com

MV1215 (Locking)

AMERICAN POSTAL MANUFACTURING
500 W OKLAHOMA AVE
MILWAUKEE WI 53207-2649

www.mailproducts.com

1812 (Contemporary)
N1926045 (Contemporary)

ARCHITECTURAL MAILBOXES
20741 MANHATTAN PLACE
TORRENCE CA 90501-1829

www.architecturalmailboxes.com

5100 (Locking)
5500 (Contemporary)
6200 — (Locking)
7500 — (Contemporary)

ARMADILLO ENCLOSURES
PO BOX 462199
ESCONDIDO CA 92046-2199

www.armadillomailbox.com

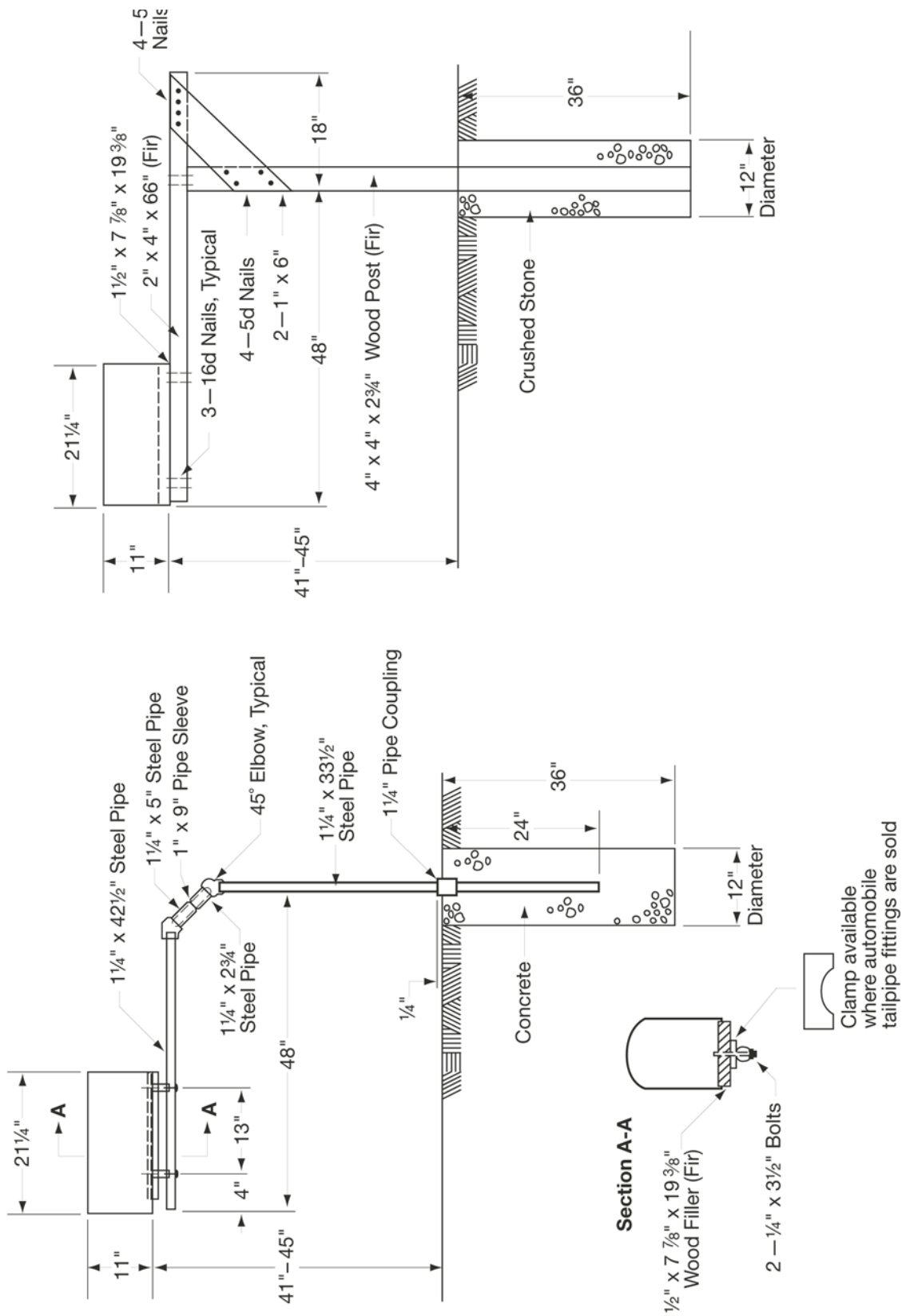
1000F (Traditional)
1000R (Locking)

BOBI COMPANY
32 HILLCREST AVE
COLLINGSWOOD NJ 08108-1315

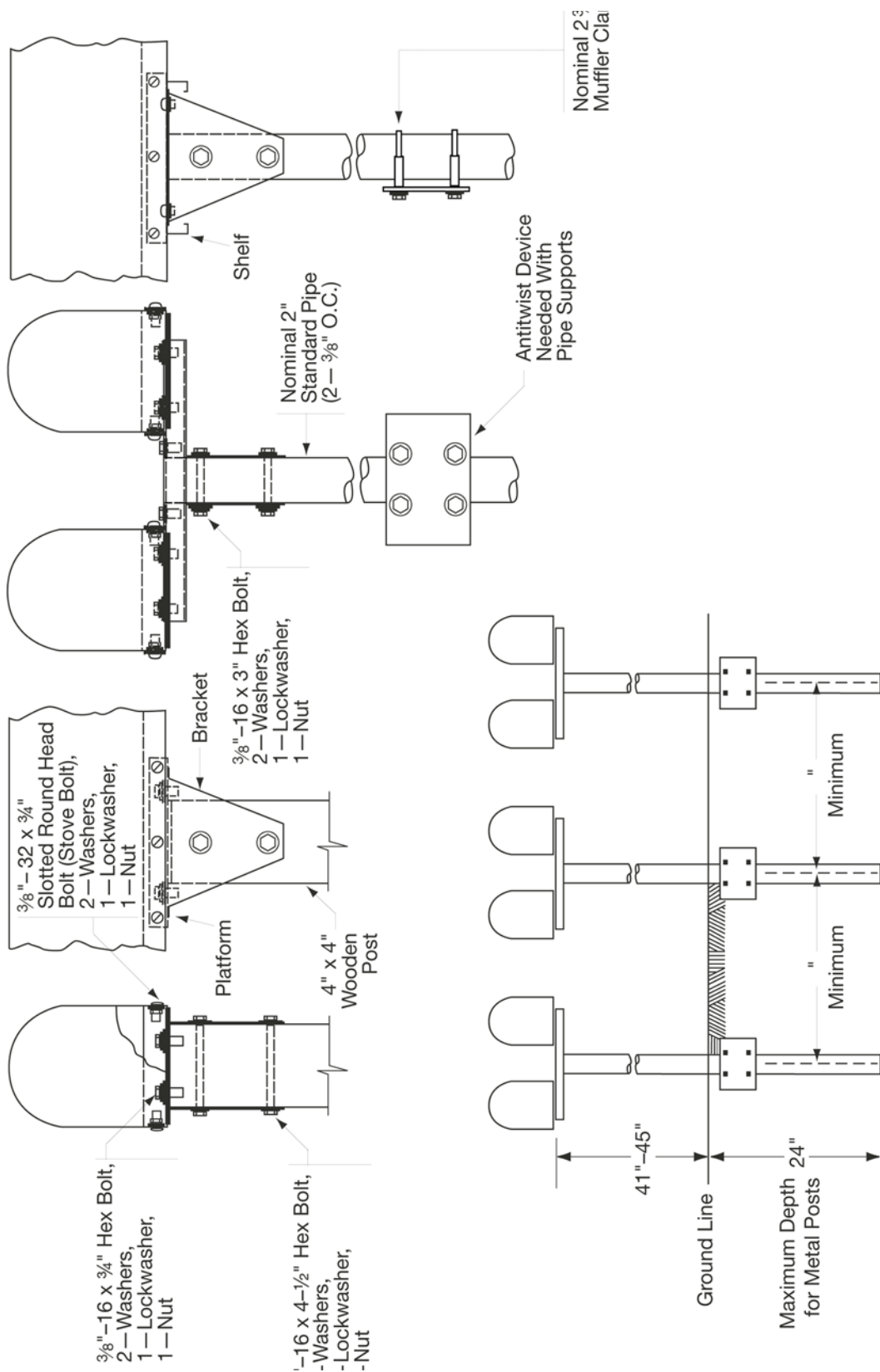
www.bobi.com

BO37000A (Locking)
BO39000A (Locking)
BO22000 (Locking)
BO25000 (Locking)
BO55000 (Locking)

Exhibit E
Cantilever Mailbox Supports



**Figure F
Single and Double Mailbox Installations**



BRANDON INDUSTRIES
1601 WILMETH RD
MCKINNEY TX 75069-8250

www.brandonindustries.com

M1 (Contemporary)
M2 (Contemporary)
M3 (Contemporary)
M4 (Contemporary)
M5 (Contemporary)

BRIGHTLIGHT SOLUTIONS
201 SW 25TH AVE
CAPE CORAL FL 33991-1236

www.brightlightsolutions.net

1000 (Contemporary)

CROWN EXPRESSIONS
2014 OAK GROVE RD
ATLANTA GA 30345-3843

www.crownexpressions.com

BA12 (Accessory)
BA12 (It's a Beautiful World)
BA12 (Be My Valentine)
BA12 (Season Greetings)
BA12 (Have a Beautiful Day)
BA12 (It's a Boy)
BA12 (It's a Girl)

DAVIS TOOL
215 SW WOOD ST
HILLSBORO OR 97123-5627

www.lockingmailbox.com

1022-X (Locking)
1025-X (Locking)
1123-X (Locking)
1125-X (Locking)

DVAULT COMPANY INC
9457 S UNIVERSITY BLVD STE 280
LITTLETON CO 80126-4976

www.dvault.com

DVCS0015 (Locking)
DVU0050 (Locking)

ENERGY TECHNOLOGY LABS
2351 TENAYA DR
MODESTO CA 95354-3925

www.energytechlabs.com

Secure Mail Vault (Locking)

EPOCH DESIGN
17617 NE 65 ST STE 2
REDMOND WA 98052-4979

www.epochbydesign.com

Mail Boss-7104 (Locking)

ESTES DESIGN AND MANUFACTURING
470 S MITTHOEFFER RD
INDIANAPOLIS IN 46229-3058

www.estesdesigns.com

EPS2640437 (Contemporary)
EPS2640319 (Contemporary)

EUROASIA PRODUCTS
3956 TOWN CENTER BLVD #166
ORLANDO FL 32837-6103

www.euroasiaproducts.com

UWWRX060401 (Contemporary)
UBBDX060403 (Contemporary)
UBBXX060404 (Contemporary)
USBXX060407 (Contemporary)

FLEXIBLE COMPOSITES COMPANY
2629 MOUNT JORDAN RD
SANDY UT 84092-3357

www.flexiblecomposites.com

CMB-001 (Traditional)

FLORENCE MANUFACTURING COMPANY
5935 CORPORATE DR
MANHATTAN KS 66503-9675

www.florencemailboxes.com

MB2000 (Locking)

FLORIDA ALUMINUM PRODUCTS
359 DOUGLAS RD
OLDSMAR FL 34677-2973

www.creativemailboxdesigns.com

ME (Contemporary)

FORT KNOX MAILBOX OF OREGON
1196 ORT LANE UNIT E
MERLIN OR 97532-8802

www.fortknoxmailbox.com

Large Standard Mailbox (Locking)
The Fortress (Locking)

FUORISERIE IMPORTS
61 PEARL ST STE 503
BROOKLYN NY 11201-8344

www.ecco-products.com

ECCO 3 (Traditional)

GAINES MANUFACTURING
12200 CIRKHAM RD
POWAY CA 92064-6806

www.gainesmfg.com

Keystone (Contemporary)

MB-950BSN Seville (Traditional)
MB-550 Georgian (Traditional)
MB-158 Tuscany (Traditional)
MB-950BRBC Seville (Traditional)
MB-170 Mainstreet (Traditional)
MB-541 Northpointe (Traditional)
MB-970AB Westminster (Traditional)
MB-950WBC Seville (Traditional)
MB-370 Ventura (Traditional)
MB-320 Hamilton (Traditional)
MB-801 Ironsides (Traditional)

MB-384BC Alta Vista (Traditional)
MB-386C Monterey (Traditional)
MB-388B Hillcrest (Traditional)
MB-382T Fremont (Traditional)
MB-386OBR Monterey (Traditional)
MB-380B Sierra (Traditional)
MB-981B Reliant (Locking)

IMPERIAL MAILBOX SYSTEMS
3901 NORRIS LN
MILLBROOK AL 36054-2433
www.imperialmailboxsystems.com

001-01 (Contemporary)
001-04 (Contemporary)
001-06 (Contemporary)
001-07 (Contemporary)
001-08 (Contemporary)
001-09 (Contemporary)
002-00 (Contemporary)

JAMESTOWN ADVANCED PRODUCTS INC
2855 GIRTS RD
JAMESTOWN NY 14701-9666
www.jamestownadvanced.com

56 (Traditional)
49 (Traditional)
54 (Traditional)
23 (Traditional)

JANZER
9 CHELTEN WAY
TRENTON NJ 08638-5000
www.janzer.com
StoneyBrae (Traditional)

KAPS
6357 MYRTLE GROVE RD
WILMINGTON NC 28409-4526
www.quickreachtray.com
(910) 395-2254
1981 (Small Mailbox Tray Accessory)
1982 (Medium Mailbox Tray Accessory)
1983 (Large Mailbox Tray Accessory)

KAY JAY NOVELTIES
PO BOX 96
NASELLE WA 98638-3780
kayjay@wwest.net
FF0100 (Accessory)

LETTER LOCKER
21483 WAALEWAALE RD
APPLE VALLEY CA 92307-1025
www.LetterLocker.com

Supreme Letter Locker (Locking)
Standard Letter Locker (Locking)

MAILCASE
6163 SOUTH 700 WEST
MURRAY UT 84123-6813
(801) 859-2679
92107 (Locking)

MACKENZIE-CHILDS LLC
3260 STATE RD 90
AURORA NY 13026-8704
www.mackenzie-childs.com
1000 (Contemporary)

MACKENZIE ENTERPRISE LLC
12391 BRODY ST
MARCELLUS MI 49067-9745
www.themailsig.com
20408 OS (Accessory)
20408 ST (Accessory)

MAIL SYSTEMS NW
12365 SW TOOZE RD
SHERWOOD OR 97140-7205
<http://www.mailsystems.com>

Belaire 14 (Locking)
Belaire 16 (Locking)
Belaire BR16 (Locking)
Belaire 20 (Locking)
Senator 16 (Locking)
Senator 18 (Locking)
Senator 24 (Locking)
Senator XL (Locking)

MAILBOX SOLUTIONS
10965 SW COMMERCE CIRCLE STE F
WILSONVILLE OR 97070-9629

www.MBXS.com
SteelHead (Locking)
Columbia (Locking)

POSTAL VAULT
4620 ROYAL LN
DALLAS TX 75229-4203

www.postalvault.com
PV101 (Locking)
PV201 (Locking)
PV300 (Locking)
PV400 (Locking)

SALSBURY INDUSTRIES
1010 EAST 62ND ST
LOS ANGELES CA 90001-1598

www.mailboxes.com

4850 (Contemporary)
4855 (Contemporary)
4325 (Locking)
4350 (Locking)
4375 (Locking)
4550 (Locking)

SECURITY MANUFACTURING
815 S MAIN ST
GRAPEVINE TX 76051-5535

www.securitymanufacturing.com

Trailmaster (Locking)

SOLAR GROUP
107 FELLOWSHIP RD
PO BOX 525
TAYLORSVILLE MS 39168-0525

www.thesolargroup.com

ST-10 (Traditional)
ST-15 (Traditional)
E-16 (Traditional)
ST-20 (Traditional)
ST-11 (Traditional)
ES15 Estate (Traditional)
ST-16 (Traditional)
PL-10 (Traditional)
CENTURY 2000 (Contemporary)
CL-1 (Contemporary)
E-11 (Contemporary)
RSK (Locking)
A15 (Contemporary)
Gentry (Contemporary)
PED (Locking)

MB-950BSN Seville (Traditional)
MB-550 Georgian (Traditional)
MB-158 Tuscany (Traditional)
MB-950BRBC Seville (Traditional)
MB-170 Mainstreet (Traditional)
MB-541 Northpointe (Traditional)
MB-970AB Westminster (Traditional)
MB-950WBC Seville (Traditional)
MB-370 Ventura (Traditional)
MB-320 Hamilton (Traditional)
MB-801 Ironsides (Traditional)
MB-384BC Alta Vista (Traditional)
MB-386C Monterey (Traditional)
MB-388B Hillcrest (Traditional)
MB-382T Fremont (Traditional)
MB-386OBR Monterey (Traditional)
MB-380B Sierra (Traditional)
MB-981B Reliant (Locking)

SPRING CITY ELECTRICAL MANUFACTURING COMPANY
PO BOX 19
SPRING CITY PA 19475-0019

www.springcity.com

Estate (Contemporary)

STEP 2
PO BOX 2412
STREETSBORO OH 44241-0412

www.step2.com

5402 (Contemporary)
5452 (Contemporary)
5317 (Locking)
5605 MailMinder (Accessory)

VEEDERS MAILBOX
10050 MONTGOMERY RD #324
CINCINNATI OH 45242-5322

www.veedersmailbox.com

LGVMB-G (Traditional)
LGVMB-SS (Traditional)
SMVMB-B (Traditional)
SMVMB-SS (Traditional)

WHITEHALL PRODUCTS
8786 WATER ST
MONTAGUE MI 49431-1204

www.whitehallproducts.com

Whitehall (Contemporary)
Capitol (Contemporary)

Y ALL GOT MAIL
3088 RAGSDALE DR
MILAN TN 38358-3420

yallgotmail@charter.net

Y'All Got Mail (Accessory)

Cluster Box Units and All-Weather Parcel Lockers

During Mailbox Improvement Week, postmasters and managers or their designees must review all cluster box units (CBUs), neighborhood delivery and collection box units (NDCBUs), and outdoor parcel lockers (OPLs) in their delivery areas to identify any hazards or irregularities, and they must record the results of the review.

Note: NDCBUs are not approved for use in new delivery or as replacement units for existing NDCBUs — even when privately purchased. Postal Service officials must not install Arrow locks in new NDCBUs or initiate delivery to NDCBU units installed as replacements.

Upon completing the reviews, keep a copy in your local office and send consolidated copies to the designated growth coordinator for each district. Use PS Form 8143, *Equipment Checklist and Followup Review*, in conducting and recording the reviews. PS Form 8143 is available in this *Postal Bulletin* (see Exhibit G on page 73). PS Form 8143 is also available on the PolicyNet website at <http://blue.usps.gov/cpim/>; click on *Forms*. Employees

conducting the reviews must complete PS Form 1624, *Delivery/Collection Equipment Work Request*, for any equipment that poses a safety hazard to postal customers or employees. You can order PS Form 1624 from the MDC using touch-tone order entry (see page 59 for MDC ordering instructions), or download it from the PolicyNet website at <http://blue.usps.gov/cpim/>. Ordering information for PS Form 1624 is as follows:

PSIN:	PS1624
PSN:	7530-01-000-9392
Unit of Issue:	SE
Quick Pick #:	N/A
Bulk Pack Quantity:	10,000
Minimum Order:	100
Price:	\$0.0302

Equipment Review Procedure

Employees must use the CBU and parcel locker equipment checklist and followup review procedure when examining the condition of CBUs, NDCBUs, and OPLs. You must:

1. List the 5-digit, USPS-marked postal ID number of the unit. This is usually visible on the front or side of the body or pedestal. If a postal ID number is not available, list the unit location, equipment type, and manufacturer in the left-hand column. If you are able to access the back of the unit, list the unit's vendor-supplied serial number. You *must* distinguish the type listed as an NDCBU or CBU.
 2. Assign each checklist item one of the following ratings:
 - a. OK — Equipment does not need attention for this item.
 - b. X — Equipment needs attention for this item.
 - c. NA — Item does not apply to this particular piece of equipment.
 3. When examining the equipment, use the instructions below to complete PS Form 8143:
 - a. Check equipment. All delivery and collection equipment should be straight, vertical, and firmly mounted. For safety concerns, please ensure that customer compartments are facing **away** from the street (refer to the safety note below) or are oriented such that safe collection and delivery of the mail may occur. Visually verify that four bolts/nuts are firmly in place securing the pedestal to the concrete pad and to the delivery equipment. Apply hand pressure to the top edge of the unit from the front side. While the unit may flex under the load, verify that the pedestal stays firmly mounted to the concrete and that the unit does not separate from the pedestal.
- Note:** For safety concerns, ensure that customer compartments are located such that customers do not have to stand in the street to access their mail or that letter carriers do not have to stand in the street to deliver mail. Consider all factors of equipment location including setbacks from streets that may allow customer compartments to face the road, but be of such a distance so as not to affect the safe delivery and collection of mail.
- b. Check visible welds. Make note of cracked, broken, or rusted welds. For NDCBUs and OPLs only, tap the pedestal with a lightweight hammer, especially along the seams, to check for corrosion from the inside out or perforated corrosion.
 - c. For CBUs and NDCBUs, observe whether the carrier access door is locked and secure. Open it and observe whether it is bowed or warped and whether the door and locking bar operate smoothly. With the carrier access door open, check whether restraining devices prevent the door from blowing closed. These devices, which may have to be set manually, should be serviceable.
 - d. Ensure that the Arrow lock operates smoothly and easily and that the mounting hardware is tight. For NDCBUs, CBU parcel doors, and OPLs, the protective cover that shields the Arrow lock from customer tampering must be serviceable and firmly attached.
 - e. For OPLs, the cover that protects the Arrow lock from theft must be secured with the proper quantity of tamper resistant screws.
 - f. Ensure that all customer access doors are present, closed, and locked with no visible damage or signs of forced entry. Check that customer door numbers are legible.
 - g. Ensure that the exterior surface of the unit is free from rust and graffiti.
 - h. Examine the unit. Check it for defects or damage and whether it reflects a proper Postal Service image.
 - i. Check whether the unit and any protecting structure appears watertight and in good repair. Check whether there are any noticeable watermarks inside the unit or any wet mail.
 - j. Note any other conditions that require attention. Also, look for signs of vandalism such as pry marks on doors and locks.
4. Record the results of the inspection on the checklist.
 5. Submit the completed PS Form 1624 for each unit reviewed to the maintenance office responsible for centralized delivery equipment installation or repair in the area.

Carriers must note equipment deficiencies and report them to the postmaster, supervisor, or designee. The postmaster or designee must then submit PS Form 1624 reporting the equipment defects. In addition, carriers should complete PS Form 1767, *Report of Hazard, Unsafe Condition, or Practice*, for items that pose an immediate threat to safety, such as an improperly secured or leaning NDCBU/CBU. You can order PS Form 1767 from the MDC using touch-tone ordering procedures (see page 59). Ordering information for PS Form 1767 is as follows:

PSIN:	PS1767
PSN:	7530-01-000-9422
Unit of Issue:	SE
Quick Pick #:	141
Bulk Pack Quantity:	1000
Minimum Order:	25
Price:	\$0.0652

The postmaster or supervisor must immediately notify by telephone the office responsible for repair of reported hazards. The postmaster or supervisor must follow up to ensure that the work is satisfactorily completed and documented. The office responsible for repair should use its local buying authority to accomplish the repairs.

In January of 1999, the Postal Service announced that NDCBUs cannot be installed for delivery of mail beginning in FY 2000. As previously stated, there are no waivers granted for this policy. Place all orders for CBUs and OPLs against the national contracts listed below. Use eBuy to place all orders.

For eBuy ordering instructions, go to the Postal Service Intranet at <http://blue.usps.gov>. In the left-hand column, click *eBuy*, then *Training*. You may also call 800-USPS-HELP for additional help.

Cluster Box Units

USPS-B-1118G

FLORENCE MANUFACTURING COMPANY
5935 CORPORATE DR
MANHATTAN KS 66503-9675
Telephone: 800-275-1747
Telephone: 785-323-4400
Fax: 800-275-5081 (toll-free)
Fax: 785-323-4470

www.florencemailboxes.com

Unit is anodized, painted aluminum.

Contract #1CDSEQ-05-B-3001 — Place orders through eBuy.

Note: You must use eBuy to purchase supplies from this contract supplier.

Cluster Box Unit Accessories

QUALARC
11300 TRADE CENTER DRIVE STE A
RANCHO CORDOVA CA 95742-6219
Telephone: 888-800-0153
Fax: 916-635-0228
www.qualarc.com

Decorative CBU Accessories:

Regency — 1201, Tall Pedestal Cover
Regency — 1202, Short Pedestal Cover
Regency — 1200, Top Cover
Regency — Flame & Ball, Top Cover Finials

Note: CBU accessories are optional equipment that is intended to enhance the aesthetic appearance of commercially purchased units.

FLORENCE MANUFACTURING COMPANY
5935 CORPORATE DR
MANHATTAN KS 66503-9675
Telephone: 800-275-1747
Telephone: 785-323-4400
Fax: 800-275-5081 (toll-free)
Fax: 785-323-4470

www.florencemailboxes.com

Decorative CBU Accessories
Vogue-VogueC1 Crown Molding Cap
Vogue-Vogue P114 Short Pedestal Cover
Vogue-Vogue P128 Tall Pedestal Cover

High Security Cluster Box Units

FLORENCE MANUFACTURING COMPANY
5935 CORPORATE DR
MANHATTAN KS 66503-9675
Telephone: 800-275-1747
Telephone: 785-323-4400
Fax: 785-323-4470
Fax: 800-275-5081 (toll-free)

www.florencemailboxes.com

Unit constructed of extruded aluminum and stainless steel.

Contract #1CDSEQ-05-B-3001 — Place orders through eBuy.

Note:

- 1) You must use eBuy to purchase supplies from this contract supplier.
- 2) Unit is anodized, painted aluminum — pedestal is anodized, painted stainless steel.

Contract No. 1CDSEQ-05-B-3001, available on eBuy.

Outdoor Parcel Locker (OPL)

USPS-B-1116B

FLORENCE MANUFACTURING COMPANY
5935 CORPORATE DR
MANHATTAN KS 66503-9675
Telephone: 800-275-1747
Telephone: 785-323-4400
Fax: 800-275-5081 (toll-free)
Fax: 785-323-4470

www.florencemailboxes.com

Contract #1CDSEQ-05-B-3001 — Place orders through eBay.

Note: You must use eBay to purchase supplies from this contract supplier.

Replacement Pedestals — CBU, NDCBU, and OPL Universal

FLORENCE MANUFACTURING COMPANY
5935 CORPORATE DR
MANHATTAN KS 66503-9675
Telephone: 800-275-1747
Telephone: 785-323-4400
Fax: 800-275-5081 (toll-free)
Fax: 785-323-4470

www.florencemailboxes.com

Replacement Pedestal — NDCBU Universal

Replacement Pedestal — OPL

Replacement Pedestal — American Locker CBU

Replacement Pedestal — American Locker OPL

Pedestal is anodized aluminum — Does not fit Superior units

Contract #1CDSEQ-05-B-3001 — Place orders through eBay.

Note: You must use eBay to purchase supplies from this contractor.

Pedestal is anodized aluminum. Does not fit Superior units.

Wall-Mounted Centralized Mail Receptacles

USPS-STD-4C

USPS-STD-4C was fully implemented on October 6, 2006.

All new multi-unit constructions with building permits submitted before October 6, 2006, retain the option of using apartment-style receptacles built to the specifications of USPS-STD-4B+.

All multi-unit construction with building plans submitted on October 6, 2006, or later are required to use wall-mounted mail receptacles built and approved to the specifications of USPS-STD-4C.

The receptacles offer:

- Improved compartment security.
- Customer-friendly compartment designs, which allow mail to be placed flat into the compartment.

- Increased ease of use for carriers
- Larger customer compartment capacity for small parcels and rolls (SPRs), small parcels, and large volumes of mail.
- One parcel locker for every 10 customer compartment ratios for installations with 10 customer compartments or more.
- Secure outgoing mail compartments.

The use of USPS-STD-4C boxes is primarily intended for new construction and not as a means of retrofitting existing complexes. However, buildings undergoing significant renovations or rehabilitations may be required to convert to wall-mounted receptacles that are USPS-STD-4C compliant. If these renovations include significant structural changes and present an opportunity for more complete makeovers, the builders should include 4C receptacles. Buildings that are simply remodeling or changing the outward/surface appearance of the lobby are *not* considered examples of renovations that would trigger the use of 4C receptacles.

If you have additional questions, contact your area or district growth coordinators for further information, or send an e-mail to www.wallmountedreceptacles@usps.gov.

Approved Manufacturers

USPS-STD-4C

2BGLOBAL
16 TECHNOLOGY DR STE 172
IRVINE CA 92618-2328
Telephone: 800-650-2606
949-502-3778

Fax: 949-502-3772

www.2B-Globalmailboxes.com

Front Loader Designs

1 & 2 High Customer Compartments

FLORENCE MANUFACTURING COMPANY
5935 CORPORATE DR
MANHATTAN KS 66503-9675

Telephone: 800-275-1747
785-323-4400

Fax: 800-275-5081 (toll-free)
785-323-4470

www.florencemailboxes.com

Front Loader Designs

Rear Loader Designs

1, 2, 3, & 4 High Customer Compartments

JENSEN MAILBOXES
105 STEEL CRAFT DR
HARTFORD WI 53027-1631

Telephone: 877-597-5671

Fax: 800-991-6121

www.jensenmailboxes.com

Front Loader Designs

1 & 2 High Customer Compartments

POSTAL PRODUCTS UNLIMITED
500 WEST OKLAHOMA AVE
MILWAUKEE WI 53207-2649

Telephone: 800-229-4500

www.mailproducts.com

Front Loader Designs

1 High Customer Compartments

SALSBURY INDUSTRIES
1010 E 62ND ST
LOS ANGELES CA 90001-1598

Telephone: 800-624-5269

Fax: 800-624-5299

www.mailboxes.com

Front Loader Designs

Rear Loader Designs

1, 2, 3, & 4 High Customer Compartments

SECURITY MANUFACTURING CORP
815 SOUTH MAIN ST
GRAPEVINE TX 76051-5535

Telephone: 800-762-6937

817-329-1600

Fax: 817-481-3993

www.securitymanufacturing.com

Front Loader Designs

1 High Customer Compartments

Apartment House Mail Receptacles — Horizontal and Vertical

Note: The Postal Service has revised USPS-STD-4B. The new standard is USPS-STD-4C.

For replacement of existing equipment, security enhanced versions of both horizontal and vertical boxes are now available. They are referred to as “USPS-STD-4B+” boxes and are designed to fit cleanly into buildings with old USPS-STD-4B boxes.

USPS-STD-4B+ boxes are approved for Postal Service mail delivery for existing indoor installations or existing protected outdoor locations. However, the Postal Service does not approve the purchase of this equipment for new installations and will not install Arrow locks in any such equipment. You may only order *replacement* parts for Postal Service–owned equipment that was installed in the past.

Approved Manufacturers

USPS-STD-4B+

AMERICAN DEVICE MANUFACTURING
5935 CORPORATE DR
MANHATTAN KS 66503-9675

Telephone: 800-275-1747

Telephone: 785-323-4400

Fax: 800-275-5081 (toll-free)

Fax: 785-323-4470

www.florencemailboxes.com

Horizontal units only

AMERICAN EAGLE MAILBOXES
3017 WHEELLOCK ST
DALLAS TX 75220-2944

Telephone: 800-488-4810

214-358-5544

Fax: 214-358-2261

www.americaneaglemailbox.com

Horizontal units only

BOMMER INDUSTRIES INC
PO BOX 187
LANDRUM SC 29356-0187

Telephone: 800-334-1654

Telephone: 864-457-3301

Fax: 864-457-5370

www.bommer.com

FLORENCE MANUFACTURING COMPANY
5935 CORPORATE DR
MANHATTAN KS 66503-9675

Telephone: 800-275-1747

Telephone: 785-323-4400

Fax: 800-275-5081 (toll-free)

Fax: 785-323-4470

www.florencemailboxes.com

JENSEN MAILBOXES
105 STEEL CRAFT DR
HARTFORD, WI 53027-1631

Telephone: 877-597-5671

Fax: 800-991-6121

www.jensenmailboxes.com

Horizontal units only

SALSBURY INDUSTRIES
1010 E 62ND ST
LOS ANGELES CA 90001-1598

Telephone: 800-624-5269

Fax: 800-624-5299

www.mailboxes.com

SECURITY MANUFACTURING CORP
815 S MAIN ST
GRAPEVINE TX 76051-5535

Telephone: 800-762-6937

Telephone: 817-329-1600

Fax: 817-481-3993

www.securitymanufacturing.com

Locks

PSIN O910A & B, O910HS (per USPS-L-1172C), O913A through K cams, O306P1 (per USPS-L-1294), O306A1 and A2, O306B and D, O308 (per USPS-K-852H)

COMPX SECURITY PRODUCTS*
200 OLD MILL RD
PO BOX 200
MAULDIN SC 29662-0200

www.compx.com

*Formerly National Cabinet Lock

Contact: Larry Springate

Telephone: 864-286-1694

Fax: 864-286-1698

Contract No. 1CDSEQ-06-B-0012

Note:

- 1) In accordance with MMO-123-06, Return of Non-Functional PSIN O306P Locks (Rev. E CBU Parcel Locker Locks), all non-functioning PSIN O306P locks are to be mailed to CompX at the address provided above. Also, refer to "Redesigned Parcel Lock Now Available," published in *Postal Bulletin* 22204 (4-12-07, pages 93–94) for ordering information.
- 2) Use the following information to order locks.:

MATERIAL DISTRIBUTION CENTER
ATTN SUPPLY REQUISITIONS
500 SW GARY ORMSBY DR
TOPEKA KS 66624-9702
e-mail: mdc.customerservice@usps.gov
TTOE: 800-273-1509
Option 1, followed by option 2

Licensing

USPS has developed a licensing program to create a standardized customer compartment lock (O910A and B) used in centralized delivery equipment. This standardization assures a level of security to protect the security and sanctity of the mail. A licensing program has also been developed for the CBU, which, when combined with the O910 lock, surpasses a required security level. Commercial manufacturers who wish to become licensed suppliers of either the O910 lock (USPS-L-1172C) or the CBU (USPS-B-1118G) should contact the office below for application procedures.

USPS Licensing Contact

DELIVERY TEAM LICENSING
PO BOX 27496
GREENSBORO NC 27498-0001

Current O910 Lock Licensee

COMPX SECURITY PRODUCTS*
200 OLD MILL RD
PO BOX 200
MAULDIN SC 29662-0200
www.compz.com

*Formerly National Cabinet Lock

Telephone: 864-286-1694

Fax: 864-286-1698

License Number: 1CDSEQ-08-B-0011

Current CBU Licensee

FLORENCE MANUFACTURING COMPANY
5935 CORPORATE DR
MANHATTAN KS 66503-9675
Telephone: 800-275-1747
Telephone: 785-323-4400
Fax: 800-275-5081 (toll-free)
Fax: 785-323-4470
www.florence-mailboxes.com

Unit is anodized, painted aluminum in a choice of 6 colors: Sandstone, Black, Bronze, White, Green, and Postal Gray

License Number: 1CDSEQ-08-B-0012

SALSBURY INDUSTRIES
1010 E 62ND ST
LOS ANGELES CA 90001-1598
Telephone: 800-624-5269
Fax: 800-624-5299
www.mailboxes.com

Unit is anodized, painted aluminum in a choice of 5 colors: Sandstone, Black, Bronze, White, and Green

License Number: 1CDSEQ-08-B-0026

State and Local Regulations

Some states have enacted laws that are more stringent and specific about the type of mailbox that may be used, the post or support that must be used to mount the mailbox, and the location of the delivery equipment. Regulations and recommendations published in this notice might not reflect appropriate requirements for your area. When providing guidance to the general public concerning mailbox placement and replacement, advise them not only of Postal Service regulations but also of any mailbox regulations that you know have been enacted by state or local authorities. Further information is available from the following:

AMERICAN ASSOCIATION OF STATE HIGHWAY
AND TRANSPORTATION OFFICIALS
444 N CAPITOL ST NW STE 249
WASHINGTON DC 20001-1512

FEDERAL HIGHWAY ADMINISTRATION
OFFICE OF HIGHWAY SAFETY HHS-10
400 7TH ST SW
WASHINGTON DC 20590-0003

Publicity

Postmasters must give these guidelines and suggestions maximum local publicity. Consult your area Public Affairs and Communications representative for further guidance and assistance in publicizing Mailbox Improvement Week. The news release on page 72 is provided for postmasters to distribute to daily or weekly newspapers or broadcast stations in their delivery area to promote Mailbox Improvement Week. Retype the press release, double-spaced, on Postal Service letterhead. You may also find it helpful to alert the media to locations of particularly interesting mailboxes in your delivery area.

Responsibility

Motorized city, rural, and highway contract box delivery route carriers must cooperate to ensure the success of this endeavor, and later report the results to the postmaster. In addition, postmasters should use the most up-to-date list of manufacturers and mailbox suppliers when providing motorized city, rural, and highway contract box delivery route customers with information about the type of box to install.

— City Delivery,
Delivery and Post Office Operations, 5-7-09

 **UNITED STATES
POSTAL SERVICE®**
FOR IMMEDIATE RELEASE
[Insert Date]

POSTAL NEWS

Contact: [Insert Your Name]
[Insert Your Phone Number]
Internet: www.usps.com

Mailbox Improvement Week Arrives in Time for Spring Cleaning

The U.S. Postal Service® is asking all [city name] homeowners to inspect and repair their mailboxes during Mailbox Improvement Week, May 17–23, says Postmaster [full name].

“Repairing suburban and rural mailboxes improves the appearance of our community and makes delivering and receiving mail safer for our carriers and customers,” [last name] says.

The Postal Service™ makes this annual request because of the wear and tear that occurs to mailboxes every year. “This is especially important after the effects of last winter,” [he/she] adds [if applicable].

Some of the typical activities that may need to be done include:

- Replacing loose hinges on a mailbox door.
- Repainting a mailbox that may have rusted or started peeling.
- Remounting a mailbox post if loosened.
- Replacing or adding house numbers.

“If a homeowner plans to install a new mailbox or replace a worn one, he or she must use only Postal Service–approved traditional, contemporary or locking full/limited service mailboxes,” said [last name]. “Customers should be careful when purchasing curbside mail receptacles because the use of unapproved boxes is prohibited. Customers may use a custom-built mailbox, but they must consult with my office to ensure it conforms to guidelines applying to flag, size, strength, and quality of construction.”

For more information on the use of names or numbers on mailboxes, or answers to any other questions, contact Postmaster [full name] at [phone number] or call your local postmaster at [phone number].

#

Finance

Forever Stamp Stock Revaluation for Rural Carrier Fixed Credits

Effective May 11, 2009, the Postal Service's™ new rate for a 1-ounce First-Class Mail® single-piece item is 44 cents. All Post Offices™ and postal retail units must increase the value of each Forever Stamp™ booklet in rural carrier fixed credits to reflect the price increase effective on May 11, 2009.

Rural Carrier Fixed Credit

Prior to May 11, exchange any Forever Stamp booklets in a rural carrier fixed credit with a combination of new denominated 44-cent stamp booklets (*The Simpsons* stamp booklets) and 2-cent, 44-cent, or any other denomination stamps to make up the difference. All Forever Stamp booklets need to be in the unit reserve stamp stock or the retail floor stock for revaluation.

IRT and eMOVES Offices

The unit reserve custodian will exchange the rural carrier's Forever Stamp booklets with a combination of new denominated 44-cent stamp booklets (*The Simpsons* stamp booklets) and 2-cent, 44-cent, or any other denomination stamps to make up the difference. Ensure the Forever Stamp booklets are added to the unit reserve stamp stock to be revalued on May 11, 2009.

POS ONE Offices

The POS ONE system will automatically revalue all Forever Stamp booklets on hand, therefore all Forever Stamp booklets must be in the retail floor stock prior to May 11, 2009. A retail associate working from the retail floor stock will exchange the rural carrier's Forever Stamp booklets following the Exchanging Stamp Products workflow:

- Press [Stamps and Merchandise] or [Stamps].
- Select <Exchange>.
- Enter the quantity (Forever Stamp booklets). Press [Quantity].

- Scan/enter the item number of the Forever Stamp booklet being exchanged, and then select <Exchange by Item Number>.
- Select <Saleable>.
- Select <Continue>.

Note: When completing the exchange, this item must be equal to the value of the item being exchanged.

- Scan/enter the item number of the denominated 44-cent stamp booklets (*The Simpsons* stamp booklets) to be issued, and then select <Sell by Item Number>.
- Press [Quantity].
- Scan/enter the item number of the 2-cent, 44-cent, or any other denomination to make up the difference in stamps to be issued, and then select <Sell by Item Number>.
- Press [Quantity].

Note: The amount required to satisfy the exchange is displayed as a negative total at the bottom of the notebook area. The amount total of loose stamps sold is displayed in the message.

- Once the value of the items sold is equal to the items being exchanged, press [Payment or End of Visit].

Note: After the revalue of all Forever Stamps on May 11, rural carriers may revert to Forever Stamps by exchanging the denominated 44-cent stamps for the new-rate 44-cent revalued Forever Stamps. Ensure items exchanged are of equal value.

Rural Carrier Owned Stock

No action needed.

— Accounting Policy,
Controller, 5-7-09

Mailing and Shipping Services

Mail Alert

The mailings below will be deposited in the near future. Offices should honor the requested home delivery dates. Mailers wishing to participate in these alerts, for mailings of 1 million pieces or more, should contact Business Service Network Integration at 202-268-3258 at least 1 month preceding the requested delivery dates. The Postal Service™

also offers electronic Mail Alerts via ADVANCE. For more information, see the *ADVANCE Notification & Tracking System Technical Guide* on the Internet at <http://ribbs.usps.gov/files/advance/advtech.pdf> or contact the National Customer Support Center at 800-238-3150.

Requested Delivery Dates	Title of Mailing	Class and Type of Mail	Number of Pieces (Millions)	Distribution	Presort Level	Comments
5/6/09–5/9/09	Costco Multi-Vendor Coupon Booklet	Standard Letter	19.0	Nationwide	Barcoded 3/5-Digit, Car-Rt	Seگردahl Carol Stream, IL
5/7/09–5/13/09	Life Line Screening	Standard Letter	2.0	Nationwide	3/5-Digit	Mail America Forest, VA
5/8/09–5/11/09	JCP — Home Sale	Standard Flat	5.3	National	Car-Rt	RRD/Quebecor World
5/9/09–5/12/09	JCP — Wk 15 BSOTS	Standard Letter & Flat	14.0	National	Car-Rt	Harte Hanks
5/11/09–5/13/09	Vonage Core	Standard Letter	1.2	National	3/5-Digit	Compak
5/14/09–5/16/09	Betty Crocker Bisquick	Standard Flat	3.196	Nationwide	3/5-Digit, Car-Rt	Rodale/ALG Worldwide
5/14/09–5/20/09	Life Line Screening	Standard Letter	2.0	Nationwide	3/5-Digit	Mail America Forest, VA
5/16/09–5/18/09	2009 Summer Catalog	Standard Flat	5.207	National	3/5-Digit, Car-Rt	RR Donnelly Lancaster, PA

— Business Service Network Integration, Sales, 5-7-09

Philately

Stamp Announcement 09-29: Forever Stamp



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On May 15, 2009, in Washington, DC, the Postal Service™ will re-issue the nondenominated First-Class Mail® definitive, Forever Stamp™ (Liberty Bell) in one design in a pressure-sensitive adhesive (PSA) double-sided booklet of 20 (Item 678900). The stamp, designed by Carl T. Herrman, North Las Vegas, Nevada, goes on sale nationwide May 15, 2009.

The stamp was previously issued in the following formats:

- 2007 — PSA double-sided booklet of 20 (Item 676600).
- 2007 — PSA vending booklet of 20 (Item 676500).
- 2007 — PSA ATM sheetlet of 18 (Item 569900).
- 2008 — PSA double-sided booklet of 20 (Item 677700).
- 2008 — PSA folded vending booklet of 20 (Item 679200).
- 2009 — PSA ATM sheetlet of 18 (573300).

How to Order the First Day of Issue Postmark

Customers have 60 days to obtain the first day of issue postmark by mail. They may purchase new stamps at their local Post Office™, at the Postal Store® website at www.usps.com/shop, or by calling 800-STAMP-24. They should affix the stamps to envelopes of their choice,

Issue:	<i>Forever Stamp</i>
Item Number:	678900
Denomination & Type of Issue:	Nondenominated First-Class Rate
Format:	Double-sided Booklet of 20 (1 design)
Series:	N/A
Issue Date & City:	May 15, 2009, Washington, DC 20066 (No Ceremony)
Designer:	Carl T. Herrman, North Las Vegas, NV
Art Director:	Carl T. Herrman, North Las Vegas, NV
Typographer:	Carl T. Herrman, North Las Vegas, NV
Artist:	Tom Engeman, Bethany Beach, DE
Modeler:	Donald Woo
Manufacturing Process:	Offset/Microprint "FOREVER"
Printer:	Banknote Corporation of America, Inc./SSP
Printed at:	Browns Summit, NC
Press Type:	Alprinta, 74
Stamps per Booklet:	20
Print Quantity:	750 billion stamps
Paper Type:	Prephosphored, Type II
Adhesive Type:	Pressure-sensitive
Processed at:	Unique Binders, Fredericksburg, VA
Colors:	Cyan, Magenta, Yellow, Black, PMS 876 (Gold)
Stamp Orientation:	Vertical
Image Area (w x h):	0.71 x 0.82 in./18.03 x 20.83 mm
Overall Size (w x h):	0.87 x 0.98 in./22.10 x 24.89 mm
Flat Booklet Size (w x h):	1.74 x 6.21 in./44.20 x 157.73 mm
Plate Size:	672 stamps per revolution
Plate Numbers:	"S" followed by five (5) single digits
Marginal Markings:	
Stamp Side:	© 2007 USPS • Plate numbers in peel strip area
Cover:	Barcode (678900) • "FOREVER" • Stamp image • "Twenty First-Class Stamps"

address the envelopes (to themselves or others), and place them in a larger envelope addressed to:

Forever Stamp (Liberty Bell)
Special Cancellations
PO Box 92282
Washington, DC 20090-2282

After applying the first day of issue postmark, the Postal Service will return the envelopes through the mail. There is no charge for the postmark. All orders must be postmarked by July 16, 2009.

How to Order First Day Covers

Stamp Fulfillment Services also offers first day covers for new stamp issues and Postal Service stationery items postmarked with the official first day of issue cancellation. Each item has an individual catalog number and is offered in the quarterly *USA Philatelic* catalog. Customers may

request a free catalog by calling 800-STAMP-24 or writing to:

Information Fulfillment
Dept. 6270
U.S. Postal Service
PO Box 219014
Kansas City, MO 64121-9014

Philatelic Products

There is one philatelic product available for this stamp issue:

- 678961*, First Day Cover, \$0.82.

Items with an asterisk (*) will use the 128 barcode from Stamp Fulfillment Services. All other philatelic products will continue to use barcode series A, with the exception of the Yearbook and the Guide Book.

Distribution: Item 678900 Nondenominated (\$8.80 Value) Forever (Liberty Bell), PSA Double-sided Booklet of 20

Stamp distribution offices (SDOs) will not receive automatic distribution quantities of this nondenominated Forever Stamp booklet variety printed by Sennett.

Initial distributions will be in one wave and will only be distributed to the Kansas City and Dulles Stamp Services Centers (SSCs), Stamp Fulfillment Services, and the accountable paper depositories (APDs). Shipments began on April 28, 2009, and will be complete by May 21, 2009. Distributions are rounded up to nearest master carton size (4,000 booklets).

Initial Supply to Post Offices

SDOs will not make a subsequent automatic distribution to Post Offices. Post Offices requiring quantities of the Forever Stamp booklet of 20 should continue to order Item 677700 from their designated SDO using PS Form 17, *Stamp Requisition/Stamp Return*. SDOs will continue to ship Item 677700 in place of Item 678900, until existing supplies of Item 677700 are depleted.

Philatelic Requirement

There will be no distribution of this version to the philatelic centers.

Additional Supply

Post Offices requiring quantities of the Forever Stamp booklet of 20 should continue to order Item 677700 from their designated SDO using a separate PS Form 17. SDOs will continue to ship Item 677700 in place of Item 678900 until existing supplies of Item 677700 are depleted.

SDOs requiring quantities of the Forever Stamp booklet of 20 should continue to order Item 677700 from their designated APD using PS Form 17. Quantities of 678900 from APDs will not be made available to SDOs until existing supplies of Item 677700 at the APDs are depleted.

When needed, additional quantities of this Item 678900 nondenominated (\$8.80 Value) Forever Stamp (Liberty Bell), PSA double-sided booklet of 20 will also be made available to SDOs via future automatic distributions, shipped directly from the supplier to the SDOs.

— Stamp Services,
Government Relations and Public Policy, 5-7-09

Stamp Announcement 09-30: Celebrate!



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On June 10, 2009, in Washington, DC, the Postal Service™ will issue a 44-cent, *Celebrate!* special stamp in one design in a pressure-sensitive adhesive (PSA) pane of 20 (Item 574500). The stamp, designed by Nicholas Wilton, San Geronimo, California, goes on sale nationwide June 10, 2009.

The stamp was previously issued as:

- 42-cent PSA pane of 20 (Item 57200), July 2008.
- 41-cent PSA pane of 20 (Item 570500), August 2007.

How to Order the First Day of Issue Postmark

Customers have 60 days to obtain the first day of issue postmark by mail. They may purchase new stamps at their local Post Office™, at the Postal Store® website at www.usps.com/shop, or by calling 800-STAMP-24. They should affix the stamps to envelopes of their choice, address the envelopes (to themselves or others), and place them in a larger envelope addressed to:

Celebrate! Stamp
Special Cancellations
PO Box 92282
Washington, DC 20090-2282

Issue:	<i>Celebrate!</i>
Item Number:	574500
Denomination & Type of Issue:	44-cent Special
Format:	Pane of 20 (1 design)
Series:	N/A
Issue Date & City:	June 10, 2009, Washington, DC 20066 (No Ceremony)
Designer:	Nicholas Wilton, San Geronimo, CA
Art Director:	Ethel Kessler, Bethesda, MD
Artist:	Nicholas Wilton, San Geronimo, CA
Typographer:	Nicholas Wilton, San Geronimo, CA
Modeler:	Donald Woo
Manufacturing Process:	Offset/Microprint "USPS"
Engraver:	N/A
Printer:	Banknote Corporation of America, Inc./Sennett Security Products (SSP/BCA)
Printed at:	Browns Summit, NC
Press Type:	Alprinta, 74
Stamps per Pane:	20
Print Quantity:	100 million stamps
Paper Type:	Phosphor Tagged, Overall
Adhesive Type:	Pressure-sensitive
Processed at:	Unique Binders, Fredericksburg, VA
Colors:	Cyan, Magenta, Yellow, Black,
Stamp Orientation:	Vertical
Image Area (w x h):	0.75 x 1.03 in./19.05 x 26.16 mm
Overall Size (w x h):	0.91 x 1.19 in./23.11 x 30.23 mm
Full Pane Size (w x h):	5.43 x 5.64 in./137.92 x 143.26 mm
Plate Size:	240 stamps per revolution
Plate Numbers:	"S" followed by four (4) single digits
Marginal Markings:	
Front:	© 2007 USPS • Plate position diagram • Price • Plate numbers in four corners
Back:	USPS logo • Barcode (574500) in four positions

After applying the first day of issue postmark, the Postal Service will return the envelopes through the mail. There is no charge for the postmark. All orders must be postmarked by August 12, 2009.

How to Order First Day Covers

Stamp Fulfillment Services also offers first day covers for new stamp issues and Postal Service stationery items postmarked with the official first day of issue cancellation. Each item has an individual catalog number and is offered in the quarterly *USA Philatelic* catalog. Customers may request a free catalog by calling 800-STAMP-24 or writing to:

Information Fulfillment
Dept. 6270
U.S. Postal Service
PO Box 219014
Kansas City, MO 64121-9014

Philatelic Products

There are two philatelic products available for this stamp issue:

- Item 574561, *First Day Cover, \$0.82.
- Item 574593, *Cancellation Keepsake (First Day Cover w/Pane), \$9.62.

Items with an asterisk (*) will use the 128 barcode from Stamp Fulfillment Services. All other philatelic products will continue to use barcode series A, with the exception of the Yearbook and the Guide Book.

Distribution: Item 574500, 44-cent Celebrate!, PSA Pane of 20 Stamps

Stamp distribution offices (SDOs) will receive approximately 80 to 90 percent of their standard automatic distribution quantity for a PSA sheet stamp. Distributions will be in multiple waves.

Wave 1 shipments, which began April 14, 2009, will be complete by May 14, 2009. The Wave 2 shipment will begin June 16, 2009, and will be complete by July 16, 2009. Distributions are rounded up to the nearest master carton size (40,000 stamps).

Initial Supply to Post Offices

SDOs will make a subsequent automatic distribution to Post Offices of one-half their standard automatic distribution quantity using PS Form 17, *Stamp Requisition/Stamp Return*. SDOs must not distribute stamps to Post Offices before June 3, 2009.

Additional Supply

Post Offices requiring additional stamps must requisition Item 574500 from their designated SDO using PS Form 17. SDOs requiring additional stamps must order them from the appropriate accountable paper depository (APD) using PS Form 17.

Following the automatic distribution to SDOs, the New York, Chicago, San Francisco, and Memphis APDs, will each receive additional stamps for fulfilling supplemental orders from the SDOs. The Kansas City Stamp Services Center will receive additional stamps for fulfilling supplemental orders from APDs.

— Stamp Services,
Government Relations and Public Policy, 5-7-09

Stamp Announcement 09-31: Anna Julia Cooper



© 2008 USPS

On June 11, 2009, in Washington, DC, the Postal Service™ will issue a 44-cent *Anna Julia Cooper* commemorative stamp in one design in a pressure-sensitive adhesive (PSA) pane of 20 stamps (Item 463800). The stamp, designed by Ethel Kessler, Bethesda, Maryland, goes on sale nationwide June 11, 2009.

With the 32nd stamp in its *Black Heritage* series, the U.S. Postal Service® honors Anna Julia Cooper, an educator, scholar, feminist, and activist who gave voice to the African-American community during the 19th and 20th centuries, from the end of slavery to the beginning of the Civil Rights movement. The stamp features a portrait of Cooper created by Kadir Nelson, San Diego, California, who based his painting on an undated photograph.

Issue:	<i>Anna Julia Cooper</i>
Item Number:	463800
Denomination & Type of Issue:	44-cent Commemorative
Format:	Pane of 20 (1 design)
Series:	<i>Black Heritage</i>
Issue Date & City:	June 11, 2009, Washington, DC 20066
Designer:	Ethel Kessler, Bethesda, MD
Art Director:	Ethel Kessler, Bethesda, MD
Typographer:	Ethel Kessler, Bethesda, MD
Artist:	Kadir Nelson, San Diego, CA
Modeler:	Joseph Sheeran
Manufacturing Process:	Offset/Microprint "USPS"
Printer:	Ashton Potter (USA) Ltd. (APU) Williamsville, NY
Press Type:	Mueller Martini, A76
Stamps per Pane:	20
Print Quantity:	125 million stamps
Paper Type:	Nonphosphored, Type III, Block Tagged
Adhesive Type:	Pressure-sensitive
Processed at:	Ashton Potter (USA) Ltd.
Colors:	Black, Cyan, Magenta, Yellow, PMS 8C (Cool Gray)
Stamp Orientation:	Vertical
Image Area (w x h):	.84 x 1.42 in./21.37 x 36.07 mm
Overall Size (w x h):	.98 x 1.56 in./24.89 x 39.62 mm
Full Pane Size (w x h):	5.95 x 7.24 in./151.13 x 183.90 mm
Plate Size:	240 stamps per revolution
Plate Numbers:	"P" followed by five (5) single digits
Marginal Markings:	
Front:	© 2008 USPS • Header: "BLACK HERITAGE 32ND IN A SERIES" • Plate position diagram • Price • Plate numbers in four positions
Back:	USPS logo • Barcode (463800) in two positions • Biographical text on back of each stamp

How to Order the First Day of Issue Postmark

Customers have 60 days to obtain the first day of issue postmark by mail. They may purchase new stamps at their local Post Office™, at the Postal Store® website at www.usps.com/shop, or by calling 800-STAMP-24. They should affix the stamps to envelopes of their choice, address the envelopes (to themselves or others), and place them in a larger envelope addressed to:

Anna Julia Cooper Stamp
Special Cancellations
PO Box 92282
Washington, DC 20090-2282

After applying the first day of issue postmark, the Postal Service will return the envelopes through the mail. There is no charge for the postmark. All orders must be postmarked by August 13, 2009.

How to Order First Day Covers

Stamp Fulfillment Services also offers first day covers for new stamp issues and Postal Service stationery items postmarked with the official first day of issue cancellation. Each item has an individual catalog number and is offered in the quarterly *USA Philatelic* catalog. Customers may request a free catalog by calling 800-STAMP-24 or writing to:

Information Fulfillment
Dept. T 6270
U.S. Postal Service
PO Box 219014
Kansas City, MO 64121-9014

Philatelic Products

With this stamp and cultural diary page, the U.S. Postal Service honors Anna Julia Cooper, an educator, scholar, feminist, and activist who gave voice to the African-American community from the end of slavery to the beginning of the Civil Rights Movement. The diary page (Item 463876, \$13.95) comes with a maxi card with the *Anna Julia Cooper* stamp affixed and cancelled, plus a pane of 20 stamps.



There are three other philatelic products available for this stamp issue:

- 463861*, First Day Cover, \$0.82.
- 463891*, Ceremony Program, \$6.95.
- 463893, Cancellation Keepsake (First Day Cover w/ pane), \$9.62.

Items with an asterisk (*) will use the 128 barcode from Stamp Fulfillment Services. All other philatelic products will continue to use barcode series A, with the exception of the Yearbook and the Guide Book.

Distribution: Item 463800, 44-cent Anna Julia Cooper, PSA Pane of 20 Stamps

Stamp distribution offices (SDOs) will receive approximately 100 percent of their full standard automatic distribution quantity for a PSA sheet stamp. Distributions, which began April 8, 2009, will be complete May 6, 2009. Distributions are rounded up to the nearest master carton size (40,000 stamps).

Initial Supply to Post Offices

SDOs will make a subsequent automatic distribution to Post Offices their full standard automatic distribution quantity using PS Form 17, *Stamp Requisition/Stamp Return*. SDOs must not distribute stamps to Post Offices before June 4, 2009.

Additional Supply

Post Offices requiring additional stamps must requisition Item 463800 from their designated SDO using PS Form 17. SDOs requiring additional stamps must order them from the appropriate accountable paper depository (APD) using PS Form 17.

For fulfilling supplemental orders from SDOs, the Chicago, New York, San Francisco, and Memphis APDs will each receive additional stamps. The Kansas City Stamp Services Center will receive additional stamps for fulfilling supplemental orders from the APDs.

Sales Policy

All Post Offices must acquire and maintain a supply of each new commemorative stamp as long as customer demand exists, until inventory is depleted, or until the stamp is officially withdrawn from sale. If supplies run low, Post Offices must reorder additional quantities using their normal ordering procedures.

— Stamp Services,
Government Relations and Public Policy, 5-7-09

Stamp Announcement 09-32: Dolphin



© 2009 USPS

On June 12, 2009, in Washington, DC, the Postal Service™ will issue a 64-cent *Dolphin* definitive stamp in one design in a pressure-sensitive adhesive (PSA) pane of 20 stamps (Item 113300). The stamp, designed by Carl T. Herrman, North Las Vegas, Nevada, goes on sale nationwide June 12, 2009.

This 2009 stamp, with an illustration by Nancy Stahl, New York, New York, features a bottlenose dolphin leaping from the water. Stahl has created illustrations for several stamps, including the *Dragonfly* (2008) and *Florida Panther* (2007), designed in a similar style. She used several photographs of bottlenose dolphins, marine mammals noted for their high intelligence and playful behavior, as reference for the art.

How to Order the First Day of Issue Postmark

Customers have 60 days to obtain the first day of issue postmark by mail. They may purchase new stamps at their local Post Office™, at the Postal Store® website at www.usps.com/shop, or by calling 800-STAMP-24. They should affix the stamps to envelopes of their choice, address the envelopes (to themselves or others), and place them in a larger envelope addressed to:

Dolphin Stamp
Special Cancellations
PO Box 92282
Washington, DC 20090-2282

Issue:	<i>Dolphin</i>
Item Number:	113300
Denomination & Type of Issue:	64-cent Definitive
Format:	Pane of 20 (1 design)
Series:	N/A
Issue Date & City:	June 12, 2009, Washington, DC 20066 (No Ceremony)
Designer:	Carl T. Herrman, North Las Vegas, NV
Art Director:	Carl T. Herrman, North Las Vegas, NV
Typographer:	Carl T. Herrman, North Las Vegas, NV
Artist:	Nancy Stahl, New York, NY
Modeler:	Avery Dennison, SPD
Engraver:	Keating Gravure
Manufacturing Process:	Gravure
Printer:	Avery Dennison (AVR)
Printed at:	AVR, Clinton, SC
Press Type:	Dia Nippon Kiko (DNK)
Stamps per Pane:	20
Print Quantity:	40 million stamps
Paper Type:	Prephosphored, Type II
Adhesive Type:	Pressure-sensitive
Processed at:	AVR, Clinton, SC
Colors:	Yellow, Magenta, Cyan, Black, PMS 302 (Dark Blue)
Stamp Orientation:	Vertical
Image Area (w x h):	.73 x .84 in./18.54 x 21.37 mm
Overall Size (w x h):	.87 x .98 in./22.10 x 24.89 mm
Full Pane Size (w x h):	4.921 x 5.25 in./124.99 x 133.35 mm
Plate Size:	280 stamps per revolution
Plate Numbers:	"V" followed by five (5) single digits
Marginal Markings:	
Front:	© 2009 USPS • Price • Plate position diagram • Plate numbers in four corners of pane
Back:	USPS logo • Barcode (113300) in two corners of pane

After applying the first day of issue postmark, the Postal Service will return the envelopes through the mail. There is no charge for the postmark. All orders must be postmarked by August 14, 2009.

How to Order First Day Covers

Stamp Fulfillment Services also offers first day covers for new stamp issues and Postal Service stationery items postmarked with the official first day of issue cancellation. Each item has an individual catalog number and is offered in the quarterly *USA Philatelic* catalog. Customers may request a free catalog by calling 800-STAMP-24 or writing to:

Information Fulfillment
Dept. 6270
U.S. Postal Service
PO Box 219014
Kansas City, MO 64121-9014

Philatelic Products

There is one philatelic product available for this stamp issue:

- 113361*, First Day Cover, \$1.02.

Items with an asterisk (*) will use the 128 barcode from Stamp Fulfillment Services. All other philatelic products will continue to use barcode series A, with the exception of the Yearbook and the Guide Book.

Distribution: Item 113300, 64-cent Dolphin PSA Pane of 20 Stamps

Stamp distribution offices (SDOs) will receive approximately 20 to 30 percent of their standard automatic distribution quantity for a PSA sheet stamp. SDO distributions, which begin May 11, 2009, will be complete May 27, 2009. Distributions are rounded up to the nearest master carton size (40,000 stamps).

Initial Supply to Post Offices

SDOs will not make a subsequent automatic distribution to Post Offices. Post Offices requiring quantities of Item 113300 must order them from their designated SDO using a separate PS Form 17, *Stamp Requisition/Stamp Return*. SDOs must not distribute stamps to Post Offices before June 5, 2009.

Additional Supply

Post Offices requiring additional stamps must requisition Item 113300 from their designated SDO using PS Form 17. SDOs requiring additional stamps must order them from the appropriate accountable paper depository (APD) using PS Form 17.

For fulfilling supplemental orders from SDOs, the Memphis, Chicago, New York, and San Francisco APDs will each receive additional stamps. The Kansas City Stamp Services Center will receive additional stamps for fulfilling supplemental orders from APDs.

— *Stamp Services,
Government Relations and Public Policy, 5-7-09*

Procedures for the Revaluation of the 42-Cent Forever Stamp Booklets and Automatic Teller Machine Sheetlets

Stamp Booklets Affected

Item	Description	Price	Increase	New Price
569900	Forever Stamp Automatic Teller Machine Sheetlets	\$7.56	\$0.36	\$7.92
573300	Forever Stamp Automatic Teller Machine Sheetlets	\$7.56	\$0.36	\$7.92
676500	Forever Stamp Vending Booklet	\$8.40	\$0.40	\$8.80
676511	Forever Stamp Vending Crisscross Booklet	\$8.40	\$0.40	\$8.80
676600	Forever Stamp Booklet	\$8.40	\$0.40	\$8.80
677700	Forever Stamp Booklet	\$8.40	\$0.40	\$8.80
679200	Forever Stamp Vending Booklet	\$8.40	\$0.40	\$8.80
679211	Forever Stamp Vending Crisscross Booklet	\$8.40	\$0.40	\$8.80

The selling price of the Forever Stamp™ will increase on May 11, 2009, to 44 cents (\$8.80 per booklet and \$7.92 per sheetlet). The master inventories of Stamp Services System (SSS) will be electronically updated by Stamp Acquisition and Distribution, Headquarters, at 9:00 A.M. ET on May 11, 2009, to reflect the new selling price.

Stamp distribution offices (SDOs) and stamp service centers (SSCs) *must not* log on to the SSS program after close of business May 9 through May 11, before 9:00 A.M. ET.

When the inventory system is updated, the closing balance on PS Form 3958, *Unit Reserve Stamp Stock Transaction Record*, for May 9 will not match the opening balance on May 11. The difference should equal the total revaluation amounts.

Procedures for Stamp Distribution Supervisors

Stamp distribution supervisors at all facilities processing the Forever Stamp booklets should perform the following on May 9 or their last day of business prior to May 11:

- Print PS Form 3958 for close of business on May 9, 2009 (or the last day of business prior to May 11, 2009).
- Print an inventory listing for close of business on May 9, 2008 (or the last day of business prior to May 11, 2009).
- Complete the Check Sheet (see below).
- Enter the results on a PS Form 17, *Stamp Requisition/Stamp Return*.
- Write the difference on the overage line of PS Form 3958 (outside the postage line) as Stock Revaluation/Increase.
- Maintain PS Form 3958 and PS Form 17 at the SDO or SSC.

Procedures for the Integrated Business Software Solutions Center Programmer at Eagan, MN

The Integrated Business Software Solutions Center (IBSSC) programmer should do the following:

- Recalculate the beginning vault balances before users are allowed to log on to the SSS program.
- Provide a file of the net differences, by line and by warehouse, to St. Louis Accounting after the system is updated. St. Louis Accounting will then use the file to update the stock ledger entries.

Check Sheet

Item Number	Description	Quantity on Hand	Total Value
569900	42-cent Forever Stamp ATM Sheetlet	x .36	
573300	42-cent Forever Stamp ATM Sheetlet	x .36	
676500	42-cent Forever Stamp Vending Booklet	x .40	
676511	42-cent Forever Stamp Vending Crisscross	x .40	
676600	42-cent Forever Stamp Booklet	x .40	
677700	42-cent Forever Stamp Booklet	x .40	
679200	42-cent Forever Stamp Vending Booklet	x .40	
679211	42-cent Forever Stamp Vending Crisscross	x .40	
Value of Increase			

Correction: Love: King and Queen of Hearts Stamp

In the article “Correction: Love: King and Queen of Hearts” in *Postal Bulletin* 22257 (4-23-09, page 62), the denomination in the technical details table was missing a “4”. Also, the table listed two designers, and there should be only one. The table is given again below with the correct denomination and designer’s name in bold.

Issue:	<i>Love: King and Queen of Hearts</i>
Item Number:	678800
Denomination & Type of Issue:	44-cent Definitive
Format:	Convertible Booklet of 20 (2 designs)
Series:	<i>Love</i>
Issue Date & City:	May 8, 2009, Washington, DC 20066 (No Ceremony)
Designer:	Jeanne Greco, New York, NY
Art Director:	Derry Noyes, Washington, DC
Typographer:	Derry Noyes, Washington, DC
Artist:	Jeanne Greco, New York, NY
Modeler:	Avery Dennison, SPD
Manufacturing Process:	Gravure
Engraver:	Keating Gravure
Printer:	Avery Dennison, (AVR)
Printed at:	AVR, Clinton, S.C.
Press Type:	Dia Nippon Kiko (DNK)
Stamps per Booklet:	20
Print Quantity:	500 million stamps
Paper Type:	Prephosphored, Type I
Adhesive Type:	Pressure-Sensitive
Processed at:	AVR, Clinton, SC
Colors:	Yellow, Magenta, Cyan, Black, PMS 5773 (Green)
Stamp Orientation:	Horizontal
Image Area (w x h):	0.77 x 1.05 in./19.56 x 26.67 mm
Overall Size (w x h):	0.91 x 1.19 in./23.11 x 30.23 mm
Booklet Size (w x h):	4.55 x 5.0 in./115.57 x 127.0 mm
Plate Size:	420 stamps per revolution
Plate Numbers:	“V” followed by five (5) single digits
Marginal Markings:	
Cover Side:	© 2008 USPS • Stamp images <ul style="list-style-type: none"> • Two different designs • “LOVE” • “Twenty 44¢ Self-adhesive Stamps” • “\$8.80” • Barcode (678800) • USPS logo • Promotional text • Plate block numbers

— Stamp Services,
Government Relations and Public Policy, 5-7-09

Pictorial Postmarks Announcement

As a community service, the Postal Service™ offers pictorial postmarks to commemorate local events celebrated in communities throughout the nation. A list of events for which pictorial postmarks are authorized appears below. If available, the sponsor of the pictorial postmark appears in italics under the date. Also provided are illustrations of those postmarks.

People attending these local events may obtain the postmark in person at the temporary Post Office™ station established there. Those who cannot attend the event but who wish to obtain the postmark may submit a mail order request. Pictorial postmarks are available only for the dates indicated, and *requests must be postmarked no later than 30 days following the requested pictorial postmark date.*

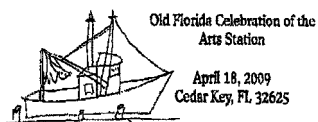
All requests must include a stamped envelope or postcard bearing at least the minimum First-Class Mail® postage. Items submitted for postmark may not include

postage issued after the date of the requested postmark. Such items will be returned unserved.

Customers wishing to obtain a postmark should affix stamps to any envelope or postcard of their choice, address the envelope or postcard to themselves or others, insert a card of postcard thickness in envelopes for sturdiness, and tuck in the flap. Place the envelope or postcard in a larger envelope and address it to: PICTORIAL POSTMARKS, followed by the NAME OF THE STATION, ADDRESS, CITY, STATE, ZIP+4® CODE, as listed below.

Customers can also send stamped envelopes and postcards without addresses for postmark, as long as they supply a larger envelope with adequate postage and their return address. After applying the pictorial postmark, the Postal Service returns the items (with or without addresses) under addressed protective cover.

The following pictorial postmark has been extended for 30 days:



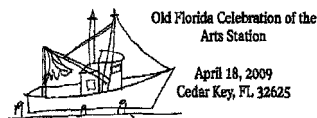
April 18–19, 2009

Old Florida Celebration of the Arts
Old Florida Celebration of the Arts Station
Postmaster
518 Second St.
Cedar Key, FL 32625-9998



April 15, 2009

University of Alaska Anchorage (UAA)
Forty Ninth State Abraham Lincoln Station
Station Manager
344 W. 3rd Ave.
Anchorage, AK 99501-2713



April 18–19, 2009

Old Florida Celebration of the Arts
Old Florida Celebration of the Arts Station
Postmaster
518 Second St.
Cedar Key, FL 32625-9998

April 16, 2009

City of West Palm Beach
West Palm Beach City Center Grand Opening Station
Manager MOWS
PO Box 163552
West Palm Beach, FL 33416-3552



April 20–23, 2009

U.S. Postal Service
Gold Nugget Days Station
Postmaster
6469 Clark Rd.
Paradise, CA 95969-9998



Mahalia Jackson Station
 April 23, 2009
 New Orleans, LA 70117

April 23-24, 2009
New Orleans Jazz & Heritage Foundation, Inc.
 Mahalia Jackson Station
 Postmaster
 PO Box 50336
 New Orleans, LA 70150-0336



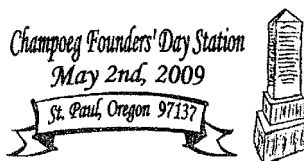
Walter Reed Centennial Station
 Washington D.C. 20307
 ★ MAY 1, 2009 ★

May 1, 2009
Walter Reed Army Medical Center
 Walter Reed Centennial Station
 Special Events Rm. 1089
 900 Brentwood Rd., NE
 Washington, DC 20066-9998



Sharp County
GFWC Federation Day Station
 April 24, 2009
 Ash Flat, AR 72513

April 24, 2009
General Federations of Women's Club
 GFWC Federation Day Station
 Postmaster
 34 W. Main St.
 Ash Flat, AR 72513-9998

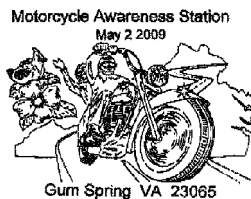


May 2, 2009
Champoeg Historical State Park
 Champoeg Founders Day Station
 Officer in Charge
 20180 Main St., NE
 St Paul, OR 97137-9640



Jazz Fest Station
 April 24, 2009
 New Orleans, LA 70119

April 24-26, 2009
New Orleans Jazz & Heritage Foundation, Inc.
 Jazz Fest Station
 Postmaster
 PO Box 50336
 New Orleans, LA 70150-0336



May 2, 2009
U.S. Postal Service
 Motorcycle Awareness Station
 Postmaster
 3250 Broad St.
 Gum Spring, VA 23065-9998



April 25, 2009
Universal Ship Cancellation Society
 Commissioning Day Station
 Postmaster
 PO Box 9998
 Goose Creek, SC 29445-9998

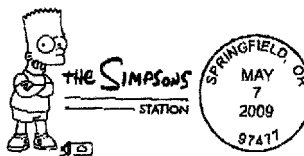


May 2-3, 2009
Spring Ford Philatelic Society
 VALPEX Station
 Postmaster
 354 N. Lewis Rd.
 Royersford, PA 19468-9998

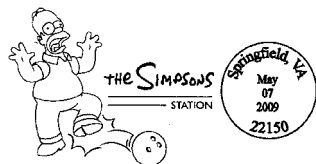


Jazz Fest Station
 April 30, 2009
 New Orleans, LA 70119

April 30-May 3, 2009
New Orleans Jazz & Heritage Foundation, Inc.
 Jazz Fest Station
 Postmaster
 PO Box 50336
 New Orleans, LA 70150-0336



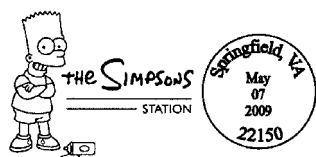
May 7, 2009
U.S. Postal Service
 The The Simpsons Station
 Postmaster/Philatelic Sales
 PO Box 9998
 Springfield, OR 97477-9998



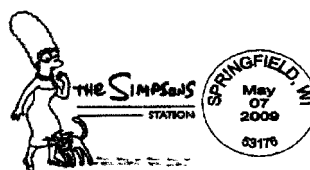
May 7, 2009
 U.S. Postal Service
 The Simpsons Station
 Postmaster
 PO Box 9998
 Springfield, VA 22150-9998



May 7, 2009
 U.S. Postal Service
 The Simpsons Station
 Postmaster
 PO Box 9998
 Springfield, WI 53176-9998



May 7, 2009
 U.S. Postal Service
 The Simpsons Station
 Postmaster
 PO Box 9998
 Springfield, VA 22150-9998



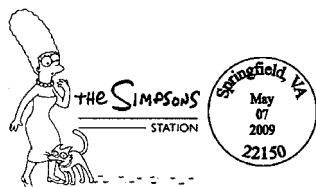
May 7, 2009
 U.S. Postal Service
 The Simpsons Station
 Postmaster
 PO Box 9998
 Springfield, WI 53176-9998



May 7, 2009
 U.S. Postal Service
 The Simpsons Station
 Postmaster
 PO Box 9998
 Springfield, VA 22150-9998



May 7, 2009
 U.S. Postal Service
 The Simpsons Station
 Postmaster
 PO Box 9998
 Springfield, WI 53176-9998



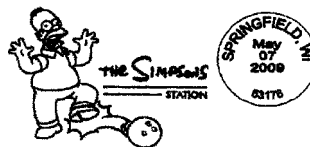
May 7, 2009
 U.S. Postal Service
 The Simpsons Station
 Postmaster
 PO Box 9998
 Springfield, VA 22150-9998



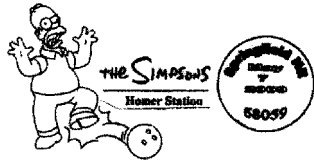
May 7, 2009
 U.S. Postal Service
 The Simpsons Station
 Postmaster
 PO Box 9998
 Springfield, WI 53176-9998



May 7, 2009
 U.S. Postal Service
 The Simpsons Station
 Postmaster
 PO Box 9998
 Springfield, VA 22150-9998



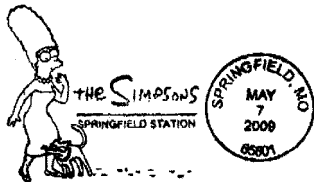
May 7, 2009
 U.S. Postal Service
 The Simpsons Station
 Postmaster
 PO Box 9998
 Springfield, WI 53176-9998



May 7, 2009
 U.S. Postal Service
 The Simpsons Station
 Postmaster
 PO Box 9998
 Springfield, NE 68059-9998



May 7, 2009
 U.S. Postal Service
 The Simpsons Station
 Postmaster
 PO Box 9998
 Springfield, MO 65801-9998



May 7, 2009
 U.S. Postal Service
 The Simpsons Station
 Postmaster
 PO Box 9998
 Springfield, MO 65801-9998



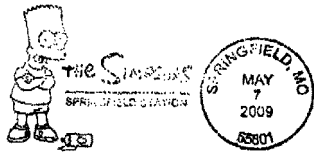
May 7, 2009
 U.S. Postal Service
 Springfield Station
 Postmaster
 PO Box 9998
 Springfield, MN 56087-9998



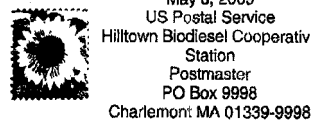
May 7, 2009
 U.S. Postal Service
 The Simpsons Station
 Postmaster
 PO Box 9998
 Springfield, MO 65801-9998



May 7, 2009
 U.S. Postal Service
 Springfield Station
 Postmaster
 811 Eighth St.
 Springfield, SD 57062-9998



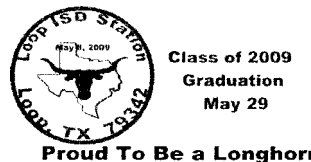
May 7, 2009
 U.S. Postal Service
 The Simpsons Station
 Postmaster
 PO Box 9998
 Springfield, MO 65801-9998



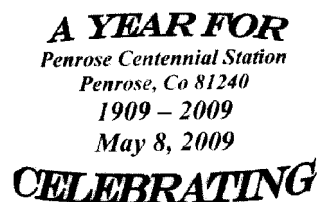
May 8, 2009
 U.S. Postal Service
 Hilltown Biodiesel
 Cooperative Station
 Postmaster
 PO Box 9998
 Charlemont, MA 01339-9998



May 7, 2009
 U.S. Postal Service
 The Simpsons Station
 Postmaster
 PO Box 9998
 Springfield, MO 65801-9998



May 8, 2009
 Class of 2009
 Graduation
 May 29
 Loop ISD
 Loop ISD Station
 Postmaster
 14075 Loop 252
 Loop, TX 79342-9998



May 8, 2009
 Centennial Committee
 Penrose Chamber of
 Commerce
 Penrose Centennial Station
 Postmaster
 PO Box 9998
 Penrose, CO 81240-9998



May 9, 2009
 Sheboygan Stamp Club
 SHEPEX Station
 Postmaster
 205 Lake St.
 Cascade, WI 53011-9998



May 8, 2009
 City of Mullens
 The Dogwood City Station
 Postmaster
 PO Box 9998
 Mullens, WV 25882-9998



May 9, 2009
 Town of Hudson
 Hudson Centennial Station
 Postmaster
 PO Box 9998
 Hudson, NY 82515-9998



May 8, 2008
 American Cancer Society
 Relay for Life Station
 Postmaster
 PO Box 9998
 Clovis, NM 88101-9998



May 12, 2009
 Major Todd Copley 700th
 Airlift Squadron
 End of Berlin Airlift 60th
 Anniversary Station
 Postmaster
 257 Lawrence St.
 Marietta, GA 30060-9998



May 9, 2009
 U.S. Postal Service
 Rocking Horse Ranch
 Station
 Postmaster
 PO Box 9998
 Highland, NY 12528-9998



May 12, 2009
 U.S. Postal Service
 Morton Indian Station
 Postmaster
 106 W. Taylor Ave.
 Morton, TX 79346-9998



May 9, 2009
 Theodore Burr Covered
 Bridge Society of
 Pennsylvania, Inc.
 Covered Bridge Station
 Postmaster
 435 S. Cascade St.
 New Castle, PA 16105-9998



May 13, 2009
 U.S. Postal Service
 Dawson Dragon Station
 Postmaster
 218 Juniper St.
 Welch, TX 79377-9998

**STAMPOREE STATION
BLACK ROCK DISTRICT
BOY SCOUTS OF AMERICA
FRACKVILLE, PA 17931
MAY 13, 2009**



May 13, 2009
BSA Black Rock District
Stamporee Station
Postmaster
PO Box 9998
Frackville, PA 17931-9998



May 16, 2009
U.S. Postal Service
Fish Heritage Day Station
Postmaster
PO Box 9998
South Otselic, NY 13155-9998



Honoring
Abraham Lincoln
MAY 15, 2009
ROCHESTER NY 14623

May 15, 2009
U.S. Postal Service
ROPEX Station
Philatelic Clerk MOWS
1335 Jefferson Rd.
Rochester, NY 14692-9998

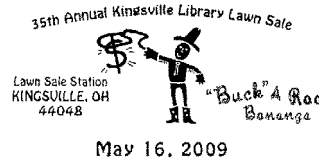
Sucker Day Station
May 16, 2009
Nixa, Mo 65714



May 16, 2009
Postal Consumer Advisory
Council
Sucker Day Station
Postmaster
404 W. South St.
Nixa, MO 65714-9998

**New Postal Rates apply at the
Rocky Mountain Stamp Show
Anniversary Station
1809-2009 Lincoln's Birth
1859-2009 Colorado Gold Rush
May 15, 2009 Denver CO 80239**

May 15, 2009
Rocky Mountain Stamp
Show
New Postal Rates Apply at
the Rocky Mountain Stamp
Show Anniversary Station
Station Manager
951 20th St.
Denver, CO 80202-9998



May 16, 2009
City of Kingsville
Lawn Sale Station
Postmaster
3110 W. Main St.
Kingsville, OH 44048-9998



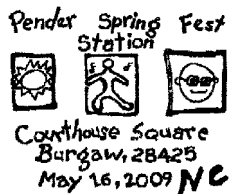
Hudson-Fulton Station
May 15, 2009
Poughkeepsie, NY 12601

May 15, 2009
U.S. Postal Service
Hudson-Fulton Station
Postmaster
PO Box 9998
Poughkeepsie, NY 12601-9998



Honoring
Abraham Lincoln
ROPEX STATION
MAY 16, 2009
ROCHESTER NY 14623

May 16, 2009
U.S. Postal Service
ROPEX Station
Philatelic Clerk MOWS
1335 Jefferson Rd.
Rochester, NY 14692-9998



Courthouse Square
Burgaw, 28425
May 16, 2009 NC

May 16, 2009
Pender County Spring Fest
Pender Spring Fest Station
Postmaster
100 E. Satchwell St.
Burgaw, NC 28425-9998



May 16, 2009
City of Madison
Section C4A Conclave
Station
Postmaster
375 N. Lake St.
Madison, OH 44057-9998



May 16, 2009

Mark Twain Lake Chamber
Commerce
Clarence Cannon Dam
Station
Postmaster
416 N. Main St.
Monroe City, MO 63456-
9998



Lincoln's Birth 200th
Anniversary Station
at Rocky Mountain
Stamp Show
May 16, 2009
Denver, CO 80239

May 16, 2009

Rocky Mountain Stamp
Show

Lincoln's Birth 200th
Anniversary Station
Station Manager
951 20th St.
Denver, CO 80202-9998



May 16, 2009

Stoughton Chamber of
Commerce and Syttende
Mai Festival

Syttende Mai Station
Postmaster
PO Box 9998
Stoughton, WI 53589-9998



Gold Rush of 1859
150th Anniversary
Station Rocky Mtn.
Stamp Show
Denver, CO 80239
May 17, 2009

May 17, 2009

Rocky Mountain Stamp
Show

Gold Rush of 1859 150th
Anniversary Station
Station Manager
951 20th St.
Denver, CO 80202-9998

**CHESTER RAILWAY MUSEUM
RAILCAR COLLECTION**



1923 TANK CAR CHESTER STATION MAY 16, 2009
CHESTER, MA 01011

May 16, 2009

The Chester Foundation
Chester Station
Postmaster
309 Route 20
Chester, MA 01011-9998



Honoring
Abraham Lincoln
ROPEX STATION
MAY 17, 2009
ROCHESTER NY 14623

May 17, 2009

U.S. Postal Service
ROPEX Station
Philatelic Clerk MOWS
1335 Jefferson Rd.
Rochester, NY 14692-9998



May 16, 2009

Oscoda County
Oscoda County Station
Postmaster
PO Box 9998
Mio, MI 48647-9998



May 20-23, 2009

University of Tennessee –
Division of Outreach &
Continuing Education

Destination Imagination
Global Finals Station
Window Supervisor MOWS
1237 E. Weisgarber Rd.
Knoxville, TN 37950-9998

– Stamp Services,
Government Relations, 5-7-09

Retail

Stamps by Mail — Brochure Ordering Information

This article publishes the Stamps by Mail® print run cut-off schedule for the '09 fiscal year. Each date has a designation whether it is for the year-round (YR) brochure or the holiday (HOL) brochure. The remaining FY '09 print cycle dates are the following:

- June 25, 2009 (YR).
- August 20, 2009 (HOL).

To order brochures, submit PS Form 3227-O, *Stamps by Mail Brochure Order Form* (January 2009), to Cyril-Scott Company:

Cyril Scott Company
PO Box 627
Lancaster, OH 43130-0627

Telephone: 800-466-0455
Fax: 740-689-0210

You can find this form at <http://blue.usps.gov>; click *Forms*, and then select the form by number. A copy of this form appears on page [94](#) in this *Postal Bulletin*.

The cost per unit of 500 is \$12.51. This cost includes overprinting the address of the fulfillment office placing the order. You may pay for orders (under \$10,000) with local IMPAC credit cards, checks, or money orders. However, Cyril-Scott Company cannot process the order until it receives payment. Local eBuy procedures may also apply (refer to local procurement procedures). Cyril-Scott Company must receive orders placed by mail by close of business the day of the print run cut-off date listed here. Orders received after the cut-off date will be processed the next print run date.

All local Post Offices™ and centralized sites should follow the ordering instructions contained within this article and utilize local funds.

For Orders Exceeding 10,000

Use eBuy to process both centralized and decentralized brochure orders that exceed \$10,000.00. In the Purchasing Method field, select "Route Req to Supply Mgmt", then in the After Approval Route field, select "Eastern Services CMC (Memphis, TN)". Include completed PS Form 3227-O with imprint information with the eBuy order.

Note: These approved eBuy orders must be received by Supply Management at least 10 days prior to a published run cut-off date to be included in that run.

Cyril-Scott Company will deliver orders within 35 calendar days after printing. Printing begins 1 week after the deadline date, and actual receipt of the order will depend on the ultimate destination and the corresponding delivery service standard. You should save copies of all orders placed at your local Post Office until the order has been received. Ensure procedures are in effect locally for proper verification of receipt.

— *Retail Access Channels,
Retail Operations, 5-7-09*

Stamps by Mail® Brochure Order Form Required Entry → Order No. (MM-DD-YY-ZIP+ 4®) Example: 12-18-05-22209-6057

You MUST complete ALL fields on this form

To: STAMPS BY MAIL CYRIL-SCOTT CO PO BOX 627 LANCASTER OH 43130-0627	Office Name	District	Area
	Contact Name		
	Contact Telephone No. (Include area code)		
	Contact Fax No. (Include area code)		
Telephone No. 800-466-0455	Fax No. 740-689-0210	Contact E-mail Address	

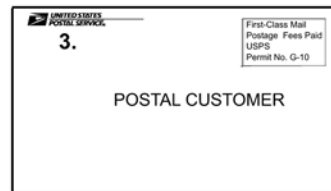
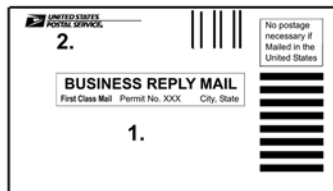
Quantity			
Item	Specify No. of Packs (500 forms per pack)	Unit Cost	Total
PS Form 3227 (Year-Round Version)	_____	@ \$12.51 ea. per pack =	_____
PS Form 3227 (Holiday), limited offering — Check Postal Bulletin schedule for availability.	_____	@ \$12.51 ea. per pack =	_____
Total			\$

Ship to (Cannot ship to Post Office™ boxes):
(Number, street, apartment, suite, city, state, ZIP + 4)

_____	Contact Name
_____	Contact Telephone No. (Include area code)

Imprint Information

(Type or print clearly. Printer is not responsible for errors due to illegible or unclear copy.)



1. Imprint Address (Where order is sent for fulfillment - MUST include ZIP + 4)	2 & 3. Return Address (MUST include ZIP + 4)
_____	_____
_____	_____
_____	_____

Payment Information: Orders will be shipped within 35 calendar days following print runs (see *Postal Bulletin* schedule). Actual delivery times will vary based upon the destination. For orders over \$10,000.00 (only) submit PS 3227-O with approved eBuy to SM Management - route to PP&CS to Eastern Service CMC, Memphis/Windsor.

(For orders under \$10,000) Postal Service unit placing order MUST IMMEDIATELY NOTIFY Cyril Scott of any credit card changes within 60 days of the print cut-off date.

Check (Include with order)

VISA/IMPAC Card No. _____ Exp. Date _____ USPS Money Order (Include with order)

Requestor Signature	Manager/Supervisor Signature
Funding/Credit Card Official Signature	Date Signed

If shipment is over 20,000 forms (40 packs), enter finance number to be charged for transportation costs (see *Postal Bulletin* estimations): _____

DID YOU KNOW?

The Freedom of Information Act (FOIA) applies to all USPS records, including e-mails and attachments.