

## Contract Postal Unit - Update

On 11/18/21 Debra Haydn, General Manager, David Renneker, Comptroller, and Jose Velez, BPCA BOD had a zoom meeting with Dan Tyson, Post Master, and Kaulisha Reed of the USPS regarding services at the Bay Point CPU.

**Cross-referencing 1<sup>st</sup> class mail and packages without PO Box numbers** - It was confirmed that BPCA CPU had been given conflicting instructions about the appropriate way to handle this mail. At the meeting the following process was agreed to: The USPS would deliver all 1<sup>st</sup> class mail and packages without PO Box numbers. The CPU will cross-reference this mail as quickly as possible striving to complete what was delivered within 24 hours. **Box holders can limit the amount of mail that requires cross-referencing by using their PO Box number whenever possible.**

Some companies will allow you to add a number like this:

- |   |  |
|---|--|
| <b>1)</b> Mary Smith<br>1234 Wahoo Rd<br><b>12345</b><br>Bay Point, FL, 32408 | <b>2)</b> Mary Smith <b>12345</b> (Option #2 is highly successful)<br>1234 Wahoo Rd<br>Bay Point, FL 32408 |
| <b>3)</b> Mary Smith<br>1234 Wahoo Rd<br>Bay Point, FL, 32408<br><b>12345</b> | <b>4)</b> Mary Smith<br>1234 Wahoo Rd <b>12345</b><br>Bay Point FL, 32408                                  |

You may have to call the company and ask them to override the address to add your box number. We understand this is frustrating and time-consuming for you, but, once you get this number added to your label your mail will go directly to your box without delay.

We appreciate your assistance with this matter. If you have a situation where the above methods will not work for you, please contact me directly to help you resolve the issue.

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