

U. S. P. S. Service Guidelines

| SERVICE GUIDELINES | Process |
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| 1. Inbound Mail | |
| a. Regular Mail | SVR Mail Center – Personal Box |
| b. Signature Required Mail | USPS - Thayne Post Master |
| c. Large Packages | USPS - Thayne Post Master |
| 2. Postal Materials | |
| a. Express / Priority Material | USPS - Thayne Post Office |
| - OR - | Request on-line @ www.usps.com |
| b. Guidelines/Brochures/Notices | USPS - Thayne Post Office |
| - OR - | Request on-line @ www.usps.com |
| 3. Outbound Mail Guidelines | |
| a. Outgoing Mail | |
| 1. Regular Envelopes | SVR Mail Center - USPS Blue Mail Box |
| 2. Min. Sized Parcels | SVR Mail Center - USPS Blue Mail Box |
| 3. Oversized Parcels | USPS - Thayne Post Office |
| b. Incorrectly Delivered Mail | |
| 1. Wrong Box | SVR Mail Center – “Drop Slot” Box |
| 2. Addressee Unknown | SVR Mail Center – “Drop Slot” Box |
| 3. Refused Acceptance | SVR Mail Center – “Drop Slot” Box |
| 4. Other Services | |
| 1. Snowbird Services/etc. | USPS - Thayne Post Master |
| 2. Questions | USPS - Thayne Post Master |
| 3. Disputes | USPS - Thayne Post Master |
| 4. Other | USPS - Thayne Post Master |