



SUGGESTIONS BY POST OFFICE

In an effort to prevent problems with the Warren Post Office Branch and the United States Postal Service, the Township was advised at a recent meeting between Township Administration and Postal Officials, that the following services are available to assist residents to improve interaction with the Postal Service:

Electronic Service: Residents are encouraged to utilize electronic means instead of visiting the Post Office. During certain times of the day, (lunch time & 4-5) the Post Office may have a line out the door and staffing is limited to assist people. The Post Office can be contacted at www.usps.com 24/7 in which you can purchase stamps, mail a package, calculate a price, hold mail, change address or track a package.

Stamps By Mail: You may purchase stamps by calling 1-800-Stamp 24.

Forwarding Mail: If you need to Forward your mail to another address, it can be done Electronically. Please be advised however, that when completing the card to have your mail forwarded, be careful NOT to check off the box for FAMILY if it is only an individual moving. Checking the Box for INDIVIDUAL and submitting a separate card for each member of the household whose mail should be forwarded, will result in greater accuracy. Any mail that is to be Forwarded is not directly Forwarded by the Warren Branch Post Office; it is sent to the Central Forwarding Service Center (CFS) who Forwards mail by NAME first and by ADDRESS, second. For Example, if your last name is Smith and you check off the box for FAMILY, all the Smiths who live at 46

Mountain Blvd., will be forwarded.

The Postal Service is utilizing technology to improve services which streamline staff. The above options may improve your interaction with the U.S.P.S.

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