



Australian Postal Commission

# Australia Post

Telephone

Area Code 03

Reference

Dear

*Bascholder*

I would like to welcome you as a private box holder at this post office and advise you that your new address for mail, your postal address, is:—

PO Box *815*.

Because of the service benefits available to you from a private box, Australia Post will endeavour to deliver all of your mail through your box even though some may continue to be addressed to your street address.

It will speed your mail if it is all correctly addressed to your postal address, so it would be appreciated if you would:—

- show your postal address prominently on your letterheads, accounts and other appropriate stationery; and

- include a request that all mail be addressed to your postal address.

Enclosed are two pamphlets which I hope will be of some assistance to you. You will notice that one pamphlet is a correct addressing reminder, and the other, by writing your postal address in the space provided and enclosing it with your correspondence, will serve as a means of advising correspondents of your correct postal address. Should you require a further supply of the advice card please ask at the delivery counter.

If you do not intend to clear your private box personally, you should authorise somebody to collect those mail items which require a signature, eg Registered and Certified mail items. The officer at the delivery counter will be pleased to assist you in this regard.

Also, if your private box key is lost it is important that you advise me so that I can have the lock changed. This action is advisable to ensure that any person finding your key does not obtain access to your mail.

If you find it necessary to terminate the tenancy of your box a refund of unexpired rental less a small administrative fee may be payable to you.

Finally, if you would like any further information concerning the design of your letterhead or any other aspects relating to your private box or any of Australia Post's services, please do not hesitate to contact me.

Yours sincerely

  
POSTMASTER