



# Crawford County Road Commission

Donald A. Babcock, Managing Director

Dear Crawford County Resident:

Thank you for taking the time to report damage to your mailbox. Damage to mailboxes and posts are usually the result of snow and ice, moved by the force of the plow, not contact with a truck.

At a time when other road commissions are cutting back and have decided not to replace mailboxes under any circumstances, The Crawford County Road Commission will replace them. When you bring in a damaged mailbox, the Road Commission will replace it with a U.S. Postmaster approved Aluminum mailbox which we carry in stock. We do not replace any other kind of mailbox nor do we reimburse for any cost thereof.

The Road commission will not replace posts nor install mailboxes.

Please see below the postal regulations having to do with proper installation. An adequate post and mailbox properly installed, will not guarantee permanent placement, but will contribute greatly to the mailbox and post being able to withstand winter maintenance operations. Also please fill in the following information:

Name \_\_\_\_\_

Address \_\_\_\_\_

Phone number (        ) \_\_\_\_\_

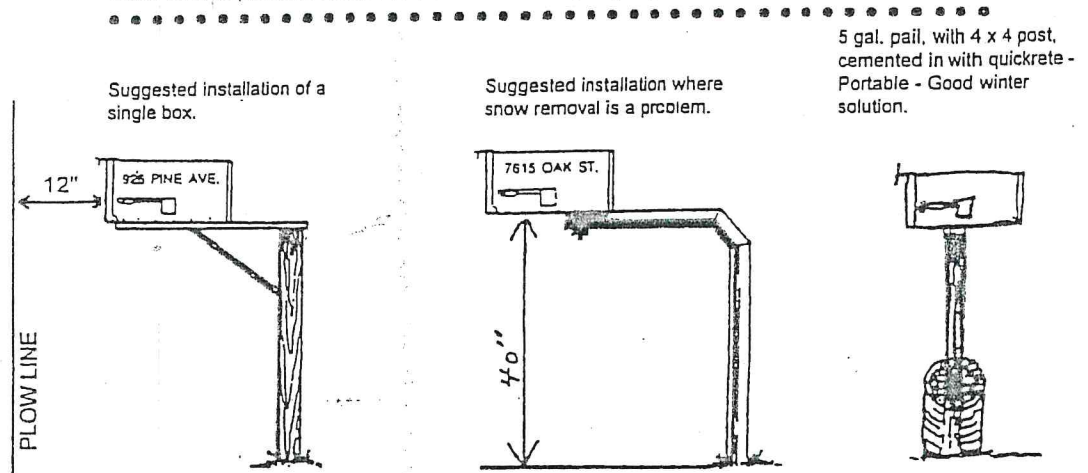
Township \_\_\_\_\_

Respectfully,

Donald A. Babcock  
Managing Director

### INSTRUCTIONS

- Whenever possible, boxes must be located so that carrier's vehicle is off pavement when serving them.
- Rural box number (or house number) must be painted on box in numerals not less than one inch high.
- Post must be neat and of adequate strength and size.
- Approach to box should be a hard level surface (gravel, cinders, stone).
- Boxes must be placed to conform with state laws and highway regulations.



Extend box beyond end of post. Attach board holding box to post with screws or doublehead nails, permitting easy removal if necessary to adjust box h