

TIPS REGARDING YOUR U.S. POSTAL SERVICE MAIL

Your mail and box must include the unit number, to ensure correct delivery.

Should your mailbox become full, your mail will be Returned to Sender.

To avoid this, place a “Vacation Hold” on delivery of your mail.

Forms are available at the Concierge desk or the Post Office.

If you're moving, you have 10 days to submit a Change of Address request.

Forms are available at the Concierge desk or the Post Office.

The USPS office for the Bartlett is:

Beverly Station
1660 Beverly Blvd
Los Angeles, CA 90015 (*East of Union Avenue*)

To STOP your *Shop Local Shop Wise* bulk (junk) rate mail, call ADVO Customer Service at 888-241-6760, from 5am to 2pm. Provide your zip code, street address and unit number and the flyers will stop approximately 8 weeks later. You can also go to www.advo.com and complete the online form.