



Cambridge Postal Advisory Council

P.O. Box 390649, Cambridge, MA 02139

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www.cambridgema.gov/Consumer/CPAC



City of Cambridge

Adopter Responsibilities

Once again, we would like to thank you for your participation in the Adopt-A-Box program. As a voluntary adopter, we ask that you monitor your adopted box for the following issues:

- **Damaged or Unsecured Boxes**

This includes boxes that have become detached from the ground or concrete base. Additionally, a mail box is considered damaged if the box does not have a functioning mail slot, is missing a leg or has any substantial damage that makes the box unsafe to use.

- **Graffiti**

- **Faded or Chipped Paint**

- **Substantial Rust**

- **Faded or Worn Collection Stickers**

Each post office box is required to have three stickers—United States Post Office Eagle, Collection Time and 13 Ounce Mail Box Capacity Warning. Please reference the specific sticker.



Collection Time



13 Oz. Box Capacity



United States Post Office

How to Contact Us

Please report any of the above issues to the Program Coordinator with your name, mail box reference number, and brief description of the damage. Contact can be made via mail, email or telephone. Please feel free to email pictures! The Program Coordinator can be reached at:

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