



May 8, 2008

Dear Postal Customer:

The New Providence Post Office staff is happy to announce their *new* Post Office building is underway. To accommodate customers during our transition period, please refer to the following Temporary Business Schedule.

**On Tuesday, May 13, 2008** Retail Services will be available at the USPS Mobile Unit from 8:30 a.m. to 4:00 p.m. stationed in front of the current Post Office at 1260 Springfield Avenue, New Providence, NJ 07974. Customers wishing to retrieve Box Mail or have a PS Form 3849 – “Sorry We Missed You” notice may enter the current Post Office lobby and ring the bell at our Dutch-Door between the hours of 8:30am – 11:00am.

**Beginning Wednesday, May 14, 2008** all Retail and Post Office Box Services will operate out of the temporary USPS Retail Trailer located at 598 Central Avenue, New Providence, NJ. (In the front parking lot of the A&P Shopping Center.) Hours of business will be 8:00 am-4:30 pm.

**Customers with PS Form 3849** – “Sorry We Missed You” notice or to retrieve vacation hold mail for a street address will be available at the USPS Operations Trailer in the rear of the A&P Shopping Center between the hours of 8:00 am – 4:30 pm.

**Please note that the last pick up time of our Collection Box (Snorkel Box on the island) will be changed to 3:00 pm. However, the Collection Box at our new location, 598 Central Avenue, (in front of the liquor store) will be changed to 5:00 pm.**

Additional Retail Services are available at Post Offices located within your surrounding area.

- Berkeley Heights Post Office, 364 Springfield Avenue, Berkeley Heights, NJ 07922
- Summit Post Office, 61 Maple Street, Summit, NJ 07901
- Chatham Post Office, 19 S Passaic Avenue, Chatham, NJ 07928.

For your convenience the Postal Service has partnered with the following local retail establishments that sell postage stamps: three (3) within a 1 3/4 mile radius: **A&P**, 580 Central Avenue, New Providence, NJ, **King’s**, 784 Springfield Avenue, Summit, NJ and **Commerce Bank**, 331 Springfield Avenue, Berkeley Heights, NJ. Customers may also request **Stamps by Mail** envelopes from any of these Post Offices or their letter carrier, so that they can order Stamps by Mail as needed.

We also offer stamps by phone at 800-STAMPS-24 (800-782-6724). In addition, stamps and other retail products can be ordered via our Internet home page at [www.usps.com](http://www.usps.com) by clicking on “Buy Stamps & Shop”. Stamp orders are delivered directly to your mailing address. Our new Click-N-Ship online mailing service will calculate rates, find ZIP Codes, standardize and save addresses, store shipping history information, and print mailing labels with postage. It also offers free Delivery Confirmation or Signature confirmation as an option and mailers can call ahead for free carrier pick-up.

We appreciate your patience and cooperation during our transition period.

Sincerely,

Christopher Silva  
Postmaster

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