

Centralized Mail Delivery Commercial Applications

Another Concept in Delivery Service

Publication 265-B
October 2017



**UNITED STATES
POSTAL SERVICE®**

Centralized Mail Delivery Commercial Applications

Centralized Mail Delivery provides delivery and collection services for a number of business customers from a convenient location.

Benefits to developers, builders, and owners who use Centralized Mail Delivery innovative installations, such as the ones depicted in this publication, include:

Increased Security

Centralized Mail Delivery installations are less isolated and more visible to others.

Other Advantages

Centralized Mail Delivery installations eliminate the need for business customers to be present during service hours, or to maintain wall-mounted mailboxes or door delivery slots.



Centralized Installations

Types

A **Commercial Delivery Center** is a freestanding, sheltered or enclosed installation containing a large number of individually locked, wall-mounted mailboxes.

A **Cluster Box Unit (CBU)** is a freestanding, pedestal-mounted installation containing 8, 12, 13, or 16 individually locked mailboxes and parcel compartments.



Planning

The Postal Service prefers to establish the most efficient mode of delivery in new commercial business developments, including the determination of the type of mail delivery receptacles and collection boxes.

During a new commercial business development's design and planning phase (i.e., before developers and builders finalize plans and site plats with the appropriate planning/zoning authorities), developers and builders must notify the Postal Service.





Then, the Postal Service will consider input from these parties. Developers and builders should plan for basic or customized Centralized Mail Delivery installations for commercial business developments (i.e., Neighborhood Delivery Centers or CBUs).

For more information on Centralized Mail Delivery, contact your local Post Office™, visit **<http://about.usps.com/what-we-are-doing/current-initiatives/delivery-growth-management/welcome.htm>**, or email **Delivery.Growth@usps.gov**.