

Special Mail Pickup, Delivery and Handling Instructions

1. Pickup daily from the Mailbox Etc. location:

The address is:

Plaza Mailboxes

2101 Crystal Plaza Arcade
Crystal City

The box number is 314. ***The mail for the Trademark Law Library should be separated from all other mail in this box. Trademark Law Library mail should be delivered, unopened, to the Law Library. All other*** should be processed as if it were incoming mail, with all of it directed to the A/C's Office. No key is needed – just ask at the desk for the mail.

If the volume of mail is small, the government will re-evaluate and pickup may be scaled back to twice a week.

2. Pickup Tuesdays and Thursdays from the USPS:

From USPS Box 16471 at the USPS facility in the Mall near the Hamburger Hamlet on Crystal Drive. The contents, unopened, go to Ari Leifman, in the A/C's Office, 10th floor STB. A key to this mailbox will be provided. The key must be safeguarded by the contractor as it is the only one we have (key # 00309).

Some of the mail may be "registered" and may require signing of USPS documents in order to obtain them.