

## Coverdell Legislative Office Building Post Office Services

March 31, 2009, will be the last day of retail operations for the Post Office located in the Coverdell Legislative Office Building (CLOB), as well as the Post Office boxes. The Department of Administrative Services (DOAS) has tried diligently to address the issues presented by customers upon the announcement of the closure. Also, there are many services offered by the USPS on USPS.com. In the place of retail window services, the following services are provided.

- Stamps, both in bulk rolls and individual booklets, will be sold by IKON at the Document Solutions Service Center located next to the CLOB Post Office.
- A mail drop for letters and packages will be available at the Document Solutions Service Center located next to the CLOB Post Office. There will be daily pick up from this location.
- Money Orders are available at the following locations:
  - Five Points Financial Center - Wachovia Bank at Two Peachtree Street NW
  - Grady Memorial Hospital at 80 Jesse Hill Jr. Drive, SE
  - Georgia State University Kell Hall A-2 at 24 Peachtree Center Ave
  - Advance America at 56 Marietta St NW
  - United States Postal Service at 41 Peachtree Street.
- Agencies with numerous or very large packages to be mailed can contact DOAS Mail and Courier Services at 404-656-0985 to assist with pick up and mailing; DOAS courier rates and required postage will be billed to the agencies for these services.
- DOAS Mail and Courier services will not be impacted by the closure of the CLOB Post Office. Mail currently being delivered to individual offices within the CLOB will continue as normal.

The US Post Office boxes located within the Post Office will ***not*** be available on April 1, 2009. Customers will need to submit a change of address through the United States Postal Service prior to April 1, 2009. Mail will be routed as requested on the notification of address of change. The Post Office boxes in the Twin Towers Balcony level will remain in place, but operated by DOAS as a Commercial Mail Receiving Agent (CMRA). Since the Post Office boxes at both the CLOB and the Twin Towers Balcony are run by the USPS, prorated refunds of up to four months will be paid by the United States Postal Services. It is the intent of the USPS to have the refunds available on or before the close of business on March 31, 2009. The payment will be in the form of a money order. Keys from the CLOB Post Office box customers must be turned in at the retail window, or can be left in your individual mail box. For those customers with a CLOB Post Office box, there are boxes available for rental in the Twin Towers on the Balcony level. New rental rates will be available in the next few days.

Customers desiring to rent a mail box in the Twin Towers on the Balcony level will be required to complete a rental request, as well as USPS Form 1583. Current customers will keep the same mail box number. However, the address will change slightly as follows:

(Your Name)  
205 Jesse-Hill Jr., Dr., Suite 260, East Tower  
PMB (your mail box number)  
Atlanta, Georgia 30334

We sincerely regret having to close the CLOB Post Office, but do not have any other choice due to current budget shortfalls and a lack of sufficient business volume to sustain operations. Please feel free to contact Alexander Uzoka, manager of Mail and Courier Services, at [auzoka@doas.ga.gov](mailto:auzoka@doas.ga.gov) or 404 656-5522 with questions. DOAS Director of Administration Gene Kirschbaum is also available at [gene.kirschbaum@doas.ga.gov](mailto:gene.kirschbaum@doas.ga.gov) or 404-657-9430.