

# The drop box is NOT a United States Postal Service mailbox

The box is intended for delivery and distribution of mail to Bethlehem Township municipal offices only  
You do not need to use US postage  
Do not deposit cash or any fragile packages

## NORMAL WEEKDAY PICK-UP TIMES:

7:59 a.m. ----- 3:59 p.m.

**NO PICK-UP ON WEEKENDS AND ALL PUBLISHED HOLIDAYS**

### **Disclaimer regarding time sensitive materials:**

Be advised that Bethlehem Township **does not guarantee** the use of this box for any time sensitive materials. This includes, but is not limited to; correspondence with submission deadlines, invoices, utility bills, and tax bills. Although every effort will be made to maintain pickup times as indicated on the schedule above, it is recommended that personal delivery during normal business hours be used to insure document acceptance and account credit. Mail received in this box is **not subject** to Bethlehem Township document submission deadlines, or account credit policies.

### **Disclaimer regarding sealed public bids:**

This box **can not** be used to receive sealed public bids under any circumstances.