

# Excellent Mailbox

1656 SW 7<sup>th</sup> Avenue  
Pompano Beach, Florida 33060  
954 793 9660

johnwessel@excellentmailbox.com

We are pleased to submit the following bid to:  
Water Bridge VI Condo  
5985 & 6005 Del Lago Circle  
Sunrise, Florida 33313

# Proposal

#251220001

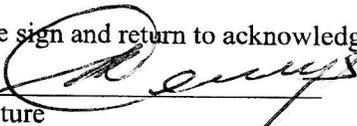
Customer Contact information:  
Michael Hemmings  
954 599 0718  
[lceccool404@yahoo.com](mailto:lceccool404@yahoo.com)  
[Waterbridge6@yahoo.com](mailto:Waterbridge6@yahoo.com)

Date submitted:  
**12/20/25**  
**Page 1 of 8**

USPS requires use of cluster box units (CBUs) or recessed 4C horizontal mailboxes for all centralized delivery mailbox replacement projects. In addition, customers are required to provide 1 parcel locker for each 5 deliveries. The equipment in this quote provides 69 mailboxes and 16 parcel lockers for 69 deliveries. The Equipment described meets all USPS Regulations.

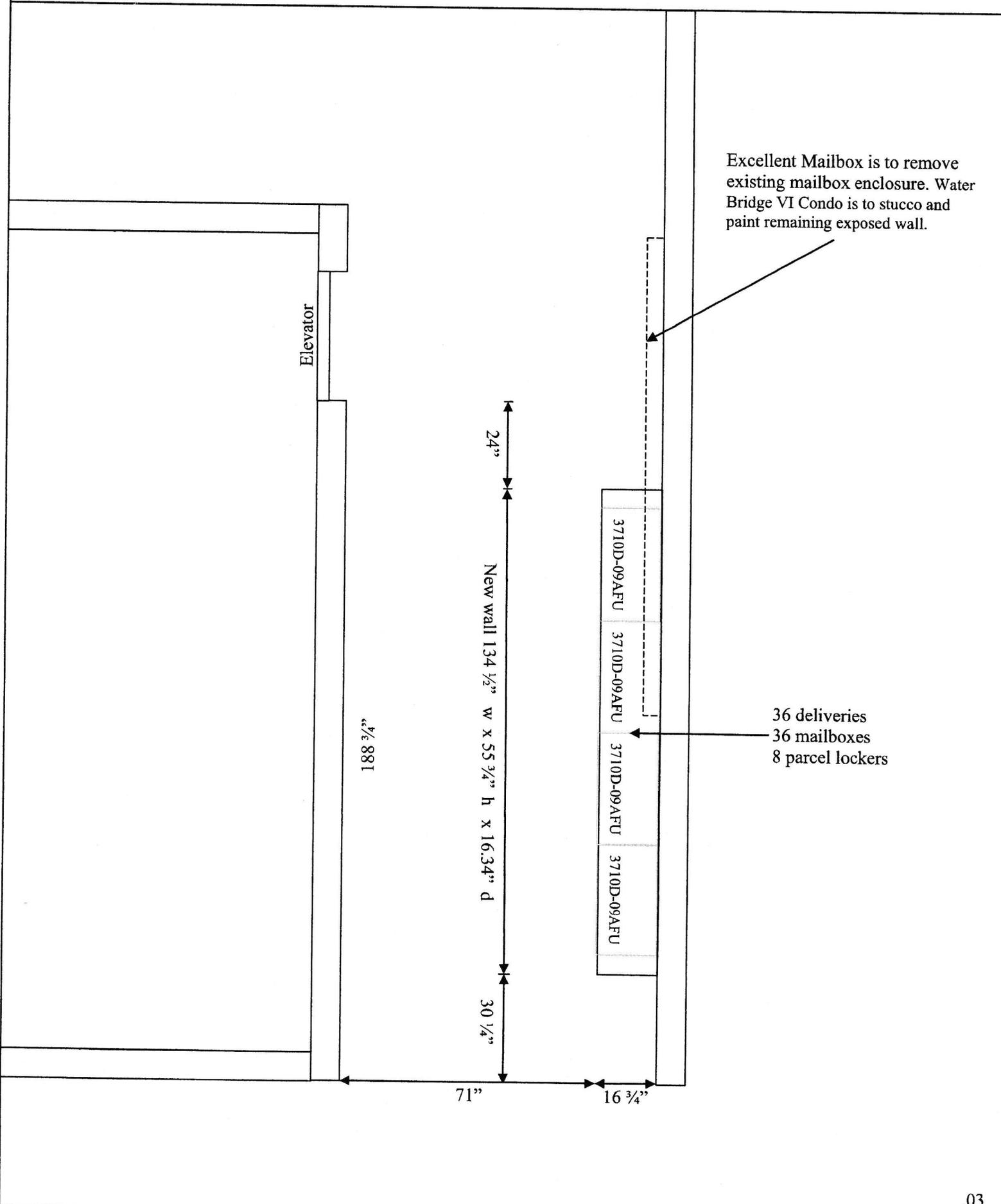
Model	Description	Color	QTY	Price \$	Amount \$
3710D-09AFU	<b>Salsbury Recessed Mounted 4C Horizontal Mailbox</b> 9 Mailboxes – 2 Parcel Lockers – 1 Outgoing Mail USPS Approved – 100% ADA Compliant 31.125" W x 37.5" H x 17" D	Gray	7	2025 MSRP 1,920.00 1,540.00	10,780.00
3710D-06AFU	<b>Salsbury Recessed Mounted 4C Horizontal Mailbox</b> 6 Mailboxes – 2 Parcel Lockers – 1 Outgoing Mail USPS Approved – 100% ADA Compliant 31.125" W x 37.5" H x 17" D	Gray	1	2025 MSRP 1,705.00 1,400.00	1,400.00
3768 ALM	<b>Optional Custom Engraving – Regular</b> – see page 4 of 4 <b>Lead time adds 1 to 3 weeks</b> from date of Post Office address layout approval. 1 – 69 & 1P – 16P	Alum	85	x5.00 425.00	Free
<b>Shipping</b>					Free
<b>Installation Service – mailbox units</b>			8	145.00	1,160.00
<b>Wall Remodeling</b>					3,500.00
Excellent Mailbox is to provide labor and materials to remodel walls with 2 x 4 framing, clad with sheet rock, includes PVC molding mailbox surround, please see drawings for location and dimensions. Water Bridge VI Condo is to complete the walls with application of stucco and paint at their own expense after wall construction and mailbox installation is completed. If Water Bridge VI Condo wants this work done with a building permit, they will need to provide it or hire their own contractor. <b>5985</b> – Remove mailboxes, build wall that does not encroach on elevator entrance, fill remaining mailbox hole with 2 x 4 frame and sheet rock. <b>6005</b> – Build new wall on opposite side of breezeway, At this building, Water Bridge VI Condo is to remove mailboxes and repair wall after mailbox installation is completed and mail deliveries to new mailboxes has been initiated.					
<b>USPS MOD, South Florida Agreement Form and Address Diagrams</b>					175.00
Excellent Mailbox shall provide completed MOD, Growth Package, overall site plan, enlarged mail room or location floor plan, elevation drawings, equipment technical drawings, installation specs & address list and diagram in EXCEL format. Your signature is required. USPS approval of this project is 2 to 4 weeks but may be considerably longer. Lead time does not begin until the USPS local Manager, District Manager and Area Manager have approved these documents and provided their signatures..					
Color Options; Gray, Bronze, Sandstone and Black. Custom colors available at additional charge.					
<b>Lead Time:</b>			Subtotal		17,015.00
A). Standard equipment orders without engraving 3367 or 3368 are 10-14 days.			MD 7%		Sales Tax 1,191.05
B). Engraved orders 3367 or 3368 are 3-5 weeks.			Total		18,206.05
C). Custom built equipment or custom colors are 4-6 weeks.			50% Deposit		9,103.03
D). Lead time does not begin until; Proposal is signed, Deposit is received, USPS MOD & South Florida Agreement Form is approved and signed by customer and USPS.			50% Upon Completion		9,103.02
<b>Terms:</b>					
1. The customer has read and agrees to all content of all pages of this Proposal.					
2. The bid price is based on the current MSRP and is subject to change based on that amount, prices are usually held for 30 days from date of Proposal but may be increased due to manufacturer price increases. Any change in price must be approved by the customer in the signed Change Order.					
3. Terms of contract are not final until the following conditions have been met; A). The proposal has been signed and returned to Excellent Mailbox. B) Payment of Deposit has been made to Excellent Mailbox. C). South Florida USPS Mode of Delivery Agreement has been approved and signed by USPS Local Manager, District Manager and Area Manager.					
4. <b>Balance is due within 5 business days of completion of installation of mailboxes.</b>					
5. Any deviations from specifications involving extra costs must be in writing and will become an extra charge over and above the original estimate.					

Please sign and return to acknowledge acceptance:

Signature:  Print Name: Michael Hemmings Title: President Date: 01-16-26

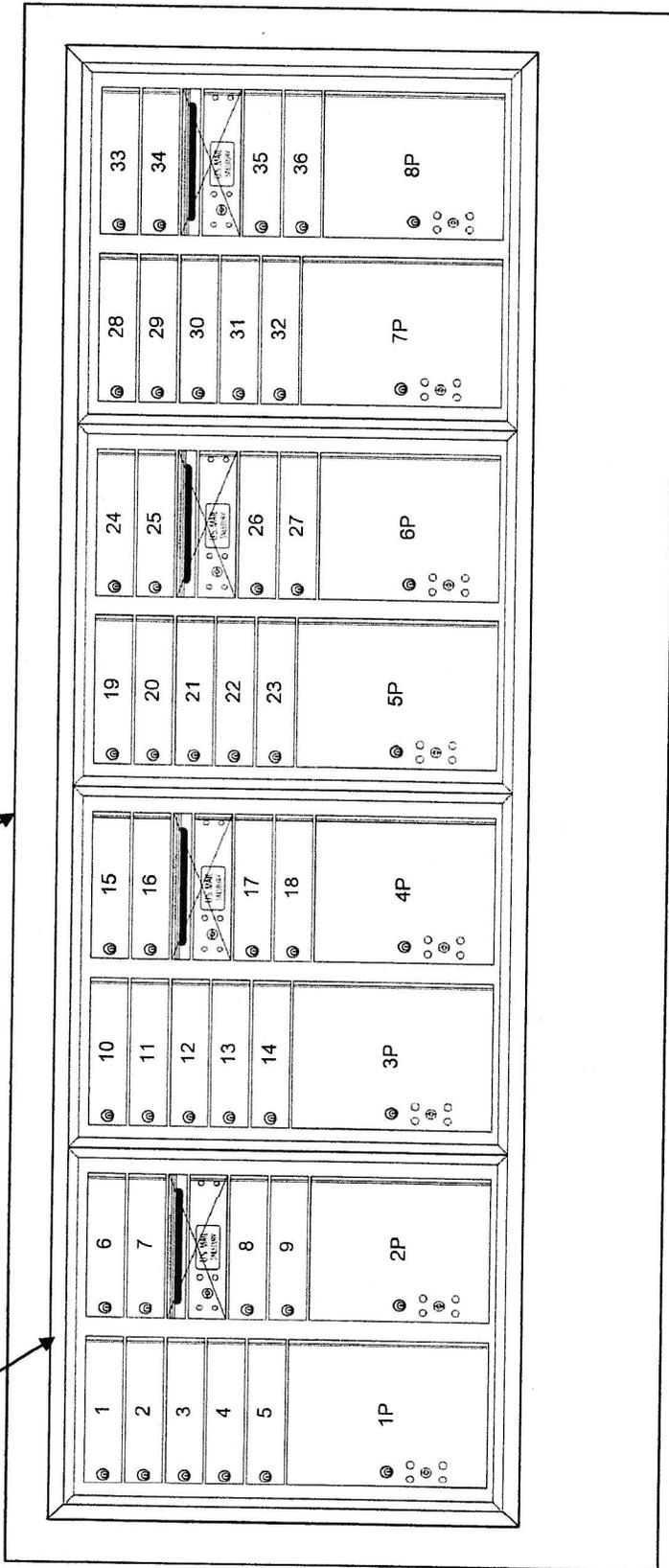
Thank you for choosing Excellent Mailbox.  
John Wessel

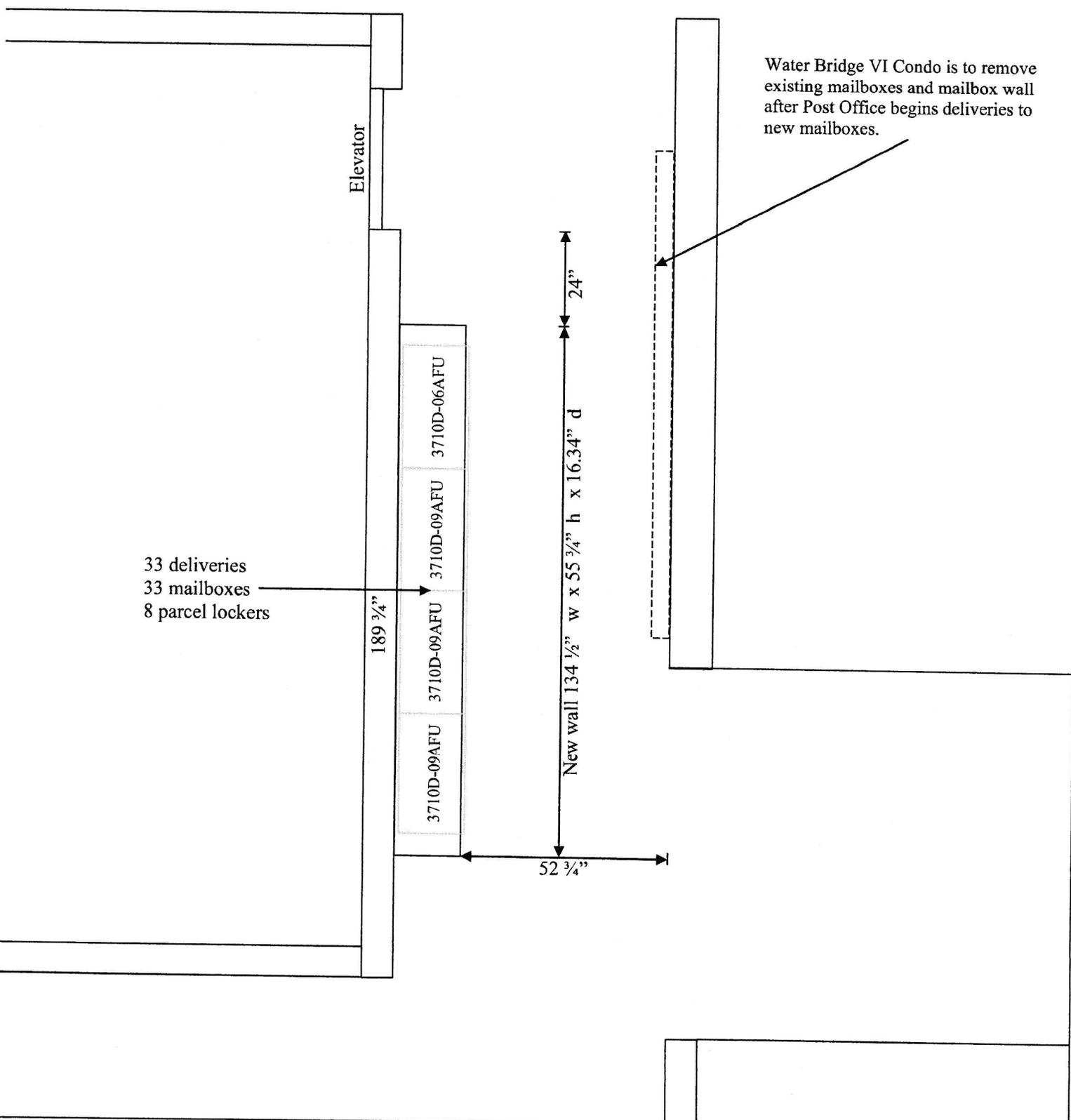
*Approved 1-13-26*



**Excellent Mailbox** to provide new wall, 134 1/2" w x 55 3/4" h x 16.3/4" d, 2 x 4 construction, clad with sheet rock. Water Bridge VI Condo is to complete the walls with application of stucco and paint at their own expense after wall construction and mailbox installation is completed. Building Permit not included.

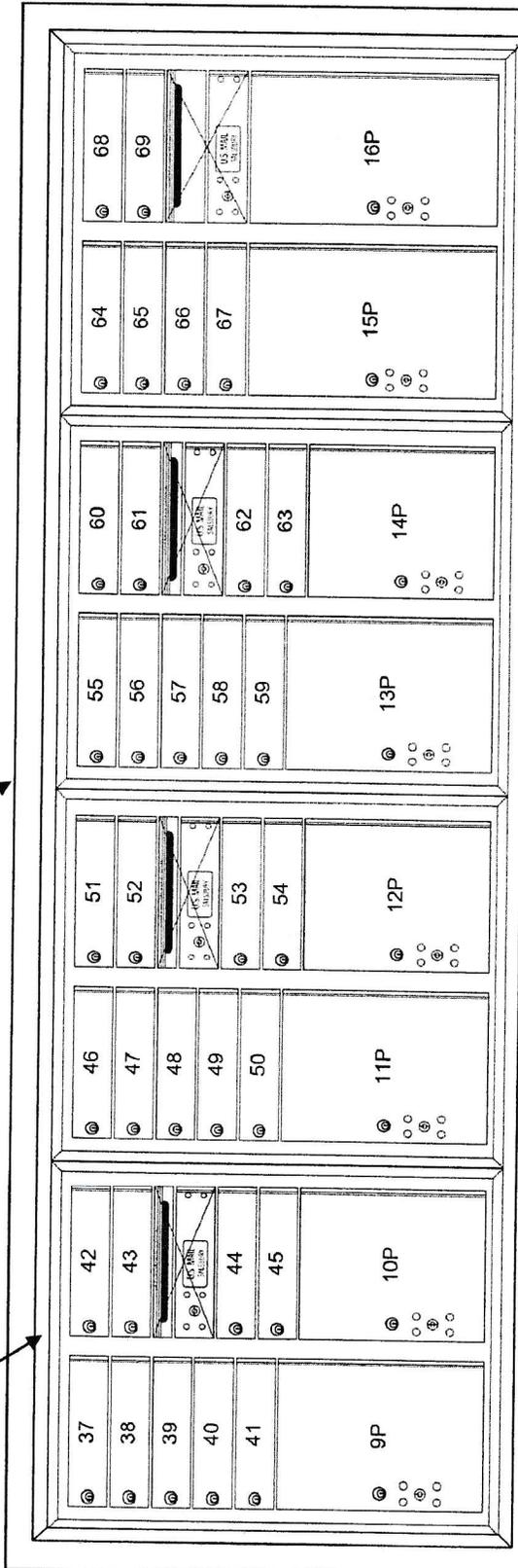
PVC molding mailbox surround.





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PVC molding mailbox surround.



### USPS MOD, South Florida Agreement Form and Address Diagrams

Excellent Mailbox has charged you a small fee to prepare the documents required for approval of your mailbox project. Typically, these documents are at least 17 pages long which include USPS rules, drawings, and technical data specific to your mailbox project. This document is signed by you, the customer aka "developer" and returned to Excellent Mailbox who subsequently shall submit to your documents for approval. You are entitled to prepare these documents yourself and we will waive our fee.

#### Address List

If requested by Excellent Mailbox, please provide an address list to Excellent Mailbox of all addresses affected by your mailbox project. Often in commercial establishments you may have more legal addresses than you have occupants because the occupant possesses more than one legal address but only uses one mailing address. By USPS rule the unused legal address must still have a mailbox in case the current unit is subdivided at a later date. USPS will check City, County and their own databases to confirm all legal addresses are included in the new mailboxes. By attempting to hide these legal addresses to prevent buying additional mailboxes will more than likely cause severe delays in the USPS approval process. We will convert your address list into excel format in the correct delivery order and submit this document with the MOD.

#### Address Diagram

Excellent Mailbox shall create and submit Address Diagrams in the USPS desired format for approval. This document is the responsibility of USPS to create. We find by creating this time-consuming document and submitting with the MOD it often speeds the approval process.

#### USPS Lead Time for approval of mailbox projects.

Currently the USPS AMS Representative reviews the documents and submits to their USPS Branch Manager who signs the documents and submits to USPS Growth management who reviews and submits to the District Manager who signs and submits to the Area Manager who signs and informs the Branch Manager of the approval. Due to increased documents required for approval, changes in USPS procedures, frequent turnover in USPS personnel the lead time for approval has changed dramatically. Formerly Excellent Mailbox received USPS approvals in 1 to 5 days of submittal of documents. In 2023 and 2024 the approval process has increased to 2 to 5 months. Many Zip codes have arranged with their superiors to allow the mailbox installation to take place prior to the completion of the multi leveled approval system, Still more Zip codes will not allow the installation until they have received all levels of approval. This is true regardless of mail delivery suspensions.

#### Typical USPS procedures after the completion of installation of your mailbox project.

After the completion of installation of your new mailbox system Excellent Mailbox shall deliver the parcel locker keys to your local Post Office or its AMS representative and notify them of the completion of the installation. Typically, the Post Office will inspect the mailboxes, label the interiors with the corresponding addresses, and install the master lock (arrow lock) within 1 to 5 business days of notice. Typically, the day after the Post Office labels the mailboxes and installs their arrow locks in the access door of the master door mail deliveries will resume including all mail that has been held. Excellent Mailbox IS NOT responsible for when the Post Office inspects the mailboxes, labels the mailboxes with corresponding addresses, installs their arrow locks in the access door of the master door and resumes mail deliveries. Excellent Mailbox or any mailbox vendor does not have any control or ability to influence the Post Office to perform their duties to you, their customer. Our responsibility to you, our customer, is to inform the Post Office of completion of installation of mailboxes and to deliver the parcel locker keys to your local Post Office or it's AMS Representative. Some local Post Offices are more efficient than others and do these tasks immediately, others do not. By signing this Proposal, you agree that Post Office failure to perform their duties is not a valid reason to withhold all or any part of the payment of the Balance Due to Excellent Mailbox.

#### Equipment

For both new construction and renovation, customers are required to provide only cluster box units (CBU's) or Recessed 4C Horizontal Mailboxes. All other types of mailboxes are no longer approved. Grandfather rules no longer apply.

#### Exterior Mailbox Numbers

For security or privacy, mailer associations or customer groups may use another alphanumeric identification system on the outside of receptacles that is not part of, or used in, the mailing address. Typically, the exterior mailbox number begins with 1 and progresses in increments of 1. Your keys will be labeled with the mailbox number and the address number. Occupants must learn their mailbox number. Grandfather rules no longer apply.

#### Parcel Lockers

For both new construction and renovation customers are required to provide at least 1 parcel locker for each 5 deliveries. Grandfather rules are no longer in effect. Grandfather rules no longer apply.

#### Mailbox Locks & Keys

Each mailbox lock has 3 keys. Excellent Mailbox shall tag each set of 3 keys with mailbox number and corresponding address number. Many home improvement stores will not copy mailbox keys, but local hardware stores and locksmiths will. Replacement of mailbox locks are the responsibility of the owner. Replacement locks are usually not available at your local home improvement store but are available at local hardware stores and locksmiths. Locksmiths can also change locks. In rare cases some local Post Offices still change mailbox locks for a very low fee.

### Parcel Locker Keys

Each parcel locker has 3 keys. Parcel locker keys are the property of USPS. Upon completion of installation Excellent Mailbox shall deliver parcel locker keys to your AMS Representative or local Post Office. Some Zip codes store the extra 2 keys in your outgoing mail slot while others have filing systems at your local Post Office. If your carrier leaves your parcel locker keys hanging outside the lock after the mail customer has retrieved their package, please ask them to always put the keys away. Hanging keys are vulnerable to being broken off or abused. Hanging key tags will also fade in the sun if always left outside. If your carrier does not do as you ask, report them to your local Post Office manager.

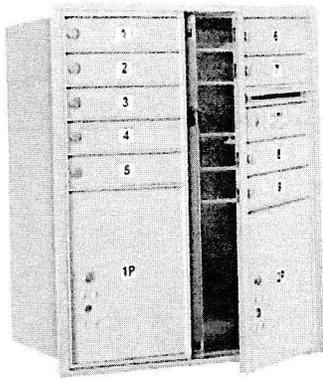
### Installation Service

- We shall make all arrangements with your Local Post Office to remove all remaining mail in existing boxes. The existing mail and all new deliveries return to local Post Office. Occupants may pick up mail at their local facility, Picture ID required.
- Mail delivery is typically suspended for 3 to 5 days.
- Mail delivery will resume after the Post Office has labeled the inside of mailboxes and installed their arrow locks in new units.
- Property management should inform residents of potential dates of mail service loss and ability to pick up mail.
- Includes removal and disposal of old mailboxes unless otherwise stated.
- Location of each unit is determined by the Post Office.
- Installation to meet USPS Regulations and shall be completed in a timely and professional manner.
- The surrounding area will be cleaned of packaging, dirt and debris as job progresses.
- To visually align multiple cluster box units (CBU's) installations require shimming between concrete slab and pedestal. Due to the severity of crooked or unlevel concrete some CBU's may be shimmed higher than others creating uneven gaps between concrete and pedestal bases. This gap is normal and will not be filled with concrete or grout. Contact of these materials with powder coat finish may cause corrosion of aluminum base.
- Installer's discretion may be applied during installation.

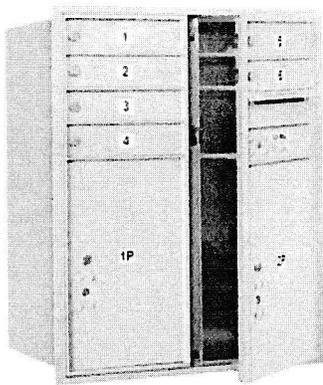
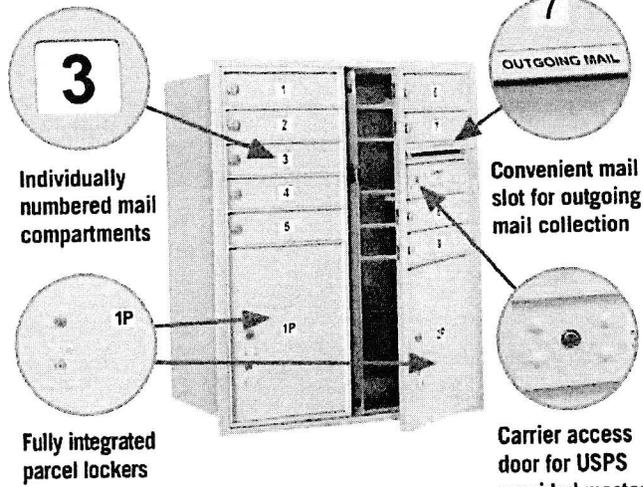
### Warranty:

**Installation Warranty:** Excellent Mailbox provides a one (1) year limited warranty to the original purchaser for workmanship of installation of products listed in this contract. Excellent Mailbox warranties cover defects workmanship of installation and assembly if reported in writing to Excellent Mailbox within one (1) year of the installation date. Installation shall meet USPS Regulations. Excellent Mailbox at its option may provide labor to replace or repair materials as warranted by Salsbury Industries. Incidental or consequential damage to product shall void all warranties. Excellent Mailbox 1656 SW 7<sup>th</sup> Avenue, Pompano Beach, Florida 33060.

**Materials Warranty:** Salsbury Industries provides a three (3) year limited warranty to the original purchaser. This three (3) year limited warranty is extended to five (5) years for the 3300 series Cluster Box Units (CBU's), Regency® CBU's and the 3400 and 3700 series (4C) mailboxes. Salsbury Industries warranties cover defects in material and workmanship if reported in writing to Salsbury Industries within three (3) years (five (5) years for CBU'S and 4C) of the delivery date. This warranty is limited to the cost of the products and does not include installation costs, expedited shipping costs, transportation neglect or costs, misuse or alterations by the customer. Some states do not allow limitations on how long an implied warranty lasts or the exclusion or limitation of incidental or consequential damages; as such this limitation and exclusion may not apply to you. Salsbury Industries, at its option, may replace or repair defective products. Returned goods will not be accepted without a returned goods authorization (RGA) number from Salsbury Industries and must be shipped freight prepaid to Salsbury Industries, 1010 East 62nd Street, Los Angeles, CA 90001-1598.



All Aluminum Construction



All Aluminum Construction



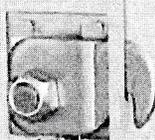
**Optional 3767**

**Custom Engraved Self Adhesive Address Placards** available with up to 5 or 6 characters . Recommended when multiple units are being ordered.

\$3.00 additional per door.

**LEAD TIME:** Typically 2 to 3 weeks.

**Heavy duty cam locks for added security**



**Rear view of mailbox door**



**Optional 3768**

**Custom Engraving** of address numbers available with up to 5 or 6 characters.

\$5.00 additional per door. Recommended when multiple units are being ordered and the best looking numbers are desired.

**LEAD TIME:** Typically 3 to 5 weeks after address layout has been approved by Post Office.

Post Office Address layout typically 2 days to 3 weeks. weeks.