



June 8, 2012

**Eastern Area Periodical/Standard Focus Group Meeting
July 12, 2012**

MEMORANDUM FOR PERIODICAL & STANDARD MAIL CUSTOMERS:

You are invited to attend our Eastern Area Focus Group Meeting to be held at the USPS Processing and Distribution Center, 7500 Lindbergh Boulevard, Philadelphia, PA 19176 on **Thursday, July 12, 2012**.

Several topics will be presented that we are certain you will find valuable. Registration will begin promptly at 8:00 am; however, walk-ins are welcome.

A free continental breakfast will be provided and we ask that you join us for networking at that time. There will be another opportunity to network with the District Leadership (District Manager or Senior Plant Manager) during lunch, which will be available for purchase in the afternoon.

A tour of the Philadelphia Plant has been scheduled at 1:15 pm. If you plan to participate, please wear the proper footwear (no sandals, high heels, open toe or open heel shoes are permitted).

A list of hotels and their respective distances from the facility is attached for your convenience should you require overnight accommodations.

Parking instructions:

From 70th street, the plant is on the left, prior to getting to the main entrance of the Lindbergh facility - (turn left on Employee Drive) -- the sign is located beneath another street sign, which reads 74th St.

From Island Avenue, the plant is on the right, after passing the main entrance of the Lindbergh facility -- (turn right on Employee Drive) -- the sign is located beneath another street sign, which reads 74th St.

Please RSVP no later than **Thursday, July 5, 2012**. You may register by completing the attached RSVP form and emailing it to T211K0@usps.gov (the last digit is a zero) or you may fax your RSVP to 412-494-2542 (attention: Sandra Chalmers).

If you choose to fax your RSVP, please send confirmation to sandra.h.chalmers@usps.gov.

We look forward to seeing you in Philadelphia on July 12, 2012!

signed
Jesus Galvez
Manager, Marketing
Eastern Area

Attachments