

**PLEASE PICK UP  
“ACCOUNTABLE MAIL”  
OR  
“LARGE PACKAGES”  
IN THE MAIL ROOM**



**ALL ACCOUNTABLE MAIL  
RECEIVED IN THE MAIL ROOM  
IS TREATED AS “CLASSIFIED MAIL”**



**ONLY AUTHORIZED PERSONNEL  
CAN SIGN FOR ACCOUNTABLE  
MAIL**

***PLEASE RETURN THIS NOTICE TO THE MAIL ROOM***

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