

# versatile™ 4C Mailbox Products & Accessories

USPS STD-4C Compliant Postal Specialties





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From ordinary to visionary

Visit the Architect Toolkit for more ideas and resources.



[florencemailboxes.com/toolkits/architects](https://florencemailboxes.com/toolkits/architects)



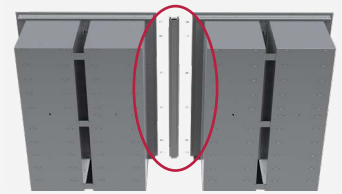
# versatile™ 4C Mailbox Products



## 4C Recessed Mount for in-wall mounting

🏠 INDOOR / OUTDOOR ☀️

The most common way to install the 4C modules is into a wall. Florence makes installation easy by providing a Multi-Unit Connector Kit (MUCK) for each specified module. The MUCK eliminates the need for studs and pulls the units together tightly, reducing any potential gaps between modules.



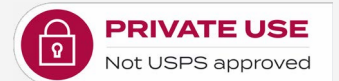
Back view of 4C recessed mount mailboxes with Multi-Unit Connector Kit (MUCK)



## 4C Surface Mount with mounting collar

🏠 INDOOR

4C modules can be installed directly onto any flat surface with the addition of our surface-mount collar. This installation alternative is easy to assemble (no wall cut required) and ideal for settings with limited wall depth. Its slotted back is designed for ease of installation and to reduce unit weight. This is not a USPS approved installation method.



## 4C Depot Cabinet for freestanding single unit

🏠 INDOOR / OUTDOOR ☀️

The Depot is a freestanding solution that provides flexibility to install our most popular 4C mailboxes in a standalone cabinet when wall space is limited. Depots are designed to ensure the selected module is installed at a standard accessible height. This is not a USPS approved installation method.

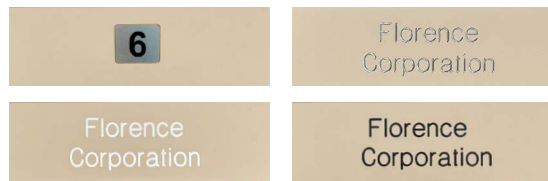


# Features & Options

## Door ID Options

**Decals:** All 4C modules come standard with silver adhesive decals which are 1-1/2" H x 1-3/4" W. Black lettering can contain up to five characters (alpha and numeric) per decal.

**Engraving:** Custom engraving utilizes the USPS Standard US Block font and is 3/4" tall. All engravings can include up to 12 characters on one or two lines.



## Optional Accessories



**Collection Boxes**

See page 20-21



**Collection Bins**

See page 20



**Key Keepers**

See page 21



**Directories**

See page 21

## Color Options

Customize your versatile™ 4C with one of eight different architectural color options, all in a durable, powder coat finish.



**Dark Bronze (DB)**



**Black (BK)**



**Silver Speck (SS)**



**White (WH)**



**Antique Bronze (AB)**



**Gold Speck (GS)**



**Postal Grey (PG)**



**Sandstone (SD)**

**Note:** Colors shown are representative of the actual powder coat finish but are limited by printing conditions and may vary slightly from finished product.

## Compartment Sizes

Tenant Compartments	Collection Compartments	Parcel Locker Compartments
One-High (3" H) <b>MB1</b>	<b>OM1</b>	
Two-High (6-1/2" H) <b>MB2</b>	<b>OM2</b>	<b>PL2*</b>
Three-High (10" H) <b>MB3</b>	<b>OM3</b>	<b>PL3*</b>
Four-High (13-1/2" H) <b>MB4</b>	<b>OM4</b>	<b>PL4*</b>
Five-High (17" H) <b>MB5</b>	<b>OM5</b>	<b>PL5</b>
Six-High (20-1/2" H) <b>MB6</b>		<b>PL6</b>
		<b>PL15</b>
		<b>Standard Parcel Locker Compartment (15" H)</b>

\* For Private Delivery, unless parcel locker ratio exceeds requirement - see below for full details

To satisfy the USPS STD-4C 1:5 parcel locker to mailbox ratio requirement, parcel lockers (PL) must meet a minimum compartment height of 15". If the total number of PL in the mailbox installation exceeds the 1:5 requirement, smaller PL may also be included. For example: If a project requires 200 mailboxes, then at least 40 PL with a minimum size of 15"H x 12"W x 15"D must be included. But, if you add more than 40 PL to the 200 mailboxes, then you may also choose to incorporate some smaller PL into the installation. Be sure to note PL height when utilizing only one 4C module type in your entire installation as not all built-in lockers are 15"H and may require the addition of parcel-only modules to meet the 1:5 requirements (e.g. 4C13D-16).

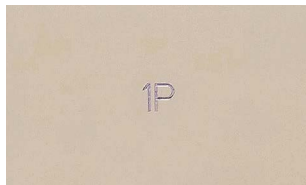


## Design & Security Features

Florence mailboxes are built with robust security features like anti-fishing combs and heavy-duty cam locks to safeguard mail and provide peace of mind to residents and property managers.



Interlocking, overlapping seams to prevent prying



Standard decals or 3/4"H engraving



Solid aluminum outgoing mail collection compartment prepared for USPS installed Arrow Lock



Fully integrated parcel locker(s) with key trapping lock prepared for USPS installed Arrow Lock



Easy release handle to open master gate



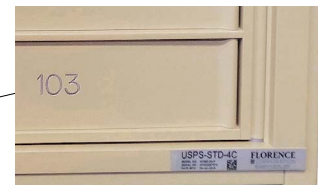
Rugged, weather-resistant powder coat finish



Heavy-duty tenant cam lock with three keys



Integrated Outgoing Mail Slot with weather protection hood



Product and manufacturer ID serial tag



Stainless steel hold open door catch on each side of master gate



Aluminum comb prevents mail fishing in outgoing mail collection compartment



Heavy-duty cam latches through frame for added security

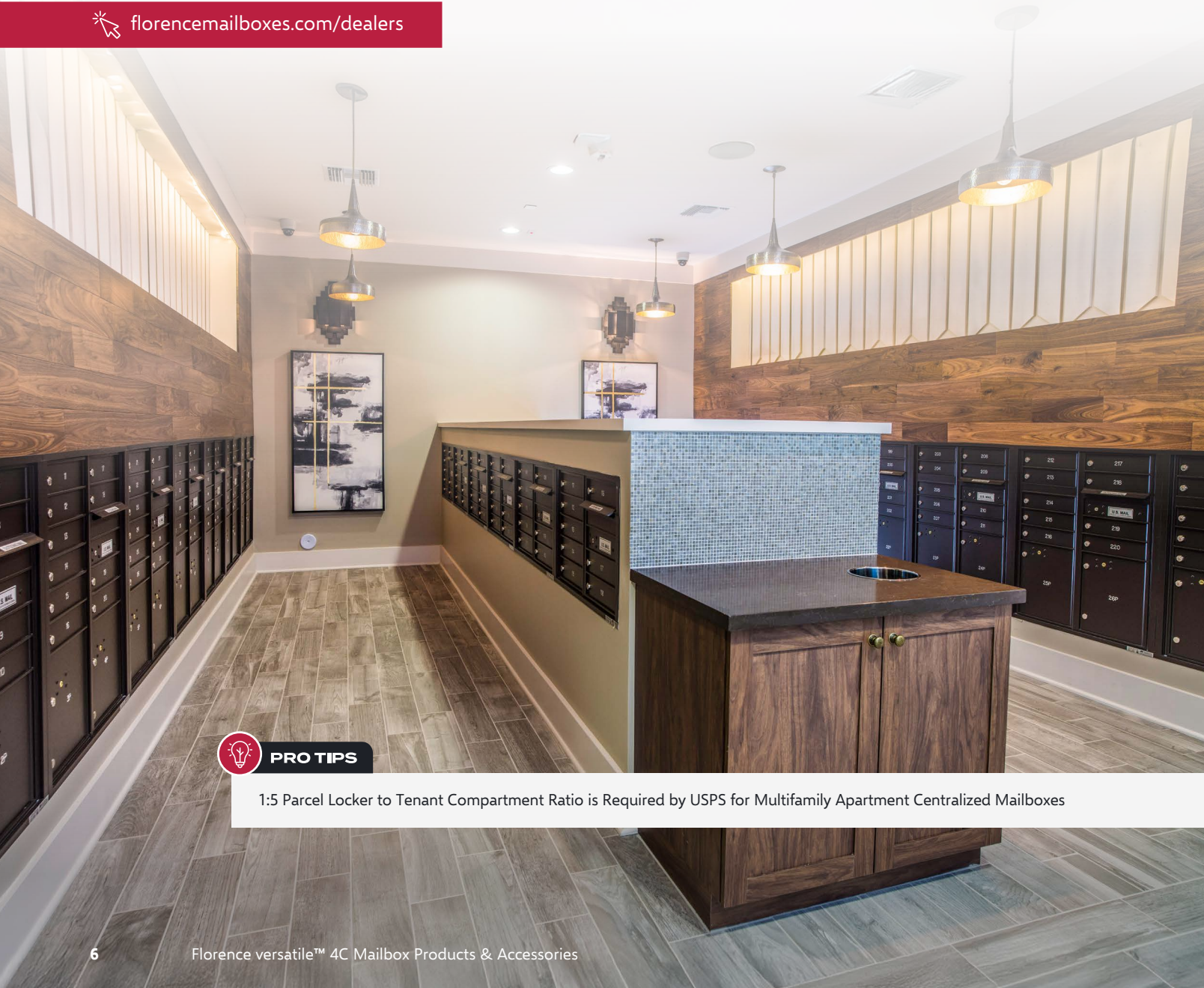
# Flexibility To Meet Your Needs

Versatility is the key to good design when planning for single or multifamily residential or commercial projects. Our robust versatile™ 4C mailbox line was developed with a simple-to-use modular system that provides a very flexible solution for your individual project needs—taking the guesswork out of meeting the necessary USPS requirements and/or ADA Fair Housing requirements, too.

With 12 different height options, choose from over 100 standard preconfigured mailbox modules, or custom build a solution from a base unit to make your centralized mail center stand out from the rest. Available in three mounting types, this indoor/outdoor solution can effectively replace an outdated mailbox installation or be designed for any new construction project. Both preconfigured designs and customizable configurations make it easy to design a centralized mail area just right for your project needs.

**Contact an Authorized Florence Dealer today to take your project planning to the next level with turnkey solutions for USPS Approved centralized mail delivery.**

 [florencemailboxes.com/dealers](https://florencemailboxes.com/dealers)



## PRO TIPS

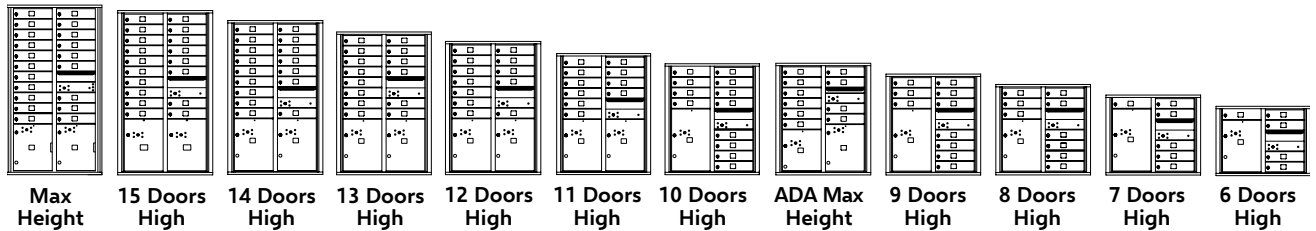
1:5 Parcel Locker to Tenant Compartment Ratio is Required by USPS for Multifamily Apartment Centralized Mailboxes



## VERSATILE™ 4C MAILBOX PRODUCTS

# Available Height Suites

### Height Options



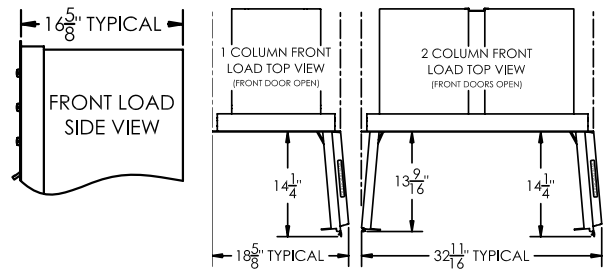
The versatile™ 4C mailbox suites offer 12 different heights with over 100 preconfigured individual modules. Suite heights provide greater flexibility in ensuring your mailbox installation remains compliant with necessary regulations.

### Multi-Unit Connector Kits (MUCK)

Multi-Unit Connector Kits (MUCK) are available to secure multiple units across a larger rough opening, eliminating the need for wall studs. It also ensures a clean look for flush side by side mounting, reducing any gap between modules.



### Top/Side Views for All Heights



Multiple 4C Installation Using Florence's Exclusive Multi-Unit Connector Kit (MUCK)

### ADA Compliant Mailboxes

The **ADA Max Height** suite ensures a maximum number of compliant tenant compartments to completely meet both Fair Housing and ADA installation requirements as well as USPS requirements.

### FHA Compliant Mailboxes

The **11 High Suite** and any mailbox modules marked with (#) meet the Fair Housing side reach limit of 54" FFF when installed at the recommended height. For more information on FHA requirements, visit our Compliance page.

### USPS Max Height

The **Max Height** suite is designed to ensure the maximum number of USPS compliant tenant compartments are available within the allowed space.

**NOTE:** The reference module images and charts on the following pages show the proper installation heights for Florence's versatile™ 4C mailboxes and parcel lockers to help your project comply with USPS installation and accessibility codes. Drawings shown are for quick reference only. See following pages for details.

## Max Height Suite

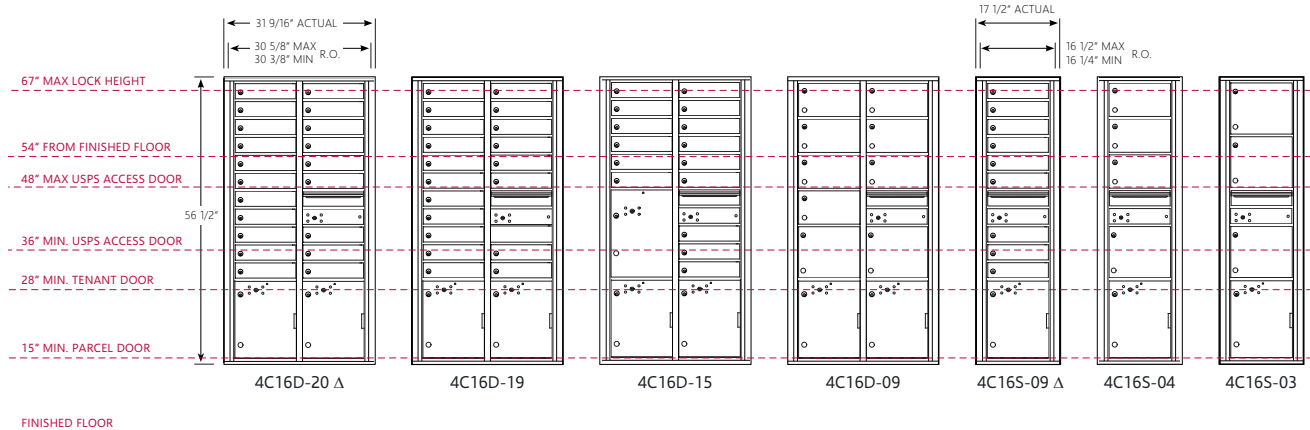
Includes maximum number of USPS compliant tenant compartments within the allowed space.

Full suite also available in freestanding depot cabinet for private delivery.

## Max Height versatile™ 4C Suite

**Actual:** 56-1/2" H x 31-9/16" W (Double) or 17-1/2" W (Single) x 17" D

**Rough Opening:** 55-9/16" H x 30-5/16" W (Double) or 16-1/4" W (Single) x 17" D



FINISHED FLOOR

MODEL (Compartment Types)	4C16D-20 Δ (20 MB1, 2 PL15)	4C16D-19 (19 MB1, 2 PL15)	4C16D-15 (15 MB1, 2 PL15, 1 PL5)	4C16D-09 (7 MB2, 2 MB3, 2 PL15)	4C16S-09 Δ (9 MB1, 1 PL15)	4C16S-04 (3 MB2, 1 MB3, 1 PL15)	4C16S-03 (3 MB3, 1 PL15)
# Mailboxes (Total)	20	19	15	9	9	4	3
# Parcel Lockers (Total)	2	2	3	2	1	1	1
# Collection	1	1	1	1	1	1	1
# BINS	0	0	0	0	0	0	0
# Mailboxes Under 48"	8	7	3	3	3	1	1
Module Weight (lbs)	171	163	160	157	97	81	62



FINISHED FLOOR

MODEL (Compartment Types)	4C16D-29* Δ (29 MB1)	4C16S-14* Δ (14 MB1)	4C16S-HOP	4C16S-BIN	4C16D-6P (2 PL15, 2 PL5, 2 PL6)	4C16S-3P (1 PL15, 1 PL5, 1 PL6)
# Mailboxes (Total)	29	14	0	0	0	0
# Parcel Lockers (Total)	0	0	0	0	6	3
# Collection	1	1	1	0	0	0
# BINS	0	0	0	2	0	0
# Mailboxes Under 48"	17	8	0	0	0	0
Module Weight (lbs)	170	96	76	65	105	58

### NOTES:

See page 4 for mailbox (MB) and parcel locker (PL) compartment size definitions. The key to module notations are as follows:

- Δ Modules are configurable. Visit [florencemailboxes.com/configurator](https://florencemailboxes.com/configurator) to create your custom solution.
- \* Modules do not meet USPS installation specifications and are for private delivery.
- Φ Modules contain PL under the USPS required 15" tall minimum.
- + Modules meet ADA upper reach limit of 48" FFF when installed at recommended height.
- # Modules meet Fair Housing side reach limit of 54" FFF when installed at recommended height.



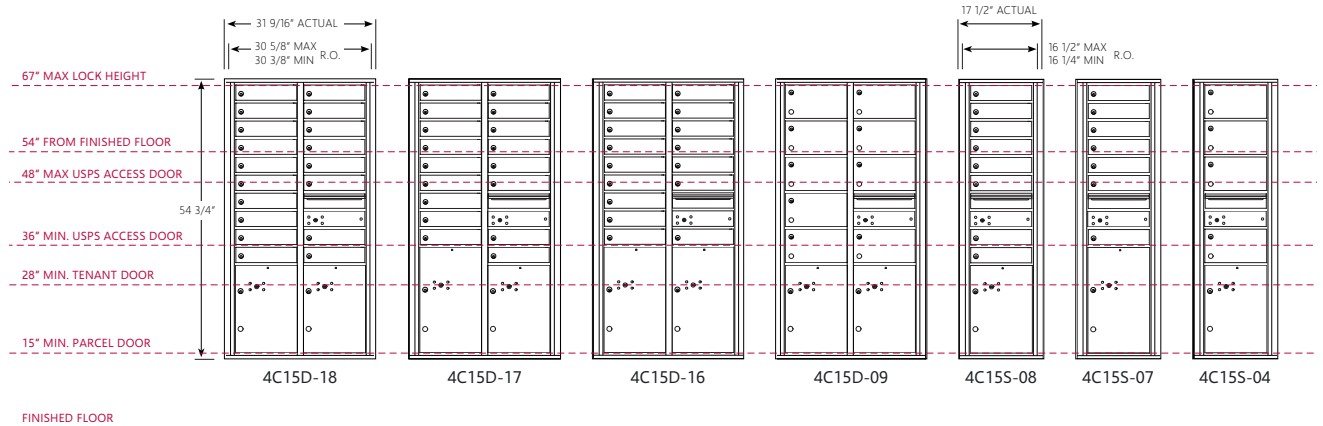
# 15 Door High versatile™ 4C Suite

**Actual:** 54-3/4" H x 31-9/16" W (Double) or 17-1/2" W (Single) x 17" D

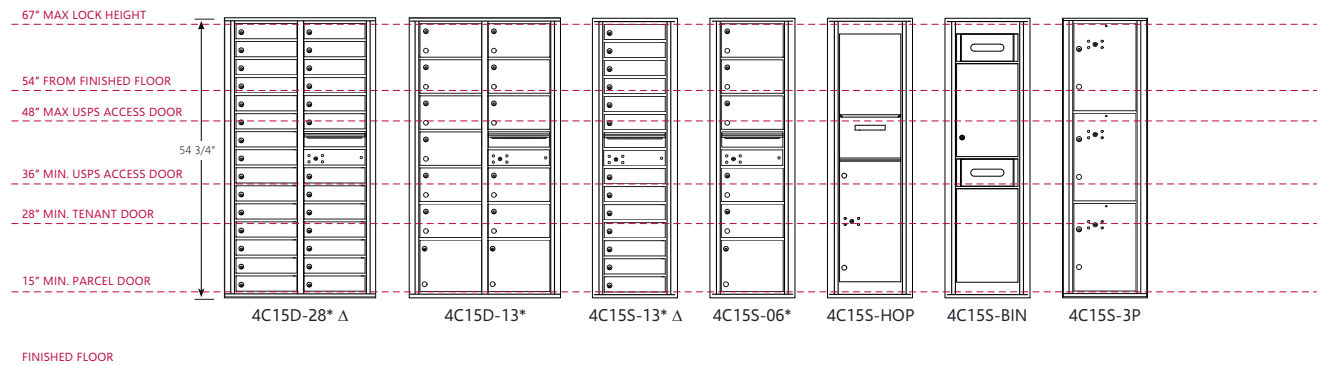
**Rough Opening:** 53-13/16" H x 30-5/16" W (Double) or 16-1/4" W (Single) x 17" D

## 15 Door High versatile™ 4C Suite

Full suite also available in freestanding depot cabinet for private delivery.



MODEL (Compartment Types)	4C15D-18 (18 MB1, 2 PL5)	4C15D-17 (17 MB1, 1 PL5, 1 PL6)	4C15D-16 (16 MB1, 2 PL6)	4C15D-09 (9 MB2, 2 PL5)	4C15S-08 (8 MB1, 1 PL5)	4C15S-07 (7 MB1, 1 PL6)	4C15S-04 (4 MB2, 1 PL5)
# Mailboxes (Total)	18	17	16	9	8	7	4
# Parcel Lockers (Total)	2	2	2	2	1	1	1
# Collection	1	1	1	1	1	1	1
# BINS	0	0	0	0	0	0	0
# Mailboxes Under 48"	8	7	6	3	3	2	1
Module Weight (lbs)	160	158	156	144	87	85	79



MODEL (Compartment Types)	4C15D-28* Δ (28 MB1)	4C15D-13* (11 MB2, 2 MB3)	4C15S-13* Δ (13 MB1)	4C15S-06* (5 MB2, 1 MB3)	4C15S-HOP	4C15S-BIN	4C15S-3P (3 PL5)
# Mailboxes (Total)	28	13	13	6	0	0	0
# Parcel Lockers (Total)	0	0	0	0	0	0	3
# Collection	1	1	1	1	1	0	0
# BINS	0	0	0	0	0	2	0
# Mailboxes Under 48"	18	7	8	3	0	0	0
Module Weight (lbs)	122	142	95	79	74	63	75

### NOTES:

See page 4 for mailbox (MB) and parcel locker (PL) compartment size definitions. The key to module notations are as follows:

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- \* Modules do not meet USPS installation specifications and are for private delivery.
- φ Modules contain PL under the USPS required 15" tall minimum.
- ⊕ Modules meet ADA upper reach limit of 48" FFF when installed at recommended height.
- # Modules meet Fair Housing side reach limit of 54" FFF when installed at recommended height.

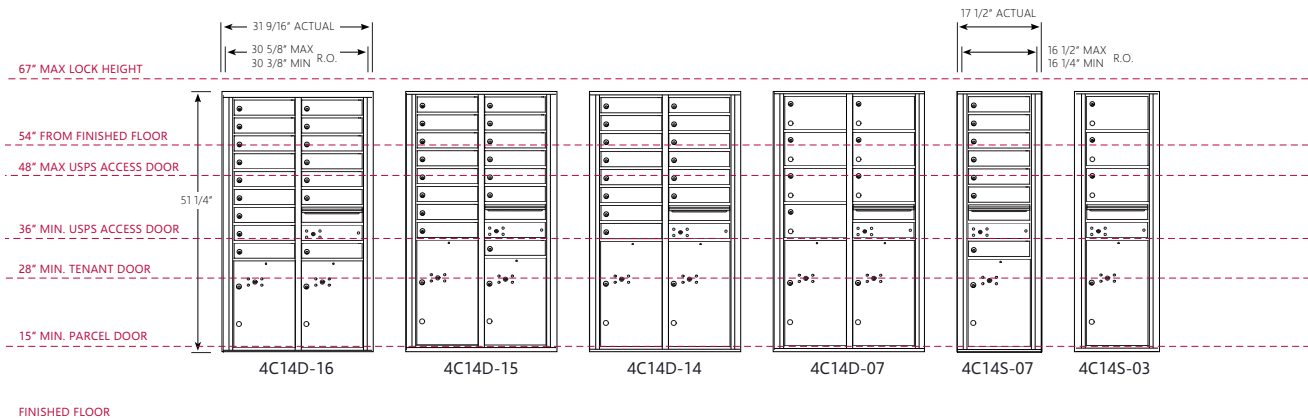
# 14 Door High versatile™ 4C Suite

**Actual:** 51-1/4" H x 31-9/16" W (Double) or 17-1/2" W (Single) x 17" D

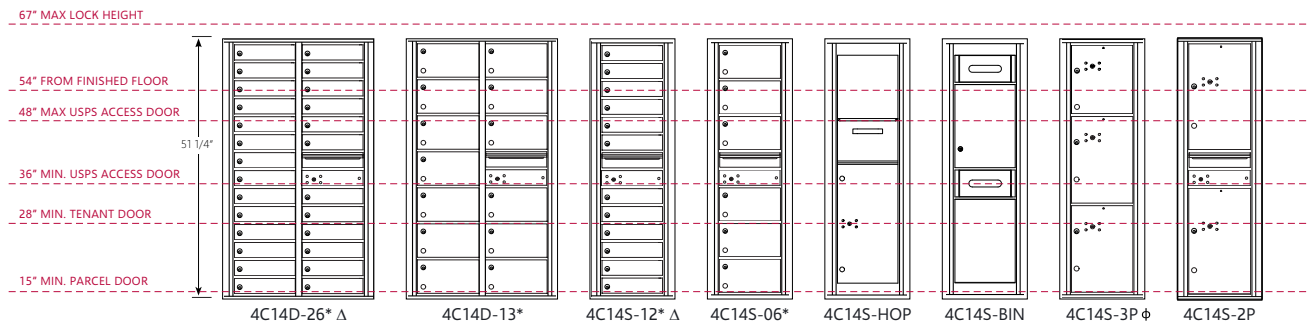
**Rough Opening:** 50-5/16" H x 30-5/16" W (Double) or 16-1/4" W (Single) x 17" D

## 14 Door High versatile™ 4C Suite

Flexibility to Meet Your Needs



MODEL (Compartment Types)	4C14D-16 (16 MB1, 2 PL5)	4C14D-15 (15 MB1, 1 PL5, 1 PL6)	4C14D-14 (14 MB1, 2 PL6)	4C14D-07 (7 MB2, 2 PL6)	4C14S-07 (7 MB1, 1 PL5)	4C14S-03 (3 MB2, 1 PL6)
# Mailboxes (Total)	16	15	14	7	7	3
# Parcel Lockers (Total)	2	2	2	2	1	1
# Collection	1	1	1	1	1	1
# BINS	0	0	0	0	0	0
# Mailboxes Under 48"	8	7	6	3	3	1
Module Weight (lbs)	137	130	109	99	72	56



MODEL (Compartment Types)	4C14D-26* Δ (26 MB1)	4C14D-13* (13 MB2)	4C14S-12* Δ (12 MB1)	4C14S-06* (6 MB2)	4C14S-HOP	4C14S-BIN	4C14S-3P φ (1 PL4, 2 PL5)	4C14S-2P (2 PL6)
# Mailboxes (Total)	26	13	12	6	0	0	0	0
# Parcel Lockers (Total)	0	0	0	0	0	0	3	2
# Collection	1	1	1	1	1	0	0	1
# BINS	0	0	0	0	0	2	0	0
# Mailboxes Under 48"	18	9	8	4	0	0	0	0
Module Weight (lbs)	145	101	76	56	72	58	56	55

### NOTES:

See page 4 for mailbox (MB) and parcel locker (PL) compartment size definitions. The key to module notations are as follows:

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- \* Modules do not meet USPS installation specifications and are for private delivery.
- φ Modules contain PL under the USPS required 15" tall minimum.
- + Modules meet ADA upper reach limit of 48" FFF when installed at recommended height.
- # Modules meet Fair Housing side reach limit of 54" FFF when installed at recommended height.



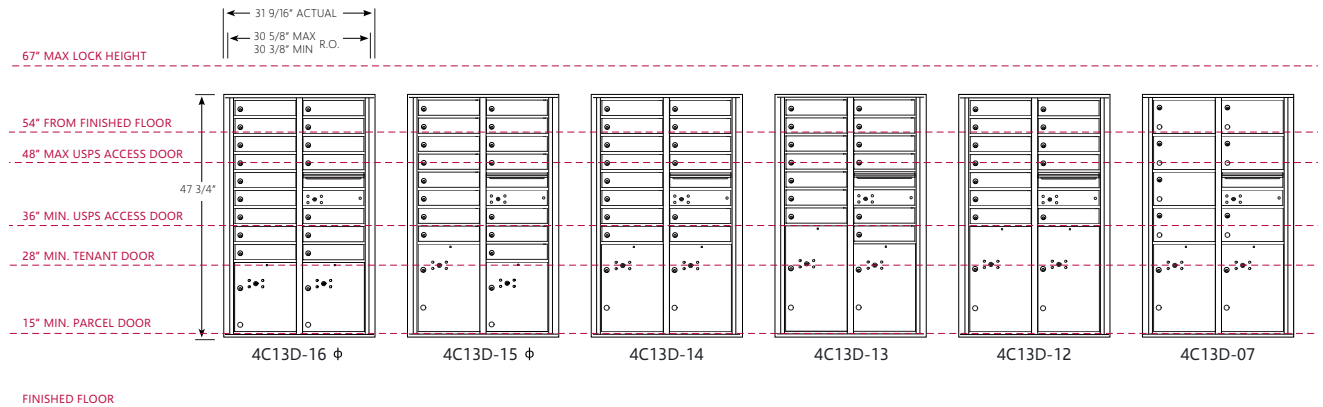
# 13 Door High versatile™ 4C Suite

**Actual:** 47-3/4" H x 31-9/16" W (Double) or 17-1/2" W (Single) x 17" D

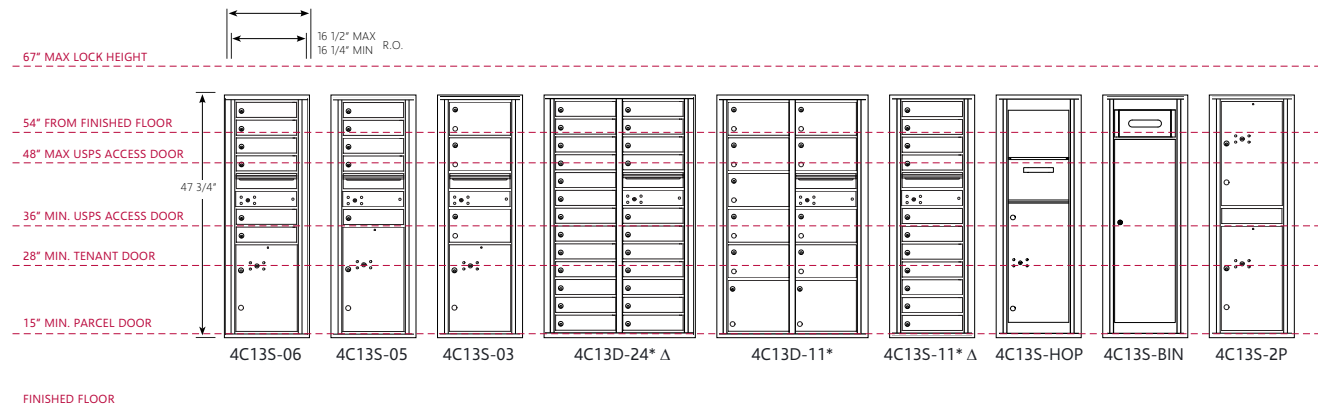
**Rough Opening:** 46-13/16" H x 30-5/16" W (Double) or 16-1/4" W (Single) x 17" D

**13 Door High  
versatile™ 4C Suite**

Flexibility to Meet Your Needs



MODEL (Compartment Types)	4C13D-16 $\Phi$ (16 MB1, 2 PL4)	4C13D-15 $\Phi$ (15 MB1, 1 PL 4, 1 PL5)	4C13D-14 (14 MB1, 2 PL5)	4C13D-13 (13 MB1, 1 PL5, 1 PL6)	4C13D-12 (12 MB1, 2 PL6)	4C13D-07 (7 MB2, 2 PL5)
# Mailboxes (Total)	16	15	14	13	12	7
# Parcel Lockers (Total)	2	2	2	2	2	2
# Collection	1	1	1	1	1	1
# BINS	0	0	0	0	0	0
# Mailboxes Under 48"	10	9	8	7	6	3
Module Weight (lbs)	129	127	125	123	121	114



MODEL (Compartment Types)	4C13S-06 (6 MB1, 1 PL5)	4C13S-05 (5 MB1, 1 PL6)	4C13S-03 (3 MB2, 1 PL5)	4C13D-24* $\Delta$ (24 MB1)	4C13D-11* (9 MB2, 2 MB3)	4C13S-11* $\Delta$ (11 MB1)	4C13S-HOP	4C13S-BIN	4C13S-2P (2 PL6)
# Mailboxes (Total)	6	5	3	24	11	11	0	0	0
# Parcel Lockers (Total)	1	1	1	0	0	0	0	0	2
# Collection	1	1	1	1	1	1	1	0	0
# BINS	0	0	0	0	0	0	0	1	0
# Mailboxes Under 48"	3	2	1	18	7	8	0	0	0
Module Weight (lbs)	68	67	64	133	112	72	69	45	57

## NOTES:

See page 4 for mailbox (MB) and parcel locker (PL) compartment size definitions. The key to module notations are as follows:

- $\Delta$  Modules are configurable. Visit [florencemailboxes.com/configurator](http://florencemailboxes.com/configurator) to create your custom solution.
- \* Modules do not meet USPS installation specifications and are for private delivery.
- $\Phi$  Modules contain PL under the USPS required 15" tall minimum.
- + Modules meet ADA upper reach limit of 48" FFF when installed at recommended height.
- # Modules meet Fair Housing side reach limit of 54" FFF when installed at recommended height.

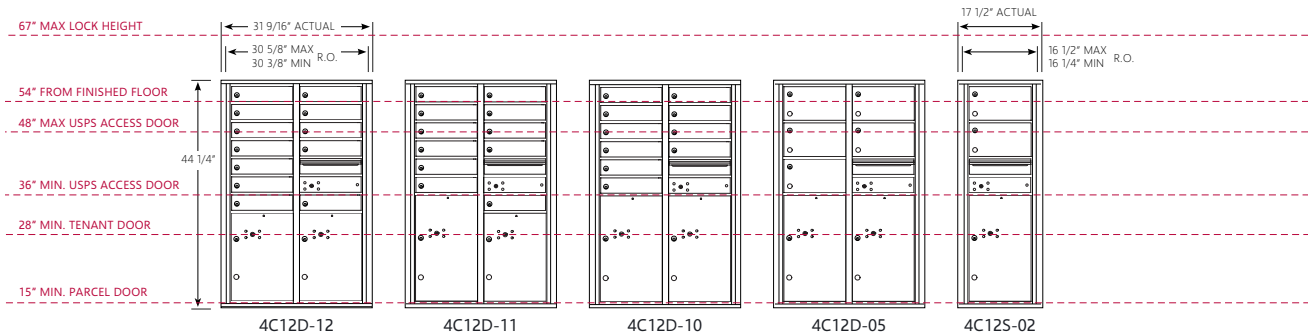
# 12 Door High versatile™ 4C Suite

**Actual:** 44-1/4" H x 31-9/16" W (Double) or 17-1/2" W (Single) x 17" D

**Rough Opening:** 43-5/16"H x 30-5/16" W (Double) or 16-1/4" W (Single) x 17" D

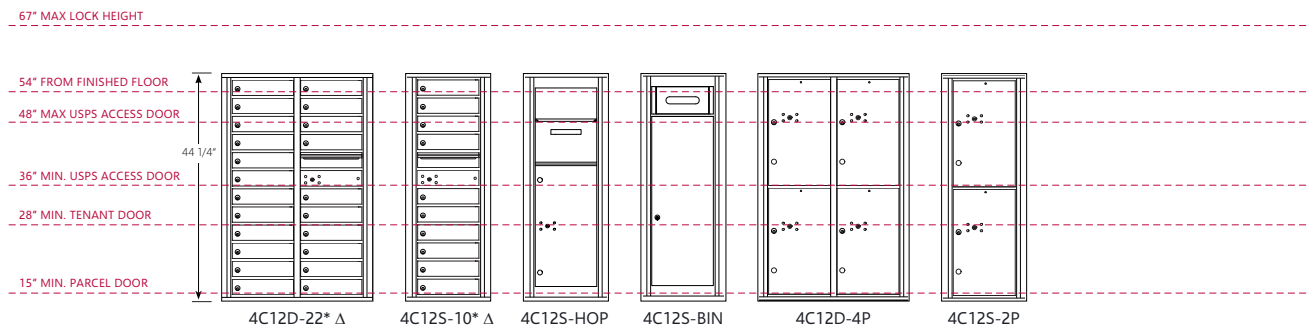
## 12 Door High versatile™ 4C Suite

Flexibility to Meet Your Needs



FINISHED FLOOR

MODEL (Compartment Types)	4C12D-12 (12 MB1, 2 PL5)	4C12D-11 (11 MB1, 1 PL5, 1 PL6)	4C12D-10 (10 MB1, 2 PL6)	4C12D-05 (5 MB2, 2 PL6)	4C12S-02 (2 MB2, 1 PL6)
# Mailboxes (Total)	12	11	10	5	2
# Parcel Lockers (Total)	2	2	2	2	1
# Collection	1	1	1	1	1
# BINS	0	0	0	0	0
# Mailboxes Under 48"	8	7	6	3	1
Module Weight (lbs)	116	114	112	104	59



FINISHED FLOOR

MODEL (Compartment Types)	4C12D-22*Δ (22 MB1)	4C12S-10*Δ (10 MB1)	4C12S-HOP	4C12S-BIN	4C12D-4P (4 PL6)	4C12S-2P (2 PL6)
# Mailboxes (Total)	22	10	0	0	0	0
# Parcel Lockers (Total)	0	0	0	0	4	2
# Collection	1	1	1	0	0	0
# BINS	0	0	0	1	0	0
# Mailboxes Under 48"	18	8	0	0	0	0
Module Weight (lbs)	124	68	66	45	97	53

### NOTES:

See page 4 for mailbox (MB) and parcel locker (PL) compartment size definitions. The key to module notations are as follows:

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- \* Modules do not meet USPS installation specifications and are for private delivery.
- Φ Modules contain PL under the USPS required 15" tall minimum.
- + Modules meet ADA upper reach limit of 48" FFF when installed at recommended height.
- # Modules meet Fair Housing side reach limit of 54" FFF when installed at recommended height.



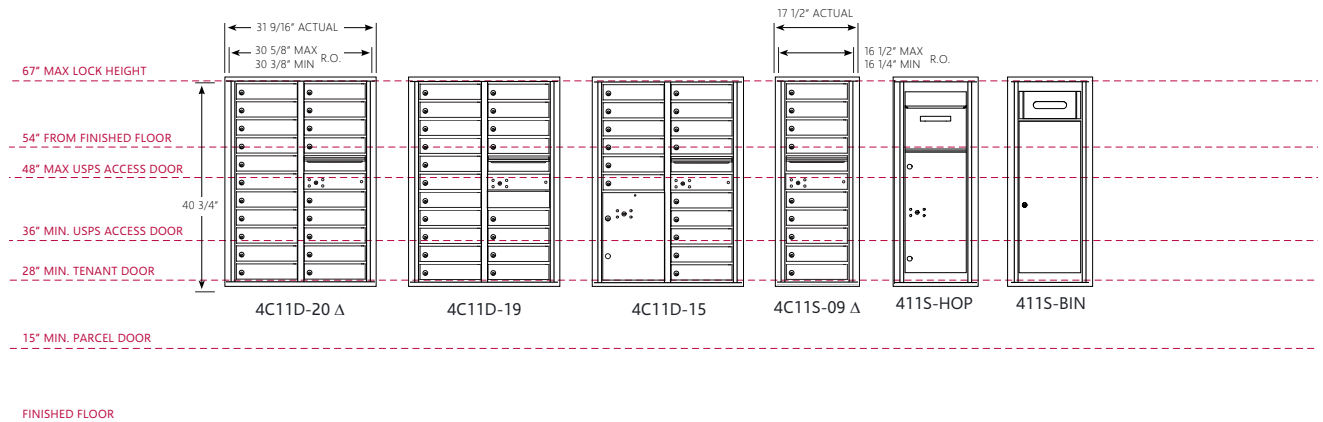
# 11 Door High versatile™ 4C Suite

**Actual:** 40-3/4" H x 31-9/16" W (Double) or 17-1/2" W (Single) x 17" D

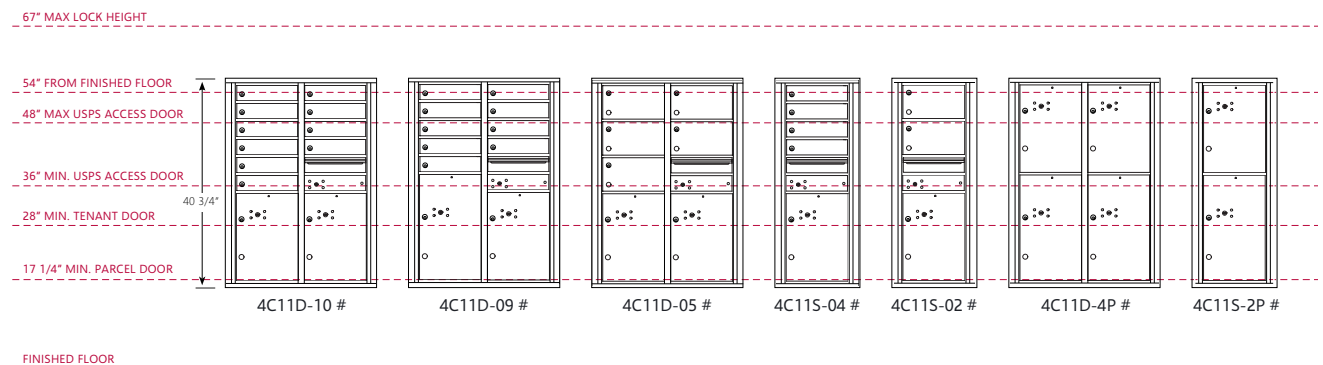
**Rough Opening:** 39-13/16" H x 30-5/16" W (Double) or 16-1/4" W (Single) x 17" D

## FHA Compliance

11 Door Height 4C modules marked with # meet FHA requirements.



MODEL (Compartment Types)	4C11D-20 Δ (20 MB1)	4C11D-19 (19 MB1)	4C11D-15 (15 MB1, 1 PL5)	4C11S-09 Δ (9 MB1)	4C11S-HOP	4C11S-BIN
# Mailboxes (Total)	20	19	15	9	0	0
# Parcel Lockers (Total)	0	0	1	0	0	0
# Collection	1	1	1	1	1	0
# BINS	0	0	0	0	0	1
# Mailboxes Under 48"	11	10	6	5	0	0
Module Weight (lbs)	123	122	119	56	65	45



MODEL (Compartment Types)	4C11D-10# (10 MB1, 2 PL5)	4C11D-09# (9 MB1, 1 PL5, 1 PL6)	4C11D-05# (5 MB2, 2 PL5)	4C11S-04# (4 MB1, 1 PL5)	4C11S-02# (2 MB1, 1 PL5)	4C11D-4P# (2 PL5, 2 PL6)	4C11S-2P# (1 PL5, 1 PL6)
# Mailboxes (Total)	10	9	5	4	2	0	0
# Parcel Lockers (Total)	2	2	2	1	1	4	2
# Collection	1	1	1	1	1	0	0
# BINS	0	0	0	0	0	0	0
# Mailboxes Under 48"	1	0	0	0	0	0	0
Module Weight (lbs)	115	113	106	53	50	99	45

### NOTES:

See page 4 for mailbox (MB) and parcel locker (PL) compartment size definitions. The key to module notations are as follows:

- Δ Modules are configurable. Visit [florencemailboxes.com/configurator](http://florencemailboxes.com/configurator) to create your custom solution.
- \* Modules do not meet USPS installation specifications and are for private delivery.
- ⊕ Modules contain PL under the USPS required 15" tall minimum.
- ⊕ Modules meet ADA upper reach limit of 48" FFF when installed at recommended height.
- # Modules meet Fair Housing side reach limit of 54" FFF when installed at recommended height.

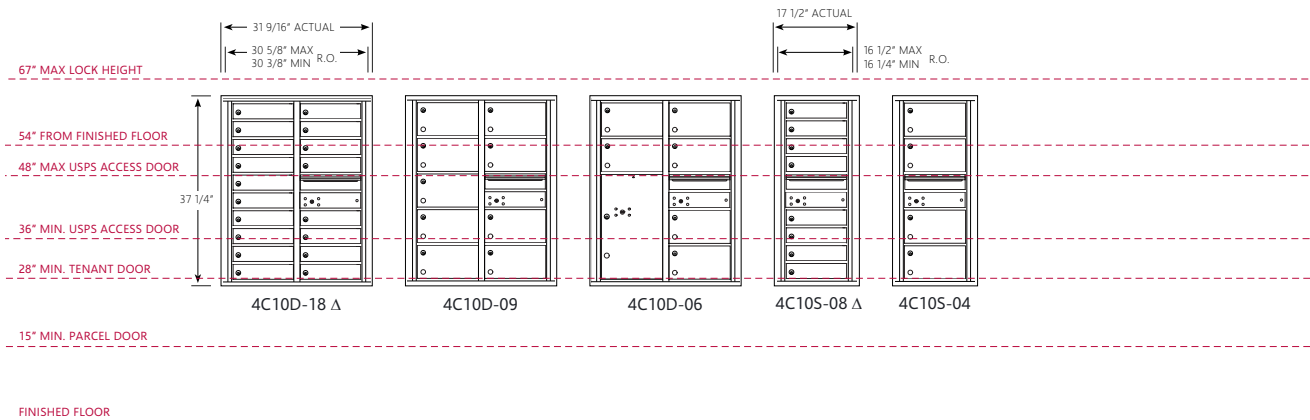
# 10 Door High versatile™ 4C Suite

**Actual:** 37-1/4" H x 31-9/16" W (Double) or 17-1/2" W (Single) x 17" D

**Rough Opening:** 36-5/16" H x 30-5/16" W (Double) or 16-1/4" W (Single) x 17" D

## 10 Door High versatile™ 4C Suite

Full suite also available in freestanding depot cabinet for private delivery.



MODEL (Compartment Types)	4C10D-18 Δ (18 MB1)	4C10D-09 (9 MB2)	4C10D-06 (6 MB2, 1 PL6)	4C10S-08 Δ (8 MB1)	4C10S-04 (4 MB2)
# Mailboxes (Total)	18	9	6	8	4
# Parcel Lockers (Total)	0	0	1	0	0
# Collection	1	1	1	1	1
# BINS	0	0	0	0	0
# Mailboxes Under 48"	10	5	2	4	2
Module Weight (lbs)	97	84	83	56	47

### NOTES:

See page 4 for mailbox (MB) and parcel locker (PL) compartment size definitions. The key to module notations are as follows:

- Δ Modules are configurable. Visit [florencemailboxes.com/configurator](https://florencemailboxes.com/configurator) to create your custom solution.
- \* Modules do not meet USPS installation specifications and are for private delivery.
- φ Modules contain PL under the USPS required 15" tall minimum.
- + Modules meet ADA upper reach limit of 48" FFF when installed at recommended height.
- # Modules meet Fair Housing side reach limit of 54" FFF when installed at recommended height.



# 10 Door High / ADA Max versatile™ 4C Suite

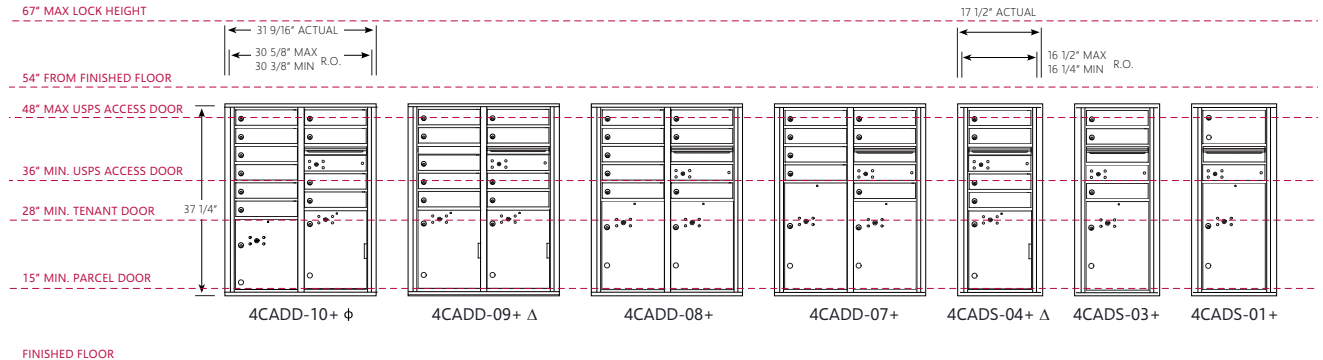
**Actual:** 37-1/4" H x 31-9/16" W (Double) or 17-1/2" W (Single) x 17" D

**Rough Opening:** 36-5/16"H x 30-5/16" W (Double) or 16-1/4" W (Single) x 17" D

## ADA Max Height Suite

Includes maximum number of ADA compliant tenant compartments within the allowed space.

Full suite also available in freestanding depot cabinet for private delivery.



MODEL (Compartment Types)	4CADD10+ $\phi$ (10 MB1, 1 PL4, 1 PL15)	4CADD-09+ $\Delta$ (9 MB1, 2 PL15)	4CADD-08+ (8 MB1, 2 PL5)	4CADD-07+ (7 MB1, 1 PL5, 1 PL6)	4CADS-04+ $\Delta$ (4 MB1, 1 PL15)	4CADS-03+ (3 MB1, 1 PL5)	4CADS-01+ (1 MB2, 1 PL6)
# Mailboxes (Total)	10	9	8	7	4	3	1
# Parcel Lockers (Total)	2	2	2	2	1	1	1
# Collection	1	1	1	1	1	1	1
# BINS	0	0	0	0	0	0	0
# Mailboxes Under 48"	10	9	8	7	4	3	1
Module Weight (lbs)	91	96	88	89	55	49	46



MODEL (Compartment Types)	4CADS-HOP+	4CADS-BIN+	4CADD-4P+ (4 PL5)	4CADS-2P+ (2 PL5)
# Mailboxes (Total)	0	0	0	0
# Parcel Lockers (Total)	0	0	4	2
# Collection	1	0	0	0
# BINS	0	1	0	0
# Mailboxes Under 48"	0	0	0	0
Module Weight (lbs)	41	52	80	43

### NOTES:

See page 4 for mailbox (MB) and parcel locker (PL) compartment size definitions. The key to module notations are as follows:

- $\Delta$  Modules are configurable. Visit [florencemailboxes.com/configurator](http://florencemailboxes.com/configurator) to create your custom solution.
- \* Modules do not meet USPS installation specifications and are for private delivery.
- $\phi$  Modules contain PL under the USPS required 15" tall minimum.
- + Modules meet ADA upper reach limit of 48" FFF when installed at recommended height.
- # Modules meet Fair Housing side reach limit of 54" FFF when installed at recommended height.

## Designing Compliant Mailrooms

For interior mailrooms, the ADA specifies that at least 5% of the total mailboxes must meet accessibility guidelines with installation heights of 15" to 48."

Local regulations may override this percentage and require 100% compliance.

Typically, it is the local jurisdiction codes office/inspector that will designate if an installation must meet only the minimum ADA requirement of 5% or if it should be 100% compliant. See page 26 for additional guidelines.



ADA Standards, Section 228.2



### PRO TIPS

The 4CADD-09 unit is the solution to meet both 100% ADA compliance and USPS Approval.



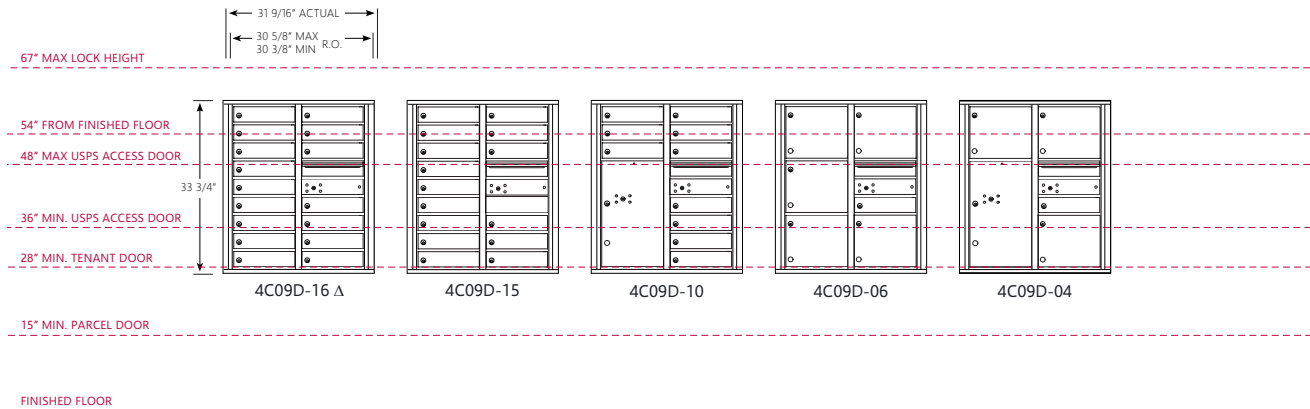
## 9 Door High versatile™ 4C Suite

**Actual:** 33-3/4" H x 31-9/16" W (Double) or 17-1/2" W (Single) x 17" D

**Rough Opening:** 32-13/16" H x 30-5/16" W (Double) or 16-1/4" W (Single) x 17" D

## 9 Door High versatile™ 4C Suite

Flexibility to Meet Your Needs



MODEL (Compartment Types)	4C09D-16 Δ (16 MB1)	4C09D-15 (15 MB1)	4C09D-10 (10 MB1, 1 PL6)	4C09D-06 (1 MB1, 5 MB3)	4C09-04 (1 MB1, 3 MB3, 1 PL6)
# Mailboxes (Total)	16	15	10	6	4
# Parcel Lockers (Total)	0	0	1	0	1
# Collection	1	1	1	1	1
# BINS	0	0	0	0	0
# Mailboxes Under 48"	10	9	4	4	2
Module Weight (lbs)	89	88	84	75	76



MODEL (Compartment Types)	4C09S-07 Δ (7 MB1)	4C09S-02 (2 MB1, 1 PL5)	4C09S-HOP	4C09S-BIN	4C09D-4P (2 PL4, 2 PL5)	4C09S-2P (1 PL4, 1 PL5)
# Mailboxes (Total)	7	2	0	0	0	0
# Parcel Lockers (Total)	0	1	0	0	4	2
# Collection	1	1	1	0	0	0
# BINS	0	0	0	1	0	0
# Mailboxes Under 48"	4	0	0	0	0	0
Module Weight (lbs)	48	45	52	41	76	40

### NOTES:

See page 4 for mailbox (MB) and parcel locker (PL) compartment size definitions. The key to module notations are as follows:

- Δ Modules are configurable. Visit [florencemailboxes.com/configurator](https://florencemailboxes.com/configurator) to create your custom solution.
- \* Modules do not meet USPS installation specifications and are for private delivery.
- Φ Modules contain PL under the USPS required 15" tall minimum.
- + Modules meet ADA upper reach limit of 48" FFF when installed at recommended height.
- # Modules meet Fair Housing side reach limit of 54" FFF when installed at recommended height.

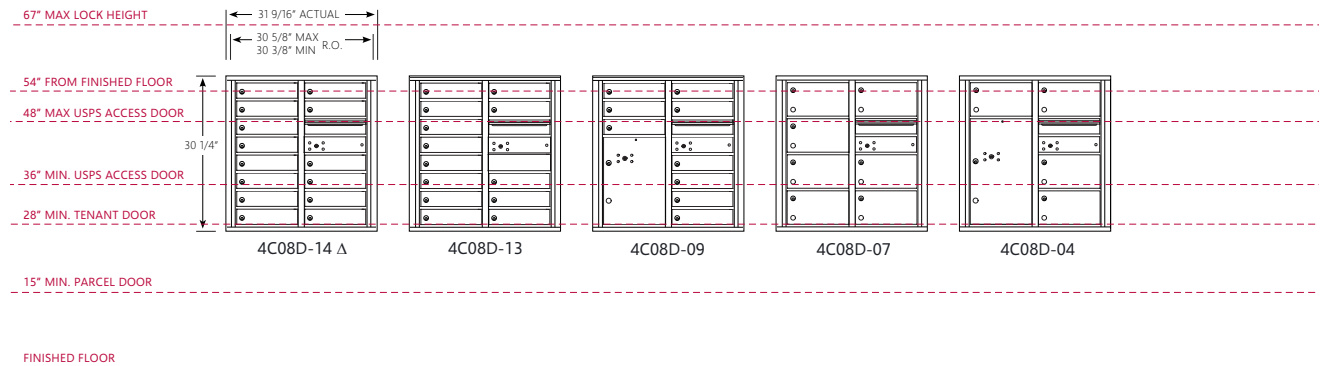
## 8 Door High versatile™ 4C Suite

**Actual:** 30-1/4" H x 31-9/16" W (Double) or 17-1/2" W (Single) x 17" D

**Rough Opening:** 29-5/16" H x 30-5/16" W (Double) or 16-1/4" W (Single) x 17" D

## 8 Door High versatile™ 4C Suite

Flexibility to Meet Your Needs



MODEL (Compartment Types)	4C08D-14 Δ (14 MB1)	4C08D-13 (13 MB1)	4C08D-09 (9 MB1, 1 PL5)	4C08D-07 (7 MB2)	4C08D-04 (4 MB2, 1 PL6)
# Mailboxes (Total)	14	13	9	7	4
# Parcel Lockers (Total)	0	0	1	0	1
# Collection	1	1	1	1	1
# BINS	0	0	0	0	0
# Mailboxes Under 48"	10	9	5	5	2
Module Weight (lbs)	81	80	78	72	71



MODEL (Compartment Types)	4C08S-06 Δ (6 MB1)	4C08S-03 (3 MB2)	4C08S-01 (1 MB1, 1 PL5)	4C08S-HOP	4C08S-BIN	4C08S-2P φ (1 PL3, 1 PL5)
# Mailboxes (Total)	6	3	1	0	0	0
# Parcel Lockers (Total)	0	0	1	0	0	2
# Collection	1	1	1	1	0	0
# BINS	0	0	0	0	1	0
# Mailboxes Under 48"	4	2	0	0	0	0
Module Weight (lbs)	44	40	40	52	44	37

### NOTES:

See page 4 for mailbox (MB) and parcel locker (PL) compartment size definitions. The key to module notations are as follows:

- Δ Modules are configurable. Visit [florencemailboxes.com/configurator](http://florencemailboxes.com/configurator) to create your custom solution.
- \* Modules do not meet USPS installation specifications and are for private delivery.
- φ Modules contain PL under the USPS required 15" tall minimum.
- + Modules meet ADA upper reach limit of 48" FFF when installed at recommended height.
- # Modules meet Fair Housing side reach limit of 54" FFF when installed at recommended height.

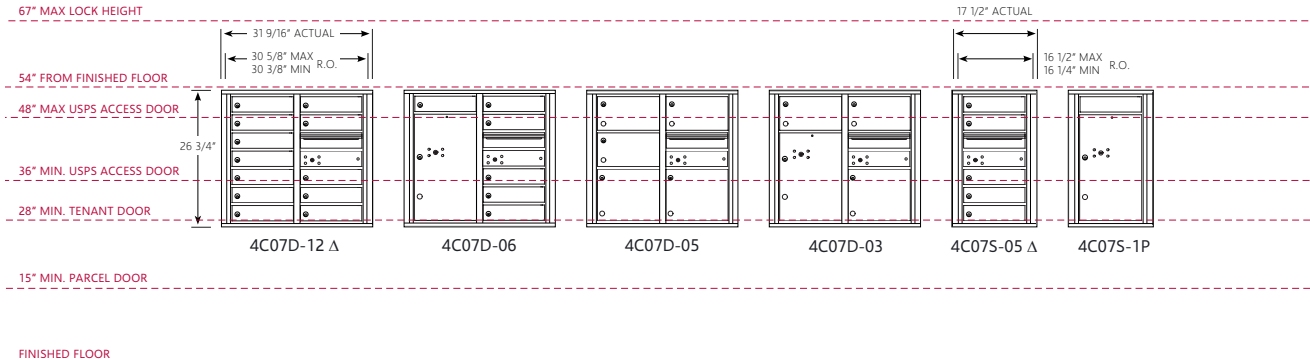
## 7 Door High versatile™ 4C Suite

**Actual:** 26-3/4" H x 31-9/16" W (Double) or 17-1/2" W (Single) x 17" D

**Rough Opening:** 25-13/16" H x 30-5/16" W (Double) or 16-1/4" W

## 7 Door High versatile™ 4C Suite

Flexibility to Meet Your Needs



MODEL (Compartment Types)	4C07D-12 Δ (12 MB1)	4C07D-06 (6 MB1, 1 PL6)	4C07D-05 (3 MB2, 2 MB3)	4C07D-03 (2 MB2, 1 MB3, 1 PL5)	4C07S-05 Δ (5 MB1)	4C07S-1P (1 PL6)
# Mailboxes (Total)	12	6	5	3	5	0
# Parcel Lockers (Total)	0	1	0	1	0	1
# Collection	1	1	1	1	1	0
# BINS	0	0	0	0	0	0
# Mailboxes Under 48"	10	4	3	1	4	0
Module Weight (lbs)	73	68	64	65	40	32

### NOTES:

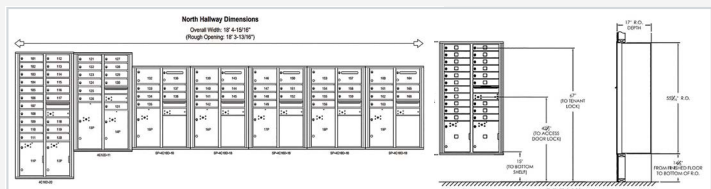
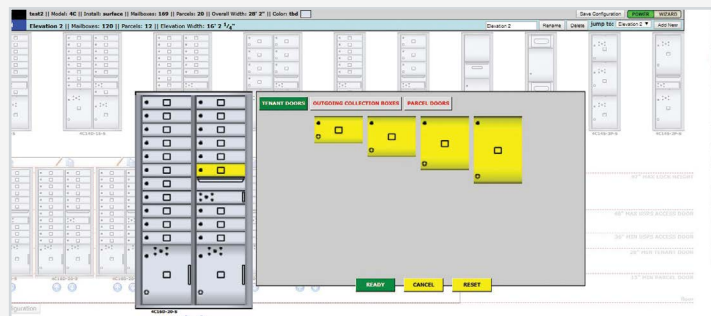
See page 4 for mailbox (MB) and parcel locker (PL) compartment size definitions. The key to module notations are as follows:

- Δ Modules are configurable. Visit [florencemailboxes.com/configurator](http://florencemailboxes.com/configurator) to create your custom solution.
- \* Modules do not meet USPS installation specifications and are for private delivery.
- Φ Modules contain PL under the USPS required 15" tall minimum.
- + Modules meet ADA upper reach limit of 48" FFF when installed at recommended height.
- # Modules meet Fair Housing side reach limit of 54" FFF when installed at recommended height.

## Mailbox Configurator

Florence offers an industry unique online Revit mailbox configurator you can use to create your own versatile™ 4C installation.

This drag and drop tool will help guide you step-by-step, provide you with BIM and/or CAD drawings of your creation, and give you the ability to submit it for a quote.



 [florencemailboxes.com/configurator](http://florencemailboxes.com/configurator)



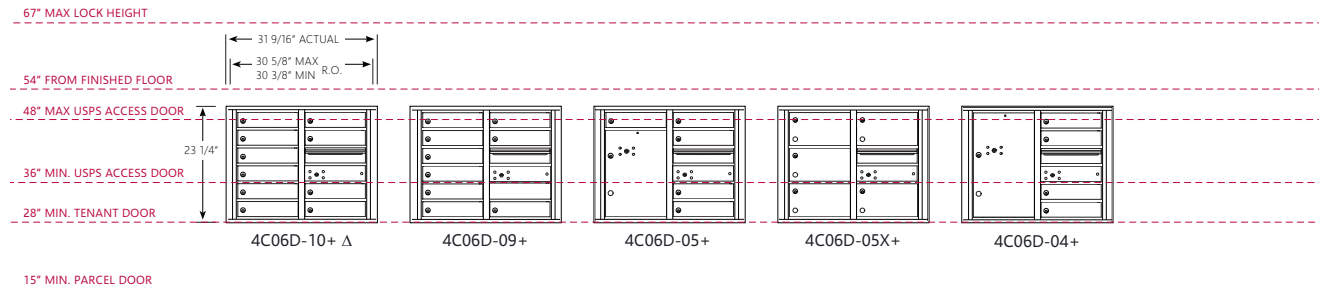
## 6 Door High versatile™ 4C Suite

**Actual:** 23-1/4" H x 31-9/16" W (Double) or 17-1/2" W (Single) x 17" D

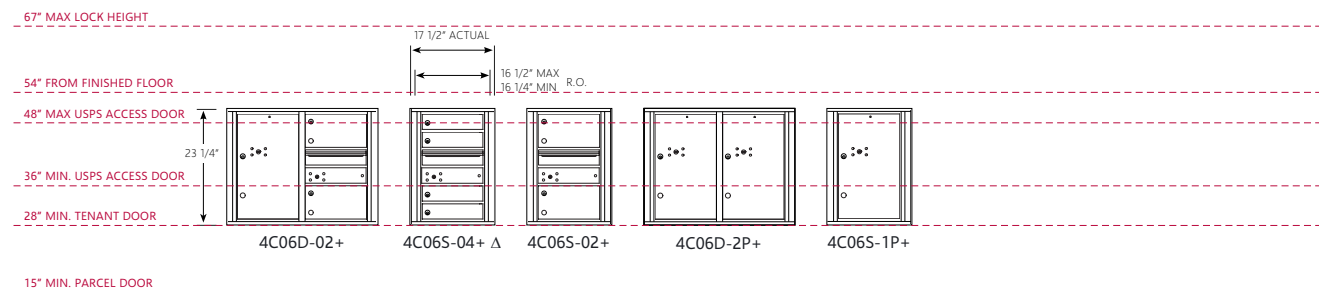
**Rough Opening:** 22-5/16" H x 30-5/16" W (Double) or 16-1/4" W (Single) x 17" D

## 6 Door High versatile™ 4C Suite

Full suite also available in freestanding depot cabinet for private delivery.



MODEL (Compartment Types)	4C06D-10+ Δ (10 MB1)	4C06D-09+ (9 MB1)	4C06D-05+ (5 MB1, 1 PL5)	4C06D-05X+ (5 MB2)	4C06D-04+ (4 MB1, 1 PL6)
# Mailboxes (Total)	10	9	5	5	4
# Parcel Lockers (Total)	0	0	1	0	1
# Collection	1	1	1	1	1
# Mailboxes Under 48"	10	9	5	5	4
Module Weight (lbs)	66	65	59	62	61



MODEL (Compartment Types)	4C06D-02+ (2 MB2, 1 PL6)	4C06S-04+Δ (4 MB1)	4C06S-02+ (2 MB2)	4C06D-2P+ (2 PL6)	4C06S-1P+ (1 PL6)
# Mailboxes (Total)	2	4	2	0	0
# Parcel Lockers (Total)	1	0	0	2	1
# Collection	1	1	1	0	0
# Mailboxes Under 48"	2	4	2	0	0
Module Weight (lbs)	58	36	33	53	28

### NOTES:

See page 4 for mailbox (MB) and parcel locker (PL) compartment size definitions. The key to module notations are as follows:

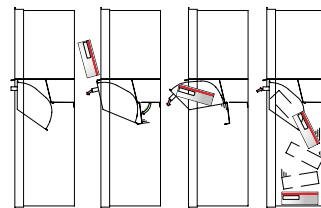
- Δ Modules are configurable. Visit [florencemailboxes.com/configurator](https://florencemailboxes.com/configurator) to create your custom solution.
- \* Modules do not meet USPS installation specifications and are for private delivery.
- φ Modules contain PL under the USPS required 15" tall minimum.
- + Modules meet ADA upper reach limit of 48" FFF when installed at recommended height.
- # Modules meet Fair Housing side reach limit of 54" FFF when installed at recommended height.

Designed to coordinate with the versatile™ 4C mailbox suites, select as many modules as needed for your project.

## 4C Collection Boxes for Letters or Packages



Use this secure product for the collection of outgoing mail in the form of letters or small packages. The hopper mechanism and collection box door ensure contents remain safe and secure. Designed to be suitable for indoor or outdoor use. This is not an USPS approved product.



### Standard Features

- When open, collection door extends 5-7/16" from unit and seals off access to the main collection compartment to prevent mail fishing. Once unit is full, collection door will not open to accept more items.
- ADA/DOJ, ICC/ANSI and IBC compliant for maximum 48" door access when installed 14-1/8" AFF.
- Recess mount

### Optional Features

- Freestanding depot cabinet available for 4C16S-HOP-D, 4C15S-HOP-D, 4CADS-HOP-D
- Surface mount available for all units



## 4C Collection Bins for Waste/Recycling



These bins are designed as part of the versatile™ 4C mailbox line and are the perfect complement to your centralized mail center. Keep the area tidy by providing receptacles for the disposal of waste, or create a standalone recycling center for the convenience of your residents. This is not a USPS approved product.

### Standard Features

- Decal choice: WASTE, TRASH, PLASTIC, GLASS, or PAPER
- Cabinet door includes 5-pin cam lock with three keys
- Interior collection receptacles are included and constructed of recycle materials
- Stainless steel door flap
- Recess mount

### Optional Features

- Powder coat finish door flap in coordinating color
- Custom door flap decals with up to 12 characters
- Surface mount available for all units
- Freestanding depot cabinet available for 4C16S-BIN-D, 4C15S-BIN-D, 4CADS-BIN-D



## 120 Series Collection Box



120RA

Indoor letter collection boxes secure mail until collected by the USPS.

### Standard Features

- Front-load, recessed-mounted
- Prepared for USPS-installed master lock
- Anodized aluminum
- Engraved "LETTERS"
- Frame Size: 19-1/8" H x 15-1/6" W
- Rough Opening Size: 17-5/8" H x 13-5/8" W x 6 -3/4" D

### Optional Features

- Private master lock available
- Surface-mount collar
- Designated custom engraving
- Letter slot size: 3/4"H x 10"W

Model	Description
120RA	Fully-recessed collection box is a standard aluminum unit with engraved "LETTERS" prepared for USPS lock.
120SPR	Recessed collection box. Private lock. Specify engraving.
120MSA	Surface-mounted collection box is a standard aluminum unit with engraved "LETTERS" prepared for USPS lock.
120SPSMS	Surface-mounted collection box. Private lock. Specify engraving.

## Key Keepers

Key Keepers are prepared to accept a postal lock installed by local postal officials, providing secure access to important keys.

### Standard Features

- Recessed- or surface-mounted
- Prepared for USPS installed master lock
- Anodized aluminum
- Extruded aluminum construction
- Exterior dimensions: 6-3/4" H x 6-1/4" W x 2-3/8" D
- Interior dimensions: 4-5/8" H x 4-1/16" W x 2" D
- Rough opening: 5-1/8" H x 4-3/8" W x 2-1/4" D

### Optional Features

- Private master lock



KKASMA



KK

Model	Description
KK	Recess-mounted key keeper. Prepared for USPS lock.
KKASMA	Surface-mounted key keeper. Prepared for USPS lock.

## Directories

These surface-mounted directories can be used independently or installed next to any mailbox installation to neatly and alphabetically list the names of your tenants. A clear plastic window, metal back plate, and blank ruled name cards are included with each directory.



D400-1A

### Standard Features

- Extruded aluminum construction
- 40 name capacity
- Dimensions: 19" H x 8-3/4" W

### Color Options

Select either Anodized Aluminum or one of eight different architectural powder coat finishes as noted for Directories.

<b>Dark Bronze (DB)</b> PMS Black 7C	<b>Black (BK)</b> PMS Black 6C
<b>Silver Speck (SS)</b> PMS 877C	<b>White (WH)</b> PMS White
<b>Antique Bronze (AB)</b> PMS 8622C	<b>Gold Speck (GS)</b> PMS 7-5C
<b>Postal Grey (PG)</b> PMS 413C	<b>Sandstone (SD)</b> PMS 7501C

**NOTE:** Colors shown are representative of the actual powder coat finish but are limited by printing conditions and may vary slightly from finished product.





# Mailbox Mounting Options

## Surface Mount Collars

Designed for indoor use, Florence is pleased to offer a heavy-duty STD-4C mailbox enclosure which allows modules to quickly and easily be mounted to any flat surface. This smooth aluminum collar ensures the mail system achieves that desired sleek, finished look while easily attaching directly to the mailbox module. Ideal for settings with limited wall depth, this solution provides greater flexibility in your mailbox placement and installation. This is not a USPS approved installation method.

### Standard Features

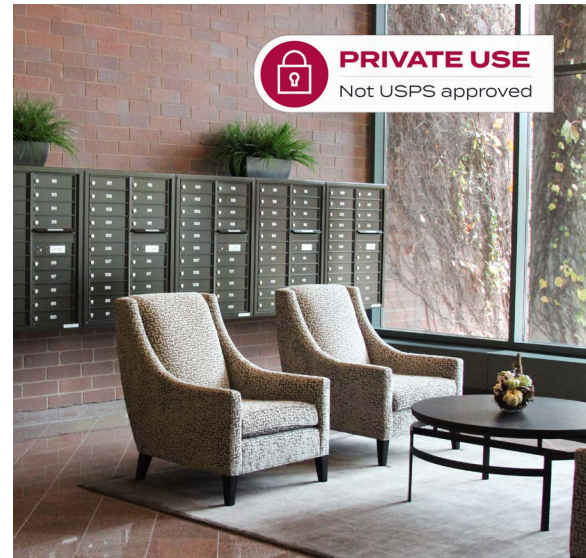
- Available for all 4C modules
- Available in eight durable powder coat color finishes
- Order separately SMS##D or SM##S  
(Note ## = selected suite height, e.g. SM16D)

### Surface Mount Collar Dimensions

Column Width	SM Cabinet Width
Double Wide (SM##D)	32-3/8" W
Single Wide (SM##S)	18-5/16" W

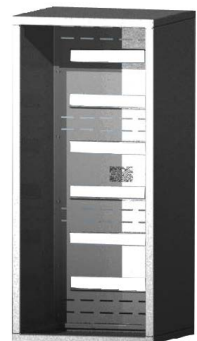
Suite Height	SM Cabinet Height
Max Height	57-11/16" H
15H	55-15/16" H
14H	52-7/16" H
13H	48-15/16" H
12H	45-7/16" H
11H	38-7/16" H
10H / ADA Max Height	34-15/16" H
9H	34-15/16" H
8H	31-7/16" H
7H	27-15/16" H
6H	24-7/16" H



Easy-to-assemble collar has industry exclusive slotted back designed for ease of installation and reduction of overall unit weight.



SM##D



SM##S

Note: ## = selected suite height, e.g. SM14D

## Color Options

Customize your versatile™ 4C Surface Mount Collar with eight different architectural powder coat finishes.

Dark Bronze  
(DB)Black  
(BK)Silver Speck  
(SS)White  
(WH)Antique Bronze  
(AB)Gold Speck  
(GS)Postal Grey  
(PG)Sandstone  
(SD)

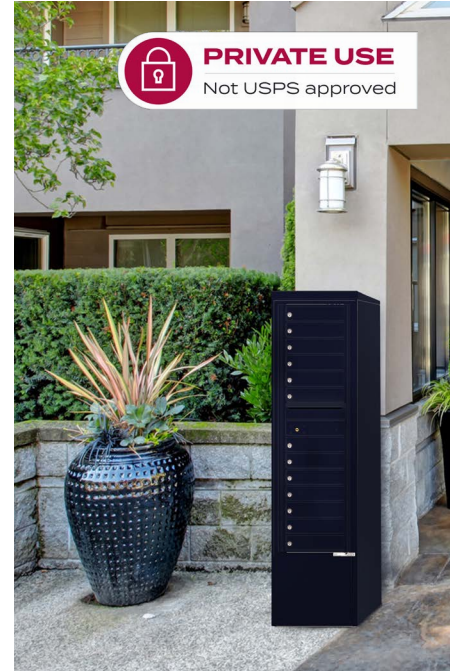
Colors shown are representative of the actual powder coat finish but are limited by printing conditions and may vary slightly from finished product.

## 4C Depot Cabinet

The Depot is a freestanding solution that provides flexibility to install our most popular 4C mailboxes in a standalone cabinet when wall space is limited. Depots are designed to ensure the selected module is installed at a standard accessible height in compliance with USPS installation guidance. Ease of installation also makes the freestanding Depot cabinet a popular choice. To order, add -D to 4C model number. (Example: 4C16D-20-D). This is not a USPS approved installation method.

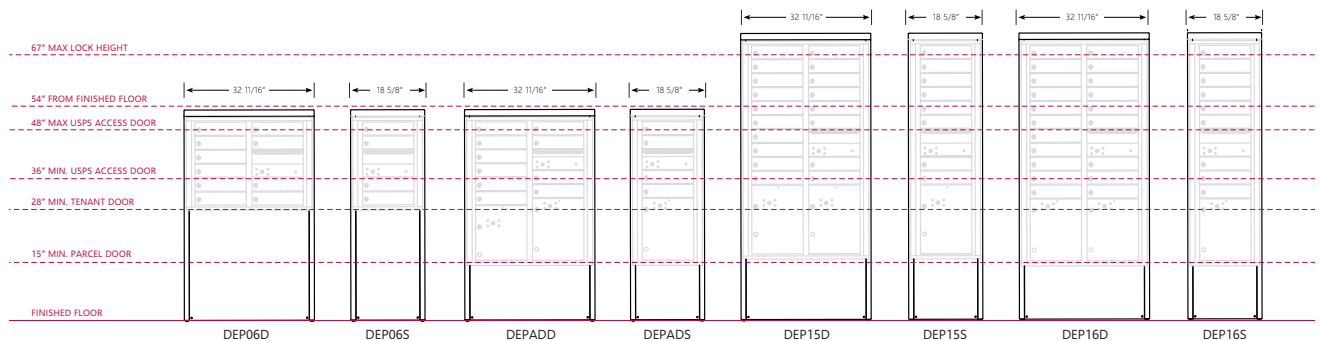
### Standard Features

- Available to fit our most popular 4C modules: Max Height, 15H, ADA and 6H
- Weather resistant design makes the Depot suitable for use indoor or out
- All aluminum, corrosion resistant construction
- Sloped top for moisture runoff
- Available in eight durable, weather-resistant powder coat color finishes
- Depot cabinet and 4C module ship fully assembled
- Adjustable leveling legs ensure the unit is level even when the floor is not
- Ease of installation means there's no need to remove the 4C unit from the Depot in order to install



### 4C Depot Cabinet Selections

Depot cabinets shown below accommodate all modules in MAX Height, 15 High, ADA Max High and 6 High versatile™ 4C Suites. To order, simply add "D" to 4C model numbers. For example, a 16-High 20 mailbox module = 4C16D-20-D



### Color Options

Customize your versatile™ 4C Depot Cabinet with eight different architectural powder coat finishes.



Colors shown are representative of the actual powder coat finish but are limited by printing conditions and may vary slightly from finished product.

# USPS Installation Requirements



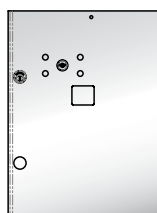
## USPS Compliance

Designing appropriate accessibility into every feature of a facility is a key consideration for any project, and how the mailboxes are installed into that facility is no exception.

All wall-mounted mailboxes which will be serviced by the U.S. Postal Service (USPS) must also be installed according to specifications as outlined in the USPS STD-4C regulations specified below.

## The USPS 4C Standard Includes the Following Specifications:

- Larger compartment form factor with minimum size requirement of 12"W × 15"D × 3"H.
- Elimination of the vertical form factor design (5"W × 6"D × 15"H).
- Parcel locker requirement is based on a 1:5 parcel locker to customer mailbox compartment ratio.
- Parcel lockers need to be at least 15" tall to meet the 1:5 ratio requirement.
- Stronger security requirements for the entire receptacle.
- Standardizes and improves tenant compartment lock design.
- Adds testing requirements to verify acceptability for either indoor or outdoor use.
- Introduces quality management systems provisions.
- Enhances design flexibility for concept, ergonomics, and materials.
- Meets Americans with Disabilities Act (ADA) standards.



Standard  
15"H PL

**USPS 4C Standard requires 1:5 Parcel Locker to Mailbox Compartment ratio.**

**Parcel Locker must meet 15" height minimum to count toward 1:5 ratio requirement.**



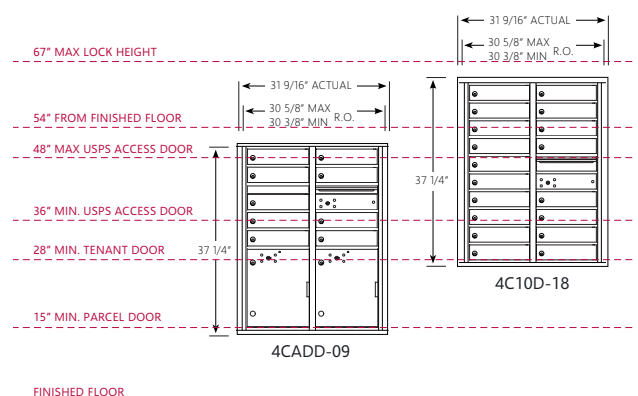
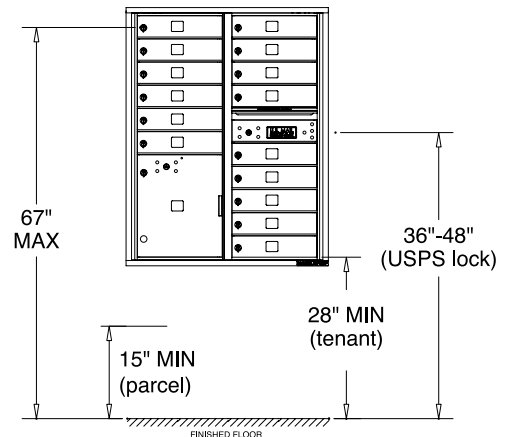


## USPS Installation Requirements

Florence Corporation USPS Approved 4C mailbox products are designed to adhere to STD-4C regulations. To ensure your project complies with USPS regulations for wall-mounted mailboxes, your mailbox center must be installed according to the following U.S. Postal Service guidelines.

**Installation requirements specified in the U.S. Postal Service STD-4C regulation are outlined below:**

1. At least one customer compartment shall be positioned less than 48 inches above the finished floor.
2. No parcel locker compartment (interior bottom shelf) shall be positioned less than 15 inches above the finished floor.
3. No customer lock shall be located more than 67 inches above the finished floor.
4. No customer compartment (interior bottom shelf) shall be positioned less than 28 inches above the finished floor.
5. The USPS arrow lock shall be located between 36 and 48 inches above the finished floor.



Standards Governing the Design of Wall-Mounted Centralized Mail Receptacles.  
Federal Register/Vol. 69, No 171/September 3, 2004

Rules and Regulations POSTAL SERVICE, 39 CFR Part 111.  
[www.gpo.gov/fdsys/pkg/FR-2004-09-03/pdf/04-19781.pdf](http://www.gpo.gov/fdsys/pkg/FR-2004-09-03/pdf/04-19781.pdf)

An example installation of heights based on compartment types within a given height module.



# Compliance Guidelines

## Understanding the intersections of ADA, FHA and USPS installation requirements

When planning for Section 10 Postal Specialties, the USPS isn't the only governing body that will apply to your project; ADA, FHA and local codes must also be considered.

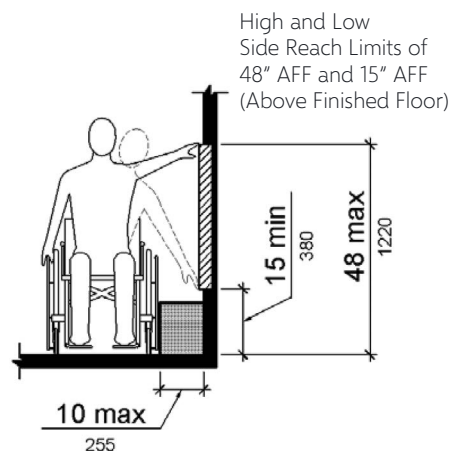
## Mailrooms must comply with:

- United States Postal Service 4C guidelines
- Americans with Disability Act (ADA)
- Fair Housing Act (FHA), ANSI 117.1
- International Building Code (IBS)
- Postal Operations Manual (POM)
- Local Amendments

## Meeting ADA Installation Requirements

To meet ADA accessibility requirements, 5% of all mailboxes must be installed at a height between 15 and 48 inches from the floor. However, this can be overruled by local authorities who may decide that 100% of all mailboxes must meet ADA compliance. Accessibility regulations may vary by type of facility and by governing jurisdictions. Therefore, always consult local building officials and codes for applicable accessibility requirements that could affect your mailbox project.

2010 ADA Standards for Accessible Design, Department of Justice Code of Federal Regulations, ADA CHAPTER 2: SCOPING REQUIREMENTS, 228.2 Mail Boxes: Where mailboxes are provided in an interior location, at least 5 percent, but no fewer than one, of each type shall comply with 309. In residential facilities, where mailboxes are provided for each residential dwelling unit, mailboxes complying with 309 shall be provided for each residential dwelling unit required to provide mobility features complying with 809.2 through 809.4. The full text can be found at: [www.ada.gov/2010ADAstandards\\_index.htm](http://www.ada.gov/2010ADAstandards_index.htm)

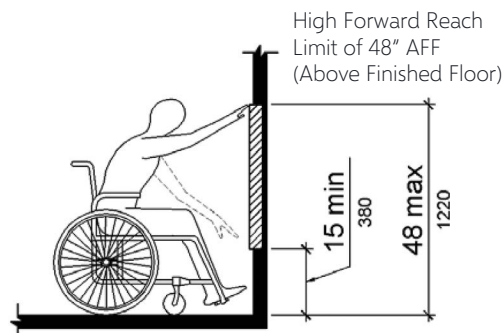


## Meeting FHA Installation Requirements

The Fair Housing Act was enacted and amended prior to ADA to cover those with disabilities as it relates to housing. If you are designing in the multifamily space, regardless of housing use, and the building has an elevator, FHA will apply. It will also apply if the dwelling has more than four units, even if they are all ground level.

**FHA has very specific requirements when it comes to the overall dwellings, but there are only two requirements that would pertain to Section 10 Postal Specialties requirements:**

- 1) Accessible building entrance on an accessible route
- 2) Accessible and usable public and common use areas



The FHA reach ranges called out in ANSI are the same as ADA for the forward approach, but FHA has a taller side approach. The primary difference between FHA and ADA on this point is that ADA compliance requires only 5% of the mailboxes to fit within these ranges, while FHA requires compliance to match the appropriate number of covered dwellings pertaining to FHA within the community.

## Agency Compliance Comparison Chart

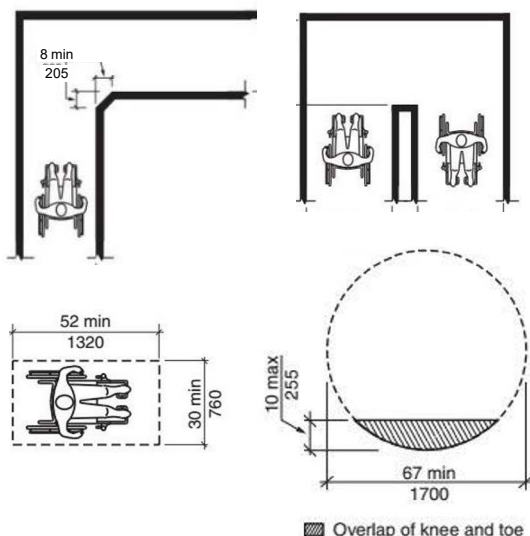
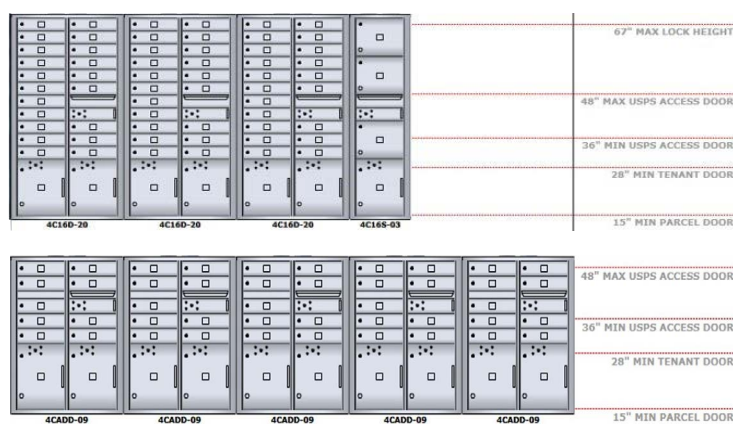
Understand the minimum and maximum measurement requirements for each compliance agency at a glance.

Agency	Forward Min	Side Min	Forward Max	Side Max
USPS (Mailbox)	28"	28"	67"	67"
USPS (Parcel Locker)	15"	15"	67"	67"
ADA	15"	15"	48"	48"
FHA	15"	9"	48"	54"

### Partial 5% Versus 100% ADA Compliance

For mailrooms requiring 100% ADA compliance, the most important thing to keep in mind is the added amount of horizontal wall space required for mailbox installation since the vertical wall space is greatly reduced.

Here we show two examples of 63-compartment mailrooms. In the lower example, 100% of the compartments are compliant with ADA reach ranges. In the upper example only a portion of the compartments meet ADA reach requirements. It is easy to see how much more space is needed when designing 100% compliant mailrooms.



### ANSI Accessibility & Turn Space

Since mailrooms are often configured in layouts that contain 90- and/or 180-degree turns, it is important to consider the space necessary for clear path requirements. In 2017, ICC increased the circular and T-turn clear floor space, due in large part to the increased use of motorized chairs and scooters.

- The T-turn length increased from 48" to 52"
- The circular turnaround increased from 60" to 67"

While this does not affect the installation of the mailboxes themselves, it affects the space provided to access the mailboxes and should be noted in the mailroom design.



# To Repair or Replace?

## Mailbox replacement and renovations guidelines for Property Managers

Determine whether to repair or replace existing mailboxes when renovating an apartment community with USPS compliant centralized mailboxes.

Apartment community with obsolete 4B+ horizontal mailboxes (shown right) upgrades to USPS approved Florence STD-4C mailboxes (shown above).



## Mailbox Replacement Guidelines

Always consult with local U.S. Postal Service officials before proceeding with mailbox replacement projects to ensure your selection of centralized mail equipment and placement are USPS Approved.

4B+ Vertical and Horizontal mailboxes do not meet current centralized mail delivery requirements and may not be authorized by the Postal Service to replace mailboxes in your facility. If an apartment community or other facility is being renovated or modified in any way and plans to replace mailboxes in the process, obsolete 4B+ Vertical or Horizontal mailboxes should be upgraded to STD-4C or CBU mailboxes to ensure USPS compliance.

Reference **Postal Operations Manual - Delivery Services Section 632.621** – “Owners and managers of apartment houses, or other multi-unit dwellings with obsolete apartment house mail receptacles should install up-to-date receptacles currently approved by the Postal Service to ensure safety of access and security of the mail. When such buildings are substantially renovated or remodeled, or when box locations change, obsolete receptacles should be replaced with currently approved receptacles.”

See pages 8-19 for USPS STD-4C wall-mounted mailboxes which are USPS Approved for replacement and new mailbox projects.

Always check with local U.S. Postal Service officials before proceeding with mailbox replacement projects.



## Replace STD-4B+ with Updated STD-4C

4B+ Vertical and Horizontal Mailboxes **do not** meet current USPS requirements for Centralized Mail Delivery.



STD-4C Wall-Mount Mailboxes and Parcel Lockers

When an apartment community or other multi-unit dwelling is renovated, the property must replace obsolete mail receptacles with current STD-4C equipment. Florence 4C mailboxes meet current USPS requirements for centralized mail delivery. For outdoor installations, or in case of limited interior wall space where an outdoor installation may be considered, Florence Cluster Box Units (CBU) also meet current USPS standards.

## Upgrade Opportunity!

Replacing 4B+ mailboxes with updated STD-4C USPS Approved mailboxes offers the opportunity to:

- Hold mail flat as it is intended to be instead of rolled
- Allow for more and larger mail pieces
- Securely receive packages in parcel compartments
- Enhance overall design to add value to your property

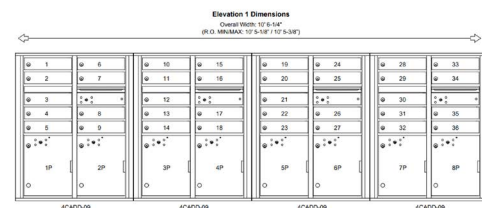
For more information, see the  
"Repair or Replace" guide from our  
Property Manager Toolkit

 [florencemailboxes.com/toolkits](https://florencemailboxes.com/toolkits)

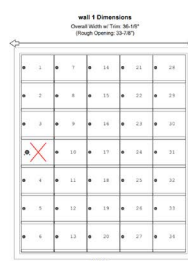
## Comparing STD-4C to STD-4B+

Modern STD-4C mailboxes have compartments that can accommodate flat publications and small packages, while legacy STD-4B were square and mail had to be rolled to be delivered. STD-4C mailboxes have built-in parcel lockers to accommodate larger packages and outgoing mail slots.

When updating existing legacy STD-4B installations during a renovation project, the walls will need to be reframed to accommodate the different sized mailboxes. As STD-4C equipment is nearly double the size of STD-4B, more wall space is needed and therefore the install may need to be moved outdoors if appropriate space is not available.



**STD-4C:**  
Total Mailboxes: 36  
Total Parcels: 8



**STD-4B**  
Total Mailboxes: 34  
Total Parcels: 0



## Important Product Information



### Care & Cleaning

The surface of all Florence Corporation aluminum or powder coated products may be cleaned of dirt or grime with a soft cloth dampened with any mild detergent or properly diluted biodegradable, water-based cleaner.

Wipe from top to bottom to avoid run-down. Avoid use of abrasives, which might damage the product surface. Rinse with plain water and dry. Avoid cleaning during extreme temperature conditions. Matching touch-up paint products may be available from an Authorized Florence Dealer for products which utilize powder coat finishes.

Full details can be found at:



[florencemailboxes.com/cleaning](https://florencemailboxes.com/cleaning)

### Materials

All product descriptions and specifications contained herein were in effect at the time the catalog received final approval for printing. Note that not all powder coat color finishes are available on all Florence product lines; see individual product listings for details. Pantone color numbers shown with finishes are for reference purposes only. Printed colors shown may vary slightly due to printing process. As Florence Corporation continually strives for efficiencies to pass along to our customers, we reserve the right to change specifications and/or designs without notice and without liability. Where appropriate, replacement items will be maintained during potential transition.

### Return Policy

All product shipments are adequately packaged, but should be thoroughly inspected upon receipt and prior to acceptance, for potential damage in transit. Returned goods will not be accepted without an RGA (returned goods authorization) number, which must be obtained from the Authorized Florence Dealer with whom you completed the transaction. In the event a product is authorized for a return, a minimum 30% restock fee will apply for standard stock products. Outbound freight and return freight is not credited as part of the return. Custom orders and orders with options cannot be canceled and will not be accepted for return, exchange, or refund.

## 5 YEAR PRODUCT WARRANTY

### Product Warranty

Florence Corporation provides a five-year warranty on its products from the date of shipment when purchased from an Authorized Florence Dealer. Full details on the warranty, as well as how to find a local product expert nearest you, can be found by visiting our website or calling us today!



[florencemailboxes.com/warranty](https://florencemailboxes.com/warranty)

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## Key Management

All centralized mailboxes come supplied with individual compartment locks and keys from the manufacturer; however, there will only be an empty hole for any compartment that will be accessed by the Postal Carriers so they can install their 'master access lock'. These 'master access locks' are owned by the Postal Service and will be installed into the master access compartment as well as any parcel lockers within each unit.

It is incumbent upon the builder to contact the USPS Growth Coordinators in their area to schedule the installation of the USPS master lock, also known as the 'Arrow Lock', for each centralized mailbox being added to service. These Arrow Locks allow the Postal Carriers access to deliver the mail and packages to the residents of the installed centralized mailbox.



## Replacement Keys

The loss of a mailbox key can be a frustrating experience. For emergency key situations, contact a local locksmith or hardware store. Otherwise, the entire lock mechanism for the mailbox compartment will need to be replaced. Work with your local postal carrier to gain access to the appropriate compartment as needed.



## Replacement Parts

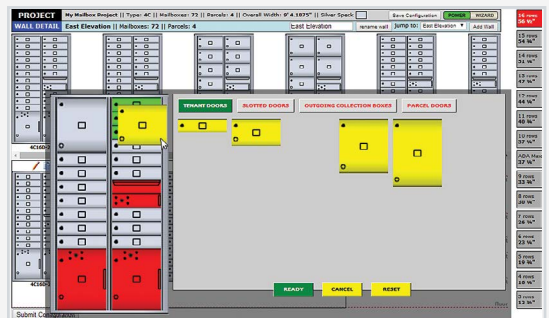
Looking to repair your older mailboxes? Chances are Florence can bring new life to the unit with replacement parts such as doors, locks, keys, and various standard parts. When the situation calls for basic repairs rather than replacing the entire unit, simply contact an Authorized Florence Dealer or visit our website for assistance.

 [florencemailboxes.com/parts](https://florencemailboxes.com/parts)

## Mailbox Configurator

The online Florence Product Configurator helps you design the perfect mailbox layout to meet your project specifications. Choose your product line, use our drag-and-drop system to design your layout, and then set your numbering schedule.

The Configurator can help select mailbox solutions based on a few simple questions while in Wizard Mode, or allow you to build a completely custom solution that fits your individual project needs while in Power Mode. There is even a Postal Approved Only Mode to ensure you create an approved installation. Your final creation will be conveniently emailed to you in both CAD and Revit formats.



 [florencemailboxes.com/configurator](https://florencemailboxes.com/configurator)



## Your Trusted Partner in Commercial and Residential Centralized Mailbox Designs for Over 90 Years!

Like all great stories, ours started in a garage – with elbow grease and a sweaty brow. It's that kind of story. More than 90 years later, we're still hard at it; continually perfecting our craft, allowing you to perfect yours. You may take our products for granted. We take that as a compliment. Our products don't require attention or fuss. They're built smart, designed to work, and engineered to last.

We empower our customers with the products, the support, and the tools to design faster. Build smarter. Manage better. We understand that in a world of global commerce, demands of efficiency and last-minute deadlines, you need a partner that can keep pace. You've met your match with Florence. Established. Dependable. Strong. It's not just what we make...it's what makes us.



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