



**Caldmore Post Office®**  
**14 West Bromwich Street, Walsall, WS1 4BW**

### **Your new branch**

Last year we asked your views about our plans to change your Post Office to one of our new-look local style branches. We did not receive any comments and we've now finalised our plans for the branch and further details of the change are provided below:

#### **Internal layout**

We will closely work with the Postmaster to make sure there is sufficient space for Post Office customers, including wheelchair users, so that they can move around the store and reach the Post Office area easily. Some internal adjustments to fixtures and fittings will be made to accommodate this.

The local style Post Office will operate from a Post Office serving point located at the shop counter enabling customers to carry out a wide range of Post Office products and services, including the collection of undeliverable items of mail, alongside retail transactions. This will also mean that local residents will benefit from longer opening hours including lunch times. The new Post Office opening hours will be Monday to Friday 09:00 – 17:30 and Saturday 09:00 – 12:30.

The safety of our customers is of paramount importance to us. Therefore, to allow for the refurbishment to take place it will be necessary for the service to close, temporarily, on Wednesday 11 September 2019 at 17:30. It is envisaged that the work will take approximately 2 weeks to complete, following which the service will re-open on Monday 23 September 2019 at 13:00.

During the temporary closure of the branch, customers requiring Post Office facilities may use any convenient Post Office service. Details of two alternative Post Office branches are provided below for your convenience:

- Fullbrook Post Office, Hawes Close, Walsall, WS1 3HG
- Pleck Post Office, 73-75 Darlaston Road, Pleck, Walsall, WS2 9RD

We hope that you will enjoy using the new Post Office.

