

(Read Instructions on Reverse)

Box Number	
Name of Boxholder	
<i>(Date Stamp)</i>	

Section 1. Five Day Count

Day of Count	Enter Date	Overflow (Enter a figure 1 in the appropriate column each day)	
		Yes	No
1			
2			
3			
4			
5			
Five Day Totals →			

Section 2. Continuation Count

6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			
17			
18			
19			
20			
Final Totals →			

Section 3. Issued to Customer

Signature	Date
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Section 4. Issued to Customer

Signature	Date
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Semiannual Check of Overflow Mail

Section 3. Notice of Volume Count

	Box Number
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A sampling of mail volume received for post office boxes shows that your box has accumulated more mail than it could hold during three of the last five days. We will continue to count the mail volume for your box, and you will be notified of the results. If your volume exceeds the capacity of your box for a total of 12 out of 20 days, you will be given the following options:

1. Rent a larger box, which will hold your mail, if one is available.
2. Keep your present box, and use caller service, for which you will pay a fee in addition to your current box rent.
3. Give up your present box and use caller service. In this case, you will pay the caller service fee but no box rent.
4. Give up your box number address and have your mail delivered to your street address by carrier at no charge.

The caller service fee is currently _____ for six months or _____ for 12 months.

Please contact the facility where your box is located if you have any questions.

Postmaster (By:)	(Title)	Date
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Detached from PS Form 1532, June 1994

Section 4. Results of Volume Count

	Box Number
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During a recent count of mail volume:

- 1. Your box was identified as accumulating more mail than it could hold for _____ out of 20 days. This volume is not large enough to require you to use caller service. No further action is required on your part.
- 2. Your box was identified as accumulating more mail than it could hold for _____ out of 20 days. This volume is equal to or greater than the level at which caller service is required. You were previously advised of the options available to you. Please contact the facility where your box is located within 5 days for details of action now required. Failure to do so could result in discontinuance of your post office box service.
- 3. The volume of mail for your caller service delivery was greater than the largest available vacant box in the facility where your box is located could hold on _____ out of 20 days. You will be required to pay a caller service fee for another semiannual period.
- 4. The volume of mail for your caller service delivery has decreased sufficiently so at the end of the current payment period you may revert to any available box big enough to hold your mail.

Please contact the facility where your box is located if you have any questions.

Postmaster (By:)	(Title)	Date
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Detached from PS Form 1532, June 1994

General Instructions

1. Use this form for scheduled semiannual checks or for unscheduled volume checks whenever observations indicate a recurring overflow for any box.
2. Use a separate form for each box in which an overflow is observed.
3. Each form must cover a period of 20 consecutive business days without including any Saturday, Sunday, or National public holiday.

Section 1. Instructions for Post Office Boxes

(See **Special Instructions** below for existing callers.)

1. If the number of No entries totals 3 or more within the period covered by Section 1, discontinue the check.
2. If the number of Yes entries totals 3 or more within the period covered by Section 1, complete and deliver Section 3 of this form to the boxholder. Continue check by completing Sections 1 and 2.

Section 2. Instructions for Post Office Boxes

1. If the number of No entries totals 9 or more within the period covered by Sections 1 and 2, discontinue the check, complete block 1 of Section 4 and deliver Section 4 to the boxholder.
2. If the number of Yes entries totals 12 or more within the period covered by Sections 1 and 2, complete block 2 of Section 4 and deliver Section 4 to the boxholder.

Special Instructions (For customers who use caller service because of a previous overflow check.)

1. If the customer submits a written request for a follow-up check to determine if caller service is still required, conduct the check any time after the first month of service. No more than one request may be made in the same semiannual payment period.
2. Commence check with day 1 and continue into Section 2 without a break for day 5. Do not use Section 3.
3. If the number of Yes entries totals 12 or more within the period covered by Sections 1 and 2, complete block 3 of Section 4 and deliver to the customer.
4. If the number of No entries totals 9 or more within the period covered by Sections 1 and 2, complete block 4 of Section 4 and deliver to the customer.