

U.S. Postal Service CHANGE IN DELIVERY, RELAY AND COLLECTION SERVICE		To:	Date		
The following changes will be made effective _____ .					
All regular carriers involved, including those technicians, utilities and part-time employees who cover their assignments, must be immediately advised of the above changes by their supervisors. Employees shall initial and date this notice. This notice shall then be placed on the bulletin board for a reasonable period and then filed for future reference.					
Postmaster or Designated Manager	Date Carrier Notified	Initials	Initials	Initials	