U.S. Postal Service

PARCEL POST FIRM DELIVERY WORKSHEET

INSTRUCTIONS

1. Enter name of Post Office and Delivery Unit; check the proper box to show Regular Route or Auxiliary Assistance, and indicate the Route Number.
2. Circle the day(s) of the week on which the inspection was made.
3. Enter the sack or hamper separation number, firm name and address (include Apt./Suite No.), and number of parcels received each day for all firms that received 5 or more pieces.

Post Office	Delivery Unit	☐ Regular Route ☐ Auxiliary Assistance	Route No.

Sack or Hamper No.	Firm Name	Street Address	Days of Week					
			Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.
			Number of Parcels					

Comments *(Use reverse if additional space is needed)*

ID No.	Carrier's Signature	Date