United States Postal Service

Record of Parcel Post Pieces Processed

Use this form for an initial count of mail processed by a post office, station, or branch.

Tour	Pay Location	☐ Outgoing ☐ Incoming	Date *(Mo., Day, Yr.)*
Reporting Unit	Signature		

Section A - Volume Received and Recorded

Pallets		Hampers		Sacks		Distributed Sacks	Outsides	

Section B - Tour Turnover and Volume Summary

Supv. Dist. Ops.: Complete lines 1 and 4. *(Line 1 this tour equals line 4 previous tour.)* Enter "None" if there is no turnover. Figures must be verified by responsible supervisor.
Finance: Fill in all other lines.

Mail	Pallets	Hampers	Sacks	Distributed Sacks		Outsides	Total Net Pieces
1. Mail Left From Previous Tour							
2. Received and Recorded This Tour *(Section A, Above)*							
3. Total to be Worked *(Line 1 + Line 2)*							
4. Left Unworked This Tour							
5. Worked This Tour *(Line 3 minus Line 4)*							
6. Conversion Rate							
7. Total Pieces Worked *(Line 5 x Line 6)*							
8. Standard Hours per M Pieces							
9. Standard Hours *(Line 7 x Line 8)*							