U.S. POSTAL SERVICE

FLATS, MAGAZINES, FLAT PAPERS, DISTRIBUTED TO CASES

(Pieces Processed)

Day	Week	A/P	☐ Out Going ☐ In Coming	Date
Reporting Unit		Signature		

Section A-Volume Received and Recorded

Lbs.	Ozs.	Lbs.	Ozs.	Lbs.	Ozs.	Lbs.	Ozs.	Feet	Inches	Feet	Inches	Feet	Inches	Mailers' Statements (Pieces)

Section B-Tour Turnover and Volume Summary

Tour supervisor-Fill in lines 1 and 4. (Line 1, this period equals Line 4, previous period.) Enter "none" if there is no turnover. Figures must be verified by responsible supervisor. Director of Finance or equivalent-Fill in all other lines.

Mail	Pounds	Ounces	Feet	Inches	Mailers' Statements (Pieces)	Total Net Pieces
1. Mail Left From Previous Day/Week						
2. Rec'd. and Recorded This Day/Week *(Sec. A. above)*						
3. Total to be Worked *(Line 1 + 2)*						
4. Left Unworked This Day/Week						
5. Worked this Day/Week *(Line 3 minus 4)*						
6. Conversion Rate						
7. Total Pieces Worked *(Line 5 X 6)*						

For initial one-time count of mail processed by a post office, station or branch.