UNITED STATES POSTAL SERVICE™

Claim for Stamped Envelope Discount

Employee Name	Clerk ID No.	Unit Name	Unit ID No.	Begin Date	End Date

Date Sold	Purchaser	No. of Boxes of 500			
		# 6 ¾ Regular	# 10 Regular	# 6 ¾ Window	# 10 Window
	Total Boxes Sold				
	Discount Per Box*				
	Totals *(Multiply no. of boxes sold by discount per box)*	*a.* $	*b.* $	*c.* $	*d.* $

*To calculate discount, multiply envelope cost X 500, and subtract discounted price found in DMM R000.1.0.

Verified By *(Supervisor)*	Date Entered to AIC 846 or 534	Total Discount Claimed *(Total a thru d)*