



# Daily Activity Recap for Official Mail

Prepared By (Print)	Date	Reporting Unit (Include ZIP + 4®)	Finance Number
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## Daily Activity

	Business Reply	Postage Due	Merchandise Return	Periodicals	Permit Imprint	Fees	TOTAL
Opening Balance							
Revenue							
Subtotal							
Adjustments							
Closing Balance							

## Number of Forms

Business Reply	PS 3615	PS 3630-G	PS 3635-G				
Postage Due	PS 3638-G	PS 3635-G					
Merchandise Return	PS 3615	PS 3639-G	PS 3635-G				
Periodicals	PS 3501	PS 3510	PS 3511	PS 3541	PS 3635-G		
Permit Imprint	PS 3613	PS 3615	PS 3600-EZ	PS 3600-R	PS 3602-EZ	PS 3602-G	PS 3602-R
	PS 3605-R	PS 3700	PS 3635-G				

**TOTAL NUMBER OF FORMS** →