

U.S. POSTAL SERVICE
PARCEL DISTRIBUTION
 (Methods Improvement Study)

1. POST OFFICE

2. ZIP CODE

INSTRUCTIONS

The purpose of this form is to provide volumes and associated work hours pertaining to distribution in a Parcel Post operation.

1. Match hours and volumes. Count only volume that is distributed that day. rates you used.
2. Volumes can be calculated by using national conversion rates of BMC containers, hampers, sacks. Indicate what conversion
3. Record time in hours and minutes.

3. DAY	PARCEL VOLUME	TIME USED (Hours and Minutes)
SATURDAY		
MONDAY		
TUESDAY		
WEDNESDAY		
THURSDAY		
FRIDAY		
SATURDAY		
MONDAY		
TUESDAY		
WEDNESDAY		
THURSDAY		
FRIDAY		
TOTAL →		

4. COMPLETED BY (Name)

5. TELEPHONE NUMBER (FTS)

6. INDICATE VOLUME CONVERSION RATE USED