



Contract Route Mail Count Form

Contract Route No.: _____ AMS ROUTE NO.: H _____ Unit: _____

State: _____ ZIP Code™: _____ Month: _____ Week Of: _____

Day	Date	Letter Size	Newspapers, Magazines, Flats, Catalogs, and Rolls	Parcels	Return receipt for Merchandise, Registered, Certified, No. Insured Postage Due, and Express	DPS	Contractor's Initials	Administrative Official's Initials
Monday								
Tuesday								
Wednesday								
Thursday								
Friday								
Saturday								

Letter Size — Compress and linearly measure letter volume — multiply by 227 pieces per foot

Flats — Linearly measure all caseable flats — multiply 115 pieces per foot

Parcels — Count all parcels for delivery individually using city definition of parcel: bigger than shoebox, and over 2 pounds

Accountables — Take volume from PS Form 3867 log, add Numbered Insured, Returned Receipt for Merchandise

DPS — Copy DPS volume from EOR Report