


DDU Appointment Worksheet for PVDS Mailings

(This is not a clearance document; instead, use Form 8125)

Appointment <i>(10 AM to 4 PM, Local Time)</i>	Acceptance <i>(Initial for concurrence. Note discrepancies)</i>
1a. Name of Mailer	1b.
2a. Name of Mailpiece Owner	2b.
3a. Scheduled Date/Time of Arrival	3b.
4a. ZIP Codes in Mailings	4b.
5a. Class of Mail/Type <i>(Letters, flats, parcels, etc.)</i>	5b.
6a. Type/No. of Container <i>(Pallet, sack, bedload, etc.)</i>	6b.
7a. Volume in Units/Pieces	7b.
8a. Vehicle Size	8b.
9a. In-Home Data	9b.
10a. Contact Person & Phone Number	10b.
11a. Postal Employee Making Appointment	11b. Employee Verifying Form 8125/8125-C
	12. Is Form 8125/8125-C Signed? <input type="checkbox"/> Yes <input type="checkbox"/> No
13. Comments	

Instructions

This form is not a clearance document.

Delivery units: Complete and use this form to assist in making and administering drop ship appointments for destination rate mailings. Proper completion of this form will help you plan by knowing what mailings to expect and when to expect them.

Left Column: Complete when you are contacted by the mailer, 24 to 48 hours prior to arrival of their mail, as required for Plant Verified Drop Shipment (PVDS) mailings. The information to be recorded is self-explanatory, e.g., Name of Mailer, Number of Pieces, Type/Number of Containers, etc.

Restrictions: At the time the appointment is being made, the postal employee recording the information must remind the mailer or their agent about any and all applicable facility restrictions, such as the following:

- * No trailers over 40 feet.
- * ZIP Codes that are delivered through that location.
- * Any low overhangs.
- * Parking lot construction, etc.

Right Column: Enter acceptance information when the mailer arrives to deposit the mail and match it to the information in the left column. Destination Delivery Units (DDUs) should retain copies of this form with the PS Form 8125 submitted by the mailer. These forms will then be used to document continuing problems or situations that will require corrective action on the part of the mailer.

Refusal of Mailings: Do not use discrepancies between the two columns for justification to refuse the mailing. Refuse mailings only (1) when the you cannot reconcile the volume or postage on the Form 8125 that is presented with the mailing or, (2) if the mail is received in damaged or unsafe condition.

Specific instructions regarding handling and receiving of PVDS mailings that contain errors are found in Publication 804, *Drop Shipment Guidelines for Destination Entry*. Your local BMEU manager may also be of assistance.