

DOCUMENTATION FORM
FOR STANDARD MAIL
(Letters Only)

645 ZIP CODES _____ TOTAL
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150 OR MORE (5 or 3 digit sort)	ZIP	PIECES
	_____	_____
	_____	_____
	_____	_____
	_____	_____
	_____	_____

ANY THING LEFT _____ TOTAL

NUMBER OF PIECES _____ GRAND TOTAL

All pieces must be in zip code order in the trays.
No rubber bands except on postcards.
No stickers required.
No bundles of 10 or more.
Reminder: 200 or more pieces required.
Must have a return address.
Must have permit indicia on each piece.

DEPARTMENT NAME _____

ACCOUNT CHARGED _____