

# United States Postal Service **Carrier's Count Mail - Letter Carrier Routes Worksheet**

Post Office	Delivery Unit			Route No.			
AM	PM	Carrier Marked-up	CFS	<b>Actual Time Entries</b>			
1. Letter-Size				EXPLANATION	TIME GUIDE	WRITE IN TIME	ELAPSED TIME
					E		
2. Mail of All Other Sizes				E			
				B			
3. Accountable and Signature Mail				E			
				B			
Registered/Certified				E			
COD/Customs				B			
Postage Dues				E			
Express Mail				B			
5. All parcel Post over 2 lbs.				E			
				B			
6. Sequenced and Collated				E			
				B			
Letter Size				E			
Other Size				B			
9. 2nd-Class Marked up (exclude Form 3579)				E			
				B			
10. Mail with Form 3579 attached				E			
				B			
12. Change of Address Recorded				E			
				B			
13. Insured Receipts Turned In				E			
				B			

<b>Enter Line Number in Explanation Column</b>	<b>LINE</b>	<b>DPS Volume Pieces: (7a)</b> To be added to line 7a on PS Form 1838 _____	Begin Here E B
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Comments	LINE	DPS Volume Pieces: (7a)	Time Clock Rings
Registered-Certified-COD-Customs Postage Due-Form 3868-signing for, returning funds and receipts.	14		TOTAL
Withdrawal of mail	15		Time Clock Rings
Sequencing and collating By-Pass Mail	16		E
Actual Strapping out time	17		R
Break (local option)	18		L
Vehicle inspection	19		B
Office Work not covered by form (work functions must be identified and approved as being necessary and of a continuing nature) (use Comments Section)	21		E
Waiting for mail (office) and other office activities not performed on a continuing basis which are excluded in computing the net office time (Use Comment section)	22		R
Counting mail and filling out form 1838 worksheet	23		L
			B

<b>Signature of Carrier(or Examiner)</b>	Day of Week _____ Date _____	Reg. - Repl.	Lunch From _____ To _____
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I certify the above information recorded by me is correct.