



Customer: _____

Date: _____

	PIECES	TRAY/TUBS	COMMENTS
First Class Letters Count:			
First Class Flats Count:			
Standard Class Letter Count:			
Standard Class Flats Count:			
Parcels/Packages:			
Certified Mail Count:			
Full Rate:			
Priority Mail:			
Bound Printed Matter (BPM):			
Other:			

Please email: dispatch@postageone.com for supply requests, special pickups or cancellations.

Special Instructions: _____

Driver Signature: _____ Receiving Signature: _____

Customer Signature: _____