

Rural Carrier Guide to Edit Book Maintenance

Edit Book Maintenance is essential for:

- Capturing New Deliveries
- Correcting Out of Sequence Deliveries
- AMS Matching the 4003 Line of Travel
- Managing Active & Vacant Deliveries
- Non-Delivery Day Customers
- Generating New Case Labels

*** Must be maintained monthly – if you have no changes in a specific month, then notify your manager and they will report it to the appropriate department.



AMS Route Summary Page

(This will accompany new edit sheets)

Case Equipment Section:

Verify your casing equipment configuration is correct by making sure it has the right number of pieces, and that they are in the right order. Shelving is normally set at either 4, 5 or 6 shelves. ***This is essential to case labels printing correctly and will significantly reduce time spent on cutting and taping new labels ***

143 Wing	124 Case with table and drawer	144 Case with ledge No table

Case	1	2	3	4	5	6	7	8	9	
Equip	144	124	144							
Mode	Ltrs	Ltrs	Ltrs							
Shelves	6	6	6							Totals
Cells	240	240	240							Ltrs = 720

Allocated Case Cells

Row	1	2	3	4	5	6	7	Total
Letter	119	118	119	118	118	98	0	690
Flat	0	0	0	0	0	0	0	0
3982/CFS	1	1	1	1	1	11	0	16
Assigned	0	0	0	0	0	0	0	0
Insufficient	0	1	0	1	1	0	0	3
Used	120	120	120	120	120	109	0	709
Unassigned	0	0	0	0	0	11	0	11
Available	120	120	120	120	120	120	0	720
UnDisplayed(L)	0	0	0	0	0	0	0	0
UnDisplayed(F)	0	0	0	0	0	0	0	0

(DelPt Blank Cells, Blank Strips, Lean Over Cells)

(Not enough space to fit next DelPt at the end of the case)

(All other blank cells)

(Total overflowed cell count undisplayed on Letter Section)

(Total overflowed cell count undisplayed on Flat Section)

1621 Type	1 OTHER	ı	ENTIAL 3 CBU	4 CENT	-RES- TOTAL	5 OTHER		NESS 7 CBU	8 CENT	-BUS- TOTAL	PO B0 9 RES	0X- 10 BUS	TOTAL
Possible Delv	0	582	0	0	582	0	4	0	0	4	0	0	586
Active Delv	0	582	0	0	582	0	4	0	0	4	0	0	586
Active w/Drops	0	607	0	0	607	0	4	0	0	4	0	0	611

Drop Stops = 14

Vacancies = 0

PO Box Throwbacks = 0

Inbound = 0

Outbound =0

Seasonal Deliveries = 0



							Case Eq	uipment	_				
Case	1	2	3	4	5	6	7	8	9				
Equip	144	124	144										
Mode	Ltrs	Lbs	Ltrs										
Shelves	6	6	6							Totals			
Cells	240	240	240							Ltrs = 720	Both = 0	Flats = 0	
	'	•	'	'		•	•	'	'	1			

Allocated Case Cells

Row	1	2	3	4	5	6	7	Total
Letter	119	118	119	118	118	98	0	690
Flat	0	0	0	0	0	0	0	0
3982/CFS	1	1	1	1	1	11	0	16
Assigned	0	0	0	0	0	0	0	0
Insufficient	0	1	0	1	1	0	0	3
Used	120	120	120	120	120	109	0	709
Unassigned	0	0	0	0	0	11	0	11
Available	120	120	120	120	120	120	0	720
UnDisplayed(L)	0	0	0	0	0	0	0	0
UnDisplayed(F)	0	0	0	0	0	0	0	0

(DelPt Blank Cells, Blank Strips, Lean Over Cells) (Not enough space to fit next DelPt at the end of the case)

(All other blank cells)

(Total overflowed cell count undisplayed on Letter Section)
(Total overflowed cell count undisplayed on Flat Section)

Delivery Counts By 1621 Type

				- 1	TIAL		-RES-			BUSI					-BUS-		PO BC	1	ı	то	TAL
1621 Type	1	OTHER	2 CUR	В 3	CBU	4 CEN	T TOTAL	5 OTH	ER	6 CURB	7	CBU	8	CENT	TOTAL	9	RES	10	BUS		
Possible Delv		0	5	32	0		582		0	4		0		0	4		0		0		586
Active Delv		0	5	32	0		582		0	4		0		0	4		0		0		586
Active w/Drops		0	6)7	0		607		0	4		0		0	4		0		0		611

Stops = 14 NoStats = 106 Vacancies = 0 PO Box Throwbacks = 0 Inbound = 0 Outbound = 0 Seasonal Deliverie

Allocated Case Cells Section:

- Displays the cell utilization per shelf. Each full shelf has 40 cells and the wing shelf has 20 cells, so depending on the equipment and number of shelves, the Total Available will vary.
- Each shelf should have the 1st cell designated for the COARS/ 3982 Labels.
- 10 cells are reserved at the end for CFS.

Delivery Count Section:

- This section provides a summary of Active Deliveries, and they are split several ways. It will show Residential vs.
 Business deliveries, and then the 4 types for each.
- The 4 types are Curb, CBU, Cent and Other (More information on following pages).
- ***Active Delivery Total from this Summary Page must match the 4003 to ensure your *evaluation and salary* is correct. Submitting changes for your edit book is only half of the process, the 4003 *must be submitted* to generate a new 4241-A***.





ZIP CODE: 12589 ROUTE: R003 BUNDLE TYPE: ONE BUNDLE

				2011221																
SEQ	PRIMARY	COMPLETE	SECY	SECY	DELV	USG	NO	VAC	ADDR	L F	S	DR	NDD	СО	RLY	ADDR	+4	ADDITIONAL INFO	ALTERNATE	
#	ADDRESS	STREET NAME	ABBR	UNIT	TYPE	CODE	STAT	IND	SORT	CELL	I	OP	SMTWHFS	NG	#	MKR	CODE		ZIP / RTE	
				#							\perp									_
**R1																				
1	8	BEL AIR DR	APT	2	CURB	R				1				18				MARTINES		
2	8		APT	1	CURB	R				2							8901	CAMPBELL/VANSPA		•
_			3.00	_		_				4							0000	NJE		
3	l		APT	2	CURB	R				1							l	CORBETT/STROUD		
4			APT	1	CURB	R				1								KEYER		_
5	6		APT	2	CURB	R				2							8901	CARRON/HYLAND/L		
_	-		APT	1	CURB	R				1							0001	ANE		
	6		APT	1						_								ROLLMAN		
7	1			2	CURB	R				1								VILLAFANE		
8			APT	1	CURB	R				1	\perp							MORETTI/FUOCO		_
9	2		APT	2	CURB	R				1							8901	GRANIER		
10	2		APT	1	CURB	R				1								WOODRUFF		
11	1		APT	2	CURB	R				1							8900	RIVERA/SHELTON		1
12	1		APT	1	CURB	R				1							8900	ACKER/MATOS		-
13	931	ORCHARD DR			CURB	R				1	\top						2994	ROGERS		
14	304	NEW HURLEY RD			CURB	R				1				19			4136	VAZQUES		
	312				CURB	R				2								FRIEDLE		3
16	316				CURB	R	С			1							4136			2
	315				CURB	R				2	+	2						GUERCIO/LAST	 	-
17	313				00142	-`				_		_						STOP LIGHT		
18	317				CURB	R	С										4104			
19	335				CURB	R				1							4104	GLEMBOCKI/STONE		
20	401				CURB	R	С										4138			
	24	KINGSVIEW RD			CURB	R				2	+						4102	OBRIEN/VADUSER		-
22	1	KINGSVIEW KD			CURB	R				2								BOCCANFUSO/SUMM		
22	20				COLLD	-												ERFORD		3
23	48				CURB	R				2							4102	DONOHUE/CLAVIN		3
24	56				CURB	R				2								VANDUSER C		
25	60				CURB	R				1	+							ATKINS	 	\dashv
	70				CURB	R				1								QUICKSELL		_ l
	74				CURB	R				1								PELO/CAMM		4
					CURB	R	С			#							4102			- ·
	80						_				+									4
	82				CURB	R				1								GUFLER/CHIMG		
30	l				CURB	R				1								WASHER/FELDMAN		
31	104				CURB	R				1							4142	HENRY/PETROCELL		
	•	•	-	•		•												-		

Delivery Type Section:

- Please verify that your deliveries are coded correctly. There are 4 possible choices:
- CURB Traditional Mailbox that you would drive up to.
- 2) OTHER A delivery that is a dismount and the mail is brought inside, such as a school or business.
- CBU CBUs that are posted on a pedestal.
- **4)** <u>CENT</u> CBUs that are recessed into a wall.



ZIP CO	DE: 12589	ROUTE: R003		BUNDL	E TYPE	: ON	E BUN	DLE													
SEQ	PRIMARY	COMPLETE	SECY	SECY	DELV	USG	NO	VAC	ADDR	L	F	S	DR	NDD	СО	RLY	ADDR	+4	ADDITIONAL INFO	ALTERNATE	•
#	ADDRESS	STREET NAME	ABBR	UNIT #	TYPE	CODE	STAT	IND	SORT	CE:	LL	I	OP	SMTWHFS	NG	#	MKR	CODE		ZIP / RTE	
**R1																					1
	1 8	BEL AIR DR	APT	2	CURB	R	ı	1		1					18			1	MARTINES		
	2 8		APT	1	CURB	R	ı			2								8901	CAMPBELL/VANSPA NJE		
	3 7		APT	2	CURB	R	ı			1								8900	CORBETT/STROUD		
	4 7		APT	1	CURB	R	ı	1		1									KEYER		
	5 6		APT	2	CURB	R		1		2								_	CARRON/HYLAND/L		_
						_	ı												ANE		
	6 6		APT	1	CURB	R	ı			1									ROLLMAN		1
	7 5		APT	2	CURB	R	ı			1									VILLAFANE		
	8 5		APT	2	CURB	R R		₩		1		_							MORETTI/FUOCO		_ 2
	9 2 10 2		APT	1	CURB	R	ı			1								1	GRANIER		F
	11 1		APT	2	CURB	R	ı			1									WOODRUFF RIVERA/SHELTON		
	12 1		APT	1	CURB	R	ı			1									ACKER/MATOS		
	13 931	ORCHARD DR		-	CURB	R	-	₩		1	Н	\vdash							ROGERS		⊢•
	14 304	NEW HURLEY RD			CURB	R	ı			1					19				VAZQUES		
	15 312	NEW HOREET RE			CURB	R	ı			2									FRIEDLE		
	16316				CURB	R	С			1								4136			
	17 315				CURB	R				2			2					4104	GUERCIO/LAST		\neg
							ı												STOP LIGHT		4
	18 317				CURB	R	С											4104			1
	19 335				CURB	R	_			1									GLEMBOCKI/STONE		1
	20 401				CURB	R	С	ـــــ		_								4138			_ 2
	21 24	KINGSVIEW RD			CURB	R	ı			2									OBRIEN/VADUSER		
	22 30				CORB	R	ı			_								4102	BOCCANFUSO/SUMM ERFORD		
	23 48				CURB	R	ı			2								4102	DONOHUE/CLAVIN		1
	24 56				CURB	R	ı			2									VANDUSER C		3
	25 60				CURB	R				1								4102	ATKINS		
	26 70				CURB	R				1									QUICKSELL		
	27 74				CURB	R				1									PELO/CAMM		*
	28 80				CURB	R	С			#								4102			
	29 82				CURB	R				1								1	GUFLER/CHIMG		
	30 84				CURB	R				1									WASHER/FELDMAN		C
	31 104				CURB	R		J		1								4142	HENRY/PETROCELL		_

Usage Code Section:

- Please verify that your deliveries are coded correctly. There are 2 possible choices:
- 1) <u>R</u> Residential
- 2) $\underline{\mathbf{B}}$ Business.

No Stat Section:

- Please verify that your deliveries are coded correctly.
- **1)** Blank Stat/Occupied
- 2) <u>C</u> CDS/Vacant over 90 days (Only for Rural).
- 3) Y Same as a C, but meant for City Delivery.
- ***C or Y, delivery is not counted towards active box counts***.



ZIP CODE: 12589 RO	OUTE: R003		BUNDLE	TYPE	: ON	E BUN	DLE													١.
SEQ PRIMARY	COMPLETE	SECY	SECY	DELV	USG	l NO	VAC	ADDR	I т. I	F	S	DR	NDD	Lco	IRT.VI	ADDR	+4	ADDITIONAL INFO	ALTERNATE	*
_	STREET NAME	ABBR	UNIT	TYPE		l	l	SORT			I		SMTWHFS	NG	l I	MKR	CODE		ZIP / RTE	1_
			#		COLL	JIAI	1112	201(1	022	-	-	-			"				,	C
**R1			-								П									_
1 8	BEL AIR DR	APT	2	CURB	R				1		Ш			18				MARTINES		
2 B		APT	1	CURB	R				2		Ш							CAMPBELL/VANSPA		
3 7		APT	2	CURB	R				1	١	Ш							NJE CORBETT/STROUD		*
4 7		APT	1	CURB	R				1	١	Ш							KEYER		
5 6		APT	2	CURB	R				2	\dashv	╫							CARRON/HYLAND/L		∃3
										١	Ш							ANE		٦
6 6		APT	1	CURB	R				1		Ш							ROLLMAN		٦٢
7 5		APT	2	CURB	R				1		Ш							VILLAFANE		
8 5		APT	1	CURB	R				1	_	#							MORETTI/FUOCO		∃a
9 2		APT	2	CURB	R				1		Ш							GRANIER		a
10 2		APT	1	CURB	R				1		Ш							WOODRUFF		\vdash
11 1		APT	2	CURB	R				1		Ш							RIVERA/SHELTON		
12 1		APT	1		R				1	_	-#							ACKER/MATOS		4
	DRCHARD DR			CURB	R				1		Ш			19				ROGERS		
	NEW HURLEY RD			CURB	R				2		Ш			19				VAZQUES		
15 312				CURB	R R	С			1		Ш						4136	FRIEDLE		
16 316						-			2	_	-#				\sqcup					4
17 315				CURB	R				2		Ш	4						GUERCIO/LAST STOP LIGHT		
18 317				CURB	R	С					Ш						4104			
19 335				CURB	R				1		Ш						4104	GLEMBOCKI/STONE		
20 401				CURB	R	С				١	Ш						4138			
21 24	KINGSVIEW RD			CURB	R				2		╫						4102	OBRIEN/VADUSER		┨.
22 30				CURB	R				2		Ш						4102	BOCCANFUSO/SUMM		
				arran.	_				_		Ш							ERFORD		
23 48				CURB	R				2		Ш							DONOHUE/CLAVIN		
24 56				CURB	R				$\overline{}$	_	-#							VANDUSER C		4
25 60				CURB	R				1		Ш							ATKINS		
26 70					R				1		Ш							QUICKSELL		
27 74				CURB	R R	С			#		Ш						4102	PELO/CAMM		
28 80				CURB					-	\dashv	#									4
29 82					R				1		Ш							GUFLER/CHIMG		
30 84				CURB	R R				1	- 1	Ш							WASHER/FELDMAN		
31 104				COKD	Γ.			J	-	L	ЦL						1172	HENRY/PETROCELL -		

Vacant Indicator Section:

Should be blank, only for City Delivery.

Seasonal Indicator Section:

Should be blank, except for 3 offices with Seasonal Delivery (12533, 12701 and 12788).

Drop Section:

- Will be blank in most scenarios, but indicates that there is a 2nd or 3rd family at the address.
 - Example: Drop 2 is a home with 1 mailbox, but has 2 families. This will notify mailers to increase your Box Holders by 1, so the address would get a 2nd Red Plum.



E0	PRIMARY	COMPLETE	SECY	SECY	DELV	Luce	Larc	lere o	Lanna	1 7 1 7	Le	l pp	NDD	L cc	RLY	מחמג	Lia	ADDITIONAL INFO	ALTERNATI
EQ.	l l					USG	1	1	1	L F		DR	ll .				1	1	
#	ADDRESS	STREET NAME	ABBR	UNIT #	TYPE	CODE	STAT	IND	SORT	CELL	I	OP	SMTWHFS	NG	#	MKR	CODE		ZIP / RTH
R1																			
	1 8	BEL AIR DR	APT	2	CURB	R				1				18			1	MARTINES	
	2 8		APT	1	CURB	R				2								CAMPBELL/VANSPA NJE	
	3 7		APT	2	CURB	R				1								CORBETT/STROUD	
	4 7		APT	1	CURB	R				1							1	KEYER	
	5 6		APT	2	CURB	R				2							1	CARRON/HYLAND/L	
	6 6		APT	1	CURB	R				1							1	ANE ROLLMAN	
	7 5		APT	2	CURB	R				1							1	VILLAFANE	
	8 5		APT	1	CURB	R				1								MORETTI/FUOCO	
	9 2		APT	2	CURB	R				1							8901	GRANIER	
	102		APT	1	CURB	R				1								WOODRUFF	
	11 1		APT	2	CURB	R				1							8900	RIVERA/SHELTON	
	12 1		APT	1	CURB	R				1								ACKER/MATOS	
	13 931	ORCHARD DR			CURB	R				1							1	ROGERS	
	14 304	NEW HURLEY RD			CURB	R				1				19				VAZQUES	
	15 312				CURB	R				2								FRIEDLE	
	16 316				CURB	R	С			1							4136		
	17 315				CURB	R				2		-						GUERCIO/LAST STOP LIGHT	
	18 317				CURB	R	С										4104		
	19 335				CURB	R				1							4104	GLEMBOCKI/STONE	
	20 401				CURB	R	С										4138		
	21 24	KINGSVIEW RD			CURB	R				2							4102	OBRIEN/VADUSER	
	22 30				CURB	R				2								BOCCANFUSO/SUMM	
	23 48				CURB	R				2								ERFORD DONOHUE/CLAVIN	
	24 56				CURB	R				2								VANDUSER C	
	25 60				CURB	R		 		1	+							ATKINS	
	26 70				CURB	R				1								QUICKSELL	
	27 74				CURB	R				1								PELO/CAMM	
	28 80				CURB	R	С			#							4102		
	29 82				CURB	R				1	\top						4102	GUFLER/CHIMG	
	30 84				CURB	R				1								WASHER/FELDMAN	
	31 104				CURB	R				1								HENRY/PETROCELL	

Non-Delivery Day Section:

- Each day of the week is a choice. The mail we be pulled from the DPS on the designated day.
- Just write in the day of the week to have the mail pulled from the DPS.
- Not for holds, only
 Businesses that are closed
 on the same day every
 week.
- Examples:
- **1) S** Saturday could be a business or school.
- **2) F** Friday could be a Town Hall that is either closed or closes before the carrier would arrive.





ADDR	+4	ADDITIONAL INFO	ALTERNATE
MKR	CODE		ZIP / RTE
	8901	MARTINES	
	8901	CAMPBELL/VANSPA	
	0000	NJE	
		CORBETT/STROUD KEYER	
		CARRON/HYLAND/L	
	0002	ANE	
	8901	ROLLMAN	
	8900	VILLAFANE	
	8900	MORETTI/FUOCO	
	8901	GRANIER	
		WOODRUFF	
		RIVERA/SHELTON	
		ACKER/MATOS	
		ROGERS	
		VAZQUES	
		FRIEDLE	
	4136		
	4104	GUERCIO/LAST STOP LIGHT	
	4104	5102 210111	
	4104	GLEMBOCKI/STONE	
	4138		
	4102	OBRIEN/VADUSER	
	4102	BOCCANFUSO/SUMM	
	4102	ERFORD	
		DONOHUE/CLAVIN VANDUSER C	
		ATKINS	
		DUICKSELL	
		PELO/CAMM	
	4102		
	4102	GUFLER/CHIMG	
		WASHER/FELDMAN	
		HENRY/PETROCELL	
		_	•

Address Marker Section:

- 1) H Approved Hardship. It should also be listed on the route's dismount worksheet and renewed each year. Local management must submit Hardship forms to Operations.
- 2) DNA Door Not Accessible.
- 3) NSL No Secure Location.

Door Not Accessible:

- Addresses where we cannot knock on a door to deliver.
- Situation where we cannot physically get to the residence/building
- Driveways exceeding .5 mile rule
- Gated residence



No Secure Location:

 We can access the door but we will not leave a package due to security concerns







ZIP CODE: 12589 ROUTE: R003 BUNDLE TYPE: ONE BUNDLE

SEQ	PRIMARY	COMPLETE	SECY	SECY	DELV	USG	NO	VAC	ADDR	L	F	S	DR	NDD	CO	RLY	ADDR	+4	ADDITIONAL INFO	ALTERNATE
#	ADDRESS	STREET NAME	ABBR	UNIT	TYPE	CODE	STAT	IND	SORT	CE:	LL	I	OP	SMTWHFS	NG	#	MKR	CODE	:	ZIP / RTE
				#						<u> </u>										
*R1																				
	1 8	BEL AIR DR	APT	2	CURB	R				1					18				MARTINES	
	2 8		APT	1	CURB	R				2								8901	CAMPBELL/VANSPA	
	3 7		APT	2	CURB	R				1								8900	NJE CORBETT/STROUD	
	4 7		APT	1	CURB	R				1									KEYER	
	5 6		APT	2	CURB	R				2									CARRON/HYLAND/L	
	30		12.1	_	COLLD					-								0301	ANE	
	6 6		APT	1	CURB	R				1								8901	ROLLMAN	
	7 5		APT	2	CURB	R				1								8900	VILLAFANE	
	8 5		APT	1	CURB	R				1								8900	MORETTI/FUOCO	
	9 2		APT	2	CURB	R				1									GRANIER	
	102		APT	1	CURB	R				1								8901	WOODRUFF	
	11 1		APT	2	CURB	R				1								8900	RIVERA/SHELTON	
	12 1		APT	1	CURB	R				1								8900	ACKER/MATOS	
	13 931	ORCHARD DR			CURB	R				1		T						2994	ROGERS	
	14 304	NEW HURLEY RD			CURB	R				1					19			4136	VAZQUES	
	15 312				CURB	R				2								4136	FRIEDLE	
	16 316				CURB	R	С			1								4136		
	17 315				CURB	R				2		\Box	2	2				4104	GUERCIO/LAST	
																			STOP LIGHT	
	18 317				CURB	R	С											4104	I	
	19 335				CURB	R	_			1									GLEMBOCKI/STONE	
	20 401				CURB	R	С											4138		
	21 24	KINGSVIEW RD			CURB	R				2								1	OBRIEN/VADUSER	
	22 30				CURB	R				2								4102	BOCCANFUSO/SUMM	
	23 48				CURB	R				2								4102	ERFORD DONOHUE/CLAVIN	
	24 56				CURB	R				2									VANDUSER C	
	25 60				CURB	R				1		\vdash							ATKINS	
	26 70				CURB	R				1								1	QUICKSELL	
	27 74				CURB	R				1									PELO/CAMM	
	28 80				CURB	R	С			#								4102		
	29 82				CURB	R		\vdash		1	\vdash	\vdash							GUFLER/CHIMG	
	30 84				CURB	R				1									WASHER/FELDMAN	
	31 104				CURB	R				1									HENRY/PETROCELL	

Additional Info Section:

- This is where you would update the customer's name that would display on the case labels.
- Space is limited, so prioritize which names to list.
- Updated case labels are a great resource for the newer RCAs.



																					_	
ZIP CODE:	12589	ROUTE: R003		BUNDL	E TYPE	: ON	E BUN	DLE														Cell Size Section:
SEQ	PRIMARY	COMPLETE	SECY	SECY	DELV	USG	NO	VAC	ADDE	L	F S	5 D	R	NDD	CO R	LY	ADDR	+4	ADDITIONAL INFO	ALTERNA	ATE	
#	ADDRESS	STREET NAME	ABBR	UNIT	TYPE		STAT	ı	SORI	1		- 1		TWHFS			MKR	CODE		ZIP / H		Most address are either a Cell 1
				#								_	+			+					-	or 2 for enacing and can be
**R1 1	8	BEL AIR DR	APT	2	CURB	R				1					18			8901	MARTINES			or 2 for spacing, and can be
2	8		APT	1	CURB	R				2								8901	CAMPBELL/VANSPA			more or less based on the
3	7		APT	2	CURB	R				1								8900	NJE CORBETT/STROUD			ana aifi a ma cha challena a anal
4	7		APT	1	CURB	R				1									KEYER			specific route, volume and
5	6		APT	2	CURB	R				2								8901	CARRON/HYLAND/L ANE			space in the office.
6	6		APT	1	CURB	R				1									ROLLMAN			space in the office.
7	5		APT	2	CURB	R R				1								l	VILLAFANE MORETTI/FUOCO			
9	2		APT	2	CURB	R				1			+			+			GRANIER		•	Make sure every delivery point
10	l		APT	1	CURB	R				1									WOODRUFF			, , ,
11 12	1		APT	2	CURB	R R				1								1	RIVERA/SHELTON ACKER/MATOS			has a designated cell size.
	931	ORCHARD DR		1	CURB	R				1			+			+			ROGERS		_	-
	304	NEW HURLEY RD			CURB	R				1					19			4136	VAZQUES			
	312 316				CURB	R R	С			2								4136 4136	FRIEDLE		•	To the left, you can see 335 and
	315				CURB	R				2			2						GUERCIO/LAST		-	- · · · · · · · · · · · · · · · · · · ·
1.0	317				CURB	R	С											4104	STOP LIGHT			401 New Hurley Rd with a box
	335				CURB	R	C			1								l	GLEMBOCKI/STONE			around their information. 401
20	401				CURB	R	С											4138				
21 22	l	KINGSVIEW RD			CURB	R R				2								1	OBRIEN/VADUSER			New Hurley Rd is blank for the
22	30									2									BOCCANFUSO/SUMM ERFORD			cell size and will have a 0 in the
23 24	l				CURB	R R				2								4102 4102	DONOHUE/CLAVIN			cell size and will have a o in the
25	l				CURB	R				1		+	+			+		l	VANDUSER C ATKINS			 program. When a delivery point
26	70				CURB	R				1								4102	QUICKSELL			, ,
27					CURB	R R	С			1 #								4102 4102	PELO/CAMM			has a 0, it will merge with the
28					CURB	R		-		1	\vdash	+	+			+			GUFLER/CHIMG	-	+	previous address. <u>The</u>
30	84				CURB	R				1								1	WASHER/FELDMAN			•
31	104				CURB	R				1								4142	HENRY/PETROCELL			label will print as 335-401.
																						10





SEQ	ZIP CODE:	12589 I	ROUTE: R003			BUNDLE	TYPE	: ON	E BUN	DLE		
#	SEQ	PRIMARY	COMPLETE	SECY	ı	SECY	DELV	USG	NO	VAC	ADDR	L
##R1	#	ADDRESS	STREET NAME	ABBR		UNIT	TYPE	CODE	STAT	IND	SORI	CEL
1 0						#						
APT 1 CURB R 2 3 7 APT 2 CURB R 1 4 7 APT 1 CURB R 1 5 6 APT 1 CURB R 2 6 6 APT 1 CURB R 1 7 5 APT 2 CURB R 1 8 5 APT 1 CURB R 1 1 OUB R 2 1 OUB R 1 1 OUB R 1 1 OUB R 2 1 OUB R 2 1 OUB R 2 1 OUB R 2 2 OUB R 3 2 OUB R 3 2 OUB R 4 2 OUB R 2 2 OUB R 3 2 OUB R 4 2 OUB R 4 2 OUB R 6 2 OUB R 6 2 OUB R 6 2 OUB R 7 2 OUB R 6 2 OUB R 7 2 OUB R												
3 7 APT 2 CURB R 1 4 7 APT 1 CURB R 1 5 6 APT 2 CURB R 2 6 6 APT 1 CURB R 1 7 5 APT 2 CURB R 1 8 5 APT 1 CURB R 1 8 5 APT 1 CURB R 1 9 2 APT 1 CURB R 1 10 2 APT 1 CURB R 1 11 APT 2 CURB R 1 11 CURB R 1 11 CURB R 1 1 CURB R 2 1 CURB R 2 1 CURB R 2 1 CURB R 2 2 CURB R C 1 1 CURB R C 1 1 CURB R C 1 2 CURB R C 1 3 CURB R C 1 4 CURB R C 1 4 CURB R C 1 5 CURB R C CURB R C 1 5 CURB R C C CURB R C CUR			BEL AIR DR		I -							
## APT 1 CURB R 1 S 6	2	8		APT	1		CURB	R				2
APT 1	3	7		APT	2		CURB	R				1
6 6 APT 1 CURB R 1 7 S APT 2 CURB R 1 8 S APT 1 CURB R 1 9 2 APT 1 CURB R 1 10 2 APT 1 CURB R 1 11 1 APT 2 CURB R 1 11 1 APT 2 CURB R 1 11 1 APT 1 CURB R 1 11 1 APT 1 CURB R 1 11 1 APT 1 CURB R 1 11 12 APT 1 CURB R 1 11 13 P31 ORCHARD DR CURB R 1 14 304 NEW HURLEY RD CURB R 1 15 312 CURB R 2 16 316 CURB R 2 16 316 CURB R C 1 17 315 CURB R C 1 17 315 CURB R C 1 18 317 CURB R C 1 19 335 CURB R C 1 20 401 CURB R C CURB R C 2 21 24 KINGSVIEW RD CURB R C CURB R C 2 22 30 CURB R C C CURB		1		APT	1		CURB	R				I II
7 5 APT 2 CURB R 1 9 2 APT 1 CURB R 1 10 2 APT 1 CURB R 1 11 APT 2 CURB R 1 11 CURB R 1 11 CURB R 1 12 CURB R 1 13 931 ORCHARD DR CURB R 1 14 304 NEW HURLEY RD CURB R 2 16 316 CURB R 2 16 316 CURB R 2 17 315 CURB R C 1 17 315 CURB R C 1 19 335 CURB R C 1 19 335 CURB R C 1 22 20 4001 CURB R C CURB R 2 23 40 CURB R C CURB R 2 24 56 CURB R 2 25 60 CURB R 2 26 70 CURB R 2 27 74 CURB R C CURB R 2 28 80 CURB R C CURB R 1 29 82 30 84 CURB R C CURB R 1	5	6		APT	2		CURB	R				2
7 5 APT 2 CURB R 1 9 2 APT 1 CURB R 1 10 2 APT 1 CURB R 1 11 APT 2 CURB R 1 11 CURB R 1 11 CURB R 1 12 CURB R 1 13 931 ORCHARD DR CURB R 1 14 304 NEW HURLEY RD CURB R 2 16 316 CURB R 2 16 316 CURB R 2 17 315 CURB R C 1 17 315 CURB R C 1 19 335 CURB R C 1 19 335 CURB R C 1 22 20 4001 CURB R C CURB R 2 23 40 CURB R C CURB R 2 24 56 CURB R 2 25 60 CURB R 2 26 70 CURB R 2 27 74 CURB R C CURB R 2 28 80 CURB R C CURB R 1 29 82 30 84 CURB R C CURB R 1												
8 5		1			I -							
9 2					_							
10 2					_					_		
11 1	_	Г			ı –							
12					_							
13 931 ORCHARD DR CURB R 1 14 304 NEW HURLEY RD CURB R 2 16 316 CURB R C 1 17 315 CURB R C 1 18 317 CURB R C 1 19 335 CURB R C 1 20 401 CURB R C CURB R C 2 21 24 KINGSVIEW RD CURB R C C C C C C C C C C C C C C C C C C					-							
14 304 NEW HURLEY RD CURB R 2 16 316 CURB R C 1 17 315 CURB R C 1 18 317 CURB R C 19 335 CURB R C 21 24 KINGSVIEW RD CURB R C 22 23 0 CURB R 2 22 30 CURB R 2 24 56 CURB R 2 25 60 CURB R 2 26 70 CURB R 2 27 74 CURB R 1 28 80 CURB R 1 29 82 30 84 CURB R 1 20 CURB R 1 21 CURB R 1 22 CURB R 1 24 CURB R 1 25 CURB R 1 26 70 CURB R 1 27 74 CURB R 1 28 CURB R 1 29 82 CURB R 1 20 CURB R 1 21 CURB R 1 22 CURB R 1 23 CURB R 1 24 CURB R 1 25 CURB R 1 26 CURB R 1 27 74 CURB R 1 28 CURB R 1 29 82 CURB R 1 20 CURB R 1 21 CURB R 1 22 CURB R 1 23 CURB R 1 24 CURB R 1 25 CURB R 1 26 CURB R 1 27 CURB R 1 28 CURB R 1 29 82 CURB R 1 20 CURB R 1 20 CURB R 1 21 CURB R 1 22 CURB R 1 23 CURB R 1 24 CURB R 1 25 CURB R 1 26 CURB R 1 27 CURB R 1 28 CURB R 1 28 CURB R 1 29 82 CURB R 1			ADAMADA DA	AFI	-					<u> </u>		_
15 312 CURB R C 1												
16 316 CURB R C 1			NEW HURLEY RD									I II
17 315									l c			I II
18 317 19 335 20 401 21 24 KINGSVIEW RD 22 30 CURB R 22 23 48 24 56 CURB R 22 25 60 CURB R 25 60 CURB R 26 70 CURB R 26 70 CURB R 27 74 CURB R 28 30 CURB R 11 CURB R 12 20 401 CURB R 12 20 401 CURB R 14 20 401 CURB R 15 40 401 CURB R 16 40 401 CURB R 17 40 401 CURB R 18 40 401 CURB R 19 40 401 CURB R 10 401 CURB R 10 401 CURB R 11 401 C					\vdash				<u> </u>	 		
19 335												
CURB R C CURB R C CURB R C CURB R	18	317					CURB	R	С			
21 24												1
CURB R C	20	401					CURB	R	С			
23 48 CURB R 2 24 56 CURB R 2 25 60 CURB R 1 26 70 CURB R 1 27 74 CURB R 1 28 30 CURB R 1 29 82 CURB R C #			KINGSVIEW RD					R				
24 56 CURB R 2	22	30					CURB	R				2
24 56 CURB R 2	23	48					CURB	R				2
25 60 CURB R 1 26 70 CURB R 1 27 74 CURB R 1 28 30 CURB R C # 29 82 CURB R 1 30 84 CURB R 1								R				
26 70 CURB R 1 21 74 CURB R 1 28 80 CURB R C # 29 82 CURB R 1 30 84 CURB R 1												
28 80 CURB R C # 29 82 CURB R C 1 1 CURB R 1 1							CURB	R				
29 82 CURB R 1 30 84 CURB R 1	27	74					CURB	R				1
30 84 CURB R 1	28	80					CURB	R	С			#
	29	82					CURB	R				1
31 104 CURB R 1	30	84					CURB	R				1
	31	104					CURB	R				1

Additional Cell Size Info:

- **1) 80** This designation means that the address is Vacant well over 90 days and **you do not want the address label printed**.
- 1) 81 This designation is for street customers that have <u>only a PO</u>
 BOX in the same office and do not receive street delivery.
- 1) 83 This designation is for future deliveries. An example would be a new development that is partially dedicated and the other future deliveries have already been identified by AMS & 911.
- 1) 89 This designation is to annotate a structure that no longer exists. Example: Business may expand and purchase an adjoining lot, condemn the building and level the lot to create an additional parking lot.

Cell Sizes 80, 81, 83 & 89 will appear as a # sign on your next set of edit sheets, and <u>the case label for this address will not print</u>. This is a great way to clear out labels that had to be cut out, and will free up additional space for active customers at the same time.



IMPORTANT: This information must match to ensure your Evaluation/Salary is CORRECT!

***Updating your Edit Book is only half of the process. Once your edit book has been corrected, your manager must also submit your 4003 / Line of Travel with the updated box count changes. This will ensure you are properly evaluated and receiving the correct salary.

The 1st image is from the AMS Summary page that accompanies your edit sheets. The 2nd image is from the route's 4003 – Line of travel.

*Take the (Other+Curb) from AMS Summary = 4003 Regular Boxes. *Take (CBU+Cent) from AMS Summary = 4003 Central Boxes.

Obviously customers are constantly moving, but in order for the 4003 to be processed, the District can only approve when the variance is 1 or less between the 2 programs. In the example below, you can see that the 71 Other + 27 Curb to the 98 Regular Boxes on the 4003. And the AMS Summary page has 515 CBUs accounted for and the 4003 has 516, which would be accepted because the total box count has a variance of 1 or less. ***If your route serves more than 1 zip code, you will have more than 1 AMS Summary page and will need to add all the boxes from each page to match the 4003 – Line of Travel***

	Delivery Counts By 1621 Type															
		l	RESIDI	NTIAL		-RES-	ı		BUSI	NESS		ı	-BUS-	PO BO	OX	TOTAL
	1621 Type	1 OTHER	2 CURB	3 CBU	4 CENT	TOTAL	5 OTH	IER 6	CURB	7 CBU	8 0	ENT	TOTAL	9 RES	10 BUS	
	Possible Delv	71	27	515	0	613		0	0		0	0	0	0	0	613
	Active Delv	71	27	515	0	613		0	0		0	0	0	0	0	613
-	Active w/Drops	71	27	515	0	613		0	0		0	0	0	0	0	613
Drop S	Stops = 0	NoStats =	20	/acancies = 0	PO B	ox Throwbacks	s = 0	Ini	bound = (0	Outbound	I =0	Sea	sonal Deliveries	s = 0	
10/27/20	018 (Seq 1)	47:2	2	Hards	hip*				Remea	sured *			Seas	sonal Route	*	
Vehicle Stops	Route Miles	Regular Boxes	Central Boxes	Weekl Dismou		ekly Dismot Distance		CBU NDCB Coll Co	U I	Parcel Locker	V GO	ehicle V	Data EMA	Option Election	Lock Total No	ed Pouch Avg Diy W
22	12.50	98	516	138		4710		32		38			X	-	0	0