US POSTAL SERVICE

Rural Delivery Statistics Report

(Follow Instructions in Chapter 5 of Handbook PO-603)

Post Office, State and Zip + 4:

District | District ZIP Code | Carrier's Name:

Date of Count From - Through	Finance No.	Route No.	Route Miles (Hundredths)	Regular Boxes	Centralized Boxes	NDCBU Coll. Comps.	Parcel Lockers	Vehicle Stops

Date	1. Letter Size	2. Sector Segment Letters	3. DPS Letters	4. Flats, Catalogs, Magazines, Newspapers, Rolls	5. DPS Flats	6. Parcels	7. Boxholders	8. Accountable Mail Signature Item	9. Customs Due Rec'd. for Del. C.O.D.	10. Postage Due
Total										

Date	11. Change of Address	12. PS Form 3982 PARS Label	13. Marked Up Mail Pieces	14. PS Form 3821 (Completed)	15. Non Signature "Scan" Items	16. Load Vehicle *Explanation Required when time exceeds 15 Min*	17. Other Suitable Allowance *Explanation Required*	18. Authorized Dismounts *Explanation Required*	19. Authorized Dismount Distance (Feet)	20. Letters & Flats Collected
Total										

Date	21. Carrier Pickup Request / Prepaid Parcel Event	22. Carrier Pickup Item / Prepaid Parcel over 2lbs	23. Parcel Accepted Ordinary, Insured C.O.D.	24. Registered Certifed Accepted	25. Money Order Application Processed	26. Return Receipt ('L' Route Only)	27. Locked Pouch Weight	28. Reserved
Total								

Date of Local Pre-Count Conference

High Option? ☐ Yes ☐ No

Leave Commitment Signed? ☐ Yes ☐ No

Current Detour? ☐ Yes ☐ No

Detour Miles (Hundredths)

☐ National ☐ Special ☐ Amended ☐ Negated

Number of Familes Served	
Number of Lock Pouch Stops (If Applicable)	
Mail Withdrawal? ☐ Yes ☐ No	
Seasonal Route? ☐ Yes ☐ No	
In Season? ☐ Yes ☐ No	
Seasonal Miles (Hundredths)	
Seasonal Regular boxes	
Seasonal Central boxes	

Vehicle Data ☐ EMA ☐ Govt. Veh.

Time used during count (hrs&hund.) *(Subtract Lunch Time from Office and/or Route Time as Reported on Form 4240)*		
Office time		
Route time		
Net Total Time		
Auxiliary Assistance Used	Office	
	Route	
Waiting and Counting Time		

In the event that I am eligible to elect a higher route classification, I agree to use sufficient annual leave during the gurantee period to assure that my total actual work hours will not exceed 2,080 during the guarantee period.

Carrier's Signature for "Leave Commitment"

COUNT DATA CERTIFED TO BE CORRECT

Carrier's Signature & Date - Agreement With Count Data

Postmaster's Signature & Date

PS Form 4241, July 2012

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