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***

Case Fouriement

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	Both

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
Insufficient	0	1	0	1	1	0	0	3
maunicient	_	_	۰					,
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

	l	RESID	ENTIAL		-RES-	l	-BUSI	NESS-	. 1	-BUS-	-P0 B0)X-	TOTAL
1621 Type	1 OTHER	2 CURB	3 CBU	4 CENT	TOTAL	5 OTHER	6 CURB	7 CBU	8 CENT	TOTAL	9 RES	10 BUS	
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

NoState = 106

/acancies = 0

PO Box Throwbacks = 0

Inhous

Outbound =0

Seasonal Deliveries = 0



							Case Eq	uipment	_			
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	Both = 0	Flats = 0
	-			-	-		-	-				

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

					RESIDE	NTV		ı		-RES-				-BUSI					-BUS-			PO BO		ı	۱	OTAL
16	621 Type	1	OTHER	2 (CURB	3	CBU	4	CENT	TOTAL	5	OTHER	6	CURB	7	CBU	8	CENT	TOTAL		9	RES	10	BUS		
Possi	sible Delv		0		582		0		0	582		0		4		0		0		4		0		0		586
Ad	tive Delv		0		582		0		0	582		0		4		0		0		4		0		0		586
Active	w/Drops		0		607		0		0	607	L	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

	PRIMARY	COMPLETE STREET NAME	SECY	SECY UNIT #	DELV TYPE	USG CODE	NO STAT	N. POLESCEN		L F CELL	S	DR OP	NDD SMTWHFS	CO	ADDR MKR	+4 CODE	ADDITIONAL INFO	ALTERNATE ZIP / RTE
1	1 8 2 8	BEL AIR DR	APT APT	2	CURB CURB	R R				1 2				18		8901	MARTINES CAMPBELL/VANSPA NJE	
	3 7 4 7		APT APT	2	CURB CURB	R R				1						0.0001100-00	CORBETT/STROUD KEYER	
	5 6		APT	2	CURB	R				2						499000000000000000000000000000000000000	CARRON/HYLAND/L ANE	
	6 6 7 5		APT APT	1 2	CURB CURB	R R				1						70,000,000	ROLLMAN VILLAFANE	
	8 5 9 2	4	APT	1	CURB	R R	3	ļ.	¢ :::	1			6			_	MORETTI/FUOCO GRANIER	
	102		APT	1	CURB	R				1						8901	WOODRUFF	
	11 1		APT	1	CURB	R R				1							RIVERA/SHELTON ACKER/MATOS	
	13 931 14 304	ORCHARD DR NEW HURLEY RD			CURB CURB	R R	SID.	Olic Colin		1	10 0			19		I	ROGERS VAZQUES	
	15 312 16 316				CURB CURB	R R	С			2						4136 4136	FRIEDLE	
3	17 315				CURB	R				2		2					GUERCIO/LAST STOP LIGHT	
	18 317 19 335 20 401				CURB CURB CURB	R R R	С			1						4104		
	21 24 22 30	KINGSVIEW RD		£.:	CURB CURB	R R				2 2					3	4102	OBRIEN/VADUSER BOCCANFUSO/SUMM ERFORD	
	23 48 24 56				CURB CURB	R R				2 2						4102	DONOHUE/CLAVIN VANDUSER C	
	25 60 26 70				CURB CURB	R R				1 1						19670300000	ATKINS QUICKSELL	
	27 74 28 80				CURB CURB	R R	С			1 #							PELO/CAMM	
	29 82 30 84				CURB CURB	R R		Š.		1	6 8						GUFLER/CHIMG WASHER/FELDMAN	
	31 104				CURB	R	,	de .		1	g 6,						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.
- **3)** <u>CBU</u> CBUs that are posted on a pedestal.
- **4)** <u>CENT</u> CBUs that are recessed into a wall.



+4 A				4 33	NDD	1 630		123	Mr. 1		5227	THE !!	OILIGHTSS)	24625 10	,C+	USG	DELV		9	SECY	COMPLETE	MARY	1000	Q
CODE	MKR	#	NG	N	SMTWHFS	51	OP	I	L .	CEL	RT	501	IND	TAT	S	CODE	TYPE	UNIT #	3.	ABBR	STREET NAME	DRESS	AD	
0001			18							1	a					R	CURB	2		APT			2416	R1
8901 M			10	-							2				ı	R	CURB			APT	BEL AIR DR		18	
N															ı		CAUGUSTON			1200000			PERMIT	
8900 g										1	1				ı	R R	CURB CURB	2 L		APT			3 7 4 7	
8901			-			-36		===		2	- 0				t	R	CURB	2	100	APT			5 6	
Į.															ı	_								
8901 R										1	1				ı	R R	CURB	2		APT			6 6	
8900 V										1	1167					R	CURB		. 115	APT			7 5 8 5	
8901 G		-	-	1		36			-	1	1				٠	R	CURB	2		APT			9 2	
8901 W										i	1				ı	R	CURB	L		APT			102	
8900 B										10	1				ı	R	CURB	2		APT			111	
8900 A										1	1					R	CURB	L		APT			121	
2994 p						388					1					R	CURB				ORCHARD DR		13 931	
4136 V			19	-1						10	- 11 -				ı	R	CURB				NEW HURLEY RD		14 304	
4136 F										1	2			С	ı	R R	CURB						15 312	
4104 G	3	-	-	-		2		- 3	-	2	- 1		_	C	-	R	CURB		-				17 315	
1101						1	1			30	100				ı	ि	COND						1/515	
4104														С	ı	R	CURB						18 317	
4104 g										1	1			255	ı	R	CURB						19 335	
4138	3 .					36					-			С		R	CURB		100		Transcription of the state of t		20 401	
4102 0										2	2				ı	R R	CURB CURB				KINGSVIEW RD		21 24	
4102 E										200	1					r.	CUKD						22 30	
4102										2	11 33					R	CURB						23 48	
4102 V						36				2	2					R	CURB		100				24 56	
4102 A										1						R	CURB						25 60	
4102 0										1	11 100					R	CURB						26 70	
4102 F										1 #	11.7			С	ı	R R	CURB						27 74	
4102 G						-			-	1	11, 50			~	+	R	CURB						29 82	
4102 W	1									10 L	1100					R	CURB						30 84	
4142 H										1	1					R	CURB						31 104	

Usage Code Section:

- Please verify that your deliveries are coded correctly. There are 2 possible choices:
- 1) <u>R</u> Residential
- 2) 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***.



EQ	PRIMARY	COMPLETE	SECY	SECY	DELV	USG	24000	CHICK BOOK	RELEASE.	L F	S	DR	NDD	20.00		ADDR		ADDITIONAL INFO	ALTERNATE	*
#	ADDRESS	STREET NAME	ABBR	UNIT #	TYPE	CODE	STAT	IND	SORT	CELL	Ι	OP	SMTWHFS	NG	#	MKR	CODE		ZIP / RTE	
*R1			APT	2	CURB	R				а	П			18			0001			
	18	BEL AIR DR	APT	1	CURB	R				2				10			0.000	MARTINES CAMPBELL/VANSPA		
	20		60715		Cond	**				-								NJE		
	3 7		APT	2	CURB	R				1							8900	CORBETT/STROUD		;
	4 7	- 06	APT	1	CURB	R		0		1							8900	KEYER		
	5 6		APT	2	CURB	R				2							0.000 (0.000)	CARRON/HYLAND/L		\Box :
	6 6		APT	1	CURB	R				1								ANE ROLLMAN		`
	7 5		APT	2	CURB	R				1								ROLLMAN VILLAFANE		
	8 5		APT	1	CURB	R				1								MORETTI/FUOCO		'
	9 2	3	APT	2	CURB	R		6		1			6					GRANIER		\dashv
	10 2		APT	1	CURB	R				1								WOODRUFF		Ľ
	11 1		APT	2	CURB	R				1								RIVERA/SHELTON		Г
	121		APT	1	CURB	R				1								ACKER/MATOS		
	13 931	ORCHARD DR	(78388	- 5	CURB	R		i i		1			k s				300000	ROGERS		
	14 304	NEW HURLEY RD			CURB	R				1				19				VAZQUES		•
	15 312	111111111111111111111111111111111111111			CURB	R				2							and the second	FRIEDLE		
	16 316				CURB	R	С			1							4136			
	17 315	*		to:	CURB	R		0		2		(3					4104	GUERCIO/LAST		-
	PEROMINENTESS.				112500000000	284						1.00						STOP LIGHT		
	18 317				CURB	R	C										4104			
	19 335				CURB	R	25534			1								GLEMBOCKI/STONE		
	20 401	0.		s::	CURB	R	С	6					0 0				4138			
	21 24	KINGSVIEW RD			CURB	R				2								OBRIEN/VADUSER		•
	22 30				CURB	R				2								BOCCANFUSO/SUMM		
	23 48				CURB	R				2								ERFORD DONOHUE/CLAVIN		
	24 56				CURB	R				2							816 (1905)	VANDUSER C		
	25 60		-	100	CURB	R		6		1			6 3					ATKINS		_
	26 70				CURB	R				1								QUICKSELL		
	27 74				CURB	R				1								PELO/CAMM		
	28 80				CURB	R	С			#							4102			
	29 82			8	CURB	R	2000	i		1	H						4102	GUFLER/CHIMG		\dashv
	30 84				CURB	R				1								WASHER/FELDMAN		
	31 104				CURB	R				1								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.



:Q ‡	PRIMARY ADDRESS	COMPLETE STREET NAME	SECY	SECY	DELV	USG				L F CELL	S	DR OP	NDD SMTWHFS	CO NG	RLY #	ADDR MKR	+4 CODE	ADDITIONAL INFO	ALTERNATE ZIP / RTE
				#						-									
R1	4.0		APT	2	CURB	R				1				18			0001	La partiro	
	18	BEL AIR DR	APT	1	CURB	R				2				10				MARTINES CAMPBELL/VANSPA	
	20			ā.	COLD					-								NJE	
	3 7		APT	2	CURB	R				1								CORBETT/STROUD	
	4 7		APT	1	CURB	R		0	c = 13	1			0 1				8900	KEYER	
	5 6		APT	2	CURB	R				2						ì		CARRON/HYLAND/L	
	6 6		APT	1	CURB	R				1								ANE ROLLMAN	
	7 5		APT	2	CURB	R				1								VILLAFANE	
	8 5		APT	1	CURB	R				1								MORETTI/FUOCO	
	9 2		APT	2	CURB	R		6		1	10 5		6 10					GRANIER	
	102		APT	1	CURB	R				1								WOODRUFF	
	111		APT	2	CURB	R				1							8900	RIVERA/SHELTON	
	121		APT	1	CURB	R				1								ACKER/MATOS	
Ą	13 931	ORCHARD DR			CURB	R		Ŕ		1	15 13						2994	ROGERS	
	14 304	NEW HURLEY RD			CURB	R				1				19			4136	VAZQUES	
	15 312				CURB	R	ebilitie			2								FRIEDLE	
	16 316			0:	CURB	R	С	0		1			0 33				4136		
	17 315				CURB	R				2		2						GUERCIO/LAST	
	18 317				CURB	R	С										4104	STOP LIGHT	
	19 335				CURB	R				1								GLEMBOCKI/STONE	
	20 401				CURB	R	С			eteni.							4138		
9	21 24	KINGSVIEW RD			CURB	R		0	1,1	2	10 3		G 10			9	4102	OBRIEN/VADUSER	
	22 30				CURB	R				2								BOCCANFUSO/SUMM	
	: XX-98 (ALXXIII				Vaucasa	122												ERFORD	
	23 48				CURB	R				2								DONOHUE/CLAVIN	
	24 56				CURB	R		6		2								VANDUSER C	
	25 60				CURB	R				1								ATKINS	
	26 70 27 74				CURB	R R				1								QUICKSELL	
	28 80				CURB	R	С			#							4102	PELO/CAMM	
	2982				CURB	R	~	Ŕ		1	8 8						100 miles	GUFLER/CHIMG	5
	3084				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	
		CORBETT/STROUD	
		KEYER	
		CARRON/HYLAND/L ANE	
	8901	ROLLMAN	
		VILLAFANE	
	8900	MORETTI/FUOCO	
	8901	GRANIER	
	8901	WOODRUFF	
	8900	RIVERA/SHELTON	
	8900	ACKER/MATOS	
		ROGERS	
	4136	VAZQUES	
	4136	FRIEDLE	
	4136		,
	3	GUERCIO/LAST STOP LIGHT	
	4104		
		GLEMBOCKI/STONE	
	4138		
	10000	OBRIEN/VADUSER	
		BOCCANFUSO/SUMM ERFORD	
		DONOHUE/CLAVIN	
		VANDUSER C	
	100000000000000000000000000000000000000	ATKINS	1
		QUICKSELL	
		PELO/CAMM	
	4102		
	The second second	GUFLER/CHIMG	
		WASHER/FELDMAN	
	4142	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 BUNDL

EQ #	PRIMARY ADDRESS	COMPLETE STREET NAME	SECY	SECY UNIT	DELV	USG	A4000	CHEGGERS		L F	S	DR OP	NDD SMTWHFS	CO	RLY #	ADDR MKR	+4 CODE	ADDITIONAL INFO	ALTERNATE ZIP / RTE
148	RDDRESS	VINDET NAME	ADDIN	#	1112	CODE	JIAI	TIVE	201(1	- CLIII		01	DITIMITO	110	- т		CODE		ZII / KIL
R1	18	BEL AIR DR	APT	2	CURB	R				1				18			8901	MARTINES	
	2 8	DEL AIR DR	APT	1	CURB	R				2							100000000000000000000000000000000000000	CAMPBELL/VANSPA	
	_		12204.850	No.		7.5				2000								NJE	
	3 7		APT	2	CURB	R				1							53524392-3	CORBETT/STROUD	
	4 7	0.5	APT	1	CURB	R		0		1			40		G 13			KEYER	
	5 6		APT	2	CURB	R				2							8901	CARRON/HYLAND/L	
	6 6		APT	1	CURB	R				1							8901	ANE ROLLMAN	
	7 5		APT	2	CURB	R				1								VILLAFANE	
	8 5		APT	1	CURB	R				1								MORETTI/FUOCO	
	9 2	N. C.	APT	2	CURB	R				1			Ť					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		ik.		1			38		. 3		1	ROGERS	5
	14 304	NEW HURLEY RD			CURB	R				1				19			Annual Lancace	VAZQUES	
	15 312				CURB	R	79238			2							4.1	FRIEDLE	
	16 316	0.5			CURB	R	С	6		1							4136	i i	
	17 315				CURB	R				2		8	2				4104	GUERCIO/LAST STOP LIGHT	
	18 317				CURB	R	C										4104		
	19 335				CURB	R	19763			1							4104	GLEMBOCKI/STONE	
	20 401				CURB	R	C										4138		
8	21 24	KINGSVIEW RD			CURB	R				2							4102	OBRIEN/VADUSER	
	22 30				CURB	R				2							4102	BOCCANFUSO/SUMM	
	22 42				CURB	D				2							4102	ERFORD	
	23 48 24 56				CURB	R R				2								DONOHUE/CLAVIN VANDUSER C	
	25 60	26			CURB	R		6	-	1	-		36 3					ATKINS	
	2670				CURB	R				1								QUICKSELL	
	27 74				CURB	R				1								PELO/CAMM	
	28 80				CURB	R	С			#							4102		
	29 82	3		ÿ.	CURB	R		i i		1	- 6		1		- 3		4102	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.



	Z: 12589	ROUTE: R003	Makasasa			•	E BUNDLI	no contra con con contra c		2 1055.0		n 2000000	110000010000	our standard	m r a ang agas	Entra contra de contra de la contra del la contra del la contra del la contra de la contra del la contra de la contra de la contra del la contra de la contra del la contra del la contra de la contra del		Cell Size Section:
£Q ‡	PRIMARY	COMPLETE STREET NAME	SECY	SECY	DELV	USG	A-4-10 10 10 10 10 10 10 10 10 10 10 10 10 1	C ADDE	55555	: S L I	DR OP	NDD SMTWHFS	CO RI		CODE	ADDITIONAL INFO	ZIP / RTE	 Most address are either a Cell
		1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1		#														
R1	1.8	BEL AIR DR	APT	2	CURB	R			1				18		8901	MARTINES		or 2 for spacing, and can be
	2 8	FAR MAILENS	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		
	4 7		APT	1	CURB	R			1						8900	KEYER		specific route, volume and
	5 6		APT	2	CURB	R			2						8901			 ·
	6 6		APT	1	CURB	R			1						8901	ANE ROLLMAN		space in the office.
	7 5		APT	2	CURB	R			1						8900	1 H. H. & M. W. W. W. W. S		
	8 5	- a:	APT	1	CURB	R		-	1	-				1.9	8900	MORETTI/FUOCO	36	
	9 2 10 2		APT	1	CURB	R R			1						8901 8901			 Make sure every delivery poir
	111		APT	2	CURB	R			1						8900	RIVERA/SHELTON		has a designated cell size.
	121		APT	1	CURB	R			1						8900			ilas a designated ten size.
	13 931	ORCHARD DR			CURB	R	36		1				19			ROGERS	2	
	14 304 15 312	NEW HURLEY RD			CURB	R R			2				19		4136	VAZQUES FRIEDLE		l .l f:
	16 316				CURB	R	С		1						4136	1,12020		 To the left, you can see 335 a
9	17 315				CURB	R			2		8	2			4104	GUERCIO/LAST		401 New Hurley Rd with a bo
	18 317				CURB	R	С								4104	STOP LIGHT		•
	19 335				CURB	R	escons.		1						4104	GLEMBOCKI/STONE		around their information.
	20 401				CURB	R	С			- 42				11,9	4138			Nava Hambara Balia Islamba familia
	21 24 22 30	KINGSVIEW RD			CURB	R			2						4102 4102	OBRIEN/VADUSER BOCCANFUSO/SUMM		New Hurley Rd is blank for th
																ERFORD		cell size and will have a 0 in the
	23 48 24 56				CURB	R R			2						4102 4102	DOMONOL/ OZIN ZI		
	25 60	3:		<u> </u>	CURB	R			1			6			36	ATKINS		$-\!\!-\!\!$ program. When a delivery po
	26 70				CURB	R			1						4102	QUICKSELL		, ,
	27 74				CURB	R			1 #							PELO/CAMM		has a 0, it will merge with the
	28 80 29 82	**	2		CURB	R R	С	-	1						4102	GUFLER/CHIMG	3 2	— previous address. <u>The</u>
	30 84				CURB	R			1							WASHER/FELDMAN		· · · · · · · · · · · · · · · · · · ·
	31 104				CURB	R			1						4142			<u>label will print as 335-401</u> .





SEQ	PRIMARY	COMPLETE	SECY	SECY	DELV	USG	110	VAC	ADDR	L
#	ADDRESS	STREET NAME	ABBR	UNIT	TYPE	CODE	STAT	IND	SORT	CE
C-850		1	_		0	2	-	-	10	_
**R1	e	BEL AIR DR	APT	2	CURB	R				1
	8	DEL MIN DR	APT	1	CURB	R				2
			APT			_				
	[API	2	CURB	R				1
	6	+	API	2	CURB	R	-	-		2
9	r		WET	-	CORD	-65				-
6	6		APT	1	CURB	R				1
7	5		APT	2	CURB	R				1
8	s		APT	1	CURB	R				1
9	2		APT	2	CURB	R				1
10	2		APT	1	CURB	R.				1
11	ī		APT	2	CURB	R				1
12	1		APT	1	CURB	R				1
13	931	ORCHARD DR			CURB	R				1
1.4	304	NEW HURLEY RD			CURB	R				1
15	312				CURB	R				2
16	316				CURB	R	C			1
17	315				CURB	R				2
18	317				CURB	R	С			
19	335				CURB	R	10.7.50-4			1
20	401				CURB	R	¢			
21	24	KINGSVIEW RD			CURB	R				2
22	30				CURB	R				2
23	48				CURB	R				2
	56				CURB	R				2
25	60		1		CURB	R				1
26	70				CURB	R				1
27	74				CURB	R	1			1
28	80				CURB	R	C			
29	82	1	i	i i	CURB	R	1			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 B	y 1621 T	ype							
		l	RESIDI	NTIAL		BUSI	NESS	_	ı	-BUS-	PO BO	TOTAL				
	1621 Type	1 OTHER	2 CURB	3 CBU	4 CENT	TOTAL	5 OTH	IER 6	CURB	7 CBU	8 C	ENT	TOTAL	9 RES	10 BUS	
	Possible Delv	71	27	515	0	613		0	0		0	0	(0	0	613
	Active Delv	71	27	515	0	613		0	0		0	0	(0	0	613
	Active w/Drops	71	27	515	0	613		0	0		0	0	(0	0	613
Drop S	Stops = 0	NoStats =	20	/acancies = 0	PO B	ox Throwbacks	s = 0	Int	bound = ()	Outbound	=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	Vo GOV	hicle 7	Data EMA	Option Election	Lock Total No	ed Pouch Avg Diy W
22	12.50	98	516	138		4710		32		38		Ī	X	-	0	0