

DOCUMENTATION FORM

FOR STANDARD MAIL

(Letters only)

BULK MAIL (MINIMUM OF 200 PIECES)

AADC 640-668

Total Number  
Pieces \_\_\_\_\_

Zip Code

# of Pieces

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Anything left \_\_\_\_\_ Total Number

of pieces \_\_\_\_\_ Grand Total

All pieces must be in zip code order in the trays.

Trays must all be in zip code order.

No rubber bands except on postcards and the fewer the better.

No stickers.

No bundles of 10 or more.

**DEPARTMENT INDEX CODE** \_\_\_\_\_

**DEPARTMENT LEGACY CODE** \_\_\_\_\_

