



October 13, 2005

MEMORANDUM FOR POSTMASTERS & MANAGERS, CUSTOMER SERVICES
SAN FRANCISCO DISTRICT

SUBJECT: Delivery of Sequenced Mail

All mail that is in delivery sequenced order must be carried as a third bundle for park and loop routes and foot routes. Unless it creates a fourth bundle issue, sequenced mail is not to be cased or collated in park and loop and foot routes. Examples of sequenced mailings include ADVO and the Chronicle.

In order for mailings to be considered sequenced, it must be in delivery sequence order regardless of possible breaks in delivery. On park and loop and foot routes, if more than one sequenced mail needs to be delivered on the same day, one of the sets must be cased or collated in order to avoid a fourth bundle issue. Dismount or curbside routes may carry more than three bundles.

Proper volume recording of these mailing must also be monitored. Mailings taken out as a third bundle are recorded as sequenced sets not as cased volume. The number entered as sequenced sets should approximately equal the number of mailing pieces. This number is derived by dividing the number of mail pieces by the total number of deliveries. If a full coverage exists, the number to be entered as the sequenced set is 1.

If you have any questions regarding this, please call me at (415) 550-5458.

Eddie N. Masangcay
Eddie Masangcay

A/Manager, Delivery & Customer Services Programs

cc: District Manager
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