Letter Carrier's Daily Log

Letter Carrier Name:	
Route #:	
Date:	
Day of the Week:	

Clock Rings	Time
Begin Tour	
Move - Street	
Move - Office	
End Tour	

Amount of Overtime/Auxiliary Assistance Requested:	
Amount of Overtime/Auxiliary Assistance Approved:	

MSP Scans	Time
Hot Case	
Leave Office	
Return Office	

Mail Volume	Received - Cased	Curtailed
Letters		
Flats		
SPRs		
Parcels		
DPS		
FSS		

Lunch/Breaks	Begin Time	End Time
Lunch		
Break 1		
Break 2		

Auxiliary Assistance Received		
Start Address	End Address	

Auxiliary Assistance Worked			
Route	Begin Time	End Time	