

LDC 45 WINDOW OPERATION

SET UP COUNTER

Remove drawer from vault or safe and prepare to open the window.

WINDOW ACTIVITY

ITEM

Advance Deposits (all classes)
Annual Permit Fees (Payment)
APO Mailings
Bill Payments (Phone, Gas, etc.)
Bird Stamp Sales
Book Rate
Bound Printed Matter
Box Rentals (All Services)
Bulk Mail Acceptance
Business Reply Delivery
Caller Service Fees (Payment)
Canceling of letters and flats
Certificate of Mailing
Certified Letter or Flat (mailing)
Certified Letter or Flat (Pick up)
Change of Address (Acceptance)
COD (Mailing)
COD (Pickup)
Customs (Mailing)
Customs (Pickup)
Domestic Money Orders
Envelopes (Stamped)
Express Mail Acceptance (All types)
Flats (Mailing – 1st or 3rd class)
Food Coupons
FPO – Mailings
Hold Mail (Acceptance, Pickup)
Inquiries (All types)
Insured (Mailings)
Insured (Pickups)
Insured International Mail
International Express
International Mailing (letter, package)
International Money Order
International Reply Coupon

ITEM

Letters (Mailing)
Library Rate
Local Transportation Payments
M-Bags
Meter (Settings, Removal)
Money Orders, Cash/Filing
Money Order, Tracers
PAL (Parcel Air Lift)
Parcel Post (Mailings)
Parcel Post (Pickups)
Passports
Permit Imprints
Philatelic Sales
Phone Card Sales
Postage Due (All transactions)
Postage Sales
Postal Products
Post Cards
Priority Mailings
Priority Mailings – Global
PO Box Key
PVI (Barcode Only)
Refunds (All Types)
Registered (Mailings)
Registered (Pickups)
Retail Sales
Return Receipts
SAM (Space Available Mail)
Selective Services
Special Delivery
Special Handling
Stamp Guides
Trust Entries/Withdrawals
Vending Transactions
Weight Entry
Zip Code Directories

LDC 45 WINDOW OPERATION

CLOSE COUNTER FINAL 1412

Counting money, preparing 1412, locking drawer away in safe, logging registers at point of sale from customers.

ADVANCE DEPOSIT

Clerk preparing advance deposit.

AUDIT STAMP CREDITS

Auditing accountability for stamp credit.

STOCK REQUISITION

Completing form 17 and counting stamp stock when received.

LOBBY SWEEPS

Lobby sweeps performed by clerks

SCANNING DELIVERY CONFIRMATION

Scanning delivery confirmation mail.