



UNITED STATES
POSTAL SERVICE™

Lobby Assistant Checklist

Name (Lobby Assistant) _____

Office Name & ZIP _____

Date _____

Check all information discussed with customer (yes/no).

Circle items requested.

	Yes	No
1 Hazmat Question Asked?	<input type="checkbox"/>	<input type="checkbox"/>
2 Express Mail?	<input type="checkbox"/>	<input type="checkbox"/>
3 Priority Mail?	<input type="checkbox"/>	<input type="checkbox"/>
4 Delivery Confirmation?	<input type="checkbox"/>	<input type="checkbox"/>
5 Insurance?	<input type="checkbox"/>	<input type="checkbox"/>
6 Certified?	<input type="checkbox"/>	<input type="checkbox"/>
7 Return Receipt?	<input type="checkbox"/>	<input type="checkbox"/>
8 Restricted Delivery?	<input type="checkbox"/>	<input type="checkbox"/>
9 ReadyPost Packaging/Shipping Products?	<input type="checkbox"/>	<input type="checkbox"/>
10 Passport Information?	<input type="checkbox"/>	<input type="checkbox"/>
11 Stamps?	<input type="checkbox"/>	<input type="checkbox"/>
12 Money Orders?	<input type="checkbox"/>	<input type="checkbox"/>

PLEASE HAND TO WINDOW CLERK

See reverse side for mailing tips.