



### Instructions

The form is designed to coincide with entries on Form 4575, Vehicle Load Check.

The headings should be completed in full. The body of the form will list each stop of the schedule or run beginning at the garage or parking point.

In the column, "Operating Instructions," class of mail handled shall be indicated along with special instructions, such as "Unlock station, place mails inside, hold 15 minutes, etc."

Swing period should be indicated in the headings showing the

span and in the body of the schedule at the appropriate place.

Use the 24-hour clock in minutes throughout so that there will be no mistaking A.M. or P.M. hours.

Under the column "Service Point," enter each scheduled stop line by line.

Additional instructions such as route of travel, need for arms, for special keys, etc., should be entered at the bottom of the form or below.

### Additional Instructions