



(Use a ball point pen to complete  
form and distribute as indicated)

## Contract Route Irregularity Report

Route Number	Route Title	Trip No.	Irregularity Date	Tractor-Trailer Nos.
Driver's Name		Point of Irregularity		
Employee Preparing Report		Office	Title	
Supplier's Name and Address (Include apt./suite number)				
■ ■				

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Here

### Section 1 – Irregularity in Service

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Here

Report all service irregularities as they occur.

☐

Failure to observe contract schedule

☐

Failure to Have Locks on Doors

☐

Unsatisfactory Vehicle (Explain below)

Actual Arrival	Scheduled Arrival
Scheduled Departure	Actual Departure

☐

Safety Violation (Explain below)

☐

Omitted Service

☐

Other (Explain below)

Explanation:

### Section 2 – Supplier's Reply (Use reverse if necessary)

Complete this section and return it to the Administrative Official within **10 DAYS**. Failure to reply will be taken as admission that the facts as stated in Section 1, above, are correct. Late operations, particularly those occurring repeatedly, are chargeable offenses at Postal Service™ discretion.

Signature	Title	Date
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### Section 3 – Postal Service Comments

Omitted Service: ☐ Excusable ☐ Chargeable

Signature	Title	Date
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