

Printable: 1-Minute Daily Mail Routine

Check

- 1 **Sort on arrival -**
Right folder, right client, right now

☐

- 2 **Log every piece -**
Client name, date, mail type

☐

- 3 **Notify same day -**
Delivered sends automatically;
manual: before EOD

☐

- 4 **Special handling -**
Certified, packages, valuables
per client's file instructions

☐

- 5 **EOD - Everything logged,**
all notifications sent

☐