

Printable: Daily Mail Routine

Check

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|---|---|--------------------------|
| 1 | Sort on arrival -
Correct client location immediately | ☐ |
| 2 | Log every piece -
client / date / type / sender | ☐ |
| 3 | Notify same day -
Delivered sends automatically;
manual: before EOD | ☐ |
| 4 | Certified, express, valuables -
handle per client's standing instructions | ☐ |
| 5 | Never open client mail -
hold anything unclear and escalate | ☐ |
| 6 | EOD - all pieces logged,
all notifications sent | ☐ |