DEPLOYED MAIL COVER SHEET

(FOR UNIT MAIL ROOM USE)

DATE: _____

UNIT: _____

(Title of Unit, Company, Squadron or Detachment)

Mail Clerk's Name _____

Mail Clerk's Signature _____

Mail Piece Count:

Letters:	
Flats:	
Parcels:	

Title of Operation | _____

(Below is for Postal Use)

(Serving Post Office)

Accepting Postal Clerk's Signature

(Deployed Mail Section)

Accepting Postal Clerk's Signature

Standard Mail Removed			**Mail Dispatched**	
Letters:			**Letters:**	
Flats:			**Flats:**	
Parcels:			**Parcels:**	

Remarks: _____