Letter Carrier's Daily Log

Letter Carrier Name: _____

Route #: _____

Date: _____

Day of the Week: _____

Clock Rings	Time
Begin Tour	
Move - Street	
Move - Office	
End Tour	

Amount of Overtime/Auxiliary Assistance Requested:	
Amount of Overtime/Auxiliary Assistance Approved:	

MSP Scans	Time
Hot Case	
Leave Office	
Return Office	

Mail Volume	Received - Cased	Curtailed
Letters		
Flats		
SPRs		
Parcels		
DPS		
FSS		

Lunch/Breaks	Begin Time	End Time
Lunch		
Break 1		
Break 2		

Auxiliary Assistance Received	
Start Address	End Address

Auxiliary Assistance Worked		
Route	Begin Time	End Time

National Association of Letter Carriers, AFL - CIO