U.S. POSTAL SERVICE

SPECIAL ORDERS

This form is used to record special orders that are approved by management concerning the handling or delivery of a customer's mail. For example: firm callers, standing orders not to deliver on certain days of the week, temporary hardship delivery exceptions, etc. Special orders are valid until cancelled by management or at the customer's request. Line out entries that are cancelled.

Name of Person or Firm	Address	Special Instructions or Unique Condition	Effective Date	Date Cancelled

PS Form **1564-B,** October 1983

(Continue on reverse)