

RESEQUENCE AND ADJUST WORKSHEET
For changing a routes's line of travel **when not after a scheme change**

ZIP CODE: _____ ROUTE: _____

Please be advised that any change in your line of travel must have authorization from your Postmaster/OIC/Manager. AMS will not process any LOT changes without their approval. Provide specific justification for them to review.

Are Relays and/or Park Points associated with this route Y__N__ If yes, has carrier updated edit sheets to reflect Relay/Park Point changes Y__N__ N/A__
Current count of Relays _____ Park Points _____ Adjusted count of Relays _____ Park Points _____

APPROVED by Postmaster/OIC/Manager _____
Signature _____ Print Name _____ Title _____

Find the first delivery address (or segment) for the route. In the START column, enter the first delivery seq. number. If the line of travel continues uninterrupted, write the last sequential seq. number in the END column. Enter the next delivery range (or segment) in the same manner. Continue this process until all sequence numbers on the route have been accounted for. If a range of deliveries is carried in reverse order, simply reverse the range from high to low on the same line- START 124 END 116. DO NOT omit addresses that are to be deleted. Put those at the end. If an address needs to be added, write down the new address and state the address (not sequence #) it is to follow. Be sure a growth packet is submitted if required. Do not include a line number for the new address.

	START	END	COMMENTS		START	END	COMMENTS
1				21			
2				22			
3				23			
4				24			
5				25			
6				26			
7				27			
8				28			
9				29			
10				30			
11				31			
12				32			
13				33			
14				34			
15				35			
16				36			
17				37			
18				38			
19				39			
20				40			

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