

SEQ

1

PRIMARY
ADDRESS
2

COMPLETE
STREET
NAME
3

SECY
ABBR
4

SECY
UNIT

5

DELIV
TYPE
6

USG
CODE
7

NO
STAT
8

VAC
IND
9

ADDR
SORT
10

L | F
CELL
11

S
I
12

DR
OP
13

NDD
SMTW
HFS
14

CO
NG
15

RLY

16

ADDR
MKR
17

+ 4
CODE
18

ADDITIONAL
INFO
19

ALTERNATE
ZIP / RTE
20

The numbers in the first column on the far left show the line number for each address in delivery order and are used to change or resequencing your (LOT) line of travel.

“L” marks a break between casing equipment

“BC” (BC1, BC2, BC3) shows blank cells between deliveries

R1, R2, R3 mark the row numbers.

This column shows the primary address number, rural route box number, or PO box number and is the official address assigned to the delivery point

It may be blank if the previous delivery point uses the same number and they share the same letter cell.

This column shows the proper, official street name, including any directional words (N, S, E, W, SE, NW, NE...) and suffixes (St, Ave, Rd) the Postal Service uses to show directional information. For PO Box addresses, “PO BOX” is used as the complete street name.

Secondary Abbreviation “Secy Abbr” identifies the type of secondary address when needed. Some “Secy Abbr” entries require a matching unit number. These abbreviations show the type of secondary address, such as APT (apartment), STE (suite) FL (floor), PH (penthouse), RM (room), SPC (space), BLDG (building), DEPT (department), LBBY (lobby), TRLR (trailer)...

The “Secy Unit #” column is for the secondary address. Building management usually assigns these. It can be letters, numbers, or both. This column works with the “Secy Abbr” column. Each unit must be listed on its own line. Do not group multiple units together. This makes sure each delivery point is counted correctly.

The “Delivery Type” column shows how the mail is delivered. It uses short codes to describe the type of delivery point.

OTH means Other. CENT means Centralized. CBU means Cluster Box Unit. CURB means Curbside. IDA means Internal Drop Address.

The “USG Code” column shows the type of delivery point. It uses a letter code to identify how the address is used.

R means Residential.

B means Business.

BC = MIXED BUSINESS & RESIDENTIAL

The “No-Stat” column shows addresses that are not receiving regular delivery.

A “Y” in this column means the address is inactive but still listed in the system as “other non-delivered.”

A “C” indicate secondary address delivery points delivered as part of a DROP

These addresses remain in the system but do not count as active delivery points.

The “VAC IND” Vacant Indicator column shows addresses that have been vacant for 90 days.

A “V” in this column means no one currently lives or receives mail at that address.

This status is updated by the carrier after confirming long-term vacancy.

Address Sort Code.

Enter “T” to indicate all mail is delivered to a PO Box and no mail is delivered to the street.

PO Box details must be listed in the Additional Info column.

Enter “H” to indicate all mail is picked up at dock/window

“T” helps separate PO Box deliveries from street deliveries.

Letter/Flat Cell Sizes

Every delivery point must have a cell size unless primary or secondary addresses are cased together. Metal/Plastic dividers in the case create these spaces, giving each address its own slot for accurate sorting.

Cell size values:

1=1 inch

1/2=half an inch

2 and above = total inches for grouped units.

If grouping multiple units (example Units 1-20) into 2 inches, write “*2” only on the L|F CELL line for unit 1.

Do not repeat “2” for each line.

Start the next cell size at unit 21.

MAX “F” = 10 inches

The “SI” (Seasonal Indicator)

If an address is seasonal.

A “Y” means regular seasonal delivery.

An “E” means the address is tied to a college or university and is active only during the school season.

For drops, enter the total number of families or businesses served at that location.

This ensures the drop point reflects the correct number of deliveries

NDD (No Delivery Days) shows the days when no mail is delivered to a specific address.

Each letter stands for a day of the week:

S – Sunday

M – Monday

T – Tuesday

W – Wednesday

H – Thursday (H is used instead of T to avoid confusion with Tuesday)

F – Friday

S – Saturday

The days marked indicate when delivery does not occur.

The “CONG” (Congressional District Number) column shows the congressional district for the route.

It appears on the first delivery point of each page in your Edit Book, unless the route crosses into another district.

If it does, the new district number will be shown where the change occurs.

The “RLY #” (Relay Number) column marks the first address of each relay on a Park and Loop route.

It shows exactly where one relay ends and the next begins.

Using this column makes pulling down by loop/relay easier and more organizing for your subs/CAA/PTF, helping them grab the right bundles without guessing.

The “ADDR MKR” (Address Marker) column is used to flag special conditions at a delivery point.

These are commonly the codes carriers use in the field:

RP = RELAY POINT.

R = RELAY.

NSL = NO SECURE LOCATION.

DNA = DOOR NOT ACCESSIBLE.

HSP = HARDSHIP. (etc)

Using these markers helps clearly identify special situations, making casing and delivery more efficient.

The “+4 CODE” column is used to include any extra information you want printed on the case label.

In an Expanded Route Listing Report, all ZIP+4 Codes are listed in order:

S – Street default (covers a general street segment)

F – Building default (assigned to a specific unit or address)

F – Firm unique (assigned to one business or organization)

The finest ZIP+4 Code always appears on the far right.

This gives a clearer picture of how mail is sorted and delivered at each address.

The “ADDITIONAL INFO” column is used to include any extra information you want printed on the case label.

If secondary unit numbers are not entered here, they will not appear on the carrier case labels.

Check with your district AMS office to see if the Autofill option is used for this column.

The “ALTERNATE ZIP/RTE” column shows the ZIP Code carrier route that actually delivers the mail.

It’s used when an address is listed under one ZIP or route but serviced by another.

This ensures mail is handed off correctly to the right carrier or station for final delivery.

EDIT BOOK PRACTICE SHEET

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
	SEQ #	PRIMARY ADDRESS	COMPLETE STREET NAME	SECY ABBR	SECY UNIT #	DELIV TYPE	USG CODE	NO STAT	VAC IND	ADDR SORT	L F CELL	S I	DR OP	NDD SMTW HFS	CO NG	RLY #	ADDR MKR	+4 CODE	ADDITIONAL INFO	ALTERNATE ZIP/RTE
**R1		3000	SW 113 TH AVE			OTH	R	C			#				03			4061	NEW NOT OCCUPIED YET	
	1	3012				OTH	R				1				03	1	RP	4079	P&L	
	2	3024				OTH	R			T	1/2				03			4079	PO.BOX 2095	
	3	3036				OTH	R				"				03			4014		
	4	3040				OTH	R			H	1/2				03			4014		
	5	3048				OTH	R				"				03			4014		
	6	3052				OTH	R				1/2				03			4014		
	7	3066				OTH	R				"				03			4014		
	8	3067				OTH	R	Y			#				03			4043	REFUSE DEL	
	9	3053				OTH	R				1				03			4043		
	10	3045				OTH	R				1				03			4043		
	11	11325	SW SMITH ST			OTH	R				1				03			4045		
	12	11324				CURB	R				1				03			4045		
	13	3037	SW 166TH AVE			CURB	R				1				03			4046		
	14	3025				CURB	R	Y			#				03			4046	NMR / LOT	
	15	3015				OTH	R				1				03			3139		
	16	700	SW 158TH AVE	APT	A1	CENT	R				3				03	2	R	3139	NBU APT A1 - A4	
	17	700		APT	A2	CENT	R				/				03			3145		
	18	700		APT	A3	CENT	R				/				03			3145		
	19	700		APT	A4	CENT	R				/				03			3145		
	20	9999	S STATE ST	STE	100	OTH	B				4			S S	03	3	R	3145	100 ALPHA MOTORS	
	21	9999		STE	150	IDA	B				/			W	03			3145	150 RIVER MARKET	
L	22	9999		STE	200	IDA	B				/			S S	03			3145	200 SOLAR MOTION	
	23	9999		STE	250	IDA	B				/			S FS	03			3145	250 URBAN COFFEE	
	24	45	SW 158TH AVE	FL		CBU	B		V		2				03	4	R	3145	FLOOR	
	25	37		PH		CBU	B				/				03			3139	PENT HOUSE	
	26	25		RM		CBU	B				/				03			3139	ROOM	
	27	19		SPC		OTH	B				/				03			3139	SPACE	

COMMON EDIT BOOK CHANGE ACTIONS

ALWAYS USE A RED PEN |

A = ADD AN ADDRESS

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
	SEQ #	PRIMARY ADDRESS	COMPLETE STREET NAME	SECY ABBR	SECY UNIT #	DELIV TYPE	USG CODE	NO STAT	VAC IND	ADDR SORT	L F CELL	S I	DR OP	NDD SMTW HFS	CO NG	RLY #	ADDR MKR	+4 CODE	ADDITIONAL INFO	ALTERNATE ZIP/RTE
**R1		3000	SW 113 TH AVE			OTH	R	C			1				03	1	RP	4061	P & L	
	1	3012				OTH	R				1			S S	03			4079		
	2	3024				OTH	R			T	1/2				03			4079	PO.BOX 2095	
	3	3036				OTH	R				"				03			4014		
	4	3040				OTH	R	C		1/2					03			4014		
	5	3048				OTH	R				1/2				03			4014		
	6	3052				OTH	R				1/2				03			4014		
	7	3066				OTH	R				"				03			4014		
	8	3067				OTH	R	Y			"				03			4014		
	9	3053				OTH	R				1				03			4043		
	10	3045				OTH	R				1				03			4043		
	11	11325	SW SMITH ST			OTH	R				1				03			4045		
	12	11324				CURB	R				1				03			4045		
	13	11324				CURB	R				1				03			4045		
	14	3037	SW 166TH AVE			CURB	R				1				03			4046		
	15	3025				CURB	R	Y			1				03			4046		
	16	3015				OTH	R				1				03			3139		
	17	700	SW 158TH AVE	APT	A1	CENT	R				3			S S	03	2	R	3139	NBU APT A1 - A4	

Use a red pen to write (A) between the two addresses where you want the new address(es) to be added in the (LOT) Line Of Travel.

Draw an arrow from the A toward the new address(es) entry to show its position.

Write the complete address(es) next to the arrow and provide its cell value (see Reference/abbreviation 11).

Example: → 4827 NE 42ND 1 CELL

Include a short note if needed, e.g. See Growth Packet.

REQUIRES COUNTY/CITY DOCUMENTATION

ALWAYS USE A RED PEN |

M = MOVE AN ADDRESS

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
	SEQ #	PRIMARY ADDRESS	COMPLETE STREET NAME	SECY ABBR	SECY UNIT #	DELIV TYPE	USG CODE	NO STAT	VAC IND	ADDR SORT	L F CELL	S I	DR OP	NDD SMTW HFS	CO NG	RLY #	ADDR MKR	+4 CODE	ADDITIONAL INFO	ALTERNATE ZIP/RTE
**R1		3000	SW 113 TH AVE			OTH	R	C			1				03	1	RP	4061	P & L	
	1	3012				OTH	R				1			S S	03			4079		
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	6	3052				OTH	R				1/2				03			4014		
	7	3066				OTH	R				"				03			4014		
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	12	11324				CURB	R				1				03			4045		
	13	11324				CURB	R				1				03			4045		
	14	3037	SW 166TH AVE			CURB	R				1				03			4046		
	15	3025				CURB	R	Y			1				03			4046		
	16	3015				OTH	R				1				03			3139		
	17	700	SW 158TH AVE	APT	A1	CENT	R				3			S S	03	2	R	3139	NBU APT A1 - A4	

Example 1 - Simple Move

Draw a line around the address you're moving.

Draw a connecting line to the new spot and write MOVE beside it.

Example 2 - Complex Move

Write MOVE beside the sequence number of the address being moved.

Next to it, note "AFTER LINE 250" (or the target line number).

Then adjust the DELIV TYPE (Reference 6) and CELL L | F (Reference 11) if any change is required, ensuring both match the new delivery setup.

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R = REVERSE AN ADDRESS

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
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	1	3012				OTH	R				1			S S	03			4079		
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	3	3036				OTH	R				"				03			4014		
	4	3040				OTH	R				"				03			4014		
	5	3048				OTH	R	C		1/2					03			4014		
	6	3052				OTH	R				"				03			4014		
	7	3066				OTH	R				1/2				03			4014		
	8	3067				OTH	R	Y			"				03			4014		
	9	3053				OTH	R				1				03			4043		
	10	3045				OTH	R													