



(TO BE COMPLETED BY POSTMASTER)

**INSTRUCTIONS TO POSTMASTER:** Without incurring any expense to the U.S. Postal Service, supply the information requested below and send this form, together with amended Form 4003, Official Rural Route Description, and any related papers, to the Management Sectional Center. USE A SEPARATE FORM 4027 FOR EACH EXTENSION OR CHANGE.

Prepare a sketch of the area; indicate the change desired in red pencil and omissions in yellow pencil. Show by pencil dots the locations of the residences of families to be benefited and by cross-marks the locations of those who will be inconvenienced. Write on the sketch the local names of all corners and points involved.

See Section 157.22, Domestic Mail Manual, for instructions pertaining to box delivery contract route extensions.

For proper completion of this form, it is not necessary to obtain the actual signatures of those who will benefit as a result of this change unless the customers are presently served by some other post office. However, you should insert all the names of the family heads as well as the other related information in the appropriate columns.

1. On the attached Form 4003 the proposed change is shown on line(s)  
(Form 4003 contains instructions for completion.)

2. Number of Families		3. Daily Mileage Added by This Change	4. Number of Boxes				5. Number of Vehicle Stops	
Benefited	Not Formerly Served		Present		Proposed		Present	Proposed
			Regular	Central	Regular	Central		
Inconvenienced								

6. Does the Request Duplicate Service? (If yes, give details in Item 10)

Yes  No

7. Are the Roads to be Traveled Private?

Yes  No

8. Are the Roads Maintained and in Good Condition and Passable Throughout the Year? (If not, give details in Item 10)

Yes  No

9. Do you Recommend that the Service be Provided? (If no, state reasons in Item 10)

Yes  No

10. Remarks

Consult the rural carrier concerning this proposal and attach any statement submitted.

Date	Postmaster's Signature	City, State and ZIP + 4 Code	Rural Route No.
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