



Online Express Mail® Daily Log

For Manual Offices Only:

Use this form to record information about online domestic Express Mail labels beginning with "EO" or for Global Express Mail™ labels beginning with "EC".

Instructions:

1. Complete one record for each online Express Mail or Global Express Mail label received. Follow the existing SOP for recording Global Express Mail information.
2. Submit this form *daily* with your Express Mail label Finance copy for data entry.
3. Direct any questions about this form to your District Expedited Services Office.

You may record two transactions per sheet.

1. Online Express Mail Acceptance Record

Origin ZIP Code <div style="border: 1px solid black; width: 100px; height: 20px; margin: 5px 0;"></div>	Day of Delivery <input type="checkbox"/> Next <input type="checkbox"/> Second	Flat Rate Envelope <input type="checkbox"/>
Date In Mo. Day Yr.	<input type="checkbox"/> 12 Noon <input type="checkbox"/> 3 PM	Postage \$
Time In <input type="checkbox"/> AM <input type="checkbox"/> PM	Addressed to PO Box <input type="checkbox"/>	Return Receipt Fee
Weight Lbs. Oz.	International Alpha Country Code	COD Fee Insurance Fee
No Delivery Requested <input type="checkbox"/> Weekend <input type="checkbox"/> Holiday	Acceptance Clerk's Initials	Total Postage & Fees \$
Express Mail Tracking Number <div style="display: flex; align-items: center; gap: 10px;"> <div style="border: 1px solid black; padding: 2px 5px; font-weight: bold; font-size: 1.2em;">E</div> <div style="border: 1px solid black; width: 30px; height: 20px;"></div> <div style="border: 1px solid black; width: 30px; height: 20px;"></div> <div style="border: 1px solid black; width: 30px; height: 20px;"></div> <div style="border: 1px solid black; width: 30px; height: 20px;"></div> <div style="border: 1px solid black; padding: 2px 5px; font-weight: bold; font-size: 1.2em;">US</div> </div>		Destination ZIP + 4 <div style="display: flex; align-items: center; gap: 10px;"> <div style="border: 1px solid black; width: 50px; height: 20px;"></div> – <div style="border: 1px solid black; width: 50px; height: 20px;"></div> </div>

2. Online Express Mail Acceptance Record

Origin ZIP Code <div style="border: 1px solid black; width: 100px; height: 20px; margin: 5px 0;"></div>	Day of Delivery <input type="checkbox"/> Next <input type="checkbox"/> Second	Flat Rate Envelope <input type="checkbox"/>
Date In Mo. Day Yr.	<input type="checkbox"/> 12 Noon <input type="checkbox"/> 3 PM	Postage \$
Time In <input type="checkbox"/> AM <input type="checkbox"/> PM	Addressed to PO Box <input type="checkbox"/>	Return Receipt Fee
Weight Lbs. Oz.	International Alpha Country Code	COD Fee Insurance Fee
No Delivery Requested <input type="checkbox"/> Weekend <input type="checkbox"/> Holiday	Acceptance Clerk's Initials	Total Postage & Fees \$
Express Mail Tracking Number <div style="display: flex; align-items: center; gap: 10px;"> <div style="border: 1px solid black; padding: 2px 5px; font-weight: bold; font-size: 1.2em;">E</div> <div style="border: 1px solid black; width: 30px; height: 20px;"></div> <div style="border: 1px solid black; width: 30px; height: 20px;"></div> <div style="border: 1px solid black; width: 30px; height: 20px;"></div> <div style="border: 1px solid black; width: 30px; height: 20px;"></div> <div style="border: 1px solid black; padding: 2px 5px; font-weight: bold; font-size: 1.2em;">US</div> </div>		Destination ZIP + 4 <div style="display: flex; align-items: center; gap: 10px;"> <div style="border: 1px solid black; width: 50px; height: 20px;"></div> – <div style="border: 1px solid black; width: 50px; height: 20px;"></div> </div>