Drop Ship Checklist for Mailers
To ensure PS Form 8125 is complete and accurate:

☐ With your software vendors, create rules so mailings generated match documentation

☐ At ORIGIN, ensure that the following fields on PS Form 8125 must be completed in full:
- ☐ Mailer Name
- ☐ Origin Plant Location
- ☐ Required mailer fields include:
  - ☐ Class of Mail
  - ☐ Mail Processing Category
  - ☐ Number of containers
  - ☐ Number of pallets
  - ☐ Entry Discounts Claimed
  - ☐ Comments – DMM Labeling List Info
  - ☐ Entry Office in the Destination Entry Post Office section

☐ Mailing deposited at Destination Entry must have the following fields completed in full:
- ☐ Drop Ship Appointment Number
- ☐ FAST Scheduler ID
- ☐ Mailer Contact Name
- ☐ Mailer Contact Telephone

NOTE: Once the Origin Entry postal employee returns the PS Form 8125, the mailer must ensure they have completed the USPS Employee Signature, Round Date and Origin Post Office fields before accepting the form.

☐ If changes to the Form 8125 are required at the Destination, establish procedures to identify errors and generate new forms. Acceptable alterations are noted in Section 3.

☐ Mailers must present the ORIGINAL, SIGNED, ROUND-DATED Form 8125 at the Destination Entry. Presenting a FORM 8125 COPY will delay the acceptance of the mailing.

☐ Mail Preparation
- ☐ Prepare containers so that they are correctly placarded.
- ☐ The mailing must correspond to the information on PS Form 8125.

☐ Loading Trailers
- ☐ The Mailer must accurately match pallets with Drop-Shipment documentation
- ☐ Pallets cannot exceed maximum height, weight, number of stacked pallets
- ☐ Pallets must be securely shrink-wrapped
- ☐ Pallet Placards must be visible for scanning, not buried under shrink wrap
- ☐ Pallet Placards must not be crushed under the weight of other pallets
- ☐ Load multiple drops in reverse order of destination for improved accessibility.

☐ Appointments-As Applicable
- ☐ Establish accurate appointments in the Facility Access and Shipment Tracking (FAST) system.
- ☐ Include the FAST appointment number of the PS Form 8125.
- ☐ Drop off mail at the correct facility per the PS Form 8125.
- ☐ Only one Appointment ID is permitted for multiple mailings.
- ☐ Container/pallet data entered into FAST must be accurate