

Date:

To: Postmaster or Station Manager

**SUBJECT: EVERY DOOR DIRECT MAIL RETAIL SHIPMENTS**

Priority Mail shipments that contain Every Door Direct Mail Retail mailpieces have arrived at your office.

If there is more than one package in the shipment, each package will be numbered. The first package should contain an envelope including the following items: a letter of instruction (this is the letter), Every Door Direct Mail-Retail documents, a sample mailpiece, a check/money order or meter strip, and a contact name and telephone number.

Please follow these procedures to accept and deliver Every Door Direct Mail-Retail mailpieces.

- Account for all Every Door Direct Mail-Retail shipment packages (i.e. Packages 1 of 5 thru 5 of 5).
- Locate the Every Door Direct Mail-Retail documents and check/money order or meter strip (see above note).
- Follow the Every Door Direct Mail-Retail Acceptance and Transactional SOP appropriate for your office.
- For Every Door Direct Mail-Retail SOPs, refer to:  
[http://blue.usps.gov/customerservicesoperationsandretail/productsandservices/consumerproducts/every\\_door\\_direct.shtml](http://blue.usps.gov/customerservicesoperationsandretail/productsandservices/consumerproducts/every_door_direct.shtml).

Attachments