

Contract Route Extra Trip Authorization

INSTRUCTIONS

FOR ONE-WAY TRIPS:

Office of Origin — Complete Blocks 1-9, 14, and 30, and obtain signature of driver in Block 31. Retain Copy No. 4 for your files. Give other 3 copies to driver to accompany mail.

Office of Destination — Complete Blocks 10-13, 16-17, and 26. Retain Copy No. 3 for your files. Give Copy No. 2 to driver for contractor's records. Forward Copy No. 1 to Administrative Official, as shown.

FOR ROUND TRIPS:

Office of Origin — Complete Blocks 1-9, 14, and 30, and obtain signature of driver in Block 31. Retain Copy No. 4 for your files. Give other 3 copies to driver to accompany mail.

Office of Destination — Complete Blocks 10-13, 15-21, and 27. Retain Copy No. 3 for your files. Give Copies Nos. 1 and 2 to driver to accompany mail to office of origin.

Office of Origin — Complete Blocks 22-25 and 28. Give Copy No. 2 to driver for contractor's records. Complete information on your file copy No. 4, and forward Copy No. 1 to Administrative Official, as shown.

1. Contract Route No.		2. Contractor				3. Extra Trips Authorized (<i>Check one</i>) <input type="checkbox"/> One Way <input type="checkbox"/> Round Trip (_____ miles) (_____ miles)				
4. Point of Origin (<i>City and State</i>)			5. Date & Time of Departure		6. Cont. or Pcs.	7. % Load	8. Trailer-Truck No.			
9. Destination (<i>Outer terminal</i>)			10. Date & Time of Arrival		11. Cont. or Pcs.	12. % Load	13. Trailer-Truck No.			
14. Outbound Trip No.					15. Inbound Trip No.					
VIA	Arr.	Dept.	% Unloaded	% Loaded	VIA	Arr.	Dept.	% Unloaded	% Loaded	
16. Destination (<i>Outer terminal</i>)			17. Date & Time of Departure		18. Cont. or Pcs.	19. % Load	20. Trailer-Truck No.			
21. Point of Origin			22. Date & Time of Return		23. Cont. or Pcs.	24. % Load	25. Trailer-Truck No.			
26. Name of Receiving Employee at Destination			27. Name of Dispatching Employee at Point of Destination (<i>Return trip</i>)			28. Name of Receiving Employee at Point of Origin (<i>Return trip</i>)				
29. Remarks										

30. Authorized By (<i>Title and Signature of Postal Supervisor</i>)	31. Driver's Signature
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