

Digital Dealership Registration: Puro-Pack Checklist

A) Returned Puro-Pack Inspection:

	Name	Signature	Date
Inspected by Mailroom Staff:			
Reviewed by Mailroom Staff:			

B) Puro-Pack Details:

Reporting Period (dates): _____ Office #: _____ Number of Packs: _____

C) Puro-Pack Contents:

Special Handling Envelope Type	Item	Total # of Envelopes Sent	Verified in the Pack	Verified Received		
				Print and Distribution Office (PDO)	Issuing Office Administrator (IOA)	Customer Service Rep. (CSR)
MTO				PDO	IOA	CSR
	Stock					
	Stock					
	Other:					
	Other:					

D) Verification and Security:

Bill of Lading #			
	Name	Signature	Date
Packaged By:			
Contents Confirmed By:			
Contents Received by PDO/IOA/CSR:			
Contents Verified in Mailroom By:			