POSTAL SERVICE STUDY GUIDE

Postal Service
Practice Exam
Sample Exam # 1
Exam # 473E

About Exam 473E

This exam is the most often used exam for Postal Service job openings. Almost 90% of all Postal Service job openings are filled using this exam. Even many part time jobs are filled using this exam. This exam is used for so many job openings that it is sometimes referred to as the Postal Battery Exam, General Entrance Battery Exam among other names. Obviously, it is to your benefit to become familiar with this exam.

Exam 473E has two separate sections.

The first section is the Personal Characteristics & Experience Inventory section (known as PCEI or PCI). Because this section is a part of multiple exams, we went over this section in the "Postal Service and Other Government Job Opportunities Guide". The Guide was available for download separately, when you downloaded this practice exam. If you did not download the Guide when you downloaded this practice exam, you can simply refer back to the email we sent you for the download link to access the "Postal Service and Other Government Job Opportunities Guide ".

The second section contains the majority of the exam. This section consists of 3 parts:

A. Address Checking
B. Address Coding
  and Memory
C. Forms Completion

Sample EXAM # 1

Part I   Address Checking   Questions: 95
                                                                              Time: 6 minutes

Directions: Decide which of these addresses is Alike or Different and mark the answer sheet "A" for alike and "D" for different. The answer sheets are behind this exam.

1. 5609 N Blue Valley Rd   5608 Blue Valley Rd
2. 16004 E 23   16004 E 23
3. 1813 S Rankin Dr 92405   1813 S Rakin Dr 92405
4. 3201 S Vermont   3210 S Vermont
5. 4138 NE Hampstead Dr   4138 NE Hampstead Dr
6. 112 Kendall Rd 32056   112 Kendall Rd 32056
7. 16701 E Larkspur Ln   16701 E Larkpur Ln
8. 1008 NE Kenwood Dr.   1008 NE Kenwood Ln
9. 3912 Lees Rd.   3912 Lees Rd.
10. 4528 NE Webster Dr.   4528 SE Webster Dr.
11. 3504 N Pleasant 61532   3504 N Pleasant 61532
12. 16524 E 41Terr   16523 E 41 Terr
13. 12300 E 43   12300 E 43
14. 1212 E Frederick   1211 E Frederick
15. 747 N Dover Dr.   747 S Dover Dr.
16. 4810 Maybrook Ct.   4809 Maybrook Ct.
17. 3211 S Reynolds Ave   3211 S Reynolds Ave
18. 815 Ute   815 Utah
19. 20116 E 12 Terr 23691   20116 E 12 Terr 23691
20. 18005 Holke Rd   18005 Hoke Rd
21. 120 E Linden   102 E Linden
22. 506 W 35 Terr   506 W 35 Terr

23.	15601 E 40 Terr	15600 E 40 Terr
24.	701 Redwood Dr	701 Redwood Dr
25.	834 W 24 Terr	834 W 24 Rd
26.	1326 E Frederick	1326 E Frederickson
27.	11530 E Winner Rd	11530 E Winner Rd
28.	1700 N McCoy 48532	1709 N McCoy 48532
29.	1507 W 27 Terr	1502 W 27 Terr
30.	18011 E Dakota Dr.	18012 E Dakota Dr.
31.	12806 E 50 Terr	12806 E 50 Terr
32.	2641 Collins	2641 Collins
33.	1810 S Maywood	1810 S Maywod
34.	2501 S Tamaqua	2501 S Tamaqua
35.	1000 S Woodbury	100 S Woodbury
36.	12403 E 33 Terr	12404 E 33 Terr
37.	1629 Drumm 75645	1629 Drumm 75645
38.	4003 S. Crysler Ave	4002 S. Crysler Ave
39.	3916 S Queen Ridge Dr	3919 S Queen Ridge Dr
40.	2214 S Home 54269	2214 S Home 54269
41.	16113 E 28 Terr	16113 E 28 Terr
42.	3600 Jackson Dr	3609 Jackson Dr
43.	18837 E Wigwam Dr.	18837 E Wigwam Dr.
44.	9715 E 24 Hwy	9716 E 24 Hwy
45.	19207 E 6N	19206 E 6N
46.	714 N Rogers 97625	715 N Rogers 97625
47.	16004 E 32q	16004 E 32q
48.	1104 W 31	1102 W 31
49.	4121 S Osage	4122 S Osage
50.	3633 S Park	3633 S Park
51.	8717 E Lexington	8716 E Lexington
52.	3713 S Queen Ridge Dr	3716 S Queen Ridge Dr
53.	4400 S Union 21695	4400 S Union 21695
54.	14501 E 36th Terr	14502 E 36th Terr

55.	2308 S Northern	2308 S Northern
56.	11328 E Winner Rd	11328 E Winner Rd
57.	3606 Shady Bend Dr	3606 Shady Bend Dr
58.	17221 E 31 Terr	17121 E 31 Terr
59.	11615 E Lexington	11612 E Lexington
60.	16916 E Ellison Way	16919 E Ellison Way
61.	331 W Sea	331 W See
62.	1609 W 24 Terr	1609 W 24 Terr
63.	2328 S Harvard	2329 S Harvard
64.	136 N Home 26451	136 N Home 26451
65.	17010 E 3 Terr	17090 E 3 Terr
66.	17226 E 40	17226 E 40
67.	620 N River Blvd	620 N River Blvd
68.	2900 S 291 Hwy	2900 S 291 Hwy
69.	4901 S Valley View Rd	4901 S Valley View Rd
70.	1226 S Hocker 64259	1229 S Hocker 64259
71.	1208 W Lexington	1208 W Lexington Rd
72.	209 W Claremont	206 W Claremont
73.	12505 E 34 Terr	12505 E 34 Terr
74.	17212 E 41 St	17121 E 41 St
75.	13401 E 43 Place	13402 E 43 Place
76.	1904 N Jennings Rd	1904 N Jennings Rd
77.	16107 E 28 Terr	16109 E 28 Terr
78.	3706 S Claremont	3709 S Claremont
79.	9412 E 16 45926	9412 E 16 45926
80.	186 S Oak Hill Cluster	186 S Oak Hill Court
81.	4709 Holke Dr	4709 Holke Dr
82.	1525 S Osage	1525 S Osage
83.	1309 N Cottage	1306 N Cottage
84.	16000 E 25 26751	1600 E 25 26751
85.	1705 Ponca Dr	1705 Ponc Dr
86.	4536 S Noland Rd	4536 S Noland Rd

87. 1157 Cottage   1152 Cottage
88. 1400 Willow   140 Willow
89. 18605 E 14 Terr   18605 E 14 Terr
90. 1119 N Liberty   119 N Liberty
91. 20813 E 13 Terr   20813 E 13 Terr
92. 3201 S Vermont   3201 S Vermnt
93. 20417 15 Terr   20417 15 Terr
94. 924 N Main 56782   926 N Main 56782
95. 3714 Blue Ridge Blvd   3714 Blue Ridge Road

Sample Exam # 1 Answer Grid
Part I Address Checking

1. (A) (D)		33. (A) (D)		65. (A) (D)	
2. (A) (D)		34. (A) (D)		66. (A) (D)	
3. (A) (D)		35. (A) (D)		67. (A) (D)	
4. (A) (D)		36. (A) (D)		68. (A) (D)	
5. (A) (D)		37. (A) (D)		69. (A) (D)	
6. (A) (D)		38. (A) (D)		70. (A) (D)	
7. (A) (D)		39. (A) (D)		71. (A) (D)	
8. (A) (D)		40. (A) (D)		72. (A) (D)	
9. (A) (D)		41. (A) (D)		73. (A) (D)	
10. (A) (D)		42. (A) (D)		74. (A) (D)	
11. (A) (D)		43. (A) (D)		75. (A) (D)	
12. (A) (D)		44. (A) (D)		76. (A) (D)	
13. (A) (D)		45. (A) (D)		77. (A) (D)	
14. (A) (D)		46. (A) (D)		78. (A) (D)	
15. (A) (D)		47. (A) (D)		79. (A) (D)	
16. (A) (D)		48. (A) (D)		80. (A) (D)	
17. (A) (D)		49. (A) (D)		81. (A) (D)	
18. (A) (D)		50. (A) (D)		82. (A) (D)	
19. (A) (D)		51. (A) (D)		83. (A) (D)	
20. (A) (D)		52. (A) (D)		84. (A) (D)	
21. (A) (D)		53. (A) (D)		85. (A) (D)	
22. (A) (D)		54. (A) (D)		86. (A) (D)	
23. (A) (D)		55. (A) (D)		87. (A) (D)	
24. (A) (D)		56. (A) (D)		88. (A) (D)	
25. (A) (D)		57. (A) (D)		89. (A) (D)	
26. (A) (D)		58. (A) (D)		90. (A) (D)	
27. (A) (D)		59. (A) (D)		91. (A) (D)	
28. (A) (D)		60. (A) (D)		92. (A) (D)	
29. (A) (D)		61. (A) (D)		93. (A) (D)	
30. (A) (D)		62. (A) (D)		94. (A) (D)	
31. (A) (D)		63. (A) (D)		95. (A) (D)	
32. (A) (D)		64. (A) (D)			

Sample Exam Practice Exam
Answer Key

Part I - Address Checking

1. D	34. A	67. A
2. A	35. D	68. A
3. D	36. D	69. A
4. D	37. A	70. D
5. A	38. D	71. D
6. A	39. D	72. D
7. D	40. A	73. A
8. D	41. A	74. D
9. A	42. D	75. D
10. D	43. A	76. A
11. A	44. D	77. D
12. D	45. D	78. D
13. A	46. D	79. A
14. D	47. A	80. D
15. D	48. D	81. A
16. D	49. D	82. A
17. A	50. A	83. D
18. D	51. D	84. D
19. A	52. D	85. D
20. D	53. A	86. A
21. D	54. D	87. D
22. A	55. A	88. D
23. D	56. A	89. A
24. A	57. A	90. D
25. D	58. D	91. A
26. D	59. D	92. D
27. A	60. D	93. A
28. D	61. D	94. D
29. D	62. A	95. D
30. D	63. D	
31. A	64. A	
32. A	65. D	
33. D	66. A	

This is really a 2 section part, one for coding and one for memory. The memory section is the more difficult part and is our main focus here. During the coding section you will simply look at the chart and pick which group an address falls in, A, B, C, or D. The coding section is basically an open book test and as long as you look at the chart, the placing of the addresses is fairly simple. However, during the memory section, once the timed exam has started, you will not be allowed to look back at the groups of addresses. For this sample exam, during the memory section, you may study the following table of addresses for 5 minutes. You need to focus on memorizing which letter group the address appears in. On the exam itself you will simply need to remember which letter group that particular address was in. After 5 minutes put the table of addresses aside and begin the exam. You are not able to look at the table after you have started the exam. The answer sheets are behind the exam.

Group A	Group B
4200 - 4600 Peck Dr	1200 - 1600 Ash
Spring St	300 - 600 Redwood
500 - 900 Kiger Rd	Whitney Rd
3400 - 3800 Willis	400 - 800 Farview

Group C	Group D
600 - 900 Crysler	Dover Blvd
Kentucky Rd	1200 - 1400 Maywood
1200 - 1600 Gill	400 - 700 Wilson
5000 - 9000 Marion	3400 - 3800 Main

Group E

100 - 400 McCoy
1100 - 1400 Hall Rd
Claremont Dr
8200 - 8600 Gudgell

Directions: On your Answer Sheet show which letter group that address was in (from the prior table). A, B, C, D, or E. Remember you may not look back at the table once you have begun the exam.

1. 600 - 900 Crysler
2. Dover Blvd
3. 4200 - 4600 Peck Dr
4. 1200 - 1600 Ash
5. Kentucky Rd
6. Spring St
7. 300 - 600 Redwood
8. 500 - 900 Kiger Rd
9. Whitney Rd
10. 1200 - 1600 Gill
11. 3400-3800 Willis
12. 5000 - 9000 Marion
13. 400 - 800 Farview
14. 3400 - 3800 Main
15. 100 - 400 McCoy
16. 3400 - 3800 Willis
17. Whitney Rd
18. 1200 - 1400 Maywood
19. 600 - 900 Crysler
20. 400 - 700 Wilson
21. 1200 - 1600 Gill
22. 400 - 800 Farview
23. 500 - 900 Kiger Rd
24. Dover Blvd
25. Kentucky Rd
26. 4200 - 4600 Peck Dr

27. 300 - 600 Redwood
28. 400 - 700 Wilson
29. Spring St
30. 1200 - 1600 Gill
31. Whitney Rd
32. 500 - 900 Kiger
33. 3400 - 3800 Willis
34. 1200 - 1600 Gill
35. Dover Blvd
36. 600 - 900 Crysler
37. 1200 - 1600 Ash
38. 1200 - 1400 Maywood
39. 400 - 800 Farview
40. 400 - 700 Wilson
41. 300 - 600 Redwood
42. Kentucky Rd
43. Spring St
44. 3400 - 3800 Main
45. 1200 - 1600 Ash
46. 5000 - 9000 Marion
47. 4200 -4600 Peck Dr
48. Claremont Dr
49. 1200 - 1400 Maywood
50. 3400 - 3800 Willis
51. Whitney Rd
52. 5000 - 900 Marion
53. 500 - 900 Kiger Rd
54. 100 - 400 McCoy
55. 600 - 900 Crysler
56. 1200 - 1600 Ash
57. 1100 - 1400 Hall Rd
58. 8200 - 8600 Gudgell

59. 4200 - 4600 Peck Dr
60. 1200 - 1600 Gill
61. 3400 - 3800 Main
62. Claremont Dr
63. 300 - 600 Redwood
64. 3400 - 3800 Main
65. Kentucky Rd
66. 600 - 900 Crysler
67. Spring St
68. Dover Blvd
69. 5000 - 9000 Marion
70. 100 - 400 McCoy
71. 500 - 900 Kiger Rd
72. 400 - 700 Wilson
73. 400 - 800 Farview
74. 1100 - 1400 Hall Rd
75. 1200 - 1400 Maywood
76. Spring St
77. 1200 - 1600 Ash
78. Whitney Rd
79. 1200 - 1600 Gill
80. 300 - 600 Redwood
81. 3400 - 3800 Main
82. Claremont Dr
83. 4200 - 4600 Peck Dr
84. Kentucky Rd
85. 100 - 400 McCoy
86. 400 - 800 Farview
87. 8200 - 8600 Gudgell
88. 500 - 900 Kiger Rd

Sample Exam # 1 Answer Grid
Part II Address Memory

1. Ⓐ Ⓑ Ⓒ Ⓓ Ⓔ
2. Ⓐ Ⓑ Ⓒ Ⓓ Ⓔ
3. Ⓐ Ⓑ Ⓒ Ⓓ Ⓔ
4. Ⓐ Ⓑ Ⓒ Ⓓ Ⓔ
5. Ⓐ Ⓑ Ⓒ Ⓓ Ⓔ
6. Ⓐ Ⓑ Ⓒ Ⓓ Ⓔ
7. Ⓐ Ⓑ Ⓒ Ⓓ Ⓔ
8. Ⓐ Ⓑ Ⓒ Ⓓ Ⓔ
9. Ⓐ Ⓑ Ⓒ Ⓓ Ⓔ
10. Ⓐ Ⓑ Ⓒ Ⓓ Ⓔ
11. Ⓐ Ⓑ Ⓒ Ⓓ Ⓔ
12. Ⓐ Ⓑ Ⓒ Ⓓ Ⓔ
13. Ⓐ Ⓑ Ⓒ Ⓓ Ⓔ
14. Ⓐ Ⓑ Ⓒ Ⓓ Ⓔ
15. Ⓐ Ⓑ Ⓒ Ⓓ Ⓔ
16. Ⓐ Ⓑ Ⓒ Ⓓ Ⓔ
17. Ⓐ Ⓑ Ⓒ Ⓓ Ⓔ
18. Ⓐ Ⓑ Ⓒ Ⓓ Ⓔ
19. Ⓐ Ⓑ Ⓒ Ⓓ Ⓔ
20. Ⓐ Ⓑ Ⓒ Ⓓ Ⓔ
21. Ⓐ Ⓑ Ⓒ Ⓓ Ⓔ
22. Ⓐ Ⓑ Ⓒ Ⓓ Ⓔ
23. Ⓐ Ⓑ Ⓒ Ⓓ Ⓔ
24. Ⓐ Ⓑ Ⓒ Ⓓ Ⓔ
25. Ⓐ Ⓑ Ⓒ Ⓓ Ⓔ
26. Ⓐ Ⓑ Ⓒ Ⓓ Ⓔ
27. Ⓐ Ⓑ Ⓒ Ⓓ Ⓔ
28. Ⓐ Ⓑ Ⓒ Ⓓ Ⓔ
29. Ⓐ Ⓑ Ⓒ Ⓓ Ⓔ
30. Ⓐ Ⓑ Ⓒ Ⓓ Ⓔ

31. Ⓐ Ⓑ Ⓒ Ⓓ Ⓔ
32. Ⓐ Ⓑ Ⓒ Ⓓ Ⓔ
33. Ⓐ Ⓑ Ⓒ Ⓓ Ⓔ
34. Ⓐ Ⓑ Ⓒ Ⓓ Ⓔ
35. Ⓐ Ⓑ Ⓒ Ⓓ Ⓔ
36. Ⓐ Ⓑ Ⓒ Ⓓ Ⓔ
37. Ⓐ Ⓑ Ⓒ Ⓓ Ⓔ
38. Ⓐ Ⓑ Ⓒ Ⓓ Ⓔ
39. Ⓐ Ⓑ Ⓒ Ⓓ Ⓔ
40. Ⓐ Ⓑ Ⓒ Ⓓ Ⓔ
41. Ⓐ Ⓑ Ⓒ Ⓓ Ⓔ
42. Ⓐ Ⓑ Ⓒ Ⓓ Ⓔ
43. Ⓐ Ⓑ Ⓒ Ⓓ Ⓔ
44. Ⓐ Ⓑ Ⓒ Ⓓ Ⓔ
45. Ⓐ Ⓑ Ⓒ Ⓓ Ⓔ
46. Ⓐ Ⓑ Ⓒ Ⓓ Ⓔ
47. Ⓐ Ⓑ Ⓒ Ⓓ Ⓔ
48. Ⓐ Ⓑ Ⓒ Ⓓ Ⓔ
49. Ⓐ Ⓑ Ⓒ Ⓓ Ⓔ
50. Ⓐ Ⓑ Ⓒ Ⓓ Ⓔ
51. Ⓐ Ⓑ Ⓒ Ⓓ Ⓔ
52. Ⓐ Ⓑ Ⓒ Ⓓ Ⓔ
53. Ⓐ Ⓑ Ⓒ Ⓓ Ⓔ
54. Ⓐ Ⓑ Ⓒ Ⓓ Ⓔ
55. Ⓐ Ⓑ Ⓒ Ⓓ Ⓔ
56. Ⓐ Ⓑ Ⓒ Ⓓ Ⓔ
57. Ⓐ Ⓑ Ⓒ Ⓓ Ⓔ
58. Ⓐ Ⓑ Ⓒ Ⓓ Ⓔ
59. Ⓐ Ⓑ Ⓒ Ⓓ Ⓔ
60. Ⓐ Ⓑ Ⓒ Ⓓ Ⓔ

61. Ⓐ Ⓑ Ⓒ Ⓓ Ⓔ
62. Ⓐ Ⓑ Ⓒ Ⓓ Ⓔ
63. Ⓐ Ⓑ Ⓒ Ⓓ Ⓔ
64. Ⓐ Ⓑ Ⓒ Ⓓ Ⓔ
65. Ⓐ Ⓑ Ⓒ Ⓓ Ⓔ
66. Ⓐ Ⓑ Ⓒ Ⓓ Ⓔ
67. Ⓐ Ⓑ Ⓒ Ⓓ Ⓔ
68. Ⓐ Ⓑ Ⓒ Ⓓ Ⓔ
69. Ⓐ Ⓑ Ⓒ Ⓓ Ⓔ
70. Ⓐ Ⓑ Ⓒ Ⓓ Ⓔ
71. Ⓐ Ⓑ Ⓒ Ⓓ Ⓔ
72. Ⓐ Ⓑ Ⓒ Ⓓ Ⓔ
73. Ⓐ Ⓑ Ⓒ Ⓓ Ⓔ
74. Ⓐ Ⓑ Ⓒ Ⓓ Ⓔ
75. Ⓐ Ⓑ Ⓒ Ⓓ Ⓔ
76. Ⓐ Ⓑ Ⓒ Ⓓ Ⓔ
77. Ⓐ Ⓑ Ⓒ Ⓓ Ⓔ
78. Ⓐ Ⓑ Ⓒ Ⓓ Ⓔ
79. Ⓐ Ⓑ Ⓒ Ⓓ Ⓔ
80. Ⓐ Ⓑ Ⓒ Ⓓ Ⓔ
81. Ⓐ Ⓑ Ⓒ Ⓓ Ⓔ
82. Ⓐ Ⓑ Ⓒ Ⓓ Ⓔ
83. Ⓐ Ⓑ Ⓒ Ⓓ Ⓔ
84. Ⓐ Ⓑ Ⓒ Ⓓ Ⓔ
85. Ⓐ Ⓑ Ⓒ Ⓓ Ⓔ
86. Ⓐ Ⓑ Ⓒ Ⓓ Ⓔ
87. Ⓐ Ⓑ Ⓒ Ⓓ Ⓔ
88. Ⓐ Ⓑ Ⓒ Ⓓ Ⓔ

Practice Exam
Answer Key

Part II - Address Memory

1. C	34. C	67. A
2. D	35. D	68. D
3. A	36. C	69. C
4. B	37. B	70. E
5. C	38. D	71. A
6. A	39. B	72. D
7. B	40. D	73. B
8. A	41. B	74. E
9. B	42. C	75. D
10. C	43. A	76. A
11. A	44. D	77. B
12. C	45. B	78. B
13. B	46. C	79. C
14. D	47. A	80. B
15. E	48. E	81. D
16. A	49. D	82. E
17. B	50. A	83. A
18. D	51. B	84. C
19. C	52. C	85. E
20. D	53. A	86. B
21. C	54. E	87. E
22. B	55. C	88. A
23. A	56. B	
24. D	57. E	
25. C	58. E	
26. A	59. A	
27. B	60. C	
28. D	61. D	
29. A	62. E	
30. C	63. B	
31. B	64. D	
32. A	65. C	
33. A	66. C	

Part III Forms Completion

The Postal Service has a number of various forms that are completed through the process of performing job duties. Therefore, it's important that an employee know and understand how to complete various forms. The Forms Completion section tests your ability to complete various sample forms quickly and accurately. This part will show you 3 different forms for completion. Each form will be shown first and the following page will then ask you 6 separate questions about that form. The answer sheets are behind the exam.

The forms and questions begin on the next page.

Authorization to Hold Mail

Postmaster - Please hold mail for:

1. Name(s)

2. Address

3a. Begin Holding Mail (Date)	**3b.** Resume Delivery (Date)

4. ☐ **Option A**
I will pick up all accumulated mail when I return and understand that mail delivery will not resume until I do. (This is suggested if your return date may change or if no one will be at home to receive mail.)

5. ☐ **Option B**
Please deliver all accumulated mail and resume normal delivery on the ending date shown above.

6. Customer Signature

For Post Office Use Only

7. Date Received

8a. Clerk	**8b.** Bin Number
9a. Carrier	**9b.** Route Number

Customer Option A Only

Carrier: Accumulated mail has been picked up.

10a. Resume delivery on (date) _____

10b. By: _____

Look at the form on the previous page and answer the following questions.

1. The customer's name is Steve Evans, the clerk's name is Henry Williams and the carrier's name is Julie Smith. Where would Henry Williams' name be entered on this form?

A) Box 1
B) Box 8a
C) Box 9a
D) Box 9b
E) None of the above

2. The customer's name is Steve Evans, the clerk's name is Henry Williams and the carrier's name is Julie Smith. Where would Julie Smith's name be entered on this form?

A) Box 1
B) Box 8a
C) Box 9a
D) Box 6
E) None of the above

3. The customer's name is Steve Evans, the clerk's name is Henry Williams and the carrier's name is Julie Smith. Where would Steve Evans'name be entered on this form?

A) Box 1
B) Box 8a
C) Box 9a
D) Box 10b
E) None of the above

4. If Option A in Box 4 is checked, which of these is correct?

A) The accumulated mail should be delivered on the date specified.
B) The accumulated mail should be delivered and delivery should resume on the date specified.
C) Mail should no longer be held as of the date specified.
D) The Postmaster will deliver the mail immediately.
E) None of the above is correct.

5. How would you indicate that you want your accumulated mail delivered on 4/14/12 and that you want your normal delivery to resume on that date?

A) Enter 4/14/12 in Box 3b.
B) Check "Option B" in Box 5.
C) Enter 4/14/12 on Line 10a.
D) Enter 4/14/12 in Box 3b and check "Option B" in Box 5.
E) None of the above

6. A date would be an acceptable entry for each of these EXCEPT

A) Box 3b
B) Box 6
C) Box 7
D) Line 10a
E) None of the above

Certificate of Bulk Mailing

Fee for Certificate			1. Meter stamp or postage (uncancelled) stamps in payment of fee to be affixed here and cancelled by postmarking, including date.
Up to 1,000 pieces		Use Current Rate Chart	
For each additional 1,000 pieces, or fraction			
Duplicate Copy			

2a. Number of identical pieces	2b. Class of mail	2c. Postage on each	2d. Number of pieces per lb.	2e. Total number of pounds	2f. Total postage paid	2g. Fee paid

3a. Mailed for	3b. Mailed by

Postmaster's Certificate

It is hereby certified that the above-described mailing has been received and number of pieces and postage verified.

4. _____
   (Postmaster or Designee)

Look at the form on the previous page and answer the following questions.

7.   Where should the class of mail be entered?

A) Box 2e
B) Box 3a
C) Box 2b
D) Box 2g
E) None of the above

8.   Which of these would be an acceptable entry for Box 2c?

A) Zip code 33317
B) $0.51
C) A check mark
D) 321 Dover Street
E) None of the above

9. Where should the total weight be entered?

A) Box 3a
B) Box 2a
C) Box 2e
D) Box 1
E) None of the above

10. Which of these would be an acceptable entry for Box 2b?

A) $2.01
B) 50 pounds
C) Steve Evans
D) A check mark
E) None of the above

11. Where would you indicate the total amount of postage paid for this bulk mailing?

A) Box 3b
B) Box 2e
C) Box 2g
D) Box 2f
E) None of the above

12. A number would be an acceptable entry for each of these EXCEPT

A) Box 3b
B) Box 2a
C) Box 2d
D) Box 2e
E) None of the above

EXPRESS MAIL   **Mailing Label**

ORIGIN (POSTAL USE ONLY)

PO ZIP Code	Day of Delivery	Flat Rate Envelope
1a.	**1b.** ☐ Next ☐ Second	**1c.** ☐

Date In		Postage
2a.	**2b.** ☐ Noon ☐ 3 PM	**2c.** $

Time In	Military	Return Receipt Fee
3a. ☐ AM ☐ PM	**3b.** 2nd Day 3rd Day	**3c.**

Weight	Int'l Alpha Country Code	COD Fee	Insurance Fee
4a. lbs. ozs.	**4b.**	**4c.**	**4d.**

No Delivery	Acceptance Clerk Initials	Total Postage & Fees
5a. ☐ Wknd ☐ Holiday	**5b.**	**5c.** $

DELIVERY (POSTAL USE ONLY)

Delivery Attempt	Time	Employee Signature
1d. Mo. Day	**1e.** ☐ AM ☐ PM	**1f.**
2d. Mo. Day	**2e.** ☐ AM ☐ PM	**2f.**
3d. Mo. Day	**3e.** ☐ AM ☐ PM	**3f.**

6. ☐ WAIVER OF SIGNATURE

NO DELVERY ☐ Weekend ☐ Holiday

Customer Signature _____

CUSTOMER USE ONLY

Method of Payment

7a. Express Mail corporate Acct. No.

Federal Agency Acct. No. or

7b. Postal Service Acct. No.

8a. FROM: (PLEASE PRINT) PHONE: _____

8b. TO: (PLEASE PRINT) PHONE: _____

ZIP + 4: _____

Look at the form on the previous page and answer the following questions.

13. Where would you enter the recipient's address?

A) Box 7b
B) Box 1a
C) Box 3f
D) Box 8b
E) None of the above

14. An Express mail package was dropped off to the Post office on 6/9/15 at 11:15 in the morning. How should this be noted on the form?

A) Write "6/9/15" in Box 2a and check "PM" in Box 3a
B) Write "6/9/15" in Box 2a, write "11:15" in Box 3a, and check "AM" in Box 3a
C) Write "6/9/15" in Box 1d and check "AM" in Box 1e
D) Does not apply on this form
E) None of the above

15. When the customer drops this package off for mailing they are told the delivery will be made the next day. Where would this be entered on the form?

A) Box 1d
B) Box 3d
C) Box 1b
D) Box 3c
E) None of the above

16. Where would the total amount of postage and any additional services be entered?

A) Box 5c
B) Box 2c
C) Box 3c
D) Box 7a
E) None of the above

17. The Post office zip code where the package is being dropped is 54356, the zip code of the sender is 54369 and the zip code of the recipient is 86782. What would be placed in box 1a?

A) 86782
B) 54369
C) 54356
D) 33317
E) None of the above

18. Which of these would be an acceptable entry for 2b?

A) 6/16/15
B) $5.06
C) Julie Smith
D) 54369
E) None of the above

Sample Exam # 1 Answer Grid
Part III Forms Completion

1. Ⓐ Ⓑ Ⓒ Ⓓ Ⓔ
2. Ⓐ Ⓑ Ⓒ Ⓓ Ⓔ
3. Ⓐ Ⓑ Ⓒ Ⓓ Ⓔ
4. Ⓐ Ⓑ Ⓒ Ⓓ Ⓔ
5. Ⓐ Ⓑ Ⓒ Ⓓ Ⓔ
6. Ⓐ Ⓑ Ⓒ Ⓓ Ⓔ
7. Ⓐ Ⓑ Ⓒ Ⓓ Ⓔ
8. Ⓐ Ⓑ Ⓒ Ⓓ Ⓔ
9. Ⓐ Ⓑ Ⓒ Ⓓ Ⓔ
10. Ⓐ Ⓑ Ⓒ Ⓓ Ⓔ
11. Ⓐ Ⓑ Ⓒ Ⓓ Ⓔ
12. Ⓐ Ⓑ Ⓒ Ⓓ Ⓔ
13. Ⓐ Ⓑ Ⓒ Ⓓ Ⓔ
14. Ⓐ Ⓑ Ⓒ Ⓓ Ⓔ
15. Ⓐ Ⓑ Ⓒ Ⓓ Ⓔ
16. Ⓐ Ⓑ Ⓒ Ⓓ Ⓔ
17. Ⓐ Ⓑ Ⓒ Ⓓ Ⓔ
18. Ⓐ Ⓑ Ⓒ Ⓓ Ⓔ

Practice Exam
Answer Key

Part III – Forms Completion

1. B
2. C
3. A
4. E
5. D
6. B
7. C
8. B
9. C
10. E
11. D
12. A
13. D
14. B
15. C
16. A
17. C
18. E

Scoring the Results

Part I. Address Checking

     Determine how many answers you checked correctly and incorrectly, this will give you a raw score. Fill in these two numbers in the following equation:

Correct Answers   (minus)   Incorrect Answers   (equals)   Score

_____   -   _____   =

Part II. Address Memory

     Determine how many answers you checked correctly and incorrectly. Take the number of incorrect answers and divide that number by 4. Then put that number and the number of correct answers into the following equation:

Correct Answers   (minus)   Incorrect Ans. / 4   (equals)   Score

_____   -   _____   =

Now, add the two scores from Part I. And Part II to determine a raw score.

    Part I Score   Plus   Part II Score   (equals)   Total Score

_____   +   _____   =

Part III. Forms Completion

Total number of correct answers divided by 18 = _____ %

Remember, these are not your official scores it is just a way for you to measure your progress.