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*Original*

## Part B: Forms Completion

**Directions:** Part B of this test consists of 30 questions for you to complete in 15 minutes. You will be shown a series of forms that are similar to ones used by the U.S. Postal Service. The parts of each form are labeled (for example, 3 and 4a). Each form is accompanied by several questions that test your ability to complete the form properly. For each question, choose the best answer and mark your selection (A, B, C, or D) on your answer sheet.

Go to the next page when you are ready to begin Part B under timed conditions.

An answer key is given at the end of the chapter.

Number of Questions: 30

Time: 15 minutes

<b>Bulk Mailing Certificate</b>			
Certificate Fee Schedule			
1a. 1 – 1,000 pieces	\$ _____	} Use Current Rate Schedule	
1b. Each additional 1,000 pieces (or fraction thereof)	\$ _____		
2a. Number of Identical Pieces	2b. Mail Class	2c. Postage per Piece	2d. Total Postage
3a. Number of Pieces per Pound		3b. Total Number of Pieces	3c. Bulk Mailing Fee
4a. Mailed By		4b. Mailed For	5. Total Postage and Fees
6. Postmaster's Certificate I hereby certify that the mailing described above has been received and the number of pieces and the postage is correct.  X _____ <div style="text-align: center;">(Postmaster)</div>			

1. Which of these is a correct entry for Box 1b?  
 (A) "Bulk"  
 (B) A check mark  
 (C) "275.00"  
 (D) "U.S."
4. How would the postmaster certify that the number of pieces is correct?  
 (A) Enter a check mark in Box 6  
 (B) Stamp the form with a postmark  
 (C) Enter her signature in Box 4a  
 (D) Enter her signature in Box 6
2. In which box could "Marc Cummings" be a correct entry?  
 (A) Box 4a  
 (B) Box 1a  
 (C) Box 5  
 (D) Box 1b
5. Which of these is a correct entry for Box 4b?  
 (A) "\$6.50"  
 (B) "44935-0087"  
 (C) "120 Commerce Blvd., Atlanta, GA"  
 (D) "Orion Corp."
3. Which of these is an appropriate entry in Box 3a?  
 (A) "\$16.00"  
 (B) "82 lbs."  
 (C) "16"  
 (D) "10/03/06"
6. The current bulk mailing rate for 1,000 pieces is \$55.00. How would you indicate this?  
 (A) Enter "\$55.00" in Box 2c  
 (B) Enter "55.00" in Line 1a  
 (C) Enter "\$55.00" in Box 5  
 (D) Enter "55.00" in Box 2a



<b>Customs Dispatch Order and Declaration</b>			
<p>1. Sender Information</p> <p>1a. Name _____</p> <p>1b. Street, Apt., or PO Box No. _____</p> <p>1c. City, State, ZIP + 4 _____</p> <p>1d. Country _____</p>	<p>2. Addressee Information</p> <p>2a. Name _____</p> <p>2b. Street, Apt., or PO Box No. _____</p> <p>2c. City, State, ZIP + 4 _____</p> <p>2d. Country _____</p>		
<p>3a. Contents (Detailed Description)</p>	<p>3c. Qty</p>	<p>3d. Weight lb.          oz.</p>	<p>3e. Value (US \$)</p>
<p>3b. Check One</p> <p><input type="checkbox"/> Gift                      <input type="checkbox"/> Commercial Sample</p> <p><input type="checkbox"/> Document                <input type="checkbox"/> Other</p>	<p>3f. Restriction and Other Comments (e.g., subject to quarantine)</p>		
<p>4. For Commercial Items Only</p> <p>4a. Country of Origin _____ <input type="checkbox"/> Unknown</p> <p>4b. HS Tariff No. _____ <input type="checkbox"/> Unknown</p>	<p>5. Sender's Signature and Date</p>		
<p>6. Delivery (Check One)</p> <p><input type="checkbox"/> Priority/Air</p> <p><input type="checkbox"/> Non-Priority/Surface</p>			

7. The item declared weighs 12 pounds. Where would you indicate this?
- (A) Box 3a
  - (B) Box 3e
  - (C) Box 3d
  - (D) Box 3c
8. Where would you indicate that the article declared is subject to quarantine?
- (A) Box 1
  - (B) Box 3a
  - (C) Box 5
  - (D) Box 3f
9. Which of these would be a correct entry for Box 3a?
- (A) A check mark
  - (B) "Bottle of wine"
  - (C) "\$240.00"
  - (D) "Michelle Girard"
10. A person's name is a correct entry for every box EXCEPT which?
- (A) Box 5
  - (B) Box 6
  - (C) Box 2a
  - (D) Box 1
11. How would you indicate that the article is sent to France?
- (A) Enter "France" in Box 2d
  - (B) Enter "Europe" in Line 4b
  - (C) Enter "France" next to "Other" in Box 3b
  - (D) Enter "France" in Line 4a
12. Which of these would be a correct entry for Line 2c?
- (A) "Gift"
  - (B) "U.S."
  - (C) "NY"
  - (D) "50"
13. Where should the HS tariff number be entered on this form?
- (A) Box 6
  - (B) Line 2b
  - (C) Box 3d
  - (D) Line 4b



<b>Certified Mail Receipt (Domestic Mail Only)</b>		
<b>TO BE COMPLETED BY SENDER</b>	<b>OFFICIAL USE</b>	
1. Sent To	Postage	4.
2. Street, Apt. No., or PO Box	Certified Fee	5.
3. City, State, ZIP + 4	Return Receipt Fee	6.
	Restricted Delivery Fee	7.
<b>CERTIFIED MAIL NUMBER</b> 9217 0048 5033 7002	Total Postage and Fees	8.

14. The restricted delivery fee is \$3.20. Where would you indicate this?
- (A) Box 5
  - (B) Box 8
  - (C) Box 7
  - (D) Box 6
15. All of these would be appropriate entries for Box 3 EXCEPT which?
- (A) "Alaska"
  - (B) "Boston"
  - (C) "08648-0003"
  - (D) "Apt. 5"
16. The state to which the article is sent is Illinois. Where would this be indicated on the form?
- (A) Line 3
  - (B) Box 4
  - (C) Line 1
  - (D) Line 2
17. Which of these types of entries should the postal employee enter on this form?
- (A) A special handling fee
  - (B) A certified fee
  - (C) A delivery address
  - (D) A postmark
18. Which of these would be an appropriate entry on this form?
- (A) "10/03/07"
  - (B) A check mark
  - (C) "3.30"
  - (D) A signature
19. Where is the postage indicated on this form?
- (A) Box 4
  - (B) Box 5
  - (C) Box 6
  - (D) Box 8



Delivery Confirmation Receipt (Do not use for insured or registered mail.)		
1. (To Be Completed by Sender)	2 - 4 (Post Office Use Only)	
1a. Name	2a. \$	Postage
1b. Street, Apt. No., or PO Box No.	2b. \$	Delivery Confirmation Fee
1c. City, State, ZIP + 4	2c. \$	Total Postage and Fees
DELIVERY CONFIRMATION NUMBER 5011 2974 3310 0993	3. (Check One)	4.
	<input type="checkbox"/> Priority <input type="checkbox"/> First Class <input type="checkbox"/> Package Services	Postmark Here

20. Which of these would be a correct entry for Line 1c?  
(A) "San Francisco, CA 94115"  
(B) A check mark  
(C) "1.25"  
(D) "9080 Nantucket Dr."
21. Which of these portions of the form does the sender complete?  
(A) Box 3  
(B) Line 2a  
(C) Box 4  
(D) Line 1c
22. The postage is \$.57. Where would you indicate this?  
(A) Box 2b  
(B) Box 2c  
(C) Box 3  
(D) Box 2a
23. Which type of delivery service can be specified on this form?  
(A) Insured  
(B) Registered  
(C) First class  
(D) Express mail
24. Where should the sender's name be entered on this form?  
(A) Box 2a  
(B) Line 1b  
(C) Line 1a  
(D) Box 4
25. Which of these entries is correct for Line 2c?  
(A) "11/03/07"  
(B) "6.45"  
(C) "Yolanda Ramirez"  
(D) "2 lb. 8 oz."





Global Direct Notification of Mailing	
1. Sender Information	2. Destination Country
1a. Name _____	3. Date Notified
1b. Telephone _____	4. Global Direct ID Number
1c. Fax No. _____	
1d. Address _____	
5a. Mailing Date	6. Return Address
5b. Approx. Total Weight	<input type="checkbox"/> Use my own in-country designated return address
5c. Quantity _____ <input type="checkbox"/> Trays	<input type="checkbox"/> Use the following postal service-provided return address: _____
_____ <input type="checkbox"/> Pallets	_____

26. Which of these would be a correct entry for Line 1c?  
(A) "09/14/06"  
(B) A check mark  
(C) "Dennis Grier"  
(D) "(602) 555-4213"
27. Which type of information should be entered in Box 5c?  
(A) A name  
(B) A number  
(C) An address  
(D) A date
28. Where should the sender's ZIP code be entered on this form?  
(A) Line 1d  
(B) Box 4  
(C) Line 1c  
(D) Box 5a
29. The sender wants to designate his own address as the return address. How would the sender indicate this?  
(A) Enter the return address in Box 6  
(B) Enter "See Line 1d" in Box 6  
(C) Enter a check mark in the upper square in Box 6  
(D) Enter "Return address" in Box 6
30. In which of these would the Global Direct ID number be a correct entry?  
(A) Line 1c  
(B) Box 3  
(C) Box 2  
(D) Box 4

**Part A: Address Checking**

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

21. (A) (B) (C) (D)
22. (A) (B) (C) (D)
23. (A) (B) (C) (D)
24. (A) (B) (C) (D)
25. (A) (B) (C) (D)
26. (A) (B) (C) (D)
27. (A) (B) (C) (D)
28. (A) (B) (C) (D)
28. (A) (B) (C) (D)
30. (A) (B) (C) (D)
31. (A) (B) (C) (D)
32. (A) (B) (C) (D)
33. (A) (B) (C) (D)
34. (A) (B) (C) (D)
35. (A) (B) (C) (D)
36. (A) (B) (C) (D)
37. (A) (B) (C) (D)
38. (A) (B) (C) (D)
39. (A) (B) (C) (D)
40. (A) (B) (C) (D)

41. (A) (B) (C) (D)
42. (A) (B) (C) (D)
43. (A) (B) (C) (D)
44. (A) (B) (C) (D)
45. (A) (B) (C) (D)
46. (A) (B) (C) (D)
47. (A) (B) (C) (D)
48. (A) (B) (C) (D)
49. (A) (B) (C) (D)
50. (A) (B) (C) (D)
51. (A) (B) (C) (D)
52. (A) (B) (C) (D)
53. (A) (B) (C) (D)
54. (A) (B) (C) (D)
55. (A) (B) (C) (D)
56. (A) (B) (C) (D)
57. (A) (B) (C) (D)
58. (A) (B) (C) (D)
59. (A) (B) (C) (D)
60. (A) (B) (C) (D)

**Part B: Forms Completion**

1. (A) (B) (C) (D)
2. (A) (B) (C) (D)
3. (A) (B) (C) (D)
4. (A) (B) (C) (D)
5. (A) (B) (C) (D)
6. (A) (B) (C) (D)
7. (A) (B) (C) (D)
8. (A) (B) (C) (D)
9. (A) (B) (C) (D)
10. (A) (B) (C) (D)

11. (A) (B) (C) (D)
12. (A) (B) (C) (D)
13. (A) (B) (C) (D)
14. (A) (B) (C) (D)
15. (A) (B) (C) (D)
16. (A) (B) (C) (D)
17. (A) (B) (C) (D)
18. (A) (B) (C) (D)
19. (A) (B) (C) (D)
20. (A) (B) (C) (D)

21. (A) (B) (C) (D)
22. (A) (B) (C) (D)
23. (A) (B) (C) (D)
24. (A) (B) (C) (D)
25. (A) (B) (C) (D)
26. (A) (B) (C) (D)
27. (A) (B) (C) (D)
28. (A) (B) (C) (D)
29. (A) (B) (C) (D)
30. (A) (B) (C) (D)