

<b>MAIL DISCREPANCY NOTICE</b>		DATE
TO (Organization/Office Symbol)	FROM (Organization/Office Symbol/Name/Phone)	
<b>INSTRUCTIONS</b>		
The attached administrative communication contains discrepancies as checked below. In order to prevent recurrence, the discrepancies or oversights cited will be brought to the attention of the responsible individual for corrective action. This form must be returned with corrected material.		
<input type="checkbox"/> ENVELOPE	<input type="checkbox"/> USE WHITE OR LIGHT COLORED	<input type="checkbox"/> REQUIRED - NO POUCH SERVICE
	<input type="checkbox"/> IMPROPER SIZE	<input type="checkbox"/> IMPROPER FOR OFF-BASE MAILING
<input type="checkbox"/> CONTAINER IMPROPERLY WRAPPED/SEALED	<input type="checkbox"/> DO NOT USE MASKING OR SCOTCH TAPE	<input type="checkbox"/> DO NOT USE STAPLES
<input type="checkbox"/> SHIPPING LABEL	<input type="checkbox"/> MISSING	<input type="checkbox"/> CITY, STATE & ZIP CODE NOT ON SAME LINE
	<input type="checkbox"/> NOT TYPED OR COMPUTER GENERATED	<input type="checkbox"/> INCORRECTLY USED
		<input type="checkbox"/> TYPED INFO BELOW CITY STATE, ZIP CODE LINE
<input type="checkbox"/> ADDRESS	<input type="checkbox"/> MISSING ORGANIZATION DESIGNATION	<input type="checkbox"/> MISSING OFFICE SYMBOL
	<input type="checkbox"/> INCOMPLETE	
<input type="checkbox"/> ZIP +4 CODE	<input type="checkbox"/> MISSING	<input type="checkbox"/> INCORRECT
		<input type="checkbox"/> NO LONGER IN USE
<input type="checkbox"/> APO/FPO	<input type="checkbox"/> AA, AE, AP MISSING	<input type="checkbox"/> DO NOT MIX COUNTRY ADDRESS WITH APO/FPO ADDRESS
	<input type="checkbox"/> UNKNOWN	
<input type="checkbox"/> OFFICE SYMBOL	<input type="checkbox"/> UNKNOWN	<input type="checkbox"/> NOT INDICATED
		<input type="checkbox"/> NO LONGER IN USE
<input type="checkbox"/> RETURN ADDRESS	<input type="checkbox"/> MISSING	<input type="checkbox"/> INCOMPLETE
	<input type="checkbox"/> MISSING OFFICIAL BUSINESS STATEMENT	
<input type="checkbox"/> INTEROFFICE CORRESPONDENCE IS RETURNED FOR INCLOSURE IN U.S. GOVERNMENT ENVELOPE (SF 65)		
<input type="checkbox"/> SF 65	<input type="checkbox"/> MULTIPLE ADDRESSES	
	<input type="checkbox"/> PERMITTED FOR OFF-BASE MAILING TO POUCH BASES ONLY	
<input type="checkbox"/> MAIL IMPROPERLY INSERTED IN WINDOW ENVELOPE - COMPLETE ADDRESS NOT VISIBLE		
<input type="checkbox"/> CUSTOMS FORMS: PLEASE FILL OUT ATTACHED CUSTOMS FORM AND RETURN WITH PACKAGE TO MAILROOM		
<input type="checkbox"/> PS FORM 3602	<input type="checkbox"/> MISSING	<input type="checkbox"/> INCORRECT
<input type="checkbox"/> PERSONAL MAIL NOT AUTHORIZED		
PLEASE CONSULT DOD 4525.8M/AF SUPPLEMENT, OFFICIAL MAIL MANUAL, AFMCS1 AND ANY LOCAL SUPPLEMENT FOR FURTHER INSTRUCTIONS		
<input type="checkbox"/> OTHER (Specify in detail)		

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### **About the ITAOP/savePDF Method**

The traditional Field-by-Field creation process is extremely ineffective and slow.

The only realistic option to create high-quality forms is the Insert-Text-Anywhere-on-Page (ITAOP) method.

The field creation process is about 10,000 times faster than the traditional method; the list of ITAOP features is not even available for the traditional method.

ITAOP savePDF method proved to be very simple and completely reliable for millions of users all over the world (incl. individuals, companies, organizations, government employees).