

**SAMPLE WORKSHEET**

**SAMPLE Task Order Number:** ST045-83  
**Job Title:** General Clerk III

<b>Deliverable</b>	<b>Performance Standard</b>	<b>Acceptable Quality Level</b>	<b>Method Used/Frequency</b>
1. Receive and sort incoming mail/distribution	Incoming mail sorted for pick up by 10:00 am Internal mail sorted throughout the day Distribution sorted upon receipt	95%	Random sampling / monthly
2. Contact customer for pickup upon receipt of overnight packages	Customer contacted immediately	95%	Random sampling / monthly
3. Receive/prepare outgoing mail	Overnight packages prepared for pickup by UPS NLT 2:30 pm Outgoing mail metered by 3:00 pm Certified mail metered NLT 3:00 pm	98%	Random sampling / monthly
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14.			

Agency Project Officer Signature/Date: \_\_\_\_\_

FedSource COTR Signature/Date: \_\_\_\_\_