

**U.S. Department of Energy  
Notification of Incoming Mail**

**Part 1**

Sender Name: \_\_\_\_\_

Employee Name: \_\_\_\_\_ Routing Symbol: \_\_\_\_\_

Room Number: \_\_\_\_\_ Date Received: \_\_\_\_\_

Date Contacted: \_\_\_\_\_

**MESSAGE**

To Sender: Mail must be picked up by: \_\_\_\_\_ or item will be returned to sender.

HQ F 1410.8  
(8-84)

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**U.S. Department of Energy  
Receipt for Incoming Personal Mail**

**Part 2**

Date Processed: \_\_\_\_\_ Processed by: \_\_\_\_\_

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(Signature and Date of Person Picking up Mail)

HQ F 1410.8  
(8-84)