

SENDER: COMPLETE THIS SECTION

- Complete items 1, 2, and 3. Also complete item 4 if Restricted Delivery is desired.
- Print your name and address on the reverse so that we can return the card to you.
- Attach this card to the back of the mailpiece, or on the front if space permits.

1. Article Addressed to:

Legal Department
Orchard House Partnership
21 N. Old Orchard Road
Webster Grove, MO 63119

2. Article Number
(Transfer from service label)

7001 1940 0002 6942 5976

PS Form 3811, August 2001

Domestic Return Receipt

102595-02-M-1540

COMPLETE THIS SECTION ON DELIVERY

A. Signature

X

James Weber ☐ Agent ☐ Addressee

B. Received by (Printed Name) *DAVID WEBER* C. Date of Delivery

D. Is delivery address different from item 1? ☐ Yes ☐ No

If YES, enter delivery address below:

3. Service Type

☒ Certified Mail ☐ Express Mail
☐ Registered ☐ Return Receipt for Merchandise
☐ Insured Mail ☐ C.O.D.

4. Restricted Delivery? (Extra Fee) ☐ Yes

LOUIS MO 631
PM
25 FEB 2004

First-Class Mail
Postage & Fees Paid
USPS
Permit No. G-10

• Sender: Please print your name, address, and ZIP+4 in this box.

Missouri Public Service Commission

FEB 27 2004

FILED

Source: Public Administration Commission, 1990, p. 10.

○○○○○○○○○

1. The first step is to identify the problem or question that needs to be addressed. This involves understanding the context and the specific requirements of the task.