



Four recorded deliveries — date to retrieve

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Fictional document — demonstration example

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Fictional document, produced for demonstration. **No enforceable date is inferred**. It is read off the signed receipt, or asked of the carrier — it is not reconstructed.

#	Subject of the letter	Tracking number	Scanned	Receipt matched?	Possible gap
1	Formal notice	1A 2345 6789 0	04/08	No	2 days
2	Third-party notification	1A 2345 6790 1	03/08	No	1 day
3	Complaint	1A 2345 6791 2	31/07	No	3 days
4	Report	1A 2345 6792 3	28/07	No	1 day

When a time limit runs from receipt, it is the date of first presentation that counts, not the scanning date. A two-day gap is enough to make a department answer out of time believing itself within it.

What allows each date to be retrieved

Means	Available?	Where
Signed receipt	Not matched	To be found in the mailroom
Tracking number	Yes, for all 4	Arrivals register
Query to the carrier	Possible with the number	—

What would prevent the next ones

When	Flag	Recipient
A recorded delivery is scanned with no receipt attached	Same day	Mailroom
Receipt still unmatched at 48 h	Reminder	Mailroom
Month end	List of recorded deliveries with no enforceable date	Mailroom + chief executive

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