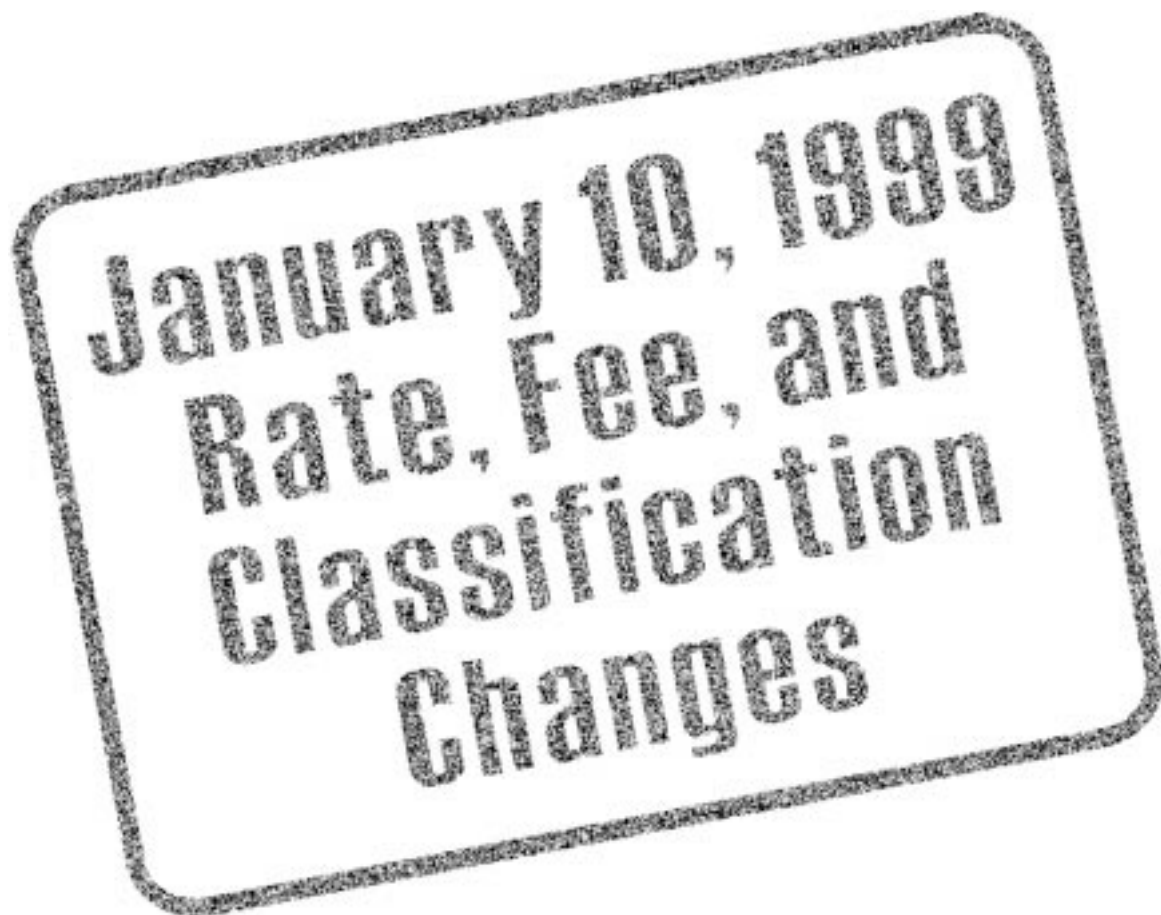


# ***POSTAL BULLETIN***

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PUBLISHED SINCE MARCH 4, 1880

PB 21984A, November 12, 1998



Special  
Postal Bulletin

# New Postal Rates and Fees Effective January 10, 1999

The Governors of the Postal Service have acted on recommendations from the Postal Rate Commission to change domestic rates and fees for various classes and services, to change a number of mail classifications, and to add a number of new classifications. The Board of Governors has directed that these changes be implemented at 12:01 a.m. on January 10, 1999.

This special *Postal Bulletin* contains these new domestic postal rates, fees, and classifications; the revisions to the *Domestic Mail Manual* (DMM) necessary to implement them; copies of revised postage statements; and new international fees. Changes in this *Postal Bulletin* revising the DMM will be incorporated into DMM Issue 54, effective January 10, 1999. Changes in this *Postal Bulletin* revising the *International Mail Manual* (IMM) will be incorporated into IMM Issue 21.

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# New Postal Rates and Fees Effective January 10, 1999

## Implementation Resources

All implementation resources are available to Postal employees and customers via the Worldwide Web at <http://www.usps.com> (external) and via the Postal Service IntraNet at <http://blue.usps.gov> (internal).

### Postal Bulletin

This *Postal Bulletin* will be sent to the regular *Postal Bulletin* distribution list. Extra copies will be distributed as follows:

Location	Quantity Each
Manager, RCSC	50
Implementation Coordinator/Area	50
Implementation Coordinator/District	250
CAG A Postmaster	50
CAG B Postmaster	50
CAG C Postmaster	50

A limited supply of this *Postal Bulletin* will be stocked at the material distribution centers (MDCs). Use the last page of this issue to order more copies.

### Mailers Companion

The October 1998 *Mailers Companion* is the primary implementation guide for customers and was sent to the regular *Mailers Companion* distribution list. Extra copies were distributed as follows:

Location	Quantity Each
Manager, RCSC	200
Implementation Coordinator/Area	50
Implementation Coordinator/District	3,000
CAG A Postmaster	50
CAG B Postmaster	50
CAG C Postmaster	50
CAG D Postmaster	50
CAG E Postmaster	10
CAG F Postmaster	10
CAG G Postmaster	10
CAG H Postmaster	10
CAG J Postmaster	5
CAG K Postmaster	5
CAG L Postmaster	5

### Federal Register

The DMM standards included in this *Postal Bulletin* were published in the *Federal Register* on July 14, 1998 (63 FR 37946). A correction to that Final Rule was

published on October 28, 1998 (63 FR 57597). These documents can be accessed electronically through RIBBS (<http://ribbs.usps.gov>) or through the U.S. Government Printing Office web site ([http://www.access.gpo.gov/su\\_docs/index.html](http://www.access.gpo.gov/su_docs/index.html)).

### Postage Statements

Revised postage statements are included in this *Postal Bulletin* (see pages 111–160). These forms may be reproduced locally as needed.

The new postage statements are available on the Postal Service web site (<http://www.usps.com>) in two formats: print-only and fill-in forms in JAVA format. Print-only forms are in PDF format. They are printed locally and filled in manually. Fill-in forms provide on-screen data entry, automatic postage calculations, and the ability to save data.

Revised postage statements will be distributed automatically to postmasters at CAG A through L post offices and managers of Business Mail Entry at district offices. A future *Postal Bulletin* will announce when these postage statements are available at the MDCs.

### Notice 123 and Other Documents

A revised version of Notice 123, *Ratefold*, is included in the October 1998 *Mailers Companion*. An automatic distribution will be made of Notice 123; Publication 95, *Quick Service Guide*; Posters 123-L and 123-S, *Postal Rates and Fees*; and Publication 123, *Consumer's Guide to Postal Rates and Fees*. A future *Postal Bulletin* will announce when these items are available at the MDCs.

### Domestic Mail Manual

*Domestic Mail Manual* Issue 54, which contains all of the rate and classification changes included in this *Postal Bulletin*, is scheduled to arrive in the field in early January. DMM 54 will be included in Postal Explorer 7.0 (CD-ROM and LAN versions).

A preview version of DMM 54 is available on the Postal Explorer web site (<http://pe.usps.gov>). Employees are encouraged to share this information with customers so that they can prepare for the new rate and classification changes effective January 10, 1999.

DMM 54 plus any subsequent revisions will be posted on the Postal Explorer web site on January 10, 1999.

# Mail Acceptance

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## Acceptance Period

Meter license holders may have pieces on hand that bear postage at the old rates. The USPS will accept these pieces for mailing until February 9, 1999, provided that the mailer pays the difference between the meter postage affixed and the applicable new rates and fees (as described below) before the mailing is entered into the mailstream. When dates are required as part of the meter impression, they must appear as shown in DMM P030.4.0.

## Postage Difference — Individual Pieces

The difference in postage may be paid on individual pieces (single-piece rate or presorted rate) by affixing a meter impression or meter strip in the correct amount to the mailpiece. Dates in the meter impression must appear as shown in DMM P030.4.0.

## Postage Difference — Presorted Pieces

The difference in postage for all pieces in a single mailing claimed at a presorted rate may be paid by affixing postage stamps or a meter strip to the accompanying postage statement in the amount of the total postage difference for all pieces in the mailing, rounded to the full cent. Acceptance personnel must verify the computations on the postage statement to ensure that the proper additional postage is affixed. If the mailer uses postage stamps on the postage statement, a postal employee must cancel the stamps. As an alternative to applying postage, the total difference in postage may be paid through an advance deposit account and reported on an additional postage statement as described in Handbook F-1, *Post Office Accounting Procedures, 72*, until February 9, 1999.

## Actions by Postmasters Not at Origin Office

Postmasters at offices other than the office of origin who find metered pieces in the mailstream up to February 9, 1999, bearing either the old presort rates or precanceled postage are to assume that the difference in postage was paid at the time of mailing.

## Plant-Verified Drop Shipment

Plant-verified drop shipment (PVDS) mailings will be verified and accepted as follows:

- a. PVDS mailings verified and paid for before January 10, 1999, will be accepted into the mailstream at destination entry postal facilities through January 15, 1999, if presented with appropriate documentation of verification and payment (PS Form 8125).
- b. PVDS mailings may be verified and paid for beginning December 11, 1998, under the rates and preparation standards that take effect January 10, 1999, if the shipment is not accepted into the mailstream at destination entry postal facilities until January 10, 1999, or later.

## Mailpieces Bearing Old Rates

### Nonprecanceled Envelopes and Cards

Envelopes prepaid at the old rates may be revalued by affixing enough postage to satisfy the new rates.

### Exchange of Stamps and Stamped Paper

Available quantities of new denomination postage stamps and stamped envelopes are limited. Therefore, postmasters should urge customers to affix additional postage rather than to exchange stamped paper for items at the new denominations. Generally, postmasters should follow the provisions of DMM P014. Stamps may not be exchanged for cash. All exchanged stock should be destroyed (see below).

### Disposition of Stamps

Postmasters must not destroy postage stamps that exceed needs because of the rate increase until notified in a future *Postal Bulletin*.

# Revenue Collection

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## General

The new rates and fees are to be paid when a service is provided or a fee is paid on or after January 10, 1999. If payment was made before January 10, 1999, there is no retroactive adjustment for a post office box fee, caller service fee, or any annual bulk or presort mailing fee. Annual bulk and presort fees may be paid (renewed) only during the last 30 days of the current service period.

## Post Office Box and Caller Service Fees

Notices 32-B and 32-C, *PO Box Fee Due*, that are placed in customer boxes before the effective date of the new box fees must be marked to show the fees payable before that date as well as the new fees payable on or after the effective date of the new box fees.

## Other

For merchandise return service and business reply mail, postage and fees are based on the rates and fees in effect when the charges are calculated.

## Retail

The extended implementation window has provided Retail with an unprecedented opportunity to implement the rate increase more proactively. A comprehensive Retail Implementation Plan is being developed that supports the following requirements:

- Is customer-focused.
- Will achieve full implementation on January 10, 1999.

The goal of the plan is to ensure that customers face no surprises, inconveniences, or confusion during the implementation period. Plans are being developed that address:

- Early stamp availability.
- Lobby signage and messaging.
- Self-service equipment update.
- Employee training.
- Stamps on consignment.
- Stamps by mail.
- Technology readiness.
- IRTs.
- POS ONE.
- POS.
- Scales and WRUs.

Various communication channels will be used to distribute information about implementation to the field including:

- Area and district rate implementation coordinators.
- MMOs and MOs.
- Direct distribution through regular mail and cc:Mail.
- *Postal Bulletin*.
- The USPS IntraNet site (<http://blue.usps.gov>).

Postal employees with questions or comments or who would like more information should contact their area or district implementation coordinator.

### R97-1 New Rate Posters and Flyers Error

Check your holiday campaign posters and flyers! There is an error in the Express Mail rate.

The full-color R97-1 New Rates posters and flyers included with the "Introducing the 1998 Holiday Campaign — Fly Like An Eagle" kit have an error in the Express Mail rate. The posters and flyers both list the Express Mail Flat Rate as \$11.75. This is wrong: \$11.75 is the 1/2-pound rate.

Both the English and Spanish versions of the posters and flyers listed below contain the same error and should be destroyed. **DO NOT DISPLAY THESE POSTERS OR HAND OUT THESE FLYERS:**

RCPOST013	24 x 36 Rate lobby poster (English)
RCPOST101	18 x 24 Rate lobby poster (English)
RCPOST012	24 x 36 Rate lobby poster (Spanish)
RCPOST004	18 x 24 Rate lobby poster (Spanish)
RCFLY017	Flyer (English)
RCFLY031	Flyer (Spanish)

The following corrected versions of the posters and flyers will arrive by the end of November:

RCPOST100	24 x 36 Rate lobby poster (English)
RCPOST101	18 x 24 Rate lobby poster (English)
RCPOST200	24 x 36 Rate lobby poster (Spanish)
RCPOST201	18 x 24 Rate lobby poster (Spanish)
RCFLY005	Flyer (English)
RCFLY006	Flyer (Spanish)

Individual black-and-white camera-ready copies of the flyer are included in the R97-1 postmaster implementation kits; 1,000 will be distributed to each R97-1 area and district coordinator. The posters on pages 7 and 9 of this *Postal Bulletin* may be reproduced locally.

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# NEW DOMESTIC RATES EFFECTIVE JANUARY 10, 1999 ANYWHERE IN THE U.S.

## FIRST-CLASS® MAIL

STAMPS ON SALE  
NOW

LETTER RATE – 1ST OUNCE ..... 33¢  
 EACH ADDT'L OUNCE..... **Lower Price** .... 22¢  
 CARD RATE – SINGLE PIECE ..... 20¢



## PRIORITY MAIL

2 POUND FLAT RATE ..... \$3.20



## EXPRESS MAIL®

1/2 POUND RATE ..... \$11.75

### EXPRESS MAIL INSURANCE:

UP TO \$500 ..... INCLUDED  
 \$500.01 – \$5000 ..... 95¢ PER \$100



## SPECIAL SERVICES

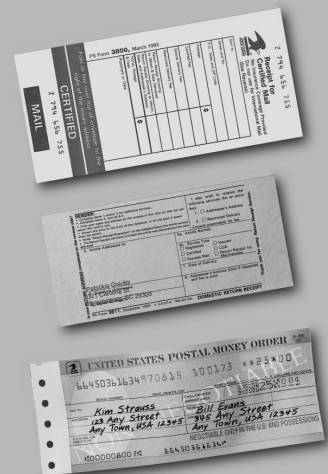
CERTIFIED MAIL ..... \$1.40


RETURN RECEIPT ..... \$1.25

MONEY ORDER ..... **Lower Price** .... 80¢

### INSURED MAIL:

UP TO \$50 ..... 85¢  
 \$50.01 – \$100 ..... \$1.80  
 \$100.01 – \$5000 ..... \$1.80 + 95¢ PER \$100



Fly Like an Eagle.™ 



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# NUEVAS TARIFAS NACIONALES VIGENTES A PARTIR DEL 10 DE ENERO DE 1999 A CUALQUIER LUGAR DE LOS EE.UU.

## FIRST-CLASS® MAIL

CARTAS (HASTA 1 ONZA)..... 33¢

CADA ONZA ADICIONAL..... 22¢

## TARJETAS POSTALES

(UNA SOLA PIEZA)..... 20¢

ESTAMPILLAS A LA VENTA  
AHORA

Precio  
más  
bajo

## PRIORITY MAIL

TARIFA FIJA (HASTA 2 LIBRAS) .....\$3.20

## EXPRESS MAIL®

TARIFA DE MEDIA LIBRA .....\$11.75

## EXPRESS MAIL ASEGURADO:

HASTA \$500..... INCLUIDO

DE \$500.01 A \$5000.....95¢  
POR CADA \$100

## SERVICIOS ESPECIALES

CORREO CERTIFICADO..... \$1.40

RECIBO DE ENTREGA.....\$1.25

GIRO POSTAL..... 80¢

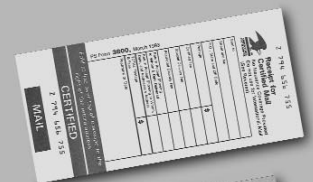
Precio  
más  
bajo

## CORREO ASEGURADO:

HASTA \$50 ..... 85¢

\$50.01-\$100.....\$1.80

\$100.01-\$5000 .....\$1.80 + 95¢  
POR CADA \$100



El águila vuela más lejos.™



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# Summary of Domestic Mail Manual Changes by Class of Mail

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## Express Mail

- a. Rate Highlights.* Overall, Express Mail rates will increase 8.1%. For Post Office to Addressee service, the letter rate will increase to \$11.75 and the 2-pound flat rate will increase to \$15.75. The fee for pickup service will increase from \$4.95 to \$8.25 per occurrence.
- b. Rate Structure.* There are no changes to the rate structure.

## Priority Mail

- a. Rate Highlights.* On average, Priority Mail rates will increase 5.6%. The fee for pickup service will increase from \$4.95 to \$8.25 per occurrence.
- b. Classification and Rate Structure*
- (1) *Keys and Identification Devices.* Keys and identification devices that weigh more than 13 ounces but not more than 2 pounds will be subject to the 2-pound Priority Mail rate plus a \$0.30 fee.
- (2) *Elimination of Presort Category.* The Presorted Priority Mail rate category will be eliminated. Therefore, DMM labeling list L102, ADCs — Presorted Priority Mail, also will be eliminated.
- (3) *Delivery Confirmation.* A new delivery confirmation service will be available with Priority Mail in early 1999. See further details under “Special Services.”

## First-Class Mail

- a. Rate Highlights.* The single-piece first-ounce letter rate will be increased one cent from \$0.32 to \$0.33, and the rate for each additional ounce will be decreased to \$0.22. The nonstandard surcharges for non-card-rate pieces will not increase and will remain at \$0.11 for single-piece rate mail and \$0.05 for presorted mail. For card rates, no change will be made to the single-piece rates, nonautomation Presorted rates, automation 3-digit rates, and automation basic rates. No change will be made to 3/5-digit automation flat rates. Small increases will be made to other automation rates and Presorted rates. The annual presort mailing fee will be increased from \$85.00 to \$100.00.

## *b. Classification and Rate Structure*

- (1) *Increase in Maximum Weight.* The maximum weight of First-Class Mail will be increased from 11 ounces to 13 ounces.
- (2) *Keys and Identification Devices.* Keys and identification devices that weigh 13 ounces or less will be subject to the applicable single-piece letter rate plus a \$0.30 fee and, if applicable, the nonstandard surcharge.
- (3) *Qualified Business Reply Mail.* A new classification category and rate structure for qualified business reply mail (QBRM) that must be letter-size (including cards), automation-compatible, and barcoded will be added. As a result, the BRMAS fee category will be eliminated. The rate structure for QBRM includes a lower first-ounce rate. The fee structure for QBRM requires an annual permit fee, an annual accounting fee, and a fee for each piece returned. More specific requirements for this new classification category are described under DMM E150 and under “Special Services” on page 20.
- c. Rate Markings.* The abbreviation “PRSRT” will be permitted for the required “Presorted” marking.

## Periodicals

- a. Rate Highlights.* There will be average rate increases of 4.6% for Regular, 1.1% for In-County, 8.0% for Nonprofit, and 12.1% for Classroom publications. Authorization fees will not change, except that the additional entry fee will decrease from \$85.00 to \$50.00.
- b. Classification and Rate Structure*
- (1) *Per-Piece Rates.* Separate 5-digit presort per-piece rates and 3-digit presort per-piece rates will be added for Regular, Nonprofit, Classroom, and In-County subclasses. Furthermore, the 3-digit presort level rates will apply to both unique and nonunique 3-digit ZIP Code prefixes.

To qualify for the nonautomation 5-digit per-piece rates, mail must be prepared in a 5-digit package of six or more pieces and must be containerized as follows: for letter mail, be placed in a 5-digit tray; for nonautomation flat mail, be placed in a 5-digit sack or on any presort level of pallet. To qualify for

automation 5-digit per-piece rates for letters, mail must be part of a group of 150 pieces for the same 5-digit or 5-digit scheme, properly placed in a 5-digit or 5-digit scheme tray. To qualify for automation 5-digit per-piece rates for flats, mail must be prepared in a 5-digit package of six or more pieces and placed in any level of sack or on any level of pallet.

To qualify for the nonautomation 3-digit per-piece rates, sacked flat-sized mail must be prepared in a 5-digit package of six or more pieces or in a 3-digit package of six or more pieces, and must be placed in a 3-digit sack; trayed letter-size mail must be prepared in a 5-digit package of six or more pieces or in a 3-digit package of six or more pieces, and must be placed in a 3-digit tray. Palletized flat-sized mail must be prepared in a 3-digit package of six or more pieces and placed on a 3-digit or higher (e.g., SCF, ADC) level of pallet.

To qualify for automation 3-digit per-piece rates for letters, mail must be part of a group of 150 pieces for the same 3-digit or 3-digit scheme and be properly placed in a 3-digit or 3-digit scheme tray. To qualify for automation 3-digit per-piece rates for flats, mail must be prepared in a 3-digit package of six or more pieces and placed in a 3-digit or higher (e.g., ADC or mixed ADC) level of sack or on a 3-digit or higher (e.g., SCF, ADC) level of pallet.

(2) *Eligibility for In-County High Density Rates.* Eligibility for the high density rate for In-County pieces will be revised to allow walk-sequenced pieces for a carrier route to qualify when there are either a minimum of 125 pieces for the carrier route, or addressed pieces for at least 25 percent of the total active possible deliveries on the carrier route.

*c. Mail Preparation*

(1) *Automation Letters.* Preparation of the 5-digit or 5-digit scheme sort for letter-size automation rate mailings will be revised from a required level of sort to an optional level of sort.

(2) *SCF Sack.* The current optional SCF sack for non-letter mail will be revised to a required level of preparation. Preparation of an optional origin/required entry SCF sack will be added. Preparation of an optional origin/required entry 3-digit sack will be eliminated. SCF packages are not and will not be permitted.

*d. Forwarding and Return.* Charges for the return of Periodicals mail bearing the "Address Service Requested" endorsement will be paid at the First-Class Mail rates for pieces weighing 13 ounces or less and at the Priority Mail rates for pieces weighing more than 13 ounces. (Priority Mail rates also apply to

pieces weighing 16 ounces or more.) This is due to the elimination of the Standard Mail (A) single-piece rates discussed below.

## Standard Mail (A)

*a. Rate Highlights.* There will be average rate increases of 2.6% for Regular, 2.3% for Enhanced Carrier Route, and 14.8% for Nonprofit subclasses. On average, there will be a 7.6% decrease in Nonprofit Enhanced Carrier Route rates. Nonprofit ECR pound rates will decrease. Nonprofit subclass pound rates will increase. Regular and ECR pound rates will remain the same. For the first time, the automation 5-digit letter rate will be lower than the basic Enhanced Carrier Route rate. The basic Enhanced Carrier Route minimum per-piece rates will be the same for letter-size and for nonletter-size pieces. The destination entry discounts will maintain their current discount differentials between BMC and SCF and between SCF and DDU. The annual presort mailing fee will increase from \$85.00 to \$100.00.

*b. Rate Structure*

(1) *Elimination of Single-Piece Rates.* The single-piece Standard Mail (A) rates will be eliminated. This will affect the treatment of pieces in situations where there are fewer than 200 pieces remaining in a mailing job after preparation of an Enhanced Carrier Route and/or an automation rate mailing, situations in which there are fewer than 200 pieces in a mailing job, or situations in which the pieces are not or may not be presorted. See "Mail Preparation" below for further information. It also affects the fees for forwarding and return of Standard Mail (A) as described below under "Forwarding and Return." With one exception, single pieces that weigh less than 16 ounces will be subject to return postage at single-piece First-Class or Priority Mail rates multiplied by 2.472. The exception is that single pieces weighing less than 16 ounces that could qualify for single-piece Special Standard Mail or Library Mail rates will continue to be eligible for those rates upon return if properly endorsed because there are no minimum weight requirements for those two subclasses of Standard Mail (B).

(2) *Residual Shape Surcharge.* Pieces that are prepared as parcels or that are not letter-size or flat-size will be subject to a \$0.10 per piece residual shape surcharge in addition to the applicable non-letter postage. This surcharge applies to such pieces mailed at all Standard Mail (A) subclasses (Regular, Enhanced Carrier Route, Nonprofit, and Nonprofit Enhanced Carrier Route).

Pieces that meet the physical dimensions of both a flat and a machinable parcel, and that are prepared under the machinable parcel requirements (i.e., sacked or palletized to optional 5-digit, destination ASF (DBMC rate only), destination BMC, and mixed BMC destinations) are considered to be prepared as a parcel and are subject to the residual shape surcharge.

Pieces that meet the physical dimensions of both a parcel (DMM C050) and an automation flat (DMM C820) and are prepared to qualify for the automation flat rates (DMM E640 and M820) will not be subject to the residual shape surcharge. If such pieces are not prepared to qualify for the automation flat rates and do not meet the dimensions of a letter or a flat as defined in DMM C050, they will be subject to the residual shape surcharge. Matter prepared with detached address labels does not qualify for automation flat rates.

Some merchandise samples are required to be prepared with detached address labels under DMM A060.1.3 and therefore cannot be prepared to qualify as an automation flat. (These are Standard Mail (A) merchandise samples that are more than 5 inches wide (high) or more than 1/4 inch thick, or nonuniform in thickness, and are distributed in a single mailing to 25 percent or more of the addresses in any 5-digit ZIP Code area.) However, merchandise samples prepared with detached address labels will be subject to the residual shape surcharge only if the merchandise sample is parcel shaped (that is, does not meet either the letter dimensions in DMM C050.2.0 or the flat dimensions in DMM C050.3.0).

*c. Mail Preparation*

(1) *Bulk Rate Markings and Nomenclature.* Effective January 10, 2001, the basic rate marking requirements for regular rate mailings (including Enhanced Carrier Route) will be changed from "Bulk Rate" or "Blk. Rt." to "Presorted Standard" or "PRSRT STD." During the 2-year transition period, either the "Bulk Rate" or the "Presorted Standard" markings or their authorized abbreviations will be acceptable. For consistency, the DMM will use the term "Presorted Standard Mail (A)" or "Presorted Standard" when referring to the mailings and rates currently referred to as "nonautomation presort (3/5 and basic) Standard Mail (A)." At the mailer's option the "Presorted Standard" or "PRSRT STD" marking may be used instead of "Bulk Rate" effective July 14, 1998.

(2) *Markings for Standard Mail (A) Matter Paid at Standard Mail (B) Rates.* Effective January 10, 1999, mailings paid at Standard Mail (B) rates under the exception in DMM E612.4.6 must bear the appropriate Standard Mail (B) rate marking, not the applicable Standard Mail (A) rate marking. DMM E612.4.6 contains provisions that allow Standard Mail (A) matter weighing less than 16 ounces to pay Standard Mail (B) rates if those rates are lower than Standard Mail (A) rates and the matter and the mailing could qualify for the Standard Mail (B) rate *except for weight*. For example, if a mailer had flat-size printed matter pieces that met the qualifications for Bound Printed Matter in DMM E630 (until January 10, DMM E620) except that the pieces each weighed less than one pound, and if the applicable Bound Printed Matter Rates were less than the applicable Standard Mail (A) rates, the mailer could presort them as Standard Mail (A) flats and claim basic presorted Bound Printed Matter rates. Under this example, if the pieces weighed 14 ounces and the mailing was only for the local zone, the Bound Printed Matter rates would be lower than the Presorted Standard Mail (A) rates. Therefore, the mailer could claim local zone Bound Printed Matter rates if: 1) the pieces are presorted according to the Presorted Standard Mail (A) requirements to 5-digit, 3-digit, ADC, and Mixed ADC (which are similar to the presort requirements for presorted Bound Printed Matter), 2) the pieces are marked "Pre-sorted" or "Presorted Standard" and "Bound Printed Matter," and 3) documentation is submitted to substantiate that the pieces qualify for the local zone rate.

(3) *Elimination of Single-Piece Rates.* Currently, Standard Mail (A) single-piece rates apply to pieces that cannot meet the separate minimum volume requirement of 200 pieces for a Presorted Standard mailing either because the mailing job itself contains fewer than 200 pieces or because after preparing an Enhanced Carrier Route and/or automation mailing the pieces remaining in the mailing job are fewer than 200. Other instances where single-piece rates currently apply include mailers using MLOCRs to prepare the mail who may have pieces remaining in a mailing job that could not be matched to a 5-digit ZIP Code, or mailers who choose not to hand-sort handwritten pieces that could not be barcoded and sorted by an MLOCR.

The single-piece Standard Mail (A) rate is eliminated. Mailers will now have three options concerning preparation and payment for mailing pieces that formerly were paid at the single-piece Standard Mail (A) rates.

Option one applies to pieces that remain in a mailing job after a mailer has prepared an Enhanced Carrier Route and/or an automation mailing. A new provision in DMM E620.1.1 and 1.2 will allow pieces in an Enhanced Carrier Route rate mailing and/or in an automation rate mailing that have each separately met a 200-piece or 50-pound minimum quantity requirement to be counted toward the minimum quantity requirement for a Presorted Standard (3/5 and basic rate) mailing, provided that (1) the Enhanced Carrier Route rate mailing and/or the automation mailing and the Presorted Standard mailing are part of the same mailing job, and (2) the mailings are all reported on the same postage statement. Under no circumstances may pieces mailed at the Presorted Standard (nonautomation 3/5 and basic) rates be counted toward the minimum volume requirements for an Enhanced Carrier Route or an automation rate mailing. The pieces mailed at the Presorted Standard rates under this provision must meet all other requirements for those rates, including the sortation and other preparation requirements in M610. As prescribed in DMM M610.1.1e, the pieces mailed at the Presorted Standard rates must not bear any Enhanced Carrier Route or automation markings. Only "Presorted Standard" (or, until January 10, 2001, "Bulk Rate"), "Nonprofit Organization," or their applicable authorized abbreviations may appear on pieces mailed at the Presorted Standard rates.

Options two and three apply to mailings that cannot qualify for the Presorted Standard Mail rates under the above provisions for residual minimum volume. These might be permit imprint mailings containing fewer than 200 pieces that cannot be reported on the same postage statement as other mailings in the mailing job because the pieces have a different per piece weight (because of different editions in the same job). They could also be pieces remaining after sorting a mailing job that could not be matched to a correct 5-digit ZIP Code, or pieces that could not be barcoded and sorted by an MLOCR because they bear handwritten addresses and the mailer chose not to hand-sort the pieces. In such instances, mailers must pay single-piece First-Class Mail or Priority Mail postage on the pieces.

Option two is for mailers of such pieces who desire to receive First-Class or Priority Mail service (including forwarding and return services) on such pieces as applicable, based on the weight of the mailpieces. Under this option, mailers must re-envelope the pieces or initially prepare them so that they bear only the proper First-Class Mail or Priority Mail markings, ancillary service endorsements, ACS codes, etc. These pieces must not bear Standard Mail (A) markings, endorsements, or ACS codes. This option will also be required for metered mailpieces weighing over 13 ounces, but less than 16 ounces, that cannot be mailed under option one.

Option three is for mailers who have pieces (other than metered pieces weighing over 13 ounces, but less than 16 ounces) that cannot qualify for the Presorted Standard Mail (A) rates, but that are prepared as Standard Mail (A), and who do not desire to receive First-Class Mail or Priority Mail service for those pieces. Under this option the pieces may be submitted "as is" (i.e., bearing the Standard Mail (A) markings and endorsements). No additional markings or postage are to be added to these pieces. Single-piece First-Class Mail or Priority Mail postage must be paid for these pieces using the appropriate First-Class or Priority Mail postage statement. Mail bearing metered or precanceled stamp postage must pay the difference between the postage affixed at the Standard Mail (A) rates and the single-piece First-Class Mail or Priority Mail rates by means of an advance deposit account or by affixing a meter strip for the appropriate amount to the postage statement. Mail bearing permit imprints must pay the single-piece First-Class or Priority Mail postage by completing the appropriate First-Class or Priority Mail postage statement. If the pieces weigh 13 ounces or less, mailers must use special line items under Part C on the reverse side of PS Form 3600-R, *Postage Statement — First-Class Mail Permit Imprint*, or PS Form 3600-P, *Postage Statement — First-Class Mail Postage Affixed*. The new line items on the postage statements appear under the heading "From Standard Mail (A)." If the pieces weigh over 13 ounces, but less than 16 ounces, and are paid with permit imprint, Form 3600-PM, *Postage Statement — Priority Mail Permit Imprint*, must be appropriately completed to show that the pieces are from a Standard Mail (A) mailing. Option 3 may be used for permit imprint mail only if there are at least 200 pieces to be mailed under this option, or if the

pieces were part of a larger mailing job and are submitted for acceptance along with the mail and a Standard Mail (A) postage statement for the other pieces in the same mailing job.

- d. *Forwarding and Return.* With two exceptions, charges for the forwarding and return of Standard Mail (A) are paid at the First-Class Mail rates for pieces weighing 13 ounces or less and at the Priority Mail rates for pieces weighing over 13 ounces. This is because single-piece Standard Mail (A) rates have been eliminated as discussed above. The exceptions are (1) matter returned under Bulk Parcel Return Service (BPRS), and (2) matter that qualifies for a single-piece Special Standard Mail or Library Mail rate under DMM E630 and is endorsed to show that forwarding and return is requested at one of those rates.

## Standard Mail (B)

- a. *Rate Highlights.* Some Parcel Post rates will decrease and many will increase, some as much as 30%. New rate categories and discounts will be added to Parcel Post as described below. On average, Bound Printed Matter rates will increase 5%. The discount will increase for sorting Bound Printed Matter to carrier routes. Special Standard Mail rates will decrease. Single-piece Library Mail rates will be the same as Special Standard Mail rates, resulting in a rate increase. Five-digit presort and BMC presort rates have been added for Library Mail. These rates will also be the same as the corresponding presort rates for Special Standard Mail. The annual fees for destination bulk mail center (DBMC) rates and presorted Special Standard Mail will increase from \$85.00 to \$100.00. A separate \$100.00 annual fee for presorted Library Mail is added. The fee for pickup service for Parcel Post will increase from \$4.95 to \$8.25 per occurrence. Pickup service is not available for mailings claiming Parcel Post destination entry rates or the Origin Bulk Mail Center (OBMC) Presort discount. DMM D010.1.2b also states that pickup service is not available for pieces claimed at a bulk or presort rate. Therefore, pieces mailed at the BMC Presort discount are also not eligible for pickup service.

- b. *Rate Structure for All Standard Mail (B)*

(1) *Barcoded Discount.* A discount of \$0.03 per piece will apply to machinable pieces in mailings meeting a 50-piece minimum quantity requirement that bear a correct and properly prepared barcode representing the 5-digit ZIP Code (or, for UCC/EAN Code 128, the ZIP+4 code) of the address on the mailpiece. Mail for each Standard Mail (B) subclass (Parcel Post, Bound Printed Matter, Special

Standard Mail, and Library Mail) must separately meet the 50-piece minimum volume requirement.

The barcoded discount reflects the savings for parcels that are routinely processed individually on BMC parcel sorters equipped with barcode readers. Therefore, the discount will not be available for nonmachinable parcels and will not be available for parcels that are intended to bypass individual BMC sortation. The barcoded discount will therefore *not* be available for (1) any nonmachinable parcel, (2) Parcel Post mail entered at destination sectional center facility (DSCF) rates, (3) Parcel Post mail entered at destination delivery unit (DDU) rates, (4) Parcel Post DBMC rate mail entered at any auxiliary service facility (ASF) other than the ASF at Phoenix, AZ (which has barcode readers), (5) Bound Printed Matter at the Carrier Route rates, (6) Presorted Special Standard Mail at the 5-digit rate, and (7) Presorted Library Mail at the 5-digit rate.

The barcode specifications and clear zone requirements are in DMM C850. UCC/EAN Code 128 as well as USS Code 128, USS Code I 2/5, and USS Code 39 symbologies will be permitted until January 10, 2004. Beginning January 10, 2004, only UCC/EAN Code 128 will be permitted. For all barcode symbologies except UCC/EAN Code 128, the barcode must represent the correct 5-digit ZIP Code of the address on the mailpiece followed by the verifier character "9." The UCC/EAN Code 128 barcode must represent either the correct 5-digit ZIP Code or the ZIP+4 code for the address on the mailpiece. For the UCC/EAN Code 128 barcode, the ZIP Code information must be preceded by the Application Identifier "420" that signifies a domestic ZIP Code, and must not include the trailing verifier character "9" used with the other barcode symbologies. Mailers must print human-readable characters representing the numeric equivalent of the ZIP Code information in the barcode (i.e., omitting the verifier character or, for UCC/EAN Code 128, omitting the 3-digit application identifier characters) preceded by the word "ZIP" near the barcode. An exception is that the numeric equivalent of the ZIP Code information in the barcode will not be required if the barcode is on the same label as the address block and is placed in close proximity to the address.

(2) *Delivery Confirmation.* A new delivery confirmation service will be available for Standard Mail (B) in early 1999. See further details under "Special Services."



c. *Rate Structure for Parcel Post*

- (1) *Presort Discounts for Inter-BMC Rates.* A new Origin Bulk Mail Center (OBMC) Presort discount of \$0.57 per piece will be available for mail entered at a BMC that meets sortation criteria specific for the type of parcel. Machinable parcels must be sorted to BMCs and nonmachinable parcels must be sorted to BMCs and ASFs. A new BMC Presort discount of \$0.22 per piece will be available for pieces that are sorted in the same manner as those qualifying for the OBMC Presort discount (sorted to BMCs if machinable parcels or sorted to BMCs and ASFs if nonmachinable parcels) and entered at any postal facility other than a BMC that accepts bulk mailings. To qualify for either of these rates, pieces must be part of a mailing of at least 50 pieces mailed at Parcel Post rates. See "Mail Preparation" below for more details.
- (2) *Drop Shipment Rates.* New destination delivery unit (DDU) rates will be available for pieces entered at the delivery unit from which the parcels are delivered. DDU rate pieces must be part of a mailing of at least 50 pieces mailed at Parcel Post rates. New rates will also be available for pieces entered at the destination sectional center facility (DSCF). DSCF rate pieces must be part of a mailing of at least 50 pieces mailed at Parcel Post rates. DSCF rate pieces must be sorted to 5-digit ZIP Codes as described under "Mail Preparation" below.
- (3) *Balloon Rate.* Any item weighing less than 15 pounds and measuring over 84 inches (but not more than 108 inches) in combined length and girth will be charged the applicable Parcel Post rate for a 15-pound parcel.
- (4) *Oversized Pieces.* Pieces in a Parcel Post mailing will be permitted to measure over 108 inches, but not more than 130 inches, in combined length and girth. These pieces will be charged new oversized rates, which are higher than the 70-pound rates.

d. *Markings*

- (1) *General.* Currently, mailers are required to place subclass markings "Bound Printed Matter," "Special Standard," and "Library Rate" or "Library Mail" (or authorized abbreviations) on pieces qualifying for those rates. However, the *Domestic Mail Manual* does not clearly specify where on the mailpiece these markings must appear. Effective January 10, 2000, the current required subclass markings ("Bound Printed Matter," "Special Standard," and "Library Rate" or "Library Mail") or their authorized abbreviations will be required to be placed in the postage area on each mailpiece (i.e.,

be printed or produced as part of, directly below, or to the left of the permit imprint indicia, meter stamp or impression, or adhesive or precanceled stamp). Mailings that require a minimum mailing quantity requirement or presort must be paid with permit imprint or meters. The Postal Service prefers that mailers not already doing so begin to place the required subclass markings in the postage area as soon as possible.

- (2) *Parcel Post Mail.* All Parcel Post will be required to bear the subclass marking "Parcel Post" or its authorized abbreviation "PP" in the postage area on each mailpiece (i.e., be printed or produced as part of, or directly below, or to the left of the permit imprint indicia, meter stamp or impression, or adhesive or precanceled stamp). Mailings that require a minimum mailing quantity requirement or presort must be paid with permit imprint or meters. Except for mail qualifying for drop shipment rates, mailers will have one year (until January 10, 2000) to print the newly required "Parcel Post" or "PP" marking in the postage area.

Effective January 10, 1999, mailings qualifying for the new DSCF and DDU drop shipment rates must bear the marking "Drop Ship" or its abbreviation "D/S" and the marking "Parcel Post" or "PP." The "Parcel Post" or "PP" marking must appear in the postage area, and the marking "Drop Ship" or "D/S" must appear either in the postage area or in the line above or two lines above the address as described in DMM M012. DBMC rate mail will also be required to bear the "Drop Ship" and "Parcel Post" markings or authorized abbreviations according to these placement rules. However, since DBMC rate mail is currently required to bear the marking "DBMC Parcel Post," the Postal Service is allowing mailers a 1-year grace period to convert to the new marking. From January 10, 1999, to January 10, 2000, DBMC rate mailers may use either "DBMC Parcel Post" or "Parcel Post" and "Drop Ship" (or their applicable abbreviations). Effective January 10, 2000, DBMC Parcel Post must bear the new "Parcel Post" and "Drop Ship" markings, or their applicable abbreviations.

Effective January 10, 1999, the Postal Service is eliminating the requirement to show the 5-digit or 3-digit ZIP Code of the post office of mailing in the drop shipment marking if the postage for the piece is paid with a permit imprint and the office of mailing is in a different 3-digit ZIP Code area from the post office in the return address. The requirement for a "Bulk Rate" marking also will be eliminated.

Mailpieces bearing the 3-digit ZIP Code of the office of mailing and "Bulk Rate" markings will be accepted until January 10, 2000.

- (3) *Bound Printed Matter*. Effective January 10, 2000, the required subclass marking "Bound Printed Matter" must be placed in the postage area on all Bound Printed Matter mailings (single-piece, presorted, and carrier route rate mailings). "In the postage area" means the marking must be printed or produced as part of, directly below, or to the left of the permit imprint indicia or meter stamp or impression, or, for only single-piece rate mail, directly below or to the left of the adhesive or precanceled stamp. Until January 10, 2000, the "Bound Printed Matter" marking is required to appear on the address side of the mailpiece, but may be placed in other locations.

Effective January 10, 1999, the name of the rate category "bulk Bound Printed Matter" will change to "presorted Bound Printed Matter." Required January 10, 2000, and permitted immediately, the additional marking "Bulk Rate" (or "Blk. Rt.") will be replaced with "Presorted" (or "PRSRT") or, at the mailer's option "Presorted Standard" (or "PRSRT STD") for presorted Bound Printed Matter. This marking must appear in the postage area or in the line above or two lines above the address under M012.3.3.

Effective January 10, 1999, carrier route Bound Printed Matter will be required to show only the "Bound Printed Matter" marking and the "Carrier Route Presort" (or "CAR-RT SORT") marking. In other words, the current requirement to show the "Bulk Rate" marking in addition to the other two markings will be eliminated. Mailers will have until January 10, 2000, to eliminate the "Bulk Rate" or "Blk. Rt." markings from carrier route Bound Printed Matter pieces. Effective January 10, 1999, the "Carrier Route Presort" or "CAR-RT SORT" marking must appear in the postage area or in the line above or two lines above the address under M012.3.3. Although not required, effective immediately, mailers may opt to also show the "Presorted" or "PRSRT" (or "Presorted Standard" or "PRSRT STD") marking on carrier route Bound Printed Matter along with the required "Bound Printed Matter" and "Carrier Route Presort" or "CAR-RT SORT" markings.

The "Catalog" or "Catalog Rate" marking will be eliminated for Bound Printed Matter. Pieces bearing the "Catalog" or "Catalog Rate" markings will be accepted until January 10, 2000.

(4) *Special Standard*. For Presorted Special Standard mail, effective January 10, 1999, the "Presorted" portion of the current marking will be permitted to be abbreviated "PRSRT" and will be required to appear either in the postage area or in the line above or two lines above the address under M012.3. The "Presorted" or "PRSRT" marking is in addition to the required "Special Standard" marking. For both single-piece and Presorted Special Standard Mail, effective January 10, 2000, the "Special Standard" marking must be placed in the postage area.

(5) *Library Mail*. For Presorted Library Mail, effective January 10, 1999, the marking "Presorted" or "PRSRT" must appear on each piece either in the postage area or in the line above or two lines above the address under M012.3. The "Presorted" marking is in addition to the required "Library Mail" or "Library Rate" marking. For both single-piece and Presorted Library Mail, effective January 10, 2000, the marking "Library Mail" or "Library Rate" must be placed in the postage area.

- f. *Mail Preparation — OBMC Presort Discount*. To qualify for the Origin Bulk Mail Center (OBMC) Presort discount, a mailpiece must be part of a mailing of at least 50 Parcel Post rate pieces. Pieces eligible for the OBMC Presort rate must be entered at a BMC listed in DMM L601.

Machinable parcels at OBMC Presort rates must (1) be sorted to BMCs using DMM labeling list L601, and (2) be prepared in 69-inch pallet boxes placed on pallets, each labeled to a BMC and each containing a minimum of 52 inches of mail. OBMC Presort machinable parcels must not be prepared as parcels placed directly on pallets. Overflow containers (pallets, pallet boxes on pallets, or sacks) are not permitted.

Nonmachinable parcels at OBMC Presort rates must (1) be sorted to BMCs and ASFs using new DMM labeling list L605, and (2) be placed directly on pallets (no pallet boxes on pallets are allowed), each pallet labeled to a BMC or ASF and each pallet containing at least 42 inches of mail. Overflow containers (pallets, pallet boxes on pallets, or sacks) are not permitted.

Pallets and pallet boxes also must meet the provisions of M041. The minimum height of mail in a pallet box on a pallet (machinable parcels) or of mail placed directly on a pallet (nonmachinable parcels) is measured from the top of the pallet to the top of the lowest mailpiece (i.e., excludes the height of the pallet).

- g. *Mail Preparation — BMC Presort Discount*. To qualify for the BMC Presort discount, a piece must meet the same rules for sorting machinable parcels to BMCs and nonmachinable parcels to BMCs and ASFs as

required for the OBMC Presort discount above. The difference is that BMC Presort mail may be entered at any postal facility (other than a BMC in DMML601) that accepts bulk mailings.

- h. Mail Preparation — DSCF Rate.* To qualify for the DSCF rate, a piece must be part of a mailing of at least 50 Parcel Post rate pieces and must be presorted to 5-digit ZIP Code destinations. Pieces eligible for the DSCF rate must be entered at an SCF listed in DMM L005 and must be for delivery within the service area of the entry SCF. For palletized mail only, certain 5-digit ZIP Codes listed in DMM Exhibit E652.5.0 must be entered at the BMC facility serving the SCF.

To qualify for the DSCF rates, the pieces must be presorted and labeled to 5-digit sacks or 5-digit pallets (including pallet boxes on pallets). Machinable and non-machinable parcels may be combined in the same sack or on the same pallet (or same pallet box on a pallet) to meet the minimum sortation requirements. If sacked, each 5-digit sack must contain a minimum of 7 pieces, except that one overflow sack per 5-digit ZIP Code that contains fewer than 7 pieces is allowed. If palletized, each 5-digit pallet (including pallet boxes on pallets) in the mailing must meet one of the following basic minimum preparation requirements: (1) contain at least 50 pieces *and* 250 pounds of mail, or (2) contain at least 36 inches of mail (height of mail excluding pallet). Overflow from a full 5-digit pallet may be placed in 5-digit sacks or may be palletized. If the overflow is placed in a 5-digit sack, it will be eligible for the DSCF rates. If the overflow is placed on a 5-digit pallet, it is subject to the DBMC rates. Pallets prepared under the piece and pound minimum and pallets prepared under the minimum height requirement may both be combined in a single mailing. Sacked mail and mail palletized according to either of the minimum quantity options listed above also may be included in the same mailing, provided that at the time of verification the mailer separates sacks that are overflow from the palletized portion of the mailing from sacks that were prepared under the provisions for sacking mail.

If mailers can provide certain documentation, they also may prepare a mailing exclusively under the following alternate pallet preparation option. The minimum number of pieces on a 5-digit pallet (including a pallet box on a pallet) may be 35 pieces *and* 200 pounds provided that within the mailing the average number of DSCF pieces per 5-digit pallet is at least 50. To substantiate that no pallet contains less than 35 pieces and 200 pounds and that the average number of DSCF pieces per 5-digit pallet in the mailing is at least 50 pieces, mailers must submit documentation that

lists each pallet in sequential order by pallet identification number. For each 5-digit pallet containing mail claimed at the DSCF rates, the documentation must show the unique pallet identification number, the 5-digit ZIP Code of the pallet, the total weight of pieces on the pallet, the total number of pieces on the pallet, and the cumulative total of pieces (i.e., the number of pieces on that pallet plus the sum of the pieces on all 5-digit pallets qualifying for the DSCF rates listed before it). Under this alternate pallet option, overflow from a full 5-digit pallet may be placed in 5-digit sacks or may be palletized. If the overflow is placed in a 5-digit sack, it will be eligible for the DSCF rates. If the overflow is placed on a 5-digit pallet, it is subject to the DBMC rates. Mailers using this 50-piece average-per-pallet alternative must exclude pieces that are prepared as overflow under any of the foregoing methods (sacked or palletized) from the computation (documentation) that the 50-piece per pallet average is met.

For any palletization option, mailers may place parcels directly on pallets or in pallet boxes on pallets. If pallet boxes are used, they must not exceed 60 inches in height and must otherwise meet the provisions for pallet boxes in DMM M041. All pallets must meet the provisions of DMM M041.

Under any palletization option, the following additional requirements or restrictions also apply. Currently, many BMCs transport mail for certain 5-digit ZIP Code areas directly to the 5-digit associate post office. A list of these 5-digit areas is found in DMM Exhibit E652.5.0. Five-digit pallets prepared for the DSCF rate for the 5-digit ZIP Codes listed in this exhibit must be entered at the BMC, not at the SCF, to qualify for the DSCF rate. This will avoid additional handling and transportation of this mail at the affected SCFs. However, sacked mail for the 5-digit ZIP Codes listed in Exhibit E652.5.0 must always be entered at the SCF (not at the BMC). There is one exception to this rule provided for in DMM E652.1.3. This rule allows a mailer to request from the Area Manager, Operations Support, an exception to the requirement to drop palletized mail for the ZIP Codes in Exhibit E652.5 at the BMC. Such exceptions must be requested at least 15 days in advance and may only be granted for a limited time.

In addition, there are certain associate post offices that cannot handle pallets. A list of these facilities is found in the Drop Shipment Product currently available from the National Customer Support Center (NCSC) in Memphis, TN (1-800-238-3150). For these 5-digit ZIP Codes, the DSCF rate will be available only for mail that can be prepared in 5-digit sacks as described

above (i.e., the DSCF rate will not be available for palletized mail for 5-digit delivery units that cannot handle pallets).

In instances where the Drop Shipment Product shows that mail for a single 5-digit ZIP Code area is delivered from more than one facility, the facility listed in the Drop Shipment Product that delivers mail to the majority of city carrier routes will be considered the delivery unit for Parcel Post. Two exhibits, Exhibits E652.6.0 and E652.7.0 that contain exceptions to this "majority of city carriers" rule, are also added to the DMM. If a 5-digit ZIP Code is listed in DMM Exhibit E652.6.0 or E652.7.0, the facility listed in one of those exhibits must be used to determine the name of the delivery unit. The name of the delivery unit must then be looked up in the Drop Shipment Product to determine if mail for it, and therefore mail for the 5-digit ZIP Code, can be prepared on pallets to qualify for the DSCF rate. At some point in the future, the information in these two exhibits will be incorporated into the Drop Shipment Product.

Nonmachinable outside (NMO) parcels by definition cannot be prepared in sacks because they will not fit in a sack. Therefore, NMOs must be prepared directly on pallets or in pallet boxes on pallets as described above to qualify for the DSCF rates. If overflow pallets are prepared, the pieces on such pallets are subject to the DBMC rates. The DSCF rate is not available for NMOs at those facilities listed in the Drop Shipment Product, and Exhibits E652.6.0 and E652.7.0, as unable to handle palletized mail.

The Postal Service will unload palletized loads for DSCF rate mail. Mailers must unload sacked and bed-loaded mailings. A provision has been added to allow mailers to prepare 5-digit sacks qualifying for the DSCF rate on SCF pallets. Such SCF pallets have no minimum pallet weight and may be prepared without having to first prepare all possible 5-digit pallets. A special pallet label is prescribed for this mail in M045.12.0.

Except for local mailings, appointments for dropping any Standard Mail (B) at an SCF must be scheduled through the appropriate district control center (see DMM E652.3). Appointments must be scheduled at least 1 day in advance and up to 30 calendar days prior to a desired appointment date.

- i. *Mail Preparation — DDU Rate.* To qualify for the DDU rate, a piece must be part of a mailing of at least 50 Parcel Post rate pieces. Pieces eligible for the DDU rate must be entered at the postal facility where the carrier who delivers the parcel is located. A list of these facilities and their telephone numbers are in the Drop

Shipment Product currently available from the National Customer Support Center (NCSC) in Memphis, TN, 1-800-238-3150. In instances where the Drop Shipment Product shows that a 5-digit area is served by more than one facility, the facility that delivers mail to the majority of city carrier routes should be used for purposes of determining where to enter a destination delivery unit mailing. Exceptions to that general rule are those ZIP Codes listed in DMM Exhibit E652.6.0 and Exhibit E652.7.0. If a ZIP Code appears in DMM Exhibit E652.6.0 or Exhibit E652.7.0, the mail must be entered at the delivery unit listed in the exhibit for that ZIP Code.

There are no specific sortation requirements for the DDU rates other than the requirement that mail must be separated by 5-digit ZIP Code when unloaded at a DDU facility. Mailers may choose to sack or palletize DDU rate pieces. If so, there are no minimum sack or pallet requirements, but the sack or pallet must be labeled as a 5-digit sack or pallet under DMM M045.13.0 or M630.1.6. Mailers may present mail to the DDU prepared in pallet boxes on pallets provided the pallet boxes do not exceed 60 inches in height and otherwise meet the provisions of M041. The Drop Shipment Product and DMM Exhibits E652.6.0 and E652.7.0 may be used to determine which postal facilities can handle pallets. If the facility cannot handle a pallet, and mail is transported to the facility on pallets, the mailer must unload the mail from pallets into a container as specified by the delivery unit.

The mailer will be responsible for unloading all DDU loads (even if palletized). If palletized and the pallets are stacked, the mailer will be responsible for unloading, unstacking, and removing the strapping material from the pallets. Appointments for entry must be made by contacting the DDU at least 1 day in advance. It is recommended that DDU appointments not be made more than 48 hours in advance. Standing appointments may be made if shipment frequency is weekly or more frequently. Mailers may use the electronic appointment system (DSAS) to obtain electronic confirmation at those DDUs that are currently on the electronic system. However, mailers scheduling DDU appointments using DSAS must also telephone the DDU at least 24 hours in advance to confirm the drop shipment. The grace period for late arrivals will be 20 minutes.

- j. *Destination Entry Mail Preparation — Plant Verified Drop Shipment (PVDS).* Pieces must be part of a mailing of at least 50 Parcel Post rate pieces to qualify for DDU, DSCF, and DBMC rates and to qualify for OBMC Presort, BMC Presort, and barcoded discounts. When

Parcel Post rate pieces are submitted under PVDS procedures, mailers may use the total of all line items for all destinations on a PVDS register or PVDS postage statement to meet the minimum 50-piece volume requirement. This means a mailer may enter fewer than 50 pieces at an individual destination, provided there is a total of at least 50 Parcel Post rate pieces for all of the entry points for that single mailing job listed on the PVDS register or PVDS postage statement.

- k. *Bulk Parcel Post.* Bulk Parcel Post is a “shell” classification of Standard Mail (B) for which there are no separate rates prescribed. Current DMM E620.2.4e states that “the bulk Parcel Post rate is the rate applicable to each piece in a bulk Parcel Post rate mailing at the single-piece rate or DBMC rate for that zone for an item equal to the average weight per piece for all parcels in the mailing to that zone, rounded up to the next whole pound.” This DMM section therefore establishes a method of computing postage at Parcel Post rates. For mailings of identical weight pieces, this averaging method is irrelevant, because the average weight of all the pieces to a zone is always the weight of a single piece. For mailings of nonidentical weight pieces, current DMM E620.2.2b states that this method of postage payment may be used only if authorized by the rates and classification service center (RCSC) serving the post office of mailing. The Postal Service is removing sections E620.2.2 and E620.2.4e from the DMM. Postal Service Headquarters is not aware of any mailer that is currently authorized to use this method of postage payment. If in fact there are mailers using this method, they may request that their RCSC issue an authorization for continuation of their postage payment procedure as an alternate mailing system under DMM P730. The Postal Service is implementing various new rates and discounts for Parcel Post that could be considered “bulk rates” because they require a minimum volume of 50 pieces per mailing. Therefore, removing references to “Bulk Parcel Post” rates in DMM E620 will reduce confusion in the eligibility section for Parcel Post rates in new DMM E630. As indicated above, the Postal Service also will be removing the requirement to mark pieces with a “Bulk Parcel Post” rate marking. New DMM E630.7.0 is reserved for any future rates and requirements for the Bulk Parcel Post classification.

## Special Services

- a. *Address Correction.* No changes will be made to address correction service fees. They will remain at \$0.50 for manual corrections and \$0.20 for automated (ACS) corrections, per notice issued.

- b. *Address Changes for Election Boards.* No changes will be made to the fee. It will remain \$0.17. See DMM R900.10.3.

c. *Business Reply Mail (BRM)*

- (1) *Fees and Per-Piece Charges.* The annual permit fee will increase from \$85.00 to \$100.00, and the annual accounting fee will increase from \$205.00 to \$300.00. For regular BRM, mailers will pay the applicable First-Class Mail rates plus a per-piece charge. The per-piece charge for regular BRM with an advance deposit account will decrease from \$0.10 to \$0.08. The per-piece charge for regular BRM without an advance deposit account will decrease from \$0.44 to \$0.30.

- (2) *Qualified Business Reply Mail.* A new classification category and rate structure will be added for qualified business reply mail (QBRM) that must be letter-size, automation-compatible, and barcoded. As a result, the BRMAS fee category will be eliminated. The First-Class rate structure for QBRM includes a lower single-piece first-ounce rate of postage of \$0.30 for letters and \$0.18 for cards. The fee structure requires an annual BRM permit fee, an annual BRM accounting fee, and for each piece returned a \$0.05 per-piece BRM charge. The eligibility and authorization standards for QBRM are in DMM E150. Any BRM approved under the former Business Reply Mail Accounting System (BRMAS) need not make reapplication to qualify for QBRM.

- (3) *Mailpiece Design and Barcoding Requirements.* Mailpiece design and barcoding requirements will be revised for both regular BRM and QBRM. Regular BRM pieces that bear a barcode and QBRM pieces that bear a barcode will be required to meet the automation letter mailpiece design requirements in DMM C810 (except C810.7.1) and the barcoding standards in C840 so that there are uniform requirements for all mail that is processed on barcode sorters.

For barcoded and nonbarcoded BRM, references to mailpiece design requirements in DMM C810 and C830 will replace current BRM standards relative to reflectance requirements, paper weight, tabs, and self-mailers. This will add basis weight, tabbing, and other requirements for all self-mailers. It is likely that self-mailers will be processed on automated equipment. Meeting these requirements will ensure their ability to be processed without damage. QBRM and other barcoded mailpieces must meet all the mailpiece design requirements in C810 except the requirement in C810.7.1. The basis weight requirement for envelopes in

C810.7.1 will not apply to BRM. BRM envelopes, including QBRM, must continue to meet the current minimum paper basis weight of 20 pounds (measured using 500 sheets of 17- by 22-inch paper). In addition, the standard in current S922.6.4 that envelope material must not have a phosphorescence exceeding 4.0 phosphor meter units is retained and corrected to state that envelope material must not have a red fluorescence exceeding 4.0 phosphor meter units. Mailers will have until January 10, 2001, to comply with the requirement in DMM C810.2.1c that QBRM pieces and other BRM pieces that bear a barcode and measure more than 4-1/4 inches by 6 inches meet a minimum thickness requirement of .009 inch.

Mailers currently have the option of preparing pieces with lower right barcodes according to the standards in C840. They also currently have the option of preparing the pieces so that the left boundary of the barcode clear zone and of a lower right barcode window is 1/4 inch closer to the right edge of the mailpiece than required under C840, and to place the leftmost bar of a lower right barcode 1/4 inch closer to the right edge of the mailpiece than required under C840. The revised standards will no longer permit mailers to use the option that does not meet the DMM C840 requirements. However, mailers will be given until January 10, 2001, to use existing stocks of such prebarcoded BRM envelopes and cards that 1) have a barcode clear zone with a left boundary that is 4-1/2 inches from the right edge of the piece (not 4-3/4 inches as required in C840); 2) have a lower right barcode for which the leftmost bar is located between 3-1/4 and 4 inches from the right edge of the piece (not between 3-1/2 and 4-1/4 inches as required under C840); and 3) have a lower right barcode window that has a left boundary measuring 4-1/2 inches from the right edge of the piece (not 4-3/4 inches as required under C840).

The revised standards also will allow a company logo to appear beneath the delivery address line of a prebarcoded BRM or QBRM mailpiece, provided the logo is placed no lower than 5/8 inch from the bottom edge of the mailpiece and does not interfere with the barcode clear zone.

- d. *Carrier Sequencing of Address Cards.* The fee will increase from \$0.17 to \$0.20. See DMM R900.1.0.
- e. *Certificate of Mailing.* The fees will increase. See DMM R900.4.0.
- f. *Certified Mail.* The fee will increase from \$1.35 to \$1.40. See DMM R900.5.0.
- g. *Collect on Delivery (COD).* COD fees will increase. See DMM R900.6.0. The standards in DMM S921 will also be revised to remove references to the availability of COD with single-piece Standard Mail (A).
- h. *Correction of Mailing Lists.* The per-correction fee will be increased from \$0.17 to \$0.20, and the minimum per-list fee is increased from \$5.50 to \$7.00. See DMM R900.10.1.
- i. *Delivery Confirmation.* A new delivery confirmation service will be available for Priority Mail and Standard Mail (B) in early 1999. This service, when available, will provide the mailer with information about the date of delivery or attempted delivery. This service will be available in two forms: (1) an electronic option for mailers who apply identifying barcodes to each piece, provide an electronic manifest, and retrieve confirmation information electronically; and (2) a retail (manual) option for which delivery information will be available through a USPS Internet address or a toll-free number. Signature (electronic return receipt) service also will be available in early 1999.
- j. *Express Mail Insurance.* The fees for merchandise insured for \$500.01 to \$5,000.00 will increase. See DMM R900.8.0.
- k. *Insured Mail.* The fees for insurance service will increase. See DMM R900.9.0. The DMM provisions in S913 will be revised to delete the applicability of insurance to single-piece Standard Mail (A). Since single-piece Standard Mail (A) will be eliminated, mail that was formerly mailed at those rates will be subject to single-piece First-Class Mail or Priority Mail rates as applicable for the weight of the mailpiece. Because First-Class Mail and Priority Mail may be insured, mailpieces formerly mailed at single-piece Standard Mail (A) rates will retain their eligibility for insurance when mailed at First-Class Mail or Priority Mail rates.

In addition, a bulk insurance service discount of \$0.40 per piece is introduced. To be eligible for the bulk insurance service discount, mailers must (1) enter mailings of insured articles under an approved manifest mailing system agreement, (2) mail a minimum of 10,000 insured articles annually (a total of all insured articles mailed at multiple locations), (3) provide a hard copy of Form 3877, *Firm Mailing Book for Accountable Mail*, or facsimile, and (4) provide a copy of Form 3877 on a diskette or other electronic medium. Mailers must submit an application for bulk insurance to their local postmaster or designee, who will approve or deny the application. Authorized mailers will be provided instructions for filing claims under the bulk insurance service by the local postmaster or designee. When systems that electronically capture information on

- accountable mail are completed and when programming changes that will tie the St. Louis ASC into these systems are completed, mailers will be required to file claims electronically using a new (soft) electronic format for the Form 3877. When or before these changes and systems are completed, bulk insurance mailers will be provided with instructions for a new format for the electronic Form 3877 and with instructions for electronically filing claims.
- l. Merchandise Return Service.* The annual permit fee will increase from \$85.00 to \$100.00. The charge per returned mailpiece remains at \$0.30. Revisions are made to the postage that is applicable to pieces returned that weigh less than 16 ounces and to the marking requirements that specify the return rate of postage. These changes will be necessary because of the elimination of single-piece Standard Mail (A) rates. Matter bearing a merchandise return label without a preprinted rate marking will be returned at (1) the Parcel Post rate if it weighs 16 ounces or more, (2) the Priority Mail rates if it weighs over 13 ounces but less than 16 ounces, and (3) the First-Class Mail rates if it weighs 13 ounces or less. If the permit holder desires matter to be returned at the Special Standard or Library Mail rates, the permit holder will be required to preprint the appropriate rate marking on the label. If the permit holder desires matter weighing 13 ounces or less or matter weighing 16 ounces or more to be mailed at the Priority Mail rates, the mailer will be required to preprint the Priority Mail marking on the merchandise return label. It is recommended but not required that matter to be returned at the First-Class Mail, Priority Mail, or Parcel Post rates bear the applicable preprinted marking "First-Class" or "First-Class Mail," "Priority Mail," or "Parcel Post" (or "PP").
- m. Money Orders.* The fee for domestic money orders will be reduced from \$0.85 to \$0.80. The fee for a postal military money order will remain at \$0.30 and the inquiry fee will remain at \$2.75.
- n. On-Site Meter Settings.* There will be increases to two of the on-site meter setting fees. The fee for an additional meter setting will increase from \$3.25 to \$4.00, and the fee for checking a meter in and out of service will increase from \$7.50 to \$8.50. No increases will be made to the scheduled appointment setting fee for the first meter (\$27.00) or to the unscheduled or emergency setting fee for the first meter (\$31.00).
- o. Parcel Airlift.* There will be no changes to parcel airlift fees (\$0.40 for up to two pounds, \$0.75 for over two up to three pounds, \$1.15 for over three up to four pounds, and \$1.55 for over four pounds).
- p. Permit Imprint.* The application fee for permit imprints will increase from \$85.00 to \$100.00.
- q. Post Office Boxes, Caller Service, and Reserve Call Numbers.* Post office box fees (except the \$0 fee for all box sizes in Group E) will increase. Fees for caller service and reserve call numbers also will increase (see R900.3.0 and DMM R900.16.0).
- r. Registered Mail.* The maximum value level for registered mail without postal insurance will be eliminated. All registered mail with a value of \$0.01 or more will be automatically provided with insurance (up to a maximum indemnity of \$25,000 per piece). Insurance coverage is included in the applicable registered mail fee. Only mail of no value may be mailed as uninsured registered mail. In addition, registered mail fees will increase (see DMM R900.18.0).
- s. Restricted Delivery.* The restricted delivery fee will not change (it remains \$2.75).
- t. Return Receipt.* Fees for return receipt will increase from \$1.10 to \$1.25 when requested at time of delivery and from \$6.60 to \$7.00 when requested after mailing.
- u. Return Receipt for Merchandise.* The fee for return receipt for merchandise will increase from \$1.20 to \$1.40, and the fee for a delivery record will increase from \$6.60 to \$7.00. DMM S917 will be revised to delete the availability of this service with single-piece Standard Mail (A), because single-piece Standard Mail (A) will be eliminated.
- v. Special Handling.* There will be no change to the fees for special handling (\$5.40 for matter weighing not more than 10 pounds and \$7.50 for matter weighing more than 10 pounds). In addition, DMM S930.1 will be revised to conform to the Domestic Mail Classification Schedule (DMCS) by making it clear that special handling may be used with First-Class Mail and Priority Mail.
- w. Stamped Cards.* A \$0.01 fee per stamped card and a \$0.02 fee per double stamped card will be added to cover manufacturing and printing costs. A fee of \$0.40 will be added to the price of a sheet of 40 stamped cards. This is consistent with the existing fee structure for stamped envelopes, where customers are charged postage plus a small fee for the envelope itself.
- x. Stamped Envelopes.* The fees for some stamped envelopes will increase and others will decrease. In addition, the fee structure will be simplified: except for hologram stamped envelopes, all stamped envelopes will be grouped together by size and whether they are plain or printed.
- y. ZIP Coding of Mailing Lists.* Fees will increase from \$60.00 to \$70.00 per 1,000 addresses or fraction thereof.

# Summary of Domestic Mail Manual Changes by Module

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The following are changes organized by DMM module. They are intended as an overview only and should not be viewed by readers as defining every revision.

## A (Addressing)

A060.5.3 is amended to eliminate the option to pay postage for excess or undeliverable detached address labels (DALs) or items being returned at the single-piece Standard Mail (A) rates. Postage for excess or undeliverable DALs or items being returned is computed at the applicable single-piece rate (First-Class Mail, Priority Mail, or Standard Mail (B)) for the combined weight of the DAL and the accompanying item, regardless of whether both are being returned.

## C (Characteristics and Content)

C010.1.3 is revised to reflect the revised maximum size standards for "oversized" Parcel Post. References to single-piece Standard Mail (A) are deleted throughout. C050.5.0 is revised to add "Nonmachinable" to the title and to clarify that merchandise samples prepared with detached address labels are considered irregular parcels only if the sample is not letter-size or is not flat-size. C050.6.0 is revised to add "Nonmachinable" to the title. C100.4.0 is revised to include keys and identification devices as items that may be considered nonstandard mail. C600.1.2 is amended to allow Parcel Post mailings to include pieces measuring over 108 inches, but not over 130 inches, in combined length and girth, if the oversized Parcel Post rate is paid. C600.1.2 also is amended to require Parcel Post pieces that weigh less than 15 pounds but measure more than 84 inches in combined length and girth to pay a rate equal to that of a 15-pound parcel for the zone to which the parcel is addressed. C600.2 is amended to delete the nonstandard surcharge criteria that formerly applied to single-piece Standard Mail (A). C810.2 is amended to provide new maximum weights for automation "heavy" letters. C820.2 is amended to increase the maximum weight limit for First-Class automation rate flats to 13 ounces. C840.8 is amended to add a stipulation for ZIP+4 barcodes for QBRM and other barcoded BRM. A new C850 is added to provide standards for barcodes on parcels.

## D (Deposit, Collection, and Delivery)

D010.1.1 is amended to delete the term "single-piece." D010.1.2 is amended to exclude Parcel Post pieces mailed at the DDU and DSCF rates (as well as mail at DBMC rates), or claiming the OBMC Presort discount, from obtaining pick-up service. D100.2.1 and D100.2.6 are amended to change

the phrase "single-piece rate Priority Mail" to "Priority Mail." D600.2 is amended to remove the sentence that allowed single-piece Standard Mail (A) bearing adhesive stamps to be placed in collection boxes.

## E (Eligibility)

E060.5 is amended to reflect the new 13-ounce weight limit for First-Class Mail. E060.12 is amended to remove single-piece Standard Mail (A) as a permissible rate for the return of items under penalty merchandise return service. E110.4 is revised to delete references to Presorted Priority Mail. E120 is revised to remove references to Presorted Priority Mail, to add information on rates and fees applicable to keys and identification devices, and to make minor organizational changes. E130 is revised for clarity and to add information on rates and fees applicable to keys and identification devices. E150 is added to provide information on qualified business reply mail. E200.14 is amended to reflect the elimination of single-piece Standard Mail (A) rates. E230.1 and E230.3 through E230.5 are revised to provide for separate 5-digit and 3-digit rates for Regular, Nonprofit, Classroom, and In-County subclasses, and to show that the applicable 3-digit rates will apply to both unique and nonunique 3-digit ZIP Code areas. E230.6 is revised to allow In-County mail to qualify for high density carrier walk-sequence rates based on either a minimum of 125 pieces per route or 25% of the total active possible deliveries on the carrier route. E230.7 is amended to require documentation for pieces and copies mailed to all 3-digit destinations (not only unique 3-digit destinations). E240.2 is amended to provide for separate 5-digit and 3-digit rates for Regular, Nonprofit, Classroom, and In-County subclasses, and to show that the applicable 3-digit rates will apply to both unique and nonunique 3-digit ZIP Code areas. E600 is revised throughout to delete references to single-piece Standard Mail (A) and to change the name "nonautomation presort" to "Presorted" or "Presorted Standard." E612 is revised to change the weight breakpoints for the Standard Mail (A) minimum per-piece rates, require Standard Mail (A) mailed at a Standard Mail (B) rate to show the applicable Standard Mail (B) marking, and to move restrictions on use of special services from E612.4.1 to new section E612.4.10. E620 and E630 are reorganized so that E620 contains standards for Standard Mail (A) and E630 contains standards for Standard Mail (B). E620 is revised to add new minimum volume requirements for Presorted Standard mailings, to add provisions for mailing certain matter not eligible for Standard Mail (A) rates that bears Standard



Mail (A) markings at the single-piece First-Class or Priority Mail rates, and to add provisions for the new residual shape surcharge. E630 is revised to add provisions for new DSCF and DDU rates and new OBMC Presort, BMC Presort discounts, the oversized parcel provisions, and balloon rate provisions. E630 is revised to add provisions for a barcoded discount for Standard Mail (B) rates. E630 is revised to change marking requirements for Standard Mail (B). E630 is revised to add requirements for eligibility of Library Mail for Presorted 5-digit rates and Presorted BMC rates. E630 is revised to delete the requirement for single-piece rate Library Mail mailings of 1,000 or more identical-weight pieces to be presorted. E640 is amended to clarify that Nonprofit rate mail may qualify for automation rates. E651 is revised to clarify that DDU rate mailers must telephone the DDU to make or confirm an appointment for drop shipment at least 24 hours in advance of the mailing. E652 is revised to add provisions for DSCF and DDU Parcel Post rates.

## **F (Forwarding and Related Services)**

F010 is amended throughout to delete references to single-piece Standard Mail (A). F010 is amended to revise forwarding and related services for Periodicals and for Standard Mail (A) to show that return postage is subject to the First-Class or Priority Mail rates based on weight, except for machinable Standard Mail (A) parcels returned under Bulk Parcel Return Service (BPRS). F020 is revised to remove references to single-piece Standard Mail (A).

## **G (General Information)**

G043 is revised to add names and addresses of organizations from whom barcode specifications and barcode grading requirements can be obtained.

## **L (Labeling Lists)**

Section L100, including labeling list L102 ADCs — Presorted Priority Mail, is deleted. New labeling list L605, BMCs — Nonmachinable Parcel Post, is added.

## **M (Mail Preparation and Sortation)**

M011.1 is revised to add the definition of an overflow sack for Parcel Post DSCF rate mailings. M011.1 is amended to revise the definition of a mailing. M012 is amended to change marking requirements for Standard Mail (A) and (B), to clarify that no marking is needed for single-piece First-Class Mail, and to specify time frames for the new marking requirements. In M032, Exhibit 1.3 is amended to show headings for new Periodicals rate levels, new Parcel Post rates, and new presorted Library Mail rates, and to change the name “bulk Bound Printed Matter” to “presorted Bound Printed Matter.” M033.1 is amended to reflect the new 13-ounce weight limit for First-Class Mail. M041 is revised to reflect requirements for new Standard Mail (B) rates (OBMC Presort, BMC

presort, DSCF, DDU). M045 is revised to add preparation requirements for new Standard Mail (B) rates (OBMC Presort, BMC presort, DSCF, DDU, Presorted Library Mail 5-digit, Presorted Library Mail BMC). M050.4 is amended to reflect revised placement of sequencing date information on mailing statements and to add documentation requirements for the Periodicals In-County rate mail that qualifies for high density rates under the new 25% of the total active possible deliveries per carrier route criteria. M072.1.1 is amended for clarity. M072.2.5 is amended to delete references to “Bulk Parcel Post,” revise “bulk Bound Printed Matter” to “presorted Bound Printed Matter,” add an exception to the zone separation requirement, and to add information on preparation of drop shipment mail for Parcel Post DSCF and DDU rates. M073 is revised to add information about permissibility and preparation requirements for combining Standard Mail (A) and Standard Mail (B) parcels in mailings qualifying for new Parcel Post rates (OBMC Presort, BMC Presort, DSCF, and DDU). M120 is amended to delete the sections on Presorted Priority Mail. M200 is revised to require preparation of an SCF level of sack. M130.2 and M130.3 are amended to revise their titles. M130.5 is amended to reflect the new 13-ounce weight limit for First-Class Mail. M200.3 is revised to require preparation of an SCF sack for nonletters, to delete the provisions for an optional origin/required entry 3-digit sack, and to add provisions for an optional origin/required entry SCF sack. M620 is amended to change “non-automation presort” to “Presorted,” to amend references to E620 and E630, and to amend rate marking requirements including time frames for changing the “Bulk Rate” marking to “Presorted Standard.” M630 is amended to add preparation requirements for DSCF and DDU rates, to change “non-automation presort” to “Presorted,” to revise references to E620 and E630, and to add preparation requirements for Presorted Library Mail 5-digit and Presorted Library Mail BMC rates. M630 is revised to amend rate marking requirements for all Standard Mail (B) including placement of subclass markings, new generic rate markings for drop shipment rates, revising “bulk Bound Printed Matter” to “presorted Bound Printed Matter,” eliminating the “Bulk Parcel Post” marking, removing the requirement for a 5-digit or 3-digit ZIP Code in the rate marking for DBMC rates, eliminating the “catalog rate” marking for Bound Printed Matter, adding the abbreviation “PRSRT” for “Presorted” in the “Presorted Special Standard” marking, and adding the requirement for “Presorted” or “PRSRT” markings to pieces eligible for Presorted Library Mail rates. M810 is reorganized and revised for clarity, to add new rate categories for Periodicals, and to make the 5-digit/scheme sortation level optional for Periodicals automation letters. M820 is amended to make the SCF sack a required level of presort for Periodicals automation flats, to delete the provisions for an optional origin/required entry 3-digit sack, and to add provisions for an optional origin/required entry SCF sack.

## P (Postage and Payment Methods)

P011 is revised to delete references to single-piece Standard Mail (A). P012 revises standardized documentation for Periodicals to add separate 5-digit and 3-digit rates for both automation and nonautomation and to add new rate abbreviations for nonautomation 5-digit and 3-digit rates. P013 is revised to reflect payment for keys and identification devices at First-Class Mail and Priority Mail rates plus a \$.30 fee instead of single-piece Standard Mail (A) rates, to delete sections concerning computation of single-piece Standard Mail (A) rates, to revise the breakpoints for Standard Mail (A) rates, to delete references to Bulk Parcel Post, and to revise the term "bulk Bound Printed Matter" to "presorted Bound Printed Matter." P014.2 is revised to delete references to single-piece Standard Mail (A). P030.1.5 is revised to reflect the new 13-ounce weight limit for First-Class Mail. P030.5.4 is revised to delete a reference to single-piece Standard Mail (A). P040.4.1 is revised to reflect the new rate marking requirements for First-Class and Standard Mail and to delete examples for single-piece Standard Mail (A). P100 is revised to add payment provisions for mailing certain matter not eligible for Standard Mail (A) rates that bears Standard Mail (A) markings at the single-piece First-Class or Priority Mail rates. P600 is revised to establish postage payment methods for Standard Mail (B) containing a combination of discounts, to delete information on payment and use of "SNGLP" marking for single-piece Standard Mail (A), and to clarify that for mailings of identical weight, Standard Mail (A) postage may be affixed to all pieces in the mailing at the lowest rate in the mailing job. P710 is amended to reflect the new marking requirements for regular rate Standard Mail (A). Exhibit P710.3.3b, Rate Category Abbreviations — Standard Mail (A), is amended to delete the code and rate category description "SP Single-Piece Rate (when fewer than 200 pieces accompany automation rate mail)." P750 is amended to include instructions on the new Parcel Post DSCF and DDU rates. P760 is amended to change "non-automation" to "Presorted" for Standard Mail (A) and to delete references to single-piece Standard Mail (A).

## R (Rates and Fees)

The entire module is revised to reflect new rates and fees.

## S (Special Services)

S010 is revised to add information on claims for the new bulk insurance service. S070 is revised to clarify applicability of Priority Mail Drop Shipment. S911 is revised to reflect changes to indemnity coverage for registered mail. S913 is revised to eliminate references to single-piece Standard Mail (A), to provide clarification to matter eligible for insurance, and to include rules for the new bulk insurance service. S915.1 and S915.2 are amended for clarity. S917 is amended to delete availability of return receipt for merchandise with single-piece Standard Mail (A). S921 is amended to delete availability of COD with single-piece Standard Mail (A). S922 is revised to change references from BRMAS to QBRM, to remove eligibility requirements for BRMAS (these are relocated under QBRM in E150), to require all BRM bearing barcodes to meet the requirements of C810 and C840 (except basis weight requirements for envelopes in C810.7.1), and to replace current BRM standards relative to reflectance requirements, paper weight, and self-mailers with current mailpiece design requirements in C810 and C830 (except basis weight requirements for envelopes in C810.7.1, and the retention and clarification of current prohibition of red fluorescence in excess of 4.0 phosphor meter units). S923 is revised to eliminate the return of merchandise return service pieces at single-piece Standard Mail (A) rates, to prescribe new rates of return and corresponding markings, and to reflect new standards concerning registered mail used with that service. S924 is revised to eliminate references to single-piece Standard Mail (A). S930 is amended to remove availability of special handling service for single-piece Standard Mail (A), and to correct the rules to allow First-Class Mail and Priority Mail to receive special handling.

# Domestic Mail Manual Language

## A000 Basic Addressing

\* \* \* \* \*

## A060 Detached Address Labels (DALs)

\* \* \* \* \*

## 5.0 POSTAGE

\* \* \* \* \*

### 5.3 Returns

[Amend the first sentence of 5.3 by replacing "Standard Mail" with "First-Class Mail" to read as follows:]

Postage for excess or undeliverable DALs that are properly endorsed or for items being returned is computed at the applicable single-piece rate (First-Class Mail, Priority Mail, or Standard Mail (B)) applicable to the combined weight of the DAL and the accompanying item, regardless of whether both are being returned. \* \* \*

\* \* \* \* \*

## C Characteristics and Content

### C000 General Information

### C010 General Mailability Standards

#### 1.0 MINIMUM AND MAXIMUM DIMENSIONS

\* \* \* \* \*

#### 1.3 Maximum

[Revise 1.3 to read as follows:]

No mailpiece may weigh more than 70 pounds. Except for Parcel Post (see C600), no mailpiece may measure more than 108 inches in length and girth combined. Parcel Post pieces measuring over 108 inches in combined length and girth, but not more than 130 inches in combined length and girth, are mailable at the applicable oversized rate. Length is the distance of the longest dimension as determined by 1.1, and girth is the distance around the thickest part.

\* \* \* \* \*

#### 1.6 Nonstandard Surcharge

[Amend 1.6 by removing "or C600, respectively," and "or Single-Piece Standard Mail" to read as follows:]

Because of address placement (orientation) under C100, a mailable piece of First-Class Mail weighing 1 ounce or less can be subject to the corresponding nonstandard surcharge.

\* \* \* \* \*

## C022 Perishables

\* \* \* \* \*

### 3.0 LIVE ANIMALS

#### 3.1 Day-Old Poultry

[Amend 3.1f by adding "or Priority Mail" for clarity as follows:]

Day-old poultry vaccinated with Newcastle disease (live virus) is nonmailable. Live day-old chickens, ducks, geese, partridges, pheasants (mailable only from April through August), guinea fowl, quail, and turkeys are acceptable in the mail only if:

\* \* \* \* \*

- f. The shipment bears special handling postage in addition to regular postage, unless sent at the First-Class Mail or Priority Mail rate.

\* \* \* \* \*

## C024 Other Restricted or Nonmailable Matter

\* \* \* \* \*

### 18.0 ODD-SHAPED ITEMS IN ENVELOPES

#### 18.1 Nonmailable

[Amend 18.1 by removing "Standard Mail (A) rate" to read as follows:]

Pens, bottle caps, and similar odd-shaped items are not acceptable in letter-size envelopes at the single-piece First-Class Mail rate.

\* \* \* \* \*

## C050 Mail Processing Categories

\* \* \* \* \*

### 5.0 IRREGULAR PARCEL (NONMACHINABLE)

[Amend 5.0 to add "Nonmachinable" to the title and by adding "and are not letter-size or flat-size" to the second sentence to read as follows:]

An irregular parcel is a parcel not meeting the dimensional criteria in 4.1. This processing category also includes parcels that cannot be processed by BMC parcel sorters, including rolls and tubes up to 26 inches long; merchandise samples that are not individually addressed and are not letter-size or flat-size; unwrapped, paper-wrapped, or sleeve-wrapped articles that are not letter-size or flat-size; and

articles enclosed in envelopes that are not letter-size, flat-size, or machinable parcels.

\* \* \* \* \*

[Amend 6.0 to add "Nonmachinable" to the title as follows:]

**6.0 OUTSIDE PARCEL (NONMACHINABLE)**

\* \* \* \* \*

**C100 First-Class Mail**

**1.0 DIMENSIONS**

**1.1 Maximum Weight and Size**

[Revise 1.1 to show the new maximum weight of 13 ounces to read as follows:]

Each piece may not weigh more than 70 pounds. Matter at First-Class Mail rates may not exceed 13 ounces. The combined length and girth of a piece (i.e., the length of its longest side plus the distance around its thickest part) may not exceed 108 inches. (Lower size or weight standards apply to mail claimed at certain rates or addressed to certain APOs and FPOs.)

\* \* \* \* \*

**4.0 NONSTANDARD MAIL**

[Revise 4.0 to include keys and identification devices as items subject to the nonstandard classification as follows:]

Except for Priority Mail, any piece of First-Class Mail (including keys or identification devices) weighing 1 ounce or less and not claimed at a card rate is nonstandard and subject to the applicable surcharge if its thickness exceeds 1/4 inch or, if based on the placement (orientation) of the address, its length exceeds 11-1/2 inches, its height exceeds 6-1/8 inches, or its aspect ratio (length divided by height) is less than 1.3 or more than 2.5.

\* \* \* \* \*

**C600 Standard Mail**

**1.0 DIMENSIONS**

**1.1 Standard Mail (A)**

[Amend 1.1b to read as follows:]

These dimensional standards apply to Standard Mail (A):

\* \* \* \* \*

- b. Presorted (3/5 and basic rate) Regular and Nonprofit Standard Mail (A) are subject only to the basic mailability standards in C010.

\* \* \* \* \*

**1.2 Standard Mail (B)**

[Amend and renumber 1.2 as follows to specify requirements for oversized Parcel Post and add a Parcel Post balloon rate:]

These dimensional standards apply to Standard Mail (B):

- a. No piece may weigh more than 70 pounds, *except* matter at Bound Printed Matter rates may not weigh more than 15 pounds.
- b. Except for Parcel Post under 1.2c, the combined length and girth of a piece (i.e., the length of its longest side plus the distance around its thickest part) may not exceed 108 inches.
- c. Parcel Post pieces measuring over 108 inches in combined length and girth, but not more than 130 inches in combined length and girth, are mailable at the applicable oversized rate.
- d. Parcel Post pieces measuring over 84 inches in combined length and girth, but not more than 108 inches in combined length and girth, and weighing less than 15 pounds are mailable at the rate equal to that of a 15-pound parcel for the zone to which the parcel is addressed.
- e. Two or more packages may be mailed as a single parcel, if they are about the same size or shape or if they are parts of one article, if they are securely wrapped or fastened together, and if they do not together exceed the weight or size limits.
- f. Lower size or weight standards apply to mail claimed at certain rates, addressed to certain APOs and FPOs, or sent by the Department of State to U.S. Government personnel abroad.
- g. Pieces might be subject to minimum weight or dimensions based on the standards for specific rates.

[Delete current 2.1, renumber current 2.2 as 2.0 and revise to read as follows:]

**2.0 NONMACHINABLE SURCHARGE**

Items described in E630 and mailed at the inter-BMC/ASF Parcel Post rates are subject to a nonmachinable surcharge unless the applicable special handling fee is paid.

\* \* \* \* \*

**C800 Automation-Compatible Mail**

**C810 Letters and Cards**

\* \* \* \* \*

**2.0 DIMENSIONS**

\* \* \* \* \*

**2.3 Maximum Weight**

[Amend 2.3 by replacing the word “nonautomation” with the word “Presorted” in 2.3a. Amend 2.3c through 2.3f to revise the maximum ounce weights for heavy letters to read as follows:]

Maximum weight limits are as follows:

- a. 2.5 ounces: upgradable Presorted First-Class Mail and upgradable Presorted Standard Mail.
- b. 3 ounces: automation First-Class Mail, automation Periodicals, and automation Standard Mail.
- c. 3.3087 ounces: automation Regular Standard Mail (A) heavy letters, subject to 7.5.
- d. 3.3062 ounces: automation Enhanced Carrier Route heavy letters, subject to 7.5.
- e. 3.2873 ounces: automation Nonprofit Standard Mail (A) heavy letters, subject to 7.5.
- f. 3.3103 ounces: automation Nonprofit Enhanced Carrier Route, automation First-Class Mail, and automation Periodicals heavy letters, subject to 7.5.

\* \* \* \* \*

**C820 Flats**

\* \* \* \* \*

**2.0 DIMENSIONS**

\* \* \* \* \*

**2.4 Maximum Weight**

[Revise 2.4 to show the new maximum weight of 13 ounces to read as follows:]

Maximum weight limits are as follows:

- a. For First-Class Mail, 13 ounces.
- b. For Periodicals, 16 ounces.
- c. For Standard Mail (A), less than 16 ounces.

\* \* \* \* \*

**C840 Barcoding Standards**

\* \* \* \* \*

**8.0 5-DIGIT AND ZIP+4 BARCODES**

[Revise the title and add a new sentence to 8.1 to read as follows:]

**8.1 Permissibility**

An automation rate letter-size piece may not bear a 5-digit or ZIP+4 barcode in the lower right corner (barcode clear zone); the piece may bear a 5-digit or ZIP+4 barcode in the address block only if a DPBC appears in the lower right corner. A Qualified Business Reply Mail piece and other barcoded letter-size Business Reply Mail must only bear a ZIP+4 barcode; the ZIP+4 barcode may appear in the address block

when printed on an insert that appears through a window or on an address label affixed directly to the piece; or may appear in the lower right corner either printed directly on the mailpiece or on an insert that appears through a window. An automation rate flat-size piece must not bear a 5-digit barcode.

\* \* \* \* \*

[Add new C850 to read as follows:]

**C850 Standard Mail (B) Barcode Standards**

**1.0 BARCODE SYMBOLOGIES**

**1.1 Basic Requirement**

Every addressed mailpiece eligible for a Standard Mail (B) barcode discount described in E630 must bear a properly prepared barcode that represents the correct ZIP Code information for the address on the mailpiece plus the appropriate verifier character suffix or application identifier prefix characters appropriate for the barcode symbology used as described in 1.0 through 4.0. The combination of appropriate ZIP Code and appropriate verifier or application identifier characters uniquely identifies the barcode as the postal routing code.

**1.2 Permissible Barcode Symbologies**

Until January 10, 2004, barcodes must be printed in one of the following symbologies: UCC/EAN Code 128, USS Code 128, USS Code I 2/5; and USS Code 39. Effective January 10, 2004, only the UCC/EAN Code 128 may be used.

**1.3 Postal Routing Barcode Elements**

Postal routing barcodes must contain the following elements:

- a. UCC/EAN Code 128. For barcodes prepared using the UCC/EAN Code 128 symbology, the postal routing barcode must consist of the leading Application Identifier (AI) of “420” followed by the ZIP Code for the address on the mailpiece. The ZIP Code for the address on the mailpiece may be either the 5-digit ZIP Code or the ZIP+4 code. The AI indicates the meaning of the barcode. The USPS has designated 420 as the AI for domestic postal routing barcodes (and 421 as the AI for international postal routing barcodes). UCC/EAN Code 128 barcodes MUST NOT include the trailing verifier character “9.”
- b. Other Permissible Symbologies. For the USS Code 128, USS Code I 2/5, and USS Code 39 symbologies, the postal routing barcode must consist of the 5-digit ZIP Code for the address on the mailpiece, followed by the 1-digit verifier character “9.” Barcodes prepared under these symbologies MUST NOT include the prefix “420.”

**1.4 Technical Specifications**

UCC/EAN Code 128 barcodes must meet the technical specifications in the "UCC/EAN-128 Application Identifier Standard," which can be obtained from Uniform Code Council, Inc. and the specifications in 2.0. The UCC Code specifications are available from Automatic Identification Manufacturers (AIM) (see G043).

**1.5 One Postal Routing Barcode**

A mailer may include more than one barcode on a mailpiece provided there is only one barcode that is prepared under the postal routing code structure. That is, a mailpiece must contain only one barcode encoded with a 5-digit numeric code followed by the character "9" or encoded with "420" followed by a 5-digit or 9-digit numeric code.

**2.0 BARCODE CHARACTERISTICS**

**2.1 Dimensions**

The preferred range of widths of narrow bars and spaces is 0.015 inch to 0.017 inch. The width of the narrow bars or spaces must be at least 0.013 inch but no more than 0.021 inch. All bars must be at least 0.75 inch high. The wide to narrow bar width ratio for Code I 2/5 and Code 39 must be at least 2.5 to 1.

**2.2 Reflectance**

When measured in the red spectral range between 630 nanometers and 675 nanometers, the minimum white bar (space) reflectance (Rs) must be greater than 50%, and the maximum bar reflectance (Rb) must be less than 25%. The minimum print reflectance difference (Rs-Rb) is 40%. Reflectance must be measured with a USPS-specified reflectance meter or barcode verifier.

**2.3 Quality**

All barcodes in each mailing must measure American National Standards Institute (ANSI) grade C or above. At least 70% of the barcodes in each mailing must measure ANSI grade A or B. For all printing processes, it is strongly recommended that the symbols be tested to ensure that they meet specification requirements. Information concerning ANSI guidelines X3.182-1990 may be obtained from the American Standards Institute (see G043).

**2.4 Substrate Material**

All barcode symbols must be printed on substrate material that preserves the optical specification as described in the AIM-USA Uniform Symbology Specification documents. Typically, white label stock commonly used for barcode generation is suitable, providing it is not glossy (causing mirror-like [specular] reflection) nor prone to smearing or smudging.

**3.0 BARCODE LOCATION**

**3.1 General Standards**

The address and barcode must be on the side of the mailpiece with the largest surface area, except that the address and barcode must be on the top surface of the mailpiece when its shape requires specific orientation for stability during automated processing. The barcode should be placed immediately adjacent to the address and at least 1 inch from the edge of the mailpiece. The delivery address or barcode may be printed on an attachment or on an enclosure in a window envelope, subject to the reflectance standards in 2.2.

**3.2 Barcode Clear Zone**

The barcode must be located as specified in 3.1. No printing may appear in an area 1/8 inch above and below the barcode regardless of location. A minimum clear zone equal to 10 times the average measured narrow element (bars or space) width must be maintained to the left and right of the barcode.

**4.0 BARCODE CONTENT**

**4.1 Human-Readable Barcode Information**

If the barcode is printed on the same label as the mailing address, and in close proximity to that address, the human-readable equivalent of the ZIP Code or ZIP+4 code encoded in the barcode may be omitted. If the barcode is printed on a separate label from the mailing address, the human-readable equivalent of the 5-digit ZIP Code or ZIP+4 code encoded in the barcode (i.e., omitting the existing "420" Application Identifier for UCC/EAN 128 and omitting the existing "9" verifier character for the other three barcode symbologies) must be printed between 1/8 inch and 1/2 inch below the barcode preceded by the word "ZIP" in 10 point or larger bold sans serif type. In addition, the location of the word "ZIP" may be alternatively placed no less than 10 times the average narrow bar or space element width and not more than 1/2 inch to the left of the barcode, in 12 point or larger bold sans serif type.

\* \* \* \*

**D Deposit, Collection, and Delivery**

**D000 Basic Information**

**D010 Pickup Service**

**1.0 BASIC STANDARDS**

**1.1 Availability**

*[Amend 1.1b to delete the term "single-piece rate" to read as follows:]*

Subject to the standards in D010, pickup service is available from designated post offices for:

\* \* \* \*

b. Priority Mail.

\* \* \* \* \*

**1.2 Not Available**

*[Amend 1.2c to include all destination entry rate pieces as follows:]*

Pickup service is not available for pieces:

\* \* \* \* \*

c. Claimed at the Parcel Post DBMC, DSCF, or DDU destination entry rates, or claiming the Parcel Post OBMC Presort discount.

\* \* \* \* \*

**D100 First-Class Mail**

\* \* \* \* \*

**2.0 MAIL DEPOSIT**

**2.1 Single-Piece and Card Rates**

*[Amend the first sentence of 2.1 by changing the phrase "single-piece rate Priority Mail" to "Priority Mail."]*

\* \* \* \* \*

**2.6 Restriction**

*[Amend 2.6 by deleting the term "single-piece rate" in the first sentence.]*

\* \* \* \* \*

**D600 Standard Mail**

\* \* \* \* \*

**2.0 MAIL DEPOSIT**

*[Amend the heading and contents of 2.1 to read as follows:]*

**2.1 Single-Piece Standard Mail (B) Rates**

Single-piece rate Standard Mail (B) must be deposited at a time and place specified by the mailing post office postmaster. Metered mail must be deposited in locations under the jurisdiction of the licensing post office, except as permitted in D072. Permit imprint mail must be presented at the post office under P040 or P700. Precanceled stamp mail must be presented at the post office under P023.

**E Eligibility**

**E000 Special Eligibility Standards**

\* \* \* \* \*

**E060 Official Mail (Penalty)**

\* \* \* \* \*

**5.0 SERVICES, CLASSES, RATES, PREPARATION, AND DETENTION**

\* \* \* \* \*

**5.3 Basic Preparation**

*[Revise 5.3d to incorporate the new 13-ounce weight limit for First-Class Mail as follows:]*

Penalty mail must:

\* \* \* \* \*

d. Be endorsed for class or rate except for single-piece rate First-Class Mail not exceeding 13 ounces and single-piece rate Parcel Post. All mail with penalty mail stamps, other than First-Class Mail weighing 13 ounces or less, must be marked to show the class at which it is mailed.

\* \* \* \* \*

**12.0 PENALTY MERCHANDISE RETURN SERVICE**

**12.1 Description**

*[Amend 12.1 by inserting "(B)" and by removing "Single-Piece Standard Mail" to read as follows:]*

Merchandise return service allows a merchandise return permit holder to authorize individuals and organizations to send single-piece First-Class Mail (including Priority Mail) and single-piece Standard Mail (B) (Parcel Post, Special Standard Mail, and Bound Printed Matter) to the permit holder. The permit holder pays the return postage and fees.

\* \* \* \* \*

**E100 First-Class Mail**

**E110 Basic Standards**

\* \* \* \* \*

**4.0 FEES**

**4.1 Presort Mailing**

*[Amend the first sentence of 4.1 to delete the reference to Presorted Priority Mail to read as follows:]*

A First-Class Mail presort mailing fee must be paid once each 12-month period at each office of mailing by any person or organization entering mailings at automation or Presorted First-Class Mail rates. Payment of one fee allows a mailer to enter mail at both those rates. Persons or organizations paying this fee may enter mail of their clients as well as their own mail. The fee may be paid in advance only for the next year and only during the last 30 days of the current service period. The fee charged is that which is in effect on the date of payment.

\* \* \* \* \*

**E120 Priority Mail**

**1.0 BASIC STANDARDS**

**1.1 Description**

*[Revise 1.1 to reflect the new maximum weight of First-Class Mail to read as follows:]*

Priority Mail is First-Class Mail weighing more than 13 ounces and, at the mailer’s option, any other mail matter (including regular First-Class Mail) weighing 13 ounces or less. Priority Mail rates are based on zone and/or weight.

\* \* \* \* \*

*[Delete current 1.4, renumber current 2.2 as new 1.4 to read as follows:]*

**1.4 Marking**

The marking “Priority” or “Priority Mail” must be placed prominently on the address side of each piece of Priority Mail.

*[Amend 2.0 to read as follows:]*

**2.0 RATES**

**2.1 Application**

Priority Mail rates apply to pieces meeting the standards in 1.0.

**2.2 Flat Rate Envelope**

Any amount of material that can be mailed in the special flat rate envelope available from the USPS is subject to the 2-pound Priority Mail rate, regardless of the weight of the material placed in the envelope.

**2.3 Balloon Rate**

Items weighing less than 15 pounds but measuring more than 84 inches in combined length and girth are charged a minimum rate equal to that for a 15-pound parcel for the zone to which it is addressed.

**2.4 Keys and Identification Devices**

Keys and identification devices (identification cards or uncovered identification tags) that weigh more than 13 ounces but not more than 2 pounds are returned at the 2-pound Priority Mail rate plus a \$0.30 fee if they bear, contain, or have securely attached the name and complete address of a person, organization, or concern, with instructions to return the piece to that address and a statement guaranteeing payment of postage due on delivery.

*[Delete current 3.0 pertaining to Presorted Priority Mail.]*

**E130 Nonautomation Rates**

**1.0 BASIC STANDARDS**

**1.1 All Pieces**

*[Revise 1.1 to reflect the new maximum weight for First-Class Mail to read as follows:]*

All pieces of nonautomation First-Class Mail must:

- a. Meet the basic standards for First-Class Mail in E110.
- b. Weigh 13 ounces or less.
- c. Bear a delivery address.
- d. Meet the applicable documentation and postage payment standards in P012, P013, and P100.

\* \* \* \* \*

*[Delete 1.3.]*

**2.0 SINGLE-PIECE RATE**

*[Revise 2.1, renumber 2.2 as 2.3, and insert new 2.2 to read as follows:]*

**2.1 Rate Application**

The single-piece rates for First-Class Mail are applied as follows:

- a. The card rate applies to a card meeting the applicable standards in C100 that is not eligible for or claimed at the Presorted rate, an automation rate, or a qualified business reply mail (QBRM) rate.
- b. The letter rate applies to any other First-Class Mail (letter, flat, and parcel) weighing 13 ounces or less that is not eligible for and claimed at the card rate, the Presorted rate, an automation rate, a qualified business reply mail (QBRM) rate, or required to be paid at a rate for keys and identification devices.

**2.2 Keys and Identification Devices**

Keys and identification devices (identification cards or uncovered identification tags) that weigh not more than 13 ounces are mailed at the applicable single-piece letter rate, plus a \$0.30 fee, and if applicable, the nonstandard surcharge. The keys and identification devices must bear, contain, or have securely attached the name and complete address of a person, organization, or concern, with instructions to return the piece to that address and a statement guaranteeing payment of postage due on delivery.

\* \* \* \* \*

*[Insert new 4.0 to read as follows:]*

**4.0 NONSTANDARD SURCHARGE**

Single-piece (including keys and identification devices) and Presorted First-Class Mail are subject to the applicable nonstandard surcharge in R100 if they are not mailed at the card rate, weigh 1 ounce or less, and meet the definition of nonstandard mail in C100.

\* \* \* \* \*



[Insert new E150 to read as follows:]

**E150 Qualified Business Reply Mail (QBRM) Rates**

**1.0 BASIC STANDARDS**

**1.1 Description**

Qualified Business Reply Mail (QBRM) is First-Class Mail that:

- a. Is letter-size and is prepared to meet the automation compatibility requirements in C810 (except 7.1).
- b. Meets all the Business Reply Mail (BRM) standards in S922.
- c. Has postage and BRM per-piece fees paid through a business reply mail advance deposit account.
- d. Is authorized to mail at QBRM rates and fees under 2.0. During the authorization process, the mailer is assigned a unique ZIP+4 code for each rate category of QBRM to be returned under the system (one for card-rate pieces, one for letter-size pieces weighing 1 ounce or less, and one for letter-size pieces weighing over 1 ounce up to and including 2 ounces).
- e. Bears the unique ZIP+4 code assigned during the application process in the address of each piece distributed. The ZIP+4 code on each piece must be the proper one assigned to the rate category of the piece on its return. The ZIP+4 codes assigned for this program must be used only on the organization's appropriate QBRM pieces.
- f. Bears the correct barcode that corresponds to the unique ZIP+4 code in the address on each piece distributed. The barcode must be correctly prepared under C840 and S922.5.
- g. Bears a properly prepared facing identification mark (FIM) C on each piece distributed.

**2.0 AUTHORIZATION**

To participate in QBRM, the mailer must submit a written request to open a QBRM account to the postmaster or business mail entry manager at the post office to which the pieces are to be returned. If the mailer's request is approved, the USPS issues the mailer an authorization letter and instructions on how to prepare BRM, including the ZIP+4 codes to be used. The mailer must have a valid BRM permit and pay the annual accounting fee to participate in QBRM. Preproduction samples, if provided with the request, are reviewed by the USPS for compliance with the relevant standards. Any BRM approved under the former Business Reply Mail Accounting System need not make reapplication to qualify for QBRM.

**3.0 RATES AND FEES**

**3.1 Rates**

The single-piece rates for QBRM First-Class Mail are applied to each returned piece as follows:

- a. The QBRM rate for cards in R100 applies to a card meeting the applicable standards in 1.0 and C100.
- b. The QBRM rate for letters in R100 applies to a letter meeting the applicable standards in 1.0 that is not eligible for and claimed at the QBRM rate for cards.

**3.2 Fees**

The following fees apply to QBRM First-Class Mail:

- a. The annual BRM permit fee in S922 and R900.
- b. The annual BRM accounting fee in S922 and R900.
- c. The QBRM fee in R900 for each returned piece.

**E200 Periodicals**

**E210 Basic Standards**

**E211 All Periodicals**

\* \* \* \* \*

**14.0 BASIC RATE ELIGIBILITY**

\* \* \* \* \*

**14.4 Copies Mailed by Public**

[Amend 14.4 by adding "Priority" and "(B)" to read as follows:]

The applicable single-piece First-Class, Priority, or Standard Mail (B) rate is charged on copies of publications mailed by the general public (i.e., other than publishers or registered news agents) and on copies returned to publishers or news agents.

\* \* \* \* \*

**E230 Nonautomation Rates**

**1.0 BASIC INFORMATION**

\* \* \* \* \*

**1.3 ZIP Code Accuracy**

[In the first sentence, change "3/5" to "5-digit, 3-digit," to read as follows:]

All 5-digit ZIP Codes in addresses on pieces claimed at the 5-digit, 3-digit, or basic rates must be verified and corrected within 12 months before the mailing date by a USPS-approved method. \* \* \*

\* \* \* \* \*

[Replace current 3.0 through 5.0 with new 3.0 through 5.0 to read as follows:]

3.0 5-DIGIT RATES

Subject to M200, 5-digit rates apply to:

- a. Letter-size pieces in 5-digit packages of six or more pieces each, placed in 5-digit trays.
b. Flat-size pieces in 5-digit packages of six or more pieces each, placed in 5-digit sacks or palletized under M045.

4.0 3-DIGIT RATES

Subject to M200, 3-digit rates apply to:

- a. Letter-size pieces in 5-digit and 3-digit packages of six or more pieces each, placed in 3-digit trays.
b. Flat-size pieces in 5-digit and 3-digit packages of six or more pieces each, placed in 3-digit sacks or palletized under M045.

5.0 BASIC RATES

Basic rates apply to pieces prepared under M200 that are not claimed at carrier route, 5-digit, or 3-digit rates.

6.0 WALK-SEQUENCE DISCOUNTS

\* \* \* \* \*

6.4 Density Standards

[Revise 6.4b, renumber 6.4c through 6.4d as 6.4d through 6.4e, insert new 6.4c, and revise renumbered 6.4e to read as follows:]

Walk-sequence rate mailings are subject to these density standards:

\* \* \* \* \*

- b. Except under 6.4c, at least 125 walk-sequenced addressed pieces must be prepared for each carrier route receiving mail claimed at the high density rate. Mail for carrier routes of 124 or fewer possible deliveries can qualify for the high density rate if there are at least 125 addressed pieces for the route, or if pieces are addressed to every possible delivery on the route. This mail may also qualify for the saturation rate, subject to 6.4e. In-County rate pieces may also qualify for high density rates under 6.4c.
c. Mail may qualify for In-County high density rates when there are addressed pieces for a minimum of 25% of the total active possible deliveries on a carrier route. If a route contains addresses both within and outside the county, the number of pieces addressed to the entire carrier route will be used to determine if the 25% requirement has been met. However, for such carrier routes meeting the 25% requirement, only the pieces

for that carrier route that are addressed to addresses within the county in which the original entry is located may qualify for the In-County high density rates.

\* \* \* \* \*

- e. More than one addressed piece per delivery address may be included in a high density rate mailing and may be counted for the density standard, in 6.4b, for the high density rate. Only one piece per delivery address may be counted toward the density standards for high density in 6.4c and for the saturation rate in 6.4d.

7.0 COMBINING MULTIPLE PUBLICATIONS OR EDITIONS

\* \* \* \* \*

7.4 Documentation Elements

[Amend the first sentence of 7.4 to read as follows:]

Presort documentation required under P012 also must show the total number of addressed pieces and copies of each publication or edition mailed to each carrier route, 5-digit, and 3-digit destination. \* \* \*

\* \* \* \* \*

E240 Automation Rates

\* \* \* \* \*

2.0 RATE APPLICATION

[Replace current 2.1 through 2.3 with new 2.1 through 2.3 to read as follows:]

2.1 5-Digit Rates

Subject to M200, 5-digit automation rates apply to:

- a. Letters. 5-digit rates apply to groups of 150 or more pieces to the same 5-digit or 5-digit scheme placed in a 5-digit or 5-digit scheme tray or trays prepared under M810. (Preparation to qualify for the 5-digit rate is optional, and if performed, need not be done for all 5-digit or 5-digit scheme destinations.)
b. Flats. 5-digit rates apply to pieces in 5-digit packages of six or more pieces each, prepared under M820 or M045.

2.2 3-Digit Rates

Subject to M200, 3-digit automation rates apply to:

- a. Letters. 3-digit rates apply to groups of 150 or more pieces to the same 3-digit or 3-digit scheme placed in a 3-digit/scheme tray or trays under M810.
b. Flats. 3-digit rates apply to pieces in 3-digit packages of six or more pieces each, prepared under M820 or M045.

**2.3 Basic Rates**

Subject to M200, basic automation rates apply to:

- a. Letters. Basic rates apply to pieces prepared under M810 that are not claimed at 5-digit or 3-digit rates.
- b. Flats. Basic rates apply to pieces prepared under M820 or M045 that are not claimed at 5-digit or 3-digit rates.

\* \* \* \* \*

**E600 Standard Mail**

**E610 Basic Standards**

**E611 All Standard Mail**

**1.0 BASIC INFORMATION**

\* \* \* \* \*

**1.8 Documentation**

*[Amend the reference to single-piece rate mail to specify single-piece Standard Mail (B) as follows:]*

A postage statement, completed and signed by the mailer, using the correct USPS form or an approved facsimile, must be submitted with each mailing except for single-piece rate Standard Mail (B) mailings in which the correct postage is affixed to each piece. Additional supporting documentation may be required by the standards for the rate claimed or postage payment method used.

**E612 Additional Standards for Standard Mail (A)**

\* \* \* \* \*

*[Amend the heading of 4.0 by removing "BULK" to read as follows:]*

**4.0 RATES**

**4.1 General Information**

*[Revise the section numbers and the names of nonautomation rates and remove information about special services to read as follows:]*

All Standard Mail (A) rates are bulk rates (sometimes referred to as presort rates). Bulk rates apply to mailings meeting the basic standards in E611 and the corresponding standards for Enhanced Carrier Route, automation, Presorted, and destination entry in E620, E640, and E650 as appropriate for the rate claimed. Nonprofit rates may be used only by organizations authorized by the USPS under E670. Not all processing categories qualify for every bulk rate.

**4.2 Minimum Per-Piece Rates**

*[In the first sentence, change "nonautomation" to "Presorted" and amend the weight breakpoints for the minimum per-piece rates as follows:]*

The minimum per piece rates (i.e., the minimum postage that must be paid for each piece) apply to Enhanced Carrier Route rate pieces weighing no more than 0.2066 pound rounded (3.3062 ounces rounded); Regular Presorted and automation rate pieces weighing no more than 0.2068 pound rounded (3.3087 ounces rounded); Nonprofit Enhanced Carrier Route rate pieces weighing no more than 0.2069 pound rounded (3.3103 ounces rounded); and Nonprofit Presorted and automation rate pieces weighing no more than 0.2055 pound rounded (3.2873 ounces rounded). \* \* \*

\* \* \* \* \*

**4.6 Exception**

*[Amend 4.6 by revising the second sentence to read as follows:]*

When the postage computed at the bulk Standard Mail (A) rates is higher than a Standard Mail (B) rate for which the matter and the mailing could qualify *except for its weight*, the Standard Mail (B) rate may be paid without adding needless weight. When the Standard Mail (B) rate is paid, the pieces must bear the rate marking appropriate for the Standard Mail (B) rate at which postage is paid. All other standards for bulk Standard Mail (A) apply, including mail preparation.

\* \* \* \* \*

**4.9 Preparation**

*[Amend 4.9b to read as follows:]*

Each bulk rate mailing is subject to these general standards:

\* \* \* \* \*

- b. Each mailing must contain at least 200 pieces or 50 pounds of pieces. See E620.1.2 for volume requirement eligibility unique to Presorted Standard rate mailings. Other volume standards also can apply, based on the rate claimed.

\* \* \* \* \*

*[Add new 4.10 as follows:]*

**4.10 Special Services**

Bulk rate Standard Mail (A) may not use certified, collect on delivery (COD), insurance, registered, return receipt, return receipt for merchandise, or special handling.

\* \* \* \* \*

*[Revise the title of E620. Delete current 1.0. Move current E620.2.0 through 5.7 into E630. Renumber current E630.1.0 through E630.2.9 as E620.1.0 through E620.2.9. Renumber E620.1.2 as E620.1.5; renumber E620.1.3 as E620.1.4; add new E620.1.2, E620.1.3, E620.1.6, and E620.2.10; and revise to read as follows:]*

## **E620 Nonautomation Standard Mail (A) Rates**

### **1.0 PRESORTED REGULAR AND NONPROFIT RATES**

#### **1.1 Basic Standards**

All pieces in a Presorted Regular or Presorted Nonprofit Standard Mail (A) mailing must:

- a. Meet the basic standards for Standard Mail in E611 and E612.
- b. Except as provided in 1.2, be part of a single mailing of at least 200 pieces or 50 pounds of pieces qualifying for Presorted Standard Mail (A). Regular and Nonprofit mailings must meet separate minimum volumes.
- c. Bear a delivery address that includes the correct ZIP Code or ZIP+4 code, unless an alternative address format is used subject to A040. Upgradable pieces are subject to additional standards in M610. Pieces prepared with detached address labels are subject to additional standards in A060.
- d. Be marked, sorted, and documented as specified in M610.

#### **1.2 Residual Volume Requirement**

Pieces in an Enhanced Carrier Route rate mailing that has separately met a 200 piece or 50 pound minimum quantity requirement may be counted toward the minimum quantity requirement for a Presorted rate mailing, provided that the Enhanced Carrier Route rate mailing and the Presorted rate mailing are part of the same mailing job and are reported on the same postage statement. Likewise, pieces in an automation rate mailing that has separately met a 200 piece or 50 pound minimum quantity requirement may be counted toward the minimum quantity requirement for a Presorted rate mailing, provided that the automation rate mailing and the Presorted mailing are part of the same mailing job and are reported on the same postage statement. Pieces mailed at Presorted Standard Mail (A) rates must not be counted toward the minimum volume requirements for an Enhanced Carrier Route rate or an automation rate mailing.

#### **1.3 Residual Mail Subject to First-Class or Priority Mail Rates**

Pieces prepared as Standard Mail (A) (i.e., bear Standard Mail (A) rate markings, ancillary service markings, etc.) that do not qualify for Enhanced Carrier Route, automation, or Presorted Standard Mail (A) rates are subject to the single-

piece First-Class or Priority Mail rates as applicable for the weight of the mailpiece. Metered pieces weighing over 13 ounces, but less than 16 ounces that do not qualify for Standard Mail (A) rates, and any mailpieces that do not qualify for Standard Mail (A) rates for which First-Class or Priority Mail service is desired, must be re-enveloped or otherwise prepared so that they do not bear Standard Mail (A) markings, endorsements, and ACS codes, and must bear the proper First-Class Mail or Priority Mail rate markings, ancillary service endorsements, and ACS codes. Mailers who have pieces (other than metered pieces weighing over 13 ounces, but less than 16 ounces) that do not qualify for Standard Mail (A) rates, but that are prepared as Standard Mail (A), and who do not desire to receive First-Class Mail or Priority Mail service for those pieces, may enter their mailpieces "as is" (i.e., bearing the Standard Mail (A) markings and endorsements), provided the requirements in P100 are met.

#### **1.4 ZIP Code Accuracy**

All 5-digit ZIP Codes included in addresses on pieces claimed at regular Presorted and Nonprofit Presorted rates must be verified and corrected within 12 months before the mailing date, using a USPS-approved method. The mailer must certify that this standard has been met when the corresponding mail is presented to the USPS. This standard applies to each address individually, not to a specific list of mailing. An address meeting this standard may be used in mailings at any other rates to which the standard applies during the 12-month period after its most recent update.

#### **1.5 Presorted Rates**

Presorted Regular or Nonprofit Standard Mail (3/5 and basic) rates apply to Regular or Nonprofit Standard Mail letters, flats, and machinable and irregular parcels weighing less than 16 ounces that are prepared under M610 or palletized under M045. Basic rates apply to pieces that do not meet the standards for the 3/5 rates described below. Basic rate and 3/5 rate pieces prepared as part of the same mailing are subject to a single minimum volume standard. Pieces that do not qualify for the 3/5 rate must be paid at the basic rate and prepared accordingly. Pieces may qualify for the 3/5 rate if they are presented:

- a. In quantities of 150 or more letter-size pieces for a single 3-digit area, prepared in 5-digit or 3-digit packages of 10 or more pieces each and placed in 5-digit or 3-digit trays.
- b. In quantities of 150 or more upgradable letter-size pieces (as defined in M610) for a single 3-digit area and placed in 5-digit or 3-digit trays.
- c. In a 5-digit or 3-digit package of 10 or more flat-size pieces and placed in a 5-digit or 3-digit sack containing at least 125 pieces or 15 pounds of pieces.

- d. In a 5-digit or 3-digit package of 10 or more flat-size pieces palletized under M045.
- e. In a 5-digit, destination ASF (if required), or destination BMC sack containing at least 10 pounds of machinable parcels. (The 3/5 rates are available *only if all possible 5-digit sacks are prepared.*)
- f. On a 5-digit, destination ASF (if required), or destination BMC pallet of machinable parcels. (The 3/5 rates are available *only if all possible 5-digit pallets are prepared.*)
- g. In a 5-digit or 3-digit sack of irregular parcels containing at least 125 pieces or 15 pounds of pieces.

### 1.6 Residual Shape (Parcel) Surcharge

Presorted Standard Mail that is prepared as a parcel, or is not letter-size or flat-size as defined in C050, is subject to the residual shape surcharge.

## 2.0 ENHANCED CARRIER ROUTE RATES

### 2.1 All Pieces

All pieces in an Enhanced Carrier Route Standard Mail mailing (letters, flats, or irregular parcels, including merchandise samples distributed with detached address labels) must:

- a. Meet the basic standards for Standard Mail in E611 and E612.
- b. Be part of a single mailing of at least 200 pieces or 50 pounds of pieces of Enhanced Carrier Route Standard Mail, except that automation basic carrier route rate pieces are subject to a separate 200-piece/50-pound minimum volume standard and may not be included in the same mailing as other Enhanced Carrier Route mail. Regular and Nonprofit mailings must meet separate minimum volumes.
- c. Be sorted to carrier routes, marked, and documented under M045 (if palletized) or M620.

### 2.2 Flats and Merchandise Samples

Enhanced Carrier Route rate mail may not be more than 11-3/4 inches high, 14 inches long, or 3/4-inch thick. Merchandise samples with detached address labels may exceed these dimensions if the labels meet the standards in A060.

### 2.3 Preparation

Preparation to qualify for any of the Enhanced Carrier Route rates is optional and need not be performed for all carrier routes in a 5-digit area. An Enhanced Carrier Route mailing may include pieces at basic, high density, and saturation Enhanced Carrier Route rates. Automation basic carrier route rate pieces must be prepared as a separate mailing, subject to the eligibility standards in E640.

### 2.4 Carrier Route Information

Except for mailings prepared with a simplified address under A040, carrier route codes must be applied to mailings using CASS-certified software and the current USPS Carrier Route Information System (CRIS) scheme, hard copy CRIS files, or another AIS product containing carrier route information, subject to A930 and A950. Carrier route information must be updated within 90 days before the mailing date.

### 2.5 Sequencing

Basic carrier route rate mail must be prepared either in carrier walk sequence or in line-of-travel (LOT) sequence according to LOT schemes prescribed by the USPS (see M050). High density and saturation rate mailings must be prepared in carrier walk sequence according to schemes prescribed by the USPS.

### 2.6 Addressing

Saturation rate mail may be prepared with detached address labels, subject to A060, or with an alternative addressing format, subject to A040. High density pieces must have a complete delivery address or an address in occupant or exceptional format. Saturation pieces addressed for delivery on a city route must have a complete delivery address or an address in occupant or exceptional format, except that official mail from certain government entities also may use the simplified format. Saturation pieces for delivery on rural or highway contract routes, or through general delivery or a post office box, must have a complete delivery address or an alternative address format.

### 2.7 Density

High density and saturation rate mailings are subject to these density standards:

- a. There is no minimum volume per 5-digit ZIP Code delivery area. Pieces need not be sent to all carrier routes within a 5-digit delivery area.
- b. For the high density rate, at least 125 pieces must be prepared for each carrier route for which that discount is claimed, except that fewer pieces may be prepared and the high density rate may be claimed for carrier routes of 124 or fewer possible deliveries if a piece is addressed to every possible delivery on the route. Multiple pieces per delivery address can count toward this density standard.
- c. For the saturation rate, pieces must be addressed either to 90% or more of the active residential addresses or to 75% or more of the total number of active possible delivery addresses, whichever is less, on each carrier route receiving this mail, except that mail addressed in the simplified address format must meet the 100% coverage standard in A040. Multiple pieces per delivery address do not count toward this delivery standard. Sacks with fewer than 125 pieces and less than

15 pounds of pieces may be prepared to a carrier route when the saturation rate is claimed for the contents and the applicable density standard is met.

## 2.8 Basic Rates

Basic (nonautomation) carrier route rates apply to each piece that is sorted under M620 into the corresponding qualifying groups:

- a. Letter-size pieces in a full carrier route tray, or in a carrier route package of 10 or more pieces placed in a 5-digit carrier routes or 3-digit carrier routes tray.
- b. Flat-size pieces in a carrier route package of 10 or more pieces palletized under M045, or placed in a carrier route sack containing at least 125 pieces or 15 pounds of pieces or in a 5-digit carrier routes sack.
- c. Irregular parcels (merchandise samples prepared with detached address labels under A060) in a carrier route sack or in a carrier route carton(s) containing a total of 125 pieces or 15 pounds of pieces, or in a 5-digit carrier routes sack or carton. (DALs must be in carrier route packages of 10 or more pieces and prepared under A060.)

## 2.9 high density and Saturation

high density and saturation rates apply to pieces qualified for the basic rates that also meet the applicable addressing and density standards in 2.6 and 2.7.

## 2.10 Residual Shape (Parcel) Surcharge

Enhanced Carrier Route mail that is prepared as a parcel, or is not letter-size or flat-size as defined in C050, is subject to the residual shape surcharge.

*[Revise the title of E630 as follows:]*

### E630 Standard Mail (B)

*[Delete current 630.1 through 630.2. Insert new 630.1 through 630.5.9, which combines former E620.2 through E620.5 with former E630.3 and E630.4 to reorganize and separate standards for Standard Mail (A) from those for Standard Mail (B) and to include new Standard Mail (B) rate categories to read as follows:]*

## 1.0 PARCEL POST

### 1.1 Basic Standards

Parcel Post is Standard Mail weighing 16 ounces or more that is not mailed as Bound Printed Matter, Special Standard Mail, or Library Mail. Any Standard Mail (B) matter may be mailed at Parcel Post rates, subject to the basic standards in E611 and E613.

### 1.2 Enclosures

Parcel Post may contain any printed matter mailable as Standard Mail (A), in addition to the enclosures and additions listed in E611.

## 1.3 Rate Eligibility

There are five Parcel Post rate categories: Intra-BMC, Inter-BMC, destination bulk mail center (DBMC), destination sectional center facility (DSCF), and destination delivery unit (DDU). Intra-BMC, Inter-BMC, and DBMC Parcel Post rates are calculated based on the zone to which the parcel is addressed and the weight of the parcel. DSCF and DDU rates are calculated based on the weight of the parcel. Generally, Intra-BMC rates apply to parcels mailed and delivered within the same BMC service area and Inter-BMC rates apply to parcels mailed in one BMC service area and delivered in a different BMC service area. Specific standards for Intra-BMC and Inter-BMC rates and applicable discounts are described below. Generally, to qualify for destination entry rates (DBMC, DSCF, or DDU), mailers must enter their parcels at the destination BMC, SCF, or delivery unit postal facility that will process or deliver the parcels (see additional requirements in E652). Additional requirements for Parcel Post rates and discounts (other than destination entry rates) are set forth below:

- a. Intra-BMC rates apply to all Parcel Post originating and destining in the service area of the same BMC or ASF. Intra-BMC rates also apply to Parcel Post originating and destining in the same state for Alaska and Hawaii and in the same territory for Puerto Rico. See Exhibit 1.3.
- b. Inter-BMC rates for machinable parcels apply to all Parcel Post mail that weighs 35 pounds or less; is machinable; originates in the service area of a BMC/ASF, or in Alaska, Hawaii, or Puerto Rico, and destines outside that area; and is not eligible for destination entry rates.
- c. Inter-BMC rates for nonmachinable Parcel Post include the nonmachinable surcharge and apply to all inter-BMC/ASF Parcel Post mail that weighs more than 35 pounds or otherwise is nonmachinable as defined in 1.4; originates in the service area of a BMC/ASF, or in Alaska, Hawaii, or Puerto Rico, and destines outside that area; and is not eligible for destination entry rates.
- d. Parcel Post for which OBMC Presort, BMC Presort, and barcoded discounts are claimed, and parcel post which is mailed at a destination entry rate (DBMC, DSCF, DDU (E652)), must be part of a mailing of 50 or more Parcel Post rate pieces. Eligibility for one of those rates or discounts does not require a separate 50 qualifying pieces per rate or per discount. Eligibility for more than one of those rates or discounts in the same Parcel Post mailing is possible, provided there are a total of at least 50 pieces of mail qualifying for any or all Parcel Post rates in the mailing and all other prep-

aration and eligibility requirements for the rates or discounts are met.

- e. The bulk mail center (BMC) Presort per-piece discount applies to pieces of inter-BMC Parcel Post sorted to BMC destinations under L601 for machinable pieces and sorted to BMC and ASF destinations for nonmachinable pieces under L605. To qualify, machinable pieces must be placed in pallet boxes on pallets and nonmachinable pieces must be placed directly on pallets under M041 and M045. The mail must be entered at a postal facility that is not a BMC and be part of a mailing containing 50 or more Parcel Post rate pieces.
- f. The origin bulk mail center presort (OBMC Presort) per-piece discount applies to pieces of inter-BMC Parcel Post sorted to BMC destinations under L601 for machinable pieces and sorted to BMC and ASF destinations for nonmachinable pieces under L605. To qualify, machinable pieces must be placed in pallet boxes on pallets and nonmachinable pieces must be placed directly on pallets under M041 and M045. The mail must be entered at a BMC listed in L601 and be part of a mailing containing 50 or more Parcel Post rate pieces.
- g. The barcoded discount applies to Parcel Post machinable parcels (C050) that each bear a correct, readable barcode under C850 for the ZIP Code of the delivery address; are part of a mailing of 50 or more Parcel Post rate pieces; are not mailed at the DSCF or DDU rates; and if claiming the DBMC rates, are not entered at an ASF. An exception is that properly prepared machinable pieces of DBMC rate mail entered at the Phoenix, AZ, ASF may claim the barcoded discount because that facility uses barcode scanning equipment.
- h. Pieces measuring over 108 inches but not more than 130 inches in combined length and girth are mailable at the applicable oversized Parcel Post rate.
- i. Pieces measuring over 84 inches but not more than 108 inches in combined length and girth and weighing less than 15 pounds are subject to the rate equal to that of a 15-pound parcel for the zone to which the parcel is addressed.

### **Exhibit 1.3 BMC/ASF Service Areas**

*[Renumber and insert former Exhibit E620.2.4 as Exhibit E630.1.3.]*

### **1.4 Nonmachinable Surcharge**

The nonmachinable surcharge applies only to the items listed in 1.4a through 1.4i if mailed at the Inter-BMC/ASF Parcel Post rates and no special handling fee is paid. The nonmachinable surcharge applies to items within these categories:

- a. A parcel more than 34 inches long, 17 inches wide, 17 inches high, or weighing more than 35 pounds.
- b. A parcel containing more than 24 ounces of liquid in glass containers, or 1 gallon or more of liquid in metal or plastic containers.
- c. An insecurely wrapped or metal-banded parcel.
- d. A can (paint, etc.), roll, or tube, or wooden or metal box.
- e. A shrub or tree.
- f. A perishable, such as eggs.
- g. Books, printed matter, or business forms weighing more than 25 pounds.
- h. A high density parcel weighing more than 15 pounds and exerting more than 60 pounds per-square-foot pressure on its smallest side.
- i. A film case weighing more than 5 pounds or with strap-type closures, except any film case the USPS authorizes to be entered as a machinable parcel under C050 and to be identified by the words "Machinable in United States Postal Service Equipment," permanently attached as a nontransferable decal in the lower right corner of the case.

### **1.5 Fees**

*[Renumber former E620.2.6 as E630.1.5 and revise to read as follows:]*

Parcel Post mail is subject to these fees, as applicable:

- a. The fee for mailing at destination BMC (DBMC), destination sectional center facility (DSCF), and destination delivery unit (DDU) Parcel Post rates must be paid once each 12-month period at each post office of mailing by or for any person or organization that mails at the destination entry rates, except as provided otherwise for plant-verified drop shipments. All destination entry rates are covered under the payment of a single annual fee. The fee may be paid in advance only for the next year and only during the last 30 days of the current service period. The fee charged is that which is in effect on the date of payment (R600).
- b. The Parcel Post pickup fee must be paid every time pickup service is provided, subject to the corresponding standards in D010.

**2.0 BOUND PRINTED MATTER**

**2.1 Description and Rate Categories**

[Renumber former E620.3.1 as E630.2.1 and revise to include new rate categories as follows:]

Bound Printed Matter is Standard Mail weighing at least 1 pound but not more than 15 pounds and meeting the standards in E611, E613, and E630. Bound Printed Matter rates are based on zones and on the weight of the piece. The rate categories are as follows:

- a. Single-Piece Rate. The single-piece rate applies to Bound Printed Matter not mailed at the presorted rate or carrier route rate.
- b. Presorted Rate. The presorted rate applies to Bound Printed Matter prepared in a mailing of at least 300 pieces, prepared and presorted as specified in M045 and M630.
- c. Carrier Route Rate. The carrier route rate applies to Bound Printed Matter prepared in a mailing of at least 300 pieces presorted to carrier routes, prepared and presorted as specified in M045 and M630.

**2.2 Characteristics**

[Renumber former E620.3.2 as E630.2.2.]

\* \* \* \* \*

**2.3 Combining Pieces**

[Renumber former E620.3.3 as E630.2.3.]

\* \* \* \* \*

**2.4 Enclosures**

[Renumber former E620.3.4 as E630.2.4.]

\* \* \* \* \*

[Add new 2.5 to specify barcoded discount standards as follows:]

**2.5 Barcoded Discount**

The barcoded discount applies to machinable parcels (C050) bearing a correct, readable barcode under C850 for the ZIP Code shown in the delivery address that are part of a mailing of at least 50 Bound Printed Matter pieces, and are mailed at the single-piece rates, or under the following conditions, mailed at the presorted rates. Presorted Bound Printed Matter that is prepared under the machinable parcel preparation standards in M045 and M630 is eligible for the barcoded discount. Bedloaded bundles of presorted Bound Printed Matter (that are required to be prepared under the sortation standards for flats and irregular parcels) are not eligible for barcoded discounts, with the exception that 5-digit bedloaded bundles are eligible for the barcoded discount. Carrier route Bound Printed Matter is not eligible for the barcoded discount.

\* \* \* \* \*

[Renumber E630.3.1 as 2.6 and revise to delete references to E620 to read as follows:]

**2.6 Preparation for Presorted Rates**

Presorted Bound Printed Matter must meet the basic standards in 2.1 through 2.5 and the applicable preparation standards in M630. Mailings may contain nonidentical-weight pieces only if the correct postage is affixed to each piece or if the RCSC serving the post office of mailing has authorized payment of postage by permit imprint under P710, P720, or P730 or M630.8. Each mailing must contain 300 or more pieces of presorted Bound Printed Matter. Insurance, special handling, and COD services may be used, but selective use of these services for individual parcels must be approved by the RCSC.

[Renumber former E630.3.2 as 2.7.]

**2.7 Additional Standards for Carrier Route Rates**

Carrier route Bound Printed Matter is subject to these additional standards:

- a. Each mailing must contain 300 or more pieces sorted under M630 into groups of at least 10 pieces, 20 pounds, or 1,000 cubic inches each for the same carrier route, rural route, highway contract route, post office box section, or general delivery unit.
- b. Residual pieces (not sorted as described in 2.7a) do not count toward the minimum specified in 2.7a, are ineligible for the carrier route Bound Printed matter rates, and must have postage paid at the appropriate presorted Bound Printed Matter rates. Residual pieces may be included in a carrier route Bound Printer Matter rate mailing and be endorsed "Carrier Route Presort" or "CAR-RT SORT." The number of residual pieces to any single 5-digit ZIP Code area may not exceed 5% of the total qualifying carrier route pieces addressed to that 5-digit area. Residual pieces must be separated from the pieces that qualify for the carrier route rate and must be prepared under M630.
- c. Subject to A930, the mailer must apply carrier route codes to mailings using CASS-certified software and the current USPS Carrier Route Information System (CRIS) scheme or another AIS product containing carrier route information. The carrier route information must be updated within 90 days before the mailing date.

[Renumber former E620.4.0 as E630.3.0.]

**3.0 SPECIAL STANDARD MAIL**

[Renumber former E620.4.1 as E630.3.1 and add rate categories as follows:]

**3.1 Qualification**

Special Standard Mail is Standard Mail matter meeting the standards in E611, E613, and those below. Special Standard



Mail rates are based on the weight of the piece, without regard to zone. The rate categories and discounts are as follows:

- a. Single-Piece Rate. The single-piece rate applies to Special Standard Mail not mailed at a 5-digit or BMC rate.
- b. Presorted 5-Digit Rate. The 5-digit rate applies to Presorted Special Standard Mail mailings of at least 500 pieces and meeting the other requirements of 4.0 and that are prepared and presorted to 5-digit destination ZIP Codes as specified in M630 or M041 and M045.
- c. Presorted BMC Rate. The BMC rate applies to Presorted Special Standard Mail mailings of at least 500 pieces and meeting the other requirements of 4.0 and that are prepared and presorted to destination bulk mail centers as specified in M630 or M041 and M045.
- d. Barcoded Discount. The barcoded discount applies to machinable parcels (C050) mailed at single-piece rates and Presorted Special Standard Mail BMC rates that bear a correct, readable barcode under C850 for the ZIP Code shown in the delivery address and that are part of a mailing of at least 50 pieces of Special Standard Mail. The discount does not apply to pieces mailed at the Presorted Special Standard Mail 5-digit rates.

*[Renumber former E620.4.2 as E630.3.2.]*

**3.2 Qualified Items**

\* \* \* \* \*

*[Renumber former E620.4.3 as E630.3.3.]*

**3.3 Loose Enclosures**

\* \* \* \* \*

*[Renumber former E620.4.4 as E630.3.4.]*

**3.4 Enclosures in Books**

\* \* \* \* \*

*[Insert current E630.4.0. Amend 4.3 by revising the second sentence and add new E630.4.7 to read as follows:]*

**4.0 PRESORTED SPECIAL STANDARD MAIL**

\* \* \* \* \*

**4.3 One Presort Level**

A Presorted Special Standard Mail rate mailing receives only one level of presort rate. The mailer may, however, prepare two separate mailings in order to use both levels of presort rates and claim them on the same postage statement. Pieces that do not qualify for a presort rate must be presented separately from any presorted rate mailings, but may be

claimed on the same postage statement as a 5-digit rate and BMC presort rate mailing.

\* \* \* \* \*

*[Renumber former E620.5.0 and 5.1 as E630.5.0 and E630.5.1 to read as follows:]*

**5.0 LIBRARY MAIL**

**5.1 Qualification**

*[Revise 5.1 to read as follows:]*

Library Mail is Standard Mail matter meeting the standards in E611, E613, and those below. Library Mail rates are based on the weight of the piece, without regard to zone. The rate categories and discount are as follows:

- a. Single-Piece Rate. The single-piece rate applies to Library Mail not mailed at a 5-digit or BMC rate.
- b. Presorted 5-Digit Rate. The 5-digit rate applies to Presorted Library Mail mailings of at least 500 pieces and meeting the other requirements of 6.0 and that are prepared and presorted to 5-digit destination ZIP Codes as specified in M630 or M041 and M045.
- c. Presorted BMC Rate. The BMC rate applies to Presorted Library Mail mailings of at least 500 pieces and meeting the other requirements of 6.0 and that are prepared and presorted to destination bulk mail centers as specified in M630 or M041 and M045.
- d. Barcoded Discount. The barcoded discount applies to machinable parcels (C050) mailed at single-piece rates and Presorted Library Mail BMC rates that bear a correct, readable barcode under C850 for the ZIP Code shown in the delivery address and that are part of a mailing of at least 50 pieces of Library Mail. The discount does not apply to pieces mailed at the Presorted Library Mail 5-digit rates.

*[Redesignate E620.5.2 as E630.5.2. Delete E620.5.3. Redesignate E620.5.4 through E620.5.7 as E630.5.3 through E630.5.6. Insert new E630.6.0 to read as follows:]*

**6.0 PRESORTED LIBRARY MAIL**

**6.1 Basic Information**

The Presorted Library Mail rates apply to Library Mail matter mailed in minimum quantities at a place and time designated by the postmaster, subject to the preparation standards in M630. The size and content of each piece in the mailing does not need to be identical. Nonidentical pieces may be merged, sorted together, and presented as a single mailing either with postage paid with a permit imprint if authorized by the RCSC serving the post office of mailing, or with the correct postage affixed to each piece in the mailing.

**6.2 Mailing Fee**

A mailing fee must be paid once each 12-month period at each post office of mailing by or for any person who mails at the Presorted Library Mail rates. The fee may be paid in advance only for the next year and only during the last 30 days of the current service period. The fee charged is that in effect on the date of payment.

**6.3 One Presort Level**

A Presorted Library Mail mailing receives only one level of presort rate. The mailer may, however, prepare two separate mailings in order to use both levels of presort rates and claim them on the same postage statement. Library Mail pieces that do not qualify for a presort rate must be presented separately from any presorted rate mailings, but may be claimed on the same postage statement as a 5-digit rate and BMC presort rate mailing.

**6.4 Definitions**

For this standard:

- a. *Full sack* means either at least eight pieces or a quantity of pieces equaling at least 1,000 cubic inches of volume or weighing from 20 to 70 pounds.
- b. *Substantially full sack* means either at least four pieces or a quantity of pieces equaling at least 1,000 cubic inches of volume or weighing from 20 to 70 pounds.

**6.5 5-Digit Rate**

To qualify for the Presorted Library Mail 5-digit rate, a piece must be in a mailing of at least 500 pieces receiving identical service, prepared and sorted either under M630 to full 5-digit sacks or under M041 and M045 to 5-digit pallets. These conditions also apply:

- a. Mailings of at least 500 nonmachinable outside parcels may qualify for the Presorted Library Mail 5-digit rate if prepared to preserve sortation by 5-digit ZIP Code as prescribed by the mailing office postmaster. The postmaster may require a 24-hour notice before the mailing is presented.
- b. Mailings prepared as palletized packages must consist of 5-digit packages each containing at least eight pieces, or a quantity of pieces equaling 1,000 cubic inches of volume or weighing 20 pounds. No package may exceed 40 pounds. If there is more than 20 pounds of mail to a 5-digit destination, the mailer must prepare the minimum number of packages that do not exceed 40 pounds each. If the pieces are machinable parcels under C050, the pieces must be placed directly on a 5-digit pallet without packaging.

**6.6 BMC Rate**

To qualify for the Presorted Library Mail BMC rate, a piece must be in a mailing of at least 500 pieces receiving identical service, prepared and sorted either under M630 to full or

substantially full bulk mail center (BMC) sacks or under M041 and M045 to BMC pallets. These conditions also apply:

- a. Mailings of at least 500 nonmachinable outside parcels may qualify for the Presorted Library Mail BMC rate if prepared to preserve sortation by BMC as prescribed by the mailing office postmaster. The postmaster may require a 24-hour notice before the mailing is presented.
- b. Mailings prepared as palletized packages must consist of BMC packages each containing at least eight pieces, or a quantity of pieces equaling 1,000 cubic inches of volume or weighing 20 pounds. No package may exceed 40 pounds. If there is more than 20 pounds of mail to a BMC destination, the mailer must prepare the minimum number of packages that do not exceed 40 pounds each. If the pieces are machinable parcels under C050, the pieces must be placed directly on a BMC pallet without packaging.

*[Insert new 7.0 to read as follows:]*

**7.0 BULK PARCEL POST**

[Reserved]

*[Revise the title of E640 and the first sentence of E640.1.1 to read as follows:]*

**E640 Automation Standard Mail (A) Rates**

**1.0 REGULAR AND NONPROFIT RATES**

**1.1 All Pieces**

All pieces in an automation rate Regular or Nonprofit Standard Mail (A) mailing must: \* \* \*

\* \* \* \* \*

**E650 Destination Entry**

**E651 Regular, Nonprofit, and Enhanced Carrier Route Standard Mail**

\* \* \* \* \*

**3.0 DEPOSIT**

\* \* \* \* \*

**3.3 Advance Scheduling**

*[Amend 3.3 by revising scheduling for DDU deposit to read as follows:]*

Except under 4.0, a mailer must schedule deposit of destination rate mailings at least 24 hours in advance by contacting the proper district or BMC control center or destination delivery unit. Appointments at delivery units must be made by calling the delivery unit at least 24 hours in advance. Appointments for ASFs, SCFs, or for any multistop loads must be made through the USPS district control center. Appointments for BMC loads must be scheduled by the proper BMC

control center. When contacting the USPS to make an appointment or as soon as available, the mailer must provide the following information:

- a. Mailer's name and address and the name and telephone number of the mailer's agent or local contact.
- b. Name of what is being mailed, number of mailings, volume of mail, how prepared and whether containerized (e.g., pallets).
- c. Where and how mailing was (or must be) verified.
- d. Method of postage payment.
- e. Requested date and destination facility for mailing.
- f. Vehicle identification number, size, and type.

\* \* \* \* \*

## E652 Parcel Post

### 1.0 BASIC STANDARDS

*[Amend 1.1 through 1.4 to add information on DSCF and DDU destination entry rates to read as follows:]*

#### 1.1 Definitions

Destination entry discounts apply to Parcel Post mailings prepared as specified in M041, M045, and M630 and addressed for delivery within the service area of a destination BMC (or auxiliary service facility), sectional center facility (SCF), or delivery unit (DU) where they are deposited by the mailer. For this standard, the following destination facility definitions apply:

- a. A destination bulk mail center (DBMC) includes all bulk mail centers (BMCs) and auxiliary service facilities (ASFs) under L602, and designated sectional center facilities (SCFs) under 4.0.
- b. A destination sectional center facility (DSCF) includes all facilities listed under L005. Mail that is prepared on pallets for 5-digit ZIP Codes listed in Exhibit 5.0 must be entered at the BMC shown in the exhibit instead of at the SCF serving the 5-digit ZIP Codes of the delivery addresses appearing on mailpieces unless an exception has been granted under 1.3e.
- c. A destination delivery unit (DDU) is a facility that delivers to the addresses appearing on the deposited pieces in a destination entry rate Parcel Post mailing. Refer to the Drop Shipment Product maintained by the National Customer Support Center (NCSC) (see G043) to determine the location of a 5-digit delivery facility. There is a charge for the Drop Shipment Product. When the Drop Shipment Product shows that mail for a single 5-digit ZIP Code area is delivered out of more than one postal facility, use the facility from which the majority of city carrier routes are delivered as the facility at which the DDU mail must be entered unless the 5-digit ZIP Code is listed in Exhibit 6.0 or Exhibit 7.0.

### 1.2 General

A destination entry mailing is a Parcel Post mailing that:

- a. May be bedloaded, on pallets, or in pallet boxes on pallets, sacks, or other authorized containers as specified in 2.0 through 5.0, depending on the facility at which the pieces are deposited and;
- b. Is not plant-loaded.

### 1.3 DBMC, DSCF, and DDU Rates

For DBMC, DSCF, or DDU rates, pieces must meet the applicable standards in 1.0 through 5.0 and meet the following criteria:

- a. Be part of a single mailing of 50 or more pieces that are eligible for and claimed at any Parcel Post rate or rates.
- b. Be deposited at a destination BMC (DBMC) or auxiliary service facility, or other equivalent facility; destination sectional center (DSCF); or destination delivery unit (DDU) as applicable for the rate claimed and as specified by the USPS.
- c. Be addressed for delivery within the ZIP Code ranges that the applicable entry facility serves.
- d. For destination BMC (DBMC) rates, be part of a Parcel Post mailing that is deposited at a BMC or ASF under L602 or other designated facility under 4.0, addressed for delivery within the ZIP Code range of that facility, and prepared in accordance with M041 and M045 or M630.
- e. For destination sectional center facility (DSCF) rates, be part of a Parcel Post mailing deposited at a designated SCF facility under L005 (or at a BMC under Exhibit 5.0), addressed for delivery within the ZIP Code service area of that SCF facility under L005, and prepared in accordance with M041 and M045 and/or M630. For 5-digit ZIP Code areas listed under Exhibit 5.0, mail prepared on pallets must be entered at the corresponding BMC facility shown in that Exhibit (not at the SCF) unless an exception is requested 15 days in advance of the mailing in writing and granted by the Area Manager, Operations Support having jurisdiction over the BMC and SCF. Exceptions, if granted, will be for a limited time. Mailers must not prepare mail on pallets (including pallet boxes on pallets) for the DSCF rate if the 5-digit delivery facility is unable to handle pallets. Refer to the Drop Shipment Product maintained by the National Customer Support Center (NCSC) (see G043) to determine which 5-digit delivery facilities can handle pallets (including pallet boxes on pallets). There is a charge for the Drop Shipment Product. When the Drop Shipment Product shows that mail for a single 5-digit ZIP Code area is delivered out of more than one postal facility, use the facility where the majority of city carrier routes are located for purposes of

determining if the delivery facility can handle pallets, unless the 5-digit ZIP Code is listed in Exhibit 6.0 or Exhibit 7.0. For ZIP Codes in Exhibits 6.0 and 7.0 use the name of the facility associated with the 5-digit ZIP Code on the respective exhibit along with the Drop Shipment Product to determine if pallets may be prepared for one of those 5-digit areas.

- f. For destination delivery unit (DDU) rates, be part of a Parcel Post mailing prepared in accordance with M041 and M045 and/or M630 and deposited at a designated destination delivery unit that delivers parcels to the addresses appearing on the deposited pieces. There is no required minimum number of pieces that must be deposited for the DDU rate and no specific preparation requirements; however, they must be part of a mailing of at least 50 Parcel Post rate pieces and must be separated by 5-digit ZIP Codes. Refer to the Drop Shipment Product maintained by the National Customer Support Center (NCSC) (see G043) to determine the location of the 5-digit delivery facility and whether it can handle pallets (including pallet boxes on pallets). There is a charge for the *Drop Shipment Product*. When the Drop Shipment Product shows that mail for a single 5-digit ZIP Code area is delivered out of more than one postal facility, use the facility from which the majority of city carrier routes are delivered as the facility at which the DDU mail must be entered and to determine whether that facility can handle pallets, unless the 5-digit ZIP Code is listed in Exhibit 6.0 or Exhibit 7.0. For ZIP Codes in Exhibits 6.0 and 7.0 use the name of the facility associated with the 5-digit ZIP Code on the respective exhibit as the facility at which DDU mail must be entered for that 5-digit ZIP Code. This facility name should be used along with the Drop Shipment Product to determine if that facility can handle pallets. If a DDU facility cannot handle pallets, and a mailer transports mail to the DDU facility on pallets, the driver will have to unload the pallets into a container specified by the delivery unit.

#### 1.4 Postage Payment

Postage payment for DBMC, DSCF, and DDU rate mail is subject to the same standards that apply generally to Standard Mail (B). Except for plant-verified drop shipments (see P750) or metered mail drop shipment (see D072), the mailer must have a meter license or permit imprint authorization at the destination facility parent post office for mailings deposited for entry at a DBMC or ASF, at a destination sectional center facility, or at the parent post office of a destination delivery unit. Postage and fees (under E630) are paid to the post office that verifies the mailings. The mailer must ensure that Form 8125 accompanies all plant-verified drop shipments.

*[Rename 1.5 to read as follows:]*

#### 1.5 BMC as Agent

The DBMC may act as acceptance agent only for its parent post office (see Exhibit 1.5) and only if authorized by Form 4410 for each mailer depositing DBMC entry rate mail.

*[Delete 1.6.]*

#### 2.0 PREPARATION

*[Amend 2.0 to include new destination entry rates as follows:]*

##### 2.1 Bedloaded Parcels

*[Revise 2.1 to limit bedloaded destination entry mailings to BMCs and DDUs as follows:]*

A mailer may present bedloaded DBMC parcels if the mailer's vehicle has a road-to-bed height of 50 ( $\pm 2$ ) inches. If applicable, the mail to be entered at different destinations must be separated to prevent mixing of mailings for deposit at different destinations. DBMC rate mailings may be bedloaded for deposit at BMCs/ASFs, and DDU rate mailings may be bedloaded for deposit at DDUs. Refer to the Drop Shipment Product available from the National Customer Support Center (NCSC) (see G043) to determine dock requirements for a DDU facility. (There is a charge for this information.)

##### 2.2 Containers

*[Reorganize and revise 2.2 to include DSCF and DDU mailings and delete use of BMC over-the-road containers for the DBMC rate as follows:]*

DBMC (if not bedloaded), DDU rate mailings (if not bedloaded), and all DSCF mailings must be prepared as follows:

- a. Machinable parcels for which a DBMC, DSCF, or DDU rate is claimed must be sacked under M630 or prepared on pallets under M041 and M045.
- b. For DBMC rate mail, nonmachinable parcels that each weigh 35 pounds or less must be sacked under M630 if the parcels do not contain perishables and the size of the parcels allows a sack to hold at least two pieces. DBMC rate nonmachinable parcels that cannot be sacked in this manner or that weigh more than 35 pounds must be transported as outside (unpacked) pieces. If authorized in advance by the USPS, DBMC rate nonmachinable parcels may be palletized.
- c. DSCF rate mail, if sacked under M630, must contain at least 7 pieces per sack or, if the sack is overflow from a 5-digit sack that contains at least 7 pieces, it may contain less. DSCF rate mail, if sacked under M045 as overflow from a 5-digit pallet that meets the applicable pallet minimum, may contain any number of pieces. Machinable and nonmachinable pieces may be included in the same sack.

- d. For the DSCF rate, 5-digit sacks may be bedloaded or they may be placed on SCF pallets that are labeled and otherwise prepared under M045.
- e. For DSCF rate and DDU rate mail, nonmachinable parcels may be palletized (including pallet boxes on pallets). Nonmachinable parcels may be combined with machinable parcels on 5-digit pallets (including pallet boxes on pallets) claimed at DSCF or DDU rates under M041 and M045.
- f. For DDU rate mail, there are no minimums for sacks, pallets, or pallet boxes on pallets. DDU rate mail must be separated by 5-digit ZIP Code (even if bedloaded) and, if placed in sacks or on pallets (including pallet boxes on pallets), it must be properly labeled to the 5-digit ZIP Code. Machinable and nonmachinable pieces may be included in the same sack or on the same pallet (including pallet boxes).

### 3.0 DEPOSIT

#### 3.1 Freight

Drop shipments are freight until deposited and accepted as mail at the destination facility. The mailer may request use of a numbered PVDS band seal to secure mailer vehicles transporting plant-verified drop shipments.

#### 3.2 Presentation

*[Revise to include requirements for DSCF and DDU destination entry mailings as follows:]*

Destination entry rate mailings must be verified under a plant-verified drop shipment authorization by a detached mail unit (DMU) in the mailer's plant or at the origin post office business mail entry unit (BMEU) serving the mailer's plant. They also may be deposited for verification at a BMEU located at a destination BMC, destination sectional center facility, or other designated destination postal facility. Only plant-verified drop shipments may be deposited at a destination delivery unit not co-located with a post office or other postal facility having a BMEU. When presented to the USPS, destination entry mailings must meet the following requirements:

- a. Separation by zone for DBMC rate mailings is required only for permit imprint mailings of identical-weight pieces that are not mailed using a postage payment system under P710, P720, or P730, or not mailed under M630.8.0.
- b. Each mailing must be separated from other mailings, and destination entry rate mailings for deposit at one destination postal facility must be separated from mailings for deposit at other facilities.
- c. When a mailer claims more than one destination entry discount for a mailing to be deposited at the same postal facility, the mail eligible for each destination

entry discount must be physically separated at the time of verification.

- d. Mail must be separated from freight transported on the same vehicle.
- e. Each piece of DBMC, DSCF, or DDU rate Parcel Post must be marked as specified in M012 and M630.
- f. The mailer must ensure that Form 8125 accompanies all plant-verified drop shipments.
- g. If Periodicals mail is on the same vehicle as Standard Mail (B) the Periodicals mail should be loaded in the tail of the vehicle.

*[Rename the title of 3.3 to read as follows:]*

#### 3.3 BMC as Agent

The DBMC may verify and accept mail if authorized by Form 4410 to act as agent for the parent post office where the mailer's account or license is held.

#### 3.4 Appointments

*[Revise 3.4 to change and update appointment procedures as follows:]*

Appointments must be made for destination entry rate mail as follows:

- a. Except for local mailers under 3.5 and mailings of perishable commodities, appointments for deposit of destination entry rate mail at BMCs, ASFs, and SCFs must be scheduled through the appropriate appointment control center at least a day in advance. Same day appointments may be granted by a control center on the basis of a telephone request. All appointments for BMC loads must be scheduled by the appropriate BMC control center. Appointments for SCFs and ASFs must be scheduled through the appropriate district control center. Appointments may be made up to thirty (30) calendar days prior to a desired appointment date. Mailers must comply with the scheduled mail deposit time and location. The mailer must cancel any appointment by notifying the appropriate control center at least a day in advance of a scheduled appointment time.
- b. Electronic appointments may be made by mailers/agents using a USPS-issued computer log-on ID. Electronic appointments or cancellations must be made at least 12 hours prior to the desired time and date. All information required by the USPS appointment system regarding a mailing must be furnished.
- c. For deposit of DDU mailings, an appointment must be made by contacting the DDU at least 24 hours in advance. If the appointment must be canceled, a mailer must notify the DDU at least a day in advance of a scheduled appointment. Recurring (standing)

appointments will be allowed if shipment frequency is weekly or more often.

- d. When Periodicals are transported together with Standard Mail (A) or (B) as a mixed load (E250), an appointment must be obtained for deposit at a destination entry facility.

\* \* \* \* \*

**3.7 Deposit Conditions**

*[Revise 3.7a to clarify that rescheduling is permitted for re-fused mailings as follows:]*

Deposit of mail also is subject to these conditions:

- a. Destination facilities may refuse mailings that are unscheduled or late (i.e., if vehicles arrive more than 2 hours after the scheduled appointment at ASFs, BMCs, or SCFs and more than 20 minutes late at delivery units). If a mailing is refused, a mailer is permitted to make a new appointment.

\* \* \* \* \*

**3.8 Vehicle Unloading**

*[Revise 3.8 to include DSCF and DDU rate mail as follows:]*

Unloading of destination entry mailings is subject to these conditions:

- a. Properly prepared containerized loads (e.g., pallets) are unloaded by the USPS at BMCs, ASFs, and SCFs. The USPS does not unload or permit the mailer (or mailer agent) to unload palletized loads that are unstable or severely leaning or that have otherwise not maintained their integrity in transit.
- b. The driver must unload bedloaded shipments within 8 hours of arrival at BMCs, ASFs, and SCFs. Combination containerized and bedloaded drop shipment mailings are classified as bedloaded shipments for unload times. The USPS may assist in unloading.

- c. At delivery units, the driver must unload all mail, whether bedloaded, sacked, or palletized (including pallet boxes on pallets) within 1 hour of arrival. If pallets (including pallet boxes on pallets) are stacked, the driver is required to unload, unstack, and unstrap them. If a DDU facility cannot handle pallets, and a mailer transports mail to the DDU facility on pallets, the driver must unload the pallets into a container specified by the delivery unit. The driver may be required to place bedloaded pieces in containers provided by the delivery unit in order to maintain separation by 5-digit ZIP Codes or to place containerized mail so as to maintain the separation of 5-digit ZIP Codes.
- d. When driver unloading is required, the driver or assistant must stay with and continue to unload the vehicle once at the dock.
- e. The driver must remove the vehicle from USPS property after unloading. The driver and assistant are not permitted in USPS facilities except the dock and designated driver rest area.

**3.9 Charges**

*[Revise 3.9 to include all destination rate mailings as follows:]*

The USPS is not responsible for demurrage or detention charges incurred by a mailer who presents destination rate mailings.

**3.10 Appeals**

Mailers who believe that they are denied equitable treatment may appeal to the manager, customer service (district), responsible for the destination postal facility.

**3.11 Documentation**

*[Revise 3.11 to include DSCF and DDU mailings as follows:]*

A postage statement must accompany each destination entry rate mailing. Any other documentation must be submitted as required by the standards for the rate claimed or the postage payment method used.

\* \* \* \* \*

[Add 5.0 as follows to provide for deposit of some DSCF mail at a BMC:]

### 5.0 DSCF MAIL ENTERED AT A DESIGNATED BMC

DSCF rate mail prepared on pallets (including pallet boxes on pallets) that is for a 5-digit ZIP Code listed in Exhibit 5.0 must be entered at the corresponding BMC facility listed on that exhibit instead of at the DSCF unless an exception has been granted under 1.3e. Sacked DSCF rate mail for the 5-digit ZIP Codes in Exhibit 5.0 must be entered at the DSCF.

#### Exhibit E652.5.0, BMC Deposit of DSCF Rate Pallets

BMC	Destination ZIP Code
<b>ATLANTA</b>	30006-08, 30, 32-37, 60-69, 71, 80-86, 88-90. 30305-07, 19, 24, 28-29, 38, 40-42, 45-46, 59, 62-63, 66, 76. 31101. 39901.
<b>CHICAGO</b>	53140-44. 53401-08. 60016-17, 19, 25, 53, 56, 68, 70, 76-77. 60103, 05-07, 20-23, 31, 60-65, 76. 60409, 11-12, 15, 22, 25, 30-33, 35-36, 38-41, 46, 53-58, 62, 64-65, 67, 73, 77-78, 82, 90. 60504-05, 15-17, 21-23, 25-26, 40, 42, 63-68, 98. 60601, 05, 08-60, 67, 81, 90, 93-94. 60714. 60803-05.
<b>CINCINNATI</b>	NONE.
<b>DALLAS</b>	NONE.
<b>DENVER</b>	69190. 80001-19, 32, 40-42, 44, 46-47. 80110-15, 20-29, 50-56, 60-63, 65-67. 80215, 21-22, 24, 26-29, 31-33, 35-37, 51. 80401-19. 80521-28, 53-54. 80631-39.
<b>DES MOINES</b>	NONE.
<b>DETROIT</b>	48007, 15, 21, 25-26, 34, 37, 42-46, 66-73, 75-76, 80-84, 86, 89-93, 98-99. 48103-04, 06-09, 11-13, 20-28, 30, 34, 41, 50-54, 61-62, 70, 74, 80, 82-88, 92, 95, 97-98. 48192, 95, 97-98. 48204, 20-21, 27-28, 35. 48310-18, 40-43, 97.

BMC	Destination ZIP Code
<b>GREENSBORO</b>	27101-02. 27408-10. 27514-16. 27701.
<b>JACKSONVILLE</b>	31520-25, 27. 32065, 67, 73, 84-86, 91-92, 95. 32173-76. 32205, 07, 10-11, 16, 20-22, 24-25, 30, 36, 38-39, 44-45, 47, 54, 77. 32901-12, 19, 22-32, 34-37, 40-41, 51-56, 58-69, 76-78. 33427-29, 31-34, 60-67, 81, 86-87, 96-98. 33755-67, 70-79. 33880-85. 34101-06, 08-10, 12-14, 16-17, 19-20. 34470-82. 34945-51, 54, 79-82, 94-97.
<b>KANSAS CITY</b>	64013-15, 50-51, 55-56, 58. 64116-19, 51, 53-54, 57-61, 63-64, 67, 88, 90. 66002, 44-49.
<b>LOS ANGELES</b>	90220-23, 40-42, 80.
<b>MEMPHIS</b>	38018, 88. 38115, 18, 25, 33-35, 38-39, 41, 75, 81, 83-84, 88, 93, 95. 38614. 38732.
<b>MINNEAPOLIS/ST. PAUL</b>	NONE.
<b>NEW JERSEY</b>	NONE.
<b>PHILADELPHIA</b>	19001-04, 06-10, 12-18, 20-23, 25-26, 28-41, 43-44, 46-50, 52-53, 61, 63-67, 70, 72-76, 78-91, 93-96. 19111, 14-16, 19-20, 24, 28, 34-37, 40, 44, 49, 52, 54-55, 60.
<b>PITTSBURGH</b>	NONE.
<b>ST. LOUIS</b>	62002, 40. 62220-23, 26. 63005-06, 11, 17, 21-22, 24, 31-34, 42-45, 74. 63104-41, 43-44, 46-47, 51, 57-58. 63301-04. 93921-23.
<b>SAN FRANCISCO</b>	94002-03, 10-12, 22-28, 30, 35, 39-43, 59, 61-65, 70, 86-89. 94401-99. 94504, 06, 08, 11-24, 26-29, 33, 35-46, 48, 55-56, 58-63, 67, 70-71, 73-81, 83-85, 89-99.
<b>SEATTLE</b>	98002-04, 23, 31, 35, 63-64, 92-93.
<b>SPRINGFIELD</b>	NONE.
<b>WASHINGTON</b>	NONE.

## 6.0 DELIVERY FACILITY EXCEPTIONS TO THE "MAJORITY OF CITY CARRIERS" RULE

For ZIP Codes in Exhibit 6.0, use the name of the facility associated with the 5-digit ZIP Code in that exhibit as the facility at which DDU rate mail for that 5-digit ZIP Code must be entered, and for both DDU and DSCF mail, to determine whether that 5-digit facility can handle pallets. See 1.1 and 1.3.

### Exhibit E652.6.0, Delivery Facility Exceptions to the "Majority of City Carriers" Rule

This listing identifies 5-digit ZIP Codes that are exceptions to the "majority of city carriers rule" which is used to determine the Standard Mail (B) parcel facility for a 5-digit ZIP Code in instances where a ZIP Code is delivered by multiple facilities. The name of the primary facility for parcel delivery is listed beside each 5-digit ZIP Code. Additional information about the facility including drop ship address and whether the facility can handle a pallet is included in the Drop Shipment Product. At a future date this list will be available in the Drop Shipment Product.

ZIP Code	Facility Name
<b>ALABAMA</b>	
36130	Montgomery
<b>ALASKA</b>	
99701	Main Office
99709	Main Office
99801	Mendenhall
<b>CALIFORNIA</b>	
91941	La Mesa
92056	Oceanside
92122	Universal City Annex
92623	Harvest Station
92693	San Juan Capistrano
94087	Sunnyvale
94304	Palo Alto
<b>FLORIDA</b>	
34743	Buena Ventura Lakes
34747	Celebration
<b>GEORGIA</b>	
30811	Keyssville
31704	Albany
<b>IOWA</b>	
52401	Cedar Rapids
<b>KANSAS</b>	
66044	Jayhawk
66226	Monticello
66619	Pauline Station
<b>KENTUCKY</b>	
40022	Simpsonville
40763	Williamsburg
41730	Hyden
42338	Hartford
<b>LOUISIANA</b>	
70503	Oil Center
71201	Monroe

ZIP Code	Facility Name
<b>MAINE</b>	
04043	Kennebunk
04345	Gardiner
04402	Eastern Maine Carrier Annex
04769	Presque Isle
04841	Rockland
<b>MASSACHUSETTS</b>	
02584	Nantucket
<b>MINNESOTA</b>	
55369	Maple Grove
55378	Burnsville
56387	Waite Park
<b>MISSOURI</b>	
64113	Country Club
<b>MONTANA</b>	
59106	Billings
<b>NEW HAMPSHIRE</b>	
03224	Tilton
<b>NEW YORK</b>	
14304	Niagara Falls
<b>NORTH CAROLINA</b>	
27706	Durham
28018	Forest City
28309	Lafayette
<b>OHIO</b>	
45013	Hamilton
45459	Centerville
<b>PENNSYLVANIA</b>	
18073	Red Hill
18241	Nuremberg
19026	Pilgrim Gardens
19136	Holmesburg Carrier Annex
<b>RHODE ISLAND</b>	
02842	Middleton
<b>SOUTH DAKOTA</b>	
57402	Aberdeen
<b>TENNESSEE</b>	
37224	South
<b>TEXAS</b>	
75501	Texarkana
75903	Lufkin
<b>VIRGINIA</b>	
22320	Alexandria
22405	Fredericksburg
23433	Driver
23521	LC Page
<b>WASHINGTON</b>	
98203	Claremont
98324	Carbonado
98375	South Hill Annex
98387	Spanaway
98687	East Vancouver DDU
<b>WEST VIRGINIA</b>	
25801	Beckley
26302	Eastpointe
26330	Eastpointe
<b>WISCONSIN</b>	
53703	Madison



## 7.0 DELIVERY FACILITIES DIFFERENT THAN THOSE IN THE DROP SHIPMENT PRODUCT

For ZIP Codes in Exhibit 7.0, use the name of the facility associated with the 5-digit ZIP Code in that exhibit as the facility at which DDU rate mail for that 5-digit ZIP Code must be entered, and for both DDU and DSCF mail, to determine whether that 5-digit facility can handle pallets. See 1.1 and 1.3.

### Exhibit E652.7.0, Delivery Facilities Different than those in the Drop Shipment Product

Parcel Post mailings for the ZIP Codes shown must be deposited at the facilities listed in order to qualify for destination delivery unit rates. The listing identifies 5-digit ZIP Codes and facilities that are different from the ones indicated in the Drop Shipment Product for letters and flats. At a future date this information will be available in the Drop Shipment Product.

ZIP Codes Served	Destination Delivery Unit Location
<b>ALASKA</b>	
99702	Fairbanks: 5400 Mail Trail, Fairbanks, AK 99709-9998
<b>CALIFORNIA</b>	
90223	Compton: 701 S. Santa Fe Avenue, Compton, CA 90221-9998
92677	Laguna Niguel: 29911 Niguel Road, Laguna Beach, CA 92607-9998
92684	Westminster: 15080 Goldenwest Circle, Westminster, CA 92685-9998
<b>FLORIDA</b>	
34278	Manasota P&DC: 850 Tallevast Road, Sarasota, Florida 34243-3249
<b>MASSACHUSETTS</b>	
02113, 14, 29, 99	Boston P&DC: 25 Dorchester Avenue, Boston, MA 02205-9998
02215	
02144-45	Incoming Mail Center: 307 Beacham Street, Chelsea, MA 02150-9998
<b>MISSISSIPPI</b>	
39563	Pascagoula: 911 Jackson Avenue, Pascagoula, MS 39567-9998
<b>MINNESOTA</b>	
55102	Saint Paul: 180 Kellogg Blvd. E., Saint Paul, MN 55101-9997
<b>MONTANA</b>	
59401, 04-05, 14	Great Falls Annex: 1409 14th Street SW, Great Falls, MT 59404-9998

ZIP Codes Served	Destination Delivery Unit Location
<b>NEW YORK</b>	
10001, 18, 26, 27, 29, 32-35, 40, 43, 60, 81, 87, 90, 95, 98, 99	New York City: James A. Farley Building, 441 8th Avenue, New York, NY 10001-9998
10115-23, 99	
10017, 21, 22, 28, 30, 31, 37, 39, 44, 55	Bronx: East Side Parcel Post Annex, 500 East 132nd Street, Bronx, NY 10454-4619
10128, 51-55, 62, 65-78	
10002-07, 09-14, 16, 19, 20, 23-25, 36, 38, 41, 69	New York: Central Parcel Post Facility, 341 9th Avenue, New York, NY 10199-9991
10103-07, 10, 49, 58	
10210, 56-60, 65, 70, 71, 79, 80-82, 85, 86, 92	
10008, 15, 45-48, 80	New York: Church Street Station, 90 Church Street, New York, NY 10007-9998
10203, 49, 61, 67	
10111, 12, 29, 85	New York: Times Square Station, 340 W. 42nd Street, New York, NY 10036-9998
10453	Bronx: Highbridge Station, 1315 Inwood Avenue, Bronx, NY 10452-9998
10458	Bronx: Tremont Station, 575 E Tremont Avenue, Bronx, NY 10457-9998
10461	Soundview: 1687 Gleason Avenue, Bronx, NY 10472-9998
10463	Mott Haven: 517 E. 139th Street, Bronx, NY 10454-9998
13088	Bayberry Station: 7608 Oswego Road, Bayberry Plaza, Liverpool, NY 13090
14901	Elmira P&DC: 580 Sullivan Street, Elmira, NY 14901-9997
<b>PENNSYLVANIA</b>	
15131-35	McKeesport: 850 Walnut Street, McKeesport, PA 15134
15122	West Mifflin: 500 Regis Avenue, Pittsburgh, PA 15236-9998
15201	Bloomfield: 5182 Liberty Avenue, Pittsburgh, PA 15224-9998
15223	Glenshaw: 1541 Butler Park Road, Pittsburgh, PA 15116-9998
15225	Woods Run Annex: 2840 New Beaver Avenue, Pittsburgh, PA 15233-9998
15240	Oakland: 347 S. Bouquet Street, Pittsburgh, PA 15213-9998
15244	Greentree: 770 Trumbull Drive, Pittsburgh, PA 15220
17735	Canton: 55 Troy Street, Canton, PA 17724-9998

**E670 Nonprofit Standard Mail**  
\* \* \* \* \*

**9.0 MAILING WHILE APPLICATION PENDING**  
\* \* \* \* \*

**9.2 Postage Record**  
*[Amend 9.2 by removing "or Single-Piece Standard Mail" in the last sentence to read as follows:]*

While an application is pending, postage must be paid at the applicable First-Class Mail or Priority Mail rates, or at the following Standard Mail (A) rates: regular Enhanced Carrier Route, regular automation, or regular Presorted. The USPS records the difference between postage paid at the regular Standard Mail (A) rates (Enhanced Carrier Route, automation, and Presorted) and the postage that would have been paid at the Nonprofit Standard Mail rates. No record is kept if postage is paid at First-Class Mail or Priority Mail rates.

**9.3 Refund**  
*[Amend 9.3b by removing "or Single-Piece Standard Mail" to read as follows:]*

If an authorization to mail at Nonprofit Standard Mail rates is issued, the mailer may be refunded the postage paid at that office in excess of the Nonprofit Standard Mail rate since the effective date of the authorization. No refund is made:

\* \* \* \* \*

b. If postage was paid at First-Class Mail or Priority Mail rates.

\* \* \* \* \*

**F Forwarding and Related Services**

**F000 Basic Services**

**F010 Basic Information**

\* \* \* \* \*

**3.0 DIRECTORY SERVICE**

*[Amend 3.0d by removing "or Single-Piece Standard Mail" to read as follows:]*

USPS letter carrier offices give directory service to the types of mail listed below that have an insufficient address or cannot be delivered at the address given (the USPS does not compile a directory of any kind):

\* \* \* \* \*

d. Parcels mailed at any Standard Mail (B) rate or endorsed by the mailer.

\* \* \* \* \*

**5.0 CLASS TREATMENT FOR ANCILLARY SERVICES**

**5.1 Priority Mail and First-Class Mail**

*[Insert new sentence before the chart in 5.1 to read as follows:]*

Undeliverable Priority Mail and First-Class Mail (including stamped cards and postcards) are treated as described in the chart below. During months 13 through 18, pieces are returned to the sender with an on-piece address correction at no charge. Forwarding address information is not provided for mail with the exceptional address format. The Priority Mail portion of a Priority Mail drop shipment receives the forwarding, return, and address correction services described in this chart. The mail enclosed in a Priority Mail drop shipment receives the services appropriate for its class. First-Class Mail and Priority Mail that bear Standard Mail (A) markings and endorsements as permitted in E620.1.3 and P100 receive forwarding, return, and address correction services for Standard Mail (A) under 5.3.

\* \* \* \* \*

**5.2 Periodicals**

*[Amend 5.2e and 5.2g to read as follows:]*

Undeliverable Periodicals publications (including publications pending Periodicals authorization) are treated as described in the chart below and under these conditions:

\* \* \* \* \*

e. The publisher may request the return of copies of undelivered Periodicals publications by printing the endorsement "Address Service Requested" on the envelopes or wrappers, or on one of the outside covers of unwrapped copies, immediately preceded by the sender's name, address, and ZIP+4 or 5-digit ZIP Code. The per piece rate charged for return is the appropriate single-piece First-Class Mail or Priority Mail rate as applicable for the weight of the piece. When the address correction is provided incidental to the return of the piece, there is no charge for the correction. This endorsement obligates the publisher to pay return postage.

\* \* \* \* \*

g. Periodicals matter is forwarded only to domestic addresses.

[Amend the "Address Service Requested" portion of 5.2g (chart) to read as follows:]

Mailer Endorsement	USPS Action on UAA Pieces
"Address Service Requested" <sup>1</sup>	<b>First 60 days:</b> piece forwarded; no charge. <b>After 60-day period, or if undeliverable:</b> piece returned with address correction or reason for nondelivery attached; single-piece First-Class or Priority Mail rate as applicable for weight of piece charged.
"Forwarding Service Requested"	Not available for Periodicals.
"Return Service Requested"	Not available for Periodicals.
"Change Service Requested"	Not available for Periodicals.
No endorsement <sup>1</sup>	<b>First 60 days:</b> piece forwarded; no charge. <b>After 60-day period, or if undeliverable:</b> separate address correction or reason for nondelivery provided; address correction fee charged; piece disposed of by USPS.

1 Valid for all pieces, including Address Change Service (ACS) participating pieces.

**5.3 Standard Mail (A)**

[Amend 5.3 by deleting 5.3a and renumbering 5.3b through 5.3i as 5.3a through 5.3h, respectively. Revise renumbered 5.3a, 5.3b, and 5.3f through 5.3h to read as follows:]

Undeliverable Standard Mail (A) is treated as described in the chart below and under these conditions:

- a. Mail that qualifies for a single-piece Special Standard or Library Mail Standard Mail (B) rate under the applicable standards is forwarded and returned at that rate, if the mailer's endorsement includes the name of the applicable Standard Mail (B) rate.
- b. Mail that qualifies for Shipper Paid Forwarding (F020) under the applicable standards is forwarded at, and (if necessary) returned at the single-piece First-Class or Priority Mail rate as applicable for the weight of the piece.

\* \* \* \* \*

- f. The weighted fee is the appropriate single-piece First-Class or Priority Mail rate, as applicable for the weight of the piece, multiplied by 2.472 and rounded up to the next whole cent (if the computation yields a fraction of a cent). The weighted fee is computed (and rounded if necessary) for each piece individually. Neither the applicable postage, the factor, nor any necessary rounding is applied cumulatively to multiple pieces.

The fee is charged when an unforwardable or undeliverable piece is returned to the sender and the piece is endorsed "Address Service Requested" or "Forwarding Service Requested." These endorsements obligate the sender to pay the weighted fee on all returned pieces.

- g. Mail that qualifies for Bulk Parcel Return Service (BPRS) under the applicable standards in S924 is returned at the BPRS per piece fee if the mailer uses one of the endorsements that includes " — BPRS."

Mailer Endorsement	USPS Action on UAA Pieces
"Return Service Requested — BPRS"	Piece returned with new address or reason for nondelivery attached; only the Bulk Parcel Return Service fee charged (address correction fee not charged).
"Address Service Requested — BPRS"	<b>Months 1 through 12:</b> piece forwarded; no charge to addressee; separate ACS notice of new address provided; ACS address correction fee and postage at single-piece First-Class or Priority Mail rate as applicable for weight of piece charged via ACS participant code. <b>Months 13 through 18:</b> piece returned with new address attached; only the Bulk Parcel Return Service fee charged (address correction fee not charged). <b>After Month 18, or if undeliverable:</b> piece returned with reason for nondelivery attached; only Bulk Parcel Return Service fee charged (address correction fee not charged).

- h. Standard Mail (A) is forwarded only to domestic addresses.

Mailer Endorsement	USPS Action on UAA Pieces
"Address Service Requested" <sup>1</sup>	<b>Months 1 through 12:</b> piece forwarded; no charge; separate notice of new address provided; address correction fee charged. <b>Months 13 through 18:</b> piece returned with new address attached; only weighted fee charged (address correction fee not charged). <b>After month 18, or if undeliverable:</b> piece returned with reason for nondelivery attached; only weighted fee charged (address correction fee not charged).
"Forwarding Service Requested"	<b>Months 1 through 12:</b> piece forwarded; no charge. <b>Months 13 through 18:</b> piece returned with new address attached; only weighted fee charged (address correction fee not charged). <b>After month 18, or if undeliverable:</b> piece returned with reason for nondelivery attached; only weighted fee charged (address correction fee not charged).

Mailer Endorsement	USPS Action on UAA Pieces
“Return Service Requested”	Piece returned with new address or reason for nondelivery attached; only return postage at single-piece First-Class or Priority Mail rate as applicable for weight of piece charged (address correction fee not charged).
“Change Service Requested” <sup>1</sup>	Separate notice of new address or reason for nondelivery provided; in either case, address correction fee charged; piece disposed of by USPS.
No endorsement	Piece disposed of by USPS.

1 Valid for all pieces, including Address Change Service (ACS) participating pieces.

\* \* \* \* \*

**6.0 ENCLOSURES AND ATTACHMENTS**

[Amend the first sentences of 6.1 and 6.2 to read as follows:]

**6.1 Periodicals**

Undeliverable Periodicals publications (including publications pending Periodicals authorization) with a *nonincidental* First-Class Mail attachment or enclosure are returned at the single-piece First-Class Mail or Priority Mail rate as applicable for the weight of the piece. The weight of the attachment or enclosure is not included when computing the charges for return of the mailpiece. Undeliverable Periodicals publications (including publications pending Periodicals authorization) with an *incidental* First-Class Mail attachment or enclosure are treated as dead mail unless endorsed “Address Service Requested.”

**6.2 Standard Mail (A)**

Undeliverable, unendorsed Standard Mail (A) with a nonincidental First-Class Mail attachment or enclosure is returned at the single-piece First-Class Mail or Priority Mail rate as applicable for the weight of the piece. The weight of the First-Class Mail attachment or enclosure is not included when computing the charges for return of the mailpiece. Undeliverable, unendorsed Standard Mail (A) with an incidental First-Class Mail attachment or enclosure is treated as dead mail.

\* \* \* \* \*

**8.0 DEAD MAIL**

**8.1 Basic Information**

[Amend 8.1 to read as follows:]

Dead mail is matter deposited in the mail that is or becomes undeliverable and cannot be returned to the sender from the last office of address. Every reasonable effort is made to match articles found loose in the mail with the envelope or wrapper from which lost and to return or forward the articles.

- a. Nonmail matter (e.g., wallets and bank deposits) found in collection boxes or at other points within USPS jurisdiction is returned postage due at the single-piece

First-Class Mail or Priority Mail rate for keys and identification devices that is applicable based on the weight of the matter.

\* \* \* \* \*

**F020 Forwarding**

\* \* \* \* \*

**2.0 FORWARDABLE MAIL**

\* \* \* \* \*

**2.3 Discontinued Post Office**

[Amend 2.3 by removing “and all Single-Piece Standard Mail” to read as follows:]

All Express Mail, First-Class Mail, Periodicals, and Standard Mail (B) addressed to a discontinued post office may be forwarded without added charge to a post office that the addressee designates as more convenient than the office to which the USPS ordered the mail sent.

**2.4 Rural Delivery**

[Amend 2.4 by removing “and all Single-Piece Standard Mail” to read as follows:]

When rural delivery service is established or changed, a customer of any office receiving mail from the rural carrier of another office may have all Express Mail, First-Class Mail, Periodicals, and Standard Mail (B) forwarded to the latter office for delivery by the rural carrier without added charge, if the customer files a written request with the postmaster at the former office.

\* \* \* \* \*

**2.6 Mail for Military Personnel**

[Amend the first sentence of 2.6 by removing “and all Single-Piece Standard Mail” to read as follows:]

All Express Mail, First-Class Mail, Periodicals, and Standard Mail (B) addressed to persons in the U.S. Armed Forces (including civilian employees) serving where U.S. mail service operates is forwarded at no added charge when the change of address is caused by official orders. \* \* \*

**3.0 POSTAGE FOR FORWARDING**

\* \* \* \* \*

**3.5 Standard Mail (A)**

[Amend the second sentence of 3.5 to read as follows:]

\* \* \* Shipper Paid Forwarding, used in conjunction with Address Change Service (F030), provides mailers of Standard Mail (A) machinable parcels an option of paying forwarding postage at the single-piece First-Class or Priority Mail rate as applicable for the weight of the piece. \* \* \*

\* \* \* \* \*

**G The USPS and Mailing Standards**

\* \* \* \* \*

**G040 Information Resources**

\* \* \* \* \*

**G043 Address List For Correspondence**

[Add the following at the end of the unit:]

**OTHER**

AMERICAN STANDARDS INSTITUTE INC  
 11 W 42ND ST  
 NEW YORK NY 10036-8002  
 (212) 642-4900

AUTOMATIC IDENTIFICATION MANUFACTURERS (AIM)  
 634 ALPHA DR  
 PITTSBURGH PA 15238-2802  
 www.aimusa.org

UNIFORM CODE COUNCIL INC  
 8163 OLD YANKEE RD STE J  
 DAYTON OH 45458-1839

\* \* \* \* \*

**L Labeling Lists**

\* \* \* \* \*

[Delete the heading "L100 First-Class Mail" and labeling list L102.]

**L600 Standard Mail**

\* \* \* \* \*

[Insert new labeling list L605 as follows:]

**L605 BMCs — Nonmachinable Parcel Post**

Mailers preparing BMC Presort and OBMC Presort Parcel Post mailings of nonmachinable parcels must sort the parcels and label pallets according to this list.

Column A Destination ZIP Codes	Column B Label to
005–007, 009, 068–079, 085–098, 100–119, 124–127, 340	BMC NEW JERSEY NJ 00102
006–009	SCF SAN JUAN PR 006 <sup>1</sup>
008	BMC NEW JERSEY NJ 00102 <sup>2</sup>
008	BMC JACKSONVILLE FL 32099 <sup>3</sup>
010–067, 120–123, 128, 129	BMC SPRINGFIELD MA 05500
130–136, 140–149	ASF BUFFALO NY 140
150–168, 260–266, 439–447	BMC PITTSBURGH PA 15195
080–084, 137–139, 169–199	BMC PHILADELPHIA PA 19205
200–212, 214–239, 244, 254, 267, 268	BMC WASHINGTON DC 20499
240–243, 245–249, 270–297, 376	BMC GREENSBORO NC 27075
298, 300–312, 317–319, 350–352, 354–368, 373, 374, 377–379, 399	BMC ATLANTA GA 31195

Column A Destination ZIP Codes	Column B Label to
-----------------------------------	----------------------

299, 313–316, 320–339, 341, 342, 344, 346, 347, 349	BMC JACKSONVILLE FL 32099
369–372, 375, 380–397, 700, 701, 703–705, 707, 708, 713, 714, 716, 717, 719–729	BMC MEMPHIS TN 38999
250–253, 255–259, 400–418, 421, 422, 425–427, 430–433, 437, 438, 448–462, 469–474	BMC CINCINNATI OH 45900
434–436, 465–468, 480–497	BMC DETROIT MI 48399
500–516, 520–528, 612, 680, 681, 683–689	BMC DES MOINES IA 50999
498, 499, 540–551, 553–564, 566	BMC MPLS/ST PAUL MN 55202
570–577	ASF SIOUX FALLS SD 570
565, 567, 580–588	ASF FARGO ND 580
590–599, 821	ASF BILLINGS MT 590
463, 464, 530–532, 534, 535, 537–539, 600–611, 613	BMC CHICAGO IL 60808
420, 423, 424, 475–479, 614–620, 622–631, 633–639	BMC ST LOUIS MO 63299
640, 641, 644–658, 660–662, 664–679, 739	BMC KANSAS CITY KS 64399
730, 731, 734–738, 740, 741, 743–746, 748, 749	ASF OKLAHOMA CITY OK 730
706, 710–712, 718, 733, 747, 750–799, 885	BMC DALLAS TX 75199
690–693, 800–816, 820, 822–831	BMC DENVER CO 80088
832–834, 836, 837, 840–847, 893, 898, 979	ASF SALT LAKE CTY UT 840
850, 852, 853, 855–857, 859, 860, 863, 864	ASF PHOENIX AZ 852
865, 870–875, 877–884	ASF ALBUQUERQUE NM 870
889–891, 900–908, 910–928, 930–935	BMC LOS ANGELES CA 90901
894, 895, 897, 936–969	BMC SAN FRANCISCO CA 94850
835, 838, 970–978, 980–986, 988–999	BMC SEATTLE WA 98000

- Mailed from ZIP Code areas 006–009.
- If the entry post office is in ZIP Code areas 010–269, combine with mail for ZIP Code areas 005–007, 009, 068–079, 085–098, 100–119, 124–127, and 340, and label to BMC NEW JERSEY NJ 00102.
- If the entry post office is in ZIP Code areas 270–999, combine with mail for ZIP Code areas 299, 313–316, 320–339, 341, 342, 344, 346, 347, and 349, labeled to BMC JACKSONVILLE FL 32099.

\* \* \* \* \*

**M Mail Preparation and Sortation**

**M000 General Preparation Standards**

**M010 Mailpieces**

**M011 Basic Standards**

**1.0 TERMS AND CONDITIONS**

\* \* \* \* \*

**1.3 Preparation Instructions**

*[Insert new 1.3r and 1.3s to read as follows:]*

For purposes of preparing mail:

\* \* \* \* \*

- r. An *overflow sack* for Parcel Post DSCF rate mail is a 5-digit sack prepared with fewer than 7 pieces after all other sacks for that same 5-digit ZIP Code area are prepared with 7 or more pieces per sack as required by M630. If all of the mail is sacked under M630, only one overflow sack is permitted for each 5-digit ZIP Code. If a mailing is prepared on pallets, remaining pieces of Parcel Post mail may be prepared in one or more 5-digit overflow sacks only after one or more 5-digit pallets are prepared to meet the minimum pallet requirement specified in M045. More than one overflow sack per 5-digit ZIP Code area is permitted for mail prepared to 5-digit pallets under M045. Pieces in overflow sacks qualify for the Parcel Post DSCF rates.
- s. An *overflow pallet* in a Parcel Post DSCF rate mailing is a 5-digit pallet containing pieces that remain after one or more 5-digit pallets have been prepared to meet the minimum pallet requirement specified in M045. Only one overflow pallet per 5-digit ZIP Code area is permitted for DSCF rate mail palletized under M045. Pieces on 5-digit overflow pallets qualify for the DBMC rates.

**1.4 Mailing**

*[Amend 1.4 to read as follows:]*

Mailings are defined as:

- a. General. A mailing is a group of pieces within the same class of mail and, except for certain parcel rates, the same processing category that may be sorted together and/or may be presented under a single minimum volume mailing requirement under the applicable standards. Generally, types of mail that follow different flows through the postal processing system (e.g., automation, nonautomation carrier route, and other non-automation) and mail for each separate class and subclass must be prepared as a separate mailing. Other specific standards may define whether separate mailings may be combined, palletized, reported, or deposited together.

- b. First-Class Mail. The following types of First-Class Mail may not be part of the same mailing despite being in the same processing category:
  - (1) automation rate and any other type of mail;
  - (2) nonautomation Presorted rate and any other type of mail;
  - (3) nonautomation Presorted rate mail prepared under the optional upgradable preparation and nonautomation Presorted rate mail prepared under the required preparation;
  - (4) single-piece rate and any other type of mail.
- c. First-Class Postcards. Postcards and letters must be prepared as separate mailings except that they may be sorted together if each meets separate minimum volume mailing requirements.
- d. Periodicals. Mail qualifying for the In-County subclass rates may be part of a mailing at the Regular rates, or the Nonprofit rates, or the Classroom rates. Mail at carrier route rates, nonautomation presort rates, and automation rates must each be sorted as separate mailings. However, each of these mailings may be reported on the same postage statement provided the pieces are for the same publication and edition. See M041.6.0, M045.5.0, M045.7.0, and M200.6.0 for copalletized, combined, or mixed-rate level mailings.
- e. Standard Mail (A). Except as provided in E620.1.2, the following types of Standard Mail (A) may not be part of the same mailing:
  - (1) Automation Enhanced Carrier Route and any other type of mail;
  - (2) Non-carrier route automation and any other type of mail;
  - (3) Nonautomation Enhanced Carrier route and any other type of mail;
  - (4) Presorted rate mail and any other type of mail;
  - (5) Presorted rate mail prepared under the optional upgradable preparation and Presorted rate mail prepared under the required preparation;
  - (6) Except as provided by standard, Regular mail may not be in the same mailing as Nonprofit mail, and Enhanced Carrier Route mail may not be in the same mailing as Nonprofit Enhanced Carrier Route mail.

See M041.6.0, M045.5.0, M045.7.0, and M200.6.0 for copalletized, combined, or mixed-rate level mailings.
- f. Standard Mail (B). Except for single-piece rate pieces not otherwise subject to a minimum mailing requirement that are presented under an approved manifest mailing system under P710, the following types of

Standard Mail (B) may not be part of the same mailing even if in the same processing category:

- (1) Parcel Post mail and any other type of mail;
- (2) Bound Printed Matter and any other type of mail;
- (3) Special Standard and any other type of mail;
- (4) Library Mail and any other type of mail.

\* \* \* \* \*

## M012 Markings and Endorsements

*[Renumber current M012.3.0 and M012.4.0 as M012.4.0 and M012.5.0, respectively. Reorganize and revise M012.1.0 and M012.2.0 and insert new M012.3.0 to read as follows:]*

### 1.0 MARKINGS — BASIC STANDARDS

#### 1.1 Class and Rate

Except for single-piece First-Class Mail, mailpieces must be marked under the corresponding standards to show the class of service and/or rate paid:

- a. Single-Piece First-Class Mail may be identified under E130.2.5.
- b. Presorted First-Class Mail and Standard Mail (A) must be marked under 2.0.
- c. Standard Mail (B) must be marked under 3.0.
- d. Priority Mail must be identified under E120.
- e. Periodicals must be identified under E211.
- f. Express Mail is identified with the Express Mail mailing label (Label 11 or Form 5625) without any other required class or rate marking.
- g. All mailable hazardous materials must be labeled and/or marked as required in C020.

#### 1.2 Enclosures

Enclosures, attachments, and mixed rate mailpieces must be marked under the applicable standards in E070, M070, and P070.

#### 1.3 Printing and Designs

Required markings may be printed by a postage meter, special slug, ad plate, or other means that ensures a legible marking. A marking may not include or be part of a decorative design or advertisement.

### 2.0 MARKINGS — FIRST-CLASS MAIL AND STANDARD MAIL (A)

#### 2.1 Placement

- a. Basic Marking. The basic required marking that indicates the class or subclass — “First-Class,” “Presorted Standard” or “PRSRT STD” (or, until January 10, 2001, “Bulk Rate” or “Blk. Rt.”) or “Non-profit Organization” or “Nonprofit Org.” or “Nonprofit”

must be printed or produced as part of, or directly below or to the left of, the permit imprint indicia, meter stamp or impression, or adhesive or precanceled stamp.

- b. Other Markings. Other rate-specific markings (“Presorted” or “PRSRT” and “Single-Piece” or “SNGLP” (First-Class Mail only); “AUTO” and “AUTOCR” (First-Class Mail and Standard Mail (A)); “ECRLOT,” “ECRWSH,” and “ECRWSS” (Standard Mail (A) only) may be placed in the location specified in 2.1a or, if the marking appears alone or if no other information appears on the line with the marking except postal optional endorsement line information under M013 or postal carrier route package information under M014, may be placed in the address area on the line directly above or two lines above the address. If preceded by two asterisks, the “AUTO,” “AUTOCR,” “Single-Piece,” or “SNGLP” markings also may be placed on the line above or two lines above the address in a mailer keyline or a manifest keyline or placed above the address and below the postage in an MLOCR ink-jet printed date correction/meter drop shipment line. Alternatively, the “AUTO” or “AUTOCR” markings may be placed to the left of the DPBC (subject to the barcode location and clear zone standards in C840).
- c. Additional Requirements for Carrier Route. “AUTOCR” (First-Class Mail only), “ECRLOT,” “ECRWSH,” and “ECRWSS” (Standard Mail (A) only) must appear in their entirety wherever placed, except “ECR” may be placed in the postage area if “LOT,” “WSH,” or “WSS,” as applicable, is placed in the line above or two lines above the address, as specified in 2.1b.

#### 2.2 Exceptions to Markings

- a. AUTO Marking. Non-carrier route automation rate First-Class Mail and Standard Mail (A) pieces do not require an “AUTO” marking if they bear a DPBC in the address block or on an insert visible through a window in the address block or lower right corner. Non-carrier route automation rate First-Class pieces not marked “AUTO” must bear both the “Presorted” and “First-Class” markings. Non-carrier route automation rate Standard Mail (A) pieces not marked “AUTO” must bear the appropriate basic marking for Standard Mail in 2.1a.
- b. Manifest Mailings. The basic marking must appear in the postage area on each piece as required in 2.1a. The two-letter rate category code required in the keyline on manifest mailing pieces prepared under P710 meets the requirement for other rate markings (e.g., on

a First-Class piece mailed at automation carrier route rates, the “AC” code may replace the “AUTOOCR” marking).

**3.0 MARKINGS — STANDARD MAIL (B)**

**3.1 Basic Markings**

The basic required marking that indicates the subclass — “Bound Printed Matter,” “Special Standard Mail” or “SPEC STD,” “Library Rate” or “Library Mail” — must be printed on the mailpiece. Effective January 10, 2000, these basic required markings must be printed or produced as part of, or directly below or to the left of, the permit imprint indicia or meter stamp or impression. The markings “Parcel Post” or “PP” also must be printed or produced as part of, or directly below or to the left of, the permit imprint indicia or meter stamp or impression. These Parcel Post markings are required for drop shipment rate mail and, effective January 10, 2000, will be required for all Parcel Post mail.

**3.2 Other Parcel Post Markings**

The required markings “Drop Ship” or “D/S” for Parcel Post drop shipment rate mail may be placed in the postage area location specified in 3.1. Alternatively, it may be placed in the address area on the line directly above or two lines above the address if the marking appears alone (no other information appears on that line). Until January 10, 2000, mail qualifying for the DBMC rate may bear the marking “DBMC Parcel Post” or “DBMC PP” in either location.

**3.3 Other Bound Printed Matter Markings**

The required markings “Presorted” (or “PRSRT”) or “Presorted Standard” (or “PRSRT STD”) or “Carrier Route Presort” (or “CAR-RT SORT”) may be placed in the location specified in 3.1. Alternatively, these markings may be placed in the address area on the line directly above or two lines above the address if the marking appears alone or if no other information appears on the line with the marking except postal optional endorsement line information under M013 or postal carrier route package information under M014.

**3.4 Other Special Standard Markings**

The required “Presorted” or “PRSRT” for Special Standard mail may be placed in the location specified in 3.1. Alternatively, it may be placed in the address area on the line directly above or two lines above the address if the marking appears alone (no other information appears on that line).

**3.5 Other Library Mail Markings**

The required marking “Presorted” or “PRSRT” for presorted Library Mail may be placed in the location specified in 3.1. Alternatively, it may be placed in the address area on the line directly above or two lines above the address if the marking appears alone (no other information appears on that line).

\* \* \* \* \*

**M032 Barcoded Labels**

**1.0 BASIC STANDARDS — TRAY AND SACK LABELS**

\* \* \* \* \*

**1.3 Content Line (Line 2)**

*[Amend Exhibit 1.3a by deleting the following headings and all information under them: Priority Mail Letters — Presorted; Priority Mail Flats — Presorted; and Priority Mail Parcels — Presorted.]*

*[Amend Exhibit 1.3a, Periodicals (PER), by changing the heading “PER Letters — 3/5 and Basic” to “PER Letters — 5-Digit, 3-Digit, and Basic.”]*

*[Amend Exhibit 1.3a, Periodicals (PER), by changing the heading “PER Flats — 3/5 and Basic” to “PER Flats — 5-Digit, 3-Digit, and Basic.”]*

*[Amend Exhibit 1.3a, Periodicals (PER), by changing the heading “PER Parcels — 3/5 and Basic” to “PER Parcels — 5-Digit, 3-Digit, and Basic.”]*

*[Amend Exhibit 1.3a, Periodicals (NEWS), by changing the heading “NEWS Letters — 3/5 and Basic” to “NEWS Letters — 5-Digit, 3-Digit, and Basic.”]*

*[Amend Exhibit 1.3a, Periodicals (NEWS), by changing the heading “NEWS Flats — 3/5 and Basic” to “NEWS Flats — 5-Digit, 3-Digit, and Basic.”]*

*[Amend Exhibit 1.3a, Periodicals (NEWS), by changing the heading “NEWS Parcels — 3/5 and Basic” to “NEWS Parcels — 5-Digit, 3-Digit, and Basic.”]*

*[Amend Exhibit 1.3a, Standard Mail (B), by changing the heading “Bulk Bound Printed Matter Flats — Carrier Route” to “Bound Printed Matter Flats — Carrier Route.”]*

*[Amend Exhibit 1.3a, Standard Mail (B), by changing the heading “Bulk Bound Printed Matter Flats — Basic” to “Presorted Bound Printed Matter Flats — Basic.”]*

*[Amend Exhibit 1.3a, Standard Mail (B), by changing the heading “Bulk Bound Printed Matter Irregular Parcels — Carrier Route” to “Bound Printed Matter Irregular Parcels — Carrier Route.”]*

*[Amend Exhibit 1.3a, Standard Mail (B), by changing the heading “Bulk Bound Printed Matter Parcels — Basic” to “Presorted Bound Printed Matter Irregular Parcels — Basic.”]*

*[Amend Exhibit 1.3a, Standard Mail (B), by changing the heading “Bulk Bound Printed Matter Machinable Parcels — Basic” to “Presorted Bound Printed Matter Machinable Parcels — Basic.”]*

*[Amend Exhibit 1.3a, Standard Mail (B), by changing the heading “Presorted Special Standard Flats — 5-Digit and BMC” to “Presorted Special Standard and Presorted Library Mail Flats — 5-Digit and BMC.”]*



[Amend Exhibit 1.3a, Standard Mail (B), by changing the heading "Presorted Special Standard Irregular Parcels — 5-Digit and BMC" to "Presorted Special Standard and Presorted Library Mail Irregular Parcels — 5-Digit and BMC."]

[Amend Exhibit 1.3a, Standard Mail (B), by changing the heading "Presorted Special Standard Machinable Parcels — 5-Digit and BMC" to "Presorted Special Standard and Presorted Library Mail Machinable Parcels — 5-Digit and BMC."]

[Amend Exhibit 1.3a, Standard Mail (B), by inserting a new Parcel Post category after Parcel Post Machinable Parcels to read as follows:]

Class and Mailing	CIN	Human-Readable Content Line
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\* \* \* \* \*

**Parcel Post DSCF and DDU Rates**

5-digit sacks	688	STD B 5D
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\* \* \* \* \*

**M033 Sacks and Trays**

**1.0 BASIC STANDARDS**

**1.2 Equipment**

[Revise 1.2c to reflect the new 13-ounce weight limit for First-Class Mail to read as follows:]

Mailings must be prepared in the container appropriate for the processing category and rate of the mail as follows:

\* \* \* \* \*

- c. First-Class Mail parcels weighing less than 13 ounces must be prepared in green USPS sacks.

\* \* \* \* \*

**1.7 Origin/Entry 3-Digit/Scheme Trays and Sacks**

[Revise 1.7 to read as follows:]

Except for flat-size Periodicals under 1.8, after all required carrier route, 5-digit, 3-digit (and, for automation letters, 3-digit scheme) sacks or trays are prepared, a 3-digit tray or sack (or if applicable, 3-digit scheme tray) *must* be prepared to contain any remaining mail for each 3-digit (or 3-digit scheme) area serviced by the SCF (mail processing plant) serving the post office where the mail is verified, and *may* be prepared for each 3-digit (or 3-digit scheme) area served by the SCF/plant where mail is entered (if that is different from the SCF/plant serving the post office where the mail is verified, e.g., a PVDS deposit site). In all cases, only one less-than-full sack or tray may be prepared for each 3-digit (or 3-digit scheme) area.

[Add new 1.8 to read as follows:]

**1.8 Periodicals Flats Origin/Entry SCF Sacks**

For flat-size periodicals, after all required carrier route, 5-digit, 3-digit, and SCF sacks are prepared, an SCF sack *must* be prepared to contain any remaining 5-digit and 3-digit packages for the 3-digit ZIP Code area(s) served by the SCF serving the post office where the mail is verified, and *may* be prepared for the area served by the SCF/plant where mail is entered (if that is different from the SCF/plant serving the post office where the mail is verified, e.g., a PVDS deposit site). In all cases, only one less-than-full sack may be prepared for each SCF area.

\* \* \* \* \*

**M041 General Standards**

\* \* \* \* \*

**4.0 PALLET BOXES**

[Revise 4.1, 4.2, and 4.4 to read as follows:]

**4.1 Use**

A mailer may use pallet boxes constructed of single-, double-, or triple-wall corrugated fiberboard placed on pallets to hold sacks or parcels prepared under M045. Pallet boxes must protect the mail and maintain the integrity of the pallet loads throughout transportation, handling, and processing. Single-wall corrugated fiberboard may be used only for light loads (such as lightweight parcels) that do not require transportation by the USPS beyond the entry office, or for Parcel Post DSCF rate mail. Mailers must supply their own pallet boxes. The base of the boxes must measure approximately 40 by 48 inches. M045 requires the use of pallet boxes meeting the size requirements in 4.2 for machinable Parcel Post claiming OBMC Presort and BMC Presort discounts. M045 prohibits use of pallet boxes for nonmachinable Parcel Post claiming OBMC Presort and BMC Presort discounts. Pallet boxes meeting the size dimensions in 4.2 also may be used at the mailer's option for Parcel Post DSCF and Parcel Post DDU rate mail.

**4.2 Height**

The combined height of a single pallet, pallet box, and mail may not exceed 77 inches. The contents of the box may not extend above the top rim of the box. For Parcel Post DSCF and Parcel Post DDU rate mailings, the height of the pallet box may not exceed 60 inches (excluding the pallet). For Parcel Post OBMC Presort and BMC Presort rate mailings of machinable pieces, the height of the pallet box must be 69 inches (excluding the pallet).

\* \* \* \* \*

**4.4 Nonconforming**

Except when mailing Parcel Post claiming a DSCF or DDU rate, a nonconforming mailer (see 1.4) may use pallet boxes only if the boxes are constructed of triple-wall corrugated fiberboard (C-flute and/or B-flute material) with a maximum height (pallet and box) of 77 inches.

**5.0 PREPARATION**

\* \* \* \* \*

**5.2 Required Preparation**

*[Revise text of 5.2 to read as follows:]*

These standards apply to:

- a. Periodicals, Standard Mail (A), and Parcel Post (Other than BMC Presort, OBMC Presort, DSCF and DDU Rate Mail). *[Insert current 5.2.]*
- b. Parcel Post Mailed at BMC Presort, OBMC Presort, DSCF and DDU Rates. Pallets must meet the requirements specifically prescribed for these rates in M045.

**5.3 Minimum Load**

*[Revise text of 5.3 to read as follows:]*

These standards apply to:

- a. Periodicals, Standard Mail (A), and Parcel Post (Other than BMC Presort, OBMC Presort, DSCF and DDU Rate Mail). *[Insert current 5.3.]*
- b. Parcel Post Mailed at BMC Presort, OBMC Presort, DSCF and DDU Rates. A minimum load for the rate claimed may be stated in terms of weight, combined piece minimum and weight, or minimum height. M045 specifies separate minimum mail heights for machinable parcels and for nonmachinable parcels claimed at OBMC Presort and BMC Presort rates. Mail entered at the Parcel Post DSCF rates and prepared directly on pallets or in pallet boxes on pallets must be prepared under either a minimum height requirement or under one of two options requiring a minimum number of pieces and pounds per pallet under M045. There is no minimum weight requirement for an SCF pallet containing 5-digit sacks prepared for the DSCF rate under M630 (see M045). There are no minimums for the Parcel Post DDU rate.

*[ReNUMBER current 5.4 through 5.7 as 5.5 through 5.8, respectively. Insert new 5.4 to read as follows:]*

**5.4 Minimum Height of Mail**

The definitions of the minimum height of mail used to qualify for OBMC Presort, BMC Presort, and DSCF Parcel Post rates are:

- a. Machinable Parcels at OBMC Presort and BMC Presort Discounts and Parcels at DSCF Rates. The minimum height of mail in a pallet box is the shortest vertical distance measured from the bottom of a pallet

box to the top of the lowest mailpiece. The height of the pallet is not included in this measurement.

- b. DSCF Rates and Nonmachinable Parcels at OBMC Presort and BMC Presort Discounts. The minimum height of mail on a pallet is the shortest vertical distance measured from the top of the pallet to the top of the lowest mailpiece. The height of the pallet is not included in this measurement.

\* \* \* \* \*

**M045 Palletized Mailings**

\* \* \* \* \*

**2.0 PACKAGES OF FLATS**

\* \* \* \* \*

**2.4 Size — Standard Mail (B)**

*[In 2.4c, change the phrase “bulk Bound Printed Matter” to “presorted Bound Printed Matter.”]*

\* \* \* \* \*

**4.0 PALLET PRESORT AND LABELING**

*[Amend the heading of 4.3 by adding “Library Mail” to read “Presorted Special Standard and Library Mail.”]*

\* \* \* \* \*

*[Add sections 9.0 through 12.0 to specify preparation requirements for the new BMC Presort, OBMC Presort, DSCF, and DDU rates as follows:]*

**9.0 PARCEL POST — BULK MAIL CENTER (BMC) PRESORT DISCOUNT**

**9.1 Machinable Parcels**

To qualify for the BMC Presort discount:

- a. Machinable pieces must be sorted to BMCs under L601 in 69-inch pallet boxes. Each pallet box must contain at least 52 inches of mail (not including pallet) for a BMC (see M041). Overflow pallet boxes are not permitted. Preparation in sacks, directly on pallets, or in other containers is not permitted.
- b. Pallet Box preparation and Line 1 labeling: destination BMC (required); for Line 1 use L601.
- c. Pallet Box Line 2 labeling: “STD B MACH BMC.”

**9.2 Nonmachinable Parcels**

To qualify for the BMC Presort discount:

- a. Nonmachinable pieces must be sorted to BMCs and ASFs under L605 directly on pallets. Each pallet for a BMC or ASF destination must have a minimum height of 42 inches of mail (not including the height of the pallet) (see M041). Overflow pallets are not allowed. Preparation in sacks, pallet boxes, or in other containers is not permitted.

- b. Pallet preparation and Line 1 labeling: destination BMC or destination ASF (required); for line 1, use L605.
- c. Pallet Line 2 labeling: "STD B NON MACH BMC" or "STD B NON MACH ASF," as appropriate.

## 10.0 PARCEL POST — ORIGIN BULK MAIL CENTER (OBMC) PRESORT DISCOUNT

### 10.1 Machinable Parcels

To qualify for the OBMC Presort discount:

- a. Machinable pieces must be sorted to BMCs under L601 in 69-inch pallet boxes. Each pallet box must contain at least 52 inches of mail (not including pallet) for a BMC (see M041). Overflow pallet boxes are not permitted. Preparation in sacks, directly on pallets, or in other containers is not permitted.
- b. Pallet Box preparation and Line 1 labeling: destination BMC (required); for Line 1, use L601.
- c. Pallet Box Line 2 labeling: "STD B MACH BMC."

### 10.2 Nonmachinable Parcels

To qualify for the OBMC Presort discount:

- a. Nonmachinable pieces must be sorted to BMCs and ASFs under L605 directly on pallets. Each pallet for a BMC or ASF destination must have a minimum height of 42 inches of mail (not including the height of the pallet) (see M041). Overflow pallets are not allowed. Preparation in sacks, pallet boxes, or in other containers is not permitted.
- b. Pallet preparation and Line 1 labeling: destination BMC or destination ASF (required); for line 1, use L605.
- c. Pallet Line 2 labeling: "STD B NON MACH BMC" or "STD B NON MACH ASF," as appropriate.

## 11.0 PARCEL POST DSCF RATES — PARCELS ON PALLETS

### 11.1 Basic Preparation, Parcels on Pallets

Unless prepared under 11.2, or in sacks under M630, mail must be prepared for the DSCF rate as follows:

- a. General. Parcels for each SCF area must be sorted to 5-digit ZIP Codes on pallets. For purposes of this section, the term *pallets* includes preparation of parcels directly on pallets and preparation of parcels in pallet boxes on pallets. Except when prepared under 11.2, each 5-digit pallet must meet a minimum volume requirement under one of the criteria in 11.1b. Machinable and nonmachinable pieces may be combined on the same pallet or in the same overflow sack. In a single mailing mailers may prepare some pallets under the minimum volume requirement in 11.1b(1) and some pallets under the minimum volume requirement

in 11.1b(2). A mailing entered at a destination SCF facility containing pallets prepared under 11.1 also may include mail that is sacked for the DSCF rate under M630. Double-stacking is permitted if the requirements of M041 are met.

- b. Minimum Volume. The minimum volume per 5-digit pallet can be met in one of the following ways:
  - (1) Pieces may be placed on 5-digit pallets each containing at least 50 pieces *and* 250 pounds.
  - (2) Pieces can be placed on 5-digit pallets each having a minimum height of 36 inches of mail (not including the height of the pallet) (see M041).
- c. Overflow. If after filling a pallet or pallets to a 5-digit destination, pieces remain that do not meet the minimum pallet requirements, they may be prepared in one of the following ways. One or both methods may be used in a single mailing.
  - (1) Placed in 5-digit overflow sacks (no minimum number of pieces per sack) that are labeled in accordance with the 5-digit sacking requirements for the DSCF rate in M630. Overflow pieces sacked in this manner are eligible for the DSCF rates.
  - (2) Placed on a 5-digit pallet labeled under 11.1d that does not meet the minimums for the DSCF rate. Overflow pieces palletized in this manner are *not* eligible for the DSCF rates but are eligible for the DBMC rates.
- d. 5-digit pallet labeling:
  - (1) for Line 1, use city, state, and 5-digit ZIP Code destination of contents.
  - (2) for Line 2, use: "STD B 5D."
- e. Separation. If sacks prepared under M630 are included in the same mailing as pallets prepared under this section, at the time of acceptance the mailer must separate sacks that are overflow from palletized mail from those sacks that were prepared under the provisions of M630.

### 11.2 Alternate Preparation, Parcels on Pallets

DSCF rate mailings not prepared under 11.1 may be prepared as follows:

- a. General. All DSCF rate mail in the mailing must be sorted to 5-digits under 11.2 (i.e., mail prepared under 11.1 and mail sacked under M630 must not be included in a mailing prepared under 11.2). For purposes of this section, the term *pallets* includes preparation of parcels directly on pallets and preparation of parcels in pallet boxes on pallets. Machinable and nonmachinable pieces may be combined on the same pallet or in the same overflow sack. The documentation in 11.2e must be presented at the time

- of verification. Double-stacking is permitted if the requirements of M041 are met.
- b. **Minimum Volume.** To qualify for the DSCF rate, no pallet may contain fewer than 35 pieces *and* 200 pounds, and for the entire mailing the average number of DSCF rate pieces per 5-digit pallet must be at least 50.
- c. **Overflow.** If after filling a pallet or pallets to a 5-digit destination, pieces remain that do not meet the minimum pallet requirement, they may be prepared in one of the following ways. One or both methods may be used in a single mailing.
- (1) Placed in 5-digit overflow sacks (no minimum number of pieces per sack) that are labeled in accordance with the DSCF sacking requirements in M630. Overflow pieces sacked in this manner are eligible for the DSCF rates.
  - (2) Placed on a 5-digit pallet labeled under 11.2d that does not meet the minimums for the DSCF rate. Overflow pieces palletized in this manner are *not* eligible for the DSCF rates but are eligible for the DBMC rates.
- d. **5-digit pallet labeling:**
- (1) For Line 1, use city, state, and 5-digit ZIP Code destination of contents.
  - (2) For Line 2, use: "STD B 5D."
  - (3) In mailer area below line 3: use the pallet ID number.
- e. **Documentation.** A list of each 5-digit pallet in the mailing that qualifies for the DSCF rate must be submitted. The pallets in the mailing that qualify for the DSCF rate must be numbered sequentially, and this pallet identification number must be printed below Line 3 on the pallet label. The documentation must list each pallet in sequential order by pallet identification number. The listing must show for each pallet the pallet identification number, the 5-digit ZIP Code of the pallet, the total weight of pieces on the pallet, the total number of pieces on the pallet, and the cumulative total of pieces (i.e., the number equal to the number of pieces for that pallet plus the sum of the pieces on all pallets listed above it). This documentation must *not* include pieces prepared in overflow sacks at the DSCF rate, pieces prepared on overflow pallets at the DBMC rates, or pieces claimed at any other rate in the mailing.

### 11.3 5-Digit ZIP Codes for Which Pallets may not be Prepared

Refer to the Drop Shipment Product available from the National Customer Support Center (NCSC) (see G043) and to Exhibits E652.6.0 and E652.7.0 to determine if the facility serving the 5-digit destination can handle pallets. There is a charge for the Drop Shipment Product. If a facility cannot handle pallets, the DSCF rate is not applicable unless the mail can be prepared under the sacking requirement in M630.

### 11.4 5-Digit ZIP Codes Requiring BMC Entry

Refer to Exhibit E652.5.0 for 5-digit destinations where palletized mail must be entered at the BMC that serves the SCF to obtain the DSCF rate.

### 12.0 PARCEL POST DSCF RATES — SACKS ON PALLETS

Mailers who prepared DSCF rate mail in 5-digit sacks under M630 may place 5-digit sacks for the same SCF area on an SCF pallet (including a pallet box on a pallet). Mailers who prepare overflow from pallets under 11.1 or 11.2 may place 5-digit sacks for the same SCF area on an SCF pallet (including a pallet box on a pallet). See 11.1e for requirements concerning separation of sacks prepared under M630 from sacks prepared under 11.1. There are no pallet minimums for such pallets. Mailers may prepare such SCF pallets without having to prepare all possible 5-digit pallets prior to preparing the SCF pallet. The pallets must be labeled in the following manner:

- a. Line 1: Use L002, Column C.
- b. Line 2: STD B PP 5D SACKS.

### 13.0 PARCEL POST DDU RATES

Parcels may be bedloaded, sacked, or palletized. For purposes of this section, the term *pallets* includes preparation of parcels directly on pallets and preparation of parcels in pallet boxes on pallets. There are no preparation or presort requirements for DDU rate mailings other than separation by 5-digit. If pieces are sacked or palletized, they must be prepared to 5-digits and labeled as follows: Line 1 labeling — use city, state, and 5-digit ZIP Code destination; Line 2 use "STD B 5D." Machinable and nonmachinable pieces may be combined. Refer to the Drop Shipment Product maintained by the National Customer Support Center (NCSC) (see G043) and the information in E652 including Exhibits E652.6.0 and E652.7.0 to determine the location of the 5-digit delivery facility, whether that facility can handle pallets (including pallet boxes on pallets). If a DDU facility cannot handle pallets, and a mailer transports mail to the DDU facility on pallets, the driver must unload the pallets into a container specified by the delivery unit.

**M050 Delivery Sequence**

\* \* \* \* \*

**4.0 Documentation**

*[Revise 4.1 and 4.2 to read as follows:]*

**4.1 General**

The mailer must provide documentation as described below to substantiate compliance with the standards for carrier sequencing. Unless the documentation is submitted with the corresponding mailing, the mailer must be able to provide the USPS with documentation of accurate sequencing or delivery statistics for each carrier route to which walk-sequence rate pieces are mailed. The mailer must annotate the postage statement to show the earliest (oldest) date of the method (in 4.1.a through 4.1.e) used to obtain sequencing of delivery stop information for the mailing. For Periodicals, the postage statement must be annotated in the "Sequencing Date" block on each of the lines where high density and saturation per piece rate postage is reported. For Standard Mail (A), the postage statement must be annotated in the "Sequencing Date" block on the front of the postage statement where total postage for Enhanced Carrier Route rates is reported. One or more of these must be submitted:

- a. CDS invoice.
- b. DSF invoice or DSF documentation.
- c. Copies of the delivery unit summaries that served as the mailer's bills for address sequencing service charges.
- d. Evidence of receipt of information from postmasters under A930 for simplified address mailings.
- e. Date LOT product used.

**4.2 High Density**

The following documentation must be submitted for high density rate mail:

- a. Standard Mail (A) and Periodicals Other than In-County Mail Qualifying Under E230.6.4c. For each carrier route to which high density rate mail is addressed, the mailer must document the total number of addressed pieces to the route. If there are fewer than 125 addressed pieces for a given route, the documentation also must show the number of possible deliveries on the route.
- b. Periodicals In-County Mail Qualifying Under E230.6.4c. For each carrier route for which Periodicals In-County high density rates are claimed under the

minimum 25% of the total active possible deliveries per carrier route under E230.6.4c, the documentation must show for each carrier route for which the rates are claimed the total number of active possible deliveries and the number and percentage of deliveries to which mailpieces are addressed. The documentation must be listed by 5-digit ZIP Code and, within each, by carrier route. It must be submitted with each applicable mailing.

\* \* \* \* \*

**M070 Mixed Classes**

\* \* \* \* \*

**M072 Express Mail and Priority Mail Drop Shipment**

**1.0 BASIC STANDARDS**

**1.1 Standards**

*[Revise 1.1 by adding references to M072 and D071 to read as follows:]*

The Express Mail or Priority Mail portion of the shipment must meet the standards in M500 or M100 respectively, and the applicable standards in M072 and D071.

\* \* \* \* \*

**2.0 ADDITIONAL STANDARDS FOR ENCLOSED MAIL**

**2.5 Standard Mail (B)**

*[Amend 2.5 to delete the reference to "Bulk Parcel Post," to change the phrase "bulk Bound Printed Matter" to "presorted Bound Printed Matter," to add an exception to the zone separation requirement, and to add information on new Parcel Post DSCF and DDU rates to read as follows:]*

Presorted Bound Printed Matter paid with meter or permit imprint, or single-piece rate Parcel Post or Bound Printed Matter paid with permit imprint, must be sorted by zone in separate Priority Mail or Express Mail pouches unless presented under a special postage payment system under P710, P720, or P730. If the enclosed mail is not presented under a special postage payment system under P710, P720, or P730, the Priority Mail or Express Mail pouches must be separated into groups by postal zone when presented to the USPS. For Parcel Post mail, the DBMC, DSCF, or DDU entry rate may be claimed subject to E652 and the destination of the Express Mail or Priority Mail sack.

\* \* \* \* \*

*[Revise the title of M073 to read as follows:]*

**M073 Combined Mailings of Standard Mail (A) and Standard Mail (B) Parcels**

*[Revise the title of 1.0 to read as follows:]*

**1.0 COMBINED MACHINABLE PARCELS — RATES OTHER THAN PARCEL POST OBMC PRESORT, BMC PRESORT, DSCF, AND DDU**

*[ReNUMBER current 1.1 as 1.2, insert new 1.1, and revise section numbers in renumbered 1.2 to read as follows:]*

**1.1 Qualification**

Machinable Standard Mail (A) and machinable Standard Mail (B) parcels may be combined under the sortation and other requirements in 1.0 except when claiming the following Parcel Post rates or discounts: OBMC Presort, BMC Presort, DSCF, and DDU. When claiming the OBMC Presort, BMC Presort, or DSCF rates, machinable Standard Mail (A) and machinable Standard Mail (B) parcels may be combined under the sortation and other requirements in 2.0. Standard Mail (A) parcels must not be combined with Standard Mail (B) parcels prepared for DDU rates.

**1.2 Description**

Subject to 1.1 and authorization under 1.5, a mailer who is authorized plant load or plant-verified drop shipment privileges may prepare a combined mailing of Standard Mail (A) and Standard Mail (B) machinable parcels that have been merged and sorted together in sacks (under 1.5) or on pallets (under M040) to achieve the finest presort level. The combined mailing must meet the standards in 1.0 and those that apply to the rates claimed. Each parcel in a combined mailing is subject to the applicable Standard Mail rate, based on the corresponding standards. Required volume for bulk or presort rates is based solely on the quantity of pieces eligible for each rate at the required presort level. Pieces claimed at other rates in the same sack or on the same pallet do not count.

*[ReNUMBER existing 1.2 and 1.3 as 1.3 and 1.4, respectively.]*

*[ReNUMBER existing 2.0 as 1.5. ReNUMBER existing 2.1 through 2.3 as 1.5a through 1.5c, respectively, and add the introductory phrase "The mailer must obtain authorization to combine Standard Mail (A) and standard Mail (B) as follows:".]*

*[ReNUMBER existing 3.0 as 1.6. ReNUMBER existing 3.1 as 1.6a and existing 3.1a through 3.1d as 1.6a(1) through a(4), respectively. ReNUMBER existing 3.2 as 1.6b and existing 3.2a through 3.2e as 1.6b(1) through 1.6b(5), respectively.]*

*[Add 2.0 to read as follows:]*

**2.0 COMBINED PARCELS — PARCEL POST OBMC PRESORT, BMC PRESORT, AND DSCF RATES**

**2.1 Qualification**

Combination requirements for specific discounts and rates are as follows:

- a. When claiming Parcel Post OBMC Presort and BMC Presort discounts and DSCF rates, machinable Standard Mail (A) parcels may be combined with machinable Standard Mail (B) parcels under 2.0.
- b. When claiming the Parcel Post DSCF rate, machinable and nonmachinable Standard Mail (A) may be combined with machinable and nonmachinable Standard Mail (B) parcels under 2.0.
- c. Standard Mail (A) parcels may not be combined with Standard Mail (B) parcels prepared for DDU rates.

**2.2 Authorization**

Mailers must be authorized under 1.5 to prepare mailings that combine Standard Mail (A) and Standard Mail (B) parcels.

**2.3 Postage Payment**

Postage for all pieces must be paid with permit imprint at the post office serving the mailer's plant under an approved manifest mailing system under P710. The applicable agreement must include procedures for combined mailings approved by the RCSC.

**2.4 Preparation and Rates**

Combined parcels must be prepared as follows:

- a. Minimum Mailing Volume. Separate minimum mailing volume requirements must be met for Standard Mail (A) parcels and for Standard Mail (B) parcels.
- b. Parcel Post Qualifying for DSCF Rates. The combined mailings must be prepared under the applicable 5-digit sack requirements in M630, or the applicable 5-digit pallet requirements in M040 for the Parcel Post DSCF rates. All other requirements for the Parcel Post DSCF rates and the Presorted Standard Mail (A) rates, as applicable, must be met. The following additional requirements apply:
  - (1) If sacked under M630, the minimum requirement of 7 pieces per sack must be met with only Standard Mail (B) parcels. After the minimum sack volume has been met, Standard Mail (A) parcels may be included in the sack or in overflow sacks.
  - (2) If palletized under the option to prepare 5-digit pallets when there are at least 50 pieces and 250 pounds per pallet, this pallet minimum must be met with only Standard Mail (B) parcels. After the minimum pallet volume has been met, Standard Mail (A) parcels may be included on the pallet or in overflow sacks.

(3) If palletized under the alternate pallet preparation where no pallet may contain fewer than 35 pieces and 200 pounds provided the average number of pieces on pallets qualifying for the DSCF rate is at least 50, Standard Mail (A) parcels may not be combined with Standard Mail (B) parcels.

(4) If palletized under the option to prepare 5-digit pallets under the 36-inch high (mail only) pallet minimum, any combination of Standard Mail (A) and Standard Mail (B) parcels may be used to meet the minimum pallet height requirement.

(5) Line 2 of 5-digit pallet and sack labels must read: "STD A/B 5D."

(6) Standard Mail (A) parcels are eligible for the Presorted 3/5 rate.

- c. Parcel Post Qualifying for OBMC Presort or BMC Presort rates. The combined mailings must be prepared under the M040 BMC pallet requirements for machinable parcels at Parcel Post OBMC Presort or BMC Presort rates. All other requirements for the Parcel Post OBMC Presort or BMC Presort rates and the Presorted Standard Mail (A) rates must be met. The following additional requirements apply:

(1) The minimum height requirement for each pallet or pallet box on a pallet may be met using any combination of Standard Mail (A) and Standard Mail (B) parcels.

(2) Line 2 of BMC pallet box labels must read: "STD A/B MACH BMC."

(3) Standard Mail (A) parcels are eligible for the Presorted 3/5 rate only if it can be shown by documentation that there was insufficient volume of Standard Mail (A) parcels in the mailing to prepare separate 5-digit pallets required for Standard Mail (A) Machinable parcels under M045. Otherwise, Presorted basic rates apply to the Standard Mail (A) parcels.

**2.5 Documentation**

Presort documentation is required as applicable for each rate claimed if the manifest does not list pieces in presort order. Separate postage statements must be prepared for the Standard Mail (A) and Standard Mail (B) pieces. Within each group, combined forms may be prepared where the standards and the forms permit. All postage statements must be provided at the time of mailing.

\* \* \* \* \*

**M120 Priority Mail**

\* \* \* \* \*

*[Delete 2.0.]*

**M130 Presorted First-Class Mail**

\* \* \* \* \*

*[Revise the title of 2.0 to read as follows:]*

**2.0 REQUIRED PREPARATION — LETTER- AND CARD-SIZE PIECES**

\* \* \* \* \*

*[Revise the title of 3.0 to read as follows:]*

**3.0 OPTIONAL UPGRADABLE PREPARATION — LETTER- AND CARD-SIZE PIECES**

\* \* \* \* \*

**5.0 PARCELS**

**5.1 Standards**

*[Revise 5.1 to reflect the new 13-ounce weight limit for First-Class Mail to read as follows:]*

First-Class parcels weighing 13 ounces or less, except Priority Mail, must be prepared under the standards below. All Priority Mail, including any First-Class parcel weighing more than 13 ounces, must be must be prepared under the applicable standards in M120.

\* \* \* \* \*

**M200 Periodicals (Nonautomation)**

**1.0 BASIC STANDARDS**

\* \* \* \* \*

*[Delete 1.6.]*

\* \* \* \* \*

**3.0 SACK PREPARATION (FLAT-SIZE PIECES AND IRREGULAR PARCELS)**

**3.1 Sack Preparation**

*[Revise 3.1d and 3.1e to read as follows:]*

Sack size, preparation sequence, and Line 1 labeling:

\* \* \* \* \*

d. 3-digit: required at 24 pieces, optional with one six-piece package minimum except under 1.5; for Line 1, use L002, Column A.

e. SCF: required at 24 pieces (no minimum for required origin/optional entry SCF), optional with one six-piece package minimum except under 1.5; for Line 1, use L002, Column C.

\* \* \* \* \*

**M600 Standard Mail (Nonautomation)**

[Amend the title of M610. Delete 610.1.0 and renumber 610.2.0 through 610.7.0 as 610.1.0 through 610.6.0, respectively. Make other revisions as shown below for clarity and to change "nonautomation" rate to "Presorted Standard" rate and "Bulk Rate" to "Presorted Standard."]

**M610 Presorted Standard Mail (A)**

**1.0 BASIC STANDARDS**

**1.1 All Mailings**

All mailings at Presorted Standard rates (3/5 and basic) are subject to specific preparation standards in 2.0 through 6.0 and to these general standards (automation rate mail must be prepared under M810 or M820, as applicable):

- a. Each mailing must meet the applicable standards in E620 and in M010, M020, and M030.

\* \* \* \* \*

- e. Subject to M012, all pieces eligible for and claimed at Nonprofit Presorted Standard rates must be marked "Nonprofit Organization" (or "Nonprofit Org." or "Nonprofit"). Regular Presorted Standard pieces must be marked "Presorted Standard" (or "PRSRT STD") or, until January 10, 2001, "Bulk Rate" (or "Blk. Rt."). Pieces mailed at Nonprofit or Regular Presorted Standard rates must not bear "ECRWSS," "ECRWSH," "ECRLLOT," "AUTO," "AUTOOCR," "Single-Piece" or "SNGLP" markings.

\* \* \* \* \*

**1.3 Exception — Standard Mail (A)**

When the size of the pieces in a Standard Mail (A) mailing job allows them to qualify for preparation as either letters or automation flats and when part of the job is prepared as palletized automation flats, the remainder of the job may be prepared as palletized flats at Enhanced Carrier Route nonletter rates and Presorted nonletter rates if the number of Presorted rate pieces does not exceed 10% of the total number of pieces in the entire mailing job. Presorted rate pieces in the mailing job that exceed the 10% limit and therefore may not be palletized as flats must be prepared in trays as letter mail and must be paid for at the letter rates. A separate 200-piece minimum volume requirement must be met for the trayed letter mailing to qualify for Standard Mail (A) rates.

**1.4 Processing Instructions**

[Change the phrase "nonautomation rate" to "Presorted rate" to read as follows:]

If a mailer prefers that the USPS not upgrade (automate) letter-size or card-size pieces presented at a Presorted rate, the mailer must identify each tray of such mail with a facing

slip or other device marked "DO NOT AUTOMATE" and (for letter-size mail) a tray label on which Line 2 includes "NON-OCR."

[Revise the title of 2.0 to read as follows:]

**2.0 LETTER-SIZE PIECES — REQUIRED PREPARATION**

\* \* \* \* \*

[Revise the title of 3.0 to read as follows:]

**3.0 LETTER-SIZE PIECES — OPTIONAL UPGRADABLE PREPARATION**

\* \* \* \* \*

**6.0 BEDLOADED BUNDLES OF FLAT-SIZE PIECES**

**6.1 Authorization**

[In the first sentence of 6.1, change "nonautomation rate" to "Presorted rate."]

The RCSC manager serving the post office where the mailing is to be made may authorize preparation of Presorted rate Standard Mail (A) in bundles that are outside sacks if this preparation benefits the USPS. \* \* \*

\* \* \* \* \*

**M620 Enhanced Carrier Route Standard Mail**

**1.0 BASIC STANDARDS**

**1.1 All Mailings**

[Revise 1.1a and 1.1e to read as follows:]

All nonautomation rate Enhanced Carrier Route mailings are subject to these general standards (automation rate Enhanced Carrier Route mailings must be prepared under M810):

- a. Each mailing must meet the applicable standards in E620 and in M010, M020, and M030.

\* \* \* \* \*

- e. Subject to M012, all pieces eligible for and claimed at Nonprofit rates must be marked "Nonprofit Organization" (or "Nonprofit Org." or "Nonprofit"); all other pieces must be marked "Presorted Standard" (or "PRSRT STD"), or, until January 10, 2001, "Bulk Rate" (or "Blk. Rt."). In addition, basic, high density, and saturation rate pieces must each be marked "ECRLLOT," "ECRWSH," or "ECRWSS," respectively. Pieces not claimed at the corresponding nonautomation Enhanced Carrier Route rate must not be marked "ECRLLOT," "ECRWSH," or "ECRWSS."

\* \* \* \* \*



**1.4 Exception — Standard Mail (A)**

*[In 1.4, change the phrase “nonletter nonautomation rates” to “Presorted rates,” and make further clarifications to read as follows:]*

When the size of the pieces in a Standard Mail (A) mailing job allows them to qualify for preparation as either letters or automation flats and when part of the job is prepared as palletized automation flats, the remainder may be prepared as palletized flats at Enhanced Carrier Route nonletter rates and Presorted nonletter rates *if* the number of Presorted rate pieces does not exceed 10% of the total number of pieces in the entire mailing job. Presorted rate pieces in the mailing job that exceed the 10% limit and therefore may not be palletized as flats must be prepared in trays as letter mail and must be paid for at the applicable letter rates. A separate 200-piece minimum volume requirement must be met for the trayed letter mailing to qualify for Standard Mail (A) rates.

\* \* \* \* \*

**5.0 RESIDUAL PIECES**

Pieces not sorted under 2.0 and either 3.0 or 4.0 must be prepared as a separate mailing at Standard Mail (A) automation or Presorted rates, or at single-piece First-Class or Priority Mail rates, as appropriate.

\* \* \* \* \*

**M630 Standard Mail (B)**

*[Amend 1.0 to add preparation requirements in 1.3 through 1.6 for new destination entry Parcel Post rates, introduce new drop ship markings, eliminate the “Catalog” marking, and make other marking changes to read as follows:]*

**1.0 PARCEL POST****1.1 Marking**

*[Amend 1.1 to provide for identifying Parcel Post pieces as follows:]*

Each piece mailed at the DBMC, DSCF, or DDU Parcel Post rates must be marked “Parcel Post” or “PP” and “Drop Ship” or “D/S” under M012. An exception is that until January 10, 2000, DBMC rate mail may be marked “DBMC Parcel Post” or “DBMC PP.” All other Parcel Post rate pieces may bear the “Parcel Post” or “PP” markings, and effective January 10, 2000, must bear the “Parcel Post” or “PP” marking under M012. Pieces not marked with the appropriate drop shipment marking as required are treated as single-piece rate Parcel Post and are subject to additional postage as necessary.

**1.2 Separation**

*[Amend 1.2 to add requirements for the DSCF and DDU rate categories as follows:]*

Parcel Post pieces must be separated by zones when presented for acceptance unless either the correct postage is affixed to each piece or the mailing is prepared under 8.0, or presented under a special postage payment system under P710, P720, or P730. If sacks prepared under 1.5 are included in the same mailing as pallets prepared under M045, at the time of acceptance the mailer must separate sacks that are overflow from palletized mail from those sacks that were prepared under the provisions of 1.5.

**1.3 Documentation**

*[Amend 1.3 to read as follows:]*

A complete, signed postage statement, using the correct USPS form or an approved facsimile, must accompany each bulk mailing (a mailing that includes pieces qualifying for rates that require a 50-piece minimum volume requirement). When presented for acceptance, documentation of postage by entry office and presort level (e.g., by BMC for DBMC, OBMC Presort, and BMC Presort mail and by 5-digit ZIP Code for DSCF and DDU rates) is required under P710, P720, or P730. Except for DSCF rate mail palletized under the alternate preparation option that requires separate documentation, documentation is not required when the correct rate is affixed to each piece, or when each piece is of identical weight and the pieces are separated by zone and within each zone are grouped by pieces subject to the same combination of rates. DSCF rate mail palletized under the alternate preparation option in M045 must submit the detailed documentation required in M045.

*[Add 1.4 for DSCF mailings as follows:]*

**1.4 DSCF Rate**

To qualify for the DSCF rate, pieces for the same SCF area (L002, Column C or L005) must be sorted to 5-digit ZIP Code destinations either in sacks under 1.5 or directly on pallets or in pallet boxes on pallets under M041 and M045. Pieces must be part of a mailing of at least 50 Parcel Post pieces. They must be entered at the designated SCF facility under L005 that serves the 5-digit ZIP Code destinations of the pieces except when palletized and entry is required at a BMC (see Exhibit E652.5.0). The DSCF rate is not available for palletized mail for facilities that are unable to handle palletized mailings. Refer to the Drop Shipment Product available from the National Customer Support Center (NCSC) (see G043) and Exhibit E652.6.0 and Exhibit E652.7.0 to determine if the facility serving the 5-digit destination can handle pallets. There is a charge for the Drop Shipment Product.

[Add 1.5 to describe sacking requirements for DSCF mailings as follows:]

1.5 DSCF Sack Preparation

Sacking requirements for DSCF rates are as follows:

- a. Only 5-digit sacks are permitted.
b. Each 5-digit sack must contain a minimum of 7 pieces (smaller volume not permitted).
c. Sack Line 1 labeling: use city, state, and 5-digit ZIP Code destination of pieces, preceded for military mail by the prefixes under M031.
d. Sack Line 2: "STD B 5D."
e. See M045 for option to place 5-digit DSCF sacks on an SCF pallet.

[Add 1.6 to describe preparation for DDU rate mailings as follows:]

1.6 DDU Rate

The requirements for the DDU rate are as follows:

- a. Pieces must be part of a mailing of at least 50 Parcel Post pieces.
b. The pieces must be entered by the mailer at the postal facility where the carrier delivers the parcels (delivery unit) as defined in E652.
c. There are no minimum sacking or pallet preparation standards. DDU rate mailings may be bedloaded, sacked, placed directly on pallets or in pallet boxes on pallets.
d. If the delivery unit serves more than one 5-digit ZIP Code, the pieces must be separated by 5-digit ZIP Code when unloaded.
e. If mail is sacked, it must be labeled as follows.
(1) Line 1: City, state, and 5-digit ZIP Code destination, preceded for military mail by the prefixes under M031.
(2) Line 2: "STD B 5D."

2.0 BOUND PRINTED MATTER

\* \* \* \* \*

2.3 Marking

[Revise 2.3 to provide for using new Bound Printed Matter markings as follows:]

Each piece claimed at single-piece Bound Printed Matter rates must be marked "Bound Printed Matter" under M012. Each piece claimed at presorted Bound Printed Matter rates must be marked "Bound Printed Matter" and either "Presorted" (or "PRSRT") or "Presorted Standard" (or "PRSRT STD") under M012. Pieces not marked as required are treated as single-piece rate Parcel Post, subject to additional postage as necessary.

[Delete 2.4. Renummer existing 2.5 through 2.7 as 2.4 through 2.6, respectively.]

3.0 CARRIER ROUTE BOUND PRINTED MATTER

\* \* \* \* \*

3.2 Marking

[Revise 3.2 to eliminate the markings "Blk. Rt." and "CATALOG" as follows:]

Each piece claimed at carrier route Bound Printed Matter rates must be marked "Bound Printed Matter" and "Carrier Route Presort" (or "Bound Printed Matter" and "CAR-RT SORT") under M012. The mailer also may opt to include the marking "Presorted" (or "PRSRT") or "Presorted Standard" (or "PRSRT STD") with the above required markings under M012. Residual pieces in a carrier route Bound Printed Matter mailing may have the "Carrier Route Presort" or "CAR-RT SORT" marking if the number of residual pieces to any single 5-digit ZIP Code area does not exceed 5% of the total qualifying carrier route rate pieces addressed to that 5-digit area. The residual pieces must be separated from the qualifying pieces when presented to the USPS. Pieces not marked as required are treated as single-piece rate Parcel Post and subject to additional postage as necessary.

\* \* \* \* \*

3.7 Residual Pieces

[Amend the third sentence of 3.7 by replacing the phrase "bulk Bound Printed Matter" with "presorted Bound Printed Matter."]

4.0 SPECIAL STANDARD MAIL

\* \* \* \* \*

4.2 Marking

[Revise 4.2 to add the marking "PRSRT" as follows:]

Each piece claimed at Special Standard Mail rates must be marked "Special Standard Mail" or "SPEC STD" under M012. Each piece claimed at presorted Special Standard Mail rates also must be marked "Presorted" or "PRSRT" under M012.

Pieces not marked as required are treated as single-piece Parcel Post, subject to additional postage as necessary.

\* \* \* \* \*

**5.0 LIBRARY MAIL**

**5.1 Basic Standards**

*[Revise 5.1 to read as follows:]*

There are no preparation standards for single-piece Library Mail. Presorted Library Mail must be prepared under 5.4, 5.5, and 5.6, unless palletized under M041 and M045 and E630.5. Mailings of nonmachinable (outside) pieces eligible for the presort rates must be prepared to preserve the required presort as instructed by the mailing office postmaster.

**5.2 Marking**

*[Amend 5.2 by adding markings for presorted Library Mail to read as follows:]*

Each piece claimed at Library Mail rates must be marked "Library Rate" or "Library Mail" under M012. Each piece claimed at presorted Library Mail rates also must be marked "Presorted" or "PRSRT" under M012. Pieces not marked as required are treated as single-piece Parcel Post, subject to additional postage as necessary.

**5.3 Documentation**

*[Amend 5.3 to read as follows:]*

A complete, signed postage statement, using the correct USPS form or an approved facsimile, must accompany each mailing at other than single-piece rates.

*[Insert new 5.4 through 5.6 to add preparation requirements for presorted Library Mail to read as follows:]*

**5.4 Sack Preparation (5-Digit Rate)**

Sack size, preparation sequence, and labeling: 5-digit (only); required (minimum of eight pieces/20 pounds/1,000 cubic inches, smaller volume not permitted); for Line 1 use 5-digit ZIP Code destination of pieces, preceded for military mail by the prefixes under M031.

**5.5 Sack Preparation (BMC Rate)**

Sack size, preparation sequence, and Line 1 labeling: destination BMC (only); required (minimum of four pieces/20 pounds/1,000 cubic inches, smaller volume not permitted); for Line 1, use L601.

**5.6 Sack Line 2**

Line 2:

- a. 5-digit: "STD FLTS 5D NON BC," or "STD B IRREG 5D," or "STD B MACH 5D," as applicable.
- b. BMC "STD FLTS BMC NON BC," or "STD B IRREG BMC," or "STD B MACH BMC," as applicable.

c. Any line 2 processing code required by the labeling list must be right-justified.

\* \* \* \* \*

**M800 All Automation Mail**

**M810 Letter-Size Mail**

**1.0 BASIC STANDARDS**

\* \* \* \* \*

*[Amend 1.2 to delete the reference to 3/5 rates and to include information on mail qualifying for carrier route automation rates. Amend 1.2 and 1.3 to move information about postage statements and documentation from 1.2 to 1.3.]*

**1.2 Mailings**

The requirements for mailings are as follows:

- a. General. All pieces in a mailing must meet the standards in C810 and must be sorted together to the finest extent required. The definitions of a mailing and permissible combinations are in M011.
- b. First-Class. A single automation rate First-Class mailing may include pieces prepared at carrier route, 5-digit, 3-digit, and basic automation rates.
- c. Periodicals. A single automation rate Periodicals mailing may include pieces prepared at 5-digit, 3-digit, and basic automation rates.
- d. Standard Mail (A). Pieces prepared to qualify for carrier route automation rates must be prepared as a separate mailing (meet a separate minimum volume requirement) from pieces prepared to qualify for 5-digit, 3-digit, and basic automation rates.

**1.3 Documentation**

A complete, signed postage statement, using the correct USPS form or an approved facsimile, must accompany each mailing and must be supported by documentation produced by PAVE-certified (or, except for Periodicals, MAC-certified) software or by standardized documentation under P012. Mailers may use a single postage statement and a single documentation report for all rate levels in a single mailing. Standard Mail (A) mailers may use a single postage statement and a single documentation report for both an automation carrier route mailing and a mailing containing pieces prepared at 5-digit, 3-digit, and basic automation rates as applicable, submitted for entry at the same time. Documentation of postage is not required if the correct rate is affixed to each piece or if each piece is of identical weight and the pieces are separated by rate when presented for acceptance. Combined mailings of Periodicals publications also must be documented under M200.

\* \* \* \* \*

**3.0 PERIODICALS**

**3.1 Tray Preparation**

[Amend 3.1a to read as follows:]

Tray size, preparation sequence, and Line 1 labeling:

- a. 5-digit/scheme: optional, but 5-digit trays required for rate eligibility (150-piece minimum); overflow allowed; for Line 1, for 5-digit trays, use 5-digit ZIP Code destination of pieces, preceded for military mail by the prefixes under M031; for Line 1, for optional 5-digit scheme trays, use destination shown in the current City State File.

\* \* \* \* \*

**M820 Flat-Size Mail**

**1.0 BASIC STANDARDS**

\* \* \* \* \*

[Amend 1.2 to add a reference to 5-digit and 3-digit rates. Amend 1.2 and 1.3 to move information about postage statements and documentation from 1.2 to 1.3.]

**1.2 Mailings**

All pieces in a mailing must meet the standards in C820 and must be sorted together to the finest extent required. First-Class Mail and Standard Mail (A) mailings may include pieces prepared at automation 3/5 and basic rates, as applicable. Periodicals mailings may include pieces prepared at automation 5-digit, 3-digit, and basic rates, as applicable. The definitions of a mailing and permissible combinations are in M011.

**1.3 Documentation**

[Insert the following after the first sentence in 1.3:]

\*\*\*Mailers may use a single postage statement and a single documentation report for all rate levels in a single mailing.\*\*\*

\* \* \* \* \*

**3.0 PERIODICALS**

\* \* \* \* \*

**3.2 Sack Preparation**

[Revise 3.2b and 3.2c to read as follows:]

Sack size, preparation sequence, and Line 1 labeling:

\* \* \* \* \*

- b. 3-digit: required at 24 pieces; optional with one six-piece package minimum except under 1.7; for Line 1, use L002, Column A.
- c. SCF: required at 24 pieces (no minimum for required origin/optional entry SCF); optional with one six-piece package minimum except under 1.7; for Line 1, use L002, Column C.

\* \* \* \* \*

**P Postage and Payment Methods**

**P000 Basic Information**

**P010 General Standards**

**P011 Payment**

**1.0 PREPAYMENT AND POSTAGE DUE**

**1.1 Prepayment Conditions**

[Revise 1.1e to read as follows:]

The mailer is responsible for proper payment of postage. Postage on all mail must be fully prepaid at the time of mailing, except as specifically provided by standard for:

\* \* \* \* \*

- e. Keys and identification devices returned to owners (see E120 and E130).

\* \* \* \* \*

**1.5 Shortpaid Mail—Basic Standards**

[Amend the first sentence of 1.5 by removing “and nonstandard single-piece Standard Mail (A)” to read as follows:]

Mail of any class, including mail indicating special services (except Express Mail, registered mail, and nonstandard First-Class Mail), which is received at either the office of mailing or office of address without enough postage is marked to show the total deficiency of postage and fees. \* \* \*

\* \* \* \* \*

**1.8 Shortpaid Nonstandard Mail**

[Amend 1.8 by removing “nonstandard Single-Piece Standard Mail” to read as follows:]

Shortpaid nonstandard First-Class Mail is returned to the sender.

\* \* \* \* \*

**2.0 MAILABLE MATTER IN OR ON PRIVATE MAIL RECEPTACLES**

\* \* \* \* \*

**2.3 Partial Distribution**

[Amend 2.3 to reflect elimination of single-piece Standard Mail (A) rates to read as follows:]

If there is a distribution of pieces to some, but not all, addresses on a route, pieces are returned to the delivery unit for use in computing the postage due. First-Class Mail rates are applied to matter that would require First-Class Mail postage if mailed. For other matter, if the piece weighs less than 16 ounces, the applicable single-piece First-Class Mail or Priority Mail rate based on the weight of the piece is applied, or an applicable Standard Mail (B) rate is applied, whichever is lower. If the piece weighs 16 ounces or more, the Standard Mail (B) rate is applied.

\* \* \* \* \*

**P012 Documentation**  
\* \* \* \* \*

**2.0 STANDARDIZED DOCUMENTATION — FIRST-CLASS MAIL, PERIODICALS, AND STANDARD MAIL (A)**  
\* \* \* \* \*

**2.3 Rate Level Column Headings**  
*[Amend 2.3a and 2.3b to reflect the new separate 5-digit and 3-digit presort rate categories for Periodicals mail as follows:]*

The actual name of the rate level (or corresponding abbreviation) is used for column headings required by 2.2 and shown below:

- a. Automation First-Class Mail, Periodicals, and Standard Mail (A):

Rate	Abbreviation
Carrier Route [First-Class Mail letters/cards]	CB
5-Digit [First-Class Mail letters/cards, Periodicals letters and flats, and Standard Mail letters]	5B
3-Digit [First-Class Mail letters/cards, Periodicals letters and flats, and Standard Mail letters]	3B
3/5 [First-Class Mail and Standard Mail flats]	3/5B
Basic [letters/cards and flats]	BB

- b. Presorted First-Class Mail, nonautomation presorted Periodicals, and Standard Mail (A):

Rate	Abbreviation
Presorted [First-Class Mail letters/cards, flats, and parcels]	Presort
5-Digit [Periodicals letters, flats, and parcels]	5D
3-Digit [Periodicals letters, flats, and parcels]	3D
3/5 [Standard Mail letters, flats, and parcels]	3/5
Basic [letters/cards and flats]	BS

\* \* \* \* \*

**2.4 Sortation Level**  
*[Amend 2.4 by deleting row "Unique 3-Digit [Periodicals]" and "3DGU" and by revising the SCF sortation level to read as follows:]*

The actual sortation level (or corresponding abbreviation) is used for the package, tray, sack, or pallet levels required by 2.2 and shown below:

Sortation Level	Abbreviation
***	***
SCF [pallets, Periodicals flats, Bound Printed Matter]	n/a
***	***

\* \* \* \* \*

**P013 Rate Application and Computation**

**1.0 BASIC STANDARDS**  
\* \* \* \* \*

**1.4 Affixing Postage — Single-Piece Rate Mailings**

*[Amend the first sentence of 1.4 by removing "or Standard Mail (A)" to read as follows:]*

In a postage-affixed single-piece rate Express Mail, First-Class Mail, or Priority Mail mailing, or in any postage-affixed Standard Mail (B) mailing, the mailer must affix to each piece a value in adhesive stamps, precanceled stamps, or meter impressions equal to at least the postage required for the piece. \*\*\*

\* \* \* \* \*

**2.0 RATE APPLICATION — EXPRESS MAIL, FIRST-CLASS MAIL, AND PRIORITY MAIL**  
\* \* \* \* \*

*[Insert new 2.6 to read as follows:]*

**2.6 Keys and Identification Devices**  
Keys and identification devices weighing 13 ounces or less are charged the First-Class Mail rates per ounce or fraction thereof in accordance with 2.3, plus a \$0.30 fee. Keys and identification devices weighing more than 13 ounces but no more than 2 pounds are mailed at the 2-pound Priority Mail rate in accordance with 2.4, plus a \$0.30 fee.

\* \* \* \* \*

**4.0 RATE APPLICATION — STANDARD MAIL (A)**

*[Remove 4.1 and 4.2 and redesignate current 4.3 as the text of 4.0. Amend 4.0 to revise the breakpoints as follows:]*

Standard Mail (A) rates are based on the weight of the pieces and are applied differently to pieces weighing less than or equal to a "breakpoint" (rounded to four decimal places) and those weighing more, as follows:

- a. The appropriate minimum per-piece rate applies to Enhanced Carrier Route rate pieces weighing 0.2066 pound (3.3062 ounces) or less; Regular Presorted and automation rate pieces weighing 0.2068 pound (3.3087 ounces) or less; Nonprofit Enhanced Carrier Route rate pieces weighing 0.2069 pound (3.3103 ounces) or less; and Nonprofit Presorted and automation rate pieces weighing 0.2055 pound (3.2873 ounces) or less.
- b. A rate determined by adding the appropriate fixed per-piece charge and the corresponding variable per-pound charge (based on the weight of the piece) applies to pieces weighing more than 0.2066 pound (3.3062 ounces) at Enhanced Carrier Route rates; weighing more than 0.2068 pound (3.3087 ounces) at

Regular Presorted and automation rates; weighing more than 0.2069 pound (3.3103 ounces) at Nonprofit Enhanced Carrier Route rates; and weighing more than 0.2055 pound (3.2873 ounces) at Nonprofit Presorted and automation rates.

\* \* \* \* \*

**5.0 RATE APPLICATION — STANDARD MAIL (B)**

**5.1 Basis**

Postage is based on the rate that applies to the weight (postage) increment of each address piece, and where applicable, on the zone to which the piece is addressed.

\* \* \* \* \*

[Delete current 5.6 and renumber current 5.7 as 5.6. Revise renumbered 5.6 to change the name of the rate from "bulk" to "presorted" to read as follows:]

**5.6 Presorted Bound Printed Matter**

The presorted Bound Printed Matter rate has a per-piece charge and a per-pound charge. The minimum postage rate for an addressed piece is one unit of the per-piece charge plus the per-pound charge for an addressed piece weighing 1 pound.

\* \* \* \* \*

**8.0 COMPUTING POSTAGE — STANDARD MAIL (A)**

[Remove 8.1 and renumber current 8.2 through 8.5 as 8.1 through 8.4, respectively; no other changes.]

\* \* \* \* \*

**9.0 COMPUTING POSTAGE — STANDARD MAIL (B)**

**9.1 Mailing Weight**

[In 9.1a, revise the term "bulk Bound Printed Matter" to read "presorted Bound Printed Matter."]

[Revise the title of 9.2 to read as follows:]

**9.2 Total Postage — Presorted Bound Printed Matter**

[In 9.2, revise the term "bulk Bound Printed Matter" to read "presorted Bound Printed Matter."]

\* \* \* \* \*

**9.4 Computing Affixed Postage — Individual Pieces**

[In the first and second sentences of 9.4, revise the term "bulk Bound Printed Matter" to read "presorted Bound Printed Matter."]

**9.5 Permit Imprint**

[In the first sentences of 9.5a and 9.5b, revise the term "bulk Bound Printed Matter" to read "presorted Bound Printed Matter."]

**P014 Refunds and Exchanges**

\* \* \* \* \*

**2.0 POSTAGE AND FEES REFUNDS**

\* \* \* \* \*

**2.3 Torn or Defaced Mail**

[Amend 2.3 by removing "Single-Piece Standard Mail" as follows:]

If First-Class Mail or Standard Mail (B) is torn or defaced during USPS handling so that the addressee or intended delivery point cannot be identified, the sender may receive a postage refund. This applies only when the failure to process and/or deliver is the fault of the USPS. Where possible, the damaged item is returned with the postage refund.

\* \* \* \* \*

**P030 Postage Meters and Meter Stamps**

**1.0 BASIC INFORMATION**

\* \* \* \* \*

**1.5 Reply Postage**

[Revise 1.5 to reflect the new 13-ounce weight limit for First-Class Mail to read as follows:]

Meter stamps may prepay reply postage on Express Mail; Priority Mail when the rate is the same for all zones; First-Class postcards, letters, and flats up to a maximum of 13 ounces; single-piece rate Special Standard Mail; and Library Mail, under the following conditions:

\* \* \* \* \*

- c. Postage on Priority Mail over 13 ounces, single-piece rate Special Standard Mail, or Library Mail may be paid only with meter-stamped address labels.

\* \* \* \* \*

**5.0 MAILINGS**

**5.1 Notification of Metered Mailings Presented in Bulk**

[Amend the names of the rates in the first sentence of 5.1 to read as follows:]

Mailers who want to present Presorted First-Class Mail, Standard Mail (A), Parcel Post in bulk quantities, presorted Bound Printed Matter, Carrier Route Bound Printed Matter, or Presorted Special Standard Mail using metered postage must complete Form 3615. \* \* \*

\* \* \* \* \*

**5.4 Place of Mailing**

[Amend 5.4a by removing "Standard Mail (A)" to read as follows:]

Except as noted below, metered mail must be deposited at a post office acceptance unit, retail unit, or other location designated by the postmaster of the licensing post office (i.e., the post office shown in the meter stamp) and may not be given to a delivery employee or deposited in a street collection box, mailchute, receiving box, cooperative mailing rack, or other mail collection receptacle. Exceptions to this general standard are listed below.

- a. Express Mail, Priority Mail (in a weight category for which rates do not vary by zone), or single-piece rate First-Class Mail may be deposited in any street collection box or such other place where mail is accepted and that is served by the licensing post office.

\* \* \* \* \*

**P040 Permit Imprints**

\* \* \* \* \*

**4.0 INDICIA FORMAT**

**4.1 Basic Standard**

\* \* \* \* \*

**Exhibit 4.1a Indicia Formats for Mailgram and Official Mail**

[Under the heading "Standard Mail (A) Official Mail," delete the first example, in the second example change "BULK RATE" to "PRSRT STD," in the third example change "BULK RATE AUTOOCR" to "PRESORTED STANDARD AUTOOCR," and add a new example that reads "PRSRT STD, AUTO, POSTAGE AND FEES PAID, AGENCY NAME, PERMIT NO. G-999."]

[Under the heading "Standard Mail (B) Official Mail," in the third example change "BULK RATE BOUND PRINTED MATTER" to "PRSRT BOUND PRINTED MATTER."]

**Exhibit 4.1b Indicia Formats for First-Class Mail and Standard Mail**

[Under the heading "Standard Mail (A)," in the first example change "BULK RATE ECRWSS" to "PRESORTED STANDARD ECRWSS," in the second example change "BULK RATE AUTOOCR" to "PRESORTED STANDARD AUTOOCR," in the third example change "BLK RT AUTO" to "PRSRT STD AUTO," in the seventh and eighth examples change "BULK RATE" to "PRESORTED STANDARD," and delete the ninth example.]

[Under the heading "Standard Mail (B)," in the second example delete the word "BLK RT," in the third example change "BULK PARCEL POST" to "PARCEL POST," add a fifth example that reads "PP D/S, U.S. POSTAGE PAID, NEW YORK, NY, PERMIT NO. 1," and add a sixth example that reads "PRESORTED BOUND PRINTED MATTER, U.S. POSTAGE PAID, NEW YORK, NY, PERMIT NO. 1."]

\* \* \* \* \*

**P100 First-Class Mail**

\* \* \* \* \*

**2.0 SINGLE-PIECE RATE**

\* \* \* \* \*

[Insert new 2.6 to read as follows:]

**2.6 Residual Standard Mail (A) Subject to First-Class Rates**

Mailers who have pieces weighing 13 ounces or less that do not qualify for Standard Mail (A) rates, but that are prepared as Standard Mail (A), must pay single-piece First-Class Mail postage for such pieces. If mailers do not desire to receive First-Class Mail service for such pieces they may enter the mailpieces "as is" (i.e., bearing the Standard Mail (A) markings and endorsements), under the following conditions:

- a. Additional markings and/or postage must not be added to these pieces.
- b. Mail bearing metered or precanceled stamp postage must pay the difference between the postage affixed at the Standard Mail (A) rates and the single-piece First-Class Mail rates by means of an advance deposit account or by affixing a meter strip for the appropriate amount to Form 3600-P, *Postage Statement — First-Class Mail Postage Affixed*. The number of pieces, rate, and any surcharge information must be entered in Part C on the reverse side of Form 3600-P in the space provided under the special heading "From Standard Mail (A)."
- c. Mail bearing permit imprints must pay the appropriate single-piece First-Class rates by completing Form 3600-R, *Postage Statement — First-Class Mail Permit Imprint*. The number of pieces, rate, and any surcharge information must be entered in Part C on the reverse side of Form 3600-R in the space provided under the special heading "From Standard Mail (A)." For permit imprint mail, there must be at least 200 pieces, except when the pieces are part of a larger mailing job and are submitted for acceptance along with the mail and a Standard Mail (A) postage statement for the other pieces in the same mailing job.

**3.0 PRIORITY MAIL RATES**

\* \* \* \* \*

[Insert new 3.4 to read as follows:]

**3.4 Residual Standard Mail (A) Subject to Priority Mail Rates**

Mailers who have permit imprint pieces weighing over 13 ounces, but less than 16 ounces, that do not qualify for Standard Mail (A) rates, but that are prepared as Standard Mail (A), must pay Priority Mail postage for such pieces. Mailpieces paid with meters or permit imprints must re-envelope or otherwise prepare the pieces so that when mailed they bear only the appropriate Priority Mail markings, ancillary service endorsements, and ACS codes, and do not bear Standard Mail (A) markings, endorsements, or ACS codes. Mailpieces paid with permit imprints for which mailers do not desire to receive Priority Mail service may enter the mailpieces "as is" (i.e., bearing the Standard Mail (A) markings and endorsements), under the following conditions:

- a. Additional markings and/or postage must not be added to these pieces.
- b. The appropriate Priority Mail rates must be paid by completing Form 3600-PM, *Postage Statement — Priority Mail Permit Imprint*. The pieces must be recorded on this postage statement on the line titled "Pieces From Standard Mail (A)" in the postage calculation section. For permit imprint mail, there must be at least 200 pieces, except when the pieces are part of a larger mailing job and are submitted for acceptance along with the mail and a Standard Mail (A) postage statement for the other pieces in the same mailing job.

\* \* \* \* \*

**P600 Standard Mail**

**1.0 BASIC INFORMATION**

**1.1 Payment Method**

[Amend 1.1 to read as follows:]

Standard Mail postage must be paid using one of the following methods:

- a. Standard Mail (A). The mailer is responsible for proper postage payment. Postage for Standard Mail (A) must be paid with meters, permit imprints, or precanceled stamps. Postage-affixed pieces must bear the correct postage unless excepted by standard. A permit imprint may be used for mailings that contain nonidentical-weight pieces only if authorized by the RCSC serving the mailing office.

- b. Standard Mail (B). The mailer is responsible for proper postage payment. Subject to the corresponding standards, postage for single-piece rate Standard Mail (B) may be paid by any method. Postage for bulk rate (rate has minimum mailing volume requirement) or presort rate Standard Mail (B) must be paid with meters or permit imprints. Postage-affixed pieces must bear the correct postage unless excepted by standard. A permit imprint may be used for mailings that contain nonidentical-weight pieces only under P710, P720, or P730. Permit imprints may be used for identical weight pieces provided that the mail can be separated into groups that each contain pieces subject to the same zone and same combination of rates (e.g., all are zone 4, Inter-BMC, with a BMC Presort discount and a barcode discount). Identical weight permit imprint mail also may be mailed under P710, P720, or P730.

\* \* \* \* \*

[Delete 1.3.]

[Revise title of 2.0 and clarify the language in 2.1 to read as follows:]

**2.0 STANDARD MAIL (A) — PRESORTED AND ENHANCED CARRIER ROUTE**

**2.1 Identical-Weight Pieces**

Mailings of *identical-weight pieces* in a Presorted or Enhanced Carrier Route mailing may have postage affixed to each piece at the exact rate for which the piece qualifies, or each piece in the mailing may have postage affixed at the lowest rate applicable to pieces in the mailing or in the mailing job. Alternatively, a nondenominated precanceled stamp may be affixed to every piece in the mailing or mailing job, or each piece may bear a permit imprint. If exact postage is not affixed, all additional postage must be paid at the time of mailing with an advance deposit account or with a meter strip affixed to the required postage statement. If exact postage is not affixed, documentation meeting the standards in P012 must be submitted to substantiate the additional postage unless the pieces are identical weight and separated by rate when presented for acceptance.

\* \* \* \* \*

[Revise the heading of 3.0 to read as follows:]

**3.0 STANDARD MAIL (A) — AUTOMATION RATES**

\* \* \* \* \*

**P710 Manifest Mailing System (MMS)**

\* \* \* \* \*



**3.0 KEYLINE**

**3.1 Letter-Size Mail**

\* \* \* \* \*

**Exhibit P710.3.1 Letter-Size Keyline Information**

*[Amend the postage indicia in the upper right corner of the second (Standard Mail (A)) sample mailpiece by replacing "BULK RATE" with "PRSRT STD" to read as follows:]*

PRSRT STD  
U.S. POSTAGE PAID  
NEW YORK, NY  
PERMIT NO. 1

**Exhibit 3.3b — Rate Category Abbreviations — Standard Mail (A)**

*[Amend Exhibit 3.3b by deleting the code and rate category description "SP Single-Piece Rate (when fewer than 200 pieces accompany automation rate mail)" that appears at the bottom of the exhibit.]*

\* \* \* \* \*

**P750 Plant-Verified Drop Shipment (PVDS)**

\* \* \* \* \*

**2.0 PROGRAM PARTICIPATION**

\* \* \* \* \*

**2.12 Mailer Transport of PVDS**

*[Revise 2.12 to provide for additional DSCF and DDU rate Parcel Post mailings as follows:]*

Using any means of transportation, including Express Mail or Priority Mail drop shipment, the mailer must transport PVDS mailings from the origin plant to the destination postal facility or facilities. The mailer must not transport PVDS mailings on the same vehicle with shipments not entered as PVDS. For Standard Mail PVDS, the mailer must meet the scheduling standards for mail deposit at destination entry postal facilities. If a vehicle contains mail paid at the Parcel Post destination entry rates, the applicable standards for scheduling of deposits and unloading of vehicles apply to any other mail on the same vehicle for the same destination facility. Any material classified as hazardous under C023 may not be carried in the same vehicle as PVDS mailings.

**2.13 Separation of PVDS Mailings**

*[Revise 2.13 to read as follows:]*

When a vehicle contains more than one PVDS for a single destination facility, the shipments must be separated to allow reconciliation with each accompanying Form 8125 and 8125-C. When a vehicle contains shipments for multiple destination facilities, the shipment for each destination must be physically separated. Where applicable, a single Form 8125

that identifies all the mail for a single facility must be prepared for a shipment of copalletized or combined mailings.

\* \* \* \* \*

**5.0 POSTAGE**

\* \* \* \* \*

**5.3 Standard Mail (B)**

*[Revise 5.3 to explain zone-based postage computation as follows:]*

Postage for Standard Mail (B) PVDS must be paid with meter stamps or with a permit imprint under the applicable authorization at the post office serving the mailer's location. Postage for DBMC mailings is computed from the BMC parent post office.

\* \* \* \* \*

**P760 First-Class or Standard Mail Mailings with Different Payment Methods**

\* \* \* \* \*

**2.0 POSTAGE**

\* \* \* \* \*

**2.2 Metered Pieces — Standard Mail (A)**

*[Revise the first sentence of 2.2 to change the term "non-automation" to "Presorted." Delete the last sentence.]*

Metered pieces in a combined mailing must bear postage at a Presorted or automation rate for which the pieces are eligible. Additional postage due for metered pieces in a combined mailing is deducted from the mailer's postage due advance deposit account.

\* \* \* \* \*

**2.4 Precanceled Pieces — Standard Mail (A)**

*[Amend 2.4 by deleting the last sentence.]*

\* \* \* \* \*

**3.0 PRODUCING THE COMBINED MAILING**

\* \* \* \* \*

**3.3 Rejected Pieces**

*[In 3.3a, change the phrase "Standard Mail (A) 3/5 presort rate" to "3/5 Presorted Standard Mail (A) rate" as follows:]*

Pieces rejected for any reason by the mailer's automated sorting system and pulled out of the combined mailing stream must be identified by the mailer, specifically accounted for in documentation, and:

- a. If postage-affixed, bear postage or have additional postage affixed to equal a rate no lower than the correct Presorted First-Class rate or 3/5 Presorted Standard Mail (A) rate for letters, as applicable.

\* \* \* \* \*

[Revise entire R module to read as follows:]

## R000 Stamps and Stationery

### 1.0 PLAIN STAMPED ENVELOPES

Plain stamped envelopes are priced as follows:

Type	Size <sup>1</sup>	Denomination or Value	Quantity and Price		
			Each (less than 500)	500	1,000
Basic <sup>2</sup>	6-3/4	\$0.33	\$0.40	\$173.50	\$347.00
	10	0.33	0.40	176.50	353.00
Hologram	6-3/4	—	—	—	—
	10	0.33	0.41	180.50	361.00
Bulk Rate Regular	6-3/4	0.10	—	58.50	117.00
	10	0.10	—	61.50	123.00
Nonprofit Regular & Window	6-3/4	0.05	—	33.50	67.00
	10	0.05	—	36.50	73.00

1 Size 10 includes all intermediate sizes through 10.

2 Basic includes all types of envelopes other than those specifically listed.

### 2.0 PERSONALIZED STAMPED ENVELOPES

Personalized stamped envelopes are priced as follows:

Type	Size <sup>1</sup>	Denomination or Value	Quantity and Price		
			50	500	1,000
Basic <sup>2</sup>	6-3/4	\$0.33	\$19.50	\$179.00	\$358.00
	10	0.33	19.75	180.00	360.00
Hologram	6-3/4	—	—	—	—
	10	0.33	20.00	184.00	368.00
Bulk Rate Regular	6-3/4	0.10	—	64.00	128.00
	10	0.10	—	65.00	130.00
Nonprofit Regular & Window	6-3/4	0.05	—	39.00	78.00
	10	0.05	—	40.00	80.00

1 Size 10 includes all intermediate sizes through 10.

2 Basic includes all types of envelopes other than those specifically listed.

### 3.0 STAMPED CARDS

Stamped cards are priced as follows:

Configuration	Postage	Fee	Total Price
Cut single card	\$0.20	\$0.01	\$0.21
Sheet of 40 cards	8.00	0.40	8.40
Double reply-paid card	0.40	0.02	0.42

**4.0 POSTAGE STAMPS**

Postage stamps are available in the following denominations:

<b>Purpose</b>	<b>Form</b>	<b>Denomination</b>
Regular Postage	Panes of up to 100	\$0.01, .02, .03, .04, .05, .10, .15, .20, .22, .23, .25, .28, .29, .30, .32, .33, .40, .45, .46, .50, .52, .55, .60, .75, .77, .78, \$1, \$2, \$3.20, \$5, \$11.25
	Booklets	\$0.20 (\$2.00 booklet) \$0.33 (\$3.30, \$4.95, and \$6.60 booklets)
	Coils of 100	\$0.20, .22 (additional ounce postage), .23, .33
	Coils of 500	\$0.01, .02, .03, .04, .05, .10, .20, .23, .33, \$1
	Coils of 3,000	\$0.01, .02, .03, .04, .05, .10, .20, .23, .33
	Coils of 10,000	\$0.05, .33
	Precanceled Presorted Rate Postage — First-Class Mail and Standard Mail (A)	Coils of 500, 3,000, and 10,000
Commemorative	Panes of up to 50	\$0.33 and other denominations
	20-Stamp Booklets	\$0.33 (\$6.60 booklets)
Breast Cancer Research	Panes of up to 20	Purchase price of \$0.40; postage value equivalent to First-Class Mail Nonautomation Single-Piece Rate (currently \$0.33); remainder is contribution to fund breast cancer research.

## R100 First-Class Mail

### 1.0 NONAUTOMATION—SINGLE PIECES WEIGHING 13 OUNCES OR LESS

**Card Rate** Single and double cards meeting the standards in C100 and E110:

Type	Rate
Single	\$0.200

**Letters, Flats, and Parcels** Letters, flats, and parcels (i.e., not card rate); nonstandard surcharge in 11.0 might apply:

Weight Increment	Rate
First ounce or fraction of an ounce	\$0.330
Each additional ounce or fraction	0.220

### 2.0 AUTOMATION—SINGLE PIECES OF QUALIFIED BUSINESS REPLY MAIL

**Card Rate** Single cards meeting the standards in C100, C810, C840, E110, E150, and S922:

Type	Rate <sup>1</sup>
Single	\$0.180

<sup>1</sup> QBRM is also subject to fees in R900 and the standards in S922.

**Letters** Letter-size pieces other than cards meeting the standards in C810, C840, E150, and S922:

Weight Increment	Rate <sup>1</sup>
First ounce or fraction of an ounce	\$0.300
Second ounce or fraction	0.220

<sup>1</sup> QBRM is also subject to fees in R900 and the standards in S922.

### 3.0 NONAUTOMATION—PRESORTED

**Card Rate** Single and double cards meeting the standards in C100 and E100: \$0.180 each.

3.1

**Letters, Flats, and Parcels** Letters, flats, and parcels (i.e., not card rate); nonstandard surcharge in 11.0 might apply:

Weight Increment	Rate
First ounce or fraction of an ounce (For pieces weighing 2 ounces or less)	\$0.305
(For pieces weighing more than 2 ounces)	0.259
Each additional ounce or fraction	0.220

**4.0 AUTOMATION—BASIC**

**Card Rate** 4.1 Single and double cards meeting the standards in C100 and E100: \$0.166 each.

**Letters** 4.2 Letter-size pieces other than card rate:

Weight Increment	Rate
First ounce or fraction of an ounce (For pieces weighing 2 ounces or less)	\$0.270
(For pieces weighing more than 2 ounces)	0.224
Each additional ounce or fraction	0.220

**Flats** 4.3 Flat-size pieces; nonstandard surcharge in 11.0 might apply:

Weight Increment	Rate
First ounce or fraction of an ounce (For pieces weighing 2 ounces or less)	\$0.300
(For pieces weighing more than 2 ounces)	0.254
Each additional ounce or fraction	0.220

**5.0 AUTOMATION—3-DIGIT**

**Card Rate** 5.1 Single and double cards meeting the standards in C100 and E100: \$0.159 each.

**Letters** 5.2 Letter-size pieces other than card rate:

Weight Increment	Rate
First ounce or fraction of an ounce (For pieces weighing 2 ounces or less)	\$0.261
(For pieces weighing more than 2 ounces)	0.215
Each additional ounce or fraction	0.220

**6.0 AUTOMATION—5-DIGIT**

**Card Rate** 6.1 Single and double cards meeting the standards in C100 and E100: \$0.146 each.

**Letters** 6.2 Letter-size pieces other than card rate:

Weight Increment	Rate
First ounce or fraction of an ounce (For pieces weighing 2 ounces or less)	\$0.243
(For pieces weighing more than 2 ounces)	0.197
Each additional ounce or fraction	0.220

**7.0 AUTOMATION—3/5 (FLAT-SIZE PIECES)**

Flat-size pieces; nonstandard surcharge in 11.0 might apply:

Weight Increment	Rate
First ounce or fraction of an ounce (For pieces weighing 2 ounces or less)	\$0.270
(For pieces weighing more than 2 ounces)	0.224
Each additional ounce or fraction	0.220

**8.0 AUTOMATION—CARRIER ROUTE****Card Rate** Single and double cards meeting the standards in C100 and E100: \$0.141 each.

8.1

**Letters** Letter-size pieces other than card rate:

8.2

Weight Increment	Rate
First ounce or fraction of an ounce (For pieces weighing 2 ounces or less)	\$0.238
(For pieces weighing more than 2 ounces)	0.192
Each additional ounce or fraction	0.220

**Summary of First-Class Rates**

Letters, Flats, and Parcels Weight Not Over (ounces)	Nonautomation		Automation					
	Single-Piece	Pre-sorted	Letter-Size				Flat-Size	
			Basic	3-Digit	5-Digit	Carrier Route	Basic	3/5
1	\$0.33 <sup>1</sup>	\$0.305 <sup>1</sup>	\$0.270	\$0.261	\$0.243	\$0.238	\$0.300 <sup>1</sup>	\$0.270 <sup>1</sup>
2	0.55	0.525	0.490	0.481	0.463	0.458	0.520	0.490
3 <sup>2</sup>	0.77	0.699	0.664	0.655	0.637	0.632	0.694	0.664
4	0.99	0.919	0.884 <sup>3</sup>	0.875 <sup>3</sup>	0.857 <sup>3</sup>	0.852 <sup>3</sup>	0.914	0.884
5	1.21	1.139	—	—	—	—	1.134	1.104
6	1.43	1.359	—	—	—	—	1.354	1.324
7	1.65	1.579	—	—	—	—	1.574	1.544
8	1.87	1.799	—	—	—	—	1.794	1.764
9	2.09	2.019	—	—	—	—	2.014	1.984
10	2.31	2.239	—	—	—	—	2.234	2.204
11	2.53	2.459	—	—	—	—	2.454	2.424
12	2.75	2.679	—	—	—	—	2.674	2.644
13	2.97	2.899	—	—	—	—	2.894	2.864
<b>Card Rate<sup>4</sup></b>								
Single	\$0.20	\$0.180	\$0.166	\$0.159	\$0.146	\$0.141	—	—

1 Nonstandard surcharge in 11.0 might apply: single piece \$0.11; presorted \$0.05.

2 Presorted and automation rates for pieces weighing over 2 ounces reflect a first-ounce rate that is \$0.046 lower than for pieces weighing 2 ounces or less (see 3.0 through 8.0).

3 Weight not to exceed 3.3103 ounces; pieces over 3 ounces subject to additional standards.

4 Single rate applies to a double card when originally mailed; reply half of double postcard must bear postage at applicable rate when returned.

**9.0 KEYS AND IDENTIFICATION DEVICES**

Weight Not Over (ounces)	Rate <sup>1</sup>
1 <sup>2</sup>	\$0.63
2	0.85
3	1.07
4	1.29
5	1.51
6	1.73
7	1.95
8	2.17

Weight Not Over (ounces)	Rate <sup>1</sup>
9	2.39
10	2.61
11	2.83
12	3.05
13	3.27
2 pounds	3.50

1 Includes \$0.30 fee.

2 Nonstandard surcharge in 11.0 might apply.

**10.0 PRIORITY MAIL**

Weight Not Over (pounds) <sup>1</sup>	Zone					
	L, 1, 2, & 3	4	5	6	7	8
1	\$3.20	\$3.20	\$3.20	\$3.20	\$3.20	\$3.20
2 <sup>2</sup>	3.20	3.20	3.20	3.20	3.20	3.20
3	4.30	4.30	4.30	4.30	4.30	4.30
4	5.40	5.40	5.40	5.40	5.40	5.40
5	6.50	6.50	6.50	6.50	6.50	6.50
6	6.60	6.90	7.10	7.45	7.70	8.25
7	6.70	7.30	7.70	8.40	8.90	10.00
8	6.80	7.70	8.30	9.35	10.10	11.75
9	6.90	8.10	8.90	10.30	11.30	13.50
10	7.00	8.50	9.50	11.25	12.50	15.25
11	7.20	9.15	10.30	12.20	13.45	16.50
12	7.40	9.80	11.05	13.10	14.45	17.80
13	7.75	10.40	11.80	14.05	15.50	19.10
14	8.10	11.05	12.55	14.95	16.50	20.40
15	8.50	11.70	13.30	15.85	17.50	21.70
16	8.85	12.30	14.00	16.75	18.55	23.00
17	9.20	12.95	14.75	17.70	19.55	24.30
18	9.60	13.60	15.50	18.60	20.60	25.60
19	9.95	14.20	16.25	19.50	21.60	26.95
20	10.35	14.85	17.00	20.40	22.65	28.20
21	10.70	15.50	17.70	21.35	23.65	29.45
22	11.05	16.15	18.45	22.25	24.70	30.65
23	11.45	16.75	19.20	23.15	25.70	31.85
24	11.75	17.40	19.95	24.05	26.70	33.05
25	12.15	18.05	20.70	25.00	27.75	34.35
26	12.55	18.65	21.40	25.90	28.75	35.55
27	12.90	19.30	22.15	26.80	29.80	36.75
28	13.25	19.95	22.90	27.70	30.80	37.95
29	13.65	20.55	23.65	28.60	31.85	39.15
30	14.00	21.20	24.40	29.55	32.85	40.35
31	14.35	21.85	25.10	30.45	33.90	41.55
32	14.75	22.45	25.85	31.35	34.90	42.80
33	15.10	23.10	26.60	32.25	35.95	44.00
34	15.45	23.70	27.35	33.15	36.95	45.20
35	15.80	24.35	28.10	34.10	37.95	46.40
36	16.20	25.00	28.80	35.00	39.00	47.60
37	16.60	25.65	29.55	35.90	40.00	48.80
38	16.90	26.25	30.30	36.85	41.05	50.05

Weight Not Over (pounds) <sup>1</sup>	Zone					
	L, 1, 2, & 3	4	5	6	7	8
39	17.30	26.90	31.05	37.75	42.05	51.25
40	17.70	27.55	31.80	38.65	43.10	52.45
41	18.00	28.15	32.50	39.55	44.10	53.65
42	18.40	28.80	33.25	40.45	45.15	54.85
43	18.80	29.45	34.00	41.40	46.15	56.10
44	19.15	30.05	34.75	42.30	47.20	57.35
45	19.50	30.70	35.50	43.20	48.20	58.55
46	19.85	31.35	36.20	44.10	49.20	59.75
47	20.25	31.95	36.95	45.05	50.25	60.95
48	20.60	32.60	37.70	45.95	51.25	62.15
49	20.95	33.25	38.45	46.85	52.30	63.35
50	21.35	33.85	39.20	47.75	53.30	64.55
51	21.70	34.50	39.90	48.65	54.25	65.80
52	22.05	35.15	40.65	49.60	55.30	67.00
53	22.45	35.75	41.40	50.50	56.25	68.20
54	22.80	36.40	42.15	51.40	57.25	69.40
55	23.15	37.05	42.90	52.30	58.20	70.60
56	23.55	37.65	43.60	53.25	59.20	71.80
57	23.90	38.30	44.35	54.15	60.20	73.05
58	24.25	38.95	45.10	55.05	61.15	74.25
59	24.65	39.55	45.85	55.95	62.20	75.45
60	25.00	40.20	46.60	56.90	63.15	76.65
61	25.35	40.85	47.30	57.80	64.15	77.90
62	25.75	41.45	48.05	58.70	65.10	79.10
63	26.10	42.10	48.80	59.60	66.10	80.35
64	26.50	42.75	49.55	60.55	67.10	81.55
65	26.85	43.35	50.25	61.45	68.05	82.75
66	27.20	44.00	51.00	62.35	69.10	83.95
67	27.60	44.65	51.75	63.25	70.05	85.15
68	27.95	45.25	52.50	64.15	71.00	86.35
69	28.30	45.90	53.25	65.10	72.05	87.55
70	28.70	46.55	53.95	66.00	73.00	88.80

1 Parcels that weigh less than 15 pounds but measure more than 84 inches in combined length and girth are charged the applicable rate for a 15-pound parcel.

2 The 2-pound rate is charged for matter sent in a flat-rate envelope provided by the USPS, regardless of the actual weight of the piece.

**11.0 SURCHARGES**

- Nonstandard Surcharge**  
11.1
- Surcharge per piece:
- a. Single-piece rate: \$0.11.
  - b. Presorted and automation (flat-size) rate: \$0.05.

**12.0 FEES**

- Mailing**  
12.1
- Presort fee, per 12-month period, per office of mailing: \$100.00.
- Address Correction Service**  
12.2
- Charge per notice issued:
- a. Manual: \$0.50.
  - b. Automated: \$0.20.
- Pickup**  
12.3
- Priority Mail only, per occurrence: \$8.25. May be combined with Express Mail and Standard Mail (B) Parcel Post pickups.



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## R200 Periodicals

### 1.0 REGULAR

#### Pound Rates Per pound or fraction:

##### 1.1

a. For the nonadvertising portion: \$0.161.

b. For the advertising portion:

Zone	Rate
Delivery Unit	\$0.155
SCF	0.178
1 & 2	0.215
3	0.229
4	0.263
5	0.316
6	0.371
7	0.438
8	0.495

#### Piece Rates Per addressed piece:

##### 1.2

Presort Level	Nonautomation	Automation <sup>1</sup>	
		Letter-Size	Flat-Size
Basic	\$0.294	\$0.232	\$0.248
3-Digit	0.253	0.206	0.214
5-Digit	0.197	0.162	0.168
Carrier Route	0.122	—	—
High Density	0.103	—	—
Saturation	0.085	—	—

<sup>1</sup> Lower maximum weight limits apply: letter-size at 3 ounces (or 3.3103 ounces for heavy letters); flat-size at 16 ounces (FSM 881) and 6 pounds (FSM 1000).

#### Discounts Piece rate discounts:

##### 1.3

a. Nonadvertising adjustment for each 1% of nonadvertising content: \$0.00059 per piece.

b. Delivery unit zone piece discount for each addressed piece claimed in the pound rate portion at the delivery unit zone rate: \$0.013.

c. SCF zone piece discount for each addressed piece claimed in the pound rate portion at the SCF zone rate: \$0.007.

### 2.0 PREFERRED—IN-COUNTY

#### Pound Rates Per pound or fraction:

##### 2.1

Zone	Rate
Delivery Unit	\$0.107
All Others	0.133

**Piece Rates** Per addressed piece:  
2.2

Presort Level	Nonautomation	Automation <sup>1</sup>	
		Letter-Size	Flat-Size
Basic	\$0.095	\$0.046	\$0.065
3-Digit	0.088	0.044	0.062
5-Digit	0.080	0.041	0.058
Carrier Route	0.043	—	—
High Density	0.029	—	—
Saturation	0.025	—	—

1 Lower maximum weight limits apply: letter-size at 3 ounces (or 3.3103 ounces for heavy letters); flat-size at 16 ounces (FSM 881) and 6 pounds (FSM 1000).

**Discount** Delivery unit zone piece discount for each addressed piece claimed in the pound rate portion at the delivery unit zone rate: \$0.004.  
2.3

**3.0 PREFERRED—NONPROFIT**

**Pound Rates** Per pound or fraction:  
3.1

- a. For the nonadvertising portion: \$0.156.
- b. For the advertising portion:

Zone	Rate
Delivery Unit	\$0.155
SCF	0.178
1 & 2	0.215
3	0.229
4	0.263
5	0.316
6	0.371
7	0.438
8	0.495

**Piece Rates** Per addressed piece:  
3.2

Presort Level	Nonautomation	Automation <sup>1</sup>	
		Letter-Size	Flat-Size
Basic	\$0.251	\$0.189	\$0.205
3-Digit	0.208	0.161	0.184
5-Digit	0.183	0.148	0.162
Carrier Route	0.113	—	—
High Density	0.094	—	—
Saturation	0.076	—	—

1 Lower maximum weight limits apply: letter-size at 3 ounces (or 3.3103 ounces for heavy letters); flat-size at 16 ounces (FSM 881) and 6 pounds (FSM 1000).

**Discounts** Piece rate discounts:  
3.3

- a. Nonadvertising adjustment for each 1% of nonadvertising content: \$0.00044 per piece.
- b. Delivery unit zone piece discount for each addressed piece claimed in the pound rate portion at the delivery unit zone rate: \$0.007.
- c. SCF zone piece discount for each addressed piece claimed in the pound rate portion at the SCF zone rate: \$0.004.

**4.0 PREFERRED—CLASSROOM****Pound Rates** Per pound or fraction:

- 4.1 a. For the nonadvertising portion: \$0.156.  
 b. For the advertising portion:

Zone	Rate
Delivery Unit	\$0.155
SCF	0.178
1 & 2	0.215
3	0.229
4	0.263
5	0.316
6	0.371
7	0.438
8	0.495

**Piece Rates** Per addressed piece:

4.2

Presort Level	Nonautomation	Automation <sup>1</sup>	
		Letter-Size	Flat-Size
Basic	\$0.251	\$0.189	\$0.205
3-Digit	0.208	0.161	0.184
5-Digit	0.183	0.148	0.162
Carrier Route	0.113	—	—
High Density	0.094	—	—
Saturation	0.076	—	—

1 Lower maximum weight limits apply: letter-size at 3 ounces (or 3.3103 ounces for heavy letters); flat-size at 16 ounces (FSM 881) and 6 pounds (FSM 1000).

**Discounts** Piece rate discounts:

4.3

- a. Nonadvertising adjustment for each 1% of nonadvertising content: \$0.00044 per piece.  
 b. Delivery unit zone piece discount for each addressed piece claimed in the pound rate portion at the delivery unit zone rate: \$0.007.  
 c. SCF zone piece discount for each addressed piece claimed in the pound rate portion at the SCF zone rate: \$0.004.

**5.0 PREFERRED—SCIENCE-OF-AGRICULTURE****Pound Rates** Per pound or fraction:

5.1

- a. For the nonadvertising portion: \$0.161.  
 b. For the advertising portion:

Zone	Rate
Delivery Unit	\$0.116
SCF	0.133
1 & 2	0.161
3	0.229
4	0.263
5	0.316
6	0.371
7	0.438
8	0.495

**Piece Rates** Per addressed piece:

5.2

Presort Level	Nonautomation	Automation <sup>1</sup>	
		Letter-Size	Flat-Size
Basic	\$0.294	\$0.232	\$0.248
3-Digit	0.253	0.206	0.214
5-Digit	0.197	0.162	0.168
Carrier Route	0.122	—	—
High Density	0.103	—	—
Saturation	0.085	—	—

<sup>1</sup> Lower maximum weight limits apply: letter-size at 3 ounces (or 3.3103 ounces for heavy letters); flat-size at 16 ounces (FSM 881) and 6 pounds (FSM 1000).

**Discounts** Piece rate discounts:

5.3

- a. Nonadvertising adjustment for each 1% of nonadvertising content: \$0.00059 per piece.
- b. Delivery unit zone piece discount for each addressed piece claimed in the pound rate portion at the delivery unit zone rate: \$0.013.
- c. SCF zone piece discount for each addressed piece claimed in the pound rate portion at the SCF zone rate: \$0.007.

**6.0 FEES**

**Application** Fees as appropriate, per application:

6.1

- a. Original entry: \$305.00.
- b. News agent registry: \$50.00.
- c. Additional entry: \$50.00.
- d. Reentry: \$50.00.

**Address Correction** Charge per notice issued:

**Service**

6.2

- a. Manual: \$0.50.
- b. Automated: \$0.20.

## R600 Standard Mail

### 1.0 REGULAR STANDARD MAIL (A)

#### Letter-Size Minimum Per Piece Rates

1.1

Pieces 0.2068 pound (3.3087 ounces) or less:

Entry Discount	Presorted		Automation <sup>1</sup>		
	Basic	3/5	Basic	3-Digit	5-Digit
None	\$0.235	\$0.207	\$0.183	\$0.176	\$0.160
DBMC	0.219	0.191	0.167	0.160	0.144
DSCF	0.214	0.186	0.162	0.155	0.139
DDU	—	—	—	—	—

1 Pieces weighing over 3 ounces subject to additional standards.

#### Nonletter-Size Minimum Per Piece Rates

1.2

Pieces 0.2068 pound (3.3087 ounces) or less:

Entry Discount	Presorted <sup>1</sup>		Automation <sup>2</sup>	
	Basic	3/5	Basic	3/5
None	\$0.304	\$0.240	\$0.245	\$0.203
DBMC	0.288	0.224	0.229	0.187
DSCF	0.283	0.219	0.224	0.182
DDU	—	—	—	—

1 Residual shape surcharge in 9.0 might apply. Add \$0.10 per piece for items that are prepared as a parcel or are not letter-size or flat-size.

2 Available only for automation-compatible flats.

#### Piece/Pound Rates

1.3

Pieces more than 0.2068 pound (3.3087 ounces):

Piece/Pound Rate <sup>1</sup>	Presorted <sup>2</sup>		Automation <sup>3</sup>	
	Basic	3/5	Basic	3/5
<b>Per Piece</b>	\$0.164	\$0.100	\$0.105	\$0.063
<b>Per Pound</b> (includes entry discount if applicable)	PLUS	PLUS	PLUS	PLUS
None	\$0.677	\$0.677	\$0.677	\$0.677
DBMC	0.598	0.598	0.598	0.598
DSCF	0.577	0.577	0.577	0.577
DDU	—	—	—	—

1 Each piece is subject to both a piece rate and a pound rate.

2 Residual shape surcharge in 9.0 might apply. Add \$0.10 per piece for items that are prepared as a parcel or are not letter-size or flat-size.

3 Available only for automation-compatible flats.

### 2.0 ENHANCED CARRIER ROUTE STANDARD MAIL (A)

#### Letter-Size Minimum Per Piece Rates

2.1

Pieces 0.2066 pound (3.3062 ounces) or less:

Entry Discount	Nonautomation			Automation <sup>1</sup>
	Basic	High Density	Saturation	Basic
None	\$0.162	\$0.139	\$0.130	\$0.156
DBMC	0.146	0.123	0.114	0.140
DSCF	0.141	0.118	0.109	0.135
DDU	0.136	0.113	0.104	0.130

1 Pieces weighing over 3 ounces subject to additional standards.

**Nonletter-Size  
Minimum Per Piece  
Rates**

2.2

Pieces 0.2066 pound (3.3062 ounces) or less:

Entry Discount <sup>1</sup>	Basic	High Density	Saturation
None	\$0.162	\$0.151	\$0.140
DBMC	0.146	0.135	0.124
DSCF	0.141	0.130	0.119
DDU	0.136	0.125	0.114

1 Residual shape surcharge in 9.0 might apply. Add \$0.10 per piece for items that are prepared as a parcel or are not letter-size or flat-size.

**Piece/Pound Rates**

2.3

Pieces more than 0.2066 pound (3.3062 ounces):

Piece/Pound Rate <sup>1,2</sup>	Basic	High Density	Saturation
<b>Per Piece</b>	\$0.025	\$0.014	\$0.003
<b>Per Pound</b> (includes entry discount if applicable)	PLUS	PLUS	PLUS
None	\$0.663	\$0.663	\$0.663
DBMC	0.584	0.584	0.584
DSCF	0.563	0.563	0.563
DDU	0.537	0.537	0.537

1 Residual shape surcharge in 9.0 might apply. Add \$0.10 per piece for items that are prepared as a parcel or are not letter-size or flat-size.

2 Each piece is subject to both a piece rate and a pound rate.

**3.0 NONPROFIT STANDARD MAIL (A)**

**Letter-Size Minimum  
Per Piece Rates**

3.1

Pieces 0.2055 pound (3.2873 ounces) or less:

Entry Discount	Presorted		Automation <sup>1</sup>		
	Basic	3/5	Basic	3-Digit	5-Digit
None	\$0.169	\$0.142	\$0.119	\$0.114	\$0.093
DBMC	0.153	0.126	0.103	0.098	0.077
DSCF	0.148	0.121	0.098	0.093	0.072
DDU	—	—	—	—	—

1 Pieces weighing over 3 ounces subject to additional standards.

**Nonletter-Size  
Minimum Per Piece  
Rates**

3.2

Pieces 0.2055 pound (3.2873 ounces) or less:

Entry Discount	Presorted <sup>1</sup>		Automation <sup>2</sup>	
	Basic	3/5	Basic	3/5
None	\$0.233	\$0.165	\$0.182	\$0.144
DBMC	0.217	0.149	0.166	0.128
DSCF	0.212	0.144	0.161	0.123
DDU	—	—	—	—

1 Residual shape surcharge in 9.0 might apply. Add \$0.10 per piece for items that are prepared as a parcel or are not letter-size or flat-size.

2 Available only for automation-compatible flats.

**Piece/Pound Rates**  
3.3

Pieces more than 0.2055 pound (3.2873 ounces):

Piece/Pound Rate <sup>1</sup>	Presorted <sup>2</sup>		Automation <sup>3</sup>	
	Basic	3/5	Basic	3/5
<b>Per Piece</b>	\$0.120	\$0.052	\$0.069	\$0.031
<b>Per Pound</b> (includes entry discount if applicable)	PLUS	PLUS	PLUS	PLUS
None	\$0.550	\$0.550	\$0.550	\$0.550
DBMC	0.471	0.471	0.471	0.471
DSCF	0.450	0.450	0.450	0.450
DDU	—	—	—	—

- 1 Each piece is subject to both a piece rate and a pound rate.
- 2 Residual shape surcharge in 9.0 might apply. Add \$0.10 per piece for items that are prepared as a parcel or are not letter-size or flat-size.
- 3 Available only for automation-compatible flats.

**4.0 NONPROFIT ENHANCED CARRIER ROUTE STANDARD MAIL (A)**

**Letter-Size Minimum Per Piece Rates**  
4.1

Pieces 0.2069 pound (3.3103 ounces) or less:

Entry Discount	Nonautomation			Automation <sup>1</sup>
	Basic	High Density	Saturation	Basic
None	\$0.099	\$0.078	\$0.072	\$0.092
DBMC	0.083	0.062	0.056	0.076
DSCF	0.078	0.057	0.051	0.071
DDU	0.073	0.052	0.046	0.066

- 1 Pieces weighing over 3 ounces subject to additional standards.

**Nonletter-Size Minimum Per Piece Rates**  
4.2

Pieces 0.2069 pound (3.3103 ounces) or less:

Entry Discount <sup>1</sup>	Basic	High Density	Saturation
None	\$0.099	\$0.092	\$0.084
DBMC	0.083	0.076	0.068
DSCF	0.078	0.071	0.063
DDU	0.073	0.066	0.058

- 1 Residual shape surcharge in 9.0 might apply. Add \$0.10 per piece for items that are prepared as a parcel or are not letter-size or flat-size.

**Piece/Pound Rates**  
4.3

Pieces more than 0.2069 pound (3.3103 ounces):

Piece/Pound Rate <sup>1, 2</sup>	Basic	High Density	Saturation
<b>Per Piece</b>	\$0.039	\$0.032	\$0.024
<b>Per Pound</b> (includes entry discount if applicable)	PLUS	PLUS	PLUS
None	\$0.290	\$0.290	\$0.290
DBMC	0.211	0.211	0.211
DSCF	0.190	0.190	0.190
DDU	0.164	0.164	0.164

- 1 Residual shape surcharge in 9.0 might apply. Add \$0.10 per piece for items that are prepared as a parcel or are not letter-size or flat-size.
- 2 Each piece is subject to both a piece rate and a pound rate.



**5.0 PARCEL POST STANDARD MAIL (B)****Inter-BMC/ASF  
Single-Piece  
Machinable Parcel  
Post  
5.1**

Inter-BMC/ASF ZIP Codes only, no discount, no surcharge:

Weight Not Over (pounds)	Zone <sup>1, 2, 3, 4, 5</sup>						
	1 & 2	3	4	5	6	7	8
2	\$3.15	\$3.15	\$3.15	\$3.15	\$3.15	\$3.15	\$3.15
3	3.59	3.90	4.25	4.25	4.25	4.25	4.25
4	3.73	4.16	4.91	5.35	5.35	5.35	5.35
5	3.86	4.39	5.33	6.45	6.45	6.45	6.45
6	3.99	4.62	5.71	7.10	7.40	7.60	8.15
7	4.11	4.82	6.07	7.72	8.35	8.75	9.85
8	4.24	5.01	6.38	8.26	9.30	9.90	11.55
9	4.33	5.19	6.71	8.76	10.25	11.05	13.25
10	4.45	5.36	6.99	9.23	10.92	12.20	14.95
11	4.54	5.53	7.27	9.66	11.47	13.30	16.10
12	4.64	5.68	7.53	10.06	11.97	14.30	17.35
13	4.73	5.81	7.77	10.44	12.44	15.17	18.65
14	4.82	5.97	8.01	10.80	12.89	15.74	19.90
15	4.90	6.10	8.24	11.13	13.31	16.28	21.15
16	4.98	6.23	8.45	11.45	13.70	16.77	21.85
17	5.07	6.34	8.66	11.74	14.08	17.25	22.49
18	5.14	6.46	8.85	12.02	14.42	17.69	23.10
19	5.23	6.58	9.04	12.29	14.76	18.12	23.67
20	5.29	6.68	9.20	12.54	15.07	18.52	24.21
21	5.36	6.80	9.37	12.79	15.38	18.90	24.72
22	5.43	6.89	9.54	13.02	15.66	19.26	25.21
23	5.50	7.01	9.71	13.23	15.93	19.60	25.67
24	5.55	7.10	9.85	13.45	16.19	19.94	26.12
25	5.62	7.19	10.01	13.64	16.44	20.24	26.54
26	5.68	7.28	10.15	13.84	16.68	20.54	26.93
27	5.75	7.37	10.28	14.02	16.90	20.82	27.32
28	5.80	7.46	10.43	14.20	17.12	21.09	27.68
29	5.86	7.55	10.56	14.36	17.33	21.35	28.04
30	5.92	7.63	10.67	14.52	17.52	21.60	28.36
31	5.98	7.70	10.80	14.67	17.72	21.85	28.68
32	6.03	7.79	10.92	14.82	17.90	22.08	28.99
33	6.08	7.87	11.04	14.97	18.07	22.30	29.28
34	6.14	7.93	11.14	15.11	18.24	22.51	29.56
35	6.19	8.01	11.26	15.24	18.40	22.71	29.83

1 For OBMC Presort discount, deduct \$0.57 per piece.

2 For BMC Presort discount, deduct \$0.22 per piece.

3 For barcoded discount, deduct \$0.03 per piece.

4 Parcels that weigh less than 15 pounds but measure more than 84 inches (but not more than 108 inches) in combined length and girth are charged the applicable rate for a 15-pound parcel.

5 For pieces weighing more than 35 pounds, see 5.2.

**5.2 Inter-BMC/ASF Single-Piece Nonmachinable Parcel Post**

Inter-BMC/ASF ZIP Codes only, nonmachinable surcharge of \$1.65 included:

Weight Not Over (pounds)	Zone <sup>1, 2, 3, 4, 5</sup>							Weight Not Over (pounds)	Zone <sup>1, 2, 3, 4, 5</sup>						
	1 & 2	3	4	5	6	7	8		1 & 2	3	4	5	6	7	8
2	\$4.80	\$4.80	\$4.80	\$4.80	\$4.80	\$4.80	\$4.80	42	8.19	10.13	13.60	17.70	21.03	25.58	33.10
3	5.24	5.55	5.90	5.90	5.90	5.90	5.90	43	8.23	10.19	13.70	17.80	21.16	25.73	33.29
4	5.38	5.81	6.56	7.00	7.00	7.00	7.00	44	8.28	10.24	13.78	17.89	21.27	25.87	33.49
5	5.51	6.04	6.98	8.10	8.10	8.10	8.10	45	8.32	10.31	13.87	17.99	21.39	26.01	33.67
6	5.64	6.27	7.36	8.75	9.05	9.25	9.80	46	8.37	10.37	13.95	18.09	21.50	26.15	33.84
7	5.76	6.47	7.72	9.37	10.00	10.40	11.50	47	8.42	10.43	14.03	18.17	21.61	26.28	34.02
8	5.89	6.66	8.03	9.91	10.95	11.55	13.20	48	8.46	10.49	14.12	18.26	21.70	26.40	34.18
9	5.98	6.84	8.36	10.41	11.90	12.70	14.90	49	8.50	10.54	14.20	18.34	21.81	26.53	34.33
10	6.10	7.01	8.64	10.88	12.57	13.85	16.60	50	8.54	10.59	14.26	18.42	21.91	26.65	34.49
11	6.19	7.18	8.92	11.31	13.12	14.95	17.75	51	8.59	10.65	14.35	18.50	22.00	26.76	34.63
12	6.29	7.33	9.18	11.71	13.62	15.95	19.00	52	8.63	10.71	14.42	18.58	22.09	26.87	34.77
13	6.38	7.46	9.42	12.09	14.09	16.82	20.30	53	8.67	10.76	14.48	18.65	22.18	26.98	34.92
14	6.47	7.62	9.66	12.45	14.54	17.39	21.55	54	8.71	10.82	14.56	18.73	22.27	27.09	35.05
15	6.55	7.75	9.89	12.78	14.96	17.93	22.80	55	8.75	10.85	14.64	18.79	22.34	27.18	35.18
16	6.63	7.88	10.10	13.10	15.35	18.42	23.50	56	8.80	10.92	14.70	18.87	22.43	27.28	35.31
17	6.72	7.99	10.31	13.39	15.73	18.90	24.14	57	8.84	10.97	14.77	18.93	22.51	27.38	35.42
18	6.79	8.11	10.50	13.67	16.07	19.34	24.75	58	8.88	11.01	14.83	19.00	22.58	27.47	35.54
19	6.88	8.23	10.69	13.94	16.41	19.77	25.32	59	8.92	11.06	14.90	19.06	22.66	27.55	35.65
20	6.94	8.33	10.85	14.19	16.72	20.17	25.86	60	8.96	11.11	14.98	19.12	22.72	27.64	35.77
21	7.01	8.45	11.02	14.44	17.03	20.55	26.37	61	9.01	11.17	15.03	19.18	22.80	27.73	35.92
22	7.08	8.54	11.19	14.67	17.31	20.91	26.86	62	9.05	11.21	15.09	19.24	22.86	27.80	36.06
23	7.15	8.66	11.36	14.88	17.58	21.25	27.32	63	9.07	11.26	15.16	19.29	22.93	27.88	36.20
24	7.20	8.75	11.50	15.10	17.84	21.59	27.77	64	9.11	11.30	15.22	19.34	22.99	27.95	36.33
25	7.27	8.84	11.66	15.29	18.09	21.89	28.19	65	9.15	11.35	15.27	19.40	23.06	28.03	36.46
26	7.33	8.93	11.80	15.49	18.33	22.19	28.58	66	9.20	11.40	15.33	19.45	23.11	28.10	36.58
27	7.40	9.02	11.93	15.67	18.55	22.47	28.97	67	9.24	11.44	15.39	19.51	23.18	28.17	36.71
28	7.45	9.11	12.08	15.85	18.77	22.74	29.33	68	9.27	11.48	15.46	19.56	23.23	28.24	36.84
29	7.51	9.20	12.21	16.01	18.98	23.00	29.69	69	9.31	11.52	15.51	19.60	23.29	28.31	36.94
30	7.57	9.28	12.32	16.17	19.17	23.25	30.01	70	9.35	11.58	15.57	19.66	23.34	28.37	37.07
31	7.63	9.35	12.45	16.32	19.37	23.50	30.33	Over-sized	34.07	38.18	44.22	53.79	65.11	80.53	106.01
32	7.68	9.44	12.57	16.47	19.55	23.73	30.64								
33	7.73	9.52	12.69	16.62	19.72	23.95	30.93								
34	7.79	9.58	12.79	16.76	19.89	24.16	31.21								
35	7.84	9.66	12.91	16.89	20.05	24.36	31.48								
36	7.89	9.72	13.03	17.02	20.21	24.55	31.74								
37	7.94	9.79	13.12	17.15	20.36	24.75	31.99								
38	7.99	9.87	13.23	17.26	20.50	24.92	32.23								
39	8.05	9.93	13.32	17.37	20.64	25.09	32.46								
40	8.09	10.00	13.42	17.49	20.78	25.27	32.67								
41	8.15	10.07	13.51	17.60	20.91	25.43	32.89								

- 1 For OBMC Presort discount, deduct \$0.57 per piece.
- 2 For BMC Presort discount, deduct \$0.22 per piece.
- 3 Pieces that measure more than 108 inches (but not more than 130 inches) in combined length and girth pay the oversized rate, regardless of the actual weight of the piece.
- 4 Parcels that weigh less than 15 pounds but measure more than 84 inches (but not more than 108 inches) in combined length and girth are charged the applicable rate for a 15-pound parcel.
- 5 If special handling, subtract \$1.65 nonmachinable surcharge.

**Local and  
Intra-BMC/ASF  
Parcel Post  
5.3**

Weight Not Over (pounds)	Zone <sup>1, 2, 3</sup>				
	Local	1 & 2	3	4	5
2	\$2.67	\$2.80	\$2.80	\$2.80	\$2.80
3	2.87	3.17	3.26	3.27	3.29
4	3.04	3.32	3.57	3.58	4.14
5	3.19	3.45	3.85	3.88	4.63
6	3.28	3.58	4.13	4.15	5.08
7	3.35	3.69	4.37	4.40	5.50
8	3.43	3.82	4.59	4.63	5.90
9	3.50	3.91	4.77	4.86	6.27
10	3.58	4.03	5.01	5.08	6.62
11	3.64	4.12	5.18	5.27	6.94
12	3.71	4.23	5.33	5.47	7.26
13	3.78	4.32	5.46	5.65	7.54
14	3.84	4.41	5.55	5.83	7.82
15	3.90	4.49	5.68	5.99	8.08
16	3.97	4.56	5.81	6.15	8.33
17	4.02	4.65	5.93	6.31	8.56
18	4.07	4.72	6.05	6.45	8.80
19	4.12	4.81	6.16	6.59	9.01
20	4.19	4.88	6.27	6.74	9.21
21	4.23	4.94	6.38	6.87	9.41
22	4.28	5.02	6.47	7.00	9.60
23	4.33	5.08	6.59	7.13	9.79
24	4.38	5.14	6.68	7.24	9.96
25	4.43	5.20	6.77	7.36	10.13
26	4.47	5.27	6.86	7.47	10.29
27	4.52	5.33	6.96	7.58	10.44
28	4.56	5.38	7.05	7.69	10.59
29	4.62	5.45	7.14	7.80	10.74
30	4.67	5.50	7.22	7.89	10.89
31	4.71	5.56	7.28	7.99	11.02
32	4.75	5.62	7.37	8.09	11.15
33	4.80	5.67	7.45	8.19	11.29
34	4.84	5.72	7.51	8.27	11.40
35	4.88	5.77	7.59	8.37	11.52
36	4.91	5.82	7.66	8.46	11.65
37	4.95	5.88	7.72	8.54	11.76
38	4.99	5.93	7.80	8.62	11.87
39	5.04	5.98	7.87	8.71	11.97
40	5.08	6.02	7.93	8.78	12.08
41	5.12	6.08	8.01	8.87	12.18
42	5.16	6.12	8.06	8.94	12.27

Weight Not Over (pounds)	Zone <sup>1, 2, 3</sup>				
	Local	1 & 2	3	4	5
43	5.20	6.16	8.13	9.02	12.38
44	5.25	6.21	8.18	9.10	12.46
45	5.28	6.25	8.24	9.16	12.56
46	5.32	6.31	8.31	9.24	12.64
47	5.36	6.36	8.36	9.30	12.73
48	5.40	6.40	8.42	9.38	12.83
49	5.43	6.44	8.48	9.44	12.90
50	5.47	6.47	8.53	9.51	12.99
51	5.51	6.53	8.58	9.57	13.06
52	5.54	6.57	8.65	9.64	13.14
53	5.58	6.60	8.70	9.70	13.21
54	5.62	6.64	8.75	9.76	13.29
55	5.66	6.68	8.79	9.82	13.36
56	5.69	6.73	8.85	9.89	13.42
57	5.72	6.77	8.91	9.94	13.50
58	5.76	6.81	8.94	9.99	13.57
59	5.80	6.85	9.00	10.06	13.63
60	5.82	6.89	9.05	10.11	13.70
61	5.88	6.94	9.10	10.17	13.77
62	5.90	6.98	9.14	10.22	13.82
63	5.94	7.01	9.19	10.28	13.88
64	5.97	7.05	9.23	10.33	13.95
65	6.01	7.09	9.28	10.38	14.00
66	6.03	7.14	9.33	10.44	14.07
67	6.08	7.18	9.37	10.49	14.12
68	6.11	7.20	9.41	10.54	14.17
69	6.15	7.24	9.45	10.59	14.23
70	6.18	7.28	9.52	10.64	14.28
Over-sized	19.43	28.42	28.42	28.42	28.42

- 1 For barcoded discount, deduct \$0.03 per piece (machinable parcels only).
- 2 Pieces that measure more than 108 inches (but not more than 130 inches) in combined length and girth pay the oversized rate, regardless of the actual weight of the piece.
- 3 Parcels that weigh less than 15 pounds but measure more than 84 inches (but not more than 108 inches) in combined length and girth are charged the applicable rate for a 15-pound parcel.

**5.4 Destination Entry Parcel Post (DDU/DSCF/DBMC)**

Destination facility ZIP Codes only, discount included:

Weight Not Over (pounds)	DDU <sup>1,2</sup>	DSCF <sup>1,2</sup>	DBMC Zone <sup>1,2,3</sup>			
			1 & 2	3	4	5
2	\$1.21	\$1.67	\$2.23	\$2.40	\$2.40	\$2.40
3	1.26	1.78	2.40	2.86	2.87	2.89
4	1.32	1.91	2.58	3.17	3.18	3.94
5	1.37	2.02	2.74	3.45	3.48	4.40
6	1.41	2.12	2.88	3.73	3.75	4.83
7	1.45	2.21	3.02	3.97	4.00	5.22
8	1.50	2.30	3.15	4.19	4.23	5.60
9	1.55	2.40	3.28	4.37	4.46	5.95
10	1.59	2.48	3.40	4.51	4.68	6.29
11	1.63	2.56	3.51	4.67	4.87	6.59
12	1.67	2.64	3.62	4.81	5.07	6.89
13	1.72	2.72	3.73	4.93	5.25	7.16
14	1.74	2.78	3.82	5.08	5.43	7.42
15	1.78	2.84	3.91	5.20	5.59	7.67
16	1.82	2.92	4.01	5.32	5.75	7.91
17	1.85	2.98	4.09	5.43	5.91	8.13
18	1.90	3.04	4.18	5.54	6.05	8.35
19	1.92	3.10	4.26	5.64	6.19	8.55
20	1.96	3.16	4.34	5.75	6.34	8.74
21	1.99	3.22	4.42	5.85	6.47	8.94
22	2.02	3.27	4.49	5.94	6.60	9.12
23	2.06	3.32	4.56	6.05	6.73	9.30
24	2.08	3.38	4.63	6.14	6.84	9.46
25	2.12	3.43	4.70	6.21	6.96	9.62
26	2.15	3.47	4.76	6.31	7.07	9.78
27	2.19	3.53	4.83	6.38	7.18	9.92
28	2.21	3.57	4.89	6.47	7.29	10.07
29	2.25	3.63	4.96	6.57	7.40	10.21
30	2.27	3.67	5.01	6.63	7.49	10.35
31	2.31	3.72	5.08	6.70	7.59	10.48
32	2.33	3.76	5.13	6.79	7.69	10.61
33	2.36	3.81	5.19	6.85	7.79	10.73
34	2.40	3.86	5.25	6.92	7.87	10.84
35	2.43	3.90	5.31	6.99	7.97	10.96
36	2.46	3.94	5.36	7.05	8.06	11.08
37	2.47	3.97	5.40	7.11	8.14	11.19
38	2.51	4.02	5.46	7.19	8.22	11.29
39	2.54	4.06	5.51	7.24	8.31	11.39
40	2.57	4.10	5.56	7.31	8.38	11.50
41	2.60	4.14	5.61	7.38	8.47	11.59
42	2.62	4.17	5.65	7.44	8.54	11.68

Weight Not Over (pounds)	DDU <sup>1,2</sup>	DSCF <sup>1,2</sup>	DBMC Zone <sup>1,2,3</sup>			
			1 & 2	3	4	5
43	2.65	4.22	5.71	7.49	8.62	11.79
44	2.67	4.26	5.75	7.54	8.70	11.87
45	2.70	4.29	5.79	7.61	8.76	11.96
46	2.74	4.34	5.85	7.67	8.84	12.04
47	2.77	4.37	5.89	7.72	8.90	12.13
48	2.79	4.40	5.93	7.77	8.98	12.22
49	2.82	4.45	5.98	7.83	9.04	12.29
50	2.84	4.48	6.02	7.88	9.11	12.38
51	2.87	4.51	6.06	7.93	9.17	12.45
52	2.90	4.55	6.11	8.00	9.24	12.52
53	2.92	4.58	6.14	8.05	9.30	12.60
54	2.94	4.61	6.18	8.09	9.36	12.67
55	2.98	4.65	6.23	8.13	9.42	12.74
56	3.01	4.69	6.27	8.19	9.49	12.80
57	3.03	4.71	6.30	8.24	9.54	12.88
58	3.07	4.76	6.35	8.28	9.59	12.94
59	3.07	4.78	6.38	8.33	9.66	13.01
60	3.10	4.82	6.42	8.39	9.71	13.07
61	3.13	4.85	6.46	8.42	9.77	13.14
62	3.16	4.88	6.50	8.46	9.82	13.19
63	3.18	4.91	6.53	8.52	9.88	13.25
64	3.21	4.94	6.57	8.55	9.93	13.31
65	3.24	4.98	6.61	8.61	9.98	13.37
66	3.27	5.01	6.65	8.66	10.04	13.43
67	3.29	5.04	6.68	8.70	10.09	13.48
68	3.31	5.07	6.71	8.74	10.14	13.54
69	3.34	5.10	6.75	8.76	10.19	13.59
70	3.38	5.14	6.79	8.83	10.24	13.64
Oversized	8.69	11.99	15.43	22.73	28.00	28.00

- 1 Parcels that weigh less than 15 pounds but measure more than 84 inches (but not more than 108 inches) in combined length and girth are charged the applicable rate for a 15-pound parcel.
- 2 Pieces that measure more than 108 inches (but not more than 130 inches) in combined length and girth pay the oversized rate, regardless of the actual weight of the piece.
- 3 For barcoded discount, deduct \$0.03 per piece (machinable parcels only). Barcoded discount is not available for DDU and DSCF rates and DBMC mail entered at an ASF. Barcoded discount is available for Parcel Post at the Phoenix, AZ, ASF.

**6.0 BOUND PRINTED MATTER STANDARD MAIL (B)**

**Single-Piece Rate** Single-Piece Bound Printed Matter Rate:  
6.1

Weight Not Over (pounds)	Zone <sup>1</sup>							
	Local	1 & 2	3	4	5	6	7	8
1.5	\$1.14	\$1.54	\$1.57	\$1.63	\$1.72	\$1.81	\$1.92	\$2.02
2.0	1.16	1.57	1.61	1.69	1.81	1.93	2.08	2.21
2.5	1.18	1.60	1.66	1.76	1.90	2.06	2.24	2.40
3.0	1.20	1.63	1.70	1.82	1.99	2.18	2.40	2.60
3.5	1.22	1.66	1.74	1.88	2.08	2.30	2.56	2.79
4.0	1.24	1.70	1.79	1.94	2.18	2.42	2.72	2.98
4.5	1.26	1.73	1.83	2.01	2.27	2.55	2.88	3.17
5.0	1.28	1.76	1.88	2.07	2.36	2.67	3.05	3.37
6.0	1.31	1.82	1.96	2.20	2.54	2.92	3.37	3.75
7.0	1.35	1.89	2.05	2.32	2.73	3.16	3.69	4.14
8.0	1.39	1.95	2.14	2.45	2.91	3.41	4.01	4.52
9.0	1.43	2.02	2.22	2.57	3.10	3.65	4.33	4.91
10.0	1.47	2.08	2.31	2.70	3.28	3.90	4.65	5.29
11.0	1.51	2.14	2.40	2.83	3.46	4.15	4.97	5.68
12.0	1.55	2.21	2.48	2.95	3.65	4.39	5.29	6.06
13.0	1.59	2.27	2.57	3.08	3.83	4.64	5.61	6.45
14.0	1.63	2.34	2.66	3.20	4.02	4.88	5.93	6.83
15.0	1.67	2.40	2.75	3.33	4.20	5.13	6.26	7.22

1 For barcoded discount, deduct \$0.03 per piece (machinable parcels only).

**Presorted Rate** a. Presorted Bound Printed Matter Rate:  
6.2

Rate <sup>1</sup>	Zone							
	Local	1 & 2	3	4	5	6	7	8
<b>Per Piece<sup>2</sup></b>								
Basic	\$0.540	\$0.720	\$0.720	\$0.720	\$0.720	\$0.720	\$0.720	\$0.720
Carrier Route	0.463	0.643	0.643	0.643	0.643	0.643	0.643	0.643
<b>Per Pound</b>	0.028	0.051	0.073	0.112	0.171	0.233	0.307	0.371

1 Applicable per piece rate plus the per pound rate.

2 For barcoded discount, deduct \$0.03 per piece (machinable parcels only). Barcoded discount is not available for parcels mailed at Carrier Route rates.

## b. Computed Presorted Bound Printed Matter Rate:

Weight (pounds)	Zone <sup>1,2</sup>							
	Local	1 & 2	3	4	5	6	7	8
1.5	\$0.582	\$0.797	\$0.830	\$0.888	\$0.977	\$1.070	\$1.181	\$1.277
2.0	0.596	0.822	0.866	0.944	1.062	1.186	1.334	1.462
2.5	0.610	0.848	0.903	1.000	1.148	1.303	1.488	1.648
3.0	0.624	0.873	0.939	1.056	1.233	1.419	1.641	1.833
3.5	0.638	0.899	0.976	1.112	1.319	1.536	1.795	2.019
4.0	0.652	0.924	1.012	1.168	1.404	1.652	1.948	2.204
4.5	0.666	0.950	1.049	1.224	1.490	1.769	2.102	2.390
5.0	0.680	0.975	1.085	1.280	1.575	1.885	2.255	2.575
6.0	0.708	1.026	1.158	1.392	1.746	2.118	2.562	2.946
7.0	0.736	1.077	1.231	1.504	1.917	2.351	2.869	3.317
8.0	0.764	1.128	1.304	1.616	2.088	2.584	3.176	3.688
9.0	0.792	1.179	1.377	1.728	2.259	2.817	3.483	4.059
10.0	0.820	1.230	1.450	1.840	2.430	3.050	3.790	4.430
11.0	0.848	1.281	1.523	1.952	2.601	3.283	4.097	4.801
12.0	0.876	1.332	1.596	2.064	2.772	3.516	4.404	5.172
13.0	0.904	1.383	1.669	2.176	2.943	3.749	4.711	5.543
14.0	0.932	1.434	1.742	2.288	3.114	3.982	5.018	5.914
15.0	0.960	1.485	1.815	2.400	3.285	4.215	5.325	6.285

1 These amounts are correct for the corresponding weights. Compute postage exactly for items of intermediate weights as provided in P013.

2 For barcoded discount, deduct \$0.03 per piece (machinable parcels only).

## c. Computed Carrier Route Bound Printed Matter Rate:

Weight (pounds)	Zone <sup>1</sup>							
	Local	1 & 2	3	4	5	6	7	8
1.5	\$0.505	\$0.720	\$0.753	\$0.811	\$0.900	\$0.993	\$1.104	\$1.200
2.0	0.519	0.745	0.789	0.867	0.985	1.109	1.257	1.385
2.5	0.533	0.771	0.826	0.923	1.071	1.226	1.411	1.571
3.0	0.547	0.796	0.862	0.979	1.156	1.342	1.564	1.756
3.5	0.561	0.822	0.899	1.035	1.242	1.459	1.718	1.942
4.0	0.575	0.847	0.935	1.091	1.327	1.575	1.871	2.127
4.5	0.589	0.873	0.972	1.147	1.413	1.692	2.025	2.313
5.0	0.603	0.898	1.008	1.203	1.498	1.808	2.178	2.498
6.0	0.631	0.949	1.081	1.315	1.669	2.041	2.485	2.869
7.0	0.659	1.000	1.154	1.427	1.840	2.274	2.792	3.240
8.0	0.687	1.051	1.227	1.539	2.011	2.507	3.099	3.611
9.0	0.715	1.102	1.300	1.651	2.182	2.740	3.406	3.982
10.0	0.743	1.153	1.373	1.763	2.353	2.973	3.713	4.353
11.0	0.771	1.204	1.446	1.875	2.524	3.206	4.020	4.724
12.0	0.799	1.255	1.519	1.987	2.695	3.439	4.327	5.095
13.0	0.827	1.306	1.592	2.099	2.866	3.672	4.634	5.466
14.0	0.855	1.357	1.665	2.211	3.037	3.905	4.941	5.837
15.0	0.883	1.408	1.738	2.323	3.208	4.138	5.248	6.208

1 These amounts are correct for the corresponding weights. Compute postage exactly for items of intermediate weights as provided in P013.

## 7.0 SPECIAL STANDARD MAIL AND LIBRARY MAIL

Weight Not Over (pounds)	Single-Piece <sup>1</sup>	5-Digit	BMC <sup>1</sup>	Weight Not Over (pounds)	Single-Piece <sup>1</sup>	5-Digit	BMC <sup>1</sup>
1	\$1.13	\$0.64	\$0.95	39	12.79	12.30	12.61
2	1.58	1.09	1.40	40	13.07	12.58	12.89
3	2.03	1.54	1.85	41	13.35	12.86	13.17
4	2.48	1.99	2.30	42	13.63	13.14	13.45
5	2.93	2.44	2.75	43	13.91	13.42	13.73
6	3.38	2.89	3.20	44	14.19	13.70	14.01
7	3.83	3.34	3.65	45	14.47	13.98	14.29
8	4.11	3.62	3.93	46	14.75	14.26	14.57
9	4.39	3.90	4.21	47	15.03	14.54	14.85
10	4.67	4.18	4.49	48	15.31	14.82	15.13
11	4.95	4.46	4.77	49	15.59	15.10	15.41
12	5.23	4.74	5.05	50	15.87	15.38	15.69
13	5.51	5.02	5.33	51	16.15	15.66	15.97
14	5.79	5.30	5.61	52	16.43	15.94	16.25
15	6.07	5.58	5.89	53	16.71	16.22	16.53
16	6.35	5.86	6.17	54	16.99	16.50	16.81
17	6.63	6.14	6.45	55	17.27	16.78	17.09
18	6.91	6.42	6.73	56	17.55	17.06	17.37
19	7.19	6.70	7.01	57	17.83	17.34	17.65
20	7.47	6.98	7.29	58	18.11	17.62	17.93
21	7.75	7.26	7.57	59	18.39	17.90	18.21
22	8.03	7.54	7.85	60	18.67	18.18	18.49
23	8.31	7.82	8.13	61	18.95	18.46	18.77
24	8.59	8.10	8.41	62	19.23	18.74	19.05
25	8.87	8.38	8.69	63	19.51	19.02	19.33
26	9.15	8.66	8.97	64	19.79	19.30	19.61
27	9.43	8.94	9.25	65	20.07	19.58	19.89
28	9.71	9.22	9.53	66	20.35	19.86	20.17
29	9.99	9.50	9.81	67	20.63	20.14	20.45
30	10.27	9.78	10.09	68	20.91	20.42	20.73
31	10.55	10.06	10.37	69	21.19	20.70	21.01
32	10.83	10.34	10.65	70	21.47	20.98	21.29
33	11.11	10.62	10.93				
34	11.39	10.90	11.21				
35	11.67	11.18	11.49				
36	11.95	11.46	11.77				
37	12.23	11.74	12.05				
38	12.51	12.02	12.33				

<sup>1</sup> For barcoded discount, deduct \$0.03 per piece (machinable parcels only). Barcoded discount is not available for parcels mailed at the 5-digit rate.

**8.0 FEES**

- Mailing** Fee, as appropriate, per 12-month period:  
8.1
- a. Standard Mail (A) (Regular, Enhanced Carrier Route, Nonprofit, and Nonprofit Enhanced Carrier Route): \$100.00.
  - b. Bulk Parcel Return Service Permit: \$100.00.
  - c. Parcel Post (destination BMC, destination SCF, destination DU): \$100.00.
  - d. Presorted Special Standard Mail: \$100.00.
  - e. Presorted Library Mail: \$100.00.

**Address Correction** Charge per notice issued:

- Service**  
8.2
- a. Manual: \$0.50.
  - b. Automated: \$0.20.

**Pickup** Parcel Post only, per occurrence: \$8.25. May be combined with Express Mail and  
8.3 Priority Mail pickups.

**Bulk Parcel Return** Machinable pieces only, fee per piece returned: \$1.75.

**Service Fee —**  
**Standard Mail (A)**  
8.4

**9.0 SURCHARGES**

**Residual Shape** Items that are prepared as a parcel or are not letter-size or flat-size, per piece:  
**Surcharge —** \$0.10.  
**Standard Mail (A)**  
9.1



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## R900 Services

### 1.0 ADDRESS SEQUENCING SERVICE

#### Basic Service and Blanks for Missing Addresses Service

1.1

Per card included by the mailer that was removed by the USPS for an incorrect or undeliverable address: \$0.20.

#### Missing or New Addresses Service

1.2

Per card included by the mailer that was removed by the USPS for an incorrect or undeliverable address, and for each address (possible delivery) that is added to the customer's list: \$0.20.

### 2.0 BUSINESS REPLY MAIL (BRM)

#### Annual Fees

2.1

Per 12-month period:

- a. BRM permit fee: \$100.00.
- b. BRM accounting fee: \$300.00.

#### Per-Piece Charges

2.2

Each piece is charged the applicable postage plus the appropriate fee upon return to the permit holder:

Type	Postage (per piece)	Fee with Advance Deposit Account (in addition to postage)	Fee without Advance Deposit Account (in addition to postage)
Regular BRM	Letters: \$0.33 first ounce or fraction \$0.22 each additional ounce or fraction Postcards: \$0.20	\$0.08	\$0.30
Qualified BRM <sup>1</sup>	Letters: \$0.30 first ounce or fraction \$0.22 second ounce or fraction Postcards: \$0.18	\$0.05	N/A

<sup>1</sup> Accounting fee required.

### 3.0 CALLER SERVICE

Fees are charged as follows:

- a. For service provided, per semiannual period:

Fee Group	Fee
A	\$275.00
B	275.00
C	275.00
D	275.00

- b. For each reserved call number, per calendar year (all post offices): \$36.00.

**4.0 CERTIFICATE OF MAILING****Individual Pieces**

For service provided (in addition to postage):

## 4.1

- a. For individual article listing (Form 3817 or facsimile), per article: \$0.60.
- b. For additional copies of Form 3817 or mailing receipt, per page: \$0.60.
- c. For firm mailing books (Form 3877 or facsimile), per article listed: \$0.25.

**Bulk Quantities**

For bulk quantities using certificate of mailing:

## 4.2

Service	Fee
Up to 1,000 pieces (one certificate (Form 3606) for total number)	\$3.00
Each additional 1,000 pieces or fraction thereof	0.40
Duplicate copy	0.60

**5.0 CERTIFIED MAIL**

Fee, in addition to postage and other fees, per mailpiece: \$1.40.

**6.0 COLLECT ON DELIVERY (COD)**

Fee, in addition to postage and other fees:

Amount to be collected or insurance coverage desired <sup>1</sup>	Fee
\$0.01 to \$50.00	\$4.00
50.01 to 100.00	5.00
100.01 to 200.00	6.00
200.01 to 300.00	7.00
300.01 to 400.00	8.00
400.01 to 500.00	9.00
500.01 to 600.00	10.00
Restricted delivery <sup>2</sup>	\$2.75
Notice of nondelivery	\$3.00
Alteration of COD charges or designation of new addressee	\$3.00
Registered COD <sup>3</sup>	\$4.00

1 For Express Mail COD shipments, the fee charged is based on the amount to be collected. Express Mail insurance automatically provides up to \$500 merchandise insurance. If the amount to be collected for an Express Mail COD shipment is between \$500 and \$600, the maximum COD fee (\$10.00) must be paid.

2 Not available with Express Mail COD.

3 Fee for registered COD is as shown, regardless of insurance value.

**7.0 [RESERVED]****8.0 EXPRESS MAIL INSURANCE**

Fee, in addition to postage and other fees, for additional Express Mail insurance:

- a. For amount of merchandise insurance liability:

Insurance Coverage Desired	Fee
\$ 0.01 to \$ 500.00	none
500.01 to 5,000.00	\$0.95 for each \$100 or fraction thereof over \$500 in desired coverage

**Express Mail merchandise maximum liability: \$5,000.00.**

- b. Document reconstruction maximum liability: \$500.00.

**9.0 INSURED MAIL**

Fee, in addition to postage and other fees, for merchandise insurance liability:

Insurance Coverage Desired	Fee	Bulk Insurance Fee <sup>1</sup>
\$ 0.01 to \$ 50.00	\$0.85	\$0.45
50.01 to 100.00	1.80	1.40
100.01 to 200.00	2.75	2.35
200.01 to 300.00	3.70	3.30
300.01 to 400.00	4.65	4.25
400.01 to 500.00	5.60	5.20
500.01 to 600.00	6.55	6.15
600.01 to 700.00	7.50	7.10
700.01 to 800.00	8.45	8.05
800.01 to 900.00	9.40	9.00
900.01 to 1,000.00	10.35	9.95
1,000.01 to 5,000.00	10.35	9.95
	plus \$0.95 for each \$100 or fraction thereof over \$1,000 in desired coverage	plus \$0.55 for each \$100 or fraction thereof over \$1,000 in desired coverage
<b>Insured mail maximum liability: \$5,000.00.</b>		

<sup>1</sup> Includes discount of \$0.40 per piece.

**10.0 MAILING LIST SERVICE****List Correction**

10.1

For correction of name and address lists and occupant lists:

- a. Per name on list: \$0.20.
- b. Minimum per list: \$7.00.

**5-Digit ZIP Code Sortation**

10.2

For sortation of mailing lists on cards into groups labeled by 5-digit ZIP Code (available only for multi-ZIP Code post offices), per 1,000 addresses or fraction: \$70.00.

**Election Boards**

10.3

For address changes provided to election boards and voter registration commissions, for each Form 3575 or Form 3575-WWW: \$0.17.

**11.0 MERCHANDISE RETURN SERVICE**

For services provided:

- a. Fee, per 12-month period: \$100.00.
- b. Charge (in addition to postage), per mailpiece returned: \$0.30.

**12.0 METER SERVICE****On-Site**

12.1

Fees for on-site meter setting or examination:

Basis	First Meter	Each Additional Meter	Surcharge for Each Meter Checked In or Out of Service
Scheduled	\$27.50	\$4.00	\$8.50
Unscheduled	31.00	4.00	8.50

**Applicability**

12.2

The fees apply to meters set or examined at a customer's place of business or at a meter manufacturer's office. The surcharge must be paid in addition to the on-site fee.

**13.0 MONEY ORDER**

Per money order issued or service provided:

- a. Postal military money order fee (issued by military facilities authorized by the Department of Defense): \$0.30.
- b. Domestic money order fee (issued at other post offices, including those with branches or stations on military installations): \$0.80.
- c. Inquiry fee (includes the issuance of a copy of a paid money order): \$2.75.

**14.0 PARCEL AIRLIFT (PAL)**

Fee, in addition to the regular surface rate of postage and other fees:

Weight	Fee
Not more than 2 pounds	\$0.40
Over 2 but not more than 3 pounds	0.75
Over 3 but not more than 4 pounds	1.15
Over 4 pounds	1.55

**15.0 PERMIT IMPRINT**

Application fee: \$100.00.

**16.0 POST OFFICE BOX SERVICE**

For service provided as described in D910:

- a. Deposit per key issued: \$1.00.
- b. Box fee per semiannual (6-month) period:

Fee Group	Box Size and Fee				
	1	2	3	4	5
A	\$30.00	\$46.00	\$80.00	\$151.00	\$261.00
B	27.00	41.00	70.00	136.00	217.00
C	22.00	32.00	57.00	97.00	162.00
D	7.00	12.00	22.00	33.00	52.00
E	0.00	0.00	0.00	0.00	0.00

**17.0 REGISTERED MAIL**

The mailer must declare the full value of the article at the time of mailing and must pay the appropriate fee based on that value as shown below. Any article with value sent as registered mail is insured (up to a maximum indemnity of \$25,000 per piece). Only mail of no value may be mailed as uninsured registered mail.

<b>Insurance Status</b>	<b>Declared Value</b>	<b>Fee (in addition to postage and handling charge)</b>	<b>Handling Charge (in addition to postage and fee)</b>
<b>Without Insurance</b>	\$ .00	\$6.00	None
<b>With Insurance</b> (for declared value)	\$ 0.01 to 100.00	6.20	None
	100.01 to 500.00	6.75	None
	500.01 to 1,000.00	7.30	None
	1,000.01 to 2,000.00	7.85	None
	2,000.01 to 3,000.00	8.40	None
	3,000.01 to 4,000.00	8.95	None
	4,000.01 to 5,000.00	9.50	None
	5,000.01 to 6,000.00	10.05	None
	6,000.01 to 7,000.00	10.60	None
	7,000.01 to 8,000.00	11.15	None
	8,000.01 to 9,000.00	11.70	None
	9,000.01 to 10,000.00	12.25	None
	10,000.01 to 11,000.00	12.80	None
	11,000.01 to 12,000.00	13.35	None
	12,000.01 to 13,000.00	13.90	None
	13,000.01 to 14,000.00	14.45	None
	14,000.01 to 15,000.00	15.00	None
	15,000.01 to 16,000.00	15.55	None
	16,000.01 to 17,000.00	16.10	None
	17,000.01 to 18,000.00	16.65	None
	18,000.01 to 19,000.00	17.20	None
	19,000.01 to 20,000.00	17.75	None
	20,000.01 to 21,000.00	18.30	None
	21,000.01 to 22,000.00	18.85	None
	22,000.01 to 23,000.00	19.40	None
	23,000.01 to 24,000.00	19.95	None
	24,000.01 to 25,000.00	20.50	None
<b>With Insurance</b> (maximum insurance liability: \$25,000.00)	\$25,000.01 to \$1,000,000.00	\$20.50	\$0.55 per \$1,000 or fraction over first \$25,000.
	\$1,000,000.01 to \$15,000,000.00	\$556.75	\$0.55 per \$1,000 or fraction over first \$1,000,000.
	\$15,000,000.01 or more	\$8,256.75	Amount determined by Postal Service based on weight, space, and value.

**18.0 RESTRICTED DELIVERY**

Fee, in addition to postage and other fees, per mailpiece: \$2.75.

**19.0 RETURN RECEIPT**

Fee, in addition to postage and other fees, per mailpiece:

<b>Type</b>	<b>Fee</b>
<b>Requested at time of mailing</b> (showing to whom delivered, signature, date of delivery, and addressee's address, if different)	\$1.25
<b>Requested after mailing</b> (showing only to whom and date delivered)	7.00

**20.0 RETURN RECEIPT FOR MERCHANDISE**

Fee, in addition to postage and other fees, per mailpiece:

<b>Type</b>	<b>Fee</b>
<b>Requested at time of mailing</b> (showing to whom delivered, signature, date of delivery, and addressee's address, if different)	\$1.40
Delivery record	7.00

**21.0 SPECIAL HANDLING**

Fee, in addition to postage and other fees, per mailpiece:

<b>Weight</b>	<b>Fee</b>
Not more than 10 pounds	\$5.40
More than 10 pounds	7.50

**S Special Services**

**S000 Miscellaneous Services**

**S010 Indemnity Claims**

\* \* \* \* \*

**2.0 GENERAL FILING INSTRUCTIONS**

**2.1 Who May File**

*[Insert new 2.1d to read as follows:]*

A claim may be filed by:

\* \* \* \* \*

- d. Only the sender, for bulk Insured service mail.

**2.2 When to File**

*[Amend the chart to add the following:]*

Mail Type or Service	When to File (From Mailing Date)	
	No Sooner Than	No Later Than
Bulk Insured	30 days	180 days
* * *	* * *	* * *

**2.11 Payable Claim**

*[Amend 2.11a and add new 2.11n to read as follows:]*

Insurance for loss or damage to insured, registered, or COD mail within the amount covered by the fee paid or within the indemnity limits for Express Mail as explained in 2.12 is payable for the following:

- a. Actual value of lost articles at the time and place of mailing (see 2.11n for bulk insured articles).

\* \* \* \* \*

- n. For bulk insured articles, indemnity is provided for the lesser of (1) the actual value of the article at the time of mailing, or (2) the wholesale cost of the contents to the sender.

\* \* \* \* \*

**2.13 Payment**

*[Amend 2.13 to read as follows:]*

The USPS does not make payment for more than the actual value of the article (or, for bulk insurance, the wholesale cost of the contents to the sender if a lesser amount) nor make payment for more than the maximum amount covered by the fee paid.

\* \* \* \* \*

**4.0 ADJUDICATION**

**4.1 Initial**

*[Amend 4.1 to read as follows:]*

The St. Louis Accounting Service Center (ASC) adjudicates and pays or disallows all domestic claims except the initial adjudication of domestic unnumbered insured claims that are not bulk insured service and those appealed under 4.3. Domestic unnumbered insured claims, except for bulk insured service, are adjudicated and paid locally at the post office accepting the claims.

\* \* \* \* \*

*[Insert new 6.0 to read as follows:]*

**6.0 BULK INSURED CLAIMS**

Mailers authorized to mail at bulk insured rates under S913 will receive instructions for filing claims from their postmaster or designee, including specific claim numbers to be used when filing claims. At some time in the future, electronic filing of indemnity claims will become mandatory. Prior to mandatory electronic claims filing, customers will be provided with the format instructions for the new electronic (soft copy) of Form 3877, *Firm Mailing Book for Accountable Mail*, and instructions for electronic filing of indemnity claims.

\* \* \* \* \*

**S070 Mixed Classes**

**1.0 BASIC INFORMATION**

*[Amend 1.1 and 1.2 to read as follows:]*

**1.1 Priority Mail Drop Shipment**

For a Priority Mail drop shipment, enclosed First-Class Mail may be sent certified or special handling; enclosed Standard Mail (B) may be sent special handling. Enclosed mail, regardless of class, may not be sent registered, insured, or collect on delivery (COD). No special services may be given to the Priority Mail segment of the drop shipment.

**1.2 Special Handling**

A combination mailpiece sent as a Standard Mail (B) parcel may be sent using special handling; only one special handling fee is charged for the parcel.

\* \* \* \* \*

**S900 Special Postal Services**

**S910 Security and Accountability**

**S911 Registered Mail**

\* \* \* \* \*



**2.0 FEES AND LIABILITY**

\* \* \* \* \*

**2.3 Postal Insurance**

[Amend 2.3 to read as follows:]

Postal insurance is provided for articles with a value of at least \$0.01 up to a maximum insured value of \$25,000. Insurance is included in the fee. Postal insurance is not available for articles with no value (\$0.00).

\* \* \* \* \*

**S913 Insured Mail**

**1.0 BASIC INFORMATION**

**1.1 Description**

[Amend 1.1 to add a reference to the bulk insurance discount to read as follows:]

Retail insured mail provides up to \$5,000 indemnity coverage for a lost, rifled, or damaged article, subject to the standards for the service and payment of the applicable fee. A bulk insurance discount is available for insured articles entered by authorized mailers who meet the criteria in 3.0. No record of insured mail is kept at the office of mailing. Insured mail service provides the sender with a mailing receipt. For mail insured for more than \$50, a delivery record is kept at the post office of address. Insured mail is dispatched and handled in transit as ordinary mail.

**1.2 Eligible Matter**

[Amend 1.2 to read as follows:]

The following types of mail matter may be insured:

- a. Standard Mail (B).
- b. Standard Mail matter mailed at the First-Class Mail or Priority Mail rates (i.e., is *not* matter described in E110 as required to be mailed as First-Class Mail). Sealed matter must be endorsed "Standard Mail Enclosed" in addition to the First-Class Mail or Priority Mail endorsement.
- c. Official government mail endorsed "Postage and Fees Paid."

**1.3 Ineligible Matter**

[Insert new 1.3f and 1.3g to read as follows:]

The following items may not be insured:

\* \* \* \* \*

- f. Matter mailed at Standard Mail (A) rates.
- g. Matter mailed at First-Class Mail rates (including Priority Mail) that consists of items described in E110 as required to be mailed at the First-Class rates.

\* \* \* \* \*

[Renumber current 3.0 as 4.0 and insert new 3.0 to read as follows:]

**3.0 ADDITIONAL REQUIREMENTS — BULK INSURANCE**

**3.1 Eligibility**

To mail at the bulk insured service rates, mailers must obtain an authorization under 3.2 and must meet the following criteria:

- a. Enter mailings of insured articles under an approved manifest mailing system agreement.
- b. Mail a minimum of 10,000 insured articles annually. To meet the minimum volume requirement, mailers may total all insured articles mailed at multiple locations.
- c. Provide a hard copy of Form 3877, *Firm Mailing Book for Accountable Mail*, or facsimile and a copy of Form 3877 on a disk or other electronic medium.
- d. Effective at a future date, provide a soft (electronic) copy of Form 3877, *Firm Mailing Book for Accountable Mail*, in a new, approved format.

**3.2 Authorization**

Mailers must apply for authorization to mail at the bulk insured service rates through their local postmaster or designee by completing the customer portion of the Bulk Insured Service (BIS) verification form. The postmaster or designee will verify on this form that the mailer meets the requirements in 3.1. If the mailer does not meet the requirements, the application will be denied. If the mailer meets the requirements in 3.1, the postmaster or designee will certify on the Bulk Insured Service (BIS) verification form that the mailer qualifies and forward the form to the manager of Claims Processing at the St. Louis Accounting Service Center (ASC). After reviewing the information, St. Louis will notify the postmaster of their concurrence of the application and provide a range of claim numbers to be used by the mailer for filing claims. The postmaster or designee will then provide the customer with the approval of the application and with information needed to file claims, including the assigned claim numbers. At a future date, electronic filing of indemnity claims will become mandatory. Prior to mandatory electronic claims filing, customers will be provided with the format instructions for the new electronic (soft copy) of Form 3877, *Firm Mailing Book for Accountable Mail*, and instructions for electronic filing of indemnity claims.

\* \* \* \* \*

**S915 Return Receipt**

**1.0 BASIC INFORMATION**

**1.1 Description**

*[Clarify 1.1 to read as follows:]*

Return receipt service provides a mailer with evidence of delivery (to whom the mail was delivered and date of delivery). A return receipt also supplies the recipient's actual delivery address if it is different from the address used by the sender. A return receipt may be requested before or after mailing.

\* \* \* \* \*

**2.0 OBTAINING SERVICE**

**2.1 At Time of Mailing**

*[Correct the first sentence by changing "Form 3811 or marking the mail" to "Form 3811 and marking the mail" as follows:]*

The mailer may request the service at the time of mailing by using Form 3811 and marking the mail with the appropriate endorsement in 1.3. \* \* \*

\* \* \* \* \*

**S917 Return Receipt for Merchandise**

**1.0 BASIC INFORMATION**

\* \* \* \* \*

**1.2 Availability**

*[Amend 1.2 to delete "Single-Piece Standard Mail" as follows:]*

The service is available only for merchandise sent at the Priority Mail or Standard Mail (B) (Parcel Post, Bound Printed Matter, Special Standard Mail, or Library Mail) rates. This service may not be used on international mail.

**1.3 Additional Services**

*[Amend 1.3 to delete "Single-Piece Standard Mail" and add "Priority Mail" as follows:]*

Special handling is available for Priority Mail, Parcel Post, Bound Printed Matter, Special Standard Mail, or Library Mail, subject to payment of the applicable fee.

\* \* \* \* \*

*[Add new S918 as follows:]*

**S918 [Reserved]**

**S920 Convenience**

**S921 Collect on Delivery (COD) Mail**

**1.0 BASIC INFORMATION**

\* \* \* \* \*

**1.2 Eligible Matter**

*[Amend 1.2 by removing "Single-Piece Standard Mail" to read as follows:]*

COD service may be used for Express Mail, First-Class Mail, Priority Mail, and Standard Mail (B) (Parcel Post, Bound Printed Matter, Special Standard Mail, and Library Mail) if:

\* \* \* \* \*

**S922 Business Reply Mail (BRM)**

**1.0 BASIC INFORMATION**

\* \* \* \* \*

*[Delete 1.5 and renumber current 1.6 as 1.5.]*

**2.0 PERMITS**

\* \* \* \* \*

*[Delete 2.2. Renumber current 2.3 through 2.8 as 2.2 through 2.7, respectively.]*

**3.0 POSTAGE AND FEES**

**3.1 Permit Fee**

*[Amend 3.1 to read as follows:]*

An annual BRM permit fee is charged each 12-month period.

\* \* \* \* \*

*[Replace current 3.4 with new 3.4 to read as follows:]*

**3.4 Charges**

- a. Postage. The applicable First-Class Mail or Priority Mail postage on each returned piece is collected from the addressee on delivery. A lower rate of First-Class Mail postage applies to QBRM (R100).
- b. Fee Per Piece. The applicable BRM fee must be collected for each returned piece of BRM in addition to the applicable single-piece First-Class Mail or Priority Mail postage. Lower piece fees apply to mail paid through a BRM advance deposit account and to QBRM pieces (R900).
- c. Improperly Prepared QBRM. The appropriate non-QBRM First-Class Mail postage plus the non-QBRM per piece fee is charged for:
  - (1) Business reply cards and letters returned under QBRM that were rejected by USPS barcode sorters and found not to meet the standards for QBRM.
  - (2) QBRM pieces with an incorrect barcode (e.g., a barcode representing the card rate on a letter-size piece).

[Delete current 3.5 and renumber current 3.6 through 3.11 as 3.5 through 3.10, respectively. Amend renumbered 3.6 to read as follows:]

**3.6 Cash or Postage Due**

Payment may be paid in cash or by a regular postage-due account. The applicable BRM fee is collected, but no business reply accounting fee is charged when a regular postage-due account is used (P011). A postage-due account does not qualify the BRM for the lower per-piece charge given to permit holders with a business reply account.

**3.7 Account Use**

[Amend renumbered 3.7c and 3.7d to read as follows:]

A BRM advance deposit account must be used only for payment of postage and fees on BRM, subject to these conditions:

\* \* \* \* \*

- c. When a permit holder with a business reply account desires a separation of charges, payment of a business reply accounting fee is required for each separate billing prepared. If a business reply accounting fee is not paid for each separation, the permit holder pays the appropriate non-QBRM First-Class Mail postage, plus for each separation the per-piece charge applicable to any mailer without a business reply account.
- d. A sufficient balance must be maintained in the permit holder's advance deposit account for BRM. The permit holder is notified if funds are insufficient. After 3 days, if no funds are deposited, BRM on hand is charged at the fee for postage due or cash transactions.

\* \* \* \* \*

**3.8 Single Item**

[Amend renumbered 3.8 to read as follows:]

Except for QBRM, two or more BRM pieces may be mailed as a single piece if the BRM pieces are identically addressed and prepared in accordance with C100. BRM postage-due calculations are based on the total weight of the piece and the appropriate First-Class Mail or Priority Mail postage plus the BRM per-piece charge for one piece. If the combined pieces become separated, BRM postage and fee charges are calculated for each piece.

\* \* \* \* \*

**4.0 FORMAT**

\* \* \* \* \*

**4.3 Print Reflectance**

[Amend 4.3 to read as follows:]

All ink colors are acceptable if the piece meets the appropriate reflectance standards in C830 and C840.

\* \* \* \* \*

**4.8 Delivery Address**

[Amend 4.8 to read as follows:]

Unless printed on an address label or on an insert for a window envelope under 6.0, the complete address (including the permit holder's name, street address and/or post office box number, city, state, and ZIP Code) must be printed directly on the piece, subject to these conditions:

- a. For pieces distributed under QBRM, the address must include a unique ZIP+4 code that is preassigned for the BRM piece and that identifies the type of BRM, the applicable rate, and the individual permit holder (see E150).
- b. Preprinted labels with only delivery address information (including a ZIP+4 barcode under 5.0) are permitted for addressing BRM, but the permit holder's name must still be printed directly on the BRM. Permit holders are liable for the postage and fees on BRM returned with improper addressing.
- c. The bottom line of the address must not be lower than 5/8 inch or higher than 2-1/4 inches from the bottom edge of the piece. A clear margin void of any extraneous matter (except for the horizontal bars specified in 4.9) of at least 1 inch is required between the left and right edges of the piece and the address.
- f. A company logo is permitted on prebarcoded BRM if placed no lower than 5/8 inch from the bottom edge of the piece and is permitted on nonbarcoded BRM if placed no lower than the top of the street address or the post office box line of the address. The logo must not interfere with any required business reply endorsements.

\* \* \* \* \*

\* \* \* \* \*

## 5.0 PREBARCODED BRM

*[Delete current 5.1 through 5.7, and insert new 5.1 through 5.3 to read as follows:]*

### 5.1 General Format Standards

Prebarcoding of BRM is optional except for letter-size BRM enclosed in automation rate mailings and for QBRM. Prebarcoded BRM must meet all general format standards in 4.0, the applicable barcoding standards in C840, the mailpiece design requirements in C810 (except the envelope basis weight requirements in 7.1), and these standards:

- a. An envelope or any mailpiece formed by an outer sheet or sheets sealed on all four edges must be prepared from paper with a minimum basis weight of 20 pounds (measured weight for 500 17- by 22-inch sheets).
- b. FIM C must be used (see C100).
- c. The ZIP+4 codes and barcodes assigned to the BRM permit holder by the USPS must be used. Delivery point barcodes are not permitted on BRM.
- d. Except as provided in 5.1e, the ZIP+4 barcode must be placed on the address side of the piece and positioned in either of these two locations:
  - (1) As part of the delivery address block under C840 if printed on an insert placed in a window envelope or on an address label affixed directly to the piece.
  - (2) Within the barcode clear zone in the lower right corner of the piece if printed directly on the piece or if printed on an insert or a label affixed to an insert and placed in an envelope with a lower right barcode window under C840.
- e. Until January 10, 2001, mailers may continue to use existing stocks of prebarcoded BRM envelopes and cards with barcodes in the lower right corner that:
  - (1) Have a barcode clear zone with a left boundary that is 4-1/2 inches from the right edge of the piece (not 4-3/4 inches as required in C840).
  - (2) Have a lower right barcode for which the leftmost bar is located between 3-1/4 and 4 inches from the right edge of the piece (not between 3-1/2 and 4-1/4 inches as required under C840).
  - (3) Have a lower right barcode window that has a left boundary measuring 4-1/2 inches from the right edge of the piece (not 4-3/4 inches as required under C840).

- f. Mailers have until January 10, 2001, to comply with C810.2.1c(2) that requires pieces measuring more than 4-1/4 inches high or 6 inches long, or both, to measure at least 0.009 inch thick. Until January 10, 2001, such pieces need only meet the minimum thickness of 0.007 inch.

### 5.2 Samples

Mailers are encouraged to submit preproduction samples of BRM to the USPS for approval.

### 5.3 Error Notification

If the USPS discovers a BRM format error, the responsible permit holder or authorized permit user receives written notification of the error and applicable specification. The permit holder must correct the error and make sure that all future BRM pieces distributed by any means meet appropriate specifications. The repeated distribution of BRM with a format error, as determined by the USPS, is grounds for revoking a business reply permit. To obtain a new permit after a BRM permit is revoked for not following BRM format specifications, a former permit holder must complete a new application on Form 3615, pay the required BRM permit fee, pay a new business reply accounting fee if applicable, and submit two samples of each BRM format to the appropriate post office for approval for the next 2-year period.

*[Replace 6.0 with the following:]*

## 6.0 MAILPIECE CHARACTERISTICS

### 6.1 Paper Weight

Paper envelopes used for BRM must have a minimum basis weight of 20 pounds (500 17- by 22-inch sheets). Other pieces must meet the basis weight requirements in C810.

### 6.2 Nonpaper Envelopes

USPS Engineering must approve nonpaper envelopes for mailability.

### 6.3 Reflectance

BRM pieces must meet the reflectance requirements in C830. In addition, envelope material must not have a red fluorescence exceeding 4.0 phosphor meter units.

### 6.4 Sealing and Edges

Any BRM piece is nonmailable if sealed with wax, clasps, string, staples, or buttons; if all edges are not straight; or if the piece is not rectangular.

### 6.5 Window Envelope

The following standards apply to BRM prepared in a window or open-panel envelope:

- a. The pieces must meet the standards in C830 for envelopes with address windows and inserts.
- b. The endorsement "NO POSTAGE NECESSARY IF MAILED IN THE UNITED STATES," horizontal bars, FIM, and the legend "BUSINESS REPLY MAIL" must be printed directly on the address side of the envelope. Other required elements, including "FIRST-CLASS MAIL PERMIT NO.," city, state, "POSTAGE WILL BE PAID BY ADDRESSEE," and the permit holder's name and complete delivery address, may appear either on the enclosure in the window or be printed directly on the envelope.
- c. The address showing through the window must be that of the permit holder or an authorized agent/dealer.

### 6.6 BRM Self-Mailer

Self-mailers must be at least 0.007 inch thick, not more than 0.25 inch thick, and meet the requirements for sealing and folding self-mailers in C810.4.0 and C810.7.2. Self-mailers must contain instructions to the user for sealing and folding, so that on return the self-mailer will meet the applicable sealing and folding requirements in C810. Barcoded self-mailers, including QBRM pieces, also must meet the requirements in 5.0.

### 6.7 BRM Card

A BRM card must be rectangular, not less than 3-1/2 by 5 inches or more than 4-1/4 by 6 inches, and of uniform thickness not less than 0.007 inch or more than 0.016 inch to qualify for the card postage rate. Any card larger than those dimensions is mailable but is charged at the First-Class Mail rate for matter other than cards. Additional standards in 5.0 and C810 apply to prebarcoded BRM, including QBRM.

### 6.8 BRM Label

The following standards apply to BRM labels:

- a. For *other than letter-size pieces*, the minimum size of a label with the legend "Business Reply Label" is 2 inches high and 3 inches long. It is not necessary to print FIMs or barcodes on these labels, but all other BRM format standards must be met.
- b. For *letter-size envelopes*, the minimum size of a label with the legend "Business Reply Label" is 2-5/8 inches high and 4-1/4 inches long. A FIM must be printed on the label. The label must be coated with a permanent adhesive strong enough to firmly attach the label to an envelope. The labels must meet the standards in 4.8 and 4.9 except that the series of horizontal bars on labels must be at least 3/4-inch high.

- c. For *letter-size envelopes*, the permit holder must supply the user with instructions describing how the label should be applied to an envelope and what precautions must be observed when applying the label (see Exhibit 6.8). A pictorial diagram showing proper placement of the label must be included with the instructions. At a minimum, the instructions must include the following directions:

- (1) Place the label squarely on the upper right corner of the envelope.
- (2) Do not write on the envelope.
- (3) Do not use a window envelope, an envelope that is less than 1 inch taller than the label, or an envelope with any printing other than the return address.
- (4) Do not use the label on an envelope more than 4-1/2 inches high.
- (5) Do not use tape to affix the label.

- d. The address must be printed in the address block, and the envelope with label affixed must meet applicable OCR readability standards in C830.

- e. Business reply labels may not be distributed under QBRM.

*[Renumber former Exhibit 6.10 as Exhibit 6.8.]*

*[Delete the entire contents of 7.0.]*

## S923 Merchandise Return Service

### 1.0 BASIC INFORMATION

#### 1.1 Description

*[Delete the words "Single-Piece Standard Mail" in 1.1.]*

\* \* \* \* \*

#### 1.3 Payment Guarantee

*[Amend 1.3 for clarification and to eliminate return of articles at the single-piece Standard Mail (A) rate to read as follows:]*

The standards for payment of postage and fees are:

- a. The permit holder guarantees payment of the proper postage and fees on all returned merchandise return service articles distributed under the permit holder's permit number. Charges are collected for each article as postage due at the time of delivery or from a centralized advance deposit account using Form 3582-C, *Postage Due Invoice*.
- b. Articles are charged the required fees and the proper single-piece rate as follows:
  - (1) The Priority Mail, First-Class Mail, Bound Printed Matter, Special Standard, or Library Mail rate as marked on the label.

(2) If no rate marking appears on the label, pieces weighing less than 16 ounces are charged the applicable First-Class Mail or Priority Mail rates based on weight, and pieces weighing 16 ounces or more are charged the Parcel Post rate.

(3) See 1.12 for postage on articles received without a return address or a postmark.

\* \* \* \* \*

**1.11 Mailer Markings and Endorsements**

*[Revise 1.11 to read as follows:]*

If the permit holder desires matter weighing 16 ounces or more to be returned at a rate other than Parcel Post, the permit holder must preprint the appropriate rate marking on the label. If the permit holder desires matter weighing 16 ounces or less to be returned at the Special Standard or Library Mail rates, or matter weighing 13 ounces or less to be mailed at the Priority Mail rates, the mailer must preprint the appropriate rate marking on the label. Otherwise, matter weighing 13 ounces or less will be returned at the First-Class Mail rates and matter weighing over 13 ounces and less than 16 ounces will be returned at the Priority Mail rates. It is recommended but not required that matter to be returned at the First-Class Mail, Priority Mail, or Parcel Post rates bear the applicable preprinted marking "First-Class" or "First-Class Mail," "Priority Mail," or "Parcel Post" (or "PP").

**1.12 No Return Address or Postmark**

Articles received without a return address or postmark are charged the required fees and the proper single-piece rate as follows:

- a. The Priority Mail, First-Class Mail, Bound Printed Matter, Special Standard, or Library Mail rate as marked on the label.
- b. If no rate marking appears on the label, pieces weighing 13 ounces or less are charged the First-Class Mail rates, pieces weighing over 13 ounces and less than 16 ounces are charged the Priority Mail rates, and pieces weighing 16 ounces or more are charged the Parcel Post rates.
- c. Zoned rates are calculated at zone 4.

\* \* \* \* \*

**3.0 POSTAGE AND FEES**

\* \* \* \* \*

**3.2 Transaction Fee**

*[Change "Standard Mail" to "Standard Mail (B)" as follows:]*

The applicable transaction fee is assessed for each item returned, in addition to single-piece Priority Mail, First-Class Mail, or Standard Mail (B) rate postage and, as applicable, the fees for pickup or special services.

\* \* \* \* \*

**4.0 ADDITIONAL FEATURES**

**4.1 Insured Mail**

*[Amend 4.1 to read as follows:]*

The permit holder may obtain insured mail service with direct merchandise return service but not with Priority Mail reshipment. The customer using a merchandise return label to return an article that does not have the appropriate postage due computation markings in 5.0 or the endorsement specified in 4.2 may not obtain insured mail service. Only Standard Mail matter (i.e., matter not required to be mailed at First-Class Mail rates under E110) returned at the Standard Mail (B) rates or First-Class Mail or Priority Mail rates may be insured. If the matter is to be returned as First-Class Mail or Priority Mail, the endorsement "Standard Mail Enclosed" must appear below the class of mail endorsement on the merchandise return label.

\* \* \* \* \*

**4.7 Special Handling**

*[Revise the last sentence to read as follows:]*

\* \* \*Special handling service is available only for articles returned at First-Class Mail, Priority Mail, or Standard Mail (B) rates.

\* \* \* \* \*

**4.10 Combining Special Services**

*[Amend 4.10 to read as follows:]*

Standard Mail articles (i.e., matter not required to be mailed at First-Class Mail rates under E110) may be both insured and receive special handling if the permit holder meets the applicable standards. Registered merchandise return pieces cannot receive any other special service.

\* \* \* \* \*

**5.0 FORMAT**  
\* \* \* \* \*

**5.6 Format Elements**  
\* \* \* \* \*

*[Revise 5.6c to read as follows:]*

Format standards required for the merchandise return label are shown in Exhibit 5.6a, Exhibit 5.6b, and Exhibit 5.6c and described as follows:

\* \* \* \* \*

- c. *Rate Marking.* If the matter to be returned bears a rate marking as required or recommended under 1.11, the rate marking must be placed in the space to the right and above the "Merchandise Return Label" rectangle. The marking must be at least 1/4-inch high and printed or rubber-stamped. Only the permit holder may apply this marking.

\* \* \* \* \*

*[Revise 5.6e(3) to read as follows:]*

- e. Registry Service. \*\*\*

\* \* \* \* \*

- (3) The appropriate insurance endorsement, below the "TOTAL POSTAGE AND FEES DUE" entry: if matter returned has value (\$0.01 or greater), "REGISTERED MAIL SERVICE WITH POSTAL INSURANCE DESIRED BY PERMIT HOLDER"; if matter returned has no value (\$0.00), "REGISTERED MAIL SERVICE WITHOUT POSTAL INSURANCE DESIRED BY PERMIT HOLDER."

\* \* \* \* \*

**S924 Bulk Parcel Return Service**  
\* \* \* \* \*

**2.0 PERMITS**

**2.1 Application Process and Participation**

*[Revise 2.1a and 2.1b to read as follows:]*

To participate in BPRS, the mailer must make a written request to the postmaster at each post office where parcels are to be returned. The request must:

- a. At a given delivery point, demonstrate receipt of 10,000 returned machinable parcels (originally mailed at Standard Mail (A) rates) during the previous 12 months, or
- b. At a given delivery point, demonstrate a high likelihood of receiving a minimum of 10,000 returned machinable parcels (originally mailed at Standard Mail (A) rates) in the coming 12 months. \* \* \*

\* \* \* \* \*

**2.2 Permit Renewal**

*[In the last two sentences, change "single-piece Standard Mail (A) rate" to "single-piece First-Class Mail or Priority Mail rate as appropriate for the weight of the piece."]*

\* \* \* \* \*

**S930 Handling**

**1.0 SPECIAL HANDLING**

**1.1 Description**

*[In 1.1, change "E620" to "E630."]*

*[Amend 1.2 and 1.4 to read as follows:]*

**1.2 Availability**

Special handling service is available only for First-Class Mail, Priority Mail, and Standard Mail (B) (Parcel Post, Bound Printed Matter, Special Standard Mail, and Library Mail).

\* \* \* \* \*

**1.4 Bees and Poultry**

Unless sent at the First-Class Mail or Priority Mail rates, special handling is required for parcels containing honeybees or baby poultry. Under C022.37, only queen honeybees may be shipped by aircraft. Check with your local post office for mailability prior to mailing honeybees other than queen honeybees at First-Class Mail or Priority Mail rates.

\* \* \* \* \*

## New Postage Statements

Effective January 10, 1999, 24 postage statements are revised to reflect the classification, rate, and fee changes included in R97-1. A list of new and revised postage statements appears below; the statements themselves appear on pages 113–160. They may be reproduced locally as needed. Along with classification, rate, and fee changes, these postage statements have been streamlined and reorganized for consistency and ease of use. The new design of these postage statements will make it easier for mailers to complete them and for USPS mail acceptance personnel to accept and verify mailings.

A block has been added in the front upper right corner to note mail arrival time. Mail acceptance employees will record in this block the time that a mailer presents the mailing for acceptance. The certification statements on all postage statements have been rearranged and clarified. Most forms include a reference to new PS Form 3540-S, *Postage Statement Supplement*, which is used to record special services (such as certified mail or registered mail) and other fees.

Priority Mail Permit Imprint was removed from Form 3605 and placed on new PS Form 3600-PM, *Postage Statement — Priority Mail Permit Imprint*. This change reflects the elimination of the Presorted Priority Mail rate category. PS Form 3660-R, *Combined Postage Statement for Manifest Mailings Permit Imprint*, and PS Form 8125-C, *Plant-Verified Drop Shipment (PVDS) Consolidated Verification and Clearance*, also have been revised. These forms are included in this *Postal Bulletin* for reference only and will not be distributed in hard copy because they are generated only by presort software.

Since publication of the October 1998 *Mailers Companion*, PS Forms 3541-R, 3541-N, 3541-NC, 3602-PNV, and 3605-BP have been modified. *The forms in this Postal Bulletin and the forms that will be automatically distributed (see below) are the correct forms.*

The Periodicals postage statements were reformatted to require separate reporting of In-County postage (using new AIC 224) from Outside Country and foreign postage (using AIC 135). This is especially important to note for those post offices not on the Permit System. Permit System screens will reflect these requirements. Mailers using software vendors' approved facsimiles the Forms 3541-R, 3541-N, and 3541-NC included in the October 1998 *Mailers Companion* may use those version until July 1, 1999.

A future *Postal Bulletin* article will explain in detail the reasons for the latest updates to the Periodicals statements, including the importance of using AIC 224 to account for Periodicals In-Country postage.

Form 3602-PNV, page 2, block B contained incorrect rates. Side 2 of Form 3605-BP was reformatted.

### Distribution of New Postage Statements

Revised postage statements will be automatically distributed to postmasters at CAG A through L post offices and managers of Business Mail Entry at district offices. A future *Postal Bulletin* will announce when these postage statements are available at the MDCs. The postage statements also are available in the Business section of the Postal Service external website (<http://www.usps.com>) as print-only (PDF format) and fill-in (JAVA format) forms. Print-only forms are printed locally and filled in manually. Fill-in forms provide on-screen data entry, automatic postage calculations, and the ability to save data.

These postage statements are dated January 1999. All previous versions of these forms will be obsolete as of January 10, 1999, and must be recycled. Until an adequate stock of new postage statements has been distributed, mailers may (1) use old postage statements with new rates marked over the old ones, (2) photocopy new postage statements from this *Postal Bulletin* or the *Mailers Companion*, and (3) download forms from the Postal Service web site.

The new and revised forms are:

Form 3600-R, *Postage Statement — First-Class Mail Permit Imprint*

Form 3600-P, *Postage Statement — First-Class Mail Postage Affixed*

Form 3600-PM, *Postage Statement — Priority Mail Permit Imprint (new)*

Form 3541-R, *Postage Statement — Periodicals Regular and Science-of-Agriculture Rates*

Form 3541-N, *Postage Statement — Periodicals Non-profit Rates*

Form 3541-NC, *Postage Statement — Periodicals Classroom Rates*

Form 3602-R, *Postage Statement — Regular Standard Mail Permit Imprint*

Form 3602-PR, *Postage Statement — Regular Standard Mail Postage Affixed*

Form 3602-N, *Postage Statement — Nonprofit Standard Mail Permit Imprint*



Form 3602-PN, *Postage Statement — Nonprofit Standard Mail Postage Affixed*

Form 3602-RV, *Consolidated Postage Statement — Regular Standard Mail Permit Imprint*

Form 3602-PRV, *Consolidated Postage Statement — Regular Standard Mail Postage Affixed*

Form 3602-NV, *Consolidated Postage Statement — Nonprofit Standard Mail Permit Imprint*

Form 3602-PNV, *Consolidated Postage Statement — Nonprofit Standard Mail Postage Affixed*

Form 3605-PR, *Postage Statement — Parcel Post Permit Imprint (new)*

Form 3605-PP, *Postage Statement — Parcel Post Postage Affixed (new)*

Form 3605-BR, *Postage Statement — Bound Printed Matter Permit Imprint (new)*

Form 3605-BP, *Postage Statement — Bound Printed Matter Postage Affixed (new)*

Form 3608-R, *Postage Statement — Special Standard Mail or Library Mail Permit Imprint*

Form 3608-P, *Postage Statement — Special Standard Mail or Library Mail Postage Affixed*

Form 3540-S, *Postage Statement Supplement (new)*

Form 3660-R, *Combined Postage Statement for Manifest Mailings Permit Imprint (computer-generated only)*

Form 8125, *Plant-Verified Drop Shipment (PVDS) Verification and Clearance (July 1998)*

Form 8125-C, *Plant-Verified Drop Shipment (PVDS) Consolidated Verification and Clearance (July 1998) (computer-generated only)*

United States Postal Service  
**Postage Statement — First-Class Mail**  
**Permit Imprint**

**Post Office Note Mail Arrival Time**

<b>Mailer Information</b>	Permit Holder's Name and Address	Telephone	Name and Address of Mailing Agent (If other than permit holder)	Telephone	Name and Address of Individual or Organization for Which Mailing Is Prepared (If other than permit holder)
	CAPS Cust. Ref. ID _____				
	Dun & Bradstreet No. _____		Dun & Bradstreet No. _____		Dun & Bradstreet No. _____

<b>Mailing Information</b>	Post Office of Mailing	Mailing Date	Federal Agency Cost Code	Statement Sequence No.	Receipt No.
	Permit No.	Weight of a Single Piece 0 _____ pounds		Total Pieces	Total Weight
	Prepared Under DMM (Check all that apply) <input type="checkbox"/> M130 (Letters, flats, parcels) <input type="checkbox"/> M130 (Upgradable letters) <input type="checkbox"/> M810 (Automation letters) <input type="checkbox"/> M820 (Auto. flats)		Processing Category (DMM C050) <input type="checkbox"/> Letters <input type="checkbox"/> Flats <input type="checkbox"/> Automation Flats (DMM C820) <input type="checkbox"/> Parcels		Number of Containers (Fill in all that apply) 1' MM Trays _____ 2' MM Trays _____ 2' EMM Trays _____ Total Ltr. Trays _____ Flat Trays _____ Number of Sacks <b>N/A</b> Number of Pallets _____ Number of Other _____

<b>Postage Computation (DMM P013)</b>	For Automation Letters	Total From Part A (On reverse)
	For Automation Flats	Total From Part B (On reverse)
	For Nonautomation Letters, Flats, and Parcels	Total From Part C (On reverse)
	For Automation and Nonautomation Postcards	Total From Part D (On reverse)
	For Special Services and Other Fees	Total From Attached Form 3540-S
	Postmaster: Report total postage in AIC 121.	<b>Total Postage Due (Add lines above) →</b>
USPS: Additional Postage Payment (State reason. Add amount to line above)		\$ _____ →

<b>Certification</b>	<p>The signature of a mailer certifies that it will be liable for and agrees to pay, subject to appeals prescribed by postal laws and regulations, any revenue deficiencies assessed on this mailing. (If this form is signed by an agent, the agent certifies that it is authorized to sign this statement, that the certification binds the agent and the mailer, and that both the mailer and the agent will be liable for and agree to pay any deficiencies.)</p> <p>The submission of a false, fictitious, or fraudulent statement may result in imprisonment of up to 5 years and a fine of up to \$10,000 (18 USC 1001). In addition, a civil penalty of up to \$5,000 and an additional assessment of twice the amount falsely claimed may be imposed (31 USC 3802).</p>	
	<input type="checkbox"/> <b>For Updated Addresses (Presorted and automation rates only):</b> I certify that the addresses appearing on the pieces described above have been updated within 180 days of the date of this mailing using a USPS-approved address update method.	
	<input type="checkbox"/> <b>For Enclosed Reply Pieces (Automation rate only):</b> I certify that any letter-size cards or envelopes enclosed in the pieces described above bear the correct facing identification mark (FIM) and barcode and meet automation compatibility standards in DMM C810.	
<input type="checkbox"/> <b>For ZIP Codes (Presorted rate only):</b> I certify that the ZIP Codes appearing on the pieces described above have been verified and corrected where necessary within 12 months of the date of this mailing using a USPS-approved method.		
<p>I hereby certify that all information furnished on this form is accurate and truthful, that this mailing meets all applicable CASS/MASS standards for address and barcode accuracy, that the material presented qualifies for the rates of postage claimed, and that this mailing does not contain any hazardous materials prohibited by postal regulations.</p>		
Signature of Permit Holder or Agent (Both principal and agent are liable for any postage deficiency incurred.)		Telephone

<b>USPS Use Only</b>	Weight of a Single Piece 0 _____ pounds	Are figures at left adjusted from mailer's entries? <input type="checkbox"/> Yes <input type="checkbox"/> No			
	Total Pieces	Total Weight	If "Yes," Reason		
	Total Postage		Round Stamp (Required)		
	Check One (If applicable) <input type="checkbox"/> Presort Verification Not Scheduled <input type="checkbox"/> Presort Verification Performed as Scheduled				
	I CERTIFY that this mailing has been inspected concerning: (1) eligibility for postage rate claimed; (2) proper preparation (and presort where required); (3) proper completion of postage statement; and (4) payment of required annual fee.				
	Verifying Employee's Signature		Verifying Employee's Name		Time AM PM

# First-Class Mail — Permit Imprint

Presort / Automation Discounts	Rate per Piece	Number of Pieces	Total
<b>A Automation Letters (DMM C810)</b>			
Carrier Route	_____ x _____	pcs. = \$ _____	
5-Digit	_____ x _____	pcs. = \$ _____	
3-Digit	_____ x _____	pcs. = \$ _____	
Basic	_____ x _____	pcs. = \$ _____	

Presort / Automation Discounts	Rate per Piece	Number of Pieces	Total
<b>B Automation Flats (DMM C820)</b>			
3/5	_____ x _____	pcs. = \$ _____	
Basic	_____ x _____	pcs. = \$ _____	
Nonstandard Surcharge (If applicable)	.05 x _____	pcs. = \$ _____	

Total — Part A (Carry to front of form) \$ \_\_\_\_\_

Total — Part B (Carry to front of form) \$ \_\_\_\_\_

<b>C Nonautomation Letters, Flats, and Parcels (DMM C050)</b>			
Presorted	_____ x _____	pcs. = \$ _____	
Single-Piece	_____ x _____	pcs. = \$ _____	
Nonstandard Surcharge (If applicable)			
Presorted	.05 x _____	pcs. = \$ _____	
Single-Piece	.11 x _____	pcs. = \$ _____	
From Standard Mail (A)			
Single-Piece	_____ x _____	pcs. = \$ _____	
Nonstandard Surcharge (If applicable)			
Single-Piece	.11 x _____	pcs. = \$ _____	

<b>D Postcards (DMM C100)</b>			
<b>Automation*</b>			
Carrier Route	.141 x _____	pcs. = \$ _____	
5-Digit	.146 x _____	pcs. = \$ _____	
3-Digit	.159 x _____	pcs. = \$ _____	
Basic	.166 x _____	pcs. = \$ _____	
<b>Nonautomation</b>			
Presorted	.180 x _____	pcs. = \$ _____	
Single-Piece	.200 x _____	pcs. = \$ _____	

\* Automation-compatible cards only (DMM C810)

Total — Part C (Carry to front of form) \$ \_\_\_\_\_

Total — Part D (Carry to front of form) \$ \_\_\_\_\_

United States Postal Service  
**Postage Statement — First-Class Mail**  
**Postage Affixed**

**Post Office Note Mail Arrival Time**

<b>Mailer Information</b>	Permit Holder's Name and Address	Telephone	Name and Address of Mailing Agent (If other than permit holder)	Telephone	Name and Address of Individual or Organization for Which Mailing Is Prepared (If other than permit holder)
	Dun & Bradstreet No.		Dun & Bradstreet No.		

<b>Mailing Information</b>	Post Office of Mailing	Mailing Date	Statement Sequence No.	Receipt No.	
	Permit No. <input type="checkbox"/> Meter Postage <input type="checkbox"/> Precanceled Stamps	Weight of a Single Piece 0 _____ pounds	Total Pieces	Total Weight	
	Prepared Under DMM (Check all that apply) <input type="checkbox"/> M130 (Letters, flats, parcels) <input type="checkbox"/> M130 (Upgradable letters) <input type="checkbox"/> M810 (Automation letters) <input type="checkbox"/> M820 (Auto. flats)	Processing Category (DMM C050) <input type="checkbox"/> Letters <input type="checkbox"/> Flats <input type="checkbox"/> Automation Flats (DMM C820) <input type="checkbox"/> Parcels	Number of Containers (Fill in all that apply)		
			1' MM Trays _____	2' MM Trays _____	2' EMM Trays _____
		Flat Trays _____	Number of Sacks N/A	Number of Pallets _____	Number of Other _____

<b>Postage Computation (DMM P013)</b>	For Automation Letters	Total From Part A (On reverse)
	For Automation Flats	Total From Part B (On reverse)
	For Nonautomation Letters, Flats, and Parcels	Total From Part C (On reverse)
	For Automation and Nonautomation Postcards	Total From Part D (On reverse)
	For Special Services and Other Fees	Total From Attached Form 3540-S
	<b>Total Postage (Add lines above) →</b>	
	Rate at Which Postage Affixed (Check one) (DMM P100) <input type="checkbox"/> Correct <input type="checkbox"/> Lowest <input type="checkbox"/> Neither	_____ pcs. x \$ _____ = <b>Postage Affixed</b> →
<b>Total Postage Due (Subtract postage affixed from total postage) →</b>		
USPS: Additional Postage Payment (State reason. Add amount to line above)		\$ _____ →

<b>Certification</b>	<p>The signature of a mailer certifies that it will be liable for and agrees to pay, subject to appeals prescribed by postal laws and regulations, any revenue deficiencies assessed on this mailing. (If this form is signed by an agent, the agent certifies that it is authorized to sign this statement, that the certification binds the agent and the mailer, and that both the mailer and the agent will be liable for and agree to pay any deficiencies.)</p> <p>The submission of a false, fictitious, or fraudulent statement may result in imprisonment of up to 5 years and a fine of up to \$10,000 (18 USC 1001). In addition, a civil penalty of up to \$5,000 and an additional assessment of twice the amount falsely claimed may be imposed (31 USC 3802).</p>	
	<input type="checkbox"/> <b>For Updated Addresses</b> (Presorted and automation rates only): I certify that the addresses appearing on the pieces described above have been updated within 180 days of the date of this mailing using a USPS-approved address update method.	
	<input type="checkbox"/> <b>For Enclosed Reply Pieces</b> (Automation rate only): I certify that any letter-size cards or envelopes enclosed in the pieces described above bear the correct facing identification mark (FIM) and barcode and meet automation compatibility standards in DMM C810.	
<input type="checkbox"/> <b>For ZIP Codes</b> (Presorted rate only): I certify that the ZIP Codes appearing on the pieces described above have been verified and corrected where necessary within 12 months of the date of this mailing using a USPS-approved method.		
<p>I hereby certify that all information furnished on this form is accurate and truthful, that this mailing meets all applicable CASS/MASS standards for address and barcode accuracy, that the material presented qualifies for the rates of postage claimed, and that this mailing does not contain any hazardous materials prohibited by postal regulations.</p>		
Signature of Permit Holder or Agent (Both principal and agent are liable for any postage deficiency incurred.)		Telephone

<b>USPS Use Only</b>	Weight of a Single Piece 0 _____ pounds	Is figure at left adjusted from mailer's entries? <input type="checkbox"/> Yes <input type="checkbox"/> No		
	Check One (If applicable) <input type="checkbox"/> Presort Verification Not Scheduled <input type="checkbox"/> Presort Verification Performed as Scheduled	If "Yes," Reason		
	I CERTIFY that this mailing has been inspected concerning: (1) eligibility for postage rate claimed; (2) proper preparation (and presort where required); (3) proper completion of postage statement; and (4) payment of required annual fee.	Date Mailer Notified	Contact	By (Initials)
		Verifying Employee's Signature	Verifying Employee's Name	Time <b>AM</b> <b>PM</b>
<b>Round Stamp (Required)</b>				

# First-Class Mail — Postage Affixed

Presort / Automation Discounts	Rate per Piece	Number of Pieces	Total	Presort / Automation Discounts	Rate per Piece	Number of Pieces	Total
<b>A Automation Letters (DMM C810)</b>				<b>B Automation Flats (DMM C820)</b>			
Carrier Route	_____ x _____	pcs. = \$ _____		3/5	_____ x _____	pcs. = \$ _____	
5-Digit	_____ x _____	pcs. = \$ _____		Basic	_____ x _____	pcs. = \$ _____	
3-Digit	_____ x _____	pcs. = \$ _____		Nonstandard Surcharge (If applicable)	.05 x _____	pcs. = \$ _____	
Basic	_____ x _____	pcs. = \$ _____					
			↓				↓
<b>Total — Part A (Carry to front of form)</b>			\$ _____	<b>Total — Part B (Carry to front of form)</b>			\$ _____
<b>C Nonautomation Letters, Flats, and Parcels (DMM C050)</b>				<b>D Postcards (DMM C100)</b>			
Presorted	_____ x _____	pcs. = \$ _____		Automation*			
Single-Piece	_____ x _____	pcs. = \$ _____		Carrier Route	.141 x _____	pcs. = \$ _____	
Nonstandard Surcharge (If applicable)				5-Digit	.146 x _____	pcs. = \$ _____	
Presorted	.05 x _____	pcs. = \$ _____		3-Digit	.159 x _____	pcs. = \$ _____	
Single-Piece	.11 x _____	pcs. = \$ _____		Basic	.166 x _____	pcs. = \$ _____	
From Standard Mail (A)				Nonautomation			
Single-Piece	_____ x _____	pcs. = \$ _____		Presorted	.180 x _____	pcs. = \$ _____	
Nonstandard Surcharge (If applicable)				Single-Piece	.200 x _____	pcs. = \$ _____	
Single-Piece	.11 x _____	pcs. = \$ _____					
			↓	* Automation-compatible cards only (DMM C810)			
			↓				↓
<b>Total — Part C (Carry to front of form)</b>			\$ _____	<b>Total — Part D (Carry to front of form)</b>			\$ _____

United States Postal Service  
**Postage Statement — Priority Mail**  
**Permit Imprint**

**Post Office Note Mail Arrival Time**

<b>Mailer Information</b>	Permit Holder's Name and Address	Telephone	Name and Address of Mailing Agent (If other than permit holder)	Telephone	Name and Address of Individual or Organization for Which Mailing Is Prepared (If other than permit holder)
	CAPS Cust. Ref. ID _____ Dun & Bradstreet No. _____		Dun & Bradstreet No. _____		

<b>Mailing Information</b>	Post Office of Mailing	Mailing Date	Federal Agency Cost Code	Statement Sequence No.	Receipt No.
	Permit No.	Weight of a Single Piece _____ pounds		Total Pieces	Total Weight
		Processing Category (DMM C050) <input type="checkbox"/> Letters <input type="checkbox"/> Outside Parcels <input type="checkbox"/> Flats <input type="checkbox"/> Parcels		Number of Containers (Fill in all that apply) 1' MM Trays _____    2' MM Trays _____    2' EMM Trays _____    Total Ltr. Trays _____ Flat Trays _____    Number of Sacks _____    Number of Pallets <b>N/A</b> Number of Other _____	

Separation Method: All pieces must be separated by zone when presented for acceptance unless all the pieces are in a weight category for which the rate does not vary by zone (5 pounds or less) or the postage is reported under an MMS.

<b>Postage Calculation</b>	<b>Zone</b>	<b>Number of Pieces</b>	<b>x</b>	<b>Rate</b>	<b>Totals</b>
	Unzoned (Up to 5 pounds)				
	Local, 1, 2, & 3				
	4				
	5				
	6				
	7				
	8				
	Pieces from Standard Mail (A)				
	<b>Totals</b>				
For Special Services and Other Fees				Total From Attached Form 3540-S	
Postmaster: Report total postage in AIC 237.				<b>Total Postage Due (Add two lines above) →</b>	

<b>Certification</b>	<p>The signature of a mailer certifies that it will be liable for and agrees to pay, subject to appeals prescribed by postal laws and regulations, any revenue deficiencies assessed on this mailing. (If this form is signed by an agent, the agent certifies that it is authorized to sign this statement, that the certification binds the agent and the mailer, and that both the mailer and the agent will be liable for and agree to pay any deficiencies.)</p> <p>The submission of a false, fictitious, or fraudulent statement may result in imprisonment of up to 5 years and a fine of up to \$10,000 (18 USC 1001). In addition, a civil penalty of up to \$5,000 and an additional assessment of twice the amount falsely claimed may be imposed (31 USC 3802).</p> <p>I hereby certify that all information furnished on this form is accurate and truthful, that the material presented qualifies for the rates of postage claimed, and that this mailing does not contain any hazardous materials prohibited by postal regulations.</p>	
	Signature of Permit Holder or Agent (Both principal and agent are liable for any postage deficiency incurred.)	Telephone
	Signature of Permit Holder or Agent (Both principal and agent are liable for any postage deficiency incurred.)	

<b>USPS Use Only</b>	Weight of a Single Piece _____ pounds	Are figures at left adjusted from mailer's entries? <input type="checkbox"/> Yes <input type="checkbox"/> No		
	Total Pieces _____	Total Weight _____ pounds		Round Stamp (Required)
	Total Postage _____		If "Yes," Reason	
	I CERTIFY that this mailing has been inspected concerning: (1) eligibility for postage rate claimed; (2) proper preparation; and (3) proper completion of postage statement.			
	Verifying Employee's Signature		Date Mailed Notified	Contact
Verifying Employee's Name		Time		AM PM

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United States Postal Service  
**Postage Statement — Periodicals**  
**Regular and Science-of-Agriculture Rates**

**Post Office Note Mail Arrival Time**

Periodicals mailings (except Foreign mailings) of different copy weights must be reported on separate statements.

Publication Title or News Agent's Name		MAILER'S NAME, ADDRESS, AND TELEPHONE NUMBER		Entry Post Office Name, State, and ZIP+4	
		CAPS Customer Ref. ID			
Publication No.	Edition Code/Key	Mailing Date	Processing Category (DMM C050)	Number of Containers (Fill in all that apply)	
Issue Date	Issue Frequency	Statement Sequence No.	<input type="checkbox"/> Letters <input type="checkbox"/> Flats <input type="checkbox"/> Auto. Flats (DMM C820) <input type="checkbox"/> Machinable Parcels <input type="checkbox"/> Irregular Parcels	1' MM Trays	2' MM Trays
				2' EMM Trays	Total Ltr. Trays
				Flat Trays	N/A
				Sacks	Pallets
				Other	

Complete only ONE of these two boxed sections:

If this statement is for ALL ISSUES in a calendar month (DMM P200.2)	
Number of Issues This Month	Advertising Percentage in Total Month's Issues %
Weight of One Sheet (DMM P200—round off to 6 decimal places if necessary) lbs.	Combined Weight of One Copy From Each Issue lbs.

If this statement is for ONE ISSUE or ONE EDITION	
Weight per Copy for Issue (DMM P013—round off to 4 decimal places if necessary) lbs.	
Advertising Percentage in This Issue %	
Post Office Computed Weight per Copy (Round off to 4 decimal places if necessary) lbs.	

**For Domestic Mailings:** All domestic Periodicals mailings pay a pound rate (on the total weight of the mailing) and a piece rate (on the number of addressed pieces in the mailing). **For Foreign Mailings:** Foreign Periodicals mailings pay only a piece rate (based on the weight of the piece).

**Outside-County**

Zone	Subscriber / Requester Copies	Nonsub./Nonreq. Copies*		Total Copies	Total Pounds	Advertising Pounds	Rate		Postage	Totals
		Within 10% Limit	Over 10%				Regular	Sci./Ag.		
1. Del. Unit							\$.155	\$.116		
2. SCF							.178	.133		
3. 1 & 2							.215	.161		
4. 3							.229			
5. 4							.263			
6. 5							.316			
7. 6							.371			
8. 7							.438			
9. 8							.495			
10. Subtotals										
* Noncommingled nonsubscriber copies over the 10% limit are not mailable at Periodicals rates.										
11. Nonadvertising Pounds (Total pounds minus advertising pounds) _____ x \$.161 = _____										

Level	Sorted Under DMM		Description (DMM E230 and E240 as applicable)	Number of Copies	No. Qualified Addressed Pcs	Rate	Postage	Totals
	<input type="checkbox"/> M200	<input type="checkbox"/> M810						
13. Basic	Nonautomation					\$.294		
14. Basic	Automation	Letters				.232		
15. Basic		Flats				.248		
16. 3-Digit	Nonautomation					.253		
17. 3-Digit	Automation	Letters				.206		
18. 3-Digit		Flats				.214		
19. 5-Digit	Nonautomation					.197		
20. 5-Digit	Automation	Letters				.162		
21. 5-Digit		Flats				.168		
22. Carrier Route	Basic Carrier Route					.122		
23. Carrier Route	High Density	Sequencing Date				.103		
24. Carrier Route	Saturation	Sequencing Date				.085		
25. Subtotals								
26. Nonadvertising Percentage (100 minus adv. %) _____ x \$.00059 x No. Qual. Pcs. (Line 25) = _____								
27. Number of Addressed Pieces (not copies) entered at delivery unit zone rate _____ x \$.013 = _____								
28. Number of Addressed Pieces (not copies) entered at SCF zone rate _____ x \$.007 = _____								
29. Total Piece Rate Discount (Add lines 26 through 28) _____								
Total Piece Rate Postage (Line 25 minus line 29) _____ 30.								
Total Outside County Postage (Line 12 plus line 30—carry to other side) _____ 31.								



# Periodicals — Regular and Science-of-Agriculture Rates

Total Postage From Side 1 (Line 31) → 32.

## Foreign (IMM 242.2) (Round off weights to 4 decimal places if necessary)

33. Weight per Copy: Include All Wrappings (Canada) _____ lbs.	34. Weight per Copy: Include All Wrappings (Mexico) _____ lbs.	35. Weight per Copy: Include All Wrappings (Other countries) _____ lbs.			
1,000 or more pieces to a single country? <input type="checkbox"/> No <input type="checkbox"/> Yes (If YES, also complete Form 3541-S)					
Rate Category	Subscriber / Requester Copies	Nonsubscriber / Nonrequester Copies	Total Copies	Rate	Postage
36. Canada					
37. Mexico					
38. Other Countries					
<b>Total Foreign Postage (Add lines 36 through 38)</b>					→ 39.
Postmaster: Report total postage in AIC 135.			<b>Total Foreign and Outside-County Postage (Add lines 32 and 39)</b>		
			→ 40.		

## In-County (DMM E270) To calculate postage, use weight from page 1. Periodicals mailings (except Foreign mailings) of different copy weights must be reported on separate statements.

Pound Rate	Entry	Subscriber Copies*	Nonsubscriber Copies*	Total Copies	Total Pounds	Rate	Postage	Totals
	41. Delivery Unit					\$.107		
	42. All Other					.133		
* Requester and all commingled nonsubscriber copies over 10% limit are not eligible for In-County rates.								
<b>Total In-County Pound Rate Postage (Add lines 41 and 42)</b>								→ 43.
Piece Rate (In addition to pound rate)	Level	Description (DMM E230 and E240 as applicable)		Number of Copies	No. Qualified Addressed Pcs	Rate	Postage	
	44. Basic	Nonautomation				\$.095		
		Automation	Letters			.046		
	Flats				.065			
	47. 3-Digit	Nonautomation				.088		
		Automation	Letters			.044		
	Flats				.062			
	50. 5-Digit	Nonautomation				.080		
		Automation	Letters			.041		
	Flats				.058			
	53. Carrier Route	Basic Carrier Route				.043		
		High Density	Sequencing Date			.029		
Saturation			Sequencing Date			.025		
56. Subtotal (Add lines 44 through 55)								
57. Number of addressed pieces (not copies) entered at delivery unit zone rate _____ x \$.004 = _____								
<b>Total In-County Piece Rate Postage (Line 56 minus line 57)</b>								→ 58.
Postmaster: Report total postage in AIC 224.			<b>Total In-County Postage (Add Lines 43 and 58)</b>					→ 59.
Postmaster: This total for mailer use only. Report AIC 135 and AIC 224 totals separately as instructed above.								<b>Total Postage (Add Lines 40 and 59)</b>

The submission of a false, fictitious, or fraudulent statement may result in imprisonment of up to 5 years and a fine of up to \$10,000 (18 USC 1001). In addition, a civil penalty of up to \$5,000 and an additional assessment of twice the amount falsely claimed may be imposed (31 USC 3802).

- For Automation Rates Only:** I certify that any letter-size reply cards or envelopes enclosed in the pieces described above bear the correct facing identification mark (FIM) and barcode and meet automation compatibility standards in DMM C810.
- For Nonautomation Rates Only:** I certify that the ZIP Codes appearing on the pieces described above have been verified and corrected where necessary within 12 months of the date of this mailing using a USPS-approved method (DMM E230).

I hereby certify that all information furnished on this form is accurate and truthful, that this mailing meets all applicable CASS/MASS standards for address and barcode accuracy, and that the material presented qualifies for the rates of postage claimed.

60a. Mailer's Printed Name and Signature _____	60b. Publisher's Printed Name and Telephone Number (If publisher not same as mailer) _____	61a. Verifying Employee's Signature _____	62. Round Stamp (Required)
		61b. Verifying Employee's Name _____	
		Time _____ AM _____ PM	
Dun & Bradstreet No. _____	Dun & Bradstreet No. _____		

United States Postal Service  
**Postage Statement — Periodicals**  
**Nonprofit Rates**

**Post Office Note Mail Arrival Time**

Periodicals mailings (except Foreign mailings) of different copy weights must be reported on separate statements.

Publication Title or News Agent's Name		Mailer's Name, Address, and Telephone Number		Entry Post Office Name, State, and ZIP+4	
CAPS Customer Ref. ID					
Publication No.	Edition Code/Key	Mailing Date	Processing Category (DMM C050) <input type="checkbox"/> Letters <input type="checkbox"/> Flats <input type="checkbox"/> Auto. Flats (DMM C820) <input type="checkbox"/> Machinable Parcels <input type="checkbox"/> Irregular Parcels	Number of Containers (Fill in all that apply)	
Issue Date	Issue Frequency	Statement Sequence No.		1' MM Trays _____	2' MM Trays _____
				2' EMM Trays _____	Total Ltr. Trays _____
				Flat Trays <b>N/A</b>	Sacks _____ Pallets _____ Other _____

Complete only ONE of these two boxed sections:

If this statement is for ALL ISSUES in a calendar month (DMM P200.2)	
Number of Issues This Month	Advertising Percentage in Total Month's Issues _____ %
Weight of One Sheet (DMM P200—round off to 6 decimal places if necessary) _____ lbs.	Combined Weight of One Copy From Each Issue _____ lbs.

If this statement is for ONE ISSUE or ONE EDITION	
Weight per Copy for Issue (DMM P013—round off to 4 decimal places if necessary) _____ lbs.	
Advertising Percentage in This Issue _____ %	
Post Office Computed Weight per Copy (Round off to 4 decimal places if necessary) _____ lbs.	

**For Domestic Mailings:** All domestic Periodicals mailings pay a pound rate (on the total weight of the mailing) and a piece rate (on the number of addressed pieces in the mailing). **For Foreign Mailings:** Foreign Periodicals mailings pay only a piece rate (based on the weight of the piece).

**Outside-County**

Pound Rate (Per pound or fraction)	Zone	Subscriber Copies*	Nonsubscriber Copies*	Total Copies	Total Pounds	Advertising Pounds	Rate	Postage	Totals
	1. Del. Unit						\$.155		
	2. SCF						.178		
	3. 1 & 2						.215		
	4. 3						.229		
	5. 4						.263		
	6. 5						.316		
	7. 6						.371		
	8. 7						.438		
	9. 8						.495		
10. Subtotals									
* All commingled nonsubscriber copies over the 10% limit must pay regular rates and use Form 3541-R. Noncommingled nonsubscriber copies over the 10% limit are not mailable at Periodicals rates.									
11. Nonadvertising Pounds (Total pounds minus advertising pounds) _____ x \$.156 =									

**Total Pound Rate Postage (Line 10 plus line 11) → 12.**

Piece Rate (Per addressed piece)	Level	Sorted Under DMM <input type="checkbox"/> M200 <input type="checkbox"/> M810 <input type="checkbox"/> M820	Description (DMM E230 and E240 as applicable)	Number of Copies	No. Qualified Addressed Pcs	Rate	Postage	Totals	
	13. Basic	Nonautomation					\$.251		
	14. Basic	Automation	Letters			.189			
	15. Basic	Automation	Flats			.205			
	16. 3-Digit	Nonautomation				.208			
	17. 3-Digit	Automation	Letters			.161			
	18. 3-Digit	Automation	Flats			.184			
	19. 5-Digit	Nonautomation				.183			
	20. 5-Digit	Automation	Letters			.148			
	21. 5-Digit	Automation	Flats			.162			
22. Carrier Route	Basic Carrier Route				.113				
23. Carrier Route	High Density	Sequencing Date			.094				
24. Carrier Route	Saturation	Sequencing Date			.076				
25. Subtotals									
26. Nonadvertising Percentage (100 minus adv. %) _____ x No. Qual. Pcs. (Line 25) x \$.00044 =									
27. Number of Addressed Pieces (not copies) entered at delivery unit zone rate _____ x \$.007 =									
28. Number of Addressed Pieces (not copies) entered at SCF zone rate _____ x \$.004 =									
29. Total Piece Rate Discount (Add lines 26 through 28)									
<b>Total Piece Rate Postage (Line 25 minus line 29) →</b>									
<b>Total Outside County Postage (Line 12 plus line 30) — Carry to side 2 (Line 32) → 31.</b>									

# Periodicals — Nonprofit Rates

Total Postage From Side 1 (Line 31) → 32.

32a. For Commingled Nonsubscriber Copies Over 10% Limit: Compute additional postage for such copies on page 1 of a Form 3541-R. Enter from that form the total postage (Line 31) onto Line 32b below; attach that form to this form. Sequenced statement number of attached form: \_\_\_\_\_

For Any Part of Mailing at Regular Rates Total From Attached Form 3541-R (Line 31) → 32b.

## Foreign (IMM 242.2) (Round off weights to 4 decimal places if necessary)

33. Weight per Copy: Include All Wrappings (Canada) \_\_\_\_\_ lbs.  
 34. Weight per Copy: Include All Wrappings (Mexico) \_\_\_\_\_ lbs.  
 35. Weight per Copy: Include All Wrappings (Other countries) \_\_\_\_\_ lbs.

1,000 or more pieces to a single country?  No  Yes (If YES, also complete Form 3541-S)

Rate Category	Subscriber / Requester Copies	Nonsubscriber / Nonrequester Copies	Total Copies	Rate	Postage
36. Canada					
37. Mexico					
38. Other Countries					

Total Foreign Postage (Add lines 36 through 38) → 39.

Postmaster: Report total postage in AIC 135. Total Foreign and Outside-County Postage (Add lines 32, 32b, and 39) → 40.

## In-County (DMM E270) To calculate postage, use weight from page 1. Periodicals mailings (except Foreign mailings) of different copy weights must be reported on separate statements.

Pound Rate	Entry	Subscriber Copies*	Nonsubscriber Copies*	Total Copies	Total Pounds	Rate	Postage	Totals
41. Delivery Unit						\$.107		
42. All Other						.133		

\* Requester and all commingled nonsubscriber copies over 10% limit are not eligible for In-County rates.

Total In-County Pound Rate Postage (Add lines 41 and 42) → 43.

Piece Rate (In addition to pound rate)	Level	Description (DMM E230 and E240 as applicable)	Number of Copies	No. Qualified Addressed Pcs	Rate	Postage	Totals
44. Basic	Nonautomation				\$.095		
45. Basic	Automation	Letters			.046		
46. Basic		Flats			.065		
47. 3-Digit	Nonautomation				.088		
48. 3-Digit	Automation	Letters			.044		
49. 3-Digit		Flats			.062		
50. 5-Digit	Nonautomation				.080		
51. 5-Digit	Automation	Letters			.041		
52. 5-Digit		Flats			.058		
53. Carrier Route	Basic Carrier Route				.043		
54. Carrier Route	High Density	Sequencing Date			.029		
55. Carrier Route	Saturation	Sequencing Date			.025		
56. Subtotal (Add lines 44 through 55)							
57. Number of addressed pieces (not copies) entered at delivery unit zone rate _____ x \$.004 = _____							

Total In-County Piece Rate Postage (Line 56 minus line 57) → 58.

Postmaster: Report total postage in AIC 224. Total In-County Postage (Add Lines 43 and 58) → 59.

Postmaster: This total for mailer use only. Report AIC 135 and AIC 224 totals separately as instructed above. Total Postage (Add Lines 40 and 59)

The submission of a false, fictitious, or fraudulent statement may result in imprisonment of up to 5 years and a fine of up to \$10,000 (18 USC 1001). In addition, a civil penalty of up to \$5,000 and an additional assessment of twice the amount falsely claimed may be imposed (31 USC 3802).

- For Automation Rates Only: I certify that any letter-size reply cards or envelopes enclosed in the pieces described above bear the correct facing identification mark (FIM) and barcode and meet automation compatibility standards in DMM C810.
- For Nonautomation Rates Only: I certify that the ZIP Codes appearing on the pieces described above have been verified and corrected where necessary within 12 months of the date of this mailing using a USPS-approved method (DMM E230).

I hereby certify that all information furnished on this form is accurate and truthful, that this mailing meets all applicable CASS/MASS standards for address and barcode accuracy, and that the material presented qualifies for the rates of postage claimed.

60a. Mailer's Printed Name and Signature  Dun & Bradstreet No. _____	60b. Publisher's Printed Name and Telephone Number (If publisher not same as mailer)  Dun & Bradstreet No. _____	61a. Verifying Employee's Signature	62. Round Stamp (Required)
		61b. Verifying Employee's Name	
		Time AM PM	

United States Postal Service  
**Postage Statement — Periodicals**  
**Classroom Rates**

**Post Office Note Mail Arrival Time**

Periodicals mailings (except Foreign mailings) of different copy weights must be reported on separate statements.

Publication Title or News Agent's Name		Mailer's Name, Address, and Telephone Number		Entry Post Office Name, State, and ZIP+4	
		CAPS Customer Ref. ID _____			
Publication No.	Edition Code/Key	Mailing Date	Processing Category (DMM C050) <input type="checkbox"/> Letters <input type="checkbox"/> Flats <input type="checkbox"/> Auto. Flats (DMM C820) <input type="checkbox"/> Machinable Parcels <input type="checkbox"/> Irregular Parcels	Number of Containers (Fill in all that apply)	
Issue Date	Issue Frequency	Statement Sequence No.		1' MM Trays _____	2' MM Trays _____
				2' EMM Trays _____	Total Ltr. Trays _____
				Flat Trays <b>N/A</b>	Sacks _____ Pallets _____ Other _____

Complete only ONE of these two boxed sections:

If this statement is for ALL ISSUES in a calendar month (DMM P200.2)	
Number of Issues This Month _____	Advertising Percentage in Total Month's Issues _____ %
Weight of One Sheet (DMM P200—round off to 6 decimal places if necessary) _____ lbs.	Combined Weight of One Copy From Each Issue _____ lbs.

If this statement is for ONE ISSUE or ONE EDITION	
Weight per Copy for Issue (DMM P013—round off to 4 decimal places if necessary) _____ lbs.	
Advertising Percentage in This Issue _____ %	
Post Office Computed Weight per Copy (Round off to 4 decimal places if necessary) _____ lbs.	

**For Domestic Mailings:** All domestic Periodicals mailings pay a pound rate (on the total weight of the mailing) and a piece rate (on the number of addressed pieces in the mailing). **For Foreign Mailings:** Foreign Periodicals mailings pay only a piece rate (based on the weight of the piece).

**Outside-County**

Pound Rate (Per pound or fraction)	Zone	Subscriber Copies*	Nonsubscriber Copies*	Total Copies	Total Pounds	Advertising Pounds	Rate	Postage	Totals
	1. Del. Unit						\$.155		
	2. SCF						.178		
	3. 1 & 2						.215		
	4. 3						.229		
	5. 4						.263		
	6. 5						.316		
	7. 6						.371		
	8. 7						.438		
	9. 8						.495		
10. Subtotals									
* All commingled nonsubscriber copies over the 10% limit must pay regular rates and use Form 3541-R. Noncommingled nonsubscriber copies over the 10% limit are not mailable at Periodicals rates.									
11. Nonadvertising Pounds (Total pounds minus advertising pounds) _____ x \$.156 = _____									

**Total Pound Rate Postage (Line 10 plus line 11) → 12.**

Piece Rate (Per addressed piece)	Level	Sorted Under DMM <input type="checkbox"/> M200 <input type="checkbox"/> M810 <input type="checkbox"/> M820	Description (DMM E230 and E240 as applicable)	Number of Copies	No. Qualified Addressed Pcs	Rate	Postage	Totals	
	13. Basic	Nonautomation					\$.251		
	14. Basic	Automation	Letters			.189			
	15. Basic	Automation	Flats			.205			
	16. 3-Digit	Nonautomation				.208			
	17. 3-Digit	Automation	Letters			.161			
	18. 3-Digit	Automation	Flats			.184			
	19. 5-Digit	Nonautomation				.183			
	20. 5-Digit	Automation	Letters			.148			
	21. 5-Digit	Automation	Flats			.162			
22. Carrier Route	Basic Carrier Route				.113				
23. Carrier Route	High Density	Sequencing Date			.094				
24. Carrier Route	Saturation	Sequencing Date			.076				
25. Subtotals									
26. Nonadvertising Percentage (100 minus adv. %) _____ x No. Qual. Pcs. (Line 25) x \$.00044 = _____									
27. Number of Addressed Pieces (not copies) entered at delivery unit zone rate _____ x \$.007 = _____									
28. Number of Addressed Pieces (not copies) entered at SCF zone rate _____ x \$.004 = _____									
29. Total Piece Rate Discount (Add lines 26 through 28) _____									
<b>Total Piece Rate Postage (Line 25 minus line 29) → 30.</b>									
<b>Total Outside County Postage (Line 12 plus line 30) — Carry to side 2 (Line 32) → 31.</b>									

# Periodicals — Classroom Rates

Total Postage From Side 1 (Line 31) → 32.

32a. For Commingled Nonsubscriber Copies Over 10% Limit: Compute additional postage for such copies on page 1 of a Form 3541-R. Enter from that form the total postage (Line 31) onto Line 32b below; attach that form to this form. Sequenced statement number of attached form: \_\_\_\_\_

For Any Part of Mailing at Regular Rates Total From Attached Form 3541-R (Line 31) → 32b.

## Foreign (IMM 242.2) (Round off weights to 4 decimal places if necessary)

33. Weight per Copy: Include All Wrappings (Canada) \_\_\_\_\_ lbs.  
 34. Weight per Copy: Include All Wrappings (Mexico) \_\_\_\_\_ lbs.  
 35. Weight per Copy: Include All Wrappings (Other countries) \_\_\_\_\_ lbs.

1,000 or more pieces to a single country?  No  Yes (If YES, also complete Form 3541-S)

Rate Category	Subscriber / Requester Copies	Nonsubscriber / Nonrequester Copies	Total Copies	Rate	Postage
36. Canada					
37. Mexico					
38. Other Countries					

Total Foreign Postage (Add lines 36 through 38) → 39.

Postmaster: Report total postage in AIC 135. Total Foreign and Outside-County Postage (Add lines 32, 32b, and 39) → 40.

## In-County (DMM E270) To calculate postage, use weight from page 1. Periodicals mailings (except Foreign mailings) of different copy weights must be reported on separate statements.

Pound Rate	Entry	Subscriber Copies*	Nonsubscriber Copies*	Total Copies	Total Pounds	Rate	Postage	Totals
41. Delivery Unit						\$.107		
42. All Other						.133		

\* Requester and all commingled nonsubscriber copies over 10% limit are not eligible for In-County rates.

Total In-County Pound Rate Postage (Add lines 41 and 42) → 43.

Piece Rate (In addition to pound rate)	Level	Description (DMM E230 and E240 as applicable)	Number of Copies	No. Qualified Addressed Pcs	Rate	Postage	Totals
44. Basic	Nonautomation				\$.095		
45. Basic	Automation	Letters			.046		
46. Basic		Flats			.065		
47. 3-Digit	Nonautomation				.088		
48. 3-Digit	Automation	Letters			.044		
49. 3-Digit		Flats			.062		
50. 5-Digit	Nonautomation				.080		
51. 5-Digit	Automation	Letters			.041		
52. 5-Digit		Flats			.058		
53. Carrier Route	Basic Carrier Route				.043		
54. Carrier Route	High Density	Sequencing Date			.029		
55. Carrier Route	Saturation	Sequencing Date			.025		
56. Subtotal (Add lines 44 through 55)							
57. Number of addressed pieces (not copies) entered at delivery unit zone rate _____ x \$.004 = _____							

Total In-County Piece Rate Postage (Line 56 minus line 57) → 58.

Postmaster: Report total postage in AIC 224. Total In-County Postage (Add Lines 43 and 58) → 59.

Postmaster: This total for mailer use only. Report AIC 135 and AIC 224 totals separately as instructed above. Total Postage (Add Lines 40 and 59)

The submission of a false, fictitious, or fraudulent statement may result in imprisonment of up to 5 years and a fine of up to \$10,000 (18 USC 1001). In addition, a civil penalty of up to \$5,000 and an additional assessment of twice the amount falsely claimed may be imposed (31 USC 3802).

- For Automation Rates Only: I certify that any letter-size reply cards or envelopes enclosed in the pieces described above bear the correct facing identification mark (FIM) and barcode and meet automation compatibility standards in DMM C810.
- For Nonautomation Rates Only: I certify that the ZIP Codes appearing on the pieces described above have been verified and corrected where necessary within 12 months of the date of this mailing using a USPS-approved method (DMM E230).

I hereby certify that all information furnished on this form is accurate and truthful, that this mailing meets all applicable CASS/MASS standards for address and barcode accuracy, and that the material presented qualifies for the rates of postage claimed.

60a. Mailer's Printed Name and Signature _____	60b. Publisher's Printed Name and Telephone Number (If publisher not same as mailer) _____	61a. Verifying Employee's Signature _____	62. Round Stamp (Required)
		61b. Verifying Employee's Name _____	
		Time _____ AM _____ PM	
Dun & Bradstreet No. _____	Dun & Bradstreet No. _____		

**Postage Statement — Regular Standard Mail**

**Permit Imprint**

Post Office Note Mail Arrival Time

<b>Mailer Information</b>	Permit Holder's Name and Address	Telephone	Name and Address of Mailing Agent (If other than permit holder)	Telephone	Name and Address of Organization for Which Mailing Is Prepared (If other than permit holder)
	CAPS Customer Ref. ID _____				
	Dun & Bradstreet No. _____		Dun & Bradstreet No. _____		Dun & Bradstreet No. _____

<b>Mailing Information</b>	Post Office of Mailing	Mailing Date	Federal Agency Cost Code	Statement Sequence No.	Receipt No.	
	Permit No.	Weight of a Single Piece 0 . _____ pounds		Total Pieces	Total Weight	
	Prepared Under DMM (Check all that apply)		Processing Category (DMM C050)		Number of Containers (Fill in all that apply)	
	<input type="checkbox"/> M610 (Letters, flats, parcels) <input type="checkbox"/> M610 (Upgradable letters) <input type="checkbox"/> M620 (ECR) <input type="checkbox"/> M810 (Automation letters) <input type="checkbox"/> M820 (Auto. flats)		<input type="checkbox"/> Letters <input type="checkbox"/> Flats <input type="checkbox"/> Automation Flats (DMM C820) <input type="checkbox"/> Machinable Parcels <input type="checkbox"/> Irregular Parcels		1' MM Trays _____ 2' MM Trays _____ 2' EMM Trays _____ Total Ltr. Trays _____ Flat Trays N/A Number of Sacks _____ Number of Pallets _____ Number of Other _____	
If Sacking, Based on <input type="checkbox"/> 125 Pcs. <input type="checkbox"/> 15 Lbs. <input type="checkbox"/> Both						

<b>Postage Computation (DMM P013)</b>	For Automation Letters and Flats			Total From Part A (On reverse)	
	For Presorted Letters and Nonletters			Total From Part B (On reverse)	
	For Enhanced Carrier Route (ECR) Pieces	Sequencing Date	Total From Part C (On reverse)		
	For All Other Pieces			Total From Part D (On reverse)	
	For Residual Shape Surcharge			No. of Pieces	Fee per Pc. x \$ .10
	Postmaster: Report total postage in AIC 130.			<b>Total Postage Due</b> (Add lines above) →	
USPS: Additional Postage Payment (State reason. Add amount to line above)			\$ →		

**Certification**

The signature of a mailer certifies that it will be liable for and agrees to pay, subject to appeals prescribed by postal laws and regulations, any revenue deficiencies assessed on this mailing. (If this form is signed by an agent, the agent certifies that it is authorized to sign this statement, that the certification binds the agent and the mailer, and that both the mailer and the agent will be liable for and agree to pay any deficiencies.)

The submission of a false, fictitious, or fraudulent statement may result in imprisonment of up to 5 years and a fine of up to \$10,000 (18 USC 1001). In addition, a civil penalty of up to \$5,000 and an additional assessment of twice the amount falsely claimed may be imposed (31 USC 3802).

**For Enclosed Reply Pieces (Automation rates only):** I certify that any letter-size cards or envelopes enclosed in the pieces described above bear the correct facing identification mark (FIM) and barcode and meet automation compatibility standards in DMM C810.

**For ZIP Codes (Presorted rates only):** I certify that the ZIP Codes appearing on the pieces described above have been verified and corrected where necessary within 12 months of the date of this mailing using a USPS-approved method.

I hereby certify that all information furnished on this form is accurate and truthful, that this mailing meets all applicable CASS/MASS standards for address and barcode accuracy, that the material presented qualifies for the rates of postage claimed, and that this mailing does not contain any hazardous materials prohibited by postal regulations.

Signature of Permit Holder or Agent (Both principal and agent are liable for any postage deficiency incurred.) \_\_\_\_\_ Telephone \_\_\_\_\_

<b>USPS Use Only</b>	Weight of a Single Piece 0 . _____ pounds	Are figures at left adjusted from mailer's entries? <input type="checkbox"/> Yes <input type="checkbox"/> No			
	Total Pieces	Total Weight	If "Yes," Reason		
	Total Postage		Round Stamp (Required)		
	Check One (If applicable) <input type="checkbox"/> Presort Verification Not Scheduled <input type="checkbox"/> Presort Verification Performed as Scheduled				
	I CERTIFY that this mailing has been inspected concerning: (1) eligibility for postage rate claimed; (2) proper preparation (and presort where required); (3) proper completion of postage statement; and (4) payment of required annual fee.				
	Verifying Employee's Signature		Verifying Employee's Name		Time AM PM

# Regular Standard Mail — Permit Imprint

Entry Discount	Presort / Automation Discount	Rate per Piece	Number of Pieces	Total
<b>A</b>	<b>Automation Rates — Letters and Flats 3.3087 Oz. (.2068 Lb.) or Less</b>			
None	5-Digit Letter	.160 x _____	pcs. = \$ _____	
	3-Digit Letter	.176 x _____	pcs. = \$ _____	
	Basic Letter	.183 x _____	pcs. = \$ _____	
	3/5 Flat	.203 x _____	pcs. = \$ _____	
	Basic Flat	.245 x _____	pcs. = \$ _____	
DBMC	5-Digit Letter	.144 x _____	pcs. = \$ _____	
	3-Digit Letter	.160 x _____	pcs. = \$ _____	
	Basic Letter	.167 x _____	pcs. = \$ _____	
	3/5 Flat	.187 x _____	pcs. = \$ _____	
DSCF	5-Digit Letter	.139 x _____	pcs. = \$ _____	
	3-Digit Letter	.155 x _____	pcs. = \$ _____	
	Basic Letter	.162 x _____	pcs. = \$ _____	
	3/5 Flat	.182 x _____	pcs. = \$ _____	
	Basic Flat	.224 x _____	pcs. = \$ _____	
<b>Total — Part A (Carry to front of form)</b>				\$ _____

Entry Discount	Presort / Automation Discount	Rate per Piece	Number of Pieces	Total
<b>C</b>	<b>ECR Pieces 3.3062 Oz. (.2066 Lb.) or Less</b>			
None	Saturation Letter	.130 x _____	pcs. = \$ _____	
	Saturation Nonletter	.140 x _____	pcs. = \$ _____	
	High Density Letter	.139 x _____	pcs. = \$ _____	
	High Density Nonletter	.151 x _____	pcs. = \$ _____	
	Basic Letter	.162 x _____	pcs. = \$ _____	
	Basic Nonletter	.162 x _____	pcs. = \$ _____	
	Basic Automation Letter*	.156 x _____	pcs. = \$ _____	
DBMC	Saturation Letter	.114 x _____	pcs. = \$ _____	
	Saturation Nonletter	.124 x _____	pcs. = \$ _____	
	High Density Letter	.123 x _____	pcs. = \$ _____	
	High Density Nonletter	.135 x _____	pcs. = \$ _____	
	Basic Letter	.146 x _____	pcs. = \$ _____	
	Basic Nonletter	.146 x _____	pcs. = \$ _____	
DSCF	Saturation Letter	.109 x _____	pcs. = \$ _____	
	Saturation Nonletter	.119 x _____	pcs. = \$ _____	
	High Density Letter	.118 x _____	pcs. = \$ _____	
	High Density Nonletter	.130 x _____	pcs. = \$ _____	
	Basic Letter	.141 x _____	pcs. = \$ _____	
	Basic Nonletter	.141 x _____	pcs. = \$ _____	
DDU	Saturation Letter	.104 x _____	pcs. = \$ _____	
	Saturation Nonletter	.114 x _____	pcs. = \$ _____	
	High Density Letter	.113 x _____	pcs. = \$ _____	
	High Density Nonletter	.125 x _____	pcs. = \$ _____	
	Basic Letter	.136 x _____	pcs. = \$ _____	
	Basic Nonletter	.136 x _____	pcs. = \$ _____	
	Basic Automation Letter*	.130 x _____	pcs. = \$ _____	
<b>Total — Part C (Carry to front of form)</b>				\$ _____

Entry Discount	Presort / Automation Discount	Rate per Piece	Number of Pieces	Total
<b>B</b>	<b>Presorted Pieces 3.3087 Oz. (.2068 Lb.) or Less</b>			
None	3/5 Letter	.207 x _____	pcs. = \$ _____	
	3/5 Nonletter	.240 x _____	pcs. = \$ _____	
	Basic Letter	.235 x _____	pcs. = \$ _____	
	Basic Nonletter	.304 x _____	pcs. = \$ _____	
DBMC	3/5 Letter	.191 x _____	pcs. = \$ _____	
	3/5 Nonletter	.224 x _____	pcs. = \$ _____	
	Basic Letter	.219 x _____	pcs. = \$ _____	
DSCF	3/5 Letter	.186 x _____	pcs. = \$ _____	
	3/5 Nonletter	.219 x _____	pcs. = \$ _____	
	Basic Letter	.214 x _____	pcs. = \$ _____	
	Basic Nonletter	.283 x _____	pcs. = \$ _____	
<b>Total — Part B (Carry to front of form)</b>				\$ _____

Entry Discount	Presort / Automation Discount	Rate per Piece	Number of Pieces	Total
<b>D</b>	<b>Check <input type="checkbox"/> Pieces More Than 3.3087 Oz. (.2068 Lb.) One: <input type="checkbox"/> ECR Pieces More Than 3.3062 Oz. (.2066 Lb.)</b>			
None	Saturation ECR	.003 x _____	pcs. = \$ _____	
	plus	.663 x _____	lbs. = \$ _____	
	High Density ECR	.014 x _____	pcs. = \$ _____	
	plus	.663 x _____	lbs. = \$ _____	
	Basic ECR	.025 x _____	pcs. = \$ _____	
	plus	.663 x _____	lbs. = \$ _____	
	3/5 Automation*	.063 x _____	pcs. = \$ _____	
	plus	.677 x _____	lbs. = \$ _____	
	3/5 Presorted	.100 x _____	pcs. = \$ _____	
	plus	.677 x _____	lbs. = \$ _____	
DBMC	Basic Automation*	.105 x _____	pcs. = \$ _____	
	plus	.677 x _____	lbs. = \$ _____	
	Basic Presorted	.164 x _____	pcs. = \$ _____	
	plus	.677 x _____	lbs. = \$ _____	
	Saturation ECR	.003 x _____	pcs. = \$ _____	
	plus	.584 x _____	lbs. = \$ _____	
	High Density ECR	.014 x _____	pcs. = \$ _____	
	plus	.584 x _____	lbs. = \$ _____	
	Basic ECR	.025 x _____	pcs. = \$ _____	
	plus	.584 x _____	lbs. = \$ _____	
DSCF	3/5 Automation*	.063 x _____	pcs. = \$ _____	
	plus	.598 x _____	lbs. = \$ _____	
	3/5 Presorted	.100 x _____	pcs. = \$ _____	
	plus	.598 x _____	lbs. = \$ _____	
	Basic Automation*	.105 x _____	pcs. = \$ _____	
	plus	.598 x _____	lbs. = \$ _____	
	Basic Presorted	.164 x _____	pcs. = \$ _____	
	plus	.598 x _____	lbs. = \$ _____	
	Saturation ECR	.003 x _____	pcs. = \$ _____	
	plus	.563 x _____	lbs. = \$ _____	
DDU	High Density ECR	.014 x _____	pcs. = \$ _____	
	plus	.563 x _____	lbs. = \$ _____	
	Basic ECR	.025 x _____	pcs. = \$ _____	
	plus	.563 x _____	lbs. = \$ _____	
	3/5 Automation*	.063 x _____	pcs. = \$ _____	
	plus	.577 x _____	lbs. = \$ _____	
	3/5 Presorted	.100 x _____	pcs. = \$ _____	
	plus	.577 x _____	lbs. = \$ _____	
	Basic Automation*	.105 x _____	pcs. = \$ _____	
	plus	.577 x _____	lbs. = \$ _____	
DDU	Basic Presorted	.164 x _____	pcs. = \$ _____	
	plus	.577 x _____	lbs. = \$ _____	
	Saturation ECR	.003 x _____	pcs. = \$ _____	
	plus	.537 x _____	lbs. = \$ _____	
DDU	High Density ECR	.014 x _____	pcs. = \$ _____	
	plus	.537 x _____	lbs. = \$ _____	
	Basic ECR	.025 x _____	pcs. = \$ _____	
	plus	.537 x _____	lbs. = \$ _____	
<b>Total — Part D (Carry to front of form)</b>				\$ _____

\*Automation-compatible flats only (DMM C820)

Postage Statement — Regular Standard Mail

Postage Affixed

Post Office Note Mail Arrival Time

Mailer Information: Permit Holder's Name and Address, Telephone, Name and Address of Mailing Agent, Telephone, Name and Address of Individual or Organization for Which Mailing Is Prepared.

Mailing Information: Post Office of Mailing, Mailing Date, Statement Sequence No., Receipt No., Permit No., Weight of a Single Piece, Total Pieces, Total Weight, Processing Category, Number of Containers.

Postage Computation (DMM P013): For Automation Letters and Flats, For Presorted Letters and Nonletters, For Enhanced Carrier Route (ECR) Pieces, For All Other Pieces, For Residual Shape Surcharge, Total Postage, Total Postage Due, USPS: Additional Postage Payment.

Certification: The signature of a mailer certifies that it will be liable for and agrees to pay, subject to appeals prescribed by postal laws and regulations, any revenue deficiencies assessed on this mailing.

USPS Use Only: Weight of a Single Piece, Are figures at left adjusted from mailer's entries?, Check One (If applicable), I CERTIFY that this mailing has been inspected concerning: (1) eligibility for postage rate claimed; (2) proper preparation (and presort where required); (3) proper completion of postage statement; and (4) payment of required annual fee.



# Regular Standard Mail — Postage Affixed

Entry Discount	Presort / Automation Discount	Rate per Piece	Number of Pieces	Total
<b>A</b>	<b>Regular Automation and Flats 3.3087 Oz. (.2068 Lb.) or Less</b>			
None	5-Digit Letter	.160 x _____	pcs. = \$ _____	
	3-Digit Letter	.176 x _____	pcs. = \$ _____	
	Basic Letter	.183 x _____	pcs. = \$ _____	
	3/5 Flat	.203 x _____	pcs. = \$ _____	
	Basic Flat	.245 x _____	pcs. = \$ _____	
DBMC	5-Digit Letter	.144 x _____	pcs. = \$ _____	
	3-Digit Letter	.160 x _____	pcs. = \$ _____	
	Basic Letter	.167 x _____	pcs. = \$ _____	
	3/5 Flat	.187 x _____	pcs. = \$ _____	
	Basic Flat	.229 x _____	pcs. = \$ _____	
DSCF	5-Digit Letter	.139 x _____	pcs. = \$ _____	
	3-Digit Letter	.155 x _____	pcs. = \$ _____	
	Basic Letter	.162 x _____	pcs. = \$ _____	
	3/5 Flat	.182 x _____	pcs. = \$ _____	
	Basic Flat	.224 x _____	pcs. = \$ _____	

**Total — Part A (Carry to front of form)** \$ \_\_\_\_\_

Entry Discount	Presort / Automation Discount	Rate per Piece	Number of Pieces	Total
<b>C</b>	<b>ECR Pieces 3.3062 Oz. (.2066 Lb.) or Less</b>			
None	Saturation Letter	.130 x _____	pcs. = \$ _____	
	Saturation Nonletter	.140 x _____	pcs. = \$ _____	
	High Density Letter	.139 x _____	pcs. = \$ _____	
	High Density Nonletter	.151 x _____	pcs. = \$ _____	
	Basic Letter	.162 x _____	pcs. = \$ _____	
	Basic Nonletter	.162 x _____	pcs. = \$ _____	
	Basic Automation Letter*	.156 x _____	pcs. = \$ _____	
DBMC	Saturation Letter	.114 x _____	pcs. = \$ _____	
	Saturation Nonletter	.124 x _____	pcs. = \$ _____	
	High Density Letter	.123 x _____	pcs. = \$ _____	
	High Density Nonletter	.135 x _____	pcs. = \$ _____	
	Basic Letter	.146 x _____	pcs. = \$ _____	
	Basic Nonletter	.146 x _____	pcs. = \$ _____	
	Basic Automation Letter*	.140 x _____	pcs. = \$ _____	
DSCF	Saturation Letter	.109 x _____	pcs. = \$ _____	
	Saturation Nonletter	.119 x _____	pcs. = \$ _____	
	High Density Letter	.118 x _____	pcs. = \$ _____	
	High Density Nonletter	.130 x _____	pcs. = \$ _____	
	Basic Letter	.141 x _____	pcs. = \$ _____	
	Basic Nonletter	.141 x _____	pcs. = \$ _____	
	Basic Automation Letter*	.135 x _____	pcs. = \$ _____	
DDU	Saturation Letter	.104 x _____	pcs. = \$ _____	
	Saturation Nonletter	.114 x _____	pcs. = \$ _____	
	High Density Letter	.113 x _____	pcs. = \$ _____	
	High Density Nonletter	.125 x _____	pcs. = \$ _____	
	Basic Letter	.136 x _____	pcs. = \$ _____	
	Basic Nonletter	.136 x _____	pcs. = \$ _____	
	Basic Automation Letter*	.130 x _____	pcs. = \$ _____	

\*Automation-compatible letters only (DMM E640.2)

**Total — Part C (Carry to front of form)** \$ \_\_\_\_\_

Entry Discount	Presort / Automation Discount	Rate per Piece	Number of Pieces	Total
<b>B</b>	<b>Presorted Pieces 3.3087 Oz. (.2068 Lb.) or Less</b>			
None	3/5 Letter	.207 x _____	pcs. = \$ _____	
	3/5 Nonletter	.240 x _____	pcs. = \$ _____	
	Basic Letter	.235 x _____	pcs. = \$ _____	
	Basic Nonletter	.304 x _____	pcs. = \$ _____	
DBMC	3/5 Letter	.191 x _____	pcs. = \$ _____	
	3/5 Nonletter	.224 x _____	pcs. = \$ _____	
	Basic Letter	.219 x _____	pcs. = \$ _____	
	Basic Nonletter	.288 x _____	pcs. = \$ _____	
DSCF	3/5 Letter	.186 x _____	pcs. = \$ _____	
	3/5 Nonletter	.219 x _____	pcs. = \$ _____	
	Basic Letter	.214 x _____	pcs. = \$ _____	
	Basic Nonletter	.283 x _____	pcs. = \$ _____	

**Total — Part B (Carry to front of form)** \$ \_\_\_\_\_

**D** Check  **Pieces More Than 3.3087 Oz. (.2068 Lb.)**  
 One:  **ECR Pieces More Than 3.3062 Oz. (.2066 Lb.)**

As described in DMM E612, compute and enter the rate for each piece in the "Rate per Piece" column.



None	Saturation ECR	\$ _____ x _____	pcs. = \$ _____
	High Density ECR	\$ _____ x _____	pcs. = \$ _____
	Basic ECR	\$ _____ x _____	pcs. = \$ _____
	3/5 Automation*	\$ _____ x _____	pcs. = \$ _____
	3/5 Presorted	\$ _____ x _____	pcs. = \$ _____
	Basic Automation*	\$ _____ x _____	pcs. = \$ _____
	Basic Presorted	\$ _____ x _____	pcs. = \$ _____
DBMC	Saturation ECR	\$ _____ x _____	pcs. = \$ _____
	High Density ECR	\$ _____ x _____	pcs. = \$ _____
	Basic ECR	\$ _____ x _____	pcs. = \$ _____
	3/5 Automation*	\$ _____ x _____	pcs. = \$ _____
	3/5 Presorted	\$ _____ x _____	pcs. = \$ _____
	Basic Automation*	\$ _____ x _____	pcs. = \$ _____
	Basic Presorted	\$ _____ x _____	pcs. = \$ _____
DSCF	Saturation ECR	\$ _____ x _____	pcs. = \$ _____
	High Density ECR	\$ _____ x _____	pcs. = \$ _____
	Basic ECR	\$ _____ x _____	pcs. = \$ _____
	3/5 Automation*	\$ _____ x _____	pcs. = \$ _____
	3/5 Presorted	\$ _____ x _____	pcs. = \$ _____
	Basic Automation*	\$ _____ x _____	pcs. = \$ _____
	Basic Presorted	\$ _____ x _____	pcs. = \$ _____
DDU	Saturation ECR	\$ _____ x _____	pcs. = \$ _____
	High Density ECR	\$ _____ x _____	pcs. = \$ _____
	Basic ECR	\$ _____ x _____	pcs. = \$ _____

\*Automation-compatible flats only (DMM C820)

**Total — Part D (Carry to front of form)** \$ \_\_\_\_\_

**Postage Statement — Nonprofit Standard Mail Permit Imprint**

**Post Office Note Mail Arrival Time**

<b>Mailer Information</b>	Permit Holder's Name and Address	Telephone	Name and Address of Mailing Agent (If other than permit holder)	Telephone	Name and Address of Organization for Which Mailing Is Prepared (If other than permit holder)
	CAPS Customer Ref. ID _____		Dun & Bradstreet No. _____		

<b>Mailing Information</b>	Post Office of Mailing	Mailing Date	Federal Agency Cost Code	Statement Sequence No.	Receipt No.	
	Permit No.	Weight of a Single Piece 0 _____ pounds		Total Pieces	Total Weight	
	Prepared Under DMM (Check all that apply)		Processing Category (DMM C050)		Number of Containers (Fill in all that apply)	
	<input type="checkbox"/> M610 (Letters, flats, parcels) <input type="checkbox"/> M610 (Upgradable letters) <input type="checkbox"/> M620 (ECR) <input type="checkbox"/> M810 (Automation letters) <input type="checkbox"/> M820 (Auto. flats)		<input type="checkbox"/> Letters <input type="checkbox"/> Flats <input type="checkbox"/> Automation Flats (DMM C820) <input type="checkbox"/> Machinable Parcels <input type="checkbox"/> Irregular Parcels		1' MM Trays _____ 2' MM Trays _____ 2' EMM Trays _____ Total Ltr. Trays _____	Flat Trays N/A Number of Sacks _____ Number of Pallets _____ Number of Other _____

<b>Postage Computation (DMM P013)</b>	For Automation Letters and Flats	Total From Part A (On reverse)		
	For Presorted Letters and Nonletters	Total From Part B (On reverse)		
	For Enhanced Carrier Route (ECR) Pieces	Sequencing Date	Total From Part C (On reverse)	
	For All Other Pieces	Total From Part D (On reverse)		
	For Residual Shape Surcharge	Number of Pieces	Fee per Piece	X \$ .10
	Postmaster: Report total postage in AIC 125. <b>Total Postage Due (Add lines above)</b> →			
USPS: Additional Postage Payment (State reason. Add amount to line above)			\$ →	

The signature of a mailer certifies that: (1) the mailing does not violate DMM E670; (2) only the mailer's matter is being mailed; (3) this is not a cooperative mailing with other persons or organizations that are not authorized to mail at Nonprofit Standard Mail rates at this office; (4) this mailing has not been undertaken by the mailer on behalf of or produced for another person or organization not authorized to mail at Nonprofit Standard Mail rates at this office; (5) the mailing, if made by a voting registration official, is required or authorized by the National Voter Registration Act of 1993; and (6) it will be liable for and agrees to pay, subject to appeals prescribed by postal laws and regulations, any revenue deficiencies assessed on this mailing, whether due to a finding that the mailing is cooperative or for other reasons. (If this form is signed by an agent, the agent certifies that it is authorized to sign this statement, that the certification binds the agent and the nonprofit mailer, and that both the nonprofit mailer and the agent will be liable for and agree to pay any deficiencies.)

The submission of a false, fictitious, or fraudulent statement may result in imprisonment of up to 5 years and a fine of up to \$10,000 (18 USC 1001). In addition, a civil penalty of up to \$5,000 and an additional assessment of twice the amount falsely claimed may be imposed (31 USC 3802).

**For Enclosed Reply Pieces (Automation rates only):** I certify that any letter-size cards or envelopes enclosed in the pieces described above bear the correct facing identification mark (FIM) and barcode and meet automation compatibility standards in DMM C810.

**For ZIP Codes (Presorted rates only):** I certify that the ZIP Codes appearing on the pieces described above have been verified and corrected where necessary within 12 months of the date of this mailing using a USPS-approved method.

I hereby certify that all information furnished on this form is accurate and truthful, that this mailing meets all applicable CASS/MASS standards for address and barcode accuracy, that the material presented qualifies for the rates of postage claimed, and that this mailing does not contain any hazardous materials prohibited by postal regulations.

Signature of Permit Holder or Agent (Both principal and agent are liable for any postage deficiency incurred.)	Telephone
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<b>USPS Use Only</b>	Weight of a Single Piece 0 _____ pounds	Are figures at left adjusted from mailer's entries? <input type="checkbox"/> Yes <input type="checkbox"/> No			
	Total Pieces	Total Weight	If "Yes," Reason		
	Total Postage		Round Stamp (Required)		
	Check One (If applicable) <input type="checkbox"/> Presort Verification Not Scheduled <input type="checkbox"/> Presort Verification Performed as Scheduled		Date Mailing Notified	Contact	By (Initials)
	I CERTIFY that this mailing has been inspected concerning: (1) eligibility for postage rate claimed; (2) proper preparation (and presort where required); (3) proper completion of postage statement; and (4) payment of required annual fee.				
	Verifying Employee's Signature		Verifying Employee's Name	Time	AM PM

# Nonprofit Standard Mail — Permit Imprint

Entry Discount	Presort / Automation Discount	Rate per Piece	Number of Pieces	Total
<b>A</b>	<b>Automation Rates — Letters and Flats 3.2873 Oz. (.2055 Lb.) or Less</b>			
None	5-Digit Letter	.093 x _____	pcs. = \$ _____	
	3-Digit Letter	.114 x _____	pcs. = \$ _____	
	Basic Letter	.119 x _____	pcs. = \$ _____	
	3/5 Flat	.144 x _____	pcs. = \$ _____	
	Basic Flat	.182 x _____	pcs. = \$ _____	
DBMC	5-Digit Letter	.077 x _____	pcs. = \$ _____	
	3-Digit Letter	.098 x _____	pcs. = \$ _____	
	Basic Letter	.103 x _____	pcs. = \$ _____	
	3/5 Flat	.128 x _____	pcs. = \$ _____	
	Basic Flat	.166 x _____	pcs. = \$ _____	
DSCF	5-Digit Letter	.072 x _____	pcs. = \$ _____	
	3-Digit Letter	.093 x _____	pcs. = \$ _____	
	Basic Letter	.098 x _____	pcs. = \$ _____	
	3/5 Flat	.123 x _____	pcs. = \$ _____	
	Basic Flat	.161 x _____	pcs. = \$ _____	
<b>Total — Part A (Carry to front of form)</b>				\$ _____

Entry Discount	Presort / Automation Discount	Rate per Piece	Number of Pieces	Total
<b>C</b>	<b>ECR Pieces 3.3103 Oz. (.2069 Lb.) or Less</b>			
None	Saturation Letter	.072 x _____	pcs. = \$ _____	
	Saturation Nonletter	.084 x _____	pcs. = \$ _____	
	High Density Letter	.078 x _____	pcs. = \$ _____	
	High Density Nonletter	.092 x _____	pcs. = \$ _____	
	Basic Letter	.099 x _____	pcs. = \$ _____	
	Basic Nonletter	.099 x _____	pcs. = \$ _____	
	Basic Automation Letter*	.092 x _____	pcs. = \$ _____	
DBMC	Saturation Letter	.056 x _____	pcs. = \$ _____	
	Saturation Nonletter	.068 x _____	pcs. = \$ _____	
	High Density Letter	.062 x _____	pcs. = \$ _____	
	High Density Nonletter	.076 x _____	pcs. = \$ _____	
	Basic Letter	.083 x _____	pcs. = \$ _____	
	Basic Nonletter	.083 x _____	pcs. = \$ _____	
	Basic Automation Letter*	.076 x _____	pcs. = \$ _____	
DSCF	Saturation Letter	.051 x _____	pcs. = \$ _____	
	Saturation Nonletter	.063 x _____	pcs. = \$ _____	
	High Density Letter	.057 x _____	pcs. = \$ _____	
	High Density Nonletter	.071 x _____	pcs. = \$ _____	
	Basic Letter	.078 x _____	pcs. = \$ _____	
	Basic Nonletter	.078 x _____	pcs. = \$ _____	
	Basic Automation Letter*	.071 x _____	pcs. = \$ _____	
DDU	Saturation Letter	.046 x _____	pcs. = \$ _____	
	Saturation Nonletter	.058 x _____	pcs. = \$ _____	
	High Density Letter	.052 x _____	pcs. = \$ _____	
	High Density Nonletter	.066 x _____	pcs. = \$ _____	
	Basic Letter	.073 x _____	pcs. = \$ _____	
	Basic Nonletter	.073 x _____	pcs. = \$ _____	
	Basic Automation Letter*	.066 x _____	pcs. = \$ _____	
<b>Total — Part C (Carry to front of form)</b>				\$ _____

Entry Discount	Presort / Automation Discount	Rate per Piece	Number of Pieces	Total
<b>B</b>	<b>Presorted Pieces 3.2873 Oz. (.2055 Lb.) or Less</b>			
None	3/5 Letter	.142 x _____	pcs. = \$ _____	
	3/5 Nonletter	.165 x _____	pcs. = \$ _____	
	Basic Letter	.169 x _____	pcs. = \$ _____	
	Basic Nonletter	.233 x _____	pcs. = \$ _____	
DBMC	3/5 Letter	.126 x _____	pcs. = \$ _____	
	3/5 Nonletter	.149 x _____	pcs. = \$ _____	
	Basic Letter	.153 x _____	pcs. = \$ _____	
	Basic Nonletter	.217 x _____	pcs. = \$ _____	
DSCF	3/5 Letter	.121 x _____	pcs. = \$ _____	
	3/5 Nonletter	.144 x _____	pcs. = \$ _____	
	Basic Letter	.148 x _____	pcs. = \$ _____	
	Basic Nonletter	.212 x _____	pcs. = \$ _____	
<b>Total — Part B (Carry to front of form)</b>				\$ _____

Entry Discount	Presort / Automation Discount	Rate per Piece	Number of Pieces	Total	
<b>D</b>	<b>Check <input type="checkbox"/> Pieces More Than 3.2873 Oz. (.2055 Lb.) One: <input type="checkbox"/> ECR Pieces More Than 3.3103 Oz. (.2069 Lb.)</b>				
None	Saturation ECR	.024 x _____	pcs. = \$ _____		
	plus	.290 x _____	lbs. = \$ _____		
	High Density ECR	.032 x _____	pcs. = \$ _____		
	plus	.290 x _____	lbs. = \$ _____		
	Basic ECR	.039 x _____	pcs. = \$ _____		
	plus	.290 x _____	lbs. = \$ _____		
	3/5 Automation*	.031 x _____	pcs. = \$ _____		
	plus	.550 x _____	lbs. = \$ _____		
	3/5 Presorted	.052 x _____	pcs. = \$ _____		
	plus	.550 x _____	lbs. = \$ _____		
	Basic Automation*	.069 x _____	pcs. = \$ _____		
	plus	.550 x _____	lbs. = \$ _____		
	Basic Presorted	.120 x _____	pcs. = \$ _____		
	plus	.550 x _____	lbs. = \$ _____		
	DBMC	Saturation ECR	.024 x _____	pcs. = \$ _____	
plus		.211 x _____	lbs. = \$ _____		
High Density ECR		.032 x _____	pcs. = \$ _____		
plus		.211 x _____	lbs. = \$ _____		
Basic ECR		.039 x _____	pcs. = \$ _____		
plus		.211 x _____	lbs. = \$ _____		
3/5 Automation*		.031 x _____	pcs. = \$ _____		
plus		.471 x _____	lbs. = \$ _____		
3/5 Presorted		.052 x _____	pcs. = \$ _____		
plus		.471 x _____	lbs. = \$ _____		
Basic Automation*		.069 x _____	pcs. = \$ _____		
plus		.471 x _____	lbs. = \$ _____		
Basic Presorted		.120 x _____	pcs. = \$ _____		
plus		.471 x _____	lbs. = \$ _____		
DSCF		Saturation ECR	.024 x _____	pcs. = \$ _____	
	plus	.190 x _____	lbs. = \$ _____		
	High Density ECR	.032 x _____	pcs. = \$ _____		
	plus	.190 x _____	lbs. = \$ _____		
	Basic ECR	.039 x _____	pcs. = \$ _____		
	plus	.190 x _____	lbs. = \$ _____		
	3/5 Automation*	.031 x _____	pcs. = \$ _____		
	plus	.450 x _____	lbs. = \$ _____		
	3/5 Presorted	.052 x _____	pcs. = \$ _____		
	plus	.450 x _____	lbs. = \$ _____		
	Basic Automation*	.069 x _____	pcs. = \$ _____		
	plus	.450 x _____	lbs. = \$ _____		
	Basic Presorted	.120 x _____	pcs. = \$ _____		
	plus	.450 x _____	lbs. = \$ _____		
	DDU	Saturation ECR	.024 x _____	pcs. = \$ _____	
plus		.164 x _____	lbs. = \$ _____		
High Density ECR		.032 x _____	pcs. = \$ _____		
plus		.164 x _____	lbs. = \$ _____		
Basic ECR		.039 x _____	pcs. = \$ _____		
plus		.164 x _____	lbs. = \$ _____		
<b>Total — Part D (Carry to front of form)</b>				\$ _____	

\*Automation-compatible flats only (DMM C820)

**Postage Statement — Nonprofit Standard Mail**  
**Postage Affixed**

**Post Office Note Mail Arrival Time**

<b>Mailer Information</b>	Permit Holder's Name and Address	Telephone	Name and Address of Mailing Agent (If other than permit holder)	Telephone	Name and Address of Organization for Which Mailing Is Prepared (If other than permit holder)
	Dun & Bradstreet No. _____		Dun & Bradstreet No. _____		

<b>Mailing Information</b>	Post Office of Mailing	Mailing Date	Statement Sequence No.	Receipt No.
	Permit No. <input type="checkbox"/> Meter Postage <input type="checkbox"/> Precanceled Stamps	Weight of a Single Piece 0 _____ pounds	Total Pieces	Total Weight
	Prepared Under DMM (Check all that apply) <input type="checkbox"/> M610 (Letters, flats, parcels) <input type="checkbox"/> M610 (Upgradable letters) <input type="checkbox"/> M620 (ECR) <input type="checkbox"/> M810 (Automation letters) <input type="checkbox"/> M820 (Auto. flats)	Processing Category (DMM C050) <input type="checkbox"/> Letters <input type="checkbox"/> Flats <input type="checkbox"/> Automation Flats (DMM C820) <input type="checkbox"/> Machinable Parcels <input type="checkbox"/> Irregular Parcels	Number of Containers (Fill in all that apply) 1' MM Trays _____ 2' MM Trays _____ 2' EMM Trays _____ Total Ltr. Trays _____ Flat Trays N/A Number of Sacks _____ Number of Pallets _____ Number of Other _____	
	If Sacking, Based on <input type="checkbox"/> 125 Pcs. <input type="checkbox"/> 15 Lbs. <input type="checkbox"/> Both			

<b>Postage Computation (DMM P013)</b>	For Automation Letters and Flats	Total From Part A (On reverse)		
	For Presorted Letters and Nonletters	Total From Part B (On reverse)		
	For Enhanced Carrier Route (ECR) Pieces	Sequencing Date	Total From Part C (On reverse)	
	For All Other Pieces	Total From Part D (On reverse)		
	For Residual Shape Surcharge	Number of Pieces	Fee per Piece	X \$ .10
	Is additional rate paid by permit imprint? (Form 3602-R required) <input type="checkbox"/> Yes <input type="checkbox"/> No			
	Rate at Which Postage Affixed (Check one) <input type="checkbox"/> Correct <input type="checkbox"/> Lowest <input type="checkbox"/> Neither (DMM P600)		_____ pcs. x \$ _____ = <b>Postage Affixed</b> →	
<b>Total Postage Due (Subtract postage affixed from total postage)</b> →				
USPS: Additional Postage Payment (State reason. Add amount to line above)			\$ _____ →	

<b>Certification</b>	<p>The signature of a mailer certifies that: (1) the mailing does not violate DMM E670; (2) only the mailer's matter is being mailed; (3) this is not a cooperative mailing with other persons or organizations that are not authorized to mail at Nonprofit Standard Mail rates at this office; (4) this mailing has not been undertaken by the mailer on behalf of or produced for another person or organization not authorized to mail at Nonprofit Standard Mail rates at this office; (5) the mailing, if made by a voting registration official, is required or authorized by the National Voter Registration Act of 1993; and (6) it will be liable for and agrees to pay, subject to appeals prescribed by postal laws and regulations, any revenue deficiencies assessed on this mailing, whether due to a finding that the mailing is cooperative or for other reasons. (If this form is signed by an agent, the agent certifies that it is authorized to sign this statement, that the certification binds the agent and the nonprofit mailer, and that both the nonprofit mailer and the agent will be liable for and agree to pay any deficiencies.)</p> <p>The submission of a false, fictitious, or fraudulent statement may result in imprisonment of up to 5 years and a fine of up to \$10,000 (18 USC 1001). In addition, a civil penalty of up to \$5,000 and an additional assessment of twice the amount falsely claimed may be imposed (31 USC 3802).</p> <p><input type="checkbox"/> <b>For Enclosed Reply Pieces (Automation rates only):</b> I certify that any letter-size cards or envelopes enclosed in the pieces described above bear the correct facing identification mark (FIM) and barcode and meet automation compatibility standards in DMM C810.</p> <p><input type="checkbox"/> <b>For ZIP Codes (Presorted rates only):</b> I certify that the ZIP Codes appearing on the pieces described above have been verified and corrected where necessary within 12 months of the date of this mailing using a USPS-approved method.</p> <p>I hereby certify that all information furnished on this form is accurate and truthful, that this mailing meets all applicable CASS/MASS standards for address and barcode accuracy, that the material presented qualifies for the rates of postage claimed, and that this mailing does not contain any hazardous materials prohibited by postal regulations.</p>		
	Signature of Permit Holder or Agent (Both principal and agent are liable for any postage deficiency incurred.)		Telephone
	<p>Weight of a Single Piece _____ pounds</p> <p>Are figures at left adjusted from mailer's entries? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If "Yes," Reason _____</p>		

<b>USPS Use Only</b>	<input type="checkbox"/> Presort Verification Not Scheduled <input type="checkbox"/> Presort Verification Performed as Scheduled	Date Mailer Notified _____ Contact _____ By (Initials) _____	<b>Round Stamp (Required)</b>	
	I CERTIFY that this mailing has been inspected concerning: (1) eligibility for postage rate claimed; (2) proper preparation (and presort where required); (3) proper completion of postage statement; and (4) payment of required annual fee.			
	Verifying Employee's Signature _____	Verifying Employee's Name _____	Time _____	AM PM

# Nonprofit Standard Mail — Postage Affixed

Entry Discount	Presort / Automation Discount	Rate per Piece	Number of Pieces	Total		Entry Discount	Presort / Automation Discount	Rate per Piece	Number of Pieces	Total
<b>A</b> Automation Rates — Letters and Flats 3.2873 Oz. (.2055 Lb.) or Less					<b>B</b> Presorted Pieces 3.2873 Oz. (.2055 Lb.) or Less					
None	5-Digit Letter	.093 x _____	pcs. = \$ _____		None	3/5 Letter	.142 x _____	pcs. = \$ _____		
	3-Digit Letter	.114 x _____	pcs. = \$ _____			3/5 Nonletter	.165 x _____	pcs. = \$ _____		
	Basic Letter	.119 x _____	pcs. = \$ _____			Basic Letter	.169 x _____	pcs. = \$ _____		
	3/5 Flat	.144 x _____	pcs. = \$ _____			Basic Nonletter	.233 x _____	pcs. = \$ _____		
	Basic Flat	.182 x _____	pcs. = \$ _____							
DBMC	5-Digit Letter	.077 x _____	pcs. = \$ _____		DBMC	3/5 Letter	.126 x _____	pcs. = \$ _____		
	3-Digit Letter	.098 x _____	pcs. = \$ _____			3/5 Nonletter	.149 x _____	pcs. = \$ _____		
	Basic Letter	.103 x _____	pcs. = \$ _____			Basic Letter	.153 x _____	pcs. = \$ _____		
	3/5 Flat	.128 x _____	pcs. = \$ _____			Basic Nonletter	.217 x _____	pcs. = \$ _____		
DSCF	5-Digit Letter	.072 x _____	pcs. = \$ _____		DSCF	3/5 Letter	.121 x _____	pcs. = \$ _____		
	3-Digit Letter	.093 x _____	pcs. = \$ _____			3/5 Nonletter	.144 x _____	pcs. = \$ _____		
	Basic Letter	.098 x _____	pcs. = \$ _____			Basic Letter	.148 x _____	pcs. = \$ _____		
	3/5 Flat	.123 x _____	pcs. = \$ _____			Basic Nonletter	.212 x _____	pcs. = \$ _____		
<b>Total — Part A (Carry to front of form)</b> \$ _____					<b>Total — Part B (Carry to front of form)</b> \$ _____					
<b>C</b> ECR Pieces 3.3103 Oz. (.2069 Lb.) or Less					<b>D</b> Check <input type="checkbox"/> Pieces More Than 3.2873 Oz. (.2055 Lb.) One: <input type="checkbox"/> ECR Pieces More Than 3.3103 Oz. (.2069 Lb.)					
None	Saturation Letter	.072 x _____	pcs. = \$ _____		None	Saturation ECR	\$. _____ x _____	pcs. = \$ _____		
	Saturation Nonletter	.084 x _____	pcs. = \$ _____			High Density ECR	\$. _____ x _____	pcs. = \$ _____		
	High Density Letter	.078 x _____	pcs. = \$ _____			Basic ECR	\$. _____ x _____	pcs. = \$ _____		
	High Density Nonletter	.092 x _____	pcs. = \$ _____			3/5 Automation*	\$. _____ x _____	pcs. = \$ _____		
	Basic Letter	.099 x _____	pcs. = \$ _____			3/5 Presorted	\$. _____ x _____	pcs. = \$ _____		
	Basic Nonletter	.099 x _____	pcs. = \$ _____			Basic Automation*	\$. _____ x _____	pcs. = \$ _____		
	Basic Automation Letter*	.092 x _____	pcs. = \$ _____			Basic Presorted	\$. _____ x _____	pcs. = \$ _____		
DBMC	Saturation Letter	.056 x _____	pcs. = \$ _____		DBMC	Saturation ECR	\$. _____ x _____	pcs. = \$ _____		
	Saturation Nonletter	.068 x _____	pcs. = \$ _____			High Density ECR	\$. _____ x _____	pcs. = \$ _____		
	High Density Letter	.062 x _____	pcs. = \$ _____			Basic ECR	\$. _____ x _____	pcs. = \$ _____		
	High Density Nonletter	.076 x _____	pcs. = \$ _____			3/5 Automation*	\$. _____ x _____	pcs. = \$ _____		
	Basic Letter	.083 x _____	pcs. = \$ _____			3/5 Presorted	\$. _____ x _____	pcs. = \$ _____		
	Basic Nonletter	.083 x _____	pcs. = \$ _____			Basic Automation*	\$. _____ x _____	pcs. = \$ _____		
DSCF	Saturation Letter	.051 x _____	pcs. = \$ _____		DSCF	Saturation ECR	\$. _____ x _____	pcs. = \$ _____		
	Saturation Nonletter	.063 x _____	pcs. = \$ _____			High Density ECR	\$. _____ x _____	pcs. = \$ _____		
	High Density Letter	.057 x _____	pcs. = \$ _____			Basic ECR	\$. _____ x _____	pcs. = \$ _____		
	High Density Nonletter	.071 x _____	pcs. = \$ _____			3/5 Automation*	\$. _____ x _____	pcs. = \$ _____		
	Basic Letter	.078 x _____	pcs. = \$ _____			3/5 Presorted	\$. _____ x _____	pcs. = \$ _____		
	Basic Nonletter	.078 x _____	pcs. = \$ _____			Basic Automation*	\$. _____ x _____	pcs. = \$ _____		
DDU	Saturation Letter	.046 x _____	pcs. = \$ _____		DDU	Saturation ECR	\$. _____ x _____	pcs. = \$ _____		
	Saturation Nonletter	.058 x _____	pcs. = \$ _____			High Density ECR	\$. _____ x _____	pcs. = \$ _____		
	High Density Letter	.052 x _____	pcs. = \$ _____			Basic ECR	\$. _____ x _____	pcs. = \$ _____		
	High Density Nonletter	.066 x _____	pcs. = \$ _____							
	Basic Letter	.073 x _____	pcs. = \$ _____							
	Basic Nonletter	.073 x _____	pcs. = \$ _____							
<b>Total — Part C (Carry to front of form)</b> \$ _____					<b>Total — Part D (Carry to front of form)</b> \$ _____					

\*Automation-compatible letters (DMM E640.2)

\*Automation-compatible flats only (DMM C820)



# Regular Standard Mail — Permit Imprint

Entry Discount	Presort / Automation Discount	Rate per Piece	Number of Pieces	Total
<b>A</b>	<b>Automation Rates — Letters and Flats 3.3087 Oz. (.2068 Lb.) or Less</b>			
None	A1 5-Digit Letter	.160 x	_____ pcs. = \$	_____
	A2 3-Digit Letter	.176 x	_____ pcs. = \$	_____
	A3 Basic Letter	.183 x	_____ pcs. = \$	_____
	A4 3/5 Flat	.203 x	_____ pcs. = \$	_____
	A5 Basic Flat	.245 x	_____ pcs. = \$	_____
DBMC	A6 5-Digit Letter	.144 x	_____ pcs. = \$	_____
	A7 3-Digit Letter	.160 x	_____ pcs. = \$	_____
	A8 Basic Letter	.167 x	_____ pcs. = \$	_____
	A9 3/5 Flat	.187 x	_____ pcs. = \$	_____
	A10 Basic Flat	.229 x	_____ pcs. = \$	_____
DSCF	A11 5-Digit Letter	.139 x	_____ pcs. = \$	_____
	A12 3-Digit Letter	.155 x	_____ pcs. = \$	_____
	A13 Basic Letter	.162 x	_____ pcs. = \$	_____
	A14 3/5 Flat	.182 x	_____ pcs. = \$	_____
	A15 Basic Flat	.224 x	_____ pcs. = \$	_____
<b>Total — Part A (Carry to front of form)</b>				\$ _____

Entry Discount	Presort / Automation Discount	Rate per Piece	Number of Pieces	Total
<b>C</b>	<b>ECR Pieces 3.3062 Oz. (.2066 Lb.) or Less</b>			
None	C1 Saturation Letter	.130 x	_____ pcs. = \$	_____
	C2 Saturation Nonletter	.140 x	_____ pcs. = \$	_____
	C3 High Density Letter	.139 x	_____ pcs. = \$	_____
	C4 High Density Nonletter	.151 x	_____ pcs. = \$	_____
	C5 Basic Letter	.162 x	_____ pcs. = \$	_____
	C6 Basic Nonletter	.162 x	_____ pcs. = \$	_____
	C7 Basic Automation Letter*	.156 x	_____ pcs. = \$	_____
DBMC	C8 Saturation Letter	.114 x	_____ pcs. = \$	_____
	C9 Saturation Nonletter	.124 x	_____ pcs. = \$	_____
	C10 High Density Letter	.123 x	_____ pcs. = \$	_____
	C11 High Density Nonletter	.135 x	_____ pcs. = \$	_____
	C12 Basic Letter	.146 x	_____ pcs. = \$	_____
	C13 Basic Nonletter	.146 x	_____ pcs. = \$	_____
	C14 Basic Automation Letter*	.140 x	_____ pcs. = \$	_____
DSCF	C15 Saturation Letter	.109 x	_____ pcs. = \$	_____
	C16 Saturation Nonletter	.119 x	_____ pcs. = \$	_____
	C17 High Density Letter	.118 x	_____ pcs. = \$	_____
	C18 High Density Nonletter	.130 x	_____ pcs. = \$	_____
	C19 Basic Letter	.141 x	_____ pcs. = \$	_____
	C20 Basic Nonletter	.141 x	_____ pcs. = \$	_____
	C21 Basic Automation Letter*	.135 x	_____ pcs. = \$	_____
DDU	C22 Saturation Letter	.104 x	_____ pcs. = \$	_____
	C23 Saturation Nonletter	.114 x	_____ pcs. = \$	_____
	C24 High Density Letter	.113 x	_____ pcs. = \$	_____
	C25 High Density Nonletter	.125 x	_____ pcs. = \$	_____
	C26 Basic Letter	.136 x	_____ pcs. = \$	_____
	C27 Basic Nonletter	.136 x	_____ pcs. = \$	_____
	C28 Basic Automation Letter*	.130 x	_____ pcs. = \$	_____
<b>Total — Part C (Carry to front of form)</b>				\$ _____

\*Automation-compatible letters (DMM E640.2)

Entry Discount	Presort / Automation Discount	Rate per Piece	Number of Pieces	Total
<b>B</b>	<b>Presorted Pieces 3.3087 Oz. (.2068 Lb.) or Less</b>			
None	B1 3/5 Letter	.207 x	_____ pcs. = \$	_____
	B2 3/5 Nonletter	.240 x	_____ pcs. = \$	_____
	B3 Basic Letter	.235 x	_____ pcs. = \$	_____
	B4 Basic Nonletter	.304 x	_____ pcs. = \$	_____
DBMC	B5 3/5 Letter	.191 x	_____ pcs. = \$	_____
	B6 3/5 Nonletter	.224 x	_____ pcs. = \$	_____
	B7 Basic Letter	.219 x	_____ pcs. = \$	_____
	B8 Basic Nonletter	.288 x	_____ pcs. = \$	_____
DSCF	B9 3/5 Letter	.186 x	_____ pcs. = \$	_____
	B10 3/5 Nonletter	.219 x	_____ pcs. = \$	_____
	B11 Basic Letter	.214 x	_____ pcs. = \$	_____
	B12 Basic Nonletter	.283 x	_____ pcs. = \$	_____
<b>Total — Part B (Carry to front of form)</b>				\$ _____

Entry Discount	Presort / Automation Discount	Rate per Piece	Number of Pieces	Total
<b>D</b>	<b>Check <input type="checkbox"/> Pieces More Than 3.3087 Oz. (.2068 Lb.) One: <input type="checkbox"/> ECR Pieces More Than 3.3062 Oz. (.2066 Lb.)</b>			
None	D1 Saturation ECR plus	.003 x	_____ pcs. = \$	_____
	D2 High Density ECR plus	.663 x	_____ lbs. = \$	_____
	D3 Basic ECR plus	.014 x	_____ pcs. = \$	_____
	D4 3/5 Automation* plus	.663 x	_____ lbs. = \$	_____
	D5 3/5 Presorted plus	.025 x	_____ pcs. = \$	_____
	D6 Basic Automation* plus	.663 x	_____ lbs. = \$	_____
	D7 Basic Presorted plus	.063 x	_____ pcs. = \$	_____
DBMC	D8 Saturation ECR plus	.677 x	_____ lbs. = \$	_____
	D9 High Density ECR plus	.100 x	_____ pcs. = \$	_____
	D10 Basic ECR plus	.677 x	_____ lbs. = \$	_____
	D11 3/5 Automation* plus	.105 x	_____ pcs. = \$	_____
	D12 3/5 Presorted plus	.677 x	_____ lbs. = \$	_____
	D13 Basic Automation* plus	.164 x	_____ pcs. = \$	_____
	D14 Basic Presorted plus	.677 x	_____ lbs. = \$	_____
DSCF	D15 Saturation ECR plus	.003 x	_____ pcs. = \$	_____
	D16 High Density ECR plus	.563 x	_____ lbs. = \$	_____
	D17 Basic ECR plus	.014 x	_____ pcs. = \$	_____
	D18 3/5 Automation* plus	.563 x	_____ lbs. = \$	_____
	D19 3/5 Presorted plus	.025 x	_____ pcs. = \$	_____
	D20 Basic Automation* plus	.563 x	_____ lbs. = \$	_____
	D21 Basic Presorted plus	.063 x	_____ pcs. = \$	_____
DDU	D22 Saturation ECR plus	.577 x	_____ lbs. = \$	_____
	D23 High Density ECR plus	.100 x	_____ pcs. = \$	_____
	D24 Basic ECR plus	.577 x	_____ lbs. = \$	_____
<b>Total — Part D (Carry to front of form)</b>				\$ _____

\*Automation-compatible flats only (DMM C820)





# Regular Standard Mail — Postage Affixed

Entry Discount	Presort / Automation Discount	Rate per Piece	Number of Pieces	Total
<b>A</b>	<b>Automation Rates — Letters and Flats 3.3087 Oz. (.2068 Lb.) or Less</b>			
None	A1 5-Digit Letter	.160 x _____	pcs. = \$ _____	
	A2 3-Digit Letter	.176 x _____	pcs. = \$ _____	
	A3 Basic Letter	.183 x _____	pcs. = \$ _____	
	A4 3/5 Flat	.203 x _____	pcs. = \$ _____	
	A5 Basic Flat	.245 x _____	pcs. = \$ _____	
DBMC	A6 5-Digit Letter	.144 x _____	pcs. = \$ _____	
	A7 3-Digit Letter	.160 x _____	pcs. = \$ _____	
	A8 Basic Letter	.167 x _____	pcs. = \$ _____	
	A9 3/5 Flat	.187 x _____	pcs. = \$ _____	
	A10 Basic Flat	.229 x _____	pcs. = \$ _____	
DSCF	A11 5-Digit Letter	.139 x _____	pcs. = \$ _____	
	A12 3-Digit Letter	.155 x _____	pcs. = \$ _____	
	A13 Basic Letter	.162 x _____	pcs. = \$ _____	
	A14 3/5 Flat	.182 x _____	pcs. = \$ _____	
	A15 Basic Flat	.224 x _____	pcs. = \$ _____	

**Total — Part A (Carry to front of form)** \$ \_\_\_\_\_

Entry Discount	Presort / Automation Discount	Rate per Piece	Number of Pieces	Total
<b>C</b>	<b>ECR Pieces 3.3062 Oz. (.2066 Lb.) or Less</b>			
None	C1 Saturation Letter	.130 x _____	pcs. = \$ _____	
	C2 Saturation Nonletter	.140 x _____	pcs. = \$ _____	
	C3 High Density Letter	.139 x _____	pcs. = \$ _____	
	C4 High Density Nonletter	.151 x _____	pcs. = \$ _____	
	C5 Basic Letter	.162 x _____	pcs. = \$ _____	
	C6 Basic Nonletter	.162 x _____	pcs. = \$ _____	
	C7 Basic Automation Letter*	.156 x _____	pcs. = \$ _____	
DBMC	C8 Saturation Letter	.114 x _____	pcs. = \$ _____	
	C9 Saturation Nonletter	.124 x _____	pcs. = \$ _____	
	C10 High Density Letter	.123 x _____	pcs. = \$ _____	
	C11 High Density Nonletter	.135 x _____	pcs. = \$ _____	
	C12 Basic Letter	.146 x _____	pcs. = \$ _____	
	C13 Basic Nonletter	.146 x _____	pcs. = \$ _____	
	C14 Basic Automation Letter*	.140 x _____	pcs. = \$ _____	
DSCF	C15 Saturation Letter	.109 x _____	pcs. = \$ _____	
	C16 Saturation Nonletter	.119 x _____	pcs. = \$ _____	
	C17 High Density Letter	.118 x _____	pcs. = \$ _____	
	C18 High Density Nonletter	.130 x _____	pcs. = \$ _____	
	C19 Basic Letter	.141 x _____	pcs. = \$ _____	
	C20 Basic Nonletter	.141 x _____	pcs. = \$ _____	
	C21 Basic Automation Letter*	.135 x _____	pcs. = \$ _____	
DDU	C22 Saturation Letter	.104 x _____	pcs. = \$ _____	
	C23 Saturation Nonletter	.114 x _____	pcs. = \$ _____	
	C24 High Density Letter	.113 x _____	pcs. = \$ _____	
	C25 High Density Nonletter	.125 x _____	pcs. = \$ _____	
	C26 Basic Letter	.136 x _____	pcs. = \$ _____	
	C27 Basic Nonletter	.136 x _____	pcs. = \$ _____	
	C28 Basic Automation Letter*	.130 x _____	pcs. = \$ _____	

\*Automation-compatible letters (DMM E640.2)

**Total — Part C (Carry to front of form)** \$ \_\_\_\_\_

Entry Discount	Presort / Automation Discount	Rate per Piece	Number of Pieces	Total
<b>B</b>	<b>Nonautomation Pieces 3.3087 Oz. (.2068 Lb.) or Less</b>			
None	B1 3/5 Letter	.207 x _____	pcs. = \$ _____	
	B2 3/5 Nonletter	.240 x _____	pcs. = \$ _____	
	B3 Basic Letter	.235 x _____	pcs. = \$ _____	
	B4 Basic Nonletter	.304 x _____	pcs. = \$ _____	
DBMC	B5 3/5 Letter	.191 x _____	pcs. = \$ _____	
	B6 3/5 Nonletter	.224 x _____	pcs. = \$ _____	
	B7 Basic Letter	.219 x _____	pcs. = \$ _____	
	B8 Basic Nonletter	.288 x _____	pcs. = \$ _____	
DSCF	B9 3/5 Letter	.186 x _____	pcs. = \$ _____	
	B10 3/5 Nonletter	.219 x _____	pcs. = \$ _____	
	B11 Basic Letter	.214 x _____	pcs. = \$ _____	
	B12 Basic Nonletter	.283 x _____	pcs. = \$ _____	

**Total — Part B (Carry to front of form)** \$ \_\_\_\_\_

Entry Discount	Presort / Automation Discount	Rate per Piece	Number of Pieces	Total
<b>D</b>	<b>Check <input type="checkbox"/> Pieces More Than 3.3087 Oz. (.2068 Lb.)</b>			
	<b>One: <input type="checkbox"/> ECR Pieces More Than 3.3062 Oz. (.2066 Lb.)</b>			
As described in DMM E612, compute and enter the rate for each piece in the "Rate per Piece" column.				
↓				
None	D1 Saturation ECR	\$ _____ x _____	pcs. = \$ _____	
	D2 High Density ECR	\$ _____ x _____	pcs. = \$ _____	
	D3 Basic ECR	\$ _____ x _____	pcs. = \$ _____	
	D4 3/5 Automation*	\$ _____ x _____	pcs. = \$ _____	
	D5 3/5 Presorted	\$ _____ x _____	pcs. = \$ _____	
	D6 Basic Automation*	\$ _____ x _____	pcs. = \$ _____	
	D7 Basic Presorted	\$ _____ x _____	pcs. = \$ _____	
DBMC	D8 Saturation ECR	\$ _____ x _____	pcs. = \$ _____	
	D9 High Density ECR	\$ _____ x _____	pcs. = \$ _____	
	D10 Basic ECR	\$ _____ x _____	pcs. = \$ _____	
	D11 3/5 Automation*	\$ _____ x _____	pcs. = \$ _____	
	D12 3/5 Presorted	\$ _____ x _____	pcs. = \$ _____	
	D13 Basic Automation*	\$ _____ x _____	pcs. = \$ _____	
	D14 Basic Presorted	\$ _____ x _____	pcs. = \$ _____	
DSCF	D15 Saturation ECR	\$ _____ x _____	pcs. = \$ _____	
	D16 High Density ECR	\$ _____ x _____	pcs. = \$ _____	
	D17 Basic ECR	\$ _____ x _____	pcs. = \$ _____	
	D18 3/5 Automation*	\$ _____ x _____	pcs. = \$ _____	
	D19 3/5 Presorted	\$ _____ x _____	pcs. = \$ _____	
	D20 Basic Automation*	\$ _____ x _____	pcs. = \$ _____	
	D21 Basic Presorted	\$ _____ x _____	pcs. = \$ _____	
DDU	D22 Saturation ECR	\$ _____ x _____	pcs. = \$ _____	
	D23 High Density ECR	\$ _____ x _____	pcs. = \$ _____	
	D24 Basic ECR	\$ _____ x _____	pcs. = \$ _____	

\*Automation-compatible flats only (DMM C820)

**Total — Part D (Carry to front of form)** \$ \_\_\_\_\_

**Consolidated Postage Statement — Nonprofit Standard Mail**

**Permit Imprint**

**Post Office Note Mail Arrival Time**

<b>Mailer Info</b>	Permit Holder's Name and Address	Telephone Number	Name and Address of Mailing Agent (If other than permit holder)	Telephone Number	Name and Address of Organization for Which Mailing Is Prepared (If other than permit holder)
	CAPS Customer Ref. ID _____ Dun & Bradstreet No. _____		Dun & Bradstreet No. _____		

<b>Mailing Info</b>	Origin Post Office	Mailing Date	Permit Number	Federal Agency Cost Code	Mailing Cycle or Job Number and Description
	Prepared Under DMM (Check all that apply) <input type="checkbox"/> M610 (Ltrs., flats, parcels) <input type="checkbox"/> M610 (Upgr. ltrs.) <input type="checkbox"/> M620 (ECR) <input type="checkbox"/> M810 (Auto. letters) <input type="checkbox"/> M820 (Auto. flats)		Processing Category (DMM C050) <input type="checkbox"/> Letters <input type="checkbox"/> Flats <input type="checkbox"/> Automation-Compatible Flats (DMM C820) <input type="checkbox"/> Machinable Parcels <input type="checkbox"/> Irregular Parcels		Number of Containers (Fill in all that apply) 1' MM Trays _____ 2' MM Trays _____ 2' EMM Trays _____ Total Ltr. Trays _____ Flat Trays <u>N/A</u> Number of Sacks _____ Number of Pallets _____ Number of Other _____
	If Sacking, Based on: <input type="checkbox"/> 125 Pcs. <input type="checkbox"/> 15 Lbs. <input type="checkbox"/> Both				Sequencing Date (ECR only)

Enter the following information for each mailing represented in this consolidation. If more than three mailings are represented or more space is needed, attach a printout containing the same information in the same format. Enter presort and entry discount codes from reverse.

Postage Stmt. Sequence No.	PO & ZIP of Entry	Piece Weight	Entry Disc.	Presort Level	Rate	Number of Pieces/Lbs.	\$ Charge	Number of Containers	Number of Pieces	Total Weight	Postage
The total of all pieces in each rate category must be entered on the reverse side.		Total No. Statements	For Attached Printouts or Postage Statements		Total From Attachments						
For Residual Shape Surcharge								Number of Pieces	Fee per Piece X \$ .10		
Postmaster: Report total postage in AIC 125.								<b>Total Postage Due (Add lines above)</b> →			
USPS: Additional Postage Payment (State reason. Add amount to line above)								\$	→		

**Certification**

The signature of a mailer certifies that: (1) the mailing does not violate DMM E670; (2) only the mailer's matter is being mailed; (3) this is not a cooperative mailing with other persons or organizations that are not authorized to mail at Nonprofit Standard Mail rates at this office; (4) this mailing has not been undertaken by the mailer on behalf of or produced for another person or organization not authorized to mail at Nonprofit Standard Mail rates at this office; (5) the mailing, if made by a voting registration official, is required or authorized by the National Voter Registration Act of 1993; and (6) it will be liable for and agrees to pay, subject to appeals prescribed by postal laws and regulations, any revenue deficiencies assessed on this mailing, whether due to a finding that the mailing is cooperative or for other reasons. (If this form is signed by an agent, the agent certifies that it is authorized to sign this statement, that the certification binds the agent and the nonprofit mailer, and that both the nonprofit mailer and the agent will be liable for and agree to pay any deficiencies.)

The submission of a false, fictitious, or fraudulent statement may result in imprisonment of up to 5 years and a fine of up to \$10,000 (18 USC 1001). In addition, a civil penalty of up to \$5,000 and an additional assessment of twice the amount falsely claimed may be imposed (31 USC 3802).

**For Enclosed Reply Pieces (Automation rates only):** I certify that any letter-size cards or envelopes enclosed in the pieces described above bear the correct facing identification mark (FIM) and barcode and meet automation compatibility standards in DMM C810.

**For ZIP Codes (Presorted rates only):** I certify that the ZIP Codes appearing on the pieces described above have been verified and corrected where necessary within 12 months of the date of this mailing using a USPS-approved method.

I hereby certify that all information furnished on this form is accurate and truthful, that this mailing meets all applicable CASS/MASS standards for address and barcode accuracy, that the material presented qualifies for the rates of postage claimed, and that this mailing does not contain any hazardous materials prohibited by postal regulation.

Signature of Permit Holder or Agent (Both principal and agent are liable for any postage deficiency incurred.) \_\_\_\_\_ Telephone \_\_\_\_\_

<b>USPS Use Only</b>	Weight of a Single Piece 0 _____ lbs.	Total Postage	Are figures at left adjusted from mailer's entries? <input type="checkbox"/> Yes <input type="checkbox"/> No		
	Total Pieces	Total Weight	If "Yes," Reason		
	Check One (If applicable) <input type="checkbox"/> Presort Verification Not Scheduled <input type="checkbox"/> Presort Verification Performed as Scheduled		Date Mailer Notified	Contact	By (Initials)
	I CERTIFY that these mailings have been inspected concerning: (1) eligibility for postage rate claimed; (2) proper preparation (and presort where required); (3) proper completion of postage statement; and (4) payment of required annual fee.				
	Verifying Employee's Signature		Verifying Employee's Name		Time AM PM

# Nonprofit Standard Mail — Permit Imprint

Entry Discount	Presort / Automation Discount	Rate per Piece	Number of Pieces	Total
<b>A</b>	<b>Automation Rates — Letters and Flats 3.2873 Oz. (.2055 Lb.) or Less</b>			
None	A1 5-Digit Letter	.093 x	_____ pcs.	= \$ _____
	A2 3-Digit Letter	.114 x	_____ pcs.	= \$ _____
	A3 Basic Letter	.119 x	_____ pcs.	= \$ _____
	A4 3/5 Flat	.144 x	_____ pcs.	= \$ _____
	A5 Basic Flat	.182 x	_____ pcs.	= \$ _____
DBMC	A6 5-Digit Letter	.077 x	_____ pcs.	= \$ _____
	A7 3-Digit Letter	.098 x	_____ pcs.	= \$ _____
	A8 Basic Letter	.103 x	_____ pcs.	= \$ _____
	A9 3/5 Flat	.128 x	_____ pcs.	= \$ _____
	A10 Basic Flat	.166 x	_____ pcs.	= \$ _____
DSCF	A11 5-Digit Letter	.072 x	_____ pcs.	= \$ _____
	A12 3-Digit Letter	.093 x	_____ pcs.	= \$ _____
	A13 Basic Letter	.098 x	_____ pcs.	= \$ _____
	A14 3/5 Flat	.123 x	_____ pcs.	= \$ _____
	A15 Basic Flat	.161 x	_____ pcs.	= \$ _____
<b>Total — Part A (Carry to front of form)</b>				<b>\$ _____</b>

Entry Discount	Presort / Automation Discount	Rate per Piece	Number of Pieces	Total
<b>C</b>	<b>ECR Pieces 3.3103 Oz. (.2069 Lb.) or Less</b>			
None	C1 Saturation Letter	.072 x	_____ pcs.	= \$ _____
	C2 Saturation Nonletter	.084 x	_____ pcs.	= \$ _____
	C3 High Density Letter	.078 x	_____ pcs.	= \$ _____
	C4 High Density Nonletter	.092 x	_____ pcs.	= \$ _____
	C5 Basic Letter	.099 x	_____ pcs.	= \$ _____
	C6 Basic Nonletter	.099 x	_____ pcs.	= \$ _____
	C7 Basic Automation Letter*	.092 x	_____ pcs.	= \$ _____
DBMC	C8 Saturation Letter	.056 x	_____ pcs.	= \$ _____
	C9 Saturation Nonletter	.068 x	_____ pcs.	= \$ _____
	C10 High Density Letter	.062 x	_____ pcs.	= \$ _____
	C11 High Density Nonletter	.076 x	_____ pcs.	= \$ _____
	C12 Basic Letter	.083 x	_____ pcs.	= \$ _____
	C13 Basic Nonletter	.083 x	_____ pcs.	= \$ _____
	C14 Basic Automation Letter*	.076 x	_____ pcs.	= \$ _____
DSCF	C15 Saturation Letter	.051 x	_____ pcs.	= \$ _____
	C16 Saturation Nonletter	.063 x	_____ pcs.	= \$ _____
	C17 High Density Letter	.057 x	_____ pcs.	= \$ _____
	C18 High Density Nonletter	.071 x	_____ pcs.	= \$ _____
	C19 Basic Letter	.078 x	_____ pcs.	= \$ _____
	C20 Basic Nonletter	.078 x	_____ pcs.	= \$ _____
	C21 Basic Automation Letter*	.071 x	_____ pcs.	= \$ _____
DDU	C22 Saturation Letter	.046 x	_____ pcs.	= \$ _____
	C23 Saturation Nonletter	.058 x	_____ pcs.	= \$ _____
	C24 High Density Letter	.052 x	_____ pcs.	= \$ _____
	C25 High Density Nonletter	.066 x	_____ pcs.	= \$ _____
	C26 Basic Letter	.073 x	_____ pcs.	= \$ _____
	C27 Basic Nonletter	.073 x	_____ pcs.	= \$ _____
	C28 Basic Automation Letter*	.066 x	_____ pcs.	= \$ _____
<b>Total — Part C (Carry to front of form)</b>				<b>\$ _____</b>

\*Automation-compatible letters (DMM E640.2)

Entry Discount	Presort / Automation Discount	Rate per Piece	Number of Pieces	Total
<b>B</b>	<b>Presorted Pieces 3.2873 Oz. (.2055 Lb.) or Less</b>			
None	B1 3/5 Letter	.142 x	_____ pcs.	= \$ _____
	B2 3/5 Nonletter	.165 x	_____ pcs.	= \$ _____
	B3 Basic Letter	.169 x	_____ pcs.	= \$ _____
	B4 Basic Nonletter	.233 x	_____ pcs.	= \$ _____
DBMC	B5 3/5 Letter	.126 x	_____ pcs.	= \$ _____
	B6 3/5 Nonletter	.149 x	_____ pcs.	= \$ _____
	B7 Basic Letter	.153 x	_____ pcs.	= \$ _____
	B8 Basic Nonletter	.217 x	_____ pcs.	= \$ _____
DSCF	B9 3/5 Letter	.121 x	_____ pcs.	= \$ _____
	B10 3/5 Nonletter	.144 x	_____ pcs.	= \$ _____
	B11 Basic Letter	.148 x	_____ pcs.	= \$ _____
	B12 Basic Nonletter	.212 x	_____ pcs.	= \$ _____
<b>Total — Part B (Carry to front of form)</b>				<b>\$ _____</b>
<b>D</b>	<b>Check <input type="checkbox"/> Pieces More Than 3.2873 Oz. (.2055 Lb.)</b>			
	<b>One: <input type="checkbox"/> ECR Pieces More Than 3.3103 Oz. (.2069 Lb.)</b>			
None	D1 Saturation ECR	.024 x	_____ pcs.	= \$ _____
	plus	.290 x	_____ lbs.	= \$ _____
	D2 High Density ECR	.032 x	_____ pcs.	= \$ _____
	plus	.290 x	_____ lbs.	= \$ _____
	D3 Basic ECR	.039 x	_____ pcs.	= \$ _____
	plus	.290 x	_____ lbs.	= \$ _____
	D4 3/5 Automation*	.031 x	_____ pcs.	= \$ _____
	plus	.550 x	_____ lbs.	= \$ _____
	D5 3/5 Presorted	.052 x	_____ pcs.	= \$ _____
	plus	.550 x	_____ lbs.	= \$ _____
	D6 Basic Automation*	.069 x	_____ pcs.	= \$ _____
	plus	.550 x	_____ lbs.	= \$ _____
	D7 Basic Presorted	.120 x	_____ pcs.	= \$ _____
	plus	.550 x	_____ lbs.	= \$ _____
DBMC	D8 Saturation ECR	.024 x	_____ pcs.	= \$ _____
	plus	.211 x	_____ lbs.	= \$ _____
	D9 High Density ECR	.032 x	_____ pcs.	= \$ _____
	plus	.211 x	_____ lbs.	= \$ _____
	D10 Basic ECR	.039 x	_____ pcs.	= \$ _____
	plus	.211 x	_____ lbs.	= \$ _____
	D11 3/5 Automation*	.031 x	_____ pcs.	= \$ _____
	plus	.471 x	_____ lbs.	= \$ _____
	D12 3/5 Presorted	.052 x	_____ pcs.	= \$ _____
	plus	.471 x	_____ lbs.	= \$ _____
	D13 Basic Automation*	.069 x	_____ pcs.	= \$ _____
	plus	.471 x	_____ lbs.	= \$ _____
	D14 Basic Presorted	.120 x	_____ pcs.	= \$ _____
	plus	.471 x	_____ lbs.	= \$ _____
DSCF	D15 Saturation ECR	.024 x	_____ pcs.	= \$ _____
	plus	.190 x	_____ lbs.	= \$ _____
	D16 High Density ECR	.032 x	_____ pcs.	= \$ _____
	plus	.190 x	_____ lbs.	= \$ _____
	D17 Basic ECR	.039 x	_____ pcs.	= \$ _____
	plus	.190 x	_____ lbs.	= \$ _____
	D18 3/5 Automation*	.031 x	_____ pcs.	= \$ _____
	plus	.450 x	_____ lbs.	= \$ _____
	D19 3/5 Presorted	.052 x	_____ pcs.	= \$ _____
	plus	.450 x	_____ lbs.	= \$ _____
	D20 Basic Automation*	.069 x	_____ pcs.	= \$ _____
	plus	.450 x	_____ lbs.	= \$ _____
	D21 Basic Presorted	.120 x	_____ pcs.	= \$ _____
	plus	.450 x	_____ lbs.	= \$ _____
DDU	D22 Saturation ECR	.024 x	_____ pcs.	= \$ _____
	plus	.164 x	_____ lbs.	= \$ _____
	D23 High Density ECR	.032 x	_____ pcs.	= \$ _____
	plus	.164 x	_____ lbs.	= \$ _____
	D24 Basic ECR	.039 x	_____ pcs.	= \$ _____
	plus	.164 x	_____ lbs.	= \$ _____
<b>Total — Part D (Carry to front of form)</b>				<b>\$ _____</b>

\*Automation-compatible flats only (DMM C820)

Consolidated Postage Statement — Nonprofit Standard Mail

Postage Affixed

Post Office Note Mail Arrival Time

Mailer Info: Permit Holder's Name and Address, Telephone Number, Name and Address of Mailing Agent, Telephone Number, Name and Address of Organization for Which Mailing Is Prepared.

Mailing Info: Origin Post Office, Mailing Date, Permit Number, Mailing Cycle or Job Number and Description, Processing Category, Number of Containers.

Enter the following information for each mailing represented in this consolidation. If more than three mailings are represented or more space is needed, attach a printout containing the same information in the same format.

Table with 12 columns: Postage Stmt. Sequence No., PO & ZIP of Entry, Piece Weight, Entry Disc., Presort Level, Rate, Number of Pieces/Lbs., \$ Charge, Number of Containers, Number of Pieces, Total Weight, Postage.

Postage Computation (DMM P013) summary: Totals of all rate categories, For Residual Shape Surcharge, Total Postage Due, USPS: Additional Postage Payment.

The signature of a mailer certifies that: (1) the mailing does not violate DMM E670; (2) only the mailer's matter is being mailed; (3) this is not a cooperative mailing...

Certification: For Enclosed Reply Pieces, For ZIP Codes. I hereby certify that all information furnished on this form is accurate and truthful.

Signature of Permit Holder or Agent (Both principal and agent are liable for any postage deficiency incurred.) Telephone

USPS Use Only: Weight of a Single Piece, Are figures at left adjusted from mailer's entries?, Check One (If applicable), I CERTIFY that these mailings have been inspected..., Verifying Employee's Signature.

# Nonprofit Standard Mail — Postage Affixed

Entry Discount	Presort / Automation Discount	Rate per Piece	Number of Pieces	Total
<b>A</b>	<b>Automation Rates — Letters and Flats 3.2873 Oz. (.2055 Lb.) or Less</b>			
None	A1 5-Digit Letter	.093 x _____	pcs. = \$ _____	
	A2 3-Digit Letter	.114 x _____	pcs. = \$ _____	
	A3 Basic Letter	.119 x _____	pcs. = \$ _____	
	A4 3/5 Flat	.144 x _____	pcs. = \$ _____	
	A5 Basic Flat	.182 x _____	pcs. = \$ _____	
DBMC	A6 5-Digit Letter	.077 x _____	pcs. = \$ _____	
	A7 3-Digit Letter	.098 x _____	pcs. = \$ _____	
	A8 Basic Letter	.103 x _____	pcs. = \$ _____	
	A9 3/5 Flat	.128 x _____	pcs. = \$ _____	
	A10 Basic Flat	.166 x _____	pcs. = \$ _____	
DSCF	A11 5-Digit Letter	.072 x _____	pcs. = \$ _____	
	A12 3-Digit Letter	.093 x _____	pcs. = \$ _____	
	A13 Basic Letter	.098 x _____	pcs. = \$ _____	
	A14 3/5 Flat	.123 x _____	pcs. = \$ _____	
	A15 Basic Flat	.161 x _____	pcs. = \$ _____	
<b>Total — Part A (Carry to front of form)</b>				\$ _____

Entry Discount	Presort / Automation Discount	Rate per Piece	Number of Pieces	Total
<b>C</b>	<b>ECR Pieces 3.3103 Oz. (.2069 Lb.) or Less</b>			
None	C1 Saturation Letter	.072 x _____	pcs. = \$ _____	
	C2 Saturation Nonletter	.084 x _____	pcs. = \$ _____	
	C3 High Density Letter	.078 x _____	pcs. = \$ _____	
	C4 High Density Nonletter	.092 x _____	pcs. = \$ _____	
	C5 Basic Letter	.099 x _____	pcs. = \$ _____	
	C6 Basic Nonletter	.099 x _____	pcs. = \$ _____	
	C7 Basic Automation Letter*	.092 x _____	pcs. = \$ _____	
DBMC	C8 Saturation Letter	.056 x _____	pcs. = \$ _____	
	C9 Saturation Nonletter	.068 x _____	pcs. = \$ _____	
	C10 High Density Letter	.062 x _____	pcs. = \$ _____	
	C11 High Density Nonletter	.076 x _____	pcs. = \$ _____	
	C12 Basic Letter	.083 x _____	pcs. = \$ _____	
	C13 Basic Nonletter	.083 x _____	pcs. = \$ _____	
	C14 Basic Automation Letter*	.076 x _____	pcs. = \$ _____	
DSCF	C15 Saturation Letter	.051 x _____	pcs. = \$ _____	
	C16 Saturation Nonletter	.063 x _____	pcs. = \$ _____	
	C17 High Density Letter	.057 x _____	pcs. = \$ _____	
	C18 High Density Nonletter	.071 x _____	pcs. = \$ _____	
	C19 Basic Letter	.078 x _____	pcs. = \$ _____	
	C20 Basic Nonletter	.078 x _____	pcs. = \$ _____	
	C21 Basic Automation Letter*	.071 x _____	pcs. = \$ _____	
DDU	C22 Saturation Letter	.046 x _____	pcs. = \$ _____	
	C23 Saturation Nonletter	.058 x _____	pcs. = \$ _____	
	C24 High Density Letter	.052 x _____	pcs. = \$ _____	
	C25 High Density Nonletter	.066 x _____	pcs. = \$ _____	
	C26 Basic Letter	.073 x _____	pcs. = \$ _____	
	C27 Basic Nonletter	.073 x _____	pcs. = \$ _____	
	C28 Basic Automation Letter*	.066 x _____	pcs. = \$ _____	
<b>Total — Part C (Carry to front of form)</b>				\$ _____

\*Automation-compatible letters (DMM E640.2)

Entry Discount	Presort / Automation Discount	Rate per Piece	Number of Pieces	Total
<b>B</b>	<b>Presorted Pieces 3.2873 Oz. (.2055 Lb.) or Less</b>			
None	B1 3/5 Letter	.142 x _____	pcs. = \$ _____	
	B2 3/5 Nonletter	.165 x _____	pcs. = \$ _____	
	B3 Basic Letter	.169 x _____	pcs. = \$ _____	
	B4 Basic Nonletter	.233 x _____	pcs. = \$ _____	
DBMC	B5 3/5 Letter	.126 x _____	pcs. = \$ _____	
	B6 3/5 Nonletter	.149 x _____	pcs. = \$ _____	
	B7 Basic Letter	.153 x _____	pcs. = \$ _____	
	B8 Basic Nonletter	.217 x _____	pcs. = \$ _____	
DSCF	B9 3/5 Letter	.121 x _____	pcs. = \$ _____	
	B10 3/5 Nonletter	.144 x _____	pcs. = \$ _____	
	B11 Basic Letter	.148 x _____	pcs. = \$ _____	
	B12 Basic Nonletter	.212 x _____	pcs. = \$ _____	
<b>Total — Part B (Carry to front of form)</b>				\$ _____

Entry Discount	Presort / Automation Discount	Rate per Piece	Number of Pieces	Total
<b>D</b>	<b>Check <input type="checkbox"/> Pieces More Than 3.2873 Oz. (.2055 Lb.)</b>			
	<b>One: <input type="checkbox"/> ECR Pieces More Than 3.3103 Oz. (.2069 Lb.)</b>			
As described in DMM E612, compute and enter the rate for each piece in the "Rate per Piece" column.				
↓				
None	D1 Saturation ECR	\$ _____ x _____	pcs. = \$ _____	
	D2 High Density ECR	\$ _____ x _____	pcs. = \$ _____	
	D3 Basic ECR	\$ _____ x _____	pcs. = \$ _____	
	D4 3/5 Automation*	\$ _____ x _____	pcs. = \$ _____	
	D5 3/5 Presorted	\$ _____ x _____	pcs. = \$ _____	
	D6 Basic Automation*	\$ _____ x _____	pcs. = \$ _____	
	D7 Basic Presorted	\$ _____ x _____	pcs. = \$ _____	
DBMC	D8 Saturation ECR	\$ _____ x _____	pcs. = \$ _____	
	D9 High Density ECR	\$ _____ x _____	pcs. = \$ _____	
	D10 Basic ECR	\$ _____ x _____	pcs. = \$ _____	
	D11 3/5 Automation*	\$ _____ x _____	pcs. = \$ _____	
	D12 3/5 Presorted	\$ _____ x _____	pcs. = \$ _____	
	D13 Basic Automation*	\$ _____ x _____	pcs. = \$ _____	
	D14 Basic Presorted	\$ _____ x _____	pcs. = \$ _____	
DSCF	D15 Saturation ECR	\$ _____ x _____	pcs. = \$ _____	
	D16 High Density ECR	\$ _____ x _____	pcs. = \$ _____	
	D17 Basic ECR	\$ _____ x _____	pcs. = \$ _____	
	D18 3/5 Automation*	\$ _____ x _____	pcs. = \$ _____	
	D19 3/5 Presorted	\$ _____ x _____	pcs. = \$ _____	
	D20 Basic Automation*	\$ _____ x _____	pcs. = \$ _____	
	D21 Basic Presorted	\$ _____ x _____	pcs. = \$ _____	
DDU	D22 Saturation ECR	\$ _____ x _____	pcs. = \$ _____	
	D23 High Density ECR	\$ _____ x _____	pcs. = \$ _____	
	D24 Basic ECR	\$ _____ x _____	pcs. = \$ _____	
<b>Total — Part D (Carry to front of form)</b>				\$ _____

\*Automation-compatible flats only (DMM C820)

United States Postal Service  
**Postage Statement — Parcel Post**  
**Permit Imprint**

**Post Office Note Mail Arrival Time**

<b>Mailer Information</b>	Permit Holder's Name and Address	Telephone	Name and Address of Mailing Agent (If other than permit holder)	Telephone	Name and Address of Individual or Organization for Which Mailing Is Prepared (If other than permit holder)
	Dun & Bradstreet No. _____ CAPS Cust. Ref. ID _____		Dun & Bradstreet No. _____		

<b>Mailing Information</b>	Post Office of Mailing	Mailing Date	Federal Agency Cost Code	Statement Sequence No.	Receipt No.
	Permit No.	Weight of a Single Piece _____ pounds		Total Pieces	Total Weight
	If Sacked or Bundled, Based on <input type="checkbox"/> Piece Count <input type="checkbox"/> 20 Lbs. <input type="checkbox"/> 1,000 Cu. In.	Processing Category (DMM C050) <input type="checkbox"/> Flats <input type="checkbox"/> Machinable Parcels <input type="checkbox"/> Irregular Parcels <input type="checkbox"/> Outside Parcels		Number of Containers (Fill in all that apply) 1' MM Trays <u>N/A</u> 2' MM Trays <u>N/A</u> 2' EMM Trays <u>N/A</u> Total Ltr Trays <u>N/A</u> Flat Trays <u>N/A</u> Number of Sacks _____    Number of Pallets _____    Number of Other _____	

Separation Method: All pieces must be separated by zone when presented for acceptance except when postage is reported under an MMS.

<b>Postage Computation (DMM P013)</b>	For Barcoded Inter-BMC/ASF Machinable	Total From Part A (On reverse)
	For Nonbarcoded Inter-BMC/ASF Machinable	Total From Part B (On reverse)
	For Inter-BMC/ASF Nonmachinable	Total From Part C (On reverse)
	For Local and Intra-BMC/ASF	Total From Part D (On reverse)
	For Destination Entry (DDU/DSCF/DBMC)	Total From Part E (On reverse)
	For Special Services and Other Fees	Total From Attached Form 3540-S
Postmaster: Report total postage in AIC 223.		<b>Total Postage Due (Add lines above) →</b>

<b>Certification</b>	<p>The signature of a mailer certifies that it will be liable for and agrees to pay, subject to appeals prescribed by postal laws and regulations, any revenue deficiencies assessed on this mailing. (If this form is signed by an agent, the agent certifies that it is authorized to sign this statement, that the certification binds the agent and the mailer, and that both the mailer and the agent will be liable for and agree to pay any deficiencies.)</p> <p>The submission of a false, fictitious, or fraudulent statement may result in imprisonment of up to 5 years and a fine of up to \$10,000 (18 USC 1001). In addition, a civil penalty of up to \$5,000 and an additional assessment of twice the amount falsely claimed may be imposed (31 USC 3802).</p> <p>I hereby certify that all information furnished on this form is accurate and truthful, that the material presented qualifies for the rates of postage claimed, and that this mailing does not contain any hazardous materials prohibited by postal regulations.</p>	
	Signature of Permit Holder or Agent (Both principal and agent are liable for any postage deficiency incurred.)	Telephone

<b>USPS Use Only</b>	Weight of a Single Piece _____ pounds	Are figures at left adjusted from mailer's entries? <input type="checkbox"/> Yes <input type="checkbox"/> No		
	Total Pieces                      Total Weight	If "Yes," Reason		
	Total Postage			
	Check One (If applicable) <input type="checkbox"/> Presort Verification Not Scheduled <input type="checkbox"/> Presort Verification Performed as Scheduled	<div style="border: 1px solid black; width: 100%; height: 100%; text-align: center; vertical-align: middle;">Round Stamp (Required)</div>		
	I CERTIFY that this mailing has been inspected concerning: (1) eligibility for postage rate claimed; (2) proper preparation (and presort where required); (3) proper completion of postage statement; and (4) payment of required annual fee.			
	Verifying Employee's Signature	Verifying Employee's Name	Date Mailed Notified	Contact
				Time AM PM

# Parcel Post — Permit Imprint

## A. Barcoded Inter-BMC/ASF Machinable

Zone	Single Piece			BMC Presort			OBMC Presort			Total Postage Part A
	Number of Pieces	Rate (Include barcoded discount)	Postage	Number of Pieces	Rate (Include barcoded discount)	Postage	Number of Pieces	Rate (Include barcoded discount)	Postage	
1 & 2										
3										
4										
5										
6										
7										
8										
<b>Totals</b>										

## B. Nonbarcoded Inter-BMC/ASF Machinable

Zone	Single Piece			BMC Presort			OBMC Presort			Total Postage Part B
	Number of Pieces	Rate	Postage	Number of Pieces	Rate	Postage	Number of Pieces	Rate	Postage	
1 & 2										
3										
4										
5										
6										
7										
8										
<b>Totals</b>										

## C. Inter-BMC/ASF Nonmachinable

Zone	Single Piece			BMC Presort			OBMC Presort			Total Postage Part C
	Number of Pieces	Rate	Postage	Number of Pieces	Rate	Postage	Number of Pieces	Rate	Postage	
1 & 2										
3										
4										
5										
6										
7										
8										
<b>Totals</b>										

## D. Local and Intra-BMC/ASF

Zone	Barcoded			Nonbarcoded			Total Postage Part D
	No. of Pieces	Rate (Include barcoded discount)	Postage	No. of Pieces	Rate	Postage	
Local							
1 & 2							
3							
4							
5							
<b>Totals</b>							

## E. Destination Entry (DDU/DSCF/DBMC)

Zone	Barcoded			Nonbarcoded			Total Postage Part E
	No. of Pieces	Rate (Include barcoded discount)	Postage	No. of Pieces	Rate	Postage	
DDU							
DSCF							
DBMC Zones 1 & 2							
DBMC Zone 3							
DBMC Zone 4							
DBMC Zone 5							
<b>Totals</b>							

United States Postal Service  
**Postage Statement — Parcel Post**  
**Postage Affixed**

**Post Office Note Mail Arrival Time**

<b>Mailer Information</b>	Permit Holder's Name and Address	Telephone	Name and Address of Mailing Agent (If other than permit holder)	Telephone	Name and Address of Individual or Organization for Which Mailing Is Prepared (If other than permit holder)			
	Dun & Bradstreet No. _____		Dun & Bradstreet No. _____		Dun & Bradstreet No. _____			
<b>Mailing Information</b>	Post Office of Mailing		Mailing Date		Statement Sequence No.		Receipt No.	
	Permit No.		Weight of a Single Piece _____ pounds		Total Pieces		Total Weight	
<b>Postage Computation (DMM P013)</b>	If Sacked or Bundled, Based on		Processing Category (DMM C050)		Number of Containers (Fill in all that apply)			
	<input type="checkbox"/> Piece Count <input type="checkbox"/> 20 Lbs. <input type="checkbox"/> 1,000 Cu. In.		<input type="checkbox"/> Flats <input type="checkbox"/> Irregular Parcels <input type="checkbox"/> Outside Parcels		<input type="checkbox"/> Machinable Parcels 1' MM Trays <u>N/A</u> 2' MM Trays <u>N/A</u> 2' EMM Trays <u>N/A</u> Total Ltr Trays <u>N/A</u> Flat Trays <u>N/A</u> Number of Sacks _____    Number of Pallets _____    Number of Other _____			
<b>Postage Computation (DMM P013)</b>	For Barcoded Inter-BMC/ASF Machinable				Total From Part A (On reverse)			
	For Nonbarcoded Inter-BMC/ASF Machinable				Total From Part B (On reverse)			
	For Inter-BMC/ASF Nonmachinable				Total From Part C (On reverse)			
	For Local and Intra-BMC/ASF				Total From Part D (On reverse)			
	For Destination Entry (DDU/DSCF/DBMC)				Total From Part E (On reverse)			
	For Special Services and Other Fees				Total From Attached Form 3540-S			
<b>Total Postage Due (Add lines above) →</b>								

<b>Certification</b>	<p>The signature of a mailer certifies that it will be liable for and agrees to pay, subject to appeals prescribed by postal laws and regulations, any revenue deficiencies assessed on this mailing. (If this form is signed by an agent, the agent certifies that it is authorized to sign this statement, that the certification binds the agent and the mailer, and that both the mailer and the agent will be liable for and agree to pay any deficiencies.)</p> <p>The submission of a false, fictitious, or fraudulent statement may result in imprisonment of up to 5 years and a fine of up to \$10,000 (18 USC 1001). In addition, a civil penalty of up to \$5,000 and an additional assessment of twice the amount falsely claimed may be imposed (31 USC 3802).</p> <p>I hereby certify that all information furnished on this form is accurate and truthful, that the material presented qualifies for the rates of postage claimed, and that this mailing does not contain any hazardous materials prohibited by postal regulations.</p>	
	Signature of Permit Holder or Agent (Both principal and agent are liable for any postage deficiency incurred.) _____ Telephone _____	

<b>USPS Use Only</b>	Weight of a Single Piece _____ pounds	Are figures at left adjusted from mailer's entries? <input type="checkbox"/> Yes <input type="checkbox"/> No		
	Check One (If applicable)	If "Yes," Reason		
	<input type="checkbox"/> Presort Verification Not Scheduled <input type="checkbox"/> Presort Verification Performed as Scheduled	Round Stamp (Required)		
	I CERTIFY that this mailing has been inspected concerning: (1) eligibility for postage rate claimed; (2) proper preparation (and presort where required); (3) proper completion of postage statement; and (4) payment of required annual fee.			
Verifying Employee's Signature	Verifying Employee's Name	Date Mailed Notified	Contact	By (Initials)
				Time <b>AM</b> <b>PM</b>



**Parcel Post — Postage Affixed**

**A. Barcoded Inter-BMC/ASF Machinable**

Zone	BMC Presort			OBMC Presort			Total Postage Part A
	Number of Pieces	Rate (Include barcoded discount)	Postage	Number of Pieces	Rate (Include barcoded discount)	Postage	
1 & 2							
3							
4							
5							
6							
7							
8							
<b>Totals</b>							

**B. Nonbarcoded Inter-BMC/ASF Machinable**

Zone	BMC Presort			OBMC Presort			Total Postage Part B
	Number of Pieces	Rate	Postage	Number of Pieces	Rate	Postage	
1 & 2							
3							
4							
5							
6							
7							
8							
<b>Totals</b>							

**C. Inter-BMC/ASF Nonmachinable**

Zone	BMC Presort			OBMC Presort			Total Postage Part C
	Number of Pieces	Rate	Postage	Number of Pieces	Rate	Postage	
1 & 2							
3							
4							
5							
6							
7							
8							
<b>Totals</b>							

**D. Local and Intra-BMC/ASF**

Zone	Barcoded			Nonbarcoded			Total Postage Part D
	No. of Pieces	Rate (Include barcoded discount)	Postage	No. of Pieces	Rate	Postage	
Local							
1 & 2							
3							
4							
5							
<b>Totals</b>							

**E. Destination Entry (DDU/DSCF/DBMC)**

Zone	Barcoded			Nonbarcoded			Total Postage Part E
	No. of Pieces	Rate (Include barcoded discount)	Postage	No. of Pieces	Rate	Postage	
DDU							
DSCF							
DBMC Zones 1 & 2							
DBMC Zone 3							
DBMC Zone 4							
DBMC Zone 5							
<b>Totals</b>							

United States Postal Service  
**Postage Statement — Bound Printed Matter**  
**Permit Imprint**

**Post Office Note Mail Arrival Time**

<b>Mailer Information</b>	Permit Holder's Name and Address	Telephone	Name and Address of Mailing Agent (If other than permit holder)	Telephone	Name and Address of Individual or Organization for Which Mailing Is Prepared (If other than permit holder)
	Dun & Bradstreet No. _____		Dun & Bradstreet No. _____		
	CAPS Cust. Ref. ID _____				

<b>Mailing Information</b>	Post Office of Mailing	Mailing Date	Federal Agency Cost Code	Statement Sequence No.	Receipt No.
	Permit No.	Weight of a Single Piece _____ pounds		Total Pieces	Total Weight
	If Sacked or Bundled, Based on <input type="checkbox"/> Piece Count <input type="checkbox"/> 20 Lbs. <input type="checkbox"/> 1,000 Cu. In.	Processing Category (DMM C050) <input type="checkbox"/> Flats <input type="checkbox"/> Machinable Parcels <input type="checkbox"/> Irregular Parcels <input type="checkbox"/> Outside Parcels		Number of Containers (Fill in all that apply) 1' MM Trays <u>N/A</u> 2' MM Trays <u>N/A</u> 2' EMM Trays <u>N/A</u> Total Ltr Trays <u>N/A</u> Flat Trays <u>N/A</u> Number of Sacks _____    Number of Pallets _____    Number of Other _____	

Separation Method: All pieces must be separated by zone when presented for acceptance except when postage is reported under an MMS.

<b>Postage Computation (DMM P013)</b>	For Single-Piece BPM	Total From Part A (On reverse)
	For Presorted BPM	Total From Part B (On reverse)
	For Presorted and Barcoded BPM	Total From Part C (On reverse)
	For Special Services and Other Fees	Total From Attached Form 3540-S
	Postmaster: Report total postage in AIC 131.	<b>Total Postage Due (Add lines above) →</b>

<b>Certification</b>	<p>The signature of a mailer certifies that it will be liable for and agrees to pay, subject to appeals prescribed by postal laws and regulations, any revenue deficiencies assessed on this mailing. (If this form is signed by an agent, the agent certifies that it is authorized to sign this statement, that the certification binds the agent and the mailer, and that both the mailer and the agent will be liable for and agree to pay any deficiencies.)</p> <p>The submission of a false, fictitious, or fraudulent statement may result in imprisonment of up to 5 years and a fine of up to \$10,000 (18 USC 1001). In addition, a civil penalty of up to \$5,000 and an additional assessment of twice the amount falsely claimed may be imposed (31 USC 3802).</p> <p>I hereby certify that all information furnished on this form is accurate and truthful, that the material presented qualifies for the rates of postage claimed, and that this mailing does not contain any hazardous materials prohibited by postal regulations.</p>	
	Signature of Permit Holder or Agent (Both principal and agent are liable for any postage deficiency incurred.)	Telephone

<b>USPS Use Only</b>	Weight of a Single Piece _____ pounds	Are figures at left adjusted from mailer's entries? <input type="checkbox"/> Yes <input type="checkbox"/> No		
	Total Pieces _____	Total Weight _____	If "Yes," Reason	
	Total Postage _____			
	Check One (If applicable) <input type="checkbox"/> Presort Verification Not Scheduled <input type="checkbox"/> Presort Verification Performed as Scheduled		Round Stamp (Required)	
	I CERTIFY that this mailing has been inspected concerning: (1) eligibility for postage rate claimed; (2) proper preparation (and presort where required); (3) proper completion of postage statement; and (4) payment of required annual fee.			
	Date Mailed Notified	Contact		
Verifying Employee's Signature	Verifying Employee's Name	Time	AM PM	

**Bound Printed Matter — Permit Imprint**

**A. Single-Piece Rate BPM**

Zone	Barcoded			Nonbarcoded			Total Postage Part A
	Number of Pieces x	Rate (Include barcoded discount)	Per Piece Charge	Number of Pieces x	Rate	Per Piece Charge	
Local							
1 & 2							
3							
4							
5							
6							
7							
8							
<b>Totals</b>							

**B. Presorted — Nonbarcoded BPM**

Zone	Basic Rate			OR Carrier Route (CARRT) PLUS			Pound Rate			Total Postage Part B
	Number of Pieces x	Rate	Per Piece Charge	Number of Pieces x	Rate	Per Piece Charge	Number of Pounds x	Pound Rate	Per Pound Charge	
Local		\$.540			\$.463			\$.028		
1 & 2		.720			.643			.051		
3		.720			.643			.073		
4		.720			.643			.112		
5		.720			.643			.171		
6		.720			.643			.233		
7		.720			.643			.307		
8		.720			.643			.371		
<b>Totals</b>										

**C. Presorted — Barcoded BPM**

Zone	Basic Rate			PLUS			Total Postage Part C
	Number of Pieces x	Rate (Includes barcoded discount)	Per Piece Charge	Number of Pounds x	Pound Rate	Per Pound Charge	
Local							
1 & 2		\$.690			\$.051		
3		.690			.073		
4		.690			.112		
5		.690			.171		
6		.690			.233		
7		.690			.307		
8		.690			.371		
<b>Totals</b>							

United States Postal Service  
**Postage Statement — Bound Printed Matter**  
**Postage Affixed**

**Post Office Note Mail Arrival Time**

<b>Mailer Information</b>	Permit Holder's Name and Address	Telephone	Name and Address of Mailing Agent (If other than permit holder)	Telephone	Name and Address of Individual or Organization for Which Mailing Is Prepared (If other than permit holder)
	Dun & Bradstreet No. _____		Dun & Bradstreet No. _____		

<b>Mailing Information</b>	Post Office of Mailing	Mailing Date	Statement Sequence No.	Receipt No.
	Permit No.	Weight of a Single Piece _____ pounds	Total Pieces	Total Weight
	If Sacked or Bundled, Based on <input type="checkbox"/> Piece Count <input type="checkbox"/> 20 Lbs. <input type="checkbox"/> 1,000 Cu. In.	Processing Category (DMM C050) <input type="checkbox"/> Flats <input type="checkbox"/> Irregular Parcels <input type="checkbox"/> Outside Parcels <input type="checkbox"/> Machinable Parcels	Number of Containers (Fill in all that apply) 1' MM Trays <u>N/A</u> 2' MM Trays <u>N/A</u> 2' EMM Trays <u>N/A</u> Total Ltr. Trays <u>N/A</u> Flat Trays <u>N/A</u> Number of Sacks _____    Number of Pallets _____    Number of Other _____	

<b>Postage Computation (DMM P013)</b>	For Presorted BPM	Total From Part A (On reverse)
	For Presorted and Barcoded BPM	Total From Part B (On reverse)
	For Special Services and Other Fees	Total From Attached Form 3540-S
	<b>Subtotal (Add lines above) →</b>	
	For Postage Already Affixed _____ pcs. x \$ _____ = <b>Postage Affixed</b> →	
	<b>Total Postage Due (Subtract postage affixed from subtotal) →</b>	

**Certification**

The signature of a mailer certifies that it will be liable for and agrees to pay, subject to appeals prescribed by postal laws and regulations, any revenue deficiencies assessed on this mailing. (If this form is signed by an agent, the agent certifies that it is authorized to sign this statement, that the certification binds the agent and the mailer, and that both the mailer and the agent will be liable for and agree to pay any deficiencies.)

The submission of a false, fictitious, or fraudulent statement may result in imprisonment of up to 5 years and a fine of up to \$10,000 (18 USC 1001). In addition, a civil penalty of up to \$5,000 and an additional assessment of twice the amount falsely claimed may be imposed (31 USC 3802).

I hereby certify that all information furnished on this form is accurate and truthful, that the material presented qualifies for the rates of postage claimed, and that this mailing does not contain any hazardous materials prohibited by postal regulations.

Signature of Permit Holder or Agent (Both principal and agent are liable for any postage deficiency incurred.)	Telephone
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<b>USPS Use Only</b>	Weight of a Single Piece _____ pounds	Are figures at left adjusted from mailer's entries? <input type="checkbox"/> Yes <input type="checkbox"/> No		<b>Round Stamp (Required)</b>	
	Check One (If applicable) <input type="checkbox"/> Presort Verification Not Scheduled <input type="checkbox"/> Presort Verification Performed as Scheduled	If "Yes," Reason			
	I CERTIFY that this mailing has been inspected concerning: (1) eligibility for postage rate claimed; (2) proper preparation (and presort where required); (3) proper completion of postage statement; and (4) payment of required annual fee.	Date Mailer Notified	Contact		By (Initials)
	Verifying Employee's Signature	Verifying Employee's Name			Time <b>AM</b> <b>PM</b>

# Bound Printed Matter — Postage Affixed

(Show actual amount due for each piece. Show total affixed and balance due on front.)

## A. Presorted — Nonbarcoded BPM

Zone	Basic Rate			OR	Carrier Route (CARRT)			Total Postage Part A
	Number of Pieces	x	Net Rate	Per Piece Charge	Number of Pieces	x	Net Rate	
Local								
1 & 2								
3								
4								
5								
6								
7								
8								
<b>Totals</b>								

## B. Presorted — Barcoded BPM

Zone	Basic Rate			Total Postage Part B
	Number of Pieces	x	Net Rate (Includes barcoded discount)	
Local				
1 & 2				
3				
4				
5				
6				
7				
8				
<b>Totals</b>				

**Postage Statement — Special Standard Mail or Library Mail Permit Imprint**

**Post Office Note Mail Arrival Time**

Special Standard and Library Mail must be reported on separate copies of this form.

<b>Mailer Information</b>	Permit Holder's Name and Address	Telephone	Name and Address of Mailing Agent (If other than permit holder)	Telephone	Name and Address of Individual or Organization for Which Mailing Is Prepared (If other than permit holder)	
	CAPS Cust. Ref. ID _____		Dun & Bradstreet No. _____		Dun & Bradstreet No. _____	
<b>Mailing Information</b>	Post Office of Mailing	Mailing Date	Federal Agency Cost Code	Statement Sequence No.	Receipt No.	
	Permit No.	Weight of a Single Piece _____ pounds		Total Pieces	Total Weight	
<b>Mailing Information</b>	If Sacked or Bundled, Based on <input type="checkbox"/> Piece Count <input type="checkbox"/> 20 Lbs. <input type="checkbox"/> 1,000 Cu. In.		Processing Category (DMM C050) <input type="checkbox"/> Flats <input type="checkbox"/> Irregular Parcels <input type="checkbox"/> Outside Parcels		Number of Containers (Fill in all that apply) 1' MM Trays <u>N/A</u> 2' MM Trays <u>N/A</u> 2' EMM Trays <u>N/A</u> Total Ltr Trays <u>N/A</u> Flat Trays <u>N/A</u> Number of Sacks _____    Number of Pallets _____    Number of Other _____	

Postage Computation (DMM P013)	Category	Name of Rate	Rate	X	Number of Pieces	Totals	
For Special Standard Mail (DMM E620 and E630)		Single-Piece					
		5-Digit (Presorted)					
		BMC (Presorted)					
		<b>Total Number of Pieces</b>					
	For Library Mail (DMM E620)		Single-Piece				
			5-Digit (Presorted)				
		BMC (Presorted)					
		<b>Total Number of Pieces</b>					
For Special Services and Other Fees			Total From Attached Form 3540-S				
<b>Subtotal (Add four lines above) →</b>							
Barcoded Discount (Special Standard, except 5-digit)			\$0.03				
Barcoded Discount (Library Mail, except 5-digit)			\$0.03				
Postmaster: For Special Standard Mail, report total postage in AIC 124. For Library Mail, report total postage in AIC 132.			<b>Total Postage Due (Subtract discount from subtotal) →</b>				

**Certification**

The signature of a mailer certifies that it will be liable for and agrees to pay, subject to appeals prescribed by postal laws and regulations, any revenue deficiencies assessed on this mailing. (If this form is signed by an agent, the agent certifies that it is authorized to sign this statement, that the certification binds the agent and the mailer, and that both the mailer and the agent will be liable for and agree to pay any deficiencies.)

The submission of a false, fictitious, or fraudulent statement may result in imprisonment of up to 5 years and a fine of up to \$10,000 (18 USC 1001). In addition, a civil penalty of up to \$5,000 and an additional assessment of twice the amount falsely claimed may be imposed (31 USC 3802).

I hereby certify that all information furnished on this form is accurate and truthful, that the material presented qualifies for the rates of postage claimed, and that this mailing does not contain any hazardous materials prohibited by postal regulations.

Signature of Permit Holder or Agent (Both principal and agent are liable for any postage deficiency incurred.) \_\_\_\_\_ Telephone \_\_\_\_\_

<b>USPS Use Only</b>	Weight of a Single Piece _____ pounds	Are figures at left adjusted from mailer's entries? <input type="checkbox"/> Yes <input type="checkbox"/> No		
	Total Pieces _____ Total Weight _____	If "Yes," Reason _____		
	Total Postage _____	<b>Round Stamp (Required)</b>		
	Check One (If applicable) <input type="checkbox"/> Presort Verification Not Scheduled <input type="checkbox"/> Presort Verification Performed as Scheduled			
	I CERTIFY that this mailing has been inspected concerning: (1) eligibility for postage rate claimed; (2) proper preparation (and presort where required); (3) proper completion of postage statement; and (4) payment of required annual fee.			
	Date Mailer Notified _____	Contact _____	By (Initials) _____	
Verifying Employee's Signature _____	Verifying Employee's Name _____	Time _____	AM PM	

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United States Postal Service  
**Postage Statement — Special Standard Mail or Library Mail**  
**Postage Affixed**

**Post Office Note Mail Arrival Time**

Special Standard and Library Mail must be reported on separate copies of this form.

<b>Mailer Information</b>	Permit Holder's Name and Address	Telephone	Name and Address of Mailing Agent (If other than permit holder)	Telephone	Name and Address of Individual or Organization for Which Mailing Is Prepared (If other than permit holder)			
	Dun & Bradstreet No. _____		Dun & Bradstreet No. _____		Dun & Bradstreet No. _____			
<b>Mailing Information</b>	Post Office of Mailing		Mailing Date		Statement Sequence No.		Receipt No.	
	Permit No.		Weight of a Single Piece _____ pounds		Total Pieces		Total Weight	
<b>Mailing Information</b>	If Sacked or Bundled, Based on <input type="checkbox"/> Piece Count <input type="checkbox"/> 20 Lbs. <input type="checkbox"/> 1,000 Cu. In.		Processing Category (DMM C050) <input type="checkbox"/> Flats <input type="checkbox"/> Machinable Parcels <input type="checkbox"/> Irregular Parcels <input type="checkbox"/> Outside Parcels		Number of Containers (Fill in all that apply)			
					1' MM Trays <u>N/A</u>	2' MM Trays <u>N/A</u>	2' EMM Trays <u>N/A</u>	Total Ltr Trays <u>N/A</u>
				Flat Trays <u>N/A</u>	Number of Sacks _____	Number of Pallets _____	Number of Other _____	

Category	Name of Rate	Rate	X	Number of Pieces	Totals
For Special Standard Mail (DMM E620 and E630)	Single-Piece				
	5-Digit (Presorted)				
	BMC (Presorted)				
	<b>Total Number of Pieces</b>				
For Library Mail (DMM E620)	Single-Piece				
	5-Digit (Presorted)				
	BMC (Presorted)				
	<b>Total Number of Pieces</b>				
For Special Services and Other Fees			Total From Attached Form 3540-S		
<b>Subtotal (Add four lines above) →</b>					
Barcoded Discount (Special Standard, except 5-digit)		\$0.03			
Barcoded Discount (Library Mail, except 5-digit)		\$0.03			
<b>Total Postage Due (Subtract discount from subtotal) →</b>					

<b>Certification</b>	<p>The signature of a mailer certifies that it will be liable for and agrees to pay, subject to appeals prescribed by postal laws and regulations, any revenue deficiencies assessed on this mailing. (If this form is signed by an agent, the agent certifies that it is authorized to sign this statement, that the certification binds the agent and the mailer, and that both the mailer and the agent will be liable for and agree to pay any deficiencies.)</p> <p>The submission of a false, fictitious, or fraudulent statement may result in imprisonment of up to 5 years and a fine of up to \$10,000 (18 USC 1001). In addition, a civil penalty of up to \$5,000 and an additional assessment of twice the amount falsely claimed may be imposed (31 USC 3802).</p> <p>I hereby certify that all information furnished on this form is accurate and truthful, that the material presented qualifies for the rates of postage claimed, and that this mailing does not contain any hazardous materials prohibited by postal regulations.</p>	
	Signature of Permit Holder or Agent (Both principal and agent are liable for any postage deficiency incurred.)	Telephone

<b>USPS Use Only</b>	Weight of a Single Piece _____ pounds	Are figures at left adjusted from mailer's entries? <input type="checkbox"/> Yes <input type="checkbox"/> No		
	Check One (If applicable) <input type="checkbox"/> Presort Verification Not Scheduled <input type="checkbox"/> Presort Verification Performed as Scheduled	If "Yes," Reason		
	I CERTIFY that this mailing has been inspected concerning: (1) eligibility for postage rate claimed; (2) proper preparation (and presort where required); (3) proper completion of postage statement; and (4) payment of required annual fee.	Date Mailer Notified	Contact	By (Initials)
		Verifying Employee's Signature	Verifying Employee's Name	Time <b>AM</b> <b>PM</b>
<b>Round Stamp (Required)</b>				



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**Postage Statement Supplement**

**MAILER: This supplemental postage statement must be used with a separate postage statement for the class of mail indicated. After computing the postage and fees below for the services that you require, enter the total onto the appropriate postage statement and attach this form to it.**

<b>Mailer Info</b>	Permit Holder's Name and Address	Telephone	Post Office of Mailing		Form number of attached postage statement		
			Mailing Date	Permit No.	Class of Mail		
			Statement Sequence No.	Receipt No.	<input type="checkbox"/> First-Class Mail <input type="checkbox"/> Priority Mail <input type="checkbox"/> Standard Mail (B)		
<b>Special Services</b>	<b>Service*</b>		<b>DMM Section</b>	<b>Number of Pieces</b>	<b>X</b>	<b>Rate</b>	<b>Totals</b>
	Registered Mail ( <i>First-Class Mail and Priority Mail only</i> )		S911			\$	
	Certified Mail ( <i>First-Class Mail and Priority Mail only</i> )		S912			1.40	
	Insured Mail		S913				
	Collect on Delivery (COD)		S921				
	Return Receipt for Merchandise		S917			1.40	
	Return Receipt ( <i>Only with registered, certified, insurance over \$50.00, or COD; can be combined with Restricted Delivery</i> )		S913			1.25	
	Restricted Delivery ( <i>Only with registered, certified, insurance over \$50.00, or COD; can be combined with Return Receipt</i> )		S916			2.75	
<b>Other Fees</b>	PAL ( <i>Military post offices only</i> )		S930				
	Special Handling		S930				
<b>Total</b>	<b>Total Supplemental Postage</b> ( <i>Carry this amount to attached postage statement</i> ) →						
	* Only Registered Mail and COD may be combined on the same piece. For all special services, also complete PS Form 3877, <i>Firm Mailing Book for Accountable Mail</i> .						

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**Combined Postage Statement for Manifest Mailings  
Permit Imprint**

**Post Office Note Mail Arrival Time**

*(This postage statement can substitute for postage statements 3600-PM, 3600-R, 3605-R, or 3608-R. It may only be used at post offices that use the computerized Permit System for account transactions.)*

<b>Mailer Information</b>	Permit Holder's Name and Address	Telephone	Name and Address of Mailing Agent (If other than permit holder)	Telephone	Name and Address of Individual or Organization for Which Mailing Is Prepared (If other than permit holder)
	CAPS Cust. Ref. ID _____		Dun & Bradstreet No. _____		Dun & Bradstreet No. _____

<b>Mailing Information</b>	Post Office of Mailing	Mailing Date	Federal Agency Cost Code	Statement Sequence No.	Receipt No.
	Permit No.	Total Weight on Manifest _____ pounds		Total Pieces on Manifest	
		Processing Category Check one processing category on reverse side for each subcategory claimed.		Number of Containers (Fill in all that apply)	

<b>Postage Calculation (DMM P013)</b>	For Single-Piece First-Class Mail (Other than cards)	Total From Part A (On reverse)
	For Single-Piece Library Mail	Total From Part B (On reverse)
	For Single-Piece Special Standard Mail	Total From Part C (On reverse)
	For Single-Piece Bound Printed Matter	Total From Part D (On reverse)
	For Single-Piece Priority Mail	Total From Part E (On reverse)
	For Single-Piece Inter-BMC Parcel Post	Total From Part F (On reverse)
	For Single-Piece Intra-BMC Parcel Post	Total From Part G (On reverse)
	For Special Services and Other Fees	Total From Attached Form 3540-S
<b>Total Postage Due (Add lines above) →</b>		

<b>Certification</b>	<p>The signature of a mailer certifies that it will be liable for and agrees to pay, subject to appeals prescribed by postal laws and regulations, any revenue deficiencies assessed on this mailing. (If this form is signed by an agent, the agent certifies that it is authorized to sign this statement, that the certification binds the agent and the mailer, and that both the mailer and the agent will be liable for and agree to pay any deficiencies.)</p> <p>The submission of a false, fictitious, or fraudulent statement may result in imprisonment of up to 5 years and a fine of up to \$10,000 (18 USC 1001). In addition, a civil penalty of up to \$5,000 and an additional assessment of twice the amount falsely claimed may be imposed (31 USC 3802).</p> <p>I hereby certify that all information furnished on this form is accurate and truthful, that the material presented qualifies for the rates of postage claimed, and that this mailing does not contain any hazardous materials prohibited by postal regulations.</p>	
	Signature of Permit Holder or Agent (Both principal and agent are liable for any postage deficiency incurred)	Telephone

<b>USPS Use Only</b>	Did Sampling Result in a Postage Adjustment from the Manifest Entries? <input type="checkbox"/> No <input type="checkbox"/> Yes (If yes, enter figures at right from sampling worksheet.)	Are figures at left adjusted from mailer's entries? <input type="checkbox"/> Yes <input type="checkbox"/> No	Round Stamp (Required)		
	Total Manifest Postage	If "Yes," Reason			
	Total Pieces	Total Weight			
	Total Postage	Date Mailer Notified	Contact	By (Initials)	
	I CERTIFY that this mailing has been inspected concerning: (1) eligibility for postage rate claimed; (2) proper preparation; and (3) proper completion of postage statement.				
Verifying Employee's Signature	Verifying Employee's Name	Time	AM	PM	

# Manifest Mailings — Permit Imprint

<b>A. First-Class Mail</b>			
Processing Category: <input type="checkbox"/> Letters <input type="checkbox"/> Flats <input type="checkbox"/> Machinable Parcels <input type="checkbox"/> Irregular Parcels			
<b>Category</b>	<b>Total Pieces</b>	<b>Total Weight (Pounds)</b>	<b>Total Postage</b>
Single-Piece Rate (Other than Cards)			
Nonstandard Surcharge			
Special Service Fees			
<b>Total Part A (Carry to front)</b>			

<b>B. Library Mail</b>			
Processing Category: <input type="checkbox"/> Flats <input type="checkbox"/> Machinable Parcels <input type="checkbox"/> Irregular Parcels <input type="checkbox"/> Outside Parcels			
<b>Category</b>	<b>Total Pieces</b>	<b>Total Weight (Pounds)</b>	<b>Total Postage</b>
Single-Piece Rate			
Special Service Fees			
Subtotal			
Barcoded Discount		\$0.03	—
<b>Total Part B (Carry to front)</b>			

<b>C. Special Standard Mail</b>			
Processing Category: <input type="checkbox"/> Flats <input type="checkbox"/> Machinable Parcels <input type="checkbox"/> Irregular Parcels <input type="checkbox"/> Outside Parcels			
<b>Category</b>	<b>Total Pieces</b>	<b>Total Weight (Pounds)</b>	<b>Total Postage</b>
Single-Piece Rate			
Special Service Fees			
Subtotal			
Barcoded Discount		\$0.03	—
<b>Total Part C (Carry to front)</b>			

<b>D. Bound Printed Matter (Single-Piece Rate)</b>				<b>E. Priority Mail</b>			
Processing Category: <input type="checkbox"/> Flats <input type="checkbox"/> Machinable Parcels <input type="checkbox"/> Irregular Parcels				Processing Category: <input type="checkbox"/> Letters <input type="checkbox"/> Flats <input type="checkbox"/> Parcels			
<b>Pieces</b>	<b>Weight (Pounds)</b>	<b>Postage</b>	<b>Zone</b>		<b>Pieces</b>	<b>Weight (Pounds)</b>	<b>Postage</b>
			Local				
			1 & 2	Unzoned			
			3	L, 1, 2, 3			
			4				
			5				
			6				
			7				
			8				
			Subtotals				
			Spec. Svc. Fees				
			Subtotal				
	\$0.03	—	Barcoded Discount				
<b>Total Part D (Carry to front)</b>				<b>Total Part E (Carry to front)</b>			

<b>F. Inter-BMC Rate</b>				<b>G. Intra-BMC Rate</b>		
Processing Category: <input type="checkbox"/> Machinable Parcels <input type="checkbox"/> Irregular Parcels <input type="checkbox"/> Outside Parcels				Processing Category: <input type="checkbox"/> Machinable Parcels <input type="checkbox"/> Irregular Parcels <input type="checkbox"/> Outside Parcels		
<b>Pieces</b>	<b>Weight (Pounds)</b>	<b>Postage</b>	<b>Parcel Post</b>	<b>Pieces</b>	<b>Weight (Pounds)</b>	<b>Postage</b>
			Local			
			1 & 2			
			3			
			4			
			5			
			6			
			7			
			8			
			Subtotals			
			Spec. Svc. Fees			
			Nonmach. Srchg.			
			Subtotal			
	\$0.03	—	Barcoded Discount		\$0.03	—
<b>Total Part F (Carry to front)</b>				<b>Total Part G (Carry to front)</b>		

United States Postal Service  
**Plant-Verified Drop Shipment (PVDS)**  
**Verification and Clearance**

Requested In-home Delivery Date <i>(Three-day window)</i>
Drop Ship Appointment Number

See Instructions on Reverse

<b>Mailer Information</b>	1. Mailer's Name		7a. Mailer's Contact Name	7b. Mailer's Contact Telephone	
	2. Origin Plant Location <i>(City, State, ZIP+4)</i>		8. Check One <input type="checkbox"/> Identical-Weight Pieces. Weight of a Single Piece _____ <input type="checkbox"/> Nonidentical-Weight Pieces		
	3. Class of Mail <input type="checkbox"/> Periodicals <input type="checkbox"/> Standard (A) <input type="checkbox"/> Standard (B) <input type="checkbox"/> International <i>(Specify class)</i>	4. Product or Publication Titles or Names		9. Total Gross Weight of Shipment	
	5. Number of Containers by Type Pallets and Pallet Boxes: _____ with pkgs. or bundles _____ with trays _____ with sacks _____ with parcels Non-Palletized Containers: _____ bundles _____ trays _____ sacks _____ parcels _____ other (describe): _____		10. Type of Mail Processing Category <i>(Check all that apply)</i> <input type="checkbox"/> Letters <input type="checkbox"/> Automation Compatible <input type="checkbox"/> Irregular Parcels <input type="checkbox"/> Flats <input type="checkbox"/> Machinable Parcels <input type="checkbox"/> Nonmachinable Parcels		
	6. Comments		11. Entry Discounts Claimed <i>(Check all that apply)</i> <input type="checkbox"/> DDU <input type="checkbox"/> DSCF <input type="checkbox"/> DBMC <input type="checkbox"/> OBMC <input type="checkbox"/> Zone Rates <input type="checkbox"/> Local Zone Rates <input type="checkbox"/> Mailing includes pieces for delivery outside service area or entry office <input type="checkbox"/> (International) Service Center (ISC) <input type="checkbox"/> Other (International)		
			12a. Contact at Company Making Drop Ship Appointment <i>(If other than mailer and if known when completing this form)</i>		
<b>Origin Post Office (Where verified)</b>	13. Origin Post Office <i>(City, State, and ZIP+4)</i>		22a. Name of USPS Employee Verifying Mail	22b. Employee's Telephone	
	14. Verified at <input type="checkbox"/> DMU <i>(Mailer's plant)</i> <input type="checkbox"/> BMEU or Post Office		23. Date <i>(Round) Stamp</i>		
	15. Permit Number	16. Postage Payment Method <i>(Except for Periodicals)</i> <input type="checkbox"/> Permit <input type="checkbox"/> Stamped <input type="checkbox"/> Meter		22c. Signature of Verifying Employee	
	17. Total Pieces	18. Total Weight of Mailing		22d. Contact's Name <i>(If other than verifying employee)</i>	
	19. Vehicle PVDS Seal Number	20. Vehicle ID Number		22e. Contact's Telephone	
	21. Comments				
<b>Destination Entry Post Office or Delivery Unit</b>	24. Entry Office <i>(City, state, ZIP+4. If mail will be entered at a BMC facility, write "BMC" as well)</i>		30. Load Condition Irregularities <i>(Check all that apply)</i> <input type="checkbox"/> Pallets Too Tall (T) <input type="checkbox"/> Load Unsafe (U) <input type="checkbox"/> Broken Pallets (B) <input type="checkbox"/> Overweight Pallets (O) <input type="checkbox"/> Packages on BMC Pallets Not Machinable (M) <input type="checkbox"/> Separations Do Not Match 8125s (P) <input type="checkbox"/> Courtesy Pallets (I) <input type="checkbox"/> Container Counts Do Not Match 8125s (P) <input type="checkbox"/> Other <i>(Describe in "Comments" section 32)</i>		
	25a. USPS Receiving Employee's Signature		25b. USPS Receiving Employee's Name		
	26. Date of Arrival		27. Time of Arrival		
	28. Date of Departure		29. Time of Departure		
			31. Appointment <input type="checkbox"/> Arrived Early (E) <input type="checkbox"/> Arrived Late (L) <input type="checkbox"/> No Appointment (N)		
			32. Comments		

## Definitions and Features

Form 8125 proves to the entry facility that the mail being presented by the mailer or mailer's agent was verified and paid for at origin.

Plant-verified drop shipment (PVDS) enables origin verification and postage payment for shipments that a mailer transports from the mailer's plant to destination post offices, where the prepaid and pre-verified shipments are accepted by the Postal Service as mail.

Postal Service employees verify PVDS mailings for classification, rate eligibility, preparation, and presort either at the mailer's plant or at the origin post office serving the mailer's plant.

Standards for PVDS shipments are in *Domestic Mail Manual* (DMM) P750. Information about destination entry discounts for each class of mail are in DMM Module E, *Eligibility*. DMM E651 contains volume limits for PVDS Standard Mail that is for delivery outside the entry office service area. There are no limits for Periodicals.

Appointments to deposit PVDS mailings at entry offices are required for Standard Mail. Appointments are required for Periodicals only if they will be presented on vehicles that also contain PVDS Standard Mail.

## Instructions for Mailer

With each PVDS mailing presented for verification and postage payment to the origin post office (or detached mail unit), the mailer must submit a PS Form 8125 (or approved facsimile) completed as described below. The original Form 8125, after being signed and round dated by the origin verifying post office, must be submitted to the entry post office with the PVDS mailing it represents. But for PVDS mailings sent via Express Mail or Priority Mail drop shipment, Form 8125 is not required.

## Completing Form 8125

"Requested In-Home Delivery Date": If completed, the mailing should be deposited by the mailer or mailer's agent at the entry office in time to meet the delivery window. Delivery within this window is not guaranteed.

"Drop Shipment Appointment Number": The appointment number may be added by the mailer or mailer's agent after the 8125 is signed and dated by the origin post office but before the PVDS mailing is presented to the destination post office.

The "Mailer Information" section (1 through 12) identifies the mail preparer and provides a description of the mail to be deposited at the destination entry post office listed in item 24. The mailer must complete all items in the "Mailer Information" section except for optional items 6 and 12.

- In item 5, report the mail as configured for verification and as it will be presented to the entry office (for example, if trays are presorted on pallets, show the number of pallets with trays). If a mailing consists of a combination of palletized and non-palletized mail, report each segment correctly in this item.
- In item 6, you may show other mailer information (for example, sequence number for a postage statement, manifest, or 8125).
- In item 7 (and 12 if possible), report the name and telephone number of a mailer contact familiar with the subject mailing who can resolve problems that may arise at the entry office.
- In item 11, show all entry discounts claimed for pieces in the mailing. A single mailing may contain pieces subject to different entry discounts (no more than one entry discount may be claimed for any individual piece).

In the "Destination" section, fill out only the first item (24), "Entry Office." Show the city, state, and ZIP+4 of the post office or postal facility where the PVDS mailing will be deposited. For mail entered at an SCF or a BMC, show the city and state names as they appear in the applicable labeling list from DMM Module L to facilitate verification of any entry discounts claimed. The physical address of the facility may also be shown. All entry discounts must be based on entry at this facility. If the mailing will be deposited at a bulk mail center (BMC), show the designation "BMC" with the city and state as they appear in the applicable labeling list from DMM Module L (the physical address may also be shown with the ZIP+4).

## Submitting Mailing and Form 8125 to Entry Post Office

The mailer or mailer's agent must submit copy 1 of this Form 8125 (with the original signature and round date of the origin post office) with the PVDS mailing presented for acceptance to the entry postal facility shown in the first item of the "Destination" section. Submit a second copy if you want one signed by the entry office and returned for your records.

The mailing presented to the entry office must be configured as reported under "Type and Number of Containers" and must match the other information on Form 8125 as validated by the origin post office (verifying office).

- Mail must not be reconfigured in containers after verification at origin. This ensures that the entry office is able to reconcile the information on the 8125 with the mail being presented for acceptance. For example, mail verified and reported as non-palletized sacks or trays (rather than as sacks or trays prepared on pallets) must be presented to the entry post office in the same configuration.
- Consolidators must not take mail received from mailers as non-palletized sacked or trayed mailings (reported on Forms 8125 as non-palletized mailings) and place the mail on pallets or in other containers after verification (for reasons like facilitating transportation) because the entry office will be unable to reconcile the mail with 8125s representing the mail. For example, if an agent places on pallets 10 sacks from one mailing and 15 sacks from another mailing reported on Forms 8125 as non-palletized sacks, there would be no 8125 representing one pallet of 25 sacks and the destination entry office may refuse or delay acceptance of the mail.

## Instructions for Post Office of Origin (Office Where PVDS Mailing Is Verified)

Be sure mailer has completed all required items in the "Mailer Information" section and item 24.

Complete the "Origin Post Office" section after verifying that all information is correct. Optional items are "Vehicle PVDS Seal number," "Vehicle ID Number," and "Comments."

Sign and round date this form. Return copies 1 and 2 to the mailer. Retain copy 3 in your files for one year.

## Instructions for Destination Entry Post Office or Delivery Unit

Either remove the 8125s for your office from the vehicle or receive them from the mailer or mailer's agent and check that your office is shown as the entry facility under "Entry Office" (item 24).

Check that the form is completed, signed, and round dated by the origin post office.

Check the integrity of the mail load to be sure that it is safe to unload. Note any load condition irregularities under "Load Condition Irregularities" (item 30).

Compare the shipment with the form(s) for class, volume (such as number of containers), processing category, entry rates claimed, and so on.

If the 8125 is properly completed and the information on it matches the mail, accept the shipment. Complete the "Destination" section (items 25 through 32) legibly. Retain the completed 8125 in your files for one year. If the mailer or mailer's agent has presented two copies, complete the "Destination" section on the second copy and return it to the mailer or mailer's agent who presented it to you.

If the mail is visibly damaged, the shipment does not match the information on the 8125, or the entry facility on the 8125 is not your facility, do not accept the mail until the discrepancy is resolved.

- You may need to notify your supervisor of the problem(s).
- Either you or your supervisor may need to contact the origin post office (entered as "USPS Employee Verifying Mail") to resolve the discrepancy.





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## New International Fees

Pursuant to its authority under 39 U.S.C. 407, the Postal Service announces adjustments in international fees for mail services as indicated below. These rates are effective at 12:01 a.m., January 10, 1999. Only the fees and charges below are affected; all other international rates and fees remain unchanged.

### A. Certificate of Mailing

Service	Fee
<b>Individual Pieces:</b>	
Basic service (Form 3817 or facsimile)	\$0.60 (per article)
Firm mailing book (Form 3877 or facsimile)	0.25 (per article listed)
Duplicate of Form 3817 or 3877	0.60 (per page)
<b>Bulk Mailings:</b>	
Up to 1,000 identical pieces	\$3.00
Each additional 1,000 pieces or fraction thereof	0.40
Duplicate copy	0.60

### B. Insured Mail

#### Canada

Limit of Indemnity	Fee
\$50	\$0.85
100	1.80
200	2.75
300	3.70
400	4.65
500	5.60
600	6.55
700	7.50
730	8.45

(The insured mail fees for all countries other than Canada are unchanged.)

### C. Express Mail International Service

Fee, in addition to postage and other fees, for additional Express Mail insurance:

Insurance Coverage	Fee
\$0.01 to \$500.00	None
500.01 to 5,000.00	\$0.95 for each \$100 or fraction thereof over \$500 in desired coverage
Express Mail merchandise maximum liability: \$5,000.00.	
Document reconstruction maximum liability: \$500.00.	

### D. Pickup Fee

For Express Mail International Service, Global Priority Mail, and Parcel Post, per occurrence: \$8.25.

### E. Recorded Delivery

\$1.40.

### F. Registered Mail

#### 1. Canada

Limit of Indemnity	Fee
\$100.00	\$6.20
500.00	6.75
1,000.00	7.30

#### 2. All Other Countries

Limit of Indemnity	Fee
\$42.30	\$6.00

### G. Return Charge

#### Canada

For return publishers' periodicals originally mailed to Canada by publishers or registered news agents (see *International Mail Manual 781.5a*): the applicable surface regular printed matter rate that would be paid from the United States to Canada.

### H. Return Receipt

\$1.25.

IMM REVISION

**New International Fees**

Effective January 10, 1999, the following revisions are being made to the *International Mail Manual* (IMM). They will be incorporated into Issue 21 of the IMM.

**International Mail Manual (IMM)**

**2 Conditions for Mailing**

\* \* \* \* \*

**211.51 EMS Merchandise Insurance**

Express Mail merchandise insurance coverage is provided against loss, damage, or rifling up to \$500 at no additional charge. Additional insurance coverage above \$500 may be purchased at the sender's option.

The fee for optional Express Mail International Service merchandise insurance coverage is \$0.95 for each \$100 or fraction thereof, up to a maximum of \$5,000 per shipment. See the Individual Country Listings for the applicable Express Mail insurance fees.

\* \* \* \* \*

**212.24 Pickup Service**

On-call and scheduled pickup services are available for an added charge of \$8.25 for each pickup stop, regardless of the number of pieces picked up. Only one pickup fee will be charged if domestic Express Mail, domestic Priority Mail, international Parcel Post, and/or domestic Parcel Post is picked up at the same time. No pickup fee will be charged when international Express Mail is picked up during a delivery stop or during a scheduled stop made to collect other mail not subject to a pickup fee. Pickup service is provided in accordance with DMM D010.

\* \* \* \* \*

**226.83 Pickup Service**

On-call and scheduled pickup services are available for Global Priority Mail acceptance cities. There is a charge of \$8.25 for each pickup stop, regardless of the number of pieces picked up. (See DMM D010 for standards of pickup service.) Pickup is not available for Global Priority Mail pieces if paid by permit imprint or claimed at the volume rate.

\* \* \* \* \*

**272.3 Pickup Service**

Scheduled pickup service is available for an added charge of \$8.25 for each pickup stop regardless of the number of pieces picked up. Only one pickup fee will be charged if domestic Express Mail, international Express Mail, domestic

Priority Mail, and/or domestic Parcel Post is also picked up at the same time. No pickup fee will be charged when international Parcel Post is picked up during a delivery stop or during a scheduled stop made to collect other mail not subject to a pickup fee. Pickup service is provided in accordance with DMM D010.

**3 Special Services**

\* \* \* \* \*

**313.1 Individual Pieces**

The fee for certificates of mailing for ordinary Postal Union mail and ordinary Parcel Post is \$0.60 per piece, whether the item is listed individually on PS Form 3817, *Certificate of Mailing*, or on firm mailing bills. Additional copies of either PS Form 3817 or firm mailing bills are available for \$0.60 per page. PS Form 3877, *Firm Mailing Book for Accountable Mail*, or forms printed at the mailer's expense may be used for certificates for three or more pieces of mail of any class presented at one time. If mailer-printed forms are used instead of PS Form 3877, these forms must contain, at a minimum, the same information as PS Form 3877. The fee is \$0.25 per article listed.

**313.2 Bulk Pieces**

Identical pieces of ordinary Postal Union mail that are paid for with regular postage stamps, precanceled stamps, or meter stamps are subject to the following Certificate of Mailing fees:

Up to 1,000 pieces	\$3.00
For each additional 1,000 pieces or fraction	0.40
Duplicate copy	0.60

\* \* \* \* \*

**333.1 Registration Fee**

The registry fee for all countries is \$6.00.  
Exception: See the individual country listing for Canada.

\* \* \* \* \*

**343 Fee**

The fee for a return receipt is \$1.25, which is to be paid in addition to postage and other applicable charges. Return receipt service is available at no additional charge for Express Mail International Service to certain countries.

**Note:** Include the weight of the return receipt when determining the postage for mailing the item.

\* \* \* \* \*

**363 Fees and Charges**

**363.1 List of Fees and Charges**

[In the fourth row of the table, replace existing text with the following:]

Service Requested	Fee or Charge	Payment
*	*	*

**At the International Claims and Inquiry Office (ICIO) (see 931.21), when the request is sent to the foreign administration by either:**

1. Telegraph or cable. (If this method is used, a \$20 deposit must be collected from the sender and held at post office of inquiry. The post office will be notified of the exact cost and any excess must be returned to the sender.)	Cost of telegram	Prepay
2. Registered airmail letter.	Appropriate registry fee plus postage.	Prepay

\* \* \* \* \*

**385.3 Recorded Delivery Fee**

The recorded delivery fee is \$1.40. It is in addition to postage and other special services fees, if applicable.

\* \* \* \* \*

**7 Treatment of Inbound Mail**

\* \* \* \* \*

**781.5a Return Charges for Postal Union Mail**

The return charge paid by publishers or registered news agents who originally mailed publishers' periodicals to Canada is the same as the surface postage rate for a regular printed matter item of the same weight mailed from the United States to Canada. See Individual Country Listings for fees.

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# Postal Bulletin Ordering Information

## Postal Service Orders for Postal Bulletin

- New Order       Change of Address  
(Include *Postal Bulletin* mailing label.)

Attention Line \_\_\_\_\_

Postal Facility Name \_\_\_\_\_

Delivery Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ ZIP+4 \_\_\_\_\_

Person to Contact  
( ) \_\_\_\_\_

Daytime Telephone \_\_\_\_\_

- Change Quantity of Subscription  
(Include *Postal Bulletin* mailing label.)

Current Quantity \_\_\_\_\_ New Quantity \_\_\_\_\_

**Distribution:** The GPO distributes the *Postal Bulletin* for the Postal Service to all postal facilities except classified stations and branches, contract postal units, and detached mail units, which receive copies from their administrative post office.

**Missing Issues:** If postal facilities that receive the *Bulletin* from GPO do not receive their order, they should call the *Postal Bulletin* editor at 202-268-2836. All other facilities should contact their administrative post office.

**Address and Quantity Changes and Subscription Problems:** Postal facilities may send address and quantity changes and subscription queries via cc:Mail to POSTAL BULLETIN or via the Internet to pbulleti@email.usps.gov. Please include old and new address and quantities, and the "P00" subscription number from your address label. Postal facilities may also complete this form and mail it to:

ATTN POSTAL BULLETIN  
US POSTAL SERVICE  
475 L'ENFANT PLZ SW RM 2800  
WASHINGTON DC 20260-1540

All other facilities should contact their administrative post office.

**Single Copies (back to 1 year):** To order extra copies or back issues (see Table of Contents for specific PSN), call MDC Customer Service at 800-332-0317 or send PS Form 7380, *MDC Supply Requisition*, to:

MATERIAL DISTRIBUTION CENTER  
ATTN SUPPLY REQUISITIONS  
500 SW MONTARA PKY  
TOPEKA KS 66624-9602

## Public Orders for Postal Bulletin

- New Order       Change of Address  
(Include *Postal Bulletin* mailing label.)

Attention Line \_\_\_\_\_

Company Name \_\_\_\_\_

Delivery Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ ZIP+4 \_\_\_\_\_  
( )

Daytime Telephone \_\_\_\_\_

**Subscription:** Domestic - \$83.00 per year; International - \$103.75 per year

**Subscription Orders:** 202-512-1800

**Subscription Inquiries:** 202-512-1806 **Fax:** 202-512-2250

**Single Copies (back to 16 issues):** Domestic - \$5.00; International - \$6.25

- Enter \_\_\_\_\_ Annual Subscription(s).  
Total Amount \$ \_\_\_\_\_

- Send \_\_\_\_\_ additional copies of Bulletin # \_\_\_\_\_  
Total Amount \$ \_\_\_\_\_



- GPO deposit account 

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- Check/money order payable to: Superintendent of Documents

- VISA        MasterCard 

Credit Card Number \_\_\_\_\_

Expiration Date \_\_\_\_\_

Signature \_\_\_\_\_

### Mail Completed Form and Payment To:

SUPERINTENDENT OF DOCUMENTS  
US GOVERNMENT PRINTING OFFICE  
PO BOX 371954  
PITTSBURGH PA 15250-7954





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475 L'ENFANT PLAZA SW  
WASHINGTON DC 20260-1540

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