

# POSTAL BULLETIN

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## CONTENTS

The *Postal Bulletin* is also available on the World Wide Web at <http://www.usps.com/cpim/ftp/bulletin/pb.htm> for customers and at <http://blue.usps.gov> for employees.

### Administrative Services

Directives and Forms Update ..... 2

### Child Alert Program

Missing Children Posters ..... 3

### Customer Relations

Revision: Publication 201, *Consumer's Guide to Postal Services & Products* ..... 7

Mail Alert ..... 8

### Domestic Mail

DMM Revision: Refunds for Mailing Fees ..... 9

POM Correction: Signature Capture and Electronic Record Management System ..... 9

DMM Revision: Periodicals Mail Preparation Changes ..... 10

DMM Revision: Enclosures at Periodicals Rate ..... 13

DMM Revision: Placement of Delivery Confirmation Labels ..... 13

DMM Revision: Line 2 Processing Codes ..... 14

Revision: Handbook DM-901, *Registered Mail* ..... 16

DMM Revision: Labeling List Changes ..... 18

APO/FPO Changes ..... 24

Reminder: Acceptance of Plant-Verified Drop Shipment Standard Mail and Periodicals Mailings at Destination Entry Post Offices ..... 25

Announcing Handbook PO-610, *Signature Capture and Electronic Record Management* ..... 25

Notice: Invalid Express Mail Labels and Certified Mail Labels ..... 26

Notice: PS Form 152, *Delivery Confirmation Label* (Retail), and Label 314, *Delivery Confirmation Label* (Electronic) ..... 26

Notice: Duplicate Express Mail Labels ..... 28

Service Test: Priority Mail Drop Shipment With Delivery Confirmation ..... 28

### Finance

Accountbooks and Statement of Accounts for Postal Fiscal Year 2001 ..... 29

ASM Revision: Cost Recovery Policy for the Breast Cancer Research Semipostal Stamp ..... 29

Change to Payment Process for Vehicle Repair Invoices ..... 30

### Fraud Alert

Withholding of Mail Orders ..... 31

Missing, Lost, or Stolen U.S. Money Order Forms ..... 32

Missing, Lost, or Stolen Canadian Money Order Forms ..... 36

Counterfeited Canadian Money Order Forms ..... 38

800 Number Available to Verify Canadian Money Orders ..... 38

Invalid Express Mail Corporate Account Numbers ..... 39

### International Mail

IMM Revision: International Mail — Express Mail International Service (EMS) to Malaysia ..... 42

IMM Revision: International Mail — Mailing to Malawi ..... 42

IMM Revision: Changes for Signature Capture and Electronic Record Management System ..... 43

IMM Revision: Global Direct — Canada Admail ..... 45

ICM Update: International Customized Mail ..... 46

Update: Global Priority Mail Expansion ..... 46

### Philately

Stamp Announcement 00-34: *California Statehood* Commemorative Stamp ..... 47

Stamp Announcement 00-35: *Edward G. Robinson* Commemorative Stamp ..... 49

Migratory Waterfowl Survey — Duck Stamps ..... 51

Pictorial Cancellations Announcement ..... 52

Special Cancellation Die Hubs ..... 60

### Post Offices

Post Office Changes ..... 61

### Postal Employees

Repair of Large Canvas Hampers and Utility Carts ..... 62

Publicity Kit: "STAMP Cool-lecting: Your Window To The World" ..... 62

New Publication: Publication 317, *Manager's Guide To Reasonable Accommodation* ..... 63

Pedestrian Safety Awareness Poster ..... 65

Notice to Reemployed Annuitants About Federal Employees' Health Benefits (FEHB) Premium Contributions ..... 67

### Purchasing and Materials

Fleet Credit Card Being Implemented at All Postal Service Sites ..... 69

Corrugated Boxes ..... 70

Quick Pick List ..... 70

### Retail

Update: Mechanical Scale Charts ..... 81

Vending Notification: Validator Parts Discontinuance ..... 81

Surcharges on Priority Mail and Parcel Post ..... 82

IBI Update: New IBI Being Tested ..... 83

What's in Store ..... 84

### Postal Bulletin Index

Semiannual Index ..... PB 22028 (7-13-00)

**Ordering Information:** Following is the list of postal stock numbers (PSNs) to use when ordering copies of the *Postal Bulletin* from the MDCs:

|                            |                            |
|----------------------------|----------------------------|
| PB 22030: 7690-04-000-5637 | PB 22017: 7690-04-000-3996 |
| PB 22029: 7690-04-000-5636 | PB 22016: 7690-04-000-3995 |
| PB 22028: 7690-04-000-5635 | PB 22015: 7690-04-000-3994 |
| PB 22027: 7690-04-000-5634 | PB 22014: 7690-04-000-3993 |
| PB 22026: 7690-04-000-5633 | PB 22013: 7690-04-000-3992 |
| PB 22025: 7690-04-000-5632 | PB 22012: 7690-04-000-3991 |
| PB 22024: 7690-04-000-5631 | PB 22011: 7690-04-000-3990 |
| PB 22023: 7690-04-000-5630 | PB 22010: 7690-04-000-3989 |
| PB 22022: 7690-04-000-5629 | PB 22009: 7690-04-000-3988 |
| PB 22021: 7690-04-000-5628 | PB 22008: 7690-04-000-3987 |
| PB 22020: 7690-04-000-3999 | PB 22007: 7690-04-000-3986 |
| PB 22019: 7690-04-000-3998 | PB 22006: 7690-04-000-3985 |
| PB 22018: 7690-04-000-3997 | PB 22005: 7690-04-000-3984 |

**The *Postal Bulletin* is published biweekly; information is effective for one year unless it changes a permanent directive or unless otherwise specified.**



# Administrative Services

## Directives and Forms Update

Effective immediately, Publication 223, *Directives and Forms Catalog* (June 1999), is revised. The tables below contain the document ID, edition date, title, national stock number (NSN), and the postal and public supply source for all new, revised, and obsolete directives and forms. Use this article to keep Publication 223 current. Information on how to order directives and forms can be found in chapter 1 of Publication 223.

IWEB = Intranet = <http://blue.usps.gov>; click on *Information*, then *Policies and Procedures*.

WWW = USPS Web page = <http://www.usps.com>.

PE = Postal Explorer = <http://pe.usps.gov>.

F3 = F3 Fill Software.

### New Directives

| Document ID       | Edition Date | Title  | NSN              | Org  | USPS Source | Public Source |
|-------------------|--------------|--|------------------|------|-------------|---------------|
| HBK PO-610        | 7/00         | Signature Capture and Electronic Record Management: Manager's Guide to Standard Operating Procedures | 7610-05-000-4048 | MKT  | MDC         | MDC           |
| MI AS-510-2000-4  | 7/20/00      | Postal Service Headquarters Parking  | N/A              | FAC  | HQO         | N/A           |
| MOP IT-05-30-2000 | 5/30/00      | Additional Guidance Regarding Accommodating Web Pages to Persons with Disabilities                   | N/A              | IT   | IWEB        | N/A           |
| MOP PA&C-4-3-2000 | 4/03/00      | Direct Line Communication Vehicle  | N/A              | PA&C | IWEB        | N/A           |
| MOP PG-4-17-2000  | 4/17/00      | Spousal Travel – "Grossing Up" Taxes   | N/A              | PMG  | IWEB        | N/A           |
| MOP PG-4-21-2000  | 4/21/00      | Statement, Postmaster General William J. Henderson   | N/A              | PMG  | IWEB        | N/A           |
| MOP PG-5-19-2000  | 5/19/00      | Deviations for Relocation Benefits   | N/A              | PMG  | IWEB        | N/A           |
| PUB 280           | 6/00         | Identity Theft   | 7610-05-000-0653 | IS   | MDC         | MDC           |
| PUB 317           | 7/00         | Manager's Guide to Reasonable Accommodation  | 7610-05-000-4023 | HR   | HQO         | N/A           |

### Revised Directives

| Document ID      | Edition Date | Title   | NSN              | Org | USPS Source | Public Source |
|------------------|--------------|---|------------------|-----|-------------|---------------|
| HBK MS-130-VOL-C | 6/02/00      | Remote Bar Coding System (RBCS) Output Subsystem (OSS), Parts Information | 7610-03-000-9070 | ENG | MDC         | R             |

### Obsolete Directives

| Document ID      | Edition Date | Title  | Obsolete Date | Replaced By                      |
|------------------|--------------|--|---------------|----------------------------------|
| HBK F-63         | 8/01/92      | UCAN Terminal Dues System  | 01/11/00      | HBK F-85                         |
| HBK M-60         | 9/01/89      | Origin-Destination Information System Management Instructions                      | 07/24/00      | N/A                              |
| HBK M-61         | 9/01/89      | Origin-Destination Information System – Data Collection Procedures                 | 09/16/97      | N/A                              |
| HBK MS-130-CHG-1 | 3/98         | Remote Bar Coding System (RBCS) Output Subsystem (OSS), Parts Information Change 1 | 06/00         | HBK MS-130-VOL-C, TL-3, 06-02-00 |
| MI AS-510-95-19  | 12/19/95     | USPS Headquarters Parking (475 L'Enfant Plaza, SW)                                 | 7/19/00       | MI AS-510-2000-4                 |

### Revised Forms

| Form Number | Edition Date | Oldest Usable Date | Title   | NSN              | Where Used | Unit of Issue | Org | USPS Source | Public Source |
|-------------|--------------|--------------------|---|------------------|------------|---------------|-----|-------------|---------------|
| FE 6-DEP    | 6/99         | 6/99               | Statement of Claim — Option C Family Life Insurance | 7530-01-000-9308 | PS         | SH            | HR  | MDC         | N/A           |
| PS 3227-H   | 3/00         | 3/00               | Stamps by Mail — Computerized Sites                 | N/A              | RET        | PU            | EA  | HQO         | HQO           |
| PS 3579     | 6/00         | 3/87               | Notice of Undeliverable Periodical                  | 7530-01-000-9965 | CR         | SH            | RET | MDC         | N/A           |
| PS 3806     | 6/00         | 2/95               | Receipt for Registered Mail                         | 7530-02-000-9051 | PU         | SE            | MKT | MDC         | P/F           |
| PS 8163     | 6/00         | 6/00               | Request for Fiscal Year 1999 Accrual                | N/A              | PO         | SH            | FIN | HQO         | N/A           |

# Child Alert Program

August 2000

## Have You Seen Any of These Children?

Please participate in the NALC/USPS Child Alert Program. Tear out this page and carry it with you. If you have information on any of these missing children, tell your postal supervisor.



**Andrew Kenderes**  
 Born: 9-19-91  
 Date Missing: 7-9-00  
 Missing From: Lagrangeville,  
 NY



**Jonathan Kenderes**  
 Born: 8-14-96  
 Date Missing: 7-9-00  
 Missing From: Lagrangeville,  
 NY



**Adam Haseeb**  
 Born: 11-9-95  
 Date Missing: 5-31-00  
 Missing From: Indianapolis, IN



**Shyanne Godron-Wood**  
 Born: 4-7-99  
 Date Missing: 6-9-00  
 Missing From: Henderson, NV



**Ailene Chiolo**  
 Born: 3-31-83  
 Date Missing: 6-12-00  
 Missing From: Sacramento, CA



**Bridgette Esquer**  
 Born: 7-8-86  
 Date Missing: 7-6-00  
 Missing From: Tempe, AZ

**Please call the National Center for Missing and Exploited Children  
 Hot Line 1-800-843-5678  
 TDD 1-800-826-7653**

### **Missing Children Poster Display Instructions**

Please display this poster prominently on bulletin boards in retail lobbies of main post offices, classified stations, and branches. Operators of contract postal units may display this poster at their option.

Companion posters, authorized for display on bulletin boards maintained by employee organizations, appear periodically in *The Postal Record*, a publication for members of the National Association of Letter Carriers.

This poster is published in cooperation with the National Center for Missing and Exploited Children, the United States Department of Justice, and the National Association of Letter Carriers. Information appearing on this poster is selected solely by NCMEC.

In addition to *Postal Bulletin* updates, NCMEC distributes information via broadcast fax. Notification of newly reported missing children is sent to designated district "Missing Children" coordinators at fax numbers provided by district managers. Within 24 hours of receipt of a facsimile Missing Children poster, district coordinators should distribute copies to all postal facilities in their districts. Missing Children posters are to be displayed for 30 days in post office lobbies, workroom floor areas, and other postal facilities, unless notification is received (from NCMEC) to remove a particular poster sooner. The broadcast fax network is used to distribute posters and information in only the most urgent cases of missing and exploited children. This system supplements, but does not replace, the missing children information in this *Postal Bulletin*.

Missing Children posters are available to the U.S. Postal Service only as described above. If postal employees are contacted by individuals or local agencies about displaying a sign or poster of a missing child in local post offices, the individual or agency should be politely informed that the U.S. Postal Service displays only those posters provided by NCMEC, because it has been designated by the U.S. Department of Justice to be the national clearinghouse and resource center for missing and exploited children. The individual or agency should then be referred to NCMEC at 1-800-843-5678.

August 2000

## Have You Seen Any of These Children?

Please participate in the NALC/USPS Child Alert Program. Tear out this page and carry it with you. If you have information on any of these missing children, tell your postal supervisor.



**Anita Lara**  
Born: 11-6-82  
Date Missing: 6-2-00  
Missing From: Santa Barbara, CA



**Crystal LeCroy**  
Born: 1-1-85  
Date Missing: 6-26-00  
Missing From: Baltimore, MD



**Shawna Johnson**  
Born: 10-27-85  
Date Missing: 6-13-00  
Missing From: Grosse Ile, MI



**Brian Metheny**  
Born: 2-22-83  
Date Missing: 6-22-00  
Missing From: Fort Lauderdale, FL



**Sandra McKernan**  
Born: 11-12-84  
Date Missing: 6-4-00  
Missing From: Richford, VT



**Mia Liso**  
Born: 1-19-83  
Date Missing: 6-3-00  
Missing From: Redding, CA



**Matthew Rescia**  
Born: 9-13-82  
Date Missing: 6-24-00  
Missing From: Northampton, MA

**Please call the National Center for Missing and Exploited Children  
Hot Line 1-800-843-5678  
TDD 1-800-826-7653**

### **Missing Children Poster Display Instructions**

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# Customer Relations

## REVISION

### Publication 201, Consumer's Guide to Postal Services & Products

Effective July 23, 2000, Publication 201, *Consumer's Guide to Postal Services & Products*, is revised to add policies and procedures related to Delivery Confirmation service, the new signature capture process, and the electronic record management system. This revision will appear in the next printed version of Publication 201 and in the online version available on the Postal Service Web site (<http://www.usps.com>).

#### Publication 201, *Consumer's Guide to Postal Services & Products*

\* \* \* \* \*

#### Using Special Mailing Services

\* \* \* \* \*

#### Delivery Confirmation Service

Delivery Confirmation service provides the mailer with information about the date and time an article was delivered and, if delivery was attempted but not successful, the date and time of the delivery attempt. Delivery Confirmation service is available only at the time of mailing. Proof of mailing is provided by a mailing receipt. No record is kept at the office of mailing. This service may be obtained using the retail option, or, for mailers who provide an electronic file of the transaction, an electronic option is available. Delivery Confirmation service is available for Priority Mail and Standard Mail (B). Additional services that can be purchased include collect on delivery (COD), insurance, merchandise return service, registered mail, return receipt for merchandise, and special handling.

\* \* \* \* \*

#### Certified Mail

Certified mail provides proof of mailing and delivery of mail. The sender receives a mailing receipt at the time of mailing, and a record of delivery is maintained by the Postal Service. \*\*\*

\* \* \* \* \*

#### Insurance

You can purchase insurance coverage up to \$5,000 for Standard Mail as well as Standard Mail matter mailed at the Priority Mail or First-Class Mail rate. For our most secure service, see *Registered Mail* for coverage up to \$25,000. For articles insured for more than \$50, a receipt of delivery is signed by the recipient and maintained by the Postal Service.

\* \* \* \* \*

— Information Systems,  
Expedited/Package Services, 8-10-00

## Mail Alert

The mailings below will be deposited in the near future. Offices should honor the requested home delivery dates. Mailers wishing to participate in these alerts, for mailings of 1 million pieces or more, should contact Business Service Network Operations at 800-419-2769 at least one month preceding the requested delivery dates. The

Postal Service also offers electronic Mail Alerts via ADVANCE. For more information, see the *ADVANCE Notification & Tracking System Technical Guide* on the Internet at <http://www.ribbs.usps.gov/files/advance/ADVTECH.PDF> or contact the National Customer Support Center at 800-458-3181.

| Title of Mailing                     | Class and Type of Mail | Requested Delivery Dates | Number of Pieces (Millions) | Distribution | Presort Level                     | Comments   |
|--------------------------------------|------------------------|--------------------------|-----------------------------|--------------|-----------------------------------|--|
| JC Penney "J" Book                   | Standard A/ Catalog    | 8/18-8/21                | 2.8                         | Nationwide   | CarRt                             | Quebecor World   |
| JC Penney Fall Fashion Influence     | Standard A/ Catalog    | 8/18-8/21                | 2.0                         | Nationwide   | CarRt                             | Quebecor World   |
| Eddie Bauer August Clearance         | Standard A/ Flat       | 8/21-8/23                | 2.7                         | Nationwide   | CarRt, 3/5-Digit                  | RR Donnelley, Warsaw, IN   |
| Smithsonian Catalogue Fall 2         | Standard A/ Catalog    | 8/21-8/24                | 1.0                         | Nationwide   | CarRt, 3/5-Digit, Basic, Barcoded | Quad Graphics, Lomira, WI; 8" x 8", 112 pages  |
| Carol Wright                         | Standard A/ Letter     | 8/21-8/24                | 22.0                        | Nationwide   | CarRt                             | Cox Target Media, Inc. 800-237-6266 (Postal Affairs)   |
| Midnight Velvet                      | Standard A/ Catalog    | 8/21-8/24                | 1.8                         | Nationwide   | CarRt, 3/5-Digit, Basic, Barcoded | Quad Graphics, Lomira, WI; 7 15/16" x 10 1/4" catalog has a die-cut cover and a personalized (address) underwrap |
| The Sportman's Guide August Footwear | Standard A/ Catalog    | 8/21-8/25                | 1.0                         | Nationwide   | CarRt, 3/5-Digit                  | Quad Graphics, Lomira, WI  |
| JC Penney Christmas                  | Standard B/ Catalog    | 8/26-8/30                | 11.4                        | Nationwide   | CarRt                             | RR Donnelley   |
| Service Merchandise                  | Standard A/ Flat       | 8/28-8/29                | 5.0                         | Nationwide   | 3/5-Digit                         | RR Donnelley, Lynchburg, WV  |
| Eddie Bauer September Women's        | Standard A/ Flat       | 8/28-8/30                | 2.5                         | Nationwide   | CarRt, 3/5-Digit                  | RR Donnelley, Warsaw, IN   |
| Seventh Avenue                       | Standard A/ Catalog    | 8/28-8/31                | 2.3                         | Nationwide   | CarRt, 3/5-Digit, Basic, Barcoded | Quad Graphics, Lomira, WI; 9 1/4" x 6 1/2" catalog has a die-cut cover and a personalized (address) underwrap    |
| Sally Beauty Supply                  | Standard A/ Letter     | 8/29-8/31                | 2.5                         | Nationwide   | CarRt, 3/5-Digit, Residual        | COMPASS Print and Mail Services, Dallas, TX  |



# Domestic Mail

## DMM REVISION

### Refunds for Mailing Fees

Effective August 10, 2000, *Domestic Mail Manual* (DMM) P014.2.4 is amended to allow refunds for mailing fees for all classes of mail. Previously, refunds were available only for the Standard Mail (A) mailing fee.

A separate mailing fee must be paid once each 12-month period at each office where Presorted First-Class Mail, Standard Mail (A), destination entry Parcel Post, Presorted Special Standard Mail, or Presorted Library Mail is presented for mailing. Refunds for these fees may be made only if **no mailings** have been presented during the corresponding 12-month period. Refunds for mailing fees are not prorated.

Other fees are not refundable: permit imprint application fees, Periodicals application fees, and special service permit and accounting fees (for example, business reply mail permit fees and accounting fees).

Employees who have questions about refunds for mailing fees should contact the manager of business mail entry at their district office.

This revision will appear in the printed version of DMM Issue 56 and in the online version available via Postal Explorer (<http://pe.usps.gov>).

### Domestic Mail Manual (DMM)

#### P Postage and Payment Methods

##### P000 Basic Information

##### P010 General Standards

\* \* \* \* \*

##### P014 Refunds and Exchanges

\* \* \* \* \*

#### 2.0 POSTAGE AND FEES REFUNDS

\* \* \* \* \*

##### 2.4 Full Refund

A full refund (100%) may be made when:

\* \* \* \* \*

[Amend 2.4 by revising 2.4i to read as follows:]

- i. An annual mailing fee is paid for Presorted First-Class Mail, Standard Mail (A), destination entry Parcel Post, Presorted Special Standard Mail, or Presorted Library Mail and no mailings are made during the corresponding 12-month period.

\* \* \* \* \*

— Mail Preparation and Standards,  
Pricing and Product Design, 8-10-00

## POM Correction

### Signature Capture and Electronic Record Management System

In *Postal Bulletin* 22028 (7-13-00), page 10, the revised text for *Postal Operations Manual* (POM) 147.123 was incorrect. The revised text should read as follows:

#### 147.123 Loss of COD Articles (or Nonremittance)

Handle COD claims as follows:

When Form 1000 is presented at a post office for the purpose of filing a claim, send Form 1000 with all supporting documentation, evidence of insurance, and evidence of

value (as defined in DMM S010) to the St. Louis Accounting Service Center (ASC) at the following address:

CLAIMS PROCESSING SECTION  
ACCOUNTING SERVICE CENTER  
PO BOX 80143  
ST LOUIS MO 63180-0143

\* \* \* \* \*

— Expedited/Package Services, 8-10-00

DMM REVISION

**Periodicals Mail Preparation Changes**

Effective at a future date, *Domestic Mail Manual* (DMM) E230.2.2, M011.1.3, M013.1.1, M033.1.8, M041.5.2, M045.4.1, M050.3.4, M050.4.1, M200.1.3, M200.1.5, and M200.3.1 are amended to include new preparation requirements for Periodicals as outlined below.

These revisions are based on cost studies indicating that these preparation changes can produce significant savings for the Postal Service. Periodicals mailers support these changes as a way to reduce handling costs for Periodicals. This revision will be effective at a future date that coincides with implementation of rates resulting from the R2000-1 rate case. Employees will be notified of the effective date through a future *Postal Bulletin* article.

**Line-of-Travel Sequencing for Basic Carrier Route Periodicals**

Effective at a future date, packages of basic enhanced carrier route Periodicals must be in line-of-travel (LOT) sequence. Mailers are required to use the Postal Service LOT product to sequence their mail no more than 90 days prior to mailing.

Employees should remind mailers that the LOT product is available through the National Customer Support Center (<http://www.usps.com> > Address Quality > Address Information Systems (AIS) Products, or 1-800-238-3150). Customers also may use the standards in DMM A920 to submit cards for carrier route sequencing.

New postage statements will not be produced until rates are implemented for the R2000-1 rate case. Until then, mailers must annotate line 22 (for outside-county) and line 53 (for in-county) on the Forms 3541 to show the LOT sequencing date.

**Sack Preparation Changes for Periodicals Nonletter-Size Pieces and Periodicals Prepared on Pallets**

Effective at a future date, the DMM is revised to reflect changes to the preparation of Periodicals nonletter-size pieces prepared in sacks and for Periodicals packages and bundles prepared on pallets. For Periodicals carrier route mail prepared in sacks, the changes require direct carrier route sacks to contain a minimum of 24 pieces and require the preparation of 5-digit scheme carrier route sacks using DMM labeling list L001. All other sack sortation criteria remain unchanged. For Periodicals prepared in packages and bundles on pallets, the changes require preparation of 5-digit scheme pallets using DMM L001.

Mailers may choose to begin using these new standards immediately, and will be required to use them with the effective date.

**Domestic Mail Manual (DMM)**

|             |                            |   |   |   |   |   |
|-------------|----------------------------|---|---|---|---|---|
| <b>E</b>    | <b>Eligibility</b>         | * | * | * | * | * |
| <b>E200</b> | <b>Periodicals</b>         | * | * | * | * | * |
| <b>E230</b> | <b>Nonautomation Rates</b> | * | * | * | * | * |
| <b>2.0</b>  | <b>CARRIER ROUTE RATES</b> | * | * | * | * | * |

[Amend 2.2 by revising the heading and item a, redesignating item b as item c, and adding a new item b to read as follows:]

**2.2 Sequencing**

Preparation to qualify eligible pieces for carrier route rates is optional and is subject to M200. Carrier route sort need not be done for all carrier routes in a 5-digit area. Specific rate eligibility is subject to these standards:

- a. The carrier route rates apply to copies in carrier route packages of six or more letter-size pieces each that are sorted to carrier routes, 5-digit carrier routes, or 3-digit carrier routes trays; and six or more flat-size pieces or irregular parcel-size pieces each that are sorted to carrier route, 5-digit, or 5-digit scheme carrier routes sacks. Preparation of 5-digit scheme carrier routes sacks is required for all 5-digit scheme destinations. The applicable sequencing requirements in M050 and in 2.2b or 2.2c also must be met.
- b. 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 (M050).
- c. The high density and saturation rates apply to pieces that are eligible for carrier route rates under 2.2a, are prepared in carrier walk sequence, and meet the applicable density standards in 6.0 for the rate claimed.

|   |   |   |   |   |
|---|---|---|---|---|
| * | * | * | * | * |
|---|---|---|---|---|

**M Mail Preparation and Sortation**

**M000 General Preparation Standards**

**M010 Mailpieces**

**M011 Basic Standards**

**1.0 TERMS AND CONDITIONS**

\* \* \* \* \*

**1.3 Preparation Instructions**

For purposes of preparing mail:

*[Amend items h and i by replacing the fourth sentence in each to read as follows:]*

\* \* \* \* \*

h. \* \* \* The 5-digit/scheme sort is required for carrier route rate flat-size and irregular parcel Periodicals and optional for flat-size Enhanced Carrier Route rate Standard Mail (A) in sacks.\* \* \*

i. \* \* \* The 5-digit/scheme sort is required for carrier route rate flat-size and irregular parcel Periodicals and optional for flat-size Standard Mail (A) prepared as packages on pallets and may not be used for other mail prepared on pallets, except for packages of Standard Mail (A) irregular parcels that are part of a mailing job that is prepared in part as palletized flats at automation rates.\* \* \*

\* \* \* \* \*

**M013 Optional Endorsements Lines**

**1.0 USE**

**1.1 Basic Standards**

*[Amend 1.1 by revising the exhibit to read as follows:]*

| Sortation Level   | OEL Example                      |
|---|----------------------------------|
| Carrier Route—Periodicals (basic, high density, and saturation carrier route) | * * * * *<br>CAR-RT LOT ** C-001 |

\* \* \* \* \*

**M030 Containers**

\* \* \* \* \*

**M033 Sacks and Trays**

**1.0 BASIC STANDARDS**

\* \* \* \* \*

**1.8 Periodicals Flats and Irregular Parcels Origin/Entry SCF Sacks**

*[Amend 1.8 by replacing the first sentence to read as follows:]*

For flat-size and irregular parcel-size Periodicals, after all carrier route, 5-digit carrier routes, 5-digit scheme carrier routes, 5-digit, 3-digit, and required 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).\* \* \*

\* \* \* \* \*

**M040 Pallets**

**M041 General Standards**

\* \* \* \* \*

**5.0 PREPARATION**

\* \* \* \* \*

**5.2 Required Preparation**

These standards apply to:

*[Amend item a by replacing the third sentence and adding a new fourth sentence to read as follows:]*

a. Periodicals, Standard Mail (A), and Parcel Post (other than BMC Presort, OBMC Presort, DSCF, and DDU rate mail). A pallet must be prepared to a required sortation level when there are 500 pounds of Periodicals or Standard Mail packages, sacks, or parcels or six layers of Periodicals or Standard Mail (A) letter trays. For packages of Periodicals flats and irregular parcels on pallets prepared under the standards for package reallocation (M045.5), not all mail for a required 5-digit scheme destination is required to be on a 5-digit scheme pallet. For packages of Standard Mail (A) flats on pallets, not all mail for a required 5-digit destination is required to be on a 5-digit pallet or optional 5-digit/scheme pallet.\* \* \*

\* \* \* \* \*

**M045 Palletized Mailings**  
\* \* \* \* \*

**4.0 PALLET PRESORT AND LABELING**

**4.1 Packages, Bundles, Sacks, or Trays on Pallets**

Preparation sequence and Line 1 labeling:

[Amend items a and b to read as follows:]

- a. 5-digit (for Periodicals sacks or trays and all Standard Mail): required for sacks; required for packages and bundles of Standard Mail, except for packages and bundles prepared under b; optional for trays; for Line 1, use 5-digit ZIP Code destination of contents.
- b. 5-digit scheme: required for Periodicals packages and bundles and optional for Standard Mail (A) packages and bundles; for Line 1 for 5-digit pallets, use 5-digit ZIP Code destination of contents; for Line 1 for 5-digit scheme pallets, use L001, Column B.

\* \* \* \* \*

**M050 Delivery Sequence**  
\* \* \* \* \*

**3.0 DELIVERY SEQUENCE INFORMATION**

\* \* \* \* \*

**3.4 Line-of-Travel Sequence**

[Amend 3.4 by revising the first sentence to read as follows:]

Unless the mail is prepared in carrier walk sequence, LOT sequence is required for mailings at Enhanced Carrier Route basic Standard Mail (A) rates and carrier route basic Periodicals rates.\* \* \*

**4.0 DOCUMENTATION**

**4.1 General**

[Amend 4.1 by revising the fourth sentence to read as follows:]

\* \* \* For Periodicals, the postage statement must be annotated in the "Sequencing Date" block on each of the lines where basic, high density, and saturation per piece rate postage is reported.\* \* \*

\* \* \* \* \*

**M200 Periodicals (Nonautomation)**

**1.0 BASIC STANDARDS**

\* \* \* \* \*

**1.3 Basic Carrier Route and Walk Sequence**

[Amend 1.3 by revising the heading and the second sentence to read as follows:]

\* \* \* Periodicals for which a carrier route discount is claimed must be prepared as a carrier route mailing under this section and either the walk sequencing standard or the line-of-travel sequencing standard in M050; pieces prepared with a simplified address must also meet the standards in A040.

\* \* \* \* \*

**1.5 Low-Volume Packages and Sacks**

[Amend 1.5 by clarifying package and sack levels to read as follows:]

As a general exception to 2.4b through 2.4d, and 3.1a through 3.1e, nonletter-size Periodicals may be prepared in carrier route, 5-digit, and 3-digit packages containing fewer than six pieces when the publisher determines that such preparation improves service, provided those packages are placed in 5-digit carrier routes, 5-digit scheme carrier routes, 5-digit, 3-digit, and SCF sacks. These low-volume packages may be placed on 5-digit, 5-digit scheme, 3-digit, and SCF pallets under M045.

\* \* \* \* \*

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

**3.1 Sack Preparation**

Sack size, preparation sequence, and Line 1 labeling:

[Amend 3.1 by deleting b, redesignating c through h as b through g respectively, and rewording a and new b to read as follows:]

- a. Carrier route: required for rate eligibility at 24 pieces, fewer pieces not permitted; for Line 1, use 5-digit ZIP Code destination of packages, preceded for military mail by the prefixes under M031.
- b. 5-digit/scheme carrier routes (carrier route packages only): required for rate eligibility (no minimum); for Line 1 for 5-digit carrier routes sacks, use 5-digit ZIP Code destination of packages, preceded for military mail by the prefixes under M031; for Line 1 for 5-digit scheme carrier routes sacks, use L001, Column B.

\* \* \* \* \*

DMM REVISION

**Enclosures at Periodicals Rate**

Effective August 10, 2000, *Domestic Mail Manual* (DMM) C200.1.4b is revised to eliminate the requirement that the subscription receipts, requests, and order forms permitted as enclosures at Periodicals rates be limited to the host publication or a combination including the host publication and other Periodicals of the host's publisher. The standards for permissible enclosures are expanded to allow receipts, requests, orders for a subscription, or printed matter (which is part of or accompanied by and related exclusively to a request or order for a subscription) for one or more of the following:

- The host publication.
- Other Periodicals publications of the publisher.
- Periodicals publications of one or more affiliates or subsidiaries of the publisher, as long as all publications are under identical ownership and other products or services are not advertised, promoted, or offered.

This revision will appear in the printed version of DMM Issue 56 and in the online version available via Postal Explorer (<http://pe.usps.gov>).

**Domestic Mail Manual (DMM)**

|             |                                    |   |   |   |   |   |
|-------------|------------------------------------|---|---|---|---|---|
| <b>C</b>    | <b>Characteristics and Content</b> | * | * | * | * | * |
| <b>C200</b> | <b>Periodicals</b>                 | * | * | * | * | * |

**1.0 PERMISSIBLE MAILPIECE COMPONENTS**

\* \* \* \* \*

*[Amend heading of 1.4 to read as follows:]*

**1.4 Enclosures at Periodicals Rate**

\* \* \* \* \*

*[Replace 1.4b with new 1.4b to read as follows:]*

- b. A receipt, request, or order for a subscription may be printed or written; prepared as a reply mail card or envelope for the host publication, other Periodicals publications of the publisher, or Periodicals publications of one or more affiliates or subsidiaries of the publisher, or any combination thereof (provided that all of the publications are under common 100% ownership); arranged to include a coin receptacle; or inserted in an envelope within the publication. The receipt or request may be part of or accompanied by printed matter containing information related exclusively to a receipt or request or order for a subscription to one or more of the following: the host Periodicals publication; other Periodicals publications of the publisher; or Periodicals publications of one or more affiliates or subsidiaries of the publisher, provided that all of the publications are under common 100% ownership and the printed matter does not advertise, promote, or offer for sale other products or services.

\* \* \* \* \*

*— Mail Preparation and Standards,  
Pricing and Product Design, 8-10-00*

DMM REVISION

**Placement of Delivery Confirmation Labels**

Effective August 10, 2000, *Domestic Mail Manual* (DMM) S918.2.2 and Publication 91, *Delivery Confirmation Technical Guide*, are revised to expand information on the placement of Delivery Confirmation labels.

This information will appear in the printed version of DMM Issue 56 and in the online version available via Postal Explorer (<http://pe.usps.gov>), and in the next published version of Publication 91.

**Domestic Mail Manual (DMM)**

|             |                                    |   |   |   |   |   |
|-------------|------------------------------------|---|---|---|---|---|
| <b>S</b>    | <b>Special Services</b>            | * | * | * | * | * |
| <b>S900</b> | <b>Special Postal Services</b>     |   |   |   |   |   |
| <b>S910</b> | <b>Security and Accountability</b> | * | * | * | * | * |
| <b>S918</b> | <b>Delivery Confirmation</b>       | * | * | * | * | * |

**2.0 LABELS**  
\* \* \* \* \*

**2.2 Label Placement**

The barcode label section of USPS preprinted Label 314 or PS Form 152 must be placed either above the delivery address and to the right of the return address or to the left of the delivery address. A privately printed Delivery Confirmation label that is separate from a privately prepared address label must be placed in close proximity to the address label. In all cases, the entire Delivery Confirmation label must be placed on the address side and must not overlap any adjacent side of an item.

\* \* \* \* \*

**Publication 91, Delivery Confirmation Technical Guide**

\* \* \* \* \*

**3 Printing Labels**

\* \* \* \* \*

**Label Placement**

Whenever applying a label to a package, you must place it on the address side of the package without overlapping any adjacent side. USPS preprinted labels must be placed either above the delivery address and to the right of the return address or to the left of the delivery address. (See Table 3.) A privately prepared Delivery Confirmation label that is separate from a privately prepared address label must be placed in close proximity to the address label.

\* \* \* \* \*

— Expedited/Package Services, 8-10-00

*DMM REVISION*

**Line 2 Processing Codes**

Effective August 10, 2000, *Domestic Mail Manual* (DMM) M031.1.3, M032.1.3c, M032 Exhibit 1.3a, M045.4.4, M073.1.6, M610.4.8, M610.5.3, M630.2.6, M630.4.6, M630.5.6, and M630.6.3 are amended and M031.4.10 is deleted to remove references to line 2 processing codes. These codes were eliminated as part of revisions made to labeling lists published on pages 18–24 in this *Postal Bulletin*.

Although mailers are encouraged to label according to these standards immediately, they must comply with these changes no later than October 22, 2000.

These revisions will appear in the printed version of DMM Issue 56 and in the online version available via Postal Explorer (<http://pe.usps.gov>).

**Domestic Mail Manual (DMM)**

**M Mail Preparation and Sortation**

**M000 General Preparation Standards**  
\* \* \* \* \*

**M030 Containers**

**M031 Labels**

**1.0 SACK AND TRAY LABELS**  
\* \* \* \* \*

**1.3 Line 2**

[Amend 1.3 by deleting the last sentence to read as follows:]

Line 2 (content line) must be the second visible line on the label. This line must show the class and processing category of the mail in the sack or tray and other information as specified by standards.

\* \* \* \* \*

**4.0 PALLET LABELS**

\* \* \* \* \*

[Amend 4.0 by deleting 4.10. Redesignate 4.11 through 4.13 as 4.10 through 4.12, respectively.]

\* \* \* \* \*

**M032 Barcoded Labels**

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

\* \* \* \* \*

**1.3 Content Line (Line 2)**

[Amend 1.3 by revising item c to delete references to the line 2 processing codes:]

The content line must meet these standards:

\* \* \* \* \*

c. *Additional Information.* For 3-digit scheme trays as specified by the labeling list, the content line for some destinations must be followed by the letter “A,” “B,” or “C,” which is not required to be right-justified. For carrier route trays and sacks, the content information must be followed by a one-letter carrier route type description followed by a space and a 3-digit route number for the route to which the tray is destined.

\* \* \* \* \*

**Exhibit 1.3a 3-Digit Content Identifier Numbers**

*[Amend Exhibit 1.3a by deleting footnote 1. Redesignate footnotes 2 and 3 as 1 and 2, respectively. Replace all references to footnote 1 with references to footnote 2; replace all references to footnote 3 with references to footnote 2.]*

\* \* \* \* \*

**M040 Pallets**

\* \* \* \* \*

**M045 Palletized Mailings**

\* \* \* \* \*

**4.0 PALLET PRESORT AND LABELING**

\* \* \* \* \*

**4.4 Line 2**

*[Amend the first paragraph of 4.4 by deleting references to the line 2 processing code to read as follows:]*

Line 2, class of mail (shown below, as appropriate), processing category and mail type (e.g., “MACH,” “LTRS BC”), and “SCHEME” or “SCH” for 5-digit scheme pallets of Periodicals or Standard Mail (A):

\* \* \* \* \*

**M070 Mixed Classes**

\* \* \* \* \*

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

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

\* \* \* \* \*

**1.6 Sack Preparation**

*[Amend 1.6 by deleting item b(5).]*

\* \* \* \* \*

**M600 Standard Mail (Nonautomation)**

**M610 Presorted Standard Mail (A)**

\* \* \* \* \*

**4.0 FLAT-SIZE PIECES AND IRREGULAR PARCELS**

\* \* \* \* \*

**4.8 Sack Line 2**

*[Amend 4.8 by deleting item e.]*

\* \* \* \* \*

**5.0 MACHINABLE PARCELS**

\* \* \* \* \*

**5.3 Sack Line 2**

*[Amend 5.3 by deleting item e.]*

\* \* \* \* \*

**M630 Standard Mail (B)**

\* \* \* \* \*

**2.0 BOUND PRINTED MATTER**

\* \* \* \* \*

**2.6 Sack Line 2**

*[Amend 2.6 by deleting item f.]*

\* \* \* \* \*

**4.0 SPECIAL STANDARD MAIL**

\* \* \* \* \*

**4.6 Sack Line 2**

*[Amend 4.6 by deleting item c.]*

\* \* \* \* \*

**5.0 LIBRARY MAIL**

\* \* \* \* \*

**5.6 Sack Line 2**

*[Amend 5.6 by deleting item c.]*

\* \* \* \* \*

**6.0 MACHINABLE PARCELS**

\* \* \* \* \*

**6.3 Sack Line 2**

*[Amend 6.3 by deleting item e.]*

REVISION

**Handbook DM-901, Registered Mail**

Effective July 23, 2000, Handbook DM-901, *Registered Mail*, is revised to incorporate policies and procedures for the new signature capture process. This revision will appear in the next printed edition of Handbook DM-901 and in the next online version, available on the corporate intranet (<http://blue.usps.gov>; click on *Policies and Procedures*, then *Handbooks*).

**Handbook DM-901, Registered Mail**

\* \* \* \* \*

**3 Acceptance**

**31 Label 200**

[Revise 311 to read as follows:]

**311 General**

At the time of mailing, all registered mail must bear a red barcoded Label 200, *Registered Mail*. The Postal Service–printed self-adhesive label, measuring 3 1/4 inches by 1 3/4 inches, is printed with capital letters “RR” followed by nine digits in OCR-A font, followed by the two-digit alpha country code (see Exhibit 311). The letters “RR” followed by the nine-digit number and country code identifies the registered article for all records and inquiries. (Alpha ranges at the beginning of the registered label include RA–RZ.) Privately printed labels must bear a red barcoded label nearly identical in design and color to the USPS label as specified in Publication 109, *Special Services Technical Guide*. The barcode must be represented in 20 human-readable numbers arranged in groups of four, starting with Service Code 77.

[Revise Exhibit 311 as follows:]

**Exhibit 311 — Label 200, Registered Mail**



\* \* \* \* \*

**33 Individual Article**

\* \* \* \* \*

**334 Numbering Articles and Receipts**

[Revise 334.1 to read as follows:]

**334.1 Determining Article Number**

Determine the registry number from the entire 13-digit alphanumeric string or 20-digit numeric string appearing on the Label 200 affixed to the article at the time of mailing. The number on the receipt must be the same as the number on the article being mailed.

\* \* \* \* \*

**5 Dispatch**

\* \* \* \* \*

**52 Equipment**

\* \* \* \* \*

**522 Rotary Lock Pouch**

\* \* \* \* \*

**522.2 Information Entered on Dispatch Bill**

Enter the following information on Form 3854 or Form 3854-A, *Manifold Registry Dispatch Book*, at the time of dispatch:

\* \* \* \* \*

[Revise item f to read as follows:]

- f. For domestic mail, registered numbers (13-digit alphanumeric string or 20-digit numeric string) for individual articles. Do not list the 5-digit ZIP Code of origin unless automated systems, which track registered mail, will accept the data. For international mail, the entire 13-digit alphanumeric string as described in 592.3.

\* \* \* \* \*

**522.3 Pouching Method**

Pouch registered mail as follows:

[Revise item a to read as follows:]

- a. Handwrite registered numbers of articles to be dispatched on Form 3854 or scan or manually input the numbers on Form 3854-A used on available systems, such as Delivery Confirmation Receipt System (DCRS) or Enhanced Delivery Confirmation Receipt System (EDCRS).

\* \* \* \* \*



**54 Pouching**

**541 Form 3854**

Use Form 3854 or Form 3854-A to list and describe registered articles for dispatch. Enter the following information with ballpoint pen on Form 3854 or Form 3854-A:

*[Revise item a to read as follows:]*

- a. Round-date the bill and coupon on all copies of the bill. When using the Delivery Confirmation Receipt System (DCRS) or Enhanced Delivery Confirmation Receipt System (EDCRS), round-date the bill after removing it from the printer.

\* \* \* \* \*

**6 Processing and Delivering**

\* \* \* \* \*

**63 Irregularities and Discrepancies**

\* \* \* \* \*

**632 Damaged Wrapper or Envelope**

*[Revise 632.1 to read as follows:]*

**632.1 Repairing**

Show any registered mail with a damaged wrapper to a supervisor, and then repair the wrapper with official tape and seals. Endorse the mail "Received in Damaged Condition." Round-date and sign. Scan/enter the label ID and enter the visible damage code into a handheld scanner as appropriate.

\* \* \* \* \*

**637 Missent Articles**

\* \* \* \* \*

*[Revise 637.2 to read as follows:]*

**637.2 Individual Articles**

Endorse individual articles of ordinary value and the dispatch bill or card "Missent." Scan as appropriate using a handheld scanner. Return the coupon or part B of the card to the dispatching unit showing the article number, office of origin, and destination office.

\* \* \* \* \*

**64 Delivery**

**641 Postal Service Responsibility**

\* \* \* \* \*

*[Revise 641.2 to read as follows:]*

**641.2 Customer Acceptance**

The addressee or addressee's representative may obtain the name and address of the sender and may look at the

mailpiece while it is held by the postal employee before accepting delivery and signing the receipt. Identification is required if the person accepting the registered mail is unknown to the postal employee. The signature and printed name of the person receiving the article must appear in the appropriate block on Form 3849, *Delivery Notice/Reminder/Receipt*, or Form 3883 or Form 3883-A, *Firm Delivery Receipt for Accountable and Bulk Delivery Mail*. Scan as appropriate using a handheld scanner. Ensure that the delivery address is recorded on the barcoded side of Form 3849.

*[Revise 641.3 to read as follows:]*

**641.3 Attempted Delivery**

If the carrier is unable to deliver registered mail, the carrier must leave a notice of arrival on Form 3849. Scan as appropriate using a handheld scanner. If the addressee does not call for the article or request delivery within 5 days, the carrier issues a second notice, provided that the maximum period for which the mail may be held permits. The carrier does not make a second attempt to deliver unless the post office receives a request to do so. Postmasters may require customers to call for registered mail at the post office if delivery by carrier is unsafe.

**642 Retention of Undelivered Mail**

*[Revise 642.1 to read as follows:]*

**642.1 Maximum Holding Period**

An undeliverable registered mail article may be held a maximum of 15 days before returning it to the sender, unless the sender specifies fewer days by endorsing the article. If returned, scan as appropriate using a handheld scanner.

\* \* \* \* \*

**65 Other Mail**

**651 Registered Articles in Ordinary Mail**

\* \* \* \* \*

*[Revise 651.2 to read as follows:]*

**651.2 Without Postage**

If no postage is paid, endorse the piece "Not in the Registered Mail" and "Returned for Postage." Return the endorsed piece to the sender for postage and fees. Scan as appropriate using a handheld scanner.

\* \* \* \* \*

**7 Special Instructions**

**71 Offices With 950 or More Revenue Units**

**711 Registry Section**

\* \* \* \* \*

**711.2 Transfer From Acceptance or Delivery Windows**

\* \* \* \* \*

[Revise 711.25 to read as follows:]

**711.25 Mail Recovery Center**

*Manual Record Management Sites:* When transferring registered mail to the mail recovery center, complete Form 3849, showing the disposition of the article.

*Electronic Record Management Sites:* Scan registered mail article as appropriate using a handheld scanner.

\* \* \* \* \*

**72 Protection**

**721 All Registered Mail**

\* \* \* \* \*

[Revise 721.3 to read as follows:]

**721.3 Notified Mail**

Treat all registered mail not assigned to carriers or delivered to customers on the day it arrives as notified mail, and keep it in locked containers. Scan as appropriate using a handheld scanner. Employees must sign for the keys to locked containers daily, and the mail must be accounted for at the end of each business day.

\* \* \* \* \*

**73 Record Keeping**

**731 Forms and Filing**

\* \* \* \* \*

**731.2 Filing**

[Revise 731.21 to read as follows:]

**731.21 Dispatch Receipts**

*Manual Record Management Sites:* File daily all records pertaining to the dispatch and receipt of registered articles. Identify files and incoming and outgoing bills. Keep these records for 2 years.

*Electronic Record Management Sites:* Send all signed delivery receipts (Forms 3849) to your designated Computerized Forwarding System (CFS) site for optical scanning. Delivery records will be stored in a central database as specified in *Administrative Support Manual (ASM)* 351.

[Revise 731.22 to read as follows:]

**731.22 Other Records**

*Manual Record Management Sites:* File daily other records, such as window receipts, firm mailing bills, valuable cage records, and records of registers kept overnight in a safe. Identify and keep these records for 2 years.

*Electronic Record Management Sites:* Send all signed delivery receipts (Forms 3849) to your designated CFS site for optical scanning. Delivery records will be stored in a central database as specified in ASM 351.

\* \* \* \* \*

— Information Systems,  
Expedited/Package Services, 8-10-00

*DMM REVISION*

**Labeling List Changes**

Effective August 10, 2000, *Domestic Mail Manual (DMM)* L001, L002, L003, L004, L005, L601, L603, L604, L605, L801, L802, and L803 are amended to reflect changes in mail processing operations. Although mailers are encouraged to label according to these revised lists immediately, they must comply with these changes no later than October 22, 2000. These changes will be incorporated into the online DMM available via Postal Explorer (<http://pe.usps.gov>) on August 10, 2000, and will be included in the printed version of DMM Issue 56.

Processing for ZIP Codes 006 – 009 that is currently performed at the New Jersey BMC will be moving to the Jacksonville BMC. Accordingly, there are several changes to instructions and footnotes shown with the appropriate lists.

Abbreviations for BMC names, primarily shown on L604, are being extended to all lists to allow for cross-reference of data. These abbreviations were originally put in place to accommodate the 21-character limit on sack and tray labels.

Changes are being made to the labeling lists to align the naming conventions between the AMS products and these lists. In instances where a facility name includes the state name, such as Northern Virginia, the lists will now reflect the full facility name and the state separately. As an example, the label “Northern VA” will now be “Northern VA VA.”

**Domestic Mail Manual (DMM)**

**L Labeling Lists**

**L000 General Use**

**L001 5-Digit Scheme — Periodicals Flats and Irregular Parcels and Standard Mail (A) Flats**

\* \* \* \* \*

| Column A<br>Destination ZIP Codes          | Column B<br>Label Container To |
|--|--------------------------------|
| <b>Change From:</b><br>22401-08, 12        | FREDERICKSBURG VA 22401        |
| <b>Change To:</b><br>22401, 02, 04, 07, 08 | FREDERICKSBURG VA 22401        |
| <b>Add:</b><br>22403, 05, 06, 12           | FREDERICKSBURG VA 22403        |
| <b>Delete:</b><br>23111, 16                | MECHANICSVILLE VA 23111        |
| 23112, 13                                  | MIDLOTHIAN VA 23112            |
| 23235, 36                                  | RICHMOND VA 23235              |

**L002 3-Digit ZIP Code Prefix Matrix**

\* \* \* \* \*

[Delete the following from the instruction section:]

(1) = Mail destinating in 3-digit ZIP Code area 008 must be labeled as shown in L601 for Standard Mail machinable parcels, L603 for Standard Mail irregular parcels, and L004 for all other mail.

\* \* \* \* \*

| Change From:<br>3-Digit<br>ZIP Code<br>Prefix | Column A<br>3-Digit Destinations (1)<br>Label to | Column B<br>3-Digit/Scheme Destinations<br>Label to | Column C<br>SCF Destinations<br>Label to |
|---|--|---|--|
| 008   | (1)  | SAN JUAN PR 006 S                                   | (1)                                      |
| 109   | ROCKLAND NY 109                                  | ROCKLAND NY 109                                     | ROCKLAND NY 109 D                        |
| 111   | LONG ISLAND CITY NY 111 U                        | LONG ISLAND CITY NY 111                             | LONG ISLAND CITY NY 111 D                |
| 112   | BROOKLYN NY 112 U                                | BROOKLYN NY 112                                     | BROOKLYN NY 112 D                        |
| 116   | FAR ROCKAWAY NY 116 U                            | QUEENS NY 110 S                                     | SCF QUEENS NY 110                        |
| 158   | DUBOIS PA 158                                    | DUBOIS PA 158                                       | DUBOIS PA 158 D                          |
| 206   | SOUTHERN MD 206                                  | SOUTHERN MD 206                                     | SCF SOUTHERN MD 207                      |
| 207   | SOUTHERN MD 207                                  | SOUTHERN MD 207                                     | SCF SOUTHERN MD 207                      |
| 208   | SUBURBAN MD 208                                  | SUBURBAN MD 208 S                                   | SCF SUBURBAN MD 208                      |
| 209   | SILVER SPRING MD 209 U                           | SUBURBAN MD 208 S                                   | SCF SUBURBAN MD 208                      |
| 220   | NORTHERN VA 220                                  | NORTHERN VA 220                                     | SCF NORTHERN VA 220                      |
| 221   | NORTHERN VA 221                                  | NORTHERN VA 221                                     | SCF NORTHERN VA 220                      |
| 222   | ARLINGTON VA 222 U                               | ARLINGTON VA 222                                    | SCF NORTHERN VA 220                      |
| 223   | ALEXANDRIA VA 223 U                              | ALEXANDRIA VA 223                                   | SCF NORTHERN VA 220                      |
| 690   | MCCOOK NE 690                                    | MCCOOK NE 690                                       | MCCOOK NE 690 D                          |
| 883   | CARRIZOZO NM 883                                 | CARRIZOZO NM 883                                    | CARRIZOZO NM 883 D                       |

| Change To:<br>3-Digit<br>ZIP Code<br>Prefix | Column A<br>3-Digit Destinations<br>Label to | Column B<br>3-Digit/Scheme Destinations<br>Label to | Column C<br>SCF Destinations<br>Label to |
|---|--|---|--|
| 008   | SAN JUAN PR 008                              | SAN JUAN PR 006 S                                   | SCF SAN JUAN PR 006                      |
| 109   | WESTCHESTER NY 109                           | WESTCHESTER NY 109                                  | SCF WESTCHESTER NY 105                   |
| 111   | LONG ISLAND CITY NY 111 U                    | QUEENS NY 110 S                                     | SCF QUEENS NY 110                        |
| 112   | BROOKLYN NY 112 U                            | BROOKLYN NY 112                                     | SCF BROOKLYN NY 112                      |
| 116   | FAR ROCKAWAY NY 116 U                        | FAR ROCKAWAY NY 116                                 | SCF BROOKLYN NY 112                      |
| 158   | DU BOIS PA 158                               | DU BOIS PA 158                                      | DU BOIS PA 158 D                         |
| 206   | SOUTHERN MD MD 206                           | SOUTHERN MD MD 206                                  | SCF SOUTHERN MD MD 207                   |
| 207   | SOUTHERN MD MD 207                           | SOUTHERN MD MD 207                                  | SCF SOUTHERN MD MD 207                   |
| 208   | SUBURBAN MD MD 208                           | SUBURBAN MD MD 208 S                                | SCF SUBURBAN MD MD 208                   |
| 209   | SILVER SPRING MD 209 U                       | SUBURBAN MD MD 208 S                                | SCF SUBURBAN MD MD 208                   |
| 220   | NORTHERN VA VA 220                           | NORTHERN VA VA 220                                  | SCF NORTHERN VA VA 220                   |
| 221   | NORTHERN VA VA 221                           | NORTHERN VA VA 221                                  | SCF NORTHERN VA VA 220                   |
| 222   | ARLINGTON VA 222 U                           | ARLINGTON VA 222                                    | SCF NORTHERN VA VA 220                   |
| 223   | ALEXANDRIA VA 223 U                          | ALEXANDRIA VA 223                                   | SCF NORTHERN VA VA 220                   |
| 690   | MC COOK NE 690                               | MC COOK NE 690                                      | MC COOK NE 690 D                         |
| 883   | ALAMOGORDO NM 883                            | ALAMOGORDO NM 883                                   | ALAMOGORDO NM 883 D                      |

**L003 3-Digit ZIP Code Prefix Groups — 3-Digit Scheme Sortation**

\* \* \* \* \*

| Column A<br>3-Digit ZIP Code Prefix Group             | Column B<br>Label to                |
|---|-------------------------------------|
| <b>Change From:</b><br>110, 113, 114, 116<br>208, 209 | QUEENS NY 110<br>SUBURBAN MD 208    |
| <b>Change To:</b><br>110, 111, 113, 114<br>208, 209   | QUEENS NY 110<br>SUBURBAN MD MD 208 |

**L004 3-Digit ZIP Code Prefix Groups — ADC Sortation**

\* \* \* \* \*

| Column A<br>3-Digit ZIP Code Prefix Group                | Column B<br>Label to  |
|--|---|
| <b>Change From:</b><br>201, 220-223, 226, 227<br>206-209 | (PER and STD only) ADC NORTHERN VA 220<br>ADC SOUTHERN MD 207       |
| 936-939, 942, 950-953, 955-960                           | (FCM only) ADC SIERRA CA 940  |
| 936-939, 942, 950-953, 955-960                           | (PER and STD only) ADC OAKLAND CA 945                               |
| 940, 941, 943-949, 954                                   | (FCM only) ADC PENINSULA CA 941                                     |
| 940, 941, 943-949, 954                                   | (PER and STD only) ADC OAKLAND CA 945                               |
| <b>Change To:</b><br>201, 220-223, 226, 227<br>206-209   | (PER and STD only) ADC NORTHERN VA VA 220<br>ADC SOUTHERN MD MD 207 |
| 936-939, 942, 945-948, 950-953, 956-960                  | (FCM only) ADC SIERRA CA 940  |
| 936-939, 942, 945-948, 950-953, 956-960                  | (PER and STD only) ADC OAKLAND CA 945                               |
| 940, 941, 943, 944, 949, 954, 955                        | (FCM only) ADC PENINSULA CA 941                                     |
| 940, 941, 943, 944, 949, 954, 955                        | (PER and STD only) ADC OAKLAND CA 945                               |

**L005 3-Digit ZIP Code Prefix Groups — SCF Sortation**

\* \* \* \* \*

| Column A<br>3-Digit ZIP Code Prefix Group | Column B<br>Label to      |
|---|---------------------------|
| <b>Change From:</b>                       |                           |
| 006, 007, 009                             | SCF SAN JUAN PR 006       |
| 105-108                                   | SCF WESTCHESTER NY 105    |
| 110, 113, 114, 116                        | SCF QUEENS NY 110         |
| 112                                       | BROOKLYN NY 112 S         |
| 158                                       | DUBOIS PA 158 S           |
| 206, 207                                  | SCF SOUTHERN MD 207       |
| 208, 209                                  | SCF SUBURBAN MD 208       |
| 220-223                                   | SCF NORTHERN VA 220       |
| 690                                       | MCCOOK NE 690 S           |
| 883                                       | CARRIZOZO NM 883 S        |
| <b>Change To:</b>                         |                           |
| 006-009                                   | SCF SAN JUAN PR 006       |
| 105-109                                   | SCF WESTCHESTER NY 105    |
| 110, 111, 113, 114                        | SCF QUEENS NY 110         |
| 112, 116                                  | SCF BROOKLYN NY 112       |
| 158                                       | DU BOIS PA 158 S          |
| 206, 207                                  | SCF SOUTHERN MD MD 207    |
| 208, 209                                  | SCF SUBURBAN MD MD 208    |
| 220-223                                   | SCF NORTHERN VA VA 220    |
| 690                                       | MC COOK NE 690 S          |
| 883                                       | ALAMOGORDO NM 883 S       |
| <b>Delete:</b>                            |                           |
| 109                                       | ROCKLAND NY 109 S         |
| 111                                       | LONG ISLAND CITY NY 111 S |

**L600 Standard Mail**

**L601 BMCs — Machinable Parcels**

\* \* \* \* \*

| Column A<br>Destination ZIP Codes  | Column B<br>Label to           |
|--|--------------------------------|
| <b>Change From:</b>  |                                |
| 005-007, 009, 068-079, 085-098, 100-119, 124-127, 340  | BMC NEW JERSEY NJ 00102<br>002 |
| 250-253, 255-259, 400-418, 421, 422, 425-427, 430-433, 437, 438, 448-462, 469-474  | BMC CINCINNATI OH 45900        |
| 299, 313-316, 320-339, 341, 342, 344, 346, 347, 349  | BMC JAXVILLE FL 32099          |
| 590-599, 690-693, 800-816, 820-834, 836, 837, 840-847, (850, 852, 853, 855-857, 859, 860, 863, 864), 865, 870-875, 877-884, 898, 979 | BMC DENVER CO 80088 4          |
| <b>Change To:</b>  |                                |
| 005, 068-079, 085-098, 100-119, 124-127, 340   | BMC NEW JERSEY NJ 00102        |
| 006-009, 299, 313-316, 320-339, 341, 342, 344, 346, 347, 349   | BMC JAXVILLE FL 32099          |
| 250-253, 255-259, 400-418, 421, 422, 425-427, 430-433, 437, 438, 448-462, 469-474  | BMC CINCINN OH 45900           |
| 590-599, 690-693, 800-816, 820-834, 836, 837, 840-847, (850, 852, 853, 855-857, 859, 860, 863, 864), 865, 870-875, 877-884, 898, 979 | BMC DENVER CO 80088 2          |
| <b>Delete:</b>   |                                |
| 008  | BMC NEW JERSEY NJ 00102 2      |
| 008  | BMC JAXVILLE FL 32099 3        |

[Remove footnotes 2 and 3, and renumber footnote 4 as footnote 2. The second label line of '000' at the bottom of renumbered footnote 2 has been removed.]

\* \* \* \* \*

**L603 ADCs — Irregular Parcels**

| Column A<br>Destination ZIP Codes  | Column B<br>Label to                    |
|--|---|
| <b>Change From:</b><br>299, 313-316, 320-339, 341, 342, 344, 346, 347, 349   | BMC JACKSONVILLE FL 32099               |
| 250-253, 255-259, 400-418, 421, 422, 425-427, 430-433, 437, 438, 448-462, 469-474  | BMC CINCINNATI OH 42900                 |
| 640, 641, 644-658, 660-662, 664-679, 739   | BMC KANSAS CITY KS 66399                |
| 590-599, 690-693, 800-816, 820-834, 836, 837, 840-847, (850, 852, 853, 855-857, 859, 860, 863, 864), 865, 870-875, 877-884, 898, 979 | BMC DENVER CO 80077 <sup>3</sup>        |
| 889-891, 893, 900-908, 910-928, 930-935  | BMC LOS ANGELES CA 90901                |
| 894-897, 936-961, 967-969  | BMC SAN FRANCISCO CA 94850              |
| 962-966  | BMC SAN FRANCISCO CA 94850 <sup>4</sup> |
| <b>Change To:</b><br>006-009, 299, 313-316, 320-339, 341, 342, 344, 346, 347, 349  | BMC JAXVILLE FL 32099                   |
| 250-253, 255-259, 400-418, 421, 422, 425-427, 430-433, 437, 438, 448-462, 469-474  | BMC CINCINN OH 42900                    |
| 640, 641, 644-658, 660-662, 664-679, 739   | BMC KANS CITY KS 66399                  |
| 590-599, 690-693, 800-816, 820-834, 836, 837, 840-847, (850, 852, 853, 855-857, 859, 860, 863, 864), 865, 870-875, 877-884, 898, 979 | BMC DENVER CO 80077 <sup>2</sup>        |
| 889-891, 893, 900-908, 910-928, 930-935  | BMC LOS ANGELS CA 90901                 |
| 894-897, 936-961, 967-969  | BMC SAN FRAN CA 94850                   |
| 962-966  | BMC SAN FRAN CA 94850 <sup>3</sup>      |
| <b>Add:</b><br>006-009   | SCF SAN JUAN PR 006 <sup>1</sup>        |
| <b>Delete:</b><br>006, 007, 009  | SCF SAN JUAN PR 006                     |
| 008  | SCF SAN JUAN PR 006 <sup>1</sup>        |
| 008  | BMC JACKSONVILLE FL 32099 <sup>2</sup>  |

*[Remove footnotes 1 and 2. Add new footnote 1, 'Mailed from ZIP Code areas 006-009.' Renumber footnotes 3 and 4 as footnotes 2 and 3. The second label line of '002' at the bottom of renumbered footnote 2 has been removed.]*

**L604 Originating ADCs — Irregular Parcels**

\* \* \* \* \*

| Column A<br>Originating ZIP Codes   | Column B<br>Label to       |
|-------------------------------------|----------------------------|
| <b>Change From:</b><br>100-102, 104 | MXD NEW YORK NY 100<br>M53 |
| <b>Change To:</b><br>100-102, 104   | MXD NEW YORK NY 100        |

**L605 BMCs — Nonmachinable Parcel Post**

\* \* \* \* \*

| Column A<br>Destination ZIP Codes  | Column B<br>Label to                   |
|--|--|
| <b>Change From:</b><br>005-007, 009, 068-079, 085-098, 100-119,<br>124-127, 340      | BMC NEW JERSEY NJ 00102                |
| 080-084, 137-139, 169-199  | BMC PHILADELPHIA PA 19205              |
| 299, 313-316, 320-339, 341, 342, 344, 346, 347,<br>349                               | BMC JACKSONVILLE FL 32099              |
| 250-253, 255-259, 400-418, 421, 422, 425-427,<br>430-433, 437, 438, 448-462, 469-474 | BMC CINCINNATI OH 45900                |
| 498, 499, 540-551, 553-564, 566  | BMC MPLS/ST PAUL MN 55202              |
| 640, 641, 644-658, 660-662, 664-679, 739   | BMC KANSAS CITY KS 64399               |
| 889-891, 893, 900-908, 910-928, 930-935  | BMC LOS ANGELES CA 90901               |
| 894, 895, 897, 936-969   | BMC SAN FRANCISCO CA 94850             |
| <b>Change To:</b><br>005, 068-079, 085-098, 100-119, 124-127, 340                    | BMC NEW JERSEY NJ 00102                |
| 080-084, 137-139, 169-199  | BMC PHILA PA 19205                     |
| 006-009, 299, 313-316, 320-339, 341, 342, 344,<br>346, 347, 349                      | BMC JAXVILLE FL 32099                  |
| 250-253, 255-259, 400-418, 421, 422, 425-427,<br>430-433, 437, 438, 448-462, 469-474 | BMC CINCINN OH 45900                   |
| 498, 499, 540-551, 553-564, 566  | BMC MPLS/STP MN 55202                  |
| 640, 641, 644-658, 660-662, 664-679, 739   | BMC KANS CITY KS 64399                 |
| 889-891, 893, 900-908, 910-928, 930-935  | BMC LOS ANGELS CA 90901                |
| 894, 895, 897, 936-969   | BMC SAN FRAN CA 94850                  |
| <b>Delete:</b><br>008  | BMC NEW JERSEY NJ 00102 <sup>2</sup>   |
| 008  | BMC JACKSONVILLE FL 32099 <sup>3</sup> |

[Remove footnotes 2 and 3.]

**L800 Automation Rate Mailings**  
**L801 AADCs — Letter-Size Mailings**

\* \* \* \* \*

| Column A<br>Destination ZIP Codes         | Column B<br>Label to    |
|---|-------------------------|
| <b>Change From:</b><br>110, 113, 114, 116 | AADC QUEENS NY 110      |
| 103, 111, 112                             | AADC BROOKLYN NY 112    |
| 206, 207                                  | AADC SOUTHERN MD 207    |
| 208, 209                                  | AADC SUBURBAN MD 208    |
| 220-223                                   | AADC NORTHERN VA 220    |
| <b>Change To:</b><br>110, 111, 113, 114   | AADC QUEENS NY 110      |
| 103, 112, 116                             | AADC BROOKLYN NY 112    |
| 206, 207                                  | AADC SOUTHERN MD MD 207 |
| 208, 209                                  | AADC SUBURBAN MD MD 208 |
| 220-223                                   | AADC NORTHERN VA VA 220 |

**L802 BMC/ASF Entry — Periodicals and Standard Mail (A)**

| Column A<br>Entry BMC/ASF             | Column B<br>Label to   |
|---------------------------------------|------------------------|
| <b>Change From:</b><br>Washington BMC | MXD SOUTHERN MD 207    |
| <b>Change To:</b><br>Washington BMC   | MXD SOUTHERN MD MD 207 |

**L803 Non-BMC/ASF Entry — Periodicals and Standard Mail (A)**

| <b>Column A<br/>Originating ZIP Codes</b> | <b>Column B<br/>Label to</b> |
|---|------------------------------|
| <b>Change From:</b>                       |                              |
| 110, 113, 114, 116                        | MXD QUEENS NY 110            |
| 103, 111, 112                             | MXD BROOKLYN NY 112          |
| 206, 207                                  | MXD SOUTHERN MD 206          |
| 208, 209                                  | MXD SUBURBAN MD 208          |
| 220-223                                   | MXD NORTHERN VA 220          |
| <b>Change To:</b>                         |                              |
| 110, 111, 113, 114                        | MXD QUEENS NY 110            |
| 103, 112, 116                             | MXD BROOKLYN NY 112          |
| 206, 207                                  | MXD SOUTHERN MD MD 206       |
| 208, 209                                  | MXD SUBURBAN MD MD 208       |
| 220-223                                   | MXD NORTHERN VA VA 220       |

— Logistics, Network Operations Management, 8-10-00

**APO/FPO Changes**

Make the following ink changes to the most recent APO/FPO table in *Postal Bulletin 22029* (July 27, 2000).

| <b>APO/FPO</b> | <b>Action</b>        | <b>Effective Date</b> | <b>See Restrictions</b> |
|----------------|----------------------|-----------------------|-------------------------|
| 09721          | Add "Z1" Restriction | Immediately           | B-B1-N-U-Z1             |
| 09723          | Add "Z1" Restriction | Immediately           | B-B1-N-U-Z1             |
| 34052          | Close                | Immediately           |                         |
| 34056          | Close                | Immediately           |                         |
| 96508          | Close                | Immediately           |                         |

— International Operations Support, Network Operations Management, 8-10-00



## REMINDER

## Acceptance of Plant-Verified Drop Shipment Standard Mail and Periodicals Mailings at Destination Entry Post Offices

Mailing standards for Standard Mail and Periodicals plant-verified drop shipments (PVDS) in *Domestic Mail Manual* (DMM) P750 allow mailers to deposit mail not claimed at a destination entry rate at a postal facility along with mail that is claimed at a destination entry rate. DMM P750.1.1 states, in part, "The mailings may be prepared for deposit at a destination entry rate, or they may be claimed at the applicable rates from the office of deposit."

For Standard Mail and Periodicals, the mail not paid at a destination entry rate may be for delivery within or *outside* the destination entry post office delivery area. If applicable, postage is zone rated from the destination postal facility, where deposited and accepted as mail, or from the postal facility where Express Mail or Priority Mail drop shipments destinate.

There is a maximum mail volume limitation per mailing for Standard Mail (A) for any mail not claimed at a destination entry rate. See DMM E651 for specific limitations and other exception information for Standard Mail (A) PVDS mailings. For Standard Mail (B), please see DMM E652. Periodicals mailings do not have any limitation on the volume of mail not claimed at a destination entry rate.

PS Form(s) 8125 provide a standardized format for reporting PVDS or multiple PVDS mailings that are prepared and presented by a mailer and have been cleared at the origin business mail entry unit or detached mail entry unit on the same day. As long as the mail volume shown on the PS Form(s) 8125 matches the actual physical mail, the mailings should be accepted.

For PVDS mailings that contain mailpieces for delivery outside the service area of the entry post office, mailers must mark the box on PS Form 8125 that is labeled "Mailing includes pieces for delivery outside service area." Please refer questions to your district manager of business mail entry or the rates and classification service center serving the destination entry post office.

— *Business Mail Acceptance,  
Marketing Technology and Channel Management, 8-10-00*

## Announcing Handbook PO-610, Signature Capture and Electronic Record Management

The new signature capture process, which began on July 23, 2000, allows electronic storage of delivery records for all items delivered in the continental United States, Alaska, Hawaii, Puerto Rico, and the U.S. Virgin Islands.

Handbook PO-610, *Signature Capture and Electronic Record Management*, contains standard operating procedures for managers to follow when administering the new signature capture process. The handbook was distributed nationally to all offices the week of July 24, 2000. Employees may requisition copies of Handbook PO-610 as follows:

- Use Touch Tone Order Entry by calling 1-800-332-0317, option 1, then option 2.
- Mail a completed PS Form 7380 to the following address:

SUPPLY REQUISITIONS  
500 SW MONTARA PKWY  
TOPEKA KS 66624-9702

The relevant ordering information for Handbook PO-610 is as follows:

NSN: 7610-05-000-4048  
PSIN: HBKPO610  
Unit of Issue: EA  
Price: \$0.55 EA  
BPQ: 100  
Edition Date: June 2000

Handbook PO-610 is also accessible on the corporate intranet at <http://blue.usps.gov> (click on *Information*, then *Policies and Procedures*, then *Handbooks*, then either *By Document ID Number* or *By Title*, and then scroll down to Handbook PO-610).

— *Information Systems,  
Expedited/Package Services, 8-10-00*

## NOTICE

**Invalid Express Mail Labels and Certified Mail Labels**

The only valid Express Mail labels start with prefixes EA through EZ, AB through AZ, and CD (Custom Designed). Please destroy all other labels immediately.

If a customer presents an Express Mail item for mailing with an invalid label, please relabel the mailpiece before processing.

Any domestic Express Mail that does not scan as an Express Mail item should be handled as in the past. The label should be completed at delivery, and the mailing label should be removed and sent to your district expedited service specialist for data entry.

Only two versions of the privately printed Certified Mail labels are considered valid — the 10-digit nonbarcoded label and the new 20-digit barcoded label.

The new electronic signature capture process now used for all accountable and signature mail recognizes only the two valid Certified Mail formats:

- Old alpha/numeric 10-digit nonbarcoded labels.
- New 20-digit barcoded labels.

Customers who submit mail with labels in any other format should be advised that their delivery information will not be stored in the new electronic system of records and that they should immediately shift to Postal Service—

provided Certified Mail labels. Labels without the taggant applied (e.g., rubber stamped, hand-written labels) are also excluded from the delivery information capture process. This means that we are unable to obtain a delivery record. Mail entered with invalid Certified Mail formats will not be recorded on PS Form 3849, *Delivery Notice/Reminder/Receipt*. Signatures will not be acquired except on PS Form 3811, *Return Receipt*. If a mailpiece with an invalid format has a Return Receipt, it must be properly completed and mailed.

The requirements for using privately printed Certified Mail labels are outlined in the online version of *Domestic Mail Manual* (DMM) S912.2.4. Although this version addresses only the 20-digit barcoded labels, keep in mind that correct versions of the old 10-digit nonbarcoded format are still acceptable until February 3, 2001, for customers who use privately printed labels. Please do not require these customers to replace their old label with a new USPS barcoded label unless their old label does not conform to the old 10-digit format.

— Information Systems,  
Expedited/Package Services, 8-10-00

## NOTICE

**PS Form 152, Delivery Confirmation Label (Retail), and Label 314, Delivery Confirmation Label (Electronic)**

Employees should be aware of the differences between PS Form 152, *Delivery Confirmation Label* (retail), used by retail option customers, and Label 314, *Delivery Confirmation Label* (electronic), used by electronic option customers. Some employees are confusing these items and returning articles to electronic customers as postage due.

**PS Form 152**

PS Form 152 (retail) has square corners and no form number on the barcode portion that is attached to the mailpiece. Delivery Confirmation fees are 35 cents with Priority Mail and 60 cents with Standard Mail (B). (See Exhibit 1 on page 27.)

**Label 314**

Label 314, used by our electronic option customers, has “314” printed in the lower-right corner, and the label corners are rounded. Business customers using this label receive Delivery Confirmation service for no additional fee when using Priority Mail and for a 25-cent fee when shipping Standard Mail (B). (See Exhibit 2 on page 27.)

**Coming Soon**

To make this distinction easier, future Label 314s will be printed with an “e” in the upper-left corner to denote electronic customer mailings and with “Label 314” on the right edge. (See Exhibit 3 on page 27.)

Until current stock is depleted, employees must be aware of the differences between the Delivery Confirmation service forms and labels and their respective fees.

— Information Systems,  
Expedited/Package Services, 8-10-00

Exhibit 1 — PS Form 152 (Retail Option), Current/Final Design



Exhibit 2 — Label 314 (Electronic Option), Current Design



Look for "314" designation.

Exhibit 3 — Label 314 (Electronic Option), New Design



Look for "e" designation.

**Note:** Delivery Confirmation form and label color is fluorescent green.

## NOTICE

**Duplicate Express Mail Labels**

Please remove and destroy Label 11-B, *Express Mail Post Office to Addressee* (June 1997), starting with the letters "EL."

These labels were reprinted in a number range already printed three years ago. *It is urgent that these labels be pulled from your stock and destroyed.* The EMRS system for tracking Express Mail delivery cannot handle the duplicate label numbers, which is causing successfully delivered Express Mail to be incorrectly recorded.

Note that this recall does *not* include Label 11-F, *Express Mail Post Office to Addressee* (June 1997), continuous form feed labels starting with the letters "EL."

— Finance, Expedited/Package Services, 8-10-00

**Service Test: Priority Mail Drop Shipment With Delivery Confirmation**

Effective July 31, 2000, five Great Lakes Area mail processing plants began a 90-day test of Priority Mail drop shipments using Delivery Confirmation service. The five plants are Detroit, MI; Indianapolis, IN; Carol Stream, IL; South Suburban, IL; and Chicago, IL.

The participating Priority Mail drop shipment mailers will affix a Delivery Confirmation barcoded label to the front side of the orange sack tag — PS Tag 159, *Priority Mail Drop Shipment Tag*. Remove the tags from the drop shipment sacks when they arrive at the destination processing facility. Then take the tags to a designated area for Delivery Confirmation barcode scanning.

To participate, customers must meet the following requirements:

- Must be certified to use Delivery Confirmation electronic option.

- Must currently prepare Priority Mail drop shipment sacks destined for the participating mail processing sites.
- Must transmit their electronic file in accordance with Publication 91, *Delivery Confirmation Technical Guide*.

Customers interested in additional information about the test should contact their Postal Service account representative.

The test will conclude on October 29, 2000, and will help determine the feasibility of extending Delivery Confirmation service for Priority Mail drop shipments.

— Information Systems,  
Expedited/Package Services, 8-10-00

# Finance

## Accountbooks and Statement of Accounts for Postal Fiscal Year 2001

The material distribution center (MDC) is currently making an automatic distribution of PS Form 1551, *Accountbook for Post Offices and Financial Reporting Units — CAGs A–L*, and PS Form 1555, *Statement of Account for CAGs H–L*, for postal fiscal year (PFY) 2001. These forms are to be used by CAG H–L offices only. These forms are being distributed in bulk quantities to district accounting offices (DAOs) only and should be distributed by DAOs to the field no later than August 25, 2000. If your office does not receive its forms by this date, contact your DAO, not the MDC.

All CAG H–L offices that submit a manual statement of account (SOA) are to begin using the new forms at the beginning of PFY 2001 (9-9-00). The current accountbooks and SOAs have edition dates of June 2000. See *Postal Bulletin 22029 (7-27-00)* for more information.

DAOs requiring forms in addition to the automatic shipment may requisition them as follows:

- Use Touch Tone Order Entry by calling 1-800-332-0317, option 1, then option 2.
- Send an F3Fill-completed PS Form 7380, *MDC Supply Requisition*, by cc:Mail to MDC Customer Service @ TOKS001L.
- Mail a completed PS Form 7380 to the following address:

SUPPLY REQUISITIONS  
500 SW MONTARA PKWY  
TOPEKA KS 66624-9702

The relevant ordering information is as follows:

|                            | PS Form 1551     | PS Form 1555     |
|----------------------------|------------------|------------------|
| <b>PSN:</b>                | PS1551           | PS1555           |
| <b>PSIN:</b>               | 7530-03-000-7731 | 7530-01-000-9354 |
| <b>Unit of Issue:</b>      | SE               | PG               |
| <b>Quick Pick #:</b>       | N/A              | N/A              |
| <b>Bulk Pack Quantity:</b> | N/A              | N/A              |
| <b>Price:</b>              | N/A              | N/A              |
| <b>Edition Date:</b>       | June 2000        | June 2000        |

DAOs are cautioned not to order more forms than are necessary.

**Notes:**

1. When placing orders, DAOs are not to include standard field accounting procedure offices.
2. Post offices should not request these forms from the MDC. These forms are distributed to DAOs only. Any post office requiring forms should contact its DAO.

— Corporate Accounting, Finance, 8-10-00

ASM REVISION

## Cost Recovery Policy for the Breast Cancer Research Semipostal Stamp

Effective July 28, 2000, section 645 of the *Administrative Support Manual (ASM)* is revised to reflect the change indicated below. The purpose of the change is to implement 39 U.S.C. 414(c)(2), which authorizes the Postal Service to offset from differential revenue from the *Breast Cancer Research* semipostal (BCRS) stamp an amount sufficient to cover the reasonable costs incurred in carrying out its responsibilities under the Stamp Out Breast Cancer Act. This revision will appear in the printed version of ASM Issue 14 and also in an incremental update of the online ASM accessible on the corporate intranet at <http://blue.usps.gov> (click

on *Information*, then *Policies and Procedures*, then *Manuals*, and then the *Administrative Support Manual*).

### Administrative Support Manual (ASM)

|           |                         |   |   |   |   |   |
|-----------|-------------------------|---|---|---|---|---|
| <b>6</b>  | <b>Support Services</b> | * | * | * | * | * |
| <b>64</b> | <b>Stamp Services</b>   | * | * | * | * | * |

**645 Special Postage Stamp**

\* \* \* \* \*

*[Insert new section 645.3 to read as follows:]***645.3 Cost Recovery Policy for the Breast Cancer Research Semipostal Stamp**

Postal policy is to track the costs in section 645.2 (except those determined to be inconsequential or immaterial) that are specific to the Breast Cancer Research semipostal (BCRS) and recover costs from differential revenue that are determined to be incremental. For purposes of determining incremental costs, the comparison will be against previous commemorative issues having similar sales objectives and physical characteristics, and that receive marketing, promotional, and public relations activities (hereinafter referred to as "equivalent stamps"). The policy of recovering only incremental costs is based on the fact that non-incremental costs for equivalent stamps are recovered through base postage rates.

In applying this policy, the following incremental costs have been determined to be recoverable from the differential

revenue generated from the sale of the BCRS:

- Design and production costs in excess of the cost to produce equivalent stamps.
- Packaging costs in excess of the cost to package equivalent stamps.
- Cost of any special training provided other than routine product/service stand-up talks.
- Printing costs specific to the BCRS such as flyers, special receipts, etc.
- Cost of any changes to equipment, automated systems, etc.
- Cost of developing and executing marketing and promotional plans in excess of the cost for equivalent stamps.
- Any other cost specific to the BCRS that would not normally be incurred for equivalent stamps, such as legal fees.

— *Corporate Accounting, Finance, 8-10-00*

**Change to Payment Process for Vehicle Repair Invoices**

*Postal Bulletin 21867 (5-12-94)* announced the payment process for vehicle repair invoices. *Postal Bulletin 21875 (9-1-94)* corrected this process. The process of payments to vendors for contractual vehicle repairs and washing agreements for all services is now changed. This is due to area implementation of the U.S. Bank Voyager fleet card, which will be the only credit card authorized for purchasing commercial fuel and repairs. This process is scheduled by area as follows:

| Area                                    | Date              |
|---|-------------------|
| Baltimore and Greensboro districts only | Completed         |
| Southeast                               | August 12, 2000   |
| New York Metro                          | August 12, 2000   |
| Northeast                               | August 12, 2000   |
| Allegheny                               | September 9, 2000 |
| Southwest                               | September 9, 2000 |
| Mid-Atlantic                            | November 4, 2000  |
| Capital Metro                           | November 4, 2000  |
| Western/Pacific                         | November 4, 2000  |
| Great Lakes                             | December 2, 2000  |
| Midwest                                 | December 2, 2000  |

The green copy of PS Form 4541, *Order-Invoice for Vehicle Repair*, must be sent to the supporting vehicle maintenance facility (VMF) after every service performed for every vehicle. Do not wait until the end of the accounting period (AP). Record contract numbers, vehicle numbers, and order numbers on all PS Forms 4541. The VMF will continue to input this data into the Vehicle Management

Accounting System (VMAS) to track the history of vehicle costs. VMAS will no longer be used to pay Vehicle Maintenance Agreements (VMAs) and washing contractors because U.S. Bank will pay them. The correct invoice-received date is extremely important for compliance with the Prompt Payment Act.

- If you have a VMA or washing agreement, and the contractor accepts the fleet card, you will not need to send the invoice for payment. Send a copy to the VMF for history.
- If you have a VMA or washing agreement, and the contractor does not accept the fleet card, you will need to send the certified invoice or PS Form 4541 to the San Mateo Accounting Service Center (ASC) for payment. Send a copy to the VMF.
- If you don't have a VMA or washing agreement, and the contractor accepts the fleet card, you will not need to send the invoice. Send a copy to the VMF.
- If you don't have a VMA or washing agreement, and the contractor does not accept the fleet card, you will need to send the certified invoice and PS Form 7381, *Requisition for Supplies, Services, or Equipment*, to your district finance office for payment. Send a copy of the invoice to the VMF for history.

— *National Accounting, Finance, 8-10-00*

## *Fraud Alert*

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### **Withholding of Mail Orders**

Withholding of mail orders is enforced by the postmasters at the cities listed below:

| <b>State/City</b>              | <b>Names Covered</b>  |
|--------------------------------|---|
| CA, Parlier 93648-0960         | ANY AND ALL VARIOUS NAMES OTHER THAN MANUEL GUZMAN, P.O. Box 960  |
| CA, Sanger 93657-0304          | ANY AND ALL VARIOUS NAMES OTHER THAN MANUEL GUZMAN, P.O. Box 304  |
| MI, Okemos 48805-1131          | ANY AND ALL OF VARIOUS NAMES OTHER THAN THE NAME BENJAMIN WADE, P.O. Box 1131   |
| NV, North Las Vegas 89030-4442 | ANY AND ALL NAMES OTHER THAN DAVID KELLEY, 2908 East Gowan Road   |
| NC, Goldsboro 27532-0158       | ANY AND ALL OF VARIOUS NAMES OTHER THAN THE NAME LIFE OF VIRGINIA AND THE SURNAMES STUCKEY AND NEAL, P.O. Box 10158 and |
| NC, Goldsboro 27530-9044       | ANY AND ALL OF VARIOUS NAMES OTHER THAN THE SURNAME STUCKEY, 202 W. Tarklin Drive                                       |

— Recorder's Office, Judicial Officer, 8-10-00

## Missing, Lost, or Stolen U.S. Money Order Forms

### Do Not Cash — Upon Receipt, Notify Local Postal Inspectors

This listing will be provided to all Postal Service employees responsible for accepting and cashing Postal money orders. All interim notices should be destroyed when the numbers listed appear in the *Postal Bulletin*. The

actual serial numbers consist of the first 10 digits on the money orders. Check for altered dollar amounts by holding money orders to the light.

|                                 |                             |                             |                             |
|---------------------------------|-----------------------------|-----------------------------|-----------------------------|
| 011 582 1889 to<br>011 582 1899 | 385 568 2331 to 2399        | 401 045 1571 to 1599        | 414 411 7348 to 7399        |
| 011 588 2900 to<br>011 588 3099 | 385 599 7554 to 7575        | 401 294 2700 to 2799        | 414 640 0757 to 0799        |
| 012 579 5675 to<br>012 579 5699 | 385 774 2024 to 2099        | 401 310 9505 to 9599        | 414 965 1727 to 1799        |
| 013 289 6176 to<br>013 289 6199 | 386 624 1412 to 1599        | 401 382 5312 to 5399        | 417 302 8104 to 8199        |
| 013 610 0014 to<br>013 610 0099 | 386 883 8936 to 8999        | 402 578 7876 to 7899        | 417 387 6532 to 6599        |
| 014 932 1000 to<br>014 932 1099 | 387 314 5574 to 5599        | 403 125 6744 to 6799        | 417 496 6800 to 6999        |
| 014 972 0800 to<br>014 972 0899 | 387 837 6300 to 6399        | 403 260 7000 to 7499        | 417 871 9250 to 9299        |
| 210 221 0548 to<br>210 221 0599 | 388 828 0656 to 0699        | 403 280 6470 to 6499        | 417 930 9533 to 9599        |
| 273 070 8059 to<br>273 070 8099 | 389 696 2400 to 2799        | 403 685 8600 to 8699        | 418 164 6500 to 6799        |
| 273 775 7700 to<br>273 775 7899 | 389 846 3104 to 3135        | 404 003 0300 to 0399        | 418 423 9863 to 9899        |
| 302 000 0000 to<br>302 123 9999 | 389 846 3145 to 3195        | 404 041 8838 to 8899        | 418 633 5922 to 5999        |
| 349 746 2056 to 2099            | 389 887 9211 to 9230        | 404 071 4268 to 4299        | 418 719 8520 to 8599        |
| 350 518 7350 to 7374            | 389 887 9234 to 9299        | 404 347 5356 to 5399        | 418 744 2235 to 2299        |
| 360 011 1690 to 1699            | <b>390 001 3182 to 3199</b> | 404 347 5548 to 5599        | 418 962 2848 to 2899        |
| 360 168 6008 to 6099            | 390 001 3500 to 3699        | 404 726 4500 to 4599        | 419 543 0286 to 0299        |
| 360 173 8800 to 8899            | 390 545 5974 to 5999        | 404 961 5001 to 5199        | 419 730 0300 to 0399        |
| 360 324 2326 to 2399            | 391 104 6146 to 6199        | 405 325 0188 to 0198        | <b>420 277 0015 to 0049</b> |
| 362 861 3064 to 3099            | 391 574 1466 to 1499        | 406 009 4587 to 4599        | 420 599 0734 to 0798        |
| 373 006 2176 to 2199            | 391 783 3020 to 3599        | 406 260 6830 to 6899        | 420 661 4115 to 4199        |
| 374 768 2600 to 2699            | 391 792 6100 to 6199        | 406 459 6641 to 6999        | 420 758 9500 to 9699        |
| 375 169 4400 to 4599            | 392 668 2956 to 2999        | 406 733 3000 to 3999        | 420 969 3951 to 3971        |
| 375 829 3400 to 3499            | 392 854 8500 to 8899        | 407 545 1557 to 1599        | 420 969 3973 to 3999        |
| 375 851 9100 to 9199            | 393 584 7566 to 7699        | 407 594 0412 to 0599        | 421 116 3565 to 3599        |
| 376 196 0911 to 0999            | 393 650 0074 to 0099        | 407 692 9100 to 9299        | 421 130 9300 to 9399        |
| 378 085 3679 to 3699            | 393 838 8316 to 8499        | 407 959 2190 to 2199        | 421 313 4500 to 4999        |
| 378 351 1063 to 1099            | 393 893 6007 to 6099        | 408 265 2275 to 2288        | 421 364 5537 to 5599        |
| 379 843 5100 to 5199            | 394 126 6907 to 6999        | 408 499 7700 to 7799        | 421 656 2609 to 2699        |
| <b>380 093 9600 to 9699</b>     | 394 189 0405 to 0599        | 408 499 7900 to 7999        | 421 988 9700 to 9799        |
| 380 165 1165 to 1199            | 394 822 3243 to 3278        | 408 682 8484 to 8599        | 422 172 4667 to 4699        |
| 381 325 4500 to 4599            | 394 990 1810 to 1899        | 408 698 7015 to 7099        | 422 484 4212 to 4299        |
| 381 604 2510 to 2699            | 395 343 3264 to 3299        | 409 072 3941 to 3999        | 422 556 1270 to 1299        |
| 381 645 9525 to 9599            | 395 373 3035 to 3099        | <b>410 491 2311 to 2399</b> | 422 587 7024 to 7099        |
| 383 314 3968 to 3999            | 395 396 9649 to 9799        | 410 694 8400 to 8599        | 422 819 7533 to 7599        |
| 383 892 1000 to 1344            | 395 970 3240 to 3299        | 410 775 1500 to 1599        | 422 842 5073 to 5087        |
| 383 892 1382 to 1399            | 397 622 4054 to 4099        | 410 795 7927 to 7999        | 422 907 7563 to 7599        |
| 384 925 3641 to 3654            | 397 819 8902 to 8999        | 410 867 0917 to 0966        | 424 500 6050 to 6099        |
|                                 | 398 149 7200 to 7699        | 410 867 0970 to 0999        | 424 641 8500 to 8599        |
|                                 | 399 070 0872 to 0899        | 411 868 1023 to 1199        | 424 871 6600 to 6699        |
|                                 | 399 156 7119 to 7199        | 411 922 2322 to 2399        | 425 298 2352 to 2399        |
|                                 | 399 203 5064 to 5099        | 412 193 0900 to 0999        | 425 418 4269 to 4299        |
|                                 | 399 296 9910 to 9999        | 412 395 8599 to 8699        | 425 418 4405 to 4499        |
|                                 | 399 396 8935 to 8999        | 412 485 6500 to 6599        | 426 547 4566 to 4599        |
|                                 | 399 792 7775 to 7799        | 412 485 6610 to 6699        | 427 412 6337 to 6499        |
|                                 | 399 792 8300 to 8399        | 412 885 5953 to 5999        | 427 481 0900 to 0999        |
|                                 | <b>400 427 1051 to 1999</b> | 414 193 3608 to 3674        | 428 027 2742 to 2752        |
|                                 | 401 045 1505 to 1549        | 414 193 3677 to 3699        | 429 474 4172 to 4199        |



|                             |                             |                             |                             |
|-----------------------------|-----------------------------|-----------------------------|-----------------------------|
| 429 889 2900 to 2999        | 453 603 7841 to 7891        | 466 798 6056 to 6067        | 481 072 9463 to 9499        |
| <b>430 150 4401 to 4599</b> | 453 650 1140 to 1199        | 467 147 4300 to 4399        | 481 673 0074 to 0095        |
| 430 172 9800 to 9899        | 453 741 1300 to 1399        | 468 079 5782 to 5799        | 482 527 1500 to 1599        |
| 430 177 1900 to 2099        | 454 013 2919 to 2999        | 469 067 2817 to 2899        | 482 541 5255 to 5299        |
| 430 444 9500 to 9699        | 454 186 2411 to 2499        | 469 127 8000 to 8199        | 482 729 6800 to 6899        |
| 430 664 4070 to 4099        | 454 268 4883 to 4899        | 469 213 0359 to 0399        | 483 363 7207 to 7299        |
| 432 168 8419 to 8499        | 454 302 5400 to 5499        | 469 213 0500 to 0599        | 483 402 2356 to 2399        |
| 432 708 6800 to 6999        | 454 490 8300 to 8399        | 469 561 8011 to 8099        | 483 486 5100 to 5199        |
| 432 744 1544 to 1599        | 454 547 7434 to 7499        | 469 658 1961 to 1999        | 483 632 1521 to 1599        |
| 432 995 9775 to 9799        | 454 922 4867 to 4895        | 469 666 9900 to 9999        | 483 632 2600 to 2799        |
| 433 003 5800 to 5899        | 455 221 1348 to 1499        | 469 678 1900 to 1999        | 483 849 1615 to 1699        |
| 433 757 3047 to 3099        | 455 364 2147 to 2199        | 469 781 4900 to 4999        | 484 174 4803 to 5299        |
| 433 765 4003 to 4099        | 455 399 5400 to 5499        | 469 947 6960 to 6999        | 484 323 8900 to 9199        |
| 434 482 7060 to 7199        | 455 476 0676 to 0699        | <b>470 755 5800 to 5818</b> | 484 680 5000 to 5038        |
| 434 513 2386 to 2399        | 455 543 0618 to 0699        | 471 918 0300 to 0999        | 484 680 5040 to 5074        |
| 434 968 3076 to 3092        | 456 410 9006 to 9099        | 471 985 2408 to 2419        | 484 680 5077 to 5099        |
| 435 303 1831 to 1842        | 456 470 4146 to 4299        | 472 191 6700 to 6799        | 485 029 4913 to 4999        |
| 435 303 1986 to 1999        | 456 619 4460 to 4499        | 472 270 2555 to 2599        | 486 176 0600 to 0699        |
| 435 666 6092 to 6399        | 457 333 2686 to 2699        | 472 987 0213 to 0241        | 486 559 7555 to 7599        |
| 436 082 6400 to 6899        | 457 729 1767 to 1777        | 472 987 0290 to 0299        | 486 696 3023 to 3199        |
| 436 160 6441 to 6499        | 457 937 8615 to 8699        | 473 151 2069 to 2199        | 488 173 7900 to 7999        |
| 437 316 7115 to 7199        | 458 028 9810 to 9899        | 473 666 9138 to 9199        | 488 206 4100 to 4199        |
| 437 427 0500 to 3499        | 458 057 2712 to 2999        | 473 952 3429 to 3499        | 488 226 0200 to 0299        |
| 439 179 2300 to 2399        | 458 069 9537 to 9599        | 474 108 5402 to 5499        | 488 709 3906 to 3999        |
| 439 310 0458 to 0499        | 458 069 9665 to 9699        | 474 356 5193 to 5299        | 488 855 8359 to 8399        |
| <b>440 698 1947 to 1999</b> | 458 337 5222 to 5299        | 474 949 3366 to 3399        | 489 181 8963 to 8999        |
| 440 858 6300 to 6399        | 458 354 7653 to 7999        | 475 134 9362 to 9399        | 489 223 2000 to 2099        |
| 440 858 6420 to 7299        | 458 671 8678 to 8699        | 475 167 9667 to 9699        | 489 311 1930 to 1999        |
| 441 199 1655 to 1699        | 458 671 8721 to 8798        | 475 319 3415 to 3499        | 489 318 6200 to 6300        |
| 443 127 3648 to 3699        | 458 847 5044 to 5999        | 475 319 3649 to 3799        | 489 384 0027 to 0099        |
| 443 127 4000 to 4099        | 459 274 7624 to 7699        | 475 340 6400 to 6599        | 489 427 0658 to 0899        |
| 443 673 7900 to 7999        | 459 365 5432 to 5499        | 475 424 8410 to 8499        | 489 997 5252 to 5299        |
| 443 800 9335 to 9399        | 459 378 5764 to 5799        | 475 629 9156 to 9199        | <b>490 669 5850 to 6099</b> |
| 444 382 8822 to 8899        | 459 472 4816 to 4999        | 475 850 6101 to 6199        | 490 717 7080 to 7099        |
| 444 390 1667 to 1699        | <b>460 349 6878 to 6899</b> | 475 875 2500 to 2599        | 490 721 6000 to 6099        |
| 444 457 3854 to 3899        | 460 550 1909 to 1999        | 476 169 8264 to 8299        | 490 793 1500 to 2099        |
| <b>450 048 4173 to 4199</b> | 460 997 5234 to 5299        | 476 189 3000 to 3499        | 490 886 8171 to 8199        |
| 450 048 4442 to 4699        | 461 973 6443 to 6499        | 476 331 2480 to 2499        | 490 977 9221 to 9240        |
| 450 560 5173 to 5199        | 462 152 0107 to 0299        | 477 289 8601 to 8699        | 491 258 8100 to 9099        |
| 450 620 3077 to 3099        | 462 274 1072 to 1099        | 477 681 5206 to 5299        | 491 567 1376 to 1399        |
| 450 620 3135 to 3199        | 462 277 8373 to 8399        | 478 010 4243 to 4268        | 492 254 4800 to 4899        |
| 450 780 2716 to 2799        | 462 554 6051 to 6099        | 478 010 4270 to 4291        | 492 283 5100 to 5199        |
| 450 801 2700 to 2799        | 463 011 5529 to 5540        | 478 450 5071 to 5099        | 492 610 6813 to 6899        |
| 451 109 2967 to 2984        | 463 176 4115 to 4199        | 478 469 7838 to 7858        | 493 394 5568 to 5599        |
| 451 115 4110 to 4125        | 463 176 4229 to 4299        | 478 469 7883 to 7899        | 493 470 2562 to 2599        |
| 451 115 4127 to 4199        | 463 185 2600 to 2799        | 479 280 9800 to 9899        | 493 473 7700 to 7799        |
| 452 265 0074 to 0099        | 463 227 7711 to 7799        | 479 365 9116 to 9176        | 493 716 2153 to 2199        |
| 452 265 0246 to 0299        | 463 414 4869 to 4899        | 479 412 9900 to 9999        | 494 206 2972 to 2999        |
| 452 265 0335 to 0999        | 463 808 3484 to 3499        | 479 667 6190 to 6199        | 494 217 3446 to 3999        |
| 452 509 1169 to 1199        | 463 945 7400 to 7899        | 479 748 9680 to 9699        | 494 224 0500 to 0599        |
| 452 855 6471 to 6499        | 464 629 9000 to 9399        | 479 860 7000 to 7199        | 495 145 0600 to 0699        |
| 452 890 4679 to 4799        | 464 711 4332 to 4399        | <b>480 526 2000 to 2099</b> | 496 209 7425 to 7499        |
| 452 900 8215 to 8238        | 465 692 3963 to 3999        | 480 640 6330 to 6399        | 496 213 8728 to 8799        |
| 453 117 9146 to 9199        | 465 698 8300 to 8599        | 480 658 0568 to 0599        | 496 474 5226 to 5248        |
| 453 334 3631 to 3699        | 465 743 7745 to 7799        | 480 689 5100 to 5199        | 497 053 8517 to 8699        |

|                        |             |                        |             |                        |             |                        |             |
|------------------------|-------------|------------------------|-------------|------------------------|-------------|------------------------|-------------|
| 497 854 8673 to        | 8699        | 612 774 2111 to        | 2199        | 634 807 2474 to        | 2499        | 647 049 2900 to        | 2999        |
| 498 449 8888 to        | 8899        | 612 774 2254 to        | 2299        | 634 827 5900 to        | 5999        | 647 398 8300 to        | 8399        |
| 498 929 8285 to        | 8499        | 612 774 2500 to        | 2599        | 634 886 3428 to        | 3499        | 647 398 8481 to        | 8499        |
| 498 936 5310 to        | 5399        | 614 469 0979 to        | 0999        | 635 559 3449 to        | 3499        | 647 437 3000 to        | 4999        |
| 499 016 5425 to        | 5499        | 614 474 3000 to        | 3099        | 636 289 6214 to        | 6299        | 647 811 2188 to        | 2199        |
| 499 440 8575 to        | 8899        | 614 521 3490 to        | 3499        | 636 634 8007 to        | 8042        | 648 009 6057 to        | 6099        |
| 499 731 6717 to        | 6799        | 614 645 1800 to        | 1899        | 637 150 1200 to        | 1299        | 648 163 5300 to        | 5499        |
| <b>500 064 1858 to</b> | <b>1869</b> | 614 832 1100 to        | 2099        | 637 562 5828 to        | 5899        | 648 722 5283 to        | 5299        |
| 500 070 5725 to        | 7799        | 615 017 7505 to        | 7599        | 638 042 1647 to        | 1699        | 648 892 3164 to        | 3199        |
| <b>600 645 3223 to</b> | <b>3299</b> | 617 711 6609 to        | 6699        | 638 049 4984 to        | 4999        | 649 100 3989 to        | 3999        |
| 601 339 1200 to        | 1399        | 617 760 5266 to        | 5299        | 638 318 1115 to        | 1199        | 649 647 0370 to        | 0399        |
| 601 653 5884 to        | 5899        | 617 813 3601 to        | 3699        | 638 318 1453 to        | 1499        | 649 647 0522 to        | 0599        |
| 601 661 7700 to        | 7799        | 618 840 9200 to        | 9299        | 638 885 0000 to        | 0299        | 649 647 5237 to        | 5399        |
| 601 682 5343 to        | 5399        | 619 551 7229 to        | 7299        | 638 903 4362 to        | 4373        | 649 647 9100 to        | 9299        |
| 601 928 1600 to        | 1699        | 619 859 3000 to        | 3099        | 639 415 1929 to        | 1999        | 649 666 7800 to        | 8299        |
| 602 512 2972 to        | 2999        | <b>620 073 9400 to</b> | <b>9499</b> | 639 415 2019 to        | 2099        | <b>650 114 7707 to</b> | <b>7719</b> |
| 602 555 2400 to        | 2799        | 621 614 7907 to        | 7930        | 639 420 6200 to        | 6299        | 650 130 3400 to        | 3599        |
| 602 829 7061 to        | 7099        | 621 614 7932 to        | 7999        | 639 469 3517 to        | 3799        | 650 213 0406 to        | 0499        |
| 603 483 9572 to        | 9599        | 621 648 8021 to        | 8199        | 639 605 2143 to        | 2199        | 650 555 1749 to        | 1799        |
| 603 490 7200 to        | 7299        | 621 648 8500 to        | 8599        | 639 657 8600 to        | 8799        | 650 564 1900 to        | 1999        |
| 603 678 7100 to        | 7199        | 621 904 8351 to        | 8599        | <b>640 289 7500 to</b> | <b>7599</b> | 650 627 4212 to        | 4299        |
| 603 678 7662 to        | 7699        | 621 916 1978 to        | 1989        | 640 289 7700 to        | 7999        | 650 736 2043 to        | 2099        |
| 603 678 7902 to        | 7999        | 622 989 8032 to        | 8099        | 641 170 4420 to        | 4499        | 650 739 1540 to        | 1699        |
| 603 678 8418 to        | 8499        | 623 076 9300 to        | 9399        | 641 318 3133 to        | 3199        | 651 741 4415 to        | 4499        |
| 603 678 8700 to        | 9999        | 623 819 5006 to        | 5099        | 641 378 6500 to        | 6999        | 651 882 2800 to        | 2899        |
| 604 086 0880 to        | 0899        | 623 895 8200 to        | 8399        | 641 383 8739 to        | 8799        | 652 754 6317 to        | 6399        |
| 604 349 1414 to        | 1499        | 623 917 0000 to        | 0099        | 641 877 3187 to        | 3299        | 653 131 4945 to        | 4999        |
| 604 503 7776 to        | 7799        | 623 917 0200 to        | 0299        | 641 877 3310 to        | 3399        | 653 426 3300 to        | 3399        |
| 605 520 9037 to        | 9099        | 624 468 5288 to        | 5299        | 642 355 8094 to        | 8199        | 653 455 4874 to        | 4899        |
| 605 685 4010 to        | 4099        | 624 665 3162 to        | 3198        | 642 355 8308 to        | 8999        | 654 238 0000 to        | 0399        |
| 605 988 6467 to        | 6499        | 625 088 6735 to        | 6799        | 642 900 0018 to        | 0099        | 654 404 3065 to        | 3092        |
| 607 689 7951 to        | 7960        | 625 916 9500 to        | 9799        | 643 030 6254 to        | 6299        | 654 962 2900 to        | 3199        |
| 607 728 1276 to        | 1299        | 625 968 8956 to        | 8999        | 644 066 0882 to        | 0899        | 655 103 5081 to        | 5199        |
| 608 727 7100 to        | 7199        | 627 005 3938 to        | 3999        | 644 069 0600 to        | 0699        | 655 523 2600 to        | 2999        |
| 608 727 7273 to        | 7599        | 627 384 3907 to        | 4099        | 644 077 7506 to        | 7699        | 656 305 2448 to        | 2499        |
| 608 813 9950 to        | 9999        | 627 496 7549 to        | 7599        | 644 085 8157 to        | 8199        | 657 347 4438 to        | 4999        |
| 609 067 5325 to        | 5399        | 627 708 3605 to        | 3699        | 644 112 9839 to        | 9899        | 657 710 8100 to        | 8999        |
| 609 067 5488 to        | 5499        | 627 776 2500 to        | 2599        | 644 373 9083 to        | 9099        | 657 780 0985 to        | 0999        |
| 609 067 5600 to        | 5699        | 628 226 3100 to        | 3199        | 644 380 1460 to        | 1499        | 658 586 1400 to        | 1499        |
| 609 289 6123 to        | 6199        | 628 814 4702 to        | 4799        | 644 733 4715 to        | 4799        | 658 877 8000 to        | 8199        |
| 609 438 4400 to        | 4499        | 628 851 9689 to        | 9699        | 644 900 9712 to        | 9799        | 658 880 8000 to        | 8199        |
| 609 493 1100 to        | 1199        | 629 510 7200 to        | 7299        | 644 901 0109 to        | 1299        | 659 398 7300 to        | 7399        |
| 609 766 8091 to        | 8999        | 629 964 4200 to        | 4294        | 644 901 1325 to        | 1399        | 659 706 8113 to        | 8199        |
| 609 825 4100 to        | 4115        | <b>630 389 3056 to</b> | <b>3071</b> | 644 923 6800 to        | 7799        | 659 846 7837 to        | 7899        |
| 609 884 2981 to        | 2999        | 630 463 0588 to        | 0599        | 644 932 4655 to        | 4699        | <b>660 510 4100 to</b> | <b>4199</b> |
| 609 893 1000 to        | 1099        | 631 459 9117 to        | 9199        | 645 318 7240 to        | 7499        | 660 673 0400 to        | 0599        |
| <b>610 092 3200 to</b> | <b>3299</b> | 631 762 9325 to        | 9399        | 645 333 1766 to        | 1799        | 661 488 5000 to        | 5099        |
| 610 582 4200 to        | 4299        | 632 217 4933 to        | 4999        | 645 790 8632 to        | 8699        | 661 609 9100 to        | 9199        |
| 611 879 6939 to        | 6999        | 632 500 0000 to        | 9999        | 645 821 0657 to        | 0699        | 661 716 9420 to        | 9499        |
| 612 291 8013 to        | 8099        | 633 110 4165 to        | 4199        | 645 930 7948 to        | 7999        | 661 906 6522 to        | 6599        |
| 612 751 5171 to        | 5199        | 633 110 4303 to        | 4499        | 645 975 0737 to        | 0762        | 662 021 8332 to        | 8399        |
| 612 751 5226 to        | 5299        | 633 438 6429 to        | 6599        | 646 242 6200 to        | 6299        | 662 068 0700 to        | 0899        |
| 612 751 6083 to        | 6099        | 633 588 7173 to        | 7182        | 646 270 7639 to        | 7799        | 662 553 0774 to        | 0799        |
| 612 751 6268 to        | 6299        | 634 725 0700 to        | 0799        | 646 798 4000 to        | 4999        | 663 078 7034 to        | 7099        |
| 612 751 6572 to        | 6599        | 634 803 3239 to        | 3299        | 647 048 7035 to        | 7099        | 663 763 5300 to        | 5399        |

|                        |             |                        |             |                        |             |                        |                 |
|------------------------|-------------|------------------------|-------------|------------------------|-------------|------------------------|-----------------|
| 663 883 7039 to        | 7499        | 683 415 1200 to        | 1499        | 700 650 0452 to        | 0499        | 833 159 1884 to        | 1899            |
| 664 253 8000 to        | 8499        | 683 444 8159 to        | 8199        | 700 666 1323 to        | 1349        | 833 456 2567 to        | 2599            |
| 664 656 3055 to        | 3099        | 685 154 7780 to        | 7789        | 700 786 9106 to        | 9142        | 833 566 3015 to        | 3071            |
| 665 174 6400 to        | 6499        | 685 623 5264 to        | 5299        | 700 859 0744 to        | 0758        | 834 316 5444 to        | 5499            |
| 665 274 8208 to        | 8299        | 685 650 9487 to        | 9499        | 701 028 6780 to        | 6899        | 835 269 5700 to        | 5799            |
| 665 669 5400 to        | 5499        | 685 669 4200 to        | 4299        | 701 213 3900 to        | 3999        | 835 496 7303 to        | 7399            |
| 666 132 8226 to        | 8299        | 685 757 8452 to        | 8499        | 701 267 2000 to        | 3999        | 835 539 5200 to        | 5999            |
| 666 696 2209 to        | 2299        | 686 071 2694 to        | 2799        | 701 335 7312 to        | 7399        | 835 813 3015 to        | 3099            |
| 666 696 2309 to        | 2399        | 686 176 3333 to        | 3354        | 701 369 2005 to        | 2050        | 838 518 1257 to        | 1299            |
| 667 032 9300 to        | 9399        | 686 372 3200 to        | 3299        | 701 503 2247 to        | 2299        | 839 718 8257 to        | 8299            |
| 667 729 5529 to        | 5599        | 686 644 5879 to        | 5899        | 701 541 2271 to        | 2299        | <b>840 323 0600 to</b> | <b>0699</b>     |
| 668 383 8400 to        | 8699        | 686 931 7636 to        | 7699        | 701 553 6557 to        | 6599        | 840 875 6235 to        | 6299            |
| <b>670 368 3400 to</b> | <b>3499</b> | 687 601 0973 to        | 0999        | 701 601 3457 to        | 3499        | 840 910 0900 to        | 0999            |
| 670 369 7336 to        | 7399        | 687 614 6774 to        | 6799        | 701 605 5913 to        | 5999        | 841 349 5000 to        | 5099            |
| 670 750 7169 to        | 7199        | 688 120 9000 to        | 9999        | 701 695 3982 to        | 3999        | 841 805 7747 to        | 7899            |
| 671 046 6200 to        | 6399        | 688 314 3107 to        | 3191        | 701 695 4148 to        | 4199        | 841 805 7944 to        | 8099            |
| 671 251 5448 to        | 5499        | <b>690 291 1361 to</b> | <b>1371</b> | 701 695 4227 to        | 4299        | 842 685 4600 to        | 4699            |
| 671 926 5600 to        | 5799        | 690 788 2877 to        | 2899        | 701 708 1741 to        | 1799        | 842 685 4742 to        | 4999            |
| 672 444 2000 to        | 2999        | 690 893 5344 to        | 5399        | 701 736 3966 to        | 3999        | 842 860 0300 to        | 0399            |
| 672 828 3410 to        | 3499        | 690 893 5512 to        | 5599        | 701 838 2800 to        | 2899        | 842 898 5582 to        | 5599            |
| 673 167 5776 to        | 5799        | 690 904 1300 to        | 1599        | 701 941 0600 to        | 0699        | 843 062 7100 to        | 7199            |
| 675 464 3700 to        | 3799        | 690 941 6000 to        | 6199        | 702 171 1603 to        | 1699        | 843 077 6288 to        | 6299            |
| 675 464 4000 to        | 4199        | 691 313 6383 to        | 6399        | 702 195 5109 to        | 5199        | 843 077 6378 to        | 6399            |
| 676 365 5958 to        | 5999        | 691 313 6600 to        | 6699        | 702 254 9300 to        | 9399        | 843 758 5769 to        | 5778            |
| 676 669 1024 to        | 1099        | 691 582 8003 to        | 8099        | 702 264 7569 to        | 7599        | 843 786 2554 to        | 2699            |
| 677 126 6734 to        | 6799        | 691 664 1800 to        | 1999        | 702 713 1800 to        | 1809        | 845 727 2100 to        | 2199            |
| 677 333 9979 to        | 9999        | 691 664 2400 to        | 2499        | 702 821 5730 to        | 5799        | 845 746 2618 to        | 2635            |
| 677 466 1088 to        | 1099        | 692 727 9362 to        | 9399        | 702 821 5805 to        | 5899        | 847 284 2481 to        | 2499            |
| 678 071 4500 to        | 4799        | 692 798 1800 to        | 1899        | 702 878 0114 to        | 0199        | 847 374 7055 to        | 7065            |
| 678 096 7531 to        | 7599        | 693 249 0779 to        | 0799        | <b>740 002 7710 to</b> | <b>7719</b> | 847 636 5304 to        | 5399            |
| 679 909 2578 to        | 2599        | 693 249 0877 to        | 1699        | <b>806 087 1100 to</b> | <b>1499</b> | 847 700 5447 to        | 5499            |
| <b>680 112 9565 to</b> | <b>9599</b> | 693 445 0566 to        | 0999        | 806 268 9275 to        | 9299        | 847 723 7500 to        | 7599            |
| 680 244 0903 to        | 0999        | 693 448 8500 to        | 8999        | 806 534 3400 to        | 3477        | <b>850 546 1862 to</b> | <b>1899</b>     |
| 680 412 6046 to        | 6099        | 693 645 9583 to        | 9599        | 807 342 3283 to        | 3399        | 851 143 6826 to        | 6844            |
| 680 761 6800 to        | 6899        | 693 965 4200 to        | 4299        | 808 086 7100 to        | 7199        | 851 928 9221 to        | 9299            |
| 681 677 0540 to        | 0699        | 695 741 2906 to        | 2999        | 808 090 3440 to        | 3499        | 856 752 0200 to        | 0299            |
| 682 070 1029 to        | 1099        | 695 947 8518 to        | 8599        | 808 325 5161 to        | 5699        | 859 063 8200 to        | 8699            |
| 682 956 6280 to        | 6299        | 696 662 8247 to        | 8299        | 808 784 8000 to        | 8299        | <b>869 800 0000 to</b> | <b>999 9999</b> |
| 682 956 6490 to        | 6599        | 697 447 8285 to        | 8296        | <b>830 602 5800 to</b> | <b>5999</b> | <b>870 054 4814 to</b> | <b>4899</b>     |
| 682 956 6700 to        | 6799        | 698 042 4816 to        | 4899        | 830 610 3700 to        | 3799        | 870 491 4812 to        | 4849            |
| 682 965 1178 to        | 1199        | 698 227 0000 to        | 0099        | 830 983 3500 to        | 3599        | 870 536 5820 to        | 5829            |
| 682 965 1201 to        | 1299        | <b>700 065 2570 to</b> | <b>2599</b> | 830 983 3635 to        | 3699        | 870 541 7167 to        | 7239            |
| 683 118 2389 to        | 2399        | 700 065 4800 to        | 4899        | 831 354 1387 to        | 1399        | 870 575 8155 to        | 8999            |
| 683 378 2000 to        | 2099        | 700 190 3350 to        | 3359        | 831 815 8240 to        | 8299        | 870 589 0485 to        | 0494            |
| 683 378 2117 to        | 2299        | 700 228 6048 to        | 6099        | 832 525 3810 to        | 3899        | 870 691 7060 to        | 7099            |

## Missing, Lost, or Stolen Canadian Money Order Forms

### Do Not Cash — Upon Receipt, Notify Local Postal Inspectors

This listing will be provided to all Postal Service employees responsible for accepting and cashing Postal money orders. Destroy any interim notices when the numbers listed appear in the *Postal Bulletin*. The new money order serial numbers consist of the first nine digits. The 10th digit is a check digit only.

Do not cash new style money orders **000 000 001 to 692 600 000**. Advise holders to send invalid money orders to: Canada Post Corporation, Ottawa, Canada K1A 0B1. Check for altered dollar amounts by holding money orders to the light.

|                                   |                       |                             |                             |
|-----------------------------------|-----------------------|-----------------------------|-----------------------------|
| <b>000 000 001 to 692 600 000</b> | 702 051 501 to 1 750  | 708 116 251 to 6 310        | 718 466 370 to 6 420        |
| <b>692 720 871 to 0 900</b>       | 702 053 601 to 3 800  | 708 138 301 to 8 480        | 718 568 451 to 8 479        |
| 692 876 955 to 7 050              | 702 104 368 to 4 900  | 709 222 591 to 2 920        | 718 590 741 to 0 770        |
| 693 290 380 to 0 400              | 702 128 306 to 8 400  | 709 243 479 to 3 500        | 718 714 210 to 4 370        |
| 693 290 426 to 0 450              | 702 179 891 to 9 900  | 709 411 171 to 1 320        | 718 795 881 to 6 000        |
| 694 063 700 to 3 897              | 702 260 751 to 0 850  | 709 649 804 to 9 820        | 718 961 721 to 1 780        |
| 694 063 900 to 4 000              | 702 410 595 to 1 050  | 709 733 281 to 3 580        | 718 982 001 to 2 300        |
| 694 550 501 to 0 530              | 702 660 151 to 0 540  | <b>710 046 813 to 6 840</b> | 719 869 731 to 9 760        |
| 694 595 031 to 5 050              | 702 723 429 to 3 450  | 710 358 093 to 8 166        | <b>720 227 871 to 7 930</b> |
| 694 595 087 to 5 300              | 703 004 401 to 4 820  | 710 358 257 to 8 270        | 720 227 949 to 7 960        |
| 694 698 551 to 8 650              | 703 083 819 to 4 020  | 711 021 501 to 1 510        | 720 368 543 to 8 570        |
| 694 745 458 to 5 600              | 703 432 131 to 2 230  | 711 049 411 to 9 560        | 720 392 151 to 2 570        |
| 695 105 313 to 5 350              | 703 626 061 to 6 090  | 711 408 045 to 8 090        | 720 556 491 to 6 640        |
| 695 142 809 to 3 050              | 703 863 121 to 3 240  | 712 003 381 to 3 650        | 720 558 621 to 8 650        |
| 695 144 666 to 4 700              | 703 863 477 to 3 540  | 712 104 220 to 4 230        | 720 575 361 to 5 570        |
| 695 272 601 to 2 750              | 703 867 801 to 7 980  | 712 327 861 to 7 890        | 720 590 152 to 0 179        |
| 695 277 576 to 7 650              | 704 030 628 to 0 640  | 712 327 952 to 7 980        | 721 638 331 to 9 170        |
| 695 530 761 to 0 800              | 704 154 024 to 4 120  | 712 647 061 to 7 090        | 721 815 391 to 5 420        |
| 696 487 701 to 7 800              | 704 227 561 to 7 829  | 713 284 171 to 4 260        | 721 969 713 to 9 740        |
| 696 784 101 to 4 550              | 704 227 831 to 8 069  | 713 292 871 to 2 990        | 722 072 137 to 2 160        |
| 696 870 601 to 0 650              | 704 228 071 to 8 100  | 714 035 101 to 5 160        | 722 378 265 to 8 280        |
| 697 047 501 to 7 600              | 704 420 344 to 0 490  | 714 155 011 to 5 400        | 722 413 990 to 4 004        |
| 697 052 101 to 2 350              | 704 568 751 to 8 990  | 714 328 231 to 8 440        | 722 764 948 to 4 980        |
| 697 217 251 to 7 400              | 704 965 301 to 5 770  | 714 442 952 to 2 980        | 722 825 840 to 5 889        |
| 697 249 952 to 50 050             | 705 116 780 to 6 790  | 714 562 843 to 2 860        | 723 153 841 to 3 850        |
| 697 414 886 to 4 900              | 705 280 801 to 0 980  | 714 590 391 to 0 430        | 723 237 616 to 7 630        |
| 697 469 606 to 9 700              | 705 475 651 to 6 040  | 714 609 811 to 9 930        | 723 331 081 to 1 110        |
| 697 850 401 to 0 750              | 705 566 127 to 6 280  | 714 609 961 to 9 990        | 723 496 443 to 6 470        |
| 698 098 446 to 8 550              | 705 740 581 to 0 730  | 714 807 181 to 7 240        | 723 967 291 to 7 320        |
| 698 300 251 to 0 300              | 705 782 796 to 2 820  | 714 871 321 to 1 500        | 724 655 196 to 5 340        |
| 698 504 383 to 4 650              | 705 822 271 to 2 480  | 714 928 529 to 8 590        | 724 711 441 to 1 500        |
| 698 533 927 to 4 200              | 706 180 148 to 0 290  | 715 128 183 to 8 330        | 724 711 538 to 1 560        |
| 698 562 268 to 2 400              | 706 184 041 to 4 220  | 715 144 171 to 4 470        | 724 793 221 to 3 250        |
| 699 090 686 to 0 750              | 706 357 861 to 8 190  | 715 197 211 to 7 570        | 724 908 109 to 8 120        |
| 699 752 699 to 2 850              | 706 382 419 to 2 430  | 715 595 910 to 6 180        | 724 937 461 to 7 670        |
| <b>700 068 473 to 8 500</b>       | 706 628 735 to 8 820  | 715 941 781 to 1 810        | 725 163 118 to 3 151        |
| 700 161 501 to 1 650              | 706 638 211 to 8 420  | 715 962 421 to 2 480        | 725 202 735 to 2 750        |
| 700 202 522 to 2 700              | 706 817 959 to 8 000  | 716 477 396 to 7 430        | 725 398 591 to 8 800        |
| 700 290 275 to 0 300              | 707 034 391 to 4 450  | 716 556 635 to 6 660        | 725 464 591 to 4 920        |
| 700 465 730 to 5 750              | 707 292 636 to 2 660  | 717 191 648 to 1 690        | 725 475 321 to 5 330        |
| 700 561 444 to 1 550              | 707 441 401 to 1 687  | 717 193 161 to 3 490        | 725 711 057 to 1 070        |
| 701 423 101 to 3 150              | 707 441 836 to 1 940  | 717 228 591 to 8 680        | 725 738 581 to 8 730        |
| 701 625 469 to 5 550              | 707 958 541 to 8 570  | 717 333 902 to 3 950        | 725 981 311 to 1 430        |
| 701 643 829 to 3 850              | 707 960 107 to 0 160  | 717 739 745 to 9 910        | 725 987 835 to 7 880        |
| 701 945 451 to 5 500              | 708 059 941 to 60 000 | 717 884 991 to 5 050        | 726 060 811 to 0 900        |
| 702 033 701 to 4 050              | 708 115 830 to 5 860  | 718 026 171 to 6 290        | 726 391 970 to 2 520        |

|                    |           |              |                    |           |              |                    |           |              |                    |           |              |
|--------------------|-----------|--------------|--------------------|-----------|--------------|--------------------|-----------|--------------|--------------------|-----------|--------------|
| 726 484 771        | to        | 4 800        | 733 297 171        | to        | 7 290        | 740 889 081        | to        | 9 090        | 751 541 311        | to        | 1 790        |
| 726 493 351        | to        | 5 300        | 733 446 631        | to        | 7 110        | 741 010 421        | to        | 0 530        | 751 757 641        | to        | 7 700        |
| 726 504 031        | to        | 4 063        | 733 474 665        | to        | 4 770        | 741 113 041        | to        | 3 370        | 751 936 951        | to        | 7 010        |
| 726 504 070        | to        | 4 090        | 733 704 482        | to        | 4 570        | 741 373 891        | to        | 4 340        | 751 951 861        | to        | 1 890        |
| 726 504 331        | to        | 4 390        | 733 751 041        | to        | 1 130        | 741 452 369        | to        | 2 490        | 751 999 021        | to        | 9 110        |
| 726 563 701        | to        | 4 060        | 733 971 138        | to        | 1 210        | 741 492 991        | to        | 3 140        | 752 139 516        | to        | 9 570        |
| 726 599 371        | to        | 9 460        | 734 009 101        | to        | 9 130        | 741 553 460        | to        | 3 470        | 752 182 892        | to        | 2 950        |
| 726 626 356        | to        | 6 370        | 734 290 759        | to        | 0 770        | 741 764 431        | to        | 4 520        | 752 206 861        | to        | 7 100        |
| 727 182 271        | to        | 2 510        | 734 389 273        | to        | 9 290        | 742 178 834        | to        | 8 880        | 752 731 351        | to        | 1 410        |
| 727 416 181        | to        | 6 240        | 734 440 031        | to        | 0 111        | 742 325 500        | to        | 5 520        | 752 767 441        | to        | 7 470        |
| 727 481 431        | to        | 1 460        | 734 797 201        | to        | 7 320        | 742 325 668        | to        | 5 700        | 753 008 941        | to        | 9 030        |
| 727 749 241        | to        | 9 780        | 734 939 611        | to        | 9 640        | 742 408 771        | to        | 8 830        | 753 194 311        | to        | 4 370        |
| 728 382 331        | to        | 2 480        | 734 950 111        | to        | 0 170        | 742 512 120        | to        | 2 150        | 753 620 378        | to        | 0 400        |
| 728 458 201        | to        | 8 260        | 735 120 331        | to        | 0 840        | 742 684 849        | to        | 4 890        | 754 013 917        | to        | 3 940        |
| 728 702 338        | to        | 2 400        | 735 123 061        | to        | 3 690        | 742 839 553        | to        | 9 630        | 754 161 061        | to        | 1 120        |
| 728 915 371        | to        | 5 850        | 735 283 008        | to        | 3 020        | 742 913 668        | to        | 3 700        | 754 358 445        | to        | 8 610        |
| 728 953 141        | to        | 3 410        | 735 293 131        | to        | 3 220        | 742 917 287        | to        | 7 296        | 754 410 451        | to        | 0 660        |
| 728 954 280        | to        | 4 310        | 735 635 010        | to        | 5 040        | 742 921 891        | to        | 1 980        | 754 438 393        | to        | 8 410        |
| 729 169 081        | to        | 9 140        | 735 783 961        | to        | 3 990        | 742 983 631        | to        | 3 810        | 754 493 109        | to        | 3 130        |
| 729 363 841        | to        | 3 870        | 735 803 401        | to        | 3 430        | 743 020 021        | to        | 0 170        | 754 664 182        | to        | 4 220        |
| 729 682 891        | to        | 3 190        | 736 005 420        | to        | 5 440        | 743 206 491        | to        | 6 500        | 754 816 377        | to        | 6 470        |
| 729 838 940        | to        | 9 070        | 736 366 021        | to        | 6 110        | 743 235 992        | to        | 6 050        | 755 487 421        | to        | 7 600        |
| 729 839 101        | to        | 9 130        | 736 624 456        | to        | 4 500        | 743 245 094        | to        | 5 170        | 755 592 901        | to        | 3 140        |
| <b>730 077 683</b> | <b>to</b> | <b>7 840</b> | 736 670 851        | to        | 1 060        | 743 940 631        | to        | 0 900        | 755 790 020        | to        | 0 030        |
| 730 109 847        | to        | 9 880        | 736 767 061        | to        | 7 090        | 743 978 011        | to        | 8 070        | 755 791 730        | to        | 1 800        |
| 730 373 761        | to        | 3 850        | 736 767 093        | to        | 7 120        | 744 234 751        | to        | 4 780        | 755 926 951        | to        | 7 070        |
| 730 501 951        | to        | 2 130        | 736 982 191        | to        | 2 370        | 744 260 641        | to        | 0 670        | 755 934 332        | to        | 4 510        |
| 730 519 379        | to        | 9 470        | 736 982 551        | to        | 2 730        | 744 499 591        | to        | 9 680        | 755 957 701        | to        | 8 000        |
| 730 569 278        | to        | 9 360        | 737 110 141        | to        | 0 170        | 744 626 901        | to        | 6 910        | 755 962 981        | to        | 3 280        |
| 730 711 711        | to        | 1 740        | 737 185 501        | to        | 5 710        | 745 388 794        | to        | 8 910        | 756 035 371        | to        | 5 490        |
| 730 722 991        | to        | 3 230        | 737 317 321        | to        | 7 350        | 746 446 806        | to        | 6 820        | 756 047 191        | to        | 7 220        |
| 730 845 970        | to        | 5 990        | 737 517 781        | to        | 7 840        | 746 818 351        | to        | 8 410        | 756 301 257        | to        | 1 290        |
| 730 888 291        | to        | 8 320        | 737 628 181        | to        | 8 210        | 747 245 266        | to        | 5 280        | 756 371 565        | to        | 1 580        |
| 730 927 591        | to        | 7 680        | 737 634 258        | to        | 4 270        | 747 364 813        | to        | 4 830        | 756 876 031        | to        | 6 090        |
| 731 307 914        | to        | 7 930        | 738 361 971        | to        | 1 980        | 747 501 434        | to        | 1 450        | 756 876 151        | to        | 6 240        |
| 731 402 431        | to        | 2 460        | 738 447 601        | to        | 7 660        | 747 739 891        | to        | 0 070        | 756 970 129        | to        | 0 140        |
| 731 407 232        | to        | 7 320        | 738 648 355        | to        | 8 450        | 748 148 649        | to        | 8 760        | 757 059 613        | to        | 9 630        |
| 731 588 301        | to        | 8 340        | 738 849 811        | to        | 9 900        | 748 259 960        | to        | 9 970        | 757 078 540        | to        | 8 560        |
| 731 767 273        | to        | 7 320        | 738 892 270        | to        | 2 290        | 748 565 162        | to        | 5 280        | 757 086 209        | to        | 6 240        |
| 731 781 061        | to        | 1 120        | 738 997 259        | to        | 7 380        | 748 874 988        | to        | 5 030        | 757 222 621        | to        | 2 830        |
| 731 837 821        | to        | 7 910        | 739 161 451        | to        | 1 540        | 749 137 381        | to        | 7 410        | 757 240 591        | to        | 0 650        |
| 731 841 377        | to        | 1 450        | 739 219 381        | to        | 9 440        | 749 190 192        | to        | 0 210        | 757 277 371        | to        | 7 700        |
| 732 018 481        | to        | 8 600        | 739 530 511        | to        | 0 540        | 749 685 421        | to        | 5 450        | 757 291 591        | to        | 2 730        |
| 732 067 972        | to        | 8 370        | 739 740 151        | to        | 0 180        | 749 846 791        | to        | 6 850        | 757 964 251        | to        | 4 280        |
| 732 188 649        | to        | 8 670        | 739 793 491        | to        | 3 520        | 749 993 131        | to        | 3 580        | 758 324 941        | to        | 5 000        |
| 732 193 460        | to        | 3 470        | 739 793 527        | to        | 3 550        | <b>750 071 587</b> | <b>to</b> | <b>1 610</b> | 758 593 628        | to        | 3 650        |
| 732 201 241        | to        | 1 390        | 739 942 621        | to        | 2 650        | 750 408 167        | to        | 8 183        | 758 709 038        | to        | 9 060        |
| 732 220 431        | to        | 0 440        | 739 999 231        | to        | 9 320        | 750 438 421        | to        | 8 501        | 759 152 851        | to        | 2 880        |
| 732 355 201        | to        | 5 380        | <b>740 011 517</b> | <b>to</b> | <b>1 530</b> | 750 743 911        | to        | 4 030        | <b>761 504 941</b> | <b>to</b> | <b>5 120</b> |
| 732 472 320        | to        | 2 560        | 740 030 701        | to        | 0 970        | 750 779 118        | to        | 9 400        | 761 516 836        | to        | 6 850        |
| 732 541 605        | to        | 1 620        | 740 261 740        | to        | 1 820        | 750 910 981        | to        | 1 010        | 761 516 851        | to        | 6 910        |
| 732 572 221        | to        | 2 490        | 740 265 811        | to        | 6 290        | 750 960 841        | to        | 0 900        | 761 688 631        | to        | 8 690        |
| 732 586 479        | to        | 6 710        | 740 299 111        | to        | 9 170        | 751 296 211        | to        | 6 240        | 761 881 171        | to        | 1 560        |
| 732 994 037        | to        | 4 080        | 740 299 231        | to        | 9 260        | 751 539 121        | to        | 9 180        | 762 491 551        | to        | 2 030        |
| 733 163 449        | to        | 3 460        | 740 329 266        | to        | 9 320        |                    |           |              |                    |           |              |

## Counterfeited Canadian Money Order Forms

### Do Not Cash

To be posted and used by retail window employees. As directed, destroy previous notices. All interim notices should be destroyed when the numbers listed appear in the *Postal Bulletin*.

|             |             |
|-------------|-------------|
| 671,819,086 | 686,794,382 |
| 676,612,640 | 686,794,426 |
| 677,891,039 | 686,794,427 |
| 678,282,493 | 686,794,431 |
| 678,916,031 | 687,262,502 |
| 679,552,215 | 687,262,503 |
| 679,694,334 | 687,262,525 |
| 679,751,983 | 687,262,526 |
| 679,800,207 | 687,287,578 |
| 681,130,536 | 687,287,581 |
| 681,844,376 | 687,287,582 |
| 683,594,542 | 694,063,898 |
| 684,683,610 | 694,063,899 |
| 686,619,878 | 694,063,980 |
| 686,619,886 | 701,321,725 |
| 686,619,887 |             |

— *Postal Inspection Service, 8-10-00*

## 800 Number Available to Verify Canadian Money Orders

The Canada Post Corporation is now providing an 800 number that cashing agents can call to verify the validity of Canadian Postal Money Orders. The number is 1-800-563-0444.

This 800 number is printed on the back of the Canadian Postal Money Orders.

— *Postal Inspection Service, 8-10-00*

### Invalid Express Mail Corporate Account Numbers

These numbers are to be posted and used by retail/acceptance clerks. This listing supersedes all previous notices, which must be recycled. Retail/acceptance clerks must not accept Express Mail shipments bearing any of the invalid numbers (listed below) in the "customer number" or "agreement number" section of the label or form.

**Note:** The first 6 digits of a 9-digit Custom Designed Service and Next Day Pickup Service Agreement make up the Corporate Account Number.

|        |        |        |        |        |        |        |        |               |        |        |        |        |
|--------|--------|--------|--------|--------|--------|--------|--------|---------------|--------|--------|--------|--------|
| 005011 | 008180 | 009868 | 021340 | 028336 | 051009 | 065930 | 076155 | 091616        | 105419 | 108881 | 115288 | 119596 |
| 005014 | 008181 | 009923 | 021411 | 028389 | 051037 | 065951 | 076328 | 091679        | 105438 | 108900 | 115348 | 119613 |
| 005022 | 008195 | 009926 | 021442 | 028443 | 053003 | 066056 | 076628 | 092018        | 105462 | 108923 | 115360 | 121237 |
| 005033 | 008264 | 009967 | 021462 | 028453 | 053008 | 066119 | 076633 | 093124        | 105478 | 109178 | 115443 | 122402 |
| 005068 | 008275 | 010175 | 021489 | 028500 | 054165 | 066129 | 076682 | 093214        | 105491 | 109185 | 115452 | 124035 |
| 005072 | 008277 | 010485 | 021670 | 028508 | 054244 | 066133 | 076853 | 093229        | 105543 | 109194 | 115470 | 124057 |
| 005085 | 008302 | 011304 | 021682 | 028561 | 054280 | 066164 | 077245 | 093422        | 105595 | 109205 | 115594 | 124156 |
| 005088 | 008317 | 012227 | 021720 | 028569 | 055076 | 066186 | 077293 | 093621        | 105598 | 109218 | 115828 | 124172 |
| 005095 | 008348 | 012410 | 021780 | 028698 | 060008 | 066199 | 077358 | 093655        | 105607 | 109262 | 115941 | 124179 |
| 005101 | 008358 | 013204 | 021921 | 028711 | 060132 | 066228 | 077484 | 093660        | 105617 | 109291 | 117005 | 125004 |
| 005119 | 008404 | 014242 | 021931 | 028757 | 060213 | 066245 | 077711 | 093831        | 105623 | 109295 | 117008 | 125115 |
| 005121 | 008412 | 014774 | 021960 | 028779 | 060220 | 066333 | 078017 | 093876        | 105676 | 109310 | 117013 | 125179 |
| 005149 | 008426 | 014794 | 021981 | 028809 | 060236 | 066368 | 078119 | 094022        | 105758 | 109333 | 117048 | 125236 |
| 005220 | 008430 | 014888 | 021998 | 028891 | 060255 | 066400 | 078904 | 094397        | 105853 | 109375 | 117176 | 125259 |
| 005270 | 008433 | 015073 | 022024 | 028919 | 060420 | 066462 | 079758 | 094917        | 105920 | 109510 | 117200 | 125269 |
| 005271 | 008451 | 015114 | 022080 | 028951 | 060459 | 067043 | 079798 | 094940        | 105934 | 109511 | 117206 | 125280 |
| 005276 | 008462 | 015185 | 022090 | 028994 | 060496 | 067081 | 079818 | 095135        | 105955 | 109577 | 117260 | 125299 |
| 005325 | 008471 | 015223 | 022102 | 029116 | 060557 | 067142 | 079950 | 095319        | 106196 | 109581 | 117281 | 125331 |
| 005336 | 008548 | 015272 | 022139 | 029178 | 060569 | 067169 | 080189 | 096022        | 106306 | 109616 | 117306 | 125354 |
| 005404 | 008549 | 015365 | 022208 | 029198 | 060733 | 067180 | 080234 | 096037        | 106355 | 109655 | 117323 | 125371 |
| 005406 | 008560 | 015457 | 022210 | 029286 | 060748 | 067183 | 080328 | 096770        | 106371 | 109689 | 117331 | 125373 |
| 005507 | 008570 | 015655 | 022369 | 029315 | 060796 | 067229 | 080428 | 097112        | 106411 | 109690 | 117358 | 126054 |
| 005590 | 008617 | 015661 | 022397 | 029396 | 061041 | 067324 | 080441 | 097319        | 106417 | 109773 | 117431 | 126069 |
| 005725 | 008652 | 016185 | 022403 | 029435 | 061080 | 067402 | 080451 | 097483        | 106460 | 109784 | 117438 | 128104 |
| 005738 | 008776 | 016626 | 022494 | 029547 | 061173 | 067415 | 080459 | 097695        | 106499 | 109811 | 117439 | 128117 |
| 005740 | 008790 | 016784 | 022498 | 029561 | 061232 | 068038 | 080470 | 097708        | 106533 | 109814 | 117475 | 129929 |
| 005795 | 008800 | 016861 | 022555 | 029586 | 061311 | 068158 | 080548 | 098012        | 107011 | 109816 | 117507 | 130001 |
| 005801 | 008845 | 018223 | 022711 | 029610 | 061577 | 068246 | 080556 | 098059        | 107041 | 109825 | 117646 | 132029 |
| 005926 | 008855 | 018389 | 022727 | 029691 | 061758 | 068317 | 080613 | 098095        | 107112 | 109877 | 117663 | 132167 |
| 005934 | 008882 | 018408 | 022774 | 029692 | 061777 | 068340 | 080661 | 098161        | 107138 | 109886 | 117709 | 135108 |
| 005941 | 008884 | 018462 | 022788 | 029709 | 062019 | 068393 | 080743 | 098181        | 107152 | 109919 | 117716 | 142158 |
| 005955 | 008932 | 018554 | 022852 | 029716 | 062023 | 068538 | 085255 | 098258        | 107174 | 109922 | 117737 | 142223 |
| 006005 | 008943 | 018722 | 022866 | 029726 | 062062 | 068547 | 085381 | 098360        | 107293 | 109960 | 117747 | 142586 |
| 006048 | 008964 | 018895 | 022875 | 029753 | 063308 | 069078 | 088003 | 098450        | 107340 | 109970 | 117762 | 146034 |
| 006193 | 008968 | 018899 | 022968 | 029767 | 063437 | 069116 | 088080 | 098459        | 108103 | 109993 | 117836 | 148408 |
| 006270 | 009026 | 018995 | 023166 | 029776 | 063468 | 069286 | 088085 | 098831        | 108120 | 111170 | 117949 | 150105 |
| 006278 | 009058 | 019032 | 025105 | 029777 | 064144 | 069317 | 088172 | 098845        | 108157 | 111346 | 118071 | 150151 |
| 006306 | 009094 | 019039 | 025108 | 029850 | 064147 | 070022 | 088194 | 098915        | 108213 | 111404 | 118281 | 150226 |
| 006662 | 009146 | 019258 | 025123 | 029863 | 064156 | 070031 | 088430 | 098918        | 108384 | 111725 | 118349 | 151178 |
| 006704 | 009175 | 019357 | 025434 | 029874 | 064169 | 070196 | 088597 | <b>100093</b> | 108423 | 111869 | 118724 | 151225 |
| 007033 | 009344 | 019377 | 025457 | 029956 | 064254 | 070362 | 088693 | 100362        | 108454 | 112494 | 118874 | 152017 |
| 007062 | 009469 | 019415 | 026588 | 030107 | 064275 | 070615 | 088712 | 101749        | 108466 | 112925 | 118998 | 152140 |
| 007069 | 009495 | 019608 | 026592 | 030322 | 064294 | 070764 | 089108 | 102092        | 108482 | 113126 | 119017 | 152566 |
| 007116 | 009548 | 019626 | 026598 | 030330 | 064312 | 070925 | 089355 | 102195        | 108509 | 113241 | 119031 | 152688 |
| 007173 | 009558 | 019734 | 027067 | 033008 | 064400 | 070983 | 089366 | 102948        | 108592 | 114129 | 119057 | 152744 |
| 007222 | 009595 | 019796 | 027075 | 039015 | 064404 | 071210 | 089390 | 103255        | 108693 | 114455 | 119093 | 152753 |
| 007247 | 009694 | 019953 | 027371 | 041012 | 064595 | 071817 | 089835 | 103959        | 108716 | 114490 | 119122 | 153010 |
| 007304 | 009758 | 020444 | 027396 | 041302 | 064693 | 071932 | 090196 | 104204        | 108725 | 114584 | 119390 | 154043 |
| 007337 | 009763 | 021033 | 027463 | 041317 | 064771 | 071995 | 090247 | 105191        | 108800 | 115027 | 119430 | 156185 |
| 007357 | 009767 | 021051 | 028007 | 041349 | 064865 | 075054 | 090369 | 105212        | 108806 | 115052 | 119467 | 165035 |
| 007389 | 009799 | 021153 | 028079 | 042064 | 064929 | 075137 | 090685 | 105249        | 108814 | 115090 | 119477 | 165156 |
| 008035 | 009804 | 021172 | 028120 | 044114 | 065186 | 075276 | 090722 | 105302        | 108817 | 115096 | 119544 | 165212 |
| 008036 | 009815 | 021292 | 028149 | 046068 | 065374 | 075526 | 091278 | 105334        | 108843 | 115182 | 119569 | 165363 |
| 008103 | 009820 | 021319 | 028233 | 049002 | 065431 | 075976 | 091354 | 105345        | 108855 | 115230 | 119576 | 165422 |

|               |        |               |        |        |        |               |        |               |               |        |        |               |
|---------------|--------|---------------|--------|--------|--------|---------------|--------|---------------|---------------|--------|--------|---------------|
| 170301        | 210296 | 274339        | 322419 | 331825 | 333651 | 340574        | 437010 | 463051        | 531337        | 600878 | 627001 | 681510        |
| 170313        | 210331 | 275001        | 322741 | 331943 | 333660 | 340706        | 439442 | 465116        | 531356        | 601027 | 627008 | 685092        |
| 170325        | 210346 | 275112        | 323503 | 331966 | 333663 | 340825        | 439520 | 466512        | 531360        | 601066 | 627014 | 685272        |
| 176080        | 210347 | 275136        | 323568 | 331971 | 333665 | 340921        | 441014 | 467038        | 531399        | 601171 | 627041 | 688117        |
| 180034        | 210357 | 276027        | 325062 | 331978 | 333672 | 340939        | 441086 | 467088        | 531428        | 601220 | 627043 | 693014        |
| 182009        | 210395 | 276258        | 325077 | 331984 | 333675 | 340985        | 441105 | 469160        | 531481        | 601326 | 627055 | <b>701010</b> |
| 184032        | 210408 | 277114        | 325080 | 332046 | 333679 | 340995        | 441138 | 472060        | 531539        | 601341 | 627057 | 701152        |
| 185029        | 210428 | 277160        | 325415 | 332074 | 333681 | 344032        | 441142 | 473025        | 531543        | 601699 | 627072 | 701207        |
| 191197        | 210439 | 280132        | 326497 | 332105 | 333686 | 344105        | 441212 | 473040        | 531655        | 601710 | 627082 | 701230        |
| 191262        | 210480 | 281126        | 326520 | 332111 | 333687 | 344126        | 441239 | 473114        | 531662        | 601715 | 627092 | 701304        |
| 191279        | 210489 | 282303        | 326555 | 332126 | 333688 | 347096        | 441285 | 476021        | 531666        | 601835 | 627099 | 701314        |
| 191292        | 210492 | 282617        | 326666 | 332134 | 333698 | 347104        | 441287 | 479051        | 531696        | 601898 | 627102 | 701385        |
| 191365        | 210523 | 282761        | 326702 | 332148 | 333699 | 349000        | 441334 | 480024        | 532624        | 602101 | 627111 | 701407        |
| 191624        | 210539 | 282804        | 326754 | 332169 | 333712 | 349521        | 441381 | 480049        | 532656        | 602163 | 627134 | 701528        |
| 191635        | 210614 | 282842        | 327006 | 332170 | 333744 | 349618        | 441386 | 480189        | 532785        | 602174 | 628128 | 701642        |
| 191640        | 210671 | 282871        | 327150 | 332186 | 333746 | 349694        | 441424 | 480272        | 532926        | 602423 | 629103 | 701939        |
| 192040        | 210679 | 283151        | 327467 | 332218 | 333750 | 349970        | 441457 | 480403        | 537370        | 602631 | 629113 | 701950        |
| 192076        | 210680 | 283357        | 327648 | 332223 | 333767 | 358046        | 441496 | 480469        | 537376        | 602729 | 629121 | 705195        |
| 192336        | 210699 | 283457        | 328066 | 332242 | 333769 | 358048        | 441505 | 480536        | 541250        | 602829 | 631045 | 708367        |
| 192339        | 212345 | 283563        | 328114 | 332499 | 333775 | 361048        | 441555 | 480779        | 546132        | 602831 | 631138 | 708404        |
| 192360        | 212393 | 284006        | 328145 | 332613 | 333776 | 361326        | 441591 | 480784        | 549208        | 602951 | 631169 | 711045        |
| 192381        | 212506 | 286152        | 328735 | 332623 | 333785 | 370021        | 441612 | 480838        | 551004        | 603162 | 631207 | 713039        |
| 192414        | 212551 | 286155        | 328993 | 332643 | 333791 | 370030        | 441618 | 480907        | 551128        | 604184 | 631268 | 721063        |
| 192453        | 212607 | 287067        | 329002 | 332644 | 333800 | 372472        | 441696 | 480965        | 551177        | 604247 | 631297 | 722096        |
| 192483        | 212621 | 292276        | 329688 | 332753 | 333813 | 372708        | 441771 | 481648        | 551190        | 605027 | 631325 | 727052        |
| 192496        | 212650 | 292408        | 330007 | 332830 | 333847 | 372789        | 441777 | 481698        | 551203        | 605038 | 631367 | 729066        |
| 192565        | 212868 | 292520        | 330033 | 332831 | 333866 | 381042        | 441835 | 481732        | 551273        | 605180 | 631482 | 730075        |
| 192571        | 212883 | 292553        | 330036 | 332875 | 333883 | 381162        | 441839 | 481916        | 551572        | 605221 | 631533 | 730212        |
| 192603        | 212921 | 292611        | 330079 | 332933 | 333948 | 381282        | 441865 | 481964        | 553226        | 605269 | 631578 | 730246        |
| 192808        | 212996 | 295451        | 330104 | 333026 | 333964 | 381300        | 441897 | 482375        | 553321        | 605489 | 631612 | 730341        |
| 192943        | 220027 | 296177        | 330106 | 333057 | 333982 | 381326        | 441909 | 483097        | 553733        | 605662 | 631642 | 730502        |
| 193275        | 220272 | 296504        | 330171 | 333060 | 334019 | 381453        | 443309 | 483146        | 554049        | 605670 | 631670 | 730530        |
| 193392        | 220333 | <b>300023</b> | 330192 | 333082 | 334497 | 381458        | 444251 | 483503        | 554394        | 605689 | 631712 | 730568        |
| 198064        | 220347 | 300049        | 330210 | 333102 | 334514 | 381463        | 447105 | 483510        | 554737        | 605774 | 631734 | 730806        |
| 198202        | 220848 | 300349        | 330261 | 333146 | 335015 | 381503        | 448003 | 483517        | 563037        | 605780 | 631812 | 731364        |
| 198226        | 221023 | 300604        | 330264 | 333170 | 335022 | 381510        | 450181 | 483569        | 563038        | 605793 | 631857 | 731423        |
| <b>200037</b> | 221083 | 300689        | 330286 | 333184 | 335037 | 381524        | 452071 | 483759        | 571007        | 605903 | 631870 | 731651        |
| 200040        | 221292 | 300730        | 330312 | 333211 | 335060 | 381980        | 452238 | 483784        | 571008        | 606040 | 631926 | 731663        |
| 200249        | 221556 | 300960        | 330317 | 333232 | 335109 | 392543        | 452312 | 483965        | 571070        | 606241 | 631930 | 731990        |
| 200282        | 222284 | 301213        | 330396 | 333262 | 335163 | 392665        | 452361 | 484020        | 571085        | 606265 | 637118 | 735077        |
| 200413        | 222307 | 301240        | 330617 | 333263 | 335168 | 392726        | 452373 | 485121        | 584204        | 606718 | 641050 | 735085        |
| 200555        | 222332 | 301256        | 330626 | 333273 | 335399 | <b>400060</b> | 452443 | 486170        | 585214        | 606736 | 641254 | 740126        |
| 200660        | 223005 | 301545        | 330649 | 333279 | 335748 | 402218        | 452617 | 486232        | 585278        | 606865 | 641349 | 740236        |
| 207167        | 223321 | 301917        | 330701 | 333281 | 335905 | 402248        | 452641 | 486265        | 591050        | 606871 | 641823 | 740245        |
| 207362        | 223347 | 301937        | 330789 | 333370 | 336043 | 402250        | 452696 | 488030        | 591059        | 606886 | 648199 | 740265        |
| 207924        | 227105 | 301964        | 330797 | 333380 | 336088 | 402258        | 452710 | 488992        | 591105        | 607096 | 652360 | 740645        |
| 208181        | 229026 | 302359        | 331004 | 333382 | 336105 | 402581        | 452831 | 489334        | 591990        | 607308 | 652485 | 740665        |
| 208424        | 232148 | 303701        | 331027 | 333389 | 336114 | 402859        | 453007 | 489377        | 599549        | 607789 | 658209 | 740752        |
| 208502        | 232357 | 305021        | 331088 | 333422 | 336151 | 402865        | 454197 | 490241        | <b>600033</b> | 607887 | 662088 | 741011        |
| 209248        | 232358 | 305091        | 331092 | 333440 | 336162 | 402944        | 454289 | 490522        | 600041        | 608142 | 662093 | 741597        |
| 209275        | 235500 | 305130        | 331110 | 333449 | 336604 | 405056        | 454458 | 490603        | 600143        | 608404 | 662094 | 741598        |
| 209278        | 238011 | 314143        | 331165 | 333462 | 337013 | 405152        | 454489 | 492125        | 600144        | 608434 | 662637 | 741676        |
| 210007        | 238016 | 314167        | 331260 | 333547 | 338051 | 407010        | 454508 | 494138        | 600196        | 609328 | 667022 | 741689        |
| 210034        | 238017 | 314340        | 331367 | 333566 | 338155 | 423094        | 454700 | 495363        | 600207        | 611187 | 670014 | 741781        |
| 210042        | 245600 | 319521        | 331394 | 333582 | 338277 | 423096        | 454727 | 495568        | 600266        | 614025 | 671005 | 743013        |
| 210094        | 253261 | 320169        | 331441 | 333588 | 338296 | 425222        | 454733 | 496177        | 600294        | 618001 | 672079 | 743015        |
| 210098        | 260020 | 320882        | 331549 | 333591 | 339062 | 430127        | 454754 | 497271        | 600354        | 618003 | 672149 | 744001        |
| 210114        | 265006 | 321044        | 331559 | 333594 | 339265 | 432444        | 454797 | <b>503007</b> | 600404        | 618013 | 672284 | 744041        |
| 210204        | 270072 | 321190        | 331613 | 333599 | 340074 | 432790        | 454812 | 510041        | 600503        | 618023 | 672296 | 744094        |
| 210219        | 271046 | 321217        | 331665 | 333612 | 340140 | 432934        | 458054 | 520033        | 600532        | 618074 | 672361 | 750050        |
| 210229        | 271057 | 321260        | 331672 | 333627 | 340279 | 432967        | 458145 | 526031        | 600563        | 618123 | 676105 | 750463        |
| 210261        | 272120 | 322089        | 331692 | 333640 | 340358 | 433010        | 460138 | 526033        | 600696        | 624087 | 679035 | 750502        |
| 210262        | 274194 | 322207        | 331752 | 333649 | 340499 | 436431        | 461103 | 531141        | 600716        | 625007 | 681205 | 750778        |
| 210283        | 274267 | 322342        | 331822 | 333650 | 340531 | 436477        | 462954 | 531318        | 600877        | 626026 | 681207 | 751056        |



|        |               |        |        |               |        |        |        |        |        |        |        |        |
|--------|---------------|--------|--------|---------------|--------|--------|--------|--------|--------|--------|--------|--------|
| 752336 | 771706        | 802083 | 840574 | 891727        | 904289 | 911260 | 917749 | 924594 | 927493 | 941627 | 951542 | 980128 |
| 752370 | 771768        | 802148 | 840590 | 891733        | 904306 | 911325 | 917753 | 925050 | 927595 | 941641 | 951797 | 980169 |
| 752514 | 772537        | 802159 | 840591 | 891744        | 904385 | 912221 | 917938 | 925188 | 927628 | 941935 | 951867 | 980442 |
| 752622 | 772730        | 802201 | 840605 | 891831        | 904432 | 912287 | 918072 | 925205 | 927779 | 941940 | 951870 | 980695 |
| 752686 | 773418        | 802216 | 840616 | 891881        | 904503 | 912295 | 918099 | 925236 | 927918 | 945843 | 951874 | 980945 |
| 752698 | 773449        | 802303 | 841080 | 895116        | 904533 | 912341 | 918102 | 926105 | 927923 | 945963 | 952266 | 980953 |
| 752780 | 774013        | 802384 | 841203 | 895499        | 904649 | 912394 | 918359 | 926115 | 927930 | 946147 | 952301 | 980999 |
| 752891 | 775224        | 802404 | 841221 | <b>900250</b> | 904675 | 913047 | 918376 | 926118 | 927942 | 946211 | 953211 | 981826 |
| 752929 | 775388        | 802591 | 844157 | 900378        | 904677 | 913491 | 918383 | 926133 | 928312 | 946540 | 954325 | 981908 |
| 755006 | 778370        | 802595 | 844234 | 900805        | 904679 | 913747 | 918489 | 926240 | 928318 | 947057 | 954420 | 982062 |
| 756008 | 781078        | 802668 | 844246 | 900907        | 904688 | 913963 | 918852 | 926282 | 928388 | 947132 | 958500 | 982144 |
| 757260 | 782022        | 802726 | 845048 | 900942        | 904707 | 914154 | 920396 | 926434 | 928689 | 948170 | 958814 | 982230 |
| 757573 | 782069        | 802929 | 846025 | 901123        | 904712 | 914175 | 920406 | 926475 | 928720 | 948195 | 958880 | 982274 |
| 757579 | 782657        | 803104 | 846068 | 901348        | 904723 | 914444 | 921021 | 926559 | 930202 | 948341 | 967097 | 982302 |
| 760017 | 782854        | 803290 | 850361 | 901434        | 906031 | 914467 | 921089 | 926601 | 930210 | 948498 | 967152 | 982353 |
| 760067 | 784163        | 803310 | 850573 | 901661        | 906281 | 914724 | 921104 | 926638 | 930313 | 948622 | 967450 | 982376 |
| 761096 | 784212        | 804028 | 850807 | 901684        | 906349 | 914740 | 921175 | 926643 | 930316 | 948645 | 968008 | 982379 |
| 761115 | 784407        | 805327 | 850848 | 901717        | 906435 | 915166 | 921200 | 926701 | 930389 | 949029 | 968053 | 982407 |
| 761826 | 784605        | 805430 | 852428 | 901844        | 906826 | 915325 | 921208 | 926711 | 931144 | 949210 | 968219 | 984094 |
| 763091 | 785318        | 805612 | 852825 | 901915        | 906875 | 915579 | 921292 | 926758 | 931352 | 949522 | 968285 | 984250 |
| 765526 | 786091        | 806053 | 852998 | 902121        | 906894 | 915702 | 921488 | 926815 | 931441 | 949625 | 968540 | 984261 |
| 765616 | 787023        | 808017 | 853102 | 902135        | 906897 | 915713 | 921523 | 926829 | 931599 | 950010 | 968542 | 992358 |
| 765620 | 787056        | 809056 | 853271 | 902142        | 907074 | 916004 | 921558 | 926839 | 932519 | 950055 | 968613 | 992470 |
| 769535 | 787531        | 809082 | 853351 | 902295        | 907181 | 916006 | 921658 | 926840 | 932649 | 950070 | 968683 | 992586 |
| 770024 | 787570        | 809097 | 853441 | 902413        | 907239 | 917008 | 921664 | 926842 | 932734 | 950198 | 968782 | 992669 |
| 770047 | 787641        | 809154 | 853480 | 902459        | 907261 | 917062 | 921686 | 926857 | 932792 | 950228 | 968814 | 995169 |
| 770158 | 787646        | 809219 | 853492 | 902460        | 907263 | 917092 | 921701 | 926884 | 933312 | 950350 | 970147 | 995422 |
| 770246 | 787740        | 810012 | 853497 | 902471        | 907281 | 917154 | 921746 | 926902 | 935112 | 950397 | 970559 | 995437 |
| 770251 | 787742        | 810013 | 853506 | 902542        | 907362 | 917438 | 921751 | 926928 | 936080 | 950640 | 970624 | 995485 |
| 770333 | 787901        | 811017 | 853585 | 902555        | 907433 | 917454 | 921806 | 926936 | 936103 | 950775 | 970652 | 995506 |
| 770385 | 787992        | 811053 | 853618 | 902613        | 907648 | 917493 | 921819 | 926938 | 937268 | 950849 | 970664 | 995533 |
| 770387 | 794028        | 811063 | 856103 | 902617        | 907720 | 917514 | 921828 | 927049 | 937689 | 950861 | 970756 | 995704 |
| 770484 | 799046        | 812047 | 856145 | 902763        | 907732 | 917567 | 921983 | 927163 | 939508 | 950892 | 970798 | 995720 |
| 770551 | 799072        | 816106 | 856413 | 903359        | 907798 | 917627 | 921987 | 927217 | 940144 | 950916 | 970799 | 995861 |
| 770611 | <b>800160</b> | 833150 | 871649 | 903470        | 910202 | 917669 | 922136 | 927220 | 940297 | 950925 | 970822 | 995877 |
| 770612 | 800324        | 834030 | 891208 | 903493        | 910420 | 917686 | 922269 | 927296 | 940300 | 951006 | 970861 | 995945 |
| 770726 | 800411        | 836765 | 891345 | 903638        | 911054 | 917699 | 922347 | 927319 | 940379 | 951015 | 972259 | 995991 |
| 770757 | 800480        | 837085 | 891433 | 903915        | 911136 | 917738 | 922352 | 927329 | 940384 | 951083 | 972291 |        |
| 771032 | 802015        | 840503 | 891581 | 904081        | 911214 | 917741 | 924158 | 927444 | 941493 | 951114 | 972690 |        |
| 771623 | 802021        | 840555 | 891618 | 904124        | 911245 | 917747 | 924550 | 927481 | 941601 | 951254 | 977057 |        |

# International Mail

*IMM REVISION*

## International Mail — Express Mail International Service (EMS) to Malaysia

Effective August 10, 2000, the *International Mail Manual* (IMM) is revised to reflect a change in the “Areas Served” information in the Express Mail International Service (EMS) country page for Malaysia. EMS service is now available to all delivery locations in Malaysia.

This change in the country conditions for mailing will be incorporated into both the printed version of IMM Issue 24 and the online IMM, which can be accessed via Postal Explorer (<http://pe.usps.gov>).

**International Mail Manual (IMM)**

\* \* \* \* \*

**Express Mail International Service — Malaysia**

\* \* \* \* \*

**Areas Served: All**

\* \* \* \* \*

— *Finance and Classification, International Business, 8-10-00*

*IMM REVISION*

## International Mail — Mailing to Malawi

Effective August 10, 2000, the *International Mail Manual* (IMM) is revised to reflect a prohibition against the mailing of coins; bank notes; currency notes (paper money); securities of any kind payable to bearer; traveler’s checks; platinum, gold, and silver (manufactured or not); precious stones; jewelry; and other valuable articles to Malawi.

This revision will be incorporated into both the printed version of IMM Issue 24 and the online IMM, which can be accessed via Postal Explorer (<http://pe.usps.gov>).

**International Mail Manual (IMM)**

\* \* \* \* \*

**Country Conditions for Mailing — Malawi**

\* \* \* \* \*

**Prohibitions (130)**

*[Add the following entry:]*

Coins; bank notes; currency notes (paper money); securities of any kind payable to bearer; traveler’s checks; platinum, gold, and silver (manufactured or not); precious stones; jewelry; and other valuable articles are prohibited in all classes of mail, including Express Mail International Service (EMS) shipments, that are sent to Malawi.

\* \* \* \* \*

— *Finance and Classification, International Business, 8-10-00*

IMM REVISION

**Changes for Signature Capture and Electronic Record Management System**

Effective July 23, 2000, *International Mail Manual* (IMM) chapter 7 and 922.3 were revised to incorporate policies and procedures related to the new signature capture process and electronic record management system. This revision will appear in the printed version of IMM Issue 24 and in the online IMM available via Postal Explorer (<http://pe.usps.gov>).

**International Mail Manual (IMM)**

\* \* \* \*

**7 Treatment of Inbound Mail**

**710 U.S. Customs Information**

\* \* \* \*

**713 Treatment of Dutiable Mail at Delivery Office**

\* \* \* \*

**713.2 Delivery of Dutiable Mail**

**713.21 Delivery Methods**

\* \* \* \*

[Revise 713.212 to read as follows:]

**713.212 PS Form 3849, Delivery Notice/Reminder/Receipt**

PS Form 3849, *Delivery Notice/Reminder/Receipt*, is used to notify addressees of the arrival of dutiable mail.

\* \* \* \*

[Revise 713.223 to read as follows:]

**713.223 Signing Customs Entry Forms**

When customs charges are collected and delivery is made, the delivery employee will follow this procedure:

- a. Obtain the addressee's signature and date of delivery on the "Original" copy of CF 3419, as well as on PS Form 3849.
- b. If appropriate, the delivery employee will scan/enter the mailpiece barcode and enter the corresponding event code in the handheld or POS ONE scanner.
- c. Sign and date the "Addressee Receipt" copy of CF 3419 and give it to the addressee as a receipt for the duty paid.
- d. Turn in the amount collected with the signed "Original" copy of CF 3419 and signed PS Form 3849. Turn in any undelivered mail with both copies of CF 3419.

**713.224 Clearing Delivery Employee**

\* \* \* \*

[Add item c to read as follows:]

- c. *P.S. Forms 3849*. Electronic record management sites will dispatch all signed PS Forms 3849 with mail to be forwarded via pouch to the Computerized Forwarding System (CFS) site serving that office. Manual record management sites will file PS Forms 3849 in the consolidated file by the last two digits of the article number.

**713.23 Addressee Protests Duty Charged**

\* \* \* \*

[Revise 713.232 to read as follows:]

**713.232 Definite Refusal of Dutiable Mail**

If the addressee elects alternative (b) in 713.231, the delivery employee will make it clear to the addressee that the mail will be disposed of immediately as undeliverable. Then the delivery employee will mark the mail *Refused*, and date and initial it. If appropriate, the delivery employee will scan/enter the mailpiece barcode and enter the corresponding event code in the handheld or POS ONE scanner. Then the delivery employee will return the mailpiece with both copies of CF 3419 (see 713.11) to the post office for disposal (see 713.51).

**713.233 Conditional Refusal of Dutiable Mail**

\* \* \* \*

[Add item g to read as follows:]

- g. Whenever applicable during this process, the mailpiece barcode should be scanned/entered and the corresponding event code entered in the handheld or POS ONE scanner.

**713.3 Forwarding or Returning Dutiable Mail**

**713.31 Forwarding Dutiable Mail Within the U.S.**

\* \* \* \*

[Revise 713.312 to read as follows:]

**713.312 PS Form 3849, Delivery Notice/Reminder/Receipt**

- a. *Manual Record Management Sites*: Prepare PS Form 3849 to show the name and address of the addressee, forwarding address, and name of port where the duty was assessed.
- b. *Electronic Record Management Sites*: Scan/enter the mailpiece barcode and enter the corresponding event code in the handheld scanner.

[Revise 713.313 to read as follows:]

**713.313 Disposition of PS Form 3849**

- a. *Manual Record Management Sites:* File PS Form 3849 with other delivery records.
- b. *Electronic Record Management Sites:* Send delivery receipts to the appropriate Computerized Forwarding System (CFS) unit.

**713.32 Forwarding Dutiable Mail to Another Country**

[Revise 713.321 to read as follows:]

**713.321 Customs Form 3419**

When dutiable mail is entitled to be forwarded to another country, detach both copies of CF 3419, endorse them "ADDRESSEE MOVED OUTSIDE JURISDICTION OF THE UNITED STATES," and report the mail as an uncollected item, as prescribed in 713.52. If applicable, scan/enter the mailpiece barcode and enter the corresponding event code in the handheld scanner.

\* \* \* \* \*

**713.33 Returning Dutiable Mail to Sender**

[Revise 713.331 to read as follows:]

**713.331 Customs Form 3419**

When dutiable mail is to be returned to the sender, detach both copies of CF 3419; endorse them "REFUSED," "UNCLAIMED," etc.; and report the mail as an uncollected item as prescribed in 713.52. If applicable, scan/enter the mailpiece barcode and enter the corresponding event code in the handheld scanner.

\* \* \* \* \*

**744 Parcels Addressed Through Banks or Other Organizations**

[Revise 744.1 to read as follows:]

**744.1 Notification of Arrival**

If a parcel is addressed to a bank or other organization for delivery to a second addressee, the post office will notify both addressees of the arrival of the parcel and will then deliver it to the first addressee, or hold it if the first addressee so requests. If the parcel is held, the post office will deliver it to the second address only with written permission from the first addressee, unless the sender has arranged for a change of address as provided in 360. If delivery to the second addressee involves forwarding the parcel to another post office, the parcel will be subject to forwarding postage as provided in 774.13. In all cases, electronic record management sites will scan/enter the mailpiece barcode and enter the corresponding event code in the handheld scanner.

\* \* \* \* \*

**750 Special Services**

**751 Insured Parcels**

\* \* \* \* \*

[Revise 751.2 to read as follows:]

**751.2 Delivery**

Deliver international insured parcels in accordance with DMM S913.3.0 and POM 814.2. The retention period for parcels is set forth in 761.

\* \* \* \* \*

**752 Registered Mail**

\* \* \* \* \*

**752.2 Treatment by Office of Delivery**

[Revise 752.21 to read as follows:]

**752.21 Delivery**

Record and deliver in accordance with DMM S911.4.0 and POM 812.4. The retention period for undeliverable mail is set forth in 761.

\* \* \* \* \*

**754 Restricted Delivery**

\* \* \* \* \*

[Revise 754.2 to read as follows:]

**754.2 Failed Delivery Attempt**

Failing delivery on the first attempt, a second attempt must be made to deliver this mail if it is likely this attempt will be successful. If appropriate, scan/enter the mailpiece barcode and enter the corresponding event code in the handheld scanner. See 780 for the treatment of undeliverable inbound mail.

\* \* \* \* \*

**770 Forwarding**

**771 General Procedures**

\* \* \* \* \*

[Add new 771.4 to read as follows:]

**771.4 Scanning Procedures**

Forwarded items should be scanned/entered into the handheld scanner along with the corresponding event code.

\* \* \* \* \*

**9 Inquiries, Indemnities, and Refunds**

\* \* \* \* \*

**920 Inquiries and Claims**

\* \* \* \* \*

**922 Filing of Inquiries**

\* \* \* \* \*

[Revise first paragraph of 922.3 to read as follows:]

**922.3 Who May File**

Inquiries from U.S. senders requesting delivery information for an Express Mail International (EMS) item will be accepted by the origin post office Express Mail manager. Express Mail managers must transmit the inquiry through the Product Tracking System (PTS) to the Customer Service Center for processing. The results of the inquiry will be provided to the Express Mail manager through the PTS.

\* \* \* \* \*

**Forms Index**

[Revise entry for PS Form 3849 to read as follows:]

| Form ID      | Title                                | References  |
|--------------|--------------------------------------|---|
| PS Form 3849 | Delivery Notice/<br>Reminder/Receipt | 713.212; 713.223;<br>713.224; 713.312;<br>713.313 |

\* \* \* \* \*

— Information Systems,  
Expedited/Package Services, 8-10-00

*IMM REVISION*

**Global Direct — Canada Admail**

Effective August 2, 2000, *International Mail Manual* (IMM) 612, Global Direct — Canada Admail, is revised. The rate structure for Global Direct — Canada Admail is being revised to reflect recent structural changes made by Canada Post, and the revision affects the levels of sortation and the actual rates.

This revision will be incorporated into both the printed version of IMM Issue 24 and the online IMM, which can be accessed via Postal Explorer (<http://pe.usps.gov>).

**International Mail Manual (IMM)**

**6 Special Programs**

\* \* \* \* \*

**612 Global Direct — Canada Admail**

\* \* \* \* \*

**612.3 Postage**

**612.31 Rates**

The rate of postage is determined by size, weight, and level of the items being mailed as specified in Exhibit 612.3. Global Direct postage dollars may be added to the ISAL/ IPA total for the purpose of determining the discount earned; however, the discount will not be applied to the Global Direct — Canada published rates.

**Exhibit 612.3**

Canada Admail Rates

| <b>Letter Carrier Presort (LCP)</b>         | <i>Standard</i> | <i>Large</i> |
|---|-----------------|--------------|
| Up to First 1.76 oz. (0.11 lbs.) (50 grams) |                 |              |
| Delivery Mode Direct                        | \$0.216         | \$0.267      |
| Delivery Facility                           | \$0.245         | \$0.296      |
| DCF   | \$0.245         | \$0.296      |
| Residue                                     | \$0.304         | \$0.354      |
| Over 1.76 oz. (.11 lbs.) (50 grams)         | \$0.548         | \$0.713      |
| Per additional pound                        |                 |              |
| <b>National Distribution Guide (NDG)</b>    | <i>Standard</i> | <i>Large</i> |
| First 1.76 oz. (0.11 lbs.) (50 grams)       | \$0.275         | \$0.325      |
| Over 1.76 oz. (0.11 lbs.) (50 grams)        | \$0.548         | \$0.713      |
| Per additional pound                        |                 |              |

**Note:** An extra charge of 3.5 cents may be charged for the number of items not meeting address accuracy requirements.

\* \* \* \* \*

— International Business, 8-10-00

## ICM UPDATE

**International Customized Mail**

On June 30, 2000, the U.S. Postal Service (USPS) entered into an International Customized Mail (ICM) service Agreement with a qualifying mailer. In accordance with *International Mail Manual* (IMM) 294, the Postal Service hereby makes public the following information concerning the Agreement:

- a. **Term:** June 30, 2000, through June 30, 2001. If the mailer does not accept the new discount schedule, which will come into effect on January 1, 2001, this Agreement shall terminate on December 31, 2000.
- b. **Type of mail:** *International Surface Air Lift (ISAL)*, *International Priority Airmail (IPA)*. Every item must conform to the mailing requirements set forth in the IMM for qualifying mail.
- c. **Destination countries:** Worldwide.
- d. **Service provided by the Postal Service:** The Postal Service has agreed to:
  - 1. Furnish the mailer, or mailing agent, with the equipment and supplies necessary to prepare qualifying mail.
  - 2. Provide the mailer, or mailing agent, with the training necessary to prepare qualifying mail in conformity with Postal Service requirements.
  - 3. Provide direct transportation from the United States to all destinations.
  - 4. Arrange for appropriate air and surface transportation for qualifying mail.
- e. **Minimum volume commitment:** The mailer has agreed to a minimum annual requirement of \$10 million in actual international postage revenue.

f. **Worksharing:** The mailer has agreed to:

- 1. Prepare mail in accordance with the applicable USPS requirements.
- 2. Pay postage for qualifying mail in accordance with payment methods as referenced in the IMM and the *Domestic Mail Manual* (DMM) for International Priority Airmail.
- 3. Provide an advance schedule of all mailings in accordance with instructions provided by the Postal Service.
- 4. Notify the Postal Service of any new acceptance sites and appropriate permit numbers at least two weeks in advance of each additional site.

g. **Rates:** The mailer will receive a fifteen (15) percent discount off non-discounted published rates. If the mailer does not tender \$10 million of international mail revenue on an annualized basis to the Postal Service, the mailer must reimburse the Postal Service the amount of the additional discount it received above the discount earned subject to this Agreement in accordance with Exhibit 1.

**Exhibit 1**

| Annual IPA and ISAL Revenue After Discount | Percentage Discount |
|--|---------------------|
| \$ 2,000,000 – \$ 4,999,999                | 5.00%               |
| \$ 5,000,000 – \$ 5,999,999                | 10.00%              |
| \$ 6,000,000 – \$ 6,999,999                | 11.00%              |
| \$ 7,000,000 – \$ 7,999,999                | 12.00%              |
| \$ 8,000,000 – \$ 8,999,999                | 13.00%              |
| \$ 9,000,000 – \$ 9,999,999                | 14.00%              |
| \$10,000,000 and over                      | 15.00%              |

— Marketing and Sales,  
International Business, 8-10-00

## UPDATE

**Global Priority Mail Expansion**

The Global Priority Mail (GPM) expansion announced in *Postal Bulletin* 22027 (6-29-00) did not include the appropriate GPM Gateway exchange office and routing information.

The 10 new destinations on the GPM country network are as follows: Aruba, Bahamas, Barbados, Costa Rica, Dominican Republic, Guyana, Jamaica, Saint Lucia, Trinidad & Tobago, and Turks & Caicos Islands. These new destinations should be routed to the Miami International Service Center 33122, via the Eagle Network.

Off-network commercial transportation may be used providing it can make the appropriate GPM Gateway's critical entry time (CET). If transportation that will make the CET is *not* available, then hold for the next day Eagle dispatch.

Updated instructions have been sent to all appropriate field offices.

— International Operations Support,  
International Business, 8-10-00

# Philately

STAMP ANNOUNCEMENT 00-34

## California Statehood Commemorative Stamp



Copyright USPS 1999

The Postal Service will issue a 33-cent *California Statehood* commemorative stamp (Item Number 447200) in Sacramento, CA, on September 8, 2000. The stamp, designed by Carl Herrman of Carlsbad, CA, goes on sale nationwide September 9, 2000. The stamp features an Art Wolfe photograph of cliff tops at the southern end of the Big Sur coastline with iceplant blooming in the foreground.

The Postal Service is commemorating California's sesquicentennial. On February 2, 1848, Mexico and the United States signed a treaty ending the war with Mexico. As part of the peace treaty, Mexico agreed to cede to the United States a vast portion of the Southwest, including present-day California.

|                               |   |
|-------------------------------|---|
| Issue:                        | <i>California Statehood</i>   |
| Item Number:                  | 447200  |
| Denomination & Type of Issue: | 33-cent Commemorative   |
| Format:                       | Pane of 20 (1 design)   |
| Series:                       | Statehood   |
| Issue Date & City:            | September 8, 2000,<br>Sacramento, CA 95813  |
| Photographer:                 | Art Wolfe, Seattle, WA  |
| Designer:                     | Carl Herrman, Carlsbad, CA  |
| Illustrator:                  | N/A   |
| Engraver:                     | Armotek Industries, Inc.  |
| Art Director:                 | Carl Herrman, Carlsbad, CA  |
| Typographer:                  | John Boyd, New York, NY   |
| Modeler:                      | Avery Dennison, SPD   |
| Manufacturing Process:        | Gravure   |
| Printer:                      | Avery Dennison (AVR)  |
| Printed at:                   | AVR, Clinton, SC  |
| Press Type:                   | Dia Nippon Kiko (DNK)   |
| Stamps per Pane/Coil:         | 20  |
| Print Quantity:               | 53 million stamps   |
| Paper Type:                   | Pre-phosphored Type II  |
| Gum Type:                     | Self-adhesive   |
| Processed at:                 | AVR, Clinton, SC  |
| Colors:                       | Yellow, Magenta, Cyan, Black, Gold  |
| Stamp Orientation:            | Vertical  |
| Image Area (w x h):           | 0.840 x 1.410 in. / 21.336 x<br>35.814 mm   |
| Overall Size (w x h):         | 0.990 x 1.560 in. / 25.146 x<br>39.624 mm   |
| Full Pane Size (w x h):       | 5.875 x 6.50 in. / 149.23 x<br>165.10 mm  |
| Plate Size:                   | 200 stamps per revolution   |
| Plate Numbers:                | "V" followed by five (5) single digits  |
| Marginal Markings:            | "© USPS 1999" • Price • Plate<br>Position Diagram • Plate Numbers •<br>Barcode  |
| Catalog Item Number(s):       | 407220 Block of 4 — \$1.32<br>407230 Block of 10 — \$3.30<br>407240 Full Pane — \$6.60<br>407261 First Day Cover — \$0.54 |
| Sale Date:                    | September 8, 2000   |
| Nationwide Sale Date:         | September 9, 2000   |

The gold rush, which ensued after the discovery of gold on January 24, 1848, hastened the territory's admittance to the Union. California became the thirty-first state on September 9, 1850.

### How to Order the First Day of Issue Postmark

Customers have 30 days to obtain the first day of issue postmark by mail. They may purchase the new stamps at their local post office, affix the stamps to envelopes of their choice, address the envelopes (to themselves or others), and place them in a larger envelope addressed to:

CALIFORNIA STATEHOOD COMMEMORATIVE STAMP  
POSTMASTER  
2000 ROYAL OAKS DR  
SACRAMENTO CA 95813-9991

After applying the first day of issue postmark, the Postal Service will return the envelopes through the mail. There is no charge for the postmark. All orders must be postmarked by October 9, 2000.

Stamp Fulfillment Services (SFS) also offers first day covers for new stamp issues and postal stationery items postmarked with the official first day of issue cancellation. Each item has an individual catalog number and is offered in the quarterly *USA Philatelic* catalog. Customers may request a free catalog by telephoning 1 800 STAMP-24 or writing to:

INFORMATION FULFILLMENT  
DEPT 6270  
US POSTAL SERVICE  
PO BOX 219014  
KANSAS CITY MO 64121-9014

First day covers remain on sale for at least one year after the stamp's issuance.

### Philatelic Products

There are no philatelic products associated with this stamp.

### Distribution

The 33-cent *California Statehood* stamp (Item Number 447200) is to be sold only in the first day city of Sacramento, CA; at regular post office windows within the state of California; through Stamp Fulfillment Services (SFS) in Kansas City, MO; and at retail stores and philatelic centers nationwide. *There will be no standard distribution to stamp distribution offices (SDOs); only SDOs serving the state of California will receive this 20-stamp PSA pane for subsequent distribution to post offices.*

### Initial Supply to Post Offices

The Minnesota Information System Service Center (MNISSC) will *not* use PS Form 3309, *Advice of Shipment/Stamp Invoice*, to automatically distribute this commemorative stamp to California post offices. To obtain an initial supply of the *California Statehood* stamps, all California post offices must immediately submit PS Form 17, *Stamp Requisition*, to their designated SDO. SDOs must not distribute stamps to post offices before September 1, 2000.

### Philatelic Requirement

Although sale of the *California Statehood* stamps is restricted to post offices in the state of California, philatelic centers nationwide will receive stamps in 10 positions for philatelic sale.

| SDOs That Serve This Many Philatelic Windows | Will Receive This Quantity of the <i>California Statehood</i> Commemorative Stamp, Item Number 447200 |
|--|---|
| 1  | 20,000  |
| 2  | 40,000  |
| 3  | 60,000  |
| 4  | 80,000  |
| 5  | 100,000   |
| 6  | 120,000   |
| 7  | 140,000   |
| 8  | 160,000   |
| 9  | 180,000   |
| 12   | 240,000   |
| 14   | 280,000   |
| 16   | 320,000   |
| 19   | 380,000   |
| 20   | 400,000   |

### Additional Supply

For filling supplemental orders in the state of California, the San Francisco, CA, APD will receive 1,480,000 additional stamps.

### Sales Policy

All post offices in the state of California and authorized philatelic centers nationwide must acquire and maintain a supply of this commemorative until the stamp is officially withdrawn from sale. If supplies run low, post offices must reorder additional quantities using their normal ordering procedures.



STAMP ANNOUNCEMENT 00-35

**Edward G. Robinson Commemorative Stamp**



Copyright USPS 2000

The Postal Service will issue a 33-cent *Edward G. Robinson* commemorative stamp (Item Number 440300) in Burbank, CA, on September 14, 2000. The stamp, designed by Howard Paine of Delaplaine, VA, and illustrated by Drew Struzan of Pasadena, CA, goes on sale nationwide September 15, 2000.

Born Emanuel Goldenberg in Romania in 1893, Edward G. Robinson immigrated to the United States with his family when he was a young boy. In 1913 he began his professional acting career, working in theater for many years and eventually moving into film.

Robinson is best remembered for his classic portrayals of gangsters in *Little Caesar* (1931) and several other films. His versatile acting career continued with numerous roles in film and television until his death in 1973. Shortly before he died, Robinson received an Academy Award® for lifetime achievement in films. He is also remembered as a philanthropist, humanitarian, and art collector. This stamp is the sixth issuance in the Legends of Hollywood series.

|                               |  |
|-------------------------------|--|
| Issue:                        | <i>Edward G. Robinson</i>  |
| Item Number:                  | 440300   |
| Denomination & Type of Issue: | 33-cent Commemorative  |
| Format:                       | Pane of 20 (1 design)  |
| Series:                       | Legends of Hollywood   |
| Issue Date & City:            | September 14, 2000, Burbank, CA 91505  |
| Photographer:                 | N/A  |
| Illustrator:                  | Drew Struzan, Pasadena, CA   |
| Designer:                     | Howard Paine, Delaplaine, VA   |
| Engraver:                     | Southern Graphics  |
| Art Director:                 | Howard Paine, Delaplaine, VA   |
| Typographer:                  | Howard Paine, Delaplaine, VA   |
| Modeler:                      | Donald H. Woo  |
| Manufacturing Process:        | Gravure  |
| Printer:                      | Sennett Security Products (SSP)  |
| Printed at:                   | American Packaging Corporation, Columbus, WI   |
| Press Type:                   | Rotomec, Roto 5  |
| Stamps per pane:              | 20   |
| Print Quantity:               | 52 million stamps  |
| Paper Type:                   | Phosphor Tagged Paper, Block   |
| Gum Type:                     | Water-Activated  |
| Processed at:                 | Unique Binders, Fredericksburg, VA   |
| Colors:                       | Selvage — Brown, Black<br>Stamp — Magenta, Cyan, Yellow, Black, Gold (PMS 872)   |
| Stamp Orientation:            | Vertical   |
| Image Area (w x h):           | 0.84 x 1.41 in. / 21.33 x 35.81 mm   |
| Overall Size (w x h):         | 0.99 x 1.56 in. / 25.14 x 39.62 mm   |
| Full Pane Size (w x h) :      | 7.25 x 8.75 in. / 184.15 x 222.25 mm   |
| Plate Size:                   | 120 stamps per revolution  |
| Plate Numbers:                | "S" followed by seven (7) single digits  |
| Marginal Markings:            | "© USPS 2000" • Plate Numbers • Price • Plate Position Diagram • Selvage Text  |
| Catalog Item Number(s):       | 400320 Block of 4 — \$1.32<br>400330 Block of 10 — \$3.30<br>400340 Full Pane — \$6.60<br>400361 First Day Cover — \$0.54<br>400362 Full Pane Cancelled — \$8.60 |
| Sale Date:                    | September 14, 2000   |
| Nationwide Sale Date:         | September 15, 2000   |

### How to Order the First Day of Issue Postmark

Customers have 30 days to obtain the first day of issue postmark by mail. They may purchase the new stamps at their local post office, affix the stamps to envelopes of their choice, address the envelopes (to themselves or others), and place them in a larger envelope addressed to:

EDWARD G ROBINSON COMMEMORATIVE STAMP  
POSTMASTER  
2140 N HOLLYWOOD WAY  
BURBANK CA 91505-9991

After applying the first day of issue postmark, the Postal Service will return the envelopes through the mail. There is no charge for the postmark. All orders must be postmarked by October 14, 2000.

Stamp Fulfillment Services (SFS) also offers first day covers for new stamp issues and postal stationery items postmarked with the official first day of issue cancellation. Each item has an individual catalog number and is offered in the quarterly *USA Philatelic* catalog. Customers may request a free catalog by telephoning 1 800 STAMP-24 or writing to:

INFORMATION FULFILLMENT  
DEPT 6270  
US POSTAL SERVICE  
PO BOX 219014  
KANSAS CITY MO 64121-9014

First day covers remain on sale for at least one year after the stamp's issuance.

### Philatelic Products

There are no philatelic products associated with this stamp.

### Distribution

Stamp distribution offices (SDOs) will receive one-third of their standard automatic distribution quantities for the 20 stamps-per-pane issue. Distributions are rounded up to the nearest master carton size (50,000 stamps).

### Initial Supply to Post Offices

SDOs will make a subsequent automatic distribution to post offices for one-third of their standard automatic distribution quantities using PS Form 3309, *Advice of Shipment/Stamp Invoice*, and PS Form 17, *Stamp Requisition*. SDOs must not distribute stamps to post offices before September 7, 2000.

### Additional Supply

Post offices requiring additional stamps must requisition them from their designated SDOs using PS Form 17. SDOs requiring additional stamps must order them from the appropriate accountable paper depository (APD) using PS Form 17.

For filling supplement orders, the New York, NY; Washington, DC; Chicago, IL; and San Francisco, CA, APDs will each receive 1,000,000 additional stamps; the Memphis, TN, APD will receive 650,000 additional stamps; and the Denver, CO, APD will receive 400,000 additional stamps.

### Philatelic Requirement

SDOs with authorized philatelic centers will receive an automatic distribution of these stamps in six positions for subsequent distribution to each philatelic window.

| SDOs That Serve This Many Philatelic Windows | Will Receive This Quantity of the <i>Edward G. Robinson Commemorative Stamp</i> , Item Number 440300 |
|--|--|
| 1  | 12,000   |
| 2  | 24,000   |
| 3  | 36,000   |
| 4  | 48,000   |
| 5  | 60,000   |
| 6  | 72,000   |
| 7  | 84,000   |
| 8  | 96,000   |
| 9  | 108,000  |
| 12   | 144,000  |
| 14   | 168,000  |
| 16   | 192,000  |
| 19   | 228,000  |
| 20   | 240,000  |

### Sales Policy

All post offices must acquire and maintain a supply of each new commemorative until the stamp is officially withdrawn from sale. If supplies run low, post offices must reorder additional quantities using their normal ordering procedures.

— Stamp Services, 8-10-00

## Migratory Waterfowl Survey — Duck Stamps

The Postal Service is again helping the Department of Interior's Fish and Wildlife Service conduct its annual survey to measure the harvest of migratory waterfowl during the coming hunting season. Only certain post offices, stations, and branches have been randomly selected to participate in the survey.

The Department of Interior will notify each participating postmaster and then send the materials directly to the postmaster or to the selected branches and stations of some larger post offices. Only the selected units may distribute the Federal Duck Stamp Cards.

Each shipment includes the following:

- Federal Duck Stamp Cards for the hunter's name and address.
- Instructions for USPS window personnel.
- Acknowledgement postcard (Form M.S. 7).

Managers should do the following:

- Inform employees of survey instructions.
- Acknowledge receipt of the materials using the enclosed acknowledgement postcard (Form M.S. 7).

Window personnel should do the following:

- Give a Federal Duck Stamp Card to each purchaser of Migratory Bird Hunting and Conservation (duck) stamps, including collectors and non-hunters, at the time of purchase.
- Ask the customer to fill in the name and address portion and to return the card to you for mailing. The customer detaches and keeps the stub (hunting diary) portion of the card to record daily hunting activity.
- If the customer is purchasing stamps for resale or for distribution to other hunters, give the customer one instruction sheet and a name and address card for each stamp. Ask the customer to request the actual stamp recipient to fill in, detach, and mail the business reply portion of the card without delay. Each stamp collector should receive only one card.

Customer participation is voluntary but essential to the survey's success. The cooperation of all postmasters, managers, and window personnel involved is appreciated.

— *Stamp Services, 8-10-00*

### Pictorial Cancellations Announcement

As a community service, the Postal Service offers pictorial cancellations to commemorate local events celebrated in communities throughout the nation. A list of events for which pictorial cancellations are authorized appears below. If available, the sponsor of the pictorial cancellation appears in italics under the date. Also provided, as space permits, are illustrations of those cancellations that were reproducible and available at press time.

People attending these local events may obtain the cancellation in person at the temporary post office station established there. Those who cannot attend the event, but who wish to obtain the cancellation, may submit a mail order request. Pictorial cancellations are available only for the dates indicated, and *requests must be post-marked no later than 30 days following the requested pictorial cancellation date.*

All requests must include a stamped envelope or postcard bearing at least the minimum First-Class Mail postage (33 cents per envelope or 20 cents per postcard).

Items submitted for cancellation may not include postage issued after the date of the requested cancellation. Such items will be returned unserved.

Customers wishing to obtain a cancellation should affix stamps to any envelope or postcard of their choice, address the envelope or postcard to themselves or others, insert a card of postcard thickness in envelopes for sturdiness, and tuck in the flap. Place the envelope or postcard in a larger envelope and address it to: PICTORIAL CANCELLATIONS, followed by the NAME OF THE STATION, ADDRESS, CITY, STATE, ZIP + 4 CODE, exactly as listed below (using all capitals and no punctuation, except the hyphen in the ZIP + 4 code).

After applying the pictorial cancellation, the Postal Service returns the envelope or postcard through the mail. Customers who want their serviced item returned under protected cover should include a larger, stamped, self-addressed envelope.

The following pictorial cancellation has been extended for 30 days.



1660 • TOWN OF RYE • 2000  
 ★ ★ CELEBRATES ★ ★  
 340TH ANNIVERSARY  
 Historic Station  
 June 29, 2000  
 Port Chester, NY 10573

June 29, 2000  
 340TH ANNIVERSARY HISTORIC STATION  
 POSTMASTER  
 PO BOX 9998  
 PORT CHESTER NY 10573-9998



August 1, 2000

*Dickenson County Fair*

DICKENSON COUNTY FAIR STATION  
 POSTMASTER  
 PO BOX 9998  
 BIRCHLEAF VA 24220-9998

DICKENSON COUNTY FAIR STATION  
 POSTMASTER  
 PO BOX 9998  
 BREAKS VA 24607-9998

DICKENSON COUNTY FAIR STATION  
 POSTMASTER  
 PO BOX 9998  
 CLINCHCO VA 24226-9998

DICKENSON COUNTY FAIR STATION  
 POSTMASTER  
 PO BOX 9998  
 CLINTWOOD VA 24228-9998

DICKENSON COUNTY FAIR STATION  
 POSTMASTER  
 PO BOX 9998  
 DANTE VA 24237-9998

DICKENSON COUNTY FAIR STATION  
 POSTMASTER  
 PO BOX 9998  
 HAYSI VA 24256-9998

DICKENSON COUNTY FAIR STATION  
 POSTMASTER  
 PO BOX 9998  
 MCCLURE VA 24269-9998

DICKENSON COUNTY FAIR STATION  
 POSTMASTER  
 PO BOX 9998  
 NORA VA 24272-9998



July 22, 2000  
Oregon State Tourism  
Commission, Columbia Gorge  
Arts And Culture Council, and  
Safety Stores  
FOREST HALL STATION  
POSTMASTER  
1 W MILL RD  
BRIDAL VEIL OR 97010-9998



July 22, 2000  
Historical Columbia River  
Highway Celebration  
HISTORICAL COLUMBIA RIVER  
HIGHWAY CELEBRATION  
STATION  
POSTMASTER  
461 NW WANAPA ST  
CASCADE LOCKS OR  
97014-9998



July 25, 2000  
RED BARONS STATION  
POSTMASTER  
PO BOX 9998  
NANTICOKE PA 18634-9998



July 26, 2000  
Triboro District  
LEGENDS OF BASEBALL  
STATION  
POSTMASTER  
PO BOX 9998  
FLUSHING NY 11355-9998



July 26, 2000  
LEGENDS OF BASEBALL  
STATION  
POSTMASTER  
6890 S 2300 E  
SALT LAKE CITY UT  
84121-9998



July 26-27, 2000  
Pony Swim  
PONY SWIM STATION  
POSTMASTER  
4144 MAIN ST  
CHINCOTEAGUE ISLAND VA  
23336-9998



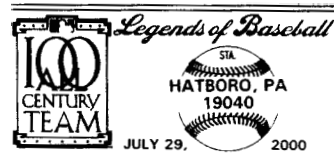
July 27, 2000  
Major League Baseball  
LEGENDS OF BASEBALL  
STATION  
POSTMASTER  
2970 MARKET ST RM 525  
PHILADELPHIA PA 19148-9998



July 28, 2000  
LEGENDS OF BASEBALL  
STATION  
POSTMASTER  
351 24TH ST N  
BIRMINGHAM AL 35203-9998



July 28, 2000  
U.S. Navy  
INACTIVATION CEREMONY  
STATION  
HERVEY TRINGER  
2600 ELTHAM AVE STE 109  
NORFOLK VA 23513-2504



July 29, 2000  
Philadelphia Athletic Historical  
Society  
LEGENDS OF BASEBALL  
STATION  
POSTMASTER  
12 N YORK RD  
HATBORO PA 19040-9998



July 30, 2000  
Richfield Chamber of Commerce  
RICHFIELD SWEET CORN  
CHALLENGE STATION  
MICHAEL K WILLIAMS  
3900 BROADVIEW RD  
RICHFIELD OH 44286-9998



July 31, 2000  
LEGENDS OF BASEBALL  
STATION  
POSTMASTER  
PO BOX 9998  
FISHKILL NY 12524-9998



August 2, 2000  
LEGENDS OF BALTIMORE  
STATION  
POSTMASTER  
900 E FAYETTE ST  
BALTIMORE MD 21233-9715



August 2, 2000  
ND State Children & Family  
Services  
ADOPTION STATION  
POSTMASTER  
PO BOX 9998  
BISMARCK ND 58501-9998



August 4-6, 2000  
 DAS AWKSCHT FESCHT STATION  
 POSTMASTER  
 PO BOX 9998  
 MACUNGIE PA 18062-9998



August 7, 2000  
 National Museum of Racing and Hall of Fame  
 NATIONAL MUSEUM OF RACING AND HALL OF FAME STATION  
 POSTMASTER  
 245 WASHINGTON ST  
 SARATOGA SPRINGS NY 12866-9998



August 4-6, 2000  
 USPS  
 CELEBRATE THE CENTURY EXPRESS STATION  
 POSTMASTER  
 PO BOX 9998  
 BARDSTOWN KY 40004-9998



August 8, 2000  
 Great Falls Post Office  
 LEGENDS OF BASEBALL STATION  
 POSTMASTER  
 PO BOX 9998  
 GREAT FALLS MT 59401-9998



August 5, 2000  
 Rockland Festival Corp.  
 LOBSTER FESTIVAL STATION  
 POSTMASTER  
 PO BOX 552  
 ROCKLAND ME 04841-9998



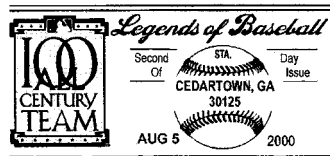
August 10, 2000  
 LAYMAN MONUMENT STATION  
 POSTMASTER  
 PO BOX 9998  
 HAINES FALLS NY 12436-9998



August 5, 2000  
 USPS  
 ANNIVERSARY STATION  
 POSTMASTER  
 951 W BETHEL RD  
 COPPELL TX 75099-9671



August 10, 2000  
 Ohio Valley Antique Machinery Show  
 HOME STATION  
 POSTMASTER  
 201 E GRANT AVE  
 GEORGETOWN OH 45121-9998



August 5, 2000  
 Cedartown Little League & Cave Springs Post Office  
 LEGENDS OF BASEBALL STATION  
 POSTMASTER  
 145 WEST AVE  
 CEDARTOWN GA 30125-9998



August 10, 2000  
 Hungarian Scouts  
 SCOUTING JUBILEE STATION  
 POSTMASTER  
 PO BOX 9998  
 FILLMORE NY 14735-9998



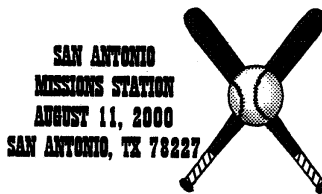
August 6, 2000  
 Savannah Sand Gnats  
 SAVANNAH SAND GNATS STATION  
 POSTMASTER  
 2 N FAHM ST  
 SAVANNAH GA 31402-9998



August 10-12, 2000  
 Muncie Visitors Bureau  
 BALLOON STATION  
 POSTMASTER  
 501 W MEMORIAL  
 MUNCIE IN 47302-9998



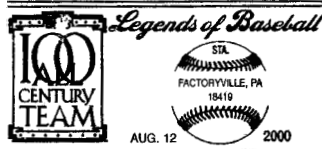
August 6, 2000  
 Library of Congress Local Legacy Award  
 CZECH CAPITAL USA STATION  
 POSTMASTER  
 PO BOX 9998  
 WILBER NE 68465-9998



August 11, 2000  
 SAN ANTONIO MISSIONS STATION  
 POSTMASTER  
 10410 PERRIN BEITEL RD  
 SAN ANTONIO TX 78284-9998



August 11, 2000  
ADOPTION STATION  
POSTMASTER  
132 S DETROIT ST  
BELLEFONTAINE OH  
43311-9998



August 12, 2000  
LEGENDS OF BASEBALL  
STATION  
POSTMASTER  
PO BOX 9998  
FACTORYVILLE PA 18419-9998

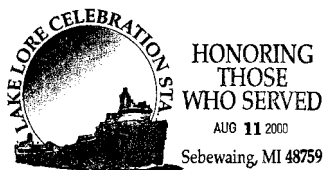


August 11, 2000  
Appleton City Landmarks  
Restoration  
MKT RAILROAD PARK  
DEDICATION STATION  
POSTMASTER  
119 W 4TH ST  
APPLETON CITY MO  
64724-9998

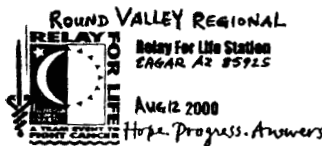


GIRL SCOUT STATION  
AUGUST 12, 2000  
MINOT ND 58701

August 12, 2000  
Girls Scouts of Northwest ND  
GIRL SCOUT STATION  
POSTMASTER  
PO BOX 9998  
MINOT ND 58701-9998



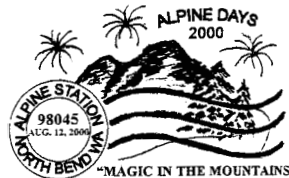
August 11-12, 2000  
Great Lakes Lore Station  
Honoring Those Who Serve  
LAKE LORE CELEBRATION  
STATION  
POSTMASTER  
49 N CENTER ST  
SEBEWAING MI 48759-9998



August 12, 2000  
American Cancer Society  
RELAY FOR LIFE STATION  
JOHN FINLAY  
99 E CENTRAL  
EAGAR AZ 85927-9998



August 11-12, 2000  
CRALEY DAYS 25TH  
ANNIVERSARY STATION  
POSTMASTER  
ROUTE 425  
CRALEY PA 17312-9998



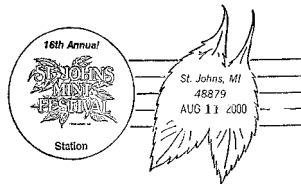
August 12, 2000  
Rural EI/QWL  
ALPINE DAYS STATION  
POSTMASTER  
PO BOX 9998  
NORTH BEND WA 98045-9998



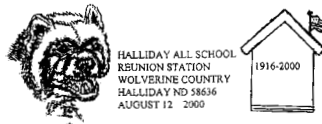
August 11-13, 2000  
VA Highlands Festival  
VIRGINIA HIGHLANDS  
FESTIVAL STATION  
POSTMASTER  
PO BOX 9998  
ABINGDON VA 24210-9998



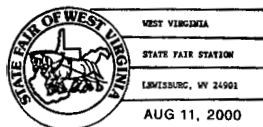
August 12, 2000  
Capital City Airport  
AVIATION DAY 2000 CAPITAL  
CITY AIRPORT STATION  
POSTMASTER  
PO BOX 9998  
FRANKFORT KY 40601-9998



August 11-13, 2000  
ST JOHNS MINT FESTIVAL  
STATION  
POSTMASTER  
106 W STATE ST  
ST JOHNS MI 48879-9998



August 12, 2000  
HALLIDAY ALL SCHOOL  
REUNION STATION  
POSTMASTER  
PO BOX 99988  
HALLIDAY ND 58636-9998



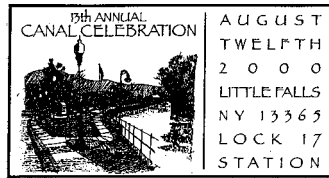
August 11-19, 2000  
WEST VIRGINIA FAIR STATION  
POSTMASTER  
204 E WASHINGTON ST  
LEWISBURG WV 24901-9998



August 12, 2000  
QUASQUICENTENNIAL  
STATION  
POSTMASTER  
PO BOX 9998  
PHILO IL 61864-9998



August 12, 2000  
 Town of Midland Sesquicentennial  
 MIDLAND STATION  
 POSTMASTER  
 14811 BROADWAY ST SW  
 MIDLAND MD 21542-9998



August 12, 2000  
 City of Little Falls NY  
 LOCK 17 STATION  
 POSTMASTER  
 25 W MAIN ST  
 LITTLE FALLS NY 13365-9998



Strait Stamp Show Station  
 Sequim, Washington  
 98382  
 August 12, 2000

August 12, 2000  
 Strait Stamp Club  
 STRAIT STAMP SHOW STATION  
 POSTMASTER  
 240 S SUNNYSIDE AVE  
 SEQUIM WA 98382-9998



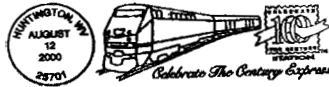
**HARVEST WEEKEND STATION**  
 AUG 12, 2000  
 CLOCKVILLE, NY 13043

August 12, 2000  
 Clockville United Methodist Church and the Lincoln Fire Department  
 HARVEST WEEKEND STATION  
 POSTMASTER  
 PO BOX 9998  
 CLOCKVILLE NY 13043-9998

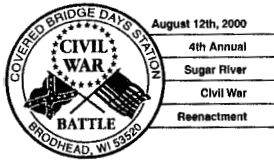


**New Douglas Quasiquicentennial STATION**  
 August 12, 2000  
 New Douglas, Illinois 62074

August 12, 2000  
 New Douglas Township  
 NEW DOUGLAS QUASQUICENTENNIAL STATION  
 POSTMASTER  
 PO BOX 9998  
 NEW DOUGLAS IL 60274-9998

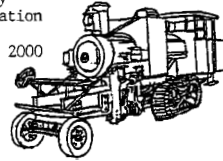


August 12-13, 2000  
 US Postal Service  
 CELEBRATE THE CENTURY STATION  
 POSTMASTER  
 1200 VETERANS MEMORIAL BLVD  
 HUNTINGTON WV 25701-9998



August 12, 2000  
 Brodhead Chamber of Commerce  
 COVERED BRIDGE DAYS STATION  
 POSTMASTER  
 PO BOX 9998  
 BRODHEAD WI 53520-9998

Cedar Valley Memories Station  
 Aug. Osage IA 50461



August 12-13, 2000  
 Mitchell County Historical Society  
 CEDAR VALLEY MEMORIES STATION  
 POSTMASTER  
 PO BOX 9998  
 ORCHARD IA 50460-9998

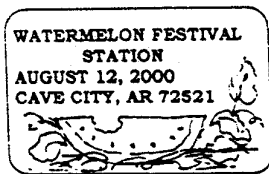


**Old Home Day Station**  
 Salisbury, NH 03268  
 August 12, 2000

August 12, 2000  
 Town of Salisbury  
 OLD HOME DAY STATION  
 POSTMASTER  
 269 OLD TURNPIKE RD  
 SALISBURY NH 03268-9998



August 13, 2000  
 Deer Creek Sodbusters  
 18th Annual Antique Machinery Show  
 DEER CREEK STATION  
 POSTMASTER  
 PO BOX 9998  
 STERLING NE 68443-9998



August 12, 2000  
 Cave City Chamber of Commerce  
 WATERMELON FESTIVAL STATION  
 POSTMASTER  
 112 SOUTH MAIN ST  
 CAVE CITY AR 72521-9998



August 13, 2000  
 Wustum Museum  
 WUSTUM STATION  
 POSTMASTER  
 PO BOX 9998  
 RACINE WI 53404-9998



**KOOL-AID DAYS 2000**  
 CITY AUDITORIUM STA  
 AUGUST 12 2000  
 HASTINGS NE 68901

August 12, 2000  
 Kool-Aid Days 2000  
 CITY AUDITORIUM STATION  
 POSTMASTER  
 300 N KANSAS AVE  
 HASTINGS NE 68901-9998



Frankly Reading Day Station  
 August 14, 2000  
 Binghamton NY 13901-9998

August 14, 2000  
 Broome County Library Foundation  
 FRANKLY READING DAY STATION  
 POSTMASTER  
 115 HENRY ST  
 BINGHAMTON NY 13902-9998





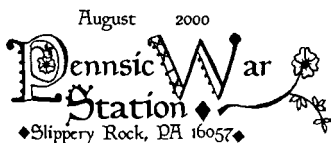
**Bend Water Pageant Station**  
 Celebrating Family and Community  
 August 14, 2000  
 Bend, Oregon 97701

August 14, 2000  
 The Victims Assistance Foundation  
 BEND WATER PAGEANT STATION  
 POSTMASTER  
 2300 NE 4TH ST  
 BEND OR 97701-9998

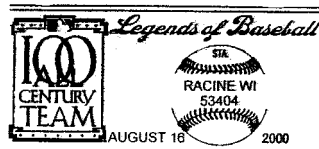


**ALAMONT FAIR STATION**  
 ALTAMONT, NY 12009  
 The Albany, Schenectady & Greene County Fair  
 August 2000  
 Our 108th Year

August 15-20, 2000  
 Altamont Fair Committee  
 ALTAMONT FAIR STATION  
 POSTMASTER  
 PO BOX 9998  
 ALTAMONT NY 12009-9998



August 14-18, 2000  
 Spalding Abbey Philatelic society and  
 Society for Creative Anachronism  
 PENNSIC WAR STATION  
 POSTMASTER  
 400 S MAIN  
 SLIPPERY ROCK PA  
 16057-9998



August 16, 2000  
 LEGENDS OF BASEBALL STATION  
 POSTMASTER  
 2635 FOUR MI RD  
 RACINE WI 53404-9998



August 17, 2000  
 Delaware County Fair  
 Walton, NY 13856

August 14-19, 2000  
 Delaware AG Society  
 114TH FAIR STATION  
 POSTMASTER  
 34 GARDINER PL  
 WALTON NY 13856-9998



125th Anniversary Station  
 Star Rebekah Lodge #8  
 August 17, 2000  
 Fairmont NE 68354

August 17, 2000  
 Star Rebekah Lodge #8  
 125TH ANNIVERSARY STATION  
 POSTMASTER  
 PO BOX 9998  
 FAIRMONT NE 68354-9998



Discovery Station  
 August 15, 2000  
 Great Falls, Montana 59401

August 15, 2000  
 Children's Museum of Montana  
 DISCOVERY STATION  
 POSTMASTER  
 PO BOX 9998  
 GREAT FALLS MT 59401-9998

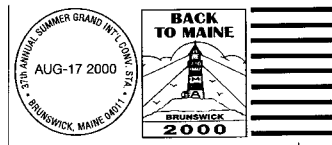


August 17-18, 2000  
 Old Boys and Girls Committee  
 OLD BOYS AND GIRLS REUNION STATION  
 POSTMASTER  
 PO BOX 9998  
 GILMAN IL 60938-9998



KAN-STEP WATERLINE STATION  
 FIRST IN THE STATE OF KANSAS  
 AUGUST 15, 2000  
 FORMOSA KS 66942

August 15, 2000  
 City of Formosa  
 KAN STEP WATERLINE STATION  
 POSTMASTER  
 106 MAIN ST  
 FORMOSA KS 66942-9998



August 17-20, 2000  
 Family Motor Coaching Incorporated  
 37TH ANNUAL SUMMER GRAND INTERNATIONAL CONVENTION STATION  
 POSTMASTER  
 30 PLEASANT ST  
 BRUNSWICK ME 04011-9998



August 15, 2000  
 Post it Notes, QWLEI, & Team #12  
 BATH FAIR STATION  
 POSTMASTER  
 9082 MAIN ST  
 PULTENEY NY 14874-9998



August 18, 2000  
 Korean War Veterans Association  
 KWVA 2000 STATION  
 POSTMASTER  
 202 HARLOW ST  
 BANGOR ME 04401-9998

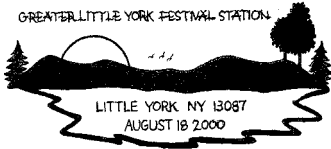


DIVERSITY STATION  
 AUG 15 2000  
 ESCANABA, MI 49829

August 15-20, 2000  
 DIVERSITY STATION  
 POSTMASTER  
 PO BOX 9998  
 ESCANABA MI 49829-9998



August 18, 2000  
 Rubber City Stamp Club  
 BALLOON GLOW STATION  
 POSTMASTER  
 119 S LYMAN ST  
 WADSWORTH OH 44281-9998



August 18-19, 2000  
The Community of Little York  
GREATER LITTLE YORK  
FESTIVAL STATION  
POSTMASTER  
PO BOX 9998  
LITTLE YORK NY 13087-9998



50TH ANNIVERSARY  
STATION  
2000  
AUGUST 19, 2000  
GHENT, NY 12075

August 19, 2000  
West Ghent Volunteer Fire  
Department  
50TH ANNIVERSARY STATION  
POSTMASTER  
PO BOX 9998  
GHENT NY 12075-9998



2000  
ALL OHIO  
BALLOON  
STATION  
MARYSVILLE OH 43040  
AUGUST 18, 2000

August 18-20, 2000  
ALL OHIO BALLOON STATION  
POSTMASTER  
202 N MAIN ST  
MARYSVILLE OH 43040-9998



Great Falls Annual  
Balloon Festival Station  
Auburn ME 04210  
August 19, 2000

August 19, 2000  
Great Falls Balloon Festival  
Committee  
GREAT FALLS ANNUAL  
BALLOON FESTIVAL STATION  
POSTMASTER  
358 RODMAN RD  
AUBURN ME 04210-9998



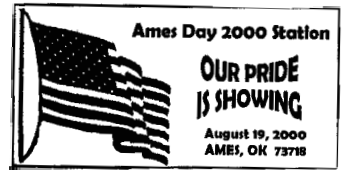
August 18-20, 2000  
Stagecoach Days  
GRAND VALLEY FESTIVAL  
STATION  
PATRICIA VINCENT  
47 S MAPLE ST  
ORWELL OH 44076-9998



August 19, 2000  
South Charleston Convention and  
Visitors Bureau  
HIGHLAND GAMES STATION  
POSTMASTER  
400 D ST  
SOUTH CHARLESTON WV  
25303-9998



August 18-20, 2000  
LILLY REUNION STATION  
POSTMASTER  
PO BOX 9998  
FLAT TOP WV 25841-9998



August 19, 2000  
AMES DAY 2000 STATION  
POSTMASTER  
PO BOX 9998  
AMES OK 73718-9998



August 19, 2000  
Fannett-Metal Fire Company  
HOMECOMING STATION  
POSTMASTER  
PO BOX 9998  
SPRING RUN PA 17262-9998



August 19, 2000  
Aredale Centennial Committee  
AREDALE CENTENNIAL  
STATION  
POSTMASTER  
117 E MAIN ST  
AREDALE IA 50605-9998



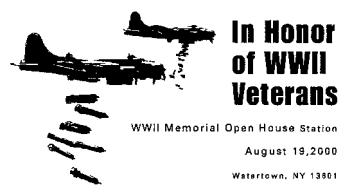
August 19, 2000  
Centre Street Congregational  
Church  
WILD BLUEBERRY FESTIVAL  
STATION  
POSTMASTER  
51 COURT ST  
MACHIAS ME 04654-9998



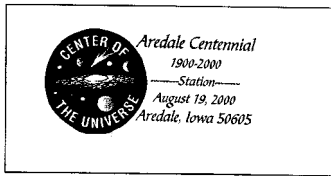
August 19, 2000  
CHILDREN FIRST FESTIVAL  
STATION  
POSTMASTER  
PO BOX 9998  
ELLCOTTVILLE NY 14731-9998



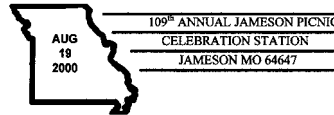
August 19, 2000  
U.S. Navy  
COMMISSIONING STATION  
HERVEY TRIMYER  
2600 ELTHAM AVE STE 109  
NORFOLK VA 23513-2504



August 19, 2000  
479th Battalion US Army Reserve  
WWII MEMORIAL OPEN HOUSE  
STATION  
POSTMASTER  
232 COMMERCE PARK DR  
WATERTOWN NY 13601-9998



August 19, 2000  
**AREDALE CENTENNIAL**  
 1900-2000 STATION  
 POSTMASTER  
 PO BOX 9998  
 AREDALE IA 50605-9998



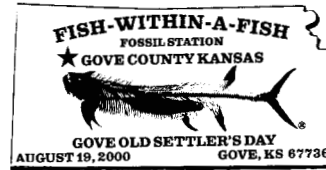
August 19, 2000  
*Jamestown Lions Club*  
**CELEBRATION STATION**  
 POSTMASTER  
 206 N MAIN  
 JAMESON MO 64647-9998

**CALUMET INTERNATIONAL CAMPOREE**  
 AUG. 19, 2000



**ELK LICK RESERVATION**  
 CAMP STATION, SMETHPORT, PA 16749

August 19, 2000  
*Allegheny Highlands Council Inc and Boy Scouts of America*  
**ELK LICK RESERVATION CAMP STATION**  
 POSTMASTER  
 200 N MECHANIC ST  
 SMETHPORT PA 16749-9998



August 19, 2000  
*Fort Hays State University*  
**FISH WITHIN A FISH FOSSIL STATION**  
 POSTMASTER  
 PO BOX 9998  
 GOVE KS 67736-9998

**13th Annual West Tennessee Cotton Festival**

**West Tennessee Cotton Festival Station**  
 August 19, 2000  
 Crockett Mills, TN 38021



August 19, 2000  
*City of Crockett Mills*  
**WEST TENNESSEE COTTON FESTIVAL STATION**  
 POSTMASTER  
 28 JACKSON STORE RD  
 CROCKETT MILLS TN 38021-9998

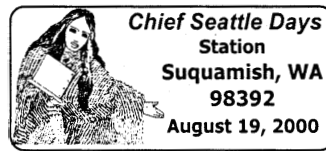


August 19, 2000  
*Cawker City Community Club*  
**BALLS OF TWINE STATION**  
 POSTMASTER  
 PO BOX 9998  
 CAWKER CITY KS 67430-9998



47th ANNUAL  
 1834 HAMS FORK RENDEZVOUS  
 RENDEZVOUS STATION  
 AUGUST 19, 2000  
 GRANGER, WY  
 82934-9998

August 19, 2000  
**1834 HAMS FORK RENDEZVOUS STATION**  
 POSTMASTER  
 PO BOX 9998  
 GRANGER WY 82934-9998



August 19, 2000  
*Suquamish Tribe*  
**CHIEF SEATTLE DAYS STATION**  
 POSTMASTER  
 PO BOX 9998  
 SUQUAMISH WA 98392-9998



**NORWEGIAN-AMERICAN FEST STATION**  
 August 19, 2000  
 Mt. Horeb, WI 53572

August 19, 2000  
**NORWEGIAN AMERICAN FEST STATION**  
 POSTMASTER  
 PO BOX 9998  
 MT HOREB WI 53572-9998



August 19-20, 2000  
*Eland Area Historical Society*  
**RETURN TO ELAND DAYS STATION**  
 POSTMASTER  
 PO BOX 9998  
 ELAND WI 54427-9998



August 19, 2000  
*Arrows to Aerospace - Offutt Air Force Base*  
**ARROWS TO AEROSPACE STATION**  
 POSTMASTER  
 PO BOX 9998  
 BELLEVUE NE 68005-9998



**Babe Ruth Station**  
 Connersville, IN 47331  
 August 2000  
 August 19-26, 2000

August 19-26, 2000  
*Babe Ruth 14 Year Old World Series*  
**BABE RUTH STATION**  
 POSTMASTER  
 801 CENTRAL AVE  
 CONNERSVILLE IN 47331-9998



August 19, 2000  
*Gainesville Sesquicentennial Committee*  
**GAINESVILLE SESQUICENTENNIAL STATION**  
 POSTMASTER  
 321 E CALIFORNIA ST  
 GAINESVILLE TX 76240-9998



**COLUMBUS OH 43216**  
**AUGUST 20, 2000**

August 20, 2000  
*COLUMBUS CLIPPERS STATION*  
**COLUMBUS CLIPPERS STATION**  
 POSTMASTER  
 850 TWIN RIVERS DR  
 COLUMBUS OH 43216-9653



**Aviation Day Station**  
August 20, 2000  
Johnson City, NY 13790

**Binghamton Regional Airport**  
*Our gateway to the world.*

August 20, 2000  
Broome County Department of Aviation  
AVIATION DAY STATION  
POSTMASTER  
307 MAIN ST  
JOHNSON CITY NY 13790-9998



August 21–26, 2000  
HARFORD FAIR STATION  
POSTMASTER  
PO BOX 9998  
SOUTH MONTROSE PA  
18843-9998

**WATERTOWN NY  
200TH ANNIVERSARY  
STATION**



**WATERTOWN NY 13601  
AUGUST 20, 2000**

August 20, 2000  
Committee for Watertown 200th Anniversary  
200TH ANNIVERSARY STATION  
POSTMASTER  
232 COMMERCE PARK DR  
WATERTOWN NY 13601-9998

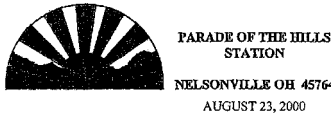


August 22, 2000  
The Washington Trust Company  
WASHINGTON TRUST STATION  
POSTMASTER  
110 HARVEY RD  
WESTERLY RI 02891-9998

**Submarine Centennial Station**  
21 August 2000



August 21, 2000  
SUBMARINE CENTENNIAL STATION  
POSTMASTER  
3118 WASHINGTON BLVD  
ARLINGTON VA 22210-9998



August 23–26, 2000  
PARADE OF THE HILLS STATION  
POSTMASTER  
110 W WASHINGTON ST  
NELSONVILLE OH 45764-9998

— Stamp Services, 8-10-00

## Special Cancellation Die Hubs

Postmasters and plant managers who have any of the special cancellation die hubs listed below may use them for the periods designated. At the end of the period, these die

hubs must be withdrawn and stored. Postmasters and plant managers who do not have these special die hubs may not request them from the sponsors.

| Cancellation   | Period of Use    |
|--|------------------|
| Only You Can Prevent Forest Fires                      | April 1–Oct. 31  |
| Conquer Cystic Fibrosis                                | Sept. 1–Sept. 30 |
| Peace Corps Anniversary, Making a Difference           | Sept. 1–Oct. 31  |
| Employ People With Disabilities                        | Sept. 1–Nov. 30  |
| Give to the United Way                                 | Sept. 15–Nov. 15 |
| Learn About Lupus, October Is Lupus Awareness Month    | Oct. 1–Oct. 31   |
| Radon Action Week, Protect Your Family, Test Your Home | Oct. 1–Oct. 31   |
| Support Infection Control Week                         | Oct. 1–Nov. 30   |
| Help Retarded Children                                 | Nov. 1–Nov. 30   |
| Military Families Recognition Day                      | Nov. 1–Nov. 30   |
| National Adoption Month                                | Nov. 1–Nov. 30   |
| National Philanthropy Day, Love of Humankind           | Nov. 1–Nov. 30   |
| Use Christmas Seals, Support Your Lung Association     | Nov. 8–Dec. 31   |
| Support American Education Week                        | Nov. 10–Nov. 30  |
| Autistic Children, Hope Through Research and Education | Dec. 1–Dec. 31   |

— Mail Preparation and Standards, Pricing and Product Design, 8-10-00

# Post Offices

## Post Office Changes

| Old/<br>New | Finance<br>No. | ZIP<br>Code | State | P.O. Name           | County/<br>Parish | Station/Branch/<br>Unit | Unit Type                | Effective<br>Date | Comments  |
|-------------|----------------|-------------|-------|---------------------|-------------------|-------------------------|--------------------------|-------------------|---|
| Old         | 01-7800        | 35746       | AL    | Stevenson           | Jackson           | Fackler                 | Community<br>Post Office | 05/12/1999        | Community Post Office discontinued. Retain ZIP Code. Establish a place name. Continue to use Fackler AL 35746 as last line of address.                |
| New         | 01-7800        | 35746       | AL    | Stevenson           | Jackson           | Fackler                 | Place<br>Name            | 05/12/1999        |   |
| Old         | 22-2812        | 04741       | ME    | Estcourt<br>Station | Aroostook         | Main Office             | Post Office              | 09/15/1998        | Post Office and ZIP Code discontinued. Establish a Community Post Office. Sebago Lake ME becomes an acceptable last line for use with ZIP Code 04084. |
| New         | 22-8430        | 04084       | ME    | Standish            | Cumberland        | Sebago Lake             | Community<br>Post Office | 07/31/1998        |   |
| Old         | 37-4512        | 58009       | ND    | Hillsboro           | Traill            | Blanchard               | Community<br>Post Office | 05/02/2000        | Community Post Office discontinued. Retain ZIP Code. Establish a place name. Continue to use Blanchard ND 58009 as the last line of address.          |
| New         | 37-4512        | 58009       | ND    | Hillsboro           | Traill            | Blanchard               | Place<br>Name            | 05/02/2000        |   |
| Old         | 33-2685        | 08822       | NJ    | Flemington          | Hunterdon         | Main Office             | Post Office              | 10/01/2000        | Establish a new Post Office. Use Hillsborough NJ 08844 as last line of address for a portion of the deliveries previously in 08822.                   |
| New         | 33-3650        | 08844       | NJ    | Hillsborough        | Somerset          | Main Office             | Post Office              | 10/01/2000        |   |
| Old         | 41-4574        | 19517       | PA    | Leesport            | Berks             | Dauberville             | Community<br>Post Office | 01/31/1998        | Community Post Office and ZIP Code discontinued. Establish a place name. Dauberville PA becomes an acceptable last line for use with ZIP Code 19533.  |
| New         | 41-4574        | 19533       | PA    | Leesport            | Berks             | Dauberville             | Place<br>Name            | 01/31/1998        |   |
| Old         | 41-8020        | 17346       | PA    | Spring Grove        | York              | Menges Mills            | Community<br>Post Office | 01/31/1998        | Community Post Office and ZIP Code discontinued. Establish a place name. Menges Mills PA becomes an acceptable last line for use with ZIP Code 17362. |
| New         | 41-8020        | 17362       | PA    | Spring Grove        | York              | Menges Mills            | Place<br>Name            | 01/31/1998        |   |

## Postal Employees

### Repair of Large Canvas Hampers and Utility Carts

USPS mail transport equipment service centers (MTECs) are reporting that an increasing number of large canvas hampers (Item 1046) and utility carts (Item 1075) are being turned in for repair without the canvas liners attached to their frames. This practice should be stopped immediately.

Canvas hampers and utility carts are issued with canvas liners. Following repair they are reissued with serviceable liners. Removing serviceable liners from defective hampers and utility carts before they are turned in for repair adds needless costs to the repair cycle and could result in unnecessary spot shortages of liners.

In the case of canvas hampers, the canvas liner provides significant protection to the wire frame of the hamper regardless of condition. Unauthorized removal of the liner exposes the metal frame to corrosion and bending, which increases the repair costs necessary to restore serviceability.

Please help us maintain your MTE rolling stock in top operating condition. Damaged hampers and utility carts should be marked as unserviceable with an orange PS Form 4707, *Out of Order Tag*. Segregate defective equipment from those in serviceable condition before turning in the defective equipment to the MTEC.

If used sacks, trays, sleeves, and lids can be safely loaded in defective MTE rolling containers, please use them to consolidate equipment returns to your serving MTEC.

— MTEC Program Office,  
Network Operations Management, 8-10-00

#### PUBLICITY KIT

### “STAMP Cool-lecting: Your Window To The World”

National Stamp Collecting Month will launch nationally on October 1, 2000. A publicity kit will be in the *Postal Bulletin* on September 7 and is now available on the corporate intranet at <http://blue.usps.gov> (click on *References*, then *Postmaster Toolkits*, and then *National Stamp Collecting Month*). The publicity kit includes the following:

- Suggestions to generate publicity.
- Fill-in news releases.
- A letter to the editor.
- A media advisory.
- National Stamp Collecting Month activities.
- A speech.
- A contact list for Public Affairs and Government Relations.

### 2000 National Stamp Collecting Month Special Die Hub



— Community Relations,  
Public Affairs and Communications, 8-10-00

NEW PUBLICATION

**Publication 317, Manager’s Guide to Reasonable Accommodation**

The Office of Selection, Evaluation, and Recognition, Employee Resource Management, Headquarters is pleased to announce that Publication 317, *Manager’s Guide to Reasonable Accommodation* (July 2000), is now available at the material distribution centers (MDCs) and may be requisitioned by using one of the following methods:

- Use Touch Tone Order Entry by calling 1-800-332-0317 (option 1, then option 2).
- Mail a completed PS Form 7380, *MDC Supply Requisition*, to the following address:

SUPPLY REQUISITIONS  
 500 SW MONTARA PKWY  
 TOPEKA KS 66624-9702

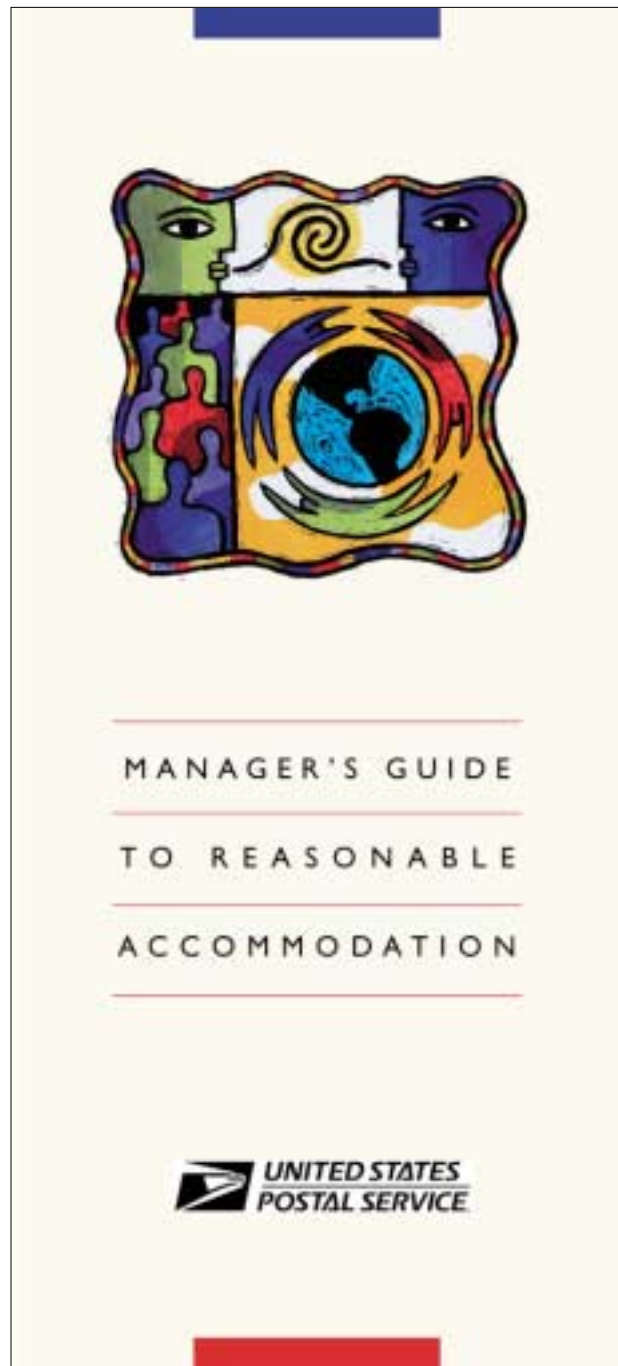
Publication 317, a brochure, is the latest in a series of reasonable accommodation products developed to assist managers and supervisors in making responsible reasonable accommodation decisions. The other reasonable accommodation products available through order from the MDCs are the following:

- Handbook EL-307, *Reasonable Accommodation: An Interactive Process* (January 2000), is a complete revision and obsoletes all previously published Handbooks EL-307. It replaces guidelines with policy on reasonable accommodation in employment and placement matters. This handbook is also accessible on the corporate intranet at <http://blue.usps.gov> (click on *Information*, then *Policies and Procedures*, then *Handbooks*).
- Publication 318, *Reasonable Accommodation Interactive Process* (January 2000), outlines what to do when an individual requests an accommodation to perform his or her job. It is printed on a blue plastic page-turner that fits conveniently in a three-ring binder. This publication is also accessible on the corporate intranet at <http://blue.usps.gov> (click on *Information*, then *Policies and Procedures*, then *Publications*).

The ordering information for these three documents is as follows:

| PSIN     | NSN              | Unit of Issue | Price    | BPQ   |
|----------|------------------|---------------|----------|-------|
| PUB317   | 7610-05-000-4023 | EA            | \$0.0957 | 2,100 |
| HBKEL307 | 7610-01-000-9071 | EA            | \$1.1734 | 66    |
| PUB318   | 7610-04-000-8893 | EA            | \$1.94   | 575   |

— Selection, Evaluation and Recognition, Employee Resource Management, 8-10-00



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A high-contrast, black and white close-up photograph of a woman's face, looking directly at the camera with a serious expression. Her eyes are dark and focused, and her lips are slightly parted. The lighting is dramatic, with deep shadows on the sides of her face.

Please.  
Spare me.  
I'm in a hurry, too.  
**DRIVE CAREFULLY!**  
**OK!**  
It's my life we're  
talking about!

**PLEASE POST ON ALL BULLETIN BOARDS**

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## **NOTICE TO REEMPLOYED ANNUITANTS ABOUT FEDERAL EMPLOYEES' HEALTH BENEFITS (FEHB) PREMIUM CONTRIBUTIONS**

|   |  |
|---|--|
| <b>Who</b>                                | <p>Any reemployed annuitant in a career position who is having Federal Employees' Health Benefits (FEHB) program premium contributions deducted from his or her annuity check.</p> <p>If you have not been notified directly of this opportunity, please contact your local personnel office as soon as possible.</p>  |
| <b>What</b>                               | <p>Opportunity to pay health insurance premium contributions as an employee by transferring coverage from the Office of Personnel Management (OPM) to the Postal Service, based upon a recent change in OPM policy.</p>  |
| <b>You Save Money on Premiums</b>         | <p>(1) Better Rates — The Postal Service contributes more towards the cost of health insurance for career employees than OPM does for annuitants and federal employees. On average, premium contributions will be cut in half for a reemployed annuitant who decides to pay premiums as an employee.</p> <p>(2) Pretax Payment — Career employees are automatically enrolled for pretax payment of health insurance premium contributions, thus reducing taxes and increasing take-home pay. Savings depend on an employee's tax rate — typically, savings range from 16 percent to 40 percent of the premium contributions.</p> |
| <b>No Interruption in Health Coverage</b> | <p>The Postal Service has coordinated with OPM to ensure that health insurance coverage will be continuous and that your ability to continue coverage as an annuitant when employment ends will not be affected.</p>   |
| <b>Closing Date and Time</b>              | <p>Reemployed annuitants must contact their local personnel office by October 1, 2000, to take advantage of this opportunity.</p>  |

**PLEASE POST ON ALL BULLETIN BOARDS THROUGH OCTOBER 1, 2000**

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## Purchasing and Materials

### Fleet Credit Card Being Implemented at All Postal Service Sites

U.S. Postal Service Vehicle Operations, Finance, and Purchasing and Materials have teamed up with U.S. Bank and Voyager Fleet Management to provide a single commercial credit card for the approximately 200,000 Postal Service vehicles. The Postal Service will use the Voyager fleet card to pay for all commercially purchased fuel, oil, and routine maintenance expenses for postal-owned vehicles. Once deployment is completed, the program will be the largest single vehicle fleet card program in the nation. Use of this fleet card will also generate revenue in the form of rebates that will be deposited and posted as general postal revenue contributions.

Provided under the USPS/GSA SmartPay Program, the Voyager fleet card will do the following:

- Simplify payment for commercially obtained fuel, oil, maintenance, repairs, and washing of postal-owned vehicles.
- Replace current usage of multiple oil company cards to purchase commercial fuel.
- Be accepted by every major brand and at over 150,000 service stations across the country.

**Note:** The fleet card program will not replace any existing contracts or agreements for on-site fueling, maintenance, and washing. It is simply a way to pay for these services while benefiting the Postal Service.

Under the task order issued January 30, 2000, these fleet cards will be implemented by area. For security purposes, there will be three separate mailings of the implementation kit. The kit contains Voyager fleet cards, keyring cardholders, drivers' guides, frequently asked questions (FAQs), and drivers' personal identification numbers (PINs) for each site. The fleet card is embossed with each postal vehicle's identification number and may be stored in a special cardholder that attaches to the vehicle's keyring. Vehicle key and card security is the responsibility of the site manager. A PIN will be assigned to every postal employee who operates a postal vehicle. All PINs and vehicle cards are valid for an entire area. Sites may immediately begin using the fleet cards for fuel or oil purchases, and the vehicle maintenance facility (VMF) will notify sites when the fleet card can be used for maintenance, repair, and wash-

ing. Once the fleet card is deployed in an area, it will be the *only* credit card used to pay for commercial fuel, oil, maintenance, repair, and washing.

Continuously updated information is available on the Purchasing and Materials corporate intranet Web site at <http://blue.usps.gov/purchase> (this site also contains a hyperlink to Voyager's Web site). To access fleet card information, click on *Fleet Credit Card Services*, and then you can access a sample PS Form 1357, *Request for Computer Access*, by clicking on *Paperport format* or *PDF format* under "Fleet Card System Access Form." You must complete this form in order to access the Fleet Card System (FCS). FCS will replace the current manual PS Form 4567, *Commercial Service Station Procurement Record*, and Automated Vehicle Utilization System (AVUS) fuel reporting system. FCS is currently being developed and will be available through the corporate intranet. Complete fuel and maintenance or repair reports will be available through FCS.

If the merchant accepts the Voyager fleet card, there will be no need to maintain a PS Form 4567 or to manually enter fuel, oil, or minor repairs into AVUS or on the accounting period (AP) Vehicle Utilization Worksheet provided by the VMF. This information will be collected by Voyager and sent electronically to the VMF for loading into the Vehicle Management Accounting System (VMAS). Site managers must reconcile all receipts against the invoice report contained in FCS and maintain this information for two years. Vehicle mileage information must continue to be recorded on PS Form 4570, *Vehicle Time Record*, via AVUS, or on the AP Vehicle Utilization Worksheet provided by the VMF. Any commercial fuel or oil that is not purchased with the Voyager fleet card must still be entered on PS Form 4567 and sent to the VMF.

The payment process for vehicle repair invoices has been changed. See page 30 in this *Postal Bulletin* for an explanation of this process change.

— *Purchasing Policies and Programs,*  
*Purchasing and Materials, 8-10-00*

## Corrugated Boxes

One of Purchasing and Materials' supply chain management (SCM) initiatives is a National Agreement to provide corrugated boxes to processing and distribution centers/facilities (PDC/Fs), plants, and bulk mail centers (BMCs). The agreement is expected to be available to place orders against by September 1. For requirements prior to mid-September, local buys of minimum quantities are recommended.

Part of the SCM initiative is product standardization — six different styles of corrugated boxes have been identified for use in operations:

1. 47" x 39" x 30" corrugated fiberboard box  
CF class D variety DW grade 275.
2. 47" x 39" x 36" corrugated fiberboard box  
CF class D variety DW grade 275.

3. 47" x 39" x 48" corrugated fiberboard box  
CF class D variety DW grade 275.
4. 47" x 39" x 54" corrugated fiberboard box  
CF class D variety DW grade 275.
5. 47" x 39" x 60" corrugated fiberboard box  
CF class D variety DW grade 275.
6. 47" x 39" x 32" corrugated fiberboard box  
CF class D variety TW grade 1100.

When the National Agreement is finalized, ordering instructions will be published in the *Postal Bulletin*.

— *Memphis Purchasing and Materials Service Center,  
Purchasing and Materials, 8-10-00*

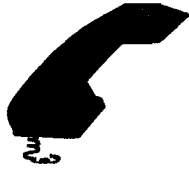
## Quick Pick List

When accessing the material distribution center (MDC) Touch Tone Order Entry (TTOE) system, sites can use either the 13-digit stock number or the three-digit quick pick number (if one has been assigned). Included in this *Postal Bulletin* are the most recent quick pick list on pages 72–80 and the instructions for using TTOE on page 71. These instructions and the *most current* quick pick list can also be downloaded from the Purchasing and Materials Web site at <http://blue.usps.gov/purchase/material> (click on *Download Files*, then *Other Files*, and then *QuickPick*).

Column heading abbreviations: QP# = quick pick number; PSN = postal stock number; UI = unit of issue; Iss Incr = issue increment; BPQ = bulk pack quantity; DVD = direct vendor delivery.

Unit of issue abbreviations: BK = book; BT = bottle; BX = box; CD = card; CE = cone; CN = can; CT = carton; DZ = dozen; EA = each; FT = foot; GL = gallon; HD = hundred; MX = thousand; PD = pad; PG = package; PR = pair; PT = pint; RL = reel; RM = ream; RO = roll; SE = set; SH = sheet; SL = spool.

Disclaimer notice: The listed prices and bulk pack quantities (BPQs) are subject to change as new inventories are received at the MDCs. Items marked with an \* are ordered through the MDC but shipped directly from the vendor. For the latest price information, contact Materials Customer Service at 800-332-0317, option 3 (available 24 hours a day).



**TOUCH TONE ORDER ENTRY**

The advantages of using the Touch Tone Order Entry System include:

- Faster order processing.
- Immediate feedback on ordered items.
- Improved order accuracy.

**TOLL FREE ORDER LINES**  
**To place an order, Dial 1-800-332-0317, press option 1, then option 2.**  
 System is unavailable between 4:00 a.m. and 6:00 a.m. Central Time due to maintenance.

Item status such as cost and availability may be obtained 24 hours a day by accessing the automated system at 1-800-332-0317, option 3.

**PROCESSING TIMES**

Orders placed before 4:45 p.m. Central Time will be processed that evening for release to the warehouse the next business day.

**HOW TO REGISTER**

Only NEW users must register to use the system. To register, call 1-800-332-0317, option 8, extension 2925. Follow the instructions to leave a message. (Wait 48 hours before placing your first order.)

**HOW TO ACCESS THE SYSTEM**

1. If you have registered previously, call 1-800-332-0317, press **1**, and then press **2** to place an order.
2. Enter the 10-digit Access Code chosen when registering to use the system (usually your office phone number).
3. The System will tell you your FEDSTRIP number. (If the FEDSTRIP number the system gives you is not your FEDSTRIP number, do not continue with your order. Press **2** to re-enter your Access Code to try again, or press **0** for assistance.)

Press

- 1** if correct.
- 2** to re-enter Access Code.
- 0** to transfer to Materials Customer Service for assistance.
- #** to end the call.

**TO PLACE AN ORDER**

Press **1** to order by 13-digit NSN.  
 Enter **13-digit NSN** (check **PUB223** or **PUB247** for the correct NSN).  
 After the prompt,  
 Enter Quantity, then press the \* key.  
 The System will repeat the **Item Number** ordered.  
 The System will repeat the **Quantity** ordered.  
 The System will tell you the **Unit of Issue** ordered.  
 Press

- 1** if correct (places order for item).
- 2** to re-enter order.

Or press **#** to return to Main Menu.

Press **2** to order by 3-digit Quick Pick Number.  
 Enter **3-digit Quick Pick Number**.  
 After the prompt,  
 enter Quantity, then press the \* key.  
 The System will repeat the **Item number** ordered.  
 The System will repeat the **Quantity** ordered.  
 The System will tell you the **Unit of Issue** ordered.  
 Press

- 1** if correct (places order).
- 2** to re-enter order.

Or press **#** to return to Main Menu.

**ONLY MAINTENANCE-CAPABLE OFFICES WILL BE GIVEN THE OPPORTUNITY TO USE THIS OPTION — ORDERS ARE PROCESSED HOURLY.**

Press **3** to order emergency vending machine parts.  
 Enter the vending part **13-digit NSN**.  
 After the prompt,  
 Enter Quantity, then press the \* key.  
 The System will repeat the **Item number** ordered.  
 The System will repeat the **Quantity** ordered.  
 The System will tell you the **Unit of Issue** ordered.  
 Press

- 1** if correct (places order for item).
- 2** to re-enter order.

Or press **#** to return to Main Menu.  
 Press **1** for Express Mail; Press **2** for Priority Mail.  
 Press **#** to return to Main Menu.

Press **4** to order keys for Mail Equipment Shop (MES) locks.  
 Enter the **4- or 5-digit lock #**, then press the \* key.  
 Enter up to a 6-digit box #, then press the \* key.  
 If no box #, then press the \* key.  
 Enter up to a 2-digit Quantity, then press the \* key.  
 After the prompt,  
 The System will repeat the **lock #** ordered.  
 The System will repeat the **box #** if one was given.  
 The System will repeat the **Quantity** ordered.  
 Press

- 1** if correct (places order for item).
- 2** to re-enter order.

Or press **#** to return to Main Menu.  
**CONTACT MES @ 202-281-2620 WITH ANY DISCREPANCIES OR IF ORDER IS NOT RECEIVED IN THREE WEEKS.**

**TO EXIT THE SYSTEM**

Press **#** to return to the Main Menu, then **#** from the Main Menu to end the call.  
 If your order was accepted, you will be given a 9-digit order number consisting of the last four digits of the FEDSTRIP along with four digits of the Julian date and ending with an "S." You will also be given the total number of items ordered and total approximate cost. In addition, you will be given a chance to transfer to a customer service representative.

**IF YOU HANG UP WITHOUT EXITING PROPERLY, YOUR ORDER WILL BE PLACED; HOWEVER, YOU WILL NOT RECEIVE YOUR ORDER NUMBER.**



**How To Get Help**

For help or problems with the ordering system, call 1-800-332-0317, option **4**.  
 Materials Customer Service hours of operation are M-F, 6 a.m.-6 p.m., Central Time.

## Quick Pick List — Supply Items (FY2000 version 4, catalog date 7/18/00)

| QP# | PSIN     | PSN              | Description                            | UI | AVG Price<br>per Unit of Iss | Iss Incr | BPQ   | DVD |
|-----|----------|------------------|--|----|------------------------------|----------|-------|-----|
| 342 | ASMISSUE | 7610-02-000-9881 | MANUAL, ADMIN SUPPORT                  | EA | \$3.0309                     | 1        | 12    |     |
| 001 | CA1      | 7530-03-000-9308 | FORM, NOT INJ/CL COMP                  | SH | \$0.0190                     | 1        | 2000  |     |
| 344 | CA16     | 7530-03-000-9302 | FORM, AUTH FOR EXAM AND/OR TRTMT       | SH | \$0.0326                     | 1        | 2000  |     |
| 002 | CA17     | 7530-03-000-9116 | FORM, DUTY STATUS REPORT               | SH | \$0.0200                     | 1        |       | *   |
| 345 | CA2      | 7530-03-000-9152 | FORM, COMP CLAIM OCCUP DISE            | SH | \$0.0269                     | 1        | 1500  |     |
| 486 | CA7/CA20 | 7530-03-000-9195 | FORM, COMPENSATION CLAIM               | SH | \$0.0446                     | 1        | 1200  |     |
| 346 | D1147    | 7530-01-364-3429 | CARD, CARRIER INFORMATION              | EA | \$0.1251                     | 1        | 500   |     |
| 347 | D1148    | 7530-01-000-9249 | CARD, COLLECTION TEST                  | EA | \$1.5818                     | 1        | 250   |     |
| 348 | D1149    | 8465-02-000-8093 | CONTAINER, RUBBER BAND                 | EA | \$3.2900                     | 1        | 50    |     |
| 349 | D1168    | 7110-02-000-8002 | LEG, COLLECTION BOX                    | EA | \$6.1325                     | 1        | 30    |     |
| 003 | D1200F   | 8465-01-141-0813 | BAG, SACHEL, MAIL CARRIER'S            | EA | \$17.3900                    | 1        | 25    |     |
| 004 | D1211A   | 5340-01-365-1060 | STRAP, LEATHER (40 INCHES LONG)        | EA | \$1.8548                     | 1        | 200   |     |
| 005 | D1211B   | 5340-02-000-8196 | BUCKLE                                 | EA | \$0.1802                     | 1        | 400   |     |
| 006 | D1211C   | 5340-00-205-5574 | SNAP HOOK, SWIVEL                      | EA | \$0.4128                     | 1        | 400   |     |
| 007 | D1212    | 8465-01-365-7843 | PAD, SHOULDER STRAP                    | EA | \$1.9867                     | 1        | 100   |     |
| 350 | D1216E   | 5340-02-000-8129 | STRAP TIE NYLON MED                    | EA | \$0.7600                     | 1        | 500   |     |
| 008 | D1216F   | 5340-01-365-6143 | STRAP, TIE, NYLON, LARGE               | EA | \$0.8527                     | 1        | 300   |     |
| 351 | D1218    | 5365-01-000-9101 | RINGS, KEY                             | EA | \$0.0285                     | 1        | 7000  |     |
| 054 | DEC55A   | 7690-02-000-8286 | DEC, MAIL EMBLEM                       | EA | \$1.3068                     | 1        | 500   |     |
| 055 | DEC55B   | 7690-03-000-5742 | DECAL, COLLECTION SCHEDULE             | EA | \$0.2716                     | 1        | 1500  |     |
| 056 | DEC55C   | 7690-02-000-8288 | DEC, DEPOSIT FOR MAIL COLL             | EA | \$0.0845                     | 1        | 10000 |     |
| 352 | DMMISSUE | 7610-03-000-9331 | MANUAL, DOMESTIC MAIL                  | EA | \$6.1850                     | 1        | 5     |     |
| 009 | DSP11    | 7530-03-000-3540 | FORM, PASSPORT APPLICATION             | EA | \$0.0000                     | 250      | 3000  |     |
| 010 | DSP82    | 7530-01-000-9261 | FORM, PASSPORT APPLICATION BY MAIL     | SH | \$0.0000                     | 100      | 2000  |     |
| 353 | ELMISSUE | 7610-02-000-9963 | MANUAL, EMPLOYEE LABOR RELATIONS       | EA | \$3.5074                     | 1        | 10    |     |
| 354 | EMO4     | 7530-01-365-8691 | ENV, MONEY ORDER, WINDOW, 3.5" X 6.5"  | EA | \$0.0096                     | 100      | 5000  |     |
| 011 | EP101    | 7530-01-364-3875 | ENV, GEN USE, 11" X 12.5", WHITE       | EA | \$0.0386                     | 100      | 500   |     |
| 012 | EP104    | 7530-01-365-4677 | ENV, GEN USE, 12" X 16" WHITE          | EA | \$0.0562                     | 100      | 500   |     |
| 355 | EP11     | 7530-01-364-3876 | ENV, COMB.REGISTRY BILL CONTAINER      | EA | \$0.0551                     | 50       | 1250  |     |
| 021 | EP186    | 7530-00-767-5707 | ENV, GEN USE, 3.625" X 6.5", WHITE     | EA | \$0.0070                     | 500      | 5000  |     |
| 022 | EP1865D  | 7530-01-363-9264 | ENV, POSTAGE DUE, 3-5/8" X 6.5", WHITE | EA | \$0.0070                     | 500      | 5000  |     |
| 459 | EP189    | 7530-01-363-9266 | ENV, GEN USE, 3-7/8" X 8-7/8", WHITE   | EA | \$0.0088                     | 500      | 2500  |     |
| 023 | EP194    | 7530-01-363-9267 | ENV, GEN USE, 4.5" X 10.75", WHITE     | EA | \$0.0080                     | 500      | 2500  |     |
| 356 | EP396    | 7530-01-363-9270 | ENV, REGISTRY JACKET, (INT'L)          | EA | \$0.2183                     | 50       | 500   |     |
| 024 | EP399    | 7530-01-363-9559 | ENV, REUSEABLE REG MAIL CONTAINER      | EA | \$0.1237                     | 100      | 500   |     |
| 025 | EP433    | 7530-00-935-6578 | ENV, WINDOW, 3.875" X 8.875", WHITE    | EA | \$0.0097                     | 500      | 2500  |     |
| 026 | EP51     | 7530-01-043-7620 | ENV, GEN USE, 6" X 9.5", WHITE         | EA | \$0.0121                     | 250      | 2000  |     |
| 027 | EP875    | 7530-01-000-9642 | ENV, GEN USE, 9.5" X 12.5", WHITE      | EA | \$0.0299                     | 100      | 500   |     |
| 028 | EP9      | 7530-01-000-9270 | ENV, BILL FOR REGISTERED MAIL, 4" X 6" | EA | \$0.1078                     | 50       | 1250  |     |
| 029 | EP93     | 7530-00-935-6547 | ENV, GEN USE, 10" X 15", WHITE         | EA | \$0.0589                     | 1        | 500   |     |
| 508 | HBKDM901 | 7610-01-000-9064 | HBK, REGISTERED MAIL                   | EA | \$0.7200                     | 1        | 80    |     |
| 357 | HBKEL502 | 7610-01-000-9077 | HBK, RETIREMENT GDE                    | EA | \$0.3599                     | 1        | 100   |     |
| 493 | HBKEL812 | 7610-03-000-9190 | HBK, HAZARDOUS MATERIALS               | EA | \$0.3750                     | 1        | 320   |     |
| 359 | HBKEL814 | 7610-01-000-9089 | HBK, EMPLOYEE'S GUIDE TO SAFETY        | EA | \$0.2571                     | 1        | 200   |     |
| 030 | HBKEL901 | 7610-03-000-3827 | HBK, AGR PS NALC                       | EA | \$0.8998                     | 1        | 100   |     |
| 484 | HBKEL902 | 7610-01-000-9092 | HBK, AGREE USPS/NRLCA                  | EA | \$0.4467                     | 1        | 60    |     |
| 360 | HBKF1    | 7610-03-000-9232 | HBK, P O ACCT PROCEDURES               | EA | \$5.5480                     | 1        | 10    |     |
| 361 | HBKF21   | 7610-04-000-1773 | KIT, HBK F21 AND CHAPTER #5 REVISION   | EA | \$0.0000                     |          | 20    |     |
| 362 | HBKM39   | 7610-01-000-9178 | HBK, MGMT DELIVERY SERVICES            | EA | \$1.2533                     | 1        | 36    |     |
| 476 | HBKM41   | 7610-03-000-3553 | HBK, CITY DLVY DUTIES                  | EA | \$1.3040                     | 1        | 40    |     |
| 031 | HBKPO423 | 7610-03-000-9081 | HBK, REQUISITIONING LABELS             | EA | \$0.4672                     | 1        | 70    |     |



| QP# | PSIN     | PSN              | Description                                       | UI | AVG Price<br>per Unit of Iss | Iss Incr | BPQ   | DVD |
|-----|----------|------------------|---|----|------------------------------|----------|-------|-----|
| 363 | HBKPO603 | 7610-02-000-7023 | HBK, CARRIER DUTIES AND RESPONSI                  | EA | \$0.7518                     | 1        | 60    |     |
| 032 | IMMISUE  | 7610-02-000-9904 | MANUAL, INTERNATIONAL MAIL                        | EA | \$2.3410                     | 1        | 16    |     |
| 033 | KIT8     | 7530-01-000-9373 | KIT, CONSUMER PROTECTION                          | EA | \$0.2525                     | 1        | 375   |     |
| 034 | LAB100   | 7690-03-000-9028 | LAB, R T S POSTAGE DUE                            | SH | \$0.0207                     | 1        | 6000  |     |
| 364 | LAB101V  | 7690-03-000-9299 | LAB, PENALTY 1ST CLASS                            | EA | \$0.0109                     | 250      | 7380  |     |
| 042 | LAB19A   | 7690-02-000-8745 | LAB, AIRMAIL PAR AVION (50/PAD)                   | PD | \$0.1841                     | 5        | 300   |     |
| 043 | LAB19B   | 7690-02-000-8746 | LAB, AIRMAIL PAR AVION (250/PAD)                  | PD | \$0.4058                     | 1        | 150   |     |
| 044 | LAB200   | 7690-03-000-9311 | LAB, REGISTERED MAIL (600/ROLL)                   | RO | \$2.1589                     | 1        | 30    |     |
| 365 | LAB208   | 7690-02-000-7029 | LAB, BARCODED MAIL                                | EA | \$0.0206                     | 1        | 5400  |     |
| 046 | LAB21    | 7690-03-000-9108 | LAB, OFFICIALLY SEALED (250/PAD)                  | PD | \$0.3102                     | 1        | 300   |     |
| 047 | LAB22    | 7690-02-000-7908 | LAB, DEAD MAIL MATTER                             | EA | \$0.0132                     | 100      | 16200 |     |
| 050 | LAB230   | 7690-02-000-8684 | LAB, LOOP MAIL                                    | EA | \$0.0068                     | 1        | 10000 |     |
| 052 | LAB3     | 7690-01-000-9791 | LAB, ALL FOR SCF                                  | RO | \$0.8141                     | 1        | 100   |     |
| 366 | LAB33    | 7690-01-000-9043 | LAB, WARN PENLTY FOR DAM TO MBXES                 | EA | \$0.0329                     | 100      | 8000  |     |
| 053 | LAB41    | 7690-03-000-9264 | LAB, G-10, OPEN RETURN ADDRESS                    | EA | \$0.0135                     | 250      | 7470  |     |
| 057 | LAB55D   | 7690-02-000-8289 | LAB, PARCEL LOCKER LABEL                          | EA | \$0.0685                     | 1        | 9000  |     |
| 058 | LAB6     | 7690-03-000-3740 | LAB, VENDING EQU OUT OF OREDR                     | EA | \$0.1063                     | 10       | 3000  |     |
| 494 | LAB87    | 7690-02-000-9962 | LAB, REGISTERED OUTSIDE                           | SH | \$0.0081                     | 1        | 20000 |     |
| 060 | LAB89    | 7690-03-000-9153 | LAB, CLOS REGIS MAIL CONTR (100/PAD)              | PD | \$0.4112                     | 1        | 200   |     |
| 369 | LABA     | 7690-03-000-9313 | LAB, ALL FOR ADC                                  | RO | \$0.4084                     | 1        | 100   |     |
| 475 | LABC     | 7690-01-000-9001 | LAB, ALL FOR MULTICODE CITY                       | RO | \$0.4336                     | 1        | 100   |     |
| 370 | LABCR    | 7690-03-000-9230 | LAB, ALL FR CARR RTE                              | RO | \$0.3362                     | 1        | 100   |     |
| 061 | LABD     | 7690-01-000-9003 | LAB, 5-DIG ZIP CODE                               | RO | \$0.4446                     | 1        | 100   |     |
| 371 | LABF     | 7690-01-000-9004 | LAB, ALL FOR FIRM                                 | RO | \$0.3081                     | 1        | 100   |     |
| 062 | LABMXD   | 7690-03-000-8654 | LAB, MIXED STATES                                 | RO | \$0.2947                     | 1        | 100   |     |
| 495 | MANPM    | 7610-03-000-9546 | MANUAL, PURCHASING                                | EA | \$29.4000                    |          | 1     |     |
| 372 | NOT107   | 7610-01-000-9693 | NOT, SOME THINGS WERE NEVER<br>MEANT TO BE MAILED | EA | \$0.0375                     | 1        | 3000  |     |
| 373 | NOT11    | 7610-03-000-9146 | NOT, TIPS, TAGS, THANKS                           | EA | \$0.0381                     | 100      | 1000  |     |
| 374 | NOT123   | 7610-03-000-9257 | NOT, RATEFOLD                                     | EA | \$0.0749                     | 1        | 300   |     |
| 375 | NOT186   | 7610-01-000-9712 | NOT, ZIP+4 CODES                                  | EA | \$0.0411                     | 1        | 1800  |     |
| 496 | NOT209   | 7610-03-000-9145 | NOT, MAILBOX IMPROVEMENT WEEK                     | EA | \$0.0108                     | 250      | 4000  |     |
| 491 | NOT32B   | 7610-03-000-8332 | NOT, BX FEE DU (FIM B) (NON-BAR CODE)             | EA | \$0.0078                     | 250      | 4000  |     |
| 492 | NOT32C   | 7610-03-000-8333 | NOT, BX FEE DUE (FIM C) (BAR CODED)               | EA | \$0.0076                     | 250      | 4000  |     |
| 507 | NOT32N   | 7610-04-000-5093 | NOT, NO-FEE P.O.B. RENEWAL NOTICE                 | EA | \$0.0140                     | 1        |       | *   |
| 066 | NOT38    | 7610-03-000-9147 | NOT, APPROACHES TO MAILBOXES                      | EA | \$0.0035                     | 1        | 13500 |     |
| 378 | NOT3A    | 7610-03-000-9053 | NOT, TEMPLATE LETTER SIZE                         | EA | \$0.4538                     | 1        | 200   |     |
| 380 | NOT67    | 7610-02-000-9906 | NOT, AUTOMATION TEMPLATE                          | EA | \$0.2819                     | 1        | 500   |     |
| 070 | NOT70    | 7610-01-000-9670 | NOT, USPS PRIVACY ACT NOTICE                      | EA | \$0.0122                     | 1        | 3600  |     |
| 381 | O1033I   | 7240-01-365-4288 | INSERT, BASKET W/ROPE LACING                      | EA | \$17.1509                    | 1        | 5     |     |
| 382 | O1036    | 7690-01-365-4698 | MARKER, IDENTIFICATION                            | EA | \$1.7200                     | 1        | 100   |     |
| 383 | O1037A   | 7110-01-364-3428 | DIVIDER, LTR CSE, PLSTC                           | EA | \$1.5268                     | 1        | 100   |     |
| 384 | O1037B   | 7110-01-364-3427 | DIVIDER, SEPARATION                               | EA | \$2.6206                     | 1        | 50    |     |
| 073 | O1046I   | 7240-01-365-4289 | INSERT, CANVAS HAMPER                             | EA | \$35.7700                    | 5        | 5     |     |
| 385 | O1075A   | 7240-01-365-4291 | CART, UTILITY, INSERT W/LACING                    | EA | \$14.1885                    | 1        | 12    |     |
| 386 | O1100F   | 7510-02-000-8761 | AWARD, CERTIFICATE OF APPRECIATION                | EA | \$0.1258                     | 1        | 1600  |     |
| 387 | O1100H   | 7510-02-000-8762 | AWARD, SERVICE, FOLDER (1 WINDOW)                 | EA | \$2.8852                     | 1        | 30    |     |
| 388 | O1100K   | 7510-02-000-8763 | AWARD, SERVICE, FOLDER (2 WINDOWS)                | EA | \$3.6508                     | 1        | 25    |     |
| 390 | O1250A   | 9905-01-365-4686 | MARKER, TRAY, MARKERS FOR BBMD<br>(PLASTIC)       | EA | \$0.2710                     | 25       |       | *   |
| 077 | O1250B   | 9905-01-365-4687 | MARKER, TRAY, MARKERS FOR BBMD<br>(PLASTIC)       | EA | \$0.2710                     | 25       |       | *   |
| 391 | O1250C   | 9905-01-365-4688 | MARKER, TRAY, MARKERS FOR BBMD<br>(PLASTIC)       | EA | \$0.2710                     | 25       |       | *   |

| QP# | PSIN     | PSN              | Description                                    | UI | AVG Price<br>per Unit of Iss | Iss Incr | BPQ  | DVD |
|-----|----------|------------------|--|----|------------------------------|----------|------|-----|
| 078 | O1250D   | 9905-01-365-4689 | MARKER, TRAY, MARKERS FOR BBMD (PLASTIC)       | EA | \$0.2710                     | 25       |      | *   |
| 392 | O1250E   | 9905-01-365-4690 | MARKER, TRAY, MARKERS FOR BBMD (PLASTIC)       | EA | \$0.2710                     | 25       |      | *   |
| 393 | O1250F   | 9905-01-365-8706 | MARKER, TRAY, MARKERS FOR BBMD (PLASTIC)       | EA | \$0.2710                     | 25       |      | *   |
| 079 | O12C     | 7530-01-364-3029 | LETTERHEAD, US POSTAL SERVICE                  | SH | \$0.0073                     | 500      | 4000 |     |
| 080 | O12D     | 7530-01-364-3030 | LETTERHEAD, BLUE 8 1/2" X 11"                  | SH | \$0.0125                     | 50       | 4000 |     |
| 081 | O13      | 7530-01-364-3032 | SLIP, ROUTING (100/PAD)                        | PD | \$0.8785                     | 2        |      | *   |
| 082 | O306B    | 5340-02-000-8177 | KEYLOCK, PO BOX LOCK-1800/2900 SERI            | EA | \$1.9713                     | 1        | 100  |     |
| 394 | O308     | 5340-02-000-8179 | KEYLOCK, PO BOX LOCK-1500 SERIES               | EA | \$2.7669                     | 1        | 100  |     |
| 083 | O385G    | 7510-01-368-3495 | BAND, RUBBER (50 LBS CT) CONTAINS 10 5-LB BAGS | CT | \$32.6700                    | 1        |      | *   |
| 395 | O399A    | 7510-02-000-8125 | BINDER, MS HANDBOOK                            | EA | \$1.8404                     | 1        | 12   |     |
| 396 | O399B    | 7510-02-000-8173 | BINDER, MS HANDBOOK , (2" BINDER)              | EA | \$5.4688                     | 1        | 12   |     |
| 084 | O53A     | 7110-02-000-8108 | CLOSURE, CORRUGATED, NO.1 PO BOX               | EA | \$0.0483                     | 50       | 400  |     |
| 085 | O53B     | 7110-02-000-8109 | CLOSURE, CORRUGATED, NO.2 PO BOX               | EA | \$0.0604                     | 1        | 400  |     |
| 397 | O53C     | 7110-02-000-8110 | CLOSURE, CORRUGATED, NO.3 PO BOX               | EA | \$0.0918                     | 1        | 400  |     |
| 398 | O570R    | 7510-03-000-3640 | HANDLE, WOOD                                   | EA | \$0.5817                     | 1        | 200  |     |
| 086 | O625A    | 5975-01-013-2742 | STRAP, TIEDOWN, ELECTRIC (1,000/PG)            | PG | \$8.3948                     | 1        | 6    |     |
| 087 | O635     | 7520-02-000-8087 | TYPE SET, RUBBER (PICA)                        | SE | \$1.1500                     | 1        | 288  |     |
| 399 | O65      | 7540-02-000-8020 | ENV, MESSENGER                                 | EA | \$0.0824                     | 25       | 250  |     |
| 400 | O66      | 7530-01-365-3081 | FOLDER, FILE                                   | EA | \$0.2125                     | 1        | 200  |     |
| 401 | O67      | 7530-01-365-3089 | FOLDER, FILE                                   | EA | \$0.1913                     | 1        | 200  |     |
| 091 | O7509    | 7520-02-000-8147 | STAMP, CANCELING, SELF INKING                  | EA | \$0.8043                     | 12       | 384  |     |
| 503 | O7522    | 7690-04-000-1181 | LAB, VALIDATION IMPRINTER                      | BX | \$44.0300                    | 1        |      | *   |
| 473 | O7551    | 7530-03-000-9396 | PAPER, THERMAL                                 | RO | \$1.8795                     | 1        | 32   |     |
| 403 | O790D    | 7510-02-000-8119 | INK, CANCELING (GAL)                           | GL | \$75.3233                    | 1        | 6    |     |
| 404 | O790E    | 7510-02-000-8120 | INK, CANCELING (PINT)                          | PT | \$10.2200                    | 1        | 24   |     |
| 095 | O8100R   | 7510-01-365-3099 | RIBBON, MONEY ORDER IMPRINTER                  | EA | \$15.2887                    | 1        | 100  |     |
| 474 | O8102    | 6910-03-000-5813 | HOLDER, CARD, CONSUMER                         | EA | \$3.9600                     |          | 25   |     |
| 096 | O813R    | 5340-02-000-8875 | CLOSURE DEVICE, POUCH (1000/PG)                | PG | \$2.5559                     | 1        | 10   |     |
| 405 | O817A    | 5340-02-000-8123 | SEAL, BAR CODED, CARGO (1,000/BX)              | BX | \$98.5300                    | 1        |      | *   |
| 097 | O817C    | 5340-03-000-3520 | SEAL, REGISTERED AIR MAIL (1,000/BX)           | BX | \$64.3200                    | 1        |      | *   |
| 478 | O817PM   | 5340-03-000-7006 | SEAL, POSTAGE METER                            | EA | \$0.0000                     | 100      | 5000 |     |
| 406 | O818A    | 5340-02-000-8208 | SEAL, ANTI-PILFERA, INT'L MAIL (100/PG)        | PG | \$13.4700                    | 1        | 20   |     |
| 407 | O831     | 5340-01-365-4675 | PADLOCK  | EA | \$19.0863                    | 1        | 24   |     |
| 408 | O858     | 6670-01-365-8861 | CHART, SCALE, BEAM, 16 OZ LTR                  | EA | \$29.2080                    | 1        | 1    |     |
| 409 | O87H     | 7530-02-000-8806 | JACKET, ENVELOPE                               | EA | \$0.0518                     | 1        | 500  |     |
| 410 | O87X     | 7510-02-000-8754 | FOLDER, USPS, WHITE W/BLACK LOGO               | EA | \$0.1186                     |          | 400  |     |
| 098 | O910A    | 5340-02-000-8190 | LOCK, NDCBU, CLKWISE (1/PG - 10/PKG)           | PG | \$9.3838                     | 1        | 20   |     |
| 099 | O910B    | 5340-02-000-8005 | LOCK, COUNTER-CLOCK-WISE (10/PG)               | PG | \$10.5028                    | 1        | 20   |     |
| 411 | O911A    | 7520-02-000-8879 | BOX, CASH AND STAMP (SMALL)                    | EA | \$14.1198                    | 1        | 8    |     |
| 412 | O911B    | 7520-02-000-8078 | BOX, CASH (LG)                                 | EA | \$14.9700                    | 1        | 1    |     |
| 413 | O913A    | 5340-03-000-3608 | CAM, LOCK, OFFSET (10/PG)                      | PG | \$3.0676                     | 1        | 200  |     |
| 414 | O913D    | 5340-01-000-9378 | CAM, LOCK, OFFSET (10/PG)                      | PG | \$2.3524                     | 1        | 40   |     |
| 100 | O933L    | 5340-01-000-9418 | LOCK & KEYS                                    | SE | \$2.2300                     | 1        | 100  |     |
| 415 | O947     | 5340-02-000-8886 | HOLDER, LOCK, CANVAS                           | EA | \$8.7792                     | 1        | 36   |     |
| 416 | O9930    | 9905-01-365-2125 | HOLDER, LABEL, W/SLIT                          | EA | \$0.0239                     | 100      | 7200 |     |
| 480 | POMISSUE | 7610-03-000-3558 | MANUAL, POSTAL OPERATIONS                      | EA | \$3.8024                     | 1        | 14   |     |
| 463 | POS123L  | 7690-03-000-4150 | POS, POSTAL RATES AND FEES                     | EA | \$0.1062                     | 1        | 300  |     |
| 464 | POS123S  | 7690-03-000-4151 | POS, POSTAL RATES AND FEES                     | EA | \$0.1046                     | 1        | 400  |     |
| 068 | POS158   | 7610-03-000-3949 | POS, POSSESSION OF FIREARMS                    | EA | \$0.0382                     | 1        | 2500 |     |
| 103 | POS265   | 7690-03-000-9031 | POS, DRUGS BY MAIL                             | EA | \$0.0990                     | 1        | 1500 |     |

| QP# | PSIN        | PSN              | Description                                    | UI | AVG Price<br>per Unit of Iss | Iss Incr | BPQ   | DVD |
|-----|-------------|------------------|--|----|------------------------------|----------|-------|-----|
| 071 | POS296      | 7690-03-000-9335 | POS, NOTICE OF REWARD                          | EA | \$0.0457                     | 1        | 2000  |     |
| 105 | POS51       | 7610-01-000-9149 | POS, INT'L RATES AND FEES                      | EA | \$0.0778                     | 1        | 1000  |     |
| 106 | POS7        | 7690-03-000-9181 | POS, RULES/REGS ON PS PROPERTY                 | EA | \$0.0324                     | 1        | 2000  |     |
| 107 | POS74       | 7690-03-000-9236 | POS, PACKAGING POINTERS                        | EA | \$0.1463                     | 1        | 700   |     |
| 108 | POS76       | 7690-03-000-9321 | POS, SOMETHINGS AR NEVER MEANT<br>TO BE MAILED | EA | \$0.0550                     | 1        | 2000  |     |
| 417 | POSOSHA2203 | 7690-04-000-5603 | POS, JOB SAFETY AND HEALTH PROTEC              | EA | \$0.0000                     | 1        | 1250  |     |
| 109 | PS1000      | 7530-02-000-9931 | FORM, DOMESTIC CLAIM/REG IN                    | EA | \$0.0772                     | 100      | 1000  |     |
| 110 | PS1012      | 7530-02-000-7334 | FORM, TRAVEL VOUCHER                           | SH | \$0.0168                     | 1        |       | *   |
| 111 | PS1091A     | 7530-02-000-7341 | FORM, PO BOX FEE REGISTER (CARD )              | EA | \$0.0082                     | 250      | 4000  |     |
| 112 | PS1093      | 7530-02-000-7165 | FORM, APP FR PO BOX                            | EA | \$0.0254                     | 50       | 1000  |     |
| 113 | PS1094      | 7530-02-000-7345 | FORM, APP FR ADD KEY PO                        | SH | \$0.0083                     | 2        |       | *   |
| 114 | PS1096      | 7530-02-000-7346 | FORM, CASH RECEIPT (100/PAD)                   | PD | \$0.1544                     | 5        | 100   |     |
| 115 | PS1099      | 7530-02-000-7347 | FORM, NOT RET KEYS                             | SH | \$0.0070                     | 1        | 12000 |     |
| 116 | PS1164      | 7530-02-000-8335 | FORM, CLAIM REIMBURSE EXP                      | SH | \$0.0168                     | 1        |       | *   |
| 277 | PS1188      | 7530-01-000-9016 | FORM, CANCEL ORG DUES/PAYROLL<br>WITHHOLDINGS  | SE | \$0.0521                     | 1        | 1500  |     |
| 117 | PS1199A     | 7530-02-000-7353 | FORM, DIRECT DEPOSIT                           | SE | \$0.0396                     | 100      | 2000  |     |
| 118 | PS1216      | 7530-02-000-7354 | FORM, EMPLOYEE'S CUR MAILING ADDR              | SE | \$0.0197                     | 1        | 4000  |     |
| 278 | PS1221      | 7530-02-000-7356 | FORM, ADV SICK LEAVE AUTH (100/PAD)            | PD | \$0.6059                     | 1        | 60    |     |
| 119 | PS1230C     | 7530-00-270-6182 | FORM, TIME CARD                                | EA | \$0.0122                     | 100      | 5000  |     |
| 120 | PS1234      | 7530-02-000-7359 | FORM, UTILITY CARD                             | EA | \$0.0095                     | 100      | 10000 |     |
| 121 | PS1236A     | 7530-01-000-9649 | FORM, WKLY LOAN TRANS/TRAIN                    | EA | \$0.0140                     | 1        |       | *   |
| 122 | PS1260      | 7530-01-000-9268 | FORM, NON-TRANSACTOR CD                        | EA | \$0.0036                     | 1        | 9000  |     |
| 279 | PS1261      | 7530-01-000-9269 | FORM, NONTRANSACTOR REPORT                     | SH | \$0.0140                     | 1        |       | *   |
| 280 | PS1270      | 7530-03-000-9448 | FORM, IDEA PROPOSAL                            | EA | \$0.0953                     | 50       | 800   |     |
| 123 | PS1314A     | 7530-01-000-9282 | FORM, AUX RURAL CARRIER TIME                   | EA | \$0.0113                     | 1        | 10000 |     |
| 124 | PS1412A     | 7530-01-000-9295 | FORM, DAILY CASH REPORT (100/PAD)              | PD | \$0.5540                     | 1        | 40    |     |
| 125 | PS1412B     | 7530-01-000-9296 | FORM, DAILY FINANCIAL RPRT (100/PAD)           | PD | \$0.8785                     | 2        |       | *   |
| 481 | PS1500      | 7530-03-000-7374 | FORM, APPL FOR LISTING & PROHIB                | EA | \$0.0289                     | 25       | 1600  |     |
| 126 | PS1509      | 7530-01-000-9334 | FORM, SENDR'S APPL - RECALL OF MAIL            | SH | \$0.0140                     | 1        |       | *   |
| 127 | PS1510      | 7530-01-000-9335 | FORM, MAIL LOSS/RIFLING REPORT                 | SE | \$0.0546                     | 100      | 1000  |     |
| 504 | PS152       | 7530-04-000-4309 | FORM, DELIVERY CONFIRMATION LABEL              | EA | \$0.0089                     | 250      | 10000 |     |
| 470 | PS1527      | 7530-01-000-9343 | FORM, GEN DEL SERVICE APPL                     | EA | \$0.0115                     | 1        | 8000  |     |
| 281 | PS1532      | 7530-01-000-9345 | FORM, SEMIANNU CHK OF OVRFLO MAIL              | SH | \$0.0278                     | 1        | 2000  |     |
| 128 | PS1538      | 7530-01-000-9346 | FORM, RCPT PO BOX/CALLER                       | BK | \$1.8800                     | 5        | 30    |     |
| 129 | PS1556      | 7530-01-000-9356 | FORM, SUSP ITEMS-SPRT INFO                     | SH | \$0.0140                     | 1        |       | *   |
| 131 | PS1564      | 7530-01-000-9357 | FORM, ADDRESS CHANGE SHEET                     | SH | \$0.0259                     | 50       | 2000  |     |
| 284 | PS1564B     | 7530-01-000-9358 | FORM, SPECIAL ORDERS (CARD)                    | EA | \$0.0362                     | 100      | 2000  |     |
| 132 | PS1567      | 7530-01-000-9360 | FORM, REQ RUBBER/STEEL STP                     | SH | \$0.0168                     | 1        |       | *   |
| 285 | PS1571      | 7530-01-000-9361 | FORM, UNDELIV'D MAIL REPT (100/PAD)            | PD | \$0.3439                     | 1        | 120   |     |
| 133 | PS1578B     | 7530-02-000-7171 | FORM, REQ NON-STD FACING SLIPS                 | SE | \$0.0398                     | 100      | 2000  |     |
| 134 | PS1608      | 7530-01-000-9371 | FORM, EMER SALARY AUTH/REC                     | SH | \$0.0035                     | 1        | 12000 |     |
| 135 | PS1621      | 7530-01-000-9390 | FORM, DELIVERY MGMT REPORT                     | SE | \$0.0157                     | 1        | 3000  |     |
| 136 | PS1627      | 7530-01-000-9394 | FORM, GENL PRP RULED FORM                      | SH | \$0.0140                     | 1        |       | *   |
| 137 | PS1628      | 7530-03-000-3661 | FORM, IND KEY REC                              | EA | \$0.0057                     | 1        | 8000  |     |
| 286 | PS1629      | 7530-01-000-9396 | FORM, BUILDING KEYS INVENTORY                  | SH | \$0.0140                     | 1        |       | *   |
| 138 | PS17        | 7530-03-000-9112 | FORM, STAMP REQUISITION (100/PAD)              | PD | \$1.4470                     | 1        |       | *   |
| 139 | PS1700      | 7530-02-000-7362 | FORM, VEHICLE ACCIDENT INVEST                  | SH | \$0.0434                     | 50       | 2000  |     |
| 287 | PS1717      | 7530-02-000-7364 | FORM, BID PREFERRED ASSIGN                     | EA | \$0.0055                     | 50       | 10000 |     |
| 140 | PS1723      | 7530-02-000-7366 | FORM, ASSIGNMENT ORDER (50/PAD)                | PD | \$1.0535                     | 2        |       | *   |
| 288 | PS1766      | 7530-02-000-7374 | FORM, HAZARD WARNING CARD                      | EA | \$0.0267                     | 1        | 4000  |     |
| 141 | PS1767      | 7530-01-000-9422 | FORM, REPORT OF HAZARD                         | SE | \$0.0563                     | 25       | 800   |     |

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|-----|---------|------------------|--|----|------------------------------|----------|-------|-----|
| 142 | PS1769  | 7530-02-000-7375 | FORM, SUPRV RPT OF ACCIDENT                              | SE | \$0.2796                     | 10       | 400   |     |
| 497 | PS1770  | 7530-02-000-7376 | FORM, HAZARDOUS MATERIAL RP                              | SE | \$0.0851                     | 25       | 2000  |     |
| 289 | PS1778  | 7530-01-000-9428 | FORM, DOG WARNING CARD                                   | EA | \$0.0241                     | 1        | 3000  |     |
| 143 | PS1783  | 7530-01-000-9430 | FORM, ON-JOB SAFETY REVIEW                               | SH | \$0.0168                     | 1        |       | *   |
| 144 | PS1784B | 7530-01-000-9433 | FORM, SAFETY/HEALTH INSP                                 | SE | \$0.1128                     | 1        | 600   |     |
| 290 | PS1838  | 7530-01-000-9461 | FORM, CARRIER CT ML/LTR                                  | SE | \$0.0270                     | 1        | 2400  |     |
| 291 | PS1838C | 7530-01-000-9464 | FORM, CARR CT MAIL LC WKSH                               | SE | \$0.0245                     | 1        | 1800  |     |
| 292 | PS1840  | 7530-01-000-9466 | FORM, SUMMARY COUNT/INSP (50/PAD)                        | PD | \$0.8885                     | 1        |       | *   |
| 146 | PS1908  | 7530-01-000-9475 | FORM, FINANCIAL ADJ MEMO (100/PAD)                       | PD | \$0.8785                     | 2        |       | *   |
| 147 | PS2016  | 7530-01-000-9517 | FORM, MAIL THEFT & VANDALISM                             | SH | \$0.0140                     | 1        |       | *   |
| 505 | PS2018  | 7530-04-000-5309 | FORM, DUPL KEY, PIN & COMBIN INVENT                      | EA | \$0.0244                     | 1        | 3000  |     |
| 498 | PS2130  | 7530-02-000-7390 | FORM, CLA/LOSS INIT LTR                                  | SE | \$0.0426                     | 1        | 1000  |     |
| 148 | PS2131  | 7530-01-000-9711 | FORM, UNCOL CHECK REPORT                                 | SE | \$0.0353                     | 1        | 4500  |     |
| 149 | PS2240  | 7530-02-000-7406 | FORM, PAY LV ADJ REQ                                     | SE | \$0.0240                     | 1        | 2400  |     |
| 295 | PS2240R | 7530-02-000-7407 | FORM, RURAL PAY/LEAVE ADJ R                              | SE | \$0.0333                     | 1        | 3000  |     |
| 296 | PS2243  | 7530-02-000-7426 | FORM, PSDS HR ADJ RECORD                                 | SH | \$0.0168                     | 1        |       | *   |
| 297 | PS2485  | 7530-01-000-9637 | FORM, MED EXAM AND ASSESSMENT                            | SE | \$0.0760                     | 1        | 700   |     |
| 150 | PS25    | 7530-01-000-9502 | FORM, TRUST FUND ACCOUNT                                 | SH | \$0.0188                     | 1        |       | *   |
| 151 | PS2591  | 7530-01-000-9733 | FORM, APPLICATION FOR EMPLOYMENT                         | SE | \$0.0213                     | 1        | 1600  |     |
| 152 | PS2855  | 7530-01-000-9771 | FORM, CLM FR IND INTL ML                                 | SE | \$0.0286                     | 50       | 2800  |     |
| 153 | PS2865  | 7530-01-000-9775 | FORM, RETURN RECEIPT FOR INT'L MAIL                      | EA | \$0.0120                     | 250      | 4500  |     |
| 298 | PS2866  | 7530-01-000-9776 | FORM, PRESORT VERIFICATION                               | SH | \$0.0104                     | 1        | 4000  |     |
| 299 | PS2942A | 7530-01-000-9811 | FORM, DELIVERY LST AV 7 MA (800/CTN)                     | CT | \$41.6000                    | 1        | 1     |     |
| 300 | PS2944  | 7530-01-000-9814 | FORM, RECPT FR CUST ML(100/PAD)                          | PD | \$0.2924                     | 1        | 200   |     |
| 301 | PS2960  | 7530-01-000-9821 | FORM, INVENTORY RECORDS                                  | EA | \$0.0136                     | 1        | 3000  |     |
| 157 | PS2976  | 7530-01-000-9833 | FORM, CUSTOMS (CN22)                                     | EA | \$0.0081                     | 250      | 10000 |     |
| 154 | PS2976A | 7530-01-000-9834 | FORM, CUS DECL DISP (CT72) (4-PT SET)                    | SE | \$0.0301                     | 125      | 1500  |     |
| 156 | PS2976E | 7530-03-000-5174 | FORM, PARCEL POST CUST DECL                              | EA | \$0.0243                     | 125      | 1500  |     |
| 158 | PS3083  | 7530-01-000-9850 | FORM, TRUST ACCOUNTS RECEIPTS &<br>WITHDRAWALS (100/PAD) | PD | \$0.2538                     | 1        | 120   |     |
| 159 | PS3176  | 7530-01-000-9870 | FORM, BANK TRANSACTION RECORD                            | SH | \$0.0168                     | 1        |       | *   |
| 160 | PS3189  | 7530-01-000-9878 | FORM, REQ FOR TEMP SCH CHG<br>(100/PAD)                  | PD | \$0.3560                     | 5        | 90    |     |
| 161 | PS3203  | 7530-01-000-9880 | FORM, ORDER PRINTED STAMPD                               | EA | \$0.0409                     | 50       | 1000  |     |
| 162 | PS3220  | 7530-01-000-9883 | FORM, STAMP ENV SALE AT DIS                              | SH | \$0.0140                     | 1        |       | *   |
| 163 | PS3227  | 7530-03-000-9137 | FORM, STAMPS BY MAIL ENVELOPE                            | EA | \$0.0106                     | 200      | 3200  |     |
| 164 | PS3227R | 7530-01-000-9885 | FORM, STAMP STOCK PURCHASE                               | EA | \$0.0283                     | 100      | 2400  |     |
| 165 | PS3238  | 7530-01-000-9889 | FORM, DESTRUCTION CERTIFICATION                          | SE | \$0.0690                     | 25       | 1000  |     |
| 166 | PS3293  | 7530-02-000-7447 | FORM, RETAIL VEND CRED EXAM                              | SH | \$0.0168                     | 1        |       | *   |
| 167 | PS3294  | 7530-01-000-9913 | FORM, CASH STAMP STK COUNT                               | SH | \$0.0160                     | 50       | 2000  |     |
| 168 | PS3295  | 7530-01-000-9914 | FORM, DLY REC OF STAMPS                                  | SH | \$0.0188                     | 1        |       | *   |
| 169 | PS3317A | 7530-01-000-9916 | FORM, PHILATELIC SALES RCD                               | SH | \$0.0168                     | 1        |       | *   |
| 170 | PS3368  | 7530-01-000-9917 | FORM, FXD CREDIT INV REC                                 | EA | \$0.0177                     | 50       | 3000  |     |
| 171 | PS3369  | 7530-01-000-9918 | FORM, CONSGND CRDT RECPT (50/PAD)                        | PD | \$0.1339                     | 1        | 480   |     |
| 173 | PS3533  | 7530-01-000-9932 | FORM, REFUND POSTAGE & FEES                              | SH | \$0.0168                     | 1        |       | *   |
| 174 | PS3541N | 7530-02-000-8045 | FORM, POSTAGE STATEMENT-<br>PERIODICALS NONPROFIT RATES  | SH | \$0.0168                     | 1        |       | *   |
| 175 | PS3541R | 7530-02-000-8046 | FORM, POSTAGE STMT<br>PERIODICALS/SCIENCE-OF-AG RATES    | SH | \$0.0168                     | 1        |       | *   |
| 176 | PS3544  | 7530-03-000-3768 | FORM, POST OFFICE RECPT                                  | BK | \$1.1228                     | 1        | 60    |     |
| 177 | PS3546  | 7530-01-000-9953 | FORM, FORWARDING ORDER CHANGE<br>NOTICE (POSTAL CARD)    | EA | \$0.0107                     | 100      | 4000  |     |
| 178 | PS3547  | 7530-01-000-9954 | FORM, NOT OF CORR IN ADDRESS                             | EA | \$0.0040                     | 250      | 8000  |     |
| 179 | PS3555  | 7530-01-000-9959 | FORM, REPORT OF RETURNED MAIL                            | SH | \$0.0140                     | 1        |       | *   |

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|-----|----------|------------------|--|----|------------------------------|----------|-------|-----|
| 460 | PS3575Z  | 7530-03-000-4594 | FORM, CHANGE OF ADDRESS                                    | EA | \$0.0000                     | 250      | 3000  |     |
| 181 | PS3576   | 7530-01-000-9963 | FORM, NEW ADDRESS VERFI CARD                               | EA | \$0.0046                     | 250      | 6000  |     |
| 182 | PS3579   | 7530-01-000-9965 | FORM, UNDELIVERA STD & SPEC MAIL                           | SH | \$0.0154                     | 100      | 4000  |     |
| 183 | PS3580   | 7530-01-000-9966 | FORM, NOT POSTAGE DUE ADV                                  | EA | \$0.0155                     | 50       | 4500  |     |
| 184 | PS3582A  | 7530-03-000-3832 | FORM, POSTAGE DUE BILL                                     | EA | \$0.0083                     | 2        |       | *   |
| 185 | PS3584   | 7530-01-000-9970 | FORM, POSTAGE DUE LOG                                      | SH | \$0.0140                     | 1        |       | *   |
| 186 | PS3600P  | 7530-03-000-7026 | FORM, STATEMENT-FIRST CLASS MAIL<br>POSTAGE AFFIXED        | EA | \$0.0168                     | 1        |       | *   |
| 187 | PS3600R  | 7530-02-000-8049 | FORM, STATEMENT-FIRST CLASS MAIL<br>PERMIT IMPRINT         | SH | \$0.0168                     | 1        |       | *   |
| 189 | PS3601A  | 7530-01-000-9972 | FORM, APPL FOR METER LIC                                   | SH | \$0.0089                     | 1        | 4000  |     |
| 483 | PS3601C  | 7530-03-000-7523 | FORM, POSTAGE METER REPORT                                 | EA | \$0.0421                     | 100      | 1000  |     |
| 190 | PS3602A  | 7530-01-000-9974 | FORM, DLY REC OF MTR REG                                   | BK | \$0.0906                     | 1        | 600   |     |
| 191 | PS3602N  | 7530-02-000-8047 | FORM, STATEMENT NONPROFIT<br>STANDARD MAIL PERMIT IMPRINT  | SH | \$0.0168                     | 1        |       | *   |
| 302 | PS3602NV | 7530-03-000-8322 | FORM, STATEMENT NONPROFIT<br>STANDARD MAIL PERMIT IMPRINT  | EA | \$0.0168                     | 1        |       | *   |
| 477 | PS3602PN | 7530-03-000-7206 | FORM, STATEMENT NONPROFIT<br>STANDARD MAIL POSTAGE AFFIXED | EA | \$0.0168                     | 1        |       | *   |
| 193 | PS3602PO | 7530-01-000-9976 | FORM, PTG COLL PO  | BK | \$1.5203                     | 1        | 40    |     |
| 192 | PS3602PR | 7530-03-000-7027 | FORM, STATEMENT REGULAR<br>STANDARD MAIL POSTAGE AFFIXED   | EA | \$0.0168                     | 1        |       | *   |
| 194 | PS3602R  | 7530-02-000-8053 | FORM, POSTAGE STMT-STANDARD MAIL<br>PERMIT IMPRINT         | EA | \$0.0168                     | 1        |       | *   |
| 303 | PS3603   | 7530-02-000-9495 | FORM, RECPT FR POSTAGE                                     | BK | \$1.4305                     | 1        | 40    |     |
| 195 | PS3604   | 7530-01-000-9978 | FORM, REVOCATION OF MLG PERMIT                             | SH | \$0.0162                     | 1        | 8000  |     |
| 305 | PS3607   | 7530-02-000-9000 | FORM, WGT AND DISP CERT                                    | SH | \$0.0140                     | 1        |       | *   |
| 196 | PS3609   | 7530-03-000-3821 | FORM, RCD PERMIT IMPRINT MLGS                              | EA | \$0.0195                     | 1        | 4000  |     |
| 307 | PS3609PO | 7530-02-000-9003 | FORM, CONT FR POST OFF MTR                                 | EA | \$0.1253                     | 1        | 3000  |     |
| 197 | PS3610   | 7530-02-000-9005 | FORM, REC OF POSTAGE METER                                 | SH | \$0.0025                     | 1        | 2500  |     |
| 461 | PS3615   | 7530-03-000-6048 | FORM, MAILING PERMIT                                       | EA | \$0.0216                     | 25       | 2000  |     |
| 198 | PS3619   | 7530-02-000-9011 | FORM, PERMIT NUMBER RECD (CARD)                            | EA | \$0.0100                     | 1        | 8000  |     |
| 199 | PS3621A  | 7530-02-000-8210 | FORM, RENEWAL NOT ANN FEES                                 | SH | \$0.0140                     | 1        |       | *   |
| 462 | PS3624   | 7530-02-000-9014 | FORM, APPL TO MAIL AT NONPROFIT<br>STANDARD MAIL RATES     | SH | \$0.0351                     | 25       | 2000  |     |
| 471 | PS3637G  | 7530-02-000-9022 | FORM, OFFICIAL MAIL BATCH HEADER                           | SE | \$0.0426                     | 25       | 3500  |     |
| 309 | PS3721   | 7530-02-000-9042 | FORM, PUBL WATCH REP                                       | SE | \$0.0626                     | 100      | 1400  |     |
| 310 | PS3749   | 7530-02-000-9044 | FORM, IRREGULARITIES IN THE PREP OF<br>MAIL MATTR          | SE | \$0.0695                     | 1        | 1500  |     |
| 200 | PS3800   | 7530-02-000-9047 | FORM, RECEIPT CERTIFIED MAIL (LABEL)                       | SH | \$0.0063                     | 500      | 10000 |     |
| 311 | PS3801   | 7530-02-000-9048 | FORM, STANDING DELIVERY ORDER                              | EA | \$0.0076                     | 1        | 6000  |     |
| 201 | PS3804   | 7530-02-000-9031 | FORM, RET RCPT MERCHANDISE                                 | EA | \$0.0054                     | 500      | 10000 |     |
| 202 | PS3806   | 7530-02-000-9051 | FORM, RECPT FR REG MAIL                                    | SE | \$0.0059                     | 250      | 4500  |     |
| 203 | PS3811   | 7530-02-000-9053 | FORM, DOMESTIC RETURN RECEIPT                              | EA | \$0.0060                     | 250      | 5000  |     |
| 204 | PS3811A  | 7530-02-000-9054 | FORM, REQ FOR RETURN RECPT (AFTER<br>MAILING)              | SH | \$0.0449                     | 1        |       | *   |
| 205 | PS3813   | 7530-02-000-9056 | FORM, RECPT FOR DOM INS PAR<br>(100 SHEETS/PAD) (GREEN)    | PD | \$0.2445                     | 5        | 140   |     |
| 206 | PS3813P  | 7530-02-000-9057 | FORM, RECPT FOR INS MAIL<br>(WHITE W/BBLUE RECEIPT)        | SH | \$0.0079                     | 250      | 10000 |     |
| 207 | PS3816   | 7530-02-000-9062 | FORM, COD MAILING AND DEL RECEIPT                          | SE | \$0.0634                     | 100      | 1000  |     |
| 312 | PS3816AS | 7530-02-000-9063 | FORM, COD CARD-FIRM MAILINGS,<br>CONTINUOUS-1200/CTN       | CT | \$54.0153                    | 1        | 1     |     |
| 208 | PS3817   | 7530-02-000-9065 | FORM, CERT OF MAILING                                      | SH | \$0.0013                     | 500      | 30000 |     |
| 209 | PS3821   | 7530-02-000-9068 | FORM, CLEARANCE RECEIPT (50/PAD)                           | PD | \$0.0800                     | 10       | 450   |     |

| QP# | PSIN    | PSN              | Description                                | UI | AVG Price<br>per Unit of Iss | Iss Incr | BPQ   | DVD |
|-----|---------|------------------|--|----|------------------------------|----------|-------|-----|
| 313 | PS3822  | 7530-02-000-9069 | FORM, COD TAG TRANSMITTAL (100/PAD)        | PD | \$0.1817                     | 5        | 180   |     |
| 210 | PS3830A | 7530-02-000-9075 | FORM, REGISTRY DISPATCH RCD                | SE | \$0.0106                     | 100      | 5000  |     |
| 211 | PS3849  | 7530-01-000-9716 | FORM, DELIV NOTICE/REMINDR/RECPT           | EA | \$0.0043                     | 500      | 9000  |     |
| 212 | PS3854  | 7530-02-000-9084 | FORM, OMANIFOLD REG DISPATCH BK            | BK | \$1.4020                     | 1        | 30    |     |
| 217 | PS3867  | 7530-02-000-9093 | FORM, ACCT MAIL REC FOR DEL                | SH | \$0.0168                     | 1        |       | *   |
| 218 | PS3877  | 7530-02-000-9098 | BOOK, MAILING, FIRM                        | BK | \$1.5689                     | 1        | 40    |     |
| 219 | PS3883  | 7530-02-000-9099 | FORM, FIRM DELIV REIPT (75 SETS/PKG)       | PG | \$2.1142                     | 1        | 40    |     |
| 220 | PS3907  | 7530-03-000-3749 | FORM, MAIL PICKUP NOTICE                   | EA | \$0.0101                     | 250      | 4500  |     |
| 221 | PS3915  | 7530-02-000-9124 | FORM, LOCK BX KEY REQ                      | SE | \$0.0419                     | 50       | 2000  |     |
| 222 | PS3921  | 7530-02-000-9125 | FORM, DAILY DELIVERY UNIT V                | SH | \$0.0168                     | 1        |       | *   |
| 223 | PS3922  | 7530-02-000-9126 | FORM, DELIVERY UNIT VOL REC                | SH | \$0.0168                     | 1        |       | *   |
| 224 | PS3930  | 7530-02-000-9035 | FORM, OPERATIONS ANALYSIS                  | SH | \$0.0168                     | 1        |       | *   |
| 225 | PS3958  | 7530-02-000-9132 | FORM, MAIN STAMP STOCK DAILY               | SH | \$0.0140                     | 1        |       | *   |
| 226 | PS3959  | 7530-02-000-9133 | FORM, STAMP STK DLY RECAP                  | SH | \$0.0140                     | 1        |       | *   |
| 227 | PS3971  | 7530-02-000-9136 | FORM, REQ OR NOTIF OF ABSEN<br>(100/PAD)   | PD | \$1.0535                     | 2        |       | *   |
| 228 | PS3972  | 7530-02-000-9137 | FORM, ABSENCE ANALYSIS                     | EA | \$0.0192                     | 1        | 2000  |     |
| 229 | PS3977  | 7530-02-000-9140 | FORM, DUPL KEY REC                         | EA | \$0.0163                     | 1        | 3000  |     |
| 230 | PS3982  | 7530-02-000-9148 | FORM, CHANGE OF ADDRESS                    | EA | \$0.0173                     | 1        | 1500  |     |
| 231 | PS3996  | 7530-02-000-9151 | FORM, CARRIER AUX CONT (100/PAD)           | PD | \$1.7370                     | 1        |       | *   |
| 315 | PS3999  | 7530-02-000-9154 | FORM, INSP OF LTR CARR ROUTE               | SH | \$0.0168                     | 1        |       | *   |
| 232 | PS4003  | 7530-02-000-9157 | FORM, RURAL ROUTE DESCRIPTION              | SE | \$0.0628                     | 1        | 600   |     |
| 233 | PS4027  | 7530-02-000-9167 | FORM, CHANGE IN RURAL DELIVERY             | SH | \$0.0168                     | 1        |       | *   |
| 234 | PS4052  | 7530-02-000-9168 | FORM, NOT TO RU PAT                        | SH | \$0.0140                     | 1        |       | *   |
| 235 | PS4056  | 7530-02-000-9169 | FORM, YOUR MAILBOX NEEDS ATTN<br>(100/PAD) | PD | \$1.0535                     | 2        |       | *   |
| 236 | PS4232  | 7530-03-000-9022 | FORM, RURL CUSTOMER DELIVERY INST          | EA | \$0.0127                     | 250      | 3000  |     |
| 316 | PS4239  | 7530-02-000-9205 | FORM, RURAL ROUTE COUNT OF MAIL            | SE | \$0.0277                     | 25       | 3000  |     |
| 237 | PS4240  | 7530-02-000-9206 | FORM, RURAL CARRIER TRIP REPORT            | SH | \$0.0168                     | 1        |       | *   |
| 317 | PS4241  | 7530-02-000-9207 | FORM, RURAL DEL STATISTICS REPORT          | SE | \$0.0482                     | 25       | 2000  |     |
| 499 | PS4241X | 7530-03-000-0936 | FORM, RURL DEL STATISTIC SUMM REPT         | EA | \$0.0454                     | 25       | 2000  |     |
| 238 | PS4245  | 7530-02-000-9211 | FORM, CARRIER'S STATEMENT                  | EA | \$0.0066                     | 500      | 5000  |     |
| 318 | PS4248  | 7530-02-000-9212 | FORM, RURAL ROUTE TRIP REPORT              | SE | \$0.0582                     | 1        | 1600  |     |
| 239 | PS4314C | 7530-02-000-9215 | FORM, CONSUMER SERVICE CARD                | SE | \$0.0669                     | 100      | 1200  |     |
| 319 | PS4326  | 7530-02-000-9217 | FORM, USPS NAT ZIP CODE DIR                | SE | \$0.1106                     | 1        | 3000  |     |
| 320 | PS4541  | 7530-02-000-9246 | FORM, WORK ORDER VEH REPAIR                | SE | \$0.0766                     | 50       | 700   |     |
| 321 | PS4543  | 7530-02-000-9247 | FORM, VEH MAINT WORK ORDER                 | EA | \$0.0135                     | 100      | 2800  |     |
| 240 | PS4565  | 7530-02-000-9250 | FORM, VEHICLE REPAIR TAG                   | SE | \$0.0279                     | 200      | 2400  |     |
| 322 | PS4567  | 7530-02-000-9252 | FORM, COMM SERV STA PROC RE                | SH | \$0.0141                     | 100      | 3000  |     |
| 241 | PS4570  | 7530-02-000-9272 | FORM, VEHICLE TIME RECORD                  | EA | \$0.0131                     | 250      | 3000  |     |
| 323 | PS4572  | 7530-02-000-9273 | FORM, TRACTOR LOG                          | EA | \$0.0109                     | 1        | 3000  |     |
| 324 | PS4582  | 7530-02-000-9280 | FORM, OPERATOR'S RECORD (CARD)             | EA | \$0.0902                     | 1        | 800   |     |
| 325 | PS4583  | 7530-02-000-9281 | FORM, PHY FIT INQ/MTR VEH                  | SE | \$0.0366                     | 1        | 3500  |     |
| 242 | PS4584  | 7530-02-000-9282 | FORM, OBSERV OF DRIVING PRACTICES          | SE | \$0.0367                     | 100      | 1000  |     |
| 326 | PS4585  | 7530-02-000-9283 | FORM, POSTAL DRIVER ACCD INFO              | EA | \$0.0082                     | 1        | 10000 |     |
| 327 | PS4586  | 7530-02-000-9284 | FORM, ACCIDENT INFORMATION                 | EA | \$0.0152                     | 1        | 6000  |     |
| 243 | PS4705  | 7530-02-000-9300 | FORM, FIRE INSP TAG                        | EA | \$0.0914                     | 1        | 500   |     |
| 244 | PS4707  | 7530-02-000-9301 | FORM, OUT OF ORDER TAG                     | EA | \$0.0446                     | 50       | 4000  |     |
| 245 | PS4805  | 7530-02-000-9330 | FORM, WORK RECORD SHEET                    | EA | \$0.0226                     | 100      | 1200  |     |
| 246 | PS4841  | 7530-03-000-9265 | FORM, FUEL AND UTILITIES RE                | EA | \$0.0168                     | 1        |       | *   |
| 328 | PS4983  | 7530-02-000-9402 | FORM, KEY AND LOCK REQUISITION             | SH | \$0.0743                     | 1        | 1600  |     |
| 329 | PS5111R | 7530-02-000-9437 | FORM, REVENUE PROTECTION PL                | EA | \$0.1083                     | 100      | 1600  |     |

| QP# | PSIN    | PSN              | Description   | UI | AVG Price<br>per Unit of Iss | Iss Incr | BPQ   | DVD |
|-----|---------|------------------|---|----|------------------------------|----------|-------|-----|
| 487 | PS5397  | 7530-02-000-9458 | FORM, CONTRACT ROUTE EXTRA TRIP AUTHORIZATION           | SE | \$0.0391                     | 1        | 1000  |     |
| 247 | PS5398A | 7530-02-000-9198 | FORM, STAR ROUTE VEH RECORD                             | SE | \$0.0161                     | 100      | 4000  |     |
| 248 | PS5399  | 7530-02-000-9199 | FORM, REC PERF OF HIWAY WTR                             | SH | \$0.0200                     | 1        |       | *   |
| 249 | PS542   | 7530-02-000-7216 | FORM, FOREIGN REG ARTICLE                               | SE | \$0.0719                     | 25       | 1000  |     |
| 330 | PS5429  | 7530-02-000-9467 | FORM, CERT OF EXCEP'L CONTR SVC                         | SE | \$0.0980                     | 1        | 800   |     |
| 331 | PS5466  | 7530-02-000-9472 | FORM, LATE SLIP   | BK | \$0.9822                     | 1        | 75    |     |
| 332 | PS5500  | 7530-02-000-9476 | FORM, REP OF CONTRACT RTE                               | SE | \$0.0510                     | 1        | 1000  |     |
| 333 | PS5659  | 7530-02-000-9490 | FORM, PASSPORT APPL TRANS                               | SE | \$0.0285                     | 1        | 1200  |     |
| 251 | PS571   | 7530-02-000-7223 | FORM, DISCREPANCY OF \$100                              | SE | \$0.0659                     | 50       | 2000  |     |
| 252 | PS6387  | 7530-02-000-9535 | FORM, APP RURAL MO TRANS                                | SH | \$0.0055                     | 100      | 6000  |     |
| 253 | PS6401  | 7530-02-000-9536 | FORM, DOMESTIC MONEY TO                                 | EA | \$0.0115                     | 50       | 5000  |     |
| 334 | PS7020  | 7530-02-000-9539 | FORM, AUTH ABSENCE FM WKRM FLOOR (100/PAD)              | PD | \$0.2098                     | 1        | 90    |     |
| 254 | PS7380  | 7530-02-000-9635 | FORM, M.D.C. SUPPLY REQUISITION                         | SH | \$0.0294                     | 100      | 2000  |     |
| 255 | PS7381  | 7530-02-000-9636 | FORM, REQ FOR SUPPLIES,EQUIP                            | SH | \$0.0168                     | 1        |       | *   |
| 335 | PS8040  | 7530-01-000-9906 | FORM, BULK MAIL ACCPT WRKSHT (100/PAD)                  | PD | \$1.4470                     | 1        |       | *   |
| 256 | PS8076  | 7530-02-000-8028 | FORM, AUTH TO HOLD MAIL                                 | EA | \$0.0078                     | 250      | 3000  |     |
| 509 | PS8099  | 7530-02-000-7238 | FORM, RECEIPT FOR REC DEL                               | EA | \$0.0097                     | 100      | 10000 |     |
| 500 | PS8105A | 7530-04-000-0302 | FORM, FUNDS TRANS/TRANSFER REPT                         | SH | \$0.0168                     | 1        |       | *   |
| 501 | PS8105B | 7530-04-000-0303 | FORM, SUSPICIOUS TRANSACTION REPT                       | SH | \$0.0140                     | 1        |       | *   |
| 336 | PS8125  | 7530-02-000-7255 | FORM, DROP SHIPMNT CLEARANCE DOC                        | EA | \$0.0377                     | 200      | 2000  |     |
| 338 | PS8127  | 7530-02-000-8685 | FORM, RURAL CARRIER SUPP PAYMENT                        | SH | \$0.0140                     | 1        |       | *   |
| 339 | PS8130  | 7530-02-000-9839 | FORM, VEND EQUIP LOG                                    | EA | \$0.0168                     | 1        |       | *   |
| 340 | PS8152  | 7530-03-000-9249 | FORM, EMPLOYEE DAILY ACTIVITY CARD                      | EA | \$0.0068                     | 250      | 4000  |     |
| 506 | PS8165  | 7530-03-000-9387 | FORM, MAIL FRAUD REPORT                                 | EA | \$0.0338                     | 50       | 2000  |     |
| 468 | PS8191  | 7610-03-000-6538 | FORM, STEP 1 GRIEVANCE                                  | EA | \$0.0168                     | 1        |       | *   |
| 257 | PS835   | 7530-02-000-9461 | FORM, QTRLY REPT OF ORIGINAT REG                        | SH | \$0.0140                     | 1        |       | *   |
| 341 | PS969   | 7530-02-000-7258 | FORM, MATERIAL RECYCL AND DISPO'L                       | SE | \$0.0628                     | 1        | 700   |     |
| 258 | PS991   | 7530-02-000-9547 | FORM, APPL FOR PROM OR ASSIGN                           | EA | \$0.0948                     | 50       | 500   |     |
| 260 | PUB122  | 7610-03-000-9059 | PUB, CUST GUIDE INDEM CLAIM                             | EA | \$0.0854                     | 1        | 600   |     |
| 069 | PUB123  | 7610-03-000-5306 | PUB, CONSUMER'S GDE TO POSTAL RATES AND FEES            | EA | \$0.0553                     | 50       | 1350  |     |
| 419 | PUB129  | 7610-02-000-7088 | PUB, SAFETY TALKS                                       | EA | \$3.3691                     | 1        | 14    |     |
| 420 | PUB192  | 7610-03-000-9314 | PUB, "CELEBRATE THE CENTURY POST"                       | EA | \$0.1955                     | 50       | 300   |     |
| 421 | PUB2    | 7610-01-000-9774 | PUB, PACKAGING FOR MAILING                              | EA | \$0.3481                     | 25       | 100   |     |
| 263 | PUB201  | 7610-02-000-9960 | PUB, GUIDE TO SERVS/PRDCTS                              | EA | \$0.1549                     | 30       | 300   |     |
| 423 | PUB208  | 7610-03-000-9402 | PUB, SERV.AVAIL FR.RURAL CARR                           | EA | \$0.0131                     | 1        | 3000  |     |
| 377 | PUB221  | 7610-03-000-9513 | PUB, ADDRESSING FOR SUCCESS                             | EA | \$0.0435                     | 100      | 1000  |     |
| 457 | PUB223  | 7610-03-000-9087 | PUB, DIRECTIVES/FORMS CATALOG                           | EA | \$1.6460                     | 1        | 24    |     |
| 264 | PUB225  | 7610-02-000-7089 | PUB, INTRO TO STAMP COLLECTING                          | EA | \$0.0000                     | 25       | 500   |     |
| 265 | PUB227  | 7610-02-000-7905 | PUB, PREPARING PKGS FOR MAILING                         | EA | \$0.0350                     | 100      | 2000  |     |
| 266 | PUB247  | 7610-02-000-7982 | PUB, 247 - SUPPLY AND EQUIP CATALOG                     | EA | \$4.5500                     | 1        | 18    |     |
| 267 | PUB25   | 7610-03-000-9119 | PUB, GUIDE TO DESIGNING LETTER MAIL                     | EA | \$0.5949                     | 1        | 60    |     |
| 268 | PUB28   | 7610-03-000-3688 | PUB, POSTAL ADDRESSING STANDARDS                        | EA | \$0.5455                     | 1        | 52    |     |
| 426 | PUB300A | 7610-04-000-6949 | PUB, CONSUMER & BUSINESS GUIDE TO PREVENTING MAIL FRAUD | EA | \$0.1938                     | 1        | 300   |     |
| 429 | PUB32   | 7610-03-000-9296 | PUB, GLOSSARY OF POSTAL TERMS                           | EA | \$0.5453                     | 1        | 72    |     |
| 432 | PUB353  | 7610-03-000-9268 | PUB, DESIGNING REPLY MAIL                               | EA | \$0.7766                     | 1        | 50    |     |
| 433 | PUB355  | 7610-03-000-9452 | PUB, IDEAS PROG SUPERVISOR'S GUIDE                      | EA | \$0.1027                     | 1        | 500   |     |
| 434 | PUB356  | 7610-03-000-9453 | PUB, IDEAS PROG EMP GUIDE                               | EA | \$0.0277                     | 1        | 2000  |     |
| 269 | PUB39   | 7610-03-000-9154 | PUB, US POSTAGE COLORING BOOK                           | EA | \$0.1780                     | 25       | 200   |     |
| 435 | PUB417  | 7610-02-000-9159 | PUB, NONPROFIT STANDARD MAIL ELIG                       | EA | \$0.3853                     | 1        | 80    |     |

| QP# | PSIN     | PSN              | Description   | UI | AVG Price<br>per Unit of Iss | Iss Incr | BPQ  | DVD |
|-----|----------|------------------|---|----|------------------------------|----------|------|-----|
| 270 | PUB49    | 7610-02-000-9901 | PUB, PREPARING STANDARD MAIL (A)                      | EA | \$0.5047                     | 1        | 50   |     |
| 437 | PUB51    | 7610-01-000-9815 | PUB, INTERNATIONAL MAIL                               | EA | \$0.1066                     | 25       | 300  |     |
| 438 | PUB52    | 7610-03-000-9109 | PUB, ACCEPTANCE OF HAZARDOUS,<br>RESTR, PERISH MATTER | EA | \$1.5400                     | 1        | 24   |     |
| 465 | PUB546   | 7610-03-000-4600 | PUB, SWEEPSTAKES ADVERTISING                          | EA | \$0.1154                     | 50       | 1000 |     |
| 466 | PUB548   | 7610-03-000-4637 | PUB, MAIL FRAUD TAR CONSUMERS                         | EA | \$0.0631                     | 1        | 1000 |     |
| 488 | PUB552   | 7610-03-000-7591 | PUB, UNDERSTANDING SEX'L HARASS                       | EA | \$0.6222                     | 1        | 100  |     |
| 439 | PUB63    | 7610-03-000-9221 | PUB, DESIGNING FLAT MAIL                              | EA | \$0.4258                     | 1        | 50   |     |
| 440 | PUB71    | 7610-03-000-9441 | PUB, EMP REQ LV FOR COND                              | EA | \$0.0173                     | 50       | 4000 |     |
| 441 | PUB75    | 7610-03-000-4795 | PUB, MVR'S GDE, (INCLU PS 3575 FORM)                  | EA | \$0.0000                     | 1        | 150  |     |
| 458 | PUB9     | 7610-03-000-4604 | PUB, STAMPS ETC ORDR FORM (50/PG)                     | PG | \$1.9564                     | 1        | 20   |     |
| 502 | PUB95    | 7610-04-000-1197 | PUB, QUICK SERVICE GUIDE                              | EA | \$0.8903                     | 1        | 25   |     |
| 442 | S2005D   | 8415-01-347-1461 | GLOVES, WOMEN'S MEDIUM                                | PR | \$0.5779                     | 1        | 72   |     |
| 443 | S2005E   | 8415-01-347-1462 | GLOVES, WOMEN'S, LARGE                                | PR | \$0.4900                     | 1        | 72   |     |
| 444 | S2005J   | 8415-01-347-4509 | GLOVES, MEN'S MEDIUM                                  | PR | \$1.1363                     | 1        | 72   |     |
| 445 | S2005K   | 8415-01-347-4510 | GLOVES, MEN'S, SMALL                                  | PR | \$0.9724                     | 1        | 72   |     |
| 489 | S2005L   | 8415-01-347-4511 | GLOVES, MEN'S, X-LARGE                                | PR | \$1.1717                     | 1        | 72   |     |
| 272 | S2025    | 6840-01-357-0744 | DOG REPELLENT   | CN | \$1.3511                     | 12       |      | *   |
| 273 | SGN145   | 7690-03-000-9110 | SGN, PAYMENT POLICY                                   | EA | \$0.3877                     | 1        | 300  |     |
| 274 | SSS1M    | 7530-04-000-5367 | FORM, (UPO), REGISTRATION MAIL-BACK                   | EA | \$0.0000                     | 50       | 1250 |     |
| 485 | SSS2     | 7530-03-000-3658 | FORM, SSS INFORMATION CHANGE                          | EA | \$0.0000                     | 25       | 2500 |     |
| 447 | SSSBOX45 | 7690-03-000-3813 | FORM, DISPENSER BOX/DISPLAY                           | EA | \$0.0000                     | 1        | 4    |     |
| 449 | SSSPOS46 | 7690-03-000-3746 | POS, REGISTRATION POSTER                              | EA | \$0.0000                     | 1        | 1200 |     |
| 450 | TAG13    | 7690-03-000-9014 | TAG, SCHEDULED MAIL                                   | EA | \$0.0192                     | 500      | 6000 |     |
| 451 | TAG15    | 7690-02-000-9907 | TAG, DO NOT DELAY-TIME VALUE<br>DATA-EXPEDITE         | EA | \$0.0244                     | 100      | 6000 |     |
| 452 | TAG155   | 7690-03-000-9238 | TAG, SURFACE AIRLIFT                                  | EA | \$0.0327                     | 100      | 2000 |     |
| 453 | TAG158   | 7690-03-000-9135 | TAG, SAM M-BAG ADDRESS TAG                            | EA | \$0.0691                     | 100      | 3000 |     |
| 275 | TAG2     | 7690-01-000-9229 | TAG, PRIORITY MAIL                                    | EA | \$0.0126                     | 100      | 4000 |     |
| 454 | TAG57    | 7690-02-000-9965 | TAG, POL CAMP MAILING                                 | EA | \$0.0211                     | 100      | 4000 |     |
| 455 | TAG6     | 7690-03-000-9237 | TAG, FIRST CLASS - DO NOT DELAY                       | EA | \$0.0210                     | 50       | 4000 |     |
| 469 | TAG8     | 7690-03-000-9498 | TAG, GLOBAL PRIORITY MAIL                             | EA | \$0.0261                     | 25       | 2000 |     |
| 456 | TSP20    | 7530-01-000-9449 | TSP, LOAN APPLICATION                                 | EA | \$0.0000                     | 1        | 3600 |     |
| 479 | TSP3     | 7530-01-000-9647 | TSP, DESIGN BENEFICIA                                 | EA | \$0.0000                     | 1        | 1800 |     |

— Logistics Programs, Purchasing and Materials, 8-10-00



# Retail

UPDATE

## Mechanical Scale Charts

This article provides clarification to *Postal Bulletin 22027* (6-29-00).

On page 62, the article quoted a price of \$250 for new scale charts to be used with the non-electronic mechanical scales.

The \$250 price is the total installed cost, not what it would cost to simply buy the scale chart — the scale charts themselves will probably cost from \$20 to \$50 apiece. However, when one figures in the travel and labor expense it will take for maintenance to travel to each location, install the new chart, and adjust and calibrate the scales, the total cost will actually be in the \$250 range.

Because there will be no automatic shipment, it is imperative that each office orders its own non-electronic mechanical scale charts using its FEDSTRIP by September 11, 2000. The offices ordering new charts will not be charged this fiscal year. They will be charged the cost of the charts when the final production costs are known.

We are developing a database that will allow us to track all equipment in the field. If a district decides to bulk order charts, the order must be accompanied by a specific list of types and locations of all mechanical scales and their FEDSTRIP numbers. Order scale charts only for the non-electronic manual scales your office uses on a daily basis, not for emergency scales that might be used during a power outage.

— Retail Operations Support,  
Retail Operations, 8-10-00

VENDING NOTIFICATION

## Validator Parts Discontinuance

Effective August 10, 2000, validator replacement parts will no longer be available for the following:

| Unit      | NSN              | Mfg.       |
|-----------|------------------|------------|
| PCM-1625A | 3550-02-000-0284 | Mars       |
| PBSM-624  | 3550-03-000-2528 | M150A1-USA |

The only available validator for these systems is the Ardac validator (NSN 3550-04-000-6935), the Postal Service standard.

Dispose of the old validator in accordance with Material Logistics Bulletin MLB-PP-95-002, Amendment 3, 5/22/97. If a relevant disposition is initiated, sections 646 and 647.1 of Handbook AS-701, *Material Management* (September 1997), will apply.

— Self Service, Retail,  
Consumers and Small Business, 8-10-00

## Surcharges on Priority Mail and Parcel Post

Bulky articles cost more to transport because they take up more room in transportation. If a large article is also lightweight, failure to assess applicable surcharges means that the cost of transportation will not be recouped, because the basic postage rate is based on weight. The Postal Service is losing revenue over the surcharge issue.

There are three different surcharges — balloon surcharge, nonmachinable surcharge, and oversize surcharge — that may apply to parcel post. Priority Mail may be subject to one surcharge — the balloon surcharge.

In nearly every case, visual examination is required to determine whether a surcharge should be assessed. Only the sales and services associate (SSA) is in a position to make this determination.

**Balloon Surcharge:** The balloon surcharge must be assessed on a *Priority Mail or Parcel Post* item if both of the following apply:

- The weight is less than 15 pounds.
- The combined length and girth is from 84 to 108 inches.

These articles must be charged the 15-pound rate for the appropriate zone.

**Nonmachinable Surcharge:** The nonmachinable surcharge must be assessed on *inter-BMC* parcel post (not on Priority Mail) *without special handling* if any of the following apply:

- The length exceeds 34 inches.
- The height exceeds 17 inches.
- The width exceeds 17 inches.
- The weight exceeds 35 pounds. (See Note below.)
- The packaging or contents are among those listed in DMM E630.1.4.

**Note:** If the weight exceeds 35 pounds, the IRTs and POS ONE both assess the nonmachinable surcharge automatically, because the weight is known by the system. All the other criteria depend upon visual examination, and the system depends upon the SSA to indicate that the surcharge applies.

The balloon surcharge and the nonmachinable surcharge may be assessed on the same parcel post article, subject to the rules outlined above.

**Oversize Surcharge:** The oversize surcharge must be assessed on a Parcel Post (not Priority Mail) article if the following applies:

- The combined length and girth falls between 108 and 130 inches.

Parcel Post is the only mail class that accepts articles with a combined length and girth over 108 inches. The oversized rate for the appropriate zone must be charged for these articles. The oversized rate is higher than the 70-pound rate. The weight limit remains 70 pounds.

The oversize surcharge may *not* be combined with the nonmachinable surcharge or the balloon surcharge. The oversize surcharge includes all the extra costs of handling oversize articles.

### Assessing Surcharges on IRTs and POS ONE

The IRTs and POS ONE will not permit assessment of a surcharge on an inappropriate mail class or the combining of surcharges that cannot be assessed together.

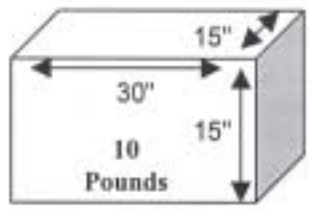
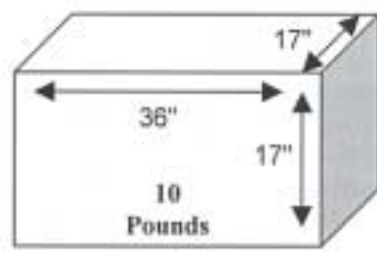
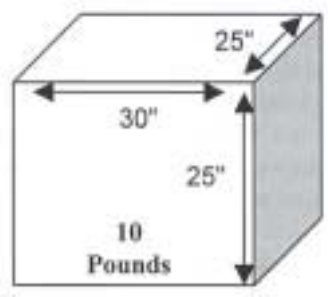
**Unisys IRTs:** After selecting a mail class key and entering the destination ZIP Code, select the OVERSIZE SURCHARGE key, and then choose from the list of surcharges on the menu. The IRT will return automatically to the Mailing screen. If a second surcharge must be assessed, select OVERSIZE SURCHARGE again and choose the second surcharge from the menu. The IRT will again return to the Mailing screen so that you can continue the transaction.

**MOS IRTs:** After selecting a mail class key and entering the destination ZIP Code, select the OVERSIZE key, and then choose from the list of surcharges on the menu. On Parcel Post items the balloon surcharge and the nonmachinable surcharge can both be selected at this point, if necessary. Select the OVERSIZE key again to return to the Mailing screen and continue the transaction.

**NCR POS ONE:** After entering the destination ZIP Code, select the <Surcharge> DynaKey on the “What are you mailing?” screen. The system will remain on the same screen to allow selection of a second DynaKey to indicate the type of article being mailed (letters/correspondence, package/merchandise, etc.). The system will then proceed to the “Select applicable surcharges” screen. Choose the appropriate surcharge DynaKey(s) and select the <Accept> DynaKey to continue the mailing transaction.

**IBM POS ONE:** After entering the destination ZIP Code, touch the <Surcharge> button on the “How quickly?” screen. Select the appropriate surcharge(s) from the list presented on the “Mailing – Surcharges” screen. The system will return to the “How quickly?” screen to allow you to select a mail class and complete the transaction. It is also possible to change surcharge selections at the end of a transaction by touching the <Add/Remove Surcharges> button on the “Mailing – Summary” screen.

**Examples of Balloon Surcharge, Nonmachinable Surcharge, and Oversize Surcharge**

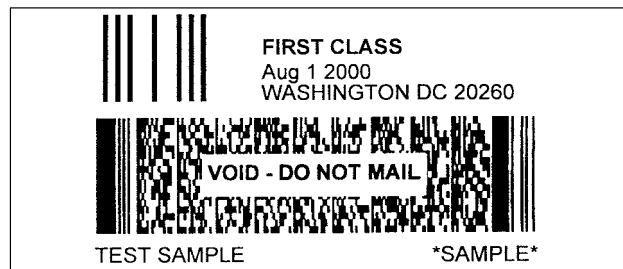
|   |  |  |
|---|--|--|
| <p><b>Balloon Surcharge If Both:</b></p> <ul style="list-style-type: none"> <li>■ Weight less than 15 pounds.</li> <li>■ Length plus girth more than 84 but no more than 108 inches.</li> </ul>   |   | <p><i>Balloon Surcharge: Yes</i></p> <p><i>Nonmachinable Surcharge: No</i></p> <p><i>Oversize Surcharge: No</i></p>  |
| <p><b>Nonmachinable Surcharge If Any:</b></p> <ul style="list-style-type: none"> <li>■ Length more than 34 inches.</li> <li>■ Height more than 17 inches.</li> <li>■ Width more than 17 inches.</li> <li>■ Weight more than 35 pounds.</li> <li>■ Contents listed in DMM E630.1.4.</li> </ul> |  | <p><i>Balloon Surcharge: Yes</i></p> <p><i>Nonmachinable Surcharge: Yes</i></p> <p><i>Oversize Surcharge: No</i></p> |
| <p><b>Oversized Surcharge If:</b></p> <ul style="list-style-type: none"> <li>■ Length plus girth more than 108 inches but not more than 130 inches.</li> </ul> <p>(Note: The nonmachinable surcharge and balloon surcharge do not apply to the oversize rate.)</p>                            |  | <p><i>Balloon Surcharge: No</i></p> <p><i>Nonmachinable Surcharge: No</i></p> <p><i>Oversize Surcharge: Yes</i></p>  |

— Retail Operations Support, Retail Operations, 8-10-00

*IBI UPDATE*

**New IBI Being Tested**

Shown with this article is a replica of the IBI produced by DAZzle, a PSI Product, currently in testing. Mail bearing this barcode will be entered into the regular mailstream as testing is extended to the field. Mail bearing this barcode should be processed in the same manner as any other mail bearing authorized full-rate postage.



— Postage Technology Management, Retail, Consumers and Small Business, 8-10-00

# What's in Store

## Race on, retail employees

There's still more ground to cover in the *VISA/USPS Retail Employee Contest*, which ends September 8.

The first stage ended with retail clerks in 85 district offices winning the leader's yellow polo shirt. The winning units are identified below. The second "race" of the contest – at the area level – ends August 11. Then, it's on to the third and final stage at the national level.

Teamwork is the key to victory. Everyone in the office needs to keep reminding customers about the convenience of paying for postal products and services with credit cards. Postmasters and station managers need to support their team by making sure all the *VISA/USPS Tour de France Customer Sweepstakes* information is up and visible.

Here are the winning units in Race #1 of the VISA/USPS Retail Employee Contest.

## Greetings Area Retail Managers

The winning units of Race #1 of the VISA/USPS Retail Employee Contest have been identified as follows:

### Allegheny Area

South Jersey District - Selbyville MPO  
Pittsburgh District - McKeesport MPO  
Erie District - Boswell MPO  
Harrisburg District - Lake Como MPO  
Lancaster District - Pottstown MPO  
Cincinnati District - Mid City Station  
Philadelphia District - Springfield Mall  
Akron District - Mantua MPO  
Columbus District - Scottown PO  
Cleveland District - Shaker Heights Store

### Capital Metro

Baltimore District - Lavale Branch  
Capital District - Montgomery Village Branch  
Northern Virginia - Reston Branch

### Great Lakes

Chicago District - Station N  
Central Illinois - Mount Zion MPO  
Greater Michigan - Allendale MPO  
Greater Indiana - Griffith MPO  
Detroit District - Canton PO  
Northern Illinois - Malta MPO  
Royal Oak District - Walled Lake PO

### Mid-Atlantic

Kentuckiana District - Prospect MPO  
Richmond District - Elkton MPO  
Greater SC District - Anderson MPO  
Appalachian District - Hurricane MPO  
Greensboro District - Crabtree Valley Station  
Mid-Carolina District - Hampstead MPO

### Midwest

Dakotas District - Glyndon PO  
Milwaukee District - Kimberly MPO  
Gateway District - Mount Sterling MPO

Central Plains - Essex MPO  
Northland District - Hayward MPO  
Hawkeye District - Haverhill MPO  
MidAmerica District - Neosho PO

### New York Metro

Northern New Jersey - Hillsdale MPO  
Triboro District - Metro Bushwick Station  
Long Island District - Sagaponack MPO  
Central New Jersey - Freehold MPO  
New York District - Bronx GPO  
Westchester District - Denver MPO  
Caribbean District - Aguadilla MPO

### Northeast

Middlesex District - Framingham MPO  
Albany District - Green Island Branch  
Providence District - Barnstable MPO  
Western NY District - Bliss MPO  
New Hampshire - Groveton MPO  
Connecticut District - Washington ST Station  
Maine District - Frenchboro MPO  
Springfield District - North Burlington Station  
Boston District - East Boston AMF

### Pacific

Honolulu District - Maunaloa MPO  
San Jose District - Goshen MPO  
Van Nuys District - Lyons Station  
San Diego District - Needles MPO  
Sacramento District - Placerville MPO  
Los Angeles District - Federal Fin. Station  
San Francisco - Westlake Station  
Oakland District - Walnut Creek Station A  
Santa Ana District - San Gabriel PO  
Long Beach District - Cabrillo Station

### Southeast

North Florida - Nobles Station  
Suncoast District - Loughman MPO  
Tennessee District - White Station  
South Georgia - Mulberry Street Station  
Atlanta District - Hoschton MPO  
South Florida - Miracle Mile Postal Store  
Alabama District - Springhill Station  
Central Florida - Debary PO  
Mississippi District - Magee MPO

### Southwest

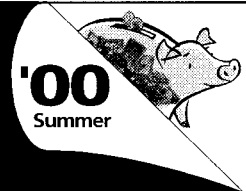
Arkansas District - Piggott MPO  
Oklahoma District - Sulphur MPO  
Dallas District - Alto MPO  
Rio Grande District - San Antonio Downtown Station  
Louisiana District - Jonesboro MPO  
Houston District - Oak Forest Station  
Fort Worth District - Stinnett MPO

### Western

Colorado/Wyoming - Sundance MPO  
Big Sky District - Reserve PO  
Arizona District - Vail MPO  
Alaska District - Homer MPO  
Seattle District - North City Station  
Portland District - Timber MPO  
Albuquerque District - Alto MPO  
Salt Lake City - Hanksville MPO  
Spokane District - Eagle Rock Station  
Las Vegas District - USPS POE At Albertson's Supermarket

# What's in Store

# your Retail Calendar



## August

| SUN  |   | MON  |   | TUE   | WED  | THU   | FRI                 | SAT |
|--|---|--|---|---|--|---|---------------------|-----|
|  |   |  |   | 1<br><b>Retail Reminder:</b><br>Maintain enough product inventory and keep vending machines fully stocked | 2  | 3   | 4<br><i>payday</i>  | 5   |
| 6  | 7   | 8  | 9<br><b>Retail Reminder:</b><br>The key to selling retail products is making them visible to your customers           | 10  | 11<br><i>Areawide Visa/ USPS Employee Race 2 Ends</i><br>AP 12 Ends                  | 12<br><i>Nationwide Visa/ USPS Employee Race 3 Begins</i><br>AP 13 Begins |                     |     |
| 13   | 14<br><b>Retail Reminder:</b><br>Move outdated product to a secondary location (on slatwall/front of gondola/mobile slatwall); display fall product | 15   | <i>Look for fall product shipment to arrive this week</i>   |   |  |   | 18<br><i>payday</i> | 19  |
| 20<br><b>Did You Know?</b><br>USPS™ eBillPay is an easy, secure way to view and pay bills online | 21<br><b>Retail Reminder:</b><br>Reorder new product as needed – allow 3 weeks for delivery   | 22<br><b>Retail Reminder:</b><br>Make sure retail product is fully stocked                               | 23<br><b>Inform Your Customers</b><br>if they use their Visa® card, they could win a trip to the 2001 Tour de France® | 24  | 25<br><b>Retail Reminder:</b><br>Last day for Districts to input VESS data for AP 12 | 26  |                     |     |
| 27<br><b>Did You Know?</b><br>Priority Mail Global Guaranteed™ prices start at \$20              | 28<br><b>Display Labor Day office closed sign</b>   | 29<br><b>Inform Your Customers</b><br>they can order stamps 24 hours a day on usps.com or 1-800 STAMP-24 | 30  | 31<br><b>AUGUST STAMP RELEASE:</b><br>• <i>Joseph Stilwell</i>  |  |   |                     |     |

Refer to your 90-Day Retail Calendar Swingroom Poster for additional information.

Access the Retail Intranet Site at: <http://retail.usps.gov>

# What's in Store

# your Retail Calendar



## September

|   |   |   |  |                          | FRI  | SAT   |
|---|---|---|--|--------------------------|--|---|
|   |   |   |  |                          | 1  | 2   |
|   |   |   |  |                          | <b>Did You Know?</b><br>USPS retail employees will start the day in new uniforms<br><b>payday</b>                                  |   |
| SUN   | MON   | TUE   | WED  | THU                      |  |   |
| 3   | 4   | 5   | 6  | 7                        | 8  | 9   |
| <b>Did You Know?</b><br>56% of mass merchandise shoppers notice P.O.P. material   | <b>Labor Day</b>  | <b>Inform Your Customers</b><br>if they use their Visa® card, they could win a trip to the 2001 Tour de France® | <b>Retail Reminder:</b><br>Maintain enough product inventory and keep vending machines fully stocked |                          | <b>Nationwide Visa/USPS Employee Race 3 Ends</b><br>AP 13 Ends   | AP 1 Begins   |
| 10  | 11  | 12  | 13   | 14                       | 15   | 16  |
| <b>Did You Know?</b><br>Locations with P.O.P. displayed during 3 drive periods show up to 35% more walk-in revenue than those without P.O.P. displayed                      | <b>Retail Reminder:</b><br>Remove Visa/USPS employee poster, brochures, rules, and counter stickers |   |  |                          | <b>Retail Reminder:</b><br>Flip over summer P.O.P. to display fall P.O.P. – put up new elements and take down old<br><b>payday</b> |   |
| 17  | 18  | 19  | 20   | 21                       | 22   | 23  |
| <b>Did You Know?</b><br>The Grand Award (Tour de France 2001 trip) and 1st Award (Sunterra® Resort Vacation) drawings for the Visa/USPS Retail Employee Contest happen soon | <b>Retail Reminder:</b><br>Remove outdated P.O.P. – put up new P.O.P.                               |   | <b>Retail Reminder:</b><br>Double check that you have flipped summer to fall P.O.P. elements         | <b>First Day of Fall</b> | <b>Retail Reminder:</b><br>Last day for Districts to input VESS data for AP 13   | <b>Retail Reminder:</b><br>Make sure fall P.O.P. has been properly placed |
| 24  | 25  | 26  | 27   | 28                       | 29   | 30  |
| <b>Did You Know?</b><br>Delivery Confirmation™ service is available only with Priority Mail® and Standard Mail (B) services   | <b>Inform Your Customers</b><br>about the new stamps  |   |  |                          | <b>payday</b>  |   |

**SEPTEMBER STAMP RELEASES:**

- Claude Pepper
- California Statehood
- Edward G. Robinson

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Access the Retail Intranet Site at: <http://retail.usps.gov>

# What's in Store

# your Retail Calendar



## October National Stamp Collecting Month

| SUN   | MON  | TUE  | WED  | THU  | FRI  | SAT  |
|---|--|--|--|--|--|--|
| 1   | 2  | 3<br><b>Display Columbus Day office closed sign</b>  | 4<br><b>Retail Reminder:</b><br>Deer stamp reprints, items 663600 and 663611, available in vending machines          | 5<br><b>Retail Reminder:</b><br>All vending machines must have the new "Ardac" validators installed        | 6<br><b>Inform Your Customers</b><br>that October is National Stamp Collecting Month – be sure to mention our new fall stamps<br>AP 1 Ends | 7<br>AP 2 Begins   |
| 8<br><b>Did You Know?</b><br>Priority Mail Global Guaranteed™ service offers guaranteed delivery in 2 business days from the U.S. to most of Western Europe | 9<br><b>Offices Closed</b><br><br><b>Columbus Day</b>  | 10<br><b>Retail Reminder:</b><br>Look for the list of Visa/USPS Retail Employee Contest winners in internal communications | 11<br><b>Inform Your Customers</b><br>about sending a FIRSTCLASS PHONECARD™ to somebody they'd like to hear from     | 12<br><b>Retail Reminder:</b><br>Maintain enough product inventory and keep vending machines fully stocked | 13<br><b>Inform Your Customers</b><br>Deep Sea Creatures stamps and products are now available<br><b>payday</b>                            | 14<br><b>Retail Reminder:</b><br>Use your cleaning cards for vending machine bill validators on a regular basis                          |
| 15<br><b>Did You Know?</b><br>New products create excitement for customers  | 16<br><b>Retail Reminder:</b><br>Make sure Stamps by Mail order forms are fully stocked<br><b>National Bosses Day</b>  | 17   | 18   | 19   | 20<br><b>Retail Reminder:</b><br>Last day for Districts to input VESS data for AP 1  | 21<br><b>Sweetest Day</b>  |
| 22<br><b>Did You Know?</b><br>Having a variety of products compels customers to buy   | 23<br><b>Retail Reminder:</b><br>Holiday retail products are now available – be sure to tell your customers about them | 24<br><b>Holiday P.O.P. and product shipments arrive this week</b>   |  |  | 26<br><b>Retail Reminder:</b><br>Take down fall P.O.P. – put up holiday P.O.P.<br><b>payday</b>  | 27<br><b>Inform Your Customers</b><br>about the new lower prices on FIRSTCLASS PHONECARD™ products (\$8, \$15, \$27, \$53 denominations) |
| 29<br><b>Summer/Fall Drive Period ends</b><br><br><b>Daylight Saving Time ends</b>  | 30<br><b>HOLIDAY DRIVE PERIOD BEGINS</b>   | 31<br><b>Retail Reminder:</b><br>Buy 2 Get 1 Free FIRSTCLASS PHONECARD™ promotion begins<br><br><b>Halloween</b>           | <b>OCTOBER STAMP RELEASES:</b><br>• <i>Thomas Wolfe</i><br>• <i>Deep Sea Creatures</i><br>• <i>White House (tbd)</i> |  |  |  |

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