

# POSTAL BULLETIN

PUBLISHED SINCE MARCH 4, 1880

PB 22136, September 2, 2004

# Doorways

TO THE U.S. POSTAL SERVICE



Always open.



Stop by anytime.

Each door represents a Postal Service customer access point.

Do you know which ones?

**Answers on page 3**



Room with a view.



Hello, neighbor.

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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.

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



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

PB 22136: 7690-07-000-0120	PB 22128: 7690-07-000-0112	PB 22121: 7690-05-000-5990	PB 22114: 7690-05-000-5983
PB 22135: 7690-07-000-0119	PB 22127: 7690-07-000-0111	PB 22120: 7690-05-000-5989	PB 22113: 7690-05-000-5982
PB 22134: 7690-07-000-0118	PB 22126: 7690-07-000-0110	PB 22119: 7690-05-000-5988	PB 22112: 7690-05-000-5981
PB 22133: 7690-07-000-0117	PB 22125: 7690-07-000-0109	PB 22118: 7690-05-000-5987	PB 22111: 7690-05-000-5980
PB 22132: 7690-07-000-0116	PB 22124: 7690-07-000-0108	PB 22117: 7690-05-000-5986	PB 22110: 7690-05-000-5979
PB 22131: 7690-07-000-0115	PB 22123: 7690-07-000-0107	PB 22116: 7690-05-000-5985	PB 22109: 7690-05-000-5978
PB 22130: 7690-07-000-0114	PB 22122: 7690-05-000-5991	PB 22115: 7690-05-000-5984	PB 22108: 7690-05-000-5977

# Doorways

## TO THE U.S. POSTAL SERVICE

Customers open these doors to quick, easy, convenient service.

Quick. Easy. Convenient.



**800,000 visits**  
to usps.com every day.

Here. There. Everywhere.



**300,000 collection boxes**  
on streets nationwide.

Village. Town. City.



**141,300,000 mailboxes**  
in small towns and big cities.

Delivery. Pickup. Service.



**229,404 letter carriers**  
delivering every day.

## USPSNEWS@WORK

### On hallowed Ground Zero: Church Street Station reinaugurated

New York City's Church Street Station, closed since the Sept. 11 attacks, re-opened for business earlier this month. A special re-inauguration ceremony at the facility Aug. 19 put the finishing touches on its return to business.

On hand to celebrate the event were Postmaster General (PMG) Jack Potter, New York Metro Area Vice President Dave Solomon, New York City Fire Commissioner Nick Scoppetta, New York City District Manager/Postmaster Vinnie Malloy and Church Street Station Manager Lorenzo Richardson. Richardson and his staff are credited with helping evacuate everyone safely from the building on the morning of the attacks.

The ceremony was equally special for PMG Potter, who had promised to do everything he could to see the facility reopen. On Oct. 2, 2001, when the *United We Stand* stamp was issued at USPS® Headquarters, postal inspectors presented Potter with the flag that had flown over Church Street Station Sept. 11, 2001.

"It was still encased in dust and dirt," said Potter at the ceremony. "The flag became a symbol of hope — hope that this building would one day be restored to service — and hope that the people of New York and this nation also would be restored.

"I salute all of our Church Street employees, with a special thanks to Station Manager Lorenzo Richardson and his supervisors who helped evacuate everyone to safety. It's got to be great to be back home for the 167 carriers, clerks and mail handlers!"

### Working in safe mode: OSHA injury and illness national safety indicators improve



The latest number of Occupational Safety and Health Administration (OSHA) injuries and illnesses and corresponding national safety indicators are improved in all six categories — with fewer incidents reported in all nine areas.

The national number of OSHA injuries and illnesses for all areas is 18.38 percent lower year to date compared to the same period last year (SPLY) — with 7,562 fewer through June 30. In area totals, the Pacific Area led the way with 33.8 percent fewer OSHA injuries and illnesses, followed by Northeast area with 25.3 percent fewer.

The greatest improvements for OSHA injuries and illness national safety indicators are reported in musculoskeletal injuries and on-site slips, trips and falls. Nationally, area counts show the total number of musculoskeletal OSHA injuries and illnesses are 23.7 percent under SPLY, while the slip, trip and fall category shows a 20.5 percent improvement.

This update continues a positive trend started at end of Fiscal Year 2001. Since then, we've had a 35 percent reduction in OSHA injuries and illnesses — just one example of how we're transforming by focusing on achieving record safety performance every day.

### Cutting the line . . . by half or more: APC earns praise in kiosk review



Chalk up another win for the Automated Postal Center® (APC).

On top of recent industry awards and passing the \$12 million revenue mark Aug.

16, the APC is praised in a review for cutting wait times in Post Offices™.

"The End of the Line," an article in Kiosk Marketplace News, notes that APCs have increased efficiency and improved customer service.

The article points out that APCs offer added security features. Like going to the counter, the APC touch screen prompts users to answer questions like: Does the package contain anything explosive, flammable or infectious?

The machine is used only with credit or debit cards, so there is a record of each transaction. If a package weighs 16 ounces or more, a photo of the user is taken when the card is swiped, reducing the possibility of mischief.

There are more than 1,000 APCs now installed around the country, on track for 2,500 installations by the 2004 holiday season.

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**PERF-ect way to help: Employee relief fund available to Postal Service workers**

The Postal Employees' Relief Fund (PERF) began as a way for USPS employees to help their fellow Postal Service workers affected by major natural disasters such as Hurricane Charley or the recent California wildfires.

If you are an affected employee — or if you'd like to help — contact PERF at the following address, telephone number, or e-mail address:

PO BOX 34422  
WASHINGTON DC 20043-4442  
Telephone: 202-408-1869  
E-mail: [perf9891@aol.com](mailto:perf9891@aol.com)

# Administrative Services

## ASM REVISION

### Miscellaneous Payments

Effective September 2, 2004, the *Administrative Support Manual* (ASM) is revised to update the procedure for miscellaneous payments. Headquarters and Headquarters field organizations will no longer use PS Form 2431, *Request for Miscellaneous Disbursement Payment*.

*Note:* See related articles on pages 7 and 37 of this *Postal Bulletin*.

We will incorporate these revisions into the next printed edition of the ASM and into the next update of the online version accessible on the Postal Service™ PolicyNet Web site.

- Go to <http://blue.usps.gov>.
- Under “Essential Links” in the left-hand column, click on *References*.
- Under “References” in the right-hand column, click on *PolicyNet*.
- Then click on *Manuals*.

(The direct URL for the Postal Service PolicyNet Web site is <http://blue.usps.gov/cpim>.)

### Administrative Support Manual (ASM)

	*	*	*	*	*
<b>7</b>	<b>Supply Management</b>				
	*	*	*	*	*
<b>72</b>	<b>Purchasing</b>				
	*	*	*	*	*
<b>722</b>	<b>Local Buying Authority</b>				
	*	*	*	*	*
<b>722.6</b>	<b>Procedures</b>				
	*	*	*	*	*

#### 722.63 Payment

##### 722.631 General

[Revise the text of 722.631 to read as follows:]

The approved payment method hierarchy is as follows:

- a. Electronic data interchange (EDI) via eBuy.
- b. I.M.P.A.C. expense credit cards.
- c. Payment by the ASC through PS Form 8230, *Authorization for Payment*.

- d. No-fee money order (one-time emergency only, up to \$500).
- e. Cash (one-time emergency only, up to \$100).
- f. Imprest fund check.

When operational needs cannot be satisfied through eBuy or other consolidated payment processes approved by Finance, the I.M.P.A.C. credit card serves as the primary means of buying and paying for day-to-day operational needs under local buying authority.

For noncapital items, when you cannot use eBuy, consolidated payment processes, or the I.M.P.A.C. card, you may pay by any of the following methods (preference is listed in descending order):

- a. Invoice with PS Form 8230, *Authorization for Payment*, to the Scanning and Imaging Center.
- b. No-fee money orders (for one-time emergency payments less than \$500).
- c. Cash (for one-time emergency payments less than \$100). If payment must be made from the imprest fund, see Handbook F-19, *Accountability of Disbursing Officers*. If a cash-fixed credit is used, see also Handbook F-1, *Post Office Accounting Procedures*.
- d. Imprest fund check (if less than \$2,000).

For more information on these means of payment see Handbook F-1 and other related finance documents.

\* \* \* \* \*

— *National Accounting,  
Finance, 9-2-04*

HANDBOOK REVISION

**Handbook AS-709**

Effective September 2, 2004, Handbook AS-709, *Credit Card Policies and Procedures for Local Buying*, is revised to update the local buying payment hierarchy.

*Note:* See related articles on pages 6 and 37 of this *Postal Bulletin*.

We will incorporate these revisions into the next printed edition of Handbook AS-709 and into the next update of the online version accessible on the Postal Service™ PolicyNet Web site.

- Go to <http://blue.usps.gov>.
- Under “Essential Links” in the left-hand column, click on *References*.
- Under “References” in the right-hand column, click on *PolicyNet*.
- Then click on *HBKs*.

**Handbook AS-709, Credit Card Policies and Procedures for Local Buying**

\* \* \* \* \*

**3 Cardholder’s Local Buying Procedures**

\* \* \* \* \*

**32 Your Local Buying Authority**

*[Revise the “Payment Hierarchy” sidebar in 32 to read as follows:]*

**Payment Hierarchy**

- eBuy
- Consolidated Invoices
- I.M.P.A.C. Credit Card
- ASC Payment via PS Form 8230
- No-Fee Money Orders (one-time emergency only, up to \$500)
- Cash (one-time emergency only, up to \$100)
- Imprest Fund Check

**321 The Primary Local Buying Method**

*[Revise 321 to read as follows:]*

When operational needs cannot be satisfied through eBuy or other consolidated payment processes approved by Finance, the I.M.P.A.C. credit card serves as the primary means of paying for day-to-day expenses under your delegated local buying authority. (See 212.6 for delegation of local buying authority.) ASM 722 promulgates the basis for local buying authority. Key points from ASM 722 are restated throughout this chapter. Other means of paying for local buys include submitting an invoice with PS Form 8230, *Authorization for Payment*, no-fee money orders (one-time emergency only, up to \$500), cash (one-time emergency only, up to \$100), and imprest fund checks. For more information on these means of payment see Handbook F-1 and other related Finance policies and procedures. Use these other means of payment only in instances where there is no VISA®-capable merchant or the I.M.P.A.C. credit card is not authorized for use (e.g., special tracking and reporting requirements). Do not use local buying authority when sound fiscal management principles make another form of purchasing more advantageous to the Postal Service.

\* \* \* \* \*

— *National Accounting, Finance, 9-2-04*

# Customer Relations

## 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 Integration at 202-268-2225 at least 1 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
Williams-Sonoma	Standard/Flat	9/7/04–9/8/04	4.48	Nationwide	3/5-Digit, Car-Rt	Quad Graphics, Hartford, WI
JCP Week 32 Sweet Sale	Standard/Postcard	9/7/04–9/9/04	10.0	Nationwide	Car-Rt	Harte-Hanks
2004 REI Fall Catalog	Standard/Catalog	9/7/04–9/10/04	1.15	Nationwide	3/5-Digit, Car-Rt	Quebecorworld Color, Bensenville, IL
2004 REI Fall Flyer	Standard/Flat	9/7/04–9/10/04	1.15	Nationwide	3/5-Digit, Car-Rt	Quebecorworld Color, Bensenville, IL
Seventh Avenue	Standard/Catalog	9/7/04–9/10/04	1.0	Nationwide	Barcoded, Basic, 3/5-Digit, Car-Rt	Quad Graphics, Lomira, WI
Through the Country Door	Standard/Catalog	9/7/04–9/10/04	1.7	Nationwide	Barcoded, Basic, 3/5-Digit, Car-Rt	Quad Graphics, Lomira, WI
The Sportsman's Guide, July Hunting Remail	Standard/Catalog	9/7/04–9/11/04	1.0	Nationwide	3/5-Digit, Car-Rt	RR Donnelly, Spartanburg, SC
JCP Fall Sale Preview	Standard/Flat	9/11/04–9/14/04	15.5	Nationwide	Car-Rt	Harte-Hanks
JCP Fall Apparel & Home	Standard/Catalog	9/11/04–9/16/04	7.8	Nationwide	Car-Rt	Quebecorworld
Seventh Avenue	Standard/Catalog	9/13/04–9/16/04	3.6	Nationwide	Barcoded, Basic, 3/5-Digit, Car-Rt	Quad Graphics, Lomira, WI
JCP Fall Preview Cat	Standard/Postcard	9/16/04–9/18/04	8.8	Nationwide	Car-Rt	Harte-Hanks

— Business Service Network Integration, Service and Market Development, 9-2-04



# Domestic Mail

## DMM REVISION

### Eligibility Requirements for Certain Nonprofit Standard Mail Material

Effective September 8, 2004, *Domestic Mail Manual* (DMM™) E670.5.5 is revised as indicated below. Under the revision, mailings that are ineligible for Nonprofit Standard Mail® rates under the cooperative mail rule or other standards remain ineligible for nonprofit rates, regardless whether they violate revised standards. In applying the revised standards, mailers must continue to substantiate that mailings qualify for nonprofit rates and may be asked to provide evidence to support eligibility for those rates before a mailing is accepted.

We will incorporate this revision into the printed version of DMM 59 and into the monthly update of the online DMM available via Postal Explorer® at <http://www.pe.usps.gov>.

#### Domestic Mail Manual (DMM)

	*	*	*	*	*
<b>E</b>	<b>Eligibility</b>				
	*	*	*	*	*
<b>E600</b>	<b>Standard Mail</b>				
	*	*	*	*	*
<b>E670</b>	<b>Nonprofit Standard Mail</b>				
	*	*	*	*	*
<b>5.0</b>	<b>ELIGIBLE AND INELIGIBLE MATTER</b>				
	*	*	*	*	*

#### 5.5 Definitions, Insurance

[Revise 5.5 to read as follows:]

For the standard in 5.4b:

- a. Except as specified in 5.5c, the phrase *not generally otherwise commercially available* applies to the actual coverage stated in an insurance policy, without regard to the amount of the premiums, the underwriting practices, and the financial condition of the insurer. When comparisons are made with other policies, consideration is given to coverage benefits, limitations, and exclusions, and to the availability of

coverage to the targeted recipients. When insurance policy coverages are compared to determine whether coverage in a policy offered by an organization is not generally otherwise commercially available, the comparison is based on the specific characteristics of the mailpiece recipients (e.g., geographic location or demographics).

- b. Except as specified in 5.5c, the types of insurance considered generally otherwise commercially available include, but are not limited to, homeowner's, property, casualty, marine, professional liability (including malpractice), travel, health, life, airplane, automobile, truck, motorhome, motorbike, motorcycle, boat, accidental death, accidental dismemberment, Medicare supplement (Medigap), catastrophic care, nursing home, and hospital indemnity insurance.
- c. Coverage is considered not generally otherwise commercially available if either of the following conditions applies:
  - (1) The coverage is provided by the nonprofit organization itself (i.e., the nonprofit organization is the insurer).
  - (2) The coverage is provided or promoted by the nonprofit organization in a mailing to its members, donors, supporters, or beneficiaries in such a way that the members, donors, supporters, or beneficiaries may make tax-deductible donations to the nonprofit organization of their proportional shares of any income in excess of costs that the nonprofit organization receives from the purchase of the coverage by its members, donors, supporters, or beneficiaries.

\* \* \* \* \*

— *Mailing Standards, Pricing and Classification, 9-2-04*

DMM REVISION

**Return Receipt — Additional Options for Mailers**

Effective September 9, 2004, *Domestic Mail Manual* (DMM™) S911.1.1, S912.1.1, S913.1.1, S915, and S921 are revised to provide customers with the option, in certain circumstances, to obtain a return receipt electronically rather than by mail. Additionally, DMM R900.23.0 is revised to include the fee for receiving a return receipt electronically.

These changes also allow mailers using Certified Mail™, Collect on Delivery (COD), Numbered Insured Mail (over \$50), and Registered Mail™ (with privately printed labels) services to obtain delivery information via bulk proof of delivery letters provided by the Postal Service™ in CD-ROM or signature extract file formats.

The return receipt electronic option represents an important addition to the service and allows the use of new, low-cost technologies. This new service will provide both household and business customers significant benefits by making secured delivery faster, more reliable, and easier to use. It is less expensive than the printed PS Form 3811, *Domestic Return Receipt* (\$1.30 versus \$1.75). It also eliminates the need for customers to maintain printed return receipts and allows customers to retain signature records longer than the Postal Service retention period. Our volume customers can enjoy the benefits of receiving their return receipts electronically in bulk as opposed to one at a time via fax or mail.

We will incorporate these revisions into the printed version of DMM 59 and into the monthly update of the online DMM available via Postal Explorer® at <http://pe.usps.gov>.

**Domestic Mail Manual (DMM)**

\* \* \* \* \*

**R Rates and Fees**

\* \* \* \* \*

**R900 Services**

\* \* \* \* \*

**23.0 RETURN RECEIPT (S915)**

*[Revise 23.0 to include an additional line for “Requested at time of mailing (receive electronically)”, to read as follows:]*

Fee, in addition to postage and other fees, per piece:

Type	Fee
Requested at time of mailing (receive by mail)	\$1.75
Requested at time of mailing (receive electronically)	\$1.30
Requested after mailing (receive by fax, mail, e-mail)	\$3.25

\* \* \* \* \*

**S Special Services**

\* \* \* \* \*

**S900 Special Postal Services**

**S910 Security and Accountability**

**S911 Registered Mail**

**1.0 BASIC INFORMATION**

**1.1 Description**

*[Revise 1.1 to read as follows:]*

Registered mail is the most secure service that the USPS offers. It incorporates a system of receipts to monitor the movement of the mail from the point of acceptance to delivery. Registered mail provides the sender with a mailing receipt and, upon request, electronic verification that an article was delivered or that a delivery attempt was made. Customers can retrieve the delivery status in three ways: (1) over the Internet at [www.usps.com](http://www.usps.com) by entering the article number shown on the mailing receipt; (2) by telephone at 1-800-222-1811; or (3) by bulk electronic file transfer for mailers who provide an electronic manifest to the Postal Service. The Postal Service maintains a record of delivery (which includes the recipient’s signature) for a specified period of time. Customers may obtain a delivery record by purchasing return receipt service. See S915 for details.

\* \* \* \* \*

**S912 Certified Mail**

**1.0 BASIC INFORMATION**

**1.1 Description**

*[Revise 1.1 to read as follows:]*

Certified mail service provides the sender with a mailing receipt and, upon request, electronic verification that an article was delivered or that a delivery attempt was made. Customers can retrieve the delivery status in three ways: (1) over the Internet at [www.usps.com](http://www.usps.com) by entering the article number shown on the mailing receipt; (2) by telephone at 1-800-222-1811; or (3) by bulk electronic file transfer for mailers who provide an electronic manifest to the Postal Service. Certified Mail is dispatched and handled in transit as ordinary mail. Delivery of Certified Mail is subject to D042. No insurance coverage is provided. The Postal Service maintains a record of delivery (which includes the recipient’s signature) for a specified period of time. Customers may obtain a delivery record by purchasing return receipt service. See S915 for details.

\* \* \* \* \*

**S913 Insured Mail**

**1.0 BASIC INFORMATION**

**1.1 Description**

*[Revise 1.1 to read as follows:]*

Retail insured mail provides up to \$5,000 indemnity coverage for a lost, rifled, or damaged article, subject to the standards for the service and payment of the applicable fee. A bulk insurance discount is available for insured articles entered by authorized mailers who meet the criteria in 3.0. No record of insured mail is kept at the office of mailing. Insured mail service provides the sender with a mailing receipt. Insured mail is dispatched and handled in transit as ordinary mail. For mail insured for more than \$50, the Postal Service maintains a record of delivery (which includes the recipient's signature) for a specified period of time. Customers may obtain a delivery record by purchasing return receipt service. See S915 for details.

\* \* \* \* \*

**S915 Return Receipt**

**1.0 BASIC INFORMATION**

**1.1 Description**

*[Revise 1.1 to include the addition of the electronic option for return receipt, to read as follows:]*

Return receipt service provides a mailer with evidence of delivery (to whom the mail was delivered and date of delivery), along with information about the recipient's actual delivery address. A mailer purchasing return receipt service at the time of mailing may choose to receive the return receipt by mail or electronically. The electronic option is not available for items mailed to APO or FPO addresses or U.S. territories, possessions, and freely associated states. A mailer purchasing return receipt service after mailing may choose to receive the proof of delivery record by fax, mail, or electronically. Electronic return receipts requested at the time of mailing also are available in bulk to mailers using privately printed certified mail, registered mail, numbered insured mail, or COD labels. Bulk delivery information can be obtained in CD-ROM or signature extract file formats. For additional information, see Publication 80, *Bulk Proof of Delivery Program*.

\* \* \* \* \*

**1.3 Endorsement**

*[Revise 1.3 to include endorsement requirements when using electronic return receipt, to read as follows:]*

Mail for which return receipt service is requested by mail must be endorsed "Return Receipt Requested" above the

delivery address and to the right of the return address. No endorsement is required on mail for which electronic return receipt service is requested or is provided in bulk via a signature extract file or a CD-ROM.

\* \* \* \* \*

**1.7 Additional Services**

If return receipt service has already been purchased with one of the services listed in 1.2 then one or more of the following special services may be combined with those services at the time of mailing, if the applicable standards for the services are met and the additional service fees are paid:

*[Revise item a to include First-Class Mail parcels, to read as follows:]*

- a. Delivery Confirmation (First-Class Mail parcels, Priority Mail, and Package Services only).

\* \* \* \* \*

**S920 Convenience**

**921 Collect on Delivery (COD) Mail**

**1.0 BASIC INFORMATION**

**1.1 Description**

*[Revise 1.1 to read as follows:]*

Any mailer may use collect on delivery (COD) service to mail an article, for which the mailer has not been paid, and have its price and the cost of the postage collected from the recipient. The recipient has the option to pay the COD charges using either cash or personal check. Only one form of payment may be used for a single mailpiece. If the recipient pays the amount due by check payable to the mailer, the USPS forwards the check to the mailer. If the recipient pays the amount due in cash, the USPS collects the money order fee(s) from the recipient and sends a postal money order(s) to the mailer. The amount collected from the recipient may not exceed \$1,000. COD service provides the mailer with a mailing receipt. The Postal Service maintains a record of delivery (which includes the recipient's signature) for a specified period of time. Customers may obtain a delivery record by purchasing return receipt service. See S915 for details.

\* \* \* \* \*

— *Mailing Standards, Pricing and Classification, 9-2-04*

DMM CORRECTION

**Realignment of ZIP Codes: Revision to Destination Entry Exhibits**

In the article titled “DMM Revision: Realignment of ZIP Codes: Revision to Destination Entry Exhibits” in *Postal Bulletin* 22135 (8-19-04, pages 32–33), we inadvertently omitted the 3-digit ZIP Code™ “864” from exhibit E711.2.2. We have included the corrected text below with the addition in bold.

**Domestic Mail Manual (DMM)**

\* \* \* \* \*

**E Eligibility**

\* \* \* \* \*

**E700 Package Services**

**E710 Basic Standards**

\* \* \* \* \*

**E711 Parcel Post**

\* \* \* \* \*

**2.0 BASIC STANDARDS**

\* \* \* \* \*

**Exhibit 2.2 BMC/ASF Service Areas**

\* \* \* \* \*

*[Under the column headed ZIP Code Areas Served, revise entry in the row corresponding to (ASF) Phoenix to delete “856” and “857” to read as follows:]*

850, 852, 853, 855, 859, 860, 863, **864**

\* \* \* \* \*

— Mailing Standards,  
Pricing and Classification, 9-2-04

DMM REVISION

**Insurance — New Online Option**

Effective September 16, 2004, *Domestic Mail Manual* (DMM™) S010 and S913 are revised to provide mailers with a new option for purchasing insurance online for packages mailed using Click-N-Ship® service. Customers have repeatedly requested insurance online, and the Postal Service™ has delivered.

This new option will begin on September 16, 2004. Customers who purchase Priority Mail® and Express Mail® labels online through Click-N-Ship can add insurance to these purchases. Fees are the same as those at the retail counter, but coverage is limited to \$200 indemnity for lost, rifled, or damaged items.

We will incorporate these revisions into the printed version of DMM 59 and into the monthly update of the online DMM available via Postal Explorer® at <http://pe.usps.gov>.

**Domestic Mail Manual (DMM)**

\* \* \* \* \*

**S Special Services**

**S000 Miscellaneous Services**

**S010 Indemnity Claims**

\* \* \* \* \*

**2.0 GENERAL FILING INSTRUCTIONS**

**2.1 Who May File**

*[Revise 2.1 by adding the online option for insurance, to read as follows:]*

A claim may be filed by:

- a. Only the mailer, for the complete loss of an unnumbered retail insured mail article or article insured online for \$50 or less.
- b. Either the mailer or addressee who is in possession of the original mailing receipt, for the complete loss of a numbered insured mail (purchased through USPS retail channels), registered mail, COD, or Express Mail article.

- c. Either the mailer or addressee who is in possession of the online label record or computer printout of the Web-based application as described in 2.5e, for the complete loss of an article insured online for more than \$50 up to \$200.
- d. Either the mailer or addressee, for damage or loss of some or all of the contents of an article for both retail insured mail and mail for which insurance is purchased online.
- e. Only the merchandise return permit holder, for merchandise return service (MRS) parcels that are registered or insured as indicated by the permit holder on the MRS label.
- f. Only the mailer, for bulk insured service mail.

\* \* \* \* \*

**2.3 Where to File**

*[Revise 2.3 for clarity, to read as follows:]*

A claim may be filed:

- a. At any post office, station, or branch, except for registered mail articles with merchandise return service.
- b. Only at the post office where the merchandise return permit is held, for registered mail articles with merchandise return service.

\* \* \* \* \*

**2.5 Evidence of Insurance**

For a claim involving insured mail, COD, registered mail, or Express Mail service, the customer must present any of the following evidence showing that the particular service was purchased:

*[Revise items 2.5 a and d, and add new item e to include the insurance purchased online option, to read as follows:]*

- a. The original mailing receipt issued at the time of mailing (retail insured mail, registered mail, and COD receipts must contain a USPS postmark). Reproduced copies are not acceptable.
- d. For retail insurance the original sales receipt from the USPS listing the mailing receipt number and insurance amount, if the original mailing receipt is not available. Reproduced copies of the USPS sales receipt are not acceptable.
- e. For insurance purchased online, the mailer has access to an electronic record and may print a record as follows:

- 1. A computer printout from the Web-based application through which the label was printed and insurance was purchased. The printout must clearly identify the following information: the Delivery

Confirmation or Signature Confirmation services number of the insured parcel, total postage paid, insurance fee paid, declared value, declared mailing/shipping date, origin ZIP Code, and delivery ZIP Code, if the insurance was purchased for indemnity coverage of \$50 or less.

- 2. A printed online label record.

\* \* \* \* \*

**2.9 Proof of Loss**

*[Revise 2.9 to add the insurance purchased online option, to read as follows:]*

The mailer must provide proof of loss for unnumbered insured mail and for items insured for \$50 or less online. Proof of loss is not required for numbered insured mail, registered mail, COD, or Express Mail claims. The mailer must present written and signed documentation from the addressee (such as a letter), dated at least 21 days from the date of mailing, stating the addressee did not receive the article. For items with insurance purchased online, the lack of a delivery scan is used to validate proof of loss.

\* \* \* \* \*

**4.0 ADJUDICATION**

**4.1 Initial**

*[Revise 4.1 to add the insurance purchased online option, to read as follows:]*

The St. Louis Accounting Service Center (ASC) adjudicates and pays or disallows all domestic claims, except the initial adjudication of domestic retail unnumbered insured claims that are not bulk insured service, for insurance purchased online for \$50 or less, and those appealed under 4.3. Domestic retail unnumbered insured claims, except for bulk insured service, and claims for insurance purchased online for \$50 or less are adjudicated and paid locally at the post office accepting the claims.

\* \* \* \* \*

**S900 Special Postal Services**

**S910 Security and Accountability**

\* \* \* \* \*

**S913 Insured Mail**

**1.0 BASIC INFORMATION**

**1.1 Description**

*[Revise 1.1 to add the insurance purchased online option, to read as follows:]*

Insured mail provides the following features:

- a. Insured mail purchased at a retail post office provides up to \$5,000 indemnity coverage for a lost, rifled, or

damaged article, subject to the standards for the service and payment of the applicable fee.

- b. Insured mail purchased online provides up to \$200 indemnity coverage for lost, rifled, or damaged articles, subject to the standards for the service and payment of the applicable fee.
- c. A bulk insurance discount is available for insured articles entered by authorized mailers who meet the criteria in 3.0. This service is not available for insurance purchased online.
- d. Insured mail service provides the mailer with a mailing receipt. No record of insured mail is kept at the office of mailing. For mail insured for more than \$50, the Postal Service maintains a record of delivery (which includes the recipient's signature) for a specified period of time. Customers may obtain a delivery record by purchasing return receipt service. See S915 for details.

\* \* \* \* \*

**1.5 Additional Services**

*[Revise the introductory text of 1.5 to add the insurance purchased online option, to read as follows:]*

Insuring an item for more than \$50 allows customers to then purchase restricted delivery service or return receipt service at a retail post office. The following additional services may be purchased at a retail post office and combined with insurance if the applicable standards for the services are met and the additional service fees are paid:

\* \* \* \* \*

**2.0 MAILING**

**2.1 Where to Mail**

*[Revise 2.1 by restructuring the information to include a and b, and to add insurance purchased online, to read as follows:]*

Insured mail may be mailed as follows:

- a. A mailer must mail insured mail at a post office, branch, or station or give the mail to a rural carrier. Such mail may be placed in, but not on, a rural box. Such mail must not be placed in a post office maildrop or in or on a street letterbox. A mailer may leave the mail in a rural box with a note showing the requested amount of insurance, if stamps are affixed for postage and fees, or money for postage and fees is left in the box. The USPS is not liable for any article or money left in a rural box until the carrier receipts the article. A mailer at a nonpersonnel rural unit must meet the rural carrier at the unit for insurance service.

- b. A mailer who purchases insurance online may mail at a post office, branch, station, give the mail to the carrier assigned to that delivery address, or place the mail in a post office maildrop or a collection box. A mailer may leave the mail in a rural box, schedule an on-demand pickup, or schedule a carrier pickup using *www.usps.com*. The USPS is not liable for any article or money left in a rural box until the carrier receipts the article.

**2.2 USPS Inquiries**

*[Revise 2.2 to read as follows:]*

USPS employees are required to ask whether the package presented for insurance contains anything liquid, fragile, perishable, flammable, or potentially hazardous.

**2.3 Markings and Use of Form 3813-P**

*[Revise items a through c and add item d to include insurance purchased online, to read as follows:]*

The treatment of parcels is determined by the insurance amount:

- a. Retail insured for \$50 or less: Each parcel must be stamped on the address side with an elliptical insured marking as shown in Exhibit 2.3. This marking must be placed above the delivery address and to the right of the return address.
- b. Retail insured for more than \$50: Each parcel must have barcoded Form 3813-P (see Exhibit 2.3) affixed above the delivery address and to the right of the return address. Form 3813-P must not be used for parcels insured for \$50 or less.
- c. Mail for which insurance is purchased online must include the text "Insured" in the indicia area of the online label; the markings in 2.3a and 2.3b are not required.
- d. All insured parcels, regardless of insurance amount, must be postmarked unless postage is paid by postage meter stamp, permit imprint, or PC Postage (when insurance is purchased online).

\* \* \* \* \*

**2.5 Integrated Barcodes**

There are other options available for mailers who print their own labels:

\* \* \* \* \*

*[Revise item b, and add new item c to include insurance purchased online, to read as follows:]*

- b. Mailers have another option for privately printed labels with insurance (see Exhibit 2.5b). The privately printed label must meet the specifications described in Publication 91. Applicable certification procedures must be followed, also as specified in Publication 91.





c. An integrated barcode must be used when insurance is purchased online (see Exhibit 2.5c). This barcode combines the insurance and electronic option Delivery Confirmation or Signature Confirmation services into a single barcode on the shipping label and is available for Priority Mail and parcels mailed as Parcel Post, First-Class Mail, and Media Mail. Additional information on the integrated barcode can be found in Publication 91.




1. Insurance purchased online for \$50 or less with electronic option confirmation services: the human readable text above the integrated barcode must state "e/USPS DELIVERY CONFIRMATION."
2. Insurance purchased online for more than \$50 up to \$200 with electronic option Confirmation Services: the human readable text above the integrated barcode must state "e/USPS INSURED."

[Renumber Exhibit 2.5 as Exhibit 2.5b.]

[Add new Exhibit 2.5b as follows:]

**Exhibit 2.5c Integrated Barcodes With Routing ZIP Code**

 <b>Click-N-Ship®</b>	
	www.usps.com 0503 8555 7490 3145 7319 0060 5001 0012 0260 <b>\$6.05</b> US POSTAGE INSURED
	
08/27/04 1 lb 0 oz Mailed from 20008 071V00501225	
<b>USPS PRIORITY MAIL®</b>	
JOHN DOE 123 AVENUE WASHINGTON DC 20008	
SHIP TO: JANE DOE RM 425 475 LENFANT PLZ SW WASHINGTON DC 20260-0004	
<b>ZIP - e/ USPS INSURED</b>	
	
420 20260 9105 0385 5574 9031 4573 19	
Electronic Rate Approved #038555749	

 <b>Click-N-Ship®</b>	
	www.usps.com 0703 8555 7491 2582 9129 0051 5001 0012 0260 <b>\$5.15</b> US POSTAGE INSURED
	
08/27/04 1 lb 0 oz Mailed from 20008 071V00501225	
<b>USPS PRIORITY MAIL®</b>	
JOHN DOE 123 AVENUE WASHINGTON DC 20008	
SHIP TO: JANE DOE RM 425 475 LENFANT PLZ SW WASHINGTON DC 20260-0004	
<b>ZIP - e/ USPS DELIVERY CONFIRMATION™</b>	
	
420 20260 9107 0385 5574 9125 8291 29	
Electronic Rate Approved #038555749	

\* \* \* \* \*

**2.7 Receipt**

[Revise 2.7 to accommodate insurance purchased online, to read as follows:]

Receipts are provided as follows:

- a. For each retail insured mail article, the mailer receives a USPS sales receipt and the appropriate postmarked (i.e., round-dated) insured mail form as follows:
  1. Form 3813 when the insurance coverage is \$50 or less.
  2. Form 3813-P when the insurance coverage is more than \$50.
- b. For each label for insured mail purchased online, the mailer has access to an electronic record of purchase and the option for a printed record of purchase as follows:
  1. A computer printout from the Web-based application through which the label was printed and insurance was purchased. The printout must clearly identify the following information: the Delivery

Confirmation or Signature Confirmation services number of the insured parcel, total postage paid, insurance fee paid, declared value, declared mailing/shipping date, origin ZIP Code, and delivery ZIP Code.

2. A printed online label record.

\* \* \* \* \*

### 3.0 ADDITIONAL REQUIREMENTS—BULK INSURANCE

\* \* \* \* \*

### 3.2 Authorization

[Revise the fifth sentence of 3.2 to replace the words “St. Louis” with “the ASC,” to read as follows:]

\*\*\* After reviewing the information, the ASC will notify the postmaster of its concurrence on approval of the application and provide a range of claim numbers to be used by the mailer for filing claims. \*\*\*

\* \* \* \* \*

— Mailing Standards  
Pricing and Classification, 9-2-04

#### REVISED PUBLICATION

### Publication 80, Bulk Proof of Delivery Program

Effective September 9, 2004, Publication 80, *Bulk Proof of Delivery Program*, is revised to add new program enhancements.

Previously, the bulk proof of delivery program allowed customers who use Signature Confirmation™ service or Express Mail Manifesting Service to obtain delivery records in bulk (provided that the customer uses a DUNS number). As of September 9, 2004, the Postal Service™ has enhanced the program to support other special services: Mailers using Certified Mail™, Collect on Delivery (COD) Mail, Insured Mail (more than \$50), or Registered Mail™ services can participate in the program.

This new service eliminates the need for mailers to request records individually, allows them to retain the records for an unlimited amount of time, and reduces the need to handle paper copies of signature records. Publication 80 contains criteria for participation in the program.

Publication 80 is available on the Postal Service PolicyNet Web site:

- Go to <http://blue.usps.gov>.
- Under “Essential Links” in the left-hand column, click on *References*.
- Under “References” in the right-hand column, click on *PolicyNet*.
- Click on *PUBs*.

(The direct URL for the Postal Service PolicyNet Web site is <http://blue.usps.gov/cpim>.)

It is also available on the Postal Service Internet:

- Go to [www.usps.com](http://www.usps.com).
- Click on *About USPS & News*, then *Forms & Publications*, then *Postal Periodicals and Publications*, and then *Publications*.

We will not stock copies of Publication 80 at the Material Distribution Center.

— Mailing Standards,  
Pricing and Classification, 9-2-04

#### PS FORM 3624 REMINDER

### Proper Procedures for Completing and Accepting Applications to Mail at Nonprofit Standard Mail Rates

The Nonprofit Service Center (NSC) in Memphis is publishing these reminders to help customers properly complete their applications to qualify for Nonprofit Standard Mail® rates — using PS Form 3624, *Application to Mail at Nonprofit Standard Mail Rates* — and to help field Postal Service™ personnel review the submitted forms for accuracy and completeness before submitting to the NSC.

Incomplete or improperly prepared applications delay approval.

Postal Service personnel should review the application with the customer and follow the steps below to help us reduce the number of incomplete and improperly completed applications we receive.



Before you start to complete PS Form 3624, read section B, page 2, and review the following instructions:

- Show the complete name of the organization in item 1. The name shown must exactly match the name that appears on all supporting documentation.
- Show the complete address representing a physical location for the organization (including the ZIP+4<sup>®</sup> code) in items 2 and 3. If the organization receives mail through a Post Office<sup>™</sup> box, then list the street address first, followed by the box number.
- Make sure the applicant named in item 5 is the individual submitting the application for the organization and is an officer of the organization. Printers and mailing agents may not sign for the organization.
- Check only one box in item 6. Do not write in other categories. To qualify, the organization can be only one of the 10 types listed.
- Check yes or no in item 7.
- Check yes or no for the three items listed in item 8. If yes is checked for the first question, you must include with the application a copy of the exemption issued by the Internal Revenue Service (IRS) that shows the section of the IRS code under which the organization is exempt. This document must be the federal IRS exemption, not the state exemption. If question 2 or 3 is checked yes, ensure required documentation is included with the application.

- Check yes or no in item 9. If yes is checked, you must include with the application a list of the Post Offices where mailings were most recently deposited at these rates.
- For item 11, fill in the Post Office, not a station or branch, where the authorization is requested and where mailings will be deposited. Identify the Post Office by city, state, and ZIP Code<sup>™</sup>.
- Make sure the application is signed by the applicant in item 12, and the applicant title and date of request is listed in items 13 and 14.

After thorough review to ensure all items have been properly completed and all supporting documentation is included, the postmaster or designated representative signs item 1, round-stamps the date the application was filed, and forwards all information to the NSC for processing.

By following these simple steps you will ensure the application is properly completed. Direct any questions to your district business mail entry (BME) office. You can find your district BME office with Postal Explorer<sup>®</sup> at <http://pe.usps.gov>; click on *Postal Link*, then *Business Mail Entry*.

— Nonprofit Service Center,  
Pricing and Classification, 9-2-04

#### NOTICE TO POSTMASTERS/BUSINESS MAIL ENTRY EMPLOYEES

### Reconciling Customer Trust Fund Accounts

Safeguarding advance deposits held in trust for Postal Service<sup>™</sup> customers is a responsibility shared by Marketing, Operations, and Finance. This responsibility includes accurately reporting deposits, making withdrawals, and validating customer trust fund account balances.

The roles served by each function are the following:

- Marketing ensures that customer trust fund activities in business mail entry units (BMEUs) and detached mail units (DMUs) are properly reported into financial systems.
- Operations ensures that customer trust fund activities in local units are properly reported into financial systems.
- Finance establishes policies related to receiving and recording customer trust funds.

In filling these roles, each function undertakes the following responsibilities:

- Marketing maintains BMEU financial systems for recording customer trust fund activity and ensures BMEUs reconcile the data from those systems to the accounting data. (Postmasters/station managers are responsible for ensuring that customer trust fund accounts are reconciled at BMEUs and/or DMUs without dedicated BMEU supervisors who report to the Marketing function.)
- Operations maintains records of customer trust fund activity, through the shared use of Marketing systems or manually, and reconciles the data from those records with the accounting data.
- Finance monitors compliance with policies and makes accounting data available through the Accounting Data Mart to Marketing and Retail Operations as necessary.

The separation of duties among the three functions is a management control designed to protect customer funds entrusted to the Postal Service. The reconciliation of customer trust funds with accounting records is an essential practice supporting this management control. Timely accomplishment of reconciliations is a vital practice that ensures protection of advance deposits held in trust and proper reporting of revenues.

You can find instructions for reconciling customer trust fund account balances in *PostalOne!* with Standard Accounting for Retail (SAFR) on the Shared

Services/Accounting Web site at <http://acs.usps.gov/forms/index.php>. Under Instructions & guidelines, click *PostalOne! Reconciliation Instructions for Balancing with SAFR*. These instructions include an overview of the reconciliation process and adjustment tips, customized by reporting technology. Also included is detailed information for accessing the Accounting Data Mart (ADM) and obtaining ADM reports for trust balances.

— Business Mail Acceptance, Marketing Technology and Channel Management, 9-2-04

REVISED LABEL

**Label 62, Positioning Restraining Straps in “E” Tracks For Typical Load Configuration**

We have revised Label 62, *Positioning Restraining Straps in “E” Tracks For Typical Load Configuration* (see label below) to better reflect changes in restraining techniques and load configuration.

**UNITED STATES POSTAL SERVICE**

**Positioning Restraining Straps in “E” Tracks For Typical Load Configuration**

**To Position the Straps:**  
Each end of the restraining strap must be connected into the “E” track at least 1 foot back of the edge of the container(s) being restrained. Properly position 2 restraining straps (1 for each set of “E” tracks) approximately every 10 feet to prevent fore, aft, and sideways movement of the load. Each load must have 2 restrains (1 for each set of “E” tracks) positioned at the end of the load.

**To Secure the Load:**  
Drape the assembly across the face of the load. **DO NOT** attempt to operate ratchet at this time. Hold the buckle at about the same level as the attached end fittings **AND** pull slack webbing through the buckle (Figure 1) until the straps and buckle are **SNUG** against the load. You can now operate the ratchet mechanism because there is **NO EXCESS SLACK** that could, if you wound up on the reel, cause jamming. Operate buckle handle back and forth to take up remaining slack and to set tension (Figure 2).

Continue ratcheting until enough tension is applied to hold the load securely. **DO NOT OVER-TIGHTEN** the shoring strap assembly. Too much tension may result in injury to you or damage to the shoring straps or “E” track hardware. **NEVER USE TOOLS TO OPERATE THE BUCKLE HANDLE.**

**To Release the Buckle:**  
Depress the release bar with the thumb (Figure 3) and swing handle as far as it will go from the buckle body (Figure 4). With the handle in this position, the spool will turn freely and unwind the webbing. **NO TOOLS ARE NECESSARY.**

Figure 1, Figure 2, Figure 3, Figure 4

Label 62, July 2004  
PSN 7690-02-000-7909

You can order Label 62 through eBay off the Whitllam Label Catalog. If you do not have a logon ID and password for eBay, contact your district or area eBay representative, or you can obtain those online on eBay.

To access eBay, go to <http://blue.usps.gov>; under “Essential Links,” click on *eBuy*. (The direct URL is <http://ebuy.usps.gov/eBuyWelcome.jsp>.)

If you have access to the Postal Service™ intranet, you must order through eBay.

If you do not have access to the Postal Service intranet, you can order Label 62 from the Material Distribution Center (MDC) by using touch tone order entry (TTOE): Call 800-332-0317, option 2.

*Note:* You must be registered to use TTOE. To register, call 800-332-0317, option 1, extension 2925, and follow the prompts to leave a message. (Wait 48 hours after registering before placing your first order.)

Use the following information to order Label 62:

<b>PSIN:</b>	Label 62
<b>PSN:</b>	7690-02-000-7909
<b>Unit of Measure:</b>	EA
<b>Minimum Order Quantity:</b>	1
<b>Quick Pick Number:</b>	N/A
<b>Bulk Pack Quantity:</b>	1,400
<b>Price:</b>	\$0.1553

— Logistics, Network Operations Management, 9-2-04

PUBLICATION 363 REVISION

**Updating Address Lists Is a Smart Move**

Effective September 2, 2004, Publication 363, *Updating Address Lists Is a Smart Move*, is revised:

- To reflect the replacement of the acronym NCOA (National Change of Address Linkage) with NCOALink™.
- To update the alternative methods stated in the "List Already Accurate" portion of the publication.

We will incorporate these revisions into the next printed version of Publication 363 and also into the online version, available on the Postal Service™ PolicyNet Web site:

- Go to <http://blue.usps.gov>.
- Under "Essential Links" in the left-hand column, click on *References*.
- Under "References" in the right-hand column, click on *PolicyNet*.
- Click on *PUBs*.

(The direct URL for the Postal Service PolicyNet Web site is <http://blue.usps.gov/cpim>.)

Publication 363 is also available on the Postal Service Internet:

- Go to [www.usps.com](http://www.usps.com).
- Click on *About USPS & News*, then *Forms & Publications*, then *Postal Periodicals and Publications*, and then *Publications*.

**Publication 363, Updating Address Lists Is a Smart Move**

[Throughout Publication 363, replace "NCOA" with "NCOALink".]

[Change the year in the heading to read as follows:]

**More than 44 Million Americans Changed Addresses in 2003**

\* \* \* \* \*

**Approved Move Update Options**

\* \* \* \* \*

[Revise the "National Change of Address" heading and all of the text to read as follows:]

**National Change of Address Linkage (NCOALink™) System**

The National Change of Address Linkage (NCOALink) option is available only through companies licensed by the Postal Service™ to offer this service. The mailer's

computerized list is matched with official Postal Service customer-provided permanent COA orders received from individuals, families, and businesses within the past 4 years or 18 months based on the license acquired. These official records are updated and provided to NCOALink licensees' weekly or monthly based on the license acquired. NCOALink system provides mailers with ZIP+4® codes plus two extra digits for delivery point barcoding.

To make this product widely available to all mailers, three types of licenses are available.

- The first is a "Full Service License" that provides a 48-month database with weekly updates.
- The second is a "Limited Service License" that provides an 18-month database with weekly updates.
- The third is an "End User License" that provides an 18-month database with monthly updates.

For more details about these licenses and how to acquire one, contact our National Customer Support Center at 800-238-3150.

**FASTforward**

Mailers may use FASTforward® in one of two ways to comply with the Move Update requirement:

\* \* \* \* \*

[At the end of the second bulleted item, add the following text:]

\*\*\* This version will be discontinued effective September 30, 2005, and replaced with NCOALink.

\* \* \* \* \*

**Alternative Methods**

\* \* \* \* \*

**List Already Accurate**

\* \* \* \* \*

[Revise all the text in item 5 to read as follows:]

5. After the third year of testing, if the mailer remains in compliance, the mailer will be permitted to mail based on that process for the next 4 years. However, the mailer must continue to show that the mailing list is still in compliance with the current standards. Any failure to meet compliance standards will result in reverting to the initial testing process until the applicant again passes 3 consecutive years.

Mailers who have reached the 4-year cycle are required to submit an annual letter to the Postal Service stating their current status for eligibility and detailing any business or company modifications, as outlined below:

- Any merger or acquisition of the company whose list is certified.
- An annual increase in the customer base, or address data that make up the mailing list, that is greater than 1 percent of the total base.
- Any changes in, or modifications related to, the address matching tools used (CASS, NCOA<sup>Link</sup>, FAST-forward process).
- Any change in the type of business originally certified.

- Any change in the customer method of notification or update process made to the business systems that maintain customer address information.

After receiving and reviewing the mailer's annual update letter, the Postal Service will determine whether or not the list needs to be recertified. If recertification is needed, the Postal Service must perform the recertification testing within 90 days of receiving the annual update letter.

\* \* \* \* \*

— *Business Mail Acceptance,  
Marketing, 9-2-04*

## FIELD INFORMATION KIT

**USPS Insurance Purchased Online**

As Internet-based shipping has expanded, more and more small businesses and consumers have asked the Postal Service™ to make insurance available online.

As part of a continuing effort to ensure postal products and services respond to the needs of customers, starting September 16, 2004, customers using Click-N-Ship® service can purchase up to \$200 worth of insurance online to cover lost, rifled, or damaged domestic Express Mail® and Priority Mail® packages.

To make this offering even more appealing to customers, a barcode reflecting the addition of insurance will print directly onto the electronic shipping label generated by Click-N-Ship service when the postage is purchased online. Additional labels, forms, or stickers will not be required. "Quick, Easy, Convenient"™!

This information kit contains the following elements that are designed to inform employees about this new service:

- General Stand-Up Talk
- Carriers Stand-Up Talk
- Sales and Service Associates Stand-Up Talk
- Insurance Purchased Online Label Recognition Poster
- USPS Insurance Purchased Online Fact Sheet
- Click-N-Ship Fact Sheet
- Online Insurance Frequently Asked Questions

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**USPS Insurance Option Adds Peace of Mind for Online Package Shippers**

*[Please read this stand-up talk to all employees.]*

With Click-N-Ship® service and carrier pickup, shipping is already "Quick, Easy, Convenient"™. Now the Postal Service™ is adding another service option that customers have been asking for that provides greater peace-of-mind when they are shipping packages — **USPS® Insurance Purchased Online.**

Starting September 16, 2004, customers who print labels and pay for postage online using Click-N-Ship service also will be able to purchase insurance coverage of up to \$200 to cover lost, rifled, or damaged packages.

USPS insurance purchased online works the same way and costs the same as retail insurance. This offering is available through Click-n-Ship service for domestic Express Mail® and Priority Mail® services.

If you have questions or want to read more about USPS insurance purchased online, see the information kit in *Postal Bulletin 22136 (9-2-04, pages 21–27)*.

Starting this fall, eBay sellers will be able to purchase insurance offered by the Postal Service through the integrated shipping solution we provide on the eBay Web site. As we get closer to the date this service option starts we will have more information for you.

###

## USPS Insurance Option Adds Peace of Mind for Online Package Shippers

*[Please read this stand-up talk to **all carriers** and post on official bulletin boards along with the **accompanying poster on page 24.]***

With Click-N-Ship® service and carrier pickup, shipping is already “Quick, Easy, Convenient”™. Now the Postal Service™ is adding another service option that customers have been asking for that provides greater peace-of-mind when they are shipping packages — **USPS® Insurance Purchased Online.**

Starting September 16, 2004, customers who print labels and pay for postage online using Click-N-Ship also will be able to purchase insurance of up to \$200 to cover lost, rifled, or damaged packages. **[See poster on page 24.]** The accompanying poster includes an illustration of a Click-N-Ship label with insurance added. See the word “Insured” in the indicia area? And this barcode **[point it out]** documents the purchase. No extra labels, forms, or stickers are required.

USPS insurance purchased online provides the same coverage and costs the same as retail insurance. This offering is available through Click-N-Ship service for domestic Express Mail® and Priority Mail® services.

Customers are not required to bring their Priority Mail items with USPS insurance purchased online to the Post Office™ for mailing and/or to have their receipts post-marked. Customers can mail online insured Priority Mail packages in the same manner as any package bearing an online label with postage paid online in any of the following ways:

- Requesting a carrier pickup using our online notification system.
- Mailing the package at a Post Office.
- Dropping the item in a collection box.
- Leaving the item in (or near) their mailbox for a carrier to collect.
- Handing the package to the delivery carrier.

To receive service guarantees, however, customers must take Express Mail items with online insurance to a Post Office for mailing.

## What’s different?

USPS insurance purchased online is limited to \$200. Customers who want more coverage will have to bring their package to a Post Office to purchase insurance. They *cannot* combine USPS insurance purchased online with retail Postal Service insurance on the same package.

Customers can buy online insurance *only* at the same time they buy postage online through Click-N-Ship service.

## What stays the same?

Nothing changes as far as delivery is concerned. Carriers should scan online insurance packages the same as other insured packages. The scanner will let you know if you need to get a signature. Claims for online insurance must be filed at a Post Office.

## Where to get more information?

If you have questions or want to read more about USPS insurance purchased online, this talk and the label illustration will be posted on the official bulletin board. These items, along with frequently asked questions and answers about online insurance, are also included in *Postal Bulletin 22136 (9-2-04, pages 21–27)*.

## What’s next?

Starting this fall, eBay sellers will be able to purchase insurance offered by the Postal Service through the integrated shipping solution we provide on the eBay Web site. As we get closer to the date this service option starts, we will have more information for you.

###

## USPS Insurance Option Adds Peace of Mind for Online Package Shippers

*[Please read this stand-up talk to all sales and service associates and post on official bulletin boards along with the accompanying poster on page 24.]*

With Click-N-Ship® service and carrier pickup, shipping is already “Quick, Easy, Convenient”™. Now the Postal Service™ is adding another service option that customers have been asking for that provides greater peace-of-mind when they are shipping packages — **USPS® Insurance Purchased Online.**

Starting September 16, 2004, customers who print labels and pay for postage online using Click-N-Ship service also will be able to purchase insurance of up to \$200 to cover lost, rifled, or damaged packages. **[Refer to poster on next page.]** This poster includes an illustration of a Click-N-Ship label with insurance added. See the word “Insured” in the indicia area? And this barcode **[point it out]** documents the purchase. No extra labels, forms, or stickers are required.

USPS insurance purchased online provides the same coverage and costs the same as retail insurance. This offering is available through Click-N-Ship service for domestic Express Mail® and Priority Mail® services.

Customers are not required to bring their Priority Mail items with USPS insurance purchased online to the Post Office™ for mailing and/or to have their receipts post-marked. Customers can mail online insured Priority Mail packages in the same manner as any package bearing an online label with postage paid online in any of the following ways:

- Requesting a carrier pickup using our online notification system.
- Mailing the package at a Post Office.
- Dropping the item in a collection box.
- Leaving the item in (or near) their mailbox for a carrier to collect.
- Handing the package to the delivery carrier.

To receive service guarantees, however, customers must take Express Mail items with online insurance to a Post Office for mailing.

## What’s different?

USPS insurance purchased online is limited to \$200. Customers who want more coverage will have to bring their package to a Post Office to purchase insurance. They *cannot* combine USPS insurance purchased online with retail USPS insurance on the same package.

Customers can buy online insurance *only* at the same time they buy postage online through Click-N-Ship service.

## What stays the same?

Claims for online insurance must be filed at a Post Office. Online customers must fill out PS Form 1000 and provide proof of insurance — their online receipt or shipping history printout is acceptable. Customers can download insurance claim information at [www.usps.com](http://www.usps.com) by typing “Insurance Claim” in the search box. Customers can find PS Form 1000, *Domestic Claim or Registered Mail™ Inquiry*, at [www.usps.com](http://www.usps.com); click *Find a Form*, then *All Online PDF Forms in Numeric Order*, then *PS Form 1000 (PDF)*.

## Where to get more information?

Sales and service associates should read *Online Insurance Claims Standard Operating Procedures* **[Hand a copy to employees or notify them where to read a copy in the office]**. If you have questions or want to read more about USPS insurance purchased online, this talk and the label illustration will be posted on the official bulletin board. These items, along with frequently asked questions and answers about online insurance, are also included in *Postal Bulletin 22136 (9-2-04, pages 21–27)*.

## What’s next?

Starting this fall, eBay sellers will be able to purchase insurance offered by the Postal Service through the integrated shipping solution we provide on the eBay Web site. As we get closer to the date this service option starts, we will have more information for you.

###

# Shipping Labels For U.S. Postal Service Insurance Purchased Online

Look for these labels beginning September 16, 2004

## Label for items insured for \$50 or less

1. **Indicia (PC Postage) area** identifies the item as INSURED.
2. **Combined Services Barcode area** displays the text "USPS DELIVERY CONFIRMATION."



## Label for items insured for more than \$50

1. **Indicia (PC Postage) area** identifies the item as INSURED.
2. **Combined Services Barcode area** displays the text "USPS INSURED."



### Action Items:

#### Acceptance

- No postmark or acceptance scan required for Priority Mail (follows current PC Postage/Click-N-Ship mailing process).

#### Delivery

- Scan label at delivery
- Scanner will prompt for signature if required





Fact Sheet

# USPS Insurance Purchased Online

*Now get peace of mind — online!*

**You can now add USPS insurance when you print shipping labels and purchase postage online.**

- Available mid-September with Click-N-Ship® service.
- Available with eBay starting this fall.
- Up to \$200 indemnity coverage available.
- No extra forms needed.
- Because online labels always include Delivery Confirmation™ service, you can also check your delivery status online!

**You can add insurance online to the following domestic services:**

- Express Mail® service.
- Priority Mail® service.
- Parcel Post® service.
- Media Mail® service.
- First-Class Mail® parcels.

**Insurance fees online are the same as at Post Offices and are based on the amount of coverage needed up to \$200:**

- |   |        |                    |
|---|--------|--------------------|
| ▪ | Fee    | Insurance Coverage |
|   | \$1.30 | \$0.01 to \$50     |
|   | \$2.20 | \$50.01 to \$100   |
|   | \$3.20 | \$100.01 to \$200  |
- Express Mail provides insurance up to \$100 free of charge. Additional coverage up to \$200 costs \$1.00.

**You can send your items with insurance purchased online in the following ways:**

- Request a carrier pickup online at [www.usps.com/shipping/carrierpickup](http://www.usps.com/shipping/carrierpickup).
- Take to your local Post Office™.
- Place in your mailbox.
- Drop in a Postal Service™ collection box.
- Hand to your delivery carrier.

**If you need to insure your item for more than \$200:**

- Take your item to any Post Office where insurance can be purchased up to \$5,000 in coverage.
- Insure for the full amount at the Post Office because insurance purchased online cannot be combined with insurance purchased at a Post Office.

**Here's how and where you file a claim:**

- Visit the Insurance Claims page on USPS.com® at [www.usps.com/insuranceclaims](http://www.usps.com/insuranceclaims) for instructions on how to file a claim.
- Download and complete the claims form, PS Form 1000, *Domestic Claim or Registered Mail™ Inquiry*.
- Take the completed PS Form 1000, your proof of insurance (i.e., online label record or shipping history printout), and evidence of value (e.g., sales receipt or invoice) to your Post Office for processing.

# Click-N-Ship

*Online shipping is just a click away*

**Print shipping labels from the convenience of your home or office.** Click-N-Ship® brings the Post Office™ to your desktop. Simply log on to USPS.com® and start printing professional shipping labels — with or without postage.

With Click-N-Ship service you can:

- Purchase PC Postage® labels on USPS.com.
- Pay for postage with any major credit card.
- Calculate and compare rates.
- Standardize your addresses.
- Find a ZIP Code™.

**Labels can be printed for the following domestic and international expedited package services:**

- Priority Mail® service.
- Express Mail® service.
- Global Express Guaranteed® service.
- Global Express Mail™ service.

**Get these value-added extra services when you ship Priority Mail online:**

- Delivery Confirmation™ service, which is free — and provides the ZIP Code, date, and time of delivery.
- Signature Confirmation™ service, which you can add for only \$1.30.

**New! Get greater peace of mind with USPS® insurance on Click-N-Ship service.**

- Add it to your Priority Mail and Express Mail packages.
- Coverage is available up to \$200.
- Regular insurance fees apply.

**It's easy to get started.**

- All you need is an Internet connection, your home or office PC, and a laser or quality inkjet printer.
- Labels can be printed on 8 1/2" x 11" paper and glued or taped securely to the package. Self-adhesive labels may be purchased online.
- Use your home or office scale or order one online with an easy link to The Postal Store®.

## Fact Sheet

**More features that make it even easier to ship online:**

- Online Address Book stores up to 1000 domestic and international addresses.
- E-mail Ship Notification allows you to send your recipient an automatic e-mail that a package is on its way.
- Shipping Cart prints up to 10 domestic labels with a single credit card transaction.
- Shipping History allows you to easily look up information on your postage-paid labels printed within the past 6 months.
- My Account helps you easily manage your Click-N-Ship information from one central location.

**Online shipping is as convenient as your neighborhood mailbox.**

You can drop your Priority Mail and domestic Express Mail pieces with PC Postage labels in any Postal Service™ collection box.

Or you can:

- Drop at your local Post Office.
- Hand to your delivery carrier.
- Schedule a pickup online.

**Save a trip to the Post Office.**

Use Click-N-Ship with the Postal Service's carrier pickup option to schedule free package pickup from your home or office when your carrier delivers your mail. Once you've completed your labels, simply click on the carrier pickup link to request next-day pickup.

**Visit us today at [usps.com/clicknship](http://usps.com/clicknship).**

**Online Insurance Frequently Asked Questions**

- Q. Can I purchase insurance online?
- A. Yes, indemnity coverage is available online for up to \$200 for lost, rifled, or damaged articles.

- Q. What classes of mail are insurable online?
- A. Depending on the online postage solution (Click-N-Ship® or eBay), insurance is available with Express Mail®, Priority Mail®, Parcel Post®, Media Mail® and First-Class Mail® parcels. Express Mail provides insurance up to \$100 at no additional cost — additional incremental insurance is available online up to \$200 maximum.

- Q. Are the online fees the same as at a Post Office™?
- A. Yes, insurance purchased online costs the same and the fees are based on the amount of coverage needed up to \$200.

Fee	Insurance Coverage
\$1.30	\$0.01 to \$50
\$2.20	\$50.01 to \$100
\$3.20	\$100.01 to \$200

Express Mail service provides insurance up to \$100 free of charge. Additional incremental insurance up to \$200 costs up to \$1.

- Q. What if I need to purchase insurance for more than \$200?
- A. Visit any Post Office, where insurance can be purchased up to \$5,000. Insurance purchased online cannot be combined with insurance purchased at a Post Office.
- Q. How can I mail my online insured item?
- A. You can request a free carrier pickup, take it to your local Post Office, drop it in a Postal Service collection box, place it in your mailbox, or hand it to your delivery carrier.

- Q. Is everything insurable?
- A. No, coverage is not provided for consequential losses, delay, concealed damage, spoilage of perishable items, articles improperly packaged, articles too fragile to withstand normal handling in the mail, or prohibited articles. These policies can be found on the How to File Insurance Claims page on USPS.com® at [www.usps.com/insuranceclaims](http://www.usps.com/insuranceclaims). For additional information please see the *Domestic Mail Manual*.

Q: How and where do I file a claim?

- A: A claim may be filed in one of the following ways:
- Visit the How to File Insurance Claims page on USPS.com at [www.usps.com/insuranceclaims](http://www.usps.com/insuranceclaims) for instructions on how to file a claim for insurance purchased online.
  - Download and complete PS Form 1000, *Domestic Claim or Registered Mail™ Inquiry*.
  - Take a completed PS Form 1000, proof of insurance (i.e., online label record or shipping history printout), and evidence of value (i.e., sales receipt or invoice) to any Post Office for processing.

Q: Is requesting a carrier pickup available for items insured online?

- A: Yes, this is available with Priority Mail and Express Mail. After purchasing an online label with insurance, please visit [www.usps.com/carrierpickup](http://www.usps.com/carrierpickup) to request a pickup for your item(s). Just prepare your package before your carrier arrives — including postage. Your carrier will pick it up the next Postal Service delivery day.

# Employees

## OBSOLETE FORMS

### eAwards Replaces Most Recognition and Awards Forms

Effective September 2, 2004, the following Postal Service™ forms are obsolete:

- PS Form 8124, *Award Report*.
- PS Form 8167, *PCES Recognition Authorization or Vice President Award Authorization for PCES in EAS Positions*.
- PS Form 8168, *Individual EAS Recognition/Awards Program Authorization*.
- PS Form 8169, *EAS Team Recognition Authorization*.

The Eagan Accounting Service Center will no longer accept these forms.

The eAwards intranet portal at [https:// eawards.usps.gov/eawards/main/index.pge](https://eawards.usps.gov/eawards/main/index.pge) now processes all awards except the Quality Step Increase, which still requires PS Form 1727. Employees responsible for establishing Spot Awards or Special Awards must use the eAwards system, entering the same data they previously recorded on the above obsolete forms.

— Compensation,  
Employee Resource Management, 9-2-04

## NEW FORM

### PS Form 8041, Pre-arbitration or Agency Settlement Worksheet

PS Form 8041, *Pre-arbitration or Agency Settlement Worksheet*, is now available to expedite the payroll processing of lump sum payments from pre-arbitration, pre-trial, and agency-brokered settlements valued at up to but not including \$100,000. This means that for these three types of settlements you should no longer use PS Form 8039, *Back Pay Decision/Settlement Worksheet*.

*Note:* For pre-arbitration settlements, the Grievance Arbitration Tracking System remains the best method for processing lump sum payments. The new PS Form 8041, however, provides an acceptable paper alternative.

For more information on how to use PS Form 8041, see Compensation Letter 2004-050, *Methods of Filing Back Pay Claims to Avoid Error and Delay and Reduce Administrative Costs*, located on the Postal Service™ Intranet at [http://blue.usps.gov/hrisp/comp/comp\\_ltrs\\_html/cl04-050.htm](http://blue.usps.gov/hrisp/comp/comp_ltrs_html/cl04-050.htm).

See pages 29–30 of this *Postal Bulletin* for a copy of PS Form 8041. You can print the form from the Postal Service PolicyNet Web site:

- Go to <http://blue.usps.gov>.
- Under “Essential Links” in the left-hand column, click on *References*.

- Under “References” in the right-hand column, click on *PolicyNet*.
- Click on *Forms*.

You can also order PS Form 8041 from the Material Distribution Center (MDC) by using touch tone order entry (TTOE): Call 800-332-0317, option 2.

*Note:* You must be registered to use TTOE. To register, call 800-332-0317, option 1, extension 2925, and follow the prompts to leave a message. (Wait 48 hours after registering before placing your first order.)

Use the following information to order PS Form 8041:

<b>PSIN:</b>	PS 8041
<b>PSN:</b>	7690-07-000-1171
<b>Unit of Measure:</b>	EA
<b>Minimum Order Quantity:</b>	1
<b>Quick Pick Number:</b>	N/A
<b>Bulk Pack Quantity:</b>	N/A
<b>Price:</b>	\$0.0189

— Compensation,  
Employee Resource Management, 9-2-04



## Pre-arbitration or Agency Settlement Worksheet

**Instructions:** This form expedites processing of lump sum payments from pre-arbitration, pre-trial, and administrative agency settlement agreements. If the payment is for wages, hours, or benefits, use **PS Form 8039, Back Pay Decision/Settlement Worksheet**. You must complete sections of this form before the Eagan Accounting Services Center will process the payment. Please print legibly or type when completing this form. A copy of the settlement agreement must accompany this form.

I. Employee Identification			
Name <i>(Last, first, MI)</i>		Employee ID (EIN)	Designation Activity Code (DES/Act)
Period covered by the settlement: From: <i>(MM/DD/YYYY)</i> To: <i>(MM/DD/YYYY)</i>			Grievance Number
Employing Office Address <i>(Number, street, suite, etc.)</i>		Finance Number <i>(to be charged)</i>	
City	State	ZIP+4 <sup>®</sup>	Employing Office Telephone Number <i>(including Area Code and Extension)</i>
USPS <sup>®</sup> Labor Relations or Human Resources Contact		USPS Contact Telephone Number <i>(including Area Code and Extension)</i>	

II. Settlement Information <i>(for use by Eagan Payroll Services Branch)</i>	
Date of Settlement: <i>(DD/MM/YYYY)</i>	Lump sum amount to be paid:  \$ _____
What was the forum of this settlement?  <input type="checkbox"/> Pre-arbitration <input type="checkbox"/> Pre-trial <input type="checkbox"/> Equal Employment Opportunity Commission (EEOC) <input type="checkbox"/> Merit Systems Protection Board (MSPB) <input type="checkbox"/> Other <i>(specify)</i> :	

III. Interest, Non-wage Income, and Reimbursable Expenses <i>(for use by Eagan Finance Branch)</i>	
<b>Note:</b> Issue a separate check for each. Issue IRS Form 1099-INT, <i>Interest Income</i> , for (A). Issue IRS Form 1099-MISC, <i>Miscellaneous Income</i> , for (B).	
A) Was interest expressly awarded in the settlement?  <input type="checkbox"/> Yes <i>(interest is computed on the lump sum amount)</i> <input type="checkbox"/> No	
B) Is any portion of this lump sum payment for <b>other non-wage income</b> excluded from deductions and withholding?  <input type="checkbox"/> Yes <input type="checkbox"/> No  If <b>yes</b> , what amount of the lump sum payment is for other non-wage income?    \$ _____	
C) Is any portion of this lump sum payment for <b>reimbursable expenses</b> (e.g., travel), including per diem and/or mileage?  <input type="checkbox"/> Yes <input type="checkbox"/> No  If <b>yes</b> , what amount of the lump sum payment is for reimbursable expenses?    \$ _____	

**IV. Special Instructions**

Please list any special instructions: (e.g., mailing instructions or joint name on payments)

**V. Signatures**

Certifying official's name and title (please print)

Signature

Date (MM/DD/YYYY)

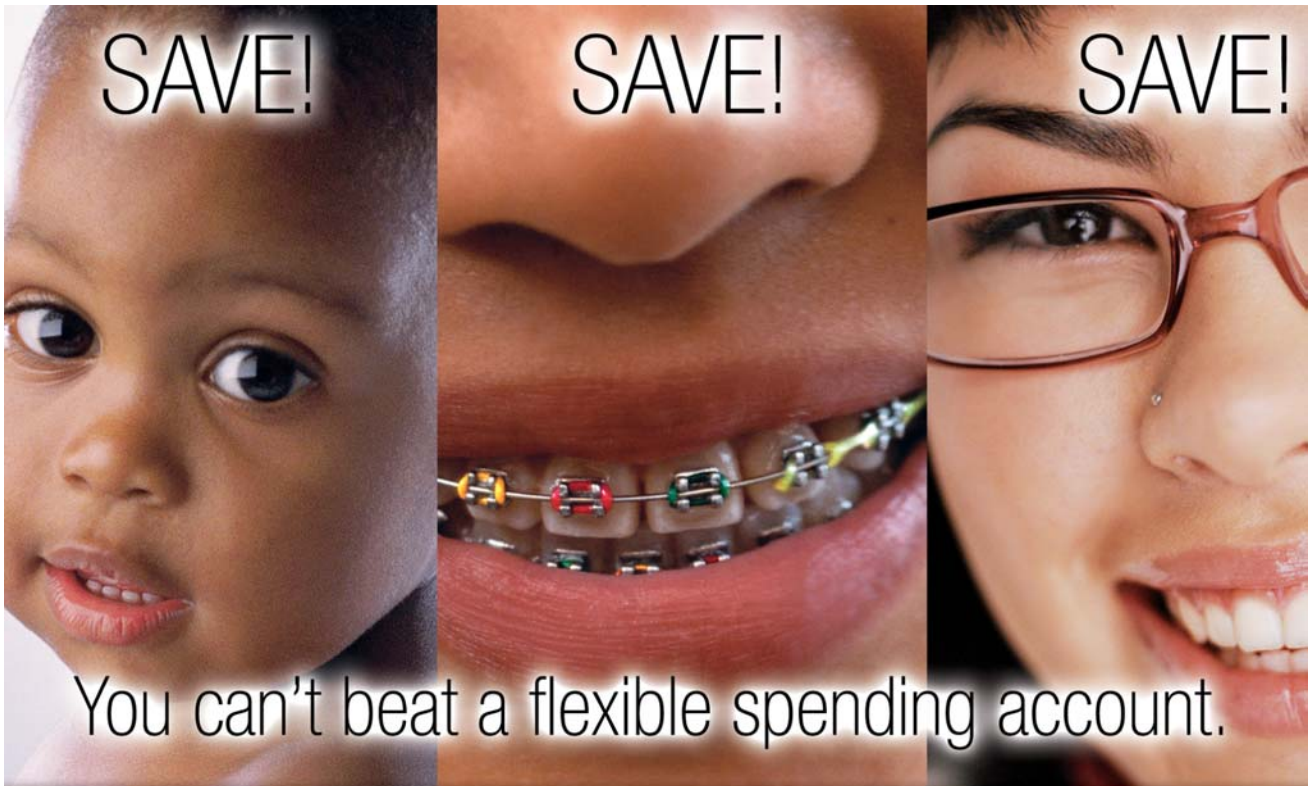
**VI. Mailing Instructions**

If the amount is *less than \$10,000*, mail to:

USPS EAGAN IT/ASC  
PAYROLL SERVICES BRANCH  
PAY LOCATION 9633  
2825 LONE OAK PARKWAY  
EAGAN MN 55121-9633

If the amount is *equal to or greater than \$10,000*, mail to:

USPS EAGAN IT/ASC  
FINANCE BRANCH  
PAY LOCATION 9616  
2825 LONE OAK PARKWAY  
EAGAN MN 55121-9616



# Finance

## HANDBOOK F-1 REVISION

### Customer Permit Mailing Accounts

The Postal Service™ is phasing out the PERMIT system, which was used to manage customer permit accounts. The PERMIT system will be replaced with the new PostalOne! system. To accommodate the new PostalOne! system, the following policy and procedural changes will occur related to customer permit accounts. In addition, offices will use two new account identifier codes — AIC 070, Customer Permit Account Deposit, and AIC 470, Customer Permit Account Withdrawal — to record advance deposits to and withdrawals from customer permit accounts.

For permit account deposits, the AIC change is as follows:

Use new...	Instead of...
AIC 070, Customer Permit Account Deposit	AIC 051, Periodicals Advance Deposits AIC 052, Permit Imprint, Additional Postage Advance Deposit AIC 060, Conditional Permit

For withdrawals, the AIC change is as follows:

Use new...	Instead of...
AIC 470, Customer Permit Account Withdrawal	AIC 451, Periodicals Advance Deposits Withdrawal AIC 452, Permit Imprint/Additional Postage AIC 460, Conditional Permit Withdrawal

### IRT, IBM POS ONE, MOVES, and SPORT Reporting Offices

Effective September 1, 2004, integrated retail terminal (IRT) offices updated to Version 56, and IBM POS ONE, Money Order Voucher Entry System (MOVES), and Small Post Office Reporting Tool (SPORT) reporting offices will use new AIC 070 and AIC 470 for Periodicals, Permit Imprint, and Conditional Permit accounts.

Retail associates must ensure that the correct customer's name, permit account number, and amount are entered if prompted by their respective reporting system. The data collected in these fields is used to create a system-generated PS Form 3544, *Receipt for Money or Services*. The information in PS Form 3544 is used to credit the appropriate customer's account and account type by the business mail entry unit (BMEU) in the PostalOne! system, or by the employee responsible for locally managing the customer's permit account.

### NCR POS ONE Reporting Offices

Effective October 1, 2004, National Cash Register (NCR) POS ONE reporting offices will use new AIC 070 and AIC 470 for Periodicals, Permit Imprint, and Conditional Permit accounts.

Retail associates must ensure that the correct customer's name, permit account number, and amount are entered when prompted by the POS ONE system. The data collected in these fields is used to create the POS ONE system-generated PS Form 3544, *Receipt for Money or Services*. The information on PS Form 3544 is used to credit the appropriate customer's account and account type by the business mail entry unit (BMEU) in the PostalOne! system, or by the employee responsible for locally managing the customer's permit account.

### Locally Managed Customer Permit Accounts

Offices that manage customer's permit accounts locally will maintain individual customer accounts that use the revised PS Form 25, *Trust Fund Account*, and account for on PS Form 3083, *Trust Accounts Receipts and Withdrawals*. This allows maintaining a running balance of each customer's permit account. A separate PS Form 25 will be used for each of the two customer account types (Permit Accounts or Business Reply/Postage Due Accounts) to manage account deposits and withdrawals. PS Form 25 will be used as follows:

#### Deposits

- Customer's advance deposit amounts received will be entered in the Received column of PS Form 25 corresponding to the type of permit account.
- Calculate the closing balance amount and enter in the Balance column.

*Note:* Ensure the accounting entries for the amounts received are recorded into AIC 070 with an offset entry to the tender type and/or bank deposit, on PS Form 1412, *Daily Financial Report*.

#### Withdrawals (at the time of customer mailing)

- Enter the description type of mailing in the Description column.
- Enter date in the Issue Date column.
- Enter the charges for the mailing in the Withdrawn column.



- d. Calculate the closing balance amount and enter in the Balance column.

*Note:* Ensure the accounting entries for the amounts withdrawn are recorded in AIC 470 with an offset entry to the AIC that corresponds to the type of mailing, on PS Form 1412.

We will incorporate these revisions into the next printed edition of Handbook F-1 and into the next update of the on-line version accessible on the Postal Service PolicyNet Web site.

- Go to <http://blue.usps.gov>.
- Under “Essential Links” in the left-hand column, click on *References*.
- Under “References” in the right-hand column, click on *PolicyNet*.
- Then click on *HBKs*.

(The direct URL for the Postal Service PolicyNet Web site is <http://blue.usps.gov/cpim>.)

**Handbook F-1, Post Office Accounting Procedures**

\* \* \* \* \*

**5 Trust, Suspense, and Financial Differences**

*[Revise the introductory text to read as follows:]*

This chapter explains trust funds, suspense items, and financial differences and their proper use in daily accounting activities including managing, reporting, and resolving financial differences. Trust is a liability account for which the Postal Service may owe service to a customer or it may represent an amount for which a future claim can be made for funds on deposit. Suspense is an account receivable to the Postal Service that represents funds owed by a customer, customer account, or an employee. This chapter covers:

- Section 51 Trust Funds
- Section 52 Suspense and Expense Items
- Section 53 Statement of Difference
- Section 54 Employee Items and Financial Differences at SAFR Offices

**51 Trust Funds**

*[Revise the title of 511 to read as follows:]*

**511 Advance Deposit for Service**

*[Delete the heading for 511.1 and all of section 511.2.]*

*[Revise the title and text of 512 to read as follows:]*

**512 Handling Customer Permit Accounts**

**512.1 Advance Deposits**

- 1> Funds collected and deposited into authorized customer trust accounts for Periodicals-rate mailings, permit imprints, and conditional permits, will be reported in AIC 070, Customer Permit Account Deposit, on PS Form 1412.
- 2> PS Form 3544, *Receipt for Money or Services*, must be completed with the customer’s name, permit account number, and amount received.
- 3> The original receipt is issued to the customer and a copy or system-generated report forwarded to one of the following:
  - a. The employee responsible for the locally managed customer’s permit account.
  - b. The business mail entry unit (BMEU) to be entered into the PostalOne! system.
  - c. The employee responsible for local PostalOne! system entry.

This will allow crediting the appropriate permit account.

**512.11 Locally Managed Customer Permit Accounts**

Locally managed customer permit accounts are managed at offices that are not linked to a BMEU PostalOne! system or local PostalOne! system; instead they maintain individual customer permit accounts. These offices will:

- a. Maintain individual customer permit accounts using PS Form 25, *Trust Fund Account*.
- b. Manage the accounts by entering the deposits and withdrawals and calculating the balance.
- c. Maintain a separate PS Form 25 with the daily summary grand total amount of all customer permit trust accounts balances (accounts reported into AIC 070).

*Note:* If a customer pays the exact amount at the time of mailing, entries to the PS Form 25 are not required.

Deposit	Type of Account	AIC Number	Form to Use
Amount to be deposited	Periodicals-Rate Mailing	AIC 070	PS Form 25, <i>Trust Fund Account</i>
	Permit Imprint Mailing		
	Conditional Permit		

**512.12 Business Reply Mail and Postage Due Accounts**

- 1> Report funds collected and deposited into authorized customer trust accounts for Business Reply Mail and postage due, in AIC 053, Postage Due and Business Reply Advance Deposit, on PS Form 1412.

- 2> Complete PS Form 3544, *Receipt for Money or Services*, with the customer's name, BRM account number, and amount received.
- 3> Issue the original receipt to the customer and forward a copy or system-generated report to one of the following:
  - a. The employee responsible for the locally managed customer's BRM/Postage Due Account.
  - b. The business mail entry unit (BMEU) to be entered into the PostalOne! system.
  - c. The employee responsible for local PostalOne! system entry.

This will allow crediting the appropriate permit account.

Deposit	Type of Account	AIC Number	Form to Use
Amount to be deposited	Business Reply Mail and Postage Due	AIC 053	PS Form 25, <i>Trust Fund Account</i> (locally managed)

Locally managed Business Reply Mail and postage due accounts are managed at offices that are not linked to a BMEU PostalOne! system or local PostalOne! system; instead they maintain individual Business Reply Mail and postage due accounts. These offices will:

- a. Maintain individual business reply mail and postage due accounts using PS Form 25, *Trust Fund Account*.
- b. Manage the accounts by entering the deposits and withdrawals and calculating the balance.
- c. Maintain a separate PS Form 25 with the daily summary grand total amount of all Business Reply Mail and postage due accounts balances (accounts reported into AIC 053).

## 512.2 Withdrawals from Permit Accounts

### 512.21 Locally Managed Customer Permit Accounts (Post Office or Postal Retail Unit)

When a customer brings a mailing to the window service unit with a statement of mailing, the acceptance employee must:

- 1> Verify the postage mailing statement.
- 2> Compute the amount of postage for the mailing.
- 3> Withdraw the total amount from the individual customer's permit account in PS Form 25 and calculate the balance.
- 4> Enter the amount into the corresponding mailing (Revenue) AIC and offset to AIC 470, Customer Permit Account Withdrawal, on PS Form 1412.
- 5> Initiate the appropriate dispatch certificate to accompany the mailing to mail processing.

### 512.22 Business Mail Entry Units

When a customer brings a mailing to the business mail acceptance unit with a statement of mailing, the acceptance employee must:

- 1> Verify the postage mailing statement.
- 2> Compute the amount of postage for the mailing.
- 3> Withdraw the total amount from customer's permit account in the Postal One! system; this must emulate the accounting entry of the mailing AIC with an offset to AIC 470, Customer Permit Account Withdrawal, in the financial report.
- 4> Initiate the appropriate dispatch certificate to accompany the mailing to mail processing.

### 512.23 Business Reply Mail and Postage Due Accounts

Business reply mail and postage due mail must be rated and calculated. Initiate PS Form 3582-P, *BRM/Postage Due Invoice*, for each customer. Amounts withdrawn must be recorded in AIC 453, Postage Due/Business Reply Deposits Withdrawal, in the financial report (See Section 764.2, Withdrawing Postage Payments from Advance Deposit Accounts).

### 512.3 Replenishing Customer Permit Accounts

When an advance deposit permit account requires replenishment, notify the customer (See *Domestic Mail Manual* P040).

### 512.4 Reporting Customer Permit Account Activity

Post Offices or postal retail units that locally manage customer permit accounts must report activity for all accounts on PS Form 3083, *Trust Accounts Receipts and Withdrawals*.

- 1> Prepare the PS Form 3083 daily at the close of business.
- 2> Enter the opening balance from previous business day closing balance.
- 3> Enter the total deposits of AIC 070 and AIC 053.
- 4> Compute the total to be accounted for.
- 5> Enter the total of all mailing funds withdrawn (AIC 470 and AIC 453) from customer permit accounts.
- 6> Compute the business day closing balance.
- 7> Enter the summary total amount from PS Form 25 summary.
- 8> Submit PS Form 3083 with supporting documentation to the unit close out person.

Post Offices may randomly verify account summary totals in the Enterprise Data Warehouse, Accounting Data Mart (ADM).

[Delete section 512.5]

[Revise the title and text of 513 to read as follows:]

**513 Handling Other Trust Fund Accounts**

**513.1 Customs Collection**

Only IRT and POS ONE System Offices are authorized to use AIC 054, Customs Collection, on PS Form 1412, to record customs fees collected. The IRT and POS ONE system will prompt you to scan the customs label number from each Customs Form 3419-A, *Mail Entry*, plus the amount collected; this information is transmitted to the ASC. At the close of business every day, each office must reconcile the system-generated Unit Customs Report with the customs label forms. Offices must maintain all customs forms and reports locally. The ASC will process payment to the U.S. Customs Service.

*Note:* See section 781.2 for non-IRT and non-POS ONE offices.

**513.2 Employee Overages**

Employee stamp credit and cash credit overages at Post Offices and postal retail units are recorded into AIC 057, Employee Stamp Credit Overages, and AIC 068, Employee Cash Overages, on PS Form 1412. A master control, either a system-generated report or summary ledger PS Form 25, must be maintained for each category of employee overage by the postmaster, manager, supervisor, or designated employee at each office.

*Note:* See section 541 for the handling of employee items.

**513.3 Express Mail Corporate Accounts**

Funds collected and deposited into an authorized Express Mail Corporate Account (EMCA), are recorded into AIC 055, Express Mail Advance Deposit, on PS Form 1412. Amounts entered into AIC 055 with the EMCA account numbers are transmitted into the Electronic Marketing Reporting System (EMRS) to be credited to the appropriate account; therefore, EMCA accounts are not maintained locally.

**513.4 Special Provisions for Business and Government Advance Deposits**

Trust fund accounts authorized for government agencies are governed by annual budgets and require advance deposits for future payment of postal products and services. These amounts are reported into AIC 074, Locally Managed Trust Deposit, on PS Form 1412. Local management may authorize businesses with the same budget constraints to use this type of trust account. It is the responsibility of the unit postmaster, manager, or supervisor to review these accounts at least once a month.

These trust deposit accounts are locally maintained and cannot be linked to a BMEU PostalOne! system or local PostalOne! System. These offices will:

- a. Maintain individual government advance deposit accounts using PS Form 25, *Trust Fund Account*.
- b. Manage the accounts by entering the deposits and withdrawals and calculating the balance.
- c. Maintain a separate PS Form 25 with the daily summary grand total amount of all government advance deposit accounts balances (accounts reported into AIC 074).

[Revise the title and text of 514 to read as follows:]

**514 Clearing Trust Fund Accounts**

Use the guidelines below for trust fund account clearance:

Type of Account	Clearance Accounting Entry
Periodicals-Rate Mailing, Permit Imprint Mailing, and Conditional Permit (AIC 070)	Funds withdrawn from authorized customer trust accounts of periodicals, permit imprint, and conditional permits are recorded in AIC 470, Customer Permit Account Withdrawal. The offset must be one of the following: <ul style="list-style-type: none"> <li>■ A mailing (revenue) AIC.</li> <li>■ A refund requested by the customer.</li> <li>■ Closing the account by the Postal Service.</li> </ul>
Business Reply Mail and Postage Due (AIC 053)	Funds withdrawn from authorized BRM/Postage Due customer trust accounts are recorded in AIC 453, Postage Due/Business Reply Deposits Withdrawal. The offset must be one of the following: <ul style="list-style-type: none"> <li>■ AIC 114, Postage Due Invoices.</li> <li>■ A refund requested by the customer.</li> <li>■ Closing the account by the Postal Service.</li> </ul>
Customs Collection (AIC 054)	No clearing accounting entries required.
Employee Stamp Credit Overages (AIC 057)	Funds withdrawn from employee overage trust account are recorded in AIC 457, Employee Stamp Credit Overage Withdrawal. The offset must be one of the following: <ul style="list-style-type: none"> <li>■ To offset an employee shortage.</li> <li>■ Entry to AIC 123, Lobby Services Revenue, if unclaimed after 1 year.</li> </ul>
Employee Cash Overages (AIC 068)	Funds withdrawn from employee cash overage trust account are recorded in AIC 468, Employee Cash Overage Withdrawal. The offset must be one of the following: <ul style="list-style-type: none"> <li>■ To offset an employee shortage.</li> <li>■ Entry to AIC 123 if unclaimed after 90 days.</li> </ul>

Type of Account	Clearance Accounting Entry
Express Mail Corporate Account (AIC 055)	No clearing accounting entries required.
Locally Managed Advance Trust Deposit (AIC 074)	Funds withdrawn from advance accounts deposited by government agencies or authorized businesses are recorded in AIC 474, Locally Managed Advance Trust Deposit Withdrawal. The offset must be one of the following: <ul style="list-style-type: none"> <li>■ Purchase of postal products or services.</li> <li>■ A refund requested by the customer.</li> <li>■ Closing the account by Postal Service.</li> </ul>

[Delete section 515]

\* \* \* \* \*

**Appendix A Account Identifier Code and General Ledger Account Crosswalk**

\* \* \* \* \*

[Insert new AICs 070 and 470 as follows:]

AIC	GLA	PSFR	Title	Description
* * * * *				
070	25311.070	N/A	Customer Permit Account Deposit	Funds collected and deposited into authorized customer trust accounts for Periodicals-rate mailings, permit imprints, and conditional permits.
* * * * *				
074	25311.074	N/A	Locally Managed Advance Trust Deposit	Funds collected and deposited for future payments of postal products and services by businesses and government agencies with annual budget constraints. These accounts are maintained locally.
* * * * *				
470	25311.470	N/A	Customer Permit Account Withdrawal	Funds withdrawn from authorized customer trust accounts for Periodicals-rate mailings, permit imprints, and conditional permits.
* * * * *				
474	25311.474	N/A	Locally Managed Trust Withdrawal	Funds withdrawn from locally managed trust for the payment of postal products and services.
* * * * *				

— Revenue and Field Accounting,  
Finance, 9-2-04

*OBSOLETE MANAGEMENT INSTRUCTION AND FORM***Miscellaneous Payment Process**

Effective September 2, 2004, Management Instruction (MI) FM-640-1999-1, *Payment for Supplies and Services Using the Miscellaneous Disbursement Process Under Local Buying Authority*, and PS Form 2431, *Request for Miscellaneous Disbursement Payment*, are obsolete. The San Mateo Accounting Service Center (ASC) will no longer accept PS Form 2431 from Headquarters and Headquarters field organizations. The miscellaneous payment process is for non-contractual invoices equal to or less than \$10,000. The contractual payment process has not changed.

Headquarters and Headquarters field organizations must use PS Form 8230, *Authorization for Payment*, to process local buying requests when other preferred payment methods are not available. Refer to ASM Section 722 for local buying policy.

*Note:* See related article on page 6 of this *Postal Bulletin*.

— National Accounting,  
Finance, 9-2-04

*USE OF PS FORM 8230, AUTHORIZATION FOR PAYMENT***Non-Contractual Utility and Telecommunication Invoice Payment Process**

Effective September 2, 2004, The San Mateo Accounting and Service Center (ASC) will not accept non-contractual utility and telecommunication invoices without an accompanying PS Form 8230, *Authorization for Payment*, through the Scanning and Imaging Center (SIC). The preferred methods of payment are as follows:

1. eBuy.
2. I.M.P.A.C. expense credit card.
3. PS Form 8230, *Authorization for Payment*, with proper invoice to SIC.
4. No-fee money orders (one-time emergency only, up to \$500).
5. Cash (one-time emergency only, up to \$100).
6. Imprest fund check.

Please remember that eBuy has recently been expanded to allow for online certification and electronic processing of non-contractual utility invoices in the Accounts Payable system. This is still the preferred method for paying utility invoices. Area office personnel should contact their eBuy coordinators for training on the eBuy utility module. For offices without access to eBuy, many telecommunication vendors now accept the I.M.P.A.C. credit card as a form of payment. Using either option results in savings from the manual payment environment.

Offices must mail properly completed and certified PS Form 8230, along with a proper invoice, to the SIC for scanning and electronic transmission to the San Mateo ASC. The address for the USPS Scanning and Imaging Center is as follows:

USPS SCANNING AND IMAGING CENTER  
PO BOX 9000  
SIOUX FALLS SD 57117-9000

The San Mateo ASC will process the request for payment in accordance with the Prompt Payment Act.

Information on completing PS Form 8230 is contained in the Postmaster/Field Guide, Version 4.0, dated April 2004. Information is also available on the Accounting Center Support Web site at <http://acs.usps.gov/forms/8230.php>.

*Note:* See related articles on pages 6 and 7 of this *Postal Bulletin*.

— National Accounting,  
Finance, 9-2-04

# Information Technology

NEW EDITION

## Handbook AS-508, Section 508

The June 2004 edition of Handbook AS-508, *Section 508*, is now available. The new edition explains the requirements of Section 508 of the Rehabilitation Act and sets forth, in broad outline, the Postal Service's™ policies on how to comply with them.

The June 2004 edition of Handbook AS-508 is available online on the Postal Service PolicyNet Web site:

- Go to <http://blue.usps.gov>.
- Under "Essential Links" in the left-hand column, click on *References*.

- Under "References" in the right-hand column, click on *PolicyNet*.
- Then click on *HBKs*.

We also will present these policies in greater detail in a forthcoming handbook, Handbook AS-508-A, *Section 508 Technical Reference Guide*.

— Section 508 Program,  
Information Technology, 9-2-04

# International Mail

PUBLICATION 141 REVISION

## Global Express Guaranteed Service Guide — Japan

Effective September 2, 2004, Publication 141, *Global Express Guaranteed™ Service Guide*, Japan country listing, Country Specific Prohibitions, is revised to include "correspondence" to the list of prohibited items. All other types of documents listed in the DOC section for Japan remain acceptable in this service.

We will incorporate this revision into the next printed version of Publication 141 and into the next update of the online version of Publication 141, which is available on the Postal Service™ PolicyNet Web site:

- Go to <http://blue.usps.gov>.
- Under "Essential Links" in the left-hand column, click on *References*.
- Under "References" in the right-hand column, click on *PolicyNet*.
- Click on *PUBs*.

(The direct URL for the Postal Service PolicyNet Web site is <http://blue.usps.gov/cpim>.)

Publication 141 is also available on the Postal Service Internet:

- Go to [www.usps.com](http://www.usps.com).
- Click on *About USPS & News*, then *Forms & Publications*, then *Postal Periodicals and Publications*, and then *Publications*.

## Publication 141, *Global Express Guaranteed™ Service Guide*

\* \* \* \* \*

### Countries & Cities Served — Section III

\* \* \* \* \*

### Japan

\* \* \* \* \*

### COUNTRY SPECIFIC PROHIBITIONS

In addition to the standard USPS prohibited items, plus:

[Add "correspondence" to the list of prohibitions to read as follows (the notes immediately following the list remain unchanged):]

Awakening drugs (Stimulants)	Psychotropic Drugs
Correspondence	Rice (a)
Film, Commercial	Seeds
Graphite Products	Soil
Movie film (35mm & 70mm)	Swords, cutless
Personal Effects	Walnuts (in shell)

\* \* \* \* \*

— International Product Development,  
Product Development, 9-2-04

(International Mail continues on page 59.)

# Fraud Alert

## Withholding of Mail Orders

Withholding of mail orders are enforced by postmasters at the cities listed below.

State/City/ZIP Code	Names and Addresses Covered
NV, Las Vegas 89123-2506	Sheri Lawrence and All Other Names, 8170 S Eastern Avenue, PMB 129
NV, Las Vegas 89145-6232	Joanne Kim and All Other Names, 1027 S Rainbow Blvd., PMB 209

— Judicial Officer, 9-2-04

## Domestic Orders

False Representation. Enforced by postmasters at the cities listed below.

State/City/ZIP Code	Names and Addresses Covered	Product
IL, Loves Park 61132-5427	MCoy Enterprises, P.O. Box 15427	A work-at-home envelope — stuffing scheme

— Judicial Officer, 9-2-04

## 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.

<b>005208</b>	021864	069936	093027	101968	117252	173062	222212	295460	330579	349544	462698	553052
005251	022196	070059	093061	102117	117345	173071	222252	295468	330794	349583	462911	553099
005416	022276	070294	093280	102354	117478	175071	222327	296359	331004	349869	468409	553117
005621	022389	070333	093317	102538	118011	175082	232311	<b>300452</b>	331043	352809	470002	553186
006350	027142	070432	093341	102779	118196	179050	232365	300458	331266	357010	472072	553230
006613	027320	070532	093488	102845	118258	183003	232376	300536	331341	361171	473021	553238
006680	029597	070635	093723	102872	118263	192221	235469	301269	331442	361331	477169	553281
006809	029706	070963	093898	103200	118285	192621	240507	301279	331656	363136	480105	553310
006950	029814	071287	093929	103232	118403	192700	249107	301326	331685	371005	480122	553457
007304	029902	071290	094204	103433	118592	192944	254025	301345	332149	372074	480352	553568
007370	030106	071332	094925	103781	119037	192969	254028	301378	332201	372275	480377	553609
008192	035110	071412	094960	104228	119306	193116	260010	301398	332335	372342	480562	553625
008225	038077	071666	095420	104325	119431	193128	261006	301401	332353	374147	480816	553718
008251	038292	071697	095451	104450	120270	193226	271005	301441	332591	381152	480938	553762
008325	038414	071707	095500	104472	120300	193239	271010	302088	332655	381235	481163	553778
008737	039301	075059	095669	105057	121218	193281	271050	302477	332863	381474	481392	553801
008755	040096	075300	096188	105992	122417	193406	271203	302670	332897	381673	481811	553815
008930	040321	075935	096359	106059	125011	196073	272024	303100	332974	381926	481857	553819
008957	041003	076222	096510	106389	125382	196081	272097	303709	332983	383120	481947	553825
008997	042016	076629	096606	106571	125415	196087	272127	303809	333014	392708	482978	553859
009044	042105	076845	096636	107188	125454	196139	272130	305040	333159	<b>400035</b>	483048	553903
009074	042304	076987	096661	107269	127012	197126	272133	305222	333556	401032	483143	553927
009114	042305	077032	096746	107333	130021	198184	272136	305440	333817	402462	483152	554001
009511	046066	077384	096782	108140	131488	198230	272145	306140	333836	402900	483267	554009
009542	052045	078025	097072	108691	132133	198244	272338	306153	334031	404600	483364	554021
009651	053001	078107	097109	108750	135213	<b>200339</b>	273039	306170	334039	405014	483401	554029
010056	055136	079014	097185	108773	135245	200579	273113	306250	334061	405029	483624	554041
010426	060462	079047	097288	108777	142386	207002	273128	306473	334067	410024	483924	554067
011275	060704	079054	097364	109019	142551	208874	274028	306858	334100	410041	485139	554306
012127	060944	079126	097552	109809	142629	210391	274361	308022	335090	410114	489314	554321
014486	061090	079974	097586	109977	142876	210446	275720	311547	335111	423092	490110	554361
014971	061238	080020	097701	109982	146039	210616	276017	319079	335196	432524	490670	554397
015564	061540	080084	097826	110092	152007	210636	277321	320001	335231	432883	490704	554416
015670	062022	080116	098044	110400	152041	210644	282351	322054	336209	441013	494245	554424
016022	064192	080664	098098	110717	152087	210673	282369	322343	336508	441187	495125	554504
016337	064227	088400	098252	111551	152136	210777	282391	322410	338013	441529	495448	554518
016405	064746	088667	098426	112633	152143	210821	282767	323062	338041	441542	496149	554538
016802	064886	088742	098445	112862	152309	210832	282865	323065	338207	443323	497059	554573
016885	065083	089111	098461	113002	152358	212298	282903	323519	339028	450065	<b>500012</b>	554604
018427	065121	089871	098532	113318	152582	220211	283531	323559	339067	452035	503025	554720
018624	065367	089952	098536	113353	152954	220260	283600	324031	340302	452078	531600	554759
018640	065676	090078	098626	114329	165047	220274	285035	325480	340353	452261	532342	554761
018670	066247	090473	098634	114353	165416	221082	292227	326264	340415	454472	532362	554766
018706	066414	090705	098815	114626	170161	221088	292569	326502	340564	454627	532595	554767
018782	067151	090895	098830	115091	170167	221165	292621	326765	340619	454649	537350	554781
018851	067318	091329	098977	115135	170277	221233	292649	327038	340794	454729	544062	554793
018980	068265	092058	<b>100010</b>	115219	170290	221268	294309	327470	340903	454811	551121	554833
019290	068388	092204	100302	115266	170295	221283	294316	328017	344006	458153	551407	554962
019358	068574	092311	100354	115270	171094	221323	294391	328019	344054	460097	551446	554973
019735	069126	092514	100360	115697	171132	221335	294429	328070	344061	460118	551902	554978
019906	069207	092527	100436	117014	171154	221383	294486	328084	344179	461020	551906	557016
020220	069312	092722	100754	117081	171177	221455	294529	328975	344181	461060	551966	557034
020465	069837	092792	101268	117150	171218	221547	294544	329029	347006	462023	553003	558006
021807	069931	092884	101472	117188	173058	222180	294575	330211	347100	462440	553011	558022



558049	604256	631583	731455	774380	787541	820606	891948	913087	921101	931861	951851	977033
558058	604898	631635	740014	774382	787680	820702	891964	913426	921190	931919	951929	980595
558074	605008	631654	740036	775290	788004	820800	895004	913613	921320	931974	951934	980680
558094	605012	631663	740523	775310	788030	820801	895032	913654	921373	932592	951986	980700
558102	605032	631792	741519	775330	791021	820827	895354	913750	921507	932696	951990	981619
563014	605039	631825	741616	778361	791024	820833	895537	913761	921562	932823	954187	982273
563031	605053	631992	743060	778371	791028	823130	895559	913806	921961	934211	954324	982337
563050	605106	641002	744035	780100	794014	823222	<b>900062</b>	914037	921966	936082	955401	982338
564019	605151	641089	748033	780141	794356	827610	900161	914170	922262	937879	958104	982340
564028	605179	641200	750377	781021	<b>800421</b>	829824	900324	914497	924335	939529	958120	982416
564029	605317	641360	750801	781057	800503	830107	900376	914639	924490	940342	958472	982422
566004	605583	641411	751022	782055	801681	832047	900378	914880	924686	940403	958561	984188
570167	606168	641430	752041	782058	802030	833175	900417	914938	925100	940407	958960	984267
571012	606321	641665	752140	782063	802116	833508	900432	914988	926319	940487	967166	995154
596521	607397	641793	752397	782089	802226	834071	901202	915038	926329	940513	967217	995217
598647	607455	656124	752557	782098	802331	840276	901989	915053	926384	940574	967252	995259
<b>600020</b>	607592	657130	752749	782099	802363	841063	902116	915377	926407	940998	968067	995292
600454	607766	657133	757087	782143	802373	841147	902474	915399	926948	941298	968173	995352
600671	607968	662251	757514	782362	802693	841245	902551	915400	926953	941482	968181	995832
600733	607989	662646	760006	782467	802876	841281	902767	915401	927293	941719	968231	995854
600813	608033	666790	760121	782573	803200	844115	903176	917141	927344	941946	968267	997136
600909	608058	<b>701203</b>	761051	782634	803240	847096	903223	917279	927363	943025	968418	997181
600931	608157	701423	762015	782715	804268	853417	903356	917373	928361	945258	968707	997217
600957	608223	701646	762017	782879	805094	853440	903785	917389	928438	946451	968908	998338
601044	608255	708526	763018	782890	805493	853582	904043	917401	930018	947031	970153	
601180	609343	708633	765617	782917	806200	853746	906019	917450	930024	948168	970789	
601187	610110	712024	770052	782966	807023	853804	906581	917541	930043	948186	970826	
601202	615007	712028	770383	782967	809076	853834	907025	917652	930366	948279	970908	
601213	616127	727078	770392	782972	809188	856179	907219	917693	930394	948554	970912	
602019	624049	730170	770869	782980	816170	856539	907395	918008	930397	948609	970983	
602284	627120	730213	771023	782998	816171	873002	907406	918788	931185	948737	972428	
602409	629014	730780	771370	784332	816434	875478	907847	920042	931230	949130	972653	
602459	631059	730906	771846	785364	820007	891227	910270	920054	931381	949628	972961	
602726	631204	731040	771998	785453	820210	891543	911302	920085	931412	950935	973252	
602934	631283	731371	772711	787111	820300	891675	913059	920164	931483	950939	973322	
603089	631328	731390	773464	787343	820400	891889	913085	920314	931530	950955	974171	

## 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.

010 504 1932 to 010 504 1999	025 729 1643 to 025 729 1799	041 803 6565 to 041 803 6599	273 070 8059 to 273 070 8099
011 582 1889 to 011 582 1899	026 492 3180 to 026 492 3199	043 205 5922 to 043 205 5999	273 775 7700 to 273 775 7899
011 588 2900 to 011 588 3099	027 361 0430 to 027 361 0499	044 087 3457 to 044 087 3499	302 000 0000 to 302 123 9999
012 579 5675 to 012 579 5699	027 369 4482 to 027 369 4495	044 087 4000 to 044 087 4099	349 746 2056 to 2099
013 289 6176 to 013 289 6199	027 671 8762 to 027 671 8776	045 524 4121 to 045 524 4298	350 518 7350 to 7374
013 610 0014 to 013 610 0099	027 787 9886 to 027 787 9899	046 800 9870 to 046 800 9899	360 011 1690 to 1699
014 932 1000 to 014 932 1099	027 965 9487 to 027 965 9499	046 800 9870 to 046 800 9899	360 168 6008 to 6099
014 972 0800 to 014 972 0899	028 191 1852 to 028 191 1999	047 352 4000 to 047 352 4099	360 173 8800 to 8899
015 363 0007 to 015 363 0099	028 850 3000 to 028 850 3199	047 552 4370 to 047 552 4399	360 324 2326 to 2399
017 028 3200 to 017 028 3299	029 510 1500 to 029 510 1599	048 383 7650 to 048 383 7659	362 861 3064 to 3099
018 569 5333 to 018 569 5399	030 687 0903 to 030 687 0999	048 396 3647 to 048 396 3699	373 006 2176 to 2199
018 986 5264 to 018 986 5299	030 701 3442 to 030 701 3499	051 774 8857 to 051 774 8899	374 768 2600 to 2699
019 518 2814 to 019 518 2899	031 077 4507 to 031 077 4799	051 781 2875 to 051 781 2885	375 169 4400 to 4599
020 698 5159 to 020 698 5199	032 295 7500 to 032 295 9999	058 187 3836 to 058 187 3899	375 829 3400 to 3499
020 844 7307 to 020 844 7399	034 394 1000 to 034 394 1099	058 591 1153 to 058 591 1299	375 851 9100 to 9199
020 972 8948 to 020 972 8999	034 943 0400 to 034 943 0799	058 895 3746 to 058 895 3799	376 196 0911 to 0999
022 021 9110 to 022 021 9181	035 035 4337 to 035 035 4399	059 986 0814 to 059 986 0899	378 085 3679 to 3699
022 037 1411 to 022 037 1499	037 706 9578 to 037 706 9599	060 406 7650 to 060 406 7699	378 351 1063 to 1099
022 527 9201 to 022 527 9210	037 805 3677 to 037 805 3699	065 392 6345 to 065 392 6399	379 843 5100 to 5199
023 637 7169 to 023 637 7199	037 909 5490 to 037 909 5499	066 787 3639 to 066 787 3699	380 093 9600 to 9699
024 380 4100 to 024 380 4199	040 024 3901 to 040 024 3999	066 845 7500 to 066 845 9999	380 165 1165 to 1199
024 496 6870 to 024 496 6896	040 674 7100 to 040 674 7199	071 386 3682 to 071 386 3699	381 325 4500 to 4599
025 092 0987 to 025 092 0999	040 688 8816 to 040 688 8899	072 045 9641 to 072 045 9699	381 604 2510 to 2699
025 369 5535 to 025 369 5599	041 299 6752 to 041 299 6799	077 999 4001 to 077 999 4090	381 645 9525 to 9599
025 729 1151 to 025 729 1199	041 623 8889 to 041 623 8899	210 221 0548 to 210 221 0599	383 314 3968 to 3999
		227 275 9400 to 227 275 9999	383 892 1000 to 1344
			383 892 1382 to 1399
			384 925 3641 to 3654
			385 568 2331 to 2399
			385 599 7554 to 7575
			385 774 2024 to 2099
			386 624 1412 to 1599
			386 883 8936 to 8999
			387 314 5574 to 5599
			387 837 6300 to 6399
			388 828 0656 to 0699
			389 696 2400 to 2799
			389 846 3104 to 3135
			389 846 3145 to 3195
			389 887 9211 to 9230
			389 887 9234 to 9299
			390 001 3182 to 3199
			390 001 3500 to 3699
			390 545 5974 to 5999
			391 104 6146 to 6199

391 574 1466 to	1499	<b>410 491 2311 to</b>	<b>2399</b>	429 474 4172 to	4199	454 013 2919 to	2999
391 783 3020 to	3599	410 694 8400 to	8599	429 889 2900 to	2999	454 186 2411 to	2499
391 792 6100 to	6199	410 775 1500 to	1599	<b>430 150 4401 to</b>	<b>4599</b>	454 268 4883 to	4899
392 668 2956 to	2999	410 795 7927 to	7999	430 172 9800 to	9899	454 302 5400 to	5499
392 854 8500 to	8899	410 867 0917 to	0966	430 177 1900 to	2099	454 490 8300 to	8399
393 584 7566 to	7699	410 867 0970 to	0999	430 444 9500 to	9699	454 547 7434 to	7499
393 650 0074 to	0099	411 868 1023 to	1199	430 664 4070 to	4099	454 922 4867 to	4895
393 838 8316 to	8499	411 922 2322 to	2399	432 168 8419 to	8499	455 221 1348 to	1499
393 893 6007 to	6099	412 193 0900 to	0999	432 708 6800 to	6999	455 364 2147 to	2199
394 126 6907 to	6999	412 395 8599 to	8699	432 744 1544 to	1599	455 399 5400 to	5499
394 189 0405 to	0599	412 485 6500 to	6599	432 995 9775 to	9799	455 476 0676 to	0699
394 822 3243 to	3278	412 485 6610 to	6699	433 003 5800 to	5899	455 543 0618 to	0699
394 990 1810 to	1899	412 885 5953 to	5999	433 757 3047 to	3099	456 410 9006 to	9099
395 343 3264 to	3299	414 193 3608 to	3674	433 765 4003 to	4099	456 470 4146 to	4299
395 373 3035 to	3099	414 193 3677 to	3699	434 482 7060 to	7199	456 619 4460 to	4499
395 396 9649 to	9799	414 411 7348 to	7399	434 513 2386 to	2399	457 333 2686 to	2699
395 970 3240 to	3299	414 640 0757 to	0799	434 968 3076 to	3092	457 729 1767 to	1777
397 622 4054 to	4099	414 965 1727 to	1799	435 303 1831 to	1842	457 937 8615 to	8699
397 819 8902 to	8999	417 302 8104 to	8199	435 303 1986 to	1999	458 028 9810 to	9899
398 149 7200 to	7699	417 387 6532 to	6599	435 666 6092 to	6399	458 057 2712 to	2999
399 070 0872 to	0899	417 496 6800 to	6999	436 082 6400 to	6899	458 069 9537 to	9599
399 156 7119 to	7199	417 871 9250 to	9299	436 160 6441 to	6499	458 069 9665 to	9699
399 203 5064 to	5099	417 930 9533 to	9599	437 316 7115 to	7199	458 337 5222 to	5299
399 296 9910 to	9999	418 164 6500 to	6799	437 427 0500 to	3499	458 354 7653 to	7999
399 396 8935 to	8999	418 423 9863 to	9899	439 179 2300 to	2399	458 671 8678 to	8699
399 792 7775 to	7799	418 633 5922 to	5999	439 310 0458 to	0499	458 671 8721 to	8798
399 792 8300 to	8399	418 719 8520 to	8599	<b>440 698 1947 to</b>	<b>1999</b>	458 847 5044 to	5999
<b>400 427 1051 to</b>	<b>1999</b>	418 744 2235 to	2299	440 858 6300 to	6399	459 274 7624 to	7699
401 045 1505 to	1549	418 962 2848 to	2899	440 858 6420 to	7299	459 365 5432 to	5499
401 045 1571 to	1599	419 543 0286 to	0299	441 199 1655 to	1699	459 378 5764 to	5799
401 294 2700 to	2799	419 730 0300 to	0399	443 127 3648 to	3699	459 472 4816 to	4999
401 310 9505 to	9599	<b>420 277 0015 to</b>	<b>0049</b>	443 127 4000 to	4099	<b>460 349 6878 to</b>	<b>6899</b>
401 382 5312 to	5399	420 599 0734 to	0798	443 673 7900 to	7999	460 550 1909 to	1999
402 578 7876 to	7899	420 661 4115 to	4199	443 800 9335 to	9399	460 997 5234 to	5299
403 125 6744 to	6799	420 758 9500 to	9699	444 382 8822 to	8899	461 973 6443 to	6499
403 260 7000 to	7499	420 969 3951 to	3971	444 390 1667 to	1699	462 152 0107 to	0299
403 280 6470 to	6499	420 969 3973 to	3999	444 457 3854 to	3899	462 274 1072 to	1099
403 685 8600 to	8699	421 116 3565 to	3599	<b>450 048 4173 to</b>	<b>4199</b>	462 277 8373 to	8399
404 003 0300 to	0399	421 130 9300 to	9399	450 048 4442 to	4699	462 554 6051 to	6099
404 041 8838 to	8899	421 313 4500 to	4999	450 560 5173 to	5199	463 011 5529 to	5540
404 071 4268 to	4299	421 364 5537 to	5599	450 620 3077 to	3099	463 176 4115 to	4199
404 347 5356 to	5399	421 656 2609 to	2699	450 620 3135 to	3199	463 176 4229 to	4299
404 347 5548 to	5599	421 988 9700 to	9799	450 780 2716 to	2799	463 185 2600 to	2799
404 726 4500 to	4599	422 172 4667 to	4699	450 801 2700 to	2799	463 227 7711 to	7799
404 961 5001 to	5199	422 484 4212 to	4299	451 109 2967 to	2984	463 414 4869 to	4899
405 325 0188 to	0198	422 556 1270 to	1299	451 115 4110 to	4125	463 808 3484 to	3499
406 009 4587 to	4599	422 587 7024 to	7099	451 115 4127 to	4199	463 945 7400 to	7899
406 260 6830 to	6899	422 819 7533 to	7599	451 746 0700 to	0799	464 629 9000 to	9399
406 459 6641 to	6999	422 842 5073 to	5087	452 265 0074 to	0099	464 711 4332 to	4399
406 733 3000 to	3999	422 907 7563 to	7599	452 265 0246 to	0299	465 692 3963 to	3999
407 545 1557 to	1599	424 500 6050 to	6099	452 265 0335 to	0999	465 698 8300 to	8599
407 594 0412 to	0599	424 641 8500 to	8599	452 509 1169 to	1199	465 743 7745 to	7799
407 692 9100 to	9299	424 871 6600 to	6699	452 855 6471 to	6499	466 798 6056 to	6067
407 959 2190 to	2199	425 298 2352 to	2399	452 890 4679 to	4799	467 147 4300 to	4399
408 265 2275 to	2288	425 418 4269 to	4299	452 900 8215 to	8238	468 079 5782 to	5799
408 499 7700 to	7799	425 418 4405 to	4499	453 117 9146 to	9199	469 067 2817 to	2899
408 499 7900 to	7999	426 547 4566 to	4599	453 334 3631 to	3699	469 127 8000 to	8199
408 682 8484 to	8599	427 412 6337 to	6499	453 603 7841 to	7891	469 213 0359 to	0399
408 698 7015 to	7099	427 481 0900 to	0999	453 650 1140 to	1199	469 213 0500 to	0599
409 072 3941 to	3999	428 027 2742 to	2752	453 741 1300 to	1399	469 561 8011 to	8099

469 658 1961 to	1999	484 680 5000 to	5038	603 483 9572 to	9599	623 076 9300 to	9399
469 666 9900 to	9999	484 680 5040 to	5074	603 490 7200 to	7299	623 819 5006 to	5099
469 678 1900 to	1999	484 680 5077 to	5099	603 678 7100 to	7199	623 895 8200 to	8399
469 781 4900 to	4999	485 029 4913 to	4999	603 678 7662 to	7699	623 917 0000 to	0099
469 947 6960 to	6999	486 176 0600 to	0699	603 678 7902 to	7999	623 917 0200 to	0299
<b>470 755 5800 to</b>	<b>5818</b>	486 559 7555 to	7599	603 678 8418 to	8499	624 468 5288 to	5299
471 918 0300 to	0999	486 696 3023 to	3199	603 678 8700 to	9999	624 665 3162 to	3198
471 985 2408 to	2419	488 173 7900 to	7999	604 086 0880 to	0899	625 088 6735 to	6799
472 191 6700 to	6799	488 206 4100 to	4199	604 349 1414 to	1499	625 916 9500 to	9799
472 270 2555 to	2599	488 226 0200 to	0299	604 503 7776 to	7799	625 968 8956 to	8999
472 987 0213 to	0241	488 709 3906 to	3999	605 520 9037 to	9099	627 005 3938 to	3999
472 987 0290 to	0299	488 855 8359 to	8399	605 685 4010 to	4099	627 384 3907 to	4099
473 151 2069 to	2199	489 181 8963 to	8999	605 988 6467 to	6499	627 496 7549 to	7599
473 666 9138 to	9199	489 223 2000 to	2099	607 689 7951 to	7960	627 708 3605 to	3699
473 952 3429 to	3499	489 311 1930 to	1999	607 728 1276 to	1299	627 776 2500 to	2599
474 108 5402 to	5499	489 318 6200 to	6300	608 727 7100 to	7199	628 226 3100 to	3199
474 356 5193 to	5299	489 384 0027 to	0099	608 727 7273 to	7599	628 814 4702 to	4799
474 949 3366 to	3399	489 427 0658 to	0899	608 813 9950 to	9999	628 851 9689 to	9699
475 134 9362 to	9399	489 997 5252 to	5299	609 067 5325 to	5399	629 510 7200 to	7299
475 167 9667 to	9699	<b>490 669 5850 to</b>	<b>6099</b>	609 067 5488 to	5499	629 964 4200 to	4294
475 319 3415 to	3499	490 717 7080 to	7099	609 067 5600 to	5699	<b>630 389 3056 to</b>	<b>3071</b>
475 319 3649 to	3799	490 721 6000 to	6099	609 289 6123 to	6199	630 463 0588 to	0599
475 340 6400 to	6599	490 793 1500 to	2099	609 438 4400 to	4499	631 459 9117 to	9199
475 424 8410 to	8499	490 886 8171 to	8199	609 493 1100 to	1199	631 762 9325 to	9399
475 629 9156 to	9199	490 977 9221 to	9240	609 766 8091 to	8999	632 217 4933 to	4999
475 850 6101 to	6199	491 258 8100 to	9099	609 825 4100 to	4115	632 500 0000 to	599 9999
475 875 2500 to	2599	491 567 1376 to	1399	609 884 2981 to	2999	633 110 4165 to	4199
476 169 8264 to	8299	492 254 4800 to	4899	609 893 1000 to	1099	633 110 4303 to	4499
476 189 3000 to	3499	492 283 5100 to	5199	<b>610 092 3200 to</b>	<b>3299</b>	633 438 6429 to	6599
476 331 2480 to	2499	492 610 6813 to	6899	610 582 4200 to	4299	633 588 7173 to	7182
477 289 8601 to	8699	493 394 5568 to	5599	611 879 6939 to	6999	634 725 0700 to	0799
477 681 5206 to	5299	493 470 2562 to	2599	612 291 8013 to	8099	634 803 3239 to	3299
478 010 4243 to	4268	493 473 7700 to	7799	612 751 5171 to	5199	634 807 2474 to	2499
478 010 4270 to	4291	493 716 2153 to	2199	612 751 5226 to	5299	634 827 5900 to	5999
478 450 5071 to	5099	494 206 2972 to	2999	612 751 6083 to	6099	634 886 3428 to	3499
478 469 7838 to	7858	494 217 3446 to	3999	612 751 6268 to	6299	635 559 3449 to	3499
478 469 7883 to	7899	494 224 0500 to	0599	612 751 6572 to	6599	636 289 6214 to	6299
479 280 9800 to	9899	495 145 0600 to	0699	612 774 2111 to	2199	636 634 8007 to	8042
479 365 9116 to	9176	496 209 7425 to	7499	612 774 2254 to	2299	637 150 1200 to	1299
479 412 9900 to	9999	496 213 8728 to	8799	612 774 2500 to	2599	637 562 5828 to	5899
479 667 6190 to	6199	496 474 5226 to	5248	614 469 0979 to	0999	638 042 1647 to	1699
479 748 9680 to	9699	497 053 8517 to	8699	614 474 3000 to	3099	638 049 4984 to	4999
479 860 7000 to	7199	497 854 8673 to	8699	614 521 3490 to	3499	638 318 1115 to	1199
<b>480 526 2000 to</b>	<b>2099</b>	498 449 8888 to	8899	614 645 1800 to	1899	638 318 1453 to	1499
480 640 6330 to	6399	498 929 8285 to	8499	614 832 1100 to	2099	638 885 0000 to	0299
480 658 0568 to	0599	498 936 5310 to	5399	615 017 7505 to	7599	638 903 4362 to	4373
480 689 5100 to	5199	499 016 5425 to	5499	617 711 6609 to	6699	639 415 1929 to	1999
481 072 9463 to	9499	499 440 8575 to	8899	617 760 5266 to	5299	639 415 2019 to	2099
481 673 0074 to	0095	499 731 6717 to	6799	617 813 3601 to	3699	639 420 6200 to	6299
482 527 1500 to	1599	<b>500 064 1858 to</b>	<b>1869</b>	618 840 9200 to	9299	639 469 3517 to	3799
482 541 5255 to	5299	500 070 5725 to	7799	619 551 7229 to	7299	639 605 2143 to	2199
482 729 6800 to	6899	<b>600 645 3223 to</b>	<b>3299</b>	619 859 3000 to	3099	639 657 8600 to	8799
483 363 7207 to	7299	601 339 1200 to	1399	<b>620 073 9400 to</b>	<b>9499</b>	<b>640 289 7500 to</b>	<b>7599</b>
483 402 2356 to	2399	601 653 5884 to	5899	621 614 7907 to	7930	640 289 7700 to	7999
483 486 5100 to	5199	601 661 7700 to	7799	621 614 7932 to	7999	641 170 4420 to	4499
483 632 1521 to	1599	601 682 5343 to	5399	621 648 8021 to	8199	641 318 3133 to	3199
483 632 2600 to	2799	601 928 1600 to	1699	621 648 8500 to	8599	641 378 6500 to	6999
483 849 1615 to	1699	602 512 2972 to	2999	621 904 8351 to	8599	641 383 8739 to	8799
484 174 4803 to	5299	602 555 2400 to	2799	621 916 1978 to	1989	641 877 3187 to	3299
484 323 8900 to	9199	602 829 7061 to	7099	622 989 8032 to	8099	641 877 3310 to	3399

642 355 8094 to	8199	655 523 2600 to	2999	682 956 6280 to	6299	701 028 6780 to	6899
642 355 8308 to	8999	656 305 2448 to	2499	682 956 6490 to	6599	701 213 3900 to	3999
642 900 0018 to	0099	657 347 4438 to	4999	682 956 6700 to	6799	701 267 2000 to	3999
643 030 6254 to	6299	657 710 8100 to	8999	682 965 1178 to	1199	701 335 7312 to	7399
644 066 0882 to	0899	657 780 0985 to	0999	682 965 1201 to	1299	701 369 2005 to	2050
644 069 0600 to	0699	658 586 1400 to	1499	683 118 2389 to	2399	701 499 2260 to	2299
644 077 7506 to	7699	658 877 8000 to	8199	683 378 2000 to	2099	701 503 2247 to	2299
644 085 8157 to	8199	658 880 8000 to	8199	683 378 2117 to	2299	701 541 2271 to	2299
644 112 9839 to	9899	659 398 7300 to	7399	683 415 1200 to	1499	701 553 6557 to	6599
644 373 9083 to	9099	659 706 8113 to	8199	683 444 8159 to	8199	701 578 7460 to	7469
644 380 1460 to	1499	659 846 7837 to	7899	685 154 7780 to	7789	701 578 7475 to	7499
644 733 4715 to	4799	<b>660 510 4100 to</b>	<b>4199</b>	685 297 7645 to	7699	701 601 3457 to	3499
644 900 9712 to	9799	660 673 0400 to	0599	685 623 5264 to	5299	701 605 5913 to	5999
644 901 0109 to	1299	661 488 5000 to	5099	685 650 9487 to	9499	701 695 3982 to	3999
644 901 1325 to	1399	661 609 9100 to	9199	685 669 4200 to	4299	701 695 4148 to	4199
644 923 6800 to	7799	661 716 9420 to	9499	685 757 8452 to	8499	701 695 4227 to	4299
644 932 4655 to	4699	661 906 6522 to	6599	686 071 2694 to	2799	701 708 1741 to	1799
645 318 7240 to	7499	662 021 8332 to	8399	686 176 3333 to	3354	701 736 3966 to	3999
645 333 1766 to	1799	662 068 0700 to	0899	686 372 3200 to	3299	701 838 2800 to	2899
645 790 8632 to	8699	662 553 0774 to	0799	686 644 5879 to	5899	701 941 0600 to	0699
645 821 0657 to	0699	663 078 7034 to	7099	686 899 1371 to	1399	702 171 1603 to	1699
645 930 7948 to	7999	663 763 5300 to	5399	686 931 7636 to	7699	702 195 5109 to	5199
645 975 0737 to	0762	663 883 7039 to	7499	687 601 0973 to	0999	702 254 9300 to	9399
646 242 6200 to	6299	663 938 9200 to	9299	687 614 6774 to	6799	702 264 7569 to	7599
646 270 7639 to	7799	664 253 8000 to	8499	688 120 9000 to	9999	702 519 0513 to	0524
646 798 4000 to	4999	664 656 3055 to	3099	688 314 3107 to	3191	702 713 1800 to	1809
647 048 7035 to	7099	665 174 6400 to	6499	<b>690 291 1361 to</b>	<b>1371</b>	702 821 5730 to	5799
647 049 2900 to	2999	665 274 8208 to	8299	690 788 2877 to	2899	702 821 5805 to	5899
647 398 8300 to	8399	665 669 5400 to	5499	690 893 5344 to	5399	702 846 6331 to	6399
647 398 8481 to	8499	666 132 8226 to	8299	690 893 5512 to	5599	702 848 3900 to	3999
647 437 3000 to	4999	666 696 2209 to	2299	690 904 1300 to	1599	702 857 7302 to	7499
647 811 2188 to	2199	666 696 2309 to	2399	690 941 6000 to	6199	702 878 0114 to	0199
648 009 6057 to	6099	667 032 9300 to	9399	691 313 6383 to	6399	703 364 1707 to	1799
648 163 5300 to	5499	667 729 5529 to	5599	691 313 6600 to	6699	<b>740 002 7710 to</b>	<b>7719</b>
648 722 5283 to	5299	668 383 8400 to	8699	691 582 8003 to	8099	740 241 9049 to	9099
648 892 3164 to	3199	<b>670 368 3400 to</b>	<b>3499</b>	691 664 1800 to	1999	740 255 1718 to	1799
649 100 3989 to	3999	670 369 7336 to	7399	691 664 2400 to	2499	740 470 2420 to	2443
649 647 0370 to	0399	670 750 7169 to	7199	692 727 9362 to	9399	740 523 7432 to	7449
649 647 0522 to	0599	671 046 6200 to	6399	692 798 1800 to	1899	740 535 1555 to	1580
649 647 5237 to	5399	671 251 5448 to	5499	693 249 0779 to	0799	740 701 6105 to	6114
649 647 9100 to	9299	671 926 5600 to	5799	693 249 0877 to	1699	740 705 9790 to	9799
649 666 7800 to	8299	672 444 2000 to	2999	693 445 0566 to	0999	740 726 6400 to	6500
<b>650 114 7707 to</b>	<b>7719</b>	672 828 3410 to	3499	693 448 8500 to	8999	740 765 3306 to	3399
650 130 3400 to	3599	673 167 5776 to	5799	693 645 9583 to	9599	<b>805 885 8411 to</b>	<b>8499</b>
650 213 0406 to	0499	675 464 3700 to	3799	693 965 4200 to	4299	806 087 1100 to	1499
650 555 1749 to	1799	675 464 4000 to	4199	695 741 2906 to	2999	806 268 9275 to	9299
650 564 1900 to	1999	676 365 5958 to	5999	695 947 8518 to	8599	806 534 3400 to	3477
650 627 4212 to	4299	676 669 1024 to	1099	696 662 8247 to	8299	807 342 3283 to	3399
650 736 2043 to	2099	677 126 6734 to	6799	697 447 8285 to	8296	808 086 7100 to	7199
650 739 1540 to	1699	677 333 9979 to	9999	698 042 4816 to	4899	808 090 3440 to	3499
651 741 4415 to	4499	677 466 1088 to	1099	698 131 2138 to	2157	808 325 5161 to	5699
651 882 2800 to	2899	678 071 4500 to	4799	698 227 0000 to	0099	808 784 8000 to	8299
652 754 6317 to	6399	678 096 7531 to	7599	<b>700 065 2570 to</b>	<b>2599</b>	<b>830 125 0672 to</b>	<b>0699</b>
653 131 4945 to	4999	679 909 2578 to	2599	700 065 4800 to	4899	830 602 5800 to	5999
653 426 3300 to	3399	<b>680 112 9565 to</b>	<b>9599</b>	700 190 3350 to	3359	830 610 3700 to	3799
653 455 4874 to	4899	680 244 0903 to	0999	700 228 6048 to	6099	830 983 3500 to	3599
654 238 0000 to	0399	680 412 6046 to	6099	700 650 0452 to	0499	830 983 3635 to	3699
654 404 3065 to	3092	680 761 6800 to	6899	700 666 1323 to	1349	831 354 1387 to	1399
654 962 2900 to	3199	681 677 0540 to	0699	700 786 9106 to	9142	831 815 8240 to	8299
655 103 5081 to	5199	682 070 1029 to	1099	700 859 0744 to	0758	832 525 3810 to	3899

833 159 1884 to	1899	854 304 4089 to	4999	870 491 4812 to	4849	911 140 1000 to	2199
833 456 2567 to	2599	854 529 2200 to	2299	870 536 5820 to	5829	911 245 2545 to	2599
833 566 3015 to	3071	854 532 0000 to	2999	870 541 7167 to	7239	911 268 9077 to	9099
834 130 5200 to	5299	855 001 6204 to	6249	870 575 8155 to	8999	911 400 8948 to	8999
834 316 5444 to	5499	855 319 9364 to	9399	870 589 0485 to	0494	911 508 1620 to	1799
834 354 8747 to	8766	855 361 3390 to	3399	870 691 7060 to	7099	911 509 9310 to	9399
834 354 8824 to	8838	856 226 0490 to	0499	872 029 9306 to	9399	911 523 3000 to	3999
835 269 5700 to	5799	856 656 5800 to	5999	872 100 0445 to	0459	912 057 9922 to	9999
835 496 7303 to	7399	856 752 0200 to	0299	<b>900 556 4178 to</b>	<b>4199</b>	912 882 0563 to	0899
835 539 5200 to	5999	857 111 1352 to	1399	900 845 0044 to	0099	913 605 2218 to	2299
835 813 3015 to	3099	857 279 3450 to	3499	900 936 0217 to	0299	913 709 2429 to	2499
837 672 8967 to	8999	857 843 4000 to	4099	900 936 0435 to	0499	913 818 3501 to	3999
837 784 3282 to	3299	858 124 7644 to	7699	901 058 5255 to	5280	914 063 4300 to	4399
838 176 8377 to	8399	858 756 3111 to	3299	901 273 1082 to	1099	914 346 7621 to	7644
838 518 1257 to	1299	859 063 8200 to	8699	901 287 5143 to	5199	914 453 1366 to	1399
839 718 8257 to	8299	859 190 0600 to	0644	901 291 2789 to	2799	914 529 6185 to	6299
<b>840 323 0600 to</b>	<b>0699</b>	859 437 5538 to	5599	901 525 7122 to	7199	914 896 4658 to	4699
840 875 6235 to	6299	859 811 2888 to	2899	902 089 1253 to	1299	915 300 2783 to	2799
840 910 0900 to	0999	859 855 8873 to	8999	902 198 9769 to	9799	915 546 6822 to	6999
841 349 5000 to	5099	<b>860 240 8520 to</b>	<b>8599</b>	902 948 1269 to	1299	915 671 3963 to	3980
841 805 7747 to	7899	860 275 3900 to	3999	902 985 0833 to	0899	915 671 3982 to	3999
841 805 7944 to	8099	860 518 9629 to	9699	903 370 6934 to	6999	915 675 2217 to	2299
842 226 0685 to	0695	860 600 0021 to	0999	904 600 6523 to	6599	916 440 3377 to	3399
842 685 4600 to	4699	861 158 2350 to	2599	904 892 0378 to	0399	916 670 6352 to	6399
842 685 4742 to	4999	861 367 5400 to	5499	904 892 0648 to	1299	916 682 5300 to	5399
842 860 0300 to	0399	861 637 6010 to	6099	905 056 2216 to	2299	916 694 1414 to	1499
842 898 5582 to	5599	861 979 7292 to	7499	905 510 6647 to	6799	916 703 0802 to	0821
843 062 7100 to	7199	862 216 6100 to	6199	905 510 6900 to	7099	917 089 0709 to	0799
843 077 6288 to	6299	862 263 9213 to	9299	905 794 0000 to	0199	917 089 0842 to	0899
843 077 6378 to	6399	862 271 0800 to	0999	905 794 0288 to	0299	917 216 2928 to	2999
843 758 5769 to	5778	862 271 5000 to	5099	905 873 6900 to	6999	917 370 6300 to	6499
843 786 2554 to	2699	863 871 5138 to	5199	905 873 7100 to	7299	917 486 4900 to	4999
845 656 8165 to	8199	863 949 5300 to	5399	905 880 8900 to	8999	918 460 0602 to	0699
845 727 2100 to	2199	864 088 8200 to	8299	905 889 7100 to	7199	918 492 5200 to	5399
845 746 2618 to	2635	864 426 3972 to	3999	906 158 1508 to	1599	918 951 7231 to	7299
846 390 7531 to	7599	864 520 6117 to	6136	906 558 8812 to	8899	919 519 2786 to	2799
846 918 0572 to	0599	865 151 0526 to	0599	906 982 2214 to	2299	919 536 0770 to	0799
847 237 7690 to	7699	865 500 4034 to	4099	907 725 8500 to	8599	919 814 3095 to	3199
847 284 2481 to	2499	865 883 6082 to	6099	907 815 0216 to	0257	919 915 2774 to	2787
847 374 7055 to	7065	866 004 3000 to	3999	908 622 4225 to	4235	<b>920 155 4662 to</b>	<b>4687</b>
847 374 7055 to	7065	866 442 4100 to	4899	908 936 9254 to	9299	920 309 9039 to	9199
847 636 5304 to	5399	867 366 9108 to	9118	909 100 1787 to	1799	920 857 5500 to	5899
847 700 5447 to	5499	867 633 7403 to	7499	909 100 1900 to	2099	920 864 3480 to	3499
847 723 7500 to	7599	867 737 5623 to	5699	909 355 0422 to	0499	921 333 7400 to	7499
849 485 3427 to	3499	868 169 4529 to	4599	909 568 8900 to	9099	921 414 3762 to	3799
849 520 9850 to	9899	868 173 8400 to	8599	909 568 9300 to	9499	921 477 3762 to	3799
849 608 1357 to	1399	868 514 9000 to	9099	909 725 7307 to	7399	922 278 1048 to	1399
849 792 2600 to	2699	868 566 9200 to	9299	909 833 0947 to	0999	922 280 2019 to	2099
<b>850 546 1862 to</b>	<b>1899</b>	869 387 1150 to	1199	<b>910 219 8631 to</b>	<b>8699</b>	922 280 2233 to	2299
851 143 6826 to	6844	869 505 3500 to	3599	910 265 1100 to	1199	922 773 0459 to	0499
851 209 9880 to	9899	869 523 7033 to	7099	910 471 7273 to	7299	923 032 7000 to	7399
851 928 9221 to	9299	869 800 0000 to	999 9999	910 536 2505 to	2599	923 045 3630 to	3699
852 589 6560 to	6599	<b>870 054 4814 to</b>	<b>4899</b>	910 958 7499 to	7599	923 810 7800 to	8299

## 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 9 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>	702 104 368 to 4 900	709 649 804 to 9 820	719 869 731 to 9 760
<b>692 720 871 to 0 900</b>	702 128 306 to 8 400	709 733 281 to 3 580	<b>720 227 871 to 7 930</b>
692 876 955 to 7 050	702 179 891 to 9 900	<b>710 046 813 to 6 840</b>	720 227 949 to 7 960
693 290 380 to 0 400	702 260 751 to 0 850	710 358 093 to 8 166	720 368 543 to 8 570
693 290 426 to 0 450	702 410 595 to 1 050	710 358 257 to 8 270	720 392 151 to 2 570
694 063 700 to 3 897	702 660 151 to 0 540	711 021 501 to 1 510	720 556 491 to 6 640
694 063 900 to 4 000	702 723 429 to 3 450	711 049 411 to 9 560	720 558 621 to 8 650
694 550 501 to 0 530	703 004 401 to 4 820	711 408 045 to 8 090	720 575 361 to 5 570
694 595 031 to 5 050	703 083 819 to 4 020	712 003 381 to 3 650	720 590 152 to 0 179
694 595 087 to 5 300	703 432 131 to 2 230	712 104 220 to 4 230	721 638 331 to 9 170
694 698 551 to 8 650	703 626 061 to 6 090	712 327 861 to 7 890	721 815 391 to 5 420
694 745 458 to 5 600	703 863 121 to 3 240	712 327 952 to 7 980	721 969 713 to 9 740
695 105 313 to 5 350	703 863 477 to 3 540	712 647 061 to 7 090	722 072 137 to 2 160
695 142 809 to 3 050	703 867 801 to 7 980	713 284 171 to 4 260	722 378 265 to 8 280
695 144 666 to 4 700	704 030 628 to 0 640	713 292 871 to 2 990	722 413 990 to 4 004
695 272 601 to 2 750	704 154 024 to 4 120	714 035 101 to 5 160	722 764 948 to 4 980
695 277 576 to 7 650	704 227 561 to 7 829	714 155 011 to 5 400	722 825 840 to 5 889
695 530 761 to 0 800	704 227 831 to 8 069	714 328 231 to 8 440	723 153 841 to 3 850
696 487 701 to 7 800	704 228 071 to 8 100	714 442 952 to 2 980	723 237 616 to 7 630
696 784 101 to 4 550	704 420 344 to 0 490	714 442 952 to 2 980	723 331 081 to 1 110
696 870 601 to 0 650	704 568 751 to 8 990	714 562 843 to 2 860	723 331 081 to 1 110
697 047 501 to 7 600	704 965 301 to 5 770	714 590 391 to 0 430	723 496 443 to 6 470
697 052 101 to 2 350	705 116 780 to 6 790	714 609 811 to 9 930	723 967 291 to 7 320
697 217 251 to 7 400	705 280 801 to 0 980	714 609 961 to 9 990	724 655 196 to 5 340
697 249 952 to 50 050	705 475 651 to 6 040	714 807 181 to 7 240	724 711 441 to 1 500
697 414 886 to 4 900	705 566 127 to 6 280	714 871 321 to 1 500	724 711 538 to 1 560
697 469 606 to 9 700	705 566 127 to 6 280	714 928 529 to 8 590	724 793 221 to 3 250
697 850 401 to 0 750	705 740 581 to 0 730	715 128 183 to 8 330	724 908 109 to 8 120
698 098 446 to 8 550	705 782 796 to 2 820	715 144 171 to 4 470	724 937 461 to 7 670
698 300 251 to 0 300	705 822 271 to 2 480	715 197 211 to 7 570	725 163 118 to 3 151
698 504 383 to 4 650	706 180 148 to 0 290	715 595 910 to 6 180	725 202 735 to 2 750
698 533 927 to 4 200	706 184 041 to 4 220	715 941 781 to 1 810	725 398 591 to 8 800
698 562 268 to 2 400	706 357 861 to 8 190	715 962 421 to 2 480	725 464 591 to 4 920
699 090 686 to 0 750	706 382 419 to 2 430	716 477 396 to 7 430	725 475 321 to 5 330
699 752 699 to 2 850	706 628 735 to 8 820	716 556 635 to 6 660	725 711 057 to 1 070
<b>700 068 473 to 8 500</b>	706 638 211 to 8 420	717 083 841 to 3 960	725 738 581 to 8 730
700 161 501 to 1 650	706 817 959 to 8 000	717 191 648 to 1 690	725 981 311 to 1 430
700 202 522 to 2 700	707 034 391 to 4 450	717 193 161 to 3 490	725 987 835 to 7 880
700 290 275 to 0 300	707 292 636 to 2 660	717 228 591 to 8 680	726 060 811 to 0 900
700 465 730 to 5 750	707 441 401 to 1 687	717 333 902 to 3 950	726 391 970 to 2 520
700 561 444 to 1 550	707 441 836 to 1 940	717 739 745 to 9 910	726 484 771 to 4 800
701 423 101 to 3 150	707 958 541 to 8 570	717 884 991 to 5 050	726 493 351 to 5 300
701 625 469 to 5 550	707 960 107 to 0 160	718 026 171 to 6 290	726 504 031 to 4 063
701 643 829 to 3 850	708 059 941 to 60 000	718 466 370 to 6 420	726 504 070 to 4 090
701 945 451 to 5 500	708 115 830 to 5 860	718 568 451 to 8 479	726 504 331 to 4 390
702 033 701 to 4 050	708 116 251 to 6 310	718 590 741 to 0 770	726 563 701 to 4 060
702 051 501 to 1 750	708 138 301 to 8 480	718 714 210 to 4 370	726 599 371 to 9 460
702 053 601 to 3 800	709 222 591 to 2 920	718 795 881 to 6 000	726 626 356 to 6 370
	709 243 479 to 3 500	718 961 721 to 1 780	727 182 271 to 2 510
	709 411 171 to 1 320	718 982 001 to 2 300	727 416 181 to 6 240

727 481 431 to 1 460	735 783 961 to 3 990	744 234 751 to 4 780	756 371 565 to 1 580
727 749 241 to 9 780	735 803 401 to 3 430	744 499 591 to 9 680	756 876 031 to 6 120
728 382 331 to 2 480	736 005 420 to 5 440	744 626 901 to 6 910	756 876 151 to 6 240
728 702 338 to 2 400	736 366 021 to 6 110	745 388 794 to 8 910	756 970 129 to 0 140
728 915 371 to 5 850	736 624 456 to 4 500	746 446 806 to 6 820	757 059 613 to 9 630
728 953 141 to 3 410	736 670 851 to 1 060	746 818 351 to 8 410	757 078 540 to 8 560
728 954 280 to 4 310	736 767 061 to 7 090	747 245 266 to 5 280	757 086 209 to 6 240
729 169 081 to 9 140	736 767 093 to 7 120	747 364 813 to 4 830	757 240 591 to 0 650
729 363 841 to 3 870	736 982 191 to 2 370	747 501 434 to 1 450	757 277 371 to 7 700
729 682 891 to 3 190	736 982 551 to 2 730	747 739 891 to 0 070	757 291 591 to 2 730
729 838 940 to 9 070	737 110 141 to 0 170	748 148 649 to 8 760	757 964 251 to 4 280
729 839 101 to 9 130	737 185 501 to 5 710	748 259 960 to 9 970	758 067 001 to 7 090
<b>730 077 683 to 7 840</b>	737 317 321 to 7 350	748 565 162 to 5 280	758 105 221 to 5 250
730 109 847 to 9 880	737 517 781 to 7 840	748 874 988 to 5 030	758 324 941 to 5 000
730 373 761 to 3 850	737 628 181 to 8 210	749 137 381 to 7 410	758 593 628 to 3 650
730 501 951 to 2 130	737 634 258 to 4 270	749 190 192 to 0 210	758 709 038 to 9 060
730 519 379 to 9 470	738 361 971 to 1 980	749 685 421 to 5 450	758 744 101 to 4 160
730 569 278 to 9 360	738 447 601 to 7 660	749 846 791 to 6 850	758 850 883 to 0 900
730 711 711 to 1 740	738 648 355 to 8 450	749 993 131 to 3 580	758 860 951 to 1 550
730 722 991 to 3 230	738 849 811 to 9 900	<b>750 071 587 to 1 610</b>	759 152 851 to 2 880
730 845 970 to 5 990	738 892 270 to 2 290	750 408 167 to 8 183	759 740 941 to 1 090
730 888 291 to 8 320	738 997 259 to 7 380	750 438 421 to 8 501	<b>760 004 596 to 4 610</b>
730 927 591 to 7 680	739 161 451 to 1 540	750 743 911 to 4 030	760 118 191 to 8 250
731 307 914 to 7 930	739 219 381 to 9 440	750 779 118 to 9 400	760 155 001 to 5 090
731 402 431 to 2 460	739 740 151 to 0 180	750 910 981 to 1 010	760 378 002 to 8 020
731 407 232 to 7 320	739 793 491 to 3 520	750 960 841 to 0 900	760 692 722 to 2 749
731 588 301 to 8 340	739 793 527 to 3 550	751 296 211 to 6 240	761 055 460 to 5 480
731 767 273 to 7 320	739 942 621 to 2 650	751 539 121 to 9 180	761 169 781 to 9 810
731 781 061 to 1 120	739 999 231 to 9 320	751 541 311 to 1 790	761 504 941 to 5 120
731 837 821 to 7 910	<b>740 011 517 to 1 530</b>	751 757 641 to 7 700	761 516 836 to 6 910
731 841 377 to 1 450	740 030 701 to 0 970	751 936 951 to 7 010	761 613 588 to 3 600
732 018 481 to 8 600	740 261 740 to 1 820	751 951 861 to 1 890	761 688 631 to 8 690
732 067 972 to 8 370	740 265 811 to 6 290	751 999 021 to 9 110	761 805 199 to 5 240
732 188 649 to 8 670	740 299 111 to 9 170	752 139 516 to 9 570	761 826 106 to 6 120
732 193 460 to 3 470	740 299 231 to 9 260	752 182 892 to 2 950	761 881 171 to 1 560
732 201 241 to 1 390	740 329 266 to 9 320	752 206 861 to 7 100	761 975 641 to 5 670
732 220 431 to 0 440	740 889 081 to 9 090	752 295 241 to 5 600	761 975 886 to 5 895
732 355 201 to 5 380	741 010 421 to 0 530	752 731 351 to 1 410	762 304 144 to 4 170
732 472 320 to 2 560	741 113 041 to 3 370	752 767 441 to 7 470	762 324 931 to 4 960
732 541 605 to 1 620	741 373 891 to 4 340	753 008 941 to 9 030	762 439 261 to 9 290
732 572 221 to 2 490	741 452 369 to 2 490	753 194 311 to 4 370	762 524 158 to 4 220
732 586 479 to 6 710	741 492 991 to 3 140	753 620 378 to 0 400	762 584 872 to 4 970
732 994 037 to 4 080	741 553 460 to 3 470	754 013 917 to 3 940	762 593 431 to 3 460
733 163 449 to 3 460	741 764 431 to 4 520	754 161 061 to 1 120	763 155 160 to 5 180
733 297 171 to 7 290	742 178 834 to 8 880	754 358 445 to 8 610	763 178 631 to 8 660
733 446 631 to 7 110	742 325 500 to 5 520	754 410 451 to 0 660	763 506 001 to 6 060
733 474 665 to 4 770	742 325 668 to 5 700	754 438 393 to 8 410	763 522 141 to 2 470
733 704 482 to 4 570	742 408 771 to 8 830	754 493 109 to 3 130	763 717 694 to 7 800
733 751 041 to 1 130	742 512 120 to 2 150	754 664 182 to 4 220	763 826 461 to 6 520
734 009 101 to 9 130	742 684 849 to 4 890	754 816 377 to 6 470	763 900 460 to 0 471
734 290 759 to 0 770	742 839 553 to 9 630	755 487 421 to 7 600	763 900 479 to 0 530
734 389 273 to 9 290	742 913 668 to 3 700	755 592 901 to 3 140	763 917 271 to 7 750
734 440 031 to 0 111	742 917 287 to 7 296	755 790 020 to 0 030	764 125 801 to 5 860
734 797 201 to 7 320	742 921 891 to 1 980	755 791 730 to 1 800	764 284 525 to 4 560
734 939 611 to 9 640	742 983 631 to 3 810	755 926 951 to 7 070	764 526 241 to 6 330
734 950 111 to 0 170	743 020 021 to 0 170	755 934 332 to 4 510	764 601 421 to 1 600
735 120 331 to 0 840	743 206 491 to 6 500	755 957 701 to 8 000	764 650 231 to 0 470
735 283 008 to 3 020	743 235 992 to 6 050	755 962 981 to 3 280	764 984 371 to 4 850
735 293 131 to 3 220	743 940 631 to 0 900	756 035 371 to 5 490	765 003 667 to 3 680
735 635 010 to 5 040	743 978 011 to 8 070	756 301 257 to 1 290	765 042 517 to 2 540



765 194 728	to	4 970	773 852 971	to	3 030	780 625 208	to	5 920	789 044 014	to	4 100
765 387 365	to	7 450	773 858 011	to	8 100	780 711 345	to	1 540	789 326 341	to	6 880
765 541 801	to	2 100	773 892 721	to	7 190	780 778 894	to	8 920	<b>790 209 421</b>	<b>to</b>	<b>9 480</b>
765 638 461	to	8 970	773 958 061	to	8 660	780 865 851	to	5 920	790 418 170	to	8 190
765 647 101	to	7 190	774 101 148	to	1 190	780 873 421	to	3 450	790 448 020	to	8 460
765 813 781	to	4 029	774 107 161	to	7 190	781 141 891	to	1 980	790 597 485	to	7 530
765 879 314	to	9 390	774 177 226	to	7 270	781 238 697	to	8 730	790 911 883	to	1 900
765 954 001	to	4 030	774 279 481	to	9 810	781 503 151	to	3 180	791 057 441	to	7 550
766 120 286	to	0 320	774 408 399	to	8 420	781 518 818	to	8 840	791 239 081	to	9 290
766 125 716	to	5 750	774 431 821	to	2 450	781 624 126	to	4 200	791 374 483	to	4 500
766 158 824	to	8 840	774 510 451	to	0 780	781 679 221	to	9 340	791 387 971	to	8 030
766 388 433	to	8 460	774 652 981	to	3 010	781 723 771	to	3 890	791 447 521	to	7 850
766 509 421	to	9 660	774 778 981	to	9 040	781 723 964	to	3 990	791 451 151	to	1 240
766 572 901	to	3 020	774 867 481	to	7 510	781 761 391	to	1 720	791 500 009	to	0 470
766 748 500	to	8 521	774 867 515	to	7 540	781 878 721	to	9 020	791 771 431	to	1 490
767 024 341	to	4 370	774 934 275	to	4 290	782 424 840	to	4 900	792 004 293	to	4 320
767 326 471	to	6 590	774 961 261	to	1 290	782 939 821	to	9 850	792 018 379	to	8 420
767 332 561	to	2 950	775 106 223	to	6 235	782 985 347	to	5 360	792 070 621	to	0 740
768 009 841	to	9 960	775 106 237	to	6 248	783 063 631	to	3 690	792 145 211	to	5 230
768 011 489	to	1 520	775 331 515	to	1 550	783 578 101	to	8 130	792 391 381	to	1 620
768 177 980	to	7 990	775 444 210	to	4 230	783 578 143	to	8 160	792 452 779	to	2 790
768 391 081	to	1 170	775 579 301	to	9 320	783 663 991	to	4 050	792 772 728	to	2 770
768 661 569	to	1 650	775 622 683	to	2 760	783 739 838	to	0 280	792 903 511	to	3 990
769 000 051	to	0 080	776 144 621	to	4 670	784 142 598	to	2 610	793 282 518	to	2 533
769 050 841	to	0 900	776 154 010	to	4 060	784 380 061	to	0 090	794 041 831	to	2 040
769 159 081	to	9 178	777 561 631	to	2 080	784 507 591	to	7 740	794 397 709	to	7 780
769 737 496	to	7 510	776 657 371	to	7 490	784 507 759	to	7 860	794 581 741	to	2 040
769 778 491	to	8 730	776 817 421	to	7 450	784 913 509	to	3 531	794 592 122	to	2 150
769 827 331	to	7 450	776 951 225	to	1 250	785 429 491	to	9 520	795 032 251	to	2 340
<b>770 216 071</b>	<b>to</b>	<b>6 100</b>	777 141 601	to	2 140	785 989 351	to	9 440	796 373 406	to	3 430
770 723 281	to	3 400	777 297 421	to	7 510	786 036 450	to	6 480	796 602 961	to	3 050
770 790 451	to	0 480	777 621 721	to	1 750	786 111 854	to	1 930	796 708 441	to	8 500
770 915 150	to	5 490	777 810 309	to	0 330	786 510 527	to	0 540	796 886 281	to	6 430
771 455 551	to	5 610	778 049 651	to	9 670	786 510 571	to	0 600	796 901 701	to	2 000
771 609 661	to	9 690	778 106 225	to	6 310	786 510 571	to	0 600	796 975 466	to	5 590
771 932 551	to	2 580	778 218 730	to	8 780	786 676 937	to	6 980	797 272 917	to	2 950
772 057 224	to	7 440	778 251 871	to	1 930	786 730 831	to	0 920	797 519 441	to	9 460
772 162 660	to	3 070	778 286 911	to	6 940	786 743 671	to	3 700	797 519 731	to	0 240
772 718 615	to	8 640	778 328 699	to	8 730	786 743 711	to	3 730	797 535 181	to	5 330
772 940 140	to	0 160	778 567 471	to	7 860	786 854 491	to	4 550	798 040 053	to	0 080
772 970 886	to	0 940	778 570 771	to	0 830	786 977 256	to	7 461	798 055 813	to	5 830
773 009 419	to	9 430	778 699 096	to	9 110	787 158 121	to	8 390	798 055 891	to	5 950
773 112 031	to	2 060	778 779 471	to	9 480	787 325 701	to	5 910	798 326 371	to	6 520
773 125 387	to	5 410	779 146 205	to	6 230	787 493 281	to	3 340	798 339 167	to	9 210
773 179 320	to	9 410	779 233 681	to	3 710	787 793 816	to	3 880	798 562 411	to	2 440
773 202 989	to	3 140	779 316 961	to	7 200	787 822 428	to	2 440	798 632 461	to	2 490
773 208 991	to	9 290	779 339 221	to	9 400	787 887 881	to	7 901	798 807 151	to	7 510
773 231 311	to	1 340	779 702 191	to	2 250	788 306 478	to	6 490	798 944 761	to	5 030
773 348 739	to	8 940	779 994 001	to	4 090	788 326 339	to	6 380	799 133 191	to	3 220
773 348 739	to	8 940	<b>780 103 591</b>	<b>to</b>	<b>3 650</b>	788 403 671	to	3 690	799 177 626	to	7 650
773 575 891	to	5 950	780 533 288	to	3 310	788 815 771	to	5 860	799 854 751	to	5 200
									<b>800 211 901</b>	<b>to</b>	<b>2 440</b>
									800 872 741	to	2 830

## Counterfeit 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	

— *Group2-Internal and External Investigations,  
Postal Inspection Service, 9-2-04*

## Toll-Free Number Available to Verify Canadian Money Orders

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

This toll-free number is printed on the back of the Canadian Postal Money Orders.

— *Group2-Internal and External Investigations,  
Postal Inspection Service, 9-2-04*

### Overseas Military Mail

Mail addressed to military post offices overseas is subject to certain conditions or restrictions of mailing regarding content, preparation, and handling. The APO/FPO table below outlines these conditions by APO/FPO ZIP Codes™ through the use of footnoted mailing restrictions codes (see the Restrictions page following the table).

Acceptance clerks should use the table with the integrated retail terminal (IRT) or POS ONE terminal to determine which APO/FPO ZIP Codes are active and

which conditions of mailing apply. **Acceptance clerks may contact the Military Postal Service Agency with any questions regarding APO/FPO ZIP Codes, toll free, at 800-810-6098, Monday–Friday, 0730–1630.**

For Express Mail Military Service (EMMS) availability, all acceptance clerks must refer to the local hardcopy EMMS directory.

The entries under “Changes” appear in bold in the APO/FPO Table below.

### Changes

APO/FPO	Action	Effective Date	See Restrictions
APO AE 09702	Close	Immediately	
APO AE 34009	Close	Immediately	
APO AE 96262	Open	Immediately	A-A1-B-B1-U

We have eliminated “Not Active” entries from the table below to save space and paper.

### APO/FPO Table

APO/FPO	See Restrictions	APO/FPO	See Restrictions	APO/FPO	See Restrictions	APO/FPO	See Restrictions
09003	A1-B-B1-C-D-P-U-V	09094	A1-B-B1-C-D	09180	A1-B-B1-C-D-U	09305	A-A1-B-B1-C1-E2-F-H1-R-R1-U2-V-Z1
09007	A1-B-B1-C-D-U	09095	A1-B-B1-C-D-U	09182	A1-B-B1-C-D-U		
09009	A1-B-B1-C-D-U	09096	A1-B-B1-C-D-U	09183	A1-B-B1-C-D-U	09306	A-A1-B-B1-C1-E2-F-H1-R-R1-U2-V-Z1
09012	A1-B-B1-C-D-U	09098	A1-B-B1-C-D-U	09185	A1-B-B1-C-D-U		
09013	A1-B-B1-C-D-U-Z1	09099	A1-B-B1-C-D-U	09186	A1-B-B1-C-D-U	09307	A1-B-B1-V-Z1
09014	A1-B-B1-C-D-U	09100	A1-B-B1-C-D-U	09211	A1-B-B1-C-D-U	09308	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1
09021	A1-B-B1-C-D-U	09102	A1-B-B1-C-D-U	09212	A1-B-B1-C-D-U-V	09309	A-A1-B-B1-C1-E2-F-H1-M- R-R1-V-Z1
09028	A1-B-B1-C-D-U	09103	A1-B-B1-D-U	09213	A1-B-B1-C-D-U		
09031	A1-B-B1-C-D-U	09104	A1-B-B1-C-D-U	09214	A1-B-B1-C-D-U	09310	A-A1-B-B1-C1-E2-F-H1-R-R1-U2-V-Z1
09033	A1-B-B1-C-D-U	09107	A1-B-B1-C-D-U	09225	A1-B-B1-C-D-U		
09034	A1-B-B1-C-D-U	09110	A1-B-B1-C-D-U	09226	A1-B-B1-C-D-U	09311	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1
09036	A1-B-B1-C-D-U	09112	A1-B-B1-C-D-U	09227	A1-B-B1-C-D-U	09312	A-A1-B-B1-C1-E2-F-H1-R-R1-U2-V-Z1
09042	A1-B-B1-C-D-U	09114	A1-B-B1-C-D-U	09229	A1-B-B1-C-D-U	09313	A-A1-B-B1-C1-E2-F-H1-R-R1-U2-V-Z1
09045	A1-B-B1-C-D-U	09123	A1-B-B1-C-D-U	09237	A1-B-B1-C-D-U-V	09314	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1
09046	A1-B-B1-C-D-U	09126	A1-B-B1-C-D	09244	A1-B-B1-C-D-U	09315	A-A1-B-B1-C1-E2-F-H1-M-N-R-R1-V-Z1
09050	A1-B-B1-C-D-U	09128	A1-B-B1-C-D-U	09245	A1-B-B1-C-D-U	09316	A-A1-B-B1-C1-E2-F-H1-R-R1-U2-V-Z1
09053	A1-B-B1-C-D-U	09131	A1-B-B1-C-D-U	09250	A1-B-B1-C-D-U	09317	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1
09054	A1-B-B1-C-D-U	09136	A1-B-B1-C-D	09252	A1-B-B1-C-D-U	09318	A-A1-B-B1-C1-E2-F-H1-M-N-R-R1-V-Z1
09056	A1-B-B1-C-D-U	09137	A1-B-B1-C-D-U	09261	A1-B-B1-C-D-U	09321	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1
09058	A1-B-B1-C-D-U	09138	A1-B-B1-C-D-U	09262	A1-B-B1-C-D-U	09322	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1
09059	A1-B-B1-C-D-U	09139	A1-B-B1-C-D-U	09263	A1-B-B1-C-D-U	09324	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V- Z1
09060	A1-B-B1-C-D-U	09140	A1-B-B1-C-D-U	09264	A1-B-B1-C-D-U		
09063	A1-B-B1-C-D-L-U	09142	A1-B-B1-C-D-U	09265	A1-B-B1-C-D-N-U		
09067	A1-B-B1-C-D-U	09143	A1-B-B1-C-D-U	09266	A1-B-B1-C-D-U		
09069	A1-B-B1-C-D-U	09154	A1-B-B1-C-D-U	09267	A1-B-B1-C-D-U		
09074	A1-B-B1-C-D-U	09165	A1-B-B1-C-D-U	09301	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1		
09076	A1-B-B1-C-D-U	09166	A1-B-B1-C-D-U	09303	A-A1-B-B1-C1-E2-F-H1-R-R1-U2-V-Z1		
09080	A1-B-B1-C-D-U	09169	A1-B-B1-C-D-U	09304	A-A1-B-B1-C1-E2-F-H1-R-R1-U2-V- Z1		
09081	A1-B-B1-C-D-U	09172	A1-B-B1-C-D-U				
09086	A1-B-B1-C-D-U	09173	A1-B-B1-C-D-U				
09089	A1-B-B1-C-D-U	09175	A1-B-B1-C-D-U				
09090	A1-B-B1-C-D-U	09177	A1-B-B1-C-D-U				

APO/ FPO	See Restrictions	APO/ FPO	See Restrictions	APO/ FPO	See Restrictions	APO/ FPO	See Restrictions
09327	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09371	A-A1-B-B1-C1-E2-F-H1-R-R1-U2-V-Z1	09499	A1-B-B1-C-C1-U	09620	A1-B-B1-C-F-U
09328	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09373	A-A1-B-B1-C1-E2-F-H1-R-R1-U2-V-Z1	09501	A1-B-V	09621	A1-B-B1-C-F-U
09329	A-A1-B-B1-C1-E2-F-H1-I-M-R-R1-U2-V-Z1	09374	A-A1-B-B1-C1-E2-F-H1-R-R1-U2-V-Z1	09502	A1-B-V	09622	A1-B-B1-C-F-U
09330	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09375	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09503	A1-B-V	09623	A1-B-B1-C-F-U
09331	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09378	A-A1-B-B1-C1-E2-F-H1-R-R1-U2-V-Z1	09504	A1-B-V	09624	A1-B-B1-C-F-U
09332	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09379	A-A1-B-B1-C1-E2-F-H1-R-R1-U2-V-Z1	09505	A1-B-V	09625	A1-B-B1-C-F-U
09333	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09380	A-A1-B-B1-C1-E2-F-H1-R-R1-U2-V-Z1	09506	A1-B-V	09626	A1-B-B1-C-F-U
09334	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09381	A-A1-B-B1-C1-E2-F-H1-R-R1-U2-V-Z1	09507	A1-B-V	09627	A1-B-B1-C-F-U
09336	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09384	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09508	A1-B-V	09628	A1-B-B1-C-F-F1-U-V
09337	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09385	A-A1-B-B1-C1-E2-F-H1-M-N-R-R1-V-Z1	09509	A1-B-V	09630	A1-B-B1-C-F-U-V
09338	A-A1-B-B1-C1-E2-F-H1-M-R-R1-U2-V-Z1	09386	A-A1-B-B1-C1-E2-F-H1-I-M-R-R1-U2-V-Z1	09510	A1-B-V	09631	A1-B-B1-C-F-U
09339	A-A1-B-B1-C1-E2-F-H1-M-N-R-R1-V-Z1	09387	A-A1-B-B1-C1-E2-F-H1-I-M-R-R1-U2-V-Z1	09511	A1-B-V	09636	A1-B-B1-C-F-U
09340	A-A1-B-B1-C1-F-R-V	09388	A-A1-B-B1-C1-E2-F-H1-I-M-R-R1-U2-V-Z1	09517	A1-B-V	09642	A1-B-B1-N-U
09342	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09389	A-A1-B-B1-C1-E2-F-H1-I-M-R-R1-U2-V-Z1	09521	A1-B-V	09643	A1-B-B1-U
09344	A-A1-B-B1-C1-E2-F-H1-I-M-R-R1-V-Z1	09390	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09524	A1-B-V	09644	A1-B-B1-U
09346	A-A1-B-B1-C1-E2-F-H1-R-R1-U2-V-Z1	09391	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09532	A1-B-V	09645	A1-B-U
09347	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09392	A-A1-B-B1-C1-E2-F-H1-M-R-R1-U2-V-Z1	09534	A1-B-V	09647	A1-B-B1-N-U
09348	A-A1-B-B1-C1-E2-F-H1-R-R1-U2-V-Z1	09393	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09542	A1-B-V	09648	A1-B-B1-N-U-V-Z1
09351	A-A1-B-B1-C1-E2-F-H1-M-N-R-R1-V-Z1	09394	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09543	A1-B-V	09649	A1-B-B1-U
09353	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09395	A-A1-B-B1-C1-E2-F-H1-R-R1-U2-V-Z1	09545	A1-B-V	09701	A-A1-B-B1-B2-C-C1-D-F-I-M-N-Q-R-R1-T-V-Z1
09354	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09396	A-A1-B-B1-C1-E2-F-H1-R-R1-U2-V-Z1	09549	A1-B-V	09703	A1-B-B1-C-F1
09355	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09399	A-A1-B-B1-C-F-M-V-Z1	09550	A1-B-V	09704	A1-B-B1-C-D-V
09356	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09409	A1-B-B1-C-C1-U-V	09554	A1-B-B1-V	09705	A1-B-B1-U
09357	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09420	A1-B-B1-C-C1-U	09555	A1-B-V	09706	A1-B-B1-C-U-V
09358	A-A1-B-B1-E2-F-H1-N-R-V-Z1	09421	A1-B-B1-C-C1-U	09564	A1-B-V	09707	A1-B-B1-C-N-U-V
09359	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09447	A1-B-B1-C-C1-U-V	09565	A1-B-V	09708	A1-B-B1
09360	A1-B-B1-V	09454	A1-B-B1-C-C1-U-V	09566	A1-B-V	09709	A1-B-B1-F1
09363	A-A1-B-B1-C1-E2-F-H1-M-N-R-R1-V-Z1	09456	A1-B-B1-C-C1-U	09567	A1-B-V	09710	A1-B-B1-C-C1-F1-M-R-R1-U
09365	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09459	A1-B-B1-C-C1-U	09568	A1-B-V	09711	A1-B-B1-F1-Z1
09366	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09461	A1-B-B1-C-C1-U	09569	A1-B-V	09713	A1-B-B1-C-F1
09367	A-A1-B-B1-C1-E2-F-H1-M-R-R1-U2-V-Z1	09463	A1-B-B1-C-C1-U	09570	A1-B-V	09714	A1-B-B1-C-C1-F1-M-R-R1-U
09370	A-A1-B-B1-C1-E2-F-H1-M-R-R1-U2-V-Z1	09464	A1-B-B1-C-C1-U	09573	A1-B-V	09715	A1-B-B1-F1
		09468	A1-B-B1-C-C1-U	09574	A1-B-V	09716	A1-B-B1-C-D-N-U-V
		09469	A1-B-B1-C-C1-U	09575	A1-B-V	09717	A1-B-B1-M-W
		09470	A1-B-B1-C-C1-U	09576	A1-B-V	09718	A1-B-B1-F-I-N-U-V
		09494	A1-B-B1-C-C1-U	09577	A1-B-V	09719	A1-B-B1-C-F1-V
		09496	A1-B-B1-C-C1-U-V	09578	A1-B-V	09720	A1-B-B1-U-V
		09498	A1-B-B1-C-C1-U	09579	A1-B-V	09721	A1-B-B1-N-U-V-Z1
				09581	A1-B-V	09722	A1-B-B1-C-D-N-U-V
				09582	A1-B-V	09723	A1-B-B1-N-U-V-Z1
				09586	A1-B-V	09724	A1-B-B1-C-C1-F1-M-R-R1-U
				09587	A1-B-V	09725	A1-B-B1-C
				09588	A1-B-V	09726	A1-B-B1-N-U
				09589	A1-B-B1-V	09727	A-A1-B-B1-B2-C-C1-D-F-I-M-N-Q-R-R1-T-V-Z1
				09590	A1-B-V	09728	A1-B-B1-C-F1-U-V
				09591	A1-B-V	09729	A1-B-B1-N-U-V
				09593	A1-B-V	09730	A-A1-B-B1-B2-C-C1-D-F-I-M-N-Q-R-R1-T-V-Z1
				09594	A1-B-V	09731	A-A1-B-B1-B2-C-C1-D-F-I-M-N-Q-R-R1-T-V-Z1
				09595	A1-B-V	09732	A1-B-B1-N-V-Z1
				09596	A1-B-V	09733	A1-B-B1-V
				09599	A1-B-V	09735	A1-B-B1-N-V-Z1
				09601	A1-B-B1-C-F-F1-U		
				09602	A1-B-B1-C-F-F1-N-U		
				09603	A1-B-B1-C-F-F1-U		
				09604	A1-B-B1-C-F-F1-U		
				09609	A1-B-B1-C-F-U		
				09610	A1-B-B1-C-F-U		
				09612	A1-B-B1-C-F-U		
				09613	A1-B-B1-C-F-U-V		
				09617	A1-B-B1-C-F-U		
				09618	A1-B-B1-C-F-U		
				09619	A1-B-B1-C-F-U		

APO/ FPO	See Restrictions	APO/ FPO	See Restrictions	APO/ FPO	See Restrictions	APO/ FPO	See Restrictions
09736	A-A1-B-B1-B2-C-C1-D-F-I-M-N-Q-R-R1-T-V-Z-Z1	09865	A-A1-B-B1-V-Z1	96204	A-A1-B-B1	96362	A1-B-B1-F-F1-F2-M-W
09777	A-A1-B-B1-C-E1-N	09868	A-A1-B-B1-U-V-Z1	96205	A-A1-B-B1-U	96365	A1-B-B1-M-V-W
09779	A-A1-B-B1-F-R-V	09871	A1-B-B1-E2-E3-F-H1-N-R-R1-U1-V-X-Z1	96206	A-A1-B-B1-U	96367	A1-B-B1-L-M-W
09780	A-A1-B-B1-F-R-V	09880	A-A1-B-B1-C1-E2-F-H1-R-R1-U-V-Z1	96207	A-A1-B-B1-U	96368	A1-B-B1-M-W
09788	A-A1-B-B1-F-R-V	09889	A-A1-B-B1-C1-E2-F-H1-R-R1-U2-V-Z1	96208	A-A1-B-B1-U	96370	A1-B-B1-F-F1-F2-M-W
09789	A-A1-B-B1-F-R-V	09890	A1-B-B1-E2-F-H1-N-R-R1-U2-V-Z1	96212	A-A1-B-B1-U	96372	A1-B-B1-M-W
09790	A-A1-B-B1-C1-F-R-V	09892	A-A1-B-B1-F-N-R-R1-V-Z1	96213	A-A1-B-B1-U	96373	A1-B-B1-M-W
09791	A-A1-B-B1-C1-E1-F-M-N-R-V	09898	A1-B-B1-E2-F-H1-R-R1-U2-V-Z1	96214	A-A1-B-B1-U	96374	A1-B-B1-M-W
09793	A-A1-B-B1-F-R-V	34002	A1-B-B1-N-U-Z1	96215	A-A1-B-B1-U-V	96375	A1-B-B1-M-W
09797	A1-B-B1-C-D-P-V	34006	A-A1-B-B1-C1-F1-N-V-Z1	96217	A-A1-B-B1-U-V	96376	A1-B-B1-M-W
09801	A-A1-B-B1-C1-E2-F-H1-M-N-R-R1-V-Z1	34007	A-A1-B-B1-C1-F1-V-Z1	96218	A-A1-B-B1-U	96377	A1-B-B1-M-W
09802	A-A1-B-B1-C1-E2-F-H1-I-M-R-R1-V-Z-Z1	34008	A-A1-B-B1-C1-F1-V-Z1	96219	A-A1-B-B1-U-V	96378	A1-B-B1-M-W
09803	A1-B-B1-E2-E3-F-H1-N-R-R1-U1-V-Z1	34020	A1-B-B1-M-N-V-Z1	96220	A-A1-B-B1-U-V	96379	A1-B-B1-M-W
09806	A-A1-B-B1-C1-E2-F-H1-M-N-R-R1-V-Z1	34021	A1-B-M-N-V-Z1	96221	A-A1-B-B1-U-V	96384	A1-B-B1-M-W
09807	A-A1-B-B1-C1-E2-F-H1-M-N-R-R1-V-Z1	34022	A1-B-B1-D-F-M-N-V-Z1	96224	A-A1-B-B1-U	96386	A1-B-B1-M-W
09808	A-A1-B-B1-C-C1-F-I-V-Z-Z1	34023	A1-B-B1-M-N-V-Z1	96251	A-A1-B-B1-U	96387	A1-B-B1-M-W
09809	A1-B-B1-E2-E3-F-H1-R-R1-U1-V-Z1	34024	A1-B-B1-M-N-V-Z1	96257	A-A1-B-B1-U	96388	A1-B-B1-M-W
09811	A1-B-B1-E2-E3-F-H1-N-R-R1-U1-V-Z1	34025	A1-B-B1-F-N-U-V-Z1	96258	A-A1-B-B1-U	96401	A1-B-B1-F-N-V-Z1
09812	A1-B-B1-E2-E3-F-F1-I-N-R-U-V-Z-Z1	34030	A1-B-B1-M-N-V-Z1	96259	A-A1-B-B1-U	96424	A-A1-B-B1-C1-E2-F-H1-I-M-R-R1-U2-V-Z-Z1
09814	A1-B-B1-E2-E3-F-F1-I-N-R-U-V-Z-Z1	34031	A1-B-B1-M-N-V-Z1	96260	A-A1-B-B1-U	96425	A-A1-B-B1-C1-E2-F-H1-I-M-R-R1-U2-V-Z-Z1
09819	A-A1-B-F-P-V-Z1	34032	A1-B-M-N-V-Z1	96266	A-A1-B-B1-U	96426	A-A1-B-B1-C1-E2-F-H1-I-M-R-R1-U2-V-Z-Z1
09821	A-A1-B-F-V-Z1	34033	A1-B-C-F-M-N-V-Z1	96267	A-A1-B-B1-U-V	96427	A-A1-B-B1-C1-E2-F-H1-I-M-R-R1-U2-V-Z-Z1
09822	A-A1-B-F-V-Z1	34034	A1-B-B1-M-N-V-Z1	96269	A-A1-B-B1-U	96490	A1-B-B1-V
09823	A-A1-B-F-V-Z1	34035	A1-B-B1-H-M-N-V-Z1	96271	A-A1-B-B1-U	96507	A-A1-B-F-V
09824	A-A1-B-F-V-Z1	34036	A1-B-M-N-V-Z1	96275	A-A1-B-B1-V	96511	A1-B-B1-I-N-V
09827	A-A1-B-F-Z1	34037	A1-B-B1-C-F-H-I-M-N-V-Z-Z1	96276	A-A1-B-B1	96515	A1-B-B1-F
09828	A1-B-N-V-Z1	34038	A1-B-B1-M-N-V-Z1	96278	A-A1-B-B1-U	96517	A1-B-B1-F-U3-V
09830	A1-B-B1-C-N-V-Z1	34039	A1-B-N-V-Z1	96283	A-A1-B-B1-U	96518	A1-B-B1-V
09831	A1-B-B1-F-N-U-V-Z1	34040	A1-B-V-Z1	96284	A-A1-B-B1-U-V	96520	A1-B-F-U3-V
09832	A-B-B1-U1-V-Z1	34041	A1-B-B1-M-N-U-V-Z1	96297	A-A1-B-B1-U	96521	A1-B-F-N
09833	A1-B-B1-U1-V-Z1	34042	A1-B-B1-D-F-M-N-V-Z1	96306	A1-B-B1-F-F1-F2-M-W	96522	A1-B-F-N-U
09834	A1-B-B1-V-Z1	34043	A1-B-B1-D-F-M-N-V-Z1	96309	A1-B-B1-M-V-W	96530	A-A1-B-B1-H-M-N-U-V
09835	A-A1-B-B1-V-Z1	34050	A1-B-V	96310	A1-B-B1-M-W	96531	A1-B-B1-H-M-U-V
09836	A-A1-B-B1-C-F-M-V-Z1	34051	A1-B-V-Z1	96311	A1-B-B1-M-W	96534	A-A1-B-F
09837	A1-B-B1-V-Z1	34053	A1-B-V-Z1	96313	A1-B-B1-M-W	96535	A-A1-B-B1-F-V
09838	A1-B-B1-V-Z1	34055	A1-B-N-V-Z1	96319	A1-B-B1-M-W	96536	A1-B-B1-V
09839	A-A1-B-B1-U-V-Z1	34058	A1-B-B1-V-Z1	96321	A1-B-B1-F-F1-F2-M-W	96537	A1-B-B1-V
09840	A-A1-B-B1-V-Z1	34071	A1-B-I-M-N-V-Z	96322	A1-B-B1-F-F1-F2-M-W	96538	A1-B-B1-V
09841	A-A1-B-B1-U-Z1	34076	A1-B-B1-F1-N-V-Z1	96323	A1-B-B1-M-V-W	96540	A1-B-B1-V
09842	A-A1-B-B1-Z1	34078	A1-B-B1-F1-N-V-Z1	96326	A1-B-B1-M-W	96541	A1-B-B1-V
09843	A-A1-B-B1-U-V-Z1	34079	A1-B-B1-F1-N-V-Z1	96330	A1-B-B1-M-W	96542	A1-B-B1-V
09844	A-A1-B-B1-U-V-Z1	34090	A1-B-V	96336	A1-B-B1-M-V-W	96543	A1-B-B1-P-V
09852	A1-B-B1-E2-E3-F-H1-N-R-R1-U1-V-Z1	34091	A1-B-V	96337	A1-B-B1-M-W	96544	A1-B-F-U3-V
09853	A1-B-B1-E2-F-H1-R-R1-U2-V-Z1	34092	A1-B-V	96338	A1-B-B1-M-W	96546	A1-B-F-U3
09855	A-A1-B-B1-C1-E2-F-H1-R-R1-U2-V-Z1	34093	A1-B-V	96339	A1-B-B1-M-V-W	96548	A-A1-B-B1-H-M-U
09858	A1-B-B1-E2-E3-F-H1-N-R-R1-U1-V-Z1	34095	A1-B-V	96343	A1-B-B1-M-W	96549	A-A1-B-B1-H-M-U
		34098	A1-B-V	96347	A1-B-B1-F-F1-F2-M-W	96550	A-A1-B-B1-H-M-U
		34099	A1-B-V	96348	A1-B-B1-F-F1-F2-M-W	96551	A-A1-B-B1-H-M-U
		96201	A-A1-B	96349	A1-B-B1-F-F1-F2-M-W	96553	A-A1-B-B1-H-M-N-U-V
		96202	A-A1-B1-U-V	96350	A1-B-B1-F-F1-F2-M-W	96554	A-A1-B-B1-H-M-U
		96203	A-A1-B	96351	A1-B-B1-F-F1-F2-M-W	96555	A1-B-B1-F-M-V
						96557	A1-B-B1-F-M-V

<b>APO/ FPO</b>	<b>See Restrictions</b>	<b>APO/ FPO</b>	<b>See Restrictions</b>	<b>APO/ FPO</b>	<b>See Restrictions</b>	<b>APO/ FPO</b>	<b>See Restrictions</b>
96595	A1-B-B1-V	96613	A-A1-B-B1-C1-E2-F-	96629	A1-B-V	96671	A1-B-V
96598	A1-B-B1-V		H1-I-M-R-R1-U2-V-Z-	96634	A1-B-V	96672	A1-B-V
96599	A1-B-B1-V		Z1	96635	A1-B-V	96673	A1-B-V
96601	A1-B-V	96614	A-A1-B-B1-C1-E2-F-	96643	A1-B-V	96674	A1-B-V
96602	A1-B-V		H1-I-M-R-R1-U2-V-Z-	96657	A1-B-V	96675	A1-B-V
96603	A1-B-V		Z1	96660	A1-B-V	96677	A1-B-V
96604	A1-B-V	96615	A1-B-V	96661	A1-B-V	96678	A1-B-V
96605	A1-B-O-V	96616	A-A1-B-B1-V-Z1	96662	A1-B-V	96679	A1-B-V
96606	A1-B-V	96617	A1-B-V	96663	A1-B-V	96681	A1-B-V
96607	A1-B-V	96619	A1-B-V	96664	A1-B-V	96682	A1-B-V
96608	A1-B-V	96620	A1-B-V	96665	A1-B-V	96683	A1-B-V
96609	A1-B-V	96621	A1-B-V	96666	A1-B-V	96684	A1-B-V
96610	A1-B-V	96622	A1-B-V	96667	A1-B-V	96686	A1-B-V
96611	A1-B-V	96623	A1-B-V	96668	A1-B-V	96687	A1-B-V
96612	A1-B-V	96624	A1-B-V	96669	A1-B-V	96698	A1-B-V
		96628	A1-B-V	96670	A1-B-V		

**RESTRICTIONS**

**LEGEND**

PS Form 2976, *Customs - CN 22 (Old C 1) and Sender's Declaration* (green label)

PS Form 2976-A, *Customs Declaration and Dispatch Note*

- AAFES = Army and Air Force Exchange Service
- APO = Army/Air Force Post Office
- Box R = Retired military personnel
- FPO = Fleet Post Office
- DMM = *Domestic Mail Manual*
- MOM = Military Ordinary Mail
- MPO = Military Post Office
- PAL = Parcel Airlift
- PSC = Postal Service Center
- SAM = Space Available Mail
- USDA = United States Department of Agriculture

Note: Mail order catalogs are prohibited as SAM or PAL mail.

**A.** Securities, currency, or precious metals in their raw, unmanufactured state are prohibited. Official shipments are exempt from this restriction.

**A1.** Mail addressed to "Any Servicemember," or similar wording such as "Any Soldier," "Sailor," "Airman," or "Marine"; "Military Mail"; etc., is prohibited. Mail must be addressed to an individual or job title such as "Commander," "Commanding Officer," etc.

**B.** PS Form 2976-A is required for all mail weighing 16 ounces or more, with exceptions noted below. In addition, mailers must properly complete required customs documentation when mailing any potentially dutiable mail addressed to an APO or FPO regardless of weight. The following are exceptions to the requirement for customs documentation on nondutiable mail that weighs 16 ounces or more:

- Known mailers are exempt from providing customs documentation on non-dutiable letters, and printed matter weighing 16 ounces or more. (A known mailer is anyone who legally applies a permit imprint to a mailpiece. Mail with meter postage is not considered to be from a known mailer.)
- All federal, state, and local government agencies are exempt from providing customs documentation on mail addressed to an APO or FPO, except for those APOs/FPOs to which restriction B2 applies.
- Prepaid mail from military contractors is exempt, providing the mailpiece is endorsed "Contents for Official Use — Exempt from Customs Requirements."

**B1.** PS Form 2976 or 2976-A is required. Articles are liable for customs duty and/or purchase tax unless they are bona fide gifts intended for use by military personnel or their dependents. When the contents of a parcel meet these requirements, the mailer must endorse the customs form, "Certified to be a bona fide gift, personal effects, or items for personal use of military personnel and dependents," under the heading, Description of Contents. **Exceptions:** All other exceptions listed in restriction B above are applicable to this restriction.

**B2.** All federal, state, and local government agencies must complete customs documentation when sending mail addressed to or from this APO or FPO weighing 16 ounces or more.

**C.** Cigarettes and other tobacco products are prohibited.

**C1.** Obscene articles, prints, paintings, cards, films, videotapes, etc., and horror comics and matrices are prohibited.

**D.** Coffee is prohibited.

**E1.** Medicines or vaccines not conforming to French laws are prohibited.

**E2.** Any matter depicting nude or seminude persons, pornographic or sexual items, or nonauthorized political materials is prohibited. Although religious materials contrary to the Islamic faith are prohibited in bulk quantities, items for the personal use of the addressee are permissible.

**E3.** Radio transceivers, cordless telephones, global positioning systems, scanners, base stations, and handheld transmitters are prohibited.

**F.** Firearms of any type are prohibited in all classes of mail. See definitions of firearms in DMM C024.1.1C. This restriction does not apply to firearms mailed to or by official U.S. government agencies. The restriction for mail to this APO/FPO ZIP Code does not apply to firearms mailed from this APO/FPO ZIP Code, provided ATF and USPS regulations are met. Antique firearms are a separate category defined in DMM C024.2.0 and ATF regulations; they do not require an ATF form.

**F1.** Privately owned weapons addressed to an individual are prohibited in any class of mail.

**F2.** Importation of firearms is restricted to one shotgun and one single shot .22 caliber rifle per individual.

**G.** Only First-Class Mail letters, Periodicals, and Standard Mail items are authorized.

**H.** Meats, including preserved meats, whether hermetically sealed or not, are prohibited.

**H1.** Pork or pork by-products are prohibited.

**I.** Mail of all classes must fit in a mail sack. Mail may not exceed the following dimensions:

Length	
42" . . . . .	72" length and girth combined
over 42" to 44" . . . . .	24" girth
over 44" to 46" . . . . .	20" girth
over 46" to 48" . . . . .	16" girth
	Maximum length 48"

This restriction does not apply to registered mail and official government mail marked MOM.

**I1.** This restriction does not apply to registered mail.

**I2.** This restriction does not apply to official government mail marked MOM.

**J.** Parcels may not exceed 108 inches in length and girth combined.

**K.** Mail that includes in the address the words, "Dependent Mail Section," may consist only of letter mail, newspapers, magazines, and books. No parcel of any class containing any other matter may be mailed to the Dependent Mail section. This restriction does not apply if the address does not include the words "Dependent Mail Section."

**L.** All official mail is prohibited.

**M.** Fruits, animals, and living plants are prohibited.

**N.** Registered mail is prohibited.

**O.** Personal mail addressed to vessels using this number is limited to unregistered First-Class Mail items and certified mail. Other classes of mail are prohibited.

**P.** APO is used for the receipt and dispatch of official mail only.

**Q.** Mail may not exceed 66 pounds, and size is limited to 42 inches maximum length and 72 inches maximum length and girth combined.

**R.** All alcoholic beverages, including those mailable under DMM C021, are prohibited.

**R1.** Materials used in the production of alcoholic beverages (i.e., distilling material, hops, malts, yeast, etc.) are prohibited.

**T.** Mailings of case lots of food and supplemental household shipments must be approved by the sender's parent agency prior to mailing.

**U.** Parcels must weigh less than 16 ounces when addressed to Box R. This restriction does not apply to mail endorsed "Free Matter for the Blind or Handicapped."

**U1.** Mail is limited to First-Class Mail weighing 13 ounces or less when addressed to Box R. This restriction does not apply to mail endorsed "Free Matter for the Blind or Handicapped." Videotapes are prohibited when addressed to Box R, regardless of weight.

**U2.** Mail is limited to First-Class Mail letters only when addressed to Box R.

**U3.** Mail is limited to First-Class Mail correspondence (including voice and video cassettes), newspapers, magazines, photographs, not exceeding 16 ounces, when addressed to Box R.

**V.** Express Mail Military Service (EMMS) not available from any origin.

**W.** Meat products, such as dried beef, salami, and sausage, may be mailed, provided they remain in their original, hermetically sealed packages and bear USDA certification. Other meats, bones, skin, hair, feathers, horns or hoofs of hoofed animals, wool samples, tobacco leaves, including chewing and pipe tobacco, snuff, cigars, and cigarettes, or obscene material, including obscene drawings, photographs, films, and carvings, are prohibited. Exception: 200 grams of tobacco per parcel are permitted duty free.

**X.** Personal mail is limited to First-Class Mail items (to include audio cassettes and voice tapes) weighing 13 ounces or less. This limitation does not apply to official mail.

**Y.** Mail is limited to First-Class and Priority Mail items only. All Periodicals, Standard Mail items, and Package Services items (including SAM and PAL) are not authorized. This restriction also applies to official mail.

**Z.** No outside pieces (OSPs).

**Z1.** The following restriction is applicable only to International Service Centers (ISC)/Exchange Offices. An Anti-Pilferage Seal (Item No O817E or O818A) is required on all pouches and sacks.

# Are you in the watch your dollars & cents business?



Send  
Priority Mail<sup>®</sup>  
packages  
starting at \$3.85

usps.com

©2004 United States Postal Service  
PSN43270-110  
Envelope Folder (Front)

UP 7/1/04  
DOWN 10/31/04



# Help Keep the Mail Safe

## Here's what we are doing:

- Our employees ask if you are mailing anything liquid, fragile, perishable or potentially hazardous. This helps ensure that items are mailed safely.



### Restricted & Hazardous\*

Do not send



### Fragile

Send with caution



### Perishable

Send with extra care

## Here's what you can do:

- Know the contents of your mail.
- Do not accept or mail items from strangers.
- Remove or completely mark-out any old labels/markings on reused boxes so they are not legible.



Incorrect



Correct

\*For additional information, please ask for a copy of the *Let's Keep the Mail Safe* (Notice 107) brochure or call 1-800-ASK-USPS.



Are you in the **who, where, when** business?

**4** Priority Mail<sup>®</sup> service with **Signature Confirmation<sup>™</sup>** service\*

\*Signature Confirmation service does not include Insurance

**\$5.65**  
and up



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# International Mail (Continued)

## ICM UPDATES

### International Customized Mail

We have combined ICM updates into one *Postal Bulletin* article to save space and paper. 23 ICM updates appear here.

On June 23, 2004, the Postal Service entered into an International Customized Mail (ICM) Service Agreement with a Qualifying Mailer. In accordance with *International Mail Manual* (IMM) 297.4, the Postal Service now makes public the following information concerning the Agreement:

- a. **Term:** July 7, 2004, through July 6, 2005.
- b. **Type of mail:** Global Express Mail™ (EMS). Every item must conform to the mailing requirements set forth in the IMM for EMS.
- c. **Destination countries:** Worldwide.
- d. **Service provided by the Postal Service:** The Postal Service has agreed to transport EMS to international destinations for delivery by the appropriate authorities.
- e. **Minimum volume commitments:** The Mailer has agreed to meet an annualized minimum commitment of 600 pieces of EMS mail or \$12,000 in postage for EMS.

On July 12, 2004, the Postal Service entered into an International Customized Mail (ICM) Service Agreement with a Qualifying Mailer. In accordance with *International Mail Manual* (IMM) 297.4, the Postal Service now makes public the following information concerning the Agreement:

- a. **Term:** July 26, 2004, through July 25, 2005.
- b. **Type of mail:** Global Express Mail™ (EMS). Every item must conform to the mailing requirements set forth in the IMM for EMS.
- c. **Destination countries:** Worldwide.
- d. **Service provided by the Postal Service:** The Postal Service has agreed to transport EMS to international destinations for delivery by the appropriate authorities.

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

1. Comply with the terms and conditions for mailing EMS as set forth in the IMM.
2. Pay postage for EMS by means of a dedicated Express Mail Corporate Account (EMCA) in accordance with the EMCA requirements set forth in the *Domestic Mail Manual* (DMM).

g. **Rates:** The Mailer has agreed to pay postage at a rate discounted at eight (8) percent off nondiscounted published rates in effect on the date of mailing in accordance with Exhibit 1.

**Exhibit 1**

Annualized Volume or Annualized Postage	Discount Applied
600 – 999 pieces or \$12,000 – \$19,999	8%
1,000 – 2,999 pieces or \$20,000 – \$59,999	10
3,000 or more pieces or \$60,000 or more	12

e. **Minimum volume commitments:** The Mailer has agreed to meet an annualized minimum commitment of 600 pieces of EMS mail.

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

1. Comply with the terms and conditions for mailing EMS as set forth in the IMM.
2. Pay postage for EMS by means of a dedicated Express Mail Corporate Account (EMCA) in accordance with the EMCA requirements set forth in the *Domestic Mail Manual* (DMM).

g. **Rates:** The Mailer has agreed to pay postage at a rate discounted at eight (8) percent off nondiscounted published rates in effect on the date of mailing in accordance with Exhibit 1.

**Exhibit 1**

<b>Annualized Volume or Annualized Postage</b>	<b>Discount Applied</b>
600 – 999 pieces or \$12,000 – \$19,999	8%
1,000 – 2,999 pieces or \$20,000 – \$59,999	10
3,000 or more pieces or \$60,000 or more	12

On July 13, 2004, the Postal Service entered into an International Customized Mail (ICM) Service Agreement with a Qualifying Mailer. In accordance with *International Mail Manual* (IMM) 297.4, the Postal Service now makes public the following information concerning the Agreement:

- a. Term:** July 27, 2004, through July 26, 2005.
- b. Type of mail:** Global Express Mail™ (EMS). Every item must conform to the mailing requirements set forth in the IMM for EMS.
- c. Destination countries:** Worldwide.
- d. Service provided by the Postal Service:** The Postal Service has agreed to transport EMS to international destinations for delivery by the appropriate authorities.
- e. Minimum volume commitments:** The Mailer has agreed to meet an annualized minimum commitment of \$60,000 in EMS postage.

On March 24, 2004, the Postal Service entered into an International Customized Mail (ICM) Service Agreement with a Qualifying Mailer. In accordance with *International Mail Manual* (IMM) 297.4, the Postal Service now makes public the following information concerning the Agreement:

- a. Term:** April 7, 2004, through April 6, 2006.
- b. Type of mail:** Global Express Mail™ (EMS). Every item must conform to the mailing requirements set forth in the IMM for EMS.
- c. Destination countries:** Worldwide.
- d. Service provided by the Postal Service:** The Postal Service has agreed to transport EMS to international destinations for delivery by the appropriate authorities.

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

1. Comply with the terms and conditions for mailing EMS as set forth in the IMM.
2. Pay postage for EMS by means of a dedicated Express Mail Corporate Account (EMCA) in accordance with the EMCA requirements set forth in the *Domestic Mail Manual* (DMM).

**g. Rates:** The Mailer has agreed to pay postage at a rate discounted at twelve (12) percent off nondiscounted published rates in effect on the date of mailing in accordance with Exhibit 1.

**Exhibit 1**

<b>Annualized Volume or Annualized Postage</b>	<b>Discount Applied</b>
600 – 999 pieces or \$12,000 – \$19,999	8%
1,000 – 2,999 pieces or \$20,000 – \$59,999	10
3,000 or more pieces or \$60,000 or more	12

**e. Minimum volume commitments:** The Mailer has agreed to meet an annualized minimum commitment of 600 pieces of EMS mail.

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

1. Comply with the terms and conditions for mailing EMS as set forth in the IMM.
2. Pay postage for EMS by means of a dedicated Express Mail Corporate Account (EMCA) in accordance with the EMCA requirements set forth in the *Domestic Mail Manual* (DMM).

**g. Rates:** The Mailer has agreed to pay postage at a rate discounted at eight (8) percent off nondiscounted published rates in effect on the date of mailing in accordance with Exhibit 1.

**Exhibit 1**

Annualized Volume or Annualized Postage	Discount Applied
600 – 999 pieces or \$12,000 – \$19,999	8%
1,000 – 2,999 pieces or \$20,000 – \$59,999	10
3,000 or more pieces or \$60,000 or more	12

On April 2, 2004, the Postal Service entered into an International Customized Mail (ICM) Service Agreement with a Qualifying Mailer. In accordance with *International Mail Manual* (IMM) 297.4, the Postal Service now makes public the following information concerning the Agreement:

- a. Term:** April 16, 2004, through April 15, 2005.
- b. Type of mail:** Global Express Mail™ (EMS). Every item must conform to the mailing requirements set forth in the IMM for EMS.
- c. Destination countries:** Worldwide.
- d. Service provided by the Postal Service:** The Postal Service has agreed to transport EMS to international destinations for delivery by the appropriate authorities.
- e. Minimum volume commitments:** The Mailer has agreed to meet an annualized minimum of 600 pieces of Global Express Mail™ (EMS).

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

- 1. Comply with the terms and conditions for mailing EMS as set forth in the IMM.
- 2. Pay postage for EMS by means of a dedicated Express Mail Corporate Account (EMCA) in accordance with the EMCA requirements set forth in the *Domestic Mail Manual* (DMM).

**g. Rates:** The Mailer has agreed to pay postage at a rate discounted at eight (8) percent off nondiscounted published rates in effect on the date of mailing in accordance with Exhibit 1.

**Exhibit 1**

Annualized Volume or Annualized Postage	Discount Applied
600 – 999 pieces or \$12,000 – \$19,999	8%
1,000 – 2,999 pieces or \$20,000 – \$59,999	10
3,000 or more pieces or \$60,000 or more	12

On June 15, 2004, the Postal Service entered into an International Customized Mail (ICM) Service Agreement with a Qualifying Mailer. In accordance with *International Mail Manual* (IMM) 297.4, the Postal Service now makes public the following information concerning the Agreement:

- a. Term:** June 29, 2004, through June 28, 2005.
- b. Type of mail:** Global Express Mail™ (EMS). Every item must conform to the mailing requirements set forth in the IMM for EMS.
- c. Destination countries:** Worldwide.
- d. Service provided by the Postal Service:** The Postal Service has agreed to transport EMS to international destinations for delivery by the appropriate authorities.

**e. Minimum volume commitments:** The Mailer has agreed to meet an annualized minimum commitment of \$60,000 in postage for EMS.

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

- 1. Comply with the terms and conditions for mailing EMS as set forth in the IMM.
- 2. Pay postage for EMS by means of a dedicated Express Mail Corporate Account (EMCA) in accordance with the EMCA requirements set forth in the *Domestic Mail Manual* (DMM).

**g. Rates:** The Mailer has agreed to pay postage at a rate discounted at twelve (12) percent off nondiscounted published rates in effect on the date of mailing in accordance with Exhibit 1.

**Exhibit 1**

<b>Annualized Volume or Annualized Postage</b>	<b>Discount Applied</b>
600 – 999 pieces or \$12,000 – \$19,999	8%
1,000 – 2,999 pieces or \$20,000 – \$59,999	10
3,000 or more pieces or \$60,000 or more	12

On May 3, 2004, the Postal Service entered into an International Customized Mail (ICM) Service Agreement with a Qualifying Mailer. In accordance with *International Mail Manual* (IMM) 297.4, the Postal Service now makes public the following information concerning the Agreement:

- a. Term:** May 17, 2004, through May 16, 2006.
- b. Type of mail:** Global Express Mail™ (EMS). Every item must conform to the mailing requirements set forth in the IMM for EMS.
- c. Destination countries:** Worldwide.
- d. Service provided by the Postal Service:** The Postal Service has agreed to transport EMS to international destinations for delivery by the appropriate authorities.
- e. Minimum volume commitments:** The Mailer has agreed to meet an annualized minimum commitment of 600 pieces of EMS mail.

On April 13, 2004, the Postal Service amended an International Customized Mail (ICM) Service Agreement dated March 28, 2003. The Agreement was published on page 31 of *Postal Bulletin* 22101 (5-1-03). The Amendment modifies the term of the Agreement. In accordance with *International Mail Manual* (IMM) 297.4, the Postal Service previously announced entering into an International Customized Mail Service Agreement with this qualifying mailer and now makes public the following information regarding this Amendment:

- a. Term:** April 11, 2003, through April 10, 2006.
- b. Type of mail:** *All other provisions of the Agreement shall remain in force.*

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

1. Comply with the terms and conditions for mailing EMS as set forth in the IMM.
2. Pay postage for EMS by means of a dedicated Express Mail Corporate Account (EMCA) in accordance with the EMCA requirements set forth in the *Domestic Mail Manual* (DMM).

**g. Rates:** The Mailer has agreed to pay postage at a rate discounted at eight (8) percent off nondiscounted published rates in effect on the date of mailing in accordance with Exhibit 1.

**Exhibit 1**

<b>Annualized Volume or Annualized Postage</b>	<b>Discount Applied</b>
600 – 999 pieces or \$12,000 – \$19,999	8%
1,000 – 2,999 pieces or \$20,000 – \$59,999	10
3,000 or more pieces or \$60,000 or more	12

**c. Destination countries:** *All other provisions of the Agreement shall remain in force.*

**d. Service provided by the Postal Service:** *All other provisions of the Agreement shall remain in force.*

**e. Minimum volume commitments:** *All other provisions of the Agreement shall remain in force.*

**f. Worksharing:** *All other provisions of the Agreement shall remain in force.*

**g. Rates:** *All other provisions of the Agreement shall remain in force.*

On April 8, 2004, the Postal Service amended an International Customized Mail (ICM) Service Agreement dated April 22, 2003. The Agreement was published on page 35 of *Postal Bulletin* 22102 (5-15-03). The Amendment modifies the term of the Agreement. In accordance with *International Mail Manual* (IMM) 297.4, the Postal Service previously announced entering into an International Customized Mail Service Agreement with this qualifying mailer and now makes public the following information regarding this Amendment:

- a. **Term:** May 6, 2003, through May 5, 2005.
- b. **Type of mail:** *All other provisions of the Agreement shall remain in force.*

On March 30, 2004, the Postal Service entered into an International Customized Mail (ICM) Service Agreement with a Qualifying Mailer. In accordance with *International Mail Manual* (IMM) 297.4, the Postal Service now makes public the following information concerning the Agreement:

- a. **Term:** April 13, 2004, through April 12, 2005.
- b. **Type of mail:** Global Express Mail™ (EMS). Every item must conform to the mailing requirements set forth in the IMM for EMS.
- c. **Destination countries:** Worldwide.
- d. **Service provided by the Postal Service:** The Postal Service has agreed to transport EMS to international destinations for delivery by the appropriate authorities.
- e. **Minimum volume commitments:** The Mailer has agreed to meet an annualized minimum commitment of \$12,000 in EMS postage.

On April 13, 2004, the Postal Service entered into an International Customized Mail (ICM) Service Agreement with a Qualifying Mailer. In accordance with *International Mail Manual* (IMM) 297.4, the Postal Service now makes public the following information concerning the Agreement:

- a. **Term:** April 27, 2004, through April 26, 2006.
- b. **Type of mail:** Global Express Mail™ (EMS). Every item must conform to the mailing requirements set forth in the IMM for EMS.
- c. **Destination countries:** Worldwide.
- d. **Service provided by the Postal Service:** The Postal Service has agreed to transport EMS to international destinations for delivery by the appropriate authorities.

- c. **Destination countries:** *All other provisions of the Agreement shall remain in force.*
- d. **Service provided by the Postal Service:** *All other provisions of the Agreement shall remain in force.*
- e. **Minimum volume commitments:** *All other provisions of the Agreement shall remain in force.*
- f. **Worksharing:** *All other provisions of the Agreement shall remain in force.*
- g. **Rates:** *All other provisions of the Agreement shall remain in force.*

- f. **Worksharing:** The Mailer has agreed to:
  1. Comply with the terms and conditions for mailing EMS as set forth in the IMM.
  2. Pay postage for EMS by means of a dedicated Express Mail Corporate Account (EMCA) in accordance with the EMCA requirements set forth in the *Domestic Mail Manual* (DMM).
- g. **Rates:** The Mailer has agreed to pay postage at a rate discounted at eight (8) percent off nondiscounted published rates in effect on the date of mailing in accordance with Exhibit 1.

**Exhibit 1**

Annualized Volume or Annualized Postage	Discount Applied
600 – 999 pieces or \$12,000 – \$19,999	8%
1,000 – 2,999 pieces or \$20,000 – \$59,999	10
3,000 or more pieces or \$60,000 or more	12

- e. **Minimum volume commitments:** The Mailer has agreed to meet an annualized minimum of \$12,000 in Global Express Mail™ (EMS) postage.
- f. **Worksharing:** The Mailer has agreed to:
  1. Comply with the terms and conditions for mailing EMS as set forth in the IMM.
  2. Pay postage for EMS by means of a dedicated Express Mail Corporate Account (EMCA) in accordance with the EMCA requirements set forth in the *Domestic Mail Manual* (DMM).
- g. **Rates:** The Mailer has agreed to pay postage at a rate discounted at eight (8) percent off nondiscounted published rates in effect on the date of mailing in accordance with Exhibit 1.

**Exhibit 1**

<b>Annualized Volume or Annualized Postage</b>	<b>Discount Applied</b>
600 – 999 pieces or \$12,000 – \$19,999	8%
1,000 – 2,999 pieces or \$20,000 – \$59,999	10
3,000 or more pieces or \$60,000 or more	12

On July 19, 2004, the Postal Service entered into an International Customized Mail (ICM) Service Agreement with a Qualifying Mailer. In accordance with *International Mail Manual* (IMM) 297.4, the Postal Service now makes public the following information concerning the Agreement:

- a. Term:** August 2, 2004, through August 1, 2005.
- b. Type of mail:** Global Express Mail™ (EMS). Every item must conform to the mailing requirements set forth in the IMM for EMS.
- c. Destination countries:** Worldwide.
- d. Service provided by the Postal Service:** The Postal Service has agreed to transport EMS to international destinations for delivery by the appropriate authorities.
- e. Minimum volume commitments:** The Mailer has agreed to meet an annualized minimum commitment of 600 pieces of EMS mail.

On May 3, 2004, the Postal Service entered into an International Customized Mail (ICM) Service Agreement with a Qualifying Mailer. In accordance with *International Mail Manual* (IMM) 297.4, the Postal Service now makes public the following information concerning the Agreement:

- a. Term:** May 17, 2004, through May 16, 2005.
- b. Type of mail:** Global Express Mail™ (EMS). Every item must conform to the mailing requirements set forth in the IMM for EMS.
- c. Destination countries:** Worldwide.
- d. Service provided by the Postal Service:** The Postal Service has agreed to transport EMS to international destinations for delivery by the appropriate authorities.

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

1. Comply with the terms and conditions for mailing EMS as set forth in the IMM.
2. Pay postage for EMS by means of a dedicated Express Mail Corporate Account (EMCA) in accordance with the EMCA requirements set forth in the *Domestic Mail Manual* (DMM).

**g. Rates:** The Mailer has agreed to pay postage at a rate discounted at eight (8) percent off nondiscounted published rates in effect on the date of mailing in accordance with Exhibit 1.

**Exhibit 1**

<b>Annualized Volume or Annualized Postage</b>	<b>Discount Applied</b>
600 – 999 pieces or \$12,000 – \$19,999	8%
1,000 – 2,999 pieces or \$20,000 – \$59,999	10
3,000 or more pieces or \$60,000 or more	12

**e. Minimum volume commitments:** The Mailer has agreed to meet an annualized minimum commitment of 600 pieces of EMS mail.

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

1. Comply with the terms and conditions for mailing EMS as set forth in the IMM.
2. Pay postage for EMS by means of a dedicated Express Mail Corporate Account (EMCA) in accordance with the EMCA requirements set forth in the *Domestic Mail Manual* (DMM).

**g. Rates:** The Mailer has agreed to pay postage at a rate discounted at eight (8) percent off nondiscounted published rates in effect on the date of mailing in accordance with Exhibit 1.



**Exhibit 1**

Annualized Volume or Annualized Postage	Discount Applied
600 – 999 pieces or \$12,000 – \$19,999	8%
1,000 – 2,999 pieces or \$20,000 – \$59,999	10
3,000 or more pieces or \$60,000 or more	12

On March 30, 2004, the Postal Service entered into an International Customized Mail (ICM) Service Agreement with a Qualifying Mailer. In accordance with *International Mail Manual (IMM)* 297.4, the Postal Service now makes public the following information concerning the Agreement:

- a. Term:** April 13, 2004, through April 12, 2006.
- b. Type of mail:** Global Express Mail™ (EMS). Every item must conform to the mailing requirements set forth in the IMM for EMS.
- c. Destination countries:** Worldwide.
- d. Service provided by the Postal Service:** The Postal Service has agreed to transport EMS to international destinations for delivery by the appropriate authorities.
- e. Minimum volume commitments:** The Mailer has agreed to meet an annualized minimum commitment of 3,000 pieces of EMS mail or \$60,000 in EMS postage.

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

1. Comply with the terms and conditions for mailing EMS as set forth in the IMM.
2. Pay postage for EMS by means of a dedicated Express Mail Corporate Account (EMCA) in accordance with the EMCA requirements set forth in the *Domestic Mail Manual (DMM)*.

**g. Rates:** The Mailer has agreed to pay postage at a rate discounted at twelve (12) percent off nondiscounted published rates in effect on the date of mailing in accordance with Exhibit 1.

**Exhibit 1**

Annualized Volume or Annualized Postage	Discount Applied
600 – 999 pieces or \$12,000 – \$19,999	8%
1,000 – 2,999 pieces or \$20,000 – \$59,999	10
3,000 or more pieces or \$60,000 or more	12

On April 8, 2004, the Postal Service amended an International Customized Mail (ICM) Service Agreement dated March 12, 2003. The Agreement was published on page 113 of *Postal Bulletin* 22100 (4-17-03). The Amendment modifies the term of the Agreement. In accordance with *International Mail Manual (IMM)* 297.4, the Postal Service previously announced entering into an International Customized Mail Service Agreement with this qualifying mailer and now makes public the following information regarding this Amendment:

- a. Term:** March 26, 2003, through March 25, 2006.
- b. Type of mail:** *All other provisions of the Agreement shall remain in force.*
- c. Destination countries:** *All other provisions of the Agreement shall remain in force.*

**d. Service provided by the Postal Service:** *All other provisions of the Agreement shall remain in force.*

**e. Minimum volume commitments:** *All other provisions of the Agreement shall remain in force.*

**f. Worksharing:** *All other provisions of the Agreement shall remain in force.*

**g. Rates:** *All other provisions of the Agreement shall remain in force.*

On July 28, 2004, the Postal Service entered into an International Customized Mail (ICM) Service Agreement with a Qualifying Mailer. In accordance with *International Mail Manual* (IMM) 297.4, the Postal Service now makes public the following information concerning the Agreement:

- a. **Term:** August 11, 2004, through August 10, 2005.
- b. **Type of mail:** Global Express Mail™ (EMS). Every item must conform to the mailing requirements set forth in the IMM for EMS.
- c. **Destination countries:** Worldwide.
- d. **Service provided by the Postal Service:** The Postal Service has agreed to transport EMS to international destinations for delivery by the appropriate authorities.
- e. **Minimum volume commitments:** The Mailer has agreed to meet an annualized minimum commitment of \$20,000 in EMS postage.

On July 28, 2004, the Postal Service entered into an International Customized Mail (ICM) Service Agreement with a Qualifying Mailer. In accordance with *International Mail Manual* (IMM) 297.4, the Postal Service now makes public the following information concerning the Agreement:

- a. **Term:** August 11, 2004, through August 10, 2005.
- b. **Type of mail:** Global Express Mail™ (EMS). Every item must conform to the mailing requirements set forth in the IMM for EMS.
- c. **Destination countries:** Worldwide.
- d. **Service provided by the Postal Service:** The Postal Service has agreed to transport EMS to international destinations for delivery by the appropriate authorities.
- e. **Minimum volume commitments:** The Mailer has agreed to meet an annualized minimum commitment of 1,000 pieces of EMS mail.

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

1. Comply with the terms and conditions for mailing EMS as set forth in the IMM.
2. Pay postage for EMS by means of a dedicated Express Mail Corporate Account (EMCA) in accordance with the EMCA requirements set forth in the *Domestic Mail Manual* (DMM).

g. **Rates:** The Mailer has agreed to pay postage at a rate discounted at ten (10) percent off nondiscounted published rates in effect on the date of mailing in accordance with Exhibit 1.

**Exhibit 1**

Annualized Volume or Annualized Postage	Discount Applied
600 – 999 pieces or \$12,000 – \$19,999	8%
1,000 – 2,999 pieces or \$20,000 – \$59,999	10
3,000 or more pieces or \$60,000 or more	12

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

1. Comply with the terms and conditions for mailing EMS as set forth in the IMM.
2. Pay postage for EMS by means of a dedicated Express Mail Corporate Account (EMCA) in accordance with the EMCA requirements set forth in the *Domestic Mail Manual* (DMM).

g. **Rates:** The Mailer has agreed to pay postage at a rate discounted at ten (10) percent off nondiscounted published rates in effect on the date of mailing in accordance with Exhibit 1.

**Exhibit 1**

Annualized Volume or Annualized Postage	Discount Applied
600 – 999 pieces or \$12,000 – \$19,999	8%
1,000 – 2,999 pieces or \$20,000 – \$59,999	10
3,000 or more pieces or \$60,000 or more	12

On April 2, 2004, the Postal Service entered into an International Customized Mail (ICM) Service Agreement with a Qualifying Mailer. In accordance with *International Mail Manual* (IMM) 297.4, the Postal Service now makes public the following information concerning the Agreement:

- a. **Term:** April 16, 2004, through April 15, 2006.
- b. **Type of mail:** Global Express Mail™ (EMS). Every item must conform to the mailing requirements set forth in the IMM for EMS.
- c. **Destination countries:** Worldwide.
- d. **Service provided by the Postal Service:** The Postal Service has agreed to transport EMS to international destinations for delivery by the appropriate authorities.
- e. **Minimum volume commitments:** The Mailer has agreed to meet an annualized minimum of 600 pieces of Global Express Mail™ (EMS).

On July 19, 2004, the Postal Service entered into an International Customized Mail (ICM) Service Agreement with a Qualifying Mailer. In accordance with *International Mail Manual* (IMM) 297.4, the Postal Service now makes public the following information concerning the Agreement:

- a. **Term:** August 2, 2004, through August 1, 2005.
- b. **Type of mail:** Global Express Mail™ (EMS). Every item must conform to the mailing requirements set forth in the IMM for EMS.
- c. **Destination countries:** Worldwide.
- d. **Service provided by the Postal Service:** The Postal Service has agreed to transport EMS to international destinations for delivery by the appropriate authorities.
- e. **Minimum volume commitments:** The Mailer has agreed to meet an annualized minimum commitment of 1,000 pieces of EMS mail or \$20,000 in EMS postage.

- f. **Worksharing:** The Mailer has agreed to:
  1. Comply with the terms and conditions for mailing EMS as set forth in the IMM.
  2. Pay postage for EMS by means of a dedicated Express Mail Corporate Account (EMCA) in accordance with the EMCA requirements set forth in the *Domestic Mail Manual* (DMM).
- g. **Rates:** The Mailer has agreed to pay postage at a rate discounted at eight (8) percent off nondiscounted published rates in effect on the date of mailing in accordance with Exhibit 1.

**Exhibit 1**

Annualized Volume or Annualized Postage	Discount Applied
600 – 999 pieces or \$12,000 – \$19,999	8%
1,000 – 2,999 pieces or \$20,000 – \$59,999	10
3,000 or more pieces or \$60,000 or more	12

- f. **Worksharing:** The Mailer has agreed to:
  1. Comply with the terms and conditions for mailing EMS as set forth in the IMM.
  2. Pay postage for EMS by means of a dedicated Express Mail Corporate Account (EMCA) in accordance with the EMCA requirements set forth in the *Domestic Mail Manual* (DMM).
- g. **Rates:** The Mailer has agreed to pay postage at a rate discounted at ten (10) percent off nondiscounted published rates in effect on the date of mailing in accordance with Exhibit 1.

**Exhibit 1**

Annualized Volume or Annualized Postage	Discount Applied
600 – 999 pieces or \$12,000 – \$19,999	8%
1,000 – 2,999 pieces or \$20,000 – \$59,999	10
3,000 or more pieces or \$60,000 or more	12

On April 16, 2004, the Postal Service entered into an International Customized Mail (ICM) Service Agreement with a Qualifying Mailer. In accordance with *International Mail Manual* (IMM) 297.4, the Postal Service now makes public the following information concerning the Agreement:

- a. **Term:** April 30, 2004, through April 29, 2005.
- b. **Type of mail:** Global Express Mail™ (EMS). Every item must conform to the mailing requirements set forth in the IMM for EMS.
- c. **Destination countries:** Worldwide.
- d. **Service provided by the Postal Service:** The Postal Service has agreed to transport EMS to international destinations for delivery by the appropriate authorities.
- e. **Minimum volume commitments:** The Mailer has agreed to meet an annualized minimum of \$20,000 in Global Express Mail™ (EMS) postage.

On April 9, 2004, the Postal Service entered into an International Customized Mail (ICM) Service Agreement with a Qualifying Mailer. In accordance with *International Mail Manual* (IMM) 297.4, the Postal Service now makes public the following information concerning the Agreement:

- a. **Term:** April 23, 2004, through April 22, 2006.
- b. **Type of mail:** Global Express Mail™ (EMS). Every item must conform to the mailing requirements set forth in the IMM for EMS.
- c. **Destination countries:** Worldwide.
- d. **Service provided by the Postal Service:** The Postal Service has agreed to transport EMS to international destinations for delivery by the appropriate authorities.
- e. **Minimum volume commitments:** The Mailer has agreed to meet an annualized minimum of 600 pieces of Global Express Mail™ (EMS).

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

1. Comply with the terms and conditions for mailing EMS as set forth in the IMM.
2. Pay postage for EMS by means of a dedicated Express Mail Corporate Account (EMCA) in accordance with the EMCA requirements set forth in the *Domestic Mail Manual* (DMM).

g. **Rates:** The Mailer has agreed to pay postage at a rate discounted at ten (10) percent off nondiscounted published rates in effect on the date of mailing in accordance with Exhibit 1.

**Exhibit 1**

Annualized Volume or Annualized Postage	Discount Applied
600 – 999 pieces or \$12,000 – \$19,999	8%
1,000 – 2,999 pieces or \$20,000 – \$59,999	10
3,000 or more pieces or \$60,000 or more	12

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

1. Comply with the terms and conditions for mailing EMS as set forth in the IMM.
2. Pay postage for EMS by means of a dedicated Express Mail Corporate Account (EMCA) in accordance with the EMCA requirements set forth in the *Domestic Mail Manual* (DMM).

g. **Rates:** The Mailer has agreed to pay postage at a rate discounted at eight (8) percent off nondiscounted published rates in effect on the date of mailing in accordance with Exhibit 1.

**Exhibit 1**

Annualized Volume or Annualized Postage	Discount Applied
600 – 999 pieces or \$12,000 – \$19,999	8%
1,000 – 2,999 pieces or \$20,000 – \$59,999	10
3,000 or more pieces or \$60,000 or more	12

## OPERATIONS REMINDER

**Return IPC Trays to International Service Centers**

The International Service Centers use a special tray for importing and exporting mail to partner countries of the International Post Corporation (IPC). The tray is referred to as an "IPC tray" (see image on this page). An IPC tray is a blue container with corrugated sides and a black lid.

These trays are an accountable item for the Postal Service™; the loss and misuse of the IPC trays have become a costly and unnecessary expense for the Postal Service. Any plant, airmail facility, Post Office™, station, or branch that has IPC trays must immediately return them through the proper channels to the facility's assigned International Service Center. The International Service Centers then inventory and account for the IPC trays.



— International Network Operations,  
Network Operations Management, 9-2-04

## GXG

**PS Form 6182, Commercial Invoice**

Publication 141, *Global Express Guaranteed™ Service Guide*, Volume 10, requires PS Form 6182, *Commercial Invoice*, for some GXG items in addition to Item 11FGG1 GXG UPSP, Version 22 L, 4/2004, *GXG Air Waybill/Shipping Invoice*.

Whether the customer must use PS Form 6182 is:

- Based on requirements of the destination country.
- Determined by contents of the shipment as stated in Publication 141 and the recently distributed *Commercial Invoice for Global Express Guaranteed By Country Matrix*.

PS Form 6182 contains the commercial invoice on the front and instructions on the back. Postal Service™ employees provide PS Form 6182 to customers. Each PS Form 6182 requires the original and two copies. Retail offices that sell GXG should make two copies of the customer's completed PS Form 6182 until we distribute the 3-sheet carbonless copy of PS Form 6182 to Post Offices, which will be by mid-September 2004. The top copy of the 3-sheet carbonless copy must have an original signature. Once completed, the customer must place all 3 copies of PS Form 6182 inside the plastic pouch affixed to the shipment along with Item 11FGG1 GXG UPSP, Version 22 L, 4/2004, *GXG Air Waybill/Shipping Invoice*.

PS Form 6182, *Commercial Invoice*, is available on the Postal Service PolicyNet Web site:

- Go to <http://blue.usps.gov>.
- Under "Essential Links" in the left-hand column, click on *References*.
- Under "References" in the right-hand column, click on *PolicyNet*.
- Click on *Forms*.

(The direct URL for the Postal Service PolicyNet Web site is <http://blue.usps.gov/cpim>.)

It is also available on the Postal Service Internet:

- Go to [www.usps.com](http://www.usps.com).
- Click on *Find a Form*, then *International Forms*.

— International Product Development,  
Product Development, 9-2-04

**Sign the top copy of this form and place all three copies in the pouch with the air waybill. Commercial Invoice**

<b>1. Global Express Guaranteed® Air Waybill Number</b>				<b>8. Commercial Shipments Only *</b>			
		a. Invoice Date		b. Invoice Number		c. Customer Order Number	
<b>2a. SHIPPER Name</b>				<b>9a. BUYER Name</b>			
b. Address (No., street, apt./ste./PO box no.)				b. Address (No., street, apt./ste./PO box no.)			
c. City	d. State	e. ZIP Code®	f. Country	c. City	d. State	e. Postal Code	f. Country
<b>3a. RECIPIENT Name</b>				g. Tax ID Number Or EIN (If applicable)			
b. Address (No., street, apt./ste./PO box no.)				<b>10. Terms and Conditions of Delivery and Payment</b>			
c. City	d. State	e. Postal Code (If applicable)	f. Country				
g. Tax ID Number or EIN (If applicable)							
4. Country of Ultimate Destination		5. Exporting Carrier <b>FedEx</b>					
6. Total Number of Packages <b>1</b>		7. Total Gross Weight _____ lb. _____ oz.					

11. Full Description of Each Item/Product in Shipment	12. Country of Manufacture	13. Quantity and Unit of Measure	14. Unit Value	15. Currency Type and Amount
These commodities, technologies, or software were exported from the United States of America in accordance with the Export Administration regulations. Diversion contrary to U.S. law is prohibited.  It is hereby certified that this invoice shows: (1) the actual price of the goods described, (2) that no other invoice has been or will be issued, and (3) that all particulars are true and correct.			17.	Currency Type and Total Amount
			18.	Packing Cost
16a. Name of Authorized Person		b. Date	19. Postage/Shipping Charges	
c. Location (City and state)			20. Insurance Cost	
d. Signature of shipper			21. Total Invoice Value (Add lines 17-21)	

### How to Complete a Commercial Invoice for Global Express Guaranteed Shipments

---

1. Enter the GXG Air Waybill number.
  - 2a—f. Enter the shipper's full name, complete address, and country.
  - 3a—g. Enter the recipient's full name, complete address, country, and tax ID, (i.e., GST, VAT, RFC) or EIN number (if applicable or known by the shipper). The customer must provide this information.
  4. Enter country of ultimate destination. State the country whether the goods are destined to the same country as the recipient or to a country other than the country of the recipient.
  5. Self-explanatory.
  6. Total number of packages default to 1. (GXG shipments are limited to 1 package per shipment).
  7. Enter the total gross shipment weight.
  8. For commercial shipments, enter invoice date, invoice number, and customer order number (if applicable).  
\* The Commercial Shipments Only section is completed by business customers .
  9. Enter the buyer's full name, complete address, country, and tax ID (i.e., GST, VAT, RFC) or EIN number.
  10. For commercial shipments, enter the terms and conditions of delivery and payment.
  11. Enter a full description of EACH item in the shipment (e.g., 100% wool sweater).
  12. Enter the country of manufacture of EACH item in the shipment (e.g., Ireland).
  13. Enter the quantity and unit of measurement for EACH item in the shipment (e.g., 2 dozen).
  14. Enter EACH item's unit/per piece value (e.g., \$336/dozen).
  15. Enter the total amount and currency type (e.g., US \$772). This should equal the number of units indicated in the unit of measure field, multiplied by the unit value amount (fields 13 x 14).
  - 16a—d. Written name, date, location, and signature of the person completing this commercial invoice.
  17. Enter the total currency type and total amount from column 15.
  18. Enter any packing costs, including packaging.
  19. Enter the GXG postage/shipping charges.
  20. Enter any insurance premium paid to insure the shipment.
  21. Enter the sum of the total amount, packing cost, postage/shipping cost, and insurance cost. This should be the same as the declared value for customs on the GXG Air Waybill.
-

# Philately

STAMP ANNOUNCEMENT 04-30

## Cloudscapes Stamps



Copyright USPS 2003

The Postal Service™ will issue a souvenir sheet of 37-cent, *Cloudscapes* commemorative stamps in 15 designs (Item 456800). This pressure-sensitive adhesive (PSA) souvenir sheet of 15 will be issued on October 4, 2004, in Milton, Massachusetts. The stamps, designed by Howard E. Paine of Delaplane, Virginia, go on sale nationwide October 5, 2004. This \$5.55 souvenir sheet may not be split, and the stamps may not be sold individually.

Clouds develop when moist air cools to its dew point by rising to a higher altitude or by moving over a cooler surface. Water vapor in the air then condenses in liquid or frozen form around minute particles such as pollen or dust.

The shapes and altitudes of clouds, as well as the sequences in which they develop, help forecast the weather.

In the early 19th century, Englishman Luke Howard — chemist by trade and meteorologist by avocation — created a system for classifying clouds using Latin names. He described the three most common shapes as *cirrus* (curl of hair), *stratus* (layer), and *cumulus* (heap); he also defined four compound cloud forms that derive from the three primary shapes. Later, scientists added terms such as *humilis* (small) and *incus* (anvil) to designate other cloud properties. Arranged according to altitude, 9 of the 10 basic cloud genera are pictured on this stamp pane. Information about each cloud image is included on the back of each stamp.



The stamps will also be issued in a set of stamped cards (Item 884600).

### How to Order First Day of Issue Postmark

Customers have 30 days to obtain the first day of issue postmark by mail. They may purchase new stamps at their local Post Office™, by telephone at 800-STAMP-24, and at the Postal Store Web site at [www.usps.com/shop](http://www.usps.com/shop). They should affix the stamps to envelopes of their choice, address the envelopes (to themselves or others), and place them in a larger envelope addressed to:

CLOUDSCAPE COMMEMORATIVE STAMPS  
POSTMASTER  
PO BOX 9996  
BOSTON MA 02205-9996

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 November 3, 2004.

### How to Order First Day Covers

Stamp Fulfillment Services also offers first day covers for new stamp issues and Postal Service 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 calling 800-STAMP-24 or writing to:

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

### Philatelic Products

There are two philatelic products for the *Cloudscapes* stamps:

- \$19.95 stamp collecting scrapbook that features the pane of 15 *Cloudscapes* stamps in a soft cover book featuring stories with reference to each cloud type, fun facts, and ideas (Item 456894).
- \$9.75 pack of 20 *Cloudscapes* designed stamped cards featuring the 15 *Cloudscapes* stamps in post-card rate postage (Item 884600).

Both philatelic products will be available online at [www.usps.com](http://www.usps.com) and by telephone at 800-STAMP-24.

### Distribution: Item 456800, \$5.55 *Cloudscapes*, Souvenir Sheet of 15 Stamps

Stamp distribution offices (SDOs) will receive a full standard automatic distribution quantity for a PSA stamp sheet. Distributions are rounded up to the nearest master carton size (2,000 souvenir sheets/30,000 stamps).

### Initial Supply to Post Offices

SDOs will make a subsequent automatic distribution to Post Offices for their full standard automatic distribution quantities using PS Form 17, *Stamp Requisition/Stamp Return*. SDOs must not distribute this souvenir sheet to Post Offices before September 28, 2004.

### Philatelic Requirement

SDOs will not receive a separate quantity of this souvenir sheet for their authorized philatelic centers. Philatelic centers must be supplied their quantities from the initial automatic distribution made to SDOs.

### Additional Supply

Post Offices requiring additional souvenir sheets must requisition Item 456800 from their designated SDO using PS Form 17. SDOs requiring additional souvenir sheets must order them from the appropriate accountable paper depository (APD) using PS Form 17.

For fulfilling supplemental orders from SDOs, the Memphis and New York APDs will each receive 170,000 additional souvenir sheets; the Chicago APD will receive 160,000 additional souvenir sheets; the San Francisco APD will receive 140,000 additional souvenir sheets; and the Denver APD will receive 74,000 additional souvenir sheets.

### Sales Policy

All Post Offices must acquire and maintain a supply of each new commemorative stamp as long as customer demand exists, until inventory is depleted, or until the stamp is officially withdrawn from sale. If supplies run low, Post Offices must reorder additional quantities using their normal ordering procedures. The \$5.55 *Cloudscapes* souvenir sheet may not be split, and the stamps may not be sold individually.

Issue:	<i>Cloudscapes</i>	Engraver:	Keating Gravure
Item Number:	456800	Modeler:	Avery Dennison, SPD
Denomination & Type of Issue:	37-cent Commemorative	Manufacturing Process:	Gravure
Format:	Pane of 15 (15 designs)	Printer:	Avery Dennison (AVR)
Series:	N/A	Printed at:	AVR, Clinton, SC
Issue Date & City:	October 4, 2004, Milton, MA 02186	Press Type:	Dia Nippon Kiko (DNK)
Designer:	Howard E. Paine, Delaplaine, VA	Stamps per Pane:	15
Art Director:	Howard E. Paine, Delaplaine, VA	Print Quantity:	125,040,000 stamps
Typographer:	John Boyd, New York, NY	Paper Type:	Nonphosphored Type III
Photographers:	<i>Cirrus radiatus</i> , ©David Rosenfeld/Photo Researchers, Inc., New York, NY (for most of his life Mr. Rosenfeld, who died in 1994, resided in The Bronx, NY) <i>Cirrostratus fibratus</i> , ©1988 Arjen & Jerrine Verkaik/SKYART, Elmwood, Ontario, Canada <i>Cirrocumulus undulatus</i> , ©Richard A. Keen, Golden, CO <i>Cumulonimbus mammatus</i> , ©David Hoadley 1977, Falls Church, VA <i>Cumulonimbus incus</i> , ©1994 Arjen & Jerrine Verkaik/SKYART, Elmwood, Ontario, Canada <i>Alto cumulus stratiformis</i> , ©1988 Scott T. Smith, Logan, UT <i>Altostratus translucidus</i> , ©Richard A. Keen, Golden, CO <i>Alto cumulus undulatus</i> , ©H. Michael Mogil, Rockville, MD <i>Alto cumulus castellanus</i> , ©1992 Arjen & Jerrine Verkaik/SKYART, Elmwood, Ontario, Canada <i>Alto cumulus lenticularis</i> , ©Carlye Calvin, Nederland, CO <i>Stratocumulus undulatus</i> , ©Richard A. Keen, Golden, CO <i>Stratus opacus</i> , ©1987 Stanley David Gedzelman, Upper Saddle River, NJ <i>Cumulus humilis</i> , John Day, Oregon Nature Photographer, McMinnville, OR <i>Cumulus congestus</i> , ©2000 Arjen & Jerrine Verkaik/SKYART, Elmwood, Ontario, Canada <i>Cumulonimbus with tornado</i> , ©Edi Ann Otto, Osnabrock, ND	Processed at:	AVR, Clinton, SC
		Colors:	Yellow, Magenta, Cyan, Black, PMS 322 (Green), PMS 295 (Blue)
		Stamp Orientation:	Horizontal
		Image Area (w x h):	1.085 x 1.085 in./27.599 x 27.599 mm
		Overall Size (w x h):	1.225 x 1.225 in./31.115 x 31.115 mm
		Pane Size (w x h):	7.15 x 5.4375 in./181.61 x 138.1125 mm
		Plate Size:	180 stamps per revolution
		Plate Numbers:	"V" followed by six (6) single digits
		Marginal Markings:	
		Front:	© 2003 USPS • Plate numbers on two lower corners of pane • Price • Header "CLOUDSCAPES"
		Back:	Barcode on lower left of pane • At the top of the pane are paragraphs describing cloud formations and how they are named • Each stamp has a descriptive paragraph about the cloud type that appears on the stamp.
		Catalog Item Number(s):	456840 Full Pane of 15 — \$5.55 456862 First Day Cover — \$8.05 456864 Canceled Full Pane — \$8.05 456866 Stamped Cards (983100) — \$9.75 456893 Full Pane w/FDC — \$13.60 456894 Scrapbook — \$19.95

Issue: *Cloudscapes*  
 Item Number: 884600  
 Denomination & Type of Issue: 23-cent stamped postal card  
 Format: \$9.75 stamped postal card booklet of 20 (15 designs)  
 Series: N/A  
 Issue Date & City: October 4, 2004, Milton, MA 02186  
 Designer: Howard E. Paine, Delaplane, VA  
 Art Director: Howard E. Paine, Delaplane, VA  
 Typographer: John Boyd, New York, NY  
 Photographers: *Cirrus radiatus*,  
 ©David Rosenfeld/Photo Researchers, Inc., New York, NY (for most of his life Mr. Rosenfeld, who died in 1994, resided in The Bronx, NY)  
*Cirrostratus fibratus*,  
 ©1988 Arjen & Jerrine Verkaik/SKYART, Elmwood, Ontario, Canada  
*Cirrocumulus undulatus*,  
 ©Richard A. Keen, Golden, CO  
*Cumulonimbus mammatus*,  
 ©David Hoadley 1977, Falls Church, VA  
*Cumulonimbus incus*,  
 ©1994 Arjen & Jerrine Verkaik/SKYART, Elmwood, Ontario, Canada  
*Altostratus stratiformis*,  
 ©1988 Scott T. Smith, Logan, UT  
*Altostratus translucidus*,  
 ©Richard A. Keen, Golden, CO  
*Altostratus undulatus*,  
 ©H. Michael Mogil, Rockville, MD  
*Altostratus castellanus*,  
 ©1992 Arjen & Jerrine Verkaik/SKYART, Elmwood, Ontario, Canada  
*Altostratus lenticularis*,  
 ©Carlye Calvin, Nederland, CO  
*Stratocumulus undulatus*,  
 ©Richard A. Keen, Golden, CO  
*Stratus opacus*,  
 ©1987 Stanley David Gedzelman, Upper Saddle River, NJ  
*Cumulus humilis*, John Day, Oregon Nature Photographer, McMinnville, OR  
*Cumulus congestus*,  
 ©2000 Arjen & Jerrine Verkaik/SKYART, Elmwood, Ontario, Canada  
*Cumulonimbus with tornado*,  
 ©Edi Ann Otto, Osnabrock, ND

Engraver: N/A  
 Modeler: Donald Woo  
 Manufacturing Process: Offset  
 Printer: Banknote Corporation of America, Inc./SSP  
 Printed at: Browns Summit, NC  
 Press Type: Man Roland, 300  
 Cards per Set: 20  
 Print Quantity: 45,000 booklets (900,000 cards)  
 Paper Type: Phosphored Tagged  
 Adhesive Type: N/A  
 Colors: Cyan, Magenta, Yellow, Black  
 Stamp Orientation: Vertical  
 Card Size (w x h): 6.00 x 4.25 in./152.40 x 107.95 mm  
 Booklet Size (w x h): 6.75 x 4.25 in./171.45 x 107.95 mm  
 Plate Size: 18 cards per revolution  
 Plate Numbers: N/A  
 Marginal/Backside Markings:  
 Front: Header • Stamp Design Images • "20 Stamped Postal Cards" • "Fifteen Designs \$9.75"  
 Back: USPS Logo • Cloud type description • Photograph credits • Web site information • "© 2004 USPS" Barcode

— Stamp Services,  
 Government Relations, 9-2-04

## Technical Details of Reprint Varieties for Previously Issued Stamps — U.S. Flag and Sea Coast

The three technical details tables below and on the following page apply to reprint varieties of two previously issued stamps.

- *U.S. Flag*, one supplier: Avery Dennison
- *Sea Coast*, two suppliers:
  - Ashton Potter USA Ltd. (APU)
  - Sennett Security Products (SSP)

### U.S. Flag Stamp

Issue:	<i>U.S. Flag</i> (double-sided)
Item Number:	670800
Denomination & Type of Issue:	37-cent definitive
Format:	Convertible booklet of 20 (1 design)
Series:	N/A
Issue Date & City:	N/A
Designer:	Terrence W. McCaffrey, USPS, Washington, DC
Art Director:	Terrence W. McCaffrey, USPS, Washington, DC
Typographer:	Terrence W. McCaffrey, USPS, Washington, DC
Photograph:	Pictor International
Engraver:	Southern Graphic Systems
Modeler:	Avery Dennison, SPD
Manufacturing Process:	Gravure
Printer:	Avery Dennison (AVR)
Printed at:	AVR, Clinton, SC
Press Type:	Dia Nippon Kiko (DNK)
Stamps per Booklet:	20
Print Quantity:	1.75 billion stamps
Paper Type:	Prephosphored, Type I
Adhesive Type:	Pressure-sensitive
Processed at:	AVR, Clinton, SC
Colors:	Yellow, Magenta, PMS 294 (Blue), Black
Stamp Orientation:	Vertical
Image Area (w x h):	0.720 x 0.818 in./18.288 x 20.777 mm
Overall Size (w x h):	0.870 x 0.980 in./22.098 x 24.892 mm
Booklet Size (w x h) :	1.74 x 6.167 in /44.196 x 155.58 mm
Plate Size:	800 stamps per revolution
Plate Numbers:	"V" followed by four (4) single digits
Marginal Markings:	"© 2002 USPS" • Plate numbers • "Peel here to fold • Self-adhesive stamps • DO NOT WET"
Catalog Item Number(s):	670841 Booklet of 20 — \$7.40

### Sea Coast Stamp — Supplier: Ashton Potter USA LTD. (APU)

Issue:	<i>Sea Coast</i>
Item Number:	781400
Denomination & Type of Issue:	Nondenominated definitive nonprofit (5-cent value)
Format:	Coil of 10,000 (1 design)
Series:	N/A
Issue Date & City:	N/A
Designer:	Tom Engeman, Brunswick, MD
Cylinders:	Armotec
Engraver:	Acitronics
Art Director:	Phil Jordan, Falls Church, VA
Typographer:	Phil Jordan, Falls Church, VA
Modeler:	Joseph Sheeran
Manufacturing Process:	Gravure
Printer:	JW Ferguson & Sons
Printed at:	Richmond, VA
Press Type:	Champlain, 29
Stamps per Coil:	10,000
Print Quantity:	1.2 billion stamps (120,000 coils)
Paper Type:	Nonphosphored, Type III
Adhesive Type:	Pressure-sensitive
Processed at:	Ashton Potter (USA) Ltd. (APU)
Colors:	Black, Cyan, Magenta, Yellow
Stamp Orientation:	Vertical
Image Area (w x h):	0.73 x 0.84 in./18.542 x 21.336 mm
Overall Size (w x h):	0.87 x 0.980 in./22.098 x 24.892 mm
Full Pane Size (w x h):	N/A
Plate Size:	567 stamps per revolution
Plate Numbers:	"P" followed by four (4) single digits every 27th stamp
Marginal Markings	N/A
Catalog Item Number(s):	781442 Full Coil of 10,000 — \$500.00 781432 Coil Strip of 25 — \$1.25

### Sea Coast Stamp — Supplier: Sennett Security Products (SSP)

Issue:	<i>Sea Coast</i>
Item Number:	781400
Denomination & Type of Issue:	Nondenominated definitive nonprofit (5-cent value)
Format:	Coil of 10,000 (1 design)
Series:	N/A
Issue Date & City:	N/A
Designer:	Tom Engemen, Brunswick, MD
Engraver:	Acitronics
Art Director:	Phil Jordan, Falls Church, VA
Typographer:	Phil Jordan, Falls Church, VA
Modeler:	Donald Woo
Manufacturing Process:	Gravure
Printer:	Sennett Security Products (SSP)
Printed at:	American Packaging Corporation, Columbus, WI
Press Type:	Rotomec, 3000
Stamps per Coil:	10,000
Print Quantity:	400 million stamps
Paper Type:	Nonphosphored, Type III
Adhesive Type:	Pressure-sensitive
Processed at:	Unique Binders, Fredericksburg, VA
Colors:	Magenta, Cyan, Blue, Black
Stamp Orientation:	Vertical
Image Area (w x h):	0.72 x 0.832 in./18.28 x 21.13 mm
Overall Size (w x h):	0.870 x 0.982 in./22.09 x 24.74 mm
Full Pane Size (w x h):	N/A
Plate Size:	400 stamps per revolution
Plate Numbers:	"S" followed by four (4) single digits
Marginal Markings	"© 2002 USPS" • Plate numbers every 20th stamp
Catalog Item Number(s):	781443 Full Coil of 10,000 — \$500.00 781433 Coil Strip of 25 — \$1.250

— Stamp Services, Government Relations, 9-2-04

## 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. 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).

Customers can also send stamped envelopes and postcards without addresses for cancellation, as long as they supply a larger envelope with adequate postage and their return address. After applying the pictorial cancellation, the Postal Service returns the items (with or without addresses) under addressed protective cover.

The following cancellation has been extended for 30 days.



Parade of the Hills Station  
August 18 2004  
Nelsonville OH 45764

August 18–21 2004

Postal Service

PARADE OF THE HILLS STATION  
POSTMASTER  
PO BOX 9998  
NELSONVILLE OH 45764-9998

*Wish You Were Here*  
*Vermont Postcards*  
July 1 - September 19, 2004  
Fleming Museum Station  
Burlington, VT 05405 August 5, 2004

August 5, 2004

Fleming Museum  
FLEMING MUSEUM STATION  
POSTMASTER  
PO BOX 9998  
BURLINGTON VT 05402-9998



27<sup>th</sup> Annual  
Fish Sandwich  
Festival Station  
Bay Port, MI  
48720  
August 7, 2004

August 7, 2004

Postal Service for Bay Port COFC  
FISH SANDWICH FESTIVAL  
STATION  
POSTMASTER  
PO BOX 9998  
BAY PORT MI 48720-9998



August 6–7, 2004

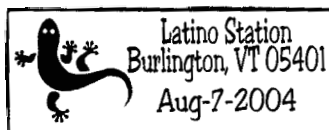
Allen Park Street Fair  
STREET FAIR STATION  
POSTMASTER  
6800 ROOSEVELT  
ALLEN PARK MI 48101-9998



GREAT ARKANSAS  
PIG OUT STATION  
AUGUST 7, 2004  
MORRILTON, AR 72110

August 7, 2004

GREAT ARKANSAS PIG OUT  
STATION  
POSTMASTER  
PO BOX 9998  
MORRILTON AR 72110-9998



August 7, 2004

Burlington Parks and Recreation  
LATINO STATION  
POSTMASTER  
PO BOX 9998  
BURLINGTON VT 05402-9998



Vietnam Memorial  
Moving Wall  
August 8, 2004  
Pow-Wow Station  
White Cloud MI 49349

August 8, 2004

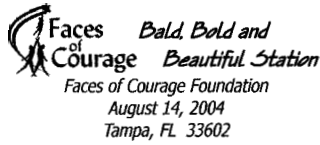
POW WOW STATION  
POSTMASTER  
PO BOX 9998  
WHITE CLOUD MI 43949-9998



August 14, 2004  
**Fletcher Free Library**  
**FLETCHER FREE LIBRARY**  
**STATION**  
**POSTMASTER**  
**PO BOX 9998**  
**BURLINGTON VT 05402-9998**



August 21, 2004  
**Wichita Stamp Club**  
**SESQUICENTENNIAL STATION**  
**POSTMASTER**  
**7117 W HARRY ST**  
**WICHITA KS 67276-9998**



August 14, 2004  
**BALD BOLD AND BEAUTIFUL**  
**STATION**  
**POSTMASTER**  
**PO BOX 9998**  
**TAMPA FL 33602-9998**



August 21, 2004  
**Wichita Stamp Club**  
**BICENTENNIAL STATION**  
**POSTMASTER**  
**7117 W HARRY ST**  
**WICHITA KS 67276-9998**



August 14, 2004  
**DIXIE ADDITION STATION**  
**POSTMASTER**  
**PO BOX 9998**  
**NORTH LITTLE ROCK AR**  
**72114-9998**



August 22, 2004  
**Wichita Stamp Club**  
**SECOND DAY STATION**  
**POSTMASTER**  
**7117 W HARRY ST**  
**WICHITA KS 67276-9998**



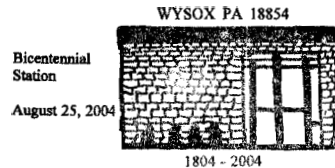
August 14, 2004  
**Stabin Morykin Gallery**  
**STABIN MORYKIN GALLERY**  
**STATION**  
**POSTMASTER**  
**PO BOX 9998**  
**JIM THORPE PA 18229-9998**



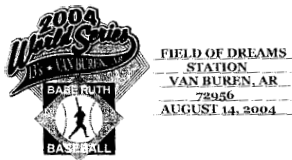
August 23, 2004  
**HOMETOWN STATION**  
**POSTMASTER**  
**PO BOX 9998**  
**SWIFTON AR 72471-9998**



August 14, 2004  
**WATERMELON FESTIVAL**  
**STATION**  
**POSTMASTER**  
**PO BOX 9998**  
**CAVE CITY AR 72521-9998**



August 25, 2004  
**Wysox Bicentennial Committee**  
**BICENTENNIAL STATION**  
**POSTMASTER**  
**PO BOX 9998**  
**WYSOX PA 18854-9998**



August 14-21, 2004  
**FIELD OF DREAMS**  
**STATION**  
**POSTMASTER**  
**PO BOX 9998**  
**VAN BUREN AR 72956-9998**



August 26-28, 2004  
**Postal Service**  
**HOTTER N HELL STATION**  
**POSTMASTER**  
**1000 LAMAR**  
**WICHITA FALLS TX 76307-9998**



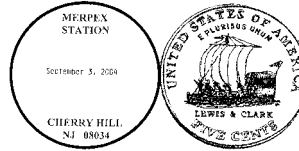
August 21, 2004  
**ANTIQUÉ VILLAGE STATION**  
**POSTMASTER**  
**PO BOX 9998**  
**WEST BRANCH MI 48661-9998**



August 27, 2004  
**125TH ANNIVERSARY STATION**  
**POSTMASTER**  
**PO BOX 9998**  
**UNIONVILLE MI 48767-9998**



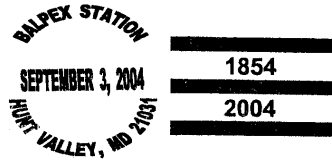
August 27-28, 2004  
 COMBINE STATION  
 POSTMASTER  
 PO BOX 9998  
 KINGSTON MI 48741-9998



September 3-5, 2004  
 Merchantville Stamp Club  
 MERPEX STATION  
 POSTMASTER  
 1175 MARLKRESS RD  
 CHERRY HILL NJ 08034-9998



August 28, 2004  
 ROCKET MAIL STATION  
 MAIN POST OFFICE  
 3200 SUMMIT BLVD  
 WEST PALM BEACH FL  
 33416-9998



September 3-5, 2004  
 BALPEX STATION  
 MANAGER MOWS  
 900 E FAYETTE ST  
 BALTIMORE MD 21233-9715



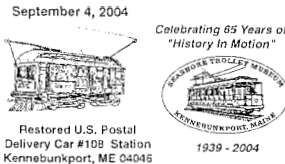
August 28, 2004  
 Idalou Chamber of Commerce  
 COTTONFEST 2004 STATION  
 POSTMASTER  
 311 MAIN ST  
 IDALOU TX 79329-9998



September 3-5, 2004  
 Milcopex  
 MILCOPEX 04 STATION  
 POSTMASTER  
 PO BOX 5066  
 MILWAUKEE WI 53201-5066



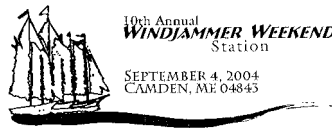
August 28, 2004  
 OLD TOWN STATION  
 POSTMASTER  
 PO BOX 9998  
 SAN DIEGO CA 92110-9998



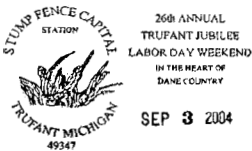
September 4, 2004  
 Seashore Trolley Museum  
 RESTORED US POSTAL  
 DELIVERY CAR NUMBER 108  
 STATION  
 POSTMASTER  
 5 TEMPLE ST  
 KENNEBUNKPORT ME  
 04046-9998



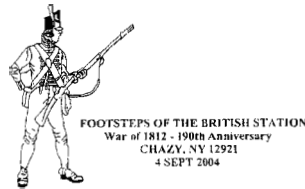
September 3, 2004  
 National Corvette Museum  
 NCM STATION  
 POSTMASTER  
 PO BOX 9998  
 BOWLING GREEN KY  
 42101-9998



September 4, 2004  
 Windjammer Weekend Committee  
 10TH ANNUAL WINDJAMMER  
 WEEKEND STATION  
 POSTMASTER  
 28 CHESTNUT ST  
 CAMDEN ME 04843-9998



September 3, 2004  
 Trufant Chamber of Commerce  
 Trufant Jubilee  
 STUMP FENCE CAPITAL  
 STATION  
 POSTMASTER  
 PO BOX 9998  
 TRUFANT MI 49347-9998



September 4, 2004  
 The Battle of Plattsburgh  
 Committee  
 FOOTSTEPS OF THE BRITISH  
 STATION  
 POSTMASTER  
 9578 STATE RTE 9  
 CHAZY NY 12921-9998



September 3, 2004  
 Milcopex  
 MILCOPEX STATION  
 POSTMASTER  
 PO BOX 5066  
 MILWAUKEE WI 53201-5066



September 4, 2004  
 Vernon Downs Raceway  
 VERNON DOWNS STATION  
 POSTMASTER  
 4470 PETERBORO ST  
 VERNON NY 13476-9998





September 4, 2004  
 150TH ANNIVERSARY STATION  
 POSTMASTER  
 434 WAVERLY ST  
 WAVERLY NY 14892-9998



September 4-5, 2004  
 GULFPEX STATION  
 POSTMASTER  
 135 MAIN ST  
 BILOXI MS 39530-9998



September 4, 2004  
 Jerome Volunteer Fire Company  
 HAPPY 100TH BIRTHDAY  
 ANNIVERSARY STATION  
 POSTMASTER  
 PO BOX 9998  
 JEROME PA 15937-9998



September 4-5, 2004  
 International Sunflower Festival  
 SUNFLOWER STATION  
 POSTMASTER  
 PO BOX 9998  
 FRANKFORT OH 45628-9998

BE THERE  
 Homecoming Station  
 September 4 2004  
 BANDY VA 24602



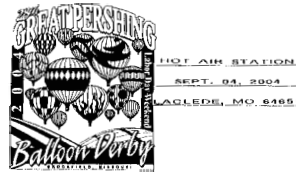
September 4, 2004  
 Bandy Community Center  
 HOMECOMING STATION  
 POSTMASTER  
 PO BOX 9998  
 BANDY VA 24602-9998



September 4-5, 2004  
 Mary Beckmeier  
 150 YEARS CELEBRATION  
 STATION  
 POSTMASTER  
 PO BOX 9998  
 PATOKA IL 62875-9998



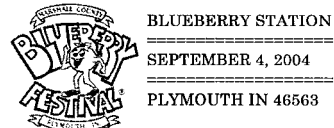
September 4, 2004  
 Postal Service  
 BRADY GOAT COOK OFF  
 STATION  
 POSTMASTER  
 229 S BLACKBURN ST  
 BRADY TX 76825-9998



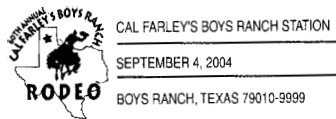
September 4-5, 2004  
 Greenhills Ballooning Association  
 HOT AIR STATION  
 POSTMASTER  
 607 PERSHING DR  
 LACLEDE MO 64651-9998



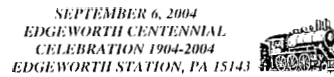
September 4, 2004  
 Postal Service  
 JOHN WAYNE STATION  
 POSTMASTER  
 100 AVE C  
 DAWN TX 79025-9998



September 4-5, 2004  
 Marshall County Blueberry Festival  
 BLUEBERRY STATION  
 POSTMASTER  
 124 W GARRO ST  
 PLYMOUTH IN 46563-9998



September 4, 2004  
 Cal Farley's Boys Ranch  
 CAL FARLEYS BOYS RANCH  
 STATION  
 POSTMASTER  
 2301 ROSS ST  
 AMARILLO TX 79120-9998



September 6, 2004  
 Edgeworth Committee  
 EDGEWORTH CENTENNIAL  
 CELEBRATION STATION  
 POSTMASTER  
 PO BOX 9998  
 SEWICKLEY PA 15143-9998



September 4, 2004  
 Postal Service  
 WATERMELON ROUNDUP  
 STATION  
 POSTMASTER  
 504 11TH ST  
 PLAINS TX 79355-9998



September 6, 2004  
 Village of Redgranite  
 REDGRANITE LABOR DAY  
 CELEBRATION STATION  
 POSTMASTER  
 PO BOX 9998  
 REDGRANITE WI 54970-9998



September 6, 2004  
 Hoisington Labor Day Committee  
 108TH ANNUAL LABOR DAY  
 STATION  
 POSTMASTER  
 PO BOX 9998  
 HOISINGTON KS 67544-9998



September 8, 2004  
 THE ART OF DISNEY  
 FRIENDSHIP STATION  
 POSTMASTER  
 PO BOX 9998  
 STOCKPORT OH 43787-9998

Hale Center Farm & Ranch Museum Station  
 September 6, 2004 Hale Center, TX 79041



September 6, 2004  
 Hale Center Farm and Ranch  
 Museum  
 HALE CENTER FARM AND  
 RANCH MUSEUM STATION  
 POSTMASTER  
 203 W STEVENSON ST  
 HALE CENTER TX 79041-9998



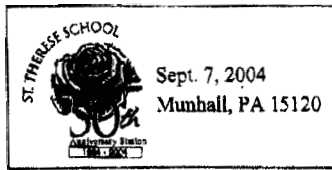
September 8, 2004  
 THE ART OF DISNEY  
 FRIENDSHIP STATION  
 POSTMASTER  
 PO BOX 9998  
 MALTA OH 43758-9998



September 7, 2004  
 The Battle of Plattsburgh  
 Committee  
 FOOTSTEPS OF THE BRITISH  
 STATION  
 POSTMASTER  
 7634 STATE RTE 22  
 WEST CHAZY NY 12992-9998



September 8, 2004  
 THE ART OF DISNEY  
 FRIENDSHIP STATION  
 POSTMASTER  
 PO BOX 9998  
 MCCONNESVILLE OH  
 43756-9998



September 7, 2004  
 St. Therese School  
 50TH ANNIVERSARY STATION  
 POSTMASTER  
 PO BOX 9998  
 EAST PITTSBURGH PA  
 15112-9998



September 8-11, 2004  
 Postal Service  
 28TH FREDERICKTOWN  
 TOMATO STATION  
 POSTMASTER  
 PO BOX 9998  
 FREDERICKTOWN OH  
 43019-9998



September 7-11, 2004  
 SESQUICENTENNIAL STATION  
 POSTMASTER  
 913 S LOGAN ST  
 LENA IL 61048-9998



September 8-12, 2004  
 Postal Service  
 TOMATO FESTIVAL STATION  
 POSTMASTER  
 PO BOX 9998  
 REYNOLDSBURG OH  
 43068-9998



September 8, 2004  
 The Battle of Plattsburgh  
 Committee  
 FOOTSTEPS OF THE BRITISH  
 STATION  
 POSTMASTER  
 742 BEAR SWAMP RD  
 PERU NY 12972-9998



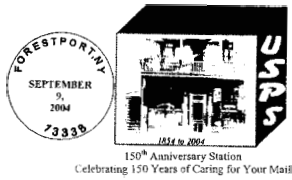
September 8-12, 2004  
 Sandwich Fair Association  
 SANDWICH FAIR STATION  
 POSTMASTER  
 22 N EDDY ST  
 SANDWICH IL 60548-9998



September 8, 2004  
 THE ART OF DISNEY  
 FRIENDSHIP STATION  
 POSTMASTER  
 PO BOX 9998  
 CHESTERHILL OH 43728-9998



September 9, 2004  
 The Battle of Plattsburgh  
 Committee  
 FOOTSTEPS OF THE BRITISH  
 STATION  
 POSTMASTER  
 1934 STATE RTE 22B  
 MORRISONVILLE NY  
 12962-9998



September 9, 2004  
 Forestport Post Office  
 150TH ANNIVERSARY STATION  
 POSTMASTER  
 12180 WOODHULL RD  
 FORESTPORT NY 13338-9998



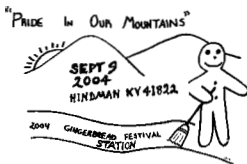
September 10, 2004  
 Postal Service  
 LEGENDS OF HOLLYWOOD  
 STATION  
 POSTMASTER  
 235 PUPPY SMITH ST  
 ASPEN CO 81611-9998



September 9-11, 2004  
 United States Army, Europe  
 LAND COMBAT EXPO STATION  
 510TH POSTAL COMPANY  
 UNIT 29234  
 APO AE 09102-9998



September 10, 2004  
 USS Nevada Chapter 103, USCS  
 TAILHOOK 2004 STATION  
 OIC  
 750 4TH ST  
 SPARKS NV 89431-9998



September 9-11, 2004  
 Gingerbread Festival Committee  
 GINGERBREAD FESTIVAL  
 STATION  
 POSTMASTER  
 PO BOX 9998  
 HINDMAN KY 41822-9998



September 10-11, 2004  
 Postal Service  
 MATHEWS MARKET DAYS  
 STATION  
 POSTMASTER  
 PO BOX 9998  
 MATHEWS VA 23109-9998



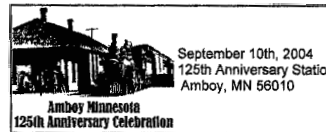
September 9-11, 2004  
 Postal Service  
 LOBEX 3 2004 STATION  
 POSTMASTER  
 PO BOX 140  
 LONG BEACH CA 90801-0140



September 10-11, 2004  
 Poole Harvest Daze  
 HARVEST DAZE STATION  
 POSTMASTER  
 PO BOX 9998  
 POOLE KY 42444-9998



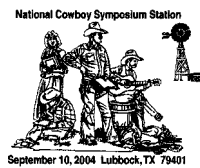
September 9-12, 2004  
 Postal Service  
 18TH GRAPEFEST STATION  
 POSTMASTER  
 1251 WILLIAM D TATE AVE  
 GRAPEVINE TX 76051-9998



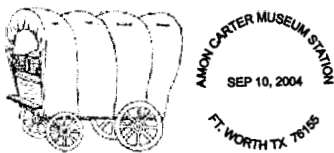
September 10-11, 2004  
 Amboy, MN, 125th Anniversary  
 Committee  
 125TH ANNIVERSARY STATION  
 POSTMASTER  
 PO BOX 9998  
 AMBOY MN 56010-9998



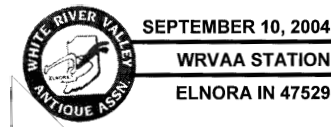
September 10, 2004  
 Street Rod Nationals North  
 STREET ROD NATIONALS  
 STATION  
 POSTMASTER  
 PO BOX 9998  
 OSHTEMO MI 49077-9998



September 10-11, 2004  
 Lubbock Post Office  
 NATIONAL COWBOY  
 SYMPOSIUM STATION  
 POSTMASTER  
 1515 AVE G  
 LUBBOCK TX 79402-9998



September 10, 2004  
 Amon Carter Station  
 AMON CARTER MUSEUM  
 STATION  
 POSTMASTER  
 251 W LANCASTER AVE  
 FORT WORTH TX 76102-9998

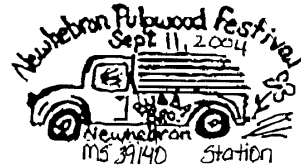


September 10-12, 2004  
 WRVAA STATION  
 POSTMASTER  
 118 N ODON ST  
 ELNORA IN 47529-9998

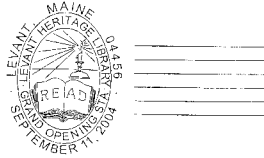


Floating with Friends  
Station  
September 10, 2004  
Reno NV 89510

September 10-12, 2004  
Great Reno Balloon Races  
FLOATING WITH FRIENDS  
STATION  
POSTMASTER  
2000 VASSAR ST  
RENO NV 89510-9998



September 11, 2004  
NEWHEBRON PULPWOOD  
FESTIVAL STATION  
POSTMASTER  
402 MAIN ST  
NEWHEBRON MS 39140-9998

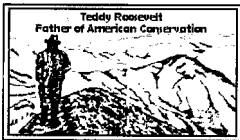


September 11, 2004  
Levant Heritage Library  
LEVANT HERITAGE LIBRARY  
GRAND OPENING STATION  
POSTMASTER  
3454 UNION ST  
LEVANT ME 04456-9998



Bristol Township  
Trembuhl County, Ohio  
Settled 1804  
Happy Birthday Bristol  
Heritage Day Station  
September 11, 2004  
Bristolville Ohio 44402

September 11, 2004  
Bristol Bicentennial Committee  
HERITAGE DAY STATION  
POSTMASTER  
1850 GREENVILLE RD  
BRISTOLVILLE OH 44402-9998



Teddy Roosevelt Station Newcomb, NY 12852 September 11, 2004

September 11, 2004  
Newcomb Teddy Roosevelt  
Commemorative Group  
TEDDY ROOSEVELT STATION  
POSTMASTER  
PO BOX 9998  
NEWCOMB NY 12852-9998



September 11, 2004  
Shelby County Historical Society  
APPLEFEST STATION  
POSTMASTER  
135 N OHIO AVE  
SIDNEY OH 45365-9998



FOOTSTEPS OF THE BRITISH STATION  
War of 1812 - 1986 Anniversary  
PLATTSBURGH, NY 12901  
11 SEPT 2004

September 11, 2004  
The Battle of Plattsburgh  
Committee  
FOOTSTEPS OF THE BRITISH  
STATION  
POSTMASTER  
10 MILLER ST  
PLATTSBURGH NY 12901-9998

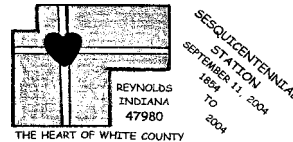


September 11, 2004  
MAIL RUN STATION  
POSTMASTER  
8842 N MAIN ST  
CANAAN IN 47224-9998



SEPTEMBER 11, 2004  
THIRD ANNIVERSARY  
BOULEVARD OF HEROES  
NEVER FORGET  
FLIGHT 93  
AMERICAN HEROES

September 11, 2004  
Ft. 93 Memorial Chapel  
FLT 93 MEMORIAL CHAPEL  
STATION  
POSTMASTER  
PO BOX 9998  
SHANKSVILLE PA 15560-9998



September 11, 2004  
Reynolds Sesquicentennial  
Committee  
SESQUICENTENNIAL STATION  
POSTMASTER  
201 E 2ND ST  
REYNOLDS IN 47980-9998



TRI-COUNTY RURITAN'S  
7TH ANNUAL FLATWOODS FESTIVAL  
FLATWOODS FESTIVAL STATION  
BENNETT, NC 27208  
SEPTEMBER 11, 2004

September 11, 2004  
Tri County Ruritan  
FLATWOODS FESTIVAL  
STATION  
POSTMASTER  
PO BOX 9998  
BENNETT NC 27208-9998



September 11, 2004  
Mantorville Restoration  
Association  
MARIGOLD STATION  
POSTMASTER  
PO BOX 9998  
MANTORVILLE MN 55955-9998



SELLARS FARM  
STATE ARCHAEOLOGICAL  
AREA STATION  
Lebanon, Tennessee 37087  
September 11, 2004

September 11, 2004  
Friends of the Sellars Farm State  
Archeological Area and  
Tennessee State Parks  
SELLARS FARM STATE  
ARCHEOLOGICAL AREA  
STATION  
POSTMASTER  
POPLAR HILL RD  
LEBANON TN 37087-9998



September 11, 2004  
Geneva Stoesz and Heritage  
Village Committee  
30TH UTSCHTALLUNG STATION  
POSTMASTER  
PO BOX 9998  
MOUNTAIN LAKE MN  
56159-9998



**Stamp Show Station**  
Great Falls, MT 59401  
September 11, 2004

September 11, 2004  
Great Falls Stamp Club  
STAMP SHOW STATION  
POSTMASTER  
PO BOX 9998  
GREAT FALLS MT 59401-9998



September 11, 2004  
Ralls Post Office  
COTTON BOLL FESTIVAL  
STATION  
POSTMASTER  
620 TILFORD ST  
RALLS TX 79357-9998



September 11, 2004  
Sesquicentennial Station  
Postmaster  
210 Main St.  
Forreston, IL 61030-9998

September 11, 2004  
Village of Forreston  
SESQUICENTENNIAL STATION  
POSTMASTER  
210 MAIN ST  
FORRESTON IL 60130-9998



September 11, 2004  
Postal Service  
SPADE STATION  
POSTMASTER  
INTERSTATE 54 AND HWY 168  
SPADE TX 79369-9998



**Princeton, IL**  
**61356**  
**Sept. 11, 2004**  
Bureau County Festival Station

September 11, 2004  
Bureau County Homestead  
Festival  
BUREAU COUNTY FESTIVAL  
STATION  
POSTMASTER  
326 S MAIN ST  
PRINCETON IL 61356-9998



93rd Annual  
FLAX SCUTCHING FESTIVAL STATION  
September 11, 2004  
Stahlstown, PA 15687

September 11, 2004  
Flax Scutching Festival  
Committee  
FLAX SCUTCHING FESTIVAL  
STATION  
POSTMASTER  
PO BOX 9998  
STAHLSTOWN PA 15687-9998



EXHIBITION STATION  
ROSCOE, MO 64781  
SEPTEMBER 11, 2004

September 11, 2004  
Roscoe Community Historical  
Society  
EXHIBITION STATION  
POSTMASTER  
100 PECAN ST  
ROSCOE MO 64781-9998



September 11-12, 2004  
Pensacola Model Railroad Club  
MODEL TRAIN SHOW STATION  
POSTMASTER  
PO BOX 17000  
PENSACOLA FL 32522-9998



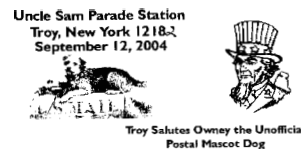
September 11, 2004  
Coordinator, MO, River Valley  
Steam Engine Association  
MO RIVER VALLEY STEAM  
ENGINE ASSOCIATION  
STATION  
POSTMASTER  
526 E SPRING ST  
BOONVILLE MO 65233-9998



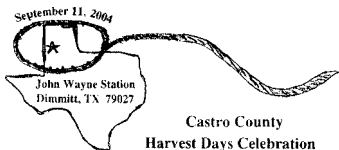
September 11-12, 2004  
The Dayton Stamp Club  
AIRPEX XXIX STATION  
POSTMASTER  
1111 E FIFTH ST  
DAYTON OH 45401-9998



September 11, 2004  
Botanica The Wichita Gardens  
BOTANICAS TEDDY BEAR  
PICNIC STATION  
POSTMASTER  
7117 WEST HARRY ST  
WICHITA KS 67276-9998



September 12, 2004  
Uncle Sam Stamp Club  
UNCLE SAM PARADE STATION  
POSTMASTER  
400 BROADWAY  
TROY NY 12180-9998



September 11, 2004  
Postal Service  
JOHN WAYNE STATION  
POSTMASTER  
217 SE 2ND ST  
DIMMITT TX 79027-9998



September 12, 2004  
Chat Vol. Firemen  
CHICKEN BARBECUE STATION  
POSTMASTER  
PO BOX 9998  
CHATFIELD OH 44825-9998



September 12, 2004  
 Appanoose County Courthouse  
 Centennial Committee  
 APANOOSE COUNTY  
 COURTHOUSE STATION  
 POSTMASTER  
 300 N 10TH ST  
 CENTERVILLE IA 52544-9998



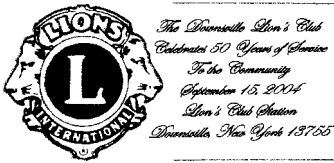
September 16, 2004  
 736th Medium Tank BN (SP)  
 Reunion Committee  
 736TH MEDIUM TANK BN (SP)  
 21ST REUNION  
 POSTMASTER  
 320 S COMMERCIAL ST  
 BRANSON MO 65616-9998



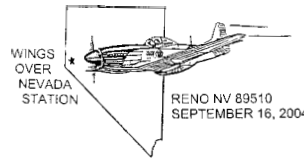
September 14, 2004  
 Willow Grove NAACP  
 UNITY DAY STATION  
 POSTMASTER  
 611 N EASTON RD  
 WILLOW GROVE PA  
 19090-9998



September 16-19, 2004  
 Michigan Fire Men's Memorial  
 Festival Committee  
 FESTIVAL STATION  
 POSTMASTER  
 PO BOX 9998  
 ROSCOMMON MI 48653-9998



September 15, 2004  
 Downsville Lion's Club  
 LIONS CLUB STATION  
 POSTMASTER  
 15126 STATE HWY 30  
 DOWNSVILLE NY 13755-9998



September 16-19, 2004  
 Reno Championship Air Races  
 WINGS OVER NEVADA STATION  
 POSTMASTER  
 2000 VASSAR ST  
 RENO NV 89510-9998



September 15, 2004  
 Postal Service  
 PELELIU ISLAND WITHOUT  
 MERCY STATION  
 POSTMASTER  
 231 S MAIN SE  
 HALIFAX VA 24558-9998



September 28-30, 2004  
 United States Army, Europe  
 LAND COMBAT EXPO STATION  
 510TH POSTAL COMPANY  
 UNIT 29234  
 APO AE 09102-9998

— Stamp Services,  
 Government Relations, 9-2-04

### 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

— Mailing Standards, Pricing and Classification, 9-2-04

## Post Offices

### Post Office Changes

Old/ New	Finance No.	ZIP Code	State	P.O. Name	County/ Parish	Station/Branch/ Unit	Unit Type	Effective Date	Comments
Old	15-3050	83812	ID	Clarkia	Shoshone	Main Office	Post Office		This announcement expands the use of ZIP Code™ 83812 to include delivery.
New	15-3050	83812	ID	Clarkia	Shoshone	Main Office	Post Office	12/02/2004	
Old	23-8460	21862	MD	Showell	Worcester	Main Office	Post Office		This announcement expands the use of ZIP Code 21862 to include delivery.
New	23-8460	21862	MD	Showell	Worcester	Main Office	Post Office	09/17/2004	
Old	23-8082	21647	MD	Saint Michaels	Talbot	Main Office	Post Office		This announcement expands the use of ZIP Code 21647 to include delivery.
New	23-8082	21647	MD	Saint Michaels	Talbot	Main Office	Post Office	09/17/2004	
Old	467254	57777	SD	Red Owl	Meade	Main Office	Post Office	02/28/2002	Post Office™ and ZIP Code discontinued. Establish a place name. Red Owl becomes an acceptable last line for use with ZIP Code 57787.
New	46-1656	57787	SD	Union Center	Meade	Red Owl	Place Name	12/20/2003	
Old	51-9845	23488	VA	Withams	Accomack	Main Office	Post Office		This announcement expands the use of ZIP Code 23488 to include delivery.
New	51-9845	23488	VA	Withams	Accomack	Main Office	Post Office	12/02/2004	

— Address Management, Intelligent Mail and Address Quality, 9-2-04

# Retail

# What's in Store

## Insurance online

*You've got insurance!*



Customers asked for it. They got it — insurance online. The Postal Service™ continues to expand access to its products and services, and customers this month will be able to buy insurance at the click of a mouse. Insurance will be available through Click-N-Ship® service. The label will reflect that the package is insured. Insurance online can be purchased only in combination with online postage. For more information, check out the Field Information Kit (pages 21–27) in this issue of the *Postal Bulletin*.

“Quick, Easy, Convenient™”!

## Everyone sells. Everyone wins.

*ReadyPost contest*

Raising revenue with ReadyPost®? You could win! A sales contest for ReadyPost shipping supplies is now under way. Figures for September 2004 will be compared with June 2004 to determine which offices have the largest dollar amount increase in ReadyPost retail sales. The offices with the best sales will win gift certificates ranging from \$250 to a grand prize of \$5,000. Compete details are available in *Postal Bulletin* 22135 (8-19-04, pages 100–101).

Ready to win?



## What's in Store

### Starring...

*Pass it on*



Be sure to watch for your Postal Service colleagues. They'll be showing up in print, TV, and Direct Mail advertising for carrier pickup and online shipping. Go to the Advertising Web site at <http://blue.usps.gov/advertising> for a schedule of when and where the ads will appear.

And, the next time customers need help shipping packages, suggest carrier pickup. Learn how carrier pickup online notification works at [www.usps.com/pickup](http://www.usps.com/pickup) so you can pass along the information to your customers.

### Refreshed?

*Go to Advertising Web site*

Refresh your Post Office™ lobby Sept. 7 with a new standee or counter card and brochures that promote carrier pickup. There's also a poster announcing October as National Stamp Collecting Month. Follow the directions in your planogram. These new point-of-purchase (POP) elements do not replace any current displays — they add to them.

See all the POP materials on Advertising's Web site at <http://blue.usps.gov/advertising>. And while you're there, explore the Web site to see what's new from Advertising, including retail drive period research, field advertising, and more.

## What's in Store

### Got scales?

*Tools for  
online shippers*

Postal Service advertising in the next few months will focus on online Package Services, including Click-N-Ship service, carrier pickup, and insurance online. Be prepared for questions from customers. And if someone asks, "How do I figure out at home how much my package weighs?" be sure to have some scales on hand to offer for sale.

### Pushing the envelope

*Envelope  
integrity*

How much is too much inside a prepaid flat-rate Priority Mail® envelope? Let your customers know that the contents of the flat-rate envelope must be confined within the envelope — with the adhesive provided on the flap as the primary means of closure. The flap must be able to close and adhere to the envelope. Tape may be applied to reinforce the envelope provided the sides aren't opened and no reconstruction of the envelope takes place.

### International calls

*Go global*

Calling Latin America. Or Asia! Two new international FIRSTCLASS PHONECARDS® are being introduced this month. The Latin America card features competitive pricing to specific countries: Argentina, Brazil, Chile, Colombia, Costa Rica, Dominican Republic, El Salvador, Jamaica, Mexico, and Venezuela. The Asia card offers competitive rates to Australia, India, China (including Hong Kong), Japan, Pakistan, Philippines, South Korea, Taiwan, and Vietnam.

### Feedback

Send comments and questions to:

WHATS IN STORE  
US POSTAL SERVICE  
475 L'ENFANT PLAZA SW RM 1141  
WASHINGTON DC 20260-1019

## What's in Store

# september

retail employee bulletin

Summer/Fall '04 Retail Drive Period  
7/1/04 - 10/31/04

### Carrier Pickup is "Quick, Easy, Convenient™"

It's easy for customers to request carrier pickup online. All they need to do is go online and enter their request — a carrier will collect the packages at their home or office the next delivery day. Inform your customers to follow these steps when using carrier pickup:

- 1.** Prepare Express Mail® or Priority Mail® packages with proper postage, using Click-N-Ship® service at [usps.com/clicknship](http://usps.com/clicknship) or by using a meter or other PC Postage® service.
- 2.** Visit [usps.com/pickup](http://usps.com/pickup) and request carrier pickup by entering their address.
- 3.** Leave packages where a carrier can pick them up on his or her next regularly scheduled delivery day.

It's that easy! There's no need for customers to set up an account with [usps.com](http://usps.com) to request carrier pickup online. They can request a pickup for any number of packages as long as each one weighs no more than 70 pounds. Online requests must be made before 2:00 a.m. (CST) to ensure pickup the next regularly scheduled delivery day.

Tell your customers to visit [usps.com/pickup](http://usps.com/pickup) and request carrier pickup online today!

### Refresh POP Kit Arriving in September

The primary focus of the Summer/Fall Refresh Kit is carrier pickup. Put these elements up in addition to the current Summer/Fall POP materials you already have up. All the elements in your Refresh Kit should be up on September 7. Remove them with the rest of the Summer/Fall POP on October 31.

Counter Card & Take One



Standee



What's in Store

# september

retail employee bulletin

Summer/Fall '04 Retail Drive Period  
7/1/04-10/31/04

## New International FIRSTCLASS PHONECARD for Asia and Latin America

Two new international FIRSTCLASS PHONECARD® products are being introduced this month: one primarily for Asia and the Pacific Rim, and the other for Mexico, Latin America, and the Caribbean. Each card will sell for \$10. They are targeted at frequent travelers and people who are heavy callers to these regions.

Both cards are tailored for “universal” international calling, and can be used to make calls to over 300 countries around the world. They also feature a full menu of international languages to select from when placing a call.

### The Asia card

features competitive rates to the following countries: Australia, India, China, Hong Kong, Japan, Pakistan, Philippines, South Korea, Taiwan, and Vietnam.

### The Latin America card

features an in-language operator (English, Portuguese, or Spanish) and competitive rates to the following countries: Brazil, Colombia, Dominican Republic, Ecuador, El Salvador, Haiti, Honduras, Jamaica, Mexico, Peru, and Venezuela.



As of September 1, these two cards will be available in 8,000 selected offices. Recommend them to your customers who may have international calling needs.

Refer to the "Retail Employee Calendar" hanging in the Employee Zone of your Post Office™ for additional information. Visit <http://blue.usps.gov/marketing/retail> to access the Retail Intranet Site.

# What's in Store

# september

retail employee bulletin

Summer/Fall '04 Retail Drive Period  
7/1/04-10/31/04






Jeffrey Wilds  
Carrier  
32 years of service



## focus!

Remind customers they can ship quickly and easily with ReadyPost® shipping supplies.

		WED		THUR		FRI		SAT	
		1	2	3	4				
		Asia and Latin America FIRSTCLASS PHONECARD® test launches							
SUN	MON	TUES		8	9	10	11		
5	6	 Summer/Fall Refresh POP Kits must be up today Gather VESS data for August				\$\$\$ <b>payday!</b>  John Wayne (Legends of Hollywood) nationwide sales begin			
12	13	14	15	16	17	18			
<b>did you know?</b> Postal money orders can be cashed at all 33,000-plus Post Office™ locations.	Labor Day Offices Closed	Last day for districts to input VESS data for August		Rosh Hashanah		National POW/MIA Recognition Day			
19	20	21	22	23	24	25			
			Autumn Begins		\$\$\$ <b>payday!</b>		Yom Kippur		
26	27	28	29	30					
	<b>did you know?</b> PO boxes ensure mail protection and offer early mail pick-up.			 Sickle Cell Disease nationwide sales begin					

Refer to the "Retail Employee Calendar" hanging in the Employee Zone of your Post Office™ for additional information.  
 Visit <http://blue.usps.gov/marketing/retail> to access the Retail Intranet Site.

# Supply Management

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## More Power to You — Enersys Partnership

The strategic partnership between Enersys, supplier of automotive and industrial batteries, and the Postal Service™ is part of the Greensboro Delivery, Industrial Equipment, and Telecommunications Category Management Center's (DIE-TEL CMC) ongoing supply chain management activities. Continuous improvement of the partnership has allowed incorporation of the following items into the contract:

- Battery and charger maintenance services.
- Stationary reserve power batteries.
- Postal commodity vending machine batteries.
- Consumer retail batteries.

If you have access to the Postal Service intranet, you must order these items through eBay, the preferred purchasing method. You can access eBay on the Postal Service Intranet at <http://blue.usps.gov>; under "Essential Links," click on *eBuy*. The direct URL is <http://ebuy.usps.gov/eBuyWelcome.jsp>. If your Postal Service facility does not have intranet access to eBay, you may order by contacting Enersys directly at 888-219-1921 and using the Postal Service credit card.

If you have questions regarding contractual issues, please contact Ronnie Klutz, Purchasing and Supply Management Specialist, DIE-TEL CMC, at 336-665-2853 or via e-mail at [ronnie.e.klutz@usps.gov](mailto:ronnie.e.klutz@usps.gov).



— *SCM Strategies,*  
*Supply Management, 9-2-04*

## Passport Photo Program — New Items

New items for the Passport Photo Program are now available from the Material Distribution Center (MDC) in Topeka.

You can order the items from the MDC by using touch-tone order entry (TTOE): Call 800-332-0317, option 2.

*Note:* You must be registered to use TTOE. To register, call 800-332-0317, option 1, extension 2925, and follow the prompts to leave a message. (Wait 48 hours after registering before placing your first order.)

Below is the list of the new items and the corresponding ordering information.

Item Description	Ordering Information
Camera, Polaroid	PSIN: N/A NSN: 6720-07-000-7689 Unit of Measure: Each Minimum Order Quantity: 1 Quick Pick Number: N/A Bulk Pack Quantity: N/A Price: \$310.69
Die Cutter	PSIN: N/A NSN: 6720-07-000-7690 Unit of Measure: Each Minimum Order Quantity: 1 Quick Pick Number: N/A Bulk Pack Quantity: N/A Price: \$120.94
Tripod, For Camera	PSIN: N/A NSN: 6720-07-000-7691 Unit of Measure: Each Minimum Order Quantity: 1 Quick Pick Number: N/A Bulk Pack Quantity: N/A Price: \$0 (price will increase with future receipts)
Projection Screen	PSIN: N/A NSN: 6720-07-000-7692 Unit of Measure: Each Minimum Order Quantity: 1 Quick Pick Number: N/A Bulk Pack Quantity: N/A Price: \$46.75
Film (2 packs)	PSIN: N/A NSN: 6750-07-000-7694 Unit of Measure: Each Minimum Order Quantity: 1 Quick Pick Number: N/A Bulk Pack Quantity: N/A Price: \$18.20

— *SCM Strategies,  
Supply Management, 9-2-04*



475 L'ENFANT PLAZA SW  
WASHINGTON DC 20260-5540

First-Class Mail  
Postage & Fees Paid  
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# Reaching the Hispanic Community...

Celebrate  
National Hispanic  
Heritage Month  
September 15 - October 15



Guía para el consumidor  
de los servicios postales

Servicios Adicionales  
Extra Services

Guía para Llenar  
Formularios de Envíos Postales  
Your Guide to Completing Mailing Forms



# It's good for business.

[www.usps.com/communications/community/diversity.htm](http://www.usps.com/communications/community/diversity.htm) ■ <http://blue.usps.gov/diversitynet>