

# POSTAL BULLETIN

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

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

PB 21993: 7690-04-000-3972	PB 21980: 7690-04-000-3959
PB 21992: 7690-04-000-3971	PB 21979: 7690-04-000-3958
PB 21991: 7690-04-000-3970	PB 21978: 7690-04-000-3957
PB 21990: 7690-04-000-3969	PB 21977: 7690-04-000-3956
PB 21989: 7690-04-000-3968	PB 21976: 7690-04-000-2608
PB 21988: 7690-04-000-3967	PB 21975: 7690-04-000-2607
PB 21987: 7690-04-000-3966	PB 21974: 7690-04-000-2606
PB 21986: 7690-04-000-3965	PB 21973: 7690-04-000-2605
PB 21985: 7690-04-000-3964	PB 21972: 7690-04-000-2604
PB 21984: 7690-04-000-3963	PB 21971: 7690-04-000-2603
PB 21983: 7690-04-000-3962	PB 21970: 7690-04-000-2602
PB 21982: 7690-04-000-3961	PB 21969: 7690-04-000-2601
PB 21981: 7690-04-000-3960	

**The *Postal Bulletin* is published biweekly; information is effective for 1 year unless it changes the text of permanent directives or unless otherwise specified.**

## *Administrative Services*

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### *CORRECTION*

#### **Directives and Forms Update Correction**

In the directives and forms update article published in *Postal Bulletin* 21992 (2-25-99), the unit of issue for PS Form 17 was listed incorrectly. The correct unit of issue is 100 per pad.

— *Corporate Publishing & Information Management,  
Information Systems, 3-11-99*

# 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 Customer Relations Program Management at 202-268-5885 at least 1 month preceding the requested delivery dates.

Title of Mailings	Class and Type of Mail	Requested Delivery Date	Number of Pieces (Millions)	Distribution	Presort Level	Comments
The Company Store — Kitchen and Home	Standard A/ catalog	3/15–3/18	4.0	Nationwide	CarRt	Quad Graphics, Saratoga Springs, NY
Billy Graham Letter	Standard A/ letter	3/15–3/26	2.0	Nationwide	Barcode, 3/5-digit, basic	
Bloomingdale's — March Private Sale	Standard A/ letter	3/17–3/22	1.9	Nationwide	CarRt, 3/5-digit	6" x 10 7/8", Lazarus
JC Penney — Anniversary Sale	Standard B/ catalog	3/20–3/23	11.8	Nationwide	CarRt	Harte-Hanks
Service Merchandise — Furniture/ Home	Standard A/ flat	3/22–3/23	12.0	Nationwide	3/5-digit, sort	RR Donnelley, Lynchburg, VA
Eddie Bauer — Spring Prospect	Standard A/ catalog	3/22–3/25	2.6	Nationwide	CarRt, 3/5-digit	RR Donnelley
Isabella Bird — Summer IB	Standard A/ flat	3/22–3/25	1.0	Nationwide	CarRt, 3/5-digit	Arandell, 56 pages
Current/PDI — Spring 1999	Standard A/ flat	3/22–3/26	2.2	Nationwide	CarRt, 3/5-digit, basic	Quad Graphics, Saratoga Springs, NY
JC Penney Summer — Tall Women	Standard B/ catalog	3/25–3/27	2.1	Nationwide	CarRt	Harte-Hanks
JC Penney Summer — Sizes 16 & Up	Standard B/ catalog	3/25–3/27	2.9	Nationwide	CarRt	Harte-Hanks
JC Penney — Mother's Day	Standard B/ catalog	3/25–3/27	3.0	Nationwide	CarRt	Harte-Hanks
JC Penney — Million Dollar Jewelry	Standard A/ booklet	3/27–3/30	8.4	Nationwide	CarRt	Harte-Hanks

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March 1999

## Have You Seen Any of These Children?

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



**Jeffrey Klungness**  
 Born: 12-9-81  
 Date Missing: 3-2-96  
 Missing From: Sumner, WA



**Jamal Abdul'Faruq**  
 Born: 8-12-82  
 Date Missing: 4-16-90  
 Missing From: Richmond, VA



**Shanta Johnson**  
 Born: 1-3-89  
 Date Missing: 7-19-92  
 Missing From: Myrtle Beach, SC



**Amy Pagnac**  
 Age Progression To 21 Years  
 Born: 6-15-76  
 Date Missing: 8-5-89  
 Missing From: Maple Grove,  
 MN



**Jordan Carson**  
 Born: 5-18-89  
 Date Missing: 7-1-93  
 Missing From: New York City,  
 NY



**Yasmeen Salman**  
 Born: 12-1-92  
 Date Missing: 2-23-95  
 Missing From: Chicago, IL

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

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

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

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

This poster is published in cooperation with the National Center for Missing and Exploited Children, the United States Department of Justice, and the National Association of Letter Carriers. Information appearing on this poster is selected solely by the National Center for Missing and Exploited Children. For policy and information on Postal Service support in efforts to recover missing children, see *Postal Bulletin* 21967 (3-12-98).

Missing Children posters are available for the U.S. Postal Service only through periodic issues of the *Postal Bulletin*.

March 1999

## Have You Seen Any of These Children?

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



**Genevieve Shah**  
 Born: 10-9-91  
 Date Missing: 6-8-97  
 Missing From: Rosemont, PA



**Sarah Shah**  
 Born: 10-27-89  
 Date Missing: 6-8-97  
 Missing From: Rosemont, PA



**Christopher Lentola**  
 Born: 2-25-82  
 Date Missing: 1-31-97  
 Missing From: Katy, TX



**Betty Simms**  
 Born: 10-12-83  
 Date Missing: 12-14-98  
 Missing From: Troy, IL



**Jamel Williams**  
 Born: 8-3-90  
 Date Missing: 5-25-94  
 Missing From: Toledo, OH



**Stephanie Condon**  
 Born: 10-8-84  
 Date Missing: 10-30-98  
 Missing From: Myrtle Creek,  
 OR

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

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

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Missing Children posters are available for the U.S. Postal Service only through periodic issues of the *Postal Bulletin*.



March 1999

## Have You Seen Any of These Children?

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



**Martha Moore**  
Born: 11-21-78  
Date Missing: 9-5-96  
Missing From: Coalinga, CA



**Mario Garcia**  
Born: 3-15-96  
Date Missing: 9-5-96  
Missing From: Coalinga, CA

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

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

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

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

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Missing Children posters are available for the U.S. Postal Service only through periodic issues of the *Postal Bulletin*.

# Domestic Mail

*DMM REVISION*

## Correction to Indemnity Claims

Effective March 11, 1999, *Domestic Mail Manual* (DMM) S010.2.9 is amended to correct a reference to the fee for indemnity claims. This amendment was accidentally omitted from the rate, fee, and classification changes originally published in *Special Postal Bulletin* 21984A (11-12-98).

This correction will be included in the online DMM available via Postal Explorer (<http://pe.usps.gov>) and will be included in the printed version of DMM Issue 55.

### **Domestic Mail Manual (DMM)**

<b>S</b>	<b>Special Services</b>				
<b>S010</b>	<b>Indemnity Claims</b>	*	*	*	*

## 2.0 GENERAL FILING INSTRUCTIONS

\* \* \* \* \*

### 2.9 Proof of Loss

*[Amend 2.9 by changing the fee required to obtain a statement that no delivery record is on file to read as follows:]*

To file a claim, the sender must provide proof of loss of insured or registered mail. Proof of loss is not required for COD or Express Mail claims. Any one of these documents is acceptable:

\* \* \* \* \*

- c. A statement from the post office of address reporting that no delivery record is on file. The sender can obtain this statement by sending a written request to the post office of address with a check or money order for an amount equivalent to the delivery record fee in R900.20.0; this amount will be reimbursed if the claim is paid. The request must include the names and addresses of the sender and addressee, the insured or registered number, and the mailing date.

— *Mail Preparation and Standards, Marketing Systems, 3-11-99*

*REMINDER*

## Error in Publication 49

A new edition of Publication 49, *Preparing Standard Mail (A)*, has been printed and is available to employees and customers. Publication 49 was revised and updated to include rate and classification changes from R97-1. It also includes new text and graphics that guide customers step-by-step through filling out a postage statement.

Employees are reminded that the new edition of Publication 49 contains an incorrect phone number for the National Customer Support Center in Memphis. The first paragraph on page 80 should read: "For information on addressing software, contact the Memphis NCSC at 1-800-238-3150, your local computer software store, or your postal business center."

This error has been corrected in the copies of Publication 49 stocked at the material distribution centers, and some of those corrected copies have been distributed to the field. Employees should check their copies of Publication 49, and correct them if necessary, before giving copies to customers.

— *Mail Preparation & Standards, Marketing Systems, 3-11-99*

DMM REVISION

**Clarification of Postal Standards: Label Carriers, Wrappers, and Printed Features**

Effective March 11, 1999, *Domestic Mail Manual* (DMM) C200.1.1, C200.1.10, C200.4.1, and C200.4.3 are amended to clarify postal standards regarding label carriers, wrappers, and printed features.

These amendments will appear in the online version of the DMM available via Postal Explorer (<http://pe.usps.gov>) and in the printed version of DMM Issue 55.

**Domestic Mail Manual (DMM)**

**C Characteristics and Content**

**C200 Periodicals**

**1.0 PERMISSIBLE MAILPIECE COMPONENTS**

\* \* \* \* \*

*[Delete C200.1.1a and redesignate C200.1.1b through d as C200.1.1a through c, respectively.]*

\* \* \* \* \*

**1.10 Label Carrier**

*[Amend C200.1.10 to clarify postal standards regarding label carriers, to read as follows:]*

A label carrier may be used to carry the delivery address for the mailpiece and must consist of a single unfolded, uncreased sheet of card or paper stock, securely affixed to the cover of the publication or large enough so that it does not rotate inside the wrapper (as defined in 1.7), subject to these conditions:

- a. The label carrier must bear the title of the Periodicals publication or the name and address of the publisher; the Periodicals imprint "Periodicals Postage Paid at..." or the word "Periodicals" in the upper right corner of the address side (unless "Periodicals" is printed on the address side of the polybag); and the address to which the mailpiece can be returned if undeliverable (if endorsed "Address Service Requested").
- b. In addition to the address, the label carrier may also bear a request for address correction from the addressee; information for requesting or subscribing to the publication; and/or a subscription or request form.
- c. As applicable, the label carrier may show the endorsement "First-Class Mail Enclosed" or "Standard Mail (A) Enclosed" or the permit imprint used to pay postage for the First-Class Mail or Standard Mail (A) enclosure if that permit imprint is below the Periodicals imprint or the word "Periodicals."

- d. Other printed information, whether advertising or non-advertising, is permitted only on the back of the label carrier and is subject to measurement and postage payment accordingly. A single line of text calling attention to information on the reverse may be placed on the front of the label carrier. If any information on the reverse of the label carrier is advertising, the line of text on the front is also treated as advertising.

\* \* \* \* \*

**4.0 PRINTED FEATURES**

**4.1 Publication Title and Address Notices**

*[Amend C200.4.1 by clarifying placement of publication title to read as follows:]*

The publication title must be displayed prominently on the publication and any protective cover. The title or the name and address of the publisher must be displayed prominently on any opaque mailing wrapper. The publication title, followed immediately by the USPS publication number (or ISSN if one has been assigned), and the mailing address to which undeliverable copies or change-of-address notices are to be sent may be shown in the upper left corner of the address side of a mailing wrapper or directly on the outside of the host publication if it can be read when the mailing wrapper is in place. The publication number includes an alpha prefix and is to be within parentheses, e.g., THE NATIONAL WEEKLY (ISSN 9876-543X) or THE COMMUNITY (USPS 123-456).

\* \* \* \* \*

**4.3 Advertising**

*[Amend C200.4.3 by clarifying advertising standards to read as follows:]*

Advertising (as defined in E211) may be printed on the pages of any component of a publication, subject to the corresponding standards. Regardless of location, an advertisement must be prepared as an integral part of the publication. Except for advertisements in supplements, all advertisements in a bound publication must be permanently attached. Except as provided in 1.4d, all advertising must be included in the advertising portion of the issue measured under P200. Different advertising may occupy the same space in different editions of the same issue.

\* \* \* \* \*

— *Business Mail Acceptance, Marketing Systems, 3-11-99*

*PS FORM UPDATE***New PS Form 3540-S, Postage Statement Supplement**

Effective March 14, 1999, PS Form 3540-S, *Postage Statement Supplement*, is revised and expanded to add delivery confirmation service and signature confirmation for domestic mail and all special services for international mail. Delivery confirmation will be available March 14, 1999. Signature confirmation (for use with delivery confirmation) is scheduled to be available in Fall 1999. Domestic and international special services may not be reported on the same form. Domestic mailings with special services other than delivery confirmation may continue to be reported on the January 1999 edition. International mailings with special services must be reported on PS Form 3540-S, March 1999 edition, starting May 30, 1999.

The new PS Form 3540-S appears on page 14 of this *Postal Bulletin* and also will be available in the Business Section of the Postal Service external website (<http://www.usps.com>) as print-only (PDF format).

**Distribution**

A limited quantity of the revised PS Form 3540-S will be distributed to managers, business mail entry, at district offices. A future *Postal Bulletin* will announce when this form is available at the Topeka Material Distribution Center.

— *Mail Preparation and Standards,  
Marketing Systems, 3-11-99*

United States Postal Service

**Postage Statement — Supplement**

**MAILER:** This supplemental postage statement must be used with a separate postage statement for the class of mail indicated. After computing the postage and fees below for the services that you require, enter the total onto the appropriate postage statement and attach this form to it. For all special services, PS Form 3877, *Firm Mailing Book for Accountable Mail*, must also be completed. Domestic mail and international mail must be reported on separate copies of this form.

<b>Mailer Info</b>	Permit Holder's Name and Address	Telephone	Post Office of Mailing		Form number of attached postage statement	
			Mailing Date	Permit No.	<b>For Domestic</b>	<b>For International</b>
			Statement Sequence No.	Receipt No.	<input type="checkbox"/> First-Class Mail	<input type="checkbox"/> Letter Class (LC)
					<input type="checkbox"/> Priority Mail	<input type="checkbox"/> Printed Matter and Small Packets (AO)
				<input type="checkbox"/> Standard Mail (B)	<input type="checkbox"/> Parcel Post (CP)	

**■ Domestic Mail**

	Service	DMM Section	Number of Pieces	X Fee	Totals
<b>Special Services</b>	Registered Mail <i>(Only for First-Class Mail and Priority Mail)</i>	S911		\$	
	Certified Mail <i>(Only for First-Class Mail and Priority Mail)</i>	S912		1.40	
	Insured Mail	S913			
	Collect on Delivery (COD)	S921			
	Return Receipt for Merchandise <i>(Only for Priority Mail and Standard Mail (B))</i>	S917		1.40	
	Return Receipt <i>(Only for Express Mail and with registered, certified, insurance over \$50.00, or COD)</i>	S915		1.25	
	Restricted Delivery <i>(Only with registered, certified, insurance over \$50.00, or COD)</i>	S916		2.75	
	Delivery Confirmation <i>(Only for Priority Mail and Standard Mail (B))</i>	S918			
	Signature Confirmation <i>(Only with Delivery Confirmation)</i>			1.25	
<b>Other Fees</b>	PAL <i>(Military post offices only)</i>	S930			
	Special Handling	S930			
<b>Total</b>	<b>Total Supplemental Postage</b> <i>(Carry this amount to attached postage statement)</i> →				

**■ International Mail**

	Service	IMM Section	Number of Pieces	X Fee	Totals
<b>Special Services</b>	Insurance <i>(Only for Parcel Post)</i>	320		\$	
	Registered Mail <i>(Only for letter class, printed matter, small packets, and matter for the blind)</i>	330			
	Return Receipt <i>(Only with registered, insurance, or recorded delivery mail)</i>	340		1.25	
	Restricted Delivery <i>(Only with registered or recorded delivery and only with return receipt)</i>	350		2.75	
	Recorded Delivery	385		1.40	
<b>Other Fees</b>	Special Delivery <i>(Only for letter class mail)</i>	370		2.35	
	Special Handling <i>(Only for surface mail)</i>	380			
<b>Total</b>	<b>Total Supplemental Postage</b> <i>(Carry this amount to attached PS Form 3651)</i> →				

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## PUB 91 UPDATE

**Publication 91, Delivery Confirmation Technical Guide**

Revision of Publication 91, *Delivery Confirmation Technical Guide*, has been completed. Publication 91 provides technical requirements and guidelines for business customers interested in delivery confirmation service.

An automatic distribution of the February 1999 version of Publication 91 was mailed to Area and District Managers, Business Customer Relations, Tactical Marketing Sales Development, the National Customer Service Center, and certified delivery confirmation vendors. Courtesy copies of Publication 91 will be distributed to active delivery confirmation customers.

The February 1999 version of Publication 91 supersedes all previous versions. Please destroy all outdated copies of the technical guide.

Additional copies of Publication 91 may be ordered after March 15, 1999, from the material distribution centers (MDCs) using Touch Tone Order Entry by calling 1-800-332-0317 (option 1, then option 2), or by faxing (785-861-2939) or mailing a PS Form 7380, *MDC Supply Requisition*, to:

MATERIAL DISTRIBUTION CENTER  
SUPPLY REQUISITIONS  
500 SW MONTARA PKWY  
TOPEKA KS 66624-9702

Order information:

NSN	PSIN	Unit of Issue	Price
7610-04-000-5003	PUB91	Each (EA)	\$0.51

Any orders placed before March 15, 1999, will be put on backorder.

— Expedited/Package Services, 3-11-99

**APO/FPO Changes**

Make the following ink change to the most recent APO/FPO tables published in *Postal Bulletin* 21992 (2-25-99).

APO/FPO	Action	Effective Date	See Restrictions
09303	ADD "B"- "B1"- "E2"- "F"- "H1"- "R"- "R1"- "U2"- "Z1"	Immediately	B-B1-E2-F-H1-R-R1-U2-Z1
09304	ADD "B"- "B1"- "E2"- "F"- "H1"- "R"- "R1"- "U2"- "Z1"	Immediately	B-B1-E2-F-H1-R-R1-U2-Z1
09305	ADD "B"- "B1"- "E2"- "F"- "H1"- "R"- "R1"- "U2"- "Z1"	Immediately	B-B1-E2-F-H1-R-R1-U2-Z1
96507	ADD "A"- "B"- "F"	Immediately	A-B-F
09303	ADD "B"- "B1"- "E2"- "F"- "H1"- "R"- "R1"- "U2"- "Z1"	Immediately	B-B1-E2-F-H1-R-R1-U2-Z1
09304	ADD "B"- "B1"- "E2"- "F"- "H1"- "R"- "R1"- "U2"- "Z1"	Immediately	B-B1-E2-F-H1-R-R1-U2-Z1
09305	ADD "B"- "B1"- "E2"- "F"- "H1"- "R"- "R1"- "U2"- "Z1"	Immediately	B-B1-E2-F-H1-R-R1-U2-Z1
96507	ADD "A"- "B"- "F"	Immediately	A-B-F

— International Operations Support, Networks Operations Management, 3-11-99



NOTICE

**Standard Operating Procedures for Accepting Delivery Confirmation Mailings**

The following are standard operating procedures for accepting delivery confirmation mailings at business mail entry units (BMEUs) and detached mail units (DMUs). Delivery confirmation provides Priority Mail or Standard Mail (B) mailers with the date of delivery and, if delivery was attempted but not successful, the date of the delivery attempt. Forward and return scans are also captured. Priority Mail and Standard Mail (B) (Parcel Post, Bound Printed Matter, Special Standard Mail, and Library Mail) are the only classes of mail authorized for delivery confirmation service.

Two sets of fees (see the table below) are involved with delivery confirmation service. One set applies to the electronic service option and the other applies to the retail service option. The table below indicates the fee for the applicable option and class of mail. The fees and postage may be paid with postage stamps, meter stamps, or permit imprint. (Permit imprint pieces must be identical in weight unless the customer is documenting postage with a manifest mailing system.)

Option	Priority Mail	Standard Mail (B)
Electronic Service	No fee charged	\$0.25
Retail Service	\$0.35	\$0.60

Delivery confirmation is available in electronic and retail service options:

- a. The electronic service option involves computer links between the mailer and the Postal Service to send and receive acceptance and delivery information. Mailers using the delivery confirmation electronic service option must enter their mail at a BMEU or a DMU. The electronic service option mailer must transmit an electronic file for each mailing submitted. Mailers can query their delivery information by downloading an extract file or via the Internet ([www.usps.com](http://www.usps.com)).
- b. The retail service option does not require the mailer to send acceptance information electronically to the Postal Service. A retail service option mailer receiving presorted discounts or using a permit imprint must present the mailing at a BMEU or DMU. They must meet the applicable eligibility and preparation standards for Priority Mail and Standard Mail (B). These mailers can query delivery information via the Internet ([www.usps.com](http://www.usps.com)) or by calling 1-800-222-1811.

**Delivery Confirmation Labels**

The National Customer Support Center (NCSC) is responsible for certifying that a mailer can successfully send and receive information electronically and/or can print their

own labels. Upon successful testing, the customer is issued PS Form 3152, *Delivery Confirmation Certification* (see page 20 for a sample copy.)

**Note:** The Postal Service may revoke authorization to use the electronic service option or privately printed labels if quality falls below the prescribed standards.

Mailers may use one of the three delivery confirmation label options:

- 1. PS Form 152, *U.S. Postal Service Delivery Confirmation Receipt* (see page 21) is obtained from the post office at no charge.
- 2. Privately printed delivery confirmation labels that are identical, or nearly identical, in design to PS Form 152. The mailer must obtain Postal Service authorization to use this option.
- 3. Privately printed delivery confirmation address labels. The mailer must also obtain Postal Service authorization to use this option (see page 21).

If printing their own labels, the mailer must meet prescribed requirements so labels can be successfully scanned by Postal Service equipment.

**Note:** Retail service option mailers who print their own labels must also meet prescribed label requirements and be certified by the NCSC.

*Format*

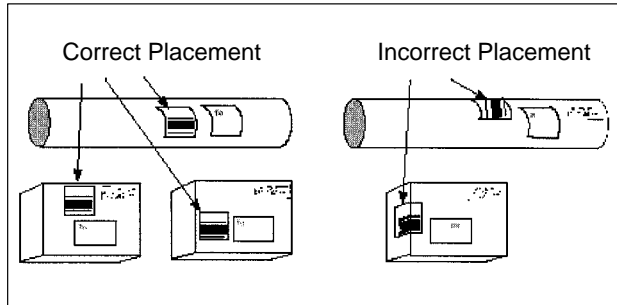
The delivery confirmation barcode must be a minimum of 3/4-inch in height and include the following elements:

- a. A bold (1/16-inch minimum) horizontal bar printed between 1/8-inch and 1/2-inch above and below the barcode. The length of the line must be equal to the length of the barcode.
- b. The words "USPS DELIVERY CONFIRMATION" or "USPS DELIVERY CONFIRM" printed between 1/8-inch and 1/2-inch above the barcode in a minimum of 12-point bold sans-serif type.
- c. Human-readable numbers representing the barcode ID must be between 1/8-inch and 1/2-inch below the barcode in a minimum 10-point bold sans-serif type.

If the labels do not meet the format requirements, the acceptance employee should refer the customer to the National Customer Support Center at 1-800-279-2651 for assistance in meeting format requirements and notify the local Business Service Network. Articles that are not properly labeled are not eligible for delivery confirmation service and may be accepted for mailing only after the mailer obliterates or removes delivery confirmation markings.

### Placement

Delivery confirmation barcodes must appear on the address side of the package. Postal Service preprinted labels should be placed either above the delivery address and to the right of the return address or to the left of delivery address. Customers printing their own delivery confirmation barcodes must ensure that they include all required elements listed under Label Format. (See the illustration below.)



### Proof of Mailing

Customers who mail fewer than three articles at a time should retain their section of PS Form 152, *U.S. Postal Service Delivery Confirmation Receipt* as their proof of mailing. Customers mailing three or more articles at one time should use PS Form 3877, *Firm Mailing Book for Accountable Mail* or privately printed firm mailing bills. Mailers mailing under an approved Manifest Mailing System (MMS) agreement may incorporate the PS Form 3877 with their postage manifest and provide only one document.

The mailer may omit columns from PS Form 3877 that are not applicable to delivery confirmation mail. The required elements are the package identification code (PIC), 5-digit destination ZIP Code, and applicable fees. A postal employee must sign and date the firm mailing pages submitted by the mailer. PS Form 3877 will serve as the mailer's receipt. A receipt is required for all refund requests.

### Acceptance Responsibilities

The BMEU is responsible for:

- Ensuring the correct fees are paid.
- Validating the barcode format.
- Entering electronic file numbers. (Entering electronic file numbers from PS Form 3152 will not be required until all hand-held scanners are deployed and training has been completed.)

Additionally, the BMEU is responsible for verifying that articles other than Priority Mail or Standard Mail (B) do not contain delivery confirmation barcodes. If so, the mailer must be instructed to remove the labels or obliterate the barcode and delivery confirmation text.

If an electronic service option mailer does not submit PS Form 3152 (Retail service option mailers using Postal Service-provided labels are not required to submit PS Form 3152.) or if certification has been revoked, charge the retail service option fee. A local one-time exception may be granted by the Manager, Business Mail Entry to mailers who submit items with privately printed labels without the required PS Form 3152. The Manager, Business Mail Entry must advise the mailer, in writing, that PS Form 3152 must be submitted with all future mailings. If future mailings are submitted without the approved documentation, the delivery confirmation text and barcode must be either obliterated or removed from the articles by the mailer.

### Acceptance Procedures

The following procedures should be completed when accepting a mailing with delivery confirmation:

1. Review the postage statement to verify delivery confirmation service is requested and PS Form 3540-S, *Postage Statement Supplement*, is attached, if applicable. **Note:** *PS Form 3540-S is not required for Priority Mail articles entered under the electronic service option.*
2. Ensure PS Form 3152 has been submitted with each delivery confirmation mailing when using the electronic service option or preprinted barcoded labels. More than one PS Form 3152 may be required as follows:
  - a. If a consolidator is preparing the mail and transmitting the file for multiple customers who have already applied the delivery confirmation barcoded labels, each customer must provide the consolidator with PS Form 3152 showing their labels are authorized. The consolidator must submit one PS Form 3152 for the electronic file and all PS Forms 3152 provided by their customers for the barcoded labels when tendering the mail.
  - b. If the mailer is submitting multiple mailings with different electronic file numbers, a PS Form 3152 must be submitted for each mailing.
3. Ensure that the original PS Form 3152 contains the mailer's name, address, D-U-N-S® Number, and an authorized NCSC signature in the electronic file and/or barcoded label section. A space is provided for the mailer to apply a barcoded label or enter the corresponding electronic file number if the mailing qualifies for the electronic rate. The mailer is instructed to photocopy the form for each mailing. Each PS Form 3152 submitted with the mailing must contain:
  - a. A barcode printed with human-readable characters or the appropriate electronic file number (if the electronic rate is claimed). This can be a barcode

- with human-readable characters, or the electronic file number can be typed or handwritten in the appropriate section.
- b. If the date and time of mailing are different from the date and time of verification, the acceptance clerk must report the date of mailing in the space provided on the form.
4. If the mailer is using a vendor to provide their barcoded labels, ensure that the name on PS Form 3152 is different from the party presenting the mail. Since the presenter of the mail submits photocopies of PS Form 3152, it can easily be used without authorization. To eliminate the possibility of unauthorized use, the party authorized on PS Form 3152 must provide written consent on company letterhead, showing the name, address, and telephone number of the representative who will present the mail. The letter will also ensure the mailer is using tested and approved labels. A copy of the letter may be kept on file for future use.
  5. Ensure that all other postage and preparation standards have been followed.
  6. If the mailer submits PS Form 3877, *Firm Mailing Book for Accountable Mail*, or a computer-generated facsimile PS Form 3877, randomly select delivery confirmation articles from the mailing. (Customers mailing Priority Mail using the electronic service option are not required to submit PS Form 3877.) On each article selected for sampling, do the following:
    - a. Ensure the article is properly endorsed.
    - b. Match the package identification code (PIC), and 5-digit destination ZIP Code on each randomly selected delivery confirmation piece to the PS Form 3877.
    - c. Verify that the postage and applicable fees are correctly paid and entered on PS Form 3877.
  - d. If any of the required information, postage, and/or fees on a sample article is not correct, make the necessary adjustments. The mailer and accepting employee must initial alterations.
  - e. Collect any postage and/or fees due from the mailer.
  - f. Ensure that all entries are made by typewriter, ink, or ballpoint pen, unless a computer-generated facsimile PS Form 3877 is submitted.
  - g. Ensure the unused portion of the addressee column is obliterated with a diagonal line.
  - h. Postmark and sign the PS Form 3877 in ink and give it to the mailer. Enter the time the articles are mailed if requested by the mailer, and place your initials in ink by the entry.
7. If mailings are presented under an authorized manifest mailing system, verify payment of postage and fees, where applicable, using standard sampling procedures for pieces with special services.

#### **Plant-Verified Drop Shipment (PVDS) Acceptance Procedures**

When verifying a plant-verified drop shipment mailing for a customer using the electronic service option, do not scan or enter the electronic file number. A process is being developed where the electronic file number will be captured by operations personnel when the mail arrives at the destination entry site. When this process is completed, acceptance personnel will be required to confirm that the mailer has listed the electronic file number or applied a barcoded label with the electronic file number to PS Form 8125, *Plant-Verified Drop Shipment (PVDS) Verification/Clearance*, if applicable and/or on PS Form 3152.

— *Business Mail Acceptance,  
Marketing Systems, 3-11-99*

United States Postal Service  
**Delivery Confirmation Certification**

**Company Information**

Company Name	Address (Number, street, suite no., city, state, and ZIP Code)
D-U-N-S <sup>®</sup> Number	

**Electronic File**

The electronic file submitted by the company shown above has been certified by the National Customer Support Center (NCSC) to be complete and accurate in both content and transmission and to meet the requirements as defined in Publication 91, *Delivery Confirmation Technical Guide*.

Authorized NCSC Signature	Date Signed
---------------------------	-------------

**Barcoded Labels**

The barcoded labels printed and submitted by the company shown above have been certified by the National Customer Support Center (NCSC) to meet the standards and specifications as prescribed in Publication 91, *Delivery Confirmation Technical Guide*, and the appropriate ANSI or AIM published standards.

Authorized NCSC Signature	Date Signed
---------------------------	-------------

**Instructions for Mailer**

Keep the original of this form in a safe place. Make a photocopy for each mailing and place a label printed with a barcode representing the Delivery Confirmation Electronic File Number from the electronic file for this SPECIFIC MAILING below. If you cannot print a barcoded label, fill in the serial number and check digit (the last nine characters) of your Delivery Confirmation Electronic File Number (positions 17-25 in the header record) for this SPECIFIC MAILING in the space indicated.

Place the barcoded label here, OR write the Serial Number and Check Digit of the electronic file in the spaces provided:

**Delivery Confirmation Electronic File Number:**

**5 0**

D-U-N-S <sup>®</sup> Number	Serial Number	Check Digit

**Instructions for Acceptance Employee**

If mailings are presented under an authorized manifest mailing system, verify payment of postage and fees, where applicable, using standard sampling procedures for pieces with special services. In addition, check the barcode formatting for the following:

- (1) Horizontal bars above and below the barcode;
- (2) Human readable numbers below the barcode; and,
- (3) The words "USPS DELIVERY CONFIRMATION", or "USPS DELIVERY CONFIRM".

Date and Time of Verification	Date and Time of Mailing (If different from date and time of verification)
-------------------------------	----------------------------------------------------------------------------

**Optional Information**

Number of Delivery Confirmation Priority Mail Pieces in This Mailing	Number of Delivery Confirmation Standard Mail (B) Pieces in This Mailing
----------------------------------------------------------------------	--------------------------------------------------------------------------

PS Form 152, Delivery Confirmation Receipt

**United States Postal Service**  
**DELIVERY CONFIRMATION**

**U.S. Postal Service Delivery Confirmation Receipt**

Postage and Delivery Confirmation fees must be paid before mailing.

Article Sent To: (to be completed by mailer)

Please Print Clearly

POSTAL CUSTOMER:  
Keep this receipt. For inquiries: Access internet web site at [www.usps.com](http://www.usps.com) or call 1-800-222-1811

CHECK ONE (POSTAL USE ONLY)

Priority Mail  
 Standard Mail (B)

PS Form 152, March 1999 (See Reverse)

0304 7990 0000 0986 6360

DELIVERY CONFIRMATION NUMBER:  
0304 7990 0000 0986 6360

Postmark Here

Privately Printed Delivery Confirmation Barcoded Label

TEST CUSTOMER, INC  
555 TEST WAY  
ANYCITY CA 94063-0955

PRIORITY MAIL  
US POSTAGE PAID  
ANYCITY CA  
PERMIT NO 97

JOE SAMPLE  
EXAMPLE CUSTOMER  
123 EVERY ST STE 777  
HOUSTON TX 77058-2377

**USPS DELIVERY CONFIRM**

9101 0268 3733 1000 0010 16

## DMM REVISION

## Delivery Confirmation Service

March 14, 1999, is the implementation date for a new special service called "Delivery Confirmation." That service resulted from the Governors' approval last year of the Postal Rate Commission's recommendation in the Docket No. R97-1 omnibus rate case that delivery confirmation service be offered, at particular fees, for Priority Mail and Standard Mail (B). Implementation of delivery confirmation service had been delayed to correspond with system deployment. This *Postal Bulletin* presents the revisions to the *Domestic Mail Manual* (DMM) necessary to implement delivery confirmation service.

Delivery confirmation service will provide the mailer with information about the date and time an article was delivered, if delivery was attempted but not successful, and the date and time of the delivery attempt. Delivery confirmation service will be available at the time of mailing only. This service may be obtained in two forms: (1) an electronic option for mailers who apply the identifying barcodes to each piece, provide an electronic file, and retrieve delivery status information electronically; and (2) a retail option with delivery status information provided through a USPS Internet address or a toll-free telephone number.

The electronic option is available at no additional charge for Priority Mail and for a \$0.25-per-piece fee for Standard Mail (B). The retail option is available for a \$0.35-per-piece fee for Priority Mail and for a \$0.60-per-piece fee for Standard Mail (B).

Delivery confirmation may be combined with insured mail, registered mail, COD, or special handling. Delivery confirmation also may be combined with restricted delivery if purchased along with insurance for over \$50, COD, or registry service. Revisions are made to DMM S915 to allow use of traditional return receipt service with delivery confirmation service only if purchased in connection with insurance for items valued over \$50, COD, or registry service. At a future date, signature confirmation service (electronic return receipt) will be offered as an additional service with delivery confirmation service, so there will no longer be a requirement to purchase another special service. DMM rules for signature service will be published once the implementation date is determined by the Board of Governors.

See DMM S918 for further details on preparing delivery confirmation mail and DMM R900.7.0 for fees.

## Summary of all DMM Revisions for Delivery Confirmation

### 1. Priority Mail

**Classification and Fee Structure.** A new delivery confirmation service is offered with Priority Mail. This service may be obtained in two forms:

- a. An electronic option at no additional fee for mailers who apply the identifying barcodes to each piece, provide an electronic file, and retrieve delivery status information electronically.
- b. A retail option for a \$0.35-per-piece fee, with delivery status information provided through the Postal Service Internet address or a toll-free telephone number. See DMM S918 for details on preparing delivery confirmation mail.

### 2. Standard Mail (B)

**Classification and Fee Structure.** A new delivery confirmation service will be available for Standard Mail (B) (Parcel Post, Bound Printed Matter, Special Standard Mail, and Library Mail). This service may be obtained in one of two forms:

- a. An electronic option for a \$0.25-per-piece fee for mailers who apply the identifying barcodes to each piece, provide an electronic file, and retrieve delivery status information electronically.
- b. A retail option for a \$0.60-per-piece fee, with delivery information provided through a USPS Internet address or a toll-free telephone number. See DMM S918 for details on preparing delivery confirmation mail.

### 3. Special Services

- a. **Delivery Confirmation.** A new delivery confirmation service will be available for Priority Mail and Standard Mail (B) (Parcel Post, Bound Printed Matter, Special Standard mail, and Library Mail). This service will provide the mailer with information about the date and time an article was delivered, and delivery was attempted but not successful, the date and time of the delivery attempt. Delivery confirmation may be combined with insured mail, registered mail, parcel airlift (PAL), COD, or special handling. Delivery confirmation may be combined with restricted delivery if purchased along with insurance for over \$50.00, COD, or registry service. See DMM S918 for further details on preparing delivery confirmation mail and DMM R900.7.0 for fees. Delivery confirmation service will be available

only at the time of mailing. This service will be available in two forms:

- (1) *An electronic option.* An electronic option for mailers who apply identifying barcodes to each piece, provide an electronic file, and retrieve delivery status information electronically.
- (2) *A retail option.* A retail option for which delivery information will be provided through a Postal Service Internet address or a toll-free telephone number.

b. **Return Receipt.** Revisions are made to DMM S915 to allow use of traditional return receipt service with delivery confirmation service only if purchased in connection with insurance for items valued over \$50.00, COD, or registry service. At a future date, signature confirmation service (electronic return receipt) will be offered with delivery confirmation service, without a requirement to purchase another special service. DMM rules for Governors.

**Summary of DMM Changes for Delivery Confirmation**

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

**C Characteristics and Content** — C850 is revised to include information about barcode formatting requirements when routing barcodes are combined with delivery confirmation barcodes. These concatenated barcodes require human-readable elements, product identifier codes, and check digits that routing barcodes do not. This was added to reduce confusion when a mailer is using both types of service offerings on Standard Mail (B) articles.

**P Postage and Payment Methods** — P014 is revised to indicate that a full refund may be given for delivery confirmation if no service is provided.

**R Rates and Fees** — R900 is revised to include a table of fees for delivery confirmation services.

**S Special Services** — S911 is revised to include delivery confirmation as an authorized additional service for registered mail. S913 is revised to include delivery confirmation as an authorized additional service for insured mail. S915 is amended to reflect limited availability of return receipt with delivery confirmation service. S916 is amended to reflect limited availability of restricted delivery together with delivery confirmation service. S918 is added to provide rules for the proposed new delivery confirmation service. S921 is amended to reflect limited availability of COD with delivery confirmation service. S930 is amended to reflect availability of delivery confirmation service with special

handling. The PAL section of S930 is revised to reflect the availability of delivery confirmation service.

**Domestic Mail Manual (DMM)**

\* \* \* \* \*

**C Characteristics and Content**

\* \* \* \* \*

*[Amend the title of C840 to read as follows:]*

**C840 Barcoding Standards for Letters and Flats**

\* \* \* \* \*

*[Amend the titles of C850 and C850.1.0 to read as follows:]*

**C850 Barcoding Standards for Standard Mail (B) Machinable Parcels**

**1.0 GENERAL**

\* \* \* \* \*

**1.1 Basic Requirement**

*[Revise C850.1.1 to add the following sentence at the end:]*

\* \* \* \* \*

Postal routing barcodes that are used in conjunction with a delivery confirmation barcode in a single concatenated barcode must comply with the standards set forth in S918 and in Publication 91, *Delivery Confirmation Technical Guide*.

\* \* \* \* \*

*[Redesignate C850.1.4 through C850.1.5 as C850.1.5 through C850.1.6, respectively. Insert new C850.1.4 to read as follows:]*

**1.4 Use With Delivery Confirmation Service**

A mailer of machinable parcels may obtain delivery confirmation service as well as the Standard Mail (B) barcoded discount provided the requirements in E630 are met and the barcode(s) is prepared in one of the following two ways:

- a. **Separate Barcodes.** Mailers may place both a postal routing code prepared under 1.0 through 4.0 and a separate delivery confirmation barcode prepared under S918 and Publication 91, *Delivery Confirmation Technical Guide*, on the same mailpiece.
- b. **Single Concatenated Barcode.** Mailers may print on mailpieces a single concatenated barcode that combines the delivery confirmation information and the postal routing code as follows:
  - (1) Only the UCC/EAN Code 128 barcode symbology may be used.
  - (2) The barcode must be prepared according to the barcode specifications for the UCC/EAN Code 128 in S918 and Publication 91, *Delivery Confirmation Technical Guide*.

- (3) The barcode must be prepared according to the data format requirements for concatenated barcodes in Publication 91, Appendix G, Table 25. This format contains the start code, function one code, the "420" application identifier, the 5-digit code of the delivery address on the mailpiece, the function one code, the "91" application identifier, the service type code, the customer ID, the sequential package ID, the MOD 10 check digit, the MOD 103 check digit, and the stop code. The MOD 10 check digit must be calculated using only the delivery confirmation barcode elements. The function one codes, the "420" application identifier, and the 5-digit code of the delivery address are not included in the MOD 10 check digit calculation.
- (4) All format, placement, and human-readable information requirements for delivery confirmation service must be met as described in S918 and Publication 91, *Delivery Confirmation Technical Guide*, rather than the requirements in C850.3.0 and C850.4.0. The human-readable numeric representation of the concatenated barcode must show the "420" application identifier, the 5-digit code of the delivery address, the "91" application identifier, the service type code, customer ID, sequential package ID, and MOD 10 check digit. The human-readable information must also include the "USPS Delivery Confirmation" text and identification bars.
- (5) In addition to the human-readable requirements in S918 and Publication 91, *Delivery Confirmation Technical Guide*, the word "ZIP" must be printed to the left of the barcode in 12 point or larger sans-serif type. A clear zone between the end of the word "ZIP" and the beginning of the barcode must be maintained. The clear zone must be no less than 10 times the average narrow bar or space element width and no more than 1/2-inch to the left of the barcode. A clear zone of 1/4-inch is recommended.
- (6) If a mailpiece bears the concatenated delivery confirmation service barcode that includes the postal routing code, no other barcodes that appear on the mailpiece may contain the postal routing code structure (see 1.5).

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

\* \* \* \* \*

**P Postage and Payment Methods**

\* \* \* \* \*

**P014 Refunds and Exchanges**

\* \* \* \* \*

**2.0 POSTAGE AND FEE REFUNDS**

\* \* \* \* \*

**2.4 Full Refund**

[Amend P014.2.4f to add delivery confirmation service as follows:]

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

\* \* \* \* \*

- f. Fees are paid for special handling, certified mail, or delivery confirmation and the article fails to receive the special service for which the fee is paid.

**R Rates and Fees**

**R900 Services**

\* \* \* \* \*

[Insert new R900.7.0 to read as follows:]

**7.0 DELIVERY CONFIRMATION**

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

Type	Fee
<b>Priority Mail</b>	
Electronic	\$.00
Retail	\$.35
<b>Standard Mail (B)</b>	
Electronic	\$.25
Retail	\$.60

\* \* \* \* \*



**S Special Services**  
\* \* \* \* \*

**S911 Registered Mail**

**1.0 BASIC INFORMATION**  
\* \* \* \* \*

**1.5 Additional Services**  
*[Renumber S911.1.5 b–d as S911.1.5 c–e and insert new S911.1.5b as follows:]*

The following services may be combined with registered mail if the applicable standards for the services are met and the additional service fees are paid:

\* \* \* \* \*

b. Delivery confirmation service.  
\* \* \* \* \*

**S913 Insured Mail**

**1.0 BASIC INFORMATION**  
\* \* \* \* \*

**1.5 Additional Services**  
*[Amend S913.1.5 to add delivery confirmation service as follows:]*

Subject to applicable standards and fees, special handling, parcel airlift, merchandise return, and delivery confirmation service may be used with insured mail. Restricted delivery and return receipt service (Form 3811) may be obtained for articles insured for more than \$50.

\* \* \* \* \*

**S915 Return Receipt**

**1.0 BASIC INFORMATION**  
\* \* \* \* \*

**1.2 Availability**  
*[Amend S915.1.2 to provide for use with delivery confirmation as follows:]*

The service is available only for Express Mail and mail that is sent certified, collect on delivery (COD), insured for more than \$50, or registered. Return receipt service may be used with delivery confirmation only if purchased in connection with insurance for more than \$50, COD, or registry service. After delivery, the return receipt is mailed back to the sender.

\* \* \* \* \*

**S916 Restricted Delivery**

**1.0 BASIC INFORMATION**  
\* \* \* \* \*

**1.2 Availability**  
*[Amend S916.1.2 to provide for availability with delivery confirmation:]*

Restricted delivery may be obtained only for COD mail, mail insured for more than \$50, registered mail, or certified mail. Restricted delivery may be used in connection with delivery confirmation service only if purchased along with insurance for more than \$50, COD, or registry service.

\* \* \* \* \*

*[Add new S918 as follows:]*

**S918 Delivery Confirmation**

**1.0 BASIC INFORMATION**

**1.1 Description**

Delivery confirmation service provides the mailer with information about the date and time an article was delivered and if delivery was attempted but not successful, the date and time of the delivery attempt. Delivery confirmation service is available only at the time of mailing. This service may be obtained in two forms: (1) an electronic option for mailers who apply identifying barcodes to each piece, provide an electronic file and retrieve delivery status information electronically; and (2) a retail option for mailers who do not use an electronic file or who wish to retrieve delivery information through the Postal Service Internet address or a toll-free telephone number. No record is kept at the office of mailing. Delivery confirmation service does not include insurance, but insurance may be purchased as an additional service (see 1.5).

**1.2 Eligible Matter**

Only Priority Mail and Standard Mail (B) (Parcel Post, Bound Printed Matter, Special Standard Mail, and Library Mail) may be sent using delivery confirmation.

**1.3 Service Options**

The two delivery confirmation service options are:

- a. Retail option: Available at post offices at the time of mailing. A mailing receipt is provided. Mailers can access delivery information over the Internet at [www.usps.com](http://www.usps.com) or by calling 1-800-222-1811 toll-free and providing the article number.
- b. Electronic option: Available to mailers who establish an electronic link with the Postal Service to exchange acceptance and delivery data. No mailing receipt is provided.

## 1.4 Fees and Postage

The applicable delivery confirmation fee must be paid in addition to the correct postage. The fee and postage may be paid with postage stamps, meter stamps, or permit imprint. Precanceled stamps are not permitted as postage payment.

## 1.5 Additional Services

Delivery confirmation service may be combined with insured mail, registered mail, PAL, COD, or special handling. Return receipt service under S915 may be used with delivery confirmation if purchased with insurance (for more than \$50), COD, or registry service. Restricted delivery service under S916, may be used with delivery confirmation if purchased with insurance (for more than \$50), COD, or registry service.

## 1.6 Where To Mail

A mailer may mail articles with delivery confirmation at a post office, branch, or station, or give articles to a rural carrier.

## 1.7 Firm Mailing Books

If three or more articles are presented for mailing at one time, the mailer may use Form 3877, *Firm Mailing Book for Accountable Mail*, provided by the Postal Service at no charge, or privately printed firm mailing bills. Privately printed or computer-generated firm mailing bills that contain the same information as Form 3877 may be used if approved by the local postmaster. The mailer may omit columns from Form 3877 that are not applicable to delivery confirmation mail. Required elements are the package identification code (PIC), 5-digit destination ZIP Code, and applicable fees. If the mailer wants the firm mailing bills receipted by the Postal Service, the mailer must present the books with the articles to be mailed at a post office. The sheets of the books are the mailer's receipts. All entries made in firm mailing books must be made by typewriter, ink, or ballpoint pen. Alterations must be initialed by the mailer and accepting postal employee. All unused portions of the addressee column must be obliterated with a diagonal line. A receipt is required for refund requests.

## 2.0 LABELS

### 2.1 Types of Labels

Mailers may use one of the three delivery confirmation label options shown in 2.1. Additional information may be found in Publication 91, *Delivery Confirmation Technical Guide*.

- a. PS Form 152 obtained from the post office at no charge. This form may only be used with the retail mailing option (see Exhibit 2.1a).

#### PS Form 152

Exhibit 2.1a



- b. USPS Label 314, available at no charge to electronic option mailers (see Exhibit 2.1b).

#### Label 314

Exhibit 2.1b



- c. Privately printed barcoded labels that meet the requirements in 2.0 and 3.0 (see Exhibit 2.1c).

**Privately Printed Label**

Exhibit 2.1c



**2.2 Label Placement**

The barcoded label section of Label 314 or PS Form 152 must be placed either above the delivery address and to the right of the return address or to the left of the delivery address. The entire label must be placed on the address side and not overlap any adjacent side of an item.

**3.0 BARCODES**

**3.1 Symbology**

Labels printed by mailers must meet the following symbology requirements:

- a. Mailers printing their own barcodes and using the retail service option (1.3a) must print their barcodes using Automatic Identification Manufacturers' (AIM) Uniform Specifications for USS Code Interleaved 2 of 5.
- b. Mailers printing their own barcodes and using the electronic service option (1.3b) must use one of the following barcode symbologies: UCC/EAN 128, USS Code Interleaved 2 of 5, USS Code 39, or USS Code 128. Each barcode must contain a unique Package Identification Code (PIC) as specified in 3.2. The barcodes must meet the specifications in Publication 91, *Delivery Confirmation Technical Guide*.

**3.2 Package Identification Code (PIC)**

Each barcode symbology must contain a unique PIC.

- a. For UCC/EAN 128, each barcode must contain a unique PIC and be made up of five fields totaling 22 characters. Additional information and specifications can be found in Publication 91, *Delivery Confirmation Technical Guide*. The five required data fields are:

- (1) Application Identifier (AI): two characters; identifies the article as a delivery confirmation piece.
- (2) Service Type Code (STC): two characters; identifies the type of product or service used for each item.
- (3) Customer ID: nine characters; DUNS® number that uniquely identifies the customer.
- (4) Package Sequence Number (PSN): eight characters; fixed sequential number.
- (5) Modulus 10 Check digit: one character.

- b. For USS Code Interleaved 2 of 5, USS Code 39 and USS Code 128, each barcode must contain a unique PIC and be made up of four fields totaling 20 characters. The four required data fields are fields 2 through 5 above. Additional information and specifications can be found in Publication 91, *Delivery Confirmation Technical Guide*. These symbologies do not use an Application Identifier (AI).

**3.3 Printing**

Labels printed by mailers must meet the following specifications:

- a. Each barcoded label must bear a unique delivery confirmation PIC barcode as specified in 3.2 and have "USPS DELIVERY CONFIRMATION" printed between 1/8 inch and 1/2 inch above the barcode in minimum 12-point bold sans-serif type. Human-readable characters that represent the barcode ID must be printed between 1/8 inch and 1/2 inch under the barcode in minimum 10-point bold sans-serif type. These characters must be parsed in accordance with Publication 91. There must be a minimum of 1/8 inch clearance between the barcode and any printing. The preferred range of widths of narrow bars and spaces is 0.015 inch to 0.017 inch. The width of the narrow bars or spaces must be at least 0.013 inch but no more than 0.021 inch. All bars must be at least 3/4 inches high. Bold (1/16-inch minimum) bars must appear between 1/8 inch and 1/2 inch above and below the human-readable endorsements to segregate the delivery confirmation barcode from other areas of the shipping label. The line length must be equal to the length of the barcode (see Exhibit 2.1b).
- b. Each barcode must meet the requirements in 3.1 for the type of service requested.
- c. Mailers must obtain Postal Service certification for each printer used to print barcoded delivery confirmation labels. For certification, a mailer must forward for evaluation and approval 20 barcoded labels/forms generated by each printer to the National Customer

Service Center (NCSC), ATTENTION BARCODE CERTIFICATION (see G043 for address). The Postal Service will issue the mailer a PS Form 3152, *Delivery Confirmation Certification*, for each printer certified. All barcodes must be in accordance with 2.0 and 3.0. Further certification instructions are included in Publication 91, *Delivery Confirmation Technical Guide*.

- d. Barcodes that do not meet specifications will not be accepted by the USPS. The USPS will contact the mailer if problems with the barcodes are found and will try to resolve the problem. The USPS may suspend a mailer's certification if electronic file quality does not meet specifications.

**4.0 ELECTRONIC FILE TRANSMISSION**

Mailers must meet the following standards for electronic file transmission:

- a. Publication 91, *Delivery Confirmation Technical Guide*, contains specifications for electronic file transmission. A test file transmission must be uploaded and approved before mailings begin. Upon certification, USPS will issue to the mailer a PS Form 3152, *Delivery Confirmation Certification*, for electronic file format.
- b. Mailers using the electronic option will be required to transmit a file with a unique record for each article mailed. The USPS will contact the mailer if problems with the file are found and will try to resolve those problems. The USPS may suspend a mailer's certification if the electronic file quality does not meet specifications. In addition, USPS acceptance units will be notified to charge the customer the retail delivery confirmation fee.

**5.0 ACCEPTANCE**

Customers must meet the following requirements when presenting mail for acceptance:

- a. Presorted or permit imprint mailings containing pieces for which fees are paid for delivery confirmation service must be presented to a post office business mail entry unit (BMEU), detached mail unit (DMU) at the mailer's plant, bulk mail center or auxiliary service center business mail entry unit, or other postal facility capable of properly verifying the mailing and at which the mailer has obtained the necessary permits and license and paid any applicable mailing fee. Each piece of Priority Mail and Standard Mail (B) must meet the applicable eligibility and preparation standards for the rate claimed.
- b. Mailers who use the electronic option or print their own labels must submit a completed PS Form 3152, *Delivery Confirmation Certification*, with each mailing.

Each PS Form 3152 must contain the delivery confirmation electronic file number or barcode equivalent, date of mailing, and, if available, the total number of delivery confirmation pieces by class of mail. The barcode format must comply with standards in Publication 91, *Delivery Confirmation Technical Guide*.

\* \* \* \* \*

**S921 Collect on Delivery (COD) Mail**

**1.0 BASIC INFORMATION**

\* \* \* \* \*

**1.4 Other Services**

*[Amend S921.1.4 to read as follows:]*

Subject to applicable standards and fees, return receipt, restricted delivery, and delivery confirmation services are available for COD. Restricted delivery and delivery confirmation are not available with Express Mail COD.

\* \* \* \* \*

**S930 Handling**

**1.0 SPECIAL HANDLING**

\* \* \* \* \*

**1.3 Additional Services**

*[Amend S930.1.3 to read as follows:]*

Special handling can be combined with COD, insured, return receipt for merchandise, and delivery confirmation if the applicable standards for the service are met and the additional service fees paid.

\* \* \* \* \*

**2.3 Additional Services**

*[Renumber S930.2.3 b–e as S930.2.3 c–f and insert new S930.2.3b to read as follows:]*

The following services are available if the applicable standards for the services are met and the additional service fees paid:

- a. Certificate of mailing.
- b. Delivery confirmation.
- c. Insured mail.
- d. Restricted delivery (if insured for more than \$50).
- e. Return receipt (if insured for more than \$50).
- f. Special handling.

\* \* \* \* \*

# Finance

REVISION

## Revision to Handbook F-1, Post Office Accounting Procedures

Effective March 11, 1999, Handbook F-1, *Post Office Accounting Procedures*, is revised to further specify the postal products or services for which credit cards may be used as the payment instrument.

This revision will be incorporated into the online version of Handbook F-1 located on the IntraNet at <http://blue.usps.gov/cpim/ftp/hand/f1/f1tc.pdf> and in the next printed edition.

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

	*	*	*	*	*
<b>3</b>					
	*	*	*	*	*

### 31 Acceptable Payment for Postal Goods and Services

\* \* \* \* \*

### 317 Credit and Debit Cards

\* \* \* \* \*

#### Credit Cards

All postal products, except for postal money orders, COD collections, traveler's checks, passport fees, application fees, money order fees, annual mailing fees (e.g., permit imprint, bulk mailing, business reply mail, etc.).

\* \* \* \* \*

— Corporate Accounting, Finance, 3-11-99

CORRECTION

## Handbook F-1 Revision

Page 12 of *Postal Bulletin* (PB) 21992 (2-25-99) included a *Handbook F-1* update. This update was a revision to Exhibit 213, AIC Amount Multiples, in Handbook F-1, *Post Office Accounting Procedures*.

The second sentence of the introduction read "AICs 115, 169, 500, and 625 have been added and AICs 084, 158, 172, 199, and 586 have been removed."

The sentence should have read "AICs 115, 169, 500, and 625 have been **removed** and AICs 084, 158, 172, 199, and 586 have been **added**."

Exhibit 213, AIC Amount Multiples, is correct as published in PB 21992 (2-25-99) and needs no further modification.

— Corporate Accounting, Finance, 3-11-99

CORRECTION

## Correction Concerning PS Form 3074, Request for Waiver of Claim for Erroneous Payment of Pay

PS Form 3074, *Request for Waiver of Claim for Erroneous Payment of Pay* (5/87 edition date) was erroneously listed in *Postal Bulletin* 21983 (10-22-98) as being obsolete. This form remains active.

Units should exhaust current supplies of PS Form 3074 before reordering from the material distribution centers (MDCs). If the MDCs are out of stock, you may make photocopies of a blank PS Form 3074 until stock is replenished.

— Corporate Accounting, Finance, 3-11-99

REVISION

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

Effective March 11, 1999, Exhibit 848.11 of Handbook F-1, *Post Office Accounting Procedures*, is revised by adding two additional Claim for Loss codes and deactivating two Claim for Loss codes.

Changes to Exhibit 848.11 are as follows:

1. Add code 45 for POS ONE Losses.
2. Add code 46 for Customs Duty Losses.
3. Remove code 22 for Counterfeit Bills.
4. Remove code 23 for Vending Machines (SSPC).

Only the authorized codes listed below in the revised Exhibit 848.11 are to be used on Claim for Loss documentation.

This revision will be incorporated into the online version of Handbook F-1 located on the IntraNet at <http://blue.usps.gov/cpim/ftp/hand/f1/f1tc.pdf> and in the next printed edition.

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

\* \* \* \* \*

**8 Accounting Service Center Activities**

\* \* \* \* \*

**84 Claims for Accountable Financial Loss**

\* \* \* \* \*

**848 Adjudicating Claims**

\* \* \* \* \*

**Exhibit 848.11 Claim For Loss Codes**

*[Replace Exhibit 848.11, Claim For Loss Codes, with the following:]*

01 Bad Checks or NSF	35 Stamps by Mail
21 Bank Deposit Shortages	36 Miscellaneous (Including Salary Advance)
24 Accounting Grievance	37 Bank Deposit Lost
25 Accounting Other	38 Raised Money Orders
26 Money Order	39 Stamps by Phone
27 Burglary or Robbery	40 Stamps on Consignment
28 Fire or Flood	41 Credit Card Losses
29 Stock in Transit — BEP	42 Debit Card Losses
30 Stock in Transit — USSEA	43 Retail Store or Unit Accountability Losses
31 Stock in Transit — GPO	44 Phone Card Losses
32 Stock in Transit — Other	45 POS ONE Losses
33 Accountable Paper	46 Customs Duty Losses
34 Revenue Deficiency	

\* \* \* \* \*

— Corporate Accounting, Finance, 3-11-99

REMINDER

**Reporting Uncollected Customs Charges**

Undeliverable customs packages (accountable items) which are returned to the sender must be reported to the U.S. Customs Service. The following steps should be followed when a customs package is returned:

1. Detach both copies of Customs Form (CF) 3419-A, *Mail Entry — Customs*.
2. Endorse both copies of CF 3419-A with the reason for nondelivery; for example: "Refused," "Unclaimed," etc.
3. Report the mail as an uncollected item to the U.S. Customs Service by completing Postal Service (PS) Form 2933, *Register of Uncollected Customs Charges*, in duplicate, listing uncollected items in numerical order according to the serial numbers on the CFs 3419-A. (See page 31.)
4. PS Form 2933 should be submitted at least once a week. Forward the original PS Form 2933 with both

copies of CFs 3419-A to:

US CUSTOMS SERVICE  
ACCOUNTING SERVICES DIVISION  
PO BOX 68907  
INDIANAPOLIS IN 46278-0907

5. If supporting Customs Forms 3342, *Declaration for Free Entry of Gifts and/or Authorization to Postmaster to Deliver Mail Importation Conditional Free of Duty*, or other statements are necessary, they must be forwarded with the original PS Form 2933 and the required copies of the CFs 3419-A.
6. Retain the duplicate PS Form 2933 for 2 years.

Customs requires this information in order to cancel the outstanding duties due. This is your opportunity to prevent the returned item from becoming a debt owed by your office to Customs. If the item is not canceled, the amount of duty may be charged to the finance number of the office of delivery.

— Corporate Accounting, Finance, 3-11-99



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REVISION

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

Effective Accounting Period (AP) 8-99, Handbook F-1, *Post Office Accounting Procedures*, is revised to reflect the following changes in accepting debit card payments:

1. Cash back can only be offered to customers with debit card purchase.
2. Maximum amount of cash back is \$50.00.
3. Cash back can only be given in increments of \$10.00.
4. Cash back will be offered if sufficient cash is available.
5. Cash retained limits must not be increased.

**Note:** Cash back applies only to debit card transactions, not to credit card transactions.

This revision will be incorporated into the online version of Handbook F-1 located on the IntraNet at <http://blue.usps.gov/cpim/ftp/hand/f1/f1tc.pdf> and in the next printed edition.

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

	*	*	*	*	*
<b>3</b>	<b>Managing Postal Funds</b>				
	*	*	*	*	*
<b>31</b>	<b>Accepting Payment for Postal Goods and Services</b>				
	*	*	*	*	*
<b>317</b>	<b>Credit and Debit Cards</b>				
	*	*	*	*	*

[Replace 317.4 with the following:]

**317.4 Accepting a Debit Card**

- 1> Swipe the debit card through the magnetic card reader.
- 2> Key in the amount of the purchase transaction.
- 3> If customer requests cash back, key in the amount of cash back. (Cash back amounts must be in increments of \$10.00 up to a maximum of \$50.00.)
- 4> Ask the customer to enter a PIN number using the hand-held PIN pad.
  - a. If approved, the magnetic card reader will print a two-part receipt.
  - b. Give the duplicate copy of the receipt to the customer.
  - c. The receipt prints the purchase amount, the cash back amount, and the total sale.
- Note:** Cash back may only be given to customers with debit purchase transactions and will be offered only if sufficient cash is available. Cash retained limits must not be increased.
- 5> Enter the grand total amount of debit card transaction (purchase and cash back) in AIC 772, Debit Cards Remitted.
- 6> Submit original receipts for the day with your Form 1412.
- 7> Keep original receipts filed at the unit level for use in researching any customer disputes.

\* \* \* \* \*

REVISION

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

Effective Pay Period (PP) 08-99, section 822.76 of Handbook F-1, *Post Office Accounting Procedures*, is revised to reflect a change in emergency salary payment procedures.

This revision will be incorporated into the online version of Handbook F-1 located on the IntraNet at <http://blue.usps.gov/cpim/ftp/hand/f1/f1tc.pdf> and in the next printed edition.

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

	*	*	*	*	*
<b>8</b>	<b>Accounting Service Center Activities</b>				
	*	*	*	*	*
<b>82</b>	<b>Postal Service Employees</b>				
	*	*	*	*	*
<b>822</b>	<b>Employee Compensation</b>				
	*	*	*	*	*
<b>822.7</b>	<b>Resolving Salary Check Problems</b>				
	*	*	*	*	*

[Replace 822.76 with the following:]

**822.76 Emergency Salary Payments**

The ASC will use emergency pay procedures whenever a significant number of time cards or time credits (non-timecard offices) do not arrive as scheduled. These procedures will generate salary payments for each week of the pay period for the following categories of employees:

- Forty hours of pay for full-time employees except for full-time rural carriers.
- Evaluation of the route for full-time rural carriers with FLSA codes of B or N.
- Limited tour of duty pay for part-time regular employees.
- Thirty hours of pay for part-time flexible employees in CAG A–F offices.
- Twenty hours of pay for part-time flexible employees in CAG G offices.
- Twenty hours of pay for transitional employees in CAG A–F offices.

**Note:** These procedures do not apply to: (1) casual or temporary employees, (2) transitional employees in CAG G–L offices, or (3) part-time flexible employees in CAG H–L offices.

Postmasters must not release checks to employees who were not in a pay status during the pay period for which the emergency payments were issued. Use interim salary payments to supplement any payments under the emergency procedures as described in section 822.72. When the actual time credit information is input, salary adjustments will make any necessary corrections. These corrections will take into account any overpayments, underpayments, or leave charges. Salary checks for the subsequent pay period will reflect these salary adjustments.

\* \* \* \* \*

REVISION

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

Effective March 11, 1999, Handbook F-1, *Post Office Accounting Procedures*, is revised to reflect that at Postal Retail Stores, Unit Accountability, and Segmented Inventory Accountability units, overages discovered when a clerk's cash retained is counted, and which remain unresolved at the end of a 3-month period, may now be placed in AIC 126, Miscellaneous Non-Postal Revenue.

This revision will be incorporated into the online version of Handbook F-1 located on the IntraNet at <http://blue.usps.gov/cpim/ftp/hand/f1/f1tc.pdf> and in the next printed edition.

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

\* \* \* \* \*

**4 Managing Accountable Paper**

\* \* \* \* \*

**47 Managing Accountable Paper at Offices with Unit IRTs and Cash Registers Under Unit Accountability**

\* \* \* \* \*

**476 Counting Cash and Stamp Credits**

**476.1 Making Clerk's Counts**

\* \* \* \* \*

**476.13 Overage**

*[Add the following new paragraph after subparagraph 4>.]*

If a clerk overage exists that has been in trust and remains unresolved at the end of a 3-month period, withdraw from trust and place the overage in AIC 126, Miscellaneous Non-Postal Revenue.

\* \* \* \* \*

**5 Trust, Suspense, and Audit Differences**

\* \* \* \* \*

**51 Trust Funds**

\* \* \* \* \*

**514 Clearing Trust Items**

\* \* \* \* \*

*[Replace the existing table with the following table. Do not remove existing >> paragraph and Note.]*

Type of Item	Item	Accounting Entry
Advance deposit for service (master trust)	Periodicals	Withdraw from trust using AIC 451 and offset with revenue AIC. Record activity on Form 3543.
	Business Reply Mail with postage due	Withdraw from trust using AIC 453 and offset with postage meter, PVI, or stamps. Record activity on Form 3582-A.
	Permits	Withdraw from trust using AIC 452 and offset with revenue AIC. Record activity on Form 3609.
Accumulated funds (master trust)	CODs	Withdraw from trust using AIC 450 and offset with money order(s) payable to sender.
	Customs	Withdraw from trust using AIC 454 and offset payment to U.S. Customs. Support with Customs Form 3419-A.
Collections awaiting claim (itemized funds)	Bank deposit overages	Withdraw from trust using AIC 469 by appropriate employee.
	Stamp credits	Withdraw from trust after one year unless identified to a suspense item.
	Cash retained (Postal Stores, Unit Accountability, and Segmented Inventory Accountability)	Withdraw from trust at the end of three-month period and place in AIC 126.
	Financial adjustments	Clear Form 1908 by appropriate employee on the next business day.

\* \* \* \* \*

## Fraud Alert

### Withholding of Mail Orders

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

State/City	Names Covered
AR, El Dorado 71730-7100	J.R. Sanders, 711 North West Avenue #355
CA, Danville 94526-1849	Nick, 865 Ackerman Drive
CA, Marina Del Rey 90291-5082	Any And All Names, 2554 Lincoln Blvd. #1087 and
CA, Palmdale 93550-4909	2271 F Palmdale Blvd., Suite B14 and
NV, Las Vegas 89119-6563	2375 E. Tropicana #8-323 and
CA, Bloomingdale 92316-2170	1377 S. Lilac Ave., Suite 2020-181 and
CA, Los Angeles 90025-1200	12021 Wilshire Blvd. #509
NY, Brooklyn 11235-5016	Allstate Supplies, 2754 Coney Island Ave., Box 109
SC, Cottageville 29435-3660	Any And All Of Various Names Other Than The Names Pebbles, Wade, And Gussie Perry, 18 Finley Lane

— Recorder's Office, Judicial Officer, 3-11-99

### Domestic Orders

False representation is enforced by the postmaster at the cities listed below:

State/City	Names Covered	Product
CA, Moreno Valley 92553-5215	Access Magazine, 12625 Frederick St., I5-113	A false billing scheme.
CA, Colton 92324-6437	Unity Magazine, Minority Action Committee, 1220 E. Washington St., #24-293	
CA, Temecula 92591-4617	Veterans Outpost, 27403 Ynez Rd., #208	
CA, Yorba Linda 92886-3383	American Minority Chronicle, 18032-C Lemon Dr., #426	
CA, Temecula 92590-5609	The Veterans News Today, 27315 Jefferson Ave., Suite J, #236	
CA, Rancho Cucamonga 91730-7435	The American-Vet, 7349 Milliken Ave., #140-104	
CA, Ontario 91761-9001	The Disabled Review, 3045 S. Archibald Ave., Suite H192	
CA, Riverside 92507-6362	United American Veterans, 5225 Canyon Crest Dr., Suite 71-446	
CA, Corona 91720-3551	NORCOM, 750 S. Lincoln #104-121	
CA, Redlands 92374-3240	Disabled News, 466 N. Orange St., Suite 324	
CA, Fontana 92335-6666	Today's Veteran, 16843 Valley Blvd., Units E514 & E554	
CA, Rialto 92377-4685	Veteran Times, 2026 N. Riverside Ave., #C127	
CA, Corona 91720-3349	Disabled Quarterly, 312 W. 6th St., Suite 174	
CA, San Bernardino 92407-4104	Journal for American Equality, 985 Kendall Dr., #A163	
CA, Riverside 92507-4506	Veteran's Advocate and Liberty Media Group, 1201 University Ave., Suite 106-124	
CA, Wildomar 92595-8508	Minority Tribune and Newsline Communications, 32395 Clinton Keith Rd., Suite B7-234	

— Recorder's Office, Judicial Officer, 3-11-99

## 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.

The *Postal Bulletin* is available on the World Wide Web on the U.S. Postal Service home page at <http://www.usps.com>. To access a *Postal Bulletin*, go to "Business," then to "Business Publications," and then to "The Postal Bulletin."

The *Postal Bulletin* is also available on the Postal Service IntraNet. Click on "Corporate Information," then "Policies and Procedures," then "Postal Bulletin."

Back issues through *Postal Bulletin* 21883A (1-1-95) are available for downloading, as are the 1995, 1996, and 1997 annual indexes and 1998 annual index. Once downloaded, the *Postal Bulletin*, including all forms and posters, may be read and printed.

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

425 418 4269 to	4299	452 900 8215 to	8238	467 147 4300 to	4399	483 363 7207 to	7299
425 418 4405 to	4499	453 117 9146 to	9199	468 079 5782 to	5799	483 402 2356 to	2399
426 547 4566 to	4599	453 334 3631 to	3699	469 067 2817 to	2899	483 486 5100 to	5199
427 412 6337 to	6499	453 603 7841 to	7891	469 127 8000 to	8199	483 632 1521 to	1599
427 481 0900 to	0999	453 650 1140 to	1199	469 213 0359 to	0399	483 632 2600 to	2799
428 027 2742 to	2752	453 741 1300 to	1399	469 213 0500 to	0599	483 849 1615 to	1699
429 474 4172 to	4199	454 013 2919 to	2999	469 561 8011 to	8099	484 174 4803 to	5299
429 889 2900 to	2999	454 186 2411 to	2499	469 658 1961 to	1999	484 323 8900 to	9199
<b>430 150 4401 to</b>	<b>4599</b>	454 268 4883 to	4899	469 666 9900 to	9999	484 680 5000 to	5038
430 172 9800 to	9899	454 302 5400 to	5499	469 678 1900 to	1999	484 680 5040 to	5074
430 177 1900 to	2099	454 490 8300 to	8399	469 781 4900 to	4999	484 680 5077 to	5099
430 444 9500 to	9699	454 547 7434 to	7499	469 947 6960 to	6999	485 029 4913 to	4999
430 664 4070 to	4099	454 922 4867 to	4895	<b>470 755 5800 to</b>	<b>5818</b>	486 176 0600 to	0699
432 168 8419 to	8499	455 221 1348 to	1499	471 918 0300 to	0999	486 559 7555 to	7599
432 708 6800 to	6999	455 364 2147 to	2199	471 985 2408 to	2419	486 696 3023 to	3199
432 744 1544 to	1599	455 399 5400 to	5499	472 191 6700 to	6799	488 173 7900 to	7999
432 995 9775 to	9799	455 476 0676 to	0699	472 270 2555 to	2599	488 206 4100 to	4199
433 003 5800 to	5899	455 543 0618 to	0699	472 987 0213 to	0241	488 226 0200 to	0299
433 757 3047 to	3099	456 410 9006 to	9099	472 987 0290 to	0299	488 709 3906 to	3999
433 765 4003 to	4099	456 470 4146 to	4299	473 151 2069 to	2199	488 855 8359 to	8399
434 482 7060 to	7199	456 619 4460 to	4499	473 666 9138 to	9199	489 181 8963 to	8999
434 513 2386 to	2399	457 333 2686 to	2699	473 952 3429 to	3499	489 223 2000 to	2099
434 968 3076 to	3092	457 729 1767 to	1777	474 108 5402 to	5499	489 311 1930 to	1999
435 303 1831 to	1842	457 937 8615 to	8699	474 356 5193 to	5299	489 318 6200 to	6300
435 303 1986 to	1999	458 028 9810 to	9899	474 949 3366 to	3399	489 384 0027 to	0099
435 666 6092 to	6399	458 057 2712 to	2999	475 134 9362 to	9399	489 427 0658 to	0899
436 082 6400 to	6899	458 069 9537 to	9599	475 167 9667 to	9699	489 997 5252 to	5299
436 160 6441 to	6499	458 069 9665 to	9699	475 319 3415 to	3499	<b>490 669 5850 to</b>	<b>6099</b>
437 316 7115 to	7199	458 337 5222 to	5299	475 319 3649 to	3799	490 717 7080 to	7099
437 427 0500 to	3499	458 354 7653 to	7999	475 340 6400 to	6599	490 721 6000 to	6099
439 179 2300 to	2399	458 671 8678 to	8699	475 424 8410 to	8499	490 793 1500 to	2099
439 310 0458 to	0499	458 671 8721 to	8798	475 629 9156 to	9199	490 886 8171 to	8199
<b>440 698 1947 to</b>	<b>1999</b>	458 847 5044 to	5999	475 850 6101 to	6199	490 977 9221 to	9240
440 858 6300 to	6399	459 274 7624 to	7699	475 875 2500 to	2599	491 258 8100 to	9099
440 858 6420 to	7299	459 365 5432 to	5499	476 169 8264 to	8299	491 567 1376 to	1399
441 199 1655 to	1699	459 378 5764 to	5799	476 189 3000 to	3499	492 254 4800 to	4899
443 127 3648 to	3699	459 472 4816 to	4999	476 331 2480 to	2499	492 283 5100 to	5199
443 127 4000 to	4099	<b>460 349 6878 to</b>	<b>6899</b>	477 289 8601 to	8699	492 610 6813 to	6899
443 673 7900 to	7999	460 550 1909 to	1999	477 681 5206 to	5299	493 394 5568 to	5599
443 800 9335 to	9399	460 997 5234 to	5299	478 010 4243 to	4268	493 470 2562 to	2599
444 382 8822 to	8899	461 973 6443 to	6499	478 010 4270 to	4291	493 473 7700 to	7799
444 390 1667 to	1699	462 152 0107 to	0299	478 450 5071 to	5099	493 716 2153 to	2199
444 457 3854 to	3899	462 274 1072 to	1099	478 469 7838 to	7858	494 206 2972 to	2999
<b>450 048 4173 to</b>	<b>4199</b>	462 277 8373 to	8399	478 469 7883 to	7899	494 217 3446 to	3999
450 048 4442 to	4699	462 554 6051 to	6099	479 280 9800 to	9899	494 224 0500 to	0599
450 560 5173 to	5199	463 011 5529 to	5540	479 365 9116 to	9176	495 145 0600 to	0699
450 620 3077 to	3099	463 176 4115 to	4199	479 412 9900 to	9999	496 209 7425 to	7499
450 620 3135 to	3199	463 176 4229 to	4299	479 667 6190 to	6199	496 213 8728 to	8799
450 780 2716 to	2799	463 185 2600 to	2799	479 748 9680 to	9699	496 474 5226 to	5248
450 801 2700 to	2799	463 227 7711 to	7799	479 860 7000 to	7199	497 053 8517 to	8699
451 109 2967 to	2984	463 414 4869 to	4899	<b>480 526 2000 to</b>	<b>2099</b>	497 854 8673 to	8699
451 115 4110 to	4125	463 808 3484 to	3499	480 640 6330 to	6399	498 449 8888 to	8899
451 115 4127 to	4199	463 945 7400 to	7899	480 658 0568 to	0599	498 929 8285 to	8499
452 265 0074 to	0099	464 629 9000 to	9399	480 689 5100 to	5199	498 936 5310 to	5399
452 265 0246 to	0299	464 711 4332 to	4399	481 072 9463 to	9499	499 016 5425 to	5499
452 265 0335 to	0999	465 692 3963 to	3999	481 673 0074 to	0095	499 440 8575 to	8899
452 509 1169 to	1199	465 698 8300 to	8599	482 527 1500 to	1599	499 731 6717 to	6799
452 855 6471 to	6499	465 743 7745 to	7799	482 541 5255 to	5299	<b>500 064 1858 to</b>	<b>1869</b>
452 890 4679 to	4799	466 798 6056 to	6067	482 729 6800 to	6899	500 070 5725 to	7799

<b>600 645 3223 to 3299</b>	619 551 7229 to 7299	639 469 3517 to 3799	650 736 2043 to 2099
601 339 1200 to 1399	619 859 3000 to 3099	639 605 2143 to 2199	650 739 1540 to 1699
601 653 5884 to 5899	<b>620 073 9400 to 9499</b>	639 657 8600 to 8799	651 741 4415 to 4499
601 661 7700 to 7799	621 614 7907 to 7930	<b>640 289 7500 to 7599</b>	651 882 2800 to 2899
601 682 5343 to 5399	621 614 7932 to 7999	640 289 7700 to 7999	652 754 6317 to 6399
601 928 1600 to 1699	621 648 8021 to 8199	641 170 4420 to 4499	653 131 4945 to 4999
602 512 2972 to 2999	621 648 8500 to 8599	641 318 3133 to 3199	653 426 3300 to 3399
602 555 2400 to 2799	621 904 8351 to 8599	641 378 6500 to 6999	653 455 4874 to 4899
602 829 7061 to 7099	621 916 1978 to 1989	641 383 8739 to 8799	654 238 0000 to 0399
603 483 9572 to 9599	622 989 8032 to 8099	641 877 3187 to 3299	654 404 3065 to 3092
603 490 7200 to 7299	623 076 9300 to 9399	641 877 3310 to 3399	654 962 2900 to 3199
603 678 7100 to 7199	623 819 5006 to 5099	642 355 8094 to 8199	655 103 5081 to 5199
603 678 7662 to 7699	623 895 8200 to 8399	642 355 8308 to 8999	655 523 2600 to 2999
603 678 7902 to 7999	623 917 0000 to 0099	642 900 0018 to 0099	656 305 2448 to 2499
603 678 8418 to 8499	623 917 0200 to 0299	643 030 6254 to 6299	657 347 4438 to 4999
603 678 8700 to 9999	624 468 5288 to 5299	644 066 0882 to 0899	657 710 8100 to 8999
604 086 0880 to 0899	624 665 3162 to 3198	644 069 0600 to 0699	657 780 0985 to 0999
604 349 1414 to 1499	625 088 6735 to 6799	644 077 7506 to 7699	658 586 1400 to 1499
604 503 7776 to 7799	625 916 9500 to 9799	644 085 8157 to 8199	658 877 8000 to 8199
605 520 9037 to 9099	625 968 8956 to 8999	644 112 9839 to 9899	658 880 8000 to 8199
605 685 4010 to 4099	627 005 3938 to 3999	644 373 9083 to 9099	659 398 7300 to 7399
605 988 6467 to 6499	627 384 3907 to 4099	644 380 1460 to 1499	659 706 8113 to 8199
607 689 7951 to 7960	627 496 7549 to 7599	644 733 4715 to 4799	659 846 7837 to 7899
607 728 1276 to 1299	627 708 3605 to 3699	644 900 9712 to 9799	<b>660 510 4100 to 4199</b>
608 727 7100 to 7199	627 776 2500 to 2599	644 901 0109 to 1299	660 673 0400 to 0599
608 727 7273 to 7599	628 226 3100 to 3199	644 901 1325 to 1399	661 488 5000 to 5099
608 813 9950 to 9999	628 814 4702 to 4799	644 923 6800 to 7799	661 609 9100 to 9199
609 067 5325 to 5399	628 851 9689 to 9699	644 932 4655 to 4699	661 716 9420 to 9499
609 067 5488 to 5499	629 510 7200 to 7299	645 318 7240 to 7499	661 906 6522 to 6599
609 067 5600 to 5699	629 964 4200 to 4294	645 333 1766 to 1799	662 021 8332 to 8399
609 289 6123 to 6199	<b>630 389 3056 to 3071</b>	645 790 8632 to 8699	662 068 0700 to 0899
609 438 4400 to 4499	630 463 0588 to 0599	645 821 0657 to 0699	662 553 0774 to 0799
609 493 1100 to 1199	631 459 9117 to 9199	645 930 7948 to 7999	663 078 7034 to 7099
609 766 8091 to 8999	631 762 9325 to 9399	645 975 0737 to 0762	663 763 5300 to 5399
609 825 4100 to 4115	632 217 4933 to 4999	646 242 6200 to 6299	663 883 7039 to 7499
609 884 2981 to 2999	632 500 0000 to 99 9999	646 270 7639 to 7799	664 253 8000 to 8499
609 893 1000 to 1099	633 110 4165 to 4199	646 798 4000 to 4999	664 656 3055 to 3099
<b>610 092 3200 to 3299</b>	633 110 4303 to 4499	647 048 7035 to 7099	665 174 6400 to 6499
610 582 4200 to 4299	633 438 6429 to 6599	647 049 2900 to 2999	665 274 8208 to 8299
611 879 6939 to 6999	633 588 7173 to 7182	647 398 8300 to 8399	665 669 5400 to 5499
612 291 8013 to 8099	634 725 0700 to 0799	647 398 8481 to 8499	666 132 8226 to 8299
612 751 5171 to 5199	634 803 3239 to 3299	647 437 3000 to 4999	666 696 2209 to 2299
612 751 5226 to 5299	634 807 2474 to 2499	647 811 2188 to 2199	666 696 2309 to 2399
612 751 6083 to 6099	634 827 5900 to 5999	648 009 6057 to 6099	667 032 9300 to 9399
612 751 6268 to 6299	634 886 3428 to 3499	648 163 5300 to 5499	667 729 5529 to 5599
612 751 6572 to 6599	635 559 3449 to 3499	648 722 5283 to 5299	668 383 8400 to 8699
612 774 2111 to 2199	636 289 6214 to 6299	648 892 3164 to 3199	<b>670 368 3400 to 3499</b>
612 774 2254 to 2299	636 634 8007 to 8042	649 100 3989 to 3999	670 369 7336 to 7399
612 774 2500 to 2599	637 150 1200 to 1299	649 647 0370 to 0399	670 750 7169 to 7199
614 469 0979 to 0999	637 562 5828 to 5899	649 647 0522 to 0599	671 046 6200 to 6399
614 474 3000 to 3099	638 042 1647 to 1699	649 647 5237 to 5399	671 251 5448 to 5499
614 521 3490 to 3499	638 049 4984 to 4999	649 647 9100 to 9299	671 926 5600 to 5799
614 645 1800 to 1899	638 318 1115 to 1199	649 666 7800 to 8299	672 444 2000 to 2999
614 832 1100 to 2099	638 318 1453 to 1499	<b>650 114 7707 to 7719</b>	672 828 3410 to 3499
615 017 7505 to 7599	638 885 0000 to 0299	650 130 3400 to 3599	673 167 5776 to 5799
617 711 6609 to 6699	638 903 4362 to 4373	650 213 0406 to 0499	675 464 3700 to 3799
617 760 5266 to 5299	639 415 1929 to 1999	650 555 1749 to 1799	675 464 4000 to 4199
617 813 3601 to 3699	639 415 2019 to 2099	650 564 1900 to 1999	676 365 5958 to 5999
618 840 9200 to 9299	639 420 6200 to 6299	650 627 4212 to 4299	676 669 1024 to 1099

677 126 6734 to	6799	685 669 4200 to	4299	693 965 4200 to	4299	701 838 2800 to	2899
677 333 9979 to	9999	685 757 8452 to	8499	696 662 8247 to	8299	701 941 0600 to	0699
677 466 1088 to	1099	686 071 2694 to	2799	698 227 0000 to	0099	702 171 1603 to	1699
678 071 4500 to	4799	686 176 3333 to	3354	<b>700 065 2570 to</b>	<b>2599</b>	702 195 5109 to	5199
678 096 7531 to	7599	686 372 3200 to	3299	700 065 4800 to	4899	702 254 9300 to	9399
679 909 2578 to	2599	686 644 5879 to	5899	700 190 3350 to	3359	702 264 7569 to	7599
<b>680 112 9565 to</b>	<b>9599</b>	686 931 7636 to	7699	700 228 6048 to	6099	702 713 1800 to	1809
680 244 0903 to	0999	687 601 0973 to	0999	700 650 0452 to	0499	702 878 0114 to	0199
680 412 6046 to	6099	687 614 6774 to	6799	700 666 1323 to	1349	<b>740 002 7710 to</b>	<b>7719</b>
680 761 6800 to	6899	688 120 9000 to	9999	700 786 9106 to	9142	<b>806 087 1100 to</b>	<b>1499</b>
681 677 0540 to	0699	<b>690 291 1361 to</b>	<b>1371</b>	700 859 0744 to	0758	806 268 9275 to	9299
682 070 1029 to	1099	690 893 5344 to	5399	701 028 6780 to	6899	806 534 3400 to	3477
682 956 6280 to	6299	690 893 5512 to	5599	701 213 3900 to	3999	807 342 3283 to	3399
682 956 6490 to	6599	690 904 1300 to	1599	701 267 2000 to	3999	808 086 7100 to	7199
682 956 6700 to	6799	690 941 6000 to	6199	701 335 7312 to	7399	808 090 3440 to	3499
682 965 1178 to	1199	691 313 6383 to	6399	701 369 2005 to	2050	808 325 5161 to	5699
682 965 1201 to	1299	691 313 6600 to	6699	701 503 2247 to	2299	808 784 8000 to	8299
683 118 2389 to	2399	691 582 8003 to	8099	701 553 6557 to	6599	830 602 5800 to	5999
683 378 2000 to	2099	691 664 1800 to	1999	701 601 3457 to	3499	<b>869 800 0000 to</b>	<b>999 9999</b>
683 378 2117 to	2299	691 664 2400 to	2499	701 605 5913 to	5999	<b>870 054 4814 to</b>	<b>4899</b>
683 415 1200 to	1499	692 727 9362 to	9399	701 695 3982 to	3999	870 491 4812 to	4849
683 444 8159 to	8199	693 249 0779 to	0799	701 695 4148 to	4199	870 536 5820 to	5829
685 154 7780 to	7789	693 249 0877 to	1699	701 695 4227 to	4299	870 541 7167 to	7239
685 623 5264 to	5299	693 445 0566 to	0999	701 708 1741 to	1799	870 589 0485 to	0494
685 650 9487 to	9499	693 448 8500 to	8999	701 736 3966 to	3999		



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

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

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

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

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

726 626 356	to	6 370	731 781 061	to	1 120	735 783 961	to	3,990	740 329 266	to	9 320
727 182 271	to	2 510	731 841 377	to	1 450	735 803 401	to	3 430	740 889 081	to	9 090
727 416 181	to	6 240	731 837 821	to	7 910	736 005 420	to	5 440	741 010 421	to	0 530
727 481 431	to	1 460	732 018 481	to	8 600	736 366 021	to	6 110	741 113 041	to	3 370
727 749 241	to	9 780	732 067 972	to	8 370	736 624 456	to	4 500	741 373 891	to	4 340
728 382 331	to	2 480	732 188 649	to	8 670	736 670 851	to	1 060	741 452 369	to	2 490
728 458 201	to	8 260	732 193 460	to	3 470	736 767 061	to	7 090	741 492 991	to	3 140
728 702 338	to	2 400	732 201 241	to	1 390	736 767 093	to	7 120	741 553 460	to	3 470
728 915 371	to	5 850	732 220 431	to	0 440	736 982 191	to	2 370	741 764 431	to	4 520
728 953 141	to	3 410	732 355 201	to	5 380	736 982 551	to	2 730	742 178 834	to	8 880
728 954 280	to	4 310	732 472 320	to	2 560	737 110 141	to	0 170	742 325 500	to	5 520
729 169 081	to	9 140	732 541 605	to	1 620	737 185 501	to	5 710	742 325 668	to	5 700
729 363 841	to	3 870	732 572 221	to	2 490	737 317 321	to	7 350	742 408 771	to	8 830
729 682 891	to	3 190	732 586 479	to	6 710	737 517 781	to	7 840	742 684 849	to	4 890
729 838 940	to	9 070	732 994 037	to	4 080	737 628 181	to	8 210	742 839 553	to	9 630
729 839 101	to	9 130	733 163 449	to	3 460	737 634 258	to	4 270	742 913 668	to	3 700
<b>730 077 683</b>	<b>to</b>	<b>7 840</b>	733 297 171	to	7 290	738 361 971	to	1 980	742 917 287	to	7 296
730 109 847	to	9 880	733 446 631	to	7 110	738 648 355	to	8 450	742 921 891	to	1 980
730 373 761	to	3 850	733 474 665	to	4 770	738 849 811	to	9 900	742 983 589	to	3 810
730 501 951	to	2 130	733 704 482	to	4 570	738 892 270	to	2 290	743 020 021	to	0 170
730 519 379	to	9 470	733 751 041	to	1 130	738 997 259	to	7 380	743 206 491	to	6 500
730 569 278	to	9 360	733 971 138	to	1 210	739 161 451	to	1 540	743 235 992	to	6 050
730 711 711	to	1 740	734 009 101	to	9 130	739 219 381	to	9 440	743 245 094	to	5 170
730 722 991	to	3 230	734 290 759	to	0 770	739 530 511	to	0 540	743 940 631	to	0 900
730 766 111	to	6 124	734 389 273	to	9 290	739 740 151	to	0 180	743 978 011	to	8 070
730 845 970	to	5 990	734 440 031	to	0 111	739 793 527	to	3 550	744 234 751	to	4 780
730 888 291	to	8 320	734 797 201	to	7 320	739 999 231	to	9 320	744 260 641	to	0 670
730 927 591	to	7 680	734 939 611	to	9 640	<b>740 011 517</b>	<b>to</b>	<b>1 530</b>	744 626 901	to	6 910
731 307 914	to	7 930	734 950 111	to	0 170	740 030 701	to	0 970	745 388 794	to	8 910
731 402 431	to	2 460	735 120 331	to	0 840	740 261 740	to	1 820	746 446 806	to	6 820
731 407 232	to	7 320	735 123 061	to	3 690	740 265 811	to	6 290	746 575 303	to	5 650
731 588 301	to	8 340	735 283 008	to	3 020	740 299 111	to	9 170	746 818 351	to	8 410
731 767 273	to	7 320	735 293 131	to	3 220	740 299 231	to	9 260			

**Counterfeited Canadian Money Order Forms**

**Do Not Cash**

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

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

— *Inspection Service, 3-11-99*

**800 Number Available to Verify Canadian Money Orders**

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

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

— *Inspection Service, 3-11-99*

## 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 destroyed. 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>005081</b>	015193	019068	020559	026075	028228	029696	060182	070170	088226	102859	115408	156209
005165	015200	019098	020583	026114	028232	029711	060264	070282	088233	103236	115660	159012
005540	015312	019107	021136	026172	028248	029717	060346	070346	088247	104652	117001	159207
005641	015313	019188	021245	026265	028257	029734	060412	070491	088253	105336	117035	159238
005890	015411	019212	021293	026296	028289	029742	060942	070538	088352	105494	117313	165137
006097	015458	019247	021330	026358	028343	029774	061040	070560	088418	106056	117399	165146
006239	015472	019275	021341	026387	028387	029783	061099	070710	088454	106220	117503	171144
006259	015481	019339	021376	026419	028415	029818	061718	070724	088559	106229	117514	171263
006665	015526	019363	021377	026435	028417	029841	062037	071056	088568	106361	117521	174074
006701	015570	019462	021464	026489	028520	029945	064054	071326	088596	106476	117632	176100
007028	015586	019466	021507	026498	028558	029961	064062	071463	088714	106525	118448	177083
007050	015600	019470	021576	026562	028576	030489	064071	071967	089565	107101	118799	178044
007152	016018	019529	021594	026575	028669	030503	064268	075020	089691	107329	118802	180060
007234	016065	019541	021602	026581	028687	031108	064482	075034	089755	108254	118961	181018
008076	016154	019548	021619	027016	028695	033215	064610	075527	089810	108368	119305	183028
008079	016370	019556	021703	027035	028704	034001	064631	075887	089922	108633	119317	184046
008330	016404	019569	021818	027037	028743	034011	064672	076052	090781	108645	119422	185075
008550	016461	019586	021821	027039	028752	034044	065017	076115	091003	108682	119557	187016
008567	016686	019597	021826	027063	028755	038238	065018	076127	093153	108763	120252	188003
008607	016983	019602	021968	027153	028756	038267	065122	076167	093486	108852	122272	191274
008608	018113	019648	022111	027266	028770	040037	065191	076205	093546	109553	123075	191683
008782	018128	019748	022212	027372	028791	040058	065203	076871	093845	109715	126005	191715
008838	018162	019763	022523	027379	028824	040097	065254	077003	094053	109782	126049	191801
009373	018177	019777	022620	027385	028835	040113	065326	077218	094392	110497	127066	191813
009479	018196	019806	022763	027412	028882	040133	065459	077258	095536	110567	129909	191903
009622	018200	019848	022874	027431	028902	040342	065596	077370	095573	110609	135156	192015
009647	018219	019900	023088	027481	028972	041010	065647	078050	095603	111253	136119	192083
009768	018231	019938	023098	027517	029135	041019	065713	078401	095697	111260	142192	192257
009790	018269	019978	023162	027601	029151	041029	066010	078431	095698	111455	142421	192502
009998	018282	019979	023198	027607	029160	041331	066052	079159	095730	111495	142610	192785
010267	018529	020037	023218	027643	029164	042107	066206	079738	095840	111530	142628	192840
010625	018588	020243	023256	027687	029165	044121	066269	079781	096189	111838	142992	192966
010637	018621	020254	023282	027731	029219	045003	066389	080092	096552	112124	146076	193131
010681	018630	020284	023390	027785	029229	046070	067131	080096	096748	112806	146734	193184
010701	018649	020300	023479	027789	029250	047126	067240	080111	097111	113139	146760	193241
011292	018726	020321	023531	027793	029282	047128	067269	080121	097359	113176	148403	196069
011294	018728	020357	023543	027800	029320	047159	068011	080145	097484	113240	151213	196070
012199	018758	020360	023609	027860	029371	047204	068050	080253	097515	113259	152047	196078
012207	018775	020365	023617	027931	029436	047301	068175	080273	097647	113429	152062	196079
012289	018796	020369	025021	027948	029533	048010	068349	080540	097673	113719	152115	196103
012321	018808	020383	025158	027967	029558	048028	068520	080654	097828	113953	152135	196118
013194	018865	020407	025257	027989	029575	050038	068620	080679	097926	114082	152170	196122
014246	018888	020425	025267	028052	029605	050067	068629	085361	098163	114179	152281	196129
014277	018925	020428	025268	028082	029612	051071	069062	085368	098200	114508	152404	196163
014291	018949	020506	025321	028130	029633	053037	069250	085471	098490	115062	152414	197021
014418	019008	020523	025378	028150	029658	055129	069497	085653	098582	115109	152468	<b>200031</b>
014768	019019	020532	025399	028180	029669	055162	069597	085757	<b>101853</b>	115159	152614	200068
014787	019026	020534	025435	028202	029671	056007	069689	085795	102017	115242	152830	200219
014823	019033	020543	026048	028204	029683	060009	069754	088071	102290	115267	152992	200239
014854	019065	020553	026053	028225	029690	060126	069947	088186	102638	115393	153029	200335

200355	247121	320058	331554	344019	379508	432497	453017	490246	570162	605213	641496	729042
200356	249701	320140	331578	344206	379510	432771	454460	490462	571119	605698	641531	730016
200453	253296	320159	331732	349423	379514	432826	454526	490525	571131	605747	641587	730023
200461	256620	321175	331887	349502	379516	432853	458134	491101	572021	605781	641663	730220
200544	258300	321304	331926	349550	379520	432951	460046	492116	573042	606095	641678	730252
200549	261031	322136	331932	349709	379521	433017	460133	492123	575077	606148	641758	730286
200780	261200	322160	331959	349839	379523	436480	461039	493062	577086	606235	641808	730536
200994	264004	322195	332159	352257	379533	441193	462752	493086	581096	606344	641849	730656
206072	270076	322205	332526	361152	379535	441390	462765	497132	581112	606433	641904	731014
207222	271196	322295	332536	361312	379537	441481	462818	<b>503002</b>	581147	606441	652480	731033
207899	272125	322312	332607	361323	380150	441760	462950	503009	581194	606615	657107	731100
208277	272173	322402	332641	363019	380171	443008	463023	504277	581203	606651	657115	731296
208393	272359	322583	332700	363123	381138	443011	464030	524136	591051	606674	657123	731308
208816	273016	322584	332996	363140	381139	443250	466588	527025	591218	606780	658107	731783
208895	273030	322756	333360	363141	381214	443327	467086	528030	591925	606887	658120	731986
209255	274221	322785	333725	365025	381241	450118	468091	531371	598626	606994	658123	734008
210285	274338	322839	333748	366036	381254	450209	468264	531444	598638	607563	660088	735083
210318	274381	322981	333774	366043	381309	451019	468265	531502	<b>600109</b>	607642	660097	740090
210376	277054	323500	333784	366056	381320	452020	468349	531651	600249	608008	660681	740168
210477	280109	323554	333976	366060	381341	452085	468384	532390	600253	608028	661083	740396
210516	280176	323719	334207	366167	381364	452113	468399	532546	600279	608099	662136	740518
210588	281101	325035	334329	370003	381376	452145	470013	532647	600409	608372	662173	740626
210598	281120	325069	335079	370015	381442	452152	470019	532811	600418	608525	662223	740652
212364	282548	325085	335162	370025	381588	452167	473026	532851	600508	617122	662237	740703
212387	282764	325086	335384	372016	381784	452182	475004	532920	600583	617165	662269	740710
220010	282844	326310	335612	372032	381875	452193	477150	532979	600610	618005	662322	740726
220073	283137	326378	335880	372035	381932	452197	480058	537111	600793	618102	662434	740743
220186	283397	326390	336046	372064	384004	452216	480237	537127	600835	605017	662470	740957
220814	283502	326532	336050	372069	386025	452263	480458	537173	600906	626017	662475	741151
220850	284017	327606	336061	372414	386047	452316	480459	537229	600919	626020	662629	741266
221008	284018	327783	336084	372530	386070	452344	480683	549207	601093	627042	662665	741343
221009	286166	328556	336110	372564	386072	452366	480721	551002	601164	627070	662666	741511
221097	293294	328802	336564	372577	387001	452422	480745	551063	601187	627113	662667	741579
221108	294522	328989	336600	372612	387019	452448	480773	551161	601212	628094	662669	741609
221154	294534	329225	337007	372732	388043	452578	480846	551162	601229	629117	667019	741634
221356	295389	329590	337024	372741	388052	452650	480892	551187	601328	629122	672034	741665
221367	296222	330017	337031	372742	388070	452651	480908	551314	601425	631079	672067	741697
221440	296477	330099	337036	372906	388072	452657	481666	551486	601601	631133	672068	741760
221568	<b>300646</b>	330324	337210	372923	389010	452677	481873	551698	601623	631149	672083	741885
221569	300996	330613	338120	372938	389014	452684	481975	551781	601865	631176	675020	741917
221657	301586	330630	338327	372967	389016	452720	481988	551879	601948	631279	676200	743057
221681	302028	330634	339040	373007	389017	452771	482223	551885	602050	631519	680009	744011
221691	302966	330642	340002	374020	392713	452772	482880	551927	602343	631640	681386	744083
222001	305227	331045	340059	376102	392715	452787	483011	551936	602647	631800	681540	744150
222078	306420	331048	340335	376103	395233	452797	483043	551952	602863	631839	685067	744159
223092	306908	331067	340354	376108	397038	452798	483079	553217	602867	631849	685147	745024
223356	307003	331135	340542	376134	<b>402007</b>	452829	483389	553259	602947	631994	687007	746017
229010	307014	331136	340577	376136	402049	452853	483693	553308	603049	633007	<b>701368</b>	746042
230018	307032	331177	340622	376138	402137	452870	483701	553422	603056	637101	701789	748004
232278	307037	331185	340653	376140	402269	452886	485097	553832	603150	637106	701903	750264
232346	311054	331209	340751	378138	402284	452946	486043	553885	603210	637125	708540	750327
235253	311087	331214	340768	379050	402312	452970	487167	553907	603228	641111	711469	750329
235267	311171	331240	340806	379209	405016	452972	487264	554309	604187	641140	712023	750364
235308	311217	331293	340871	379234	405193	452974	488143	554402	604188	641216	719026	750372
235475	311354	331324	340891	379238	410078	452977	489430	554591	604369	641294	721164	750415
235481	312469	331400	340893	379274	424069	452982	489436	554858	604390	641337	722166	750711
240522	314316	331475	340944	379279	425401	452986	490049	556002	605026	641378	722208	751049
245206	317320	331490	340963	379299	431034	453004	490147	558057	605186	641470	722214	751072

752044	772106	800404	803246	847186	871423	907222	917594	924681	927246	935268	950837	969054
752112	773480	800477	803293	850098	871484	907266	917614	925071	927250	936092	950857	969057
752268	773548	800552	803336	850227	871505	907400	917639	925128	927254	937820	950862	969059
752475	775001	801030	804056	850546	875007	907450	917682	925222	927269	937852	950913	969067
752482	775265	801031	804257	850581	880370	907522	917689	926141	927403	937858	951055	970004
752576	775324	801105	805446	850740	891224	907617	917701	926247	927406	939104	951098	970294
752583	775344	801139	805543	850799	891469	907672	917792	926267	927719	940085	951168	970426
752718	775376	801153	805561	850893	891551	910283	917821	926328	927882	940467	951190	970596
752879	781073	801170	805571	852009	891738	910342	917863	926428	927924	940553	951195	970625
754058	782001	801262	805572	852305	891768	910346	917881	926480	928196	940734	951736	970636
756015	782028	801331	805606	852466	891778	910409	917922	926483	928207	940798	951755	970713
757148	782036	801370	808002	852516	898020	911073	918012	926502	928221	941030	951778	970762
757182	782051	801520	809096	852554	898030	911222	918044	926508	928224	941347	951793	970787
760003	782052	801531	811061	852576	<b>900003</b>	911999	918146	926556	928226	941366	951801	972621
760057	782519	801687	813033	852603	900220	913307	918303	926579	928252	941445	951805	972668
760079	782539	801692	814012	852624	901115	913354	918357	926585	928256	941495	951891	972908
760126	782568	801721	814213	852672	901346	913568	918368	926635	928321	941702	951927	974157
760135	782871	802023	814218	852759	901917	913716	918500	926654	928352	941796	952252	975035
760362	782947	802038	816010	852764	901955	913868	918511	926671	928357	941921	952315	976016
761112	782970	802068	816050	852843	902022	914030	918620	926674	928377	941979	952331	977028
761113	784312	802106	816066	852944	902035	914223	918652	926684	928386	945664	953333	980060
761547	784402	802114	816164	853000	902076	915039	918680	926697	928517	946264	958464	980380
761662	785463	802200	816221	853012	902149	915273	918749	926700	928567	946397	958827	980550
761853	785530	802204	816272	853037	902372	915299	918777	926702	928722	946430	967006	980738
763019	785702	802248	816431	853039	902463	915351	918944	926710	928743	947119	967422	980748
764006	786108	802262	816555	853096	902537	915383	920008	926727	928776	947250	968162	980921
765603	787040	802308	833190	853125	902552	915486	920082	926748	928816	948127	968171	980933
767577	787414	802334	836712	853200	902691	915610	920115	926750	928834	948155	968190	981581
769547	787903	802340	837146	853206	902761	915646	920282	926761	928846	948160	968214	982006
770032	787925	802461	840415	853221	902836	915710	921015	926764	928858	948323	968222	982072
770038	787937	802519	840463	853225	903053	917028	921055	926775	928874	948370	968224	982125
770118	787944	802551	840540	853274	903656	917091	921303	926783	930228	948408	968234	982329
770120	787963	802639	841026	853297	903938	917130	921313	926785	930304	948418	968258	992155
770149	791334	802655	841092	853355	903967	917132	921486	926800	930371	948512	968270	992503
770218	794221	802689	841391	853356	904027	917162	921493	926854	931015	948531	968310	992546
770243	797133	802696	841541	853365	904088	917212	921525	926855	931201	948575	968342	992713
770520	797180	802746	841723	853406	904118	917334	921603	926863	931208	949226	968464	995019
770596	797225	802796	841726	853436	904393	917392	921627	926867	931602	949556	968511	997302
770722	799062	802806	841908	853473	906352	917414	921651	926881	931642	949582	968551	
770723	799098	802822	841969	853478	906407	917418	921717	926961	931939	950028	968641	
770951	799103	802862	843065	853495	906535	917428	921763	927041	932547	950264	968654	
771044	799128	802866	844091	853501	906646	917462	922202	927104	932787	950280	968689	
771578	799133	802872	845046	856045	906920	917469	922297	927178	933382	950293	968700	
771683	799241	802937	846219	856208	907005	917479	924392	927184	933492	950326	968720	
771807	<b>800236</b>	802963	847015	856451	907051	917487	924409	927207	934279	950376	968748	
771936	800272	803234	847169	860094	907062	917543	924553	927235	935231	950583	969031	

# International Mail

*IMM REVISION*

## International Mail — Mailing Insured Parcels to Germany

Effective March 11, 1999, the *International Mail Manual* (IMM) is being revised to reflect the following change in the Country Conditions for Mailing to Germany. This revision will appear in the online IMM available via Postal Explorer (<http://pe.usps.gov>) and will appear in the printed version of IMM 21.

### International Mail Manual (IMM)

\* \* \* \* \*

### Country Conditions for Mailing — Germany

\* \* \* \* \*

### Observations

[Add item 5 as follows:]

5. Insured parcels that contain currency, precious metals, jewelry, or negotiable instruments are subject to a \$500 indemnity limit.

\* \* \* \* \*

### Special Services

\* \* \* \* \*

### INSURANCE (320)

[Add Exception after table as follows:]

Exception: Insured parcels that contain currency, precious metals, jewelry, or negotiable instruments are subject to a \$500 indemnity limit.

\* \* \* \* \*

— Pricing, Costing, & Classification,  
International Business Unit, 3-11-99

*IMM AND PUBLICATION 273 REVISION*

## International Mail — Express Mail International Service to Japan

Effective April 1, 1999, the *International Mail Manual* (IMM) will be revised to reflect a change in the weight limit for Express Mail International Service (EMS) shipments mailed to Japan. This revision will appear in the online IMM available via Postal Explorer (<http://pe.usps.gov>) and will appear in the printed versions of IMM 21 and Publication 273, *Express Mail International Service — Service Guide*.

### International Mail Manual (IMM)

\* \* \* \* \*

### Express Mail International Service — Japan

\* \* \* \* \*

The maximum weight limit for Express Mail International Service (EMS) shipments (both On Demand and Custom Designed) is increased to 66 pounds. To determine the postage rate for each newly established weight step, add \$5.50 to the existing 44-pound postage rate for each additional pound (or fraction) above 44 pounds.

\* \* \* \* \*

— Pricing, Costing, & Classification,  
International Business Unit, 3-11-99

## IMM REVISION

**Global Direct — Canada Admail**

Effective March 1, 1999, the rates for Global Direct — Canada Admail are being revised to reflect changes recently made by Canada Post Corporation. In addition, discounts are being offered for mailers meeting certain volume requirements in conjunction with International Surface Air Lift Service and International Priority Airmail Service.

These revisions will appear in the online *International Mail Manual* (IMM) available via Postal Explorer (<http://pe.usps.gov>) and will appear in the printed version of IMM 21. Chapter 6 of the IMM is amended as follows:

**International Mail Manual (IMM)****6 SPECIAL PROGRAMS****610 Global Direct Service**

\* \* \* \* \*

**612 Global Direct — Canada Admail**

\* \* \* \* \*

**612.3 Postage**

[Revise 612.31 to include a paragraph at the end and replace existing Exhibit 612.3 as follows:]

**612.31 Rate**

The rate of postage is determined by the size, weight, and level of sortation of the items being mailed as specified in Exhibit 612.3:

**Exhibit 612.3 Canada Admail Rates**

<b>Letter Carrier Presort (LCP)</b>	<b>Standard</b>	<b>Large</b>
First 1.76 ounces (50 g)		
Letter Carrier Direct	\$0.241	\$0.294
Station	0.272	0.325
Direct Rural	0.272	0.325
City	0.294	0.347
Distribution Center Facility	0.294	0.347
Forward Consolidation Point	0.332	0.385
Residue	0.332	0.385
Over 1.76 ounces (0.1100 lbs.)	0.576	0.747
Per additional pound		
<b>National Distribution Guide (NDG)</b>	<b>Standard</b>	<b>Large</b>
First 1.76 ounces (50 g)	\$0.302	\$0.355
Over 1.76 ounces (0.1100 lbs.)	0.576	0.747
Per additional pound		

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

Mailers spending \$2 million or more for IPA, ISAL, and Global Direct — Canada Admail will receive a 5 percent discount. Mailers spending over \$5 million receive a 10 percent discount and a 15 percent discount for over \$10 million. The discount is calculated on the mailing statement.

\* \* \* \* \*

— Pricing, Costing, & Classification,  
International Business Unit, 3-11-99

## IMM REVISION

**International Priority Airmail Service — Changes in Rates and Conditions of Service**

International Priority Airmail (IPA) is a volume airmail letter service. Mailers have the opportunity to benefit from work sharing with the Postal Service and gain improved speed of delivery for presorted mail.

On February 28, 1998, the Postal Service adopted program changes to International Surface Air Lift Service (ISAL) and is now changing IPA to align it with ISAL in rate structure and preparation requirements. This will make it easier for mailers to participate in either service.

The following is a summary of the changes to IPA, which are effective on April 4, 1999:

- **Rate Groups:** The rate groups for IPA have been aligned with those used for International Surface Air Lift Services. Accordingly, there are now four rate groups in addition to the nonpresort or World Wide rates.

- **Minimum Weight:** The Postal Service is increasing the minimum weight for direct country and mixed direct country package sacks from 10 to 11 pounds. In addition, a package of mail will be defined as 10 or more pieces or 1 pound of mail to coincide with the definition used in ISAL. "Bundles" will be referred to as "packages" in the future.
- **Acceptance Cities:** IPA service will be available from all post offices that accept bulk mail. The rate charged from these offices is the Full Service rate.
- **Drop Ship Rates:** The Postal Service is introducing drop ship rates for mailers who transport their mail to certain locations. Drop ship sites are located in the following areas: Jamaica, NY; Miami, FL; Franklin Park, IL; and San Francisco, CA. Mail tendered at these sites is eligible for the drop ship rates.



- **Volume Discounts:** Discounts for IPA will be available based on the amount of postage spent by a mailer in the preceding postal fiscal year for both IPA and ISAL. The discount is calculated on the mailing statement. Post offices will be advised directly by the International Business Unit of mailers who are eligible for these discounts. Post offices must not allow mailers to claim these discounts unless authorized by the International Business Unit.
- **Postage Statement:** PS Form 3652, *Postage Statement — International Priority Mail*, is being revised. It will be a single sheet. A sample is contained in this article. The form will be automatically distributed to all District Offices and will be available on the Internet at <http://www.usps.com>.

These revisions will appear in the online *International Mail Manual (IMM)* available via Postal Explorer (<http://pe.usps.gov>) and will appear in the printed version of IMM 21. IMM section 280, International Priority Airmail, is amended as follows:

**International Mail Manual (IMM)**

**280 INTERNATIONAL PRIORITY AIRMAIL SERVICE**

**281 Description**

**281.1 General**

International Priority Airmail (IPA) service is as fast as or faster than regular international airmail service. It is available to bulk mailers of all LC and AO items that are prepared by the sender in accordance with the requirements of this subchapter. Separate rates are provided for presorted mail and nonpresorted mail with drop shipment and volume discounts.

**281.2 Qualifying Mail**

Any item of the LC or AO classification, as defined in 141.2, qualifies. Letters, letter packages, postal cards, aerogrammes, regular printed matter, books and sheet music, publishers' periodicals, matter for the blind, and small packets, which are prepared in compliance with the applicable mailing conditions in this subchapter, may be sent in this service. Items do not have to be of the same size and weight to qualify.

**281.3 Minimum Quantity Requirements**

**281.31 Worldwide Nonpresort Mail**

The mailer must have a minimum of 11 pounds of LC/AO mail in the total mailing. The minimum does not apply to each country destination.

**281.32 Presort Mail**

The mailer must have a minimum of 11 pounds of presorted LC/AO mail to a single rate group to qualify for the presort rate for that rate group.

**Note:** Mail that cannot be made up in direct country packages (284.521) or in direct country sacks (284.61) does not qualify for the presort rates and is subject to the worldwide nonpresort rates.

**281.4 Dutiable Items**

Dutiable items may be sent in LC letter packages or AO small packets in accordance with the applicable rules in this subchapter for those classes of mail. Parcel post (CP) items, either ordinary or insured, may not be mailed as International Priority Airmail.

**281.5 Deposit**

**281.51 Full Service**

Mailings must be deposited and accepted at a business mail entry unit of the post office where the mailer holds an advance deposit account or postage meter license.

**281.52 Drop Shipment**

To qualify for the drop shipment rates, the mailer must tender the mail to one of the locations in 281.53. The mailer must pay postage at the drop shipment location either through an advance deposit account or postage meter license at the serving post office. As an alternative, mailers who are participating in a PVDS program (see DMM P750) may have the mail verified, accepted, and paid for at the mailer's plant or at the origin post office serving the mailer's plant if authorized under DMM P750.2.2. Plant-verified drop shipment mail must be transported by the mailer to the drop shipment location and the mail accompanied by a clearance document PS Form 8125, *Drop Shipment Clearance Document*.

**281.53 Drop Shipment Locations**

Drop shipment rates are available from the following offices:

**New York**

Regular and plant-verified drop shipment:

AMC JFK BUILDING 250  
JFK INTERNATIONAL AIRPORT  
JAMAICA NY 11430-9998

**California**

Regular drop shipment:

SAN FRANCISCO P&DC  
1300 EVANS AVE  
SAN FRANCISCO CA 94188-9998

Plant-verified drop shipment:

AMC SAN FRANCISCO  
BLDG 660 RD 6  
SAN FRANCISCO CA 94158-9998

**Florida**

Regular drop shipment:

MIAMI P&DC  
2200 NORTHWEST 72 AVE  
MIAMI FL 33152-9997

Plant-verified drop shipment:

AMC MIAMI  
MIAMI INTERNATIONAL AIRPORT  
MIAMI FL 33159-9998

**Illinois**

Regular and plant-verified drop shipment:

CHICAGO OHARE DROPSHIP ISAL SERVICE CENTER  
INTERNATIONAL PROCESSING CENTER ANNEX  
3333 N MOUNT PROSPECT RD  
FRANKLIN PARK IL 60131-1347

**281.6 Special Services Not Available**

Items sent in this service may not be registered.

**282 Postage****282.1 Rates****282.11 General**

There are two rate options for International Priority Airmail service: a presort rate option that has four rate groups and a worldwide nonpresort rate. For both options, there are full service rates for mail deposited at offices other than the four drop shipment offices listed in 281.5, and drop ship rates for mail deposited at one of the four drop shipment offices. The per-piece rates and per-pound rates are shown in Exhibit 282.11. The per-piece rate of \$0.10 or \$0.25 applies to each piece regardless of its weight. The per-pound rate applies to the net weight (gross weight minus tare weight of sack) of the mail for the specific rate group. Fractions of a pound are rounded to the next whole pound for postage calculation.

**Exhibit 282.11 International Priority Airmail Rates**

Rate Group	Piece Rate	Pound Rate	
		Full Service	Drop Ship
1	\$0.25	\$5.00	\$4.00
2	0.10	5.25	4.25
3	0.10	6.50	5.50
4	0.10	7.50	6.50
Worldwide	0.25	7.00	6.00

**282.12 Volume Discount**

Mailers who spend \$2 million or more on IPA and ISAL in the preceding postal fiscal year may receive discounts off the rates shown in Exhibit 282.11 as follows:

- \$2 million to \$5 million: 5% discount.
- Over \$5 million to \$10 million: 10% discount.
- Over \$10 million: 15% discount.

Mailers entitled to these discounts must place the full per-piece rate on each piece of mail if payment is by postage meter or mailer-precanceled stamps. The discount is calculated on the statement of mailing.

**282.13 Qualifying for Volume Discounts**

To qualify for volume discounts, mailers must apply in writing to:

MANAGER MAIL ORDER  
INTERNATIONAL BUSINESS UNIT  
475 L'ENFANT PLAZA SW RM 370-IBU  
WASHINGTON DC 20260-6500

The Manager evaluates all requests and informs the mailer and the post office(s) of mailing whether discounts are approved and the level of discount. Mailers must supply the following information:

- Postal fiscal year for the qualifying mail.
- Permit number(s) and post office(s) where the permits are held.
- Total revenue for the postal fiscal year.
- Post office(s) where the discount is to be claimed.

The combined IPA and ISAL revenue is counted toward the discounts. The Postal Service will count as revenue to qualify for the volume discounts only postage paid by the permit holder. If a permit holder has more than one account, or accounts in several cities, then these revenues may be combined to qualify for discounts. Agents who prepare mail for the owner of the mail and mail paid by the owner's permit may not be included in the revenue to qualify for the discounts, except for the initial year (Postal Fiscal Year 1997, September 14, 1996, through September 12, 1997). Customers may be required to substantiate their request by providing copies of all postage statements for the appropriate postal fiscal year. All decisions of the manager, Mail Order are final.

**282.14 Availability**

IPA service is available to all foreign countries, as listed in Exhibit 284.522. The exhibit shows the rate group assigned to each country.

**282.15 Presort Rates**

To qualify for the presort Group 1, 2, 3, or 4 rates (see Exhibit 282.11), a mailing must consist of a minimum of 11 pounds to a specific rate group. This minimum applies to each rate group and not to the entire mailing (see 281.32). Within a rate group, all mail addressed to an individual country must be sorted into direct country packages of 10 or more pieces (or 1 pound or more of mail) (284.521) and/or sacked in direct country sacks of 11 pounds or more (284.61). Mail that cannot be made up into direct country packages or direct country sacks must be sent at the worldwide nonpresort rates.

**282.16 Separation by Rate Group**

The mailer must specify the rate group on the back of Tag 115, *International Priority Airmail*, with the number 1, 2, 3, 4, or WW (Worldwide), and must physically separate the sacks by rate group at the time of mailing.

**282.17 Computation of Postage**

Postage is computed on PS Form 3652, *Postage Statement — International Priority Airmail*. Postage at the worldwide nonpresort rate is calculated by multiplying the number of pieces in the mailing by the applicable per-piece rate, multiplying the net weight (in whole pounds) of the entire mailing by the applicable per-pound rate, and then adding the two totals together. Postage at the presorted rates is calculated by multiplying the number of pieces in the mailing destined for countries in a specific rate group by the appropriate per-piece rate, multiplying the net weight (in whole pounds) of those pieces by the corresponding per-pound rate, and then adding the two totals together. Volume discounts are calculated on the postage statement.

**282.2 Postage Payment Methods****282.21 General****282.211 Postage Meter or Permit Imprint**

Postage must be paid by postage meter, permit imprint, or mailer-precanceled stamps (see DMM P023.3.0) or a combination. Postage charges are computed on PS Form 3652.

**282.212 Piece Rate Portion**

The applicable per-piece postage must be affixed to each piece by meter unless postage is paid by permit imprint (see 282.23).

**282.213 Pound Rate Portion**

Postage for the pound rate portion must be paid either by meter stamp(s) attached to the postage statement or from the mailer's authorized permit imprint advance deposit account.

**282.22 Postage Meter****282.221 Postage Endorsement**

When postage is paid by meter or mailer-precanceled stamps, each piece must be legibly endorsed with the words "INTERNATIONAL PRIORITY AIRMAIL."

**282.222 Specifications for Endorsement**

The endorsement required in 282.221 must appear on the address side of each piece and must be applied by a printing press, hand stamp, or other similar printing device. It must be printed above the name of the addressee and to the left or below the postage, or it may be printed adjacent to the meter stamp in either the postal inscription slug area or ad plate area. If the postal endorsement appears in the ad plate area,

no other information may be printed in the ad plate. The endorsement may not be typewritten or hand-drawn. The endorsement is not considered adequate if it is included as part of a decorative design or advertisement.

**282.223 Unmarked Pieces**

Unmarked pieces lacking the postage endorsement required by 282.221 are subject to the applicable LC/AO airmail single piece rates.

**282.224 Drop Shipment of Metered Mail**

Mailers who want to enter metered IPA mail at a post office other than where the meter is licensed must obtain a drop shipment authorization. To obtain an authorization, the mailer must submit a written request to the postmaster at the office where the mail will be entered (see DMM D072).

**282.23 Permit Imprint**

Mailers may use a permit imprint for mailings that contain identical weight pieces. Any of the permit imprints shown in Exhibit 152.3 are acceptable. The postage charges are computed on PS Form 3652 and deducted from the advance deposit account. Permit imprints must not denote Priority Mail, bulk mail, nonprofit, or other domestic or special rate mail. Mailers may use permit imprint with nonidentical weight pieces only if authorized to use postage mailing systems under DMM P710, P720, or P730.

**283 Weight and Size Limits**

See 223 and 233 for the weight and size limits for LC items sent in this service. See 243, 253, and 263 for the weight and size limits for AO items sent in this service.

**284 Preparation Requirements for Individual Items****284.1 Addressing**

International Priority Airmail is subject to the addressing requirements contained in 122.

**Exception:** International Priority Airmail in direct country sacks (see 284.61) is not subject to the interline addressing requirement that is specified in 122.1d. At the sender's risk, the English translation of the destination post office or city name may be omitted from printed addresses that are in Russian, Greek, Arabic, Hebrew, Cyrillic, Japanese, or Chinese characters. In that instance, an English translation of the country name (e.g., Japan) is still required on the individual mailpieces.

**284.2 Marking****284.21 Airmail**

The sender should mark "PAR AVION" or "AIR MAIL" on the address side of each piece. Use of bordered airmail envelopes is optional and may be used for items sent in this service if the envelope contains the "AIR MAIL" endorsement.

**284.22 Class of Mail****284.221 Printed Matter**

Printed matter is endorsed as required by weight:

- a. Items weighing **more than 4 pounds** must be marked to specify the type of printed matter: "PRINTED MATTER," "PRINTED MATTER — BOOKS," "PRINTED MATTER — SHEET MUSIC," or "PRINTED MATTER — PERIODICALS," as appropriate (see 244.211).
- b. Items weighing **4 pounds or less** do not require any printed matter endorsement but may be marked with the endorsements in 284.221a at the mailer's option. Unmarked printed matter items are subject to the mailing conditions for letters (see 220).

**284.222 Letters/Letter Packages**

Letters and letter packages that might be mistaken for another class of mail because of their weight or appearance should be marked "LETTER" on the address side (see 224.2).

**284.223 Small Packets**

Each small packet must be marked "SMALL PACKET" (see 264.21).

**284.3 Sealing**

Any item sent in this service may be sealed at the option of the sender.

**284.4 Packaging**

All items must be placed in envelopes or prepared in package form. See 224.4 for LC mail and 244.4 for AO mail.

**284.5 Sorting Requirements for IPA****284.51 Worldwide Nonpresorted Mail****284.511 Working Packages**

IPA mail paid at the nonpresorted rate must be made up into working packages. Letters and flats must be packaged separately, although nonidentical pieces may be commingled within each of these categories. Pieces that cannot be packaged because of their physical characteristics must be placed loose in the sack.

**284.512 Facing of Nonpresorted Mail Within Package**

All pieces in the working packages must be faced the same way.

**284.52 Presorted Mail****284.521 Direct Country Packages**

When there are 10 or more pieces or 1 pound or more of mail for the same country (except Great Britain and Mexico), it must be made up into a country package. Great Britain and

Mexico require a finer sortation (see 284.523). At the mailer's option, a finer breakdown by city or postal code may be made based on sortation information provided by the postal administration of the destination country.

**284.522 Country Package Label**

- a. The label (facing slip) for country packages that contain 10 or more pieces to a specific country (except for Great Britain and Mexico) must be completed as follows:

Line 1: Foreign Exchange Office

Line 2: Country of Destination

Line 3: Mailer, Mailer Location

**Example:**

1150 VIENNA FLUG
AUSTRIA
RBA COMPANY WASHINGTON DC

- b. See Exhibit 284.522 for Direct Country Package Label and Tag 178, *CN 35 Par Avion*, for information.

**284.523 Country Packages to Great Britain and Mexico**

Country packages to Great Britain and Mexico must be made up as follows:

- a. *Great Britain*. When there are 10 or more pieces or 1 pound or more of mail per separation, mail to Great Britain must be sorted into packages as follows:

Separation	Exchange Office (Line 1 Bundle Label)
LONDON CITY	LONDONTOWN
SCOTLAND	GLASGOW FWD
NORTHERN IRELAND	BELFAST FWD
All OTHER GREAT BRITAIN	GREAT BRITAIN, GREAT BRITAIN

**Example:**

LONDONTOWN
GREAT BRITAIN
MAILER, MAILER LOCATION

- b. *Mexico*. Mail to Mexico must be sorted based on state separations. When a state separation contains 10 or more pieces or 1 pound or more of mail, it must be packaged and labeled to the designated foreign exchange office shown in Exhibit 284.523. When there are less than 10 pieces or 1 pound to one or more states in the grouping, package and label these pieces to the designated foreign exchange office listed for "Remaining." When there are less than 10 pieces or 1 pound to one or more states in the grouping, package and label these pieces to the designated foreign exchange office listed for "Remaining."

**Example:**

MEXICO 506 DF  
 MEXICO  
 MAILER, MAILER LOCATION

**Exception:** When there are less than 10 pieces or 1 pound of mail to the Mexican states of Baja Calif Norte, Baja Calif Sur, Chihuahua, Distrito Federal (Mexico City), Guerrero, and Sonora, package the pieces separately and affix a facing slip labeled to the U.S. International Exchange Office listed in Exhibit 284.622.

**284.524 Facing of Pieces Within Country Package**

All pieces in the country package must be faced in the same direction and a facing slip identifying the contents of the package must be placed on the address side of the top piece of each package in such a manner that it will not become separated from the package.

**Note:** The pressure-sensitive labels and optional endorsement lines used domestically for presort mail are prohibited for International Priority Airmail.

**284.53 Physical Characteristics and Requirements for Packages**

**284.531 Thickness**

Packages of letter-size mail should be no thicker than approximately a handful of mail (4 to 6 inches thick).

**284.532 Securing Packages**

Each package must be securely tied. Placing rubber bands around the length and then the girth is the preferred method of securing packages of letter-size mail. Plastic strapping placed around the length and then the girth is the preferred method of securing packages of flat-size mail.

**284.533 Separation of Packages**

Letter-size and flat-size mail must be packaged separately. LC and AO mail classes may be commingled in a letter-size or flat-size mail package.

**284.6 Sacking Requirements**

**284.61 Direct Country Sack (11 Pounds or More)**

**284.611 General**

When there are 11 or more pounds of mail addressed to the same country (including Great Britain and Mexico), the mail must be packaged and enclosed in blue international airmail sacks and labeled to the country with Tag 178, *Airmail Bag Label LC (CN 35/AV 8)* (white). All types of mail, including letter-size packages, flat-size packages, and loose items for each destination, can be commingled in the same sack and counted toward the 11-pound minimum.

**284.612 Direct Country Sack Tags**

Direct country sacks must be labeled with Tag 178. The tag is white and specially coded to route the mail to a specific country and airport of destination. The blocks on the tag for date, weight, and dispatch information must be completed by the Postal Service and may not be completed by the mailer. The mailer must complete the "To" block showing the destination country. Tag 115, *International Priority Airmail*, must also be affixed to the Direct Country Sacks. Tag 115 is a "Day-Glo" pink tag that identifies the mail to ensure it receives priority handling. The mailer must designate on the back of Tag 115 the applicable rate group, using a number 1, 2, 3, 4, or WW (Worldwide).

**284.62 Mixed Direct Country Package Sacks**

**284.621 General**

The direct country packages containing 10 or more pieces or 1 pound or more of mail destined to a specific country that cannot be made up in direct country sacks must be enclosed in orange Priority Mail sacks unless other equipment is specified by the acceptance office.

**284.622 Mixed Direct Country Sack Label**

The sack label must be completed as follows. (See Exhibit 284.622 for list of U.S. International Exchange Offices.)

- Line 1: Appropriate U.S. Exchange Office and Routing Code
- Line 2: Contents — DRX
- Line 3: Mailer, Mailer Location

**Example:**

AMC SEATTLE WA 980  
 INT'L PRIORITY AIRMAIL — DRX  
 ABC STORE SEATTLE WA

**284.63 Worldwide Nonpresort Mail Sacks**

**284.631 General**

The working packages of mixed country mail and loose items must be enclosed in orange Priority Mail sacks unless other equipment is specified by the acceptance office. Nonpresorted letter-size mail may be presented in trays if authorized by the acceptance office.

**Note:** Working packages of mixed country mail cannot be enclosed in mixed direct country package sacks.

**284.632 Worldwide Nonpresort Mail Sack Label**

The sack label must be completed as follows:

- Line 1: Appropriate U.S. Exchange Office and Routing Code
- Line 2: Contents — WKG
- Line 3: Mailer, Mailer Location

**Example:**

AMC ATLANTA GA 300 INT'L PRIORITY AIRMAIL — WKG CPA COMPANY ATLANTA GA
------------------------------------------------------------------------------

See Exhibit 284.622 for list of U.S. International Exchange Offices.

**284.64 Tags and Weight Maximum for Sacks****284.641 Tag 115 and Tag 178**

All IPA sacks (direct country, mixed direct country package sacks, and worldwide nonpresort mail sacks) must be labeled with Tag 115, *International Priority Airmail*. Tag 115 is a "Day-Glo" pink tag that identifies IPA mail to ensure that it receives priority treatment. Tag 178 (see section 284.611) is a dispatching tag to be used only for direct country sacks. Tag 178 is white and specially coded to route the mail to a specific country and airport of destination. The Postal Service must complete the blocks on the tag for date, weight, and dispatch information. The mailer must complete only the "To" block showing the destination country. Postal tags and sacks are available from the post office.

**284.642 Sack Weight Maximum**

The maximum weight of the sack and contents must not exceed 66 pounds.

**284.7 Customs Forms Requirements****284.71 Letters and Letter Packages**

See 224.5.

**284.72 Printed Matter**

See 244.6.

**284.73 Small Packets**

See 264.5.

**Exhibit 284.522 Foreign Exchange Office and Country Rate Groups, Information for Direct Country Package Label (Facing Slip), Tag 178, 3-Letter Country Exchange Office Code, and Exchange Office**

Rate Group	Country	3-Letter Exchange Office Code	Exchange Office
4	Afghanistan	KBL	Kabul
1	Albania	TIA	Tirana
4	Algeria	ALG	Algiers
1	Andorra <sup>1</sup>		
4	Angola	LAD	Luanda
2	Anguilla	AXA	The Valley
2	Antigua and Barbuda	ANU	St. John's
2	Argentina	BUE	Buenos Aires Avion
4	Armenia	EVN	Yerevan
2	Aruba	AUA	Oranjestad
1	Ascension <sup>1</sup>		
3	Australia <sup>2</sup>	SYD	Sydney
1	Austria	VIE	1150 Vienna Flug
4	Azerbaijan	BAK	Baku
1	Azores <sup>1</sup>		
2	Bahamas	NAS	Nassau
4	Bahrain	BAH	Bahrain
4	Bangladesh	DAC	Dhaka 17
2	Barbados	BGI	Bridgetown
1	Belarus	MOW	Moscow PCI-1
1	Belgium	BRU	Brussels X
2	Belize	BZE	Belize City
4	Benin	COO	Cotonou
2	Bermuda	BDA	Hamilton
4	Bhutan <sup>1</sup>		
2	Bolivia	LPB	La Paz
2	Bonaire <sup>1,3</sup>		
1	Bosnia-Herzegovina	SJJ	Sarajevo
4	Botswana	GBE	Gabrone
2	Brazil	RIO	Rio de Janeiro
2	British Virgin Islands	EIS	Roadtown Tortola
3	Brunei Darussalam	BWN	Bandar Seri Begawan
1	Bulgaria	SOF	Sofia
4	Burkina Faso	OUA	Ouagadougou
4	Burma (Myanmar)	RGN	Rangoon
4	Burundi	BJM	Bujumbura
3	Cambodia	PNH	Phnom Penh
4	Cameroon	DLA	Douala
4	Cape Verde	SID	SAL
2	Cayman Islands	GCM	Grand Cayman
4	Central African Republic	BGF	Bangui
4	Chad	NDJ	N'Djamena
2	Chile	SCL	Santiago

Rate Group	Country	3-Letter Exchange Office Code	Exchange Office	Rate Group	Country	3-Letter Exchange Office Code	Exchange Office
3	China	PEK	Beijing	2	Guatemala	GUA	Guatemala
2	Colombia	BOG	Bogota Aeropuerto	4	Guinea	CKY	Conakry
4	Comoros Islands <sup>1</sup>			4	Guinea-Bissau	BXO	Bissau
4	Congo, Dem. Rep. of the	FIH	Kinshasa CTT	2	Guyana	GEO	Georgetown
4	Congo, Rep. of the (Brazzaville)	BZV	Brazzaville	2	Haiti	PAP	Port-au-Prince
4	Corsica <sup>1</sup>			2	Honduras	TGU	Tegucigalpa
2	Costa Rica	SJO	San Jose	3	Hong Kong	HKG	Victoria
4	Côte d'Ivoire	ABJ	Abidjan	1	Hungary	BUD	Budapest 72 Trans
1	Croatia	ZAG	Zagreb	1	Iceland	REK	Reykjavik
2	Cuba	HAV	Havana	4	India	DEL	Delhi Air
4	Curacao <sup>3</sup>	CUR	Willemstad	3	Indonesia	JKT	Jakarta Soekarno-Hatta
4	Cyprus	NIC	Nicosia	4	Iran	THR	Tehran
1	Czech Republic	PRG	Prague 120	4	Iraq	BGW	Baghdad
1	Denmark	CPH	Copenhagen PTM	1	Ireland	DUB	Dublin
4	Djibouti	JIB	Djibouti	4	Israel	TLV	Tel Aviv-Yafo
2	Dominica	DOM	Roseau	1	Italy	ROM	Rome Ferr
2	Dominican Republic	SDQ	Santo Domingo	2	Jamaica	KIN	Kingston
2	Ecuador	UIO	Quito	3	Japan	TYO	Tokyo APT FWD
4	Egypt	CAI	Cairo Int'l Airport	4	Jordan	AMM	Amman
2	El Salvador	SAL	San Salvador	4	Kazakhstan	ALA	Alma Ata
4	Equatorial Guinea	BSG	Bata	4	Kenya	NBO	Nairobi
4	Eritrea	ASM	Asmara	3	Kiribati	TRW	Tarawa
1	Estonia	TLL	Tallinn	3	Korea, Dem. People's Rep. (North) <sup>1</sup>		
4	Ethiopia	ADD	Addis Ababa	3	Korea, Republic of (South)	SEL	Seoul
2	Falkland Islands <sup>1</sup>			4	Kuwait	KWI	Kuwait
1	Faroe Islands <sup>1</sup>			1	Kyrgyzstan	MOW	Moscow PCI-1
3	Fiji	NAN	Nadi	3	Laos	VTE	Vientiane
1	Finland	HEL	Helsinki	1	Latvia	RIX	Riga
1	France	PAR	Paris Aviation Passe	4	Lebanon	BEY	Beirut
2	French Guiana	CAY	Cayenne	4	Lesotho	MSU	Maseru
3	French Polynesia	PPT	Papeete	4	Liberia	MLW	Monrovia
4	Gabon	LBV	Libreville	4	Libya	TIP	Tripoli
4	Gambia	BJL	Banjul	1	Liechtenstein <sup>1</sup>		
4	Georgia, Republic of	TBS	Tbilisi	1	Lithuania	VNO	Vilnius
1	Germany	FRA	Frankfurt am Main Flughafen	1	Luxembourg	LUX	Luxembourg Ville
4	Ghana	ACC	Accra	3	Macao	HKG	Macau
1	Gibraltar	GIB	Gibraltar	1	Macedonia	BEG	Belgrade
1	Great Britain			4	Madagascar	TNR	Antananarivo
	London City	LON	Londontown	1	Madeira Islands	FNC	Funchal
	Northern Ireland	BFS	Belfast	4	Malawi	BLZ	Limbe C.S.O.
	Scotland	GLA	Glasgow	3	Malaysia	KUL	Kuala Lumpur
	All Other Great Britain	LON	Great Britain	4	Maldives	MLE	Male
1	Greece	ATH	Athens	4	Mali	BKO	Bamako
1	Greenland <sup>1</sup>			4	Malta	VLT	Valetta
2	Grenada	GND	St. George's	2	Martinique	FDF	Fort de France
2	Guadeloupe	PTP	Pointe-a-Pitre	4	Mauritania	NKC	Nouakchott

Rate Group	Country	3-Letter Exchange Office Code	Exchange Office	Rate Group	Country	3-Letter Exchange Office Code	Exchange Office
4	Mauritius	MRU	Mauritius	1	Serbia-Montenegro (Yugoslavia)	BEG	Belgrade
2	Mexico See Exhibit 284.523			4	Seychelles	SEZ	Mahe Is
4	Moldova	KIV	Kishinev	4	Sierra Leone	FNA	Freetown
1	Monaco	MCM	Monte Carlo	3	Singapore	SIN	Singapore
3	Mongolia <sup>1</sup>			1	Slovak Republic (Slovakia)	BTS	Bratislava
2	Montserrat	MNI	Plymouth	1	Slovenia	LJU	Ljubljana
4	Morocco	CAS	Casablanca P/PAL	3	Solomon Islands	HIR	Honiara
4	Mozambique	MPM	CPI Maputo	4	Somalia	MGQ	Mogadishu
4	Namibia	WDH	Windhoek	4	South Africa	JNB	Johannesburg
3	Nauru	INU	Nauru	1	Spain	MAD	Madrid Airport
3	Nepal	KTM	Kathmandu	4	Sri Lanka	CMB	Colombo
1	Netherlands	AMS	Amsterdam EXP	4	Sudan	KRT	Khartoum
2	Netherlands Antilles <sup>1, 3</sup>			2	Suriname	PBM	Paramaribo
3	New Caledonia	NOU	Noumea	4	Swaziland	MTS	Manzini
3	New Zealand	AKL	Auckland	1	Sweden	STO	Stockholm Flug
2	Nicaragua	MGA	Managua	1	Switzerland	GVA	Geneva <sup>1</sup>
4	Niger	NIM	Niamey	4	Syria	DAM	Damascus
4	Nigeria	LOS	Lagos	3	Taiwan	TPE	Taipei
1	Norway	OSL	Oslo Transit	4	Tajikistan	MOW	Moscow PCI-1
4	Oman	MCT	Muscat	4	Tanzania	DAR	Dar es Salaam
4	Pakistan	KHI	Karachi	3	Thailand	BKK	Bangkok
2	Panama	PTY	Panama City	4	Togo	LFW	Lome
3	Papua New Guinea	POM	Port Moresby	3	Tonga	NUK	Nukualofa
2	Paraguay	ASU	Asuncion	2	Trinidad and Tobago	POS	Port of Spain
2	Peru	LIM	Lima Transito	4	Tristan da Cunha <sup>1</sup>		
3	Philippines	MNL	Manila	4	Tunisia	TUN	Tunis
3	Pitcairn Island <sup>1</sup>			1	Turkey	IST	Istanbul Hava Alani
1	Poland	WAW	Warsaw <sup>3</sup>	1	Turkmenistan	MOW	Moscow PCI-1
1	Portugal	LIS	Lisbon Province	2	Turks and Caicos Islands	TKI	Grand Turk
4	Qatar	DOH	Doha	3	Tuvalu <sup>1</sup>		
4	Reunion	RUN	St. Denis	4	Uganda	KLA	Kampala
1	Romania	BUH	Bucharest	4	Ukraine	IEV	Kiev
1	Russia	MOW	Moscow PCI-1	4	United Arab Emirates	DXB	Dubai
4	Rwanda	KGL	Kigali	4	Uruguay	MVD	Montevideo
2	Saba <sup>1,3</sup>			2	Uzbekistan	TAS	Tashkent
2	Saint Christopher and Nevis	SKB	Basseterre	4	Vanuatu	VLI	Port Vila
2	Saint Eustatius <sup>1,3</sup>			3	Vatican City	VCY	Vatican City State
4	Saint Helena <sup>1</sup>			4	Venezuela	CCS	Caracas
2	Saint Lucia	SLU	Castries	3	Vietnam	SGN	Ho Chi Minh Ville
2	Saint Maarten <sup>3</sup>	SXM	Philipsburg	3	Wallis and Futuna Islands <sup>1</sup>		
2	Saint Pierre and Miquelon <sup>1</sup>			3	Western Samoa	APW	Apia
2	Saint Vincent and The Grenadines	SVD	Kingstown	4	Yemen	SAH	Sanaa
1	San Marino <sup>1</sup>			4	Zambia	NLA	Ndola
1	Sao Tome and Principe <sup>1</sup>			4	Zimbabwe	HRE	Harare
4	Saudi Arabia	DHA	Dhahran APT				
4	Senegal	DKR	Dakar Yoff				



**Footnotes:**

1. Direct country sacks are not made to these destinations. Prepare direct country packages (10 or more pieces) and include in mixed direct country package sacks labeled to the assigned U.S. exchange office listed in Exhibit 284.622.
2. At the mailer's option, a finer sortation for IPA items addressed to Australia may be used. If this option is chosen, items addressed with postal codes beginning with 0, 1, 2, 4, and 9 and uncoded mail should be sorted and packaged to Sydney. Direct country sacks should be

tagged to Sydney as well. Both the three-letter exchange office code, "SYD," and the country name, Australia, should be entered in the "TO" block of Tag 178. Items addressed with postal codes beginning with 3, 5, 6, 7, and 8 should be sorted and packaged to Melbourne. Direct country sacks should be tagged to Melbourne as well. Both the three-letter exchange office code, "MEL," and the country name, Australia, should be entered in the "TO" block of Tag 178.

3. Netherlands Antilles includes Bonaire, Curacao, Saba, St. Eustatius, and St. Maarten.

**Exhibit 284.523 Mexico**

State Group	State Name	State Abbreviation	Package Label (Facing Slip) Line 1	Tag 116 3-Letter Exchange Office Code
1	Aguascalientes	AGS	20001 Aguascalientes AGS DIS	GDL
	Colima	COL	28001 Colima COL DIS	GDL
	Guanajuato	GTO	36501 Irapuato GTO DIS	GDL
	Jalisco	JAL	CPA Occidente Guadalajara DIS	GDL
	Nayarit	NAY	63001 Tepic NAY DIS	GDL
	Zacatecas	ZAC	98001 Zacatecas ZAC DIS	GDL
	Remaining		CPA Occidente Guadalajara DIS	GDL
	2	Campeche	CAM	24001 Campeche CAM DIS
Tabasco		TAB	86001 Villahermosa TAB DIS	MID
Yucatan		YUC	97001 Merida YUC DIS	MID
Remaining			97001 Merida YUC DIS	MID
3	Coahuila	COAH	CPA Noreste Monterrey NL DIS	MTY
	Nuevo Leon	NL	CPA Noreste Monterrey NL DIS	MTY
	San Luis Potosi	SLP	78001 San Luis Potosi SPL DIS	MTY
	Tamulipas	TAM	87001 DC Victoria TAM DIS	MTY
	Remaining		CPA Noreste Monterrey NL DIS	MTY
4	Chiapas	CHIS	29002 Tuxtla Gtz CHIS DIS	MEX
	Hidalgo	HGO	42001 Pachuca HGO DIS	MEX
	Mexico	MEX	Mexico 506 DF DIS	MEX
	Michoacan	MICH	58001 Morelia MICH DIS	MEX
	Morelos	MOR	62001 Cuernavaca MOR DIS	MEX
	Oaxaca	OAX	68001 Oaxaca OAX DIS	MEX
	Puebla	PUE	72001 Puebla PUE DIS	MEX
	Queretaro	QRO	76001 Queretaro QRO DIS	MEX
	Quintana Roo	QROO	77001 Chetumal QROO DIS	MEX
	Tlaxcala	TLAX	90001 Tlaxcala TLAX DIS	MEX
	Veracruz	VER	91701 Veracruz VER DIS	MEX
	Remaining		Mexico 506 DF DIS	MEX
	5	Durango	DGO	82001 Mazatlan SIN DIS
Sinaloa		SIN	82001 Mazatlan SIN DIS	MZT
Remaining			82001 Mazatlan SIN DIS	MZT
6	Distrito Federal	DF	Mexico 506 DF (Mexico City)	MEX
7	Guerrero	GRO	39301 Acapulco de Juarez GRO DIS	ACA
8	Baja Calif Norte	BCN	22001 Tijuana BCN DIS	N/A
	Baja Calif Sur	BCS	23001 La Paz BCS DIS	N/A
	Chihuahua	CHIH	32001 CD Juarez CHIH DIS	N/A
	Sonora	SON	84001 Nogales SON DIS	N/A

**Exhibit 284.622 Labeling of IPA Mail to USPS  
Exchange Offices**

IPA Acceptance Office 3-Digit ZIP Code Prefix	U.S. Exchange Office and Routing Code for Line 1
004-005, 010-098, 100-199, 250-267	AMC KENNEDY NY 003
200-249, 254, 268, 283-285, 400-418, 420-427, 476-477	P&DC DULLES VA 201
270-282, 286-326, 344, 350-397, 399	AMC ATLANTA GA 300
006-009, 327-342, 346-347, 349	AMC MIAMI FL 331
424, 430-459, 460-516, 520-528, 530-532, 534-535, 537-567, 570-588, 600-620, 622-631, 633-641, 644-658, 660-662, 664-681, 683-693, 739	AMC O'HARE 606
700-708, 710-738, 740-799, 885	ISC DALLAS TX 753
590-599, 821, 832-838, 970-986, 988-999	AMC SEATTLE WA 980
850, 852-853, 855-857, 859-860, 863-865, 870-875, 877-884, 889-891, 900-908, 910-928, 930-936	AMC LOS ANGELES CA 900
800-816, 820, 822-831, 840-847, 893-898, 93--966	AMC SAN FRANCISCO CA 940
967-969	P&DC HONOLULU 967

— Pricing, Costing, & Classification,  
International Business Unit, 3-11-99

# Philately

STAMP ANNOUNCEMENT 99-14

## Ayn Rand Commemorative Stamp



Copyright USPS 1998

The Postal Service will issue a 33-cent *Ayn Rand* Commemorative Stamp (Item Number 441300), gummed pane of 20 on April 22, 1999, in New York, NY. The stamp was designed by Phil Jordan of Falls Church, VA, and illustrated by Nicholas Gaetano of Fletcher, NC. The stamp goes on sale April 23, 1999, only in New York, NY and California; and at postal retail stores and philatelic centers nationwide.

The Postal Service will honor the author of *The Fountainhead* and *Atlas Shrugged*, Ayn Rand. Born Alissa Rosenbaum in St. Petersburg, Russia, Ayn Rand came to the United States in 1926 at the age of 21. Later she became a U.S. citizen. Rand believed that a productive society was the result of individual freedom and effort. Her philosophy shaped all of her books and made her an often controversial but respected author. This stamp continues the American Literary Arts series.

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

Customers have 90 days to obtain the first day of issue postmark by mail. They may purchase the new stamp at post offices in New York, NY, postal retail stores and philatelic centers nationwide, and in California, affix the stamp to envelopes of their choice, address the envelopes (to themselves or others), and place them in a larger envelope

<b>Issue:</b>	<i>Ayn Rand</i>
<b>Item Number:</b>	441300
<b>Denomination &amp; Type of Issue:</b>	33-cent commemorative
<b>PS Format:</b>	Water-activated pane of 20 (1 design)
<b>Series:</b>	Literary Arts
<b>Issue Date &amp; City:</b>	April 22, 1999, New York, NY 10199
<b>Illustrator:</b>	Nicholas Gaetano, Fletcher, NC
<b>Designer:</b>	Phil Jordan, Falls Church, VA
<b>Art Director:</b>	Phil Jordan, Falls Church, VA
<b>Typographer:</b>	Phil Jordan, Falls Church, VA
<b>Modeler:</b>	Joseph Sheeran
<b>Manufacturing Process:</b>	Offset
<b>Printer:</b>	Ashton Potter USA Ltd.
<b>Printed at:</b>	Sterling Sommer, Tonawanda, NY
<b>Press Type:</b>	Akiyama 628
<b>Stamps per Pane:</b>	20
<b>Print Quantity:</b>	42.5 million stamps
<b>Paper Type:</b>	Tulli Russel 1191-B, Type 2
<b>Gum Type:</b>	Water-activated
<b>Processed at:</b>	Ashton Potter USA Ltd.
<b>Colors:</b>	Black, Cyan, Magenta, Yellow
<b>Stamp Orientation:</b>	Vertical
<b>Image Area (w x h):</b>	0.84 x 1.41 in./21.336 x 35.814 mm
<b>Overall Size (w x h):</b>	0.991 x 1.56 in./25.171 x 39.624 mm
<b>Full Pane Size (w x h):</b>	7.24 x 5.94 in./183.89 x 150.87 mm
<b>Plate Size:</b>	180 stamps per revolution
<b>Plate Numbers:</b>	"P" followed by 4 single digits
<b>Marginal Markings:</b>	"© USPS 1998" • Plate Block (9 positions) • Price • Plate Numbers
<b>Catalog Item Number(s):</b>	441320 block of 4 — \$1.32 441330 block of 10 — \$3.30 441340 full pane of 20 w/plate number — \$6.60 441361 first day cancellation — \$0.54 441367 poster — \$7.00 441397 panel — \$7.95

addressed to:

AYN RAND COMMEMORATIVE STAMP  
POSTMASTER SPECIAL EVENTS  
POST OFFICE 2001 JAF BLDG  
NEW YORK NY 10116-2001

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 June 22, 1999.

SFS also offers first day covers for new stamp issues and postal stationery items postmarked with the official first day of issue cancellation. Each item has an individual catalog number and is offered in the quarterly *USA Philatelic* catalog. Customers may request a free catalog by telephoning 1-800-STAMP24 or writing to:

INFORMATION FULFILLMENT  
DEPT 6270  
US POSTAL SERVICE  
PO BOX 419014  
KANSAS CITY MO 64141-6014

First day covers remain on sale for at least 1 year after the stamp's issuance.

### Distribution

This issue is to be distributed and sold only in New York, NY; California; the SFS in Kansas City, MO; and at postal retail stores and philatelic centers nationwide. The *Ayn Rand* stamp will be distributed to all stamp distribution offices (SDOs) with postal retail stores and authorized philatelic centers. There will be no standard distribution to SDOs, stamp distribution networks (SDNs), or accountable paper depositories (APDs) other than the San Francisco, CA, APD. SDOs serving post offices in New York, NY, and California *only* will receive this 20-stamps-per-pane issue, rounded to the nearest master carton size (70,000 stamps). Those SDOs are as follows: New York, NY; in California: City of Industry, Long Beach, Los Angeles, Oakland, San Bernardino, San Diego, San Jose, Santa Ana, Santa Clarita, West Sacramento, and San Francisco.

### Initial Supply

The Minneapolis Information System Service Center will not use PS Form 3309, *Advice of Shipment/Stamp Invoice*, to distribute this 20-stamps-per-pane-issue. To obtain initial quantities of this stamp, all post offices serving **California only** should immediately requisition these commemoratives from their designated SDO, using a separate PS Form 17, *Stamp Requisition*. Post offices in New York, NY, will receive an automatic distribution of these stamps. SDOs must not distribute these stamps to post offices before April 15, 1999.

### Additional Supply

Post offices in **California** and **New York, NY**, requiring additional stamps must requisition them from their designated SDO, using a separate PS Form 17. The San Francisco, CA, APD will have stamps available for filling supplemental orders for post offices in **California only**.

### Philatelic Requirement

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

SDOs and SDNs That Serve This Many Philatelic Windows	Will Receive This Quantity of the <i>Ayn Rand</i> Commemorative Stamp
1	18,000
2	36,000
3	54,000
4	72,000
6	140,000
9	210,000
12	280,000
16	350,000
20	420,000

### Sales Policy

Post offices authorized to sell this stamp must acquire and maintain a supply of it as long as customer demand exists or until the stamp is officially withdrawn from sale. If supplies run low, post offices must reorder additional quantities through their normal ordering procedures.

— *Stamp Services, Marketing, 3-11-99*

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*CORRECTION 99-13***Daffy Duck Commemorative Stamp**

The initial supply for post offices of the *Daffy Duck* Commemorative Stamp (Item Number 558700) — announced in *Postal Bulletin* 21992 (2-25-99) — included an incorrect distribution date for stamp distribution offices (SDOs) and stamp distribution networks (SDNs) to follow. SDOs and SDNs must not distribute the *Daffy Duck* souvenir sheets to post offices before **April 8, 1999**.

**Note:** *Daffy Duck* Commemorative Stamp sales should be recorded in AIC 097.

— *Stamp Services, Marketing, 3-11-99*

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*CORRECTION 99-10***Classroom Flag Definitive ATM Stamp**

The article on page 37 in *Postal Bulletin* 21992 (2-25-99) incorrectly listed the nationwide sale date for the *Classroom Flag* Definitive ATM Stamp as April 1, 1999. The correct date is March 14, 1999. No official ceremony is planned.

— *Stamp Service, Marketing, 3-11-99*

## 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 postmarked 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 (32 cents per envelope or 20 cents per postcard). Items

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

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

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



February 9, 1999

*Hospice*

HOSPICE OF MICHIGAN STATION  
POSTMASTER  
PO BOX 9998  
STERLING HEIGHTS MI 48311-9998

*Hospice*

HOSPICE OF MICHIGAN STATION  
POSTMASTER  
PO BOX 9998  
W BLOOMFIELD MI 48325-9998

*Hospice*

HOSPICE OF MICHIGAN STATION  
POSTMASTER  
PO BOX 9998  
MT CLEMENS MI 48046-9998

*Hospice*

HOSPICE OF MICHIGAN STATION  
POSTMASTER  
PO BOX 9998  
ROYAL OAK MI 48068-9998

*Hospice*

HOSPICE OF MICHIGAN STATION  
POSTMASTER  
PO BOX 9998  
ROCHESTER MI 48308-9998

*Hospice*

HOSPICE OF MICHIGAN STATION  
POSTMASTER  
PO BOX 9998  
ST CLAIR SHORES MI 48080-9998

*Hospice*

HOSPICE OF MICHIGAN STATION  
POSTMASTER  
PO BOX 9998  
FARMINGTON MI 48333-9998

*Hospice*

HOSPICE OF MICHIGAN STATION  
POSTMASTER  
PO BOX 9998  
FARMINGTON HILLS MI 48335-9998

*Hospice*

HOSPICE OF MICHIGAN STATION  
POSTMASTER  
PO BOX 9998  
NEW BALTIMORE MI 48047-9998



Put Your Stamp  
on History  
1940s



February 18, 1999

CELEBRATE THE CENTURY CAPITAL STATION  
POSTMASTER  
40 WESTERN AVE  
AUGUSTA ME 04330-9998

Abilene Post Office

CELEBRATE THE CENTURY STATION  
POSTMASTER  
341 PINE ST  
ABILENE TX 79604-9998

Burleson Post Office

CELEBRATE THE CENTURY STATION  
POSTMASTER  
232 SW JOHNSON AVE  
BURLESON TX 76028-9998

San Angelo Post Office

CELEBRATE THE CENTURY STATION  
POSTMASTER  
1 N BRYANT AVE  
SAN ANGELO TX 76902-9998

Seminole Post Office

CELEBRATE THE CENTURY STATION  
POSTMASTER  
291 SE 3RD ST  
SEMINOLE TX 79360-9998

Ft. Worth Post Office

CELEBRATE THE CENTURY STATION  
POSTMASTER  
4600 MARK IV PKWY  
FT WORTH TX 76161-9998

Childress Post Office

CELEBRATE THE CENTURY STATION  
POSTMASTER  
507 AVE F NW  
CHILDRESS TX 79201-9998

Denton Post Office

CELEBRATE THE CENTURY STATION  
POSTMASTER  
101 E MCKINNEY ST  
DENTON TX 76201-9998

Arlington Post Office

CELEBRATE THE CENTURY STATION  
POSTMASTER  
300 E SOUTH ST  
ARLINGTON TX 76004-9998

Eulesss Post Office

CELEBRATE THE CENTURY STATION  
POSTMASTER  
210 N ECTOR  
EULESS TX 76039-9998

Wichita Falls Post Office

CELEBRATE THE CENTURY STATION  
POSTMASTER  
1000 LAMAR  
WICHITA FALLS TX 76301-9998

February 19, 1999

CELEBRATE THE CENTURY STATION  
POSTMASTER  
PO BOX 9998  
PARKSVILLE NY 12759-9998

CELEBRATE THE CENTURY STATION  
POSTMASTER  
PO BOX 9998  
HYDE PARK NY 12538-9998

CELEBRATE THE CENTURY STATION  
POSTMASTER  
PO BOX 9998  
HOPEWELL JUNCTION NY 12533-9998

CELEBRATE THE CENTURY STATION  
POSTMASTER  
PO BOX 9998  
WEST POINT NY 10996-9998

CELEBRATE THE CENTURY STATION  
POSTMASTER  
PO BOX 9998  
WEST POINT NY 10997-9998

CELEBRATE THE CENTURY STATION  
POSTMASTER  
PO BOX 9998  
BEAR MOUNTAIN NY 10911-9998

CELEBRATE THE CENTURY STATION  
POSTMASTER  
PO BOX 9998  
YORKTOWN HEIGHTS NY 10598-9998

CELEBRATE THE CENTURY STATION  
POSTMASTER  
PO BOX 9998  
MOUNT KISCO NY 10549-9998

CELEBRATE THE CENTURY STATION  
POSTMASTER  
PO BOX 9998  
MOHEGAN LAKE NY 10547-9998

CELEBRATE THE CENTURY STATION  
POSTMASTER  
PO BOX 9998  
CARMEL NY 10512-9998

CELEBRATE THE CENTURY STATION  
POSTMASTER  
PO BOX 9998  
POMONA NY 10970-9998

February 25, 1999

CELEBRATE THE CENTURY STATION  
POSTMASTER  
PO BOX 9998  
KIAMESHA LAKE NY 12751-9998

February 26, 1999

CELEBRATE THE CENTURY STATION  
POSTMASTER  
PO BOX 9998  
IRVINGTON NY 10533-9998



CELEBRATE THE CENTURY STATION  
THE 1940s

February 19, 1999

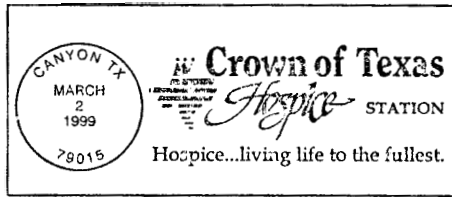
CELEBRATE THE CENTURY STATION  
POSTMASTER  
PO BOX 9998  
GLENHAM NY 12527-9998

CELEBRATE THE CENTURY STATION  
POSTMASTER  
PO BOX 9998  
WESTTOWN NY 10998-9998

CELEBRATE THE CENTURY STATION  
POSTMASTER  
PO BOX 9998  
TARRYTOWN NY 10591-9998

CELEBRATE THE CENTURY STATION  
POSTMASTER  
PO BOX 9998  
BUCHANAN NY 10511-9998

CELEBRATE THE CENTURY STATION  
POSTMASTER  
PO BOX 9998  
KALAMAZOO MI 49001-9998



March 2, 1999

*Crown of Texas Hospice*

CROWN OF TEXAS HOSPICE STATION  
POSTMASTER  
1304 4TH AVE  
CANYON TX 79015-9998

March 3, 1999

*Crown of Texas Hospice*

CROWN OF TEXAS HOSPICE STATION  
POSTMASTER  
101 W 4TH  
CLARENDON TX 79226-9998

March 4, 1999

*Crown of Texas Hospice*

CROWN OF TEXAS HOSPICE STATION  
POSTMASTER  
408 N MAIN  
HEREFORD TX 79045-9998

March 9, 1999

*Crown of Texas Hospice*

CROWN OF TEXAS HOSPICE STATION  
POSTMASTER  
431 MAIN  
STINNETT TX 79083-9998

March 10, 1999

*Crown of Texas Hospice*

CROWN OF TEXAS HOSPICE STATION  
POSTMASTER  
107 N HOYNE  
FRITCH TX 79036-9998

*Crown of Texas Hospice*

CROWN OF TEXAS HOSPICE STATION  
POSTMASTER  
210 N MADDEN  
SHAMROCK TX 79079-9998

March 11, 1999

*Crown of Texas Hospice*

CROWN OF TEXAS HOSPICE STATION  
POSTMASTER  
1000 W AVE  
WELLINGTON TX 79095-9998

March 16, 1999

*Crown of Texas Hospice*

CROWN OF TEXAS HOSPICE STATION  
POSTMASTER  
402 MAIN  
PANHANDLE TX 79068-9998

March 17, 1999

*Crown of Texas Hospice*

CROWN OF TEXAS HOSPICE STATION  
POSTMASTER  
507 AVE F NW  
CHILDRESS TX 79201-9998

March 18, 1999

*Crown of Texas Hospice*

CROWN OF TEXAS HOSPICE STATION  
POSTMASTER  
302 TRICE  
CLAUDE TX 79019-9998

March 23, 1999

*Crown of Texas Hospice*

CROWN OF TEXAS HOSPICE STATION  
POSTMASTER  
302 TRICE  
MCLEAN TX 79057-9998

March 24, 1999

*Crown of Texas Hospice*

CROWN OF TEXAS HOSPICE STATION  
POSTMASTER  
700 MAIN  
MEMPHIS TX 79245-9998

March 25, 1999

*Crown of Texas Hospice*

CROWN OF TEXAS HOSPICE STATION  
POSTMASTER  
301 MAIN ST  
SKELLYTOWN TX 79080-9998

March 26, 1999

*Crown of Texas Hospice*

CROWN OF TEXAS HOSPICE STATION  
POSTMASTER  
507 S CANADIAN  
WHEELER TX 79096-9998

March 30, 1999

*Crown of Texas Hospice*

CROWN OF TEXAS HOSPICE STATION  
POSTMASTER  
110 E THIRD  
WHITE DEER TX 79097-9998

March 31, 1999

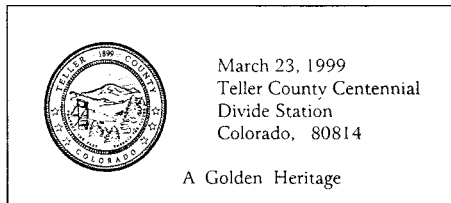
*Crown of Texas Hospice*

CROWN OF TEXAS HOSPICE STATION  
POSTMASTER  
1010 MAIN  
FRIONA TX 79035-9998

March 31, 1999

*Crown of Texas Hospice*

CROWN OF TEXAS HOSPICE STATION  
POSTMASTER  
120 E FOSTER  
PAMPA TX 79065-9998



March 23, 1999

*Florissant Post Office*

TELLER COUNTY CENTENNIAL FLORISSANT  
STATION  
POSTMASTER  
PO BOX 9998  
FLORISSANT CO 80816-9998

*Florissant Post Office*

TELLER COUNTY CENTENNIAL DIVIDE STATION  
POSTMASTER  
PO BOX 9998  
DIVIDE CO 80814-9998

*Florissant Post Office*

TELLER COUNTY CENTENNIAL  
WOODLAND PARK STATION  
POSTMASTER  
PO BOX 9998  
WOODLAND PARK CO 80863-9998

*Florissant Post Office*

TELLER COUNTY CENTENNIAL CRIPPLE  
CREEK STATION  
POSTMASTER  
PO BOX 9998  
CRIPPLE CREEK CO 80813-9998

*Florissant Post Office*

TELLER COUNTY CENTENNIAL  
VICTOR STATION  
POSTMASTER  
PO BOX 9998  
VICTOR CO 80860-9998





February 5-7, 1999  
 ASDA STATION  
 POSTMASTER  
 PO BOX 9998  
 DES PLAINS IL 60018-9998



February 12, 1999  
 ROMANCE STATION  
 POSTMASTER  
 320 SW 5TH ST  
 OKLAHOMA CITY OK 73159-9998



February 9, 1999  
 HOSPICE CARE STATION  
 POSTMASTER  
 1301 E MAIN ST  
 CARBONDALE IL 62901-9998



February 12, 1999  
 Postmaster  
 GRAND OPENING STATION  
 POSTMASTER  
 PO BOX 9998  
 WATERFORD MI 48329-9998



February 9, 1999  
 CAREGIVERS STATION  
 POSTMASTER  
 900 E FAYETTE ST  
 BALTIMORE MD 21233-9715



February 13, 1999  
 ANNIVERSARY STATION  
 POSTMASTER  
 332 A CANONCHER RD  
 ROCKVILLE RI 02873-9998



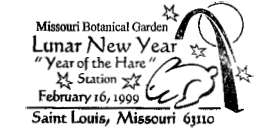
February 9, 1999  
 HOSPICE CARE STATION  
 POSTMASTER  
 7737 LAUREL AVE  
 CINCINNATI OH 45243-9998



February 14, 1999  
 LUNAR NEW YEAR STATION  
 POSTMASTER  
 900 E FAYETTE ST  
 BALTIMORE MD 21233-9715



February 9, 1999  
 Oregon Hospice Association  
 COMFORT CARE STATION  
 POSTMASTER  
 PO BOX 3480  
 PORTLAND OR 97208-9615



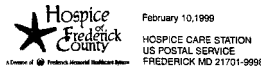
February 16, 1999  
 LUNAR NEW YEAR YEAR OF THE HARE  
 STATION  
 POSTMASTER  
 1720 MARKET ST  
 ST LOUIS MO 63155-9998



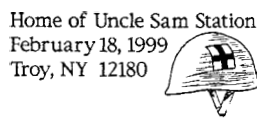
February 9, 1999  
 Mt Hood Hospice  
 COMFORT CARE STATION  
 POSTMASTER  
 17570 WOLF DR  
 SANDY OR 97055-9998



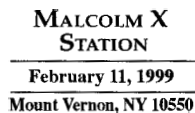
February 17, 1999  
 HOSPICE CARE STATION  
 POSTMASTER  
 PO BOX 9998  
 NEENAH WI 54956-9998



February 10, 1999  
 Hospice of Frederick County  
 HOSPICE CARE STATION  
 POSTMASTER  
 PO BOX 9998  
 FREDERICK MD 21701-9998



February 18, 1999  
 HOME OF UNCLE SAM STATION  
 POSTMASTER  
 400 BROADWAY  
 TROY NY 12180-9998



February 11, 1999  
 MALCOLM X STATION  
 POSTMASTER  
 PO BOX 9998  
 MOUNT VERNON NY 10550-9998



February 18-20, 1999  
 GARDEN SHOW STATION  
 POSTMASTER  
 1 CORLISS ST  
 PROVIDENCE RI 02904-9998



February 12, 1999  
 UNITY DAY STATION  
 POSTMASTER  
 900 E FAYETTE ST  
 BALTIMORE MD 21233-9715



February 19, 1999  
 CELEBRATE THE CENTURY STATION  
 POSTMASTER  
 PO BOX 9998  
 HARRIS NY 12742-9998



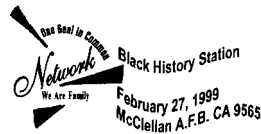
February 19, 1999  
**CELEBRATE THE CENTURY STATION**  
 POSTMASTER  
 PO BOX 9998  
 CROTON FALLS NY 10519-9998



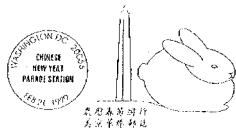
February 26, 1999  
**IRISH IMMIGRATION STATION**  
 POSTMASTER  
 PO BOX 9998  
 CHICAGO IL 60607-9998



February 19, 1999  
*Tennessee Black Heritage Celebration*  
**BLACK HERITAGE CELEBRATION STATION**  
 POSTMASTER  
 PO BOX 3503  
 MEMPHIS TN 38103-3503



February 27, 1999  
**BLACK HISTORY STATION**  
 POSTMASTER  
 6483 WATT AVE  
 NORTH HIGHLANDS CA 95660-9998



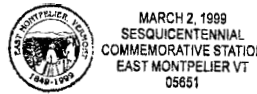
February 21, 1999  
**CHINESE NEW YEAR PARADE STATION**  
 POSTMASTER  
 900 BRENTWOOD RD NE  
 WASHINGTON DC 20066-9998



February 27, 1999  
**POST OFFICE CENTENNIAL STATION**  
 POSTMASTER  
 PO BOX 9998  
 NAZARETH MI 49074-9998



February 23, 1999  
**BLACK HERITAGE STATION**  
 POSTMASTER  
 1900 E ST  
 FRESNO CA 93706-7019



March 2, 1999  
**SESQUICENTENNIAL COMMEMORATIVE STATION**  
 POSTMASTER  
 2893 US RT 2  
 EAST MONTPELIER VT 05651-9998

ARTWORK UNAVAILABLE

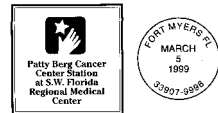
February 25, 1999  
**BLACK HISTORY MONTH CELEBRATION STATION**  
 POSTMASTER  
 900 BRENTWOOD RD NE  
 WASHINGTON DC 20066-9998



March 5, 1999  
**TEN CHIMNEYS STATION**  
 POSTMASTER  
 PO BOX 9998  
 GENESSEE DEPOT WI 53127-9998



February 25, 1999  
*Baptist Hospital*  
**BAPTIST TRINITY HOSPICE STATION**  
 POSTMASTER  
 PO BOX 3503  
 MEMPHIS TN 38103-3503



March 5, 1999  
**PATTY BERG CANCER CENTER STATION**  
 POSTMASTER  
 2655 N AIRPORT RD  
 FORT MYERS FL 33907-9998



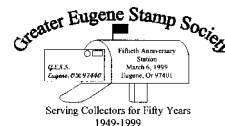
February 26, 1999  
*The Irish Rover and U.S. Postal Service*  
**IRISH ROVER STATION**  
 POSTMASTER  
 PO BOX 31905  
 LOUISVILLE KY 40231-9905



March 6, 1999  
**JONQUIL STATION**  
 POSTMASTER  
 211 FRANKLIN ST  
 WASHINGTON AR 71862-9998



February 26, 1999  
*Molly Malone's and U.S. Postal Service*  
**MOLLY MALONE STATION**  
 POSTMASTER  
 PO BOX 31905  
 LOUISVILLE KY 40231-9905



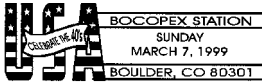
March 6 & 7, 1999  
*Greater Eugene Stamp Society*  
**FIFTIETH ANNIVERSARY STATION**  
 POSTMASTER  
 PO BOX 9998  
 EUGENE OR 97401-9998



February 26, 1999  
**HIBERNIAN STATION**  
 POSTMASTER  
 125 FOREST AVE  
 PORTLAND ME 04102-9998



March 6 & 7, 1999  
**NOVA-PEX STATION**  
 POSTMASTER  
 2323 CHUM CREEK RD  
 REDDING CA 96049-9998

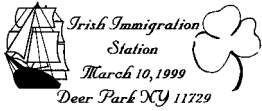


March 6 & 7, 1999  
 BOCOPEX STAMP SHOW STATION  
 POSTMASTER  
 1905 15TH ST  
 BOULDER CO 80302-9998



**KINKAID STATION**  
 O'NEILL NEBRASKA 68763  
 MARCH 13, 1999

March 13, 1999  
 KINKAID STATION  
 POSTMASTER  
 201 N 4TH ST  
 O'NEILL NE 68763-9998



March 10, 1999  
 IRISH IMMIGRATION STATION  
 POSTMASTER  
 PO BOX 9998  
 DEER PARK NY 11729-9998

MARCH 13, 1999

INDIANS STATION  
 CHAIN OF LAKES STADIUM  
 WINTER HAVEN, FL 33880



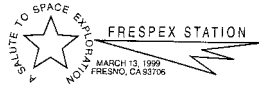
SPRING TRAINING HOME  
 OF THE  
 CLEVELAND INDIANS

March 13, 1999  
 INDIANS STATION  
 POSTMASTER  
 111 W CENTRAL AVE  
 WINTER HAVEN FL 33880-9998



Hospice Council of Vermont  
 Hospice  
 A Special Kind of Caring Station  
 Montpelier, VT 05602  
 3/10/99

March 10, 1999  
 HOSPICE A SPECIAL KIND OF CARING  
 STATION  
 POSTMASTER  
 10 MAIN ST  
 MONTPELIER VT 05602-9998



FRESPEX STATION

MARCH 13, 1999  
 FRESNO, CA 93706

March 13 & 14, 1998  
 FRESPEX STATION  
 POSTMASTER  
 1900 E ST  
 FRESNO CA 93706-9998



March 11 & 12, 1999  
 TAMPA UNION STATION  
 POSTMASTER  
 5201 W SPRUCE ST  
 TAMPA FL 33630-9998



March 13 & 14, 1999  
 STAMP SHOW STATION  
 POSTMASTER  
 901 BROADWAY  
 NASHVILLE TN 37203-9998



March 11-20, 1999  
 SHAMROCK STATION  
 POSTMASTER  
 WILD CAT RD  
 IRELAND WV 26376-9998

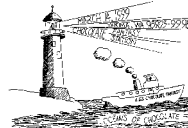


Tricentennial Station  
 March 14, 1999  
 Falls Church, VA 22046  
 Celebrating our  
 Volunteers & Organizations

March 13 & 14, 1999  
 TRICENTENNIAL STATION  
 POSTMASTER  
 301 W BROAD ST  
 FALLS CHURCH VA 22046-9998



March 12-14, 1999  
 AMERICAN NUMISMATIC NATIONAL  
 MONEY SHOW STATION  
 POSTMASTER  
 2000 ROYAL OAKS DR  
 SACRAMENTO CA 95813-9998



March 14, 1999  
 Yakima Valley Stamp Club and Chocolate  
 Fantasy Committee  
 CHOCOLATE FANTASY STATION  
 POSTMASTER  
 205 W WASHINGTON AVE  
 YAKIMA WA 98903-9998



RATTLESNAKE STATION  
 SWEETWATER TX 79556  
 MARCH 12 1999

March 12-14, 1999  
 Sweetwater Jaycees  
 RATTLESNAKE STATION  
 POSTMASTER  
 201 E THIRD ST  
 SWEETWATER TX 79556-9998



BUZZARD DAY STATION  
 TURKEY  
 VILLORE  
 MARCH 15, 1999  
 HINCKLEY, OHIO 44233

March 15, 1999  
 BUZZARD DAY STATION  
 POSTMASTER  
 1294 RIDGE RD  
 HINCKLEY OH 44233-9998



HERITAGE STATION  
 March 13, 1999  
 Palmetto, Florida 34221

March 13, 1999  
 HERITAGE STATION  
 POSTMASTER  
 520 7TH ST W  
 PALMETTO FL 34221-9998



Camden Station  
 Camden, NY 13316  
 March 15, 1999

March 15, 1999  
 CAMDEN STATION  
 POSTMASTER  
 100 MAIN ST  
 CAMDEN NY 13316-9998



ARCTIC ANIMALS STATION  
 MARCH 13, 1999  
 NOME ALASKA 99762

March 13, 1999  
 ARCTIC ANIMALS STATION  
 POSTMASTER  
 NOME AK 99762-9998



Irish Immigration Station  
 March 16, 1999  
 Farmingville NY 11738

March 16, 1999  
 IRISH IMMIGRATION STATION  
 POSTMASTER  
 PO BOX 9998  
 FARMINGVILLE NY 11738-9998



NJCAA BASKETBALL CHAMPIONSHIP - DIVISION I SPORTS ARENA STATION HUTCHINSON, KANSAS 67501 MARCH 16, 1999

March 16-20, 1999  
NJCAA BASKETBALL CHAMPIONSHIP DIVISION 1 SPORTS ARENA STATION POSTMASTER 128 E 1ST AVE HUTCHINSON KS 67501-9998



March 19-21, 1999  
ROPEX 99 STATION POSTMASTER 1335 JEFFERSON RD ROCHESTER NY 14692-9998



ST. PATRICK'S DAY STATION MARCH 17, 1999 THE VILLAGE OF CHIPPEWA LAKE POSTMASTER PO BOX 9998 CHIPPEWA LAKE OH 44215-9998

March 17, 1999  
*Village of Chippewa Lake*  
ST PATRICK'S DAY STATION POSTMASTER 5825 HEATHERHEDGE DR CHIPPEWA LAKE OH 44215-9998



March 20, 1999  
*U.S. Postal Service*  
HISTORICAL FASHION SHOW AND DINNER STATION POSTMASTER PO BOX 9998 HARNED KY 40144-9998



St. Patrick, Missouri 63466

March 17, 1999  
HAPPY ST PATRICK'S DAY STATION POSTMASTER PO BOX 9998 ST PATRICK MO 63466-9998

ARTWORK UNAVAILABLE

March 20, 1999  
KOREAN STATION POSTMASTER 40 MONTGOMERY ST PAWTUCKET RI 02860-9998

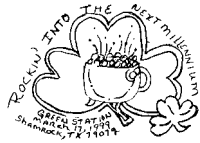


ENGLEWOOD CENTENNIAL 1899-1999  
*From our past...Prepared for our future*

March 17, 1999  
ENGLEWOOD CENTENNIAL STATION POSTMASTER 77 ENGLE ST ENGLEWOOD NJ 07631-9998



March 20, 1999  
AMITY DAFFODIL FESTIVAL STATION POSTMASTER 105 WOODSON ST AMITY OR 97101-9998



GREEN STATION POSTMASTER 210 N MADDEN ST SHAMROCK TX 79079-9998

March 17, 1999  
*Shamrock High School*  
GREEN STATION POSTMASTER 210 N MADDEN ST SHAMROCK TX 79079-9998



March 20, 1999  
*The Susan G. Komen Breast Cancer Foundation*  
RACE FOR THE CURE BREAST CANCER RESEARCH STATION POSTMASTER 1001 E SUNSET RD LAS VEGAS NV 89199-9998



Camp Fire Boys and Girls March 18, 1998 Royal Oak MI 48068

March 18, 1999  
*Camp Fire Boys and Girls*  
CAMP FIRE BOYS AND GIRLS STATION POSTMASTER PO BOX 9998 ROYAL OAK MI 48068-9998



Clarysville Inn Station Cumberland, MD 21502

March 20 & 21, 1999  
CLARYSVILLE INN STATION POSTMASTER 215 PARK ST CUMBERLAND MD 21502-9998



EXHIBITION STATION POSTMASTER ROCKFORD IL 61125-9998

March 18-22, 1999  
EXHIBITION STATION POSTMASTER PO BOX 9998 ROCKFORD IL 61125-9998



NAPLES '99 CENTURY STATION  
MAR. 20, 1999, - NAPLES, FL. 34102

March 20 & 21, 1999  
NAPLES 99 CENTURY STATION POSTMASTER 800 GOODLETTE RD NAPLES FL 34101-9998



First Day Ceremony Station UNESCO World Heritage Festival's Honor Rochester, NY 14606

March 19, 1999  
FIRST DAY CEREMONY STATION POSTMASTER 1335 JEFFERSON RD ROCHESTER NY 14692-9998



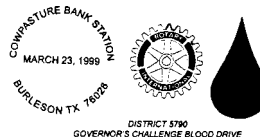
November 1948 - November 1998 Lake George, NY 12845 March 22, 1999

March 22, 1999  
50TH ANNIVERSARY STATION POSTMASTER 180 CANADA ST LAKE GEORGE NY 12845-9998



IT'S FROM THE HEART STATION

March 19, 1999  
IT'S FROM THE HEART STATION POSTMASTER 419 RUTHERFORD AVE NE ROANOKE VA 24022-9998



DISTRICT 5790 GOVERNOR'S CHALLENGE BLOOD DRIVE

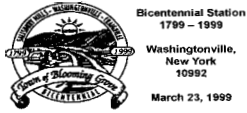
March 23, 1999  
COWPASTURE BANK STATION POSTMASTER 232 SW JOHNSON AVE BURLESON TX 76028-9998



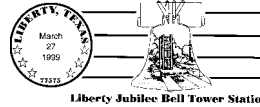
March 23, 1999  
 SESQUICENTENNIAL STATION  
 POSTMASTER  
 120 S MORRIS ST  
 WAYNESBURG PA 15370-9998



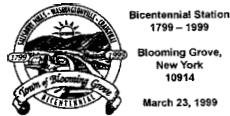
March 27, 1999  
 AZALEA TRAIL RUN STATION  
 POSTMASTER  
 250 ST JOSEPH ST  
 MOBILE AL 36601-9813



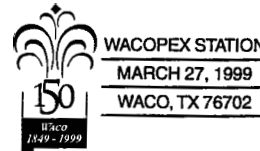
March 23, 1999  
 BICENTENNIAL STATION 1799-1999  
 POSTMASTER  
 PO BOX 9998  
 WASHINGTONVILLE NY 10992-9998



March 27, 1999  
 LIBERTY JUBILEE BELL TOWER STATION  
 POSTMASTER  
 PO BOX 9998  
 LIBERTY TX 77575-9998



March 23, 1999  
 BICENTENNIAL STATION 1799-1999  
 POSTMASTER  
 PO BOX 9998  
 BLOOMING GROVE NY 10914-9998



March 27, 1999  
 WACOPEX STATION  
 POSTMASTER  
 430 W STATE HWY 6  
 WACO TX 76702-9998



March 23, 1999  
 BICENTENNIAL STATION 1799-1999  
 POSTMASTER  
 PO BOX 9998  
 SALISBURY MILLS NY 12577-9998



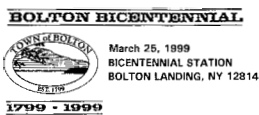
March 27 & 28, 1999  
 KAZOOPEX STATION  
 POSTMASTER  
 PO BOX 9998  
 KALAMAZOO MI 49001-9998



March 25, 1999  
 BICENTENNIAL STATION  
 POSTMASTER  
 PO BOX 9998  
 SCHUYLER LAKE NY 13457-9998



March 27 & 28, 1999  
 CHASPEX STATION  
 POSTMASTER  
 6550 NEBRASKA AVE  
 NEW PORT RICHEY FL 34653-9998



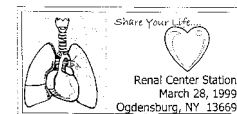
March 25, 1999  
 BICENTENNIAL STATION  
 POSTMASTER  
 PO BOX 9998  
 BOLTON LANDING NY 12814-9998



March 27-31, 1999  
 FORT DUNCAN TEXAS STATION  
 POSTMASTER  
 757 RIO GRANDE ST  
 EAGLE PASS TX 78852-9998



March 25, 1999  
 BI-CENTENNIAL STATION  
 POSTMASTER  
 6323 STATE RT 9  
 CHESTERTOWN NY 12817-9998



March 28, 1999  
 RENAL CENTER STATION  
 POSTMASTER  
 420 FORD ST  
 OGDENSBURG NY 13669-9998



March 25, 1999  
 BI-CENTENNIAL STATION  
 POSTMASTER  
 PO BOX 9998  
 POTTERSVILLE NY 12860-9998

## 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
Save Your Vision Week	Feb. 1–March 31
March Is Kidney Month, Give to the Kidney Foundation	March 1–March 31
March Is Red Cross Month	March 1–March 31
Easter Seals, Fight Crippling	March 1–April 22
Law Day USA, Freedom Under Law, May 1	April 1–April 30
Strike Back at Cancer, Give to the American Cancer Society	April 1–April 30
National Carih Asthma Week	April 1–May 6
Only You Can Prevent Forest Fires	April 1–Oct. 31
National Salvation Army Week, 4 <sup>th</sup> Week in May	May 1–May 31
Support Your Mental Health Association	May 1–May 31
Support Research for Neurofibromatosis	May 1–May 31
National Flag Day, June 14, Pause for the Pledge	May 1–June 14
Goodwill Industries, Our Business Works for Disabled People	May 1–June 30
Support National Historic Preservation Week	May 9–May 15
National Transportation Week	May 14–May 20
Fight Disease, Support City of Hope Pilot Medical Center	May 15–June 15
Defeat Muscular Dystrophy, Support MDAA	May 15–June 17
Conquer Multiple Sclerosis	May 17–June 17
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, the United Way	Sept. 15–Oct. 31
Learn About Lupus, October, Lupus Awareness Month	Oct. 1–Oct. 31
Radon Action Week	Oct. 1–Oct. 31
Support Infection Control Week	Oct. 1–Nov. 30
National Adoption Month	Nov. 1–Nov. 30
Military Families Recognition Day	Nov. 1–Nov. 30
National Philanthropy Day, Love of Humankind	Nov. 1–Nov. 30
Help Retarded Children	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

# Post Offices

POSTER UPDATE

## Revised Poster 296 Available

Poster 296, *Notice of Reward*, is revised to show increased monetary reward amounts offered for information concerning certain postal crimes. The poster, dated December 1998, is available from the material distribution centers (MDCs). It is also available at the Postal Service IntraNet site: <http://blue.usps.gov/cpim/posters>.

All installations should replace the obsoleted version (dated December 1995) with the December 1998 version.

Additional copies of Poster 296 may be ordered from the MDCs using Touch Tone Order Entry by calling 1-800-332-0317 (option 1, then option 2), or by faxing

(785-861-2939) or mailing a PS Form 7380, *MDC Supply Requisition*, to:

MATERIALS CUSTOMER SERVICE  
 SUPPLY REQUISITIONS  
 500 SW MONTARA PKWY  
 TOPEKA KS 66624-9702

Order information:

NSN	PSIN	Unit of Issue	Quick Pick #	Price
7690-03-000-9335	POS296	EA	071	\$0.055

— Chief Postal Inspector, Inspection Service, 3-11-99

UPDATE

## Certification of Invoices Self-Inking Rubber Stamp

Self-Inking Rubber Stamp, *Certification of Invoices*, is now available for requisitioning from the material distribution centers (MDCs). The procedures for use of the stamp are described in *Postal Bulletin 21991 (2-11-99)*. The design of the stamp has been reformatted to provide for ease of use. A sample of the stamp appears below. Stamps may be ordered through Touch Tone Order Entry by calling 1-800-332-0317 (option 1, then option 2) or by faxing (785-861-2939) or mailing a PS Form 7380, *MDC Supply Requisition*, to:

MATERIAL DISTRIBUTION CENTER  
 SUPPLY REQUISITIONS  
 500 SW MONTARA PKWY  
 TOPEKA KS 66624-9702

Order information:

PSN	PSIN	Unit of Issue	Price
7520-04-000-6194	R306SI	EA	\$15.95

### Self-Inking Rubber Stamp, *Certification of Invoices*

I certify that the goods or services described have been received and that the invoice is correct and proper for payment.			
Signature		Phone number	
Printed or typed name and title			
Postal facility		Finance number	
Order or contract number		Account number	
AIC (local payments)		Date goods or services received	
Date certified for payment		Date invoice received	
TIN or SSN		IRS 1099: Yes No	
Total \$			

— Logistics Programs, Purchasing and Materials, 3-11-99

## MARKETBASKET

**Ordering MarketBasket Products**

The MarketBasket concept was designed to provide field retail operations with the tools necessary to assist them in attaining their retail goals. MarketBasket was developed after field interviews at all levels of the organization identified retail drivers (e.g., grow revenue, improve customer satisfaction, and maximize cost efficiency) that were in need of Headquarters' support.

An initial distribution of MarketBasket tools was distributed to window clerks, postmasters, and area and district retail and marketing personnel. However, offices requiring additional copies may order them through Materials Customer Service in Topeka effective immediately.

The following items are available at no cost to the ordering office. Retail Operations Support will bear the cost for these items.

Product	NSN	PSIN	Unit of Issue
<i>Quick Reference Guide for Postal Retail Lobby Upkeep Handbook</i>	7610-04-000-5462	HBKPO205	EA
"Lobby Management for Ease of Use Kit" (video), for offices Level 18 and above	9915-04-000-6047	KITLMFEOU	EA
Small Office Revenue Generation Kit, "Postmasters, We Can Make It Happen" (video), for offices Level 15 and below	9915-04-000-6048	KITSORG	EA
<i>Postal Products and Services Handbook</i> (Any revisions will be included with new shipments.)	7610-04-000-5685	HBKPO130	EA

The items may be ordered from the material distribution centers (MDCs) using Touch Tone Order Entry by calling 1-800-332-0317 (option 1, then option 2), or by faxing (785-861-2939) or mailing a PS Form 7380, *MDC Supply Requisition*, to:

MATERIAL DISTRIBUTION CENTER  
SUPPLY REQUISITIONS  
500 SW MONTARA PKWY  
TOPEKA KS 66624-9702

**Note:** Offices must be registered to use Touch Tone Order Entry. To register, call 1-800-332-0317, Option 8, extension 2925.

If you have any questions about ordering procedures, please call Materials Customer Service at 1-800-332-0317, Option 4.

— *Logistics Programs, Purchasing and Materials, 3-11-99*

## UPDATE

**Special Series Post Office Box Locks and Keys**

Locks numbered 30,000–49,999 are special series locks that are now obsolete. The Mail Equipment Shops will no longer cut keys for these locks. These locks are to be removed and replaced with 308 series locks, which can be obtained from your material distribution center.

— *Logistics Programs, Purchasing and Materials, 3-11-99*



Retail

# What's in Store

**CTC Express**

All Aboard!

Today's the day! *The Celebrate The Century Express* train begins its nationwide journey in Tampa, FL. It will visit more than 100 cities in 42 states over 18 months. The train is a traveling postal museum on rails. At each stop, CTC commemorative stamps will be available for sale from a retail stamp store located outside the train.

A "Community Relations Tool Kit" is available for postmasters who will be hosting events along the train's route. If you have questions or need assistance with any of the items, please contact your area's Corporate Relations representative.

**Delivery Confirmation**

If they ask, tell them, "Not yet!"

March 14 is the debut of nationwide Delivery Confirmation service, offered with Priority Mail and Parcel Post (Standard B) at the retail level. Since this is the middle of tax-filing season, customers will be asking about Delivery Confirmation for their tax returns sent to the IRS. Tell them the Postal Service has not worked out a plan with the IRS for the scanning of Delivery Confirmation items for this tax season. Suggest alternatives, such as certified, return receipt, to customers who require proof that a tax return was received by the IRS.

Remind customers that Delivery Confirmation is ideal for small businesses and others who exchange tax-related documents with accountants or tax preparers ahead of IRS filing deadlines. Let customers know Delivery Confirmation is only 35 cents for Priority Mail and 60 cents for Parcel Post.

**Stamp releases**

March stamp releases:

- \* *Alfred Lunt and Lynn Fontanne*
- \* *Redwood Library and Athenaeum Stamped Card*
- \* *Classroom Flag (ATM stamp)*
- \* *Arctic Animals*

**POS ONE**

Communication

The POS ONE Program Office is pleased to introduce a new communications tool designed specifically for retail clerks. This news bulletin is called *Clerk Special Edition*. It will cover specific features and functions of the POS ONE system, as well as include tips for fast path transactions.

There will be several *Clerk Special Editions* for the users of the POS ONE system. In the coming weeks, this newsletter will highlight the many benefits of POS ONE, focusing on customer visits, the overall features of the system, customer service, clerk administration and back office.

## What's in Store

As with any new program, there always is a great deal of apprehension. The *Clerk Special Editions* are intended to dispel rumors about POS ONE and reveal the numerous exciting benefits of the system for our retail clerks.

The first *Clerk Special Edition* will be arriving at your POS ONE site soon.

### Retail handbook

Keep this  
handy

The *Postal Products and Services* handbook — PO-130 — has been distributed to retail clerks. It's a guide to new and existing products and services offered by the Postal Service. The color-coded format directs you to specific information about Premium and Special Services, Stamps/Philatelic Products, Retail Merchandise, Money Services, value-added features, item numbers and AICs. Updates will be sent as needed. Also included is an AIC quick-reference card, which lists frequently used and new AICs.

Comments and suggestions are welcome.  
Call 1-888-514-4055 through April 1999.

The handbook also is available on the Retail website under MarketBasket. Go to <http://retail.usps.gov/>.

### No more hearts

The Tax Drive Period began March 1. All Valentine's Drive Period POP (Point of Purchase) signage should have been removed by now. To view the Tax signage, go to <http://retail.usps.gov/>. At the home page, click on Programs and Contacts, then click on In-Store Management and go to the bottom of the page to click on the identified Drive Period floor plan.

### New on the web

There are new MarketBasket tools on the Retail website. These are *Renovations Standards Guidelines* and *Renovation Guidelines for Historic Facilities*.

The renovation manuals were created to respond to the expanding need for guidelines and resources to assist in the renovation of postal retail lobbies. The manuals may be used by anyone involved in the renovation process including retail managers, retail specialists, FSO project managers and their architects. Both manuals contain pictures and tips on recommendations for renovations.

To view the manuals, go to the Retail website, <http://retail.usps.gov/>. At the home page, click on MarketBasket, then click on the corresponding manuals.

### Feedback

Send comments and questions to:

WHAT'S IN STORE  
US POSTAL SERVICE  
475 L'ENFANT PLAZA SW Rm 5801  
WASHINGTON DC 20260-2418

## SERVICE TALK

**It's Here. . .and We Can Confirm It!**

**Postmasters/Station Managers:** Please present this service talk to your clerks and carriers as soon as possible. It provides key information about Delivery Confirmation acceptance and delivery scans.

**Service Talk for Clerks and Carriers**

Beginning next Monday, March 14, 1999, Delivery Confirmation service will be available to **all** of our customers. We will begin to capture acceptance information for Delivery Confirmation at the retail counter. You can expect to see an increase in the numbers of packages that include Delivery Confirmation, from both individual and large mailers.

Delivery Confirmation service is already available for our test customers with **both** Priority Mail and Standard Mail (B), which includes Parcel Post, bound printed matter, library mail, and special standard mail (books). So, it's important to check **every** package and flat for Delivery Confirmation (Delivery Confirmation is not available on First-Class letters). Our customers are depending on us to capture their delivery status information, which includes delivery, attempted delivery, forward, and return-to-sender information.

**Every** Delivery Confirmation piece **must be scanned at delivery (or attempted delivery) every time in order to provide our customers with what we promise them** — delivery status information. However, every Delivery Confirmation does not require an acceptance scan. Only pieces presented at the retail counter will require acceptance scans. Remember, Delivery Confirmation confirms the *delivery* status of an item. The cost of scanning pieces collected by carriers or dropped in collection boxes is not built into the price of the product.

Another change you'll notice is that the Delivery Confirmation labels will no longer peel off. Scan the barcode with your Delivery Confirmation scanner whenever you deliver, attempt, forward, or return a Delivery Confirmation mailpiece. If a scanner is not available at the time of delivery, write down the label number, date, and time of delivery, and ZIP Code where the delivery was made on a PS 3849, *Delivery Notice/Reminder/Receipt*. This information should be input into a scanner as soon as possible.

**Remember — Every Piece, Every Time, Every Day!**

**Q.** *The Delivery Confirmation scanner has an event code for "PICK UP." Are we supposed to use this when we pick up Delivery Confirmation or Express Mail items?*

**A.** No. This event code is not to be used. Pieces are not to be scanned when they are picked up on routes or collections. Express Mail items will be handled as they are currently being treated. Delivery Confirmation pieces will receive scans when they are delivered, attempted, forwarded, or returned to sender.

**Q.** *Can I use the Delivery Confirmation scanner to "accept" Express Mail?*

**A.** The Delivery Confirmation scanner **must not** be used for Express Mail acceptance scans. The scanner does not contain the necessary Express Mail network information (delivery commitments) for acceptance. It also does not capture corporate account information. Follow current procedures for Express Mail acceptance.

**Q.** *Which Delivery Confirmation pieces require an acceptance scan?*

**A.** Correct answers include: pieces purchased at retail counters, and pieces with postage affixed that are presented to the retail employee at the retail counter.

**Q.** *Which Delivery Confirmation pieces **do not require** an acceptance scan?*

**A.** Correct answers include: pieces collected from collection boxes or lobby mail drops, those collected by city and rural carriers, those collected on collection routes, dropped at the back dock, or dropped at the retail counter with postage, and pieces accepted by a unit such as a community post office (CPO) or contract postal unit (CPU) that does not have a Delivery Confirmation scanner, integrated retail terminal (IRT), or POS ONE terminal.

## Delivery Confirmation Checklist

**Postmaster/Station Managers:** Please complete these checklist items before the launch of Delivery Confirmation on March 14.

### Prior to March 14:

- Give the "Neon Green and Standard (B)" stand-up talk.
- Display internal poster featuring the new Delivery Confirmation label in the back room.
- Make sure you have PS Form 152, *U.S. Postal Service Delivery Confirmation Receipt*. If you don't have it by March 10, call your District Retail Manager for an emergency supply.
- Display your menu boards and lobby panels featuring Delivery Confirmation information.

- Make sure all retail clerks have received training.
- Read the managers' information kit, which was mailed on March 10.
- Give the "It's Here and We Can Confirm It" stand-up talk.

### On March 14:

- Place the "Just 35 cents extra" sticker over "Coming Soon" on your menu boards and lobby panels.
- Be prepared for a successful launch of this new product.

— Retail Operations Support, Marketing, 3-11-99

## UPDATE

### Retail Merchandising Update

Automatic distribution of retail merchandise has been standardized to mirror the Retail drive periods (see this issue of the *Postal Bulletin* for the March–May 1999 retail calendars). As a result, merchandise will be shipped to participating outlets six pre-established times per year.

In addition to automatic distributions, outlets have the availability of ordering products directly from Centrobe. These orders can now be placed in three ways:

- Phone: 800/247-4000
- Fax: 800/234-3942 or 602/598-4720
- Mail:

INVENTORY ORDERING  
PO BOX 96226  
PHOENIX AZ 85072-6226

In the near future, outlets will receive a Standard Product Order Kit containing order forms, an available product list, and instructions on how to place orders. This kit will be used in conjunction with the Standard Slat-wall Planogram Kit currently being distributed to participating offices. To help in maintaining inventory, the Planogram Kit will include re-stock cards to assist in identifying which product categories need to be re-ordered. In the interim, outlets needing additional product may order using the order form contained in this *Postal Bulletin* on pages 77–80. A minimum order of \$50.00 is required and products must be ordered in units of three (i.e., 3, 6, 9, 12, etc.)

To ensure that product is available to the customers and slat-wall is fully stocked, we recommend offices maintain a 3-week supply of product to allow for the cycle time from placing the order to receiving it. Offices also may use the existing transfer procedures within their district for immediate availability of product merchandise.

Offices are reminded that additional slat-wall pegs may be ordered through Touch Tone Order Entry by calling 1-800-332-0317 (option 1, then option 2), or by faxing (785-861-2939) or mailing a PS Form 7380, *MDC Supply Requisition*, to:

MATERIAL DISTRIBUTION CENTER  
SUPPLY REQUISITIONS  
500 SW MONTARA PKWY  
TOPEKA KS 66624-9702

Order information:

NSN	PSIN	Unit of Issue	Bulk Pack Quantity
5340-04-000-4784	PEG4	PG (25 per package)	104

**Special Note:** Please alert all window clerks to the correct accounting treatment for retail merchandise. The correct AIC (098 or 231) is printed on the back of the product.

— Retail Product and Services Development,  
Retail, 3-11-99

**Retail Product Order Form**

**Centrobe Account Number** \_\_\_\_\_

**Order By:** \_\_\_\_\_

**Facility Name** \_\_\_\_\_

**Phone: 1-800-247-4000**

**Facility Address** \_\_\_\_\_

**Fax: 1-800-234-3942 or 1-602-598-4720**

**Facility City** \_\_\_\_\_ **State** \_\_\_\_\_ **ZIP+4** \_\_\_\_\_

**Mail: Inventory Ordering, PO Box 96226,  
Phoenix, AZ 85072-6226**

**Employee Preparing Returns** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_

Retail products must be ordered in units of 3 (i.e., 3, 6, 9, 12, etc.) and must total a minimum value of \$50.

Centrobe Item #	Description	Retail Price (\$)	Quantity Ordered	No Substitution	1st Choice	2nd Choice
<b>Added Value Card</b>						
514075	1999 Love Sachet Card	3.50				
384669	CTC Card Teddy Bear with Pewter Necklace	6.99				
<b>Address Book</b>						
515163	Flowering Trees — All Over Stamp Pattern Address Book	5.49				
520080	Ballet — Ballet "Child-Size" Address Book	8.00				
<b>Adult Stamp Album</b>						
514067	1999 Love Album	15.00				
520023	Cancelled Stamp Design Album	15.00				
514133	Adult Album Refill 60 Pocket — Individual Stamps	5.00				
514141	Adult Album Refill 10 Pocket — Strips	5.00				
514158	Adult Album Refill 8 Pocket — Plate Blocks	5.00				
514166	Adult Album Refill 2 Pocket — Full Sheets	5.00				
<b>Child's Stamp Album</b>						
514125	Space Fantasy Album	9.99				
520072	Ballet Album — Ballet "Child-Size" Stamp Collector Book	9.99				
514174	Child's Stamp Album Refill 24 Pocket — for Single Stamps	4.00				
<b>Computer Paper</b>						
514018	1999 Love Computer Paper	7.99				
517235	Dino Computer Paper/Mouse Pads/Blue Long Neck	7.50				
<b>Flex Space (Facilities' Choice — Ethnic or Kids)</b>						
984633	1998 Vol. I Black Heritage Postcard	5.95				
984617	1998 Vol. I Black Heritage Postcard (not peggable — must order peg holders)	5.95				
514117	1999 Vol. II Black Heritage Postcard	8.95				
514182	Malcom X Magnet	5.95				
514190	Malcom X Matted Postcard and Bookmark	6.95				
519017	Bright Eyes 5-Pack Sticker Postcards	4.99				
101121	CTC Crayola Activity Kit Postcard	2.99				
520288	Ballet — Ballet Color Your Own Postcard Activity Kit	5.95				
992099	Dino II — Dino Activity Kit/Postcards and Crayons	2.49				
<b>Invitations/Thank-you</b>						
514059	1999 Love Shower Invitation	3.00				
35105	Hydrangea Thank-you	3.50				
35112	Aster Thank-you	3.50				

**Retail Product Order Form****Centrobe Account Number** \_\_\_\_\_**Order By:** \_\_\_\_\_**Facility Name** \_\_\_\_\_**Phone: 1-800-247-4000****Facility Address** \_\_\_\_\_**Fax: 1-800-234-3942 or 1-602-598-4720****Facility City** \_\_\_\_\_ **State** \_\_\_\_\_ **ZIP+4** \_\_\_\_\_**Mail: Inventory Ordering, PO Box 96226,  
Phoenix, AZ 85072-6226****Employee Preparing Returns** \_\_\_\_\_**Phone Number:** \_\_\_\_\_

Retail products must be ordered in units of 3 (i.e., 3, 6, 9, 12, etc.) and must total a minimum value of \$50.

<b>Centrobe Item #</b>	<b>Description</b>	<b>Retail Price (\$)</b>	<b>Quantity Ordered</b>	<b>No Substitution</b>	<b>1st Choice</b>	<b>2nd Choice</b>
<b>Jumbo Postcard</b>						
514109	1999 Love Jumbo Card	5.95				
700021	American Dolls	5.95				
700039	Postcard 1 — Classic Movie Monster 5" x 7" Postcards	5.95				
517003	Postcards I — The Federal Duck Stamp Collection	5.95				
700013	Classic Aircraft Postcards	5.95				
<b>Mailing Label</b>						
514042	1999 Love Mailing Labels	1.59				
101048	CTC Crayola Mailing Labels	1.49				
515155	Flowering Trees — Magnolia/Crab Apple Mailing Labels	1.50				
<b>Memo Pads</b>						
430033	Looney Tunes — Memo Pads — Bugs Die Cut	3.99				
513143	Looney Tunes — Memo Pads — Tweety	3.99				
513168	Looney Tunes — Memo Pads — Sylvester	3.99				
515049	Flowering Trees — Magnolia Covered Memo Pad	2.50				
515056	Flowering Trees — Crab Apple Covered Memo Pad	2.50				
515064	Flowering Trees — Magnolia Memo Pad (Self Sticking/75 Sheets)	3.95				
515072	Flowering Trees — Crab Apple Memo Pad (Self-Sticking/75 Sheets)	3.95				
518092	Superman Memo Pad	3.99				
517177	Back To School — Crayola Magnetic Note Pad	4.99				
517185	Back To School — Teddy Bear Magnetic Note Pad	4.99				
<b>Notecards</b>						
514083	1999 Love Notecards	4.99				
3265	Daisy Notecards	5.99				
101089	CTC Crayola — Notecards (Crayola)	6.99				
515122	Flowering Trees — Magnolia Notecards (6 Blank Cards/6 envelopes)	6.95				
515130	Flowering Trees — Crab Apple Note Cards (6 Blank Cards/6 Envelopes)	6.95				
515148	Flowering Trees — Mixed Trees Notecards	6.95				
<b>Padded Bags — Large</b>						
514026	1999 Love Padded Bag	3.49				
515189	Flowering Trees Padded Bag	1.95				
520122	Ballet — Ballet Bubble Mailer	2.99				
101030	CTC Crayola — Crayola Mailer Envelope — Large	2.99				

**Retail Product Order Form**

**Centrobe Account Number** \_\_\_\_\_

**Order By:** \_\_\_\_\_

**Facility Name** \_\_\_\_\_

**Phone: 1-800-247-4000**

**Facility Address** \_\_\_\_\_

**Fax: 1-800-234-3942 or 1-602-598-4720**

**Facility City** \_\_\_\_\_ **State** \_\_\_\_\_ **ZIP+4** \_\_\_\_\_

**Mail: Inventory Ordering, PO Box 96226,  
Phoenix, AZ 85072-6226**

**Employee Preparing Returns** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_

Retail products must be ordered in units of 3 (i.e., 3, 6, 9, 12, etc.) and must total a minimum value of \$50.

Centrobe Item #	Description	Retail Price (\$)	Quantity Ordered	No Substitution	1st Choice	2nd Choice
	<b>Padded Bags — Small</b>					
514034	1999 Love Padded Bag	2.49				
515197	Flowering Trees Padded Bag	2.95				
513010	Ballet Padded Bag	1.99				
	<b>Post-velopes™</b>					
430066	Bugs Postalette	5.99				
430074	Tweety Postalette	5.99				
519041	Bright Eyes 10-pack Stationery/Post-velopes	4.99				
	<b>Regular Postcards</b>					
101105	CTC Crayola — Crayola Postcards — Package of 18	4.50				
518019	Superman Puzzle Postcard	2.49				
515098	Flowering Trees — Magnolia Postcard Pack	4.50				
515106	Flowering Trees — Crab Apple 18 Postcard Pack	4.50				
	<b>Specialty Notecards</b>					
440016	Looney Tunes — Foil Notecards — Bugs	6.99				
200337	Marvin Puzzle Postcard	1.99				
518126	Superman Foil Notecards	6.99				
518035	Superman Magnetic Greeting Card	2.99				
	<b>Stationery Combo</b>					
32678	Combo Flower Pack	7.95				
34986	Pansies Stationery Pad	2.95				
101063	CTC Crayola — Stationery — Package of 10 sheets/10 envelopes	4.99				
515171	Flowering Trees — Magnolia Stationery Kit	4.95				
520106	Ballet — Ballet Stationery Kit	4.99				
514091	1999 Love Stationery	5.99				
	<b>Stationery Tins (can be used in Flex Space)</b>					
430035	Love 98 — Love Letters Anniversary Tin	9.99				
300046	CTC Note Cards and Tin — Teddy Bear	9.99				

**Retail Product Order Form****Centrobe Account Number** \_\_\_\_\_**Order By:** \_\_\_\_\_**Facility Name** \_\_\_\_\_**Phone: 1-800-247-4000****Facility Address** \_\_\_\_\_**Fax: 1-800-234-3942 or 1-602-598-4720****Facility City** \_\_\_\_\_**State** \_\_\_\_\_**ZIP+4** \_\_\_\_\_**Mail: Inventory Ordering, PO Box 96226,  
Phoenix, AZ 85072-6226****Employee Preparing Returns** \_\_\_\_\_**Phone Number:** \_\_\_\_\_

Merchandising items must be ordered in single units.

<b>Centrobe Item #</b>	<b>Merchandising Support</b>	<b>Retail Price</b>	<b>Quantity Ordered</b>
5340-04-000-4784	Slat Wall Pegs "PEG4" (Post office must order from the Topeka MDC, 1-800-332-0317)	25 pegs	NA
501023	Plastic "Holes" (Make products peggable)	NA	
800003	Mini Slatwall 27" x 27" part 1	NA	
800029	Mini Slatwall 27" x 27" part 2	NA	
501015	FIRSTCLASS PHONECARD™ Update Package (video, manual, sales guide, and transaction guide)	NA	
501031	CTC Acrylic Slatwall Sign Holders (3 in a kit, 3 sizes)	NA	
501049	CTC Acrylic Slatwall Sign and Brochure Holder (1 sign holder and 1 sign with pocket)	NA	
501122	CTC 1960s Voting Sign	NA	
501056	Planogram — Mini Wall	NA	
501064	Planogram — One Slat Wall	NA	
501072	Planogram — Two Slat Wall	NA	
501080	Planogram — Mobile Slat Wall	NA	
501098	Planogram — Postal Store Small	NA	
501106	Planogram — Postal Store Medium	NA	
501114	Planogram — Postal Store Large	NA	



# *your* retail **CALENDAR**

## March – May 1999 Key Dates

### ATTENTION POSTMASTERS:

Here are some key retail dates to help you run a successful Spring campaign. Be sure to walk through them with your retail employees so they can start off well prepared to offer the highest level of service to our busy customers. Then use it as your quick reference. Also, watch for your new 90-Day Retail Calendar coming in early April to post in your swingroom.

## MARCH

SUN	MON	TUE	WED	THU	FRI	SAT
	1	2	3	4	5	6
7	8	9	10	11	12	13
14 Delivery Confirmation for Priority Mail™ and parcels kicks off	15 <i>Retail Tip:</i> <i>Delivery Confirmation is here -- tell customers about our newest Special Service</i>	16	17 <i>PC Monthly Video Broadcast</i>  <i>St. Patrick's Day</i>	18	19	20
21 <i>First Day of Spring</i>	22	23 <i>Retail Tip:</i> <i>Your customers can call 1-800-THE-USPS x1372 to receive FREE expedited service supplies</i>	24	25	26	27
28 <i>Palm Sunday</i>	29	30	31	MARCH STAMP RELEASES: <i>Irish Immigration, Alfred Lunt and Lynn Fontanne, Arctic Animals, Redwood Library and Athenæum Stamped Card</i>		

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*your*

# retail CALENDAR

March – May 1999 Key Dates

## APRIL

SUN	MON	TUE	WED	THU	FRI	SAT
<p>APRIL STAMP RELEASES: <i>Daffy Duck, Ayn Rand, Fruit &amp; Berries, North Atlantic Treaty Organization, Classroom Flag (ATM Sales Only), Sonoran Desert</i></p>				1	2	3
				<i>Passover</i>	<i>Good Friday</i>	
4	5	6	7	8	9	10
<i>Easter Daylight Saving Time begins</i>			<i>Focus Video Broadcast</i>			
11	12	13	14	15	16	17
				<i>Tax Day</i>		
18	19	20	21	22	23	24
<p><b>SEND SPRING:</b> P.O.P. and product shipments arrive this week</p>			<p><b>Retail Tip:</b> Let customers know we have great last-minute gifts <i>PC Monthly Video Broadcast</i> <i>Secretaries Day</i></p>	<i>Earth Day</i>	<p>Be sure to check out your Spring swingroom poster for drive period details</p>	
	<p><b>REMOVE</b> Tax P.O.P. and <b>DISPLAY</b> Spring P.O.P. this week</p>					
25	26	27	28	29	30	
					<p><b>Retail Tip:</b> Remind customers to mail Mother's Day cards and gifts early</p>	

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# your retail CALENDAR

March – May 1999 Key Dates

## MAY

SUN	MON	TUE	WED	THU	FRI	SAT
						1
2	3 <i>Last Day for Global Priority Mail™ to arrive by Mother's Day</i>	4	5 <i>Focus Video Broadcast Cinco de Mayo</i>	6 <i>Last day for Priority Mail™ and Express Mail® International to arrive by Mother's Day Nurses' Day</i>	7	8 <i>Last day for Express Mail® to arrive by Mother's Day</i>
9 <i>Mother's Day</i>	10	11 <b>Retail Tip:</b> <i>Be sure to keep your slatwall well stocked and tidy</i>	12	13	14	15 <i>Armed Forces Day</i>
16 <i>National Postal Form San Antonio, TX</i>	17	18	19 <i>PC Monthly Video Broadcast</i>	20	21	22 <i>Postal Quarter IV</i>
23	24 <i>Display Office Closed Sign for Memorial Day</i>	<b>MAY STAMP RELEASES: Mt. Vernon Stamp Card, John &amp; William Bartram, Celebrate The Century™ 1950s, Prostate Cancer Awareness, Tropical Flowers</b>				
30 <i>Memorial Day</i>	31 <i>Memorial Day Observed-Offices Closed</i>					

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