

POSTAL BULLETIN

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PB 22004, August 12, 1999

Fiscal Year Closing Guidance

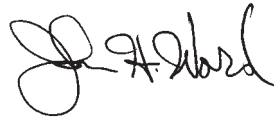
MESSAGE FROM THE CONTROLLER

I would like to commend each of you on your efforts to control expenses. It is important that we carry this success through to the end of the fiscal year.

While we must make accruals for goods received and services rendered, we must also control discretionary activity. This does not mean curtailing business; but it does mean making prudent choices, deferring or eliminating non-critical activity, and not purchasing unnecessary goods or services at year-end simply because we have available budget funds.

We need to encourage our contractors to bill us in a timely manner so we can recognize the expense of ongoing activity prior to accounting period 13.

The following instructions will assist you when appropriate in helping the Postal Service close its financial books in a timely and efficient manner.



JOHN H. WARD
VICE PRESIDENT, FINANCE, CONTROLLER

I. Instructions for Fiscal Year Closing

All organizations are requested to limit their expenditures to essential spending. Accordingly, all vice presidents should review discretionary spending to ensure the Postal Service attains its financial target for this fiscal year.

The government fiscal year (FY) is comprised of 365 days (366 in leap years) always ending on September 30. However, for internal reporting purposes, the Postal Service reporting cycle is comprised of 13 accounting periods of 28 days each, totaling 364 days. This year the Postal Service reporting cycle for internal reporting ends on September 10, 1999. Accounting period 14 is an estimation period used to convert the Postal Service's internal reporting cycle to the government FY.

The instructions and reporting dates in this *Postal Bulletin* supplement procedures followed during the normal accounting period or quarterly reporting schedule.

II. Capital and Expense Commitment or Accrual Activities

A. Capital

Purchasing will not accept capital and expense requisitions after August 20 unless work is currently underway on advance requirements or the buying manager grants an exception. Capital commitments, particularly postal support equipment, should also be limited to essential needs.

Purchasing will attempt to issue the required contract in time for the San Mateo Accounting Service Center (ASC) to process against FY 1999 funds. Contracts for requisitions requiring issuance of a solicitation or negotiation with vendors received prior to September 10 may not be issued in time for processing against FY 1999 funds. Requisitions received September 10 and after will be processed against FY 2000 funds.

Purchasing will process all requisitions for the issuance of contracts against FY 1999 funds according to the following priorities:

Priority 1 — Capital commitment requisitions.

Priority 2 — Expense commitment requisitions.

Commitment documents with award dates prior to and including September 10 must be forwarded to reach the San Mateo ASC not later than September 13. Appropriate receiving reports or certified invoices for goods and services *received by* September 10 must be forwarded to the San Mateo ASC for receipt *no later than September 13*. Please expedite processing of receiving reports and certified invoices as these documents are used to charge costs to the proper fiscal year.

B. Unpaid Expenses or Accruals

If it is impossible to furnish a certified invoice in time to reach the San Mateo ASC by September 13, a minimum of \$5,000 may be accrued per contract sequence number or miscellaneous (non-commitment) purchase or service. Complete PS

Continued on page 3. Contents on page 2.

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

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Quarterly Index	PB 21995 (4-8-99)
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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 22004: 7690-04-000-3983	PB 21986: 7690-04-000-3965
PB 22003: 7690-04-000-3982	PB 21985: 7690-04-000-3964
PB 22002: 7690-04-000-3981	PB 21984: 7690-04-000-3963
PB 22001: 7690-04-000-3980	PB 21983: 7690-04-000-3962
PB 22000: 7690-04-000-3979	PB 21982: 7690-04-000-3961
PB 21999: 7690-04-000-3978	PB 21981: 7690-04-000-3960
PB 21998: 7690-04-000-3977	PB 21980: 7690-04-000-3959
PB 21997: 7690-04-000-3976	PB 21979: 7690-04-000-3958
PB 21996: 7690-04-000-3975	PB 21978: 7690-04-000-3957
PB 21995: 7690-04-000-3974	PB 21977: 7690-04-000-3956
PB 21994: 7690-04-000-3973	PB 21976: 7690-04-000-2608
PB 21993: 7690-04-000-3972	PB 21975: 7690-04-000-2607
PB 21992: 7690-04-000-3971	PB 21974: 7690-04-000-2606
PB 21991: 7690-04-000-3970	PB 21973: 7690-04-000-2605
PB 21990: 7690-04-000-3969	PB 21972: 7690-04-000-2604
PB 21989: 7690-04-000-3968	PB 21971: 7690-04-000-2603
PB 21988: 7690-04-000-3967	PB 21970: 7690-04-000-2602
PB 21987: 7690-04-000-3966	PB 21969: 7690-04-000-2601

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

Continued from page 1.

Form 8163, *Request for Fiscal Year 1999 Expense Accrual*, a copy of which is found on page 5 of this *Postal Bulletin*. Documentation supporting accruals must be attached (see PS Form 8163 for examples of proper vendor documentation). Documents received at the San Mateo ASC pertaining to activity occurring September 11 and later will be recorded in FY 2000.

III. Liquidation of Accruals

When submitting an actual certified invoice, include the statement "Accrued to FY 1999" on the face of the document.

Accruals must be liquidated as soon as possible. Offices must monitor their accruals and payments to ensure that the accruals are properly liquidated. All FY 1999 accruals processed by the San Mateo ASC that remain unliquidated at the end of accounting period 06, FY 2000, will be reversed automatically as a prior year credit. Subsequent payments will be charged to the appropriate budget finance number as an FY 2000 expense.

Please use the following schedules relating to FY 1999 closing:

Schedule I — Accrual Processing Information (Page 3 in this *Postal Bulletin*.)

Schedule II — Submission Processing — Prior to September 10 (Page 4 in this *Postal Bulletin*.)

Schedule III — Submission Processing — September 10 and Later (Page 4 in this *Postal Bulletin*.)

Schedule I — Accrual Processing Information

The following are examples of items that *may* be accrued using PS Form 8163 if goods or services have been received; no receiving report has been sent; the dollar amount of service rendered exceeds \$5,000; and you will not get an invoice to certify for payment by *September 10*:

Service Maintenance Contract — Copier

Review the last invoice processed to determine the amount to accrue from the service ending date through September 10.

To estimate the accrual amount, perform the following calculation:

- Calculate number of days to accrue.
Billing period last invoice = 7/27–8/25
Number of days to accrue = **16** (8/26–9/10)
- Calculate the daily rate.
Divide the last invoice amount by the number of days in the billing period to determine a daily rate.

Invoice amount = \$15,000

Billing Period = 30 days (7/27–8/25)

Daily rate = **\$500** (\$15,000/30 days)

- Calculate the accrual amount.

Multiply the daily rate calculated by the number of days that will be accrued.

Accrual amount = \$500 x 16 = \$8,000

Utility Billing Accrual — Natural Gas

- Use the accrual amount calculation for service maintenance as shown above.

Other Goods or Services Accrual — Consultant Contract

- Calculate the accrual amount.

Check with the vendor to validate the cost of goods or services received during the period 8/15–9/10 and obtain the necessary supporting documentation.

Note: Do not accrue if the amount is less than \$5,000.

The following items may not be accrued on PS Form 8163:

- Basic Pricing Agreements (BPA)
- Bulk fuel deliveries, oil purchases, and vehicle parts
- Capital
- Carrier drive-outs
- Citibank Government Travel Accounts (GTA) *
- Credit card purchases *
- Fedstrips *
- FTS 2000 *
- Gasoline credit card purchases *
- Government Printing Office (GPO) printings *
- Imprest funds
- Incentive awards
- Inventory
- Non-postal training
- Non-metered fuel
- Passports
- Relocation Management Firm (RMF) services *
- Systems contracts *
- Tort claims
- Travel
- Uniform allowances
- Vehicle repairs on PS Form 4541

* Items that will be accrued by National Accounting or the San Mateo ASC.

Address questions concerning these instructions to the appropriate servicing finance office.

Schedule II — Submission Processing — Prior to September 10

Form #	Item	Submit by	Submit to	Submit date
	Back pay awards	All offices	Minneapolis ASC	2-Aug
7381	Capital requisitions	All offices	Purchasing	20-Aug
17	Stamp requisitions	Field offices	SDN/SDO	3-Sep
2130	Claim for loss — initial letter	Field offices	DAO	3-Sep
3238	Stamps and stamped paper destruction certificate	Field offices	DAO	3-Sep
1727	Award recommendation and/or authorization	All offices	Minneapolis ASC	3-Sep
1270	Idea proposal, request for incentive pay	All offices	Minneapolis ASC	3-Sep
8124-X	Renumeration report, and/or Postal Service waiver for purchase of right-hand drive vehicles	All offices	Minneapolis ASC	3-Sep
8167	PCES recognition authorization	All offices	Minneapolis ASC	3-Sep
8168	Individual and team EAS recognition and/or awards program authorization	All offices	Minneapolis ASC	3-Sep
	Uniform allowance	Field offices	DAO	3-Sep
1839	Payment records for carrier drive-out payments	Field offices	DAO	8-Sep
1164A	Claim for reimbursement for postal supervisors	Field offices	DAO	8-Sep

Schedule III — Submission Processing — September 10 and Later

Form #	Item	Submit by	Submit to	Submit date
	Bank reconciliations	All offices	All offices	13-Sep
	BPA cover sheets	All offices	San Mateo ASC	13-Sep
	Capital and expense receiving report	All offices	San Mateo ASC	13-Sep
	Certified invoices — supplies and services, bulk fuel and oil purchases, motor vehicle parts, non-metered heating fuel	All offices	San Mateo ASC	13-Sep
1782	Nonpostal training	All offices	San Mateo ASC	13-Sep
8163	Request for FY 1999 expense accrual	All offices	San Mateo ASC	13-Sep
	Tort claims	All offices	San Mateo ASC	13-Sep
1012	Travel and Relocation	All offices	San Mateo ASC	13-Sep
1129	Imprest funds	All offices (imprest)	San Mateo ASC	13-Sep
	Project facility system	Facilities	Facilities	13-Sep
	Money order vouchers	Field offices	St Louis ASC	13-Sep
	OMAS	Field offices	DAO	13-Sep
4541	Order invoice for vehicle repair	Field offices	Support VMF	13-Sep
5660	Passport activity	Field offices	St Louis ASC	13-Sep
1804C	Postmasters certification of SDM equipment maintenance	Field offices	St Louis ASC	13-Sep
835	Quarterly report of originating registered and COD transactions	Field offices	DAO	13-Sep
7370	Request for funds transfer	Field offices	DAO	13-Sep
1555	SFAS statement of account	Field offices	Minneapolis ASC	13-Sep
1555	SFAS statement of account CAG H-L	Field offices	DAO	13-Sep
	Stamp stock inventory	Field offices	Field activities	13-Sep
8049	Vehicle hire pay adjustments	Field offices	St Louis ASC	13-Sep
	Vehicle hire payment certification reports	Field offices	Support VMF	13-Sep
97	Vehicle sale	Field offices	San Mateo ASC	13-Sep
	Government bills of lading	National Traffic Service	San Mateo ASC	13-Sep
	Capital contracts	Purchasing	San Mateo ASC	13-Sep
	Government Printing Office	Purchasing — Headquarters	San Mateo ASC	13-Sep
	FTS 2000	Raleigh Network Operations	San Mateo ASC	13-Sep
	Government travel account (GTA), commercial gasoline credit card payment and accrual, systems purchasing	San Mateo ASC	San Mateo ASC	13-Sep
	US Bank VISA accrual tape	US Bank	San Mateo ASC	13-Sep
	Relocation management firm (RMF) accruals	Accounting — Headquarters	San Mateo ASC	13-Sep



Request for Fiscal Year 1999 Expense Accrual

Office Name _____

The following information is for processing fiscal year end accruals. These goods and/or services *have been received* during the period ending September 10, 1999, and a *certified invoice or receiving report has not been submitted for payment*. All required vendor documentation to substantiate the accrual is attached. Vendor documentation may include a letter from the vendor indicating unbilled charges, a copy of a previous bill where the monthly billing amount is consistent, or a signature by a vendor representative in the vendor concurrence block.

Vendor Information	
Vendor Name	Contract/Task Order Number <i>(If applicable)</i>

Complete the Information Below

Field Accrual *(Check if payment for accrual will be processed by the District Accounting Office in accordance with the field closing instructions.)*

Sequence Number <i>(If applicable)</i>			
Amount <i>(Per sequence, if applicable)</i>			
Budgetary Finance Number			
General Ledger Account Number			

Direct Questions Regarding This Accrual to the Following Postal Contact:

Name	Telephone Number <i>(Include Area Code)</i>
------	---

Authorization	
Authorizing Postal Official's Name	Title
Office Name	Telephone Number <i>(Include Area Code)</i>
Authorizing Postal Official's Signature	Date
Vendor Concurrence Signature	Date

Send To:

MANAGER
ACCOUNTING SERVICE CENTER
2700 CAMPUS DR
SAN MATEO CA 94497-9401

ASC USE ONLY		
Vendor Number	Input By	Batch Number

Administrative Services

Directives and Forms Update

Effective immediately, Publication 223, *Directives and Forms Catalog* (November 1997), is revised. The tables below contain the document ID, edition date, title, national stock number (NSN), and the postal and public supply source for all new, revised, and obsolete directives and forms. Use this article to keep Publication 223 current. Information on how to order directives and forms can be found in chapter 1 of Publication 223.

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

WWW = USPS webpage = www.usps.com.

PE = Postal Explorer.

F3 = F3 Fill Software.

New Directives

Document ID	Edition Date	Title	NSN	Org	USPS Source	Public Source
LAB 33-S	5/99	Warning: Penalty for Damage to Mailboxes and Theft of Mail	7690-04-000-6873	IS	MDC	N/A
LAB 250	4/99	LMLM Digital I/O Cabling Label	7690-04-000-6235	ENG	MDC	R
MI AS-550-1999-4	3/5/99	Alternative Fuel Vehicle Program	7610-04-000-6193	ENG	MDC	WWW
TAG 141	5/99	Priority Mail — Global Guaranteed	7690-04-000-6856	IBU	MDC	N/A

Revised Directives

Document ID	Edition Date	Title	NSN	Org	USPS Source	Public Source
HBK AS-551	3/99	Clean Air Act Compliance Guide	7610-02-000-9844	ENG	MDC, IWEB	N/A
HBK AS-820	6/22/99	Postal Computing Environment	7610-03-000-5939	IS	MDC, IWEB	MDC, WWW
HBK EL-502	7/1/99	CSRS Retirement Guide	7610-01-000-9077	HR	MDC	N/A
HBK MS-125	5/99	Wide Area Bar Code Reader (WABCR)	7610-02-000-8118	ENG	MDC	R
HBK MS-160-VOL-A	7/99	Lockheed Martin SPBS Feed System, Maintenance Information	7610-04-000-1008	ENG	MDC	R
HBK MS-160-VOL-B	7/99	Lockheed Martin SPBS Feed System, Parts Information	7610-04-000-1010	ENG	MDC	R
HBK PO-102	5/99	Self Service Vending Operational and Marketing Program	7610-03-000-9261	RET	MDC, IWEB	N/A
PUB 552	6/99	Manager's Guide to Understanding Sexual Harassment	7610-03-000-7591	DIV	MDC, IWEB	N/A

Obsolete Directives

Document ID	Edition Date	Title	Obsolete Date	Replaced By
HBK MS-126-VOL-A	7/97	Small Bar Code Sorter (BCS), Models 880-680, 880-210, 880-211, System Information	7/13/99	N/A
HBK MS-126-VOL-B	7/97	Small Bar Code Sorter (BCS), Models 880-680, 880-210, 880-211, Parts Information	7/13/99	N/A
HBK MS-127-VOL-A	4/92	Delivery Bar Code Sorter (DBCS), Model 925 (MM), System Information	7/13/99	N/A
HBK MS-127-VOL-B	4/92	Delivery Bar Code Sorter (DBCS), Model 925 (MM), Parts Information	7/13/99	N/A
HBK MS-127-CHG2	6/93	Delivery Bar Code Sorter (DBCS), Model 925 (MM), Change 2	7/13/99	N/A
HBK MS-127-CHG3	8/94	Delivery Bar Code Sorter (DBCS), Model 925 (MM), Change 3	7/13/99	N/A
HBK MS-127-CHG4	6/95	Delivery Bar Code Sorter (DBCS), Model 925 (MM), Change 4	7/13/99	N/A
HBK MS-160-CHG1	3/98	Lockheed Martin SPBS Feed System, Parts Information (Change 1 to MS-160, Vol. B TL-1)	7/13/99	HBK MS-160-VOL-B, TL-2, 07-99
HC 74-27	11/15/74	Payroll Procedures — Injury Compensation Program	7/21/99	N/A

Document ID	Edition Date	Title	Obsolete Date	Replaced By
HC 76-4	1/29/76	Guidelines on Use of Official Automobiles	7/21/99	N/A
HC 81-7	5/19/81	Hotel/Motel List	7/21/99	N/A
MOP HR-03-19-1998	3/19/98	EAS Recognition and Awards Program and PCES Non-Cash Recognition	7/19/99	N/A
PUB 551	7/1/98	Point Talk Customer Service Translator	7/20/99	N/A

New Forms

Form Number	Edition Date	Oldest Usable Date	Title	NSN	Where Used	Unit of Issue	Org	USPS Source	Public Source
PS 5011	6/99	6/99	Training Confirmation Sure Money/Dinero Seguro	N/A	PO	EACH	IS	MDC	N/A

Revised Forms

Form Number	Edition Date	Oldest Usable Date	Title	NSN	Where Used	Unit of Issue	Org	USPS Source	Public Source
PS 2045	7/98	7/98	Agreement to Take Polygraph Examination	7530-03-000-0685	HQ	SH	IS	HQO	N/A

Obsolete Forms

Form Number	Edition Date	Title	Obsolete Date	Replaced by
CA 3	6/1/88	US Dept Labor — Employment Stds Admin — Report of Termination of Disability and/or Payment	7/30/99	N/A
CA 8	1/97	Claim for Continuing Compensation on Account of Disability Dept. of Labor	7/30/99	N/A

Correction (Changes are in bold text.)

Document ID	Edition Date	Oldest Usable Date	Title	NSN	Org	Where Used	Unit of Issue	USPS Source	Public Source
LAB 33	6/1/94	6/1/94	Warning: Penalty for Damage to Mailboxes and Theft of Mail	7690-01-000-9043	IS	N/A	EACH	MDC	N/A
PUB 541X	5/13/99	5/13/99	Two Easy Methods to Bid Jobs	N/A	HR	N/A	EACH	HQ	N/A

Customer Relations

PC Postage Information Package

The following materials are to be used by postmasters, managers, and supervisors in retail, distribution, and delivery operations to inform employees about PC Postage and the Information Based Indicia.

The materials include answers to the most-asked questions about PC Postage, background information on the program, and a series of three standup talks to be delivered to employees. The materials should be used to explain what PC Postage is, to show what the Information Based Indicia looks like, and to address other questions employees may ask.

It is important that employees understand this new form of postage, that they recognize it as valid postage and handle it accordingly, and that they be able to address any customer questions.

With the introduction of PC Postage, the Postal Service is entering a new era of customer convenience that allows the printing of postage from personal computers. Please make use of these materials to keep our employees informed and to make the launch of PC Postage products successful.

PC Postage Background

PC Postage products are being developed by commercial developers in accordance with performance criteria published by the Postal Service.

PC Postage products make access to the Postal Service more convenient for its customers. Customers are able to purchase and print postage for First-Class Mail, for premium products like Priority and Express Mail, and for parcel post. With PC Postage, customers will have access to postage 24 hours a day, seven days a week.

Currently, four companies are developing PC Postage products: E-Stamp Corporation of San Mateo, CA; Stamps.com Inc. of Santa Monica, CA; Neopost of Hayward, CA; and Pitney Bowes, Inc. of Stamford, CT. Each company offers a slightly different product. The product variations fall into two predominant approaches: a hardware/software solution and a software-only solution. The hardware/software solution requires the attachment of a device to a communications port on the user's computer. The device is a secure electronic vault that stores the downloaded monetary postage value and allows customers to access and print stamps offline. The software-only solution incorporates the security requirements of the electronic vault from the vendor's secure server. Customers establish their postage accounts on the secure server and access and print postage while in session, online, with the Internet Postage server.

While the price of stamps remains the same (the Postal Service does not charge an additional fee for PC Postage), each vendor charges a nominal fee for providing the service.

Information Based Indicia are the markings produced by PC Postage products to represent postage. Similar to a postage meter impression, Information Based Indicia can be printed directly onto an envelope or label.

Indicia can be printed for domestic First-Class Mail, Priority Mail, Express Mail, and Parcel Post envelopes and packages.

Information Based Indicia convey more than evidence that postage has been paid. The indicia consist of barcodes that contain mail processing and security-related data elements. The barcoded information will also allow the Postal Service to extend future value-added services.

Those who have tested the Information Based Indicia products cite ease of use, convenience, security, and postage accounting as the favored features. The ability to purchase and print postage from the comfort of the home or office is particularly attractive to small offices and home office businesses (SOHO) where time is of such high value. These customers seek to leverage personal computing technology to the greatest extent possible, and applaud the Postal Service for helping them to do this with PC Postage products.

Organizationally, PC Postage resides within the Postal Service's Metering Technology management in the Retail organization. Metering Technology is responsible for defining, evaluating, and regulating commercially developed products for Postal Service customer use. The Postal Service team dedicated to this program is responsible for publishing performance criteria to guide product design and development, testing and evaluating proposed products, and ultimately authorizing and administering the commercial distribution of approved products.

Members of the Information Based Indicia program management team actively participate with international standards-making organizations in efforts to establish international Information Based Indicia standards, and are anxious to extend product use to international mail. With product acceptance and Information Based Indicia mail volume increases, the Postal Service foresees opportunities to extend Information Based Indicia to other markets such as large volume mailers, and possibly other forms of postage such as permit mail.

When employees ask...

Here are the FAQs about PC Postage

What is PC Postage?

PC Postage is the name used by the Postal Service for products that let customers purchase postage and print it onto envelopes and labels using their personal computers and the Internet.

Is the Postal Service developing and marketing PC Postage products?

No. PC Postage is a trademark of the U.S. Postal Service for products developed by commercial vendors that allow a user to print postage from a personal computer. The Postal Service licenses and authorizes approved vendors as official developers and sellers of the products. All of the products go through a rigorous evaluation process by the Postal Service before they can be tested and authorized for distribution to the public.

Since the Postal Service isn't developing the products, what is our role?

We are the regulating authority for the products. We license and certify them to ensure there is security and revenue protection, since this involves postage.

Announcing PC Postage products is also a very good opportunity to promote the use of our other products and services, as well as meet the needs of our customers. PC Postage products provide time savings, increased efficiency, reduced costs, and enhanced security for both customers and the Postal Service.

PC Postage is targeted toward the fast-growing small offices and home office (SOHO) business market and we want them to use our services. The SOHO market is computer-savvy and demands convenience. If we can make it easier for them to get postage, using the convenience of their personal computers, they will be more likely to use the Postal Service than one of our competitors for their delivery needs.

What is the advantage for the customer?

In a word, convenience. Customers can print postage on their envelopes or labels any time they wish from their PCs without having to leave their home or office. The easier PC Postage is to use, the more customers are likely to use it. The more they use it, the more revenue we gain. It's a good business proposition for all parties involved.

Can customers buy PC Postage products at post offices?

No, these products are available only from the vendors themselves. We do not sell the software or hardware, nor can offices provide licensing for PC Postage software.

Who are the vendors of PC Postage products?

Currently, there are four vendors who are developing products: E-Stamp Corporation, Stamps.com Inc., Neopost, and Pitney Bowes, Inc. Other vendors may propose products for Postal Service approval. The most current list of participating vendors can be found on our web site at www.usps.com.

How does PC Postage work?

PC Postage allows customers to purchase postage via the Internet and print postage using their personal computer and printer. Postage can be printed onto envelopes, labels, and documents such as self-mailers.

There are two steps to using PC Postage: purchasing postage and printing postage. To purchase postage, a customer establishes a connection with a PC Postage vendor's Internet site. The customer can then purchase a postage amount up to \$500. Payment is made through an electronic funds transfer or by credit card.

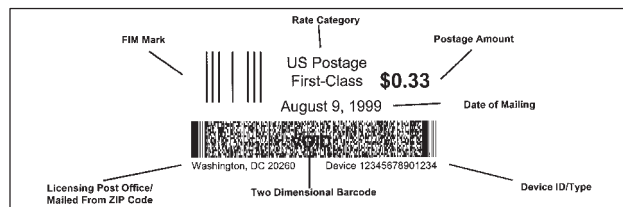
There are two different ways customers can store and access the prepaid postage value. In one way, the postage amount is downloaded and stored in a small security device that is attached to the customer's PC. With the other method, the postage amount is stored on the vendor's Internet site. When the customer prints postage, the dollar amount is deducted from the prepaid account. Additional postage can be purchased from the PC Postage vendor's Internet site.

PC Postage vendors establish their own license fees for software and/or hardware, plus service fees. Vendors will add a service fee each time postage is downloaded, generally around 10 percent of the postage amount. The Postal Service receives full payment for the amount of postage printed.

What does PC Postage look like?

The computer prints a special digital imprint called an Information Based Indicia. This indicia is valid postage. Each vendor's indicia looks a little different, but they all share similar traits.

The Information Based Indicia contains the date, class of mail, postage amount, originating ZIP Code, and a unique device ID number. It also has a unique two-dimensional barcode that contains ascending and descending register values, machine-readable mail processing information, and security data for revenue protection. As a security measure, each printed indicia has a unique digital signature — no two are alike. This will help prevent against fraud. The digital indicia does not replace meters or stamps; it is an additional kind of postage.



What classes of mail can use PC Postage?

PC Postage is valid on domestic First-Class Mail, Priority Mail, Express Mail, and Parcel Post.

What about special services such as Certified, Registered, or insurance?

These services are not currently available in the first generation of PC Postage products. Special services and international mail will be added in the future.

Does mail with PC Postage on it receive any special handling?

Mail bearing the Information Based Indicia is handled the same as metered mail. It does not receive any special handling and requires no change in operations procedures. Employees need to be aware of what the indicia look like so they recognize them as valid postage and process them as they would any mail piece bearing full-rate postage.

What if the user's printer jams and spoils the indicia, making it unusable for postage? Does the Postal Service give refunds?

No, the Postal Service does not issue refunds for spoiled or unused PC Postage mail pieces. In such cases, the mail pieces must be sent to the vendor for verification and crediting to the customer's account.

What if a customer prints postage on one date but doesn't deposit it until a later date?

PC Postage with the wrong entry date is handled the same as metered mail. The customer will have to put a correction on the back of the letter by printing a zero-value Information Based Indicia with the correct date of mailing, just as metered mail customers do. If PC Postage is found in the mailstream bearing the wrong date without the correction, the customer will be issued a warning.

Do PC Postage customers have to be licensed like postage meter customers?

Yes, customers must have a Postal Service license to use PC Postage products. Just as with metered mail customers, PC Postage customers have to complete a Form 3601-A, *Application or Update for a License to Lease and Use Postage Meters*. However, applicants do this on the vendor's Internet site, and the information is then electronically transferred to us. Post offices should not accept or process any license applications for PC Postage.

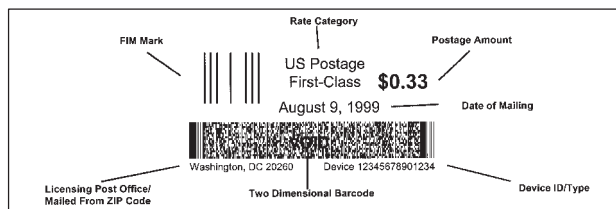
If customers have more questions, where can they get information?

Customers and employees who want more information about PC Postage products can call a toll-free number, 1-877-777-4305, or they can go to the Postal Service web site at www.usps.com.

Instructional Talk for Employees on PC Postage (A)

You may have heard about PC Postage and may be wondering what it is. PC Postage is the name given to products that allow customers to purchase and print postage directly on envelopes or labels using their personal computers and the Internet. Customers can use PC Postage on domestic First-Class Mail, Priority Mail, Express Mail, and parcel post.

The computer prints what is called an "Information Based Indicia" on the envelope or label. It looks similar to this:



You need to be aware of what this new indicia looks like so you'll recognize it as valid postage when you see it on a letter or package.

This new digital indicia is very similar to a postage meter. It has the same information on it: the date, the class of mail, the postage amount, the ZIP Code it was mailed from, and a unique device ID number.

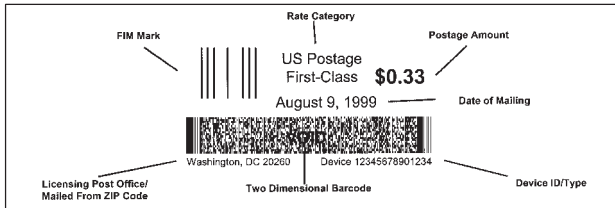
The biggest difference, as you can see, is this two dimensional barcode. This barcode is different than the one dimensional barcodes we're used to seeing because it contains much more digital information than ZIP Codes. It contains additional machine-readable mail processing information and revenue-protection data.

Mail with PC Postage is handled just like mail that has a meter strip. There is no special handling and no change in procedures. Treat mail with PC Postage on it the same as you would any other mail that bears full-rate postage.

We'll talk more about PC Postage in our next service talk.

Instructional Talk for Employees on PC Postage (B)

Last time I talked with you about the new PC Postage, which lets customers print postage directly onto envelopes and labels using their computers and the Internet. This is an example of what the new PC Postage Information Based Indicia looks like:



Again, you need to be aware of what this new postage indicia looks like, so when you see it in the mail, you'll know it's valid postage.

Let's talk about how customers can use PC Postage products to print their own postage.

First, let me make it clear that the Postal Service is not developing these products. The Postal Service certifies that each product works according to our revenue-protection guidelines. There are currently four companies developing PC Postage products and each company has its own variation of the new Information-Based Indicia with its own logo.

There are two different ways for customers to download postage and print it on their envelopes or labels.

One system uses a small "vault" device that is attached to the computer and printer and stores the amount of postage the customer has paid for. Using special software, the customer can print the postage indicia onto an envelope or label, and the postage amount is deducted from the total.

When the prepaid postage amount runs out, the customer can go to the company's web site and purchase more postage, which is then stored in the device. The other PC Postage system does not require a special device attached to the computer; it requires only software. Customers first establish an account at the company's web site. Each time they want to print postage, they go to the web site, print their postage, and the postage amount is deducted from their account.

The big advantage for customers is convenience. They can print postage any time, day or night, right from their personal computers. The vendors make money from the fees they charge for their service. The Postal Service receives the money from the postage and from new business, as customers in small and home-based businesses find the new service more convenient than shipping with the competition.

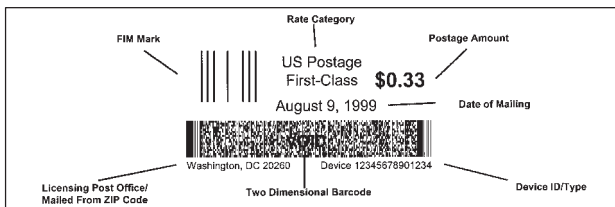
Currently, PC Postage can be used on First-Class, Priority, and Express Mail, and parcel post. Special services and international mail will be added in the future.

We expect PC Postage to be very popular, so you can expect to see more and more envelopes and labels with the Information Based Indicia on them.

Instructional Talk for Employees on PC Postage (C)

We talked about PC Postage last time, and you may get questions about it from customers at the window, on your route, or outside of work.

As you remember, PC Postage is the trademarked name the Postal Service uses for products that let customers print postage using their personal computers and the Internet. The postage imprint, called an Information Based Indicia, looks like this:



The Postal Service is not developing the software or hardware that customers use to print this postage. We certify and approve commercial vendors to develop PC Postage products.

Customers cannot purchase PC Postage products from the post office. They will have to purchase the software and any needed hardware from one of the companies authorized by us to sell it.

The Postal Service is paid directly for all postage that is downloaded by the customer. The vendors determine the pricing of their products and any fees they charge for their services.

The Postal Service is not responsible for refunds for damaged or unused mail bearing PC Postage. Customers will have to send such mail pieces to their vendors for verification and credit to their account.

Customers who want to use PC Postage must obtain a meter license through their software vendor. Post offices are not to accept or process any license applications for PC Postage.

For more information about PC Postage, you can direct customers to a toll-free information line, 1-877-777-4305, or to our web site at www.usps.com.

— Marketing Communications, Corporate Relations, 8-12-99

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
Sears August Wholehouse Mailer — Sears Best Customer Version	Standard A/flat	8/12–8/14	4.0	Nationwide	Enhanced CarRt	Harte-Hanks
Sears August Wholehouse Mailer	Standard A/flat	8/16–8/18	7.5	Nationwide	Enhanced CarRt	Harte-Hanks
Carol Wright Mailing	Standard A/letter	8/16–8/19	20.0	Nationwide	Walk-Sequence	Cox Direct, Elm City, NC; 6" x 9" Natural Kraft Envelope
Billy Graham Letter	Standard A/letter	8/16–8/31	2.1	Nationwide	3/5-digit, Basic, Barcoded	Minneapolis, MN; 3 7/8" x 7 1/8" envelope
JC Penney Signatures of the Season — J Styles	Standard A/catalog	8/19–8/21	2.8	Nationwide	CarRt	DLS
JC Penney Fall Fashion Influences	Standard A/catalog	8/19–8/21	1.6	Nationwide	CarRt	DLS
JC Penney Fall Home Values	Standard A/catalog	8/19–8/21	5.3	Nationwide	CarRt	DLS
Service Merchandise Audio Specialty Flyer	Standard A/flat	8/23–8/24	5.0	Nationwide	3/5-digit	RR Donnelley, Lynchburg, VA
JC Penney Christmas Catalog	Standard A/catalog	8/24–8/26	11.4	Nationwide	CarRt	DLS
JC Penney Customer Appreciation	Standard A/letter	8/25–8/27	24.5	Nationwide	CarRt	Harte-Hanks
Eddie Bauer August Clearance	Standard A/catalog	8/25–8/27	2.9	Nationwide	CarRt, 3/5-digit	RR Donnelley, Warsaw, IN
Sally Beauty Supply	Standard A/letter	8/28–8/31	2.0	Nationwide	CarRt, 3/5-digit, Residual	The Mail Box, Dallas, TX
Service Merchandise	Standard A/flat	8/30–8/31	5.0	Nationwide	3/5-digit	RR Donnelley, Lynchburg, VA; World Color, Corinth, KY
JC Penney Home Sale	Standard A/flat	8/30–9/1	1.0	Nationwide	CarRt	Harte-Hanks
Eddie Bauer September Women's	Standard A/catalog	8/30–9/1	2.5	Nationwide	CarRt, 3/5-digit	RR Donnelley, Warsaw, IN
Seventh Avenue	Standard A/catalog	8/30–9/2	1.9	Nationwide	CarRt, 3/5-digit, Basic, Barcoded	Quad Graphics, Lomira, WI; 9 1/4" x 6 1/2"; catalog has a die cut cover and a personalized (address) underwrap
Billy Graham DECISION Magazine	Standard A/flat	8/30–9/3	1.5	Nationwide	CarRt, 3/5-digit, Basic, Barcoded	Minneapolis, MN; 8" x 10 5/8"; 44 page magazine

— Customer Relations, Marketing, 8-12-99

1999 International and Military Mail Christmas Dates

In response to customers' requests for this year's Christmas mailing dates, the following recommended mailing dates are published. To ensure delivery of Christmas cards and packages to military APO/FPO addresses overseas and to international addresses, the Postal Service suggests that mail be entered by the mailing dates listed below.

Military Mail Addressed To	First-Class Letters/Cards	Priority Mail	Parcel Airlift Mail (PAL) ^{1/}	Space Available Mail (SAM) ^{2/}	Standard Mail
APO/FPO AE ZIPs 090-098	Dec 10	Dec 10	Dec 3	Nov 27	Nov 6
APO/FPO AA ZIPs 340	Dec 10	Dec 10	Dec 3	Nov 27	Nov 6
APO/FPO AP ZIPs 962-966	Dec 10	Dec 10	Dec 3	Nov 27	Nov 6

^{1/} PAL: This special service provides air transportation for parcels on a space-available basis. PAL is available for Standard Mail not exceeding 30 pounds or 60 inches in length and girth combined. For each addressed piece sent by PAL service, the applicable PAL fee must be paid in addition to the regular surface rate of postage.

^{2/} SAM: Parcels paid at Standard Mail postage rates are transported domestically by surface and then to overseas destinations by air on a space-available basis. The maximum weight and size limits are 15 pounds and 60 inches in length and girth combined.

International Mail Addressed To	Air Letters & Cards	Air Parcel Post	Surface
Africa	Dec 2	Dec 2	Oct 25
Asia/Pacific Rim	Dec 9	Dec 9	Nov 5
Australia/New Zealand	Dec 9	Dec 9	Nov 5
Canada/Mexico	Dec 13	Dec 13	Nov 26
Caribbean	Dec 9	Dec 9	Nov 12
Central & South America	Dec 2	Dec 2	Nov 5
Europe	Dec 9	Dec 9	Nov 12
Middle East	Dec 9	Dec 9	Oct 29

Please Post On All Bulletin Boards

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Domestic Mail

DMM REVISION

Miscellaneous Changes to Designate Rulings and Appeals Authority

Effective August 12, 1999, the *Domestic Mail Manual* (DMM) sections listed below are revised to reflect organizational changes that redirect rulings and appeals authority from Business Mail Acceptance to Mail Preparation and Standards at Headquarters. Because these changes are editorial in nature, the complete DMM language is not reproduced here.

Mailing addresses for all Headquarters offices referenced in the DMM are included in DMM G043.

These revisions will appear in the next printed version of the DMM and are included in the monthly update of the online DMM available via Postal Explorer (<http://pe.usps.gov>).

Domestic Mail Manual (DMM)

[In C022.3.3, D230.3.11, D230.6.2, E060.12.7, E213.3.7, E213.4.3, E214.3.8, E214.3.11, E270.9.6, E670.10.3, E670.11.3, G020.3.4, G900.2.3, G900.2.7, P011.4.2, P011.5.1, P014.4.6, P014.4.9, P710.4.5, P710.4.9, P720.2.4, P720.2.8, P730.2.5, P730.2.8, P760.1.9, P760.1.11, and P760.1.13, replace "Business Mail Acceptance manager" with "Mail Preparation and Standards manager."]

[In C023.2.2 and C023.8.5, replace "Manager, Business Mail Acceptance" with "Mail Preparation and Standards manager."]

[In F010.8.2, replace "Business Mail Acceptance manager" with "Policy and Program Development manager, Office of Consumer Advocate, USPS Headquarters."]

— Mail Preparation and Standards,
Marketing Systems, 8-12-99

CORRECTION

Labeling List L002

In *Postal Bulletin* 22003 (7-29-99), the article on page 26, "Labeling List Changes," omitted one state designation in Labeling List L002. The corrected L002 appears below.

Domestic Mail Manual (DMM)

* * * * *

L Labeling Lists

* * * * *

L002 3-Digit ZIP Code Prefix Matrix

* * * * *

3-Digit ZIP Code Prefix	Column A 3-Digit Destinations ⁽¹⁾ Label to	Column B 3-Digit/Scheme Destinations Label to	Column C SCF Destinations Label to
Change From:			
527	ROCK ISLAND IL 527	ROCK ISLAND IL 612 §	SCF ROCK ISLAND IL 612
528	DAVENPORT IA 528 U	ROCK ISLAND IL 612 §	SCF ROCK ISLAND IL 612
612	ROCK ISLAND IL 612	ROCK ISLAND IL 612 §	SCF ROCK ISLAND IL 612
Change To:			
527	QUAD CITIES IL 527	QUAD CITIES IL 612 §	SCF QUAD CITIES IL 612
528	DAVENPORT IA 528 U	QUAD CITIES IL 612 §	SCF QUAD CITIES IL 612
612	QUAD CITIES IL 612	QUAD CITIES IL 612 §	SCF QUAD CITIES IL 612

* * * * *

— Logistics, Network Operations Management, 8-12-99

TEST EXTENSION

Limited Test for Periodicals Automation Flats — Test End Instructions

Postal Bulletin 21991 (2-11-99) announced a test for Periodicals publications for the purpose of collecting additional data concerning the use of polywrap on mailings made February 8 through April 30, 1999. In *Postal Bulletin* 21996 (4-22-99), this test was extended through September 30, 1999, and some test requirements were modified.

Under the test, Periodicals mailers may enclose pieces of authorized publications that meet the physical specifications for processing on an FSM 881 with polywrap that is compatible only with the FSM 1000 and obtain the automation flats rates. The test also allows mailers of authorized test publications that are co-mailed to combine pieces meeting the physical specifications for the FSM 881 in the same package as pieces meeting only the physical specifications for the FSM 1000, and to obtain the automation flat rates when pieces of both types of publications are prepared with FSM 1000 polywrap.

New entrants into the test will be accepted only through September 15, 1999. New entrants must apply and submit test data to the applicable rates and classification service center (RCSC) under the procedures outlined in the above-mentioned *Postal Bulletin* articles and the detailed test instructions on the Postal Service Internet site at <http://www.usps.com/clr>.

Data submission by publications authorized to participate in the test will end with data for mailings entered on September 30, 1999, provided the publication has previously submitted at least three consecutive months of Per-Mailing test data. More recent entrants into the test must continue to submit Per-Mailing test data beyond the September 30 date until the minimum three months of data has been received by the appropriate RCSC.

It is anticipated that a decision concerning the test will be made in mid to late spring 2000. At the inception of this test it was anticipated that a decision would be made shortly after the end date of the test concerning whether or not to permanently

allow Periodicals mailers to prepare mail and claim rates in the manner being tested. However, the Postal Service has decided to delay such a decision until it has tested and evaluated the type of mail and the characteristics of polywrap that can be processed on the new AFSM 100s which will begin deployment early next year.

Although data submission for most authorized test publications will end with mailings made on September 30, and approximately three months later end for all publications, all publications that were authorized to participate in the test will be allowed to continue to be prepared and claim automation flat rates as permitted under the test procedures until a final decision on the tested use of polywrap and mail preparation is made. This will preclude the mailers of these publications from having to revise their method of preparing and polywrapping their mail in order to qualify for the automation rates during the extended decision period.

In addition, if the final decision concerning the test requires mail qualifying for automation flats rates to be prepared and polywrapped in a different manner than that used under the test, the publications that participated in the test will be given an additional two months beyond the decision date to change their preparation to meet the automation rate requirements set forth in the test decision. This will give mailers that participated in the test additional time to obtain any new polywrap stock needed and make any changes necessary to their operations to qualify pieces for the automation rates. Publications that participate in the test must comply with all *Domestic Mail Manual* requirements concerning eligibility for flats automation rates, other than those specifically excepted under the test procedures.

— *Mail Preparation and Standards, Marketing Systems, 8-12-99*

REMINDER

Hazardous Materials — Mailability Rulings

To ensure that mailability rulings concerning hazardous materials are issued only as provided for in the *Domestic Mail Manual* (DMM) and that customers who receive adverse decisions are afforded their rights of appeal, the following information is being published as a reminder to all postal field personnel.

The primary rules that apply to the mailing of hazardous materials are contained in DMM C021 and C023. Under these rules, most items that are regulated in commerce as hazardous materials by the U.S. Department of Transportation are nonmailable. With few exceptions, the only hazardous

materials that are mailable are those that meet all of the following requirements:

- The hazardous material is eligible to be reclassified as an ORM-D material under the provisions in Title 49, *Code of Federal Regulations* (49 CFR).
- The hazardous material is eligible under 49 CFR to be renamed with the proper shipping name of "Consumer Commodity."
- The hazardous material meets the applicable postal quantity limits and packaging requirements specified in DMM C023.

The authority for issuing mailability rulings is specified in DMM G020.3.0. As with all questions concerning the mailing rules in the DMM, the basic point of inquiry is the local post office or the district business mail entry office. Local postal personnel who need assistance with inquiries concerning the mailing of hazardous materials should contact the business mail entry office at their district post office. The district business mail entry office has the functional role of providing postal customers with mailing information concerning the rules in the DMM. District business mail entry office personnel who need guidance or assistance with interpreting or applying the mailing rules must contact their rates and classification service center (RCSC). The addresses and telephone numbers for the district business mail entry offices and the RCSCs are published in DMM G042.

Customers who desire a ruling on the mailability of a specific hazardous material must follow the procedure in DMM C023.1.5. Under this provision, the customer must submit a material safety data sheet (MSDS) and the following information to the appropriate RCSC:

- a. Name of material, hazard class, and assigned United Nations (UN) or North America (NA) identification number.
- b. Chemical composition by percentage of ingredient.
- c. Flashpoint.
- d. Toxic properties.
- e. Irritant action when inhaled, swallowed, or contacted by eyes or skin.
- f. Special precautions necessary to permit handling without harm to USPS employees or damage to property or other mail.

- g. Explanation of warning labels and shipping papers required by state or federal regulations.
- h. Proposed packaging method, including the addressing and required markings.
- i. Proposed number of pieces to be mailed, class of mail, and post office(s) of mailing.

When all of this information is provided, the RCSC will determine the mailability of the material and issue a written ruling to the customer that details the conditions for mailing. If insufficient information is provided, the customer will be notified by the RCSC that a ruling cannot be made and, therefore, the material may not be presented for mailing. Customers have the right to appeal adverse decisions initially issued by an RCSC to the manager, Business Mail Acceptance, USPS Headquarters, as stated in DMM G020.3.4.

DMM C021.2.2 states that the mailer of a hazardous material is fully responsible for meeting all postal and nonpostal requirements prior to mailing. Additionally, as stated in Title 18, *United States Code* (18 USC), 1716, the mailer is fully responsible for any violation of law that may result from placing hazardous materials in the mailstream.

To provide the best service possible to our customers and to ensure consistency in the decisions issued, field personnel are reminded that they must adhere to these established procedures.

— *Business Mail Acceptance, Marketing Systems, 8-12-99*

APO/FPO Changes

Make the following ink changes to the most recent APO/FPO table in *Postal Bulletin 22003 (7-29-99)*.

APO/FPO	Action	Effective Date	See Restrictions
34043	Delete	Immediately	
96556	Delete	Immediately	

— *International Operations Support, Network Operations Management, 8-12-99*

Finance

CORRECTION

Revision of PS Form 3533, Application and Voucher for Refund of Postage, Fees, and Services

Postal Bulletin 22003 (7-29-99) announced the May 1999 revision of PS Form 3533, *Application and Voucher for Refund of Postage, Fees, and Services*. A sample revised PS Form 3533 was included in that article. In Part 3 of the sample form, the word "not" was inadvertently omitted from the first paragraph. That paragraph is revised to read as follows:

"The customer's meter must be licensed at the refunding office, and legible unused meter stamps must not be over 1-year old."

Please destroy all copies of the May 1999 version of PS Form 3533 and reproduce, as necessary, the August 1999 version, appearing on pages 19 and 20 of this *Postal Bulletin*.

— *Corporate Accounting, Finance, 8-12-99*

United States Postal Service

Application and Voucher for Refund of Postage, Fees, and Services

(Please type or print legibly.)

Customer: Complete in duplicate by typewriter, or print in ink, and submit with envelope, wrapper, or portion having names and addresses of sender and addressee, canceled postage, and postal markings.

Privacy Act Statement: The collection of this information is authorized by 39 USC 401, 404, and 1206; Pub. L. 104-134. This information will be used to reimburse you when no service is rendered or when postage and fees are paid in excess of the lawful rate. As a routine use, the information may be disclosed to an appropriate government agency, domestic or foreign, for law enforcement purposes; where pertinent, in a legal proceeding to which the USPS is a party or has an interest; to a government agency in order to obtain information relevant to a USPS decision concerning employment, security clearances, contracts, licenses, grants, permits, or other benefits; to a congressional office at your request; to an expert, consultant, or other person under contract with the USPS to fulfill an agency function; to a Federal Records Center for storage; to the Office of Management and Budget for review of private relief legislation;

to an independent certified accountant during an official audit of the USPS finances; to an investigator, administrative judge or complaints examiner appointed by the Equal Employment Opportunity Commission for investigation of a formal EEO complaint under 29 CFR 1614; to the Merit Systems Protection Board or Office of Special Counsel for proceedings or investigations involving personnel practices and other matters within their jurisdiction; to a labor organization as required by the National Labor Relations Act; to the Department of the Treasury for cross-matching under the Treasury Offset Program; and to a requestor, the name and address of the owner of leased property, or of the payee when different from the owner. Completion of this form is voluntary; however, if this information is not provided, a refund will not be considered.

Part 1 - Application *(Completed by customer)*

Customer/Company Name <i>(Print or Type)</i>	Telephone Number <i>(Include area code)</i>
Mailing Address <i>(No., Street, Ste./Apt. No., City, State, and ZIP + 4)</i>	Amount of Refund Request \$
	Signature
	Date of Request

Refund Requested For:

- | | |
|--|--|
| <input type="checkbox"/> Stamps or Fees <i>(AIC 553)</i> Refunded for:
___ Clerk PVI Errors <i>(Attach spoiled or misprinted PVI labels to this form.)</i>
___ Delivery Confirmation <i>(After 30 days)</i>
___ Mail Returned Because of Non-Service or Damage
<i>(Defective or unused stamps may be eligible for exchange but not for a refund.)</i>
<hr/> <input type="checkbox"/> Postage Paid for Express Mail Service <i>(AIC 676)</i>
<hr/> <input type="checkbox"/> Miscellaneous Non-Postal <i>(AIC 624)</i> <i>(e.g., box key deposits or items originally placed in AIC 126)</i>
<hr/> <input type="checkbox"/> Refund of Retail Service Fees <i>(AIC 535)</i> <i>(e.g., PO box/caller service: Enter box no.: _____)</i> | <input type="checkbox"/> Permit Postage and Fees <i>(AIC 528)</i> <i>(e.g., annual bulk mail fees, service failures, or damage to permit imprint mailings)</i>
<hr/> <input type="checkbox"/> Postal-Related Products <i>(AIC 608)</i> <i>(e.g., merchandise)</i>
<hr/> <input type="checkbox"/> Customer Meter Postage <i>(AIC 526)</i> <i>(Document legible meter postage in Part 3 on the back of this form.)</i>
<hr/> <input type="checkbox"/> Precanceled Stamps <i>(AIC 525)</i> <i>(e.g., torn, defaced, or for overpayment of precanceled stamps)</i>
<hr/> <input type="checkbox"/> Value-Added Services <i>(AIC 541)</i> <i>(e.g., refunds to mailing agents for performing these services)</i>
<hr/> <input type="checkbox"/> Other <i>(Document in Part 4 on the back of this form.)</i>
NOTE: Official Mail refunds are made through the OMAS system at the District Accounting Office.) |
|--|--|

Part 2 - Acceptance Verification *(Post office use)*

Post Office, State, and ZIP + 4

Acceptance Employee's Signature	Title	Date
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Fraud Alert

ALL PERSONNEL PROCESSING MAIL FOR DISPATCH ABROAD

Foreign Order No. 440

Keep all foreign order notices for use as reference.

Final Orders

The Tentative Decision and Orders issued against the following have become final:

Australia

VIP MEMBERS
PO BOX 612
TULLAMARINE VICTORIA 3043
AUSTRALIA

Canada

CPN
4981 HWY 7 EAST UNIT 12A SUITE #200
MARKHAM ON L3R 1N1
CANADA

MERCHANDISE REWARD CENTRE
MRC
PO BOX 5440 STN TERMINAL
VANCOUVER BC V6B 4B5
CANADA

PRIZETEC
PO BOX 94731 STN MAIN
RICHMOND BC V6Y 4A6
CANADA

and

PO BOX 94800 STN MAIN
RICHMOND BC V6Y 4B8
CANADA

TPNC
2025 GUELPH LINE SUITE 266
BURLINGTON ON L7P 4X4
CANADA

TRANSWORLD
SUBSCRIBER RESERVATIONS
#101-1001 WEST BROADWAY SUITE #217
VANCOUVER BC V6H 4E4
CANADA

UNIVERSAL PRIZEFINDERS
ST#680 981 WELLINGTON ROAD SOUTH
LONDON ON N6E 3A9
CANADA

Germany

L E HAMELN
PO BOX 101162
D-31761 HAMELN
GERMANY

and

SERVICE DEPARTMENT
MARGRIT MEYER
VOLDAGSEN 2
31863 COPPENBRUGGE
GERMANY

J W POLLITZ
AM SALZERHOF 24
D-34103 KASSEL
GERMANY

Do not dispatch any mail to the above. Do not place any endorsement on the mailpieces themselves. Place the mailpieces in a pouch endorsed "Foreign Order Mail" and send it to:

POSTMASTER
CLAIMS AND INQUIRY
JAMES A FARLEY BUILDING RM 2029A
NEW YORK NY 10199-9652

Personnel may post this notice at the outgoing primary. They must post it on the Foreign Order Board at all Processing and Distribution Plants, designated international exchange offices, and Customer Service plants.

— Recorder's Office, Judicial Officer, 8-12-99

Withholding of Mail Orders

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

State/City	Names Covered
CA, Anaheim Hills 92807-3296	Any And All Names, 5753-G East Santa Ana Canyon Road #410
CA, Downey 90241-5467	Bersie K. Battaglini, Brendan I. Goldberg, Beatrice G. Lankford, 11638 Bellflower Blvd., #U
CA, Rancho Cucamonga 91729-4773	Any And All Names, P.O. Box 4773 and at
CA, Rancho Cucamonga 91729-4702	P.O. Box 4702
CA, San Diego 92103-3199	New Beginnings Credit Consultants, 3841 Fourth Avenue, Suite 112 and at
CA, San Diego 92101-1252	2535 Kettner Blvd., Suite 1-A4
CA, San Francisco 94108-2505	M. Bear, M. Bear Promotions, 706 Sacramento St., Suite #182
CA, San Francisco 94104-4987	M. Bear, M. Bear Promotions, 41 Sutter Street, Ste. #1410
IL, Flora 62839-1249	Robert L. Quigley and/or Donald L. Smith, 511 W. 3rd Street

— Recorder's Office, Judicial Officer, 8-12-99

Domestic Orders

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

State/City	Names Covered	Product
CA, Orange 92863	Central Yellow Pages, P.O. Box 5950-339	A false billing scheme.
CA, Los Angeles 90066-3837	National Office Supply, 12228 Venice Blvd. #420	A false billing scheme.

— Recorder's Office, Judicial Officer, 8-12-99

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.

011 582 1889	to	390 001 3500	to	3699	406 459 6641	to	6999	421 313 4500	to	4999
011 582 1899		390 545 5974	to	5999	406 733 3000	to	3999	421 364 5537	to	5599
011 588 2900	to	391 104 6146	to	6199	407 545 1557	to	1599	421 656 2609	to	2699
011 588 3099		391 574 1466	to	1499	407 594 0412	to	0599	421 988 9700	to	9799
210 221 0548	to	391 783 3020	to	3599	407 692 9100	to	9299	422 172 4667	to	4699
210 221 0599		391 792 6100	to	6199	407 959 2190	to	2199	422 484 4212	to	4299
273 070 8059	to	392 668 2956	to	2999	408 265 2275	to	2288	422 556 1270	to	1299
273 070 8099		392 854 8500	to	8899	408 499 7700	to	7799	422 587 7024	to	7099
273 775 7700	to	393 584 7566	to	7699	408 499 7900	to	7999	422 819 7533	to	7599
273 775 7899		393 650 0074	to	0099	408 682 8484	to	8599	422 842 5073	to	5087
302 000 0000	to	393 838 8316	to	8499	408 698 7015	to	7099	422 907 7563	to	7599
302 123 9999		393 893 6007	to	6099	409 072 3941	to	3999	424 500 6050	to	6099
349 746 2056	to	394 126 6907	to	6999	410 491 2311	to	2399	424 641 8500	to	8599
350 518 7350	to	394 189 0405	to	0599	410 694 8400	to	8599	424 871 6600	to	6699
360 011 1690	to	394 822 3243	to	3278	410 775 1500	to	1599	425 298 2352	to	2399
360 168 6008	to	394 990 1810	to	1899	410 795 7927	to	7999	425 418 4269	to	4299
360 173 8800	to	395 343 3264	to	3299	410 867 0917	to	0966	425 418 4405	to	4499
360 324 2326	to	395 373 3035	to	3099	410 867 0970	to	0999	426 547 4566	to	4599
362 861 3064	to	395 396 9649	to	9799	411 868 1023	to	1199	427 412 6337	to	6499
373 006 2176	to	395 970 3240	to	3299	411 922 2322	to	2399	427 481 0900	to	0999
374 768 2600	to	397 622 4054	to	4099	412 193 0900	to	0999	428 027 2742	to	2752
375 169 4400	to	397 819 8902	to	8999	412 395 8599	to	8699	429 474 4172	to	4199
375 829 3400	to	398 149 7200	to	7699	412 485 6500	to	6599	429 889 2900	to	2999
375 851 9100	to	399 070 0872	to	0899	412 485 6610	to	6699	430 150 4401	to	4599
376 196 0911	to	399 156 7119	to	7199	412 885 5953	to	5999	430 172 9800	to	9899
378 085 3679	to	399 203 5064	to	5099	414 193 3608	to	3674	430 177 1900	to	2099
378 351 1063	to	399 296 9910	to	9999	414 193 3677	to	3699	430 444 9500	to	9699
379 843 5100	to	399 396 8935	to	8999	414 411 7348	to	7399	430 664 4070	to	4099
380 093 9600	to	399 792 7775	to	7799	414 640 0757	to	0799	432 168 8419	to	8499
380 165 1165	to	399 792 8300	to	8399	414 965 1727	to	1799	432 708 6800	to	6999
381 325 4500	to	400 427 1051	to	1999	417 302 8104	to	8199	432 744 1544	to	1599
381 604 2510	to	401 045 1505	to	1549	417 387 6532	to	6599	432 995 9775	to	9799
381 645 9525	to	401 045 1571	to	1599	417 496 6800	to	6999	433 003 5800	to	5899
383 314 3968	to	401 294 2700	to	2799	417 871 9250	to	9299	433 757 3047	to	3099
383 892 1000	to	401 310 9505	to	9599	417 930 9533	to	9599	433 765 4003	to	4099
383 892 1382	to	401 382 5312	to	5399	418 164 6500	to	6799	434 482 7060	to	7199
384 925 3641	to	402 578 7876	to	7899	418 423 9863	to	9899	434 513 2386	to	2399
385 568 2331	to	403 125 6744	to	6799	418 633 5922	to	5999	434 968 3076	to	3092
385 599 7554	to	403 260 7000	to	7499	418 719 8520	to	8599	435 303 1831	to	1842
385 774 2024	to	403 280 6470	to	6499	418 744 2235	to	2299	435 303 1986	to	1999
386 624 1412	to	403 685 8600	to	8699	418 962 2848	to	2899	435 666 6092	to	6399
386 883 8936	to	404 003 0300	to	0399	419 543 0286	to	0299	436 082 6400	to	6899
387 314 5574	to	404 041 8838	to	8899	419 730 0300	to	0399	436 160 6441	to	6499
387 837 6300	to	404 071 4268	to	4299	420 277 0015	to	0049	437 316 7115	to	7199
388 828 0656	to	404 347 5356	to	5399	420 599 0734	to	0798	437 427 0500	to	3499
389 696 2400	to	404 347 5548	to	5599	420 661 4115	to	4199	439 179 2300	to	2399
389 846 3104	to	404 726 4500	to	4599	420 758 9500	to	9699	439 310 0458	to	0499
389 846 3145	to	404 961 5001	to	5199	420 969 3951	to	3971	440 698 1947	to	1999
389 887 9211	to	405 325 0188	to	0198	420 969 3973	to	3999	440 858 6300	to	6399
389 887 9234	to	406 009 4587	to	4599	421 116 3565	to	3599	440 858 6420	to	7299
390 001 3182	to	406 260 6830	to	6899	421 130 9300	to	9399	441 199 1655	to	1699

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	460 349 6878	to	6899	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
450 048 4173	to	4199	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	480 526 2000	to	2099	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	500 064 1858	to	1869
452 890 4679	to	4799	466 798 6056	to	6067	482 729 6800	to	6899	500 070 5725	to	7799
452 900 8215	to	8238	467 147 4300	to	4399	483 363 7207	to	7299	600 645 3223	to	3299
453 117 9146	to	9199	468 079 5782	to	5799	483 402 2356	to	2399	601 339 1200	to	1399
453 334 3631	to	3699	469 067 2817	to	2899	483 486 5100	to	5199	601 653 5884	to	5899
453 603 7841	to	7891	469 127 8000	to	8199	483 632 1521	to	1599	601 661 7700	to	7799
453 650 1140	to	1199	469 213 0359	to	0399	483 632 2600	to	2799	601 682 5343	to	5399
453 741 1300	to	1399	469 213 0500	to	0599	483 849 1615	to	1699	601 928 1600	to	1699
454 013 2919	to	2999	469 561 8011	to	8099	484 174 4803	to	5299	602 512 2972	to	2999
454 186 2411	to	2499	469 658 1961	to	1999	484 323 8900	to	9199	602 555 2400	to	2799
454 268 4883	to	4899	469 666 9900	to	9999	484 680 5000	to	5038	602 829 7061	to	7099
454 302 5400	to	5499	469 678 1900	to	1999	484 680 5040	to	5074	603 483 9572	to	9599
454 490 8300	to	8399	469 781 4900	to	4999	484 680 5077	to	5099	603 490 7200	to	7299
454 547 7434	to	7499	469 947 6960	to	6999	485 029 4913	to	4999	603 678 7100	to	7199
454 922 4867	to	4895	470 755 5800	to	5818	486 176 0600	to	0699	603 678 7662	to	7699
455 221 1348	to	1499	471 918 0300	to	0999	486 559 7555	to	7599	603 678 7902	to	7999
455 364 2147	to	2199	471 985 2408	to	2419	486 696 3023	to	3199	603 678 8418	to	8499
455 399 5400	to	5499	472 191 6700	to	6799	488 173 7900	to	7999	603 678 8700	to	9999
455 476 0676	to	0699	472 270 2555	to	2599	488 206 4100	to	4199	604 086 0880	to	0899
455 543 0618	to	0699	472 987 0213	to	0241	488 226 0200	to	0299	604 349 1414	to	1499
456 410 9006	to	9099	472 987 0290	to	0299	488 709 3906	to	3999	604 503 7776	to	7799
456 470 4146	to	4299	473 151 2069	to	2199	488 855 8359	to	8399	605 520 9037	to	9099
456 619 4460	to	4499	473 666 9138	to	9199	489 181 8963	to	8999	605 685 4010	to	4099
457 333 2686	to	2699	473 952 3429	to	3499	489 223 2000	to	2099	605 988 6467	to	6499
457 729 1767	to	1777	474 108 5402	to	5499	489 311 1930	to	1999	607 689 7951	to	7960
457 937 8615	to	8699	474 356 5193	to	5299	489 318 6200	to	6300	607 728 1276	to	1299
458 028 9810	to	9899	474 949 3366	to	3399	489 384 0027	to	0099	608 727 7100	to	7199
458 057 2712	to	2999	475 134 9362	to	9399	489 427 0658	to	0899	608 727 7273	to	7599
458 069 9537	to	9599	475 167 9667	to	9699	489 997 5252	to	5299	608 813 9950	to	9999
458 069 9665	to	9699	475 319 3415	to	3499	490 669 5850	to	6099	609 067 5325	to	5399
458 337 5222	to	5299	475 319 3649	to	3799	490 717 7080	to	7099	609 067 5488	to	5499
458 354 7653	to	7999	475 340 6400	to	6599	490 721 6000	to	6099	609 067 5600	to	5699
458 671 8678	to	8699	475 424 8410	to	8499	490 793 1500	to	2099	609 289 6123	to	6199
458 671 8721	to	8798	475 629 9156	to	9199	490 886 8171	to	8199	609 438 4400	to	4499
458 847 5044	to	5999	475 850 6101	to	6199	490 977 9221	to	9240	609 493 1100	to	1199
459 274 7624	to	7699	475 875 2500	to	2599	491 258 8100	to	9099	609 766 8091	to	8999
459 365 5432	to	5499	476 169 8264	to	8299	491 567 1376	to	1399	609 825 4100	to	4115
459 378 5764	to	5799	476 189 3000	to	3499	492 254 4800	to	4899	609 884 2981	to	2999

609 893 1000	to	1099	633 110 4165	to	4199	646 798 4000	to	4999	664 656 3055	to	3099
610 092 3200	to	3299	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	670 368 3400	to	3499
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	650 114 7707	to	7719	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
619 551 7229	to	7299	639 469 3517	to	3799	650 736 2043	to	2099	677 126 6734	to	6799
619 859 3000	to	3099	639 605 2143	to	2199	650 739 1540	to	1699	677 333 9979	to	9999
620 073 9400	to	9499	639 657 8600	to	8799	651 741 4415	to	4499	677 466 1088	to	1099
621 614 7907	to	7930	640 289 7500	to	7599	651 882 2800	to	2899	678 071 4500	to	4799
621 614 7932	to	7999	640 289 7700	to	7999	652 754 6317	to	6399	678 096 7531	to	7599
621 648 8021	to	8199	641 170 4420	to	4499	653 131 4945	to	4999	679 909 2578	to	2599
621 648 8500	to	8599	641 318 3133	to	3199	653 426 3300	to	3399	680 112 9565	to	9599
621 904 8351	to	8599	641 378 6500	to	6999	653 455 4874	to	4899	680 244 0903	to	0999
621 916 1978	to	1989	641 383 8739	to	8799	654 238 0000	to	0399	680 412 6046	to	6099
622 989 8032	to	8099	641 877 3187	to	3299	654 404 3065	to	3092	680 761 6800	to	6899
623 076 9300	to	9399	641 877 3310	to	3399	654 962 2900	to	3199	681 677 0540	to	0699
623 819 5006	to	5099	642 355 8094	to	8199	655 103 5081	to	5199	682 070 1029	to	1099
623 895 8200	to	8399	642 355 8308	to	8999	655 523 2600	to	2999	682 956 6280	to	6299
623 917 0000	to	0099	642 900 0018	to	0099	656 305 2448	to	2499	682 956 6490	to	6599
623 917 0200	to	0299	643 030 6254	to	6299	657 347 4438	to	4999	682 956 6700	to	6799
624 468 5288	to	5299	644 066 0882	to	0899	657 710 8100	to	8999	682 965 1178	to	1199
624 665 3162	to	3198	644 069 0600	to	0699	657 780 0985	to	0999	682 965 1201	to	1299
625 088 6735	to	6799	644 077 7506	to	7699	658 586 1400	to	1499	683 118 2389	to	2399
625 916 9500	to	9799	644 085 8157	to	8199	658 877 8000	to	8199	683 378 2000	to	2099
625 968 8956	to	8999	644 112 9839	to	9899	658 880 8000	to	8199	683 378 2117	to	2299
627 005 3938	to	3999	644 373 9083	to	9099	659 398 7300	to	7399	683 415 1200	to	1499
627 384 3907	to	4099	644 380 1460	to	1499	659 706 8113	to	8199	683 444 8159	to	8199
627 496 7549	to	7599	644 733 4715	to	4799	659 846 7837	to	7899	685 154 7780	to	7789
627 708 3605	to	3699	644 900 9712	to	9799	660 510 4100	to	4199	685 623 5264	to	5299
627 776 2500	to	2599	644 901 0109	to	1299	660 673 0400	to	0599	685 650 9487	to	9499
628 226 3100	to	3199	644 901 1325	to	1399	661 488 5000	to	5099	685 669 4200	to	4299
628 814 4702	to	4799	644 923 6800	to	7799	661 609 9100	to	9199	685 757 8452	to	8499
628 851 9689	to	9699	644 932 4655	to	4699	661 716 9420	to	9499	686 071 2694	to	2799
629 510 7200	to	7299	645 318 7240	to	7499	661 906 6522	to	6599	686 176 3333	to	3354
629 964 4200	to	4294	645 333 1766	to	1799	662 021 8332	to	8399	686 372 3200	to	3299
630 389 3056	to	3071	645 790 8632	to	8699	662 068 0700	to	0899	686 644 5879	to	5899
630 463 0588	to	0599	645 821 0657	to	0699	662 553 0774	to	0799	686 931 7636	to	7699
631 459 9117	to	9199	645 930 7948	to	7999	663 078 7034	to	7099	687 601 0973	to	0999
631 762 9325	to	9399	645 975 0737	to	0762	663 763 5300	to	5399	687 614 6774	to	6799
632 217 4933	to	4999	646 242 6200	to	6299	663 883 7039	to	7499	688 120 9000	to	9999
632 500 0000	to	99 9999	646 270 7639	to	7799	664 253 8000	to	8499	688 314 3107	to	3191

690 291 1361	to	1371	698 042 4816	to	4899	701 695 4148	to	4199	808 784 8000	to	8299
690 788 2877	to	2899	698 227 0000	to	0099	701 695 4227	to	4299	830 602 5800	to	5999
690 893 5344	to	5399	700 065 2570	to	2599	701 708 1741	to	1799	830 983 3500	to	3599
690 893 5512	to	5599	700 065 4800	to	4899	701 736 3966	to	3999	830 983 3635	to	3699
690 904 1300	to	1599	700 190 3350	to	3359	701 838 2800	to	2899	831 815 8240	to	8299
690 941 6000	to	6199	700 228 6048	to	6099	701 941 0600	to	0699	833 566 3015	to	3071
691 313 6383	to	6399	700 650 0452	to	0499	702 171 1603	to	1699	834 316 5444	to	5499
691 313 6600	to	6699	700 666 1323	to	1349	702 195 5109	to	5199	835 539 5200	to	5999
691 582 8003	to	8099	700 786 9106	to	9142	702 254 9300	to	9399	839 718 8257	to	8299
691 664 1800	to	1999	700 859 0744	to	0758	702 264 7569	to	7599	869 800 0000	to	999 9999
691 664 2400	to	2499	701 028 6780	to	6899	702 713 1800	to	1809	870 054 4814	to	4899
692 727 9362	to	9399	701 213 3900	to	3999	702 878 0114	to	0199	870 491 4812	to	4849
693 249 0779	to	0799	701 267 2000	to	3999	740 002 7710	to	7719	870 536 5820	to	5829
693 249 0877	to	1699	701 335 7312	to	7399	806 087 1100	to	1499	870 541 7167	to	7239
693 445 0566	to	0999	701 369 2005	to	2050	806 268 9275	to	9299	870 589 0485	to	0494
693 448 8500	to	8999	701 503 2247	to	2299	806 534 3400	to	3477			
693 965 4200	to	4299	701 553 6557	to	6599	807 342 3283	to	3399			
695 947 8518	to	8599	701 601 3457	to	3499	808 086 7100	to	7199			
696 662 8247	to	8299	701 605 5913	to	5999	808 090 3440	to	3499			
697 447 8285	to	8296	701 695 3982	to	3999	808 325 5161	to	5699			

— Inspection Service, 8-12-99

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.

000 000 001	to									
		702 104 368	to	4 900	709 649 804	to	9 820	720 227 871	to	7 930
	692 600 000	702 128 306	to	8 400	709 733 281	to	3 580	720 227 949	to	7 960
692 720 871	to	702 179 891	to	9 900	710 046 813	to	6 840	720 368 543	to	8 570
692 876 955	to	702 260 751	to	0 850	710 358 093	to	8 166	720 392 151	to	2 570
693 290 380	to	702 410 595	to	1 050	710 358 257	to	8 270	720 556 491	to	6 640
693 290 426	to	702 660 151	to	0 540	711 021 501	to	1 510	720 558 621	to	8 650
694 063 700	to	702 723 429	to	3 450	711 049 411	to	9 560	720 575 361	to	5 570
694 063 900	to	703 004 401	to	4 820	711 408 045	to	8 090	720 590 152	to	0 179
694 550 501	to	703 083 819	to	4 020	712 003 381	to	3 650	721 638 331	to	9 170
694 595 031	to	703 432 131	to	2 230	712 104 220	to	4 230	721 815 391	to	5 420
694 595 087	to	703 626 061	to	6 090	712 327 861	to	7 890	721 969 713	to	9 740
694 698 551	to	703 863 121	to	3 240	712 327 952	to	7 980	722 072 137	to	2 160
694 745 458	to	703 863 477	to	3 540	712 647 061	to	7 090	722 378 265	to	8 280
695 105 313	to	703 867 801	to	7 980	713 284 171	to	4 260	722 413 990	to	4 004
695 142 809	to	704 030 628	to	0 640	713 292 871	to	2 990	722 764 948	to	4 980
695 144 666	to	704 154 024	to	4 120	714 035 101	to	5 160	722 825 840	to	5 889
695 272 601	to	704 227 561	to	7 829	714 155 011	to	5 400	723 153 841	to	3 850
695 277 576	to	704 227 831	to	8 069	714 328 231	to	8 440	723 237 616	to	7 630
695 530 761	to	704 228 071	to	8 100	714 442 952	to	2 980	723 331 081	to	1 110
696 487 701	to	704 420 344	to	0 490	714 562 843	to	2 860	723 496 443	to	6 470
696 784 101	to	704 568 751	to	8 990	714 590 391	to	0 430	723 967 291	to	7 320
696 870 601	to	704 965 301	to	5 770	714 609 811	to	9 930	724 655 196	to	5 340
697 047 501	to	705 116 780	to	6 790	714 609 961	to	9 990	724 711 441	to	1 500
697 052 101	to	705 280 801	to	0 980	714 807 181	to	7 240	724 711 538	to	1 560
697 217 251	to	705 475 651	to	6 040	714 871 321	to	1 500	724 793 221	to	3 250
697 249 952	to	705 566 127	to	6 280	714 928 529	to	8 590	724 908 109	to	8 120
697 414 886	to	705 740 581	to	0 730	715 128 183	to	8 330	724 937 461	to	7 670
697 469 606	to	705 782 796	to	2 820	715 144 171	to	4 470	725 163 118	to	3 151
697 850 401	to	705 822 271	to	2 480	715 197 211	to	7 570	725 202 735	to	2 750
698 098 446	to	706 180 148	to	0 290	715 595 910	to	6 180	725 398 591	to	8 800
698 300 251	to	706 184 041	to	4 220	715 941 781	to	1 810	725 464 591	to	4 920
698 504 383	to	706 357 861	to	8 190	715 962 421	to	2 480	725 475 321	to	5 330
698 533 927	to	706 382 419	to	2 430	716 477 396	to	7 430	725 711 057	to	1 070
698 562 268	to	706 628 735	to	8 820	716 556 635	to	6 660	725 738 581	to	8 730
699 090 686	to	706 638 211	to	8 420	717 191 648	to	1 690	725 981 311	to	1 430
699 752 699	to	706 817 959	to	8 000	717 193 161	to	3 490	725 987 835	to	7 880
700 068 473	to	707 034 391	to	4 450	717 228 591	to	8 680	726 060 811	to	0 900
700 161 501	to	707 292 636	to	2 660	717 333 902	to	3 950	726 391 970	to	2 520
700 202 522	to	707 441 401	to	1 687	717 739 745	to	9 910	726 484 771	to	4 800
700 290 275	to	707 441 836	to	1 940	717 884 991	to	5 050	726 493 351	to	5 300
700 465 730	to	707 958 541	to	8 570	718 026 171	to	6 290	726 504 031	to	4 063
700 561 444	to	707 960 107	to	0 160	718 466 370	to	6 420	726 504 070	to	4 090
701 423 101	to	708 059 941	to	60 000	718 568 451	to	8 479	726 504 331	to	4 390
701 625 469	to	708 115 830	to	5 860	718 590 741	to	0 770	726 563 701	to	4 060
701 643 829	to	708 116 251	to	6 310	718 714 210	to	4 370	726 599 371	to	9 460
701 945 451	to	708 138 301	to	8 480	718 795 881	to	6 000	726 626 356	to	6 370
702 033 701	to	709 222 591	to	2 920	718 961 721	to	1 780	727 182 271	to	2 510
702 051 501	to	709 243 479	to	3 500	718 982 001	to	2 300	727 416 181	to	6 240
702 053 601	to	709 411 171	to	1 320	719 869 731	to	9 760	727 481 431	to	1 460

727 749 241	to	9 780	732 201 241	to	1 390	736 982 551	to	2 730	742 178 834	to	8 880
728 382 331	to	2 480	732 220 431	to	0 440	737 110 141	to	0 170	742 325 500	to	5 520
728 458 201	to	8 260	732 355 201	to	5 380	737 185 501	to	5 710	742 325 668	to	5 700
728 702 338	to	2 400	732 472 320	to	2 560	737 317 321	to	7 350	742 408 771	to	8 830
728 915 371	to	5 850	732 541 605	to	1 620	737 517 781	to	7 840	742 512 120	to	2 150
728 953 141	to	3 410	732 572 221	to	2 490	737 628 181	to	8 210	742 684 849	to	4 890
728 954 280	to	4 310	732 586 479	to	6 710	737 634 258	to	4 270	742 839 553	to	9 630
729 169 081	to	9 140	732 994 037	to	4 080	738 361 971	to	1 980	742 913 668	to	3 700
729 363 841	to	3 870	733 163 449	to	3 460	738 648 355	to	8 450	742 917 287	to	7 296
729 682 891	to	3 190	733 297 171	to	7 290	738 849 811	to	9 900	742 921 891	to	1 980
729 838 940	to	9 070	733 446 631	to	7 110	738 892 270	to	2 290	742 983 631	to	3 810
729 839 101	to	9 130	733 474 665	to	4 770	738 997 259	to	7 380	743 020 021	to	0 170
730 077 683	to	7 840	733 704 482	to	4 570	739 161 451	to	1 540	743 206 491	to	6 500
730 109 847	to	9 880	733 751 041	to	1 130	739 219 381	to	9 440	743 235 992	to	6 050
730 373 761	to	3 850	733 971 138	to	1 210	739 530 511	to	0 540	743 245 094	to	5 170
730 501 951	to	2 130	734 009 101	to	9 130	739 740 151	to	0 180	743 940 631	to	0 900
730 519 379	to	9 470	734 290 759	to	0 770	739 793 491	to	3 520	743 978 011	to	8 070
730 569 278	to	9 360	734 389 273	to	9 290	739 793 527	to	3 550	744 234 751	to	4 780
730 711 711	to	1 740	734 440 031	to	0 111	739 942 621	to	2 650	744 260 641	to	0 670
730 722 991	to	3 230	734 797 201	to	7 320	739 999 231	to	9 320	744 499 591	to	9 680
730 845 970	to	5 990	734 939 611	to	9 640	740 011 517	to	1 530	744 626 901	to	6 910
730 888 291	to	8 320	734 950 111	to	0 170	740 030 701	to	0 970	745 388 794	to	8 910
730 927 591	to	7 680	735 120 331	to	0 840	740 261 740	to	1 820	746 446 806	to	6 820
731 307 914	to	7 930	735 123 061	to	3 690	740 265 811	to	6 290	746 818 351	to	8 410
731 402 431	to	2 460	735 283 008	to	3 020	740 299 111	to	9 170	746 857 741	to	7 800
731 407 232	to	7 320	735 293 131	to	3 220	740 299 231	to	9 260	747 245 266	to	5 280
731 588 301	to	8 340	735 783 961	to	3,990	740 329 266	to	9 320	747 364 813	to	4 830
731 767 273	to	7 320	735 803 401	to	3 430	740 889 081	to	9 090	747 739 891	to	0 070
731 781 061	to	1 120	736 005 420	to	5 440	741 010 421	to	0 530	748 148 649	to	8 760
731 837 821	to	7 910	736 366 021	to	6 110	741 113 041	to	3 370	748 259 960	to	9 970
731 841 377	to	1 450	736 624 456	to	4 500	741 373 891	to	4 340	748 565 162	to	5 280
732 018 481	to	8 600	736 670 851	to	1 060	741 452 369	to	2 490	749 190 192	to	0 210
732 067 972	to	8 370	736 767 061	to	7 090	741 492 991	to	3 140	750 388 454	to	8 500
732 188 649	to	8 670	736 767 093	to	7 120	741 553 460	to	3 470	751 541 311	to	1 790
732 193 460	to	3 470	736 982 191	to	2 370	741 764 431	to	4 520			

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, 8-12-99*

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, 8-12-99*

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.

005037	009815	019484	022179	030490	064123	069424	080095	096715	113220	117457	124125	191324
005102	010206	019540	022243	030510	064216	069496	080132	097037	113234	117480	125399	191356
005173	010329	019616	022267	031069	064265	069927	080144	097221	113887	117538	128140	191371
005186	010370	019663	022303	032011	064267	069992	080359	097382	114361	117544	133015	191467
005188	010393	019785	022320	032132	064296	070035	080421	097597	114392	117553	135249	191553
005227	010561	019959	022370	038032	064338	070094	080545	097892	115097	117588	136061	191566
005324	010604	020117	022408	038034	064350	070184	080583	098071	115126	117590	142882	191778
005368	010726	020156	022445	038066	064357	070530	080630	098155	115135	117611	142963	191958
005386	011049	020262	022452	040124	064419	070586	080672	098184	115187	117613	146016	192215
005390	011159	021056	022514	041016	064434	070622	085369	098300	115193	117639	146514	192338
005473	011266	021064	022536	050027	064454	070646	085386	098308	115208	117698	146712	192340
005478	011281	021070	022550	054082	064638	071225	085428	098398	115231	117759	150105	192351
005495	011360	021078	022591	054144	064686	071264	085578	098409	115239	117802	150161	192415
005529	011365	021091	022627	054282	064729	071329	085647	098410	115264	117829	150252	192523
005599	012183	021111	022678	055093	064834	071354	085765	098449	115315	117845	152065	192562
005633	012292	021118	022691	055219	064919	071481	085784	098502	115358	117905	152129	192781
005769	012317	021142	022696	055244	064946	071606	088027	098589	115362	117940	152261	192811
005868	012356	021157	022733	056057	065073	071769	088034	098755	115375	118001	152310	192879
005889	014166	021192	022769	056059	065077	071862	088277	098760	115455	118028	152408	192905
005931	014553	021228	022809	056070	065179	075166	088449	098762	115459	118069	152602	193191
005935	014695	021234	022897	057015	065208	075186	088463	098786	115461	118099	152907	193260
005953	014867	021286	022911	058006	065316	075322	088484	100213	115488	118109	152915	193288
006038	014936	021290	022941	060011	065358	075355	088500	102274	115497	118227	152955	193351
006058	015170	021318	022946	060047	065359	075500	088564	102295	115502	118317	153037	196120
006085	015237	021323	022953	060053	065380	075548	088589	103084	115509	118373	156149	196144
006147	015265	021351	022981	060054	065498	075646	088616	103258	115544	118483	159075	197050
006221	015271	021408	023487	060112	065511	075771	088685	103700	115600	118494	165061	197125
006258	015287	021427	025145	060136	065515	075793	089227	104516	115719	118512	165266	198005
006264	015306	021430	025353	060233	065527	075914	089292	105230	115733	118529	170185	198036
006678	015372	021435	025429	060247	065672	075960	089384	105489	115753	118648	170292	198217
006828	015403	021448	026151	060286	065729	076012	089678	105666	115976	118675	170329	198223
007056	015456	021451	026546	060336	065730	076109	089853	105818	115989	118699	171165	198235
007078	015457	021468	026547	060349	065893	076210	089944	106242	116015	118721	171171	200052
007303	015496	021476	026599	060355	065965	076456	091273	106511	117019	118764	171233	200113
007384	016050	021511	026602	060358	066100	076627	091493	108218	117026	118768	171238	200535
008088	016546	021521	027085	060360	066250	076801	091637	108447	117039	118800	171279	200576
008099	016559	021528	027097	060364	066428	076910	091739	108496	117061	118830	172042	200642
008217	016665	021536	027319	060407	067109	077084	091944	108519	117103	118964	172047	200746
008269	018069	021549	027465	060410	067113	077202	092126	108705	117122	119183	172071	200777
008304	018115	021601	028283	060421	067118	077403	092786	109639	117147	119435	173052	200965
008646	018361	021612	028486	060456	067407	077431	092932	109913	117151	119458	174078	206089
008819	018363	021632	028613	060519	067421	077506	093263	110822	117223	119505	174082	206094
008889	018469	021657	029079	060636	068121	078008	093740	111387	117235	119513	175068	207113
008982	018542	021698	029326	060729	068235	078064	093802	111413	117253	119550	176050	207160
009278	018587	021746	029345	060869	068255	078406	093861	111473	117261	119556	179055	207192
009370	018611	021773	029499	061008	068261	078440	094396	111627	117274	119566	180011	207235
009378	018710	021783	029526	061191	068379	078883	094808	111668	117320	119567	180054	207252
009466	018910	021802	029602	061454	068424	079056	094997	111827	117324	119595	180057	207277
009476	019029	021835	029679	062105	069020	079065	095483	112310	117337	120232	181002	207341
009489	019259	021859	029916	063112	069043	079408	095742	112640	117344	120267	181036	207402
009594	019291	021894	030001	063115	069044	079505	095801	112758	117348	120274	181059	207407
009686	019293	022036	030191	063157	069054	079635	095849	113010	117371	124020	183033	207422
009696	019319	022118	030333	064004	069075	079933	096013	113083	117403	124072	191069	207474
009792	019475	022165	030341	064061	069214	080037	096533	113173	117413	124096	191095	207499

207533	274384	322983	332386	347116	381418	452147	462501	468397	490102	581013	609326	685282
207544	276021	323057	332463	349527	381430	452220	462513	472014	490122	581142	609332	701298
207564	276103	323586	332466	349539	381455	452273	462514	472021	490148	581205	610167	701396
207695	280177	323741	332480	349571	381470	452330	462528	472026	490471	581215	611236	701398
207745	282649	325016	332573	349592	381509	452412	462539	472040	490481	591005	616092	701956
207792	282827	325636	332649	349727	381511	452531	462543	472050	490574	598618	617167	705221
207823	282860	325800	332711	349741	381549	452718	462551	473108	490579	600014	617169	706091
207829	282884	326171	332758	349749	381554	452968	462576	474006	491102	600037	617174	706170
207863	283320	326240	332946	349829	381692	454606	462577	474010	492012	600059	627020	706184
207885	283415	326279	332954	349842	381768	454803	462585	474018	492027	600119	628078	708545
209239	283560	326546	332962	349931	381794	456045	462586	474041	494180	600230	628099	708586
210214	288088	326613	333052	352306	381834	457110	462593	474049	495416	600248	629071	708605
210337	292196	326660	333174	352734	381856	457119	462614	474051	496155	600252	631259	712005
210368	292240	326662	333199	354093	381920	460038	462615	474052	496172	600642	631269	720029
210375	294173	326705	333229	356066	382035	460041	462616	478016	503046	600714	631397	722108
210468	294342	326762	333496	361119	383074	460050	462630	478021	507010	600744	631405	729006
210497	294369	327121	333579	363002	383088	460056	462665	478022	516002	600777	631444	730392
210550	294428	327180	333626	365074	383093	460067	462695	478042	522043	600896	631461	730781
210618	294507	327218	333711	366016	383109	460083	462714	478047	524012	601018	631538	731583
210631	295079	327262	333738	372062	383131	460086	462722	478054	525006	601111	631600	731585
212531	295334	327528	333940	372068	383132	460094	462732	478105	525032	601143	631657	731835
212675	295424	327853	333945	372084	383133	460103	462737	478106	525040	601225	631699	731972
212886	296442	328030	333951	372362	383134	460104	462766	478107	531352	601233	631716	735005
220009	296507	328037	334007	372386	386074	460106	462767	479043	531369	601317	631780	740357
220037	297061	328307	334042	372498	391022	460125	462779	479045	531556	601398	631903	740635
220083	300043	328496	334348	372524	392298	461016	462792	479065	531618	601420	631922	740802
220094	300060	328552	334436	372549	392607	461043	462799	479080	531664	601468	641005	741009
220103	300077	328756	334745	372655	392646	461048	462801	479081	531699	601917	641287	741050
220391	300782	328835	335073	372671	392709	461098	462802	479086	531706	601940	641408	741058
220831	300785	328916	335095	372674	393135	461099	462803	479112	531724	602044	641409	741443
221032	300787	328949	335197	372706	395206	462005	462805	480031	532306	602178	641446	741608
221063	300876	328995	335351	372707	402096	462027	462807	480508	532349	602188	641450	741630
221067	301028	329272	335674	372718	402112	462221	462809	480578	532514	602220	641493	741638
221115	301049	329527	335919	372785	402198	462224	462816	480618	532703	602325	641525	741652
221265	301054	329601	335975	372792	402288	462245	462825	480718	532798	602347	641568	744162
221604	301069	329602	336550	372817	402349	462255	462826	480727	532866	602488	641570	746044
221650	301138	329640	337389	372818	402703	462267	462839	480869	532788	602530	641572	750080
222018	301948	329658	339033	372819	404600	462290	462842	481312	537385	602553	641578	750087
222314	301950	329666	339343	372821	405051	462309	462844	481615	541100	602702	641654	750299
222336	301961	330045	340148	372844	405057	462313	462856	481712	545008	602853	641660	750304
222340	302296	330124	340151	372853	405086	462317	462861	481818	551028	602963	641701	750367
223286	302572	330293	340191	372963	405105	462334	462862	481892	551034	604194	641802	750391
223368	303591	330546	340216	372964	405178	462340	462867	482441	551095	604199	641812	750398
223389	305011	330575	340270	372993	405189	462341	462880	482674	551204	605119	641859	750412
224017	305064	330581	340328	373016	405191	462348	462885	483205	551219	605172	641896	750421
226082	305072	330588	340334	374018	410009	462351	462886	483323	551677	605353	641929	751063
231011	305154	330589	340379	374084	410013	462353	462896	483385	551923	605355	648166	752127
232337	311449	330669	340381	374100	426001	462372	462900	483416	551989	605618	648190	752149
235355	314848	330831	340394	374149	430014	462375	462914	483468	553101	605715	652320	752179
235473	315016	330966	340455	377126	430164	462376	462917	483563	553432	606133	657131	752295
240607	320035	331063	340504	379528	432724	462377	462947	483593	553453	606551	658134	752519
253091	320073	331187	340534	379538	432885	462380	462957	483825	553616	606749	658226	752560
253140	320881	331195	340626	380208	436208	462388	462961	483863	553757	606933	660111	752592
253161	321008	331360	340708	381009	441436	462392	462962	484040	553820	607017	662335	752680
253213	321056	331465	340793	381061	441541	462406	462979	485082	553924	607036	662353	752776
253240	321223	331609	340869	381117	441567	462420	462988	485130	554359	607185	666095	752965
254009	322290	331745	340894	381119	441851	462422	463002	486228	554364	607791	672117	752981
260008	322291	332018	340927	381253	443179	462427	463059	486279	554743	607821	672509	754043
270068	322546	332066	340942	381288	443442	462444	464156	486320	558081	607904	675005	761094
272091	322599	332067	340993	381358	444500	462460	464211	488022	563046	608025	681531	761135
272204	322763	332115	340996	381362	445127	462464	466566	489245	564025	608061	681541	761157
272360	322783	332256	344130	381374	447183	462472	467052	489336	571011	608224	681630	761632
273121	322886	332274	344184	381391	450017	462476	468346	489344	571097	608369	684020	761716
274337	322925	332376	347101	381416	451105	462481	468390	489474	571113	608498	685152	762002

762050	794366	805048	840561	853395	902437	906820	915544	921479	926969	937832	953237	970225
762060	794367	805113	841111	853401	902443	906837	915658	921529	926991	939144	953322	970272
767570	797215	805165	841136	853427	902501	906842	915719	921597	927141	940292	954403	970517
770041	799140	805195	841158	853443	902531	906880	917018	921633	927179	940373	958128	970562
770055	800138	805221	841179	853539	902632	906887	917179	921663	927226	940408	958180	970581
770096	800177	805240	841199	853543	902634	906892	917202	921689	927291	941155	958276	970619
770097	800424	805289	843063	856015	902638	906893	917216	921691	927344	941234	958280	970639
770140	800430	805508	844165	856081	902649	907050	917245	921853	927523	941457	958312	970654
770308	800561	805509	844185	856144	902696	907074	917269	921864	927565	941563	958373	970724
770348	801173	805546	846089	856206	902717	907096	917293	921872	927632	941580	958413	970742
770349	801409	805576	846106	870102	902719	907123	917385	921884	927727	941620	958420	970816
770363	801537	806019	846116	871611	902792	907194	917386	921910	927768	941714	958543	970823
770381	801540	806068	847187	871639	902874	907253	917423	922305	927819	941861	958627	972691
770433	801650	806106	850017	891461	902922	907321	917453	922336	928279	941862	958645	972722
770471	801670	806108	850022	891621	902944	907344	917471	924420	928288	945649	958744	972801
770481	801702	806173	850099	891713	903232	907466	917508	924533	928316	945650	958747	973324
770650	801714	807030	850284	891821	903324	907506	917585	924585	928723	945788	958774	974001
771002	801718	809025	850688	891866	903430	907553	917597	924670	928728	946360	958802	974157
771166	801758	809065	850808	900078	903494	907695	917647	926009	928762	946366	958849	976013
772287	802014	809067	850820	900101	903860	907700	917710	926041	928825	946455	958877	980006
772645	802152	809099	850890	900729	904067	907713	917716	926166	930381	946552	958931	980125
773091	802174	809252	850907	901013	904280	907731	917719	926215	931101	947222	958932	980458
773527	802198	809364	850992	901163	904292	907810	917730	926221	931238	947248	960041	980882
774012	802201	811046	852184	901319	904410	907828	917769	926393	931366	948131	960056	980914
778343	802238	812039	852237	901543	904466	907849	917806	926443	931396	948306	960062	980959
782007	802315	813076	852267	901547	904486	907906	917884	926493	931700	948328	960085	981765
782031	802389	813083	852289	901554	904513	907985	918058	926494	931963	948358	967013	981770
782125	802400	813262	852368	901577	904535	910007	918082	926495	931990	948425	967137	981910
782850	802408	814056	852498	901745	904678	911148	918446	926521	932625	948473	967140	981958
782864	802477	814206	852534	901757	904689	911199	918455	926523	932730	948565	967227	982002
782961	802486	815098	852618	901807	904705	912452	918501	926606	932780	948615	967235	982052
784403	802634	815123	852778	901923	906005	913001	918552	926625	932783	949316	967329	982098
784604	802711	815203	852805	901998	906048	913389	918554	926698	933457	949455	968169	982151
785377	802813	815213	852871	902002	906226	913667	918839	926704	933488	949599	968177	982293
785529	802815	816009	852893	902045	906260	913689	918872	926756	933525	950520	968221	985080
785539	802883	816175	852950	902069	906277	914434	918886	926792	933549	950762	968266	992501
785736	802886	816178	853092	902075	906345	914436	918905	926793	934293	950807	968484	992542
786092	802919	816429	853163	902089	906384	914437	918965	926805	935222	950839	968492	992635
787007	803116	816561	853269	902132	906582	914747	920132	926850	935276	950845	968520	995006
787027	803191	827105	853285	902281	906583	914839	920325	926857	936075	950873	968713	995453
787876	803218	830071	853293	902305	906592	914874	920347	926894	937636	951230	968774	995936
787929	804069	837134	853304	902331	906610	915185	920397	926918	937728	951605	968798	995939
787999	804154	837197	853363	902366	906637	915295	921062	926920	937753	951723	968826	997153
791033	804155	840533	853371	902412	906810	915308	921189	926935	937767	952005	968903	998346
794031	804278	840559	853394	902419	906818	915425	921232	926943	937823	952342	970119	

International Mail

IMM AND PUBLICATION 51 REVISION

International Mail — International Priority Airmail (IPA) Service Available to Canada

Effective August 10, 1999, International Priority Airmail (IPA) service is modified to include mail for Canada. As a consequence, Bulk Letter Service to Canada is eliminated effective September 11, 1999. An August 1999 edition of PS Form 3652, *Postage Statement — International Priority Airmail*, is available on the Internet at <http://www.usps.com> (click on "Business," then "Business Forms," then "Print-On-Demand Forms," and then scroll down to the desired form). Mailers may continue to use the April 1999 edition and should write in rates for Canada on the blank line between "Worldwide Nonpresort" and "Presort Group 1."

These revisions will be reflected in the printed version of the *International Mail Manual* (IMM) Issue 22 and the next printed version of Publication 51, *International Postal Rates and Fees*, and they will also be reflected in the online IMM and Publication 51, both of which can be accessed via Postal Explorer (<http://pe.usps.gov>).

The IMM and Publication 51 are amended as follows.

International Mail Manual (IMM)

* * * * *

2 Conditions for Mailing

* * * * *

220 Letters and Letter Packages

* * * * *

225 Bulk Letter Service (Canada only)

[This part is deleted effective September 11, 1999.]

* * * * *

280 International Priority Airmail Service

281 Description

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281.3 Minimum Quantity Requirements

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281.32 Presort Mail

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

Note: Mail that cannot be made up in direct country packages (284.521), in direct country sacks (284.61), or in trays (284.651)

does not qualify for the presort rates and is subject to the worldwide nonpresort rates.

* * * * *

282 Postage

282.1 Rates

282.11 General

There are two rate options for International Priority Airmail service: a presort rate option that has five rate groups, and a worldwide nonpresort rate. For both options, there are full service rates for mail deposited at offices other than the drop shipment offices listed in 281.5, and drop ship rates for mail deposited at one of the 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
Canada	\$0.25	\$3.40	\$2.40
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

* * * * *

282.15 Presort Rates

To qualify for the presort Canada or 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). (**Note:** There are separate preparation requirements for mail to Canada. See 284.65.) 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 Canada, 1, 2, 3, 4, or WW (Worldwide), and must physically separate the sacks by rate group at the time of mailing.

* * * * *

284 Preparation Requirements for Individual Items

* * * * *

Exhibit 284.522

[Add Canada to exhibit as follows:]

Rate Group	Country	3-Letter Exchange Office Code	Exchange Office
Canada	Canada	Exhibit 284.65, Canadian Labeling Information	

* * * * *

284.6 Sacking Requirements

* * * * *

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 Canada, 1, 2, 3, 4, or WW (Worldwide).

* * * * *

284.65 Preparation Requirements for Canada

To qualify for the presort rates for Canada, a mailer must have at least 11 pounds of mail for Canada. This includes letter-size, flat-size, and package-size items even though such items are prepared in separate equipment. If the mailing contains less than 11 pounds of mail for Canada, or if the mailer chooses to do so, mail for Canada is included in the worldwide nonpresort rate mail with that for other countries. Worldwide nonpresort mail for Canada is prepared in accordance with 284.63. The preparation requirements of presorted mail to Canada follow.

284.651 Letter-Size Mail and Flat-Size Mail

Letter-size items are prepared in letter trays, either half-size or full-size, depending on volume. Flat-size items are prepared in flat trays. All items must be faced in the same direction, and all trays must be full enough to keep the mail from mixing during transportation. Do not prepare the content of the tray in

packages. The mailer must label each tray to show the destination in Canada and the dispatching U.S. international exchange office in the following format:

- Line 1: Canadian destination, U.S. exchange office code
- Line 2: Contents
- Line 3: Mailer, mailer location

Example:

Toronto ON FWD 11430 IPA ABC Company, New York, NY
--

In addition, the mailer must complete PS Tag 115, *International Priority Airmail*. Write "Canada" on the reverse and tape the tag to the tray sleeve. All trays must be banded.

284.652 Packages

Items that cannot be prepared in trays because of their size or shape must be placed loose in blue airmail sacks. Use PS Tag 115, *International Priority Airmail*, and label to either Toronto or Vancouver, as appropriate. Attach a completed PS Tag 178. See 284.612.

Exhibit 284.65

Canadian Labeling Information

Origin ZIP Code	Exchange Office	U.S. Exchange Office Code	Canadian Destination
270-282, 286-326, 344, 350-397, 399	ATL	30320	Toronto ON FWD
130-149	BUF	14240	Toronto ON FWD
700-708, 710-738, 740-799, 885	DFW	75300	Toronto ON FWD
430-459, 480-497	DTW	48242	Toronto ON FWD
967-969	HNL	96820	Vancouver BC FWD
200-249, 254, 268, 283-285, 400-418, 420-427, 476-477	IAD	20101	Toronto ON FWD
004-005, 010-098, 100-129, 150-199, 250-267	JFK	11430	Toronto ON FWD
850, 852-853, 855-857, 859-860, 863-865, 889-891, 896, 900-908, 910-928, 930-936	LAX	90009	Vancouver BC FWD
006-009, 327-334, 340, 347, 349,	MIA	33159	Toronto ON FWD
460-475, 478-479, 498-516, 520-528, 530-567, 570-578, 600-631, 633-641, 644-658, 660-662, 664-681, 683-693, 739, 800-816, 822-831, 840-847, 870-884, 893, 898	ORD	60666	Toronto ON FWD

Origin ZIP Code	Exchange Office	U.S. Exchange Office Code	Canadian Destination
590-599, 821, 832-838, 970-986, 988-999	SEA	98158	Vancouver BC FWD
894-895, 897, 937-966	SFO	94128	Vancouver BC FWD
335-339, 341-342, 346-347	TPA	33630	Toronto ON FWD

* * * * *

Publication 51, International Postal Rates and Fees

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Business Products

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International Priority Airmail™ (IPA)

[Delete "except Canada" from the first paragraph so that the paragraph reads as follows:]

IPA meets the demand by business mailers for an international service that is as fast as or faster than regular airmail. This mail must meet specific minimum volume and sortation requirements and is available for all LC and AO classes of mail. IPA may be sent to all foreign countries and can be entered at all USPS bulk mail acceptance locations.

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Bulk Letter Service to Canada

[This section is deleted effective September 11, 1999.]

* * * * *

— Financial Services,
International Business Unit, 8-12-99

IMM CORRECTION

International Mail — Publishers' Periodicals

An updated version of Exhibit 244.52 of the *International Mail Manual* (IMM) appeared on pages 57-62 in *Postal Bulletin* 22000 (6-17-99). The purpose of this follow-up article is to correct several entries in that labeling and routing list, which pertains to the mailing of publishers' periodicals to all countries except Canada.

The corrections cited below are effective as of August 12, 1999. They will be incorporated into the printed version of IMM Issue 22 and the online IMM, which can be accessed via Postal Explorer (<http://pe.usps.gov>).

International Mail Manual (IMM)

* * * * *

2 Conditions for Mailing

* * * * *

240 Printed Matter

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244 Preparation Requirements

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244.5 Makeup Requirements for Publishers' Periodicals

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244.52 Sacking and Labeling

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Exhibit 244.52

Publishers' Periodicals — All Countries (Except Canada) Labeling and Routing Information

[The following entries for Mexico, which originally appeared on page 60 of *Postal Bulletin* 22000 (6-17-99), are corrected to read as follows:]

Destination Exchange Office Code	Country	Routing Code	Observations
* * * * *			
MEX	Mexico DF	753	Mexico and Mexico DF.
* * * * *			
NLD	Nuevo Laredo, Mexico	753	All other states.
* * * * *			

Routing Code Identification

- 099 Foreign Mail Center NJ 099 (NJI & BMC)
- 945 Oakland CA 945
- 798 El Paso TX 798
- 753 ISC Dallas TX 753
- 856 Tucson AZ 856
- 920 San Diego CA 92

* * * * *

— Pricing, Costing, and Classification
International Business Unit, 8-12-99

IMM AND PUBLICATION 51 REVISION

International Mail — Mailing Parcels to Bangladesh

Effective September 1, 1999, the maximum weight limit for air and surface parcels that are mailed to Bangladesh is being increased to 66 pounds. This revision will be reflected in the printed version of the *International Mail Manual* (IMM) Issue 22; the next printed version of Publication 51, *International Postal Rates and Fees*; and the online IMM and Publication 51, both of which can be accessed via Postal Explorer (<http://pe.usps.gov>).

International Mail Manual (IMM)

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Country Conditions for Mailing — Bangladesh

* * * * *

PARCEL POST (270)		
Air	Weight not over lbs.	Surface
\$11.76	1	\$15.70
15.42	2	15.70
18.01	3	16.60
22.31	4	17.47
25.12	5	18.32
27.92	6	20.88
30.73	7	21.75
36.11	8	22.59
39.13	9	23.42
42.15	10	24.22
45.17	11	27.10
48.19	12	27.93
51.21	13	28.76
54.23	14	29.57
57.25	15	30.36
60.27	16	31.15
63.29	17	31.93
66.31	18	32.69
69.33	19	33.45
72.35	20	34.20
75.37	21	34.94
78.39	22	35.68
81.41	23	36.41
84.43	24	37.14
88.76	25	39.09
91.78	26	39.80

PARCEL POST (270)		
Air	Weight not over lbs.	Surface
\$94.80	27	\$40.51
97.82	28	41.22
100.84	29	41.92
103.86	30	42.61
106.88	31	43.31
109.90	32	44.00
112.92	33	44.68
115.94	34	45.37
118.96	35	46.05
121.98	36	46.73
125.00	37	47.40
128.02	38	48.07
131.04	39	48.75
134.06	40	49.41
137.08	41	50.08
140.10	42	50.75
143.12	43	51.41
146.14	44	52.07
149.14	45	52.77
152.14	46	53.47
155.14	47	54.17
158.14	48	54.87
161.14	49	55.57
164.14	50	56.27
167.14	51	56.97
170.14	52	57.67
173.14	53	58.37
176.14	54	59.07
179.14	55	59.77
182.14	56	60.47
185.14	57	61.17
188.14	58	61.87
191.14	59	62.57
194.14	60	63.27
197.14	61	63.97
200.14	62	64.67
203.14	63	65.37
206.14	64	66.07
209.14	65	66.77
212.14	66	67.47
Weight Limit: 66 pounds		
*	*	*

Publication 51, International Postal Rates and Fees

* * * * *

Country Listing

Country	Air AO Rate Group	EMS Rate Group	EMS Max. Weight (lb.)	Parcel Post Air Rate Group	Parcel Post Maximum Weight (lb.)	Parcel Post Insurance Maximum Amount (\$)
Bangladesh	* * * * *	* * * * *	44	B	66	5000

IMM REVISION

Addition of Guinea and Mexico to International Money Order Service

Effective August 23, 1999, outgoing international money order service will be initiated with Guinea via the direct international money order document at a cost of \$3.00. This is one-way service from the United States to Guinea.

Effective August 23, 1999, postal customers have a choice of two types of international money orders to Mexico: direct service for \$3.00, and an "Authorization to Issue an International Money Order" can be sold for \$8.50 to customers wishing to send an electronic international money order to Mexico. The authorizations sold for Mexico will be processed electronically to the Mexican Postal Service, with a service standard of 8–12 days. Payees in Mexico will receive a notice to pick up funds at a designated post office. Please note that the limit for these two types of money orders to Mexico has been raised to \$700.00. (For Dinero Seguro® sites only, see page 68 in this *Postal Bulletin* for special processing instructions.) For all other countries using the "Authorization to Issue an International Money Order," the service standard is 30–45 days. The inquiry process for both types of money orders for all countries remains the same.

On page 39 of this *Postal Bulletin* is a revised chart of all countries that accept international postal money orders from the United States as of August 23, 1999. Post this chart to aid window clerks and postal customers. This chart replaces the one published in *Postal Bulletin* 21988 (12-31-98).

International Mail Manual (IMM)

	*	*	*	*	*
3	Special Services				
	*	*	*	*	*
390	Supplementary Services				
	*	*	*	*	*
391.2	Availability				
	*	*	*	*	*

b. Direct international postal money orders. This method uses the pink *International Postal Money Order Form (MP1)*. The following countries accept this form: Albania, Anguilla, Antigua and Barbuda, Bahamas, Barbados,

Belize, Bolivia, British Virgin Islands, Canada, Cape Verde, Dominica, Dominican Republic, Ecuador, El Salvador, Grenada, Guinea, Guyana, Honduras, Jamaica, Japan, Mali, Mexico, Montserrat, Nigeria, Peru, St. Christopher (St. Kitts) and Nevis, St. Lucia, St. Vincent and the Grenadines, Sierra Leone, and Trinidad and Tobago. Money orders issued by these countries in U.S. dollars, with the exception of Jamaica and Trinidad and Tobago, are negotiable in the United States. There will be no money orders issued in Bolivia, Cape Verde, Dominican Republic, Ecuador, Guinea, Honduras, Mexico, Nigeria, Panama, and Sierra Leone for payment in the United States. The MP1 cards issued in Japan for payment in the United States must be shown in U.S. dollars preceded by the capital letters "USD." Money orders issued in Mali for payment in the United States will be the standard international postal money order.

* * * * *

391.3 Fees

There are two separate fees for international money orders:

- a. The fee for money orders payable in countries that accept the pink *International Postal Money Order Form (MP1)* is \$3 per money order. The maximum amount for a single postal money order is \$700, unless otherwise noted in parentheses. These countries are:

Albania	Guyana (\$500)
Anguilla	Honduras
Antigua and Barbuda	Jamaica
Bahamas	Japan
Barbados	Mali
Belize	Mexico
Bolivia	Montserrat
British Virgin Islands	Nigeria (\$500)
Canada	Peru
Cape Verde	Sierra Leone
Dominica	St. Christopher (St. Kitts) and Nevis
Dominican Republic	St. Lucia
Ecuador	St. Vincent and the Grenadines
El Salvador (\$500)	Trinidad and Tobago
Grenada	
Guinea	

b. The fee for countries for money orders payable in countries for which application must be made via the Authorization to Issue an International Money Order is \$8.50 per money order. The maximum amount for a single postal money order is \$700, unless otherwise noted in parentheses. These countries are:

Algeria	Malaysia
Argentina	Martinique
Armenia	Mexico
Austria	Monaco (France)
Azerbaijan (\$200)	Morocco
Bangladesh	Mozambique
Belarus	Namibia
Belgium	Netherlands
Benin	New Caledonia
Botswana	Norway (\$400)
Brazil	Paraguay
Burkina Faso	Philippines
Chile	Poland
China	Reunion
Colombia	St. Bartholomew (Guadeloupe)
Corsica	St. Martin (French Guadeloupe)
Cote d'Ivoire (Ivory Coast)	St. Pierre and Miquelon
Croatia	San Marino
Czech Republic	Senegal (\$500)
Denmark	Slovak Republic (Slovakia)
Egypt	Slovenia
Estonia	South Africa
Faroe Islands	Sri Lanka
France	Suriname
French Guiana	Swaziland
French Polynesia	Sweden
Ghana	Switzerland
Great Britain and Northern Ireland (\$200)	Taiwan
Greece	Thailand
Guadeloupe	Togo
Hungary	Tunisia
Iceland	Uruguay
Indonesia	Vatican City
Israel	Vietnam
Italy	Yemen
Korea, Republic of	Zambia
Latvia	Zimbabwe
Lesotho	
Liechtenstein	
Lithuania	
Luxembourg	

* * * * *

391.412 International Postal Money Order Form (MP1)

Use the pink *International Postal Money Order Form (MP1)* for money orders payable in Albania, Anguilla, Antigua and Barbuda, Bahamas, Barbados, Belize, Bolivia, British Virgin Islands, Canada, Cape Verde, Dominica, Dominican Republic, Ecuador, El Salvador, Grenada, Guinea, Guyana, Honduras, Jamaica, Japan, Mali, Mexico, Montserrat, Nigeria, Peru, St. Christopher (St. Kitts) and Nevis, St. Lucia, St. Vincent and the Grenadines, Sierra Leone, and Trinidad and Tobago. Follow the issuance procedures in DMM S020.1.0.

Note: For money orders payable in Canada, the amount of the money order must be expressed in U.S. currency only. Issuing clerks must use the money order imprinter in the usual manner, printing the amount received in U.S. currency. Clerks must not write the word "Canadian," followed by the equivalent amount in Canadian currency, on the money order.

* * * * *

— *International Money Orders, Marketing, 8-12-99*

REMINDER

International Mail — Mailing to Bangladesh

This is a reminder to Postal Service acceptance personnel that the individual country listing for Bangladesh in the *International Mail Manual (IMM)* specifically prohibits the mailing to that country of coins; bank notes; currency notes; traveler's checks; gold, silver, and platinum (manufactured or not); securities payable to bearer; precious stones; and other valuable articles. Those content prohibitions are applicable to

all classes/categories of international mail sent to addressees in Bangladesh, including registered items, insured parcels, and Express Mail International Service (EMS) shipments.

— *Pricing, Costing, and Classification, International Business Unit, 8-12-99*



International Postal Money Order Service (Effective August 23, 1999)

The following countries accept international postal money orders from the United States using the International Postal Money Order form MP1. The fee for this form is \$3. The maximum amount for a single money order is \$700, except as noted in parentheses.

Albania	Canada	Guyana (\$500)	Peru
Anguilla	Cape Verde	Honduras	St. Christopher (St. Kitts) and Nevis
Antigua and Barbuda	Dominica	Jamaica	St. Lucia
Bahamas	Dominican Republic	Japan	St. Vincent and the Grenadines
Barbados	Ecuador	Mali	Sierra Leone
Belize	El Salvador (\$500)	Mexico	Trinidad and Tobago
Bolivia	Grenada	Montserrat	
British Virgin Islands	Guinea	Nigeria (\$500)	

The following countries accept international postal money orders from the United States using the Authorization to Issue an International Money Order form set. The fee for this form set is \$8.50. The maximum amount for a single money order is \$700, except as noted in parentheses.

Algeria	Egypt	Luxembourg	San Marino
Argentina	Estonia	Malaysia	Senegal (\$500)
Armenia	Faroe Islands	Martinique	Slovak Republic (Slovakia)
Austria	France	Mexico	Slovenia
Azerbaijan (\$200)	French Guiana	Monaco (France)	South Africa
Bangladesh	French Polynesia	Morocco	Sri Lanka
Belarus	Ghana	Mozambique	Suriname
Belgium	Great Britain and Northern Ireland (\$200)	Namibia	Swaziland
Benin	Greece	Netherlands	Sweden
Botswana	Guadeloupe	New Caledonia	Switzerland
Brazil	Hungary	Norway (\$400)	Taiwan
Burkina Faso	Iceland	Paraguay	Thailand
Chile	Indonesia	Philippines	Togo
China	Israel	Poland	Tunisia
Colombia	Italy	Reunion	Uruguay
Corsica	Korea, Republic of	St. Bartholomew (Guadeloupe)	Vatican City
Cote d'Ivoire (Ivory Coast)	Latvia	St. Martin (French Guadeloupe)	Vietnam
Croatia	Lesotho	St. Pierre and Miquelon	Yemen
Czech Republic	Liechtenstein		Zambia
Denmark	Lithuania		Zimbabwe

The former Trust Territories of the United States listed below are the only foreign countries accepting the domestic postal money order from the United States. The fee for this form is \$0.85. The maximum amount for a single money order is \$700.

The Federated States of Micronesia (Kosrae, Pohnpei, Chuuk, Yap)
The Republic of the Marshall Islands (Majuro, Ebeye)
The Republic of Palau (Koror)

PLEASE POST ON ALL BULLETIN BOARDS

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ICM UPDATE

International Customized Mail

On July 9, 1999, the Postal Service entered into an International Customized Mail (ICM) service agreement with a qualifying mailer. In accordance with *International Mail Manual* (IMM) 294, the Postal Service hereby makes public the following information concerning the agreement:

- a. **Term:** July 9, 1999, through December 31, 2000.
- b. **Type of mail:** *Printed matter and Small Packets*. Every item must conform to the mailing requirements set forth in the IMM for all qualifying ISAL, IPA, and Global Direct Canada Advertising Mail.
- c. **Destination countries:** Worldwide.
- d. **Service provided by the Postal Service:** The Postal Service has agreed to:
 - 1. Furnish the mailer with the equipment and other supplies that the mailer is required to use for qualifying mail.
 - 2. Provide the mailer or mailing agent with the training necessary for them to prepare ICM mail in conformity with the requirements for qualifying mail.
 - 3. Arrange with air and surface carriers, as appropriate, for qualifying mail to be transported internationally for delivery by foreign postal authorities.
- e. **Minimum revenue commitments:** The mailer has agreed to a minimum annual revenue requirement of \$10 million of combined IPA, ISAL, and Global Direct Canada Admail revenue during Postal Fiscal Year 1999, and each subsequent Postal Fiscal Year of the Agreement.
- f. **Worksharing:** The mailer has agreed to:
 - 1. Package mail in accordance with the applicable Postal Service requirements set forth in the IMM.
 - 2. Pay postage for qualifying mail in accordance with the IMM using a system approved by the appropriate Rates and Classification Service Center (RCSC).
 - 3. Notify the USPS at least two weeks in advance of the start up of any new sites and permit imprint numbers that it will use to tender mail.
 - 4. Tender qualifying mail to the Postal Service at the appropriate deposit locations for ISAL, IPA, and Global Direct Canada Admail as specified in the IMM.
 - 5. Provide projections of mailings including date, weight, volume, and locations where mail will be tendered.

- 6. Give six months' notice in writing should the agreement be cancelled. Either party can cancel the agreement as long as six months' notice is given. If the agreement is cancelled, upon termination, the mailer will receive the published discount for qualifying mail in accordance with the IMM.
- 7. Agree to have rates renegotiated in the event that USPS costs increase more than ten (10) percent. The USPS must notify the mailer of such occurrence in writing.
- g. **Rates:** The mailer will receive a fifteen and one-quarter (15.25) percent discount off of non-discounted published rates for qualifying mail in effect on the mailing date. This rate will be in effect from the effective date of this agreement through December 31, 2000. If the mailer does not tender at least \$10 million of international mail during all of Postal FY 1999, the qualifying discount will be determined by the amount tendered during that time period in accordance with Exhibit 1. If the mailer does not tender at least \$10 million and desires to increase the amount of its percentage discount, it must increase the amount of its guarantee by an amendment to this agreement before December 1, 1999.
- h. **Penalty:** If the mailer does not tender \$10 million of international mail revenue to the USPS during FY 1999, the mailer must pay the USPS the difference between the discount it received subject to this agreement and the discount it was entitled to in accordance with Exhibit 1.

Exhibit 1

Annual IPA, ISAL, and Global Direct Revenue	Percentage Discount
\$2,000,000–\$4,999,999	5.00%
\$5,000,000–\$9,999,999	10.00%
\$10,000,000–\$14,999,999	15.25%
\$15,000,000–\$19,999,999	15.50%
\$20,000,000–\$24,999,999	15.75%
\$25,000,000 +	16.00%

— Sales and Customer Support,
International Business Unit, 8-12-99

ICM UPDATE

International Customized Mail

On June 9, 1999, the Postal Service entered into an International Customized Mail (ICM) service agreement with a qualifying mailer. In accordance with *International Mail Manual* (IMM) 294, the Postal Service hereby makes public the following information concerning the agreement:

- a. **Term:** June 10, 1999, through December 31, 2000.
- b. **Type of mail:** *Printed matter and Small Packets*. Every item must conform to the mailing requirements set forth in the IMM for all qualifying ISAL, IPA, and Global Direct Canada Advertising Mail.
- c. **Destination countries:** Worldwide.
- d. **Service provided by the Postal Service:** The Postal Service has agreed to:
 1. Furnish the mailer with the equipment and other supplies that the mailer is required to use for qualifying mail.
 2. Provide the mailer or mailing agent with the training necessary for them to prepare ICM mail in conformity with the requirements for qualifying mail.
 3. Arrange with air and surface carriers, as appropriate, for qualifying mail to be transported internationally for delivery by foreign postal authorities.
- e. **Minimum revenue commitments:** The mailer has agreed to a minimum annual revenue requirement of \$10 million of combined IPA, ISAL, and Global Direct Canada Admail revenue during Postal Fiscal Year 1999, and each subsequent Postal Fiscal Year of the agreement.
- f. **Worksharing:** The mailer has agreed to:
 1. Package mail in accordance with the applicable Postal Service requirements set forth in the IMM.
 2. Pay postage for qualifying mail in accordance with the IMM using a system approved by the appropriate Rates and Classification Service Center (RCSC).
 3. Notify the USPS at least two weeks in advance of the start up of any new sites and permit imprint numbers that it will use to tender mail.
 4. Tender qualifying mail to the Postal Service at the appropriate deposit locations for ISAL, IPA, and Global Direct Canada Admail as specified in the IMM.
 5. Provide projections of mailings including date, weight, volume, and locations where mail will be tendered.

6. Give six months' notice in writing should the agreement be cancelled. Either party can cancel the agreement as long as six months' notice is given. If the agreement is cancelled, upon termination, the mailer will receive the published discount for qualifying mail in accordance with the IMM.
 7. Agree to have rates renegotiated in the event that USPS costs increase more than ten (10) percent. The USPS must notify the mailer of such occurrence in writing.
- g. **Rates:** The mailer will receive a fifteen and one-quarter (15.25) percent discount off of non-discounted published rates for qualifying mail in effect on the mailing date. This rate will be in effect from the effective date of this agreement through December 31, 2000. If the mailer does not tender at least \$10 million of international mail during all of Postal FY 1999, the qualifying discount will be determined by the amount tendered during that time period in accordance with Exhibit 1. If the mailer does not tender at least \$10 million and desires to increase the amount of its percentage discount, it must increase the amount of its guarantee by an amendment to this agreement before December 1, 1999.
 - h. **Penalty:** If the mailer does not tender \$10 million of international mail revenue to the USPS during FY 1999, the mailer must pay the USPS the difference between the discount it received subject to this agreement and the discount it was entitled to in accordance with Exhibit 1.

Exhibit 1

Annual IPA, ISAL, and Global Direct Revenue	Percentage Discount
\$2,000,000–\$4,999,999	5.00%
\$5,000,000–\$9,999,999	10.00%
\$10,000,000–\$14,999,999	15.25%
\$15,000,000–\$19,999,999	15.50%
\$20,000,000–\$24,999,999	15.75%
\$25,000,000 +	16.00%

— Sales and Customer Support,
International Business Unit, 8-12-99

Philately

STAMP ANNOUNCEMENT 99-40

Hollywood Composers Commemorative Stamps



Copyright USPS 1998

The Postal Service will issue six 33-cent *Hollywood Composers* commemorative stamps in a water-activated pane of 20 (Item Number 440800), in Los Angeles, CA, on September 16, 1999. The stamps, designed by Howard Paine of Delaplane, VA, and illustrated by Drew Struzan of Pasadena, CA, go on sale nationwide on September 17, 1999.

For much of the twentieth century, Hollywood composers have added immeasurably to our enjoyment at the movies, using the power of music to help bring films to life. Six talented and award-winning composers have been chosen to represent this musical genre and its vital role in American cinema.

The stamp series honors composers Max Steiner, Dimitri Tiomkin, Alfred Newman, Bernard Herrmann, Franz Waxman, and Erich Wolfgang Korngold. These Academy Award-winning composers wrote some of the best-loved scores in Hollywood films from the 1930s through the 1960s.

How to Order the First Day of Issue Postmark

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

them in a larger envelope addressed to:

HOLLYWOOD COMPOSERS COMMEMORATIVE STAMPS
POSTMASTER
7001 S CENTRAL AVE RM 051
LOS ANGELES CA 90052-9991

After applying the first day of issue postmark, the Postal Service will return the envelopes through the mail. There is no charge for the postmark. All orders must be postmarked by October 16, 1999.

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

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

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

Distribution

Stamp distribution offices (SDOs) and stamp distribution networks (SDNs) will receive one-quarter of their standard distribution for a 20-stamps-per-pane issue, rounded to the nearest master carton size (70,000 stamps).

Initial Supply

SDOs and SDNs will make a subsequent automatic distribution to post offices for one-quarter of their standard automatic distribution quantities using PS Form 3309, *Advice of Shipment/Stamp Invoice*, and PS Form 17, *Stamp Requisition*. SDOs and SDNs must not distribute stamps to post offices before August 9, 1999.

Additional Supply

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

For filling supplemental orders, all APDs and SDNs will receive 600,000 stamps, except for the Denver, CO, and Memphis, TN, APDs, which each will receive 520,000 stamps.

Issue:	<i>Hollywood Composers</i>
Item Number:	440800
Denomination & Type of Issue:	33-cent commemorative
PS Format:	Water-activated pane of 20 (6 designs)
Series:	Legends of American Music
Issue Date & City:	September 16, 1999, Los Angeles, CA 90001
Illustrator:	Drew Struzan, Pasadena, CA
Photographer:	NA
Designer:	Howard Paine, Delaplane, VA
Engraver:	N/A
Art Director:	Howard Paine, Delaplane, VA
Typographer:	Tom Mann, Vancouver, WA
Modeler:	Joseph Sheeran
Manufacturing Process:	Offset
Printer:	Sterling Sommer
Printed at:	Tonawanda, NY
Press Type:	Akiyama, 628
Stamps per Coil/Pane:	20
Print Quantity:	42.5 million stamps
Paper Type:	Type III (nonphosphored), Phosphored tagged, Block
Gum Type:	Water-activated
Processed at:	Ashton Potter (USA) Ltd.
Colors:	Black, Cyan, Magenta, Yellow, Green (PMS 328)
Stamp Orientation:	Horizontal
Image Area (w x h):	1.42 x 1.085 in./36.07 x 27.56 mm
Overall Size (w x h):	1.56 x 1.225 in./39.62 x 31.12 mm
Full Pane Size (w x h):	7.55 x 7.437 in./191.77 x 188.90 mm
Plate Size:	120 stamps per revolution
Plate Numbers:	"P" followed by five (5) single digits
Marginal Markings:	© USPS 1998 • Selvage text • Plate Block (6 positions) • Price • Plate Numbers
Catalog Item Number(s):	440820 Block of 6 — \$1.98 440830 Block of 10 — \$3.30 440840 Full Pane of 20 w/ plate no. — \$6.60 440862 First Day Cover, Block of 6 — \$2.19 440863 First Day Cover, Set of 6 — \$3.24
Sale Date:	September 16, 1999
Nationwide Sale Date:	September 17, 1999

Philatelic Requirement

SDOs and SDNs with authorized philatelic centers will receive an automatic distribution of these stamps in 10 positions for subsequent distribution to each philatelic window.

SDOs and SDNs That Serve This Many Philatelic Windows	Will Receive This Quantity of the <i>Hollywood Composers</i> Commemorative Stamps, Item Number 440800
1	12,000
2	12,000
3	24,000
4	24,000
5 to 6	36,000
7 to 9	48,000
10 to 12	72,000
13 to 16	96,000
17 to 20	120,000

Sales Policy

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

— Stamp Services, 8-12-99

STAMP ANNOUNCEMENT 99-41

Celebrate The Century™ 1960s Commemorative Stamps

The Postal Service will issue a \$4.95 *Celebrate The Century™ 1960s* Souvenir Sheet (Item Number 554600), in a gummed pane of 15, in Green Bay, WI, on September 17, 1999. The stamps go on sale nationwide the same day and will be sold only as a souvenir sheet. No individual stamps are available. Sales of the souvenir stamp sheet must be recorded in AIC 085.

Designed by Carl Herrman of Laguna Niguel, CA, and illustrated by Keith Birdsong of Muskogee, OK, the souvenir sheet features 1960s subjects from the following categories: People and Events, Arts and Entertainment, Lifestyles, Sports, and Science and Technology. The 15 commemorative stamps in this sheet are titled: *"I Have a Dream"; Woodstock; Man Walks on the Moon; Green Bay Packers; Star Trek; The Peace Corps; The Vietnam War; Ford Mustang; Barbie Doll; The Integrated Circuit; Lasers; Super Bowl I; Roger Maris, 61 in '61; The Beatles; and Peace Symbol.*

How to Order the First Day of Issue Postmark

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

CELEBRATE THE CENTURY 1960S STAMPS
POSTMASTER
PO BOX 7000
GREEN BAY WI 54307-7000

After applying the first day of issue postmark, the Postal Service will return the envelopes through the mail. For orders of fewer than 50, there is no charge for the postmark. All orders must be postmarked by October 17, 1999.

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

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

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

Distribution

Stamp distribution offices (SDOs) and stamp distribution networks (SDNs) will receive approximately three-quarters of their standard automatic distribution for a gummed sheet stamp. Distributions are rounded up to the nearest master

Issue:	<i>Celebrate The Century 1960s</i>
Item Number:	554600
Denomination & Type of Issue:	33-cent commemorative
PS Format:	Water-activated pane of 15 (15 designs)
Series:	Celebrate The Century
Issue Date & City:	September 17, 1999, Green Bay, WI 54303
Illustrator:	Keith Birdsong, Muskogee, OK
Photographer:	N/A
Designer:	Carl Herrman, Laguna Niguel, CA
Engraver:	N/A
Art Director:	Carl Herrman, Laguna Niguel, CA
Typographer:	Tom Mann, Vancouver, WA
Modeler:	Joseph Sheeran
Manufacturing Process:	Offset/Intaglio
Printer:	Ashton-Potter (USA) Ltd. (APU)
Printed at:	APU, Williamsville, NY
Press Type:	Stevens Variable Size Security Press
Stamps per Pane/Coil:	15
Print Quantity:	120 million stamps
Paper Type:	Non-phosphored
Gum Type:	Water-activated PVA
Processed at:	APU, Williamsville, NY
Colors:	Offset: Black, Cyan, Magenta, Yellow (Back: Black) Intaglio: Black
Image Area:	1.075 x 1.075 in./27.31 x 27.31 mm
Overall Size:	1.225 x 1.225 in./31.12 x 31.12 mm
Full Pane Size:	6.1875 x 7.25 in./157.16 x 184.15 mm
Plate Size:	60 stamps per revolution
Plate Numbers:	N/A
Marginal Markings:	N/A
Catalog Item Number(s):	554640 Pane of 15 — \$4.95 554662 First Day Cancellation, Full Pane — \$6.95 554684 Press Sheet — \$19.80 554672 Mint Set w/ stamp — \$34.95
Sale Date:	September 17, 1999
Nationwide Sale Date:	September 17, 1999

carton size (750 individually packaged souvenir sheets, a total of 11,250 stamps).

Initial Supply for Post Offices

SDOs and SDNs will make a subsequent automatic distribution to post offices for one-half of their standard automatic distribution quantities using PS Form 3309, *Advice of Shipment/Stamp Invoice*, and PS Form 17, *Stamp Requisition*. SDOs and SDNs must not distribute stamps to post offices before September 13, 1999.

Additional Supply

Post offices requiring additional souvenir sheets must requisition them from their designated SDOs or SDNs using PS Form 17. SDOs requiring additional souvenir sheets must order them from the appropriate accountable paper depository (APD) using PS Form 17. For filling supplemental orders, all APDs will receive 37,500 additional souvenir sheets; the Dulles, VA, SDN will receive 198,000 additional souvenir sheets; and the Kansas City, MO, SDN will receive 2,219,250 additional souvenir sheets.

Philatelic Requirement

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

Sales Policy

All post offices *must acquire and maintain* a supply of each new *Celebrate The Century (CTC)* souvenir sheet. All *Celebrate The Century* souvenir sheet issues will remain on sale at post offices for the life of the *Celebrate The Century* program. If supplies run low, post offices must reorder additional quantities using their normal ordering procedures. Other *Celebrate The Century* souvenir sheets now available for reorder include the following: *CTC (1900s), Item Number 5537; CTC (1910s), Item Number 553800; CTC (1920s), Item Number 554100; CTC (1930s), Item Number 554200; CTC (1940s), Item Number 554300; and CTC (1950s), Item Number 554500.* Sales for all *Celebrate The Century* souvenir sheets *must* be recorded in AIC 085.

— Stamp Services, 8-12-99

STAMP ANNOUNCEMENT 99-42

Broadway Songwriters Commemorative Stamps



Copyright USPS 1998

The Postal Service will issue six 33-cent *Broadway Songwriters* commemorative stamps in a water-activated pane of 20 (Item Number 440700), in New York, NY, on September 21, 1999. The stamps, designed by Howard Paine of Delaplane, VA, and illustrated by Drew Struzan of Pasadena, CA, go on sale nationwide on September 22, 1999.

The Legends of American Music series pays tribute to the diversity of music in this country by honoring composers and lyricists whose music dominated Broadway from the 1920s through the 1950s. This series of six stamps honors the composer-lyricist teams of Ira and George Gershwin, Richard Rodgers and Oscar Hammerstein II, and Alan Jay Lerner and Frederick Loewe, and individual songwriters Lorenz Hart, Frank Loesser, and Meredith Willson. Blending American music (jazz, ragtime, and swing) with American themes, these talented men produced exciting musical scores, songs, and lyrics that are still enjoyed in America and throughout the world.

How to Order the First Day of Issue Postmark

Customers have 30 days to obtain the first day of issue postmark by mail. They may purchase the new stamps at their local

post office, affix the stamps to envelopes of their choice, address the envelopes (to themselves or others), and place them in a larger envelope addressed to:

BROADWAY SONGWRITERS COMMEMORATIVE STAMPS
POSTMASTER
421 EIGHTH AVE RM 2029B
NEW YORK NY 10199-9991

After applying the first day of issue postmark, the Postal Service will return the envelopes through the mail. There is no charge for the postmark. All orders must be postmarked by October 21, 1999.

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

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

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

Distribution

Stamp distribution offices (SDOs) and stamp distribution networks (SDNs) will receive one-quarter of their standard distribution for a 20-stamps-per-pane issue, rounded to the nearest master carton size (70,000 stamps).

Initial Supply

SDOs and SDNs will make a subsequent automatic distribution to post offices for one-half of their standard automatic distribution quantities using PS Form 3309, *Advice of Shipment/Stamp Invoice*, and PS Form 17, *Stamp Requisition*. SDOs and SDNs must not distribute stamps to post offices before September 14, 1999.

Additional Supply

Post offices requiring additional stamps must requisition them from their designated SDOs or SDNs using PS Form 17. SDOs requiring additional stamps must order them from the appropriate accountable paper depository (APD) using PS Form 17. For filling supplemental orders, the Washington, DC; Chicago, IL; and New York, NY, APDs will each receive 560,000 stamps. The Memphis, TN, and San Francisco, CA, APDs will each receive 350,000 stamps.

Philatelic Requirement

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

SDOs and SDNs That Serve This Many Philatelic Windows	Will Receive This Quantity of the <i>Broadway Songwriters</i> Commemorative Stamps, Item Number 440700
1	12,000
2	12,000
3	24,000
4	24,000
5 to 6	36,000
7 to 9	48,000
10 to 12	72,000
13 to 16	96,000
17 to 20	120,000

Sales Policy

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

Issue:	<i>Broadway Songwriters</i>
Item Number:	440700
Denomination & Type of Issue:	33-cent commemorative
PS Format:	Water-activated pane of 20 (6 designs)
Series:	Legends of American Music
Issue Date & City:	September 21, 1999, New York, NY 10199
Illustrator:	Drew Struzan, Pasadena, CA
Photographer:	N/A
Designer:	Howard Paine, Delaplaine, VA
Engraver:	N/A
Art Director:	Howard Paine, Delaplaine, VA
Typographer:	Tom Mann, Vancouver, WA
Modeler:	Joseph Sheeran
Manufacturing Process:	Offset
Printer:	Sterling Sommer
Printed at:	Tonawanda, NY
Press Type:	Akiyama, 628
Stamps per Coil/Pane:	20
Print Quantity:	42.5 million stamps
Paper Type:	Type III (nonphosphored), Phosphor tagged, Block
Gum Type:	Water-activated
Processed at:	Ashton Potter (USA) Ltd.
Colors:	Black, Cyan, Magenta, Yellow, Green (PMS 328)
Stamp Orientation:	Horizontal
Image Area (w x h):	1.42 x 1.085 in./36.07 x 27.56 mm
Overall Size (w x h):	1.56 x 1.225 in./39.62 x 31.12 mm
Full Pane Size (w x h):	7.55 x 7.437 in./191.77 x 188.90 mm
Plate Size:	120 stamps per revolution
Plate Numbers:	"P" followed by five (5) single digits
Marginal Markings:	© USPS 1998 • Selvage text • Plate Block (6 positions) • Price • Plate Numbers
Catalog Item Number(s):	440720 Block of 6 — \$1.98 440730 Block of 10 — \$3.30 440740 Full Pane of 20 w/ plate no. — \$6.60 440762 First Day Cover, Block of 6 — \$2.19 440763 First Day Cover, Set of 6 — \$3.24
Sale Date:	September 21, 1999
Nationwide Sale Date:	September 22, 1999

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 (33 cents per envelope or 20 cents per postcard). Items

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

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

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

The following pictorial cancellation has been extended for an additional 30 days:



August 7, 1999
 JUNIOR HOME COMING 99 STATION
 POSTMASTER
 233 BEECH AVE
 JUNIOR WV 26275-9998



Rocky Marciano Station
 July 15, 1999
 Columbus, OH 43216

July 15, 1999
 ROCKY MARCIANO STATION
 POSTMASTER
 PO BOX 9998
 COLUMBUS OH 43216-9998



July 25, 1999
 Arlington Post Office
 HALL OF FAME STATION
 POSTMASTER
 300 E SOUTH ST
 ARLINGTON TX 76004-9998



Virginia Lake Festival Station
 CLARKSVILLE, VA 23927
 July 17, 1999

July 17, 1999
 Clarksville Chamber of Commerce
 VIRGINIA LAKE FESTIVAL STATION
 POSTMASTER
 PO BOX 9998
 CLARKSVILLE VA 23927-9998



July 25, 1999
 LEWIS AND CLARK STATION
 POSTMASTER
 PO BOX 9998
 POMPEYS PILLAR MT 59064-9998



Drive-In Movies
 1950s
 Celebrate the Century Station
 MADAWASKA ME

July 24, 1999
 US Postal Service/Celebrate The Century
 DRIVE-IN MOVIE 1950S STATION
 POSTMASTER
 430 MAIN ST
 MADAWASKA ME 04756-9998



July 28-29, 1999
 PONY SWIM STATION
 POSTMASTER
 PO BOX 9998
 CHINCOTEAGUE ISLAND VA 23336-9998



HOMECOMING BEE STATION
DRESDEN, OH 43821
JULY 31, 1999

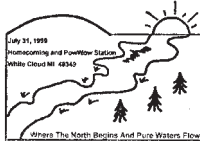
July 31, 1999

Longaberger Homestead
HOMECOMING BEE STATION
POSTMASTER
PO BOX 9998
DRESDEN OH 43821-9998



August 7, 1999

JUNIOR HOME COMING STATION
POSTMASTER
233 BEECH AVE
JUNIOR WV 26275-9998



July 31, 1999

HOMECOMING AND POW WOW STATION
POSTMASTER
PO BOX 9998
WHITE CLOUD MI 49349-9998



August 7, 1999

JAZZ FEST STATION
POSTMASTER
425 STATE ST
LACROSSE WI 54601-9998

July 31, 1999

Birch Run Chamber of Commerce
WATERMELON FESTIVAL & RODEO STATION
POSTMASTER
PO BOX 9998
BIRCH RUN MI 48415-9998



August 7, 1999

WINNEBAGO MOTO FEST STATION
POSTMASTER
PO BOX 9998
WINNEBAGO MN 56098-9998

August 3-7, 1999

Hopkins County Madisonville Fair Inc.
AGRICULTURAL & INDUSTRIAL FAIR STATION
POSTMASTER
PO BOX 9998
MADISONVILLE KY 42431-9998



August 7, 1999

HISTORIC MARKER STATION
POSTMASTER
254 MAIN ST
SCHOHARIE NY 12157-9998

August 4, 1999

Longaberger Homestead
REUNION BEE STATION
POSTMASTER
PO BOX 9998
DRESDEN OH 43821-9998



REUNION BEE STATION
DRESDEN, OH 43821
AUGUST 4, 1999



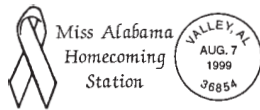
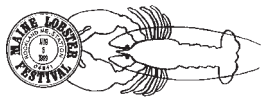
GATHERING BEE STATION
DRESDEN, OH 43821
AUGUST 7, 1999

August 7, 1999

Longaberger Homestead
GATHERING BEE STATION
POSTMASTER
PO BOX 9998
DRESDEN OH 43821-9998

August 5-7, 1999

MAINE LOBSTER FESTIVAL STATION
POSTMASTER
21 LIMEROCK ST
ROCKLAND ME 04841-9998

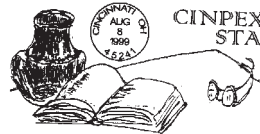


August 7, 1999

MISS ALABAMA HOMECOMING STATION
POSTMASTER
30 FOB JAMES DR
VALLEY AL 36854-9998

August 6, 1999

BRAHAM PIE DAY STATION
POSTMASTER
PO BOX 9998
BRAHAM MN 55006-9998



August 7-8, 1999

CINPEX STATION
POSTMASTER
11069 READING RD
CINCINNATI OH 45241-9998

August 6, 1999

VFW Post 7529
VFW 100TH ANNIVERSARY STATION
POSTMASTER
PO BOX 9998
ISLAND FALLS ME 04747-9998

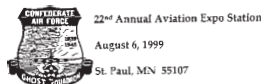


August 7-13, 1999

Southern Regional Baseball Tournament Association & Toccoa Post Office
SOUTHERN REGIONAL TOURNAMENTS STATION
POSTMASTER
PO BOX 9998
TOCCOA GA 30577-9998

August 6-8, 1999

22ND ANNUAL AVIATION EXPO STATION
POSTAL EMPORIUM
141 4TH ST
ST PAUL MN 55101-9998



August 8, 1999

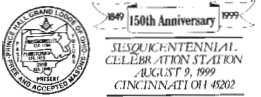
WOMEN'S RUGBY STATION
POSTMASTER
PO BOX 9998
SARANAC LAKE NY 12983-9998



August 9, 1999
 WELCOME HOME STATION
 POSTMASTER
 8225 CROSS PARK DR
 AUSTIN TX 78710-9998



August 12-22, 1999
 MISSOURI STATE FAIR STATION
 POSTMASTER
 405 E 5TH ST
 SEDALIA MO 65301-9998



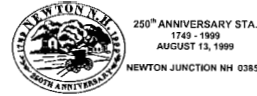
August 9, 1999
 SESQUICENTENNIAL CELEBRATION
 STATION
 POSTMASTER
 990 DALTON AVE
 CINCINNATI OH 45202-9998



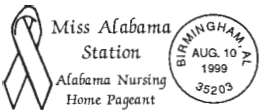
August 13, 1999
 Newton Historical Society
 250TH ANNIVERSARY STATION
 POSTMASTER
 77 S MAIN ST
 NEWTON NH 03858-9998



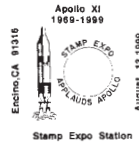
August 9-14, 1999
 National Rural Letter Carriers Association
 FAIR STATION
 POSTMASTER
 PO BOX 9998
 ATHENS OH 45701-9998



August 13, 1999
 Newton Historical Society
 250TH ANNIVERSARY STATION
 POSTMASTER
 9 WEST MAIN ST
 NEWTON JUNCTION NH 03859-9998



August 10, 1999
 MISS ALABAMA STATION
 POSTMASTER
 351 24TH ST N
 BIRMINGHAM AL 35203-9813



August 13, 1999
 Encino Stamp Expo
 STAMP EXPO STATION
 POSTMASTER
 15701 SHERMAN WAY
 VAN NUYS CA 91409-9998



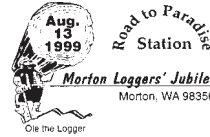
August 12, 1999
 Puerto Rico Federal Safety and Health Counsel
 SAFETY & HEALTH CONGRESS & EXPO
 2003 STATION
 POSTMASTER
 585 AVE FD ROOSEVELT
 SAN JUAN PR 00936-9998



August 13, 1999
 CHENANGO COUNTY FAIR STATION
 POSTMASTER
 20-22 E MAIN ST
 NORWICH NY 13815-9998



August 12, 1999
 BALLOON STATION
 POSTMASTER
 PO BOX 9998
 MUNCIE IN 47302-9998



August 13-14, 1999
 Mount Rainier National Park Centennial
 ROAD TO PARADISE STATION
 POSTMASTER
 170 SECOND ST
 MORTON WA 98356-9998



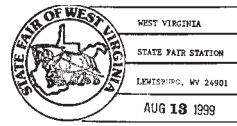
August 12, 1999
 GALLUP INTER-TRIBAL CEREMONIAL
 STATION
 POSTMASTER
 500 S 2ND ST
 GALLUP NM 87301-9998



August 13-15, 1999
 CENTENNIAL STATION
 POSTMASTER
 PO BOX 9998
 RINGSTED IA 50578-9998



August 12-14, 1999
 Postmark Collectors Club
 HERITAGE STATION
 POSTMASTER
 PO BOX 9998
 GREAT FALLS MT 59401-9998



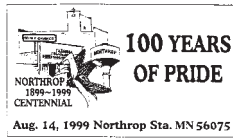
August 13-22, 1999
 WEST VIRGINIA STATE FAIR STATION
 POSTMASTER
 204 E WASHINGTON ST
 LEWISBURG WV 24901-9998



August 12-21, 1999
 100TH GRAND AMERICAN STATION
 POSTMASTER
 323 JAMES BOHANAN DR
 VANDALIA OH 45377-9998



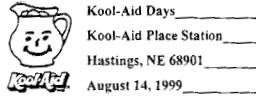
August 14, 1999
 Lempster Historical Society and Old Home Day Association
 LEMPSTER 100TH ANNIVERSARY OLD HOME DAY STATION
 POSTMASTER
 PO BOX 9998
 LEMPSTER NH 03605-9998



August 14, 1999
 NORTHROP CENTENNIAL STATION
 POSTMASTER
 57 DOWNTOWN PLAZA
 FAIRMONT MN 56031-9998



August 14, 1999
 125th Anniversary Committee
 RENDEZVOUS ON THE RIDGE STATION
 POSTMASTER
 PO BOX 9998
 RIDGE FARM IL 61870-9998



August 14, 1999
 Kool-Aid Place
 KOOL AID PLACE STATION
 POSTMASTER
 300 N KANSAS AVE
 HASTINGS NE 68901-9998



August 14, 1999
 HUNTING TAVERN STATION
 POSTMASTER
 PO BOX 9998
 ANDES NY 13731-9998



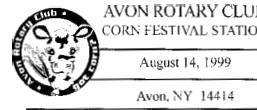
August 14, 1999
 SAKAKAWEA STATION
 POSTMASTER
 PO BOX 9998
 STANTON ND 58571-9998



August 14, 1999
 HARVEST WEEKEND STATION
 POSTMASTER
 6499 OXBOW RD
 CLOCKVILLE NY 13043-9998



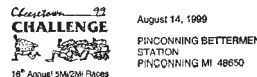
August 14, 1999
 VFW Post 3442
 VFW POST 3442 COMMEMORATIVE
 STATION
 POSTMASTER
 PO BOX 9998
 CUSTER SD 57730-9998



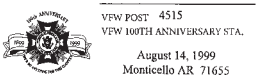
August 14, 1999
 Avon Rotary Club
 CORN FESTIVAL STATION
 POSTMASTER
 80 PROSPECT ST
 AVON NY 14414-9998



August 14, 1999
 HUDSON RIVER MILL STATION
 POSTMASTER
 97 MAIN ST
 CORINTH NY 12822-9998



August 14, 1999
 Cheesetown '99 Challenge 16th Annual
 5Mi/2Mi Races
 PINCONNING BETTERMENT STATION
 POSTMASTER
 PO BOX 9998
 PINCONNING MI 48650-9998



August 14, 1999
 VFW Post 4515
 VFW 100TH ANNIVERSARY STATION
 POSTMASTER
 1492 N HYATT ST
 MONTICELLO AR 71655-9998



August 14, 1999
 Effigy Mounds National Monument / NPS
 50 YEARS OF PRESERVATION STATION
 POSTMASTER
 PO BOX 9998
 HARPERS FERRY IA 52146-9998



August 14, 1999
 BEAVERTAIL LIGHTHOUSE 250 YEARS
 STATION
 POSTMASTER
 109 NARRAGANSETT AVE
 JAMESTOWN RI 02835-9998



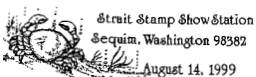
August 14, 1999
 SWIMM ACROSS THE SOUND STATION
 POSTMASTER
 PO BOX 9998
 PORT JEFFERSON NY 11777-9998



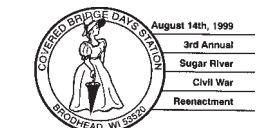
August 14, 1999
 R.R. Incorporated c/o M. Lester
 ROUNDHOUSE FESTIVAL STATION
 POSTMASTER
 100 HARRISON DR
 EVANSTON WY 82930-9998



August 14, 1999
 NORWEGIAN AMERICAN FEST STATION
 POSTMASTER
 PO BOX 9998
 MT HOREB WI 53572-9998



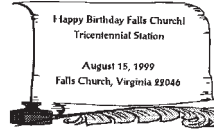
August 14, 1999
 Strait Stamp Club
 STRAIT STAMP SHOW STATION
 POSTMASTER
 240 S SUNNYSIDE AVE
 SEQUIM WA 98382-9998



August 14, 1999
 COVERED BRIDGE DAYS STATION
 POSTMASTER
 PO BOX 9998
 BRODHEAD WI 53520-9998



August 14, 1999
 AMES DAY STATION
 POSTMASTER
 PO BOX 9998
 AMES OK 73718-9998



August 15, 1999
 TRICENTENNIAL STATION
 POSTMASTER
 301 W BROAD ST
 FALLS CHURCH VA 22046-9998



August 14-15, 1999
 WILD WEST BALLOON FEST STATION
 POSTMASTER
 PO BOX 9998
 CODY WY 82414-9998



August 15, 1999
 LANGDON CENTENNIAL STATION
 POSTMASTER
 11 E 18TH ST
 SPENCER IA 51301-9998

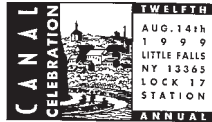


RAILFANS STATION FLINT, MICHIGAN 48506
 AUGUST 14, 1999

August 14-15, 1999
 Friends of Huckleberry Railroad
 RAILFANS STATION
 POSTMASTER
 PO BOX 9998
 FLINT MI 48502-9998



August 15, 1999
 Sport and Recreation Department
 67A FERIA DE COLECCIONISTAS STATION
 POSTMASTER
 585 AVE FD ROOSEVELT
 SAN JUAN PR 00936-9998



August 14-15, 1999
 LOCK 17 STATION
 POSTMASTER
 25 W MAIN ST
 LITTLE FALLS NY 13365-9998



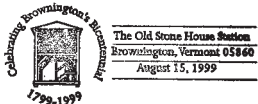
August 15-16, 1999
 BENNINGTON STATION
 POSTMASTER
 103 MAIN ST
 BENNINGTON VT 05201-2104



August 14-15, 1999
 Downtown Kansas City International Airport
 VFW 100TH ANNIVERSARY STATION
 POSTMASTER
 315 W PERSHING RD
 KANSAS CITY MO 64108-9998



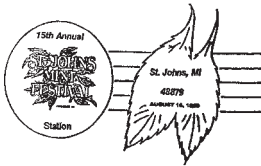
August 15-22, 1999
 Rochester Sesquicentennial Committee
 ROCHESTER SESQUICENTENNIAL STATION
 POSTMASTER
 257 CONNECTICUT AVE
 ROCHESTER PA 15074-9998



August 15, 1999
 OLD STONE HOUSE STATION
 POSTMASTER
 PO BOX 9998
 BROWNINGTON VT 05860-9998



August 16, 1999
 HONORING THOSE WHO SERVED STATION
 POSTMASTER
 PO BOX 9998
 ST LOUIS MO 63103-9998



August 15, 1999
 15th Annual Saint Johns Mint Festival
 ST JOHNS MINT FESTIVAL STATION
 POSTMASTER
 106 W STATE ST
 ST JOHNS MI 48879-9998



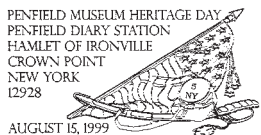
August 16, 1999
 HONORING THOSE WHO SERVED STATION
 POSTMASTER
 201 E PIKES PEAK AVE
 COLORADO SPRINGS CO 80903-9998



August 15, 1999
 GRANGE STATION
 POSTMASTER
 PO BOX 9998
 FLY CREEK NY 13337-9998



August 16, 1999
 REMEMBRANCE STATION
 POSTMASTER
 PO BOX 9998
 CARMEL NY 10512-9998



August 15, 1999
 PENFIELD DIARY STATION
 POSTMASTER
 PO BOX 9998
 CROWN POINT NY 12928-9998



August 16-21, 1999
 CENTENNIAL STATION
 POSTMASTER
 196 W OHIO AVE
 SEBRING OH 44672-9998



August 16, 1999
Delaware County Fair
Walton, NY 13856

August 16-21, 1999
113TH FAIR STATION
POSTMASTER
PO BOX 9998
WALTON NY 13856-9998



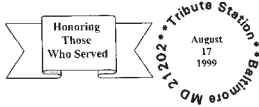
August 19, 1999
TAKING A LOOK BACK WHILE WE MOVE FORWARD STATION
POSTMASTER
PO BOX 9998
STEWARDSON IL 62463-9998



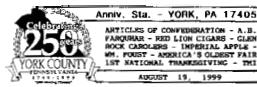
August 16-22, 1999
Society for Creative Anachronism
PENNSIC WAR STATION
POSTMASTER
400 S MAIN ST
SLIPPERY ROCK PA 16057-9998



August 19, 1999
RANGELEY BLUEBERRY FESTIVAL STATION
POSTMASTER
PO BOX 9998
RANGELEY ME 04970-9998



August 17, 1999
TRIBUTE STATION
SUPERVISOR, MOWS
900 E FAYETTE ST
BALTIMORE MD 21233-9998



August 19, 1999
ANNIVERSARY STATION
POSTMASTER
3435 CONCORD RD
YORK PA 17405-9998



BICENTENNIAL STATION
GREENSBURG PA 15601
AUGUST 17, 1999

August 17, 1999
Bicentennial Committee
BICENTENNIAL STATION
POSTMASTER
238 S PENNSYLVANIA AVE
GREENSBURG PA 15601-9998



August 19-21, 1999
New Windsor Fair Board
RODEO PARK STATION
POSTMASTER
PO BOX 9998
NEW WINDSOR IL 61465-9998



August 17-22, 1999
USPS / NRLCA QWL/EI Post-It-Notes Team
STEBEN COUNTY FAIR STATION
POSTMASTER
PO BOX 9998
PULTENEY NY 14874-9998



August 20, 1999
Florissant Fossil Beds National Monument NPS
FLORISSANT STATION
POSTMASTER
PO BOX 9998
FLORISSANT CO 80816-9998

August 18, 1999

Newton Falls, OH 44444
Honoring Those Who Served
Station

August 18, 1999
HONORING THOSE WHO SERVED STATION
POSTMASTER
4370 KINSMAN RD
MESOPOTAMIA OH 44439-9998



August 20, 1999
BMW Club
RIDER RALLY STATION
CRAFTON BRANCH STATION MANAGER
90 W STEUBEN ST
PITTSBURGH PA 15205-9998



Oneonta Federated
Garden Club Sta.
August 18, 1999
Oneonta, New York
13820

August 18, 1999
ONEONTA FEDERATED GARDEN CLUB
STATION
POSTMASTER
352 MAIN ST
ONEONTA NY 13820-9998



August 20, 1999
SKYPARK STATION
POSTMASTER
119 S LYMAN ST
WADSWORTH OH 44281-9998



August 18-21, 1999
Avon Businessmen
AVON 50TH FAT STEER SHOW STATION
POSTMASTER
PO BOX 9998
AVON IL 61415-9998



August 20, 1999
ESSEX COUNTY FAIR STATION
POSTMASTER
PO BOX 9998
WESTPORT NY 12993-9998



ALTAMONT FAIR STATION
ALTAMONT, NY 12009
The Albany, Schenectady &
Greene County Fair
August 18, 1999
Our 107th Year

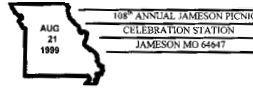
August 18-22, 1999
ALTAMONT FAIR STATION
POSTMASTER
108 PARK ST
ALTAMONT NY 12009-9998



August 20, 1999
ALL OHIO BALLOON FESTIVAL STATION
POSTMASTER
PO BOX 9998
MARYSVILLE OH 43040-9998



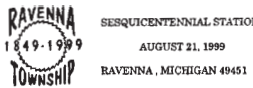
August 20-22, 1999
 25TH ANNIVERSARY STATION
 POSTMASTER
 2 W MAIN ST
 CLINTON CT 06413-9998



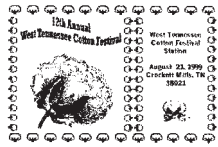
August 21, 1999
Jameson Lions Club
 CELEBRATION STATION
 POSTMASTER
 206 N MAIN ST
 JAMESON MO 64647-9998



August 21, 1999
 WILDER FEST STATION
 POSTMASTER
 PO BOX 9998
 SPRING VALLEY MN 55975-9998



August 21, 1999
Ravenna Township
 SESQUICENTENNIAL STATION
 POSTMASTER
 3546 JAMES ST
 RAVENNA MI 49451-9998



August 21, 1999
City of Crockett Mills
 WEST TENNESSEE COTTON FESTIVAL
 STATION
 POSTMASTER
 28 JACKSON STORE RD
 CROCKETT MILLS TN 38021-9998



August 21, 1999
 CENTENNIAL STATION
 POSTMASTER
 PO BOX 9998
 KIRON IA 51448-9998



August 21, 1999
The American Cancer Society
 HORIZON OF HOPE STATION
 CUSTOMER RELATIONS COORDINATOR
 2000 VASSAR ST
 RENO NV 89510-9998



August 21, 1999
 WILD BLUEBERRY FESTIVAL STATION
 POSTMASTER
 51 COURT ST
 MACHIAS ME 04654-9998



August 21, 1999
 SARATOGA ARC DAY AT THE RACES
 STATION
 POSTMASTER
 245 WASHINGTON ST
 SARATOGA SPRINGS NY 12866-9998



August 21, 1999
 RENDEZVOUS STATION
 POSTMASTER
 102 PINE ST
 GRANGER WY 82934-9998



August 21, 1999
Westmoreland Old Home Days Association
 WESTMORELAND OLD HOME DAYS
 CENTENNIAL CELEBRATION STATION
 POSTMASTER
 PO BOX 9998
 WESTMORELAND NH 03467-9998



August 21, 1999
Allegheny Highlands Council Incorporated Boy Scouts of America
 ELK LICK RESERVATION CAMP STATION
 POSTMASTER
 200 N MECHANIC ST
 SMETHPORT PA 16749-9998



August 21, 1999
City of Yorkville
 INTERNATIONAL WASHER PITCHIN'
 CONTEST STATION
 POSTMASTER
 9 NEWBERN HWY
 YORKVILLE TN 38389-9998



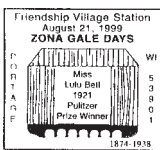
August 21, 1999
 TOWN OF CLAYTON STATION
 POSTMASTER
 PO BOX 9998
 LARSEN WI 54947-9998



August 21, 1999
 GREAT FALLS BALLOON FESTIVAL STATION
 POSTMASTER
 49 ASH ST
 LEWISTON ME 04240-9998



August 21, 1999
 CENTENNIAL STATION
 POSTMASTER
 7404 FULTON ST
 LYON FALLS NY 13368-9998



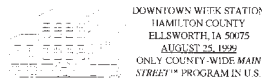
August 21, 1999
 FRIENDSHIP VILLAGE STATION
 POSTMASTER
 PO BOX 9998
 PORTAGE WI 53901-9998



August 21, 1999
 HARVESTFEST STATION
 POSTMASTER
 106 E 4TH ST
 FORT STOCKTON TX 79735-9998



August 21, 1999
 TOWN SQUARE POSTAL STATION
 POSTAL CANCELLATION COORDINATOR
 287 HIGHWAY 15 N
 PONTOTOC MS 38863-9998



August 25, 1999
 DOWNTOWN WEEK STATION
 HAMILTON COUNTY
 ELLSWORTH, IA 50075
 AUGUST 25, 1999
 ONLY COUNTY-WIDE MAIN
 STREET™ PROGRAM IN U.S.

DOWNTOWN WEEK STATION
 POSTMASTER
 PO BOX 9998
 ELLSWORTH IA 50075-9998



August 21-22, 1999
 TROLLEY FESTIVAL STATION
 POSTMASTER
 PO BOX 9998
 SOUTH ELGIN IL 60177-9998

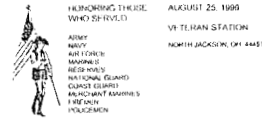


Brookfield OH 44403
 August 25, 1999
 Sharing & Caring

August 25, 1999
 CHRISTMAS IN AUGUST STATION
 POSTMASTER
 PO BOX 9998
 BROOKFIELD OH 44403-9998



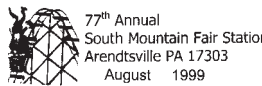
August 21-22, 1999
 CHILDREN FESTIVAL STATION
 POSTMASTER
 4 WASHINGTON ST
 ELLICOTTVILLE NY 14731-9998



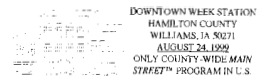
August 25, 1999
 VETERAN STATION
 POSTMASTER
 PO BOX 9998
 NORTH JACKSON OH 44451-9998



August 22, 1999
 Oshtemo Township
 THIRD ANNUAL OSHTEMOFEST STATION
 POSTMASTER
 6360 W MICHIGAN AVE
 OSHTEMO MI 49077-9998



August 25-29, 1999
 SOUTH MOUNTAIN FAIR STATION
 POSTMASTER
 26 S HIGH ST
 ARENDSVILLE PA 17303-9998



August 24, 1999
 DOWNTOWN WEEK STATION
 POSTMASTER
 208 MAIN ST
 WILLIAMS IA 50271-9998

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
Only You Can Prevent Forest Fires	April 1–Oct. 31
Conquer Cystic Fibrosis	Sept. 1–Sept. 30
Peace Corps Anniversary, Making a Difference	Sept. 1–Oct. 31
Employ People With Disabilities	Sept. 1–Nov. 30
Give, 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

— *Business Mail Acceptance, Marketing Systems, 8-12-99*

Post Offices

Plain Stamped Envelope Ordering Information

The following information is provided to postmasters and/or accountable paper custodians about ordering plain stamped envelopes. Follow these procedures to receive your plain stamped envelopes on schedule. A copy of this information should be maintained and frequently read. Current and new accountable paper custodians should also review this document. For complete information review Handbook F-1, *Post Office Accounting Procedures*, Section 423.43.

Ordering Plain Stamped Envelopes

All authorized CAG A–G postmasters and/or accountable paper custodians may submit requisitions to Stamp Fulfillment Services (SFS) for stamped envelopes. Plain stamped envelopes can be ordered once every accounting period. You should maintain an eight-week inventory of stamped envelopes. PS Form 3205, *Requisition for Plain Stamped Envelopes*, must be submitted to SFS according to the schedule shown in Figure 1 using a preaddressed EP-10-E envelope, which is available from the material distribution centers. Do not lend PS Form 3205 to other post offices. These forms are preprinted with your finance number and office information. They are issued in ascending numerical sequence in lots of 100 cards to a stamp distribution office (SDO) and 50 cards to all other post offices (see Handbook F-1, 423.43-2).

Submit all requisitions so that they arrive at least seven days before the due date indicated on the ordering schedule (See Figure 1). Shipments are made in the second week following the scheduled submission week (not from the date of your requisition). The submission week for stamped envelopes is not the same as those for stamps and postal cards (see Handbook F-1, 423.43-5). A copy of the revised PS Form 3205 and PS Form 3206, *Order for PS Forms 3205*, are shown in Figures 2 and 3. These forms will be sent to you when your current supply of PS Forms 3205 is depleted and you order a new supply.

Please note these new packing requirements. Only carton sizes shown on PS Form 3205 are available. These carton sizes are also shown in Figure 4. To facilitate the processing of your requisition, order only in those carton sizes shown on the PS Form 3205 accompanying this article. If you can use full pallets of envelopes, refer to Figure 5 for the quantities to be ordered to meet new Postal Service shipping and stacking requirements.

Emergency Requisitions

If you urgently need stamped envelopes to fulfill customer demand outside the normal requisitioning cycle, you may submit an emergency requisition. Submit a memorandum with the

requisition listing the reason for the out-of-cycle order; the date the envelopes are required; the requisition number; the quantity and item; the signature of the local manager; and the post office telephone number, city, state, and ZIP Code. If this information is not included in the memo, the requisition will be processed as a normal requisition. Processing orders out of cycle increases the shipping and handling costs, so you should submit emergency requisitions only if you are unable to get stock from your Accountable Paper Depository or SDO.

Receipt of Stock

Examine each shipping carton to ascertain that the address is correct, the seal is not broken, and the carton is not damaged. Report any signs of tampering to the inspector in charge immediately (see Handbook F-1, 423.6-3).

Always enter the total value of the stock as noted on the Advice of Shipment even if the physical quantity received is not the same. This amount has been charged to your finance number as of the date of shipment. If you enter a figure other than the total on the Advice of Shipment, you will receive a statement of differences from the processing and distributing center (P&DC). Allow three weeks from the date of shipment before reporting full-carton nonreceipts to SFS. If you ordered the incorrect item, contact your SDO for permission to return or exchange the stock. If the contractor furnished the incorrect item, contact SFS for information on how to receive an Advice of Shipment for stock received (Treat-As-Filled) or return of stock to SFS for replacement if it cannot be used. To report nonreceipt of cartons, send a memo to SFS. *Do not use* PS Form 8144, *Stamp Discrepancy Report*, to report nonreceipts of full cartons or for incorrect items.

Shortages in Sealed Cartons

Report by telephone to Stamp Acquisition, Quality Assurance (202-268-6542), if one or more boxes of 500 are missing from a sealed carton. Follow up by reporting the shortage on PS Form 8144 to the address on the form. Total all PS Forms 8144 at the end of the accounting period and file a claim for loss (see Handbook F-1, 423.72-2).

Include on the PS Form 8144 the "PLAIN PACKED BY" numbers shown on the preprinted panel on each inner box so that the contractor can be appropriately notified.

Shortages in Open/Damaged Cartons

If there are any signs of tampering and stock is missing from a carton, report it to the inspector in charge immediately (see Handbook F-1, 423.6-3).

Include on the PS Form 8144 the "PLAIN PACKED BY" numbers shown on the preprinted panel on each inner box so that the contractor can be appropriately notified.

Damaged Cartons

Handle stamped envelopes that are damaged according to Handbook F-1, 452.

Overages in Sealed Cartons

Report overages on PS Form 8144 immediately and send a copy to the address on the form. Send the overage stock with the original PS Form 8144 by Registered Mail to:

US POSTAL SERVICE
STAMP DISTRIBUTION NETWORK
22403 RANDOLPH DR
DULLES VA 20103-0001

Include on the Form PS 8144 the "PLAIN PACKED BY" numbers shown on the preprinted panel on each inside box so that the contractor can be appropriately notified.

Defective Stock

Defective stock is not salable and must remain the property of the Postal Service. It must be returned immediately to main stock and then to the SDO, if applicable. Follow the procedures for shortages as noted previously (report on PS Form 8144 and file a claim for loss).

Include on the PS Form 8144 the "PLAIN PACKED BY" numbers shown on the preprinted panel on each inside box so that the contractor can be appropriately notified.

Stamped Envelope Discount

Full boxes of stamped envelopes may be sold to customers using the rates shown in the *Domestic Mail Manual* (DMM), R000.1.0, which results in making sales at a discount. Your office was charged the individual price when the envelopes were shipped to you. Use PS Form 3220, *Claim for Stamped Envelope Discount*, to account for all full boxes of envelopes sold to customers at a discount (see Handbook F-1, 426.82).

**Figure 1.
Requisition Schedule**

Offices having ZIP Codes beginning with:	Submit requisition to reach SFS before:
004-099, 100-199, 200-239, 244, 254, 260-268, and 439-447	1st week of each A/P A/P 12 (7/19-7/23) A/P 13 (8/16-8/20) A/P 1 (9/13-9/17) A/P 2 (10/11-10/15) A/P 3 (11/8-11/12) A/P 4 (12/6-12/10) A/P 5 (1/3-1/7) A/P 6 (1/31-2/4)
240-243, 245-253, 255-259, 270-299, 300-397, 400-418, 421, 422, 425-438, 448-462, 465-474, 480-497, 700-705, 707-709, 713-717, and 719-729	2nd week of each A/P A/P 12 (7/26-7/30) A/P 13 (8/23-8/27) A/P 1 (9/20-9/24) A/P 2 (10/20-10/24) A/P 3 (11/15-11/19) A/P 4 (12/13-12/17) A/P 5 (1/10-1/14) A/P 6 (2/7-2/11)
420, 423, 424, 463, 464, 475-479, 498-588, 600-678, and 680-689	3rd week of each A/P A/P 12 (8/2-8/6) A/P 13 (8/30-9/3) A/P 1 (9/27-10/1) A/P 2 (10/25-10/29) A/P 3 (11/22-11/26) A/P 4 (12/20-12/24) A/P 5 (1/17-1/21) A/P 6 (2/14-2/18)
590-599, 679, 690-693, 706, 710-712, 718, 730-898, and 900-999	4th week of each A/P A/P 12 (8/9-8/13) A/P 13 (9/6-9/10) A/P 1 (10/4-10/8) A/P 2 (11/1-11/5) A/P 3 (11/29-12/3) A/P 4 (12/27-12/31) A/P 5 (1/24-1/28) A/P 6 (2/21-2/25)

Figure 2.
PS Form 3205, Requisition for Plain Stamped Envelopes

PS FORM 3205, SEPTEMBER 1997

CITY, STATE, AND ZIP CODE		REQ. NO.	POST OFFICE	FINANCE NO.	YOUR WEEK TO ORDER
QUANTITY REQUESTED	DATE OF REQUEST	Phone No. () _____			

REQUISITION FOR PLAIN STAMPED ENVELOPES
SIGNATURE _____

HANDBOOK F-1 for instructions as to HOW and WHEN to order.

POSTMASTER / ACCOUNTABLE PAPER CUSTODIAN Please circle packing requested	6 3/4	500	1,000	2,500	5,000
	10	500	1,000	2,500	

1. Use separate form for each envelope item number and/or packing required. Use forms in ascending requisition number sequence. This is an accountable form - DO NOT lend to another office as it is printed with your office name and finance number.
2. Complete Item Number, Quantity, Date and Phone Number - verify before signing and mailing.
3. emergencies - Emergency requisition **MUST** be justified by enclosed memo stating reason for expedited request. DO NOT WRITE MESSAGES ON THIS FORM.
- *4. Send requisition(s) to Philatelic Fulfillment Service Center in pre-addressed EP10E envelope. NOTE: Requisition must arrive at PFSC before week shown above to be shipped in cycle.

Figure 3.
PS Form 3206, Order for Forms 3205

PS FORM 3206, AUGUST 1996

CITY, STATE, AND ZIP CODE		REQ. NO.	POST OFFICE	FINANCE NO.
---------------------------	--	----------	-------------	-------------

ORDER FOR FORMS 3205 (Requisition for Plain Stamped Envelopes)
Phone No. () _____

POSTMASTER / Accountable paper custodian complete the following	QUANTITY REQUESTED	DATE OF REQUEST
		MO DAY YR

SIGNATURE _____

1. Use this form to order additional PS Forms 3205.
2. Place this form in your deck of unused PS Forms 3205 to serve as a replenishment reminder. Allow 30 days for delivery of this order.
3. Fill in quantity of forms requested (50 minimum or in increments of 50), date, sign, and mail to Philatelic Fulfillment Service Center in EP10E envelope. Another PS Form 3206 order form will accompany your new supply of PS Forms 3205.
4. This form is accountable - do not lend to or borrow from another post office.

**Figure 4.
Carton Sizes**

Type of Envelope	Order Multiples
Style 6-3/4	500; 1,000; 2,500; 5,000*
Style 9 & 10	500; 1,000; 2,500**
Style 6-3/4 Banded	1,000; 2,500; 5,000*
Style 9 & 10 Banded	1,000; 2,500**

Maximum quantity than can be ordered per requisition is 2,500,000

* For quantities greater than 5,000, must order in multiples of 5,000

** For quantities greater than 2,500, must order in multiples of 2,500

**Figure 5.
Quantities to Order**

Quantities to Order to Receive Full Pallet(s)			
Pallet Size		Quantity	Number Of Cartons
500 Carton	#10	70,000	140
	#9	56,000	112
	#6-3/4	72,000	144
1,000 Carton	#10	64,000	64
	#9	64,000	64
	#6-3/4	72,000	72
2,500 Carton	#10	75,000	30
	#9	87,500	35
	#6-3/4	140,000	56
5,000 Carton	#6-3/4	140,000	28

You must circle packing size requested on PS Form 3205 or you will receive the 2,500-size carton for the #9 and #10 envelopes and the 5,000-size carton for the #6-3/4 envelopes for quantities of that amount or greater.



This office
will be closed
Monday,
September 6, 1999,
to observe
Labor Day.

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Safety Bulletin 99-08

Use of Wheel Chocks and Jack Stands on Vehicles Subject to Being Entered by Powered Industrial Trucks

Wheel Chocks

OSHA has issued an increasing number of citations to postal facilities regarding the lack of wheel chocks on vehicles subject to being entered by powered industrial trucks. A "powered industrial truck" is defined as a mobile power-propelled truck used to carry, push, pull, lift, stack, or tier material.

29 *Code of Federal Regulations* (CFR), OSHA 1910.178 (k) (1), states: "The brakes of highway trucks shall be set and wheel chocks placed under the rear wheels to prevent the trucks from rolling while they are boarded with powered industrial trucks." As with all OSHA regulations, this is the minimum required standard and compliance is mandatory.

The Postal Service policy for chocking motor vehicles is as follows:

- **Vehicles to be Boarded by Powered Industrial Trucks** — The vehicle operator and the powered industrial truck operator must ensure that brakes of highway vehicles are properly set and that wheel chocks are placed under the rear wheels to prevent movement of vehicles that are subject to being boarded by powered industrial trucks. Where the vehicle operator is not available, the powered industrial truck operator must ensure that the wheels of any parked vehicle that they are about to enter with a powered industrial truck are properly chocked before entering the vehicle.
- **Securing Device** — Chocks are optional only when dock locks or other mechanical devices designed to properly secure the vehicle and prevent it from moving are in use. Before entering a vehicle with a powered industrial truck, the powered industrial truck operator must ensure that the dock lock or other securing device is functioning and properly engaged. Chocks must be used in all other situations where no such securing devices (i.e., dock locks, etc.) are used.

Jack Stands

29 CFR, OSHA 1910.178 (k) (3), states: "Fixed jacks may be necessary to support a semitrailer and prevent upending during the loading or unloading when the trailer is not coupled to a tractor." This regulation is not intended to require the use of jack stands on all semi-trailers during loading or unloading. Rather, it is intended for situations where support would be needed to prevent upending of trailers.

The Postal Service policy regarding jack stands on trailers is as follows:

- **Trailers Not Coupled to a Tractor** — When a trailer is not coupled to a tractor, or the landing gear of the trailer is deemed to be defective or unable to withstand the additional weight of a powered industrial truck entering it during loading and unloading, jack stands or other suitable supporting devices may be used to support the front end of trailers where necessary, to prevent upending of the trailer. Defective equipment and or vehicles must be immediately removed from service.
- **Trailers 28 Feet or Less in Length (Pups)** — Jack stands or other suitable supporting devices must be used on trailers 28 feet or less in length that are not coupled to tractors.

Please Post On All Bulletin Boards

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Purchasing and Materials

CORRECTION

Direct Delivery Ordering Procedures From the MDC

In *Postal Bulletin* 22003 (7-29-99), the article on page 74, "Direct Delivery Ordering Procedures From the MDC," noted incorrectly that orders for direct delivery can be placed by Touch Tone Order Entry. However, such orders can be placed only as follows:

- Fax a completed PS Form 7380, *MDC Supply Requisition*, to 785-861-2939.
- Send an F3Fill-completed PS Form 7380 by cc:Mail to MDC Customer Service @ TOKS001L.

- Mail a completed PS Form 7380 to:

SUPPLY REQUISITIONS
500 SW MONTARA PKWY
TOPEKA KS 66624-9702

Please do not direct the public to call Materials Customer Service to place orders. Questions regarding this procedure can be directed to Materials Customer Service at 1-800-332-0317, option 4.

— *Logistics Programs, Purchasing and Materials, 8-12-99*

Professional Services and Consultant Contracts

The Postal Service contracts for professional and consultant services for specific, short-term duties. These suppliers are contracted with because of their specialized knowledge and experience and are sometimes provided Postal Service space and equipment. The following addresses certain aspects of these contracts, specifically, training and use of Postal Service space and equipment:

- The Postal Service will not reimburse professional and consultant suppliers for training costs, including the time spent during the training, regardless of whether the training is provided by the Postal Service or an outside entity. When it is necessary that these suppliers attend training they must pay for it, and the time spent may not be billed to the Postal Service. By a February 3, 1999, memo, the vice president of Human Resources addressed this prohibition, and the information in ELM 14, chapter 7, has been updated to reflect this guidance.

- Contracting officers and purchase teams must also ensure that the Postal Service receives consideration when professional and consultant service suppliers are provided Postal Service space and equipment to perform their contractual duties.

— *Purchasing Policies and Programs,
Purchasing and Materials, 8-12-99*

Retail

SURE MONEY/DINERO SEGURO® UPDATE

\$12 Fee For All Dinero Seguro® Transactions!

Effective Monday, August 23, 1999, Dinero Seguro® will have one fee of \$12 for all transactions. The current transaction limit is \$2,000.00.

Once again, we are taking another big step to show our valuable customers that we have their best interests in mind. By making it affordable to send money to Mexico no matter what the transaction amount, we bring more integrity into the money-by-wire business.

Initially, we followed market trends and the competition to carve our niche in this industry. To discourage money-laundering activities, a rate schedule is the norm for companies that send up to \$10,000.00. With our \$2,000.00 transaction limit and comprehensive real-time Bank Secrecy Act (BSA) reporting system, we stay well within safe money transfer guidelines.

Bottom line: It's good for the customer, so it's good for the Postal Service.

— Business Development Group, Retail, 8-12-99

PC POSTAGE™ UPDATE

PC Postage™ Employee Awareness

The Postal Service recently authorized the first two companies ("providers") that have developed PC Postage™ products to market their products nationally. E-Stamp Corporation and Stamps.com, Inc. have successfully completed all Postal Service testing and evaluation. Other companies with products in field testing are Pitney Bowes, Inc. and Neopost Inc.

Since the first products are now available nationwide, postal employees must be aware of several key issues pertaining to the support of this implementation.

1. PC Postage™ products produce evidence of postage by printing an Information Based Indicia (IBI) that includes both human-readable information and a two-dimensional barcode containing information critical to revenue protection. Each indicia is unique to the mailpiece to which it is applied. *Field postal employees are not responsible for scanning the indicia. Scanning will be handled by the Origin and Destination Information System (ODIS) using standard postal procedures, or by other specially trained employees.* Examples of the indicia that will be produced by these products are included at the end of this article.
2. Indicia produced by PC Postage™ products may be used to indicate postage for single-piece, full rate First-Class Mail, Priority Mail, Express Mail, and Standard Mail (B) classes. International mail and all special services will be available at a future date. The IBI is printed directly onto an envelope or label.
3. A customer must have a USPS-issued license before they can purchase and print IBI postage. The license application and the license are processed through the Centralized Meter Licensing System (CMLS). The appli-

cant will provide all applicable data for Form 3601-A, *Application or Update for a License to Lease and Use Postage Meters*, using the provider's software. The provider will then transfer the information to the Postal Service for issuance of the license. *The CMLS licensing process for PC Postage™ users is entirely electronic. Post offices must not accept or process applications for PC Postage™ customers.*

4. Customers may receive refunds for unmailed pieces that bear a readable and correct two-dimensional barcode. Since post offices do not have the scanning capability necessary to verify the validity of the indicia, the customer must send the pieces to the provider for refund. Refunds will be given to the customer by the provider in accordance with procedures authorized by Metering Technology Management, Headquarters Retail. The provider will be reimbursed by the Postal Service for all legitimate refunds. *Refund requests for PC Postage™ users should be referred to the product provider. Post offices must not accept or process any PC Postage™ refund requests.*
5. Postal clerks should direct all customer inquiries regarding PC Postage™ to the special toll-free number, 1-877-777-4305, or to the USPS website for PC Postage™ at www.usps.com/ibip.
6. Samples of all indicia approved for postage evidencing, including those authorized for national distribution and those still in field test, are shown on page 69 of this *Postal Bulletin*.

The following two indicia have been authorized for national distribution:

E-Stamp Corporation
E-Stamp® Internet Postage



Stamps.com, Inc.
Stamps.com Internet Postage™

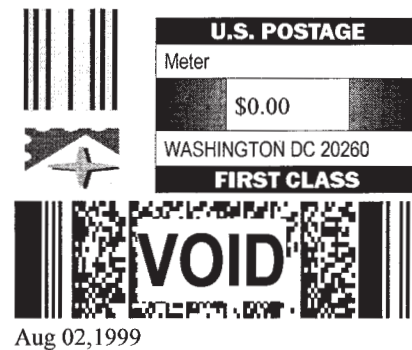


The following four indicia are in field test:

Neopost Inc.
PC Stamp®



Neopost Inc.
PostagePlus™



Pitney Bowes, Inc.
ClickStamp™ Plus



Pitney Bowes, Inc.
ClickStamp Online™



FOR SURE MONEY/DINERO SEGURO® SITES ONLY

Manager Stand-Up Talk: “3 Ways to Send Money to Mexico”

In a continued effort to position itself as a trusted provider of money transfer services out of the United States, the Postal Service will begin a “3 Ways to Send Money to Mexico” bundling campaign at post offices that currently offer the Dinero Seguro® money-by-wire product. Point-of-purchase kits will arrive at the 870 sites by August 20, 1999, with placement instructions within the retail lobby.

Beginning on August 23, 1999, the current 870 Dinero Seguro® post offices will offer three viable choices for customers who need to get their money to family and friends in Mexico. Customers will be presented with these options and will base their decisions on individual needs. Brief descriptions of the three services and their features follow:

1. **Giros Seguros™** (translation: Secure Money Orders). This is the regular Direct International Money Order we currently sell to Mexico. At \$3.00 a money order, it is the most economical of the three choices, but it is also the least secure in that there is a risk of loss or theft in the mail. With this negotiable paper document, the greatest advantage for customers is the freedom to choose a cashing agent with the best exchange rate on any given day. It can take *Giros Seguros™* anywhere from one week to one month to reach the intended recipient.
2. **Efectivo Postal** (translation: Postal Cash). This is a cooperative effort we have been testing in limited scope with the Mexican Postal Administration (SEPOMEX) since February 1999. Efectivo Postal is simply a standard money order service that uses a better back-end process (POST*Net), making the dataflow to foreign postal administrations more streamlined and much faster than standard international money order service. For \$8.50, the customer will purchase an “Authorization to Issue an International Money Order” (ATI) and hand it back to the retail clerk, who will mail the ATI to St. Louis via Priority Mail for electronic processing to Mexico. *Although the ATI clearly states that the customer is to mail the form to St. Louis, we have formed an agreement with SEPOMEX that, at the 870 Sure Money/Dinero Seguro sites, clerks will speed up the process by handling the mailing portion in-house.* SEPOMEX will send out a notice to the recipient to pick up funds at a designated post office. The greatest benefit of Efectivo Postal is that data and money are sent to Mexico electronically, thereby eliminating the risk of theft or loss in the mailflow. However, the customer does not choose a cashing agent. SEPOMEX applies a daily exchange rate on the day the funds are picked up. With Efectivo Postal, it takes approximately 8–12 days from the time of purchase to the time the recipient can pick up the funds.
3. **Dinero Seguro®** (translation: Safe/Secure Money). This is our premier money-by-wire service. Dinero Seguro® has been an active money transfer product since June 1996. It is currently offered in 870 post offices in California, Texas, and Illinois and provides customers with a safe, rapid, and guaranteed way to send their money to family and friends in their home country. Dinero Seguro® offers two important advantages: speed — the money is available in 15 minutes; and security — data and money are transferred electronically from the postal retail window to the cashing agent in the receiving country. Effective August 23, 1999, there is a new pricing structure with a \$12 fee for all transactions up to \$2,000.00. Customers can instantly wire money to any Bancomer bank branch in Mexico. At the time of purchase, the customer knows the exchange rate and amount of pesos the recipient will receive. In addition, the customer is given a free three-minute phone card to call the recipient with crucial transaction information, such as the amount to be picked up in pesos and the confirmation number.

Mexico now accepts three money transfer products from the Postal Service. As a retail clerk, you will directly impact the customer's decision by assessing his or her money transfer needs.

When a customer sending money to Mexico approaches you, ask the following questions to better gauge his or her needs:

How fast do you want the money to get there?

If it is an immediate need within three days, suggest Dinero Seguro®. If the customer can wait more than one week, talk about Efectivo Postal, which costs less and is very secure.

How much do you want to spend?

- Start with the least expensive item — *Giros Seguros™*, at \$3.00 — and explain the features. It must be mailed and can take several weeks to reach its destination, depending on the mail service in the foreign country and when it is mailed.
- Continue with Efectivo Postal, which costs \$8.50. Explain that it does not enter the mailflow and that it will take about ten days for the recipient to receive the funds in pesos at a designated SEPOMEX branch. When SEPOMEX mails out the notice, the recipient is told which branch to go to.
- Finally, briefly explain Dinero Seguro® — there is a \$12 fee for all transactions (current transaction limit is \$2,000.00), money is available in 15 minutes at any Bancomer bank branch throughout Mexico, and a phone card is provided for the call to the recipient.

How much money do you want to send?

Remember that the transfer limit on both Giros Seguros™ and Efectivo Postal is \$700.00. Most individual transfers don't exceed that amount, but if a greater transfer amount is needed (up to the daily limits discussed below), the customer certainly can choose to purchase more than one Giros Seguros™ or Efectivo Postal transfer. For customer ease when security and speed are required, suggest Dinero Seguro®, which has a single purchase limit of \$2,000.00.

Bank Secrecy Act and Money Transfers to Mexico

Remember that there is a purchase restriction of \$10,000.00 per customer per day. That includes any combination of Giros Seguros™, Efectivo Postal, Dinero Seguro®, LibertyCash, and debit card.

Any single purchase or combination purchase of \$1,000.00 or more requires proof of valid identification.

— *Business Development Group, Retail, 8-12-99*

MarketBasket

MarketBasket was introduced in February 1999 to provide districts with the programs, procedures, and policies that address the improvement of corporate goals as they apply to Customer Perfect!

Handbook PO-130, *Postal Products and Services*, was issued to every post office and window clerk of record. The first update to this handbook (PO-130TL2) was just distributed.

In conjunction with the release of this handbook and other MarketBasket tools, a toll-free phone number has been established so that employees can be heard. We encourage all employees to call with comments regarding the effectiveness of existing tools and with suggestions for other tools that could better serve our customers.

The toll-free phone number is 1-888-514-4055. You can leave up to a two-minute message.

— *Retail Operations Support, Marketing, 8-12-99*

Money Orders Cannot Be Purchased With a LibertyCash Card

Effective August 14, 1999, money orders *cannot* be purchased using a LibertyCash card as payment. The current LibertyCash card brochures, item #98LIB02, should be discarded. Training manual pages will soon be updated and distributed to those retail units accepting LibertyCash cards.

— *Marketing, Retail Business Development, 8-12-99*

SERVICE SUSPENSION

Delivery Confirmation Service to APO/FPO Destinations Suspended

As stated in the *Postal Bulletin* 21995 (4-8-99), Delivery Confirmation service is suspended to all APO/FPO destinations. The suspension is necessary until military post offices are equipped to accept and process Delivery Confirmation.

— *Retail Operations, Retail, 8-12-99*



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