

# POSTAL BULLETIN

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## POSTMASTER KIT

### National Card and Letter Writing Week

The U.S. Postal Service celebrates National Card and Letter Writing Week during the week of March 13–17. The theme this year is “There’s someone in your life who’s worth it ... Take the time to write.”

The purpose of National Card and Letter Writing Week is to help customers, friends, and family rediscover the art of letter writing.

During National Card and Letter Writing Week, all postmasters, managers of customer services, and plant managers are asked to inspire others to take the time to write; to do something warm and personal in today’s fast-paced world. If people take the time to write, it will help them collect their thoughts and create a work of art that is cherished by both the sender and the receiver.


The series of suggested activities outlined in this *Postal Bulletin* is designed to help you celebrate National Card and Letter Writing Week in your community. Keep in mind that the art of letter writing is not limited to March 13–17. Year-round encouragement is a worthwhile effort.

### Goal

The goal of National Card and Letter Writing Week is to increase everyone’s appreciation for letter writing. This kit offers suggestions to postmasters, managers of customer services, and plant managers on ways to reach these two goals. The primary suggestion is to start with schools or other organizations a letter writing campaign that encourages students to write letters to senior citizens. Students can share their dreams and aspirations, while seniors can share their experience, strength, and hope.


**There’s someone in your life who’s worth it...Take the time to write.**

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National Card & Letter Writing Week  
March 13-17, 2000

Postmaster Kit



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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 22019: 7690-04-000-3998	PB 22006: 7690-04-000-3985
PB 22018: 7690-04-000-3997	PB 22005: 7690-04-000-3984
PB 22017: 7690-04-000-3996	PB 22004: 7690-04-000-3983
PB 22016: 7690-04-000-3995	PB 22003: 7690-04-000-3982
PB 22015: 7690-04-000-3994	PB 22002: 7690-04-000-3981
PB 22014: 7690-04-000-3993	PB 22001: 7690-04-000-3980
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PB 22012: 7690-04-000-3991	PB 21999: 7690-04-000-3978
PB 22011: 7690-04-000-3990	PB 21998: 7690-04-000-3977
PB 22010: 7690-04-000-3989	PB 21997: 7690-04-000-3976
PB 22009: 7690-04-000-3988	PB 21996: 7690-04-000-3975
PB 22008: 7690-04-000-3987	PB 21995: 7690-04-000-3974
PB 22007: 7690-04-000-3986	PB 21994: 7690-04-000-3973

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

## Getting Started

To locate students, you can contact:

- Classrooms participating in Wee Deliver or *Celebrate The Century* programs.
- Local public, private, and alternative schools.
- Church groups.
- Boys and girls clubs and scouting organizations.
- Local youth program directors.

To find senior citizens, contact:

- Community senior centers, church groups, and local chapters of national groups for senior citizens, such as AARP.
- Nursing and senior care centers.
- Local groups that answered Santa letters over the holiday season.

## Getting Free Stationery for the Students

Greeting card stores, grocery stores, gift shops, and envelope/stationery manufacturers with expired or out-of-date stationery often consider donating it to student projects. Check locally and, if a donation is made, list the organization as a cosponsor of your event in all media releases and formal announcements.

## Student Requirements

Students will be asked to write letters and prepare properly addressed envelopes. The latest addressing information for the general public is included below.

Letters should be addressed in this manner:

RECIPIENT NAME  
INSTITUTION NAME  
INSTITUTION STREET ADDRESS  
CITY STATE ZIP+4

Letters should also have the school's return address.

## Mailing Tips for Customers

- Center the address on the envelope.
- Write, type, or print neatly. Neatly printed numbers are especially important.
- Always include an apartment or suite number in the address.
- Always use and abbreviate the correct directionals: N (for North), W, SW, etc., and AVE (for Avenue), BLVD, ST, etc. Example: N LOVETT AVE.
- Never guess a ZIP Code. Call the post office for the correct one. Use a hyphen when using the ZIP+4 code. ZIP Codes can also be obtained on the Internet at <http://www.usps.com>.

- Use black or blue ink, and avoid pastel felt markers.
- Write a complete return address in the upper left corner.
- If a computer is used, choose 10- or 12-point type.

## How to Mail Student Letters to Seniors

It is suggested that postmasters, managers of customer services, and plant managers provide teachers with two pre-stamped Priority Mail envelopes: one for the class and the other for the adult center to respond. Teachers can deposit the envelope in the regular mailstream. Please provide the complete address of the adult center, including ZIP+4, so students can learn the correct way to address mail.

## Ways to Motivate Student Letter Writers

Suggest to teachers that they have children discuss the role letter writing played in history, including their own family. Read famous letters from history to the students and discuss their impact on our lives. Have the students talk about the way relationships in their family have changed with or without letters.

## Getting Publicity

Working in conjunction with your partners, contact local newspaper, radio, and television stations to cover the event. Use the fill-in-the-blank letter and news release provided in this package. **Note:** Please include addressing tips in all releases to the media.

Ask the school to arrange a field trip to the retirement center after an exchange of letters. This provides a chance to meet, take photos, and build friendships. If you can get permission from both groups, think of inviting the media.

Interactions between young and old make engaging photos and video footage. Participating postmasters, managers of customer services, and plant managers should also attend the event to talk about "taking the time to write" and to recognize any local business or organization that helped make the event possible through donations of postage, stationery, or other items.

For Postal Service assistance and guidance, contact your Public Affairs and Communications representative.

## Other Writing Projects

### Letter Writing Contest

Consider holding a letter writing contest and award a philatelic prize to the winner. Possible topics are "the letter that changed my life," or "why letters are important in today's electronic age." Let your seniors or employees act as judges. Display winning entries at the post office, with the writer's permission.

## Student Projects

- Have students write to a public figure to learn about the importance of letter writing. Students can write to an editor, author, elected official, or business leader.
- Encourage speech classes to study famous letters in history.
- With U.S. troops overseas, this is an excellent opportunity to start a letter writing campaign to soldiers. Students should consider writing a letter to a soldier. With First-Class postage affixed, address the letters to:

ANY SERVICE MEMBER  
OPERATIONS IN THE FRY  
APO AE 09397-0001

*(land forces)*

or

ANY SERVICE MEMBER  
OPERATIONS IN THE FRY  
APO AE 09398-0001

*(personnel aboard ships)*

- Encourage students to write to a family member, especially one who lives far away.
- Have students write about the person or event depicted on the stamp they will be using to mail the letter. This could be a famous person or an event in history, or one of the many subjects that have appeared in our *Celebrate The Century* series.

## Round Robin Letter

An interesting project for large families is to begin a "round robin letter." One family member writes a letter and sends it to a relative who adds his or her letter and, within a week, sends it on to the next relative. The process continues until all family members participate. When the package of letters reaches the first family member, his or her letter is updated and the package is again sent on.

Contact local media about a potential feature story if you are aware of a family using this approach to National Card and Letter Writing Week.

## Thank Those Involved

Write your own letter to the teachers, seniors, media, sponsoring businesses, or other organizations who assisted in making your National Card and Letter Writing Week project a success.

## MEDIA LETTER

Following is a letter to be mailed to encourage local media coverage.

[Insert Name of Editor or Assignment Editor]  
[Insert Name of Newspaper or Broadcast Station Call Letters]  
[Insert Address]  
[Insert City, State, ZIP+4]

Dear Mr./Ms. [Insert Name]:

Since the beginning of recorded history, famous people such as Martin Luther King, Jr. have written letters that shaped the destinies of entire nations. By taking the time to write, some of the most powerful figures of all time have created memoirs that withstood the test of time and still serve as guidelines for today's youth.

With the hectic pace of today's modern world and the instant access made possible by telephones and computers, the importance of the written word is being overlooked or ignored completely. To revitalize interest in the fine art of letter writing, the U.S. Postal Service has designated March 13–17, 2000, as National Card and Letter Writing Week. During this week, our theme reminds everyone that "There's someone in your life who's worth it ... Take the time to write."

As a member of the media, I know you appreciate the value of the written word.

During this week, the [insert city name] Post Office is sponsoring a variety of projects with local schools. The [insert school/student group name, grade, and class] class will learn the importance of letters by [insert project such as hosting a letter writing contest or writing to residents of a nursing home].

I hope I can count on your help in promoting the project by [publishing/airing] the information in the attached news release. Please call me at [insert your telephone number], and I will be happy to provide more information on local and national participation in the project.

Sincerely,

[Insert Your Name]  
[Insert Your Title]

## NEWS RELEASE

Insert your information and print this release, sending it out several days before your event. Follow up with personal phone calls.



# POSTAL NEWS

FOR IMMEDIATE RELEASE  
[Insert Date]

Contact: [Insert Your Name]  
[(XXX) XXX-XXXX]  
Internet: [www.usps.com](http://www.usps.com)

### THERE'S SOMEONE IN YOUR LIFE WHO'S WORTH IT — TAKE THE TIME TO WRITE

[YOUR CITY] — To help revitalize the fine art of letter writing, the U.S. Postal Service is celebrating National Card and Letter Writing Week from March 13–17, 2000. The theme is “There's someone in your life who's worth it ... Take the time to write.”

In [insert city], the week will be celebrated by [give details of your event, including place, time, and description of event].

“This week I'm asking everyone to participate in National Card and Letter Writing Week. Everyone has someone in their life who is worth setting aside some time to write a letter to,” said Postmaster [insert your last name]. “Whether it's your mother, an old friend, or a teacher that changed your life, take the time to write them a letter. They would love to hear from you. Or, if you feel strongly about a cause or an action you feel is unjust, taking the time to write a letter shows how much you care.”

“Why not join me in corresponding with someone?” added [insert your name]. “Show someone how much you care. Take the time to write.”

###

## SPEECH

Postmasters can volunteer to talk to local business organizations such as Kiwanis, Elks, Chamber of Commerce, or Jaycees. Consider inviting another community member to speak about the importance of letters in their life.

The following speech can be adapted to suit your purpose.

**“There’s someone in your life who’s worth it ... Take the time to write.”**

It’s a pleasure to be here today to speak to you about a subject near and dear to my heart: letter writing.

Knowing today’s fast-paced world, setting aside time for extra activities such as letter writing may seem like an impossible task. But consider some of the following benefits of letter writing.

Letter writing has a rich history that has shaped our world. For centuries, it was the primary form of communication between countries and people separated by great distances. Materials were expensive and careful thought was given before pen was set to paper.

As a historical tool, records of early life in our country were drawn primarily from letters sent between relatives. These communications detailed their daily lives and gave us a glimpse into the hardships and conditions that formed our modern way of living.

Of course, while the pace back then was slower, the hardships were greater and daily survival often depended on your ability to find your next meal. But that slower pace allowed for reflection by candlelight, with the knowledge that what you were writing was going to be read and re-read over a lifetime, or perhaps even several lifetimes.

Today, letter writing is becoming a lost art. It is estimated that less than 4 percent of the mail we receive at home includes personal letters.

Very often in our hurried lives we forget the people who mean the most to us. The theme of this year’s National Card and Letter Writing Week is to remind us all that *there’s someone in your life who’s worth it ... Take the time to write.*

Each of us can probably think back to a card or letter we received that touched our lives. A letter from a loved one, an encouraging note from a teacher, or letters received at summer camp meant that someone thought enough of us to take the time to write.

Educating our children in the art of letter writing is the primary goal of this year’s campaign. By bringing together students and senior citizens, we open the doorways to intergenerational relationships that combine the wisdom of today with the hope of tomorrow.

Did any of us come this far without help from someone older and wiser, be it a parent, friend, or mentor? Have we taken the time to say thank you to them? When those two simple words are put in writing, it can brighten the day of the person receiving them.

You could make that act of gratitude last forever by simply taking the time to send a card or letter to that person. If we would all just *take the time to write*, we could give that person a permanent reminder of just how much they mean to us.

And when you think about it, each day finds us all a little bit busier. But letter writing itself can be a relaxing way to end the day. It offers us the opportunity for silent reflection on the day's activities and a chance to express gratitude for the good things that have happened to us that day.

Our hectic pace may force many of us to forget that our lives will one day slow down, or that we will one day wish to share what we have learned with others. Letter writing provides a wonderful outlet for that desire.

A legacy of letters would be a wonderful gift to leave to our children. Our life lessons, both good and not so good, summed up for them to cherish long after we are gone would be a fitting memoir for future generations.

Using only a pen and some paper, letter writers have helped shape our lives. Ideas and beliefs that transformed the world first appeared in letters. We may not all be capable of great words or great deeds, but we can all put pen to paper and touch a life forever.

National Card and Letter Writing Week is March 13–17, 2000. It's your chance to remember that there's someone in your life who's worth it ... Take the time to write.

And when you drop that letter in the mail, employees of the United States Postal Service will take it from there ... and deliver for you.

Thank you.



## MEDIA LETTER FOR A PUBLIC SERVICE ANNOUNCEMENT (PSA)

[Insert Name of Editor]

[Insert Name of Newspaper or Magazine]

[Insert Address]

[Insert City, State, ZIP+4]

Dear Mr./Ms. [Insert Name]:

Since the beginning of recorded history, famous people such as Martin Luther King, Jr. have written letters that shaped the destinies of entire nations. By taking the time to write, some of the most powerful figures of all time have created memoirs that withstood the test of time and still serve as guidelines for today's youth.

With the hectic pace of today's modern world and the instant access made possible by telephones and computers, the importance of the written word is being overlooked or ignored completely. To revitalize interest in the fine art of letter writing, the U.S. Postal Service has designated March 13–17, 2000, as National Card and Letter Writing Week. During this week, our theme reminds everyone that "There's someone in your life who's worth it ... Take the time to write."

As a member of the media, I know that you appreciate the value of the written word.

Locally, the [insert city name] Post Office is sponsoring a variety of projects with local schools. The [insert school/student group name, grade, and class] class will learn the importance of letters by [insert project, such as hosting a letter writing contest or writing to residents of a nursing home].

Enclosed are several public service announcements about the value of letters.

I would greatly appreciate your help in spreading the word about the enduring art of letter writing.

Sincerely,

[Insert Your Name]

Postmaster

Attachment

[Print PSA's on one sheet of paper and attach with letter to newspapers and magazines.]

## Radio Public Service Announcements

Here are some PSAs you can share with your local radio stations. [Copy PSA on two sheets of paper and attach with a letter to radio stations.]

- Celebrate National Card and Letter Writing Week from March 13–17. “There’s someone in your life who’s worth it ... Take the time to write.” (8 seconds)
- In a time when the world seems ruled by instant access, the personal letter is often replaced by a phone call or e-mail. Time may be saved, but much is lost. Nothing touches the heart like a personal card or letter. It is truly a gift of the heart ... a personal, handwritten message in an envelope and a wonderful way to let someone know how you feel. Celebrate National Card and Letter Writing Week from March 13–17. Remember: “There’s someone in your life who’s worth it ... Take the time to write.” (30 seconds)
- You’ll find them in shoe boxes, under beds, and in dresser drawers. Handwritten letters are cherished keepsakes, memories preserved on paper meant to be read and re-read. Think about your circle of friends. Who among them needs a note of support, an expression of friendship, or a word of thanks? Celebrate National Card and Letter Writing Week, March 13–17. “There’s someone in your life who’s worth it ... Take the time to write.” (27 seconds)
- The United States Postal Service will celebrate the value of letter writing through several local initiatives during National Card and Letter Writing Week, March 13–17. “There’s someone in your life who’s worth it ... Take the time to write.” (15 seconds)
- Don’t wait until tomorrow. Do it today. Someone is waiting for your encouragement. Someone needs your expression of friendship. Someone is waiting for an update from you. Celebrate National Card and Letter Writing Week March 13–17. (13 seconds)

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## Sample PSAs

### “Jenny’s Letter”

*I can still remember how I used to wait by the mailbox every Saturday afternoon. We were one of the last houses on our letter carrier’s route, but I knew that the wait would be worth it. My boyfriend was away at college and he would write me every week. Every Saturday, that letter would be in my mailbox.*

*But this particular Saturday, I was late getting to the mailbox, so I wasn’t there when the carrier arrived. When I reached into the mailbox, there was no letter from him. I fought back tears. I had looked forward to hearing about his classes and his friends, but most of all, his love for me. I was heartbroken at the thought of having to go another week without hearing from him and worried over the idea that maybe something awful had happened to him.*

*As I made my way back to the house, a familiar vehicle came down our road in a direction opposite to the one it had traveled not too many minutes before. It was my letter carrier, returning with the letter I was so recently hoping for. My heart leapt at the sight of him and I couldn’t believe how happy I was to receive anything in my life. I was even happier after reading it to find out that my boyfriend was coming home to see me that weekend.*

*That was the weekend he asked me to marry him. It’s been over 20 years since that day, and I still have that letter of hope and dreams — to share with the husband I love so deeply.*

*The Postal Service has designated March 13–17 as National Card and Letter Writing Week. The next time you want to do something special for someone you love, write him or her a letter. There’s someone in your life who’s worth it ... Take the time to write. (64 seconds)*

### ***“The First Letter”***

*Do you know when the first letter was written? Some historians estimate the date at 50 A.D. Others speculate that the time was much earlier. We may never be able to pinpoint the exact date the first written message exchanged hands. However, we do know there are some mighty missives that have withstood the test of time and others that have helped shape our history.*

*The largest surviving collection of English correspondence is the Paston letters written in the fifteenth century, collected as part of evidence in a lawsuit.*

*One of the more memorable letters in history is “The Letter from a Birmingham Jail,” written by Dr. Martin Luther King, Jr., in which he defined his philosophy of nonviolence.*

*But perhaps the most precious letters of all are the ones that express warm feelings to those we love. When you want to show someone how much you really care, send a letter. They’ll remember you forever.*

*Celebrate National Card and Letter Writing Week March 13–17. (55 seconds)*

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### **Letter to the Editor**

Send the letter to the editor below to your local newspaper with a cover letter asking for their support.

Dear Editor:

March 13–17, 2000, has been designated National Card and Letter Writing Week. This is the week everyone is encouraged to write a letter or thank you card to someone in his or her life. The theme is “There’s someone in your life who’s worth it ... Take the time to write.”

The instant access of today’s society is changing the way we communicate and correspond with one another. But, to people around the world who regularly receive notes from “pen pals,” family, and friends, nothing is more cherished or appreciated than a handwritten letter.

I am sure many readers of your newspaper appreciate the fine art of letter writing. As proof, your “Letters to the Editor” section remains one of the most popular forums for the public’s voice.

That is why we invite your readers to help rekindle interest in letter writing. Schools and libraries are encouraged to celebrate the week by promoting letter writing and literacy through planned activities. School children and adults can share in the fun and celebration by writing a letter to someone they care about or to a friend they haven’t seen in years.

Let them know how you feel. There’s someone in your life who’s worth it ... Take the time to write.

## Administrative Services

### Directives and Forms Update

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

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

WWW = USPS webpage = [www.usps.com](http://www.usps.com).

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

F3 = F3 Fill Software.

### New Directives

Document ID	Edition Date	Title	NSN	Org	USPS Source	Public Source
HBK F-85	1/00	Finance Handbook	N/A	FIN	N/A	N/A
HBK PO-230	2/00	Pictorial Cancellations	7610-04-000-5772	MKT	MDC	NCS
HBK PO-440	1/00	Remittance Mail Processing Best Practices	N/A	OPR	BLUE	N/A
KIT 17	4/99	PC-80 Ink Jet Printer Visual Resource Kit	7530-04-000-6444	ENG	MDC	R
MIAS-510-2000-1	2/7/00	Allocating and Renovating Headquarters Space	N/A	FAC	HQO	N/A
MIAS-510-2000-2	2/10/00	Changing Facility Designs After Project Approval	N/A	FAC	IWEB	N/A
MIEL-470-1999-6	12/30/99	Fiscal Year 2000 EVA Variable Pay Program	7690-04-000-8888	HR	MDC, IWEB	N/A
MIEL-810-2000-1	1/25/00	Hearing Conservation Programs	7690-05-000-0326	HR	MDC	N/A
MOPFI-02-01-2000	2/01/00	SP Letter #4, FY2000, RPW and ODIS Policy and Procedure Changes in September 1999 ed., HBK F-75	N/A	FIN	BLUE	N/A
MOPFI-09-10-1999	9/10/99	SPL #3, FY 2000, Parcel Select Endorsement	N/A	FIN	IWEB	N/A
PUB 318	1/00	Reasonable Accommodation Interactive Process	7610-04-000-8893	HR	MDC	N/A

### Revised Directives

Document ID	Edition Date	Title	NSN	Org	USPS Source	Public Source
HBK F-75	9/1/99	Data Collection User's Guide for Revenue, Volume, and Performance Measurement Systems	7610-04-000-2965	FIN	MDC, IWEB	N/A
HBK MS-120-VOL-A	2/17/00	Computerized Forwarding System (CFS) Background Information	7610-03-000-4218	ENG	MDC	R
HBK MS-120-VOL B	2/17/00	Computerized Forwarding System (CFS) Maintenance Information	7610-03-000-4219	ENG	MDC	R
HBK MS-148-VOL-A	1/00	Integrated Mail Handling System (IMHS), Postal Pak Unloader, Type A	7610-03-000-6529	ENG	MDC	R
HBK MS-148-VOL-B	1/25/00	Integrated Mail Handling System (IMHS), Postal Pak Unloader, Type B	7610-03-000-6530	ENG	MDC	R
HBK MS-148-VOL-C	1/25/00	Integrated Mail Handling System (IMHS), Postal Pak Loader	7610-03-000-6531	ENG	MDC	R
HBK MS-148-VOL-D	1/25/00	Integrated Mail Handling System (IMHS), Parts Information	7610-03-000-6532	ENG	MDC	R
HBK PO-508	1/00	Intra-Alaska Mail Service by Air: Instructions for Certificated Carriers and Bypass Shippers	7610-02-000-9992	O	HQO	N/A
DMM ISSUE	1/10/00	Domestic Mail Manual	7610-03-000-9331	MSY	MDC	GPO
ELM ISSUE	12/99	Employee and Labor Relations Manual	7610-02-000-9963	HR	MDC, IWEB	WWW
POS 296	2/00	Notice of Reward	7690-03-000-9335	IS	MDC, IWEB	WWW
PUB 131	2/00	The Postal Service Unsolicited Proposal Program	N/A	PM	BLUE	WWW
TAG 183	2/00	International Parcel Tag	7610-02-000-7107	IBU	MDC	N/A

**Obsolete Directives**

Document ID	Edition Date	Title	Obsolete Date	Replaced By
HBK DM-102	7/89	Bulk Mail Acceptance	10/14/99	N/A
HBK DM-108	4/90	Bulk Mail Acceptance Unit Management Guide	10/14/99	N/A
HBK F-36	7/82	Domestic Probability System for Revenue, Pieces and Weight: Mail Identification Examples	11/5/99	HBK F-75
HBK F-46	9/89	In-Office Cost Sampling System — Mail Identification Examples	1/11/00	N/A
HBK F-55	12/95	Carrier Cost System: City Carrier Route Test Instructions	1/11/00	N/A
HBK F-56	3/95	Carrier Cost System: Rural Carrier Route Test Instructions	1/11/00	N/A
HC 79-21	9/7/79	Space Allocation and Renovation Policy	2/8/00	MI AS-510-2000-1
LAB 104	8/89	Penalty, Permit G-10, Fourth Class	1/27/00	N/A
MI AS-510-94-1	3/11/94	Changes in Facility Design After Project Approval	2/9/00	MI AS-510-2000-2
MI PO-410-92-1	1/6/92	ZIP Code Authorization and Assignment	1/31/00	POM 439

**New Forms**

Form Number	Edition Date	Oldest Usable Date	Title	NSN	Where Used	Unit of Issue	Org	USPS Source	Public Source
PS 3541-NCX	2/00	2/00	Postage Statement — Periodicals With Ride-Along Enclosed Classroom Rates	N/A	PS	SH	MSY	WWW	WWW
PS 3541-NX	2/00	2/00	Postage Statement — Periodicals With Ride-Along Enclosed Nonprofit Rates	N/A	PS	SH	MSY	WWW	WWW
PS 3541-RX	2/00	2/00	Postage Statement — Periodicals With Ride-Along Enclosed Regular and Science-of-Agriculture Rates	N/A	PS	SH	MSY	WWW	WWW
PS 3613	2/00	2/00	Refunds From Advance Deposit Accounts	7530-02-000-9547	PO	SH	FIN	MDC	P/F
PS 3800	2/00	2/00	Receipt for Certified Mail	7530-02-000-9047	PU	EA	MKT	MDC	P/F
PS 3813-P	2/00	2/00	Receipt for Insured Mail — Domestic-International	7530-00-200-9057	PU	EA	MKT	MDS	PO
PS 5401	11/99	11/99	Documentation to Establish a Delivery ZIP Code	N/A	PS	SH	OS	HQO	N/A
PS 6700	8/99	8/99	Property/Evidence Custody Document	7530-05-000-0327	IG	SE	IG	HQO	N/A
PS 6702	8/99	8/99	Access Control Log	7530-05-000-0329	OIG	SH	IG	HQO	N/A
PS 6703	8/99	8/99	Currency Inventory and Certification	7530-05-000-0330	OIG	EA	IG	HQO	N/A
PS 6704	8/99	8/99	Search Warrant Inventory	7530-05-000-0331	OIG	SH	IG	HQO	N/A
PS 6705	8/99	8/99	OIG Property and Evidence Tag	7960-05-000-0328	OIG	EA	IG	HQO	N/A

## Revised Forms

Form Number	Edition Date	Oldest Usable Date	Title	NSN	Where Used	Unit of Issue	Org	USPS Source	Public Source
PS 518	8/99	8/99	Inspection Service Diary	7530-02-000-9939	IC	EA	IS	MDC	N/A
PS 2528	1/00	1/00	Structured On-the-Job Training (SOJT) Certification	7530-03-000-0760	PS	SH	MKT	BLUE	N/A
PS 3502	10/99	10/99	Application for Periodicals Mailing Privileges (Institutions and Societies)	7530-01-000-9923	PU	SH	MKT	MDC	N/A
PS 3602-N	2/00	2/00	Postage Statement — Nonprofit Standard Mail — Permit Imprint	N/A	PU	SH	MSY	IWEB, WWW	WWW
PS 3602-NV	2/00	2/00	Consolidated Postage Statement — Nonprofit Standard Mail — Permit Imprint	N/A	PU	SH	MSY	IWEB, WWW	WWW
PS 3602-PN	2/00	2/00	Postage Statement — Nonprofit Standard Mail — Postage Affixed	N/A	PU	SH	MSY	WWW	WWW
PS 3602-PNV	2/00	2/00	Consolidated Postage Statement — Nonprofit Standard Mail — Postage Affixed	N/A	PU	SH	MSY	IWEB, WWW	WWW
PS 3849	11/99	11/99	Delivery Notice/Reminder/Receipt	7530-01-000-9716	PO	SH	MKT	MDC	N/A

## Correction (changes highlighted in bold)

Document ID	Edition Date	Oldest Usable Date	Title	NSN	Org	Where Used	Unit of Issue	USPS Source	Public Source
PS 5639	<b>6/94</b>	<b>6/94</b>	Express Mail Corporate Account Application	7530-02-000-9488	MSY	PU	SH	MDC	N/A

— Public Affairs and Communications, 3-9-00

## Child Alert Program

March 2000

### Have You Seen Any of These Children?

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



**Marcella Luom**  
 Born: 1-4-84  
 Date Missing: 8-27-99  
 Missing From: Aberdeen, NC



**Anastasiya Ovetsky**  
 Born: 8-14-82  
 Date Missing: 7-19-99  
 Missing From: East Brunswick, NJ



**Alexandria Kirby**  
 Born: 11-11-83  
 Date Missing: 10-12-99  
 Missing From: Boston, MA



**Violeta Alovic**  
 Born: 12-14-83  
 Date Missing: 11-9-99  
 Missing From: Astoria, NY



**Griselda Aguayo**  
 Born: 9-4-86  
 Date Missing: 12-2-99  
 Missing From: Long Beach, CA



**Dinisa Harville**  
 Born: 6-22-82  
 Date Missing: 6-22-99  
 Missing From: Staten Island, NY

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

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

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

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

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

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



March 2000

## Have You Seen Any of These Children?

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



**Anja Divjak**  
 Born: 9-3-82  
 Date Missing: 8-13-99  
 Missing From: Washington, DC



**Donavon Thomas**  
 Born: 5-2-84  
 Date Missing: 6-13-99  
 Missing From: Loxanatchee, FL



**Darren Williams**  
 Born: 3-9-95  
 Date Missing: 6-6-99  
 Missing From: Houston, TX



**Jordan Ryken**  
 Born: 3-7-95  
 Date Missing: 8-27-99  
 Missing From: Spokane, WA



**Tawney Dolciame**  
 Born: 10-19-95  
 Date Missing: 11-18-99  
 Missing From: Colorado Springs, CO



**Xiana Fairchild**  
 Born: 7-8-92  
 Date Missing: 12-9-99  
 Missing From: Vallejo, CA

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

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

# Customer Relations

## Mail Alert

The mailings below will be deposited in the near future. Offices should honor the requested home delivery dates. Mailers wishing to participate in these alerts, for mailings of

1 million pieces or more, should contact Business Service Network Operations at 800-419-2769 at least one month preceding the requested delivery dates.

Title of Mailing	Class and Type of Mail	Requested Delivery Dates	Number of Pieces (Millions)	Distribution	Presort Level	Comments
JC Penney Spring Children	Standard A/ Catalog	3/17-3/20	4.8	Nationwide	CarRt	Quebecor World
JC Penney Million Dollar Jewelry	Standard A/ Booklet	3/18-3/21	8.0	Nationwide	CarRt	Harte-Hanks
Smithsonian Catalogue Summer 1	Standard A/ Catalog	3/20-3/23	1.5	Nationwide	CarRt, 3/5-Digit, Basic, Barcoded	Quad Graphics, Lomira, WI; 8" x 8", 72 pages
Billy Graham Letter	Standard A/ Letter	3/20-3/31	2.0	Nationwide	3/5-Digit, Basic	Minneapolis, MN; 3 7/8" x 7 1/8" envelope
JC Penney Summer Update	Standard A/ Catalog	3/25-3/30	9.5	Nationwide	CarRt	RR Donnelley
Territory Ahead Summer 1	Standard A/ Flat	3/27-3/29	2.0	Nationwide	CarRt, 3/5-Digit	RR Donnelley, Lancaster, PA; 72 pages
Seventh Avenue	Standard A/ Catalog	3/27-3/30	1.0	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	3/27-3/31	1.3	Nationwide	CarRt, 3/5-Digit, Basic	Minneapolis, MN; 8" x 10 5/8" magazine
Sally Beauty Supply	Standard A/ Letter	3/29-3/31	2.5	Nationwide	CarRt, 3/5-Digit, Residual	COMPASS, Dallas, TX
Current Spring 2000	Standard A/ Flat	4/3-4/7	2.4	Nationwide	CarRt, 3/5-Digit, Basic	Quad Graphics, Saratoga Springs, NY

— Business Service Network Operations, Sales, 3-9-00

# Domestic Mail

## DMM REVISION

### Postage and Fees Refunds: Unused Adhesive Stamps and Stamps Affixed to Unmailed Matter

Effective March 9, 2000, the *Domestic Mail Manual* (DMM) is revised to clarify that payments may be made in some cases for unused adhesive stamps and adhesive stamps affixed to unmailed matter. The purpose of this revision is to allow the Postal Service to test programs that involve the use of postage stamps to pay for goods and services.

Under P014.2.7, the Postal Service disallows refunds for unused adhesive stamps and adhesive stamps affixed to

unmailed matter. While this policy is necessary to promote the efficiency of ordinary retail operations, the current language hampers the testing and development of innovative marketing programs such as the Micropayment Program.

Under the Micropayment Program, vendors would be allowed to receive payments for goods and services, priced between \$1.00 and \$10.00, in the form of postage stamps affixed to a postcard or a similar item. The vendors would return the

stamps to the Postal Service and receive refunds in an amount less than the face value of the stamps. The revised P014.2.7 will more clearly allow payment for unused adhesive stamps and stamps affixed to unmailed matter in connection with marketing programs approved by the Senior Vice President for Marketing, thus allowing tests of the Micropayment Program and similar initiatives to proceed.

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

**Domestic Mail Manual (DMM)**

**P Postage and Payment Methods**

**P000 Basic Information**

**P010 General Standards**

\* \* \* \* \*

**P014 Refunds and Exchanges**

\* \* \* \* \*

**2.0 POSTAGE AND FEES REFUNDS**

\* \* \* \* \*

- 2.7 Unallowable Refunds**
- Refunds are not made for the following:
- a. An application fee to use permit imprints.
  - b. Collect on delivery (COD), Express Mail insurance, insured, and registered fees after the USPS accepts the article, even if the article is later withdrawn from the mail.
  - c. Unused adhesive stamps (may be exchanged under 1.1 through 1.5).
  - d. Adhesive stamps affixed to unmailed matter.

These limits on refunds are not intended to prohibit payments for unused adhesive stamps and adhesive stamps affixed to unmailed matter in connection with an authorized marketing program.

\* \* \* \* \*

— Core Business AdMail, 3-9-00

*DMM REVISION*

**Changes in Procedures for Standard Mail Destination Entry Mailings**

Effective March 12, 2000, *Domestic Mail Manual* (DMM) E651.3.0 and E652.4.0 are revised to change the minimum frequency for recurring appointments from once a month to once a week.

In addition, this revision requires that if a mailer requests a recurring appointment at a destination delivery unit (DDU) for a Standard Mail (A) or Standard Mail (B) mailing, then the ZIP Codes of the mail being deposited must be provided at the time of request. Also, to be consistent with current standards for Standard Mail (A), a change is being made to provide for the redirection of Standard Mail (B) by the Postal Service to a facility other than the one designated by the mailer.

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

**Domestic Mail Manual (DMM)**

**E Eligibility**

\* \* \* \* \*

**E600 Standard Mail**

\* \* \* \* \*

**E650 Destination Entry**

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

\* \* \* \* \*

**3.0 DEPOSIT**

\* \* \* \* \*

*[Redesignate 3.3 through 3.11 as 3.4 through 3.12 respectively; add new 3.3 to read as follows:]*

- 3.3 Appointments**
- Appointments must be made for destination entry rate mail as follows:
- a. Except for a local mailer under 4.0 and mailings of perishable commodities, appointments for deposit of destination entry rate mail at BMCs, ASFs, and SCFs must be scheduled through the appropriate appointment control center at least one business day in advance. Same-day appointments may be granted by a control center only through a telephone request. All appointments for BMC loads must be scheduled by the appropriate BMC control center. Appointments for SCFs and ASFs must be scheduled through the appropriate district control center. Appointments may be made up to 30 calendar days before a desired appointment date. The mailer must adhere to the scheduled mail deposit time and location. The

mailer must cancel any appointment by notifying the appropriate control center at least 24 hours in advance of a scheduled appointment.

- b. Electronic appointments may be made by a mailer or agent using a USPS-issued computer logon ID. Electronic appointments or cancellations must be made at least 12 hours before the desired time and date. All information required by the USPS appointment system regarding a mailing must be provided.
- c. For deposit of DDU mailings, an appointment must be made by contacting the DDU at least 24 hours in advance. If the appointment must be canceled, the mailer must notify the DDU at least one business day in advance of a scheduled appointment. Recurring appointments are allowed if shipment frequency is once a week or more often.
- d. When Periodicals are transported together with Standard Mail (A) or Standard Mail (B) as a mixed load (E250), an appointment must be obtained for deposit at a destination entry facility.

[Revise heading of redesignated 3.4 to read as follows:]

**3.4 Advance Scheduling**

[Amend 3.4 by revising 3.4a, b, c, and d to read as follows:]

Except under 4.0, a mailer must schedule deposit of destination rate mailings at least 24 hours in advance by contacting the proper district or BMC control center or destination delivery unit. Appointments at delivery units must be made by calling the delivery unit at least 24 hours in advance. Appointments for ASFs, SCFs, or for any multistop loads must be made through the USPS district control center. Appointments for BMC loads must be scheduled by the proper BMC control center. When making an appointment, or as soon as available, the mailer must provide the control center or DDU with the following information:

- a. Mailer's name and address and, when applicable, the name and telephone number of the mailer's agent or local contact.
- b. Description of what is being mailed, product name, number of mailings, volume of mail, how prepared, and whether containerized (e.g., pallets). For DDU entries, the mailer also must provide the 5-digit ZIP Code(s) of the mail being deposited.
- c. Where mailing was verified.
- d. Postage payment method.

\* \* \* \* \*

**3.6 Redirection by USPS**

[Revise redesignated 3.6 to read as follows:]

A mailer may be directed to transport destination entry rate mailings to a facility other than the designated DDU, SCF, or BMC

due to facility restrictions, building expansions, peak season mail volumes, or emergency constraints.

\* \* \* \* \*

[Amend heading of 3.8 by changing "standing" to "recurring" to read as follows:]

**3.8 Recurring Appointments**

[Revise redesignated 3.8 to read as follows:]

A mailer may request recurring appointments, renewable for a 6-month period, by writing to the BMC control center or the district control center that administers the service area in which the destination facility is located. The mailer must present comparable mailings (by product and volume) on a consistent frequency of at least once a week. Failure to adhere to scheduled appointment procedures can cause revocation of the recurring appointment.

\* \* \* \* \*

**E652 Parcel Post**

\* \* \* \* \*

**4.0 DEPOSIT**

\* \* \* \* \*

[Redesignate current 4.6 through 4.11 as 4.7 through 4.12, respectively; add new 4.6 to read as follows:]

**4.6 Redirection by USPS**

With the exception of mail deposited under 1.3e, a mailer may be directed to transport destination entry rate mailings to a facility other than the designated DDU, SCF, or BMC due to facility restrictions, building expansions, peak season mail volumes, or emergency constraints.

[Revise heading of redesignated 4.7 to read as follows:]

**4.7 Advance Scheduling**

[Amend redesignated 4.7b by adding second sentence to read as follows:]

When making an appointment, or as soon as available, the mailer must provide the control center or DDU with the following information:

\* \* \* \* \*

- b. Description of what is being mailed, product name, number of mailings, volume of mail, how prepared, and whether containerized (e.g., pallets). For DDU entries, the mailer also must provide the 5-digit ZIP Code(s) of the mail being deposited.

\* \* \* \* \*

**4.8 Deposit Conditions**

[Amend redesignated 4.8b by changing the frequency from “once a month” to “once a week” to read as follows:]

Deposit of mail also is subject to these conditions:

\* \* \* \* \*

- b. A mailer may request recurring appointments, renewable for a 6-month period, by writing to the BMC control center or the district control center that administers the service area in which the destination facility is located. The mailer

must present comparable mailings (by product and volume) on a consistent frequency of at least once a week. Failure to adhere to scheduled appointment procedures can cause revocation of the recurring appointment.

\* \* \* \* \*

— *Operational Requirements, Operations Planning and Processing, 3-9-00*

*DMM CORRECTION*

**Pickup Fees**

Effective March 9, 2000, *Domestic Mail Manual* (DMM) D010.3.2 is revised to delete the reference to 1-800-ASK-USPS. This corrects the DMM revision published in *Postal Bulletin 22017* (2-10-00).

Customers *should not* call 1-800-ASK-USPS to schedule pickup service. Instead, all customers should call 1-800-222-1811.

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

**Domestic Mail Manual (DMM)**

**D Deposit, Collection, and Delivery**

**D000 Basic Information**

**D010 Pickup Service**

\* \* \* \* \*

**3.0 ON-CALL SERVICE**

\* \* \* \* \*

**3.2 Requesting a Pickup**

A customer may obtain information about the availability of pickup service and schedule a pickup by calling 1-800-222-1811. Pickups are made within 2 hours of the request. A pickup can be made later than 2 hours after the request if the customer and the serving post office agree and service is not adversely affected. Depending on the time of the request and the delivery schedule of the serving post office, the pickup may be deferred to the next business day. When scheduling a pickup, the customer must indicate the quantity of mail to be picked up.

— *Mail Preparation and Standards, Pricing and Product Design, 3-9-00*

*CORRECTION*

**Labeling List Changes**

The labeling list revision to *Domestic Mail Manual* (DMM) L803 was incorrect in *Postal Bulletin 22018* (2-24-00). The corrected table appears below.

**Domestic Mail Manual (DMM)**

\* \* \* \* \*

**L Labeling Lists**

**L800 Automation Rate Mailings**

\* \* \* \* \*

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

\* \* \* \* \*

Column A Originating ZIP Codes	Column B Label to
Change From: 206, 207	MXD SOUTHERN MD 206
Change To: 206, 207	MXD SOUTHERN MD 207

— Logistics, Network Operations Management, 3-9-00

REMINDER

**Mailing Adult Birds**

Only the types of adult fowl or birds specifically named in *Domestic Mail Manual* (DMM) C022.3.3 and 3.4 are eligible for mailing in domestic mail. No other types of adult birds (including: canaries, emus, finches, parakeets, parrots, etc.) may be sent through the mail. Postal Service standards covering the mailability of adult birds are based on these factors:

- Humane consideration and the ability of the live animals to survive without food or water while in transit.
- Possible health hazards to postal employees.
- Possible damage to other mail and postal equipment.

All types of fowl and birds are prohibited in international mail. As information, day-old poultry or birds may be mailed as domestic mail only as allowed in DMM C022.3.1.

**Adult Fowl**

Under DMM C022.3.3, adult turkeys, guinea fowl, doves, pigeons, pheasants, partridges, and quail, as well as ducks, geese, and swans, are mailable in domestic mail. These types of birds must be sent via Express Mail in biologically secure containers that have been approved by the manager, Business Mail Acceptance, USPS Headquarters (see DMM G043 for address). The number of birds per mailpiece must not exceed the limits of the container as specified by the manufacturer and each bird must weigh more than 6 ounces. Currently, three firms manufacture and distribute biologically secure containers that have been approved for mailing the types of adult birds allowed in 3.3. These firms are:

HORIZON MICRO-ENVIRONMENTS  
133 BOWEN FARM RD  
CRAWFORD GA 30630-1800  
800-443-2498

TANNER PRODUCTS CO (NOTE NEW ADDRESS)  
410 N NEWSTEAD AVE STE 2-S  
SAINT LOUIS MO 63108-2643  
800-723-3663

PLASTI-CRATE INC  
2118 HWY 31 NE  
WAVERLY KS 66871-0456  
785-733-2747

**Adult Chickens**

Under DMM C022.3.4, adult chickens may be mailed only in domestic mail when sent as Express Mail. The containers used to mail adult chickens must pass the standards in the International Safe Transit Association (ISTA) Test Procedure 1A, which are contained in Publication 2, *Packaging for Mailing* (January 1998). The containers must be designed to remain intact during normal handling, be constructed to totally confine the adult chickens, contain shavings or other material to prevent damage to the bottom of the container, and be ventilated properly to ensure humane treatment during transit. The number of adult birds per mailpiece must not exceed the container manufacturer's limit.

**Indemnity**

Under the applicable standards, indemnity for a mailpiece containing adult birds may be paid only for loss of, damage to, or rifling of the parcel. Indemnity may not be paid for death of the adult birds during transit if there is no visible damage to the container.

**Arrangements**

Post offices may ask customers to make advance arrangements to ensure the availability of Express Mail service from the point of origin to the point of destination, and to ensure that adequate postal and nonpostal equipment to handle the shipment is available.

**Acceptance**

DMM C022.3.11 states that a mailpiece containing live animals that cannot reach its destination in a viable condition should not be accepted. Factors that can be taken into consideration in assessing the viability of a mailpiece containing live animals include use of proper packaging methods that protect against suffocation and crushing during transport, expected time in transit, and very extreme weather conditions (i.e., outside of normal ranges). However, this provision does not extend postal personnel the authority to refuse mailpieces containing live animals that are properly packaged or to impose local blackout periods for reasons based on temperature conditions,

heavy mail volumes, etc. Postal acceptance personnel must have reasonable justification to refuse a mailpiece, and before taking any such action they must confer with the manager, business mail entry, at their district office or their rates and classification service center (RCSC), as appropriate.

### Postal Handling

Any mailpiece containing live birds must be handled with care and sensitivity by postal employees. Such mailpieces should not be commingled with other mailpieces that could cause damage to their mailing containers or to other mail while in transit.

The Postal Service's Traffic Control System may be used to advise destination and transfer offices when any significant

quantities of animals are moving through the mail. Becauseailable adult birds must be sent using Express Mail service, their movement almost always involves air transportation. Postal personnel must assign and tender mailpieces containing adult birds to commercial/cargo air carriers as outside parcels. Flight assignment may only be made to certified airlines that are authorized to transport adult birds and whose corporate policy permits the carriage of adult birds aboard their aircraft. Postal field personnel should also ensure that the duration of any movement on ground transportation (via trucks) is limited to a four-hour time period.

— *Business Mail Acceptance,  
Marketing Technology Channel Management, 3-9-00*

## Certification Process — Privately Printed Barcoded Special Services Labels and Forms

The new special services label and form redesign is being implemented to include a new numbering format and barcode. The following labels and forms have been redesigned to take advantage of the new scanning technology used by the Postal Service:

- PS Form 3800, *Receipt for Certified Mail*.
- PS Form 3813-P, *Receipt for Insured Mail — Domestic – International*.
- Label 200, *Registered Mail*.
- PS Form 3804, *Return Receipt for Merchandise*.

### Postal Service-Printed Labels

Effective March 2000, customers using Postal Service-printed labels will be required to use the new barcoded labels. Labels have recently been shipped to post offices and must be put into immediate use in post offices and by customers using postal-printed labels and forms.

### Privately Printed Labels

Effective June 10, 2000, all customers using privately printed special services forms and labels must contain certified barcodes. The barcodes must have received certification from the Postal Service to ensure that the barcoded labels meet the technical requirements defined in Publication 109, *Special Services Technical Guide — Postal Forms and Labels (Domestic Services Only)*.

Publication 109 will be available by March 15 on the Postal Service Internet, <http://www.usps.com> (click on *Business Center*, then *Official Postal Service Publications*). Copies will also be printed and distributed to all postal organizations that have customer contact. Instructions for ordering additional copies will be provided in a future *Postal Bulletin*.

Publication 109 provides detailed information for mailers and vendors interested in printing their own barcoded special

services labels. Mailers and vendors who wish to print their own labels must complete the following steps to be certified by the Postal Service:

1. First, submit a minimum of three privately printed preproduction samples to the local Manager, Business Mail Entry, for review and approval by the mailpiece design analyst. Label producers wishing to print PS Form 3800 must also receive approval for the fluorescent taggant (see Publication 109, section 2-3.4.1, for further instructions). Privately printed labels must be nearly identical in design and color to the Postal Service-printed labels.
2. Next, complete PS Form 109, *Application to Print Special Services Barcoded Forms/Labels*, found in the appendix of Publication 109, and fax it to 202-268-7596 or mail it to the following address:

SPECIAL SERVICES CERTIFICATION  
US POSTAL SERVICE  
475 L'ENFANT PLAZA SW RM 4200NB  
WASHINGTON DC 20260-4299

Upon receipt of this application the Postal Service will send a Special Services Test Kit containing all of the information necessary for certification.

3. Complete the Special Services Test Kit and provide 20 sample barcoded forms and/or labels generated by each printer for evaluation and approval to the following address:

BARCODE CERTIFICATION  
NATIONAL CUSTOMER SUPPORT CENTER  
US POSTAL SERVICE  
6060 PRIMACY PKY STE 201  
MEMPHIS TN 38188-0001

4. In the event that barcode print quality falls out of tolerance on privately printed forms or labels after approval has been granted, the Postal Service will contact the producer of those forms or labels and will initiate an effort to jointly resolve the problem. Should circumstances warrant,



the printing and use of privately printed forms or labels may be discontinued until a label producer's printing process is re-certified.

As noted above, vendors and mailers who choose to privately print PS Form 3800 must receive approval for the fluorescent taggant used on this label. Samples must be sent for testing and approval to:

MANAGER TEST AND EVALUATION  
 US POSTAL SERVICE  
 8403 LEE HWY 2ND FL  
 MERRIFIELD VA 22082-8133

**Label and Form Numbering**

Mailpiece design analysts will no longer issue blocks of numbers to be used by mailers. Postal Service-provided numbers are being replaced by customer-generated barcode ID numbers. This new package identification code (PIC) is comprised of four fields totaling 20 characters. The four required fields are:

1. **Service Type Code (STC):** A two-character number that identifies the type of service or product for each item.
2. **Customer ID:** A nine-digit DUNS® number that uniquely identifies the originating customer. Customers may request their nine-digit customer ID (DUNS® number) from their postal representative or by contacting Dun and Bradstreet by telephone at 1-800-333-0505 or via the

Internet at <http://www.dnb.com>. A DUNS® number is required for all privately printed labels. In the event that a mailer is using labels that already have pre-printed barcodes produced by a third-party vendor, the DUNS® number for the vendor will be required. If the mailer is printing the barcode onto a generic stock label, then the mailer's DUNS® number will be required.

3. **Identifier Serial Number (PSN):** Customers self-assign an eight-character-fixed sequential number.
4. **Check Digit:** A one-character number calculated by the check digit algorithms.

Refer to Publication 109 for more detailed information.

Private printers/vendors must comply with these new requirements no later than June 10, 2000. Please refer to Publication 109 for privately printed form and label instructions.

Any mailers or vendors unable to meet the June 10, 2000, deadline must contact John Dorsey, Manager, Special Services at [jdorsey@email.usps.gov](mailto:jdorsey@email.usps.gov) or:

JOHN W DORSEY  
 US POSTAL SERVICE  
 475 L'ENFANT PLAZA SW RM 5541  
 WASHINGTON DC 20260-2409

— *Special Services,  
 Core Business Marketing, 3-9-00*

# Fraud Alert

## Withholding of Mail Orders

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

State/City	Names Covered
AZ, Tempe 85281-1900	Coupons Unlimited, 904 N. Scottsdale Road Bldg. A, Suite 780
CA, Anaheim Hills 92807-3296	Any And All Names, 5753-G E. Santa Ana Canyon Road PMB 105
CA, Culver City 90230-5774	Any And All Names Except The Surname Kamel, 4641 Stoner Avenue, Apt. 1
CA, Long Beach 90802-4908	Any And All Names, 404 E. 1st St., PMB 635
CA, Los Angeles 90020-4108	Any And All Names Except The Surname Santos, 414 S. Manhattan Place, Apt. 212
CA, North Hollywood 91601-3774	Any And All Names, 11225 Magnolia Blvd., PMB 132
CO, Lakewood 80215-4973	Any And All Of Various Last Names Other Than The Last Names Of Galarza, Colon, Or Perez, 1031 Ammons Street
ME, Portland 04104-0411	Any And All Names Except Mark Sinclair And Anna Preston, P.O. Box 10411
PA, Philadelphia 19145-1809	Any And All Of Various Names Other Than The Surname Taylor, 1726 S. Ringgold Street
TX, Arlington 76012-7746	Any And All Of Various Names Except The Surname Archie, P.O. Box 121746
TX, Fort Worth 76105-8138	Any And All Of Various Names Except The Surname Archie, P.O. Box 51138
TX, Houston 77019-4946	Commercial Product Supply, 1436 W. Gray Street, Suite 218
TX, Keller 76244-0202	Any And All Of Various Names Except The Surname Davis, P.O. Box 202
TX, Roanoke 76262-0873	Any And All Of Various Names Except The Surname Davis, P.O. Box 873
TX, Roanoke 76262-2051	Any And All Of Various Names Except The Surname Davis, P.O. Box 2051

— *Recorder's Office, Judicial Officer, 3-9-00*

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

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

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

listed appear in the *Postal Bulletin*. The actual serial numbers consist of the first 10 digits on the money orders. Check for altered dollar amounts by holding money orders to the light.

011 582 1889 to 011 582 1899	387 314 5574 to 387 837 6300 to	5599 6399	403 260 7000 to 403 280 6470 to	7499 6499	417 930 9533 to 418 164 6500 to	9599 6799
011 588 2900 to 011 588 3099	388 828 0656 to 389 696 2400 to	0699 2799	403 685 8600 to 404 003 0300 to	8699 0399	418 423 9863 to 418 633 5922 to	9899 5999
013 289 6176 to 013 289 6199	389 846 3104 to 389 846 3145 to	3135 3195	404 041 8838 to 404 071 4268 to	8899 4299	418 719 8520 to 418 744 2235 to	8599 2299
014 932 1000 to 014 932 1099	389 887 9211 to 389 887 9234 to	9230 9299	404 347 5356 to 404 347 5548 to	5399 5599	418 962 2848 to 419 543 0286 to	2899 0299
014 972 0800 to 014 972 0899	<b>390 001 3182 to 390 001 3500 to</b>	<b>3199 3699</b>	404 726 4500 to 404 961 5001 to	4599 5199	419 730 0300 to <b>420 277 0015 to</b>	0399 <b>0049</b>
210 221 0548 to 210 221 0599	390 545 5974 to 391 104 6146 to	5999 6199	405 325 0188 to 406 009 4587 to	0198 4599	420 599 0734 to 420 661 4115 to	0798 4199
273 070 8059 to 273 070 8099	391 574 1466 to 391 783 3020 to	1499 3599	406 260 6830 to 406 459 6641 to	6899 6999	420 758 9500 to 420 969 3951 to	9699 3971
273 775 7700 to 273 775 7899	391 792 6100 to 392 668 2956 to	6199 2999	406 733 3000 to 407 545 1557 to	3999 1599	420 969 3973 to 421 116 3565 to	3999 3599
302 000 0000 to 302 123 9999	392 854 8500 to 393 584 7566 to	8899 7699	407 594 0412 to 407 692 9100 to	0599 9299	421 130 9300 to 421 313 4500 to	9399 4999
349 746 2056 to 350 518 7350 to	393 650 0074 to 393 838 8316 to	0099 8499	407 959 2190 to 408 265 2275 to	2199 2288	421 364 5537 to 421 656 2609 to	5599 2699
360 011 1690 to 360 168 6008 to	393 893 6007 to 394 126 6907 to	6099 6999	408 499 7700 to 408 499 7900 to	7799 7999	421 988 9700 to 422 172 4667 to	9799 4699
360 173 8800 to 360 324 2326 to	394 189 0405 to 394 822 3243 to	0599 3278	408 682 8484 to 408 698 7015 to	8599 7099	422 484 4212 to 422 556 1270 to	4299 1299
362 861 3064 to 373 006 2176 to	394 990 1810 to 395 343 3264 to	1899 3299	409 072 3941 to <b>410 491 2311 to</b>	3999 <b>2399</b>	422 587 7024 to 422 819 7533 to	7099 7599
374 768 2600 to 375 169 4400 to	395 373 3035 to 395 396 9649 to	3099 9799	410 694 8400 to 410 775 1500 to	8599 1599	422 842 5073 to 422 907 7563 to	5087 7599
375 829 3400 to 375 851 9100 to	395 970 3240 to 397 622 4054 to	3299 4099	410 795 7927 to 410 867 0917 to	7999 0966	424 500 6050 to 424 641 8500 to	6099 8599
376 196 0911 to 378 085 3679 to	397 819 8902 to 398 149 7200 to	8999 7699	410 867 0970 to 411 868 1023 to	0999 1199	424 871 6600 to 425 298 2352 to	6699 2399
378 351 1063 to 379 843 5100 to	399 070 0872 to 399 156 7119 to	0899 7199	411 922 2322 to 412 193 0900 to	2399 0999	425 418 4269 to 425 418 4405 to	4299 4499
<b>380 093 9600 to 380 165 1165 to</b>	399 203 5064 to 399 296 9910 to	<b>9699 5099</b>	412 395 8599 to 412 485 6500 to	8699 6599	426 547 4566 to 427 412 6337 to	4599 6499
381 325 4500 to 381 604 2510 to	399 396 8935 to 399 792 7775 to	9999 7799	412 485 6610 to 412 885 5953 to	6699 5999	427 481 0900 to 428 027 2742 to	0999 2752
381 645 9525 to 383 314 3968 to	399 792 8300 to <b>400 427 1051 to</b>	8399 <b>1999</b>	414 193 3608 to 414 193 3677 to	3674 3699	429 474 4172 to 429 889 2900 to	4199 2999
383 892 1000 to 383 892 1382 to	401 045 1505 to 401 045 1571 to	1549 1599	414 411 7348 to 414 640 0757 to	7399 0799	<b>430 150 4401 to</b> 430 172 9800 to	<b>4599</b> 9899
384 925 3641 to 385 568 2331 to	401 294 2700 to 401 310 9505 to	2799 9599	414 965 1727 to 417 302 8104 to	1799 8199	430 177 1900 to 430 444 9500 to	2099 9699
385 599 7554 to 385 774 2024 to	401 382 5312 to 402 578 7876 to	5399 7899	417 387 6532 to 417 496 6800 to	6599 6999	430 664 4070 to 432 168 8419 to	4099 8499
386 624 1412 to 386 883 8936 to	403 125 6744 to	6799	417 871 9250 to	9299	432 708 6800 to	6999

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

500 070 5725	to	7799	615 017 7505	to	7599	638 042 1647	to	1699	648 892 3164	to	3199
<b>600 645 3223</b>	<b>to</b>	<b>3299</b>	617 711 6609	to	6699	638 049 4984	to	4999	649 100 3989	to	3999
601 339 1200	to	1399	617 760 5266	to	5299	638 318 1115	to	1199	649 647 0370	to	0399
601 653 5884	to	5899	617 813 3601	to	3699	638 318 1453	to	1499	649 647 0522	to	0599
601 661 7700	to	7799	618 840 9200	to	9299	638 885 0000	to	0299	649 647 5237	to	5399
601 682 5343	to	5399	619 551 7229	to	7299	638 903 4362	to	4373	649 647 9100	to	9299
601 928 1600	to	1699	619 859 3000	to	3099	639 415 1929	to	1999	649 666 7800	to	8299
602 512 2972	to	2999	<b>620 073 9400</b>	<b>to</b>	<b>9499</b>	639 415 2019	to	2099	<b>650 114 7707</b>	<b>to</b>	<b>7719</b>
602 555 2400	to	2799	621 614 7907	to	7930	639 420 6200	to	6299	650 130 3400	to	3599
602 829 7061	to	7099	621 614 7932	to	7999	639 469 3517	to	3799	650 213 0406	to	0499
603 483 9572	to	9599	621 648 8021	to	8199	639 605 2143	to	2199	650 555 1749	to	1799
603 490 7200	to	7299	621 648 8500	to	8599	639 657 8600	to	8799	650 564 1900	to	1999
603 678 7100	to	7199	621 904 8351	to	8599	<b>640 289 7500</b>	<b>to</b>	<b>7599</b>	650 627 4212	to	4299
603 678 7662	to	7699	621 916 1978	to	1989	640 289 7700	to	7999	650 736 2043	to	2099
603 678 7902	to	7999	622 989 8032	to	8099	641 170 4420	to	4499	650 739 1540	to	1699
603 678 8418	to	8499	623 076 9300	to	9399	641 318 3133	to	3199	651 741 4415	to	4499
603 678 8700	to	9999	623 819 5006	to	5099	641 378 6500	to	6999	651 882 2800	to	2899
604 086 0880	to	0899	623 895 8200	to	8399	641 383 8739	to	8799	652 754 6317	to	6399
604 349 1414	to	1499	623 917 0000	to	0099	641 877 3187	to	3299	653 131 4945	to	4999
604 503 7776	to	7799	623 917 0200	to	0299	641 877 3310	to	3399	653 426 3300	to	3399
605 520 9037	to	9099	624 468 5288	to	5299	642 355 8094	to	8199	653 455 4874	to	4899
605 685 4010	to	4099	624 665 3162	to	3198	642 355 8308	to	8999	654 238 0000	to	0399
605 988 6467	to	6499	625 088 6735	to	6799	642 900 0018	to	0099	654 404 3065	to	3092
607 689 7951	to	7960	625 916 9500	to	9799	643 030 6254	to	6299	654 962 2900	to	3199
607 728 1276	to	1299	625 968 8956	to	8999	644 066 0882	to	0899	655 103 5081	to	5199
608 727 7100	to	7199	627 005 3938	to	3999	644 069 0600	to	0699	655 523 2600	to	2999
608 727 7273	to	7599	627 384 3907	to	4099	644 077 7506	to	7699	656 305 2448	to	2499
608 813 9950	to	9999	627 496 7549	to	7599	644 085 8157	to	8199	657 347 4438	to	4999
609 067 5325	to	5399	627 708 3605	to	3699	644 112 9839	to	9899	657 710 8100	to	8999
609 067 5488	to	5499	627 776 2500	to	2599	644 373 9083	to	9099	657 780 0985	to	0999
609 067 5600	to	5699	628 226 3100	to	3199	644 380 1460	to	1499	658 586 1400	to	1499
609 289 6123	to	6199	628 814 4702	to	4799	644 733 4715	to	4799	658 877 8000	to	8199
609 438 4400	to	4499	628 851 9689	to	9699	644 900 9712	to	9799	658 880 8000	to	8199
609 493 1100	to	1199	629 510 7200	to	7299	644 901 0109	to	1299	659 398 7300	to	7399
609 766 8091	to	8999	629 964 4200	to	4294	644 901 1325	to	1399	659 706 8113	to	8199
609 825 4100	to	4115	<b>630 389 3056</b>	<b>to</b>	<b>3071</b>	644 923 6800	to	7799	659 846 7837	to	7899
609 884 2981	to	2999	630 463 0588	to	0599	644 932 4655	to	4699	<b>660 510 4100</b>	<b>to</b>	<b>4199</b>
609 893 1000	to	1099	631 459 9117	to	9199	645 318 7240	to	7499	660 673 0400	to	0599
<b>610 092 3200</b>	<b>to</b>	<b>3299</b>	631 762 9325	to	9399	645 333 1766	to	1799	661 488 5000	to	5099
610 582 4200	to	4299	632 217 4933	to	4999	645 790 8632	to	8699	661 609 9100	to	9199
611 879 6939	to	6999	632 500 0000	to	99 9999	645 821 0657	to	0699	661 716 9420	to	9499
612 291 8013	to	8099	633 110 4165	to	4199	645 930 7948	to	7999	661 906 6522	to	6599
612 751 5171	to	5199	633 110 4303	to	4499	645 975 0737	to	0762	662 021 8332	to	8399
612 751 5226	to	5299	633 438 6429	to	6599	646 242 6200	to	6299	662 068 0700	to	0899
612 751 6083	to	6099	633 588 7173	to	7182	646 270 7639	to	7799	662 553 0774	to	0799
612 751 6268	to	6299	634 725 0700	to	0799	646 798 4000	to	4999	663 078 7034	to	7099
612 751 6572	to	6599	634 803 3239	to	3299	647 048 7035	to	7099	663 763 5300	to	5399
612 774 2111	to	2199	634 807 2474	to	2499	647 049 2900	to	2999	663 883 7039	to	7499
612 774 2254	to	2299	634 827 5900	to	5999	647 398 8300	to	8399	664 253 8000	to	8499
612 774 2500	to	2599	634 886 3428	to	3499	647 398 8481	to	8499	664 656 3055	to	3099
614 469 0979	to	0999	635 559 3449	to	3499	647 437 3000	to	4999	665 174 6400	to	6499
614 474 3000	to	3099	636 289 6214	to	6299	647 811 2188	to	2199	665 274 8208	to	8299
614 521 3490	to	3499	636 634 8007	to	8042	648 009 6057	to	6099	665 669 5400	to	5499
614 645 1800	to	1899	637 150 1200	to	1299	648 163 5300	to	5499	666 132 8226	to	8299
614 832 1100	to	2099	637 562 5828	to	5899	648 722 5283	to	5299	666 696 2209	to	2299

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



725 464 591	to	4 920	732 018 481	to	8 600	738 997 259	to	7 380	747 501 434	to	1 450
725 475 321	to	5 330	732 067 972	to	8 370	739 161 451	to	1 540	747 739 891	to	0 070
725 711 057	to	1 070	732 188 649	to	8 670	739 219 381	to	9 440	748 148 649	to	8 760
725 738 581	to	8 730	732 193 460	to	3 470	739 530 511	to	0 540	748 259 960	to	9 970
725 981 311	to	1 430	732 201 241	to	1 390	739 740 151	to	0 180	748 565 162	to	5 280
725 987 835	to	7 880	732 220 431	to	0 440	739 793 491	to	3 520	748 874 988	to	5 030
726 060 811	to	0 900	732 355 201	to	5 380	739 793 527	to	3 550	749 137 381	to	7 410
726 391 970	to	2 520	732 472 320	to	2 560	739 942 621	to	2 650	749 190 192	to	0 210
726 484 771	to	4 800	732 541 605	to	1 620	739 999 231	to	9 320	749 685 421	to	5 450
726 493 351	to	5 300	732 572 221	to	2 490	<b>740 011 517</b>	<b>to</b>	<b>1 530</b>	749 846 791	to	6 850
726 504 031	to	4 063	732 586 479	to	6 710	740 030 701	to	0 970	749 993 131	to	3 580
726 504 070	to	4 090	732 994 037	to	4 080	740 261 740	to	1 820	<b>750 071 587</b>	<b>to</b>	<b>1 610</b>
726 504 331	to	4 390	733 163 449	to	3 460	740 265 811	to	6 290	750 408 167	to	8 183
726 563 701	to	4 060	733 297 171	to	7 290	740 299 111	to	9 170	750 438 421	to	8 501
726 599 371	to	9 460	733 446 631	to	7 110	740 299 231	to	9 260	750 743 911	to	4 030
726 626 356	to	6 370	733 474 665	to	4 770	740 329 266	to	9 320	750 779 118	to	9 400
727 182 271	to	2 510	733 704 482	to	4 570	740 889 081	to	9 090	750 910 981	to	1 010
727 416 181	to	6 240	733 751 041	to	1 130	741 010 421	to	0 530	750 960 841	to	0 900
727 481 431	to	1 460	733 971 138	to	1 210	741 113 041	to	3 370	751 296 211	to	6 240
727 749 241	to	9 780	734 009 101	to	9 130	741 373 891	to	4 340	751 539 121	to	9 180
728 382 331	to	2 480	734 290 759	to	0 770	741 452 369	to	2 490	751 541 311	to	1 790
728 458 201	to	8 260	734 389 273	to	9 290	741 492 991	to	3 140	751 757 641	to	7 700
728 702 338	to	2 400	734 440 031	to	0 111	741 553 460	to	3 470	751 936 951	to	7 010
728 915 371	to	5 850	734 797 201	to	7 320	741 764 431	to	4 520	751 951 861	to	1 890
728 953 141	to	3 410	734 939 611	to	9 640	742 178 834	to	8 880	751 999 021	to	9 110
728 954 280	to	4 310	734 950 111	to	0 170	742 325 500	to	5 520	752 139 516	to	9 570
729 169 081	to	9 140	735 120 331	to	0 840	742 325 668	to	5 700	752 182 892	to	2 950
729 363 841	to	3 870	735 123 061	to	3 690	742 408 771	to	8 830	752 206 861	to	7 100
729 682 891	to	3 190	735 283 008	to	3 020	742 512 120	to	2 150	752 731 351	to	1 410
729 838 940	to	9 070	735 293 131	to	3 220	742 684 849	to	4 890	752 767 441	to	7 470
729 839 101	to	9 130	735 783 961	to	3,990	742 839 553	to	9 630	753 008 941	to	9 030
<b>730 077 683</b>	<b>to</b>	<b>7 840</b>	735 803 401	to	3 430	742 913 668	to	3 700	753 194 311	to	4 370
730 109 847	to	9 880	736 005 420	to	5 440	742 917 287	to	7 296	753 620 378	to	0 400
730 373 761	to	3 850	736 366 021	to	6 110	742 921 891	to	1 980	754 161 061	to	1 120
730 501 951	to	2 130	736 624 456	to	4 500	742 983 631	to	3 810	754 358 445	to	8 610
730 519 379	to	9 470	736 670 851	to	1 060	743 020 021	to	0 170	754 410 451	to	0 660
730 569 278	to	9 360	736 767 061	to	7 090	743 206 491	to	6 500	754 438 393	to	8 410
730 711 711	to	1 740	736 767 093	to	7 120	743 235 992	to	6 050	754 493 109	to	3 130
730 722 991	to	3 230	736 982 191	to	2 370	743 245 094	to	5 170	754 664 182	to	4 220
730 845 970	to	5 990	736 982 551	to	2 730	743 940 631	to	0 900	754 816 377	to	6 470
730 888 291	to	8 320	737 110 141	to	0 170	743 978 011	to	8 070	755 487 421	to	7 600
730 927 591	to	7 680	737 185 501	to	5 710	744 234 751	to	4 780	755 592 901	to	3 140
731 307 914	to	7 930	737 317 321	to	7 350	744 260 641	to	0 670	756 035 371	to	5 490
731 402 431	to	2 460	737 517 781	to	7 840	744 499 591	to	9 680	756 047 191	to	7 220
731 407 232	to	7 320	737 628 181	to	8 210	744 626 901	to	6 910	756 301 257	to	1 290
731 588 301	to	8 340	737 634 258	to	4 270	745 388 794	to	8 910	756 371 565	to	1 580
731 767 273	to	7 320	738 361 971	to	1 980	746 446 806	to	6 820	756 876 031	to	6 090
731 781 061	to	1 120	738 648 355	to	8 450	746 818 351	to	8 410	756 876 151	to	6 240
731 837 821	to	7 910	738 849 811	to	9 900	747 245 266	to	5 280	757 240 591	to	0 650
731 841 377	to	1 450	738 892 270	to	2 290	747 364 813	to	4 830	757 277 371	to	7 700

## Counterfeited Canadian Money Order Forms

### Do Not Cash

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

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

— *Postal Inspection Service, 3-9-00*

## 800 Number Available to Verify Canadian Money Orders

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

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

— *Postal Inspection Service, 3-9-00*

## Invalid Express Mail Corporate Account Numbers

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

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

005135	008786	015533	018831	021847	023080	026582	028737	030410	060414	068327	075868	080675
005756	008963	015580	019307	021915	023274	027003	028739	031010	060537	068369	075906	085409
005841	009337	015591	019471	021959	023338	027212	028815	032108	061058	068381	076018	085528
005946	009472	015608	019561	022063	023348	027397	028821	038071	061059	068436	076044	085618
005968	009478	015637	019609	022091	023452	027474	028874	038231	061153	069195	076187	085620
006060	010078	015642	020071	022274	023473	027522	028903	038571	061224	069425	076442	085657
006276	010456	015650	020121	022285	023494	027543	028906	038592	061445	069564	076969	085676
006641	010480	016109	020157	022292	023525	027560	028920	040013	061479	069609	076978	085750
006972	010644	016517	020276	022297	023541	027652	028957	041128	063414	069832	077012	085922
006984	012081	016598	020325	022422	023620	027735	028967	042031	064348	069976	077335	088385
007026	012213	016695	020413	022456	023622	027791	028980	044301	064393	070063	077364	088656
007121	012255	016735	020488	022484	025215	027857	029567	048024	064591	070144	077386	088659
007176	012296	016790	020512	022488	025301	027872	029576	050018	064860	070199	077472	088665
007266	012320	016925	020533	022549	025387	027932	029579	051093	064939	070533	077706	088679
007275	014083	018095	020578	022625	025443	027945	029681	052099	064984	070587	078129	089148
007277	014152	018112	020596	022689	026112	027977	029687	054026	065276	070735	078189	089723
007279	014393	018124	021002	022785	026232	027982	029754	055052	065671	070956	078238	090237
007295	014453	018167	021005	022869	026243	028035	029787	055091	065728	070970	078911	090604
008019	014543	018173	021040	022904	026283	028047	029792	056006	065946	071039	078920	090645
008242	014594	018366	021081	022930	026363	028104	029800	057002	066096	071076	079053	091720
008384	014902	018547	021123	022988	026374	028342	029970	057007	066387	071667	079131	091807
008400	014940	018592	021273	022989	026440	028398	030022	060104	067217	071956	079792	092226
008518	015094	018601	021415	023008	026456	028571	030166	060212	068139	075138	080047	092422
008564	015410	018603	021592	023051	026541	028581	030302	060295	068239	075358	080087	092435
008704	015451	018780	021708	023064	026544	028691	030312	060301	068321	075451	080125	



092458	108934	142134	180030	222201	300141	325101	335006	351047	405176	462980	490611	600199
092753	109597	142170	180040	222222	300228	325120	335179	352436	410020	462997	490644	600575
092861	109729	142225	180055	224011	300384	325496	335189	352525	410042	463004	492047	600617
093049	109865	142297	183004	225014	300414	326270	335519	352581	410057	463048	493046	601062
093129	109972	142320	185062	231019	300675	326356	335598	352610	410102	464018	494247	601132
093549	109973	142356	191498	232328	300707	326634	335827	352706	420032	464065	495216	601178
094479	110174	142618	191609	232351	300768	326740	335980	352746	424028	464068	495299	601210
094521	110846	142714	191926	235372	300944	327313	336019	352750	424333	464072	496069	601264
094720	111086	142781	192205	235396	300965	328050	336049	352756	430056	464076	496128	601318
095314	111372	146026	192324	235410	301058	328331	336083	352776	430064	464083	498150	601521
095342	111395	146179	192353	235427	301130	328703	336134	352780	430183	464137	498260	601553
095810	111973	146275	192523	235450	301148	329577	336151	354099	431006	464167	498330	601929
095857	112681	146355	193186	235463	301201	330114	336157	355021	432619	464172	<b>503027</b>	601955
095939	113682	146367	193401	240505	301206	330188	336249	356049	432764	464182	505012	602173
096097	113728	146375	193456	240538	301217	330203	336268	356067	432892	468335	522030	602180
096305	113782	146470	198027	240539	301236	330254	336360	361045	432901	468344	525004	602182
097279	113802	146568	198215	242005	301769	330281	336529	361064	432925	469186	527038	602306
097619	114255	146751	199060	242825	301865	330330	336657	361086	433030	472007	531407	602405
097780	114473	146756	<b>200074</b>	243371	301904	330421	336941	361087	433031	472030	531477	602469
098027	115055	146781	200114	245207	302312	330518	337022	361089	436138	472065	531659	602544
098097	115451	146799	200292	245213	302780	330661	338001	361142	441108	473018	531737	602626
098227	115498	146824	200317	245214	302980	330714	338019	361185	441458	473050	532297	602678
098338	115755	148256	200404	245222	303825	330722	338032	361187	441512	473082	532378	602784
098507	117088	148264	200448	245469	303858	330772	338039	361194	441558	473120	532534	602823
098508	117177	148292	200452	253307	305005	330778	338045	361201	441569	473140	532777	602892
098636	117185	148345	200498	253310	305022	330912	339007	361203	441579	476038	537265	602915
098722	117317	151200	200530	254021	305035	331009	339015	361211	441820	480148	544041	602964
098726	117346	151209	207090	259512	305049	331039	339027	361215	443015	480572	551054	603003
098736	117468	152043	207233	260043	306332	331068	339038	361251	443280	480588	551131	603110
098805	117615	152412	207726	265011	306371	331077	339229	361271	443331	480589	551164	604144
098806	117637	152495	207800	271028	306600	331085	339242	361272	447007	480855	551170	605021
098833	117828	152571	208325	272193	307021	331094	339250	361275	447071	480885	551231	605173
098841	117835	152593	208896	272195	307044	331123	340091	361281	447098	480922	551233	605334
098888	117994	152627	209124	272331	311267	331148	340265	361295	450098	481836	551676	605452
<b>100071</b>	118031	152655	210052	273020	311336	331164	340273	372052	450186	481952	553375	605460
101584	118136	152737	210086	273101	311568	331167	340278	372067	450210	482315	553728	605541
101711	118183	152800	210099	274209	312336	331171	340295	372073	452033	482798	554071	605795
101860	118252	152801	210167	274334	312488	331182	340320	372545	452036	482945	554311	605803
102421	118982	152843	210218	274355	314732	331213	340342	372680	452062	482972	554381	605931
102534	119367	152853	210246	275025	317321	331446	340517	372681	452155	483014	554536	605952
102746	119535	152893	210293	275601	320063	331721	340536	372983	452207	483108	554814	606039
103264	120312	152912	210312	276085	320095	331948	340561	374143	452271	483258	570017	606701
103312	122291	152937	210367	276240	320864	332025	340686	374150	452607	483424	570102	606757
105004	124046	153070	210385	277038	322239	332034	340770	376109	452726	483716	570206	606845
105377	124130	153076	210460	278005	322248	332128	340795	376132	452805	483722	571124	607647
105811	125189	153082	210488	278086	322354	332235	340804	376133	452810	484041	577029	607662
105828	125412	156119	210583	280139	322386	332272	340827	377127	452821	485223	581213	607834
105893	126082	156234	212261	282534	322401	332322	340834	379518	452846	485318	581214	608066
105976	128127	156236	212320	282688	322405	332350	340865	379525	452943	487166	584202	608103
106424	129843	159074	212354	282832	322443	332368	340895	381456	452987	489307	585211	608206
106447	130014	165044	212610	282893	322895	332468	340928	382029	454405	489405	585284	608306
107025	130019	165187	212965	283126	322920	332592	340931	383137	454756	489411	585285	610141
107039	135197	170251	220002	283222	322978	332693	340933	392664	454815	489458	591015	614022
107086	136044	171073	220029	283495	323124	332877	340935	392680	460051	489463	591045	617194
107285	138009	171228	220167	285020	323485	333024	340986	<b>400068</b>	460123	490064	591155	618055
108123	139294	171311	220285	287053	323516	333039	344065	402106	461011	490107	591730	624063
108130	139301	172021	220887	292351	323553	333100	344150	402111	461067	490133	596517	626014
108133	139606	173068	221060	294296	323581	333116	344156	402200	462484	490161	597529	627122
108149	142014	176077	221259	294495	324013	333771	347114	402421	462691	490248	598557	627127
108255	142041	176113	221302	294497	324045	333916	350035	402670	462708	490502	598646	627131
108264	142052	177046	221551	294541	324053	333926	350052	402813	462776	490509	599552	627132
108386	142053	178039	221620	295422	324058	333977	350072	402888	462813	490511	<b>600115</b>	628053
108713	142075	178067	222017	296357	324467	333996	350084	402923	462851	490575	600160	628069
108799	142082	180010	222122	<b>300049</b>	325007	335005	351045	405052	462969	490581		

628089	641784	685128	765547	787825	812012	853306	904600	918394	928685	948380	970105	982082
628131	641792	685144	765571	787935	814048	853349	904611	918395	928744	948429	970383	982106
628135	641845	685260	765581	787942	814073	853369	904650	918469	928810	948434	970418	982126
628136	641867	693009	765596	791036	815055	853407	906090	918521	928845	948476	970623	982131
628137	641897	693016	767530	799052	815254	853449	906382	918706	928848	948492	970646	982156
629126	641898	<b>701123</b>	770207	<b>800325</b>	816016	853498	906816	918752	930308	948532	970731	982164
631050	641922	701319	770231	800553	816023	853525	906860	918832	930400	948536	970791	982210
631061	641927	701769	770326	800562	816196	853605	906927	918871	931110	948574	970841	982232
631096	641948	701808	770344	800569	816201	856230	906928	918878	931132	948584	970860	982248
631144	641972	705210	770378	801245	816207	856536	907003	920278	931159	948591	970876	982278
631145	641977	708350	770421	801302	816243	856552	907479	920320	931167	948620	972564	982285
631150	648192	708581	770595	801307	820607	871650	907603	920404	931624	949603	972623	982303
631159	652115	711467	770852	801345	820824	875019	907636	921014	931626	950149	972873	982334
631201	652215	716014	771097	801374	823481	891200	907754	921205	931644	950183	974022	982407
631229	652220	722198	771291	801423	825501	891238	907872	921345	933524	950275	976002	982414
631231	652295	722226	771782	801519	826663	891465	910259	921349	933562	950310	976068	983075
631433	652355	723069	771868	801522	832084	891468	912360	921418	935173	950362	980196	984102
631469	652385	727066	772630	801541	832098	891616	912368	921571	935201	950408	980201	985210
631471	652420	730001	773488	801628	833103	891745	912458	921654	936086	950522	980209	988046
631529	657106	730060	773491	801674	833145	891818	913037	921971	937647	950526	980222	989074
631542	658129	730178	773528	801717	833207	891822	913740	922115	937679	950802	980254	992084
631591	662481	730366	774018	801731	833504	891856	913899	922327	939149	950926	980309	992164
631708	662626	731400	774329	801759	837199	891864	914107	924611	940034	950936	980368	992169
631750	662650	731598	775378	801760	840444	891880	914339	925229	940036	950938	980401	992181
631760	671028	735086	777012	802090	840468	895011	914489	926055	940138	951172	980417	992223
631777	672268	740444	778364	802141	840528	895013	914577	926061	940304	951338	980422	992226
631790	672546	740611	780002	802180	840530	895049	914596	926146	940355	951380	980424	992291
631899	674250	741234	780022	802188	840600	895115	914629	926187	940552	951747	980454	992302
631954	680030	741618	781048	802202	840601	895229	915173	926236	940586	951843	980572	992402
631970	681103	743037	781064	802234	840609	895385	915350	926349	940665	951910	980600	992472
631996	681106	749180	782011	802412	841159	895417	915371	926479	940808	953332	980608	992524
641273	681115	750089	782023	802445	841161	895424	915417	926492	941185	958342	980649	992539
641321	681122	750229	782025	802721	841217	895444	915621	926562	941337	958384	980687	992596
641364	681137	750392	782384	802848	841917	895484	915727	926604	941612	958469	980722	992655
641374	681138	750394	782533	804061	841984	895530	917177	926640	941719	958899	980745	992657
641377	681177	750406	782547	804109	841990	895561	917198	926663	941744	958948	980812	992703
641386	681181	750466	782727	804156	841992	895569	917203	926679	945245	958961	980830	992707
641390	681248	750925	782731	805093	844244	898060	917213	926706	945432	960055	980864	992718
641394	681280	751041	782805	805252	845053	<b>900075</b>	917237	926724	945625	960721	980866	992723
641434	681295	751071	782817	805254	846058	900076	917311	926771	945761	967263	980880	993005
641453	681343	751075	782852	805279	846231	900247	917444	926864	945983	967273	980894	995184
641481	681346	752139	782992	805285	850099	900629	917507	926955	946353	967400	980918	995347
641485	681358	752175	784168	805369	850514	900653	917533	927094	946423	968154	980968	995352
641518	681369	752435	784260	805376	850760	900750	917596	927198	946499	968168	980981	995595
641549	681371	752572	784377	805396	850969	901372	917607	927230	946510	968201	980999	995625
641565	681373	752602	784609	805420	852165	901588	917617	927241	946519	968233	981697	997061
641588	681374	752862	785351	805451	852483	901690	917656	927277	947062	968380	981755	998191
641600	681433	757240	785492	805534	852517	901820	917666	927431	948060	968388	981759	
641608	681479	758008	785502	805596	852789	901829	917688	927643	948194	968832	981761	
641620	681603	760122	785524	807011	852835	901845	917709	927728	948239	968874	981789	
641675	685058	760451	785534	807024	852997	902620	917950	928220	948252	968877	981943	
641685	685081	761142	786093	809012	853139	903027	918198	928231	948336	968915	981999	
641709	685088	761144	787461	809019	853189	903436	918208	928246	948347	968919	982005	
641726	685089	761655	787578	809134	853217	903527	918356	928380	948351	969070	982056	
641731	685110	765515	787686	810069	853298	904511	918379	928403	948371	969151	982064	

# International Mail

IMM REVISION

## International Mail — Exceptional Parcel Post Size Limits

Effective March 9, 2000, *International Mail Manual* (IMM) 273.23 is revised to update the reference to destination countries that admit rectangular-shaped parcels with dimensions that exceed the standard 42-inch (maximum length) and 79-inch (maximum length and girth combined) size limits. This revision will be incorporated into both the printed version of IMM Issue 23 and the online IMM, which can be accessed via Postal Explorer (<http://pe.usps.gov>).

### International Mail Manual (IMM)

*	*	*	*	*
<b>2</b>	<b>Conditions for Mailing</b>			
	*	*	*	*
<b>270</b>	<b>Parcel Post</b>			
	*	*	*	*

<b>273</b>	<b>Weight and Size Limits</b>			
	*	*	*	*

<b>273.2</b>	<b>Size Limits</b>			
	*	*	*	*

### 273.23 Exceptional Size Limits

Rectangular-shaped parcels with dimensions that exceed the standard 42-inch (maximum length) and 79-inch (maximum length and girth combined) size limits can be sent to Belgium, Canada, Germany, Great Britain, Hong Kong, Ireland, Japan, Liechtenstein, Macao, Sweden, and Switzerland. See the relevant Individual Country Listings, under the heading “Size Limits,” for the exceptional size limits that apply to parcels addressed to each of those destination countries.

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— Finance and Classification,  
International Business, 3-9-00

ICM UPDATE

## International Customized Mail

On January 10, 2000, the U.S. Postal Service (USPS) entered into an International Customized Mail (ICM) service Agreement with a qualifying mailer. In accordance with *International Mail Manual* (IMM) 294, the Postal Service hereby makes public the following information concerning the Agreement:

- a. **Term:** January 10, 2000, 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 Admail.
- 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 supplies necessary to prepare qualifying mail.
  2. Provide the mailer or mailing agent with the training necessary to prepare ICM qualifying mail in conformity with the requirements for qualifying mail.
  3. Arrange for air and surface transportation, as appropriate, for delivery of qualifying mail.
- e. **Minimum revenue commitments:** The mailer has agreed to a minimum annual revenue requirement of \$2 million in combined IPA, ISAL, and Global Direct — Canada Admail revenue during Postal Fiscal Year (PFY) 2000 and each subsequent PFY 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. Give two week’s notice to the USPS of any new tender sites and permit imprint numbers.
  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 month's notice in writing should the Mailer wish to cancel the Agreement. Either party can cancel the Agreement upon six month's written notice. If the Agreement is cancelled, upon termination, the Mailer will receive the published discount for qualifying mail in accordance with the IMM.
7. Renegotiate the rates in the event that USPS costs increase more than 10 percent. The USPS must notify the mailer of such occurrence in writing.

- g. **Rates:** The Mailer will receive a 5 percent discount off of the non-discounted published rates for Qualifying Mail in effect on the Mailing Date. This discount will be in effect from January 10, 1999, through December 31, 2000. If the Mailer does not tender at least \$2 million of international mail during all of PFY 2000, the qualifying discount will be determined by the amount tendered during that time period in accordance with the terms of the Agreement.
- h. **Penalty:** If the Mailer does not tender \$2 million of international mail revenue to the USPS during PFY 2000, the Mailer must pay the USPS the difference between the discount it received and the discount it is entitled to, if any, under the terms of the Agreement.

— Marketing and Sales, International Business, 3-9-00

#### ICM UPDATE

### International Customized Mail

On February 24, 2000, the U.S. Postal Service (USPS) entered into an International Customized Mail (ICM) service Agreement with a qualifying mailer. In accordance with *International Mail Manual* (IMM) 294, the Postal Service hereby makes public the following information concerning the Agreement:

- a. **Term:** March 20, 2000, through March 31, 2003. The mailer has the option to renew the Agreement for a period of two years. Either party may terminate the Agreement after giving a 90-day written notice.
- b. **Type of mail:** *Priority Mail, Express Mail, and Standard Mail.* Every item must conform to the mailing requirements set forth in the *Domestic Mail Manual* (DMM) and the IMM.
- c. **Destination countries:** United States.
- d. **Service provided by the Postal Service:** The Postal Service has agreed to:
  1. Furnish the mailer with the packaging supplies necessary to prepare qualifying mail.
  2. Provide the mailer, or mailing agent, with the training necessary to prepare ICM qualifying mail according to the published requirements.
  3. Furnish transportation for ICM qualifying mail.
  4. Deliver qualifying mail within the delivery territory of the USPS as defined in DMM G011.2.0.

- e. **Minimum volume commitment:** The mailer has agreed to a minimum annual volume requirement of one million pounds of qualifying mail or an annual minimum of \$2 million in postage for qualifying mail.
- f. **Worksharing:** The mailer has agreed to:
  1. Use the USPS for all its ICM qualifying mail intended for delivery within the delivery territory of the USPS.
  2. Provide a schedule of mailings including date of tender, weight, volume, locations where mail originates, and intended office of tender.
  3. Be responsible for obtaining all necessary commercial customs clearances.
  4. Tender customs-cleared qualifying mail at the appropriate USPS acceptance sites.
  5. Pay postage for qualifying mail in accordance with payment methods in DMM P040 and P700.
  6. Use a dedicated Permit for payment of all qualifying mail.
  7. Use a USPS-approved manifest system.
- g. **Rates:** The Mailer will pay the full published postage rates in effect at the time of mailing.

— Marketing and Sales,  
International Business, 3-9-00

ICM UPDATE

**International Customized Mail**

On September 3, 1999, the U.S. Postal Service (USPS) amended an International Customized Mail (ICM) service Agreement with a qualifying mailer. The original Agreement was dated June 9, 1999. In accordance with *International Mail Manual* (IMM) 294, the Postal Service hereby makes public the following information:

- a. **Term:** September 3, 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, Global Direct — Canada Admail, Global Direct — Canada Publications Mail, and Global Direct — Canada Letter 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 supplies necessary to prepare qualifying mail.
  - 2. Provide the mailer, or mailing agent, with the training necessary to prepare ICM qualifying mail according to the requirements for qualifying mail.
  - 3. Arrange with air and surface carriers, as appropriate, to transport qualifying mail internationally for delivery by foreign postal authorities.
- e. **Minimum revenue commitment:** The mailer has agreed to a minimum annual revenue requirement of \$10 million in international mail revenue in Postal Fiscal Year (PFY) 2000 and each subsequent PFY of this Amendment to the original Agreement dated June 9, 1999.
- f. **Worksharing:** The mailer has agreed to:
  - 1. Prepare and sort mail in accordance with the applicable Postal Service requirements and in accordance with Canada Post requirements for Global Direct — Canada Publications, Global Direct — Canada Admail, and Global Direct — Canada Letter Mail.
    - i. The Mailer may combine individual customer mailings provided they are prepared and presented to the USPS separated on common full pallets. The minimum pallet weight is 250 pounds. Each customer mailing must have a minimum of one thousand (1,000) pieces per individual customer, and be accompanied by a separate mailing statement for each customer mailing.
    - ii. Pallets must be identified with special pallet placards placed on all four sides of each pallet.

- 2. Pay postage in accordance with permit imprint payment methods, subject to the general conditions stated in DMM P040.
- 3. Be responsible for any surcharges from Canada Post on Address Accuracy for Non-Qualifying mail.
- 4. Tender Qualifying Mail to the appropriate and designated USPS international facilities.
- 5. Provide mailing projections including weights, volumes, and dates of mailing per plant of origin a minimum of fourteen (14) calendar days prior to the first mailing.
- g. **Rates:** The Mailer will receive a fifteen and one-quarter (15.25) percent discount off the non-discounted published rates for Qualifying Mail specified in Exhibit 1. The rate for Qualifying Global Direct — Canada Letter Mail shall be US \$0.34 per piece.

**Exhibit 1**

Global Direct — Canada Publications Mail		
First 7.04 oz. (0.44 lbs.)	Letter Carrier Presort	National Distribution Guide
Delivery Mode Direct	US \$0.265	US \$0.354
Delivery Facility	US \$0.295	
City	US \$0.348	
DCF	US \$0.400	Over 3.52 oz. (0.22 lb.) (100 g) Per Additional Pound
FCP	US \$0.453	
Residue	US \$0.475	US \$0.721
Over 7.04 oz. (.44 lbs.) (200 g) Per Additional Pound	US \$0.482	

— Marketing and Sales, International Business, 3-9-00

## ICM UPDATE

**International Customized Mail**

On November 10, 1999, the U.S. Postal Service (USPS) amended an International Customized Mail (ICM) service Agreement with a qualifying mailer. The original Agreement was dated June 9, 1999. In accordance with *International Mail Manual* (IMM) 294, the Postal Service hereby makes public the following information:

- a. **Term:** November 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, Global Direct — Canada Admail, Global Direct — Canada Publications Mail, and Global Direct — Canada Letter 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 supplies necessary to prepare qualifying mail.
  2. Provide the mailer, or mailing agent, with the training necessary to prepare ICM qualifying mail according to the requirements for qualifying mail.
  3. Arrange with air and surface carriers, as appropriate, to transport qualifying mail internationally for delivery by foreign postal authorities.
- e. **Minimum revenue commitment:** The mailer has agreed to a minimum annual revenue requirement of \$25 million in international mail revenue in Postal Fiscal Year (PFY) 2000 and each subsequent PFY of this Amendment to the original Agreement dated June 9, 1999.
- f. **Worksharing:** The mailer has agreed to:
  1. Prepare and sort mail in accordance with the applicable Postal Service requirements and in accordance with Canada Post requirements for Global Direct — Canada Publications, Global Direct — Canada Admail, and Global Direct — Canada Letter Mail.
    - i. The Mailer may combine individual customer mailings provided they are prepared and presented to the USPS separated on common full pallets. The minimum pallet weight is 250 pounds. Each customer mailing must have a minimum of one thousand (1,000) pieces per individual customer and be accompanied by a separate mailing statement for each customer mailing.
    - ii. Pallets must be identified with special pallet placards placed on all four sides of each pallet.

2. Pay postage in accordance with permit imprint payment methods, subject to the general conditions stated in DMM P040.
  3. Be responsible for any surcharges from Canada Post on Address Accuracy for Non-Qualifying mail.
  4. Tender Qualifying Mail to the appropriate and designated USPS international facilities.
  5. Provide mailing projections including weights, volumes, and dates of mailing per plant of origin a minimum of fourteen (14) calendar days prior to the first mailing.
- g. **Rates:** Beginning January 1, 2000, the Mailer receives a sixteen (16) percent discount off the non-discounted published rates for Qualifying Mail specified in Exhibit 1. The rate for Qualifying Global Direct — Canada Letter Mail is US \$0.34 per piece.

**Exhibit 1**

<b>Global Direct — Canada Publications Mail</b>		
First 7.04 oz. (0.44 lbs.)	Letter Carrier Presort	National Distribution Guide
Delivery Mode Direct	US \$0.265	US \$0.354
Delivery Facility	US \$0.295	
City	US \$0.348	
DCF	US \$0.400	Over 3.52 oz. (0.22 lb.) (100 g) Per Additional Pound
FCP	US \$0.453	
Residue	US \$0.475	US \$0.721
Over 7.04 oz. (.44 lbs.) (200 g) Per Additional Pound	US \$0.482	

— Marketing and Sales,  
International Business, 3-9-00

## ICM UPDATE

**International Customized Mail**

On February 10, 2000, the U.S. Postal Service (USPS) entered into an International Customized Mail (ICM) service Agreement with a qualifying mailer. In accordance with *International Mail Manual* (IMM) 294, the USPS hereby makes public the following information concerning the Agreement:

- a. Term:** A six-month implementation period shall begin on February 10, 2000. Upon successful completion of the implementation period, the Agreement shall be in effect through February 10, 2003. Either party may terminate the Agreement upon giving a 90-day written notice. The mailer may terminate the Agreement forthwith if it does not agree to any increase in rates the USPS charges or if there are changes which affect the mailer's ability to market its services to customers.
- b. Type of mail:** All USPS published services in the Domestic Mail Manual (DMM) and the IMM. Every item must conform to the mailing requirements set forth in the DMM and IMM.
- c. Destination countries:** Worldwide.
- d. Service provided by the Postal Service:** The Postal Service has agreed to:
  - 1. Furnish the mailer, or mailing agent, with the supplies necessary to prepare qualifying mail.
  - 2. Provide the mailer, or mailing agent, with the training necessary to prepare qualifying mail in conformity with Postal Service requirements.

**e. Minimum revenue commitment:** The mailer has agreed to a minimum annual revenue requirement of \$2 million in postage for international mail or an overall annual minimum volume of one million pounds of international mail.

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

- 1. Prepare mail in accordance with the applicable Postal Service requirements.
- 2. Tender qualifying mail to the Postal Service at the appropriate deposit locations the USPS specifies.
- 3. To obtain all necessary commercial customs clearance for foreign originating parcels before tender to the USPS or to tender foreign originating parcels to the USPS for normal postal customs procedures in effect at the time of tender.
- 4. To tender Priority Mail to the Bulk Mail Entry Unit of the Post Office holding the Permit account.
- 5. To use a manifest system approved by the USPS.
- 6. Provide the USPS with a schedule of mailings to include the date of tender, weight, volume, location where the mail will originate, and the intended office of tender according to USPS instructions.
- 7. Pay postage for qualifying mail in accordance with USPS regulations.

**g. Rates:** The mailer will pay the full published postage rates in effect at the time of mailing.

— Marketing and Sales,  
*International Business, 3-9-00*

## ICM UPDATE

**International Customized Mail**

On January 20, 2000, the U.S. Postal Service (USPS) entered into an International Customized Mail (ICM) service Agreement with a qualifying mailer. In accordance with *International Mail Manual* (IMM) 294, the Postal Service hereby makes public the following information concerning the Agreement:

- a. Term:** January 20, 2000, through April 20, 2003. After one year, either party can cancel after giving a written notice of 90 days.
- b. Type of mail:** All USPS products and services as published in the Domestic Mail Manual (DMM) and the IMM. Every item must conform to the mailing requirements set forth in the DMM and IMM.

**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 supplies necessary to prepare qualifying mail.
- 2. Provide the mailer, or mailing agent, with the training necessary to prepare ICM qualifying mail according to the published requirements.
- 3. Deliver qualifying mail within the delivery territory of the USPS as defined in DMM G011.2.0.

- e. Minimum volume commitment:** The mailer has agreed to a minimum annual volume requirement of 200,000 pieces of mail and to use the USPS for all its qualifying mail.
- f. Worksharing:** The mailer has agreed to:
1. Provide a schedule of mailings including date of tender, weight, volume, and locations where mail originates.
  2. Be responsible for obtaining all necessary commercial customs clearances.

3. Tender customs-cleared qualifying mail at the appropriate USPS acceptance sites.
4. Handle returned items under the provisions published in the IMM.
5. Use an acceptable manifest system.

- g. Rates:** The Mailer will pay the full published postage rates in effect at the time of mailing.

— Marketing and Sales,  
International Business, 3-9-00

### ICM UPDATE

## International Customized Mail

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

- a. Term:** December 13, 1999, through December 31, 2000.
- b. Type of mail:** *Letters, Letter Packages, Small Packets, and Printed Matter.* Every item must conform to the mailing requirements set forth in the IMM for qualifying International Surface Air Lift (ISAL) service, International Priority Airmail (IPA) service, and Global Direct service.
- c. Destination countries:** Austria, Australia, Canada, France, Germany, New Zealand, South Africa, and the United Kingdom.
- d. Service provided by the Postal Service:** The Postal Service has agreed to:
1. Furnish the mailer, or mailing agent, with the equipment and supplies necessary to prepare qualifying mail.
  2. Provide the mailer, or mailing agent, with the training necessary to prepare qualifying mail in conformity with Postal Service requirements.
  3. Arrange for appropriate air and surface transportation for qualifying mail.
- e. Minimum volume commitment:** The mailer has agreed to a minimum annual volume requirement of 3.7 million pieces of mail.
- f. Worksharing:** The mailer has agreed to:
1. Prepare mail in accordance with the applicable Postal Service requirements.
  2. Tender qualifying mail to the Postal Service at the appropriate deposit locations the USPS specifies.
  3. Pay postage for qualifying mail in accordance with USPS regulations.

### g. Rates:

#### International Priority Airmail Rates

Mail Type	Presort Rate Group	Maximum Weight per Piece	Rates
Letters Printed Matter	ALL	Up to .768 oz. (.049 lbs.)	\$0.38 per piece
Printed Matter Letter Packages Small Packets	ALL	Over .768 oz. and up to 4 lbs.	\$5.10 per pound

#### International Surface Air Lift Rates

Mail Type	Rate Group	Maximum Weight per Piece	Rates (ISC)
Small Packets	ALL (except Canada)	Up to 4 lbs.	\$4.85 per pound

#### Global Direct Rates

USPS Service	Mail Type	Maximum Weight Per Piece	Rates Per Piece
Global Direct — Austria	<b>Standard</b> <b>Large</b>	20 Grams (.044lbs.)	\$0.412
		20 Grams (.044lbs.)	\$0.463
		25 Grams (.055lbs.)	\$0.469
Global Direct — Germany	<b>Standard</b> <b>Large</b>	20 Grams (.044lbs.)	\$0.376
		20 Grams (.044lbs.)	\$0.540
		25 Grams (.055lbs.)	\$0.575
Global Direct — South Africa	<b>Standard</b>	20 Grams (.044lbs.)	\$0.315
		25 Grams (.055lbs.)	\$0.332
	<b>Large</b>	20 Grams (.044lbs.)	\$0.492
		25 Grams (.055lbs.)	\$0.509

— Marketing and Sales,  
International Business, 3-9-00



## ICM UPDATE

**International Customized Mail**

On December 20, 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:** December 20, 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 Admail.
- 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 supplies necessary to prepare qualifying mail.
  2. Provide the mailer or mailing agent with the training necessary to prepare ICM qualifying mail in conformity with the requirements for qualifying mail.
  3. Arrange for air and surface transportation, as appropriate, for delivery of qualifying mail.
- e. **Minimum revenue commitments:** The mailer has agreed to a minimum annual revenue requirement of \$2 million in combined IPA, ISAL, and Global Direct — Canada Admail revenue during Postal Fiscal Year (PFY) 2000 and each subsequent PFY 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. Give two week's notice to the USPS of any new tender sites and permit imprint numbers.
  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 month's notice in writing should the Mailer wish to cancel the Agreement. Either party can cancel the Agreement upon six month's written notice. If the Agreement is cancelled, upon termination, the Mailer will receive the published discount for qualifying mail in accordance with the IMM.
  7. Renegotiate the rates in the event that USPS costs increase more than 10 percent. The USPS must notify the mailer of such occurrence in writing.
- g. **Rates:** The Mailer will receive a 5 percent discount off of the non-discounted published rates for Qualifying Mail in effect on the Mailing Date. This discount will be in effect from December 20, 1999, through December 31, 2000. If the Mailer does not tender at least \$2 million of international mail during all of PFY 2000, the qualifying discount will be determined by the amount tendered during that time period in accordance with the terms of the Agreement.
- h. **Penalty:** If the Mailer does not tender \$2 million of international mail revenue to the USPS during PFY 2000, the Mailer must pay the USPS the difference between the discount it received and the discount it is entitled to, if any, under the terms of the Agreement.

— Marketing and Sales,  
International Business, 3-9-00

## Delivery Confirmation for PRIME

Now that the Delivery Confirmation infrastructure is in place, the U.S. Postal Service is making this service available to all interested foreign posts. The USPS currently participates as a member of the PRIME group. PRIME stands for Project for the Improvement of Expres (pronounced "x-spray") and consists of countries that are interested in receiving confirmation with day-certain delivery. PRIME will allow the USPS to receive additional revenue from Delivery Confirmation.

Initially, this service is for barcoded flat-sized envelopes with an identifying common logo located on the address side of the envelope. While these items do not have "Delivery

Confirmation" printed on them, the logo and barcode with an LX prefix are the key elements in identifying these pieces to be scanned upon delivery.

Testing of this service among all member countries will take place this month. A training package (including a letter, service talk, reference card, and poster) was sent to all retail units. By the end of February 2000, all carriers should have received a service talk about Delivery Confirmation for PRIME. This information is provided so that carriers will be prepared to identify and scan these barcoded mail pieces. Below is a sample of the Expres logo and special peel-off barcode.



— *International Products,  
International Business, 3-9-00*

# Philately

STAMP ANNOUNCEMENT 00-09

## Fruit Berries Definitive Stamps



Copyright USPS 1998

The Postal Service will issue 33-cent *Fruit Berries* definitive stamps in a two-sided PSA booklet of 20 (Item Number 660500) in Ponchatoula, LA, on March 15, 2000. The stamps, designed by Howard Paine of Delaplane, VA, and illustrated by Ned Seidler of Hampton Bay, NY, go on sale nationwide March 16, 2000. These designs were previously issued in single-sided convertible booklets and in coils of 100, both pressure sensitive adhesive (PSA).

### 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:

FRUIT BERRIES DEFINITIVE STAMPS  
 POSTMASTER  
 200 N FIFTH ST  
 PONCHATOULA LA 70454-9991

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 April 14, 2000.

Issue:	<i>Fruit Berries</i>
Item Number:	660500
Denomination & Type of Issue:	33-cent Definitive
Format:	2-sided Convertible Booklet of 20 (four designs)
Series:	N/A
Issue Date & City:	March 15, 2000, Ponchatoula, LA 70454
Illustrator:	Ned Seidler, Hampton Bay, NY
Designer:	Howard Paine, Delaplane, VA
Engraver:	Acitronics
Art Director:	Howard Paine, Delaplane, VA
Typographer:	Tom Mann, Vancouver, WA
Modeler:	Guilford Gravure, Guilford, CT
Manufacturing Process:	Gravure
Printer:	Banknote Corporation of America, Inc. (BCA)
Printed at:	Guilford Gravure, Guilford, CT
Press Type:	Cerutti
Stamps per Booklet:	20
Print Quantity:	2.85 billion stamps
Paper Type:	Pre-phosphored Type I
Gum Type:	Self-adhesive
Processed at:	BCA, Browns Summit, NC
Colors:	Magenta, Yellow, Cyan, Black
Stamp Orientation:	Vertical
Image Area (w x h):	0.72 x 0.83 in./18.28 x 21.08 mm
Overall Size (w x h):	0.87 x 0.98 in./22.09 x 24.89 mm
Booklet Size (w x h) :	6.192 x 1.740 in./157.27 x 44.19 mm
Plate Size:	480 stamps per revolution
Plate Numbers:	"B" followed by four (4) single digits
Marginal Markings:	"© USPS 1998" • Plate Numbers • Peel here to fold • 2-sided Self-adhesive stamps • DO NOT WET
Catalog Item Number(s):	660540 Convertible Book of 20 — \$6.60
Sale Date:	March 15, 2000
Nationwide Sale Date:	March 16, 2000

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

telephoning 1 800 STAMP-24 or writing to:

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

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

### **Philatelic Products**

There are no philatelic products associated with these stamps.

### **Distribution: Item 660500, 33-Cent *Fruit Berries* Definitive Stamp, Two-Sided Booklet of 20, Pressure Sensitive Adhesive**

Stamp distribution offices (SDOs) will receive three waves of distribution for this PSA definitive booklet. The first wave is approximately one-half the standard automatic distribution quantity for a PSA booklet. First wave shipments to SDOs began February 14, 2000, and were completed March 6, 2000. Distributions are rounded up to the nearest master carton size (4,500 booklets).

### **Initial Supply for Post Offices**

To obtain initial quantities of Item Number 660500, 33-cent *Fruit Berries*, two-sided booklet of 20, post offices must submit a separate PS Form 17, *Stamp Requisition*, to their designated SDO. SDOs *must not distribute* booklets to post offices before March 8, 2000.

### **Additional Supply**

Post offices requiring additional quantities of Item Number 660500, 33-cent *Fruit Berries*, two-sided booklet of 20, must order them from their designated SDO using PS Form 17, *Stamp Requisition*. SDOs requiring additional booklets must order them from the appropriate Accountable Paper Depository (APD) using PS Form 17.

All APDs will be provided additional quantities, in each wave of distribution, for filling supplemental orders from SDOs.

### **Philatelic Requirement**

SDOs with authorized philatelic centers must provide subsequent distribution of these booklets to each philatelic center from the initial automatic distribution.

— *Stamp Services, 3-9-00*

STAMP ANNOUNCEMENT 00-10

**Louise Nevelson Commemorative Stamps**



Copyright USPS 1999

The Postal Service will issue five 33-cent *Louise Nevelson* commemorative stamps (Item Number 443800) in New York, NY, on April 6, 2000. The stamps, designed by Ethel Kessler of Bethesda, MD, go on sale nationwide April 7, 2000.

Louise Nevelson (1899–1988) is one of the most gifted sculptors of the 20th century. She introduced a new form of sculpture that consisted of carved, recycled, and painted wood objects arranged in boxes to create entire sculptural walls. During her 50-year career, she produced an impressive and influential body of work.

Each stamp is a photographic reproduction that shows a detail of a larger Nevelson sculpture. Featured on the stamps are (from left to right): *Silent Music I*, *Royal Tide I*; *Black Chord*, *Nightsphere-Light*; and *Dawn's Wedding Chapel I*.

**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:

LOUISE NEVELSON 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 May 6, 2000.

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

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

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

Issue:	<i>Louise Nevelson</i>
Item Number:	443800
Denomination & Type of Issue:	33-cent Commemorative
Format:	Water-activated pane of 20 with selvage (five designs)
Series:	N/A
Issue Date & City:	April 6, 2000, New York, NY 10199
Photographs:	Stamps: Courtesy The Pace Gallery, Jerry L. Thompson, and the Whitney Gallery of Art Selvage: Arnold Newman, New York, NY
Designer:	Ethel Kessler, Bethesda, MD
Art Director:	Ethel Kessler, Bethesda, MD
Typographer:	Ethel Kessler, Bethesda, MD
Modeler:	Joseph Sheeran
Manufacturing Process:	Offset
Printer:	Ashton-Potter USA Ltd.
Printed at:	Williamsville, NY 14221
Press Type:	Stevens, Vari-size Security Press
Stamps per Pane:	20
Print Quantity:	55 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
Stamp Orientation:	Vertical
Image Area (w x h):	1.222 x 1.56 in./31.04 x 39.62 mm
Overall Size (w x h):	1.222 x 1.56 in./31.04 x 39.62 mm
Full Pane Size (w x h):	9.5 x 7.0312 in./241.30 x 178.59 mm
Plate Size:	80 stamps per revolution
Plate Numbers:	"P" followed by four (4) single digits
Marginal Markings:	"© USPS 1999" • Plate Block (4 positions) • Price • Plate Numbers
Catalog Item Number(s):	443820 Strip of 5 — \$1.65 443830 Block of 10 — \$3.30 443840 Full Pane of 20 w/ plate no. — \$6.60 443862 First Day Cancellation, Strip of 5 — \$1.86 443863 First Day Cancellation, Set of 5 — \$2.70
Sale Date:	April 6, 2000
Nationwide Sale Date:	April 7, 2000

### Philatelic Products

There are no philatelic products associated with these stamps.

### Distribution

Stamp distribution offices (SDOs) will receive approximately one-quarter of their standard automatic distribution quantities for a gummed sheet stamp. Distributions are rounded up to the nearest master carton size (50,000 stamps).

### Initial Supply to Post Offices

SDOs will make a subsequent automatic distribution to post offices for one-quarter of their standard automatic distribution quantities using PS Form 3309, *Advice of Shipment/Stamp Invoice*, and PS Form 17, *Stamp Requisition*. SDOs must not distribute stamps to post offices before March 30, 2000.

### Additional Supply

Post offices requiring additional stamps must requisition them from their designated SDO 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 from SDOs, the New York, NY, and Washington, DC, APDs will receive 2,100,000 additional stamps; the Memphis, TN, Chicago, IL, and San Francisco, CA, APDs will receive 2,050,000 additional stamps; and, the Denver, CO, APD will receive 1,000,000 additional stamps.

### Philatelic Requirement

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

SDOs and SDNs That Serve This Many Philatelic Windows	Will Receive This Quantity of the 33-cent <i>Louise Nevelson</i> Commemorative Stamp, Item Number 443800
1	8,000
2	16,000
3	24,000
4	32,000
5	40,000
6	48,000
7	56,000
8	64,000
9	72,000
12	96,000
14	112,000
16	128,000
19	152,000
20	160,000

### 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, 3-9-00



STAMP ANNOUNCEMENT 00-11

**Coral Pink Rose Definitive Stamp**



Copyright USPS 1998

The Postal Service will issue a 33-cent *Coral Pink Rose* definitive stamp in a two-sided PSA booklet of 20 (Item Number 660400) in New York, NY, on April 7, 2000. The stamp, designed by Derry Noyes of Washington, DC, and illustrated by Ned Seidler of Hampton Bay, NY, goes on sale nationwide on April 8, 2000. This stamp was previously issued in a different format.

Roses are one of the most favored and beloved flowers throughout the world. They are cherished for their beautiful and fragrant blossoms, numerous varieties, and excellent displays in gardens and as cut flowers. The rose depicted on the U.S. Postal Service stamp is coral pink with a rounded form and abundant petals and is similar to the "America" variety of rose that was named to honor the United States bicentennial. No matter what color, shape, or fragrance, the rose remains an outstanding and much-admired flower.

**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:

CORAL ROSE DEFINITIVE STAMP  
 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 May 7, 2000.

Issue:	<i>Coral Pink Rose</i> (Double Sided)
Item Number:	660400
Denomination & Type of Issue:	33-cent Definitive
Format:	Convertible Booklet of 20 (one design)
Series:	N/A
Issue Date & City:	April 7, 2000, New York, NY 10199
Illustrator:	Ned Seidler, Hampton Bay, NY
Designer:	Derry Noyes, Washington, DC
Engraver:	Arnotek Industries
Art Director:	Derry Noyes, Washington, DC
Typographer:	John Boyd, New York, NY
Modeler:	Donald H. Woo
Manufacturing Process:	Gravure
Printer:	Sennett Security Products (SSP)
Printed at:	American Packaging Corporation, Columbus, WI
Press Type:	Rotopak, 3000-ES
Stamps per Booklet:	20
Print Quantity:	350 million stamps
Paper Type:	Pre-phosphored Type I
Gum Type:	Self-adhesive
Processed at:	Unique Binders, Fredericksburg, VA
Colors:	Magenta, Cyan, Yellow, Black (Booklet cover only)
Stamp Orientation:	Horizontal
Image Area (w x h):	0.83 x 0.72 in./21.08 x 18.28 mm
Overall Size (w x h):	0.98 x 0.87 in./24.94 x 22.09 mm
Full Pane Size (w x h):	5.53 x 1.96 in./140.46 x 49.78 mm
Plate Size:	360 stamps per revolution
Plate Numbers:	"S" followed by three (3) single digits
Marginal Markings:	"© USPS 1999" • Plate Numbers • "Peel here to fold • Self-adhesive stamps • DO NOT WET • Double sided"
Catalog Item Number(s):	660440 Convertible booklet of 20 — \$6.60 660461 First Day Cancellation — \$0.54
Sale Date:	April 7, 2000
Nationwide Sale Date:	April 8, 2000

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

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

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

### **Philatelic Products**

There are no philatelic products associated with these stamps.

### **Distribution: Item 660400, 33-Cent *Coral Pink Rose* Definitive Stamp, Two-Sided Booklet of 20, Pressure Sensitive Adhesive (PSA)**

Stamp distribution offices (SDOs) will receive five waves of distribution for this PSA definitive booklet. The first wave is approximately one-quarter the standard automatic distribution quantity for a PSA booklet. First wave shipments to SDOs began February 29, 2000, and will be completed by March 30, 2000. Distributions are rounded up to the nearest master carton size (4,500 booklets).

### **Initial Supply for Post Offices**

To obtain initial quantities of Item Number 660400, 33-cent *Coral Pink Rose*, two-sided booklet of 20, post offices must submit a separate PS Form 17, *Stamp Requisition*, to their designated SDO. SDOs *must not distribute* booklets to post offices before March 30, 2000.

### **Additional Supply**

Post offices requiring additional quantities of Item Number 660400, 33-cent *Coral Pink Rose*, two-sided booklet of 20, must order them from their designated SDO using PS Form 17, *Stamp Requisition*. SDOs requiring additional booklets must order them from the appropriate Accountable Paper Depository (APD) using PS Form 17.

All APDs will be provided additional quantities, in each wave of distribution, for filling supplemental orders from SDOs.

### **Philatelic Requirement**

SDOs with authorized philatelic centers must provide subsequent distribution of these booklets to each philatelic center from the initial automatic distribution.

— *Stamp Services, 3-9-00*



STAMP ANNOUNCEMENT 00-12

**Edwin Powell Hubble Commemorative Stamp Pane**



Copyright USPS 1999

The Postal Service will issue a 33-cent *Edwin Powell Hubble* commemorative pane of five stamp images (Item Number 442300) in Greenbelt, MD, on April 10, 2000. The stamps, designed by Phil Jordan of Falls Church, VA, go on sale nationwide April 10, 2000.

This stamp pane pays tribute to Edwin Powell Hubble and the Hubble Space Telescope, which was named in his honor. The five stamp images — Eagle Nebula, Ring Nebula, Lagoon Nebula, Egg Nebula, and Galaxy NGC 1316 — were captured by the Hubble Space Telescope, which started operating in April 1990.

Hubble (1889–1953) was an eminent American astronomer whose work furthered understanding of the universe. Hubble determined that galaxies exist outside of and are receding from our own galaxy, the Milky Way, and demonstrated that the universe is expanding. He was instrumental in the building of Palomar Observatory and conducted his research there when it was completed.

**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:

EDWIN HUBBLE COMMEMORATIVE STAMP  
POSTMASTER  
119 CENTER WAY  
GREENBELT MD 20770-9991

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 May 10, 2000.

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

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

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

**Philatelic Products**

The Postal Service will issue the 33-cent *Edward Powell Hubble* commemorative stamps, in Greenbelt, MD, on April 10, 2000. In addition, an 18" x 24" poster depicting Edward Powell Hubble, the Hubble telescope, enlargements of the stamps, and each of the five stamp issues will be available at post offices and postal retail stores nationwide.

- Poster: Item Number 988600, \$7.50.
- Poster: Item Number 988601, \$7.50 (postal retail stores).
- Poster: Item Number 402367, \$7.50 (*USA Philatelic* catalog).

The *Edward Powell Hubble* poster may also be ordered by telephone at 1 800 STAMP-24, by fax at 816-545-1212, and by mail from:

STAMP FULFILLMENT SERVICES  
US POSTAL SERVICE  
PO BOX 7247  
PHILADELPHIA PA 19101-9014

Issue:	<i>Edwin Powell Hubble</i>
Item Number:	442300
Denomination & Type of Issue:	33-cent Commemorative
Format:	Water-activated pane of 20 (five designs)
Series:	N/A
Issue Date & City:	April 10, 2000, Greenbelt, MD 20770
Source Photos:	Courtesy Space Telescope Science Institute and National Geographic Society
Designer:	Phil Jordan, Falls Church, VA
Engraver:	Armotek Industries
Art Director:	Phil Jordan, Falls Church, VA
Typographer:	Phil Jordan, Falls Church, VA
Modeler:	Donald H. Woo
Manufacturing Process:	Gravure
Printer:	Sennett Security Products (SSP)
Printed at:	American Packaging Corporation, Columbus, WI
Press Type:	Cerutti
Stamps per Coil/Pane:	20
Print Quantity:	105.350 million stamps
Paper Type:	Block
Gum Type:	Water-activated
Processed at:	Unique Binders, Fredericksburg, VA
Colors:	Magenta, Cyan, Yellow, Black, PMS 468 (Tan), PMS 209 (Purple)
Stamp Orientation:	Vertical
Image Area (w x h):	0.84 x 1.41 in./21.34 x 35.81 mm
Overall Size (w x h):	0.99 x 1.56 in./25.15 x 39.62 mm
Full Pane Size (w x h):	8.76 x 7.23 in./222.5 x 183.64 mm
Plate Size:	240 stamps per revolution
Plate Numbers:	"S" followed by six (6) single digits
Marginal Markings:	"© USPS 1999" • Position Diagram • Price • Plate Numbers
Catalog Item Number(s):	402320 Strip of 5 — \$1.65 402330 Block of 10 — \$3.30 402340 Full Pane of 20 w/ plate no. — \$6.60 402362 First Day Cancellation, Strip of 5 — \$1.86 402363 First Day Cancellation, Set of 5 — \$2.70 402367 Poster — \$7.50 402378 Stamper Saver Cards — \$1.75
Sale Date:	April 10, 2000
Nationwide Sale Date:	April 10, 2000

## Distribution

Stamp distribution offices (SDOs) and stamp distribution networks (SDNs) will receive full standard automatic distribution quantities for gummed sheet stamps. Distributions are rounded up to the nearest master carton size (50,000 stamps).

## Initial Supply to Post Offices

SDOs and SDNs will make a subsequent automatic distribution to post offices for their full 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 April 3, 2000.

## 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>Edwin Hubble</i> Commemorative Stamp, Item Number 442300
1	12,000
2	24,000
3	36,000
4	48,000
5	60,000
6	72,000
7	84,000
8	96,000
9	108,000
12	144,000
14	168,000
16	192,000
19	228,000
20	240,000

## Additional Supply

Post Offices requiring additional stamps must requisition them from their designated SDO or SDN 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, San Francisco, CA, and New York, NY, APDs will receive 450,000 stamps; Chicago, IL, Memphis, TN, and Washington, DC, APDs will receive 400,000 stamps; and the Denver, CO, APD will receive 150,000 stamps.

## 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, 3-9-00*

### Special Cancellation Die Hubs

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

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

<b>Cancellation</b>	<b>Period of Use</b>
Save Your Vision Week	Feb. 1–March 31
March Is Kidney Month, Give to the National Kidney Foundation	March 1–March 31
March Is Red Cross Month	March 1–March 31
Easter Seals, Fight Crippling	March 1–April 22
April Is Child Abuse Prevention Month	April 1–April 30
April Is Organ Donor Awareness Month — Donors Make Miracles	April 1–April 30
Law Day USA Freedom Under Law, May 1	April 1–April 30
Strike Back at Cancer, Give to the American Cancer Society	April 1–April 30
National Carih Asthma Week	April 1–May 6
Only You Can Prevent Forest Fires	April 1–Oct. 31
National Salvation Army Week, 4 <sup>th</sup> Week in May	May 1–May 31
Support Research for “NF,” Neurofibromatosis	May 1–May 31
Support Your Mental Health Association	May 1–May 31
National Flag Day, June 14, Pause for the Pledge	May 1–June 14
Goodwill Industries — Our Business Works So People Can	May 1–June 30
Support National Historic Preservation Week	May 9–May 15
National Transportation Week	May 14–May 20
Fight Disease, Support City of Hope Pilot Medical Center	May 15–June 15
Defeat Muscular Dystrophy, Support MDAA	May 15–June 17
Conquer Multiple Sclerosis	May 17–June 17
Conquer Cystic Fibrosis	Sept. 1–Sept. 30
Peace Corps Anniversary, Making a Difference	Sept. 1–Oct. 31
Employ People With Disabilities	Sept. 1–Nov. 30
Give to the United Way	Sept. 15–Nov. 15
Learn About Lupus, October Is Lupus Awareness Month	Oct. 1–Oct. 31
Radon Action Week, Protect Your Family, Test Your Home	Oct. 1–Oct. 31
Support Infection Control Week	Oct. 1–Nov. 30
Help Retarded Children	Nov. 1–Nov. 30
Military Families Recognition Day	Nov. 1–Nov. 30
National Adoption Month	Nov. 1–Nov. 30
National Philanthropy Day, Love of Humankind	Nov. 1–Nov. 30
Use Christmas Seals, Support Your Lung Association	Nov. 8–Dec. 31
Support American Education Week	Nov. 10–Nov. 30
Autistic Children, Hope Through Research and Education	Dec. 1–Dec. 31

## NEW PUBLICATION

**Handbook PO-230, Pictorial Cancellations**

Handbook PO-230, *Pictorial Cancellations*, has been printed and is currently being distributed. The effective date is February 2000. This handbook provides information for postal personnel responsible for pictorial cancellations. Handbook PO-230 is accessible also on the corporate intranet at <http://blue.usps.gov> (click on *Information*, then *Policies and Procedures*, then *Handbooks*).

**Distribution**

1. *Initial Distribution.* One copy will be distributed to vice presidents of area operations; area marketing managers; district customer service and sales managers; marketing managers; postmasters at cost ascertainment group (CAG) A-G offices and community post offices; and station managers at classified stations.
2. *Additional Copies.* Offices may order additional copies of Handbook PO-230 as follows:
  - Use Touch Tone Order Entry by calling 1-800-332-0317, option 1, then option 2.
  - Send an F3Fill-completed PS Form 7380, *MDC Supply Requisition*, by cc:Mail to MDC Customer Service @ TOKS001L.
  - Mail a completed PS Form 7380 to the following address:

SUPPLY REQUISITIONS  
500 SW MONTARA PKWY  
TOPEKA KS 66624-9702

The relevant ordering information for Handbook PO-230 is as follows:

PSN: 7610-04-000-5772  
PSIN: HBKPO230  
Unit of Issue: EA  
Quick Pick #: 804  
Bulk Pack Quantity: 50  
Price: \$0.3804  
Edition Date: 02/00

**Announcement Form**

The *Pictorial Cancellation Announcement Form* is reproduced on page 53 of this *Postal Bulletin* and can be found on page 13 of Handbook PO-230. *This form should be photocopied and used for submitting all cancellation requests effective immediately.* All announcements should be sent to Headquarters on this form at least six weeks before the event.

— Stamp Services, 3-9-00



## Pictorial Cancellation Announcement

<p>Complete this announcement and forward it to the following address:</p> <p>PICTORIAL CANCELLATIONS PROGRAM MANAGER                  STAMP SERVICES                  US POSTAL SERVICE                  475 L'ENFANT PLZ SW RM 4474-EB                  WASHINGTON DC 20260-2437</p>	<p><i>Insert pictorial cancellation Copy here</i>                  (Camera ready or reproducible)                  No larger than 4" horizontal x 2" vertical                  (the dimensions of this box)</p>
--	---

Postal Service Contact (name, address, phone)	
Station Date(s)	
Sponsor	
Station Name	
Complete Street Address or PO Box Number	
City/State/ZIP+4	

### Mail Cancellation Requests to:

Station Name	
Addressee Name (usually "Postmaster")	
Complete Street Address or PO Box 9998	
City/State/ZIP+4	

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### 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).

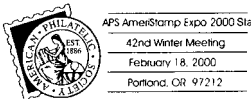
After applying the pictorial cancellation, the Postal Service returns the envelope or postcard through the mail. Customers who want their serviced item returned under protected cover should include a larger, stamped, self-addressed envelope.



February 14, 2000  
**HEART STATION**  
 POSTMASTER  
 135 S STATE ST  
 HART MI 49420-9998



February 26, 2000  
**OUTHOUSE STATION**  
 POSTMASTER  
 PO BOX 9998  
 TRENARY MI 49891-9998



February 18-19, 2000  
*American Philatelic Society*  
**APS AMERISTAMP EXPO 2000 STATION**  
 POSTMASTER  
 715 NW HOYT ST  
 PORTLAND OR 97208-9615



March 2, 2000  
**STRAWBERRY FESTIVAL STATION**  
 POSTMASTER  
 2501 WALDEN WOODS DR  
 PLANT CITY FL 33566



February 19, 2000  
**SCOUT O RAMA STATION**  
 POSTMASTER  
 185 E MAIN ST  
 GRASS VALLEY CA 95945-9998



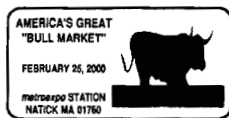
March 3, 2000  
**NEW YORK DISTRICT KIWANIS INTERNATIONAL STATION**  
 POSTMASTER  
 PO BOX 9998  
 ELLENVILLE NY 12428-9998



February 25, 2000  
**HERITAGE STATION**  
 POSTMASTER  
 201 HIGH ST NE  
 WARREN OH 44481-9998



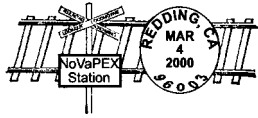
March 4, 2000  
**NORPEX STATION**  
 POSTMASTER  
 16 WASHINGTON ST  
 NORWALK CT 06856-9998



February 25-27, 2000  
*Metro Expo Boston 00 Stamp Show*  
**METRO EXPO STATION**  
 POSTMASTER  
 177 PINE ST  
 NATICK MA 01760-9998



March 4-5, 2000  
**BUXMONT STAMP CLUB STATION**  
 POSTMASTER  
 1135 MERNS RD  
 WARMINSTER PA 18974-9998



March 4-5, 2000  
 NOVAPEX STATION  
 POSTMASTER  
 2323 CHUM CREEK RD  
 REDDING CA 96049-9998



March 11, 2000  
 Nashville Philatelic Society  
 STAMP SHOW STATION  
 POSTMASTER  
 811 ROYAL PKY  
 NASHVILLE TN 37229-9281



March 6, 2000  
 Mcadoo Homecoming Committee  
 EAGLE STATION  
 POSTMASTER  
 PO BOX 9998  
 MCADOO TX 79243-9998



March 11, 2000  
 PALMBAY MILLENNIUM CELEBRATION  
 STATION  
 POSTMASTER  
 950 MALABAR RD SW  
 PALM BAY FL 32907-9998



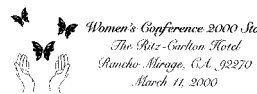
March 6, 2000  
 USPS Stamp Services  
 RECYCLING SYMPOSIUM 2000 STATION  
 POSTMASTER  
 PO BOX 9998  
 ARLINGTON VA 22210-9998



March 11, 2000  
 HERITAGE STATION 1880  
 POSTMASTER  
 520 7TH ST W  
 PALMETTO FL 34221-9998



March 6-12, 2000  
 IRON HORSE SALOON STATION  
 POSTMASTER  
 260 WILLIAMSON BLVD  
 ORMOND BEACH FL 32174-9998



March 11, 2000  
 WOMENS CONFERENCE 2000 STATION  
 POSTMASTER  
 42222 RANCHO LAS PALMAS DR  
 RANCHO MIRAGE CA 92270-9998



March 7, 2000  
 JACOB BURTON STATION  
 POSTMASTER  
 3920 MAIN ST  
 WASHINGTON VT 05675-9998



March 11, 2000  
 16TH ANNUAL REDLANDS BICYCLE  
 CLASSIC BIKE RACE STATION  
 POSTMASTER  
 404 NEW YORK ST  
 REDLANDS CA 92374-9998



March 7, 2000  
 USPS Stamp Services  
 RECYCLING SYMPOSIUM 2000 STATION  
 POSTMASTER  
 PO BOX 9998  
 ARLINGTON VA 22210-9998



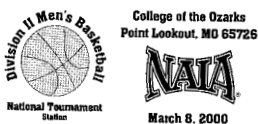
March 11, 2000  
 Samuel Osgood Stamp Club  
 SOPEX STATION  
 POSTMASTER  
 431 COMMON ST  
 LAWRENCE MA 01842-9998



March 8, 2000  
 USPS Stamp Services  
 RECYCLING SYMPOSIUM 2000 STATION  
 POSTMASTER  
 PO BOX 9998  
 ARLINGTON VA 22210-9998



March 11, 2000  
 BOK KAI FESTIVAL STATION  
 POSTMASTER  
 407 C ST  
 MARYSVILLE CA 95901-9998



March 8-14, 2000  
 College of the Ozarks  
 Point Lookout, MO 65726  
 COLLEGE OF THE OZARKS  
 DIVISION II MENS BASKETBALL NATIONAL  
 TOURNAMENT STATION  
 POSTMASTER  
 9990 ACADEMIC AVE  
 POINT LOOKOUT MO 65726-9998



March 11, 2000  
 Deming Gem & Mineral Society  
 ROCKHOUND ROUNDUP STATION  
 POSTMASTER  
 201 W SPRUCE ST  
 DEMING NM 88030-9998



March 10-12, 2000  
 Sweetwater Jaycees  
 RATTLESNAKE STATION  
 POSTMASTER  
 201 E THIRD AVE  
 SWEETWATER TX 79556-9998

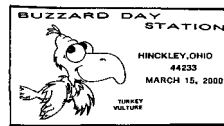


March 11, 2000  
 FRESPEX STATION  
 POSTMASTER  
 1900 E ST  
 FRESNO CA 93706-9998





March 11, 2000  
**ST PATRICKS DAY STATION**  
 POSTMASTER  
 320 THAMES ST  
 NEWPORT RI 02840-9998



March 15, 2000  
**BUZZARD DAY STATION**  
 POSTMASTER  
 1294 RIDGE RD  
 HINCKLEY OH 44233-9998



March 12, 2000  
**THE INSPECTORS 2 STATION**  
 POSTMASTER  
 900 BRENTWOOD RD NE  
 WASHINGTON DC 20066-9998



March 15, 2000  
**SESQUICENTENNIAL STATION**  
 POSTMASTER  
 27 N XENIA DR  
 ENON OH 45323-9998

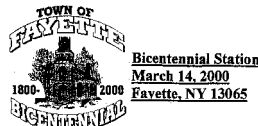


March 12, 2000  
*Yakima Valley Stamp Club*  
**17TH ANNUAL CHOCOLATE FANTASY STATION**  
 POSTMASTER  
 205 W WASHINGTON AVE  
 YAKIMA WA 98903-9998



Camp Fire Boys and Girls  
 March 16, 2000  
 Royal Oak, MI 48068

March 16, 2000  
*Camp Fire Boys and Girls*  
**ABSOLUTELY INCREDIBLE KID DAY STATION**  
 POSTMASTER  
 200 W SECOND ST  
 ROYAL OAK MI 48068-9998



March 14, 2000  
**TOWN OF FAYETTE BICENTENNIAL STATION**  
 POSTMASTER  
 PO BOX 9998  
 FAYETTE NY 13065-9998



March 16, 2000  
**VIETNAM STATION**  
 POSTMASTER  
 40 MONTGOMERY ST  
 PAWTUCKET RI 02860-9998



March 14, 2000  
**ANNIVERSARY STATION**  
 POSTMASTER  
 PO BOX 9998  
 FORT LARAMIE WY 82212-9998



March 16-20, 2000  
**SHAMROCK STATION**  
 POSTMASTER  
 PO BOX 9998  
 IRELAND WV 26376-9998



March 14, 2000  
**MEREDITH BICENTENNIAL STATION**  
 POSTMASTER  
 51 COUNTY HWY 12  
 EAST MEREDITH NY 13757-9998



March 17-19, 2000  
**BOYNTON BEACH GALA STATION**  
 POSTMASTER  
 217 N SEACREST BLVD  
 BOYNTON BEACH FL 33435-9998



March 14, 2000  
**MEREDITH BICENTENNIAL STATION**  
 POSTMASTER  
 PO BOX 9998  
 MERIDALE NY 13806-9998



March 17-19, 2000  
**ROPEX STATION 2000**  
 POSTMASTER  
 1335 JEFFERSON RD  
 ROCHESTER NY 14692-9998



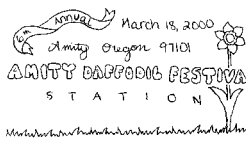
March 14-18, 2000  
*Salina Chamber Commerce*  
**NJCAA WOMENS NATIONAL BASKETBALL CHAMPIONSHIP STATION**  
 POSTMASTER  
 211 E ASH ST  
 SALINA KS 67401-9998



March 18, 2000  
**DIAMOND VALLEY LAKE MWD STATION**  
 POSTMASTER  
 324 S STATE ST  
 HEMET CA 92543-9998



March 15, 2000  
**NAIA Womens National Basketball Tournament Committee**  
**NAIA STATION**  
 POSTMASTER  
 200 MARTIN LUTHER KING BLVD  
 JACKSON TN 38301-9998



March 18, 2000  
*The Hospitality Tourism Recreation Class of Amity High School*  
**AMITY DAFFODIL FESTIVAL STATION**  
 POSTMASTER  
 PO BOX 9998  
 AMITY OR 97101-9998



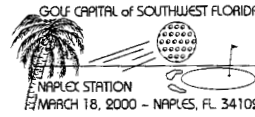
March 18, 2000  
Holt County Historical Society  
KINKAID STATION  
POSTMASTER  
201 N 4TH ST  
ONEILL NE 68763-9998



March 18-19, 2000  
CIPEX STATION XLII  
POSTMASTER  
PO BOX 9998  
RICHMOND IN 47374-9998



March 18, 2000  
DAR STATION  
POSTMASTER  
125 FOREST AVE  
PORTLAND ME 04101-9998



March 18-19, 2000  
NAPLEX STATION  
POSTMASTER  
1200 GODLETTE RD N  
NAPLES FL 34102-9998



March 18, 2000  
CASTOR CENTENNIAL STATION  
POSTMASTER  
8992 HWY 4  
CASTOR LA 71016-9998



March 22, 2000  
Greenville Chamber of Commerce  
GREENVILLE COC FOUNDATION STATION  
POSTMASTER  
2810 WESLEY ST  
GREENVILLE TX 75401-9998

— Stamp Services, 3-9-00

*Retail*

# What's in Store

**Spring 2000**

*It's Spring!*

For the Spring 2000 Drive Period, about 12,000 offices nationwide are receiving retail merchandise depicting the Rain Forest stamp design, as well as a Millennium Rose spring product offering featuring previously released spring stamp designs.

In addition, retail merchandise depicting the Warner stamp designs is due in about 12,000 offices nationwide in mid April.

**Bilingual Signage**

*Spreading the Signage*

Starting with the Spring 2000 Drive Period, bilingual continuity messaging for Express Mail and Priority Mail will be placed in the current 870 Dinero Seguro sites.

Retail Marketing is working closely with Diversity to attain an accurate list of postal sites nationwide that warrant Spanish signage for their lobbies. We expect to have that list added to our Retail database in time for the Holiday 2001 Drive Period, if not sooner.

This is the first of several planned efforts to fulfill numerous requests from our diverse customer base by providing in-language messaging that meets the needs of postal consumers whose primary language is Spanish.

**Vending Signage**

*Look for icon*

In response to requests from the field, signage will be sent out with the Spring 2000 Drive Period kit packs for placement in post offices that offer a postal vending area.

The new signage will contain an eye-catching icon illustration of a vending machine, denoting speed and efficiency. These two factors have invariably come through in focus groups as key purchase motivators for our busy consumers.

The expected response over time is that consumers will associate this particular icon with vending, search out the vending area, and take care of immediate purchasing needs made easier by the vending machine, thereby avoiding the line.

**Love research**

Research on the Love product is being conducted in selected offices in Atlanta, Kansas City, New York Metro, and Los Angeles. If approached by a representative from the Ensemble Company (a division of Hallmark), please accommodate them.

## What's in Store

### Census 2000

re: the Census

These are the procedures that the Postal Service will follow to support the U.S. Census Bureau in all postal Retail units:

- Informational posters about the census and census recruitment posters will be displayed in all post offices. Census personnel are responsible for getting material to post offices.
- The Postal Service has agreed to waive the normal fee for this service — outlined in POM 8 — because of the importance of the census to the nation and to provide a valuable service to the community. This is a one-time-only waiver.
- The Postal Service will not permit any census material display tables or census personnel in postal lobbies. Video feeds replaying messages about the census also are not allowed.

### EMR

Clever  
ZOGATRON

Expect more inquiries at the retail counter about Electronic Merchandise Return (EMR) service because of the “Zogatron” commercial. EMR allows customers to use home computers to download authorized shipping labels directly from an e-tailer’s Web site, print them, and attach them to a package.

Zogatron is the robot star of TV commercials that focus on EMR. In the commercial, an online shopper has purchased Zogatron and received it via Priority Mail. When the shopper learns that the intended recipient, a young child, already has a Zogatron, the toy robot springs into action to show how easy it is to print an EMR label. Then Zogatron wraps itself back into Priority Mail, label affixed.

### Feedback

Send comments and questions to:

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

# What's in Store

## YOUR retail CALENDAR

MARCH – MAY 2000 Key Dates

# MARCH

			WED	THU	FRI	SAT
			1	2	3	4
			Tax Drive Period begins REMOVE Love P.O.P. and DISPLAY Tax P.O.P.			
					\$ Payday	
SUN	MON	TUE				
5 <i>Did You Know?</i> Over 40 million consumers will order online this year—tell your customers they can now order many Postal Service products online	6	7	8 <i>Retail Reminder:</i> Make sure your debit/credit acceptance door decal is displayed—to order a decal, call 1-800-332-0317	9 Last day to input VESS data for AP 6	10	11 <i>Retail Reminder:</i> Be sure to maintain vending inventory
12	13 <i>Tell Your Customers</i> they can use usps.com to order many shipping supplies and have them delivered	14	15 <i>Retail Reminder:</i> Make sure customers use a return address on all their packages and correspondence	16	17 \$ Payday St. Patrick's Day	18
19 <i>Did You Know?</i> The Postal Service earned \$60 billion last year moving mail... \$58 billion of that was spent on employees and transportation	20 First day of spring	21	22	23	24 <i>Tell Your Customers</i> Priority Mail® 10-packs with pre-paid postage are available at 1-800-THE-USPS	25
26	27	28	29 Have you seen the new uniforms on the Retail Web page? visit <a href="http://retail.usps.gov">http://retail.usps.gov</a>	30	31 \$ Payday	

**MARCH STAMP RELEASES: Pacific Coast Rain Forest, Ryman Auditorium Stamped Card**

Refer to your 90-Day Retail Calendar Swingroom Poster for additional information.  
 Dates that include "Last day to mail dates" are dependent on drop-off location, time, and destination.  
 \*The number and type of elements in P.O.P. Kits vary by location.

# What's in Store

## your retail CALENDAR

MARCH – MAY 2000 Key Dates

### APRIL

SUN	MON	TUE	WED	THU	FRI	SAT
2 Daylight saving time begins	3	4 <b>Tell Your Customers</b> to confirm delivery of Priority Mail® packages with Delivery Confirmation™ service at usps.com or 1-800-222-1811	5 <b>Retail Reminder:</b> Be sure to maintain vending inventory	6	7 <b>Retail Reminder:</b> Last day for District to input VESS data for AP 7	1 All retail apparel orders should be in for the uniform allowance program
9 <b>Did You Know?</b> Promo Magazine (10/99) estimates that a single sheet of Bugs Bunny stamps is now worth up to \$250 as a collector's item	10	11-14 <i>Spring P.O.P. and product shipments arrive this week</i>			14 \$ Payday	15 <b>Retail Reminder:</b> Scheduled deployment of the new PS-22-B stamp machines in select locations Tax Day
16 Palm Sunday	17 Last day for Priority Mail Global Guaranteed™ and Global Priority Mail™ packages to arrive by Easter	18 REMOVE Tax P.O.P. and DISPLAY Spring P.O.P. and product this week	19	20 Last day for Priority Mail® and Express Mail® international packages to arrive by Easter	21 Good Friday	22 Last day for Express Mail® Next Day Service packages to arrive by Easter Earth Day
23 Easter	24 <b>Tell Your Customers</b> we have great last-minute gifts for Secretaries Day	25	26 Secretaries Day	27 <b>Tell Your Customers</b> the Celebrate The Century™ 1990s stamps are now available—encourage them to buy the series	28 \$ Payday	29 <b>Tell Your Customers</b> that adding Delivery Confirmation™ service to their Priority Mail® packages allows them to confirm delivery for only 35¢ extra
30 Orthodox Easter	<p><b>APRIL STAMP RELEASES: American Samoa, Wile E. Coyote and Road Runner, Louise Nevelson, Library of Congress, Edwin Powell Hubble</b></p> <p>Refer to your 90-Day Retail Calendar Swingroom Poster for additional information. Dates that include "Last day to mail dates" are dependent on drop-off location, time, and destination. *The number and type of elements in P.O.P. Kits vary by location.</p>					

# What's in Store

## your retail CALENDAR

### MARCH – MAY 2000 Key Dates

	MON	TUE	WED	THU	FRI	SAT	
<b>MAY</b>  SUN	1 <i>Tell Your Customers</i> Express Mail® Next Day Service provides delivery on Saturdays, Sundays, and holidays at no extra charge	2 <i>Retail Reminder:</i> Make sure to keep retail pegs well stocked	3 <i>Retail Reminder:</i> Be sure to maintain vending inventory	4 <i>Tell Your Customers</i> LOONEY TUNES® USPS Retail Products make great gifts, especially for kids	5 <i>Retail Reminder:</i> Last day for District to input VESS data for AP 8  Cinco de Mayo	6 <i>Tell Your Customers</i> that they can order stamps online through usps.com	
	7 <i>Did You Know?</i> The Golden Dollar Coin is the first dollar coin to be introduced in 20 years	8 Last day for Priority Mail Global Guaranteed™ and Global Priority Mail® packages to arrive by Mother's Day	9 <i>Tell Your Customers</i> domestic money orders (available in amounts up to \$700) are the smart gift for any occasion	10 <i>Retail Reminder:</i> Adoption Commemorative Stamp is available this month in self-adhesive booklets for vending equipment <b>ITEM#36-4000</b>	11 Last day for Priority Mail® and Express Mail® International packages to arrive by Mother's Day	12 \$ Payday	13 Last Day for Express Mail® Next Day Service packages to arrive by Mother's Day
	14 Mother's Day	15	16 <i>Retail Reminder:</i> Re-order retail product as necessary (allow 3 weeks for product shipments to arrive)	17	18 <i>Retail Reminder:</i> Don't forget the GIST when servicing customer. (Greet, Inquire, Suggest, Thank)	19 <i>Tell Your Customers</i> Priority Mail® service offers Saturday delivery at no extra charge	20
	21 <i>Did You Know?</i> A majority of all customer buying decisions are made on impulse	22 <i>Tell Your Customers</i> about PACIFIC COAST RAIN FOREST Stationery	23	24	25 <i>Tell Your Customers</i> who are using the old Special Services labels without barcodes that they cannot be used any more. Supply them with new barcoded labels	26 \$ Payday	27
	28	29 Memorial Day	30 <i>Retail Reminder:</i> Be aware of your stock levels of popular items	31			

**MAY STAMP RELEASES: Middlebury College Stamped Card, Summer Sports, Celebrate The Century 1990s, Adoption, Distinguished Soldiers, Youth Team Sports**

Refer to your 90-Day Retail Calendar Swingroom Poster for additional information. Dates that include "Last day to mail dates" are dependent on drop-off location, time, and destination.  
\*The number and type of elements in P.O.P. Kits vary by location.



475 L'ENFANT PLAZA SW  
WASHINGTON DC 20260-1540

First-Class Mail  
Postage & Fees Paid  
USPS  
Permit No. G-10

**Postal Service Orders for Postal Bulletin**

- New Order       Change of Address  
(Include *Postal Bulletin* mailing label.)

Attention Line \_\_\_\_\_

Postal Facility Name \_\_\_\_\_

Delivery Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ ZIP+4 \_\_\_\_\_

Person to Contact  
( ) \_\_\_\_\_

Daytime Telephone \_\_\_\_\_

- Change Quantity of Subscription  
(Include *Postal Bulletin* mailing label.)

Current Quantity \_\_\_\_\_ New Quantity \_\_\_\_\_

**Distribution:** The GPO distributes the *Postal Bulletin* for the Postal Service to all postal facilities except classified stations and branches, contract postal units, and detached mail units, which receive copies from their administrative post office.

**Missing Issues:** If postal facilities that receive the *Bulletin* from GPO do not receive their order, they should call the *Postal Bulletin* editor at 202-268-2836. All other facilities should contact their administrative post office.

**Address and Quantity Changes and Subscription Problems:** Postal facilities may send address and quantity changes and subscription queries via cc:Mail to POSTAL BULLETIN or via the Internet to [pbulleti@email.usps.gov](mailto:pbulleti@email.usps.gov). Please include old and new address and quantities, and the "P00" subscription number from your address label. Postal facilities may also complete this form and mail it to:

ATTN POSTAL BULLETIN  
US POSTAL SERVICE  
475 L'ENFANT PLZ SW RM 2800  
WASHINGTON DC 20260-1540

All other facilities should contact their administrative post office.

**Single Copies (back to 1 year):** To order extra copies or back issues (see Table of Contents for specific PSN), call MDC Customer Service at 800-332-0317 or send PS Form 7380, *MDC Supply Requisition*, to:

MATERIAL DISTRIBUTION CENTER  
ATTN SUPPLY REQUISITIONS  
500 SW MONTARA PKWY  
TOPEKA KS 66624-9602

**Public Orders for Postal Bulletin**

- New Order       Change of Address  
(Include *Postal Bulletin* mailing label.)

Attention Line \_\_\_\_\_

Company Name \_\_\_\_\_

Delivery Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ ZIP+4 \_\_\_\_\_

Daytime Telephone \_\_\_\_\_

**Subscription:** Domestic - \$118.00 per year, International - \$147.50 per year

**Subscription Orders:** 202-512-1800

**Subscription Inquiries:** 202-512-1806 Fax: 202-512-2250

**Single Copies (back to 16 issues):** Domestic - \$7.50; International - \$9.38

- Enter \_\_\_\_\_ Annual Subscription(s).  
Total Amount \$ \_\_\_\_\_

- Send \_\_\_\_\_ additional copies of Bulletin # \_\_\_\_\_  
Total Amount \$ \_\_\_\_\_

- GPO deposit account 

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- Check/money order payable to: Superintendent of Documents

- VISA       MasterCard

Credit Card Number \_\_\_\_\_ Expiration Date \_\_\_\_\_

Signature \_\_\_\_\_

**Mail Completed Form and Payment To:**

SUPERINTENDENT OF DOCUMENTS  
US GOVERNMENT PRINTING OFFICE  
PO BOX 371954  
PITTSBURGH PA 15250-7954

