

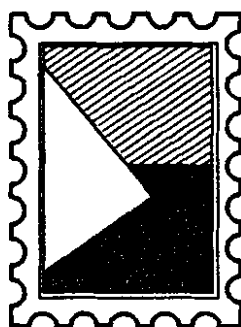
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Moore Training Manual

MOORE

Postal Information





Business Communication
Services

Postal Training

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Training

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Training Objective

- Provide an overview of postal regulations
- ☐ Familiarize people with reference materials
- ☐ Supply sufficient information for mailpiece design
- ☐ BCS postal procedures and tools

Training

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Postal Training Overview

- | | |
|------------------|----------------------------|
| ☐ Postage Rates | ☐ Reply Mail |
| ☐ Classification | ☐ Postage Payment Systems |
| ☐ Processing | ☐ Move Updates |
| ☐ Category | ☐ Other |
| ☐ Addressing | ☐ Mail Preparation |
| ☐ Sortation | ☐ BCS Procedures and Tools |

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Business Communication
Services

Decision Tree — First-Class

First-Class Mail

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Postage Rates

- ☐ Classification
- ☐ Processing Category
 - ✓ Physical Characteristics
- ☐ Addressing
- ☐ Sortation

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Automation Discounts

- ☐ Automation Compatible Document
 - ✓ Paper and sealing
 - ✓ Size (length, height, width, aspect ratio)
 - ✓ Address/Barcode Readability
 - ✓ Move Updates for First-Class
- ☐ Software
 - ✓ Address/Barcode data
 - ✓ Mail sorting
- ☐ Mail Preparation

A barcode alone does not get a discount!

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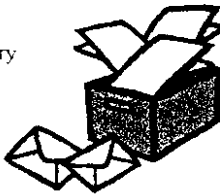
Classification

It's what's inside that counts.

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Classification


- ☐ Determined by
 - ✓ Contents
 - ✓ Weight
 - ✓ Urgency of Delivery
 - ✓ Price



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Classes of Mail

- ☐ Expedited—Express Mail
- ☐ First-Class
 - ✓ Priority Mail
- ☐ Periodicals
- ☐ Standard Mail
 - ✓ Nonprofit
- ☐ Package Services



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Express Mail

Content—anything that is mailable

Delivery—Expedited Service

- ✓ Delivery 1-2 days
- ✓ Guarantee (money back)
- ✓ Tracking—on Internet

Weight—up to 70 pounds

No discounts on volumes

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First-Class

Contents

- ✓ Personal Correspondence
- ✓ Bills and Statements of Account
- ✓ Anything that is mailable

Delivery Standards

- ✓ 1-3 days

Weight—Up to 13 ounces

Closed to postal inspection

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Priority Mail

Contents

- ✓ Personal Correspondence
- ✓ Bills and Statements of Account
- ✓ Anything that is mailable

Delivery Standards

- ✓ 1-3 days

Weight—13 ounces to 70 pounds

- ✓ Anything lighter than 13 ounces



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Periodicals

- Content—Information
 - Published
 - ✓ By registered news agent or publisher
 - ✓ At stated frequency, least 4 times a year
- Delivery—no preference
- Weight—up to 70 pounds
- Postage—based on percentages of advertising, weight, and zone



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Standard Mail

- Content—does not have to be First-Class
 - ✓ Usually advertising
- Delivery—no preference
- Weight—up to 16 ounces
- Open to postal inspection
- Nonprofit Subclass

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Nonprofit

- Subclass of Standard Mail
 - ✓ Not required to be First-Class
- Nonprofit Organization
 - ✓ Religious, agricultural, educational, labor, scientific, veterans, voting
- Nonprofit Mailing
 - ✓ Substantially related to the purpose of the organization
- Nonprofit Organization must be the mailer

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**Standard Mail with First-Class
Enclosures**

- Standard portion greater than 1 ounce
 - First-Class portion is less than 1 ounce
 - Mail is treated as Standard Mail
 - ✓ Delivery service
 - ✓ Forwarding services
 - Pay postage for both classes
 - ✓ Standard postage is the primary
 - ✓ Endorsement: FIRST-CLASS MAIL
- ENCLOSED

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Package Services

- Content—does not have to be First-Class
 - ✓ Usually parcels
- Delivery—no preference
- Weight—up to 70 pounds
 - ✓ Dependent on category
- Postage—dependent on category



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Package Services

- Parcel Post
 - ✓ General category
- Bound Printed Matter
 - ✓ Permanently fastened: directory, advertising
- Special Standard Mail
 - ✓ Books—reading matter, film, music
- Library Mail
 - ✓ Educational material: mailed between schools, libraries, nonprofit organizations

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USPS Delivery Standards

First-Class
✓ 1 to 3 days
Standard Mail
✓ 3 to 10 days
Package Services
✓ 2 to 9 days

USPS On-time delivery is only 85% to 95%!



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First-Class Service Standards



USPS Delivery Standards

Timing: ☐ One-Day ☐ Two-Day ☐ Three-Day

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First-Class Service Standards

Logan, Mundelein, Thurnmont, Windsor



USPS Delivery Standards

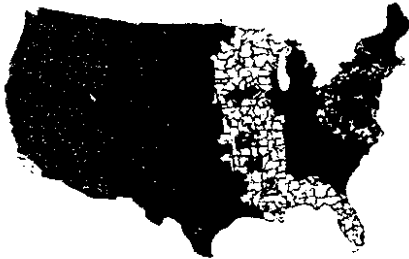
Timing: ☐ One-Day ☐ Two-Day ☐ Three-Day

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Standard Mail Service Standards

Thurmont, MD



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Non-Personal

What is non-personal:

- ✓ Name
- ✓ Address
- ✓ Account Number
- ✓ Group Information

☐ Different than "Personalized"

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Exercise

Classification Exercise

Non-Personal
Date Account Number
Name of recipient
Address
Group information (if applicable) (i.e. more than 2)

| Examples in addition to the characteristics of the recipient | Type | Class |
|---|--|-------|
| Date of letter | Same or different (date on multiple letters) | |
| Group Number | Same or multi (different per person) | |
| Individual Number | Same or multi (different per person) | |
| Copy or amount | Same or multi (different per person) | |
| Client number | Same or multi (different per person) | |
| Percent of piece increase | Same or multi (different per person) | |



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Processing Category

It's what's outside that counts.

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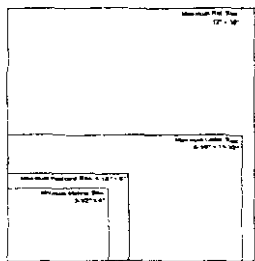
Processing Category

- ☐ Letters
- ☒ Postcards
- ☐ Flats
- ☐ Machinable Parcels
- ☐ Irregular Parcels
- ☐ Outside Parcels

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Processing Category Definition

- ☐ Category
 - ☒ Postcards
 - ☒ Letters
 - ☒ Flats
 - ☒ Parcels
- ☐ Characteristics
 - ☒ Length, height, thickness, weight



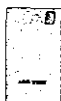
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Physical Definitions

- Length
 - ✓ Letter-Size—determined by address position
 - ✓ Flat-Size—usually largest dimension
- Height—second largest dimension
- Thickness—smallest dimension
- Aspect Ratio
 - ✓ Letter-Size only
 - ✓ Length/height: between 1.3 and 2.5



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Postcard-Size

| DIMENSIONS | Minimum | Maximum |
|--------------|---|---------|
| Height | 3 1/2" | 4 1/2" |
| Length | 5" | 6" |
| Thickness | 0.007" | 0.016" |
| Aspect Ratio | Between 1.3 and 2.5 (Length divided by Height) | |

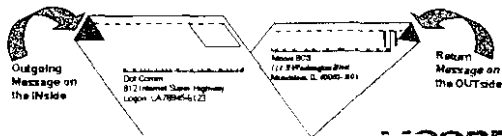
Postcards are First-Class mail.

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Double Postcard

- Postcard Dimensions
 - ✓ Actually 2 postcards
- Reply must be
 - ✓ Related to the outgoing message
 - ✓ Exclusively from the respondent



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Letter-Size

| DIMENSIONS | Minimum | Maximum |
|--------------|--|---------|
| Height | 3 1/2" | 6-1/8" |
| Length | 5" | 11 1/2" |
| Thickness | 0.007" or 0.009" for automation compatible if over 4 1/2" x 6" | 0.25" |
| Aspect Ratio | Between 1.3 and 2.5 (Length divided by Height) | |

Length is determined by address direction.

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Flat-Size

Generally, larger than a letter in any one direction.

| DIMENSIONS | Minimum | Maximum |
|------------|---------|---------|
| Height | 6" | 12" |
| Length | 6" * | 15" |
| Thickness | 0.009" | 75" |

No Aspect Ratio.

Address placement does not determine length.

* Minimum length can be reduced to:

- 5" if height is from 6" to 7 1/4". This is referred to as *digest-size* mail.
- 5-3/8" long of more than 7 1/4" high but no more than 9 1/2" high.

Other requirements apply to specific USPS processing equipment. Please refer to the DMM for complete details.

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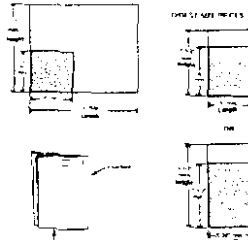
Automation Flats — FSM 881

Length is longest edge or height is final fold

No Aspect Ratio

Special Digest Sizes

Polywrap must be approved



Training

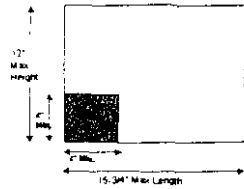
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Automation Flats — FSM 1000

- ❑ Piece does not meet FSM 881 requirements
- ❑ Length is longest edge or final fold
- ❑ No Aspect Ratio
- ❑ Polywrap must be approved



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Flat-Size Non Automation

- ❑ Try to use OCR addressing guidelines
- ❑ Problem characteristics
 - ✓ Flimsies
 - ✓ Too Tall
 - ✓ Very Thick
 - ✓ Too Rigid
 - ✓ Partially Filled



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First-Class Non Standard Surcharge

- ❑ Flat 1 ounce or less
 - ✓ Longer than 11-1/2"
 - ✓ Higher than 6-1/8"
 - ✓ Thicker than 1/4"
- ❑ Aspect Ratio
 - ✓ Less than 1.3
 - ✓ Greater than 2.5

11¢ or 5¢

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Class and Category

| Category | First-Class | Standard |
|----------|-------------|----------|
| Postcard | ✓ | |
| Card | ✓ | ✓ |
| Letter | ✓ | ✓ |
| Flat | ✓ | ✓ |

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Processing Category Exercise

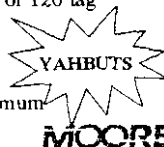
- ✓ Mailable
 - ✓ Over 3-1/2" x 5"
- ✓ Letter or Flat
 - ✓ Maximum Letter Size 6-1/8" x 11-1/2" x 1/4"
- ✓ Surcharge For First-Class mail
 - ✓ Out of Aspect Ratio
 - ✓ Flat 1,000 ounces or less
- ✓ Additional Postage
 - ✓ Depends on Weight/Classification

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Paper Specifications

- ✓ Self Mailer Minimums (automation)
 - ✓ V fold—28 pound
 - ✓ C or Z fold—24 pound
- ✓ Booklet—20 pound cover
- ✓ Cards
 - ✓ 75 pound—prefer 110 index or 120 tag
- ✓ Envelopes
 - ✓ 16 pound minimum
 - ✓ Reply Mail —20 pound minimum



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Exercise

For each mailpiece shown, indicate first piece is:

- ☐ Magazine (over 3 1/2" x 5")
- ☐ Letter or Flat (Letter maximum: 6 1/8" x 11 1/2" x 1/4")
- ☐ Subject to surcharge for First-Class mail
 - Letter, Out of Aspect ratio
 - Flat: 1,000 or less
- ☐ Add the postage required (First-Class by the ounce)

See Illustration
 12.5 ounces (1)
 Commercial rate

| Mailpiece | Length | Thickness | Class | Weight | Magazine | Letter or Flat | Surcharge | Additional Postage |
|-----------|--------|-----------|-------------|------------|----------|----------------|-----------|--------------------|
| 1 | 6" | 1 1/2" | First-Class | 1.5 ounces | Y/N/N | L or F | Y or N | _____ |
| 2 | 6" | 1 1/2" | First-Class | 1.5 ounces | Y or N | L or F | Y or N | _____ |
| 3 | 11" | 6" | First-Class | 1.5 ounces | Y or N | L or F | Y or N | _____ |

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Addressing

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Addressing

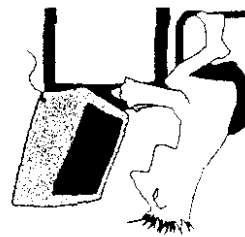
- ✓ Address data elements
 - ✓ Delivery address
 - ✓ ZIP Code
 - ✓ Barcode
- ✓ Address physical requirements
 - ✓ Placement
 - ✓ Readability

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Address Quality is Crucial



- Non mail delivery requires precise address
- Wrong address will not get your message delivered
- A wrong phone number
- A wrong fax number
- A wrong Internet address

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Client Addressing Standards



- Avoid Garbage-In-Garbage-Out
- Review and revise documents
- Separate address elements on input documents
- Train Data Entry Personnel
- Establish data entry edits and checks
- Establish on-line CASS lookups
- Postal Addressing Standards

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Data Entry

Form with fields for Name, Address, City, State, ZIP Code, and Ap/Unit.

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Spell the Street Name

- ✓ Is it one word or two words

Are there any Directionals?

What is the suffix?

If it's a Rural Route,

- ✓ Is there a box number
- ✓ Has it been converted to city-style

Are there any Apartment or Unit Numbers?



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Lower:

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21788-0200

- Primary Area: Sectional Center Facility (SCF)
217 — Frederick, MD
- Destination Delivery Unit: Exact Post office
(DDU)
88 — Thurmont
- Sector of Delivery: Part of area
02 - Sector
- Segment: block face or building
00 = Segment

Termination

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Delivery Address Elements

| | |
|---------------------------|------|
| House Number | 1234 |
| Pre Directional | N |
| Street Name | ELM |
| Suffix | ST |
| Post Directional | SW |
| Secondary Unit Descriptor | APT |
| Secondary Unit Number | 3A |

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Address Coding

- ☒ Parses into address elements
 - ✓ Delivery address
- ☒ Standardizes
 - ✓ ST, AVE, BLDG, APT
- ☒ Matches to the USPS AMS II database
 - ✓ House number range or PO Box number range
 - ✓ Delivery address elements
 - ✓ Within ZIP Code, city, financial area

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Levels of Address Quality

- ☒ Codeable — Delivery Point Barcoded
 - ✓ Good address elements
- ☒ Confirmed — Valid ZIP Code
 - ✓ Some address elements missing
- ☒ Non confirmed — No match to USPS database
 - ✓ Incorrect or missing address elements
- ☒ Invalid — Insufficient address elements

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Address Level Examples

| | | | |
|--|------------------|--|--|
| | Codeable | Dr Rippeon & Dr. McCurdy 105 E Main St Thurmont, MD 21788-2008 | All needed address elements |
| | Confirmed | Dr Rippeon & Dr. McCurdy 105 Main St Thurmont, MD 21788 | Directional is missing, but address is in the ZIP Code |
| | Non confirmed | Dr Rippeon & Dr. McCurdy 1050 Main St Thurmont, MD 21788 | House number range does not exist in that ZIP |
| | Invalid | Dr Rippeon & Dr. McCurdy Dentist Office Thurmont, MD 21788 | Address elements missing |

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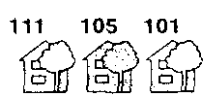
Addressing and Postage

| | | |
|--|---------------|-------------------------|
| | Codeable | Barcoded Rates |
| | Confirmed | Presort Rates |
| | Non confirmed | Full Rate |
| | Invalid | Full Rate or not mailed |

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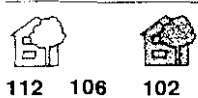
Coding Exercise



West

MAIN ST

East

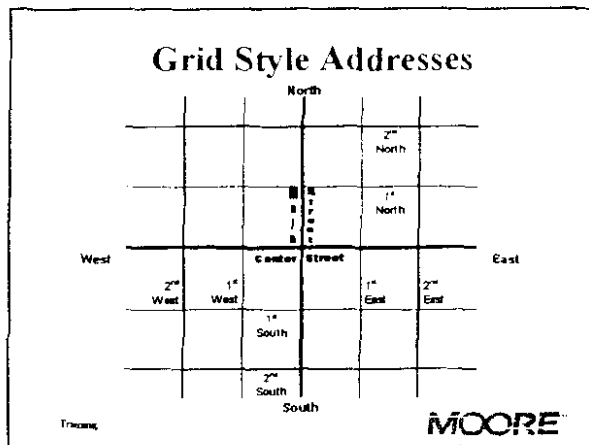


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Delivery Point Validation (DPV)

- ▶ Coming soon — end of 2001
- ▶ New USPS service
 - ✓ Not mandatory yet
- ▶ Through licensed CASS software vendors
- ▶ Validates the house number or apartment number
- ▶ Better address accuracy
- ▶ Lowers the percentage of barcoded pieces

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Address Coding

- ▶ Time Requirements
 - ✓ Carrier Route — 90 days
 - ✓ ZIP+4 or Delivery Point Barcode — 6 months
 - ✓ ZIP Code or Presort — one year
- ▶ Percentages
 - ✓ ZIP+4 — over 90%
 - ✓ ZIP Code — less than 1% more than ZIP+4



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Address Standardization

Client Input 1034 West Maine Street
Your Place, ST 34355

Standardized 1034 W Main St
Your Place, ST 34356-1369

Moore BCS: 1034 West Maine Street
Barcoded, not
standardized, ZIP
Code Matches Your Place, ST 34356-1369

ZIP CODE MAY BE CHANGED — MUST match the barcode.

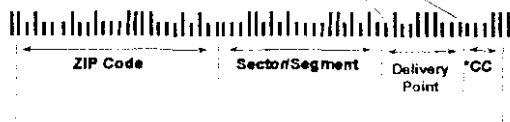
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Delivery Point Barcode

DELIVERY POINT BARCODE

1040 Lombard St
San Francisco CA 94109-1616



*CC = Correction Character

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POSTNET Barcode

| Number | Binary | Barcode |
|--------|-----------|---------|
| 1 | 7 4 2 1 0 | 74210 |
| 2 | 0 0 0 1 1 | 00011 |
| 3 | 0 0 1 0 1 | 00101 |
| 4 | 0 0 1 1 0 | 00110 |
| 5 | 0 1 0 0 1 | 01001 |
| 6 | 0 1 0 1 0 | 01010 |
| 7 | 0 1 1 0 0 | 01100 |
| 8 | 1 0 0 0 1 | 10001 |
| 9 | 1 0 0 1 0 | 10010 |
| 0 | 1 0 1 0 0 | 10100 |

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Reading a Barcode

Take off the starting and ending frame bars.

Group the remaining bars in sets of 5 bars – there should be two tall and three short bars.

Assign the proper value to each FIML bar. Add those values for the number represented.

The diagram shows a barcode with 10 groups of 5 bars each. Above each group is a number representing its value:

| Bar Group | Value |
|-----------|-----------|
| 1 | 1+0 = 4+0 |
| 2 | 2+0 = 1+0 |
| 3 | 2+1 = 4+0 |
| 4 | 4+0 = 4+0 |
| 5 | 4+1 = 7+0 |
| 6 | 4+2 = 7+1 |
| 7 | 7+0 = 7+1 |
| 8 | 7+1 = 9+0 |
| 9 | 7+2 = 1+0 |
| 10 | 7+4 = 4+0 |

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Transmitting the total digits from the multiple of 10 50 = 46 + 4

Determining the next highest multiple of 10 50

Adding all the digits of the number 46

Calculate the correction character by

Address Characters

- Spacing: 1 to 3 point
- Height: 8 to 18 point
 - 8 pt must be uppercase
- Uniform Thickness
- Fonts: simple
 - Sans serif is best

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Address Spacing

- Character Spacing
 - One to two Ms
- Line Spacing
 - Minimum 2 point
- Skew
 - +/- 5°

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Background Examples

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Background Examples

| | | |
|--|--|--|
| <p>Thom Hove 1234 Main St. Hollywood, MT 9045 1234</p> | <p>Mr. Kelly Lutz 815 Camp St. Falmes, PE 32233-7777</p> | <p>Line One 777 Main St. Longwood, LA 90028-3900</p> |
| <p>John Doe 754 Main St. Avalon, AZ 86455-3456</p> | <p>Mark E. Lee 450 Maple Ln. Columbus, LA 10877-0000</p> | <p>Mr. Landon 877 Main St. Tulsa, TX 71555-3030</p> |
| <p>Tony Lee 456 C. Main St. Waco, TX 76798-1234</p> | <p>Mr. Lutz 123 Main St. Falmes, PE 32233-7777</p> | <p>Mr. Lutz 123 Main St. Falmes, PE 32233-7777</p> |

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Exercise

Using Notice 67 check each address below

| Text Style | Item | Comments |
|--|--|----------|
| Text Style 1 Tom and Peter Lee 123 Main St. Hollywood, MT 9045 1234 | <input type="checkbox"/> Character Spacing <input type="checkbox"/> Stroke Thickness <input type="checkbox"/> Character Height <input type="checkbox"/> Line Spacing <input type="checkbox"/> Line Style | |
| Text Style 2 Thom Hove 1234 Main St. Hollywood, MT 9045 1234 | <input type="checkbox"/> Character Spacing <input type="checkbox"/> Stroke Thickness <input type="checkbox"/> Character Height <input type="checkbox"/> Line Spacing <input type="checkbox"/> Line Style | |
| Text Style 3 Tony Lee 456 C. Main St. Waco, TX 76798-1234 | <input type="checkbox"/> Character Spacing <input type="checkbox"/> Stroke Thickness <input type="checkbox"/> Character Height <input type="checkbox"/> Line Spacing <input type="checkbox"/> Line Style | |

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Letter-Size Address Placement

Address

- ✓ OCR Read Area
- ✓ Clear area
 - left, right, and below

Address

- ✓ Spacing 1/8" clear area all around

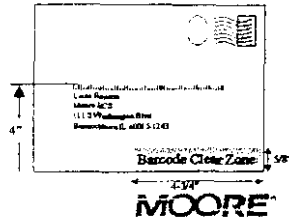
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Letter-Size Barcode Placement

- Barcode Clear Zone
 - ✓ 5/8" from bottom
 - ✓ 4-3/4" from right
- Address Block
 - ✓ Above or below address
 - ✓ Within 4" from bottom

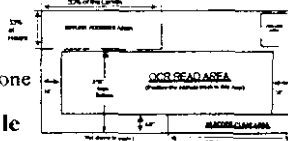


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Upgradable

- Nonbarcoded by the mailer
- May be barcoded by USPS
- Requirements
 - ✓ OCR Read Area
 - ✓ Readable Fonts
 - ✓ Barcode Clear Zone

Must be Upgradable for commingling.



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Non Upgradable

- Nonbarcoded by the mailer
- May or may NOT be barcoded by USPS
- Limitations
 - ✓ No OCR Read Area
 - ✓ Non Readable Fonts
 - ✓ No Barcode Clear Zone

Difference is not in Presort Postage, but in mail preparation.



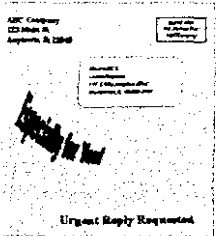
Training

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Flat-Size Address and Barcode Location

- ✓ Address
 - ✓ must be 1/8" from edge
- ✓ Barcode
 - ✓ In address block
 - ✓ must be 1/8" from edge
- ✓ Other
 - ✓ No OCR Read Area
 - ✓ Non Readable Fonts
 - ✓ No Barcode Clear Zone



MOORE


Remote Video Encoding

- ✓ USPS lifts a picture of address and puts the florescent (RVE) barcode on the back of mailpiece
- ✓ Transmits the picture to remote site to manually key enter data
- ✓ Entry does CASS lookup to determine delivery point barcode data
- ✓ Later, the machine matches to RVE barcode
- ✓ Sprays POSTNET barcode on mailpiece

MOORE

LMLM

Letter Mail Labeling Machine



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Return Address

The sender's actual return address is required:

- ✓ Mail of any class, when its return and/or address correction service is requested
- ✓ Official mail
- ✓ Postage is paid with precanceled stamps
- ✓ Matter bearing a company permit imprint
- ✓ Priority Mail
- ✓ Periodicals in envelopes or wrappers
- ✓ Parcel Services
- ✓ Registered mail, Insured mail, COD mail
- ✓ Any return receipt is requested

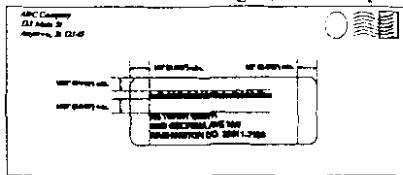
Nonprofit mailings

Training

MOORE[®]

The Tap Test

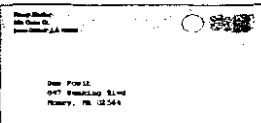
- ✗ Insert shift
- ✗ Address: 1/8 inch from window edges
- ✗ Barcode: 1/8" left/right, 1/25" top/bottom



Training

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Exercise



Training

MOORE[®]

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Sortation

MOORE

Sortation

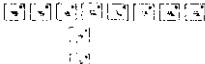
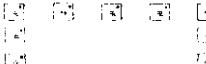

- ☐ Requires PAVE software
- ☐ Creates multiple mailings
 - ✓ Automation, presort, single piece
- ☐ Depends on quantity per destination
- ☐ Sequences the file for mail preparation
- ☐ Produces USPS reports

MOORE

Mailing Definitions

Separate Mailings, Markings, Postage

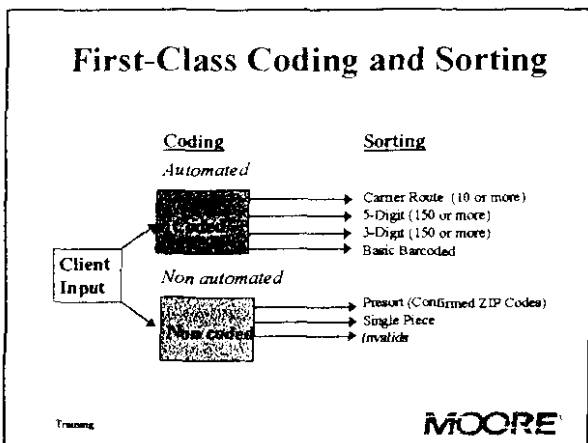
First-Class Letters

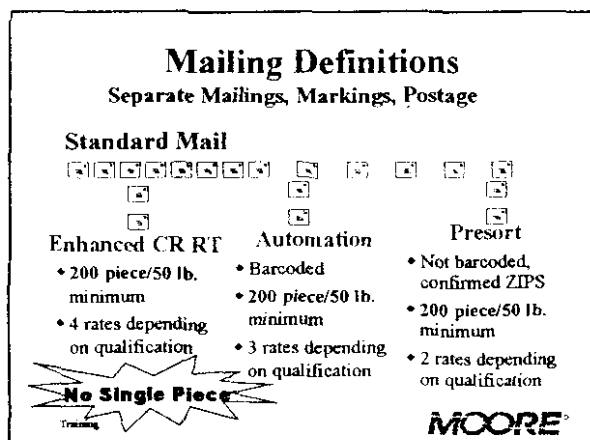
| | | |
|---|--|--|
|  <p>Automation</p> <ul style="list-style-type: none"> • Barcoded • 500 piece min. • 4 rates depending on qualification |  <p>Presort</p> <ul style="list-style-type: none"> • Not barcoded, confirmed ZIPS • 500 piece min. • All 1 presort rate |  <p>Single Piece</p> <ul style="list-style-type: none"> • Not barcoded • No minimum • All full rate |
|---|--|--|

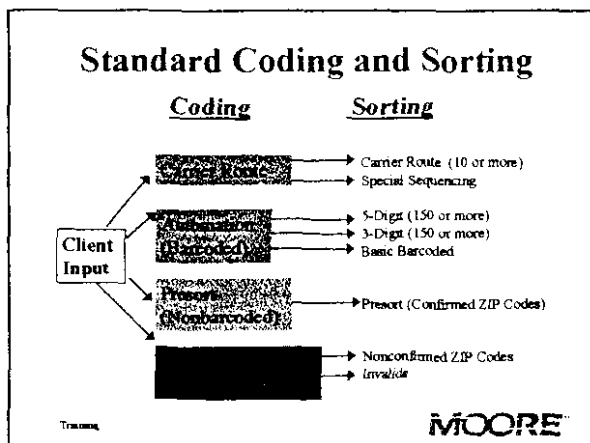
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Input to Sortation Program

- ✓ Classification
- ✓ Category
- ✓ Addressing
- ✓ Attributes
- ✓ Special handling
- ✓ Postage payment system
- ✓ Upgradable or nonupgradable
- ✓ Manifesting
- ✓ Batching
- ✓ Optional procedures
- ✓ Point of entry

Training

MOORE®

Mailing Minimums

| | First-Class 500 | Standard 200 or 50 lbs |
|-----------------------------|--------------------|---------------------------|
| MAILING MINIMUM CRRT | 10 | 10 |
| 5-Digit | 150 | 150 |
| 3-Digit | 150 | 150 |
| Basic Barcoded | 0 | 0 |

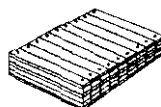
Training

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The Reports

CASS - Form 3553

- ✓ Dates
- ✓ Quantities
 - ✓ Total
 - ✓ DPBC
 - ✓ 5-digit
 - ✓ Carrier Route



Training

Postage Statement - Forms 3600s

- ✓ Dates
- ✓ Quantities
 - ✓ Barcoded
 - Carrier Route
 - 5-Digit
 - 3-Digit
 - Basic
 - ✓ Presort
 - ✓ Single Piece
 - Non confirm
 - Invalid

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Reply Mail

Training

MOORE

Classification Reform

DMM C810.8.1

Effective January 1, 1997, all letter-size reply cards and envelopes (business reply, courtesy reply, and metered reply mail) provided as enclosures in automation First-Class Mail, automation Regular Periodicals, and automation Regular and Enhanced Carrier Route Standard Mail must meet the applicable standards for automation mail, bear a facing identification mark (FIM), and bear the correct delivery point barcode (or, for business reply mail (BRM), the correct ZIP+4 barcode) for the delivery address on the reply piece as defined by the USPS. Mailers must certify that these standards have been met when the mail is presented to the USPS. BRM pieces must also meet the applicable standards.

Training

MOORE

Reply Mail

Courtesy Reply Mail (CRM)

- ✓ Preadressed postcards/envelopes that a company provides
- ✓ Requires no permit fee and involves no charges
- ✓ Postage is paid by the person mailing it back

Business Reply Mail (BRM)

- ✓ Preadressed postcards/envelopes that a company provides
- ✓ Postage and fees are collected when the mail is delivered back to the company
- ✓ Requires a permit fee and charges

Training

MOORE

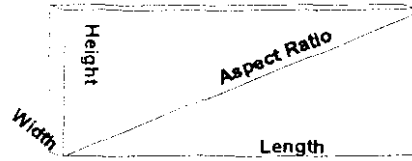
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Automation Standards

DMM C810.2

- ✓ Size (Length, Height, Width), Aspect Ratio
- ✓ Maximum Weights
- ✓ Paper and Ink Readability and Reflectance
- ✓ Tabbings or Sealing



Training

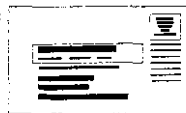
MOORE

Reply Piece Design

- ✓ Courtesy and Business Reply
- ✓ Reply pieces MUST have:
 - ✓ POSTNET barcode
 - ✓ FIM Code ||| or |||
 - ✓ Any other copy requirements
 - ✓ Outgoing mail can be denied automation discounts

|||||

||| or |||



Training

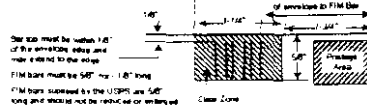
MOORE

Facing Identification Mark (FIM)

DMM C810.8.2 and S922

- ✓ FIM A ||| for Courtesy Reply Mail
- ✓ FIM C ||| for Business Reply Mail
- ✓ Position

FIM MARK LOCATION

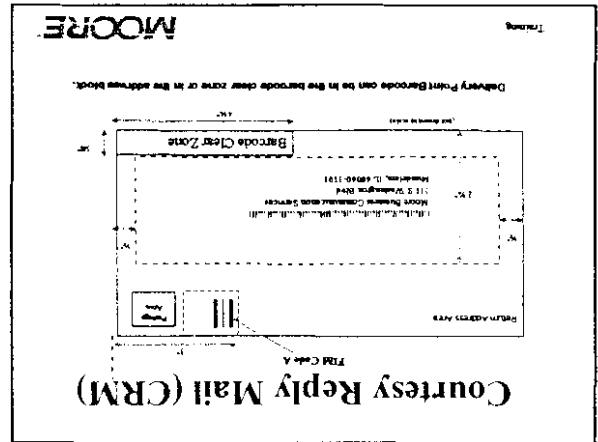
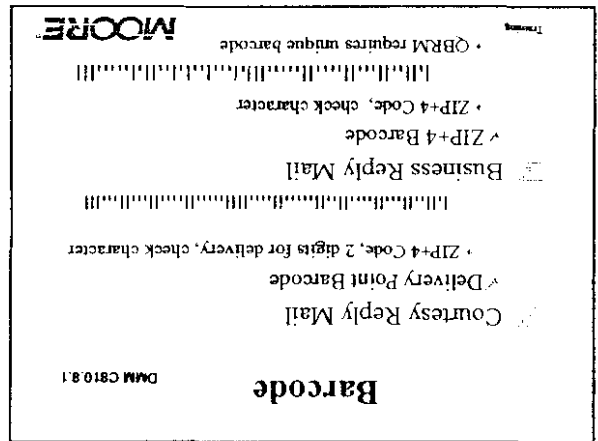
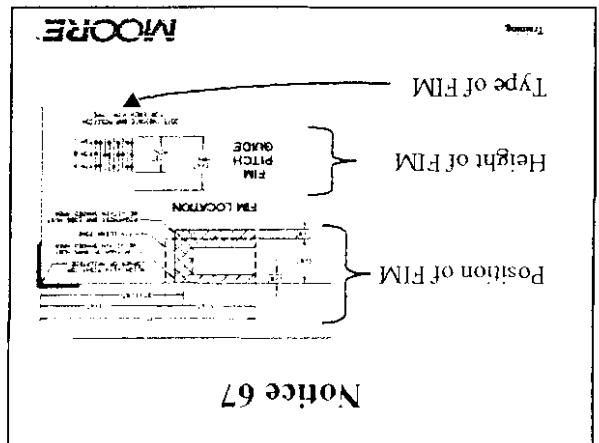


Training

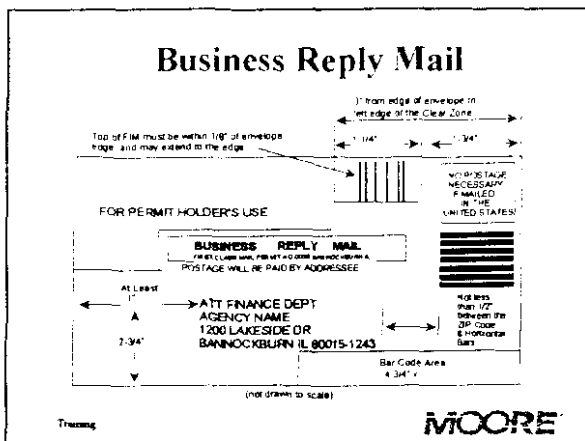
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Business Reply Mail Costs

| Fees | |
|--|-------------|
| Annual accounting fee | \$ 375.00 |
| Annual BRM permit fee | \$ 125.00 |
| Monthly fee (weight averaging for non-letter-size) | \$ 600.00 |
| QBRM Quarterly Fee | \$ 1,800.00 |

| Business reply mail advance deposit account | |
|---|---------|
| With quarterly fee | \$ 0.01 |
| Qualified (without optional Quarterly fee) | \$ 0.05 |
| Other | \$ 0.10 |
| Postage due | \$ 0.35 |

| QBRM | |
|----------------------|---------|
| Letter - first ounce | \$ 0.31 |
| Postcard | \$ 0.17 |
| Second Ounce | \$ 0.21 |

Qualified Business Reply Mail (QBRM)


| |
|--|
| Application to USPS |
| Assigned unique ZIP+4 for each rate category |
| +4 usually starts with 9 or 8 |
| + (e.g., 60061-9449) |
| Submit samples for testing prior to mailing |
| Annual USPS accounting fee |
| Postage payment through an Advance Deposit Account |

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Exercise


Using Article 57, check the following FIM areas:



☐ FIM CODE _____
☐ Country of Business Supply Mail
☐ Height
☐ Position
☐ Right bar
☐ Left bar
☐ Top bar
☐ Bottom bar



☐ FIM CODE _____
☐ Country of Business Supply Mail
☐ Height
☐ Position
☐ Right bar
☐ Left bar
☐ Top bar
☐ Bottom bar



Training
MOORE

Postage Payment

Training
MOORE

Postage Payment Systems

✓ Payment Systems

- ✓ Meter
- ✓ Permit Imprint
- ✓ Precanceled Stamps

✓ Requirements

- ✓ Rate Markings

Training
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Meter Stamps

- ☐ Postage printed on envelope
- ☐ If on strips, must show month and year
- ☐ Leased from authorized manufacture
- ☐ Authorization from USPS
- ☐ Mail must be deposited at licensing Post Office

Training

MOORE

Meter Stamps



- ☐ Postage printed on envelope
- ☐ Allow 3-1/4" x 1-3/8"
 - ✓ or more depending on other imprints
- ☐ Placement
 - ✓ Upper right of the address, parallel to the address
- ☐ Must be legible
 - ✓ Printed in fluorescent ink—red

Training

MOORE

Meter



- ☐ Date
 - ✓ First-Class must show date
 - Must be the exact date of mailing
 - ✓ Standard Mail must NOT show date
- ☐ Must show origin of mailing
- ☐ Must be batched in weight groups
- ☐ Can be metered at lowest postage rate
 - ✓ Balance of postage paid with Postage Statement

Training

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Business Communication
Services

Permit Imprint

- ☐ Authorization and Fees
 - ✓ Permit number
 - ✓ Annual mailing fee
- ☐ Minimum 200 pieces or 50 pounds
- ☐ Must be identical in weight
- ☐ Deposited at Post Office where permit is held

Training

MOORE

Permit Imprint Regulations

- ☐ Size
 - ✓ Minimum: 1/2" x 1/2"
 - ✓ Maximum: 1-1/2" x 1-1/2"
 - ✓ Text at least 4 point
- ☐ Placement
 - ✓ Upper right of the address, parallel to the address
- ☐ Background
 - ✓ No graphics in the permit imprint
 - ✓ Letter-Size: Nothing above or to the right

Training

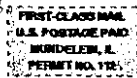
MOORE

Permit Imprint

- ☐ Each client needs their own permit number
- ☐ Permit must be used at least once every 24 months
- ☐ Must be identical weight pieces, unless manifested
- ☐ Does not show date of mailing
- ☐ Has several different styles
- ☐ Contents very strict

Training

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Permit Imprint—Classification

- ✓ First-Class
- ✓ FIRST-CLASS MAIL
- ✓ Standard Mail
- ✓ PRESORTED STANDARD or PRSRT STD
- ✓ Parcel Services
- ✓ BOUND PRINTED MATTER or BPM
- ✓ LIBRARY MAIL
- ✓ MEDIA MAIL
- ✓ PARCEL POST

**BULK
RATE**

Training

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Permit Imprint

- ✓ Shows city, state of origin

FIRST-CLASS MAIL
U.S. POSTAGE PAID
THURMONT, MD
PERMIT NO. 112

- ✓ Shows ZIP Code of origin

FIRST-CLASS MAIL
U.S. POSTAGE PAID
MAILED FROM ZIP CODE 21788
PERMIT NO. 112

- ✓ Company style

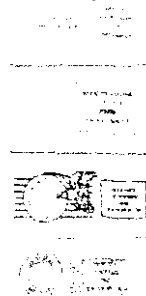
FIRST-CLASS MAIL
U.S. POSTAGE
PAID
ABC COMPANY
07000

Training

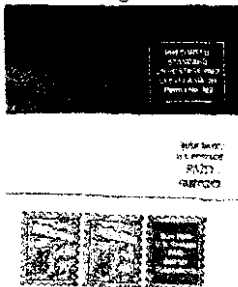
MOORE®

Permit Imprint Examples

Various Styles



Colored Background



Training

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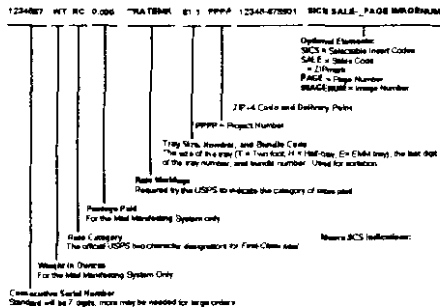
Manifesting

- Postage paid with permit imprint
- Combining multiple weights within processing category (i.e., letters, flats, etc.)
- Requires manifest software program
- Software produces required USPS reports

Training

MOORE

Moore BCS Control Line Standard with Options



Training

MOORE

Rate Markings

- Basic marking—classification
- Sortation level
- Variable within the project



Training

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MOORE

Training

| First-Class Standard Mail | Precanceled Stamps | | Permit Imprint Meter | | Adhesive Stamps | |
|---------------------------|--------------------|--|----------------------|--|-----------------|------------|
| | | | | | Single | Piece Only |
| | ✓ | | ✓ | | | N/A |

Postage Payment

MOORE

Training

☒ First-Class

☒ Standard Mail

☒ In one ounce increments to 13 ounces

☒ In pound increments for 13 ounces to 70 pounds

☒ Piece rate for weights under 3.3 ounces

☒ Piece and pound rate for 3.3 to 16 ounces

Postage

MOORE

Training

☒ Annual fee

☒ Payable to each post office

☒ First-Class

☒ BCS pays for itself and clients

☒ Standard Mail

☒ Each client must pay

Presort Fees

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Exercise

PERMIT IMPRINTS CONTENTS

Below are some examples of different permit imprints. Can you determine what needs to be changed?

PERMIT IMPRINT

FIRST CLASS
POSTAGE PAID
PERMIT 245
JULIETT, ILL. 61741

PRESORTED
FIRST CLASS MAIL
POSTAGE PAID
ABC COMPANY
PERMIT 1234

STANDARD
BULK RATE
U.S. POSTAGE
PAID
MAILED FROM ZIP CODE 60660
PERMIT 245



MOORE

Training

Move Updates



MOORE

Training

July 1, 1997

“... addresses appearing on all pieces claimed at the Presorted rate must be updated within 180 days before the mailing date by a USPS-approved address update tool (e.g., NCOA, *FASTforward*SM, ACS, or ACR). ”

Mailers must certify that this standard has been met when the corresponding mail is presented to the USPS. This standard applies to each address individually, not to a specific list or mailing.”

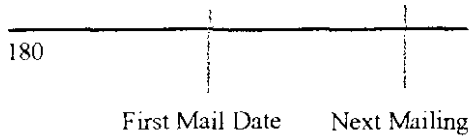
MOORE

Training

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The Timing



Must be updated within 180 days
before the mailing date

Training

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Address Errors

One-Third of all Mailing Addresses Are
Incorrect, According to a USPS Study



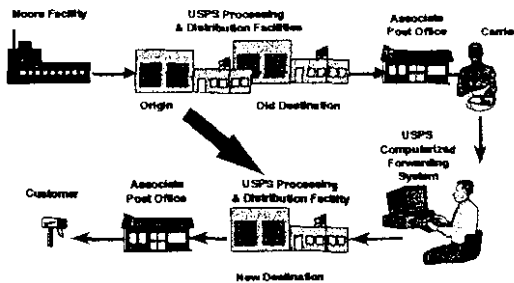
Incorrect Addresses:

- 25.0% Missing or Wrong Directionals or Suffixes
- 18.4% Wrong Street Name
- 12.7% Wrong ZIP Code / City Name
- 9.1% Wrong Apartment Number
- 8.5% Wrong Box or RFR Number
- 26.3% Moved

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USPS Forwarding System



Training


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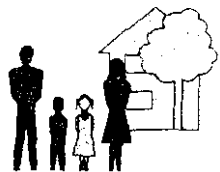
CASS ≠ Move Updates

Coding Accuracy
Support System



Address only

Move Updates

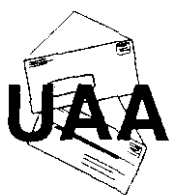


Both address and
the people who
live there

Training **MOORE**

Move Updates ≠ Undeliverable As Addressed


- ☐ No Such Number or Street
- ☐ No Mail Receptacle
- ☐ Returned for Postage
- ☐ Moved, Left No Address
- ☐ Temporarily Away
- ☐ Attempted—Not Known
- ☐ Illegible
- ☐ Forwarding Order Expired



If the mailpiece could not be delivered to the old address,
it cannot be forwarded to the new address.

Training **MOORE**

The Bottom Line



**FULL
RATE**

If you don't do Move Updates!

Training **MOORE**

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Business Communication
Services

USPS Change of Address

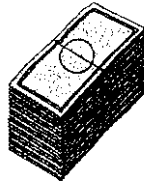
- ✓ Addressee fills out form
- ✓ Data quality is dependent on how the form is filled out
 - ✓ Individual versus Family move
 - ✓ Accurate names and variations
 - ✓ Business name variations
- ✓ Signing allows the USPS to provide the moved address to companies who have the original address

Training

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Client's Cost Analysis

- ✓ Company policies on updating addresses
- ✓ Size and location of databases
- ✓ Can the database be updated electronically
- ✓ Additional programming and systems costs
- ✓ Database growth
- ✓ Type and frequency of mailing
- ✓ Current percentage of moves
- ✓ Current update process
- ✓ Cost of labor for updates
- ✓ Additional mailing costs

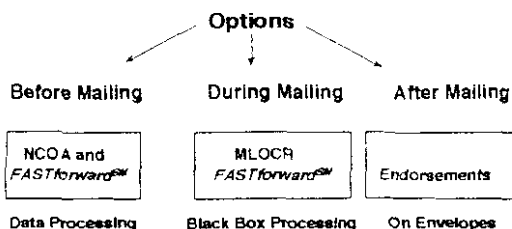


Training

MOORE™

Move Update Methods

Verification of Change of Address: within 180 days before mail date

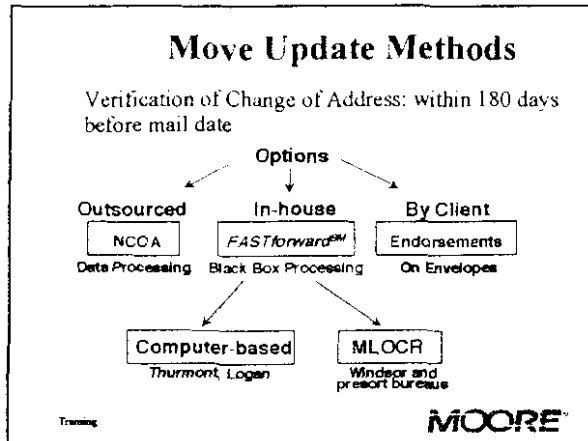


Training

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National Change of Address

What is NCOA?

- ✓ Computer address list processing service
- ✓ Updates addresses of people who have moved
- ✓ Service—not a product
- ✓ USPS NCOA licensed vendors

What does NCOA return?

- ✓ CASS certified address
- ✓ Mailed address
- ✓ Nixie match—probable move
- ✓ ZIP+4, delivery point code, carrier route



Training

MOORE

National Change of Address

Advantages of NCOA

- ✓ Low cost—\$1 to \$5 per thousand address change
- ✓ High quality move updates—tight matching
- ✓ 36 months of move update information
- ✓ Multi-mover updates
- ✓ Saves USPS forwarding expense

Disadvantages of NCOA

- ✓ Catches only about 2/3 of address moves
- ✓ Weak on business move updates
- ✓ Does not catch non-registered movers

Training

MOORE

*FASTforward*SM System

- Black Box approach from the USPS
- 13 months of move updates, updated weekly
- Same matching logic as NCOA
- Two Systems:
 - ✓ MLOCR: sprayed on envelope
 - ✓ Computer-based: electronic updates

FASTforward

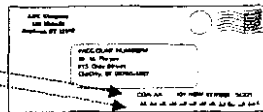
Training

MOORE

*FASTforward*SM MLOCR Version

- Sprays on the new address and barcode
- Offered through our Windsor facility and presort bureaus
- Envelope design considerations
 - ✓ Upgradable document design
 - ✓ Window must be no lower than 5/8" from bottom of envelope

FASTforward



Training

MOORE

*FASTforward*SM Other Presort Bureau Options

- Updates on separate stock
 - ✓ Divert and return to client
 - ✓ Client updates database
 - ✓ Updates ready for next mailing
- Suppress
 - ✓ Client responsible for alternative Move Update
 - ✓ Must advise Moore and sign release form

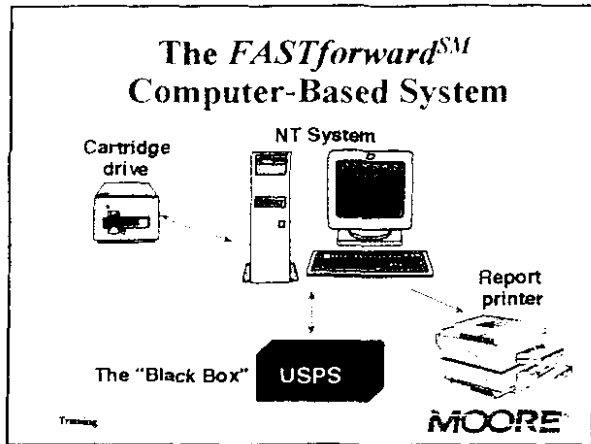


Training

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Client Input

- ☐ Moore Order Processing Form
- ☐ *FASTforward*SM Processing Request Form
- ☐ Input layout
 - ✓ Preferred input record layout
 - ✓ Client defined record layout
 - Record key number (maximum 26 characters)
 - Name (only one name field used for matching)
 - Address
- ☐ 3490 cartridge
- ☐ ZIP Code sequence

MOORE

Output for Client

- ☐ Standard 500 character file
- ☐ If no move, returns:
 - ✓ Record Key Number
 - ✓ Name
 - ✓ CASS standardized address
- ☐ If there is a move, returns
 - ✓ Same information as above
 - ✓ Moved address
 - ✓ Status indicators

MOORE

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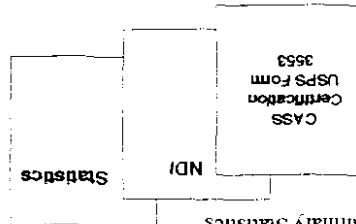
Information contained herein is confidential and proprietary to Moore Business Communication Services. Material must be returned if requested, and should be used only for its intended purpose.

Both *FASTforward*_{SM} and NCOA return a record that has three basic segments:

| | | |
|--|-------------------------------------|--------------------------------------|
| 101 Maine Street Sunny, Calif 90221 | 101 MAIN ST SUNNY, CA 90221-5687 | 815 POSEY CT RAINY, WA 98111-0555 |
| The client input | CASS certified input | Moved CASS |
| address | address | Address |

The client is responsible for using the new information and updating their database.

USPS Form 3553—CASS certification
National Deliverability Index (NDI)
Summary Statistics



- Additional data processing
 - Split or extract the record key code, name and address
 - Sort into ZIP sequence
 - Merge back into client file
 - Reformat name and address
 - Special reports
 - Special messages on documents
- Additional scheduling
- Additional pricing

[illegible]

- Very strict copy requirements
- ✓ Four specific print locations
- Clear space of 1/4" around the entire endorsement
- Minimum of 8 point type
- Mailpieces with improper endorsements **will not be accepted for mailing**

**MOORE**

Training

MOORE®

- When the move occurred or is it undeliverable?
- What happens to the mailpiece?
- What happens to the address information?
- How much does it cost?

MOORETM

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Endorsements

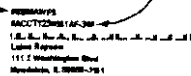
- Address Service Requested
- Change Service Requested
- Return Service Requested
- Temp—Return Service Requested
- Forwarding Service Requested
- Not applicable for First-Class Mail

True

MOORE

Address Change Service (ACS)

- **Electronic** method for providing address changes
- Endorsement on envelope:
 - Address Service Requested
 - Apply with USPS, get participant code: FREE
 - Cost is 20¢ per return, but some will be manual at 60¢ each
- Returns new address or reason for non-delivery
- Must include the participant code and account number in address block



Training

MOORE

Address Change Service (ACS)

- Advantages of ACS
 - ✓ Move update and reason for non-delivery
 - ✓ Letter carrier "on-the-street" knowledge
 - ✓ Notices come back electronically for automatic updating
- Disadvantages of ACS
 - ✓ Mail is sent to old destination before forwarding
 - ✓ Address change after mailing
 - ✓ Does not save USPS forwarding expense
 - ✓ 10% to 25% of ACS notices come back manually at 60¢
 - ✓ Returned notices cannot be tracked by some customers

Training

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Address Correction Requested

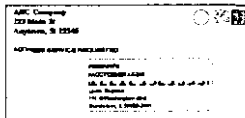
- What is ACR?
 - ✓ Manual system for receiving address corrections
 - ✓ Mailpiece endorsements
 - Address Service Requested
 - Return Service Correction
 - Forwarding Service Requested (Standard Mail)
 - ✓ Letter carrier identifies the address correction
- What does ACR return?
 - ✓ Physical mailpiece or Form 3547
 - ✓ New address or reason for non-delivery

Training

MOORE

Address Service Requested

- Endorsement on envelope:
 - Address Service Requested
- Mail is forwarded
- Two options for returned information:
 - ✓ Electronic—Address Change Service (ACS)
 - ✓ Manual—ACR



Training

MOORE

Address Service Requested

- Method for providing address changes
- Advantages Move update and reason for non-delivery
 - ✓ Letter carrier "on-the-street" knowledge
- Disadvantages
 - ✓ Mail is sent to destination before forwarding
 - ✓ Address change after mailing
 - ✓ Does not eliminate USPS forwarding expense
 - ✓ Cost is 60¢ per return
 - ✓ Difficult to read photocopy of mailpiece and label
 - ✓ Returned notices cannot be tracked by some customers

Training

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Change Service Requested

- Endorsement on envelope:
Change Service Requested
- Mail is thrown away
- Must be an ACS participant
- Electronic: Address Change Service (ACS)



Training

MOORE

Return Service Requested

- Endorsement on envelope:
Return Service Requested
- Mail not forwarded—not even temporary moves
- Mailpiece with address correction returned manually
- USPS Cost is FREE
- Consider the cost of re-mailing



Training

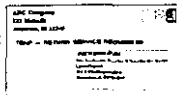
MOORE

Temp—Return Service Requested

- Endorsement on envelope:
Temp—Return Service Requested
- Temporary moves are forwarded
- Mail not forwarded, it is returned to the company
- Mailpiece with address correction returned manually
- USPS Cost is FREE, but need to consider the cost of re-mailing



Permanent
Moves



Temporary
Moves



Training

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Return Service Requested

- Manual method for providing address changes
- Advantages
 - ✓ Move update and reason for non-delivery
 - ✓ Letter carrier "on-the-street" knowledge
 - ✓ Can inspect the returned mailpiece, allows tracking to source
- Disadvantages
 - ✓ Mail is sent to old destination before returning
 - ✓ Address change after mailing
 - ✓ Does not eliminate USPS forwarding expense
 - ✓ Cost of re-mailing may be more expensive than other move update options
 - ✓ Does NOT forward temporary moves

Training

MOORE

Customer Initiated Request

- Customer Initiated Request
 - ✓ Initiated directly by the customer
 - ✓ Eligible for first cycle discounts
 - ✓ Then must do updates
- Lists obtained from other sources
 - ✓ Not eligible for discounts until moves are updated
 - ✓ Lists obtained from other sources must document appropriate Move Updates



Training

MOORE

Legal Constraints

- Contact local USPS Bulk Mail Manager
- Document legal constraints: statutory law, Federal or State
- Must get move update through USPS approved method
- Contact customer within 30 days
- Update database within 30 days of answer
- Maintain documentation for two years



Training

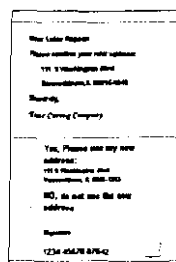
MOORE

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Customer Notification Double Postcard

- Mailed to the new USPS provided moved addresses
- Duplex Imaged
- Business Reply or Courtesy Reply
- Lowest Postage
- Response Analysis



Training

MOORE

Good or Accurate Lists

- Mailing provide electronic list to USPS
- USPS matches to NCOA
- Cost is \$1.00 per thousand records
- If less than 1% moves, can mail at discounts
- Second testing approval for mailing for one year
- Testing annually



Training

MOORE

Liability

- USPS Postage Statements:
"The submission of false, fictitious or fraudulent statement may result in imprisonment of up to 5 years and a fine of up to \$10,000 (18 USC 1001). In addition, a civil penalty of up to \$5,000 and an additional assessment of twice the amount falsely claimed may be imposed (31 USC 3802)."
- Moore Release Form:
Client agrees to indemnify and hold harmless Moore from any and all liability, expense, defense, judgment and fine (criminal or civil).



Moore Release Form
Customer understands and holds harmless Moore from liability for the mailing services provided on their behalf. Provide Client Signature


Training

MOORE

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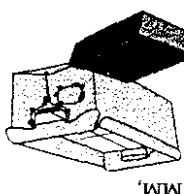
Client Team Effort



- Management
- Legal
- Mailing Services
- Management Information Services
- Purchasing
- Customer Service

MOORE

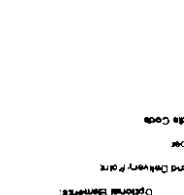
Mail Preparation



- Traying
- Tray sizes: 1-foot, 2-foot, EMM,
- Tubs, sacks
- Packaging
- Non-upgradable
- Non-full trays
- USPS reports
- Barcoded tray tags

MOORE

BCS Control Line



1234567 WT RC 0.000 MATSAM ST 1 PPPP 12345678901 SCS SALE PAGE M A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

- Optional Barriers
- ZIP+4 Code and Delivery Point
- Tray Size, Number, and Bundle Code
- Rate Markings
- Postage Paid
- Rate Category
- Weight in Ounces
- Conservative Serial Number

MOORE

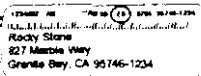
CONFIDENTIAL AND PROPRIETARY
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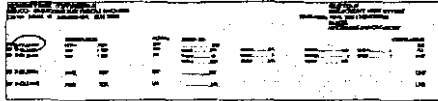
Business Communication
Services

Mail Preparation

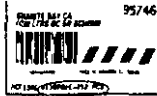
- Control Line on mailpiece



- ### Presort Report (ZIP Lists)



- ## Tray Tags

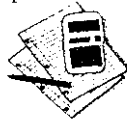


Turning

MOORE

Detached Mail Unit (DMU)

- ✓ USPS on-site personnel
- ✓ Verify the mailing
 - ✓ presort
 - ✓ reporting
- ✓ Accept the mailing



Training

Manifest Report

Mail
Qualification
Report

CASS Report
USPS Form 3553

Postage Statement:
3600 or 3602

MOORE

Plant Loading

- USPS acceptance and verification on site
- Mail leaves the facility on a USPS designated vehicle
- It's in the mail.



Training

MOORE

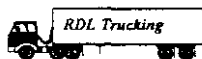
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Destination Drop Shipments

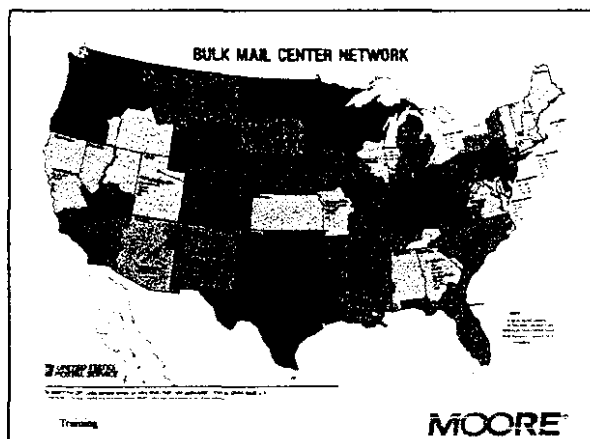
Standard Mail Only

- ✓ Mailer freights the pieces to a USPS Site
 - ✓ Bulk Mail Center (BMC)
 - ✓ Sectional Center Facility (SCF)
- ✓ Mailer pays the freight
- ✓ USPS gives discounts



Training

MOORE



Drop Shipments

Costs

- ✓ Freight is based on weight and destination
- ✓ USPS discounts are based on pieces
- ✓ Therefore the lighter the mailpiece the better the savings

| | | | | | | | |
|-----------------------|----------|--------------------|----------|---------|---------|--|----------|
| Freight per HDW | \$ 10.50 | Discount per piece | | | | | \$ 0.019 |
| Piece Weight - ounces | 0.6 | 0.8 | 1.0 | 1.5 | 2.0 | | |
| Savings per M | \$ 40.17 | \$ 27.50 | \$ 19.90 | \$ 9.77 | \$ 4.70 | | |

Training

MOORE

CONFIDENTIAL AND PROPRIETARY

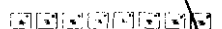
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Business Communication
Services

Commingling

- ✓ Incurs a service fee
- ✓ Sort into one job stream on MLOCR
- ✓ Letter-Size
- ✓ Automation Compatible
 - ✓ OCR Read Area
 - ✓ Readable Fonts
 - ✓ Barcode Clean Zone



MOORE

Training

BCS Business Requirements

- ✓ Client Project Profile (CPP)
- ✓ Statement of Work (SOW)
- ✓ Attribute Worksheet
- ✓ Data Center Job Ticket
- ✓ Move Update Release Form
- ✓ FASTforwardSM Processing Forms
- ✓ Dockets/Planner

Training

MOORE

BCS Postage Requirements

- ✓ Permit Number Request
- ✓ Postage Money
 - ✓ Requisition for Check
 - ✓ Postage Request
 - ✓ Postage Reconciliation Report Report
 - ✓ Request for Refund

Training

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BCS Business Tools

- Postal Guidelines Booklet
- Postal checklist
- USPS Notice 67 Template
- Control line
- Addressing standards

Training

MOORE

Facility Postal Coordinator

- Primary in-facility contact
- Mailpiece design consultant
- Liaison with USPS
- Latest USPS publications
- Present postal training



Training

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Classification Exercise

Non Personal

One Account Number

Name of recipient

Address

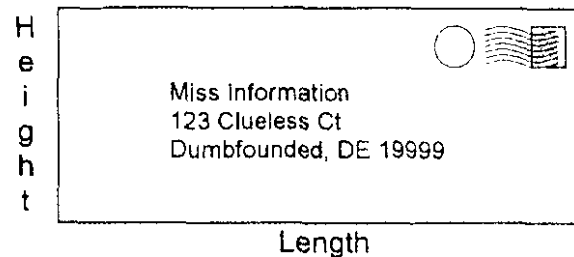
Group Information, if it is duplicated (i.e. more than 2)

| Example | Type | Class |
|--|---|--------------|
| In addition to the Name/address of the recipient | | |
| Date of Letter | Same or different date on multiple letters | |
| Group Number | <input type="checkbox"/> Same for many <input type="checkbox"/> Different per person | |
| Individual Number | <input type="checkbox"/> The one account number | |
| Co-pay amount | <input type="checkbox"/> Same for many <input type="checkbox"/> Different per person | |
| Client number | <input type="checkbox"/> The one account number | |
| Percent of price increase | <input checked="" type="checkbox"/> Same for many <input type="checkbox"/> Different per person | |
| Client Number | <input type="checkbox"/> The one account number | |
| Interest Rate | <input type="checkbox"/> Same for many <input checked="" type="checkbox"/> Different per person | |
| Mortgage Balance | <input type="checkbox"/> Same for many <input type="checkbox"/> Different per person | |
| Account Number | <input type="checkbox"/> The one account number | |
| Telephone Number | <input type="checkbox"/> Same for many <input type="checkbox"/> Different per person | |
| Date of Birth or date of death | <input type="checkbox"/> Same for many <input type="checkbox"/> Different per person | |
| Breed of Dog | <input type="checkbox"/> Same for many <input type="checkbox"/> Different per person | |
| Name of Dog | <input type="checkbox"/> Same for many <input type="checkbox"/> Different per person | |
| Names of dependents | <input type="checkbox"/> Same for many <input type="checkbox"/> Different per person | |
| Check made payable to recipient only | | |
| Draft – made payable to bearer or recipient | | |
| Proxy Statement with number of shares | | |

Processing Category Exercise

For each mailpiece shown, indicate if that piece is:

- Mailable (over 3 ½" x 5")
- Letter or Flat (Letter maximum: 6 1/8" x 11 ½" x ¼")
- Subject to surcharge for First-Class mail
 - Letter: Out of Aspect ratio
 - Flat: 1.0000 oz or less
- Additional postage required (First-Class by the ounce)



| | Height | Length | Thickness | Class | Weight | Mailable | Letter or Flat | Surcharge | Additional Postage |
|----|--------|--------|-----------|---------------|-------------|----------|----------------|-----------|--------------------|
| 1. | 6" | 11" | ½" | First-Class | 1.5 ounces | Y or N | L or F | Y or N | _____ |
| 2. | 6" | 11" | ¼" | First-Class | 1.5 ounces | Y or N | L or F | Y or N | _____ |
| 3. | 11" | 6" | ¼" | First-Class | 1.0 ounces | Y or N | L or F | Y or N | _____ |
| 4. | 11" | 6" | ½" | First-Class | 1.5 ounces | Y or N | L or F | Y or N | _____ |
| 5. | 4 ¼" | 11" | 1/8" | First-Class | 1.5 ounces | Y or N | L or F | Y or N | _____ |
| 6. | 9" | 12" | 1/8" | First-Class | .755 ounces | Y or N | L or F | Y or N | _____ |
| 7. | 9" | 12" | 1/8" | First-Class | 5 ounce | Y or N | L or F | Y or N | _____ |
| 8. | 6" | 4" | 1/8" | First-Class | .5 ounce | Y or N | L or F | Y or N | _____ |
| 9. | 6" | 9" | ¼" | Standard Mail | 2.3 ounces | Y or N | L or F | Y or N | _____ |
| 10 | 9" | 12" | ¾" | Standard Mail | 5 ounces | Y or N | L or F | Y or N | _____ |

Coding Exercise

111 105 101



101 107 113



West

MAIN ST

East



112 106 102



104 110 116

| <i>Client Input</i> | <i>Coding Level</i> | <i>Deliverable</i> |
|--------------------------------------|----------------------------|---------------------------|
| 105 W Main St Happytown, ST 45678 | | |
| 107 Main St Happytown, ST 45678 | | |
| 106 W Main St Happytown, ST 45678 | | |
| 1110 Main St Happytown, ST 45678 | | |

If this were a multi-ZIP City with East and West Main St in separate ZIP Codes:

| | | |
|------------------------------------|--|--|
| 104 Main St Happytown, ST 45679 | | |
|------------------------------------|--|--|

Exercise

There are two methods for checking barcodes. The first method is to use the POSTNET decode portion of Notice 67.

1. Position the notice over the barcode.
2. The starting and ending tall frame bars should fit into the shaded bracket.
3. The numbers, 74210, are a guide to figuring the digit represented.
4. The correction character is also shaded.

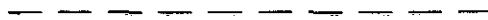
Sometimes the barcode does not fit exactly into the yellow boxes. This is because barcodes can be printed within a tolerance range for widths.

The second method is to simply use a pencil and mark off the bars.

1. Mark off the starting and ending bar.
2. Group the rest of the bars in sets of five. It is beneficial to mark off all the groups first and then decode them.

Exercise

Decode the following POSTNET Barcodes:



Exercise

Using Notice 67, check each address below

| Text Style | Item | Comments |
|---|---|----------|
| Times New Roman 8 pt. Sunny Day 4 Weather Way Meteorologist, ME 04012 | <input type="checkbox"/> Character Spacing <input checked="" type="checkbox"/> Stroke Thickness <input type="checkbox"/> Character Height <input type="checkbox"/> Line Spacing <input checked="" type="checkbox"/> Line Skew | |
| Courier 10 pt. Minnie Vann 2345 Auto Ave Driver, DE 19756 | <input checked="" type="checkbox"/> Character Spacing <input type="checkbox"/> Stroke Thickness <input type="checkbox"/> Character Height <input type="checkbox"/> Line Spacing <input checked="" type="checkbox"/> Line Skew | |
| Arial 10 pt. Kitty Litter 876 Feline Way Catty, CT 06088 | <input type="checkbox"/> Character Spacing <input type="checkbox"/> Stroke Thickness <input type="checkbox"/> Character Height <input type="checkbox"/> Line Spacing <input type="checkbox"/> Line Skew | |
| Arial Narrow 10 pt. Dusty Roads 543 Traveler Ter Countryside, CO 80005 | <input type="checkbox"/> Character Spacing <input type="checkbox"/> Stroke Thickness <input type="checkbox"/> Character Height <input type="checkbox"/> Line Spacing <input type="checkbox"/> Line Skew | |
| Italic 12 Pt Liby White 9876 Wan Way Limpid, LA 70777 | <input type="checkbox"/> Character Spacing <input type="checkbox"/> Stroke Thickness <input type="checkbox"/> Character Height <input type="checkbox"/> Line Spacing <input type="checkbox"/> Line Skew | |
| Courier 10 pt Sandy Beach 8915 Ocean Ave Salty, SC 54231 | <input type="checkbox"/> Character Spacing <input type="checkbox"/> Stroke Thickness <input type="checkbox"/> Character Height <input type="checkbox"/> Line Spacing <input type="checkbox"/> Line Skew | |
| BrushScript 18 pt Teddy Bear 369 Cuddly Ct Toy, TN | <input type="checkbox"/> Character Spacing <input type="checkbox"/> Stroke Thickness <input type="checkbox"/> Character Height <input type="checkbox"/> Line Spacing <input type="checkbox"/> Line Skew | |

Exercise

Using Notice 67, check the mailpiece design for:

Return Address

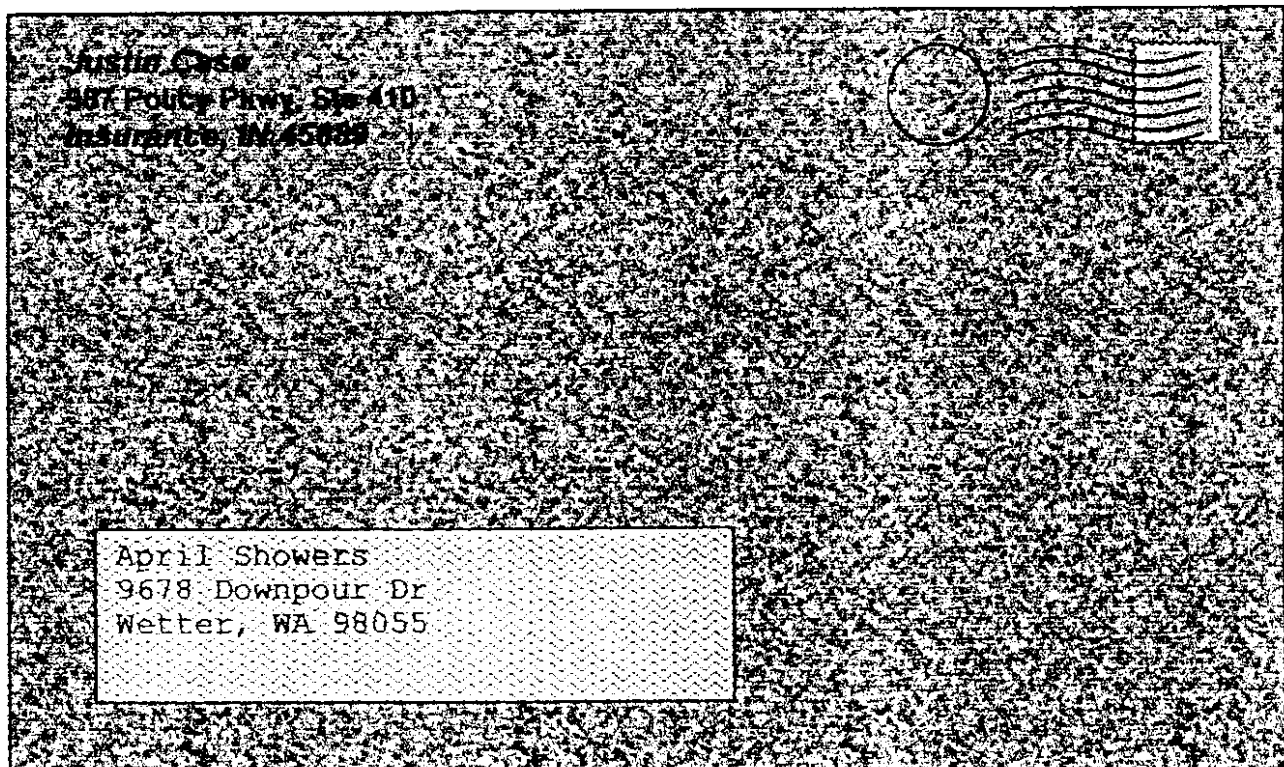
- ☐ Placement
- ☐ Type style
- ☐ Legible

Address placement:

- ☐ ½" minimum left margin
- ☐ ½" minimum right margin
- ☐ between 5/8" from bottom
- ☐ and 2-3/4" from bottom

Barcode clear zone

- ☐ Clear of address, window, or label
- ☐ Background clear



Exercise

Using Notice 67, check the mailpiece design for:

Return Address

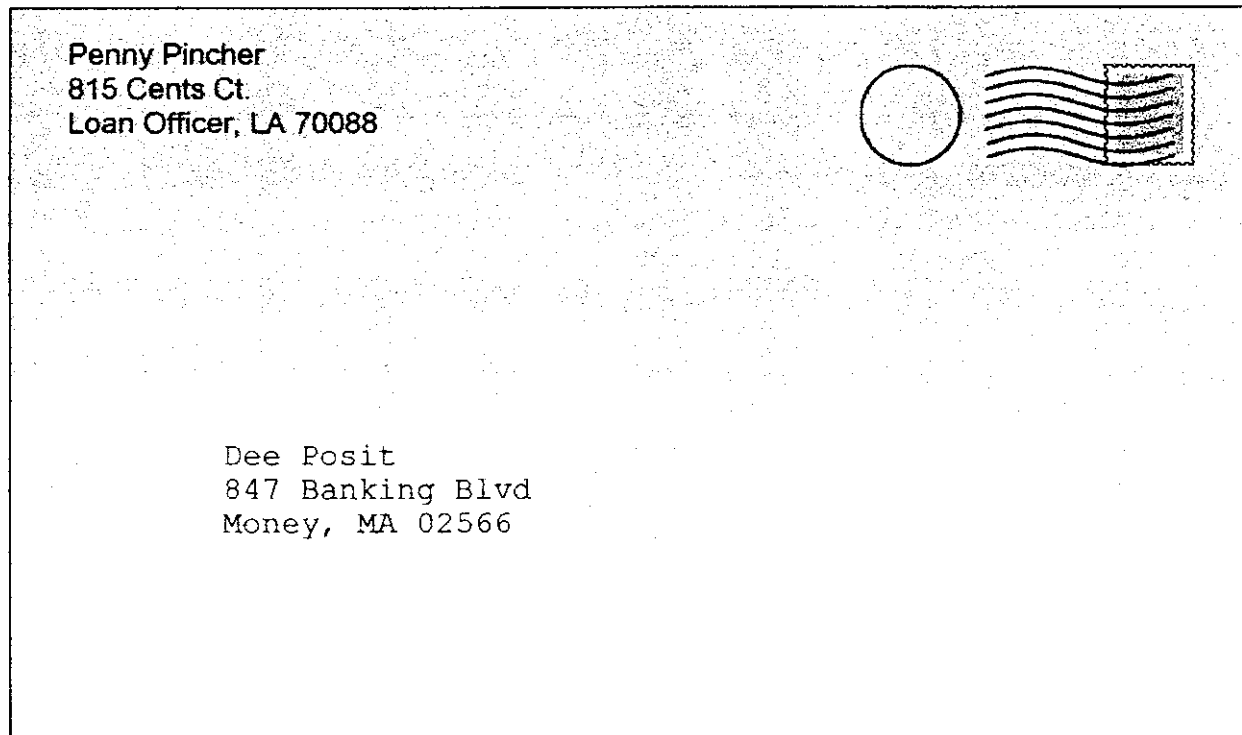
- ☐ Placement
- ☐ Type style
- ☐ Legible

Address placement:

- ☐ 1/2" minimum left margin
- ☐ 1/2" minimum right margin
- ☐ between 5/8" from bottom
- ☐ and 2-3/4" from bottom

Barcode clear zone

- ☐ Clear of address, window, or label
- ☐ Background clear



Exercise

Using Notice 67, check the mailpiece design for:

Barcode placement:

- ☒ 1/2" minimum left margin
- ☐ 1/2" minimum right margin
- ☐ 5/8" bottom margin

Barcode clear zone

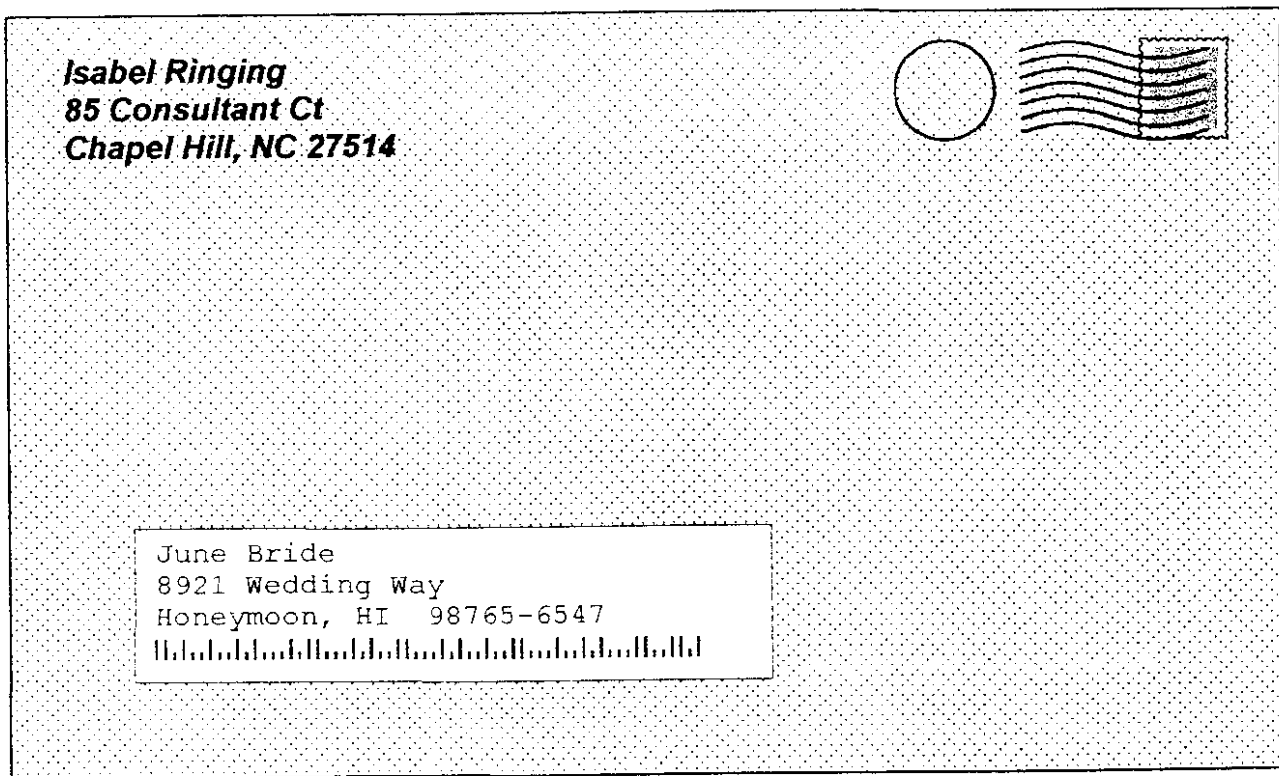
- ☐ Clear of address, window, or label
- ☐ Background clear

Barcode spacing

- ☐ 1/25" top and bottom
- ☐ 1/8" left and right
- ☐ Clear area behind barcode

Address Placement

- ☐ between 5/8" from bottom
- ☐ and 2-3/4" from bottom



Exercise

Using Notice 67, check the mailpiece design for

Barcode placement in barcode clear zone:

- ☐ 3-½" minimum left bar from right edge
- ☐ 4-¼" maximum left bar from right edge
- ☐ ¼" bottom margin to barcode baseline

Address Placement

- ☐ between 5/8" from bottom
- ☐ and 2-3/4" from bottom

Barcode clear zone

- ☐ Clear of address, window, or label
- ☐ Background clear

Buck Skin
Frontier Guide
Rt. 2
Big Sky, MT 59716



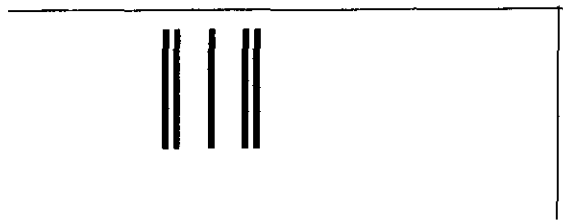
Barb Wire
334 Fenced Fwy
Corralled, CO 80456

AUTO

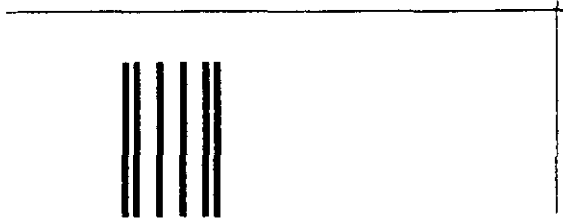


Exercise

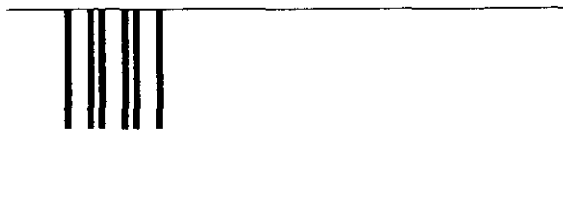
Using Notice 67, check the following FIM areas:



- ☐ FIM CODE _____
- ☐ Courtesy or Business Reply Mail
- ☐ Height
- ☐ Position
 - ☐ Right bar
 - ☐ Left bar
 - ☐ Top bar
 - ☐ Bottom bar



- ☐ FIM CODE _____
- ☐ Courtesy or Business Reply Mail
- ☐ Height
- ☐ Position
 - ☐ Right bar
 - ☐ Left bar
 - ☐ Top bar
 - ☒ Bottom bar



- ☐ FIM CODE _____
- ☐ Courtesy or Business Reply Mail
- ☒ Height
- ☐ Position
 - ☒ Right bar
 - ☐ Left bar
 - ☐ Top bar
 - ☐ Bottom bar

Referring to the previous information:

In which order would the following appear on a Business Reply piece?

_____ FIRST-CLASS MAIL PERMIT NO. 123 MYTOWN, ST

_____ **BUSINESS REPLY MAIL**

_____ POSTAGE WILL BE PAID BY ADDRESSEE

Which of these is the correct wording for the postage area on Business Reply mail?

- ☐ POSTAGE WILL BE PAID BY ADDRESSEE
- ☐ PLACE POSTAGE HERE
- ☐ NO POSTAGE NECESSARY IF MAILED IN THE UNITED STATES

Which POSTNET barcode is used for Business Reply Mail?

- ☐ ZIP+4
- ☐ Delivery Point

BCS Checklist

Enter data in the yellow shaded areas.

N

Cells with red text are key fields. If the answer is N for NO, the rest of that section does not apply.

N

The data is defined as follows:

| | |
|---------------|--------------------------------|
| Y/N | Enter Y for Yes, N for NO |
| N | Enter a numeric value |
| A | Alpha character |
| L, F or other | Enter one of the values listed |

If the comments contain any of the following:

- Redesign
- Check Redsign
- Change

then you will need to refer to the Postal Guidelines Booklet, your training material, or your facility Postal Coordinator for further information.

Moore BCS Postal Checklist

Project

Date

Mail Date

PM

Postal

| Client | Category | Item | Entry | Values | Comments | Postal Booklet |
|--------------------|-------------------|-----------------------------------|-------|--------|----------|----------------|
| | Classification | First-Class (F) or Standard A (S) | | F/S/N | | 6 |
| Paper | Envelopes | | | Y/N | | |
| | | General Envelope | | N | | |
| | | Business Reply Mail | | N | | 54 |
| | Self-Mailers | | | Y/N | | |
| | | Singe Tab or single spot glue | | Y/N | | |
| | | Single Sheet | | N | | 74 |
| | | Multiple Sheets | | N | | |
| | | Two Tabs or Continuous Glue line | | Y/N | | |
| | | Single Sheet | | N | | |
| | | Multiple Sheets | | N | | |
| | Cards | | | Y/N | | |
| | | Postcards | | N | | 16 |
| | Booklets | | | Y/N | | |
| | | Cover sheet | | N | | 73 |
| Self- Mailer: | Folded | Sealing | | Y/N | | |
| | Bottom | Sealed on top | | Y/N | | 72-74 |
| | Right | Sealed on left | | Y/N | | |
| | Left | Sealed on right, top, bottom | | Y/N | | |
| | Top | Sealed on bottom | | Y/N | | |
| Address Type Style | | | | | | 29 |
| | Character Spacing | 3/4 to 3 point | | N | | |
| | Stroke Thickness | 3/4 to 2 point | | N | | |
| | Character Height | 8 pt to 18 point | | N | | |

Moore BCS Postal Checklist

| Moore BCS Postal Checklist | | | Date | |
|--|----------------------------------|------------------------------------|-----------|--------------------------------|
| Project | | | Mail Date | |
| Client | | | PM | |
| Category | Item | | Entry | Values Comments Postal Booklet |
| | Line Spacing | 2 pt minimum | N | |
| | Line Skew | +/- 5 degrees | N | |
| Processing Category | | | | |
| | | | | 16-18 |
| Size | Letter | | Y/N | 16 |
| | Height | Minimum 3 1/2" Maximum: 6 1/8" | N | |
| | Length | Minimum 5" Maximum: 11-1/2" | N | |
| | Thickness (less than 4 1/4 x 6") | Minimum .007" Maximum: 1/4" | N | |
| | (more than 4 1/4 x 6") | Minimum .009" Maximum: 1/4" | N | |
| | Aspect Ratio | Between 1.3 and 2.5 | | |
| | Weight (oz) | Maximum: 3.3 ounces for automation | N | |
| | Flat | | Y/N | 17 |
| | Height | Minimum 6" Maximum: 12" | N | |
| | Length | Minimum 6" Maximum: 15" | N | |
| | Thickness | Minimum .009" Maximum: 3/4" | N | |
| | Weight (oz) | 13 ounces for First-Class | N | |
| | | 16 ounces for Standard Mail | N | |
| | Post Card | | Y/N | 16 |
| | Height | Minimum 3 1/2" Maximum: 4-1/4" | N | |
| | Length | Minimum 5" Maximum: 6" | N | |
| | Thickness - after imaging | Minimum .007" Maximum: .016" | N | |
| | Aspect Ratio | Between 1.3 and 2.5 | | |
| Upgradable or Nonupgradable for Presort | | | | |
| | OCR Read Area | Refer to Yellow Template | Y/N | 20-24 |
| | Barcode Clear Zone | Refer to Yellow Template | Y/N | |
| | Clear or Light Background | Required behind barcode | Y/N | |
| | | Preferred behind address area | Y/N | |

Moore BCS Postal Checklist

Project

Date

Mail Date

Client

PM

Postal

Category

Item

Entry Values Comments

Booklet

Sanserif fonts for address

Preferred

Y/N

Moore BCS Postal Checklist

| Client | | Project | Date | PM | Postal Booklet |
|-------------------------------------|--|--------------------------------------|--------|----------|----------------|
| Category | Item | Entry | Values | Comments | |
| Outer Mailing Envelope (OME) | | | | | |
| Paper | Paper Weight | | N | | |
| | Color | | A | | |
| Return Address | | Requested by Client | Y/N | | 31 |
| | Check List of when required: | Endorsements | Y/N | | |
| | If any one of these is present, | Company Permit Imprint | Y/N | | |
| | there must be a return address | Nonprofit Organization | Y/N | | |
| | | Precancelled Stamps | Y/N | | |
| | | Official Mail | Y/N | | |
| | | Express and Priority Mail | Y/N | | |
| | | Certified and Registered Mail | Y/N | | |
| | Upper left | No more than 1/3 down and 1/2 length | Y/N | | |
| | At least 2 3/4" from bottom | Preferably out of OCR clear zone | Y/N | | |
| | Room for endorsement | For move update requirements | Y/N | | |
| | Font | Preferably non-OCR readable | Y/N | | |
| Window | Placement | 1/2" from left/right edge and bottom | Y/N | | 22 |
| OR | | prefer at least 5/8" from bottom | Y/N | | |
| Address | Sized for barcode | Height: .215" | Y/N | | |
| | | Width: Minimum 2.6" (condensed) | Y/N | | |
| | | Width: Maximum 3.1" | Y/N | | |
| | 1/8" clearance around address | Allow for Shift - TAP TEST | Y/N | | |
| | Room for additional imaged line | 1/3" for ACS if needed | Y/N | | |
| Closed Face Mail Piece | | | Y/N | | |
| | Clear or light background | On outside: check inside screening | Y/N | | |
| | No printing other than light screening in that area (10% screen or less) | | Y/N | | |

Moore BCS Postal Checklist

| Client | | Project | Date | PM | Postal Booklet |
|---|--|-----------------------------------|--------|----------|----------------|
| Category | Item | Entry | Values | Comments | |
| Barcode Clear Zone | | Letter Size only | | | 35-36 |
| | 4 3/4" from right edge | Refer to Yellow Template | Y/N | | |
| | 5/8" from bottom | Refer to Yellow Template | Y/N | | |
| | Clear or light background | On outside | Y/N | | |
| | | Check inside screening | Y/N | | |
| | No printing other than light screening in that area (10% screen or less) | | Y/N | | |
| Barcode Placement in the Address Block | | | | | 36-38 |
| | Must be in bottom 4" of OME | | Y/N | | |
| | Is address in the 2-3/4" area? | | Y/N | | |
| | Clearance from left & right edge | 1/8" required, 1/4" preferred | Y/N | | |
| | Clearance from top & bottom | 1/25" or 3 pts | Y/N | | |
| | Font | Condensed font preferred | Y/N | | |
| Address Placement | | Do the tap test | | | |
| | Clearance from left & right edge | 1/8" required, 1/4" preferred | Y/N | | |
| | Clearance from top & bottom | 1/8" required, 1/4" preferred | Y/N | | |
| | Address Type Font | 8 to 12 point | N | | |
| | | if 8 point must be all upper case | Y/N | | |

Moore BCS Postal Checklist

| Client | | Project | Date | PM | Postal |
|---|------------------------------------|--|-------|--------|----------|
| Category | Item | | Entry | Values | Comments |
| Move Updates - Required for First-Class Mail | | | | | 40-46 |
| Required | | | | | |
| | Met regulations on other mailings? | | | Y/N | |
| Endorsements | | | | | |
| | Which endorsement | Address Service Requested | | Y/N | |
| | | Change Service Requested | | Y/N | |
| | | Forwarding Service Requested | | Y/N | |
| | | Return Service Requested | | Y/N | |
| | Specs on placement | 1/4" clear space all around | | Y/N | |
| | Position | Directly below the return address | | Y/N | |
| | | Directly above delivery address area | | Y/N | |
| | | Directly to the left of the postage area | | Y/N | |
| | | Directly below the postage area | | Y/N | |
| FASTforwardSM on the MLOCR | | | | | |
| | OCR Read Area | | | Y/N | |
| | Readable Address Fonts | | | Y/N | |
| | Barcode Clear Zone | Required | | Y/N | |
| | Window placement | Minimum 5/8" from bottom | | Y/N | |
| FASTforwardSM Computer Version | | | | | |
| | Date Run | Must be within 180 days of mailing | | Y/N | |
| | | | | Date | |
| NCOA | | | | | |
| | Handled by Client | | | Y/N | |
| | Processing through BCS? | | | Y/N | |
| | Date Run | Must be within 180 days of mailing | | Date | |
| Moore Release Form | | | | | |
| | Release form received from client | | | Y/N | |
| | For the current contract | Date on form | | Date | |

Moore BCS Postal Checklist

Project

Date

Mail Date

PM

Postal

| Client | Category | Item | Entry | Values | Comments | Booklet |
|--------|----------|------|-------|--------|----------|---------|
|--------|----------|------|-------|--------|----------|---------|

Postage Payment Method

47-51

Meter

Weights in more than one ounce group?

Batched?

Required for varying weights

Y/N

Y/N

Y/N

48

Permit Imprint

Identical Weights

Nonidentical weights

Optional Procedures

Manifest

Logan Only

Y/N

Y/N

Y/N

Y/N

49-51

First-Class

PRESORTED
FIRST-CLASS MAIL
U.S. POSTAGE PAID

Required text for all FIRST-CLASS
First three lines

Y/N

Y/N

Y/N

Standard Mail (A)

PRSRT STD
U.S. POSTAGE PAID

Required text for all Standard Mail A
First two lines

Y/N

Y/N

Nonprofit

NONPROFIT ORG
U.S. POSTAGE PAID

Required text for all Nonprofit
First two lines

Y/N

Y/N

Format of Additional Lines

CITY, ST
PERMIT NO. 987

Standard style permit

MAILED FROM ZIP CODE 12345
PERMIT NO. 987

Standard style that does not
show origin city of mailing
Uses ZIP Code instead

JOHN DOE COMPANY
12345

Company or Corporate permit imprint
Must show exact name of company
Must have return address

Moore BCS Postal Checklist

| | | | |
|----------|------|----------|----------------|
| Client | | Project | Date |
| Category | Item | Entry | Mail Date |
| | | Values | PM |
| | | Comments | |
| | | | Postal Booklet |

ZIP Code of city of mailing (BCS)

Moore BCS Postal Checklist

Project

Date

Mail Date

PM

Postal

| Category | Client | Item | Entry | Values | Comments | Booklet |
|----------|--------|------|-------|--------|----------|---------|
|----------|--------|------|-------|--------|----------|---------|

REPLY MAIL

Letter

Height Minimum 3 1/2" Maximum: 6 1/8"
 Length Minimum 5" Maximum: 11-1/2"
 Thickness (less than 4 1/4 x 6") Minimum .007" Maximum: 1/4"
 (more than 4 1/4 x 6") Minimum .009" Maximum: 1/4"
 Aspect Ratio Between 1.3 and 2.5
 Weight (oz) Between 1.3 and 2.5
 Paper Weight Recommend at least 24 lb
 Color Recommend white

Y/N

16

Post Card

Height Minimum 3 1/2" Maximum: 4-1/4"
 Length Minimum 5" Maximum: 6"
 Thickness Minimum .007" Maximum: .016"
 Aspect Ratio Between 1.3 and 2.5
 Weight (oz)
 Paper Weight Recommend 110# tag
 Color

Y/N

16

Flat

Does not need FIM or barcode Can leave on Copy

17

Courtesy Reply Mail

FIM A Refer to Yellow Template
 Proper Placement Refer to Yellow Template
 Barcode Insert, Address block or bc clear zone

Y/N

53

Window Minimum: 1/2" from left/right edge

or Address Minimum: 1/2" from bottom prefer at least 5/8"

Placement Sized for barcode

1/8" clearance around address and barcode, allowing for shift

Y/N

Y/N

Y/N

Y/N

Moore BCS Postal Checklist

| | | | | |
|------------------------|---------|-----------------------|--------|----------|
| | | Date | | |
| | | Mail Date | | |
| | | PM | | |
| Client | Project | | Postal | |
| Category | Item | Entry | Values | Comments |
| Component Supplied by: | | BCS, Client, or Sales | A | |

Moore BCS Postal Checklist

| Client | | Project | Date | Mail Date | PM | Postal Booklet |
|--|---|--|-------|-----------|----------|----------------|
| Category | Item | | Entry | Values | Comments | |
| Business Reply Mail | | | | Y/N | | 54-57 |
| | FIM C | Refer to Yellow Template | | Y/N | | |
| | Proper Placement | Refer to Yellow Template | | Y/N | | |
| | Barcode - on envelope or insert | ZIP+4 only | | Y/N | | |
| | Barcode placement | Refer to Yellow Template | | Y/N | | |
| | Postage Box | NO POSTAGE NECESSARY IF MAILED IN THE UNITED STATES | | Y/N | | |
| | Horizontal Bars: not below address lines | | | Y/N | | |
| | Business Reply Mail Box | Check for size requirements | | Y/N | | |
| | First-Class Mail, Permit No., City, State | | | Y/N | | |
| | Postage Paid by Addressee | | | Y/N | | |
| <div style="border: 1px solid black; padding: 5px; text-align: center;"> BUSINESS REPLY MAIL FIRST-CLASS MAIL PERMIT NO XX CITY ST POSTAGE PAID BY ADDRESSEE </div> | | | | | | |
| | Window | | | Y/N | | |
| | or Address Minimum: 1/2" from left/right edge | | | Y/N | | |
| | Placement Minimum: 1/2" from bottom | prefer at least 5/8" | | Y/N | | |
| | Sized for barcode | | | Y/N | | |
| | 1/8" clearance around address and barcode, allowing for shift | | | Y/N | | |
| | Component Supplied by: | BCS, Client, or Sales | | A | | |
| Qualified Business Reply Mail (QBRM) | | | | | | 54 |
| | Client is current participant | | | | | |
| | New participant | Need to send samples | | | | |

Moore BCS Postal Checklist

Project

Date

Mail Date

PM

Postal

| Category | Client | Item | Entry | Values | Comments | Booklet |
|----------|--------|------|-------|--------|----------|---------|
|----------|--------|------|-------|--------|----------|---------|

Tabbing

C810

Self Mailer

Fold position
Recommend at bottom
Sheets
Single or Multiple
Paper Weight
Number of tabs

Y/N
Y/N
S/M
N
N

72-74

Booklet

Long Bound Edge
Cover Paper Weight
Number of tabs

Y/N
Y/N
N
N

Short Bound Edge

Final Size
Over 4-1/4" x 6"

Paper Weight

Number of tabs

Y/N
N
N

Moore BCS Postal Checklist

Project

Date

Mail Date

PM

Postal

| Client | Category | Item | Entry | Values | Comments | Postal Booklet |
|--------|----------|------|-------|--------|----------|----------------|
|--------|----------|------|-------|--------|----------|----------------|

Mail Information

| | | | | | |
|------|----------------------------------|---|-------|-----|-------|
| Sort | Barcode | Delivery Point Barcode | _____ | Y/N | _____ |
| | Carrier Route | First-Class: Must barcode letters | _____ | Y/N | _____ |
| | | First-Class: Flats carrier rt eliminated | _____ | Y/N | _____ |
| | | Standard Mail: Barcode Letters or | _____ | Y/N | _____ |
| | | Line of Travel (LOT) | _____ | Y/N | _____ |
| | If Standard Mail, drop shipments | BMC drop shipment | _____ | Y/N | _____ |
| | | SCF drop shipment | _____ | Y/N | _____ |

Regular (nonautomation) Portion

20-21

Is the presort portion Upgradable?

Could there be less than 500 pieces per mailing?

_____ Y/N _____

Special Handling

Additional specs for special handling?

Invalids?

_____ Y/N _____

_____ Y/N _____

Foreign Addresses

Canadian

Mexican

Other countries

_____ Y/N _____

_____ Y/N _____

_____ Y/N _____

Send via USPS

Send via other delivery services

_____ Y/N _____

_____ Y/N _____

Box and Ship

Special instructions for shipping boxes

_____ Y/N _____

Moore BCS Postal Checklist

| | | | | |
|----------|------------------------|-----------|--------|----------|
| | | Date | | |
| | | Mail Date | | |
| Client | | PM | Postal | |
| Category | Item | Entry | Values | Comments |
| | Airborne | | Y/N | |
| | Other delivery service | | Y/N | |
| | | | | |

Moore BCS Postal Checklist

| Client | | Project | Date | PM | Postal |
|----------|------|---------|--------|----------|---------|
| Category | Item | Entry | Values | Comments | Booklet |

Data Processing

Control Line

BCS Standard Control Line

Y/N

Special

Explain

Y/N

Does the imaged ZIP+4 Code match the barcode

Must match

Y/N

Client supplied mail sorting

CASS Certificate (USPS form 3553)

Y/N

Y/N

PAVE or standardized documentati ZIP Lists

Y/N

Mail Qualifying Audit report

Y/N

Postage Statements (3600s)

Y/N

Tray tags

Check mailing origin

Y/N

Barcoded

Y/N

Attributes

Verified

Y/N

Attributes reviewed

Y/N

CONFIDENTIAL AND PROPRIETARY

Information contained herein is confidential and proprietary to Moore Corporation, Ltd.

Material must be returned if requested,
and should be used only for its intended purpose.

Moore BCS Postal Checklist

| Client XYZ Company | | Project | Postal |
|--------------------|---|-------------------------------------|---------|
| | | Statements | Booklet |
| Category | Item | | |
| Classification | | First-Class (F) or Standard A (S) | 6 |
| Paper | | | |
| | Envelopes | | |
| | General Envelope | Basis Weight (minimum 16 lb.) | |
| | Business Reply Mail | Basis Weight (minimum 20 lb.) | 54 |
| | Self-Mailers | | |
| | Singe Tab or single spot glue | | |
| | Single Sheet | Basis Weight (minimum 28 lb.) | 74 |
| | Multiple Sheets | Basis Weight (minimum 24 lb.) | |
| | Two Tabs or Continuous Glue line | | |
| | Single Sheet | Basis Weight (minimum 20 lb.) | |
| | Multiple Sheets | Basis Weight for Cover(min. 20 lb.) | |
| | Cards | | |
| | Postcards | Basis Weight (minimum 75 lb.) | 16 |
| | Booklets | | |
| | Cover sheet | Basis Weight (minimum 20 lb.) | 73 |
| Self- Mailer: | Folded | Sealing | |
| | Bottom | Sealed on top | 72-74 |
| | Right | Sealed on left | |
| | Left | Sealed on right, top, bottom | |
| | Top | Sealed on bottom | |
| Address Type Style | | | 29 |
| | Character Spacing | 3/4 to 3 point | |
| | Stroke Thickness | 3/4 to 2 point | |
| | Character Height | 8 pt to 18 point | |
| | Line Spacing | 2 pt minimum | |
| | Line Skew | +/- 5 degrees | |

Moore BCS Postal Checklist

| Client XYZ Company | | Project | Postal |
|--|----------------------------------|--|---------|
| | | Statements | Booklet |
| Category | Item | | |
| Processing Category | | | 16-18 |
| Size | Letter | | 16 |
| | Height | Minimum 3 1/2" Maximum: 6 1/8" | |
| | Length | Minimum 5" Maximum: 11-1/2" | |
| | Thickness (less than 4 1/4 x 6") | Minimum .007" Maximum: 1/4" | |
| | (more than 4 1/4 x 6") | Minimum .009" Maximum: 1/4" | |
| | Aspect Ratio | Between 1.3 and 2.5 | |
| | Weight (oz) | Maximum: 3.3 ounces for automation | |
| | Flat | | 17 |
| | Height | Minimum 6" Maximum: 12" | |
| | Length | Minimum 6" Maximum: 15" | |
| | Thickness | Minimum .009" Maximum: 3/4" | |
| | Weight (oz) | 13 ounces for First-Class 16 ounces for Standard Mail | |
| | Post Card | | 16 |
| | Height | Minimum 3 1/2" Maximum: 4-1/4" | |
| | Length | Minimum 5" Maximum: 6" | |
| | Thickness - after imaging | Minimum .007" Maximum: .016" | |
| | Aspect Ratio | Between 1.3 and 2.5 | |
| Upgradable or Nonupgradable for Presort | | | 20-24 |
| | OCR Read Area | Refer to Yellow Template | |
| | Barcode Clear Zone | Refer to Yellow Template | |
| | Clear or Light Background | Required behind barcode Preferred behind address area | |
| | Sanserif fonts for address | Preferred | |

Moore BCS Postal Checklist

| | | | |
|--------------------|------|------------|----------------|
| Client XYZ Company | | Project | |
| | | Statements | |
| Category | Item | | Postal Booklet |

Outer Mailing Envelope (OME)

Paper Paper Weight
Color

Return Address

Check List of when required:
If any one of these is present,
there must be a return address

Upper left
At least 2 3/4" from bottom
Room for endorsement
Font

Requested by Client 31
Endorsements
Company Permit Imprint
Nonprofit Organization
Precancelled Stamps
Official Mail
Express and Priority Mail
Certified and Registered Mail
No more than 1/3 down and 1/2 length
Preferably out of OCR clear zone
For move update requirements
Preferably non-OCR readable

Window Placement

OR

Address Sized for barcode

1/8" clearance around address
Room for additional imaged line

1/2" from left/right edge and bottom 22
prefer at least 5/8" from bottom
Height: .215"
Width: Minimum 2.6" (condensed)
Width: Maximum 3.1"
Allow for Shift - TAP TEST
1/3" for ACS if needed

Closed Face Mail Piece

Clear or light background On outside: check inside screening
No printing other than light screening in that area (10% screen or less)

Moore BCS Postal Checklist

| Client XYZ Company | | Project | Postal |
|--|--|-----------------------------------|---------|
| | | Statements | Booklet |
| Category | Item | | |
| Barcode Clear Zone | | Letter Size only | 35-36 |
| | 4 3/4" from right edge | Refer to Yellow Template | |
| | 5/8" from bottom | Refer to Yellow Template | |
| | Clear or light background | On outside | |
| | | Check inside screening | |
| | No printing other than light screening in that area (10% screen or less) | | |
| Barcode Placement in the Address Block | | | 36-38 |
| | Must be in bottom 4" of OME | | |
| | Is address in the 2-3/4" area? | | |
| | Clearance from left & right edge | 1/8" required, 1/4" preferred | |
| | Clearance from top & bottom | 1/25" or 3 pts | |
| | Font | Condensed font preferred | |
| Address Placement | | Do the tap test | |
| | Clearance from left & right edge | 1/8" required, 1/4" preferred | |
| | Clearance from top & bottom | 1/8" required, 1/4" preferred | |
| | Address Type Font | 8 to 12 point | |
| | | if 8 point must be all upper case | |

Moore BCS Postal Checklist

| Client XYZ Company | | Project | Postal |
|--|------------------------------------|--|---------|
| | | Statements | |
| Category | Item | | Booklet |
| Move Updates - Required for First-Class Mail | | | 40-46 |
| | Required | | |
| | Met regulations on other mailings? | | |
| Endorsements | | | 44-46 |
| | Which endorsement | Address Service Requested | |
| | | Change Service Requested | |
| | | Forwarding Service Requested | |
| | | Return Service Requested | |
| | Specs on placement | 1/4" clear space all around | |
| | Position | Directly below the return address | |
| | | Directly above delivery address area | |
| | | Directly to the left of the postage area | |
| | | Directly below the postage area | |
| FASTforward SM on the MLOCR | | | 42 |
| | OCR Read Area | | |
| | Readable Address Fonts | | |
| | Barcode Clear Zone | Required | |
| | Window placement | Minimum 5/8" from bottom | |
| FASTforward SM Computer Version | | | 42 |
| | Date Run | Must be within 180 days of mailing | |
| NCOA | | | 41 |
| | Handled by Client | | |
| | Processing through BCS? | | |
| | Date Run | Must be within 180 days of mailing | |
| Moore Release Form | | | |
| | Release form received from client | | |

Moore BCS Postal Checklist

| Client XYZ Company | | Project | Postal |
|--------------------|--------------------------|--------------|---------|
| | | Statements | Booklet |
| Category | Item | | |
| | For the current contract | Date on form | |

Postage Payment Method

47-51

Meter

48

Weights in more than one ounce group?

Batched?

Required for varying weights

Permit Imprint

49-51

Identical Weights

Nonidentical weights

Manifest

Optional Procedures

Logan Only

First-Class

PRESORTED
FIRST-CLASS MAIL
U.S. POSTAGE PAID

Required text for all FIRST-CLASS
First three lines

Standard Mail (A)

PRSRT STD
U.S. POSTAGE PAID

Required text for all Standard Mail A
First two lines

Nonprofit

NONPROFIT ORG
U.S. POSTAGE PAID

Required text for all Nonprofit
First two lines

Format of Additional Lines

CITY, ST
PERMIT NO. 987

Standard style permit

MAILED FROM ZIP CODE 12345
PERMIT NO. 987

Standard style that does not
show origin city of mailing
Uses ZIP Code instead

JOHN DOE COMPANY
12345

Company or Corporate permit imprint
Must show exact name of company
Must have return address

Moore BCS Postal Checklist

| | | | |
|-----------------------------------|------|------------|---------|
| Client XYZ Company | | Project | |
| | | Statements | Postal |
| Category | Item | | Booklet |
| ZIP Code of city of mailing (BCS) | | | |

Moore BCS Postal Checklist

| Client XYZ Company | | Project | Postal |
|--------------------|--|------------|---------|
| Category | | Statements | Booklet |

REPLY MAIL

| | | | |
|----------------------------------|--------------------------|------------------|----|
| Letter | | | 16 |
| Height | Minimum 3 1/2" | Maximum: 6 1/8" | |
| Length | Minimum 5" | Maximum: 11-1/2" | |
| Thickness (less than 4 1/4 x 6") | Minimum .007" | Maximum: 1/4" | |
| (more than 4 1/4 x 6") | Minimum .009" | Maximum: 1/4" | |
| Aspect Ratio | Between 1.3 and 2.5 | | |
| Weight (oz) | Between 1.3 and 2.5 | | |
| Paper Weight | Recommend at least 24 lb | | |
| Color | Recommend white | | |

| | | | |
|------------------|---------------------|-----------------|----|
| Post Card | | | 16 |
| Height | Minimum 3 1/2" | Maximum: 4-1/4" | |
| Length | Minimum 5" | Maximum: 6" | |
| Thickness | Minimum .007" | Maximum: .016" | |
| Aspect Ratio | Between 1.3 and 2.5 | | |
| Weight (oz) | | | |
| Paper Weight | Recommend 110# tag | | |
| Color | | | |

| | | | |
|-------------|------------------------------|-------------------|----|
| Flat | Does not need FIM or barcode | Can leave on Copy | 17 |
|-------------|------------------------------|-------------------|----|

| | | | |
|----------------------------|--|--|----|
| Courtesy Reply Mail | | | 53 |
| FIM A | Refer to Yellow Template | | |
| Proper Placement | Refer to Yellow Template | | |
| Barcode | Insert, Address block or bc clear zone | | |

Window Minimum: 1/2" from left/right edge
or Address Minimum: 1/2" from bottom prefer at least 5/8"
Placement Sized for barcode
1/8" clearance around address and barcode, allowing for shift

Component Supplied by: BCS, Client, or Sales

Moore BCS Postal Checklist

| Client XYZ Company | | Project | Postal |
|--------------------|--|------------|---------|
| Category | | Statements | Booklet |
| Item | | | |

Business Reply Mail

54-57

FIM C Refer to Yellow Template
 Proper Placement Refer to Yellow Template
 Barcode - on envelope or insert ZIP+4 only
 Barcode placement Refer to Yellow Template
 Postage Box

NO POSTAGE
 NECESSARY
 IF MAILED IN THE
 UNITED STATES

Horizontal Bars: not below address lines

Business Reply Mail Box Check for size requirements

First-Class Mail, Permit No., City, State

Postage Paid by Addressee

BUSINESS REPLY MAIL

FIRST-CLASS MAIL PERMIT NO XX CITY ST

POSTAGE PAID BY ADDRESSEE

Window

or Address Minimum: 1/2" from left/right edge

Placement Minimum: 1/2" from bottom prefer at least 5/8"

Sized for barcode

1/8" clearance around address and barcode, allowing for shift

Component Supplied by:

BCS, Client, or Sales

Qualified Business Reply Mail (QBRM)

54

Client is current participant

New participant

Need to send samples

Moore BCS Postal Checklist

| Client XYZ Company | | Project | Postal |
|--------------------|--------------------|---------------------|---------|
| | | Statements | Booklet |
| Category | Item | | |
| Tabbing | | | C810 |
| | Self Mailer | | 72-74 |
| | Fold position | Recommend at bottom | |
| | Sheets | Single or Multiple | |
| | Paper Weight | | |
| | Number of tabs | | |
| | Booklet | | |
| | Long Bound Edge | | |
| | Cover Paper Weight | | |
| | Number of tabs | | |
| | Short Bound Edge | | |
| | Final Size | Over 4-1/4" x 6" | |
| | Paper Weight | | |
| | Number of tabs | | |

Moore BCS Postal Checklist

| Client XYZ Company | | Project Statements | Postal Booklet |
|--------------------|------|-----------------------|-------------------|
| Category | Item | | |

Mail Information

| | | |
|------|----------------------------------|--|
| Sort | Barcode | Delivery Point Barcode |
| | Carrier Route | First-Class: Must barcode letters First-Class: Flats carrier rt eliminated Standard Mail: Barcode Letters or Line of Travel (LOT) |
| | If Standard Mail, drop shipments | BMC drop shipment SCF drop shipment |

| | |
|--|-------|
| Regular (nonautomation) Portion | 20-21 |
| Is the presort portion Upgradable? | |
| Could there be less than 500 pieces per mailing? | |

Special Handling

Additional specs for special handling?
Invalids?

Foreign Addresses

Canadian
Mexican
Other countries

Send via USPS
Send via other delivery services _____

Box and Ship

Special instructions for shipping boxes
Airborne
Other delivery service _____

Moore BCS Postal Checklist

| | | | |
|--------------------|------|------------|---------|
| Client XYZ Company | | Project | |
| | | Statements | Postal |
| Category | Item | | Booklet |

Data Processing

Control Line

BCS Standard Control Line

Special Explain

Does the imaged ZIP+4 Code match the barcode

Must match

Client supplied mail sorting

CASS Certificate (USPS form 3553)

PAVE or standardized documentati ZIP Lists

Mail Qualifying Audit report

Postage Statements (3600s)

Tray tags Check mailing origin

Barcoded

Attributes

Verified

Attributes reviewed

CONFIDENTIAL AND PROPRIETARY

Information contained herein is confidential and proprietary to Moore Corporatio

Material must be returned if requested,

and should be used only for its intended purpose.

This represents the information on the CASS report and how it is matched to the 3600.

Matching to the CASS Report

The totals of all barcoded quantities:

CARRIER ROUTE - Automation letter
BARCODED 5-DIGIT
BARCODED 3-DIGIT
BARCODED BASIC

Should equal the CASS ZIP+4 coded (C1) quantity. Sometimes the totals may be a few records off, This is not a problem.

The Carrier Route total will NOT match the CRRT Coded (C5) quantity on the CASS report.

This is because CRRT qualification depends on quantity and there are many records that are coded but don't have enough quantity to qualify.

For Standard Mail (A) letters, we should not be doing CRRT Line-or Travel (LOT) sequenced, since the postage is less for barcoded letters.

For Standard Mail (A) Flats, we could do LOT, but usually don't have the quantities for it.

If we did LOT sequencing, the CASS LOT quantity (C6) would NOT match the quantity qualifying.

The Presort quantity must be over 500 pieces, and is the difference between the ZIP+4 Coded (C1) and the 5-digit coded (C4)

Total mailed may not equal total records submitted for coding if

- a. the invalids are not mailed
- b. this is a partial mailing

The Total mailed must not be greater than the Number of Records Submitted (B6) on the CASS report.

CASS and 3600 Comparison

| CASS | | | 3600 or Moore Postage Report | |
|------|------------------------------|------------------------|-------------------------------|------------|
| | | Submitted 2,106,934 | | |
| B6. | CASS Output Rating | Total Coded | CARRIER ROUTE | 0 |
| C.A | Records ZIP+4 Coded | 2,019,455 | BARCODED 5-DIGIT | 1,395,927 |
| C.B | Records Z4 Change Processed | 0 | BARCODED 3-DIGIT | 618,581 |
| C.C | Records Delivery Point Coded | 2,019,455 | BARCODED BASIC | 4,947 |
| | | | | 2,019,455 |
| C.D | * Records 5-digit Coded | 2,028,185 | | 2,028,185 |
| | | | PRESORTED | -2,019,455 |
| | | | | 8,730 |
| | | | SINGLE-PIECE RATE | 0 |
| | | | SINGLE-PIECE RATE NON CONFIRM | 78,316 |
| | | | INVALID | 433 |
| | | | | 78,749 |
| | | | | 2,106,934 |
| | | | | -2,028,185 |
| | | | | 78,749 |
| C.E | Records CRRT Coded | 0 | | |
| C.F | Records LOT Sequenced | 0 | | |

Totals of all barcoded quantities should equal CASS ZIP+4 quantity.

Presort is the difference between ZIP+4 coded and 5-digit coded on CASS report

If there is a Presort Quantity, there should not be a single piece quantity; single-piece should be less than 500

Single-piece non confirmed and invalids equals the difference between 5-digit coded and total records submitted.

The quantity qualifying for CRRT will always be less than the quantity coded

Moore BCS Postage Report

This is an internal Moore report and is not used by the USPS.

The verifications are the same as between the CASS report and the 3600s.

Matching to the CASS Report

The totals of all barcoded quantities:

CARRIER ROUTE - Automation letter
BARCODED 5-DIGIT
BARCODED 3-DIGIT
BARCODED BASIC

Should equal the CASS ZIP+4 coded (C.A) quantity. Sometimes the totals may be a few records off, This is not a problem.

The Carrier Route total will NOT match the CRRT Coded (C.E) quantity on the CASS report.

This is because CRRT qualification depends on quantity and there are many records that are coded but don't have enough quantity to qualify.

For Standard Mail letters, we should not be doing CRRT Line-or Travel (LOT) sequenced, since the postage is less for barcoded letters.

For Standard Mail Flats, we could to LOT, but usually don't have the quantities for it.

If we did LOT sequencing, the CASS LOT quantity (C6) would NOT match the quantity qualifying.

The Presort quantity must be over 500 pieces, and is the difference between the ZIP+4 Coded (C.A) and the 5-digit coded (C.D)

Total mailed may not equal total records submitted for coding if

- a. the invalids are not mailed
- b. this is a partial mailing

The Total mailed must not be greater than the Number of Records Submitted (B6) on the CASS report.

MOORE BUSINESS COMMUNICATION SERVICES POSTAGE REPORT

COMPANY NAME

PROJECT NUMBER

1ST CLASS LETTERS PRESORT DELIVERY POINT BARCODED

AMOUNT FIELD DESCRIPTION

QUANTITY

RATE

POSTAGE

CARRIER ROUTE

0

BARCODED 5-DIGIT

1,395,927

BARCODED 3-DIGIT

618,581

BARCODED BASIC

4,947

PRESORTED

8,730

SINGLE- PIECE RATE

0

SINGLE- PIECE RATE (NON CONFIRM)

78,316

INVALID

433

***** Totals *****

2,106,934

Totals of all barcoded quantities should equal CASS ZIP+4 quantity.

0.269 \$166,398.29

Presort is the difference between ZIP+4 coded and 5-digit coded on CASS report

0.340 \$0.00

0.340 \$26,627.44

0.340 \$142.89

Single-piece non confirmed and invalids equals the difference between 5-digit coded and total records submitted

RATES USED ARE BASED UPON PIECE WEIGHT OF: 01 OUNCE

3600s

The USPS Postage Statements are a series of forms for the various classifications and postage payment systems. They are called 3600s because of the form numbers. This is the official payment form and must be submitted to the USPS for every mailing.

Matching to the CASS Report

The totals of all barcoded quantities:

- CARRIER ROUTE - Automation letter
- BARCODED 5-DIGIT
- BARCODED 3-DIGIT
- BARCODED BASIC

Should equal the CASS ZIP+4 coded (C1) quantity. Sometimes the totals may be a few records off. This is not a problem.

The Carrier Route total will NOT match the CRRT Coded (C5) quantity on the CASS report.

This is because CRRT qualification depends on quantity and there are many records that are coded but don't have enough quantity to qualify.

For Standard Mail (A) letters, we should not be doing CRRT Line-or Travel (LOT) sequenced, since the postage is less for barcoded letters.

For Standard Mail (A) Flats, we could do LOT, but usually don't have the quantities for it.

If we did LOT sequencing, the CASS LOT quantity (C6) would NOT match the quantity qualifying.

The Presort quantity must be over 500 pieces, and is the difference between the ZIP+4 Coded (C1) and the 5-digit coded (C4)

Total mailed may not equal total records submitted for coding if

- a. the invalids are not mailed
- b. this is a partial mailing

The Total mailed must not be greater than the Number of Records Submitted (B6) on the CASS report.

United States Postal Service

Postage Statement -- First-Class Mail -- Permit Imprint

(For Priority Mail, Use Form 3605-P)

MAILER: Complete all items by typewriter, pen, or indelible pencil. Prepare in duplicate if you need a receipt.

| | | | | | | | |
|--|--|---------------------|--|--|----------------------------------|---|--|
| M A I L E R | Post Office of Mailing | | Date | Processing Category (C050) | | 1006 Privileged Business Information -- DO NOT RELEASE | 3 6 0 0 |
| | Permit No. | Federal Agency Code | Statement Sequence No. | <input checked="" type="checkbox"/> Letters (DMM C050) | Flats (DMM C050) | | |
| | Permit Holder's Name & Address (Include ZIP Code) | Telephone Number | Receipt No. | <input checked="" type="checkbox"/> Auto-Comp Flats(DMMC820) | Irregular Parcels(DMM C050) | | |
| | 1-Ft MM | | 2-Ft MM | 2-Ft EMM | Total Ltr | | |
| | tray | | tray | tray | Trays | | |
| I N F O R M A T I O N | Flat | | No. of | No. of | Number of | | |
| | Trays | | Sacks | Pallets | Other | | |
| | Weight of a Single Piece | | | | | | |
| | pounds | | | | | | |
| | CTAS Number | | Total Pieces in Mailing | Total Weight of Mailing | | | |
| M A I L E R | Dun & Bradstreet No. | | Name & Address of Individual or Organization for Mailing | | | Prepared Under DMM (Check all that apply) | |
| | Which Mailing is Prepared (If other than the permit holder) | | Agent (If other than the permit holder) | | | <input type="checkbox"/> M130 (Letters, flats, parcels) <input checked="" type="checkbox"/> M130 (Upgradable letters) <input checked="" type="checkbox"/> M810 (Automation Letters) <input type="checkbox"/> M820 (Automation Flats) | |
| | Dun & Bradstreet No. | | Dun & Bradstreet No. | | | | |
| | Category | | Quantity | Rate | Automation rate | | |
| | CARRIER ROUTE | | 0 | 0.2 | Letter-Size Part A \$ 523,744.83 | | |
| P O S T A G E | BARCODED 5-DIGIT | | 1,395,927 | 0.2 | Automation rate | | |
| | BARCODED 3-DIGIT | | 618,581 | 0.2 | Letter-Size Part B | | |
| | BARCODED BASIC | | 4,947 | 0.2 | Automation rate | | |
| | PRESORTED | | 8,730 | 0.32 | Letter-Size Part C \$ 29,585.72 | | |
| | SINGLE-PIECE | | 78,316 | 0.340 | Automation rate other than cards | | |
| OTHER | | 433 | 0.3 | Letter-Size Part D | | | |
| Total records mail must be equal to or less than the total records submitted for coding. | | 2,106,934 | | No. Pieces x Rate/Piece \$ - \$ - | | | R |
| | | | | Total Postage -----> \$ 553,330.55 | | | |

The signature of a mailer or its agent certifies that it will be liable for and agrees to pay, (balance of statement truncated for display).

CASS Report

The CASS (Coding Accuracy Support System) Report — USPS Form 3553 — is the report that certifies to the Postal Service that the addresses used for that mailing:

Have been processed through certified software

The processing had occurred within USPS regulated time frames prior to the mailing

The coding percentages are within a normal range

By "Coding" we mean the records that receive a ZIP+4 Code.

Dates— B2 and B3

The USPS requires that mailings for barcoded discounts be run from CASS files within six months of the mail date.

For carrier route mailings, the addresses must be run through CASS software within 90 days of the mail date.

While Moore BCS processes files through the CASS software every time we mail, we still need to verify the dates.

BCS also updates the database every month, so the database date (B3) should not be more than one month old.

If the client is supplying CASS files, you must check the dates carefully, and the client must also supply this Form 3553.

Total Records Submitted — B6

This is the total number of records processed. Not all records will code. There is no way to total the coded records to match this quantity.

Coding Percentages — C.A through C.F

The coding percentages for ZIP+4 Coded (C.A) and Delivery Point Coded (C.C) will be the same.

This percentage should be 90% or better (our average is around 92%).

If the percentage is substantially lower than 90%, have the programmer verify the input to the program:

The coding percentage for the Records 5-Digit coded (C.D) will be more than ZIP+4 Coded by less than 1 %.

If the project was run with Carrier Route, the number of records for CRRT Coded (C.E) will be greater than the ZIP+4 Coded.

Mailing

A copy of the CASS report must be submitted to the USPS with every mailing.