

# Postage Statement—First-Class Mail and First-Class Package Service

Postal Regulatory Commission  
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Use this form for First-Class Mail and First-Class Package Service.

Mailer	Permit Holder's Name and Address and Email Address, If Any	Telephone	Name and Address of Mailing Agent (If other than permit holder)	Telephone	Name and Address of Individual or Organization for Which Mailing is Prepared (If other than permit holder)
	CAPS Cust. Ref. No. _____				
	CRID _____		CRID _____		CRID _____

Mailing	Post Office of Mailing	Processing Category	Parcels Only Hold For Pickup (HFPU): No. of Pieces	Mailer's Mailing Date	Federal Agency Cost Code	Statement Seq. No.	No. and type of Containers _____ Sacks _____ 1 ft. Letter Trays _____ 2 ft. Letter Trays _____ EMM Letter Trays _____ Flat Trays _____ Pallets _____ Other	
	Type of Postage <input type="checkbox"/> Permit Imprint <input type="checkbox"/> Precanceled Stamps <input type="checkbox"/> Metered	<input type="checkbox"/> Letters <input type="checkbox"/> Flats <input type="checkbox"/> Parcels		Weight of a Single Piece _____ pounds	Combined Mailing <input type="checkbox"/> Single Class	Total Pieces <input type="checkbox"/> DelCon <input type="checkbox"/> SigCon		
	Permit #	For Mail Enclosed Within Another Class <input type="checkbox"/> Standard Mail <input type="checkbox"/> Bound Printed Matter <input type="checkbox"/> Library Mail <input type="checkbox"/> Media Mail <input type="checkbox"/> Parcel Post			<input type="checkbox"/> Periodicals	Total Weight		
	For Automation Price Pieces, Enter Date of Address Matching and Coding _____/_____/_____	Move Update Method: <input type="checkbox"/> Ancillary Service Endorsement <input type="checkbox"/> FASTforward <input type="checkbox"/> OneCode ACS <input type="checkbox"/> NCOALink <input type="checkbox"/> ACS <input type="checkbox"/> Alternative Method <input type="checkbox"/> Multiple <input type="checkbox"/> n/a Alternative Address Format						

Postage	Letter or Flat-size mailpieces contain: <input type="checkbox"/> Reply card or reply envelope <input type="checkbox"/> Only contents that are not required to be mailed FCM <input type="checkbox"/> DVD/CD or other disk <input type="checkbox"/> Round Trip ONLY: One DVD/CD or other disk		Parts Completed (Select all that apply) <input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/> D <input type="checkbox"/> E <input type="checkbox"/> NSA <input type="checkbox"/> F <input type="checkbox"/> S
	1	<b>Subtotal Postage (Add parts totals)</b>	
	2	Price at Which Postage Affixed (Check one) Complete if the mailing includes pieces bearing metered or precanceled stamps. <input type="checkbox"/> Correct <input type="checkbox"/> Lowest <input type="checkbox"/> Neither _____ pcs. x \$ _____ = <b>Postage Affixed</b>	
	3	Incentive/Discount Flat Dollar Amount	
	4	Fee Flat Dollar Amount	
5	<b>Permit # _____ Net Postage Due (Line 1 +/- Lines 2, 3, 4)</b>		

USPS Use	<b>Additional Postage Payment (State reason)</b>	
	For postage affixed add additional payment to net postage due; for permit imprint add additional payment to total postage.	<b>Total Adjusted Postage Affixed</b>
	Postmaster: Report Total Postage in <b>AIC 121</b>	<b>Total Adjusted Postage Permit Imprint</b>

Certification	Incentive/Discount Claimed: _____ Type of Fee _____
	The mailer's signature certifies acceptance of liability for and agreement to pay any revenue deficiencies assessed on this mailing, subject to appeal. If an agent signs this form, the agent certifies that he or she is authorized to sign on behalf of the mailer and that the mailer is bound by the certification and agrees to pay any deficiencies. In addition, agents may be liable for any deficiencies resulting from matters within their responsibility, knowledge, or control. The mailer hereby certifies that all information furnished on this form is accurate, truthful, and complete; that the mail and the supporting documentation comply with all postal standards and the mailing qualifies for the prices and fees claimed; and that the mailing does not contain any matter prohibited by law or postal regulation. I understand that anyone who furnishes false or misleading information on this form or who omits information requested on this form may be subject to criminal and/or civil penalties, including fines and imprisonment. Privacy Notice: For information regarding our Privacy Policy visit <a href="http://www.usps.com">www.usps.com</a> .
	Signature of Mailer or Agent _____ Printed Name of Mailer or Agent Signing Form _____ Telephone _____

USPS Use Only To be completed in non-Postal/One! sites	Weight of a Single Piece _____ pound	Are postage figures at left adjusted from mailer's entries? If yes, reason: <input type="checkbox"/> Yes <input type="checkbox"/> No	Round Stamp (Required) Payment Date _____	USPS Use Only To be completed in non-Postal/One! sites
	Total Pieces _____ Total Weight _____			
	Total Postage _____			
	Presort Verification Performed? (If required) <input type="checkbox"/> Yes <input type="checkbox"/> No			
	I CERTIFY that this mailing has been inspected for each item below if required: (1) eligibility for postage prices claimed; (2) proper preparation (and presort where required); (3) proper completion of postage statement; (4) payment of annual fee; and (5) sufficient funds on deposit (if required)			
	USPS Employee's Signature _____			
	Date Mailed Notified _____ Contact _____			
	By (Initials) _____ Time _____ AM _____ PM			
	Print USPS Employee's Name _____			

# First-Class Mail

**Part A**  
Automation Prices

Check box at left if prices are populated in this section.

Postcards <i>(eligible for postcard price)</i>		Price	No. of Pieces	Subtotal Postage	Discount Total	Fee Total	Total Postage
A1	5-Digit	\$0.229					
A2	3-Digit	0.243					
A3	AADC	0.244					
A4	Mixed AADC	0.255					

Letters		Price	No. of Pieces	Subtotal Postage	Discount Total	Fee Total	Total Postage
A5	5-Digit						
A6	3-Digit						
A7	AADC						
A8	Mixed AADC						

Flats		Price	No. of Pieces	Subtotal Postage	Discount Total	Fee Total	Total Postage
A9	5-Digit						
A10	3-Digit						
A11	AADC						
A12	Mixed ADC						

A13	Part A Subtotal <i>(Add lines A1-A12)</i>						
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**Full Service Intelligent Mail Option**

A14	Postcards - Number of pieces that comply _____ x \$0.003 =	
A15	Letters - Number of pieces that comply _____ x \$0.003 =	
A16	Flats - Number of pieces that comply _____ x \$0.003 =	

A17	Full Service Intelligent Mail Option Subtotal <i>(Add lines A14-A16)</i>						
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<b>Part A Total</b> <i>(Line A13 minus A17)</i>						
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# First-Class Mail

**Part B**  
Nonautomation Prices

Check box at left if prices are populated in this section.

<b>Postcards</b> <i>(eligible for postcard price)</i>		Price	No. of Pieces	Subtotal Postage	Discount Total	Fee Total	Total Postage
B1	Presorted	\$0.280					
B2	Single-Piece	0.320					

<b>Letters</b>		Price	No. of Pieces	Subtotal Postage	Discount Total	Fee Total	Total Postage
B3	Presorted						
B4	Single-Piece						
B5	Single-Piece <i>From Standard Mail Mailing</i>						

<b>Nonmachinable Letters</b>		Price	No. of Pieces	Subtotal Postage	Discount Total	Fee Total	Total Postage
B6	Presorted						
B7	Single-Piece						
B8	Single-Piece <i>From Standard Mail Mailing</i>						
B9	Nonmachinable Surcharge <i>(for presorted letters)</i>	0.200					
B10	Nonmachinable Surcharge <i>(for single-piece letters)</i>	0.200					

\* Only on FCM letters with one or more nonmachinable characteristics

<b>Flats</b>		Price	No. of Pieces	Subtotal Postage	Discount Total	Fee Total	Total Postage
B11	Presorted						
B12	Single-Piece						
B13	Single-Piece <i>From Standard Mail Mailing</i>						

<b>Parcels</b>		Price	No. of Pieces	Subtotal Postage	Discount Total	Fee Total	Total Postage
B14	Single-Piece/Does not meet content stds.						

<b>Permit Reply Mail</b>		Price	No. of Pieces	Subtotal Postage	Discount Total	Fee Total	Total Postage
B15	Single-Piece Letter <i>(1 oz. or less)</i>	\$0.450					
B16	Single-Piece Letter <i>(over 1 oz. to 3.5 oz.)</i>						
B17	Single-Piece Flat <i>(1 oz. or less)</i>	0.900					
B18	Single-Piece Flat <i>(over 1 oz. to 13 oz.)</i>						

**Part B Total** (Add lines B1-B18)

# First-Class Package Service

**Part C**  
Parcels

Check box at left if prices are populated in this section.

Commercial Base Parcels		Price	No. of Pieces	Subtotal Postage	Discount Total	Fee Total	Total Postage
C1	5-Digit						
C2	3-Digit						
C3	ADC						
C4	Single-Piece/Mixed ADC						
C5	Single Pc/From Std Mail Mailing						
C6	Parcel Surcharge						

Commercial Plus Parcels (3.5 oz. or more but less than 16 oz.)		Price	No. of Pieces	Subtotal Postage	Discount Total	Fee Total	Total Postage
C7	5-Digit						
C8	3-Digit						
C9	ADC						
C10	Single-Piece/Mixed ADC						
C11	Parcel Surcharge						

**Part C Total** (Add lines C1-C11)

# Roundtrip DVD, CD, or Other Disc Mail

**Part D**  
Round Trip Mailings that contain a DVD, CD, or Other Disc

Check box at left if prices are populated in this section.

Automation Letters		Price	No. of Pieces	Subtotal Postage	Discount Total	Fee Total	Total Postage
D1	5-Digit						
D2	3-Digit						
D3	AADC						
D4	Mixed AADC						

Presort Letters		Price	No. of Pieces	Subtotal Postage	Discount Total	Fee Total	Total Postage
D5	Presorted						
D6	Single-Piece						

Automation Flats		Price	No. of Pieces	Subtotal Postage	Discount Total	Fee Total	Total Postage
D7	5-Digit						
D8	3-Digit						
D9	ADC						
D10	Mixed ADC						

Presort Flats		Price	No. of Pieces	Subtotal Postage	Discount Total	Fee Total	Total Postage
D11	Presorted						
D12	Single-Piece						

Permit Reply Mail		Price	No. of Pieces	Subtotal Postage	Discount Total	Fee Total	Total Postage
D13	Single-Piece Letter (1 oz. or less)						
D14	Single-Piece Flat (2 oz. or less)						

D15	Part D Subtotal (Add lines D1-D14)						
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Full Service Intelligent Mail Option		Price	No. of Pieces	Subtotal Postage	Discount Total	Fee Total	Total Postage
D16	Letters - Number of pieces that comply _____						
D17	Flats - Number of pieces that comply _____						

**Part D Total (Line D15 minus D16 or D17)**

# Election Mail

**Part E**  
Automation Election Mail Prices

Check box at left if prices are populated in this section.

Letter-size (not over 3 oz.)		Price	No. of Pieces	Subtotal Postage	Discount Total	Fee Total	Total Postage
E1	Letter-size						

E2	Part E Subtotal (Line E1)						
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Full Service Intelligent Mail Option		Price	No. of Pieces	Subtotal Postage	Discount Total	Fee Total	Total Postage
E3	Letters - Number of pieces that comply _____						

**Part E Total (Line E2 minus E3)**

## Repositionable Notes (RPN)

**Part F**  
Repositionable Notes

Check box at left if prices are populated in this section.

Price includes only charge for RPN, it does not include postage charges. If using RPNs, all pieces in mailing must include RPNs.

		Price	No. of Pieces	Total Postage
F1	Repositionable Notes	\$0.005		

**Part F Total (Line F1)**

## Extra Services and Fees

**Part S**  
Extra Services

Check box at left if prices are populated in this section.

Items mailed with Extra Services must meet the mailing standards for the extra service.

		Fee	No. of Pieces	Total Postage
S1	Certificate of Mailing (3 or more)	\$0.44		
S2	Certified Mail	2.95		
S3	Collect on Delivery (COD)			
S4	Delivery Confirmation *			
S5	Insurance			
S6	Registered Mail			
S7	Restricted Delivery	4.55		
S8	Return Receipt (Electronic)	1.15		
S9	Return Receipt (Form 3811)	2.35		
S10				
S11	Signature Confirmation *			
S12				
S13	Special Handling			
S14				
S15				
S16				
S17	Picture Permit Imprint			
S18	Day Certain Delivery			

\* Available for First-Class Mail parcels only.

**Part S Total (Add lines S1-S18)**

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## First-Class Mail - Instructions

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Use this form for First-Class Mail and First-Class Package Service.

**Step 1:** Complete Mailer and Mailing sections on page 1.

**Step 2:** Before you complete the Postage section, go to parts A, B, and S. Complete the part(s) that pertain to your mailing. The following information will help you determine which parts to complete:

### Parts A and B First-Class Mail

**Part A: Automation prices:** All pieces must be reported on the appropriate line at the full published price (not including the Full Service Intelligent Mail incentive). Pieces that comply with the Full Service Intelligent Mail option requirements are additionally reported on the lines provided.

Postcards - Complete lines A1 through A4.

Letters - Complete lines A5 through A8.

Flats - Complete lines A9 through A12.

Enter total in Part A Total box.

### Part B: Nonautomation prices.

Postcards - Complete lines B1 and B2.

Letters - Complete lines B3 through B5.

Nonmachinable Letters - Complete lines B6 through B10.

Flats - Complete lines B11 through B13.

Parcels - Complete line B14.

Permit Reply Mail - Complete lines B15 through B18.

Enter total in Part B Total box.

**Part C: Commercial Plus Parcels:** Complete lines C1 through C4. Enter total in Part C Total box.

**Part D: Roundtrip DVD, CD, or other disc mailer:** Complete lines D1 through D17. Enter total in Part D Total box.

**Part E: Election Mail:** Complete lines E1 through E3. Enter total in Part E Total box.

**Part F: Repositionable Notes (RPN)** - Enter total in Part F Total box.

**Part S: Extra Services** - Enter total in Part S Total box.

**Step 3:** Add the postage in parts A through S without rounding.

**Step 4:** Return to the Postage section on page 1. Check the boxes that correspond to the form parts used. Add the postage amounts for all parts and enter on Line 1 Subtotal Postage, rounded off to two decimal places.

**Step 5:** Complete Line 2 for Postage Affixed mailings. Check the box for the Price at Which Postage Affixed (Correct, Lowest, or Neither). Multiply the number of pieces by the postage affixed. put the total in the Postage Affixed block.

**Step 6:** Lines 3 and 4 are for postage adjustments that apply to the entire mailing. Report any Incentive/Discount on Line 3 and any Fee on Line 4.

**Step 7:** Calculate Line 5 Net Postage Due by subtracting any Postage Affixed and Incentive/Discount (Lines 2 and 3) from the Subtotal Postage (Line 1) and adding any Fee (Line 4). For permit imprint mailings, the Net Postage Due is the amount that will be withdrawn from the permit imprint account listed in the Permit # box in the Mailing section. For postage affixed mailings, the Net Postage Due is the amount that must be tendered in addition to that already affixed to the mail, and it may be tendered by any of the applicable methods including withdrawal from an advance deposit account that can be listed by Permit # on Line 5.

**Step 8:** Read and sign the Certification section, including your telephone number. Attach all completed pages and submit with the mailing.

**Information:** For more information on mailing standards, prices, and fees please go to Postal Explorer at [pe.usps.com](http://pe.usps.com).

United States Postal Service  
**Postage Statement—Standard Mail**

Post Office: Note Mail Arrival Date & Time  
 (Do Not Round-Stamp)

<b>Mailer</b>	Permit Holder's Name and Address and Telephone Email Address, If Any	Name and Address of Mailing Agent (If other than permit holder) Telephone	Name and Address of Individual or Organization for Which Mailing is Prepared (If other than permit holder)
	CAPS Cust. Ref. No. _____ CRID _____	CRID _____	CRID _____

<b>Mailing</b>	Post Office of Mailing	Processing Category <input type="checkbox"/> Letters <input type="checkbox"/> Flats <input type="checkbox"/> Marketing Parcels <input type="checkbox"/> Parcels - Machinable <input type="checkbox"/> Parcels - Irregular <input type="checkbox"/> CMM <input type="checkbox"/> Catalogs	Mailler's Mailing Date	Federal Agency Cost Code	Statement Seq. No.	No. and type of Containers _____ Sacks _____ 1 ft. Letter Trays _____ 2 ft. Letter Trays _____ EMM Letter Trays _____ Flat Trays _____ Pallets _____ Other
	Type of Postage <input type="checkbox"/> Permit Imprint <input type="checkbox"/> Precanceled Stamps <input type="checkbox"/> Metered	Weight of a Single Piece 0 . _____ pounds	Combined Mailing <input type="checkbox"/> Mixed Class <input type="checkbox"/> Single Class	Total # of Pieces in Mailing	Total Weight	
	Permit #	For Mail Enclosed within Another Class <input type="checkbox"/> Bound Printed Matter <input type="checkbox"/> Library Mail <input type="checkbox"/> Media Mail <input type="checkbox"/> Parcel Post <input type="checkbox"/> Periodicals				
	For Automation Pieces, Enter Date of Address Matching and Coding ____/____/____	For Carrier Route Pieces, Enter Date of Address Matching and Coding ____/____/____	For Carrier Route Pieces, Enter Date of Carrier Route Sequencing ____/____/____	For pieces bearing a simplified address enter date of delivery statistics file or alternative method ____/____/____		

Move Update Method:  
 Ancillary Service Endorsement  FASTforward  NCOALink  ACS  Alternative Method  Multiple  OneCode ACS  n/a Alternative Address Format

<b>Postage</b>	Parts Completed (Select all that apply) <input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/> D <input type="checkbox"/> E <input type="checkbox"/> F <input type="checkbox"/> G <input type="checkbox"/> H <input type="checkbox"/> L <input type="checkbox"/> M <input type="checkbox"/> S <input type="checkbox"/> NSA	
	<input type="checkbox"/> Mailpiece is a product sample. <input type="checkbox"/> Letter-size or flat mailpiece contains DVD/CD or other disk.	<b>1 Subtotal Postage (Add Parts Totals)</b>
	<b>2</b> Price at Which Postage Affixed (Check one) Complete if the mailing includes pieces bearing metered or precanceled stamps. <input type="checkbox"/> Correct <input type="checkbox"/> Lowest <input type="checkbox"/> Neither _____ pcs. x \$ _____ = <b>Postage Affixed</b>	-
	<b>3</b> Incentive/Discount Flat Dollar Amount:	-
	<b>4</b> Fee Flat Dollar Amount:	+
<b>5 Permit # _____</b>	<b>Net Postage Due (Line 1 +/- Lines 2, 3, 4)</b>	

<b>USPS Use</b>	<b>Additional Postage Payment (State reason)</b>	
	For postage affixed add additional payment to net postage due; for permit imprint add additional payment to total postage.	<b>Total Adjusted Postage Affixed</b>
	Postmaster: Report Total Postage in (Permit Imprint Only) <b>AIC 130</b>	<b>Total Adjusted Postage Permit Imprint</b>

Incentive/Discount Claimed: \_\_\_\_\_ Type of Fee: \_\_\_\_\_

The mailer's signature certifies acceptance of liability for and agreement to pay any revenue deficiencies assessed on this mailing, subject to appeal. If an agent signs this form, the agent certifies that he or she is authorized to sign on behalf of the mailer and that the mailer is bound by the certification and agrees to pay any deficiencies. In addition, agents may be liable for any deficiencies resulting from matters within their responsibility, knowledge, or control. The mailer hereby certifies that all information furnished on this form is accurate, truthful, and complete; that the mail and the supporting documentation comply with all postal standards and the mailing qualifies for the prices and fees claimed; and that the mailing does not contain any matter prohibited by law or postal regulation. I understand that anyone who furnishes false or misleading information on this form or who omits information requested on this form may be subject to criminal and/or civil penalties, including fines and imprisonment.  
*Privacy Notice: For information regarding our Privacy Policy visit [www.usps.com](http://www.usps.com).*

Signature of Mailer or Agent	Printed Name of Mailer or Agent Signing Form	Telephone
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<b>USPS Use Only</b> To be completed in non-Postal/One! sites	Weight of a Single Piece 0 . _____ pound	Are postage figures at left adjusted from mailer's entries? If yes, reason: <input type="checkbox"/> Yes <input type="checkbox"/> No	<b>USPS Use Only</b> To be completed in non-Postal/One! sites
	Total Pieces _____ Total Weight _____		
	Total Postage _____	Round Stamp (Required) Payment Date	
	Presort Verification Performed? (If required) <input type="checkbox"/> Yes <input type="checkbox"/> No	Date Mailer Notified _____ Contact _____	
	I CERTIFY that this mailing has been inspected for each item below if required: (1) eligibility for postage prices claimed; (2) proper preparation (and presort where required); (3) proper completion of postage statement; (4) payment of annual fee; and (5) sufficient funds on deposit (if required)	By (Initials) _____ Time _____ AM _____ PM	
	USPS Employee's Signature _____	Print USPS Employee's Name _____	



# Standard Mail

**Part A**  
Automation Letters

Check box at left if prices are populated in this section.

**Letters 3.3 oz. (0.2063 lbs.) or less**

	Entry	Price Category	Price	No. of Pieces	Subtotal Postage	Discount Total	Fee Total	Total Postage
A1	None	5-Digit	\$0.242					
A2	None	3-Digit	0.260					
A3	None	AADC	0.262					
A4	None	Mixed AADC	0.278					
A5	DNDC	5-Digit	0.209					
A6	DNDC	3-Digit	0.227					
A7	DNDC	AADC	0.229					
A8	DNDC	Mixed AADC	0.245					
A9	DSCF	5-Digit	0.199					
A10	DSCF	3-Digit	0.217					
A11	DSCF	AADC	0.219					

**Letters Over 3.3 oz. up to 3.5 oz.**

	Entry	Price Category	Piece Price	Or Amount Affixed	No. of Pieces	Pieces Subtotal	Pound Price	Pounds	Pounds Subtotal	Subtotal Postage	Discount Total	Fee Total	Total Postage
A12	None	5-Digit	\$0.089				\$0.744						
A13	None	3-Digit	0.107				0.744						
A14	None	AADC	0.109				0.744						
A15	None	Mixed AADC	0.125				0.744						
A16	DNDC	5-Digit	0.089				0.583						
A17	DNDC	3-Digit	0.107				0.583						
A18	DNDC	AADC	0.109				0.583						
A19	DNDC	Mixed AADC	0.125				0.583						
A20	DSCF	5-Digit	0.089				0.535						
A21	DSCF	3-Digit	0.107				0.535						
A22	DSCF	AADC	0.109				0.535						

For affixed postage mailings as described in DMM 243, compute and enter the price for each piece in the Amount Affixed column, multiply by No. of Pieces and total in the Total column.

A23	Standard Mail Automation Letters Subtotal (Add lines A1-A22)
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**Full Service Intelligent Mail Option**

A24	Letters - Number of Pieces that Comply _____ x \$0.001 =
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**Part A Total (Line A23 minus A24)**

# Standard Mail

**Part B**  
Nonautomation Letters

Check box at left if prices are populated in this section.

## Machinable Letters 3.3 oz. (0.2063 lbs.) or less

	Entry	Price Category	Price	No. of Pieces	Subtotal Postage	Discount Total	Fee Total	Total Postage
B1	None	AADC	\$0.265					
B2	None	Mixed AADC	0.281					
B3	DNDC	AADC	0.232					
B4	DNDC	Mixed AADC	0.248					
B5	DSCF	AADC	0.222					

## Nonmachinable Letters 3.3 oz. (0.2063 lbs.) or less

	Entry	Price Category	Price	No. of Pieces	Subtotal Postage	Discount Total	Fee Total	Total Postage
B6	None	5-Digit	\$0.392					
B7	None	3-Digit	0.485					
B8	None	ADC	0.524					
B9	None	Mixed ADC	0.621					
B10	DNDC	5-Digit	0.359					
B11	DNDC	3-Digit	0.452					
B12	DNDC	ADC	0.491					
B13	DNDC	Mixed ADC	0.588					
B14	DSCF	5-Digit	0.349					
B15	DSCF	3-Digit	0.442					
B16	DSCF	ADC	0.481					

## Nonmachinable Letters Over 3.3 oz. but less than 16 oz.

	Entry	Price Category	Piece Price	Or Amount Affixed	No. of Pieces	Pieces Subtotal	Pound Price	Pounds	Pounds Subtotal	Subtotal Postage	Discount Total	Fee Total	Total Postage
B17	None	5-Digit	\$0.235				\$0.744						
B18	None	3-Digit	0.317				0.744						
B19	None	ADC	0.375				0.744						
B20	None	Mixed ADC	0.408				0.744						
B21	DNDC	5-Digit	0.235				0.583						
B22	DNDC	3-Digit	0.317				0.583						
B23	DNDC	ADC	0.375				0.583						
B24	DNDC	Mixed ADC	0.408				0.583						
B25	DSCF	5-Digit	0.235				0.535						
B26	DSCF	3-Digit	0.317				0.535						
B27	DSCF	ADC	0.375				0.535						

For affixed postage mailings as described in DMM 243, compute and enter the price for each piece in the Amount Affixed column, multiply by No. of Pieces and total in the Total column.

**Part B Total (Add lines B1-B27)**

# Standard Mail

**Part C**  
Carrier Route Letters

Check box at left if prices are populated in this section.

**(Automation) Letters 3.3 oz. (0.2063 lbs.) or less**

	Entry	Price Category	Price	No. of Pieces	Subtotal Postage	Discount Total	Fee Total	Total Postage
C1	None	Saturation	\$0.185					
C2	None	High Density	0.199					
C3	None	Basic	0.271					
C4	DNDC	Saturation	0.152					
C5	DNDC	High Density	0.166					
C6	DNDC	Basic	0.238					
C7	DSCF	Saturation	0.142					
C8	DSCF	High Density	0.156					
C9	DSCF	Basic	0.228					

**(Automation) Letters with Simplified Addressing 3.3 oz. (0.2063 lbs.) or less**

	Entry	Price	No. of Pieces	Subtotal Postage	Discount Total	Fee Total	Total Postage
C10	None	\$0.185					
C11	DNDC	0.152					
C12	DSCF	0.142					

**Nonautomation Letters 3.3 oz. (0.2063 lbs.) or less**

	Entry	Price Category	Price	No. of Pieces	Subtotal Postage	Discount Total	Fee Total	Total Postage
C13	None	Saturation	\$0.197					
C14	None	High Density	0.224					
C15	None	Basic	0.271					
C16	DNDC	Saturation	0.164					
C17	DNDC	High Density	0.191					
C18	DNDC	Basic	0.238					
C19	DSCF	Saturation	0.154					
C20	DSCF	High Density	0.181					
C21	DSCF	Basic	0.228					

**Nonautomation Letters with Simplified Addressing 3.3 oz. (0.2063 lbs.) or less**

	Entry	Price	No. of Pieces	Subtotal Postage	Discount Total	Fee Total	Total Postage
C22	None	\$0.185					
C23	DNDC	0.152					
C24	DSCF	0.142					

**Part C continued next page**

# Standard Mail

## Part C - Continued

Check box at left if prices are populated in this section.

Carrier Route Letters

### (Automation) Letters Over 3.3 oz. up to 3.5 oz.

Entry	Price Category	Piece Price	Or Amount Affixed	No. of Pieces	Pieces Subtotal	Pound Price	Pounds	Pounds Subtotal	Subtotal Postage	Discount Total	Fee Total	Total Postage
C25	None	Saturation	\$0.059			\$0.609						
C26	None	High Density	0.073			0.609						
C27	None	Basic	0.127			0.700						
C28	DNDC	Saturation	0.059			0.448						
C29	DNDC	High Density	0.073			0.448						
C30	DNDC	Basic	0.127			0.539						
C31	DSCF	Saturation	0.059			0.400						
C32	DSCF	High Density	0.073			0.400						
C33	DSCF	Basic	0.127			0.491						

### (Automation) Letters with Simplified Addressing Over 3.3 oz. up to 3.5 oz.

Entry	Piece Price	Or Amount Affixed	No. of Pieces	Pieces Subtotal	Pound Price	Pounds	Pounds Subtotal	Subtotal Postage	Discount Total	Fee Total	Total Postage
C34	None	\$0.059			\$0.609						
C35	DNDC	0.059			0.448						
C36	DSCF	0.059			0.400						

### Nonautomation Letters Over 3.3 oz. but less than 16 oz.

Entry	Price Category	Piece Price	Or Amount Affixed	No. of Pieces	Pieces Subtotal	Pound Price	Pounds	Pounds Subtotal	Subtotal Postage	Discount Total	Fee Total	Total Postage
C37	None	Saturation	\$0.071			\$0.609						
C38	None	High Density	0.098			0.609						
C39	None	Basic	0.127			0.700						
C40	DNDC	Saturation	0.071			0.448						
C41	DNDC	High Density	0.098			0.448						
C42	DNDC	Basic	0.127			0.539						
C43	DSCF	Saturation	0.071			0.400						
C44	DSCF	High Density	0.098			0.400						
C45	DSCF	Basic	0.127			0.491						

### Nonautomation Letters with Simplified Addressing Over 3.5 oz. but less than 16 oz.

Entry	Piece Price	Or Amount Affixed	No. of Pieces	Pieces Subtotal	Pound Price	Pounds	Pounds Subtotal	Subtotal Postage	Discount Total	Fee Total	Total Postage
C46	None	\$0.071			\$0.609						
C47	DNDC	0.071			0.448						
C48	DSCF	0.071			0.400						

For affixed postage mailings as described in DMM 243, compute and enter the price for each piece in the Amount Affixed column, multiply by No. of Pieces and total in the Total column.

C49	Standard Mail Carrier Route Letters Subtotal (Add lines C1-C48)										
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### Full Service Intelligent Mail Option

C50	Letters - Number of Pieces that Comply _____ x 0.001 =										
-----	--	--	--	--	--	--	--	--	--	--	--

**Part C Total (Line C49 minus C50)**

# Standard Mail

**Part D**  
Automation Flats

Check box at left if prices are populated in this section.

**Flats 3.3 oz. (0.2063 lbs.) or less**

	Entry	Price Category	Price	No. of Pieces	Subtotal Postage	Discount Total	Fee Total	Total Postage
D1	None	5-Digit	\$0.353					
D2	None	3-Digit	0.438					
D3	None	ADC	0.494					
D4	None	Mixed ADC	0.504					
D5	DNDC	5-Digit	0.320					
D6	DNDC	3-Digit	0.405					
D7	DNDC	ADC	0.461					
D8	DNDC	Mixed ADC	0.471					
D9	DSCF	5-Digit	0.310					
D10	DSCF	3-Digit	0.395					
D11	DSCF	ADC	0.451					

**Flats Over 3.3 oz. but less than 16 oz.**

	Entry	Price Category	Piece Price	Or Amount Affixed	No. of Pieces	Pieces Subtotal	Pound Price	Pounds	Pounds Subtotal	Subtotal Postage	Discount Total	Fee Total	Total Postage
D12	None	5-Digit	\$0.200				\$0.744						
D13	None	3-Digit	0.285				0.744						
D14	None	ADC	0.341				0.744						
D15	None	Mixed ADC	0.351				0.744						
D16	DNDC	5-Digit	0.200				0.583						
D17	DNDC	3-Digit	0.285				0.583						
D18	DNDC	ADC	0.341				0.583						
D19	DNDC	Mixed ADC	0.351				0.583						
D20	DSCF	5-Digit	0.200				0.535						
D21	DSCF	3-Digit	0.285				0.535						
D22	DSCF	ADC	0.341				0.535						

For affixed postage mailings as described in DMM 343, compute and enter the price for each piece in the Amount Affixed column, multiply by No. of Pieces and total in the Total column.

D23	Standard Mail Automation Flats Subtotal (Add lines D1-D22)	
-----	--	--

**Full Service Intelligent Mail Option**

D24	Flats - Number of Pieces that Comply _____ x \$0.001 =	
-----	--	--

**Part D Total (Line D23 minus D24)**

# Standard Mail

**Part E**  
Nonautomation Flats

Check box at left if prices are populated in this section.

## Flats 3.3 oz. (0.2063 lbs.) or less

	Entry	Price Category	Price	No. of Pieces	Subtotal Postage	Discount Total	Fee Total	Total Postage
E1	None	5-Digit	\$0.388					
E2	None	3-Digit	0.470					
E3	None	ADC	0.528					
E4	None	Mixed ADC	0.561					
E5	DNDC	5-Digit	0.355					
E6	DNDC	3-Digit	0.437					
E7	DNDC	ADC	0.495					
E8	DNDC	Mixed ADC	0.528					
E9	DSCF	5-Digit	0.345					
E10	DSCF	3-Digit	0.427					
E11	DSCF	ADC	0.485					

## Flats Over 3.3 oz. but less than 16 oz.

	Entry	Price Category	Piece Price	Or Amount Affixed	No. of Pieces	Pieces Subtotal	Pound Price	Pounds	Pounds Subtotal	Subtotal Postage	Discount Total	Fee Total	Total Postage
E12	None	5-Digit	\$0.235				\$0.744						
E13	None	3-Digit	0.317				0.744						
E14	None	ADC	0.375				0.744						
E15	None	Mixed ADC	0.408				0.744						
E16	DNDC	5-Digit	0.235				0.583						
E17	DNDC	3-Digit	0.317				0.583						
E18	DNDC	ADC	0.375				0.583						
E19	DNDC	Mixed ADC	0.408				0.583						
E20	DSCF	5-Digit	0.235				0.535						
E21	DSCF	3-Digit	0.317				0.535						
E22	DSCF	ADC	0.375				0.535						

For affixed postage mailings as described in DMM 343, compute and enter the price for each piece in the Amount Affixed column, multiply by No. of Pieces and total in the Total column.

**Part E Total** (Add lines E1-E22)

# Standard Mail

**Part F**  
Carrier Route Flats

Check box at left if prices are populated in this section.

**Flats 3.3 oz. (0.2063 lbs.) or less**

	Entry	Price Category	Price	No. of Pieces	Subtotal Postage	Discount Total	Fee Total	Total Postage
F1	None	Saturation*	\$0.197					
F2	None	High Density	0.224					
F3	None	Basic	0.271					
F4	DNDC	Saturation*	0.164					
F5	DNDC	High Density	0.191					
F6	DNDC	Basic	0.238					
F7	DSCF	Saturation*	0.154					
F8	DSCF	High Density	0.181					
F9	DSCF	Basic	0.228					
F10	DDU	Saturation*	0.145					
F11	DDU	High Density	0.172					
F12	DDU	Basic	0.219					
F13	Detached Address Label		0.030					
F14	Detached Marketing Label		0.030					

**Flats with Simplified Addressing 3.3 oz. (0.2063 lbs.) or less**

	Entry	Price	No. of Pieces	Subtotal Postage	Discount Total	Fee Total	Total Postage
F15	None	\$0.197					
F16	DNDC	0.164					
F17	DSCF	0.154					
F18	DDU	0.145					
F19	Detached Address Label	0.030					
F20	Detached Marketing Label	0.030					

**Part F continued next page**

# Standard Mail

## Part F - Continued Carrier Route Flats

Check box at left if prices are populated in this section.

### Flats Over 3.3 oz. but less than 16 oz.

Entry	Price Category	Piece Price	Or Amount Affixed	No. of Pieces	Pieces Subtotal	Pound Price	Pounds	Pounds Subtotal	Subtotal Postage	Discount Total	Fee Total	Total Postage
F21	None	Saturation*	\$0.071			\$0.609						
F22	None	High Density	0.098			0.609						
F23	None	Basic	0.127			0.700						
F24	DNDC	Saturation*	0.071			0.448						
F25	DNDC	High Density	0.098			0.448						
F26	DNDC	Basic	0.127			0.539						
F27	DSCF	Saturation*	0.071			0.400						
F28	DSCF	High Density	0.098			0.400						
F29	DSCF	Basic	0.127			0.491						
F30	DDU	Saturation*	0.071			0.357						
F31	DDU	High Density	0.098			0.357						
F32	DDU	Basic	0.127			0.448						
F33	Detached Address Label	0.030										
F34	Detached Marketing Label	0.030										

### Flats with Simplified Addressing Over 3.3 oz. but less than 16 oz.

Entry	Piece Price	Or Amount Affixed	No. of Pieces	Pieces Subtotal	Pound Price	Pounds	Pounds Subtotal	Subtotal Postage	Discount Total	Fee Total	Total Postage
F35	None	\$0.071			\$0.609						
F36	DNDC	0.071			0.448						
F37	DSCF	0.071			0.400						
F38	DDU	0.071			0.357						
F39	Detached Address Label	0.030									
F40	Detached Marketing Label	0.030									

For affixed postage mailings as described in DMM 343, compute and enter the price for each piece in the Amount Affixed column, multiply by No. of Pieces and total in the Total column.

F41	Standard Mail Carrier Route Flats Subtotal (Add lines F1-F40)	
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### Full Service Intelligent Mail Option

F42	Flats - Number of Pieces that Comply _____ x \$0.001 =	
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\* Full Service Intelligent Mail Option Not Available

**Part F Total (Line F41 minus F42)**



# Standard Mail—Marketing Parcels

**Part G**  
Marketing Parcels

Check box at left if prices are populated in this section.

**Presorted 3.3 oz. (0.2063 lbs.) or less**

Entry	Price Category	Price	No. of Pieces	Subtotal Postage	Discount Total	Fee Total	Total Postage
G1	None	NDC		\$1.055			
G2	None	Mixed NDC		1.470			
G3	DNDC	5-Digit		0.613			
G4	DNDC	SCF		0.637			
G5	DNDC	NDC		1.009			
G6	DSCF	5-Digit		0.564			
G7	DSCF	SCF		0.588			
G8	DDU	5-Digit		0.527			
G9	Nonbarcoded Surcharge			0.064			

**Presorted Over 3.3 oz. but less than 16 oz.**

Entry	Entry	Price Category	Piece Price	Or Amount Affixed	No. of Pieces	Pieces Subtotal	Pound Price	Pounds	Pounds Subtotal	Subtotal Postage	Discount Total	Fee Total	Total Postage
G10	None	NDC	\$0.845				\$1.018						
G11	None	Mixed NDC	1.260				1.018						
G12	DNDC	5-Digit	0.449				0.794						
G13	DNDC	SCF	0.473				0.794						
G14	DNDC	NDC	0.845				0.794						
G15	DSCF	5-Digit	0.449				0.556						
G16	DSCF	SCF	0.473				0.556						
G17	DDU	5-Digit	0.449				0.377						
G18	Nonbarcoded Surcharge		0.064										

For affixed postage mailings as described in DMM 443, compute and enter the price for each piece in the Amount Affixed column, multiply by No. of Pieces and total in the Total column.

**Part G Total (Add lines G1-G18)**

# Standard Mail - Marketing Parcels

**Part H**  
Carrier Route Parcels

Check box at left if prices are populated in this section.

## Parcels 3.3 oz. (0.2063 lbs.) or less

	Entry	Price Category	Price	No. of Pieces	Subtotal Postage	Discount Total	Fee Total	Total Postage
H1	None	Saturation	\$0.475					
H2	None	High Density	0.484					
H3	None	Basic	0.623					
H4	DNDC	Saturation	0.429					
H5	DNDC	High Density	0.438					
H6	DNDC	Basic	0.577					
H7	DSCF	Saturation	0.380					
H8	DSCF	High Density	0.389					
H9	DSCF	Basic	0.528					
H10	DDU	Saturation	0.343					
H11	DDU	High Density	0.352					
H12	DDU	Basic	0.491					
H13	Detached Address Label							
H14	Detached Marketing Label							

## Parcels with Simplified Addressing 3.3 oz. (0.2063 lbs.) or less

	Entry	Price	No. of Pieces	Subtotal Postage	Discount Total	Fee Total	Total Postage
H15	None	\$0.475					
H16	DNDC	0.429					
H17	DSCF	0.380					
H18	DDU	0.343					
H19	Detached Address Label						
H20	Detached Marketing Label						

## Parcels Over 3.3 oz. but less than 16 oz.

	Entry	Price Category	Piece Price	Or Amount Affixed	No. of Pieces	Pieces Subtotal	Pound Price	Pounds	Pounds Subtotal	Subtotal Postage	Discount Total	Fee Total	Total Postage
H21	None	Saturation	\$0.301				\$0.846						
H22	None	High Density	0.310				0.846						
H23	None	Basic	0.443				0.875						
H24	DNDC	Saturation	0.301				0.622						
H25	DNDC	High Density	0.310				0.622						
H26	DNDC	Basic	0.443				0.651						
H27	DSCF	Saturation	0.301				0.384						
H28	DSCF	High Density	0.310				0.384						
H29	DSCF	Basic	0.443				0.413						
H30	DDU	Saturation	0.301				0.205						
H31	DDU	High Density	0.310				0.205						
H32	DDU	Basic	0.443				0.234						
H33	Detached Address Label												
H34	Detached Marketing Label												

For affixed postage mailings as described in DMM 443, compute and enter the price for each piece in the Amount Affixed column, multiply by No. of Pieces and total in the Total column.

Part H continued next page

# Standard Mail - Marketing Parcels

## Part H - Continued

Check box at left if prices are populated in this section.

Carrier Route Parcels

### Parcels with Simplified Addressing *Over 3.3 oz. but less than 16 oz.*

	Entry	Piece Price	Or Amount Affixed	No. of Pieces	Pieces Subtotal	Pound Price	Pounds	Pounds Subtotal	Subtotal Postage	Discount Total	Fee Total	Total Postage
H35	None	\$0.301				\$0.846						
H36	DNDC	0.301				0.622						
H37	DSCF	0.301				0.384						
H38	DDU	0.301				0.205						
H39	Detached Address Label											
H40	Detached Marketing Label											

For affixed postage mailings as described in DMM 443, compute and enter the price for each piece in the Amount Affixed column, multiply by No. of Pieces and total in the Total column.

**Part H Total** (Add lines H1-H40)

## Standard Mail

**Part L**  
Customized MarketMail

Check box at left if prices are populated in this section.

Pieces 3.3 oz. (0.2063 lbs.) or less

	Price	No. of Pieces	Total Postage
L1	\$0.460		

**Part L Total**

**Part M**  
Repositionable Notes

Check box at left if prices are populated in this section.

Price includes only charge for RPN, it does not include applicable postage charges. If using RPNs, all pieces in mailing must include RPNs

	Price Category	Price	No. of Pieces	Total Postage
M1	Letters and Flats	\$0.015		

**Part M Total**

## Extra Services and Fees

**Part S**  
Extra Services

Check box at left if prices are populated in this section.

Items mailed with Extra Services must meet the mailing standards for the extra service.

	Fee	No. of Pieces	Total Postage
S1			
S2			
S3			
S4	Delivery Confirmation (electronic only)		
S5	Insurance (bulk only)		
S6			
S7	Restricted Delivery	\$4.55	
S8			
S9			
S10	Return Receipt for Merchandise *	3.95	
S11			
S12			
S13			
S17	Picture Permit Imprint		

\* parcels only

**Part S Total (Add lines S4-S17)**

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## Standard Mail - Instructions

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Use this form for regular Standard Mail prices.

**Step 1:** Complete Mailer and Mailing sections on page 1 applicable to the mailing presented. For all sections not applicable, enter N/A.

**Step 2:** Before you complete the Postage section, go to parts A through M and S. Complete the part(s) that pertain to your mailing. All pieces must be reported on the appropriate line at the full published price (not including the Full-Service Intelligent Mail incentive). Pieces that comply with the Full-Service Intelligent Mail option requirements are additionally reported on the line provided. The following information will help you to determine which parts to complete:

### Parts A-C: Letters

- Part A: Automation Letters. Enter total in Part A Total box.
- Part B: Nonautomation Letters. Enter total in Part B Total box.
- Part C: Carrier Route Letters. Enter total in Part C Total box.

### Parts D-F: Flats

- Part D: Automation Flats. Enter total in Part D Total box.
- Part E: Nonautomation Flats. Enter total in Part E Total box.
- Part F: Carrier Route Flats. Enter total in Part F Total box.

### Part G-H: Parcels

- Part G: Marketing Parcels. Enter total in Part G Total box.
- Part H: Carrier Route Marketing Parcels. Enter total in Part H Total box.

**Part L: Customized MarketMail (CMM)** - Enter total in Part L Total box.

**Part M: Repositionable Notes (RPN)** - Enter total in Part M Total Box.

**Part S: Extra Services** - Enter total in Part S Total box.

**Step 3:** Add the postage in parts A through S. For Permit Imprint mailings round off to four decimal places. For Postage Affixed mailings round off to three decimal places.

**Step 4:** Return to the Postage section on page 1. Check the boxes that correspond to the form parts used. Add the amounts for all parts and enter on Line 1 Subtotal Postage, rounded off to two decimal places.

**Step 5:** Complete Line 2 for Postage Affixed mailings. Check the box for the Price at Which Postage Affixed (Correct, Lowest, or Neither). Multiply the number of pieces by the postage affixed. Put the total in the Postage Affixed Block.

**Step 6:** Lines 3 and 4 are for postage adjustments that apply to the entire mailing. Report any Incentive/Discount on Line 3 and any fee on Line 4.

**Step 7:** Calculate Line 5 Net Postage Due by subtracting any Postage Affixed and Incentive/Discount (Lines 2 and 3) from the Subtotal Postage (Line 1) and adding any Fee (Line 4). For permit imprint mailings, the Net Postage Due is the amount that will be withdrawn from the permit imprint account listed in the Permit # box in the Mailing section. For postage affixed mailings, the Net Postage Due is the amount that must be tendered in addition to that already affixed to the mail, and it may be tendered by any of the applicable methods including withdrawal from an advance deposit account that can be listed by Permit # on Line 5.

**Step 8:** Read and sign the Certification section, including your telephone number. Attach all completed pages and submit with the mailing.

**Information:** For more information on mailing standards, prices, and fees please go to Postal Explorer at [pe.usps.com](http://pe.usps.com).

# Postage Statement - Nonprofit Standard Mail

Post Office: Note Mail Arrival Date & Time  
(Do Not Round-Stamp)

<b>Mailer</b>	Permit Holder's Name and Address and Email Address, If Any	Telephone	Name and Address of Mailing Agent <i>(If other than permit holder)</i>	Telephone	Name and Address of Individual or Organization for Which Mailing Is Prepared <i>(If other than permit holder)</i>
	USPS Nonprofit Auth. No. _____ CAPS Cust. Ref. No. _____ CRID _____				

<b>Mailing</b>	Post Office of Mailing	Processing Category <input type="checkbox"/> Letters <input type="checkbox"/> Flats <input type="checkbox"/> Marketing Parcels <input type="checkbox"/> Parcels - Machinable <input type="checkbox"/> Parcels - Irregular <input type="checkbox"/> CMM <input type="checkbox"/> Catalogs	Mailer's Mailing Date	Federal Agency Cost Code	Statement Seq. No.	No. and type of Containers _____ Sacks _____ 1 ft. Letter Trays _____ 2 ft. LetterTrays _____ EMM Letter Trays _____ Flat Trays _____ Pallets _____ Other
	Type of Postage <input type="checkbox"/> Permit Imprint <input type="checkbox"/> Precanceled Stamps <input type="checkbox"/> Metered	Weight of a Single Piece  0 . _____ pounds	Combined Mailing <input type="checkbox"/> Mixed Class <input type="checkbox"/> Single Class	Total # of Pieces in Mailing	Total Weight	
	Permit #	For Mail Enclosed within Another Class <input type="checkbox"/> Periodicals <input type="checkbox"/> Bound Printed Matter <input type="checkbox"/> Library Mail <input type="checkbox"/> Media Mail <input type="checkbox"/> Parcel Post				
	For Automation Pieces, Enter Date of Address Matching and Coding ____/____/____	For Carrier Route Pieces, Enter Date of Address Matching and Coding ____/____/____	For Carrier Route Price Pieces, Enter Date of Carrier Route Sequencing ____/____/____	For pieces bearing a simplified address enter date of delivery statistics file or alternative method ____/____/____		

Move Update Method:  
 Ancillary Service Endorsement  FASTforward  NCOALink  ACS  Alternative Method  Multiple  OneCode ACS  n/a Alternative Address Format

<b>Postage</b>	Parts Completed (Select all that apply) <input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/> D <input type="checkbox"/> E <input type="checkbox"/> F <input type="checkbox"/> G <input type="checkbox"/> H <input type="checkbox"/> I <input type="checkbox"/> J <input type="checkbox"/> K <input type="checkbox"/> L <input type="checkbox"/> M <input type="checkbox"/> N <input type="checkbox"/> S <input type="checkbox"/> NSA	
	<input type="checkbox"/> Mailpiece is a product sample. <input type="checkbox"/> Letter-size or flat mailpiece contains DVD/CD or other disk.	<b>1 Subtotal Postage (Add Parts Totals)</b>
	2 Price at Which Postage Affixed (Check one) Complete if the mailing includes pieces bearing metered or precanceled stamps. <input type="checkbox"/> Correct <input type="checkbox"/> Lowest <input type="checkbox"/> Neither _____ pcs. x \$ _____ = <b>Postage Affixed</b>	-
	3 Incentive/Discount Flat Dollar Amount:	-
	4 Fee Flat Dollar Amount:	+

5 **Permit # \_\_\_\_\_ Net Postage Due (Line 1 +/- Lines 2, 3, 4)**

<b>USPS Use</b>	Additional Postage Payment (State reason)	
	For postage affixed add additional payment to net postage due; for permit imprint add additional payment to total postage.	<b>Total Adjusted Postage Affixed</b>
	Postmaster: Report Total Postage in (Permit Imprint Only) <b>AIC 125</b>	<b>Total Adjusted Postage Permit Imprint</b>

<b>Certification</b>	Incentive/Discount Claimed: _____ Type of Fee: _____
	The mailer's signature certifies that: (1) the mailing complies with DMM 703; (2) the income derived from the sale of any products or services advertised in the mailing is not subject to the Unrelated Business Income Tax (UBIT) and any products and services advertised are substantially related to the nonprofit organization's authorized purpose within the meaning of 39 U.S.C. 3626(j)(1)(d)(ii)(I) and 26 U.S.C. 513(A); (3) the mailing if made by a voting registration official is required or authorized under the National Voter Registration Act of 1993; and (4) it will agree to pay, subject to appeal, any revenue deficiencies assessed on this mailing. If an agent signs this form, the agent certifies that he or she is authorized to sign on behalf of the mailer, and that the mailer is bound by the certification and agrees to pay any deficiencies. In addition, agents may be liable for any deficiencies resulting from matters within their responsibility, knowledge, or control. The mailer hereby certifies that all information furnished on this form is accurate, truthful, and complete; that the mail and supporting documentation comply with all postal standards and that the mailing qualifies for the prices and fees claimed; and that the mailing does not contain any matter prohibited by law or postal regulation. I understand that anyone who furnishes false or misleading information on this form or who omits information requested on this form may be subject to criminal and/or civil penalties, including fines and imprisonment. <i>Privacy Notice: For information regarding our Privacy Policy visit <a href="http://www.usps.com">www.usps.com</a>.</i>
	Signature of Mailer or Agent _____ Printed Name of Mailer or Agent Signing Form _____ Telephone _____

<b>USPS Use Only</b> To be completed in non-PostalOne! sites	Weight of a Single Piece _____ pound	Are postage figures at left adjusted from mailer's entries? If yes, reason: <input type="checkbox"/> Yes <input type="checkbox"/> No  Round Stamp (Required) Payment Date  Date Mailer Notified _____ Contact _____ By (Initials) _____ Time _____ AM/PM Print USPS Employee's Name _____	<b>USPS Use Only</b> To be completed in non-PostalOne! sites
	Total Pieces _____ Total Weight _____		
	Total Postage _____		
	Presort Verification Performed? (If required) <input type="checkbox"/> Yes <input type="checkbox"/> No (Check one)		
	I CERTIFY that this mailing has been inspected for each item below if required: (1) eligibility for postage prices claimed; (2) proper preparation (and presort where required); (3) proper completion of postage statement; (4) payment of annual fee; and (5) sufficient funds on deposit (if required)		

USPS Employee's Signature \_\_\_\_\_

# Nonprofit Standard Mail

**Part A**  
Automation Letters

Check box at left if prices are populated in this section.

## Letters 3.3 oz. (0.2063 lbs.) or less

Entry	Price Category	Price	No. of Pieces	Subtotal Postage	Discount Total	Fee Total	Total Postage
A1	None	5-Digit	\$0.130				
A2	None	3-Digit	0.148				
A3	None	AADC	0.150				
A4	None	Mixed AADC	0.166				
A5	DNDC	5-Digit	0.097				
A6	DNDC	3-Digit	0.115				
A7	DNDC	AADC	0.117				
A8	DNDC	Mixed AADC	0.133				
A9	DSCF	5-Digit	0.087				
A10	DSCF	3-Digit	0.105				
A11	DSCF	AADC	0.107				

## Letters Over 3.3 oz. up to 3.5 oz.

Entry	Price Category	Piece Price	Or Amount Affixed	No. of Pieces	Pieces Subtotal	Pound Price	Pounds	Pounds Subtotal	Subtotal Postage	Discount Total	Fee Total	Total Postage
A12	None	5-Digit	\$-0.002			\$0.639						
A13	None	3-Digit	0.016			0.639						
A14	None	AADC	0.018			0.639						
A15	None	Mixed AADC	0.034			0.639						
A16	DNDC	5-Digit	-0.002			0.478						
A17	DNDC	3-Digit	0.016			0.478						
A18	DNDC	AADC	0.018			0.478						
A19	DNDC	Mixed AADC	0.034			0.478						
A20	DSCF	5-Digit	-0.002			0.430						
A21	DSCF	3-Digit	0.016			0.430						
A22	DSCF	AADC	0.018			0.430						

For affixed postage mailings as described in DMM 243, compute and enter the price for each piece in the Amount Affixed column, multiply by No. of Pieces and total in the Total column.

A23	Standard Mail Automation Letters Subtotal (Add lines A1-A22)	
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## Full Service Intelligent Mail Option

A24	Letters - Number of Pieces that Comply _____ x \$0.001 =	
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**Part A Total (Line A23 minus A24)**

# Nonprofit Standard Mail

Check box at left if prices are populated in this section.

**Part B**  
Nonautomation Letters

**Machinable Letters 3.3 oz. (0.2063 lbs.) or less**

	Entry	Price Category	Price	No. of Pieces	Subtotal Postage	Discount Total	Fee Total	Total Postage
B1	None	AADC	\$0.156					
B2	None	Mixed AADC	0.172					
B3	DNDC	AADC	0.123					
B4	DNDC	Mixed AADC	0.139					
B5	DSCF	AADC	0.113					

**Nonmachinable Letters 3.3 oz. (0.2063 lbs.) or less**

	Entry	Price Category	Price	No. of Pieces	Subtotal Postage	Discount Total	Fee Total	Total Postage
B6	None	5-Digit	\$0.280					
B7	None	3-Digit	0.373					
B8	None	ADC	0.412					
B9	None	Mixed ADC	0.509					
B10	DNDC	5-Digit	0.247					
B11	DNDC	3-Digit	0.340					
B12	DNDC	ADC	0.379					
B13	DNDC	Mixed ADC	0.476					
B14	DSCF	5-Digit	0.237					
B15	DSCF	3-Digit	0.330					
B16	DSCF	ADC	0.369					

**Nonmachinable Letters Over 3.3 oz. but less than 16 oz.**

	Entry	Price Category	Piece Price	Or Amount Affixed	No. of Pieces	Pieces Subtotal	Pound Price	Pounds	Pounds Subtotal	Subtotal Postage	Discount Total	Fee Total	Total Postage
B17	None	5-Digit	\$0.119				\$0.639						
B18	None	3-Digit	0.200				0.639						
B19	None	ADC	0.248				0.639						
B20	None	Mixed ADC	0.281				0.639						
B21	DNDC	5-Digit	0.119				0.478						
B22	DNDC	3-Digit	0.200				0.478						
B23	DNDC	ADC	0.248				0.478						
B24	DNDC	Mixed ADC	0.281				0.478						
B25	DSCF	5-Digit	0.119				0.430						
B26	DSCF	3-Digit	0.200				0.430						
B27	DSCF	ADC	0.248				0.430						

For affixed postage mailings as described in DMM 243, compute and enter the price for each piece in the Amount Affixed column, multiply by No. of Pieces and total in the Total column.

**Part B Total (Add lines B1-B27)**



# Nonprofit Standard Mail

**Part C**  
Carrier Route Letters

Check box at left if prices are populated in this section.

**(Automation) Letters 3.3 oz. (0.2063 lbs.) or less**

	Entry	Price Category	Price	No. of Pieces	Subtotal Postage	Discount Total	Fee Total	Total Postage
C1	None	Saturation	\$0.111					
C2	None	High Density	0.125					
C3	None	Basic	0.194					
C4	DNDC	Saturation	0.078					
C5	DNDC	High Density	0.092					
C6	DNDC	Basic	0.161					
C7	DSCF	Saturation	0.068					
C8	DSCF	High Density	0.082					
C9	DSCF	Basic	0.151					

**(Automation) Letters with Simplified Addressing 3.3 oz. (0.2063 lbs.) or less**

	Entry	Price	No. of Pieces	Subtotal Postage	Discount Total	Fee Total	Total Postage
C10	None	\$0.111					
C11	DNDC	0.078					
C12	DSCF	0.068					

**Nonautomation Letters 3.3 oz. (0.2063 lbs.) or less**

	Entry	Price Category	Price	No. of Pieces	Subtotal Postage	Discount Total	Fee Total	Total Postage
C13	None	Saturation	\$0.122					
C14	None	High Density	0.149					
C15	None	Basic	0.194					
C16	DNDC	Saturation	0.089					
C17	DNDC	High Density	0.116					
C18	DNDC	Basic	0.161					
C19	DSCF	Saturation	0.079					
C20	DSCF	High Density	0.106					
C21	DSCF	Basic	0.151					

**Nonautomation Letters with Simplified Addressing 3.3 oz. (0.2063 lbs.) or less**

	Entry	Price	No. of Pieces	Subtotal Postage	Discount Total	Fee Total	Total Postage
C22	None	\$0.111					
C23	DNDC	0.078					
C24	DSCF	0.068					

For affixed postage mailings as described in DMM 243, compute and enter the price for each piece in the Amount Affixed column, multiply by No. of Pieces and total in the Total column.

**Part C continued on next page**

# Nonprofit Standard Mail

**Part C - Continued**  
Carrier Route Letters

Check box at left if prices are populated in this section.

**(Automation) Letters Over 3.3 oz. up to 3.5 oz.**

Entry	Price Category	Piece Price	Or Amount Affixed	No. of Pieces	Pieces Subtotal	Pound Price	Pounds	Pounds Subtotal	Subtotal Postage	Discount Total	Total Fee	Total Postage
C25	None	Saturation	\$0.020			\$0.439						
C26	None	High Density	0.034			0.439						
C27	None	Basic	0.085			0.530						
C28	DNDC	Saturation	0.020			0.278						
C29	DNDC	High Density	0.034			0.278						
C30	DNDC	Basic	0.085			0.369						
C31	DSCF	Saturation	0.020			0.230						
C32	DSCF	High Density	0.034			0.230						
C33	DSCF	Basic	0.085			0.321						

**(Automation) Letters with Simplified Addressing Over 3.3 oz. up to 3.5 oz.**

Entry	Piece Price	Or Amount Affixed	No. of Pieces	Pieces Subtotal	Pound Price	Pounds	Pounds Subtotal	Subtotal Postage	Discount Total	Fee Total	Total Postage
C34	None	\$0.020			\$0.439						
C35	DNDC	0.020			0.278						
C36	DSCF	0.020			0.230						

**Nonautomation Letters Over 3.3 oz. but less than 16 oz.**

Entry	Price Category	Piece Price	Or Amount Affixed	No. of Pieces	Pieces Subtotal	Pound Price	Pounds	Pounds Subtotal	Subtotal Postage	Discount Total	Total Fee	Total Postage
C37	None	Saturation	\$0.031			\$0.439						
C38	None	High Density	0.058			0.439						
C39	None	Basic	0.085			0.530						
C40	DNDC	Saturation	0.031			0.278						
C41	DNDC	High Density	0.058			0.278						
C42	DNDC	Basic	0.085			0.369						
C43	DSCF	Saturation	0.031			0.230						
C44	DSCF	High Density	0.058			0.230						
C45	DSCF	Basic	0.085			0.321						

**Nonautomation Letters with Simplified Addressing Over 3.5 oz. but less than 16 oz.**

Entry	Piece Price	Or Amount Affixed	No. of Pieces	Pieces Subtotal	Pound Price	Pounds	Pounds Subtotal	Subtotal Postage	Discount Total	Fee Total	Total Postage
C46	None	\$0.031			\$0.439						
C47	DNDC	0.031			0.278						
C48	DSCF	0.031			0.230						

For affixed postage mailings as described in DMM 243, compute and enter the price for each piece in the Amount Affixed column, multiply by No. of Pieces and total in the Total column.

C49	Standard Mail Carrier Route Letters Subtotal (Add lines C1- C48)										
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**Full Service Intelligent Mail Option**

C50	Letters - Number of Pieces that Comply _____ x \$0.001 =										
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**Part C Total (Line C49 minus C50)**

# Nonprofit Standard Mail

**Part D**  
Automation Flats

Check box at left if prices are populated in this section.

## Flats 3.3 oz. (0.2063 lbs.) or less

	Entry	Price	Price	No. of Pieces	Subtotal Postage	Discount Total	Fee Total	Total Postage
D1	None	5-Digit	\$0.214					
D2	None	3-Digit	0.290					
D3	None	ADC	0.346					
D4	None	Mixed ADC	0.356					
D5	DNDC	5-Digit	0.181					
D6	DNDC	3-Digit	0.257					
D7	DNDC	ADC	0.313					
D8	DNDC	Mixed ADC	0.323					
D9	DSCF	5-Digit	0.171					
D10	DSCF	3-Digit	0.247					
D11	DSCF	ADC	0.303					

## Flats Over 3.3 oz. but less than 16 oz.

	Entry	Price Category	Piece Price	Or Amount Affixed	No. of Pieces	Pieces Subtotal	Pound Price	Pounds	Pounds Subtotal	Subtotal Postage	Discount Total	Fee Total	Total Postage
D12	None	5-Digit	\$0.082				\$0.639						
D13	None	3-Digit	0.158				0.639						
D14	None	ADC	0.214				0.639						
D15	None	Mixed ADC	0.224				0.639						
D16	DNDC	5-Digit	0.082				0.478						
D17	DNDC	3-Digit	0.158				0.478						
D18	DNDC	ADC	0.214				0.478						
D19	DNDC	Mixed ADC	0.224				0.478						
D20	DSCF	5-Digit	0.082				0.430						
D21	DSCF	3-Digit	0.158				0.430						
D22	DSCF	ADC	0.214				0.430						

For affixed postage mailings as described in DMM 343, compute and enter the price for each piece in the Amount Affixed column, multiply by No. of Pieces and total in the Total column.

D23	Standard Mail Automation Flats Subtotal (Add lines D1-D22)	
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## Full Service Intelligent Mail Option

D24	Flats - Number of Pieces that Comply _____ x \$0.001 =	
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**Part D Total (Line D23 minus D24)**

# Nonprofit Standard Mail

**Part E**  
Nonautomation Flats

Check box at left if prices are populated in this section.

## Flats 3.3 oz. (0.2063 lbs.) or less

	Entry	Price	Price	No. of Pieces	Subtotal Postage	Discount Total	Fee Total	Total Postage
E1	None	5-Digit	\$0.251					
E2	None	3-Digit	0.332					
E3	None	ADC	0.380					
E4	None	Mixed ADC	0.413					
E5	DNDC	5-Digit	0.218					
E6	DNDC	3-Digit	0.299					
E7	DNDC	ADC	0.347					
E8	DNDC	Mixed ADC	0.380					
E9	DSCF	5-Digit	0.208					
E10	DSCF	3-Digit	0.289					
E11	DSCF	ADC	0.337					

## Flats Over 3.3 oz. but less than 16 oz.

	Entry	Price Category	Piece Price	Or Amount Affixed	No. of Pieces	Pieces Subtotal	Pound Price	Pounds	Pounds Subtotal	Subtotal Postage	Discount Total	Fee Total	Total Postage
E12	None	5-Digit	\$0.119				\$0.639						
E13	None	3-Digit	0.200				0.639						
E14	None	ADC	0.248				0.639						
E15	None	Mixed ADC	0.281				0.639						
E16	DNDC	5-Digit	0.119				0.478						
E17	DNDC	3-Digit	0.200				0.478						
E18	DNDC	ADC	0.248				0.478						
E19	DNDC	Mixed ADC	0.281				0.478						
E20	DSCF	5-Digit	0.119				0.430						
E21	DSCF	3-Digit	0.200				0.430						
E22	DSCF	ADC	0.248				0.430						

For affixed postage mailings as described in DMM 343, compute and enter the price for each piece in the Amount Affixed column, multiply by No. of Pieces and total in the Total column.

**Part E Total (Add lines E1-E22)**

# Nonprofit Standard Mail



## Part F Carrier Route Flats

Check box at left if prices are populated in this section.

### Flats 3.3 oz. (0.2063 lbs.) or less

	Entry	Price Category	Price	No. of Pieces	Subtotal Postage	Discount Total	Fee Total	Total Postage
F1	None	Saturation*	\$0.122					
F2	None	High Density	0.149					
F3	None	Basic	0.194					
F4	DNDC	Saturation*	0.089					
F5	DNDC	High Density	0.116					
F6	DNDC	Basic	0.161					
F7	DSCF	Saturation*	0.079					
F8	DSCF	High Density	0.106					
F9	DSCF	Basic	0.151					
F10	DDU	Saturation*	0.070					
F11	DDU	High Density	0.097					
F12	DDU	Basic	0.142					
F13	Detached Address Label		0.030					
F14	Detached Marketing Label		0.030					

### Flats with Simplified Addressing\* 3.3 oz. (0.2063 lbs.) or less

	Entry	Price	No. of Pieces	Subtotal Postage	Discount Total	Fee Total	Total Postage
F15	None	\$0.122					
F16	DNDC	0.089					
F17	DSCF	0.079					
F18	DDU	0.070					
F19	Detached Address Label	0.030					
F20	Detached Marketing Label	0.030					

Part F continued on next page

# Nonprofit Standard Mail

**Part F - Continued**  
Carrier Route Flats

Check box at left if prices are populated in this section.

## Flats Over 3.3 oz. but less than 16 oz.

Entry	Price Category	Piece Price	Or Amount Affixed	No. of Pieces	Pieces Subtotal	Pound Price	Pounds	Pounds Subtotal	Subtotal Postage	Discount Total	Fee Total	Total Postage
F21	None	Saturation*	\$0.031			\$0.439						
F22	None	High Density	0.058			0.439						
F23	None	Basic	0.085			0.530						
F24	DNDC	Saturation*	0.031			0.278						
F25	DNDC	High Density	0.058			0.278						
F26	DNDC	Basic	0.085			0.369						
F27	DSCF	Saturation*	0.031			0.230						
F28	DSCF	High Density	0.058			0.230						
F29	DSCF	Basic	0.085			0.321						
F30	DDU	Saturation*	0.031			0.187						
F31	DDU	High Density	0.058			0.187						
F32	DDU	Basic	0.085			0.278						
F33	Detached Address Label		0.030									
F34	Detached Marketing Label		0.030									

## Flats with Simplified Addressing\* Over 3.3 oz. but less than 16 oz.

Entry	Piece Price	Or Amount Affixed	No. of Pieces	Pieces Subtotal	Pound Price	Pounds	Pounds Subtotal	Subtotal Postage	Discount Total	Fee Total	Total Postage
F35	None	\$0.031			\$0.439						
F36	DNDC	0.031			0.278						
F37	DSCF	0.031			0.230						
F38	DDU	0.031			0.187						
F39	Detached Address Label	0.030									
F40	Detached Marketing Label	0.030									

For affixed postage mailings as described in DMM 343, compute and enter the price for each piece in the Amount Affixed column, multiply by No. of Pieces and total in the Total column.

F41	Standard Mail Carrier Route Flats Subtotal (Add lines F1-F40)	
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## Full Service Intelligent Mail Option

F42	Flats - Number of Pieces that Comply _____ x \$0.001 =	
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\* Full Service Intelligent Mail Option Not Available

**Part F Total (Line F41 minus F42)**

# Nonprofit Standard Mail - Marketing Parcels

**Part G**  
Marketing Parcels

Check box at left if prices are populated in this section.

**Presorted 3.3 oz. (0.2063 lbs.) or less**

	Entry	Price Category	Price	No. of Pieces	Subtotal Postage	Discount Total	Fee Total	Total Postage
G1	None	NDC	\$0.964					
G2	None	Mixed NDC	1.340					
G3	DNDC	5-Digit	0.552					
G4	DNDC	SCF	0.574					
G5	DNDC	NDC	0.918					
G6	DSCF	5-Digit	0.503					
G7	DSCF	SCF	0.525					
G8	DDU	5-Digit	0.466					
G9	Nonbarcoded Surcharge		0.064					

**Presorted Over 3.3 oz. but less than 16 oz.**

	Entry	Price Category	Piece Price	Or Amount Affixed	No. of Pieces	Pieces Subtotal	Pound Price	Pounds	Pounds Subtotal	Subtotal Postage	Discount Total	Fee Total	Total Postage
G10	None	NDC	\$0.773				\$0.928						
G11	None	Mixed NDC	1.149				0.928						
G12	DNDC	5-Digit	0.407				0.704						
G13	DNDC	SCF	0.429				0.704						
G14	DNDC	NDC	0.773				0.704						
G15	DSCF	5-Digit	0.407				0.466						
G16	DSCF	SCF	0.429				0.466						
G17	DDU	5-digit	0.407				0.287						
G18	Nonbarcoded Surcharge		0.064										

For affixed postage mailings as described in DMM 443, compute and enter the price for each piece in the Amount Affixed column, multiply by No. of Pieces and total in the Total column.

**Part G Total (Add lines G1-G18)**

# Nonprofit Standard Mail - Marketing Parcels

**Part H**  
Carrier Route Parcels

Check box at left if prices are populated in this section.

## Parcels 3.3 oz. (0.2063 lbs.) or less

	Entry	Price Category	Price	No. of Pieces	Subtotal Postage	Discount Total	Fee Total	Total Postage
H1	None	Saturation	\$0.344					
H2	None	High Density	0.353					
H3	None	Basic	0.527					
H4	DNDC	Saturation	0.298					
H5	DNDC	High Density	0.307					
H6	DNDC	Basic	0.481					
H7	DSCF	Saturation	0.249					
H8	DSCF	High Density	0.258					
H9	DSCF	Basic	0.432					
H10	DDU	Saturation	0.212					
H11	DDU	High Density	0.221					
H12	DDU	Basic	0.395					
H13	Detached Address Label							
H14	Detached Marketing Label							

## Parcels with Simplified Addressing 3.3 oz. (0.2063 lbs.) or less

	Entry	Price	No. of Pieces	Subtotal Postage	Discount Total	Fee Total	Total Postage
H15	None	\$0.344					
H16	DNDC	0.298					
H17	DSCF	0.249					
H18	DDU	0.212					
H19	Detached Address Label						
H20	Detached Marketing Label						

**Part H continued on next page**



# Nonprofit Standard Mail - Marketing Parcels

**Part H - Continued**  
Carrier Route Parcels

Check box at left if prices are populated in this section.

**Parcels** Over 3.3 oz. but less than 16 oz.

Entry	Price Category	Piece Price	Or Amount Affixed	No. of Pieces	Pieces Subtotal	Pound Price	Pounds	Pounds Subtotal	Subtotal Postage	Discount Total	Fee Total	Total Postage
H21	None	Saturation	\$0.211			\$0.646						
H22	None	High Density	0.220			0.646						
H23	None	Basic	0.383			0.696						
H24	DNDC	Saturation	0.211			0.422						
H25	DNDC	High Density	0.220			0.422						
H26	DNDC	Basic	0.383			0.472						
H27	DSCF	Saturation	0.211			0.184						
H28	DSCF	High Density	0.220			0.184						
H29	DSCF	Basic	0.383			0.234						
H30	DDU	Saturation	0.211			0.005						
H31	DDU	High Density	0.220			0.005						
H32	DDU	Basic	0.383			0.055						
H33	Detached Address Label											
H34	Detached Marketing Label											

**Parcels with Simplified Addressing** Over 3.3 oz. but less than 16 oz.

Entry	Piece Price	Or Amount Affixed	No. of Pieces	Pieces Subtotal	Pound Price	Pounds	Pounds Subtotal	Subtotal Postage	Discount Total	Fee Total	Total Postage
H35	None	\$0.211			\$0.646						
H36	DNDC	0.211			0.422						
H37	DSCF	0.211			0.184						
H38	DDU	0.211			0.005						
H39	Detached Address Label										
H40	Detached Marketing Label										

For affixed postage mailings as described in DMM 443, compute and enter the price for each piece in the Amount Affixed column, multiply by No. of Pieces and total in the Total column.

**Part H Total** (Add lines H1-H40)

# Nonprofit Standard Mail - Parcels

**Part I**  
Machinable Parcels

Check box at left if prices are populated in this section.

**Parcels 3.5 oz. or more but less than 16 oz.**

Entry	Price Category	Piece Price	Or Amount Affixed	No. of Pieces	Pieces Subtotal	Pound Price	Pounds	Pounds Subtotal	Subtotal Postage	Discount Total	Fee Total	Total Postage
I1	None	NDC	\$0.794			\$0.940						
I2	None	Mixed NDC	1.163			0.940						
I3	DNDC	5-Digit	0.544			0.716						
I4	DNDC	NDC	0.794			0.716						
I5	DSCF	5-Digit	0.544			0.478						
I6	DDU	5-Digit	0.544			0.299						
I7	Nonbarcoded Surcharge		0.064									

For affixed postage mailings as described in DMM 443, compute and enter the price for each piece in the Amount Affixed column, multiply by No. of Pieces and total in the Total column.

**Part I Total (Add lines I1-I7)**

**Part J**  
Irregular Parcels

Check box at left if prices are populated in this section.

**Parcels 3.3 oz. (0.2063 lbs.) or less**

Entry	Price Category	Price	No. of Pieces	Subtotal Postage	Discount Total	Fee Total	Total Postage
J1	None	NDC	\$1.107				
J2	None	Mixed NDC	1.476				
J3	DNDC	5-Digit	0.692				
J4	DNDC	SCF	0.717				
J5	DNDC	NDC	1.061				
J6	DSCF	5-Digit	0.643				
J7	DSCF	SCF	0.668				
J8	DDU	5-Digit	0.606				
J9	Nonbarcoded Surcharge		0.064				

**Parcels Over 3.3 oz. but less than 16 oz.**

Entry	Price Category	Piece Price	Or Amount Affixed	No. of Pieces	Pieces Subtotal	Pound Price	Pounds	Pounds Subtotal	Subtotal Postage	Discount Total	Fee Total	Total Postage
J10	None	NDC	\$0.913			\$0.940						
J11	None	Mixed NDC	1.282			0.940						
J12	DNDC	5-Digit	0.544			0.716						
J13	DNDC	SCF	0.569			0.716						
J14	DNDC	NDC	0.913			0.716						
J15	DSCF	5-Digit	0.544			0.478						
J16	DSCF	SCF	0.569			0.478						
J17	DDU	5-Digit	0.544			0.299						
J18	Nonbarcoded Surcharge		0.064									

For affixed postage mailings as described in DMM 443, compute and enter the price for each piece in the Amount Affixed column, multiply by No. of Pieces and total in the Total column.

**Part J Total (Add lines J1-J18)**

# Nonprofit Standard Mail

**Part L**  
Customized MarketMail

Check box at left if prices are populated in this section.

Pieces 3.3 oz. (0.2063 lbs.) or less.

	Price	No. of Pieces	Total Postage
L1	\$0.334		

**Part L Total**

**Part M**  
Repositionable Notes

Check box at left if prices are populated in this section.

Price includes only charge for RPN, it does not include applicable postage charges. If using RPNs, all pieces in mailing must include RPNs.

	Price Category	Price	No. of Pieces	Total Postage
M1	Letters and Flats	\$0.015		

**Part M Total**

## Extra Services and Fees

**Part S**  
Extra Services and Fees

Check box at left if prices are populated in this section.

Items mailed with Extra Services must meet the mailing standards for the extra service.

	Fee	No. of Pieces	Total Postage
S1			
S2			
S3			
S4	Delivery Confirmation (electronic only)		
S5	Insurance (bulk only)		
S6			
S7	Restricted Delivery	\$4.55	
S8			
S9			
S10	Return Receipt for Merchandise*	3.95	
S11			
S12			
S13			
S17	Picture Permit Imprint		

\*parcels only

**Part S Total (Add lines S1 - S17)**

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# Nonprofit Standard Mail - Instructions

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Use this form for Nonprofit Standard Mail prices.

**Step 1:** Complete Mailer and Mailing sections on page 1 applicable to the mailing presented. For all sections not applicable, enter N/A.

**Step 2:** Before you complete the Postage section, go to parts A through M and S. Complete the part(s) that pertain to your mailing. All pieces must be reported on the appropriate line at the full published price (not including the Full-Service Intelligent Mail incentive). Pieces that comply with the Full-Service Intelligent Mail option requirements are additionally reported on the line provided. The following information will help you to determine which parts to complete:

**Parts A-C: Letters**

- Part A: Automation Letters. Enter total in Part A Total box.
- Part B: Nonautomation Letters. Enter total in Part B Total box.
- Part C: Carrier Route Letters. Enter total in Part C Total box.

**Parts D-F: Flats**

- Part D: Automation Flats. Enter total in Part D Total box.
- Part E: Nonautomation Flats. Enter total in Part E Total box.
- Part F: Carrier Route Flats. Enter total in Part F Total box.

**Part G-H: Marketing Parcels (Reserved)**

- Part G: Marketing Parcels. Enter total in Part G Total box.
- Part H: Carrier Route Marketing Parcels. Enter total in Part H Total box.

**Parts I-J: Parcels**

- Part I: Machinable Parcels. Enter total in Part I Total box.
- Part J: Irregular Parcels. Enter total in Part J Total box.

**Part L: Customized MarketMail (CMM)** - Enter total in Part L Total box.

**Part M: Repositionable Notes (RPN)** - Enter total in Part M Total box.

**Part S: Extra Services** - Enter total in Part S Total box.

**Step 3:** Add the postage in parts A through S. For Permit Imprint mailings round off to four decimal places. For Postage Affixed round off to three decimal places.

**Step 4:** Return to the Postage section on page 1. Check the boxes that correspond to the form parts used. Add the postage amounts for all parts and enter on Line 1 Subtotal Postage, rounded off to two decimal places.

**Step 5:** Complete Line 2 for Postage Affixed mailings. Check the box for the Price at Which Postage Affixed (Correct, Lowest, or Neither). Multiply the number of pieces by the postage affixed. Put the total in the Postage Affixed block.

**Step 6:** Lines 3 and 4 are for postage adjustments that apply to the entire mailing. Report any Incentive/Discount on Line 3 and any Fee on Line 4.

**Step 7:** Calculate Line 5 Net Postage Due by subtracting any Postage Affixed and Incentive/Discount (Lines 2 and 3) from the Subtotal Postage (Line 1) and adding any Fee (Line 4). For permit imprint mailings, the Net Postage Due is the amount that will be withdrawn from the permit imprint account listed in the Permit # box in the Mailing section. For postage affixed mailings, the Net Postage due is the amount that must be tendered in addition to that already affixed to the mail, and it may be tendered by any of the applicable methods including withdrawal from an advance deposit account that can be listed by Permit # on Line 5.

**Step 8:** Read and sign the Certification section, including your telephone number. Attach all completed pages and submit with the mailing.

**Information:** For more information on mailing standards, prices, and fees please go to Postal Explorer at [pe.usps.com](http://pe.usps.com).