UNITED STATES POSTAL SERVICE®

A Message for Our Business Mail Customers

Thank you for choosing USPS® for your communications needs.

At USPS, customer service has been — and always will be — our top priority. And, like any responsible business, USPS is continually striving to become more efficient and cost-effective by taking advantage of every opportunity to streamline operations and reduce costs. To that end, USPS is working to ensure consistent adherence to existing policies and procedures at its business mailer acceptance docks, plants and Post Offices.

These policies, which are outlined on the checklist on this flyer, will ensure that USPS employees accept and verify mail appropriately and that the customer's paperwork matches the postal facility at which the mail was dropped. Clear procedures help us provide you with more efficient service. Proper accounting of the mail makes good business sense, and the standardization and consistency will help you — our customers — better manage costs and plan drop-shipments.

It is important to note that USPS is not making changes to any rules or regulations for customers. Indeed, USPS is asking its customers to comply with existing mailing procedures and standards. By honoring commitments to agreed-upon mailing procedures and standards, USPS will not only ensure that its costs and revenue streams are well-managed, but also that our customers receive the best possible services.

Once again, we appreciate your business. As always, we are happy to help you with any transitional challenges as we move forward on these business mail acceptance enhancements.

Checklist for Customers

To ensure PS Form 8125 is complete and accurate

☐ Work with your software vendors to establish the right parameters, so that the mailings created match the documentation presented.

☐ 8125 is completely filled out, including

- Drop Ship Appointment Number
- Mailer Name
- FAST® Scheduler ID
- Mailer Contact Name
- Mailer Contact Telephone
- Origin Plant Location
- Required mailer fields include:
  - Class of Mail
  - Type of Mail Processing Category
  - Number of containers, etc.
  - Number of Pallets
  - Entry Discounts Claimed
  - Comments — DMM® Labeling List Info
  - Entry Office in the Destination Entry Post Office™ section

☐ If changes need to be made, have procedures in place to identify errors and generate a new 8125. The only alteration acceptable at destination is the Mailer Contact Information and Drop Ship Appointment Number.

Mail Preparation

☐ Prepare containers so that they are correctly placarded.

☐ The mailing corresponds to information on the 8125.

Loading Trailers

☐ Accurately load and unload trailors, especially when there are multiple drop-points.

☐ Accurately load trailers by destination (in the order of appointments).

Appointments

☐ Establish accurate appointments in the Facility Access and Shipment Tracking (FAST) system.

☐ Include the FAST appointment number on the 8125.

☐ Drop off mail at the correct facility, per the 8125.

For additional information, go to *http://ribbs.usps.gov/*