

FORWORD

This book is intended to be an easy to use reference for the most commonly encountered retail situations. It is most useful for manual offices. I have included references to the Domestic Mail Manual where more complete information can be found. The references are to the January 6, 2005 DMM so these may change slightly when the January 2006 DMM comes out. It should be very similar though. All zone information is computed for the 646 area. If you are in another area, please substitute your area zone chart. This reference is for single-piece rates only. Information on bulk mailings can be found in the DMM. This Reference has been updated with the January 8, 2006 rate changes. This book is most useful when printed, tabbed and placed in a loose leaf type notebook. It enables the user to find quick answers when the customer is at the window waiting for an answer. There are also some new cheat sheets in the back of the book.

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CLASSES OF MAIL

There are six classes of mail. These are all explained in detail in the Domestic Mail Manual (DMM). This reference book is intended to give an overview of our services and to serve as a quick, easy to use reference while your customer is waiting at the window. This book does not cover any of the permit or bulk mailings that our customers do.

The 6 classes of mail are:

1. Express Mail
2. Priority Mail
3. First-Class Mail
4. Periodicals
5. Standard Mail {formerly Standard Mail (A)}
6. Package Services
 - Parcel Post ® (including Parcel Select)
 - Bound Printed Matter
 - Media Mail (formerly Special Standard Mail)
 - Library Mail

EXPRESS MAIL

Express Mail is a guaranteed expedited postal service for shipping any mailable matter up to 70 pounds. It offers next day delivery by 12 noon or 3:00 p.m. to most destinations. Express Mail is delivered 365 days a year with no extra charge for Saturday, Sunday, or holiday delivery, where available. Express Mail envelopes and boxes are available at no charge from local post offices or can be ordered online at usps.com.

Except for the special Flat Rate envelope, Express Mail (EM) rates are based on the weight of the mail piece and the level of service, without regard to zone. Use the rate chart to determine rates. Also check the Express Mail Service Guide or check online to determine service guarantees from your mailing area. Label 11B is used for Post Office to Addressee service. Be sure to note the guarantee time on the label. Additionally, a special flat rate is available, at the ½-pound rate, if mailed in the special flat rate envelope. The Express Mail Flat Rate Envelope is \$14.40 to any U. S. destination regardless of the actual weight of the piece. The contents must fit in the envelope without distorting the shape of the envelope. Express Mail automatically includes (at no extra cost) merchandise insurance up to \$100. Additional insurance is available; \$100.01 to \$5,000 is \$1.05 per \$100 or fraction thereof over \$100 in declared value. Document reconstruction has a maximum liability of \$100.00. The maximum payable for negotiable items - cash, currency, or bullion - is \$15. Claims must be filed within 90 days of the date of mailing.

Use **Label 11A** for Post Office to **Post Office** service. Check your Service Guide to determine service availability since this service is available **ONLY** to selected post offices. The sender must advise the addressee where and when to claim the shipment on Label 11A service.

Use **Label 11B** for Post Office to **Addressee** service.

Fee, in addition to postage and other fees, for additional Express Mail Insurance:

EXPRESS MAIL INSURANCE	
Merchandise Insurance Coverage Desired	Fee
\$0.01 to \$100	None
Merchandise Only \$100.01 to \$5000.00	\$1.05 per each \$100 or fraction thereof over \$100 in desired coverage
Document reconstruction maximum liability: \$100.00	
Express Mail merchandise maximum coverage: \$5000.00	

The ½ -pound rate is charged for matter sent in the flat-rate envelope provided by the USPS, regardless of the actual weight of the piece.

Express Mail

Weight Not Over (pounds)	Custom Designed	Next Day & Second Day PO to PO	Next Day & Second Day PO to Addressee
1/2	\$11.30	\$10.95	\$14.40
1	15.70	15.40	18.80
2	15.70	15.40	18.80
3	19.10	18.75	22.20
4	22.40	22.10	25.50
5	25.65	25.35	28.75
6	28.95	28.60	32.05
7	32.15	31.85	35.25
8	33.50	33.20	36.65
9	35.05	34.75	38.15
10	36.40	36.10	39.50
11	38.20	37.90	41.30
12	41.00	40.70	44.10
13	43.00	42.70	46.10
14	44.10	43.80	47.20
15	45.50	45.15	48.60
16	47.10	46.80	50.20
17	48.70	48.40	51.80
18	50.15	49.85	53.30
19	51.70	51.40	54.80
20	53.25	52.90	56.35
21	54.75	54.45	57.85
22	56.30	55.95	59.40
23	57.85	57.55	60.95
24	59.35	59.00	62.45
25	60.80	60.50	63.95
26	62.40	62.10	65.50
27	63.85	63.55	67.00
28	65.45	65.15	68.55
29	67.00	66.65	70.10
30	68.50	68.20	71.60
31	70.05	69.70	73.15
32	71.60	71.30	74.75
33	73.05	72.75	76.15
34	74.70	74.35	77.80
35	76.10	75.80	79.20
36	77.75	77.40	80.85
37	79.45	79.15	82.60
38	81.35	81.05	84.50
39	83.20	82.90	86.30
40	85.10	84.80	88.20
41	87.00	86.70	90.10
42	88.95	88.65	92.05
43	90.75	90.45	93.85
44	92.60	92.30	95.70
45	94.30	93.95	97.40
46	95.70	95.40	98.80
47	97.45	97.15	100.55
48	98.95	98.65	102.10
49	100.45	100.15	103.55
50	102.05	101.70	105.15
51	103.70	103.40	106.80
52	105.20	104.85	108.30
53	106.80	106.50	109.95
54	108.35	108.05	111.45
55	109.95	109.60	113.05
56	111.55	111.25	114.70
57	113.10	112.80	116.20
58	114.75	114.40	117.85
59	116.40	116.10	119.50
60	118.25	117.95	121.35
61	120.25	119.95	123.35
62	122.10	121.80	125.20
63	123.90	123.60	127.00
64	125.95	125.65	129.05
65	127.75	127.45	130.85
66	129.75	129.45	132.85
67	131.55	131.20	134.65
68	133.55	133.25	136.65
69	135.40	135.05	138.50
70	137.30	136.95	140.40

Express Mail Flat Rate Envelope
 The Express Mail Flat Rate Envelope is \$14.40 to any U.S. destination regardless of the actual weight of the piece.



Click-N-Ship
 Use Click-N-Ship at usps.com to print Express Mail shipping labels with postage.

Postage Rate Calculator
 To compute Express Mail or any postage rate, visit usps.com and click on "Compute Postage."

Same Day Airport service is currently suspended.

LABEL 11-B

**POST OFFICE
TO ADDRESSEE**



ORIGIN (POSTAL USE ONLY)			DELIVERY (POSTAL USE ONLY)		
PO ZIP Code	Day of Delivery <input type="checkbox"/> Next <input type="checkbox"/> Second	Flat Rate Envelope <input type="checkbox"/>	Delivery Attempt	Time <input type="checkbox"/> AM <input type="checkbox"/> PM	Employee Signature
Date In. Mo. Day Year	<input type="checkbox"/> 12 Noon <input type="checkbox"/> 3 PM	Postage \$	Delivery Attempt	Time <input type="checkbox"/> AM <input type="checkbox"/> PM	Employee Signature
Time In <input type="checkbox"/> AM <input type="checkbox"/> PM	Military <input type="checkbox"/> 2nd Day <input type="checkbox"/> 3rd Day	Return Receipt Fee	Delivery Date	Time <input type="checkbox"/> AM <input type="checkbox"/> PM	Employee Signature
Weight lbs. ozs.	Int'l Alpha Country Code	COD Fee Insurance Fee	Signature of Addressee or Agent		
No Delivery <input type="checkbox"/> Weekend <input type="checkbox"/> Holiday	Acceptance Clerk Initials	Total Postage & Fees \$	X Name-Please Print X		

CUSTOMER USE ONLY	
METHOD OF PAYMENT Express Mail Corporate Acct. No. <input type="checkbox"/> WAIVER OF SIGNATURE (Domestic Only) I wish delivery to be made without obtaining signature of addressee or addressee's agent (if delivery employee judges that article can be left in secure location) and I authorize that delivery employee's signature constitutes valid proof of delivery. Federal Agency Acct. No. or Postal Service Acct. No. <input type="checkbox"/> NO DELIVERY <input type="checkbox"/> Weekend <input type="checkbox"/> Holiday _____ Customer Signature	
FROM: (PLEASE PRINT) PHONE () _____	TO: (PLEASE PRINT) PHONE () _____

PRESS HARD. You are making 3 copies. **FOR PICKUP OR TRACKING CALL 1-800-222-1811** www.usps.com

Mailing Label
Label 11-B, May 2000

FIRST-CLASS MAIL

DMM 133

First-Class Mail is matter that is wholly or partially in handwriting or typewriting or that has the character of actual and personal correspondence. First-Class Mail is sealed against inspection and consists of bills, statements of account, personal messages, etc. Post cards and letters must be at least 3 1/2" by 5"; anything smaller is non-mailable. The rate for postcards is 24 cents. Stamped cards that are sold by the Postal Service are 26 cents. Cards that are larger than 4 1/4" by 6" will be mailed at the regular First-Class letter rate - 39 cents. The first-ounce letter rate is 39 cents and the rate for each additional ounce is 24 cents. Envelopes with a green diamond border must be mailed as First-Class Mail. Any mailable matter up to 13 ounces may be sent First-Class. Priority Mail is First-Class mail weighing more than 13 ounces. Matter weighing less than 13 ounces may be mailed at the single-piece Priority rates at the mailer's option. Non-standard mail weighing 1 ounce or less has a surcharge of 13 cents. Use the template to determine if the mailpiece is standard size.

Current delivery standards call for next day delivery only within our 646 area when mailed here. All other areas have a two or three day delivery standard from this area. If it must be there next day, recommend Express Mail. It is our only service with a delivery time guarantee.

Keys and Identification Devices that weigh 13 ounces or less will pay the First-Class Mail rate plus a 65-cent fee and, if applicable (if it weighs less than 1 ounce), the nonstandard surcharge of 13 cents.

FIRST-CLASS RATES

Not over

Oz	Rate
1	\$0.39
2	.63
3	.87
4	1.11
5	1.35
6	1.59
7	1.83
8	2.07
9	2.31
10	2.55
11	2.79
12	3.03
13	3.27

For weights over 13 ounces, see Priority rates.

Card rate \$0.24

Stamped Cards \$0.26 (these are the stamped cards we sell)

PRIORITY MAIL

DMM 120

Priority Mail is First-Class Mail weighing more than 13 ounces or, at the mailer's option, any other mail matter (including First-Class) weighing 13 ounces or less may be sent Priority. The minimum size is 3-1/2 inches high by 5 inches long. The maximum weight limit is 70 pounds. Maximum length and girth combined of a piece (i.e.; the length of its longest side plus the distance around its thickest part) may not exceed 108 inches. Lower weight and size standards may apply for some APO and FPO mail (See DMM 703.)

Priority Mail generally offers 2 to 3 day service to most domestic destinations. Priority rates are determined by weight and destination zone. Check the charts for zone and rate information. Priority Mail must have the sender's actual return address. (See DMM 602.1.5.3 for a complete list of situations that require the sender's return address.)

Special Priority envelopes and boxes are available at no charge at post offices or can be ordered online at usps.com. If these are not used, be sure to mark "Priority" on the address side of the mailpiece. Label 107 should be used for this. Matter mailed in the USPS-provided Priority Mail packaging is subject to Priority Mail rates regardless of how the packaging is reconfigured or how markings may be obliterated. There is a special "Flat-Rate" envelope that can be mailed to any domestic address for the one pound rate (\$4.05), regardless of weight or destination, for the material that fits into that envelope. In addition to the Flat-Rate Priority envelope, there are two convenient sizes of Flat-Rate Priority boxes that can be mailed to any domestic address for \$8.05; again, regardless of actual weight.

BALLOON RATE

Items weighing less than 15 pounds but measuring more than 84 inches in combined length and girth are charged the rate for a 15 pound parcel for the zone to which it is addressed. (DMM 123.1.7)

DEPOSIT OF PRIORITY MAIL

Priority Mail pieces weighing less than 16 ounces may be deposited into any collection box, mail chute, or mail receptacle or at any place where mail is accepted if the full required postage is paid with adhesive stamps.

Priority Mail pieces weighing 16 ounces or more must be presented at a post office retail counter if postage is paid with adhesive stamps. The sender may be required to provide identification before the mail is accepted by the USPS. Such mail may be presented by a sender known to the postal carrier at the sender's residence or place of business. Priority Mail weighing 16 ounces or more and not complying with the requirements of this section is returned to the sender for proper deposit. DMM 126.1.2 states that USPS employees are **required** to ask the mailer if the package contains anything liquid, fragile, perishable or potentially hazardous before accepting the package.

Priority Mail

Weight Pounds Over Pounds ¹	Zone					
	Local, 1, 2, & 3	4	5	6	7	8
1	\$4.05	\$4.05	\$4.05	\$4.05	\$4.05	\$4.05
2	4.20	4.80	5.15	5.30	5.70	6.05
3	5.00	6.40	7.20	7.55	8.25	9.00
4	5.60	7.45	8.50	8.95	9.95	10.90
5	6.15	8.45	9.80	10.40	11.60	12.80
6	6.65	9.35	10.45	10.60	11.90	12.95
7	7.15	10.35	11.25	11.60	13.25	14.80
8	7.75	11.35	12.05	12.60	14.55	16.60
9	8.35	12.35	12.85	13.60	15.85	18.45
10	8.85	13.30	13.70	14.75	17.20	20.25
11	9.45	14.05	14.50	15.95	18.50	22.05
12	10.00	14.80	15.30	17.20	19.80	23.85
13	10.55	15.55	16.15	18.45	21.15	25.65
14	11.10	16.30	16.90	19.60	22.40	27.45
15	11.65	17.05	17.75	20.80	23.70	29.30
16	12.25	17.80	18.55	22.00	25.05	31.10
17	12.80	18.55	19.35	23.25	26.35	32.90
18	13.35	19.30	20.35	24.40	27.65	34.75
19	13.90	20.05	21.30	25.60	29.00	36.50
20	14.50	20.80	22.30	26.70	30.30	38.35
21	15.00	21.55	23.25	28.00	31.60	40.15
22	15.60	22.30	24.20	29.15	32.90	41.95
23	16.15	23.05	25.20	30.35	34.20	43.80
24	16.70	23.75	26.20	31.50	35.50	45.60
25	17.30	24.55	27.15	32.80	36.85	47.40
26	17.80	25.30	28.05	34.00	38.15	49.20
27	18.40	26.05	29.05	35.15	39.45	51.00
28	18.95	26.75	30.05	36.35	40.80	52.85
29	19.50	27.55	31.05	37.50	42.10	54.65
30	20.10	28.30	32.00	38.80	43.40	56.45
31	20.60	29.05	32.90	39.90	44.70	58.30
32	21.20	29.80	33.90	41.10	46.00	60.10
33	21.75	30.50	34.90	42.25	47.30	61.85
34	22.30	31.30	35.85	43.50	48.65	63.70
35	22.85	32.05	36.85	44.70	49.95	65.50
36	23.45	32.80	37.80	45.90	51.30	67.30
37	24.00	33.70	38.80	47.05	52.60	69.15
38	24.55	34.40	39.75	48.35	53.90	70.95
39	25.05	35.30	40.75	49.55	55.25	72.80
40	25.55	36.15	41.75	50.70	56.50	74.55
41	26.05	36.90	42.65	51.90	57.80	76.35
42	26.55	37.80	43.60	53.00	59.20	78.20
43	27.05	38.60	44.60	54.30	60.50	80.00
44	27.55	39.40	45.60	55.45	61.85	81.80
45	28.05	40.25	46.55	56.65	63.20	83.65
46	28.55	41.10	47.50	57.80	64.50	85.45
47	29.05	41.90	48.50	59.10	65.90	87.20
48	29.55	42.80	49.50	60.30	67.20	89.05
49	30.05	43.60	50.40	61.45	68.55	90.85
50	30.50	44.45	51.40	62.65	69.90	92.70
51	31.05	45.25	52.35	63.80	71.20	94.50
52	31.50	46.10	53.35	65.10	72.50	96.30
53	32.05	46.90	54.30	66.25	73.85	98.15
54	32.50	47.70	55.30	67.40	75.15	99.90
55	33.05	48.60	56.30	68.55	76.40	101.70
56	33.50	49.40	57.20	69.85	77.75	103.55
57	34.05	50.20	58.15	71.00	79.05	105.35
58	34.50	51.05	59.15	72.20	80.35	107.15
59	35.05	51.90	60.15	73.35	81.70	109.00
60	35.50	52.70	61.15	74.60	83.00	110.80
61	36.05	53.60	62.05	75.85	84.30	112.60
62	36.50	54.35	63.05	77.00	85.65	114.40
63	37.05	55.25	64.05	78.20	86.95	116.20
64	37.50	56.05	65.05	79.40	88.20	118.05
65	38.05	56.90	65.90	80.60	89.55	119.85
66	38.50	57.70	66.90	81.75	90.85	121.65
67	39.05	58.60	67.90	82.95	92.15	123.50
68	39.50	59.35	68.90	84.10	93.50	125.25
69	40.05	60.20	69.85	85.35	94.80	127.05
70	40.55	61.10	70.80	86.55	96.10	128.90

Priority Mail Flat Rate Envelope
 The Priority Mail Flat Rate Envelope is \$4.05 to any U.S. destination regardless of the actual weight of the piece.

Priority Mail Flat Rate Boxes
 Priority Mail Flat Rate boxes are \$8.10 to any U.S. destination regardless of the actual weight of the piece. They are available in two convenient sizes.

Click-N-Ship
 Use Click-N-Ship at usps.com to print Priority Mail shipping labels with postage and get free Delivery Confirmation.

Postage Rate Calculator
 To compute Priority Mail or any postage rate, visit usps.com and click on "Compute Postage."

Zone Charts
 For zone charts, visit Postal Explorer at pe.usps.com and click on "Zone Charts" in the left frame.

1. Parcels that weigh less than 15 pounds but measure more than 84 inches in combined length and girth (but not more than 108 inches) are charged the applicable rate for a 15-pound parcel (balloon rate).
2. Keys and identification devices that weigh more than 13 ounces but not more than 1 pound are charged \$4.70. Pieces weighing more than 1 pound but not more than 2 pounds are charged \$5.45.

PERIODICALS

Periodicals may only be mailed by an authorized periodicals (formerly second class) publisher or his agent. The mail must be brought to the Main Post Office or authorized acceptance point for mailing.

Regardless of physical closure, the mailing of articles at Periodicals rates is consent by the mailer to postal inspection of the contents.

The applicable single-piece First-Class Mail, Priority Mail, or Package Services rate is charged on copies of publications mailed by the general public and on copies returned to publishers or news agents. (DMM 707.11.5)

STANDARD MAIL

DMM 343.2

Standard Mail consists of mailable matter that is neither mailed nor required to be mailed as First-Class Mail nor entered as Periodicals (unless permitted or required by standard). Standard Mail is matter formerly classified as third-class mail or as Standard Mail (A).

Standard Mail is not sealed against postal inspection. Regardless of physical closure, the mailing of articles at Standard Mail rates is consent by the mailer to postal inspection of the contents.

Standard Mail must weigh less than 16 ounces. It comprises the subclasses of Standard Mail Regular, Standard Mail Enhanced Carrier Route, Nonprofit Standard Mail, and Nonprofit Standard Mail Enhanced Carrier Route. These subclasses include printed matter, pamphlets, catalogs, newsletters, direct mail and merchandise. All Standard Mail letters and nonletters are subject to a weight limit of 3.3 ounces (.2063 pound) for the minimum per piece rate. There is a heavier weight limit for automation compatible mail of 3.5 ounces.

There is no single-piece Standard Mail rate. Remember, there are now residual shape surcharges for items that are prepared as a parcel or are not letter-size or flat-size. Be sure to check on that when accepting a mailing. See Section 340 of the DMM for basic standards for Standard Mail flats and letters.

Mailability Standards

DMM 601.1 gives these **minimum standards that apply to all mailpieces** (except keys and identification devices).

The mailpiece must be at least 0.007 inch thick.

All mailpieces that are ¼ inch thick or less must be: at least 3 ½ inches high and at least 5 inches long. They must be rectangular, with four square corners and parallel opposite sides unless prepared as a Customized MarketMail (see DMM 705.1.0)

PACKAGE SERVICES

Formerly Standard Mail (B)

Standard Mail (B) is now called Package Services. It includes Parcel Post® (including Parcel Select), Bound Printed Matter, Media Mail (formerly Special Standard Mail) and Library Mail. The 1 pound minimum weight is no longer a requirement.

Addressing - All Package Services (except unendorsed Bound Printed Matter) mail **must** bear the sender's return address (DMM 453.3.3) and, except for single-piece rate parcel post, the delivery address on each piece must include the correct ZIP Code or ZIP+4 code.

There are four categories of Package Services that this book will discuss.

1. Parcel Post®
2. Bound Printed Matter
3. Media Mail
4. Library Mail

Package Services allowable size limits: (DMM 101.7.1)

1. Pieces that measure more than 108 inches (but not more than 130 inches) in combined length and girth are mailable at the applicable oversized Parcel Post rate.
2. Parcels that weigh less than 15 pounds but measure more than 84 inches (but not more than 108 inches) in combined length and girth are charged the applicable rate for a 15-pound parcel to that delivery zone.
3. No piece may weigh more than 70 pounds

INTRA-BMC means that the office of mailing and the office of delivery are in the same service area. DMM 153 Exhibit 1.1 shows the zip codes served by each BMC. Check to see which zip codes are within your service area and would receive the Intra-BMC rates. For example, Zip codes 640, 641, 644-658, 660-662, 664-679, and 739 are within the Kansas City BMC service area and therefore receive the Intra-BMC rates for parcels mailed from any zip code to any zip code within that service area.

NONMACHINABLE PARCEL POST SURCHARGE

Mailpieces that meet any of the criteria described below that are mailed at the Inter-BMC/ASF Parcel Post, Intra-BMC/ASF Parcel Post, DSCF Parcel Select, or DBMC Parcel Select rates are subject to the applicable nonmachinable surcharge unless the applicable special handling fee is paid.

Mailpieces are nonmachinable (and subject to the nonmachinable surcharge) if they meet any of these criteria:

DMM 101.7.2

- a. A parcel more than 34 inches long, 17 inches wide, 17 inches high.
- b. A parcel less than 6 inches long, ¼ inch thick or 3 inches high.
- c. A parcel that weighs less than 6 ounces or more than 35 pounds.
- d. A parcel containing more than 24 ounces of liquid in glass containers, or 1 gallon or more of liquid in metal or plastic containers.
- e. An insecurely wrapped or metal-banded parcel.
- f. A can, roll, or tube, or wooden or metal box.
- g. Books, printed matter, or business forms weighing more than 25 pounds.
- h. A high-density parcel weighing more than 15 pounds and exerting more than 60 pounds per-square-inch pressure on its smallest side.
- i. A film case weighing more than 5 pounds or with strap-type closures, except any film case the USPS authorizes to be entered as a machinable parcel under 3.2 through 3.4 and to be identified by the words "Machinable in United States Postal Service Equipment," permanently attached as a nontransferable decal in the lower right corner of the case.
- j. Parcels with characteristics (such as inadequate packaging) that could result in damage to the contents of the mailpiece, other parcels, or postal machinery if mechanical sortation is used.

BOUND PRINTED MATTER

DMM 163

Bound Printed Matter is a subclass of Package Services. It can weigh no more than 15 pounds and must be securely bound by permanent fastenings such as staples, spiral binding, glue, or stitching. Loose-leaf binders and similar fastenings are not considered permanent. It must consist of sheets of which at least 90% are imprinted by any process other than handwriting or typewriting. It must not have the nature of personal correspondence and must not be stationery, such as pads of blank printed forms. It may have enclosures such as printed matter, which would be mailable as Standard Mail or a merchandise sample as long as the sample is only an incidental portion of the BPM piece. Unendorsed undeliverable BPM is not forwarded. It is disposed of as waste.

A little summary – books may be sent as Media Mail (or Library Mail if to or from an educational institution, etc {See DMM 183 for sender, recipient and content standards}) or as BPM. However, a catalog that may be mailed as BPM cannot be sent as Media Mail (Media Mail cannot contain advertising matter other than incidental announcements of books.)

There are different rates for Bound Printed Matter Retail Flats and for Bound Printed Matter Retail Parcels.

Except for unendorsed BPM, each piece must bear the sender's return address. BPM is not sealed against postal inspection. Regardless of physical closure, the mailing of articles at BPM rates constitutes consent by the mailer to postal inspection of the contents.

Bound Printed Matter

Retail Flats

Weight Not Over (pounds) ¹	Zones						
	Local 1 & 2	3	4	5	6	7	8
1.0	\$1.89	\$1.94	\$1.99	\$2.07	\$2.14	\$2.24	\$2.42
1.5	1.89	1.94	1.99	2.07	2.14	2.24	2.42
2.0	1.96	2.03	2.09	2.20	2.30	2.43	2.66
2.5	2.04	2.12	2.20	2.33	2.46	2.62	2.91
3.0	2.11	2.21	2.30	2.46	2.62	2.81	3.16
3.5	2.19	2.30	2.41	2.60	2.78	3.00	3.41
4.0	2.26	2.39	2.51	2.72	2.93	3.19	3.65
4.5	2.33	2.48	2.62	2.86	3.09	3.38	3.90
5.0	2.41	2.57	2.72	2.99	3.25	3.57	4.15
6.0	2.56	2.74	2.93	3.25	3.57	3.95	4.64
7.0	2.70	2.92	3.15	3.51	3.88	4.33	5.14
8.0	2.85	3.10	3.36	3.78	4.20	4.71	5.63
9.0	3.00	3.28	3.57	4.04	4.52	5.08	6.13
10.0	3.15	3.46	3.78	4.30	4.83	5.46	6.62
11.0	3.29	3.64	3.99	4.57	5.15	5.84	7.12
12.0	3.44	3.82	4.20	4.83	5.46	6.22	7.61
13.0	3.59	4.00	4.41	5.10	5.78	6.60	8.11
14.0	3.74	4.18	4.62	5.36	6.10	6.98	8.60
15.0	3.88	4.36	4.83	5.62	6.41	7.36	9.10

1. Bound Printed Matter automation compatible flats may be eligible for barcode discount (see DMM 163.1.4) of \$0.03 per flat (50 piece minimum).

Retail Parcels

Weight Not Over (pounds) ¹	Zones						
	Local 1 & 2	3	4	5	6	7	8
1.0	\$1.97	\$2.02	\$2.07	\$2.15	\$2.22	\$2.32	\$2.50
1.5	1.97	2.02	2.07	2.15	2.22	2.32	2.50
2.0	2.04	2.11	2.17	2.28	2.38	2.51	2.74
2.5	2.12	2.20	2.28	2.41	2.54	2.70	2.99
3.0	2.19	2.29	2.38	2.54	2.70	2.89	3.24
3.5	2.27	2.38	2.49	2.68	2.86	3.08	3.49
4.0	2.34	2.47	2.59	2.80	3.01	3.27	3.73
4.5	2.41	2.56	2.70	2.94	3.17	3.46	3.98
5.0	2.49	2.65	2.80	3.07	3.33	3.65	4.23
6.0	2.64	2.82	3.01	3.33	3.65	4.03	4.72
7.0	2.78	3.00	3.23	3.59	3.96	4.41	5.22
8.0	2.93	3.18	3.44	3.86	4.28	4.79	5.71
9.0	3.08	3.36	3.65	4.12	4.60	5.16	6.21
10.0	3.23	3.54	3.86	4.38	4.91	5.54	6.70
11.0	3.37	3.72	4.07	4.65	5.23	5.92	7.20
12.0	3.52	3.90	4.28	4.91	5.54	6.30	7.69
13.0	3.67	4.08	4.49	5.18	5.86	6.68	8.19
14.0	3.82	4.26	4.70	5.44	6.18	7.06	8.68
15.0	3.96	4.44	4.91	5.70	6.49	7.44	9.18

1. Machinable parcels may be eligible for barcode discount of \$0.03 per parcel (50 piece minimum).

MEDIA MAIL

DMM 173

Media Mail (formerly known as Special Fourth Class, Book Rate, or Special Standard Mail) rates are based on the weight of the piece, without regard to zone. Media Mail is not sealed against postal inspection. Each piece **MUST** bear a return address.

173.3.2 Only these articles may be mailed at the Media Mail rates:

- a. Books, including books issued to supplement other books of at least eight printed pages, consisting wholly of reading matter or scholarly bibliography, or reading matter with incidental blank spaces for notations and containing no advertising matter other than incidental announcements of books. Advertising includes paid advertising and the publishers' own advertising in display, classified, or editorial style.
- b. 16-millimeter or narrower width films which must be positive prints in final form for viewing, and catalogs of such films of 24 pages or more (at least 22 of which are printed). Films and film catalogs sent to or from commercial theaters do not qualify for the Special Standard Mail rate.
- c. Printed music, whether in bound or sheet form.
- d. Printed objective test materials and their accessories used by or on behalf of educational institutions to test ability, aptitude, achievement, interests, and other mental and personal qualities with or without answers, test scores, or identifying information recorded thereon in writing or by mark.
- e. Sound recordings and guides or scripts prepared solely for use with such recordings. Video recordings and player piano rolls are classified as sound recordings.
- f. Playscripts and manuscripts for books, periodicals, and music.
- g. Printed educational reference charts designed to instruct or train individuals for improving or developing their capabilities. Each chart must be a single printed sheet of information designed for educational reference. The information on the chart, which may be printed on one or both sides of the sheet, must be conveyed primarily by graphs, diagrams, tables, or other nonnarrative matter. An educational reference chart is normally but not necessarily devoted to one subject. A chart on which the information is conveyed primarily by textual matter in a narrative form does not qualify as a printed educational reference chart for mailing at the Special Standard Mail rates even if it includes graphs, diagrams, or tables. Examples of qualifying charts include maps produced primarily for educational reference, tables of mathematical or scientific equations, noun declensions or verb conjugations used in the study of languages, periodic table of elements, botanical or zoological tables, and other tables used in the study of science.
- h. Loose-leaf pages and their binders consisting of medial information for distribution to doctors, hospitals, medical schools, and medical students.
- i. Computer-readable media containing prerecorded information and guides or scripts prepared solely for use with such media.

Also any printed matter that is mailable as Standard Mail may be included loose with any qualifying material mailed at the Media Mail rates.

See page 18 for rates.

LIBRARY MAIL

DMM 101.10 and DMM 183

Library Mail is Package Services matter that meets the standards in E710 and those below. Library Mail rates are based on the weight of the piece, without regard to zone. This rate is used mainly by educational institutions and libraries for mailing books and recordings. Regardless of physical closure, the mailing of articles at Library Mail rates constitutes consent by the mailer to postal inspection of the contents.

The items described in this section (183.3.0) may be mailed at the Library Mail rate when sent between: (1) schools, colleges, universities, public libraries, museums, and herbariums and nonprofit religious, educational, scientific, philanthropic (charitable), agricultural, labor, veterans, and fraternal organizations or associations; (2) any such institution, organization, or association, and an individual who has no financial interest in the sale, promotion, or distribution of the materials; or (3) any such institution, organization, or association and a publisher, if such institution, organization, or association has placed an order to buy such materials for delivery to itself:

- a. Books, consisting wholly of reading matter, scholarly bibliography, or reading matter with incidental blank spaces for notations and containing no advertising except for incidental announcements of books.
 - b. Printed music, whether in bound or sheet form.
 - c. Bound volumes of academic theses, whether in typewritten or duplicated form.
 - d. Periodicals, whether bound or unbound.
 - e. Sound recordings.
 - f. Other library materials in printed, duplicated, or photographic form or in the form of unpublished manuscripts.
 - g. Museum materials, specimens, collections, teaching aids, printed matter, and interpretive materials for informing and furthering the educational work and interests of museums and herbariums.
- 3.4 The following specific items may be mailed at the Library Mail rate when sent to or from schools, colleges, universities, public libraries, museums, and herbariums and to or from nonprofit religious, educational, scientific, philanthropic (charitable), agricultural, labor, veterans, or fraternal organizations:
- a. 16-millimeter or narrower width films, filmstrips, transparencies, slides, and microfilms. All must be positive prints in final form for viewing.
 - b. Sound recordings.
 - c. Museum materials, specimens, collections, teaching aids, printed matter, and interpretive materials intended for informing and furthering the educational work and interests of museums and herbariums.
 - d. Scientific or mathematical kits, instruments, or other devices.
 - e. Catalogs of the materials in 3.4a through 3.4d and guides or scripts prepared solely for use with such materials.

Material mailed at the Library Mail rate other than books and sound recordings may contain only those additions and enclosures permitted under 183.4.3 through 4.5.

MEDIA MAIL AND LIBRARY MAIL RATES

Weight not over (pounds)	Media Mail	Library Mail	Weight not over (pounds)	Media Mail	Library Mail
1	\$1.59	\$1.51	36	\$14.33	\$13.55
2	\$2.07	\$1.97	37	\$14.67	\$13.87
3	\$2.55	\$2.43	38	\$15.01	\$14.19
4	\$3.03	\$2.89	39	\$15.35	\$14.51
5	\$3.51	\$3.35	40	\$15.69	\$14.83
6	\$3.99	\$3.81	41	\$16.03	\$15.15
7	\$4.47	\$4.27	42	\$16.37	\$15.47
8	\$4.81	\$4.59	43	\$16.71	\$15.79
9	\$5.15	\$4.91	44	\$17.05	\$16.11
10	\$5.49	\$5.23	45	\$17.39	\$16.43
11	\$5.83	\$5.55	46	\$17.73	\$16.75
12	\$6.17	\$5.87	47	\$18.07	\$17.07
13	\$6.51	\$6.19	48	\$18.41	\$17.39
14	\$6.85	\$6.51	49	\$18.75	\$17.71
15	\$7.19	\$6.83	50	\$19.09	\$18.03
16	\$7.53	\$7.15	51	\$19.43	\$18.35
17	\$6.87	\$7.47	52	\$19.77	\$18.67
18	\$8.21	\$7.79	53	\$20.11	\$18.99
19	\$8.55	\$8.11	54	\$20.45	\$19.31
20	\$8.89	\$8.43	55	\$20.79	\$19.63
21	\$9.23	\$8.75	56	\$21.13	\$19.95
22	\$9.57	\$9.07	57	\$21.47	\$20.27
23	\$9.91	\$9.39	58	\$21.81	\$20.59
24	\$10.25	\$9.71	59	\$22.15	\$20.91
25	\$10.59	\$10.03	60	\$22.49	\$21.23
26	\$10.93	\$10.35	61	\$22.83	\$21.55
27	\$11.27	\$10.67	62	\$23.17	\$21.87
28	\$11.61	\$10.99	63	\$23.51	\$22.19
29	\$11.95	\$11.62	64	\$23.85	\$22.51
30	\$12.29	\$11.63	65	\$24.19	\$22.83
31	\$12.63	\$11.95	66	\$24.53	\$23.15
32	\$12.97	\$12.27	67	\$24.87	\$23.47
33	\$13.31	\$12.59	68	\$25.21	\$23.79
34	\$13.65	\$12.91	69	\$25.55	\$24.11
35	\$13.99	\$13.23	70	\$25.89	\$24.43

CERTIFIED MAIL

DMM 503.3.0

Certified mail service provides the sender with a mailing receipt and a delivery record is maintained by the Postal Service for a specified period of time. No record is kept at the office from which certified mail is mailed. No insurance coverage is provided. Certified mail is dispatched and handled in transit as ordinary mail.

Only mailable matter on which postage is paid at a First-Class Mail rate (including Priority Mail) may be accepted as certified mail. The applicable certified mail fee must be paid in addition to the correct postage. Certified mail may be combined with return receipt service (Form 3811) and restricted delivery service, subject to the applicable standards and fees. The return address on the return receipt does not have to be the same as the return address on the mailpiece. Be sure to note requested services on the front of the envelope. Remember, if there is a return receipt on the article, we provide the correct address of the addressee (if mailing address is incorrect) at no additional charge. Note the new Internet options below.

NOTE: Business reply envelopes cannot be used for certified mail.

Certified Mail	Fees	in addition to postage and other fees
Certified Mail Fee---\$2.40		
Additional Services available---fees are in addition to postage and certified fee		
Return receipt (Form 3811)	\$1.85	
This will show to whom delivered, signature, date of delivery, and addressee's address (if different)		
Requested at time of mailing (receive electronically)	\$1.35	
Requested after mailing (Form 3811-A, receive by fax, mail, or email)	\$3.45	
This shows only to whom and date delivered		
This is also available on the Internet at the same fee and can be accessed using a debit or credit card.		
Electronic Return Receipt is available at time of mailing or on the Internet after mailing for \$1.30. They will automatically receive the delivery date/time and recipient's signature record at their email address.		
Restricted delivery	\$3.70	

Placement of Certified Mail Labels

Retail acceptance employees are reminded to place the barcoded portion of PS Form 3800, *Certified Mail Receipt*, above the delivery address and to the right of the return address on letters, or to the left of the delivery address on parcels. Additionally, acceptance employees should ensure that postage validation imprinter (PVI) labels, postage, or customer meter strips do not interfere with the barcode or the taggant — the beige square located to the right of the barcode of the label (see Example #1). Our equipment cannot read the barcode and taggant if they are covered. If there is insufficient room on the envelope for both the certified mail label and the PVI label, you may wrap the PVI label around the side of the envelope, as long as the barcode portion of the PVI label is on the front of the mailpiece (see Example #2).

Example #1



See sample below if there is insufficient room for PVI label.

Example #2



CERTIFIED MAIL FORMS

PS FORM 3800

7002 0860 0000 7303 7768 PLACE STICKER AT TOP OF ENVELOPE TO THE RIGHT OF THE RETURN ADDRESS. FOLD AT DOTTED LINE CERTIFIED MAIL		7002 0860 0000 7303 7768 7002 0860 0000 7303 7768	U.S. Postal Service CERTIFIED MAIL RECEIPT (Domestic Mail Only; No Insurance Coverage Provided)															
OFFICIAL USE			Postmark Here															
		<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">Postage</td> <td style="width: 5%;">\$</td> <td style="width: 40%;"></td> </tr> <tr> <td>Certified Fee</td> <td></td> <td></td> </tr> <tr> <td>Return Receipt Fee (Endorsement Required)</td> <td></td> <td></td> </tr> <tr> <td>Restricted Delivery Fee (Endorsement Required)</td> <td></td> <td></td> </tr> <tr> <td>Total Postage & Fees</td> <td>\$</td> <td></td> </tr> </table>		Postage	\$		Certified Fee			Return Receipt Fee (Endorsement Required)			Restricted Delivery Fee (Endorsement Required)			Total Postage & Fees	\$	
Postage	\$																	
Certified Fee																		
Return Receipt Fee (Endorsement Required)																		
Restricted Delivery Fee (Endorsement Required)																		
Total Postage & Fees	\$																	
Sent To <hr style="border-top: 1px dashed black;"/> Street, Apt. No.; or PO Box No. <hr style="border-top: 1px dashed black;"/> City, State, ZIP+ 4																		
PS Form 3800, April 2002		See Reverse for Instructions																

NOTE: The strip of numbers on the left edge of the Certified form peel off and can be placed on the bottom of the return receipt where it asks for the item number. Very convenient – quick and easy! If a return receipt is requested, and the address on the article (and in part 1 on the return receipt) is incorrect, we provide the correct address in part D – there is no additional charge for this. The delivery employee should always enter the correct address if different from the address on the mailpiece.

RETURN RECEIPT FORM 3811

SENDER: COMPLETE THIS SECTION <ul style="list-style-type: none"> ■ Complete items 1, 2, and 3. Also complete item 4 if Restricted Delivery is desired. ■ Print your name and address on the reverse so that we can return the card to you. ■ Attach this card to the back of the mailpiece, or on the front if space permits. 	COMPLETE THIS SECTION ON DELIVERY
1. Article Addressed to: 	A. Signature X <input type="checkbox"/> Agent <input type="checkbox"/> Addressee
2. Article Number (Transfer from service label)	B. Received by (Printed Name) C. Date of Delivery D. Is delivery address different from item 1? <input type="checkbox"/> Yes If YES, enter delivery address below: <input type="checkbox"/> No
PS Form 3811, August 2001	3. Service Type <input type="checkbox"/> Certified Mail <input type="checkbox"/> Express Mail <input type="checkbox"/> Registered <input type="checkbox"/> Return Receipt for Merchandise <input type="checkbox"/> Insured Mail <input type="checkbox"/> C.O.D. 4. Restricted Delivery? (Extra Fee) <input type="checkbox"/> Yes
Domestic Return Receipt	102595-02-M-0835

REGISTERED MAIL

DMM 503.2.0

Registered mail is the most secure service the Postal Service offers. It incorporates a system of receipts to monitor the mail's movement from the point of acceptance to delivery. It is signed for at every Post Office that handles it. Registered mail service provides the sender with a mailing receipt and a delivery record is maintained by the Postal Service for a specified period of time. Additional services are also available with registered mail such as a return receipt, COD, restricted delivery, and merchandise return service. Insurance can be added up to \$25,000.

Registered mail must be mailed at First-Class rates. The face of the registered article must be at least 5 inches long and 3 1/2 inches high, regardless of thickness. Business reply mail may not be registered. Employees are not permitted to assist in the preparation or sealing of mail to be registered. The mailpiece must include the full names and addresses of both the mailer and the addressee. Padded envelopes are not acceptable for registered mail. The sender must securely seal the envelope or package. To be used on registered mail, tape must visibly damage the envelope or wrapper if removed and must absorb the ink in a postmark impression. Envelopes and packages that appear to have been opened and resealed, or otherwise improperly prepared, may not be registered. The registration number, the red Label 200-A or Label 200-B, must be placed above the address and to the right of the return address. If using a window envelope, be sure to check the restrictions in DMM 503.2.4.8.

Regardless of any private insurance that may cover an article, the mailer must always declare its full value to the USPS when presenting it for registration and mailing. Private insurance carried on registered mail does not modify the requirements for declaring the full value. The USPS employee may refuse to accept the matter as registered mail if a satisfactory declaration of value is not provided. See DMM 503.2.3.1 for value to be declared on different kinds of mail matter. Only mail of no value may be mailed as uninsured registered mail.

Use PS Form 3806, Receipt for Registered Mail, for all registered articles. It is completed in duplicate.

The customer gets the original and the copy is filed at the Post Office. See rate chart on following page.

PS Form 3806

Registered No.		Date Stamp
To Be Completed By Post Office	Reg. Fee \$	Special Delivery \$
	Handling Charge \$	Return Receipt \$
	Postage \$	Restricted Delivery \$
	Received by _____	
To Be Completed By Customer (Please Print) All Entries Must Be in Ballpoint or Typed	Customer Must Declare Full Value \$ _____	
	<input type="checkbox"/> With Postal Insurance <input type="checkbox"/> Without Postal Insurance	
	Domestic Insurance is Limited To \$25,000; International Indemnity is Limited (See Reverse)	
FROM		
TO		
PS Form 3806, Receipt for Registered Mail (Customer Copy) June 2000 (See Information on Reverse)		

Registered Mail Fees

Declared Value	Fee
\$0.00	\$7.50
\$0.01 to \$100	8.45
100.01 to 500	9.35
500.01 to 1000	10.25
1000.01 to 2000	11.15
2000.01 to 3000	12.05
3000.01 to 4000	12.95
4000.01 to 5000	13.85
5000.01 to 6000	14.75
6000.01 to 7000	15.65
7000.01 to 8000	16.55
8000.01 to 9000	17.45
9000.01 to 10000	18.35
10000.01 to 11000	19.25
11000.01 to 12000	20.15
12000.01 to 13000	21.05
13000.01 to 14000	21.95
14000.01 to 15000	22.85
15000.01 to 16000	23.75
16000.01 to 17000	24.65
17000.01 to 18000	25.55
18000.01 to 19000	26.45
19000.01 to 20000	27.35
20000.01 to 21000	28.25
21000.01 to 22000	29.15
22000.01 to 23000	30.05
23000.01 to 24000	30.95
<u>24000.01 to 25000</u>	<u>31.85</u>

see DMM 503.2 for additional fees and information

Fees and Liability

503.2.3.1 Full Value

Regardless of any insurance that may cover the article, the mailer must always declare its full value to the USPS when presenting it for registration and mailing...The accepting USPS employee may ask the mailer to show that the full value is declared and may refuse to accept the matter as Registered Mail if a satisfactory declaration of value is not provided. Only articles of no value may be mailed as Registered Mail without insurance.

MAIL MATTER

Negotiable instrument (instruments payable to bearer, Including stock certificates endorsed in blank)

Nonnegotiable instrument {registered bonds, warehouse Receipts, checks, drafts, deeds, wills, abstracts, and Similar documents (certificates of stock considered Nonnegotiable so far as declaration of value is concerned Unless endorsed in blank)}

Money

Jewelry, Gems, Precious Metal

Merchandise

Nonvaluable (matter without intrinsic value such as letters, files, records)

VALUE TO BE DECLARED

Market value (value based on value at time of mailing)

No value or replacement cost if postal insurance coverage desired

Full value

Market value or cost

Market value or cost

No value or replacement cost if postal insurance coverage desired

INSURED MAIL

DMM 503.4.1

Insured mail provides indemnity coverage for an article that is lost, rifled, or damaged. No record of insured mail is kept at the office of mailing. Return receipt and restricted delivery are available for articles insured for more than \$50. Insured mail is dispatched and handled in transit as ordinary mail. Insured mail must include the complete names and addresses of both the mailer and the addressee. The USPS keeps no mailing records for insured parcels. The mailer must write the addressee's name and address on the receipt and keep it. For articles insured for more than \$50, a delivery record is kept by the Postal Service for a specified period of time.

Articles must be prepared to withstand normal handling in the mail. Articles that are so fragile that they cannot be carried safely in the mail, regardless of packaging, cannot be insured. USPS employees are **required** to ask whether packages weighing over 16 ounces presented for mailing contains fragile, perishable, hazardous or flammable matter. The following additional services may be combined with insurance if the applicable standards for the services are met and the additional fees paid; Return Receipt, Delivery Confirmation, Parcel airlift service (PAL), Return receipt for merchandise (for items insured up to \$50), Signature confirmation and Special handling

Each insured package must be stamped on the address side with the elliptical insured stamp if insured for \$50 or less, or have Form 3813-P affixed if insured for more than \$50, and must be postmarked unless a postage meter strip (or PVI label) is used to pay charges. The required endorsement or Form 3813-P must be placed above the address and to the right of the return address. As a receipt for insured mail, the mailer receives Form 3813 when the insurance value is \$50 or less and 3813-P when the insurance is more than \$50.

Insurance Coverage Desired	Fee
\$ 0.01 to \$ 50.00	\$1.35
50.01 to 100.00	2.30
100.01 to 200.00	3.35
200.01 to 300.00	4.40
300.01 to 400.00	5.45
400.01 to 500.00	6.50
500.01 to 600.00	7.55
600.01 to 5,000.00	7.55 plus \$1.05 for each \$100 or fraction thereof over \$600 in desired coverage

Insured mail maximum liability: \$5,000.00.

ELLIPTICAL STAMP



FORM 3813

RECEIPT FOR DOMESTIC INSURED PARCEL (Not for International Mail)		
ADDRESSED FOR DELIVERY AT (P. O., State & ZIP Code)		
POSTAGE	POSTMARK OF	
INSURANCE FEE		
SPECIAL DELIVERY		
SPECIAL HANDLING		
TOTAL		
INSURANCE COVERAGE \$	MAILING OFFICE	
<input type="checkbox"/> Fragile	<input type="checkbox"/> Liquid	<input type="checkbox"/> Perishable
POSTMASTER (By)		
SENDER — Enter name and address of addressee on the reverse and read information regarding insurance coverage and claims.		
PS Form 3813, January 1991		

FORM 3813-P

VF 379 405 895 US United States Postal Service® INSURED MAIL DOMESTIC - INTERNATIONAL		VF 379 405 895 US NOTE: To file a claim for damage or loss of contents, the article, container, and packaging must be presented. VF 379 405 895 US	U.S. Postal Service® INSURED MAIL RECEIPT
OFFICIAL USE			<input type="checkbox"/> Fragile <input type="checkbox"/> Liquid <input type="checkbox"/> Perishable Insurance Coverage:
Postage	\$		Postmark Here
Insurance Fee			
Restricted Delivery Fee (Domestic only; endorsement required)			
Special Handling Fee			
Return Receipt Fee (Except for Canada; endorsement required)			
Total Postage & Fees	\$		
Sent to:			
Street, Apt. No., or PO Box No.			
City, State, ZIP+4®, Country			
PS Form 3813-P, May 2004		See Reverse for Instructions	

RENTING A POST OFFICE BOX

The first step in renting a box is determining which box to rent to the customer. There should be a PS 1091-A, *Post Office Box Fee Register*, on file for each vacant box. This should have the following information completed on it – Lines 4 and 5 should show the size of the box and the fee group (the fee group will change if the customer is entitled to a no-fee box – DMM 508.4.6.2), Line 9 should show the semi-annual fee that must be paid. Line 10 should show the combination or the key serial number. Complete the 1091-A after the customer pays. Show the receipt number, amount, next due date, etc. File the 1091-A by month of the next due date. The customer fills out the non-shaded lines on PS 1093, *Application for Post Office Box or Caller Service*. You complete the rest of the information after the customer is finished filling out his part. An application may not be approved until the applicant's identity and current permanent physical address where he or she resides or conducts business is verified. Consider an application verified if there is no discrepancy between the information on the application and on the identification presented. Two forms of identification must be presented for **each adult** (anyone over 18 years old), including each spouse, that will receive mail in that box: one must show a photo and the other must show the applicant's signature and a serial number or other indicia that can be traced to the bearer. See POM 841.122b or DMM 508.4.3.2 for acceptable forms of identification. If the information on the application does not match that on the identification, verification procedures must be followed to substantiate that the applicant resides or conducts business at the address shown. Complete this verification within 3 workdays. **Minor children** that will receive mail must be listed by name and age on the 1093. A box is assigned immediately after approval of the application and payment of the box fee.

The next step is to collect the proper fees. Box fee rates are now based on location costs, rather than the type of delivery provided at the office. The fees are listed by District, then by 5 digit zip code, in Publication 431. If a customer is not eligible for any type of delivery; i.e. is not on the carrier's line of travel and lives within a quarter mile of the post office or is an out of bounds (due to distance, is not eligible for a route extension) customer, s/he is entitled to one box of the smallest size needed to accommodate her/his mail volume at no fee. This eligibility must be verified annually using Notice 32-N. Additional keys can be issued for \$1.00 plus a nonrefundable additional key fee of \$4.65 (total for each key after the first two is \$5.65 – one dollar of which will be refunded when the box is surrendered.) When the box is surrendered, all keys must be returned. The customer completes Part 1 of PS 3533, *Application and Voucher for Refund of Postage and Fees*; you complete the rest of the form. \$1.00 is refunded for each key returned (no limit). The customer is also entitled to a refund of any full quarter periods remaining in the service period.

The last step when renting a box is to have the customer complete a change of address order (PS 3575 in the "Mover's Guide – Pub 75). They can do this at the Post Office they're moving from or at any other office and mail it to the Post Office of their old address. If they are changing addresses – including changing from street delivery to Post Office Box delivery within the same delivery unit – they need to fill out the card so their mail can be properly redirected. This is a good time to discuss the necessity of proper addressing and to give the customers PS 3576, *Change of Address Request for*

Correspondence, Publishers, and Businesses, so they can notify correspondents of their new address. Tell the customer they must inform the Postal Service whenever their physical address changes. We always must have their current location on file. Before the customers leave the office, have them verify that the key works in the lock or that they can use the combination. Also encourage them to read the rest of the PS 1093 regarding the rules for the use of a post office box. They should also be informed that only the box holder is allowed to submit a change of address from that box. Individual orders cannot be accepted unless the box is closed. As stated on the box application PS 3544, forwarding of mail for other persons is the responsibility of the box holder. Reminder: All combinations or locks must be changed when a box is surrendered before it can be rented again. A box cannot be rented for 15 days after being closed by a USPS Determination – POM 841.35. A box may be issued to another customer 11 days after a box holder fails to pay the renewal fee by the due date. It can be issued to another customer immediately after being closed when the customer submits a change of address or written notice to discontinue service.

POST OFFICE BOX SERVICE					
Per Semiannual (6-month) Period					
Fee Group	Box Size and Fee				
	1	2	3	4	5
1	\$37.00	\$53.00	\$105.00	\$216.00	\$348.00
2	31.00	47.00	84.00	179.00	332.00
3	25.00	40.00	72.00	124.00	220.00
4	20.00	36.00	66.00	116.00	184.00
5	14.00	23.00	36.00	69.00	132.00
6	13.00	19.00	35.00	63.00	102.00
7	9.00	14.00	24.00	42.00	74.00
E ¹	0	0	0	0	0

1. A customer ineligible for carrier delivery may obtain one post office box at the Group E fee, subject to administrative decisions regarding the customer's proximity to post office.

Deposit per key issued—\$1.00
 Key duplication or replacement (after first two keys), each—\$4.65
 Post office box lock replacement, each—\$11.60

CHECKLIST

1. Is the PS 1093 completed by both the customer and the employee?
2. Has the applicant(s) identity and current permanent physical address been verified?
3. Is PS 3544 completed for receipt of box fee and key deposit?
4. Has customer completed a change of address card?
5. Does customer understand our forwarding procedures?
6. Have the customer try the key or the combination.
7. Inform customer of lobby hours and of the time the box distribution is completed.
8. File PS 1091-A by month of next due date so rent will be collected properly.
9. File Part 1 of PS 1093 alphabetically and Part 2 numerically.
10. Enter information in WebBats if set up for that program on the computer.

<u>AIC's</u>	<u>SUPPORT DOCUMENT</u>	<u>BOX SIZE</u>	<u>CAPACITY</u>
115 Annual Fee	3544	1	Under 296 cubic inches
158 Semi Annual Box Fee	3544	2	296 - 499 cubic inches
123 Key Deposit	3544	3	500 - 999 cubic inches
535 Refund of unused box rent	3533	4	1000 – 1999 cubic inches
535 Refund of key deposit	3533	5	2000 or more cubic inches

All fees are for a semiannual (6 month) period and must be paid in advance for no less than one but no more than two semiannual periods, except as provided in DMM 508.4.5.6, 4.5.7, and 4.5.10. The renewal fees may be paid any time during the last 30 days of the service period. The service period is determined by the approval date of the application. The period begins on the first day of either the same month if the application is approved on or before the 15th of the month, or the next month if approved after the 15th of the month. Payment is due by the last day of the service period. Fees may be paid using cash, credit or debit card, or check or money order payable to the postmaster.

<u>IF BOX WAS RENTED</u>	<u>THE RENT IS DUE</u>	
	<u>6 MONTHS</u>	<u>12 MONTHS</u>
<u>DEC 16 to JAN 15</u>	<u>JUN 30</u>	<u>DEC 31</u>
<u>JAN 16 to FEB 15</u>	<u>JUL 31</u>	<u>JAN 31</u>
<u>FEB 16 to MAR 15</u>	<u>AUG 31</u>	<u>FEB 28</u>
<u>MAR 16 to APR 15</u>	<u>SEP 30</u>	<u>MAR 31</u>
<u>APR 16 to MAY 15</u>	<u>OCT 31</u>	<u>APR 30</u>
<u>MAY 16 to JUN 15</u>	<u>NOV 30</u>	<u>MAY 31</u>
<u>JUN 16 to JUL 15</u>	<u>DEC 31</u>	<u>JUN 30</u>
<u>JUL 16 to AUG 15</u>	<u>JAN 31</u>	<u>JUL 31</u>
<u>AUG 16 to SEP 15</u>	<u>FEB 28</u>	<u>AUG 31</u>
<u>SEP 16 to OCT 15</u>	<u>MAR 31</u>	<u>SEP 30</u>
<u>OCT 16 to NOV 15</u>	<u>APR 30</u>	<u>OCT 31</u>
<u>NOV 16 to DEC 15</u>	<u>MAY 31</u>	<u>NOV 30</u>

CERTIFICATE OF MAILING

DMM 503.5.1

Certificate of mailing service provides evidence only of mailing. No receipt is obtained on delivery of the mail to the addressee nor is insurance provided against loss or damage. Form 3817 is used for an individual certificate for ordinary mail of any class. Forms printed at mailer expense may also be used. When requesting a certificate of mailing for three or more pieces of mail presented at one time, mailers may use Form 3877 (firm mailing book) or a privately printed facsimile, subject to payment of the applicable fee for each item listed. Individual and firm mailing book certificates must show the names and addresses of the sender and addressee and may show the amount of postage paid. Mailers may also place identifying invoice or order numbers on the certificates. Certificates of mailing (both Form 3606 and Form 3877) must be completed by the mailer, using a typewriter, ink, or ballpoint pen. Parcel airlift service (PAL) or Special Handling may be combined with Certificate of Mailing.

FEES:

CERTIFICATE OF MAILING	
Individual Pieces	Fee
Individual article listing, per article (Form 3817)	\$0.90
Duplicate copies of Form 3817 or mailing bill, per page	0.90
Firm mailing books (Form 3877), per piece listed (minimum 3)	0.30
Bulk Quantities	
For first 1,000 pieces (or fraction thereof)	\$4.50
Each additional 1,000 pieces (or fraction thereof)	0.50
Duplicate copy of Form 3606	0.90

PS FORM 3817

U.S. POSTAL SERVICE CERTIFICATE OF MAILING MAY BE USED FOR DOMESTIC AND INTERNATIONAL MAIL, DOES NOT PROVIDE FOR INSURANCE—POSTMASTER	Affix fee here in stamps or meter postage and post mark. Inquire of Postmaster for current fee.
Received From: _____ _____	
One piece of ordinary mail addressed to: _____ _____ _____	

RETURN RECEIPT

DMM 503.6

Return receipt service provides a mailer with evidence of delivery. A return receipt requested at time of mailing also supplies, at no additional charge, the recipient's actual delivery address if it is different from the address used by the sender. A return receipt may be requested at or after time of mailing. If requested at time of mailing the mailer may choose to receive the return receipt by mail or electronically. The service may be obtained only for mail sent COD or Express Mail, insured for more than \$50, or registered or certified or with Signature Confirmation. Mail for which return receipt service is requested must be endorsed "Return Receipt Requested". The endorsement must be placed above the delivery address and to the right of the return address. For purposes of computing postage, the weight of the return receipt is excluded from the weight of the mailpiece. The mailpiece must bear the return address of either the mailer or mailer's agent.

After Mailing

The mailer may request a delivery record after mailing by completing a Form 3811-A, attaching the proper postage, and sending the request to any post office. The USPS provides the mailer information from the delivery record, including to whom the mail was delivered and the date of delivery.

RATES

DMM 503.6.1

Fee, in addition to postage and other fees, per mailpiece:	
Type	Fee
Requested at time of mailing showing to whom, signature, date, and addressee's address (if different)	\$1.85
Requested at time of mailing (Receive electronically)	\$1.35
Requested after mailing (will show only to whom and date delivered). Use form 3811-A; receive by fax, mail or email.	\$3.45

RESTRICTED DELIVERY

DMM 503.7.0

Restricted delivery service permits a mailer to direct delivery only to the addressee or addressee's authorized agent. The addressee must be an individual specified by name. Restricted delivery may be obtained only for COD mail, mail insured for more than \$50, registered mail, or certified mail. It is also available on Package Services when purchased at the time of mailing with COD or insured mail (for more than \$50) service. Note: it is not available for Express Mail. Mail for which restricted delivery service is requested must be endorsed "Restricted Delivery." The endorsement must be placed above the address and to the right of the return address. If a return receipt is requested, the correct block of Form 3811 must be checked to show that restricted delivery is required.

Mail marked "Restricted Delivery" is delivered only to the addressee or to the person authorized in writing as the addressee's agent (using Form 3801 or by letter to the Postmaster or by entering the name of the person designated in the "Deliver article to" block on Form 3849). Other exceptions are listed in DMM 503.7.4 and include mail addressed to famous personalities, prison inmates, and some government officials. Mail addressed to minors or persons under guardianship may be delivered to their parents or guardians.

When mail is addressed to two or more persons jointly (as shown by the word "and" or symbol "&" connecting their names), all addressees or their agents are notified to be present to accept delivery together. The delivery receipt obtained and the return receipt, if any, must be signed by all joint addressees or their agents.

Either person may sign for mail addressed to one person in care of another.

RATES

DMM 503.7.1.1

Fee, per item, in addition to postage and other fees: \$3.70

RETURN RECEIPT FOR MERCHANDISE

DMM 503.8

Return receipt for merchandise service is a form of return receipt service that provides the sender with a mailing receipt and a return receipt, and a delivery record is maintained by the Postal Service. No record is kept at the office of mailing. Mail using this service is dispatched and handled in transit as ordinary mail. A Return Receipt for Merchandise may not be requested after mailing and restricted delivery service is not available. Return receipt for merchandise service also supplies the recipient's actual delivery address if it is different than the address used by the sender. It is available for **merchandise** sent at the First-Class, Priority, Package Services (parcel post, bound printed matter, Special Standard Mail, and Library Mail) postage rates. This service may not be used on international mail. Form 3804 is used for return receipt for merchandise service. The form (the numbered part of the gummed label) and the endorsement "Return Receipt Requested" must be placed above the address and to the right of the return address. The name of the person to whom the return receipt is to be returned must be the same as that of the sender. If the standards are met and additional fees paid, this service may be combined with Delivery Confirmation, Insurance (up to \$50), Parcel airlift service (PAL) or Special handling.

RATES

DMM 503.8.1.1

Fee, in addition to postage and other fees, per mailpiece:	
Type	Fee
Showing to whom, signature, date, and addressee's address (if different)	\$3.15

FORM 3804

RETURN RECEIPT
FOR MERCHANDISE

WAIVER OF SIGNATURE
 I wish delivery to be made without obtaining signature of the addressee or the addressee's agent. I authorize the delivery employee to sign that the shipment was delivered and understand that the signature of the delivery employee will constitute valid proof of delivery.

CUSTOMER SIGNATURE

U.S. Postal Service
RETURN RECEIPT FOR MERCHANDISE
(Domestic Mail Only; No Insurance Coverage Provided)

OFFICIAL USE

Postage	\$	
Return Receipt for Merchandise Fee (Endorsement Required)		
Special Handling Fee		
Total Postage & Fees	\$	

Waiver of Signature YES NO

Sent To
 Street, Apt. No.,
 or PO Box No.
 City, State, ZIP+4

Postmark Here

PS Form 3804, May 2001
See Reverse for Instructions

DELIVERY CONFIRMATION

Delivery Confirmation service provides the mailer with information about the date and time an article was delivered and, if delivery was attempted but not successful, the date and time of the delivery attempt. This service is available only at time of mailing. It does not include insurance but insurance may be purchased as an additional service. It is available for First-Class Mail machinable parcels (with no minimum weight), for all Priority Mail and for Package Services parcels. There are additional requirements including that the surface area of the address side of the parcel must be large enough to contain completely and legible the delivery address, the return address, postage, endorsements and extra service labels. This service is not available for First-Class Mail letters and flats; nor is it available to APO/FPOs.

It may be combined with COD, Insured Mail, Registered Mail, Return Receipt for Merchandise, Special Handling, and with restricted delivery and/or return receipt if purchased with insurance for more than \$50, COD, or registry service. The green label Form 152 is used with the retail option.

FEES

First-Class mail		
Retail	\$0.60	
Electronic	0.14	
Priority Mail		
Retail	\$0.50	
Electronic	0.00	
Package Services		
Retail	\$0.60	
Electronic	0.14	

FORM PS 152

United States Postal Service®

DELIVERY CONFIRMATION™



0305 0630 0003 7411 8092

U.S. Postal Service™ Delivery Confirmation™ Receipt

Postage and Delivery Confirmation fees must be paid before mailing.

Article Sent To: (to be completed by mailer)

(Please Print Clearly)

Postmark
Here

POSTAL CUSTOMER:
Keep this receipt. For Inquiries:
Access internet web site at
www.usps.com®
or call 1-800-222-1811

CHECK ONE (POSTAL USE ONLY)

Priority Mail™ Service

First-Class Mail® parcel

Package Services parcel

PS Form 152, May 2002

(See Reverse)

SIGNATURE CONFIRMATION

PS 503.10

Signature Confirmation service provides the mailer with information about the date and time an article was delivered and, if delivery was attempted but not successful, the date and time of the delivery attempt. A delivery record, including the recipient's signature is maintained by the USPS and is available, via fax or mail, upon request. No acceptance record is kept at the office of mailing for a specified period of time. This service is available only at the time of mailing. Insurance is not included but may be purchased as an additional service. It is available for First-Class Mail machinable parcels (with no minimum weight), for all Priority Mail and for Package Services parcels. There are additional requirements including that the surface area of the address side of the parcel must be large enough to contain completely and legibly the delivery address, the return address, postage, endorsements and extra service labels. This service is not available for First-Class Mail letters and flats; nor is it available to APO/FPOs. It may be combined with COD, Insured mail, registered mail, restricted delivery (if purchased with insurance for more than \$50, COD, or registry service), and special handling.

Customers who waive the signature requirement must accept the delivery employee's signature and date of delivery as proof of delivery. Waiver of signature is not available when Signature Confirmation is combined with other extra services.

NOTE: Some statutes and regulations governing the mailing of documents with legal significance may **require** the use of Certified Mail or Registered Mail rather than Signature Confirmation.

FEES:

First-Class mail	
Retail	\$1.90
Electronic	1.35
Priority Mail	
Retail	\$1.90
Electronic	1.35
Package Services	
Retail	\$1.90
Electronic	1.35

PS Form 153

United States Postal Service SIGNATURE CONFIRMATION™	 2301 0640 0000 9235 3176	<input type="checkbox"/> WAIVER OF SIGNATURE If addressee or addressee's agent is not available to sign for delivery, I authorize that the delivery employee's signature constitutes valid proof of delivery, if the item can be left in a secure location.	CUSTOMER SIGNATURE SIGNATURE CONFIRMATION NUMBER: 2301 0640 0000 9235 3176
U.S. Postal Service Signature Confirmation Receipt			
Postage and Signature Confirmation fees must be paid before mailing.			
Article Sent To: (To be completed by mailer)			
(Please Print Clearly)			
_____ _____ _____			
		Postmark Here	POSTAL CUSTOMER: Keep this receipt. For Inquiries: Access internet web site at www.usps.com or call 1-800-222-1811
			CHECK ONE (POSTAL USE ONLY) <input type="checkbox"/> Priority Mail <input type="checkbox"/> Package Services
PS Form 153, February 2001			(See Reverse)

COLLECT ON DELIVERY (COD) MAIL

DMM 503.11

Customers may mail an article for which they have not been paid, or have been paid only part of the charges, or to collect only the costs of the mailing. These charges will be collected from the addressee and remitted to the mailer. The recipient may pay either by cash or by check payable to the mailer. The recipient decides how he'll pay - **the mailer cannot specify cash payment only.** If the recipient pays by check, the check is to be made payable to the mailer and the USPS will forward that check to the mailer. If the recipient pays by cash, a postal money order will be sent to the mailer. The amount to be collected cannot exceed \$1000. COD service provides the mailer with a mailing receipt, and a delivery record is maintained by the Postal Service for a specified period of time.

The COD fee is determined by the amount to be collected or the amount of insurance coverage desired, whichever is higher. COD fees are in addition to postage fees. Express Mail, First-Class Mail, Priority Mail, and Package Services (Parcel Post, Bound Printed Matter, Special Standard Mail, and Library Mail) may be sent as COD if:

- a. the mail has the complete names and addresses of the sender and addressee
- b. the goods shipped are ordered by the addressee

a. the mailer guarantees to pay any return postage, unless otherwise specified on the mail.

Return receipt and restricted delivery services are available for COD. Restricted delivery is not available with Express Mail COD.

DMM 503.11.2.6 contains a list of ineligible matter (including anything to or from an APO/FPO). The COD tag, PO 3816, must be completely filled out by the mailer. The tag is applied to the article. The COD stamp should also be used. Postage and fees must be prepaid. The mailer may include in the charges to be remitted, the postage and COD fees. The COD fee will be based on the total amount due the sender or insurance coverage desired.

RATES

Fee, in addition to postage and other fees	
Amount to be collected or insurance coverage desired	Fee
\$0.01 to \$50	\$4.75
50.01 to 100	5.80
100.01 to 200	6.85
200.01 to 300	7.90
300.01 to 400	8.95
400.01 to 500	10.00
500.01 to 600	11.05
600.01 to 700	12.10
700.01 to 800	13.15
800.01 to 900	14.20
900.01 to 1000	15.25
Restricted delivery	3.70
Notice of nondelivery	3.15
Alteration of COD charges or designation of new addressee	3.15
Registered COD	4.20
Fee for registered COD is as shown regardless of insurance value.	

COD EXAMPLE

XYZ Corporation is mailing a CD player to Joe Jones. The CD player costs \$400. Joe has already paid \$200. XYZ Corp wants to be fully reimbursed for the additional \$200 still owed plus postal charges. The package weighs 10 pounds and is being mailed to Zone 4 (Inter-BMC, machinable Parcel Post). The mailer wants the package fully insured. Postage would be \$9.59 and the COD fee would be \$8.95. The amount due the sender would be \$218.54 (\$200.00 + \$9.59 + \$8.95). The mailer would pay \$18.54 to mail the parcel and that amount of postage would be affixed to the package. The package is fully insured for the \$400 value not just the \$200 still owed on it.

PS 3816

DELIVERY EMPLOYEE - Remove Copies 1 & 2 at Time of Delivery					
Date Returned Collect the amount shown below, if customer pays by CHECK made payable to the mailer. Check Amount \$	Collect the amount shown below if customer pays in CASH (Includes MO fee or fees). Cash Amount \$	 M458520746 COD			
<table style="width: 100%; border: none;"> <tr> <td style="width: 33%;"><input type="checkbox"/> Registered Mail</td> <td style="width: 33%;"><input type="checkbox"/> Express Mail® Service</td> <td style="width: 34%;"><input type="checkbox"/> Form 3849-D Requested</td> </tr> </table>			<input type="checkbox"/> Registered Mail	<input type="checkbox"/> Express Mail® Service	<input type="checkbox"/> Form 3849-D Requested
<input type="checkbox"/> Registered Mail	<input type="checkbox"/> Express Mail® Service	<input type="checkbox"/> Form 3849-D Requested			
Date of Mailing From:	<input type="checkbox"/> Remit COD Charges to Sender via E. pre. Mail To:	EMCA No.			
Delivered By		Date Delivered			
Date Payment Sent to Mailer		Check Number			
Date Form 3849-D Sent		MO Number(s)			
PS Form 3816 , February 2002 Copy 1 - Delivery Unit					
<table style="width: 100%; border: none;"> <tr> <td style="width: 50%; vertical-align: top;"> 1. DO NOT allow the recipient (<i>addressee or agent</i>) to examine the contents before payment. 2. DO NOT deliver this article until payment is collected. </td> <td style="width: 50%; vertical-align: top;"> 3. If payment is by check, enter check number above. 4. Have customer sign Form 3849. </td> </tr> </table>			1. DO NOT allow the recipient (<i>addressee or agent</i>) to examine the contents before payment. 2. DO NOT deliver this article until payment is collected.	3. If payment is by check, enter check number above. 4. Have customer sign Form 3849.	
1. DO NOT allow the recipient (<i>addressee or agent</i>) to examine the contents before payment. 2. DO NOT deliver this article until payment is collected.	3. If payment is by check, enter check number above. 4. Have customer sign Form 3849.				
◆ Follow proper scanning procedures for COD delivery and clearance.					

HANDLING

DMM 503.12

SPECIAL HANDLING

Special handling service provides preferential handling, but not preferential delivery, to the extent practicable in dispatch and transportation. Special handling service does not itself insure the article against loss or damage. It is available for Priority Mail, First-Class Mail, and Package Services (Parcel Post, Bound Printed Matter, Special Standard Mail, and Library Mail). It may be combined with COD, Delivery Confirmation, Insurance, PAL (for Package Services only), Return receipt for merchandise, and Signature Confirmation.

Special handling is required for parcels containing baby poultry or honeybees unless they are sent at the First-Class Mail or Priority Mail rates. The marking "Special Handling" must appear prominently above the address and to the right of the return address on each piece for which special handling service is requested.

RATES

Fee, in addition to postage and other fees, per mailpiece:	
Weight	Fee
Not more than 10 lb.	\$6.25
More than 10 lb.	8.70

PARCEL AIRLIFT (PAL) DMM 703.2.5

Parcel airlift service (PAL) provides for air transportation of parcels on a space-available basis to or from military post offices (MPOs) outside the 48 contiguous states (from the post office of origin to the appropriate port of embarkation) for onward dispatch to other overseas MPOs. PAL is available for **Standard Mail** not exceeding 30 pounds in weight or 60 inches in length and girth combined, when it is mailed at or addressed to any overseas military post office outside the 48 contiguous states. PAL parcels must be marked with the large letters "PAL" on the address side. It may be combined with Certificate of mailing, Insured mail, Restricted delivery (if insured for more than \$50), and return receipt (if insured for more that \$50) and Special Handling.

RATES

Fee, in addition to the regular surface rate of postage and other fees:

Weight	Fee
Not more than 2 pounds	\$0.45
Over 2 but not more than 3 lb.	0.90
Over 3 but not more than 4 lb.	1.30
Over 4 lb.	1.80

CLOSEOUT PROCEDURES

Each day at closing, remove dollars, checks, and coins (in full rolls only) from your cash drawer. Run a tape listing checks (checks must be made out "Postmaster" or "US Postal Service"). Enter check total on deposit slip. Show cash in whole dollars - no loose coins.

To register your deposit to the bank, make out the deposit slip in duplicate (or as required by your Finance unit). Date and initial deposit slip (put NWA on your copy of the deposit slip if there is no witness available to initial it), place money, checks and two copies of the deposit slip in an envelope addressed to your bank or as required by your District. Place the red register number (Label 200-A or Label 200-B) on the front of the envelope; fill out the register receipt PS 3806. Seal the envelope using brown Kraft water activated tape, round date the back and the front at the edge of the brown tape and initial it. Follow local security measures until dispatch.

On the 1412, made out in duplicate, enter Bird stamp sales in multiples of \$15 in AIC 091 and postage sales in AIC 090. The total of these plus any philatelic sales (092), will be entered in AIC 852 which will reduce your accountability. Enter the amount of your deposit in AIC 752. To figure your new accountability each day, enter any requisitions in AIC 841, reductions in AIC 848 or 846, total sales in 851 and compute the new total for AIC 853 - the closing balance (which will be the next day's opening balance). My office is in a small town with no bank so I have District authorization to keep \$30 in the office to enable us to make change for a customer. I currently keep 2 \$5 bills, 10 \$1 bills and a roll of quarters for a total of \$30.

Simply stated, to complete the 1412, enter all of your numbers on the right side – refunds, bank deposit, credit/debit amounts, cash retained, etc. Total the right side (AIC 800). Then enter all of your known numbers on the left side – retail sales, money orders and fees, Semi-Postal sales, box fees, etc. Subtract those numbers from your “cash accounted for” AIC 800 on the right. The remainder should be your postage sales AIC 090. Be sure to run a tape totaling each side. They must agree. Next add all of the sales (AICs 084-089, 090-092, and 094-096). That will be the total number that goes on the right side at the top as AIC 852. Subtract the amount in AIC 852 from your opening balance (AIC 840) plus any stamps received (AIC 841) to find AIC 853, your closing accountability. Be sure to carry that number forward as the Opening Balance on your next day's PS 1412. Consolidate any other individual 1412's (if any) to a unit 1412 following the same procedures. **AIC 400 and AIC 800 must always agree on the 1412.**

After completing your 1412 for the office, follow the procedures for your office to transmit the information; via SPORT or eMOVES or whatever system your office is using.

Form 17 (in duplicate) is used to order stamps. Stamps should be ordered on a schedule established by the Postmaster - preferably no more than once a week.

Retain your duplicate copies of the 1412 and Form 17 until the completion of your next audit. Audits must be done at least every four months for bargaining unit employees and at least annually for all other employees including Contract Postal Units and PMRs.

Nondenominated Postage

022

Quick Service
Guide



34 Cents
Farm Flag
Issued December 15, 2000



34 Cents
Statue of Liberty
Issued December 15, 2000



34 Cents
4 Flower
Issued December 15, 2000



1 Cent
H Stamp Make-Up Rate
Issued November 19, 1998



33 Cents
H Stamp First-Class Rate
U.S. Addresses Only
Issued November 19, 1998



10 Cents
Bicycle
Issued August 18, 1998



Purchase price, 40c; Postage value, 34c on or after January 7, 2001
Breast Cancer Research Semi-Postal
Issued July 29, 1998 (see P022)



25 Cents
Diner
Issued June 5, 1998



5 Cents
Wetlands
Issued June 5, 1998



5 Cents
Mountain
Issued March 16, 1996



15 Cents
Auto Tail Fin
Issued March 17, 1995



5 Cents
Sheep
Issued March 10, 1995
Envelope (Sizes #6 3/4 and #10)



10 Cents
Graphic Eagle
Issued March 10, 1995
Envelope (Size #10)



25 Cents
Juke Box
Issued March 17, 1995



10 Cents
Automobile
Issued March 10, 1995



5 Cents
Butte
Issued March 10, 1995



32 Cents
Love Stamp
Issued February 1, 1995



25 Cents
G Stamp Old Glory
First-Class Presort Only
Issued December 13, 1994



20 Cents
G Stamp Old Glory
Postcard Rate Only
Issued December 13, 1994



3 Cents
G Stamp Make-Up Rate
Issued December 13, 1994



32 Cents
G Stamp Old Glory
U.S. Addresses Only
Issued December 13, 1994



10 Cents
Eagle and Shield
Issued December 13, 1991

SPECIAL SERVICES

SERVICE	PROVIDES	CLASS OF MAIL	FEES (In addition to postage)
CERTIFIED MAIL	Proof of Mailing. Proof of Delivery is available for an additional fee.	First-Class Mail Priority Mail	\$2.40
REGISTERED MAIL	Our most secure method of mailing. Proof of Mailing. Proof of Delivery is available for an additional fee.	First-Class Mail Priority Mail	Fee is based on value of article.
DELIVERY CONFIRMATION	Date and time article delivered or attempted can be verified.	Priority Mail Package Services	Priority – 50¢ Package Services – 60¢ Available at no charge if Priority label printed at www.usps.com .
SIGNATURE CONFIRMATION	Provides date and time article delivered or attempted. Copy of delivery record is available.	Priority Mail Package Services	Electronic \$1.35 Manual/Retail \$1.90
INSURANCE	Provides reimbursement up to \$5000 for lost, rifled or damaged mail.	Available for merchandise only sent by any class of mail	Depends on value of article. \$1.35 for \$50 insurance.
RETURN RECEIPT FOR MERCHANDISE	Proof of mailing and a return receipt showing date and to whom delivered.	Merchandise sent by any class of mail	\$3.15
RECORDED DELIVERY	Proof of Mailing. Proof of Delivery is available for an additional fee.	International Mail only (not available to all countries)	\$2.10
RETURN RECEIPT	Shows delivery date, signature and new address, if different	Can be used with any special services mail except unnumbered insured	\$1.85 if requested at time of mailing \$3.45 if requested after mailing (provides date and to whom delivered)
EXPRESS MAIL	Guaranteed next day or second day delivery. It can be tracked through the system.	Any mailable items may be sent Express Mail	\$14.40 for up to 8 oz. Or if mailed in flat rate envelope for Post Office to addressee

Ancillary Service Endorsements

For a detailed description of USPS actions, see F010.

Mailer Endorsement and USPS Action	Priority Mail and First-Class Mail	Standard Mail	Package Services
Address Service Requested			
<i>Forwarding and return. New separate address notification provided.</i>			
Months 1 through 12: mailpiece forwarded; separate notice of new address provided (manual \$0.70, electronic \$0.20 each).	Forwarded at no charge.	Forwarded at no charge.	Forwarded locally at no charge; out of town as postage due.
Months 13 through 18: mailpiece returned with new address attached.	Returned at no charge.	Weighted fee charged. ¹	Return postage charged at appropriate single-piece rate.
After 18 months or if undeliverable at any time; mailpiece returned with reason for nondelivery attached.	Returned at no charge.	Weighted fee charged. ¹	Returned if undeliverable or if addressee refused to pay postage due. Forwarding (where attempted) and return postage charged at appropriate single-piece rate.
Return Service Requested			
<i>No forwarding, only return. New address notification provided.</i>			
Mailpiece returned with new address or reason for nondelivery attached.	No charge.	Appropriate single-piece First-Class Mail or Priority Mail rate charged.	Return postage charged at appropriate single-piece rate.
Change Service Requested²			
<i>No forwarding or return. New address notification provided.</i>			
Separate notice of new address or reason for nondelivery provided; mailpiece disposed of by USPS.	Manual notice: N/A Electronic notice: \$0.20 each.	Manual notice: \$0.70 each. Electronic notice: \$0.20 each.	Manual notice: \$0.70 each. Electronic notice: \$0.20 each.
Forwarding Service Requested			
<i>Forwarding and return. New address notification provided only with return.</i>			
Months 1 through 12: mailpiece forwarded.	Forwarded at no charge.	Forwarded at no charge.	Forwarded locally at no charge; out of town as postage due.
Months 13 through 18: mailpiece returned with new address attached.	Returned at no charge.	Weighted fee charged. ¹	Return postage charged at appropriate single-piece rate.
After 18 months or if undeliverable at any time; mailpiece returned with reason for nondelivery attached.	Returned at no charge.	Weighted fee charged. ¹	Returned if undeliverable or if addressee refused to pay postage due. Forwarding (where attempted) and return postage charged at appropriate single-piece rate.
Temp—Return Service Requested			
Piece returned with new address or reason for nondelivery attached. If temporary change of address, piece forwarded; no separate notice of temporary change of address provided.	No charge.	N/A	N/A
No Endorsement	Same as USPS	Mailpiece disposed of by USPS	Same as USPS action for "Forwarding Service Requested," except Round