

United States Postal Service
Postage Statement—Standard Mail

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

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 <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. 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 <input type="checkbox"/> Mailpiece is a product sample. _____ % samples	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: <input type="checkbox"/> Ancillary Service Endorsement <input type="checkbox"/> NCOALink <input type="checkbox"/> ACS <input type="checkbox"/> Alternative Method <input type="checkbox"/> Multiple <input type="checkbox"/> One Code ACS <input type="checkbox"/> n/a Alternative Address Format							

Postage	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"/> Letter-size or flat mailpiece contains DVD/CD or other disk.	1 Subtotal Postage (Add Parts Totals)
	2 Price at Which Postage Affixed (Check one). Complete if the mailing includes pieces bearing metered/PC Postage or precanceled stamps. <input type="checkbox"/> Correct <input type="checkbox"/> Lowest <input type="checkbox"/> Neither _____ pcs. x \$ _____ = Postage Affixed	-
	3	Incentive/Discount Flat Dollar Amount: -
	4	Fee Flat Dollar Amount: +
5	Permit # _____ Net Postage Due (Line 1 +/- Lines 2, 3, 4)	

USPS Use	Additional Postage Payment (State reason)	
	For postage affixed, add additional payment to net postage due; for permit imprint add additional payment to total postage.	Total Adjusted Postage Affixed
	Postmaster: Report Total Postage in AIC 130 (Permit Imprint Only, Excluding Simplified Addressing (EDDM))	Total Adjusted Postage Permit Imprint
Postmaster: Report Total Postage in AIC 208 (Simplified Addressing (EDDM), Permit Imprint Only)	Total Adjusted Postage Simplified Addressing (EDDM)	

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. <i>Privacy Notice: For information regarding our Privacy Policy visit www.usps.com.</i>
Signature of Mailer or Agent	Printed Name of Mailer or Agent Signing Form Telephone

USPS Use Only To be completed in non-PostalOne! 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	USPS Use Only To be completed in non-PostalOne! 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 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)	Date Mailer Notified Contact	
	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	\$0.247					
A2	None	3-Digit	0.266					
A3	None	AADC	0.266					
A4	None	Mixed AADC	0.282					
A5	DNDC	5-Digit	0.214					
A6	DNDC	3-Digit	0.233					
A7	DNDC	AADC	0.233					
A8	DNDC	Mixed AADC	0.249					
A9	DSCF	5-Digit	0.204					
A10	DSCF	3-Digit	0.223					
A11	DSCF	AADC	0.223					

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	\$0.092				\$0.752						
A13	None	3-Digit	0.111				0.752						
A14	None	AADC	0.111				0.752						
A15	None	Mixed AADC	0.127				0.752						
A16	DNDC	5-Digit	0.092				0.591						
A17	DNDC	3-Digit	0.111				0.591						
A18	DNDC	AADC	0.111				0.591						
A19	DNDC	Mixed AADC	0.127				0.591						
A20	DSCF	5-Digit	0.092				0.543						
A21	DSCF	3-Digit	0.111				0.543						
A22	DSCF	AADC	0.111				0.543						

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 A Total (Add lines A1-A22)

Full Service Intelligent Mail Option

A24	DISPLAY ONLY	Letters - Number of Pieces that Comply _____ x \$0.001 =	
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* May contain both Full Service Intelligent Mail and other discount - see Instructions page for additional information.

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	\$0.274					
B2	None	Mixed AADC	0.290					
B3	DNDC	AADC	0.241					
B4	DNDC	Mixed AADC	0.257					
B5	DSCF	AADC	0.231					

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	\$0.408					
B7	None	3-Digit	0.503					
B8	None	ADC	0.537					
B9	None	Mixed ADC	0.632					
B10	DNDC	5-Digit	0.375					
B11	DNDC	3-Digit	0.470					
B12	DNDC	ADC	0.504					
B13	DNDC	Mixed ADC	0.599					
B14	DSCF	5-Digit	0.365					
B15	DSCF	3-Digit	0.460					
B16	DSCF	ADC	0.494					

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	\$0.257				\$0.752						
B18	None	3-Digit	0.335				0.752						
B19	None	ADC	0.387				0.752						
B20	None	Mixed ADC	0.429				0.752						
B21	DNDC	5-Digit	0.257				0.591						
B22	DNDC	3-Digit	0.335				0.591						
B23	DNDC	ADC	0.387				0.591						
B24	DNDC	Mixed ADC	0.429				0.591						
B25	DSCF	5-Digit	0.257				0.543						
B26	DSCF	3-Digit	0.335				0.543						
B27	DSCF	ADC	0.387				0.543						

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	\$0.189					
C2	None	High Density Plus	0.199					
C3	None	High Density	0.202					
C4	None	Basic	0.279					
C5	DNDC	Saturation	0.156					
C6	DNDC	High Density Plus	0.166					
C7	DNDC	High Density	0.169					
C8	DNDC	Basic	0.246					
C9	DSCF	Saturation	0.146					
C10	DSCF	High Density Plus	0.156					
C11	DSCF	High Density	0.159					
C12	DSCF	Basic	0.236					

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

	Entry	Price	No. of Pieces	Subtotal Postage	Discount Total	Fee Total	Total Postage
C13	None	\$0.189					
C14	DNDC	0.156					
C15	DSCF	0.146					

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
C16	None	Saturation	\$0.201					
C17	None	High Density Plus	0.224					
C18	None	High Density	0.228					
C19	None	Basic	0.279					
C20	DNDC	Saturation	0.168					
C21	DNDC	High Density Plus	0.191					
C22	DNDC	High Density	0.195					
C23	DNDC	Basic	0.246					
C24	DSCF	Saturation	0.158					
C25	DSCF	High Density Plus	0.181					
C26	DSCF	High Density	0.185					
C27	DSCF	Basic	0.236					

* May contain both Full Service Intelligent Mail and other discount - see Instructions page for additional information.

Part C continued next page

Standard Mail

Part C - Continued

Carrier Route Letters

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

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

	Entry	Price	No. of Pieces	Subtotal Postage	Discount Total	Fee Total	Total Postage
C28	None	\$0.189					
C29	DNDC	0.156					
C30	DSCF	0.146					

(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
C31	None	Saturation	\$0.063				\$0.609						
C32	None	High Density Plus	0.073				0.609						
C33	None	High Density	0.076				0.609						
C34	None	Basic	0.135				0.699						
C35	DNDC	Saturation	0.063				0.448						
C36	DNDC	High Density Plus	0.073				0.448						
C37	DNDC	High Density	0.076				0.448						
C38	DNDC	Basic	0.135				0.538						
C39	DSCF	Saturation	0.063				0.400						
C40	DSCF	High Density Plus	0.073				0.400						
C41	DSCF	High Density	0.076				0.400						
C42	DSCF	Basic	0.135				0.490						

(Automation) Letters with Simplified Addressing (EDDM) 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
C43	None	\$0.063				\$0.609						
C44	DNDC	0.063				0.448						
C45	DSCF	0.063				0.400						

* May contain both Full Service Intelligent Mail and other discount - see Instructions page for additional information.

Part C continued next page

Standard Mail

Part C - Continued

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

Carrier Route Letters

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
C46	None	Saturation	\$0.075			\$0.609						
C47	None	High Density Plus	0.098			0.609						
C48	None	High Density	0.102			0.609						
C49	None	Basic	0.135			0.699						
C50	DNDC	Saturation	0.075			0.448						
C51	DNDC	High Density Plus	0.098			0.448						
C52	DNDC	High Density	0.102			0.448						
C53	DNDC	Basic	0.135			0.538						
C54	DSCF	Saturation	0.075			0.400						
C55	DSCF	High Density Plus	0.098			0.400						
C56	DSCF	High Density	0.102			0.400						
C57	DSCF	Basic	0.135			0.490						

Nonautomation Letters with Simplified Addressing (EDDM) 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
C58	None	\$0.075			\$0.609						
C59	DNDC	0.075			0.448						
C60	DSCF	0.075			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.

Part C Total (Add lines C1-C60)

Full Service Intelligent Mail Option

C62	DISPLAY ONLY	Letters - Number of Pieces that Comply _____ x 0.001 =	<input type="text"/>
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* May contain both Full Service Intelligent Mail and other discount - see Instructions page for additional information.

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	\$0.362					
D2	None	3-Digit	0.455					
D3	None	ADC	0.501					
D4	None	Mixed ADC	0.511					
D5	DNDC	5-Digit	0.329					
D6	DNDC	3-Digit	0.422					
D7	DNDC	ADC	0.468					
D8	DNDC	Mixed ADC	0.478					
D9	DSCF	5-Digit	0.319					
D10	DSCF	3-Digit	0.412					
D11	DSCF	ADC	0.458					

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	\$0.207				\$0.751						
D13	None	3-Digit	0.300				0.751						
D14	None	ADC	0.346				0.751						
D15	None	Mixed ADC	0.356				0.751						
D16	DNDC	5-Digit	0.207				0.590						
D17	DNDC	3-Digit	0.300				0.590						
D18	DNDC	ADC	0.346				0.590						
D19	DNDC	Mixed ADC	0.356				0.590						
D20	DSCF	5-Digit	0.207				0.542						
D21	DSCF	3-Digit	0.300				0.542						
D22	DSCF	ADC	0.346				0.542						

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 D Total (Add lines D1-D22)

Full Service Intelligent Mail Option

D24	DISPLAY ONLY	Flats - Number of Pieces that Comply _____ x \$0.001 =	
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* May contain both Full Service Intelligent Mail and other discount - see Instructions page for additional information.

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					
E2	None	3-Digit					
E3	None	ADC					
E4	None	Mixed ADC					
E5	DNDC	5-Digit					
E6	DNDC	3-Digit					
E7	DNDC	ADC					
E8	DNDC	Mixed ADC					
E9	DSCF	5-Digit					
E10	DSCF	3-Digit					
E11	DSCF	ADC					

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				\$0.751						
E13	None	3-Digit				0.751						
E14	None	ADC				0.751						
E15	None	Mixed ADC				0.751						
E16	DNDC	5-Digit				0.590						
E17	DNDC	3-Digit				0.590						
E18	DNDC	ADC				0.590						
E19	DNDC	Mixed ADC				0.590						
E20	DSCF	5-Digit				0.542						
E21	DSCF	3-Digit				0.542						
E22	DSCF	ADC				0.542						

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*	\$0.201					
F2	None	High Density Plus	0.224					
F3	None	High Density	0.228					
F4	None	Basic	0.279					
F5	DNDC	Saturation*	0.168					
F6	DNDC	High Density Plus	0.191					
F7	DNDC	High Density	0.195					
F8	DNDC	Basic	0.246					
F9	DSCF	Saturation*	0.158					
F10	DSCF	High Density Plus	0.181					
F11	DSCF	High Density	0.185					
F12	DSCF	Basic	0.236					
F13	DDU	Saturation*	0.149					
F14	DDU	High Density Plus	0.172					
F15	DDU	High Density	0.176					
F16	DDU	Basic	0.227					
F17	Detached Address Label		0.031					
F18	Detached Marketing Label		0.031					

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

	Entry	Price	No. of Pieces	Subtotal Postage	Discount Total	Fee Total	Total Postage
F19	None*	\$0.201					
F20	DNDC*	0.168					
F21	DSCF*	0.158					
F22	DDU*	0.149					
F23	Detached Address Label	0.031					
F24	Detached Marketing Label	0.031					

** May contain both Full Service Intelligent Mail and other discount - see Instructions page for additional information.

Part F continued next page

Standard Mail

Part F - Continued

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

Carrier Route Flats

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
F25	None	Saturation*	\$0.075			\$0.609						
F26	None	High Density Plus	0.098			0.609						
F27	None	High Density	0.102			0.609						
F28	None	Basic	0.135			0.699						
F29	DNDC	Saturation*	0.075			0.448						
F30	DNDC	High Density Plus	0.098			0.448						
F31	DNDC	High Density	0.102			0.448						
F32	DNDC	Basic	0.135			0.538						
F33	DSCF	Saturation*	0.075			0.400						
F34	DSCF	High Density Plus	0.098			0.400						
F35	DSCF	High Density	0.102			0.400						
F36	DSCF	Basic	0.135			0.490						
F37	DDU	Saturation*	0.075			0.357						
F38	DDU	High Density Plus	0.098			0.357						
F39	DDU	High Density	0.102			0.357						
F40	DDU	Basic	0.135			0.447						
F41	Detached Address Label		0.031									
F42	Detached Marketing Label		0.031									

Flats with Simplified Addressing (EDDM) 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
F43	None*	\$0.075			\$0.609						
F44	DNDC*	0.075			0.448						
F45	DSCF*	0.075			0.400						
F46	DDU*	0.075			0.357						
F47	Detached Address Label	0.031									
F48	Detached Marketing Label	0.031									

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.

* Full Service Intelligent Mail Option Not Available

Part F Total (Add lines F1-F48)

Full Service Intelligent Mail Option

F50	DISPLAY ONLY	Flats - Number of Pieces that Comply _____ x \$0.001 =	
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** May contain both Full Service Intelligent Mail and other discount - see Instructions page for additional information.

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		\$1.063			
G2	None	Mixed NDC		1.477			
G3	DNDC	5-Digit		0.637			
G4	DNDC	SCF		0.705			
G5	DNDC	NDC		1.017			
G6	DSCF	5-Digit		0.588			
G7	DSCF	SCF		0.656			
G8	DDU	5-Digit		0.551			
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	\$0.850				\$1.034						
G11	None	Mixed NDC	1.264				1.034						
G12	DNDC	5-Digit	0.470				0.811						
G13	DNDC	SCF	0.538				0.811						
G14	DNDC	NDC	0.850				0.811						
G15	DSCF	5-Digit	0.470				0.572						
G16	DSCF	SCF	0.538				0.572						
G17	DDU	5-Digit	0.470				0.393						
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 - Simple Samples

	Price Category	Price	No. of Pieces	Subtotal Postage	Discount Total	Fee Total	Total Postage
H1	Targeted Small						
H2	Targeted Large						
H3	Every Door (Saturation) Small						
H4	Every Door (Saturation) Large						
H5	Detached Address Label						
H6	Detached Marketing Label						

Pallet Fee

	Entry Point	Pallet Type	No. of Pallets	Price	Total Postage
H7	DSCF	5-Digit		\$34.750	
H8	DNDC	5-Digit		74.168	
H9	DNDC	3-Digit		45.614	

Carton/Sack Fee

	Pallet Type	No. of Cartons	Price	Total Postage
H10	3-Digit Pallet with 5-Digit Cartons/Sacks		\$6.212	

Part H Total (Add lines H1-H10)

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	\$0.00		

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	Subtotal Postage	Discount Total	Total Postage
S4	USPS Tracking/Delivery Confirmation (<i>electronic only</i>)*	\$0.20				
S5	Insurance (<i>bulk only</i>)*					
S7	Restricted Delivery	4.75				
S10	Return Receipt for Merchandise*	4.10				
S17	Picture Permit Imprint	0.02				
S19	Certificate of Bulk Mailing (Form 3606)					

* parcels only

Part S Total (Add lines S4-S19)

Standard Mail - Instructions

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.

Standard Mail - Instructions

Further Information About Discount Total Column

Until January 2014, mailings that qualify for Full Service Intelligent Mail Option will report the discount in the Discount Total column of each line of the postage statement. The Full Service Intelligent Mail Option lines are for display and data gathering purposes only.

When there is a Full Service discount but no other incentive discount, the Full Service discount is reported directly in the Discount Total column.

When there is both a Full Service discount and an incentive discount, the Discount Total must include both discounts so it must be calculated in an offline calculation with the resulting value reported in the Discount Total column. The calculation is performed as follows:

The Subtotal Postage (SP) amount is not affected and is calculated in the usual way. The Discount Total (DT) is calculated by, first, determining the Full Service discount (FSD) by multiplying the number of Full Service pieces by the per-piece Full Service discount. Then you must calculate the Incentive Discount (ID) by subtracting the Full Service discount (FSD) from the Subtotal Postage (SP) and multiplying the result by the Incentive Discount percentage (ID%) expressed in decimal form, such as .02. Then add the Full Service discount (FSD) and the Incentive Discount (ID) to get the Discount Total (DT).

This calculation can be expressed as an equation as follows:

$$DT = FSD + ID \quad \text{or} \quad DT = FSD + ((SP - FSD) \times ID\%)$$

Information: For more information on mailing standards, prices, and fees please go to Postal Explorer at pe.usps.com.