

**Publication 401**

**Guide to the Manifest Mailing System**

**July 2024**

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## Summary of Publication 401 Changes

| <b>Chapter/Exhibit Changes</b>                           | <b>Action</b> | <b>Description of Change</b>   |
|--|---------------|--------------------------------|
| <b>July 2024</b>   |               |                                |
| Table 6-2a<br>Price Category Codes<br>— First-Class Mail |               | <b>ADDED Codes<br/>Page 22</b> |
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| Table 6-2b<br>Price Category Codes<br>— First-Class Mail |               | <b>ADDED Codes<br/>Page 23</b> |
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# Chapter 1

## Manifest Mailing — The Basics

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### 1-1 What Is Manifest Mailing?

- 1-1.1 Manifest mailing is an automated system that allows a mailer to document postage and fees for all pieces in a mailing paid via permit imprint indicia. Each piece in the mailing is assigned a unique identification number that may be compared with the manifest. Using a permit imprint indicium eliminates the need to affix postage (metered or stamped). The Manifest Mailing System (MMS) may be used to pay domestic or international postage, as well as fees for extra services.
- 1-1.2 To participate in the MMS program, the mailer must develop or use a computerized system that generates documentation to support mailings. This documentation must meet postal standards for format, completeness, accuracy, timeliness, and proper payment of postage.
- 1-1.3 Beginning January 2024, all postage statements and manifest documentation must be submitted electronically.
- 1-1.4 Manifest mailing agreements will only be issued for **90 days** at which time a mailer will migrate to Full-Service mail preparation. Customers who submit letters and flats will migrate to Full-Service preparation. Customers who submit parcels will migrate to USPS SHIP.

### 1-2 Getting Started

To set up and maintain an MMS, the mailer will need to:

- 1-2.1 Plan, develop, test, and install a computer system in-house or acquire a system from a vendor, including systems that are Internet based.
- 1-2.2 Develop and administer effective quality control procedures that ensure the integrity of the system (see chapter 3).
- 1-2.3 Enhance or modify the system as necessary to allow for adjustments, such as changes in postage prices, presort requirements, or zones.
- 1-2.4 Mailer must have the ability to reconcile any undocumented mail pieces of the mailer's scorecard at the end of each month.

### 1-3 What May Be Manifested

- 1-3.1 All classes of domestic mail, except Periodicals, qualify for manifest mailing under the standards in this publication.

- 1-3.2 Manifesting for International mail is limited to First-Class Mail International™ and Priority Mail International™. If USPS supplied Global Shipping Software (GSS) is used, International Priority Airmail (IPA) or International Surface Airlift (ISAL) may also be manifested.
- 1-3.3 Consult *Mailing Standards of the United States Postal Service*, Domestic Mail Manual (DMM®) and *Mailing Standards of the United States Postal Service*, International Mail Manual (IMM®) for the requirements for eligibility, mail preparation, processing categories, price markings, and endorsements.

## 1-4 Minimum Volume Requirements

- 1-4.1 **The minimum volume for each manifest mailing is 50 pounds of mail. Presorted mailings require additional volume, based on the mailing standards of the DMM** for each class and processing category.
- 1-4.2 For single-piece price mail processing categories of domestic and international mail may be applied toward meeting the 50-piece or 50-pound minimum if presented to the Postal Service™ for acceptance at the same time and reported on the same manifest. **Note.** The international and domestic manifests must be presented at the same time. The total of both single piece manifests must meet the minimum volume in 1-4.1.

## 1-5 Exceptions to the Minimum Volume Requirements

- 1-5.1 Certain types of presorted mailings require different piece or weight minimums (such as 500 pieces for a Presorted First-Class Mail® mailing).
- 1-5.2 A Registered Mail™ or Registered Mail Collect on Delivery (COD) manifest mailing, which by standard requires a separate manifest listing, may contain fewer than 50-pieces or 50-pounds of mail if presented at the same time with another manifest mailing that meets the minimum volume requirements.
- 1-5.3 The residual portion of a presorted manifest is not required to meet an additional minimum volume when presented with the presort manifest.
- 1-5.4 Mailings consisting of pieces that weigh less than 1 pound but are paid for at the single-piece 1-pound price and have a minimum of 50 pieces, are eligible as a permit imprint manifest mailing.
- 1-5.5 Letters and Flats only-*PostalOne!* supports the submission of electronic documentation (Mail.dat or Mail.XML) for single-piece mail from volumes as low as a one mailpiece. Alternatively, residual single piece mail can be included in the same electronic documentation submission with the presorted portion of the mailing. When presort mailings are presented, the electronic documentation should include at least the required minimum number of pieces for the mail class for presort eligibility. *PostalOne!* supports the submission of electronic documentation (Mail.dat or Mail.XML) for single-piece mail from volumes as low as one mailpiece (letters and flats only). Residual single piece mail can be included in the same electronic documentation submission with the presorted portion of the mailing. When presort mailings are presented, the electronic documentation must include the required minimum number of pieces for the mail class and presort eligibility.



## 1-6 Mailpiece Identification Numbers

- 1-6.1 In a manifesting system, each mailpiece is identified either with a unique identification number or with a keyline containing a unique identification number and price information about the piece.
- 1-6.2 The identification number may be shown as a barcode, but if a barcode is used, the identification number must also be shown in human-readable characters.

## 1-7 Determining Piece Weights

Accurate piece weights are required to ensure proper postage payment.

- 1-7.1 Piece weights may be determined by scales or by a method of predetermining the weights.
- 1-7.2 If scales are used, they must be zero-balanced daily and maintained to the manufacturer's specifications.
- 1-7.3 For predetermined weights, a written explanation of how the piece weights are calculated is required. Weights must be updated when new shipments are received, suppliers are changed, or items are added to the inventory.
- 1-7.4 There is an option to overstate piece weights to prevent the underpayment of postage when using predetermined weights. To avoid underpayment of postage for pieces at or near the weight or price break point, the mailer may overstate the weight and postage. When this occurs, the actual postage will be recorded as the same as the manifest postage during postage sampling, and these pieces will not be charged as incorrect. If this option is chosen, it will be included in the district authorization letter or Manager, Business Acceptance Performance (MBAP) authorization. (See **Exhibit 4A through 4B**)

The postage or weight for each piece is recorded on the manifest by the computer. The weights must be reported to two decimal places for Priority Mail, Parcel Select, Bound Printed Matter, Media Mail, and Library Mail prices. For all other mailpieces, express all single-piece weights in decimal pounds rounded off to four decimal places. If the manifest document cannot report to four decimal places, the Postal Service will consider the additional digits as zeros for computation purposes.

- 1-7.5 Piece weights for some prices may be shown as rounded to whole numbers, and the postage would not be affected. For example, a weight of 2.2545 pounds for a piece could be shown on the manifest as 2.25 or 3.00, and the price would be the same.
- 1-7.6 If the weights are rounded to whole numbers, then the actual total weight of the mailing must be shown on the postage statement, except if the mailing is prepared according to 1-5.6, and then the weight reported on the postage statement would be the rounded weight. If it is a plant-verified drop shipment mailing, the actual weight must also be shown on PS Form 8125, *Plant-Verified Drop Shipment (PVDS) Verification and Clearance*. **USPS preferred method of documentation for Drop Shipments is electronic 8125 utilizing eInduction.** Information about eInduction can be located on PostalPro.  
<https://postalpro.usps.com/mailing/einduction>

- 1-7.7 Priority Mail, USPS Ground Advantage, Parcel Select Destination Entry (PSDE), and Priority Mail® dimensional weight pieces have a calculated weight on which postage is based. Both actual weight and the postage-based weight must be reflected on the manifest.

## 1-8 Types of Manifest Formats

- 1-8.1 *Itemized Processing.* Each piece of mail is individually listed by unique identification number, weight, and other pertinent information (see chapter 5). This option is not available for First-Class Mail presorted letter-size mailings and piece price USPS Marketing Mail® letter-size mailings.
- 1-8.2 *Batch Processing.* The mailing is divided into groups of mailpieces with consecutive identification numbers. Only the identification numbers of the first and last pieces of each group are listed, along with the piece count and the total postage charges for the entire batch. This method is limited to piece and piece/pound price letter-size and flat-size mailings (see chapter 6).

## 1-9 Verifying the Accuracy of the MMS

The Postal Service verifies the accuracy of the MMS by selecting mailpieces at random and comparing the pieces with the manifest.

- 1-9.1 If the sampling indicates that the total postage or total weight of the pieces sampled is understated by more than 1.5 percent, the Postal Service adjusts the total postage for the mailing accordingly.
- 1-9.2 If postage is overstated by more than 1.5 percent, no postage adjustments are made. (See **Exhibit 22** for examples of these calculations.)
- 1-9.3 The Postal Service uses the  $\pm 1.5$ -percent accuracy level to determine the quality of the manifest system. Continual submissions of mailings that exceed the  $\pm 1.5$ -percent accuracy level will result in suspension of MMS privileges.
- 1-9.4 The mailer has the option to rework a mailing rather than pay a postage adjustment. The entire mailing must be reprocessed and submitted with new documentation.

## 1-10 The MAC™ Program

- 1-10.1 The Postal Service has retired its voluntary program for vendors who supply manifest software. The Manifest Analysis and Certification (MAC™) program tested vendor-supplied manifesting software to determine whether it calculates postage and fees accurately and is able to produce listings of mailpieces, facsimile postage statements, and other documentation that meet applicable Postal Service standards. Software that successfully passed the MAC™ test was certified by the Postal Service. A list of approved MAC™ vendors may be obtained from the business mail entry manager or found on [postalpro.usps.com](https://postalpro.usps.com).
- 1-10.2 Using MAC™ software expedites the MMS authorization process. However, the use of the software, the equipment supporting the system (such as scales and computers), and the quality control implemented by the mailer must be reviewed at each mailer site before the system is approved by the Postal Service.
- 1-10.3 For First-Class Mail, Marketing Mail, USPS Ground Advantage, and Bound Printed Matter, documentation to support mail volume and preparation must be

produced by standardized documentation according to Domestic Mail Manual. Documentation produced by Presort Accuracy Validation and Evaluation (PAVE)-certified or Manifest Analysis and Certification (MAC™) software is considered standardized documentation.

## 1-11 Pickup Service for Manifest Mailings

- 1-11.1 Manifest mailings may be collected by the Postal Service at the mailer's facility for transport to the business mail entry unit prior to acceptance and payment, if the Postal Service determines that this service is mutually beneficial.
- 1-11.2 If the mailer requests pickup service, the mailer may enter into a No Fee Pickup Service Agreement (using PS Form 5543), which is normally initiated by USPS Sales. The pickup fee will not be applied if the mailer meets the terms and conditions of the No Fee Pickup Service Agreement, and the responsible USPS function agrees to perform the pickup as outlined in the agreement. If the terms and conditions outlined in the agreement are not met, all applicable fees for pickup service apply.

## 1-12 Where to Obtain Information

### 1-12.1 *Postal Service Contacts*

The mailer can contact the Mailing & Shipping Solutions Center at 877-672-0007 or [MSSC @usps.gov](mailto:MSSC@usps.gov) to be connected with a specialist who can provide the telephone number for the Mailing Standards Specialist in their area. The mailer will need to provide the ZIP Code™ of the Post Office where they will deposit their manifest mailings.

#### *Publications Available On-Line*

The following publications are available electronically via the Postal Service web page at [PostalPro](#)

- a. The [Domestic Mail Manual \(DMM\)](#) and the [International Mail Manual \(IMM\)](#).

**MANIFEST CERTIFIED SOFTWARE PRODUCTS LIST**

<https://postalpro.usps.com/certifications>

**CYCLE S MAC BATCH CERTIFIED PRODUCTS LIST**

<https://postalpro.usps.com/mac-batch/CertifiedProductsList>

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# Chapter 2

## How to Apply

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### 2-1 Completing the Application

Complete the application included as **Exhibit 1**. If the mailer has questions about any part of the form, the Mailing Shipping Solution Center (MSSC) can assist.

Prior to submitting the application, develop quality control (QC) procedures for preparing a manifest mailing (see chapter 3).

### 2-2 Providing Support Documentation

With the application, provide samples of the following support documentation:

- 2-2.1 A detailed written description of mailer's internal quality control and the forms used to document quality control procedures.
- 2-2.2 An example of each type of manifest that will be used, correctly formatted and listing sample pieces. (Supply applicable summary information when required. For MAC™ software, the product name and version number shown must be on the most current MAC™ listing.)
- 2-2.3 Separate Presort documentation is required for all presorted manifest mailings unless the manifest provides presort information.
- 2-2.4 Mailpieces or mailing labels that correspond to the sample manifest(s) showing format and location of the unique identification number or keyline and permit imprint indicia. If multiple permit imprint indicia will be combined in a mailing, include a sample of each indicia.

**Note:** Different permit imprint indicia are permitted in manifest mailings. However, postage must be paid from a single permit imprint trust account, and all the permits must be authorized in the city where postage is paid on the mailing. A separate annual mailing fee must be paid for each permit imprint included in a USPS Marketing Mail mailing, as applicable.

- 2-2.5 Completed postage statements corresponding to the sample manifest(s). Facsimiles do not have to contain price information for prices not claimed in a mailing.

**Note:** For plant-verified drop shipment (PVDS) mailings, a consolidated postage statement and register of mailings are required.

- 2-2.6 Completed computer-generated facsimile PS Form 3877, *Firm Mailing Book for Accountable Mail* (manual, if applicable), corresponding to the sample manifest(s), if extra services (excluding domestic Certificate of Mailing) are used and the information required by PS Form 3877 is not reported on the manifest.
- 2-2.7 Completed computer-generated facsimile PS Form 3665, *Certificate of Mailing – Firm (Domestic)* corresponding to the sample manifest(s), if Certificate of Mailing services are claimed. **Note:** If Certificate of Mailing service is claimed, every piece listed on the manifest must claim the service. No other extra service can be listed on the firm sheets and every page must be postmarked (date-stamped) by the employee, including the USPS Certification page.
- 2-2.8 Any Postal Service–approved privately printed extra services labels, if applicable.
- 2-2.9 Price tables and zone charts, if available.

### 2-3 Authorization

- 2-3.1 Submit the application and supporting documentation to the District Mailing Standard Specialist.
- 2-3.2 The District Mailing Standard Specialist ensures that the application is complete and performs an on-site review at the mailer's facility. Prior to onsite review, the MBAP Database Collection Sheet (Exhibit 3B) must be completed and forwarded to the Manager, Business Acceptance Performance (MBAP), so the information can be entered into the database. The acceptance employee must be trained on performing the MMS verification sampling via *PostalOne!* during the onsite visit.
- 2-3.3 Based on this information and depending on the type of manifest mailing system, the District Mailing Standard Specialist will take one of the following actions:
  - a. Notify the mailer of the corrective actions that must be taken before authorization is provided (See 2.5)
  - b. Issue an authorization letter for a district-authorized MMS. This authorization describes the mailer responsibilities. The mailer may begin mailing once authorized.
  - c. Issue a temporary authorization letter (See 2-4) for a MBAP-authorized system. The mailer may begin mailing once authorized.

### 2-4 Mailing Under Temporary Authorization

Within 30 days after temporary authorization has been given a Manager, Business Acceptance Performance will conduct a review of mailer's system.

- 2-4.1 If mailer system meets the standards, an MMS authorization will be provided for the next 60 days.
- 2-4.2 If mailer system is not functioning properly, authorization may be suspended or revoked.
- 2-4.3 Mailers must migrate to Seamless Acceptance or USPS SHIP by the end of 90 day from the date of the temporary authorization agreement.

## 2-5 If Application Is Denied

### 2-5.1 District-authorized systems:

- a. If mailer is unable to take corrective actions to meet the standards for a manifest mailing system, the application will be denied. Written notification will be provided.
- b. The mailer may file a written appeal with the Manager Business Acceptance Performance within 15 days of receiving the notice. The mailer's appeal should include any additional evidence that supports the application. The Manager, Business Acceptance Performance (MBAP), will advise the mailer in writing, of the final decision.

### 2-5.2 MBAP-authorized systems:

- a. If the mailer is unable to take corrective actions to meet the standards for a manifest mailing system, the application will be denied. Written notification will be provided.
- b. The mailer may file a written appeal with the Executive Manager Product Acceptance, within 15 days of receiving the notice. The appeal should include any additional evidence that supports the application. The Executive Manager, Product Acceptance, will advise the mailer in writing, of the final decision.

## 2-6 Authorization Term

All new MMS authorizations will be considered temporary in anticipation of Seamless Acceptance and USPS SHIP migration. Transition to these programs will eliminate the need for Manifest Mailing Systems. During the transition, if Postal Service periodic reviews or mailer supplied information indicates a need for modifications of this authorization, then the authorization will be modified by MBAP and mailer representative.



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# Chapter 3

## Quality Control

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### 3-1 Purpose

- 3-1.1 To participate in the Manifest Mailing System (MMS), the mailer must implement a documented quality control (QC) program that ensures the following:
  - a. Integrity of the system.
  - b. Accuracy of the documentation.
  - c. Eligibility of the mailings for the postage prices claimed.
  - d. Ability to take corrective actions.
- 3-1.2 The mailer's QC procedures and reporting documents must be approved by the Postal Service and described in an attachment to the authorization letter. Sample QC procedure attachments are shown in **Exhibits 2A** through **2F**.

### 3-2 Program Elements

- 3-2.1 An effective QC program identifies potential or actual system failures at the earliest possible stage during mail preparation and documentation.
- 3-2.2 A QC program must ensure that the MMS meets the following standards:
  - a. Postage price tables and zone charts in the system are accurate and can be updated as necessary.
  - b. Piece weights are accurate. (For predetermined weight systems, piece weights must be updated whenever piece weight factors change).
  - c. Procedures are established to ensure that the scales are maintained to manufacturer's specifications. Each scale must be tested for accuracy with standard test weights before use each day and documented.
  - d. Identification numbers are unique within the same mailing.
  - e. Pieces subject to surcharges are identified.
  - f. All pieces are listed on the appropriate manifest and directed to the proper staging area or vehicle.
  - g. All requirements for requested extra services are met.

- h. Pieces of different classes (unless authorized to combine USPS Marketing Mail and Package Services machinable parcels) or processing categories are physically separated and matched with the corresponding manifest summary and postage statement when taken to the Postal Service for verification and acceptance.
  - i. Pieces qualify for the class, processing category, mailing requirements, and levels of presort reported on the manifest as stated in the DMM and IMM.
  - j. Mailings are correctly sorted when required for the price requested. The contents of packages, sacks, trays, and pallets are properly labeled.
  - k. Actual samples from mailings are compared with the corresponding documentation.
  - l. Manifest summary totals agree with the numbers reported on the postage statement before these documents are electronically submitted to the Postal Service.
- 3-2.3 The Postal Service may require mailers to implement other reasonable or appropriate QC procedures to ensure proper payment of postage if the current QC procedures are inadequate.

### 3-3 Checking Postage Payment and Mail Preparation Accuracy

The mailer must check their manifest mailings for proper postage payment and mail preparation and/or sortation according to the terms of their authorization.

- 3-3.1 To check postage payment accuracy, mailers may use the Postal Service verification procedures described in chapter 9, or mailers may develop their own procedures based on this section.
- 3-3.2 If the mailer prepares mailings subject to sortation requirements, the mailer must check to ensure that the mail is properly sorted. **Exhibits 2E** and **2F** describe a simple method to accomplish this type of verification. The mailer's District Mailing Standard Specialist can also supply the mailer with the necessary information and training to do this.

### 3-4 Retaining Quality Control Documents

- 3-4.1 Retain quality control sampling reports (as described in the mailers authorization letter) for 90 days.
- 3-4.2 If the mailer detects errors during mailer's sampling process, the mailer must describe the corrective action taken on the sampling report and reports will be retained for the authorized 90-day term.
- 3-4.3 This same procedure must also be followed when the Postal Service finds and reports errors to the mailer.

# Chapter 4

## Manifest Documentation

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### 4-1 Required Documents

- 4-1.1 A manifest listing, summary and postage statement submitted via eDoc are required for each mailing.
- 4-1.2 When articles with extra services (excluding domestic Certificate of Mailing) are included in a manifest mailing, a completed PS Form 3877, *Firm Mailing Book for Accountable Mail*, or USPS-approved facsimile is required, unless all the information required by PS Form 3877 is shown on the manifest. PS Form 3877 may also be presented electronically.
- 4-1.3 When mailpieces are included in a manifest mailing claiming domestic Certificate of Mailing service, a completed PS Form 3665, Certificate of Mailing-Firm (Domestic), or USPS-approved facsimile is required, unless all of the information required by PS Form 3665 is shown on the manifest. PS Form 3665 may also be presented electronically. See chapter 7 for more information about extra services including Certificate of Mailing. **Note:** If Certificate of Mailing service is claimed, every piece listed on the manifest must claim the service.
- 4-1.4 Separate presort documentation, such as an USPS Qualification Report, is required for all presorted manifest mailings, unless the manifest documentation provides all the required presort information.

### 4-2 Submitting Manifests Electronically

Submitting manifests electronically is required. Manifests submitted electronically using the procedures described in Option A or B below. An electronic manifest must contain the page totals and cumulative page or line totals. (see chapters 5 and 6).

#### 4-2.1 **Option A — Electronic Manifest at Mailer's Plant**

To present mail for verification at the mailer's plant and use an electronic manifest, the mailer must meet all the following conditions:

- a. Be authorized by the Postal Service to have mail verified at their plant by a Postal Service acceptance clerk.
- b. Must be an authorized DMU location.

**4-2.2 Option B — Electronic Manifest at Post Office (BMEU location)**

To present mail for verification at the accepting BMEU Post Office, the mailer must meet all the following conditions:

- a. Mailer must present to the acceptance BMEU where their permit is held.
- b. Submit the eDocumentation 2 hours prior to arrival and have funds available to cover the cost of the mailing.
- c. If destination rates are claimed, participate in eInduction or provide PS Form 8125 at the time of mailing.

**4-2.3 Software Requirements**

In Options A and B, the mailer must be the latest mail.dat or mail.XML release and reflect the current pricing for the sortation claimed.

**4-3 Submitting Postage Statements**

4-3.1 With each mailing, an electronic copy must be submitted containing all information on the current Postal Service forms.

4-3.2 When presenting mixed-class manifest mailings, submit separate postage statements for each class and subclass.

**4-4 Retaining Manifest Documents**

4-4.1 The mailer must retain the following documents (in hardcopy or electronic media) for 90 days:

- a. Manifest listings.
- b. Summary.
- c. Postage statement(s).

4-4.2 The mailer must retain copies of PS Forms 3877 and/or 3665 or facsimiles (in hardcopy or electronic media) for 90 days to support extra services claims.

**4-5 Refunds/Adjustments**

MMS system related postage refunds may be authorized by the District Mailing Standard Specialist for district-authorized systems and by the MBAP for MBAP-authorized systems.

Refund requests and supporting documentation for district-authorized systems should be forwarded to the Manager, Business Mail Entry.

Refund requests and supporting documentation for MBAP-authorized systems should be forwarded to the following email address: [SPPSRefunds@usps.gov](mailto:SPPSRefunds@usps.gov)

The mailer must provide the following documentation:

- a. Detailed description of the issue
- b. Dollar amount of the request
- c. The number of pieces affected.
- d. Date the system or procedural failure occurred.

- e. Mailer's Tax Identification Number (TIN)
- f. Corrective action to prevent recurrence.
- g. Other pertinent information
  - 1. Postage Statements
  - 2. Qualification Reports
  - 3. MMS supporting documents
  - 4. Other supporting documents

Any requests for a postage refund or adjustment for postage underpayment for system related issues, must be documented, clearly explaining the reason for the discrepancy and what corrective action is being taken to ensure it does not recur.

**Note:** See Chapter 8-7 for more details on refunds

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# Chapter 5

## Itemized Manifest

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### 5-1 Description

- 5-1.1 Itemized processing produces a manifest of each piece in ascending alpha-numeric order or in ascending order by presort level. Itemized processing is generally used for mixed-class single-piece price, USPS Marketing Mail piece/pound price, and Package Services mailings.
- 5-1.2 Itemized processing must be used for:
  - a. Mailings with extra services (including mailings with Certificate of Mailing service.)
  - b. Mailings with Parcels

### 5-2 Assigning Unique Identification Numbers

- 5-2.1 Assign a unique identification number before or after producing the piece. The ID number is required for reconciling individual mailpieces to a manifest to ensure that postage was calculated correctly, and all pieces are listed.
- 5-2.2 Do not duplicate an ID number in a mailing.
- 5-2.3 Print the ID number on the address side of each piece in 8-point type or larger.
- 5-2.4 List each number in ascending order on the manifest, followed by the information related to the calculation of postage for the piece.
- 5-2.5 Always list the ID numbers on the manifest in ascending order whether they are composed only of numbers or are alpha-numeric.

**Note:** A computer-generated number, product number, or other number may be used, as appropriate. A USPS Tracking™ or Signature Confirmation™ number is also acceptable. Mailer must provide guidance to acceptance employee regarding which number is being used.

**Note:** The ID number may be shown as a barcode, but if a barcode is used, the ID number must also be shown in human-readable characters.

### 5-3 Itemized Manifest Format

This section describes the itemized manifest format. Specific formats by class and subclass may be found in the Exhibits section.

#### 5-3.1 Header

The header on the first page of the manifest includes the following:



- a. Mailer's name and address.
- b. Date of mailing.
- c. Origin Post Office (office where postage is paid), including ZIP Code.
- d. Permit imprint number.
- e. Class of mail. (For mixed-class manifests, enter "Mixed")
- f. Manifest sequence number.
  - 1) This is a mailer-selected number shown on each MMS document to relate it to a specific manifest mailing. The following are the format requirements:
    - (a) Numbers must be consecutive by manifest type.
    - (b) For mailers with multiple mailing sites, numbers must be consecutive by mailing site and manifest type.
    - (c) Numbers must not repeat within a 12-month period.
  - 2) Gaps in consecutive numbers must be explained when requested by the administering Post Office.
- g. Show this number on summaries, postage statement(s), PS Form(s) 8125 for plant-verified drop shipment (PVDS) mailings, PS Form 3877 when extra services are used for pieces reported on the manifest, or with PS Form 3665 for domestic Certificate of Mailing pieces. **Note:** If Certificate of Mailing service is claimed, every piece listed on the manifest must claim the service. If using MAC™ software, the product name and version number; if not using MAC™ software, the software version number.
- h. For presorted mailings the Domestic Mail Manual (DMM) reference for preparation method used is required.

### 5-3.2 **Body**

The body of the manifest is made up of data elements — some required and some optional — about the pieces being mailed.

- a. The manifest must list the pieces in ascending order by identification number. If it is a presorted mailing, then list the piece ID numbers by ZIP Code in presort order.
- b. Enough elements must be listed to allow the Post Office to determine whether proper postage is paid for all pieces and proper fees are paid for any pieces using extra services.
- c. Identify all pieces using extra services, the service(s) used, the value of the individual piece (if applicable), and the fee(s) for that service(s).
- d. Each destination entry for PVDS mailings requires a separate manifest and summary. The individual manifests may be formatted and presented as a single document as long as each entry remains separate and identifiable.
- e. Combined Parcels manifest mailers should review the standards in DMM for documentation and preparation requirements.

### 5-3.3 **Footer**

The footer at the bottom of each page of the manifest must show the following:

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- a. Individual page totals for pieces, weight, and/or postage and fees.
- b. Cumulative page totals if the manifest does not include a cumulative postage column (and fees, if applicable) for piece price mailings or a cumulative weight column and piece count column for piece/pound price mailings.
- c. Page totals and cumulative page totals as needed when using an asterisk to identify Delivery/Signature Confirmation or ~~nonbarcoded pieces~~.

#### 5-3.4 Summary

The summary consolidates and summarizes the detailed information about the mailing. Examples of summaries are shown in the Exhibits section following the applicable manifest category.

- a. If there are more than one class or subclass of mail reported on a manifest, the mailer must produce a separate summary for each class or subclass and a grand total summary.
- b. PVDS mailings require both a line-item summary by entry point and a grand total summary.
- c. The summary must include all information necessary to complete a postage statement.
- d. A system-generated summary is required for all manifests except those produced by a MAC™ Gold system.
- e. A summary for extra services fees is also required when articles using extra services are included in a manifest mailing. The summary must show a subtotal for each type of extra services fee included on the manifest, a grand total of all extra services fees, and a listing of total extra services fees paid per postage statement.

#### 5-4 Adjusting for Damaged or Withdrawn Mail

The manifest must be adjusted if mail that is reported on the manifest is damaged during processing and cannot be presented or if mail is withdrawn for any other reason.

To adjust for damaged or withdrawn mail, follow the instructions in *either* item a or b below:

- a. Use software generated editor to correct and resubmit the mailing accurately
- b. Deduct the total number of pieces, piece weights, and postage and fees from the totals shown on the manifest, summary, and postage statement, and write the following information about each damaged or withdrawn mailpiece on a separate listing:
  - 1) Unique identification number.
  - 2) Piece weight.
  - 3) Postage (and fee amount if applicable).

# Chapter 6

## Batch Manifest

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### 6-1 Description

- 6-1.1 Batch processing produces an abbreviated manifest. Each piece has a unique identification number printed within a keyline.
- 6-1.2 This method is available for letter-size at per piece price and flat-size mail at the piece and piece/pound price
- 6-1.3 The mailing is divided into batches of mailpieces with consecutive identification numbers.
- 6-1.4 Batch Manifest agreement are only approved by Managers, Business Acceptance Performance (MBAP)

### 6-2 Keyline Information — Format

Each mailpiece must have a properly formatted keyline. The keyline must contain the following required information printed in 8-point type or larger from left to right with at least one space between data elements:

- a. Consecutive identification numbers in ascending or descending order and not reversed sequence within a tray or package. Enhanced Carrier Route, ECR mailings must be in ascending order.
- b. Weight increment of the mailpiece. (Not required for USPS Marketing Mail.)
- c. Two or three-letter abbreviations for the qualified price category of the mailpiece listed in Table 6-2a or Table 6-2b.

**Note:** Mailpieces that qualify for more than one discount must show each price category abbreviation separated by a slash in the keyline. For example, a USPS Marketing Mail piece that qualifies for the 5-digit automation price and is entered at the destination SCF must have a keyline that includes both “AV” and “DS” separated by a slash (AV/DS).

- d. Total postage paid (based on weight increment and price category, excluding Full-Service discounts).
- e. Codes for internal use (the mailer’s codes may be printed to the right of the postage paid information. Leave at least two spaces between the postage paid and any internal code information).

Table 6-2a  
**Price Category Codes — First-Class Mail**

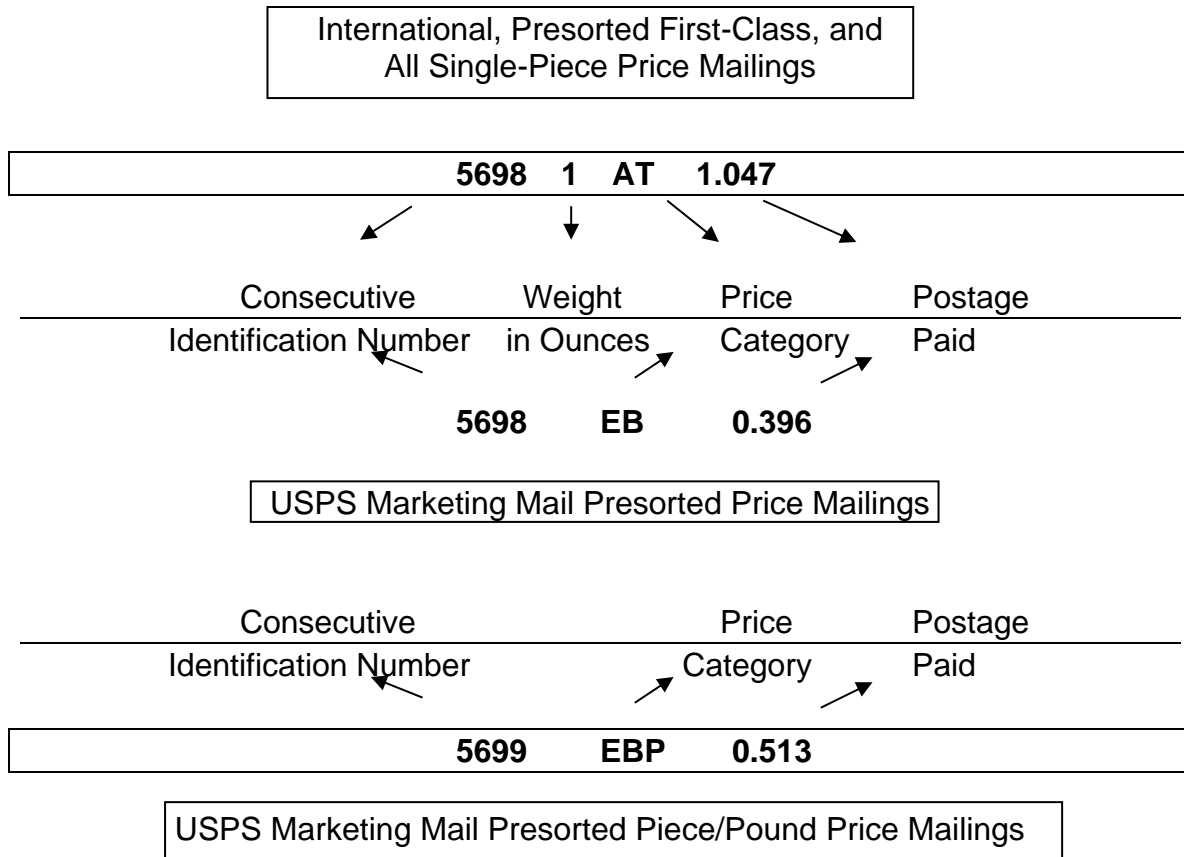
| <b>Code</b> | <b>Price Category</b>   |
|-------------|---|
| AV          | Automation 5-Digit Letters  |
| AF          | Automation 5-Digit Flats  |
| AT          | Automation 3-Digit (Flats only)   |
| AB          | Automation AADC Letters   |
| ADF         | Automation ADC Flats  |
| MB          | Automation Mixed AADC Letters   |
| AMF         | Automation Mixed ADC Flats  |
| PC          | Commercial Postcards  |
| MPC         | Machinable Presort Postcards  |
| SP          | Single Piece  |
| FP          | Machinable Presorted Flat   |
| ATD         | Letters Round Trip Mailer/Letter-Shaped DVD Automation 5-Digit                  |
| ATC         | Letters Round Trip Mailer/Letter-Shaped DVD Automation AADC                     |
| AAC         | Letters Round Trip Mailer/Letter-Shaped DVD Automation Mixed AADC               |
| NTN         | Letters Round Trip Mailer/Letter-Shaped DVD Nonautomation Machinable AADC       |
| NTM         | Letters Round Trip Mailer/Letter-Shaped DVD Nonautomation Machinable Mixed AADC |
| LTS         | Letters Round Trip Mailer/Letter-Shaped DVD Single Piece                        |
| FTA         | Flat Round Trip Mailer/Flat-Shaped DVD Automation 5-Digit                       |
| FTS         | Flat Round Trip Mailer/Flat-Shaped DVD Automation 3-digit                       |
| FTC         | Flat Round Trip Mailer/Flat-Shaped DVD Automation ADC                           |
| FTM         | Flat Round Trip Mailer/Flat-Shaped DVD Automation Mixed ADC                     |
| FTN         | Flat Round Trip Mailer/Flat-Shaped DVD Nonautomation ADC                        |
| FTD         | Flat Round Trip Mailer/Flat-Shaped DVD Nonautomation Mixed ADC                  |
| FTP         | Flat Round Trip Mailer/Flat-Shaped DVD Nonautomation Single Piece               |

Table 6-2b

**Price Category Codes — USPS Marketing Mail**

| <b>Code</b> | <b>Price Category</b>   |
|-------------|---|
| SLC         | Carrier Route Saturation Letters  |
| PLC         | Carrier Route High Density Plus Letters   |
| DC          | Carrier Route High Density Letters  |
| LC          | Carrier Route Basic Letters   |
| AV          | Automation 5-Digit Letters  |
| AB          | Automation AADC Letters   |
| MB          | Automation Mixed AADC Letters   |
| MA          | Nonautomation Machinable AADC Letters   |
| MM          | Nonautomation Machinable Mixed AADC Letters   |
| CNS         | Nonautomation Carrier Route over 4oz Saturation Letter  |
| CNP         | Nonautomation Carrier Route over 4oz High Density Plus Letter   |
| CND         | Nonautomation Carrier Route over 4oz High Density Letter  |
| CNL         | Nonautomation Carrier Route over 4oz Basic Letter   |
| NV          | Nonmachinable 5-Digit Letters   |
| NT          | Nonmachinable 3-Digit Letters   |
| NA          | Nonmachinable ADC Letters   |
| NM          | Nonmachinable Mixed ADC Letters   |
| SC          | Carrier Route Saturation Flats  |
| EC          | Carrier Route EDDM Flats  |
| HPC         | Carrier Route High Density Plus Flats   |
| HFC         | Carrier Route High Density Flats  |
| FC          | Carrier Route Basic Flats   |
| AFD         | Automation 5-Digit Flats  |
| ATF         | Automation 3-Digit Flats  |
| AAF         | Automation ADC Flats  |
| AMF         | Automation Mixed ADC Flats  |
| FV          | Nonautomation 5-Digit Flats   |
| FT          | Nonautomation 3-Digit Flats   |
| FA          | Nonautomation ADC Flats   |
| FB          | Nonautomation Mixed ADC Flats   |
| CMM         | Customized Market Mail  |
| DB          | Destination Network Distribution Center (DNDC)  |
| DS          | Destination Sectional Center Facility (DSCF)  |
| DD          | Destination Delivery Unit (DDU)   |
| P           | Marketing Mail Piece/Pound Add "P" to price codes listed above for Marketing Mail pieces claimed at piece/pound price |

## Keyline Format Examples

**6-3 Keyline Location**

- 6-3.1 The keyline must be readily identifiable.
- 6-3.2 The keyline must be placed on the address side anywhere that does not conflict with other postal requirements.
- 6-3.3 Keylines printed on inserts in window envelopes must be entirely visible with at least 1/8-inch clearance between the keyline and the edge of the window.

**6-4 Batch Type**

- 6-4.1 One of two batch types may be chosen:
  - a. Fixed.
  - b. Floating.
- 6-4.2 *Fixed Batch.* Choose a suitable maximum batch size of 10 or more pieces. Divide the pieces in each required (or authorized optional) destination sortation level into batches of that size. The last batch size may contain fewer pieces when

necessary to complete the sortation level. A batch may not be split between containers.

**Example:**

In a carrier route presort mailing, a mailer establishes a batch size of 20 pieces and has 45 pieces for a particular carrier route. The pieces for that carrier route are listed on the manifest in three batches, as follows:

- a. Two batches of 20 pieces.
- b. One batch of 5 pieces.

However, a carrier route with fewer than 20 pieces is listed in a single batch of 10 to 19 pieces. As a rule, choose the fixed batch size so that at least half of the batches are of the established batch size.

**Exception:** When a scheme sort exists, documentation standards require the listing of each 5-digit or 3-digit ZIP Code within the scheme. When this occurs, there may be more than one batch of less than the fixed size for that scheme.

- 6-4.3 **Floating Batch.** The size of each batch may correspond to the number of pieces for a destination sortation level or the number of pieces in an individual package. However, the batch size may not exceed 300 pieces or the contents of a single tray or sack, whichever is less.

**Exception:** In letter-size automation or machinable mailings, a batch may exceed 300 pieces but may not exceed one tray.

**Example:**

One batch may be prepared in one of the following ways:

- a. All the pieces for a 5-digit package.
- b. All the packages for any single 5-digit ZIP Code area placed in the same tray or sack.
- c. All mail for any single 5-digit/scheme ZIP Code placed in the same tray.

If the pieces in a single destination sortation level must be placed in two or more trays or sacks, the pieces in each tray or sack must be listed as separate batches.

## 6-5 Batch Manifest Format

This section describes the batch manifest format. Specific formats by class and subclass may be found in the Exhibits section of this publication.

### 6-5.1 Header

The header on the first page of the manifest includes the following:

- a. Mailer's name and address.
- b. Date of mailing.
- c. Origin Post Office (office where postage is paid), including ZIP Code.
- d. Permit imprint number.
- e. Class(es) of mail.
- f. Manifest sequence number.

This is a mailer-selected number shown on each MMS document to relate it to a specific manifest mailing. The following are the format requirements:

- 1) Numbers must be consecutive by manifest type.
- 2) For mailers with multiple mailing sites, numbers must be consecutive by mailing site and manifest type.
- 3) Numbers must not repeat within a 12-month period.

Gaps in consecutive numbers must be explained when requested by the administering Post Office.

- g. Show this number on summaries, postage statement(s), PS Form(s) 8125 for plant-verified drop shipment (PVDS) mailings.
- h. Processing category.
- i. For presorted mailings the DMM reference for preparation method used is required.

#### 6-5.2 **Body**

The listing includes the identification numbers for the first and last pieces in each batch and the total number of pieces in each batch.

- a. Mailpieces must be listed in ascending consecutive identification number order with no breaks in number sequence.
- b. The manifest lists the batches consecutively by ZIP Code; in presort order if required, for that mailing.
- c. The postage for each batch and cumulative postage must be listed.
- d. For USPS Marketing Mail piece/pound price mailings the weight for each batch and cumulative weight must be listed.
- e. Manifests for enhanced carrier route mailings must list the total number of pieces to each carrier route within a 5-digit ZIP Code area.
- f. When claiming automation-based prices, show the following:
  - 1) Total number of pieces in each batch.
  - 2) Subtotals for each presort level in the mailing. (Letters: carrier route, 5-digit, AADC, and mixed AADC. USPS Marketing Mail flats: 5-digit, 3-digit, ADC, and mixed ADC).
- g. When claiming carrier-route prices, show the following:
  - 1) Total number of pieces in each batch.
  - 2) Listed by 5-digit ZIP Codes and within each, by carrier route.
  - 3) Total number of active and possible deliveries (high-density; total number of active possible residential deliveries and the number and percentage to which pieces are addressed or total number of all active possible deliveries and number and percentage to which mailpieces are addressed (saturation density)' and total number of addressed pieces.
- h. Each destination entry for PVDS mailings requires separate manifests and summaries. The individual manifests may be formatted and presented as a single document as long as each entry remains separate and identifiable.



**6-5.3 Footer**

The footer of the manifest must show the following:

- a. Individual page totals for pieces, weight and/or postage, and fees.
- b. Cumulative page totals if the manifest does not include a cumulative postage column for piece price mailings.

**6-5.4 Summary**

The summary consolidates the detailed information about the mailing. Examples of summaries are shown in the Exhibits section following the applicable manifest category.

- a. If there are more than one class or subclass of mail reported on a manifest, the mailer must produce a separate summary for each class or subclass and a grand total summary.
- b. PVDS mailings require both a line-item summary by entry point and a grand total summary.
- c. The summary must include all information necessary to complete a postage statement.
- d. A system-generated summary is required for all manifests.

**6-6 Adjusting for Damaged or Withdrawn Mail**

The mailer must adjust the manifest if mail that is reported on the manifest is damaged during processing and cannot be presented or if mail is withdrawn for any other reason. To adjust for damaged or withdrawn mail, follow these steps:

6-6.1 Write the following information about each damaged or withdrawn mailpiece on the manifest or on a separate listing:

- a. Unique identification number.
- b. Piece weight.
- c. Postage amount.

6-6.2 Deduct the total number of pieces, piece weight, and postage from the batch and summary totals on the manifest and the postage statement.

**Note:** Vendor-supplied software that assigns consecutive identification numbers at the end of processing may require a different method of determining adjustments for damaged or withdrawn mail. With this kind of vendor-supplied system, mail that is damaged during processing will probably not be included as part of the manifest listing because the consecutive identification number and keyline information have not been applied yet.

# Chapter 7

## Extra Services

### 7-1 General Information Chart

The following chart lists the various types of extra services offered by the Postal Service. Fees for these services may be paid through the manifest mailing system. Refer to Notice 123 for current Prices and Fees at [pe.usps.com](https://pe.usps.com)

| USPS Extra Services - Domestic  | Form/Label/Endorsement  | Observations   |
|---|---|--|
| <b>Certificate of Mailing</b><br>Individual Article<br><br>Firm (Domestic)<br><br>Bulk Qualities (Mailings)<br><br>Accountable Mail                           | PS Form 3817<br><br>PS Form 3665 Firm<br><br>PS Form 3606-D<br><br>PS Form 3877 Firm Mailing Book for Accountable Mail (per page) | Available for single-piece USPS Ground Advantage First-Class Mail, Priority Mail, USPS Ground Advantage, Parcel Return Service Bound Printed Matter, Library Mail and Media Mail parcels.  |
| <b>Certified Mail™</b><br>Certified Mail Restricted Delivery<br>Certified Mail Adult Signature Required<br>Certified Mail Adult Signature Restricted Delivery | PS Form 3800 (or Label 3800-N used in conjunction with a barcoded shipping label)   | Available for matter paid at First-Class Mail, or Priority Mail.   |
| <b>Collect on Delivery</b><br><br>COD Restricted Delivery   | PS Form 3816<br><br>PS Form   | Maximum amount collectible \$1,000. Must show amount due sender. Available for First-Class Mail, Priority Mail, USPS Ground Advantage, Package Services, Parcel Select, Bound Printed Matter, Library Mail and Media Mail.   |
| <b>USPS Tracking</b>  | PS Form 314 (Electronic)  | Available for Marketing Mail parcels only, USPS Ground Advantage Commercial, Package Services (Library Mail, Media Mail, Bound Printed Matter) Priority Mail, USPS Returns (USPS Ground Advantage—Commercial and Priority Mail with integrated retail systems label, and Parcel Select Ground) |

| <b>USPS Extra Services - Domestic</b>   | <b>Form/Label/Endorsement</b>   | <b>Observations</b>   |
|---|---|---|
| Signature Confirmation – Individual Pieces<br><br>Additional Signature Confirmation Services<br>Signature Confirmation Restricted Delivery<br>Adult Signature Required<br>Adult Signature Restricted Delivery | Label 889 or PS Form 153  | USPS Ground Advantage Retail or Electronic, USPS Ground Advantage Commercial Electronic, Packages Services (Library Mail, Media Mail, Bound Printed Matter) Retail or Electronic, Priority Mail Retail or Electronic<br><br>Retail or Electronic            |
| Insurance<br><br>Insurance Restricted Delivery  | PS Form 3813<br><br>PS Form 3813-P  | Insurance coverage for amounts up to \$500. Available for First-Class Mail, and Priority Mail if it contains matter that is eligible to be mailed at Marketing Mail or Package Services prices, USPS Ground Advantage, Package Services, and Parcel Select. |
| Registered Mail<br>Declared Value<br><br>Registered Mail COD Charge<br>Registered Mail Restricted Delivery  | Label 200<br>(or Label 200-N used in conjunction with a barcoded shipping label)<br>PS Form 3816                  | Maximum insurance up to \$50,000; available for First-Class Mail, and Priority Mail, including if being returned under and for official mail for which insurance is not requested.  |
| Return Receipt  | PS Form 3811 (In conjunction with another extra service)<br>Hard Copy<br>Electronic                               | Available with Certified Mail, Registered Mail, COD, if insured for more than \$500, or with Signature Confirmation Restricted Delivery.<br>Return Receipt Fee<br>Requested at time of mailing.   |
| <b>USPS Extra Services – International</b>  | <b>Form/Label/Endorsement</b>   | <b>Observations</b>   |
| Certificate of Mailing<br><br>Bulk Quantities   | PS Form 3817 (Individual article)<br>PS Form 3817 (Duplicate)<br>PS Form 3665 (Firm)<br>PS Form 3606 ( Duplicate) | Postcards, Unregistered First-Class Mail International items, Unregistered First-Class Package International Service items, Airmail M-bags.   |

|                        |              |   |
|------------------------|--------------|---|
| <b>Registered Mail</b> |              | First Class Mail, First Class Package International Service   |
| Return Receipt         | PS Form 2865 | Per piece (requested at time of mailing and must be used in conjunction with Registered Mail service with First-Class Mail International).<br>Per piece (requested at the time of mailing and must be in conjunction with Priority Mail International Service or Registered Mail service with First-Class Package International Service). |
| Insurance              |              | Priority Mail Express International and Priority Mail International Merchandise Insurance Maximum Insurance \$5,000 varies by country.  |
| Restricted Delivery    |              | Restricted delivery (see IMM 350) is a service which generally limits who may receive an international item.  |

**Note:** Refer to the DMM or IMM for detailed descriptions of specific extra services and the technical requirements for using them.

## 7-2 Privately Printed Extra Services Labels

The mailer may use privately printed extra services labels. These labels must be approved by the National Customer Support Center — call 800-238-3150, option 0.

## 7-3 Placement of Extra Services Labels

The mailer must place the required endorsement, form, or label on pieces with extra services above the address and to the right of the return address.

## 7-4 Registered Mail Manifests

Registered Mail service must be reported on a separate manifest. Additionally, the fee paid for Registered Mail service must be shown within the permit imprint. An example of the permit imprint format for Registered Mail service is shown below.

First-Class Mail  
U.S. Postage Paid  
**Fee \$ 13.10**  
Indianapolis, IN  
Permit No. 200

## 7-5 Extra Services Manifest Format

- 7-5.1 For mailings that include pieces using extra services, use the itemized manifest process and format.
- 7-5.2 The extra services number, such as the insured or USPS Tracking number may be used as the piece identification number.

- 7-5.3 The manifest must also identify all pieces using extra services including Certificate of Mailing service, the service used, and the fee for each service. Report the information requested on PS Form 3877, *Firm Mailing Book for Accountable Mail* or PS Form 3665, *Certificate of Mailing-Firm*, as applicable.

## 7-6 PS Form 3877 for Accountable Mail or PS Form 3665 for Certificate of Mailing-Firm (Domestic)

- 7-6.1 Manifest mailings that include pieces with extra services, list the pieces on a computer-generated facsimile PS Form 3877. For Certificate of Mailing service, list the pieces on a computer-generated facsimile PS Form 3665. **Note:** If Certificate of Mailing service is claimed, every piece listed on the manifest must claim the service. If using existing USPS-approved forms for Certificate of Mailing mailpieces, the acceptance employee will postmark (date-stamp) every page of the facsimile, including the USPS Certification section located on the last page of the form. This will serve as the mailer's record of the pieces mailed.

- 7-6.2 PS Form 3877 or PS Form 3665 may be prepared as follows:

- a. Combined with the postage payment information on the manifest.
- b. A separate computer-generated facsimile form. The form must state "PS Form 3877 (Facsimile)" or "PS Form 3665 (Facsimile-also see Note under 7-6.1)."
- c. If there are 15 pieces of accountable mail (excludes Certificate of Mailing) or less the mailer may prepare a manual PS Form 3877.

**Note:** The manifest can serve as PS Form 3877 or PS Form 3665 if all the information required by PS Form 3877 and PS Form 3665 is reported on the manifest. See **Exhibit 30** for sample format of PS Form 3877 and manifest combined.

## 7-7 Format of PS Form 3877 and PS Form 3665 - Firm Facsimiles

- 7-7.1 Below are the format requirements for a PS Form 3877 facsimile. See **Exhibit 30C**.
- a. Header: Sender's name, manifest sequence number
  - b. Number of article (extra services number and unique ID number, if the numbers are different).
  - c. Complete name and address, city, state, and ZIP Code of the addressee.
  - d. Postage.
  - e. Extra services fee(s) and other values:
    - 1) Registered Mail fee based on the actual (full) value of the piece.
    - 2) Insured value and insured fee based on the amount of indemnity coverage.
    - 3) Amount due the sender for COD mail.
    - 4) Other extra services fees, as applicable.
  - f. Total charges (line item for total postage and fees paid).
  - g. Page totals and cumulative page totals for fees.

- h. USPS certification section on last page for facsimile PS Form 3877 and postmark (date-stamp) each page.
- i. Facsimile PS Form 3665 will have the certification section on every sheet for the USPS employee to postmark (date-stamp) each page and sign the final Certification page. USPS Certification Postmark (Round Stamp) Date of Receipt block must be shown on every page for Certificate Of Mailing service.

7-7.2 Below are the format requirements for a PS Form 3665 facsimile.

- a. Header: Sender's name and manifest sequence number.
- b. Number of articles (USPS tracking or firm specific identifier).
- c. Complete name, address, city, state, and ZIP Code of the addressee.
- d. Postage.
- e. Fee.
- f. Parcel Airlift (if applicable).

## 7-8 Duplicate Copies of PS Form 3877

7-8.1 Duplicate copies are required for each type as follows:

- a. Domestic Registered Mail.
- b. Domestic Registered COD mail.
- c. Domestic COD mail.
- d. International registered mail.

7-8.2 The acceptance employee will sign and date the USPS Certification section located on the last page. The second copy is returned to the mailer and serves as the mailer's receipt. Retain PS Form(s) 3877 or facsimile(s) for one year to support extra services claims.

## 7-9 Use of Electronic Media PS Form 3877

7-9.1 Mailers may provide electronic PS Form 3877 ~~in electronic media~~ for all extra services options except registered or COD mail.

7-9.2 When filing a claim, submit the original Postal Service date-stamped hardcopy summary page and either of the following for the pieces subject to claim:

- a. Job ID number, date of mailing, number of pieces in the mailing, copy of the 3877
- b. Supporting documentation for claim

# Chapter 8

## Postal Service Management Responsibilities

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### 8-1 Overview

- 8-1.1 The Manifest Mailing System (MMS) allows mailers who pay postage by permit imprint to combine identical or nonidentical weight pieces into a single mailing through the use of an automated system. Instructions for preparation of manifest mailings and documentation requirements are described in chapters 1 through 7.
- 8-1.2 Management employees who review, authorize, and administer an MMS must be thoroughly familiar with the procedures in this publication. They ensure proper postage is paid, mailers maintain a quality system, and acceptance employee complete all required procedures.
- 8-1.3 The acceptance employees assigned to verify and accept mailings under an MMS authorization letter must be trained in the following:
  - a. Mail verification and acceptance procedures.
  - b. Administration of the authorization.

### 8-2 Managers' Responsibilities

- 8-2.1 **District Mailing Standards Specialist or District Manager Business Mail Entry**
  - a. Administers MMS authorizations for mailers in district Post Office service area.
  - b. Ensures acceptance employees have received training on MMS procedures prior to accepting MMS mailings.
  - c. Issues the authorization letter (**Exhibit 4C**) for district-authorized systems or a temporary authorization letter (**Exhibit 4B**) for MBAP-authorized systems.
  - d. Authorizes systems that produce mailings of:
    - 1) Any class or mixed classes of single-piece price domestic or international mail, including mailings with extra services and predetermined weights. (Periodicals are excluded.)
    - 2) Presorted First-Class Mail letter systems not exceeding 25,000 pieces per manifest and not exceeding 50,000 pieces total daily manifested mail volume.
  - e. May not authorize any MMS that produces presorted mailings, including First-Class Mail (except as noted in 8-2.1c), USPS Marketing Mail, Package Services, and PVDS mailings.
  - f. Ensures that the implementation and administration of any MMS meets the requirements in the authorization letter.

- g. May suspend any MMS authorization when the mailer is unable or unwilling to correct errors that result in continual postage or fees adjustments.
- h. May rescind district authorizations when the mailer is unable or unwilling to correct errors that result in continual postage or fees adjustments.

**8-2.2 District Manager Business Mail Entry or District Mailing Standards Specialist**

- a. Verifies and accepts manifest mailings from authorized mailers.
- b. Ensures that the terms of the authorization/agreement are administered effectively.
- c. May suspend, upon notification to the District Manager Business Mail Entry or District Mailing Standards Specialist an MMS when the mailer is unable or unwilling to correct errors that result in continual postage or fees adjustments.

**8-2.3 Manager Business Acceptance Performance**

- a. Issues final authorization for all manifest systems that produce presorted mailings, including First-Class Mail (except as noted in 8-2.1c), USPS Marketing Mail, Package Services, and PVDS mailings.
- b. Ensures that the implementation and administration of any system authorized by MBAP meets the requirements in the authorization.
- c. May suspend or rescind any MBAP authorization/agreement when the mailer is unable or unwilling to correct errors that result in continual postage or fees adjustments.

## **8-3 Authorization Process**

**8-3.1 MMS Application Requirements**

- a. Submit the application and supporting documentation to the District Mailing Standards Specialist (MSS) or the District Manager Business Mail Entry (MBME). For a contact name and phone number call the MSSC at 1-800-672-0007
- b. The MMS application is included as **Exhibit 1**. For the mailer's requirements, see chapters 2 and 3 in this publication.
- c. The application must include the following:
  - 1) A description of the mailer's quality control (QC) procedures.
  - 2) A sample of QC worksheets.
  - 3) A sample of each type of manifest to be used.
  - 4) A completed copy of each postage statement facsimile
  - 5) Separate presort documentation, such as an USPS Qualification Report, is required for all presorted manifest mailings, unless the manifest provides presort information.
  - 6) Sample mailpieces or labels showing the permit imprint and the unique identification number or keyline.
  - 7) Completed PS Form(s) 3877 corresponding to the sample manifest(s), if extra services (except Certificate of Mailing-see item 8. below) are used



and the information required by PS Form 3877 is *not* reported on the manifest.

- 8) Completed PS Form 3665, *Certificate of Mailing – Firm (Domestic)*, corresponding to the sample manifest(s), if Certificate of Mailing service is claimed and the information required by PS Form 3665 is *not* reported on the manifest.
- 9) A written explanation of how predetermined weights are determined and how new stock items will be calculated. (if new items weigh more than older items -n note for Cassandra)
- 10) Price tables and zone charts, if available.

#### 8-3.2 Review by Administering District

Administering District MSS reviews, the application and supporting documentation using the *MMS Application Review Checklist* in **Exhibit 3** to verify the following:

- a. The application is complete.
- b. The required supporting documentation is supplied.
- c. The proposed QC procedures will ensure that mailings are properly prepared, and that correct postage and fees are paid.
- d. Qualified Postal Service personnel and resources are available to administer the proposed manifest mailing system verifications.

MSS (or designee) signs and dates the completed *MMS Application Review Checklist* and sends it, along with the application and the supporting documentation, to the MBME or MBAPS if applicable

#### 8-3.3 District Review

The District MSS (or designee) schedules and conducts an onsite review of the mailer's system and the administering Post Office procedures used to verify and accept manifest mailings using **Exhibit 6A**, *District MMS Authorization Checklist*. During this review, the mailer must produce a sample mailing and supporting documentation.

#### 8-3.4 District Approval Procedures

- a. If the results of the review are favorable and the application and District MMS Authorization Checklist, Parts A and B, are complete, the district manager MSS (or designee) issues *one* of the following:
  - 1) An MMS authorization letter for district-authorized systems (**Exhibit 4C**).
  - 2) A temporary authorization letter (**Exhibit 4B**) for MBAP-authorized systems.
- b. If Parts A or B of the review reveals deficiencies requiring corrective action, the district MSS (or designee) notifies the mailer in writing. An MMS authorization letter is issued after the mailer has corrected the deficiencies noted during the review. The mailer may begin to mail once the authorization letter is issued.
- c. The district MBAPS-will, within 15 business days from the date of the on-site review, complete Part C of the *District MMS Authorization Checklist* (**Exhibit 6A**). If Part C of the review reveals deficiencies the district MSS (or

designee) notifies the appropriate party in writing of the actions that must be taken.

- d. MBME or MSS completes a MBAP Database Collection sheet for new manifest systems and forwards to the MBAP.
- e. For MBAP-systems, the district MSS (or designee) performs the initial review of the mailer's application and system (using **Exhibit 6A**) and issues the 30-day temporary authorization letter (using **Exhibit 4B**).
- f. A completed application and *MMS Application Review Checklist*, along with all documentation required by the application, and the temporary authorization letter must be submitted to the MBAP within 5 days after the temporary authorization is granted.

#### 8-3.5 Review by Manager, Business Acceptance Performance (MBAP)

- a. After receiving a copy of the district temporary MMS authorization letter and supporting documents, the MBAP ensures that an onsite review is scheduled. This review will be conducted (using **Exhibit 6B**) prior to the expiration of the temporary 30-day authorization of the MMS.
- b. If the results of the review are favorable, the MBAP manager will issue the MMS temporary authorization for no longer than 60 additional days for a total of 90-day MMS authorization.
- c. If the MBAP review indicates the system should not receive authorization, the MBAP notifies the mailer in writing.

### 8-4 Authorization Term

All new MMS authorizations will be temporary. The USPS replaced SPSS verifications with census-based verifications in the Seamless Acceptance program- USPS SHIP in 2023. The minimum requirements for all new MMS temporary authorizations are to prepare at least 90% of total eligible mail volume as Full-Service and be actively participating in the eInduction program. For parcels, we would expect participation in the USPS SHIP program. If Postal Service periodic reviews or mailer supplied information indicate a need for modifications of this authorization, then the authorization will be modified by MBAP and mailer representative.

### 8-5 System/Authorization Changes

- 8-5.1 For any manifest system changes, the mailer must submit a sample manifest(s) and updated quality control procedures to the administering District Mailing Standards Specialist or District Manager Business Mail Entry.
- 8-5.2 For any changes to original authorization the mailer must notify the administering District, at least 30-days prior to the change.

### 8-6 Pickup Service for Manifest Mailings

- 8-6.1 Manifest mailings may be collected at the mailer's plant if it is determined by the district plant manager, and the district manager MSS (or designee) to be mutually beneficial to the mailer *and the* Postal Service.
- 8-6.2 Pickup service requires a standard operating procedure (SOP) that has been developed and approved by the administering District Sales Office or District

Mailing Standards Specialist, and the district plant manager, The SOP must be attached to the MMS authorization letter.

- 8-6.3 The written SOP describing the pickup process must meet the following conditions (see **Exhibit 5** for a sample SOP):
- a. Minimum volume for this service is half a trailer or 12 pallets of mail
  - b. Postage statements, manifest and other support documentation must be uploaded to PostalOne! Including completed Shipping Service File (SSF) for parcel mailings 2 hours prior to acceptance.
  - c. Permits must be linked to EPS for payment and have sufficient funds available for mail to be accepted and inducted by the office where the permit is held
  - d. The Postal Service employee who picks up the mail must present the mail to the business mail entry unit or equivalent verification and acceptance point approved by the Postal Service.
  - e. The Postal Service employee who picks up the mail must be given instructions that specify types of mail picked up (including separations of mailings) and required documentation.
  - f. The standards for postage sampling and verification procedures must be followed.
  - g. The SOP must describe the mailer's responsibility and Postal Service safeguards established to ensure proper revenue protection for the pickup of manifest mail.
  - h. If the pickup SOP is authorized, then the following clause must be included in the MMS authorization letter:  
  
"The Mailer and the Postal Service agree to meet the conditions as described in Attachment (X) for pickup service."

## 8-7 Refunds

### 8-7.1 General

MMS system related postage refunds may be authorized by the district MSS for district-authorized systems and by the MBAP for MBAP-authorized systems. Refund requests and supporting documentation for MBAP-authorized systems should be forward to the following email address: [SPPSRefunds@usps.gov](mailto:SPPSRefunds@usps.gov).

At the minimum, the mailer must provide the following documentation:

1. Detailed description of the issue
2. Dollar amount of the request
3. The number of pieces affected.
4. Date the system or procedural failure occurred.
5. Mailer's Tax Identification Number (TIN)
6. Corrective action to prevent recurrence.
7. Other pertinent information
  - Postage Statements
  - Qualification Reports
  - MMS supporting documents

**8-7.2 District-Authorized Systems**

- a. District MSS (or designee):
  - 1) Reviews the refund request and supporting documentation.
  - 2) If the district MSS (or designee) approves the mailer's refund request, the mailer is notified in writing as well as the administering Post Office where the Permit is held
  - 3) If the district MSS (or designee) determines that excess postage was paid because of an error by the Postal Service a refund of the authorized amount of postage overpaid is made. The mailer is notified in writing.
  - 4) If the district manager MSS (or designee) determines that the refund request is valid and excess postage was paid because of an error by the mailer, a refund of the authorized amount of postage overpaid is made, under the following procedures:
    - (a) The total administrative costs incurred to validate the refund request must be documented.
    - (b) The administrative costs must be paid by the mailer. Mailers have two options when paying the administrative cost:
      1. Pay administrative cost to local postmaster prior to issuance of refund; or
      2. Request in writing that the administrative cost be deducted from the refund amount.
  - 5) If a decision is made to deny the refund, the district MSS (or designee) notifies the mailer and the postmaster of the decision in writing. The mailer may submit a written appeal to the Manager Business Acceptance Performance at Postal Service Headquarters. The appeal must be submitted, through the district MSS, within 15 days of the mailer's receipt of the denial letter. The district MSS forwards the mailer's appeal, along with the original file and any additional information, to the Manager Business Acceptance Performance at Postal Service Headquarters for a final decision.

**Note:** Postage statements must not be reversed and rebilled unless they can be accomplished on the original date of mailing. All other adjustments, reversals, or re-billings must be considered an MMS refund and the mailer notified of the correct procedures.

**8-7.3 MBAP-Authorized Systems**

- a. Manager, Business Acceptance Performance (MBAP):
  - 1) Reviews the refund request and supporting documentation.
  - 2) If the MBAP approves the mailer's refund request, the mailer is notified in writing as well as the administering Post Office.
  - 3) If the MBAP determines that excess postage was paid because of an error by the Postal Service, a refund of the authorized amount of postage overpaid is made. The mailer is notified in writing.
  - 4) If the MBAP determines that the refund request is valid and excess postage was paid because of an error by the mailer, a refund of the

authorized amount of postage overpaid is made, under the following procedures:

- (a) The total administrative costs incurred to validate the refund request must be documented.
- (b) The administrative costs must be paid by the mailer. Mailers have two options when paying the administrative cost:
  - 1. Pay administrative cost to local postmaster prior to issuance of refund; or
  - 2. Request in writing that the administrative cost be deducted from the refund amount.
- 5) If a decision is made to deny the refund, the MBAP notifies the mailer and the administering postmaster of the decision in writing. The mailer may submit a written appeal to the Executive Manager, Product Acceptance. The appeal must be submitted, through the MBAP, within 15 days of the mailer's receipt of the denial letter. The MBAP forwards the mailer's appeal, along with the original file and any additional information, to the Executive Manager, Product Acceptance for a final decision.

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# Chapter 9

## Acceptance Procedures

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### 9-1 General Instructions

- 9-1.1 Postal Service employees must verify mailings either at the Post Office or at the mailer's facility, as determined by the administering ~~postmaster~~ District MBME with concurrence of the district MSS. When verifications are done at the mailer's facility, Postal Service employees must have sufficient time to verify the mail before the scheduled dispatches.
- 9-1.2 The mailer's facility must qualify as a Detached Mail Unit as specified under XXX (DMU must be seamless not sure where that is written)
- 9-1.3 Acceptance employees must complete the following steps when MMS samplings are prompted by *PostalOne!*.
  - a. Review each manifest for manual corrections to verify that the numbers on the summary and postage statements are properly adjusted. Review postage statements and manifest documentation in PostalOne! Dashboard
  - b. Compare manifest totals with manifest summary and postage statement(s).
  - c. Retain a copy of the sampling/postage adjustment worksheet and the postage statement in the administrative file and provide a copy of these to the mailer if a scheduled postage sampling shows that the accuracy level exceeds  $\pm 1.5$  percent. Perform
  - d. Deduct the additional postage from the mailer's account.
  - e. If provided, scan the barcode on PS Form 3152, *Confirmation Services Certification*, for mailings using Confirmation Services. The PS Form 3152 may be included on the manifest rather than as a separate form.
  - f. Record required data on the Quarterly MMS Accuracy Worksheet (see chapter 10).
  - g. If mail is accepted at a detached mail unit, ensure that verified mailings are not left unsecured before dispatch. (**Exception:** Not required for PVDS mailings).

### 9-2 Postage Verification Frequency

- 9-2.1 For all new systems, verify the first five mailings or five days, whichever occurs first. After that period:
  - a. For Non-*PostalOne!* sites, if the next mailing does not exceed the  $\pm 1.5$ -percent accuracy level, the frequency may be reduced to the schedule noted in Table 9-2.1
  - b. For *PostalOne!* sites follow Performance Based Verification (PBV) or Verification Results Storage Record (VRSR).

Table 9-2.1  
**Postage Verification Frequency for Non-PostalOne! sites**

| Number of Mailings Per Week | Number of Verifications Per Week |
|-----------------------------|----------------------------------|
| 10+                         | 1 per 5 mailings                 |
| 2–9                         | 1                                |
| 1 or fewer                  | Verify each mailing              |

**Note:** for Registered Mail and Certificate of Mailing Manifests, the Extra Services Verification sampling must be conducted on every mailing.

- 9-2.2 Non-PostalOne! sites, if any mailing exceeds the  $\pm 1.5$ -percent accuracy level, the next mailing must be sampled. However, if the next mailing is a re-entered mailing, then sample that mailing and the next mailing. Each mailing must be within the  $\pm 1.5$ -percent accuracy level before the reduced frequency sampling schedule may resume.

For PostalOne! sites follow Performance Based Verification (PBV) or Verification Results Storage Record (VRSR).

- 9-2.3 MBAP may authorize an alternate verification schedule once the system has been given final approval.

### 9-3 Sample Size

At Non-PostalOne! the sample sizes required to verify a manifest mailing are shown in Exhibit 20 for itemized manifests and Exhibit 21 for batch manifests.

For PostalOne! sites follow PBV or VRSR.

### 9-4 Postage Verification

#### 9-4.1 Itemized Manifest Mailings

At Non-PostalOne! sites, the postage verification sampling for itemized mailings will be performed manually as follows:

- PS Form 8159, *MMS Sampling/Postage Adjustment Worksheet — Itemized Manifest Mailings (Exhibit 17)*.
- PS Form 8160, *MMS Sampling/Postage Adjustment Worksheet — Marketing Mail Piece and Piece/Pound Price Mailings (Exhibit 18)*.
- PS Form 8161, *MMS Sampling/Postage Adjustment Worksheet — Presorted and Carrier Route Bound Printed Matter Mailings (Exhibit 19)*.

Instructions for conducting those verifications and completing PS Forms 8159, 8160, and 8161 are detailed in **Exhibits 17A, 18A, and 19A**, respectively.

At PostalOne! sites, the postage verification sampling for itemized mailings will be performed within the Manifest Mailing System option within PostalOne!

#### 9-4.2 Mixed Classes of Single-Piece Price Mail

- For Non-PostalOne! sites, a mailing that combines classes or processing categories is considered a single manifest with multiple postage statements. Follow these procedures to conduct the postage sampling:
  - Perform a single postage sampling using PS Form 8159.



- 2) The number of pieces must be considered when determining the verification sample size as described in **Exhibit 20**. The total pieces should be listed on the summary page and should combine all pieces in the manifest. Try to choose the number of pieces from each class of mail in proportion to the volume of that class or subclass in the overall mailing.
  - 3) If a postage adjustment is required (for example, if the postage adjustment factor is greater than 1.015), calculate the corrected postage as specified on the worksheet from the total postage from all postage statements combined.
  - 4) The additional postage due is determined by subtracting the mailer's declared postage on the manifest summary from the corrected postage. The additional postage due is deducted from the mailers account as a single transaction.
  - 5) Ensure totals of all postage statements match the manifest summary.
- b. For *PostalOne!* Sites:
- 1) Follow PBV or VRSR,
  - 2) If a postage adjustment is required (for example, if the postage adjustment factor is greater than 1.015), the adjustment is calculated using the total postage from all postage statements, which should match the total postage summary from the summary page.
  - 3) The additional postage due is deducted from the mailers account as an adjustment against one of the postage statements for the manifest. If any additional postage statements call for a verification, the AE will not perform an additional manifest verification but will indicate "previously assessed" as to the reason for non-performance of the MMS verification.

9-4.3 **Combined Mailings of USPS Marketing Mail and Package Services (DMM 705.6)**

- a. For Non-*PostalOne!* sites, when conducting postage verifications of combined mailings of USPS Marketing Mail parcels, Package Services and Parcel Select parcels, follow these procedures:
- 1) Perform a separate postage sampling verification on each manifest submitted for each class or subclass of mail as described in Exhibit 20.
  - 2) The number of pieces on each manifest must be considered when determining the verification sample size, as described in **Exhibit 20**. For example, if the mailing consists of 500 pieces of USPS Marketing Mail, and 500 pieces of Library Mail reported on separate manifests, the acceptance employee would select 30 sample pieces of each class or subclass. If it is not possible to locate enough pieces for each class or subclass, then obtain the minimum sample size from the classes available.
  - 3) Postage adjustments are considered separately by class or subclass for each manifest type submitted. Use PS Form 8159 to sample, Media Mail®, or Library Mail; use PS Form 8160 to sample Marketing Mail; and use PS Form 8161 to sample Presorted Bound Printed Matter.
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- 4) The additional postage due is determined by subtracting the mailer's declared postage on the manifest summary from the corrected postage for the class or subclass that exceeded the 1.015 postage adjustment factor. It is therefore possible to adjust postage for the Package Services portion of the mailing, but not the Marketing Mail portion. The additional postage due is deducted from the mailer's account.
  - 5) Be sure to verify that that the totals of the postage statements equal the total postage reported on the applicable manifest.
- a. For *PostalOne!* Sites:
- 1) Follow PBV or VRSR,
  - 2) If a postage adjustment is required (for example, if the postage adjustment factor is greater than 1.015), the adjustment is calculated using the appropriate postage statement for the class of mail sampled.
  - 3) The additional postage due is deducted from the mailers account.

#### 9-4.4 Optional Combined Parcel Mailings (DMM 705.21.0)

Package Services parcels, Parcel Select parcels and Marketing Mail parcels in a combined parcel mailing must be supported by the appropriate documentation and verified as follows:

- a. Each combined mailing must be supported by the following documentation:
- 1) A Package Services manifest representing all Package Services subclasses included in the mailing. See **Exhibit 43** for an example.
  - 2) A Marketing Mail manifest representing all processing categories included in the mailing. See **Exhibit 37** for an example. If Marketing Mail Regular and Nonprofit prices are included, separate manifests for Regular and Nonprofit prices would be acceptable if the mailer is unable to produce a manifest consolidating both.
  - 3) For each class and subclass, a summary that matches the postage claimed on the postage statements. See **Exhibits 37F** and **43A** for examples.
  - 4) A separate Qualification report to support how the mailing has been sorted. See **Exhibit 37G** for an example of the Qualification report and **Exhibit 24** for the required codes. This Qualification report will show to where each piece is sorted.
  - 5) For each class, subclass, and processing category (as defined by the DMM), a separate postage statement.
  - 6) For a plant-verified drop shipment, a register of mailings and the appropriate PS Form 8125.
- Note:** The items noted in 9-4.4a1–4 represent general guidelines. Manager Business Acceptance Performance may authorize other acceptable formats.
- b. Each combined mailing must be verified as follows:
- 1) Use the MMS OCP Sampling Workbook provided by Manager Business Acceptance Performance.

- 2) When one or more of the postage statements are entered and PBV prompts either a presort or manifest sampling verification, then the Combined Parcels workbook is used.
- 3) The sample size will always be 100 pieces and is not determined by PBV. Reference the Combined Parcels workbook for instructions. Smaller sizes may not be utilized.  
**Note:** Selecting a certain number of pieces of each class or subclass is not required. Simply select the required number of pieces from the sacks or pallet containers.
- 4) Complete the MMS OCP Sampling Workbook sampling, which will automatically calculate any additional postage owed due to presort or postage payment errors.
- 5) The additional postage due is deducted from the mailer's account.
- 6) Provide a copy of the sampling form to the mailer if additional postage is due or upon the mailer's request.

#### 9-4.5 Batch Manifest Mailings

- a. For *Non-PostalOne!* sites
  - 1) Perform a PS Form 8158, *MMS Sampling/Postage Adjustment Worksheet — Batch Manifest Mailings*, (**Exhibit 16**)
  - 2) The number of pieces must be considered when determining the verification sample size as described in **Exhibit 21**.
  - 3) If a postage adjustment is required (for example, if the postage adjustment factor is greater than 1.015), calculate the corrected postage as specified on the worksheet.
  - 4) The additional postage due is determined by subtracting the mailer's declared postage on the manifest summary from the corrected postage. The additional postage due is deducted from the mailers account.
- b. For *PostalOne!* Sites:
  - 1) Follow PBV or VRSR,
  - 2) If a postage adjustment is required (for example, if the postage adjustment factor is greater than 1.015), the adjustment is calculated using the appropriate postage statement for the class of mail sampled.
  - 3) The additional postage due is deducted from the mailers account.

#### 9-4.6 Registered Mail

Register Mail procedures must be followed immediately upon mail arrival. Acceptance employees must ensure the mail is never left unattended until it is officially released to the registry section.

Perform Postage Verification sampling for non-PostalOne! sites according to Publication 401, Exhibit 20 or *PostalOne!* sites follow PBV/VRSR. For Registered Mail Manifests, the **Extra Services Verification** sampling must be conducted on every mailing, not just those requiring an MMS Verification by PBV, VRSR, or manual process.

Follow the same postage verification procedures described in **Exhibit 17A** for PS Form 8159 and also do the following **Extra Services Verification**:

- a. Ensure that all registered articles are physically separated from other mail and reported on a separate manifest.
- b. Perform postage verification for Registered fees.
- c. Match each registered article against PS Form 3877, *Firm Mailing Book for Accountable Pieces*, or computer-generated facsimile.
- d. Return a signed and round-dated copy to the mailer and retain a copy as required for claims and inquiry.
- e. Mail is immediately transferred to registry section with a photocopy of PS Form 3877.

#### **Insured, COD, Certified, Certificate of Mailing**

Registered Mail and Certificate of Mailing Articles must be on their own manifest and cannot be combined with pieces not claiming that service. Articles with Insurance, COD, Certified, can be combined with pieces not requesting extra services.

Perform sampling for Non-*PostaOne!* sites according to Publication 401, Exhibit 20, or Exhibit 21 or *PostaOne!* sites follow PBV/VRSR and also do the following:

- a. Match the extra service article number, name, and address from the selected sample against PS Form 3877.
- b. Scan the barcode on PS Form 3152 for mailings using Confirmation Services.
- c. Return a signed and round-dated copy of the summary to the mailer.
- d. For manifests with COD, retain a hardcopy of the manifest as required for claims and inquiry.

For Certificate of Mailing Manifests, the **Extra Services Verification** sampling must be conducted on every mailing, not just those requiring an MMS Verification by PBV, VRSR, or manual process.

#### **Extra Services Verification**

| <b>Articles in Mailing</b> | <b>Extra Services Sampling Size –Number of Articles</b> |
|----------------------------|---|
| 3-299                      | 10% of the mailing (at least one piece)                 |
| 300-1,999                  | 30 articles   |
| 2,000-3,999                | 40 articles   |
| 4,000-5,999                | 50 articles   |
| 6,000-7,999                | 60 articles   |
| 8,000-9,000                | 70 articles   |
| 10,000-99,999              | 100 articles  |
| 100,000 – 499,999          | 130 articles  |

Match the name and address from the selected sample against PS Form 3877 or PS Form 3665 for Certificate of Mailing.

**9-4.7 International Mailings**

- a. For international mailings, follow the same postage verification procedures described for domestic mail and for articles containing extra services.
- b. International manifests must also show a country code and extra services (if applicable).

Verify the accuracy of the required information on the manifest for the pieces selected for the sample.

**9-5 Calculating the Postage Adjustment Factor**

- 9-5.1 Each of the sampling/postage adjustment worksheets provides instructions for calculating the postage adjustment factor. The calculation is to be rounded off to three decimal places. See **Exhibit 22** for examples of these calculations.
- 9-5.2 The mailer has the option to rework the entire mailing or pay a postage adjustment. For rework, the entire mailing must be reprocessed and submitted with new documentation.
- 9-5.3 Whether the mailer pays additional postage or reworks the mailings, enter the verification information results on PS Form 8075 Mailer Notification Log for Disqualified Mailings.

**9-6 Exceptions to Calculating Postage Adjustment Factor (PAF)****9-6.1 Overstated Weights**

If mailer uses overstated weights, then the following alternative procedures for completing the sampling forms are required to prevent incorrect calculations of the postage adjustment factor (PAF).

- a. When overstated single-piece price pieces are sampled and the actual weight is less than the stated weight and the postage for the weight reported is correct, then accept the manifest weight and postage as accurate and record the manifest postage amount for that piece in the actual postage column of the sampling form.
- b. If postage is calculated by weight, such as Marketing Mail piece/pound price or Presorted Bound Printed Matter mailings, then accept the manifest weight as accurate and record the manifest weight in the actual weight column of the sampling form.
- c. Do not calculate the PAF or adjust postage if the only discrepancies involve overstated piece weights. All other calculations on the sampling form remain the same.

**Note:** *PostalOne!* sites must click on the check box for overstated weights when completing sampling worksheets.

**9-6.2 Special Circumstances**

Occasionally, the results of the postage sampling may be out of the ordinary. This may indicate that the system has failed and that usual postage adjustment procedures do not apply.

For example, if the PAF is unusually high, or is zero (caused by no sample pieces on the manifest), the acceptance employee must contact the mailer immediately for resolution. If the issue cannot be resolved the acceptance employee must contact the district business mail entry office for guidance and resolution.

**9-7 Critical Errors**

- 9-7.1 Critical errors are signs of potentially serious problems in the system. These errors require immediate corrective action by the mailer even though they may not require postage adjustments for individual mailings.
- 9-7.2 The following are considered critical errors:
- a. Pieces not listed on the manifest.
  - b. Weights understated or overstated by more than one price increment.
  - c. Incorrect zone, country, or price group claimed or used to calculate postage.
  - d. Errors from incorrect use of postage tables.
  - e. Surcharges not calculated correctly.
  - f. ID numbers duplicated on the manifest.
  - g. Any error relating to pieces for which extra services are requested.
  - h. Marketing Mail pieces weighing 16 ounces or more.
  - i. Misclassified pieces.
- 9-7.3 The following are some general guidelines on managing situations involving critical errors:
- a. Determine if the critical errors are isolated instances or are repetitive.  
For example, samplings reveal a single instance of missing pieces over the course of several samplings versus missing pieces occurring over the course of several consecutive samplings.
  - b. Isolated errors can be managed on a case-by-case basis, but if over time isolated errors cause the Quarterly Accuracy rating to fall below minimum requirements, the system needs to be managed according to 10-3.3.
  - c. Repetitive errors may require more immediate action by the business mail entry manager according 10-3.4.
    - 1) The mailer may not be able to correct some critical errors immediately — the solution may require reprogramming or vendor service. The mailer may be required to apply a short-term solution until the critical error is corrected. Any short-term solution must ensure that correct postage and fees are paid.
    - 2) If no short-term solution is available, it may be necessary to suspend system authorization as described in 10-3.4.

**9-8 Retaining Verification Documents**

- 9-8.1 For each postage verification that does not require a postage adjustment, the acceptance unit must keep the following for 90 days after the mailing:
- a. A copy of the manifest summary (if required).
  - b. For Non-PostalOne! sites only, a copy of the sampling/postage adjustment worksheet.
- 9-8.2 For each postage verification that requires a postage adjustment, attach the following to the postage statement and give copies to the mailer:
- a. The sampling/postage adjustment worksheet.
  - b. The manifest summary (if required).

# Chapter 10

## Administrative Procedures

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### 10-1 Effective Administration

Effective administration of an MMS requires more than verifications of individual mailings. There are other reviews and administrative procedures that help to monitor the mailer's overall MMS operations and Postal Service acceptance procedures to ensure that manifest mailing systems are effectively maintained. The following is a description of administrative responsibilities.

### 10-2 Administering Post Office Responsibilities

#### 10-2.1 Quarterly MMS Accuracy Worksheet

##### USPS Ground Advantage

- a. **Exhibit 23, Quarterly MMS Accuracy Worksheet**, is a log maintained by manifest type for each manifest mailer. For example, if one site had three different types of MMS — such as Priority Mail, mixed classes, and Marketing Mail machinable parcels — then there would be three separate Quarterly MMS Accuracy Worksheets. However, if the site had just a mixed class manifest — for example, Priority Mail, First-Class Mail, or other single piece classes — then there would be only one Quarterly MMS Accuracy Worksheet required.
- b. This report compares the number of manifest mailings that exceed the  $\pm 1.5$ -percent postage/weight sampling accuracy level with the total number of manifest mailings sampled during a Postal Service quarter.
- c. The acceptance employees at the administering Post Office must record specific data on the Quarterly MMS Accuracy Worksheet for manifest mailings that are submitted on a daily basis, even if no MMS samplings are prompted.
- d. If the administering Post Office does not have access to the *PostalOne!* system, then the Quarterly MMS Accuracy Worksheet must be maintained in hardcopy in the mailer's administrative file for two quarters, and the original, completed worksheet must be submitted to the Manager, Business Mail Entry no later than 5 business days after the close of the quarter.

#### 10-2.2 Mailer Administrative File

The mailer administrative file for each MMS must be maintained and contain the following:

- a. Copy of district authorization letter or MBAP authorization.
- b. Plant load authorization (if applicable).
- c. Pickup service SOP (if applicable).

Non-*PostalOne!* sites must retain Quarterly MMS Accuracy Worksheets for the previous four quarters.

### 10-2.3 Ongoing Responsibilities

- a. The administering Post Office ensures the mailer does the following:
  - 1) Makes no change to production procedures or documentation specified in the authorization letter.
  - 2) Maintains an effective quality control program.
  - 3) Incorporates price, zone, and regulation changes when necessary.
  - 4) Documents damaged and withdrawn mail properly.
  - 5) Documents errors found and takes corrective action to prevent recurrence of errors.
  - 6) Retains documentation for 90 days.
- b. The administering Post Office ensures acceptance employees do the following:
  - 1) Conduct presort and postage verifications properly.
  - 2) Maintain documentation as required.
  - 3) Complete the *Quarterly MMS Accuracy Worksheet*, daily.
  - 4) Test scales daily.
  - 5) Provide sampling/postage adjustment worksheets to the mailer for corrective action when errors are found.

### 10-2.4 Corrective Action for Critical Errors

- a. Determine if the critical errors (See 9-7) are isolated instances or whether they are repetitive.
- b. Isolated errors can be managed on a case-by-case basis by the local Post Office through direct contact with the mailer.
- c. Repetitive errors may signal serious system issues and must be referred to the business mail entry manager.

## 10-3 District Responsibilities

### 10-3.1 Mailer Administrative File

The mailer administrative file for each MMS in the district must be maintained and contain the following:

- a. Application and supporting documentation (for example, sample manifests, mailer QC, sample labels).
- b. Copy of district authorization letter or MBAP authorization.
- c. Plant-load agreement (if applicable).
- d. Pickup service SOP (if applicable).
- e. MMS Review Checklist, if applicable.

Non-*PostalOne!* sites must retain Quarterly MMS Accuracy Worksheets for the last four quarters.

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**10-3.2 Quarterly MMS Accuracy Worksheet Review**

- a. The business mail entry manager is responsible for ensuring that the administering Post Offices are effectively managing their manifest mailing systems. The manager reviews the Quarterly MMS Accuracy Worksheets.
- b. If these reports indicate deficiencies or problems, action must be taken to resolve those issues. Deficiencies and actions taken must be noted on the last page of the Quarterly MMS Accuracy Worksheets. See 10-3.3 for instructions on managing deficient systems.
- c. For Non-*PostalOne!* sites:
  - 1) Enter accuracy rating (percentage) from the hardcopy Quarterly MMS Accuracy Worksheets into the electronic MMS/MMSD/MVRP Worksheet in *PostalOne!*
  - 2) Forward copies of the Quarterly MMS Accuracy Worksheets for all MBAP-authorized systems to the MBAP analyst no later than 10 business days after the close of the quarter.
  - 3) Retain all worksheets and checklists in the administrative file for the last four quarters.
- d. For *PostalOne!* sites,
  - 1) Review electronic Quarterly MMS Accuracy Worksheets for all manifest systems.
  - 2) Detailed comments must be provided for any system below the 95% accuracy rating.
  - 3) Submit to MBAP no later than 10 business days after the close of the quarter.

**10-3.3 Managing MMS Systems with Accuracy Levels Less than 95 Percent**

- a. Review the Quarterly MMS Accuracy Worksheet to determine if any system has an accuracy rating of less than 95 percent.
  - 1) Thorough review of the sampling process and Quarterly MMS Accuracy Worksheets must ensure that sampling procedures have been performed correctly, on the required frequency, and calculations on the worksheets are accurate.
  - 2) If there are three or more samplings out of tolerance during a quarter, notify the mailer that corrective action is necessary (**Exhibit 7**).
- b. Review the mailer's Quarterly MMS accuracy for the subsequent quarter to determine if the mailer's accuracy rating has improved to 95% or better. If not:
  - 1) For district-authorized systems:
    - (a) Issue a letter (**Exhibit 7A**) notifying the mailer that the manifest accuracy has not sufficiently improved and that an onsite review will be conducted.

- (b) Conduct an onsite review using **Exhibit 6B** to analyze the effectiveness of the system.
  - (c) The district manager MSS (or designee) must notify the mailer and the administering Post Office in writing of any issues that require corrective action. Use **Exhibit 7B**.
  - (d) If the Quarterly MMS Accuracy Worksheet has an accuracy rating of less than 95 percent and has three or more out-of-tolerance samplings during the next full quarter after the review, the district manager MSS may rescind the authorization using **Exhibit 7C**.
- 2) For MBAP-authorized systems:
- (a) Submit a copy of the notification letter to the MBAP analyst.
  - (b) MBAP determines if an onsite review will be conducted and notifies the district of the next steps to be taken.

#### 10-3.4 Corrective Action for Critical Errors

Upon notification by the administering Post Office of continuing critical errors as described in chapter 9, the business mail entry manager must take the following actions:

- a. Contact the mailer by telephone, discuss the critical errors, and obtain from the mailer a commitment to correct the system issues.
- b. Follow-up the telephone conversation with a letter by Certified Mail (**Exhibit 8**). The letter should include a description of the critical errors, a request for the mailer's planned corrective action, and a required response date.
- c. If the mailer does not respond or take corrective actions, a second letter by Certified Mail (**Exhibit 8A**) must be sent stating that the authorization will be rescinded if no response is received.
- d. When the mailer provides notification that the errors have been corrected, conduct an onsite review and postage sampling of the mailer's next mailing to determine if the noted critical errors have been corrected.
- e. If the review shows that the system is functioning correctly, reinstate the authorization using **Exhibit 8B**.
- f. If the mailer is unable or unwilling to make the necessary system corrections, rescind the authorization using **Exhibit 8C**.

### 10-4 Manager Business Acceptance Performance Responsibilities

#### 10-4.1 Quarterly MMS Accuracy Worksheet Review

- a. Once notified by the district review the data and determine if an onsite review is warranted.
- b. After review and/or onsite visit, notify the mailer and the administering Post Office in writing of any issues that require corrective action or if system is suspended/canceled.

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**NOTE: EXHIBITS:**

**1. WILL NOT REFLECT THE ACTUAL CURRENT PRICES**

**2. WILL NOT REFLECT THE SECTIONS OR LINE-ITEM NUMBERS OF THE CURRENT POSTAGE STATEMENTS**

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**Exhibit 1**



# Manifest Mailing System Application

Before completing this application, review Publication 401, *Guide to the Manifest Mailing System*.

|  |  |
|--|--|
| Mailer Name and Address (Street, City, State, ZIP+4) | Name of mailer representative responsible for your manifest system |
| Mailer ID (MID) (MID required for use of IMpb)       | Phone Number<br>(       )  |
| E-mail Address                                       | EPS Account Number   |

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Mailing Information

Check ONLY the class(es) and option(s) that are applicable to your system. Sample documentation must be provided with the application.

#### **First-Class Mail:**

##### **Letters/Cards**

- Automation
- Single-Piece
- Presorted/Nonauto/Nonmachinable
- Round Trip Mailer/DVD – Letters

##### **Flats**

- Automation     Single-Piece
- Presorted
- Round Trip Mailer/DVD – Flats

#### **Priority Mail:**

- Flats
- Parcels
- Flat-Rate Container
- PMOD
- Cubic Flats
- Cubic Parcels

#### **Marketing Mail:**

##### **Letters**

- Automation/Carrier Route
- Nonautomation – Machinable
- Nonautomation – Carrier Route
- Nonautomation – Nonmachinable

##### **Entry Discount**

- None     DNDC     DSCF     DDU

#### **USPS Ground Advantage:**

##### **Parcels**

- Shipping Service File Compliant
- DIM
- Dimension Noncompliance
- Cubic

#### **Parcel Select – Destination Entry:**

##### **Parcels**

- DDU
- DHUB
- DSCF
- DNDC

#### **USPS Connect Local:**

- DDU Only

#### **Marketing Mail:**

##### **Flats**

- Carrier Route
- Automation
- Nonautomation
- Customized Market Mail (CMM)

##### **Entry Discount**

- None     DNDC     DSCF     DDU

**Marketing Mail:**

**Parcels**

- Presorted
- Machinable
- Irregular
- Simple Samples
- Targeted
- Every Door

**Extra and Additional Services Options for Domestic Mail:**

**USPS Tracking**

- Electronic  Retail
- Signature Confirmation
- Electronic  Retail  Cremated Remains
- Insurance Restricted Delivery (Over \$500)
- Collect on Delivery (COD) Restricted Delivery
- Signature Confirmation Restricted Delivery
- Certified Mail (First-Class Mail Only)
- Adult Signature Required
- Collect on Delivery (COD)
- Insurance  Bulk Insurance
- Day Certain Delivery (NSA Only)
- Extended Delivery Area Delivery Fee
- Sunday Delivery (NSA Only)
- Certified Mail Restricted Delivery

- Registered Mail (First-Class Mail Only)
- Return Receipt  Electronic  Retail
- Registered Mail Restricted Delivery

- Live Animal  Perishable  Hazardous Materials
- Certificate of Mailing - Firm
- Adult Signature Restricted Delivery
- Parcel Airlift
- Picture Permit Imprint Indicia

**International Mail**

**First Class Mail International**

- Postcards/Letters
- Large Envelopes (Flat)
- Packages (Small Packets)
- M-Bag

**Priority Mail International**

- Flats  Flat Rate Container
- Parcels  M-Bag

**Extra Services Options for International Mail**

- Insurance (Priority Mail Parcels Only)
- Registered Mail
- Return Receipt (Registered Mail and Insurance Only)
- Certificate of Mailing

**Note: IPA and ISAL may be manifested if using USPS supplied GSS software**

**International Priority Airmail (IPA)**

- Postcards/Letters  Flats
- Parcels (Small Packets)  M-Bag

**International Surface Airlift (ISAL)**

- Postcards/Letters  Flats
- Parcels (Small Packets)  M-Bag

1. Post Office where permit imprint is authorized: City/State/ZIP: \_\_\_\_\_
2. Have prior arrangements been made for verification and acceptance of your manifest mail?
  - Yes
  - No Contact your District Mailing Standards Specialist.
3. What days would you like to present your manifest mailings? [circle day(s)] M Tu W Th F Sa
4. Are your mailings seasonal?
  - Yes, Please describe: \_\_\_\_\_
  - No

5. Will your firm develop the manifest system?

- Yes
  - No Please give the name and address of the vendor developing your manifest system. (including Internet-based systems): \_\_\_\_\_
- 

6. Postage payment:

A. Will your manifest system prepare a computer-generated facsimile postage statement?

- Yes  No

B. Will you be using Postal Wizard to produce your postage statements?

- Yes  No

7. Explain how your manifest system ensures against duplicate mailpiece identification numbers within a mailing. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

8. Does your manifest system list identification numbers in alpha-numeric sequence?

- Yes
- No (Refer to chapters 5 and 6.)

9. How are piece weights determined?

- By weighing after the mailpiece is produced.
  - By predetermined weight(s). Explain how predetermined weights are calculated and how often, they are updated in your system. \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

- Other method. (Describe.) \_\_\_\_\_
- \_\_\_\_\_

10. What are the manufacturer's specifications for maintaining the calibration of the scales used by the system to determine piece weights and how will you meet those requirements?

\_\_\_\_\_

\_\_\_\_\_

11. How are your price and zone tables updated in your system? (Explain.)

\_\_\_\_\_

\_\_\_\_\_

12. Can you print price and zone tables from your manifest equipment?

- Yes, Include copies with this application.
  - No Explain how price tables are obtained. \_\_\_\_\_
- \_\_\_\_\_

13. Can your manifest system apply:

A. The nonmachinable surcharge on letter-size mail?

- Yes  No  N/A
-

B. The nonmachinable price for Parcel Select Destination Entry when applicable?

Yes  No  N/A

C. The nonbarcoded surcharge for Marketing Mail parcels ?

Yes  No  N/A

D. The Dimensional Weight for Priority Mail?

Yes  No  N/A

E. The "oversized" price for /Parcel Select measuring over 108 inches in length and girth?

Yes  No  N/A

14. Which data elements require manual input to generate your manifest?

Unique ID number

Class of mail

Other (specify): \_\_\_\_\_

\_\_\_\_\_

15. What date would you like to begin manifesting your mail? \_\_\_\_\_

Please submit in hardcopy the following documentation for a sample mailing (or mailings if several manifest options are to be approved). These samples must be produced from the actual software and hardware that will be used.

- Complete description of quality control (QC) procedures.
- Samples of QC worksheets.
- Sample of each type/class of manifest. If you are interested in using electronic format, see chapter 4.
- Completed sample of each postage statement or facsimile postage statement.
- Sample mailpieces or labels showing the permit imprint and the unique identification number or keyline.
- Completed sample PS Form 3877, *Firm Mailing Book for Accountable Mail*, or facsimile, if you are manifesting pieces with Extra Services.
- Completed sample PS Form 3665, *Certificate of Mailing – Firm (Domestic)* or facsimile of PS Form 3665.
- Sample of any privately printed Extra Services labels.
- Price tables and zone charts, if available.
- Presort documentation for all presorted manifests.

## **Mailer Quality Control Examples**

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## Exhibit 2A

### Batch Manifest—Mailer’s Quality Control Procedures (Sample)

#### Attachment A

(Mailer’s Name)

#### Mailer Quality Control Procedures for Batch Manifest Postage Verifications

#### PS Form 8158

We will sample [SPECIFY HOW MANY] mailing(s) [SPECIFY HOW OFTEN] to determine if the information on the manifest is accurate.

The minimum number of pieces in each sample will be at least 100 pieces. Since we are using the [SPECIFY FLOATING OR FIXED BATCH] option, we will randomly select an entire batch during each sampling. If the batch is fewer than 100 pieces, additional batches will be selected in order to meet the 100-piece minimum sampling per mailing.

We will use a photocopy of PS Form 8158 (page 2) to record the information for all postage samplings conducted each day.

The mailpiece keyline will be used to determine the lowest and highest identification number for each batch selected. This **identification number range** will be recorded in column **(8b)**. We will riffle through the mailpieces in each batch to ensure all numbers are accounted for and accurately sequenced.

We will count the **number of pieces** in each batch selected and record the amount in column **(8c)**.

In addition, we will look at the thicker pieces and sample at least 5 pieces to verify the piece weight shown in the mailpiece keyline. If the actual scale weight is more than the piece weight shown in the mailpiece keyline, the mailpiece will be opened to determine the cause of the weight error.

While we count the number of mailpieces in each batch, the postage amount shown in the keyline of each mailpiece will be tallied to determine the total postage for all mailpieces in each batch selected. The **actual batch postage** will be recorded in column **(8d)** unless there are any weight or postage discrepancies while counting and sampling the pieces as described above. If there are discrepancies found in the keyline information, we will weigh each piece in the batch, record and total the actual postage of all pieces of that batch as determined by the actual weight and price for which the pieces qualify instead of using the keyline information.

After checking the piece weights, our computer terminal or manifest will be used to determine the total batch postage shown on the manifest. The **manifest batch postage** will be recorded in column **(8e)**.

If the amount in column **(8d)** does not equal the amount in column **(8e)** the discrepancy will be investigated to determine the cause.

If pieces are found without a complete mailpiece keyline, the mail will not be submitted to the Postal Service.

Any pieces not listed on the manifest will also be investigated. All errors found will be documented and the corrective actions taken will be recorded on the back of the PS Form 8158.

The QC Postage Verification documentation will be maintained as stated in this agreement/authorization.

We will maintain all scales associated with the calculation of predetermined piece weights to manufacturer’s specifications and test daily for accuracy prior to use.

**Note:** This is an example and must be modified to be site specific.

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## Itemized Manifest—Mailer’s Quality Control Procedures (Sample)

### Attachment A

(Mailer’s Name)

### Mailer Quality Control Procedures for Itemized Manifest Postage Verifications

#### PS Form 8159

We will sample [SPECIFY HOW MANY] mailing(s) [SPECIFY HOW OFTEN] to determine if the information on the manifest is accurate. We will randomly select a minimum of 10% of the total pieces or 30 pieces (whichever is less) and include pieces from each MMS option submitted that day [i.e., SPECIFY AUTHORIZED OPTIONS].

We will use a photocopy of PS Form 8159 (page 2) to record the information for all postage samplings conducted each day.

The address label on each mailpiece sampled will be used to identify the unique piece ID number, the first three digits of the ZIP Code in the address, and the country for International mailpieces. The unique piece ID number will be recorded in column (9b). The 3-digit ZIP Code or the International country code will be recorded in column (9c).

The samples will be selected from mailpieces that were weighed and entered into the computer earlier in the day. Each sample will be weighed again to determine a verified actual piece weight. This actual weight will be recorded in column (9e).

For each [SPECIFY ZONE RATED OPTIONS] mailpiece sampled, the 3-digit ZIP Code will be checked against the applicable Official USPS Zone Chart to determine the actual zone that is recorded in column (9c). The actual zone, actual weight and applicable domestic price chart will be used to determine a verified actual postage that is recorded in column (9f).

For each [SPECIFY NON-ZONE RATED OPTIONS] mailpiece sampled, the actual weight and applicable domestic price chart will be used to determine a verified actual postage that is recorded in column (9f).

For each International mailpiece sampled, the actual weight, country, and applicable international price chart will be used to determine a verified actual postage that is recorded in column (9f).

The unique manifest number and our computer terminal or manifest will be used to determine the amount of postage that is listed on the manifest. The manifest postage will be recorded in column (9g).

The actual postage for each mailpiece sampled will be compared to the manifest postage. If the amounts in (9f) and (9g) are not the same, research will be done to determine the cause of the difference.

Any pieces not listed on the manifest will also be investigated. All errors found will be documented and the corrective actions taken will be recorded on the back of the photocopy PS Form 8159.

The QC postage verification documentation will be maintained as stated in this agreement/authorization.

We will maintain all scales associated with the production of the manifest to manufacturer’s specifications and test daily for accuracy prior to use.

**Note:** This is an example and must be modified to be site specific.

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**Marketing Mail Piece and Piece/Pound Price Manifest  
Mailer's Quality Control Procedures (Sample)**

**Attachment A**

**(Mailer's Name)**

**Mailer Quality Control Procedures  
for  
Marketing Mail Piece and Piece/Pound Price Postage Verifications**

**PS Form 8160**

We will sample [SPECIFY HOW MANY] mailing(s) [SPECIFY HOW OFTEN] to determine if the information on the manifest is accurate. We will randomly select a minimum of 10% of the total pieces or 30 pieces (whichever is less).

We will use a photocopy of PS Form 8160 (page 2) to record the information for all postage samplings conducted each day.

The address label on each mailpiece sampled will be used to identify the unique piece ID number that is recorded in column **(8b)**.

The samples will be selected from mailpieces that were weighed and entered into the computer earlier in the day. Each sample will be weighed again to determine a verified actual weight.

For each mailpiece sampled, the actual weight will be used to determine if the mailpiece is subject to the Piece price or Piece/Pound price. If the mailpiece is subject to the Pound price, the actual weight will be recorded in column **(8f)**. The actual piece price (whether minimum per piece or piece/pound price) will be recorded in column **(8d)**.

The unique piece ID number and our computer terminal or manifest will be used to determine the manifest piece price and the manifest weight for pieces subject to the Piece/Pound price. If the mailpiece is subject to the pound price, the manifest weight will be recorded in column **(8e)**. The manifest piece price (whether minimum per piece or piece/pound price) will be recorded in column **(8c)**.

The actual piece price for each mailpiece sampled will be compared to the manifest piece price. If the amounts in **(8c)** and **(8d)** are not the same, research will be done to determine the cause of the difference.

In addition, the actual weight for each pound price mailpiece sampled will be compared to the manifest weight. If the amounts in **(8e)** and **(8f)** are not the same, research will be done to determine the cause of the difference.

Any pieces not listed on the manifest will also be investigated. All errors found will be documented and the corrective actions taken will be recorded on the back of the photocopy PS Form 8160.

The QC Postage Verification documentation will be maintained as stated in this agreement/authorization.

We will maintain all scales associated with the production of the manifest to manufacturer's specifications and test daily for accuracy prior to use.

**Note:** This is an example and must be modified to be site specific.

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**Presorted or Carrier Route Bound Printed Matter  
Mailer's Quality Control Procedures (Sample)**

**Attachment A**

**(Mailer's Name)**

**Mailer Quality Control Procedures  
for  
Presorted or Carrier Route Bound Printed Matter Postage Verifications**

**PS Form 8161**

We will sample **[SPECIFY HOW MANY]** mailing(s) **[SPECIFY HOW OFTEN]** to determine if the information on the manifest is accurate. We will randomly select a minimum of 10% of the total pieces or 30 pieces (whichever is less).

We will use a photocopy of PS Form 8161 (page 2) to record the information for all postage samplings conducted each day.

The address label on each mailpiece sampled will be used to identify the unique piece ID number and the first three digits of the ZIP Code in the address. The **unique piece ID number** will be recorded in column **(9b)**.

The samples will be selected from mailpieces that were weighed and entered into the computer earlier in the day. Each sample will be weighed again to determine a verified actual piece weight. This **actual weight** will be recorded in column **(9g)**.

For each Presorted or Carrier Route Bound Printed Matter mailpiece sampled, the 3-digit ZIP Code will be checked against the applicable Official USPS Zone Chart to determine the **actual zone** that is recorded in column **(9h)**.

The unique piece ID number and our computer terminal or manifest will be used to determine the manifest piece weight and the manifest zone for each mailpiece sampled. The **manifest weight** will be recorded in column **(9e)**, and the **manifest zone** will be recorded in column **(9f)**.

A check mark will be placed in column **(9d)** for each mailpiece sampled, and a check mark will be placed in column **(9c)** for each sample mailpiece found on the manifest.

If the actual zone in **(9h)** does not match the manifest zone **(9f)** for any mailpiece sampled, our system's zone matrix will be corrected.

If the actual weight in **(9g)** is not equal to the manifest weight in **(9e)**, research will be done to determine the cause of the difference.

Any pieces not listed on the manifest will be investigated. All errors found will be documented and the corrective actions taken will be recorded on the back of the photocopy PS Form 8161.

The QC Postage Verification documentation will be maintained as stated in this agreement/authorization.

We will maintain all scales associated with the calculation of predetermined piece weights to manufacturer's specifications and test daily for accuracy prior to use.

**Note:** This is an example and must be modified to be site specific.

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**Presorted Manifests  
Mailer's Quality Control Procedures (Sample)**

**Attachment A**

**(Mailer's Name)**

**Mailer Quality Control Procedures for Mail Preparation  
for  
First-Class Mail—Presorted and Automation Prices  
Marketing Mail—Presorted, Automation, and ECR Prices**

**Parcel Select Light Weight —DNDC, DSCF, and DDU Prices  
Bound Printed Matter—Presorted and Carrier Route Prices  
Media Mail or Library Mail—Presorted Prices**

We will sample **[SPECIFY HOW MANY]** mailing(s) **[SPECIFY HOW OFTEN]** to determine if the mail was properly sorted.

We will use a Quality Control Presort Verification Record to record information for all presort samplings conducted each day.

We will randomly select **[SPECIFY HOW MANY—trays, sacks, or pallets]** from **[SPECIFY CLASS and PRICE]** mailing selected for sampling.

We will look for each container to determine if it has a label and to ensure that the label is legible and that there is no missing information.

In addition, for each container selected, information printed on each container's label will be used to record the **Destination** (first line) and **Contents** (second line).

If a container has packaged mailpieces, the pieces of several packages will be checked for proper sortation based on the package label.

For each container selected, the address label on mailpieces within each container will be used to identify the ZIP Code in the address. The ZIP Code and applicable DMM label list will be used to determine if the destination printed on the container's label is correct. In addition, the ZIP Code of each mailpiece will be checked against the applicable DMM label list to ensure that the mailpiece is in the correct destination container.

All errors found will be documented and the corrective actions taken will be recorded on a Quality Control Verification Record.

The QC presort verification documentation will be maintained as stated in the agreement/authorization.

**Note:** This is an example and must be modified to be site specific.

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**Mailer’s Mail Preparation Review Record (Sample)**

| Quality Control Mail Preparation Review Record                    |                           |                                  |
|---|---------------------------|----------------------------------|
| <b>Manifest Sequence ID#</b>                                      | <b>Mail Date</b>          |                                  |
| Tray, Sack, or Pallet Label information and errors                |                           |                                  |
|   | Information on each label | Corrected information            |
|   |                           |                                  |
|   |                           |                                  |
|   |                           |                                  |
|   |                           |                                  |
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|   |                           |                                  |
|   |                           |                                  |
|   |                           |                                  |
|   |                           |                                  |
| Package, Tray, Sack, or Pallet Sortation and Miscellaneous Errors |                           |                                  |
|   |                           |                                  |
|   |                           |                                  |
|   |                           |                                  |
|   |                           |                                  |
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|   |                           |                                  |
|   |                           |                                  |
|   |                           |                                  |
|   |                           |                                  |
| Corrective Action Taken   |                           | Name of employee completing form |
|   |                           |                                  |
|   |                           |                                  |
|   |                           |                                  |
|   |                           |                                  |
|   |                           |                                  |
|   |                           | Date:                            |

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# **Standard MMS Authorization Letters, Approval Forms and Review Checklists**

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## Exhibit 3A



### MMS Application Review Checklist

#### A. Application/Supporting Documentation

Instructions: Postmaster, place an "x" in the box to identify all correctly completed items.

- 1. All items on the application are completed.
- 2. The application is signed.
- 3. The application includes:
  - a. Mailer's quality control (QC) procedures.
  - b. Samples of the QC documentation.
  - c. Sample of each type/class of manifest to be used.
  - d. Completed sample of each postage statement to be used. (For a mixed class manifest, separate postage statements for each class submitted)
  - e. Sample mailpiece(s) or sample mailing label(s)
  - f. Postage table and zone matrices (if available).
- 4. The manifests include the minimum data elements to determine correct postage.
- 5. The summary information for each class of mail is reported separately on the summary pages.
- 6. If a computer-generated facsimile postage statement is used, it is formatted correctly and shows the current form edition date.
- 7. The manifest totals and postage statement information agree.
- 8. The identification numbers or batch ranges are listed in sequential order or sequentially with each ZIP Code, zone, or country on the manifest.
- 9. There are no duplicate identification numbers.
- 10. The mailpiece keyline information is correct for batched mailings.
- 11. The keyline placement is correct.
- 12. The permit indicia is correct.
- 13. Extra Services:
  - a. PS Form 3877 is submitted and completed correctly.
  - b. PS Form 3665 is submitted and completed correctly.
  - c. If computer-generated, PS Forms 3877 or 3665 formatted correctly.
  - d. A separate summary for Extra Services fees is submitted.
- 14. The permit imprint application fee is paid.
- 15. The annual mailing fee(s) is paid, if applicable.

**B. Administering Post Office Profile**

- Yes  No 1. This office has committed sufficient resources (personnel, work hours, training, *PostalOne!* etc.) to support this manifest mailing system (MMS).
- Yes  No 2. The acceptance clerks have been trained and clearly understand their responsibilities for sampling mail and calculating postage adjustments.
- Yes  No 3. List names of MMS acceptance clerks and type of training received:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
  
- Yes  No 4. Relief employees are available. List names and type of training received:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
  
- Yes  No 5. The acceptance hours for manifest mailings will be: \_\_\_\_\_
  
- Yes  No 6. Sampling scale:
  - Yes  No a. Electronic scale is available
  - Yes  No b. If no, what provisions have been made to obtain a scale?  
\_\_\_\_\_  
\_\_\_\_\_
  - Yes  No c. Certified weights are available to test the scale daily.
- Yes  No 7. Will MMS mailings be accepted at the mailer's plant?  
(If no, skip to item 8.)
  - Yes  No a. Is this an authorized plant load mailer?
  - Yes  No b. Is the plant load authorization on file?
  - Yes  No c. Will Plant Verified Drop Shipment (PVDS) mailings be prepared?
- Yes  No 8. a. Will your office transport mail from the mailer's plant prior to acceptance and verification?
  - Yes  No b. If yes, has the required Standard Operating Procedure (SOP) for pickup service been established? (See Ch. 9.)
- Yes  No 9. Have you established an SOP to ensure proper acceptance and verification of manifest mailings at the BMEU or DMU?

**C. Postal Service Representative**

Approved  Disapproved

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
**Signature and date**

*Submit the completed application, the application review worksheet, supporting documents, and your recommendation to the District Manager or designee.*

## Exhibit 3B

### **Manager Business Acceptance Performance (MBAP) Data Collection Sheet for Database Entry**

The Manager Business Acceptance Performance (MBAP) Database contains information about the authorized Special Postage Payment Systems (SPPS) including Systems administered and reviewed directly by the Districts.

This form is used by a District Business Mail Entry Manager or Supervisor to report:

- Any information changes to existing Systems
- Information for a new system to MBAP
- System being cancelled.

All sections applicable need to be completed. Pages two and three of this form **must** be sent to your MBAP. The database will be updated upon completion.

Please ensure all sections are completed.

- **Section 1:** Complete all mailer information blocks.
- **Section 2:** Reason for form:
  - New system: complete sections one through five
  - Change to mailer information: completed applicable sections for requested change.
  - Cancellation: enter cancellation date if cancellation letter is on file and reason for cancellation
- **Section 3:** Check the blocks for the type of authorization for mailer:
  - **AMS**-Alternative Mailing System
  - **COMAIL**
  - **COPAL-M**- Mailer
  - **COM**- Combined Mailing System without Value Added Refunds
  - **CVAR**- Combined Mailing System with Value Added Refunds
  - **CVT**- Copal Tray- Vendor
  - **EVS**- Electronic Verification System
  - **MMS**- Manifest Mailing System
  - **MMSD**- Manifest Mailing System –District Administration
  - **MVRP**- Minimum Volume Reduction Provision (also needs a MMSD)
  - **OPF**- One Pass Finalization
  - **OPT**- Option #4, Drop Ship Meter
  - **OPMS**- Optional Procedure Mailing System
  - **PRS**- Parcel Return Service
  - **PDWA**- Postage Due Weight Averaging
  - **RMS**- Returns Manifesting System
  - **VAR**- Value Added Refunds
- **Section 4:** Check blocks for category, classes of mail, special services and other that apply to this mailer authorization. For eDocumentation, please annotate whether mailer is using mail.dat or mail.xml.
- **Section 5:** Indicate the International Mail options and Special Services.
- **Section 6:** Complete all blocks.

**Note: Send to MBAP as an email attachment**

**Exhibit 3B (Continued)**

| 1. Mailer Information:  |      |                   |  |   |                             |            |  |  |  |
|---|------|-------------------|--|---|-----------------------------|------------|--|--|--|
| Company Name  |      |                   |  |   |                             |            |  |  |  |
| Street Number/Name  |      |                   |  |   |                             |            |  |  |  |
| City, State   |      |                   |  |   |                             |            |  |  |  |
| Company ZIP Code (5-Digit)  |      |                   |  |   |                             |            |  |  |  |
| Percentage of eligible mail submitted as Full Service (previous month from profile tab of mailer scorecard) |      |                   |  |   |                             |            |  |  |  |
| Company Contact Person  |      |                   |  |   |                             |            |  |  |  |
| Company Contact Phone #   |      |                   |  |   |                             |            |  |  |  |
| Mailers Email Address   |      |                   |  |   |                             |            |  |  |  |
| MBAP Analyst Name   |      |                   |  |   |                             |            |  |  |  |
| 2. Reason for Form:   |      |                   |  |   |                             |            |  |  |  |
| New   |      | Cancellation      |  |   | Cancellation Letter on File |            |  |  |  |
| Change  |      | Cancellation Date |  |   | Reason for Cancellation     |            |  |  |  |
| 3. System Type: check one   |      |                   |  |   |                             |            |  |  |  |
| AMS   |      | CVAR              |  | MMDS                                      |                             | PRS        |  |  |  |
| COMAIL  |      | DSMS-C            |  | MVRP                                      |                             | PDWA       |  |  |  |
| COPAL-M   |      | DSMS-M            |  | OPF                                       |                             | RMS        |  |  |  |
| CVT   |      | EVS               |  | OPT                                       |                             | VAR        |  |  |  |
| COM   |      | MMS               |  | OPMS                                      |                             |            |  |  |  |
| 4. Category/Class/Special Services: Check what mailer has been authorized                                   |      |                   |  |   |                             |            |  |  |  |
| Bound Printed Matter Presort  | BPMP |                   |  | Media Mail                                |                             | MED        |  |  |  |
| Bound Printed Matter Single piece   | BPM  |                   |  | Media Mail Presorted                      |                             | MEDP       |  |  |  |
| Combined First-Class Flats  | CMFF |                   |  | Mixed Classes Manifest Single piece       |                             | MXD        |  |  |  |
| Combined First-Class letters  | CMFL |                   |  | Parcel Airlift                            |                             | PA         |  |  |  |
|   |      |                   |  | Single Piece (non-cubic) Ground Advantage |                             | SPNC<br>GA |  |  |  |
| Combined Marketing Mail Letters   | CMSL |                   |  | USPS Ground Advantage                     |                             | GA         |  |  |  |
|   |      |                   |  |   |                             |            |  |  |  |
| First-Class Mail Single-piece   | FCMS |                   |  | Periodicals                               |                             | PER        |  |  |  |
| Parcel Select Destination Entry   | PSDE |                   |  | Priority Mail                             |                             | PRI        |  |  |  |
| First-Class Mail Presorted Flats  | FCMF |                   |  | Marketing Mail Flats                      |                             | SFL        |  |  |  |
| First-Class Mail Presorted Letters  | FCML |                   |  | Marketing Mail Irregular Parcels          |                             | SIP        |  |  |  |
| International Mail  | INT  |                   |  | Marketing Mail Letters                    |                             | SLT        |  |  |  |
| Library Mail  | LIB  |                   |  | Marketing Mail Machinable Parcels         |                             | SMP        |  |  |  |
| Library Mail Presorted  | LIBP |                   |  |   |                             |            |  |  |  |
| Special Services  |      |                   |  |   |                             |            |  |  |  |
| Certificate of Mailing  | COM  |                   |  | Restricted Delivery                       |                             | RD         |  |  |  |
| Certified Mail  | CM   |                   |  |   |                             | RR         |  |  |  |
| COD Mail  | COD  |                   |  |   |                             | RRM        |  |  |  |
| USPS Tracking   | eDC  |                   |  | Signature Confirmation                    |                             | eSC        |  |  |  |
| Insured Mail  | IM   |                   |  |   |                             |            |  |  |  |



**Exhibit 3B (Continued)**

| Return Services   |      |  |                       |     |
|---|------|--|-----------------------|-----|
| Bulk Parcel Return Service  | BPRS |  | Parcel Return Service | PRS |
|   |      |  |                       |     |
| Other   |      |  |                       |     |
|   |      |  | IMb                   |     |
| <i>PostalOne!</i> eDocumentation (Mail.dat or mail.XML)                     |      |  | Pickup SOP            |     |
| <i>PostalOne!</i> ePostage  |      |  | BMEU Entered          |     |
| <i>PostalOne!</i> eTransportation   |      |  | DMU Entered           |     |
| National Service Account  |      |  |                       |     |
| 5. Indicate International Mail options and International Special Services:  |      |  |                       |     |
|   |      |  |                       |     |
|   |      |  |                       |     |
|   |      |  |                       |     |
|   |      |  |                       |     |
|   |      |  |                       |     |
| 6. District Review and Acceptance Information:                              |      |  |                       |     |
| Mailer District:  |      |  |                       |     |
| 5-Digit Post Office of Mailing ZIP Code                                     |      |  |                       |     |
| Finance Number of Acceptance Office   |      |  |                       |     |
| Annual Postage  |      |  |                       |     |
| Application Date (mm/dd/yyyy)   |      |  |                       |     |
| First Visit Date (mm/dd/yyyy)   |      |  |                       |     |
| Expiration Date (mm/dd/yyyy)  |      |  |                       |     |
| District Last Audit date (mm/dd/yyyy)                                       |      |  |                       |     |
| District Next Audit Date (mm/dd/yyyy)                                       |      |  |                       |     |
| Finance and Cost Code Number  |      |  |                       |     |
| Permit Number   |      |  |                       |     |
| Account Number  |      |  |                       |     |
| CRID  |      |  |                       |     |
| Reviewed By   |      |  |                       |     |
| Person Completing this form if not the same person who completed the review |      |  |                       |     |

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## Exhibit 4A

### Manifest Mailing System Temporary Authorization For Systems Authorized by Manager Business Acceptance Performance



# Manifest Mailing System (MMS) Temporary Authorization

[Name of Mailer  
[Company Name]  
[Company Address]  
[City, State, ZIP Code]

[Date of Authorization] Ensure timeframe is specific to 90-day

This document (and any attachments) authorizes [Company name] to enter and pay postage for [Class of Mail, Processing Category, Extra Services] mail using a Manifest Mailing System (MMS) as provided in the Publication 401, *Guide to the Manifest Mailing System*, the Domestic Mail Manual (DMM), and the International Mail Manual (IMM). [Company name] must maintain the following standards and comply with the terms of this MMS Authorization as set forth below.

1. **Postal Regulations**

[Company name] will prepare all mailings under the postal regulations in the DMM and IMM in addition to the requirements for using an MMS and this authorization.

2. **Post Office of Mailing and Classes/Sub-classes to Be Entered**

[Company name] will present mail and pay postage under this authorization for verification by postal representatives at the [City/State] Post Office. This authorization is limited to mailings of [Specify Class or Type including Special Services] Mail.

3. **Quality Control Procedures**

[Company name] will, at a minimum, establish and perform under this authorization all quality control procedures described in **Attachment (A)**, *Mailer Quality Control Procedures*, to ensure and maintain the accuracy of mail preparation and the correctness of postage computation. The Postal Service reserves the right, at its discretion, to require the mailer to implement other reasonable and appropriate quality control procedures if the Postal Service determines the procedures described in **Attachment (A)** are inadequate to ensure proper payment of postage.

Quality control sampling reports will be retained for at least 90 days unless errors are detected. If errors are detected during the sampling process, the mailer will describe corrective action taken on the sampling report and the reports will be retained for at least one year.

4. **General Document Requirements**

[Company name] agrees to:

- Submit accurate, current versions of USPS approved hardcopy or electronic postage statements and any required supporting documentation.
- Maintain sufficient funds on deposit to cover all postage charges.
- Promptly pay all postage charges for adjustments, annual fees, and Extra Services fees, if applicable.

## 5. **MMS Document and Record Keeping Requirements**

When presenting mail to the Postal Service for verification, [Company name] will provide all the following:

- A properly prepared computer-generated postage statement facsimile or by Postal Wizard.
- The manifest and a summary listing of the manifest data in hardcopy or electronic media.
- PS Form 3877 (for listing accountable Extra Services) or PS Form 3665 (for Certificate of Mailing-Firm (Domestic). A summary of individual Extra Service fees and grand total of all Extra Service fees (for mailings using Extra Services).
- Any other documentation required by postal regulations.

[Company name] will retain the manifest listing, summary, and a copy of postage statements for 90 days from the date of mailing and make them available for inspection by the Postal Service within 48 hours on request. The manifest listing and summary may be retained electronically.

## 6. **MMS Mailing Procedures**

### **Unique Piece Identification Numbers**

[Company name] will print a unique identification number on each mailpiece. Numbers will not be duplicated in a mailing and will appear sequentially, or sequentially within each presort level, on the manifest.

### **Consecutive Manifest Sequence Numbers**

[Company name] will print a consecutive sequence number on each MMS document to relate it to a specific manifest mailing. The following are the format requirements:

Numbers must be consecutive by manifest type.

For mailers with multiple mailing sites, numbers must be consecutive by mailing site and manifest type.

Numbers must not repeat within a 12-month period.

Gaps in consecutive numbers must be explained when requested by the administering Post Office.

### **Overstated weights**

[In order to avoid underpayment of postage for pieces at or near the weight or price break points, [Company name] may overstate the weight and postage. Under this provision, any overstated pieces are considered correct, and the "Manifest Postage" will be recorded as "Actual Postage" on the applicable MMS sampling worksheet.]

### **Additional Postage**

The Postal Service will verify the accuracy of the postage calculations reflected on the computer-generated manifest. If the Postal Service determines that postage is understated by more than 1.5%, additional postage will be charged. No adjustments will be made for overstatement of postage.

### **Pickup Service**

If the mailer requests pickup service, the mailer may enter into a No Fee Pickup Service Agreement, PS Form 5543 which is normally initiated by USPS Sales. The pickup fee will not be applied if the mailer meets the terms and conditions of the No Fee Pickup Service Agreement, and the responsible USPS function agrees to perform the pickup as outlined in the agreement. If the terms and conditions outlined in the agreement are not met, all applicable fees for pickup service apply.

## 7. **Damaged/Repaired Pieces**

The manifest must be adjusted if mail that is reported on the manifest is damaged during processing and cannot be presented or if mail is withdrawn for any other reason.

To adjust for damaged or withdrawn mail [Company Name] agrees to either:

Line out the identification number, weight, and postage information on the itemized manifest (line out the piece on PS Form 3877, or PS Form 3665 if applicable.

**OR,**

Deduct the total number of pieces, piece weights, and postage and fees from the totals shown on the manifest, summary, and postage statement, and write the following information about each damaged or withdrawn mailpiece on a separate listing:

- Unique identification number.
- Piece weight.
- Postage (and fee amount if applicable).

#### 8. **Plant Verified Dropship**

If MMS mailings, or segments of MMS mailings, are presented as Plant Verified Dropship System (PVDS) mailings that have been previously dispatched; **the mail** will not be accepted without an accompanying postage statement and will be subject to verification and charged at the appropriate price. If the entry Post Office notifies the acceptance employee at the Detached Mail Unit (DMU) that the number of pallets, or other containers, received was less than the number indicated on the PS Form 8125 and this is verified by the acceptance employee, the pallets, or other containers, will be accepted. If the pallets, or other containers, will be entered at a different entry level, [Company name] will submit a postage statement reflecting the difference between the original entry level and the current entry level.

#### 9. **Detached Mail Unit (DMU) Requirements**

MMS mailings may be verified by a Postal Service acceptance employee in a DMU at your facility. [Company name] agrees to ensure that the DMU meets all specifications required by the Manager, BME in accordance with Postal Service policy.

#### 10. **PostalOne! Contingency Plan**

In the event of a *PostalOne!* outage at the time of mailing, [Company name] will follow the instructions of the acceptance employee concerning the current USPS *PostalOne!* contingency procedures until service is restored.

#### 11. **Refund/Adjustment Policy**

[Company name] understands that any request for a postage refund or any adjustment to the advance deposit account for postage underpayment for a system issue, must be documented, clearly explaining the reason for the discrepancy and what corrective action is being taken to ensure it does not recur.

[Company name] refund or adjustment request must provide a detailed description of the issue; dollar amount of the request; the number of pieces affected; date the system or procedural failure occurred; mailer's tax identification number (TIN), in addition to postage statements, qualification reports, manifest, and other MMS supporting documents. All MMS **system-related** refund requests will be submitted electronically with all supporting documentation to the SPPS Refunds email address at: [SPPSRefunds@usps.gov](mailto:SPPSRefunds@usps.gov).

Any occurrences of postage underpayment detected by [Company name] must be reported to the administering post office within five (5) working days from the date of detection.

Any postage refund request or postage underpayment occurrence may trigger a review by the MBAP office to determine why the discrepancy was not detected by the system and whether proper corrective action was taken to prevent a recurrence. The MBAP will decide on the validity of a postage refund request or postage underpayment.

#### 12. **Administrative Cost of Refunds**

[Company name] agrees that when the MBAP office determines postage was overpaid or underpaid due to a system failure in [Company name] operation, the administrative processing cost will be charged to [Company name]. In that event, [Company name] agrees to separately pay the administrative processing cost or allow the Postal Service to adjust the overpayment or underpayment amount, as appropriate.

#### 13. **Postal Oversight**

[Company name] will allow Postal Service employees to have reasonable access to mail preparation areas to observe mail production and verify mailing records.

[Company name] will provide any assistance the Postal Service may require to conduct periodic monitoring and review of the MMS. Such review will include, but is not limited to, procedures for handling damaged and withdrawn pieces, quality control and corrective actions, and for production of accurate documentation.

14. **Suspension by USPS**

Authorization for MMS mailing privileges may be suspended by the Postal Service at any time, pending review.

15. **Cancellation by USPS**

The Postal Service may cancel this MMS Temporary Authorization:

- Any time it is established that [Company name] has provided misleading or incorrect data to avoid payment of postage.
- When no mailings are made under this MMS Authorization during any consecutive 12-month period.
- If [Company name] continually fails to comply with the requirements of the DMM, Publication 401, or the Temporary MMS Authorization.
- If it is determined from a MBAP review that this Authorization is no longer justified or that [Company name] is not complying with the terms of this Authorization.

16. **Cancellation by Mailer**

[Company name] may cancel this MMS Authorization upon written notice to the MBAP.

17. **Mail Transport Equipment Accountability**

[Company name] will ensure that all Mail Transport Equipment (MTE) loaned by the Postal Service is used only for the preparation and transportation of mail that is delivered by the Postal Service. [Company name] will use its best efforts to protect and maintain in good condition any MTE loaned by the Postal Service, that it will return all such MTE at the times, dates and locations prescribed by the Postal Service, and that it will reimburse the Postal Service for the current replacement cost of any such MTE that is damaged beyond normal wear and use or destroyed while in [Company name] possession, custody, or control.

18. **Ownership Changes/Relocation**

[Company name] will provide written notice—at least thirty days in advance—to the Postal Service of any relocation or change in ownership, or any modification or adjustment to the computerized system used for the preparation of mailings under this authorization that might affect any of the following:

- Calculation of postage.
- Generation of required mailing documentation.
- Mail presorts

19. **Term of Authorization**

Manager Business Acceptance Performance (MBAP) is no longer issuing permanent, non-expiring special postage payment system (SPPS) authorizations because USPS intends to replace SPPS verifications with census-based verifications in the Seamless Acceptance program and eVS. Since the Seamless Acceptance on-boarding process is currently open as of the date of this agreement, **MBAP is providing a 90-day temporary SPPS authorization** to customers. Our expectation is that these SPPS systems will transition to Seamless Acceptance no later than the 1<sup>st</sup> calendar day after the end of the 90-day authorization period.

Your Seamless Acceptance activation date will be **[Seamless Activation Date]**.

The minimum requirements for all new SPPS temporary authorizations are to prepare at least 90% of total eligible mail volume as Seamless Acceptance and be actively participation in the eInduction program. For parcels, we would expect you to participate in the eVS program. If Postal Service periodic reviews or mailer-supplied information indicates a need for modification of this Authorization, then the Authorization will be modified by the Manager, MBAP and the **[Company name]** representative.

**Attachments: A – Quality Control Procedures (Required and Provided by mailer, approved by USPS)**

**Attachment X – Pickup Service (if applicable)**

**Attachment X – Plant Load Authorization (if applicable)**

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## MMS Temporary Authorization Letter – MBAP Administered System

[Date] Include 90-period temp authorization is effective

[Name of Mailer]  
[Company Name]  
[Company Address]  
[City, State, ZIP Code]

Dear [Name of company contact]:

This letter (and any attachments) provides a temporary authorization to [company name] to enter and pay postage for [class of mail, processing category, Extra Services] mail using a Manifest Mailing System (MMS) at the [City/State] Post Office as provided in Publication 401, *Guide to the Manifest Mailing System*, the *Domestic Mail Manual* (DMM), and the *International Mail Manual* (IMM). Your company must maintain the following standards to keep this authorization in effect:

1. Mailings submitted as part of an MMS require a unique identification number printed on each mailpiece. Numbers may not be duplicated in a mailing and must appear sequentially in ascending order on the manifest.
2. Your company will ensure that the manifest(s) accurately represent the mailing including the number of pieces presented, postage computations and preparation. If the Postal Service determines through its sampling process that postage is understated by more than 1.5%, additional postage will be charged. No adjustments will be made for overstatement of postage. *[Add the following statement to this article if the mailer elects to overstate weight and/or postage to avoid underpayment of postage: In order to avoid underpayment of postage for pieces at or near the weight or price break points, the mailer may overstate the weight and postage. The weight may be overstated by no more than [amount to be overstated ounces/pounds]. Under this provision, any overstated pieces are considered correct, and the "Manifest Postage" will be recorded as "Actual Postage" on the applicable MMS sampling worksheet.]*
3. Your company agrees to perform the quality control procedures described in Attachment A. Your company will perform these procedures at the frequency stated in Attachment A, documenting the tasks performed and maintaining that documentation for 90 days from the date of mailing. If the mailings submitted contain ongoing quality problems, the Postal Service reserves the right to require your company to implement additional quality control beyond those submitted with the manifest application.
4. When presenting mail to the Postal Service for verification, provide the following:
  - a) Accurate postage statements using the most current edition of a USPS-approved computerized facsimile or by Postal Wizard.
  - b) The manifest and a summary listing of the manifest data in hardcopy or electronic media.
  - c) For mailings using Extra Services, provide a summary of individual Extra Services fees and grand total of all Extra Services fees.
  - d) PS Forms 3877 (for mailings using Extra Services) or PS Form 3665 (for Certificate of Mailing-Firm (Domestic)).
  - e) Any other documentation required by postal regulations.
5. Your company will retain the manifest listing, summary, and a copy of the postage statements for 90 days from the date of mailing and make them available for inspection by the Postal Service within 48 hours on request. The manifest listing and summary may be retained electronically.
6. If your company relocates or has a change in ownership or makes any modification or any adjustment to the computerized system used for the preparation of mailings that might affect either the generation of required mailing documentation or mail preparation, your company must provide written notice—at least 7 days in advance—to the Postal Service.
7. On occasion, Postal Service representatives will need reasonable access to mail preparation areas to observe mail production and verify mailing records. As part of this process, we may request assistance in conducting periodic monitoring and review of this MMS. The review will include, but is not limited to, procedures for handling damaged and withdrawn pieces, quality control and corrective actions, and for production of accurate documentation.
8. If your company requests a postage refund or any adjustment to the advance deposit account for postage underpayment, the request must be submitted to the following email address: [SPPSRefunds@usps.gov](mailto:SPPSRefunds@usps.gov) and must document and clearly explain the reason for the discrepancy and corrective action taken to ensure it does

not recur. At a minimum provide a detailed description of the issue; dollar amount of the request; the number of pieces affected; date the system or procedural failure occurred; mailer's tax identification number (TIN). Also, provide postage statements, qualification reports, and other MMS supporting documents. If your company detects any occurrence of postage underpayment, it is your company's responsibility to report it to the [City/State] Post Office within five (5) working days from the date of detection.

Any postage refund request or postage underpayment occurrence may trigger an investigation by Postal Service to determine why the discrepancy was not detected by the system and whether proper corrective action was taken to prevent a recurrence. The Manager, Business Acceptance Performance (MBAP) will decide on the validity of a postage refund request or postage underpayment. When the MBAP manager determines postage was overpaid or underpaid due to a system failure in the mailer's operation, the administrative processing cost will be charged to the mailer. In that event, your company may either separately pay the administrative processing cost or allow the Postal Service to adjust the overpayment or underpayment amount, as appropriate.

9. Your company may cancel this authorization at any time by giving written notice to the [City/State] Post Office and the MBAP manager.
10. The Postal Service reserves the right to suspend manifest mailing system privileges, pending review, when there is an indication that postal revenue is not fully protected, or the mailer has migrated Seamless Acceptance or eVs.
11. The MBAP manager may cancel this authorization—upon 15 days' written notice—if the manager determines:
  - a) Your company is not providing manifests with correct data.
  - b) The required quality control procedures submitted with the application are not being properly performed.
  - c) The MMS does not comply with the requirements in the DMM, IMM, Publication 401, or this authorization, and problems are not promptly resolved.
  - d) Mailings are presented that are not properly prepared, or in which postage was not properly paid.
  - e) No manifested mailings are presented for more than 12 months unless approved by MBAP.
  - f) Your company has relocated or has changed ownership without notification.
  - g) Mailers failed to move to Seamless or eVS within 90 days.
12. Manager Business Acceptance Performance (MBAP) is no longer issuing permanent, non-expiring special postage payment system (SPPS) authorizations because USPS intends to replace SPPS verifications with census-based verifications in the Seamless Acceptance program and eVS. Since the Seamless Acceptance onboarding process is currently suspended, MBAP is providing temporary SPPS authorizations to customers with the expectation that these SPPS systems will transition to Seamless Acceptance once it is enabled. The minimum requirements for all new SPPS temporary authorizations are to prepare at least 90% of total eligible mail volume as Seamless Acceptance and be actively participating in the eInduction program. For parcels, we would expect you to participate in the eVS program.
13. You must maintain a copy of this authorization letter on file.
14. [Add the following article if the Administering Post Office is providing pickup service (Exhibit 5): Your company and the Postal Service agree to meet the conditions as described in Attachment B for pickup service.]

If you have any questions concerning this temporary authorization, please call [Name/Title] at [phone number].

Sincerely,

[Name]  
District Manager

cc: Postmaster [Administering Post Office City/State]  
Manager Business Acceptance Performance Analyst [City/State]

## Exhibit 4C

### MMS Temporary Authorization Letter – District Administered System

[Effective Date] (need to make it clear it is 90-days from X to X)

[Name of Mailer]  
[Company Name]  
[Company Address]  
[City, State, ZIP Code]

Dear [Name of company contact]:

This letter (and any attachments) authorizes [company name] to enter and pay postage for [class of mail, processing category, Extra Services] mail using a Manifest Mailing System (MMS) at the [City/State] Post Office as provided in Publication 401, *Guide to the Manifest Mailing System*, the *Domestic Mail Manual* (DMM), and the *International Mail Manual* (IMM). Your company must maintain the following standards to keep this authorization in effect:

1. Mailings submitted as part of an MMS require that a unique identification number is printed on each mailpiece. Numbers may not be duplicated in a mailing and must appear sequentially in ascending order or sequentially within each presort level on the manifest.
2. Your company will ensure that the manifest(s) accurately represent the mailing including the number of pieces presented, postage computations and preparation. If the Postal Service determines through its sampling process that postage is understated by more than 1.5%, additional postage will be charged. No adjustments will be made for overstatement of postage. *[Add the following statement to this article if the mailer elects to overstate weight and/or postage to avoid underpayment of postage: In order to avoid underpayment of postage for pieces at or near the weight or price break points, the mailer may overstate the weight and postage. The weight may be overstated by no more than [amount to be overstated ounces/pounds]. Under this provision, any overstated pieces are considered correct, and the "Manifest Postage" will be recorded as "Actual Postage" on the applicable MMS sampling worksheet.]*
3. Your company agrees to perform the quality control procedures described in Attachment A. Your company will perform these procedures at the frequency stated in Attachment A, documenting the tasks performed and maintaining that documentation for 90 days from the date of mailing. If the mailings submitted contain ongoing quality problems, the Postal Service reserves the right to require your company to implement additional quality control beyond those submitted with the manifest application.
4. When presenting mail to the Postal Service for verification, provide the following:
  - a) Accurate postage statements using the most current edition of a USPS-approved computerized facsimile or by Postal Wizard.
  - b) The manifest and a summary listing of the manifest data in hardcopy or electronic media.
  - c) For mailings using Extra Services, provide a summary of individual Extra Services fees and grand total of all Extra Services fees.
  - d) PS Forms 3877 (for mailings using Extra Services) or PS Form 3665 (for Certificate of Mailing-Firm (Domestic)).
  - e) Any other documentation required by postal regulations.
5. Your company will retain the manifest listing, summary, and copy of postage statements for 90 days from the date of mailing and make them available for inspection by the Postal Service within 48 hours on request. The manifest listing and summary may be retained electronically.
6. If your company relocates or has a change in ownership or makes any modification or any adjustment to the computerized system used for the preparation of mailings that might affect either the generation of required mailing documentation or mail preparation, your company must provide written notice—at least 7 days in advance—to the Postal Service.
7. On occasion, Postal Service representatives will need reasonable access to mail preparation areas to observe mail production and verify mailing records. As part of this process, we may request assistance in conducting periodic monitoring and review of this MMS. The review will include, but is not limited to, procedures for handling damaged and withdrawn pieces, quality control and corrective actions, and for production of accurate documentation.
8. If your company requests a postage refund or any adjustment to the advance deposit account for postage underpayment, the request must be submitted to the following email address: [SPPSRefunds@usps.gov](mailto:SPPSRefunds@usps.gov) and must document and clearly explain the reason for the discrepancy and corrective action taken to ensure it does

not recur. At a minimum provide a detailed description of the issue; dollar amount of the request; the number of pieces affected; date the system or procedural failure occurred; mailer's tax identification number (TIN). Also, provide postage statements, qualification reports, and other MMS supporting documents. If your company detects any occurrence of postage underpayment, it is your company's responsibility to report it to the [City/State] Post Office within five (5) working days from the date of detection.

Any postage refund request or postage underpayment occurrence may trigger an investigation by the Postal Service to determine why the discrepancy was not detected by the system and whether proper corrective action was taken to prevent a recurrence. The District Manager will decide on the validity of a postage refund request or postage underpayment. When the District Manager determines postage was overpaid or underpaid due to a system failure in the mailer's operation, the administrative processing cost will be charged to the mailer. In that event, your company may either separately pay the administrative processing cost or allow the Postal Service to adjust the overpayment or underpayment amount, as appropriate.

9. Your company may cancel this authorization at any time by giving written notice to the [City/State] Post Office and the District Manager.
10. The Postal Service reserves the right to suspend manifest mailing system privileges, pending review, when there is an indication that postal revenue is not fully protected. (or not eligible to migrate to Seamless...)
11. The District Manager may cancel this authorization—upon 15 days' written notice—if the manager determines:
  - a) Your company is not providing manifests with correct data.
  - b) The required quality control procedures submitted with the application are not being properly performed.
  - c) The MMS does not comply with the requirements in the DMM, IMM, Publication 401, or this authorization, and problems are not promptly resolved.
  - d) Mailings are presented that are not properly prepared, or in which postage was not properly paid.
  - e) No manifested mailings are presented for more than 12 months.
  - f) Your company has relocated or has changed ownership without notification.
  - g) CRID cannot be moved to Seamless within the required timeframe
12. The Postal Service (USPS) is no longer issuing permanent, non-expiring special postage payment system (SPPS) authorizations because the USPS intends to replace SPPS verifications with census-based verifications in the Seamless Acceptance program and eVS. Since the Seamless Acceptance on-boarding process is currently suspended, MBAP is providing temporary SPPS authorizations to customers with the expectation that these SPPS systems will transition to Seamless Acceptance once it is enabled. The minimum requirements for all new SPPS temporary authorizations are to prepare at least 90% of total eligible mail volume as Seamless Acceptance and be actively participating in the eInduction program. For parcels, we would expect you to participate in the eVS program. If Postal Service periodic reviews or mailer supplied information indicates a need for modification of this authorization, then the authorization will be modified as needed by amendment with concurrence by the District Manager and your company.
13. You must maintain a copy of this authorization letter on file.
14. [\[Add the following article if the Administering Post Office is providing pickup service \(Exhibit 5\): Your company and the Postal Service agree to meet the conditions as described in Attachment B for pickup service.\]](#)

If you have any questions concerning this authorization, please call [Name/Title] at [phone number].

Sincerely,

[Name]  
District Manager

cc: Postmaster [Administering Post Office City/State]  
Manager Business Acceptance Performance for District Administering Post Office

**Exhibit 5**

**Pickup Service SOP (Example)**

(This is an example. It must be modified to be site specific.)

**Attachment X**

**U. S. Postal Service  
(City/State/ZIP)  
Manifest Mailing System Pickup Service  
Standard Operating Procedure**

**Date Issued:**

**Subject:** Collection of Manifest Mailing System Permit Imprint Mail from [Name of Mailer]

[Name of Mailer] has applied to use a Manifest Mailing System (MMS). The Mailer is requesting Pickup Service for [Class and Type] of permit imprint manifest mail. The following is the agreed upon Standard Operating Procedure (SOP) to ensure mail is properly collected, accepted, and verified when it is picked up.

- The MVS driver will pick up mail from [Mailer's Name] at [time] on [days].
- Mailer is the last stop on [Name of route, for example, MVS 300].
- Manifest mailings will be marked by the mailer as Business Mail Entry Unit (BMEU) and placed at the tail end of the truck (5-, 7-, 9-ton or trailer).
- If the truck that normally picks up mail is not adequate, then the mailer must notify the Supervisor, Transportation [Phone number] that a larger vehicle is needed for that day, three hours prior to the scheduled pickup.
- Manifest mail documentation (manifest listing, postage statement) and pickup form PS Form 5541 will be handed to the MVS driver by mailer to be given to the mail handler off-loading the mail.
- The mail handler will direct manifest listing and postage statement to the BMEU, and the PS Form 5541 will be directed to the [appropriate location].
- This manifest mail off loaded by the Mail Handler will be staged in the BMEU for acceptance and verification procedures.
- Receiving employees will notify the BMEU supervisor if mail and/or paperwork are not received at scheduled times.
- All appropriate manifest sampling and verifications will be administered by BMEU as prescribed.
- Mail will be verified by BMEU personnel and cleared to meet mail processing's critical entry time.
- If problems arise, notify the supervisor, BMEU.
- Mailer will pick up or correct at the BMEU any mailings that fail verification.

**Mailer Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Postmaster Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Plant Mgr. Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**District Mgr. Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

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## Exhibit 6A



### District MMS Authorization Checklist

#### Preparing for an MMS Authorization Review

##### Part A. – Initial Administrative Review (Desk)

Upon receipt of an MMS application, conduct a desk audit of the documentation submitted following the questions in Part A.

##### Part B. – Initial On-Site Authorization Review

1. Contact the mailer and the administering Post Office and arrange for a mutually agreeable date.
2. Schedule a review so you can observe processing and sample a live mailing.

**Note:** Advise the mailer that all documents must be prepared for review including manifests, postage statements, Quality Control documents, etc. Also, all types of manifests that will be used are available for review.

3. Some materials you may need:
  - Publication 401.
  - Blank sampling/postage adjustment worksheets.
  - Price charts.
  - Zone charts.
  - Tape measure, ruler, templates.
  - DMM/IMM.
4. Conduct on-site review following questions in Part B.
5. If the results of the review are favorable and the application and District MMS Authorization Checklist Parts A and B are complete, issue one of the following:
  - a. An MMS authorization letter for district-authorized systems (Exhibit 4C).
  - b. A temporary authorization letter (Exhibit 4B) for MBAP-authorized systems.

If Part A or B of the review reveals deficiencies or problems requiring corrective action, the district manager notifies the mailer in writing of the actions that must be taken. An MMS authorization letter is issued only after the mailer has corrected the problems noted during the review. The mailer may begin to mail once the authorization letter is issued.

##### Part C. – Follow-up Desk Review

1. **Complete no later than 10 Business Days from the Initial On-Site Review.**
2. Follow the instructions and conduct a desk audit of the documentation following the questions in Part C.

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## District MMS Authorization Checklist

Mailer's Name: \_\_\_\_\_

Review Date: \_\_\_\_\_

Review conducted by (List all participants and their titles): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Requested MMS Options: \_\_\_\_\_

\_\_\_\_\_

### Part A. – Initial Administrative Review (Desk)

#### Documentation Review

**Yes   No   NA**

- |                          |                          |                          |   |
|--------------------------|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> |                          | 1. All applicable items on the application are completed.   |
| <input type="checkbox"/> | <input type="checkbox"/> |                          | 2. The application is signed.   |
| <input type="checkbox"/> | <input type="checkbox"/> |                          | 3. The application includes:  |
| <input type="checkbox"/> | <input type="checkbox"/> |                          | a. Mailer's quality control (QC) procedures for postage accuracy, and presort, if applicable..  |
| <input type="checkbox"/> | <input type="checkbox"/> |                          | b. Samples of the QC documentation.   |
| <input type="checkbox"/> | <input type="checkbox"/> |                          | c. Sample of each type/class of manifest to be used.  |
| <input type="checkbox"/> | <input type="checkbox"/> |                          | d. Completed sample of each postage statement to be used. (For a mixed class manifest, separate postage statements for each class submitted.)                           |
| <input type="checkbox"/> | <input type="checkbox"/> |                          | e. Sample mailpiece(s) or sample mailing label(s).  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | f. Postage table and zone matrices (if available).  |
| <input type="checkbox"/> | <input type="checkbox"/> |                          | 4. The manifest(s) includes the minimum data elements to determine correct postage.   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 5. If provided, the mailer's weight, zone, and price tables are correct.  |
| <input type="checkbox"/> | <input type="checkbox"/> |                          | 6. The summary information for each class of mail is reported separately on the summary page.   |
| <input type="checkbox"/> | <input type="checkbox"/> |                          | 7. The manifest is identified with a sequence number and that number is reflected on the postage statements, summary page, PS Forms 3877, 3665 and 8125, if applicable. |
| <input type="checkbox"/> | <input type="checkbox"/> |                          | 8. Postage statement:   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | a. If a computer-generated facsimile postage statement is used, it is formatted correctly and shows the current form edition date.                                      |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | b. If mailer plans to use Postal Wizard, verify that he/she is authorized.  |
| <input type="checkbox"/> | <input type="checkbox"/> |                          | 9. The manifest totals and postage statement information agree.   |
| <input type="checkbox"/> | <input type="checkbox"/> |                          | 10. The identification numbers or batch ranges are listed in sequential order or sequentially with each ZIP Code, zone, or country on the manifest.                     |
| <input type="checkbox"/> | <input type="checkbox"/> |                          | 11. There are no duplicate identification numbers.  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 12. The mailpiece keyline information is correct for batched mailings.  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 13. The keyline placement is correct.   |
| <input type="checkbox"/> | <input type="checkbox"/> |                          | 14. The permit indicia is correct.  |

**Part A. (Continued)**

**Yes No NA**

- 15. Extra Services:
  - a. PS Forms 3877 or 3665 are provided.
  - b. PS Forms 3877 or 3665 are completed correctly.
  - c. If computer-generated, PS Forms 3877 or 3665 are formatted correctly.
  - d. A separate summary for Extra Services fees is submitted.
  - e. Registered Mail manifest reports only Registered Mail.
- 16. The permit imprint application fee is paid.
- 17. The annual mailing fee(s) is paid, if applicable.
- 18. The mailer scorecard shows 90% or more eligible Full-Service volume is being claimed.

**Administrative Post Office Review**

- 18. The Administrative Post Office has committed sufficient resources (personnel, workhours, training, etc.) to support this MMS.
- 19. The clerks, including relief employees, that will process MMS mailings have been trained in MMS procedures as outlined in Publication 401.
  - a. If yes, list names of MMS acceptance clerks, including relief employees, and type of training received:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
  - b. If no, when is training scheduled? \_\_\_\_\_
- 20. List the acceptance hours for manifest mailings: \_\_\_\_\_  
\_\_\_\_\_
- 21. Sampling scale:
  - a. Electronic scale is available.
  - b. If no, what provisions have been made to obtain a scale?  
\_\_\_\_\_  
\_\_\_\_\_
  - c. Certified weights are available to test the scale daily.
  - d. If no, what provisions have been made to obtain test weights?  
\_\_\_\_\_  
\_\_\_\_\_
- 22. Will MMS mailings be accepted at the mailer's plant? (If no, skip to item 24.)
  - a. Is this an authorized plant load mailer?
  - b. Is the plant load authorization on file?
  - c. Will Plant Verified Drop Shipment (PVDS) mailings be prepared?
- 23. a. Will the accepting Post Office transport mail from the mailer's plant prior to acceptance and verification?
  - b. If yes, has the required Standard Operating Procedure (SOP) for pickup service been established? (See Pub 401, 9-9.3)
- 24. Have acceptance employees been trained on the acceptance and verification of manifest mailings at the BMEU or DMU?
- 25. Have acceptance employees been trained regarding acceptance of Full-Service mailings and procedures to assist with errors on the mailer scorecard?

**Part B. – Initial On-Site Authorization Review**

**Postal Sampling/Verification Procedures**

**Yes No NA**

- 1. a. Is this site on *PostalOne!*?
- b. If yes, do the clerks know how to complete the sampling forms in *PostalOne!*?
- 2. If manual sampling forms are used, are the correct sampling forms (and issue dates) being used?
- 3. Do the clerks understand how to complete the manual sampling forms?
- 4. If the mailer is providing the manifest electronically, do the clerks know how to use/access the mailer's electronic system?
- 5. Do the clerks understand how to determine sampling size using Exhibits 20 and 21 in Publication 401?
- 6. Do the clerks understand how to determine the frequency of sampling?
- 7. Do the clerks understand when to perform presort verifications, if applicable?
- 8. Postal Scales:
  - a. Are they tested daily with certified test weights?
  - b. If yes, is it record on the scale log?
  - c. Have they been calibrated within the last 12-months?
- 9. If this is a plant load, do DMU personnel observe the loading of plant-loaded mail?
- 10. Are plant-load trailers properly sealed and placarded immediately upon completion of the loading process?

**Manifest Accuracy**

Sample live mailing to complete the following questions. (Sample all manifest types presented by the mailer.)

- 11. Is the manifest(s) properly formatted?
- 12. Do the selected manifests have a proper sequence number?
- 13. Is the sequence number shown on related documents as applicable (postage statements, PS Forms 3877, 3665, 8125, and summary page)?
- 14. Does the manifest(s) reflect only those articles acceptable under the specified option(s)?
- 15. Are all pieces listed on the manifest in sequential alpha-numeric order?
- 16. Do the postage statement totals agree with the manifests?
- 17. Are Extra Services listed properly on the manifest and PS Forms 3877 and/or 3665, as applicable
- 18. Do the clerks understand that they must sign and date-stamp (postmark) PS Forms 3877 and/or 3665?
- 19. Are registered and registered CODs presented on a separate manifest?
- 20. If it is a batch manifest, does the manifest show any breaks in the batch number sequence.
- 21. Does batch manifest mail being sampled have any breaks in the sequence numbers which are not accounted for on the manifest?

If yes, explain. \_\_\_\_\_

- 22. a. Are there any withdrawn mailpieces?
- b. If so, were they properly identified on the manifest or on a separate listing?

**Part B. (Continued)**

23. How does the mailer's system ensure against the assignment of duplicate mailpiece identification numbers?

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**Yes No NA**

- 24. Are any ID numbers duplicated on the manifest?
- 25. a. Are the minimum volume requirements met?
- b. If No, does this mailer have a *Minimum Volume Reduction Provision*?
- 26. Electronic Manifest:
  - a. Does the mailer provide an electronic manifest?
  - b. If so, is a hardcopy printout of the manifest available upon request?
  - c. Print a hardcopy of the summary or last page of the manifest. Do the hardcopy manifest totals match the electronic manifest totals?

**Piece Payment Accuracy**

- 27. Are applicable surcharges paid, such as nonbarcoded or nonmachinable?
- 29. Is the postage for Priority Mail Dimensional Weight pieces calculated correctly?
- 30. Is the correct "oversized" price applied for pieces measuring over 108 inches in length and girth?
- 31. Do all pieces qualify for the price claimed?
- 32. Is the permit imprint format correct?
- 33. For batched mailings, is the keyline correct?
- 34. Is "local" zone correctly used?

**Mailer QC**

- 35. Did the mailer conduct the quality control procedures described in the mailer's application?
- 36. If the mailer is submitting presorted mailings, did the mailer conduct the presort verification described in the Quality Control procedures.
- 37. Mailer Scales:
  - a. Are they tested daily?
  - b. Are they maintained according to manufacturer's specifications?
- 38. If applicable, validate that the mailer is updating predetermined weights as described in the application. Comments:

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**Part C. – Follow-up Desk Review (Complete 10 Business Days from the Initial On-Site Review)**

**Postal Administration**

**Mailer Scorecard: Is the mailer presenting at least 90% of all eligible mail as Full-Service?**

**Yes No NA**

(If NA, for parcels, are they moving to eVS?)

**Contact the Administering Post Office by phone:**

**Yes No NA**

- |                          |                          |                          |   |
|--------------------------|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 1. Validate that a separate file for the mailer containing the following was established: |
| <input type="checkbox"/> | <input type="checkbox"/> |                          | a. Copy of agreement/authorization letter.  |
| <input type="checkbox"/> | <input type="checkbox"/> |                          | b. Quarterly MMS Accuracy Worksheet.  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | c. Pickup SOP, if applicable.   |
| <input type="checkbox"/> | <input type="checkbox"/> |                          | d. Sampling worksheets.   |

|   |              |             |
|---|--------------|-------------|
| <b>Name of Individual Answering Questions</b> | <b>Title</b> | <b>Date</b> |
|---|--------------|-------------|

**Request the following documentation for each manifest type:**

- Quarterly MMS Accuracy Worksheet (For each manifest type)
- First 3 manifests sampled and corresponding postage statements.
- Sampling worksheets
- PS Forms 8125, 3877, or 3665 if applicable
- Presort verification records.
- Scale test logs

**Upon receipt of the requested documentation, review the manifests and documentation and answer the following:**

**Yes No NA**

- |                          |                          |  |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | 2. Is the Post Office accurately completing a Quarterly MMS Accuracy Worksheet for each type of manifest?                    |
| <input type="checkbox"/> | <input type="checkbox"/> | 3. Are postage statements and sampling/postage adjustment worksheets available for each of the 3 mailings per manifest type? |
| <input type="checkbox"/> | <input type="checkbox"/> | 4. Are the correct sampling forms (and issue dates) used?  |
| <input type="checkbox"/> | <input type="checkbox"/> | 5. Are the sampling/postage adjustment worksheets completed correctly?   |

If not, describe deficiencies: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Postal Sampling/Verification Procedures**

**Yes No NA**

- |                          |                          |  |   |
|--------------------------|--------------------------|--|---|
| <input type="checkbox"/> | <input type="checkbox"/> | 6. Are all postage statement facsimiles signed by the mailer?  |   |
| <input type="checkbox"/> | <input type="checkbox"/> | 7. Is the postage sampling frequency correct?  |   |
| <input type="checkbox"/> | <input type="checkbox"/> | 8. Is the correct sampling size used?  |   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>   | 9. When the postage sampling results exceeded the ±1.5% accuracy level, were they reentered and next mailing sampled, if the mailer reworked the failed mailing, or if the mailer paid the postage adjustment on the failed mailing was the next mailing sampled? |
| <input type="checkbox"/> | <input type="checkbox"/> | 10. Are the sampling/postage verification worksheets signed by the verification employees?   |   |
| <input type="checkbox"/> | <input type="checkbox"/> | 11. Were the selected mailings properly billed as shown on PS Form 3609?   |   |
| <input type="checkbox"/> | <input type="checkbox"/> | 12. Do the adjusted postage amounts shown on the sampling/postage adjustment worksheets agree with the amounts withdrawn from the mailer’s account as reported on Form 3609? |   |

**Part C. (Continued)**

**Yes No NA**

- 13. If there was a postage adjustment due to the sampling process, is the sampling/postage adjustment worksheet attached to the original postage statement?
- 14. If applicable, are presort verifications being conducted as scheduled? (Review applicable presort verification records.)
- 15. Does the 3609 reflect any negative balances?
- 16. Are postal scales tested daily?

**Manifest Accuracy**

- 17. Is the manifest(s) properly formatted?
- 18. Do the selected manifests have a proper sequence number?
- 19. Is the sequence number shown on related documents as applicable (postage statements, Forms 3877, 8125, 3665, and summary page)?
- 20. Does the manifest(s) reflect only those articles acceptable under the specified option(s)?
- 21. Are all pieces listed on the manifest in sequential alpha-numeric order?
- 22. Do the postage statement totals agree with the manifests?
- 23. Are Extra Services listed properly on the manifest and on PS Form 3877, or the name and addresses on PS Form 3665 for Certificates of Mailing-Firm (Domestic) only?
- 24. Do the clerks understand that they must sign and date-stamp (postmark) PS Forms 3877 and/or 3665?
- 25. Are registered and registered CODs presented on a separate manifest?
- 26. If it is a batch manifest, does the manifest show any breaks in the batch number sequence.
- 27. Does batch manifest mail being sampled have any breaks in the sequence numbers which are not accounted for on the manifest?

If yes, explain. \_\_\_\_\_

\_\_\_\_\_

- 28. a. Are there any withdrawn mailpieces?
- b. If so, were they properly identified on the manifest or on a separate listing?
- 29. Are any ID numbers duplicated on the manifest?

**Piece Payment Accuracy**

- 30. Are applicable surcharges paid, such as nonbarcoded or nonmachinable?
- 32. ***Is the postage for Priority Mail or USPS Ground Advantage Dimensional Weight pieces calculated correctly?***
- 33. Is the correct "oversized" price applied for pieces measuring over 108 inches in length and girth?
- 34. Do all pieces qualify for the price claimed?
- 35. Is the permit imprint format correct?
- 36. For batched mailings, is the keyline correct?
- 37. Is "local" zone correctly used?

Signature \_\_\_\_\_ Date \_\_\_\_\_

## Exhibit 6B



### Manifest Mailing System Review Form

#### Preparing for an MMS Review

1. Contact the mailer and the administering Post Office and arrange for a mutually agreeable date.
2. Schedule a review so you can observe processing and sample a live mailing.
3. Review the application and/or the current agreement/authorization.
4. Select five sampled mailings from the past 90 days from the Quarterly MMS Accuracy Worksheet. If possible, select mailings that were out of tolerance.
5. Obtain the following records from the local Post Office, district, or electronically from *PostaOne!* for the selected mailings:
  - Manifests (May need to request these from mailer).
  - Postage statements.
  - Sampling/postage adjustment worksheets.
  - Summary pages.
  - PS Form 3609 for past 90 days.
6. Request the district administrative file, which should contain:
  - Agreement/Authorization letter.
  - Plant load authorization (if applicable).
  - Pickup Service SOP (if applicable).
  - Quarterly MMS Accuracy Worksheets (Non-*PostaOne!* sampled MMS mailings).
  - MMS Review forms (if applicable).
7. Request the local administrative file, which should contain:
  - Same info as district file, except for MMS Review forms.
8. Some materials you may need:
  - Publication 401.
  - Blank sampling/postage adjustment worksheets.
  - Price charts.
  - Zone charts.
  - Tape measure, ruler, templates.
  - DMM/IMM.

#### Opening Conference

It is generally best to meet with the administering Post Office representatives first and review the records prior to visiting the mailer, but you may have to be flexible depending on the situation.

If possible, meet with the mailer prior to beginning the operations review. Discuss the MMS agreement/authorization and find out if they need or anticipate any changes. Tour the plant to understand the production procedures. Tell the mailer you will discuss any findings at the conclusion of your review.

**The Review**

Mailer's Name: \_\_\_\_\_

Review Date: \_\_\_\_\_

Review conducted by (List all participants and their titles): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Approved MMS Options as Listed in the Agreement/Authorization: \_\_\_\_\_

\_\_\_\_\_

**Postal Administration**

- |    |  |                          |                          |                          |
|----|--|--------------------------|--------------------------|--------------------------|
| 1. | Does the administering Post Office keep a separate file for each MMS mailer containing the following?                                  | <b>Yes</b>               | <b>No</b>                | <b>NA</b>                |
|    | a. Copy of agreement/authorization letter .....  | <input type="checkbox"/> | <input type="checkbox"/> |                          |
|    | b. Quarterly MMS Accuracy Worksheets (Two quarters) .....  | <input type="checkbox"/> | <input type="checkbox"/> |                          |
|    | c. Plant load agreement, if applicable.....  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
|    | d. Pickup SOP, if applicable. ....   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
|    | e. Sampling worksheets (90 days).....  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. | Is the Quarterly MMS Accuracy Worksheet  |                          |                          |                          |
|    | a. Completed? .....  | <input type="checkbox"/> | <input type="checkbox"/> |                          |
|    | b. Submitted to the district within five days of close of each quarter? .....  | <input type="checkbox"/> | <input type="checkbox"/> |                          |
| 3. | Are postage statements and (if scheduled) sampling/postage adjustment worksheets on file for each of the five selected mailings? ..... | <input type="checkbox"/> | <input type="checkbox"/> |                          |
| 4. | Are the correct sampling forms (and issue dates) being used? .....   | <input type="checkbox"/> | <input type="checkbox"/> |                          |
| 5. | Are the sampling/postage adjustment worksheets completed correctly? .....  | <input type="checkbox"/> | <input type="checkbox"/> |                          |

If not, describe deficiencies: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



**Postal Sampling/Verification Procedures**

- |   | Yes                      | No                       | NA                       |
|---|--------------------------|--------------------------|--------------------------|
| 6. Is the sampling size determined using <b>Exhibits 20 and 21</b> in Publication 401?.....   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 7. When the postage sampling results exceeded the $\pm 1.5\%$ accuracy level, was the reentered and next mailing sampled, if the mailer reworked the failed mailing, or if the mailer paid the postage adjustment on the failed mailing was the next mailing sampled? ..... | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 8. When the postage sampling results exceeded the $\pm 1.5\%$ accuracy level, was a copy of sampling/postage adjustment worksheet given to the mailer?.....   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 9. Are the sampling/postage verification worksheets signed by the verification employees? .....   | <input type="checkbox"/> | <input type="checkbox"/> |                          |
| 10. Do the adjusted postage amounts shown on the sampling/postage adjustment worksheets agree with the amounts withdrawn from the mailer's account as reported on Form 3609? .....  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 11. If there was a postage adjustment due to the sampling process, is the sampling/postage adjustment worksheet attached to the original postage statement? .....   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

**Postal Functions**

- |  |                          |                          |  |
|--|--------------------------|--------------------------|--|
| 12. Do acceptance personnel ensure that the mailer's advance deposit account balance is sufficient to cover all mailings presented? .....                              | <input type="checkbox"/> | <input type="checkbox"/> |  |
| 13. Are postal scales tested daily? .....  | <input type="checkbox"/> | <input type="checkbox"/> |  |
| 14. Have the postal scales been calibrated within the past year?.....  | <input type="checkbox"/> | <input type="checkbox"/> |  |
| 15. Do the local acceptance employees responsible for the sampling of mail and the calculation of postage adjustments clearly understand their responsibilities? ..... | <input type="checkbox"/> | <input type="checkbox"/> |  |

List any areas of concern. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- |                      |  | Yes                      | No                       | NA                       |
|----------------------|--|--------------------------|--------------------------|--------------------------|
| 16.                  | Are relief employees available? .....  | <input type="checkbox"/> | <input type="checkbox"/> |                          |
| 17.                  | Are relief employees trained?.....   | <input type="checkbox"/> | <input type="checkbox"/> |                          |
| 18.                  | Is additional acceptance training necessary?.....  | <input type="checkbox"/> | <input type="checkbox"/> |                          |
| Recommendation:_____ |  |                          |                          |                          |
| 19.                  | a. Are manifest mailings picked up by the Postal Service and verified at the Post Office?.....   | <input type="checkbox"/> | <input type="checkbox"/> |                          |
|                      | b. If so, is the standard operating procedure for pickup service of permit imprint mail established, written, and attached to the agreement? ..... | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
|                      | c. If so, is there an article in the agreement pertaining to the pickup service? .....   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 20.                  | Do DMU personnel observe the loading of plant-loaded mail? .....   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 21.                  | Are plant-load trailers properly sealed and placarded immediately upon completion of the loading process? .....                                    | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

**Manifest Accuracy**

- |     |  |                          |                          |                          |
|-----|--|--------------------------|--------------------------|--------------------------|
| 22. | Are the manifests (on file for 90 days) available from the mailer? .....   | <input type="checkbox"/> | <input type="checkbox"/> |                          |
| 23. | Do the selected manifests have a proper sequence number?.....  | <input type="checkbox"/> | <input type="checkbox"/> |                          |
| 24. | a. Does the mailer provide an electronic manifest? .....   | <input type="checkbox"/> | <input type="checkbox"/> |                          |
|     | b. If so, is a hardcopy printout of the manifest available upon request?.....  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
|     | c. Print a hardcopy of the summary or last page of the manifest. Do the hardcopy manifest totals match the electronic manifest totals? ..... | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 25. | Does the manifest(s) reflect only those articles acceptable under the specified option(s)?.....  | <input type="checkbox"/> | <input type="checkbox"/> |                          |
| 26. | Are all pieces listed on the manifest in sequential alpha-numeric order? .....   | <input type="checkbox"/> | <input type="checkbox"/> |                          |
| 27. | Are there any breaks in the batch number sequence?.....  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
|     | If yes, explain. _____   |                          |                          |                          |
|     | _____  |                          |                          |                          |
| 28. | Is the manifest properly formatted? .....  | <input type="checkbox"/> | <input type="checkbox"/> |                          |
|     | List any discrepancies. _____  |                          |                          |                          |
|     | _____  |                          |                          |                          |

|     |   | Yes                      | No                       | NA                       |
|-----|---|--------------------------|--------------------------|--------------------------|
| 29. | a. Are there any withdrawn mailpieces? .....  | <input type="checkbox"/> | <input type="checkbox"/> |                          |
|     | b. If so, were they properly identified on the manifest or on a separate listing? .....                                       | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 30. | Is postage adjusted correctly for withdrawn pieces? .....   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 31. | Does the mailer's system ensure against the assignment of duplicate mailpiece identification numbers? .....                   | <input type="checkbox"/> | <input type="checkbox"/> |                          |
| 32. | Are any ID numbers duplicated on the manifest? .....  | <input type="checkbox"/> | <input type="checkbox"/> |                          |
| 33. | a. Did any manifest reflect manual adjustments by the mailer? .....   | <input type="checkbox"/> | <input type="checkbox"/> |                          |
|     | b. If the answer is yes, was postage adjusted accordingly? .....  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 34. | a. Are the minimum volume requirements met? .....   | <input type="checkbox"/> | <input type="checkbox"/> |                          |
|     | b. If No, does this mailer have a <i>Minimum Volume Reduction Provision</i> ? .....   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 35. | Are applicable surcharges paid, such as nonbarcoded or nonmachinable? .....   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 36. | <b><i>Is the postage for Priority Mail or USPS Ground Advantage Dimensional Weight pieces calculated correctly?</i></b> ..... | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 37. | Is the correct "oversized" price applied for pieces measuring over 108 inches in length and girth? .....                      | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 38. | Do all pieces qualify for the price claimed? .....  | <input type="checkbox"/> | <input type="checkbox"/> |                          |
| 39. | Is the permit imprint format correct? .....   | <input type="checkbox"/> | <input type="checkbox"/> |                          |
| 40. | For batched mailings, is the keyline correct? .....   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 41. | Does the mailer correctly identify "local" zone? .....  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 42. | Are the mailer's weight, zone, and price tables correct? .....  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 43. | Are Extra Services listed properly on manifest, PS Form 3877 and/or PS Form 3665? .....                                       | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 44. | Are each page of the Forms 3877 and/or 3665 signed and postmarked (round-dated) by a Postal Service representative? .....     | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 45. | Are registered and registered CODs presented on a separate manifest? .....  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 46. | Are all postage statement facsimiles signed by the mailer? .....  | <input type="checkbox"/> | <input type="checkbox"/> |                          |
| 47. | a. Do the postage statement totals agree with the manifests? .....  | <input type="checkbox"/> | <input type="checkbox"/> |                          |
|     | b. Were the five selected mailings properly billed as shown on PS Form 3609? .....  | <input type="checkbox"/> | <input type="checkbox"/> |                          |

**Mailer Quality Control**

- 48. a. Does Form 3609 indicate any instances of negative balances? .....
- b. If yes, did the mailer implement a process to ensure that sufficient funds are on deposit prior to the presentation of each mailing? .....
- 49. Is the mailer following the quality control procedures described in the QC attachment of the agreement/authorization letter? .....
- 50. Are quality control sample worksheets kept on file for 90 days? .....
- 51. If applicable, are mail preparation reviews being conducted as scheduled? .....
- 52. Is the mailer's scale maintained according to the manufacturer's specifications? .....
- 53. Does the mailer update predetermined piece weights when necessary? .....

Recommendations/corrective actions: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Exit Conference**

After completing the review, discuss your findings with the mailer, including your recommendations for correcting deficiencies. Also, tell the mailer what is working well with their system or recommend ways they might use it to increase their productivity. The local Postal Service representatives should attend to ensure a mutual understanding. If your review includes findings concerning the local Post Office, discuss those issues with the local Postal Service representatives separately.

Signature \_\_\_\_\_ Date \_\_\_\_\_

# **System Management Letters**

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## Exhibit 7

### Deficient System – Initial Notification Letter of MMS Accuracy

[DATE]

[CONTACT NAME]  
[TITLE]  
[COMPANY NAME]  
[ADDRESS]  
[CITY/ST/ZIP+4]

Dear [Name of company contact]:

This concerns the {agreement/authorization} of your company's Manifest Mailing System (MMS) at the [City/State] Post Office. A review of MMS postage samplings for the period [show date range] indicates that the accuracy rating for your company is [show rating]. This is below the Postal Service expectation that MMS mailers will maintain an accuracy rating of 95% or better.

The MMS accuracy rating is determined by comparing the number of mailings that were subject to random verifications (postage sampling) to the number of those verifications that resulted in an error rate greater than +/- 1.5%. For example, 50 mailings were randomly selected for verification. Four of those mailings exceeded the 1.5% tolerance (variance) in postage and/or weight claimed. This would result in an accuracy rating of 92%.

The following errors are affecting your accuracy rating:

[List errors]

Please provide a written response describing what action(s) you will be taking to identify the source of these errors and what additional quality control procedures you plan to implement to prevent future occurrence. Your written response must be received no later than [show date two weeks from date of letter]. Address your response to [Name/Title].

As a reminder, Publication 401, *Guide to the Manifest Mailing System*, requires MMS mailers to maintain an effective quality control program to insure both system integrity and postage payment accuracy. You must improve your accuracy rating to 95% by [end-date of next full quarter].

If you have any questions concerning this letter, please contact [Name/Title] at [phone number or email]. We will provide you support to help you improve the quality of your system.

Sincerely,

[Name]  
[Title]

cc: Postmaster, [City/State]

Manager, Business Acceptance Performance

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## Deficient System – Notification Letter of MMS Audit

[DATE]

[CONTACT NAME]

[TITLE]

[COMPANY NAME]

[ADDRESS]

[CITY/ST/ZIP+4]

Dear [Name of company contact]:

This concerns the continuing {[agreement/authorization](#)} of your company's Manifest Mailing System (MMS) at the [City/State] Post Office. A review of MMS postage samplings for the period [[show new date range](#)] indicates that the accuracy rating for your company's manifest system is [[show rating](#)]. You were previously notified of an accuracy rating of [[previous quarter rating from letter #1](#)] for the period [[previous date range from letter #1](#)]. We are concerned that the current rating indicates insufficient improvement in quality control procedures and the accuracy of postage payment information provided by your MMS.

Publication 401, *Guide to the Manifest Mailing System* requires that the Postal Service conduct an on-site review when a mailer's accuracy rating falls below 95% for two consecutive quarters. We will be contacting you in the near future to schedule this review.

As a reminder, MMS authorizations may be suspended or canceled if the accuracy rating continues to be less than 95% and it can be determined that the mailer is unwilling or unable to take the necessary action to correct errors. We provided you with an itemized list of those errors in our original letter to you (copy enclosed).

If you have any questions about the specific errors encountered with postage payment samplings during the most recent postal quarter, please contact [[Name/Title](#)] at [[phone number or email](#)].

Sincerely,

[Name]

[Title]

Enclosure

cc: Postmaster, [[City/State](#)]

Manager, Business Acceptance Performance - HQ

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Exhibit 7B

## Deficient System – MMS Audit Results Letter

[DATE]

[CONTACT NAME]

[TITLE]

[COMPANY NAME]

[ADDRESS]

[CITY/ST/ZIP+4]

Dear [Name of company contact]:

On [review date] [name of reviewer(s)] conducted a Manifest Mailing System (MMS) review at the [Company name] facility in [City/State]. The purpose of the review was to ensure that your company's system meets MMS program standards. As was discussed, recent postal sampling results indicate concerns about your mailing production quality.

The results of the review are as follows:

[List MMS noncompliance and concerns]

These items require your immediate attention. Please provide a written response to support what action(s) you will be taking to identify the source of these errors and what additional quality control procedures you plan to implement to prevent any future recurrence. Your written response must be received by [allow 10 business days]. If you do not respond by this date, your privileges to mail using an MMS may be suspended. Address your response to [Name/Title].

Your company's [agreement/authorization] to mail using an MMS will be rescinded if you are unable to improve the overall quality of manifest mailings to meet the 95% accuracy requirement by [cancellation date].

If you have any questions concerning the results of the review or need assistance in correcting your system problems, you may contact [Name/Title] at [phone number or email].

Sincerely,

[Name]

[Title]

cc: Postmaster, [City/State]

Manager, Business Acceptance Performance - HQ

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## Deficient System – District MMS Authorization Cancellation Letter

[DATE]

[CONTACT NAME]

[TITLE]

[COMPANY NAME]

[ADDRESS]

[CITY/ST/ZIP+4]

Dear [Name of company contact]:

This concerns your Manifest Mailing System (MMS) {agreement/authorization} at the [City/State] Post Office. A review of MMS postage samplings for the period [show date ranges from Letter #1 and Letter #2] triggered an onsite review which was performed on [date].

Following the onsite review, we notified you of the concerns and non-compliances found with your mailing system. We also notified you that if your company was unable to improve the overall quality of manifest mailings to meet the 95% accuracy requirement by [cancellation date from Letter #3] we would rescind your {agreement/authorization} to mail under an MMS.

A review of MMS postage samplings for the period [show date range since onsite review] indicates that the accuracy rating for your company is [show rating]. This continues to be below the Postal Service expectation that MMS mailers will maintain an accuracy rating of 95% or better. Effective [date], your Manifest Mailing System {agreement/authorization} is cancelled.

Any mailings presented after that date must: 1) have postage affixed by meter or postage stamp; or, 2) be of identical weight if postage is paid by permit imprint, so that weigh-verification procedures can be used.

If you choose to appeal this decision, please submit a letter stating the reason you are appealing along with additional documentation to support your appeal within 15 days to the Manager, Business Mail Entry, [address]. Your appeal will be forwarded to the Manager, Manager Business Acceptance Performance, USPS Headquarters, for a final agency decision.

If you have any questions about this decision, please contact [Name/Title] at [phone number or email].

Sincerely,

[Name]

Title

cc: Postmaster, [City/State]

District Manager - District

Manager, Business Mail Entry - District

Manager, Business Acceptance Performance - HQ

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Exhibit 7D

## Deficient System – MBAP MMS Authorization Cancellation Letter

[DATE]

[CONTACT NAME]

[TITLE]

[COMPANY NAME]

[ADDRESS]

[CITY/ST/ZIP+4]

Dear [Name of company contact]:

This concerns your Manifest Mailing System (MMS) {agreement/authorization} at the [City/State] Post Office. A review of MMS postage samplings for the period [show date ranges from Letter #1 and Letter #2] triggered an onsite review which was performed on [date].

Following the onsite review, we notified you of the concerns and non-compliances found with your mailing system. We also notified you that if your company was unable to improve the overall quality of manifest mailings to meet the 95% accuracy requirement by [cancellation date from Letter #3] we would rescind your {agreement/authorization} to mail under an MMS.

A review of MMS postage samplings for the period [show date range since onsite review] indicates that the accuracy rating for your company is [show rating]. This continues to be below the Postal Service expectation that MMS mailers will maintain an accuracy rating of 95% or better. Effective [date], your Manifest Mailing System {agreement/authorization} is cancelled.

Any mailings presented after that date must: 1) have postage affixed by meter or postage stamp; or, 2) be of identical weight if postage is paid by permit imprint, so that weigh-verification procedures can be used.

If you choose to appeal this decision, please submit a letter stating the reason you are appealing along with additional documentation to support your appeal within 15 days to the Manager, Manager Business Acceptance Performance, [address]. Your appeal will be forwarded to the Executive Manager, Product Acceptance, USPS Headquarters, for a final agency decision.

If you have any questions about this decision, please contact [Name/Title] at [phone number or email].

Sincerely,

[Name]

Title

cc: Manager, Business Mail Entry - District

Manager, Business Acceptance Performance - HQ

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## Critical Error – Notification Letter

[DATE]

[CONTACT NAME]

[TITLE]

[COMPANY NAME]

[ADDRESS]

[CITY/ST/ZIP+4]

Dear [Name of company contact]:

As we discussed on [Date of Phone Conversation], a review of MMS postage samplings for the period [show date range] indicates that your company is submitting manifests containing critical errors. This concerns the authorization of your company's Manifest Mailing System (MMS) at the [City/State] Post Office. These critical errors signal potentially serious problems in the system.

We have identified the following critical errors with your company's manifest:

[List errors]

These critical errors require immediate corrective action by your company. Please provide a written response to support the action(s) you will be taking to identify the source of these errors and what additional quality control procedures you plan to implement to prevent any future recurrence. Your written response must be received no later than [allow 10 business days]. If you do not respond by this date, your privileges to mail using an MMS may be suspended. Address your response to [Name/Title].

If you have any questions concerning this letter or need assistance, please contact [Name/Title] at [phone number or email].

Sincerely,

[Name]

[Title]

Certified [Number]

cc: Postmaster, [City/State]

Manager, Business Mail Entry - District

Manager, Business Acceptance Performance - HQ

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Exhibit 8A

## Critical Error – Suspension Letter

[DATE]

[CONTACT NAME]  
[TITLE]  
[COMPANY NAME]  
[ADDRESS]  
[CITY/ST/ZIP+4]

Dear [Name of company contact]:

On [date of first notice] we sent a letter informing you that your company is submitting manifest mailings with ongoing critical errors and requested a written response from you no later than [date of expected response]. In that written response we requested that you describe the action(s) you will be taking to identify the source of these errors and what additional quality control procedures you planned to implement to prevent any future recurrence.

As of this date we have not received any response. If we do not hear from you by [allow 5 business days] your MMS authorization is suspended. A copy of our original letter is attached.

Please contact [Name/Title] at [phone number or email] if you have any questions.

Sincerely,

[Name]  
[Title]

Attachment

cc: Postmaster, [City/State]

Manager, Business Mail Entry - District  
Manager, Business Acceptance Performance - HQ

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Exhibit 8B

## Critical Error– Letter Lifting Suspension

[DATE]

[CONTACT NAME]  
[TITLE]  
[COMPANY NAME]  
[ADDRESS]  
[CITY/ST/ZIP+4]

Dear [Name of company contact]:

On [date of first suspension] we sent a letter informing you that your privileges to use a Manifest Mailing System had been suspended due to mailings with ongoing critical errors.

Since that time, your company has provided a written response describing the actions that have been taken to correct these errors and the additional quality control procedures that have been implemented to prevent any future recurrence. We have validated that these measures have corrected the problems and should prevent a recurrence.

Since you corrected these issues, this letter rescinds your Manifest Mailing System suspension at the [City/State] Post Office. Please continue your quality control procedures in order to prevent future critical errors.

You may contact [Name/Title] at [phone number or email] if you have any questions.

Sincerely,

[Name]  
[Title]

cc: Postmaster, [City/State]  
Manager, Business Mail Entry - District  
Manager, Business Acceptance Performance - HQ

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## Critical Error – District MMS Authorization Cancellation Letter

[DATE]

[CONTACT NAME]

[TITLE]

[COMPANY NAME]

[ADDRESS]

[CITY/ST/ZIP+4]

Dear [Name of company contact]:

This concerns your Manifest Mailing System (MMS) authorization at the [City/State] Post Office.

On [date of first notice] [Name/Title] spoke with you concerning critical errors found during postage verification samplings and received a commitment from you to correct the errors. We subsequently sent you a letter on [date of first notice] detailing ongoing critical errors and requested a written response from you no later than [date of expected response]. In your written response we requested that you describe the action(s) you will be taking to identify the source of these errors and what additional quality control procedures you planned to implement to prevent any future recurrence.

Although we notified you of the concerns and noncompliance found with your mailing system, your company has been unable to control the recurrence of critical errors. Because your company is unable to provide an accurate manifest in support of your mail, your Manifest Mailing System authorization is cancelled effective [allow two weeks].

Any mailings presented after that date must: 1) have postage affixed by meter or postage stamp; or, 2) be of identical weight if postage is paid by permit imprint, so that weigh-verification procedures can be used.

If you choose to appeal this decision, please submit a letter stating the reason you are appealing along with additional documentation to support your appeal within 15 days to Manager, Business Mail Entry, [address]. Your appeal will be forwarded to the Manager, Business Acceptance Performance, USPS Headquarters, for a final agency decision.

If you have any questions about this decision, please contact [Name/Title] at [phone number or email].

Sincerely,

[Name]

[Title]

cc: Postmaster, [City/State]

Manager, Business Mail Entry - District

Manager, Business Acceptance Performance - HQ

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## Critical Error – MBAP MMS Authorization Cancellation Letter

[DATE]

[CONTACT NAME]

[TITLE]

[COMPANY NAME]

[ADDRESS]

[CITY/ST/ZIP+4]

Dear [Name of company contact]:

This concerns your Manifest Mailing System (MMS) authorization at the [City/State] Post Office.

On [date of first notice] [Name/Title] spoke with you concerning critical errors found during postage verification samplings and received a commitment from you to correct the errors. We subsequently sent you a letter on [date of first notice] detailing ongoing critical errors and requested a written response from you no later than [date of expected response]. In your written response we requested that you describe the action(s) you will be taking to identify the source of these errors and what additional quality control procedures you planned to implement to prevent any future recurrence.

Although we notified you of the concerns and noncompliance found with your mailing system, your company has been unable to control the recurrence of critical errors. Because your company is unable to provide an accurate manifest in support of your mail, your Manifest Mailing System authorization is cancelled effective [allow two weeks].

Any mailings presented after that date must: 1) have postage affixed by meter or postage stamp; or, 2) be of identical weight if postage is paid by permit imprint, so that weigh-verification procedures can be used.

If you choose to appeal this decision, please submit a letter stating the reason you are appealing along with additional documentation to support your appeal within 15 days to Manager Business Acceptance Performance, USPS Headquarters [address]. Your appeal will be forwarded to the Executive Manager Product Acceptance, USPS Headquarters, for a final agency decision.

If you have any questions about this decision, please contact [Name/Title] at [phone number or email].

Sincerely,

[Name]

[Title]

cc: Postmaster, [City/State]  
Manager, Business Mail Entry - District  
Manager, Business Acceptance Performance - HQ

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# Postage Sampling Forms

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**Exhibit 16**

**PS Form 8158  
MMS Sampling/Postage Adjustment Worksheet  
Batch Manifest Mailings**

**Note:** For detailed instructions on completing this form see **Exhibit 16A**, Publication 401.

|   |                             |   |        |
|---|-----------------------------|---|--------|
| 1. Name of Authorized MMS Mailer  | 2. Sample Date              | 3. Class of Mail  |        |
|   | 4. Manifest Sequence Number | 5. Total Manifest                                       |        |
|   |                             | Postage \$  | Pieces |
| 6. Destination Entry Price Claimed<br>(Drop Shipment only)<br><input type="checkbox"/> DNDC <input type="checkbox"/> DSCF <input type="checkbox"/> DDU <input type="checkbox"/> DHUB<br><input type="checkbox"/> None |                             | 7. PS Form 8125 Sequence ID Number (Drop Shipment Only) |        |
| 8. Complete sampling worksheet on reverse side for selected samples.  |                             |   |        |

**9. Computation for Postage Adjustment Factor (PAF)**

|   |   |  |   |
|---|---|--|---|
| <ul style="list-style-type: none"> <li>• If 8d and 8e agree, complete <b>Item 11</b> and the Quarterly MMS Accuracy Worksheet.</li> <li>• If 8d and 8e differ, calculate <b>Item 9</b>.</li> <li>• If PAF is equal to or greater than .985 and does not exceed 1.015 <b>STOP</b>. Accept mail without adjustment. Complete <b>Item 11</b> and the Quarterly MMS Accuracy Worksheet.</li> <li>• If PAF is less than .985 <b>STOP</b>. Accept mail without adjustment. Complete <b>Item 11</b>. Give copy of this worksheet to mailer. Complete the Quarterly MMS Accuracy Worksheet.</li> <li>• If PAF is greater than 1.015, complete <b>Items 10 and 11</b>. Give copy of this worksheet to mailer. Complete Quarterly MMS Accuracy Worksheet.</li> </ul> <p><b>Special Circumstances:</b> If results of the sampling are out of the ordinary, this may indicate that the system has failed, and usual postage adjustment procedures do not apply. For example, the PAF is unusually high, or it is zero (caused by no sample pieces on the manifest), then you must contact your district business mail entry office for guidance and resolution.</p> |   |  |   |
| \$ _____  | ÷ | \$ _____   | = _____   |
| (8d)<br>Total Postage Actual<br>of Batches Sampled  |   | (8e)<br>Total Postage Manifest<br>of Batches Sampled | (9)<br>Postage Adjustment Factor (PAF)<br>(Round off to 3 decimal places 0.000) |

**10. Calculation of Total Corrected Postage and Additional Postage Payment**

|  |                  |                           |
|--|------------------|---------------------------|
| 10a. Total Postage Manifest<br>(Amount from 5)   | \$ _____         | 11. Signature of Employee |
| 10b. Postage Adjustment Factor<br>(Value from 9)   | ____ . ____ ____ |                           |
| 10c. Total Corrected Postage<br>(10a × 10b)  | = \$ _____       | Round Stamp               |
| 10d. Total Manifest Postage<br>(Amount from 5)<br>Deduct this amount from mailer's<br>trust account.   | \$ _____         |                           |
| 10e. Additional Postage Due<br>Subtract (10d) from (10c). Deduct<br>this amount from mailer's trust<br>account using the <b>Adjustment<br/>Option</b> and state in comments<br>section, "Adjustment due to MMS<br>sampling procedure." | \$ _____         |                           |

8. Sampling/Postage Adjustment Worksheet

**Note:** Batches selected for the postage verification should be drawn randomly. Total number of pieces in all batches must equal sample size as shown in **Exhibit 21**

| 8a.<br>Batch<br>Sample | 8b.<br>ID Number Range | 8c.<br>Number<br>of<br>Pieces | 8d.<br>Batch<br>Postage<br>Actual | 8e.<br>Batch<br>Postage<br>Manifest | 8f.<br>Discrepancies/Comments |
|------------------------|------------------------|-------------------------------|-----------------------------------|-------------------------------------|-------------------------------|
| 1                      |                        |                               |                                   |                                     |                               |
| 2                      |                        |                               |                                   |                                     |                               |
| 3                      |                        |                               |                                   |                                     |                               |
| 4                      |                        |                               |                                   |                                     |                               |
| 5                      |                        |                               |                                   |                                     |                               |
| 6                      |                        |                               |                                   |                                     |                               |
| 7                      |                        |                               |                                   |                                     |                               |
| 8                      |                        |                               |                                   |                                     |                               |
| 9                      |                        |                               |                                   |                                     |                               |
| 10                     |                        |                               |                                   |                                     |                               |
| 11                     |                        |                               |                                   |                                     |                               |
| 12                     |                        |                               |                                   |                                     |                               |
| 13                     |                        |                               |                                   |                                     |                               |
| 14                     |                        |                               |                                   |                                     |                               |
| 15                     |                        |                               |                                   |                                     |                               |
| 16                     |                        |                               |                                   |                                     |                               |
| 17                     |                        |                               |                                   |                                     |                               |
| 18                     |                        |                               |                                   |                                     |                               |
| 19                     |                        |                               |                                   |                                     |                               |
| 20                     |                        |                               |                                   |                                     |                               |
| 21                     |                        |                               |                                   |                                     |                               |
| 22                     |                        |                               |                                   |                                     |                               |
| 23                     |                        |                               |                                   |                                     |                               |
| 24                     |                        |                               |                                   |                                     |                               |
| 25                     |                        |                               |                                   |                                     |                               |
| TOTALS                 |                        | 8c.                           | 8d.                               | 8e.                                 |                               |

**TOTALS — Transfer 8d. and 8e. totals to front page.**

## Exhibit 16A

### PS Form 8158 Instructions

- Batches selected for the postage verification should be drawn randomly.
- Check to ensure that the postage statement and the manifest's "total postage paid" match.

#### ***What to do when misclassified pieces are found in an MMS mailing.***

- If misclassified pieces are found in the Initial Review of the mailing, then notify the mailer of the problem.
- If the mailing is one type of mail, for example the mailer claims the pieces are eligible for Marketing Mail prices, but it is determined the pieces are First-Class matter, then return the mailing for the mailer to re-manifest at the correct prices.

#### ***What to do when a manifest mailing is subject to both Manual Presort and MMS verification.***

- If only the MMS sampling reveals errors exceeding the allowed tolerance, then adjust postage as you normally would.
- If only the Manual Presort sampling reveals presort errors exceeding the allowed tolerance, then adjust postage based on the Manual Presort results.
- If both the MMS and Manual Presort sampling reveals errors exceeding the allowed tolerance, adjust postage for presort and postage payment using the results from the MMS sampling. Override the Manual Presort adjustment but keep all other verification adjustments.

#### **1-7. Self-explanatory.**

9. **Sampling/Postage Adjustment Worksheet.** Complete as outlined below:

**8a. Batch Sample.** See **Exhibit 21**, Postage Sampling Chart, to determine sample size.

**8b. ID Number Range.** Enter the mailpiece identification number range for the batch. At this time riffle the batch to ensure all numbers are accurately sequenced and that all numbers are accounted. Show discrepancies in column 8f. When riffling, notice whether most or all pieces have the identical weight and presort endorsement. If so, it may be easier to count and multiply than to add the postage payment for each piece.

**8c. Number of Pieces.** Record total number of pieces in the batch being sampled. In addition, sample three to five pieces from each batch to determine whether the weight and postage are correct for each piece as it is identified in the keyline and according to the qualified level of presort. Note any errors in column 8f. If there are any weight or postage discrepancies, you must weigh each piece in the batch, record and total the actual postage of all pieces of that batch as determined by the actual weight and price for which the pieces qualify instead of using the keyline information.

**8d. Batch Postage Actual.** Record the total postage for all mailpieces in a batch using the keyline information on the individual pieces, unless discrepancies are found during the 8c. sampling process. Postage is based on the presort endorsement printed on the mailpiece and its weight.

**8e. Batch Postage Manifest.** Record the manifest postage for the batch as reported on the manifest. Add the total amount of postage for each batch to the cumulative total for the preceding batch to verify that the cumulative total is correct. If there are any cumulative postage calculation errors, **DO NOT** accept the mailing. Note any errors on the *MMS Quarterly Accuracy Worksheet* and provide a copy of the manifest page(s) showing the error(s) to the mailer. Contact Manager, Business Mail Entry (District) for further instruction. Do not accept further mailings until the MBME has conducted a review and authorizes a resumption of the manifest.

**8f.** Record any discrepancies found during sampling.

**Total Columns**—Enter totals for columns 8c, 8d, and 8e and transfer amounts of 8d and 8e to the front side. If 8d and 8e agree, go to **Item 11**.

PS Form 8158 Instructions, January 2012 (Page 1 of 2)

## 10. Computation for Postage Adjustment Factor

If 8d and 8e do not agree, divide Total Postage Actual (8d) by Total Postage Manifest (8e) to determine Postage Adjustment Factor (PAF). Round off PAF to 3 decimal places (.000) and enter in 9. Based on PAF value, follow instructions in Item 9 (front page).

## 11. Calculation of Total Corrected Postage and Additional Postage Payment Due

**10a-c.** Transfer amount from Item 5 to 10a and 10d and value from 9 to 10b. Multiply amount from 10a by 10b to determine Total Corrected Postage (10c).

**10d-e.** Subtract the Total Manifest Postage (10d) from the Total Corrected Postage (10c) to determine the Additional Postage Due.

**Total Manifest Postage (10d).** Deduct this amount from the mailer's trust account.

**Additional Postage Amount Due (10e).** Deduct this amount as an adjustment to the mailer's trust account using the **Adjustment Option**. Annotate the comments section "Adjustment due to MMS sampling procedure."

## 12. Self-explanatory.

**Note:** For each postage verification that exceeds the  $\pm 1.5\%$  accuracy level, give the mailer a copy of the Sampling/Postage Adjustment Worksheet.



**Exhibit 17**

**PS Form 8159  
MMS Sampling/Postage Adjustment Worksheet  
Itemized Manifest Mailings**

**Note:** For detailed instructions on completing this form see **Exhibit 17A**, Publication 401.

|   |  |   |        |
|---|--|---|--------|
| 1. Name of Authorized MMS Mailer  | 2. Sample Date                                     | 3. Class of Mail                          |        |
|   | 4. Manifest Sequence Number                        | 5. Total Manifest                         |        |
|   |  | Postage<br>\$                             | Pieces |
| 6. Destination Entry Price Claimed<br>(Drop Shipment only)<br><input type="checkbox"/> DNDC <input type="checkbox"/> DSCF <input type="checkbox"/> DDU<br><input type="checkbox"/> None | 7. Form 8125 Sequence ID #<br>(Drop Shipment Only) | 8. Local ZIP Code(s) (for entry facility) |        |
| 9. Complete sampling worksheet on reverse side for selected samples.  |  |   |        |

**10. Computation for Postage Adjustment Factor (PAF)**

|   |   |  |   |
|---|---|--|---|
| <ul style="list-style-type: none"> <li>• If 10a and 10b agree, complete <b>Item 12</b> and the Quarterly MMS Accuracy Worksheet.</li> <li>• If 10a and 10b differ, calculate <b>Item 10c</b>.</li> <li>• If PAF is equal to or greater than .985 and does not exceed 1.015 <b>STOP</b>. Accept mail without adjustment. Complete <b>Item 12</b> and the Quarterly MMS Accuracy Worksheet.</li> <li>• If PAF is less than .985 <b>STOP</b>. Accept mail without adjustment. Complete <b>Item 12</b>. Give copy of this worksheet to mailer. Complete the Quarterly MMS Accuracy Worksheet.</li> <li>• If PAF is greater than 1.015, complete <b>Items 11 and 12</b>. Give copy of this worksheet to mailer. Complete Quarterly MMS Accuracy Worksheet.</li> </ul> <p><b>Special Circumstances:</b> If results of the sampling are out of the ordinary, this may indicate that the system has failed, and usual postage adjustment procedures do not apply. For example, the PAF is unusually high, or it is zero (caused by no sample pieces on the manifest), then you must contact your district business mail entry office for guidance and resolution.</p> |   |  |   |
| \$ _____  | ÷ | \$ _____   | = _____   |
| (10a)<br>Total Postage Actual<br>of Pieces Sampled  |   | (10b)<br>Total Postage Manifest<br>of Pieces Sampled | (10c)<br>Postage Adjustment Factor (PAF)<br>(Round off to 3 decimal places 0.000) |

**11. Calculation of Total Corrected Postage and Additional Postage Payment**

|  |            |                           |
|--|------------|---------------------------|
| 11a. Total Manifest Postage<br>(Amount from 5)   | \$ _____   | 12. Signature of Employee |
| 11b. Postage Adjustment Factor<br>(Value from 10c)   | _____      |                           |
| 11c. Total Corrected Postage<br>(11a × 11b)  | = \$ _____ | Round Stamp               |
| 11d. Total Manifest Postage<br>(Amount from 5)<br>Deduct this amount from mailer's<br>trust account.   | \$ _____   |                           |
| 11e. Additional Postage Due<br>Subtract (11d) from (11c). Deduct<br>this amount from mailer's trust<br>account using the <b>Adjustment<br/>Option</b> and state in comments.<br>section "Adjustment due to MMS<br>sampling procedure." | \$ _____   |                           |

9. Sampling/Postage Adjustment Worksheet

**Note:** Select pieces for the postage verification randomly and include pieces of different classes (for example, Priority Mail, FCPS, etc.). Use **Exhibit 20**, Publication 401, to determine sample size.

| 9a.<br>No. of<br>Pieces | 9b.<br>ID Number | 9c.<br>Country Code/<br>ZIP Code/Zone | 9d.<br>Class/<br>Price | 9e.<br>Weight<br>Actual | 9f.<br>Postage<br>Actual | 9g.<br>Postage<br>Manifest |
|-------------------------|------------------|---------------------------------------|------------------------|-------------------------|--------------------------|----------------------------|
| 1                       |                  |                                       |                        |                         |                          |                            |
| 2                       |                  |                                       |                        |                         |                          |                            |
| 3                       |                  |                                       |                        |                         |                          |                            |
| 4                       |                  |                                       |                        |                         |                          |                            |
| 5                       |                  |                                       |                        |                         |                          |                            |
| 6                       |                  |                                       |                        |                         |                          |                            |
| 7                       |                  |                                       |                        |                         |                          |                            |
| 8                       |                  |                                       |                        |                         |                          |                            |
| 9                       |                  |                                       |                        |                         |                          |                            |
| 10                      |                  |                                       |                        |                         |                          |                            |
| 11                      |                  |                                       |                        |                         |                          |                            |
| 12                      |                  |                                       |                        |                         |                          |                            |
| 13                      |                  |                                       |                        |                         |                          |                            |
| 14                      |                  |                                       |                        |                         |                          |                            |
| 15                      |                  |                                       |                        |                         |                          |                            |
| 16                      |                  |                                       |                        |                         |                          |                            |
| 17                      |                  |                                       |                        |                         |                          |                            |
| 18                      |                  |                                       |                        |                         |                          |                            |
| 19                      |                  |                                       |                        |                         |                          |                            |
| 20                      |                  |                                       |                        |                         |                          |                            |
| 21                      |                  |                                       |                        |                         |                          |                            |
| 22                      |                  |                                       |                        |                         |                          |                            |
| 23                      |                  |                                       |                        |                         |                          |                            |
| 24                      |                  |                                       |                        |                         |                          |                            |
| 25                      |                  |                                       |                        |                         |                          |                            |
| 26                      |                  |                                       |                        |                         |                          |                            |
| 27                      |                  |                                       |                        |                         |                          |                            |
| 28                      |                  |                                       |                        |                         |                          |                            |
| 29                      |                  |                                       |                        |                         |                          |                            |
| 30                      |                  |                                       |                        |                         |                          |                            |
| 31                      |                  |                                       |                        |                         |                          |                            |
| 32                      |                  |                                       |                        |                         |                          |                            |
| Subtotal                |                  |                                       |                        | Page 2                  |                          |                            |
| Subtotal                |                  |                                       |                        | Page 3                  |                          |                            |
| Subtotal                |                  |                                       |                        | Page 4                  |                          |                            |
|                         |                  |                                       |                        | TOTAL                   | 10a.                     | 10b.                       |

**TOTALS — Record 10a. and 10b. on front.**

9. Sampling/Postage Adjustment Worksheet

| 9a.<br>No. of<br>Pieces | 9b.<br>ID Number | 9c.<br>Country Code/<br>ZIP Code/Zone | 9d.<br>Class/<br>Price | 9e.<br>Weight<br>Actual | 9f.<br>Postage<br>Actual | 9g.<br>Postage<br>Manifest |
|-------------------------|------------------|---------------------------------------|------------------------|-------------------------|--------------------------|----------------------------|
| 33                      |                  |                                       |                        |                         |                          |                            |
| 34                      |                  |                                       |                        |                         |                          |                            |
| 35                      |                  |                                       |                        |                         |                          |                            |
| 36                      |                  |                                       |                        |                         |                          |                            |
| 37                      |                  |                                       |                        |                         |                          |                            |
| 38                      |                  |                                       |                        |                         |                          |                            |
| 39                      |                  |                                       |                        |                         |                          |                            |
| 40                      |                  |                                       |                        |                         |                          |                            |
| 41                      |                  |                                       |                        |                         |                          |                            |
| 42                      |                  |                                       |                        |                         |                          |                            |
| 43                      |                  |                                       |                        |                         |                          |                            |
| 44                      |                  |                                       |                        |                         |                          |                            |
| 45                      |                  |                                       |                        |                         |                          |                            |
| 46                      |                  |                                       |                        |                         |                          |                            |
| 47                      |                  |                                       |                        |                         |                          |                            |
| 48                      |                  |                                       |                        |                         |                          |                            |
| 49                      |                  |                                       |                        |                         |                          |                            |
| 50                      |                  |                                       |                        |                         |                          |                            |
| 51                      |                  |                                       |                        |                         |                          |                            |
| 52                      |                  |                                       |                        |                         |                          |                            |
| 53                      |                  |                                       |                        |                         |                          |                            |
| 54                      |                  |                                       |                        |                         |                          |                            |
| 55                      |                  |                                       |                        |                         |                          |                            |
| 56                      |                  |                                       |                        |                         |                          |                            |
| 57                      |                  |                                       |                        |                         |                          |                            |
| 58                      |                  |                                       |                        |                         |                          |                            |
| 59                      |                  |                                       |                        |                         |                          |                            |
| 60                      |                  |                                       |                        |                         |                          |                            |
| 61                      |                  |                                       |                        |                         |                          |                            |
| 62                      |                  |                                       |                        |                         |                          |                            |
| 63                      |                  |                                       |                        |                         |                          |                            |
| 64                      |                  |                                       |                        |                         |                          |                            |
| 65                      |                  |                                       |                        |                         |                          |                            |
| 66                      |                  |                                       |                        |                         |                          |                            |
|                         |                  |                                       |                        | <b>Subtotal</b>         |                          |                            |

Record subtotals on page 2.

9. Sampling/Postage Adjustment Worksheet

| 9a.<br>No. of<br>Pieces | 9b.<br>ID Number | 9c.<br>Country Code/<br>ZIP Code/Zone | 9d.<br>Class/<br>Price | 9e.<br>Weight<br>Actual | 9f .<br>Postage<br>Actual | 9g.<br>Postage<br>Manifest |
|-------------------------|------------------|---------------------------------------|------------------------|-------------------------|---------------------------|----------------------------|
| 67                      |                  |                                       |                        |                         |                           |                            |
| 68                      |                  |                                       |                        |                         |                           |                            |
| 69                      |                  |                                       |                        |                         |                           |                            |
| 70                      |                  |                                       |                        |                         |                           |                            |
| 71                      |                  |                                       |                        |                         |                           |                            |
| 72                      |                  |                                       |                        |                         |                           |                            |
| 73                      |                  |                                       |                        |                         |                           |                            |
| 74                      |                  |                                       |                        |                         |                           |                            |
| 75                      |                  |                                       |                        |                         |                           |                            |
| 76                      |                  |                                       |                        |                         |                           |                            |
| 77                      |                  |                                       |                        |                         |                           |                            |
| 78                      |                  |                                       |                        |                         |                           |                            |
| 79                      |                  |                                       |                        |                         |                           |                            |
| 80                      |                  |                                       |                        |                         |                           |                            |
| 81                      |                  |                                       |                        |                         |                           |                            |
| 82                      |                  |                                       |                        |                         |                           |                            |
| 83                      |                  |                                       |                        |                         |                           |                            |
| 84                      |                  |                                       |                        |                         |                           |                            |
| 85                      |                  |                                       |                        |                         |                           |                            |
| 86                      |                  |                                       |                        |                         |                           |                            |
| 87                      |                  |                                       |                        |                         |                           |                            |
| 88                      |                  |                                       |                        |                         |                           |                            |
| 89                      |                  |                                       |                        |                         |                           |                            |
| 90                      |                  |                                       |                        |                         |                           |                            |
| 91                      |                  |                                       |                        |                         |                           |                            |
| 92                      |                  |                                       |                        |                         |                           |                            |
| 93                      |                  |                                       |                        |                         |                           |                            |
| 94                      |                  |                                       |                        |                         |                           |                            |
| 95                      |                  |                                       |                        |                         |                           |                            |
| 96                      |                  |                                       |                        |                         |                           |                            |
| 97                      |                  |                                       |                        |                         |                           |                            |
| 98                      |                  |                                       |                        |                         |                           |                            |
| 99                      |                  |                                       |                        |                         |                           |                            |
| 100                     |                  |                                       |                        |                         |                           |                            |
| <b>Subtotal</b>         |                  |                                       |                        |                         |                           |                            |

## Exhibit 17A

### PS Form 8159 Instructions

Complete this form whenever an itemized manifest mailing (including mixed classes) and for Package Services mail (Parcel Select, Media Mail, and Library Mail) entered at a DNDC, DSCF, or DDU price is scheduled for a postage (sampling) verification. The samples must be selected at random and include pieces of different classes in a mixed class(MXD) manifest mailing.

#### **What to do when misclassified pieces are found in an MMS mailing.**

- If misclassified pieces are found in the Initial Review of the mailing, then notify the mailer of the problem.
- If the mailing is one type of mail, for example the mailer claims the pieces are eligible for Bound Printed Matter prices, but it is determined the pieces are Parcel Select, then return the mailing for the mailer to re-manifest at the correct prices.
- If it is a mixed-class manifest and only a portion of the pieces are misclassified, for example, pieces are claimed at Bound Printed Matter prices and some are ineligible and required to pay Parcel Select prices, then conduct a postage sampling rating the pieces appropriately in the “Actual Column” of the sampling form. Adjust postage, if applicable, accept the mailing, and tell the mailer that if misclassified pieces are found in a mailing again, then that mailing will not be accepted until it is re-manifested at the appropriate prices.

#### **Verification of manifest documentation for cumulative postage calculation.**

- For manifests using a **Cumulative Postage** column select up to 5 pieces from your sample. Add the amount of postage for each piece to the preceding cumulative postage to verify that the cumulative total is correct. If there are any cumulative postage calculation errors, **DO NOT** accept the mailing. Note any errors on the *MMS Quarterly Accuracy Worksheet* and provide a copy of the manifest page(s) showing the error(s) to the mailer. Contact Manager, Business Mail Entry (District) for further instruction. Do not accept further mailings until the MBME has conducted a review and authorizes a resumption of the manifest.
- For manifests showing **Page** and **Cumulative Page Totals** in the footer, select one page from the manifest. Add the manifest postage for each piece on the page. Compare the result with the **Page Total** shown on the manifest. Add the **Page Total** for the selected page to the **Cumulative Page Total** from the previous page. If there are any cumulative postage calculation errors, **DO NOT** accept the mailing. Note any errors on the *MMS Quarterly Accuracy Worksheet* and provide a copy of the manifest page(s) showing the error(s) to the mailer. Contact Manager, Business Mail Entry (District) for further instruction. Do not accept further mailings until the MBME has conducted a review and authorizes a resumption of the manifest.

#### **1-4. Self-explanatory.**

5. Record the total postage from the manifest. Include any surcharges and special service fees.

#### **6-8. Self-explanatory.**

#### **9. Sampling/Postage Adjustment Worksheet**

- 9a. No. of Pieces**—See **Exhibit 20**, Postage Sampling Plan, to determine sample size. Use additional pages as needed.
- 9b. ID Number**—Enter the mailpiece identification number.
- 9c. Country Code/ZIP Code/Zone**—For domestic mail, enter the ZIP Code and zone (L for local or 1-9). For international mail, enter the country or country code. (See **Exhibit 51** for the list of country codes.)
- 9d. Class**—Enter the domestic or international class(es) of mail.
- 9e. Weight Actual**—Record the weight of each mailpiece sampled.
- 9f. Postage Actual**—Record the actual postage for each piece sampled. Include any nonmachinable surcharges and special service fees.
- 9g. Postage Manifest**—Record the postage from the manifest for each piece sampled. Include any nonmachinable surcharges and special service fees.

## 10. Computation for Postage Adjustment Factor

- 10a.** Total column 9f and transfer amount to front page. If additional pages are used, add subtotals for all pages.
- 10b.** Total column 9g and transfer amount to front page. If additional pages are used, add subtotals for all pages.
- If 10a and 10b agree, go to 12.
  - If 10a and 10b do not agree, complete the rest of the worksheet.
- 10c.** Divide 10a by 10b to determine Postage Adjustment Factor (PAF). Round off to 3 decimal places. Based on PAF value, follow instructions in 10 on front page.

## 11. Calculation of Total Corrected Postage and Additional Postage Payment

- 11a-e.** Record amount from 5 in 11a and 11d and value from 10c in 11b. Multiply 11a by 11b to determine Total Corrected Postage (11c). Subtract 11d from 11c to determine the Additional Postage Due (11e).

**Total Manifest Postage (11a)**—Deduct this amount from the mailer’s trust account.

**Additional Postage Due (11e)**—Deduct this amount as an adjustment to the mailer’s trust account using the **Adjustment Option**. Annotate the comments section “Adjustment due to MMS sampling procedure.”

## 12. Self-explanatory.

**Note:** For each postage verification that exceeds the  $\pm 1.5\%$  accuracy level, give the mailer a copy of the Sampling/Postage Adjustment Worksheet.

**Exhibit 18**

**PS Form 8160**

**MMS Sampling/Postage Adjustment Worksheet**

**Marketing Mail Piece and Piece/Pound Price Mailings**

**Note:** For detailed instructions on completing this form see **Exhibit 18A**, Publication 401.

|   |                             |  |        |
|---|-----------------------------|--|--------|
| 1. Name of Authorized MMS Mailer  | 2. Sample Date              | 3. Processing Category                               |        |
|   | 4. Manifest Sequence Number | 5. Total Manifest                                    |        |
|   |                             | Postage \$   | Pieces |
| 6. Destination Entry Price Claimed (Drop Shipment only)<br><input type="checkbox"/> DNDC <input type="checkbox"/> DSCF <input type="checkbox"/> DDU <input type="checkbox"/> None |                             | 7. Form 8125 Sequence ID Number (Drop Shipment Only) |        |
| 8. Complete sampling worksheet on reverse side for selected samples.  |                             |  |        |

**9. Combined Piece and Pound Postage**

| MANIFEST                           | Pounds | Pound x Price | = Postage | ACTUAL                             | Pounds | Pound x Price | = Postage |
|------------------------------------|--------|---------------|-----------|------------------------------------|--------|---------------|-----------|
| 9a. Total Weight (Amount from 8e)  |        |               | \$        | 9d. Total Weight (Amount from 8f)  |        |               | \$        |
| 9b. Piece Postage (Amount from 8c) |        |               | \$        | 9e. Piece Postage (Amount from 8d) |        |               | \$        |
| 9c. TOTALS (9a+9b)                 |        |               | \$        | 9f. TOTALS (9d+9e)                 |        |               | \$        |

**10. Computation for Postage Adjustment Factor (PAF)**

- If 9c and 9f agree, complete **Item 12** and the Quarterly MMS Accuracy Worksheet.
- If 9c and 9f differ, calculate **Item 10**.
- If PAF is equal to or greater than .985 and does not exceed 1.015 **STOP**. Accept mail without adjustment. Complete **Item 12** and the Quarterly MMS Accuracy Worksheet.
- If PAF is less than .985 **STOP**. Accept mail without adjustment. Complete **Item 12**. Give copy of this worksheet to mailer. Complete the Quarterly MMS Accuracy Worksheet.
- If PAF is greater than 1.015, complete **Items 11 and 12**. Give copy of this worksheet to mailer. Complete Quarterly MMS Accuracy Worksheet.

**Special Circumstances:** If results of the sampling are out of the ordinary, this may indicate that the system has failed, and usual postage adjustment procedures do not apply. For example, the PAF is unusually high, or it is zero (caused by no sample pieces on the manifest), then you must contact your district business mail entry office for guidance and resolution.

\$ \_\_\_\_\_ ÷ \$ \_\_\_\_\_ = \_\_\_\_\_  
 (9f) (9c) (10)  
 Postage Adjustment Factor (PAF)  
 (Round off to 3 decimal places 0.000)

**11. Calculation of Total Corrected Postage and Additional Postage Payment**

|  |                  |                           |
|--|------------------|---------------------------|
| 11a. Total Postage Manifest (Amount from 5)  | \$               | 12. Signature of Employee |
| 11b. Postage Adjustment Factor (Value from 10)   | ____ . ____ ____ |                           |
| 11c. Total Corrected Postage (11a × 11b)   | = \$             | Round Stamp               |
| 11d. Total Manifest Postage (Amount from 5) Deduct this amount from mailer's trust account.  | \$               |                           |
| 11e. Additional Postage Due Subtract (11d) from (11c). Deduct this amount from mailer's trust account using the <b>Adjustment Option</b> and state in comments section "Adjustment due to MMS sampling procedure." | \$               |                           |

PS Form 8160, January 2014 (Page 1 of 4)

**8. Sampling/Postage Adjustment Worksheet**

**Note:** Select pieces for the postage verification randomly. Use **Exhibit 20**, Publication 401, to determine sample size.

| 8a.<br>No. of<br>Pieces | 8b.<br>ID Number | Postage<br>(Piece Price) |               | Weight<br>(Pound Price Only) |               |     |
|-------------------------|------------------|--------------------------|---------------|------------------------------|---------------|-----|
|                         |                  | 8c.<br>Manifest          | 8d.<br>Actual | 8e.<br>Manifest              | 8f.<br>Actual |     |
| 1                       |                  |                          |               |                              |               |     |
| 2                       |                  |                          |               |                              |               |     |
| 3                       |                  |                          |               |                              |               |     |
| 4                       |                  |                          |               |                              |               |     |
| 5                       |                  |                          |               |                              |               |     |
| 6                       |                  |                          |               |                              |               |     |
| 7                       |                  |                          |               |                              |               |     |
| 8                       |                  |                          |               |                              |               |     |
| 9                       |                  |                          |               |                              |               |     |
| 10                      |                  |                          |               |                              |               |     |
| 11                      |                  |                          |               |                              |               |     |
| 12                      |                  |                          |               |                              |               |     |
| 13                      |                  |                          |               |                              |               |     |
| 14                      |                  |                          |               |                              |               |     |
| 15                      |                  |                          |               |                              |               |     |
| 16                      |                  |                          |               |                              |               |     |
| 17                      |                  |                          |               |                              |               |     |
| 18                      |                  |                          |               |                              |               |     |
| 19                      |                  |                          |               |                              |               |     |
| 20                      |                  |                          |               |                              |               |     |
| 21                      |                  |                          |               |                              |               |     |
| 22                      |                  |                          |               |                              |               |     |
| 23                      |                  |                          |               |                              |               |     |
| 24                      |                  |                          |               |                              |               |     |
| 25                      |                  |                          |               |                              |               |     |
| 26                      |                  |                          |               |                              |               |     |
| 27                      |                  |                          |               |                              |               |     |
| 28                      |                  |                          |               |                              |               |     |
| 29                      |                  |                          |               |                              |               |     |
| 30                      |                  |                          |               |                              |               |     |
| 31                      |                  |                          |               |                              |               |     |
| 32                      |                  |                          |               |                              |               |     |
|                         |                  | Subtotals Page 2         |               |                              |               |     |
|                         |                  | Subtotals Page 3         |               |                              |               |     |
|                         |                  | Subtotals Page 4         |               |                              |               |     |
|                         |                  | <b>TOTALS</b>            | 8c.           | 8d.                          | 8e.           | 8f. |

**Transfer totals to front page**



8. Sampling/Postage Adjustment Worksheet

| 8a.<br>No. of<br>Pieces | 8b.<br>ID Number | Postage<br>(Piece Price) |               | Weight<br>(Pound Price Only) |               |     |
|-------------------------|------------------|--------------------------|---------------|------------------------------|---------------|-----|
|                         |                  | 8c.<br>Manifest          | 8d.<br>Actual | 8e.<br>Manifest              | 8f.<br>Actual |     |
| 33                      |                  |                          |               |                              |               |     |
| 34                      |                  |                          |               |                              |               |     |
| 35                      |                  |                          |               |                              |               |     |
| 36                      |                  |                          |               |                              |               |     |
| 37                      |                  |                          |               |                              |               |     |
| 38                      |                  |                          |               |                              |               |     |
| 39                      |                  |                          |               |                              |               |     |
| 40                      |                  |                          |               |                              |               |     |
| 41                      |                  |                          |               |                              |               |     |
| 42                      |                  |                          |               |                              |               |     |
| 43                      |                  |                          |               |                              |               |     |
| 44                      |                  |                          |               |                              |               |     |
| 45                      |                  |                          |               |                              |               |     |
| 46                      |                  |                          |               |                              |               |     |
| 47                      |                  |                          |               |                              |               |     |
| 48                      |                  |                          |               |                              |               |     |
| 49                      |                  |                          |               |                              |               |     |
| 50                      |                  |                          |               |                              |               |     |
| 51                      |                  |                          |               |                              |               |     |
| 52                      |                  |                          |               |                              |               |     |
| 53                      |                  |                          |               |                              |               |     |
| 54                      |                  |                          |               |                              |               |     |
| 55                      |                  |                          |               |                              |               |     |
| 56                      |                  |                          |               |                              |               |     |
| 57                      |                  |                          |               |                              |               |     |
| 58                      |                  |                          |               |                              |               |     |
| 59                      |                  |                          |               |                              |               |     |
| 60                      |                  |                          |               |                              |               |     |
| 61                      |                  |                          |               |                              |               |     |
| 62                      |                  |                          |               |                              |               |     |
| 63                      |                  |                          |               |                              |               |     |
| 64                      |                  |                          |               |                              |               |     |
| 65                      |                  |                          |               |                              |               |     |
| 66                      |                  |                          |               |                              |               |     |
|                         |                  | <b>Subtotals</b>         | 8c.           | 8d.                          | 8e.           | 8f. |

8. Sampling/Postage Adjustment Worksheet

| 8a.<br>No. of<br>Pieces | 8b.<br>ID Number | Postage<br>(Piece Price) |               | Weight<br>(Pound Price Only) |               |
|-------------------------|------------------|--------------------------|---------------|------------------------------|---------------|
|                         |                  | 8c.<br>Manifest          | 8d.<br>Actual | 8e.<br>Manifest              | 8f.<br>Actual |
| 67                      |                  |                          |               |                              |               |
| 68                      |                  |                          |               |                              |               |
| 69                      |                  |                          |               |                              |               |
| 70                      |                  |                          |               |                              |               |
| 71                      |                  |                          |               |                              |               |
| 72                      |                  |                          |               |                              |               |
| 73                      |                  |                          |               |                              |               |
| 74                      |                  |                          |               |                              |               |
| 75                      |                  |                          |               |                              |               |
| 76                      |                  |                          |               |                              |               |
| 77                      |                  |                          |               |                              |               |
| 78                      |                  |                          |               |                              |               |
| 79                      |                  |                          |               |                              |               |
| 80                      |                  |                          |               |                              |               |
| 81                      |                  |                          |               |                              |               |
| 82                      |                  |                          |               |                              |               |
| 83                      |                  |                          |               |                              |               |
| 84                      |                  |                          |               |                              |               |
| 85                      |                  |                          |               |                              |               |
| 86                      |                  |                          |               |                              |               |
| 87                      |                  |                          |               |                              |               |
| 88                      |                  |                          |               |                              |               |
| 89                      |                  |                          |               |                              |               |
| 90                      |                  |                          |               |                              |               |
| 91                      |                  |                          |               |                              |               |
| 92                      |                  |                          |               |                              |               |
| 93                      |                  |                          |               |                              |               |
| 94                      |                  |                          |               |                              |               |
| 95                      |                  |                          |               |                              |               |
| 96                      |                  |                          |               |                              |               |
| 97                      |                  |                          |               |                              |               |
| 98                      |                  |                          |               |                              |               |
| 99                      |                  |                          |               |                              |               |
| 100                     |                  |                          |               |                              |               |
| <b>Subtotals</b>        |                  | 8c.                      | 8d.           | 8e.                          | 8f.           |

## Exhibit 18A

### PS Form 8160 Instructions

Complete this form whenever a Marketing Mail piece and/or piece/pound price manifest mailing is scheduled for a postage verification. A Marketing Mail mailing containing any combination of machinable parcels, irregular parcels, or Marketing Parcels is considered a single mailing, subject to a single sampling and postage adjustment (based on the total postage reported by the manifest). The samples selected must be drawn from the same entry level (NDC, SCF, etc.). Every effort should be made to rotate the entry level selected from one sampling to the next.

#### **What to do when misclassified pieces are found in an MMS mailing.**

- If misclassified pieces are found in the Initial Review of the mailing, then return the mailing for the mailer to re-manifest at the correct prices.

#### **What do when a manifest mailing is subject to both Manual Presort and MMS verification.**

- If only the MMS sampling reveals errors exceeding the allowed tolerance, then adjust postage as you normally would.
- If only the Manual Presort sampling reveals presort errors exceeding the allowed tolerance, then adjust postage based on the Manual Presort results.
- If both the MMS and Manual Presort sampling reveals errors exceeding the allowed tolerance, adjust postage for presort and postage payment using the results from the MMS sampling. Override the Manual Presort adjustment but keep all other verification adjustments.

#### **Verification of manifest documentation for cumulative postage calculation.**

- For manifests using a **Cumulative Weight** column for piece/pound price weight select up to 5 pieces from your sample. Add the amount of weight for each piece to the preceding cumulative weight to verify that the cumulative total is correct. If there are any errors, further verification of cumulative weight totals is required. Note any errors on the *MMS Quarterly Accuracy Worksheet* and provide a copy of the manifest page(s) showing the error(s) to the mailer. Contact Manager, Business Mail Entry (District) for further instruction. Do not accept further mailings until the MBME has conducted a review and authorizes a resumption of the manifest.
- For manifests showing **Page** and **Cumulative Page Totals** in the footer select one page from the manifest. Add the manifest weight for each piece/pound price piece on the page. Compare the result with the **Page Total** shown on the manifest. Add the **Page Total** for the selected page to the **Cumulative Page Total** from the previous page. Note any errors on the *MMS Quarterly Accuracy Worksheet* and provide a copy of the manifest page(s) showing the error(s) to the mailer. Contact Manager, Business Mail Entry (District) for further instruction. Do not accept further mailings until the MBME has conducted a review and authorizes a resumption of the manifest.

**Nonbarcoded surcharge** – Marketing Mail machinable, irregular, and Marketing parcel pieces may be subject to a non-barcoded surcharge and must be identified by an asterisk (\*) following the piece ID number or be shown separately in a cumulative non-barcoded piece column on the manifest.

- If two nonbarcoded pieces or less selected as part of the initial sampling are not properly identified by an asterisk (\*) or shown in a cumulative non-barcoded piece column you may accept the mailing. Notify the mailer of the error(s) and request corrective action is taken before the next mailing is presented.
- If more than two nonbarcoded pieces are selected as part of the initial sampling are not properly identified, do not accept the mailing. Notify the mailer of the error(s) and request that corrective action is taken before any future mailings with nonbarcoded pieces are accepted.

**Selective use of Confirmation Services** – When a Marketing Mail mailing of parcels and/or Marketing Parcels contains pieces with and without Confirmation Services, the Confirmation Service pieces must be identified using a Cumulative Confirmation Services (Extra Services) Column or by Page and Cumulative Page totals on the manifest.

- If two Confirmation Service pieces or less selected as part of the initial sampling are not properly identified you may accept the mailing. Notify the mailer of the error(s) and request corrective action is taken before the next mailing is presented.
- If more than two Confirmation Service pieces are selected as part of the initial sampling are not properly identified, do not accept the mailing. Notify the mailer of the error(s) and request that corrective action is taken before any future mailings with Confirmation Services or Extra Services are accepted.

#### **1-4. Self-explanatory.**

#### **5. Includes postage, residual shape surcharge, and special service fees, when applicable.**

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**6-7. Self-explanatory.**

**1. Sampling/Postage Adjustment Worksheet**

- 8a. No. of Pieces**—See Exhibit 20, Postage Sampling Plan, to determine sample size. Use additional pages as needed.
- 8b. ID Number**—Enter the mailpiece identification number.
- 8c-d. Postage (Piece Price)**—Record the piece price (whether minimum per piece or piece/pound price) for each sample as reported on the manifest; record the actual piece price under Actual. Piece price may include postage, RSS, and special service fee, when applicable. **Do not record the pound price portion for a minimum per piece price sample.**
- 8e-f. Weight (Pound Price)**—Record the weight for piece/pound price pieces only. Record not applicable (N/A) for minimum per piece price pieces. Round off pound weight to 4 decimals. If the manifest listing cannot report to 4 decimals, the additional digits will be considered zeros.

**Total columns 8c-f. Transfer totals to front of form.**

**Note-Overweight Pieces:** If the actual weight of a sampled piece is one pound or more, record the actual applicable Package Service postage (based on weight or weight and zone) in column 8d. Do not record the weight of the sample in column (8f). Circle the ID number of the sample. This will indicate that the sample exceeded the maximum weight limit for Marketing Mail without having its weight included in the overall postage comparison.

**Note-Missing Pieces:** Mailpieces not found on the manifest must be recorded as zero under the Manifest columns. Under the Actual Piece Price column (8d), record the actual piece price (whether minimum per piece or piece/pound price item). Under the Actual Weight column (8f), enter the applicable weight for each piece/pound price item and N/A for each minimum per piece price item.

**Note-Missorted Pieces:** If the sampled piece is listed on the manifest but is sorted to the incorrect container, record Actual Piece Price in column (8d). Under the Actual Weight column (8f), enter the applicable weight for each piece/pound price item and N/A for each minimum per piece price item. Under the Manifest Piece Price column (8c) enter zero. Under the Manifest Weight column (8e), enter zero for each piece/pound price item and N/A for each minimum per piece price item.

Although individual piece prices are not recorded on the manifest you can determine the actual and manifest piece or piece/pound prices based upon the tray, sack, or other container you selected and the presort level indicated on the manifest listing. **Examples:**

1. Select a sample from a 3-digit sack that meets the 3-digit piece-price criteria. Record the 3-digit piece-price in the Piece Price Postage Actual column (8d). Locate the mailpiece on the manifest. It is recorded as being in a 3-digit sack that meets the 3-digit piece-price criteria. Record the 3-digit piece-price in the Piece Price Postage Manifest Column (8c). Record N/A in the Actual and Manifest Weight columns.
2. Select a sample from an ADC sack that meets the ADC piece/pound price criteria. Record the ADC piece/pound price-price for the piece-price portion in the Piece Price Postage Actual column (8d). Record the weight in the Actual Weight column (8f). Locate the mailpiece on the manifest. It is recorded as being in a 5-digit sack that meets the 5-digit piece/pound price criteria. Record the 5-digit piece/pound piece-price in the Piece Price Postage Manifest Column (8c). Record the weight in the Manifest Weight column (8e).
3. Select a sample from an ADC sack that meets the ADC piece/pound price criteria. Record the ADC piece/pound piece-price for the piece price portion in the Piece Price Postage Actual column (8d) and the weight of the sample in the Pound Price Weight Actual column (8f). Locate the mailpiece on the manifest. It is recorded as being in an ADC sack, but it is listed at the piece price. Record the minimum per piece price in the Piece Price Postage Manifest column (8c) and record the weight as zero in the Pound Price Weight Manifest column (8e).

**9. Combined Piece and Piece/Pound Postage Calculations**

- 9a&d.** Multiply pounds by the applicable entry level pound price.
- 9c.** Add 9a and 9b.
- 9f.** Add 9d and 9e.

**10. Computation for Postage Adjustment Factor**

**10a-c.** Divide 9f by 9c to determine the Postage Adjustment Factor (PAF) in 10. Round off to 3 decimal places. Based on PAF value, follow instructions in 10 on front page.

**11. Calculation of Total Corrected Postage and Additional Postage Payment Due**

**Record amount from 5 in 11a and 11d. Multiply 11a by 11b to determine Total Corrected Postage. Subtract 11d from 11c to determine Additional Postage Due.**

**Total Manifest Postage (11a)**—Deduct this amount from the mailer's trust account.

**Additional Postage Due (11e)**—Deduct this amount as an adjustment to the mailer's trust account using the **Adjustment Option**. Annotate the comments section "Adjustment due to MMS sampling procedure."

**12. Self-explanatory.**

**Note:** For each postage verification that exceeds the  $\pm 1.5\%$  accuracy level, give the mailer a copy of the Sampling/Postage Adjustment Worksheet.

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**Exhibit 18B**

**PS Form 8160B**

**MMS Sampling/Postage Adjustment Worksheet Marketing Mail Piece and Piece/Pound Rate Mailings (Floating Batches Carrier Routes Flats)**

|  |                             |  |        |
|--|-----------------------------|--|--------|
| 1. Name of Authorized MMS Mailer   | 2. Sample Date              | 3. Class of Mail<br><b>USPS Marketing Mail</b>       |        |
|  | 4. Manifest Sequence Number | 5. Total Manifest Postage                            |        |
|  |                             | (5a) Total Pound (Lb.) Rate Postage                  |        |
|  |                             | (5b) Total Pc./Lb. Piece Rate Postage                | Pieces |
|  |                             | (5c) Total Piece Rate Postage                        | Pieces |
| 6. Destination Entry Rate Claimed (Drop Shipment only)<br><input type="checkbox"/> DNDC <input type="checkbox"/> DSCF <input type="checkbox"/> DDU <input type="checkbox"/> None |                             | 7. Form 8125 Sequence ID Number (Drop Shipment Only) |        |
| 8. Complete sampling worksheet on reverse side for selected samples.   |                             |  |        |

**9. Pieces and Pounds**

| Manifest   |          | Actual   |          |
|--|----------|--|----------|
| 9a. Total Weight Sampled (Amount from 8h)                    | (Pounds) | 9e. Total Weight Sampled (Amount from 8i)                    | (Pounds) |
| 9b. Total Pc./lb. Piece Rate Pieces Sampled (Amount from 8f) | (Pieces) | 9f. Total Pc./lb. Piece Rate Pieces Sampled (Amount from 8g) | (Pieces) |
| 9c. Total Piece Rate Pieces Sampled (Amount from 8d)         | (Pieces) | 9g. Total Piece Rate Pieces Sampled (Amount from 8e)         | (Pieces) |

**10a. Computation for Postage Adjustment Factor (PAF) for Pound rate.**

- If 9a and 9e agree, STOP. Annotate the amount of postage due in section 15a and proceed to 10b.
- If 9a and 9e differ, calculate **Item 11**, and annotate the amount of postage due in section 15a and proceed to 10b.
- If PAF is equal to or greater than .985 and does not exceed 1.015 **STOP**. Annotate the amount of postage due in section 15a and proceed to 10b.
- If PAF is less than .985 **STOP**. Give copy of this worksheet to mailer. Annotate the amount of postage due in section 15a and proceed to 10b.
- If PAF is greater than 1.015, complete **Items 11**. Give copy of this worksheet to mailer. Annotate the amount of postage due in section 15a and proceed to 10b.

$$\frac{\text{_____ (9e)}}{\text{_____ (9a)}} = \frac{\text{_____ (10a)}}{\text{_____}}$$

PAF (Round off to 3 decimal places 0.000)

**10b. Computation for Postage Adjustment Factor (PAF) for Piece/Pound (Lb.) Piece Rate**

- If 9b and 9f agree, annotate the amount of postage due in section 15b and proceed to 10c, if pieces are claimed in section 5c. Complete the MMS Accuracy Worksheet when all applicable sections have been completed.
- If 9b and 9f differ, calculate **Item 12**, and annotate the amount of postage due in section 15b and proceed to 10c. **(NOTE: Only complete 10c if piece rated postage and pieces are claimed in section 5c.)**
- If PAF is equal to or greater than .985 and does not exceed 1.015 **STOP**. Accept mail without adjustment. Complete **Item 15f & 15g** and the MMS Accuracy Worksheet.
- If PAF is less than .985 **STOP**. Accept mail without adjustment. Annotate the amount of postage due in section 15b. Complete **Item 15f & 15g**. Give copy of this worksheet to mailer. Complete the MMS Accuracy Worksheet. **(NOTE: Only complete 10c if piece rated postage and pieces are claimed in section 5c.)**

If PAF is greater than 1.015, complete **Items 12**. **(NOTE: Only complete 10c if piece rated postage and pieces are claimed in section 5c.)** Give copy of this worksheet to mailer. Complete MMS Accuracy Worksheet.

$$\frac{\text{_____ (9f)}}{\text{_____ (9b)}} = \frac{\text{_____ (10b)}}{\text{_____}}$$

PAF (Round off to 3 decimal places 0.000)

**10c. Computation for Postage Adjustment Factor (PAF) for Piece Rate**

|  |
|--|
| <ul style="list-style-type: none"> <li>If 9c and 9g agree, annotate the amount of postage due in section 15c and proceed to 10d. Complete the MMS Accuracy Worksheet when all applicable sections have been completed.</li> <li>If 9c and 9g differ, calculate <b>Item 13</b>.</li> <li>If PAF is equal to or greater than .985 and does not exceed 1.015 <b>STOP</b>. Accept mail without adjustment. Complete <b>Item 15f &amp; 15g</b> and the MMS Accuracy Worksheet.</li> <li>If PAF is less than .985 <b>STOP</b>. Accept mail without adjustment. Complete <b>Item 15f &amp; 15g</b>. Give copy of this worksheet to mailer. Complete the MMS Accuracy Worksheet.</li> <li>If PAF is greater than 1.015, complete <b>Items 13</b>. Give copy of this worksheet to mailer. Complete MMS Accuracy Worksheet.</li> </ul> |
| $\frac{\text{_____ (9g)}}{\text{_____ (9c)}} = \text{_____ (10c)}$ <p style="text-align: center;">PAF (Round off to 3 decimal places 0.000)</p>  |

**10d. Computation for Postage Adjustment Factor (PAF) for Piece Rate found to be Pound rated pieces.**

|   |
|---|
| <ul style="list-style-type: none"> <li>If PAF is equal to or greater than .985 and does not exceed 1.015 <b>STOP</b>. Annotate the amount of postage due in section 15d and completed section 15e. Complete the MMS Accuracy Worksheet when all applicable sections have been completed.</li> <li>If PAF is less than .985 <b>STOP</b>. Accept mail without adjustment. Complete <b>Item 15f &amp; 15g</b>. Give copy of this worksheet to mailer. Complete the MMS Accuracy Worksheet.</li> <li>If PAF is greater than 1.015, Recalculate the entire mailing at the Pieces/Pound rate of Postage and complete <b>Item 14</b>. Give copy of this worksheet to mailer. Complete MMS Accuracy Worksheet.</li> <li>Complete the MMS Accuracy Worksheet when all applicable sections have been completed</li> </ul> |
| $\frac{\text{_____ (8g)}}{\frac{\text{_____ (9f) + (9g)}}{\text{Total Pieces Sampled}}} = \text{_____ (10d)}$ <p style="text-align: center;">Postage Adjustment Factor (PAF)<br/>(Round off to 3 decimal places 0.000)</p>  |

**11. Calculation of Total Corrected (Pound Rate) Postage and Additional Postage Payment**

|   |                 |
|---|-----------------|
| 11a. Total Manifest Pound Rate Postage<br>(Amount from 5a)  | \$              |
| 11b. Postage Adjustment Factor<br>(Value from 10a)  | ____. ____ ____ |
| 11c. Total Corrected Postage<br>(11b × 11a)   | = \$            |
| 11d. Total Manifest Pound Rate Postage<br>(Amount from 5a)<br>Deduct this amount from mailer's trust account.   | \$              |
| 11e. Additional Postage Due<br><br>Subtract (11d) from (11c). Record the Additional Postage Due in Section 15a. | \$              |

**12. Calculation of Total Corrected (Piece/Pound (Lb.) Piece Rate) Postage and Additional Postage Payment**

|   |                 |
|---|-----------------|
| 12a. Total Manifest Piece/Pound Rate Postage<br>(Amount from 5b)  | \$              |
| 12b. Postage Adjustment Factor<br>(Value from 10b)  | ____. ____ ____ |
| 12c. Total Corrected Postage<br>(12b × 12a)   | = \$            |
| 12d. Total Manifest Piece/Pound Rate Postage<br>(Amount from 5b)<br>Deduct this amount from mailer's trust account. | \$              |
| 12e. Additional Postage Due<br><br>Subtract (12d) from (12c). Record the Additional Postage Due in Section 15b.     | \$              |

**13. Calculation of Total Corrected (*Piece Rate Pieces*) Postage and Additional Postage Payment**

|  |       |
|--|-------|
| 13a. Total Manifest Piece Rate Postage<br>(Amount from 5c)   | \$    |
| 13b. Postage Adjustment Factor<br>(Value from 10c)   | _____ |
| 13c. Total Corrected Postage<br>(13b × 13a)  | = \$  |
| 13d. Total Manifest Piece Rate Postage<br>(Amount from 5c)<br>Deduct this amount from mailer's trust<br>account. | \$    |
| 13e. Additional Postage Due<br>Subtract (13d) from (13c). Record the Additional Postage Due<br>in Section 15c.   | \$    |

**14. Calculation of Total Corrected (*Piece Rate Pieces that were found to be Piece /Pound Rated Pieces*) Postage and Additional Postage Payment**

|  |      |
|--|------|
| 14a. Total Piece/Pound Piece Rate Postage<br>(Multiply total Piece rate pieces in mailing x Piece/Pound piece rate<br>postage)                   | \$   |
| 14b. Total Piece/Pound Pound Rate Postage<br>(Multiply total Piece rate pieces in mailing x average piece weight x the<br>pound rate of postage) | \$   |
| 14c. Total Corrected Postage<br>(13b × 13a)  | = \$ |
| 14d. Total Manifest Piece Rate Postage<br>(Amount from 5c)<br>Deduct this amount from mailer's trust<br>account.                                 | \$   |
| 14e. Additional Postage Due<br>Subtract (14d) from (14c).<br>Record the Additional Postage Due in Section 15d.                                   | \$   |

**15. Calculation of Additional Postage Payment**

|   |      |                                |
|---|------|--------------------------------|
| 15a. Pound Rate Additional Postage Due<br>(Amount from 11e)   | \$   | <b>15f. Employee Signature</b> |
| 15b. Piece/Pound Piece Rate Additional Postage Due<br>(Amount from 12e)   | \$   |                                |
| 15c. Piece Rate Additional Postage Due<br>(Amount from 13e)   | \$   | <b>15g. Round Stamp</b>        |
| 15d. Piece Rate Pieces Found to be Pc./Lb. Rate<br>Additional Postage Due<br>(Amount from 14e).   | \$   |                                |
| <b>15e. Total Additional Postage Due for all Sections<br/>(Add 15a-15d)</b><br>Deduct this amount from the mailer's trust account at<br>adjustment screen of Permit System and state in comment<br>section, "Adjustment due to MMS sampling procedure." | = \$ |                                |

| Pkg. | ZIP Code | CR # | ID # Range          | Piece Rate Pieces |               | Piece/Pound Rate Pieces |               | Weight Pound Rate |               |
|------|----------|------|---------------------|-------------------|---------------|-------------------------|---------------|-------------------|---------------|
|      |          |      |                     | Manifest Pieces   | Actual Pieces | Manifest Pieces         | Actual Pieces | Manifest Weight   | Actual Weight |
| 1    |          |      |                     |                   |               |                         |               |                   |               |
| 2    |          |      |                     |                   |               |                         |               |                   |               |
| 3    |          |      |                     |                   |               |                         |               |                   |               |
| 4    |          |      |                     |                   |               |                         |               |                   |               |
| 5    |          |      |                     |                   |               |                         |               |                   |               |
| 6    |          |      |                     |                   |               |                         |               |                   |               |
| 7    |          |      |                     |                   |               |                         |               |                   |               |
| 8    |          |      |                     |                   |               |                         |               |                   |               |
| 9    |          |      |                     |                   |               |                         |               |                   |               |
| 10   |          |      |                     |                   |               |                         |               |                   |               |
| 11   |          |      |                     |                   |               |                         |               |                   |               |
| 12   |          |      |                     |                   |               |                         |               |                   |               |
| 13   |          |      |                     |                   |               |                         |               |                   |               |
| 14   |          |      |                     |                   |               |                         |               |                   |               |
| 15   |          |      |                     |                   |               |                         |               |                   |               |
| 16   |          |      |                     |                   |               |                         |               |                   |               |
| 17   |          |      |                     |                   |               |                         |               |                   |               |
| 18   |          |      |                     |                   |               |                         |               |                   |               |
| 19   |          |      |                     |                   |               |                         |               |                   |               |
| 20   |          |      |                     |                   |               |                         |               |                   |               |
| 21   |          |      |                     |                   |               |                         |               |                   |               |
| 22   |          |      |                     |                   |               |                         |               |                   |               |
| 23   |          |      |                     |                   |               |                         |               |                   |               |
| 24   |          |      |                     |                   |               |                         |               |                   |               |
| 25   |          |      |                     |                   |               |                         |               |                   |               |
| 26   |          |      |                     |                   |               |                         |               |                   |               |
| 27   |          |      |                     |                   |               |                         |               |                   |               |
| 28   |          |      |                     |                   |               |                         |               |                   |               |
| 29   |          |      |                     |                   |               |                         |               |                   |               |
| 30   |          |      |                     |                   |               |                         |               |                   |               |
|      | 8a       | 8b   | 8c<br><b>TOTALS</b> | 8d                | 8e            | 8f                      | 8g            | 8h                | 8i            |



## Exhibit 18C

### PS Form 8160B Instructions

Complete this form whenever a Marketing Mail piece and/or piece/pound rate manifest mailing is scheduled for postage verification. The samples selected must be drawn from the same entry rate level (NDC, SCF, etc.).

#### 1-7. Self-Explanatory

#### 8. Sampling/Postage Adjustment Worksheet

Select a DDU, DSCF or Non-Entry Manifest to sample.

**Sampling size**— Select from a five-digit pallet (floating batch bundles of carrier route flats that will equal 500 pieces). Bundles will be selected from three rate categories of carrier route mail, (Basic LOT, High Density, HD+, and/or Saturation) sample two (2) mailings per trailer daily for the first 60 days. If an adjustment is required, select 500 pieces from additional bundles of, Basic LOT, High Density, HD+, and/or Saturation for each future mailing until three (3) consecutive mailings have passed. After three consecutive passes return to regular floating batch piece sampling as described above, - two (2) mailings per trailer daily.

**8a. 5 Digit Zip Code**—Enter the 5-digit zip of the pallet or pallets to be sampled onto the Sampling Worksheet.

**8b. Carrier Route Package** —Next pull carrier route bundles from the 5-digit pallet equaling 500 pieces (Note: try to select bundles from more than one rate category, Basic LOT, High density, HD+, Saturation. These bundles will come from more than one Group Destination (Second column on manifest). Enter the carrier route number in Column (8b) on the sampling worksheet.

**8c. Floating Batch ID Numbers**—Identify the piece Id number from the keyline above the address on the address label. Enter the Floating Batch Identification Number Range from the top piece and the bottom piece and record on this line. (Note compare floating batch number with the manifest note any discrepancy.)

**8d. Pieces (Piece Rate) Manifest count**—Record total pieces from the piece rate column in WS, HD or CR in column (8d).

**8e. Pieces (Piece Rate) Actual count**—Physically go through the bundles and identify the piece rated pieces from the piece/pound rated pieces. (Note: The keyline will identify the rate of postage for piece rated pieces.) Verify each piece rate piece in the bundle to the piece rate of postage indicated. Placing each piece separately on a 25lb. electronic scale and verify it has not gone over .25 lb. Keep a cumulative total of the piece rate piece weights with a calculator tape. **The calculator tape total will be used to finalize the actual weight of the piece/pound in (8i).** If the piece weights exceed .25 lb., add the piece(s) to the actual piece/pound count column (8g) of the work sheet. Also add the weight of those piece(s) identified as piece/pound to the pound rated pieces in column (8i). Place the correct count in column (8e).

**8f. Pieces (Piece / Pound Piece Rate) Manifest**— Record total pieces from the piece rate column in WS, HD or CR in column (8f).

**8g. Pieces (Piece/Pound Piece Rate) Actual**—Physically go through the bundle and count the piece/pound rated pieces. (Note: The actual piece/pound rate piece weight will be identified on the keyline.) Verify each piece in the bundle qualifies for the piece/pound rate of postage. Place the correct count in column (8g). **Note if any pieces that had been previously rated as a piece rate and now identified as piece/pound rated; include the piece(s) in column 8g total.**

**8h. Weight (Pound Rate) Manifest**— Record the pound rate weight for each sample as reported on the manifest from the Pound Weight Columns under WS, HD or CR and placing it in column (8h). If the manifest listing cannot report to 4 decimals, the additional digits will be considered zeros.

**8i. Weight (Pound Rate) Actual**— Take the entire bundle and place it on the 25lb electronic scale. (Caution you may have to split the bundle into two because the bundle may weigh more than 25 Lbs., this will prevent blowing the Electronic Load Cell.) Using the calculator tape that was prepared in (8e), subtract that total from the total of the sampled bundle weight to obtain the actual pound rate weight. Place this weight in column (8i).

**Total the columns 8d-8i. Transfer totals to front of form.**

**Note:** Missing pieces on manifest. Mailpieces not found on the manifest must be record under the Actual Piece Rate column, or if it is a piece/pound rate piece place it in the actual piece/lb. rate column). The weight of the piece/lb. rate pieces will be record under the Actual Weight column.

#### 2. Pieces and Pound Totals from MMS Sampling Worksheet Self-Explanatory

#### 10a-d. Computation for Postage Adjustment Factor (PAF)

**10a.** Divide (9e) by (9a) to determine the Postage Adjustment Factor (PAF) in 10a. Round off to 3 decimal places. Based on PAF value, follow instructions in 10a.

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- 10b.** Divide (9f) by (9b) to determine the Postage Adjustment Factor (PAF) in 10b. Round off to 3 decimal places. Based on PAF value, follow instructions in 10b.
- 10c.** Divide (9g) by (9c) to determine the Postage Adjustment Factor (PAF) in 10b. Round off to 3 decimal places. Based on PAF value, follow instructions in 10c.
- 10d.** Divide (9g) by (9c) to determine the Postage Adjustment Factor (PAF) in 10b. Round off to 3 decimal places. Based on PAF value, follow instructions in 10d
- 11. Calculation of Total Corrected Pound Rate Postage and Additional Postage Payment Due**  
**Record amount from 5a in 11a and 11d. Multiply 11a by 11b to determine Total Corrected Postage.**  
**Subtract 11d from 11c to determine Additional Postage Due.**  
**Total Manifest Postage (11a)—Deduct this amount from the mailer's trust account(s).**  
**Additional Postage Due (11e)—Record this amount in section 15a.**
- 12. Calculation of Total Corrected Piece/Pound Piece Rate Postage and Additional Postage Payment Due**  
**Record amount from 5a in 12a and 12d. Multiply 12a by 12b to determine Total Corrected Postage.**  
**Subtract 12d from 12c to determine Additional Postage Due.**  
**Total Manifest Postage (12a)—Deduct this amount from the mailer's trust account(s).**  
**Additional Postage Due (12e)—Record this amount in section 15b.**

**NOTE:** When verifying a manifest that has only piece rated pieces indicated on the manifest and when piece/pound rate pieces are detected the sampling procedures are as followed.

- (1) On the worksheet complete the normal sampling verification, when piece(s) found go over .25, record those pieces in column (8g) pound rated pieces and the weight in column 8 i.
- (2) Next total the piece rated pieces in column (8e).
- (3) Next total the piece(s) in Column (8g)
- (4) Next add (8e) and (8g) together and this will give the total pieces sampled.
- (5) Next take total Piece/Pound rated pieces that were identified in 8g and divide those pieces by the total pieces sampled. If the Postage Adjustment Factor (PAF) relates to 1.015 or greater the entire mailing will be calculated at the Piece/Pounded rated Postage. (See 10d)
- (6) Next add the weights of the identified pound rated pieces 8i and divide the actual piece pound rated piece count 8 f to get the average weight of the mis-rated pieces.
- (7) Next multiply the average weight of the identified pound rated pieces times the total pieces in the piece rated mailing. This will give the poundage to get the pound rate of postage.
- (8) Next multiply the poundage time the pound rate of postage. This will give the Pound Rate of Postage.
- (9) Next multiply the total piece in the piece rated mailing times the piece/pound rated piece rate. This will give the new Piece/Pound piece rate of Postage.
- (10) Next add the piece and pound postage together. This will give new postage amount.
- (11) Next subtract the original Piece rate postage from the new Piece/Pound rate Postage and this will give the adjusted Postage amount. (See the adjusted postage calculations in section

**Note:** For each manifest postage verification sampling exceeding the  $\pm 1.5\%$  accuracy level, give the mailer a copy of the Sampling/Postage Adjustment Worksheet.

- 13. Calculation of Total Corrected Piece Rate Piece Postage and Additional Postage Payment Due**  
**Record amount from 5a in 13a and 13d. Multiply 13a by 13b to determine Total Corrected Postage.**  
**Subtract 13d from 13c to determine Additional Postage Due.**  
**Total Manifest Postage (13a)—Deduct this amount from the mailer's trust account(s).**  
**Additional Postage Due (13e)—Record this amount in section 15c.**
- 14. Calculation of Total Corrected Piece Rated Pieces found to be Pc./Lb. Rate Postage and Additional Postage Payment Due**  
**Record amount from 5a in 14a and 14d. Multiply 14a by 14b to determine Total Corrected Postage.**  
**Subtract 14d from 14c to determine Additional Postage Due.**  
**Total Manifest Postage (14a)—Deduct this amount from the mailer's trust account(s).**  
**Additional Postage Due (14e)—Record this amount in section 15d.**
- 15. Calculation of Additional Postage Payment**
- 15a. Record Additional Postage Due from 11e if the PAF differs by 1.015.**
  - 15b. Record Additional Postage Due from 12e if the PAF differs by 1.015.**
  - 15c. Record Additional Postage Due from 13e if the PAF differs by 1.015.**
  - 15d. Record Additional Postage Due from 14e if the PAF differs by 1.015.**
  - 15e. Add totals from 15a-15d to calculate Total Additional Postage Due. Deduct this amount from mailer's trust account at adjustment screen of Permit System and state in the comment section, "Adjustment due to MMS sampling procedure."**

**Exhibit 19**

**PS Form 8161**

**MMS Sampling/Postage Adjustment Worksheet  
Presorted and Carrier Route Bound Printed Matter Mailings**

**Note:** For detailed instructions on completing this form see **Exhibit 19A**, Publication 401.

|  |  |  |   |                     |
|--|--|--|---|---------------------|
| 1. Name of Authorized MMS Mailer   |  | 2. Sample Date                           | 4. Destination Entry Price Claimed  |                     |
|  |  | 3. Manifest Sequence No.                 | <input type="checkbox"/> DNDC <input type="checkbox"/> DSCF<br><input type="checkbox"/> DDU <input type="checkbox"/> None |                     |
| 5. Presort Level Selected: Presorted <input type="checkbox"/> Carrier Route <input type="checkbox"/> |  |  |   |                     |
| 6. Total Manifest Piece Price Postage \$   |  | 7. Total Manifest Pound Price Postage \$ |   | 8. Total Manifest   |
|  |  |  |   | Postage (6+7)<br>\$ |
|  |  |  |   | Pieces              |
| 9. Complete sampling worksheet on reverse side for selected samples.                                 |  |  |   |                     |

**10. Piece Price Postage Calculations**

| Manifest Samples | Amount from 9c<br>Pieces X | Price =  | Total Manifest Piece Price Postage | Actual Samples | Amount from 9d<br>Pieces X | Price =  | Total Actual Piece Price Postage |
|------------------|----------------------------|----------|------------------------------------|----------------|----------------------------|----------|----------------------------------|
|                  |                            | \$ _____ | 10a.<br>\$ _____                   |                |                            | \$ _____ | 10b.<br>\$ _____                 |

**11. Postage Adjustment Factor—Piece Price (PAF)**

**12. Postage Adjustment Factor—Pound Price (PAF)**

|  |          |  |         |
|--|----------|--|---------|
| 11a. Actual Sample Piece Price Postage (Amount from 10b)   | \$ _____ | 12a. Actual Sample Weight (Amount from 9g)       |         |
| 11b. Manifest Sample Piece Price Postage (Amount from 10a)   | ÷ _____  | 12b. Manifest Sample Weight (Amount from 9e)     | ÷ _____ |
| 11c. Piece Price Postage Adjustment Factor (PAF)   | = _____  | 12c. Pound Price Postage Adjustment Factor (PAF) | = _____ |
| <ul style="list-style-type: none"> <li>If both PAFs are equal to or greater than .985 and do not exceed 1.015 <b>STOP</b>. Accept mail without adjustment. Complete <b>Item 15</b> and the Quarterly MMS Accuracy Worksheet.</li> <li>If the PAF for both 11c and 12c are below .985 <b>STOP</b>. Accept the mail without adjustment. Complete <b>Item 15</b> and the Quarterly MMS Accuracy Worksheet. Give copy of this worksheet to mailer.</li> <li>If the PAF for either/both 11c or 12c is greater than 1.015, complete <b>Item 13</b>. If one of the PAFs is less than 1.015, use the PAF of 1.000 to complete <b>Item 13</b>. Example: If the Piece Price PAF (11c) is 1.010 and the Pound Price PAF (12c) is 1.025, convert the Piece Price PAF to 1.000 for use on line 13b.</li> </ul> <p><b>Special Circumstances:</b> If results of the sampling are out of the ordinary, this may indicate that the system has failed, and usual postage adjustment procedures do not apply. For example, the PAF is unusually high, or it is zero (caused by no sample pieces on the manifest), then you must contact your district business mail entry office for guidance and resolution.</p> |          |  |         |

**13. Calculation of Corrected Piece Price Postage and Pound Price Postage**

|   |            |   |            |
|---|------------|---|------------|
| 13a. Manifest Piece Price Postage (Amount from 6) | \$ _____   | 13d. Manifest Pound Price Postage (Amount from 7) | \$ _____   |
| 13b. Piece Price PAF (Value from 11c)             | X _____    | 13e. Pound Price PAF (Value from 12c)             | X _____    |
| 13c. Total Corrected Piece Price Postage          | = \$ _____ | 13f. Total Corrected Pound Price Postage          | = \$ _____ |

**14. Calculation of Additional Postage Payment**

|  |          |                           |
|--|----------|---------------------------|
| 14a. Total Corrected Postage (13c)+(13f)   | \$ _____ | 15. Signature of Employee |
| 14b. Total Manifest Postage (Amount from 8)<br>Deduct this amount from mailer's trust account.   | \$ _____ | Round Stamp               |
| 14c. Additional Postage Due<br>Subtract (14b) from (14a). Deduct this amount from mailer's trust account using the <b>Adjustment Option</b> state in comments section, "Adjustment due to MMS sampling procedure." | \$ _____ |                           |

9. Sampling/Postage Adjustment Worksheet

| 9a.<br>No.<br>Pcs. | 9b.<br>ID Number | 9c.<br>Manifest<br>Piece Price | 9d.<br>Actual<br>Piece Price | 9e.<br>Manifest<br>Weight | 9f.<br>Manifest<br>Zone | 9g.<br>Actual<br>Weight | 9h.<br>Actual<br>Zone |
|--------------------|------------------|--------------------------------|------------------------------|---------------------------|-------------------------|-------------------------|-----------------------|
| 1                  |                  |                                |                              |                           |                         |                         |                       |
| 2                  |                  |                                |                              |                           |                         |                         |                       |
| 3                  |                  |                                |                              |                           |                         |                         |                       |
| 4                  |                  |                                |                              |                           |                         |                         |                       |
| 5                  |                  |                                |                              |                           |                         |                         |                       |
| 6                  |                  |                                |                              |                           |                         |                         |                       |
| 7                  |                  |                                |                              |                           |                         |                         |                       |
| 8                  |                  |                                |                              |                           |                         |                         |                       |
| 9                  |                  |                                |                              |                           |                         |                         |                       |
| 10                 |                  |                                |                              |                           |                         |                         |                       |
| 11                 |                  |                                |                              |                           |                         |                         |                       |
| 12                 |                  |                                |                              |                           |                         |                         |                       |
| 13                 |                  |                                |                              |                           |                         |                         |                       |
| 14                 |                  |                                |                              |                           |                         |                         |                       |
| 15                 |                  |                                |                              |                           |                         |                         |                       |
| 16                 |                  |                                |                              |                           |                         |                         |                       |
| 17                 |                  |                                |                              |                           |                         |                         |                       |
| 18                 |                  |                                |                              |                           |                         |                         |                       |
| 19                 |                  |                                |                              |                           |                         |                         |                       |
| 20                 |                  |                                |                              |                           |                         |                         |                       |
| 21                 |                  |                                |                              |                           |                         |                         |                       |
| 22                 |                  |                                |                              |                           |                         |                         |                       |
| 23                 |                  |                                |                              |                           |                         |                         |                       |
| 24                 |                  |                                |                              |                           |                         |                         |                       |
| 25                 |                  |                                |                              |                           |                         |                         |                       |
| 26                 |                  |                                |                              |                           |                         |                         |                       |
| 27                 |                  |                                |                              |                           |                         |                         |                       |
| 28                 |                  |                                |                              |                           |                         |                         |                       |
| 29                 |                  |                                |                              |                           |                         |                         |                       |
| 30                 |                  |                                |                              |                           |                         |                         |                       |
|                    |                  |                                |                              |                           |                         |                         |                       |
| Subtotals Page 2   |                  |                                |                              |                           |                         |                         |                       |
| Subtotals Page 3   |                  |                                |                              |                           |                         |                         |                       |
| Subtotals Page 4   |                  |                                |                              |                           |                         |                         |                       |
| TOTALS             |                  | 9c.                            | 9d.                          | 9e.                       |                         | 9g.                     |                       |

**Note:** If columns 9c. and 9d. match, and columns 9e. and 9g. match, go to **Item 15**. If columns 9c. and 9d. do not match, transfer the totals to **Item 10** and complete **Items 10 and 11**, as applicable. If columns 9e. and 9g. do not match, transfer the totals to **Item 12** and complete **Item 12**.

9. Sampling/Postage Adjustment Worksheet

| 9a.<br>No.<br>Pcs. | 9b.<br>ID Number | 9c.<br>Manifest<br>Piece Price | 9d.<br>Actual<br>Piece Price | 9e.<br>Manifest<br>Weight | 9f.<br>Manifest<br>Zone | 9g.<br>Actual<br>Weight | 9h.<br>Actual<br>Zone |
|--------------------|------------------|--------------------------------|------------------------------|---------------------------|-------------------------|-------------------------|-----------------------|
| 31                 |                  |                                |                              |                           |                         |                         |                       |
| 32                 |                  |                                |                              |                           |                         |                         |                       |
| 33                 |                  |                                |                              |                           |                         |                         |                       |
| 34                 |                  |                                |                              |                           |                         |                         |                       |
| 35                 |                  |                                |                              |                           |                         |                         |                       |
| 36                 |                  |                                |                              |                           |                         |                         |                       |
| 37                 |                  |                                |                              |                           |                         |                         |                       |
| 38                 |                  |                                |                              |                           |                         |                         |                       |
| 39                 |                  |                                |                              |                           |                         |                         |                       |
| 40                 |                  |                                |                              |                           |                         |                         |                       |
| 41                 |                  |                                |                              |                           |                         |                         |                       |
| 42                 |                  |                                |                              |                           |                         |                         |                       |
| 43                 |                  |                                |                              |                           |                         |                         |                       |
| 44                 |                  |                                |                              |                           |                         |                         |                       |
| 45                 |                  |                                |                              |                           |                         |                         |                       |
| 46                 |                  |                                |                              |                           |                         |                         |                       |
| 47                 |                  |                                |                              |                           |                         |                         |                       |
| 48                 |                  |                                |                              |                           |                         |                         |                       |
| 49                 |                  |                                |                              |                           |                         |                         |                       |
| 50                 |                  |                                |                              |                           |                         |                         |                       |
| 51                 |                  |                                |                              |                           |                         |                         |                       |
| 52                 |                  |                                |                              |                           |                         |                         |                       |
| 53                 |                  |                                |                              |                           |                         |                         |                       |
| 54                 |                  |                                |                              |                           |                         |                         |                       |
| 55                 |                  |                                |                              |                           |                         |                         |                       |
| 56                 |                  |                                |                              |                           |                         |                         |                       |
| 57                 |                  |                                |                              |                           |                         |                         |                       |
| 58                 |                  |                                |                              |                           |                         |                         |                       |
| 59                 |                  |                                |                              |                           |                         |                         |                       |
| 60                 |                  |                                |                              |                           |                         |                         |                       |
| 61                 |                  |                                |                              |                           |                         |                         |                       |
| 62                 |                  |                                |                              |                           |                         |                         |                       |
| 63                 |                  |                                |                              |                           |                         |                         |                       |
| 64                 |                  |                                |                              |                           |                         |                         |                       |
| 65                 |                  |                                |                              |                           |                         |                         |                       |
|                    | Subtotals Page 3 | 9c.                            | 9d.                          | 9e.                       |                         | 9g.                     |                       |

Record subtotals on page 2.

9. Sampling/Postage Adjustment Worksheet

| 8a.<br>No.<br>Pcs. | 8b.<br>ID Number | 9c.<br>Manifest<br>Piece Price | 9d.<br>Actual<br>Piece Price | 9e.<br>Manifest<br>Weight | 9f.<br>Manifest<br>Zone | 9g.<br>Actual<br>Weight | 9h.<br>Actual<br>Zone |
|--------------------|------------------|--------------------------------|------------------------------|---------------------------|-------------------------|-------------------------|-----------------------|
| 66                 |                  |                                |                              |                           |                         |                         |                       |
| 67                 |                  |                                |                              |                           |                         |                         |                       |
| 68                 |                  |                                |                              |                           |                         |                         |                       |
| 69                 |                  |                                |                              |                           |                         |                         |                       |
| 70                 |                  |                                |                              |                           |                         |                         |                       |
| 71                 |                  |                                |                              |                           |                         |                         |                       |
| 72                 |                  |                                |                              |                           |                         |                         |                       |
| 73                 |                  |                                |                              |                           |                         |                         |                       |
| 74                 |                  |                                |                              |                           |                         |                         |                       |
| 75                 |                  |                                |                              |                           |                         |                         |                       |
| 76                 |                  |                                |                              |                           |                         |                         |                       |
| 77                 |                  |                                |                              |                           |                         |                         |                       |
| 78                 |                  |                                |                              |                           |                         |                         |                       |
| 79                 |                  |                                |                              |                           |                         |                         |                       |
| 80                 |                  |                                |                              |                           |                         |                         |                       |
| 81                 |                  |                                |                              |                           |                         |                         |                       |
| 82                 |                  |                                |                              |                           |                         |                         |                       |
| 83                 |                  |                                |                              |                           |                         |                         |                       |
| 84                 |                  |                                |                              |                           |                         |                         |                       |
| 85                 |                  |                                |                              |                           |                         |                         |                       |
| 86                 |                  |                                |                              |                           |                         |                         |                       |
| 87                 |                  |                                |                              |                           |                         |                         |                       |
| 88                 |                  |                                |                              |                           |                         |                         |                       |
| 89                 |                  |                                |                              |                           |                         |                         |                       |
| 90                 |                  |                                |                              |                           |                         |                         |                       |
| 91                 |                  |                                |                              |                           |                         |                         |                       |
| 92                 |                  |                                |                              |                           |                         |                         |                       |
| 93                 |                  |                                |                              |                           |                         |                         |                       |
| 94                 |                  |                                |                              |                           |                         |                         |                       |
| 95                 |                  |                                |                              |                           |                         |                         |                       |
| 96                 |                  |                                |                              |                           |                         |                         |                       |
| 97                 |                  |                                |                              |                           |                         |                         |                       |
| 98                 |                  |                                |                              |                           |                         |                         |                       |
| 99                 |                  |                                |                              |                           |                         |                         |                       |
| 100                |                  |                                |                              |                           |                         |                         |                       |
|                    | Subtotals Page 4 | 9c.                            | 9d.                          | 9e.                       |                         | 9g.                     |                       |

**Record subtotals on page 2.**

PS Form 8161, January 2014 (Page 4 of 4)

## Exhibit 19A

### PS Form 8161 Instructions

Complete this form whenever a Presorted or Carrier Route price Bound Printed Matter mailing is scheduled for postage verification. Use Form 8159 for Nonpresorted Bound Printed Matter.

**Note:** You must limit your sample selection to the same presort level and entry level, for example, Presorted DNDC; Carrier Route DSCF; Presorted DDU. Check the appropriate boxes in Items 4 and 5 on the front of Form 8161.

#### ***What to do when misclassified pieces are found in an MMS mailing.***

If misclassified pieces are found in the Initial Review of the mailing, then return the mailing for the mailer to re-manifest at the correct prices.

#### ***What do when a manifest mailing is subject to both Manual Presort and MMS verification.***

- If only the MMS sampling reveals errors exceeding the allowed tolerance, then adjust postage as you normally would.
- If only the Manual Presort sampling reveals presort errors exceeding the allowed tolerance, then adjust postage based on the Manual Presort results.
- If both the MMS and Manual Presort sampling reveals errors exceeding the allowed tolerance, adjust postage for presort and postage payment using the results from the MMS sampling. Override the Manual Presort adjustment but keep all other verification adjustments.

#### ***Verification of manifest documentation for cumulative postage calculation.***

- For manifests using a **Cumulative Weight** column for piece/pound price weight select up to 5 pieces from your sample. Add the amount of weight for each piece to the preceding cumulative weight to verify that the cumulative total is correct. If there are any errors, further verification of cumulative weight totals is required. Note any errors on the *MMS Quarterly Accuracy Worksheet* and provide a copy of the manifest page(s) showing the error(s) to the mailer. Contact Manager, Business Mail Entry (District) for further instruction. Do not accept further mailings until the MBME has conducted a review and authorizes a resumption of the manifest.
- For manifests showing **Page** and **Cumulative Page Totals** in the footer select one page from the manifest. Add the manifest weight for each piece/pound price piece on the page. Compare the result with the **Page Total** shown on the manifest. Add the **Page Total** for the selected page to the **Cumulative Page Total** from the previous page. Note any errors on the *MMS Quarterly Accuracy Worksheet* and provide a copy of the manifest page(s) showing the error(s) to the mailer. Contact Manager, Business Mail Entry (District) for further instruction. Do not accept further mailings until the MBME has conducted a review and authorizes a resumption of the manifest.

**Selective use of Confirmation Services** – When a Marketing Mail mailing of parcels contains pieces with and without Confirmation Services, the Confirmation Service pieces must be identified using a Cumulative Confirmation Services (Extra Services) Column or by Page and Cumulative Page totals on the manifest.

- If two Confirmation Service pieces or less selected as part of the initial sampling are not properly identified you may accept the mailing. Notify the mailer of the error(s) and request corrective action is taken before the next mailing is presented.
- If more than two Confirmation Service pieces are selected as part of the initial sampling are not properly identified, do not accept the mailing. Notify the mailer of the error(s) and request that corrective action is taken before any future mailings with Confirmation Services or Extra Services are accepted.

#### **1-8. Self-explanatory.**

#### **9. Sampling/Postage Adjustment Worksheet**

- 9a. Number of Pieces**—See **Exhibit 20**, Postage Sampling Plan, to determine sample size. Use additional pages as needed.
- 9b. ID Number**—Record the mailpiece identification number.
- 9c. Manifest Count – Piece Price**—Place a checkmark in this column if piece is listed on the manifest and is presorted correctly. (See Note regarding Missorted Pieces below.)
- 9d. Actual Count – Piece Price**—Place a checkmark in this column for each sample selected.
- 9e. Manifest Weight**—Record the weight of each piece that is presorted correctly as reported on the manifest. (See Note regarding Missorted Pieces below.)
- 9f. Manifest Zone**—Record the zone for each sample mailpiece as reported on the manifest.
- 9g. Actual Weight**—Record the weight of each sample mailpiece. **Note:** For pieces weighing less than one pound, record the weight as one pound.
  
- 9h. Actual Zone**—Record the actual zone for each sample mailpiece.

PS Form 8161 Instructions, May 2008 (Page 1 of 2)

**Note-Overweight Pieces:** If the actual weight of a sampled piece(s) exceeds the maximum weight for Bound Printed Matter, do not accept the mailing. The mailer must remove all overweight pieces and re-run the entire mailing to exclude overweight pieces.

**Note-Missing Pieces:** Do not place a checkmark in the Manifest Piece Price column (9c) for mailpieces not found on the manifest. Record zero under the Manifest Weight column (9e). Place a checkmark under the Actual Piece Price column (9d). Under the Actual Weight column (9g), enter the applicable weight.

**Note-Missorted Pieces:** If the sampled piece is listed on the manifest but is sorted to the incorrect container, place a checkmark under the Actual Piece Price in column (9d). Under the Actual Weight column (9g), enter the applicable weight for each item. Do not place a checkmark under the Manifest Piece Price column (9c). Enter zero under the Manifest Weight column (9e).

**Total columns 9c, 9d, 9e, and 9g.** (For 9c. and 9d. simply count the number of check marks placed in each column.)

- If columns 9c. and 9d. match, and columns 10 and 11 match, go to **Item 15**.
- If columns 9c. and 9d. do not match, transfer the totals to **Item 10**, and complete **Items 10** and **11**.
- If columns 9c. and 9d. match, but 9e. and 9g. do not match, transfer the totals from 9e. and 9g. to **Item 12** and complete **Item 12**. Also, in **Item 11c.** record the PAF as 1.000.

**Compare columns 9f. and 9h.** Complete a line-item comparison of manifest zone to actual zone.

- If all line items match STOP.
- If any line item does not match, give a copy of the worksheet to the mailer for zone matrix correction.

**Note:** This sampling process does not adjust postage for incorrect zone reporting, however, the mailer must take corrective action before submitting additional manifested Bound Printed Matter mailings.

#### **10. Piece Price Postage Calculations**

**10a./10b.** Multiply the number of pieces by the appropriate presort price and entry level selected for the sample. (See **Items 4** and **5**.)

#### **11. Postage Adjustment Factor— Piece Price (PAF)**

**11a-c.** Enter the totals from **10b.** in **11a.** and **10a.** in **11b.** Divide **11a.** by **11b.** to determine **11c.** (PAF) Round off the PAF to 3 decimal places. See instructions under **Items 11** and **12** on the Sampling/Postage Adjustment worksheet to determine appropriate response to results.

#### **12. Postage Adjustment Factor—Pound Price (PAF)**

**12a-c.** Enter the totals from **9g.** in **12a.** and **9e.** in **12b.** Divide **12a.** by **12b.** to determine **12c.**(PAF). Round off the PAF to 3 decimal places. See instructions under **Items 11** and **12** on the Sampling/Postage Adjustment worksheet to determine appropriate response to results.

#### **13. Calculation for Corrected Piece Price and Pound Price Postage**

**13a-c.** Enter the Total Manifest Piece Price Postage from **Item 6** in **13a.** and the PAF from **11c.** in **13b.** Multiply **13a.** by **13b.** to obtain the Total Corrected Piece Price Postage in **13c.**

**13d-f.** Enter the Total Manifest Pound Price Postage from **Item 7** in **13d.** and the PAF from **12c.** in **13e.** Multiply **13d.** by **13e.** to obtain the Total Corrected Pound Price Postage in **13f.**

#### **14. Calculation of Total Corrected Postage and Additional Postage Payment**

**14a.** Add **13c.** and **13f.** to determine the Total Corrected Postage.

**14b.** Enter the Total Manifest Postage from **Item 8**.

**14c.** Subtract **14b.** from **14a.** to determine Additional Postage Due.

**Total Manifest Postage (14b.)**—Deduct this amount from the mailer's trust account.

**Additional Postage Due (14c.)**—Deduct this amount as an adjustment to the mailer's trust account using the **Adjustment Option**. Annotate the comments section "Adjustment due to MMS sampling procedure."

#### **15. Self-explanatory.**

**Note:** For each postage verification that exceeds the  $\pm 1.5\%$  accuracy level, or where line-item entries in **9f.** and **9h.** do not match, give the mailer a copy of the Sampling/Postage Adjustment Worksheet.



# **Sampling Plans and Accuracy Worksheets**

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**Exhibit 20**

**Postage Sampling Plan  
Itemized Manifests**

| <b>Pieces in Mailing</b> |           | <b>Sample Size</b><br>(Number of Pieces)                                |
|--------------------------|-----------|---|
| <b>From</b>              | <b>To</b> |   |
| 1                        | 299       | 10% of Pieces, at least 10,<br>or all pcs in mailing if less<br>than 10 |
| 300                      | 1,999     | 30  |
| 2,000                    | 3,999     | 40  |
| 4,000                    | 5,999     | 50  |
| 6,000                    | 7,999     | 60  |
| 8,000                    | 9,999     | 70  |
| 10,000                   | 99,999    | 100   |
| 100,000                  | 499,999   | 150   |
| 500,000+                 |           | 200   |

The above sampling plan must be used to determine the number of pieces to be sampled.

Verify all mailings for the first 5 mailings or 5 days, whichever occurs first. After that, when the next mailing remains within the  $\pm 1.5\%$  accuracy level, the frequency may be reduced to the following schedule, pending final approval:

| <b>Number of Mailings Per Week</b> | <b>Number of Verifications Per Week</b> |
|------------------------------------|---|
| 10+                                | 1 per 5 Mailings                        |
| 2-9                                | 1                                       |
| 1 or less                          | Verify Each Mailing                     |

If any manifest mailing exceeds the  $\pm 1.5\%$  difference, sample the re-entered mailing and next mailing, if the mailer reworked the failed mailing, or if the mailer paid the postage adjustment on the failed mailing sample the next mailing. The next mailing must be within the  $\pm 1.5\%$  accuracy level before the reduced frequency sampling schedule can resume.

See **Exhibit 21** for batch manifest listings.

**Note:** *PostalOne!* sites will generally follow the verification schedule using PBV or VRSR.

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Exhibit 21

**Postage Sampling Plan  
Batch Manifests**

| Pieces in Mailing | Sample Size<br>(Number of Pieces) |
|-------------------|-----------------------------------|
| 1 - 11,999        | 100*                              |
| 12,000 - 24,999   | 250                               |
| 25,000+           | 500                               |

The above sampling plan must be used to determine the number of pieces to be sampled. The sample size divided by the batch size will equal the number of batches to be sampled. The number of batches sampled will vary based on the batch size.

**Example:**

For a mailing of 10,000 pieces, the sample size is 100 pieces. It may consist of two batches (if the batch size is 50) or five batches (if the batch size is 20).

Verify all mailings for the first 5 mailings or 5 days, whichever occurs first. After that, when the next mailing remains within the  $\pm 1.5\%$  accuracy level, the frequency may be reduced to the following schedule, pending final approval:

| Number of Mailings Per Week | Number of Verifications Per Week |
|-----------------------------|----------------------------------|
| 10 +                        | 1 per 5 Mailings                 |
| 2-9                         | 1                                |
| 1 or less                   | Verify Each Mailing              |

If any manifest mailing exceeds the  $\pm 1.5\%$  difference, sample the re-entered mailing and next mailing, if the mailer reworked the failed mailing, or if the mailer paid the postage adjustment on the failed mailing sample the next mailing. The next mailing must be within the  $\pm 1.5\%$  accuracy level before the reduced frequency sampling schedule can resume.

See **Exhibit 20** for itemized manifest listing

\* For mailings where the batch size exceeds the number of pieces in the required sample, at least one batch must be sampled in its entirety.

Note: *PostalOne!* sites will generally follow the verification schedule using PBV or VRSR.

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## Examples of Postage Accuracy Verification Calculations

### Example 1:

Total pieces on manifest: 7,933

Total postage on manifest: \$18,492.70

Total pieces sampled: 60

Actual postage (postal calculation): \$126.10

Postage on manifest: \$124.20

Adjustment factor (Actual postage ÷ Postage on manifest) = 1.0153

**Postage Adjustment Factor (rounded off to 3 decimal places) = 1.015**

In this sampling, postage is not adjusted because the difference between the sampling and the manifest is less than 1.5%. (The adjustment factor is equal to or less than 1.015.)

### Example 2:

Total pieces on manifest: 7,933

Total postage on manifest: \$18,492.70

Total pieces sampled: 60

Actual postage (postal calculation): \$135.59

Postage on manifest: \$124.20

Adjustment factor (Actual postage ÷ Manifest postage) = 1.0917

**Postage Adjustment Factor (rounded off to 3 decimal places) = 1.092**

Postage adjustment = Total postage multiplied by the adjustment factor

**Total Postage Due = \$18,492.70 x 1.092 = \$20,194.03**

In this sampling, postage is adjusted because the difference between the sampling and the manifest is greater than 1.5%. (The adjustment factor is more than 1.015.)

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**Exhibit 23**



**Quarterly MMS Accuracy Worksheet** Manifest Type: \_\_\_\_\_

Quarter: \_\_\_\_\_ Dates: \_\_\_\_\_ thru: \_\_\_\_\_

Mailer: \_\_\_\_\_

Post Office: \_\_\_\_\_

Fill out this worksheet every time a manifest mailing is presented for acceptance.

On the last page of this worksheet, note the reason by date for any postage sampling adjustment or any other discrepancy.

|           | <b>A</b>         | <b>B</b>                      | <b>C</b>                             | <b>D</b>  | <b>E</b>  |
|-----------|------------------|-------------------------------|--------------------------------------|---|---|
|           | <b>Date</b>      | <b>Number of MMS Mailings</b> | <b>Number of Samplings Performed</b> | <b>Number of Mailings Exceeding ±1.5% Accuracy*</b> | <b>Postage Adjustment Amounts for Underpayments</b> |
| <b>1</b>  |                  |                               |                                      |   |   |
| <b>2</b>  |                  |                               |                                      |   |   |
| <b>3</b>  |                  |                               |                                      |   |   |
| <b>4</b>  |                  |                               |                                      |   |   |
| <b>5</b>  |                  |                               |                                      |   |   |
| <b>6</b>  |                  |                               |                                      |   |   |
| <b>7</b>  |                  |                               |                                      |   |   |
| <b>8</b>  |                  |                               |                                      |   |   |
| <b>9</b>  |                  |                               |                                      |   |   |
| <b>10</b> |                  |                               |                                      |   |   |
| <b>11</b> |                  |                               |                                      |   |   |
| <b>12</b> |                  |                               |                                      |   |   |
| <b>13</b> |                  |                               |                                      |   |   |
| <b>14</b> |                  |                               |                                      |   |   |
| <b>15</b> |                  |                               |                                      |   |   |
| <b>16</b> |                  |                               |                                      |   |   |
| <b>17</b> |                  |                               |                                      |   |   |
| <b>18</b> |                  |                               |                                      |   |   |
| <b>19</b> |                  |                               |                                      |   |   |
| <b>20</b> |                  |                               |                                      |   |   |
| <b>21</b> |                  |                               |                                      |   |   |
| <b>22</b> |                  |                               |                                      |   |   |
| <b>23</b> |                  |                               |                                      |   |   |
| <b>24</b> |                  |                               |                                      |   |   |
| <b>25</b> |                  |                               |                                      |   |   |
|           | <b>Subtotals</b> |                               |                                      |   |   |

\* Record the number of manifest mailings in Column D when the postage adjustment factor (PAF) is less than 0.985 or greater than 1.015.

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|    | A                | B                      | C                             | D   | E  |
|----|------------------|------------------------|-------------------------------|---|--|
|    | Date             | Number of MMS Mailings | Number of Samplings Performed | Number of Mailings Exceeding $\pm 1.5\%$ Accuracy | Postage Adjustment Amounts for Underpayments |
| 26 |                  |                        |                               |   |  |
| 27 |                  |                        |                               |   |  |
| 28 |                  |                        |                               |   |  |
| 29 |                  |                        |                               |   |  |
| 30 |                  |                        |                               |   |  |
| 31 |                  |                        |                               |   |  |
| 32 |                  |                        |                               |   |  |
| 33 |                  |                        |                               |   |  |
| 34 |                  |                        |                               |   |  |
| 35 |                  |                        |                               |   |  |
| 36 |                  |                        |                               |   |  |
| 37 |                  |                        |                               |   |  |
| 38 |                  |                        |                               |   |  |
| 39 |                  |                        |                               |   |  |
| 40 |                  |                        |                               |   |  |
| 41 |                  |                        |                               |   |  |
| 42 |                  |                        |                               |   |  |
| 43 |                  |                        |                               |   |  |
| 44 |                  |                        |                               |   |  |
| 45 |                  |                        |                               |   |  |
| 46 |                  |                        |                               |   |  |
| 47 |                  |                        |                               |   |  |
| 48 |                  |                        |                               |   |  |
| 49 |                  |                        |                               |   |  |
| 50 |                  |                        |                               |   |  |
| 51 |                  |                        |                               |   |  |
| 52 |                  |                        |                               |   |  |
| 53 |                  |                        |                               |   |  |
| 54 |                  |                        |                               |   |  |
| 55 |                  |                        |                               |   |  |
| 56 |                  |                        |                               |   |  |
| 57 |                  |                        |                               |   |  |
| 58 |                  |                        |                               |   |  |
| 59 |                  |                        |                               |   |  |
| 60 |                  |                        |                               |   |  |
| 61 |                  |                        |                               |   |  |
| 62 |                  |                        |                               |   |  |
| 63 |                  |                        |                               |   |  |
|    | <b>Subtotals</b> |                        |                               |   |  |

|    | A                | B                      | C                             | D   | E  |
|----|------------------|------------------------|-------------------------------|---|--|
|    | Date             | Number of MMS Mailings | Number of Samplings Performed | Number of Mailings Exceeding ±1.5% Accuracy | Postage Adjustment Amounts for Underpayments |
| 64 |                  |                        |                               |   |  |
| 65 |                  |                        |                               |   |  |
| 66 |                  |                        |                               |   |  |
| 67 |                  |                        |                               |   |  |
| 68 |                  |                        |                               |   |  |
| 69 |                  |                        |                               |   |  |
| 70 |                  |                        |                               |   |  |
| 71 |                  |                        |                               |   |  |
| 72 |                  |                        |                               |   |  |
| 73 |                  |                        |                               |   |  |
| 74 |                  |                        |                               |   |  |
| 75 |                  |                        |                               |   |  |
| 76 |                  |                        |                               |   |  |
| 77 |                  |                        |                               |   |  |
| 78 |                  |                        |                               |   |  |
| 79 |                  |                        |                               |   |  |
| 80 |                  |                        |                               |   |  |
| 81 |                  |                        |                               |   |  |
| 82 |                  |                        |                               |   |  |
| 83 |                  |                        |                               |   |  |
| 84 |                  |                        |                               |   |  |
| 85 |                  |                        |                               |   |  |
| 86 |                  |                        |                               |   |  |
| 87 |                  |                        |                               |   |  |
| 88 |                  |                        |                               |   |  |
| 89 |                  |                        |                               |   |  |
| 90 |                  |                        |                               |   |  |
| 91 |                  |                        |                               |   |  |
| 92 |                  |                        |                               |   |  |
|    | <b>Subtotals</b> |                        |                               |   |  |
|    | <b>TOTALS</b>    | <b>B</b>               | <b>C</b>                      | <b>D</b>                                    | <b>E</b>                                     |

To determine accuracy level of manifest system, divide number of mailings exceeding accuracy level (D) by total number of mailings sampled (C).

$$\frac{\text{_____}}{\text{(D)}} \div \frac{\text{_____}}{\text{(C)}} = \text{_____} \times 100 = \text{_____} \%$$

$$100\% - \frac{\text{_____}}{\text{(F)}} \% = \text{(G)}$$

|  |
|--|
| $\frac{\text{_____}}{\text{(G)}} \% \text{ Accuracy Rating}$ |
|--|



## Exhibit 23A

### Quarterly MMS Accuracy Worksheet Instructions

Complete the Quarterly MMS Accuracy Worksheet each day a manifest mailing(s) is presented.

#### **Header:**

- Manifest Type: Complete a separate Quarterly MMS Accuracy Worksheet for each type of manifest (mixed classes, Priority Mail, Marketing Mail, Bound Printed Matter, etc.). Note the manifest type on the form.
- Complete the header information.

#### **Columns:**

- Enter the date. (If there are no manifest mailings on a day, no date is entered.)
- Enter the total number of manifest mailings presented on the date entered.
- Enter the number of postage samplings performed.
- Enter the number of mailings exceeding +/- 1.5%. Circle any predetermined weight mailings that are voluntarily overpaid by the mailer and allowed for in the MMS Agreement. Do not count these allowed overpaid mailings when totaling the column E.

**Note:** Enter the reason for a postage adjustment on page four of the worksheet (incorrect zones, underweight pieces, postage amounts incorrect, missing pieces, etc.).

- Enter the postage adjustment amount(s) for any underpaid mailings. Enter amounts individually.

#### **Column Totals:**

- At the end of each quarter, total each column. For column D, do not include overpaid predetermined weight mailings (as circled) specifically allowed for in the MMS authorization.

#### **Computations:**

- Divide the total in column D by the total in column C; multiply by 100; subtract total from 100 (G). Enter in box for % Accuracy Rating.

#### **Administering Postmaster.**

Review entries to ensure that:

- An entry is made for each day a manifest mailing is presented.
- A reason is entered for each discrepancy.
- The subsequent mailing is sampled when there is a discrepancy.
- Calculations on the form are correct.
- ✓ Forward a copy of the worksheet to the BME manager no later than five days after the close of each quarter.

#### **Manager, Business Mail Entry.**

Review worksheets to ensure that:

- The form is properly completed.
- The required information is recorded each day a manifest mailing is presented.
- Calculations are correct.
- Samplings are performed on the correct frequency.
- The subsequent mailing is sampled when there is a discrepancy.
- Critical errors are annotated.

#### **Finally:**

- ✓ Take action to correct improper manifest verification procedures and note in Section A the corrective actions taken to resolve errors in completing the form or performing scheduled verifications.
- ✓ Send a copy of the Quarterly MMS Accuracy Worksheet to the MBAP for all MBAP administered systems no later than ten days after the close of each postal quarter.

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## **Codes and Abbreviations**



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**Exhibit 24**

| <b>Price/Fee</b>  | <b>Code</b> |
|---|-------------|
| Bound Printed Matter—Parcel                                 | BP          |
| Bound Printed Matter—Parcel DNDC                            | BPB         |
| Bound Printed Matter—Parcel DSCF                            | BPS         |
|   |             |
| Bound Printed Matter—Parcel DDU                             | BPD         |
| Bound Printed Matter—Flat NONE                              | BF          |
| Bound Printed Matter—Flat DNDC                              | BFB         |
| Bound Printed Matter—Flat DSCF                              | BFS         |
| Bound Printed Matter—Flat DDU                               | BFD         |
| Library Mail  | LM          |
| Library Mail Basic  | LB          |
| Library Mail 5-Digit  | L5          |
| Media Mail  | MM          |
| Media Mail Basic  | MB          |
| Media Mail 5-Digit  | M5          |
| Parcel Select DNDC Machinable                               | DM          |
| Parcel Select DNDC Nonmachinable                            | DN          |
| Parcel Select DSCF Machinable                               | SCFM        |
|   |             |
| Parcel Select DSCF-Nonmachinable                            | PSCFN       |
| Parcel Select DHUB  | DH          |
| Parcel Select DDU   | DD          |
| <b>USPS Ground Advantage Cubic (Effective July 9, 2023)</b> |             |
| USPS Ground Advantage Cubic 1 Tier                          | GAC1        |
| USPS Ground Advantage Cubic 2 Tier                          | GAC2        |
| USPS Ground Advantage Cubic Tier 3                          | GAC3        |
| USPS Ground Advantage Cubic Tier 4                          | GAC4        |
| USPS Ground Advantage Cubic Tier 5                          | GAC5        |
| USPS Ground Advantage Cubic Tier 6                          | GAC6        |
| USPS Ground Advantage Cubic Tier 7                          | GAC7        |
| USPS Ground Advantage Cubic Tier 8                          | GAC8        |
| USPS Ground Advantage Cubic Tier 9                          | GAC9        |
| USPS Ground Advantage Tier 10                               | GAC10       |
|   |             |
| <b>First-Class Letters</b>                                  |             |
| NON-MACHINABLE DSCF 3-DIGIT                                 | OS          |
| NON-MACHINABLE DSCF 5-DIGIT                                 | OT          |

**These codes are the only acceptable abbreviations to be used on a manifest.**

## Price and Fee Codes Domestic

| Price/Fee   | Code  |
|---|-------|
| First-Class Mail Cards  | FC    |
| First-Class Mail Letters  | FL    |
| First-Class Mail Flats  | FF    |
| First Class Mail DVD – Letters                                    | FLDVD |
| First Class Mail DVD – Flats                                      | FFDVD |
| Priority Mail**   | P     |
| Priority Mail—Flat Rate Envelope                                  | PF    |
| Priority Mail Legal Flat Rate Envelope                            | PFL   |
| Priority Mail Flat Rate Padded Envelope                           | PDE   |
| Priority Mail—Medium Flat Rate Box                                | PB    |
| Priority Mail—Small Flat Rate Box                                 | PS    |
| Priority Mail—Large Flat Rate Box                                 | PL    |
| Priority Mail—Large Flat Rate Box<br>APO/FPO                      | PM    |
|   |       |
| Priority Mail—DIM Weight Rectangular                              | PDR   |
| Priority Mail—DIM Weight Non-<br>Rectangular                      | PDN   |
| Priority Mail Regional Rate Box A                                 | P15   |
| Priority Mail Regional Rate Box B                                 | P20   |
|   |       |
| Priority Mail Cubic Tier 1  | PC1   |
| Priority Mail Cubic Tier 2  | PC2   |
| Priority Mail Cubic Tier 3  | PC3   |
| Priority Mail Cubic Tier 4  | PC4   |
| Priority Mail Cubic Tier 5  | PC5   |
| <b>Priority Mail Open &amp; Distribute (PMOD)<br/>Containers:</b> |       |
| Full Pallet Box (NSA only)  | PFPB  |
| Half Pallet Box (NSA only)  | PHPB  |
| Pallet (NSA only)   | PODP  |
| Half Tray Box   | P1TB  |
| Full Tray Box   | P2TB  |
| EMM Tray Box  | PETB  |
| Flat Tub Tray Box   | PFTB  |

### Exhibit 24a (Continued)

These codes are the only acceptable abbreviations to be used on USPS Ground Advantage for single piece (non-cubic) Ground Advantage packages can be used or incorporated for this as: SPNC GAC 1 through 10.

**Exhibit 24a (Continued)**

These codes are the only acceptable abbreviations to be used on USPS Ground Advantage for single piece (non-cubic) Ground Advantage packages can be used or incorporated for this as: SPNC GAC 1 through 10.

| <b>Price/Fee</b>  | <b>Code</b> |
|---|-------------|
| Adult Signature Required  | AS          |
| Adult Signature Restricted Delivery   | ASRD        |
| Adult Signature 21 Required   | ASR21       |
| Adult Signature 21 Restricted Delivery  | ASRD 21     |
| Certificate of Bulk Mailing   | CBM         |
| Adult Signature 18 Required NSA Only  | ASR18       |
| Adult Signature 18 Restricted Delivery NSA Only   | ASRD 18     |
| Certified Mail  | C           |
| Certified Mail Adult Signature Required   | CMAS        |
| Certified Mail with Restricted Delivery   | CMRD        |
| Certified Mail Adult Signature Restricted Delivery  | CASR        |
| Collect On Delivery   | COD         |
| Collect On Delivery Restricted Delivery   | CODR        |
| Day Certain Delivery  | DCC         |
| USPS Tracking   | DC          |
| USPS Tracking Plus  | UTP         |
| Extended Coverage   | EC          |
| Extended Delivery Area Delivery Fee   | EDD         |
| Electronic Return Receipt   | ERR         |
| Fragile   | F           |
| Hazardous Material Transportation   | HMT         |
| Hold for Pickup   | HFP         |
| IMpb Non-Compliance Fee   | IMNC        |
| Insurance Restricted Delivery   | IREDD       |
| Insured over \$500 with Restricted Delivery (Special Handling) Live Animal Transportation | IRD         |
| Next Day  | LAT         |
| Perishables   | ND          |
| (Special Handling) Perishable   | PSH         |
| Picture Permit  | PER         |
| Registered Mail   | PP          |
| Registered Mail Restricted Delivery   | RG          |
| Return Receipt  | RGRD        |
| Return Receipt Electronic   | RR          |
| Same Day  | RRE         |
| Sunday Delivery   | SMD         |
| Signature Confirmation  | SD          |
| Signature Confirmation Restricted Delivery  | SC          |
|   | SRD         |
| <b>Special Codes</b>  |             |
| Dimensional Rectangular   | DR          |

|   |       |
|---|-------|
| Dimensional Non-Rectangular   | NR    |
| Oversized   | O     |
| Fuel Fee  | FFF   |
| "DR-NR" to be used with Priority Mail codes, if applicable.         |       |
| "DR-NR" and "O" to be used with Parcel Select codes, if applicable. |       |
| Nonstandard Package Length > 22" and ≤ 30"                          | NSL22 |
| Nonstandard Package Length > 30"                                    | NSL30 |
| Nonstandard Package Volume > 2 cubic ft.                            | NSC2  |

## Price and Fee Codes – International

**\*\*Note:** Retail prices may no longer be claimed for permit imprint Priority Mail pieces.

Commercial Priority Mail pieces do not need a special code or indicator. Use the appropriate Priority Mail code listed above.

| Price/Fee   | Code |
|---|------|
| First-Class Mail International Post Cards             | FIC  |
| First-Class Mail International Letters                | FIL  |
| First-Class Mail Intl Large Envelopes (Flats)         | FIF  |
| First-Class Package International Service             | FIP  |
| First-Class Mail International M-Bag Airmail          | FIM  |
| Priority Mail International                           | PI   |
| Priority Mail International Flat Rate Envelopes       | PIE  |
| Priority Mail Intl Medium Flat Rate Boxes             | PIBM |
| Priority Mail International Small Flat Rate Boxes     | PIS  |
| Priority Mail International Large Flat Rate Boxes     | PIL  |
| Priority Mail Int'l Flat Rate Padded Envelope         | PIDE |
| Priority Mail Intl Legal Flat Rate Envelope           | PIFL |
| Priority Mail International M-Bag Airmail             | PIM  |
| Priority Mail International Regional Box A (NSA Only) | PIA  |
| Priority Mail International Regional Box B            | PIB  |
| International Commercial ePacket (NSA only)           | CEP  |
| International Priority Airmail (NSA only)             | IPA  |
| International Surface Air Lift                        | ISAL |

### Exhibit 24 (continued)

## Extra Services (Domestic and International)

### Fees for Non-Standard Parcel Sizes

Effective April 3, 2022, the Postal Service is implementing new fees for packages exceeding a non-standard dimension or cubic measurement for retail, commercial, and Negotiated Service Agreement (NSA) competitive domestic packages, including, Priority Mail, USPS Ground Advantage, and Parcel Select.

**Note:** Priority Mail Open and Distribute (PMOD), USPS Flat Rate packaging and Regional Rate packaging supplied by the Postal Service are excluded.

The new fees apply to parcels that require additional handling due to their dimensions and/or cubic measurement.

**Existing dimensional weight pricing and oversize pricing remain in place where applicable.**

The change specifies that all parcel dimensions (Length, Width, and Height) **must** be provided as part of electronic documentation under the following conditions:

- when the package length (defined as the longest side) of a package exceeds 22 inches (configurable) and is less than or equal to 30 inches (configurable); **OR**
- when the package length exceeds 30 inches (configurable); **OR**
- when the package volume exceeds 2 cubic feet (configurable)

These length and volume value ranges have been implemented as configurable values to allow for future adjustments.

The fee applies if the package falls into any of the categories as described above: 1) package length falls within one of the configured length ranges; or 2) package volume falls within configured volume range. **Separate fees for packages exceeding both length and volume ranges may be imposed.**

The new fees require changes for Mail.dat, Mail.XML, SSF, and ICR files. For packages whose length falls within one of the proposed configured length ranges, or whose volume exceeds the proposed configurable value of 2 cubic feet, service code information must be provided as shown in the table below. Mail.dat and Mail.XML validation will be updated to enforce inclusion of these values under the conditions noted.

#### Applicable Codes for Non-Standard Parcel Sizes (by File Type)

| File Type   | Field              | Length > 22 inches and ≤ 30 inches | Length > 30 inches | Volume > 2 cubic feet | Length > 22 inches and ≤ 30 inches AND Volume > 2 cubic feet | Length > 30 inches AND Volume > 2 cubic feet |
|---|--------------------|------------------------------------|--------------------|-----------------------|--|--|
| Mail.dat (.sfr - Special Fees/Charges Record)             | Service Type Code  | L1                                 | L2                 | L4                    | NA   | NA   |
| Mail.XML (PostageStatementCreateRequest ExtraServiceData) | Service Code       | L1                                 | L2                 | L4                    | NA   | NA   |
| Shipping Services File (SSF)                              | Extra Service Code | 881                                | 882                | 883                   | 884 <b>OR</b> 881 and 883                                    | 885 <b>OR</b> 882 and 883                    |
| Indicium Creation Record (ICR)                            | Extra Service Code | 881                                | 882                | 883                   | 884 <b>OR</b> 881 and 883                                    | 885 <b>OR</b> 882 and 883                    |

The thresholds will be parameter-driven to be easily configurable. Pricing can be driven by the length, volume, or both. For example, pricing for a package with length 23 inches, width 15 inches, height 15 inches, and volume 2.99 cubic feet would be calculated by adding the fee associated with both the length and the volume to the base price.

Postage statement changes were made to accommodate this proposed change. New lines have been added in Part S for all impacted mail classes.

#### New Postage Statement Lines for Nonstandard Parcel Size Fees

| CODES       | Description   |
|-------------|---|
| NSF         | Nonstandard Fee – None/Origin > 22 inches and ≤ 30 inches |
| DNDC/DSCF   | Nonstandard Fee – DNDC/DSCF > 22 inches and ≤ 30 inches   |
| NSDDUH      | Nonstandard Fee – DDU/Hub > 22 inches and ≤ 30 inches     |
| S49         | DNDC/DSCF > 22 inches and ≤ 30 inches                     |
| NSDNDCSCF30 | Nonstandard Fee – DNDC/DSCF > 30 inches                   |
| S51         | Nonstandard Fee – DDU/Hub > 30 inches                     |
| S52         | Nonstandard Fee – None/Origin > 2 cubic feet              |
| S53         | Nonstandard Fee – DNDC/DSCF > 2 cubic feet                |
| S54         | Nonstandard Fee – DDU/Hub > 2 cubic feet                  |
| NS55        | S55 Nonstandard Fee > 22" <= 30"                          |

| CODES        | Description                                |
|--------------|--|
| NSDNDC/DSC2F | Nonstandard Fee – DNDC/DSCF > 2 cubic feet |
| NSDDUC2      | Nonstandard Fee – DDU/Hub > 2 cubic feet   |
| NSL22        | Nonstandard Fee > 22" <= 30"-              |
| NSL30        | Nonstandard Fee > 30"                      |
| NSC2         | Nonstandard Fee > 2 Cubic Ft               |

The change applies to electronic submissions, eVS, USPS Ship, Postal Wizard, and BMEU submissions, Performance Based Verification (PBV) worksheets, and Manifest Mailing System (MMS) worksheets.



Combined Mixed Class Parcels Price Codes  
begin on the following pages.

**Exhibit 24, (continued)****Combined Mixed Class Parcels Price Codes**

| <b>Commercial Marketing Mail Parcels – Regular Rate</b>                                | <b>Price Code</b> |
|--|-------------------|
| Commercial Marketing Mail Parcels – Over 3.3 but less than 16 oz. - NDC None Entry     | <b>RMMB</b>       |
| Commercial Marketing Mail Parcels – Over 3.3 but less than 16 oz. - MXD NDC None Entry | <b>RMMM</b>       |
| Commercial Marketing Mail Parcels – Over 3.3 but less than 16 oz. - 5-Digit DNDC Entry | <b>RMM5B</b>      |
| Commercial Marketing Mail Parcels – Over 3.3 but less than 16 oz. - SCF DNDC Entry     | <b>RMMSB</b>      |
| Commercial Marketing Mail Parcels – Over 3.3 but less than 16 oz. - NDC DNDC Entry     | <b>RMMBB</b>      |
| Commercial Marketing Mail Parcels – Over 3.3 but less than 16 oz. - 5-Digit DSCF Entry | <b>RMM5S</b>      |
| Commercial Marketing Mail Parcels – Over 3.3 but less than 16 oz. - SCF DSCF Entry     | <b>RMSS</b>       |
| Commercial Marketing Mail Parcels – Over 3.3 but less than 16 oz. - 5-Digit DDU Entry  | <b>RMM5D</b>      |
| Commercial Marketing Mail Parcels – 3.3 oz. or less. - NDC None Entry                  | <b>RMIA</b>       |
| Commercial Marketing Mail Parcels – 3.3 oz. or less. - MXD NDC None Entry              | <b>RMIM</b>       |
| Commercial Marketing Mail Parcels – 3.3 oz. or less. - 5-Digit DNDC Entry              | <b>RM15B</b>      |
| Commercial Marketing Mail Parcels – 3.3 oz. or less. - SCF DNDC Entry                  | <b>RMISB</b>      |
| Commercial Marketing Mail Parcels – 3.3 oz. or less. - NDC DNDC Entry                  | <b>RMIBB</b>      |
| Commercial Marketing Mail Parcels – 3.3 oz. or less. - 5-Digit DSCF Entry              | <b>RM15S</b>      |
| Commercial Marketing Mail Parcels – 3.3 oz. or less. - SCF DSCF Entry                  | <b>RM1SS</b>      |
| Commercial Marketing Mail Parcels – 3.3 oz. or less. - 5-Digit DDU Entry               | <b>RM15D</b>      |

**Exhibit 24, (continued)****Combined Mixed Class Parcels Price Codes**

| <b>Nonprofit Mail Marketing Parcels</b>  | <b>Price Code</b> |
|--|-------------------|
| Nonprofit Marketing Parcels – Over 3.3 but less than 16 oz. - NDC None Entry     | <b>NMMB</b>       |
| Nonprofit Marketing Parcels – Over 3.3 but less than 16 oz. - MXD NDC None Entry | <b>NMMM</b>       |
| Nonprofit Marketing Parcels – Over 3.3 but less than 16 oz.- 5-Digit DNDC Entry  | <b>NMM5B</b>      |
| Nonprofit Marketing Parcels – Over 3.3 but less than 16 oz.- SCF DNDC Entry      | <b>NMMSB</b>      |
| Nonprofit Marketing Parcels – Over 3.3 but less than 16 oz. - NDC DNDC Entry     | <b>NMMBB</b>      |
| Nonprofit Marketing Parcels – Over 3.3 but less than 16 oz. - 5-Digit DSCF Entry | <b>NMM5S</b>      |
| Nonprofit Marketing Parcels – Over 3.3 but less than 16 oz. - SCF DSCF Entry     | <b>NMMSS</b>      |
| Nonprofit Marketing Parcels – Over 3.3 but less than 16 oz. - 5-Digit DDU Entry  | <b>NMM5D</b>      |
| Nonprofit Marketing Parcels – 3.3 oz. or less. - NDC None Entry                  | <b>NMIA</b>       |
| Nonprofit Marketing Parcels – 3.3 oz. or less - MXD NDC None Entry               | <b>NMIM</b>       |
| Nonprofit Marketing Parcels – 3.3 oz. or less. - 5-Digit DNDC Entry              | <b>NMI5B</b>      |
| Nonprofit Marketing Parcels – 3.3 oz. or less - SCF DNDC Entry                   | <b>NMISB</b>      |
| Nonprofit Marketing Parcels – 3.3 oz. or less - NDC DNDC Entry                   | <b>NMIBB</b>      |
| Nonprofit Marketing Parcels – 3.3 oz. or less - 5-Digit DSCF Entry               | <b>NMI5S</b>      |
| Nonprofit Marketing Parcels – 3.3 oz. or less - SCF DSCF Entry                   | <b>NMISS</b>      |
| Nonprofit Marketing Parcels – 3.3 oz. or less - 5-Digit DDU Entry                | <b>NMI5D</b>      |

**Exhibit 24, (continued)**

**Combined Mixed Class Parcels Price Codes**

| <b>Nonprofit Marketing Mail Machinable and Irregular Parcels (Do not qualify for Marketing Parcels)</b>      | <b>Price Code</b> |
|--|-------------------|
| Nonprofit Commercial Marketing Mail Mach Parcels – 3.5 oz. or more but less than 16 oz. - NDC None Entry     | <b>NIB</b>        |
| Nonprofit Commercial Marketing Mail Mach Parcels – 3.5 oz. or more but less than 16 oz. - MXD NDC None Entry | <b>NIM</b>        |
| Nonprofit Commercial Marketing Mail Mach Parcels – 3.5 oz. or more but less than 16 oz. - 5-Digit DNDC Entry | <b>NM5B</b>       |
| Nonprofit Commercial Marketing Mail Mach Parcels – 3.5 oz. or more but less than 16 oz. - NDC DNDC Entry     | <b>NMBB</b>       |
| Nonprofit Commercial Marketing Mail Mach Parcels – 3.5 oz. or more but less than 16 oz. - 5-Digit DSCF Entry | <b>NM5S</b>       |
| Nonprofit Commercial Marketing Mail Mach Parcels – 3.5 oz. or more but less than 16 oz. - 5-Digit DDU Entry  | <b>NM5D</b>       |
| Nonprofit Marketing Mail Irreg. Parcels – Over 3.3 oz. but less than 16 oz. - NDC None Entry                 | <b>NIA</b>        |
| Nonprofit Marketing Mail Irreg. Parcels – Over 3.3 oz. but less than 16 oz. - MIXD NDC None Entry            | <b>NIM</b>        |
| Nonprofit Marketing Mail Irreg. Parcels – Over 3.3 oz. but less than 16 oz. - 5-Digit DNDC Entry             | <b>NI5B</b>       |
| Nonprofit Marketing Mail Irreg. Parcels – Over 3.3 oz. but less than 16 oz. - SCF DNDC Entry                 | <b>NISB</b>       |
| Nonprofit Marketing Mail Irreg. Parcels – Over 3.3 oz. but less than 16 oz. - NDC DNDC Entry                 | <b>NIBB</b>       |
| Nonprofit Marketing Mail Irreg. Parcels – Over 3.3 oz. but less than 16 oz. - 5-Digit DSCF Entry             | <b>NI5S</b>       |
| Nonprofit Marketing Mail Irreg. Parcels – Over 3.3 oz. but less than 16 oz. - SCF DSCF Entry                 | <b>NISS</b>       |
| Nonprofit Marketing Mail Irreg. Parcels – Over 3.3 oz. but less than 16 oz. - 5-Digit DDU Entry              | <b>NI5D</b>       |
| Nonprofit Marketing Mail Irreg. Parcels – 3.3 oz. or less — NDC None Entry                                   | <b>NRB</b>        |
| Nonprofit Marketing Mail Irreg. Parcels – 3.3 oz. or less — MXD NDC None Entry                               | <b>NRM</b>        |
| Nonprofit Marketing Mail Irreg. Parcels – 3.3 oz. or less — 5-Digit DNDC Entry                               | <b>NR5B</b>       |
| Nonprofit Marketing Mail Irreg. Parcels – 3.3 oz. or less — SCF DNDC Entry                                   | <b>NRSB</b>       |
| Nonprofit Marketing Mail Irreg. Parcels – 3.3 oz. or less — NDC DNDC Entry                                   | <b>NRBB</b>       |
| Nonprofit Marketing Mail Irreg. Parcels – 3.3 oz. or less — 5-Digit DSCF Entry                               | <b>NR5S</b>       |
| Nonprofit Marketing Mail Irreg. Parcels – 3.3 oz. or less — SCF DSCF Entry                                   | <b>NRSS</b>       |
| Nonprofit Marketing Mail Irreg. Parcels – 3.3 oz. or less — 5-Digit DDU Entry                                | <b>NR5D</b>       |

**Exhibit 24, (continued)**

**Combined Mixed Class Parcels Price Codes Exhibit 24, (continued)**

**BOUND PRINTED MATTER PARCEL**

| <b>Class/Price Code Definition</b>                        | <b>Class/Price Code</b> |
|---|-------------------------|
| Bound Printed Matter—Parcel presorted Zone (Local, 1 & 2) | BP1                     |
| Bound Printed Matter—Parcel presorted Zone 3              | BP3                     |
| Bound Printed Matter—Parcel presorted Zone 4              | BP4                     |
| Bound Printed Matter—Parcel presorted Zone 5              | BP5                     |
| Bound Printed Matter—Parcel presorted Zone 6              | BP6                     |
| Bound Printed Matter—Parcel presorted Zone 7              | BP7                     |
| Bound Printed Matter—Parcel presorted Zone 8              | BP8                     |
| Bound Printed Matter—Parcel presorted Zone 9              | BP9                     |
| Bound Printed Matter—Parcel 27 presorted Zone 1 & 2       | BPB1                    |
| Bound Printed Matter—Parcel DNDC presorted Zone 3         | BPB3                    |
| Bound Printed Matter—Parcel DNDC presorted Zone 4         | BPB4                    |
| Bound Printed Matter—Parcel DNDC presorted Zone 5         | BPB5                    |
| Bound Printed Matter—Parcel DSCF presorted                | BPS                     |
| Bound Printed Matter—Parcel DDU presorted                 | BPD                     |

# Exhibit 25

## Column Heading Abbreviations

### Column Heading Title

### Abbreviation

|   |                   |
|---|-------------------|
| 5-Digit ZIP Code  | 5D ZIP            |
| 5-Digit Price (Nonmach MKT Ltrs, Nonauto MKT Flts, Parcels and MKT P) | 5D                |
| 3-Digit Price (Nonmach MKT Ltrs, Nonauto MKT Flts)                    | 3D                |
| SCF Price (Irreg MKT Parcels and Mkt P)                               | SCF               |
| ADC Price (Nonmach MKT Ltrs, Nonauto MKT Flts)                        | ADC               |
| Mixed ADC (Nonmach MKT Ltrs, Nonauto MKT Flts)                        | MADC              |
| NDC Price (Parcels and Mkt P)   | NDC               |
| MXD NDC Price (Parcels and MKT P)                                     | MNDC              |
| 5-Digit Auto Price (FCM Letters/Cards/Flats, MKT Mail Letters/Flats)  | 5B                |
| 3-Digit Auto Price (FCM Flats, MKT Mail Flats)                        | 3B                |
| AADC Auto Price (FCM Letters/Cards and MKT Mail Letters)              | AB                |
| MXD AADC Auto Price (FCM Letters/Cards and MKT Mail Letters)          | MB                |
| ADC Auto Price (FCM and MKT Mail Flats)                               | AB                |
| MXD ADC Auto Price (FCM and MKT Mail Flats)                           | MB                |
| ECR Saturation  | WS                |
| ECR High Density  | HD                |
| ECR High Density Plus   | HDP               |
| ECR Basic   | CB                |
| Barcoded  | BC                |
| Batch Postage   | Bch Post          |
| Bundle Destination  | Bndl Dest         |
| Class/Price   | Cls/Pr            |
| Confirmation Services Piece Count                                     | CS Pc Ct          |
| Confirmation Services Article Number                                  | CS #              |
| Country Code  | Ctry Cd           |
| Cumulative Charge   | Cum Chrg          |
| Cumulative Piece Count  | Cum Pc Ct         |
| Cumulative Postage  | Cum Post          |
| USPS Tracking   | DC                |
| Due Sender  | Due Send          |
| Group Destination   | Grp Dest          |
| Insurance Value   | Ins Val           |
| Marketing Parcels   | Mktg P            |
| Number of Pieces  | # Pcs             |
| Other Fees  | Oth Fees          |
| Ounces  | Oz                |
| Piece Identification Number   | Pc ID #           |
| Piece Price Cumulative Pieces   | Pc Pr Cum Pcs     |
| Piece Weight Pounds   | Pc Wt Lbs.        |
| Postage   | Post              |
| Pound Price Cumulative Pieces   | Lb Pr Cum Pcs     |
| Pound Price Only Cumulative Weight                                    | Lb Pr Only Cum Wt |
| Pounds  | Lbs.              |
| Presort Pieces  | Prst Pcs          |
| Price Group   | Pr Grp            |
| Sack Level  | Sk Lvl            |
| Sack Number   | Sk #              |
| Sack ZIP Code   | Sk ZIP            |
| Signature Confirmation  | SC                |
| Single-piece  | SP                |
| Extra Services  | ES                |
| Extra Service Fees  | ES Fees           |
| Extra Service or Article Number                                       | ES #              |
| Total Charge  | Tot Chrg          |
| Total Postage   | Tot Post          |
| Tray Level  | Tray Lvl          |
| Tray Number   | Tray #            |
| Tray Size   | Tray Sz           |
| Tray ZIP Code   | Tray ZIP          |
| Weight Pounds   | Wt Lbs.           |
| ZIP/Zone  | ZIP/Zn            |
| Zone  | Zn                |

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**NOTE:  
EXHIBITS**

1. WILL NOT REFLECT THE ACTUAL  
CURRENT PRICES

2. WILL NOT REFLECT THE  
SECTIONS OR LINE-ITEM NUMBERS  
OF THE CURRENT POSTAGE  
STATEMENTS



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# **Priority Mail Manifest Examples (Itemized)**

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**Exhibit 26**

**Itemized Manifest**

**Commercial Price– Priority Mail<sup>1</sup> PS Form 3877 Facsimile Not Incorporated within Manifest<sup>2</sup> (With Cumulative Postage Column)**

|                           |   |   |
|---------------------------|---|---|
| Mailer’s Name and Address | Post Office of Mailing:<br>Entry Facility (PVDS):<br>Permit Number:<br>MAC™ Version #:<br>(Or Software Version #) | Date of Manifest:<br>Class of Mail:<br>Processing Category:<br>Manifest Sequence #: |
|---------------------------|---|---|

Page 1

| Piece ID Number           | ZIP/ Zone | Actual Weight   | Postage Based <sup>3</sup> Weight (Lbs.) | Class/ Price | Postage <sup>5</sup> | Cumulative Postage |
|---------------------------|-----------|-----------------|--|--------------|----------------------|--------------------|
| 1234                      | 850/4     | 19.4514         | 20                                       | P            | 19.01                | 19.01              |
| 1357                      | 450/4     | 20.6728         | 21                                       | P            | 19.31                | 38.32              |
| 1358                      | 130       | 2.6789          | 1  | PF           | 4.70                 | 43.02              |
| 1359                      | 728/2     | 6.9801          | 7  | P            | 7.62                 | 50.64              |
| 1579                      | 852/4     | 9.0456          | 10                                       | P            | 13.60                | 64.24              |
| 1789                      | 202/5     | 6.0678          | 12                                       | PDR          | 20.81                | 85.05              |
| 1999                      | 390/2     | 7.8909          |  | P            | 8.06                 | 93.11              |
| 2345                      | 462/4     | 12.3456         | 13                                       | P            | 15.63                | 108.74             |
| 2468                      | 450/5     | 7.0987          | 13                                       | PDN          | 21.96                | 130.70             |
| 2469                      | 950/8     | 3.7654          | 4  | P            | 13.89                | 144.59             |
| 2678                      | 660/6     | 19.5643         | 20                                       | P            | 30.35                | 174.94             |
| 2789                      | 010/7     | .4567           |  | PC4          | 11.00                | 185.94             |
| 2888                      | 202/5     | 2.0987          | 8  | PDR          | 16.51                | 202.45             |
| 3456                      | 450/5     | 8.0943          | 19                                       | PDN          | 25.85                | 228.30             |
| 3457                      | 356/3     | .8085           |  | PC5          | 7.00                 | 235.30             |
| 3458                      | 450/5     | .3256           |  | PC4          | 8.62                 | 243.92             |
| 3579                      | 369/4     | 7.0987          | 20                                       | PX           | 19.01                | 262.93             |
| 4567                      | 202/5     | .5224           | 1  | PC2          | 5.19                 | 268.12             |
| 4987                      | 010/7     | .5643           | 1  | PC2          | 5.43                 | 273.55             |
| 5432                      | 356/3     | .9987           | 1  | PDE          | 4.95                 | 278.50             |
| <b>Page Totals:</b>       | <b>20</b> | <b>190.0978</b> |  |              | <b>\$278.50</b>      |                    |
| <b>Cumulative Totals:</b> | <b>20</b> | <b>190.0978</b> |  |              | <b>\$278.50</b>      |                    |

**Footnotes:**

1. Retail prices may no longer be claimed for permit imprint Priority Mail pieces. Priority Mail pieces do not need a special code or indicator. Use the appropriate Priority Mail code listed in **Exhibit 24**. Prices MAY NOT be claimed on the same manifest.
2. PS Form 3877 is required if mailer wants proof of mailing for Confirmation Services pieces supported by electronic file. (Manifest and 3877 may be combined as shown in **Exhibit 27**.)
3. Postage Based Weight is required when a piece price is Dimensional Weight. A separate column may be used to show the Postage Based Weight as in this exhibit or it may be shown in the same column as shown in **Exhibit 29A**. It is acceptable (as shown in this exhibit), but not required (as shown in **Exhibit 29**) to show the Postage Based Weight for all of the pieces. A “Total” is not required for the Postage Based Weight column.
4. The symbol “U” stands for “Unzoned”. Priority Mail flat-rate pieces are the same price per pound regardless of the zone. The actual zone may be shown, or “U” may be used.
5. Postage prices reflected in Exhibits are not actual current prices.

**Notes:**

- A. The use of class, price, and fee codes from **Exhibit 24** is required.
- B. See **Exhibit 26A** for example summary page.

# POSTAGE STATEMENT 3600 PM

United States Postal Service

## Postage Statement—Priority Mail—Permit Imprint

Use this form for Priority Mail.

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

|                      |  |   |   |                          |   |
|----------------------|--|---|---|--------------------------|---|
| <b>Mailer</b>        | <b>Permit Holder</b> Name, Address, Email, Telephone<br>EPS Cust. Ref. No. _____ CRID _____  |   | <b>Mailing Agent</b> (If other than permit holder)<br>Name, Address, Telephone<br>CRID _____  |                          | <b>Mail Owner</b> (If other than permit holder)<br>Name, Address<br>CRID _____  |
|                      | Post Office of Mailing   | Mailer's Mailing Date   | Federal Agency Cost Code  | Statement Seq. No.       | No. and type of Containers<br>_____ Sacks<br>_____ 1 ft. Letter Trays<br>_____ 2 ft. Letter Trays<br>_____ EMM Letter Trays<br>_____ Flat Trays<br>_____ Pallets<br>_____ Other |
| <b>Mailing</b>       | Hold For Pickup (HFPU)<br>No. of pieces _____  | Customer Generated Electronic Labels<br><input type="checkbox"/> SigCon   | Total Pieces  | SSF Transaction ID#      |   |
|                      | Processing Category<br><input type="checkbox"/> Letters<br><input type="checkbox"/> Flats<br><input type="checkbox"/> Parcels<br><input type="checkbox"/> Priority Mail Open and Distribute (PMOD)   | For Mail Enclosed Within Another Class<br><input type="checkbox"/> Marketing Mail <input type="checkbox"/> Library Mail<br><input type="checkbox"/> Bound Printed Matter <input type="checkbox"/> Media Mail<br><input type="checkbox"/> First-Class Mail <input type="checkbox"/> USPS Ground Advantage<br><input type="checkbox"/> Parcel Select <input type="checkbox"/> Parcel Select Lightweight<br><input type="checkbox"/> Periodicals | Weight of a Single Piece<br>____ * ____ ____ pounds<br>This is a Political Campaign Mailing <input type="checkbox"/> Yes <input type="checkbox"/> No<br>This is Official Election Mail <input type="checkbox"/> Yes <input type="checkbox"/> No |                          |   |
|                      | Parts Completed (Select all that apply): <input type="checkbox"/> A <input type="checkbox"/> C <input type="checkbox"/> D <input type="checkbox"/> E <input type="checkbox"/> F <input type="checkbox"/> S   |   |   |                          |   |
|                      | <b>Total Postage</b> (Add parts totals)  |   |   |                          |   |
| <b>USPS Use Only</b> | <b>Additional Postage Payment (State reason)</b>   |   |   |                          |   |
|                      | Postmaster: Report Total Postage in AIC 237  |   | <b>Total Adjusted Postage Permit Imprint</b>  |                          |   |
| <b>Certification</b> | Incentive/Discount Claimed: _____ Type of Fee: _____<br>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.<br><b>Privacy Notice: For information regarding our Privacy Policy visit <a href="http://www.usps.com">www.usps.com</a>.</b> |   |   |                          |   |
|                      | Signature of Mailer or Agent   |   | Printed Name of Mailer or Agent Signing Form  |                          | Telephone   |
| <b>USPS Use Only</b> | Weight of a Single Piece<br>____ * ____ ____ pounds  | Total Weight  | Are postage figures at left adjusted from mailer's entries? <input type="checkbox"/> Yes <input type="checkbox"/> No    If yes, reason:   |                          | Round Stamp (Required)<br>Payment Date  |
|                      | Total Pieces   | Total Postage   |   |                          |   |
|                      | Presort Verification Performed? (If required) <input type="checkbox"/> Yes <input type="checkbox"/> No   |   |   |                          |   |
|                      | I CERTIFY that this mailing has been inspected for each item below if required:<br>(1) eligibility for postage prices claimed;<br>(2) proper preparation (and presort where required);<br>(3) proper completion of postage statement;<br>(4) payment of annual fee; and<br>(5) sufficient funds on deposit (if required)   |   | Date Mailer Notified  | Contact                  |   |
|                      | USPS Employee's Signature  |   | By (Initials)   | Time            AM<br>PM |   |
|                      |  | Print USPS Employee's Name  |   |                          |   |

# Priority Mail — Permit Imprint Part A

## Flat Rate & Commercial Prices

|     |   | Price | No. of Pieces | Subtotal Postage | Discount Total | Fee Total | Total Postage |
|-----|---|-------|---------------|------------------|----------------|-----------|---------------|
| A1  | Flat Rate Envelopes (EP 14 B, F, H, GT) |       |               |                  |                |           |               |
| A2  | Padded Flat Rate Envelope               |       |               |                  |                |           |               |
| A3  | Legal Flat Rate Envelope                |       |               |                  |                |           |               |
| A4  | Small Flat Rate Box                     |       |               |                  |                |           |               |
| A5  | Medium Flat Rate Box                    |       |               |                  |                |           |               |
| A6  | Large Flat Rate Box                     |       |               |                  |                |           |               |
| A7  | Large Flat Rate Box APO/FPO/DPO         |       |               |                  |                |           |               |
| A8  | Zone 1                                  |       |               |                  |                |           |               |
| A9  | Zone 2                                  |       |               |                  |                |           |               |
| A10 | Zone 3                                  |       |               |                  |                |           |               |
| A11 | Zone 4                                  |       |               |                  |                |           |               |
| A12 | Zone 5                                  |       |               |                  |                |           |               |
| A13 | Zone 6                                  |       |               |                  |                |           |               |
| A14 | Zone 7                                  |       |               |                  |                |           |               |
| A15 | Zone 8                                  |       |               |                  |                |           |               |
| A16 | Zone 9                                  |       |               |                  |                |           |               |

## Permit Reply Mail

|     |       | Price | No. of Pieces | Subtotal Postage | Discount Total | Fee Total | Total Postage |
|-----|-------|-------|---------------|------------------|----------------|-----------|---------------|
| A17 | Flats |       |               |                  |                |           |               |

## Dimensional Prices

|     |        | Price | No. of Pieces | Subtotal Postage | Discount Total | Fee Total | Total Postage |
|-----|--------|-------|---------------|------------------|----------------|-----------|---------------|
| A18 | Zone 1 |       |               |                  |                |           |               |
| A19 | Zone 2 |       |               |                  |                |           |               |
| A20 | Zone 3 |       |               |                  |                |           |               |
| A21 | Zone 4 |       |               |                  |                |           |               |
| A22 | Zone 5 |       |               |                  |                |           |               |
| A23 | Zone 6 |       |               |                  |                |           |               |
| A24 | Zone 7 |       |               |                  |                |           |               |
| A25 | Zone 8 |       |               |                  |                |           |               |
| A26 | Zone 9 |       |               |                  |                |           |               |

|     |  |  |  |  |  |  |  |
|-----|--|--|--|--|--|--|--|
| A27 | <b>Part A Total</b> (Add lines A1 — A26) |  |  |  |  |  |  |
|-----|--|--|--|--|--|--|--|

**Priority Mail - Permit Imprint - Commercial**

**Part C — Cubic**

**Tier 1 (Up to .10)**

|    |        | Price | No. of Pieces | Subtotal Postage | Discount Total | Fee Total | Total Postage |
|----|--------|-------|---------------|------------------|----------------|-----------|---------------|
| C1 | Zone 1 |       |               |                  |                |           |               |
| C2 | Zone 2 |       |               |                  |                |           |               |
| C3 | Zone 3 |       |               |                  |                |           |               |
| C4 | Zone 4 |       |               |                  |                |           |               |
| C5 | Zone 5 |       |               |                  |                |           |               |
| C6 | Zone 6 |       |               |                  |                |           |               |
| C7 | Zone 7 |       |               |                  |                |           |               |
| C8 | Zone 8 |       |               |                  |                |           |               |
| C9 | Zone 9 |       |               |                  |                |           |               |

**Tier 2 (Up to .20)**

|     |        | Price | No. of Pieces | Subtotal Postage | Discount Total | Fee Total | Total Postage |
|-----|--------|-------|---------------|------------------|----------------|-----------|---------------|
| C10 | Zone 1 |       |               |                  |                |           |               |
| C11 | Zone 2 |       |               |                  |                |           |               |
| C12 | Zone 3 |       |               |                  |                |           |               |
| C13 | Zone 4 |       |               |                  |                |           |               |
| C14 | Zone 5 |       |               |                  |                |           |               |
| C15 | Zone 6 |       |               |                  |                |           |               |
| C16 | Zone 7 |       |               |                  |                |           |               |
| C17 | Zone 8 |       |               |                  |                |           |               |
| C18 | Zone 9 |       |               |                  |                |           |               |

**Tier 3 (Up to .30)**

|     |        | Price | No. of Pieces | Subtotal Postage | Discount Total | Fee Total | Total Postage |
|-----|--------|-------|---------------|------------------|----------------|-----------|---------------|
| C19 | Zone 1 |       |               |                  |                |           |               |
| C20 | Zone 2 |       |               |                  |                |           |               |
| C21 | Zone 3 |       |               |                  |                |           |               |
| C22 | Zone 4 |       |               |                  |                |           |               |
| C23 | Zone 5 |       |               |                  |                |           |               |
| C24 | Zone 6 |       |               |                  |                |           |               |
| C25 | Zone 7 |       |               |                  |                |           |               |
| C26 | Zone 8 |       |               |                  |                |           |               |
| C27 | Zone 9 |       |               |                  |                |           |               |

**Tier 4 (Up to .40)**

|                           |  | Price | No. of Pieces | Subtotal Postage | Discount Total | Fee Total | Total Postage |  |
|---------------------------|--|-------|---------------|------------------|----------------|-----------|---------------|--|
| C28                       | Zone 1                                   |       |               |                  |                |           |               |  |
| C29                       | Zone 2                                   |       |               |                  |                |           |               |  |
| C30                       | Zone 3                                   |       |               |                  |                |           |               |  |
| C31                       | Zone 4                                   |       |               |                  |                |           |               |  |
| C32                       | Zone 5                                   |       |               |                  |                |           |               |  |
| C33                       | Zone 6                                   |       |               |                  |                |           |               |  |
| C34                       | Zone 7                                   |       |               |                  |                |           |               |  |
| C35                       | Zone 8                                   |       |               |                  |                |           |               |  |
| C36                       | Zone 9                                   |       |               |                  |                |           |               |  |
| <b>Tier 5 (Up to .50)</b> |  |       |               |                  |                |           |               |  |
|                           |  | Price | No. of Pieces | Subtotal Postage | Discount Total | Fee Total | Total Postage |  |
| C37                       | Zone 1                                   |       |               |                  |                |           |               |  |
| C38                       | Zone 2                                   |       |               |                  |                |           |               |  |
| C39                       | Zone 3                                   |       |               |                  |                |           |               |  |
| C40                       | Zone 4                                   |       |               |                  |                |           |               |  |
| C41                       | Zone 5                                   |       |               |                  |                |           |               |  |
| C42                       | Zone 6                                   |       |               |                  |                |           |               |  |
| C43                       | Zone 7                                   |       |               |                  |                |           |               |  |
| C44                       | Zone 8                                   |       |               |                  |                |           |               |  |
| C45                       | Zone 9                                   |       |               |                  |                |           |               |  |
| C46                       | <b>Part C Total</b> (Add lines C1 — C45) |       |               |                  |                |           |               |  |

PS Form 3600-PM, July 2023 (Page 3 of 11) PSN 7530-13-000-5566



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**Exhibit 27**

**Itemized Manifest  
Commercial Price<sup>4</sup> – Priority Mail With Confirmation Services—With Cumulative Postage  
Column  
Manifest and PS Form 3877 Facsimile Combined for Confirmation Services<sup>2</sup>**

Mailer's Name and Address

Post Office of Mailing:  
Entry Facility (PVDS):  
Permit Number:  
MAC™ Version #:  
(Or Software Version #)

Date of Manifest:  
Class of Mail:  
Processing Category:  
Manifest Sequence #:

| Pc ID #           | Confirmation Number  | CS Pc Ct | 5D ZIP | Zn             | Actual Weight (Lbs.) | Postage Based Weight (Lbs.) | Cls/Pr | Postage         | Extra Svcs | ES Fees      | Total Charge  | Cum Chrg |
|-------------------|----------------------|----------|--------|----------------|----------------------|-----------------------------|--------|-----------------|------------|--------------|---------------|----------|
| 000197            | 01026837331000000017 | 136      | 24201  | U <sup>4</sup> | 1.72                 | 1                           | PF     | 4.75            | DC         | .00          | 4.75          | 1003.85  |
| ↓                 | ↓                    | ↓        | ↓      | ↓              | ↓                    |                             | ↓      | ↓               |            |              | ↓             | ↓        |
| 000234            | 01026837331000000024 | 159      | 31678  | 5              | 26.05                | 27                          | P      | 36.94           | DC         | .00          | 36.94         | 1242.45  |
| 000248            | 21026837331000000219 | 160      | 70552  | 6              | 8.42                 | 13                          | PDR    | 27.30           | SC         | 1.95         | 29.25         | 1271.70  |
| 000249            | 01026837331000000031 | 161      | 27895  | U <sup>6</sup> | 0.76                 | 1                           | PF     | 4.75            | DC         | .00          | 4.80          | 1276.50  |
| 000252            | 21026837331000000226 | 162      | 00944  | 7              | 20.98                | 21                          | P      | 41.68           | SC         | 1.95         | 43.63         | 1320.13  |
| <b>Page Total</b> | <b>27</b>            |          |        |                | <b>213.01</b>        |                             |        | <b>299.20</b>   |            | <b>19.50</b> | <b>317.45</b> |          |
| <b>Cum Total</b>  | <b>175</b>           |          |        |                | <b>1,246.76</b>      |                             |        | <b>1,297.85</b> |            | <b>35.00</b> |               |          |

**Postal Service Certification**

Total Number of Extra Service Pieces Received: \_\_\_\_\_

Signature of Receiving Employee \_\_\_\_\_

Round Stamp: \_\_\_\_\_

**Footnotes:**

- Retail prices may no longer be claimed for permit imprint Priority Mail pieces. Commercial Price Priority Mail pieces do not need a special code or indicator. Use the appropriate Priority Mail code listed in **Exhibit 24**. Commercial Price, prices MAY NOT be claimed on the same manifest.
- PS Form 3877 is required if mailer wants proof of mailing for Confirmation Services pieces supported by electronic file. (Manifest and 3877 may be combined as shown in this exhibit.)
- Confirmation number may serve as the Piece ID number.
- Confirmation Services piece count column not required if all pieces in mailing use Confirmation Services.
- The symbol "U" stands for "Unzoned". Priority Mail flat-rate pieces are the same price per pound regardless of the zone. The actual zone may be shown, or "U" may be used.
- USPS Tracking fees shown are electronic fees for mailers using electronic file to provide tracking information to USPS.
- If Certificate Of Mailing Service is claimed, every page of the document must be postmarked (round-dated) by the acceptance employee, in addition to completion of the final Certification page.

**Notes:**

- Only Confirmation Number, 5-digit destination ZIP Code, and applicable fee are required if a separate PS Form 3877 is used for Confirmation Services. For items not using Confirmation Services, the 5-digit ZIP Code is not required.
- The use of class, price, and fee codes from **Exhibit 24** is required.
- See **Exhibit 27A** for example summary page.

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## Exhibit 28

### Itemized Manifest Priority Mail Open and Distribute

#### Postage for Priority Mail Open and Distribute:

- May be paid using a manifest mailing system.
- Must be reported on a separate manifest with a summary and corresponding postage statement.

#### What May Be Mailed via Priority Mail Open and Distribute:

- Any manifested mailing.
- Any class of mail needing expedited service between domestic postal facilities.

Priority Mail Open and Distribute receives Priority Mail service from the origin Post Office to the destination Post Office where the enclosed mail is processed and provided the appropriate service for the class enclosed from that Post Office to its destination.

For example, the mailing of Marketing Mail machinable parcels shown in **Exhibit 37** may be prepared as required by standards; paid for by manifest; and then, placed in Priority Mail containers. The Priority Mail containers could then be manifested at Priority Mail prices like the manifest shown in **Exhibit 26**.

#### Notes:

- A. The 5-digit price or 3-digit price applies to 10 or more pieces packaged/sacked to 5-digit or 3-digit destinations accordingly, when utilizing Priority Mail Open and Distribute Mail. Additional SCF entry discounts may also apply.
- B. The 10-pound minimum is waived for parcels sorted to 5-digit destinations and drop shipped directly to the DDU. A DDU entry discount will apply.

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## **Mixed Classes Manifest Examples (Domestic) Including PS Form 3877 and 3665 Examples**

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## Exhibit 29

### Itemized Manifest Mixed Classes—Domestic Prices<sup>1</sup> (With Cumulative Page Totals)

Mailer's Name and Address

Post Office of Mailing:  
Entry Facility (PVDS):  
Permit Number:  
MAC™ Version #:  
(Or Software Version #)

Date of Manifest:  
Class of Mail:  
Processing Category:  
Manifest Sequence #:

Note column to record weight that is used to determine postage versus Actual Weight.

| Piece ID Number                            | Actual Weight (Lbs.) | Postage Based <sup>2</sup> Weight (Lbs.) | ZIP/Zone <sup>3</sup> | Class/Price      | Postage       |
|--|----------------------|--|-----------------------|------------------|---------------|
| 1234                                       | 0.1825               |  | 38761/4               | FPB              | 0.78          |
| 1358                                       | 2.0002               | 6  | 35098/5               | PDR <sup>4</sup> | 13.24         |
| 1359                                       | 7.5251               |  | 38671                 | MM               | 5.11          |
| 1579                                       | 0.7950               |  | 46909                 | PF               | 4.70          |
| 1789                                       | 0.6853               |  | 38118                 | FF               | 2.58          |
| 1999                                       | 7.3554               |  | 00879                 | LM               | 4.85          |
| 2345                                       | 0.6541               |  | 63198                 | FF               | 2.58          |
| 2468                                       | 2.3957               |  | 53601/2               | BP               | 2.54          |
| 2469                                       | 0.8582               |  | 53075/4               | BP               | 2.43          |
| ⇓⇓   | ⇓                    | ⇓  | ⇓                     | ⇓                | ⇓             |
| 3458                                       | 7.3756               | 20                                       | 51695/3               | PX               | 15.59         |
| 5432                                       | 0.3451               |  | 73314/5               | BP               | 2.52          |
| <b>Page Totals:<br/>19</b>                 | <b>65.1932</b>       |  |                       |                  | <b>99.43</b>  |
| <b>Cumulative<br/>Page Totals:<br/>180</b> | <b>2,047.0371</b>    |  |                       |                  | <b>679.21</b> |

#### Footnotes:

- The domestic prices that may be included are a) All Retail price pieces except Priority Mail; Priority Mail (when all standards are met); c) Nonpresorted Bound Printed Matter; and d) **USPS Ground Advantage**.
- Postage Based Weight is required when a piece price is Dimensional Weight. A separate column may be used to show the Postage Based Weight as in this exhibit or it may be shown in the same column as shown in **Exhibit 29A**. It is acceptable (as shown in this exhibit) not to show the Postage Based Weight for all of the pieces, but the weights for all pieces may be shown as shown in **Exhibit 26**. No "Total" is required for the Postage Based Weight Column.
- Optional, but required for MAC™ certification.
- Retail prices may no longer be claimed for permit imprint Priority Mail pieces. Priority Mail pieces do not need a special code or indicator. Use the appropriate Priority Mail code listed in **Exhibit 24**. **Notes:**
  - Barcode discount only applies to automation compatible Nonpresorted Bound Printed Matter flats with a minimum of 50 flat-size pieces.
  - The use of class, price, and fee codes from **Exhibit 24** is required.
  - See **Exhibit 29B** for example summary page.
  - Use this format for Package Services mailings consisting of pieces from the same subclass.
  - Use **Exhibit 27** if using Confirmation Services.



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Exhibit 29A

**Itemized Manifest  
Mixed Classes—Domestic Prices<sup>1</sup>  
(With Cumulative Page Totals)**

Mailer's Name and Address

Post Office of Mailing:  
Entry Facility (PVDS):  
Permit Number:  
MAC™ Version #:  
(Or Software Version #)

Date of Manifest:  
Class of Mail:  
Processing Category:  
Manifest Sequence #:

Note that this column is used to record Actual Weight and when needed the weight that is used to determine postage versus Actual Weight.

| Piece ID Number                            | Actual/Postage Based <sup>2</sup> Weight (Lbs.) | ZIP/Zone <sup>3</sup> | Class/Price      | Postage       |
|--|---|-----------------------|------------------|---------------|
| 1234                                       | 0.1825  | 38761                 | FL               | 0.78          |
| 1358                                       | 2.0002/6.0                                      | 35098/5               | PDR <sup>4</sup> | 13.40         |
| 1359                                       | 7.5251  | 38671                 | MM               | 5.11          |
| 1579                                       | 0.7950  | 53601/2               | P                | 4.85          |
| 1789                                       | 0.6853  | 38118                 | FF               | 2.58          |
| 1999                                       | 7.3554  | 00879                 | LM               | 4.85          |
| 2468                                       | 2.3957  | 53601/2               | BP               | 2.54          |
| 2469                                       | 0.8582  | 53075/4               | BP               | 2.43          |
|  | ↓   | ↓                     | ↓                | ↓             |
| 3457                                       | 10.2579   | 51695/3               | ZC               | 11.35         |
| 3458                                       | 7.3756/20.0                                     | 51695/3               | PX               | 19.16         |
| 5432                                       | 0.3451  | 73314/5               | BP               | 2.52          |
| <b>Page Totals:<br/>19</b>                 | <b>65.1932</b>                                  |                       |                  | <b>99.43</b>  |
| <b>Cumulative<br/>Page Totals:<br/>180</b> | <b>2,047.0371</b>                               |                       |                  | <b>679.21</b> |

**Footnote:**

1. The domestic prices that may be included are a) All Retail priced pieces except Priority Mail; b) USPS Ground Advantage Priority Mail (when all standards for prices are met); c) Nonpresorted Bound Printed Matter; and d)
2. Postage Based Weight is required when a piece price is Dimensional Weight. A separate column may be used to show the Postage Based Weight as in Exhibit 29 or it may be shown in the same column as shown in this exhibit.
3. Optional, but required for MAC™ certification.
4. Retail prices may no longer be claimed for permit imprint Priority Mail pieces. Priority Mail pieces do not need a special code or indicator. Use the appropriate Priority Mail code listed in **Exhibit 24**, prices MAY NOT be claimed on the same manifest.

**Notes:**

- A. Barcode discount only applies to automation compatible Nonpresorted Bound Printed Matter flats with a minimum of 50 flat size pieces
- B. The use of class, price, and fee codes from **Exhibit 24** is required.
- C. See **Exhibit 29B** for example summary page.
- D. Use this format for Package Services mailings consisting of pieces from the same subclass.
- E. Use **Exhibit 27** if using Confirmation Services.

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**Itemized Manifest Summary  
Mixed Classes—Domestic Prices**

**Mailer’s Name:**                      **Manifest Sequence Number:**                      **Date of Manifest:**

**Form 3600-R**

**Part B – First-Class Mail**

|                     |                                    | <b>Pieces</b> | <b>Weight (Lbs..)</b> | <b>Postage</b> |
|---------------------|------------------------------------|---------------|-----------------------|----------------|
| <b>B4</b>           | Single-Piece Letters <sup>1</sup>  | 5             | 0.7500                | \$3.39         |
| <b>B7</b>           | Single-Piece Nonmachinable Letters | 7             | 1.0625                | 6.86           |
| <b>B12</b>          | Single-Piece Flats <sup>1</sup>    | 10            | 1.2500                | 13.90          |
| <b>Part B Total</b> |                                    | <b>22</b>     | <b>3.0625</b>         | <b>\$24.15</b> |

**Part C – Priority Mail**

|                     |                           | <b>Pieces</b> | <b>Weight (Lbs..)</b> | <b>Postage</b>  |
|---------------------|---------------------------|---------------|-----------------------|-----------------|
| <b>C1</b>           | Flat-Rate Envelope        | 17            | 17.0000               | \$ 79.90        |
| <b>C4</b>           | Reg./Medium Flat-Rate Box | 3             | 12.2750               | 29.31           |
| <b>C5</b>           | Large Flat-Rate Box       | 1             | 4.9950                | 13.40           |
| <b>C7</b>           | L, 1 & 2                  | 14            | 66.5000               | 108.95          |
| <b>C8</b>           | 3                         | 3             | 13.0500               | 21.05           |
| <b>Part C Total</b> |                           | <b>42</b>     | <b>113.8200</b>       | <b>\$252.61</b> |

**Form 3605-R**

**Part A – Bound Printed Matter Nonpresorted Parcels<sup>1</sup>**

|                     | <b>Zone</b> | <b>Pieces</b> | <b>Weight (Lbs..)</b> | <b>Postage</b>  |
|---------------------|-------------|---------------|-----------------------|-----------------|
| <b>A2</b>           | 3           | 3             | 4.250                 | \$ 6.63         |
| <b>A4</b>           | 5           | 42            | 73.500                | 101.64          |
| <b>A10</b>          | 4           | 5             | 6.000                 | 11.90           |
| <b>Part A Total</b> |             | <b>50</b>     | <b>83.75</b>          | <b>\$120.17</b> |

**Part A – Bound Printed Matter Nonpresorted Flats<sup>1</sup>**

|                     | <b>Zone</b> | <b>Pieces</b> | <b>Weight (Lbs..)</b> | <b>Postage</b>  |
|---------------------|-------------|---------------|-----------------------|-----------------|
| <b>A1</b>           | 1 & 2       | 13            | 16.2500               | 27.17           |
| <b>A4</b>           | 5           | 8             | 10.0000               | 18.16           |
| <b>A9</b>           | 3           | 37            | 86.5800               | \$ 85.10        |
| <b>Part A Total</b> |             | <b>58</b>     | <b>112.8300</b>       | <b>\$130.43</b> |

**Part B – Library Mail**

|           | <b>Pieces</b> | <b>Weight (Lbs..)</b> | <b>Postage</b> |
|-----------|---------------|-----------------------|----------------|
| <b>B1</b> | 37            | 92.5                  | \$ 65.50       |
| <b>B2</b> | 17            | 42.5                  | \$ 47.77       |

**Exhibit 29B (Continued)**

**Part B - Media Mail**

|            | <b>Pieces</b> | <b>Weight (Lbs..)</b> | <b>Postage</b> |
|------------|---------------|-----------------------|----------------|
| <b>B7</b>  | 17            | 14.3438               | 36.21          |
| <b>B10</b> | 37            | 57.0000               | \$ 91.39       |

|                     | <b>Pieces</b> | <b>Weight (Lbs..)</b> | <b>Postage</b>  |
|---------------------|---------------|-----------------------|-----------------|
| <b>Part B Total</b> | <b>108</b>    | <b>206.3438</b>       | <b>\$240.87</b> |

**Part D – Parcel Select**

|                     | <b>Zone</b> | <b>Pieces</b> | <b>Weight (Lbs..)</b> | <b>Postage</b>  |
|---------------------|-------------|---------------|-----------------------|-----------------|
| <b>D1</b>           | 1 & 2       | 18            | 41.7500               | \$ 87.66        |
| <b>D2</b>           | 3           | 17            | 72.675                | 151.98          |
| <b>D3</b>           | 4           | 5             | 21.3680               | 42.80           |
| <b>D4</b>           | 5           | 9             | 70.4340               | 115.65          |
| <b>D5</b>           | 6           | 15            | 69.375                | 135.30          |
| <b>D6</b>           | 7           | 4             | 35.738                | 73.92           |
| <b>D7</b>           | 8           | 3             | 26.8035               | 37.71           |
| <b>Part D Total</b> |             | <b>71</b>     | <b>125.083</b>        | <b>\$645.02</b> |

**Total All Postage Statement(s)**

| <b>Manifest Sequence #</b> | <b>Statement Sequence #</b> | <b>Postage Statement</b>          | <b>Pieces</b> | <b>Weight (Lbs..)</b> | <b>Postage</b>   |
|----------------------------|-----------------------------|-----------------------------------|---------------|-----------------------|------------------|
| 12345                      | 12345-1                     | Form 3600-R – First-Class Letters | 12            | 1.8125                | \$10.25          |
| 12345                      | 12345-2                     | Form 3600-R – First-Class Flats   | 10            | 1.2500                | 13.90            |
| 12345                      | 12345-3                     | Form 3600-R – Priority            | 42            | 113.8200              | 252.61           |
| 12345                      | 12345-4                     | Form 3605-R – BPM Parcels         | 50            | 83.7500               | 120.17           |
| 12345                      | 12345-5                     | Form 3605-R – BPM Flats           | 58            | 112.8300              | 130.43           |
| 12345                      | 12345-6                     | Form 3605-R – Media/Library Mail  | 108           | 206.3438              | 240.87           |
| 12345                      | 12345-7                     | Form 3605-R – Parcel Select/      | 71            | 125.083               | 645.02           |
| <b>Totals</b>              |                             |                                   | <b>351</b>    | <b>644.8893</b>       | <b>\$1413.25</b> |

**Footnote:**

1. Different processing categories cannot be reported on the same postage statement, such as First-Class Mail letter and flats or Bound Printed Matter flats and Bound Printed Matter parcels.

**Exhibit 30**

**Itemized Manifest  
Mixed Classes—Domestic Prices<sup>1</sup> With Extra Services  
Manifest and PS Form 3877 Facsimile Combined**

Mailer's Name and Address

Post Office of Mailing:  
Entry Facility (PVDS):  
Permit Number:  
MAC™ Ver. #:  
(Or Software Ver. #)

Date of Manifest:  
Class of Mail:  
Processing Category:  
Manifest Sequence #:

| Piece ID Number           | Extra Services Article Number      | Address Name Delivery Address                                   | 5-Digit ZIP Code/Zn | Actual Weight (Lbs.) | Postage Based Weight (Lbs.) | Class/Price     | Postage            | Insure Value | Due Sender | Extra Services | ES Fees      | Total Charge  |
|---------------------------|------------------------------------|---|---------------------|----------------------|-----------------------------|-----------------|--------------------|--------------|------------|----------------|--------------|---------------|
| 1298                      | 01026837331000000017<br>M012185051 | Crystal Clear<br>2 Angels Ave<br>Memphis TN<br>38101-3342       | 38101               | 2.50                 |                             | PF <sup>2</sup> | 4.75               |              | 33.45      | SC:<br>COD:    | 1.95<br>5.50 | 12.20         |
| 1395                      |                                    |   | 57501/5             | 25.87                |                             | P               | 31.91              |              |            |                |              | 31.91         |
| 1589                      | 01026837331000000024               |   | 38671               | 0.21                 |                             | FL              | .95                |              |            | DC:            | .19          | 1.14          |
| 1686                      | 01026837331000000031<br>V111222333 | Dennis Pattino<br>49 Wildcat Blvd<br>Nashville TN<br>37202-3422 | 37202               | 0.54                 |                             | FF              | 2.24               | 200.00       |            | SC:<br>INS:    | 1.95<br>2.75 | 6.94          |
| 1783                      |                                    |   | 90014/7             | 12.25                |                             | BP              | 7.86               |              |            |                |              | 7.86          |
| 2074                      |                                    |   | 37202               | 0.86                 |                             | PB              | 9.85               |              |            |                |              | 9.85          |
| 2365                      |                                    |   |                     | 0.22                 |                             | FL              | .95                |              |            |                |              | .95           |
| 2462                      | 05026837331000000419               | Lawrence Long<br>6060 Primacy<br>Dr<br>Memphis TN<br>38101-0001 | 38101/3             | 6.21                 |                             | P               | 9.58               | 200.00       |            | INS:<br>DC:    | 2.75<br>0.00 | 12.33         |
| 2559                      | 01026837331000000048               |   | 63354/1             | 4.21                 | 20.00                       | PX              | 13.23              |              |            | SC:            | 1.95         | 15.18         |
| 2656                      | 22026837331000000317               |   | 47931/3             | 14.25                |                             | LM              | 7.84               |              |            | SC:            | 1.95         | 9.79          |
| <b>Page Totals:</b>       |                                    | <b>14</b>   |                     | <b>123.72</b>        |                             |                 | <b>149.8<br/>0</b> |              |            |                | <b>25.98</b> | <b>175.78</b> |
| <b>Cumulative Totals:</b> |                                    | <b>14</b>   |                     | <b>123.72</b>        |                             |                 | <b>149.8<br/>0</b> |              |            |                | <b>25.98</b> | <b>175.78</b> |

## Exhibit 30 (Continued)

### USPS CERTIFICATION

Total Number of Pieces Received: \_\_\_\_\_

\_\_\_\_\_  
Signature of Receiving Employee

Round Stamp: \_\_\_\_\_

#### PS Form 3877 (Facsimile)

#### Footnote:

1. The domestic prices that may be included are: a) All Retail priced pieces except Priority Mail; b) Commercial Base or Commercial Plus Priority Mail (when all standards for Commercial or Commercial Plus prices are met); c) Nonpresorted Bound Printed Matter; and d) Parcel Select.
2. Retail prices may no longer be claimed for permit imprint Priority Mail pieces. Commercial Base or Commercial Plus Priority Mail pieces do not need a special code or indicator. Use the appropriate Priority Mail code listed in **Exhibit 24**. Commercial Base and Commercial Plus prices MAY NOT be claimed on the same manifest.

#### Notes:

- A. The use of class, price, and fee codes from **Exhibit 24** is required.
- B. Items with Extra Services may be grouped when a manifest and PS Form 3877 are combined.
- C. The USPS Certification block only needs to be shown on last page.
- D. Return signed and stamped copy of combined manifest and PS Form 3877 to mailer. Retain validated copy as required for claims and inquiry.
- E. See **Exhibit 30B** for example summary page.
- F. Barcode discount only applies to automation compatible Nonpresorted Bound Printed Matter flats with a minimum of 50 flat-size pieces.

**Exhibit 30A**

**Itemized Manifest  
Domestic Prices<sup>1</sup> – Mixed Classes with Extra Services**

Mailer's Name and Address

Post Office of Mailing:  
Entry Facility (PVDS):  
Permit Number:  
MAC™ Version #:  
(Or Software Version #)

Date of Manifest:  
Class of Mail:  
Processing Category:  
Manifest Sequence #:

| Piece ID            | Actual Weight (Lbs..) | Postage Based Weight (Lbs..) | ZIP/Zone | Class/ Price    | Postage       | Total Fees   | Total Charges |
|---------------------|-----------------------|------------------------------|----------|-----------------|---------------|--------------|---------------|
| 1316280             | 0.2140                | 0.2140                       | 31226    | FF              | 1.39          | 6.80         | 8.19          |
|                     | COD: 6.80             |                              |          |                 |               |              |               |
| 1322411             | 6.5460                | 20.00                        | 32231/4  | PX <sup>2</sup> | 20.57         | 0.70         | 21.27         |
|                     | DC: 0.70              |                              |          |                 |               |              |               |
| 1345230             | 2.7450                | 2.7450                       | 37645/2  | ZC              | 5.42          | 6.80         | 12.22         |
|                     | COD: 6.80             |                              |          |                 |               |              |               |
| 2486713             | 6.2140                | 6.2140                       | 34909/5  | P               | 15.23         |              | 15.23         |
|                     | ↓                     | ↓                            |          |                 | ↓             | ↓            | ↓             |
| 4272084             | 0.1250                | 0.1250                       |          | FL              | .61           |              | .61           |
| 4272100             | 23.4050               | 23.4050                      | 31199/3  | ZC              | 15.83         | 3.80         | 19.63         |
|                     | RRM: 3.80             |                              |          |                 |               |              |               |
| <b>Page Totals:</b> | <b>12</b>             | <b>123.3243</b>              |          |                 | <b>193.20</b> | <b>35.00</b> | <b>228.20</b> |
| <b>Cumulative</b>   |                       |                              |          |                 |               |              |               |
| <b>Totals:</b>      | <b>12</b>             | <b>123.3243</b>              |          |                 | <b>193.20</b> | <b>35.00</b> | <b>228.20</b> |

**Footnote:**

- The domestic prices that may be included are a) All Retail priced pieces except Priority Mail; b) Priority Mail (when all standards for prices are met); c) Nonpresorted Bound Printed Matter; and d) Parcel Select.
- Retail prices may no longer be claimed for permit imprint Priority Mail pieces. Commercial Base or Commercial Plus Priority Mail pieces do not need a special code or indicator. Use the appropriate Priority Mail code listed in **Exhibit 24**. Commercial Base and Commercial Plus prices MAY NOT be claimed on the same manifest.

**Notes:**

- The use of class, price, and fee codes from **Exhibit 24** is required.
- This manifest must be presented with PS Form 3877 to support Extra Services.
- Mail insured for \$500 or less must bear PS Form 3813 and mail insured for more than \$500 must bear PS Form 3813-P.
- See **Exhibit 30B** for example summary page.



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**Itemized Manifest Summary**  
**Mixed Classes—Domestic Prices With Extra Services (excluding Certificate of Mailing)**

**Mailers Name:**                      **Manifest Sequence Number:**      **Date of Manifest:**

**Form 3600-R**

**Part B – First-Class Mail Nonautomation**

**Part C – Priority Mail**

|               |                                  | Pieces    | Weight (Lbs..) | Postage        |               |  | Zone                      | Pieces    | Weight (Lbs..) | Postage         |
|---------------|----------------------------------|-----------|----------------|----------------|---------------|--|---------------------------|-----------|----------------|-----------------|
| <b>B4</b>     | Single-Piece Letter <sup>1</sup> | 10        | 1.25           | 6.10           | <b>C1</b>     |  | Flat-Rate Envelope        | 25        | 37.50          | 117.50          |
| <b>B12</b>    | Single-Piece Flat <sup>1</sup>   | 10        | 1.25           | 10.50          | <b>C4</b>     |  | Reg./Medium Flat-Rate Box | 32        | 126.50         | 312.64          |
| <b>Totals</b> |                                  | <b>20</b> | <b>2.50</b>    | <b>\$16.60</b> | <b>C7</b>     |  | L, 1, 2                   | 16        | 48.50          | 83.45           |
|               |                                  |           |                |                | <b>C13</b>    |  | 8                         | 5         | 10.00          | 41.50           |
|               |                                  |           |                |                | <b>Totals</b> |  |                           | <b>78</b> | <b>222.50</b>  | <b>\$555.09</b> |

**Form 3605-R**

**Part D – Parcel Select-Ground**

**Part G - -**

|               |  | Zone  | Pieces     | Weight (Lbs..) | Postage          |               |  | Zone | Pieces     | Weight (Lbs..) | Postage        |
|---------------|--|-------|------------|----------------|------------------|---------------|--|------|------------|----------------|----------------|
| <b>D1</b>     |  | 1 & 2 | 56         | 196.00         | 386.40           | <b>G3</b>     |  | 4    | 127        | 317.50         | 762.27         |
| <b>D2</b>     |  | 3     | 72         | 286.00         | 563.89           | <b>G6</b>     |  | 7    | 53         | 132.50         | 827.49         |
| <b>D5</b>     |  | 6     | 5          | 24.50          | 53.20            | <b>G7</b>     |  | 8    | 12         | 48.50          | 114.68         |
| <b>Totals</b> |  |       | <b>133</b> | <b>506.50</b>  | <b>\$1003.49</b> | <b>Totals</b> |  |      | <b>192</b> | <b>498.50</b>  | <b>1704.44</b> |

**Part S – Extra Services – Summary**

|               |     | 3600-R FCM Ltrs |               | 3600-R FCM Flats |               | 3600 Priority Mail |               | 3605-R   |                |
|---------------|-----|-----------------|---------------|------------------|---------------|--------------------|---------------|----------|----------------|
|               |     | Pieces          | Fee Total     | Pieces           | Fee Total     | Pieces             | Fee Total     | Pieces   | Fee Total      |
| <b>S3</b>     | COD | 1               | 5.50          | 1                | 6.80          |                    |               | 1        | 5.50           |
| <b>S4</b>     | DC  | 1               | .19           | 1                | .19           | 1                  | .70           | 1        | .80            |
| <b>S5</b>     | INS |                 |               |                  |               |                    |               | 1        | 2.25           |
| <b>S11</b>    | SC  |                 |               |                  |               |                    |               | 1        | 1.95           |
| <b>Totals</b> |     | <b>2</b>        | <b>\$5.69</b> | <b>2</b>         | <b>\$6.99</b> | <b>1</b>           | <b>\$0.70</b> | <b>4</b> | <b>\$10.50</b> |

**Total All Postage Statement(s)**

| Manifest Sequence # | Statements Sequence # | Postage Statement                      | Pieces     | Weight (Lbs..) | Postage        | Fees           | Total Charges    |
|---------------------|-----------------------|--|------------|----------------|----------------|----------------|------------------|
| 12345               | 12345-1               | Form 3600-R - First-Class Mail Letters | 10         | 1.25           | 5.80           | 5.69           | 11.49            |
| 12345               | 12345-2               | Form 3600-R - First-Class Mail Flats   | 10         | 1.25           | 9.70           | 6.99           | 16.69            |
| 12345               | 12345-3               | Form 3600-R - Priority Mail            | 78         | 222.50         | 560.15         | 0.70           | 555.09           |
| 12345               | 12345-4               | Form 3605-R - /Parcel Select           | 325        | 1005.00        | 2707.93        | 10.50          | 2718.43          |
| <b>Totals</b>       |                       |  | <b>423</b> | <b>1230.00</b> | <b>3249.46</b> | <b>\$16.81</b> | <b>\$3301.70</b> |

**Footnote:**

1. Different processing categories cannot be reported on the same postage statement, such as First-Class Mail letters and flats.
2. USPS Tracking fees reported are electronic fees. If using USPS Tracking electronic file, no fees will be reported for Priority Mail and appropriate fees for electronic file will be reported for Package Services on the manifest and summary.

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Exhibit 30C

**PS Form 3877 Facsimile  
Mixed Extra Services**

Mailer's Name and Address

Permit Number:

MAC™ Ver. Number (or Software Ver. #):

Manifest Sequence Number:

| Piece ID / Article #                             | Addressee Name<br>Delivery Address                                    | Postage       | ES Type   | ES Fee       | Insured Value | Due Sender | Total Charge  |
|--|---|---------------|-----------|--------------|---------------|------------|---------------|
| 1316280<br>M012185005000<br>01123498767899998761 | Happy Hal's Hamburgers<br>123 Gator LN<br>Macon GA 31213-9651         | 1.39          | COD<br>SC | 6.80<br>2.35 |               | 33.45      | 10.54         |
| 1322411<br>M012196690000                         | Rick Spurrier<br>411 Two Dogs DR<br>Tampa FL 32201-1234               | 20.57         | COD       | 6.80         |               | 72.66      | 27.37         |
| 1344902<br>M012196686000                         | Bill Bob Bryan<br>1 Braves RD<br>Atlanta GA 30311-5555                | 10.00         | COD       | 5.50         |               | 49.83      | 15.50         |
| 1345230<br>M012196698000                         | Julie White<br>49 Wildcat BLVD<br>Nashville TN 37202-3422             | 5.42          | COD       | 6.80         |               | 74.26      | 12.22         |
| 2486713<br>V017857002000                         | Crystal Clear Reality<br>5 Summer LN<br>Caribou ME 04736-5287         | 15.23         | INS       | 2.75         | 200.00        |            | 17.98         |
| 4272084<br>M011236108000                         | Murphy's Law Book<br>7734 Lucky LN<br>Cincinnati OH 45235-0001        | .61           | COD       | 6.80         |               | 54.43      | 7.41          |
| 4272096<br>M01213611000                          | Walka Dog Mail Service<br>2828 Broadway<br>Paducah KY 42001-4125      | 12.74         | COD       | 13.30        |               | 555.00     | 26.04         |
| 4272098<br>V0000000001000                        | Lauren Williams<br>1300 Woodland DR<br>Lugoff SC 28078-0001           | 26.18         | INS<br>RD | 4.70<br>4.50 | 250.00        |            | 35.38         |
| 4272100<br>N1047778291000                        | Martha Catherine<br>RD 8 Box 102<br>Bedford NH 03110-4603             | 15.83         | RRM       | 3.80         |               |            | 19.63         |
| 4272110<br>N1240020087000                        | Stubbs Computer Solutions<br>226 County RD<br>Abbeville MS 38601-1234 | 9.35          | RRM       | 3.80         |               |            | 13.15         |
| <b>Page Totals:</b>                              | <b>10</b>   | <b>117.32</b> |           | <b>67.90</b> |               |            | <b>185.22</b> |
| <b>Cum Totals:</b>                               | <b>10</b>   | <b>117.32</b> |           | <b>67.90</b> |               |            | <b>185.22</b> |

**USPS CERTIFICATION**

Total Number of Pieces Received: \_\_\_\_\_

Round Stamp: \_\_\_\_\_

Signature of Receiving Employee \_\_\_\_\_

PS Form 3877 (Facsimile)

**NOTE:** The USPS Certification block only needs to be shown on last page. No other extra service can be listed on the firm sheets and every page must be postmarked (date-stamped) by the employee, including the USPS Certification page.

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Exhibit 30D

**PS Form 3665 Facsimile  
Certificate of Mailing-Firm (Domestic)**

Sender's Name and Address

Permit Number:

MAC™ Ver. Number (or Software Ver. #):

Manifest Sequence Number:

| Piece ID / Article # | Addressee Name<br>Delivery Address                                    | Postage     | ES Type | ES Fee      | Special Handling | Parcel Airlift | Total Charge |
|----------------------|---|-------------|---------|-------------|------------------|----------------|--------------|
| 1316280              | Happy Hal's Hamburgers<br>123 Gator LN<br>Macon GA 31213-9651         | .485        | CM      | .38         |                  |                | .865         |
| 1322411              | Rick Spurrier<br>411 Two Dogs DR<br>Tampa FL 32201-1234               | .485        | CM      | .38         |                  |                | .865         |
| 1344902              | Bill Bob Bryan<br>1 Braves RD<br>Atlanta GA 30311-5555                | .485        | CM      | .38         |                  |                | .865         |
| 1345230              | Julie White<br>49 Wildcat BLVD<br>Nashville TN 37202-3422             | .485        | CM      | .38         |                  |                | .865         |
| 2486713              | Crystal Clear Reality<br>5 Summer LN<br>Caribou ME 04736-5287         | .485        | CM      | .38         |                  |                | .865         |
| 4272084              | Murphy's Law Book<br>7734 Lucky LN<br>Cincinnati OH 45235-0001        | .485        | CM      | .38         |                  |                | .865         |
| 4272096              | Walka Dog Mail Service<br>2828 Broadway<br>Paducah KY 42001-4125      | .485        | CM      | .38         |                  |                | .865         |
| 4272098              | Lauren Williams<br>1300 Woodland DR<br>Lugoff SC 28078-0001           | .485        | CM      | .38         |                  |                | .865         |
| 4272100              | Martha Catherine<br>RD 8 Box 102<br>Bedford NH 03110-4603             | .485        | CM      | .38         |                  |                | .865         |
| 4272110              | Stubbs Computer Solutions<br>226 County RD<br>Abbeville MS 38601-1234 | .485        | CM      | .38         |                  |                | .865         |
| <b>Page Totals:</b>  | <b>10</b>   | <b>4.85</b> |         | <b>3.80</b> |                  |                | <b>8.65</b>  |
| <b>Cum Totals:</b>   | <b>10</b>   | <b>4.85</b> |         | <b>3.80</b> |                  |                | <b>8.65</b>  |

**USPS CERTIFICATION**

Total Number of Pieces Listed by Sender: \_\_\_\_\_

Total Number of Pieces Received by Post Office: \_\_\_\_\_

Postmark (Round Stamp) Date of Receipt: \_\_\_\_\_

Signature of Receiving USPS Employee \_\_\_\_\_

**PS Form 3665 (Facsimile)**

**NOTE:** The USPS Certification Postmark (Round Stamp) Date of Receipt block must be shown on every page for Certificate of Mailing service. If using the PS Form 3877 in lieu of the PS Form 3665 for Certificate of Mailing, no other extra service can be listed on the firm sheets and every page must be postmarked (date-stamped) by the employee, including the USPS Certification page.

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## **First-Class Mail Manifest Examples**



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Exhibit 32A

**Floating Batch Manifest<sup>1</sup>  
First-Class Mail (Nonautomation)  
Presorted Machinable Letters**

Mailer's Name and Address

Post Office of Mailing:  
Entry Facility (PVDS):  
Permit Number:  
MAC™ Ver. #:  
(Or Software Ver. #)

Date of Manifest:

Class of Mail:

**Processing Cat<sup>2</sup>: Letters DMM 235.5.2.2**

Manifest Sequence #:

| Tray #                          | Tray Size | Tray Level | Tray ZIP | Group Destination | Piece ID # | Mach AADC  | Mach Mixed AADC | Batch Postage  | Cumulative Postage |
|---------------------------------|-----------|------------|----------|-------------------|------------|------------|-----------------|----------------|--------------------|
| (optional columns) <sup>3</sup> |           |            |          |                   |            |            |                 |                |                    |
| 1                               | 2         | AADC       | 606      | 606               | 001 – 112  | 112        |                 | 56.000         | 56.000             |
| 2                               | 1         | AADC       | 550      | 547               | 113 – 205  | 93         |                 | 37.200         | 93.200             |
|                                 |           |            |          | 551               | 206 – 301  | 96         |                 | 57.600         | 150.800            |
| 3                               | 2         | AADC       | 640      | 640               | 302 – 390  | 89         |                 | 35.600         | 186.400            |
|                                 |           |            |          | 644               | 391 – 503  | 113        |                 | 45.200         | 231.600            |
|                                 |           |            |          | 655               | 504 – 629  | 126        |                 | 55.600         | 287.200            |
|                                 |           |            |          | 658               | 630 – 654  | 25         |                 | 14.800         | 302.000            |
| 4                               | 2         | MAADC      | 606      | A110              | 655 – 699  |            | 45              | 19.000         | 321.000            |
|                                 |           |            |          | A210              | 700 – 737  |            | 38              | 17.600         | 338.600            |
| <b>Page Total</b>               |           |            |          |                   |            | <b>616</b> | <b>83</b>       | <b>321.000</b> |                    |

**Footnotes:**

1. See **Chapter 6** for floating batch size limitations.
2. Domestic Mail Manual (DMM) reference for preparation method used is required.
3. The first two columns are preferred, but not required on the manifest.

Exhibit 32B

**Floating Batch Manifest<sup>1</sup>  
First-Class Mail (Nonautomation)  
Non Machinable Letters**

|                           |   |   |
|---------------------------|---|---|
| Mailer's Name and Address | Post Office of Mailing:<br>Entry Facility (PVDS):<br>Permit Number: | Date of Manifest:<br>Class of Mail:<br><b>Processing Cat<sup>2</sup>: Letters DMM 235.5.3.2</b> |
|                           | MAC™ Ver. #:<br>(Or Software Ver. #)                                | Manifest Sequence #:  |

| Tray #<br>(optional columns) <sup>3</sup> | Tray Size | Tray Level     | Tray ZIP | Group Destination | Piece ID # | 5-Digit    | 3-Digit    | Mixed ADC | Batch Postage  | Cumulative Postage |
|---|-----------|----------------|----------|-------------------|------------|------------|------------|-----------|----------------|--------------------|
| 1   | 2         | <b>5-Digit</b> | 60601    | 60601             | 001 – 112  | 112        |            |           | 56.000         | 56.000             |
| 2   | 1         | <b>3-Digit</b> | 550      | 550               | 113 – 301  |            | <b>189</b> |           | 94.800         | 150.800            |
| 3   | 2         | <b>3-Digit</b> | 640      | 640               | 302 – 654  |            | <b>353</b> |           | 151.200        | 302.000            |
| 4   | 1         | MADC           | 606      | A110              | 655 – 699  |            |            | 45        | 36.600         | 338.600            |
| <b>Page Total</b>                         |           |                |          |                   |            | <b>112</b> | <b>542</b> | <b>45</b> | <b>321.000</b> |                    |

**Footnotes:**

4. See **Chapter 6** for floating batch size limitations.
5. Domestic Mail Manual (DMM) reference for preparation method used is required.
6. The first two columns are preferred, but not required on the manifest.

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**Floating Batch Manifest<sup>1</sup>  
First-Class Mail (Automation)  
Presorted Letters/Cards**

Mailer's Name and Address      Post Office of Mailing:      Date of Manifest:  
 Entry Facility (PVDS):      Class of Mail:  
 Permit Number:      Processing Cat<sup>2</sup>: LTRS DMM 235.6.0  
 MAC™ Ver. #:(Or Software Ver. #) Manifest Sequence #:

| Tray#         | Tray Size | Tray Level | Tray ZIP | Group Dest | Piece ID # | PRICES      |             |            | Batch Postage | Cum Postage |  |
|---------------|-----------|------------|----------|------------|------------|-------------|-------------|------------|---------------|-------------|--|
|               |           |            |          |            |            | 5B          | AB          | MB         |               |             |  |
| 1             | 2         | 5DG        | 01603    |            | 001-250    | 250         |             |            | 78.310        | 78.310      |  |
| 2             | 2         | 5DG        | 01703    |            | 251-650    | 400         |             |            | 124.800       | 203.420     |  |
| 3             | 2         | 5DG        | 75601    |            | 651-1127   | 477         |             |            | 148.824       | 352.244     |  |
| 4             | 2         | 5DG        | 01201    |            | 11281604   | 477         |             |            | 157.887       | 510.441     |  |
| 5             | 1         | 5DG        | 01201    |            | 1605-1627  | 23          |             |            | 7.613         | 518.054     |  |
| 6             | 2         | 5DG        | 11001    | 11001      | 1628-1677  | 50          |             |            | 16.550        | 534.914     |  |
|               |           | SCH        |          | 11301      | 1678-1727  | 50          |             |            | 16.550        | 551.464     |  |
|               |           |            |          | 11401      | 1728-1792  | 65          |             |            | 21.515        | 583.054     |  |
|               |           |            |          | 11601      | 1793-2067  | 275         |             |            | 91.025        | 674.079     |  |
| 7             | 2         | 5DG        | 30303    |            | 2068-2544  | 477         |             |            | 170.289       | 844.368     |  |
| 8             | 1         | 5DG        | 40501    |            | 2545-3021  | 477         |             |            | 170.414       | 1014.782    |  |
| 9             | 1         | 5DG        | 40501    |            | 3022-3044  | 23          |             |            | 11.086        | 1025.868    |  |
| 10            | 1         | 5DG        | 75602    | 75601      | 3045-3189  | 145         |             |            | 49.965        | 1075.833    |  |
|               |           | SCH        | *4       | 75601      | 75602      | 3190-3339   | 150         |            | 53.675        | 1129.508    |  |
| 11            | 1         | AADC       | 404      |            | 3340-3354  |             | 15          |            | 5.525         | 1135.033    |  |
| 12            | 2         | AADC       | 403*     | 405        | 3355-3404  |             |             |            | 24.100        | 1159.133    |  |
|               |           |            |          | A403       | 3405-3739  |             |             | 335        | 120.600       | 1279.733    |  |
| 13            | 2         | MAAD       | M403     |            | 3740-3939  |             |             | 200        | 101.400       | 1381.133    |  |
| <b>Totals</b> |           |            |          |            |            | <b>3389</b> | <b>2117</b> | <b>335</b> | <b>200</b>    |             |  |

Origin tray with less than 150 to origin 3-digit/scheme  
 ↓

**PRICE SUMMARY (2 OPTIONS)**

| Price        | Pieces       | Postage             | OR | Form 3600-R Part A |              |              |                    |
|--------------|--------------|---------------------|----|--------------------|--------------|--------------|--------------------|
| 5B           | 3389         | \$ 1101.899         |    | A1                 | 5-Digit      | 3389         | \$ 1101.899        |
|              |              |                     |    | A2                 |              |              |                    |
| AB           | 335          | 126.125             |    | A3                 | AADC         | 335          | 125.125            |
| MB           | 200          | 101.400             |    | A4                 | Mixed AADC   | 200          | 101.400            |
| <b>TOTAL</b> | <b>3,924</b> | <b>\$ 1,381.133</b> |    |                    | <b>TOTAL</b> | <b>3,924</b> | <b>\$1,381.133</b> |

**Footnotes:**

1. See **Chapter 6** for floating batch size limitations.
2. Domestic Mail Manual (DMM) reference for preparation method used is required.
3. The first two columns are preferred, but not required on the manifest.
4. Mailers must note with an asterisk (\*) all trays containing overflow mail moved into that tray from a higher-level tray.

**Note:** The format of this exhibit may also be used for Marketing Mail automation letters.

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**Floating Batch Manifest<sup>1</sup>  
First-Class Mail (Automation)  
Discount Flats—Bundle Based**

Mailer’s Name and Address

Post Office of Mailing:  
Entry Facility (PVDS):  
Permit Number:  
MAC™ Version #:  
(Or Software Version #)

Date of Manifest:

Class of Mail:  
Processing Cat<sup>2</sup>: FLTS DMM 235.8.0  
Manifest Sequence #:

| Tray #<br>(optional<br>column) <sup>3</sup> | Tray<br>Level | Tray<br>ZIP | Bndl<br>Dest | Piece ID #  | Prices     |            |           |           | Batch<br>Postage | Cum<br>Postage |
|---|---------------|-------------|--------------|-------------|------------|------------|-----------|-----------|------------------|----------------|
|   |               |             |              |             | 5B         | 3B         | AB        | MB        |                  |                |
| 1   | 5DG           | 12345       | 12345        | 00001-00089 | 89         |            |           |           | \$35.422         | \$35.422       |
| 2   | 5DG           | 12345       | 12345        | 00090-00190 | 101        |            |           |           | 60.398           | 95.820         |
| 3   | 5DG           | 16211       | 16211        | 00191-00290 | 100        |            |           |           | 39.800           | 135.620        |
| 4   | 5DG           | 22310       | 22310        | 00291-00375 | 85         |            |           |           | 50.830           | 186.450        |
| 5   | 5DG           | 22310       | 22310        | 00376-00465 | 90         |            |           |           | 53.820           | 240.270        |
| 6   | 3DGS          | 120         | 12345        | 00466-00475 | 10         |            |           |           | 3.980            | 244.250        |
|   |               |             | 12348        | 00476-00535 | 60         |            |           |           | 35.880           | 280.130        |
| 7   | 3DG           | 126         |              | 00536-00636 |            | 101        |           |           | 60.398           | 340.528        |
| 8   | 3DG           | 146         | 14621        | 00637-00696 | 60         |            |           |           | 35.880           | 376.408        |
|   |               |             | 146          | 00697-00760 |            | 64         |           |           | 52.672           | 429.080        |
| 9   | ADC           | 120         | 12403        | 00761-00780 | 20         |            |           |           | 11.960           | 441.040        |
|   |               |             | 12551        | 00781-00803 | 23         |            |           |           | 13.754           | 454.794        |
|   |               |             | 12990        | 00804-00849 | 46         |            |           |           | 27.508           | 482.302        |
| 10  | ADC           | 120         | 121          | 00850-00894 |            | 45         |           |           | 28.035           | 510.337        |
|   |               |             | 127          | 00895-00924 |            | 30         |           |           | 12.698           | 523.027        |
|   |               |             | A120         | 00925-00940 |            |            | 16        |           | 6.928            | 529.955        |
| 11  | ADC           | 150         | 16211        | 00941-00951 | 11         |            |           |           | 6.578            | 536.533        |
|   |               |             | 168          | 00952-01011 |            | 60         |           |           | 37.380           | 573.913        |
|   |               |             | A150         | 01012-01026 |            |            | 15        |           | 9.495            | 583.408        |
| 12  | MADC          | 331         | 31044        | 01027-01036 | 10         |            |           |           | 3.980            | 587.388        |
|   |               |             | A380         | 01037-01060 |            |            | 24        |           | 15.192           | 602.580        |
|   |               |             | M331         | 01061-01094 |            |            |           | 34        | 22.610           | 625.190        |
|   |               |             |              |             | ↓          | ↓          | ↓         | ↓         |                  |                |
| <b>Totals</b>                               |               |             |              |             | <b>705</b> | <b>300</b> | <b>55</b> | <b>34</b> |                  |                |

**Footnotes:**

1. See **Chapter 6** for floating batch size limitations.
2. *Domestic Mail Manual* (DMM) reference for preparation method used is required.
3. The first column is preferred but not required on the manifest.

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**Floating Batch Manifest<sup>1</sup>  
First-Class Mail (Automation)  
Presorted Flats—Tray Based**

Mailer’s Name and Address

Post Office of Mailing:  
Entry Facility (PVDS):  
Permit Number:  
MAC™ Version #:  
(Or Software Version #)

Date of Manifest:  
Class of Mail:  
Processing Cat<sup>2</sup>: Flats DMM 235.8.0  
Manifest Sequence #:

| Tray #<br>(optional<br>column) <sup>3</sup> | Tray<br>Level | Tray<br>ZIP | Group<br>Dest | Piece ID #  | Prices     |            |            | Batch<br>Postage | Cumulative<br>Postage |         |
|---|---------------|-------------|---------------|-------------|------------|------------|------------|------------------|-----------------------|---------|
|   |               |             |               |             | 5B         | 3B         | AB         |                  |                       |         |
| 1   | 5DG           | 12345       |               | 00001-00105 | 105        |            |            | \$ 74.655        | \$ 74.655             |         |
| 2   | 5DG           | 12345       |               | 00106-00200 | 95         |            |            | 51.965           | 126.620               |         |
| 3   | 5DG           | 12403       |               | 00201-00292 | 92         |            |            | 86.112           | 212.732               |         |
| 4   | 5DG           | 22310       |               | 00293-00383 | 91         |            |            | 47.957           | 260.689               |         |
| 5   | 3DGS          | 120         | 122           | 00384-00434 |            | 51         |            | 48.756           | 309.445               |         |
|   |               |             | 123           | 00435-00484 |            | 50         |            | 47.800           | 357.245               |         |
| 6   | 3DG           | 126         |               | 00485-00544 |            | 93         |            | 67.983           | 425.228               |         |
| 7   | 3DG           | 146         |               | 00545-00619 |            | 75         |            | 41.025           | 466.253               |         |
| 8   | 3DG           | 146         |               | 00620-00704 |            | 85         |            | 62.135           | 528.388               |         |
| 9   | 3DG           | 168         |               | 00705-00744 |            | 40         |            | 15.080           | 543.468               |         |
| 10  | 3DG           | 168         |               | 00745-00804 |            | 60         |            | 70.860           | 614.328               |         |
| 11  | ADC           | A120        |               | 00805-00897 |            |            | 93         | 69.006           | 683.334               |         |
| 12  | ADC           | A150        |               | 00898-00997 |            |            | 100        | 55.800           | 739.134               |         |
| 13  | MADC          | M331        |               | 00998-01067 |            |            |            | 70               | 68.250                | 807.384 |
| <b>Total</b>                                |               |             |               |             | <b>383</b> | <b>454</b> | <b>193</b> | <b>70</b>        |                       |         |

**Footnotes:**

1. See **Chapter 6** for floating batch size limitations.
2. *Domestic Mail Manual* (DMM) reference for preparation method used is required.
3. The first column is preferred but not required on the manifest.

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## **Marketing Mail Manifest Examples (Itemized)**

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**Exhibit 36**

**Itemized Manifest  
Marketing Mail Marketing Parcels  
Machinable Parcels Only—USPS Tracking and Bulk Insurance – With PS Form 3877  
Nonbarcoded Pieces Denoted by Asterisk  
(With Cumulative Page Totals)**

|                           |   |   |
|---------------------------|---|---|
| Mailer's Name and Address | Post Office of Mailing:<br>Entry Facility (PVDS):<br>Permit Number:<br>MAC™ Ver. #:<br>(Or Software Ver. #) | Date of Manifest:<br>Class of Mail:<br>Processing Category:<br>Manifest Sequence #: |
|---------------------------|---|---|

| Sack #                   | Sack Level             | Sack ZIP                   | Piece ID  | Confirmation Service # | ZIP Code | Ins. Value | Ins. Fee     | Piece Wt. (Lbs.) |
|--------------------------|------------------------|----------------------------|-----------|------------------------|----------|------------|--------------|------------------|
| 1                        | 5DG                    | 04756                      | 1234      | 02123456789123456789   | 04756    | 50.00      | .95          | .8245            |
|                          |                        |                            | 1357      | 02123456789123456790   | 04756    | 50.00      | .95          | .9237            |
|                          |                        |                            | 2345      | 02123456789123456792   | 04756    | 50.00      | .95          | .8139            |
|                          |                        |                            | 2469      |                        | 04756    |            |              | .2688            |
|                          |                        |                            | 2888      |                        | 04756    | 100.00     | 1.45         | .9625            |
|                          |                        |                            | 3458      |                        | 04756    |            |              | .9360            |
|                          |                        |                            | 4567      |                        | 04756    | 50.00      | .95          | .9920            |
|                          |                        |                            | ↓         | ↓                      | ↓        | ↓          | ↓            | ↓                |
|                          |                        |                            | 4666      | 02123456789123456796   | 04756    | 50.00      | .95          | .5757            |
|                          |                        |                            | 4987      |                        | 04756    |            |              | .9888            |
|                          | <b>5D Page Totals</b>  |                            | <b>25</b> | <b>21</b>              |          | <b>10</b>  | <b>10.25</b> | <b>20.6578</b>   |
| 2                        | NDC                    | NDC Chicago IL<br>60808    | 1237*     |                        |          |            |              | .9674            |
|                          |                        |                            | 1254      | 02123456789123456797   | 46420    | 50.00      | .95          | .9548            |
|                          |                        |                            | 1258      | 02123456789123456802   | 53002    |            |              | .7566            |
|                          |                        |                            | 1299      |                        | 53109    |            |              | .8897            |
|                          |                        |                            | 1301      | 02123456789123456803   | 53405    |            |              | .7889            |
|                          |                        |                            | ↓         | ↓                      | ↓        | ↓          | ↓            | ↓                |
|                          |                        |                            | 6780      | 02123456789123456805   | 60102    |            |              | .6778            |
|                          |                        |                            | 6792*     |                        | 60441    |            |              | .8729            |
|                          |                        |                            | 6805      | 02123456789123456806   | 60011    | 150.00     | 1.95         | .7854            |
|                          | <b>NDC Page Totals</b> |                            | <b>55</b> | <b>41</b>              |          | <b>8</b>   | <b>8.50</b>  | <b>52.3214</b>   |
| 3                        | NDC <sup>1</sup>       | NDC Pittsburgh PA<br>15195 | 1305      |                        | 13057    | 50.00      | .95          | .9788            |
|                          |                        |                            | 1306      | 02123456789123456804   | 13440    |            |              | .8788            |
|                          |                        |                            |           | <b>1</b>               |          | <b>1</b>   | <b>.95</b>   | <b>1.8576</b>    |
|                          |                        | <b>*Nonbarcoded</b>        | <b>2</b>  |                        |          |            |              |                  |
| <b>Cumulative Totals</b> |                        |                            | <b>5D</b> | <b>21</b>              |          | <b>10</b>  | <b>10.25</b> | <b>20.6578</b>   |
|                          |                        | <b>NDC</b>                 | <b>55</b> | <b>42</b>              |          | <b>8</b>   | <b>8.50</b>  | <b>52.3214</b>   |
|                          |                        |                            |           | <b>1</b>               |          | <b>1</b>   | <b>0.95</b>  | <b>1.8576</b>    |
|                          |                        | <b>MXD NDC</b>             | <b>0</b>  | <b>0</b>               |          | <b>0</b>   | <b>0.00</b>  | <b>0.0000</b>    |
|                          |                        | <b>TOTALS</b>              | <b>80</b> | <b>64</b>              |          | <b>19</b>  | <b>19.60</b> | <b>74.8368</b>   |
|                          |                        | <b>*Nonbarcoded</b>        | <b>2</b>  |                        |          |            |              |                  |

**Exhibit 36 (Continued)**

| Sack #                    | Sack Level | Sack ZIP              | Piece ID   | USPS Tracking #      | ZIP Code | Ins. Value | Ins. Fee     | Piece Wt. (Lbs.) |
|---------------------------|------------|-----------------------|------------|----------------------|----------|------------|--------------|------------------|
| 4                         | MXD NDC    | MXD NDC Pittsburgh PA | 5111*      |                      |          | 50.00      | .95          | .8282            |
|                           |            |                       | 5178       | 02123456789123456807 | 22209    |            |              | .7123            |
|                           |            |                       | ↓          | ↓                    | ↓        | ↓          | ↓            | ↓                |
|                           |            |                       | 6620       | 02123456789123456812 | 44501    | 100.00     | 1.45         | .7856            |
| <b>MXD NDC Page Total</b> |            |                       | <b>95</b>  | <b>61</b>            |          | <b>15</b>  | <b>16.75</b> | <b>87.3598</b>   |
| <b>*Nonbarcoded</b>       |            |                       | <b>5</b>   |                      |          |            |              |                  |
| <b>Cumulative Totals</b>  |            |                       |            |                      |          |            |              |                  |
|                           |            | <b>5D</b>             | <b>25</b>  | <b>21</b>            |          | <b>10</b>  | <b>10.25</b> | <b>20.6578</b>   |
|                           |            | <b>NDC</b>            | <b>55</b>  | <b>42</b>            |          | <b>8</b>   | <b>8.50</b>  | <b>52.3214</b>   |
|                           |            |                       |            | <b>1</b>             |          | <b>1</b>   | <b>.95</b>   | <b>1.8576</b>    |
|                           |            | <b>MXD NDC</b>        | <b>95</b>  | <b>61</b>            |          | <b>15</b>  | <b>16.75</b> | <b>87.3598</b>   |
|                           |            | <b>TOTALS</b>         | <b>177</b> | <b>125</b>           |          | <b>34</b>  | <b>36.35</b> | <b>163.1966</b>  |
|                           |            | <b>*Nonbarcoded</b>   | <b>12</b>  |                      |          |            |              |                  |

**USPS CERTIFICATION**

Total Number of Pieces Received: \_\_\_\_\_

Round Stamp: \_\_\_\_\_

Signature of Receiving Employee \_\_\_\_\_

PS Form 3877 (Facsimile)

**Notes:**

- A. This exhibit is inclusive of nonbarcoded pieces, USPS Tracking and Bulk Insurance. If any of these services are not used, the columns or notations showing this information are not required.
- B. The first column is preferred, but not required on the manifest.
- C. A surcharge applies to each nonbarcoded piece. Nonbarcoded pieces are designated by an asterisk next to the piece ID number. The surcharge does not apply to pieces sorted to 5DG ZIP Codes.
- D. 5DG prices may only be claimed when 5DG/Scheme sacks are prepared, and deposited at a destination entry (DNDC, DSCF, or DDU).
- E. 5DG/Scheme sacks must each contain a 10-pound minimum except at DDU entry which has no minimum.
- F. To claim NDC prices, refer to Domestic Mail Manual
- G. See **Exhibit 36B** for example summary.
- H. The USPS Certification block only needs to be shown on last page. If using the PS Form 3877 in lieu of the PS Form 3665 for Certificate Of Mailing, every page must be postmarked (date-stamped) by the employee, including the USPS Certification page.

**Exhibit 36A**

**Itemized Manifest Summary  
Marketing Parcels**

**Mailers Name:**                      **Manifest Sequence Number:**      **Date of Manifest:**

**Summary for Exhibit 36**

**Form 3602-R – Part G –Marketing Parcels**

| <b>Entry</b>        | <b>Category</b>       | <b>Piece Price</b> | <b>No. of Pieces</b> | <b>Pieces \$ Subtotal</b> | <b>Pound Price</b> | <b>Pounds</b> | <b>Pounds \$ Subtotal</b> | <b>\$ Total</b>    |
|---------------------|-----------------------|--------------------|----------------------|---------------------------|--------------------|---------------|---------------------------|--------------------|
| C2                  | Mixed NDC             | 1.279              | 97                   | <b>124.063</b>            | 0.990              | 89.2174       | <b>88.3252</b>            | <b>212.3882</b>    |
| C3                  | 5-Digit               | 0.440              | 25                   | <b>11.00</b>              | 0.775              | 20.6578       | <b>16.0097</b>            | <b>27.0097</b>     |
| C4                  | NDC                   | 0.879              | 55                   | <b>48.3450</b>            | 0.775              | 52.3214       | <b>40.5490</b>            | <b>88.8940</b>     |
| C7                  | Nonbarcoded Surcharge | 0.080              | 12                   | <b>0.96</b>               |                    |               |                           | <b>0.96</b>        |
| <b>Part C Total</b> |                       |                    |                      |                           |                    |               |                           | <b>\$ 329.2519</b> |

**Part S – Extra Services**

| <b>Entry</b>        | <b>Service</b>                  | <b>Fee</b>   | <b>No. of Pieces</b> | <b>\$ Total</b> |
|---------------------|---------------------------------|--------------|----------------------|-----------------|
| S4                  | USPS Tracking (electronic only) | 0.19         | 124                  | 23.56           |
| S5                  | Insured (bulk only)             | Nonidentical | 34                   | 36.45           |
| <b>Part S Total</b> |                                 |              |                      | <b>\$ 60.01</b> |

|                      |                    |
|----------------------|--------------------|
| <b>TOTAL POSTAGE</b> | <b>\$ 389.2619</b> |
|----------------------|--------------------|

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**Exhibit 37**

**Itemized Manifest**

**Marketing Mail, Parcel Select, Parcel Lightweight, and Package Services machinable parcels, And Marketing parcels 6 oz. or more (5-Digit: DSCF, NDC: DNDC)**

Mailer's Name and Address

Post Office of Mailing:  
Entry Facility (PVDS):  
Permit Number:  
MAC™ Ver. #:  
(Or Software Ver. #)

Date of Manifest:  
Class of Mail:  
Processing Category:  
Manifest Sequence #:

| Sk # <sup>1</sup>         | Sk Lvl | Sk ZIP | ZIP Code Dest       | Pc ID #  | Mktg Lb Pr Cum Pcs | Mktg Lb Pr Pc Wt. | PS Cum Pcs | PS Pc Wt.      | PS Postage    | PSLW Mach Cum Pcs | PSLW Mach Pc Wt. | PSLW Mach Postage | Price Codes |
|---------------------------|--------|--------|---------------------|----------|--------------------|-------------------|------------|----------------|---------------|-------------------|------------------|-------------------|-------------|
| 1                         | 5DGS   | 06701  | 06721               | 1234     | 1                  | .3810             |            |                |               |                   |                  |                   | RMM5S       |
|                           |        |        | 06721               | 1357     |                    |                   | 1          | 2.9375         | 3.02          |                   |                  |                   | SM          |
|                           |        |        | 06721               | 1789     |                    |                   |            | 1.6300         | 2.80          |                   |                  |                   | SM          |
|                           |        |        | 06722               | 1999     | 2                  |                   |            |                |               | 1                 | .4256            | 0.96              | DMM5S       |
|                           |        |        | 06722               | 2468     |                    |                   |            |                |               | 2                 | .7500            | 1.14              | DMM5S       |
|                           |        |        | 06722               | 4978     |                    |                   |            |                |               | 3                 | .7300            | 1.14              | DMM5S       |
|                           |        |        | 06725               | 5432     |                    |                   |            |                |               | ↓                 | ↓                | ↓                 | ↓           |
|                           |        |        | 06725               | 5466     | ↓                  | ↓                 | 25         | 1.8134         | 2.80          | ↓                 | ↓                | ↓                 | SM          |
|                           |        |        | 06725               | 5678     |                    |                   |            |                |               | 11                | .8201            | 1.21              | DMM5S       |
|                           |        |        | 06725               | 5690     | 23                 | .4045             |            |                |               |                   |                  |                   | RMM5S       |
| 2                         | 5DG    | 06104  | 06104               | 2057     | 24                 | .5899             |            |                |               |                   |                  |                   | RMM5S       |
|                           |        |        | 06104               | 2346     |                    |                   | 26         | 1.6543         | 2.80          |                   |                  |                   | SM          |
|                           |        |        |                     | ↓        | ↓                  | ↓                 | ↓          | ↓              | ↓             | ↓                 | ↓                | ↓                 | ↓           |
|                           |        |        | 06104               | 5843     |                    |                   |            |                |               | 32                | .7356            | 1.14              | DMM5S       |
|                           |        |        | 06104               | 6101     | 42                 | .3999             |            |                |               |                   |                  |                   | RMM5S       |
|                           |        |        | 06104               | 6543     |                    |                   |            |                |               | 33                | .6789            | 1.10              | DMM5S       |
| <b>5-Digit Page Total</b> |        |        |                     |          | <b>42</b>          | <b>18.1858</b>    | <b>26</b>  | <b>49.6875</b> | <b>142.23</b> | <b>33</b>         | <b>15.6875</b>   | <b>37.56</b>      |             |
| <b>Cumulative Totals</b>  |        |        |                     |          |                    |                   |            |                |               |                   |                  |                   |             |
|                           |        |        | <b>5-Digit</b>      |          | <b>42</b>          | <b>18.1858</b>    | <b>26</b>  | <b>49.6875</b> | <b>11</b>     | <b>13</b>         | <b>15.6875</b>   | <b>37.56</b>      |             |
|                           |        |        | <b>NDC</b>          |          | <b>0</b>           | <b>0</b>          | <b>0</b>   | <b>0</b>       | <b>0</b>      | <b>0</b>          | <b>0</b>         | <b>0</b>          |             |
|                           |        |        | <b>Origin-NDC</b>   |          | <b>0</b>           | <b>0</b>          | <b>0</b>   | <b>0</b>       | <b>0</b>      | <b>0</b>          | <b>0</b>         | <b>0</b>          |             |
|                           |        |        | <b>MXD NDC</b>      |          | <b>0</b>           | <b>0</b>          | <b>0</b>   | <b>0</b>       | <b>0</b>      | <b>0</b>          | <b>0</b>         | <b>0</b>          |             |
|                           |        |        | <b>*Nonbarcoded</b> | <b>0</b> |                    |                   |            |                |               |                   |                  |                   |             |

The ZIP Code Destination column is required for Marketing Mail

**Exhibit 37 (Continued)**

| Sk # <sup>1</sup> | Sk Lvl  | Sk ZIP | ZIP Code Dest.           | Pc ID #  | Mktg Lb Pr Cum Pcs | Mktg Lb Pr Pc Wt. | PS Cum Pcs     | PS Pc Wt.      | PS Postage    | PSLW Mach Cum Pcs | PSLW Mach Pc Wt. | PSLW Mach Postage | Price Codes |
|-------------------|---------|--------|--------------------------|----------|--------------------|-------------------|----------------|----------------|---------------|-------------------|------------------|-------------------|-------------|
| 3                 | NDC     | 19205  | 13788                    | 1237     |                    |                   |                |                |               | 1                 | .6301            | 1.61              | DMMNN       |
|                   |         |        | 19023                    | 4768     | 1                  | .8752             |                |                |               |                   |                  |                   | RMMBB       |
|                   |         |        |                          | ↓        | ↓                  | ↓                 |                |                |               | ↓                 | ↓                | ↓                 | ↓           |
|                   |         |        | 19190                    | 5467     |                    |                   |                |                |               | 25                | .9125            | 1.81              | DMMNN       |
|                   |         |        | 19222                    | 6780*    | 40                 | .7589             |                |                |               |                   |                  |                   | RMMBB       |
|                   |         |        | 19225                    | 6792*    |                    |                   |                |                |               | 26                | .7123            | 1.66              | DMMNN       |
|                   |         |        | <b>NDC Page Total</b>    |          |                    | <b>40</b>         | <b>35.7456</b> |                |               | <b>26</b>         | <b>20.5487</b>   | <b>40.25</b>      |             |
|                   |         |        | <b>* Nonbarcoded</b>     |          | <b>3</b>           |                   |                |                |               |                   |                  |                   |             |
| 4                 | NDC     | 15195  | 13057                    | 6123     |                    |                   |                |                |               | 1                 | .5414            | 2.03              | DMMM        |
|                   |         |        |                          | ↓        |                    |                   |                |                |               | ↓                 | ↓                | ↓                 | ↓           |
|                   |         |        | 13440                    | 6231     |                    |                   |                |                |               | 8                 | .4414            | 1.97              | DMMM        |
|                   |         |        |                          |          |                    |                   |                |                |               | <b>8</b>          | <b>6.1817</b>    | <b>14.56</b>      |             |
| 5                 | MXD NDC | 15195  | 06712                    | 1003     | 1                  | .8929             |                |                |               |                   |                  |                   | RMMM        |
|                   |         |        | 46206                    | 1079*    |                    |                   |                |                |               | 1                 | .7212            | 2.22              | DMMM        |
|                   |         |        |                          | ↓        | ↓                  | ↓                 |                |                |               | ↓                 | ↓                | ↓                 | ↓           |
|                   |         |        | 85284                    | 2346     |                    |                   |                |                |               | 35                | .8546            | 2.34              | DMMM        |
|                   |         |        | <b>MXD NDC Pg Total</b>  |          |                    | <b>1</b>          | <b>.8929</b>   |                |               | <b>35</b>         | <b>31.6141</b>   | <b>80.25</b>      |             |
|                   |         |        | <b>* Nonbarcoded</b>     |          | <b>3</b>           |                   |                |                |               |                   |                  |                   |             |
|                   |         |        | <b>Cumulative Totals</b> |          |                    |                   |                |                |               |                   |                  |                   |             |
|                   |         |        | <b>5-Digit NDC</b>       |          | <b>42</b>          | <b>18.1858</b>    | <b>26</b>      | <b>49.6875</b> | <b>142.23</b> | <b>33</b>         | <b>15.6875</b>   | <b>37.56</b>      |             |
|                   |         |        |                          |          | <b>40</b>          | <b>35.7456</b>    |                |                |               | <b>26</b>         | <b>20.5487</b>   | <b>40.25</b>      |             |
|                   |         |        |                          |          |                    |                   |                |                |               |                   | <b>6.1817</b>    | <b>14.56</b>      |             |
|                   |         |        | <b>MXD NDC</b>           |          | <b>1</b>           | <b>.8929</b>      |                |                |               | <b>35</b>         | <b>31.6141</b>   | <b>80.25</b>      |             |
|                   |         |        | <b>Grand Total</b>       |          | <b>83</b>          | <b>54.8243</b>    | <b>26</b>      | <b>49.6875</b> | <b>142.23</b> | <b>102</b>        | <b>74.0320</b>   | <b>172.62</b>     |             |
|                   |         |        | <b>*Nonbarcoded</b>      | <b>6</b> |                    |                   |                |                |               |                   |                  |                   |             |

**Footnote:**

1. Sack # column is optional, but preferred.

**Notes:**

- Only machinable parcels and Marketing Parcels weighing 3.3 ounces or more may be combined in NDC/ASF, Origin NDC and mixed NDC sacks.
- Nonbarcoded pieces are designated by an asterisk next to the piece ID number. Applicable nonbarcoded surcharge applied.
- 5DG prices may only be claimed when 5DG/Scheme sacks are prepared, and deposited at a destination entry (DNDC, DFSS, DSCF, or DDU).
- 5DG/Scheme sacks must each contain a 10-pound minimum except at DDU entry which has no minimum.
- To claim NDC prices, refer to Domestic Mail Manual
- See **Exhibit 37H** for an example of a summary

**Exhibit 37A  
Itemized Manifest  
Marketing Mail, Parcel Select, and Package Services Irregular Parcels  
and Marketing Parcels (weighing less than 6 oz.)**

**DNDC Entry**

Mailer's Name and Address

Post Office of Mailing:  
Entry Facility (PVDS):  
Permit Number:  
MAC™ Ver. #:  
(Or Software Ver. #)

Date of Manifest:  
Class of Mail:  
Processing Category:  
Manifest Sequence #:

| Sk #                      | Sk Lvl | Sk ZIP | ZIP Code Dest       | Pc ID #  | Mktg Pc Pr Cum Pcs | Mktg Pc Pr Pc Wt. | Mktg Lb Pr Cum Pcs | Mktg Lb Pr Pc Wt. | PSLW Irreg Cum Pcs | PSLW Irreg Pc Wt. | PSLW Irreg Postage | MM Cum Pcs | MM Pc Wt     | MM Postage. | Price Codes |
|---------------------------|--------|--------|---------------------|----------|--------------------|-------------------|--------------------|-------------------|--------------------|-------------------|--------------------|------------|--------------|-------------|-------------|
| 1                         | 5DGS   | 06701  | 06721               | 1234     | 1                  | .2010             |                    |                   |                    |                   |                    |            |              |             | RMM5B       |
|                           |        |        | 06721               | 1357     |                    |                   |                    |                   | 1                  | .3375             | 1.02               |            |              |             | DMI5N       |
|                           |        |        | 06721               | 1789     |                    |                   |                    |                   | 2                  | .2300             | .92                |            |              |             | DMI5N       |
|                           |        |        | 06722               | 1999     | 2                  | .1936             |                    |                   |                    |                   |                    |            |              |             | RMM5B       |
|                           |        |        | 06722               | 2468     |                    |                   | 1                  | .3356             |                    |                   |                    |            |              |             | RMM5B       |
|                           |        |        | 06725               | 5432     |                    |                   |                    |                   |                    |                   |                    | 1          | .3554        | 2.47        | MM          |
|                           |        |        |                     | ↓        | ↓                  | ↓                 | ↓                  | ↓                 | ↓                  | ↓                 | ↓                  |            |              |             | ↓           |
|                           |        |        | 06725               | 5466     |                    |                   |                    |                   | 35                 | .3134             | 1.02               |            |              |             | DMI5N       |
|                           |        |        | 06725               | 5678     |                    |                   | 34                 | .2890             |                    |                   |                    |            |              |             | RMM5B       |
|                           |        |        | 06725               | 5690     | 23                 | .2045             |                    |                   |                    |                   |                    |            |              |             | RMM5B       |
| 2                         | 5DG    | 06104  | 06104               | 2057     | 24                 | .1899             |                    |                   |                    |                   |                    |            |              |             | RMM5B       |
|                           |        |        | 06104               | 2346     |                    |                   |                    |                   | 36                 | .3543             | 1.02               |            |              |             | DMI5N       |
|                           |        |        |                     | ↓        | ↓                  | ↓                 |                    |                   | ↓                  | ↓                 | ↓                  |            |              |             | ↓           |
|                           |        |        | 06104               | 5843     |                    |                   |                    |                   |                    |                   |                    | 2          | .3606        | 2.47        | MM          |
|                           |        |        | 06104               | 6101     | 72                 | .1999             |                    |                   |                    |                   |                    |            |              |             | RMM5B       |
|                           |        |        | 06104               | 6543     |                    |                   |                    |                   | 45                 | .3786             | 45.32              |            |              |             | DMI5N       |
| <b>5-Digit Page Total</b> |        |        |                     |          | <b>72</b>          | <b>15.1858</b>    | <b>34</b>          | <b>8.6088</b>     | <b>45</b>          | <b>13.6875</b>    |                    | <b>2</b>   | <b>.7160</b> | <b>4.94</b> |             |
| <b>Cumulative Totals</b>  |        |        |                     |          |                    |                   |                    |                   |                    |                   |                    |            |              |             |             |
|                           |        |        | <b>5-Digit</b>      |          | <b>72</b>          | <b>15.1858</b>    | <b>34</b>          | <b>8.6088</b>     | <b>45</b>          | <b>13.6875</b>    | <b>45.32</b>       | <b>4</b>   | <b>.7160</b> | <b>4.94</b> |             |
|                           |        |        | <b>3-Digit</b>      |          | <b>0</b>           | <b>0</b>          | <b>0</b>           | <b>0</b>          | <b>0</b>           | <b>0</b>          |                    | <b>0</b>   | <b>0</b>     |             |             |
|                           |        |        | <b>ADC</b>          |          | <b>0</b>           | <b>0</b>          | <b>0</b>           | <b>0</b>          | <b>0</b>           | <b>0</b>          |                    | <b>0</b>   | <b>0</b>     |             |             |
|                           |        |        | <b>MXD ADC</b>      |          | <b>0</b>           | <b>0</b>          | <b>0</b>           | <b>0</b>          | <b>0</b>           | <b>0</b>          |                    | <b>0</b>   | <b>0</b>     |             |             |
|                           |        |        | <b>*Nonbarcoded</b> | <b>0</b> |                    |                   |                    |                   |                    |                   |                    |            |              |             |             |

**Exhibit 37A (Continued)**

| Sk # <sup>1</sup> | Sk Lvl                    | Sk ZIP | ZIP Code Dest. | Pc ID #   | Mktg Pc Pr Cum Pcs | Mktg Pc Pr Pc Wt. | Mktg Lb Pr Cum Pcs | Mktg Lb Pr Pc Wt. | PSLW Irreg Cum Pcs | PSLW Irreg Pc Wt. | PSLW Irreg Postage | MM Cum Pcs | MM Pc Wt.    | MM Postage  | Price Codes |
|-------------------|---------------------------|--------|----------------|-----------|--------------------|-------------------|--------------------|-------------------|--------------------|-------------------|--------------------|------------|--------------|-------------|-------------|
| 3                 | SCF                       | 681    | 68124          | 1237      | 1                  | .2010             |                    |                   |                    |                   |                    |            |              |             | RMISS       |
|                   |                           |        | 68146          | 4768      |                    |                   |                    |                   | 1                  | .3375             | 1.06               |            |              |             | DMISS       |
|                   |                           |        |                | ↓         | ↓                  | ↓                 |                    |                   |                    |                   |                    |            |              |             |             |
|                   |                           |        | 68101          | 6792*     | 53                 | .1936             |                    |                   |                    |                   |                    |            |              |             |             |
|                   | <b>SCF Page Total</b>     |        |                |           | <b>53</b>          | <b>10.3833</b>    |                    |                   | <b>1</b>           | <b>.3375</b>      | <b>1.06</b>        |            |              |             |             |
|                   | <b>* Nonbarcoded</b>      |        |                | <b>4</b>  |                    |                   |                    |                   |                    |                   |                    |            |              |             |             |
| 4                 | NDC                       | 606    | 60601          | 1001      |                    |                   | 1                  | .3560             |                    |                   |                    |            |              |             | RMIBB       |
|                   |                           |        | 60643          | 1257      |                    |                   |                    |                   | 1                  | .3134             | 1.53               |            |              |             | DMINN       |
|                   |                           |        | 60676          | 1342      |                    |                   | 2                  | .3768             |                    |                   |                    |            |              |             | RMIBB       |
|                   |                           |        | 60743          | 1123      |                    |                   | 3                  | .2876             | 2                  | .2899             |                    |            |              |             | DMINN       |
|                   |                           |        |                | ↓         |                    |                   | □↓                 | □↓                | ↓                  | ↓                 |                    |            |              |             |             |
|                   |                           |        | 60756          | 1876      |                    |                   | 24                 | .1987             |                    |                   |                    |            |              |             | RMIBB       |
|                   |                           |        | 60875          | 2876      |                    |                   |                    |                   | 19                 | 5.3543            |                    |            |              |             |             |
|                   | <b>NDC Page Total</b>     |        |                |           |                    |                   | <b>24</b>          | <b>5.3456</b>     | <b>19</b>          | <b>5.3543</b>     |                    |            |              |             |             |
|                   | <b>* Nonbarcoded</b>      |        |                | <b>1</b>  |                    |                   |                    |                   |                    |                   |                    |            |              |             |             |
| 6                 | MXD NDC                   | 151    | 47209          | 1589      | 1                  | .3486             |                    |                   |                    |                   |                    |            |              |             | RMIM        |
|                   |                           |        |                | ↓         | ↓                  | ↓                 |                    |                   |                    |                   |                    |            |              |             |             |
|                   |                           |        | 90210          | 2346      | <b>72</b>          | <b>15.1858</b>    |                    |                   |                    |                   |                    |            |              |             |             |
|                   | <b>MXD NDC Page Total</b> |        |                |           | <b>72</b>          | <b>15.1858</b>    |                    |                   |                    |                   |                    |            |              |             |             |
|                   | <b>* Nonbarcoded</b>      |        |                | <b>2</b>  |                    |                   |                    |                   |                    |                   |                    |            |              |             |             |
|                   | <b>Cumulative Totals</b>  |        |                |           |                    |                   |                    |                   |                    |                   |                    |            |              |             |             |
|                   |                           |        | <b>5-Digit</b> |           | <b>72</b>          | <b>15.1858</b>    | <b>34</b>          | <b>8.6088</b>     | <b>45</b>          | <b>13.6875</b>    | <b>45.32</b>       | <b>4</b>   | <b>.7160</b> | <b>4.94</b> |             |
|                   |                           |        | <b>SCF</b>     |           | <b>53</b>          | <b>10.3833</b>    |                    |                   | <b>1</b>           | <b>.3375</b>      |                    |            |              |             |             |
|                   |                           |        | <b>NDC</b>     |           |                    |                   | <b>24</b>          | <b>5.3456</b>     | <b>19</b>          | <b>5.3543</b>     |                    |            |              |             |             |
|                   |                           |        | <b>MXD NDC</b> |           | <b>72</b>          | <b>15.1858</b>    |                    |                   |                    |                   |                    |            |              |             |             |
|                   | <b>Grand Total</b>        |        |                |           |                    |                   |                    |                   |                    |                   |                    |            |              |             |             |
|                   | <b>*Nonbarcoded</b>       |        |                | <b>10</b> |                    |                   |                    |                   |                    |                   |                    |            |              |             |             |

**Footnote:**

1. Sack # column is optional, but preferred.

**Notes:**

1. Only Irregular Parcels and Marketing Parcels weighing less than 6 ounces may be combined in SCF, NDC, and MXD NDC sacks.
2. A surcharge applies to each Marketing Mail nonbarcoded piece in SCF, NDC, and MXD NDC sacks. Nonbarcoded pieces are designated by an asterisk next to the piece ID number.
3. 5DG prices may only be claimed when 5DG/Scheme sacks are prepared, and deposited at a destination entry (DNDC, DSCF, or DDU).
4. 5DG/Scheme sacks must each contain a 10-pound minimum except at DDU entry which has no minimum.
5. To claim SCF and NDC prices, refer to Domestic Mail Manual
6. See **Exhibit 38F** for an example of summary.

**Exhibit 37B**

**Combined Mixed Class Parcels Qualification Report**

Mailer's Name and Address

Post Office of Mailing:  
Entry Facility (PVDS):  
Permit Number:  
MAC™ Ver. #:

Date of Manifest:  
Class of Mail:  
Processing Category:  
Manifest Sequence #:

**Page 5**

| Sack Lvl | Sack ZIP | ZIP Code Dest | Pc ID#                      | Pc Wt. (Lbs..) | Class/Price    |
|----------|----------|---------------|-----------------------------|----------------|----------------|
| 5DG      | 50009    | 50009         | 043114580                   | 0.0759         | RMI5S          |
|          |          | 50009         | 050997219                   | 1.2657         | L5             |
|          |          | 50009         | 051971101                   | 0.3451         | DMM5S          |
|          |          | 50009         | 054937466                   | 0.4650         | RMM5S          |
|          |          | 50009         | 070212026                   | 1.3825         | BPS            |
|          |          | 50009         | 070947869                   | 0.1007         | RMI5S          |
|          |          | 50009         | 071919293                   | 2.1061         | SM             |
|          |          | 50009         | 084536548                   | 0.2383         | DMM5S          |
|          |          | 50009         | 150346241                   | 1.1468         | SM             |
|          |          | 50009         | 232651907                   | 0.6121         | DMM5S          |
|          |          | 50009         | 235038501                   | 0.3323         | RMI5S          |
|          |          |               | <b>Total Pieces</b>         | <b>11</b>      |                |
|          |          |               | <b>Total Weight (Lbs..)</b> | <b>8.0705</b>  |                |
| SCF      | 500      | 50010         | 232651908                   | 2.0759         | BP4            |
|          |          | 50013         | 235038502                   | 2.2657         | BP4            |
|          |          | 50015         | 281214087                   | 1.3451         | LB             |
|          |          | 50018         | 298197008                   | 1.2650         | LB             |
|          |          | 50020         | 322478096                   | 2.3825         | BP4            |
|          |          | 50023         | 346759185                   | 1.1007         | LB             |
|          |          | 50025         | 371040273                   | 1.1061         | MB             |
|          |          | 50028         | 395321362                   | 1.2383         | 3SN            |
|          |          | 50030         | 419602450                   | 1.1468         | 3SN            |
|          |          | 50033         | 443883539                   | 2.3121         | 3SN            |
|          |          | 50035         | 468164627                   | 1.3323         | 3SN            |
|          |          | 50138         | 492445716                   | 0.1825         | RMI5S          |
|          |          | 50240         | 516726804                   | 0.2383         | RMI5S          |
|          |          | 50110         | 541007893                   | 1.1468         | BP4            |
|          |          | 50313         | 565288981                   | 1.6121         | LB             |
|          |          | ↓             | ↓                           | ↓              | ↓              |
|          |          | 50115         | 613851158                   | 0.1825         | DMISS          |
|          |          |               | <b>Total Pieces</b>         | <b>28</b>      |                |
|          |          |               | <b>Total Weight (Lbs..)</b> | <b>25.8355</b> |                |
|          |          |               |                             | <b>Pieces</b>  | <b>Pounds</b>  |
|          |          |               | <b>Page Total</b>           | <b>39</b>      | <b>33.9060</b> |
|          |          |               | <b>Cum Page Total</b>       | <b>126</b>     | <b>82.6300</b> |
|          |          |               | <b>SCF Des Moines Total</b> | <b>126</b>     | <b>82.6300</b> |

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**Itemized Manifest  
Marketing Mail Marketing Parcels Piece and Piece/Pound Prices  
Irregular Parcels Less than 6 Oz**

Mailer's Name and Address

Post Office of Mailing:  
Entry Facility (PVDS):  
Permit Number:  
MAC™ Ver. #:  
(Or Software Ver. #)

Date of Manifest:  
Class of Mail:  
Processing Category:  
Manifest Sequence #:

| Sack #1                   | Sack Lvl | Sack ZIP | ZIP Code Dest.      | Pc ID #  | Pc Pr Cum Pcs | Pc Wt. (Lbs..) | Lb Pr Cum Pcs | Page 1 Lb Pr Pc Wt |
|---------------------------|----------|----------|---------------------|----------|---------------|----------------|---------------|--------------------|
| 1                         | 5DGS     | 06701    | 06721               | 1234     | 1             | .2010          |               |                    |
|                           |          |          | 06721               | 1357     |               |                | 1             | .3011              |
|                           |          |          | 06721               | 1789     |               |                | 2             | .2727              |
|                           |          |          | 06722               | 1999     | 2             | .1936          |               |                    |
|                           |          |          | 06722               | 2468     | 3             | .2013          |               |                    |
|                           |          |          |                     | ↓        | ↓             | ↓              | ↓             | ↓                  |
|                           |          |          | 06725               | 5432     |               |                | 25            | .2869              |
|                           |          |          | 06725               | 5678     | 30            | .1890          |               |                    |
|                           |          |          | 06725               | 5690     | 31            | .2056          |               |                    |
| 2                         | 5DG      | 06104    | 06104               | 2057     | 32            | .1899          |               |                    |
|                           |          |          | 06104               | 2346     |               |                | 26            | .3089              |
|                           |          |          |                     | ↓        | ↓             | ↓              | ↓             | ↓                  |
|                           |          |          | 06104               | 5843     |               |                | 57            | .3740              |
|                           |          |          | 06104               | 6101     | 67            | .1999          |               |                    |
|                           |          |          | 06104               | 6543     |               |                | 58            | .3456              |
| <b>5-Digit Page Total</b> |          |          |                     |          | <b>67</b>     | <b>4.6250</b>  | <b>58</b>     | <b>18.1250</b>     |
| 3                         | SCF      | 530      | 53012               | 1237     | 1             | .1913          |               |                    |
|                           |          |          | 53110               | 4768     |               |                | 1             | .2057              |
|                           |          |          | 53172               | 5467     | 2             | .2011          |               |                    |
|                           |          |          | 53201               | 6780*    |               |                | 2             | .3740              |
|                           |          |          |                     | ↓        | ↓             | ↓              | ↓             | ↓                  |
|                           |          |          | 53401               | 6792*    | 53            | .1960          |               |                    |
| <b>SCF Page Total</b>     |          |          |                     |          | <b>53</b>     | <b>10.3833</b> | <b>32</b>     | <b>12.1256</b>     |
| <b>* Nonbarcoded</b>      |          |          |                     |          | <b>4</b>      |                |               |                    |
| 4                         | NDC      | 681      | 12012               | 1001     | 1             | .2031          |               |                    |
|                           |          |          | 12134               | 1257     |               |                | 1             | .2989              |
|                           |          |          |                     | ↓        | ↓             | ↓              | ↓             | ↓                  |
|                           |          |          | 12876               | 6123*    | 57            | .1989          |               |                    |
| <b>NDC Page Total</b>     |          |          |                     |          | <b>57</b>     | <b>12.6789</b> | <b>34</b>     | <b>13.9087</b>     |
| <b>* Nonbarcoded</b>      |          |          |                     |          | <b>2</b>      |                |               |                    |
| <b>Cumulative Totals</b>  |          |          |                     |          |               |                |               |                    |
|                           |          |          | <b>5-Digit</b>      |          | <b>67</b>     | <b>4.6250</b>  | <b>58</b>     | <b>18.1250</b>     |
|                           |          |          | <b>SCF</b>          |          | <b>53</b>     | <b>10.3833</b> | <b>32</b>     | <b>12.1256</b>     |
|                           |          |          | <b>NDC</b>          |          | <b>57</b>     | <b>12.6789</b> | <b>34</b>     | <b>13.9087</b>     |
|                           |          |          | <b>MXD NDC</b>      |          | <b>0</b>      | <b>0</b>       | <b>0</b>      | <b>0</b>           |
|                           |          |          | <b>*Nonbarcoded</b> | <b>6</b> |               |                |               |                    |

**Exhibit 37C (Continued)**

| Sack #1                  | Sack Lvl                  | Sack ZIP | ZIP Code Dest. | Pc ID #  | Pc Pr Cum Pcs | Pc Wt. (Lbs..) | Lb Pr Cum Pcs | Lb Pr Pc Wt.   |
|--------------------------|---------------------------|----------|----------------|----------|---------------|----------------|---------------|----------------|
| 6                        | MXD                       | 15195    | 24509          | 1003     |               |                | 1             | .3011          |
|                          | NDC                       |          | 45012          | 1079*    | 1             | .1789          |               |                |
|                          |                           |          | 47209          | 1589     | 2             | .1889          |               |                |
|                          |                           |          | ↓              | ↓        | ↓             | ↓              | □↓            | □↓             |
|                          |                           |          | 90210          | 2346     |               |                | 26            | .2765          |
|                          | <b>MXD NDC Page Total</b> |          |                |          | <b>24</b>     | <b>3.4784</b>  | <b>26</b>     | <b>8.9070</b>  |
|                          | <b>* Nonbarcoded</b>      |          |                | <b>1</b> |               |                |               |                |
| <b>Cumulative Totals</b> |                           |          |                |          |               |                |               |                |
|                          | <b>5-Digit</b>            |          |                |          | <b>67</b>     | <b>4.6250</b>  | <b>58</b>     | <b>18.1250</b> |
|                          | <b>SCF</b>                |          |                |          | <b>53</b>     | <b>10.3833</b> | <b>32</b>     | <b>12.1256</b> |
|                          | <b>NDC</b>                |          |                |          | <b>57</b>     | <b>12.6789</b> | <b>34</b>     | <b>13.9087</b> |
|                          | <b>MXD NDC</b>            |          |                |          | <b>24</b>     | <b>3.4784</b>  | <b>26</b>     | <b>8.9070</b>  |
|                          | <b>Grand Total</b>        |          |                |          | <b>203</b>    | <b>31.1654</b> | <b>150</b>    | <b>53.0663</b> |
|                          | <b>*Nonbarcoded</b>       |          |                | <b>8</b> |               |                |               |                |

**Footnote:**

1. Sack # column is optional, but preferred.

**Notes:**

- A. A surcharge applies to each Marketing Mail nonbarcoded piece in SCF, NDC, and MXD NDC sacks. Nonbarcoded pieces are designated by an asterisk next to the piece ID number.
- B. 5DG prices may only be claimed when 5DG/Scheme sacks are prepared, and deposited at a destination entry (DNDC, DSCF, or DDU).
- C. 5DG/Scheme sacks must each contain a 10-pound minimum except at DDU entry which has no minimum.
- D. To claim SCF and NDC prices, refer to Domestic Mail Manual

See **Exhibit 37F** for an example of a summary.



**Exhibit 37D**

**Itemized Manifest  
Marketing Mail Presort Piece and Piece/Pound Prices  
Automation Flats**

Mailer's Name and Address

Post Office of Mailing: Memphis TN  
Entry Facility (PVDS):  
Permit Number:  
MAC™ Ver. #:  
(Or Software Ver. #)

Date of Manifest:  
Class of Mail:  
Processing Category:  
Manifest Sequence #:

| Sack #1 | Sack Lvl | Sack ZIP | Bndl Dest | ZIP Code Dest | Pc ID #                 | 5B Pc Pr | 3B Pc Pr | AB Pc Pr | MB Pc Pr | 5B Lb Pr   | 3B Lb Pr   | AB Lb Pr   | MB Lb Pr | Pc Wt. (Lbs..) | Lb Pr Only Cum |          |           |         |                |
|---------|----------|----------|-----------|---------------|-------------------------|----------|----------|----------|----------|------------|------------|------------|----------|----------------|----------------|----------|-----------|---------|----------------|
| 1       | 5DG      | 04742    | 04742     |               | 1234                    |          |          |          |          | 1          |            |            |          | .3028          | .3028          |          |           |         |                |
|         |          |          |           |               | 1357                    |          |          |          |          | 2          |            |            |          | .2098          | .5126          |          |           |         |                |
|         |          |          |           |               | 1789                    |          |          |          |          | 3          |            |            |          | .2222          | .7348          |          |           |         |                |
|         |          |          |           |               | 1999                    | 1        |          |          |          |            |            |            |          | .1688          |                |          |           |         |                |
|         |          |          |           |               | 2468                    | 2        |          |          |          |            |            |            |          | .2003          |                |          |           |         |                |
|         |          |          |           |               | ↓                       | ↓        |          |          |          |            |            |            | ↓        | ↓              |                |          |           |         |                |
|         |          |          |           |               | 2888                    |          |          |          |          |            |            |            | 112      |                |                |          | .3209     | 24.9853 |                |
|         |          |          |           |               | 3456                    | 121      |          |          |          |            |            |            |          |                |                |          | .2012     |         |                |
|         |          |          |           |               | 1254                    | 122      |          |          |          |            |            |            |          |                |                |          | .2001     |         |                |
|         |          |          |           |               | ↓                       | ↓        |          |          |          |            |            |            |          |                |                |          | ↓         |         |                |
| 2       | 3DG      | 060      | 06050S    | 06051         | 1265                    | 133      |          |          |          |            |            |            |          | .2025          |                |          |           |         |                |
|         |          |          |           |               | ↓                       | ↓        |          |          |          |            |            |            |          |                | ↓              |          |           |         |                |
|         |          |          |           |               | 06053                   | 1265     | 133      |          |          |            |            |            |          |                |                |          | .2025     |         |                |
|         |          |          |           |               | 060                     | 9765     |          |          |          |            |            |            |          | 1              |                |          | .2212     | 25.2065 |                |
|         |          |          |           |               | 9772                    |          |          |          |          | 1          |            |            |          |                |                |          | .1987     |         |                |
|         |          |          |           |               | ↓                       | ↓        |          |          |          | ↓          |            |            |          |                |                |          | ↓         |         |                |
|         |          |          |           |               | 9780                    |          |          |          |          |            | 110        |            |          |                |                |          | .2002     |         |                |
|         |          |          |           |               | 9792                    |          |          |          |          |            |            |            |          |                | 79             |          | .2998     | 25.5061 |                |
|         |          |          |           |               | 9805                    |          |          |          |          |            |            | 111        |          |                |                |          | .1789     |         |                |
|         |          |          |           |               | 987                     | 134      |          |          |          |            |            |            |          |                |                |          | .1908     |         |                |
| ↓       | ↓        |          |           |               |                         |          |          |          |          |            |            | ↓          |          |                |                |          |           |         |                |
| 3       | ADC      | 021      | 01912     |               | 1002                    | 149      |          |          |          |            |            |            |          | .2010          |                |          |           |         |                |
|         |          |          |           |               | 1003                    |          |          |          |          |            |            |            |          |                | .1678          |          |           |         |                |
|         |          |          |           |               | 1004                    |          |          |          |          |            |            |            |          | 80             |                |          | .2390     | 25.7451 |                |
|         |          |          |           |               | ↓                       | ↓        |          |          |          |            |            |            |          |                |                | ↓        |           |         |                |
|         |          |          |           |               | 6620                    |          |          |          |          |            |            |            |          |                |                |          | .1980     |         |                |
|         |          |          |           |               | 7101                    |          |          |          |          |            |            | 1          |          |                |                |          | .2012     |         |                |
|         |          |          |           |               | ↓                       | ↓        |          |          |          |            |            | ↓          |          |                |                |          | ↓         |         |                |
|         |          |          |           |               | 7213                    |          |          |          |          |            |            |            | 217      |                |                |          | .1998     |         |                |
|         |          |          |           |               | 4598                    |          |          |          |          |            |            |            |          |                |                |          | .2016     |         |                |
|         |          |          |           |               | ↓                       | ↓        |          |          |          |            |            |            |          |                |                |          | ↓         |         |                |
| 4       | MADC     | 380      | 550       |               | 4623                    |          |          |          |          |            |            |            |          | .2059          |                |          |           |         |                |
|         |          |          |           |               | 4647                    |          |          |          |          |            |            |            |          |                |                | 1        | .3152     | 26.0603 |                |
|         |          |          |           |               | ↓                       | ↓        |          |          |          |            |            |            |          |                |                | ↓        |           |         |                |
|         |          |          |           |               | 4777                    |          |          |          |          |            |            |            |          |                |                |          | .2890     | 36.7771 |                |
|         |          |          |           |               | <b>Page Total</b>       |          |          |          |          | <b>16</b>  | <b>26</b>  | <b>217</b> | <b>0</b> | <b>0</b>       | <b>1</b>       | <b>0</b> | <b>34</b> |         | <b>11.2710</b> |
|         |          |          |           |               | <b>Cumulative Total</b> |          |          |          |          | <b>149</b> | <b>137</b> | <b>217</b> | <b>0</b> | <b>112</b>     | <b>80</b>      | <b>0</b> | <b>34</b> |         | <b>36.7771</b> |

**Footnote:**

1. Sack # column is optional, but preferred.  
**Note:** See Exhibit 37D for example summary.

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**Itemized Manifest Summary  
Marketing Mail Automation Flats Piece and Piece/Pound Prices**

**Mailers Name:**                      **Manifest Sequence Number:**      **Date of Manifest:**

**Form 3602-R**

**Part D – Automation Flats**

| <b>Flats 4 oz. (0.25 Lbs..) or Less</b> |              |                 |                    |               |                       |                  |
|---|--------------|-----------------|--------------------|---------------|-----------------------|------------------|
|   | <b>Entry</b> | <b>Category</b> | <b>Piece Price</b> | <b>Pieces</b> | <b>Weight (Lbs..)</b> | <b>Postage</b>   |
| <b>D3</b>                               | None         | 5-Digit         | 0.346              | 161           | 324.8981              | 55.706           |
| <b>D4</b>                               | None         | 3-Digit         | 0.418              | 112           | 23.9129               | 46.816           |
| <b>D5</b>                               | None         | ADC             | 0.486              | 275           | 55.0275               | 133.650          |
| <b>D6</b>                               | None         | Mixed ADC       | 0.496              | 153           | 32.3289               | 75.888           |
|   |              |                 | <b>Total</b>       | <b>701</b>    | <b>436.1674</b>       | <b>\$312.060</b> |

| <b>Flats Over 4 oz. (0.25 Lbs..) but less than 16 oz.</b> |              |                 |                    |               |                       |                    |                 |                       |                   |
|---|--------------|-----------------|--------------------|---------------|-----------------------|--------------------|-----------------|-----------------------|-------------------|
|   | <b>Entry</b> | <b>Category</b> | <b>Piece Price</b> | <b>Pieces</b> | <b>Postage Pieces</b> | <b>Pound Price</b> | <b>Pounds</b>   | <b>Postage Pounds</b> | <b>Postage</b>    |
| D22   | None         | 5-Digit         | 0.196              | 310           | 60.760                | 0.725              | 81.3782         | 58.9991               | 119.7591          |
| D23   | None         | 3-Digit         | 0.268              | 172           | 46.096                | 0.725              | 45.1518         | 32.7350               | 78.8310           |
| D24   | None         | ADC             | 0.336              | 303           | 101.808               | 0.725              | 79.5407         | 57.667                | 159.4750          |
| D25   | None         | Mixed ADC       | 0.346              | 213           | 73.698                | 0.725              | 55.9147         | 40.5381               | 114.2361          |
| <b>Total</b>  |              |                 |                    | <b>998</b>    | <b>\$282.362</b>      |                    | <b>261.9854</b> | <b>\$189.9392</b>     | <b>\$472.3012</b> |

|                             |                    |
|-----------------------------|--------------------|
| <b>Part D Total Postage</b> | <b>\$ 784.3612</b> |
|-----------------------------|--------------------|

**Total All Postage Statement(s)**

| <b>Manifest Sequence #</b> | <b>Statement Sequence #</b> | <b>Postage Statement</b> | <b>Pieces</b> | <b>Weight (Lbs..)</b> | <b>Postage</b> |
|----------------------------|-----------------------------|--------------------------|---------------|-----------------------|----------------|
| 12345                      | 12345-1                     | Form 3602-R – Flats      | 1699          | 698.1528              | \$ 784.36      |

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**Consolidated Postage Statement – Supplement  
Marketing Mail and Nonprofit Marketing Mail**

**Form 3602-C**

| Post Stmt Seq # | PO & ZIP of Entry  | Pc Wt. | Entry Disc | Prsrt Level | Price | # of Pcs/Lbs.. | Postage   | # of Cont.  | # of Pcs     | Total Wt.            | Postage            |
|-----------------|--------------------|--------|------------|-------------|-------|----------------|-----------|-------------|--------------|----------------------|--------------------|
| 1202            | NDC Phila PA 19205 | NI     | NDC        | F3          | .723  | 1601           | 1892.3820 |             |              |                      |                    |
|                 |                    |        |            | F4          | .782  | 230            | 142.6000  |             |              |                      |                    |
|                 |                    |        |            | F12         | .563  | 1171           | 535.1470  |             |              |                      |                    |
|                 |                    |        |            |             | .775  | 317.5267       | 184.1655  |             |              |                      |                    |
|                 |                    |        |            | F13         | .622  | 450            | 226.3500  |             |              |                      |                    |
|                 |                    |        |            |             | .775  | 136.2150       | 79.0047   |             |              |                      |                    |
|                 | <b>Total</b>       |        |            |             |       |                |           | <b>63 S</b> | <b>3452</b>  | <b>772.0023</b>      | <b>2086.2412</b>   |
| 1203            | SCF Phoenix AZ 852 | NI     | SCF        | C5          | .440  | 767            | 337.480   |             |              |                      |                    |
|                 |                    |        |            |             | .566  | 383.5421       | 217.0848  |             |              |                      |                    |
|                 |                    |        |            | F6          | .671  | 1545           | 1036.6950 |             |              |                      |                    |
|                 | <b>Total</b>       |        |            |             |       |                |           | <b>46 S</b> | <b>22312</b> | <b>383.5421</b>      | <b>1591.2598</b>   |
| 1204            | Memphis TN 381     | NI     | None       | F1          | 1.226 | 20             | 24.5200   |             |              |                      |                    |
|                 |                    |        |            | C1          | .879  | 15             | 13.1850   |             |              |                      |                    |
|                 |                    |        |            |             | .990  | 7.5345         | 7.4591    |             |              |                      |                    |
|                 | <b>Total</b>       |        |            |             |       |                |           | <b>1 S</b>  | <b>35</b>    | <b>11.1595</b>       | <b>45.1641</b>     |
|                 |                    |        |            |             |       |                |           |             |              | <b>Total Postage</b> | <b>\$3722.6651</b> |

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**Exhibit 37G**

**Itemized Manifest Summary  
Marketing Mail Parcels Piece/Pound Prices  
and Marketing Parcels Combined in 5-Digit/Scheme Sacks (Marketing Parcels less than 6  
oz. Combined Below the 5-Digit Presort Level)**

**Mailers Name:**

**Manifest Sequence Number:**

**Date of Manifest:**

**Form 3602-R**

**Part G—Marketing Parcels 3.3oz (.2063 Lbs.) or less**

|              | <b>Entry</b> | <b>Category</b>       | <b>Piece Price</b> | <b>Pieces</b> | <b>Postage</b> |
|--------------|--------------|-----------------------|--------------------|---------------|----------------|
| <b>G3</b>    | <b>DNDC</b>  | 5-Digit               | 0.565              | 11            | 6.215          |
| <b>G4</b>    | <b>DNDC</b>  | SCF                   | 0.598              | 16            | 9.568          |
| <b>G5</b>    | <b>DNDC</b>  | NDC                   | 0.952              | 4             | 3.808          |
| <b>G9</b>    |              | Nonbarcoded Surcharge | 0.07               | 1             | 0.070          |
| <b>Total</b> |              |                       |                    |               | <b>19.661</b>  |

**Part G—Marketing Parcels Over 3.3oz but less than 16 oz.**

|              | <b>Entry</b> | <b>Category</b>       | <b>Piece Price</b> | <b>Pieces</b> | <b>Postage Pieces</b> | <b>Pound Price</b> | <b>Pounds</b> | <b>Postage Pounds</b> | <b>Postage</b> |
|--------------|--------------|-----------------------|--------------------|---------------|-----------------------|--------------------|---------------|-----------------------|----------------|
| <b>G12</b>   | <b>DNDC</b>  | 5-Digit               | 0.405              | 13            | 5.265                 | 0.775              | 3.6650        | 2.840                 | 8.105          |
| <b>G13</b>   | <b>DNDC</b>  | SCF                   | 0.438              | 15            | 6.570                 | 0.775              | 4.2300        | 3.278                 | 9.848          |
| <b>G14</b>   | <b>DNDC</b>  | NDC                   | 0.792              | 12            | 9.504                 | 0.775              | 3.3990        | 2.634                 | 12.138         |
| <b>G18</b>   |              | Nonbarcoded Surcharge | 0.07               | 0             |                       |                    |               |                       | <b>0</b>       |
| <b>Total</b> |              |                       |                    |               |                       |                    |               |                       | <b>30.091</b>  |

|                     |               |
|---------------------|---------------|
| <b>Part G Total</b> | <b>49.752</b> |
|---------------------|---------------|

**Total All Postage Statement(s)**

| <b>Manifest Sequence #</b> | <b>Statement Sequence #</b> | <b>Postage Statement</b>        | <b>Pieces</b> | <b>Weight (Lbs..)</b> | <b>Postage</b>  |
|----------------------------|-----------------------------|---------------------------------|---------------|-----------------------|-----------------|
| 123654                     | 123654-3                    | Form 3602-R – Marketing Parcels | 83            | 51.5727               | 49.752          |
| <b>Totals</b>              |                             |                                 | <b>83</b>     | <b>51.5727</b>        | <b>\$49.752</b> |
|                            |                             |                                 |               |                       |                 |

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# **Marketing Mail Manifest Examples (Batch)**

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## Exhibit 38

### Floating Batch Manifest<sup>1</sup> Marketing Mail Enhanced Carrier Route Letters

Mailer's Name and Address

Post Office of Mailing:  
Entry Facility (PVDS):  
Permit Number:  
MAC™ Version #:  
(Or Software Version #)

Date of Manifest:  
Class of Mail:  
Processing Cat<sup>2</sup>: Ltrs DMM 245.6.0  
Manifest Sequence #:

Page 1

| Tray #<br>(optional columns) <sup>3</sup> | Tray Size | Tray Level | Tray ZIP | Group Dest | Piece ID #  | WS          | Prices HD   | CR         | Batch Postage | Cumulative Postage |
|---|-----------|------------|----------|------------|-------------|-------------|-------------|------------|---------------|--------------------|
| 1   | 1         | CRD        | 34002    | B050       | 10000-10233 |             | 233         |            | \$38.212      | \$38.212           |
| 2   | 1         | CR5        | 34252    | C080       | 10234-10357 |             |             | 124        | 24.056        | 62.268             |
|   |           |            |          | R009       | 10358-10427 |             |             | 70         | 13.580        | 75.848             |
|   |           |            |          | B090       | 10428-10455 |             |             | 28         | 5.432         | 81.280             |
| 3   | 2         | CRD        | 40203    | B001       | 10456-10916 |             | 461         |            | 75.604        | 156.884            |
| 4   | 2         | CRD        | 40665    | C023       | 10917-11417 | 501         |             |            | 76.152        | 233.036            |
| 5   | 1         | CR5        | 40665    | C023       | 11418-11451 | 34          |             |            | 5.168         | 238.204            |
|   |           |            |          | C046       | 11452-11637 |             | 186         |            | 30.504        | 268.708            |
| 6   | 1         | CR5        | 40974    | C010       | 11638-11834 |             | 197         |            | 32.308        | 301.016            |
|   |           |            |          | R023       | 11835-11887 | 53          |             |            | 8.056         | 309.072            |
| 7   | 2         | CR5        | 41701    | C028       | 11188-12318 | 431         |             |            | 65.512        | 374.584            |
| 8   | 1         | CR5        | 47656    | R009       | 12319-12427 |             |             | 109        | 21.146        | 395.730            |
|   |           |            |          | C001       | 12428-12541 |             |             | 114        | 22.116        | 417.846            |
| 9   | 1         | CR3        | 229      |            |             |             |             |            |               |                    |
|   |           |            | 22901    | B004       | 12542-12604 |             |             | 63         | 12.222        | 430.068            |
|   |           |            |          | B005       | 12605-12639 |             |             | 35         | 6.790         | 436.858            |
|   |           |            | 22906    | R001       | 12640-12765 |             | 126         |            | 20.664        | 457.522            |
| 10  | 2         | CR3        | 223      |            |             |             |             |            |               |                    |
|   |           |            | 22310    | C002       | 12766-12895 |             | 130         |            | 19.630        | 477.152            |
|   |           |            |          | C005       | 12896-12970 |             |             | 75         | 14.550        | 491.702            |
|   |           |            | 22315    | C007       | 12971-13071 |             |             | 101        | 19.594        | 511.296            |
|   |           |            | 22316    | C010       | 13072-13211 |             | 140         |            | 22.960        | 534.256            |
| <b>Page Total</b>                         |           |            |          |            |             | <b>1019</b> | <b>1473</b> | <b>719</b> |               |                    |
| <b>Cum Total</b>                          |           |            |          |            |             | <b>1019</b> | <b>1473</b> | <b>719</b> |               |                    |

#### Footnotes:

1. See **Chapter 6** for floating batch size limitations.
2. *Domestic Mail Manual* (DMM) reference for preparation method used is required.
3. The first two columns are preferred but not required on the manifest.

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**Floating Batch Manifest<sup>1</sup>  
Marketing Mail (Nonautomation)  
Presorted Nonmachinable Letters  
Weight 4 Ounces or Less**

Mailer's Name and Address

Post Office of Mailing:  
Entry Facility (PVDS):  
Permit Number:  
MAC™ Ver. #:  
(Or Software Ver. #)

Date of Manifest:

Class of Mail:  
Processing Cat<sup>2</sup>: Ltrs DMM 245.5.0  
Manifest Sequence #:

| Tray #<br>(optional columns) <sup>3</sup> | Tray Size | Tray Level | Tray ZIP | Bundle Dest | Pc ID #   | 5D         | Prices     |            |    | Batch Postage | Cum Post |
|---|-----------|------------|----------|-------------|-----------|------------|------------|------------|----|---------------|----------|
|   |           |            |          |             |           |            | AD         | MD         |    |               |          |
| 1   | 2         | 5DG        | 12345    |             | 0001-0210 | 210        |            |            |    | \$75.600      | \$75.600 |
| 2   | 2         | 5DG        | 20852    |             | 0211-0422 | 212        |            |            |    | 76.320        | 151.920  |
| 3   | 1         | ADC        | 123      | 12345       | 0423-0436 |            |            |            |    | 5.544         | 157.464  |
|   |           |            |          | 12348       | 0437-0455 |            |            |            |    | 7.524         | 164.988  |
|   |           |            |          | 123         | 0456-0686 |            |            |            |    | 91.476        | 256.464  |
| 4   | 2         | ADC        | 280      | 28052       | 0687-0743 |            |            |            |    | 22.572        | 279.036  |
|   |           |            |          | 28057       | 0744-0753 |            |            |            |    | 3.960         | 282.996  |
|   |           |            |          | 280         | 0754-0978 |            |            |            |    | 89.100        | 372.096  |
| 5   | 1         | ADC        | 282      |             | 0979-1228 |            |            |            |    | 99.000        | 471.096  |
| 6   | 2         | ADC        | 280      | 28112       | 1229-1248 |            | 20         |            |    | 8.180         | 479.276  |
|   |           |            |          | 28601       | 1249-1265 |            |            | 17         |    | 6.953         | 486.229  |
|   |           |            |          | 288         | 1266-1316 |            |            | 51         |    | 20.859        | 507.088  |
|   |           |            |          | A280        | 1317-1526 |            |            | 210        |    | 85.890        | 592.978  |
| 7   | 2         | MADC       | 32199    | 31044       | 1527-1538 |            |            |            | 12 | 5.376         | 598.354  |
|   |           |            |          | 60607       | 1539-1553 |            |            |            | 15 | 6.720         | 605.074  |
|   |           |            |          | 421         | 1554-1569 |            |            |            | 16 | 7.168         | 612.242  |
|   |           |            |          | A590        | 1570-1591 |            |            |            | 22 | 9.856         | 622.098  |
|   |           |            |          | A852        | 1592-1612 |            |            |            | 21 | 9.408         | 631.506  |
|   |           |            |          | M32199      | 1613-1634 |            |            |            | 22 | 9.856         | 641.362  |
| <b>Page Total</b>                         |           |            |          |             |           | <b>422</b> | <b>298</b> | <b>108</b> |    |               |          |
| <b>Cum. Total</b>                         |           |            |          |             |           | <b>422</b> | <b>298</b> | <b>108</b> |    |               |          |

**Footnotes:**

1. See **Chapter 6** for floating batch size limitations.
2. Domestic Mail Manual (DMM) reference for preparation method used is required.
3. The first two columns are preferred, but not required on the manifest.

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Exhibit 40

**Fixed Batch Manifest  
Marketing Mail Automation – Flats (Sacked)  
Weight 4 Ounces or Less**

Mailer's Name and Address

Post Office of Mailing:  
Entry Facility (PVDS):  
Permit Number:  
MAC™ Ver. #:  
(Or Software Ver. #)

Date of Manifest:  
Class of Mail:  
Processing Cat<sup>1</sup>.: Flats DMM 245.10.0  
Manifest Sequence #:

| SK # <sup>2</sup> | Sk Lvl | Sk ZIP | BndI Dest | ZIP Code Dest | Pc ID #     | 5B         | 3B         | AB        | MB         | Bch Post | Cum Post |
|-------------------|--------|--------|-----------|---------------|-------------|------------|------------|-----------|------------|----------|----------|
| 1                 | 5DG    | 12345  | 12345     |               | 0001-00025  | 25         |            |           |            | 7.500    | 7.500    |
|                   |        |        |           |               | 00026-00050 | 25         |            |           |            | 7.500    | 15.000   |
|                   |        |        |           |               | 00051-00075 | 25         |            |           |            | 7.500    | 22.500   |
|                   |        |        |           |               | 00076-00100 | 25         |            |           |            | 7.500    | 30.000   |
|                   |        |        |           |               | 00101-00125 | 25         |            |           |            | 7.500    | 37.500   |
| 2                 | 5DGS   | 13501  | 13501S    | 13501         | 00126-00150 | 25         |            |           |            | 7.500    | 45.000   |
|                   |        |        |           | 13502         | 00152-00175 | 25         |            |           |            | 7.500    | 52.500   |
|                   |        |        |           |               | 00176-00200 | 25         |            |           |            | 7.500    | 60.000   |
|                   |        |        |           |               | 00201-00225 | 25         |            |           |            | 7.500    | 67.500   |
|                   |        |        |           |               | 00226-00250 | 25         |            |           |            | 7.500    | 75.000   |
|                   |        |        |           |               | 00251-00265 | 15         |            |           |            | 4.500    | 79.500   |
| 3                 | 3DG    | 080    | 08102     |               | 00266-00290 | 25         |            |           |            | 7.500    | 87.000   |
|                   |        |        | 08205     |               | 00316-00340 | 25         |            |           |            | 7.500    | 99.435   |
|                   |        |        | 081       |               | 00291-00315 | 25         |            |           |            | 4.935    | 91.935   |
|                   |        |        | 082       |               | 00341-00365 | 25         |            |           |            | 4.935    | 104.370  |
|                   |        |        | 082       |               | 00366-00390 | 25         |            |           |            | 4.935    | 109.305  |
|                   |        |        | 083S      | 083           | 00391-00395 | 5          |            |           |            | 1.910    | 113.225  |
|                   |        |        |           | 084           | 00396-00400 | 5          |            |           |            | 1.910    | 113.225  |
| 4                 | 3DG    | 128    | 12801     |               | 00401-00425 | 25         |            |           |            | 7.500    | 120.725  |
|                   |        |        | 12805     |               | 00426-00450 | 25         |            |           |            | 7.500    | 128.225  |
|                   |        |        | 128       |               | 00451-00475 | 25         |            |           |            | 4.935    | 133.160  |
|                   |        |        | 128       |               | 00476-00500 | 25         |            |           |            | 4.935    | 138.095  |
|                   |        |        | 128       |               | 00501-00525 | 25         |            |           |            | 4.935    | 143.030  |
| 5                 | ADC    | 120    | 12403     |               | 00526-00550 | 25         |            |           |            | 7.500    | 150.530  |
|                   |        |        | 12551     |               | 00551-00575 | 25         |            |           |            | 7.500    | 158.030  |
|                   |        |        | 12990     |               | 00576-00600 | 25         |            |           |            | 7.500    | 165.530  |
|                   |        |        | 129       |               | 00601-00625 | 25         |            |           |            | 4.935    | 170.465  |
|                   |        |        | 121       |               | 00626-00650 | 25         |            |           |            | 4.935    | 175.400  |
|                   |        |        | A120      |               | 00651-00665 | 25         |            | 15        |            | 5.310    | 180.710  |
| 6                 | MADC   | 190    | 24045     |               | 00666-00690 | 25         |            |           |            | 7.500    | 188.210  |
|                   |        |        | 25936     |               | 00691-00715 | 25         |            |           |            | 7.500    | 195.710  |
|                   |        |        | 260       |               | 00716-00740 | 25         |            |           |            | 4.935    | 200.645  |
|                   |        |        | M190      |               | 00741-00765 | 25         |            |           | 25         | 9.775    | 210.420  |
|                   |        |        |           |               | 00766-00790 | 25         |            |           | 25         | 9.775    | 220.195  |
|                   |        |        |           |               | 00791-00815 | 25         |            |           | 25         | 9.775    | 229.970  |
|                   |        |        |           |               | 00816-00840 | 25         |            |           | 25         | 9.775    | 239.745  |
|                   |        |        |           |               | 00841-00855 | 25         |            |           | 15         | 5.865    | 245.610  |
| <b>Page Total</b> |        |        |           |               |             | <b>490</b> | <b>235</b> | <b>15</b> | <b>115</b> |          |          |
| <b>Cum Total</b>  |        |        |           |               |             | <b>490</b> | <b>235</b> | <b>15</b> | <b>115</b> |          |          |

New scheme  
sort for MKG  
Mail and  
column to  
report in.

**Footnotes:**

1. Domestic Mail Manual (DMM) reference for preparation method used is required.
2. The first column is preferred, but not required on the manifest.

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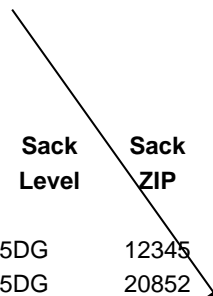
**Floating Batch Manifest<sup>1</sup>  
Marketing Mail Nonautomation – Flats (Sacked)  
Weight 4 Ounces or Less**

Mailer's Name and Address

Post Office of Mailing:  
Entry Facility (PVDS):  
Permit Number:  
MAC™ Ver. #:  
(Or Software Ver. #)

Date of Manifest:  
Class of Mail:  
Processing Cat<sup>2</sup>. Flats DMM 245.8.0  
Manifest Sequence #:

Offset the  
scheme ZIP



| Sack # <sup>3</sup> | Sack Level | Sack ZIP | Bundle <sup>4</sup> Destination | Piece ID # | Prices     |            | ADC        | MADC       | Batch Postage  | Page 1             |
|---------------------|------------|----------|---------------------------------|------------|------------|------------|------------|------------|----------------|--------------------|
|                     |            |          |                                 |            | 5D         | 3D         |            |            |                | Cumulative Postage |
| 1                   | 5DG        | 12345    | 12345                           | 0001-0140  | 140        |            |            |            | 48.020         | 48.020             |
| 2                   | 5DG        | 20852    | 20852                           | 0141-0365  | 225        |            |            |            | 71.175         | 119.195            |
| 3                   | 5DGS       | 13815    | 13815S                          |            |            |            |            |            |                |                    |
|                     |            |          | 13815                           | 0366-0415  | 50         |            |            |            | 17.150         | 136.345            |
|                     |            |          | 13820                           | 0416-0485  | 70         |            |            |            | 24.010         | 160.355            |
|                     |            |          | 13827                           | 0486-0494  | 9          |            |            |            | 3.087          | 163.442            |
|                     |            |          | 13850                           | 0495-0500  | 6          |            |            |            | 2.058          | 165.500            |
| 4                   | 3DG        | 280      | 28052                           | 0501-0557  |            | 57         |            |            | 21.546         | 187.046            |
|                     |            |          | 28057                           | 0558-0568  |            | 10         |            |            | 3.780          | 190.826            |
|                     |            |          | 280                             | 0569-0631  |            | 63         |            |            | 23.814         | 214.640            |
| 5                   | 3DG        | 282      | 28201                           | 0632-0656  |            | 25         |            |            | 9.450          | 224.090            |
|                     |            |          | 28220                           | 0657-0671  |            | 15         |            |            | 5.670          | 229.760            |
|                     |            |          | 28226                           | 0672-0694  |            | 23         |            |            | 8.694          | 238.454            |
|                     |            |          | 282                             | 0695-0781  |            | 87         |            |            | 32.886         | 271.340            |
| 6                   | 3DG        | 335      | 33505                           | 0782-0806  |            | 25         |            |            | 9.450          | 280.790            |
|                     |            |          |                                 | ↓          |            | ↓          |            |            | ↓              | ↓                  |
|                     |            |          | 34644                           | 0941-0965  |            | 25         |            |            | 9.450          | 340.892            |
|                     |            |          | 335S                            |            |            |            |            |            |                |                    |
|                     |            |          | 335                             | 0966-0981  |            | 15         |            |            | 6.048          | 346.940            |
|                     |            |          | 336                             | 0982-1010  |            | 29         |            |            | 10.962         | 357.902            |
|                     |            |          | 346                             | 1010-1015  |            | 6          |            |            | 1.89           | 359.792            |
| 6                   | ADC        | 280      | 28112                           | 1016-1035  |            |            | 20         |            | 8.020          | 367.812            |
|                     |            |          | 28601                           | 1036-1052  |            |            | 17         |            | 6.817          | 374.629            |
|                     |            |          | 288                             | 1053-1103  |            |            | 51         |            | 20.451         | 395.080            |
|                     |            |          | A280                            | 1104-1143  |            |            | 40         |            | 16.040         | 411.120            |
| 7                   | MADC       | 32199    | 31044                           | 1144-1155  |            |            |            | 12         | 5.172          | 416.292            |
|                     |            |          | 60607                           | 1156-1170  |            |            |            | 15         | 6.465          | 422.757            |
|                     |            |          | 421                             | 1171-1176  |            |            |            | 16         | 6.896          | 429.653            |
|                     |            |          | A590                            | 1177-1198  |            |            |            | 22         | 9.482          | 439.135            |
|                     |            |          | 852                             | 1199-1220  |            |            |            | 21         | 9.051          | 448.186            |
|                     |            |          | M32199                          | 1221-1242  |            |            |            | 22         | 9.482          | 457.668            |
| <b>Page Total</b>   |            |          |                                 |            | <b>500</b> | <b>514</b> | <b>128</b> | <b>108</b> | <b>457.668</b> | <b>457.668</b>     |
| <b>Cum Totals</b>   |            |          |                                 |            | <b>500</b> | <b>514</b> | <b>128</b> | <b>108</b> | <b>457.668</b> | <b>457.668</b>     |

**Footnotes:**

1. See Chapter 6 for floating batch size limitations.
2. Domestic Mail Manual (DMM) reference for preparation method used is required.
3. The first column is preferred, but not required on the manifest.
4. Each 5-digit or 3-digit must be reported separately with a 5-digit or 3-digit scheme package.

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Exhibit 42

**Batch Manifest  
Marketing Mail Presort Piece and Piece/Pound Price  
Carrier Route**

|                           |   |  |
|---------------------------|---|--|
| Mailer's Name and Address | Post Office of Mailing:<br>Entry Facility (PVDS):<br>Permit Number:<br>MAC™ Ver. #:<br>(Or Software Ver. #) | Date of Manifest:<br>Class of Mail:<br>Processing Cat. Flats DMM 245.9.0<br>Manifest Sequence #: |
|---------------------------|---|--|

| Sack #<br>(optional) | Sack Level | Sack ZIP | Group Dest | Batch ID #  | Prices     |            |            | Pound Price |            |            | Batch Postage   | Cumulate Weight | Cumulative Postage |
|----------------------|------------|----------|------------|-------------|------------|------------|------------|-------------|------------|------------|-----------------|-----------------|--------------------|
|                      |            |          |            |             | WS         | HD         | CR         | WS          | HD         | CR         |                 |                 |                    |
| 1                    | CRD        | 34442    | B050       | 10000-10233 |            | 133        |            |             | 303        |            | \$76.265        | 48.4667         | \$48.212           |
| 2                    | CR5        | 34442    | C080       | 10234-10357 |            |            |            | 100         |            | 64         | \$36.306        | 25.2412         | \$67.268           |
|                      |            |          | R009       | 10358-10427 |            |            |            | 70          |            | 70         | \$31.047        | 29.3160         | \$79.848           |
|                      |            |          | B090       | 10428-10455 |            |            |            | 28          |            | 79         | \$23.915        | 11.7264         | \$87.280           |
| 3                    | CRD        | 40306    | B001       | 10456-10916 |            | 261        |            |             | 100        |            | \$65.801        | 95.9539         | \$166.884          |
| 4                    | CRD        | 40665    | C023       | 10917-11417 | 401        |            |            |             | 310        |            | \$110.910       | 102.0499        | \$245.036          |
| 5                    | CR5        | 40665    | C023       | 11418-11451 | 34         |            |            |             | 0          |            | \$5.236         | 6.7660          | \$238.204          |
|                      |            |          | C046       | 11452-11637 |            | 161        |            |             |            | 72         | \$42.491        | 37.6539         | \$273.708          |
| 6                    | CR5        | 40974    | C010       | 11638-11834 |            | 0          |            |             |            | 197        | \$55.172        | 433.1036        | \$321.016          |
|                      |            |          | R023       | 11835-11887 | 53         |            |            |             | 0          |            | \$10.441        | 10.5947         | \$309.072          |
| <b>Page Total</b>    |            |          |            |             | <b>488</b> | <b>555</b> | <b>198</b> | <b>310</b>  | <b>672</b> | <b>213</b> | <b>\$457.58</b> | <b>800.8723</b> | <b>\$1,836.53</b>  |
| <b>Cum Total</b>     |            |          |            |             | <b>488</b> | <b>555</b> | <b>198</b> | <b>310</b>  | <b>672</b> | <b>213</b> | <b>\$457.58</b> | <b>800.8723</b> | <b>\$1,836.53</b>  |

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**Batch Manifest Summary  
Marketing Mail Presort Piece and Piece/Pound Price**

Mailer's Name and Address

Manifest Sequence #:  
Date of Manifest:

**Form 3602-R**

**Part B – Automation Flats**

**Flats 4 oz (0.25 Lbs..) or Less**

|     | Entry | Category     | Piece Price  | Pieces      | Weight (Lbs..)  | Postage         |
|-----|-------|--------------|--------------|-------------|-----------------|-----------------|
| F1  | None  | Saturation   | 0.197        | 53          | 10.5947         | 10.441          |
| F7  | DSF   | Saturation   | 0.154        | 435         | 86.9565         | 66.99           |
| F8  | DSF   | High Density | 0.181        | 422         | 84.3578         | 76.382          |
| F11 | DDU   | High Density | 0.172        | 133         | 26.5867         | 22.876          |
| F12 | DDU   | Basic        | 0.219        | 198         | 39.5802         | 43.362          |
|     |       |              | <b>Total</b> | <b>1241</b> | <b>248.0759</b> | <b>\$220.05</b> |

**Flats Over 4 oz (0.25 Lbs..) up to 15.999 oz**

|     | Entry | Category     | Piece Price | Pieces       | Postage Pieces | Pound Price | Pounds         | Postage Pounds | Postage       |
|-----|-------|--------------|-------------|--------------|----------------|-------------|----------------|----------------|---------------|
| F23 | None  | Basic        | 0.127       | 197          | \$25.019       | 0.700       | 43.1036        | 30.173         | 55.192        |
| F27 | DSCF  | Saturation   | 0.071       | 310          | \$22.010       | 0.400       | 67.828         | 27.131         | 49.141        |
| F28 | DSCF  | High Density | 0.098       | 172          | \$16.856       | 0.400       | 37.6336        | 15.054         | 31.910        |
| F31 | DDU   | High Density | 0.098       | 303          | \$29.694       | 0.357       | 66.2964        | 23.668         | 53.362        |
| F32 | DDU   | Basic        | 0.127       | 213          | \$27.051       | 0.448       | 46.6044        | 20.879         | 47.930        |
|     |       |              |             | <b>Total</b> |                |             | <b>261.466</b> | <b>116.904</b> | <b>237.53</b> |

|                             |                 |
|-----------------------------|-----------------|
| <b>Part F Total Postage</b> | <b>\$457.58</b> |
|-----------------------------|-----------------|

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**Batch Manifest Consolidated Postage Statements--Supplement  
Marketing Mail Presort Piece and Piece/Pound Price**

**Form 3602-C**

| Post Stmt Seq # | PO & ZIP of Entry           | Pc | Entry | Prsrt Level  | Price       | # of Pcs   | Lb. Price      | Pounds           | Postal          | Total Pieces    | Total Weight   |
|-----------------|-----------------------------|----|-------|--------------|-------------|------------|----------------|------------------|-----------------|-----------------|----------------|
| 1202            | Hernando Fl<br>34442        | NI | DDU   | F11          | 0.172       | 133        |                |                  | \$22.876        | 133             | 26.5867        |
|                 |                             |    |       | F12          | 0.219       | 198        |                |                  | \$43.362        | 198             | 39.5802        |
|                 |                             |    |       | F31          | 0.098       | 303        | 0.357          | 66.300           | \$53.362        | 303             | 66.2964        |
|                 |                             |    |       | F32          | 0.127       | 213        | 0.448          | 10.200           | \$47.780        | 213             | 46.6044        |
|                 |                             |    |       | <b>Total</b> |             |            |                |                  | <b>847</b>      |                 | <b>76.500</b>  |
| 1203            | SCF<br>Louisville KY<br>403 | NI | DSCF  | F7           | 0.154       | 435        |                |                  | \$66.990        | 435             | 86.9565        |
|                 |                             |    |       | F8           | 0.181       | 422        |                |                  | \$76.382        | 422             | 84.3578        |
|                 |                             |    |       | F27          | 0.071       | 310        | 0.400          | 67.830           | \$49.141        | 310             | 67.8280        |
|                 |                             |    |       | F28          | 0.098       | 172        | 0.400          | 37.640           | \$31.900        | 172             | 37.6336        |
| <b>Total</b>    |                             |    |       |              | <b>1339</b> |            | <b>105.470</b> | <b>\$224.413</b> | <b>1339</b>     | <b>276.7759</b> |                |
| 1204            |                             | NI | None  | F1           | 0.197       | 53         |                |                  | \$10.595        | 53              | 10.5947        |
|                 |                             |    |       | F23          | 0.127       | 197        | 0.700          | 43.110           | \$55.192        | 197             | 43.1036        |
| <b>Total</b>    |                             |    |       |              |             | <b>250</b> |                | <b>43.110</b>    | <b>\$65.787</b> | <b>250</b>      | <b>53.6983</b> |

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## **Parcel Select Manifest Examples**

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## Exhibit 43

### Itemized Manifest

#### Parcel Select—DNDC Parcel Select Price or Multiple DNDC Entry Machinable and Nonmachinable, Barcoded and Nonbarcoded<sup>1</sup>

#### (With Page and Cumulative Counts)

|                           |   |   |
|---------------------------|---|---|
| Mailer's Name and Address | Post Office of Mailing:<br>Entry Facility (PVDS):<br>Permit Number:<br>MAC™ Ver. #:<br>(Or Software Ver. #) | Date of Manifest:<br>Class of Mail:<br>Processing Category:<br>Manifest Sequence #: |
|---------------------------|---|---|

(This format may be used for multiple DNDC entry mailings. See notes below.)

| DNDC                    | Piece ID<br>Number | Weight<br>(Lbs..) | Zone  | Price | Postage         |
|-------------------------|--------------------|-------------------|-------|-------|-----------------|
| NDC Denver CO<br>80088  | 1234               | 22.69             | 743/4 | DM    | \$ 14.42        |
|                         | 1357               | 9.43              | 739/3 | DM    | 11.03           |
|                         | 1388               | 16.21             | 809/2 | DM    | 7.42            |
|                         | 1431               | 19.05             | 800/1 | DM    | 8.17            |
|                         | 1432               | 2.18              | 811/3 | DMX   | 12.85           |
|                         | 1440               | 16.99             | 821/3 | DM    | 13.44           |
|                         | 1445               | 31.09             | 835/5 | DM    | 22.65           |
|                         | 1487               | 3.94              | 825/3 | DM    | 5.35            |
|                         | 1512               | 32.45             | 824/4 | DM    | 16.72           |
|                         | 1543               | 5.77              | 826/3 | DM    | 6.56            |
|                         | 1576               | 43.02             | 827/3 | DMX   | 64.65           |
|                         | 1621               | 6.15              | 809/2 | DM    | 4.56            |
|                         | 1634               | 14.95             | 824/4 | DM    | 12.17           |
|                         | 1665               | 20.22             | 830/3 | DM    | 13.11           |
|                         | 1698               | 23.14             | 826/4 | DM    | 16.72           |
|                         | 1702               | 1.52              | 344/7 | DM    | 7.59            |
|                         | 1709               | 15.75             | 829/3 | DM    | 13.10           |
|                         | 1745               | 6.98              | 816/2 | ZC    | 9.97            |
|                         | 1766               | 8.65              | 813/3 | DM    | 8.10            |
|                         | 1788               | 31.25             | 820/2 | DM    | 10.72           |
|                         | 1789               | 18.21             | 811/3 | DM    | 14.13           |
| <b>Page Total</b>       | <b>21</b>          | <b>349.64</b>     |       |       | <b>\$293.43</b> |
| <b>Cumulative Total</b> | <b>69</b>          | <b>1224.73</b>    |       |       | <b>\$603.75</b> |

#### Notes:

- The use of class, price, and fee codes from **Exhibit 24** is required.
- Multiple DNDC entry mailings may be shown on the same manifest printout. However, each DNDC entry must be segregated, and total counts shown separately.
- DNDC price pieces must be part of a single mailing of 50 or more pieces that are eligible for and claimed at any Parcel Select price or prices.
- See **Exhibit 43A** for example summary.

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**Itemized Manifest Grand Total Summary  
Parcel Select  
DNDC Parcel Select—Multiple Entries**

**Mailers Name:**                      **Manifest Sequence Number:**      **Date of Manifest:**

PS Form 3605-R

**Part C – Parcel Select Destination Entry**

|           | <b>Zone/<br/>Entry</b>  | <b>Pieces</b> | <b>Weight</b> | <b>Postage</b> |
|-----------|-------------------------|---------------|---------------|----------------|
| <b>C1</b> | 1 & 2                   | 5             | 27            | 26.45          |
| <b>C2</b> | 3                       | 13            | 94            | 45.38          |
| <b>C3</b> | 4                       | 4             | 34            | 22.94          |
| <b>C4</b> | 5                       | 3             | 23            | 18.76          |
| <b>C6</b> | 3                       | 2             | 60            | 22.44          |
| <b>C8</b> | 5                       | 1             | 34            | 16.12          |
|           | <b>Total<br/>Part C</b> | <b>28</b>     | <b>272</b>    | <b>152.09</b>  |

**Part D- Parcel Select**

|           | <b>Zone</b>             | <b>Pieces</b> | <b>Weight</b> | <b>Postage</b> |
|-----------|-------------------------|---------------|---------------|----------------|
| <b>D1</b> | 1 & 2                   | 0             | 0             | 0              |
| <b>D2</b> | 3                       | 1             | 20.22         | 13.11          |
| <b>D3</b> | 4                       | 4             | 8.25          | 22.72          |
| <b>D4</b> | 5                       | 8             | 115.0         | 128.15         |
| <b>D5</b> | 6                       | 19            | 256.0         | 160.25         |
| <b>D6</b> | 7                       | 8             | 125.0         | 73.94          |
| <b>D7</b> | 8                       | 6             | 95.0          | 55.92          |
|           | <b>Total<br/>Part D</b> | <b>46</b>     | <b>486.47</b> | <b>430.19</b>  |

**Total All Postage Statement(s)**

| <b>Manifest<br/>Sequence #</b> | <b>Postage<br/>Statement<br/>Sequence #</b> | <b>Postage Statement</b> | <b>Pieces</b> | <b>Weight</b> | <b>Postage</b> |
|--------------------------------|---|--------------------------|---------------|---------------|----------------|
| 12345                          | 12345-1                                     | 3605-R – Parcel Select   | 68            | 613           | \$631.80       |

**Notes:**

- A. Summarize all DNDC entry mailings on the same manifest summary.
- B. Report each DNDC mailing on a consolidated postage statement and register (see sample register **Exhibit 43B**).

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**Itemized Manifest**  
**Parcel Select Consolidated Postage Statement Register**  
**DNDC Parcel Select—Multiple Entries**

**Form 3605-R****Register of Postage Statements**

| Post Stmt Seq # | PO & ZIP of Entry    | Entry Disc         | Prsrt Level | Zone  | # of Pcs | Postage | # of Cont  | Total # of Pcs | Total Weight | Postage           |
|-----------------|----------------------|--------------------|-------------|-------|----------|---------|------------|----------------|--------------|-------------------|
| 2020            | NDC Denver CO 80088  | DNDC               | C1          | 1 & 2 | 5        | 26.45   |            |                |              |                   |
|                 |                      |                    | C2          | 3     | 13       | 45.38   |            |                |              |                   |
|                 |                      |                    | C3          | 4     | 4        | 22.94   |            |                |              |                   |
|                 |                      |                    | C4          | 5     | 3        | 18.76   |            |                |              |                   |
|                 |                      |                    | C6          | 3     | 2        | 22.44   |            |                |              |                   |
|                 |                      |                    | C8          | 5     | 1        | 12.75   |            |                |              |                   |
|                 |                      | None               | D2          | 3     | 1        | 13.14   |            |                |              |                   |
|                 |                      |                    | D4          | 5     | 4        | 22.72   |            |                |              |                   |
|                 |                      |                    | D8          | 1 & 2 | 8        | 128.15  |            |                |              |                   |
|                 |                      |                    | D9          | 3     | 19       | 160.25  |            |                |              |                   |
|                 |                      |                    | D10         | 4     | 8        | 73.94   |            |                |              |                   |
|                 |                      |                    | D11         | 5     | 6        | 55.92   |            |                |              |                   |
|                 |                      |                    | D15         | 1 & 2 | 1        | 61.80   |            |                |              |                   |
|                 |                      |                    | D17         | 4     | 1        | 65.94   |            |                |              |                   |
|                 |                      |                    | D18         | 5     | 1        | 67.89   |            |                |              |                   |
|                 |                      | <b>Total</b>       |             |       |          |         | <b>2 P</b> | <b>77</b>      | <b>1160</b>  | <b>\$ 1122.19</b> |
| 2021            | NDC Dallas TX 75199  | DNDC               | C1          | 1 & 2 | 20       | 128.15  |            |                |              |                   |
|                 |                      |                    | C2          | 3     | 25       | 125.75  |            |                |              |                   |
|                 |                      |                    | C3          | 4     | 19       | 100.44  |            |                |              |                   |
|                 |                      |                    | C4          | 5     | 8        | 86.54   |            |                |              |                   |
|                 |                      | <b>Total</b>       |             |       |          |         | <b>1 P</b> | <b>72</b>      | <b>443</b>   | <b>\$ 440.88</b>  |
| 2022            | NDC Seattle WA 98000 | DNDC               | C1          | 1 & 2 | 15       | 115.90  |            |                |              |                   |
|                 |                      |                    | C2          | 3     | 35       | 240.72  |            |                |              |                   |
|                 |                      |                    | C3          | 4     | 9        | 35.52   |            |                |              |                   |
|                 |                      |                    | C4          | 5     | 14       | 86.44   |            |                |              |                   |
|                 |                      | <b>Total</b>       |             |       |          |         | <b>1 P</b> | <b>73</b>      | <b>521</b>   | <b>\$ 478.58</b>  |
|                 |                      | <b>Grand Total</b> |             |       |          |         | <b>4 P</b> | <b>222</b>     | <b>2124</b>  | <b>\$2041.65</b>  |

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**Itemized Manifest  
Parcel Select--DSCF Price  
Including Electronic Confirmation Services, DNDC, DDU, Parcel Select  
(With Cumulative Postage Column)  
Manifest and PS Form 3877 Facsimile Combined for USPS Tracking Service Only**

Mailer's Name and Address

Post Office of Mailing:  
Entry Facility (PVDS):  
SCF Indianapolis IN 460  
Permit Number:  
MAC™ Ver. #:  
(Or Software Ver. #)

Date of Manifest:  
Class of Mail:

Processing Category:  
Manifest Sequence #:

| Destination       | Piece ID # | Confirmation Number  | Conf Pc Count | 5-Digit ZIP/Zone | Weight (Lbs.)  | Class/Price | Postage          | ES Type    | ES Fee         | Total Charges | Cumulative Charges |
|-------------------|------------|----------------------|---------------|------------------|----------------|-------------|------------------|------------|----------------|---------------|--------------------|
| 46064             | 1036       | 22026837331000000348 | 125           | 46064            | 3.00           | 5SN         | 2.62             | SC         | 1.95           | 4.57          | 1396.51            |
|                   | 1141       | 02026837331000000122 | 126           | 46064            | 6.55           | 5SN         | 3.34             | DC         | 0.00           | 3.34          | 1399.85            |
|                   | 1258       | 22026837331000000355 | 127           | 46064            | 7.20           | 5SNX        | 5.74             | SC         | 1.95           | 7.69          | 1407.54            |
|                   | ↓          | ↓                    | ↓             | ↓                | ↓              | ↓           | ↓                | ↓          | ↓              | ↓             | ↓                  |
|                   | 1289       |                      |               |                  | 3.25           | 5SN         | 2.81             |            |                | 2.81          | 1605.13            |
|                   | 1305       |                      |               |                  | 6.15           | 5SN         | 3.34             |            |                | 3.34          | 1608.47            |
|                   | 1339       |                      |               |                  | 4.50           | 5SN         | 2.99             |            |                | 2.99          | 1611.46            |
|                   | 1345       |                      |               |                  | 24.10          | 5SN         | 6.53             |            |                | 6.53          | 1617.99            |
|                   | ↓          | ↓                    | ↓             | ↓                | ↓              | ↓           | ↓                | ↓          | ↓              | ↓             | ↓                  |
|                   | 1525       | 02026837331000000146 | 130           | 46064            | 6.40           | 5SN         | 3.34             | DC         | 0.00           | 3.34          | 1689.20            |
| 462 <sup>1</sup>  | 950        |                      |               | 46140            | 3.45           | 3SN         | 3.63             |            |                | 3.63          | 1692.83            |
|                   | 951        |                      |               | 46130            | 3.00           | 3SN         | 3.44             |            |                | 3.44          | 1696.27            |
|                   | ↓          | ↓                    | ↓             | ↓                | ↓              | ↓           | ↓                | ↓          | ↓              | ↓             | ↓                  |
|                   | 1426       |                      |               | 46032            | 3.00           | 3SN         | 3.44             |            |                | 3.44          | 1748.27            |
| <b>DSCF</b>       | <b>250</b> |                      |               |                  |                |             | <b>1727.27</b>   | <b>150</b> | <b>21.00</b>   |               | <b>1748.27</b>     |
| 46064             | 1347       |                      |               | 46064/1          | 5.87           | DM          | 4.30             |            |                | 4.30          | 4.30               |
|                   | 1349       |                      |               | 46064/1          | 9.30           | DM          | 5.28             |            |                | 5.28          | 13.88              |
|                   | ↓          | ↓                    | ↓             | ↓                | ↓              | ↓           | ↓                | ↓          | ↓              | ↓             | ↓                  |
|                   | 1502       | 22026837331000000362 | 135           | 46064/1          | 25.00          | DM          | 9.35             | SC         | 1.95           | 11.30         | 202.45             |
| <b>DNDC</b>       | <b>25</b>  |                      |               |                  |                |             | <b>200.50</b>    | <b>5</b>   | <b>1.95</b>    |               | <b>202.45</b>      |
| 46206             | 1121       |                      |               |                  | 2.45           | DD          | 1.68             |            |                | 1.68          | 1.68               |
|                   | 1230       | 02026837331000000153 | 136           | 46206            | 35.60          | DD          | 3.44             | DC         | 0.00           | 3.44          | 5.12               |
|                   | ↓          | ↓                    | ↓             | ↓                | ↓              | ↓           | ↓                | ↓          | ↓              | ↓             | ↓                  |
|                   | 1429       |                      |               |                  | 4.55           | DD          | 1.79             |            |                | 1.79          | 36.50              |
| <b>DDU Total</b>  | <b>15</b>  |                      |               |                  |                |             | <b>34.55</b>     | <b>9</b>   | <b>1.95</b>    |               | <b>36.50</b>       |
| Ground            | 1200       | 02026837331000000160 | 143           | 95020/7          | 7.00           | ZC          | 13.01            | DC         | 0.19           | 13.20         | 13.20              |
|                   | 1413       |                      |               | 85030/8          | 3.55           | ZCX         | 25.51            |            |                | 25.51         | 38.71              |
|                   | ↓          | ↓                    | ↓             | ↓                | ↓              | ↓           | ↓                | ↓          | ↓              | ↓             | ↓                  |
|                   | 1414       |                      |               | 534/4            | 16.80          | ZC          | 14.24            |            |                | 14.24         | 77.92              |
| <b>Subtotal</b>   | <b>5</b>   |                      |               |                  |                |             | <b>77.35</b>     | <b>3</b>   | <b>.57</b>     |               | <b>77.92</b>       |
| <b>Page Total</b> | <b>50</b>  |                      |               |                  |                |             |                  |            |                |               |                    |
| <b>Cumulative</b> | <b>295</b> |                      | <b>143</b>    |                  | <b>1478.72</b> |             | <b>\$2039.67</b> | <b>167</b> | <b>\$25.74</b> |               | <b>\$2065.14</b>   |

**USPS Certification**

Total Number of Extra Services Pieces Received: \_\_\_\_\_

Round Stamp: \_\_\_\_\_

Signature of Receiving Employee  
PS Form 3877 Facsimile

Footnote:

1. Non-machinable pieces sorted to a 3-digit and deposited at the SCF may be claimed at 3-D DSCF prices.
2. Overflow 5-D pallet containing less than required minimum pallet volume may be deposited at SCF, but must be claimed at DNDC prices

**Notes:** Only Confirmation Service Article Number, 5-Destination ZIP Code, & applicable fee required for 3877 used for Confirmation Service. See Exhibit 43D for example summary page.

The USPS Certification block only needs to be shown on last page. If using the PS Form 3877 in lieu of the PS Form 3665 for Certificate of Mailing, every page must be postmarked (date-stamped) by the employee, including the USPS Certification page.

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**Itemized Manifest Summary  
Parcel Select—DSCF Price - Confirmation Service**

Form 3605-R

**Part C - Parcel Select Destination Entry**

|            | <b>Zone/<br/>Entry</b>  | <b>Pieces</b> | <b>Weight<br/>(Lbs..)</b> | <b>Postage</b>    |
|------------|-------------------------|---------------|---------------------------|-------------------|
| <b>C1</b>  | 1&2                     | 25            | 135.56                    | 200.50            |
| <b>C9</b>  | DSCF                    | 200           | 784.53                    | 989.60            |
| <b>C10</b> | DSCF                    | 25            | 196.43                    | 169.48            |
| <b>C11</b> | DSCF                    | 25            | 187.98                    | 268.19            |
| <b>C12</b> | DDU                     | 15            | 105.87                    | 34.55             |
|            | <b>Total<br/>Part C</b> | <b>290</b>    | <b>1410.37</b>            | <b>\$ 1962.32</b> |

**Part S – Extra Services**

|            | <b>Service</b>            | <b>Pieces</b> | <b>Total</b>    |
|------------|---------------------------|---------------|-----------------|
| <b>S4</b>  | USPS Tracking             | 3             | \$ .57          |
| <b>S11</b> | Signature<br>Confirmation | 14            | \$ 25.17        |
|            | <b>Totals</b>             | <b>17</b>     | <b>\$ 25.74</b> |

**Total All Postage Statement(s)**

| <b>Manifest<br/>Sequence #</b> | <b>Postage<br/>Statement<br/>Sequence #</b> | <b>Postage Statement</b> | <b>Pieces</b> | <b>Weight</b> | <b>Postage</b> | <b>Fees</b> | <b>Total<br/>Charges</b> |
|--------------------------------|---|--------------------------|---------------|---------------|----------------|-------------|--------------------------|
| 12345                          | 12345-1                                     | 3605-R – Parcel Select/  | 290           | 1410.37       | 1962.32        | \$25.74     | \$1988.06.14             |

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**Itemized Manifest  
Parcel Select - DDU Price  
(With Cumulative Postage Column)**

|                           |   |   |
|---------------------------|---|---|
| Mailer's Name and Address | Post Office of Mailing:<br>Entry Facility (PVDS):<br>Charlottesville VA 22901<br>Permit Number:<br>MAC™ Ver. #:<br>(Or Software Ver. #) | Date of Manifest:<br>Class of Mail:<br><br>Processing Category:<br>Manifest Sequence #: |
|---------------------------|---|---|

Page1

| 5-Digit<br>ZIP Code    | Piece ID<br>Number | Weight<br>(Lbs.) | Class/Price | Postage      | Cumulative<br>Postage |
|------------------------|--------------------|------------------|-------------|--------------|-----------------------|
| 22901                  | 85                 | 5.76             | DD          | \$ 1.84      | \$ 1.84               |
|                        | 89                 | 27.34            | DD          | 3.13         | 4.97                  |
|                        | 93                 | 2.91             | DD          | 1.68         | 6.65                  |
|                        | 101                | 1.56             | DD          | 1.61         | 8.26                  |
|                        | 107                | 12.33            | DDX         | 2.74         | 11.00                 |
|                        | 108                | 3.12             | DD          | 1.73         | 12.73                 |
| 22906                  | 6                  | 2.63             | DD          | 1.68         | 14.41                 |
|                        | 7                  | 12.00            | DD          | 2.20         | 16.61                 |
|                        | 15                 | 14.00            | DDO         | 7.33         | 23.94                 |
|                        | 36                 | 4.99             | DD          | 1.79         | 25.73                 |
|                        | 37                 | 2.02             | DD          | 1.68         | 27.41                 |
|                        | 100                | 16.76            | DD          | 2.55         | 29.96                 |
|                        | 106                | 2.46             | DD          | 1.68         | 31.64                 |
|                        | 111                | 2.46             | DD          | 1.68         | 33.32                 |
|                        | 180                | 5.61             | DD          | 1.84         | 35.16                 |
|                        | 181                | 41.98            | DDO         | 7.33         | 42.49                 |
|                        | 192                | 13.21            | DD          | 2.35         | 44.84                 |
|                        | 209                | 2.31             | DD          | 1.68         | 46.52                 |
|                        | 231                | 3.95             | DD          | 1.73         | 48.25                 |
|                        | 241                | 6.15             | DDX         | 2.74         | 50.99                 |
| <b>Page Totals: 20</b> |                    | <b>183.55</b>    |             | <b>50.99</b> |                       |

**Notes:**

- A. The use of class, price, and fee codes from **Exhibit 24** is required.
- B. The 5-digit ZIP Codes in this example are for delivery out of the same delivery unit (DDU).
- C. Multiple DDU entry mailings may be shown on the same manifest. When reporting mail for multiple DDUs on a single manifest, show the name/ZIP of the entry facility and then list the pieces for each DDU by 5-digit ZIP Code as shown in this example.
- D. Each DDU entry is a separate mailing and must be segregated. The total counts (pieces, weight, and postage) must be shown separately.
- E. Pieces claimed at a DDU price must be part of a mailing of 50 or more pieces. There is no minimum number of pieces required for deposit at each destination. The total of all line items for all destinations from one origin mailing site on a single day reported on a PVDS consolidated postage statement may be used to meet the 50-piece minimum volume requirement. A postage statement register showing the total number of pieces, total weight, and total postage for each entry post office (DDU) must also be submitted with the consolidated postage statement.
- F. Mail that is not for delivery at the DDU price may be shown on the manifest at the **USPS Ground Advantage Price**, (see **Exhibit 43C**).
- G. See **Exhibit 43F** for an example summary page.

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Exhibit 43F

**Itemized Manifest Summary  
Parcel Select - DDU Price**

**Mailer's Name and Address                      Sequence Number                      Date of Manifest**

**Form 3605-R**

**Part C – Parcel Select Destination Entry**

|                         | <b>Zone/<br/>Entry</b> | <b>Pieces</b> | <b>Weight<br/>(Lbs..)</b> | <b>Postage</b>  |
|-------------------------|------------------------|---------------|---------------------------|-----------------|
| <b>C12</b>              | DDU                    | 125           | 1147.1875                 | \$295.24        |
| <b>Total<br/>Part C</b> |                        | <b>125</b>    | <b>1147.1875</b>          | <b>\$295.24</b> |

**Total All Postage Statement(s)**

| <b>Manifest<br/>Sequence #</b> | <b>Postage<br/>Statement<br/>Sequence #</b> | <b>Postage Statement</b> | <b>Pieces</b> | <b>Weight</b> | <b>Postage</b> |
|--------------------------------|---|--------------------------|---------------|---------------|----------------|
| 12345                          | 12345-1                                     | 3605-R – Parcel Select   | 125           | 1147.1875     | \$295.24       |

**Note:** The total of all line items for all destinations from one origin mailing site on a single day reported on a PVDS consolidated postage statement (3605-R) may be used to meet the 50-piece minimum volume requirement. A postage statement register showing the total number of pieces, total weight, and total postage for each entry post office (DDU) must also be submitted with the consolidated postage statement.

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# Exhibit 43G

## Itemized Manifest Machinable Parcels Only (With Cumulative Page Totals)

Mailer's Name and Address

Post Office of Mailing:  
Entry Facility (PVDS):  
Permit Number:  
MAC™ Ver. #:  
(Or Software Ver. #)

Date of Manifest:  
Class of Mail:  
Processing Category:  
Manifest Sequence #:

| Sack #                           | Sack Level           | Sack ZIP                    | Piece ID                             | Confirmation Service # | ZIP Code | Piece Wt. (Lbs..) | Postage       |
|----------------------------------|----------------------|-----------------------------|--------------------------------------|------------------------|----------|-------------------|---------------|
| 1                                | NDC                  | NDC Los Angeles CA<br>90901 | 1234                                 | 02123456789123456789   | 90008    | .8245             | 2.34          |
|                                  |                      |                             | 1357                                 | 02123456789123456790   | 90054    | .9237             | 2.41          |
|                                  |                      |                             | 2345                                 | 02123456789123456792   | 90631    | .8139             | 2.34          |
|                                  |                      |                             | 2469                                 |                        | 90805    | .2688             | 1.78          |
|                                  |                      |                             | 2888                                 |                        | 90638    | .9625             | 2.47          |
|                                  |                      |                             | 3458                                 |                        | 90710    | .9360             | 2.41          |
|                                  |                      |                             | 4567                                 |                        | 90712    | .9920             | 2.47          |
|                                  |                      |                             | ↓                                    | ↓                      | ↓        | ↓                 | ↓             |
|                                  |                      |                             | 4666                                 | 02123456789123456796   | 04756    | .5757             | 2.09          |
|                                  |                      |                             | 4987                                 | 02123456789123456798   | 04756    | .9888             | 2.47          |
|                                  |                      |                             | <b>NDC Los Angeles - Page Totals</b> |                        |          | <b>25</b>         | <b>21</b>     |
| 2                                | NDC                  | NDC Chicago IL 60808        | 1237                                 |                        |          | .9674             | 2.47          |
|                                  |                      |                             | 1254                                 | 02123456789123456797   | 46420    | .9548             | 2.47          |
|                                  |                      |                             | 1258                                 | 02123456789123456802   | 53002    | .7566             | 2.28          |
|                                  |                      |                             | 1299                                 |                        | 53109    | .8897             | 2.41          |
|                                  |                      |                             | 1301                                 | 02123456789123456803   | 53405    | .7889             | 2.28          |
|                                  |                      |                             | ↓                                    | ↓                      | ↓        | ↓                 | ↓             |
|                                  |                      |                             | 6780                                 | 02123456789123456805   | 60102    | .6778             | 2.16          |
|                                  |                      |                             | 6792                                 |                        | 60441    | .8729             | 2.34          |
| 6805                             | 02123456789123456806 | 60011                       | .7854                                | 2.28                   |          |                   |               |
| <b>NDC Chicago - Page Totals</b> |                      |                             | <b>55</b>                            | <b>41</b>              |          | <b>52.3214</b>    | <b>113.78</b> |
| 3                                | NDC <sup>1</sup>     | NDC Pittsburgh PA<br>15195  | 1305                                 |                        | 13057    | .9788             | 2.47          |
|                                  |                      |                             | 1306                                 | 02123456789123456804   | 13440    | .8788             | 2.41          |
|                                  |                      |                             | <b>Origin-NDC Page Totals</b>        |                        |          | <b>2</b>          | <b>1</b>      |
| <b>Cumulative Totals</b>         |                      | <b>NDC</b>                  | <b>80</b>                            | <b>62</b>              |          | <b>52.3214</b>    | <b>165.03</b> |
|                                  |                      | <b>Origin-NDC</b>           | <b>2</b>                             | <b>1</b>               |          | <b>1.8576</b>     | <b>4.88</b>   |
|                                  |                      | <b>MXD NDC</b>              | <b>0</b>                             | <b>0</b>               |          | <b>0.0000</b>     | <b>0.00</b>   |
|                                  |                      | <b>TOTALS</b>               | <b>82</b>                            | <b>63</b>              |          | <b>54.1790</b>    | <b>169.91</b> |

**Exhibit 43G (Continued)**

| Sack #                    | Sack Level | Sack ZIP              | Piece ID   | USPS Tracking #      | ZIP Code | Piece Wt. (Lbs..) | Postage       |
|---------------------------|------------|-----------------------|------------|----------------------|----------|-------------------|---------------|
| 4                         | MXD NDC    | MXD NDC Pittsburgh PA | 5111       |                      |          | .8282             | 2.34          |
|                           |            |                       | 5178       | 02123456789123456807 | 22209    | .7123             | 2.22          |
|                           |            |                       | ↓          | ↓                    | ↓        | ↓                 | ↓             |
|                           |            |                       | 6620       | 02123456789123456812 | 44501    | .7856             | 2.28          |
| <b>MXD NDC Page Total</b> |            |                       | <b>95</b>  | <b>61</b>            |          | <b>87.3598</b>    | <b>192.89</b> |
| <b>Cumulative Totals</b>  |            | <b>NDC</b>            | <b>80</b>  | <b>62</b>            |          | <b>52.3214</b>    | <b>165.03</b> |
|                           |            | <b>Origin-NDC</b>     | <b>2</b>   | <b>1</b>             |          | <b>1.8576</b>     | <b>4.88</b>   |
|                           |            | <b>MXD NDC</b>        | <b>95</b>  | <b>61</b>            |          | <b>87.3598</b>    | <b>192.89</b> |
|                           |            | <b>TOTALS</b>         | <b>177</b> | <b>124</b>           |          | <b>141.5388</b>   | <b>362.80</b> |

---

**USPS CERTIFICATION**

Total Number of Pieces Received: \_\_\_\_\_

Round Stamp: \_\_\_\_\_

\_\_\_\_\_  
Signature of Receiving Employee

PS Form 3877 (Facsimile)

**Footnote:**

1. Separate Origin-NDC (intra-NDC turnaround) sack required.

**Notes:**

- This exhibit is inclusive of USPS Tracking. If any of these services are not used, the columns or notations showing this information are not required.
- The first column is preferred, but not required on the manifest.
- To claim NDC prices, refer to Domestic Mail Manual 443.5.3.2.
- See **Exhibit 43H** for example summary.
- The USPS Certification block only needs to be shown on last page. If using the PS Form 3877 in lieu of the PS Form 3665 for Certificate Of Mailing, every page must be postmarked (date-stamped) by the employee, including the USPS Certification page.

**Exhibit 43H**

**Itemized Manifest Summary  
Machinable Parcels**

**Mailers Name:**                      **Manifest Sequence Number:**                      **Date of Manifest:**

**Summary for Exhibit 43G**

**Form 3605-R – Part G – Parcels**

| <b>Entry</b> | <b>Entry</b> | <b>Price Category</b> | <b>Price</b> | <b>No. of Pieces</b> | <b>Subtotal Postage</b> |                     | <b>Total Postage</b> |
|--------------|--------------|-----------------------|--------------|----------------------|-------------------------|---------------------|----------------------|
| G1           | None         | NDC                   |              | <b>80</b>            | 165.03                  |                     | <b>165.03</b>        |
| G2           | None         | Mixed NDC             |              | <b>97</b>            | 197.77                  |                     | <b>197.77</b>        |
|              |              |                       |              |                      |                         | <b>Part G Total</b> | <b>362.80</b>        |

**Part S – Extra Services**

| <b>Entry</b> | <b>Service</b>                  | <b>Fee</b> | <b>No. of Pieces</b> | <b>\$ Total</b>     |                 |
|--------------|---------------------------------|------------|----------------------|---------------------|-----------------|
| S4           | USPS Tracking (electronic only) | 0.19       | 124                  | <b>23.56</b>        |                 |
|              |                                 |            |                      | <b>Part S Total</b> | <b>\$ 23.56</b> |

|                      |                  |
|----------------------|------------------|
| <b>TOTAL POSTAGE</b> | <b>\$ 386.36</b> |
|----------------------|------------------|

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## **Package Services Manifest Example**

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**Exhibit 44**

**Itemized Manifest  
 Package Services – Combining Parcels for DSCF and DDU Entry  
 Including Presort, USPS Ground, and USPS Tracking  
 (With Cumulative Page Totals)**

|                           |   |   |
|---------------------------|---|---|
| Mailer's Name and Address | Post Office of Mailing:<br>Entry Facility (PVDS):<br>SCF Macon GA 310<br>Permit Number:<br>MAC™ Ver. #:<br>(Or Software Ver. #) | Date of Manifest:<br>Class of Mail:<br><br>Processing Category:<br>Manifest Sequence #: |
|---------------------------|---|---|

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| Destination              | 5-Digit ZIP Code | USPS Tracking #      | PC ID #              | Wt. Lbs..            | Class/ Price | Postage        | Presorted Cum Pc Ct | BPM Cum Wt.      |     |           |
|--------------------------|------------------|----------------------|----------------------|----------------------|--------------|----------------|---------------------|------------------|-----|-----------|
| SCF Macon<br>GA 310      | 31097            | 02026837331000000115 | 1234                 | 3.75                 | LM           | 3.37           |                     |                  |     |           |
|                          |                  |                      | 1235                 | 7.12                 | M5           | 4.35           |                     |                  |     |           |
|                          |                  | 02026837331000000122 | 1240                 | 3.12                 | BPS          |                | 301                 | 2253.1200        |     |           |
|                          |                  | 02026837331000000125 | 1256                 | 1.89                 | SM           | 2.40           |                     |                  |     |           |
|                          |                  | 02026837331000000130 | 1257                 | 13.35                | BPS          |                | 302                 | 2266.4700        |     |           |
|                          |                  |                      | 1300                 | 3.75                 | SM           | 2.81           |                     |                  |     |           |
|                          |                  | 02026837331000000133 | 1340                 | 1.25                 | BPS          |                | 303                 | 2267.7200        |     |           |
|                          |                  | 02026837331000000135 | 1425                 | 4.80                 | M5           | 3.18           |                     |                  |     |           |
|                          |                  | 02026837331000000137 | 1543                 | 1.75                 | SM           | 2.40           |                     |                  |     |           |
|                          |                  | 02026837331000000139 | 1683                 | 2.50                 | M5           | 2.40           |                     |                  |     |           |
|                          |                  | 31213                | 02026837331000000140 |                      | 1236         | 1.25           | BPS                 |                  | 304 | 2268.9700 |
|                          |                  |                      |                      |                      | 1242         | 1.50           | SM                  | 2.40             |     |           |
|                          |                  |                      |                      | 02026837331000000145 | 1243         | 6.80           | SM                  | 3.34             |     |           |
|                          |                  |                      |                      | 02026837331000000147 | 1255         | 2.60           | LM                  | 3.00             |     |           |
|                          |                  |                      |                      | 02026837331000000149 | 1286         | 6.50           | M5                  | 3.96             |     |           |
|                          | 1287             |                      |                      | 6.50                 | SM           | 3.34           |                     |                  |     |           |
| 02026837331000000152     | 1301             |                      |                      | 12.05                | BPS          |                | 305                 | 2281.0200        |     |           |
| 02026837331000000153     | 1302             |                      |                      | 4.25                 | M5           | 3.18           |                     |                  |     |           |
|                          | 1412             |                      |                      | 7.05                 | SM           | 3.52           |                     |                  |     |           |
| 02026837331000000157     | 1527             |                      |                      | 14.33                | BPS          |                | 306                 | 2295.3500        |     |           |
|                          | 1766             | 1.00                 | SM                   | 2.16                 |              |                |                     |                  |     |           |
| <b>DSCF Macon GA 310</b> |                  |                      |                      |                      |              |                |                     |                  |     |           |
| <b>Page Totals</b>       |                  | <b>DC: 15</b>        | <b>21</b>            | <b>107.11</b>        |              | <b>45.81</b>   |                     |                  |     |           |
| <b>DSCF Macon GA 310</b> |                  |                      |                      |                      |              |                |                     |                  |     |           |
| <b>Cum Totals</b>        |                  | <b>DC: 354</b>       | <b>951</b>           | <b>7857.56</b>       |              | <b>2018.72</b> | <b>306</b>          | <b>2295.3500</b> |     |           |
| Macon GA                 | 31210            | 02026837331000000167 | 1230                 | 5.60                 | M5           | 3.57           |                     |                  |     |           |
|                          |                  | 02026837331000000169 | 1249                 | 51.78                | DD           | 3.88           |                     |                  |     |           |
|                          |                  | 02026837331000000172 | 1276                 | 1.25                 | BPD          |                | 1                   | 1.2500           |     |           |
| <b>Macon GA 31210</b>    |                  |                      |                      |                      |              |                |                     |                  |     |           |
| <b>Page Totals</b>       |                  | <b>DC: 3</b>         | <b>3</b>             | <b>58.63</b>         |              | <b>7.45</b>    |                     |                  |     |           |
| <b>Cum Page Totals</b>   |                  | <b>DC: 357</b>       | <b>954</b>           | <b>7916.19</b>       |              | <b>2026.17</b> |                     | <b>2296.6000</b> |     |           |

**Exhibit 44 (Continued)**

| Destination           | 5-Digit ZIP Code | Delivery Confirm. #  | Piece ID #  | Wt. Lbs..      | Class/ Price | Postage          | Presorted Cum Pc. Ct. | BPM Cum Wt.     |
|-----------------------|------------------|----------------------|-------------|----------------|--------------|------------------|-----------------------|-----------------|
| Macon GA              | 31210            |                      | 1277        | 42.50          | DD           | 3.66             |                       |                 |
|                       |                  | 02026837331000000181 | 1304        | 11.65          | BPD          |                  | 2                     | 12.9000         |
|                       |                  | 02026837331000000185 | 1341        | 25.45          | DD           | 3.04             |                       |                 |
|                       |                  | 02026837331000000187 | 1427        | 1.75           | DD           | 1.61             |                       |                 |
|                       |                  |                      | 1502        | 36.50          | M5           | 15.66            |                       |                 |
|                       |                  | 02026837331000000195 | 1631        | 1.25           | BPD          |                  | 3                     | 14.1500         |
|                       | ↓                | ↓                    | ↓           | ↓              | ↓            | ↓                | ↓                     | ↓               |
|                       |                  |                      | 1834        | 3.12           | BPD          |                  | 15                    | 112.4500        |
|                       |                  | 02026837331000000199 | 1835        | 36.50          | DD           | 3.47             |                       |                 |
| <b>Macon GA 31210</b> |                  |                      |             |                |              |                  |                       |                 |
| <b>Page Totals</b>    |                  | <b>DC: 20</b>        | <b>49</b>   | <b>739.72</b>  |              | <b>83.12</b>     |                       |                 |
| <b>Macon GA 31210</b> |                  |                      |             |                |              |                  |                       |                 |
| <b>Cum Totals</b>     |                  | <b>DC: 23</b>        | <b>52</b>   | <b>798.35</b>  |              | <b>90.57</b>     | <b>15</b>             | <b>112.4500</b> |
| <b>Page Totals</b>    |                  | <b>DC: 20</b>        | <b>49</b>   | <b>739.72</b>  |              | <b>83.12</b>     |                       |                 |
| <b>Cum Page</b>       |                  |                      |             |                |              |                  |                       |                 |
| <b>Totals</b>         |                  | <b>DC: 377</b>       | <b>1003</b> | <b>8655.29</b> |              | <b>\$2108.86</b> |                       | <b>2312.02</b>  |

**USPS CERTIFICATION**

Total Number of Pieces Received: \_\_\_\_\_

Round Stamp: \_\_\_\_\_

Signature of Receiving Employee \_\_\_\_\_

Form 3877 (Facsimile)

**Notes:**

- A. The use of class, price, and fee codes from **Exhibit 24** is required.
- B. Multiple DSCF and DDU entry mailings may be shown on the same manifest printout. When reporting mail for multiple entries on a single manifest, show the name/ZIP of the entry facility and then list the pieces for each 5-digit ZIP Code as shown in this example.
- C. Each DSCF and DDU entry is a separate mailing and must be segregated and total counts (pieces, weight, postage) must be shown separately.
- D. Each 5-digit ZIP Code must meet minimum standards based on type of container used (i.e., sack or pallet).
- E. Minimum mailing standards for Parcel Select, Presorted Bound Printed Matter, Presorted Library Mail, and Presorted Media Mail must be met separately before combining.
- F. Separate postage statements are required for each of the separate mailings contained within the combined mailing.
- G. Carrier Route Bound Printed Matter may not be combined with these mailings.
- H. If USPS Tracking is not used, the USPS Tracking column may be deleted.
- I. USPS Tracking Page and Cumulative totals reflect only those pieces charged a DC fee. Parcel Select pieces using DC (electronic) are not charged a fee.
- J. See **Exhibit 44A** for an example summary page.
- K. The USPS Certification block only needs to be shown on last page. If using the PS Form 3877 in lieu of the PS Form 3665 for Certificate Of Mailing, every page must be postmarked (date-stamped) by the employee, including the USPS Certification page.



**Exhibit 44A**

**Itemized Manifest Summary  
Package Services – Combining Parcels for DSCF and DDU Entry**

Form 3605-R

**Part A – Bound Printed Matter**

| Zone/<br>Entry | # of Pcs   | Presorted Price  |                      | PLUS             |                  | Pound Price        |                  | Total<br>Postage |
|----------------|------------|------------------|----------------------|------------------|------------------|--------------------|------------------|------------------|
|                |            | X Piece<br>Price | = Per Piece<br>Total | # of<br>Lbs..    | X Pound<br>Price | = Per Lb.<br>Total |                  |                  |
| A52            | DSCF       | 306              | \$.836               | \$255.816        | 2295.3500        | \$.060             | \$137.721        |                  |
| A53            | DDU        | 15               | .657                 | 9.855            | 112.4500         | .025               | 2.811            |                  |
| <b>Totals</b>  | <b>321</b> |                  |                      | <b>\$265.671</b> | <b>2407.8000</b> |                    | <b>\$140.532</b> | <b>\$406.20</b>  |

**Part B – Library Mail**

|    | Pieces       | Pounds | Postage  |          |
|----|--------------|--------|----------|----------|
| B5 | Single-Piece | 102    | 826.1002 | \$460.02 |

**Part B – Media Mail**

|    | Pieces  | Pounds | Postage   |           |
|----|---------|--------|-----------|-----------|
| B8 | 5-Digit | 512    | 4131.2010 | \$2007.04 |

|                     | Pieces     | Pounds           | Postage          |
|---------------------|------------|------------------|------------------|
| <b>Total Part B</b> | <b>614</b> | <b>4957.3012</b> | <b>\$2467.06</b> |

**Part C – Parcel Select - Destination Entry**

|     | Zone/<br>Entry      | Pieces    | Pounds           | Postage         |
|-----|---------------------|-----------|------------------|-----------------|
| C9  | DSCF                | 38        | 1009.6020        | \$191.52        |
| C12 | DDU                 | 30        | 282.5002         | \$46.79         |
|     | <b>Total Part C</b> | <b>68</b> | <b>1292.1022</b> | <b>\$238.31</b> |

**Part S – Extra Services**

|    |    | 3605-R (BPM) |         | 3605-R Library/Media Mail |         |
|----|----|--------------|---------|---------------------------|---------|
|    |    | Pieces       | Fees    | Pieces                    | Fees    |
| S4 | DC | 147          | \$27.93 | 230                       | \$43.70 |

**Total All Postage Statement(s)**

| Manifest<br>Sequence # | Postage<br>Statement<br>Sequence # | Postage<br>Statement                | Pieces      | Weight<br>(Lbs..) | Postage          | Fees           | Total<br>Charges |
|------------------------|------------------------------------|-------------------------------------|-------------|-------------------|------------------|----------------|------------------|
| 12345                  | 12345-1                            | 3605-R – Bound<br>Printed Matter    | 321         | 2407.8000         | \$406.20         | \$27.93        | \$434.13         |
| 12345                  | 12345-2                            | 3605-R – Library<br>Mail/Media Mail | 614         | 4957.3012         | \$2467.06        | \$43.70        | \$2510.76        |
| 12345                  | 12345-3                            | 3605-R –Parcel<br>Select            | 68          | 1292.1022         | \$238.31         | \$0.00         | \$238.31         |
|                        |                                    | <b>Total</b>                        | <b>1003</b> | <b>8657.2034</b>  | <b>\$3111.57</b> | <b>\$71.63</b> | <b>\$3183.20</b> |

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**Itemized Manifest  
Presorted Bound Printed Matter Price  
Machinable Parcels, Flats or Irregular Parcels<sup>1</sup>  
(With Cumulative Page Totals)**

|                           |   |   |
|---------------------------|---|---|
| Mailer's Name and Address | Post Office of Mailing:<br>Entry Facility (PVDS):<br>Permit Number:<br>MAC™ Ver. #:(Or Software Ver. #) | Date of Manifest:<br>Class of Mail:<br>Processing Category:<br>Manifest Sequence #: |
|---------------------------|---|---|

| Zone                           | Piece ID Number | Weight (Lbs..) | Cum. Weight    | Page 35 |
|--------------------------------|-----------------|----------------|----------------|---------|
| 1&2                            | 786001          | 2.45           | 3329.28        |         |
|                                | 789286          | 4.25           | 3333.53        |         |
| <b>Zone 1&amp;2 Pg Totals</b>  | <b>2</b>        | <b>6.70</b>    |                |         |
| <b>Zone 1&amp;2 Cum Totals</b> | <b>1502</b>     | <b>6.70</b>    | <b>3333.53</b> |         |

| Zone                      | Piece ID Number | Weight (Lbs..)    | Cum. Weight    |
|---------------------------|-----------------|-------------------|----------------|
| 3                         | 798105          | 1.00 <sup>2</sup> | 1.00           |
|                           | 798108          | 3.50              | 4.50           |
|                           | 800124          | 3.68              | 8.18           |
|                           | 801129          | 3.68              | 11.86          |
|                           | 802131          | 4.25              | 16.11          |
|                           | 806123          | 3.68              | 19.79          |
|                           | ↓               | ↓                 | ↓              |
|                           | 813121          | 3.68              | 5379.08        |
|                           | 815117          | 3.68              | 5382.76        |
|                           | 816114          | 3.68              | 5386.44        |
|                           | 817125          | 3.68              | 5390.12        |
|                           | 818104          | 3.68              | 5393.80        |
|                           | 819126          | 3.68              | 5397.48        |
| <b>Zone 3 Pg Totals</b>   | <b>18</b>       | <b>66.13</b>      |                |
| <b>Zone 3 Cum. Totals</b> | <b>1974</b>     | <b>72.83</b>      | <b>5397.48</b> |

| Zone                      | Piece ID Number | Weight (Lbs..) | Cum. Weight  |
|---------------------------|-----------------|----------------|--------------|
| 4                         | 820123          | 3.18           | 3.18         |
|                           | 820456          | 6.37           | 9.55         |
|                           | ↓               | ↓              | ↓            |
|                           | 821222          | 5.87           | 15.42        |
| <b>Zone 4 Pg Totals</b>   | <b>3</b>        | <b>15.42</b>   |              |
| <b>Zone 4 Cum. Totals</b> | <b>3</b>        | <b>88.25</b>   | <b>15.42</b> |

**Footnotes:**

1. Each processing category must be shown on a separate manifest. Presort as required by DMM 265 for flats and parcels.
2. Bound Printed Matter pieces weighing less than a pound must be recorded as weighing 1 pound.

**Notes:**

- A. USPS Qualification report required as described in DMM 708.1
- B. Zones 1 & 2 are reported as one zone.
- C. See **Exhibit 47A** for example summary page for parcels.
- D. See **Exhibit 47B** for example summary page for flats.

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**Itemized Manifest Summary  
Presorted Bound Printed - Parcels**

**Mailers Name:**                      **Manifest Sequence Number:**      **Date of Manifest:**

**Form 3605-R**

**Part A – Bound Printed Matter – Presorted Parcels**

|     | <b>Zone/<br/>Entry</b> | <b>Price</b> | <b># of Pcs/<br/>Pounds</b> | <b>Postage</b> |
|-----|------------------------|--------------|-----------------------------|----------------|
| A29 | 1 & 2                  | 1.422        | 1250                        | 1777.5000      |
|     | plus                   | .164         | 2500.00                     | 410.0000       |
| A30 | 3                      | 1.422        | 1850                        | 2630.7000      |
|     | plus                   | .195         | 5025.48                     | 979.9686       |
| A31 | 4                      | 1.422        | 753                         | 1070.7660      |
|     | plus                   | .235         | 1618.95                     | 380.4532       |
| A32 | 5                      | 1.422        | 422                         | 600.0840       |
|     | plus                   | .301         | 738.50                      | 222.2885       |
| A33 | 6                      | 1.422        | 122                         | 173.4840       |
|     | plus                   | .372         | 390.40                      | 145.2288       |
| A36 | 1 & 2                  | 1.452        | 252                         | 365.9040       |
|     | plus                   | .164         | 833.53                      | 136.6989       |
| A37 | 3                      | 1.452        | 124                         | 180.0480       |
|     | plus                   | .195         | 372                         | 72.5400        |
| A38 | 4                      | 1.452        | 52                          | 75.5040        |
|     | plus                   | .235         | 108.46                      | 25.4881        |
| A39 | 5                      | 1.452        | 35                          | 50.8200        |
|     | plus                   | .301         | 112.43                      | 33.8414        |

**Total All Postage Statement(s)**

| <b>Manifest<br/>Sequence #</b> | <b>Postage Statement<br/>Sequence #</b> | <b>Postage Statement</b>                     | <b>Pieces</b> | <b>Weight</b> | <b>Postage</b> |
|--------------------------------|---|--|---------------|---------------|----------------|
| 12345                          | 12345-1                                 | Form 3605R – Bound<br>Printed Matter Parcels | 4860          | 11699.7500    | \$9331.3175    |

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**Itemized Manifest Summary  
Presorted Bound Printed Matter Price - Flats**

**Mailers Name:**                      **Manifest Sequence Number:**      **Date of Manifest:**

**Form 3605-R**

**Part A – Bound Printed Matter – Presorted Flats**

|     | <b>Zone/<br/>Entry</b> | <b>Price</b> | <b># of Pcs/<br/>Pounds</b> | <b>Postage</b> |
|-----|------------------------|--------------|-----------------------------|----------------|
| A29 | 1 & 2                  | 1.216        | 1250                        | 1520.0000      |
|     | plus                   | .138         | 2500.00                     | 345.0000       |
| A30 | 3                      | 1.216        | 1850                        | 2249.6000      |
|     | plus                   | .158         | 5025.48                     | 794.0258       |
| A31 | 4                      | 1.216        | 753                         | 915.6480       |
|     | plus                   | .200         | 1618.95                     | 323.7900       |
| A32 | 5                      | 1.216        | 422                         | 513.1520       |
|     | plus                   | .253         | 738.50                      | 186.8405       |
| A33 | 6                      | 1.216        | 122                         | 148.3520       |
|     | plus                   | .321         | 390.40                      | 125.3184       |
| A36 | 1 & 2                  | 1.246        | 252                         | 313.9920       |
|     | plus                   | .138         | 833.53                      | 115.0271       |
| A37 | 3                      | 1.246        | 124                         | 154.5040       |
|     | plus                   | .158         | 372                         | 58.7760        |
| A38 | 4                      | 1.246        | 52                          | 64.7920        |
|     | plus                   | .200         | 108.46                      | 21.6920        |
| A39 | 5                      | 1.246        | 35                          | 43.6100        |
|     | plus                   | .253         | 112.43                      | 28.4447        |

**Total All Postage Statement(s)**

| <b>Manifest<br/>Sequence #</b> | <b>Postage Statement<br/>Sequence #</b> | <b>Postage Statement</b>                   | <b>Pieces</b> | <b>Weight</b> | <b>Postage</b> |
|--------------------------------|---|--|---------------|---------------|----------------|
| 12345                          | 12345-1                                 | Form 3605R – Bound<br>Printed Matter Flats | 4860          | 11699.7500    | \$7922.5645    |

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**Exhibit 47C**

**Itemized Manifest  
Presorted Bound Printed Matter  
Machinable Parcels  
PVDS Option to a Destination Entry—DSCF and/or DDU**

Mailer's Name and Address

Post Office of Mailing:  
Entry Facility (PVDS):  
Permit Number:  
MAC™ Ver. #:  
(Or Software Ver. #)

Date of Manifest:  
Class of Mail:  
Processing Category:  
Manifest Sequence #:

Entry: SCF Charlottesville VA 229

Page 10

| <b>Sack #<br/>(Optional)</b> | <b>Dest<br/>Entry</b>               | <b>ZIP Code</b>              | <b>Piece ID<br/>Number</b> | <b>Piece<br/>Weight</b> | <b>Cum<br/>Weight</b>        |
|------------------------------|-------------------------------------|------------------------------|----------------------------|-------------------------|------------------------------|
| 51                           | DDU                                 | 22901                        | 20170                      | 1.12                    | 1.12                         |
|                              |                                     |                              | 20171                      | 2.50                    | 3.62                         |
|                              |                                     |                              | 20172                      | 1.25                    | 4.87                         |
|                              |                                     |                              | □                          | □                       | □                            |
|                              |                                     |                              | 20261                      | 5.00                    | 36.75                        |
|                              |                                     | <b>ZIP Total<sup>1</sup></b> | <b>12</b>                  | <b>36.75</b>            |                              |
| 52                           | DDU                                 | 22906                        | 20182                      | 1.12                    | 37.87                        |
|                              |                                     |                              | 20183                      | 1.50                    | 39.37                        |
|                              |                                     |                              | □                          | □                       | □                            |
|                              |                                     |                              | 20195                      | 3.25                    | 64.57                        |
|                              |                                     |                              |                            |                         | <b>ZIP Total<sup>1</sup></b> |
|                              | <b>Charlottesville VA 22901 DDU</b> |                              | <b>Page Total</b>          | <b>25</b>               | <b>64.57</b>                 |
|                              | <b>Charlottesville VA 22901DDU</b>  |                              | <b>Cum Total</b>           | <b>25</b>               | <b>64.57</b>                 |
| 53                           | SCF Charlottesville<br>VA 229       | 24401                        | 20111                      | 1.12                    | 1.12                         |
|                              |                                     |                              | 20112                      | 2.50                    | 3.62                         |
|                              |                                     |                              | 20113                      | 1.25                    | 4.87                         |
|                              |                                     |                              | □                          | □                       | □                            |
|                              |                                     |                              | 20151                      | 5.00                    | 64.35                        |
|                              |                                     | <b>ZIP Total<sup>1</sup></b> | <b>27</b>                  | <b>64.35</b>            |                              |
|                              | <b>DSCF Charlottesville VA 229</b>  |                              | <b>Page Total</b>          | <b>27</b>               | <b>64.35</b>                 |
|                              | <b>DSCF Charlottesville VA 229</b>  |                              | <b>Cum Total</b>           | <b>27</b>               | <b>64.35</b>                 |

**Exhibit 47C (Continued)**

| <b>Sack #<br/>(Optional)</b> | <b>Dest<br/>Entry</b>              | <b>ZIP Code</b>              | <b>Piece ID<br/>Number</b> | <b>Piece<br/>Weight</b> | <b>Cum<br/>Weight</b> |
|------------------------------|------------------------------------|------------------------------|----------------------------|-------------------------|-----------------------|
| 54                           | DSCF                               | 22903                        | 20262                      | 2.50                    | 66.85                 |
|                              |                                    |                              | 20315                      | 1.25                    | 68.10                 |
|                              |                                    |                              | 20316                      | 3.25                    | 71.35                 |
|                              |                                    |                              | □                          | □                       | □                     |
|                              |                                    |                              | 20374                      | 5.00                    | 116.10                |
|                              |                                    | <b>ZIP Total<sup>1</sup></b> | <b>15</b>                  | <b>51.75</b>            |                       |
|                              | <b>DSCF Charlottesville VA 229</b> |                              |                            |                         |                       |
|                              | <b>Page Total</b>                  |                              | <b>15</b>                  | <b>51.75</b>            |                       |
|                              | <b>DSCF Charlottesville VA 229</b> |                              |                            |                         |                       |
|                              | <b>Cum Total</b>                   |                              | <b>42</b>                  | <b>51.75</b>            | <b>116.10</b>         |

**Footnote:**

1. ZIP Total is an optional subtotal.

**Notes:**

- A. All destination entry prices entered at the same facility must be shown on the same manifest.
- B. Each destination entry discount must be segregated, and total counts shown separately.
- C. See **Exhibit 47D** for example summary.
- D. This format may be used for DSCF and/or DDU.

**Exhibit 47D**

**Postage Statement Register and Consolidated Manifest Summary  
Presorted Bound Printed Matter  
DSCF and DDU Machinable Parcels**

**Mailers Name:**                      **Manifest Sequence Number:**      **Date of Manifest:**

**Form 3605- R  
Postage Statement Register**

| Postage Statement Seq # | PO & ZIP of Entry                | Entry Disc | Prsrt Lvl | No. Pcs/Lbs | X Price | Total      | Total Postage | Total Entry Postage | # of Cont | Total # of Pcs | Total Entry Weight |
|-------------------------|----------------------------------|------------|-----------|-------------|---------|------------|---------------|---------------------|-----------|----------------|--------------------|
| 123                     | SCF<br>Charlottesville<br>VA 229 | DDU        | A52       | 25          | 0.657   | \$16.4250  |               |                     |           |                |                    |
|                         |                                  |            |           | 64.57       | 0.025   | \$1.6142   |               |                     |           |                |                    |
|                         |                                  | DSCF       | A51       | 42          | 0.836   | \$35.1120  | \$42.0780     | \$60.1172           | 2         | 67             | 180.67             |
|                         |                                  |            |           | 116.10      | 0.060   | \$6.9660   |               |                     |           |                |                    |
| 124                     | SCF Phoenix<br>AZ 852            | DSCF       | A51       | 373         | 0.836   | \$311.8280 | \$390.3818    | \$390.3818          | 10        | 373            | 1309.23            |
|                         |                                  |            |           | 1309.23     | 0.060   | \$78.5538  |               |                     |           |                |                    |

**Form 3605- R  
Part A – Consolidated Manifest Summary – Parcels**

|     | Dest Entry Price | Number of Pieces | X Piece Price | Pc Price Postage | Number of Pounds | X Pound Price | Pound Price Postage | Total Postage |
|-----|------------------|------------------|---------------|------------------|------------------|---------------|---------------------|---------------|
| A52 | DSCF             | 415              | 0.836         | \$346.9400       | 1425.33          | 0.060         | \$85.5198           | \$432.4598    |
| A53 | DDU              | 25               | 0.657         | \$16.4250        | 64.57            | 0.025         | \$1.6142            | \$18.0392     |

**Total All Postage Statement(s)**

| Manifest Sequence # | Postage Statement Sequence # | Postage Statement                         | Pieces | Weight    | Postage    |
|---------------------|------------------------------|---|--------|-----------|------------|
| 12345               | 12345-1                      | Form 3605R – Bound Printed Matter Parcels | 440    | 1489.9000 | \$450.4990 |

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**Itemized Manifest  
Presorted Media Mail or Library Mail—5-Digit and Basic Price  
Machinable Parcels**

|                            |   |   |
|----------------------------|---|---|
| Mailer's Name and Address: | Post Office of Mailing:<br>Entry Facility (PVDS):<br>Permit Number:<br>MAC™ Ver. #:<br>(Or Software Ver. #) | Date of Manifest:<br>Class of Mail: <b>Media Mail</b><br>Processing Category:<br>Manifest Sequence #: |
|----------------------------|---|---|

|   |                      |                                |                    |                 |                  |                       | Page |
|---|----------------------|--------------------------------|--------------------|-----------------|------------------|-----------------------|------|
|   |                      |                                |                    |                 |                  |                       | 7    |
| Sack/Pallet<br>Number <sup>1</sup><br>5-Digit Price | Sack/Pallet<br>Level | Sack/Pallet<br>ZIP             | Piece ID<br>Number | Piece<br>Weight | Postage<br>Price | Cumulative<br>Postage |      |
| 12  | 5D                   | 05040                          | 1234               | 22.69           | 10.20            | \$5295.65             |      |
|   |                      |                                | 1357               | 9.43            | 5.13             | 5345.78               |      |
|   |                      |                                | 1388               | 16.21           | 7.86             | 5353.64               |      |
|   |                      |                                | 1431               | 19.05           | 9.03             | 5362.67               |      |
|   |                      |                                | 1432               | 2.18            | 2.40             | 5365.07               |      |
|   |                      |                                | 1445               | 31.09           | 13.71            | 5378.78               |      |
|   |                      |                                | 1487               | 3.94            | 2.79             | 5381.57               |      |
|   |                      |                                | 1499               | 20.68           | 9.42             | 5390.99               |      |
|   |                      |                                | 1512               | 32.45           | 14.10            | 5405.09               |      |
|   |                      |                                | 1543               | 5.77            | 3.57             | 5408.66               |      |
|   |                      |                                | 1576               | 43.02           | 18.39            | 5427.05               |      |
|   |                      |                                | 1621               | 6.15            | 3.96             | 5431.01               |      |
|   |                      |                                | 1634               | 14.95           | 7.08             | 5438.09               |      |
|   |                      |                                | 1665               | 20.22           | 9.42             | 5447.51               |      |
|   |                      |                                | ↓                  | ↓               | ↓                | ↓                     |      |
|   |                      |                                | 1832               | 3.98            | 2.79             | 5638.09               |      |
| <b>5-D Page Total</b>                               |                      |                                | <b>30</b>          | <b>509.12</b>   |                  | <b>342.44</b>         |      |
| <b>5-D Cum Total</b>                                |                      |                                | <b>153</b>         | <b>2512.35</b>  |                  | <b>5638.09</b>        |      |
| <b>Basic Price</b>                                  |                      |                                |                    |                 |                  |                       |      |
| 13  | NDC                  | NDC<br>Springfield<br>MA 05500 | 1230               | 5.52            | 3.91             | 3.91                  |      |
|   |                      |                                | 1249               | 51.85           | 21.88            | 25.79                 |      |
|   |                      |                                | 1276               | .85             | 1.96             | 27.75                 |      |
|   |                      |                                | 1277               | 42.10           | 17.98            | 45.73                 |      |
|   |                      |                                | 1304               | 10.18           | 5.86             | 51.59                 |      |
|   |                      |                                | ↓                  | ↓               | ↓                | ↓                     |      |
|   |                      |                                | 1835               | 33.27           | 14.86            | 408.56                |      |
| <b>Basic Page Totals</b>                            |                      |                                | <b>59</b>          | <b>1063.77</b>  |                  | <b>408.56</b>         |      |
| <b>Basic Cum Page Totals</b>                        |                      |                                | <b>59</b>          | <b>1063.77</b>  |                  | <b>408.56</b>         |      |

**Footnote:**  
1. The first column is preferred, but not required on the manifest.

**Notes:**  
A. See **Exhibit 48B** for example summary.

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**Itemized Manifest  
Presorted Media Mail or Library Mail—5-Digit and Basic Price  
Flats or Irregular Parcels**

Mailer’s Name and Address: Post Office of Mailing: Date of Manifest:  
 Entry Facility (PVDS): Class of Mail: **Library Mail**  
 Permit Number: Processing Category:  
 MAC™ Ver. #:(Or Software Ver. #) Manifest Sequence #:

| Sack/Pallet Number <sup>1</sup> | Sack/Pallet Level | Sack/Pallet ZIP | Package Destination <sup>2</sup> | Piece ID Number <sup>3</sup> | Piece Weight    | Price        | Cumulative Postage |
|---------------------------------|-------------------|-----------------|----------------------------------|------------------------------|-----------------|--------------|--------------------|
| <b>5-Digit Price</b>            |                   |                 |                                  |                              |                 |              |                    |
| 3                               | 5DG               | 04742           | 04742                            | 1234                         | .8924           | 1.54         | 59.80              |
|                                 |                   |                 |                                  | 1357                         | .9565           | 1.54         | 61.34              |
|                                 |                   |                 |                                  | 1999                         | 1.1000          | 1.91         | 63.25              |
|                                 |                   |                 |                                  | 2345                         | 1.2000          | 1.91         | 65.16              |
|                                 |                   |                 |                                  | 2468                         | .8763           | 1.54         | 66.70              |
|                                 |                   |                 |                                  | 2469                         | .9995           | 1.54         | 68.24              |
|                                 |                   |                 |                                  | 2888                         | 1.2500          | 1.91         | 70.15              |
|                                 |                   |                 |                                  | 3456                         | 1.1400          | 1.91         | 72.06              |
|                                 |                   |                 |                                  | 4021                         | 1.1500          | 1.91         | 73.97              |
|                                 |                   |                 |                                  | 4121                         | 1.1250          | 1.91         | 75.88              |
|                                 |                   |                 |                                  | 6793                         | 1.1400          | 1.91         | 77.79              |
| <b>5-D Page Total</b>           |                   |                 |                                  | <b>11</b>                    | <b>11.7907</b>  | <b>19.53</b> |                    |
| <b>5-D Cum Total</b>            |                   |                 |                                  | <b>64</b>                    | <b>68.6604</b>  |              | <b>77.79</b>       |
| <b>Basic Price</b>              |                   |                 |                                  |                              |                 |              |                    |
| 4                               | 3DG               | 061             | 061                              | 6794                         | 1.1010          | 2.26         | 2.26               |
|                                 |                   |                 |                                  | 6795                         | .7625           | 1.89         | 4.15               |
|                                 |                   |                 |                                  | 6796                         | .8924           | 1.89         | 6.04               |
|                                 |                   |                 |                                  | 6802                         | 1.1010          | 2.26         | 8.30               |
|                                 |                   |                 |                                  | 6812                         | 1.2000          | 2.26         | 10.56              |
|                                 |                   |                 |                                  | 6814                         | 1.0000          | 1.89         | 12.44              |
|                                 |                   |                 |                                  | 6815                         | 1.1140          | 2.26         | 14.71              |
|                                 |                   |                 |                                  | 6816                         | .9995           | 1.89         | 16.60              |
|                                 |                   |                 |                                  | 6819                         | .7854           | 1.89         | 18.49              |
|                                 |                   |                 |                                  | ↓                            | ↓               | ↓            | ↓                  |
|                                 |                   |                 |                                  | 6997                         | 1.1010          | 2.26         | 40.84              |
| 5                               | MADC              | 190             | M190                             | 6768                         | .8245           | 1.89         | 42.73              |
|                                 |                   |                 |                                  | 6771                         | .9237           | 1.89         | 44.62              |
|                                 |                   |                 |                                  | 6772                         | .9625           | 1.89         | 46.51              |
|                                 |                   |                 |                                  | 6781                         | .7625           | 1.89         | 48.40              |
|                                 |                   |                 |                                  | 6782                         | .9888           | 1.89         | 50.29              |
|                                 |                   |                 |                                  | 6783                         | .9880           | 1.89         | 52.18              |
|                                 |                   |                 |                                  | 6784                         | 1.0030          | 2.26         | 54.44              |
|                                 |                   |                 |                                  | 6785                         | 1.1010          | 2.26         | 56.70              |
|                                 |                   |                 |                                  | 6786                         | 1.2500          | 2.26         | 58.96              |
| <b>Basic Page Total</b>         |                   |                 |                                  | <b>55</b>                    | <b>65.6745</b>  | <b>58.96</b> |                    |
| <b>Basic Cum Total</b>          |                   |                 |                                  | <b>55</b>                    | <b>65.6745</b>  |              | <b>58.96</b>       |
| <b>Cum Total</b>                |                   |                 |                                  | <b>119</b>                   | <b>134.3349</b> |              |                    |

**Footnote:**

- The first column is preferred, but not required on the manifest.
- Eliminate the “Package Destination” column for an irregular parcels manifest.

**Note:** See Exhibit 48B for example summary.

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Exhibit 48B

**Itemized Manifest Summary  
Media Mail or Library Mail**

Mailer's Name:

Manifest Sequence Number:

Date of Manifest:

**Form 3605-R**

**Part B – Library Mail**

|           |         | Pieces       | Postage |
|-----------|---------|--------------|---------|
| <b>B1</b> | Basic   |              |         |
| <b>B3</b> | 5-Digit |              |         |
|           |         | <b>TOTAL</b> |         |

OR

**Part B – Media Mail**

|           |         | Pieces       | Postage         |
|-----------|---------|--------------|-----------------|
| <b>B6</b> | Basic   | 150          | 105.71          |
| <b>B8</b> | 5-Digit | 64           | 75.46           |
|           |         | <b>TOTAL</b> | <b>\$181.17</b> |

**Total All Postage Statement(s)**

| Manifest Sequence # | Postage Statement Sequence # | Postage Statement                        | Pieces | Weight   | Postage  |
|---------------------|------------------------------|--|--------|----------|----------|
| 12345               | 12345-1                      | Form 3605R – Library Mail/<br>Media Mail | 214    | 220.2130 | \$181.17 |

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# **International Mail Manifest Exhibits**

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**Exhibit 49**

**Itemized Manifest  
First-Class Mail International and Priority Mail International Mixed – With Extra Services  
(With Cumulative Charges Column)**

Mailer's Name and Address

Post Office of Mailing:  
Permit Number:  
MAC™ Version #:  
(Or Software Version #)

Date of Manifest:  
Class of Mail:  
Processing Category:  
Manifest Sequence #:

| Piece ID          | Weight Oz/Lbs. <sup>1</sup> | Ctry Code | Class/ Price | Price Group | Postage          | Value  | Total Fees      | Total Charges     | Cumulative Charges |
|-------------------|-----------------------------|-----------|--------------|-------------|------------------|--------|-----------------|-------------------|--------------------|
| 1226              | 21.00                       | CA        | PI           | 1           | 54.00            |        |                 | 54.00             | 4955.65            |
| 1227              | 8.44                        | FR        | PIB          |             | 41.95            |        |                 | 41.95             | 4997.60            |
| 1235              | 0.2/.0125                   | FR        | FIC          |             | 0.98             |        |                 | 0.98              | 4998.58            |
| 1240              | 0.2/.0125                   | FR        | FIC          |             | 0.98             |        |                 | 0.98              | 4999.56            |
| 1256              | 10.25                       | FR        | PI           | 5           | 57.50            |        |                 | 57.50             | 5057.06            |
| 1257              | 3.50                        | DK        | PIE          |             | 12.95            |        |                 | 12.95             | 5070.01            |
| 1372              | 13.00                       | CA        | PI           | 1           | 40.00            | 430.00 | 6.70            | 46.70             | 5116.71            |
| INS:              |                             |           |              |             |                  |        |                 |                   |                    |
| 6.70              |                             |           |              |             |                  |        |                 |                   |                    |
| 1446              | 19.93                       | BR        | PIB          |             | 41.95            |        |                 | 41.95             | 5158.66            |
| 1449              | 15.50                       | DE        | FIM          | 4           | 71.40            |        |                 | 71.40             | 5230.06            |
| 1457              | 65.38                       | MX        | FIM          | 2           | 264.00           |        |                 | 264.00            | 5494.06            |
| 1459              | 22.00                       | CA        | PI           | 1           | 55.75            | 50.00  | 1.75            | 46.50             | 5540.56            |
| INS:              |                             |           |              |             |                  |        |                 |                   |                    |
| 1.75              |                             |           |              |             |                  |        |                 |                   |                    |
| 1460              | 40.50                       | FR        | PI           | 5           | 147.50           | 600.00 | 8.40            | 155.90            | 5696.46            |
| INS:              |                             |           |              |             |                  |        |                 |                   |                    |
| 8.40              |                             |           |              |             |                  |        |                 |                   |                    |
| RR:               |                             |           |              |             |                  |        |                 |                   |                    |
| 2.30              |                             |           |              |             |                  |        |                 |                   |                    |
| <b>Page Total</b> | <b>222.57</b>               |           |              |             | <b>\$788.96</b>  |        | <b>\$16.85</b>  | <b>\$794.81</b>   |                    |
| <b>12</b>         |                             |           |              |             |                  |        |                 |                   |                    |
| <b>Cum Total</b>  | <b>1353.745</b>             |           |              |             | <b>\$5578.96</b> |        | <b>\$117.50</b> | <b>\$5,696.46</b> | <b>\$5696.46</b>   |
| <b>205</b>        |                             |           |              |             |                  |        |                 |                   |                    |

**Footnote:**

1. First-Class Mail International piece weights (except M-Bag Airmail) must be recorded in ounce and in pound increments.

**Notes:**

- A. The use of class, price, and fee codes from **Exhibit 24** is required.
- B. Must be presented with Form 3877 to support Extra Services
- C. See **Exhibit 49A** for example summary page.

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## First-Class Mail International and Priority Mail International Mixed – With Extra Services Summary

**Mailer's Name:**                      **Manifest Sequence Number:**      **Date of Manifest:**

Form 3700

### Part A – First-Class Mail International

#### Postcards

|    | Destination Country | Pieces    | Weight (Lbs.) | Per Piece Charge | Postage        |
|----|---------------------|-----------|---------------|------------------|----------------|
| A1 | Canada              | 5         | 0.0625        | 0.75             | 3.75           |
| A2 | Mexico              | 4         | 0.0500        | 0.79             | 3.16           |
| A3 | All Other Countries | 5         | 0.0625        | 0.98             | 4.90           |
|    | <b>Total</b>        | <b>14</b> | <b>0.1750</b> |                  | <b>\$11.81</b> |

#### Letters

|    | Destination Country/<br>Price Group | Pieces    | Weight (Lbs..) | Postage         |
|----|-------------------------------------|-----------|----------------|-----------------|
| A4 | Canada                              | 24        | 3.75           | 30.00           |
| A5 | Mexico                              | 26        | 3.58           | 49.14           |
| A6 | 3                                   | 13        | 1.14           | 23.66           |
| A7 | 4                                   | 15        | 0.75           | 14.70           |
| A8 | 5                                   | 10        | 1.94           | 35.00           |
|    | <b>Total</b>                        | <b>88</b> | <b>11.16</b>   | <b>\$152.50</b> |

#### Large Envelopes (Flats)

|    | Destination Country/<br>Price Group | Pieces    | Weight (Lbs..) | Postage         |
|----|-------------------------------------|-----------|----------------|-----------------|
| A5 | Mexico                              | 11        | 8.25           | 71.50           |
| A6 | 3                                   | 5         | 1.56           | 23.00           |
| A9 | 6                                   | 2         | 3.50           | 30.24           |
|    | <b>Total</b>                        | <b>18</b> | <b>13.31</b>   | <b>\$124.74</b> |

#### Packages/Small Packets

|    | Destination Country/<br>Price Group | Pieces    | Weight (Lbs..) | Postage         |
|----|-------------------------------------|-----------|----------------|-----------------|
| A4 | Canada                              | 24        | 60.00          | 261.36          |
| A5 | Mexico                              | 26        | 91.00          | 617.50          |
|    | <b>Total</b>                        | <b>50</b> | <b>151.00</b>  | <b>\$878.86</b> |

**Exhibit 49A (Continued)**

**M-Bag Airmail**

|     | Price Group  | Sacks     | Sacks X 11 Lbs.. | Price Per Sack | Sack Subtotal   | # Lbs.. Over 11 | Price Per Pound | Pound Subtotal  | Total Postage    |
|-----|--------------|-----------|------------------|----------------|-----------------|-----------------|-----------------|-----------------|------------------|
| A14 | 1            | 5         | 55               | 26.95          | 134.75          | 25              | 2.45            | 61.25           | 196.00           |
| A15 | 2            | 7         | 77               | 28.60          | 200.20          | 7               | 2.60            | 18.20           | 218.40           |
| A16 | 3            | 4         | 44               | 55.00          | 220.00          | 13              | 5.00            | 65.00           | 285.00           |
| A17 | 4            | 4         | 44               | 46.20          | 184.80          | 15              | 4.20            | 63.00           | 247.80           |
| A18 | 5            | 2         | 22               | 35.75          | 71.50           | 23              | 3.25            | 74.75           | 146.25           |
|     | <b>Total</b> | <b>37</b> | <b>242</b>       |                | <b>\$811.25</b> | <b>83</b>       |                 | <b>\$282.20</b> | <b>\$1093.45</b> |

|                     | Pieces | Pounds  | Postage   |
|---------------------|--------|---------|-----------|
| <b>Part A Total</b> | 207    | 418.375 | \$2261.36 |

**Part D – Priority Mail International**

**Priority Mail International**

|    | Price Group         | Pieces    | Weight (Lbs..) | Postage          |
|----|---------------------|-----------|----------------|------------------|
| D1 | 1                   | 19        | 208.60         | 693.50           |
| D2 | 2                   | 14        | 185.30         | 794.50           |
| D6 | 6                   | 3         | 116.25         | 661.50           |
|    | <b>Total Part D</b> | <b>36</b> | <b>510.15</b>  | <b>\$2149.50</b> |

**Flat-Rate Envelope**

|     | Price Group         | Pieces   | Weight (Lbs..) | Postage        |
|-----|---------------------|----------|----------------|----------------|
| D12 | 2                   | 1        | 2.07           | 12.95          |
|     | <b>Total Part D</b> | <b>1</b> | <b>2.07</b>    | <b>\$12.95</b> |

**Small Flat-Rate Box**

|     | Price Group         | Pieces   | Weight (Lbs..) | Postage        |
|-----|---------------------|----------|----------------|----------------|
| D14 | 1                   | 3        | 3.10           | 32.85          |
|     | <b>Total Part D</b> | <b>3</b> | <b>3.10</b>    | <b>\$32.85</b> |

**Regular/Medium Flat-Rate Box**

|     | Price Group         | Pieces   | Weight (Lbs..) | Postage         |
|-----|---------------------|----------|----------------|-----------------|
| D16 | 2                   | 5        | 20.15          | 209.75          |
|     | <b>Total Part D</b> | <b>5</b> | <b>20.15</b>   | <b>\$209.75</b> |



**Exhibit 49A (Continued)**

**Large Flat-Rate Box**

|            | <b>Price Group</b>  | <b>Pieces</b> | <b>Weight (Lbs..)</b> | <b>Postage</b> |
|------------|---------------------|---------------|-----------------------|----------------|
| <b>D18</b> | 2                   | 1             | 7.45                  | 53.95          |
|            | <b>Total Part D</b> | <b>1</b>      | <b>7.45</b>           | <b>\$53.95</b> |

|                     | <b>Pieces</b> | <b>Pounds</b> | <b>Postage</b> |
|---------------------|---------------|---------------|----------------|
| <b>Part D Total</b> | 46            | 542.92        | \$2459.00      |

**Part S – International – Extra Services**

|           | <b>Service</b>      | <b>Pieces</b> | <b>Cum Fee</b>  |
|-----------|---------------------|---------------|-----------------|
| <b>S1</b> | Insurance           | 19            | 87.40           |
| <b>S4</b> | Return Receipt      | 14            | 32.20           |
|           | <b>Total Part S</b> | <b>33</b>     | <b>\$119.60</b> |

**Total All Postage Statement(s)**

| <b>Manifest Sequence #</b> | <b>Statements Sequence #</b> | <b>Postage Statement</b>                            | <b>Pieces</b> | <b>Weight (Lbs..)</b> | <b>Postage</b> | <b>Fees</b>    | <b>Total Charges</b> |
|----------------------------|------------------------------|---|---------------|-----------------------|----------------|----------------|----------------------|
| 12345                      | 12345-1                      | Form 3700 – First-Class Mail Intl - Letters         |               |                       | \$1257.76      |                | \$1257.76            |
| 12345                      | 12345-2                      | Form 3700 – First-Class Mail Intl – Large Envelopes | 18            | 13.31                 | \$124.74       |                | \$124.74             |
| 12345                      | 12345-3                      | Form 3700 – First-Class Mail Intl – Packages        | 50            | 151.00                | \$878.86       |                | \$878.86             |
| 12345                      | 12345-4                      | Form 3700 – Priority Mail Intl                      | 46            | 542.92                | 2459.00        | \$119.60       | \$2578.60            |
|                            |                              | <b>Totals</b>                                       | <b>423</b>    | <b>1230.00</b>        | <b>4720.36</b> | <b>\$19.60</b> | <b>\$4715.22</b>     |

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**Itemized Manifest  
International and Domestic Prices<sup>1</sup>—Mixed Classes  
(With Cumulative Page Totals)**

Mailer's Name and Address

Post Office of Mailing:  
Entry Facility (PVDS):  
Permit Number:  
MAC™ Version #:  
(Or Software Version #)

Date of Manifest:  
Class of Mail:  
Processing Category:  
Manifest Sequence #:

Page 2

| Piece ID Number    | Weight Oz/Lbs. <sup>2</sup> | ZIP/Zone Ctry Code | Class/Price    | Price Group | Postage         | Cumulative Postage |
|--------------------|-----------------------------|--------------------|----------------|-------------|-----------------|--------------------|
| 1153               | 12.45                       | 879/3              | P              |             | 12.06           | 321.12             |
| 1155               | 34.65                       | 865/3              | P              |             | 19.65           | 340.77             |
| 1157               | 21.55                       | GB                 | PI             | 3           | 109.50          | 450.27             |
| 1159               | 8.44                        | FR                 | PI             | 5           | 51.50           | 501.77             |
| 1234               | 0.19                        |                    | FL             |             | 0.95            | 502.72             |
| 1357               | 5.00                        | 852/1              | P <sup>3</sup> |             | 6.33            | 509.05             |
| 1358               | 7.88                        | 478/7              | P              |             | 21.70           | 530.75             |
| 1372               | 13.00                       | CA                 | PI             | 1           | 40.00           | 570.75             |
| 1457               | 63.85                       | MX                 | PIM            | 2           | 166.40          | 737.15             |
| 1579               | 0.79                        | 853/1              | PF             |             | 4.95            | 742.10             |
| 1789               | 4.10                        | 521/6              | PB             |             | 10.35           | 752.45             |
| 1999               | 7.35                        | 683/5              | P              |             | 16.70           | 769.15             |
| 2345               | 2.55                        | 910/4              | P              |             | 6.44            | 775.59             |
| 2469               | 3.20                        | 897/4              | P              |             | 7.62            | 783.21             |
| 2678               | 20.75                       | GB                 | PI             | 3           | 102.00          | 885.21             |
| 2888               | 49/3.06 <sup>1</sup>        | FR                 | FIP            | 5           | 26.24           | 911.45             |
| 3456               | 4/0.24 <sup>1</sup>         | FR                 | FIF            | 5           | 3.76            | 915.21             |
| 3458               | 3.06                        | FR                 | PIE            |             | 12.95           | 928.16             |
| 3459               | 10.25                       | DK                 | PI             | 9           | 51.75           | 979.91             |
| 3579               | 5.06                        | DK                 | PI             | 10          | 51.05           | 1030.96            |
| 4987               | 15.60                       | JP                 | PI             | 10          | 102.55          | 1133.51            |
|                    |                             |                    |                |             |                 |                    |
| <b>Page Totals</b> | <b>243.02</b>               |                    |                |             | <b>\$824.45</b> |                    |
| <b>Cum Totals</b>  | <b>394.89</b>               |                    |                |             |                 | <b>\$1133.51</b>   |

**Footnote:**

4. The domestic prices that may be included are: USPS Ground Advantage- Commercial Priority Mail (when all standards are met); b) Nonpresorted Bound Printed Matter; and d) USPS Ground Advantage
2. First-Class Mail International piece weights (except M-Bag Airmail) must be recorded in ounce and in pound increments.
3. Retail prices may no longer be claimed for permit imprint domestic Priority Mail pieces. Domestic USPS Ground Advantage Priority Mail pieces do not need a special code or indicator. Use the appropriate Domestic Priority Mail code listed in **Exhibit 24**.

**Notes:**

- A. The use of class, price, and fee codes from **Exhibit 24** is required.
- B. See **Exhibit 50** and **50A** for complete list of country codes.
- C. See **Exhibits 49A** and **29B** for example summary pages.

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**International Country Codes—Listed Alphabetically By Country Name**

| <b>Country</b>                 | <b>Code</b> | <b>Country</b>                  | <b>Code</b> |
|--------------------------------|-------------|---------------------------------|-------------|
| ASCENSION                      | AC          | CONGO, DEMOCRATIC REP. OF THE   | CD          |
| AFGHANISTAN                    | AF          | COOK ISLANDS                    | CK          |
| ÅLAND ISLANDS                  | AX          | COSTA RICA                      | CR          |
| ALBANIA                        | AL          | COTE D'IVOIRE                   | CI          |
| ALGERIA                        | DZ          | CROATIA                         | HR          |
| ANDORRA                        | AD          | CUBA                            | CU          |
| ANGOLA                         | AO          | CURACAO                         | CW          |
| ANGUILLA                       | AI          | CYPRUS                          | CY          |
| ANTARCTICA                     | AQ          | CZECH REPUBLIC                  | CZ          |
| ANTIGUA AND BARBUDA            | AG          | DENMARK                         | DK          |
| ARGENTINA                      | AR          | DJIBOUTI                        | DJ          |
| ARMENIA                        | AM          | DOMINICA                        | DM          |
| ARUBA                          | AW          | DOMINICAN REPUBLIC              | DO          |
| AUSTRALIA                      | AU          | ECUADOR                         | EC          |
| AUSTRIA                        | AT          | EGYPT                           | EG          |
| AZERBAIJAN                     | AZ          | EL SALVADOR                     | SV          |
| BAHAMAS                        | BS          | EQUATORIAL GUINEA               | GQ          |
| BAHRAIN                        | BH          | ERITREA                         | ER          |
| BANGLADESH                     | BD          | ESTONIA                         | EE          |
| BARBADOS                       | BB          | ETHIOPIA                        | ET          |
| BELARUS                        | BY          | FALKLAND ISLANDS (MALVINAS)     | FK          |
| BELGIUM                        | BE          | FAROE ISLANDS                   | FO          |
| BELIZE                         | BZ          | FIJI                            | FJ          |
| BENIN                          | BJ          | FINLAND                         | FI          |
| BERMUDA                        | BM          | FRANCE                          | FR          |
| BHUTAN                         | BT          | FRENCH GUIANA                   | GF          |
| BOLIVIA                        | BO          | FRENCH POLYNESIA                | PF          |
| BOSNIA AND HERZEGOVINA         | BA          | FRENCH SOUTHERN TERRITORIES     | TF          |
| BOTSWANA                       | BW          | GABON                           | GA          |
| BOUVET ISLAND                  | BV          | GAMBIA                          | GM          |
| BRAZIL                         | BR          | GREAT BRITAN & N. IRELAND       | GB          |
| BRITISH INDIAN OCEAN TERRITORY | IO          | GEORGIA                         | GE          |
| BRUNEI DARUSSALAM              | BN          | GERMANY                         | DE          |
| BULGARIA                       | BG          | GHANA                           | GH          |
| BURKINA FASO                   | BF          | GIBRALTAR                       | GI          |
| BURUNDI                        | BI          | GREECE                          | GR          |
| CAMBODIA                       | KH          | GREENLAND                       | GL          |
| CAMEROON                       | CM          | GRENADA                         | GD          |
| CANADA                         | CA          | GUADELOUPE                      | GP          |
| CAPE VERDE                     | CV          | GUATEMALA                       | GT          |
| CAYMAN ISLANDS                 | KY          | GUERNSEY                        | GG          |
| CENTRAL AFRICAN REPUBLIC       | CF          | GUINEA                          | GN          |
| CHAD                           | TD          | GUINEA-BISSAU                   | GW          |
| CHILE                          | CL          | GUYANA                          | GY          |
| CHINA                          | CN          | HAITI                           | HT          |
| CHRISTMAS ISLAND               | CX          | HEARD ISLAND & MCDONALD ISLANDS | HM          |
| COCOS (KEELING) ISLANDS        | CC          | HONDURAS                        | HN          |
| COLOMBIA                       | CO          | HONG KONG                       | HK          |
| COMOROS                        | KM          | HUNGARY                         | HU          |
| CONGO                          | CG          | ICELAND                         | IS          |

|                           |    |
|---------------------------|----|
| INDIA                     | IN |
| INDONESIA                 | ID |
| IRAN, ISLAMIC REPUBLIC OF | IR |
| IRAQ                      | IQ |
| IRELAND                   | IE |
| ISLE OF MAN               | IM |
| ISRAEL                    | IL |
| ITALY                     | IT |
| JAMAICA                   | JM |
| JAPAN                     | JP |
| JERSEY                    | JE |

|                                   |    |
|-----------------------------------|----|
| JORDAN                            | JO |
| KAZAKHSTAN                        | KZ |
| KENYA                             | KE |
| KIRIBATI                          | KI |
| KOREA, DEMOCRATIC PEOPLE'S REP OF | KP |
| KOREA, REPUBLIC OF                | KR |
| KUWAIT                            | KW |
| KYRGYZSTAN                        | KG |
| LAO PEOPLE'S DEMOCRATIC REPUBLIC  | LA |

### Exhibit 50 (Continued)

| Country                         | Code |
|---------------------------------|------|
| LATVIA                          | LV   |
| LEBANON                         | LB   |
| LESOTHO                         | LS   |
| LIBERIA                         | LR   |
| LIBYAN ARAB JAMAHIRIYA          | LY   |
| LIECHTENSTEIN                   | LI   |
| LITHUANIA                       | LT   |
| LUXEMBOURG                      | LU   |
| MACAO                           | MO   |
| MACEDONIA, FORMER YUGOSLAV REP. | MK   |
| MADAGASCAR                      | MG   |
| MALAWI                          | MW   |
| MALAYSIA                        | MY   |
| MALDIVES                        | MV   |
| MALI                            | ML   |
| MALTA                           | MT   |
| MARTINIQUE                      | MQ   |
| MAURITANIA                      | MR   |
| MAURITIUS                       | MU   |
| MAYOTTE                         | YT   |
| MEXICO                          | MX   |
| MOLDOVA, REPUBLIC OF            | MD   |
| MONACO                          | MC   |
| MONGOLIA                        | MN   |
| MONTENEGRO                      | ME   |
| MONTSERRAT                      | MS   |
| MOROCCO                         | MA   |
| MOZAMBIQUE                      | MZ   |
| MYANMAR                         | MM   |
| NAMIBIA                         | NA   |
| NAURU                           | NR   |
| NEPAL                           | NP   |
| NETHERLANDS                     | NL   |
| NEW CALEDONIA                   | NC   |
| NEW ZEALAND                     | NZ   |
| NICARAGUA                       | NI   |
| NIGER                           | NE   |
| NIGERIA                         | NG   |
| NIUE                            | NU   |

| Country                          | Code |
|----------------------------------|------|
| NORFOLK ISLAND                   | NF   |
| NORTHERN MARIANA ISLANDS         | MP   |
| NORWAY                           | NO   |
| OMAN                             | OM   |
| PAKISTAN                         | PK   |
| PALESTINIAN TERRITORY, OCCUPIED  | PS   |
| PANAMA                           | PA   |
| PAPUA NEW GUINEA                 | PG   |
| PARAGUAY                         | PY   |
| PERU                             | PE   |
| PHILIPPINES                      | PH   |
| PITCAIRN                         | PN   |
| POLAND                           | PL   |
| PORTUGAL                         | PT   |
| QATAR                            | QA   |
| REUNION                          | RE   |
| ROMANIA                          | RO   |
| RUSSIAN FEDERATION               | RU   |
| RWANDA                           | RW   |
| SAINT HELENA                     | SH   |
| SAINT KITTS AND NEVIS            | KN   |
| SAINT LUCIA                      | LC   |
| SAINT PIERRE AND MIQUELON        | PM   |
| SAINT VINCENT AND THE GRENADINES | VC   |
| SAMOA                            | WS   |
| SAN MARINO                       | SM   |
| SAO TOME AND PRINCIPE            | ST   |
| SAUDI ARABIA                     | SA   |
| SENEGAL                          | SN   |
| SERBIA                           | RS   |
| SEYCHELLES                       | SC   |
| SIERRA LEONE                     | SL   |
| SINGAPORE                        | SG   |
| SINT MAARTEN                     | SX   |
| SLOVAKIA                         | SK   |
| SLOVENIA                         | SI   |
| SOLOMON ISLANDS                  | SB   |
| SOMALIA                          | SO   |
| SOUTH AFRICA                     | ZA   |

|                                    |   |
|------------------------------------|---|
| SOUTH GEORGIA & SOUTH SANDWICH IS. | G |
| S                                  |   |
| SPAIN                              | E |
| S                                  |   |
| SRI LANKA                          | L |
| K                                  |   |
| SUDAN                              | S |
| D                                  |   |
| SURINAME                           | S |
| R                                  |   |
| SVALBARD AND JAN MAYEN             | S |
| J                                  |   |
| SWAZILAND                          | S |
| Z                                  |   |
| SWEDEN                             | S |
| E                                  |   |
| SWITZERLAND                        | C |
| H                                  |   |
| SYRIAN ARAB REPUBLIC               | S |
| Y                                  |   |
| TAIWAN, PROVINCE OF CHINA          | T |
| W                                  |   |

|                              |    |
|------------------------------|----|
| TAJIKISTAN                   | TJ |
| TANZANIA, UNITED REPUBLIC OF | TZ |
| THAILAND                     | TH |
| TIMOR-LESTE                  | TL |
| TOGO                         | TG |
| TOKELAU                      | TK |
| TONGA                        | TO |
| TRINIDAD AND TOBAGO          | TT |
| TRISTAN DU CUNHA             | TS |
| TUNISIA                      | TN |
| TURKEY                       | TR |
| TURKMENISTAN                 | TM |
| TURKS AND CAICOS ISLANDS     | TC |
| TUVALU                       | TV |
| UGANDA                       | UG |
| UKRAINE;                     | UA |
| UNITED ARAB EMIRATES         | AE |
| URUGUAY                      | UY |
| UZBEKISTAN                   | UZ |
| VATICAN CITY                 | VA |
| VANUATU                      | VU |
| VENEZUELA                    | VE |
| VIET NAM                     | VN |
| VIRGIN ISLANDS, BRITISH      | VG |
| WALLIS AND FUTUNA            | WF |
| WESTERN SAHARA               | EH |
| YEMEN                        | YE |
| ZAMBIA                       | ZM |
| ZIMBABWE                     | ZW |

**Exhibit 50A**  
**International Country Codes—Listed**  
**Alphabetically by Country Code**

| Country                       | Code | Country                            | Code |
|-------------------------------|------|------------------------------------|------|
| ASCENSION                     | AC   | CUBA                               | CU   |
| ANDORRA                       | AD   | CAPE VERDE                         | CV   |
| UNITED ARAB EMIRATES          | AE   | CURACAO                            | CW   |
| AFGHANISTAN                   | AF   | CHRISTMAS ISLAND                   | CX   |
| ANTIGUA AND BARBUDA           | AG   | CYPRUS                             | CY   |
| ANGUILLA                      | AI   | CZECH REPUBLIC                     | CZ   |
| ALBANIA                       | AL   | GERMANY                            | DE   |
| ARMENIA                       | AM   | DJIBOUTI                           | DJ   |
| NETHERLANDS ANTILLES          | AN   | DENMARK                            | DK   |
| ANGOLA                        | AO   | DOMINICA                           | DM   |
| ANTARCTICA                    | AQ   | DOMINICAN REPUBLIC                 | DO   |
| ARGENTINA                     | AR   | ALGERIA                            | DZ   |
| AUSTRIA                       | AT   |                                    |      |
| AUSTRALIA                     | AU   | ECUADOR                            | EC   |
| ARUBA                         | AW   | ESTONIA                            | EE   |
| ÅLAND ISLANDS                 | AX   | EGYPT                              | EG   |
| AZERBAIJAN                    | AZ   | WESTERN SAHARA                     | EH   |
| BOSNIA AND HERZEGOVINA        | BA   | ERITREA                            | ER   |
| BARBADOS                      | BB   | SPAIN                              | ES   |
| BANGLADESH                    | BD   | ETHIOPIA                           | ET   |
| BELGIUM                       | BE   | FINLAND                            | FI   |
| BURKINA FASO                  | BF   | FIJI                               | FJ   |
| BULGARIA                      | BG   | FALKLAND ISLANDS (MALVINAS)        | FK   |
| BAHRAIN                       | BH   | FAROE ISLANDS                      | FO   |
| BURUNDI                       | BI   | FRANCE                             | FR   |
| BENIN                         | BJ   | GABON                              | GA   |
| BERMUDA                       | BM   | GREAT BRITAN & N. IRELAND          | GB   |
| BRUNEI DARUSSALAM             | BN   | GRENADA                            | GD   |
| BOLIVIA                       | BO   | GEORGIA                            | GE   |
| BRAZIL                        | BR   | FRENCH GUIANA                      | GF   |
| BAHAMAS                       | BS   | GUERNSEY                           | GG   |
| BHUTAN                        | BT   | GHANA                              | GH   |
| BOUVET ISLAND                 | BV   | GIBRALTAR                          | GI   |
| BOTSWANA                      | BW   | GREENLAND                          | GL   |
| BELARUS                       | BY   | GAMBIA                             | GM   |
| BELIZE                        | BZ   | GUINEA                             | GN   |
| CANADA                        | CA   | GUADELOUPE                         | GP   |
| COCOS (KEELING) ISLANDS       | CC   | EQUATORIAL GUINEA                  | GQ   |
| CONGO, DEMOCRATIC REP. OF THE | CD   | GREECE                             | GR   |
| CENTRAL AFRICAN REPUBLIC      | CF   | SOUTH GEORGIA & SOUTH SANDWICH IS. | GS   |
| CONGO                         | CG   | GUATEMALA                          | GT   |
| SWITZERLAND                   | CH   | GUINEA-BISSAU                      | GW   |
| COTE D'IVOIRE                 | CI   | GUYANA                             | GY   |
| COOK ISLANDS                  | CK   | HONG KONG                          | HK   |
| CHILE                         | CL   | HEARD ISLAND & MCDONALD ISLANDS    | HM   |
| CAMEROON                      | CM   | HONDURAS                           | HN   |
| CHINA                         | CN   | CROATIA                            | HR   |
| COLOMBIA                      | CO   | HAITI                              | HT   |
| COSTA RICA                    | CR   | HUNGARY                            | HU   |
|                               |      | INDONESIA                          | ID   |



|                                |    |
|--------------------------------|----|
| IRELAND                        | IE |
| ISRAEL                         | IL |
| ISLE OF MAN                    | IM |
| INDIA                          | IN |
| BRITISH INDIAN OCEAN TERRITORY | IO |
| IRAQ                           | IQ |
| IRAN, ISLAMIC REPUBLIC OF      | IR |
| ICELAND                        | IS |
| ITALY                          | IT |
| JERSEY                         | JE |
| JAMAICA                        | JM |
| JORDAN                         | JO |

|                                   |    |
|-----------------------------------|----|
| JAPAN                             | JP |
| KENYA                             | KE |
| KYRGYZSTAN                        | KG |
| CAMBODIA                          | KH |
| KIRIBATI                          | KI |
| COMOROS                           | KM |
| SAINT KITTS AND NEVIS             | KN |
| KOREA, DEMOCRATIC PEOPLE'S REP OF | KP |
| KOREA, REPUBLIC OF                | KR |
| KUWAIT                            | KW |
| CAYMAN ISLANDS                    | KY |

**Exhibit 50A (Continued)****International Country Codes—Listed Alphabetically**

| <b>Country</b>                   | <b>Code</b> | <b>Country</b>                  | <b>Code</b> |
|----------------------------------|-------------|---------------------------------|-------------|
| KAZAKHSTAN                       | KZ          | PAKISTAN                        | PK          |
| LAO PEOPLE'S DEMOCRATIC REPUBLIC | LA          | POLAND                          | PL          |
| LEBANON                          | LB          | SAINT PIERRE AND MIQUELON       | PM          |
| SAINT LUCIA                      | LC          | PITCAIRN                        | PN          |
| LIECHTENSTEIN                    | LI          | PALESTINIAN TERRITORY, OCCUPIED | PS          |
| SRI LANKA                        | LK          | PORTUGAL                        | PT          |
| LIBERIA                          | LR          | PARAGUAY                        | PY          |
| LESOTHO                          | LS          | QATAR                           | QA          |
| LITHUANIA                        | LT          | REUNION                         | RE          |
| LUXEMBOURG                       | LU          | ROMANIA                         | RO          |
| LATVIA                           | LV          | SERBIA                          | RS          |
| LIBYAN ARAB JAMAHIRIYA           | LY          | RUSSIAN FEDERATION              | RU          |
| MOROCCO                          | MA          | RWANDA                          | RW          |
| MONACO                           | MC          | SAUDI ARABIA                    | SA          |
| MOLDOVA, REPUBLIC OF             | MD          | SOLOMON ISLANDS                 | SB          |
| MONTENEGRO                       | ME          | SEYCHELLES                      | SC          |
| MADAGASCAR                       | MG          | SUDAN                           | SD          |
| MACEDONIA, FORMER YUGOSLAV REP.  | MK          | SWEDEN                          | SE          |
| MALI                             | ML          | SINGAPORE                       | SG          |
| MYANMAR                          | MM          | SAINT HELENA                    | SH          |
| MONGOLIA                         | MN          | SLOVENIA                        | SI          |
| MACAO                            | MO          | SVALBARD AND JAN MAYEN          | SJ          |
| MARTINIQUE                       | MQ          | SLOVAKIA                        | SK          |
| MAURITANIA                       | MR          | SIERRA LEONE                    | SL          |
| MONTSERRAT                       | MS          | SAN MARINO                      | SM          |
| MALTA                            | MT          | SENEGAL                         | SN          |
| MAURITIUS                        | MU          | SOMALIA                         | SO          |
| MALDIVES                         | MV          | SURINAME                        | SR          |
| MALAWI                           | MW          | SAO TOME AND PRINCIPE           | ST          |
| MEXICO                           | MX          | EL SALVADOR                     | SV          |
| MALAYSIA                         | MY          | SINT MAARTEN                    | SX          |
| MOZAMBIQUE                       | MZ          | SYRIAN ARAB REPUBLIC            | SY          |
| NAMIBIA                          | NA          | SWAZILAND                       | SZ          |
| NEW CALEDONIA                    | NC          | TURKS AND CAICOS ISLANDS        | TC          |
| NIGER                            | NE          | CHAD                            | TD          |
| NORFOLK ISLAND                   | NF          | TRISTAN DU CUNHA                | TS          |
| NIGERIA                          | NG          | FRENCH SOUTHERN TERRITORIES     | TF          |
| NICARAGUA                        | NI          | TOGO                            | TG          |
| NETHERLANDS                      | NL          | THAILAND                        | TH          |
| NORWAY                           | NO          | TAJIKISTAN                      | TJ          |
| NEPAL                            | NP          | TOKELAU                         | TK          |
| NAURU                            | NR          | TIMOR-LESTE                     | TL          |
| NIUE                             | NU          | TURKMENISTAN                    | TM          |
| NEW ZEALAND                      | NZ          | TUNISIA                         | TN          |
| OMAN                             | OM          | TONGA                           | TO          |
| PANAMA                           | PA          | TURKEY                          | TR          |
| PERU                             | PE          | TRINIDAD AND TOBAGO             | TT          |
| FRENCH POLYNESIA                 | PF          | TUVALU                          | TV          |
| PAPUA NEW GUINEA                 | PG          | TAIWAN, PROVINCE OF CHINA       | TW          |
| PHILIPPINES                      | PH          | TANZANIA, UNITED REPUBLIC OF    | TZ          |

|                                  |    |
|----------------------------------|----|
| UKRAINE;                         | UA |
| UGANDA                           | UG |
| URUGUAY                          | UY |
| UZBEKISTAN                       | UZ |
| VATICAN CITY                     | VA |
| SAINT VINCENT AND THE GRENADINES | VC |
| VENEZUELA                        | VE |
| VIRGIN ISLANDS, BRITISH          | VG |
| VIET NAM                         | VN |

|                   |    |
|-------------------|----|
| VANUATU           | VU |
| WALLIS AND FUTUNA | WF |
| SAMOA             | WS |
| YEMEN             | YE |
| MAYOTTE           | YT |
| SOUTH AFRICA      | ZA |
| ZAMBIA            | ZM |
| ZIMBABWE          | ZW |