

**Postage Statement - Package Services****(Bound Printed Matter, Library Mail, Media Mail, Parcel Post, and Parcel Select)***Use this form for all Package Services. Only Library Mail and Media Mail may be combined.*

<b>Mailer</b>	Permit Holder's Name and Address and Email Address If Any		Telephone	Name and Address of Mailing Agent (If other than permit holder)		Telephone	Name and Address of Individual or Organization for Which Mailing Is Prepared (If other than permit holder)	
	CAPS Cust. Ref. No. _____ Dun & Bradstreet No. _____			Dun & Bradstreet No. _____			Dun & Bradstreet No. _____	
<b>Mailing</b>	Post Office of Mailing		Processing Category <input type="checkbox"/> Flats <input type="checkbox"/> Barcoded Flats <input type="checkbox"/> Parcels - Irregular <input type="checkbox"/> Parcels - Machinable <input type="checkbox"/> Parcels - Nonmachinable		Mailing Date		Federal Agency Cost Code	
	Type of Postage <input type="checkbox"/> Permit Imprint <input type="checkbox"/> Metered				Weight of a Single Piece _____ pounds		Statement Seq.No.    No. of Containers	
	Permit #		Packaging Based on <input type="checkbox"/> Piece Count <input type="checkbox"/> Weight <input type="checkbox"/> Both		If Sacked, Based on <input type="checkbox"/> Piece Count <input type="checkbox"/> 20 Pounds		Total Pieces	
							Total Weight	
	For Barcoded Rate Pieces, Enter Date of Address Matching and Coding (DMM 708.3.3) ____/____/____			For Carrier Route Rate Pieces, Enter Date of Address Matching and Coding (DMM 708.3.3) ____/____/____				
<b>Postage</b>	Parts Completed (Select all that apply) <input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/> D <input type="checkbox"/> E <input type="checkbox"/> F <input type="checkbox"/> G <input type="checkbox"/> H <input type="checkbox"/> S							
	<b>Total Postage</b> (Add parts totals)							
	Rate at Which Postage Affixed (Check one) (DMM 234/334) <input type="checkbox"/> Correct <input type="checkbox"/> Lowest <input type="checkbox"/> Neither    _____ pcs. x \$ _____ = <b>Postage Affixed</b>							
	<b>Net Postage Due</b> (Subtract postage affixed from total postage)							
	For USPS Use Only: Additional Postage Payment (State reason)							
	<b>Total Adjusted Postage Affixed</b>							
<b>Certification</b>	<p>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 that the mailing qualifies for the rates 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.</p> <p style="text-align: right;"><i>Privacy Notice:</i> For information regarding our Privacy Policy visit <a href="http://www.usps.com">www.usps.com</a></p>							
	Signature of Mailer or Agent				Name of Mailer or Agent			Telephone
	<div style="display: flex; justify-content: space-between;"> <div style="width: 60%;"> <p><b>USPS Use Only</b></p> <p>Weight of a Single Piece _____ 0 . _____ pound</p> <p>Total Pieces    Total Weight</p> <p>Total Postage</p> <p>Check One <input type="checkbox"/> Presort Verification Not Scheduled    <input type="checkbox"/> Presort Verification Performed as Scheduled</p> <p>I CERTIFY that this mailing has been inspected concerning: (1) eligibility for postage rates claimed; (2) proper preparation (and presort where required); (3) proper completion of postage statement; and (4) payment of annual fee (if required).</p> <p>Verifying Employee's Signature</p> </div> <div style="width: 35%;"> <p>Is figure at left adjusted from mailer's entries?    <input type="checkbox"/> Yes    <input type="checkbox"/> No</p> <p>If "Yes," Reason</p> <p>Date Mailed Notified    Contact    By (Initials)</p> <p>Verifying Employee's Name    Time    AM    PM</p> </div> </div>							

# Package Services - Bound Printed Matter

## ☐ Part A

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

### Bound Printed Matter - Single-Piece - Flats or Parcels

Zone	Rate	Number of Barcoded Pieces		Total
A1 1 & 2		X	=	\$
A2 3		X	=	\$
A3 4		X	=	\$
A4 5		X	=	\$
A5 6		X	=	\$
A6 7		X	=	\$
A7 8		X	=	\$
Zone	Rate	Number of Nonbarcoded Pieces		Total
A8 1 & 2		X	=	\$
A9 3		X	=	\$
A10 4		X	=	\$
A11 5		X	=	\$
A12 6		X	=	\$
A13 7		X	=	\$
A14 8		X	=	\$

**Part A Total**

## ☐ Part B

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

### Bound Printed Matter - Presorted - Flats or Parcels

#### Barcoded

☐ Flats - Per Piece (\$1.106) ☐ Parcels - Per Piece (\$1.187) (Permit Imprint per piece charge)

Zone	or Amt. Affixed	No. of Pieces	Pieces Subtotal	PLUS Pound Rate	No. of Pounds	Pounds Subtotal	Total
B1 1 & 2	X	=	\$	\$0.095	X	=	\$
B2 3	X	=	\$	\$0.118	X	=	\$
B3 4	X	=	\$	\$0.157	X	=	\$
B4 5	X	=	\$	\$0.209	X	=	\$
B5 6	X	=	\$	\$0.261	X	=	\$
B6 7	X	=	\$	\$0.325	X	=	\$
B7 8	X	=	\$	\$0.442	X	=	\$

#### Nonbarcoded

☐ Flats - Per Piece (\$1.136) ☐ Parcels - Per Piece (\$1.217) (Permit Imprint per piece charge)

Zone	or Amt. Affixed	No. of Pieces	Pieces Subtotal	PLUS Pound Rate	No. of Pounds	Pounds Subtotal	Total
B8 1 & 2	X	=	\$	\$0.095	X	=	\$
B9 3	X	=	\$	\$0.118	X	=	\$
B10 4	X	=	\$	\$0.157	X	=	\$
B11 5	X	=	\$	\$0.209	X	=	\$
B12 6	X	=	\$	\$0.261	X	=	\$
B13 7	X	=	\$	\$0.325	X	=	\$
B14 8	X	=	\$	\$0.442	X	=	\$

**Part B Total**

# Package Services - Bound Printed Matter



**Part C** Check box if rates are populated in this section.  
Bound Printed Matter - Carrier Route - Flats or Parcels

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

Nonbarcoded

☐ Flats - Per Piece (\$1.031) ☐ Parcels - Per Piece (\$1.112) (Permit Imprint per piece charge)

	Zone	or Amt. Affixed	No. of Pieces	Pieces Subtotal	PLUS Pound Rate	No. of Pounds	Pounds Subtotal	Total
C1	1 & 2	X	=	\$	\$0.095	X	=	\$
C2	3	X	=	\$	\$0.118	X	=	\$
C3	4	X	=	\$	\$0.157	X	=	\$
C4	5	X	=	\$	\$0.209	X	=	\$
C5	6	X	=	\$	\$0.261	X	=	\$
C6	7	X	=	\$	\$0.325	X	=	\$
C7	8	X	=	\$	\$0.442	X	=	\$

For affixed postage mailings as described in DMM 243, 343 and 443, compute and enter the rate for each piece in the amount affixed column, multiply by number of pieces and complete the total column.

**Part C Total**



**Part D**  
Destination Bound Printed Matter - Presorted - Flats or Parcels

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

Barcoded

☐ Flats - Per Piece (\$0.832) ☐ Parcels - Per Piece (\$0.913) (Permit Imprint per piece charge)

	Zone	or Amt. Affixed	No. of Pieces	Pieces Subtotal	PLUS Pound Rate	No. of Pounds	Pounds Subtotal	Total
DBMC D1	1 & 2	X	=	\$	\$0.077	X	=	\$
D2	3	X	=	\$	\$0.108	X	=	\$
D3	4	X	=	\$	\$0.147	X	=	\$
D4	5	X	=	\$	\$0.197	X	=	\$

For affixed postage mailings as described in DMM 243, 343 and 443, compute and enter the rate for each piece in the amount affixed column, multiply by number of pieces and complete the total column.

Nonbarcoded

☐ Flats - Per Piece (\$0.862) ☐ Parcels - Per Piece (\$0.943) (Permit Imprint per piece charge)

	Zone	or Amt. Affixed	No. of Pieces	Pieces Subtotal	PLUS Pound Rate	No. of Pounds	Pounds Subtotal	Total
DBMC D5	1 & 2	X	=	\$	\$0.077	X	=	\$
D6	3	X	=	\$	\$0.108	X	=	\$
D7	4	X	=	\$	\$0.147	X	=	\$
D8	5	X	=	\$	\$0.197	X	=	\$

Barcoded

☐ Flats - Per Piece (\$0.606) (Permit Imprint per piece charge)

	Zone	or Amt. Affixed	No. of Pieces	Pieces Subtotal	PLUS Pound Rate	No. of Pounds	Pounds Subtotal	Total
DSCE D9	SCF	X	=	\$	\$0.063	X	=	\$

Nonbarcoded

☐ Flats - Per Piece (\$0.636) ☐ Parcels - Per Piece (\$0.717) (Permit Imprint per piece charge)

	Zone	or Amt. Affixed	No. of Pieces	Pieces Subtotal	PLUS Pound Rate	No. of Pounds	Pounds Subtotal	Total
DDU D10	SCF	X	=	\$	\$0.063	X	=	\$

☐ Flats - Per Piece (\$0.561) ☐ Parcels - Per Piece (\$0.642) (Permit Imprint per piece charge)

	Zone	or Amt. Affixed	No. of Pieces	Pieces Subtotal	PLUS Pound Rate	No. of Pounds	Pounds Subtotal	Total
DDU D11	DDU	X	=	\$	\$0.032	X	=	\$

**Part D Total**

## Package Services - Bound Printed Matter

☐ Part E

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

Destination Bound Printed Matter - Carrier Route - Flats or Parcels

☐ Flats - Per Piece (\$0.757) ☐ Parcels - Per Piece (\$0.838) (Permit Imprint per piece charge)

	Zone	or Amt. Affixed	No. of Pieces	Pieces Subtotal	PLUS Pound Rate	No. of Pounds	Pounds Subtotal	Total	
DBMC	E1	1 & 2	X	= \$	\$0.077	X	=	\$	For affixed postage mailings as described in DMM 243, 343 and 443, compute and enter the rate for each piece in the amount affixed column, multiply by number of pieces and complete the total column.
	E2	3	X	= \$	\$0.108	X	=	\$	
	E3	4	X	= \$	\$0.147	X	=	\$	
	E4	5	X	= \$	\$0.197	X	=	\$	

☐ Flats - Per Piece (\$0.531) ☐ Parcels - Per Piece (\$0.612) (Permit Imprint per piece charge)

DDU	E5	SCF	X	= \$	\$0.063	X	=	\$	Part E Total
	E6	DDU	X	= \$	\$0.032	X	=	\$	

## Package Services - Library Mail and Media Mail

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

☐ Part F

	Library Mail - Barcoded Parcels	Rate		Number of Machinable Pieces	Total
F1	Basic		X	=	\$
F2	Single Piece		X	=	\$
	Library Mail - Nonbarcoded	Rate		Number of Pieces	Total
F3	5-Digit		X	=	\$
F4	Basic		X	=	\$
F5	Single Piece		X	=	\$
	Media Mail - Barcoded	Rate		Number of Machinable Pieces	Total
F6	Basic		X	=	\$
F7	Single Piece		X	=	\$
	Media Mail - Nonbarcoded	Rate		Number of Pieces	Total
F8	5-Digit		X	=	\$
F9	Basic		X	=	\$
F10	Single Piece		X	=	\$

Part F Total

## Package Services - Parcel Select

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

☐ Part G

	Zone	Barcoded - Rate		Number of Machinable Pieces	Total
DBMC	G1	1 & 2	X	=	\$
	G2	3	X	=	\$
	G3	4	X	=	\$
	G4	5	X	=	\$
		Nonbarcoded - Rate		Number of Machinable Pieces	Total
	G5	1 & 2	X	=	\$
	G6	3	X	=	\$
	G7	4	X	=	\$
	G8	5	X	=	\$
		Rate		Number of Nonmachinable Pieces	Total
	G9	1 & 2	X	=	\$
	G10	3	X	=	\$
	G11	4	X	=	\$
	G12	5	X	=	\$
	Processing Category	Rate		Number of Pieces	Total
DSCF	G13	Machinable	X	=	\$
	G14	Nonmachinable	X	=	\$
		Rate		Number of Pieces	Total
DDU	G15	DDU Parcels	X	=	\$

Part G Total

# Package Services - Parcel Post

☐ **Part H**  
Parcel Post

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

## Inter BMC/ASF - Barcoded - Machinable Parcels

Single-Rate				BMC Presort				OBMC Presort			
Zone	Rate	Pieces	Total	Zone	Rate	Pieces	Total	Zone	Rate	Pieces	Total
H1 1 & 2		X	= \$	1 & 2		X	= \$	1 & 2		X	= \$
H2 3		X	= \$	3		X	= \$	3		X	= \$
H3 4		X	= \$	4		X	= \$	4		X	= \$
H4 5		X	= \$	5		X	= \$	5		X	= \$
H5 6		X	= \$	6		X	= \$	6		X	= \$
H6 7		X	= \$	7		X	= \$	7		X	= \$
H7 8		X	= \$	8		X	= \$	8		X	= \$

## Inter BMC/ASF - Nonbarcoded - Machinable Parcels

Single-Rate				BMC Presort				OBMC Presort			
Zone	Rate	Pieces	Total	Zone	Rate	Pieces	Total	Zone	Rate	Pieces	Total
H8 1 & 2		X	= \$	1 & 2		X	= \$	1 & 2		X	= \$
H9 3		X	= \$	3		X	= \$	3		X	= \$
H10 4		X	= \$	4		X	= \$	4		X	= \$
H11 5		X	= \$	5		X	= \$	5		X	= \$
H12 6		X	= \$	6		X	= \$	6		X	= \$
H13 7		X	= \$	7		X	= \$	7		X	= \$
H14 8		X	= \$	8		X	= \$	8		X	= \$

## Inter BMC/ASF - Nonmachinable Parcels

Single-Rate				BMC Presort				OBMC Presort			
Zone	Rate	Pieces	Total	Zone	Rate	Pieces	Total	Zone	Rate	Pieces	Total
H15 1&2		X	= \$	1 & 2		X	= \$	1 & 2		X	= \$
H16 3		X	= \$	3		X	= \$	3		X	= \$
H17 4		X	= \$	4		X	= \$	4		X	= \$
H18 5		X	= \$	5		X	= \$	5		X	= \$
H19 6		X	= \$	6		X	= \$	6		X	= \$
H20 7		X	= \$	7		X	= \$	7		X	= \$
H21 8		X	= \$	8		X	= \$	8		X	= \$

## Intra BMC/ASF Parcels

Barcoded Machinable				Nonbarcoded Machinable				Nonmachinable			
Zone	Rate	Pieces	Total	Zone	Rate	Pieces	Total	Zone	Rate	Pieces	Total
H22 Local		X	= \$	Local		X	= \$	Local		X	= \$
H23 1&2		X	= \$	1 & 2		X	= \$	1 & 2		X	= \$
H24 3		X	= \$	3		X	= \$	3		X	= \$
H25 4		X	= \$	4		X	= \$	4		X	= \$
H26 5		X	= \$	5		X	= \$	5		X	= \$

1st Column Total

+ (add)

2nd Column Total

+ (add)

3rd Column Total =

**Part H Total**

Package Services - Extra Services

☐ **Part S** *Check box if rates are populated in this section.*  
**Extra Services**

	Domestic Service	Rate		Number of Pieces		Total	
S1	Certificate of Mailing (3 or more)	\$0.30	X		=	\$	
S3	Collect on Delivery (COD)		X		=	\$	
S4	Delivery Confirmation (parcels only)		X		=	\$	
S5	Insured Mail		X		=	\$	
S7	Restricted Delivery	\$3.70	X		=	\$	
S8	Return Receipt (Electronic)	\$1.35	X		=	\$	
S9	Return Receipt (Form 3811)	\$1.85	X		=	\$	
S10	Return Receipt for Merchandise	\$3.15	X		=	\$	
S11	Signature Confirmation (parcels only)		X		=	\$	
S12	Parcel Airlift (PAL)		X		=	\$	
S13	Special Handling		X		=	\$	

Part S Total

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## Package Services - Instructions

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Use this form for Package Services including Bound Printed Matter, Library Mail, Media Mail, Parcel Post and Parcel Select.

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

**Step 2:** Determine which part(s) to complete for your mailing, as follows: Parts A -E - Bound Printed Matter (BPM) Flats or Parcels, Part F - Library Mail and Media Mail, Part G - Parcel Select, Part H - Parcel Post; or Part S - Extra Services.

*Note: Postage Affixed mailers complete Part S before affixing postage.*

**Step 3:** Complete applicable part(s) as follows:

**Part A:** Single-piece BPM is charged a per-piece rate based on weight and zone. Enter applicable per-piece rate in "Rate" column. Multiply per-piece rate times corresponding number of pieces and enter in "Total" column.

*Permit Imprint* mailings, round off to four decimal places.

*Postage Affixed* round off to three decimal places. Add line-item totals and enter sum in Part A Total box. Do not round.

**Parts B-E:** Presorted and Carrier Route BPM are charged a per-pound rate and a per-piece rate. Note: For pieces weighing one pound or less, calculate per-pound postage for a one pound piece.

*Permit Imprint:* Check box to show if mailing Flats or Parcels; enter corresponding per-piece rate for all zones in column one. Multiply applicable per-piece rate times number of pieces per zone and enter in "Pieces Subtotal" column. Compute per-pound postage by multiplying the unrounded weight of a single piece (one pound per piece, minimum) times the number of pieces per zone; enter result in "No. of Pounds" column. Multiply the applicable Pound Rate times the number of pounds. Do not round. Enter result in "Total" column. Add line-item totals and enter sum in Part/Total box. Do not round.

*Postage Affixed:* Check box to show if mailing Flats or Parcels. Compute per-pound postage by multiplying unrounded weight of a single piece (one pound per piece, minimum) times applicable Pound Rate for the zone. Do not round. Add per-pound postage to applicable per-piece postage. Round this number up to next tenth of a cent (three decimal places). Enter (rounded) postage amount in column one ("Amt. Affixed") and multiply times corresponding number of pieces. Enter result in "Total" column. Add line-item totals and enter sum in Part/Total box. Do not round.

**Parts F-H:** These categories of mail are charged a per-piece rate.

*Permit Imprint:* Multiply number of pieces times applicable per-piece rate. Round each result off to four decimal places. Add the products and enter in "Total" column. Add line-item totals and enter sum in Part/Total box. Do not round.

*Postage Affixed:* Compute applicable postage for a single piece. Round up to next tenth of a cent (three decimal places). Enter single-piece amount(s) in appropriate line in "Rate" column; multiply times corresponding number of pieces; enter result in "Total" column. Add line-item totals and enter sum in Part/Total box. Do not round.

**Part S:** Extra Services are charged a per-piece rate.

*Permit Imprint:* Multiply rate for requested extra service(s) times number of pieces. Enter result in "Total" column. Add the line-item totals and enter sum in Part S Total box. Round off to four decimal places. Add line-item totals and enter sum in Part A Total box. Do not round.

*Postage Affixed:* Multiply rate for requested extra service(s) times number of pieces. Round off to three decimal places. Enter result in "Total" column. Add line-item totals and enter sum in Part S Total box. Do not round.

*Note: Add postage for extra services to individual postage amounts in Part A - E or F - H; round up sum to next tenth of a cent (three decimal places) and affix to piece(s); or include total postage for extra services in "Net Postage Due" (p. 1).*

**Step 4:** Go to Postage section on page 1. Place a check mark in the appropriate box(es) to show which part(s) you have completed. Add the postage from the Part/Total box for each completed section; round off to the nearest whole cent (two decimal places); enter sum in Total Postage.

**Step 5:** Read and sign Certification section, including your telephone number. Attach all completed pages together to submit with the mailing. (Do not include blank pages.)