

United States Postal Service

Postage Statement — First-Class Mail — Easy Nonautomation Letters, Cards, or Flats

Post Office: Note Mail Arrival Date & Time

This form may be used only for a single nonautomation rate mailing of identical-weight pieces. Use PS Form 3600-R for all other First-Class Mail mailings. Checklists and other tools for mailers are available on the Postal Explorer website at pe.usps.com.

Mailer	Permit Holder's Name and Address and Email Address, if Any	Telephone	Mailing	Post Office of Mailing	Permit No.	Weight of a Single Piece 0. _____ pound
				Type of Postage <input type="checkbox"/> Permit Imprint <input type="checkbox"/> Precanceled Stamps <input type="checkbox"/> Metered	Fed. Agency Code	Number and Type of Containers
				Mailing Date	Statement Seq. No.	
				Processing Category <input type="checkbox"/> Letters (including card rate) <input type="checkbox"/> Flats	Total Pieces	Total Weight
Customer No. _____						

Category	Presort Level	Rate	Number of Pieces	Total
Cards Eligible for Card Rates	B1. Presorted	.241	x	
	B2. Single Piece	.260	x	
	Letters	B3. Presorted	x	
		B4. Single Piece	x	
	Flats	B5. Presorted	x	
		B6. Single Piece	x	
Total Postage (Add parts totals)				
Rate at Which Postage Affixed (Check one) <input type="checkbox"/> Correct <input type="checkbox"/> Lowest <input type="checkbox"/> Neither _____ pcs. x \$ _____ = Postage Affixed				
Net Postage Due (Subtract postage affixed from total postage)				
For USPS Use Only: Additional Postage Payment (State reason)				
For postage affixed add additional payment to net postage due; for permit imprint add additional payment to total postage.				Total Adjusted Postage Affixed
Postmaster: Report Total Postage in (Permit imprint only). AIC 121				Total Adjusted Postage Permit Imprint

Certification	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 supporting documentation comply with all postal standards and 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. Privacy Notice: For information regarding our Privacy Policy visit www.usps.com .		
	Signature of Mailer or Agent	Printed Name of Mailer or Agent Signing Form	Telephone

USPS Use Only	Weight of a Single Piece 0. _____ pound	Are postage figures at left adjusted from mailer's entries? If yes, reason: <input type="checkbox"/> Yes <input type="checkbox"/> No				
	Total Pieces	Total Weight				
	Total Postage					
	Presort Verification Performed? (Check one) <input type="checkbox"/> Yes <input type="checkbox"/> No		Date Mailer Notified	Contact	By (Initials)	Round Stamp (Required)
	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 required annual fee.					
	Verifying Employee's Signature		Print Verifying Employee's Name		Time AM PM	

First-Class Mail EZ — Instructions

Use this form for nonautomation letters or flats at First-Class Mail rates or for cards eligible for card rates for First-Class Mail only. *(Use PS Form 3600-R for Priority Mail rates).*

Step 1: Complete the Mailer and Mailing sections.

Step 2: Complete the Postage section for the applicable category - Letters or Flats, or Cards Eligible for Card Rates, as follows:

Determine the per-piece rate for Letters or Flats based on the weight of a single piece and the presort level.

Determine the per-piece rate for Cards Eligible for Card Rates, presorted or single piece.

Multiply the number of pieces by the corresponding postage rate. (Permit Imprint mailings, round off to four decimal places; Postage Affixed mailings, round off to three decimal places).

Step 3: Add the postage (lines B1 and B2 for cards; lines B3 and B4 for letters; lines B5 and B6 for flats). Enter sum in Total Postage, rounded off to two decimal places.

Step 4: Postage Affixed mailings complete the Postage Affixed line. (Permit Imprint go to Step 5).

Check the applicable box, Rate at Which Postage Affixed - Correct, Lowest, or Neither.

Multiply the number of pieces times the actual amount of postage affixed.

Enter the result in the Total column.

Subtract the amount of Postage Affixed from the Total Postage and enter the remainder in Net Postage Due.

Step 5: Read and sign Certification section, including your telephone number.

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