

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.*

| | | | | | | | | |
|------------------------------|--|---------------------------|--|---|--|--------------------------|--|--------------------------|
| Mailer | Permit Holder's Name and Address and Email Address If Any | | Telephone | Name and Address of Mailing Agent (If other than permit holder) | | Telephone | Name and Address of Individual or Organization for Which Mailing Is Prepared (If other than permit holder) | |
| | CAPS Cust. Ref. No. _____ Customer No. _____ | | | Customer No. _____ | | | Customer No. _____ | |
| Mailing | Post Office of Mailing | | Processing Category <input type="checkbox"/> Flats <input type="checkbox"/> Parcels - Machinable <input type="checkbox"/> Parcels - Nonmachinable | | Mailing Date | Federal Agency Cost Code | Statement Seq. No. | No. & Type of Containers |
| | Type of Postage <input type="checkbox"/> Permit Imprint <input type="checkbox"/> Metered | | | | Weight of a Single Piece _____ pounds | | Total Pieces | _____ Sacks |
| | 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 Weight | _____ Flat Trays |
| | For Barcoded Rate Pieces, Enter Date of Address Matching and Coding ____/____/____ | | | | | | | _____ Pallets |
| | | | | | | | | _____ Other |
| Postage | Parts Completed (Select all that apply) <input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/> D & E <input type="checkbox"/> S | | | | | | | |
| | 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) | | | | | | | |
| | Total Adjusted Postage Affixed | | | | | | | |
| | (Add additional payment to net postage due and total in box for affixed or permit imprint - choose one only) | | | | | | | |
| Certification | Postmaster: Report Total Postage in Applicable AIC (Permit imprint only) | AIC 131 | Total Adjusted BPM Postage Permit Imprint | | | | | |
| | | AIC 124 | Total Adjusted Media Mail/Lib. Mail Postage Permit Imprint | | | | | |
| | | AIC 223 | Total Adjusted Parcel Post/Select Postage Permit Imprint | | | | | |
| | <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 www.usps.com</p> | | | | | | | |
| Signature of Mailer or Agent | | Name of Mailer or Agent | | | | Telephone | | |
| USPS Use Only | Weight of a Single Piece _____ pounds | | Is figure at left adjusted from mailer's entries? <input type="checkbox"/> Yes <input type="checkbox"/> No If "Yes," Reason | | | | | |
| | Total Pieces | Total Weight | | | | | | |
| | Total Postage | | | | | | | |
| | Presort Verification Performed? (Check One) <input type="checkbox"/> Yes <input type="checkbox"/> No | | | | | | | |
| | 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). | | | | | | | |
| | Verifying Employee's Signature | | Date Mailed Notified | | Contact | By (Initials) | | Round Stamp (Required) |
| | | | | | | | | |
| | | Verifying Employee's Name | | Time | AM PM | | | |

Package Services



Part A

Bound Printed Matter

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

Nonpresorted - Flats or Parcels

| | Zone | Barcoded / Nonbarcoded | Rate | No. of Pieces | Total |
|-----|-------|---------------------------|------|---------------|-------|
| A1 | 1 & 2 | Barcoded | | | |
| A2 | 3 | Barcoded | | | |
| A3 | 4 | Barcoded | | | |
| A4 | 5 | Barcoded | | | |
| A5 | 6 | Barcoded | | | |
| A6 | 7 | Barcoded | | | |
| A7 | 8 | Barcoded | | | |
| A8 | 1 & 2 | Nonbarcoded | | | |
| A9 | 3 | Nonbarcoded | | | |
| A10 | 4 | Nonbarcoded | | | |
| A11 | 5 | Nonbarcoded | | | |
| A12 | 6 | Nonbarcoded | | | |
| A13 | 7 | Nonbarcoded | | | |
| A14 | 8 | Nonbarcoded | | | |

Carrier Route - Flats or Parcels

| | Zone | Entry | Barcoded / Nonbarcoded | Piece Rate | Or Amount Affixed | No of Pieces | Pieces Subtotal | Pound Rate | Pounds | Pounds Subtotal | Total |
|-----|-------|-------|---------------------------|---------------|----------------------|-----------------|--------------------|---------------|--------|--------------------|-------|
| A15 | 1 & 2 | None | Nonbarcoded | | | | | \$0.122 | | | |
| A16 | 3 | None | Nonbarcoded | | | | | 0.148 | | | |
| A17 | 4 | None | Nonbarcoded | | | | | 0.195 | | | |
| A18 | 5 | None | Nonbarcoded | | | | | 0.249 | | | |
| A19 | 6 | None | Nonbarcoded | | | | | 0.311 | | | |
| A20 | 7 | None | Nonbarcoded | | | | | 0.359 | | | |
| A21 | 8 | None | Nonbarcoded | | | | | 0.477 | | | |
| A22 | 1 & 2 | DBMC | Nonbarcoded | | | | | 0.086 | | | |
| A23 | 3 | DBMC | Nonbarcoded | | | | | 0.124 | | | |
| A24 | 4 | DBMC | Nonbarcoded | | | | | 0.164 | | | |
| A25 | 5 | DBMC | Nonbarcoded | | | | | 0.218 | | | |
| A26 | | DSCF | Nonbarcoded | | | | | 0.083 | | | |
| A27 | | DDU | Nonbarcoded | | | | | 0.040 | | | |

Part A Nonpresorted and Carrier Route BPM Total

Package Services



Part A cont.
Bound Printed Matter

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

Presorted - Flats or Parcels

| | Zone | Entry | Barcoded Nonbarcoded | Piece Rate | Or Amount Affixed | No of Pieces | Pieces Subtotal | Pound Rate | Pounds | Pounds Subtotal | Total |
|-----|-------|-------|-------------------------|---------------|----------------------|-----------------|--------------------|---------------|--------|--------------------|-------|
| A28 | 1 & 2 | None | Barcoded | | | | | \$0.122 | | | |
| A29 | 3 | None | Barcoded | | | | | 0.148 | | | |
| A30 | 4 | None | Barcoded | | | | | 0.195 | | | |
| A31 | 5 | None | Barcoded | | | | | 0.249 | | | |
| A32 | 6 | None | Barcoded | | | | | 0.311 | | | |
| A33 | 7 | None | Barcoded | | | | | 0.359 | | | |
| A34 | 8 | None | Barcoded | | | | | 0.477 | | | |
| A35 | 1 & 2 | None | Nonbarcoded | | | | | 0.122 | | | |
| A36 | 3 | None | Nonbarcoded | | | | | 0.148 | | | |
| A37 | 4 | None | Nonbarcoded | | | | | 0.195 | | | |
| A38 | 5 | None | Nonbarcoded | | | | | 0.249 | | | |
| A39 | 6 | None | Nonbarcoded | | | | | 0.311 | | | |
| A40 | 7 | None | Nonbarcoded | | | | | 0.359 | | | |
| A41 | 8 | None | Nonbarcoded | | | | | 0.477 | | | |
| A42 | 1 & 2 | DBMC | Barcoded | | | | | 0.086 | | | |
| A43 | 3 | DBMC | Barcoded | | | | | 0.124 | | | |
| A44 | 4 | DBMC | Barcoded | | | | | 0.164 | | | |
| A45 | 5 | DBMC | Barcoded | | | | | 0.218 | | | |
| A46 | 1 & 2 | DBMC | Nonbarcoded | | | | | 0.086 | | | |
| A47 | 3 | DBMC | Nonbarcoded | | | | | 0.124 | | | |
| A48 | 4 | DBMC | Nonbarcoded | | | | | 0.164 | | | |
| A49 | 5 | DBMC | Nonbarcoded | | | | | 0.218 | | | |
| A50 | | DSCF | Barcoded | | | | | 0.083 | | | |
| A51 | | DSCF | Nonbarcoded | | | | | 0.083 | | | |
| A52 | | DDU | | | | | | 0.040 | | | |

Part A Presorted BPM Total

Package Services

☐ **Part B**
Library Mail and Media Mail

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

Library Mail

| | | Barcoded / Nonbarcoded | Rate | No. of Pieces | Total |
|----|--------------|---------------------------|------|---------------|-------|
| B1 | Basic | Barcoded | | | |
| B2 | Single Piece | Barcoded | | | |
| B3 | 5-Digit | | | | |
| B4 | Basic | Nonbarcoded | | | |
| B5 | Single-Piece | Nonbarcoded | | | |

Media Mail

| | | Barcoded / Nonbarcoded | Rate | No. of Pieces | Total |
|-----|--------------|---------------------------|------|---------------|-------|
| B6 | Basic | Barcoded | | | |
| B7 | Single Piece | Barcoded | | | |
| B8 | 5-Digit | | | | |
| B9 | Basic | Nonbarcoded | | | |
| B10 | Single-Piece | Nonbarcoded | | | |

Part B Total

Package Services

☐ Part C
Parcel Select

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

| Parcel Select | | | Machinable / Nonmachinable / | Rate | No. of Pieces | Total |
|---------------|-------|------|------------------------------|------|---------------|-------|
| Zone | Entry | | Oversized | | | |
| C1 | 1 & 2 | DBMC | Machinable | | | |
| C2 | 3 | DBMC | Machinable | | | |
| C3 | 4 | DBMC | Machinable | | | |
| C4 | 5 | DBMC | Machinable | | | |
| C5 | 1 & 2 | DBMC | Nonmachinable | | | |
| C6 | 3 | DBMC | Nonmachinable | | | |
| C7 | 4 | DBMC | Nonmachinable | | | |
| C8 | 5 | DBMC | Nonmachinable | | | |
| C9 | | DSCF | Machinable | | | |
| C10 | | DSCF | Nonmachinable - 5-Digit | | | |
| C11 | | DSCF | Nonmachinable - 3-Digit | | | |
| C12 | | DDU | Parcels | | | |
| C13 | 1 & 2 | DBMC | Oversized | | | |
| C14 | 3 | DBMC | Oversized | | | |
| C15 | 4 | DBMC | Oversized | | | |
| C16 | 5 | DBMC | Oversized | | | |
| C17 | | DSCF | Oversized | | | |
| C18 | | DDU | Oversized | | | |

Part C Total

Package Services

☐ **Part D**
Single-Piece Parcel Post

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

Single-Piece - Inter

| | Zone | Inter BMC/ASF | Barcoded / Nonbarcoded | Machinable / Nonmachinable | Rate | No. of Pieces | Total |
|-----|-------|------------------|---------------------------|-------------------------------|------|---------------|-------|
| D1 | 1 & 2 | Inter | Barcoded | Machinable | | | |
| D2 | 3 | Inter | Barcoded | Machinable | | | |
| D3 | 4 | Inter | Barcoded | Machinable | | | |
| D4 | 5 | Inter | Barcoded | Machinable | | | |
| D5 | 6 | Inter | Barcoded | Machinable | | | |
| D6 | 7 | Inter | Barcoded | Machinable | | | |
| D7 | 8 | Inter | Barcoded | Machinable | | | |
| D8 | 1 & 2 | Inter | Nonbarcoded | Machinable | | | |
| D9 | 3 | Inter | Nonbarcoded | Machinable | | | |
| D10 | 4 | Inter | Nonbarcoded | Machinable | | | |
| D11 | 5 | Inter | Nonbarcoded | Machinable | | | |
| D12 | 6 | Inter | Nonbarcoded | Machinable | | | |
| D13 | 7 | Inter | Nonbarcoded | Machinable | | | |
| D14 | 8 | Inter | Nonbarcoded | Machinable | | | |
| D15 | 1 & 2 | Inter | Nonbarcoded | Nonmachinable | | | |
| D16 | 3 | Inter | Nonbarcoded | Nonmachinable | | | |
| D17 | 4 | Inter | Nonbarcoded | Nonmachinable | | | |
| D18 | 5 | Inter | Nonbarcoded | Nonmachinable | | | |
| D19 | 6 | Inter | Nonbarcoded | Nonmachinable | | | |
| D20 | 7 | Inter | Nonbarcoded | Nonmachinable | | | |
| D21 | 8 | Inter | Nonbarcoded | Nonmachinable | | | |
| D22 | 1 & 2 | Inter | Nonbarcoded | Oversized | | | |
| D23 | 3 | Inter | Nonbarcoded | Oversized | | | |
| D24 | 4 | Inter | Nonbarcoded | Oversized | | | |
| D25 | 5 | Inter | Nonbarcoded | Oversized | | | |
| D26 | 6 | Inter | Nonbarcoded | Oversized | | | |
| D27 | 7 | Inter | Nonbarcoded | Oversized | | | |
| D28 | 8 | Inter | Nonbarcoded | Oversized | | | |

Part D - Single-Piece Inter Total

Package Services



Part D cont.
Single-Piece Parcel Post

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

Single-Piece - Intra

| | Zone | Intra BMC/ASF | Barcoded / Nonbarcoded | Machinable / Nonmachinable | Rate | No. of Pieces | Total |
|-----|-------|------------------|---------------------------|-------------------------------|------|---------------|-------|
| D29 | Local | Intra | Barcoded | Machinable | | | |
| D30 | 1 & 2 | Intra | Barcoded | Machinable | | | |
| D31 | 3 | Intra | Barcoded | Machinable | | | |
| D32 | 4 | Intra | Barcoded | Machinable | | | |
| D33 | 5 | Intra | Barcoded | Machinable | | | |
| D34 | Local | Intra | Nonbarcoded | Machinable | | | |
| D35 | 1 & 2 | Intra | Nonbarcoded | Machinable | | | |
| D36 | 3 | Intra | Nonbarcoded | Machinable | | | |
| D37 | 4 | Intra | Nonbarcoded | Machinable | | | |
| D38 | 5 | Intra | Nonbarcoded | Machinable | | | |
| D39 | Local | Intra | Nonbarcoded | Nonmachinable | | | |
| D40 | 1 & 2 | Intra | Nonbarcoded | Nonmachinable | | | |
| D41 | 3 | Intra | Nonbarcoded | Nonmachinable | | | |
| D42 | 4 | Intra | Nonbarcoded | Nonmachinable | | | |
| D43 | 5 | Intra | Nonbarcoded | Nonmachinable | | | |
| D44 | Local | Intra | Nonbarcoded | Oversized | | | |
| D45 | 1 & 2 | Intra | Nonbarcoded | Oversized | | | |
| D46 | 3 | Intra | Nonbarcoded | Oversized | | | |
| D47 | 4 | Intra | Nonbarcoded | Oversized | | | |
| D48 | 5 | Intra | Nonbarcoded | Oversized | | | |

Part D - Single-Piece Intra Total

Package Services

☐ Part E
Parcel Post

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

BMC Presort

| | Zone | Barcoded / Nonbarcoded | Machinable / Nonmachinable | Rate | No. of Pieces | Total |
|-----|-------|---------------------------|-------------------------------|------|---------------|-------|
| E1 | 1 & 2 | Barcoded | Machinable | | | |
| E2 | 3 | Barcoded | Machinable | | | |
| E3 | 4 | Barcoded | Machinable | | | |
| E4 | 5 | Barcoded | Machinable | | | |
| E5 | 6 | Barcoded | Machinable | | | |
| E6 | 7 | Barcoded | Machinable | | | |
| E7 | 8 | Barcoded | Machinable | | | |
| E8 | 1 & 2 | Nonbarcoded | Machinable | | | |
| E9 | 3 | Nonbarcoded | Machinable | | | |
| E10 | 4 | Nonbarcoded | Machinable | | | |
| E11 | 5 | Nonbarcoded | Machinable | | | |
| E12 | 6 | Nonbarcoded | Machinable | | | |
| E13 | 7 | Nonbarcoded | Machinable | | | |
| E14 | 8 | Nonbarcoded | Machinable | | | |
| E15 | 1 & 2 | Nonbarcoded | Nonmachinable | | | |
| E16 | 3 | Nonbarcoded | Nonmachinable | | | |
| E17 | 4 | Nonbarcoded | Nonmachinable | | | |
| E18 | 5 | Nonbarcoded | Nonmachinable | | | |
| E19 | 6 | Nonbarcoded | Nonmachinable | | | |
| E20 | 7 | Nonbarcoded | Nonmachinable | | | |
| E21 | 8 | Nonbarcoded | Nonmachinable | | | |
| E22 | 1 & 2 | Nonbarcoded | Oversized | | | |
| E23 | 3 | Nonbarcoded | Oversized | | | |
| E24 | 4 | Nonbarcoded | Oversized | | | |
| E25 | 5 | Nonbarcoded | Oversized | | | |
| E26 | 6 | Nonbarcoded | Oversized | | | |
| E27 | 7 | Nonbarcoded | Oversized | | | |
| E28 | 8 | Nonbarcoded | Oversized | | | |

Part E - BMC Presort Total

Package Services

☐ Part E cont.
Parcel Post

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

OBMC Presort

| | Zone | Barcoded / Nonbarcoded | Machinable / Nonmachinable | Rate | No. of Pieces | Total |
|-----|-------|---------------------------|-------------------------------|------|---------------|-------|
| E29 | 1 & 2 | Barcoded | Machinable | | | |
| E30 | 3 | Barcoded | Machinable | | | |
| E31 | 4 | Barcoded | Machinable | | | |
| E32 | 5 | Barcoded | Machinable | | | |
| E33 | 6 | Barcoded | Machinable | | | |
| E34 | 7 | Barcoded | Machinable | | | |
| E35 | 8 | Barcoded | Machinable | | | |
| E36 | 1 & 2 | Nonbarcoded | Machinable | | | |
| E37 | 3 | Nonbarcoded | Machinable | | | |
| E38 | 4 | Nonbarcoded | Machinable | | | |
| E39 | 5 | Nonbarcoded | Machinable | | | |
| E40 | 6 | Nonbarcoded | Machinable | | | |
| E41 | 7 | Nonbarcoded | Machinable | | | |
| E42 | 8 | Nonbarcoded | Machinable | | | |
| E43 | 1 & 2 | Nonbarcoded | Nonmachinable | | | |
| E44 | 3 | Nonbarcoded | Nonmachinable | | | |
| E45 | 4 | Nonbarcoded | Nonmachinable | | | |
| E46 | 5 | Nonbarcoded | Nonmachinable | | | |
| E47 | 6 | Nonbarcoded | Nonmachinable | | | |
| E48 | 7 | Nonbarcoded | Nonmachinable | | | |
| E49 | 8 | Nonbarcoded | Nonmachinable | | | |
| E50 | 1 & 2 | Nonbarcoded | Oversized | | | |
| E51 | 3 | Nonbarcoded | Oversized | | | |
| E52 | 4 | Nonbarcoded | Oversized | | | |
| E53 | 5 | Nonbarcoded | Oversized | | | |
| E54 | 6 | Nonbarcoded | Oversized | | | |
| E55 | 7 | Nonbarcoded | Oversized | | | |
| E56 | 8 | Nonbarcoded | Oversized | | | |

Part E - OBMC Presort Total

Extra Services

☐

Part S

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

Extra Service Items mailed with Extra Services must meet the mailing standards for the extra service.

| | | Fee | No. of Pieces | Total |
|-----|--|--------|---------------|-------|
| S1 | Certificate of Mailing (3 or more) | \$0.35 | | |
| S2 | | | | |
| S3 | Collect on Delivery (COD) | | | |
| S4 | Delivery Confirmation (<i>parcels only</i>) | | | |
| S5 | Insurance | | | |
| S6 | | | | |
| S7 | Restricted Delivery | 4.10 | | |
| S8 | Return Receipt (<i>Electronic</i>) | 0.85 | | |
| S9 | Return Receipt (<i>Form 3811</i>) | 2.15 | | |
| S10 | Return Receipt for Merchandise | 3.50 | | |
| S11 | Signature Confirmation (<i>parcels only</i>) | | | |
| S12 | Parcel Airlift (PAL) | | | |
| S13 | Special Handling | | | |

Part S Total

Package Services - Instructions

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

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 - Bound Printed Matter (BPM) Flats or Parcels, Part B - Library Mail and Media Mail, Part C - Parcel Select, Part D & E - Parcel Post, or Part S - Extra Services.

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

Part A: Nonpresorted 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.

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 B-E: 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 - D; 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.)

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