August 2013

**Dear Member of Congress:**

The United States Postal Service® understands that mail is a critical tool that helps keep you in touch with your constituents. We created our Discount “Postal Customer” Mailings: A Guide for the House of Representatives with your needs in mind. It contains important information to assist your staff and mail service provider to prepare “Postal Customer” mailings.

The Guide contains detailed mail preparation and entry requirements. I hope the Guide will prove to be a valuable tool to assist you in preparing trouble-free saturation mailings. An electronic version has been provided to the HouseNet website and the House Franking Commission for posting on their intranet sites. If you need additional copies — either hard copy or electronic — please let us know.

Along with assisting you and your office on Postal Service™-related legislative and public policy issues — including constituent case work — your Postal Service Government Relations representative is available to help you with your “Postal Customer” mailing or other mass mailings.

Sincerely,

Sheila T. Meyers
Manager, Government Liaison
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Introduction

The United States Postal Service understands that mail is a critical tool that helps you keep in touch with your constituents. We created the Discount “Postal Customer” Mailings: A Guide for the House of Representatives with your needs in mind. It contains important information to assist your staff and mail service provider(s) to prepare mail for discounted prices, official penalty mail using the simplified address format, “Postal Customer.” For a complete guide to official mailings see Handbook DM-103, Official Mail, and Mailing Standards of the United States Postal Service, Domestic Mail Manual (DMM®), section 703.

The Guide contains up-to-date price information as well as easy-to-follow mail preparation and entry requirements. In addition, the Guide can be useful when setting up contracts with mail service providers, as it outlines the procedures necessary for presenting mail at a Post Office™. In short, the Guide is a valuable tool designed to help you prepare trouble-free mailings.

These instructions do not supersede any regulations in the DMM. If there is any difference, the DMM takes precedence. Mail service providers are expected to be familiar with all current mailing standards and regulations.

2 Definitions

Official Mail (Penalty) — official mail sent by U.S. government agencies relating solely to the business of the U.S. government that is authorized by law to be carried in the mail without prepayment of postage. For this standard, agencies are departments, agencies, corporations, establishments, commissions, committees, and all officers and authorities of the U.S. government authorized to use penalty mail.

Simplified Address — mailpieces without individual names and addresses, using a simplified address of “Postal Customer,” for complete distribution to all postal customers within a Member’s congressional district. An alternative term for this is Every Door Direct Mail® (at Business Mail Entry Units). Distribution of simplified address congressional mailings may be refined as follows:

a. Complete distribution to each customer on a city route, rural route, highway contract route, or Post Office boxholder.

b. Partial distribution to a delivery route when that route is split between congressional districts.

Saturation Price — price applied to saturation carrier route presorted mailings. Discounted “House Mailings” using the simplified address “Postal Customer” are eligible for the saturation price.

Priority Mail Open and Distribute® — a service that, for an additional charge, expedites the delivery of presorted Standard Mail items by providing Priority Mail® service to the Postal Service’s local sectional center facility (SCF) or the local Post Office of delivery, also known as the destination delivery unit (DDU).

Sectional Center Facility (SCF) — a Postal Service facility that serves as the processing and distribution center (PDC) for Post Offices in a designated geographic area as defined by the first three digits of the ZIP™ Codes of those offices. Some SCFs serve more than one 3-digit ZIP Code range. For example, SCF Northern Virginia is a facility serving the 3-digit ZIP Code prefixes 220—223.
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3 Basics

3-1 Minimum Requirements for All Mail

All mail must meet minimum size standards to be mailable. Mailpieces that are 1/4 inch thick or less must be rectangular in shape with four square corners and parallel opposite sides and at least 3-1/2 inches high, 5 inches long, and 0.007 of an inch in thickness.

Mailpieces that do not meet the minimum size standards are nonmailable.

3-2 Dimensions for Letter-Size Mail and Flat-Size Mail

The Postal Service classifies the shape of your mailpiece by its dimensions. Standard Mail discount mailings may be letter-size or flat-size. The size and address placement determine the shape.

3-2.1 Letter-Size Mail

Exhibit 3-2.1 lists the minimum and maximum dimensions for letter-size mail.

Exhibit 3-2.1 Dimensions for Letter-Size Mail

<table>
<thead>
<tr>
<th></th>
<th>Minimum</th>
<th>Maximum</th>
</tr>
</thead>
<tbody>
<tr>
<td>Height</td>
<td>3-1/2 inches</td>
<td>6-1/8 inches</td>
</tr>
<tr>
<td>Length</td>
<td>5 inches</td>
<td>11-1/2 inches</td>
</tr>
<tr>
<td>Thickness</td>
<td>0.007 inch</td>
<td>0.250 inch (i.e., 1/4 inch)</td>
</tr>
</tbody>
</table>

For letters, the length is the dimension parallel to the address as read.

3-2.2 Flat-Size Mail (Enhanced Carrier Route Saturation Mailings)

A flat-size mailpiece is one that exceeds one or more of the maximum dimensions for letter-size mail listed in Exhibit 3-2.1, without exceeding the maximum dimensions for flat-size mail listed in Exhibit 3-2.2.
3-3 Mailpiece Design

3-3.1 Size
The size and design of a mailpiece will affect the cost and handling of a mailing. Letter-size pieces require less postage. Also, letter-size mailpieces are prepared in trays.

3-3.2 Address Format
The following address format is used for “Postal Customer” simplified address mailings:

POSTAL CUSTOMER
(#) CONGRESSIONAL DISTRICT
(STATE)

Note: Additional address options are available if the mail is for delivery only to residential customers or business customers.

3-3.3 Price Markings
Standard Mail discount mailings must be marked “Presorted Standard” (or “PRSRT STD”) either as part of or directly below or to the left of the permit imprint indicia. Saturation price mailpieces must also be marked “ECRWSS” in either the same area or directly above the address.

3-3.4 Use of In-Home Dates
While it is not mandatory, it is recommended that each mailpiece bear the desired “In-Home” delivery date. This date range indicates a period of not less than 3 days and not more than 5 days in which the mailpiece should be delivered to each address. Print the In-Home date range in the lower left-hand corner of the mailpiece.

Exhibit 3-2.2
Maximum Dimensions for Flat-Size Mail

<table>
<thead>
<tr>
<th></th>
<th>Maximum</th>
</tr>
</thead>
<tbody>
<tr>
<td>Height</td>
<td>12 inches</td>
</tr>
<tr>
<td>Length</td>
<td>15 inches</td>
</tr>
<tr>
<td>Thickness</td>
<td>0.750 inch (i.e., 3/4 inch)</td>
</tr>
</tbody>
</table>

Note: Material entered as Standard Mail must weigh less than 16 ounces.
4 Indicias

4-1 Franked Mail

Franked mail is identified by the facsimile signature of the member of Congress in the upper right corner of the envelope or label, followed by “M.C.” standing for member of Congress or “U.S.S.” for U.S. Senate. The return address must include the words “Official Business.” If mail is being sent at other than single-piece price, the appropriate mail category must be printed on the address side of the envelope underneath the member’s signature, and the eligibility standards for the mail category must be met.

Exhibit 4-1
Franked Envelope with Simplified Postal Address

Congress of the United States
U.S. House of Representatives
Washington, D.C.

Official Business

Postal Customer
15th Congressional District
Michigan

This mailing was prepared, published, and mailed at taxpayer expense.

4-2 Penalty Permit Imprints

Authorized agencies and their contractors may make bulk mailings using a penalty permit imprint without prepayment of postage. Unless noted here, the same requirements apply to agencies as to other users of permit imprints (see DMM 703.7.0). All postage and fees relating to penalty permit imprint mailings, including presort and bulk mailing fees, are processed through the Official Mail Accounting System (OMAS) and the resulting revenue is credited to the post offices where mailings are entered.

Exhibit 4-2 illustrates the format for penalty permit imprints. Note that all penalty permit imprint numbers are preceded by the letter “G.”
The return address must include the agency name and mailing address followed by the preprinted words "Official Business/Penalty for Private Use $300."

Exhibit 4-2
Penalty Permit Imprint Format

<table>
<thead>
<tr>
<th>Agency Name</th>
<th>Delivery Address</th>
<th>City State</th>
<th>ZIP Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>OFFICIAL BUSINESS</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Penalty for Private Use $300</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
5 Postage and Fees

5-1 Postage

The lowest prices for Standard Mail® service are Enhanced Carrier Route saturation mailings ("Postal Customer").

5-2 Destination Entry Discounts

An entry discount can lower the cost if the mail is entered directly into the SCF(s) of delivery offices by the mailer.

The following subsections discuss the options.

5-2.1 Mailing Entered in Home District

The postage for a 100,000-piece mailing entered at the Enhanced Carrier Route saturation walk-sequence price is more expensive than the same 100,000-piece Enhanced Carrier Route saturation walk-sequence price mailing entered by the mailer at the SCF level.

5-2.2 Mailing Entered in Washington, D.C., Area

The postage for a 100,000-piece mailing entered in the Washington D.C., area at the Enhanced Carrier Route saturation walk-sequence price is more expensive than the same 100,000-piece Enhanced Carrier Route saturation walk-sequence price mailing entered by the mailer at the SCF level. The savings, however, could be offset by the transportation costs to the SCFs charged by a mail service provider.

Exhibit 5-2.2

Comparison of Mailing Costs
The following table is for example only. (Prices change periodically.)

<table>
<thead>
<tr>
<th>Entry Point</th>
<th>Pieces</th>
<th>ECRWSS Rate</th>
<th>SCF Entry Discount</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Home District</td>
<td>100,000</td>
<td>$16,000</td>
<td>—</td>
<td>$16,000</td>
</tr>
<tr>
<td>Home District</td>
<td>100,000</td>
<td>$16,000</td>
<td>&lt;$2,700&gt;</td>
<td>$13,300</td>
</tr>
<tr>
<td>Home District</td>
<td>100,000</td>
<td>$16,000</td>
<td>&lt;$2,700&gt;</td>
<td>$13,300 plus transportation costs charged by the mail service provider</td>
</tr>
<tr>
<td>Washington, DC</td>
<td>100,000</td>
<td>$16,000</td>
<td>&lt;$2,700&gt;</td>
<td>$13,300 plus transportation costs charged by the mail service provider</td>
</tr>
<tr>
<td>Washington, DC</td>
<td>100,000</td>
<td>$16,000</td>
<td>&lt;$2,700&gt;</td>
<td>$13,300 plus Priority Mail Open and Distribute costs</td>
</tr>
</tbody>
</table>
5-3 Priority Mail Open and Distribute

As an option, Priority Mail Open and Distribute service could be used instead of a mail service provider to enter the mail at the SCF level in the Member’s home district. The distance from Washington, D.C., to the destination SCF and the weight of the sacks determine the additional cost of Priority Mail. Standard Mail items entered outside the Member’s home district are transported by normal surface transportation. If there is a short time frame requirement for delivery of the mailing, then Priority Mail Open and Distribute could also be considered to expedite the mailing because it uses an expedited network to get the mail to the Member’s home district.

5-4 Fees

The House is assessed a one-time permit imprint fee and a yearly Presort Standard Mail fee by each Post Office of mailing when the first House Member presents a presorted mailing at that Post Office. These fees are not collected at the Post Office where this first mailing is presented, but are billed to the House (not the individual Member) through the Official Mail Accounting System (OMAS).
6 Permit Imprint Accounts

6-1 Outside the Washington, D.C., Area

Members or their mail service providers must submit PS Form 3615, *Mailing Permit Application and Customer Profile*, to the entry Post Office either at the time of, or preferably before, the presentation of the first mailing. The Member or staff must sign this form — *the mail service provider may not sign it*. In all cases the permit number is G-300. The G-300 permit imprint number and the Member’s Federal Agency Cost Code number must also be included on the postage statement submitted with the mailing. Contact First Call Mailing Services if you do not know your cost code.

6-2 In the Washington, D.C., Area

This account is already established at select Washington, D.C., area facilities, and there is no need to submit PS Form 3615 at those facilities. For a list of those facilities, please contact the Government Relations department of the U.S. Postal Service for assistance. However, if Members or their mail service providers submit mailings at other facilities in the Washington, D.C., area, they will have to submit PS Form 3615 to those facilities, following the procedures listed above.
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7 Materials Furnished to Mail Service Provider by the Congressional Office

7-1 Facing Slips

Members may elect to use facing slips supplied in electronic form by First Call Mailing Services (B227 Longworth, 202-225-4355), or have these developed by their mail service providers. Exhibit 7-1.1 shows the format for the supplied slip.

Exhibit 7-1.1
Facing Slip Format

| Destination City, State, ZIP Code | STD LTRS Carrier Route # ___ |
| Origin City, State, ZIP Code     | ECRWSS a                      |
|                                  | RESIDENTIAL STOPS ONLY b      |
|                                  | CONGRESSIONAL DISTRICT #___    |
|                                  | # PIECES 342 c                |

a. “ECRWSS” is optional on the facing slip but is required on each mailpiece either in the postage area or directly above the address.

b. Other Options: “RESIDENTIAL CUSTOMERS” if the mail is for delivery to residential customers only; “BUSINESS STOPS” or “BUSINESS CUSTOMERS” if the mail is for delivery to business customers only; “POSTAL CUSTOMER” if the mail is for delivery to all customers.

Note: Use of Residential and/or Business Customer options are only available to customers on city carrier routes or Post Office boxholders at offices with city carrier service.

c. Reflects the exact number of pieces in a bundle or tray — the exact piece count must be shown unless the package contains 50 pieces (if the exact count is 50, that number can still be shown). These supplied facing slips will show the total deliveries for the carrier route. For mailings prepared in trays, this facing slip must be placed at the front of the tray whenever there is enough mail for the same carrier route to fill a tray.

The information necessary for the completion of the slip is provided in the Congressional District Deliveries Report (see subchapter 7-2).
7-2 Congressional District Deliveries Report

The Congressional District Deliveries Report can be obtained through First Call Mailing Services at 202-225-4355 or ordered online through the HouseNet web site. This report details the carrier route delivery statistics by Post Offices and ZIP Codes serving congressional districts. House offices should review this report carefully prior to ordering the printing of their mailing and should contact their Postal Service Government Relations Representative with any questions about the contents. The mailing must be submitted to the Postal Service Business Mail Entry unit accompanied by a Congressional District Deliveries Report prepared no more than 60 days before the mailing.

7-3 Federal Agency Cost Code

This is the Member’s 5-digit cost code number and must be entered on the postage statement. Contact First Call Mailing Services at 202-225-4355 if you do not know your cost code.
8 Materials Furnished to Mail Service Provider by the Postal Service

Mail service providers are responsible for giving the Postal Service sufficient notice to gather and provide them with the supplies necessary for congressional mailings. This should not be a problem for mail service providers experienced in preparing presorted price mailings.

8-1 Standard Mail

The following supplies are necessary for the preparation of Standard Mail service:

a. Mailing sacks or trays — depending on mailpiece size.

b. Sack or tray labels, as appropriate.

c. Tag 11, Congressional Mail (see Appendix A).


Note: Strapping may be required for trays and sleeves but is not supplied by the Postal Service.

8-2 Priority Mail Open and Distribute

The following supplies are necessary for Priority Mail Open and Distribute:

a. Clear Priority Mail sacks.

b. Tray boxes.

c. Sack or tray labels.

d. Tag 161, Priority Mail Open and Distribute (for mail in sacks). (See Appendix B.)

e. Tag 190, Priority Mail Open and Distribute (for mail in sacks to DDU only). (See Appendix C.)

f. Postage statements (PS Form 3600R, Postage Statement – First Class Mail and Priority Mail).

Tag and labels supplies can be ordered through the Expedited Package Supply Center at 800-610-8734.
9 Standard Mail Preparation

9-1 Packaging

“Postal Customer” mailings must be prepared in bundles of 50 so far as practicable, except when mailing enough letter-size pieces to fill a tray for the same carrier route destination. Letter-size pieces are prepared in packages that are not more than 4 inches thick.

9-2 Facing Slips

Each bundle or full tray for the same carrier route must have a facing slip. For these full trays, a facing slip must be placed at the front of the tray. This slip must show the number of pieces in the tray. The facing slip on packages must show the actual number of pieces in the bundle. Packages containing 50 pieces do not require any piece count on the slip. See subchapter 7-1 for the information that must be included on facing slips.

9-3 Trays or Sacks

All letter-size pieces must be placed in trays; all flat-sized pieces must be placed in sacks. “Postal Customer” mailings must be prepared as carrier route mailings.

Place each carrier route letter-size bundle in a carrier route tray (mail for only one particular carrier route) or a 5-digit carrier routes tray (mail for two or more routes in one 5-digit ZIP Code area).

Place each carrier route flat-size bundle in a carrier route sack (mail for only one particular carrier route) or a 5-digit carrier routes sack (mail for two or more routes in one 5-digit ZIP Code area) or a 5-digit/scheme carrier routes sack (mail for two or more 5-digit ZIP Codes served by a single delivery unit). Carrier route sacks are required at 125 pieces or 15 pounds of flats for saturation rates.
9-4 Labels

9-4.1 Carrier Route Tray

Exhibit 9-4.1 shows the format for carrier route tray labels.

Exhibit 9-4.1
Carrier Route Tray Label Format

<table>
<thead>
<tr>
<th>Destination City, State, ZIP Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>STD LTRS* ECRWSS CARRIER ROUTE #</td>
</tr>
<tr>
<td>ORIGIN CITY, STATE, ZIP CODE</td>
</tr>
</tbody>
</table>

* The #3 sack labels (for flat-size mail only) contain the abbreviation “FLTS” instead of “LTRS.”

9-4.2 5-Digit Carrier Routes Tray

Exhibit 9-4.2 shows the format for 5-digit carrier routes tray labels.

Exhibit 9-4.2
5-Digit Carrier Routes Tray Label Format

<table>
<thead>
<tr>
<th>Destination City, State, ZIP Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>STD LTRS* CR-RTS</td>
</tr>
<tr>
<td>ORIGIN CITY, STATE, ZIP CODE</td>
</tr>
</tbody>
</table>

* The #3 sack labels (for flat-size mail only) contain the abbreviation “FLTS” instead of “LTRS.”

9-5 Tag 11, Congressional Mail

Use Tag 11, Congressional Mail, on all sacks or trays for congressional mail. When mail is trayed, attach Tag 11 near the label holder at the end of each tray. See Appendix A.
10 Priority Mail Open and Distribute

10-1 Preparation

10-1.1 **Letter-Size Pieces**
Place Priority Mail Open and Distribute shipments of letter-size mailpieces prepared in trays into the appropriate tray box. Tag 161 or Tag 190 is not required. The total weight of the tray may not exceed 70 pounds (Do not include the tare weight of the external container.)

10-1.2 **Flat-Size Pieces**
Place Priority Mail Open and Distribute shipments of bundles of flat-size mailpieces contained in gray or clear sacks, inside clear Priority Mail sacks. Complete Tag 161 or Tag 190 and attach it to the clear sack.

10-1.3 **Labels**
A concatenated UCC/EAN Code 128 Service barcode with unique Service Type Code “55” or Intelligent Mail package barcode is required on all Priority Mail Open and Distribute container address labels. These labels can be obtained through a service software developer at [www.usps.com/business/shipping-systems-providers.htm](http://www.usps.com/business/shipping-systems-providers.htm), through the USPS Click-N-Ship for Business® desktop application at [www.usps.com/business/click-n-ship-for-business.htm](http://www.usps.com/business/click-n-ship-for-business.htm), or by integrating the USPS Web Tools Application Program Interface using your own developer at [https://www.usps.com/business/web-tools-apis/welcome.htm](https://www.usps.com/business/web-tools-apis/welcome.htm).

10-2 Postage Payment

For a Priority Mail Open and Distribute mailing with postage applied by frank or penalty mail permit imprint, the mail service provider must use a manifesting system to account for the Priority Mail postage for each sack or tray. Manifesting is the accepted industry method of entering nonidentical permit imprint mailings and allows for the use of a computer system that automatically transmits the weight information from a scale to the computer system to document the postage for each sack or tray. The recommended format for the manifest and summary page is in Appendix D.

Each sack or tray is identified with a unique number. The identification number, weight, and postage are reflected on the manifest. Off-the-shelf
manifesting systems are readily available from private companies. The
directions to obtain a list of known companies appears in Appendix E.
Complete PS Form 3600-R using the totals from the manifest with G-300
filled in as the permit number.
Attach Tag 161 or Tag 190 to each Priority Mail sack or address label to each
tray box, showing either the Member’s frank or the permit imprint in the
postage area, as shown in Exhibit 10-2.

Exhibit 10-2
Member’s Permit Imprint

| Priority Mail |
| Postage and Fees Paid |
| House of Representatives |
| U.S. Congress |
| Permit No. G-300 |

Note: Express Mail® Open and Distribute mailings by House Members
may not be paid for under the OMAS.
11 For All Mailings

11-1 Postage Statements

The postage statement, PS Form 3602-R or PS Form 3600-R, must be completed in full in the unshaded areas and for each container type identified on the statement. The Post Office will complete the shaded areas. The following items, a to h, are necessary for each statement:

a. Post Office of mailing, including ZIP Code.
b. Date of mailing.
c. Permit No. G-300.
d. Federal Agency Cost Code (the Member’s unique 5-digit cost code number).
e. The name and address of the Member in the “Permit Holder’s Name and Address” block.
f. The mail service provider’s name and address in the “Name and Address of Mailing Agent” block.
g. All required piece, weight, and postage computation information on both sides of the forms.
h. Signature and telephone number of the mailing agent (the mail service provider or staffer who is presenting the mailing).

If a receipt is required, submit the form in duplicate.

Note: Items Permit No. G-300 and Federal Agency Cost Code above are highlighted because their use is critical to Postal Service tracking and processing activities. These postage statements will be transmitted through PostalOne! to the Official Mail Accounting System (OMAS). OMAS then automatically sorts these mailings as “House” mailings (identified through the use of the G-300 permit number), then by individual Member (based on the correct 5-digit cost code).
Although mail service providers are expected to be familiar with all current mailing standards and regulations, each contract should require the mail service provider to produce mailings in compliance with the *Mailing Standards of the United States Postal Service*, Domestic Mail Manual (DMM). Also, chapters 5, 6, 9, and 10 of this publication can be used as guides, but if there are any differences between the DMM and this guide, the DMM takes precedence.
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Appendix A

Tag 11, Congressional Mail

Included in this appendix is a copy of Tag 11, Congressional Mail, which is used on all sacks or trays that contain congressional mail.
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Appendix B

Tag 161, Priority Mail Open and Distribute (Green)

Included in this appendix is a copy of Tag 161, *Priority Mail Open and Distribute*, which is used for sacks of mail.
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Appendix C

Tag 190, Priority Mail Open and Distribute (Pink)

Included in this appendix is a copy of Tag 190, *Priority Mail Open and Distribute*, which is used for containers addressed to destination delivery units (DDUs).
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Appendix D

Sample Itemized Manifest Listing for Priority Mail Open and Distribute Mailings

Included in this appendix is a sample of an itemized manifest listing and summary page for Priority Mail Open and Distribute mailings, using the recommended format.

Note: The manifest shown is for example only. Prices change periodically.
**Itemized Manifest**

**Priority Mail — Open and Distribute**

*(With Cumulative Postage Column)*

<table>
<thead>
<tr>
<th>Mailer's Name and Address</th>
<th>Post Office of Mailing: Springdale, USA</th>
<th>Date of Manifest: 8/5/13</th>
</tr>
</thead>
<tbody>
<tr>
<td>ABC Company</td>
<td>Class of Mail: Priority Mail</td>
<td>Processing Category: NA</td>
</tr>
<tr>
<td>125 Main St</td>
<td>Permit Number: 1050</td>
<td>Manifest Sequence #: 123</td>
</tr>
<tr>
<td>Springdale, USA</td>
<td>MAC Version #: v3.01</td>
<td></td>
</tr>
<tr>
<td></td>
<td>(Or Software Version #)</td>
<td></td>
</tr>
</tbody>
</table>

**Piece ID Number | ZIP Code/Zone | Weight (lbs.) | Postage | Cumulative Postage**

| 1234     | 850/4     | 20.51        | 20.45   | $ 20.45 |
| 1357     | 450/4     | 21.30        | 21.15   | 41.60   |
| 1579     | 852/4     | 10.92        | 13.35   | 54.95   |
| 1789     | 325/4     | 12.05        | 14.75   | 69.70   |
| 1999     | 390/2     | 8.23         | 7.90    | 77.60   |
| 2345     | 462/4     | 13.45        | 15.45   | 93.05   |
| 2678     | 660/6     | 20.98        | 26.55   | 119.60  |
| 2789     | 010/7     | 11.75        | 18.80   | 138.40  |
| 2888     | 202/5     | 8.87         | 12.20   | 150.60  |
| 3456     | 372/2     | 19.53        | 13.75   | 164.35  |
| 3457     | 356/3     | 20.21        | 14.25   | 178.60  |
| 3458     | 450/5     | 20.56        | 22.05   | 200.65  |

**Page Totals:** 12 188.36 200.65

**Cumulative Totals:** 12 188.36 200.65

**Itemized Manifest Summary — Priority Mail Open and Distribute**

*(Postage Paid via Form 3600-R)*

<table>
<thead>
<tr>
<th>Zone</th>
<th>Number of Pieces</th>
<th>Totals</th>
</tr>
</thead>
<tbody>
<tr>
<td>A2</td>
<td>Unzoned (1 pound or less)</td>
<td>0</td>
</tr>
<tr>
<td>A3</td>
<td>Local, 1, 2, &amp; 3</td>
<td>100</td>
</tr>
<tr>
<td>A4</td>
<td>4</td>
<td>217</td>
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<tr>
<td>A5</td>
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<td>8</td>
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<td>5</td>
</tr>
<tr>
<td>A8</td>
<td>8</td>
<td>20</td>
</tr>
</tbody>
</table>

**Totals:** 413 $8720.90
Appendix E

Manifesting Certified Software Developers

E-1 What is MAC?

Manifest Analysis and Certification (MAC) is a process that evaluates the quality of manifesting software manufactured by mail service providers. Manifesting is the efficient way to calculate, document, and pay for postage using a permit imprint instead of affixing meter postage or stamps to your parcels. Developed by the Postal Service in cooperation with the mailing industry, MAC provides a set of criteria that determines the accuracy of manifest products. The MAC Certified Developers List contains a quick reference to qualified developers, contact information, and which Postal Service services they offer — from Priority Mail to Parcel Select to international mail.

E-2 What is MAC Gold?

MAC Gold Certification offers a new approach to manifesting. It evaluates the end-to-end ability of a manifest system (scales, printers, and software) to produce accurate postage and fees, as well as quality documentation. Classes of mail are limited to First-Class Mail (single piece) and Priority Mail. Developers who use MAC Gold are pre-certified to use Delivery Confirmation, Signature Confirmation, and Insured Mail (integrated barcode only) services once the appropriate forms are submitted, thereby providing quick, easy start-ups. A MAC Gold approved system needs no further approval as long as the system is installed and operated according to the developer’s instructions. MAC Gold developers are included in the MAC Certified Developer List.

E-3 MAC and MAC Gold Certified Developers List

A complete list of certified mail service providers is available on the Postal Service Web site at www.usps.com/business/certification-programs.htm.

The MAC and MAC Gold Certified Developers List contains products that have passed the rigorous testing procedures of the MAC and MAC Gold programs. The list is broken out by type of certification and then organized alphabetically by company name. Each product’s listing includes sales contact information and indicates the certified manifest categories and
options supported. Hardware, software platforms, and price range are indicated when appropriate. Although this program evaluates and validates manifesting products manufactured by developers, neither MAC nor MAC Gold guarantees acceptance of mail prepared using certified hardware/software platforms. The MAC and MAC Gold does however, provide national approval of computer-generated facsimiles of Postal Service postage statements, standardized documentation, and other manifest documentation. This product information is for quick reference purposes only; please contact the developer directly for specifics concerning their product.