

# Postage Statement—USPS Marketing Mail— Easy Nonautomation Letters or Flats

This form may be used only for a single nonautomation price mailing of identical-weight pieces. Use PS Form 3602-R for all other regular USPS Marketing Mail mailings. Checklists and other tools for mailers are available on the Postal Explorer website at [pe.usps.com](http://pe.usps.com).

<b>Mailer</b>	Permit Holder Name, Address, Email, Telephone		Federal Agency Cost Code	Statement Seq. No.	Weight of a Single Piece  0. _ _ _ _ pounds
	CRID _____		Total Pieces	Total Weight	
			Permit No.	<input type="checkbox"/> Mailpiece is a product sample	
<b>Mailing</b>	Post Office of Mailing	Mailer's Mailing Date		Processing Category <input type="checkbox"/> Letters <input type="checkbox"/> Flats	No. & Type of Containers  ____ Sacks ____ Trays ____ Pallets
	Type of Postage <input type="checkbox"/> Permit Imprint <input type="checkbox"/> Precanceled Stamps <input type="checkbox"/> Metered	Move Update Method <input type="checkbox"/> Ancillary Service Endorsement <input type="checkbox"/> NCOA <sup>Link</sup> <input type="checkbox"/> ACS	<input type="checkbox"/> Alternative Method <input type="checkbox"/> Multiple <input type="checkbox"/> OneCode ACS <input type="checkbox"/> n/a Alternative Address Format	<input type="checkbox"/> Letter-size or flat mailpiece contains DVD/CD or other disk	
				This is a Political Campaign Mailing <input type="checkbox"/> Yes <input type="checkbox"/> No	
				This is Official Election Mail <input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>Postage</b>	<b>Total Postage (Add parts totals)</b>				
	Price at Which Postage Affixed (Check one). <input type="checkbox"/> Correct <input type="checkbox"/> Lowest <input type="checkbox"/> Neither Complete if mailing includes pieces bearing metered/PC Postage or precanceled stamps.			____ pcs. x \$ _____ = <b>Postage Affixed</b>	
	Permit # _____		<b>Net Postage Due (Subtract postage affixed from total postage)</b>		
<b>USPS Use Only</b>	<b>Additional Postage Payment (State reason)</b>				
	For postage affixed, add additional payment to net postage due; for permit imprint, add additional payment to total postage.			<b>Total Adjusted Postage Affixed</b>	
	Postmaster: Report Total Postage in <b>AIC 130</b> (Permit Imprint Only)			<b>Total Adjusted Postage Permit Imprint</b>	
<b>Certification</b>	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 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. <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 ____ _ 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) 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: (1) eligibility for postage prices claimed; (2) proper preparation (and presort where required); (3) proper completion of postage statement; (4) payment of annual fee; and (5) sufficient funds on deposit (if required)		Date Mailer Notified	Contact	
			By (Initials)	Time	AM PM
USPS Employee's Signature		Print USPS Employee's Name			

# USPS Marketing Mail Postage

## Part B — Nonautomation Letters

### Machinable Letters 3.5 oz. (0.2188 lbs.) or less

	Entry	Price Category	Price	No. of Pieces	Total Postage
B1	None	AADC	\$0.295		
B2	None	Mixed AADC	0.305		
B3	DNDC	AADC	0.275		
B4	DNDC	Mixed AADC	0.285		
B5	DSCF	AADC	0.269		

### Nonmachinable Letters 4 oz. (0.25 lbs.) or less

	Entry	Price Category	Price	No. of Pieces	Total Postage
B6	None	5-Digit	\$0.539		
B7	None	3-Digit	0.607		
B8	None	ADC	0.629		
B9	None	Mixed ADC	0.702		
B10	DNDC	5-Digit	0.519		
B11	DNDC	3-Digit	0.587		
B12	DNDC	ADC	0.609		
B13	DNDC	Mixed ADC	0.682		
B14	DSCF	5-Digit	0.513		
B15	DSCF	3-Digit	0.581		
B16	DSCF	ADC	0.603		

### Nonmachinable Letters Over 4 oz. (0.25 lbs.) but less than 16 oz. (1 lbs.)

	Entry	Price Category	Piece Price	Or Amount Affixed	No. of Pieces	Pieces Subtotal	Pound Price	Pounds	Pounds Subtotal	Subtotal Postage	Total Postage
B17	None	5-Digit	\$0.267				\$0.935				
B18	None	3-Digit	0.360				0.935				
B19	None	ADC	0.416				0.935				
B20	None	Mixed ADC	0.451				0.935				
B21	DNDC	5-Digit	0.267				0.763				
B22	DNDC	3-Digit	0.360				0.763				
B23	DNDC	ADC	0.416				0.763				
B24	DNDC	Mixed ADC	0.451				0.763				
B25	DSCF	5-Digit	0.267				0.719				
B26	DSCF	3-Digit	0.360				0.719				
B27	DSCF	ADC	0.416				0.719				

For affixed postage mailings as described in DMM 243, compute and enter the price for each piece in the Amount Affixed column, multiply by No. of Pieces and total in the Total column.

B28	<b>Part B Total</b> (Add lines B1 — B27)										
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## Part E — Nonautomation Flats

### Flats 4 oz. (0.25 lbs.) or less

	Entry	Price Category	Price	No. of Pieces	Total Postage
E1	None	5-Digit	\$0.501		
E2	None	3-Digit	0.594		
E3	None	ADC	0.650		
E4	None	Mixed ADC	0.685		
E5	DNDC	5-Digit	0.458		
E6	DNDC	3-Digit	0.551		
E7	DNDC	ADC	0.607		
E8	DNDC	Mixed ADC	0.642		
E9	DSCF	5-Digit	0.447		
E10	DSCF	3-Digit	0.540		
E11	DSCF	ADC	0.596		

E12	<b>Part E Total</b> (Add lines E1 — E11)				
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## USPS Marketing Mail EZ — Easy Nonautomation Letters or Flats — Instructions

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Use this form only for nonautomation letters or flats at regular USPS Marketing Mail prices.

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- Step 1:** Complete Mailer and Mailing sections on pages 1 and 2 applicable to the mailing presented. For all sections not applicable, enter N/A.
- Step 2:** Complete the Postage section for applicable category, Presorted Letters and Flats, as follows: Fill in the number of pieces at each presort and entry discount level on the appropriate line in section B or section E. Multiply the number of pieces by the corresponding postage price. For Permit Imprint mailings, round off to four decimal places. On Postage Affixed mailings round off to three decimal places.
- Step 3:** Add the applicable postage (part B or E). Enter the subtotal for Part B or Part E on the appropriate Part B or E Subtotal line. Enter the Total Postage, rounded off to two decimal places on the Total Postage line. (For postage affixed round off to three decimal places.)
- Step 4:** Complete the line for Postage Affixed (if applicable). Check the box for the Price at Which Postage Affixed (Correct, Lowest, or Neither). Multiply the number of pieces times the postage affixed and put the total in the blank line for Postage Affixed. Subtract the amount of Postage Affixed from the Total Postage; enter remainder in Net Postage
- Step 5:** Read and sign the Certification section, including your telephone number.

**For more information** on mailing standards, prices, and fees please go to Postal Explorer at [pe.usps.com](https://pe.usps.com).