

Postage Statement—Package Services and Parcel Select Destination Entry

Post Office: Note Mail Arrival Date & Time (Do Not Round-Stamp)

Use this form for all Package Services (Bound Printed Matter, Library Mail, Media Mail) and Parcel Select Destination Entry. Library Mail and Media Mail may be combined.

Mailer	Permit Holder Name, Address, Email, Telephone EPS Cust. Ref. No. _____ CRID _____		Mailing Agent (If other than permit holder) Name, Address, Telephone CRID _____		Mail Owner (If other than permit holder) Name, Address CRID _____	
	Post Office of Mailing _____ Mailer's Mailing Date _____		Federal Agency Cost Code _____ Statement Seq. No. _____		Hold For Pickup (HFPU) _____ No. and type of Containers _____	
Mailing	Type of Postage <input type="checkbox"/> Permit Imprint <input type="checkbox"/> Metered		Processing Category <input type="checkbox"/> Flats <input type="checkbox"/> Parcels		Total # of Pieces in Mailing _____ SSF Transaction# _____ Total Weight _____ Permit # _____	
	For Barcoded Pieces, Enter Date of Address Matching and Coding ____/____/____		Packaging Based on <input type="checkbox"/> Piece Count <input type="checkbox"/> Weight <input type="checkbox"/> Both		Weight of a Single Piece _____ pounds Combined Mailing/Discount/Incentive <input type="checkbox"/> Mixed Class <input type="checkbox"/> Single Class <input type="checkbox"/> Catalogs	
					# of pieces _____ _____ Sacks _____ Flat Trays _____ Pallets _____ Other	
Parts Completed (Select all that apply): <input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/> S						
Postage	1		Subtotal Postage (Add parts totals)			
	2		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.		_____ pcs. x \$ _____ = Postage Affixed -	
	3		Incentive/Discount Flat Dollar Amount			-
	4		Fee Flat Dollar Amount			+
	5		Net Postage Due (Line 1 +/- Lines 2, 3, 4)			
USPS Use Only	Additional Postage Payment (State reason)					
	Add additional payment to net postage due for affixed or permit imprint—choose one only.		Total Adjusted Postage Affixed			
	Postmaster: Report Total Postage in AIC 131 (Permit Imprint Only)		Total Adjusted BPM Postage Permit Imprint			
	Postmaster: Report Total Postage in AIC 124 (Permit Imprint Only)		Total Adjusted Media Mail/Library Mail Postage Permit Imprint			
Postmaster: Report Total Postage in AIC 211 (Permit Imprint Only)		Total Adjusted Parcel Select Postage Permit Imprint				
Certification	Incentive/Discount Claimed: _____ Type of Fee: _____ 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. 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 _____ pounds Total Pieces _____		Total Weight _____ Total Postage _____		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 _____	
	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			

Package Services

Part A — Bound Printed Matter

Nonpresorted — Flats

	Origin	Price	No. of Pieces	Subtotal Postage	Discount Total*	Fee Total	Total Postage
A1	Origin						

Carrier Route — Flats

	Entry	Piece Price	No. of Pieces	Pieces Subtotal	Pound Price	No. of Pounds	Pounds Subtotal	Subtotal Postage	Discount Total*	Fee Total	Total Postage
A2	None										
A3	DNDC										
A4	DSCF										
A5	DDU										

Carrier Route — Flats with Simplified Addressing

	Entry	Piece Price	No. of Pieces	Pieces Subtotal	Pound Price	No. of Pounds	Pounds Subtotal	Subtotal Postage	Discount Total*	Fee Total	Total Postage
A6	None										
A7	DNDC										
A8	DSCF										
A9	DDU										

Presorted — Flats

	Entry	Piece Price	No. of Pieces	Pieces Subtotal	Pound Price	No. of Pounds	Pounds Subtotal	Subtotal Postage	Discount Total*	Fee Total	Total Postage
A10	None										
A11	DNDC										
A12	DSCF										
A13	DDU										
A14	Detached Address Label										
A15	Detached Marketing Label										

* Full Service Intelligent Mail, promotions, incentives, and other discounts-see Instructions page for additional information.

A16	BPM Flats Total (Add lines A1 — A15)										
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Catalog Incentive**

A17	DISPLAY ONLY	Nonpresorted Flats-Number of Eligible Pieces _____ x \$ _____ =									
A18	DISPLAY ONLY	Carrier Route Flats-Number of Eligible Pieces _____ x _____ =									
A19	DISPLAY ONLY	Presorted Flats-Number of Eligible Pieces _____ x _____ =									

**This mailing contains pieces that meet the requirements for the Catalog Incentive.

Full Service Intelligent Mail Option

A20	DISPLAY ONLY	Flats-Number of Pieces that Comply _____ x _____ =									
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Package Services

Part A — Bound Printed Matter — Continued

Nonpresorted — Parcels

	Origin	Price	No. of Pieces	Subtotal Postage	Discount Total*	Fee Total	Total Postage
A21							

Carrier Route — Parcels

	Entry	Piece Price	No. of Pieces	Pieces Subtotal	Pound Price	No. of Pounds	Pounds Subtotal	Subtotal Postage	Discount Total*	Fee Total	Total Postage
A22	None										
A23	DNDC										
A24	DSCF										
A25	DDU										

Presorted — Parcels

	Entry	Piece Price	No. of Pieces	Pieces Subtotal	Pound Price	No. of Pounds	Pounds Subtotal	Subtotal Postage	Discount Total*	Fee Total	Total Postage
A26	None										
A27	DNDC										
A28	DSCF										
A29	DDU										

* Promotions, incentives and other discounts - see instructions page for additional information.

A30	BPM Parcels Total (Add lines A21 — A29)										
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Catalog Incentive*

A31	DISPLAY ONLY	Nonpresorted Parcels-Number of Eligible Pieces _____ x \$ _____ =									
A32	DISPLAY ONLY	Carrier Route Parcels-Number of Eligible Pieces _____ x _____ =									
A33	DISPLAY ONLY	Presorted Parcels-Number of Eligible Pieces _____ x _____ =									

*This mailing contains pieces that meet the requirements for the Catalog Incentive.

A34	Part A Total (Line A16 or A30)										
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Package Services

Part B — Library Mail and Media Mail

Library Mail

		Price	No. of Pieces	Subtotal Postage	Discount Total	Fee Total	Total Postage
B1	Basic						
B2	Single-Piece						
B3	5-Digit						

Media Mail

		Price	No. of Pieces	Subtotal Postage	Discount Total	Fee Total	Total Postage
B4	Basic						
B5	Single-Piece						
B6	5-Digit						

B7	Part B Total (Add lines B1 — B6)						
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Parcel Select

Part C — Destination Entry

Parcel Select

	Entry	Parcel/Oversized/Dimensional	Price	No. of Pieces	Subtotal Postage	Discount Total	Fee Total	Total Postage
C1	DNDC	Parcels 5-Digit NSA Only						
C2	DNDC	Parcels						
C3	DSCF	Parcels 5-Digit NSA Only						
C4	DSCF	Parcels						
C5	DHUB	Parcels						
C6	DDU	Parcels						
C7	DNDC	Oversized 5-Digit NSA Only						
C8	DNDC	Oversized						
C9	DSCF	Oversized 5-Digit NSA Only						
C10	DSCF	Oversized						
C11	DHUB	Oversized						
C12	DDU	Oversized						
C13	DNDC	Dimensional 5-Digit NSA Only						
C14	DNDC	Dimensional						
C15	DSCF	Dimensional 5-Digit NSA Only						
C16	DSCF	Dimensional						
C17	DHUB	Dimensional						
C18	DDU	Dimensional						

C19	Part C Total (Add lines C1 — C18)							
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Extra Services and Fees

Part S

		Fee	No. of Pcs. or Lbs.	Subtotal Postage	Discount Total	Total Postage
S1	Certificate of Mailing (3 or more - Form 3665)					
S3	Collect on Delivery (COD)					
S4	USPS Tracking (parcels only)					
S5	Insurance					
S7	Signature Confirmation Restricted Delivery					
S8	Return Receipt Electronic					
S9	Return Receipt (Form 3811)					
S11	Signature Confirmation (parcels only)					
S12	Parcel Airlift (PAL)					
S15	Adult Signature 21 Required					
S16	Adult Signature 21 Restricted Delivery					
S17	Picture Permit Imprint					
S19	Certificate of Bulk Mailing (Form 3606-D)					
S20	Sunday Delivery					
S21	Same Day					
S22	Extended Coverage					
S23	Package Quality Noncompliance Fee					
S26	Next Day					
S28	Hazardous Material Transportation					
S29	Perishables					
S31	Insurance Restricted Delivery					
S32	Collect on Delivery Restricted Delivery					
S35	USPS Tracking Plus					
S37	Adult Signature 18 Required NSA Only					
S38	Adult Signature 18 Restricted Delivery NSA Only					
S47	Nonstandard Fee - DNDC/DSCF > 22" <= 30"					
S48	Nonstandard Fee - DDU/DHUB > 22" <= 30"					
S50	Nonstandard Fee - DNDC/DSCF > 30"					
S51	Nonstandard Fee - DDU/DHUB > 30"					
S53	Nonstandard Fee - DNDC/DSCF > 2 Cubic Ft					
S54	Nonstandard Fee - DDU/DHUB > 2 Cubic Ft					

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

S99	Part S Total (Add lines S1 — S54)					
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Package Services and Parcel Select Destination Entry — Instructions

Use this form for all Package Services (Bound Printed Matter, Library Mail, Media Mail) and Parcel Select Destination Entry.

Step 1: Complete Mailer and Mailing sections on page 1. The Mailer section must be completely filled in, including the Permit Holder in the first box, the Mailing Agent, if any as described below, in the second box, and the Mail Owner, as described below, if other than the Permit Holder, in the third box.

Mailing Agent: The mailing agent is a business entity, organization, or individual acting on behalf of one or more mail owners by providing mailing services for which the mail owners compensate the mailing agent. A business entity, organization, or individual whose services define it as a mailing agent may also be considered a mail owner, but only for its own mail or the mail of its subsidiaries. Mailing agents include, but are not limited to the following: Printer, letter shop, address list provider/manager; mail preparer, postage payment provider, mailing logistics provider, mailing tracking provider, ad agency, and mailing information manager.

Mail Owner: The mail owner is the business entity, organization, or individual who makes business decisions regarding the mailpiece content, directly benefits from the mailing, and ultimately pays for postage on the mailpiece directly or by way of a mailing agent.

Step 2: Determine which part(s) to complete for your mailing, as follows: **Part A:** Bound Printed Matter (BPM) Flats or Parcels; **Part B:** Library Mail and Media Mail; **Part C:** Parcel Select Destination Entry; **Part S:** Extra Services

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

Part A: Nonpresorted BPM is charged a per-piece price based on weight and zone. Enter applicable per-piece price in "Price" column. Multiply per-piece price by corresponding number of pieces and enter in "Total" column.

All pieces must be reported on the appropriate line at the full published price (not including the Full Service Intelligent Mail incentive). Pieces that comply with the Full Service Intelligent Mail option requirements are additionally reported on the line provided.

Permit Imprint mailings, round off to four 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 price and a per-piece price. Note: For pieces weighing one pound or less, calculate per-pound postage for a one pound piece.

Permit Imprint: Enter corresponding per-piece price for all zones in column one. Multiply applicable per-piece price by 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) by the number of pieces per zone; enter result in "No. of Pounds" column. Multiply the applicable Pound Price by the number of pounds. Do not round. Enter result in Pound Subtotal column. Add Pieces Subtotal, Pound Subtotal, any Discounts or Fees Totals, and enter result in "Total" column. Add line-item totals and enter sum in Part/Total box. Do not round.

Parts B-C: These categories of mail are charged a per-piece price.

Permit Imprint: Multiply number of pieces by applicable per-piece price. 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 "Price" 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 price.

Permit Imprint: Multiply price for requested extra service(s) by number of pieces. Enter result in "Total" column. Add the line-item totals and enter sum in Part S Total box.

Postage Affixed: Multiply price for requested extra service(s) by 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.

Instructions continued on next page

Package Services and Parcel Select Destination Entry — Instructions — Continued

Use this form for all Package Services (Bound Printed Matter, Library Mail, Media Mail) and Parcel Select Destination Entry.

- 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. For postage affixed mailings round off to three decimal places.
- Step 5:** Complete the line for Postage Affixed mailings. Check the box for the Price at Which Postage Affixed (Correct, Lowest, or Neither). Multiply the number of pieces by the postage affixed. Put the total in the Postage Affixed block.
- Step 6:** Calculate Net Postage Due by subtracting Postage Affixed from the Total Postage. For permit imprint mailings, the Net Postage Due is the amount that will be withdrawn from the permit imprint account listed in the Permit # box in the Mailing section. For postage affixed mailings, the Net Postage Due is the amount that must be tendered in addition to that already affixed to the mail, and it may be tendered by any of the applicable methods including withdrawal from an advance deposit account that can be listed by Permit # on the Net Postage Due line.
- Step 7:** Read and sign the Certification section, including your telephone number. Attach all completed parts and submit with the mailing. (Do not include blank pages.)

Further Information About Discount Total Columns

Promotion Discounts are calculated and applied after all other discounts and incentives are applied. If multiple promotion discounts apply, each promotion is calculated based on the same postage subtotal, after other discounts and incentives are applied.

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