

# DELIVERY EMPLOYEE - Remove Copies 1 & 2 at Time of Delivery

Write firmly to make all copies legible.

Collect the amount shown below if the customer pays by:

**CHECK OR MONEY ORDER (MO)** made payable to the mailer. **CASH or pin debit card and mailer is an EFT participant** (online or commercial only). **CASH** (includes MO fee or fees).



Check/MO	EFT	Cash
\$	\$	\$

Check (if applicable)  
 Registered Mail™ Service     Priority Mail Express® Service

Remit COD Charges to Sender via:     Priority Mail Express Service     Electronic Funds Transfer (EFT)

Date of Mailing: \_\_\_\_\_    USPSA Number: \_\_\_\_\_

Options for Receiving

Hold For Pickup (Priority Mail Express Only)

Street Delivery

# COD

From: \_\_\_\_\_ To: \_\_\_\_\_

# SAMPLE

Delivered By	Date Delivered	Check Number
Date Payment Sent to Mailer	MO Number(s)	



PS Form **3816**, January 2016 PSN 7530-02-000-9062

**Copy 1 - Delivery Unit**

1. DO NOT allow the recipient (addressee or agent) to examine the contents before payment.
  2. DO NOT deliver this article until payment is collected.
  3. If payment is by check, enter check number above.
  4. Have customer sign PS Form 3849.
- ◆ Follow proper scanning procedures for COD delivery and clearance.

Date Returned

2nd Notice

1st Notice

## Mail payment for only one COD per envelope



Check/MO \$	EFT \$	Cash \$
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**DELIVERY EMPLOYEE:** Turn in this copy with the payment you received for the COD article and the signed PS Form 3849. **Be sure the COD number appears on the money order(s) or check.**

# COD

To:

From:

# SAMPLE

**POST OFFICE:** Return this copy to the mailer\* with the money order(s), check, or receipt for electronic funds transfer. Mail payment for only one COD per EMO4 envelope (*mailer address will appear in the window*). Please secure this copy in the envelope with tape, if necessary.

**\*Exception:** DO NOT return this copy to an EFT mailer.



# SAVE THIS RECEIPT

See reverse side for claims and EFT information.



Check/MO \$	EFT \$	Cash \$
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Check (if applicable)  
 Registered Mail™ Service     Priority Mail Express® Service

Date of Mailing

Options for Receiving

- Hold For Pickup  
(Priority Mail Express Only)
- Street Delivery

# COD

From:

# SAMPLE

To:

Check (if applicable)

<input type="checkbox"/> Return Receipt hardcopy	<input type="checkbox"/> Signature Confirmation Restricted Delivery
<input type="checkbox"/> Return Receipt Electronic	<input type="checkbox"/> Adult Signature Required
<input type="checkbox"/> Signature Confirmation™	<input type="checkbox"/> Adult Signature Restricted Delivery

Special Handling – Check (if applicable)

<input type="checkbox"/> Fragile	<input type="checkbox"/> Perishable	<input type="checkbox"/> Hazardous Materials	<input type="checkbox"/> Live Animals
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COD Fee	Extra Service Fee
Postage	Total Postage & Fees

Postmark



Pull for Mailer's Copy

## Instructions for Collect on Delivery (COD) Service

The fees for COD service include the following:

- Insurance against loss, damage, or missing contents. (Coverage may not exceed the limit for the insurance fee paid.)
- Collection of COD payment is by cash, money order, or the recipient's check made payable to the mailer. The USPS forwards the check or money order to the mailer. If payment is made by cash, a money order fee is included in the amount collected from the recipient, unless the mailer (online or commercial only) is authorized to participate in electronic funds transfer (EFT) for the remittance. See DMM 503 at <http://pe.usps.gov> for limitations.
- Services offered with COD are Priority Mail Express®, Priority Mail®, First-Class Mail®, First-Class Package Service®, USPS Retail Ground™, Parcel Select®, Bound Printed Matter, Media Mail®, and Library Mail.

### NOTES:

- Checks and money orders must be made payable to the mailer.
- Postmasters will not participate in disputes regarding the recipient's check or money order.
- Hold For Pickup service is available at the time of mailing and allows a designated Post Office location to hold mailpieces for pickup by a specified addressee or designee.
- Either the mailer or the addressee may file a claim.

The following items must accompany each claim:

- Proof of value.
- Evidence of insurance (original mailing receipt).

### Filing a Claim

- *Claim for loss:* File a claim no sooner than 15 days but no later than 60 days from the mailing date. Retain the original mailing receipt and proof of value.
- *Claim for damage or missing contents:* File a claim immediately but no later than 60 days from the mailing date. Retain the original mailing receipt and proof of value, and also retain the article and mailing container.

Please file your domestic claim online at [www.usps.com/domestic-claims](http://www.usps.com/domestic-claims). If you are unable to file online, call toll free 800-275-8777 for additional information.

For more information on claims, see Publication 122, *Customer Guide to Filing Domestic Insurance Claims or Registered Mail Inquiries*, at <http://about.usps.com/publications/pub122.pdf>.

# Retain at Mailing Post Office



Check/MO	EFT	Cash
\$	\$	\$

Check (if applicable)  
 Registered Mail™ Service     Priority Mail Express® Service

Date of Mailing

### Options for Receiving

- Hold For Pickup  
*(Priority Mail Express Only)*
- Street Delivery

# COD

From:

# SAMPLE

To:

Check (if applicable)

<input type="checkbox"/> Return Receipt hardcopy	<input type="checkbox"/> Signature Confirmation Restricted Delivery
<input type="checkbox"/> Return Receipt Electronic	<input type="checkbox"/> Adult Signature Required
<input type="checkbox"/> Signature Confirmation™	<input type="checkbox"/> Adult Signature Restricted Delivery

Special Handling – Check (if applicable)

<input type="checkbox"/> Fragile	<input type="checkbox"/> Perishable	<input type="checkbox"/> Hazardous Materials	<input type="checkbox"/> Live Animals
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COD Fee	Extra Service Fee
Postage	Total Postage & Fees

Postmark
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## Thank You for Using COD Service



Check/MO	EFT	Cash
\$	\$	\$

# COD



From:

To:

# SAMPLE

### If Your Package Arrives Damaged

File the claim immediately, but no later than 60 days from the date of mailing. Provide proof of value and evidence of insurance (original mailing receipt). Retain the article and mailing container, including wrapping, packaging, and any contents received. Upon written request, make them available to the local Post Office for inspection, retention, and disposition. Do not return or remail the item.

**REMOVE FROM THIS CORNER**

