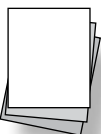


MEDIA MAIL SERVICE



Media Mail shipping is a cost-effective way to send educational materials. This service has restrictions on the type of media that can be shipped. Media Mail rates are limited to the items listed below:



- Books (at least 8 pages).
- Sound recordings and video recordings, such as CDs and DVDs.
- Play scripts and manuscripts for books, periodicals, and music.
- Printed music.
- Computer-readable media containing prerecorded information and guides or scripts prepared solely for use with such media.
- Sixteen millimeter or narrower width films.
- Printed objective test materials and their accessories.
- Printed educational reference charts.
- Loose-leaf pages and their binders consisting of medical information for distribution to doctors, hospitals, medical schools, and medical students.

Media Mail packages may not contain advertising. Comic books do not meet this standard. Books may contain incidental announcements of other books and sound recordings may contain incidental announcements of other sound recordings. In accordance with standards in the *Mailing Standards of the United States Postal Service*, Domestic Mail Manual (DMM), Section 170, Media Mail packages must have a delivery address and the sender's return address and are subject to inspection by the Postal Service™. Upon such inspection, matter not eligible for the Media Mail rate may be assessed at the proper price and sent to the recipient postage due, or the sender may be contacted for additional postage.

For more information about Media Mail service, please visit www.usps.com or call 1-800-ASK-USPS (1-800-275-8777). Complete explanations of qualified items can be found in the DMM.

