

4/29/16 7/15/16 8/5/16 8/8/16

United States Postal Service
Postage Statement—Standard Mail-Easy
Nonautomation Letters or Flats

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

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 Standard Mail mailings. Checklists and other tools for mailers are available on the Postal Explorer website at pe.usps.com.

Mailer	Permit Holders Name and Address and Email Address, if Any	Telephone	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
		CRID _____	

Mailing	Post Office of Mailing	Mailer's Mailing Date	Permit No.	Federal Agency Cost Code	Statement Seq. No.	No. & Type of Containers Sacks _____
	Type of Postage <input type="checkbox"/> Permit Imprint <input type="checkbox"/> Precanceled Stamps <input type="checkbox"/> Metered	Weight of a Single Piece 0 _____ pound		<input type="checkbox"/> Mailpiece is a product sample	Processing Category <input type="checkbox"/> Letters <input type="checkbox"/> Flats	Trays _____ Pallets _____
	Move Update Method: <input type="checkbox"/> Ancillary Service Endorsement <input type="checkbox"/> OneCode ACS <input type="checkbox"/> NCOALink <input type="checkbox"/> ACS <input type="checkbox"/> Alternative Method <input type="checkbox"/> Multiple <input type="checkbox"/> n/a Alternative Address Format				Total Pieces	Total Weight

Postage	<input type="checkbox"/> Letter-size or flat mailpiece contains DVD/CD or other disk	Total Postage (Add Parts Totals)
	Price at Which Postage Affixed (Check one) Complete if the mailing includes pieces bearing metered/PC Postage or precanceled stamps. <input type="checkbox"/> Correct <input type="checkbox"/> Lowest <input type="checkbox"/> Neither _____ pcs. x \$ _____ = Postage Affixed	
	Permit # _____ Net Postage Due (Subtract postage affixed from total postage)	

USPS Use	Additional Postage Payment (State reason)	
	For postage affixed add additional payment to net postage due; for permit imprint add additional payment to total postage.	Total Adjusted Postage Affixed
	Postmaster: Report Total Postage in (Permit imprint only) AIC 130	Total Adjusted Postage Permit Imprint

Certification	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 To be completed in non-PostalOne! sites	Weight of a Single Piece _____ pound	Are postage figures at left adjusted from mailer's entries? If yes, reason: <input type="checkbox"/> Yes <input type="checkbox"/> No		USPS Use Only To be completed in non-PostalOne! sites	
	Total Pieces	Total Weight			
	Total Postage				Round Stamp (Required) Payment Date
	Presort Verification Performed? (if required) <input type="checkbox"/> Yes <input type="checkbox"/> No (Check one)				
	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		
	USPS Employee's Signature	Print USPS Employee's Name	By (Initials)		Time AM PM

See reverse side of this form for complete Postage section

JAN 2017

Standard Mail-Postage (cont.)

Part B ^{3.5 0.2188}
Letters-~~3.3~~ oz. (~~0.2063~~ lb.) or less

Part E ^{4 0.25}
Flats-~~3.3~~ oz. (~~0.2063~~ lb.) or less

Machinable					Part E									
Entry	Price Category	Price	No. of Pieces	Total Postage	Entry	Price Category	Price	No. of Pieces	Total Postage					
B1	None	AADC		\$0.290	E3	None	5-Digit		\$0.425					
B2	None	Mixed AADC		0.307	E2	None	3-Digit		0.494					
B3	DNDC	AADC		0.255	E3	None	ADC		0.546					
B4	DNDC	Mixed AADC		0.272	E4	None	Mixed ADC		0.580					
B5	DSCF	AADC		0.246	E5	DNDC	5-Digit		0.392					
<p>Nonmachinable ^{4 0.25} Letters-3.3 oz. (0.2063 lb.) or less</p>					E6	DNDC	3-Digit		0.461					
					B6	None	5-Digit		\$0.464	E7	DNDC	ADC	0.513	
					B7	None	3-Digit		0.553	E8	DNDC	Mixed ADC	0.547	
					B8	None	ADC		0.579	E9	DSCF	5-Digit	0.382	
					B9	None	Mixed ADC		0.653	E10	DSCF	3-Digit	0.451	
					B10	DNDC	5-Digit		0.429	E11	DSCF	ADC	0.503	
					B11	DNDC	3-Digit		0.518	E12	DSCF	ADC	0.503	
					B12	DNDC	ADC		0.544	<p>Part E Total (add lines E3-E17) </p>				
					B13	DNDC	Mixed ADC		0.618					
					B14	DSCF	5-Digit		0.420					
					B15	DSCF	3-Digit		0.509					
					B16	DSCF	ADC		0.535					

Nonmachinable Letters ⁴ Over ~~3.3~~ oz. but less than 16 oz.

Entry	Price Category	Piece Price	Or Amount Affixed	No. of Pieces	Pieces Subtotal	Pound Price	Pounds	Pounds Subtotal	Total Postage
B17	None	5-Digit				\$0.763			
B18	None	3-Digit				0.763			
B19	None	ADC				0.763			
B20	None	Mixed ADC				0.763			
B21	DNDC	5-Digit				0.602			
B22	DNDC	3-Digit				0.602			
B23	DNDC	ADC				0.602			
B24	DNDC	Mixed ADC				0.602			
B25	DSCF	5-Digit				0.554			
B26	DSCF	3-Digit				0.554			
B27	DSCF	ADC				0.554			

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.

Part B Total (add lines B1-B27)

JAN 2017

Standard Mail EZ-Instructions

Standard Mail - Easy Nonautomation Letters or Flats Instructions

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

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 postage ^{applicable} (lines B1 through B5 for machinable letters; lines B6 through B16 for nonmachinable letters 3.3 oz or less; lines B17 through B27 for nonmachineable letters over 3.3 oz but less than 16 oz; and E3 through E17 for flats). 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.

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