

5-Digit ZIP Code (Required):	Route Number (Required):	Delivery Type:
48124		Residential
Date:	Total # of Mailpieces per Bundle:	Total # of Bundles*: _____ of _____

[illegible]

Saturation Mail Description	Mailer Information		
	Permit Holder Name:		
	Permit Number:	Permit Type:	Post Office of Mailing:

Page 1 of 3

5-Digit ZIP Code (Required):	Route Number (Required):	Delivery Type:
48128		Residential
Date:	Total # of Mailpieces per Bundle:	Total # of Bundles*:
		_____ of _____

[illegible]

Saturation Mail Description	Mailer Information		
	Permit Holder Name:		
	Permit Number:	Permit Type:	Post Office of Mailing:

Page 3 of 3

5-Digit ZIP Code (Required):	Route Number (Required):	Delivery Type:
48126		Residential
Date:	Total # of Mailpieces per Bundle:	Total # of Bundles*: _____ of _____

[illegible]

Saturation Mail Description	Mailer Information		
	Permit Holder Name:		
	Permit Number:	Permit Type:	Post Office of Mailing:

Page 2 of 3

EVERY DOOR DIRECT MAIL DOCUMENTATION FOR PS FORM 3602

5-Digit ZIP Code	Route Number	# of Mailpieces	5-Digit ZIP Code	Route Number	# of Mailpieces
48124	C001	292	48124	C026	339
48124	C002	388	48124	C027	358
48124	C003	243	48124	C028	374
48124	C004	262	48124	C029	334
48124	C005	347	48124	C030	375
48124	C006	333	48124	C032	394
48124	C007	295	48124	C033	407
48124	C008	237	48124	C034	476
48124	C009	293	48124	C035	379
48124	C010	278	48124	C036	304
48124	C011	318	48124	C037	413
48124	C012	281	48124	C038	73
48124	C013	246	48124	C039	363
48124	C014	343	48124	C040	370
48124	C015	365	48124	C041	524
48124	C016	137	48124	C044	276
48124	C017	419	48126	PBOX	162
48124	C018	398	48126	C001	340
48124	C019	397	48126	C002	470
48124	C020	452	48126	C003	584
48124	C021	621	48126	C004	416
48124	C022	412	48126	C005	285
48124	C023	313	48126	C006	568
48124	C024	410	48126	C007	413
48124	C025	377	48126	C008	641

Saturation Mail Description		Mailer Information	
		Permit Holder Name:	
Total # of Bundles*:	Total # of Mailpieces: 33206	Permit Number:	Permit Type:
Delivery Type: Residential	Date Generated: 09/15/2011	Post Office of Mailing:	

* Mailers must prepare bundles to comply with standards

Delstat Valid Through: 11/13/2011

EVERY DOOR DIRECT MAIL DOCUMENTATION FOR PS FORM 3602

5-Digit ZIP Code	Route Number	# of Mailpieces	5-Digit ZIP Code	Route Number	# of Mailpieces
48126	C009	478	48128	C063	401
48126	C010	578	48128	C064	337
48126	C011	490	48128	C065	447
48126	C012	471	48128	C066	369
48126	C013	457	48128	C067	404
48126	C016	508	48128	C068	370
48126	C017	512	48128	C069	398
48126	C019	538	48128	C070	405
48126	C020	293	48128	C071	342
48126	C021	416	48128	C073	383
48126	C022	469			
48126	C025	517			
48126	C026	674			
48126	C028	392			
48126	C031	273			
48126	C032	412			
48126	C033	644			
48126	C037	251			
48126	C038	416			
48126	C041	464			
48126	C042	555			
48126	C043	432			
48126	C047	473			
48128	PBOX	137			
48128	C061	405			

Saturation Mail Description		Mailer Information	
		Permit Holder Name:	
Total # of Bundles*:	Total # of Mailpieces: 33206	Permit Number:	Permit Type:
Delivery Type: Residential	Date Generated: 09/15/2011	Post Office of Mailing:	

* Mailers must prepare bundles to comply with standards

Delstat Valid Through: 11/13/2011

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

Permit Address Name and Address Permit Address, if Any		Telephone		Name and Address of Mailing Agent (If other than permit holder)		Telephone		Name and Address of Individual or Organization for Which Mailing is Prepared (If other than permit holder)																
CAPS Cust. Ref. No. _____				CRID _____				CRID _____																
Post Office of Mailing		Processing Category		Mailing's Mailing Date		Federal Agency Cost Code		Statement Seq. No.																
Type of Postage <input type="checkbox"/> Permit Imprint <input type="checkbox"/> Pre-cancelled Stamps <input type="checkbox"/> Metered		<input type="checkbox"/> Letters <input type="checkbox"/> Flats <input type="checkbox"/> Parcels - Machineable <input type="checkbox"/> Parcels - Irregular <input type="checkbox"/> CMM <input type="checkbox"/> NPM <input type="checkbox"/> Catalogs		Weight of a Single Piece _____ pounds		Combined Mailing <input type="checkbox"/> Mixed Class <input type="checkbox"/> Single Class		Total # of Pieces in Mailing _____ Of total pieces, # with simplified address _____ For pieces bearing a simplified address enter date of delivery statistics file or alternative method _____																
Permit # _____		For Mail Enclosed with Another Class <input type="checkbox"/> Bound Printed Matter <input type="checkbox"/> Library Mail <input type="checkbox"/> Media Mail <input type="checkbox"/> Parcel Post		<input type="checkbox"/> Periodicals		If Sacked, Based on _____		Total Weight _____																
For Posting Address, Enter Date of Address Matching and Coding _____		For Center Route Letters, Enter Date of Address Matching and Coding _____		For Center Route Letters, Enter Date of Center Route Sequencing _____				No and type of Containers: ____ Sacks ____ 1 ft. Letter Trays ____ 2 ft. Letter Trays ____ EMM Letter Trays ____ Flat Trays ____ Pallets ____ Other _____																
Move Update Method: <input type="checkbox"/> Ancillary Service Endorsement <input type="checkbox"/> FAST/Forward <input type="checkbox"/> NCDA Link <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																								
Parts Combined (Select all that apply) <input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/> D <input type="checkbox"/> E <input type="checkbox"/> F <input type="checkbox"/> G <input type="checkbox"/> H <input type="checkbox"/> I <input type="checkbox"/> J <input type="checkbox"/> K <input type="checkbox"/> L <input type="checkbox"/> M <input type="checkbox"/> S																								
<input type="checkbox"/> Mailpiece is a product sample. <input type="checkbox"/> Letter-size or flat mailpiece contains DVD/CD or other mailing inserts				Total Postage (Add Parts Totals)																				
Price at Which Postage Affixed (Check one) Complete if the mailing includes pieces bearing metered or precanceled stamps. <input type="checkbox"/> Correct <input type="checkbox"/> Lowest <input type="checkbox"/> Neither _____ pgs. x \$ _____				Postage Affixed																				
Permit # _____		Net Postage Due (Subtract postage affixed from total postage)																						
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																				
Incentive Claimed _____																								
The mailing'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 mailing and that the mailing is bound by the certification and agrees to pay any deficiencies. In addition, agents may, truthful, and complete, that the mailing complies with all postal regulations and the mailing qualifies for the pre-sort and free-claimant, and that the mailing does not contain any material prohibited by law or postal regulation. I understand that anyone who furnishes false or misleading information on this form or who omits information required 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 Mailing Agent _____				Printed Name of Mailing Agent Signing Form _____				Telephone _____																
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%;">Weight of a Single Piece _____ pound</td> <td style="width: 33%;">Are postage figures at left adjusted from mailer's entries? If yes, indicate _____</td> <td style="width: 33%; text-align: right;">Yes <input type="checkbox"/> No <input type="checkbox"/></td> </tr> <tr> <td>Total Pieces _____ Total Weight _____</td> <td colspan="2"></td> </tr> <tr> <td>Total Postage _____</td> <td colspan="2"></td> </tr> <tr> <td>Prioritization Verification Performed? (If required) <input type="checkbox"/> Yes <input type="checkbox"/> No ICERTIFY that this mailing has been inspected for eligibility below (if required): (1) search for postage prices claimed; (2) proper preparation (and postmark where required); (3) proper completion of postage statement; (4) payment of annual fee; and (5) sufficient funds on deposit (if required).</td> <td colspan="2">Date Mailing Notified _____ Contact _____ By (Initials) _____ Time _____ AM PM</td> </tr> <tr> <td colspan="2">USPS Employee's Signature _____</td> <td>Print USPS Employee's Name _____</td> </tr> </table>										Weight of a Single Piece _____ pound	Are postage figures at left adjusted from mailer's entries? If yes, indicate _____	Yes <input type="checkbox"/> No <input type="checkbox"/>	Total Pieces _____ Total Weight _____			Total Postage _____			Prioritization Verification Performed? (If required) <input type="checkbox"/> Yes <input type="checkbox"/> No ICERTIFY that this mailing has been inspected for eligibility below (if required): (1) search for postage prices claimed; (2) proper preparation (and postmark where required); (3) proper completion of postage statement; (4) payment of annual fee; and (5) sufficient funds on deposit (if required).	Date Mailing Notified _____ Contact _____ By (Initials) _____ Time _____ AM PM		USPS Employee's Signature _____		Print USPS Employee's Name _____
Weight of a Single Piece _____ pound	Are postage figures at left adjusted from mailer's entries? If yes, indicate _____	Yes <input type="checkbox"/> No <input type="checkbox"/>																						
Total Pieces _____ Total Weight _____																								
Total Postage _____																								
Prioritization Verification Performed? (If required) <input type="checkbox"/> Yes <input type="checkbox"/> No ICERTIFY that this mailing has been inspected for eligibility below (if required): (1) search for postage prices claimed; (2) proper preparation (and postmark where required); (3) proper completion of postage statement; (4) payment of annual fee; and (5) sufficient funds on deposit (if required).	Date Mailing Notified _____ Contact _____ By (Initials) _____ Time _____ AM PM																							
USPS Employee's Signature _____		Print USPS Employee's Name _____																						

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This form and mailing standards available on Postal Explorer at pe.usps.com

Part B

☐ **Part B** *Check box at left if prices are populated in this section.*

Machinable Letters 3.3 oz. (0.2063 lbs.) or less

Entry	Price Category	Price	No. of Pieces	Total Postage
B1	None	AADC	\$0.260	
B2	None	Mixed AADC	0.276	
B3	DNDC	AADC	0.227	
B4	DNDC	Mixed AADC	0.243	
B5	DSCF	AADC	0.217	

Nonmachinable Letters 3.3 oz. (0.2063 lbs.) or less

Entry	Price Category	Price	No. of Pieces	Total Postage
B6	None	5-Digit	\$0.361	
B7	None	3-Digit	0.474	
B8	None	ADC	0.512	
B9	None	Mixed ADC	0.606	
B10	DNDC	5-Digit	0.348	
B11	DNDC	3-Digit	0.441	
B12	DNDC	ADC	0.479	
B13	DNDC	Mixed ADC	0.573	
B14	DSCF	5-Digit	0.338	
B15	DSCF	3-Digit	0.431	
B16	DSCF	ADC	0.469	

Nonmachinable Letters *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	\$0.232			\$0.725			
B18	None	3-Digit	0.314			0.725			
B19	None	ADC	0.366			0.725			
B20	None	Mixed ADC	0.399			0.725			
B21	DNDC	5-Digit	0.232			0.565			
B22	DNDC	3-Digit	0.314			0.565			
B23	DNDC	ADC	0.366			0.565			
B24	DNDC	Mixed ADC	0.399			0.565			
B25	DSCF	5-Digit	0.232			0.517			
B26	DSCF	3-Digit	0.314			0.517			
B27	DSCF	ADC	0.366			0.517			

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 81-827)

Part A

☐ **Part A** Check box at left if prices are populated in this section

Letters 3.3 oz. (0.2063 lbs.) or less

	Entry	Price Category	Price	No. of Pieces	Total Postage
A1	None	5-Digit	\$0.237		
A2	None	3-Digit	0.255		
A3	None	AADC	0.257		
A4	None	Mixed AADC	0.273		
A5	DNDC	5-Digit	0.204		
A6	DNDC	3-Digit	0.222		
A7	DNDC	AADC	0.224		
A8	DNDC	Mixed AADC	0.240		
A9	DSCF	5-Digit	0.194		
A10	DSCF	3-Digit	0.212		
A11	DSCF	AADC	0.214		

Letters Over 3.3 oz. up to 3.5 oz.

Entry	Price Category	Price Piece	Or Amount Affixed	No. of Pieces	Pieces Subtotal	Pound Price	Pounds	Pounds Subtotal	Total Postage
A12	None	5-Digit	\$0.087			\$0.725			
A13	None	3-Digit	0.105			0.725			
A14	None	AADC	0.107			0.725			
A15	None	Mixed AADC	0.123			0.725			
A16	DNDC	5-Digit	0.087			0.565			
A17	DNDC	3-Digit	0.105			0.565			
A18	DNDC	AADC	0.107			0.565			
A19	DNDC	Mixed AADC	0.123			0.565			
A20	DSCF	5-Digit	0.087			0.517			
A21	DSCF	3-Digit	0.105			0.517			
A22	DSCF	AADC	0.107			0.517			

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.

A23	Standard Mail Automation Letters Subtotal (Lines A1-A22)
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Full Service Intelligent Mail Option

A24	Letters - Number of Pieces that Comply	x \$0.001 =
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Part A Total (Line A23 minus A24)

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Part C

☐ **Part C** Check box at left if prices are populated in this section.

(Automation) Letters 3.3 oz. (0.2063 lbs.) or less

	Entry	Price Category	Price	No. of Pieces	Total Postage
C1	None	Saturation	\$0.182		
C2	None	High Density	0.195		
C3	None	Basic	0.265		
C4	DNDC	Saturation	0.149		
C5	DNDC	High Density	0.162		
C6	DNDC	Basic	0.232		
C7	DSCF	Saturation	0.139		
C8	DSCF	High Density	0.152		
C9	DSCF	Basic	0.222		

Nonautomation Letters 3.3 oz. (0.2063 lbs.) or less

Entry	Price Category	Price	No. of Pieces	Total Postage
C10	None	Saturation	\$0.194	
C11	None	High Density	0.220	
C12	None	Basic	0.265	
C13	DNDC	Saturation	0.161	
C14	DNDC	High Density	0.187	
C15	DNDC	Basic	0.232	
C16	DSCF	Saturation	0.151	
C17	DSCF	High Density	0.177	
C18	DSCF	Basic	0.222	

(Automation) Letters Over 3.3 oz. up to 3.5 oz.

Entry	Price Category	Piece Price	Or Amount Affixed	No. of Pieces	Pieces Subtotal	Pound Price	Pounds	Pounds Subtotal	Total Postage
C19	None	Saturation	\$0.057			\$0.608			
C20	None	High Density	0.070			0.608			
C21	None	Basic	0.122			0.696			
C22	DNDC	Saturation	0.057			0.448			
C23	DNDC	High Density	0.070			0.448			
C24	DNDC	Basic	0.122			0.535			
C25	DSCF	Saturation	0.057			0.400			
C26	DSCF	High Density	0.070			0.400			
C27	DSCF	Basic	0.122			0.487			

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 C continued next page

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PS Form 3602-R, April 2011 (Page 4 of 14)

Standard Mail

☐ Part C - Continued
Carrier Route Letters

Check box at left if prices are populated in this section.

Nonautomation Letters 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
C28	None	Saturation	\$0.069			\$0.608			
C29	None	High Density	0.095			0.608			
C30	None	Basic	0.122			0.695			
C31	DNDC	Saturation	0.069			0.448			
C32	DNDC	High Density	0.095			0.448			
C33	DNDC	Basic	0.122			0.535			
C34	DSCF	Saturation	0.069			0.400			
C35	DSCF	High Density	0.095			0.400			
C36	DSCF	Basic	0.122			0.487			

For affixed postage mailings as described in DMM 343, compute and enter the price for each piece in the Amount Affixed column, multiply by No. of Pieces and total in the Total column.

C37	Standard Mail Carrier Route Letters Subtotal (Lines C1-C36)	
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Full Service Intelligent Mail Option

C38	Letters - Number of Pieces that Comply _____ x 0.001 =	
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Part C Total (Line C37 minus C38)

Standard Mail

☐ Part E
Nonautomation Flats

Check box at left if prices are populated in this section.

Flats 3.3 oz. (0.2063 lbs.) or less

Entry	Price Category	Price	No. of Pieces	Total Postage
E1	None	5-Digit	\$0.382	
E2	None	3-Digit	0.464	
E3	None	ADC	0.516	
E4	None	Mixed ADC	0.549	
E5	DNDC	5-Digit	0.349	
E6	DNDC	3-Digit	0.431	
E7	DNDC	ADC	0.483	
E8	DNDC	Mixed ADC	0.516	
E9	DSCF	5-Digit	0.339	
E10	DSCF	3-Digit	0.421	
E11	DSCF	ADC	0.473	

Flats 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
E12	None	5-Digit	\$0.232			\$0.725			
E13	None	3-Digit	0.314			0.725			
E14	None	ADC	0.366			0.725			
E15	None	Mixed ADC	0.399			0.725			
E16	DNDC	5-Digit	0.232			0.565			
E17	DNDC	3-Digit	0.314			0.565			
E18	DNDC	ADC	0.366			0.565			
E19	DNDC	Mixed ADC	0.399			0.565			
E20	DSCF	5-Digit	0.232			0.517			
E21	DSCF	3-Digit	0.314			0.517			
E22	DSCF	ADC	0.366			0.517			

For affixed postage mailings as described in DMM 343, 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 E Total (Add lines E1-E22)

Standard Mail

☐ Part D
Automation Flats

Check box at left if prices are populated in this section.

Flats 3.3 oz. (0.2063 lbs.) or less

Entry	Price Category	Price	No. of Pieces	Total Postage
D1	None	5-Digit	\$0.347	
D2	None	3-Digit	0.426	
D3	None	ADC	0.482	
D4	None	Mixed ADC	0.492	
D5	DNDC	5-Digit	0.314	
D6	DNDC	3-Digit	0.393	
D7	DNDC	ADC	0.449	
D8	DNDC	Mixed ADC	0.459	
D9	DSCF	5-Digit	0.304	
D10	DSCF	3-Digit	0.383	
D11	DSCF	ADC	0.439	

Flats 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
D12	None	5-Digit	\$0.197			\$0.725			
D13	None	3-Digit	0.276			0.725			
D14	None	ADC	0.332			0.725			
D15	None	Mixed ADC	0.342			0.725			
D16	DNDC	5-Digit	0.197			0.565			
D17	DNDC	3-Digit	0.276			0.565			
D18	DNDC	ADC	0.332			0.565			
D19	DNDC	Mixed ADC	0.342			0.565			
D20	DSCF	5-Digit	0.197			0.517			
D21	DSCF	3-Digit	0.276			0.517			
D22	DSCF	ADC	0.332			0.517			

For affixed postage mailings as described in DMM 343, compute and enter the price for each piece in the Amount Affixed column, multiply by No. of Pieces and total in the Total column.

D23	Standard Mail Automation Flats Subtotal (Lines D1-D22)	
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Full Service Intelligent Mail Option

D24	Flats - Number of Pieces that Comply _____ x \$0.001 =	
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Part D Total (Line D23 minus D24)

Standard Mail

☐ Part F
Carrier Route Flats

Check box at left if prices are populated in this section.

Flats 3.3 oz. (0.2063 lbs.) or less

Entry	Price Category	Price	No. of Pieces	Total Postage
F1	None	Saturation*	\$0.194	
F2	None	High Density	0.220	
F3	None	Basic	0.265	
F4	DNDC	Saturation*	0.161	
F5	DNDC	High Density	0.187	
F6	DNDC	Basic	0.232	
F7	DSCF	Saturation*	0.151	
F8	DSCF	High Density	0.177	
F9	DSCF	Basic	0.222	
F10	DDU	Saturation*	0.142	
F11	DDU	High Density	0.168	
F12	DDU	Basic	0.213	
F13	Detached Address Labels	0.017		

Flats 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
F14	None	Saturation*	\$0.069			\$0.608			
F15	None	High Density	0.095			0.608			
F16	None	Basic	0.122			0.695			
F17	DNDC	Saturation*	0.069			0.448			
F18	DNDC	High Density	0.095			0.448			
F19	DNDC	Basic	0.122			0.535			
F20	DSCF	Saturation*	0.069			0.400			
F21	DSCF	High Density	0.095			0.400			
F22	DSCF	Basic	0.122			0.487			
F23	DDU	Saturation*	0.069			0.358			
F24	DDU	High Density	0.095			0.358			
F25	DDU	Basic	0.122			0.445			
F26	Detached Address Labels	0.017							

For affixed postage mailings as described in DMM 343, compute and enter the price for each piece in the Amount Affixed column, multiply by No. of Pieces and total in the Total column.

F27	Standard Mail Carrier Route Flats Subtotal (Lines F1-F26)	
-----	---	--

Full Service Intelligent Mail Option

F28	Flats - Number of Pieces that Comply _____ x \$0.001 =	
-----	--	--

* Full Service Intelligent Mail Option Not Available

Part F Total (Line F27 minus F28)

Standard Mail—"Reserved" Parcels

☐ **Part G**
Machinable Parcels

Check box at left if prices are populated in this section.

Parcels 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
G1	None	NDC							
G2	None	Mixed NDC							
G3	DNDC	5-Digit							
G4	DNDC	NDC							
G5	DSCF	5-Digit							
G6	DDU	5-Digit							
G7	Nonbarcoded Surcharge								

For affixed postage mailings as described in DMM 443, 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 G Total (Add lines G1-G7)

Standard Mail—Not Flat-Machinables

☐ **Part H**
Not Flat-Machinables

Check box at left if prices are populated in this section.

Not Flat-Machinables 3.3 oz. (0.2063 lbs.) or less

Entry	Price Category	Piece Price	No. of Pieces	Total Postage
H1	None	NDC	\$1.045	
H2	None	Mixed NDC	1.460	
H3	DNDC	5-Digit	0.606	
H4	DNDC	SCF	0.630	
H5	DNDC	NDC	1.002	
H6	DSCF	5-Digit	0.557	
H7	DSCF	SCF	0.581	
H8	DDU	5-Digit	0.521	
H9	Nonbarcoded Surcharge		0.064	

Not Flat-Machinables 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
H10	None	NDC	\$0.839			\$1.000			
H11	None	Mixed NDC	1.254			1.000			
H12	DNDC	5-Digit	0.443			0.792			
H13	DNDC	SCF	0.467			0.792			
H14	DNDC	NDC	0.839			0.792			
H15	DSCF	5-Digit	0.443			0.555			
H16	DSCF	SCF	0.467			0.555			
H17	DDU	5-Digit	0.443			0.379			
H18	Nonbarcoded Surcharge		0.064						

For affixed postage mailings as described in DMM 443, 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 H Total (Add lines H1-H18)

Standard Mail—Parcels

☐ **Part I**
Carrier Route Parcels

Check box at left if prices are populated in this section.

Parcels 3.3 oz. (0.2063 lbs.) or less

Entry	Price Category	Piece Price	No. of Pieces	Total Postage
I1	None	Saturation	\$0.470	
I2	None	High Density	0.479	
I3	None	Basic	0.615	
I4	DNDC	Saturation	0.427	
I5	DNDC	High Density	0.436	
I6	DNDC	Basic	0.572	
I7	DSCF	Saturation	0.378	
I8	DSCF	High Density	0.387	
I9	DSCF	Basic	0.523	
I10	DDU	Saturation	0.342	
I11	DDU	High Density	0.351	
I12	DDU	Basic	0.487	
I13	Detached Address Labels		0.017	

Parcels 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
I14	None	Saturation	\$0.299			0.827			
I15	None	High Density	0.308			0.827			
I16	None	Basic	0.438			0.860			
I17	DNDC	Saturation	0.299			0.619			
I18	DNDC	High Density	0.308			0.619			
I19	DNDC	Basic	0.438			0.652			
I20	DSCF	Saturation	0.299			0.382			
I21	DSCF	High Density	0.308			0.382			
I22	DSCF	Basic	0.438			0.415			
I23	DDU	Saturation	0.299			0.206			
I24	DDU	High Density	0.308			0.206			
I25	DDU	Basic	0.438			0.239			
I26	Detached Address Labels		0.017						

For affixed postage mailings as described in DMM 443, 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 I Total (Add lines I1-I26)

Standard Mail—Parcels

☐ **Part J**
Machinable Parcels

Check box at left if prices are populated in this section.

Parcels 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
J1	None	NDC	\$0.978			\$1.000			
J2	None	Mixed NDC	1.393			1.000			
J3	DNDC	5-Digit	0.631			0.792			
J4	DNDC	NDC	0.978			0.792			
J5	DSCF	5-Digit	0.631			0.555			
J6	DDU	5-Digit	0.631			0.379			
J7	Nonbarcoded Surcharge		0.064						

For affixed postage mailings as described in DMM 443, 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 J Total (Add lines J1-J7)

Standard Mail—Parcels☐ **Part K**
Irregular Parcels

Check box at left if prices are populated in this section.

Parcels 3.3 oz. (0.2063 lbs.) or less

Entry	Price Category	Price	No. of Pieces	Total Postage
K1	None	NDC	\$1.314	
K2	None	Mixed NDC	1.705	
K3	DNDC	5-Digit	0.794	
K4	DNDC	SCF	0.834	
K5	DNDC	NDC	1.271	
K6	DSCF	5-Digit	0.745	
K7	DSCF	SCF	0.785	
K8	DDU	5-Digit	0.709	
K9	Nonbarcoded Surcharge		0.064	

Parcels 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
K10	None	NDC	\$1.108			\$1.000			
K11	None	Mixed NDC	1.499			1.000			
K12	DNDC	5-Digit	0.631			0.792			
K13	DNDC	SCF	0.671			0.792			
K14	DNDC	NDC	1.108			0.792			
K15	DSCF	5-Digit	0.631			0.555			
K16	DSCF	SCF	0.671			0.555			
K17	DDU	5-Digit	0.631			0.379			
K18	Nonbarcoded Surcharge		0.064						

For affixed postage mailings as described in DMM 443, 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 K Total (Add lines K1-K18)

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Standard Mail☐ **Part L**
Customized MarketMail

Check box at left if prices are populated in this section.

Pieces 3.3 oz. (0.2063 lbs.) or less

Price	No. of Pieces	Total Postage
L1	\$0.460	
Part L Total		

☐ **Part M**
Repositionable Notes

Check box at left if prices are populated in this section.

Price includes only charge for RPN, it does not include applicable postage charges. If using RPNs, all pieces in mailing must include RPNs

Price Category	Price	No. of Pieces	Total Postage
M1	Letters and Flats	\$0.015	
Part M Total			

Extra Services☐ **Part S**
Extra Services

Check box at left if prices are populated in this section.

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

Fee	No. of Pieces	Total Postage
S1		
S2		
S3		
S4	Delivery Confirmation (electronic only)	
S5	Insurance (bulk only)	
S6		
S7	Restricted Delivery	\$4.50
S8		
S9		
S10	Return Receipt for Merchandise *	3.85
S11		
S12		
S13		

*parcels only

Part S Total

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Standard Mail - Instructions

Use this form for regular Standard Mail prices.

Step 1: Complete Mailer and Mailing sections on page 1 applicable to the mailing presented. For all sections not applicable, enter N/A.

Step 2: Before you complete the Postage section, go to parts A through L and S. Complete the part(s) that pertain to your mailing. 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. The following information will help you to determine which parts to complete:

Parts A-C: Letters

Part A: Automation Letters. Enter total in Part A Total box.
Part B: Nonautomation Letters. Enter total in Part B Total box.
Part C: Carrier Route Letters. Enter total in Part C Total box.

Parts D-F: Flats

Part D: Automation Flats. Enter total in Part D Total box.
Part E: Nonautomation Flats. Enter total in Part E Total box.
Part F: Carrier Route Flats. Enter total in Part F Total box.

Part: Fulfillment Parcels (Reserved)

Part G: Machinable Parcels. Enter total in Part G Total box.
Part H: Not Flat-Machinables. Enter total in Part H Total box.

Parts I-K: Parcels

Part I: Carrier Route Parcels. Enter total in Part I Total box.
Part J: Machinable Parcels. Enter total in Part J Total box.
Part K: Irregular Parcels. Enter total in Part K Total box.

Part L: Customized MarketMail (CMM) - Enter total in Part L Total box.

Part M: Repositionable Notes (RPN) - Enter total in Part M Total Box.

Part S: Extra Services - Enter total in Part S Total box.

Step 3: Add the postage in parts A through S. For Permit Imprint mailings round off each line item and Part Totals to four decimal places. For Postage Affixed round off to three decimal places. Once completed, return to the Postage section on page 1. Check the boxes that correspond to all applicable parts completed. Enter the Total Postage, rounded off to two 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. Put the total in the Postage Affixed block. Subtract the amount of Postage Affixed from the Total Postage and enter the remainder in Net Postage Due.

Step 5: Read and sign the Certification section, including your telephone number. Attach all completed pages and submit with the mailing.

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

Definitions and Features

The purpose of this form is to prove to the entry facility that the mail being presented by the mailer or mailer's agent was verified and paid for at origin.

Plant-verified drop shipment (PVDS) enables origin verification and postage payment for shipments that a mailer transports from the mailer's plant to destination Post Offices™ where the prepaid and pre-verified shipments are accepted by the Postal Service™ as mail.

Postal Service employees verify PVDS mailings for classification, rate eligibility, preparation, volume, and presort either at the mailer's plant or at the origin Post Office serving the mailer's plant.

Standards for PVDS shipments are in *Domestic Mail Manual (DMM™)* 705.15. Information about destination entry discounts for each class of mail are in DMM 200, 300, 400, Enter and Deposit.

Appointments to deposit PVDS mailings at entry offices are required for Standard Mail® and Package Services. Advance notification of Periodicals drop shipments must be provided in the Facility Access and Shipment Tracking (FAST) system.

Instructions for Mailer

The mailer must submit an original and at least 1 copy of PS Form 8125, or an approved facsimile with each PVDS mailing presented for verification and postage payment to the origin verifying Post Office (or detached mail unit) completed as described below. Submit the original Form 8125, after being signed and round stamped by the origin verifying Post Office, to the entry Post Office with the PVDS mailing it represents. PS Form 8125 is not required for PVDS mailings sent via Express Mail® or Priority Mail® Open and Distribute.

Completing Form 8125

1. Requested In-Home Delivery Date: If this box is completed, the mailer or mailer's agent should deposit the mailing at the entry office in time to meet the delivery window. Delivery within this window is not guaranteed.
2. Drop Shipment Appointment Number: The appointment number is required and may be added by the mailer or mailer's agent after the Form 8125 is signed and dated by the origin Post Office but before the PVDS mailing is presented to the destination Post Office.
- 3-16. The Mailer Information section identifies the mail preparer and appointment scheduler and provides a description of the mail to be deposited at the destination entry facility listed in item 28. The mailer must complete all items in the Mailer Information section except for items 13i-vi. (If pallet presort is known).
 - In items 5 & 6 (and items 16a and 16b, if necessary), list the name and telephone number of a mailer contact who is familiar with the subject mailing and who can resolve problems that may arise at the entry office.
 - In items 13, report the mail as configured for verification and as it will be presented to the entry office (for example, if trays are on pallets, show the number of pallets with trays). If a mailing consists of a combination of palletized and non-palletized mail, report each segment correctly in this item. Identifying pallet presort levels is optional.
 - In item 14, show all entry discounts claimed for pieces in the mailing. A single mailing may contain pieces subject to different entry discounts (no more than one entry discount may be claimed for any individual piece).
 - In item 15, you may show other mailer information (for example, sequence number for a postage statement, manifest, or PS Form 8125). Mailer must record SCF/ADC/BMC/ASF designator(s) and ZIP Code(s) from the DMM label list for mailing presented or attach register.
28. Enter the facility name, address, city, state and ZIP+4® code as found in the Drop Ship product where the PVDS mailing will be entered. All entry discounts must be based on entry at this facility. To review facilities entry information, go to <https://fast.usps.com/fast/> (No login required) and click on Reports and then click on Mail Direction Search - Go.

Submitting Mailing and PS Form 8125 to Entry Post Office

The mailer or mailer's agent must submit original of this Form 8125 (with the original signature and round stamp of the origin Post Office) with the PVDS mailing presented for acceptance to the entry postal facility shown in item 28. Submit a second copy if you want one signed by the entry office and returned for your records.

The mailing presented to the entry office must be configured as reported under item 13 and must match the other information on PS Form 8125 as validated by the origin Post Office (verifying office).

Mail must not be reconfigured in containers after verification at origin. This ensures that the entry office is able to reconcile the information on the PS Form 8125 with the mail being presented for acceptance. For example, mail verified and reported as non-palletized sacks or trays (rather than as sacks or trays prepared on pallets) must be presented to the entry Post Office in the same configuration.

Consolidators must not take mail received from mailers as non-palletized sacked or trayed mailings (reported on Forms 8125 as non-palletized mailings) and place the mail on pallets or in other containers after verification (for reasons such as facilitating transportation) because the entry office will be unable to reconcile the mail with the PS Forms 8125 representing the mail. For example, if an agent places on pallets 10 sacks from one mailing and 15 sacks from another mailing reported on PS Forms 8125 as non-palletized sacks, then there would be no PS Form 8125 representing one pallet of 25 sacks, and the destination entry office may refuse or delay acceptance of the mail.

Instructions for Origin Post Office (Office Where PVDS Mailing Is Verified)

Be sure the mailer has completed all required items in the Mailer Information section and item 28.

After verifying that all information is correct, complete the Origin Post Office section. Items 23 and 24 are optional.

Sign and round stamp this form. Return original and a copy (if submitted by mailer) to the mailer. Retain a copy in your files for 1 year.

Instructions for Destination Entry Post Office or Delivery Unit

Either remove the PS Forms 8125 for your office from the vehicle or receive them from the mailer or mailer's agent and check that your office is shown as the entry facility under item 28.

Check that the form is completed, signed, and round stamped by the origin Post Office.

Check the integrity of the mail load to be sure that it is safe to unload. Note any load condition irregularities under item 33.

Compare the shipment with the form(s) for class, volume (such as number of containers), processing category, entry rates claimed, etc.

If PS Form 8125 is properly completed and the information on it matches the mail, then accept the shipment. Complete the "Destination" section (Items 29 through 34) legibly. Retain PS Form 8125 in your files for 1 year. If the mailer or mailer's agent has presented a second copy, then complete the "Destination" section on the copy and return it to the mailer or mailer's agent who presented it to you.

If the mail is visibly damaged, if the shipment does not match the information on the PS Form 8125, or if the entry facility on the PS Form 8125 is not your facility, then do not accept the mail until the discrepancy is resolved.

- You may need to notify your supervisor of the problem(s).
- Either you or your supervisor may need to contact the origin Post Office (see items 26a, b, c, and d) to resolve the discrepancy.
- Scan the barcode that appears in Item 34 using the hand held scanner provided.

United States Postal Service® Plant-Verified Drop Shipment (PVDS) Verification and Clearance

This form available at www.usps.com

See Instructions on Reverse

3. Mailer Name		4. FAST Scheduler ID	5. Mailer Contact Name	6. Mailer Contact Telephone (Include area code)
7. Origin Plant Location (City, state, ZIP+4®)		8. Check One <input type="checkbox"/> Identical-Weight Pieces. Weight of a Single Piece _____ lbs. <input type="checkbox"/> Nonidentical-Weight Pieces		
9. Class of Mail <input type="checkbox"/> Periodicals <input type="checkbox"/> Std. Mail <input type="checkbox"/> Package Services <input type="checkbox"/> International (Specify class)		10. Product or Publication Title or Names		11. Total Gross Weight of Shipment (Verified at origin office)
12. Type of Mail Processing Category (Check all that apply) <input type="checkbox"/> Letters <input type="checkbox"/> Automation Compatible <input type="checkbox"/> Irregular Parcels <input type="checkbox"/> Flats <input type="checkbox"/> Machinable Parcels <input type="checkbox"/> Nonmachinable Parcels				
Mailer Information	13. Pallets	a. No. Pallets of Trays	b. No. Pallets of Sacks	c. No. Pallets of Parcels
	i. 5-Digit			
	ii. 5-D Scheme			
	iii. 5-D CR			
	iv. 5-D Scheme CR			
	v. 3-D			
	vi. All Other			
Origin Post Office (Where verified)	14. Entry Discounts Claimed (Check all that apply)	15. Comments – Record SCF/ADC/BMC/ASF designator(s) and ZIP Code(s) from the DMM label list for mailing presented or attach register.		
	<input type="checkbox"/> DDU <input type="checkbox"/> DBMC <input type="checkbox"/> Mailing Includes Pieces For Delivery Outside Service Area of Entry Office.			
	<input type="checkbox"/> DSCF <input type="checkbox"/> International Service Center (ISC) <input type="checkbox"/> DADC <input type="checkbox"/> Other (International):			
	16a. Contact at Company Making Drop Ship Appointment (If other than mailer and if known when completing this form)	16b. Telephone		
	17. Origin Post Office™ (City, state, and ZIP+4)	26a. Name of USPS® Employee Verifying Mail	26b. Employee's Telephone Number (Include area code)	
	18. Verified at <input type="checkbox"/> DMU (Mailer's plant) <input type="checkbox"/> BMEU or Post Office	26c. Signature of Verifying Employee	27. Round Stamp (Required)	
Origin Post Office (Where verified)	19. Permit Number	20. Postage Payment Method (Except for Periodicals) <input type="checkbox"/> Permit <input type="checkbox"/> Stamped <input type="checkbox"/> Meter	26d. USPS Contact Name (If other than verifying employee)	
	21. Total Pieces	22. Total Weight of Mailing		
	23. Vehicle PVDS Seal Number	24. Vehicle ID Number		
	25. Comments	33. Load Condition Irregularities (Check all that apply) <input type="checkbox"/> Broken Pallets <input type="checkbox"/> Mailings are not Separated by Form 8125 <input type="checkbox"/> Container Counts do not Match Form 8125 <input type="checkbox"/> Damaged Mail <input type="checkbox"/> Overweight Pallets <input type="checkbox"/> Improper Mail Makeup <input type="checkbox"/> Pallets Too Tall <input type="checkbox"/> Load Unsafe <input type="checkbox"/> Incorrect Mail Class <input type="checkbox"/> Incorrect Appointment Type <input type="checkbox"/> Other (Describe in item 32)		
	28. Entry Office (Facility name, address, city, state and ZIP+4® code as found in the Drop Ship Product.)	34. Scan the barcode upon receipt.		
	Note: Appointments with 100% Periodicals can be presented whenever the destination facility is open and staffed.			
Destination Entry Post Office or Delivery Unit	29a. USPS Receiving Employee Signature	29b. USPS Receiving Employee Name		
	30. Date/Time of Arrival	31. Date/Time of Departure		
	32. Comments (NOTE: Enter bedload discrepancies as percentages and pallet discrepancies as pallet counts.)			