

# Postage Statement—Package Services

(Bound Printed Matter, Library Mail, Media Mail) and Parcel Select

Use this form for all Package Services. Only Library Mail and Media Mail may be combined.

<b>Mailer</b>	<b>Permit Holder</b> Name, Address, Email, Telephone  CAPS Cust. Ref. No. _____ CRID _____		<b>Mailing Agent</b> (If other than permit holder) Name, Address, Telephone  CRID _____		<b>Mail Owner</b> (If other than permit holder) Name, Address  CRID _____			
	<b>Post Office of Mailing</b>		<b>Mailers Mailing Date</b>		<b>Federal Agency Cost Code</b>			
<b>Mailing</b>	<b>Type of Postage</b> <input type="checkbox"/> Permit Imprint <input type="checkbox"/> Metered <input type="checkbox"/> Precanceled Stamps (PSLW Only)		<b>Processing Category</b> <input type="checkbox"/> Flats <input type="checkbox"/> Irregular Parcels <input type="checkbox"/> Parcels/Machinable Parcels		<b>Total # of Pieces in Mailing</b>			
	<b>For Barcoded Pieces, Enter Date of Address Matching and Coding</b> ____/____/____		<b>Packaging Based on</b> <input type="checkbox"/> Piece Count <input type="checkbox"/> Weight <input type="checkbox"/> Both		<b>Total Weight</b>			
			<b>Weight of a Single Piece</b> ____ . ____ pounds		<b>Statement Seq. No.</b>			
			<b>Combined Mailing</b> <input type="checkbox"/> Mixed Class <input type="checkbox"/> Single Class		<b>SSF Transaction #</b>			
				<b>Permit #</b>		<b>Hold For Pickup (HFPU)</b> # of pieces _____ _____ Sacks _____ Flat Trays _____ Pallets _____ Other		
				<b>Customer Generated Electronic Labels</b> <input type="checkbox"/> DelCon <input type="checkbox"/> SigCon				
Parts Completed (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"/> S								
<b>Postage</b>	<b>1</b>			<b>Subtotal Postage (Add parts totals)</b>				
	<b>2</b>			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 or precanceled stamps (PSLW only). _____ pcs. x \$ _____ . _____ = <b>Postage Affixed</b>		-		
	<b>3</b>			<b>Incentive/Discount Flat Dollar Amount</b>		-		
	<b>4</b>			<b>Fee Flat Dollar Amount</b>		+		
<b>5</b>			<b>Permit # _____</b>		<b>Net Postage Due (Line 1 +/- Lines 2, 3, 4)</b>			
<b>USPS Use Only</b>	<b>Additional Postage Payment (State reason)</b>							
	Add additional payment to net postage due for affixed or permit imprint—choose one only.				<b>Total Adjusted Postage Affixed</b>			
	Postmaster: Report Total Postage in <b>AIC 131</b> (Permit Imprint Only)				<b>Total Adjusted BPM Postage Permit Imprint</b>			
	Postmaster: Report Total Postage in <b>AIC 124</b> (Permit Imprint Only)				<b>Total Adjusted Media Mail/Library Mail Postage Permit Imprint</b>			
Postmaster: Report Total Postage in <b>AIC 211</b> (Permit Imprint Only)				<b>Total Adjusted Parcel Select Postage Permit Imprint</b>				
<b>Certification</b>	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 <a href="http://www.usps.com">www.usps.com</a> .							
Signature of Mailer or Agent		Printed Name of Mailer or Agent Signing Form			Telephone			
<b>USPS Use Only</b>	<b>Weight of a Single Piece</b> ____ . ____ pounds		<b>Total Weight</b>		<b>Are postage figures at left adjusted from mailer's entries?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, reason:			
	<b>Total Pieces</b>		<b>Total Postage</b>					
	Presort Verification Performed? (If required) <input type="checkbox"/> Yes <input type="checkbox"/> No				<b>Round Stamp (Required)</b> Payment Date			
	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)						<b>Date Mailer Notified</b>	
							<b>Contact</b>	
USPS Employee's Signature				<b>By (Initials)</b>				
				<b>Time</b> AM PM				
				<b>Print USPS Employee's Name</b>				

# Package Services

## Part A—Bound Printed Matter Check box if prices are populated in this section.

### Nonpresorted—Flats

	Zone	Price	No. of Pieces	Subtotal Postage	Discount Total	Fee Total	Total Postage
A1	1 & 2						
A2	3						
A3	4						
A4	5						
A5	6						
A6	7						
A7	8						
A8	9						

### Carrier Route—Flats

	Zone	Entry	Piece Price	No. of Pieces	Pieces Subtotal	Pound Price	No. of Pounds	Pounds Subtotal	Subtotal Postage	Discount Total*	Fee Total	Total Postage
A9	1 & 2	None										
A10	3	None										
A11	4	None										
A12	5	None										
A13	6	None										
A14	7	None										
A15	8	None										
A16	9	None										
A17	1 & 2	DNDC										
A18	3	DNDC										
A19	4	DNDC										
A20	5	DNDC										
A21		DSCF										
A22		DDU										

### Carrier Route—Flats with Simplified Addressing

	Zone	Entry	Piece Price	No. of Pieces	Pieces Subtotal	Pound Price	No. of Pounds	Pounds Subtotal	Subtotal Postage	Discount Total	Fee Total	Total Postage
A23	1 & 2	None										
A24	3	None										
A25	4	None										
A26	5	None										
A27	6	None										
A28	7	None										
A29	8	None										
A30	9	None										
A31	1 & 2	DNDC										
A32	3	DNDC										
A33	4	DNDC										
A34	5	DNDC										
A35		DSCF										
A36		DDU										

\* May contain both Full Service Intelligent Mail and other discount—see Instructions page for additional information.

Part A continued on next page

# Package Services

## Part A—Bound Printed Matter—Continued Check box if prices are populated in this section.

### Presorted—Flats

	Zone	Entry	Piece Price	No. of Pieces	Pieces Subtotal	Pound Price	No. of Pounds	Pounds Subtotal	Subtotal Postage	Discount Total*	Fee Total	Total Postage
A37	1 & 2	None										
A38	3	None										
A39	4	None										
A40	5	None										
A41	6	None										
A42	7	None										
A43	8	None										
A44	9	None										
A45	1 & 2	DNDC										
A46	3	DNDC										
A47	4	DNDC										
A48	5	DNDC										
A49		DSCF										
A50		DDU										
A51	Detached Address Label											
A52	Detached Marketing Label											

\* May contain both Full Service Intelligent Mail and other discount—see Instructions page for additional information.

A53	<b>BPM Flats Total</b> (add lines A1–A52)										
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Part A continued on next page

# Package Services

## Part A—Bound Printed Matter—Continued Check box if prices are populated in this section.

### Nonpresorted—Parcels

	Zone	Price	No. of Pieces	Subtotal Postage	Discount Total	Fee Total	Total Postage
A54	1 & 2						
A55	3						
A56	4						
A57	5						
A58	6						
A59	7						
A60	8						
A61	9						

### Carrier Route—Parcels

	Zone	Entry	Piece Price	No. of Pieces	Pieces Subtotal	Pound Price	No. of Pounds	Pounds Subtotal	Subtotal Postage	Discount Total	Fee Total	Total Postage
A62	1 & 2	None										
A63	3	None										
A64	4	None										
A65	5	None										
A66	6	None										
A67	7	None										
A68	8	None										
A69	9	None										
A70	1 & 2	DNDC										
A71	3	DNDC										
A72	4	DNDC										
A73	5	DNDC										
A74		DSCF										
A75		DDU										

### Presorted—Parcels

	Zone	Entry	Piece Price	No. of Pieces	Pieces Subtotal	Pound Price	No. of Pounds	Pounds Subtotal	Subtotal Postage	Discount Total	Fee Total	Total Postage
A76	1 & 2	None										
A77	3	None										
A78	4	None										
A79	5	None										
A80	6	None										
A81	7	None										
A82	8	None										
A83	9	None										
A84	1 & 2	DNDC										
A85	3	DNDC										
A86	4	DNDC										
A87	5	DNDC										
A88		DSCF										
A89		DDU										

A90 **BPM Parcels Total** (add lines A54–A89)

A91 **Part A Total** (line A53 or A90)

### Full Service Intelligent Mail Option

A92 Display Only

Flats—Number of Pieces that Comply \_\_\_\_\_ x \$0.001 = \_\_\_\_\_

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## Package Services

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### Part B—Library Mail and Media Mail Check box if prices are populated in this section.

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#### 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						

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<b>Part B Total</b> (add lines B1–B6)	
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# Parcel Select

## Part C—Destination Entry Check box if prices are populated in this section.

### Parcel Select

	Zone	Entry	Machinable/Nonmachinable/ Oversized/Balloon	Price	No. of Pieces	Subtotal Postage	Discount Total	Fee Total	Total Postage
C1	1 & 2	DNDC	Machinable						
C2	3	DNDC	Machinable						
C3	4	DNDC	Machinable						
C4	5	DNDC	Machinable						
C5	1 & 2	DNDC	Nonmachinable						
C6	3	DNDC	Nonmachinable						
C7	4	DNDC	Nonmachinable						
C8	5	DNDC	Nonmachinable						
C9		DSCF	Machinable—5-digit						
C10		DSCF	Machinable—3-digit						
C11		DSCF	Nonmachinable—5-digit						
C12		DSCF	Nonmachinable—3-digit						
C13		DDU	Parcels						
C14	1 & 2	DNDC	Oversized						
C15	3	DNDC	Oversized						
C16	4	DNDC	Oversized						
C17	5	DNDC	Oversized						
C18		DSCF	Oversized						
C19		DDU	Oversized						
C20	1 & 2	DNDC	Machinable Balloon						
C21	3	DNDC	Machinable Balloon						
C22	4	DNDC	Machinable Balloon						
C23	5	DNDC	Machinable Balloon						
C24	1 & 2	DNDC	Nonmachinable Balloon						
C25	3	DNDC	Nonmachinable Balloon						
C26	4	DNDC	Nonmachinable Balloon						
C27	5	DNDC	Nonmachinable Balloon						
C28		DSCF	Machinable Balloon—5-digit						
C29		DSCF	Machinable Balloon—3-digit						
C30		DSCF	Nonmachinable Balloon—5-digit						
C31		DSCF	Nonmachinable Balloon—3-digit						
C32		DDU	Balloon						

<b>Part C Total</b> (add lines C1–C32)									
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# Parcel Select

## Part D—Ground Check box if prices are populated in this section.

### Parcel Select—Ground

	Zone	Price	No. of Pieces	Subtotal Postage	Discount Total	Fee Total	Total Postage
D1	1 & 2						
D2	3						
D3	4						
D4	5						
D5	6						
D6	7						
D7	8						
D8	9						

### Parcel Select—Ground—Oversized

	Zone	Price	No. of Pieces	Subtotal Postage	Discount Total	Fee Total	Total Postage
D9	1 & 2						
D10	3						
D11	4						
D12	5						
D13	6						
D14	7						
D15	8						
D16	9						

### Parcel Select—Ground—Balloon

	Zone	Price	No. of Pieces	Subtotal Postage	Discount Total	Fee Total	Total Postage
D17	1 & 2						
D18	3						
D19	4						
D20	5						
D21	6						
D22	7						
D23	8						
D24	9						

**Part D Total** (add lines D1–D24)

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## Parcel Select Lightweight Parcels

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### Part E—Parcels Check box if prices are populated in this section.

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#### Machinable Parcels 3.5 oz. to 15.994 oz.

	Entry	Price Category	Price	No. of Pieces	Subtotal Postage	Discount Total	Fee Total	Total Postage
E1	None	NDC						
E2	None	Mixed NDC						
E3	DNDC	5-Digit						
E4	DNDC	NDC						
E5	DCSF	5-Digit						
E6	DDU	5-Digit						

#### Irregular Parcels 1 oz. to 15.994 oz.

	Entry	Price Category	Price	No. of Pieces	Subtotal Postage	Discount Total	Fee Total	Total Postage
E7	None	NDC						
E8	None	Mixed NDC						
E9	DNDC	5-Digit						
E10	DNDC	SCF						
E11	DNDC	NDC						
E12	DCSF	5-Digit						
E13	DCSF	SCF						
E14	DDU	5-Digit						

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<b>Part E Total</b> (add lines E1–E14)	
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## Extra Services and Fees

### Part S

Check box 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 or Pounds	Subtotal Postage	Discount Total	Total Postage
S1	Certificate of Mailing (3 or more—Form 3665)					
S3	Collect on Delivery (COD) HFPU					
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)					
S13	Fragile					
S15	Adult Signature Required					
S16	Adult Signature Restricted Delivery					
S17	Picture Permit Imprint					
S19	Certificate of Bulk Mailing (Form 3606-D)					
S20	Sunday Delivery					
S21	Same Day					
S22	Extended Coverage					
S23	IMpb Non-Compliance Fee					
S25	Live Animal Transportation					
S26	Next Day					
S28	Hazardous Material Transportation					
S29	Perishables					
S31	Insurance Restricted Delivery					
S32	COD HFPU Restricted Delivery					
S34	Return Receipt for Merchandise					
<b>Part S Total</b> (add lines S1–S34)						

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# Package Services—Instructions

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Use this form for Package Services including Bound Printed Matter, Library Mail, Media Mail, and Parcel Select.

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**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; **Parts C–E:** Parcel Select; **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–E:** 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**

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## Package Services—Instructions—Continued

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Use this form for Package Services including Bound Printed Matter, Library Mail, Media Mail, and Parcel Select.

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**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 Column

Mailings that qualify for Full Service Intelligent Mail Option will report the discount in the Discount Total column of each line of the postage statement. The Full Service Intelligent Mail Option lines are for display and data gathering purposes only.

When there is a Full Service discount but no other incentive discount, the Full Service discount is reported directly in the Discount Total column.

When there is both a Full Service discount and an incentive discount, the Discount Total must include both discounts so it must be calculated in an offline calculation with the resulting value reported in the Discount Total column. The calculation is performed as follows:

The Subtotal Postage (SP) amount is not affected and is calculated in the usual way. The Discount Total (DT) is calculated by, first, determining the Full Service discount (FSD) by multiplying the number of Full Service pieces by the per-piece Full Service discount. Then you must calculate the Incentive Discount (ID) by subtracting the Full Service discount (FSD) from the Subtotal Postage (SP) and multiplying the result by the Incentive Discount percentage (ID%) expressed in decimal form, such as .02. Then add the Full Service discount (FSD) and the Incentive Discount (ID) to get the Discount Total (DT).

This calculation can be expressed as an equation as follows:

$$DT = FSD + ID \quad \text{or} \quad DT = FSD + ((SP - FSD) \times ID\%)$$

**For more information** on mailing standards, prices, and fees please go to Postal Explorer at [pe.usps.com](http://pe.usps.com).