

# Postage Statement—Standard Mail-Easy Nonautomation Letters or Flats

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](http://pe.usps.com).

<b>Mailer</b>	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 _____	

<b>Mailing</b>	Post Office of Mailing	Mailer's Mailing Date	Permit No.	Federal Agency Cost Code	Statement Seq. No.	No. & Type of Containers Sacks _____ Trays _____ Pallets _____
	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	
	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

<b>Postage</b>	<input type="checkbox"/> Letter-size or flat mailpiece contains DVD/CD or other disk		<b>Total Postage (Add Parts Totals)</b>
	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 \$ _____ = <b>Postage Affixed</b>		
	<b>Permit # _____</b>	<b>Net Postage Due (Subtract postage affixed from total postage)</b>	

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

<b>Certification</b>	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> 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		<b>USPS Use Only</b> To be completed in non-PostalOne! sites	
	Total Pieces	Total Weight	Round Stamp (Required) Payment Date		
	Total Postage				
	Presort Verification Performed? (If required) <input type="checkbox"/> Yes <input type="checkbox"/> No (Check one)		Date Mailed Notified		
	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)		By (Initials)		Contact
			USPS Employee's Signature		Print USPS Employee's Name

See reverse side of this form for complete Postage section

# Standard Mail-Postage (cont.)

Part B Letters-3.3 oz. (0.2063 lb.) or less						Part E Flats-3.3 oz. (0.2063 lb.) or less					
Machinable		Price Category	Price	No. of Pieces	Total Postage	Entry		Price Category	Price	No. of Pieces	Total Postage
B1	None	AADC	\$0.291			E1	None	5-Digit	\$0.429		
B2	None	Mixed AADC	0.309			E2	None	3-Digit	0.497		
B3	DNDC	AADC	0.257			E3	None	ADC	0.551		
B4	DNDC	Mixed AADC	0.275			E4	None	Mixed ADC	0.602		
B5	DSCF	AADC	0.246			E5	DNDC	5-Digit	0.395		
						E6	DNDC	3-Digit	0.463		
						E7	DNDC	ADC	0.517		
<b>Nonmachinable - 3.3 oz. (0.2063 lb.) or less</b>						E8	DNDC	Mixed ADC	0.568		
B6	None	5-Digit	\$0.452			E13	DSCF	5-Digit	0.384		
B7	None	3-Digit	0.545			E14	DSCF	3-Digit	0.452		
B8	None	ADC	0.576			E15	DSCF	ADC	0.506		
B9	None	Mixed ADC	0.664								
B10	DNDC	5-Digit	0.418								
B11	DNDC	3-Digit	0.511								
B12	DNDC	ADC	0.542								
B13	DNDC	Mixed ADC	0.630								
B14	DSCF	5-Digit	0.408								
B15	DSCF	3-Digit	0.501								
B16	DSCF	ADC	0.532								

**Part E Total (add lines E1-E15)**

## 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	\$0.265			\$0.782			
B18	None	3-Digit	0.333			0.782			
B19	None	ADC	0.387			0.782			
B20	None	Mixed ADC	0.438			0.782			
B21	DNDC	5-Digit	0.265			0.616			
B22	DNDC	3-Digit	0.333			0.616			
B23	DNDC	ADC	0.387			0.616			
B24	DNDC	Mixed ADC	0.438			0.616			
B25	DSCF	5-Digit	0.265			0.566			
B26	DSCF	3-Digit	0.333			0.566			
B27	DSCF	ADC	0.387			0.566			

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)**

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## Standard Mail EZ-Instructions

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### 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 (lines B1 through B5 for machinable letters; lines B6 through B16 for nonmachinable letters 3.3 oz or less; lines B17 through B27 for nonmachinable letters over 3.3 oz but less than 16 oz; and E1 through E11 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.

**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](http://pe.usps.com).