

Postage Statement - Package Services

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

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

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

Mailer	Permit Holder's Name and Address and Email Address if Any	Telephone	Name and Address of Mailing Agent (If other than permit holder)	Telephone	Name and Address of Mail Owner (If other than permit holder)
	CAPS Cust. Ref. No. _____ CRID _____				

Mailing	Post Office of Mailing	Processing Category <input type="checkbox"/> Flats <input type="checkbox"/> Irregular Parcels <input type="checkbox"/> Parcels/Machinable Parcels	Mailer's Mailing Date	Federal Agency Cost Code	Statement Seq.No.	No. & Type of Containers _____ Sacks _____ Flat Trays _____ Pallets _____ Other
	Type of Postage <input type="checkbox"/> Permit Imprint <input type="checkbox"/> Metered <input type="checkbox"/> Precanceled Stamps (PSLW Only)	Packaging Based on <input type="checkbox"/> Piece Count <input type="checkbox"/> Weight <input type="checkbox"/> Both	Weight of a Single Piece _____ pounds	Combined Mailing <input type="checkbox"/> Mixed Class <input type="checkbox"/> Single Class	Total Pieces	
	Permit #			Hold For Pickup (HFPU) # of pieces _____	Total Weight	
	For Barcoded Pieces, Enter Date of Address Matching and Coding ____/____/____	Customer Generated Electronic Labels <input type="checkbox"/> DelCon <input type="checkbox"/> SigCon			SSF Transaction #	

Postage	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"/> F <input type="checkbox"/> G <input type="checkbox"/> H <input type="checkbox"/> S	
	1	Subtotal Postage (Add Parts Totals)
	2	Price at Which Postage Affixed (Check one). Complete if the mailing includes pieces bearing metered/PC Postage or precanceled stamps (PSLW only). <input type="checkbox"/> Correct <input type="checkbox"/> Lowest <input type="checkbox"/> Neither _____ pcs. x \$ _____ = Postage Affixed -
	3	Incentive/Discount Flat Dollar Amount: -
	4	Fee Flat Dollar Amount: +
	5	Permit # _____ Net Postage Due (Line 1 +/- Lines 2, 3, 4)

USPS Use Only	For USPS Use Only: Additional Postage Payment (State reason) (Add additional payment to net postage due for affixed or permit imprint - choose one only)		Total Adjusted Postage Affixed
	Postmaster: Report Total Postage in Applicable AIC (Permit Imprint Only)	AIC 131	Total Adjusted BPM Postage Permit Imprint
		AIC 124	Total Adjusted Media Mail/Lib. Mail Postage Permit Imprint
		AIC 211	Total Adjusted Parcel Select Postage Permit Imprint

Certification	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. <i>Privacy Notice: For information regarding our Privacy Policy visit www.usps.com</i>
	Signature of Mailer or Agent _____ Name of Mailer or Agent _____ Telephone _____

USPS Use Only To be completed in non-Posta/One! 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-Posta/One! 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)	Date Mailed Notified _____ Contact _____	
	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 (if required); and (5) sufficient funds on deposit (if required)	By (Initials) _____ Time _____ AM PM	
	USPS Employee's Signature _____	Print USPS Employee's Name _____	

Package Services

Part A
Bound Printed Matter

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

Nonpresorted - Flats

	Zone	Barcoded/ Nonbarcoded	Price	No. of Pieces	Subtotal Postage	Discount Total	Fee Total	Total Postage
A1	1 & 2	Barcoded						
A2	3	Barcoded						
A3	4	Barcoded						
A4	5	Barcoded						
A5	6	Barcoded						
A6	7	Barcoded						
A7	8	Barcoded						
A8	9	Barcoded						
A9	1 & 2	Nonbarcoded						
A10	3	Nonbarcoded						
A11	4	Nonbarcoded						
A12	5	Nonbarcoded						
A13	6	Nonbarcoded						
A14	7	Nonbarcoded						
A15	8	Nonbarcoded						
A16	9	Nonbarcoded						

Carrier Route and FSS 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
A17	1 & 2	None										
A18	3	None										
A19	4	None										
A20	5	None										
A21	6	None										
A22	7	None										
A23	8	None										
A24	9	None										
A25	1 & 2	DNDC										
A26	3	DNDC										
A27	4	DNDC										
A28	5	DNDC										
A29		DFSS (FSS Carrier Route Only)										
A30		DSCF										
A31		DDU										

Part A continued on next page

Package Services

Part A continued
Bound Printed Matter

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

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
A32	1 & 2	None										
A33	3	None										
A34	4	None										
A35	5	None										
A36	6	None										
A37	7	None										
A38	8	None										
A39	9	None										
A40	1 & 2	DNDC										
A41	3	DNDC										
A42	4	DNDC										
A43	5	DNDC										
A44		DSCF										
A45		DDU										

Presorted and FSS Presorted - Flats

	Zone	Entry	Presorted/ FSS Presorted	Piece Price	No. of Pieces	Pieces Subtotal	Pound Price	No. of Pounds	Pounds Subtotal	Subtotal Postage	Discount Total*	Fee Total	Total Postage
A46	1 & 2	None	Presorted										
A47	3	None	Presorted										
A48	4	None	Presorted										
A49	5	None	Presorted										
A50	6	None	Presorted										
A51	7	None	Presorted										
A52	8	None	Presorted										
A53	9	None	Presorted										
A54	1 & 2	None	FSS Presorted										
A55	3	None	FSS Presorted										
A56	4	None	FSS Presorted										
A57	5	None	FSS Presorted										
A58	6	None	FSS Presorted										
A59	7	None	FSS Presorted										
A60	8	None	FSS Presorted										
A61	9	None	FSS Presorted										
A62	1 & 2	DNDC	Presorted										
A63	3	DNDC	Presorted										
A64	4	DNDC	Presorted										
A65	5	DNDC	Presorted										
A66	1 & 2	DNDC	FSS Presorted										
A67	3	DNDC	FSS Presorted										
A68	4	DNDC	FSS Presorted										
A69	5	DNDC	FSS Presorted										
A70		DFSS	FSS Presorted										
A71		DFSS											
A72		DSCF	Presorted										
A73		DSCF	FSS Presorted										
A74		DDU	FSS & Presorted										
A75		Detached Address Label											
A76		Detached Marketing Label											

* May contain both Full Service Intelligent Mail and other discount - see instructions page for additional information.

A77	BPM Flats Total (Add lines A1 - A76)											
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Part A continued on next page

Package Services

Part A Continued
Bound Printed Matter

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

Nonpresorted - Parcels

	Zone	Price	No. of Pieces	Subtotal Postage	Discount Total	Fee Total	Total Postage
A78	1 & 2						
A79	3						
A80	4						
A81	5						
A82	6						
A83	7						
A84	8						
A85	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
A86	1 & 2	None										
A87	3	None										
A88	4	None										
A89	5	None										
A90	6	None										
A91	7	None										
A92	8	None										
A93	9	None										
A94	1 & 2	DNDC										
A95	3	DNDC										
A96	4	DNDC										
A97	5	DNDC										
A98		DSCF										
A99		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
A100	1 & 2	None										
A101	3	None										
A102	4	None										
A103	5	None										
A104	6	None										
A105	7	None										
A106	8	None										
A107	9	None										
A108	1 & 2	DNDC										
A109	3	DNDC										
A110	4	DNDC										
A111	5	DNDC										
A112		DSCF										
A113		DDU										

A114 **BPM Parcels Total (Add lines A78 - A113)**

A115 **Part A Total (Line A77 or A114)**

Full Service Intelligent Mail Option

A116 Display Only Flats - Number of Pieces that Comply _____ x \$0.001 =

Package Services

Part B

Library Mail and Media Mail

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

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						

Part B Total (Add lines B1-B6)

Parcel Select

Part C

Parcel Select - Destination Entry

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

Parcel Select

	Zone	Entry	Machinable / Nonmachinable / Oversized	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						

Part C Total (Add lines C1-C19)

Parcel Select

Part D
Parcel Select - Nonpresort

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

Parcel Select - Nonpresort

	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 - Nonpresort - 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						

Part D Total (Add lines D1-D16)

Part E
Parcel Select - NDC Presort

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

NDC Presort

	Zone	Price	No. of Pieces	Subtotal Postage	Discount Total	Fee Total	Total Postage
E1	1 & 2						
E2	3						
E3	4						
E4	5						
E5	6						
E6	7						
E7	8						
E8	9						

NDC Presort - Oversized

	Zone	Price	No. of Pieces	Subtotal Postage	Discount Total	Fee Total	Total Postage
E9	1 & 2						
E10	3						
E11	4						
E12	5						
E13	6						
E14	7						
E15	8						
E16	9						

Part E - NDC Presort Total (Add lines E1-E16)

Parcel Select

Part F
Parcel Select - ONDC Presort

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

ONDC Presort

	Zone	Price	No. of Pieces	Subtotal Postage	Discount Total	Fee Total	Total Postage
F1	1 & 2						
F2	3						
F3	4						
F4	5						
F5	6						
F6	7						
F7	8						
F8	9						

ONDC Presort - Oversized

	Zone	Price	No. of Pieces	Subtotal Postage	Discount Total	Fee Total	Total Postage
F9	1 & 2						
F10	3						
F11	4						
F12	5						
F13	6						
F14	7						
F15	8						
F16	9						

Part F - ONDC Presort Total (Add lines F1-F16)

Parcel Select Lightweight Parcels

Part G
Parcels

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

Machinable Parcels 3.5 oz. to 15.994 oz.

	Entry	Price Category	Price	No. of Pieces	Subtotal Postage	Discount Total	Fee Total	Total Postage
G1	None	NDC						
G2	None	Mixed NDC						
G3	DNDC	5-Digit						
G4	DNDC	NDC						
G5	DSCF	5-Digit						
G6	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
G7	None	NDC						
G8	None	Mixed NDC						
G9	DNDC	5-Digit						
G10	DNDC	SCF						
G11	DNDC	NDC						
G12	DSCF	5-Digit						
G13	DSCF	SCF						
G14	DDU	5-Digit						

Part G Total (Add lines G1-G14)

Parcel Select - Sample Showcase

Part H
Sample Showcase

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

Flat Rate

		Price	No. of Pieces	Subtotal Postage	Discount Total	Fee Total	Total Postage
H1	Box 1						
H2	Box 2						
H3	Box 3						
H4	Box 4						
H5	Box 5						
H6	Box 6						

Non Flat Rate

	Entry	Price Category	Price	No. of Pieces	Subtotal Postage	Discount Total	Fee Total	Total Postage
H7	DNDC	5-digit						
H8	DNDC	NDC						

Part H Total (Add lines H1-H8)

Extra Services and Fees

Part S

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

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

		Fee	No. of Pieces	Subtotal Postage	Discount Total	Total Postage
S1	Certificate of Mailing (3 or more) - Form 3877	\$0.47				
S3	Collect on Delivery (COD)					
S4	USPS Tracking (parcels only)					
S5	Insurance					
S7	Restricted Delivery	5.05				
S8	Return Receipt (Electronic)	1.35				
S9	Return Receipt (Form 3811)	2.70				
S10	Return Receipt for Merchandise	4.40				
S11	Signature Confirmation (parcels only)					
S12	Parcel Airlift (PAL)					
S13	Special Handling					
S15	Adult Signature Required *	5.20				
S16	Adult Signature Restricted Delivery *	5.45				
S17	Picture Permit Imprint					
S19	Certificate of Bulk Mailing (Form 3606)					
S20	Parcel Select Sunday Delivery					
S21	Parcel Select Same Day					
S22	Extended Coverage					
S23	IMpb Non-Compliance Fee					
S25	Live Animal Transportation Fee					

* Only for Parcel Select Nonpresort Parcels.

Part S Total (Add lines S1 - S25)

Package Services - Instructions

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

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: Parts A - Bound Printed Matter (BPM) Flats or Parcels; Part B - Library Mail and Media Mail; Parts C through H - Parcel Select; or 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-H: 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.

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.

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.

Package Services - Instructions

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 *Certification* section, including your telephone number. Attach all completed pages together to 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:

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

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