United States Postal Service

Postage Statement—Package Services (Bound Printed Matter, Library Mail, Media Mail) and Parcel Select

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

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

Mailer	Pe	ermit Holder Name, Addr	ess, Email, Tele	phone	Mailing Agent (If other Name, Address, Telephone	er than permit holder)	Mail Owner (If oth holder) Name, Address	er than permit
	CAF	PS Cust. Ref. No	CRID		CRID		CRID	
		t Office of Mailing	Mailer's Mailin		Federal Agency Cost Code	Statement Seq. No.	Hold For Pickup (HFPU)	No. and type of Containers
g		e of Postage Permit Imprint	Processing Ca		Total # of Pieces in Mailing	SSF Transaction#	# of pieces	Sacks
Mailing		Metered	Irregular Par	cels hinable Parcels	Total Weight	Permit #		Pallets
Ĭ		Barcoded Pieces, Enter Date ddress Matching and Coding	Packaging Bas		Weight of a Single Piece	pounds	Customer Generated Electronic Labels DelCon SigCon	Other
	_	_//	Weight Both			ngle Class	Sigcon	
		ts Completed (Select all that ap	ply): A	BC	D [S			
σ.	1	D:		¬		Subtotal Postage		
Postage	2	Price at Which Postage Affixed Complete if mailing includes p			owest Neither e.	pcs. x \$	Postage Affixed	-
SOc	3				Ince	ntive/Discount Fl	at Dollar Amount	-
-	4					Fee Fl	at Dollar Amount	+
	5	Permit #	_		Net Po	stage Due (Line 1	+/- Lines 2, 3, 4)	
	Add	ditional Postage Payment (Sta						
Only		I additional payment to net post ked or permit imprint—choose o				Total Adjusted	Postage Affixed	
Use		tmaster: Report Total Postage in rmit Imprint Only)	n AIC 131		Total Adju	sted BPM Postaç	je Permit Imprint	
USPS		tmaster: Report Total Postage in	n AIC 124	Total Adju	ısted Media Mail/Li	brary Mail Postaç	ge Permit Imprint	
D		tmaster: Report Total Postage i rmit Imprint Only)	n AIC 211		Total Adjusted Par	cel Select Postaç	ge Permit Imprint	
tification	The the age forn clair forn	entive/Discount Claimed: mailer's signature certifies acce agent certifies that he or she is a nts may be liable for any deficier n is accurate, truthful, and comp med; and that the mailing does n n or who omits information reque vacy Notice: For information re	ptance of liabilit authorized to sign ncies resulting fr lete; that the ma not contain any n ested on this form	y for and agreemer n on behalf of the n om matters within t il and the supportin natter prohibited by n may be subject t	nailer and that the mailer is bour their responsibility, knowledge, ng documentation comply with a y law or postal regulation. I unde o criminal and/or civil penalties,	nd by the certification and ac or control. The mailer hereby all postal standards and that erstand that anyone who furr	rees to pay any deficiencies certifies that all information the mailing qualifies for the hishes false or misleading in	s. In addition, furnished on this prices and fees
Ö	Sigr	nature of Mailer or Agent			Printed Name of Mailer or Age	ent Signing Form	Telephone	
	e! sites	Weight of a Single Piece	Total Wei		Are postage figures at left adj		Round Stamp (Required) Payment Date	
Only	stalOn	D	10 (15) [
e 0	n-Po	Presort Verification Performed		Yes No	Data Mailan Natifical	Contact		
USPS Use	completed in non-PostalOne! sites	I CERTIFY that this mailing has each item below if required: (1) eligibility for postage prices (2) proper preparation (and pre	s claimed;		Date Mailer Notified	Contact		
NS	e comple	(3) proper completion of posta (4) payment of annual fee; and (5) sufficient funds on deposit	ige statement;	,,	By (Initials)	Time AM PM		
	To be	USPS Employee's Signature			Print USPS Employee's Name			

Part A — Bound Printed Matter

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										

 $^{^{\}star}\,\text{May contain both Full Service Intelligent Mail and other discount-see Instructions page for additional information.}$

Part A continued on next page

Part A — Bound Printed Matter — Continued

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 Addr	ess Label										
A52	Detached Mark	keting Label										

^{*} May contain both Full Service Intelligent Mail and other discount-see Instructions page for additional information.

A53 BPM Flats Total (Add lines A1 — A52)

Part A continued on next page

Part A — Bound Printed Matter — Continued

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
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A91 Part A Total (Lines A53 or A90)

Full Service Intelligent Mail Option

	A92	DISPLAY ONLY	Flats-Number of Pieces that Comply x \$0.001 =	
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Part B — Library Mail and Media Mail

Library Mail

		Price	No. of Pieces	Subtotal Postage	Discount Total	Fee Total	Total Postage
В1	Basic						
B2	Single-Piece						
В3	5-Digit						

Media Mail

		Price	No. of Pieces	Subtotal Postage	Discount Total	Fee Total	Total Postage
B4	Basic						
B5	Single-Piece						
B6	5-Digit						

В7	Part B Total (Add lines B1 — B6)	

Part C — Destination Entry

Parcel Select

	Zone	Entry	Machinable/Nonmachinable/ Oversize/Dimensional	Price	No. of Pieces	Subtotal Postage	Discount Total	Fee Total	Total Postage
C1	1	DNDC	Machinable						
C2	2	DNDC	Machinable						
C3	3	DNDC	Machinable						
C4	4	DNDC	Machinable						
C5	5	DNDC	Machinable						
C6	1	DNDC	Nonmachinable						
C7	2	DNDC	Nonmachinable						
C8	3	DNDC	Nonmachinable						
C9	4	DNDC	Nonmachinable						
C10	5	DNDC	Nonmachinable						
C11		DSCF	Machinable — 5-Digit						
C12		DSCF	Machinable — SCF						
C13		DSCF	Machinable — 3 Digit NSA Only						
C14		DSCF	Nonmachinable 5-Digit						
C15		DSCF	Nonmachinable — 3-Digit						
C16		DDU	Parcels						
C17		DHUB	Machinable NSA Only						
C18	1	DNDC	Oversized						
C19	2	DNDC	Oversized						
C20	3	DNDC	Oversized						
C21	4	DNDC	Oversized						
C22	5	DNDC	Oversized						
C23		DSCF	Oversized 5-Digit						
C24		DSCF	Oversized 3-Digit						
C25		DHUB	Oversized NSA Only						
C26		DDU	Oversized						
C27	1	DNDC	Machinable Dimensional						
C28	2	DNDC	Machinable Dimensional						
C29	3	DNDC	Machinable Dimensional						
C30	4	DNDC	Machinable Dimensional						
C31	5	DNDC	Machinable Dimensional						
C32	1	DNDC	Nonmachinable Dimensional						
C33	2	DNDC	Nonmachinable Dimensional						
C34	3	DNDC	Nonmachinable Dimensional						
C35	4	DNDC	Nonmachinable Dimensional						
C36	5	DNDC	Nonmachinable Dimensional						
C37		DSCF	Machinable Dimensional — 5-Digit						
C38		DSCF	Machinable Dimensional — SCF						
C39		_	Machinable Dimensional — 3-Digit						
C40		_	Nonmachinable Dimensional — 5-Digit						
C41		_	Nonmachinable Dimensional — 3-Digit						
C42			Machinable Dimensional NSA Only						
C43		DDU	Dimensional						

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C44 Part C Total (Add lines C1 — C43)

Part D — Ground

Parcel	Select -	— Ground	

	Zone	Price	No. of Pieces	Subtotal Postage	Discount Total	Fee Total	Total Postage
D1	1						
D2	2						
D3	3						
D4	4						
D5	5						
D6	6						
D7	7						
D8	8						
D9	9						
Parcel	Select — Gro	und — Oversized					
i uroci	Zone	Price	No. of Pieces	Subtotal Postage	Discount Total	Fee Total	Total Postage
D10	1						
D11	2						
D12	3						
D13	4						
D14	5						
D15	6						

Parcel Select — Ground — Dimensional

8

D16 D17

D18

	Zone	Price	No. of Pieces	Subtotal Postage	Discount Total	Fee Total	Total Postage
D19	1						
D20	2						
D21	3						
D22	4						
D23	5						
D24	6						
D25	7						
D26	8						
D27	9						

D28	Part D Subtotal (Add lines D1 — D27)	

Part D — Ground - Cubic

Tior 1 /I	In to 10)						
Her 1 (C	Jp to .10)	Price	No. of Pieces	Subtotal Postage	Discount Total	Fee Total	Total Postage
D29	Zone 1	1 IICE	No. or rieces	Subtotal i Ostage	Discount Total	i ee i otai	Total Fostage
D30	Zone 2						
D31	Zone 3						
D32							
D32	Zone 4						
_	Zone 5						
D34	Zone 6						
D35	Zone 7						
D36	Zone 8						
D37	Zone 9						
Tier 2 (l	Up to .20)	Price	No. of Pieces	Subtotal Postage	Discount Total	Fee Total	Total Postage
D38	Zone 1	1 fice	No. or rieces	Subtotal i Ostage	Discount Total	i ee i otai	Total Fostage
D39	Zone 2						
D40	Zone 3						
D41	Zone 4						
D42							
D43	Zone 5						
	Zone 6						
D44	Zone 7						
D45	Zone 8						
D46	Zone 9						
Tier 3 (l	Up to .30)	Price	No. of Pieces	Subtotal Postage	Discount Total	Fee Total	Total Postage
D47	Zone 1	Tilloc	No. or rieces	Subtotal i Ostage	Discount Total	i ee rotai	Total Fostage
D48	Zone 2						
D49	Zone 3						
D50	Zone 4						
D51	Zone 5						
D52	Zone 6						
D53	Zone 7						
D54	Zone 8						
D55	Zone 9						
Tier 4 (l	Up to .40)	l Dries	No. of Diagon	Cubtotal Destage	Discount Total	Con Total	Total Doctors
D56	Zone 1	Price	No. of Pieces	Subtotal Postage	Discount Total	Fee Total	Total Postage
D57	Zone 2						
D58	Zone 3						
D59	Zone 4						
_							
D60	Zone 5						
D61	Zone 6						
D63	Zone 7						
D63	Zone 8						
D64	Zone 9						
Tier 5 (l	Up to .50)	Price	No. of Pieces	Subtotal Postage	Discount Total	Fee Total	Total Postage
D65	Zone 1	1 IICE	140. 011 16665	Gubiolai i Oslaye	Discount Total	i ee iolai	Total Fustage
D66	Zone 2						
D67	Zone 3		+	+			
D68	Zone 4						
D69		+	+	+			
	Zone 5						
D70	Zone 6	 		+			
D71	Zone 7						
D72	Zone 8						
D73	Zone 9						

Part D — Ground - Cubic

D74	Tior 6 (U	n to 60)	1 5:	l 11 (D)	1 01/1/15 1	l 5:		1
D76			Price	No. of Pieces	Subtotal Postage	Discount Total	Fee Lotal	Total Postage
D76 Zone 3								
D77								
D78								
D79								
D80								
D81								
Titor 7 (Up to 70)								
Tier 7 (Up to .70)								
D83								
D84	Tier 7 (U	p to .70)	Price	No. of Pieces	Subtotal Postage	Discount Total	Fee Total	Total Postage
D85								
D86	D84							
D87	D85							
D88	D86	Zone 4						
D89	D87	Zone 5						
D90	D88	Zone 6						
Tier 8 (Up to .80)		Zone 7						
Tier 8 (Up to .80)		Zone 8						
D92	D91	Zone 9						
D92	Tier 8 (U	p to .80)	Price	No. of Pieces	Subtotal Postage	Discount Total	Fee Total	Total Postage
D94	D92	Zone 1						
D95	D93	Zone 2						
D96	D94	Zone 3						
D97	D95	Zone 4						
D98	D96	Zone 5						
D99 Zone 8 D100 Zone 9 D1500 D1500	D97	Zone 6						
D100 Zone 9 Price No. of Pieces Subtotal Postage Discount Total Fee Total Total	D98	Zone 7						
Tier 9 (Up to .90)	D99	Zone 8						
D101 Zone 1	D100	Zone 9						
D101 Zone 1 D102 Zone 2 D103 Zone 3 D104 Zone 4 D105 Zone 5 D106 Zone 6 D107 Zone 7 D108 Zone 8 D109 Zone 9 D109 Zone 9 D109 Zone 1 D110 Zone 1 D111 Zone 2 D112 Zone 3 D113 Zone 4 D114 Zone 6 D115 Zone 6 D116 Zone 6 D116 Zone 6 D117 Zone 6 D18 Zone 8 D19 D19 Zone 9 D19 D1	Tier 9 (U	p to .90)	Price	No. of Pieces	Subtotal Postage	Discount Total	Fee Total	Total Postage
D102 Zone 2	D101	Zone 1		1101 011 10000	- cartetan retage			- return cottage
D104 Zone 4	D102							
D105	D103	Zone 3						
D105	D104	Zone 4						
D106 Zone 6								
D107 Zone 7 D108 Zone 8 D109 Zone 9 D109 Zone 9 D109 Zone 9 D109 Zone 9 D109 D1109 D1109 D1109 D1109 D1109 D1109 D1100 D1109 D1100 D11000 D1100 D1100 <t< td=""><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></t<>								
D108 Zone 8 D109 Zone 9 D100 Price No. of Pieces Subtotal Postage Discount Total Fee Total Total								
D109 Zone 9 No. of Pieces Subtotal Postage Discount Total Fee Total Total D110 Zone 1	D108							
Tier 10 (Up to 1.00) Price No. of Pieces Subtotal Postage Discount Total Fee Total Total D110 Zone 1 <td>D109</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td>	D109							
D110 Zone 1 D111 Zone 2 D112 Zone 3 D113 Zone 4 D114 Zone 5 D115 Zone 6 D116 Zone 7 D117 Zone 8 D118 Zone 9	Tier 10 (L		Price	No. of Pieces	Subtotal Postage	Discount Total	Fee Total	Total Postage
D111 Zone 2 D112 Zone 3 D113 Zone 4 D114 Zone 5 D115 Zone 6 D116 Zone 7 D117 Zone 8 D118 Zone 9			1 1100	113. 011 10003	Captotal i Ostago	Diosount rotal	. cc rotar	. Star i Sstage
D112 Zone 3 D113 Zone 4 D114 Zone 5 D115 Zone 6 D116 Zone 7 D117 Zone 8 D118 Zone 9								
D113 Zone 4								
D114 Zone 5 D115 Zone 6 D116 Zone 7 D117 Zone 8 D118 Zone 9 D119 Part D Cubic Subtotal (Add lines D29 — D118)	-							
D115 Zone 6 D116 Zone 7 D117 Zone 8 D118 Zone 9 D119 Part D Cubic Subtotal (Add lines D29 — D118)	-							
D116 Zone 7 D117 Zone 8 D118 Zone 9 D119 Part D Cubic Subtotal (Add lines D29 — D118)	-							
D117 Zone 8								
D118 Zone 9 D119 Part D Cubic Subtotal (Add lines D29 — D118)								
D119 Part D Cubic Subtotal (Add lines D29 — D118)								
			Subtotal (Add lines D2	9 — D118)	<u> </u>	·		
								
D120 Part D Subtotal (Add lines D28 and D119)	ט120 F	Part D Subtota	(Add lines D28 and [(119)				

Parcel Select Lightweight Parcels

Part E — Parcels

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	DSCF	5-Digit						
E6	DSCF	SCF						
E7	DHUB	5-Digit NSA Only			_			
E8	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
E9	None	NDC						
E10	None	Mixed NDC						
E11	DNDC	5-Digit						
E12	DNDC	SCF						
E13	DNDC	NDC						
E14	DSCF	5-Digit						
E15	DSCF	SCF						
E16	DDU	5-Digit						

E17 Part E Total (Add lines E1 — E16)	
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Extra Services and Fees

Part S

		Fee	No. of Pcs. or Lbs.	Subtotal Postage	Discount Total	Total Postage
S1	Certificate of Mailing (3 or more - Form 3665)			9-		3 2 2 2 3 2
S3	Collect on Delivery (COD)					
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)					
S15	Adult Signature 21 Required					
S16	Adult Signature 21 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 Noncompliance Fee					
S25	Live Animal Transportation					
S26	Next Day					
S28	Hazardous Material Transportation					
S29	Perishables					
S31	Insurance Restricted Delivery					
S32	Collect on Delivery Restricted Delivery					
S35	USPS Tracking Plus					
S37	Adult Signature 18 Required NSA Only					
S38	Adult Signature 18 Restricted Delivery NSA Only					
S46	Nonstandard Fee - None/Origin > 22" = 30"</td <td></td> <td></td> <td></td> <td></td> <td></td>					
S47	Nonstandard Fee - DNDC/DSCF > 22" = 30"</td <td></td> <td></td> <td></td> <td></td> <td></td>					
S48	Nonstandard Fee - DDU/DHUB > 22" = 30"</td <td></td> <td></td> <td></td> <td></td> <td></td>					
S49	Nonstandard Fee - None/Origin > 30"					
S50	Nonstandard Fee - DNDC/DSCF > 30"					
S51	Nonstandard Fee - DDU/DHUB > 30"					
S52	Nonstandard Fee - None/Origin > 2 Cubic Ft					
S53	Nonstandard Fee - DNDC/DSCF > 2 Cubic Ft					
S54	Nonstandard Fee - DDU/DHUB > 2 Cubic Ft					
S55	Nonstandard Fee > 22" = 30"</td <td></td> <td></td> <td></td> <td></td> <td></td>					
S56	Nonstandard Fee > 30"					
S57	Nonstandard Fee > 2 Cubic Ft					

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

S99	Part S Total (Add lines S1 — S57)	

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: 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

Package Services — Instructions — Continued

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

- **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 or $DT = FSD + ((SP - FSD) \times ID\%)$

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