

RALPH J. MODEN
SENIOR VICE PRESIDENT
GOVERNMENT RELATIONS



September 2003

Dear Member of Congress:

The United States Postal Service understands that mail is a critical tool that helps keep you in touch with your constituents. We created our new *Guide to House "Postal Customer" Mailings* with your needs in mind. It contains important information to assist your staff and mail service vendor prepare saturation "Postal Customer" mailings.

The *Guide* contains up-to-date rate information as well as easy-to-follow mail preparation and entry requirements. In short, the *Guide* is a valuable tool designed to help you prepare trouble-free, saturation mailings. A copy of the *Guide* has been mailed both to your Washington, DC, office and to your main district office. An electronic version has been provided to the House Postal Operations and the House Franking Commission for posting on their intranet sites. If you need additional copies — either hard copy or electronic — please let us know.

Along with assisting you and your office on Postal Service-related legislative and public policy issues — as well as constituent casework — your Postal Service Government Relations representative is available to help you with your "Postal Customer" mailings or other mass mailings. This includes helping plan these mailings and alerting our field personnel of their date of deposit into the mailstream and expected arrival at Post Offices for delivery.

The name and telephone number of your Postal Service Government Relations representative may be found on the back of this letter.

Sincerely,

Ralph Moden

A handwritten signature in cursive script that reads "Ralph J. Moden".

Ralph J. Moden

Postal Service Government Relations Representatives

If you have questions or need assistance with any aspect of your “Postal Customer” mailings, please contact your Postal Service Government Relations representative.

See the table below for the Postal Service Government Relations representatives for all 50 states, the District of Columbia, and various U.S. territories. You can contact any of our representatives at the telephone numbers listed below or by fax at 202-268-3775 or 202-268-4977.

Postal Service Government Relations Representatives

State/Territory	Representative	Telephone	State/Territory	Representative	Telephone
Alabama	Laurie Solnik	202-268-3743	Montana	Talaya Simpson	202-268-3750
Alaska	Mary Ann Simpson	202-268-3741	Nebraska	Gerry Kreienkamp	202-268-3744
American Samoa	Talaya Simpson	202-268-3750	Nevada	Talaya Simpson	202-268-3750
Arizona	Gerry Kreienkamp	202-268-3744	New Hampshire	Jo Waterman	202-268-6748
Arkansas	Renee Gadson	202-268-7217	New Jersey	Jo Waterman	202-268-6748
California	Bill Weagley	202-268-3745	New Mexico	Gerry Kreienkamp	202-268-3744
Colorado	Gerry Kreienkamp	202-268-3744	New York	Kathy Sitterle	202-268-6027
Connecticut	Jo Waterman	202-268-6748	North Carolina	Jim Quirk	202-268-8468
Delaware	Jo Waterman	202-268-6748	North Dakota	Linda Macasa	202-268-7505
District of Columbia	Rebecca Sumner	202-268-3755	Ohio	Paul Harrington	202-268-6029
Florida	Laurie Solnik	202-268-3743	Oklahoma	Renee Gadson	202-268-7217
Georgia	Jim Quirk	202-268-8468	Oregon	Talaya Simpson	202-268-3750
Guam	Talaya Simpson	202-268-3750	Pennsylvania	Rebecca Sumner	202-268-3755
Hawaii	Talaya Simpson	202-268-3750	Puerto Rico	Kathy Sitterle	202-268-6027
Idaho	Talaya Simpson	202-268-3750	Rhode Island	Jo Waterman	202-268-6748
Illinois	Jennifer Alvarez	202-268-7839	South Carolina	Jim Quirk	202-268-8468
Indiana	Linda Macasa	202-268-7505	South Dakota	Linda Macasa	202-268-7505
Iowa	Linda Macasa	202-268-7505	Tennessee	Jim Quirk	202-268-8468
Kansas	Gerry Kreienkamp	202-268-3744	Texas	Renee Gadson	202-268-7217
Kentucky	Paul Harrington	202-268-6029	Utah	Gerry Kreienkamp	202-268-3744
Louisiana	Gerry Kreienkamp	202-268-3744	Vermont	Kathy Sitterle	202-268-6027
Maine	Kathy Sitterle	202-268-6027	Virgin Islands	Kathy Sitterle	202-268-6027
Maryland	Rebecca Sumner	202-268-3755	Virginia	Paul Harrington	202-268-6029
Massachusetts	Jo Waterman	202-268-6748	Washington	Talaya Simpson	202-268-3750
Michigan	Jennifer Alvarez	202-268-7839	West Virginia	Paul Harrington	202-268-6029
Minnesota	Linda Macasa	202-268-7505	Wisconsin	Jennifer Alvarez	202-268-7839
Mississippi	Laurie Solnik	202-268-3743	Wyoming	Gerry Kreienkamp	202-268-3744
Missouri	Linda Macasa	202-268-7505			

Contents

1	Introduction	1
2	Definitions	3
3	Basics	5
3-1	Minimum Requirements for All Mail	5
3-2	Dimensions for Letter-Size Mail and Flat-Size Mail	5
3-2.1	Letter-Size Mail	5
3-2.2	Flat-Size Mail (Enhanced Carrier Route Saturation Mailings)	6
3-3	Mailpiece Design	6
3-3.1	Size	6
3-3.2	Address Format	6
3-3.3	Rate Markings	6
3-3.4	Use of In-Home Dates	7
4	Mailing Locations	9
4-1	In the Home District	9
4-2	In the Washington, DC Area	9
5	Postage and Fees	11
5-1	Standard Mail	11
5-2	Postage Rates and Speed of Delivery	11
5-2.1	Mailing Entered in Home District	11
5-2.2	Mailing Entered in Washington, DC Area	12
5-3	Fees	12
6	Permit Imprint Accounts	13
6-1	Outside the Washington, DC Area	13
6-2	In the Washington, DC Area	13
7	Materials Furnished to Vendor by the Congressional Office	15
7-1	Printed Mailpieces	15
7-2	Facing Slips	15
7-3	Congressional District Deliveries Report	16
7-4	Federal Agency Cost Code	16

8	Materials Furnished to Vendor by the Postal Service	17
8-1	Standard Mail	17
8-2	Priority Mail Drop Shipment	17
9	Standard Mail Preparation	19
9-1	Packaging	19
9-2	Facing Slips	19
9-3	Trays or Sacks	19
9-4	Labels	20
9-4.1	Carrier Route Tray	20
9-4.2	5-Digit Carrier Routes Tray	20
9-5	Tag 11, Congressional Mail	20
10	Priority Mail Drop Shipment Mailings	21
10-1	Preparation	21
10-1.1	Letter-Size Pieces	21
10-1.2	Flat-Size Pieces	21
10-1.3	Sack Labels	21
10-2	Postage Payment	21
11	For All Mailings	23
11-1	Postage Statements	23
11-2	Entry Times in the Washington, DC Area	23
12	Suggestion for the Vendor Contract	25
	Appendix A – Single-Piece Priority Mail Rates	27
	Appendix B – Sample Postage Statements	29
	Appendix C – Tag 159, Priority Mail Drop Shipment	33
	Appendix D – Label 23, Priority Mail Drop Shipment	35
	Appendix E – Sample Itemized Manifest Listing for Priority Mail Drop Shipments	37

Contents

Appendix F – Manifesting Certified Software Developers	39
F-1 What is MAC?	39
F-2 What is MAC Gold?	39
F-3 MAC and MAC Gold Certified Developers List	40
Notes	41

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Exhibits

Exhibit 3-1	
Dimensions for Letter-Size Mail	5
Exhibit 3-2	
Maximum Dimensions for Flat-Size Mail	6
Exhibit 5-1	
Comparison of Mailing Costs	12
Exhibit 7-1	
Facing Slip Format	15
Exhibit 7-2	
Sample Facing Slip	16
Exhibit 9-1	
Carrier Route Tray Label Format	20
Exhibit 9-2	
5-Digit Carrier Routes Tray Label Format	20
Exhibit 10-1	
Member's Permit Imprint	22
Exhibit 11-1	
Deposit Times for Priority Mail Drop Ship Bulk Mailings	24

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1 Introduction

The United States Postal Service® understands that mail is a critical tool that helps you keep in touch with your constituents. We created our new *Guide to House “Postal Customer” Mailings* with your needs in mind. It contains important information to assist your staff and mail service vendor prepare saturation “Postal Customer” mailings.

The *Guide* contains up-to-date rate information as well as easy-to-follow mail preparation and entry requirements. In addition, the *Guide* can be useful when setting up contracts with vendors, as it outlines the procedures necessary for presenting mail at a Post Office™. In short, the *Guide* is a valuable tool designed to help you prepare trouble-free, saturation mailings.

These instructions do not supersede any regulations in the *Domestic Mail Manual* (DMM). If there is any difference, the DMM takes precedence. Vendors are expected to be familiar with all current mailing standards and regulations.

The DMM is available in hard copy by subscription through the Superintendent of Documents, U.S. Government Printing Office, or online through Postal Explorer at <http://pe.usps.gov>. Additional Postal Service-related information is available on the Postal Service™ Web site at www.usps.com.

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2 Definitions

Saturation Walk-Sequence — presorted mailings sent to either 90% or more of the active residential addresses or 75% or more of the total number of active possible delivery addresses on each carrier route. Saturation mailings using simplified addresses must meet distribution standards below.

Simplified Address Mailings — mailpieces without individual names and addresses, using a simplified address of “Postal Customer,” for complete distribution to all postal customers within a Member’s congressional district. Any Representative elected at large may send franked mail with the simplified address format to postal customers within the entire state that elected the Member.

Distribution of simplified address congressional mailings may be refined as follows:

- a. Complete distribution may be made to all deliveries on all carrier routes, all Post Office boxholders, and all general delivery customers within a ZIP Code.
- b. Selective distribution may be made to all customers on specific city, rural, and highway contract routes and/or all Post Office boxholders at any Post Office.
- c. For mail addressed to customers receiving delivery on city carrier routes and in Post Office boxes at Post Offices with city carrier service, selective distribution may be made to either all residential or all business deliveries.
- d. Selective distribution may be made to a portion of a delivery route when that route is split between congressional districts.

Priority Mail Drop Shipment — a service that, for an additional charge, expedites the delivery of presorted Standard Mail items by providing Priority Mail® service to the Postal Service’s local sectional center facility (SCF) or the local Post Office of delivery.

Sectional Center Facility — a Postal Service facility that serves as the processing and distribution center (PDC) for Post Offices in a designated geographic area as defined by the first three digits of the ZIP Codes of those offices. Some SCFs serve more than one 3-digit ZIP Code range. For example, SCF Northern Virginia is a facility serving the 3-digit ZIP Code prefixes 220–223.

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3 Basics

3-1 Minimum Requirements for All Mail

All mail must meet minimum size standards to be mailable:

- a. All mailpieces must be at least 0.007 inch thick.
- b. All mailpieces that are 1/4 inch thick or less must be:
 - (1) Rectangular in shape.
 - (2) At least 3-1/2 inches high.
 - (3) At least 5 inches long.

Mailpieces 1/4 inch thick or less that are less than 3 1/2 inches in height and/or less than 5 inches in length cannot be accepted by Postal Service personnel.

3-2 Dimensions for Letter-Size Mail and Flat-Size Mail

Mailpieces equal to or surpassing the minimum dimensions are defined by Postal Service processing categories. Standard Mail House of Representative mass mailings are either letter-size or flat-size. The size and the weight of the mailpiece determine the processing category. Material entered as Standard Mail items must weigh less than 16 ounces.

3-2.1 **Letter-Size Mail**

Exhibit 3-1 lists the minimum and maximum dimensions for letter-size mail.

Exhibit 3-1

Dimensions for Letter-Size Mail

	Minimum	Maximum
Height	3-1/2 inches	6-1/8 inches
Length	5 inches	11-1/2 inches
Thickness	0.007 inch	0.250 inch (i.e., 1/4 inch)

Note: For letters, the length is the dimension parallel to the address as read.

3-2.2 Flat-Size Mail (Enhanced Carrier Route Saturation Mailings)

A flat-size mailpiece is one that exceeds one or more of the maximum dimensions for letter-size mail listed in Exhibit 3-1, without exceeding the maximum dimensions for flat-size mail listed in Exhibit 3-2.

Exhibit 3-2

Maximum Dimensions for Flat-Size Mail

	Maximum
Height	11-3/4 inches
Length	14 inches
Thickness	0.750 inch (i.e., 3/4 inch)

Note: The postage rates for letters are lower than those for flats.

3-3 Mailpiece Design

3-3.1 Size

The size and design of a mailpiece will affect the cost and effective handling of a mailing. Letter-size pieces require less postage. Also, letter-size mailpieces are prepared in trays, which provide greater stability than sacks for presort bundles during transportation to the destination Post Office.

3-3.2 Address Format

The following address format is used for "Postal Customer" simplified address mailings:

POSTAL CUSTOMER*
 (#) CONGRESSIONAL DISTRICT
 (STATE)

* Address options: "POSTAL CUSTOMER" if the mail is for delivery to all customers; "RESIDENTIAL CUSTOMER" if the mail is for delivery to residential customers only; or "BUSINESS CUSTOMER" if the mail is for delivery to business customers only.

Note: Use of Residential and/or Business Customer options are only available to customers on city carrier routes or Post Office boxholders at offices with city carrier service.

3-3.3 Rate Markings

All Standard Mail presorted mailings must be marked "Presorted Standard" (or "PRSRT STD") either directly below or to the left of the frank and "M.C." (Member of Congress) abbreviation. Saturation walk-sequence ("Postal Customer") mailpieces must also be marked "ECRWSS" in either the same area or directly above the address.

3-3.4 **Use of In-Home Dates**

While it is not mandatory, it is recommended that each mailpiece bear the desired "In-Home" delivery date. This date range indicates a period of not less than 3 days and not more than 5 days in which the mailpiece should be delivered to each address. The In-Home date range should be printed in the lower left hand corner of the mailpiece.

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4 Mailing Locations

4-1 In the Home District

Standard Mail presorted mailings contracted to vendors in or near the Member's home district will be prepared using simplified addressing and saturation walk-sequencing as defined in Section 2.

4-2 In the Washington, DC Area

Mailings entered in the Washington, DC, area will be prepared using simplified addressing and saturation walk-sequencing as defined in Section 2. The use of Priority Mail drop shipment expedites the mail to SCFs or delivery offices in the Member's home district. This saves time and, because less individual handling is involved, may cost less than Standard Mail entry without Priority Mail drop shipment. Priority Mail rates apply to bulk shipments of the mail to the Member's home district entry point.

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5 Postage and Fees

5-1 Standard Mail

The lowest rates for Standard Mail service are for Enhanced Carrier Route saturation mailings (“Postal Customer”).

Saturation walk-sequence letter-size mailings are \$.152 per piece.

If the mail is entered directly into the SCF(s) of delivery offices, an entry discount lowers the cost to \$.126 per piece.

If the mailing is prepared in the Member’s home district, the vendor must deposit the mail at SCFs for the \$.126 piece rate. If the mailing is prepared in Washington, DC, use of Priority Mail drop shipping will allow the \$.126 piece rate (in addition to the Priority Mail postage).

The rate is lowered to \$.12 per piece if mail is entered or dropshipped to the individual delivery office(s).

Saturation walk-sequence flat-size mailings for mailpieces weighing 3.3 ounces or less each are \$.16 per piece. Comparisons below are based on letter-size mailings.

5-2 Postage Rates and Speed of Delivery

Standard Mail items entered outside the Member’s home district will be transported by normal surface transportation. However, if there is a short time frame requirement for delivery of the mailing, Priority Mail drop shipment should be considered because it uses an expedited network to get the mail to the Member’s home district. Priority Mail drop shipment carries an additional postage cost determined by the distance from the point of entry into the mailstream to the delivery point and the weight of each sack mailed. The following subsections discuss the options, which are illustrated in Exhibit 5-1.

5-2.1 Mailing Entered in Home District

The postage for a 100,000-piece mailing entered at the Enhanced Carrier Route saturation walk-sequence rate is \$15,200. The same 100,000-piece mailing entered at the Enhanced Carrier Route saturation walk-sequence rate but claiming an SCF entry discount would cost \$12,600. This is a savings of

\$2,600. The savings, however, could be offset by the transportation costs to the SCFs charged by the vendor in the Member's home district.

5-2.2 Mailing Entered in Washington, DC Area

The 100,000 pieces entered at the Enhanced Carrier Route saturation walk-sequence rate and claiming an SCF entry discount would cost \$12,600 *plus* the additional cost of Priority Mail drop shipment, which would be used to expedite mail to the Member's home district. The distance from Washington, DC, to the destination SCF and the weight of the sacks determine the additional cost of Priority Mail. Appendix A lists single-piece Priority Mail rates in effect as of June 30, 2002.

Exhibit 5-1
Comparison of Mailing Costs

Entry Point	Pieces	ECRWSS Rate	SCF Entry Discount	Total
Home District	100,000	\$15,200	—	\$15,200
Home District	100,000	\$15,200	<\$2,600>	\$12,600 <i>plus</i> transportation costs charged by the vendor
Washington, DC	100,000	\$15,200	<\$2,600>	\$12,600 <i>plus</i> Priority Mail drop shipment costs

5-3 Fees

The House is assessed a one-time permit imprint fee (\$150 as of June 30, 2002) and a yearly Presort Standard Mail fee (\$150 as of June 30, 2002) by each Post Office of mailing when the first House Member presents a presorted mailing at that Post Office. These fees are not collected at the Post Office where this first mailing is presented, but are billed to the House (not the individual Member) through the Official Mail Accounting System (OMAS).

6 Permit Imprint Accounts

6-1 Outside the Washington, DC Area

Members or their vendors must submit PS Form 3615, *Mailing Permit Application and Customer Profile*, to the entry Post Office either at the time of, or preferably before, the presentation of the first franked mailing. The Member or staff must sign this form — *the vendor may not sign it*. In all cases the permit number is G-300. The G-300 permit imprint number and the Member's Federal Agency Cost Code number must also be included on the postage statement submitted with the mailing (see Appendix B for sample postage statements).

6-2 In the Washington, DC Area

This account is already established at the four Washington, DC, area facilities listed in Exhibit 11-1. There is no need to submit PS Form 3615 at those facilities. However, if Members or their vendors submit mailings at other facilities in the Washington, DC area, they will have to submit PS Form 3615 to those facilities, following the procedures listed in Section 6-1.

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7 Materials Furnished to Vendor by the Congressional Office

7-1 Printed Mailpieces

All Standard Mail presorted mailings must be marked "Presorted Standard" (or "PRSRT STD") either directly below or to the left of the frank and "M.C." abbreviation. Saturation walk-sequence ("Postal Customer") mailpieces must also be marked "ECRWSS" in either the same area or directly above the address.

7-2 Facing Slips

Members may elect to use facing slips supplied in electronic form by House Postal Operations (B217 Longworth, 202-225-4355), or have these developed by their vendors. Exhibit 7-1 shows the format for the supplied slip.

Exhibit 7-1
Facing Slip Format

Destination City, State, ZIP Code	
STD LTRS	Carrier Route # ____
Origin City, State, ZIP Code	
ECRWSS ^a	
RESIDENTIAL STOPS ONLY ^b	
CONGRESSIONAL DISTRICT # ____	
# PIECES 342 ^c	

- a. "ECRWSS" is optional on the facing slip but is required on each mailpiece either in the postage area or directly above the address.
- b. *Other Options:* "RESIDENTIAL CUSTOMERS" if the mail is for delivery to residential customers only; "BUSINESS STOPS" or "BUSINESS CUSTOMERS" if the mail is for delivery to business customers only; "POSTAL CUSTOMER" if the mail is for delivery to all customers.

Note: Use of Residential and/or Business Customer options are only available to customers on city carrier routes or Post Office boxholders at offices with city carrier service.

- c. Reflects the exact number of pieces in a bundle or tray — the exact piece count must be shown unless the package contains 50 pieces (if the exact count is 50, that number can still be shown). These supplied facing slips will show the total deliveries for the carrier route. For mailings prepared in trays, this facing slip must be placed at the front of the tray whenever there is enough mail for the same carrier route to fill a tray.

The information necessary for the completion of the slip is provided in the Congressional District Deliveries Report (see Section 7-3).

Exhibit 7-2 shows a sample facing slip.

Exhibit 7-2

Sample Facing Slip

Calhoun TN 37309	
STD LTRS	Carrier Route # R001
Washington DC 20066	
ECRWSS	
RESIDENTIAL STOPS ONLY	
CONGRESSIONAL DISTRICT #02	
# PIECES 50	

7-3 Congressional District Deliveries Report

The Congressional District Deliveries Report can be obtained through House Postal Operations at 202-225-4355 or ordered online through the House Postal Operations Web site. This report details the carrier route delivery statistics by Post Offices and ZIP Codes serving congressional districts. House offices should review this report carefully prior to ordering the printing of their mailing and should contact their Postal Service Government Relations Representative with any questions about the contents. The mailing must be submitted to the Postal Service business mail entry unit accompanied by a Congressional District Deliveries Report prepared no more than 60 days before the mailing.

7-4 Federal Agency Cost Code

This is the Member's five-digit cost code number and must be entered on the postage statement.

8 Materials Furnished to Vendor by the Postal Service

Vendors are responsible for giving the Postal Service sufficient notice to gather and provide them with the supplies necessary for congressional mailings. This should not be a problem for vendors experienced in preparing presorted rate mailings.

8-1 Standard Mail

The following supplies are necessary for Standard Mail service:

- a. Mailing sacks or trays.
- b. Sack or tray labels.
- c. Tag 11, *Congressional Mail*.
- d. Rubber bands.
- e. Blank postage statements (PS Form 3602-R, *Postage Statement — Standard Mail Letters and Flats — Permit Imprint*, or PS Form 3602-RV, *Consolidated Postage Statement — Standard Mail Letters and Flats — Permit Imprint*).

Note: Strapping may be required for trays but is not supplied by the Postal Service.

8-2 Priority Mail Drop Shipment

The following supplies are necessary for Priority Mail drop shipment:

- a. Orange Priority Mail sacks.
- b. Sack or tray labels.
- c. Tag 159, *Priority Mail Drop Shipment* (for mail in sacks).
- d. Blank postage statements (PS Form 3600-PM, *Postage Statement — Priority Mail — Permit Imprint*).
- e. Label 23, *Priority Mail Drop Shipment* (for mail in trays).

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9 Standard Mail Preparation

9-1 Packaging

“Postal Customer” mailings must be prepared in packages of 50 so far as practicable, except when mailing enough letter-size pieces to fill a tray for the same carrier route destination. Letter-size pieces are prepared in packages that are not more than 4 inches thick.

9-2 Facing Slips

Each package or full tray for the same carrier route must have a facing slip. For these full trays, a facing slip must be placed at the front of the tray. This slip must show the number of pieces in the tray. The facing slip on packages must show the actual number of pieces in the package. Packages containing 50 pieces do not require any piece count on the slip. See Section 7-2 for the information that must be included on facing slips.

9-3 Trays or Sacks

All letter-size pieces must be placed in trays; all flat-sized pieces must be placed in sacks. “Postal Customer” mailings must be prepared as carrier route mailings.

Place each carrier route letter-size package in a carrier route tray (mail for only one particular carrier route) or a 5-digit carrier routes tray (mail for two or more routes in one 5-digit ZIP Code area).

Place each carrier route flat-size package in a carrier route sack (mail for only one particular carrier route) or a 5-digit carrier routes sack (mail for two or more routes in one 5-digit ZIP Code area) or a 5-digit/scheme carrier routes sack (mail for two or more 5-digit ZIP Codes served by a single delivery unit). Carrier route sacks are required at 125 pieces or 15 pounds of flats for saturation walk-sequence rates.

9-4 Labels

9-4.1 Carrier Route Tray

Exhibit 9-1 shows the format for carrier route tray labels.

Exhibit 9-1

Carrier Route Tray Label Format

Destination City, State, ZIP Code STD LTRS* ECRWSS CARRIER ROUTE # ORIGIN CITY, STATE, ZIP CODE

* The #3 sack labels (for flat-size mail only) contain the abbreviation "FLTS" instead of "LTRS."

9-4.2 5-Digit Carrier Routes Tray

Exhibit 9-2 shows the format for 5-digit carrier routes tray labels.

Exhibit 9-2

5-Digit Carrier Routes Tray Label Format

Destination City, State, ZIP Code STD LTRS* CR-RTS ORIGIN CITY, STATE, ZIP CODE

* The #3 sack labels (for flat-size mail only) contain the abbreviation "FLTS" instead of "LTRS."

9-5 Tag 11, Congressional Mail

Use Tag 11, *Congressional Mail*, on all sacks or trays for congressional mail. When mail is trayed, attach Tag 11 near the label holder at the end of each tray.

10 Priority Mail Drop Shipment Mailings

10-1 Preparation

10-1.1 Letter-Size Pieces

Priority Mail drop shipments of letter-size mailpieces in trays may be prepared in either of the following two ways:

- a. Place strapped trays in orange Priority Mail sacks. Complete Tag 159 and attach it to the orange sack (see Appendix C for an illustration of Tag 159). The total weight of a Priority Mail sack may not exceed 70 pounds.
- b. Affix Label 23 to the tray sleeve (see Appendix D for an illustration of Label 23). Two trays of identical size may be bundled together as long as each individual tray has been strapped. Bundled trays must be strapped securely around the length of the two trays. The total weight of the trays may not exceed 70 pounds.

10-1.2 Flat-Size Pieces

Place packages of flat-size mailpieces, contained in gray sacks, inside orange Priority Mail sacks. Complete Tag 159 and attach it to the orange sack.

10-1.3 Sack Labels

The sack label for the orange Priority Mail sack and the sack label affixed to Label 23 must be barcoded. These labels can be obtained with sufficient notice from the local Post Office.

10-2 Postage Payment

For a Priority Mail drop shipment mailing with postage applied by frank or penalty mail permit imprint, the vendor must use a manifesting system to account for the Priority Mail postage for each sack or tray. (In this context, the term "tray" may refer to two trays strapped together, as discussed in Section 10-1.2.) Manifesting is the accepted industry method of entering nonidentical permit imprint mailings and allows for the use of a computer

system that automatically transmits the weight information from a scale to the computer system to document the postage for each sack or tray. The recommended format for the manifest and summary page is in Appendix E.

Each sack or tray is identified with a unique number. The identification number, weight, and postage are reflected on the manifest. Off-the-shelf manifesting systems are readily available from private companies. A list of known companies appears in Appendix F.

Complete PS Form 3600-PM using the totals from the manifest with G-300 filled in as the permit number.

Attach Tag 159 or Label 23 to each Priority Mail sack or tray, respectively, showing either the Member's frank or the permit imprint in the postage area, as shown in Exhibit 10-1.

Exhibit 10-1

Member's Permit Imprint

Priority Mail Postage and Fees Paid House of Representatives U.S. Congress Permit No. G-300

Note: Express Mail® drop shipments by House Members may not be paid for under the OMAS.

11 For All Mailings

11-1 Postage Statements

The following information is necessary for each postage statement (PS Forms 3602-R or 3600-PM):

- a. Post Office of mailing, including ZIP Code.
- b. Date of mailing.
- c. **Permit No. G-300.**
- d. **Federal Agency Cost Code** (the Member's unique 5-digit cost code number).
- e. The name and address of the Member in the "Permit Holder's Name and Address" block.
- f. The vendor's name and address in the "Name and Address of Mailing Agent" block.
- g. All required piece, weight, and postage computation information on both sides of the forms.
- h. Signature and telephone number of the mailing agent (the vendor or staffer who is presenting the mailing).

If a receipt is required, submit the form in duplicate.

Note: Items c. and d. above are highlighted because their use is critical to Postal Service tracking and billing activities. Postal Service personnel will enter these postage statements in the OMAS program. OMAS then automatically sorts these mailings as "House" mailings (identified through the use of the G-300 permit number), then by individual Member (based on the correct 5-digit cost code). This allows the Postal Service to report the mailing activity to the correct Member on the monthly House Franked Mail Activity Reports.

11-2 Entry Times in the Washington, DC Area

Vendors are to deposit mailings at one of the facilities listed in Exhibit 11-1 no later than the time specified.

Exhibit 11-1

Deposit Times for Priority Mail Drop Ship Bulk Mailings

Facility	Time
NORTHERN VIRGINIA 8409 LEE HWY MERRIFIELD VA 22081 703-698-6480 or 703-698-6643	7 P.M.
SOUTHERN MARYLAND 9201 EDGEWORTH DR CAPITOL HEIGHTS MD 20790 301-499-7320 or 301-499-7671	6 P.M.
SUBURBAN MARYLAND 16501 SHADY GROVE RD GAITHERSBURG MD 20898 301-670-6009 or 301-670-6010	6 P.M.
WASHINGTON, DC 900 BRENTWOOD RD NE WASHINGTON DC 20066 202-636-1581 (Tentatively scheduled to re-open in late 2003)	7 P.M.

Note: These times are in effect as of July 23, 2003, and are subject to change.

12 Suggestion for the Vendor Contract

Although vendors are expected to be familiar with all current mailing standards and regulations, each contract should require the vendor to produce mailings in compliance with the *Domestic Mail Manual* (DMM). Also, sections 5, 6, 9, and 10 of this publication can be used as guides, but if there are any differences between the DMM and this guide, the DMM takes precedence.

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Appendix A

Single-Piece Priority Mail Rates

The single-piece Priority Mail rates listed in the following table are in effect as of June 30, 2002.

Note: The “Weight (pounds)” column indicates “Weight Not Over (pounds).”

Weight Not Over (lbs)	Zones Local, 1, 2, & 3	Zone 4	Zone 5	Zone 6	Zone 7	Zone 8	Weight Not Over (lbs)	Zones Local, 1, 2, & 3	Zone 4	Zone 5	Zone 6	Zone 7	Zone 8
1	\$3.85	\$3.85	\$3.85	\$3.85	\$3.85	\$3.85	36	\$22.25	\$31.10	\$35.85	\$43.55	\$48.65	\$63.85
2	3.95	4.55	4.90	5.05	5.40	5.75	37	22.75	31.95	36.80	44.65	49.90	65.60
3	4.75	6.05	6.85	7.15	7.85	8.55	38	23.30	32.65	37.70	45.85	51.15	67.30
4	5.30	7.05	8.05	8.50	9.45	10.35	39	23.75	33.50	38.65	47.00	52.40	69.05
5	5.85	8.00	9.30	9.85	11.00	12.15	40	24.25	34.30	39.60	48.10	53.60	70.75
6	6.30	8.85	9.90	10.05	11.30	12.30	41	24.70	35.00	40.45	49.25	54.85	72.45
7	6.80	9.80	10.65	11.00	12.55	14.05	42	25.20	35.85	41.35	50.30	56.15	74.20
8	7.35	10.75	11.45	11.95	13.80	15.75	43	25.65	36.60	42.30	51.50	57.40	75.90
9	7.90	11.70	12.20	12.90	15.05	17.50	44	26.15	37.40	43.25	52.60	58.70	77.60
10	8.40	12.60	13.00	14.00	16.30	19.20	45	26.60	38.20	44.15	53.75	59.95	79.35
11	8.95	13.35	13.75	15.15	17.55	20.90	46	27.10	39.00	45.05	54.85	61.20	81.05
12	9.50	14.05	14.50	16.30	18.80	22.65	47	27.55	39.75	46.00	56.05	62.50	82.75
13	10.00	14.75	15.30	17.50	20.05	24.35	48	28.05	40.60	46.95	57.20	63.75	84.50
14	10.55	15.45	16.05	18.60	21.25	26.05	49	28.50	41.35	47.80	58.30	65.05	86.20
15	11.05	16.20	16.85	19.75	22.50	27.80	50	28.95	42.15	48.75	59.45	66.30	87.95
16	11.60	16.90	17.60	20.85	23.75	29.50	51	29.45	42.95	49.65	60.55	67.55	89.65
17	12.15	17.60	18.35	22.05	25.00	31.20	52	29.90	43.75	50.60	61.75	68.80	91.35
18	12.65	18.30	19.30	23.15	26.25	32.95	53	30.40	44.50	51.50	62.85	70.05	93.10
19	13.20	19.00	20.20	24.30	27.50	34.65	54	30.85	45.25	52.45	63.95	71.30	94.80
20	13.75	19.75	21.15	25.35	28.75	36.40	55	31.35	46.10	53.40	65.05	72.50	96.50
21	14.25	20.45	22.05	26.55	30.00	38.10	56	31.80	46.85	54.25	66.25	73.75	98.25
22	14.80	21.15	22.95	27.65	31.20	39.80	57	32.30	47.65	55.15	67.35	75.00	99.95
23	15.30	21.85	23.90	28.80	32.45	41.55	58	32.75	48.45	56.10	68.50	76.25	101.65
24	15.85	22.55	24.85	29.90	33.70	43.25	59	33.25	49.25	57.05	69.60	77.50	103.40
25	16.40	23.30	25.75	31.10	34.95	44.95	60	33.70	50.00	58.00	70.80	78.75	105.10
26	16.90	24.00	26.60	32.25	36.20	46.70	61	34.20	50.85	58.85	71.95	80.00	106.85
27	17.45	24.70	27.55	33.35	37.45	48.40	62	34.65	51.55	59.80	73.05	81.25	108.55
28	18.00	25.40	28.50	34.50	38.70	50.15	63	35.15	52.40	60.75	74.20	82.50	110.25
29	18.50	26.15	29.45	35.60	39.95	51.85	64	35.60	53.20	61.70	75.35	83.70	112.00
30	19.05	26.85	30.35	36.80	41.20	53.55	65	36.10	53.90	62.50	76.45	84.95	113.70
31	19.55	27.55	31.20	37.85	42.40	55.30	66	36.55	54.75	63.45	77.55	86.20	115.40
32	20.10	28.25	32.15	39.00	43.65	57.00	67	37.05	55.60	64.40	78.70	87.45	117.15
33	20.65	28.95	33.10	40.10	44.90	58.70	68	37.50	56.30	65.35	79.80	88.70	118.85
34	21.15	29.70	34.00	41.25	46.15	60.45	69	38.00	57.10	66.25	81.00	89.95	120.55
35	21.70	30.40	34.95	42.40	47.40	62.15	70	38.45	57.95	67.15	82.10	91.20	122.30

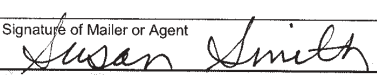
Appendix B

Sample Postage Statements

Included in this appendix are samples of PS Form 3602-R, *Postage Statement – Standard Mail Letters and Flats – Permit Imprint* (page 1 of 2), and PS Form 3600-PM, *Postage Statement – Priority Mail – Permit Imprint*.

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Sample Postage Statements

United States Postal Service Postage Statement — Standard Mail Letters and Flats Permit Imprint						Post Office: Note Mail Arrival Time		
For letters subject to the nonmachinable surcharge and pieces subject to the residual shape surcharge, use Form 3602-RS.								
Mailer Information	Permit Holder's Name and Address, and Email Address If Any Representative John Doe U.S. House of Representatives Washington DC 20515		Telephone _____		Name and Address of Mailing Agent (If other than permit holder) ABC Mailers 1 Main St Fairfax VA 22031		Telephone _____	
	Name and Address of Individual or Organization for Which Mailing Is Prepared (If other than permit holder) _____		CAPS Cust. Ref. ID _____ Dun & Bradstreet No. _____		Name and Address of Individual or Organization for Which Mailing Is Prepared (If other than permit holder) _____		Dun & Bradstreet No. _____	
Mailing Information	Post Office of Mailing Merrifield VA22116		Processing Category (DMM C050) <input checked="" type="checkbox"/> Letters <input type="checkbox"/> Flats <input type="checkbox"/> Automation Flats (DMM C820)		Mailing Date 04/13/2003		Federal Agency Cost Code 12345	
	Permit No. G-300		Statement Seq. No. _____		Number of Containers _____		Total Pieces 7200	
	For Mail Enclosed Within Another Class <input type="checkbox"/> Periodicals <input type="checkbox"/> Bound Printed Matter <input type="checkbox"/> Library Mail <input type="checkbox"/> Media Mail <input type="checkbox"/> Parcel Post		If Sacked, Based on <input type="checkbox"/> 125 pcs. <input type="checkbox"/> 15 lbs. <input type="checkbox"/> both		Total Weight 936		No. of pieces with Repositionable Notes attached: (DMM C810.7) _____	
	For Automation Rate Pieces, Enter Date of Address Matching and Coding (DMM A950.3.0) ____/____/____		For Enhanced Carrier Route Rate Pieces, Enter Date of Address Matching and Coding (DMM A950.3.0) ____/____/____		For Enhanced Carrier Route Rate Pieces, Enter Date of Carrier Route Sequencing (DMM M050.4.0) ____/____/____		_____	
Postage Computation (DMM P013)	For Automation Letters and Flats (3.3 oz. or less)				Total From Part A (On reverse)		_____	
	For Presorted Letters and Flats (3.3 oz. or less)				Total From Part B (On reverse)		_____	
	For Enhanced Carrier Route Letters and Flats (3.3 oz. or less)				Total From Part C (On reverse)		9072.00	
	For All Letters and Flats More Than 3.3 oz.				Total From Part D (On reverse)		_____	
	Postmaster: Report total postage in AIC 130.				Total Postage (Add lines above)		9072.00	
	For USPS Use Only: Additional Postage Payment (State reason)				_____		_____	
Certification	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 rates 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 Susan Smith			Telephone 000-000-0000			
USPS Use Only	Weight of a Single Piece 0 _____ pound		Are figures at left adjusted from mailer's entries? <input type="checkbox"/> Yes <input type="checkbox"/> No If "Yes," Reason					
	Total Pieces _____ Total Weight _____		_____					
	Total Postage _____		_____					
	Check One <input type="checkbox"/> Presort Verification Not Scheduled <input type="checkbox"/> Presort Verification Performed as Scheduled		Date Mailer Notified _____		Contact _____		By (Initials) _____	
I CERTIFY that this mailing has been inspected concerning: (1) eligibility for postage rates claimed; (2) proper preparation (and presort where required); (3) proper completion of postage statement; and (4) payment of required annual fee.								
Verifying Employee's Signature _____			Verifying Employee's Name _____			Time _____ AM PM		

United States Postal Service						Post Office: Note Mail Arrival Time	
Postage Statement — Priority Mail							
Permit Imprint							
Mailer Information	Permit Holder's Name and Address, and Email Address If Any		Telephone 000-000-0000	Name and Address of Mailing Agent (If other than permit holder)	Telephone 000-000-0000	Name and Address of Individual or Organization for Which Mailing Is Prepared (If other than permit holder)	
	Representative John Doe U.S. House of Representatives Washington DC 20515-0000			ABC Mailers 1 Main St. Fairfax VA 22031-0000			
Mailing Info.	Post Office of Mailing	Processing Category (DMM C050)	Mailing Date	Federal Agency Cost Code	Statement Seq. No.	Number of Containers	
	Merrifield VA22116	<input checked="" type="checkbox"/> Letters <input type="checkbox"/> Flats <input type="checkbox"/> Parcels	04/15/2003	12345		Total Pieces 15	1
Permit No. G-300		SACKS	Weight of a Single Piece Non-Identical _____ pounds	Total Weight _____ pounds			
Separation Method: All pieces must be separated by zone when presented for acceptance unless all the pieces are in a weight category for which the rate does not vary by zone or the postage is reported under a manifest mailing system.							
Postage Computation (DMM P013)	Zone		Number of Pieces	x	Rate	Totals	
	A1	Flat-Rate Envelope	5		\$3.85	19.25	
	A2	Unzoned (1 pound or less)			\$3.85		
	A3	Local, 1, 2, & 3					
	A4	4	10		Variable	197.50	
	A5	5					
	A6	6					
	A7	7					
	A8	8					
	A9	Pieces from Standard Mail (DMM E620)					
Totals						216.75	
For Special Services and Other Fees				Total From Attached Form 3540-S			
Postmaster: Report total postage in AIC 237.				Total Postage (Add two lines above) →		216.75	
Certification	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 rates 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.						
Signature of Mailer or Agent <i>Susan Smith</i>			Name of Mailer or Agent Susan Smith			Telephone 000-000-0000	
USPS Use Only	Weight of a Single Piece _____ pounds		Are figures at left adjusted from mailer's entries? <input type="checkbox"/> Yes <input type="checkbox"/> No				
	Total Pieces	Total Weight	If "Yes," Reason				
	Total Postage		Round Stamp (Required)				
	I CERTIFY that this mailing has been inspected concerning: (1) eligibility for postage rates claimed; (2) proper preparation; and (3) proper completion of postage statement.						
	Date Mailed Notified		Contact	By (Initials)			
Verifying Employee's Signature		Verifying Employee's Name		Time	AM	PM	

Appendix C

Tag 159, Priority Mail Drop Shipment

Included in this appendix is a copy of Tag 159, *Priority Mail Drop Shipment*, which is used for sacks of mail.

PS TAG 159 January 2001

TAG NOT REUSABLE PLEASE DESTROY

PRIORITY MAIL
UNITED STATES POSTAL SERVICE.

DROP SHIPMENT
CLASS MAIL ENCLOSED
OPEN AND DISTRIBUTE AT:

POSTAGE AREA:

Postmark

Postage paid, printed and preparation satisfactory.

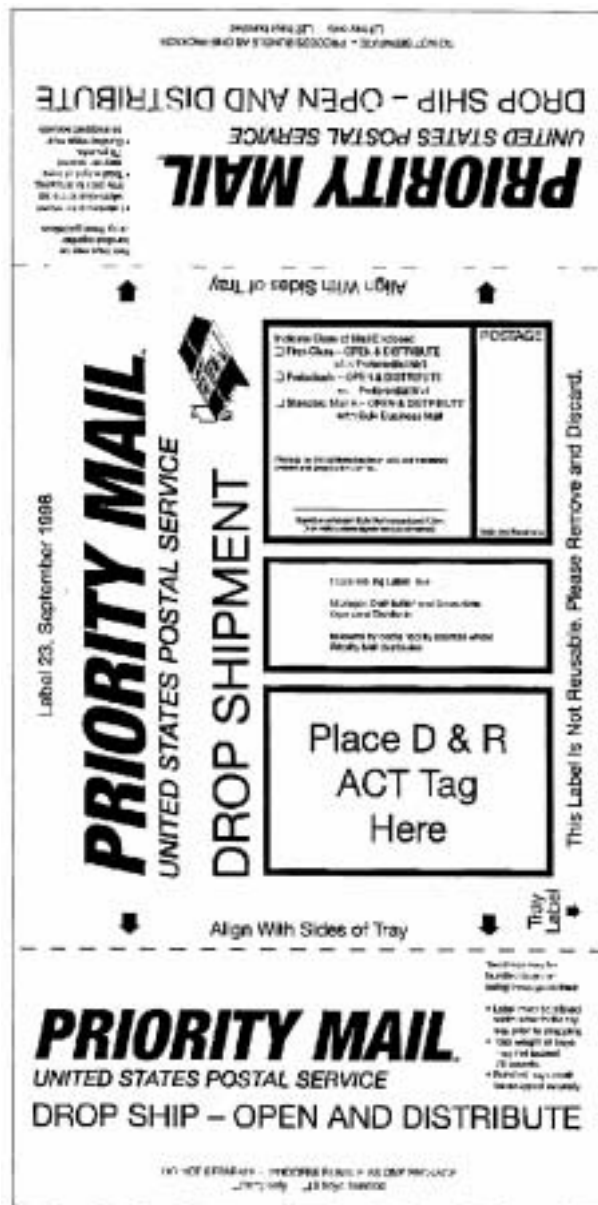
Signature of Origin Bulk Mail Acceptance Clerk
Not Valid Unless Signed and Postmarked

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Appendix D

Label 23, Priority Mail Drop Shipment

Included in this appendix is a copy of Label 23, *Priority Mail Drop Shipment*, which is used for trays of mail.



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Appendix E

Sample Itemized Manifest Listing for Priority Mail Drop Shipments

Included in this appendix is a sample of an itemized manifest listing and summary page for Priority Mail drop shipments, using the recommended format.

Itemized Manifest**Priority Mail – Drop Shipment****(With Cumulative Postage Column)**

Mailer's Name and Address *ABC Company*
125 Main St
Springdale, USA

Post Office of Mailing: *Springdale, USA*
Class of Mail: *Priority Mail*
Permit Number: *1050*
MAC Version #: *v3.01*
 (Or Software Version #)

Date of Manifest: *7/24/03*
Processing Category: *NA*
Manifest Sequence #: *123*

Page 1

Piece ID Number	ZIP Code/Zone	Weight (lbs.)	Postage	Cumulative Postage
1234	850/4	20.51	20.45	\$ 20.45
1357	450/4	21.30	21.15	41.60
1579	852/4	10.92	13.35	54.95
1789	325/4	12.05	14.75	69.70
1999	390/2	8.23	7.90	77.60
2345	462/4	13.45	15.45	93.05
2678	660/6	20.98	26.55	119.60
2789	010/7	11.75	18.80	138.40
2888	202/5	8.87	12.20	150.60
3456	372/2	19.53	13.75	164.35
3457	356/3	20.21	14.25	178.60
3458	450/5	20.56	22.05	200.65
Page Totals:	12	188.36	200.65	
Cumulative Totals:	12	188.36	200.65	

Itemized Manifest Summary – Priority Mail Drop Shipment**(Postage Paid via Form 3600-PM)**

	Zone	Number of Pieces	Totals
A2	Unzoned (1 pound or less)	0	0.00
A3	Local, 1, 2, & 3	100	5300.00
A4	4	217	2126.60
A5	5	8	104.00
A6	6	63	812.70
A7	7	5	96.60
A8	8	20	281.00
	Totals	413	\$8720.90

Manifesting Certified Software Developers

F-1 What is MAC?

In cooperation with the mailing industry, the United States Postal Service® has developed a certification process to evaluate manifesting software known as Manifest Analysis and Certification™ (MAC) certification. The process is available only to software manufacturers who actually develop manifest software either for retail or for internal use. MAC tests the ability of the manifest software to produce accurate postage and fees as well as quality documentation. It also provides a common platform to measure the quality of manifest products and determines their accuracy in accordance with requirements set forth in the *Domestic Mail Manual (DMM)* and Publication 401, *Guide to the Manifest Mailing System*. The purpose of MAC is to improve the accuracy of manifested mailings, thereby improving the flow of your mail.

F-2 What is MAC Gold?

The MAC™ Gold Certification program evaluates manifest systems (scales and printers) along with the manifest software to determine the systems' compliance with the manifesting standards set forth in the current DMM and Publication 401. The scope of MAC Gold is focused on the manifest system's ability to correctly process First-Class Mail, Priority Mail, Parcel Post (all single-piece rate), and Insurance mailpieces with integrated barcode and confirmation services. MAC Gold tests the ability of the manifest system to produce accurate postage and fees as well as quality documentation. This certification program is only available to manifest system developers.

There are many benefits to the MAC Gold program:

- Customers experience quick, easy start-ups.
- Developers can expand their customer base mailing with the Postal Service.
- Systems are uniform and accurate.
- Customers are not required to maintain quality control documentation.
- Postal Service administrative costs are reduced.

Once the appropriate forms are submitted (i.e., PS Form 1357, *Request for Computer Access*, and application) to the National Customer Support Center (NCSC), mailers using a MAC Gold system are pre-certified to use confirmation services. Furthermore, no additional Manifest Mailing System (MMS) approval is necessary to begin mailing as long as the system is installed and operated according to the developer's instructions. MAC Gold approval procedures, mailer quality control requirements, and postal acceptance procedures are different from the typical MMS procedures and are outlined in the Publication 401, Chapter 11-2.

F-3 MAC and MAC Gold Certified Developers List

A complete list of certified vendors is available on the Address Quality page of the Postal Service Web site.

- a. Go to the Postal Service Web site at *www.usps.com*.
- b. Click the *Grow Your Business* link.
- c. Click the *Address Quality* link.
- d. Click the *Address Management Services* link.
- e. Click the *Certification Programs* link.
- f. Click the *MAC™ (Manifest Analysis and Certification)* link.
- g. Choose the link for either a portable document format or a rich text format file for a list of software products, which also lists the name of the vendor.

The MAC and MAC Gold Certified Developers List contains products that have passed the rigorous testing procedures of the MAC and MAC Gold programs. The list is broken out by type of certification and then organized alphabetically by company name. Each product's listing includes sales contact information and indicates the certified manifest categories and options supported. Hardware, software platforms, and price range are indicated when appropriate. Although this program evaluates and validates manifesting products manufactured by developers, neither MAC nor MAC Gold guarantees acceptance of mail prepared using certified hardware/software platforms. The MAC and MAC Gold does however, provide national approval of computer-generated facsimiles of Postal Service postage statements, standardized documentation, and other manifest documentation.

This product information is for quick reference purposes only; please contact the developer directly for specifics concerning their product.

Notes

