

First-Class Mail

Part A—Automation prices Check box if prices are populated in this section.

Postcards (eligible for postcard price)

		Price	No. of Pieces	Subtotal Postage	Discount Total*	Fee Total	Total Postage
A1	5-Digit						
A2	AADC						
A3	Mixed AADC						

Letters

		Price	No. of Pieces	Subtotal Postage	Discount Total*	Fee Total	Total Postage
A4	5-Digit						
A5	AADC						
A6	Mixed AADC						

Flats

		Price	No. of Pieces	Subtotal Postage	Discount Total*	Fee Total	Total Postage
A7	5-Digit						
A8	3-Digit						
A9	ADC						
A10	Mixed ADC						

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

A11	Part A Total (add lines A1–A10)						
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Full Service Intelligent Mail Option

A12	DISPLAY ONLY	Postcards—Number of Pieces that Comply _____ x \$0.003 =	
A13	DISPLAY ONLY	Letters—Number of Pieces that Comply _____ x \$0.003 =	
A14	DISPLAY ONLY	Flats—Number of Pieces that Comply _____ x \$0.003 =	

First-Class Mail

Part B—Nonautomation prices Check box if prices are populated in this section.

Postcards (eligible for postcard price)

		Price	No. of Pieces	Subtotal Postage	Discount Total	Fee Total	Total Postage
B1	Presorted						
B2	Single-Piece						

Letters

		Price	No. of Pieces	Subtotal Postage	Discount Total	Fee Total	Total Postage
B3	Presorted						
B4	Residual From First-Class Mail Mailing (includes up to 1 oz. and between 1 oz. and 3.5 oz.)						
B5	Nonpresorted/Single-Piece*						
B6	Single-Piece From USPS Marketing Mail Mailing						

Nonmachinable Letters

		Price	No. of Pieces	Subtotal Postage	Discount Total	Fee Total	Total Postage
B7	Presorted						
B8	Nonpresorted/Single-Piece						
B9	Single-Piece From USPS Marketing Mail Mailing						
B10	Nonmachinable Surcharge** (for presorted letters)						
B11	Nonmachinable Surcharge** (for single-piece letters)						

Flats

		Price	No. of Pieces	Subtotal Postage	Discount Total	Fee Total	Total Postage
B12	Presorted						
B13	Single-Piece						
B14	Single-Piece From USPS Marketing Mail Mailing						

Permit Reply Mail

		Price	No. of Pieces	Subtotal Postage	Discount Total	Fee Total	Total Postage
B15	Single-Piece Letter (1 oz. or less)						
B16	Single-Piece Letter (over 1 oz. to 3.5 oz.)						
B17	Single-Piece Flat (1 oz. or less)						
B18	Single-Piece Flat (over 1 oz. to 13 oz.)						

* First-Class Mail metered letter price

** Only on FCM letters with one or more nonmachinable characteristics

Part B Total (add lines B1–B18)							
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First-Class Package Service

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

Commercial Parcels (less than 16 oz.)

	Zone	Price	No. of Pieces	Subtotal Postage	Discount Total	Fee Total	Total Postage
C1	1&2						
C2	3						
C3	4						
C4	5						
C5	6						
C6	7						
C7	8						
C8	9						
C9	Irregular shape surcharge						

Commercial Parcels—NSA

	Zone	Price	No. of Pieces	Subtotal Postage	Discount Total	Fee Total	Total Postage
C10	1&2						
C11	3						
C12	4						
C13	5						
C14	6						
C15	7						
C16	8						
C17	9						
C18	Irregular shape surcharge						

Commercial Parcels—NSA

		Price	No. of Pieces	Subtotal Postage	Discount Total	Fee Total	Total Postage
C19	Single-Piece						
C20	Irregular shape surcharge						

Retail Parcels (13 oz. or less)

	Zone	Price	No. of Pieces	Subtotal Postage	Discount Total	Fee Total	Total Postage
C21	1&2						
C22	3						
C23	4						
C24	5						
C25	6						
C26	7						
C27	8						
C28	9						

Retail Parcels (13 oz. or less) from USPS Marketing Mail

	Zone	Price	No. of Pieces	Subtotal Postage	Discount Total	Fee Total	Total Postage
C29	1&2						
C30	3						
C31	4						
C32	5						
C33	6						
C34	7						
C35	8						
C36	9						

Part C Total (add lines C1–C36)

Round Trip DVD, CD, or Other Disc Mail

Part D—Round Trip Mailings that Contain a DVD, CD, or Other Disc

Check box if prices are populated in this section.

Automation Letters

		Price	No. of Pieces	Subtotal Postage	Discount Total*	Fee Total	Total Postage
D1	5-Digit						
D2	AADC						
D3	Mixed AADC						

Presort Letters

		Price	No. of Pieces	Subtotal Postage	Discount Total	Fee Total	Total Postage
D4	Presorted						
D5	Single-Piece						

Automation Flats

		Price	No. of Pieces	Subtotal Postage	Discount Total*	Fee Total	Total Postage
D6	5-Digit						
D7	3-Digit						
D8	ADC						
D9	Mixed ADC						

Presort Flats

		Price	No. of Pieces	Subtotal Postage	Discount Total	Fee Total	Total Postage
D10	Presorted						
D11	Single-Piece						

Permit Reply Mail

		Price	No. of Pieces	Subtotal Postage	Discount Total	Fee Total	Total Postage
D12	Single-Piece Letter (1 oz. or less)						
D13	Single-Piece Flat (2 oz. or less)						

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

D14	Part D Total (add lines D1–D13)						
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Full Service Intelligent Mail Option

D15	DISPLAY ONLY		Letters—Number of Pieces that Comply _____	x \$0.003 =	
D16	DISPLAY ONLY		Flats—Number of Pieces that Comply _____	x \$0.003 =	

Extra Services and Fees

Part S Check box if prices are populated in this section.

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

		Fee	No. of Pcs. or Lbs.	Subtotal Postage	Discount Total	Total Postage
S1	Certificate of Mailing (3 or more - Form 3665)					
S2	Certified Mail					
S3	Collect on Delivery (COD)					
S4	USPS Tracking*					
S5	Insurance					
S6	Registered Mail					
S7	Signature Confirmation Restricted Delivery*					
S8	Return Receipt (Electronic)					
S9	Return Receipt (Form 3811)					
S10	Certified Mail Restricted Delivery					
S11	Signature Confirmation*					
S13	Fragile					
S14	Certified Mail Adult Signature Required					
S15	Adult Signature Required					
S16	Adult Signature Restricted Delivery					
S17	Picture Permit Imprint					
S18	Day Certain Delivery					
S19	Certificate of Bulk Mailing (Form 3606-D)					
S20	Sunday Delivery					
S21	Same Day					
S22	Extended Coverage					
S23	IMpb Non-Compliance Fee					
S25	Live Animal Transportation					
S26	Next Day					
S27	Certified Mail Adult Signature Restricted Delivery					
S28	Hazardous Material Transportation					
S29	Perishables					
S30	Registered Mail Restricted Delivery					
S31	Insurance Restricted Delivery					
S32	COD Restricted Delivery					

* Available for parcels only

Part S Total (Add lines S1-S32)						
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First-Class Mail—Instructions

Use this form for First-Class Mail and First-Class Package Service.

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: Before you complete the Postage section, go to parts A through S. Complete the part(s) that pertain to your mailing. The following information will help you to determine which parts to complete:

Part A: Automation prices—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 lines provided. Enter total in Part A Total box.

Part B: Nonautomation prices. Report any mixed weight residual mail from a presort mailing on line B4. Report single piece and residual pieces on line B5, when choosing to present mail with various weights, separately. Enter total in Part B Total box.

Part C: Commercial and Retail Parcels. Enter total in Part C Total box.

Part D: Round Trip DVD, CD, or other disc mailer. Enter total in Part D Total box.

Part S: Extra Services—Report any combined Extra Services on the lines provided for them, e.g., Insured mail that is also Restricted Delivery would be reported on line S31—Insurance Restricted Delivery. Enter total in Part S Total box.

Step 3: Add the postage in parts A through S without rounding.

Step 4: Return to the Postage section on page 1. Check the boxes that correspond to the form parts used. Add the postage amounts for all parts and enter on Line 1 Subtotal Postage, rounded off to two decimal places. For postage affixed mailings round off to three decimal places.

Step 5: Complete Line 2 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: Lines 3 and 4 are for postage adjustments that apply to the entire mailing. Report any Incentive/Discount on Line 3 and any Fee on Line 4.

Step 7: Calculate Line 5 Net Postage Due by subtracting any Postage Affixed and Incentive/Discount (Lines 2 and 3) from the Subtotal Postage (Line 1) and adding any Fee (Line 4). 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 Line 5.

Step 8: Read and sign the Certification section, including your telephone number. Attach all completed parts and submit with the mailing.

Instructions continued on next page

First-Class Mail—Instructions—Continued

Use this form for First-Class Mail and First-Class Package Service.

Further Information About Discount Total Column

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

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

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

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

This calculation can be expressed as an equation as follows:

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

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