



# Standard Mail

**Part A**  
Automation Letters

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

**Letters 3.3 oz. (0.2063 lbs.) or less**

	Entry	Price Category	Price	No. of Pieces	Subtotal Postage	Discount Total*	Fee Total	Total Postage
A1	None	5-Digit	\$0.255					
A2	None	3-Digit	0.274					
A3	None	AADC	0.274					
A4	None	Mixed AADC	0.291					
A5	DNDC	5-Digit	0.220					
A6	DNDC	3-Digit	0.239					
A7	DNDC	AADC	0.239					
A8	DNDC	Mixed AADC	0.256					
A9	DSCF	5-Digit	0.211					
A10	DSCF	3-Digit	0.230					
A11	DSCF	AADC	0.230					

**Letters Over 3.3 oz. up to 3.5 oz.**

	Entry	Price Category	Piece Price	Or Amount Affixed	No. of Pieces	Pieces Subtotal	Pound Price	Pounds	Pounds Subtotal	Subtotal Postage	Discount Total*	Fee Total	Total Postage
A12	None	5-Digit	\$0.255				\$0.00						
A13	None	3-Digit	0.274				0.00						
A14	None	AADC	0.274				0.00						
A15	None	Mixed AADC	0.291				0.00						
A16	DNDC	5-Digit	0.220				0.00						
A17	DNDC	3-Digit	0.239				0.00						
A18	DNDC	AADC	0.239				0.00						
A19	DNDC	Mixed AADC	0.256				0.00						
A20	DSCF	5-Digit	0.211				0.00						
A21	DSCF	3-Digit	0.230				0.00						
A22	DSCF	AADC	0.230				0.00						

For affixed postage mailings as described in DMM 243, compute and enter the price for each piece in the Amount Affixed column, multiply by No. of Pieces and total in the Total column.

A23	<b>Part A Total (Add Lines A1-A22)</b>
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**Full Service Intelligent Mail Option**

A24	DISPLAY ONLY	Letters - Number of Pieces that Comply _____ x \$0.001 =
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\* May contain both Full Service Intelligent Mail and other discount - see Instructions page for additional information

# Standard Mail

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

**Part B**  
Nonautomation Letters

**Machinable Letters** 3.3 oz. (0.2063 lbs.) or less

	Entry	Price Category	Price	No. of Pieces	Subtotal Postage	Discount Total	Fee Total	Total Postage
B1	None	AADC	\$0.290					
B2	None	Mixed AADC	0.307					
B3	DNDC	AADC	0.255					
B4	DNDC	Mixed AADC	0.272					
B5	DSCF	AADC	0.246					

**Nonmachinable Letters** 3.3 oz. (0.2063 lbs.) or less

	Entry	Price Category	Price	No. of Pieces	Subtotal Postage	Discount Total	Fee Total	Total Postage
B6	None	5-Digit	\$0.464					
B7	None	3-Digit	0.553					
B8	None	ADC	0.579					
B9	None	Mixed ADC	0.653					
B10	DNDC	5-Digit	0.429					
B11	DNDC	3-Digit	0.518					
B12	DNDC	ADC	0.544					
B13	DNDC	Mixed ADC	0.618					
B14	DSCF	5-Digit	0.420					
B15	DSCF	3-Digit	0.509					
B16	DSCF	ADC	0.535					

**Nonmachinable Letters** Over 3.3 oz. but less than 16 oz.

	Entry	Price Category	Piece Price	Or Amount Affixed	No. of Pieces	Pieces Subtotal	Pound Price	Pounds	Pounds Subtotal	Subtotal Postage	Discount Total	Fee Total	Total Postage
B17	None	5-Digit	\$0.268				\$0.763						
B18	None	3-Digit	0.337				0.763						
B19	None	ADC	0.389				0.763						
B20	None	Mixed ADC	0.423				0.763						
B21	DNDC	5-Digit	0.268				0.602						
B22	DNDC	3-Digit	0.337				0.602						
B23	DNDC	ADC	0.389				0.602						
B24	DNDC	Mixed ADC	0.423				0.602						
B25	DSCF	5-Digit	0.268				0.554						
B26	DSCF	3-Digit	0.337				0.554						
B27	DSCF	ADC	0.389				0.554						

For affixed postage mailings as described in DMM 243, compute and enter the price for each piece in the Amount Affixed column, multiply by No. of Pieces and total in the Total column.

**Part B Total** (Add lines B1-B27)

# Standard Mail

**Part C**  
Carrier Route Letters

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

## (Automation) Letters 3.3 oz. (0.2063 lbs.) or less

	Entry	Price Category	Price	No. of Pieces	Subtotal Postage	Discount Total*	Fee Total	Total Postage
C1	None	Saturation	\$0.194					
C2	None	High Density Plus	0.204					
C3	None	High Density	0.207					
C4	None	Basic	0.288					
C5	DNDC	Saturation	0.162					
C6	DNDC	High Density Plus	0.172					
C7	DNDC	High Density	0.175					
C8	DNDC	Basic	0.256					
C9	DSCF	Saturation	0.151					
C10	DSCF	High Density Plus	0.161					
C11	DSCF	High Density	0.164					
C12	DSCF	Basic	0.245					

## Letters EDDM 3.3 oz. (0.2063 lbs.) or less

	Entry	Price Category	Price	No. of Pieces	Subtotal Postage	Discount Total	Fee Total	Total Postage
C13	None	Saturation	\$0.194					
C14	None	High Density Plus						
C15	None	High Density						
C16	None	Basic						
C17	DNDC	Saturation	0.162					
C18	DNDC	High Density Plus						
C19	DNDC	High Density						
C20	DNDC	Basic						
C21	DSCF	Saturation	0.151					
C22	DSCF	High Density Plus						
C23	DSCF	High Density						
C24	DSCF	Basic						

## Nonautomation Letters 3.3 oz. (0.2063 lbs.) or less

	Entry	Price Category	Price	No. of Pieces	Subtotal Postage	Discount Total	Fee Total	Total Postage
C25	None	Saturation	\$0.205					
C26	None	High Density Plus	0.230					
C27	None	High Density	0.235					
C28	None	Basic	0.288					
C29	DNDC	Saturation	0.172					
C30	DNDC	High Density Plus	0.197					
C31	DNDC	High Density	0.202					
C32	DNDC	Basic	0.256					
C33	DSCF	Saturation	0.162					
C34	DSCF	High Density Plus	0.187					
C35	DSCF	High Density	0.192					
C36	DSCF	Basic	0.245					

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

**Part C continued on next page**

# Standard Mail

**Part C - Continued**  
Carrier Route Letters

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

**(Automation) Letters** Over 3.3 oz. up to 3.5 oz.

	Entry	Price Category	Piece Price	Or Amount Affixed	No. of Pieces	Pieces Subtotal	Pound Price	Pounds	Pounds Subtotal	Subtotal Postage	Discount Total*	Fee Total	Total Postage
C37	None	Saturation	\$0.194				\$0.00						
C38	None	High Density Plus	0.204				0.00						
C39	None	High Density	0.207				0.00						
C40	None	Basic	0.288				0.00						
C41	DNDC	Saturation	0.162				0.00						
C42	DNDC	High Density Plus	0.172				0.00						
C43	DNDC	High Density	0.175				0.00						
C44	DNDC	Basic	0.256				0.00						
C45	DSCF	Saturation	0.151				0.00						
C46	DSCF	High Density Plus	0.161				0.00						
C47	DSCF	High Density	0.164				0.00						
C48	DSCF	Basic	0.245				0.00						

**Letters EDDM** Over 3.3 oz. up to 3.5 oz.

	Entry	Price Category	Piece Price	Or Amount Affixed	No. of Pieces	Pieces Subtotal	Pound Price	Pounds	Pounds Subtotal	Subtotal Postage	Discount Total*	Fee Total	Total Postage
C49	None	Saturation	\$0.194				\$0.00						
C50	None	High Density Plus											
C51	None	High Density											
C52	None	Basic											
C53	DNDC	Saturation	0.162				0.00						
C54	DNDC	High Density Plus											
C55	DNDC	High Density											
C56	DNDC	Basic											
C57	DSCF	Saturation	0.151				0.00						
C58	DSCF	High Density Plus											
C59	DSCF	High Density											
C60	DSCF	Basic											

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

**Part C continued on next page**

# Standard Mail

**Part C - Continued**  
Carrier Route Letters

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

## Nonautomation Letters Over 3.3 oz. but less than 16 oz.

Entry	Price Category	Piece Price	Or Amount Affixed	No. of Pieces	Pieces Subtotal	Pound Price	Pounds	Pounds Subtotal	Subtotal Postage	Discount Total	Fee Total	Total Postage
C61	None	Saturation	\$0.078			\$0.615						
C62	None	High Density Plus	0.084			0.615						
C63	None	High Density	0.108			0.615						
C64	None	Basic	0.145			0.701						
C65	DNDC	Saturation	0.078			0.454						
C66	DNDC	High Density Plus	0.084			0.454						
C67	DNDC	High Density	0.108			0.454						
C68	DNDC	Basic	0.145			0.540						
C69	DSCF	Saturation	0.078			0.406						
C70	DSCF	High Density Plus	0.084			0.406						
C71	DSCF	High Density	0.108			0.406						
C72	DSCF	Basic	0.145			0.492						

## Letters EDDM Over 3.5 oz. but less than 16 oz.

Entry	Price Category	Piece Price	Or Amount Affixed	No. of Pieces	Pieces Subtotal	Pound Price	Pounds	Pounds Subtotal	Subtotal Postage	Discount Total	Fee Total	Total Postage
C73	None	Saturation	\$0.078			\$0.615						
C74	None	High Density Plus										
C75	None	High Density										
C76	None	Basic										
C77	DNDC	Saturation	0.078			0.454						
C78	DNDC	High Density Plus										
C79	DNDC	High Density										
C80	DNDC	Basic										
C81	DSCF	Saturation	0.078			0.406						
C82	DSCF	High Density Plus										
C83	DSCF	High Density										
C84	DSCF	Basic										

For affixed postage mailings as described in DMM 243, compute and enter the price for each piece in the Amount Affixed column, multiply by No. of Pieces and total in the Total column.

C85	<b>Part C Total (Add Lines C1-C84)</b>										
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## Full Service Intelligent Mail Option

C86	DISPLAY ONLY	Letters - Number of Pieces that Comply _____ x \$0.001 =
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# Standard Mail

**Part D**  
Automation Flats

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

## Flats 3.3 oz. (0.2063 lbs.) or less

	Entry	Price Category	Price	No. of Pieces	Subtotal Postage	Discount Total**	Fee Total	Total Postage
D1	None	FSS Sch Pallet	\$0.301					
D2	None	FSS Other	0.331					
D3	None	5-Digit	0.376					
D4	None	3-Digit	0.467					
D5	None	ADC	0.522					
D6	None	Mixed ADC	0.539					
D7	DNDC	FSS Sch Pallet	0.268					
D8	DNDC	FSS Other	0.298					
D9	DNDC	5-Digit	0.343					
D10	DNDC	3-Digit	0.434					
D11	DNDC	ADC	0.489					
D12	DNDC	Mixed ADC	0.506					
D13	DSCF	FSS Sch Pallet	0.258					
D14	DSCF	FSS Other	0.288					
D15	DSCF	5-Digit	0.333					
D16	DSCF	3-Digit	0.424					
D17	DSCF	ADC	0.479					
D18	DFSS	FSS Sch Cont.	0.253					
D19	DFSS	FSS Facility Cont.	0.283					

## Flats Over 3.3 oz. but less than 16 oz.

	Entry	Price Category	Piece Price	Or Amount Affixed	No. of Pieces	Pieces Subtotal	Pound Price	Pounds	Pounds Subtotal	Subtotal Postage	Discount Total**	Fee Total	Total Postage
D20	None	FSS Sch Pallet	\$0.144				\$0.763						
D21	None	FSS Other	0.174				0.763						
D22	None	5-Digit	0.219				0.763						
D23	None	3-Digit	0.310				0.763						
D24	None	ADC	0.365				0.763						
D25	None	Mixed ADC	0.382				0.763						
D26	DNDC	FSS Sch Pallet	0.144				0.602						
D27	DNDC	FSS Other	0.174				0.602						
D28	DNDC	5-Digit	0.219				0.602						
D29	DNDC	3-Digit	0.310				0.602						
D30	DNDC	ADC	0.365				0.602						
D31	DNDC	Mixed ADC	0.382				0.602						
D32	DSCF	FSS Sch Pallet	0.144				0.554						
D33	DSCF	FSS Other	0.174				0.554						
D34	DSCF	5-Digit	0.219				0.554						
D35	DSCF	3-Digit	0.310				0.554						
D36	DSCF	ADC	0.365				0.554						
D37	DFSS	FSS Sch Cont.	0.139				0.554						
D38	DFSS	FSS Facility Cont.	0.169				0.554						

For affixed postage mailings as described in DMM 243, compute and enter the price for each piece in the Amount Affixed column, multiply by No. of Pieces and total in the Total column.

D39 **Part D Total (Add Lines D1-D38)**

### Full Service Intelligent Mail Option

D40 DISPLAY ONLY Flats - Number of Pieces that Comply \_\_\_\_\_ x \$0.001 =

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

# Standard Mail

**Part E**  
Nonautomation Flats

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

## Flats 3.3 oz. (0.2063 lbs.) or less

	Entry	Price Category	Price	No. of Pieces	Subtotal	Postage	Discount Total	Fee Total	Total Postage
E1	None	FSS Sch Pallet	\$0.405						
E2	None	FSS Other	0.410						
E3	None	5-Digit	0.425						
E4	None	3-Digit	0.494						
E5	None	ADC	0.546						
E6	None	Mixed ADC	0.580						
E7	DNDC	FSS Sch Pallet	0.372						
E8	DNDC	FSS Other	0.377						
E9	DNDC	5-Digit	0.392						
E10	DNDC	3-Digit	0.461						
E11	DNDC	ADC	0.513						
E12	DNDC	Mixed ADC	0.547						
E13	DSCF	FSS Sch Pallet	0.362						
E14	DSCF	FSS Other	0.367						
E15	DSCF	5-Digit	0.382						
E16	DSCF	3-Digit	0.451						
E17	DSCF	ADC	0.503						
E18	DFSS	FSS Sch Cont.	0.357						
E19	DFSS	FSS Facility Cont.	0.362						

## Flats Over 3.3 oz. but less than 16 oz.

	Entry	Price Category	Piece Price	Or Amount Affixed	No. of Pieces	Pieces Subtotal	Pound Price	Pounds	Pounds Subtotal	Subtotal Postage	Discount Total	Fee Total	Total Postage
E20	None	FSS Sch Pallet	\$0.248				\$0.763						
E21	None	FSS Other	0.253				0.763						
E22	None	5-Digit	0.268				0.763						
E23	None	3-Digit	0.337				0.763						
E24	None	ADC	0.389				0.763						
E25	None	Mixed ADC	0.423				0.763						
E26	DNDC	FSS Sch Pallet	0.248				0.602						
E27	DNDC	FSS Other	0.253				0.602						
E28	DNDC	5-Digit	0.268				0.602						
E29	DNDC	3-Digit	0.337				0.602						
E30	DNDC	ADC	0.389				0.602						
E31	DNDC	Mixed ADC	0.423				0.602						
E32	DSCF	FSS Sch Pallet	0.248				0.554						
E33	DSCF	FSS Other	0.253				0.554						
E34	DSCF	5-Digit	0.268				0.554						
E35	DSCF	3-Digit	0.337				0.554						
E36	DSCF	ADC	0.389				0.554						
E37	DFSS	FSS Sch Cont.	0.243				0.554						
E38	DFSS	FSS Facility Cont.	0.248				0.554						

For affixed postage mailings as described in DMM 243, compute and enter the price for each piece in the Amount Affixed column, multiply by No. of Pieces and total in the Total column.

**Part E Total (Add lines E1-E38)**



# Standard Mail

**Part F**  
Carrier Route Flats

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

**Flats 3.3 oz. (0.2063 lbs.) or less**

	Entry	Price Category	Price	No. of Pieces	Subtotal Postage	Discount Total**	Fee Total	Total Postage
F1	None	Saturation*	\$0.205					
F2	None	HD Plus	0.230					
F3	None	HD	0.235					
F4	None	Basic	0.288					
F5	None	Basic - CR Bundles/Pallet	0.283					
F6	DNDC	Saturation*	0.172					
F7	DNDC	HD Plus	0.197					
F8	DNDC	HD	0.202					
F9	DNDC	Basic	0.256					
F10	DNDC	Basic - CR Bundles/Pallet	0.251					
F11	DSCF	Saturation*	0.162					
F12	DSCF/DFSS	HD Plus	0.187					
F13	DSCF/DFSS	HD	0.192					
F14	DSCF	Basic	0.245					
F15	DSCF	Basic - CR Bundles/Pallet	0.240					
F16	DDU	Saturation*	0.153					
F17	DDU	HD Plus	0.178					
F18	DDU	HD	0.183					
F19	DDU	Basic	0.238					
F20	DDU	Basic - CR Bundles/Pallet	0.233					
F21	Detached Address Label		0.035					
F22	Detached Marketing Label		0.035					

**Flats EDDM 3.3 oz. (0.2063 lbs.) or less\***

	Entry	Price Category	Price	No. of Pieces	Subtotal Postage	Discount Total	Fee Total	Total Postage
F23	None	Saturation	\$0.206					
F24	None	HD Plus						
F25	None	HD						
F26	None	Basic						
F27	DNDC	Saturation	0.173					
F28	DNDC	HD Plus						
F29	DNDC	HD						
F30	DNDC	Basic						
F31	DSCF	Saturation	0.163					
F32	DSCF	HD Plus						
F33	DSCF	HD						
F34	DSCF	Basic						
F35	DDU	Saturation	0.154					
F36	DDU	HD Plus						
F37	DDU	HD						
F38	DDU	Basic						

\* Full Service Intelligent Mail Option not available

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

**Part F continued on next page**

# Standard Mail

## Part F - Continued Carrier Route Flats

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

Flats Over 3.3 oz. but less than 16 oz.

Entry	Price Category	Piece Price	Or Amount Affixed	No. of Pieces	Pieces Subtotal	Pound Price	Pounds	Pounds Subtotal	Subtotal Postage	Discount Total**	Fee Total	Total Postage
F39	None	Saturation*	\$0.078			\$0.615						
F40	None	HD Plus	0.084			0.615						
F41	None	HD	0.108			0.615						
F42	None	Basic	0.145			0.701						
F43	None	Basic - CR Bundles/ Pallet	0.140			0.701						
F44	DNDC	Saturation*	0.078			0.454						
F45	DNDC	HD Plus	0.084			0.454						
F46	DNDC	HD	0.108			0.454						
F47	DNDC	Basic	0.145			0.540						
F48	DNDC	Basic - CR Bundles/ Pallet	0.140			0.540						
F49	DSCF	Saturation*	0.078			0.406						
F50	DSCF/ DFSS	HD Plus	0.084			0.406						
F51	DSCF/ DFSS	HD	0.108			0.406						
F52	DSCF	Basic	0.145			0.492						
F53	DSCF	Basic - CR Bundles/ Pallet	0.140			0.492						
F54	DDU	Saturation*	0.078			0.363						
F55	DDU	HD Plus	0.084			0.363						
F56	DDU	HD	0.108			0.363						
F57	DDU	Basic	0.145			0.449						
F58	DDU	Basic - CR Bundles/ Pallet	0.140			0.449						
F59	Detached Address Label	0.035										
F60	Detached Marketing Label	0.035										

\* Full Service Intelligent Mail Option not available

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

# Standard Mail

**Part F - Continued**  
Carrier Route Flats

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

**Flats EDDM** Over 3.3 oz. but less than 16 oz.\*

Entry	Price Category	Piece Price	Or Amount Affixed	No. of Pieces	Pieces Subtotal	Pound Price	Pounds	Pounds Subtotal	Subtotal Postage	Discount Total	Fee Total	Total Postage
F61	None	Saturation	\$0.079			\$0.615						
F62	None	HD Plus										
F63	None	HD										
F64	None	Basic										
F65	DNDC	Saturation	0.079			0.454						
F66	DNDC	HD Plus										
F67	DNDC	HD										
F68	DNDC	Basic										
F69	DSCF	Saturation	0.079			0.406						
F70	DSCF	HD Plus										
F71	DSCF	HD										
F72	DSCF	Basic										
F73	DDU	Saturation	0.079			0.363						
F74	DDU	HD Plus										
F75	DDU	HD										
F76	DDU	Basic										

For affixed postage mailings as described in DMM 243, compute and enter the price for each piece in the Amount Affixed column, multiply by No. of Pieces and total in the Total column.

\* Full Service Intelligent Mail Option not available

F77	<b>Part F Total (Add Lines F1-F76)</b>	
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**Full Service Intelligent Mail Option**

F78	DISPLAY ONLY	Flats - Number of Pieces that Comply _____ x \$0.001 =
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# Standard Mail - Marketing Parcels

**Part G**  
Marketing Parcels

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

**Presorted 3.3 oz. (0.2063 lbs.) or less**

	Entry	Price Category	Price	No. of Pieces	Subtotal Postage	Discount Total	Fee Total	Total Postage
G1	None	NDC	\$1.195					
G2	None	Mixed NDC	1.596					
G3	DNDC	5-Digit	0.722					
G4	DNDC	SCF	0.817					
G5	DNDC	NDC	1.144					
G6	DSCF	5-Digit	0.668					
G7	DSCF	SCF	0.763					
G8	DDU	5-Digit	0.627					
G9	Nonbarcoded Surcharge		0.061					

**Presorted Over 3.3 oz. but less than 16 oz.**

	Entry	Price Category	Piece Price	Or Amount Affixed	No. of Pieces	Pieces Subtotal	Pound Price	Pounds	Pounds Subtotal	Subtotal Postage	Discount Total	Fee Total	Total Postage
G10	None	NDC	\$0.961				\$1.133						
G11	None	Mixed NDC	1.362				1.133						
G12	DNDC	5-Digit	0.539				0.888						
G13	DNDC	SCF	0.634				0.888						
G14	DNDC	NDC	0.961				0.888						
G15	DSCF	5-Digit	0.539				0.625						
G16	DSCF	SCF	0.634				0.625						
G17	DDU	5-Digit	0.539				0.428						
G18	Nonbarcoded Surcharge		0.061										

For affixed postage mailings as described in DMM 243, compute and enter the price for each piece in the Amount Affixed column, multiply by No. of Pieces and total in the Total column.

**Part G Total (Add lines G1-G18)**

# Standard Mail - Marketing Parcels

**Part H**  
Carrier Route Parcels

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

## Parcels - Simple Samples

	Price Category	Price	No. of Pieces	Subtotal Postage	Discount Total	Fee Total	Total Postage
H1	Targeted Small						
H2	Targeted Large						
H3	Every Door (Saturation) Small						
H4	Every Door (Saturation) Large						
H5	Detached Address Label						
H6	Detached Marketing Label						

## Pallet Fee

	Entry Point	Pallet Type	No. of Pallets	Price	Total Postage
H7	DSCF	5-Digit		\$38.225	
H8	DNDC	5-Digit		81.584	
H9	DNDC	3-Digit		50.176	

## Carton/Sack Fee

	Pallet Type	No. of Cartons	Price	Total Postage
H10	3-Digit Pallet with 5-Digit Cartons/Sacks		\$6.833	

**Part H Total (Add lines H1-H10)**

# Standard Mail

**Part L**  
Customized MarketMail

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

Pieces 3.3 oz. (0.2063 lbs.) or less.

	Price	No. of Pieces	Total Postage
L1	\$0.440		

**Part L Total**

**Part M**  
Repositionable Notes

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

Price includes only charge for RPN, it does not include applicable postage charges. If using RPNs, all pieces in mailing must include RPNs.

	Price Category	Price	No. of Pieces	Total Postage
M1	Letters and Flats	\$0.00		

**Part M Total**

## Extra Services and Fees

**Part S**  
Extra Services and Fees

Check box at left 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
S4	USPS Tracking (Parcels only)	\$0.35				
S17	Picture Permit Imprint	0.020				
S19	Certificate of Bulk Mailing (Form 3606-D)					
S25	Live Animal Transportation					
S28	Hazardous Material Transportation					

**Part S Total (Add lines S4 - S28)**

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# Standard Mail - Instructions

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Use this form for regular Standard Mail prices.

**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 M and S. Complete the part(s) that pertain to your mailing. 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. The following information will help you to determine which parts to complete:

**Parts A-C: Letters**

Part A: Automation Letters. Enter total in Part A Total box.

Part B: Nonautomation Letters. Enter total in Part B Total box.

Part C: Carrier Route Letters. Enter total in Part C Total box.

**Parts D-F: Flats**

Part D: Automation Flats. Enter total in Part D Total box.

Part E: Nonautomation Flats. Enter total in Part E Total box.

Part F: Carrier Route Flats. Enter total in Part F Total box.

**Part G-H: Marketing Parcels (Reserved)**

Part G: Marketing Parcels. Enter total in Part G Total box.

Part H: Carrier Route Marketing Parcels. Enter total in Part H Total box.

**Part L: Customized MarketMail (CMM)** - Enter total in Part L Total box.

**Part M: Repositionable Notes (RPN)** - Enter total in Part M Total box.

**Part S: Extra Services** - Enter total in Part S Total box.

**Step 3:** Add the postage in parts A through S. For Permit Imprint mailings round off to four decimal places. For Postage Affixed round off to three decimal places.

**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.

**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.

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## Standard Mail - Instructions

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**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.

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