

## **Guidelines for Documenting Standard Mail Volume Sent Through A Mail Service Provider for Participation in USPS Summer Sale Program**

### **Background**

For a mailer to participate in the Postal Service's Standard Mail Summer Sale program an accurate accounting of volumes sent during specified past and future time periods is necessary. For those mailers that execute all their mailings through permits held by their company, the Postal Service is able to record how many pieces the mailer sends and when the mail is entered. However, some mailers send mail through a combination of company owned permits and permits held by the Mail Services Provider(s) (MSPs) who are executing their mailings. In other cases a mailer may send all of their mailings through the MSP(s) permits.

In some cases mail being sent through an MSP(s) permit is assigned a 'Ghost' account number so that the Postal Service can still identify and track volume sent back to the owner of the mail. There are two situations though that leaves the Postal Service blind to a mailer's mailing history. The first is when no ghost permit is assigned to a mailing sent on an MSP's permit. The second is when a mailer's mailing is part of a co-mail program run through and MSP's permit. Co-mailing is when the MSP merges mail from multiple owners in order to optimize their qualification for work share discounts.

As stated earlier, participation in the Standard Mail Summer Sale program is contingent on the Postal Service and the mailer being able to track all volume sent by the mailer during specific windows of time. For mailers sending volume through MSP permits that; a) are not currently identified by the Postal Service as having met the minimum volume requirement to participate in Summer Sale or, b) have been identified by Postal Service as being eligible but also, have volumes not accounted for being sent through MSP permit(s) the following guide lines have been created for mailers to use in providing documentation of volumes sent under these circumstances.

### **Documentation of MSP Permit Volume(s)**

There are four periods of time during which a non-parcel Standard Mail volume history is required in order to determine Summer Sale participation eligibility and volume thresholds for earning the Summer Sale discount.

- October 2007 through March 2008
- October 2008 through March 2009
- July 2008 through September 2008
- October 2008

Volume and revenue will need to be provided by month, by MSP, by MSP permit used. Included with these guidelines is a spreadsheet to be used for providing this and other information.

Along with the completed spreadsheet, the mailer must include one month of copied invoices or other similar documentation to support the volume entries for each permit listed. The mailer may choose for which month the documentation will be supplied. However, the Postal Service reserves the right to request the same documentation for all months at a future point.