

Exhibit 1



Manifest Mailing System Application

Before completing this application, review Publication 401, *Guide to the Manifest Mailing System*.

Company Name and Address (Please Print) (Street, City, State, ZIP+4)	Name of company representative responsible for your manifest system
Signature and Date	Phone Number ()

Mailing Information

Check ONLY the class(es) and option(s) that are applicable to your system.

First-Class Mail:

Letters/Cards

- Automation Single-Piece
 Presorted

Flats

- Automation Single-Piece
 Presorted

Parcels

- Presorted Single-Piece

Priority Mail:

- Commercial Com. Plus
 Reg./Medium Flat-Rate Box Flat-Rate Envelope
 Small Flat-Rate Box
 Large Flat-Rate Box
 Military Flat-Rate Box

Standard Mail:

- Regular Prices Nonprofit Prices

Destination Entry Prices

- DBMC DSCF DDU

Letters

- Automation Enhanced Cr Rt
 Nonauto Mach Nonauto Nonmach

Flats

- Automation Presorted
 Enhanced Carrier Route

Parcels

- Machinable Not Flat-Machinables
 Irregular Enhanced Carrier Route

Package Services:

Parcel Post

- Single-Piece

Parcel Select

- DBMC
 DSCF
 DDU
 BMC Presort
 OBMC Presort
 Barcoded Nonpresort Machinable

Bound Printed Matter

- Flats Parcels
 Nonpresorted Presorted Carrier Route
 DBMC DSCF DDU

Media Mail

- Single-Piece 5-Digit Basic

Library Mail

- Single-Piece 5-Digit Basic

Combined Package Services Parcels

- DSCF and DDU Entry Option
 DBMC Machinable Parcels Option

Combined Parcels:

- Optional Combined Parcels Mailing (Standard/Package Services)

Other: _____

Extra Services Options for Domestic Mail

- Delivery Confirmation
 - Electronic Retail
- Signature Confirmation
 - Electronic Retail
- Certified (First-Class Mail only)
- Collect on Delivery (COD)
- Insured
- Registered (First-Class Mail only)
- Return Receipt for Merchandise
- Return Receipt Restricted Delivery
- Special Handling
- Certificate of Mailing
- Parcel Airlift
- Bulk Insurance

International Mail Options

First-Class Mail International

- Postcards/Letters
- Large Envelopes (Flat)
- Packages (Small Packets)
- M-Bag

Priority Mail International

- Single-Piece
- Small Flat-Rate Box
- Regular/Medium Flat-Rate Box
- Large Flat-Rate Box
- Flat-Rate Envelope

Extra Services Options for International Mail

- Insured (Priority Mail parcels only)
- Registered
- Return Receipt (Registered and Insured only)

1. Post office where permit imprint is authorized.

City/State/ZIP+4: _____

2. Have prior arrangements been made for verification and acceptance of your manifest mail?

- Yes
- No Contact your postmaster.

3. What days would you like to present your manifest mailings? [circle day(s)]

M Tu W Th F Sa

4. Are your mailings seasonal/cyclical?

- Yes Please describe: _____
- No

5. Will your firm develop the manifest system?

- Yes
- No Please give the name and address of the vendor developing your manifest system (including Internet-based systems):

6. Is your manifest software MAC-certified? (The Postal Service Manifest Analysis and Certification program.)

- Yes State product name and version number: _____
- No

7. Postage payment:

A. Will your manifest system prepare a computer-generated facsimile postage statement?

- Yes No

B. Will you be using Postal Wizard to produce your postage statements?

- Yes No

8. Explain how your manifest system ensures against duplicate mailpiece identification numbers within a mailing. _____

9. Does your manifest system list identification numbers in alpha-numeric sequence?

- Yes
- No (Refer to chapters 5 and 6.)

10. How are piece weights determined?

- By weighing after the mailpiece is produced.
- By predetermined weight(s). Explain how predetermined weights are calculated and how often they are updated in your system. _____

Other method. (Describe.)

11. What are the manufacturer's specifications for maintaining the calibration of the scales used by the system to determine piece weights and how will you meet those requirements?

12. How are your price and zone tables updated in your system? (Explain.)

13. Can you print price and zone tables from your manifest equipment?

- Yes Include copies with this application.
- No Explain how price tables are obtained. _____

14. Can your manifest system apply:

A. The nonmachinable surcharge on letter-size mail?

- Yes No N/A

B. The nonmachinable price for Parcel Select Destination Entry when applicable?

- Yes No N/A

C. The nonbarcoded surcharge for Standard Mail parcels and Not-Flat Machinables?

- Yes No N/A

D. The balloon price for Priority Mail under 20 pounds and over 84 inches in length and girth combined?

- Yes No N/A

E. The Dimensional Weight for Priority Mail?

Yes No N/A

F.. The balloon price for Parcel Post/Parcel Select under 20 pounds and over 84 inches in length and girth combined?

Yes No N/A

G. The “oversized” price for Parcel Post/Parcel Select measuring over 108 inches in length and girth?

Yes No N/A

15. Which data elements require manual input to generate your manifest?

Unique ID number

Class of mail

Other (specify): _____

16. Do you agree to allow reasonable access to mail preparation areas for Postal Service employees to observe mail preparation and verify mailing records?

Yes

No (If no, this may impact your authorization.)

17. What date would you like to begin manifesting your mail? _____

Please submit in hardcopy the following documentation for a sample mailing (or mailings if several manifest options are to be approved). These samples must be produced from the actual software and hardware that will be used.

- Complete description of quality control (QC) procedures.
- Samples of QC worksheets.
- Sample of each type of manifest. If you are interested in using electronic media, see chapter 4.
- Completed sample of each postage statement or facsimile postage statement.
- Sample mailpieces or labels showing the permit imprint and the unique identification number or keyline.
- Completed sample Form 3877, *Firm Mailing Book for Accountable Mail* or facsimile, if you are manifesting pieces with Extra Services.
- Sample of any privately printed Extra Services labels.
- Price tables and zone charts, if available.
- Presort documentation for Presorted Bound Printed Matter manifests.