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Chapter 1

Manifest Mailing — The Basics

1-1 What Is Manifest Mailing?

1-1.1 Manifest mailing is an automated system that allows a mailer to document postage and fees for all pieces in a mailing paid via permit imprint indicia. Each piece in the mailing is assigned a unique identification number that may be compared with the manifest. Using a permit imprint indicia eliminates the need to affix postage (metered or stamped). The Manifest Mailing System (MMS) may be used to pay domestic or international postage, as well as fees for extra services.

1-1.2 To participate in the MMS program, you must develop or use a computerized system that generates documentation to support mailings. This documentation must meet postal standards for format, completeness, accuracy, timeliness, and proper payment of postage. You may present manifest documentation in hardcopy or in an electronic format (see chapter 4).

1-2 Getting Started

To set up and maintain an MMS, you will need to:

1-2.1 Plan, develop, test, and install a computer system in-house or acquire a system from a vendor, including systems that are Internet based.

1-2.2 Develop and administer effective quality control procedures that ensure the integrity of the system (see chapter 3).

1-2.3 Enhance or modify the system as necessary to allow for adjustments, such as changes in postage prices, presort requirements, or zones.

1-3 What May Be Manifested

1-3.1 All classes of domestic mail, except Express Mail® items and Periodicals, qualify for manifest mailing under the standards in this publication.

1-3.2 Manifesting for International mail is limited to First-Class Mail International™ and Priority Mail International™.

1-3.3 Express Mail may be manifested under the standards of Publication 97, Express Mail Manifesting Technical Guide.

1-3.4 Consult *Mailing Standards of the United States Postal Service*, Domestic Mail Manual (DMM®) and *Mailing Standards of the United States Postal Service*, International Mail Manual (IMM®) for the requirements for eligibility, mail preparation, processing categories, price markings, and endorsements.

1-4 Minimum Volume Requirements

1-4.1 The minimum volume for each manifest mailing is 200 pieces or 50 pounds of mail.

1-4.2 For single-piece price mail, all classes and processing categories of domestic and international mail may be applied toward meeting the 200-piece or 50-pound minimum if presented to the Postal Service™ for acceptance at the same time and reported on the same manifest.

1-5 Exceptions to the Minimum Volume Requirements

1-5.1 Some types of presorted mailings may require different piece or weight minimums (such as 500 pieces for a Presorted First-Class Mail® mailing).

1-5.2 Qualified manifest mailers may submit less than minimum volumes for a specified period of time. (See 11-1 for more details.)

1-5.3 Less than minimum volumes may be accepted occasionally from mailers who usually meet minimums. Typically, this is caused by an infrequent low-volume day or production problem.

1-5.4 A Registered Mail™ or registered collect on delivery (COD) manifest mailing, which by standard requires a separate manifest listing, may contain fewer than 200 pieces or 50 pounds of mail if presented at the same time with another manifest mailing that meets the minimum volume requirements.

1-5.5 A manifest of single-piece price pieces presented with a manifested presorted mailing that meets the required minimum volume standards is not required to meet an additional 200-piece or 50-pound minimum.

1-5.6 Mailings consisting of pieces that weigh less than 1 pound, but are paid for at the single-piece 1-pound price and have a minimum of 50 pieces, are eligible as a permit imprint manifest mailing.

1-6 Mailpiece Identification Numbers

1-6.1 In a manifesting system, each mailpiece is identified either with a unique identification number or with a keyline containing a unique identification number and price information about the piece.

1-6.2 The identification number may be shown as a barcode, but if a barcode is used, the identification number must also be shown in human-readable characters.

1-7 Determining Piece Weights

Accurate piece weights are required to ensure proper postage payment.

1-7.1 Piece weights may be determined by scales or by a method of predetermining the weights.

1-7.2 If scales are used, they must be zero-balanced daily and maintained to the manufacturer's specifications.

1-7.3 For predetermined weights, a written explanation of how the piece weights are calculated is required. Weights must be updated when new shipments are received, suppliers are changed, or items are added to the inventory.

1-7.4 There is an option to overstate piece weights to prevent the underpayment of postage when using predetermined weights. To avoid underpayment of postage for pieces at or near the weight or price break point, the mailer may overstate the weight and postage. When this occurs, the actual postage will be recorded as the same as the manifest postage during postage sampling, and these pieces will not be charged as incorrect. If this option is chosen, it will be included in the authorization letter or Business Mailer Support (BMS) authorized agreement. (See **Exhibit 4** for more details.)

1-7.5 The postage or weight for each piece is recorded on the manifest by the computer. The weights must be reported to four decimal places. If the manifest document cannot report to four decimal places, the Postal Service will consider the additional digits as zeros for computation purposes.

1-7.6 Piece weights for some prices may be shown as rounded to whole numbers, and the postage would not be affected. For example, a weight of 2.2545 pounds for a Parcel Post® piece could be shown on the manifest as 2.2545 or 3.0000, and the price would be the same.

1-7.7 If the weights are rounded to whole numbers, then the actual total weight of the mailing must be shown on the postage statement, except if the mailing is prepared according to 1-5.6, and then the weight reported on the postage statement would be the rounded weight. If it is a plant-verified drop shipment mailing, the actual weight must also be shown on PS Form 8125, *Plant-Verified Drop Shipment (PVDS) Verification and Clearance*.

1-7.8 Priority Mail® dimensional weight pieces have a calculated weight on which postage is based. Both actual weight and the postage based weight must be reflected on the manifest.

1-8 Types of Manifest Formats

1-8.1 *Itemized Processing.* Each piece of mail is individually listed by unique identification number, weight, and other pertinent information (see chapter 5). This option is not available for First-Class Mail presorted letter-size mailings and piece price Standard Mail® letter-size mailings.

1-8.2 *Batch Processing.* The mailing is divided into groups of mailpieces with consecutive identification numbers. Only the identification numbers of the first and last pieces of each group are listed, along with the piece count and the total postage charges for the entire batch. This method is limited to piece price letter-size and flat-size mailings (see chapter 6).

1-9 Verifying the Accuracy of the MMS

The Postal Service verifies the accuracy of the MMS by selecting mailpieces at random and comparing the pieces with the manifest.

1-9.1 If the sampling indicates that the total postage or total weight of the pieces sampled is understated by more than 1.5 percent, the Postal Service adjusts the total postage for the mailing accordingly.

1-9.2 If postage is overstated by more than 1.5 percent, no postage adjustments are made. (See **Exhibit 22** for examples of these calculations.)

1-9.3 The Postal Service uses the ±1.5-percent accuracy level to determine the quality of the manifest system. Continual submissions of mailings that exceed the ±1.5-percent accuracy level may result in suspension of MMS privileges.

1-9.4 The mailer has the option to rework a mailing rather than pay a postage adjustment. The entire mailing must be reprocessed and submitted with new documentation.

1-10 The MAC Program

1-10.1 The Postal Service has a voluntary program for vendors who supply manifest software. The Manifest Analysis and Certification (MAC™) program tests vendor-supplied manifesting software to determine whether it calculates postage and fees accurately and is able to produce listings of mailpieces, facsimile postage statements, and other documentation that meet applicable Postal Service standards. If the software successfully passes the MAC test, it is certified by the Postal Service. A list of MAC-certified vendors is published periodically in the Postal Bulletin and may be obtained from the business mail entry manager or found on the Internet at *http://ribbs.usps.gov/files/mac/csp*. Mailers who develop manifesting software in-house may also apply for certification.

1-10.2 Using MAC-certified software expedites the authorization process. However, the use of the software, the equipment supporting the system (such as scales and computers), and the quality control implemented by the mailer must be reviewed at each mailer site before the system is approved by the Postal Service.

1-11 Pickup Service for Manifest Mailings

1-11.1 Manifest mailings may be collected by the Postal Service at the mailer's facility for transport to the business mail entry unit prior to acceptance and payment, if the Postal Service determines that this service is mutually beneficial.

1-11.2 If the mailer requests pickup service, the mailer may enter into a No Fee Pickup Service Agreement, PS Form 5543 which is normally initiated by USPS Sales. The pickup fee will not be applied if the mailer meets the terms and conditions of the No Fee Pickup Service Agreement and the responsible USPS function agrees to perform the pickup as outlined in the agreement. If the terms and conditions outlined in the agreement are not met, all applicable fees for pickup service apply.

1-12 Where to Obtain Information

1-12.1 *Postal Service Contacts*

You may contact your local Post Office™ for information regarding manifest mailing. You may also call the National Customer Support Center at 800-238-3150 — ask for the "MAC Department" to be connected with a specialist who can provide the telephone number for the "Manifest Mailing Team" in your area. You will need to provide the ZIP Code™ of the Post Office where you will deposit your manifest mailings. Depending on your location, it may be a long distance call to the nearest Manifest Mailing Team, so request a callback.

1-12.2 *Publications Available On-Line*

The following publications are available on on the Postal Service Internet at *usps.com*:

a. To access the Domestic Mail Manual (DMM) and the International Mail Manual (IMM) from *usps.com*, click on *All Products & Services*, then *Publications*, then *Postal Periodicals and Publications*, and then *Manuals*.

b. To access the *Postal Bulletin* from *usps.com*, click on *All Products & Services*, then *Publications*, then *Postal Periodicals and Publications*, and then *Postal Bulletin*.

c. To access *MailPro* from *usps.com*, click on *All Products & Services*, then *Publications*, and then *MailPro*. You can also order *MailPro* by mail, e-mail, telephone, or fax, as noted below:

NATIONAL CUSTOMER SERVICE SUPPORT CENTER
6060 PRIMACY PKY STE 101
MEMPHIS TN 38188-0001

E-mail: *mncsc@usps.com*
Telephone: 800-238-3150
Fax: 901-681-4521

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Chapter 2

How to Apply

2-1 Completing the Application

Complete the application included as **Exhibit 1**. If you have questions about any part of the form, your local Postal Service representative can assist you.

Prior to submitting the application, develop quality control (QC) procedures for preparing a manifest mailing (see chapter 3).

2-2 Providing Support Documentation

With your application, provide samples of the following support documentation:

2-2.1 A detailed written description of your internal quality control and the forms used to document your quality control procedures.

2-2.2 An example of each type of manifest that you will use, correctly formatted and listing sample pieces. (Supply applicable summary information when required. For MAC-certified software, the product name and version number shown must be on the most current MAC listing.)

2-2.3 Presort documentation for Presorted Bound Printed Matter mailings.

2-2.4 Mailpieces or mailing labels that correspond to the sample manifest(s) showing format and location of the unique identification number or keyline and permit imprint indicia. If multiple permit imprint indicias will be combined in a mailing, include a sample of each indicia.

Note: Different permit imprint indicias are permitted in manifest mailings. However, postage must be paid from a single permit imprint trust account, and all the permits must be authorized in the city where postage is paid on the mailing. A separate annual mailing fee must be paid for each permit imprint included in a Standard Mail mailing.

2-2.5 Completed postage statements corresponding to the sample manifest(s). These must be by Postal Wizard or computer-generated facsimiles containing all information on the current Postal Service forms. Facsimiles need not contain price information for prices not claimed in a mailing.

Note: For plant-verified drop shipment (PVDS) mailings, a consolidated postage statement and register of mailings are required.

2-2.6 Completed PS Form(s) 3877, *Firm Mailing Book for Accountable Mail* (manual or computer facsimile), corresponding to the sample manifest(s), if extra services are used and the information required by PS Form 3877 is not reported on the manifest.

2-2.7 Written explanation of how predetermined weights are determined.

2-2.8 Any Postal Service–approved privately printed extra services labels, if applicable.

2-2.9 Price tables and zone charts, if available.

2-3 Authorization

2-3.1 Submit the application and supporting documentation to your local postmaster or appropriate Postal Service representative.

2-3.2 The application is forwarded to the district manager in the district serving the Post Office where you submitted your application.

2-3.3 The district manager ensures that the application is reviewed and that your system is reviewed at your facility. Based on this information and depending on the type of manifest mailing system, the district manager will take one of the following actions:

a. Issue an authorization letter if your system is a district-authorized MMS. This authorization describes your responsibilities and those of the Postal Service. You may begin mailing when you receive your authorization letter.

b. Issue a temporary authorization letter if your system is a BMS-authorized system. You may begin mailing when you receive your temporary authorization letter. (See 2-4.)

c. Notify you of the corrective actions that must be taken before you can begin mailing under the MMS.

2-4 Mailing Under Temporary Authorization

Within 90 days after temporary authorization has been given, Business Mailer Support will conduct a review of your system.

2-4.1 If your system meets the standards, a final MMS agreement will be prepared, and you will be authorized to manifest mail according to the terms of the agreement.

2-4.2 If your system is not functioning properly, manifest mailing privileges may be suspended or withdrawn until necessary corrections are made.

2-5 If Your Application Is Not Approved

2-5.1 District-authorized systems:

a. If you are unable to take corrective actions to meet the standards for a district-authorized manifest mailing system, your application will not be approved. The district manager will notify you in writing of the reason(s) for denial.

b. You may file a written appeal with the district manager within 15 days of receiving the notice. Your appeal should include any additional evidence that supports your application. Your appeal is forwarded to the manager of Business Mailer Support (BMS), who advises you, in writing, of the final decision.

2-5.2 BMS-authorized systems:

a. If you are unable to take corrective actions to meet the standards for a BMS-authorized manifest mailing system, your application will not be approved. The BMS manager will notify you in writing of the reason(s) for denial.

b. You may file a written appeal with the BMS manager within 15 days of receiving the notice. Your appeal should include any additional evidence that supports your application. Your appeal is forwarded to the manager of Marketing Technology and Channel Management at Postal Service Headquarters, who advises you, in writing, of the final decision.

2-6 Authorization Term

All systems are permanently authorized until such time that reviews or other information indicates that the system is not functioning sufficiently to protect postal revenue.

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Chapter 3

Quality Control

3-1 Purpose

3-1.1 To participate in the Manifest Mailing System (MMS), you must implement a documented quality control (QC) program that ensures the following:

a. Integrity of the system.

b. Accuracy of the documentation.

c. Eligibility of the mailings for the postage prices claimed.

d. Ability to take corrective actions.

3-1.2 Your QC procedures and reporting documents must be approved by the Postal Service and described in an attachment to the authorization letter or agreement. Sample QC procedure attachments are shown in **Exhibits 2A** through **2F**.

3-2 Program Elements

3-2.1 An effective QC program identifies potential or actual system failures at the earliest possible stage in mail preparation and documentation.

3-2.2 A QC program must ensure that the MMS meets the following standards:

a. Postage price tables and zone charts in the system are accurate and can be updated as necessary.

b. Piece weights are accurate. (For predetermined weight systems, piece weights must be updated whenever piece weight factors change.)

c. Procedures are established to ensure that the scale manufacturer's operating, calibrating, and maintenance instructions are followed. Each scale must be tested for accuracy with standard test weights before use each day.

d. Identification numbers are unique within the same mailing.

e. Pieces subject to nonmachinable and nonbarcoded surcharges are identified.

f. All pieces are listed on the appropriate manifest and directed to the proper staging area or vehicle.

g. All requirements for requested extra services are met.

h. Pieces of different classes (unless you are authorized to combine Standard Mail and Package Services machinable parcels) or processing categories are physically separated and matched with the corresponding manifest summary and postage statement when taken to the Postal Service for verification and acceptance.

i. Pieces qualify for the class, processing category, and levels of presort reported on the manifest as stated in the DMM and IMM.

j. Mailings are correctly sorted when required for the price requested. The contents of packages, sacks, trays, and pallets are properly labeled.

k. Actual samples from mailings are compared with the corresponding documentation.

l. Manifest summary totals agree with the numbers reported on the postage statement before these documents are submitted to the Postal Service.

3-3 Checking Postage Payment and Mail Preparation Accuracy

Check your manifest mailings for proper postage payment and mail preparation and/or sortation according to the terms of your authorization letter or agreement.

3-3.1 To check postage payment accuracy, you may use the Postal Service verification procedures described in chapter 9, or you may develop your own procedures based on this section.

3-3.2 If you prepare mailings subject to sortation requirements, you must check to ensure that the mail is properly sorted. **Exhibits 2E** and **2F** describe a simple method to accomplish this type of verification. Your local Postal Service representative can also supply you with the necessary information and training to do this.

3-4 Retaining Quality Control Documents

3-4.1 Retain quality control sampling reports (as described in your authorization letter or agreement) for 90 days.

3-4.2 If you detect errors during your sampling process, you must describe the corrective action taken on the sampling report.

3-4.3 This same procedure must also be followed when the Postal Service finds and reports errors to you.

Chapter 4

Manifest Documentation

4-1 Required Documents

4-1.1 A manifest listing, summary (when required), and postage statement are required for each mailing.

4-1.2 You may present manifests in hardcopy or electronic media.

4-1.3 When articles with extra services are included in a manifest mailing, a completed PS Form 3877, *Firm Mailing Book for Accountable Mail*, or facsimile is required, unless all the information required by PS Form 3877 is shown on the manifest. PS Form 3877 may also be presented electronically. See chapter 7 for more information about extra services.

4-1.4 Presorted Bound Printed Matter mailings may require separate presort documentation.

4-2 Submitting Manifests Electronically

Submitting manifests electronically is encouraged because it reduces paper and printer costs. It also saves production time when closing out the manifest for submission. Manifests may be submitted electronically using the procedures described in Option A or B below. An electronic manifest must be in the same format and contain the same elements, including page totals and cumulative page or line totals, as a hardcopy manifest (see chapters 5 and 6).

4-2.1 ***Option A — Electronic Manifest at Mailer's Plant***

To present mail for verification at your plant and use an electronic manifest, you must meet all the following conditions:

a. Be authorized by the Postal Service to have mail verified at your plant by a Postal Service acceptance clerk.

b. Make available to the Postal Service acceptance clerk a computer terminal or a personal computer (PC) and a printer to access the electronic manifest and print selected pages, if necessary.

c. Train the Postal Service acceptance clerk to access and use your electronic system on an as-needed basis and provide a simple user's guide.

4-2.2 ***Option B — Electronic Manifest at Post Office***

To present mail for verification at the accepting Post Office and use an electronic manifest, you must meet all the following conditions:

a. The Post Office where you will submit manifests in electronic form must already have the necessary computer hardware. If it does not, you will be responsible for providing the hardware compatible with your electronic manifests. The manifest file may be submitted on a CD or sent via e-mail.

b. If there is a computer available at the Post Office, your software must be compatible with the Post Office's system.

c. Your software must be menu-driven and easy to use.

d. You must train Postal Service acceptance clerks to use your software and provide a simple user's guide.

4-2.3 ***Software Requirements***

In Options A and B, you must use software that allows the acceptance clerk to do the following:

a. Move from one screen (page) of the manifest to the next easily.

b. View each page entirely on the screen.

c. Locate individual identification numbers immediately.

d. Go directly to the summary, if required (or last page of the manifest if no summary is required).

e. Print any page of the manifest.

4-3 Submitting Postage Statements

4-3.1 With each mailing, submit a completed, signed, hardcopy — use Postal Wizard or Postal Service–approved computer-generated facsimiles.

4-3.2 When presenting mixed-class manifest mailings, submit separate postage statements for each class and subclass.

4-3.3 When submitting individual postage statements, use Postal Wizard or Postal Service–approved computer-generated facsimiles. Facsimiles must be the latest version of each Postal Service form and show the form date on the facsimile.

4-4 Retaining Manifest Documents

4-4.1 The mailer must retain the following documents (in hardcopy or electronic media) for 90 days:

a. Manifest listings.

b. Summary, if required.

c. Postage statement(s).

4-4.2 Retain your copies of PS Forms 3877 or facsimiles (in hardcopy or electronic media) for 1 year to support extra services claims.

4-5 Refunds

If you discover that you have overpaid postage and wish to file a request for a postage refund, you must submit a written request to the administering postmaster. You must document and clearly explain the reasons for requesting the refund and explain what corrective action has been taken to ensure that the discrepancy does not recur. Copies of all documentation supporting your postage refund request must be submitted with your request.

4-5.1 District-authorized systems:

Refund requests for district-authorized systems are authorized by the district manager.

a. If the district manager determines that the refund is valid and excess postage was paid, a full refund will be made subject to 4-5.3.

b. If the district manager denies your refund request, then you may file a written appeal with the district manager within 15 days of receiving the notice. Your appeal should include any additional evidence that supports your refund request. Your appeal is forwarded to the manager of Business Mailer Support (BMS), who advises you, in writing, of the final decision.

4-5.2 BMS-authorized systems:

a. If the BMS manager determines that the refund is valid and excess postage was paid, a full refund will be made subject to 4-5.3.

b. If the BMS manager denies your refund request, then you may file a written appeal with the BMS manager within 15 days of receiving the notice. Your appeal should include any additional evidence that supports your refund request. Your appeal is forwarded to the manager of Marketing Technology and Channel Management, who advises you, in writing, of the final decision.

4-5.3 When a system failure in your operation causes a postage refund request to be processed, the administrative costs of processing those requests will be passed on to you. The responsible manager will determine the extent of those costs .You must pay this amount to the administering postmaster or authorize, in writing, its deduction from the amount of the refund, before the refund can be processed. The refund amount will be denied if you refuse to pay the administrative costs or fail to notify the postmaster that the costs are to be deducted from the refund amount.

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Chapter 5

Itemized Manifest

5-1 Description

5-1.1 Itemized processing produces a manifest of each piece in ascending alpha-numeric order or in ascending order by presort level. Itemized processing is generally used for mixed-class single-piece price, Standard Mail piece/pound price, and Package Services mailings.

5-1.2 Single-piece price mail of different classes and/or processing categories may be listed on the same itemized manifest.

5-1.3 Itemized processing must be used for:

a. Mailings with extra services.

b. Mailings that combine different classes or subclasses of mail.

c. Standard Mail piece/pound price mailings.

5-2 Assigning Unique Identification Numbers

5-2.1 Assign a unique identification number before or after producing the piece. The ID number is required for reconciling individual mailpieces to a manifest to ensure that postage was calculated correctly and all pieces are listed.

5-2.2 Do not duplicate an ID number in a mailing.

5-2.3 Print the ID number on the address side of each piece in 8-point type or larger.

5-2.4 List each number in ascending order on the manifest, followed by the information related to the calculation of postage for the piece.

5-2.5 Always list the ID numbers on the manifest in ascending order whether they are composed only of numbers or are alpha-numeric.

Note: A computer-generated number, product number, or other number may be used, as appropriate. A Delivery Confirmation™ or Signature Confirmation™ number is also acceptable.

Note: The ID number may be shown as a barcode, but if a barcode is used, the ID number must also be shown in human-readable characters.

5-3 Itemized Manifest Format

This section describes the itemized manifest format. Specific formats by class and subclass may be found in the Exhibits section.

5-3.1 Header

The header on the first page of the manifest includes the following:

a. Mailer's name and address.

b. Date of mailing.

c. Origin Post Office (office where postage is paid), including ZIP Code.

d. Permit imprint number.

e. Class of mail. (For mixed-class manifests, enter "Mixed" or leave blank.)

f. Manifest sequence number.

1) This is a mailer-selected number shown on each MMS document to relate it to a specific manifest mailing. The following are the format requirements:

(a) Numbers must be consecutive by manifest type.

(b) For mailers with multiple mailing sites, numbers must be consecutive by mailing site and manifest type.

(c) Numbers must not repeat within a 12-month period.

2) Gaps in consecutive numbers must be explained when requested by the administering Post Office.

3) Show this number on summaries, postage statement(s), PS Form(s) 8125 for plant-verified drop shipment (PVDS) mailings, and on PS Form 3877 when extra services are used for pieces reported on the manifest.

Note: While manifest sequence numbers have been previously required, the requirement for using consecutive sequence numbers and tracking gaps in sequence numbers is new. Therefore, the Postal Service is allowing mailers and software developers until June 1, 2008, to comply with the new requirements.

g. If using MAC-certified software, the product name and version number; if not using MAC-certified software, the software version number.

h. Processing category.

5-3.2 **Body**

The body of the manifest is made up of data elements — some required and some optional — about the pieces being mailed.

a. The manifest must list the pieces in ascending order by identification number. If it is a presorted mailing, then list the piece ID numbers by ZIP Code in presort order.

b. Enough elements must be listed to allow the Post Office to determine whether proper postage is paid for all pieces and proper fees are paid for any pieces using extra services.

c. Identify all pieces using extra services, the service(s) used, the value of the individual piece (if applicable), and the fee(s) for that service(s).

d. Each destination entry for PVDS mailings requires a separate manifest and summary. The individual manifests may be formatted and presented as a single document as long as each entry remains separate and identifiable.

5-3.3 **Footer**

The footer at the bottom of each page of the manifest must show the following:

a. Individual page totals for pieces, weight, and/or postage and fees.

b. Cumulative page totals if the manifest does not include a cumulative postage column (and fees, if applicable) for piece price mailings or a cumulative weight column and piece count column for piece/pound price mailings.

c. Page totals and cumulative page totals as needed when using an asterisk to identify Delivery/Signature Confirmation or nonbarcoded pieces.

5-3.4 **Summary**

The summary consolidates and summarizes the detailed information about the mailing. Examples of summaries are shown in the Exhibits section following the applicable manifest category.

a. If you report more than one class or subclass of mail on a manifest, produce a separate summary for each class or subclass and a grand total summary.

b. PVDS mailings require both a line item summary by entry point and a grand total summary.

c. The summary must include all information necessary to complete a postage statement.

d. A system-generated summary is required for all manifests except those produced by a MAC Gold system.

5-4 Extra Services Summary

A summary for extra services fees is also required when articles using extra services are included in a manifest mailing. The summary must show a subtotal for each type of extra services fee included on the manifest, a grand total of all extra services fees, and a listing of total extra services fees paid per postage statement.

5-5 Adjusting for Damaged or Withdrawn Mail

The manifest must be adjusted if mail that is reported on the manifest is damaged during processing and cannot be presented or if mail is withdrawn for any other reason.

To adjust for damaged or withdrawn mail, follow the instructions in *either* item a or b below:

a. Line out the identification number, weight, and postage information on the itemized manifest (line out the piece on PS Form 3877, if applicable).

b. Deduct the total number of pieces, piece weights, and postage and fees from the totals shown on the manifest, summary, and postage statement, and write the following information about each damaged or withdrawn mailpiece on a separate listing:

   1) Unique identification number.

   2) Piece weight.

   3) Postage (and fee amount if applicable).

Chapter 6

Batch Manifest

6-1 Description

6-1.1 Batch processing produces an abbreviated manifest. Each piece has a unique identification number printed within a keyline.

6-1.2 This method is limited to piece price letter-size and flat-size pieces.

6-1.3 The unique identification numbers are not printed individually on the manifest. Instead, the mailing is divided into batches of mailpieces with consecutive identification numbers. The listing includes the identification numbers for the first and last pieces in each batch, the total postage charges for each batch, and the total number of pieces in each batch.

6-2 Keyline Information — Format

Each mailpiece must have a properly formatted keyline. The keyline must contain the following required information printed in 8-point type or larger from left to right with at least one space between data elements:

a. Consecutive identification numbers in ascending order and not reversed sequence within a tray or package.

b. Weight increment of the mailpiece. (Not applicable for Standard Mail.)

c. Two-letter abbreviations for the qualified price category of the mailpiece listed in Table 6-2a or Table 6-2b.

Note: Mailpieces that qualify for more than one discount must show each price category abbreviation separated by a slash in the keyline. For example, a Standard Mail piece that qualifies for the 5-digit automation price and is entered at the destination SCF must have a keyline that includes both “AV” and “DS” separated by a slash (AV/DS).

d. Total postage paid (based on weight increment and price category).

e. Codes for internal use. (Your codes may be printed to the right of the postage paid information. Leave at least two spaces between the postage paid and any internal code information.)

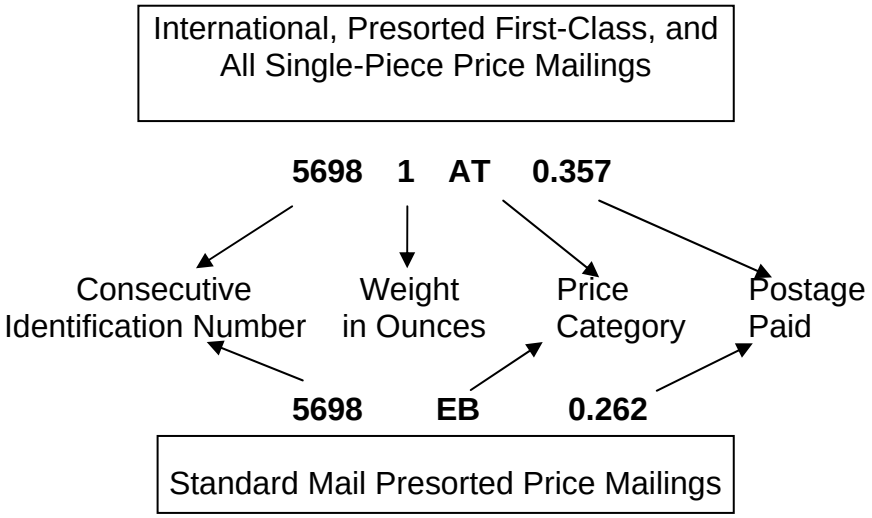
Table 6-2a
Price Category Codes — First-Class Mail

Code	Price Category
AV	Automation 5-Digit
AT	Automation 3-Digit
AB	Automation AADC Letters
	and Automation ADC Flats
MB	Automation Mixed AADC Letters
	and Automation Mixed ADC Flats
FP	Presorted
SP	Single-Piece Price

Table 6-2b
Price Category Codes — Standard Mail

Code	Price Category
AV	Automation 5-Digit
AT	Automation 3-Digit
AB	Automation AADC Letters
	and Automation ADC Flats
MB	Automation Mixed AADC Letters
	and Automation Mixed ADC Flats
AD	Machinable AADC Letters
MD	Machinable Mixed AADC Letters
NV	Nonmachinable 5-Digit
NT	Nonmachinable 3-Digit
NA	Nonmachinable ADC
NM	Nonmachinable Mixed ADC
EB	Enhanced Carrier Route Basic
EH	Enhanced Carrier Route High Density
ES	Enhanced Carrier Route Saturation
DB	Destination Bulk Mail Center (DBMC)
DS	Destination Sectional Center Facility (DSCF)
DD	Destination Delivery Unit (DDU)

Keyline Format Example



6-3 Keyline Location

6-3.1 The keyline must be readily identifiable.

6-3.2 The keyline must be placed on the address side anywhere that does not conflict with other postal requirements.

6-3.3 Keylines printed on inserts in window envelopes must be entirely visible with at least 1/8-inch clearance between the keyline and the edge of the window.

6-4 Batch Type

6-4.1 One of two batch types may be chosen:

a. Fixed.

b. Floating.

6-4.2 *Fixed Batch.* Choose a suitable maximum batch size of 10 or more pieces. Divide the pieces in each required (or authorized optional) destination sortation level into batches of that size. The last batch size may contain fewer pieces when necessary to complete the sortation level. A batch may not be split between containers.

Example:

In a carrier route presort mailing, a mailer establishes a batch size of 20 pieces and has 45 pieces for a particular carrier route. The pieces for that carrier route are listed on the manifest in three batches, as follows:

a. Two batches of 20 pieces.

b. One batch of 5 pieces.

However, a carrier route with fewer than 20 pieces is listed in a single batch of 10 to 19 pieces. As a general rule, choose the fixed batch size so that at least half of the batches are of the established batch size.

Exception: When a scheme sort exists, documentation standards require the listing of each 5-digit or 3-digit ZIP Code within the scheme. When this occurs, there may be more than one batch of less than the fixed size for that scheme.

6-4.3 *Floating Batch.* The size of each batch may correspond to the number of pieces for a destination sortation level or the number of pieces in an individual package. However, the batch size may not exceed 300 pieces or the contents of a single tray or sack, whichever is less.

Exception: In letter-size automation or machinable mailings, a batch may exceed 300 pieces but may not exceed one tray.

Example:

One batch may be prepared in one of the following ways:

a. All the pieces for a 3-digit package.

b. All the packages for any single 3-digit ZIP Code area placed in the same tray or sack.

c. All mail for any single 3-digit/scheme ZIP Code placed in the same tray.

If the pieces in a single destination sortation level must be placed in two or more trays or sacks, the pieces in each tray or sack must be listed as separate batches.

6-5 Batch Manifest Format

This section describes the batch manifest format. Specific formats by class and subclass may be found in the Exhibits section of this publication.

6-5.1 Header

The header on the first page of the manifest includes the following:

a. Mailer's name and address.

b. Date of mailing.

c. Origin Post Office (office where postage is paid), including ZIP Code.

d. Permit imprint number.

e. Class(es) of mail.

f. Manifest sequence number.

1) This is a mailer-selected number shown on each MMS document to relate it to a specific manifest mailing. The following are the format requirements:

(a) Numbers must be consecutive by manifest type.

(b) For mailers with multiple mailing sites, numbers must be consecutive by mailing site and manifest type.

(c) Numbers must not repeat within a 12-month period.

2) Gaps in consecutive numbers must be explained when requested by the administering Post Office.

3) Show this number on summaries, postage statement(s), PS Form(s) 8125 for plant-verified drop shipment (PVDS) mailings, and on PS Form 3877 when extra services are used for pieces reported on the manifest.

Note: While manifest sequence numbers have been previously required, the requirement for using consecutive sequence numbers and tracking gaps in sequence numbers is new. Therefore, the Postal Service is allowing mailers and software developers until June 1, 2008, to comply with the new requirements.

g. If using MAC-certified software, the product name and version number; if not using MAC-certified software, the software version number.

h. Processing category.

6-5.2 **Body**

The listing includes the identification numbers for the first and last pieces in each batch and the total number of pieces in each batch.

a. Mailpieces must be listed in ascending consecutive identification number order with no breaks in number sequence.

b. The manifest lists the batches consecutively by ZIP Code, in presort order if required, for that particular type of mailing.

c. The total postage for each batch and cumulative postage totals are also listed.

d. Manifests for enhanced carrier route mailings must list the total number of pieces to each carrier route within a 5-digit ZIP Code area.

e. When you claim automation-based prices, show the following:

1) Total number of pieces in each batch.

2) Subtotals for each presort level in the mailing. (Letters: carrier route, 5-digit, 3-digit, AADC, and mixed AADC. Standard Mail flats: 5-digit, 3-digit, ADC, and mixed ADC.)

f. Each destination entry for PVDS mailings requires separate manifests and summaries. The individual manifests may be formatted and presented as a single document as long as each entry remains separate and identifiable.

6-5.3 **Footer**

The footer of the manifest must show the following:

a. Individual page totals for pieces, weight and/or postage, and fees.

b. Cumulative page totals if the manifest does not include a cumulative postage column for piece price mailings.

6-5.4 **Summary**

The summary consolidates the detailed information about the mailing. Examples of summaries are shown in the Exhibits section following the applicable manifest category.

a. If you report more than one class or subclass of mail on a manifest, produce a separate summary for each class or subclass and a grand total summary.

b. PVDS mailings require both a line item summary by entry point and a grand total summary.

c. The summary must include all information necessary to complete a postage statement.

d. A system-generated summary is required for all manifests.

6-6 Adjusting for Damaged or Withdrawn Mail

You must adjust the manifest if mail that is reported on the manifest is damaged during processing and cannot be presented or if mail is withdrawn for any other reason. To adjust for damaged or withdrawn mail, follow these steps:

6-6.1 Write the following information about each damaged or withdrawn mailpiece on the manifest or on a separate listing:

a. Unique identification number.

b. Piece weight.

c. Postage amount.

6-6.2 Deduct the total number of pieces, piece weight, and postage from the batch and summary totals on the manifest and the postage statement.

Note: Vendor-supplied software that assigns consecutive identification numbers at the end of processing may require a different method of determining adjustments for damaged or withdrawn mail. With this kind of vendor-supplied system, mail that is damaged during processing will probably not be included as part of the manifest listing because the consecutive identification number and keyline information have not been applied yet.

Chapter 7

Extra Services

7-1 General Information Chart

The following chart lists the various types of extra services offered by the Postal Service. Fees for these services may be paid through the manifest mailing system.

Service	Form/Label/Endorsement	Observations
Certificate of Mailing	PS Form 3817 (Individual) PS Form 3877 (3 or more pieces)	Available for single-piece First-Class Mail, Priority Mail, and Package Services.
Certified Mail™	PS Form 3800	Available for matter prepaid at First-Class Mail or Priority Mail prices.
Collect on Delivery (COD)	PS Form 3816	Maximum amount collectible $1,000. Must show amount due sender. Available for First-Class Mail, Priority Mail, and Package Services.
Delivery Confirmation	PS Form 152 (Retail) PS Form 314 (Electronic)	Available for Priority Mail, First-Class Mail parcels, Package Services, Standard Mail machinable and irregular parcels, and not-flat machinables using the electronic option.
Signature Confirmation	PS Form 153 (Retail) PS Form 315 (Electronic)	Available for Priority Mail, First-Class Mail parcels, and Package Services.
Insured for $200 or less	PS Form 3813	Maximum insurance $200. Available for Package Services, and Package Services matter prepaid at First-Class Mail prices with proper enclosure endorsements.
Insured for more than $200	PS Form 3813-P	Maximum insurance up to $5,000. Available for Package Services, and Package Services matter prepaid at First-Class Mail prices with proper enclosure endorsements.
Insurance, Bulk	PS Form 3813 (Under $200) PS Form 3813-P (More than $200)	Standard Mail machinable or irregular parcels.

Service	Form/Label/Endorsement	Observations
Insured international	PS Form 3813-P	Maximum insurance varies by country. Available only for matter prepaid at Priority Mail International prices.
Registered Mail With Insurance	Label 200	Maximum insurance up to $25,000; available for matter prepaid at First-Class Mail prices, items returned under merchandise return service, and official mail for which insurance is not requested.
Registered Mail Without Insurance	Label 200	Available for matter prepaid at First-Class Mail prices.
Registered Mail With COD	Label 200 and PS Form 3816	Available for matter prepaid at First-Class Mail prices.
Registered international mail	Label 200	Maximum indemnity payment is limited (See IMM for limitations). Available for Priority Mail International flat-rate envelope, First-Class International items, postcard prices, and free matter for the blind.
Return receipt domestic mail	PS Form 3811	Available for mail sent Certified, Registered, COD, and numbered insured.
Return receipt international mail	PS Form 2865	Available for mail sent Registered or insured.
Return receipt for merchandise	PS Form 3804	Available for merchandise sent as Priority Mail, Standard Mail machinable and irregular parcels, and Package Services.
Special handling	Endorsed “Special Handling”	Available for Package Services, Priority Mail, and First-Class Mail.
Parcel airlift	PAL marking	Package Services mail to APO/FPO addresses only; not exceeding 30 pounds or 60 inches in length and girth combined.

Note: Refer to the DMM or IMM for detailed descriptions of specific extra services and the technical requirements for using them.

7-2 Privately Printed Extra Services Labels

You may use privately printed extra services labels. These labels must be approved by a mailpiece design analyst at the district office.

Note: Delivery Confirmation and Signature Confirmation labels must be approved by the National Customer Support Center — call 800-238-3150, option 5. Mailers may combine Delivery Confirmation or Signature Confirmation with insurance on an integrated barcode label.

7-3 Placement of Extra Services Labels

You must place the required endorsement, form, or label on pieces with extra services above the address and to the right of the return address.

7-4 Registered Mail Manifests

Registered Mail service must be reported on a separate manifest. Additionally, the fee paid for Registered Mail service must be shown within the permit imprint. An example of the permit imprint format for Registered Mail service is shown below.

First-Class Mail
U.S. Postage Paid
Fee $ 13.10
Indianapolis, IN
Permit No. 200

7-5 Extra Services Manifest Format

7-5.1 For mailings that include pieces using extra services, use the itemized manifest process and format.

7-5.2 The extra services number, such as the insured or Delivery Confirmation number, may be used as the piece identification number.

7-5.3 The manifest must also identify all pieces using extra services, the service used, and the fee for each service. Report the information requested on PS Form 3877, *Firm Mailing Book for Accountable Mail*.

7-6 PS Form 3877, Firm Mailing Book for Accountable Mail

7-6.1 If your manifest mailing includes pieces with extra services, list the pieces on PS Form 3877, Firm Mailing Book for Accountable Mail, or a computer-generated facsimile PS Form 3877. The Postal Service uses the information on PS Form 3877 to respond to claims for loss or damage to mailpieces and to inquire about other services requested. The Postal Service acceptance personnel will sign and date the summary page and return the manifest. This will serve as your record of the pieces mailed.

7-6.2 PS Form 3877 may be prepared as follows:

a. Combined with the postage payment information on the manifest.

b. A separate computer-generated facsimile form. The form must state “PS Form 3877 (Facsimile).”

c. If there are 15 or fewer pieces, manually on the preprinted Postal Service form.

Note: The manifest can serve as PS Form 3877 if all the information required by PS Form 3877 is reported on the manifest. See **Exhibit 30** for sample format of PS Form 3877 and manifest combined.

7-7 Format of PS Form 3877 Facsimile

7-7.1 Below are the requirements for the format of a PS Form 3877 facsimile. See **Exhibit 30C** for sample format of a PS Form 3877 facsimile.

a. Number of article (extra services number and unique ID number, if the numbers are different).

b. Complete name and address, city, state, and ZIP Code of the addressee.

c. Postage.

d. Extra services fee(s) and other values:

1) Registered Mail fee based on the actual (full) value of the piece.

2) Insured value and insured fee based on the amount of indemnity coverage.

3) Amount due the sender for COD mail.

4) Handling charges for domestic Registered Mail, if applicable.

5) Other extra services fees, as applicable.

e. Total charges (line item for total postage and fees paid).

f. Page totals and cumulative page totals for fees.

7-8 Requirement for Duplicate Copies of PS Form 3877

7-8.1 Submit an original and duplicate PS Form 3877 for each of the following:

a. Domestic Registered Mail.

b. Domestic Registered COD mail.

c. Domestic COD mail.

d. International registered mail.

7-8.2 The Post Office signs and dates PS Form(s) 3877 and retains one copy. The second copy is returned to you and serves as your mailing receipt. Retain PS Form(s) 3877 or facsimile(s) for 1 year to support extra services claims.

7-9 Use of Electronic PS Form 3877

7-9.1 You may use an electronic PS Form 3877 for all extra services options except registered or COD mail.

7-9.2 An electronic PS Form 3877 requires the submission of a hardcopy summary. The summary must show a subtotal for each type of extra services fee included on the manifest and a total of all extra services fees.

7-9.3 When filing a claim, submit the original Postal Service date-stamped hardcopy summary page and either of the following:

a. A CD with the manifest and PS Form 3877 that shows the piece(s) in question, if you normally submit your manifest on CD.

b. A hardcopy manifest and PS Form 3877 that shows the piece(s) in question.

Chapter 8

Postal Service Management Responsibilities

8-1 Overview

8-1.1 The Manifest Mailing System (MMS) allows mailers who pay postage by permit imprint to combine identical or nonidentical weight pieces into a single mailing through the use of an automated system. Instructions for preparation of manifest mailings and documentation requirements are described in chapters 1 through 7.

8-1.2 Postal Service managers who review, authorize, and administer an MMS must be thoroughly familiar with the procedures in this publication. They are to ensure that proper postage is paid, that the mailer maintains a quality system, and that Postal Service acceptance personnel complete all required procedures.

8-1.3 The Postal Service employees assigned to verify and accept mailings under an MMS authorization letter or agreement must be trained in the following:

a. Mail verification and acceptance procedures.

b. Administration of the authorization/agreement.

8-2 Managers' Responsibilities

8-2.1 **District Manager**

a. Administers MMS authorizations for mailers in district Post Office service area.

b. Ensures employees have received training on MMS procedures as outlined in this publication prior to accepting MMS mailings.

c. Issues the authorization letter (**Exhibit 4C**) for district-authorized systems or a temporary authorization letter (**Exhibit 4B**) for BMS-authorized systems.

d. Authorizes systems that produce mailings of:

1) Any class or mixed classes of single-piece price domestic or international mail, including mailings with extra services and predetermined weights. (Express Mail and Periodicals are excluded.)

2) Presorted First-Class Mail letter systems not exceeding 25,000 pieces per manifest and not exceeding 50,000 pieces total daily manifested mail volume.

e. May not authorize any MMS that produces presorted mailings, including First-Class Mail (except as noted in 8-2.1c), Standard Mail, Package Services, and PVDS mailings.

f. Ensures that the implementation and administration of any MMS meets the requirements in the authorization letter or agreement, the DMM, the IMM, and this publication by conducting the required reviews described in chapter 10.

g. May suspend any MMS authorization when the mailer is unable or unwilling to correct errors that result in continual postage or fees adjustments.

h. May rescind district authorizations when the mailer is unable or unwilling to correct errors that result in continual postage or fees adjustments.

8-2.2 **Administering Postmaster**

a. Verifies and accepts manifest mailings from authorized mailers.

b. Ensures that the terms of the authorization are administered effectively.

c. May suspend, upon notification to the district manager, an MMS when the mailer is unable or unwilling to correct errors that result in continual postage or fees adjustments.

8-2.3 **Manager of Business Mailer Support**

a. Issues final agreement for all manifest systems that produce presorted mailings, including First-Class Mail (except as noted in 8-2.1c), Standard Mail, Package Services, and PVDS mailings.

b. Ensures that the implementation and administration of any system authorized by BMS meets the requirements in the agreement, the DMM, the IMM, and this publication by conducting the reviews described in chapter 10.

c. May suspend or rescind any BMS authorized agreement when the mailer is unable or unwilling to correct errors that result in continual postage or fees adjustments.

8-3 Authorization Process

8-3.1 **MMS Application Requirements**

a. The mailer submits a completed MMS application to the postmaster serving the mailer's plant or the district manager (for mailers located in the district Post Office service area).

b. The MMS application is included as **Exhibit 1**. For the mailer's requirements, see chapters 2 and 3 in this publication.

c. The application must include the following:

1) A description of the mailer's quality control (QC) procedures.

2) A sample of QC worksheets.

3) A sample of each type of manifest to be used.

4) A completed copy of each computer-generated postage statement facsimile, unless the mailer is authorized to use Postal Wizard.

5) Presort documentation for Presorted Bound Printed Matter mailings.

6) Sample mailpieces or labels showing the permit imprint and the unique identification number or keyline.

7) Completed PS Form(s) 3877 (manual or computer facsimile) corresponding to the sample manifest(s), if extra services are used and the information required by PS Form 3877 is not reported on the manifest.

8) A written explanation of how predetermined weights are determined.

9) Price tables and zone charts, if available.

10) Privately printed extra service labels, if applicable.

8-3.2 Review by Administering Postmaster

The administering postmaster reviews the application and supporting documentation using the *MMS Application Review Checklist* in **Exhibit 3** to verify the following:

a. The application is complete.

b. The required supporting documentation is supplied.

c. The proposed QC procedures are sound and will ensure that mailings are properly prepared and that correct postage and fees are paid.

d. Qualified Postal Service personnel and resources are available to administer the proposed manifest mailing system.

The administering postmaster signs and dates the completed *MMS Application Review Checklist* and sends it, along with the application and the supporting documentation, to the district manager.

8-3.3 District Review

The district manager (or designee) schedules and conducts an onsite review of the mailer's system and the administering Post Office procedures used to verify and accept manifest mailings using **Exhibit 6A,** *District MMS Authorization Checklist*. During this review, the mailer must produce a sample mailing and documentation that substantiates that the system is accurately calculating postage.

8-3.4 District Authorization Process

a. If the results of the review are favorable and the application and District MMS Authorization Checklist, Parts A and B, are complete, the district manager issues *either* of the following:

1) An MMS authorization letter for district-authorized systems (**Exhibit 4C**).

2) A temporary authorization letter (**Exhibit 4B**) for BMS-authorized systems.

b. If Parts A or B of the review reveal deficiencies or problems requiring corrective action, the district manager notifies the mailer in writing of the actions that must be taken. An MMS authorization letter is issued only after the mailer has corrected the problems noted during the review. The mailer may begin to mail once the authorization letter is issued.

c. The district manager (or designee) will, within 10 business days from the date of the on-site review, complete Part C of the *District MMS Authorization Checklist* (**Exhibit 6A**). If Part C of the review reveals deficiencies or problems requiring corrective action on the part of either the mailer or the administering Post Office, the district manager notifies the appropriate party in writing of the actions that must be taken.

d. The business mail entry manager creates a record in the National System Database for the new mailing system when this function becomes available in *PostalOne!* (**Note**: Until this function is available, continue to provide new system information to the BMS analyst.)

e. The business mail entry manager notifies the BMS analyst (by telephone, memo, or e-mail) within 7 days after the initial startup of a BMS administered MMS.

8-3.5 **District Process for BMS-Authorized Systems**

a. Manifest systems, other than those that the district authorizes, must be approved by the BMS manager.

b. For systems requiring BMS approval, the district completes the initial review of the mailer's application and system (using **Exhibit 6A**) and issues the 90-day temporary authorization letter (using **Exhibit 4B**).

c. A completed application and *MMS Application Review Checklist,* along with all documentation required by the application, and the temporary authorization letter must be submitted to the BMS analyst within 7 days after the temporary authorization is granted.

8-3.6 **Review by BMS Manager**

a. After receiving a copy of the temporary MMS authorization letter and supporting documents, the BMS manager ensures that an onsite review is scheduled. This review will be conducted (using **Exhibit 6B**) after the 5-day initial sampling period but prior to the expiration of the temporary 90-day authorization of the MMS.

b. If the results of the review are favorable, the BMS manager prepares and signs the MMS agreement (**Exhibit 4**) and forwards to the business mail entry manager to obtain signatures of all participants.

c. The business mail entry manager obtains the appropriate signatures, returns the original signed agreement to the business mailer support analyst, and provides copies to all participants.

d. If the BMS review indicates the system should not receive final approval, the BMS manager notifies the mailer of the reason(s) and takes one of the following actions:

1) Allows the mailer to use the system if the mailer takes appropriate corrective action that can lead to final authorization of the system.
2) Suspends the temporary authorization until the mailer takes appropriate and effective corrective action to resolve the problems identified during the review.
3) Denies final approval and rescinds the temporary authorization if the mailer cannot or will not take corrective action.

8-4 Authorization Term

All systems are permanently authorized until such time that reviews or other information indicates that the system is not functioning sufficiently to protect postal revenue. See 10-3.3 regarding managing deficient systems.

8-5 System Changes

8-5.1 If additional manifest options or modifications are requested, the mailer must submit a sample manifest(s) and updated quality control procedures supporting the requested change to the administering postmaster. The request is forwarded to the district. The district reviews the request following the procedures outlined in 8-3.3 and 8-3.4.

8-5.2 If a mailer notifies the Post Office that the mailer no longer intends to use an MMS option, or if a review identifies that the mailer is not using an option, the authorization letter must then be reissued describing the current MMS options.

8-6 Refunds

8-6.1 **General**

MMS postage refunds may be authorized by the district manager for district-authorized systems and by the BMS manager for BMS-authorized systems.

8-6.2 At the minimum, the mailer must provide the following documentation and submit it to the following email address: ***SPPSRefunds@usps.gov***

1. Detailed description of the issue
2. Dollar amount of the request
3. The number of pieces affected
4. Date the system or procedural failure occurred
5. Mailer's Tax Identification Number (TIN)
6. Corrective action to prevent recurrence
7. Other pertinent information
    a. Postage Statements
    b. Qualification Reports
    c. MMS supporting documents, etc.

8-6.3 **District Manager**

a. District-authorized systems:

1) Reviews the refund request and supporting documentation.

2) If the district manager approves the mailer's application for refund, the administering postmaster processes the refund under the direction of the district manager.

3) If the district manager determines that excess postage was paid because of an error by the Postal Service, a refund of the authorized amount of postage overpaid is made.

4) If the district manager determines that the refund request is valid and excess postage was paid because of an error by the mailer, a refund of the authorized amount of postage overpaid is made, under the following procedures:

   (a) The district manager documents the total administrative costs (work hours) for processing the refund request and any associated costs (travel expenses) incurred to adjudicate the refund.

   (b) The district manager notifies the administering postmaster of the additional administrative charges to collect from the mailer for processing the postage refund request. The district manager authorizes the administering postmaster to refund the postage only after the mailer has furnished payment for the additional administrative costs or agreed in writing to the deduction of those costs from the amount of the refund.

   (c) In the event that the mailer fails or refuses to pay the administrative costs, the district manager denies the refund request. The district manager also determines whether the MMS authorization should be continued. If the authorization will not be continued, the mailer is notified in writing (by Certified Mail service with return receipt requested) that the MMS authorization will be suspended effective upon receipt of the notification.

5) If a decision is made to deny the refund, the district manager notifies the mailer and the administering postmaster of the decision in writing. The mailer may submit a written appeal to the manager of Business Mailer Support at Postal Service Headquarters. The appeal must be submitted, through the district manager, within 15 days of the mailer's receipt of the denial letter. The district manager forwards the mailer's appeal, along with the original file and any additional information, to the manager of Business Mailer Support at Postal Service Headquarters for a final decision.

   Note: Postage statements must not be reversed and rebilled unless they can be accomplished on the original date of mailing. All other adjustments, reversals, or re-billings must be considered an MMS refund and the mailer notified of the correct procedures.

b. BMS-authorized systems:

   1) Reviews the refund request documentation for completeness and accuracy, make a recommendation to approve or deny, and forward the complete refund request to the BMS manager.

2) If the request for a refund is a result of an error by the mailer, the district manager must document the amount of time spent reviewing and processing the application and supporting documentation for the refund. In addition, the names of individuals processing the application and performing the in-depth examination, their titles and pay levels, and the amount of time spent by each must be documented and submitted with the refund application to the BMS manager.

8-6.4 **Manager of Business Mailer Support**

a. Reviews the refund request and supporting documentation.

b. If the BMS manager approves the mailer's application for refund, the administering postmaster processes the refund under the direction of the BMS manager.

c. If the BMS manager determines that excess postage was paid because of an error by the Postal Service, a refund of the authorized amount of postage overpaid is made.

d. If the BMS manager determines that the refund request is valid and excess postage was paid because of an error by the mailer, a refund of the authorized amount of postage overpaid is made, under the following procedure:

1) The BMS manager documents the total administrative costs (work hours) for processing the refund request and any associated costs (travel expenses) incurred to adjudicate the refund.

2) The BMS manager notifies the administering postmaster of the additional administrative charges to collect from the mailer for processing the postage refund request. The BMS manager authorizes the administering postmaster to refund the postage only after the mailer has furnished payment for the additional administrative costs or agreed in writing to the deduction of those costs from the amount of the refund.

3) In the event the mailer fails or refuses to pay the administrative costs, the BMS manager denies the refund request. The BMS manager also determines whether the MMS agreement should be continued. If the agreement will not be continued, the mailer is notified in writing (by Certified Mail service with return receipt requested) that the MMS agreement will be suspended effective upon receipt of the notification.

e. If a decision is made to deny the refund, the BMS manager notifies the mailer, the administering postmaster, and the district of the decision in writing. The mailer may submit a written appeal to the vice-president of Mail Entry & Payment Technology at Postal Service Headquarters. The appeal must be submitted, through the BMS manager, within 15 days of the mailer's receipt of the denial letter. The BMS manager forwards the mailer's appeal, along with the original file and any additional information, to the vice-president of Mail Entry & Payment Technology at Postal Service Headquarters for a final decision.

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Chapter 9

Acceptance Procedures

9-1 General Instructions

9-1.1 Postal Service employees must verify mailings either at the Post Office or at the mailer's facility, as determined by the administering postmaster with concurrence of the district office. When verifications are done at the mailer's facility, Postal Service employees must have sufficient time to verify the mail before the scheduled dispatches.

9-1.2 Acceptance employees must complete the following steps on every mailing:

a. Review each manifest for manual corrections to verify that the numbers on the summary and postage statements are properly adjusted.

b. Compare manifest totals with manifest summary and postage statement(s).

c. Retain a copy of the sampling/postage adjustment worksheet and the postage statement in the administrative file and provide a copy of these to the mailer if a scheduled postage sampling shows that the accuracy level exceeds ±1.5 percent.

d. Deduct the additional postage as an adjustment from the mailer's account if the postage total was adjusted.

e. Scan the barcode on PS Form 3152, *Confirmation Services Certification*, for mailings using Confirmation Services. The PS Form 3152 may be included on the manifest rather than as a separate form.

f. Record required data on the Quarterly MMS Accuracy Worksheet (see chapter 10).

g. If mail is accepted at a detached mail unit, ensure that verified mailings are not left unsecured before dispatch. (***Exception:*** Not required for PVDS mailings.)

9-2 Postage Verification Frequency

9-2.1 Verify all mailings for the first five mailings or 5 days, whichever occurs first. After that period, if the next mailing does not exceed the ±1.5-percent difference, the frequency may be reduced to the schedule noted in Table 9-2.1.

Table 9-2.1
Postage Verification Frequency

Number of Mailings Per Week	Number of Verifications Per Week
10+	1 per 5 mailings
2–9	1
1 or fewer	Verify each mailing

9-2.2 If any mailing exceeds the ±1.5-percent difference, the next mailing must be sampled. However, if the next mailing is a re-entered mailing, then sample that mailing and the next mailing. Each mailing must be within the ±1.5-percent accuracy level before the reduced frequency sampling schedule may resume.

9-2.3 BMS may authorize an alternate verification schedule once the system has been given final approval.

9-3 Sample Size

The sample sizes required to verify a manifest mailing are shown in **Exhibit 20** for itemized manifests and **Exhibit 21** for batch manifests.

9-4 Postage Verification

9-4.1 **Itemized Manifest Mailings**

The Exhibits section contains the following sampling worksheets to conduct postage samplings for itemized manifest mailings:

a. PS Form 8159, *MMS Sampling/Postage Adjustment Worksheet — Itemized Manifest Mailings* (**Exhibit 17**).

b. PS Form 8160, *MMS Sampling/Postage Adjustment Worksheet — Standard Mail Piece and Piece/Pound Price Mailings* (**Exhibit 18**).

c. PS Form 8161, *MMS Sampling/Postage Adjustment Worksheet — Presorted and Carrier Route Bound Printed Matter Mailings* (**Exhibit 19**).

Instructions for conducting those verifications and completing PS Forms 8159, 8160, and 8161 are detailed in **Exhibits 17A**, **18A**, and **19A**, respectively.

9-4.2 **Mixed Classes of Single-Piece Price Mail**

For postage verification, a mailing that combines classes or processing categories is considered a single mailing. Follow these procedures to conduct the postage sampling:

a. Perform a single postage sampling using PS Form 8159.

b. The number of pieces must be considered when determining the verification sample size as described in **Exhibit 20**. Try to choose the number of pieces from each class of mail in proportion to the volume of that class or subclass in the overall mailing.

c. If a postage adjustment is required (for example, if the postage adjustment factor is greater than 1.015), calculate the corrected postage as specified on the worksheet.

d. The additional postage due is determined by subtracting the mailer's declared postage on the manifest summary from the corrected postage. The additional postage due from the mailer is deducted as an adjustment to his or her account.

e. For a mixed-classes mailing, ensure that the totals of all postage statements match the manifest summary and equal the total postage.

9-4.3 Combined Mailings of Standard Mail and Package Services (DMM 705.6)

When conducting postage verifications of combined mailings of Standard Mail and Package Services, follow these procedures:

a. Perform a separate postage sampling verification on each manifest submitted for each class or subclass of mail.

b. The number of pieces on each manifest must be considered when determining the verification sample size, as described in **Exhibit 20**. For example, if the mailing consists of 500 pieces of Standard Mail, 500 pieces of Parcel Post, and 500 pieces of Library Mail reported on separate manifests, then you would select 30 sample pieces of each class or subclass. If it is not possible to locate enough pieces for each class or subclass, then obtain the minimum sample size from the classes available.

c. Postage adjustments are considered separately by class or subclass for each manifest type submitted. Use PS Form 8159 to sample Parcel Post, Media Mail®, or Library Mail; use PS Form 8160 to sample Standard Mail; and use PS Form 8161 to sample Presorted Bound Printed Matter.

d. The additional postage due is determined by subtracting the mailer's declared postage on the manifest summary from the corrected postage for the class or subclass that exceeded the 1.015 postage adjustment factor. It is therefore possible to adjust postage for the Package Services Parcel Post portion of the mailing, but not the Standard Mail portion. The additional postage due from the mailer is deducted as an adjustment to his or her account.

e. Be sure to verify that that the totals of the postage statements equal the total postage reported on the applicable manifest.

9-4.4 Optional Combined Parcel Mailings (DMM 705.21)

Package Services parcels, Standard Mail parcels, and Not Flat-Machinables (NFMs) in a combined parcel mailing must be supported by the appropriate documentation and verified as follows:

a. Each combined mailing must be supported by the following documentation:

1) A Package Services manifest representing all Package Services subclasses included in the mailing. See **Exhibit 43** for an example.

2) A Standard Mail manifest representing all processing categories included in the mailing. See **Exhibit 37** for an example. If Standard Mail Regular and Nonprofit prices are included, separate manifests for Regular and Nonprofit prices would be

acceptable if the mailer is unable to produce a manifest consolidating both.

3) For each class and subclass, a summary that matches the postage claimed on the postage statements. See **Exhibits 37F** and **43A** for examples.

4) A separate Qualification report to support how the mailing has been sorted. See **Exhibit 37G** for an example of the Qualification report and **Exhibit 24** for the required codes. This Qualification report will show to where each piece is sorted.

5) For each class, subclass, and processing category (as defined by the DMM), a separate postage statement.

6) For a plant-verified drop shipment, a register of mailings and the appropriate PS Form 8125.

Note: The items noted in 9-4.5a1–4 represent general guidelines. Business Mailer Support may authorize other acceptable formats.

b. Each combined mailing must be verified as follows:

1) Use the Combined Parcel universal Excel workbook sampling form provided by Business Mailer Support. Alternatively, use PS Forms 8159, 8160, and 8161.

2) Use **Exhibit 20** for sample size and frequency.

Note: Selecting a certain number of pieces of each class or subclass is not required. Simply select the required number of pieces from the sacks or pallet containers.

3) Complete the universal Combine Parcel sampling workbook, which will automatically calculate any additional postage owed due to presort or postage payment errors. If the manual sampling forms are completed, then manually calculate any additional postage due.

4) Provide a copy of the sampling form to the mailer if additional postage is due or upon the mailer's request.

9-4.5 Batch Manifest Mailings

Exhibit 16 contains a sampling worksheet of PS Form 8158, *MMS Sampling/Postage Adjustment Worksheet — Batch Manifest Mailings*, to conduct postage samplings for batch manifest mailings. **Exhibit 16A** gives detailed instructions for conducting those verifications and completing PS Form 8158.

9-4.6 Registered Mail and Registered COD Mailings

Follow the same postage verification procedures described in **Exhibit 17A** for PS Form 8159 and also do the following:

c. Ensure that all registered articles and registered COD articles are physically separated from other mail and reported on a separate manifest.

d. Perform postage verification.

e. Match each registered and registered COD article against PS Form 3877, *Firm Mailing Book for Accountable Pieces.*

f. Return a signed and round-dated copy to the mailer, and retain a copy as required for claims and inquiry.

9-4.7 **Insured, COD, Certified, or Return Receipt for Merchandise Articles**

Articles with extra services other than Registered Mail service may be commingled with pieces not using extra services. Follow the same postage verification procedures described in **Exhibit 17A** for PS Form 8159 and also do the following:

a. Match the article number and the addressee's name and address on each randomly selected extra service piece against PS Form 3877.

b. Scan the barcode on PS Form 3152 for mailings using Confirmation Services.

c. Return a signed and round-dated copy of the summary to the mailer.

d. For manifests with COD, retain a hardcopy of the manifest as required for claims and inquiry.

Also note the following additional issues:

a. Customers with privately printed extra service labels may now combine Delivery Confirmation or Signature Confirmation with insurance on an integrated barcode label. The manifest must report the correct fee for each service used.

b. If an electronic PS Form 3877 is used, the submission of a hardcopy summary is required (see chapter 7).

c. The manifest may serve as PS Form 3877. The articles with extra services may be grouped together on the manifest.

d. A manifest and PS Form 3877 in electronic form are allowed except for registered and COD articles. If a claim is filed, the customer must still provide proof of mailing. The Post Office must verify the customer's proof of mailing against the electronic form.

9-4.8 **International Mailings**

a. For international mailings, follow the same postage verification procedures described for domestic mail and for articles containing extra services.

b. International manifests must also show a country code and extra services (if applicable).

Verify the accuracy of the required information on the manifest for the pieces selected for the sample.

9-5 Calculating the Postage Adjustment Factor

9-5.1 Each of the sampling/postage adjustment worksheets provides instructions for calculating the postage adjustment factor. The calculation is to be rounded off to three decimal places. See **Exhibit 22** for examples of these calculations.

9-5.2 The mailer has the option to rework a mailing rather than pay a postage adjustment. The entire mailing must be reprocessed and submitted with new documentation.

9-6 Exceptions to Calculating Postage Adjustment Factor (PAF)

9-6.1 **Overstated Weights**

A mailer may choose to overstate weights on the manifest in order to prevent understatement of postage. This provision is included in the authorization letter or agreement. If this is the case, then the following alternative procedures for completing the sampling forms are required to prevent incorrect calculations of the postage adjustment factor (PAF).

a. When overstated single-piece price pieces are sampled and the actual weight is less than the stated weight (by no more than the amount allowed by the authorization letter or agreement) and the postage for the weight reported is correct, then accept the manifest weight and postage as accurate and record the manifest postage amount for that piece in the actual postage column of the sampling form.

b. If postage is calculated by weight, such as Standard Mail piece/pound price or Presorted Bound Printed Matter mailings, then accept the manifest weight as accurate (if by no more than the amount allowed by the agreement) and record the manifest weight in the actual weight column of the sampling form.

c. Do not calculate the PAF or adjust postage if the only discrepancies involve overstated piece weights. All other calculations on the sampling form remain the same.

9-6.2 **Special Circumstances**

Occasionally, the results of the postage sampling may be out of the ordinary. This may indicate that the system has failed and that usual postage adjustment procedures do not apply. For example, if the PAF is unusually high or is zero (caused by no sample pieces on the manifest), then you must contact your district business mail entry office for guidance and resolution.

9-7 Critical Errors

9-7.1 Critical errors are signs of potentially serious problems in the system. These errors require immediate corrective action by the mailer even though they may not require postage adjustments for individual mailings.

9-7.2 The following are considered critical errors:

a. Pieces not listed on the manifest.

b. Weights understated or overstated by more than one price increment.

c. Incorrect zone, country, or price group claimed or used to calculate postage.

d. Errors from incorrect use of postage tables.

e. Surcharges not calculated correctly.

f. ID numbers duplicated on the manifest.

g. Any error relating to pieces for which extra services are requested.

h. Standard Mail pieces weighing 16 ounces or more.

i. Misclassified pieces.

9-7.3 The following are some general guidelines on managing situations involving critical errors:

a. Determine if the critical errors are isolated instances or are repetitive.

For example, samplings reveal a single instance of missing pieces over the course of several samplings versus missing pieces occurring over the course of several consecutive samplings.

b. Isolated errors can be managed on a case-by-case basis, but if over time isolated errors cause the Quarterly Accuracy rating to fall below minimum requirements, then the system needs to be managed according to 10-3.3.

c. Repetitive errors may require more immediate action by the business mail entry manager according 10-3.4.

1) The mailer may not be able to correct some critical errors immediately — the solution may require reprogramming or vendor service. The mailer may be required to apply a short-term solution until the critical error is corrected. Any short-term solution must ensure that correct postage and fees are paid.

2) If no short-term solution is available, it may be necessary to suspend system authorization as described in 10-3.4.

9-8 Retaining Verification Documents

9-8.1 For each postage verification that does not require a postage adjustment, the acceptance unit must keep the following for 90 days after the mailing:

a. A copy of the manifest summary (if required).

b. For non-*PostalOne!* sites only, a copy of the sampling/postage adjustment worksheet.

9-8.2 For each postage verification that requires a postage adjustment, attach the following to the postage statement and give copies to the mailer:

a. The sampling/postage adjustment worksheet.

b. The manifest summary (if required).

9-9 Pickup Service for Manifest Mailings

9-9.1 Manifest mailings may be collected at the mailer's plant if it is determined by the administering postmaster, the district plant manager, and the district manager to be mutually beneficial to the mailer and the Postal Service.

9-9.2 Pickup service requires a standard operating procedure (SOP) that has been developed and approved by the administering postmaster, the district plant manager, and the district manager. The SOP must be attached to the MMS authorization letter or agreement.

9-9.3 The written SOP describing the pickup process must meet the following conditions (see **Exhibit 5** for a sample SOP):

a. Minimum volume for this service is 200 pieces or 50 pounds for single-piece price mail, unless the Minimum Volume Reduction Provision is authorized. Presorted mail must meet minimums as required by the DMM.

b. Mail must be accompanied by the appropriate postage statements, manifest, and other support documentation as required by standards (such as presort documentation).

c. Sufficient funds must be available at the Post Office where the permit is held.

d. The Postal Service employee who picks up the mail must present the mail to the business mail entry unit or equivalent verification and acceptance point approved by the Postal Service.

e. The Postal Service employee who picks up the mail must be given instructions that specify types of mail picked up (including separations of mailings) and required documentation.

f. The standards for postage sampling and verification procedures must be followed.

g. The SOP must describe the mailer's responsibility and Postal Service safeguards established to ensure proper revenue protection for the pickup of manifest mail.

h. If the pickup SOP is authorized, then the following clause must be included in the MMS authorization letter or agreement:

> "The Mailer and the Postal Service agree to meet the conditions as described in Attachment (X) for pickup service."

Chapter 10

System Reviews

10-1 Effective Administration

Effective administration of an MMS requires more than verifications of individual mailings. There are other reviews and administrative procedures that help to monitor the mailer's overall MMS operations and Postal Service acceptance procedures to ensure that manifest mailing systems are effectively maintained. The following is a description of administrative responsibilities.

10-2 Administering Post Office Responsibilities

10-2.1 Quarterly MMS Accuracy Worksheet

a. **Exhibit 23,** *Quarterly MMS Accuracy Worksheet*, is a log maintained by manifest type for each manifest mailer. For example, if one site had three different types of MMS — such as Priority Mail, mixed classes, and Standard Mail machinable parcels — then there would be three separate Quarterly MMS Accuracy Worksheets. However, if the site had just a mixed class manifest — with Priority Mail, nonpresorted Bound Printed Matter, and Parcel Post pieces — then there would be only one Quarterly MMS Accuracy Worksheet required. The Postal Service clerk at the administering Post Office must record specific data on the Quarterly MMS Accuracy Worksheet for manifest mailings that are submitted.

b. This report compares the number of manifest mailings that exceed the ±1.5-percent postage/weight sampling accuracy level with the total number of manifest mailings sampled during a Postal Service quarter.

c. The Quarterly MMS Accuracy Worksheet must be maintained electronically in the *PostalOne!* system unless the administering Post Office has no access to a Postal Service computer with Intranet access.

d. If the administering Post Office does not have access to the *PostalOne!* system, then the Quarterly MMS Accuracy Worksheet must be maintained in hardcopy in the customer's administrative file for two quarters, and the original, completed worksheet must be submitted to the business mail entry manager no later than 5 business days after the close of the quarter.

10-2.2 Customer Administrative File

A customer administrative file for each MMS must be maintained and contain the following:

a. Copy of district authorization letter or BMS authorized agreement.

b. Plant load authorization (if applicable).

c. Pickup service SOP (if applicable).

Non-*PostalOne!* sites must retain Quarterly MMS Accuracy Worksheets for 2 years.

10-2.3 Ongoing Responsibilities

a. The administering Postal Service manager ensures that the mailer's system remains effective and that the mailer does the following:

   1) Makes no change to production procedures or documentation specified in the authorization letter or agreement.

   2) Maintains an effective quality control program.

   3) Incorporates price, zone, and regulation changes when necessary.

   4) Documents damaged and withdrawn mail properly.

   5) Documents errors found and takes corrective action to prevent recurrence of errors.

   6) Retains documentation for 90 days.

b. Also, the Postal Service manager verifies that the Postal Service clerks who verify and accept MMS mailings do the following:

   1) Conduct presort and postage verifications properly.

   2) Maintain documentation as required.

   3) Complete the *Quarterly MMS Accuracy Worksheet* (**Exhibit 23**) denoting errors.

   4) Test scales daily.

   5) Provide sampling/postage adjustment worksheets to the mailer for corrective action when errors are found.

10-2.4 Corrective Action for Critical Errors

a. Determine if the critical errors are isolated instances or whether they are repetitive. (See 9-7)

b. Isolated errors can be managed on a case-by-case basis by the local Post Office through direct contact with the mailer.

c. Repetitive errors may signal serious system issues and must be referred to the business mail entry manager.

10-3 District Responsibilities

10-3.1 Customer Administrative File

A customer administrative file for each MMS in the district must be maintained and contain the following:

a. Application and supporting documentation (for example, sample manifests, mailer QC, sample labels).

b. Copy of district authorization letter or BMS authorized agreement.

c. Plant-load agreement (if applicable).

d. Pickup service SOP (if applicable).

e. MMS Review Checklist, if applicable.

Non-*PostalOne!* sites must retain Quarterly MMS Accuracy Worksheets for 2 years.

10-3.2 Quarterly MMS Accuracy Worksheet Review

a. The business mail entry manager is responsible for ensuring that the administering Post Offices are effectively managing their manifest mailing systems. The manager reviews the Quarterly MMS Accuracy Worksheets.

b. If these reports indicate deficiencies or problems, action must be taken to resolve those issues. Deficiencies and actions taken must be noted on the last page of the Quarterly MMS Accuracy Worksheets. See 10-3.3 for instructions on managing deficient systems.

c. For non-*PostalOne!* sites:

1) Enter accuracy rating from the hardcopy Quarterly MMS Accuracy Worksheets into the electronic MMS/MMSD Worksheet in *PostalOne!.*

2) Forward copies of the Quarterly MMS Accuracy Worksheets for all BMS-authorized systems to the BMS analyst no later than 10 business days after the close of the quarter.

3) Retain all worksheets and checklists in the administrative file for 2 years.

d. For *PostalOne!* sites, forward the electronic Quarterly MMS Accuracy Worksheets for all BMS-authorized systems to the BMS analyst no later than 10 business days after the close of the quarter.

10-3.3 **Managing Deficient Systems**

a. If the Quarterly MMS Accuracy Worksheet for a district-authorized or BMS-authorized system has an accuracy rating of less than 95 percent and there are more than two samplings out of tolerance during a quarter, notify the mailer that the system accuracy must improve or the authorization may be rescinded. Use **Exhibit 7.**

Example: An MMS has an accuracy rating of 92 percent, which seems to indicate that the mailer should be notified that the MMS is below acceptable standards. However, before taking action, it is important to determine if the accuracy rating was caused by one or two failed mailings or by several. Review the Quarterly MMS Accuracy Worksheet to determine if the accuracy rating of less than 95 percent was caused by more than two out-of-tolerance samplings. If the accuracy rating is less than 95 percent and is caused by more than two out-of-tolerance samplings, then notify the mailer.

Note: Before a mailer is sent a deficient system letter, it is essential that a thorough review of the sampling process and Quarterly MMS Accuracy Worksheets is conducted to ensure that sampling procedures have been performed correctly and on the required frequency, and that calculations on the worksheets are accurate.

b. After the notification letter is issued, if the manifest accuracy does not meet 95 percent and there are more than two out-of-tolerance samplings during the next full quarter:

1) For district-authorized systems:

a. Issue a letter (**Exhibit 7A**) notifying the mailer that the manifest accuracy has not sufficiently improved and that an onsite review will be conducted.

b. Conduct an onsite review using **Exhibit 6B** to analyze the effectiveness of the system.

2) At the conclusion of the review, the district manager must notify the mailer and the administering Post Office in writing of any issues that require corrective action. Use **Exhibit 7B**.

3) If the Quarterly MMS Accuracy Worksheet has an accuracy rating of less than 95 percent and has more than two out-of-tolerance samplings during the next full quarter after the review, the district manager may rescind the authorization using **Exhibit 7C**.

4) For BMS-authorized systems:

a. Forward a copy of the Quarterly MMS Accuracy Worksheet and a copy of the initial notification letter with a note to the BMS analyst indicating that the mailer may need to be scheduled for an onsite review.

b. BMS determines if an onsite review will be conducted and notifies the district of the next steps to be taken.

10-3.4 Corrective Action for Critical Errors

Upon notification by the administering Post Office of continuing critical errors as described in chapter 9, the business mail entry manager must take the following actions:

a. Contact the mailer by telephone, discuss the critical errors, and obtain from the mailer a commitment to correct the system issues.

b. Follow-up the telephone conversation with a letter by Certified Mail (**Exhibit 8**). The letter should include a description of the critical errors, a request for the mailer's planned corrective action, and a required response date.

c. If the mailer does not respond or take corrective actions, a second letter by Certified Mail (**Exhibit 8A**) must be sent stating that the authorization will be rescinded if no response is received.

d. When the mailer provides notification that the errors have been corrected, conduct an onsite review and postage sampling of the mailer's next mailing to determine if the noted critical errors have been corrected.

e. If the review shows that the system is functioning correctly, reinstate the authorization using **Exhibit 8B**.

f. If the mailer is unable or unwilling to make the necessary system corrections, rescind the authorization using **Exhibit 8C**.

10-4 Business Mailer Support Responsibilities

10-4.1 Quarterly MMS Accuracy Worksheet Review

a. Once notified by the district that a BMS system does not meet 95-percent accuracy and has more than two out-of-tolerance samplings, the BMS analyst determines if an onsite review is warranted.

b. When an onsite review is conducted using **Exhibit 6B**, the manager must notify the mailer and the administering Post Office in writing of any issues that require corrective action.

c. If the Quarterly MMS Accuracy Worksheet has an accuracy rating of less than 95 percent and has more than two out-of-tolerance samplings during the next quarter after the review, the BMS manager may rescind the authorization.

10-4.2 System Reviews

System reviews are conducted based on the performance of the system as measured by the Quarterly MMS Accuracy Worksheet and the guidelines listed in 10.3.3.

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Chapter 11

Alternative MMS Programs

There are several options available to customers who previously were not able to participate in the MMS program. This chapter describes the terms for qualifying for those alternatives.

11-1 Minimum Volume Reduction Provision (MVRP)

11-1.1 Description

A permit imprint is used for manifest mailings, and each mailing must have at least 200 pieces or 50 pounds. That is the minimum volume that makes it cost effective to process permit imprint mailings.

However, the Postal Service recognizes that some businesses usually meet minimum volumes but on some mailing days cannot meet those minimum volumes, and it also recognizes that some new businesses often need a “ramp-up” period to build their mail volumes to the required minimums. In order to accommodate these situations, the Postal Service established the Minimum Volume Reduction Provision (MVRP). This provision allows a mailer to mail less than minimum volumes for a specified period of time if the Postal Service determines that it will be cost effective during the specified period. This provision also allows other mailers the flexibility of meeting the minimum volumes either by aggregating volumes from various mailing sites or by averaging the number of pieces from a single site mailed during a Postal Service quarter.

11-1.2 MVRP Options

The MVRP has three options:

a. **Option 1: Aggregate**

Under this option, a mailer with multiple distribution sites for mailing is allowed to meet minimum volume levels by aggregate counts. On some mailing days, there could be less than minimum volumes presented at some or all sites, but the aggregate total from all sites would meet the minimum volume standards (200 pieces or 50 pounds). The MMS authorization under the aggregate option is for 2 years and may be renewed in 2-year intervals.

b. **Option 2: Average**

Under this option, a mailer using a single distribution site for mailing is allowed to average his or her mailing volumes to meet the required minimum volumes. On some days the mailing volumes may be less than minimum, and on other days it may be more than minimum, provided that the total volume of all mailings for a Postal Service quarter divided by the total number of mailings during the same period meets the standard minimum volume requirements. Time

periods other than Postal Service quarters are permitted for averaging only if they are determined to be cost-effective for the Postal Service. The MMS authorization under the average option is for 2 years and may be renewed in 2-year intervals.

c. **Option 3: Ramp-up**

Under this option, a mailer is allowed to build its mail volumes up to the required minimum levels during the specified “ramp-up” period of its operation. No mailing is required to meet minimum volumes until the ramp-up period is completed. The time period for a manifest authorization under the ramp-up option is 6 months. One extension of 90 days is allowed if needed.

11-1.3 MVRP Requirements

a. *Application.* Follow the standard MMS application procedures as described in chapter 2 using the standard MMS application (**Exhibit 1**) and providing all required documentation.

b. *General Terms.* All mailings are submitted under the terms of the special MVRP Manifest Mailing System (MMS) authorization letter (**Exhibit 9**) and attachments and the applicable DMM standards.

c. *MAC Certified.* The software used to produce the manifest must have been certified under the Manifest Analysis and Certification (MAC) program.

d. *Single-Piece Price Mail.* This provision is available only for single-piece price mail of the classes and subclasses described in the authorization letter.

e. *Time Period.* The MVRP is valid for the time period authorized in the MVRP.

f. *Required Approvals.* The MVRP must be approved by the regional manager of Sales prior to the review and approval of the MMS.

11-1.4 Administrative Requirements

a. **PCES Sales Manager**

The regional manager of Sales is the sole authority to approve the use of the MVRP. (The regional manager of Sales does not have authority to approve, suspend, or rescind the MMS authorization itself.) The regional manager of Sales has the following responsibilities:

1) Determine and document whether the initial use of the MVRP will be cost effective for the Postal Service. Documentation will be in the form of a cost-benefit analysis using projected customer mail volumes and associated Postal Service costs for accepting and handling mail.

2) Complete and sign the MVRP (**Exhibit 9A, B, or C**) according to the option required for the mailer.

3) Maintain documentation throughout the life of the MVRP that supports continued use of the MMS as a cost-effective arrangement for the Postal Service.

4) Review quarterly reports (including worksheets provided by business mail entry) on the mailing volumes and notify the mailer of any potential conflicts with volume requirements of the MVRP.

5) Forward quarterly reports (including worksheets provided by business mail entry) for mailers authorized Option 1 (Aggregate) to the regional manager of Sales responsible for the national MVRP administration of those mailers.

6) Notify the mailer of continuation or termination of the MVRP based on documentation supporting cost effectiveness.

7) Provide appropriate written notice on continuation or termination of any MVRP to the administering postmaster, the district BME manager, and the BMS manager.

b. **District Manager**

1) May rescind MVRP MMS authorization using the procedures outlined in 11-1.7 if the mailer is not meeting the MVRP requirements.

2) May suspend or rescind any MVRP MMS authorization using the procedures outlined in 11-1.7 if system reviews determine that postage is paid incorrectly and the mailer cannot or will not correct the system.

c. **Business Mail Entry Manager**

1) Ensure that all administrative procedures for single-piece price MMS described in this publication are followed unless otherwise allowed in this chapter.

2) Monitor compliance with terms of the MMS authorization and MVRP.

3) Forward MVRP Quarterly MMS Accuracy Worksheet to the regional manager of Sales who authorized the MVRP.

d. **Administering Postmaster**

Ensure that all administrative procedures for single-piece price MMS described in this publication are followed unless otherwise allowed in this chapter.

11-1.5 Alternate Mailer Quality Control Procedures

MVRP Manifest Mailing Systems are by definition smaller volume systems and will be used, in most instances, for Priority Mail or Parcel Post mailings, although any single-piece price pieces that can be paid with a permit imprint are acceptable. The risk of incorrect payment of postage is significantly reduced. Therefore, the mailer's quality control (QC) does not need to be as extensive as it is for the standard MMS.

The mailer's QC requirements are shown in Article 3 of the letter of authorization (**Exhibit 9**). These requirements may not be modified.

11-1.6 Alternate Acceptance Procedures

a. Since the MVRP systems are smaller and less complex, the risk of incorrect postage payment is less. Therefore, the frequency of sampling these systems is reduced.

b. Use **Exhibit 10** to determine the sampling frequency.

c. The sampling size does not change — only the frequency of sampling changes from the usual MMS sampling frequency.

d. There are no changes to the appropriate actions required when a postage deficiency is detected.

11-1.7 **Termination of MVRP**

a. The MMS authorization and associated MVRP may be terminated as follows when a system review determines that postage is paid incorrectly and the mailer cannot or will not correct the system:

1) The district manager rescinds the mailer's MMS authorization in writing (**Exhibit 7C**) with copies to the regional manager of Sales and administering postmaster. The mailer may appeal this in writing within 15 days of receipt of the notification to the manager of Business Mailer Support at Headquarters.

Note: Termination of Option 1 (Aggregate) may be done at a single local site without terminating the MVRP at other sites included in the national MVRP.

2) While the appeal is pending, no MMS mailings will be accepted.

b. The MVRP may be terminated by either the regional manager of Sales or the district manager, as follows, when it is determined after reviewing the quarterly MVRP MMS Accuracy Worksheets that the mailer is not meeting the requirements of the MVRP:

1) If the regional manager of Sales is terminating the provision, the manager provides a written notice to the mailer at least 30 days prior to the termination of this provision and provides copies of that notice to the district manager, the district manager of business mail entry, and the administering postmaster.

2) If the mailer wants to continue the MMS authorization without the MVRP, the mailer may submit only mailings meeting minimum volumes and must submit a mailing within the next 30 days.

(a) If these conditions are not met, the district manager will rescind the Manifest Mailing System authorization including the MVRP in writing using **Exhibit 9D**.

(b) If the conditions are met, then a new, standard MMS authorization is issued to the mailer (**Exhibit 4C**).

3) If the district manager is terminating either the Option 2 (Average) or Option 3 (Ramp-up) MVRP, the district manager provides a written notice (**Exhibit 9D)** to the mailer and provides copies of that notice to the responsible regional manager of Sales and the administering postmaster.

Note: The mailer may elect to continue using the MMS authorization as outlined in 11-1.7b2.

4) For the Option 1 (Aggregate) MVRP, however, a particular MVRP might be cost-effective nationally but not locally. If the district manager wants to terminate the Option 1, the district manager must notify (**Exhibit 9E)** the regional manager of Sales (of the region serving the district) of the intent to rescind the MMS authorization. From the date of notification, the regional manager of Sales has 30 days to provide a justification to the district manager that the Option 1 MVRP should be continued based on national volume and revenue information. If the regional manager of Sales does not provide written justification

showing that the MVRP is cost effective locally, then the district manager may terminate the MVRP of the local site.

Note: The mailer may elect to continue using the MMS authorization as outlined in 11-1.7b2.

c. The termination of the MVRP at the end of the authorization period occurs as follows:

1) The regional manager of Sales provides a written notice to the mailer at least 30 days prior to the termination of this provision and provides copies of that notice to the district manager, the district manager of business mail entry, and the administering postmaster.

2) If the mailer wants to continue the MMS authorization without the MVRP, the mailer may submit only mailings meeting minimum volumes, and the district manager must issue a new, standard MMS authorization.

11-2 MAC Gold Pre-Approved MMS

11-2.1 Description

Some Manifest Mailing System developers and their customers who ship packages might make a request for a pre-approved MMS. The developers want to provide a system to their customers that, once installed, needs no further approval at the local level so that the users may begin shipping packages immediately after the system is installed.

MAC Gold has been developed to meet this need. MAC Gold is a division of the MAC (Manifest Analysis and Certification) program currently administered by the National Customer Support Center (NCSC). When the NCSC approves an MMS product (software and hardware) under MAC Gold, that MMS product needs no further approval as long as it is installed and operated according to the manufacturer's instructions.

All MAC Gold systems, regardless of developer, produce manifests, postage statements, and shipping labels in identical formats.

11-2.2 Eligibility

MAC Gold is limited to manifest mailings of the following:

a. First-Class Mail (Retail Price)

b. Priority Mail - Commercial or Commercial Plus Price when Commercial or Commercial Plus Price requirements are met

c. Parcel Post

d. Parcel Select (Barcoded Nonpresort)

MAC Gold systems must also support the following extra services, which are the only extra services available for MAC Gold:

a. Delivery Confirmation.

b. Signature Confirmation.

c. Insurance.

11-2.3 Minimum Volume Requirements

a. Mailers using a MAC Gold system must meet the minimum volume requirements of 200 pieces or 50 pounds, except as described in 1-5.6 and 11-2.3b.

b. MAC Gold systems may be used in conjunction with the Minimum Volume Reduction Provision (MVRP) as described in 11-1 if the MVRP is approved prior to the start-up of the MAC Gold system. The MVRP must be signed and included as an addendum to the MAC Gold MMS authorization (**Exhibit 12**) and sent with the other required documents in the application package as described in 11-2.5.

11-2.4 How MAC Gold Works

a. Under the traditional MAC program, the NCSC tests a developer's MMS software only by sending the developer an electronic test. The developer runs the test at his or her site and sends the output back to the NCSC, which then grades the results. This process has greatly improved the consistency and accuracy of MMS software, but each MMS installation still must be approved through a multi-level process.

b. Under the MAC Gold program, however, a developer's entire system — software and hardware — is certified as compliant. The developer sends his or her software to the NCSC along with hardware specifications and instructions for use. The NCSC puts the developer's system through several tests to determine if it will function accurately under many conditions and on the specified hardware.

c. If the results of the test are 100-percent accurate, then the MMS product is certified by product name and version number. The developer is given a MAC Gold certificate, and the information about the system is published in the MAC Gold Product Listing. The Product Listing states types of hardware the software will run on and the specific types of scales certified for use with that system. That list may be obtained on the Internet at *http://ribbs.usps.gov/files/mac/CSP*.

d. When a MAC Gold system is sold, the supplier and the mailer follow the required MAC Gold application process. If that process is followed, then the mailer should be able to begin mailing on the mailer's desired start date with no approval needed at the local level.

e. The software and hardware components are specifically certified. Use of non-certified components nullifies the MAC Gold MMS authorization.

f. If the mailer will be using either pickup service (see 1-11) or the Minimum Volume Reduction Provision (see 11-2.3b), then these options must be approved prior to the start-up of the MAC Gold system.

g. It is important to remember that, although MAC Gold systems are pre-approved, this pre-approval does not guarantee that errors in postage payment will not occur. MAC Gold MMS are still subject to postage sampling procedures and postage adjustments if required by the results.

11-2.5 MAC Gold Application Process

a. **Supplier and Mailer Responsibilities**

As soon as the system is sold, the supplier and the mailer must follow these steps to ensure that the system is approved to begin mailing on the desired start date:

1) Complete and sign the MAC Gold Application (**Exhibit 11**).
2) Acquire a permit imprint account at the office of mailing, if the mailer does not already have one.
3) Complete and sign PS Form 1357-S, *Request for Computer Access*, if the use of Delivery Confirmation or Signature Confirmation is desired.
4) If applicable, include the Minimum Volume Reduction Provision signed by the regional manager of Sales (see 11-2.3b).
5) Mail the application and PS Form 1357-S to the MAC Gold Department at the NCSC (if desired, use Express Mail service for speedier delivery).

b. **NCSC Responsibilities**

The National Customer Support Center (NCSC) has the following principle responsibilities:

1) Log in receipt of the MAC Gold application.
2) Review the application for accuracy and completeness.
3) If there are any discrepancies with the application, contact the applicant to resolve them.
4) If all is acceptable, forward the application packet to the administering district. The application packet includes the following:
   (a) Original signed application.
   (b) MAC Gold certificate and product listing.
   (c) Samples of manifest, postage statements, and shipping labels.

   Note: These samples are generic samples produced from the approved MAC Gold product that the mailer will be using; they may not reflect the mailer's particular information, such as name and address or particular price category or combination of price categories he or she may mail. For example, the sample manifest shows Priority Mail and Parcel Post with Delivery Confirmation, but the mailer may be mailing only Priority Mail. The samples are reference material. It is important that the mailer's live output matches the format, but not necessarily the specific content.

c. **District Responsibilities**

The district has the following principle responsibilities:

1) Log in receipt of the application in the space provided on the reverse of the application form.

2) Review the application packet using the *MAC Gold MMS Application Review Checklist* (**Exhibit 11A**).

   (a) If there are any discrepancies with Part A, contact the MAC Gold Department at the NCSC to resolve them.

   (b) Contact the administering Post Office to complete Part B and ensure that all is in order to accept the manifest mailings.

3) Contact the mailer to confirm start date.

4) Contact the administering Post Office to schedule training for acceptance employees. The training must be completed on or before mailer's start date.

5) Schedule the confirmation review.

   Note: The preferred time for completing the confirmation review is the mailer's first day of mailing. If that is not possible, conduct the review within the first week of mailing.

11-2.6 MAC Gold Confirmation Process

a. **Description**

MAC Gold systems are pre-approved, but it is necessary for the district to confirm that each system is an authorized MAC Gold product and that no critical errors occur due to incorrect use of the system.

b. **District Responsibilities**

The district has the following principle responsibilities:

1) Conduct a confirmation review using the *MAC Gold Confirmation Review Checklist* (**Exhibit 13**). The checklist is self-explanatory and describes the actions required based on the results of the review.

2) If the review indicates discrepancies, proceed as directed by the checklist.

3) If the review is favorable, issue the MAC Gold MMS authorization letter (**Exhibit 12**).

11-2.7 Administrative Requirements

a. **District Manager**

The district manager ensures that all administrative procedures for single-piece price MMS described in this publication are followed unless otherwise allowed in this chapter.

b. **Business Mail Entry Manager**

The business mail entry manager ensures that all administrative procedures for single-piece price MMS described in this publication are followed unless otherwise allowed in this chapter.

1) Conduct a review of the system using the *MAC Gold Manifest Mailing System Review Form* (**Exhibit 14**) if Quarterly MMS Accuracy Worksheets indicate the need as described in chapter 10.

2) Maintain an administrative file that contains the following:

(a) Copy of the application.

(b) Copy of the MAC Gold certificate.

(c) Copy of the authorization letter.

(d) Copies of the MAC Gold authorized sample manifest.

(e) Postage statements.

(f) Shipping labels.

(g) Quarterly MMS Accuracy Worksheets (2 years), for non-*PostalOne!* sites.

(h) Review forms.

(i) Any other required authorizations, such as the plant load agreement or pickup service SOP.

c. **Administering Postmaster**

The administering postmaster performs the following tasks:

1) Follow all administrative procedures for single-piece price MMS described in this publication unless otherwise allowed in this chapter.

2) Accompany district on any needed reviews. (Note: No semiannual review is required.)

3) Maintain the administrative file for the term of the authorization. The file contains a copy of the authorization letter, the Quarterly MMS Accuracy Worksheets (two quarters), the plant load agreement (if applicable), and the pickup SOP (if applicable).

11-2.8 Alternate Mailer Quality Control Procedures

MAC Gold Manifest Mailing Systems are by definition high-quality systems and are usually smaller-volume systems. The risk of incorrect payment of postage is significantly reduced. Therefore, the mailer's quality control (QC) does not need to be as extensive as it is for the standard MMS.

The mailer's QC requirements are described in Article 5 of the authorization (**Exhibit 12**). These requirements may not be modified.

11-2.9 **Alternate Acceptance Procedures**

a. Since the MAC Gold systems are smaller and less complex, the risk of incorrect postage payment is less. Therefore, the frequency of sampling these systems is reduced.

b. Use **Exhibit 10** to determine the sampling frequency.

c. The sampling size does not change — only the frequency of sampling changes from the usual MMS sampling frequency.

d. There are no changes to the appropriate actions required when a postage deficiency is detected.

11-2.10 **Rescinding a MAC Gold Authorization**

Follow the procedures outlined in 10-3.3.

11-3 Upgrading Alternative MMS

11-3.1 **Mailer's Responsibilities**

If an MVRP or MAC Gold mailer wants to expand mailing operations to include options not covered under the terms of the current authorization, the mailer might need to convert to a standard MMS authorization. The mailer must contact the administering business mail entry manager in writing requesting the new options. Depending on the requested options, the upgrade might require the mailer to provide more documentation and a change in quality control procedures. The BME manager informs the mailer of required changes.

11-3.2 **Business Mail Entry Manager's Responsibilities**

a. Review the MVRP or MAC Gold mailer's request to add options not covered under the current authorization. As is done when adding options under a standard MMS authorization, the documentation must be reviewed to ensure that it supports the option requested.

b. If the mailer is moving into mailing procedures that are not covered under MVRP or MAC Gold MMS procedures, follow the procedures stated in the standard MMS authorization and described in this publication.

c. Ensure that the mailer has implemented the required documentation and quality control procedures. It is not necessary to reapprove the mailer with an extended sampling period or by completing the MMS Review Form, because this type of mailer is already familiar with manifest mailing procedures and has proven to be a quality mailer (with an accuracy rating of 95 percent or better).

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Exhibit 1

UNITED STATES POSTAL SERVICE

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 ☐ Regular/Medium Flat-Rate Box ☐ Flat-Rate Envelope
☐ Small Flat-Rate Box ☐ Large Flat-Rate Box

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.

Mailer Quality Control Examples

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Exhibit 2A

Batch Manifest—Mailer's Quality Control Procedures (Sample)

Attachment A

(Mailer's Name)

Mailer Quality Control Procedures
for
Batch Manifest Postage Verifications

PS Form 8158

We will sample **[SPECIFY HOW MANY]** mailing(s) **[SPECIFY HOW OFTEN]** to determine if the information on the manifest is accurate.

The minimum number of pieces in each sample will be at least 100 pieces. Since we are using the **[SPECIFY FLOATING OR FIXED BATCH]** option, we will randomly select an entire batch during each sampling. If the batch is fewer than 100 pieces, additional batches will be selected in order to meet the 100 piece minimum sampling per mailing.

We will use a photocopy of PS Form 8158 (page 2) to record the information for all postage samplings conducted each day.

The mailpiece keyline will be used to determine the lowest and highest identification number for each batch selected. This **identification number range** will be recorded in column **(8b)**. We will riffle through the mailpieces in each batch to ensure all numbers are accounted for and accurately sequenced.

We will count the **number of pieces** in each batch selected and record the amount in column **(8c)**.

In addition, we will look at the thicker pieces and sample at least 5 pieces to verify the piece weight shown in the mailpiece keyline. If the actual scale weight is more than the piece weight shown in the mailpiece keyline, the mailpiece will be opened to determine the cause of the weight error.

While we count the number of mailpieces in each batch, the postage amount shown in the keyline of each mailpiece will be tallied to determine the total postage for all mailpieces in each batch selected. The **actual batch postage** will be recorded in column **(8d).** unless there are any weight or postage discrepancies while counting and sampling the pieces as described above. If there are discrepancies found in the keyline information, we will weigh each piece in the batch, record and total the actual postage of all pieces of that batch as determined by the actual weight and price for which the pieces qualify instead of using the keyline information.

After checking the piece weights, our computer terminal or manifest will be used to determine the total batch postage shown on the manifest. The **manifest batch postage** will be recorded in column **(8e)**.

If the amount in column **(8d)** does not equal the amount in column **(8e)** the discrepancy will be investigated to determine the cause.

If pieces are found without a complete mailpiece keyline, the mail will not be submitted to the Postal Service.

Any pieces not listed on the manifest will also be investigated. All errors found will be documented and the corrective actions taken will be recorded on the back of the PS Form 8158.

The QC Postage Verification documentation will be maintained as stated in this agreement.

We will maintain all scales associated with the calculation of predetermined piece weights to manufacturer's specifications and test daily for accuracy prior to use.

Note: This is an example and must be modified to be site specific.

Exhibit 2B

Itemized Manifest—Mailer's Quality Control Procedures (Sample)

Attachment A

(Mailer's Name)

Mailer Quality Control Procedures
for
Itemized Manifest Postage Verifications

PS Form 8159

We will sample **[SPECIFY HOW MANY]** mailing(s) **[SPECIFIY HOW OFTEN]** to determine if the information on the manifest is accurate. We will randomly select a minimum of 10% of the total pieces or 30 pieces (whichever is less), and include pieces from each MMS option submitted that day **[i.e., SPECIFY AUTHORIZED OPTIONS].**

We will use a photocopy of PS Form 8159 (page 2) to record the information for all postage samplings conducted each day.

The address label on each mailpiece sampled will be used to identify the unique piece ID number**,** the first three digits of the ZIP Code in the address, and the country for International mailpieces. The **unique piece ID number** will be recorded in column **(9b)**. The **3-digit ZIP Code** or the International **country code** will be recorded in column **(9c)**.

The samples will be selected from mailpieces that were weighed and entered into the computer earlier in the day. Each sample will be weighed again to determine a verified actual piece weight. This **actual weight** will be recorded in column **(9e)**.

For each **[SPECIFY ZONE RATED OPTIONS]** mailpiece sampled, the 3-digit ZIP Code will be checked against the applicable Official USPS Zone Chart to determine the **actual zone** that is recorded in column (9c). The actual zone, actual weight and applicable domestic price chart will be used to determine a verified **actual postage** that is recorded in column **(9f)**.

For each **[SPECIFY NON-ZONE RATED OPTIONS]** mailpiece sampled, the actual weight and applicable domestic price chart will be used to determine a verified **actual postage** that is recorded in column **(9f)**.

For each International mailpiece sampled, the actual weight, country, and applicable international price chart will be used to determine a verified **actual postage** that is recorded in column **(9f)**.

The unique manifest number and our computer terminal or manifest will be used to determine the amount of postage that is listed on the manifest. The **manifest postage** will be recorded in column **(9g)**.

The actual postage for each mailpiece sampled will be compared to the manifest postage. If the amounts in **(9f)** and **(9g)** are not the same, research will be done to determine the cause of the difference.

Any pieces not listed on the manifest will also be investigated. All errors found will be documented and the corrective actions taken will be recorded on the back of the photocopy PS Form 8159.

The QC postage verification documentation will be maintained as stated in this agreement.

We will maintain all scales associated with the production of the manifest to manufacturer's specifications

and test daily for accuracy prior to use.

Note: This is an example and must be modified to be site specific.

Exhibit 2C

Standard Mail Piece and Piece/Pound Price Manifest
Mailer's Quality Control Procedures (Sample)

Attachment A

(Mailer's Name)

Mailer Quality Control Procedures
for
Standard Mail Piece and Piece/Pound Price Postage Verifications

PS Form 8160

We will sample **[SPECIFY HOW MANY]** mailing(s) **[SPECIFY HOW OFTEN]** to determine if the information on the manifest is accurate. We will randomly select a minimum of 10% of the total pieces or 30 pieces (whichever is less).

We will use a photocopy of PS Form 8160 (page 2) to record the information for all postage samplings conducted each day.

The address label on each mailpiece sampled will be used to identify the **unique piece ID number** that is recorded in column **(8b)**.

The samples will be selected from mailpieces that were weighed and entered into the computer earlier in the day. Each sample will be weighed again to determine a verified actual weight.

For each mailpiece sampled, the actual weight will be used to determine if the mailpiece is subject to the Piece price or Piece/Pound price. If the mailpiece is subject to the Pound price, the **actual weight** will be recorded in column **(8f)**. The **actual piece price** (whether minimum per piece or piece/pound price) will be recorded in column **(8d)**.

The unique piece ID number and our computer terminal or manifest will be used to determine the manifest piece price and the manifest weight for pieces subject to the Piece/Pound price. If the mailpiece is subject to the pound price, the **manifest weight** will be recorded in column **(8e)**. The **manifest piece price** (whether minimum per piece or piece/pound price) will be recorded in column **(8c)**.

The actual piece price for each mailpiece sampled will be compared to the manifest piece price. If the amounts in **(8c)** and **(8d)** are not the same, research will be done to determine the cause of the difference.

In addition, the actual weight for each pound price mailpiece sampled will be compared to the manifest weight. If the amounts in **(8e)** and **(8f)** are not the same, research will be done to determine the cause of the difference.

Any pieces not listed on the manifest will also be investigated. All errors found will be documented and the corrective actions taken will be recorded on the back of the photocopy PS Form 8160.

The QC Postage Verification documentation will be maintained as stated in this agreement.

We will maintain all scales associated with the production of the manifest to manufacturer's specifications and test daily for accuracy prior to use.

Note: This is an example and must be modified to be site specific.

Exhibit 2D

Presorted or Carrier Route Bound Printed Matter
Mailer's Quality Control Procedures (Sample)

Attachment A

(Mailer's Name)

Mailer Quality Control Procedures
for
Presorted or Carrier Route Bound Printed Matter Postage Verifications

PS Form 8161

We will sample **[SPECIFY HOW MANY]** mailing(s) **[SPECIFY HOW OFTEN]** to determine if the information on the manifest is accurate. We will randomly select a minimum of 10% of the total pieces or 30 pieces (whichever is less).

We will use a photocopy of PS Form 8161 (page 2) to record the information for all postage samplings conducted each day.

The address label on each mailpiece sampled will be used to identify the unique piece ID number and the first three digits of the ZIP Code in the address. The **unique piece ID number** will be recorded in column **(9b)**.

The samples will be selected from mailpieces that were weighed and entered into the computer earlier in the day. Each sample will be weighed again to determine a verified actual piece weight. This **actual weight** will be recorded in column **(9g)**.

For each Presorted or Carrier Route Bound Printed Matter mailpiece sampled, the 3-digit ZIP Code will be checked against the applicable Official USPS Zone Chart to determine the **actual zone** that is recorded in column **(9h)**.

The unique piece ID number and our computer terminal or manifest will be used to determine the manifest piece weight and the manifest zone for each mailpiece sampled. The **manifest weight** will be recorded in column **(9e)**, and the **manifest zone** will be recorded in column **(9f)**.

A check mark will be placed in column **(9d)** for each mailpiece sampled, and a check mark will be placed in column **(9c)** for each sample mailpiece found on the manifest.

If the actual zone in **(9h)** does not match the manifest zone **(9f)** for any mailpiece sampled, our system's zone matrix will be corrected.

If the actual weight in **(9g)** is not equal to the manifest weight in **(9e)**, research will be done to determine the cause of the difference.

Any pieces not listed on the manifest will be investigated. All errors found will be documented and the corrective actions taken will be recorded on the back of the photocopy PS Form 8161.

The QC Postage Verification documentation will be maintained as stated in this agreement.

We will maintain all scales associated with the calculation of predetermined piece weights to manufacturer's specifications and test daily for accuracy prior to use.

Note: This is an example and must be modified to be site specific.

Exhibit 2E

Presorted Manifests
Mailer's Quality Control Procedures (Sample)

Attachment A

(Mailer's Name)

Mailer Quality Control Procedures for Mail Preparation
for
First-Class Mail—Presorted and Automation Prices
Standard Mail—Presorted, Automation, and ECR Prices
Parcel Select—OBMC or BMC Presort Discount Prices
Parcel Select—DBMC, DSCF, and DDU Prices
Bound Printed Matter—Presorted and Carrier Route Prices
Media Mail or Library Mail—Presorted Prices

We will sample **[SPECIFY HOW MANY]** mailing(s) **[SPECIFY HOW OFTEN]** to determine if the mail was properly sorted.

We will use a Quality Control Presort Verification Record to record information for all presort samplings conducted each day.

We will randomly select **[SPECIFY HOW MANY—trays, sacks, or pallets]** from **[SPECIFY CLASS and PRICE]** mailing selected for sampling.

We will look for each container to determine if it has a label and to ensure that the label is legible and that there is no missing information.

In addition, for each container selected, information printed on each container's label will be used to record the **Destination** (first line) and **Contents** (second line).

If a container has packaged mailpieces, the pieces of several packages will be checked for proper sortation based on the package label.

For each container selected, the address label on mailpieces within each container will be used to identify the ZIP Code in the address. The ZIP Code and applicable DMM label list will be used to determine if the destination printed on the container's label is correct. In addition, the ZIP Code of each mailpiece will be checked against the applicable DMM label list to ensure that the mailpiece is in the correct destination container.

All errors found will be documented and the corrective actions taken will be recorded on a Quality Control Verification Record.

The QC presort verification documentation will be maintained as stated in this agreement.

Note: This is an example and must be modified to be site specific.

Exhibit 2F

Mailer's Mail Preparation Review Record (Sample)

Quality Control Mail Preparation Review Record

Tray, Sack, or Pallet Label information and errors

	Information on each label	Corrected information

Circle Applicable Items

1 Not Labeled

2 Label not legible

3 Incorrect destination (top line)

4 Incorrect information (2nd line)

5 Missing information (top line)

6 Missing information (2nd or 3rd line)

Package, Tray, Sack, or Pallet Sortation and Miscellaneous Errors

Corrective Action Taken

Name of employee completing form

Date:

Standard MMS Agreement, Authorization Letters, Approval Forms, and Review Checklists

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Exhibit 3

UNITED STATES POSTAL SERVICE

MMS Application Review Checklist

A. Application/Supporting Documentation

Instructions: Postmaster, place an "x" in the box to identify all correctly completed items.

☐ **1.** All items on the application are completed.

☐ **2.** The application is signed.

3. The application includes:

☐ **a.** Mailer's quality control (QC) procedures

☐ **b.** Samples of the QC documentation

☐ **c.** Sample of each type of manifest to be used

☐ **d.** Completed sample of each postage statement to be used. (For a mixed class manifest, separate postage statements for each class submitted)

☐ **e.** Sample mailpiece(s) or sample mailing label(s)

☐ **f.** Postage table and zone matrices (if available).

☐ **4.** The manifests include the minimum data elements to determine correct postage.

☐ **5.** The summary information for each class of mail is reported separately on the summary page.

☐ **6.** Postage statement:

☐ **a.** If a computer-generated facsimile postage statement is used, it is formatted correctly and shows the current form edition date

☐ **b.** If mailer plans to use Postal Wizard, verify that he/she is authorized.

☐ **7.** The manifest totals and postage statement information agree.

☐ **8.** The identification numbers or batch ranges are listed in sequential order or sequentially with each ZIP Code, zone, or country on the manifest.

☐ **9.** There are no duplicate identification numbers.

☐ **10.** The mailpiece keyline information is correct for batched mailings.

☐ **11.** The keyline placement is correct.

☐ **12.** The permit indicia is correct.

13. Extra Services:

☐ **a.** Form 3877 is submitted

☐ **b.** Form 3877 is completed correctly

☐ **c.** If computer-generated, Form 3877 is formatted correctly

☐ **d.** A separate summary for Extra Services fees is submitted.

☐ **14.** The permit imprint application fee is paid.

☐ **15.** The annual mailing fee(s) is paid.

B. Administering Post Office Profile

☐ Yes ☐ No **1.** This office has committed sufficient resources (personnel, workhours, training, etc.) to support this manifest mailing system (MMS).

☐ Yes ☐ No **2.** The acceptance clerks have been trained and clearly understand their responsibilities for sampling mail and calculating postage adjustments

☐ Yes ☐ No **3.** List names of MMS acceptance clerks and type of training received:

_____

_____

_____

☐ Yes ☐ No **4.** Relief employees are available. List names and type of training received:

_____

_____

_____

☐ Yes ☐ No **5.** The acceptance hours for manifest mailings will be: _____

6. Sampling scale:

☐ Yes ☐ No **a.** Electronic scale is available

☐ Yes ☐ No **b.** If no, what provisions have been made to obtain a scale?

_____

_____

_____

☐ Yes ☐ No **c.** Certified weights are available to test the scale daily

☐ Yes ☐ No **7.** Will MMS mailings be accepted at the mailer's plant? (If no, skip to item 8.)

☐ Yes ☐ No **a.** Is this an authorized plant load mailer?

☐ Yes ☐ No **b.** Is the plant load authorization on file?

☐ Yes ☐ No **c.** Will Plant Verified Drop Shipment (PVDS) mailings be prepared?

☐ Yes ☐ No **8. a.** Will your office transport mail from the mailer's plant prior to acceptance and verification?

☐ Yes ☐ No **b.** If yes, has the required Standard Operating Procedure (SOP) for pickup service been established? (See Ch. 9.)

☐ Yes ☐ No **9.** Have you established an SOP to ensure proper acceptance and verification of manifest mailings at the BMEU or DMU?

C. Postmaster Recommendation

☐ Approved ☐ Disapproved

Comments:_____

_____

_____

_____

Postmaster signature and date

Postmaster: *Submit the completed application, the application review worksheet, supporting documents, and your recommendation to the District Manager.*

Exhibit 4

Manifest Mailing System Agreement
For Systems Authorized by Business Mailer Support

UNITED STATES POSTAL SERVICE

Manifest Mailing System Agreement

between the

United States Postal Service

and

(Mailer)

(Mailer's Address)
(City, State, ZIP+4)

1. This Manifest Mailing System (MMS) agreement (and any attachments to it) contains the terms and conditions for use of the MMS as provided in Publication 401, *Guide to the Manifest Mailing System*, the *Domestic Mail Manual* (DMM), and the *International Mail Manual* (IMM).
2. The mailer will prepare all mailings under the postal regulations in the DMM and IMM in addition to the requirements for using an MMS and this agreement.
3. The mailer's quality assurance procedures are described in Attachment A. The mailer will perform these procedures at the frequency stated in Attachment A, documenting the tasks performed and maintaining that documentation for 90 days from the date of mailing. The Postal Service reserves the right to require the mailer to implement other reasonable and appropriate quality control measures if the procedures do not appear adequate to ensure proper payment of postage.
4. The mailer agrees to:
   - Submit accurate postage statements using the most current edition of a USPS-approved computerized facsimile or by Postal Wizard.
   - Maintain sufficient funds on deposit to cover the postage charges for any mailings made.
   - Promptly pay any and all moneys due the Postal Service for postage charges and Extra Services fees, if applicable.
5. Postage will be paid at the office of mailing.
6. The mailer will present mail under this agreement for verification by postal representatives at the [City/State] Post Office.
7. The mailer will print a unique identification number on each mailpiece. Numbers will not be duplicated in a mailing and will appear sequentially, or sequentially within each presort level, on the manifest.
8. The mailer will allow Postal Service employees to have reasonable access to mail preparation areas to observe mail production and verify mailing records.
9. The mailer will provide any assistance the Postal Service may require to conduct periodic monitoring and review of the MMS. Such review will include, but is not limited to, procedures for handling damaged and withdrawn pieces, quality control and corrective actions, and for production of accurate documentation.

10. When presenting mail to the Postal Service for verification, the mailer will provide all the following:

    - A properly prepared computer-generated postage statement facsimile or by Postal Wizard.
    - The manifest and a summary listing of the manifest data in hardcopy or electronic media.
    - Form 3877 (for mailings using Extra Services).
    - A summary of individual Extra Service fees and grand total of all Extra Service fees (for mailings using Extra Services).
    - Any other documentation required by postal regulations.

11. The mailer will retain the manifest listing, summary, and a copy of postage statements for 90 days from the date of mailing and make them available for inspection by the Postal Service within 48 hours on request. The manifest listing and summary may be retained electronically.

12. The mailer will provide written notice—at least seven days in advance—to the Postal Service of any relocation or change in ownership, or any modification or adjustment to the computerized system used for the preparation of mailings under this agreement that might affect any of the following:

    - Calculation of postage.
    - Generation of required mailing documentation.
    - Mail presort.

13. The Postal Service will verify the accuracy of the postage calculations reflected on the computer-generated manifest. If the Postal Service determines that postage is understated by more than 1.5%, additional postage will be charged. No adjustments will be made for overstatement of postage. [*Add the following statement to this article if the mailer elects to overstate weight and/or postage to avoid underpayment of postage:* In order to avoid underpayment of postage for pieces at or near the weight or price break points, the mailer may overstate the weight and postage. The weight may be overstated by no more than **[amount to be overstated ounces/pounds]**. Under this provision, any overstated pieces are considered correct and the "Manifest Postage" will be recorded as "Actual Postage" on the applicable MMS sampling worksheet.]

14. This agreement is limited to mailings of [Specify Class or Type] mail.

15. The mailer understands that any request for a postage refund or any adjustment to the advance deposit account for postage underpayment must be submitted to the following email address: ***SPPSRefunds@usps.gov*** and must document and clearly explain the reason for the discrepancy and corrective action taken to ensure it does not recur. At a minimum provide a detailed description of the issue; dollar amount of the request; the number of pieces affected; date the system or procedural failure occurred; mailer's tax identification number (TIN). Also, provide postage statements, qualification reports, and other MMS supporting documents. Any occurrences of postage underpayment detected by the mailer will be reported to the administering Post Office within five (5) working days from the date of detection. Any postage refund request or postage underpayment occurrence may trigger an investigation by Business Mailer Support (BMS) to determine why the discrepancy was not detected by the system and whether proper corrective action was taken to prevent a recurrence. The BMS manager will make a decision on the validity of a postage refund request or postage underpayment. When the BMS manager determines postage was overpaid or underpaid due to a system failure in the mailer's operation, the administrative processing cost will be charged to the mailer. In that event, the mailer agrees to pay separately the administrative processing cost or allow the Postal Service to adjust the overpayment or underpayment amount, as appropriate.

16. MMS privileges may be suspended at any time by the Postal Service, pending review, when there is an indication that postal revenue is not fully protected.

17. The mailer may cancel this agreement at any time by giving written notice to the administering Post Office and the district or BMS manager (as applicable).

18. The mailer will ensure that all Mail Transport Equipment (MTE) loaned by the Postal Service is used only for the preparation and transportation of mail that is delivered by the Postal Service. The mailer will use its best efforts to protect and maintain in good condition any MTE loaned by the Postal Service, that it will return all such MTE at the times, dates and locations prescribed by the Postal Service, and that it will reimburse the Postal Service for the current replacement cost of any

such MTE that is damaged beyond normal wear and use or destroyed while in the mailer's possession, custody or control.

19. The BMS manager may cancel this agreement—upon 15 days' written notice—if the manager determines:

- The mailer fails to provide manifests with correct data.
- The required quality control procedures described in Attachment A are not being properly performed.
- The MMS does not comply with the requirements in the DMM, IMM, Publication 401, or this agreement, and problems are not promptly resolved.
- Mailings are presented that are not properly prepared, or in which postage is not properly paid.
- No manifested mailings are presented for more than six months unless approved by BMS.
- The mailer has relocated or has changed ownership without notification.

19. This MMS authorization will remain in effect until such time the Manager, Business Mailer Support or the mailer cancels this agreement. If Postal Service periodic reviews or mailer supplied information indicates a need for modification of this agreement, then the agreement will be modified as needed by amendment with concurrence by the BMS manager and the mailer.

20. [*Add the following article to the agreement if the Administering Post Office is providing pickup service (Exhibit 5):* The mailer and the Postal Service agree to meet the conditions as described in Attachment B for pickup service.]

This manifest mailing system agreement consists of [Number of Articles in the Agreement] articles and cannot be amended without the approval of the Postal Service.

Exhibit 4A

Signature Page

Manifest Mailing System Agreement

Mailer [Name]

Name: _____

City, State, ZIP+4: _____

Phone No.: _____

Signature and Date: _____

Postal Service:

I certify that competent staffing and adequate resources will be provided to properly administer the attached Manifest Mailing System agreement in accordance with all stated postal rules and procedures.

Postmaster [or Manager, Business Mail Entry if district host city]

Name: _____

City, State, ZIP+4: _____

Phone No.: _____

Signature and Date: _____

District Manager [District Name]

Name: _____

City, State, ZIP+4: _____

Signature and Date: _____

Manager, Business Mailer Support:

This Manifest Mailing System agreement is approved and subject to continuation as provided in **Article 19.**

Name: _____

City, State, ZIP+4: _____

Signature and Date: _____

Exhibit 4B

MMS Temporary Authorization Letter – BMS Administered System

[Date]

[Name of Mailer]
[Company Name]
[Company Address]
[City, State, ZIP Code]

Dear [Name of company contact]:

This letter (and any attachments) provides a temporary authorization to [company name] to enter and pay postage for [class of mail, processing category, Extra Services] mail using a Manifest Mailing System (MMS) at the [City/State] Post Office as provided in Publication 401, *Guide to the Manifest Mailing System*, the *Domestic Mail Manual* (DMM), and the *International Mail Manual* (IMM). Your company must maintain the following standards to keep this authorization in effect:

1. Mailings submitted as part of an MMS require a unique identification number printed on each mailpiece. Numbers may not be duplicated in a mailing and must appear sequentially in ascending order on the manifest.
2. Your company will ensure that the manifest(s) accurately represent the mailing including the number of pieces presented, postage computations and preparation. If the Postal Service determines through its sampling process that postage is understated by more than 1.5%, additional postage will be charged. No adjustments will be made for overstatement of postage. [*Add the following statement to this article if the mailer elects to overstate weight and/or postage to avoid underpayment of postage:* In order to avoid underpayment of postage for pieces at or near the weight or price break points, the mailer may overstate the weight and postage. The weight may be overstated by no more than **[amount to be overstated ounces/pounds]**. Under this provision, any overstated pieces are considered correct and the "Manifest Postage" will be recorded as "Actual Postage" on the applicable MMS sampling worksheet.]
3. Your company agrees to perform the quality control procedures described in Attachment A. Your company will perform these procedures at the frequency stated in Attachment A, documenting the tasks performed and maintaining that documentation for 90 days from the date of mailing. If the mailings submitted contain ongoing quality problems, the Postal Service reserves the right to require your company to implement additional quality control beyond those submitted with the manifest application.
4. When presenting mail to the Postal Service for verification, provide the following:
   a) Accurate postage statements using the most current edition of a USPS-approved computerized facsimile or by Postal Wizard.
   b) The manifest and a summary listing of the manifest data in hardcopy or electronic media.
   c) For mailings using Extra Services, provide a summary of individual Extra Services fees and grand total of all Extra Services fees.
   d) Form 3877 (for mailings using Extra Services).
   e) Any other documentation required by postal regulations.
5. Your company will retain the manifest listing, summary, and a copy of the postage statements for 90 days from the date of mailing and make them available for inspection by the Postal Service within 48 hours on request. The manifest listing and summary may be retained electronically.
6. If your company relocates or has a change in ownership or makes any modification or any adjustment to the computerized system used for the preparation of mailings that might affect either the generation of required mailing documentation or mail preparation, your company must provide written notice—at least 7 days in advance—to the Postal Service.

7. On occasion, Postal Service representatives will need reasonable access to mail preparation areas to observe mail production and verify mailing records. As part of this process, we may request assistance in conducting periodic monitoring and review of this MMS. The review will include, but is not limited to, procedures for handling damaged and withdrawn pieces, quality control and corrective actions, and for production of accurate documentation.

8. If your company requests a postage refund or any adjustment to the advance deposit account for postage underpayment, the request must be submitted to the following email address: ***SPPSRefunds@usps.gov*** and must document and clearly explain the reason for the discrepancy and corrective action taken to ensure it does not recur. At a minimum provide a detailed description of the issue; dollar amount of the request; the number of pieces affected; date the system or procedural failure occurred; mailer's tax identification number (TIN). Also, provide postage statements, qualification reports, and other MMS supporting documents. If your company detects any occurrence of postage underpayment, it is your company's responsibility to report it to the [City/State] Post Office within five (5) working days from the date of detection.

   Any postage refund request or postage underpayment occurrence may trigger an investigation by Postal Service to determine why the discrepancy was not detected by the system and whether proper corrective action was taken to prevent a recurrence. The Manager, Business Mailer Support (BMS) will make a decision on the validity of a postage refund request or postage underpayment. When the BMS manager determines postage was overpaid or underpaid due to a system failure in the mailer's operation, the administrative processing cost will be charged to the mailer. In that event, your company may either separately pay the administrative processing cost, or allow the Postal Service to adjust the overpayment or underpayment amount, as appropriate.

9. Your company may cancel this authorization at any time by giving written notice to the [City/State] Post Office and the BMS manager.

10. The Postal Service reserves the right to suspend manifest mailing system privileges, pending review, when there is an indication that postal revenue is not fully protected.

11. The BMS manager may cancel this authorization—upon 15 days' written notice—if the manager determines:

    a) Your company is not providing manifests with correct data.
    b) The required quality control procedures submitted with the application are not being properly performed.
    c) The MMS does not comply with the requirements in the DMM, IMM, Publication 401, or this authorization, and problems are not promptly resolved.
    d) Mailings are presented that are not properly prepared, or in which postage was not properly paid.
    e) No manifested mailings are presented for more than 6 months unless approved by BMS.
    f) Your company has relocated or has changed ownership without notification.

12. This temporary MMS authorization permits you to mail using a manifest mailing system until [Month/Year].

13. You must maintain a copy of this authorization letter on file.

14. [*Add the following article if the Administering Post Office is providing pickup service (Exhibit 5):* Your company and the Postal Service agree to meet the conditions as described in Attachment B for pickup service.]

If you have any questions concerning this temporary authorization, please call [Name/Title] at [phone number].

Sincerely,

[Name]
District Manager

cc: Postmaster [Administering Post Office City/State]
Business Mailer Support Analyst [City/State]

Exhibit 4C

MMS Authorization Letter – District Administered System

[Date]

[Name of Mailer]
[Company Name]
[Company Address]
[City, State, ZIP Code]

Dear [Name of company contact]:

This letter (and any attachments) authorizes [company name] to enter and pay postage for [class of mail, processing category, Extra Services] mail using a Manifest Mailing System (MMS) at the [City/State] Post Office as provided in Publication 401, *Guide to the Manifest Mailing System,* the *Domestic Mail Manual* (DMM), and the *International Mail Manual* (IMM). Your company must maintain the following standards to keep this authorization in effect:

1. Mailings submitted as part of an MMS require that a unique identification number is printed on each mailpiece. Numbers may not be duplicated in a mailing and must appear sequentially in ascending order or sequentially within each presort level on the manifest.
2. Your company will ensure that the manifest(s) accurately represent the mailing including the number of pieces presented, postage computations and preparation. If the Postal Service determines through its sampling process that postage is understated by more than 1.5%, additional postage will be charged. No adjustments will be made for overstatement of postage. [*Add the following statement to this article if the mailer elects to overstate weight and/or postage to avoid underpayment of postage:* In order to avoid underpayment of postage for pieces at or near the weight or price break points, the mailer may overstate the weight and postage. The weight may be overstated by no more than **[amount to be overstated ounces/pounds]**. Under this provision, any overstated pieces are considered correct and the "Manifest Postage" will be recorded as "Actual Postage" on the applicable MMS sampling worksheet.]
3. Your company agrees to perform the quality control procedures described in Attachment A. Your company will perform these procedures at the frequency stated in Attachment A, documenting the tasks performed and maintaining that documentation for 90 days from the date of mailing. If the mailings submitted contain ongoing quality problems, the Postal Service reserves the right to require your company to implement additional quality control beyond those submitted with the manifest application.
4. When presenting mail to the Postal Service for verification, provide the following:
   a) Accurate postage statements using the most current edition of a USPS-approved computerized facsimile or by Postal Wizard.
   b) The manifest and a summary listing of the manifest data in hardcopy or electronic media.
   c) For mailings using Extra Services, provide a summary of individual Extra Services fees and grand total of all Extra Services fees.
   d) Form 3877 (for mailings using Extra Services).
   e) Any other documentation required by postal regulations.
5. Your company will retain the manifest listing, summary, and copy of postage statements for 90 days from the date of mailing and make them available for inspection by the Postal Service within 48 hours on request. The manifest listing and summary may be retained electronically.
6. If your company relocates or has a change in ownership or makes any modification or any adjustment to the computerized system used for the preparation of mailings that might affect either the generation of required mailing documentation or mail preparation, your company must provide written notice—at least 7 days in advance—to the Postal Service.

7. On occasion, Postal Service representatives will need reasonable access to mail preparation areas to observe mail production and verify mailing records. As part of this process, we may request assistance in conducting periodic monitoring and review of this MMS. The review will include, but is not limited to, procedures for handling damaged and withdrawn pieces, quality control and corrective actions, and for production of accurate documentation.

8. If your company requests a postage refund or any adjustment to the advance deposit account for postage underpayment, the request must be submitted to the following email address: ***SPPSRefunds@usps.gov*** and must document and clearly explain the reason for the discrepancy and corrective action taken to ensure it does not recur. At a minimum provide a detailed description of the issue; dollar amount of the request; the number of pieces affected; date the system or procedural failure occurred; mailer's tax identification number (TIN). Also, provide postage statements, qualification reports, and other MMS supporting documents. If your company detects any occurrence of postage underpayment, it is your company's responsibility to report it to the [City/State] Post Office within five (5) working days from the date of detection.

   Any postage refund request or postage underpayment occurrence may trigger an investigation by the Postal Service to determine why the discrepancy was not detected by the system and whether proper corrective action was taken to prevent a recurrence. The District Manager will make a decision on the validity of a postage refund request or postage underpayment. When the District Manager determines postage was overpaid or underpaid due to a system failure in the mailer's operation, the administrative processing cost will be charged to the mailer. In that event, your company may either separately pay the administrative processing cost, or allow the Postal Service to adjust the overpayment or underpayment amount, as appropriate.

9. Your company may cancel this authorization at any time by giving written notice to the [City/State] Post Office and the District Manager.

10. The Postal Service reserves the right to suspend manifest mailing system privileges, pending review, when there is an indication that postal revenue is not fully protected.

11. The District Manager may cancel this authorization—upon 15 days' written notice—if the manager determines:

    a) Your company is not providing manifests with correct data.
    b) The required quality control procedures submitted with the application are not being properly performed.
    c) The MMS does not comply with the requirements in the DMM, IMM, Publication 401, or this authorization, and problems are not promptly resolved.
    d) Mailings are presented that are not properly prepared, or in which postage was not properly paid.
    e) No manifested mailings are presented for more than 6 months.
    f) Your company has relocated or has changed ownership without notification.

12. This MMS authorization will remain in effect until such time as the District Manager or your company cancels it. If Postal Service periodic reviews or mailer supplied information indicates a need for modification of this authorization, then the authorization will be modified as needed by amendment with concurrence by the District Manager and your company.

13. You must maintain a copy of this authorization letter on file.

14. [*Add the following article if the Administering Post Office is providing pickup service (Exhibit 5):* Your company and the Postal Service agree to meet the conditions as described in Attachment B for pickup service.]

If you have any questions concerning this authorization, please call [Name/Title] at [phone number].

Sincerely,

[Name]
District Manager
cc: Postmaster [Administering Post Office City/State]

Exhibit 5

Pickup Service SOP (Example)

(This is an example. It must be modified to be site specific.)

Attachment B

U. S. Postal Service
(City/State/ZIP)
Manifest Mailing System Pickup Service
Standard Operating Procedure

Date Issued:

Subject: Collection of Manifest Mailing System Permit Imprint Mail from [Name of Mailer]

[Name of Mailer] has applied to use a Manifest Mailing System (MMS). The Mailer is requesting Pickup Service for [Class and Type] of permit imprint manifest mail. The following is the agreed upon Standard Operating Procedure (SOP) to ensure mail is properly collected, accepted, and verified when it is picked up.

- The MVS driver will pick up mail from [Mailer's Name] at [time] on [days].
- Mailer is the last stop on [Name of route, for example, MVS 300].
- Manifest mailings will be marked by the mailer as Business Mail Entry Unit (BMEU) and placed at the tail end of the truck (5-, 7-, 9-ton or trailer).
- If the truck that normally picks up mail is not adequate, then the mailer must notify the Supervisor, Transportation [Phone number] that a larger vehicle is needed for that day, three hours prior to the scheduled pickup.
- Manifest mail documentation (manifest listing, postage statement) and pickup form PS Form 5541 will be handed to the MVS driver by mailer to be given to the mail handler off loading the mail.
- The mail handler will direct manifest listing and postage statement to the BMEU and the PS Form 5541 will be directed to the [appropriate location].
- This manifest mail off loaded by the Mail Handler will be staged in the BMEU for acceptance and verification procedures.
- Receiving employees will notify the BMEU supervisor if mail and/or paperwork are not received at scheduled times.
- All appropriate manifest sampling and verifications will be administered by BMEU as prescribed.
- Mail will be verified by BMEU personnel and cleared to meet mail processing's critical entry time.
- If problems arise, notify the supervisor, BMEU.
- Mailer will pick up or correct at the BMEU any mailings that fail verification.

Mailer Signature_____ **Date**_____

Postmaster Signature_____ **Date**_____

Plant Mgr. Signature_____ **Date**_____

District Mgr. Signature_____ **Date**_____

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Exhibit 6A

UNITED STATES POSTAL SERVICE

District MMS Authorization Checklist

Preparing for an MMS Authorization Review

Part A. – Initial Administrative Review (Desk)

Upon receipt of an MMS application, conduct a desk audit of the documentation submitted following the questions in Part A.

Part B. – Initial On-Site Authorization Review

1. Contact the mailer and the administering Post Office and arrange for a mutually agreeable date.
2. Schedule a review so you can observe processing and sample a live mailing.

   Note: Advise the mailer that all documents must be prepared for review including manifests, postage statements, Quality Control documents, etc. Also, all types of manifests that will be used are available for review.
3. Some materials you may need:
   - Publication 401.
   - Blank sampling/postage adjustment worksheets.
   - Price charts.
   - Zone charts.
   - Tape measure, ruler, templates.
   - DMM/IMM.
4. Conduct on-site review following questions in Part B.
5. If the results of the review are favorable and the application and District MMS Authorization Checklist Parts A and B are complete, issue one of the following:

   a. An MMS authorization letter for district-authorized systems (Exhibit 4C).

   b. A temporary authorization letter (Exhibit 4B) for BMS-authorized systems.

If Part A or B of the review reveals deficiencies or problems requiring corrective action, the district manager notifies the mailer in writing of the actions that must be taken. An MMS authorization letter is issued only after the mailer has corrected the problems noted during the review. The mailer may begin to mail once the authorization letter is issued.

Part C. – Follow-up Desk Review

1. Complete no later than 10 Business Days from the Initial On-Site Review.

2. Follow the instructions and conduct a desk audit of the documentation following the questions in Part C.

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District MMS Authorization Checklist

Mailer's Name: _____

Review Date: _____

Review conducted by (List all participants and their titles): _____

_____

_____

Requested MMS Options: _____

_____

Part A. – Initial Administrative Review (Desk)

Documentation Review

Yes	No	NA		
☐	☐		**1.**	All applicable items on the application are completed.
☐	☐		**2.**	The application is signed.
			3.	The application includes:
☐	☐			**a.** Mailer's quality control (QC) procedures for postage accuracy, and presort, if applicable..
☐	☐			**b.** Samples of the QC documentation.
☐	☐			**c.** Sample of each type of manifest to be used.
☐	☐			**d.** Completed sample of each postage statement to be used. (For a mixed class manifest, separate postage statements for each class submitted.)
☐	☐			**e.** Sample mailpiece(s) or sample mailing label(s).
☐	☐	☐		**f.** Postage table and zone matrices (if available).
☐	☐		**4.**	The manifest(s) includes the minimum data elements to determine correct postage.
☐	☐	☐	**5.**	If provided, the mailer's weight, zone, and price tables are correct.
☐	☐		**6.**	The summary information for each class of mail is reported separately on the summary page.
☐	☐		**7.**	The manifest is identified with a sequence number and that number is reflected on the postage statements, summary page, and Forms 3877 and 8125, if applicable.
☐	☐		**8.**	Postage statement:
☐	☐	☐		**a.** If a computer-generated facsimile postage statement is used, it is formatted correctly and shows the current form edition date.
☐	☐	☐		**b.** If mailer plans to use Postal Wizard, verify that he/she is authorized.
☐	☐		**9.**	The manifest totals and postage statement information agree.
☐	☐		**10.**	The identification numbers or batch ranges are listed in sequential order or sequentially with each ZIP Code, zone, or country on the manifest.
☐	☐		**11.**	There are no duplicate identification numbers.
☐	☐	☐	**12.**	The mailpiece keyline information is correct for batched mailings.
☐	☐	☐	**13.**	The keyline placement is correct.
☐	☐		**14.**	The permit indicia is correct.

Part A. (Continued)

Yes	No	NA	
			15. Extra Services:
☐	☐	☐	**a.** Form 3877 is provided.
☐	☐	☐	**b.** Form 3877 is completed correctly.
☐	☐	☐	**c.** If computer-generated, Form 3877 is formatted correctly.
☐	☐	☐	**d.** A separate summary for Extra Services fees is submitted.
☐	☐	☐	**e.** Registered Mail manifest reports only Registered Mail.
☐	☐		**16.** The permit imprint application fee is paid.
☐	☐	☐	**17.** The annual mailing fee(s) is paid.

Administrative Post Office Review

☐ ☐ **18.** The Administrative Post Office has committed sufficient resources (personnel, workhours, training, etc.) to support this MMS.

☐ ☐ **19.** The clerks, including relief employees, that will process MMS mailings have been trained in MMS procedures as outlined in Publication 401.

a. If yes, list names of MMS acceptance clerks, including relief employees, and type of training received:

_____

_____

_____

b. If no, when is training scheduled? _____

20. List the acceptance hours for manifest mailings: _____

_____

21. Sampling scale:

☐ ☐ **a.** Electronic scale is available.

b. If no, what provisions have been made to obtain a scale?

_____

_____

☐ ☐ **c.** Certified weights are available to test the scale daily.

d. If no, what provisions have been made to obtain test weights?

_____

_____

☐ ☐ **22.** Will MMS mailings be accepted at the mailer's plant? (If no, skip to item 24.)

☐ ☐ **a.** Is this an authorized plant load mailer?

☐ ☐ **b.** Is the plant load authorization on file?

☐ ☐ **c.** Will Plant Verified Drop Shipment (PVDS) mailings be prepared?

☐ ☐ **23. a.** Will the accepting Post Office transport mail from the mailer's plant prior to acceptance and verification?

☐ ☐ **b.** If yes, has the required Standard Operating Procedure (SOP) for pickup service been established? (See Pub 401, 9-9.3)

☐ ☐ **24.** Has an SOP been established to ensure proper acceptance and verification of manifest mailings at the BMEU or DMU?

Part B. – Initial On-Site Authorization Review

Postal Sampling/Verification Procedures

Yes	No	NA		
☐	☐		**1.**	**a.** Is this site on *PostalOne!?*
☐	☐	☐		**b.** If yes, do the clerks know how to complete the sampling forms in *PostalOne!*?
☐	☐	☐	**2.**	If manual sampling forms are used, are the correct sampling forms (and issue dates) being used?
☐	☐	☐	**3.**	Do the clerks understand how to complete the manual sampling forms?
☐	☐	☐	**4.**	If the mailer is providing the manifest electronically, do the clerks know how to use/access the mailer's electronic system?
☐	☐		**5.**	Do the clerks understand how to determine sampling size using Exhibits 20 and 21 in Publication 401?
☐	☐		**6.**	Do the clerks understand how to determine the frequency of sampling?
☐	☐	☐	**7.**	Do the clerks understand when to perform presort verifications, if applicable?
☐	☐		**8.**	Are postal scales tested daily with certified test weights?
☐	☐	☐	**9.**	If this is a plant load, do DMU personnel observe the loading of plant-loaded mail?
☐	☐	☐	**10.**	Are plant-load trailers properly sealed and placarded immediately upon completion of the loading process?

Manifest Accuracy

Sample live mailing to complete the following questions. (Sample all manifest types presented by the mailer.)

☐	☐		**11.**	Is the manifest(s) properly formatted?
☐	☐		**12.**	Do the selected manifests have a proper sequence number?
☐	☐		**13.**	Is the sequence number shown on related documents as applicable (postage statements, Forms 3877, 8125, and summary page)?
☐	☐		**14.**	Does the manifest(s) reflect only those articles acceptable under the specified option(s)?
☐	☐		**15.**	Are all pieces listed on the manifest in sequential alpha-numeric order?
☐	☐		**16.**	Do the postage statement totals agree with the manifests?
☐	☐	☐	**17.**	Are Extra Services listed properly on the manifest and Form 3877?
☐	☐	☐	**18.**	Do the clerks understand that they must sign and date Forms 3877?
☐	☐	☐	**19.**	Are registered and registered CODs presented on a separate manifest?
☐	☐	☐	**20.**	If it is a batch manifest, does the manifest show any breaks in the batch number sequence.
☐	☐	☐	**21.**	Does batch manifest mail being sampled have any breaks in the sequence numbers which is not accounted for on the manifest? If yes, explain._____ _____ _____ _____
☐	☐	☐	**22.**	**a.** Are there any withdrawn mailpieces?
☐	☐	☐		**b.** If so, were they properly identified on the manifest or on a separate listing?

Part B. (Continued)

23. How does the mailer's system ensure against the assignment of duplicate mailpiece identification numbers?

_____

_____

_____

Yes	No	NA		
☐	☐		**24.**	Are any ID numbers duplicated on the manifest?
☐	☐		**25.**	**a.** Are the minimum volume requirements met?
☐	☐			**b.** If No, does this mailer have a *Minimum Volume Reduction Provision*?
			26.	Electronic Manifest:
☐	☐			**a.** Does the mailer provide an electronic manifest?
☐	☐	☐		**b.** If so, is a hardcopy printout of the manifest available upon request?
☐	☐			**c.** Print a hardcopy of the summary or last page of the manifest. Do the hardcopy manifest totals match the electronic manifest totals?

Piece Payment Accuracy

☐	☐	☐	**27.**	Are applicable surcharges paid, such as nonbarcoded or nonmachinable?
☐	☐	☐	**28.**	Does the manifest postage show the "Balloon Price" (20 lb. charge) for Priority Mail and Parcel Post/Parcel Select mailpieces weighing less than 20 lbs. and measuring more than 84 inches in length and girth combined?
☐	☐	☐	**29.**	Is the postage for Priority Mail Dimensional Weight pieces calculated correctly?
☐	☐	☐	**30.**	Is the correct "oversized" price applied for pieces measuring over 108 inches in length and girth?
☐	☐		**31.**	Do all pieces qualify for the price claimed?
☐	☐		**32.**	Is the permit imprint format correct?
☐	☐	☐	**33.**	For batched mailings, is the keyline correct?
☐	☐	☐	**34.**	Is "local" zone correctly used?

Mailer QC

☐	☐		**35.**	Did the mailer conduct the quality control procedures described in the mailer's application?
☐	☐	☐	**36.**	If the mailer is submitting presorted mailings, did the mailer conduct the presort verification described in the Quality Control procedures?
☐	☐		**37.**	Is the mailer's scale maintained according to the manufacturer's specifications?
☐	☐		**38.**	Did the mailer test the scales with certified test weights?
☐	☐	☐	**39.**	If applicable, validate that the mailer is updating predetermined weights as described in the application. Comments:

_____

_____

_____

_____

Part C. – Follow-up Desk Review

(Complete 10 Business Days from the Initial On-Site Review)

Postal Administration

Contact the Administering Post Office by phone:

Yes	No	NA		
			1.	Validate that a separate file for the mailer containing the following was established:
☐	☐		**a.**	Copy of authorization letter or BMS agreement.
☐	☐		**b.**	Quarterly MMS Accuracy Worksheet.
☐	☐	☐	**c.**	Pickup SOP, if applicable.
☐	☐		**d.**	Sampling worksheets.

_____	_____	_____
Individual Answering Questions	**Title**	**Date**

Request the following documentation for each manifest type:

- Quarterly MMS Accuracy Worksheet (For each manifest type)
- First 3 manifests sampled and corresponding postage statements
- Sampling worksheets
- Forms 8125 and 3877, if applicable
- Presort verification records
- Scale test logs

Upon receipt of the requested documentation, review the manifests and documentation and answer the following:

Yes	No	NA		
☐	☐		**2.**	Is the Post Office accurately completing a Quarterly MMS Accuracy Worksheet for each type of manifest?
☐	☐		**3.**	Are postage statements and sampling/postage adjustment worksheets available for each of the 3 mailings per manifest type?
☐	☐		**4.**	Are the correct sampling forms (and issue dates) used?
☐	☐		**5.**	Are the sampling/postage adjustment worksheets completed correctly?

If not, describe deficiencies: _____

_____

_____

Postal Sampling/Verification Procedures

Yes	No	NA		
☐	☐		**6.**	Are all postage statement facsimiles signed by the mailer?
☐	☐		**7.**	Is the postage sampling frequency correct?
☐	☐		**8.**	Is the correct sampling size used?
☐	☐	☐	**9.**	When the postage sampling results exceeded the ±1.5% accuracy level, were the reentered and next mailing sampled, if the mailer reworked the failed mailing, or if the mailer paid the postage adjustment on the failed mailing was the next mailing sampled?
☐	☐		**10.**	Are the sampling/postage verification worksheets signed by the verification employees?
☐	☐		**11.**	Were the selected mailings properly billed as shown on PS Form 3609?
☐	☐		**12.**	Do the adjusted postage amounts shown on the sampling/postage adjustment worksheets agree with the amounts withdrawn from the mailer's account as reported on Form 3609?

Part C. (Continued)

Yes	No	NA		
☐	☐	☐	**13.**	If there was a postage adjustment due to the sampling process, is the sampling/postage adjustment worksheet attached to the original postage statement?
☐	☐	☐	**14.**	If applicable, are presort verifications being conducted as scheduled? (Review applicable presort verification records.)
☐	☐		**15.**	Does the 3609 reflect any negative balances?
☐	☐		**16.**	Are postal scales tested daily?

Manifest Accuracy

☐	☐		**17.**	Is the manifest(s) properly formatted?
☐	☐		**18.**	Do the selected manifests have a proper sequence number?
☐	☐		**19.**	Is the sequence number shown on related documents as applicable (postage statements, Forms 3877, 8125, and summary page)?
☐	☐		**20.**	Does the manifest(s) reflect only those articles acceptable under the specified option(s)?
☐	☐		**21.**	Are all pieces listed on the manifest in sequential alpha-numeric order?
☐	☐		**22.**	Do the postage statement totals agree with the manifests?
☐	☐	☐	**23.**	Are Extra Services listed properly on the manifest and Form 3877?
☐	☐	☐	**24.**	Do the clerks understand that they must sign and date Forms 3877?
☐	☐	☐	**25.**	Are registered and registered CODs presented on a separate manifest?
☐	☐	☐	**26.**	If it is a batch manifest, does the manifest show any breaks in the batch number sequence.
☐	☐	☐	**27.**	Does batch manifest mail being sampled have any breaks in the sequence numbers which is not accounted for on the manifest? If yes, explain._____ _____ _____ _____
☐	☐	☐	**28.**	**a.** Are there any withdrawn mailpieces?
☐	☐	☐		**b.** If so, were they properly identified on the manifest or on a separate listing?
☐	☐		**29.**	Are any ID numbers duplicated on the manifest?

Piece Payment Accuracy

☐	☐	☐	**30.**	Are applicable surcharges paid, such as nonbarcoded or nonmachinable?
☐	☐	☐	**31.**	Does the manifest postage show the “Balloon Price” (20 lb. charge) for Priority Mail and Parcel Post/Parcel Select mailpieces weighing less than 20 lbs. and measuring more than 84 inches in length and girth combined?
☐	☐	☐	**32.**	Is the postage for Priority Mail Dimensional Weight pieces calculated correctly?
☐	☐	☐	**33.**	Is the correct “oversized” price applied for pieces measuring over 108 inches in length and girth?
☐	☐		**34.**	Do all pieces qualify for the price claimed?
☐	☐		**35.**	Is the permit imprint format correct?
☐	☐	☐	**36.**	For batched mailings, is the keyline correct?
☐	☐	☐	**37.**	Is “local” zone correctly used?

Signature_____ Date _____

Exhibit 6B

UNITED STATES POSTAL SERVICE

Manifest Mailing System Review Form

Preparing for an MMS Review

1. Contact the mailer and the administering Post Office and arrange for a mutually agreeable date.
2. Schedule a review so you can observe processing and sample a live mailing.
3. Review the application and/or the current agreement.
4. Select 5 sampled mailings from the past 90 days from the Quarterly MMS Accuracy Worksheet. If possible, select mailings that were out of tolerance.
5. Obtain the following records from the local Post Office, district, or electronically from *PostalOne!* for the selected mailings:
    - Manifests (May need to request these from mailer).
    - Postage statements.
    - Sampling/postage adjustment worksheets.
    - Summary pages.
    - PS Form 3609 for past 90 days.
6. Request the district administrative file, which should contain:
    - Authorization letter or signed BMS authorized agreement.
    - Plant load authorization (if applicable).
    - Pickup Service SOP (if applicable).
    - Quarterly MMS Accuracy Worksheets.
    - MMS Review forms (if applicable).
7. Request the local administrative file, which should contain:
    - Same info as district file, except for MMS Review forms.
8. Some materials you may need:
    - Publication 401.
    - Blank sampling/postage adjustment worksheets.
    - Price charts.
    - Zone charts.
    - Tape measure, ruler, templates.
    - DMM/IMM.

Opening Conference

It is generally best to meet with the administering Post Office representatives first and review the records prior to visiting the mailer, but you may have to be flexible depending on the situation.

If possible, meet with the mailer prior to beginning the operations review. Discuss the MMS authorization and find out if they need or anticipate any changes. Tour the plant to understand the production procedures. Tell the mailer you will discuss any findings at the conclusion of your review.

The Review

Mailer's Name: _____

Review Date: _____

Review conducted by (List all participants and their titles): _____

_____

_____

Approved MMS Options as Listed in the Agreement:_____

_____

Postal Administration

		Yes	No	NA
1.	Does the administering Post Office keep a separate file for each MMS mailer containing the following?			
	a. Copy of authorization letter or BMS agreement.	☐	☐	
	b. Quarterly MMS Accuracy Worksheets (Two quarters)	☐	☐	
	c. Plant load agreement, if applicable	☐	☐	☐
	d. Pickup SOP, if applicable.	☐	☐	☐
	e. Sampling worksheets (90 days).	☐	☐	☐
2.	Is the Quarterly MMS Accuracy Worksheet			
	a. Completed?	☐	☐	
	b. Submitted to the district within 5 days of close of each quarter?	☐	☐	
3.	Are postage statements and (if scheduled) sampling/postage adjustment worksheets on file for each of the five selected mailings?	☐	☐	
4.	Are the correct sampling forms (and issue dates) being used?	☐	☐	
5.	Are the sampling/postage adjustment worksheets completed correctly?	☐	☐	

If not, describe deficiencies: _____

_____

_____

_____

Postal Sampling/Verification Procedures

		Yes	No	NA
6.	a. What is the postage sampling frequency? _____			
	b. If it is less frequently than one in five mailings, has the reduced frequency been approved by BMS?	☐	☐	☐
7.	Is the sampling size determined using **Exhibits 20** and **21** in Publication 401?	☐	☐	
8.	When the postage sampling results exceeded the ±1.5% accuracy level, was the reentered and next mailing sampled, if the mailer reworked the failed mailing, or if the mailer paid the postage adjustment on the failed mailing was the next mailing sampled?	☐	☐	☐
9.	When the postage sampling results exceeded the ±1.5% accuracy level, was a copy of sampling/postage adjustment worksheet given to the mailer?	☐	☐	☐
10.	Are the sampling/postage verification worksheets signed by the verification employees?	☐	☐	
11.	Do the adjusted postage amounts shown on the sampling/postage adjustment worksheets agree with the amounts withdrawn from the mailer's account as reported on Form 3609?	☐	☐	☐
12.	If there was a postage adjustment due to the sampling process, is the sampling/postage adjustment worksheet attached to the original postage statement?	☐	☐	☐
13.	If applicable, are presort verifications being conducted as scheduled? (Review applicable presort verification records.)	☐	☐	☐

Postal Functions

14.	Do acceptance personnel ensure that the mailer's advance deposit account balance is sufficient to cover all mailings presented?	☐	☐	
15.	Are postal scales tested daily?	☐	☐	
16.	Have the postal scales been calibrated within the past year?	☐	☐	
17.	Do the local acceptance employees responsible for the sampling of mail and the calculation of postage adjustments clearly understand their responsibilities?	☐	☐	

List any areas of concern. _____

_____

_____

_____

		Yes	No	NA
18.	Are relief employees available?	☐	☐	
19.	Are relief employees trained?	☐	☐	
20.	Is additional acceptance training necessary?	☐	☐	
	Recommendation:_____			
21.	a. Are manifest mailings picked up by the Postal Service and verified at the Post Office?	☐	☐	
	b. If so, is the standard operating procedure for pickup service of permit imprint mail established, written, and attached to the agreement?	☐	☐	☐
	c. If so, is there an article in the agreement pertaining to the pickup service?	☐	☐	☐
22.	Do DMU personnel observe the loading of plant-loaded mail?	☐	☐	☐
23.	Are plant-load trailers properly sealed and placarded immediately upon completion of the loading process?	☐	☐	☐

Manifest Accuracy

24.	Are the manifests (on file for 90 days) available from the mailer?	☐	☐	
25.	Do the selected manifests have a proper sequence number?	☐	☐	
26.	a. Does the mailer provide an electronic manifest?	☐	☐	
	b. If so, is a hardcopy printout of the manifest available upon request?	☐	☐	☐
	c. Print a hardcopy of the summary or last page of the manifest. Do the hardcopy manifest totals match the electronic manifest totals?	☐	☐	☐
27.	Does the manifest(s) reflect only those articles acceptable under the specified option(s)?	☐	☐	
28.	Are all pieces listed on the manifest in sequential alpha-numeric order?	☐	☐	
29.	Are there any breaks in the batch number sequence?	☐	☐	☐
	If yes, explain. _____			
	_____			
30.	Is the manifest properly formatted?	☐	☐	
	List any discrepancies. _____			
	_____			

		Yes	No	NA
31.	a. Are there any withdrawn mailpieces?	☐	☐	
	b. If so, were they properly identified on the manifest or on a separate listing?	☐	☐	☐
32.	Is postage adjusted correctly for withdrawn pieces?	☐	☐	☐
33.	Does the mailer's system ensure against the assignment of duplicate mailpiece identification numbers?	☐	☐	
34.	Are any ID numbers duplicated on the manifest?	☐	☐	
35.	a. Did any manifest reflect manual adjustments by the mailer?	☐	☐	
	b. If the answer is yes, was postage adjusted accordingly?	☐	☐	☐
36.	a. Are the minimum volume requirements met?	☐	☐	
	b. If No, does this mailer have a *Minimum Volume Reduction Provision*?	☐	☐	☐
37.	Are applicable surcharges paid, such as nonbarcoded or nonmachinable?	☐	☐	☐
38.	Does the manifest postage show the "Balloon Price" (20 lb. charge) for Priority Mail and Parcel Post/Parcel Select mailpieces weighing less than 20 lbs. and measuring more than 84 inches in length and girth combined?	☐	☐	☐
39.	Is the postage for Priority Mail Dimensional Weight pieces calculated correctly?	☐	☐	☐
40.	Is the correct "oversized" price applied for pieces measuring over 108 inches in length and girth?	☐	☐	☐
41.	Do all pieces qualify for the price claimed?	☐	☐	
42.	Is the permit imprint format correct?	☐	☐	
43.	For batched mailings, is the keyline correct?	☐	☐	☐
44.	Does the mailer correctly identify "local" zone?	☐	☐	☐
45.	Are the mailer's weight, zone, and price tables correct?	☐	☐	☐
46.	Are Extra Services listed properly on the manifest and Form 3877?	☐	☐	☐
47.	Are Forms 3877 signed and dated by a Postal Service representative?	☐	☐	☐
48.	Are registered and registered CODs presented on a separate manifest?	☐	☐	☐
49.	Are all postage statement facsimiles signed by the mailer?	☐	☐	
50.	a. Do the postage statement totals agree with the manifests?	☐	☐	
	b. Were the 5 selected mailings properly billed as shown on PS Form 3609?	☐	☐	

	Yes	No	NA
Mailer Quality Control			
51. a. Does Form 3609 indicate 2 or more instances of negative balances?	☐	☐	
b. If yes, did the mailer implement a process to ensure that sufficient funds are on deposit prior to the presentation of each mailing?.....	☐	☐	☐
52. Is the mailer following the quality control procedures described in the QC attachment of the authorization letter or BMS agreement?	☐	☐	
53. Are quality control sample worksheets kept on file for 90 days?.....	☐	☐	
54. If applicable, are mail preparation reviews being conducted as scheduled?.....	☐	☐	☐
55. Is the mailer's scale maintained according to the manufacturer's specifications?	☐	☐	
56. Does the mailer update predetermined piece weights when necessary?.....	☐	☐	☐

Recommendations/corrective actions: _____

_____

_____

Exit Conference

After completing the review, discuss your findings with the mailer, including your recommendations for correcting deficiencies. Also, tell the mailer what is working well with their system or recommend ways they might use it to increase their productivity. The local Postal Service representatives should attend to ensure a mutual understanding. If your review includes findings concerning the local Post Office, discuss those issues with the local Postal Service representatives separately.

Signature_____ Date _____

System Management Letters

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Exhibit 7

Deficient System – Initial Notification Letter of MMS Accuracy

[DATE]

[CONTACT NAME]
[TITLE]
[COMPANY NAME]
[ADDRESS]
[CITY/ST/ZIP+4]

Dear [Name of company contact]:

This concerns the authorization of your company's Manifest Mailing System (MMS) at the [City/State] Post Office. A review of MMS postage samplings for the period [show date range] indicates that the accuracy rating for your company is [show rating]. This is below the Postal Service expectation that MMS mailers will maintain an accuracy rating of 95% or better.

The MMS accuracy rating is determined by comparing the number of mailings that were subject to random verifications (postage sampling) to the number of those verifications that resulted in an error rate greater than +/- 1.5%. For example, 50 mailings were randomly selected for verification. Four of those mailings exceeded the 1.5% tolerance (variance) in postage and/or weight claimed. This would result in an accuracy rating of 92%.

The following errors are affecting your accuracy rating:

[List errors]

Please provide a written response describing what action(s) you will be taking to identify the source of these errors and what additional quality control procedures you plan to implement to prevent future occurrence. Your written response must be received no later than [show date 2 weeks from date of letter]. Address your response to [Name/Title].

As a reminder, Publication 401, *Guide to the Manifest Mailing System*, requires MMS mailers to maintain an effective quality control program to insure both system integrity and postage payment accuracy. You must improve your accuracy rating to 95% by [end-date of next full quarter].

If you have any questions concerning this letter, please contact [Name/Title] at [phone number or email]. We will provide you support to help you improve the quality of your system.

Sincerely,

[Name]
[Title]

cc: Postmaster, [City/State]
Manager, Customer Relations – District

Exhibit 7A

Deficient System – Notification Letter of MMS Audit

[DATE]

[CONTACT NAME]
[TITLE]
[COMPANY NAME]
[ADDRESS]
[CITY/ST/ZIP+4]

Dear [Name of company contact]:

This concerns the continuing authorization of your company's Manifest Mailing System (MMS) at the [City/State] Post Office. A review of MMS postage samplings for the period [show new date range] indicates that the accuracy rating for your company's manifest system is [show rating]. You were previously notified of an accuracy rating of [previous quarter rating from letter #1] for the period [previous date range from letter #1]. We are concerned that the current rating indicates insufficient improvement in quality control procedures and the accuracy of postage payment information provided by your MMS.

Publication 401, *Guide to the Manifest Mailing System* requires that the Postal Service conduct an on-site review when a mailer's accuracy rating falls below 95% for two consecutive quarters. We will be contacting you in the near future to schedule this review.

As a reminder, MMS authorizations may be suspended or canceled if the accuracy rating continues to be less than 95% and it can be determined that the mailer is unwilling or unable to take the necessary action to correct errors. We provided you with an itemized list of those errors in our original letter to you (copy enclosed).

If you have any questions about the specific errors encountered with postage payment samplings during the most recent postal quarter, please contact [Name/Title] at [phone number or email].

Sincerely,

[Name]
[Title]

Enclosure

cc: Postmaster, [City/State]
Manager, Customer Relations – District

Exhibit 7B

Deficient System – MMS Audit Results Letter

[DATE]

[CONTACT NAME]
[TITLE]
[COMPANY NAME]
[ADDRESS]
[CITY/ST/ZIP+4]

Dear [Name of company contact]:

On [review date] [name of reviewer(s)] conducted a Manifest Mailing System (MMS) review at the [Company name] facility in [City/State]. The purpose of the review was to ensure that your company's system meets MMS program standards. As was discussed, recent postal sampling results indicate concerns about your mailing production quality.

The results of the review are as follows:

[List MMS noncompliances and concerns]

These items require your immediate attention. Please provide a written response to support what action(s) you will be taking to identify the source of these errors and what additional quality control procedures you plan to implement to prevent any future recurrence. Your written response must be received by [allow 10 business days]. If you do not respond by this date, your privileges to mail using an MMS may be suspended. Address your response to [Name/Title].

Your company's authorization to mail using an MMS will be rescinded if you are unable to improve the overall quality of manifest mailings to meet the 95% accuracy requirement by [cancellation date].

If you have any questions concerning the results of the review or need assistance in correcting your system problems, you may contact [Name/Title] at [phone number or email].

Sincerely,

[Name]
[Title]

cc: Postmaster, [City/State]
Manager, Customer Relations – District

Exhibit 7C

Deficient System – MMS Authorization Cancellation Letter

[DATE]

[CONTACT NAME]
[TITLE]
[COMPANY NAME]
[ADDRESS]
[CITY/ST/ZIP+4]

Dear [Name of company contact]:

This concerns your Manifest Mailing System (MMS) authorization at the [City/State] Post Office. A review of MMS postage samplings for the period [show date ranges from Letter #1 and Letter #2] triggered an onsite review which was performed on [date].

Following the onsite review, we notified you of the concerns and non-compliances found with your mailing system. We also notified you that if your company was unable to improve the overall quality of manifest mailings to meet the 95% accuracy requirement by [cancellation date from Letter #3] we would rescind your authorization to mail under an MMS.

A review of MMS postage samplings for the period [show date range since onsite review] indicates that the accuracy rating for your company is [show rating]. This continues to be below the Postal Service expectation that MMS mailers will maintain an accuracy rating of 95% or better. Effective [date], your Manifest Mailing System authorization is cancelled.

Any mailings presented after that date must: 1) have postage affixed by meter or postage stamp; or, 2) be of identical weight if postage is paid by permit imprint, so that weigh-verification procedures can be used.

If you choose to appeal this decision, please submit a letter stating the reason you are appealing along with additional documentation to support your appeal within 15 days to the Manager, Business Mail Entry, [address]. Your appeal will be forwarded to the Manager, Business Mailer Support, USPS Headquarters, for a final agency decision.

If you have any questions about this decision, please contact [Name/Title] at [phone number or email].

Sincerely,

[Name]
Title

cc: Postmaster, [City/State]
Manager, Business Mail Entry - District
Manager, Customer Relations - District
Manager, Business Mailer Support

Exhibit 8

Critical Error – Notification Letter

[DATE]

[CONTACT NAME]
[TITLE]
[COMPANY NAME]
[ADDRESS]
[CITY/ST/ZIP+4]

Dear [Name of company contact]:

As we discussed on [Date of Phone Conversation], a review of MMS postage samplings for the period [show date range] indicates that your company is submitting manifests containing critical errors. This concerns the authorization of your company's Manifest Mailing System (MMS) at the [City/State] Post Office. These critical errors signal potentially serious problems in the system.

We have identified the following critical errors with your company's manifest:

[List errors]

These critical errors require immediate corrective action by your company. Please provide a written response to support the action(s) you will be taking to identify the source of these errors and what additional quality control procedures you plan to implement to prevent any future recurrence. Your written response must be received no later than [allow 10 business days]. If you do not respond by this date, your privileges to mail using a MMS may be suspended. Address your response to [Name/Title].

If you have any questions concerning this letter or need assistance, please contact [Name/Title] at [phone number or email].

Sincerely,

[Name]
[Title]

Certified [Number]

cc: Postmaster, [City/State]
Manager, Customer Relations – District
Business Mailer Support Analyst

Exhibit 8A

Critical Error – Suspension Letter

[DATE]

[CONTACT NAME]
[TITLE]
[COMPANY NAME]
[ADDRESS]
[CITY/ST/ZIP+4]

Dear [Name of company contact]:

On [date of first notice] we sent a letter informing you that your company is submitting manifest mailings with ongoing critical errors and requested a written response from you no later than [date of expected response]. In that written response we requested that you describe the action(s) you will be taking to identify the source of these errors and what additional quality control procedures you planned to implement to prevent any future recurrence.

As of this date we have not received any response. If we do not hear from you by [allow 5 business days] your MMS authorization is suspended. A copy of our original letter is attached.

Please contact [Name/Title] at [phone number or email] if you have any questions.

Sincerely,

[Name]
[Title]

Attachment

cc: Postmaster, [City/State]
Manager, Customer Relations – District
Business Mailer Support Analyst

Exhibit 8B

Critical Error– Letter Lifting Suspension

[DATE]

[CONTACT NAME]
[TITLE]
[COMPANY NAME]
[ADDRESS]
[CITY/ST/ZIP+4]

Dear [Name of company contact]:

On [date of first suspension] we sent a letter informing you that your privileges to use a Manifest Mailing System had been suspended due to mailings with ongoing critical errors.

Since that time, your company has provided a written response describing the actions that have been taken to correct these errors and the additional quality control procedures that have been implemented to prevent any future recurrence. We have validated that these measures have corrected the problems and should prevent a recurrence.

Since you corrected these issues, this letter rescinds your Manifest Mailing System suspension at the [City/State] Post Office. Please continue your quality control procedures in order to prevent future critical errors.

You may contact [Name/Title] at [phone number or email] if you have any questions.

Sincerely,

[Name]
[Title]

cc: Postmaster, [City/State]
Manager, Customer Relations – District
Business Mailer Support Analyst

Exhibit 8C

Critical Error – MMS Authorization Cancellation Letter

[DATE]

[CONTACT NAME]
[TITLE]
[COMPANY NAME]
[ADDRESS]
[CITY/ST/ZIP+4]

Dear [Name of company contact]:

This concerns your Manifest Mailing System (MMS) authorization at the [City/State] Post Office.

On [date of first notice] [Name/Title] spoke with you concerning critical errors found during postage verification samplings, and received a commitment from you to correct the errors. We subsequently sent you a letter on [date of first notice] detailing ongoing critical errors and requested a written response from you no later than [date of expected response]. In your written response we requested that you describe the action(s) you will be taking to identify the source of these errors and what additional quality control procedures you planned to implement to prevent any future recurrence.

Although we notified you of the concerns and noncompliances found with your mailing system, your company has been unable to control the recurrence of critical errors. Because your company is unable to provide an accurate manifest in support of your mail, your Manifest Mailing System authorization is cancelled effective [allow two weeks].

Any mailings presented after that date must: 1) have postage affixed by meter or postage stamp; or, 2) be of identical weight if postage is paid by permit imprint, so that weigh-verification procedures can be used.

If you choose to appeal this decision, please submit a letter stating the reason you are appealing along with additional documentation to support your appeal within 15 days to Manager, Business Mail Entry, [address]. Your appeal will be forwarded to the Manager, Business Mailer Support, USPS Headquarters, for a final agency decision.

If you have any questions about this decision, please contact [Name/Title] at [phone number or email].

Sincerely,

[Name]
[Title]

cc: Postmaster, [City/State]
Manager Customer Relations, District
Manager, Business Mailer Support

MVRP Documents

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Exhibit 9

MMS Authorization Letter – Minimum Volume Reduction Provision (MVRP)

[Date]

[Name of Mailer]
[Company Name]
[Company Address]
[City, State, ZIP Code]

Dear [Name of company contact]:

This letter (and any attachments) authorizes [company name] to enter and pay postage for [class of mail, processing category, Extra Services] mail at the [City/State] Post Office using a Manifest Mailing System (MMS) with a Minimum Volume Reduction Provision (MVRP) as described in Publication 401, *Guide to Manifest Mailing System*. The MVRP allows your company to submit manifest mailings containing fewer than 200 pieces or less than 50 pounds in accordance with the attached MVRP option (Attachment A). You must maintain the following standards to keep this authorization in effect:

1. Mailings submitted as part of an MMS require a unique identification number printed on each mailpiece. Numbers may not be duplicated in a mailing and must appear sequentially in ascending order on the manifest.
2. Your company will ensure that the manifest(s) accurately represent the mailing including the number of pieces presented, postage computations and preparation. If the Postal Service determines through its sampling process that postage is understated by more than 1.5%, additional postage will be charged. No adjustments will be made for overstatement of postage. [*Add the following statement to this article if the mailer elects to overstate weight and/or postage to avoid underpayment of postage:* In order to avoid underpayment of postage for pieces at or near the weight or price break points, the mailer may overstate the weight and postage. The weight may be overstated by no more than **[amount to be overstated ounces/pounds]**. Under this provision, any overstated pieces are considered correct and the "Manifest Postage" will be recorded as "Actual Postage" on the applicable MMS sampling worksheet.]
3. Your company agrees to comply with following quality control procedures:
   a) Use a system or software that is certified under the Manifest Analysis and Certification (MAC) program.
   b) Ensure that scales used to establish the piece weights are calibrated and maintained according to the manufacturer's specifications. Provide proof to the administering Post Office that this procedure was done.
   c) Count all pieces submitted with the manifest and compare that count to the summary totals on the manifest. Ensure that the amounts agree with the data reported on the appropriate postage statement(s) before these documents are submitted to the Postal Service.
4. If mailings submitted contain ongoing quality problems, the Postal Service reserves the right to require your company to implement other reasonable and appropriate quality control measures.
5. When presenting mail to the Postal Service for verification, provide the following:
   a) Accurate postage statements using the most current edition of a USPS-approved computerized facsimile or by Postal Wizard.
   b) The manifest and summary listing of the manifest data in hardcopy or electronic media. For mailings using Extra Services, a summary of individual Extra Services fees and grand total of all Extra Services fees.
   c) Form 3877 (for mailings using Extra Services).
6. Your company will retain the manifest listing, summary and a copy of postage statements for 90 days from the date of mailing and make them available for inspection by the Postal Service within 48 hours on request. The manifest listing and summary may be retained electronically.

7. If your company relocates or has a change in ownership or makes any modification or any adjustment to the computerized system used for the preparation of mailings that might affect either the generation of required mailing documentation or mail preparation, your company must provide written notice—at least 7 days in advance—to the Postal Service.

8. On occasion, Postal Service representatives will need reasonable access to mail preparation areas to observe mail production and verify mailing records. As part of this process, we may request assistance in conducting periodic monitoring and review of this MMS. The review will include, but is not limited to, procedures for handling damaged and withdrawn pieces, quality control and corrective actions, and for production of accurate documentation.

9. If your company requests a postage refund or any adjustment, to the advance deposit account, for postage underpayment, the request must be submitted to the following email address: ***SPPSRefunds@usps.gov*** and must document and clearly explain the reason for the discrepancy and corrective action taken to ensure it does not recur. At a minimum provide a detailed description of the issue; dollar amount of the request; the number of pieces affected; date the system or procedural failure occurred; mailer's tax identification number (TIN). Also, provide postage statements, qualification reports, and other MMS supporting documents. If your company detects any occurrence of postage underpayment, it is your company's responsibility to report it to the [City/State] Post Office within five (5) working days from the date of detection.

   Any postage refund request or postage underpayment occurrence may trigger a review by the Postal Service to determine why the discrepancy was not detected by the system and whether proper corrective action was taken to prevent a recurrence. The District Manager will make a decision on the validity of a postage refund request or postage underpayment. When the District Manager determines postage was overpaid or underpaid due to a system failure in the mailing operation, the administrative processing cost will be charged to the mailer. In that event, the mailer agrees to either separately pay the administrative processing cost, or allow the Postal Service to adjust the overpayment or underpayment amount, as appropriate.

10. Your company may cancel this authorization at any time by giving written notice to the [City/State] Post Office and the District Manager.

11. The Postal Service reserves the right to suspend manifest mailing system privileges, pending review, when there is an indication that postal revenue is not fully protected.

12. The District Manager may cancel this authorization—upon 15 days' written notice—if the manager determines:
    a) Your company is not providing manifests with correct data.
    b) The required quality control procedures submitted with the application are not being properly performed.
    c) The MMS does not comply with the requirements in the DMM, IMM, Publication 401 or this authorization, and problems are not promptly resolved.
    d) Mailings are presented that are not properly prepared, or in which postage was not properly paid.
    e) No manifested mailings are presented for more than 6 months.
    f) Your company has relocated or has changed ownership without notification.

13. This authorization will remain in effect for the time period authorized in the attached MVRP option unless the District Manager or your company cancels the MMS authorization. The MVRP authorization will be reviewed at the end of the authorization period and may be renewed upon a favorable review of the system.

14. You must maintain a copy of this authorization letter on file.

15. [*Add the following article if the Post Office is providing pickup service (Exhibit 5):* Your company and the Postal Service agree to meet the conditions as described in Attachment B for pickup service.]

If you have any questions concerning this authorization, please call [Name/Title] at [phone number].

Sincerely,

[Name]
District Manager
cc: Postmaster [Administering Post Office City/State]

Exhibit 9A

UNITED STATES POSTAL SERVICE

Minimum Volume Reduction Provision (MVRP)

Option 1 – Aggregate

[Mailer's Name and Address]

Local Site: [If multiple site mailer, applicable mailing site address for this authorization; a separate authorization must be prepared for each site.]

Purpose. This provision to the Manifest Mailing System (MMS) agreement allows for the submission of individual permit imprint mailings of less than 200 pieces or 50 pounds, which is the otherwise applicable minimum for a permit imprint mailing under *Domestic Mail Manual* (DMM), section 604.5. This provision is made to support the efforts of the Mailer to implement its MMS through the growth stage of its mailing operation.

This Mailer with multiple distribution sites is allowed to meet minimum volume levels by aggregate counts during the authorized time period (not to exceed two years). On some mailing days there could be less than minimum volumes presented at some or all sites, but in the aggregate the total from those sites combined meets the minimum volume standards. This provision is subject to these conditions:

1. **General Terms.** All mailings are submitted under the terms of this MMS authorization and attachments and the applicable DMM standards.

2. **Retail and Commercial Price Mail.** This provision is available only for Retail and Commercial price mail of the classes and subclasses described in the MMS authorization.

3. **Time Period.** This provision is authorized until the date shown below.

   At the end of each postal quarter during the authorization period shown at the end of this provision, the Postal Career Executive Service (PCES) Regional Manager, Sales must evaluate the cost effectiveness of this provision. If the acceptance of manifest mailings as met under the terms of this provision is determined to be cost effective for the Postal Service, then this agreement and the provision will remain in effect as authorized by the responsible Regional Manager, Sales. If this provision is determined by the Regional Manager, Sales not to be cost effective for the Postal Service, then this provision is terminated and no further manifest mailings will be accepted with less than minimum volumes. The responsible Regional Manager, Sales must provide a written notice to the mailer at least 30 days prior to the termination of this provision and provide copies of that notice to the administering postmaster and the district Business Mail Entry (BME) manager.

   Once the MVRP has expired, the mailer may continue to submit manifest mailings under the MMS authorization for an additional 30-day period contingent upon meeting minimum volume requirements for use of a permit imprint indicia. The Manager, BME will contact the mailer during this period in order to determine whether a standard MMS authorization can be issued.

4. **Required Approvals.**

The results of using this modified MMS authorization will be documented at least quarterly by the responsible Regional Manager, Sales. The documented results will be used to determine whether this provision is cost effective for the Postal Service and improves mailer satisfaction by accepting manifested mailings of “aggregate” minimum volumes. The Regional Manager, Sales agrees that this is a provisional agreement, and that the results must be evaluated at least quarterly by that manager to determine the effectiveness of these modified procedures. At the conclusion of the authorized time period of this provision, or sooner if appropriate, the Regional Manager, Sales must make a recommendation with documented results of cost effectiveness whether this provision should be extended for this mailer. This provision must be attached to the MMS authorization.

Authorized Begin Date: _____

Authorized End Date: _____

(Signature)	Regional Manager, Sales /Location	Date

Exhibit 9B

UNITED STATES POSTAL SERVICE

Minimum Volume Reduction Provision (MVRP)

Option 2 – Average

[Mailer's Name and Address]

Local Site: [If multiple site mailer, applicable mailing site address for this authorization; a separate authorization must be prepared for each site.]

Purpose. This provision to the Manifest Mailing System (MMS) agreement allows for the submission of individual permit imprint mailings of less than 200 pieces or 50 pounds, which is the otherwise applicable minimum for a permit imprint mailing under *Domestic Mail Manual* (DMM), section 604.5. This provision is made to support the efforts of the Mailer to implement its MMS through the growth stage of its mailing operation.

During the authorized time period (not to exceed two years), the Mailer is allowed to average its mailing volumes to meet the required minimum volumes. On some days the mailing volumes may be less than minimum and on other days more than minimum, but that on average, during the authorized time period, minimum volumes are met. These volumes are to be averaged quarterly, using a postal quarter unless another averaging time is cost effective for the Postal Service. This provision is subject to these conditions:

1. **General Terms.** All mailings are submitted under the terms of this MMS authorization and attachments and the applicable DMM standards.

2. **Retail and Commercial Price Mail.** This provision is available only for Retail and Commercial price mail of the classes and subclasses described in the MMS authorization.

3. **Time Period.** This provision is authorized until the date shown below.

   At the end of each postal quarter during the authorization period shown at the end of this provision, the Postal Career Executive Service (PCES) Regional Manager, Sales must evaluate the cost effectiveness of this provision. If the acceptance of manifest mailings as met under the terms of this provision is determined to be cost effective for the Postal Service, then this agreement and the provision will remain in effect as authorized by the responsible Regional Manager, Sales. If this provision is determined by the Regional Manager, Sales not to be cost effective for the Postal Service, then this provision is terminated and no further manifest mailings will be accepted with less than minimum volumes. The responsible Regional Manager, Sales must provide a written notice to the mailer at least 30 days prior to the termination of this provision and provide copies of that notice to the administering postmaster and the district Business Mail Entry (BME) manager.

   Once the MVRP has expired, the mailer may continue to submit manifest mailings under the MMS authorization for an additional 30-day period contingent upon meeting minimum volume requirements for use of a permit imprint indicia. The Manager, BME will contact the mailer during this period in order to determine whether a standard MMS authorization can be issued.

4. **Required Approvals.**

The results of using this modified MMS authorization will be documented at least quarterly by the responsible Regional Manager, Sales. The documented results will be used to determine whether this provision is cost effective for the Postal Service and improves mailer satisfaction by accepting manifested mailings of “averaged” minimum volumes. The Regional Manager, Sales agrees that this is a provisional agreement, and that the results must be evaluated at least quarterly by that manager to determine the effectiveness of these modified procedures. At the conclusion of the authorized time period of this provision, or sooner if appropriate, the Regional Manager, Sales must make a recommendation with documented results of cost effectiveness whether this provision should be extended for this mailer. This provision must be attached to the MMS authorization.

Authorized Begin Date: _____

Authorized End Date: _____

(Signature)	Regional Manager, Sales /Location	Date

Exhibit 9C

UNITED STATES POSTAL SERVICE

Minimum Volume Reduction Provision (MVRP)

Option 3 – Ramp-up

[Mailer's Name and Address]

Local Site: [If multiple site mailer, applicable mailing site address for this authorization; a separate authorization must be prepared for each site.]

Purpose. This provision to the Manifest Mailing System (MMS) agreement provides for the submission of individual permit imprint mailings of less than 200 pieces or 50 pounds, which is the otherwise applicable minimum for a permit imprint mailing under *Domestic Mail Manual* (DMM) 604.5. This provision is made to support the efforts of the Mailer to implement its manifest mailing system through the growth stage of its mailing operation.

During the authorized "ramp-up" period (not to exceed 180 days) of its operation, the Mailer is allowed to build its mail volumes up to the required minimum levels. No mailing is required to meet minimum volumes until the ramp-up period is completed. This provision is subject to these conditions:

1. **General Terms.** All mailings are submitted under the terms of this MMS authorization and attachments and the applicable DMM standards.

2. **Retail and Commercial Price Mail.** This provision is available only for Retail and Commercial price mail of the classes and subclasses described in the MMS authorization.

3. **Time Period.** This provision is authorized until the date shown below.

   After the authorized "ramp-up" period of 180 days is completed, this provision is terminated and all mailings submitted must meet the applicable minimum volume standards. The responsible Postal Career Executive Service (PCES) Regional Manager, Sales may extend the "ramp-up" period for no more than 90 days, if it is deemed that an additional period of time will benefit the Postal Service and help the mailer consistently achieve minimum volume goals by the end of that extension period. The Regional Manager, Sales must provide written notice of the extension to the mailer and provide copies of that notice to the administering postmaster, the District manager, and Manager, Business Mail Entry (BME).

   Once the MVRP has expired, the mailer may continue to submit manifest mailings under the MMS authorization for an additional 30-day period contingent upon meeting minimum volume requirements for use of a permit imprint indicia. The Manager, BME will contact the mailer during this period in order to determine whether a standard MMS authorization can be issued.

4. Required Approvals.

The Regional Manager, Sales has evaluated this mailer's mail volume and postage potential and confirms that it is cost effective for the Postal Service and that it improves mailer satisfaction by extending a "ramp-up" period to meet minimum volumes. This provision must be attached to the MMS authorization.

Authorized Begin Date: _____

Authorized End Date: _____

(Signature)	Regional Manager, Sales /Location	Date

Exhibit 9D

Minimum Volume Reduction Provision (MVRP) MMS Cancellation Letter

UNITED STATES POSTAL SERVICE

[DATE]

[CONTACT NAME]
[TITLE]
[COMPANY NAME]
[ADDRESS]
[CITY/ST/ZIP+4]

Dear [Name of company contact]:

This concerns the continuing authorization of your company's Manifest Mailing System (MMS) using a Minimum Volume Reduction Provision (MVRP) at the [City/State] Post Office. A review of MVRP *MMS Quarterly Accuracy worksheets* for the period [show date range] indicates that the volumes submitted using your MMS is not meeting the terms of your MVRP. When your MVRP was originally authorized it was done so with the expectation that this arrangement would be mutually beneficial to your company and the Postal Service.

Since you are no longer meeting the terms of the MVRP, it is not cost effective for the Postal Service to continue administering an MMS. This is to notify you effective [show date 15 days from date of this letter] your authorization to submit manifest mailings is cancelled unless you can provide documented reasons why you believe you can meet required minimum volumes.

If you wish to respond, please submit documentation in writing by [15 days from date of this letter]. After reviewing your information, we will discuss with you any possible options.

If you have any questions, please contact [Name/Title] at [phone number or email].

Sincerely,

[Name]
[Title]

Enclosure

cc: (If letter is issued by District manager) Regional Manager, Sales [MVRP Authorizing PCES Manager]
(If letter is issued by Sales manager) District Manager, [District name]
Postmaster, [City/State]
Manager, Customer Relations – District
Manager, Business Mail Entry [District name]

Exhibit 9E

Minimum Volume Reduction Provision (MVRP) Notice to Sales of Cancellation Memo

UNITED STATES POSTAL SERVICE

[Date]

To: [Regional Manager, Sales (Manager Responsible for MVRP)]

Subject: [Mailer Name – City/State] – Cancellation of Minimum Volume Reduction Provision

This concerns the continuing authorization of [Mailer Name – City/State] Manifest Mailing System (MMS) using a Minimum Volume Reduction Provision (MVRP). A review of MVRP *MMS Quarterly Accuracy worksheets* for the period [show date range] indicates that the volumes submitted using this customer's MMS is not meeting terms authorized by the MVRP (Analysis enclosed). When [Mailer's name] MVRP was originally authorized it was done so with the expectation that this arrangement would be mutually beneficial to them and the Postal Service.

The low volume of mail submitted under this customer's MMS are no longer cost effective to administer under an MMS. Maintaining an administrative process and the coinciding workhours (including sampling and completing sampling forms, maintaining documentation on file, updating and auditing compliance to terms of agreement) is not justified. The MVRP was put in place with the expectation that the customer's volume would grow; however, the documentation shows this is not the case. The minimal amounts of mail this customer is submitting should be submitted with postage affixed or by way of one of the on-line shipping tools at usps.com.

This is to notify you that effective [show date 15 days from date of this letter], this customer's authorization to submit manifest mailings is cancelled unless the customer and/or Sales can provide documented reasons why and how volumes are sufficient to justify the cost of administering this system.

Please contact [Name/Title] at [phone number or email] if you believe there are other alternatives.

[Name]
District Manager

Enclosure

cc: Manager, Customer Relations – [Name] Area
Manager, Customer Relations – [Name] District
Postmaster, [City/State]
Manager, Business Mail Entry [District name]

Exhibit 10

UNITED STATES POSTAL SERVICE

Alternative Postage Sampling Procedures for MVRP or MAC Gold Systems

A reduced sampling plan is authorized for these types of systems. Remember, however, that inaccuracy may still occur due to human error or system malfunction, and that the mailer is responsible for any postage deficiencies detected during normal sampling procedures.

Acceptance personnel will conduct postage samplings using PS Form 8159, *MMS Sampling/Postage Adjustment Worksheet Itemized Manifest Mailings*, and using the standard sampling size as required by **Exhibit 20**, Postage Sampling Plan for Itemized Manifests. The following is the modified frequency plan for postage samplings:

1. Week 1: One sampling each day of mailing.

2. Weeks 2-8: One sampling per week on alternating days of the week.

3. Weeks 9 and beyond: One sampling per month on a randomly selected day.

4. If any sampling reports greater than 1.5% error, then sample the reentered mailing, if the mailer reworks the failed mailing, and the next mailing, or the next mailing if the mailer pays the postage adjustment on the failed mailing.

5. When one mailing passes, return to the previous level of sampling schedule. (For example, if you were on “Weeks 9 and Beyond”, then you would return to one sampling per month.)

6. Respond to the results as normally required. (1.5% or less error, accept with no adjustment; more than 1.5% error, accept mailing and adjust postage if it was understated.)

7. Record every manifest mailing received on the MVRP Quarterly MMS Accuracy Worksheet, **Exhibit 10A**, for MVRP mailers or on the standard Quarterly MMS Accuracy Worksheet, **Exhibit 23**, for MAC Gold mailers, and report as required by the form.

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Exhibit 10A

UNITED STATES POSTAL SERVICE

MVRP Quarterly MMS Accuracy Worksheet **Manifest Type:** _____

Quarter: _____ **Dates:** _____ **thru:** _____

Mailer: _____

Post Office: _____

- Complete requested information for each manifest mailing presented for acceptance.
- Record NA in Column (A) if no sampling performed.
- Circle Postage Adjustment Factors in Column (A) that exceed 1.015 or are less than 0.985.
- On the last page of this worksheet, note the reason by date for any postage sampling adjustment or any other discrepancy.

	Date	(A) Postage Adjustment Factor	Postage Adjustment Amounts for Underpayments	Manifest Postage	Number of Pieces and Pounds on the Manifest	
					Pieces	Pounds
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						
21						
22						
23						
24						
25						
26						
27						
28						
29						
30						
	Subtotals	**(A)**				

MVRP Quarterly MMS Accuracy Worksheet, December 2007 (page 1 of 4)

	Date	(A) Postage Adjustment Factor	Postage Adjustment Amounts for Underpayments	Manifest Postage	Number of Pieces and Pounds on the Manifest	
					Pieces	Pounds
31						
32						
33						
34						
35						
36						
37						
38						
39						
40						
41						
42						
43						
44						
45						
46						
17						
48						
49						
50						
51						
52						
53						
54						
55						
56						
57						
58						
59						
60						
61						
62						
63						
64						
65						
66						
67						
68						
69						
70						
71						
72						
73						
	Subtotals	**(A)**				

MVRP Quarterly MMS Accuracy Worksheet, December 2007 (page 2 of 4)

	Date	(A) Postage Adjustment Factor	Postage Adjustment Amounts for Underpayments	Manifest Postage	Number of Pieces and Pounds on the Manifest Pieces	Pounds
74						
75						
76						
77						
78						
79						
80						
81						
82						
83						
84						
85						
86						
87						
88						
89						
90						
91						
92						
93						
94						
95						
96						
97						
98						
99						
100						
	Subtotals	**(A)**				
	Totals	**(A)**				

Number of Mailings Sampled: _____(A) Note: Count only sampled mailings, not total mailings.

Number of Circled Results in Column (A): _____(B)

To determine accuracy level of manifest system, divide number of circled results (B) by total number of mailings sampled (A).

_____ ÷ _____ = _____ x 100 = _____%
(B) (A) (C)

100% - _____% = _____% Accuracy Rating
(C)

MVRP Quarterly MMS Accuracy Worksheet, December 2007 (page 3 of 4)

By date, note the reason for any postage sampling adjustment or describe any other discrepancy.

Date	% Error	Additional Postage	Reason for Postage Adjustment/ Description Of Discrepancy

MAC Gold Documents

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Exhibit 11

UNITED STATES POSTAL SERVICE

MAC Gold Manifest Mailing System Application

(Version January 2010) Page 1

Mailer Name and Address (Street, City, State, ZIP+4)	Name of mailer representative responsible for your manifest system
Mailer ID (MID) (MID required for use of Confirmation Services.)	Phone Number ( )
e-mail Address	FAX ( )

By signing this application you are agreeing to the terms and conditions of the MAC Gold Authorization as listed on pages 2 and 3 of this application. A letter of authorization will be sent to you after the District Post Office has conducted a review of your system.

Signature: _____ **Date:** _____

Check ONLY the options that are applicable to your system.

☐ First-Class Mail (Retail Price)
☐ Priority Mail (Commercial or Commercial Plus Prices)
- ☐ Flat-Rate Envelope ☐ Regular/Medium Flat-Rate Box
- ☐ Small Flat-Rate Box ☐ Large Flat-Rate Box
- ☐ Large Flat-Rate Box APO/FPO

☐ Parcel Post ☐ Parcel Select Barcoded Nonpresort

☐ Delivery Confirmation ☐ Insured
☐ Signature Confirmation
(If either Confirmation Service is checked PS Form 1357-S must be included.)

1. MAC Gold Product Information
   Product Name and Version Number: _____
   Scale Manufacturer and Model: _____
   Printer Manufacturer and Model: _____
   Product Supplier/Installer: _____
   Address: _____
   Contact: _____ Phone: (____) _____
2. Will this system be installed at multiple mailing sites? ☐ Yes ☐ No
   If yes, please submit a separate application (with required documentation) for each mailing site.
3. Post Office where permit imprint advance deposit account is authorized and permit number.
   (**Note:** Advance deposit account and permit imprint number required before submission of this application.)
   City/State/ZIP+4: _____ _____
   Permit Imprint #
4. Daily Est. Volume: _____ Pieces _____ Weight (Lbs.) **Note:** Each mailing must be at least 200 pieces or 50 pounds.
5. If using Confirmation Services, select the method you will use to transmit the electronic files.
   ☐ Internet FTP ☐ FTP Dial-up (modem) – Files will be sent: ☐ Zipped ☐ Unzipped
6. What days would you like to present your manifest mailings? [circle day(s)]
   M Tu W Th F Sa
7. What date would you like to begin manifesting your mail? _____
   (**Note**: Please allow 5 days for application processing.)

Please submit: 1) This signed application and
2) Form 1357-S (if using Confirmation Services) to the
MAC Gold Department at the address to the right. You will be contacted by a Postal Service representative in your area to confirm the receipt of this application and to finalize your start-up date.

MAC Gold Department
National Customer Support Center
United States Postal Service
6060 Primacy Pkwy STE 101
Memphis TN 38188-0001

Terms and Conditions for Use of a MAC Gold Manifest Mailing System

1. All software and hardware components of this Manifest mailing System are MAC Gold certified. Use of non-certified components will nullify this authorization.
2. Mailings submitted as part of an MMS require a unique identification number printed on each mailpiece. Numbers may not be duplicated in a mailing and must appear sequentially in ascending order on the manifest.
3. Your company will ensure that the manifest(s) accurately represents the mailing including the number of pieces presented, postage computations and preparation. If the Postal Service determines through its sampling process that postage is understated by more than 1.5%, additional postage will be charged. No adjustments will be made for overstatement of postage.
4. Your company agrees to comply with the following quality control procedures described below to ensure the accuracy of postage computations:
   a) Ensure that scales used to establish the package weights are maintained to the manufacturer's specifications. Proof of this maintenance must be submitted to the administering Post Office.
   b) Count all pieces submitted with the manifest and compare that count to the summary totals on the manifest. Ensure that the amounts agree with the data reported on the appropriate postage statement(s) before these documents are submitted to the Postal Service.
5. If mailings submitted contain ongoing quality problems, the Postal Service reserves the right to require your company to implement other reasonable and appropriate quality control measures.
6. When presenting mail to the Postal Service for verification, you must provide::
   a) The most current official computerized facsimile postage statement or by Postal Wizard.
   b) The manifest in hardcopy or electronic media.
   c) PS Forms 3877 and 3152. (These forms are generated automatically as part of the manifest when Confirmation Services are used.)
7. Your company will retain the manifest listing, summary and a copy of postage statements for 90 days from the date of mailing and make them available for inspection by the Postal Service within 48 hours on request. The manifest listing and summary may be retained electronically.
8. If your company relocates or has a change in ownership or makes any modification or any adjustment to the computerized system used for the preparation of mailings that might affect either the generation of required mailing documentation or mail preparation, your company will need to provide written notice—at least 7 days in advance—to the Postal Service.
9. On occasion, Postal Service representatives will need reasonable access to mail preparation areas to observe mail production and verify mailing records. As part of this process, we may request assistance in conducting periodic monitoring and review of this MMS. The review will include, but is not limited to, procedures for handling damaged and withdrawn pieces, for quality control and corrective actions, and production of accurate documentation.
10. If your company requests a postage refund or any adjustment to the advance deposit account for postage underpayment, the request must be submitted to the following email address: ***SPPSRefunds@usps.gov*** and must document and clearly explain the reason for the discrepancy and corrective action taken to ensure it does not recur. At a minimum provide a detailed description of the issue; dollar amount of the request; the number of pieces affected; date the system or procedural failure occurred; mailer's tax identification number (TIN). Also, provide postage statements, qualification reports, and other MMS supporting documents. If your company detects any occurrence of postage underpayment, it is your company's responsibility to report it to the Post Office within five (5) working days from the date of detection.

    Any postage refund request or postage underpayment occurrence may trigger a review by the Postal Service to determine why the discrepancy was not detected by the system and whether proper corrective action was taken to prevent a recurrence. The District Manager will make a decision on the validity of a postage refund request or postage underpayment. When the District manager determines postage was overpaid or underpaid due to a system failure in the mailing operation, the administrative processing cost will be charged to the mailer. In that event, your company agrees to either separately pay the administrative processing cost, or allow the Postal Service to adjust the overpayment or underpayment amount, as appropriate.

11. Your company may cancel this authorization at any time by giving written notice to the Post Office and the District Manager.
12. The Postal Service reserves the right to suspend manifest mailing system privileges, pending review, when there is an indication that postal revenue is not fully protected.
13. The District Manager may cancel this authorization—upon 15 days' written notice—if the manager determines:
    a) Your company is not providing manifests with correct data.
    b) The required quality control procedures submitted with the application are not being properly performed.
    c) The MMS does not comply with the requirements in the DMM, IMM, Publication 401, or this authorization, and problems are not promptly resolved.
    d) Mailings are presented that are not properly prepared, or in which postage was not properly paid.
    e) No manifested mailings are presented for more than 6 months.
    f) Your company has relocated or has changed ownership without notification.
14. This authorization to mail using a MAC Gold certified manifest mailing system is effective as long as your company provides accurate manifests and postage statements to the Postal Service, the system remains certified and continues to operate according to the manufacturer's specifications or the District Manager or your company cancels the MMS authorization. If Postal Service periodic reviews or mailer supplied information indicates a need for modification, then the authorization will be modified as needed.

For USPS Use Only

MAC Gold Department

Date Application Received: _____

Application Processed By: _____

File Number: _____

Date Application Forwarded to District: _____

Date PS Form 1357-S Sent: _____

District Business Mail Entry Manager

Date Application Received: _____

Confirmed Mailer Start Date: _____

Name of Mailer Representative Contacted: _____

Contact with Mailer Made By: _____ _____
Date

Note: Once the start date is confirmed send the notification email, **Exhibit 11B**, to the mailer.

Exhibit 11A

UNITED STATES POSTAL SERVICE

MAC Gold MMS Application Review Checklist

Instructions for District Business Mail Entry Manager:

1. Review application packet received from NCSC MAC Department.
2. Contact mailer to confirm start-up date.
3. Schedule on-site review to train acceptance personnel as needed and to review mailer's MAC Gold system using **Exhibit 13**, *MAC Gold Confirmation Review Checklist*.

A. Application/Supporting Documentation

The application package from the NCSC includes:

1. Sample manifest ..... ☐
2. Sample postage statements. ..... ☐
3. Sample mailing labels. ..... ☐
4. Signed MAC Gold Application. ..... ☐
5. MAC Gold certificate and product listing ..... ☐

B. Administering Post Office Profile

1. Has the mailer established the permit imprint advance deposit account?
   ☐ Yes ☐ No

   Note: You may contact the mailer to confirm the desired start date while concurrently proceeding with determining if the administering post office is ready to begin accepting MAC Gold manifest mailings. If there are discrepancies with any of the following questions, resolve before mailer's start date.

2. The administering Post Office has committed sufficient resources (personnel, workhours, training, etc.) to support this manifest mailing system.

   ☐ Yes ☐ No

3. The acceptance clerks have been trained and clearly understand their responsibilities for sampling mail and calculating postage adjustments.

   ☐ Yes ☐ No

4. List names of MMS acceptance clerks and type of training: _____
   _____
   _____

5. Relief employees are available. List names and type of training: _____
   _____
   _____

6. The acceptance hours for manifest mailings will be:_____
7. Sampling Scale:
   a. Electronic scale is available. ..... ☐ Yes ☐ No
   b. If no, what provisions have been made to obtain a scale?_____
   _____
   _____
   _____
   c. Certified weights are available to test the scale daily..... ☐ Yes ☐ No
8. Will MMS mailings be accepted at the mailer's plant?
   (If no, skip to item 9.) ..... ☐ Yes ☐ No
   a. Is this an authorized plant load mailer? ..... ☐ Yes ☐ No
   b. Is the plant load authorization on file?..... ☐ Yes ☐ No
9. Will the Postal Service transport mail from the mailer's plant prior to acceptance and verification (Pickup Service)? ..... ☐ Yes ☐ No
   If yes, is the standard operating procedure for Pickup Service established, written, signed, and attached to the agreement? (See Ch. 9.)..... ☐ Yes ☐ No

   Note: Obtaining Pickup Service is separate from the MAC Gold process. All the procedures to obtain Pickup Service must be followed as prescribed. Even if the mailer is authorized to begin manifesting under the MAC Gold process, the mailer may have to wait for Pickup Service until all the procedures to obtain Pickup Service have been completed.

_____

Reviewer's Signature **Title** **Date**

Exhibit 11B

UNITED STATES POSTAL SERVICE

MAC Gold Notification Email

Date: _____

To: _____
MAC Gold Mailer

Your application to mail using a MAC Gold Manifest Mailing System has been received and your desired start date has been confirmed. You may begin mailing

on _____.

A Postal Service representative will conduct a review of your system during your first week of mailing to confirm that your MAC Gold system is operating according to the manufacturer's specifications.

Thank you for shipping your product with the United States Postal Service.

Sincerely,

Manifest Mailing System Team Specialist

_____
District Name

This page intentionally left blank.

Exhibit 12

MAC Gold MMS Authorization Letter

[Date]

[Name of Mailer]
[Company Name]
[Company Address]
[City, State, ZIP Code]

Dear [name of addressee]:

This letter (and any attachments) authorizes [company name] to enter and pay postage for First-Class Mail (Retail), Priority Mail (Commercial or Commercial Plus, if Commercial or Commercial Plus requirements are met), Parcel Post, and Parcel Select Barcoded Nonpresort mail at the [City/State] Post Office using a Manifest Mailing System (MMS) under the terms of the MAC Gold certified system procedures as described in Publication 401, *Guide to Manifest Mailing System*. Insurance may also be used with these three classes of mail. Delivery or Signature Confirmation, at the mailer's option, may be used with Priority Mail items, Parcel Post/Parcel Select parcels, and/or First-Class Mail parcels. Your company must maintain the following standards to keep this authorization in effect:

1. All software and hardware components of this MMS are MAC Gold certified. Use of non-certified components will nullify this authorization.
2. Mailings submitted as part of an MMS require a unique identification number printed on each mailpiece. Numbers may not be duplicated in a mailing and must appear sequentially in ascending order on the manifest.
3. Your company will ensure that the manifest(s) accurately represents the mailing including the number of pieces presented, postage computations and preparation. If the Postal Service determines through its sampling process that postage is understated by more than 1.5%, additional postage will be charged. No adjustments will be made for overstatement of postage.
4. Your company agrees to comply with the following quality control procedures described below to ensure the accuracy of postage computations:
   a. Ensure that scales used to establish the package weights are maintained to the manufacturer's specifications. Proof of this maintenance must be submitted to the administering Post Office.
   b. Count all pieces submitted with the manifest and compare that count to the summary totals on the manifest. Ensure that the amounts agree with the data reported on the appropriate postage statement(s) before these documents are submitted to the Postal Service.
5. If mailings submitted contain ongoing quality problems, the Postal Service reserves the right to require your company to implement other reasonable and appropriate quality control measures.
6. When presenting mail to the Postal Service for verification, please provide::
   a. The most current official computerized facsimile postage statement or by Postal Wizard.
   b. The manifest in hardcopy or electronic media.
   c. PS Forms 3877 and 3152. (These forms are generated automatically as part of the manifest when Confirmation Services are used.)
7. Your company will retain the manifest listing, summary, and a copy of postage statements for 90 days from the date of mailing and make them available for inspection by the Postal Service within 48 hours on request. The manifest listing and summary may be retained electronically.
8. If your company relocates or has a change in ownership or makes any modification or any adjustment to the computerized system used for the preparation of mailings that might affect either the generation of required mailing documentation or mail preparation, your company will need to provide written notice—at least 7 days in advance—to the Postal Service.

9. On occasion, a Postal Service representative will need reasonable access to mail preparation areas to observe mail production and verify mailing records. As part of this process, we may request assistance in conducting periodic monitoring and review of this MMS. The review will include, but is not limited to, procedures for handling damaged and withdrawn pieces, quality control and corrective actions, and for production of accurate documentation.

10. If your company requests a postage refund or any adjustment to the advance deposit account for postage underpayment, the request must be submitted to the following email address: ***SPPSRefunds@usps.gov*** and must document and clearly explain the reason for the discrepancy and corrective action taken to ensure it does not recur. At a minimum provide a detailed description of the issue; dollar amount of the request; the number of pieces affected; date the system or procedural failure occurred; mailer's tax identification number (TIN). Also, provide postage statements, qualification reports, and other MMS supporting documents. If your company detects any occurrence of postage underpayment, it is your company's responsibility to report it to the [City/State] Post Office within five (5) working days from the date of detection.

    Any postage refund request or postage underpayment occurrence may trigger a review by the Postal Service to determine why the discrepancy was not detected by the system and whether proper corrective action was taken to prevent a recurrence. The District Manager will make a decision on the validity of a postage refund request or postage underpayment. When the District Manager determines postage was overpaid or underpaid due to a system failure in the mailing operation, the administrative processing cost will be charged to the mailer. In that event, your company agrees to either separately pay the administrative processing cost, or allow the Postal Service to adjust the overpayment or underpayment amount, as appropriate.

11. Your company may cancel this authorization at any time by giving written notice to the [City/State] Post Office and the District Manager.

12. The Postal Service reserves the right to suspend manifest mailing system privileges, pending review, when there is an indication that postal revenue is not fully protected.

13. The District Manager may cancel this authorization—upon 15 days' written notice—if the manager determines:
    a. Your company is not providing manifests with correct data.
    b. The required quality control procedures submitted with the application are not being properly performed.
    c. The MMS does not comply with the requirements in the DMM, IMM, Publication 401, or this authorization, and problems are not promptly resolved.
    d. Mailings are presented that are not properly prepared, or in which postage was not properly paid.
    e. No manifested mailings are presented for more than 6 months.
    f. Your company has relocated or has changed ownership without notification.

14. This authorization to mail using a MAC Gold certified manifest mailing system is effective as long as your company provides accurate manifests and postage statements to the Postal Service, the system remains certified and continues to operate according to the manufacturer's specifications, or the District Manager or your company cancels the MMS authorization. If Postal Service periodic reviews or mailer supplied information indicates a need for modification, then the authorization will be modified as needed.

15. You must maintain a copy of this authorization letter on file.

If you have any questions concerning this authorization, please call [Name/Title] at [phone number].

Sincerely,

[Name]
District Manager

cc: Postmaster [City/State]

Exhibit 13

UNITED STATES POSTAL SERVICE

MAC Gold Confirmation Review Checklist

Mailer's Name:

_____

Address: _____

Mailer's Requested Start Date: _____

Date of Review: _____

Name and Title of Reviewer:

_____

The Business Mail Entry office must confirm the mailer's MAC Gold system, preferably on mailer's desired start date, but if not possible, it must be done during first week of start date.

Ensure that the MAC Gold application package you received from the National Customer Support Center (NCSC) is available during the confirmation review. The application package should include the following:

1. MAC Gold Manifest Mailing System application completed and signed by the mailer.
2. MAC Gold certificate and product listing.
3. Sample copies of approved formats for the manifest, postage statements, and shipping labels.

Note: These samples will be generic samples produced from the approved MAC Gold product that this mailer will be using and may not reflect the mailer's particular information, such as name and address or particular price category or combination of price categories they may mail. For example, the sample manifest will show Priority Mail and Parcel Post/Parcel Select with Delivery Confirmation, but the mailer may only be mailing Priority Mail. The samples are reference material. It is important that the mailer's live output matches the format, but not necessarily the specific content.

When the mailer has presented the completed mailing, manifest, and postage statements use the information above to answer the following questions first:

Yes No

☐ ☐ 1. Does the MAC Gold product name and version as shown in the header of the manifest match the approved product as listed on the MAC Gold certificate?

☐ ☐ 2. Does the scale model connected to the mailer system match the approved product as listed on the MAC Gold product listing?

☐ ☐ 3. Is manifest formatted the same as the sample manifest received with the application?

☐ ☐ 4. Are the postage statements formatted the same as the sample postage statements received with the application?

☐ ☐ 5. Are the shipping labels on the pieces formatted the same as the sample shipping labels received with the application?

- If the answer is **Yes** to questions 1 through 5, then proceed with the postage sampling.
- If **No** was checked for any of these questions, then stop your review. This indicates that either the system is not installed correctly or that you have misinformation. To ensure that you have the correct information, call the NCSC at 800-238-3150 and ask for the MAC Gold Department. Explain the discrepancy to the MAC Gold specialist and determine if you have the most current information.
- If it is determined that **No** is the correct answer, then inform the mailer of the discrepancy. If the mailer cannot at that time correct the problem to your satisfaction, the mailer must contact his or her vendor and resolve the issue.
- If the discrepancy cannot be resolved the day of your review, then inform the mailer that mailings cannot be submitted until the discrepancy has been corrected and the mailer informs you that he or she is ready for another review. You must review the mailer's operation again on the next requested date of mailing.

  Note: If you cannot return on the date requested by the mailer, and if you have trained the local acceptance personnel in MMS acceptance procedures, the local acceptance personnel may complete the review of the documentation (questions 1 through 5) and conduct the postage sampling.

Postage Sampling

- Conduct a postage sampling using PS Form 8159, *MMS Sampling/Postage Adjustment Worksheet Itemized Manifest Mailings*.
- Use the standard sampling size as required by **Exhibit 20**, Postage Sampling Plan for Itemized Manifests.
- Respond to the results as normally required (1.5% or less error, accept with no adjustment; more than 1.5% error, adjust postage if it was understated, and accept mailing, unless adjustment due to critical error.). Record results on Quarterly MMS Accuracy Worksheet.

Confirmation

If questions 1 through 5 are **Yes** and if the postage sampling reveals none of the following critical errors: a) missing pieces; b) duplicate numbers; or, c) obvious price table errors, then the mailer's system is functioning as certified and the review is satisfactorily completed.

Note: You may confirm the system even if the postage sampling resulted in a postage adjustment, unless critical errors were noted. Do not approve if critical errors are found. Notify the NCSC MAC Gold Department of any such critical errors.

No follow-up review is required. Issue the MAC Gold Authorization letter signed by the District Manager to the mailer with a copy to the administering Post Office.

Exhibit 14

UNITED STATES POSTAL SERVICE

MAC Gold Manifest Mailing System Review Form

Preparing for the Review

1. Contact the mailer and the administering Post Office and arrange for a mutually agreeable date.
2. Schedule the review so you can observe processing and sample a live mailing.
3. Review the application and/or current agreement.
4. Select 5 sampled mailings from the past 90 days from the Quarterly MMS Accuracy Worksheet. If possible, select mailings that were out of tolerance.
5. Obtain the following records from the local Post Office, district, or electronically from *PostalOne!* for the selected mailings:
    - Manifests (May need to request from mailer).
    - Postage statements.
    - Sampling/postage adjustment worksheets.
    - PS Form 3609 for past 90 days.
6. Request the administrative file, which should contain:
    - MAC Gold MMS authorization letter.
    - MAC Gold application completed and signed by the mailer.
    - MAC Gold certificate.
    - Pickup Service Authorization and Standard Operating Procedure (if applicable).
    - Plant load authorization (if applicable).
    - Quarterly MMS Accuracy Worksheets.
    - Previous Review forms (if applicable).
    - Samples of MAC Gold approved manifest, postage statement facsimiles, and shipping labels. (Contact the MAC Gold Department at the NCSC to ensure that you have the most current authorized samples for the mailer's MAC Gold product.)
7. Request the local administrative file, which should contain:
    - Same information as the district file, except no review forms or samples of documents.
8. Some materials you may need:
    - Publication 401.
    - Blank Sampling/Postage Adjustment Worksheets.
    - Price charts.
    - Zone charts.
    - Tape measure, ruler, templates.
    - DMM.
    - MAC Gold Product Listing (On the Internet at http://ribbs.usps.gov – Select MAC)

Opening Conference

It is generally best to meet with the administering Post Office representatives first and review the records prior to visiting the mailer, but you may have to be flexible depending on the situation. If possible, meet with the mailer prior to beginning the review of the operations. Discuss the MMS authorization and find out if they need or anticipate any changes. Tour the plant to understand the production procedures. Tell the mailer you will discuss any findings at the conclusion of your review.

The Review

Mailer Name: _____

Review Date: _____

Review Conducted By (List all participants and their titles): _____

_____

_____

Approved MMS Options as Listed in the Agreement:_____

_____

Postal Administration

		Yes	No	NA
1.	Does the administering Post Office keep a file for this MMS mailer containing the following:			
	a. Copy of authorization letter.	☐	☐	
	b. Quarterly MMS Accuracy Worksheets (two quarters)	☐	☐	
	c. Plant load agreement, if applicable	☐	☐	☐
	d. Pickup SOP, if applicable.	☐	☐	☐
	e. Sampling worksheets (90 days).	☐	☐	☐
	f. MAC Gold certificate	☐	☐	
	g. MAC Gold application completed and signed by the mailer	☐	☐	
2.	Is the Quarterly MMS Accuracy Worksheet			
	a. Completed?.	☐	☐	
	b. Submitted to the district within 5 days of close of each quarter ?.	☐	☐	

Postal Sampling/Verification Procedures

3.	Are postage statements and (if scheduled) sampling/postage adjustment worksheets on file for each of the 5 selected mailings?	☐	☐
4.	Are the correct sampling forms (and issue dates) being used?	☐	☐

		Yes	No	NA
5.	Are the sampling/postage adjustment worksheets completed correctly? ..... If not, describe deficiencies: _____ _____	☐	☐	
6.	What is the postage sampling frequency? _____ _____			
7.	Is the sampling size determined using **Exhibit 20**?	☐	☐	
8.	When the postage sampling results exceeded the ±1.5% accuracy level, was the reentered and next mailing sampled, if the mailer reworked the failed mailing, or if the mailer paid the postage adjustment on the failed mailing was the next mailing sampled?	☐	☐	☐
9.	When the postage sampling results exceeded the ±1.5% accuracy level, is a copy of the sampling/postage adjustment worksheet given to the mailer? ..	☐	☐	☐
10.	Are the sampling/postage verification worksheets signed by the verification employees?	☐	☐	
11.	Do the adjusted postage amounts shown on the sampling/postage adjustment worksheets agree with the amounts withdrawn from the mailer's account as reported on Form 3609?	☐	☐	☐
12.	If there was a postage adjustment due to the sampling process, is the sampling/postage adjustment worksheet attached to the original postage statement?	☐	☐	☐

Postal Functions

13.	Do acceptance personnel ensure that the mailer's advance deposit account balance is sufficient to cover all mailings presented?	☐	☐	
14.	Are postal scales tested daily?	☐	☐	
15.	Have the postal scales been calibrated within the past year?	☐	☐	
16.	Do the local acceptance employees responsible for the sampling of mail and the calculation of postage adjustments clearly understand their responsibilities? ..... List any areas of concern. _____ _____	☐	☐	
17.	Are relief employees available?	☐	☐	☐
18.	Are relief employees trained?	☐	☐	☐

		Yes	No	NA
19.	Is additional acceptance training necessary?	☐	☐	
	Recommendation:_____			
20.	a. Are manifest mailings picked up by the Postal Service and verified at the Post Office (pickup service)?	☐	☐	
	b. If so, is there an established, written, and signed standard operating procedure for pickup service of permit imprint mail on file?	☐	☐	☐
	c. If so, is there an article in the agreement pertaining to the pickup service?	☐	☐	☐
21.	Do DMU personnel observe the loading of plant-loaded mail?	☐	☐	☐
22.	Are plant-load trailers properly sealed and placarded immediately upon completion of the loading process?	☐	☐	☐

Questions 23 through 31 are critical error questions. Your reference material for answering these questions should be from the original application package, the most current MAC Gold certification and product list, and the postage sampling you do. If you answer NO to any one of these questions, it may be necessary to suspend the MMS until the discrepancy is resolved. Before you suspend the agreement, contact the MAC Gold Department at the NCSC at 800-238-3150 to determine if you possess the latest MAC Gold information about this mailer's MMS.

23.	Does the MAC Gold product name and version number as shown on the most current MAC Gold certificate and product list match what is shown in the header of the manifest?	☐	☐	
	MAC Gold product name and version number:			
24.	Does the scale model connected to the mailer's system match the approved product as listed on the MAC Gold product list?	☐	☐	
	If not, are the current scales authorized in writing by the MAC Gold Dept.?	☐	☐	
	Scale name and model:			
25.	Does the current manifest format match the authorized MAC Gold version?	☐	☐	
26.	Does the current postage statement(s) facsimile match the authorized MAC Gold version?	☐	☐	
27.	Does the shipping label on the pieces match the authorized MAC Gold version?	☐	☐	
28.	Are any ID numbers duplicated on the manifest?	☐	☐	
29.	Did any piece have the wrong price for the weight shown on the manifest?	☐	☐	

		Yes	No	NA
30.	Were any sampled pieces not listed on the manifest?	☐	☐	
31.	Does the manifest(s) reflect only those articles acceptable under the specified option(s)?	☐	☐	
32.	Are the manifests (on file for 90 days) available from the mailer?	☐	☐	
33.	a. Does the mailer provide an electronic manifest?	☐	☐	
	b. If so, is a hardcopy printout of the manifest available upon request?	☐	☐	☐
	c. Print a hardcopy of the last page of the manifest. Do the hardcopy manifest totals match the electronic manifest totals?	☐	☐	☐
34.	Are all pieces listed on the manifest in sequential alpha/numeric order?	☐	☐	
35.	a. Are there any withdrawn mailpieces?	☐	☐	
	b. If so, were they properly identified on the manifest or on a separate listing?	☐	☐	☐
36.	Is postage adjusted correctly for withdrawn pieces?	☐	☐	☐
37.	a. Did any manifest reflect manual adjustments by the mailer?	☐	☐	
	b. If the answer is yes, was postage adjusted accordingly?	☐	☐	☐
38.	Are the minimum volume requirements met?	☐	☐	
39.	Does the manifest postage show the “Balloon Price” (20 lb. charge) for Priority Mail or Parcel Post/Parcel Select pieces weighing less than 20 pounds and measuring more than 84 inches in length and girth combined?	☐	☐	☐
40.	Is the postage for Priority Mail Dimensional Weight pieces calculated correctly?	☐	☐	☐
41.	Were “oversized” pieces correctly identified and priced?	☐	☐	☐
42.	Do all pieces qualify for the price claimed?	☐	☐	
43.	If Delivery or Signature Confirmation Service is used:			
	a. Is the confirmation information properly formatted on the manifest?	☐	☐	☐
	b. Is the confirmation marking and barcode information properly formatted on the shipping label?	☐	☐	☐
	c. Is the Form 3152 facsimile properly formatted on the manifest?	☐	☐	☐
	d. Is the Form 3877 facsimile signed and dated by a postal representative?	☐	☐	☐
	e. Have any DC file transmission errors been reported?	☐	☐	☐

If Yes, describe _____

_____

		Yes	No	NA
44.	Are all postage statements signed by the mailer?	☐	☐	
45.	a. Do the postage statement totals agree with the manifests?	☐	☐	
	b. Were the 5 selected mailings properly billed as shown on PS Form 3609?	☐	☐	
46.	Do the selected manifests have a proper sequence number?	☐	☐	

Mailer Quality Control

47.	a. Does Form 3609 indicate 2 or more instances of negative balances?	☐	☐	
	b. If yes, the mailer implemented a process to ensure that sufficient funds are on deposit prior to the presentation of each mailing?	☐	☐	☐
48.	Is the mailer following the quality control procedures described in Article 5 of the authorization letter?	☐	☐	
	If No, describe:_____			
49.	Is the mailer's scale maintained according to the manufacturer's specifications?	☐	☐	

Recommendations/Corrective Actions: _____

_____

_____

Exit Conference

After completing the review, discuss your findings with the mailer, including your recommendations for correcting deficiencies found. Also, tell him or her what is working well with their system or recommend ways they might use it to increase their productivity. The local postal representatives should attend to ensure a mutual understanding. If your review includes findings concerning the local Post Office, discuss those issues with the local postal representatives separately.

Signature_____

Title Date

Exhibit 15

MAC Gold Standardized Manifest Format
With Confirmation Services—With Forms 3877 and 3152 Facsimiles Included

Mailer's Name:
Address:

Date of Manifest:
Post Office of Mailing:
Permit Number:
Processing Category: MIXED
MAC Gold Product Name/Version Number:

Manifest Sequence Number: Page 1

Piece ID Number	Confirmation-Article Number /Address	5-Digit ZIP Code/Zone	Actual Weight (Lbs)	Postage Based Weight (Lbs)	Class/ Price	Postage	Insured Value	ES[1] Type	Fee	Total Charges	Cumulative Charges
1298		45235	2.25		PF[2]	4.75				4.75	4.75
1395		57501/5	25.87		P	36.44				36.44	41.19
1492		42498/2	24.12		ZR	13.82				13.82	55.01
1589		38671	0.21		FL	0.95				.95	55.91
1686			0.54		FP	2.58				2.58	58.49
1783		90014/7	12.25		ZR	17.40				17.40	75.89
1880		99531/8	10.02		ZR	17.65				17.85	93.74
1977		38721/4	15.21		ZR	13.20				13.20	106.94
2074		85215/5	5.25	9.00	PDR	18.00				18.00	124.94
2171		41125/4	7.25	20.00	ZRX	23.49				23.49	148.43
2268		25461/5	3.25		ZC	9.17				9.17	157.60
2365			0.22		FF	1.39				1.39	158.99
2559	21026837331000000219	63354/1	4.21	20.00	PX	14.94		SC	1.95	16.89	175.83
2655	05026837331000000419 Sammy Sly 2 Angels Ave Memphis TN 38101-3342	38101/3	6.21		PB	10.20	200.00	INS DC	2.75 0.00	12.95	188.78
2656	22026837331000000317	47931/3	14.25		ZR	12.75		SC	1.95	14.65	203.43
2753	02026837331000000115	63056/1	6.75	20.00	ZRX	12.27		DC	0.19	12.46	215.89
2850	22026837331000000324	37309/3	4.25		ZC	8.07		SC	1.95	10.02	225.91
2947		37365/4	7.75		ZR	10.86				10.86	236.77
3044		53712/3	1.25		ZR	5.15				5.15	241.92
3141			0.22		FF	1.39				1.39	243.31
3238	21026837331000000226	57541	0.54		FP	2.58		SC	1.95	4.84	248.15
3335	01026837331000000024	99548	0.65		PF	4.75		DC	0.00	4.75	252.90
3432		59074/6	27.75		ZRO	90.92				90.92	343.82
3529		32599/4	4.45		P	8.87				8.87	352.69

Exhibit 15 (Continued)

Piece ID Number	Confirmation-Article Number /Address	5-Digit ZIP Code/Zone	Actual Weight (Lbs)	Postage Based Weight (Lbs)	Class/ Price	Postage	Insured Value	ES[1] Type	Fee	Total Charges	Cumulative Charges
3626			0.54		FP	2.58				2.58	355.27
02026837331000000122	02026837331000000122	61401/2	34.75		ZRO	61.80		DC	0.19	61.99	417.26
02026837331000000139	02026837331000000139	47908/3	2.21		ZR	6.20		DC	0.19	6.39	423.65
07026837331000000615	07026837331000000615 Charlie Long 5050 First St Phoenix AZ 85012-0125	85012/5	3.29	6.00	PDR	10.94	34.75	SC INS	1.95 1.75	14.64	438.29
21026837331000000240	21026837331000000240	83821	0.54		FP	2.58		SC	1.95	4.53	442.82
21026837331000000233	21026837331000000233	38671/U	0.76		PF	4.75		SC	1.95	6.70	449.52
22026837331000000331	22026837331000000331	45809/3	14.21		ZC	12.72		SC	1.95	14.67	464.19
22026837331000000348	22026837331000000348	62901/2	9.04		ZC	9.15		SC	1.95	11.10	475.29
22026837331000000355	22026837331000000355	53932/4	4.12		ZR	9.02		SC	1.95	10.97	486.26
22026837331000000362	22026837331000000362	63303/1	4.22		ZR	6.80		SC	1.95	8.75	495.01
Totals			**258.40**			**468.58**		**16**	**26.52**	**495.01**	

PS Form 3877, *Firm Mailing Book for Accountable Mail*

Pieces received[1]: _____

_____
Signature of Receiving Employee

Round Stamp

PS FORM 3152, CONFIRMATION CERTIFICATION

USPS DELIVERY CONFIRMATION

Sample

5002 6837 3310 0000 0013

Footnote:

1. To show the number of pieces received on Form 3877, count each piece that has an Extra Service.
2. Retail prices may no longer be claimed for permit imprint Priority Mail pieces. Commercial Base or Commercial Plus Priority Mail pieces do not need a special code or indicator. Use the appropriate Priority Mail code listed in **Exhibit 24**. Commercial Base and Commercial Plus prices MAY NOT be claimed on the same manifest.

Notes:

A. Use this same format for manifests of non-mixed First-Class Mail, Priority Mail or Parcel Post/Parcel Select pieces.
B. The Confirmation Services number may be used as the ID number, but it must be shown in both the Piece ID Number and Confirmation Number columns.

Postage Sampling Forms

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Exhibit 16

PS Form 8158
MMS Sampling/Postage Adjustment Worksheet
Batch Manifest Mailings

Note: For detailed instructions on completing this form see **Exhibit 16A**, Publication 401.

1. Name of Authorized MMS Mailer	2. Sample Date	3. Class of Mail	
	4. Manifest Sequence Number	5. Total Manifest	
		Postage $	Pieces
6. Destination Entry Price Claimed (Drop Shipment only) ☐ BMC ☐ SCF ☐ DDU ☐ None		7. Form 8125 Sequence ID Number (Drop Shipment Only)	
8. Complete sampling worksheet on reverse side for selected samples.			

9. Computation for Postage Adjustment Factor (PAF)

- If 8d and 8e agree, complete **Item 11** and the Quarterly MMS Accuracy Worksheet.
- If 8d and 8e differ, calculate **Item 9**.
- If PAF is equal to or greater than .985 and does not exceed 1.015 **STOP**.
  Accept mail without adjustment. Complete **Item 11** and the Quarterly MMS Accuracy Worksheet.
- If PAF is less than .985 **STOP**. Accept mail without adjustment. Complete **Item 11**.
  Give copy of this worksheet to mailer. Complete the Quarterly MMS Accuracy Worksheet.
- If PAF is greater than 1.015, complete **Items10 and 11**. Give copy of this worksheet to mailer. Complete Quarterly MMS Accuracy Worksheet.

Special Circumstances: If results of the sampling are out of the ordinary, this may indicate that the system has failed and usual postage adjustment procedures do not apply. For example, the PAF is unusually high or it is zero (caused by no sample pieces on the manifest), then you must contact your district business mail entry office for guidance and resolution.

$_____	÷	$_____	=	_____ . _____ _____ _____
(8d) Total Postage Actual of Batches Sampled		(8e) Total Postage Manifest of Batches Sampled		(9) Postage Adjustment Factor (PAF) (Round off to 3 decimal places 0.000)

10. Calculation of Total Corrected Postage and Additional Postage Payment

10a. Total Postage Manifest (Amount from 5)	$	11. Signature of Employee
10b. Postage Adjustment Factor (Value from 9)	___ . ___ ___ __	
10c. Total Corrected Postage (10a × 10b)	= $	Round Stamp
10d. Total Manifest Postage (Amount from 5) Deduct this amount from mailer's trust account.	$	
10e. Additional Postage Due Subtract (10d) from (10c). Deduct this amount from mailer's trust account using the ***Adjustment Option*** and state in comments section, "Adjustment due to MMS sampling procedure."	$	

PS Form 8158, May 2008 (Page 1 of 2)

8. Sampling/Postage Adjustment Worksheet

Note: Batches selected for the postage verification should be drawn randomly. Total number of pieces in all batches must equal sample size as shown in **Exhibit 21**

8a. Batch Sample	8b. ID Number Range	8c. Number of Pieces	8d. Batch Postage Actual	8e. Batch Postage Manifest	8f. Discrepancies/Comments
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					
21					
22					
23					
24					
25					
	TOTALS	8c.	8d.	8e.	

TOTALS - Transfer 8d. and 8e. totals to front page.

PS Form 8158, May 2008 (Page 2 of 2)

Exhibit 16A

PS Form 8158 Instructions

- Batches selected for the postage verification should be drawn randomly.
- Check to ensure that the postage statement and the manifest's "total postage paid" match.

What to do when misclassified pieces are found in an MMS mailing.

- If misclassified pieces are found in the Initial Review of the mailing, then notify the mailer of the problem.
- If the mailing is one type of mail, for example the mailer claims the pieces are eligible for Standard Mail prices, but it is determined the pieces are First-Class matter, then return the mailing for the mailer to re-manifest at the correct prices.

What do when a manifest mailing is subject to both MERLIN and MMS verification.

- If only the MMS sampling reveals errors exceeding the allowed tolerance, then adjust postage as you normally would.
- If only the MERLIN sampling reveals presort errors exceeding the allowed tolerance, then adjust postage based on the MERLIN results.
- If both the MMS and MERLIN sampling reveals errors exceeding the allowed tolerance, adjust postage for presort and postage payment using the results from the MMS sampling. Override the MERLIN presort adjustment, but keep all other MERLIN adjustments.

1-7. Self-explanatory.

8. Sampling/Postage Adjustment Worksheet. Complete as outlined below:

8a. Batch Sample. See **Exhibit 21**, Postage Sampling Chart**,** to determine sample size.

8b. ID Number Range. Enter the mailpiece identification number range for the batch. At this time riffle the batch to ensure all numbers are accurately sequenced and that all numbers are accounted. Show discrepancies in column 8f. When riffling, notice whether most or all pieces have the identical weight and presort endorsement. If so, it may be easier to count and multiply than to add the postage payment for each piece.

8c. Number of Pieces. Record total number of pieces in the batch being sampled. In addition, sample three to five pieces from each batch to determine whether the weight and postage are correct for each piece as it is identified in the keyline and according to the qualified level of presort. Note any errors in column 8f. If there are any weight or postage discrepancies, you must weigh each piece in the batch, record and total the actual postage of all pieces of that batch as determined by the actual weight and price for which the pieces qualify instead of using the keyline information.

8d. **Batch Postage Actual.** Record the total postage for all mailpieces in a batch using the keyline information on the individual pieces, unless discrepancies are found during the 8c. sampling process. Postage is based on the presort endorsement printed on the mailpiece and its weight.

8e. **Batch Postage Manifest.** Record the manifest postage for the batch as reported on the manifest. Add the total amount of postage for each batch to the cumulative total for the preceding batch to verify that the cumulative total is correct. If there are any cumulative postage calculation errors, **DO NOT** accept the mailing. Note any errors on the *MMS Quarterly Accuracy Worksheet* and provide a copy of the manifest page(s) showing the error(s) to the mailer. Contact Manager, Business Mail Entry (District) for further instruction. Do not accept further mailings until the MBME has conducted a review and authorizes a resumption of the manifest.

8f. Record any discrepancies found during sampling.

Total Columns—Enter totals for columns 8c, 8d, and 8e and transfer amounts of 8d and 8e to the front side. If 8d and 8e agree, go to **Item11**.

9. Computation for Postage Adjustment Factor

If 8d and 8e do not agree, divide Total Postage Actual (8d) by Total Postage Manifest (8e) to determine Postage Adjustment Factor (PAF). Round off PAF to 3 decimal places (.000) and enter in 9. Based on PAF value, follow instructions in Item 9 (front page).

10. Calculation of Total Corrected Postage and Additional Postage Payment Due

10a-c. Transfer amount from Item 5 to 10a and 10d and value from 9 to 10b. Multiply amount from 10a by 10b to determine Total Corrected Postage (10c).

10d-e. Subtract the Total Manifest Postage (10d) from the Total Corrected Postage (10c) to determine the Additional Postage Due.

Total Manifest Postage (10d). Deduct this amount from the mailer's trust account.

Additional Postage Amount Due (10e). Deduct this amount as an adjustment to the mailer's trust account using the ***Adjustment Option***. Annotate the comments section "Adjustment due to MMS sampling procedure."

11. Self-explanatory.

Note: For each postage verification that exceeds the ±1.5% accuracy level, give the mailer a copy of the Sampling/Postage Adjustment Worksheet.

PS Form 8158 Instructions, May 2008 Page 2 of 2)

Exhibit 17

PS Form 8159
MMS Sampling/Postage Adjustment Worksheet
Itemized Manifest Mailings

Note: For detailed instructions on completing this form see **Exhibit 17A**, Publication 401.

1. Name of Authorized MMS Mailer	2. Sample Date	3. Class of Mail	
	4. Manifest Sequence Number	5. Total Manifest	
		Postage $	Pieces
6. Destination Entry Price Claimed (Drop Shipment only) ☐ BMC ☐ SCF ☐ DDU ☐ None	7. Form 8125 Sequence ID # (Drop Shipment Only)	8. Local ZIP Code(s) (for entry facility)	
9. Complete sampling worksheet on reverse side for selected samples.			

10. Computation for Postage Adjustment Factor (PAF)

- If 10a and 10b agree, complete **Item 12** and the Quarterly MMS Accuracy Worksheet.
- If 10a and 10b differ, calculate **Item 10c**.
- If PAF is equal to or greater than .985 and does not exceed 1.015 **STOP**. Accept mail without adjustment. Complete **Item 12** and the Quarterly MMS Accuracy Worksheet.
- If PAF is less than .985 **STOP**. Accept mail without adjustment. Complete **Item 12**. Give copy of this worksheet to mailer. Complete the Quarterly MMS Accuracy Worksheet.
- If PAF is greater than 1.015, complete **Items 11 and 12**. Give copy of this worksheet to mailer. Complete Quarterly MMS Accuracy Worksheet.

Special Circumstances: If results of the sampling are out of the ordinary, this may indicate that the system has failed and usual postage adjustment procedures do not apply. For example, the PAF is unusually high or it is zero (caused by no sample pieces on the manifest), then you must contact your district business mail entry office for guidance and resolution.

$_____	÷	$_____	=	____ . ____ ____ ____
(10a) Total Postage Actual of Pieces Sampled		(10b) Total Postage Manifest of Pieces Sampled		(10c) Postage Adjustment Factor (PAF) (Round off to 3 decimal places 0.000)

11. Calculation of Total Corrected Postage and Additional Postage Payment

11a. Total Manifest Postage (Amount from 5)	$	12. Signature of Employee
11b. Postage Adjustment Factor (Value from 10c)	___ . ___ ___ ___	
11c. Total Corrected Postage (11a × 11b)	= $	Round Stamp
11d. Total Manifest Postage (Amount from 5) Deduct this amount from mailer's trust account.	$	
11e. Additional Postage Due Subtract (11d) from (11c). Deduct this amount from mailer's trust account using the ***Adjustment Option*** and state in comments section" Adjustment due to MMS sampling procedure."	$	

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9. Sampling/Postage Adjustment Worksheet

Note: Select pieces for the postage verification randomly and include pieces of different classes (for example, Priority Mail, Parcel Post, etc.). Use **Exhibit 20,** Publication 401, to determine sample size.

9a. No. of Pieces	9b. ID Number	9c. Country Code/ ZIP Code/Zone	9d. Class/ Price	9e. Weight Actual	9f. Postage Actual	9g. Postage Manifest
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						
21						
22						
23						
24						
25						
26						
27						
28						
29						
30						
31						
32						
			Subtotal	Page 2		
			Subtotal	Page 3		
			Subtotal	Page 4		
				TOTAL	10a.	10b.

TOTALS - Record 10a. and 10b. on front.

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9. Sampling/Postage Adjustment Worksheet

9a. No. of Pieces	9b. ID Number	9c. Country Code/ ZIP Code/Zone	9d. Class/ Price	9e. Weight Actual	9f. Postage Actual	9g. Postage Manifest
33						
34						
35						
36						
37						
38						
39						
40						
41						
42						
43						
44						
45						
46						
47						
48						
49						
50						
51						
52						
53						
54						
55						
56						
57						
58						
59						
60						
61						
62						
63						
64						
65						
66						
				Subtotal		

Record subtotals on page 2.

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9. Sampling/Postage Adjustment Worksheet

9a. No. of Pieces	9b. ID Number	9c. Country Code/ ZIP Code/Zone	9d. Class/ Price	9e. Weight Actual	9f . Postage Actual	9g. Postage Manifest
67						
68						
69						
70						
71						
72						
73						
74						
75						
76						
77						
78						
79						
80						
81						
82						
83						
84						
85						
86						
87						
88						
89						
90						
91						
92						
93						
94						
95						
96						
97						
98						
99						
100						
				Subtotal		

Record subtotals on page 2.

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Exhibit 17A

PS Form 8159 Instructions

Complete this form whenever an itemized manifest mailing (including mixed classes) and for Package Services mail (Parcel Select, Media Mail, and Library Mail) entered at a DBMC, DSCF, or DDU price is scheduled for a postage (sampling) verification. The samples must be selected at random and include pieces of different classes in a mixed classes manifest mailing.

What to do when misclassified pieces are found in an MMS mailing.

- If misclassified pieces are found in the Initial Review of the mailing, then notify the mailer of the problem.
- If the mailing is one type of mail, for example the mailer claims the pieces are eligible for Bound Printed Matter prices, but it is determined the pieces are Parcel Post matter, then return the mailing for the mailer to re-manifest at the correct prices.
- If it is a mixed-class manifest and only a portion of the pieces are misclassified, for example, Parcel Post pieces are claimed at Bound Printed Matter prices, then conduct a postage sampling rating the pieces appropriately in the "Actual Column" of the sampling form. Adjust postage, if applicable, accept the mailing, and tell the mailer that if misclassified pieces are found in a mailing again, then that mailing will not be accepted until it is re-manifested at the appropriate prices.

Verification of manifest documentation for cumulative postage calculation.

- For manifests using a **Cumulative Postage** column select up to 5 pieces from your sample. Add the amount of postage for each piece to the preceding cumulative postage to verify that the cumulative total is correct. If there are any cumulative postage calculation errors, **DO NOT** accept the mailing. Note any errors on the *MMS Quarterly Accuracy Worksheet* and provide a copy of the manifest page(s) showing the error(s) to the mailer. Contact Manager, Business Mail Entry (District) for further instruction. Do not accept further mailings until the MBME has conducted a review and authorizes a resumption of the manifest.
- For manifests showing **Page** and **Cumulative Page Totals** in the footer, select one page from the manifest. Add the manifest postage for each piece on the page. Compare the result with the **Page Total** shown on the manifest. Add the **Page Total** for the selected page to the **Cumulative Page Total** from the previous page. If there are any cumulative postage calculation errors, DO NOT accept the mailing. Note any errors on the *MMS Quarterly Accuracy Worksheet* and provide a copy of the manifest page(s) showing the error(s) to the mailer. Contact Manager, Business Mail Entry (District) for further instruction. Do not accept further mailings until the MBME has conducted a review and authorizes a resumption of the manifest.

1-4. Self-explanatory.

5. Record the total postage from the manifest. Include any surcharges and special service fees.

6-8. Self-explanatory.

9. Sampling/Postage Adjustment Worksheet

9a. No. of Pieces--See **Exhibit 20**, Postage Sampling Plan, to determine sample size. Use additional pages as needed.

9b. ID Number--Enter the mailpiece identification number.

9c. Country Code/ZIP Code/Zone--For domestic mail, enter the ZIP Code and zone (L for local or 1-8). For international mail, enter the country or country code. (See **Exhibit 51** for the list of country codes.)

9d. Class--Enter the domestic or international class(es) of mail.

9e. Weight Actual--Record the weight of each mailpiece sampled.

9f. Postage Actual--Record the actual postage for each piece sampled. Include any nonmachinable surcharges and special service fees.

9g. Postage Manifest--Record the postage from the manifest for each piece sampled. Include any nonmachinable surcharges and special service fees.

10. Computation for Postage Adjustment Factor

10a. Total column 9f and transfer amount to front page. If additional pages are used, add subtotals for all pages.

10b. Total column 9g and transfer amount to front page. If additional pages are used, add subtotals for all pages.

- If 10a and 10b agree, go to 12.
- If 10a and 10b do not agree, complete the rest of the worksheet.

10c. Divide 10a by 10b to determine Postage Adjustment Factor (PAF). Round off to 3 decimal places. Based on PAF value, follow instructions in 10 on front page.

11. Calculation of Total Corrected Postage and Additional Postage Payment

11a-e. Record amount from 5 in 11a and 11d and value from 10c in 11b. Multiply 11a by 11b to determine Total Corrected Postage (11c). Subtract 11d from 11c to determine the Additional Postage Due (11e).

Total Manifest Postage (11a)--Deduct this amount from the mailer's trust account.

Additional Postage Due (11e)--Deduct this amount as an adjustment to the mailer's trust account using the ***Adjustment Option***. Annotate the comments section "Adjustment due to MMS sampling procedure."

12. Self-explanatory.

Note: For each postage verification that exceeds the ±1.5% accuracy level, give the mailer a copy of the Sampling/Postage Adjustment Worksheet.

PS Form 8159 Instructions, May 2008 (Page 2 of 2)

Exhibit 18

PS Form 8160
MMS Sampling/Postage Adjustment Worksheet
Standard Mail Piece and Piece/Pound Price Mailings

Note: For detailed instructions on completing this form see **Exhibit 18A**, Publication 401.

1. Name of Authorized MMS Mailer	2. Sample Date	3. Processing Category	
	4. Manifest Sequence Number	5. Total Manifest	
		Postage $	Pieces
6. Destination Entry Price Claimed (Drop Shipment only) ☐ BMC ☐ SCF ☐ DDU ☐ None		7. Form 8125 Sequence ID Number (Drop Shipment Only)	
8. Complete sampling worksheet on reverse side for selected samples.			

9. Combined Piece and Pound Postage

MANIFEST	Pounds	Pound x Price	= Postage	**ACTUAL**	Pounds	Pound x Price	= Postage
9a. Total Weight (Amount from 8e)			$	9d. Total Weight (Amount from 8f)			$
9b. Piece Postage (Amount from 8c)			$	9e. Piece Postage (Amount from 8d)			$
9c. TOTALS (9a+9b)			$	9f. TOTALS (9d+9e)			$

10. Computation for Postage Adjustment Factor (PAF)

- If 9c and 9f agree, complete **Item 12** and the Quarterly MMS Accuracy Worksheet.
- If 9c and 9f differ, calculate **Item 10**.
- If PAF is equal to or greater than .985 and does not exceed 1.015 **STOP**. Accept mail without adjustment. Complete **Item 12** and the Quarterly MMS Accuracy Worksheet.
- If PAF is less than .985 **STOP**. Accept mail without adjustment. Complete **Item 12**. Give copy of this worksheet to mailer. Complete the Quarterly MMS Accuracy Worksheet.
- If PAF is greater than 1.015, complete **Items 11 and 12**. Give copy of this worksheet to mailer. Complete Quarterly MMS Accuracy Worksheet.

Special Circumstances: If results of the sampling are out of the ordinary, this may indicate that the system has failed and usual postage adjustment procedures do not apply. For example, the PAF is unusually high or it is zero (caused by no sample pieces on the manifest), then you must contact your district business mail entry office for guidance and resolution.

$_____ ÷ $_____ = ____ . ____ ____ ____

(9f) (9c) (10)

Postage Adjustment Factor (PAF)
(Round off to 3 decimal places 0.000)

11. Calculation of Total Corrected Postage and Additional Postage Payment

11a. Total Postage Manifest (Amount from 5)	$	12. Signature of Employee
11b. Postage Adjustment Factor (Value from 10)	___ . ___ ___ __	
11c. Total Corrected Postage (11a × 11b)	= $	Round Stamp
11d. Total Manifest Postage (Amount from 5) Deduct this amount from mailer's trust account.	$	
11e. Additional Postage Due Subtract (11d) from (11c). Deduct this amount from mailer's trust account using the ***Adjustment Option*** and state in comments section" Adjustment due to MMS sampling procedure."	$	

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8. Sampling/Postage Adjustment Worksheet

Note: Select pieces for the postage verification randomly. Use **Exhibit 20,** Publication 401, to determine sample size.

8a. No. of Pieces	8b. ID Number	Postage (Piece Price)		Weight (Pound Price Only)	
		8c. Manifest	8d. Actual	8e. Manifest	8f. Actual
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
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24					
25					
26					
27					
28					
29					
30					
31					
32					
	Subtotals Page 2				
	Subtotals Page 3				
	Subtotals Page 4				
	TOTALS	8c.	8d.	8e.	8f.

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Transfer totals to front page

8. Sampling/Postage Adjustment Worksheet

8a. No. of Pieces	8b. ID Number	Postage (Piece Price)		Weight (Pound Price Only)	
		8c. Manifest	8d. Actual	8e. Manifest	8f. Actual
33					
34					
35					
36					
37					
38					
39					
40					
41					
42					
43					
44					
45					
46					
47					
48					
49					
50					
51					
52					
53					
54					
55					
56					
57					
58					
59					
60					
61					
62					
63					
64					
65					
66					
	Subtotals	8c.	8d.	8e.	8f.

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Transfer subtotals to page 2.

8. Sampling/Postage Adjustment Worksheet

8a. No. of Pieces	8b. ID Number	Postage (Piece Price)		Weight (Pound Price Only)	
		8c. Manifest	8d. Actual	8e. Manifest	8f. Actual
67					
68					
69					
70					
71					
72					
73					
74					
75					
76					
77					
78					
79					
80					
81					
82					
83					
84					
85					
86					
87					
88					
89					
90					
91					
92					
93					
94					
95					
96					
97					
98					
99					
100					
	Subtotals	8c.	8d.	8e.	8f.

PS Form 8160, May 2008 (Page 4 of 4) **Transfer subtotals to page 2.**

Exhibit 18A

PS Form 8160 Instructions

Complete this form whenever a Standard Mail piece and/or piece/pound price manifest mailing is scheduled for a postage verification. A Standard Mail mailing containing any combination of machinable parcels, irregular parcels, or not-flat machinables (NFMs) is considered a single mailing, subject to a single sampling and postage adjustment (based on the total postage reported by the manifest). The samples selected must be drawn from the same entry level (BMC, SCF, etc.). Every effort should be made to rotate the entry level selected from one sampling to the next.

What to do when misclassified pieces are found in an MMS mailing.

- If misclassified pieces are found in the Initial Review of the mailing, then return the mailing for the mailer to re-manifest at the correct prices.

What do when a manifest mailing is subject to both MERLIN and MMS verification.

- If only the MMS sampling reveals errors exceeding the allowed tolerance, then adjust postage as you normally would.
- If only the MERLIN sampling reveals presort errors exceeding the allowed tolerance, then adjust postage based on the MERLIN results.
- If both the MMS and MERLIN sampling reveals errors exceeding the allowed tolerance, adjust postage for presort and postage payment using the results from the MMS sampling. Override the MERLIN presort adjustment, but keep all other MERLIN adjustments.

Verification of manifest documentation for cumulative postage calculation.

- For manifests using a **Cumulative Weight** column for piece/pound price weight select up to 5 pieces from your sample. Add the amount of weight for each piece to the preceding cumulative weight to verify that the cumulative total is correct. If there are any errors, further verification of cumulative weight totals is required. Note any errors on the *MMS Quarterly Accuracy Worksheet* and provide a copy of the manifest page(s) showing the error(s) to the mailer. Contact Manager, Business Mail Entry (District) for further instruction. Do not accept further mailings until the MBME has conducted a review and authorizes a resumption of the manifest.
- For manifests showing **Page** and **Cumulative Page Totals** in the footer select one page from the manifest. Add the manifest weight for each piece/pound price piece on the page. Compare the result with the **Page Total** shown on the manifest. Add the **Page Total** for the selected page to the **Cumulative Page Total** from the previous page. Note any errors on the *MMS Quarterly Accuracy Worksheet* and provide a copy of the manifest page(s) showing the error(s) to the mailer. Contact Manager, Business Mail Entry (District) for further instruction. Do not accept further mailings until the MBME has conducted a review and authorizes a resumption of the manifest.

Nonbarcoded surcharge – Standard Mail machinable, irregular, and Not-Flat Machinable pieces may be subject to a non-barcoded surcharge and must be identified by an asterisk (*) following the piece ID number or be shown separately in a cumulative non-barcoded piece column on the manifest.

- If two nonbarcoded pieces or less selected as part of the initial sampling are not properly identified by an asterisk (*) or shown in a cumulative non-barcoded piece column you may accept the mailing. Notify the mailer of the error(s) and request corrective action is taken before the next mailing is presented.
- If more than two nonbarcoded pieces are selected as part of the initial sampling are not properly identified, do not accept the mailing. Notify the mailer of the error(s) and request that corrective action is taken before any future mailings with nonbarcoded pieces are accepted.

Selective use of Confirmation Services – When a Standard Mail mailing of parcels and/or NFMs contains pieces with and without Confirmation Services, the Confirmation Service pieces must be identified using a Cumulative Confirmation Services (Extra Services) Column or by Page and Cumulative Page totals on the manifest.

- If two Confirmation Service pieces or less selected as part of the initial sampling are not properly identified you may accept the mailing. Notify the mailer of the error(s) and request corrective action is taken before the next mailing is presented.
- If more than two Confirmation Service pieces are selected as part of the initial sampling are not properly identified, do not accept the mailing. Notify the mailer of the error(s) and request that corrective action is taken before any future mailings with Confirmation Services or Extra Services are accepted.

1-4. Self-explanatory.

5. Includes postage, residual shape surcharge, and special service fees, when applicable.

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6-7. Self-explanatory.

8. Sampling/Postage Adjustment Worksheet

8a. No. of Pieces—See **Exhibit 20**, Postage Sampling Plan, to determine sample size. Use additional pages as needed.

8b. ID Number—Enter the mailpiece identification number.

8c-d. Postage (Piece Price)—Record the piece price (whether minimum per piece or piece/pound price) for each sample as reported on the manifest; record the actual piece price under Actual. Piece price may include postage, RSS, and special service fee, when applicable. ***Do not record the pound price portion for a minimum per piece price sample.***

8e-f. Weight (Pound Price)—Record the weight for piece/pound price pieces only.
Record not applicable (N/A) for minimum per piece price pieces.
Round off pound weight to 4 decimals. If the manifest listing cannot report to 4 decimals, the additional digits will be considered zeros.

Total columns 8c-f. Transfer totals to front of form.

Note-Overweight Pieces: If the actual weight of a sampled piece is one pound or more, record the actual applicable Package Service postage (based on weight or weight and zone) in column 8d. Do not record the weight of the sample in column (8f). Circle the ID number of the sample. This will indicate that the sample exceeded the maximum weight limit for Standard Mail without having its weight included in the overall postage comparison.

Note-Missing Pieces: Mailpieces not found on the manifest must be recorded as zero under the Manifest columns. Under the Actual Piece Price column (8d), record the actual piece price (whether minimum per piece or piece/pound price item). Under the Actual Weight column (8f), enter the applicable weight for each piece/pound price item and N/A for each minimum per piece price item.

Note-Missorted Pieces: If the sampled piece is listed on the manifest but is sorted to the incorrect container, record Actual Piece Price in column (8d). Under the Actual Weight column (8f), enter the applicable weight for each piece/pound price item and N/A for each minimum per piece price item. Under the Manifest Piece Price column (8c) enter zero. Under the Manifest Weight column (8e), enter zero for each piece/pound price item and N/A for each minimum per piece price item.

Although individual piece prices are not recorded on the manifest you can determine the actual and manifest piece or piece/pound prices based upon the tray, sack, or other container you selected and the presort level indicated on the manifest listing. **Examples:**

1. Select a sample from a 3-digit sack that meets the 3-digit piece-price criteria. Record the 3-digit piece-price in the Piece Price Postage Actual column (8d). Locate the mailpiece on the manifest. It is recorded as being in a 3-digit sack that meets the 3-digit piece-price criteria. Record the 3-digit piece-price in the Piece Price Postage Manifest Column (8c). Record N/A in the Actual and Manifest Weight columns.

2. Select a sample from an ADC sack that meets the ADC piece/pound price criteria. Record the ADC piece/pound piece-price for the piece-price portion in the Piece Price Postage Actual column (8d). Record the weight in the Actual Weight column (8f). Locate the mailpiece on the manifest. It is recorded as being in a 5-digit sack that meets the 5-digit piece/pound price criteria. Record the 5-digit piece/pound piece-price in the Piece Price Postage Manifest Column (8c). Record the weight in the Manifest Weight column (8e).

3. Select a sample from an ADC sack that meets the ADC piece/pound price criteria. Record the ADC piece/pound piece-price for the piece price portion in the Piece Price Postage Actual column (8d) and the weight of the sample in the Pound Price Weight Actual column (8f). Locate the mailpiece on the manifest. It is recorded as being in an ADC sack, but it is listed at the piece price. Record the minimum per piece price in the Piece Price Postage Manifest column (8c) and record the weight as zero in the Pound Price Weight Manifest column (8e).

9. Combined Piece and Piece/Pound Postage Calculations

9a&d. Multiply pounds by the applicable entry level pound price.

9c. Add 9a and 9b.

9f. Add 9d and 9e.

10. Computation for Postage Adjustment Factor

10a-c. Divide 9f by 9c to determine the Postage Adjustment Factor (PAF) in 10. Round off to 3 decimal places. Based on PAF value, follow instructions in 10 on front page.

11. Calculation of Total Corrected Postage and Additional Postage Payment Due
Record amount from 5 in 11a and 11d. Multiply 11a by 11b to determine Total Corrected Postage. Subtract 11d from 11c to determine Additional Postage Due.
Total Manifest Postage (11a)—Deduct this amount from the mailer's trust account.
Additional Postage Due (11e)—Deduct this amount as an adjustment to the mailer's trust account using the **Adjustment Option**. Annotate the comments section "Adjustment due to MMS sampling procedure."

12. Self-explanatory.

Note: For each postage verification that exceeds the ±1.5% accuracy level, give the mailer a copy of the Sampling/Postage Adjustment Worksheet.

PS Form 8160 Instructions, May 2008 (Page 2 of 2)

Exhibit 19

PS Form 8161

MMS Sampling/Postage Adjustment Worksheet
Presorted and Carrier Route Bound Printed Matter Mailings

Note: For detailed instructions on completing this form see **Exhibit 19A**, Publication 401.

1. Name of Authorized MMS Mailer	2. Sample Date 3. Manifest Sequence No.	4. Destination Entry Price Claimed BMC ☐ SCF ☐ DDU ☐ None ☐	
5. Presort Level Selected: Presorted ☐ Carrier Route ☐			
6. Total Manifest Piece Price Postage $	7. Total Manifest Pound Price Postage $	8. Total Manifest Postage (6+7) $	Pieces
9. Complete sampling worksheet on reverse side for selected samples.			

10. Piece Price Postage Calculations

Manifest Samples	Amount from 9c Pieces X	Price =	Total Manifest Piece Price Postage	**Actual Samples**	Amount from 9d Pieces X	Price =	Total Actual Piece Price Postage
		$__.___ ___	10a. $			$__.___ ___	10b. $

11. Postage Adjustment Factor—Piece Price (PAF) **12. Postage Adjustment Factor—Pound Price (PAF)**

11a. Actual Sample Piece Price Postage (Amount from 10b)	$	12a. Actual Sample Weight (Amount from 9g)	
11b. Manifest Sample Piece Price Postage (Amount from 10a)	÷	12b. Manifest Sample Weight (Amount from 9e)	÷
11c. Piece Price Postage Adjustment Factor (PAF)	= —. — — —	12c. Pound Price Postage Adjustment Factor (PAF)	= —. — — —

- If both PAFs are equal to or greater than .985 and do not exceed 1.015 **STOP**. Accept mail without adjustment. Complete **Item 15** and the Quarterly MMS Accuracy Worksheet.
- If the PAF for both 11c and 12c are below .985 **STOP**. Accept the mail without adjustment. Complete **Item 15** and the Quarterly MMS Accuracy Worksheet. Give copy of this worksheet to mailer.
- If the PAF for either/both 11c or 12c is greater than 1.015, complete **Item 13**. If one of the PAFs is less than 1.015, use the PAF of 1.000 to complete **Item 13**. Example: If the Piece Price PAF (11c) is 1.010 and the Pound Price PAF (12c) is 1.025, convert the Piece Price PAF to 1.000 for use on line 13b.

  Special Circumstances: If results of the sampling are out of the ordinary, this may indicate that the system has failed and usual postage adjustment procedures do not apply. For example, the PAF is unusually high or it is zero (caused by no sample pieces on the manifest), then you must contact your district business mail entry office for guidance and resolution.

13. Calculation of Corrected Piece Price Postage and Pound Price Postage

13a. Manifest Piece Price Postage (Amount from 6)	$	13d. Manifest Pound Price Postage (Amount from 7)	$
13b. Piece Price PAF (Value from 11c)	X —. —— —	13e. Pound Price PAF (Value from 12c)	X —. ———
13c. Total Corrected Piece Price Postage	= $	13f. Total Corrected Pound Price Postage	= $

14. Calculation of Additional Postage Payment

14a. Total Corrected Postage (13c)+(13f)	$	15. Signature of Employee
14b. Total Manifest Postage (Amount from 8) Deduct this amount from mailer's trust account.	$	Round Stamp
14c. Additional Postage Due Subtract (14b) from (14a). Deduct this amount from mailer's trust account using the **Adjustment Option** state in comments section, "Adjustment due to MMS sampling procedure."	$	

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9. Sampling/Postage Adjustment Worksheet

9a. No. Pcs.	9b. ID Number	9c. Manifest Piece Price	9d. Actual Piece Price	9e. Manifest Weight	9f. Manifest Zone	9g. Actual Weight	9h. Actual Zone
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							
16							
17							
18							
19							
20							
21							
22							
23							
24							
25							
26							
27							
28							
29							
30							
Subtotals Page 2							
Subtotals Page 3							
Subtotals Page 4							
TOTALS		9c.	9d.	9e.		9g	

Note: If columns 9c. and 9d. match, and columns 9e. and 9g. match, go to **Item 15**. If columns 9c. and 9d. do not match, transfer the totals to **Item 10** and complete **Items 10 and 11**, as applicable. If columns 9e. and 9g. do not match, transfer the totals to **Item 12** and complete **Item 12**.

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9. Sampling/Postage Adjustment Worksheet

9a. No. Pcs.	9b. ID Number	9c. Manifest Piece Price	9d. Actual Piece Price	9e. Manifest Weight	9f. Manifest Zone	9g. Actual Weight	9h. Actual Zone
31							
32							
33							
34							
35							
36							
37							
38							
39							
40							
41							
42							
43							
44							
45							
46							
47							
48							
49							
50							
51							
52							
53							
54							
55							
56							
57							
58							
59							
60							
61							
62							
63							
64							
65							
	Subtotals Page 3	9c.	9d.	9e.		9g.	

Record subtotals on page 2.

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9. Sampling/Postage Adjustment Worksheet

8a. No. Pcs.	8b. ID Number	9c. Manifest Piece Price	9d. Actual Piece Price	9e. Manifest Weight	9f. Manifest Zone	9g. Actual Weight	9h. Actual Zone
66							
67							
68							
69							
70							
71							
72							
73							
74							
75							
76							
77							
78							
79							
80							
81							
82							
83							
84							
85							
86							
87							
88							
89							
90							
91							
92							
93							
94							
95							
96							
97							
98							
99							
100							
	Subtotals Page 4	9c.	9d.	9e.		9g.	

Record subtotals on page 2.

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Exhibit 19A

PS Form 8161 Instructions

Complete this form whenever a Presorted or Carrier Route price Bound Printed Matter mailing is scheduled for postage verification. Use Form 8159 for Nonpresorted Bound Printed Matter.

Note: You must limit your sample selection to the same presort level and entry level, for example, Presorted DBMC; Carrier Route DSCF; Presorted DDU. Check the appropriate boxes in Items 4 and 5 on the front of Form 8161.

What to do when misclassified pieces are found in an MMS mailing.

If misclassified pieces are found in the Initial Review of the mailing, then return the mailing for the mailer to re-manifest at the correct prices.

What do when a manifest mailing is subject to both MERLIN and MMS verification.

- If only the MMS sampling reveals errors exceeding the allowed tolerance, then adjust postage as you normally would.
- If only the MERLIN sampling reveals presort errors exceeding the allowed tolerance, then adjust postage based on the MERLIN results.
- If both the MMS and MERLIN sampling reveals errors exceeding the allowed tolerance, adjust postage for presort and postage payment using the results from the MMS sampling. Override the MERLIN presort adjustment, but keep all other MERLIN adjustments.

Verification of manifest documentation for cumulative postage calculation.

- For manifests using a **Cumulative Weight** column for piece/pound price weight select up to 5 pieces from your sample. Add the amount of weight for each piece to the preceding cumulative weight to verify that the cumulative total is correct. If there are any errors, further verification of cumulative weight totals is required. Note any errors on the *MMS Quarterly Accuracy Worksheet* and provide a copy of the manifest page(s) showing the error(s) to the mailer. Contact Manager, Business Mail Entry (District) for further instruction. Do not accept further mailings until the MBME has conducted a review and authorizes a resumption of the manifest.
- For manifests showing **Page** and **Cumulative Page Totals** in the footer select one page from the manifest. Add the manifest weight for each piece/pound price piece on the page. Compare the result with the **Page Total** shown on the manifest. Add the **Page Total** for the selected page to the **Cumulative Page Total** from the previous page Note any errors on the *MMS Quarterly Accuracy Worksheet* and provide a copy of the manifest page(s) showing the error(s) to the mailer. Contact Manager, Business Mail Entry (District) for further instruction. Do not accept further mailings until the MBME has conducted a review and authorizes a resumption of the manifest.

Selective use of Confirmation Services – When a Standard Mail mailing of parcels and/or NFMs contains pieces with and without Confirmation Services, the Confirmation Service pieces must be identified using a Cumulative Confirmation Services (Extra Services) Column or by Page and Cumulative Page totals on the manifest.

- If two Confirmation Service pieces or less selected as part of the initial sampling are not properly identified you may accept the mailing. Notify the mailer of the error(s) and request corrective action is taken before the next mailing is presented.
- If more than two Confirmation Service pieces are selected as part of the initial sampling are not properly identified, do not accept the mailing. Notify the mailer of the error(s) and request that corrective action is taken before any future mailings with Confirmation Services or Extra Services are accepted.

1-8. Self-explanatory.

9. Sampling/Postage Adjustment Worksheet

- **9a. Number of Pieces**—See **Exhibit 20**, Postage Sampling Plan, to determine sample size. Use additional pages as needed.
- **9b. ID Number**—Record the mailpiece identification number.
- **9c. Manifest Count – Piece Price**—Place a checkmark in this column if piece is listed on the manifest and is presorted correctly. (See Note regarding Missorted Pieces below.)
- **9d. Actual Count – Piece Price**—Place a checkmark in this column for each sample selected.
- **9e. Manifest Weight**—Record the weight of each piece that is presorted correctly as reported on the manifest. (See Note regarding Missorted Pieces below.)
- **9f. Manifest Zone**—Record the zone for each sample mailpiece as reported on the manifest.

9g. **Actual Weight**—Record the weight of each sample mailpiece. **Note:** For pieces weighing less than one pound, record the weight as one pound.

9h. **Actual Zone**—Record the actual zone for each sample mailpiece.

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Note-Overweight Pieces: If the actual weight of a sampled piece(s) exceeds the maximum weight for Bound Printed Matter, do not accept the mailing. The mailer must remove all overweight pieces and re-run the entire mailing to exclude overweight pieces.

Note-Missing Pieces: Do not place a checkmark in the Manifest Piece Price column (9c) for mailpieces not found on the manifest. Record zero under the Manifest Weight column (9e). Place a checkmark under the Actual Piece Price column (9d). Under the Actual Weight column (9g), enter the applicable weight.

Note-Missorted Pieces: If the sampled piece is listed on the manifest but is sorted to the incorrect container, place a checkmark under the Actual Piece Price in column (9d). Under the Actual Weight column (9g), enter the applicable weight for each item. Do not place a checkmark under the Manifest Piece Price column (9c). Enter zero under the Manifest Weight column (9e).

Total columns 9c, 9d, 9e, and 9g. (For **9c.** and **9d.** simply count the number of check marks placed in each column.)

- If columns **9c.** and **9d**. match, and columns **10** and **11** match, go to **Item 15**.
- If columns **9c.** and **9d.** do not match, transfer the totals to **Item 10**, and complete **Items 10** and **11**.
- If columns **9c.** and **9d.** match, but **9e.** and **9g.** do not match, transfer the totals from **9e.** and **9g.** to **Item 12** and complete **Item 12**. Also, in Item **11c.** record the PAF as 1.000.

Compare columns 9f. and 9h. Complete a line item comparison of manifest zone to actual zone.

- If all line items match STOP.
- If any line item does not match, give a copy of the worksheet to the mailer for zone matrix correction.

Note: This sampling process does not adjust postage for incorrect zone reporting, however, the mailer must take corrective action before submitting additional manifested Bound Printed Matter mailings.

10. Piece Price Postage Calculations

10a./10b. Multiply the number of pieces by the appropriate presort price and entry level selected for the sample. (See **Items 4** and **5**.)

11. Postage Adjustment Factor— Piece Price (PAF)

11a-c. Enter the totals from **10b.** in **11a.** and **10a.** in **11b**. Divide **11a.** by **11b.** to determine **11c.** (PAF) Round off the PAF to 3 decimal places. See instructions under **Items 11** and **12** on the Sampling/Postage Adjustment worksheet to determine appropriate response to results.

12. Postage Adjustment Factor—Pound Price (PAF)

12a-c. Enter the totals from **9g.** in **12a.** and **9e.** in **12b.** Divide **12a.** by **12b.** to determine **12c.**(PAF). Round off the PAF to 3 decimal places. See instructions under **Items 11** and **12** on the Sampling/Postage Adjustment worksheet to determine appropriate response to results.

13. Calculation for Corrected Piece Price and Pound Price Postage

13a-c. Enter the Total Manifest Piece Price Postage from **Item 6** in **13a.** and the PAF from **11c.** in **13b.** Multiply **13a.** by **13b.** to obtain the Total Corrected Piece Price Postage in **13c.**

13d-f. Enter the Total Manifest Pound Price Postage from **Item 7** in **13d.** and the PAF from **12c.** in **13e.** Multiply **13d.** by **13e.** to obtain the Total Corrected Pound Price Postage in **13f.**

14. Calculation of Total Corrected Postage and Additional Postage Payment

14a. Add **13c.** and **13f.** to determine the Total Corrected Postage.

14b. Enter the Total Manifest Postage from **Item 8**.

14c. Subtract **14b.** from **14a.** to determine Additional Postage Due.

Total Manifest Postage (14b.)—Deduct this amount from the mailer's trust account.

Additional Postage Due (14c.)—Deduct this amount as an adjustment to the mailer's trust account using the **Adjustment Option**. Annotate the comments section "Adjustment due to MMS sampling procedure."

15. Self-explanatory.

Note: For each postage verification that exceeds the ±1.5% accuracy level, or where line item entries in **9f.** and **9h.** do not match, give the mailer a copy of the Sampling/Postage Adjustment Worksheet.

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Sampling Plans and Accuracy Worksheets

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Exhibit 20

Postage Sampling Plan
Itemized Manifests

Pieces in Mailing		Sample Size (Number of Pieces)
From	**To**	
1	299	10% of Pieces
300	1,999	30
2,000	3,999	40
4,000	5,999	50
6,000	7,999	60
8,000	9,999	70
10,000	99,999	100
100,000	499,999	150
500,000+		200

The above sampling plan must be used to determine the number of pieces to be sampled.

Verify all mailings for the first 5 mailings or 5 days, whichever occurs first. After that, when the next mailing remains within the ±1.5% accuracy level, the frequency may be reduced to the following schedule, pending final approval:

Number of Mailings Per Week	Number of Verifications Per Week
10+	1 per 5 Mailings
2-9	1
1 or less	Verify Each Mailing

If any manifest mailing exceeds the ±1.5% difference, sample the re-entered mailing and next mailing, if the mailer reworked the failed mailing, or if the mailer paid the postage adjustment on the failed mailing sample the next mailing. The next mailing must be within the ±1.5% accuracy level before the reduced frequency sampling schedule can resume.

See **Exhibit 21** for batch manifest listings.

Note: Business Mailer Support may authorize an alternate sampling schedule once the system has been given final approval.

Exhibit 21

Postage Sampling Plan
Batch Manifests

Pieces in Mailing	Sample Size (Number of Pieces)
1 - 11,999	100*
12,000 - 24,999	250
25,000+	500

The above sampling plan must be used to determine the number of pieces to be sampled. The sample size divided by the batch size will equal the number of batches to be sampled. The number of batches sampled will vary based on the batch size.

Example:

For a mailing of 10,000 pieces, the sample size is 100 pieces. It may consist of two batches (if the batch size is 50) or five batches (if the batch size is 20).

Verify all mailings for the first 5 mailings or 5 days, whichever occurs first. After that, when the next mailing remains within the ±1.5% accuracy level, the frequency may be reduced to the following schedule, pending final approval:

Number of Mailings Per Week	Number of Verifications Per Week
10 +	1 per 5 Mailings
2-9	1
1 or less	Verify Each Mailing

If any manifest mailing exceeds the ±1.5% difference, sample the re-entered mailing and next mailing, if the mailer reworked the failed mailing, or if the mailer paid the postage adjustment on the failed mailing sample the next mailing. The next mailing must be within the ±1.5% accuracy level before the reduced frequency sampling schedule can resume.

See **Exhibit 20** for itemized manifest listing

* For mailings where the batch size exceeds the number of pieces in the required sample, at least one batch must be sampled in its entirety.

Note: Business Mailer Support may authorize an alternate sampling schedule once the system has been given final approval.

Exhibit 22

Examples of Postage Accuracy Verification Calculations

Example 1:

Total pieces on manifest:	*7,933*
Total postage on manifest:	*$18,492.70*
Total pieces sampled:	*60*
Actual postage (postal calculation):	*$126.10*
Postage on manifest:	*$124.20*

Adjustment factor (Actual postage ÷ Postage on manifest) = 1.0153

Postage Adjustment Factor (rounded off to 3 decimal places) = 1.015

In this sampling, postage is not adjusted because the difference between the sampling and the manifest is less than 1.5%. (The adjustment factor is equal to or less than 1.015.)

Example 2:

Total pieces on manifest:	*7,933*
Total postage on manifest:	*$18,492.70*
Total pieces sampled:	*60*
Actual postage (postal calculation):	*$135.59*
Postage on manifest:	*$124.20*

Adjustment factor (Actual postage ÷ Manifest postage) = 1.0917

Postage Adjustment Factor (rounded off to 3 decimal places) = 1.092

Postage adjustment = Total postage multiplied by the adjustment factor

Total Postage Due = $18,492.70 x 1.092 = $20,194.03

In this sampling, postage is adjusted because the difference between the sampling and the manifest is greater than 1.5%. (The adjustment factor is more than 1.015.)

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Exhibit 23

UNITED STATES POSTAL SERVICE

Quarterly MMS Accuracy Worksheet **Manifest Type:** _____

Quarter: _____ Dates: _____ thru: _____

Mailer: _____

Post Office: _____

Fill out this worksheet every time a manifest mailing is presented for acceptance.

On the last page of this worksheet, note the reason by date for any postage sampling adjustment or any other discrepancy.

	Date	A Number of MMS Mailings	B Number of Samplings Performed	C Number of Mailings Exceeding ±1.5% Accuracy*	D Postage Adjustment Amounts for Underpayments
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					
21					
22					
23					
24					
25					
	Subtotals				

* Record the number of mailings in Column C when the postage adjustment factor (PAF) is less than 0.985 or greater than 1.015.

Quarterly MMS Accuracy Worksheet, December 2007 (page 1 of 4)

	Date	A Number of MMS Mailings	B Number of Samplings Performed	C Number of Mailings Exceeding ±1.5% Accuracy	D Postage Adjustment Amounts for Underpayments
26					
27					
28					
29					
30					
31					
32					
33					
34					
35					
36					
37					
38					
39					
40					
41					
42					
43					
44					
45					
46					
47					
48					
49					
50					
51					
52					
53					
54					
55					
56					
57					
58					
59					
60					
61					
62					
63					
	Subtotals				

Quarterly MMS Accuracy Worksheet, December 2007 (page 2 of 4)

	Date	A Number of MMS Mailings	B Number of Samplings Performed	C Number of Mailings Exceeding ±1.5% Accuracy	D Postage Adjustment Amounts for Underpayments
64					
65					
66					
67					
68					
69					
70					
71					
72					
73					
74					
75					
76					
77					
78					
79					
80					
81					
82					
83					
84					
85					
86					
87					
88					
89					
90					
91					
92					
	Subtotals				
	TOTALS	**A**	**B**	**C**	**D**

To determine accuracy level of manifest system, divide number of mailings exceeding accuracy level (C) by total number of mailings sampled (B).

_____ ÷ _____ = _____ x 100 = _____%
(C) (B) (F)

100% - _____% = _____% Accuracy Rating
(F)

Quarterly MMS Accuracy Worksheet, December 2007 (page 3 of 4)

By date, note the reason for any postage sampling adjustment or describe any other discrepancy.

Date	% Error	Additional Postage	Reason for Postage Adjustment/ Description Of Discrepancy

Exhibit 23A

Quarterly MMS Accuracy Worksheet Instructions

Complete the Quarterly MMS Accuracy Worksheet each day a manifest mailing(s) is presented.

Header:

- Manifest Type: Complete a separate Quarterly MMS Accuracy Worksheet for each type of manifest (mixed classes, Priority Mail, Standard, Bound Printed Matter, etc.). Note the manifest type on the form.
- Complete the header information.

Columns:

Enter the date. (If there are no manifest mailings on a day, no date is entered.)

A. Enter the total number of manifest mailings presented on the date entered.

B. Enter the number of postage samplings performed.

C. Enter the number of mailings exceeding +/- 1.5%. Circle any predetermined weight mailings that are voluntarily overpaid by the mailer and allowed for in the MMS Agreement. Do not count these allowed overpaid mailings when totaling the column C.

Note: Enter the reason for a postage adjustment on page four of the worksheet (incorrect zones, underweight pieces, postage amounts incorrect, missing pieces, etc.).

D. Enter the postage adjustment amount(s) for any underpaid mailings. Enter amounts individually.

Column Totals:

- At the end of each quarter, total each column. For column C, do not include overpaid predetermined weight mailings (as circled) specifically allowed for in the MMS authorization.

Computations:

- Divide the total in column C by the total in column B; multiply by 100; subtract total from 100 (F). Enter (F) in box for % Accuracy Rating.

Administering Postmaster.

Review entries to ensure that:

- An entry is made for each day a manifest mailing is presented.
- A reason is entered for each discrepancy.
- The next mailing is sampled when there is a discrepancy.
- Calculations on the form are correct.
- ✔ Forward a copy of the worksheet to the BME manager no later than 5 days after the close of each quarter.

Manager, Business Mail Entry.

Review worksheets to ensure that:

- The form is properly completed.
- The required information is recorded each day a manifest mailing is presented.
- Calculations are correct.
- Samplings are performed on the correct frequency.
- The next mailing is sampled when there is a discrepancy.
- Critical errors are annotated.

Finally:

- ✔ Take action to correct improper manifest verification procedures and note in Section A the corrective actions taken to resolve errors in completing the form or performing scheduled verifications.
- ✔ Send a copy of the Quarterly MMS Accuracy Worksheet to the BMS analyst for all BMS administered systems no later than 10 days after the close of each postal quarter.

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Codes and Abbreviations

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Exhibit 24

Price and Fee Codes

These codes are the only acceptable abbreviations to be used on a manifest.

Price/Fee	Code
Domestic Mail	
Critical Mail Letters	CML
Critical Mail Flats	CMF
First-Class Mail Cards	FC
First-Class Mail Letters	FL
First-Class Mail Flats	FF
First-Class Mail Parcels Commercial Base	FPB
First-Class Mail Parcels Commercial Plus	FPP
Priority Mail**	P
Priority Mail—Flat Rate Envelope	PF
Priority Mail Legal Flat Rate Envelope	PFL
Priority Mail Flat Rate Padded Envelope	PDE
Priority Mail—Medium Flat Rate Box	PB
Priority Mail—Small Flat Rate Box	PS
Priority Mail—Large Flat Rate Box	PL
Priority Mail—Large Flat Rate Box APO/FPO	PM
Priority Mail—DIM Weight Rectangular	PDR
Priority Mail—DIM Weight Non-Rectangular	PDN
Priority Mail Regional Rate Box A	P15
Priority Mail Regional Rate Box B	P20
Priority Mail Cubic Tier 1	PC1
Priority Mail Cubic Tier 2	PC2
Priority Mail Cubic Tier 3	PC3
Priority Mail Cubic Tier 4	PC4
Priority Mail Cubic Tier 5	PC5
Bound Printed Matter—Parcel	BP
Bound Printed Matter—Parcel DNDC	BPB
Bound Printed Matter—Parcel DSCF	BPS
Bound Printed Matter—Parcel DDU	BPD
Bound Printed Matter—Flat	BF
Bound Printed Matter—Flat DNDC	BFB
Bound Printed Matter—Flat DSCF	BFS
Bound Printed Matter—Flat DDU	BFD
Library Mail	LM
Library Mail Basic	LB
Library Mail 5-Digit	L5
Media Mail	MM
Media Mail Basic	MB
Media Mail 5-Digit	M5
Parcel Post Retail Price	ZR
Parcel Select Commercial Barcoded-Nonpresort	ZC
Parcel Select DNDC Machinable	DM
Parcel Select DNDC Nonmachinable	DN
Parcel Select DSCF Machinable	SM
Parcel Select DSCF 5-Digit Nonmachinable	5SN
Parcel Select DSCF 3-Digit Nonmachinable	3SN
Parcel Select DDU	DD
Parcel Select Regional Ground Parcels SCF	PRGS
Parcel Select Regional Ground Parcels NDC	PRGN
NDC Presort Barcoded	ZBB
NDC Presort Nonbarcoded	ZBN
ONDC Presort Barcoded	OBB
ONDC Presort Nonbarcoded	OBN

Price/Fee	Code
International Mail	
First-Class Mail International Post Cards	FIC
First-Class Mail International Letters	FIL
First-Class Mail Intl Large Envelopes (Flats)	FIF
First-Class Mail Intl Packages (Small packets)	FIP
First-Class Mail International M-Bag Airmail	FIM
Priority Mail International	PI
Priority Mail International Flat Rate Envelopes	PIE
Priority Mail Intl Medium Flat Rate Boxes	PIB
Priority Mail International Small Flat Rate Boxes	PIS
Priority Mail International Large Flat Rate Boxes	PIL
Priority Mail Int'l Flat Rate Padded Envelope	PIDE
Priority Mail Intl Legal Flat Rate Envelope	PIFL
Priority Mail International M-Bag Airmail	PIM
Extra Services (Domestic and International)	
Certificate of Mailing	CM
Certified	C
Collect On Delivery	COD
Delivery Confirmation	DC
Electronic Return Receipt	ERR
Hold for Pickup	HFP
Insured	INS
Parcel Air Lift	PAL
Registered	RG
Restricted Delivery	RD
Return Receipt	RR
Return Receipt for Merchandise	RRM
Signature Confirmation	SC
Special Handling	SH
Special Codes	
Balloon Price	X
Oversized	O

"X" to be used with Priority Mail codes, if applicable.

"X" and "O" to be used with Parcel Post/Parcel Select codes, if applicable.

****Note:** Retail prices may no longer be claimed for permit imprint Priority Mail pieces. Commercial Base or Commercial Plus Priority Mail pieces do not need a special code or indicator. Use the appropriate Priority Mail code listed above.

Exhibit 24 (Continued)

Combined Mixed Class Parcels Price Codes for Standard Mail

Class/Price Code	Class/Price Code Definition
RMB	Standard Mail—Machinable—NDC None Entry
RMM	Standard Mail—Machinable—MXD NDC None Entry
RM5B	Standard Mail—Machinable—5-Digit DNDC Entry
RMBB	Standard Mail—Machinable—NDC DNDC Entry
RM5S	Standard Mail—Machinable—5-Digit DSCF Entry
RM5D	Standard Mail—Machinable—5-Digit DDU Entry
RIB	Standard Mail—Irregular (2 oz. – less than 16 oz.)—NDC None Entry
RIM	Standard Mail—Irregular (2 oz. – less than 16 oz.)—MXD NDC None Entry
RI5B	Standard Mail—Irregular (2 oz. – less than 16 oz.)—5-Digit DNDC Entry
RISB	Standard Mail—Irregular (2 oz. – less than 16 oz.)—SCF DNDC Entry
RIBB	Standard Mail—Irregular (2 oz. – less than 16 oz.)—NDC DNDC Entry
RI5S	Standard Mail—Irregular (2 oz. – less than 16 oz.)—5-Digit DSCF Entry
RISS	Standard Mail—Irregular (2 oz. – less than 16 oz.)—SCF DSCF Entry
RI5D	Standard Mail—Irregular (2 oz. – less than 16 oz.)—5-Digit DDU Entry
RRB	Standard Mail—Irregular (Less than 2 oz., & rolls, tubes)—NDC None Entry
RRM	Standard Mail—Irregular (Less than 2 oz., & rolls, tubes)—MXD NDC None Entry
RR5B	Standard Mail—Irregular (Less than 2 oz., & rolls, tubes)—5-Digit DNDC Entry
RRSB	Standard Mail—Irregular (Less than 2 oz., & rolls, tubes)—SCF DNDC Entry
RRBB	Standard Mail—Irregular (Less than 2 oz., & rolls, tubes)—NDC DNDC Entry
RR5S	Standard Mail—Irregular (Less than 2 oz., & rolls, tubes)—5-Digit DSCF Entry
RRSS	Standard Mail—Irregular (Less than 2 oz., & rolls, tubes)—SCF DSCF Entry
RR5D	Standard Mail—Irregular (Less than 2 oz., & rolls, tubes)—5-Digit DDU Entry

Exhibit 24 (Continued)

Combined Mixed Class Parcels Price Codes for Standard Mail

Class/Price Code	Class/Price Code Definition
FMB	Standard Mail—Not-Flat Machinable 6 oz or more—NDC None Entry
FMM	Standard Mail—Not-Flat Machinable 6 oz or more—MXD NDC None Entry
FM5B	Standard Mail—Not-Flat Machinable 6 oz or more—5-Digit DNDC Entry
FMBB	Standard Mail—Not-Flat Machinable 6 oz or more—NDC DNDC Entry
FM5S	Standard Mail—Not-Flat Machinable 6 oz or more—5-Digit DSCF Entry
FM5D	Standard Mail—Not-Flat Machinable 6 oz or more—5-Digit DDU Entry
FIA	Standard Mail—Not-Flat Machinable less than 6 oz—NDC None Entry
FIM	Standard Mail—Not-Flat Machinable less than 6 oz—MIXD NDC None Entry
FI5B	Standard Mail—Not-Flat Machinable less than 6 oz—5-Digit DNDC Entry
FISB	Standard Mail—Not-Flat Machinable less than 6 oz—SCF DNDC Entry
FIBB	Standard Mail—Not-Flat Machinable less than 6 oz—NDC DNDC Entry
FI5S	Standard Mail—Not-Flat Machinable less than 6 oz—5-Digit DSCF Entry
FISS	Standard Mail—Not-Flat Machinable less than 6 oz—SCF DSCF Entry
FI5D	Standard Mail—Not-Flat Machinable less than 6 oz—5-Digit DDU Entry

Combined Mixed Class Parcels Price Codes for Bound Printed Matter

Class/Price Code	Class/Price Code Definition
BP1	BPM—Parcel presorted Zone (Local, 1 & 2)
BP3	BPM—Parcel presorted Zone 3
BP4	BPM—Parcel presorted Zone 4
BP5	BPM—Parcel presorted Zone 5
BP6	BPM—Parcel presorted Zone 6
BP7	BPM—Parcel presorted Zone 7
BP8	BPM—Parcel presorted Zone 8
BPB1	BPM—Parcel DNDC presorted Zone 1 & 2
BPB3	BPM—Parcel DNDC presorted Zone 3
BPB4	BPM—Parcel DNDC presorted Zone 4
BPB5	BPM—Parcel DNDC presorted Zone 5
BPS	BPM—Parcel DSCF presorted
BPD	BPM—Parcel DDU presorted

Exhibit 25

Column Heading Abbreviations

Column Heading Title	Abbreviation
5-Digit ZIP Code	5D ZIP
5-Digit Price (Nonmach STD Ltrs, Nonauto STD Flts, Parcels and NFM's)	5D
3-Digit Price (Nonmach STD Ltrs, Nonauto STD Flts)	3D
SCF Price (Irreg STD Parcels and NFM's)	SCF
ADC Price (Nonmach STD Ltrs, Nonauto STD Flts)	ADC
Mixed ADC (Nonmach STD Ltrs, Nonauto STD Flts)	MADC
BMC Price (Parcels and NFM's)	BMC
MXD BMC Price (Parcels and NFM's)	MBMC
5-Digit Auto Price (FCM Letters/Cards/Flats, STD Mail Letters/Flats)	5B
3-Digit Auto Price (FCM Letters/Cards/Flats, STD Mail Letters/Flats)	3B
AADC Auto Price (FCM Letters/Cards and STD Mail Letters)	AB
MXD AADC Auto Price (FCM Letters/Cards and STD Mail Letters)	MB
ADC Auto Price (FCM and STD Mail Flats)	AB
MXD ADC Auto Price (FCM and STD Mail Flats)	MB
ECR Saturation	WS
ECR High Density	HD
ECR Basic	CB
Barcoded	BC
Batch Postage	Bch Post
Bundle Destination	Bndl Dest
Class/Price	Cls/Pr
Confirmation Services Piece Count	CS Pc Ct
Confirmation Services Article Number	CS #
Country Code	Ctry Cd
Cumulative Charge	Cum Chrg
Cumulative Piece Count	Cum Pc Ct
Cumulative Postage	Cum Post
Delivery Confirmation	DC
Due Sender	Due Send
Group Destination	Grp Dest
Insurance Value	Ins Val
Number of Pieces	# Pcs
Other Fees	Oth Fees
Ounces	Oz
Piece Identification Number	Pc ID #
Piece Price Cumulative Pieces	Pc Pr Cum Pcs
Piece Weight Pounds	Pc Wt Lbs
Postage	Post
Pound Price Cumulative Pieces	Lb Pr Cum Pcs
Pound Price Only Cumulative Weight	Lb Pr Only Cum Wt
Pounds	Lbs
Presort Pieces	Prst Pcs
Price Group	Pr Grp
Sack Level	Sk Lvl
Sack Number	Sk #
Sack ZIP Code	Sk ZIP
Signature Confirmation	SC
Single-piece	SP
Extra Services	ES
Extra Service Fees	ES Fees
Extra Service or Article Number	ES #
Total Charge	Tot Chrg
Total Postage	Tot Post
Tray Level	Tray Lvl
Tray Number	Tray #
Tray Size	Tray Sz
Tray ZIP Code	Tray ZIP
Weight Pounds	Wt Lbs
ZIP/Zone	ZIP/Zn
Zone	Zn

Priority Mail Manifest Examples (Itemized)

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Exhibit 26

Itemized Manifest
Commercial Plus Price– Priority Mail[1] Form 3877 Facsimile Not Incorporated within Manifest[2] (With Cumulative Postage Column)

Mailer's Name and Address

Post Office of Mailing:
Entry Facility (PVDS):
Permit Number:
MAC Version #:
(Or Software Version #)

Date of Manifest:
Class of Mail:
Processing Category:
Manifest Sequence #:

Page 1

Piece ID Number	ZIP/ Zone	Actual Weight	Postage Based[3] Weight (Lbs)	Class/ Price	Postage	Cumulative Postage
1234	850/4	19.4514	20	P	19.01	19.01
1357	450/4	20.6728	21	P	19.31	38.32
1358	130	2.6789	1	PF	4.70	43.02
1359	728/2	6.9801	7	P	7.62	50.64
1579	852/4	9.0456	10	P	13.60	64.24
1789	202/5	6.0678	12	PDR	20.81	85.05
1999	390/2	7.8909		P	8.06	93.11
2345	462/4	12.3456	13	P	15.63	108.74
2468	450/5	7.0987	13	PDN	21.96	130.70
2469	950/8	3.7654	4	P	13.89	144.59
2678	660/6	19.5643	20	P	30.35	174.94
2789	010/7	.4567		PC4	11.00	185.94
2888	202/5	2.0987	8	PDR	16.51	202.45
3456	450/5	8.0943	19	PDN	25.85	228.30
3457	356/3	.8085		PC5	7.00	235.30
3458	450/5	.3256		PC4	8.62	243.92
3579	369/4	7.0987	20	PX	19.01	262.93
4567	202/5	.5224	1	PC2	5.19	268.12
4987	010/7	.5643	1	PC2	5.43	273.55
5432	356/3	.9987	1	PDE	4.95	278.50
Page Totals:	**20**	**190.0978**			**$278.50**	
Cumulative Totals:	**20**	**190.0978**			**$278.50**	

Footnotes:

1. Retail prices may no longer be claimed for permit imprint Priority Mail pieces. Commercial Base or Commercial Plus Priority Mail pieces do not need a special code or indicator. Use the appropriate Priority Mail code listed in **Exhibit 24**. Commercial Base and Commercial Plus prices MAY NOT be claimed on the same manifest.
2. Form 3877 is required if mailer wants proof of mailing for Confirmation Services pieces supported by electronic file. (Manifest and 3877 may be combined as shown in **Exhibit 27**.)
3. Postage Based Weight is required when a piece price is either Dimensional Weight or Balloon Price. A separate column may be used to show the Postage Based Weight as in this exhibit or it may be shown in the same column as shown in **Exhibit 29A**. It is acceptable (as shown in this exhibit), but not required (as shown in **Exhibit 29**) to show the Postage Based Weight for all of the pieces. A "Total" is not required for the Postage Based Weight column.
4. The symbol "U" stands for "Unzoned". Priority Mail flat-rate pieces are the same price per pound regardless of the zone. The actual zone may be shown or "U" may be used.

Notes:

A. The use of class, price, and fee codes from **Exhibit 24** is required.
B. See **Exhibit 26A** for example summary page.

Exhibit 26A

Itemized Manifest Summary
Commercial Plus – Priority Mail

Mailer's Name: Manifest Sequence Number: Date of Manifest:

Form 3600-R

Part C – Priority Mail

	Zone	Pieces	Weight (Lbs)	Total Postage
C1	Flat-Rate Envelope	7	8.5000	32.90
C2	Flat-Rate Padded Envelope	10	12.5000	49.50
C4	Regular/Medium Flat-Rate Box	12	27.0000	117.24
C7	Local, 1, 2	100	815.0000	5300.00
C8	3	217	2126.6000	2126.60
C9	4	8	72.0000	104.00
C10	5	63	315.0000	812.70
C11	6	5	57.2500	96.60
C12	7	20	105.0000	281.00
C13	8	3	29.000	71.98
	Totals	**447**	**3567.8500**	**$8992.52**

Part E – Priority Mail-Commercial Plus-Cubic

	Zone	Pieces	Weight (Lbs)	Total Postage
E8	2	17	8.3691	$82.45
E11	5	1	.5224	5.19
E13	7	15	4.8325	81.45
	Totals	**33**	**13.7240**	**$169.09**

Total All Postage Statement(s)

Manifest Sequence #	Statements Sequence #	Postage Statement	Pieces	Weight (Lbs)	Postage
12345	**12345-1**	**Form 3600-R – Priority Mail**	**480**	**3581.5740**	**$9161.61**

Footnote:
1. Priority Mail flat-rate pieces are the same price regardless of the zone. Therefore, they do not need to be zoned in the summary. At the mailer's option these pieces may be zoned and included in the totals for the applicable zone, or "U" must be reflected under the zone column.

Exhibit 27

Itemized Manifest
Commercial Base or Commercial Plus Price[1] – Priority Mail With Confirmation Services—With Cumulative Postage Column Manifest and Form 3877 Facsimile Combined for Confirmation Services[2]

Mailer's Name and Address

Post Office of Mailing:
Entry Facility (PVDS):
Permit Number:
MAC Version #:
(Or Software Version #)

Date of Manifest:
Class of Mail:
Processing Category:
Manifest Sequence #:

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Pc ID #[3]	Confirmation Number[4]	CS Pc Ct[5]	5D ZIP	Zone	Actual Weight (Lbs)	Postage Based Weight (Lbs)	Cls/Pr	Postage	Extra Services	ES Fees	Total Charge	Cum Chrg
000197	01026837331000000017	136	24201	U[4]	1.72	1	PF	4.75	DC	.00	4.75	1003.85
⇓	⇓	⇓	⇓	⇓	⇓		⇓	⇓			⇓	⇓
000234	01026837331000000024	159	31678	5	26.05	27	P	36.94	DC	.00	36.94	1242.45
000248	21026837331000000219	160	70552	6	8.42	13	PDR	27.30	SC	1.95	29.25	1271.70
000249	01026837331000000031	161	27895	U[6]	0.76	1	PF	4.75	DC	.00	4.80	1276.50
000252	21026837331000000226	162	00944	7	20.98	21	P	41.68	SC	1.95	43.63	1320.13
Page Total	**27**				**213.01**			**299.20**		**19.50**	**317.45**	
Cum Total	**175**				**1,246.76**			**1,297.85**		**35.00**		

Postal Service Certification

Total Number of Extra Service Pieces Received: _____

_____
Signature of Receiving Employee

Round Stamp:_____

Footnotes:
1. Retail prices may no longer be claimed for permit imprint Priority Mail pieces. Commercial Base or Commercial Plus Priority Mail pieces do not need a special code or indicator. Use the appropriate Priority Mail code listed in **Exhibit 24**. Commercial Base and Commercial Plus prices MAY NOT be claimed on the same manifest.
2. Form 3877 is required if mailer wants proof of mailing for Confirmation Services pieces supported by electronic file. (Manifest and 3877 may be combined as shown in this exhibit.)
3. Confirmation number may serve as the Piece ID number.
4. Confirmation Services piece count column not required if all pieces in mailing use Confirmation Services.
5. The symbol "U" stands for "Unzoned". Priority Mail flat-rate pieces are the same price per pound regardless of the zone. The actual zone may be shown or "U" may be used.
6. Delivery Confirmation fees shown are electronic fees for mailers using electronic file to provide tracking information to USPS.

Notes:
A. Only Confirmation Number, 5-digit destination ZIP Code, and applicable fee are required if a separate Form 3877 is used for Confirmation Services. For items not using Confirmation Services, the 5-digit ZIP Code is not required.
B. The use of class, price, and fee codes from **Exhibit 24** is required.
C. See **Exhibit 27A** for example summary page.

Exhibit 27A

Itemized Manifest Summary
Commercial Base or Commercial Plus Price – Priority Mail With Delivery and Signature Confirmation

Mailer's Name: Manifest Sequence Number: Date of Manifest:

Form 3600-R

Part C – Priority Mail

	Zone	Pieces	Weight (Lbs)	Totals
C1	Flat-Rate Envelope	7	8.5000	$33.25
C4	Regular/Medium Flat-Rate Box	12	27.0000	122.40
C5	Large Flat-Rate Box	20	19.2500	279.00
C7	Local, 1, 2	100	815.0000	5300.00
C8	3	217	2126.6000	2126.60
C9	4	8	72.0000	104.00
C10	5	63	315.0000	812.70
C11	6	5	57.2500	96.60
C12	7	20	105.0000	281.00
C13	8	3	29.000	71.98
	Totals	**455**	**3574.6000**	**9227.53**

Part S – Extra Services

	Service	Pieces	Fees
S11	SC	26	$50.70

Total All Postage Statement(s)

Manifest Sequence #	Statements Sequence #	Postage Statement	Pieces	Weight (lbs)	Postage	Fees	Total Charges
12345	**12345-1**	**Form 3600-R – Priority Mail**	455	3574.6000	$ 9227.53	$50.70	$9278.23

Footnote:
1. The symbol "U" stands for "Unzoned". Priority Mail flat-rate pieces are the same price regardless of the zone. Therefore, they do not need to be zoned in the summary. At the mailer's option these pieces may be zoned and included in the totals for the applicable zone, or "U" must be reflected under the zone column.

Exhibit 28

Itemized Manifest
Priority Mail Open and Distribute

Postage for Priority Mail Open and Distribute:

- May be paid using a manifest mailing system.
- Must be reported on a separate manifest with a summary and corresponding postage statement.

What May Be Mailed via Priority Mail Open and Distribute:

- Any manifested mailing.
- Any class of mail needing expedited service between domestic postal facilities.

Priority Mail Open and Distribute receives Priority Mail service from the origin post office to the destination post office where the enclosed mail is processed and provided the appropriate service for the class enclosed from that post office to its destination.

For example, the mailing of Standard Mail machinable parcels shown in **Exhibit 37** may be prepared as required by standards; paid for by manifest; and then, placed in Priority Mail containers. The Priority Mail containers could then be manifested at Priority Mail prices similar to the manifest shown in **Exhibit 26**.

Notes:

A. Express Mail Open and Distribute may be used to expedite other classes of mail. The Express Mail postage for the Express Mail Open and Distribute portion may not be paid through the MMS, but may be paid by meter, stamps, or corporate account.
B. The 5-digit price or 3-digit price applies to 10 or more pieces packaged/sacked to 5-digit or 3-digit destinations accordingly, when utilizing Express Mail or Priority Mail Open and Distribute Mail. Additional SCF entry discounts may also apply.
C. The 10-pound minimum is waived for parcels sorted to 5-digit destinations and drop shipped directly to the DDU. A DDU entry discount will apply.

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Mixed Classes Manifest Examples (Domestic) Including Form 3877 Examples

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Exhibit 29

Itemized Manifest
Mixed Classes—Domestic Prices[1]
(With Cumulative Page Totals)
Nonbarcoded Machinable Library Mail, Media Mail, and Bound Printed Matter Pieces Denoted by Asterisk Following ID Number[2]

Mailer's Name and Address

Post Office of Mailing:
Entry Facility (PVDS):
Permit Number:
MAC Version #:
(Or Software Version #)

Date of Manifest:
Class of Mail:
Processing Category:
Manifest Sequence #:

Note column to record weight that is used to determine postage versus Actual Weight.

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Piece ID Number	Actual Weight (Lbs)	Postage Based[3] Weight (Lbs)	ZIP/Zone[4]	Class/Price	Postage
1234	0.1825		38761	FL	0.78
1357	10.3804		62967/2	ZR	9.49
1358	2.0002	6	35098/5	PDR[5]	13.24
1359*	7.5251		38671	MM	5.11
1579	0.7950		46909	PF	4.70
1789	0.6853		38118	FF	2.58
1999	7.3554		00879	LM	4.85
2345	0.6541		63198	FF	2.58
2468*	2.3957		53601/2	BP	2.54
2469*	0.8582		53075/4	BP	2.43
	⇓		⇓	⇓	⇓
3457	10.2579		51695/3	ZR	11.38
3458	7.3756	20	51695/3	PX	15.59
5432	0.3451		73314/5	BP	2.52
Page Totals: 19	**65.1932**				**99.43**
Cumulative Page Totals: 180	**2,047.0371**				**679.21**

Note that asterisks denote nonbarcoded machinable Package Services pieces of Bound Printed Matter, Library Mail, and Media Mail

Footnotes:

1. The domestic prices that may be included are: a) All Retail price pieces except Priority Mail; b) Commercial Base or Commercial Plus price Priority Mail (when all standards for Commercial Base or Commercial Plus prices are met); c) Nonpresorted Bound Printed Matter; and d) Parcel Select Barcoded Nonpresort.
2. Except for Library Mail, Media Mail, and Bound Printed Matter the codes in **Exhibit 24** for Package Services categories indicate whether a piece is barcoded or not. Use an asterisk to denote nonbarcoded machinable Library Mail, Media Mail, and Bound Printed Matter pieces.
3. Postage Based Weight is required when a piece price is either Dimensional Weight or Balloon Price. A separate column may be used to show the Postage Based Weight as in this exhibit or it may be shown in the same column as shown in **Exhibit 29A**. It is acceptable (as shown in this exhibit) not to show the Postage Based Weight for all of the pieces, but the weights for all pieces may be shown as shown in **Exhibit 26**. No "Total" is required for the Postage Based Weight Column.
4. Optional, but required for MAC certification.
5. Retail prices may no longer be claimed for permit imprint Priority Mail pieces. Commercial Base or Commercial Plus Priority Mail pieces do not need a special code or indicator. Use the appropriate Priority Mail code listed in **Exhibit 24**. Commercial Base and Commercial Plus prices MAY NOT be claimed on the same manifest.

Notes:

A. Eligibility for a Package Services barcode discount requires a separate minimum of 50 pieces of each Package Services category (Parcel Select, Media Mail, Library Mail, Bound Printed Matter parcels, and Bound Printed Matter flats). Only machinable pieces are eligible for the barcode discount. Bound Printed Matter flats may weigh no more than 20 ounces to be eligible for a barcode discount.
B. The use of class, price, and fee codes from **Exhibit 24** is required.
C. See **Exhibit 29B** for example summary page.
D. Use this format for Package Services mailings consisting of pieces from the same subclass.
E. Use **Exhibit 27** if using Confirmation Services.

Exhibit 29A

Itemized Manifest
Mixed Classes—Domestic Prices[1]
(With Cumulative Page Totals)
Nonbarcoded Machinable Library Mail, Media Mail, and Bound Printed Matter Pieces Denoted in Separate Column[2]

Mailer's Name and Address

Post Office of Mailing:
Entry Facility (PVDS):
Permit Number:
MAC Version #:
(Or Software Version #)

Date of Manifest:
Class of Mail:
Processing Category:
Manifest Sequence #:

Note that this column is used to record Actual Weight and when needed the weight that is used to determine postage versus Actual Weight.

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Piece ID Number	Nonbarcoded	Actual/Postage Based[3] Weight (Lbs)	ZIP/Zone[4]	Class/Price	Postage
1234		0.1825	38761	FL	0.78
1357		10.3804	62967/2	ZR	9.49
1358		2.0002/6.0	35098/5	PDR[4]	13.40
1359	*	7.5251	38671	MM	5.11
1579		0.7950	53601/2	P	4.85
1789		0.6853	38118	FF	2.58
1999		7.3554	00879	LM	4.85
2468		2.3957	53601/2	BP	2.54
2469	*	0.8582	53075/4	BP	2.43
	⇓	⇓	⇓	⇓	⇓
3456		10.4767	56931/2	ZR	9.49
3457		10.2579	51695/3	ZC	11.35
3458		7.3756/20.0	51695/3	PX	19.16
5432	*	0.3451	73314/5	BP	2.52
Page Totals: 19		**65.1932**			**99.43**
Cumulative Page Totals: 180		**2,047.0371**			**679.21**

Footnote:

1. The domestic prices that may be included are: a) All Retail priced pieces except Priority Mail; b) Commercial Base or Commercial Plus price Priority Mail (when all standards for Commercial Base or Commercial Plus prices are met); c) Nonpresorted Bound Printed Matter; and d) Parcel Select Barcoded Nonpresort.
2. Except for Library Mail, Media Mail, and Bound Printed Matter the codes in **Exhibit 24** for Package Services categories indicate whether a piece is barcoded or not. Use an asterisk to denote nonbarcoded machinable Library Mail, Media Mail, and Bound Printed Matter pieces.
3. Postage Based Weight is required when a piece price is either Dimensional Weight or Balloon Price. A separate column may be used to show the Postage Based Weight as in Exhibit 29 or it may be shown in the same column as shown in this exhibit.
4. Optional, but required for MAC certification.
5. Retail prices may no longer be claimed for permit imprint Priority Mail pieces. Commercial Base or Commercial Plus Priority Mail pieces do not need a special code or indicator. Use the appropriate Priority Mail code listed in **Exhibit 24**. Commercial and Commercial Plus prices MAY NOT be claimed on the same manifest.

Notes:

A. Eligibility for a Package Services barcode discount requires a separate minimum of 50 pieces of each Package Services category (Parcel Select, Media Mail, Library Mail, Bound Printed Matter parcels, and Bound Printed Matter flats). Only machinable pieces are eligible for the barcode discount. Bound Printed Matter flats may weigh no more than 20 ounces to be eligible for a barcode discount.
B. The use of class, price, and fee codes from **Exhibit 24** is required.
C. See **Exhibit 29B** for example summary page.
D. Use this format for Package Services mailings consisting of pieces from the same subclass.
E. Use **Exhibit 27** if using Confirmation Services.

Exhibit 29B

Itemized Manifest Summary
Mixed Classes—Domestic Prices
(Includes Package Services with Barcodes)

Mailer's Name: **Manifest Sequence Number:** **Date of Manifest:**

Form 3600-R

Part B – First-Class Mail

		Pieces	Weight (Lbs)	Postage
B4	Single-Piece Letters[1]	5	0.7500	$3.39
B7	Single-Piece Nonmachinable Letters	7	1.0625	6.86
B12	Single-Piece Flats[1]	10	1.2500	13.90
	Part B Total	**22**	**3.0625**	**$24.15**

Part C – Priority Mail

		Pieces	Weight (Lbs)	Postage
C1	Flat-Rate Envelope	17	17.0000	$ 79.90
C4	Reg./Medium Flat-Rate Box	3	12.2750	29.31
C5	Large Flat-Rate Box	1	4.9950	13.40
C7	L, 1 & 2	14	66.5000	108.95
C8	3	3	13.0500	21.05
	Part C Total	**42**	**113.8200**	**$252.61**

Form 3605-R

Part A – Bound Printed Matter Nonpresorted Parcels[1]

	Zone	Pieces	Weight (Lbs)	Postage
A2	3	3	4.250	$ 6.63
A4	5	42	73.500	101.64
A10	4	5	6.000	11.90
	Part A Total	**50**	**83.75**	**$120.17**

Part A – Bound Printed Matter Nonpresorted Flats[1]

	Zone	Pieces	Weight (Lbs)	Postage
A1	1 & 2	13	16.2500	27.17
A4	5	8	10.0000	18.16
A9	3	37	86.5800	$ 85.10
	Part A Total	**58**	**112.8300**	**$130.43**

Part B – Library Mail

	Pieces	Weight (Lbs)	Postage
B1	37	92.5	$ 65.50
B2	17	42.5	$ 47.77

Exhibit 29B (Continued)

Part B - Media Mail

	Pieces	Weight (Lbs)	Postage
B7	17	14.3438	36.21
B10	37	57.0000	$ 91.39

	Pieces	Weight (Lbs)	Postage
Part B Total	**108**	**206.3438**	**$240.87**

Part D – Parcel Select-Nonpresort-Barcoded

	Zone	Pieces	Weight (Lbs)	Postage
D1	1 & 2	18	41.7500	$ 87.66
D2	3	17	72.675	151.98
D3	4	5	21.3680	42.80
D4	5	9	70.4340	115.65
D5	6	15	69.375	135.30
D6	7	4	35.738	73.92
D7	8	3	26.8035	37.71
	Part D Total	**71**	**125.083**	**$645.02**

Total All Postage Statement(s)

Manifest Sequence #	Statement Sequence #	Postage Statement	Pieces	Weight (Lbs)	Postage
12345	12345-1	Form 3600-R – First-Class Letters	12	1.8125	$10.25
12345	12345-2	Form 3600-R – First-Class Flats	10	1.2500	13.90
12345	12345-3	Form 3600-R – Priority	42	113.8200	252.61
12345	12345-4	Form 3605-R – BPM Parcels	50	83.7500	120.17
12345	12345-5	Form 3605-R – BPM Flats	58	112.8300	130.43
12345	12345-6	Form 3605-R – Media/Library Mail	108	206.3438	240.87
12345	12345-7	Form 3605-R – Parcel Select/Parcel Post	71	125.083	645.02
		Totals	**351**	**644.8893**	**$1413.25**

Footnote:

1. Different processing categories cannot be reported on the same postage statement, such as First-Class Mail letter and flats or Bound Printed Matter flats and Bound Printed Matter parcels.

Exhibit 30

Itemized Manifest
Mixed Classes—Domestic Prices[1] With Extra Services
Manifest and Form 3877 Facsimile Combined
Nonbarcoded Machinable Library Mail, Media Mail, and Bound Printed Matter Pieces Denoted with Asterisk Following ID Number[2]

Mailer's Name and Address

Post Office of Mailing:
Entry Facility (PVDS):
Permit Number:
MAC Ver. #:
(Or Software Ver. #)

Date of Manifest:
Class of Mail:
Processing Category:
Manifest Sequence #:

Piece ID Number	Extra Services Article Number	Address Name Delivery Address	5-Digit ZIP Code/Zone	Actual Weight (Lbs.)	Postage Based Weight (Lbs)	Class/ Price	Postage	Insured Value	Due Sender	Extra Services	ES Fees	Total Charge
1298	01026837331000000017 M012185051	Crystal Clear 2 Angels Ave Memphis TN 38101-3342	38101	2.50		PF[3]	4.75		33.45	SC: COD:	1.95 5.50	12.20
1395			57501/5	25.87		P	31.91					31.91
1492	02026837331000000115 M012196690	Dee Murphy 7734 Lucky Ln Cincinnati OH 45235-0001	45235/2	24.12		ZR	13.82		72.66	DC: COD:	.19 6.80	20.81
1589	01026837331000000024		38671	0.21		FL	.95			DC:	.19	1.14
1686	01026837331000000031 V111222333	Dennis Pattino 49 Wildcat Blvd Nashville TN 37202-3422	37202	0.54		FF	2.24	200.00		SC: INS:	1.95 2.75	6.94
1783*			90014/7	12.25		BP	7.86					7.86
1880			99531/8	10.02		ZR	17.65					17.65
1977			38721/4	15.21		ZR	13.87					13.87
2074			37202	0.86		PB	9.85					9.85
2171			41125/4	7.25	20.00	ZRX	15.30					15.30
2365				0.22		FL	.95					.95
2462	05026837331000000419	Lawrence Long 6060 Primacy Dr Memphis TN 38101-0001	38101/3	6.21		P	9.58	200.00		INS: DC:	2.75 0.00	12.33
2559	01026837331000000048		63354/1	4.21	20.00	PX	13.23			SC:	1.95	15.18
2656	22026837331000000317		47931/3	14.25		LM	7.84			SC:	1.95	9.79
							149.80				**25.98**	**175.78**
Page Totals:		**14**		**123.72**								
Cumulative Totals:		**14**		**123.72**			**149.80**				**25.98**	**175.78**

Exhibit 30 (Continued)

USPS CERTIFICATION

Total Number of Pieces Received: _____

_____ **Round Stamp:**_____

Signature of Receiving Employee

Form 3877 (Facsimile)

Footnote:

1. The domestic prices that may be included are: a) All Retail priced pieces except Priority Mail; b) Commercial Base or Commercial Plus Priority Mail (when all standards for Commercial or Commercial Plus prices are met); c) Nonpresorted Bound Printed Matter; and d) Parcel Select Barcoded Nonpresort.
2. Except for Library Mail, Media Mail, and Bound Printed Matter the codes in **Exhibit 24** for Package Services categories indicate whether a piece is barcoded or not. Use an asterisk to denote nonbarcoded machinable Library Mail, Media Mail, and Bound Printed Matter pieces.
3. Retail prices may no longer be claimed for permit imprint Priority Mail pieces. Commercial Base or Commercial Plus Priority Mail pieces do not need a special code or indicator. Use the appropriate Priority Mail code listed in **Exhibit 24**. Commercial Base and Commercial Plus prices MAY NOT be claimed on the same manifest.

Notes:

A. The use of class, price, and fee codes from **Exhibit 24** is required.
B. Items with Extra Services may be grouped when a manifest and Form 3877 are combined.
C. USPS Certification block only needs to be shown on last page.
D. Return signed and stamped copy of combined manifest and Form 3877 to mailer. Retain validated copy as required for claims and inquiry.
E. See **Exhibit 30B** for example summary page.
F. Eligibility for a Package Services barcode discount requires a separate minimum of 50 pieces of each Package Services category (Parcel Select Intra/Inter, Media Mail, Library Mail, Bound Printed Matter parcels, and Bound Printed Matter flats). Only machinable pieces are eligible for the barcode discount.

Exhibit 30A

Itemized Manifest
Domestic Prices[1] – Mixed Classes with Extra Services

Mailer's Name and Address

Post Office of Mailing:
Entry Facility (PVDS):
Permit Number:
MAC Version #:
(Or Software Version #)

Date of Manifest:
Class of Mail:
Processing Category:
Manifest Sequence #:

Piece ID	Actual Weight (Lbs)	Postage Based Weight (Lbs)	ZIP/Zone	Class/ Price	Postage	Total Fees	Total Charges
1316280	0.2140	0.2140	31226	FF	1.39	6.80	8.19
COD: 6.80							
1318567	1.6141	1.6141	75212/5	ZR	7.02		7.02
1322411	6.5460	20.00	32231/4	PX[2]	20.57	0.70	21.27
DC: 0.70							
1343615	23.7780	23.7780	06019/4	ZRO	65.94		65.94
1344902	6.8020	6.8020	29602/3	ZR	10.00	6.80	16.80
COD: 6.80							
1345230	2.7450	2.7450	37645/2	ZC	5.42	6.80	12.22
COD: 6.80							
2486713	6.2140	6.2140	34909/5	P	15.23		15.23
4272084	0.1250	0.1250		FL	.61		.61
4272096	12.0002	12.0002	45012/4	ZR	12.74	0.80	13.54
DC: 0.80							
4272098	24.6770	24.6770	82300/7	ZR	26.18	5.50	31.68
INS: 4.70			DC: 0.80				
4272100	23.4050	23.4050	31199/3	ZC	15.83	3.80	19.63
RRM: 3.80							
4272110	18.2040	20.00	24245/2	ZRX	12.27	3.80	16.07
RRM: 3.80							
Page Totals: 12	**123.3243**				**193.20**	**35.00**	**228.20**
Cumulative Totals: 12	**123.3243**				**193.20**	**35.00**	**228.20**

Footnote:
1. The domestic prices that may be included are: a) All Retail priced pieces except Priority Mail; b) Commercial Base or Commercial Plus Priority Mail (when all standards for Commercial Base or Commercial Plus prices are met); c) Nonpresorted Bound Printed Matter; and d) Parcel Select Barcoded Nonpresort.
2. Retail prices may no longer be claimed for permit imprint Priority Mail pieces. Commercial Base or Commercial Plus Priority Mail pieces do not need a special code or indicator. Use the appropriate Priority Mail code listed in **Exhibit 24**. Commercial Base and Commercial Plus prices MAY NOT be claimed on the same manifest.

Notes:
A. Delivery Confirmation fees shown are retail fees for mailers not using electronic file to provide tracking information to USPS.
B. The use of class, price, and fee codes from **Exhibit 24** is required.
C. This manifest must be presented with Form 3877 to support Extra Services.
D. Mail insured for $200 or less must bear Form 3813 and mail insured for more than $200 must bear Form 3813-P.
E. See **Exhibit 30B** for example summary page.

Exhibit 30B

Itemized Manifest Summary
Mixed Classes—Domestic Prices With Extra Services

Mailers Name: Manifest Sequence Number: Date of Manifest:

Form 3600-R

Part B – First-Class Mail Nonautomation

		Pieces	Weight (Lbs)	Postage
B4	Single-Piece Letter[1]	10	1.25	6.10
B12	Single-Piece Flat[1]	10	1.25	10.50
	Totals	**20**	**2.50**	**$16.60**

Part C – Priority Mail

	Zone	Pieces	Weight (Lbs)	Postage
C1	Flat-Rate Envelope	25	37.50	117.50
C4	Reg./Medium Flat-Rate Box	32	126.50	312.64
C7	L, 1, 2	16	48.50	83.45
C13	8	5	10.00	41.50
	Totals	**78**	**222.50**	**$555.09**

Form 3605-R

Part D – Parcel Select-Nonpresort-Barcoded

	Zone	Pieces	Weight (Lbs)	Postage
D1	1 & 2	56	196.00	386.40
D2	3	72	286.00	563.89
D5	6	5	24.50	53.20
	Totals	**133**	**506.50**	**$1003.49**

Part G - Parcel Post- Nonbarcoded

	Zone	Pieces	Weight (Lbs)	Postage
G3	4	127	317.50	762.27
G6	7	53	132.50	827.49
G7	8	12	48.50	114.68
	Totals	**192**	**498.50**	**1704.44**

Part S – Extra Services – Summary

		3600-R FCM Ltrs		3600-R FCM Flats		3600 Priority Mail		3605-R	
		Pieces	Fee Total	Pieces	Fee Total	Pieces	Fee Total	Pieces	Fee Total
S3	COD	1	5.50	1	6.80			1	5.50
S4	DC	1	.19	1	.19	1	.70	1	.80
S5	INS							1	2.25
S11	SC							1	1.95
	Totals	**2**	**$5.69**	**2**	**$6.99**	**1**	**$0.70**	**4**	**$10.50**

Total All Postage Statement(s)

Manifest Sequence #	Statements Sequence #	Postage Statement	Pieces	Weight (Lbs)	Postage	Fees	Total Charges
12345	12345-1	Form 3600-R - First-Class Mail Letters	10	1.25	5.80	5.69	11.49
12345	12345-2	Form 3600-R - First-Class Mail Flats	10	1.25	9.70	6.99	16.69
12345	12345-3	Form 3600-R - Priority Mail	78	222.50	560.15	0.70	555.09
12345	12345-4	Form 3605-R - Parcel Post/Parcel Select	325	1005.00	2707.93	10.50	2718.43
		Totals	**423**	**1230.00**	**3249.46**	**$16.81**	**$3301.70**

Footnote:
1. Different processing categories cannot be reported on the same postage statement, such as First-Class Mail letters and flats.
2. Delivery Confirmation fees reported are electronic fees. If using Delivery Confirmation electronic file, no fees will be reported for Priority Mail and appropriate fees for electronic file will be reported for Package Services on the manifest and summary.

Exhibit 30C

Form 3877 Facsimile
Mixed Extra Services

Mailer's Name and Address

Permit Number:
MAC Ver. Number (or Software Ver. #):
Manifest Sequence Number:

Page 1

Piece ID / Article #	Addressee Name Delivery Address	Postage	ES Type	ES Fee	Insured Value	Due Sender	Total Charge
1316280 M012185005000 01123498767899998761	Happy Hal's Hamburgers 123 Gator LN Macon GA 31213-9651	1.39	COD SC	6.80 2.35		33.45	10.54
1322411 M012196690000	Rick Spurrier 411 Two Dogs DR Tampa FL 32201-1234	20.57	COD	6.80		72.66	27.37
1344902 M012196686000	Bill Bob Bryan 1 Braves RD Atlanta GA 30311-5555	10.00	COD	5.50		49.83	15.50
1345230 M012196698000	Julie White 49 Wildcat BLVD Nashville TN 37202-3422	5.42	COD	6.80		74.26	12.22
2486713 V017857002000	Crystal Clear Reality 5 Summer LN Caribou ME 04736-5287	15.23	INS	2.75	200.00		17.98
4272084 M011236108000	Murphy's Law Book 7734 Lucky LN Cincinnati OH 45235-0001	.61	COD	6.80		54.43	7.41
4272096 M01213611000	Walka Dog Mail Service 2828 Broadway Paducah KY 42001-4125	12.74	COD	13.30		555.00	26.04
4272098 V0000000001000	Lauren Williams 1300 Woodland DR Lugoff SC 28078-0001	26.18	INS RD	4.70 4.50	250.00		35.38
4272100 N1047778291000	Martha Catherine RD 8 Box 102 Bedford NH 03110-4603	15.83	RRM	3.80			19.63
4272110 N1240020087000	Stubbs Computer Solutions 226 County RD Abbeville MS 38601-1234	9.35	RRM	3.80			13.15
Page Totals:	**10**	**117.32**		**67.90**			**185.22**
Cum Totals:	**10**	**117.32**		**67.90**			**185.22**

USPS CERTIFICATION

Total Number of Pieces Received: _____

_____ **Round Stamp:**_____

Signature of Receiving Employee

Form 3877 (Facsimile)

Note: USPS Certification statement only required on last page.

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First-Class Mail Manifest Examples

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Exhibit 31

Itemized Manifest
Presorted First-Class Mail Parcels

Mailer's Name and Address

Post Office of Mailing:
Entry Facility (PVDS):
Permit Number:
MAC Ver. #:
(Or Software Ver. #)

Date of Manifest:
Class of Mail:
Processing Cat.:
Manifest Sequence #:

Page 3

Sack[2] #	Sack Level	Sack ZIP ZIP	ZIP Code Dest	Piece ID[3]	Weight (Lbs)	Postage	Cum Postage
3	5-digit	12305S	12305	000041	.3285	1.582	57.910
			12305	000042	.3285	1.582	59.492
				⇓	⇓	⇓	⇓
			12306	000046	.3063	1.412	63.235
				⇓	⇓	⇓	⇓
			12306	000082	.1218	.902	84.832
5-Digit Page Total				**32**	**15.8260**	**84.832**	
5-Digit Cumulative Total				**78**	**15.8260**		**84.832**
4	3-digit	210	21001	000083	.1218	1.034	1.034
				⇓	⇓	⇓	⇓
			21009	000085	.4906	2.054	3.425
			21012	000086	.4281	1.884	3.503
				⇓	⇓	⇓	⇓
			21091	000120*	.2031	1.374	107.229
			21093	000121	.4906	2.054	109.283
			21098	000122*	.2031	1.374	110.657
3-Digit Digit Page Total				**40**	**14.2006**	**110.657**	
3-Digit Cumulative Total				**40**	**14.2006**		**110.657**
5	ADC	A852	85009	000123	.4906	2.140	2.140
			85281	000124	.5468	2.310	4.450
				⇓	⇓	⇓	⇓
			86363	00205*	.7590	2.990	176.459
			86432	00206	.6093	2.480	178.939
ADC Digit Page Total				**104**	**36.4000**	**178.939**	
ADC Cumulative Total				**104**	**36.4000**		**178.939**
6	MADC	M852	80023	00207	.7590	3.260	3.260
				⇓	⇓	⇓	⇓
			94525	0222	.4906	2.410	42.560
MADC Digit Page Total				**16**	**5.6000**	**42.560**	
MADC Cumulative Total				**16**	**5.6000**		**42.560**

Footnotes
1. The first column are preferred, but not required on the manifest.
2. Pieces without a barcode, or less than 2 ounces, or irregularly shaped are denoted with an asterisk.
3. See **Exhibit 31A** for sample summary page.

Exhibit 31A

Itemized Manifest
Presorted First-Class Mail Parcels Summary

Mailer's Name: Manifest Sequence Number: Date of Manifest:

Form 3600 R

Part B – Presorted Parcels

		Pieces	Weight (Lbs)	Postage
B14	5-Digit	78	15.8260	84.832
B15	3-Digit	40	14.2006	110.846
B16	ADC	104	36.4000	36.400
B17	SP/MADC	16	5.6000	42.560
B18	Parcel Surcharge	3		.150
	TOTAL	**241**	**72.0266**	**$274.788**

Total All Postage Statement(s)

Manifest Sequence #	Statement Sequence #	Postage Statement	Pieces	Weight (Lbs)	Postage
12345	12345-1	Form 3600-R – First-Class	241	72.0266	$ 274.788

Exhibit 32

Floating Batch Manifest[1]
First-Class Mail (Nonautomation)
Presorted Machinable Letters

Mailer's Name and Address

Post Office of Mailing:
Entry Facility (PVDS):
Permit Number:
MAC Ver. #:
(Or Software Ver. #)

Date of Manifest:
Class of Mail:
Processing Cat.: Ltrs DMM 235.5.32
Manifest Sequence #:

Page 1

Tray # (optional columns)[3]	Tray Size	Tray Level	Tray ZIP	Group Destination	Piece ID #	Presort Pieces	Batch Postage	Cumulative Postage
1	2	3DG[4]	606	606	001 – 112	112	56.000	56.000
2	1	AADC	550	547	113 – 205	93	37.200	93.200
				551	206 – 301	96	57.600	150.800
3	2	AADC	640	640	302 – 390	89	35.600	186.400
				644	391 – 503	113	45.200	231.600
				655	504 – 629	126	55.600	287.200
				658	630 – 654	25	14.800	302.000
4	2	MAAD	606	A110	655 – 699	45	19.000	321.000
				A210	700 – 737	38	17.600	338.600
Page Total						**699**	**321.000**	

Footnotes:
1. See **Chapter 6** for floating batch size limitations.
2. Domestic Mail Manual (DMM) reference for preparation method used is required.
3. The first two columns are preferred, but not required on the manifest.
4. Separate 3-digit origin trays required for each origin 3-digit ZIP Code.

Exhibit 33

Floating Batch Manifest[1]
First-Class Mail (Automation)
Presorted Letters/Cards

Mailer's Name and Address

Post Office of Mailing:
Entry Facility (PVDS):
Permit Number:
MAC Ver. #:(Or Software Ver. #)

Date of Manifest:
Class of Mail:
Processing Cat: LTRS DMM 235.6.02
Manifest Sequence #:

Tray#	Tray Size (optional columns)[3]	Tray Level	Tray ZIP	Group Dest	Piece ID #	PRICES 5B	3B	AB	MB	Batch Postage	Cum Postage
1	2	5DG	01603		001-250	250				78.310	78.310
2	2	5DG	01703		251-650	400				124.800	203.420
3	2	5DG	75601		651-1127	477				148.824	352.244
4	2	3DG	012		11281604		477			157.887	510.441
5	1	3DG	012		1605-1627		23			7.613	518.054
6	2	3DGS	110	110	1628-1677		50			16.550	534.914
				113	1678-1727		50			16.550	551.464
				114	1728-1792		65			21.515	[illegible]
				116	1793-2067		275			9[illegible]	[illegible]
7	2	3DG	303		2068-2544		477			17[illegible]	[illegible]
8	1	3DG	405		2545-3021		477			17[illegible]	1014.782
9	1	3DG	405		3022-3044		23			11.086	1025.868
10	1	3DG	756*[4]	75601	3045-3189	145				49.965	1075.833
			756	756	3190-3339		150			53.675	[illegible]
11	1	3DG	404		3340-3354			15		[illegible]	[illegible]
12	2	AADC	403*	405	3355-3404		50			[illegible]	[illegible]
				A403	3405-3739			335		120.600	1279.733
13	2	MAAD	M403		3740-3939				200	101.400	1381.133
		Totals				**1272**	**2117**	**350**	**200**		

Overflow from tray 3 combined with pieces to same 3-digit retains 5B price and reported as a separate group within tray.

Origin tray with less than 150 to 3-digit/scheme does not qualify for 3B price.

PRICE SUMMARY (2 OPTIONS)

Price	Pieces	Postage	**OR**	Form 3600-R Part A			
5B	1,272	$ 401.899		A1	5-Digit	1,272	$ 401.899
3B	2,117	751.709		A2	3-Digit	2,177	751.709
AB	350	126.125		A3	AADC	350	125.125
MB	200	101.400		A4	Mixed AADC	200	101.400
TOTAL	3,939	$ 1,381.133			TOTAL	3,939	$1,381.133

Footnotes:
1. See **Chapter 6** for floating batch size limitations.
2. Domestic Mail Manual (DMM) reference for preparation method used is required.
3. The first two columns are preferred, but not required on the manifest.
4. Mailers must note with an asterisk (*) all trays containing overflow mail moved into that tray from a higher level tray.

Note: The format of this exhibit may also be used for Standard Mail automation letters.

Exhibit 34

Floating Batch Manifest[1]
First-Class Mail (Automation)
Discount Flats—Bundle Based

Mailer's Name and Address

335.6.52

Post Office of Mailing:
Entry Facility (PVDS):
Permit Number:

MAC Version #:
(Or Software Version #)

Date of Manifest:
Class of Mail:
Processing Cat: FLTS DMM

Manifest Sequence #:

Tray # (optional column)[3]	Tray Level	Tray ZIP	Bndl Dest	Piece ID #	Prices 5B	3B	AB	MB	Batch Postage	Cum Postage
1	5DG	12345	12345	00001-00089	89				$35.422	$35.422
2	5DG	12345	12345	00090-00190	101				60.398	95.820
3	5DG	16211	16211	00191-00290	100				39.800	135.620
4	5DG	22310	22310	00291-00375	85				50.830	186.450
5	5DG	22310	22310	00376-00465	90				53.820	240.270
6	3DGS	120	12345	00466-00475	10				3.980	244.250
			12348	00476-00535	60				35.880	280.130
7	3DG	126		00536-00636		101			60.398	340.528
8	3DG	146	14621	00637-00696	60				35.880	376.408
			146	00697-00760		64			52.672	429.080
9	ADC	120	12403	00761-00780	20				11.960	441.040
			12551	00781-00803	23				13.754	454.794
			12990	00804-00849	46				27.508	482.302
10	ADC	120	121	00850-00894		45			28.035	510.337
			127	00895-00924		30			12.698	523.027
			A120	00925-00940			16		6.928	529.955
11	ADC	150	16211	00941-00951	11				6.578	536.533
			168	00952-01011		60			37.380	573.913
			A150	01012-01026			15		9.495	583.408
12	MADC	331	31044	01027-01036	10				3.980	587.388
			A380	01037-01060			24		15.192	602.580
			M331	01061-01094				34	22.610	625.190
					⇓	⇓	⇓	⇓		
				Totals	**705**	**300**	**55**	**34**		

Footnotes:
1. See **Chapter 6** for floating batch size limitations.
2. *Domestic Mail Manual* (DMM) reference for preparation method used is required.
3. The first column is preferred but not required on the manifest.

Exhibit 35

Floating Batch Manifest[1]
First-Class Mail (Automation)
Presorted Flats—Tray Based

Mailer's Name and Address

Post Office of Mailing:
Entry Facility (PVDS):
Permit Number:
MAC Version #:
(Or Software Version #)

Date of Manifest:
Class of Mail:
Processing Cat.: Flats DMM 335.6.62
Manifest Sequence #:

Tray # (optional column)[3]	Tray Level	Tray ZIP	Group Dest	Piece ID #	Prices 5B	3B	AB	MB	Batch Postage	Cumulative Postage
1	5DG	12345		00001-00105	105				$ 74.655	$ 74.655
2	5DG	12345		00106-00200	95				51.965	126.620
3	5DG	12403		00201-00292	92				86.112	212.732
4	5DG	22310		00293-00383	91				47.957	260.689
5	3DGS	120	122	00384-00434		51			48.756	309.445
			123	00435-00484		50			47.800	357.245
6	3DG	126		00485-00544		93			67.983	425.228
7	3DG	146		00545-00619		75			41.025	466.253
8	3DG	146		00620-00704		85			62.135	528.388
9	3DG	168		00705-00744		40			15.080	543.468
10	3DG	168		00745-00804		60			70.860	614.328
11	ADC	A120		00805-00897			93		69.006	683.334
12	ADC	A150		00898-00997			100		55.800	739.134
13	MADC	M331		00998-01067				70	68.250	807.384
				Total	**383**	**454**	**193**	**70**		

Footnotes:
1. See **Chapter 6** for floating batch size limitations.
2. *Domestic Mail Manual* (DMM) reference for preparation method used is required.
3. The first column is preferred but not required on the manifest.

Standard Mail Manifest Examples (Itemized)

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Exhibit 36

Itemized Manifest
Standard Mail Presort Piece/Pound Price
Machinable Parcels Only—Delivery Confirmation and Bulk Insurance – With Form 3877
Nonbarcoded Pieces Denoted by Asterisk
(With Cumulative Page Totals)

Mailer's Name and Address

Post Office of Mailing:
Entry Facility (PVDS):
Permit Number:
MAC Ver. #:
(Or Software Ver. #)

Date of Manifest:
Class of Mail:
Processing Category:
Manifest Sequence #:

Page 1

Sack #	Sack Level	Sack ZIP	Piece ID	Confirmation Service #	ZIP Code	Ins. Value	Ins. Fee	Piece Wt. (Lbs)
1	5DG	04756	1234	02123456789123456789	04756	50.00	.95	.8245
			1357	02123456789123456790	04756	50.00	.95	.9237
			2345	02123456789123456792	04756	50.00	.95	.8139
			2469		04756			.2688
			2888		04756	100.00	1.45	.9625
			3458		04756			.9360
			4567		04756	50.00	.95	.9920
			⇓	⇓	⇓	⇓	⇓	⇓
			4666	02123456789123456796	04756	50.00	.95	.5757
			4987		04756			.9888
	5D Page Totals		**25**	**21**		**10**	**10.25**	**20.6578**
2	BMC	BMC Chicago IL 60808	1237*					.9674
			1254	02123456789123456797	46420	50.00	.95	.9548
			1258	02123456789123456802	53002			.7566
			1299		53109			.8897
			1301	02123456789123456803	53405			.7889
			⇓	⇓	⇓	⇓	⇓	⇓
			6780	02123456789123456805	60102			.6778
			6792*		60441			.8729
			6805	02123456789123456806	60011	150.00	1.95	.7854
	BMC Page Totals		**55**	**41**		**8**	**8.50**	**52.3214**
3	BMC[1]	BMC Pittsburgh PA 15195	1305		13057	50.00	.95	.9788
			1306	02123456789123456804	13440			.8788
	Origin-BMC Page Totals		**2**	**1**		**1**	**.95**	**1.8576**
		***Nonbarcoded**	**2**					
Cumulative Totals		**5D**	**25**	**21**		**10**	**10.25**	**20.6578**
		BMC	**55**	**42**		**8**	**8.50**	**52.3214**
		Origin-BMC	**2**	**1**		**1**	**0.95**	**1.8576**
		MXD BMC	**0**	**0**		**0**	**0.00**	**0.0000**
		TOTALS	**82**	**64**		**19**	**19.60**	**74.8368**
		***Nonbarcoded**	**2**					

Exhibit 36 (Continued)

Sack #	Sack Level	Sack ZIP	Piece ID	Delivery Confirmation #	ZIP Code	Ins. Value	Ins. Fee	Piece Wt. (Lbs)
4	MXD BMC	MXD BMC Pittsburgh PA	5111*			50.00	.95	.8282
			5178	02123456789123456807	22209			.7123
			⇓	⇓	⇓	⇓	⇓	⇓
			6620	02123456789123456812	44501	100.00	1.45	.7856
	MXD BMC Page Total		**95**	**61**		**15**	**16.75**	**87.3598**
		***Nonbarcoded**	**5**					
Cumulative Totals		**5D**	**25**	**21**		**10**	**10.25**	**20.6578**
		BMC	**55**	**42**		**8**	**8.50**	**52.3214**
		Origin-BMC	**2**	**1**		**1**	**.95**	**1.8576**
		MXD BMC	**95**	**61**		**15**	**16.75**	**87.3598**
		TOTALS	**177**	**125**		**34**	**36.35**	**163.1966**
		***Nonbarcoded**	**12**					

USPS CERTIFICATION

Total Number of Pieces Received: _____

_____ **Round Stamp:**_____

Signature of Receiving Employee

Form 3877 (Facsimile)

Footnote:

1. Separate Origin-BMC (intra-BMC turnaround) sack required.

Notes:

1. This exhibit is inclusive of nonbarcoded pieces, Delivery Confirmation and Bulk Insurance. If any of these services are not used, the columns or notations showing this information are not required.
2. The first column is preferred, but not required on the manifest.
3. A $.07 each surcharge applies to each nonbarcoded piece. Nonbarcoded pieces are designated by an asterisk next to the piece ID number. The surcharge does not apply to pieces sorted to 5DG ZIP Codes.
4. 5DG prices may only be claimed when 5DG/Scheme sacks are prepared, and deposited at a destination entry (DBMC, DSCF, or DDU).
5. 5DG/Scheme sacks must each contain a 10-pound minimum except at DDU entry which has no minimum.
6. To claim BMC prices, refer to Domestic Mail Manual 443.5.3.2.
7. See **Exhibit 36B** for example summary.

Exhibit 36A

Itemized Manifest
Standard Mail Presort Piece/Pound Price
Machinable Parcels Only or Not Flat-Machinable 6 Oz or More Only
(With Cumulative Page Totals)

Mailer's Name and Address

Post Office of Mailing:
Entry Facility (PVDS):
Permit Number:
MAC Ver. #:(Or Software Ver. #)

Date of Manifest:
Class of Mail:
Processing Category:
Manifest Sequence #:

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Sack #	Sack Level	Sack ZIP	ZIP Code	Piece ID	Piece Wt. (Lbs)
1	5DG	04756	04756	1234	.8245
			04756	1357	.9237
			⇓	⇓	⇓
			04756	4666	.5757
			04756	4987	.9888
5D Page Totals				**55**	**41.2345**
2	BMC	BMC Chicago IL 60808			
			60011	1237	.9674
			53405	1254	.9548
			⇓	⇓	⇓
			53501	6780*	.6778
BMC Page Totals				**39**	**31.6789**
	***Nonbarcoded**			**1**	
3	BMC[1]	BMC Pittsburgh PA 15195	13057	6792*	.8729
			13440	6805*	.7854
Origin-BMC Page Totals				**2**	**1.6583**
	***Nonbarcoded**			**2**	
4	MXD BMC	MXD BMC Pittsburgh PA 15195	22209	5111	.8282
			22209	5178*	.7123
			44501	5234	.5545
			⇓	⇓	⇓
			44501	6620	.7856
MXD BMC Page Totals				**25**	**21.3456**
	***Nonbarcoded**			**3**	
CUMULATIVE TOTALS		**5D**		**55**	**41.2345**
		BMC		**39**	**31.6789**
		Origin-BMC		**2**	**1.6583**
		MXD BMC		**25**	**21.3456**
		Totals		**119**	**94.2590**
		***Nonbarcoded**		**6**	

Footnote:
1. Separate Origin-BMC (intra-BMC turnaround) sack required.

Notes:
1. This exhibit is inclusive of nonbarcoded pieces subject to a $.07 surcharge per piece. Nonbarcoded pieces are designated by an asterisk next to the piece ID number. The surcharge does not apply to pieces sorted to 5DG ZIP Codes.
2. The first column is preferred, but not required on the manifest.
3. 5DG prices may only be claimed when 5DG/Scheme sacks are prepared, and deposited at a destination entry (DBMC, DSCF, or DDU).
4. 5DG/Scheme sacks must each contain a 10-pound minimum except at DDU entry which has no minimum.
5. To claim BMC prices, refer to Domestic Mail Manual 443.5.3.2.
6. See **Exhibit 36B** for example summary.

Exhibit 36B

Itemized Manifest Summary
Standard Mail Presort Machinable Parcels Piece/Pound Prices

Mailers Name: **Manifest Sequence Number:** **Date of Manifest:**

Summary for Exhibit 36

Form 3602-R – Part C – Standard Mail Machinable Parcels

Entry	Category	Piece Price	No. of Pieces	Pieces $ Subtotal	Pound Price	Pounds	Pounds $ Subtotal	$ Total
C2	Mixed BMC	1.279	97	**124.063**	0.990	89.2174	**88.3252**	**212.3882**
C3	5-Digit	0.440	25	**11.00**	0.775	20.6578	**16.0097**	**27.0097**
C4	BMC	0..879	55	**48.3450**	0.775	52.3214	**40.5490**	**88.8940**
C7	Nonbarcoded Surcharge	0.070	12	**0.84**				**0.84**
						Part C Total		**$ 329.1319**

Part S – Extra Services

Entry	Service	Fee	No. of Pieces	$ Total
S4	Delivery Confirmation (electronic only)	0.19	124	23.56
S5	Insured (bulk only)	Nonidentical	34	36.45
			Part S Total	**$ 60.01**

TOTAL POSTAGE	**$ 389.1419**

Summary for Exhibit 36A

Form 3602-R – Part C – Standard Mail Machinable Parcels

Entry	Category	Piece Price	Pieces	Postage Pieces	Pound Price	Pounds	Postage Pounds	Postage
C2	Mixed BMC	1.279	27	34.533	0.990	23.0039	22.7738	57.3068
C3	5-Digit	0.440	55	24.20	0.775	41.2345	31.9567	56.1567
C4	BMC	0.879	39	34.281	0.775	31.6789	24.5511	58.8321
C7	Nonbarcoded Surcharge	0.070	9	0.630				0.6300
						Part C Total		**$ 172.9256**

Exhibit 37

Itemized Manifest
Standard Mail Presort Piece and Piece/Pound Prices
Machinable Parcels, Irregular Parcels, and Not Flat-Machinables Combined in 5-Digit/Scheme Sacks
(Machinable Parcels and NFM Pieces 6 Oz or More Combined Below the 5-Digit Presort Level)

Mailer's Name and Address

Post Office of Mailing:
Entry Facility (PVDS):
Permit Number:
MAC Ver. #:
(Or Software Ver. #)

Date of Manifest:
Class of Mail:
Processing Category:
Manifest Sequence #:

Sk #[1]	Sk Lvl	Sk ZIP	ZIP Code Dest	Pc ID #	Irreg Pc Pr Cum Pcs	Irreg Pc Wt (Lbs)	NFM Pc Pr Cum Pcs	NFM Pc Wt (Lbs)	Mach Lb Pr Cum Pcs	Mach Lb Pr Pc Wt	Irreg Lb Pr Cum Pcs	Irreg Lb Pr Pc Wt	NFM Lb Pr Cum Pcs	NFM Lb Pr Pc Wt
1	5DGS	06701	06721	1234	1	.2010								
			06721	1357					1	.9375				
			06721	1789					2	.6300				
			06722	1999	2									
			06722	2468					3	.4356				
			06722	4978							1	.4356		
			06725	5432									1	.7356
				⇓	⇓	⇓	⇓	⇓	⇓	⇓	⇓	⇓	⇓	⇓
			06725	5466					35	.8134				
			06725	5678			1	.1890						
			06725	5690	23	.2045								
2	5DG	06104	06104	2057	24	.1899								
			06104	2346					36	.6543				
				⇓	⇓	⇓	⇓	⇓	⇓	⇓	⇓	⇓	⇓	⇓
			06104	5843							11	.4606		
			06104	6101	42	.1999								
			06104	6543									13	.4217
5-Digit Page Total					**42**	**8.1858**	**11**	**1.6088**	**45**	**19.6875**	**11**	**5.7576**	**13**	**5.6875**
Cumulative Totals														
		5-Digit			**42**	**8.1858**	**11**	**1.6088**	**45**	**19.6875**	**11**	**5.7576**	**13**	**5.6875**
		BMC			**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**
		Origin-BMC			**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**
		MXD BMC			**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**
		***Nonbarcoded**		0										

The ZIP Code Destination column is required for Standard Mail with scheme sorts.

Exhibit 37 (Continued)

Sk #[1]	Sk Lvl	Sk ZIP	ZIP Code Dest.	Pc ID #	Irreg Pc Pr Cum Pcs	Irreg Pc Wt (Lbs)	NFM Pc Pr Cum Pcs	NFM Pc Wt (Lbs)	Mach Lb Pr Cum Pcs	Mach Lb Pr Pc Wt	Irreg Lb Pr Cum Pcs	Irreg Lb Pr Pc Wt	NFM Lb Pr Cum Pcs	NFM Lb Pr Pc Wt
3	BMC	19205	13788	1237					1	.6301				
			19023	4768									1	.7356
				⇓					⇓	. ⇓			. ⇓	. ⇓
			19190	5467									32	.4606
			19222	6780*										
			19225	6792*					25	.7123				
	BMC Page Total								**31**				**36**	**31.6993**
	*** Nonbarcoded**			**3**										
4	BMC[2]	15195	13057	6123*					1	.5414				
			13440	6231									1	.5111
Origin-BMC Page Total									**1**	**.5414**			**1**	**.5111**
	*** Nonbarcoded**			**1**										
5	MXD BMC	15195	06712	1003					1	.8929				
			46206	1079*					2	.7212				
				⇓					⇓	. ⇓			. ⇓	. ⇓
			85284	2346									4	.5414
MXD BMC Page Total									**7**	1.6141			**4**	**2.2588**
	*** Nonbarcoded**			**2**										
Cumulative Totals														
		5-Digit			**42**	**8.1858**	**11**	**1.6088**	**45**	**19.6875**	**11**	**5.7576**	**13**	**5.6875**
		BMC							**31**	**2.5314**			**36**	**31.6993**
		Origin-BMC							**1**	**.5414**			**1**	**.5111**
		MXD BMC							**7**	**1.6141**			**4**	**2.2588**
		Grand Total			**42**	**8.1858**	**11**	**1.6088**	**84**	**24.8344**	**11**	**5.7576**	**54**	**39.9457**
		***Nonbarcoded**		**6**										

No Irregulars or NFMs under 6 oz. may be combined with machinables and/or NFMs over 6 oz. in the BMC or MXD BMC sort.

Footnote:
1. Sack # column is optional, but preferred.
2. Separate Origin-BMC (intra-BMC turnaround) sack required.

Notes:
1. Only machinable and NFM parcels weighing 6 ounces or more may be combined in BMC/ASF and mixed BMC sacks.
2. A $0.07 each surcharge applies to each nonbarcoded piece in BMC/ASF and mixed BMC sacks. Nonbarcoded pieces are designated by an asterisk next to the piece ID number.
3. 5DG prices may only be claimed when 5DG/Scheme sacks are prepared, and deposited at a destination entry (DBMC, DSCF, or DDU).
4. 5DG/Scheme sacks must each contain a 10-pound minimum except at DDU entry which has no minimum.
5. To claim BMC prices, refer to Domestic Mail Manual 443.5.3.2.
6. See **Exhibit 37F** for an example of a summary.

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Exhibit 37A

Itemized Manifest
Standard Mail Presort Piece and Piece/Pound Prices
Machinable Parcels, Irregular Parcels, and Not Flat-Machinables Combined in 5-Digit/Scheme Sacks
(Irregular Parcels and NFM Pieces less than 6 Oz Combined Below the 5-Digit Presort Level)

Mailer's Name and Address

Post Office of Mailing:
Entry Facility (PVDS):
Permit Number:
MAC Ver. #:
(Or Software Ver. #)

Date of Manifest:
Class of Mail:
Processing Category:
Manifest Sequence #:

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Sk #[1]	Sk Lvl	Sk ZIP	ZIP Code Dest	Pc ID #	Irreg Pc Pr Cum Pcs	Irreg Pc Wt (Lbs)	NFM Pc Pr Cum Pcs	NFM Pc Wt (Lbs)	Mach Lb Pr Cum Pcs	Mach Lb Pr Pc Wt	Irreg Lb Pr Cum Pcs	Irreg Lb Pr Pc Wt	NFM Lb Pr Cum Pcs	NFM Lb Pr Pc Wt
1	5DGS	06701	06721	1234	1	.2010								
			06721	1357					1	.9375				
			06721	1789					2	.6300				
			06722	1999	2	.1936								
			06722	2468					3	.4356				
			06725	5432									1	.7356
				⇓	⇓	.⇓	.⇓	.⇓	⇓	.⇓	⇓	.⇓	.⇓	.⇓
			06725	5466					35	.8134				
			06725	5678			1	.1890						
			06725	5690	23	.2045								
2	5DG	06104	06104	2057	24	.1899								
			06104	2346					36	.6543				
				⇓	⇓	.⇓	.⇓	.⇓	⇓	.⇓	⇓	.⇓	.⇓	.⇓
			06104	5843							11	.4606		
			06104	6101	42	.1999								
			06104	6543									13	.4217
5-Digit Page Total					**42**	**8.1858**	**11**	**1.6088**	**45**	**19.6875**	**11**	**5.7576**	**13**	**5.6875**

Cumulative Totals

5-Digit		**42**	**8.1858**	**11**	**1.6088**	**45**	**19.6875**	**11**	**5.7576**	**13**	**5.6875**
SCF		**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**
BMC		**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**
Origin-BMC		**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**
MXD BMC		**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**
***Nonbarcoded**	**0**										

Exhibit 37A (Continued)

Sk #[1]	Sk Lvl	Sk ZIP	ZIP Code Dest.	Pc ID #	Irreg Pc Pr Cum Pcs	Irreg Pc Wt (Lbs)	NFM Pc Pr Cum Pcs	NFM Pc Wt (Lbs)	Mach Lb Pr Cum Pcs	Mach Lb Pr Pc Wt	Irreg Lb Pr Cum Pcs	Irreg Lb Pr Pc Wt	NFM Lb Pr Cum Pcs	NFM Lb Pr Pc Wt
3	**SCF**	681	68124	1237	1	.1913								
			68046	4768			1	.2057						
				⇓	⇓	⇓	⇓	⇓			⇓	⇓	⇓	⇓
			51501	6792*	53	.1960								
	SCF Page Total				**53**	**10.3833**	**16**	**2.000**			**12**	**4.2252**	**15**	**4.5165**
	*** Nonbarcoded**			**4**										
4	BMC	60808	60199	1001							1	.3620		
			60643	1257									1	.3740
				⇓	⇓	⇓	⇓	⇓			⇓	⇓	⇓	⇓
			53201	1587			1	.2034						
	BMC Page Total						**4**	**.8064**			**17**	**5.6250**	**12**	**4.2144**
	*** Nonbarcoded**			**4**										
5	BMC[2]	15195	13219	1003							1	.3389		
			13031	1079*	1	.1789								
Origin-BMC Page Total					**1**	**.1789**					**1**	**.3389**		
	*** Nonbarcoded**			**1**										
6	MXD BMC	151	47209	1589									1	.3589
				⇓	⇓	⇓	⇓	⇓			⇓	⇓	⇓	⇓
			90210	2346									12	.3425
MXD BMC Page Total					**10**	**1.7890**					**8**	**2.245**	**12**	**4.2084**
	*** Nonbarcoded**			**2**										
Cumulative Totals														
		5-Digit			**42**	**8.1858**	**11**	**1.6088**	**45**	**19.6875**	**11**	**5.7576**	**13**	**5.6875**
		SCF			**53**	**10.3833**	**16**	**2.000**			**12**	**4.2252**	**15**	**4.5165**
		BMC			**0**	**0**	**4**	**.8064**			**17**	**5.6250**	**12**	**4.2144**
		Origin-BMC			**1**	**.1789**	**0**	**0**			**1**	**.3389**	**0**	**0**
		MXD BMC			**10**	**1.7890**	**0**	**0**			**8**	**2.245**	**12**	**4.2084**
		Grand Total			**106**	**20.3580**	**31**	**3.7602**	**45**	**19.6875**	**49**	**17.8523**	**52**	**18.6268**
		***Nonbarcoded**		**10**										

Footnote:

1. Sack # column is optional, but preferred.
2. Separate Origin-BMC (intra-BMC turnaround) sack required.

Notes:

1. Only Irregular and NFM parcels weighing less than 6 ounces may be combined in SCF, BMC, and MXD BMC sacks.
2. A $.07 each surcharge applies to each nonbarcoded piece in SCF, BMC, and MXD BMC sacks. Nonbarcoded pieces are designated by an asterisk next to the piece ID number.
3. 5DG prices may only be claimed when 5DG/Scheme sacks are prepared, and deposited at a destination entry (DBMC, DSCF, or DDU).
4. 5DG/Scheme sacks must each contain a 10-pound minimum except at DDU entry which has no minimum.
5. To claim SCF and BMC prices, refer to Domestic Mail Manual 443.5.4
6. See **Exhibit 38F** for an example of summary.

Exhibit 37B

Itemized Manifest
Standard Mail Presort Piece and Piece/Pound Prices
Irregular Parcels or Not Flat-Machinables Less than 6 Oz

Mailer's Name and Address

Post Office of Mailing:
Entry Facility (PVDS):
Permit Number:
MAC Ver. #:
(Or Software Ver. #)

Date of Manifest:
Class of Mail:
Processing Category:
Manifest Sequence #:

Page 1

Sk #[1]	Sk Lvl	Sk ZIP	ZIP Code Dest.	Pc ID #	Pc Pr Cum Pcs	Pc Wt (Lbs)	Lb Pr Cum Pcs	Lb Pr Pc Wt
1	5DGS	06701	06721	1234	1	.2010		
			06721	1357			1	.3011
			06721	1789			2	.2727
			06722	1999	2	.1936		
			06722	2468	3	.2013		
				⇓	⇓	⇓	⇓	⇓
			06725	5432			25	.2869
			06725	5678	30	.1890		
			06725	5690	31	.2056		
2	5DG	06104	06104	2057	32	.1899		
			06104	2346			26	.3089
				⇓	⇓	⇓	⇓	⇓
			06104	5843			57	.3740
			06104	6101	67	.1999		
			06104	6543			58	.3456
5-Digit Page Total					**67**	**4.6250**	**58**	**18.1250**
3	SCF	530	53012	1237	1	.1913		
			53110	4768			1	.2057
			53172	5467	2	.2011		
			53201	6780*			2	.3740
				⇓	⇓	⇓	⇓	⇓
			53401	6792*	53	.1960		
SCF Page Total					**53**	**10.3833**	**32**	**12.1256**
*** Nonbarcoded**				**4**				
4	BMC	681	12012	1001	1	.2031		
			12134	1257			1	.2989
				⇓	⇓	⇓	⇓	⇓
			12876	6123*	57	.1989		
BMC Page Total					**57**	**12.6789**	**34**	**13.9087**
*** Nonbarcoded**				**2**				
Cumulative Totals								
			5-Digit		**67**	**4.6250**	**58**	**18.1250**
			SCF		**53**	**10.3833**	**32**	**12.1256**
			BMC		**57**	**12.6789**	**34**	**13.9087**
			Origin-BMC		**0**	**0**	**0**	**0**
			MXD BMC		**0**	**0**	**0**	**0**
			***Nonbarcoded**	**6**				

Exhibit 37B (Continued)

Sk #[1]	Sk Lvl	Sk ZIP	ZIP Code Dest.	Pc ID #	Pc Pr Cum Pcs	Pc Wt (Lbs)	Lb Pr Cum Pcs	Lb Pr Pc Wt
5	BMC[2]	15195	13027	1079*	1	.1789		
			13219	1589	2	.1889		
Origin-BMC Page Total					**2**	**.3628**		
*** Nonbarcoded**				**1**				
6	MXD BMC	15195	24509	1003			1	.3011
			45012	1079*	1	.1789		
			47209	1589	2	.1889		
			⇓	⇓	⇓	⇓	⇓	⇓
			90210	2346			26	.2765
MXD BMC Page Total					**24**	**3.4784**	**26**	**8.9070**
*** Nonbarcoded**				**1**				
Cumulative Totals								
		5-Digit			**67**	**4.6250**	**58**	**18.1250**
		SCF			**53**	**10.3833**	**32**	**12.1256**
		BMC			**57**	**12.6789**	**34**	**13.9087**
		Origin-BMC			**2**	**.3628**	**0**	**0**
		MXD ADC			**24**	**3.4784**	**26**	**8.9070**
		Grand Total			**203**	**31.1654**	**150**	**53.0663**
		***Nonbarcoded**		**8**				

Footnote:

1. Sack # column is optional, but preferred.
2. Separate Origin-BMC (intra-BMC turnaround) sack required.

Notes:

A. A $.07 each surcharge applies to each nonbarcoded piece in SCF, BMC, and MXD BMC sacks. Nonbarcoded pieces are designated by an asterisk next to the piece ID number.
B. 5DG prices may only be claimed when 5DG/Scheme sacks are prepared, and deposited at a destination entry (DBMC, DSCF, or DDU).
C. 5DG/Scheme sacks must each contain a 10-pound minimum except at DDU entry which has no minimum.
D. To claim SCF and BMC prices, refer to Domestic Mail Manual 443.5.4
E. See **Exhibit 37F** for an example of a summary.

Exhibit 37C

Itemized Manifest
Standard Mail Presort Piece and Piece/Pound Prices
Automation Flat-size

Mailer's Name and Address

Post Office of Mailing: Memphis TN
Entry Facility (PVDS):
Permit Number:
MAC Ver. #:
(Or Software Ver. #)

Date of Manifest:
Class of Mail:
Processing Category:
Manifest Sequence #:

Sk #[1]	Sk Lvl	Sk ZIP	Bndl Dest	ZIP Code Dest	Pc ID #	5B Pc Pr Cum	3B Pc Pr Cum Pcs	AB Pc Pr Cum	MB Pc Pr Cum	5B Lb Pr Cum Pcs	3B Lb Pr Cum	AB Lb Pr Cum Pcs	MB Lb Pr Cum Pcs	Pc Wt (lbs)	Lb Pr Only Cum Wt
1	5DG	04742	04742		1234					1				.3028	.3028
					1357					2				.2098	.5126
					1789					3				.2222	.7348
					1999	1								.1688	
					2468	2								.2003	
					⇓	⇓				⇓				⇓	⇓
					2888					112				.3209	24.9853
					3456	121								.2012	
2	3DG	060	06050S	06051	1254	122								.2001	
					⇓	⇓								⇓	
				06053	1265	133								.2025	
			060		9765						1			.2212	25.2065
					9772		1							.1987	
					⇓	⇓	⇓				⇓			⇓	
					9780		110							.2002	
					9792						79			.2998	25.5061
					9805		111							.1789	
	Page Total					**133**	**111**	**0**	**0**	**112**	**79**	**0**	**0**		**25.5061**
	Cumulative Total					**133**	**111**	**0**	**0**	**112**	**79**	**0**	**0**		**25.5061**

Exhibit 37C (Continued)

Sk #[1]	Sk Lvl	Sk ZIP	Bndl Dest	ZIP Code Dest	Pc ID #	5B Pc Pr Cum Pcs	3B Pc Pr Cum Pcs	AB Pc Pr Cum Pcs	MB Pc Pr Cum Pcs	5B Lb Pr Cum Pcs	3B Lb Pr Cum Pcs	AB Lb Pr Cum Pcs	MB Lb Pr Cum Pcs	Pc Wt (lbs)	Lb Pr Only Cum Wt
3	ADC	021	01912		987	134								.1908	
					⇓	⇓								⇓	
					1002	149								.2010	
			019		1003		112							.1678	
					1004						80			.2390	25.7451
					⇓		⇓							⇓	
					6620		124							.1980	
			A021		7101			1						.2012	
					⇓			⇓						⇓	
					7213			217						.1998	
4	MADC	380	550		4598		125							.2016	
					⇓		⇓							⇓	
					4623		137							.2059	
					4647								1	.3152	26.0603
					⇓								⇓	⇓	
					4777								34	.2890	36.7771
	Page Total					**16**	**26**	**217**	**0**	**0**	**1**	**0**	**34**		**11.2710**
	Cumulative Total					**149**	**137**	**217**	**0**	**112**	**80**	**0**	**34**		**36.7771**

Footnote:
1. Sack # column is optional, but preferred.

Note: See **Exhibit 37D** for example summary.

Exhibit 37D

Itemized Manifest Summary
Standard Mail Automation Flats Piece and Piece/Pound Prices

Mailers Name: **Manifest Sequence Number:** **Date of Manifest:**

Form 3602-R

Part B – Automation Flats

Flats 3.3 oz (0.2063 lbs.) or Less

	Entry	Category	Piece Price	Pieces	Weight (Lbs)	Postage
B1	None	5-Digit	0.346	161	324.8981	55.706
B2	None	3-Digit	0.418	112	23.9129	46.816
B3	None	ADC	0..486	275	55.0275	133.650
B4	None	Mixed ADC	0..496	153	32.3289	75.888
			Total	**701**	**436.1674**	**$312.060**

Flats Over 3.3 oz (0.2063 lbs.) up to 15.9984 oz

	Entry	Category	Piece Price	Pieces	Postage Pieces	Pound Price	Pounds	Postage Pounds	Postage
B12	None	5-Digit	0.196	310	60.760	0.725	81.3782	58.9991	119.7591
B13	None	3-Digit	0.268	172	46.096	0.725	45.1518	32.7350	78.8310
B14	None	ADC	0.336	303	101.808	0.725	79.5407	57.667	159.4750
B15	None	Mixed ADC	0.346	213	73.698	0.725	55.9147	40.5381	114.2361
		Total		**998**	**$282.362**		**261.9854**	**$189.9392**	**$472.3012**

Part B Total Postage	**$ 784.3612**

Total All Postage Statement(s)

Manifest Sequence #	Statement Sequence #	Postage Statement	Pieces	Weight (Lbs)	Postage
12345	12345-1	Form 3602-R – Flats	1699	698.1528	$ 784.36

Exhibit 37E

Consolidated Postage Statement – Supplement
Standard Mail and Nonprofit Standard Mail

Form 3602-C

Post Stmt Seq #	PO & ZIP of Entry	Pc Wt	Entry Disc	Prsrt Level	Price	# of Pcs/Lbs	Postage	# of Cont.	# of Pcs	Total Wt	Postage
1202	BMC Phila PA 19205	NI	BMC								
				F3	.723	1601	1892.3820				
				F4	.782	230	142.6000				
				F12	.563	1171	535.1470				
					.775	317.5267	184.1655				
				F13	.622	450	226.3500				
					.775	136.2150	79.0047				
	Total							**63 S**	**3452**	**772.0023**	**2086.2412**
1203	SCF Phoenix AZ 852	NI	SCF								
				C5	.440	767	337.480				
					.566	383.5421	217.0848				
				F6	.671	1545	1036.6950				
	Total							**46 S**	**22312**	**383.5421**	**1591.2598**
1204	Memphis TN 381	NI	None	F1	1.226	20	24.5200				
				C1	.879	15	13.1850				
					.990	7.5345	7.4591				
	Total							**1 S**	**35**	**11.1595**	**45.1641**
									Total Postage		**$3722.6651**

Exhibit 37F

Itemized Manifest Summary
Standard Mail Machinable Parcels Piece/Pound Prices
Machinable Parcels, Irregular Parcels, and Not Flat-Machinables Combined in 5-Digit/Scheme Sacks (Irregular Parcels and NFM Pieces less than 6 Oz Combined Below the 5-Digit Presort Level)

Mailers Name: **Manifest Sequence Number:** **Date of Manifest:**

Form 3602-R

Part C – Standard Mail Machinable Parcels

Entry	Category	Piece Price	Pieces	Postage Pieces	Pound Price	Pounds	Postage Pounds
C3	5-Digit	0.400	45	18.00	0.775	19.6875	15.257
Part C Postage Total	**$33.257**						

Part F– Standard Mail Irregular Parcels 3.3oz (.2063 lbs) or less

Entry	Category	Piece Price	Pieces	Postage
F3	5-Digit	0.723	42	30.366
F4	SCF	0.782	53	41.446
F5	BMC	1.182	10	11.820
F9	Nonbarcoded Surcharge	0.07	2	.14
			Total	**$83.772**

Part F– Standard Mail Irregular Parcels Over 3.3oz up to 15.8884 oz

Entry	Category	Piece Price	Pieces	Postage Pieces	Pound Price	Pounds	Postage Pounds	Postage
F12	5-Digit	0..563	11	6.193	0.775	3.0910	2.3955	8.588
F13	SCF	0.622	12	7.464	0.775	2.4919	1.9312	9.395
F14	BMC	1.022	17	17.374	0.775	4.7770	3.7021	21.076
F18	Nonbarcoded Surcharge	.07	4	.28				.28
						Total		**$39.339**

Part F Total	**123.111**

Exhibit 37F (Continued)

Part G– Standard Mail Not Flat-Machinables 3.3oz (.2063 lbs) or less

Entry	Category	Piece Price	Pieces	Postage
G3	5-Digit	0.565	11	6.215
G4	SCF	0.598	16	9.568
G5	BMC	0.952	4	3.808
G9	Nonbarcoded Surcharge	0.07	1	0.070
			Total	**19.661**

Part G– Standard Mail Not-Flat Machinables Over 3.3oz up to 15.8884 oz

Entry	Category	Piece Price	Pieces	Postage Pieces	Pound Price	Pounds	Postage Pounds	Postage
G12	5-Digit	0.405	13	5.265	0.775	3.6650	2.840	8.105
G13	SCF	0.438	15	6.570	0.775	4.2300	3.278	9.848
G14	BMC	0.792	12	9.504	0.775	3.3990	2.634	12.138
G18	Nonbarcoded Surcharge	0.07	0					**0**
							Total	**30.091**

Part G Total	**49.752**

Total All Postage Statement(s)

Manifest Sequence #	Statement Sequence #	Postage Statement	Pieces	Weight (Lbs)	Postage
123654	123654-1	Form 3602-R – Machinable Parcels	45	19.6875	33.257
123654	123654-2	Form 3602-R – Irregular Parcels	153	32.966	123.111
123654	123654-3	Form 3602-R – Not Flat-Machinables	83	21.5727	49.752
		Totals	**281**	**74.2262**	**$206.120**

Exhibit 37G

Combined Mixed Class Parcels Qualification Report

Mailer's Name and Address

Post Office of Mailing:
Entry Facility (PVDS):
Permit Number:
MAC Ver. #:

Date of Manifest:
Class of Mail:
Processing Category:
Manifest Sequence #:

Page 5

Sk Lvl	Sk ZIP	ZIP Code Dest	Pc ID#	Pc Wt (Lbs)	Class/Price
5DG	50009	50009	043114580	0.0759	RI5S
		50009	050997219	1.2657	L5
		50009	051971101	0.3451	RI5S
		50009	054937466	0.4650	RM5S
		50009	070212026-	1.3825	BPS
		50009	070947869	0.1007	FI5S
		50009	071919293	2.1061	SM
		50009	084536548	0.2383	FI5S
		50009	150346241	1.1468	SM
		50009	232651907	0.6121	FM5D
		50009	235038501	0.3323	RI5S
			Total Pieces	**11**	
			Total Weight (Lbs.)	**8.0705**	
SCF	500	50010	232651908	2.0759	BP4
		50013	235038502	2.2657	BP4
		50015	281214087	1.3451	LB
		50018	298197008	1.2650	LB
		50020	322478096	2.3825	BP4
		50023	346759185	1.1007	LB
		50025	371040273	1.1061	MB
		50028	395321362	1.2383	3SN
		50030	419602450	1.1468	3SN
		50033	443883539	2.3121	3SN
		50035	468164627	1.3323	3SN
		50138	492445716	0.1825	RI5S
		50240	516726804	0.2383	RISS
		50110	541007893	1.1468	RI5S
		50313	565288981	1.6121	515S
		⇓	⇓	⇓	⇓
		50115	613851158	0.1825	FISS
			Total Pieces	**28**	
			Total Weight (Lbs.)	**25.8355**	
				Pieces	**Pounds**
			Page Total	**39**	**33.9060**
			Cum Page Total	**126**	**82.6300**
			SCF Des Moines Total	**126**	**82.6300**

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Standard Mail Manifest Examples (Batch)

Exhibit 38

Floating Batch Manifest[1]
Standard Mail
Enhanced Carrier Route Letters

Mailer's Name and Address

Post Office of Mailing:
Entry Facility (PVDS):
Permit Number:
MAC Version #:
(Or Software Version #)

Date of Manifest:
Class of Mail:
Processing Cat.: Ltrs DMM 245.6.02
Manifest Sequence #:

Page 1

Tray # (optional columns)[3]	Tray Size	Tray Level	Tray ZIP	Group Dest	Piece ID #	Prices WS	HD	CR	Batch Postage	Cumulative Postage
1	1	CRD	34002	B050	10000-10233		233		$38.212	$38.212
2	1	CR5	34252	C080	10234-10357			124	24.056	62.268
				R009	10358-10427			70	13.580	75.848
				B090	10428-10455			28	5.432	81.280
3	2	CRD	40203	B001	10456-10916		461		75.604	156.884
4	2	CRD	40665	C023	10917-11417	501			76.152	233.036
5	1	CR5	40665	C023	11418-11451	34			5.168	238.204
				C046	11452-11637		186		30.504	268.708
6	1	CR5	40974	C010	11638-11834		197		32.308	301.016
				R023	11835-11887	53			8.056	309.072
7	2	CR5	41701	C028	11188-12318	431			65.512	374.584
8	1	CR5	47656	R009	12319-12427			109	21.146	395.730
				C001	12428-12541			114	22.116	417.846
9	1	CR3	229							
			22901	B004	12542-12604			63	12.222	430.068
				B005	12605-12639			35	6.790	436.858
			22906	R001	12640-12765		126		20.664	457.522
10	2	CR3	223							
			22310	C002	12766-12895		130		19.630	477.152
				C005	12896-12970			75	14.550	491.702
			22315	C007	12971-13071			101	19.594	511.296
			22316	C010	13072-13211		140		22.960	534.256
Page Total						**1019**	**1473**	**719**		
Cum Total						**1019**	**1473**	**719**		

Footnotes:
1. See **Chapter 6** for floating batch size limitations.
2. *Domestic Mail Manual* (DMM) reference for preparation method used is required.
3. The first two columns are preferred but not required on the manifest.

Exhibit 39

Floating Batch Manifest[1]
Standard Mail (Nonautomation)
Presorted Nonmachinable Letters
Weight 3.3 Ounces or Less

Mailer's Name and Address

Post Office of Mailing:
Entry Facility (PVDS):
Permit Number:
MAC Ver. #:
(Or Software Ver. #)

Date of Manifest:
Class of Mail:
Processing Cat.: Ltrs DMM 245.5.52
Manifest Sequence #:

Page 1

Tray # (optional columns)[3]	Tray Size	Tray Level	Tray ZIP	Bndl Dest	Pc ID #	Prices 5D	3D	AD	MD	Batch Postage	Cum Post
1	2	5DG	12345		0001-0210	210				$75.600	$75.600
2	2	5DG	20852		0211-0422	212				76.320	151.920
3	1	3DG	123	12345	0423-0436		14			5.544	157.464
				12348	0437-0455		19			7.524	164.988
				123	0456-0686		231			91.476	256.464
4	2	3DG	280	28052	0687-0743		57			22.572	279.036
				28057	0744-0753		10			3.960	282.996
				280	0754-0978		225			89.100	372.096
5	1	3DG	282		0979-1228		250			99.000	471.096
6	2	ADC	280	28112	1229-1248			20		8.180	479.276
				28601	1249-1265			17		6.953	486.229
				288	1266-1316			51		20.859	507.088
				A280	1317-1526			210		85.890	592.978
7	2	MADC	32199	31044	1527-1538				12	5.376	598.354
				60607	1539-1553				15	6.720	605.074
				421	1554-1569				16	7.168	612.242
				A590	1570-1591				22	9.856	622.098
				A852	1592-1612				21	9.408	631.506
				M32199	1613-1634				22	9.856	641.362
Page Total						**422**	**806**	**298**	**108**		
Cum. Total						**422**	**806**	**298**	**108**		

Footnotes:
1. See **Chapter 6** for floating batch size limitations.
2. Domestic Mail Manual (DMM) reference for preparation method used is required.
3. The first two columns are preferred, but not required on the manifest.

Exhibit 40

Fixed Batch Manifest
Standard Mail Automation – Flats (Sacked)
Weight 3.3 Ounces or Less

Mailer's Name and Address

Post Office of Mailing:
Entry Facility (PVDS):
Permit Number:
MAC Ver. #:
(Or Software Ver. #)

Date of Manifest:
Class of Mail:
Processing Cat.: Flats DMM 345.7.01
Manifest Sequence #:

Page 1

SK #[2]	Sk Lvl	Sk ZIP	Bndl Dest	ZIP Code Dest	Pc ID #	5B	3B	AB	MB	Bch Post	Cum Post
1	5DG	12345	12345		00001-00025	25				7.500	7.500
					00026-00050	25				7.500	15.000
					00051-00075	25				7.500	22.500
					00076-00100	25				7.500	30.000
					00101-00125					7.500	37.500
2	5DGS	13501	13501S	13501	00126-00150					7.500	45.000
					00152-00175	25				7.500	52.500
					00176-00200	25				7.500	60.000
				13502	00201-00225	25				7.500	67.500
					00226-00250	25				7.500	75.000
					00251-00265	15				4.500	79.500
3	3DG	080	08102		00266-00290	25				7.500	87.000
			08205		00316-00340	25				7.500	99.435
			081		00291-00315		25			4.935	91.935
			082		00341-00365		25			4.935	104.370
			082		00366-00390		25			4.935	109.305
			083S	083	00391-00395		5			1.910	113.225
				084	00396-00400		5			1.910	113.225
4	3DG	128	12801		00401-00425	25				7.500	120.725
			12805		00426-00450	25				7.500	128.225
			128		00451-00475		25			4.935	133.160
			128		00476-00500		25			4.935	138.095
			128		00501-00525		25			4.935	143.030
Page Total						**365**	**160**	**0**	**0**	**142.93**	**142.93**
Cum Total						**365**	**160**	**0**	**0**	**142.93**	**142.93**

New scheme sort for STD Mail and column to report in.

Exhibit 40 (Continued)

SK #[2]	Sk Lvl	Sk ZIP	Bndl Dest	ZIP Code Dest	Pc ID #	5B	3B	AB	MB	Bch Post	Cum Post
5	ADC	120	12403		00526-00550	25				7.500	150.530
			12551		00551-00575	25				7.500	158.030
			12990		00576-00600	25				7.500	165.530
			129		00601-00625		25			4.935	170.465
			121		00626-00650		25			4.935	175.400
			A120		00651-00665			15		5.310	180.710
6	MADC	190	24045		00666-00690	25				7.500	188.210
			25936		00691-00715	25				7.500	195.710
			260		00716-00740		25			4.935	200.645
			M190		00741-00765				25	9.775	210.420
					00766-00790				25	9.775	220.195
					00791-00815				25	9.775	229.970
					00816-00840				25	9.775	239.745
					00841-00855				15	5.865	245.610
Page Total						**490**	**235**	**15**	**115**		
Cum Total						**490**	**235**	**15**	**115**		

Footnotes:
1. Domestic Mail Manual (DMM) reference for preparation method used is required.
2. The first column is preferred, but not required on the manifest.

Exhibit 41

Floating Batch Manifest[1]
Standard Mail Nonautomation – Flats (Sacked)
Weight 3.3 Ounces or Less

Mailer's Name and Address

Offset the scheme ZIP Code showing ZIP Codes included below. Alternate method to having a ZIP Dest column as in Exhibit 42.

Post Office of Mailing:
Entry Facility (PVDS):
Permit Number:
MAC Ver. #:
(Or Software Ver. #)

Date of Manifest:
Class of Mail:
Processing Cat.: Flats DMM 345.52
Manifest Sequence #:

Sack #[3]	Sack Level	Sack ZIP	Bundle[4] Destination	Piece ID #	Prices 5D	3D	ADC	MADC	Batch Postage	Page 1 Cumulative Postage
1	5DG	12345	12345	0001-0140	140				48.020	48.020
2	5DG	20852	20852	0141-0365	225				71.175	119.195
3	5DGS	13815	13815S							
			13815	0366-0415	50				17.150	136.345
			13820	0416-0485	70				24.010	160.355
			13827	0486-0494	9				3.087	163.442
			13850	0495-0500	6				2.058	165.500
4	3DG	280	28052	0501-0557		57			21.546	187.046
			28057	0558-0568		10			3.780	190.826
			280	0569-0631		63			23.814	214.640
5	3DG	282	28201	0632-0656		25			9.450	224.090
			28220	0657-0671		15			5.670	229.760
			28226	0672-0694		23			8.694	238.454
			282	0695-0781		87			32.886	271.340
6	3DG	335	33505	0782-0806		25			9.450	280.79 0
				⇓		⇓			⇓	⇓
			34644	0941-0965		25			9.450	340.892
			335S							
			335	0966-0981		15			6.048	346.940
			336	0982-1010		29			10.962	357.902
			346	1010-1015		6			1.89	359.792
6	ADC	280	28112	1016-1035			20		8.020	367.812
			28601	1036-1052			17		6.817	374.629
			288	1053-1103			51		20.451	395.080
			A280	1104-1143			40		16.040	411.120
7	MADC	32199	31044	1144-1155				12	5.172	416.292
			60607	1156-1170				15	6.465	422.757
			421	1171-1176				16	6.896	429.653
			A590	1177-1198				22	9.482	439.135
			852	1199-1220				21	9.051	448.186
			M32199	1221-1242				22	9.482	457.668
Page Total					**500**	**514**	**128**	**108**	**457.668**	**457.668**
Cum Totals					**500**	**514**	**128**	**108**	**457.668**	**457.668**

Footnotes:
1. See **Chapter 6** for floating batch size limitations.
2. Domestic Mail Manual (DMM) reference for preparation method used is required.
3. The first column is preferred, but not required on the manifest.
4. Each 5-digit or 3-digit must be reported separately with a 5-digit or 3-digit scheme package.

Parcel Select Manifest Examples

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Exhibit 42

Itemized Manifest
Parcel Select—DBMC Parcel Select Price or Multiple DBMC Entry
Machinable and Nonmachinable, Barcoded and Nonbarcoded[1]

(With Page and Cumulative Counts)

Mailer's Name and Address	Post Office of Mailing:	Date of Manifest:
	Entry Facility (PVDS):	Class of Mail:
	Permit Number:	Processing Category:
	MAC Ver. #:	Manifest Sequence #:
	(Or Software Ver. #)	

(This format may be used for multiple DBMC entry mailings. See notes below.)

Page 3

DBMC	**Piece ID Number**	**Weight (lbs.)**	**Zone**	**Price**	**Postage**
BMC Denver CO 80088	1234	22.69	743/4	DM	$ 14.42
	1357	9.43	739/3	ZR	11.03
	1388	16.21	809/2	DM	7.42
	1431	19.05	800/1	DM	8.17
	1432	2.18	811/3	DMX	12.85
	1440	16.99	821/3	ZR	13.44
	1445	31.09	835/5	ZR	22.65
	1487	3.94	825/3	DM	5.35
	1512	32.45	824/4	DM	16.72
	1543	5.77	826/3	DM	6.56
	1576	43.02	827/3	ZRO	64.65
	1621	6.15	809/2	DM	4.56
	1634	14.95	824/4	DM	12.17
	1665	20.22	830/3	DM	13.11
	1698	23.14	826/4	ZR	16.72
	1702	1.52	344/7	ZC	7.59
	1709	15.75	829/3	ZR	13.10
	1745	6.98	816/2	ZC	9.97
	1766	8.65	813/3	DM	8.10
	1788	31.25	820/2	DM	10.72
	1789	18.21	811/3	ZR	14.13
Page Total	**21**	**349.64**			**$293.43**
Cumulative Total	**69**	**1224.73**			**$603.75**

Footnotes:
1. Except for Library Mail, Media Mail, and Bound Printed Matter the codes in **Exhibit 24** for Package Services categories indicate whether a piece is barcoded or not. Use an asterisk to denote nonbarcoded machinable Library Mail, Media Mail, and Bound Printed Matter pieces.

Notes:
A. The use of class, price, and fee codes from **Exhibit 24** is required.
B. Multiple DBMC entry mailings may be shown on the same manifest printout. However, each DBMC entry must be segregated and total counts shown separately.
C. DBMC price pieces must be part of a single mailing of 50 or more pieces that are eligible for and claimed at any Parcel Select price or prices.
D. See **Exhibit 42A** for example summary.

Exhibit 42A

Itemized Manifest Grand Total Summary
Parcel Select
DBMC Parcel Select—Multiple Entries

Mailers Name: **Manifest Sequence Number:** **Date of Manifest:**

PS Form 3605-R

Part C – Parcel Select Destination Entry

	Zone/ Entry	Pieces	Weight	Postage
C1	1 & 2	5	27	26.45
C2	3	13	94	45.38
C3	4	4	34	22.94
C4	5	3	23	18.76
C6	3	2	60	22.44
C8	5	1	34	16.12
	Total Part C	**28**	**272**	**152.09**

Part D- Parcel Select-Nonpresort-Barcoded

	Zone	Pieces	Weight	Postage
D1	1 & 2	0	0	0
D2	3	1	20.22	13.11
D3	4	4	8.25	22.72
D4	5	8	115.0	128.15
D5	6	19	256.0	160.25
D6	7	8	125.0	73.94
D7	8	6	95.0	55.92
	Total Part D	**46**	**486.47**	**430.19**

Part G - Parcel Post-Nonbarcoded

	Zone	Pieces	Weight	Postage
G1	1 & 2	0	0	0
G2	3	5	12.40	23.88
G3	4	1	20.22	10.81
G4	5	1	8.98	7.13
G5	6	4	25.04	28.72
G6	7	3	12.79	21.72
G7	8	1	30.23	64.65
	Total Part G	**22**	**126.41**	**201.61**

Total All Postage Statement(s)

Manifest Sequence #	Postage Statement Sequence #	Postage Statement	Pieces	Weight	Postage
12345	12345-1	3605-R – Parcel Select/Parcel Post	68	613	$631.80

Notes:
A. Summarize all DBMC entry mailings on the same manifest summary.
B. Report each DBMC mailing on a consolidated postage statement and register (see sample register **Exhibit 42B**).

Exhibit 42B

Itemized Manifest
Parcel Select Consolidated Postage Statement Register
DBMC Parcel Select—Multiple Entries

Form 3605-R
Register of Postage Statements

Post Stmt Seq #	PO & ZIP of Entry	Entry Disc	Prsrt Level	Zone	# of Pcs	Postage	# of Cont	Total # of Pcs	Total Weight	Postage
2020	BMC Denver CO 80088	DBMC								
			C1	1 & 2	5	26.45				
			C2	3	13	45.38				
			C3	4	4	22.94				
			C4	5	3	18.76				
			C6	3	2	22.44				
			C8	5	1	12.75				
		None	D2	3	1	13.14				
			D4	5	4	22.72				
			D8	1 & 2	8	128.15				
			D9	3	19	160.25				
			D10	4	8	73.94				
			D11	5	6	55.92				
			D15	1 & 2	1	61.80				
			D17	4	1	65.94				
			D18	5	1	67.89				
	Total						**2 P**	**77**	**1160**	**$ 1122.19**
2021	BMC Dallas TX 75199	DBMC								
			C1	1 & 2	20	128.15				
			C2	3	25	125.75				
			C3	4	19	100.44				
			C4	5	8	86.54				
	Total						**1 P**	**72**	**443**	**$ 440.88**
2022	BMC Seattle WA 98000	DBMC								
			C1	1 & 2	15	115.90				
			C2	3	35	240.72				
			C3	4	9	35.52				
			C4	5	14	86.44				
	Total						**1 P**	**73**	**521**	**$ 478.58**
	Grand Total						**4 P**	**222**	**2124**	**$2041.65**

Exhibit 42C

Itemized Manifest
Parcel Select--DSCF Price
Including Electronic Confirmation Services, DBMC, DDU, and Parcel Post
(With Cumulative Postage Column)
Manifest and Form 3877 Facsimile Combined for Delivery Confirmation Service Only

Mailer's Name and Address

Post Office of Mailing:
Entry Facility (PVDS):
SCF Indianapolis IN 460
Permit Number:
MAC Ver. #:
(Or Software Ver. #)

Date of Manifest:
Class of Mail:

Processing Category:
Manifest Sequence #:

Destination	Piece ID #	Confirmation Number	Conf Pc Count	5-Digit ZIP/Zone	Weight (Lbs)	Class/ Price	Postage	ES Type	ES Fee	Total Charges	Cumulative Charges
46201	1235				7.20	5SNX	5.74			5.74	1353.31
	1240	02026837331000000115	121	46201	5.21	5SN	3.17	DC	0.00	3.17	1356.48
	1256	22026837331000000317	122	46201	26.95	3SNO	16.04	SC	1.95	17.99	1374.47
	1257				12.02	5SN	4.43			4.43	1378.90
	1300	22026837331000000324	123	46201	6.11	5SN	3.34	SC	1.95	5.29	1384.19
	1340				3.45	5SN	2.81			2.81	1387.00
	1425	22026837331000000331	124	46201	4.60	5SN	2.99	SC	1.95	4.94	1391.94
46064	1036	22026837331000000348	125	46064	3.00	5SN	2.62	SC	1.95	4.57	1396.51
	1141	02026837331000000122	126	46064	6.55	5SN	3.34	DC	0.00	3.34	1399.85
	1258	22026837331000000355	127	46064	7.20	5SNX	5.74	SC	1.95	7.69	1407.54
	1260	02026837331000000139	128	46064	5.00	5SN	2.99	DC	0.00	2.99	1410.53
	⇓	⇓	⇓	⇓	⇓	⇓	⇓	⇓	⇓	⇓	⇓
	1289				3.25	5SN	2.81			2.81	1605.13
	1305				6.15	5SN	3.34			3.34	1608.47
	1339				4.50	5SN	2.99			2.99	1611.46
	1345				24.10	5SN	6.53			6.53	1617.99
	1346				20.20	5SN	5.89			5.89	1623.88
Page Total	**47**										

Exhibit 42C (Continued)

Destination	Piece ID #	Confirmation Number	Conf Pc Count	5-Digit ZIP/Zone	Weight (Lbs)	Class/ Price	Postage	ES Type	Fee	Total Charges	Cumulative Charges
	1401				18.55	5SN	5.57			5.57	1629.45
	⇓	⇓	⇓	⇓	⇓	⇓	⇓	⇓	⇓	⇓	⇓
	1525	02026837331000000146	130	46064	6.40	5SN	3.34	DC	0.00	3.34	1689.20
462[1]	950			46140	3.45	3SN	3.63			3.63	1692.83
	951			46130	3.00	3SN	3.44			3.44	1696.27
	⇓	⇓	⇓	⇓	⇓	⇓	⇓	⇓	⇓	⇓	⇓
	1426			46032	3.00	3SN	3.44			3.44	1748.27
DSCF Subtotal	**250**						**1727.27**	**150**	**21.00**		**1748.27**
46064 (Overflow[2])	1347			46064/1	5.87	DM	4.30			4.30	4.30
	1349			46064/1	9.30	DM	5.28			5.28	13.88
	⇓	⇓	⇓	⇓	⇓	⇓	⇓	⇓	⇓	⇓	⇓
	1502	22026837331000000362	135	46064/1	25.00	DM	9.35	SC	1.95	11.30	202.45
DBMC Total	**25**						**200.50**	**5**	**1.95**		**202.45**
46206	1121				2.45	DD	1.68			1.68	1.68
	1230	02026837331000000153	136	46206	35.60	DD	3.44	DC	0.00	3.44	5.12
	⇓	⇓	⇓	⇓	⇓	⇓	⇓	⇓	⇓	⇓	⇓
	1429				4.55	DD	1.79			1.79	36.50
DDU Total	**15**						**34.55**	**9**	**1.95**		**36.50**
Single-Piece Parcel Post	1200	02026837331000000160	143	95020/7	7.00	ZR	13.01	DC	0.19	13.20	13.20
	1413			85030/8	3.55	ZRX	25.51			25.51	38.71
	⇓	⇓	⇓	⇓	⇓	⇓	⇓	⇓	⇓	⇓	⇓
	1414			534/4	16.80	ZR	14.24			14.24	77.92
Parcel Post Subtotal	**5**						**77.35**	**3**	**.57**		**77.92**
Page Total	**50**										
Cumulative Total	**295**		**143**		**1478.72**		**$2039.67**	**167**	**$25.74**		**$2065.14**

USPS Certification

Total Number of Extra Services Pieces Received: _____

_____ **Round Stamp:**_____

Signature of Receiving Employee **Form 3877 Facsimile**

Footnote:

1. Non-machinable pieces sorted to a 3-digit and deposited at the SCF may be claimed at 3-Digit DSCF prices.
2. Overflow 5-digit pallet containing less than required minimum pallet volume. May be deposited at SCF, but must be claimed at DBMC prices.

Note: Only Confirmation Service Article Number, 5-digit destination ZIP Code, and applicable fee are required for 3877 used for Confirmation Service. For items not using DC, See **Exhibit 42D** for example summary page.

Exhibit 42D

Itemized Manifest Summary
Parcel Select—DSCF Price - Confirmation Service

Form 3605-R

Part C - Parcel Select Destination Entry

	Zone/ Entry	Pieces	Weight (Lbs)	Postage
C1	1&2	25	135.56	200.50
C9	DSCF	200	784.53	989.60
C10	DSCF	25	196.43	169.48
C11	DSCF	25	187.98	268.19
C12	DDU	15	105.87	34.55
	Total Part C	**290**	**1410.37**	**$ 1962.32**

Part G - Parcel Post - Nonbarcoded

	Zone	Pieces	Weight (Lbs)	Postage
G3	4	2	18.45	16.02
G4	5	1	3.55	25.51
G7	8	2	46.35	35.82
	Total Part G	**5**	**68.35**	**$ 77.35**

Part S – Extra Services

	Service	Pieces	Total
S4	Delivery Confirmation	3	$ .57
S11	Signature Confirmation	14	$ 25.17
	Totals	**17**	**$ 25.74**

Total All Postage Statement(s)

Manifest Sequence #	Postage Statement Sequence #	Postage Statement	Pieces	Weight	Postage	Fees	Total Charges
12345	12345-1	3605-R – Parcel Select/Parcel Post	295	1478.72	$2039.67	$25.74	$2065.14

Exhibit 42E

Itemized Manifest
Parcel Select - DDU Price
(With Cumulative Postage Column)

Mailer's Name and Address

Post Office of Mailing:
Entry Facility (PVDS):
Charlottesville VA 22901
Permit Number:
MAC Ver. #:
(Or Software Ver. #)

Date of Manifest:
Class of Mail:

Processing Category:
Manifest Sequence #:

Page1

5-Digit ZIP Code	Piece ID Number	Weight (Lbs)	Class/Price	Postage	Cumulative Postage
22901	85	5.76	DD	$ 1.84	$ 1.84
	89	27.34	DD	3.13	4.97
	93	2.91	DD	1.68	6.65
	101	1.56	DD	1.61	8.26
	107	12.33	DDX	2.74	11.00
	108	3.12	DD	1.73	12.73
22906	6	2.63	DD	1.68	14.41
	7	12.00	DD	2.20	16.61
	15	14.00	DDO	7.33	23.94
	36	4.99	DD	1.79	25.73
	37	2.02	DD	1.68	27.41
	100	16.76	DD	2.55	29.96
	106	2.46	DD	1.68	31.64
	111	2.46	DD	1.68	33.32
	180	5.61	DD	1.84	35.16
	181	41.98	DDO	7.33	42.49
	192	13.21	DD	2.35	44.84
	209	2.31	DD	1.68	46.52
	231	3.95	DD	1.73	48.25
	241	6.15	DDX	2.74	50.99
Page Totals: 20		**183.55**		**50.99**	

Notes:

A. The use of class, price, and fee codes from **Exhibit 24** is required.
B. The 5-digit ZIP Codes in this example are for delivery out of the same delivery unit (DDU).
C. Multiple DDU entry mailings may be shown on the same manifest. When reporting mail for multiple DDUs on a single manifest, show the name/ZIP of the entry facility and then list the pieces for each DDU by 5-digit ZIP Code as shown in this example.
D. Each DDU entry is a separate mailing and must be segregated. The total counts (pieces, weight and postage) must be shown separately.
E. Pieces claimed at a DDU price must be part of a mailing of 50 or more pieces. There is no minimum number of pieces required for deposit at each destination. The total of all line items for all destinations from one origin mailing site on a single day reported on a PVDS consolidated postage statement may be used to meet the 50-piece minimum volume requirement. A postage statement register showing the total number of pieces, total weight and total postage for each entry post office (DDU) must also be submitted with the consolidated postage statement.
F. Mail that is not for delivery at the DDU price may be shown on the manifest at the Parcel Select Barcoded Nonpresort price or Parcel Post Nonbarcoded price, as applicable (see **Exhibit 42C**).
G. See **Exhibit 42F** for an example summary page.

Exhibit 42F

Itemized Manifest Summary
Parcel Select - DDU Price

Mailer's Name and Address **Sequence Number** **Date of Manifest**

Form 3605-R

Part C – Parcel Select Destination Entry

	Zone/ Entry	Pieces	Weight (Lbs)	Postage
C12	DDU	125	1147.1875	$ 295.24
Total Part C		**125**	**1147.1875**	**$ 295.24**

Total All Postage Statement(s)

Manifest Sequence #	Postage Statement Sequence #	Postage Statement	Pieces	Weight	Postage
12345	12345-1	3605-R – Parcel Select/Parcel Post	125	1147.1875	$ 295.24

Note: The total of all line items for all destinations from one origin mailing site on a single day reported on a PVDS consolidated postage statement (3605-R) may be used to meet the 50-piece minimum volume requirement. A postage statement register showing the total number of pieces, total weight, and total postage for each entry post office (DDU) must also be submitted with the consolidated postage statement.

Package Services Manifest Examples

Exhibit 43

Itemized Manifest
Package Services – Combining Parcels for DSCF and DDU Entry
Including Presort, Nonpresort, and Delivery Confirmation
(With Cumulative Page Totals)

Mailer's Name and Address

Post Office of Mailing:
Entry Facility (PVDS):
SCF Macon GA 310
Permit Number:
MAC Ver. #:
(Or Software Ver. #)

Date of Manifest:
Class of Mail:

Processing Category:
Manifest Sequence #:

Destination	5-Digit ZIP Code	Delivery Confirmation #	PC ID #	Wt Lbs	Class/ Price	Postage	Presorted BPM Cum Pc Ct	Presorted BPM Cum Wt
SCF Macon GA 310	31097	02026837331000000115	1234	3.75	LM	3.37		
			1235	7.12	M5	4.35		
		02026837331000000122	1240	3.12	BPS		301	2253.1200
		02026837331000000125	1256	1.89	SM	2.40		
		02026837331000000130	1257	13.35	BPS		302	2266.4700
			1300	3.75	SM	2.81		
		02026837331000000133	1340	1.25	BPS		303	2267.7200
		02026837331000000135	1425	4.80	M5	3.18		
		02026837331000000137	1543	1.75	SM	2.40		
		02026837331000000139	1683	2.50	M5	2.40		
	31213	02026837331000000140	1236	1.25	BPS		304	2268.9700
			1242	1.50	SM	2.40		
		02026837331000000145	1243	6.80	SM	3.34		
		02026837331000000147	1255	2.60	LM	3.00		
		02026837331000000149	1286	6.50	M5	3.96		
			1287	6.50	SM	3.34		
		02026837331000000152	1301	12.05	BPS		305	2281.0200
		02026837331000000153	1302	4.25	M5	3.18		
			1412	7.05	SM	3.52		
		02026837331000000157	1527	14.33	BPS		306	2295.3500
			1766	1.00	SM	2.16		
DSCF Macon GA 310 Page Totals		**DC: 15**	**21**	**107.11**		**45.81**		
DSCF Macon GA 310 Cum Totals		**DC: 354**	**951**	**7857.56**		**2018.72**	**306**	**2295.3500**
Macon GA	31210	02026837331000000167	1230	5.60	M5	3.57		
		02026837331000000169	1249	51.78	DD	3.88		
		02026837331000000172	1276	1.25	BPD		1	1.2500
Macon GA 31210 Page Totals		**DC: 3**	**3**	**58.63**		**7.45**		
Cum Page Totals		**DC: 357**	**954**	**7916.19**		**2026.17**		**2296.6000**

Exhibit 43 (Continued)

Destination	5-Digit ZIP Code	Delivery Confirm. #	Piece ID #	Wgt Lbs	Class/ Price	Postage	Presorted BPM Cum Pc. Ct.	Presorted BPM Cum Wt.
Macon GA	31210		1277	42.50	DD	3.66		
		02026837331000000181	1304	11.65	BPD		2	12.9000
		02026837331000000185	1341	25.45	DD	3.04		
		02026837331000000187	1427	1.75	DD	1.61		
			1502	36.50	M5	15.66		
		02026837331000000195	1631	1.25	BPD		3	14.1500
	⇓	⇓	⇓	⇓	⇓	⇓	⇓	⇓
			1834	3.12	BPD		15	112.4500
		02026837331000000199	1835	36.50	DD	3.47		
Macon GA 31210 Page Totals		**DC: 20**	**49**	**739.72**		**83.12**		
Macon GA 31210 Cum Totals		**DC: 23**	**52**	**798.35**		**90.57**	**15**	**112.4500**
Page Totals		**DC: 20**	**49**	**739.72**		**83.12**		
Cum Page Totals		**DC: 377**	**1003**	**8655.29**		**$2108.86**		**2312.02**

USPS CERTIFICATION

Total Number of Pieces Received: _____

_____ **Round Stamp:**_____

Signature of Receiving Employee

Form 3877 (Facsimile)

Notes:

A. The use of class, price, and fee codes from **Exhibit 24** is required.
B. Multiple DSCF and DDU entry mailings may be shown on the same manifest printout. When reporting mail for multiple entries on a single manifest, show the name/ZIP of the entry facility and then list the pieces for each 5-digit ZIP Code as shown in this example.
C. Each DSCF and DDU entry is a separate mailing and must be segregated and total counts (pieces, weight, postage) must be shown separately.
D. Each 5-digit ZIP Code must meet minimum standards based on type of container used (i.e. sack or pallet).
E. Minimum mailing standards for Parcel Select, Presorted Bound Printed Matter, Presorted Library Mail, and Presorted Media Mail must be met separately before combining.
F. Separate postage statements are required for each of the separate mailings contained within the combined mailing.
G. Carrier Route Bound Printed Matter may not be combined with these mailings.
H. If Delivery Confirmation is not used, the Delivery Confirmation column may be deleted.
I. Delivery Confirmation Page and Cumulative totals reflect only those pieces charged a DC fee. Parcel Select pieces using DC (electronic) are not charged a fee.
J. See **Exhibit 43A** for an example summary page.

Exhibit 43A

Itemized Manifest Summary
Package Services – Combining Parcels for DSCF and DDU Entry

Form 3605-R

Part A – Bound Printed Matter

		Presorted Price			PLUS	Pound Price		
	Zone/ Entry	**# of Pcs**	**X Piece Price**	**= Per Piece Total**	**# of Lbs**	**X Pound Price**	**= Per Lb Total**	**Total Postage**
A52	DSCF	306	$.836	$255.816	2295.3500	$.060	$137.721	
A53	DDU	15	.657	9.855	112.4500	.025	2.811	
	Totals	**321**		**$265.671**	**2407.8000**		**$140.532**	**$406.20**

Part B – Library Mail

		Pieces	**Pounds**	**Postage**
B5	Single-Piece	102	826.1002	$460.02

Part B – Media Mail

		Pieces	**Pounds**	**Postage**
B8	5-Digit	512	4131.2010	$2007.04

	Pieces	**Pounds**	**Postage**
Total Part B	614	4957.3012	$2467.06

Part C – Parcel Select - Destination Entry

	Zone/ Entry	**Pieces**	**Pounds**	**Postage**
C9	DSCF	38	1009.6020	$191.52
C12	DDU	30	282.5002	$46.79
	Total Part C	**68**	**1292.1022**	**$238.31**

Part S – Extra Services

		3605-R (BPM)		**3605-R Library/Media Mail**	
		Pieces	**Fees**	**Pieces**	**Fees**
S4	DC	147	$27.93	230	$43.70

Total All Postage Statement(s)

Manifest Sequence #	**Postage Statement Sequence #**	**Postage Statement**	**Pieces**	**Weight (Lbs)**	**Postage**	**Fees**	**Total Charges**
12345	12345-1	3605-R – Bound Printed Matter	321	2407.8000	$406.20	$27.93	$434.13
12345	12345-2	3605-R – Library Mail/Media Mail	614	4957.3012	$2467.06	$43.70	$2510.76
12345	12345-3	3605-R –Parcel Select	68	1292.1022	$238.31	$0.00	$238.31
		Total	**1003**	**8657.2034**	**$3111.57**	**$71.63**	**$3183.20**

Exhibit 44

Itemized Manifest
BMC Presort
Including DSCF, DDU, Parcel Post, and Parcel Select Barcoded Nonpresort
(With Cumulative Postage Column)
Barcode Discount Deducted from Piece Postage

Mailer's Name and Address

Post Office of Mailing:
Entry Facility (PVDS):
Permit Number:
MAC Ver. #:
(Or Software Ver. #)

Date of Manifest:
Class of Mail:
Processing Category:
Manifest Sequence #:

Page 1

Destination	Piece ID #	Weight (Lbs)	Zone	Class/ Price	Postage	Cumulative Postage
BMC Washington	1234	3.75	5	ZBB	8.94	1350.38
20499	1235	7.75	5	ZBBX	16.68	1367.06
	1240	5.98	5	ZBB	10.68	1377.74
	1257	12.32	6	ZBN	15.73	1393.47
	1300	6.43	5	ZBN	11.57	1405.04
	1340	3.67	5	ZBB	8.94	1413.98
	1425	4.32	6	ZBB	10.52	1424.50
BMC Springfield	1036	2.75	7	ZBB	9.01	1433.51
05500	1141	6.76	7	ZBN	12.78	1443.29
	1258	7.21	7	ZBB	13.48	1459.77
	1260	4.41	6	ZBBO	90.69	1550.46
	1289	3.98	7	ZBN	10.43	1560.89
	1305	6.03	7	ZBN	12.78	1573.67
	1339	4.09	7	ZBB	11.13	1584.80
	1345	24.98	7	ZBN	25.95	1610.75
	1346	20.76	7	ZBB	22.99	1633.74
	1401	18.29	7	ZBN	21.56	1655.30
	⇓	⇓	⇓	⇓	⇓	⇓
	1525	7	7	ZBB	12.75	1795.24
BMC Presort Total	**180**	**3451.01**				**1795.24**
Parcel Select BC Nonprst	1200	6.75	6	ZC	12.33	12.33
	1320	4.97	7	ZC	11.34	23.67
PS BC Nonprst -Total	**2**	**11.72**				**$23.67**
Single-Piece Parcel Post	1391	28.61	4	ZRO	65.94	65.94
	1413	3.05	4	ZRX	15.30	81.24
	1414	16.51	4	ZR	14.24	95.48
Parcel Post Total	**3**	**47.27**				**$95.48**
Page Total	**30**	**3510.90**				**1914.39**
Cumulative Total	**185**	**3510.90**				**$1914.39**

Exhibit 44 (Continued)

Destination	Piece ID #	Weight (lbs.)	Zone	Class/ Price	Postage	Cumulative Postage
46201	1004	5.75		SM	3.17	3.17
	1050	24.21		5SNO	16.04	19.21
	1056	7.08		SMX	3.52	22.73
	⇓	⇓	⇓	⇓	⇓	⇓
	1365	5		SM	2.99	65.98
DSCF Total	**18**	**84.03**				**65.98**
46206	1121	2.45		DD	1.68	1.68
	1230	35.60		DD	3.44	5.12
	1299	10.25		DD	2.12	7.24
	⇓	⇓	⇓	⇓	⇓	⇓
	1429	4.55		DD	1.79	35.44
DDU Total	**15**	**178.15**				**35.44**
Page Total	**33**	**262.18**				**101.42**
Cumulative Total	**221**	**3798.27**				**2054.71**

Notes:

A. The use of class, price, and fee codes from **Exhibit 24** is required.

B. Eligibility for Package Services barcode discount for Parcel Select requires a minimum of 50 mailed pieces. Not all pieces are required to bear barcodes. Only machinable pieces are eligible for the barcode discount.

C. See **Exhibit 44A** for an example summary page.

Exhibit 44A

Itemized Manifest Summary
BMC Presort

Mailers Name: Manifest Sequence Number: Date of Manifest:

Form 3605

Part C – Parcel Select-Destination Entry

	Zone/ Entry	Pieces	Weight (Lbs)	Postage
C9	DSCF	17	59.82	$52.42
C10	DSCF	1	24.21	13.56
C12	DDU	15	178.15	35.44
	Totals	**33**	**262.16**	**$101.42**

Part D-Parcel Select-Nonpresort-Barcoded

	Zone	Pieces	Weight (Lbs.)	Postage
D5	6	1	6.75	11.41
D6	7	1	11.72	20.88
	Totals	**2**	**18.47**	**$32.29**

Part E – BMC Presort – Barcoded and Nonbarcoded

	Zone	Pieces	Weight (Lbs)	Postage
E3	4	5	94.48	$47.08
E4	5	89	1478.68	719.37
E5	6	41	725.21	538.75
E6	7	21	591.69	197.59
E10	4	1	17.85	11.18
E11	5	10	227.50	112.08
E12	6	13	297.17	150.76
E19	6	1	18.43	90.69
	Totals	**180**	**3451.01**	**$1795.24**

Part G-Parcel Post-Nonbarcoded

	Zone	Pieces	Weight (Lbs.)	Postage
G3	4	5	38.02	$59.82
G10	4	1	28.61	65.94
	Totals	**6**	**66.63**	**$125.76**

Total All Postage Statement(s)

Manifest Sequence #	Postage Statement Sequence #	Postage Statement	Pieces	Weight	Postage
12345	12345-1	3605-R – Parcel Select/Parcel Post	**221**	**3798.27**	**$2054.71**

Exhibit 45

Itemized Manifest
OBMC Presort
Including DBMC, DSCF, Parcel Post, and Parcel Select Barcoded Nonpresort
(With Cumulative Postage Column)
Barcode Discount Deducted from Piece Postage

Mailer's Name and Address

Post Office of Mailing:
Entry Facility (PVDS):
BMC Dallas TX 75199
Permit Number:
MAC Ver. #:
(Or Software Ver. #)

Date of Manifest:
Class of Mail:

Processing Category:
Manifest Sequence #:

Destination	Piece ID #	Postage Based Weight (Lbs)	Actual Weight (Lbs)	ZIP/ Zone	Class/ Price	Postage	Cum Postage
BMC Washington	1234	4	3.1821	200/6	OBB	8.87	1338.87
20499	1235	20	7.6332	214/6	OBBX	19.01	1357.88
	1240	6	5.7832	220/6	OBB	10.27	1368.15
	1257	13	12.1864	220/6	OBN	14.81	1382.96
	1300	7	6.2399	244/6	OBB	11.18	1394.14
	1340	4	3.5783	238/6	OBB	8.87	1403.01
	1425	5	4.9872	267/6	OBB	9.60	1412.61
BMC Springfield	1036	3	2.1183	010/7	OBN	8.12	1420.73
05500	1141	7	6.5583	017/7	OBN	11.86	1432.59
	1258	20	7.8023	120/7	OBNX	21.37	1453.96
	1260	5	4.2983	123/7	OBB	10.18	1464.14
	1289	4	3.8765	128/7	OBB	9.48	1473.62
	1305	7	6.9831	020/7	OBB	11.83	1485.45
	1339	5	4.2283	021/7	OBB	10.18	1495.63
	1345	25	24.9812	055/7	OBB	25.00	1520.63
	1346	21	20.1183	056/7	OBB	22.07	1542.70
	1401	19	18.7881	030/7	OBB	20.61	1563.31
	⇓	⇓	⇓	⇓	⇓	⇓	⇓
	1525	7	6.1983	122/7	OBB	11.83	1801.42
OBMC Presort Total	**196**	**1490**	**1355.4459**				**1801.42**
Parcel Select BC Nonprst	1200	7	6.2283	425/5	ZC	11.77	11.77
	1320	5	4.7697	421/5	ZC	10.02	21.79
PS BC Nonprst Total	**2**	**12**	**11.9980**				21.79
Single-Piece Parcel Post	1391	29	28.6892	375/4	ZRO	65.94	65.94
	1413	20	3.2298	263/6	ZRX	20.16	86.10
	1414	17	16.8766	325/4	ZR	14.24	100.34
	3	**50**	**47.7936**				**100.34**
Parcel Post Total							
	30	**252**	**232.6821**				**566.37**
Page Total							
	201	**1552**	**1415.2395**				**1923.55**
Cumulative Total							

Exhibit 45 (Continued)

Destination	Piece ID #	Postage Based Weight (Lbs)	Actual Weight (Lbs)	ZIP/ Zone	Class /Price	Postage	Cum Postage
75041	1004	6	5.622	752	SM	3.17	3.17
	1050	25	24.3987	750	5SN0	16.04	19.21
	1056	8	7.6387	751	5SNX	5.74	24.95
	⇓	⇓		⇓	⇓	⇓	⇓
	1365	5	4.1983	752	SM	2.99	73.98
DSCF Total	**18**	**137**	**133.2234**				**73.98**
BMC Dallas 75199	1121	3	2.3198	797/4	DM	5.81	5.81
	1230	36	35.8722	798/4	DNO	48.25	54.06
	1299	11	10.7823	745/2	DMX	8.17	62.23
	⇓	⇓		⇓	⇓	⇓	⇓
	1429	3	2.3097	799/4	DM	5.81	89.19
DBMC Total	**14**	**111**	**108.6914**				**$84.08**
Page Total	**33**	**251**	**244.2245**				**163.17**
Cumulative Total		**343**	**2149.6604**				**4588.98**

Notes:

A. The use of class, price, and fee codes from **Exhibit 24** is required.

B. Eligibility for Package Services barcode discount for OBMC/BMC Presort requires a minimum of 50 pieces mailed at OBMC/BMC presort prices. Not all pieces are required to bear barcodes. Only machinable pieces are eligible for the barcode discount.

C. See **Exhibit 45A** for an example summary page.

Exhibit 45A

Itemized Manifest Summary
OBMC Presort

Form 3605-R

Part C – Parcel Select-Destination Entry

	Zone/ Entry	Pieces	Weight (Lbs)	Postage
C1	1 & 2	2	15.2879	$8.34
C3	4	3	32.1811	26.43
C4	5	4	35.1679	34.96
C5	1 & 2	1	6.5872	6.09
C6	3	1	22.6822	12.54
C7	4	1	11.7864	11.27
C10	DSCF	18	104.0696	70.02
C15	4	1	10.7823	48.25
C17	DSCF	1	24.3987	16.04
	Total Part C	**32**	**262.9533**	**$233.94**

Part D – Parcel Select-Nonpresort-Barcoded

	Zone	Pieces	Weight (Lbs)	Postage
D1	1 & 2	56	196.00	386.40
D2	3	72	286.00	563.89
D5	6	5	24.50	53.20
	Totals	**133**	**506.50**	**$1003.49**

Part G - Parcel Post- Nonbarcoded

	Zone	Pieces	Weight (Lbs)	Postage
G3	4	127	317.50	762.27
G6	7	53	132.50	827.49
G7	8	12	48.50	114.68
	Totals	**192**	**498.50**	**1704.44**

Part F – OBMC Presort – Barcoded and Nonbarcoded

	Zone	Pieces	Weight (Lbs)	Postage
F4	5	58	279.9660	409.48
F5	6	51	295.0962	423.30
F6	7	50	110.9800	290.00
F11	5	5	25.7908	82.62
F12	6	5	6.4330	72.30
F13	7	3	2.9628	36.84
F17	4	1	23.6824	20.67
F18	5	10	84.9870	157.41
F19	6	13	51.8089	154.49
	Total Part F	**196**	**881.7071**	**$1647.11**

Total All Postage Statement(s)

Manifest Sequence #	Postage Statement Sequence #	Postage Statement	Pieces	Weight	Postage
12345	12345-1	3605-R – Parcel Select/Parcel Post	343	2149.6604	$4588.98

Exhibit 45B

Itemized Manifest
OBMC Presort
Including Delivery Confirmation Service (Electronic File Fee), DBMC, DSCF, Parcel Post,
And Parcel Select Barcoded Nonpresort (With Cumulative Postage Column)
Barcode Discount Deducted from Piece Postage
Manifest and Form 3877 Facsimile Combined for Delivery Confirmation Service Only

Mailer's Name and Address

Post Office of Mailing:
Entry Facility (PVDS):
BMC Dallas TX 75199
Permit Number:
MAC Ver. #:
(Or Software Ver. #)

Date of Manifest:
Class of Mail:

Processing Category:
Manifest Sequence #:

Destination	Piece ID #	Delivery Confirmation Article Number	5-Digit ZIP Code	Delivery Conf Pc Count	Weight (Lbs)	Zone	Class/ Price	Postage	Cumulative Postage
BMC Greensboro	1234	02026837331000000122	38401	120	4	5	OBB	8.02	$1349.97
27075	1235				8	5	OBX	15.79	1365.76
	1240	02026837331000000125	70501	121	6	5	OBN	9.79	1375.55
	1257				13	6	OBN	14.81	1390.36
	1300	02026837331000000127	36060	122	7	5	OBB	10.62	1400.98
	1340				4	5	OBB	8.02	1409.00
	1425	02026837331000000128	77095	123	5	6	OBB	7.45	1416.45
BMC Springfield	1036	02026837331000000129	78826	124	3	7	OBB	8.09	1424.54
05500	1141	02026837331000000135	79450	125	7	7	OBB	11.83	1436.37
	1258	02026837331000000137	84519	126	8	7	OBB	12.56	1448.93
	1260	02026837331000000139	86750	127	5	7	OBN	10.22	1459.15
	1289				4	7	OBN	9.51	1468.66
	1305				7	7	OBB	11.83	1480.49
	1339				5	7	OBB	10.19	1490.68
	1345				25	7	OBN	25.03	1515.71
	1346				21	7	OBN	12.10	1527.81
Page Total	**16**				**132**			**185.86**	
Cumulative Total	**170**				**1402**				**1718.70**

Exhibit 45B (Continued)

Destination	Piece ID #	Delivery Confirmation Article Number	5-Digit ZIP Code	Delivery Conf Pc Count	Weight (Lbs)	Zone	Class/ Price	Postage	Cumulative Postage
	1401				19	7	OBN	20.64	1540.17
	⇓	⇓	⇓	⇓	⇓	⇓	⇓	⇓	⇓
	1525	02026837331000000140	87120	129	7	7	OBN	11.86	1819.14
OBMC Presort Total	**180**				**1485**				**1819.14**
Single-Piece Parcel Post	1200				5	7	ZR	13.01	13.01
	1320	02026837331000000142	78850	130	5	7	ZRO	96.82	109.83
	1391				10	4	ZR	11.61	121.44
	1413				4	6	ZR	10.05	131.49
	1414				11	5	ZR	13.29	144.78
Single-Piece Parcel Post Total	**5**				**35**				
SCF Dallas 750	1004	02026837331000000144	70581	131	6		SM	2.79	2.79
	1050				25		5SN0	13.56	16.35
	1056				8		SMX	4.45	20.80
	⇓	⇓	⇓	⇓	⇓	⇓	⇓	⇓	⇓
	1365	02026837331000000147	70581	142	5		SM	2.63	65.98
DSCF Total	**18**				**144**				**$65.98**
BMC Dallas 75199	1121				3	4	DN	5.11	5.11
	1230	02026837331000000149	20902	143	36	4	DNO	39.77	44.88
	1299				11	2	DN	9.35	54.23
	⇓	⇓	⇓	⇓	⇓	⇓	⇓	⇓	⇓
	1429				5	3	DM	5.05	242.32
DBMC Total	**13**				**106**				**242.32**
Page Total	**48**				**406**				
Cumulative Total	**515**			**143**	**2560**				**$7420.99**

USPS CERTIFICATION

Total Number of Extra Services Pieces Received: _____

_____
Signature of Receiving Employee

Round Stamp: _____
Form 3877 (Facsimile)

Notes:
A. Only Delivery Confirmation (DC) Article number, 5-digit destination ZIP Code and applicable fee are required if separate 3877 is used for DC. For items not using DC, 5-Digit ZIP Code is not required.
B. The use of class, price, and fee codes from **Exhibit 24** is required.
C. See **Exhibit 45C** for example summary page.

Exhibit 45C

Itemized Manifest Summary
OBMC Presort – Electronic Delivery Confirmation Service

Mailers Name: **Manifest Sequence Number:** **Date of Manifest:**

Form 3605-R

Part C – Parcel Select Destination Entry

	Zone/ Entry	Pieces	Weight (Lbs)	Postage
C1	1&2	4	24.01	14.92
C2	3	1	5.04	6.56
C3	4	6	30.03	41.51
C4	5	1	11.04	12.02
C9	DSCF	17	119.05	103.02
C15	4	1	36.02	48.25
C17	DSCF	1	25.03	16.04
	Total Part C	**31**	**250.22**	**$242.32**

Part D – Parcel Select-Nonpresort-Barcoded

	Zone	Pieces	Weight (Lbs)	Postage
D1	1 & 2	56	196.00	386.40
D4	5	62	206.00	543.80
D5	6	5	54.50	53.20
	Totals	**123**	**456.50**	**$983.40**

Part G - Parcel Post- Nonbarcoded

	Zone	Pieces	Weight (Lbs)	Postage
G3	4	127	317.50	762.27
G6	7	53	132.50	827.49
G13	7	1	35.85	96.82
	Totals	**181**	**365.85**	**$1686.58**

Part F – OBMC Presort Barcoded and Non-Barcoded

	Zone	Pieces	Weight (Lbs)	Postage
F4	5	20	165.09	$199.20
F5	6	13	107.08	147.03
F6	7	34	281.60	297.50
F11	5	58	478.98	624.08
F12	6	30	248.09	342.30
F13	7	25	206.87	209.03
	Totals	**180**	**1487.71**	**$1948.41**

Total Postage Part F	**$1948.41**

Part S – Extra Services

	Service	Pieces	Total
S4	Delivery Confirmation	143	$26.67

Total All Postage Statement(s)

Manifest Sequence #	Postage Statement Sequence #	Postage Statement	Pieces	Weight (Lbs)	Postage	Fees	Total Charges
12345	12345-1	3605-R – Parcel Select/Parcel Post	**515**	**2560.28**	**$7420.99**	**$26.67**	**$7447.66**

Exhibit 46

Itemized Manifest
Presorted Bound Printed Matter Price
Machinable Parcels, Flats or Irregular Parcels[1] – Nonbarcoded Pieces Denoted by Asterisk following Piece Identification Number
(With Cumulative Page Totals)

Mailer's Name and Address	Post Office of Mailing:	Date of Manifest:
	Entry Facility (PVDS):	Class of Mail:
	Permit Number:	Processing Category:
	MAC Ver. #:(Or Software Ver. #)	Manifest Sequence #:

Zone	Piece ID Number	Weight (lbs.)	Cum. Weight	Page 35
1&2	786001*	2.45	3329.28	
	789286	4.25	3333.53	
Zone 1&2 Pg Totals	**2**	**Non-Barcoded: 1 6.70**		
Zone 1&2 Cum Totals	**1502**	**Non-Barcoded: 252**	**3333.53**	

Zone	Piece ID Number	Weight (lbs.)	Cum. Weight
3	798105	1.00[2]	1.00
	798108	3.50	4.50
	800124	3.68	8.18
	801129	3.68	11.86
	802131*	4.25	16.11
	806123*	3.68	19.79
	⇓	⇓	⇓
	813121*	3.68	5379.08
	815117	3.68	5382.76
	816114*	3.68	5386.44
	817125	3.68	5390.12
	818104	3.68	5393.80
	819126*	3.68	5397.48
Zone 3 Pg Totals	**18**	**Non-Barcoded: 5 66.13**	
Zone 3 Cum. Totals	**1974**	**Non-Barcoded: 124**	**5397.48**

Zone	Piece ID Number	Weight (lbs.)	Cum. Weight
4	820123	3.18	3.18
	820456	6.37	9.55
	⇓	⇓	⇓
	821222*	5.87	15.42
Zone 4 Pg Totals	**3**	**Non-Barcoded: 12 15.42**	
Zone 4 Cum. Totals	**3**	**Non-Barcoded: 52**	**15.42**

Footnotes:
1. Each processing category must be shown on a separate manifest. Presort as required by DMM 365 for flats and 465 for parcels.
2. Bound Printed Matter pieces weighing less than a pound must be recorded as weighing 1 pound.

Notes:
1. Barcode discount applies to machinable parcels only. Eligibility for barcode discount requires a minimum of 50 mailed pieces. Not all pieces are required to be barcoded.
2. USPS Qualification report required as described in DMM 708.1
3. Zones 1 & 2 are reported as one zone.
4. See **Exhibit 46A** for example summary page for parcels.
5. See **Exhibit 46B** for example summary page for flats.

Exhibit 46A

Itemized Manifest Summary
Presorted Bound Printed - Parcels

Mailers Name: **Manifest Sequence Number:** **Date of Manifest:**

Form 3605-R

Part A – Bound Printed Matter – Presorted Parcels

	Zone/ Entry	Price	# of Pcs/ Pounds	Postage
A29	1 & 2	1.422	1250	1777.5000
	plus	.164	2500.00	410.0000
A30	3	1.422	1850	2630.7000
	plus	.195	5025.48	979.9686
A31	4	1.422	753	1070.7660
	plus	.235	1618.95	380.4532
A32	5	1.422	422	600.0840
	plus	.301	738.50	222.2885
A33	6	1.422	122	173.4840
	plus	.372	390.40	145.2288
A36	1 & 2	1.452	252	365.9040
	plus	.164	833.53	136.6989
A37	3	1.452	124	180.0480
	plus	.195	372	72.5400
A38	4	1.452	52	75.5040
	plus	.235	108.46	25.4881
A39	5	1.452	35	50.8200
	plus	.301	112.43	33.8414

Total All Postage Statement(s)

Manifest Sequence #	Postage Statement Sequence #	Postage Statement	Pieces	Weight	Postage
12345	12345-1	Form 3605R – Bound Printed Matter Parcels	4860	11699.7500	$9331.3175

Exhibit 46B

Itemized Manifest Summary
Presorted Bound Printed Matter Price - Flats

Mailers Name: **Manifest Sequence Number:** **Date of Manifest:**

Form 3605-R

Part A – Bound Printed Matter – Presorted Flats

	Zone/ Entry	Price	# of Pcs/ Pounds	Postage
A29	1 & 2	1.216	1250	1520.0000
	plus	.138	2500.00	345.0000
A30	3	1.216	1850	2249.6000
	plus	.158	5025.48	794.0258
A31	4	1.216	753	915.6480
	plus	.200	1618.95	323.7900
A32	5	1.216	422	513.1520
	plus	.253	738.50	186.8405
A33	6	1.216	122	148.3520
	plus	.321	390.40	125.3184
A36	1 & 2	1.246	252	313.9920
	plus	.138	833.53	115.0271
A37	3	1.246	124	154.5040
	plus	.158	372	58.7760
A38	4	1.246	52	64.7920
	plus	.200	108.46	21.6920
A39	5	1.246	35	43.6100
	plus	.253	112.43	28.4447

Total All Postage Statement(s)

Manifest Sequence #	Postage Statement Sequence #	Postage Statement	Pieces	Weight	Postage
12345	12345-1	Form 3605R – Bound Printed Matter Flats	4860	11699.7500	$7922.5645

Exhibit 46C

Itemized Manifest
Presorted Bound Printed Matter
Machinable Parcels
PVDS Option to a Destination Entry—DSCF and/or DDU

Mailer's Name and Address	Post Office of Mailing: Entry Facility (PVDS): Permit Number: MAC Ver. #: (Or Software Ver. #)	Date of Manifest: Class of Mail: Processing Category: Manifest Sequence #:

Entry: SCF Charlottesville VA 229 Page 10

Sack # (Optional)	Dest Entry	ZIP Code	Piece ID Number	Piece Weight	Cum Weight
51	DDU	22901	20170	1.12	1.12
			20171	2.50	3.62
			20172	1.25	4.87
			▯	▯	▯
			20261	5.00	36.75
		ZIP Total[1]	**12**	**36.75**	
52	DDU	22906	20182	1.12	37.87
			20183	1.50	39.37
			▯	▯	▯
			20195	3.25	64.57
		ZIP Total[1]	**13**	**27.82**	
	Charlottesville VA 22901 DDU				
		Page Total	**25**	**64.57**	
	Charlottesville VA 22901DDU				
		Cum Total	**25**		**64.57**
53	SCF Charlottesville VA 229	24401	20111	1.12	1.12
			20112	2.50	3.62
			20113	1.25	4.87
			▯	▯	▯
			20151	5.00	64.35
		ZIP Total[1]	**27**	**64.35**	
	DSCF Charlottesville VA 229				
		Page Total	**27**	**64.35**	
	DSCF Charlottesville VA 229				
		Cum Total	**27**		**64.35**

Exhibit 46C (Continued)

Sack # (Optional)	Dest Entry	ZIP Code	Piece ID Number	Piece Weight	Cum Weight
54	DSCF	22903	20262	2.50	66.85
			20315	1.25	68.10
			20316	3.25	71.35
			⋮	⋮	⋮
			20374	5.00	116.10
		ZIP Total[1]	**15**	**51.75**	
	DSCF Charlottesville VA 229				
		Page Total	**15**	**51.75**	
	DSCF Charlottesville VA 229				
		Cum Total	**42**	**51.75**	**116.10**

Footnote:
1. ZIP Total is an optional subtotal.

Notes:
A. All destination entry prices entered at the same facility must be shown on the same manifest.
B. Each destination entry discount must be segregated and total counts shown separately.
C. See **Exhibit 46D** for example summary.
D. This format may be used for DSCF and/or DDU.

Exhibit 46D

Postage Statement Register and Consolidated Manifest Summary
Presorted Bound Printed Matter
DSCF and DDU Machinable Parcels

Mailers Name: **Manifest Sequence Number:** **Date of Manifest:**

Form 3605- R
Postage Statement Register

Postage Statement Seq #	PO & ZIP of Entry	Entry Disc	Prsrt Lvl	No. Pcs/Lbs	X Price	Total	Total Postage	Total Entry Postage	# of Cont	Total # of Pcs	Total Entry Weight
123	SCF Charlottesville VA 229	DDU	A52	25	0.657	$16.4250					
				64.57	0.025	$1.6142	$18.0392				
		DSCF	A51	42	0.836	$35.1120					
				116.10	0.060	$6.9660	$42.0780	$60.1172	2	67	180.67
124	SCF Phoenix AZ 852	DSCF	A51	373	0.836	$311.8280					
				1309.23	0.060	$78.5538	$390.3818	$390.3818	10	373	1309.23

Form 3605- R
Part A – Consolidated Manifest Summary – Parcels

	Dest Entry Price	Number of Pieces	X Piece Price	Pc Price Postage	Number of Pounds	X Pound Price	Pound Price Postage	Total Postage
A52	DSCF	415	0.836	$346.9400	1425.33	0.060	$85.5198	$432.4598
A53	DDU	25	0.657	$16.4250	64.57	0.025	$1.6142	$18.0392

Total All Postage Statement(s)

Manifest Sequence #	Postage Statement Sequence #	Postage Statement	Pieces	Weight	Postage
12345	12345-1	Form 3605R – Bound Printed Matter Parcels	440	1489.9000	$450.4990

Exhibit 47

Itemized Manifest
Presorted Media Mail or Library Mail—5-Digit and Basic Price
Machinable Parcels
Nonbarcoded Pieces Denoted by Asterisk following ID Number

Mailer's Name and Address:

Post Office of Mailing:
Entry Facility (PVDS):
Permit Number:
MAC Ver. #:
(Or Software Ver. #)

Date of Manifest:
Class of Mail: **Media Mail**
Processing Category:
Manifest Sequence #:

Sack/Pallet Number[1]	Sack/Pallet Level	Sack/Pallet ZIP	Piece ID Number	Piece Weight	Postage Price	Cumulative Postage
5-Digit Price						
12	5D	05040	1234	22.69	10.20	$5295.65
			1357	9.43	5.13	5345.78
			1388	16.21	7.86	5353.64
			1431	19.05	9.03	5362.67
			1432	2.18	2.40	5365.07
			1445	31.09	13.71	5378.78
			1487	3.94	2.79	5381.57
			1499	20.68	9.42	5390.99
			1512	32.45	14.10	5405.09
			1543	5.77	3.57	5408.66
			1576	43.02	18.39	5427.05
			1621	6.15	3.96	5431.01
			1634	14.95	7.08	5438.09
			1665	20.22	9.42	5447.51
			⇓	⇓	⇓	⇓
			1832	3.98	2.79	5638.09
5-D Page Total			**30**	**509.12**		**342.44**
5-D Cum Total			**153**	**2512.35**		**5638.09**
Basic Price						
13	BMC	BMC Springfield MA 05500	1230*	5.52	3.91	3.91
			1249	51.85	21.88	25.79
			1276*	.85	1.96	27.75
			1277	42.10	17.98	45.73
			1304*	10.18	5.86	51.59
			⇓	⇓	⇓	⇓
			1835	33.27	14.86	408.56
Basic Page Totals			**59**	**1063.77**		**408.56**
Basic Cum Page Totals			**59**	**1063.77**		**408.56**

Footnote:
3. The first column is preferred, but not required on the manifest.

Notes:
A. See **Exhibit 47B** for example summary.

Exhibit 47A

Itemized Manifest
Presorted Media Mail or Library Mail—5-Digit and Basic Price
Flats or Irregular Parcels

Mailer's Name and Address:

Post Office of Mailing:
Entry Facility (PVDS):
Permit Number:
MAC Ver. #:(Or Software Ver. #)

Date of Manifest:
Class of Mail: **Library Mail**
Processing Category:
Manifest Sequence #:

Page 2

Sack/Pallet Number[1]	Sack/Pallet Level	Sack/Pallet ZIP	Package Destination[2]	Piece ID Number[3]	Piece Weight	Price	Cumulative Postage
5-Digit Price							
3	5DG	04742	04742	1234	.8924	1.54	59.80
				1357	.9565	1.54	61.34
				1999	1.1000	1.91	63.25
				2345	1.2000	1.91	65.16
				2468	.8763	1.54	66.70
				2469	.9995	1.54	68.24
				2888	1.2500	1.91	70.15
				3456	1.1400	1.91	72.06
				4021	1.1500	1.91	73.97
				4121	1.1250	1.91	75.88
				6793	1.1400	1.91	77.79
5-D Page Total				**11**	**11.7907**	**19.53**	
5-D Cum Total				**64**	**68.6604**		**77.79**
Basic Price							
4	3DG	061	061	6794	1.1010	2.26	2.26
				6795	.7625	1.89	4.15
				6796	.8924	1.89	6.04
				6802	1.1010	2.26	8.30
				6812	1.2000	2.26	10.56
				6814	1.0000	1.89	12.44
				6815	1.1140	2.26	14.71
				6816	.9995	1.89	16.60
				6819	.7854	1.89	18.49
				⇓	⇓	⇓	⇓
				6997	1.1010	2.26	40.84
5	MADC	190	M190	6768	.8245	1.89	42.73
				6771	.9237	1.89	44.62
				6772	.9625	1.89	46.51
				6781	.7625	1.89	48.40
				6782	.9888	1.89	50.29
				6783	.9880	1.89	52.18
				6784	1.0030	2.26	54.44
				6785	1.1010	2.26	56.70
				6786	1.2500	2.26	58.96
Basic Page Total				**55**	**65.6745**	**58.96**	
Basic Cum Total				**55**	**65.6745**		**58.96**
Cum Total				**119**	**134.3349**		

Footnote:
1. The first column is preferred, but not required on the manifest.
2. Eliminate the "Package Destination" column for an irregular parcels manifest.

Note: See **Exhibit 47B** for example summary.

Exhibit 47B

Itemized Manifest Summary
Media Mail or Library Mail

Mailer's Name: Manifest Sequence Number: Date of Manifest:

Form 3605-R

Part B – Library Mail

		Barcoded/ Nonbarcoded	Pieces	Postage
B1	Basic	Barcoded		
B3	5-Digit			
B4	Basic	Nonbarcoded		
		TOTAL		

OR

Part B – Media Mail

		Barcoded/ Nonbarcoded	Pieces	Postage
B6	Basic	Barcoded		
B8	5-Digit		64	75.46
B9	Basic	Nonbarcoded	150	105.71
		TOTAL	**214**	**$181.17**

Total All Postage Statement(s)

Manifest Sequence #	Postage Statement Sequence #	Postage Statement	Pieces	Weight	Postage
12345	12345-1	Form 3605R – Library Mail/ Media Mail	214	220.2130	$181.17

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International Mail Manifest Exhibits

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Exhibit 48

Itemized Manifest
First-Class Mail International and Priority Mail International Mixed – With Extra Services
(With Cumulative Charges Column)

Mailer's Name and Address

Post Office of Mailing:
Permit Number:
MAC Version #:
(Or Software Version #)

Date of Manifest:
Class of Mail:
Processing Category:
Manifest Sequence #:

Page 14

Piece ID	Weight Oz/Lbs[1]	Ctry Code	Class/ Price	Price Group	Postage	Value	Total Fees	Total Charges	Cumulative Charges
1226	21.00	CA	PI	1	54.00			54.00	4955.65
1227	8.44	FR	PIB		41.95			41.95	4997.60
1235	0.2/.0125	FR	FIC		0.98			0.98	4998.58
1240	0.2/.0125	FR	FIC		0.98			0.98	4999.56
1256	10.25	FR	PI	5	57.50			57.50	5057.06
1257	3.50	DK	PIE		12.95			12.95	5070.01
1372	13.00	CA	PI	1	40.00	430.00	6.70	46.70	5116.71
INS: 6.70									
1446	19.93	BR	PIB		41.95			41.95	5158.66
1449	15.50	DE	FIM	4	71.40			71.40	5230.06
1457	65.38	MX	FIM	2	264.00			264.00	5494.06
1459	22.00	CA	PI	1	55.75	50.00	1.75	46.50	5540.56
INS: 1.75									
1460	40.50	FR	PI	5	147.50	600.00	8.40	155.90	5696.46
INS: 8.40 RR: 2.30									
Page Total 12	**222.57**				**$788.96**		**$16.85**	**$794.81**	
Cum Total 205	**1353.745**				**$5578.96**		**$117.50**	**$5,696.46**	**$5696.46**

Footnote:
1. First-Class Mail International piece weights (except M-Bag Airmail) must be recorded in ounce and in pound increments.

Notes:
A. The use of class, price, and fee codes from **Exhibit 24** is required.
B. Must be presented with Form 3877 to support Extra Services.
C. See **Exhibit 48A** for example summary page.

Exhibit 48A

First-Class Mail International and Priority Mail International Mixed – With Extra Services Summary

Mailer's Name: **Manifest Sequence Number:** **Date of Manifest:**

Form 3700

Part A – First-Class Mail International

Postcards

	Destination Country	Pieces	Weight (Lbs)	Per Piece Charge	Postage
A1	Canada	5	0.0625	0.75	3.75
A2	Mexico	4	0.0500	0.79	3.16
A3	All Other Countries	5	0.0625	0.98	4.90
	Total	**14**	**0.1750**		**$11.81**

Letters

	Destination Country/ Price Group	Pieces	Weight (Lbs)	Postage
A4	Canada	24	3.75	30.00
A5	Mexico	26	3.58	49.14
A6	3	13	1.14	23.66
A7	4	15	0.75	14.70
A8	5	10	1.94	35.00
	Total	**88**	**11.16**	**$152.50**

Large Envelopes (Flats)

	Destination Country/ Price Group	Pieces	Weight (Lbs)	Postage
A5	Mexico	11	8.25	71.50
A6	3	5	1.56	23.00
A9	6	2	3.50	30.24
	Total	**18**	**13.31**	**$124.74**

Packages (Small Packets)

	Destination Country/ Price Group	Pieces	Weight (Lbs)	Postage
A4	Canada	24	60.00	261.36
A5	Mexico	26	91.00	617.50
	Total	**50**	**151.00**	**$878.86**

Exhibit 48A (Continued)

M-Bag Airmail

	Price Group	Sacks	Sacks X 11 Lbs	Price Per Sack	Sack Subtotal	# Lbs Over 11	Price Per Pound	Pound Subtotal	Total Postage
A14	1	5	55	26.95	134.75	25	2.45	61.25	196.00
A15	2	7	77	28.60	200.20	7	2.60	18.20	218.40
A16	3	4	44	55.00	220.00	13	5.00	65.00	285.00
A17	4	4	44	46.20	184.80	15	4.20	63.00	247.80
A18	5	2	22	35.75	71.50	23	3.25	74.75	146.25
	Total	**37**	**242**		**$811.25**	**83**		**$282.20**	**$1093.45**

	Pieces	Pounds	Postage
Part A Total	207	418.375	$2261.36

Part D – Priority Mail International

Priority Mail International

	Price Group	Pieces	Weight (Lbs)	Postage
D1	1	19	208.60	693.50
D2	2	14	185.30	794.50
D6	6	3	116.25	661.50
	Total Part D	**36**	**510.15**	**$2149.50**

Flat-Rate Envelope

	Price Group	Pieces	Weight (Lbs)	Postage
D12	2	1	2.07	12.95
	Total Part D	**1**	**2.07**	**$12.95**

Small Flat-Rate Box

	Price Group	Pieces	Weight (Lbs)	Postage
D14	1	3	3.10	32.85
	Total Part D	**3**	**3.10**	**$32.85**

Regular/Medium Flat-Rate Box

	Price Group	Pieces	Weight (Lbs)	Postage
D16	2	**5**	20.15	209.75
	Total Part D	**5**	**20.15**	**$209.75**

Large Flat-Rate Box

Price Group	Pieces	Weight (Lbs)	Postage

D18	2	1	7.45	53.95
	Total Part D	**1**	**7.45**	**$53.95**

	Pieces	Pounds	Postage
Part D Total	46	542.92	$2459.00

Exhibit 48A (Continued)

Part S – International – Extra Services

	Service	Pieces	Cum Fee
S1	Insurance	19	87.40
S4	Return Receipt	14	32.20
	Total Part S	**33**	**$119.60**

Total All Postage Statement(s)

Manifest Sequence #	Statements Sequence #	Postage Statement	Pieces	Weight (Lbs)	Postage	Fees	Total Charges
12345	12345-1	Form 3700 – First-Class Mail Intl - Letters			$1257.76		$1257.76
12345	12345-2	Form 3700 – First-Class Mail Intl – Large Envelopes	18	13.31	$124.74		$124.74
12345	12345-3	Form 3700 – First-Class Mail Intl – Packages	50	151.00	$878.86		$878.86
12345	12345-4	Form 3700 – Priority Mail Intl	46	542.92	2459.00	$119.60	$2578.60
		Totals	**423**	**1230.00**	**4720.36**	**$19.60**	**$4715.22**

Exhibit 48B

Itemized Manifest
International and Domestic Prices[1]—Mixed Classes
(With Cumulative Page Totals)

Mailer's Name and Address

Post Office of Mailing:
Entry Facility (PVDS):
Permit Number:
MAC Version #:
(Or Software Version #)

Date of Manifest:
Class of Mail:
Processing Category:
Manifest Sequence #:

Page 2

Piece ID Number	Weight Oz/Lbs[2]	ZIP/Zone Ctry Code	Class/Price	Price Group	Postage	Cumulative Postage
1153	12.45	879/3	ZR		12.06	321.12
1155	34.65	865/3	ZR		19.65	340.77
1157	21.55	GB	PI	3	109.50	450.27
1159	8.44	FR	PI	5	51.50	501.77
1234	0.19		FL		0.95	502.72
1357	5.00	852/1	P[3]		6.33	509.05
1358	7.88	478/7	P		21.70	530.75
1372	13.00	CA	PI	1	40.00	570.75
1457	63.85	MX	PIM	2	166.40	737.15
1579	0.79	853/1	PF		4.95	742.10
1789	4.10	521/6	PB		10.35	752.45
1999	7.35	683/5	P		16.70	769.15
2345	2.55	910/4	P		6.44	775.59
2469	3.20	897/4	P		7.62	783.21
2678	20.75	GB	PI	3	102.00	885.21
2888	49/3.06[1]	FR	FIP	5	26.24	911.45
3456	4/0.24[1]	FR	FIF	5	3.76	915.21
3458	3.06	FR	PIE		12.95	928.16
3459	10.25	DK	PI	9	51.75	979.91
3579	5.06	DK	PI	10	51.05	1030.96
4987	15.60	JP	PI	10	102.55	1133.51
Page Totals	**243.02**				**$824.45**	
Cum Totals	**394.89**					**$1133.51**

Footnote:

1. The domestic prices that may be included are: a) All Retail priced pieces except Priority Mail; b) Commercial or Commercial Plus price Priority Mail (when all standards for Commercial or Commercial Plus prices are met); c) Nonpresorted Bound Printed Matter; and d) Parcel Select Barcoded Nonpresort.
2. First-Class Mail International piece weights (except M-Bag Airmail) must be recorded in ounce and in pound increments.
3. Retail prices may no longer be claimed for permit imprint domestic Priority Mail pieces. Domestic Commercial or Commercial Plus Priority Mail pieces do not need a special code or indicator. Use the appropriate Domestic Priority Mail code listed in **Exhibit 24**. Domestic Commercial and Commercial Plus prices MAY NOT be claimed on the same manifest.

Notes:

A. The use of class, price, and fee codes from **Exhibit 24** is required.
B. See **Exhibit 49** and **49A** for complete list of country codes.
C. See **Exhibits 48A** and **29B** for example summary pages.

Exhibit 49

International Country Codes—Listed Alphabetically By Country Name

Country	Code	Country	Code
ASCENSION	AC	DOMINICA	DM
AFGHANISTAN	AF	DOMINICAN REPUBLIC	DO
ÅLAND ISLANDS	AX	ECUADOR	EC
ALBANIA	AL	EGYPT	EG
ALGERIA	DZ	EL SALVADOR	SV
ANDORRA	AD	EQUATORIAL GUINEA	GQ
ANGOLA	AO	ERITREA	ER
ANGUILLA	AI	ESTONIA	EE
ANTARCTICA	AQ	ETHIOPIA	ET
ANTIGUA AND BARBUDA	AG	FALKLAND ISLANDS (MALVINAS)	FK
ARGENTINA	AR	FAROE ISLANDS	FO
ARMENIA	AM	FIJI	FJ
ARUBA	AW	FINLAND	FI
AUSTRALIA	AU	FRANCE	FR
AUSTRIA	AT	FRENCH GUIANA	GF
AZERBAIJAN	AZ	FRENCH POLYNESIA	PF
BAHAMAS	BS	FRENCH SOUTHERN TERRITORIES	TF
BAHRAIN	BH	GABON	GA
BANGLADESH	BD	GAMBIA	GM
BARBADOS	BB	GREAT BRITAN & N. IRELAND	GB
BELARUS	BY	GEORGIA	GE
BELGIUM	BE	GERMANY	DE
BELIZE	BZ	GHANA	GH
BENIN	BJ	GIBRALTAR	GI
BERMUDA	BM	GREECE	GR
BHUTAN	BT	GREENLAND	GL
BOLIVIA	BO	GRENADA	GD
BOSNIA AND HERZEGOVINA	BA	GUADELOUPE	GP
BOTSWANA	BW	GUATEMALA	GT
BOUVET ISLAND	BV	GUERNSEY	GG
BRAZIL	BR	GUINEA	GN
BRITISH INDIAN OCEAN TERRITORY	IO	GUINEA-BISSAU	GW
BRUNEI DARUSSALAM	BN	GUYANA	GY
BULGARIA	BG	HAITI	HT
BURKINA FASO	BF	HEARD ISLAND & MCDONALD ISLANDS	HM
BURUNDI	BI	HONDURAS	HN
CAMBODIA	KH	HONG KONG	HK
CAMEROON	CM	HUNGARY	HU
CANADA	CA	ICELAND	IS
CAPE VERDE	CV	INDIA	IN
CAYMAN ISLANDS	KY	INDONESIA	ID
CENTRAL AFRICAN REPUBLIC	CF	IRAN, ISLAMIC REPUBLIC OF	IR
CHAD	TD	IRAQ	IQ
CHILE	CL	IRELAND	IE
CHINA	CN	ISLE OF MAN	IM
CHRISTMAS ISLAND	CX	ISRAEL	IL
COCOS (KEELING) ISLANDS	CC	ITALY	IT
COLOMBIA	CO	JAMAICA	JM
COMOROS	KM	JAPAN	JP
CONGO	CG	JERSEY	JE
CONGO, DEMOCRATIC REP. OF THE	CD	JORDAN	JO
COOK ISLANDS	CK	KAZAKHSTAN	KZ
COSTA RICA	CR	KENYA	KE
COTE D'IVOIRE	CI	KIRIBATI	KI
CROATIA	HR	KOREA, DEMOCRATIC PEOPLE'S REP OF	KP
CUBA	CU	KOREA, REPUBLIC OF	KR
CYPRUS	CY	KUWAIT	KW
CZECH REPUBLIC	CZ	KYRGYZSTAN	KG
DENMARK	DK	LAO PEOPLE'S DEMOCRATIC REPUBLIC	LA
DJIBOUTI	DJ		

Exhibit 49 (Continued)

Country	Code	Country	Code
LATVIA	LV	SAINT KITTS AND NEVIS	KN
LEBANON	LB	SAINT LUCIA	LC
LESOTHO	LS	SAINT PIERRE AND MIQUELON	PM
LIBERIA	LR	SAINT VINCENT AND THE GRENADINES	VC
LIBYAN ARAB JAMAHIRIYA	LY	SAMOA	WS
LIECHTENSTEIN	LI	SAN MARINO	SM
LITHUANIA	LT	SAO TOME AND PRINCIPE	ST
LUXEMBOURG	LU	SAUDI ARABIA	SA
MACAO	MO	SENEGAL	SN
MACEDONIA, FORMER YUGOSLAV REP.	MK	SERBIA	RS
MADAGASCAR	MG	SEYCHELLES	SC
MALAWI	MW	SIERRA LEONE	SL
MALAYSIA	MY	SINGAPORE	SG
MALDIVES	MV	SLOVAKIA	SK
MALI	ML	SLOVENIA	SI
MALTA	MT	SOLOMON ISLANDS	SB
MARTINIQUE	MQ	SOMALIA	SO
MAURITANIA	MR	SOUTH AFRICA	ZA
MAURITIUS	MU	SOUTH GEORGIA & SOUTH SANDWICH IS.	GS
MAYOTTE	YT	SPAIN	ES
MEXICO	MX	SRI LANKA	LK
MOLDOVA, REPUBLIC OF	MD	SUDAN	SD
MONACO	MC	SURINAME	SR
MONGOLIA	MN	SVALBARD AND JAN MAYEN	SJ
MONTENEGRO	ME	SWAZILAND	SZ
MONTSERRAT	MS	SWEDEN	SE
MOROCCO	MA	SWITZERLAND	CH
MOZAMBIQUE	MZ	SYRIAN ARAB REPUBLIC	SY
MYANMAR	MM	TAIWAN, PROVINCE OF CHINA	TW
NAMIBIA	NA	TAJIKISTAN	TJ
NAURU	NR	TANZANIA, UNITED REPUBLIC OF	TZ
NEPAL	NP	THAILAND	TH
NETHERLANDS	NL	TIMOR-LESTE	TL
NETHERLANDS ANTILLES	AN	TOGO	TG
NEW CALEDONIA	NC	TOKELAU	TK
NEW ZEALAND	NZ	TONGA	TO
NICARAGUA	NI	TRINIDAD AND TOBAGO	TT
NIGER	NE	TRISTAN DU CUNHA	TS
NIGERIA	NG	TUNISIA	TN
NIUE	NU	TURKEY	TR
NORFOLK ISLAND	NF	TURKMENISTAN	TM
NORTHERN MARIANA ISLANDS	MP	TURKS AND CAICOS ISLANDS	TC
NORWAY	NO	TUVALU	TV
OMAN	OM	UGANDA	UG
PAKISTAN	PK	UKRAINE;	UA
PALESTINIAN TERRITORY, OCCUPIED	PS	UNITED ARAB EMIRATES	AE
PANAMA	PA	URUGUAY	UY
PAPUA NEW GUINEA	PG	UZBEKISTAN	UZ
PARAGUAY	PY	VATICAN CITY	VA
PERU	PE	VANUATU	VU
PHILIPPINES	PH	VENEZUELA	VE
PITCAIRN	PN	VIET NAM	VN
POLAND	PL	VIRGIN ISLANDS, BRITISH	VG
PORTUGAL	PT	WALLIS AND FUTUNA	WF
QATAR	QA	WESTERN SAHARA	EH
REUNION	RE	YEMEN	YE
ROMANIA	RO	ZAMBIA	ZM
RUSSIAN FEDERATION	RU	ZIMBABWE	ZW
RWANDA	RW		
SAINT HELENA	SH		

Exhibit 49A
International Country Codes—Listed Alphabetically By Country Code

Country	Code	Country	Code
ASCENSION	AC	ESTONIA	EE
ANDORRA	AD	EGYPT	EG
UNITED ARAB EMIRATES	AE	WESTERN SAHARA	EH
AFGHANISTAN	AF	ERITREA	ER
ANTIGUA AND BARBUDA	AG	SPAIN	ES
ANGUILLA	AI	ETHIOPIA	ET
ALBANIA	AL	FINLAND	FI
ARMENIA	AM	FIJI	FJ
NETHERLANDS ANTILLES	AN	FALKLAND ISLANDS (MALVINAS)	FK
ANGOLA	AO	FAROE ISLANDS	FO
ANTARCTICA	AQ	FRANCE	FR
ARGENTINA	AR	GABON	GA
AUSTRIA	AT	GREAT BRITAN & N. IRELAND	GB
AUSTRALIA	AU	GRENADA	GD
ARUBA	AW	GEORGIA	GE
ÅLAND ISLANDS	AX	FRENCH GUIANA	GF
AZERBAIJAN	AZ	GUERNSEY	GG
BOSNIA AND HERZEGOVINA	BA	GHANA	GH
BARBADOS	BB	GIBRALTAR	GI
BANGLADESH	BD	GREENLAND	GL
BELGIUM	BE	GAMBIA	GM
BURKINA FASO	BF	GUINEA	GN
BULGARIA	BG	GUADELOUPE	GP
BAHRAIN	BH	EQUATORIAL GUINEA	GQ
BURUNDI	BI	GREECE	GR
BENIN	BJ	SOUTH GEORGIA & SOUTH SANDWICH IS.	GS
BERMUDA	BM	GUATEMALA	GT
BRUNEI DARUSSALAM	BN	GUINEA-BISSAU	GW
BOLIVIA	BO	GUYANA	GY
BRAZIL	BR	HONG KONG	HK
BAHAMAS	BS	HEARD ISLAND & MCDONALD ISLANDS	HM
BHUTAN	BT	HONDURAS	HN
BOUVET ISLAND	BV	CROATIA	HR
BOTSWANA	BW	HAITI	HT
BELARUS	BY	HUNGARY	HU
BELIZE	BZ	INDONESIA	ID
CANADA	CA	IRELAND	IE
COCOS (KEELING) ISLANDS	CC	ISRAEL	IL
CONGO, DEMOCRATIC REP. OF THE	CD	ISLE OF MAN	IM
CENTRAL AFRICAN REPUBLIC	CF	INDIA	IN
CONGO	CG	BRITISH INDIAN OCEAN TERRITORY	IO
SWITZERLAND	CH	IRAQ	IQ
COTE D'IVOIRE	CI	IRAN, ISLAMIC REPUBLIC OF	IR
COOK ISLANDS	CK	ICELAND	IS
CHILE	CL	ITALY	IT
CAMEROON	CM	JERSEY	JE
CHINA	CN	JAMAICA	JM
COLOMBIA	CO	JORDAN	JO
COSTA RICA	CR	JAPAN	JP
CUBA	CU	KENYA	KE
CAPE VERDE	CV	KYRGYZSTAN	KG
CHRISTMAS ISLAND	CX	CAMBODIA	KH
CYPRUS	CY	KIRIBATI	KI
CZECH REPUBLIC	CZ	COMOROS	KM
GERMANY	DE	SAINT KITTS AND NEVIS	KN
DJIBOUTI	DJ	KOREA, DEMOCRATIC PEOPLE'S REP OF	KP
DENMARK	DK	KOREA, REPUBLIC OF	KR
DOMINICA	DM	KUWAIT	KW
DOMINICAN REPUBLIC	DO	CAYMAN ISLANDS	KY
ALGERIA	DZ		
ECUADOR	EC		

Exhibit 49A (Continued)

International Country Codes—Listed Alphabetically

Country	Code	Country	Code
KAZAKHSTAN	KZ	REUNION	RE
LAO PEOPLE'S DEMOCRATIC REPUBLIC	LA	ROMANIA	RO
LEBANON	LB	SERBIA	RS
SAINT LUCIA	LC	RUSSIAN FEDERATION	RU
LIECHTENSTEIN	LI	RWANDA	RW
SRI LANKA	LK	SAUDI ARABIA	SA
LIBERIA	LR	SOLOMON ISLANDS	SB
LESOTHO	LS	SEYCHELLES	SC
LITHUANIA	LT	SUDAN	SD
LUXEMBOURG	LU	SWEDEN	SE
LATVIA	LV	SINGAPORE	SG
LIBYAN ARAB JAMAHIRIYA	LY	SAINT HELENA	SH
MOROCCO	MA	SLOVENIA	SI
MONACO	MC	SVALBARD AND JAN MAYEN	SJ
MOLDOVA, REPUBLIC OF	MD	SLOVAKIA	SK
MONTENEGRO	ME	SIERRA LEONE	SL
MADAGASCAR	MG	SAN MARINO	SM
MACEDONIA, FORMER YUGOSLAV REP.	MK	SENEGAL	SN
MALI	ML	SOMALIA	SO
MYANMAR	MM	SURINAME	SR
MONGOLIA	MN	SAO TOME AND PRINCIPE	ST
MACAO	MO	EL SALVADOR	SV
MARTINIQUE	MQ	SYRIAN ARAB REPUBLIC	SY
MAURITANIA	MR	SWAZILAND	SZ
MONTSERRAT	MS	TURKS AND CAICOS ISLANDS	TC
MALTA	MT	CHAD	TD
MAURITIUS	MU	TRISTAN DU CUNHA	TS
MALDIVES	MV	FRENCH SOUTHERN TERRITORIES	TF
MALAWI	MW	TOGO	TG
MEXICO	MX	THAILAND	TH
MALAYSIA	MY	TAJIKISTAN	TJ
MOZAMBIQUE	MZ	TOKELAU	TK
NAMIBIA	NA	TIMOR-LESTE	TL
NEW CALEDONIA	NC	TURKMENISTAN	TM
NIGER	NE	TUNISIA	TN
NORFOLK ISLAND	NF	TONGA	TO
NIGERIA	NG	TURKEY	TR
NICARAGUA	NI	TRINIDAD AND TOBAGO	TT
NETHERLANDS	NL	TUVALU	TV
NORWAY	NO	TAIWAN, PROVINCE OF CHINA	TW
NEPAL	NP	TANZANIA, UNITED REPUBLIC OF	TZ
NAURU	NR	UKRAINE;	UA
NIUE	NU	UGANDA	UG
NEW ZEALAND	NZ	URUGUAY	UY
OMAN	OM	UZBEKISTAN	UZ
PANAMA	PA	VATICAN CITY	VA
PERU	PE	SAINT VINCENT AND THE GRENADINES	VC
FRENCH POLYNESIA	PF	VENEZUELA	VE
PAPUA NEW GUINEA	PG	VIRGIN ISLANDS, BRITISH	VG
PHILIPPINES	PH	VIET NAM	VN
PAKISTAN	PK	VANUATU	VU
POLAND	PL	WALLIS AND FUTUNA	WF
SAINT PIERRE AND MIQUELON	PM	SAMOA	WS
PITCAIRN	PN	YEMEN	YE
PALESTINIAN TERRITORY, OCCUPIED	PS	MAYOTTE	YT
PORTUGAL	PT	SOUTH AFRICA	ZA
PARAGUAY	PY	ZAMBIA	ZM
QATAR	QA	ZIMBABWE	ZW