

To: District Manager, Business Mail Entry,

I am applying on behalf of the business/nonprofit entity _____, of which I am a responsible official, to participate in the Standard Mail ® Saturation Enhanced Carrier Route (ECR) Mail Incentive Program for the annual period beginning May 11, 2009 and ending May 10, 2010. This program offers participants able to demonstrate an increase in mailing volume from the prior year a per-piece credit to postage paid on the incremental volume recorded during the established program period. I understand that I must provide a copy of this Letter of Agreement via hardcopy or in .pdf format, with my signature attached and a copy of the Letter of Agreement via email as an attachment, in .doc format. The email must also include the completed **Saturation Mail Incentive Program Application Data spreadsheet** in .xls format as an attachment.

I understand that applications can be made on one of two bases:
(Select one)

1. Total market: an overall increase in customer's total saturation mailing volume.
2. Market specific: an increase in the volume of saturation ECR mailpieces designating to ZIP Codes within a specific sectional center facility (SCF) (or group of SCFs) that customer has identified. Each individual SCF is measured independently among the group of identified SCFs and the total is not aggregated to determine volume increase. *If I am requesting eligibility for a market-specific volume increase* I must, in addition to the Overall Requirements:
1. Submit mailing documentation electronically to the Postal Service using an approved method (e.g. Mail.dat) at the time of application and for the duration of my participation in the program.
 2. Provide my internal files for the period beginning January 1, 2007 and continuing through the duration of my participation in the program in an .xls spreadsheet format (see Tabs 2 and 3 of the Market-Specific Applicant spreadsheet)

Overall Requirements

For each market I am applying (either total market or each of the specific SCFs I select) I must be able to demonstrate saturation ECR mailing activity in both of the 2007 and 2008 calendar years for and must be able to demonstrate a minimum of 6 saturation ECR mailings in the 2008 calendar year.

I understand that I must pay saturation ECR postage through a permit imprint advance deposit account at the time of application and for the duration of the program, and that each permit imprint advance deposit account used for the

payment of postage for saturation ECR mailings must be administered by a Postal facility having *PostalOne!*® capability.

I understand the USPS will need to verify my mailing and volume data, provided in the attached spreadsheet.

I understand I must have a functioning CAPS account prior to the close of the program period.

I have completed the following tabs of the **Saturation Mail Incentive Program Application Data spreadsheet for the market basis for which I am applying:**

Total Market Applicants (check to indicate tab was completed)

1. Mailer Information	_____ Completed
2. Mailing History--Total Market	_____ Completed

Market-Specific Applicants (check to indicate tab was completed)

1. Mailer Information	_____ Completed
2. History and Overall (one set of tables per SCF)	_____ Completed
3. Volume Detail	_____ Completed
4. Method of Data Submission	_____ Completed

I understand that I will need to provide updated base year and program year volume spreadsheets in the same formats as above (For total market applicants, see "Mailing History-Total Market" tab; for Market-Specific Applicants, see "History" and "Overall and Volume Detail" tabs, for the following time periods:

- a. Complete Base Year (if application submitted prior to May 10, 2009): May 11, 2008 – May 10, 2009)
- b. Program Year Quarter One: May 11, 2009 – June 30, 2009
- c. Program Year Quarter Two: July 1, 2009 – September 30, 2009
- d. Program Year Quarter Three: October 1, 2009 – December 31, 2009
- e. Program Year Quarter Four: January 1, 2010 – March 31, 2010
- f. Program Year Quarter Five: April 1, 2010 – May 10, 2010

I understand that I will receive notification of approval or denial of my acceptance into the program from an official at USPS Headquarters.

Signature of Applicant _____

Title _____

Date _____