

May 2008 - District Franked Mail Report

Date	#	1st Class Letters		1st Class Flats			1st Class Parcels			Post Cards \$.27	USHS Calendar \$ 1.51	Other Mail & Parcels	Daily Mail Total
		1 oz \$.42	2 oz \$.59	1 oz \$.83	2 oz \$1.00	3 oz \$ 1.17	1 oz \$ 1.17	2 oz \$ 1.34	3 oz \$ 1.51				
		26	#										
27	#												
28	#												
29	#												
30	#												
31	#												
TOTAL MONTHLY POSTAGE										\$			

Each district office and telecommuter alternative work site shall complete a monthly franked mail summary report form, which shall report the amount of franked mail deposited by the office/site with the US Postal Service during the reporting period that was not otherwise reported on a US Postal Service 3602 Form or accounted for by a postagemeter. Each district office report shall be forwarded to the Member's Washington, DC office and each alternativework site report shall be forwarded to the central work site by the last business day of the month.

The completed form shall be attached by the Member/Chairman/Officer to a completed Certification of Franked Mail form and forwarded to the Finance (B-241 LHOB) by the second working day of the following month. FAX 202-226-1608

Prepared By: _____

Date: _____

Signature: _____

New 1st Class Postage Guide Beginning May 12, 2008

Letters			Flats		Parcels	
1 oz	\$.42		1 oz	\$.83	\$ 1.17	
2 oz	\$.59		2 oz	\$1.00	\$ 1.34	
3 oz	\$.76		3 oz	\$ 1.17	\$ 1.51	
3.5 oz	\$.93		4 oz	\$ 1.34	\$ 1.68	
Letters over 3.5 oz are sent as "Flats"			5 oz	\$ 1.51	\$ 1.85	
			6 oz	\$ 1.68	\$ 2.02	
			7 oz	\$ 1.85	\$ 2.19	
			8 oz	\$ 2.02	\$ 2.36	
			9 oz	\$ 2.19	\$ 2.53	
			10 oz	\$ 2.36	\$ 2.70	
			11 oz	\$ 2.53	\$ 2.87	
			12 oz	\$ 2.70	\$ 3.04	
			13 oz	\$ 2.87	\$ 3.21	
Post Cards						
Card Rate	\$.27					
Flats - Have a thickness of less than .25"			Parcels - Have a thickness over .25"			
Flats and Parcels over 13 ozs are sent as Priority Mail. Check www.usps.com for rates.						

