

# Postage Statement—Standard Mail—Easy Nonautomation Letters or Flats

This form may be used only for a single nonautomation price mailing of identical-weight pieces up to 3.3 ounces. Use PS Form 3602-R for all other regular Standard Mail mailings. Checklists and other tools for mailers are available on the Postal Explorer website at [pe.usps.com](http://pe.usps.com).

<b>Mailer</b>	Permit Holders Name and Address and Email Address, If Any		Telephone
	Customer No. _____		

<b>Mailing</b>	Post Office of Mailing	Mailing Date	Permit No.	Federal Agency Cost Code	Statement Seq. No.	No. & Type of Containers
	Type of Postage <input type="checkbox"/> Permit Imprint <input type="checkbox"/> Precanceled Stamps <input type="checkbox"/> Metered	Weight of a Single Piece 0 . _____ pound		If Sacked, Based on <input type="checkbox"/> 125 pieces <input type="checkbox"/> 15 pounds	Processing Category <input type="checkbox"/> Letters <input type="checkbox"/> Flats	
	Move Update Method: <input type="checkbox"/> Ancillary Service Endorsement <input type="checkbox"/> FASTforward <input type="checkbox"/> NCOALink <input type="checkbox"/> ACS <input type="checkbox"/> Alternative Method <input type="checkbox"/> Multiple					Total Pieces

<b>Postage</b>	<b>Total Postage (Add parts Totals)</b>	
	Price at Which Postage Affixed (Check one) Complete if the mailing includes pieces bearing metered or precanceled stamps. <input type="checkbox"/> Correct <input type="checkbox"/> Lowest <input type="checkbox"/> Neither _____ pcs. x \$ _____ = <b>Postage Affixed</b>	
	<b>Net Postage Due (Subtract postage affixed from total postage)</b>	
	<b>Additional Postage Payment (State reason)</b>	
	For postage affixed add additional payment to net postage due; for permit imprint add additional payment to total postage.	
<b>Total Adjusted Postage Affixed</b>		
Postmaster: Report Total Postage in <b>AIC 130</b> <b>Total Adjusted Postage Permit Imprint</b>		

<b>Certification</b>	The mailer's signature certifies acceptance of liability for and agreement to pay any revenue deficiencies assessed on this mailing, subject to appeal. If an agent signs this form, the agent certifies that he or she is authorized to sign on behalf of the mailer and that the mailer is bound by the certification and agrees to pay any deficiencies. In addition, agents may be liable for any deficiencies resulting from matters within their responsibility, knowledge, or control. The mailer hereby certifies that all information furnished on this form is accurate, truthful, and complete; that the mail and the supporting documentation comply with all postal standards and the mailing qualifies for the prices and fees claimed; and that the mailing does not contain any matter prohibited by law or postal regulation. I understand that anyone who furnishes false or misleading information on this form or who omits information requested on this form may be subject to criminal and/or civil penalties, including fines and imprisonment.  <i>Privacy Notice: For information regarding our Privacy Policy visit <a href="http://www.usps.com">www.usps.com</a>.</i>	
	Signature of Mailer or Agent	Printed Name of Mailer or Agent Signing Form
	Telephone	

<b>USPS Use Only</b>	Weight of a Single Piece _____ pound	Are postage figures at left adjusted from mailer's entries? If yes, reason: <input type="checkbox"/> Yes <input type="checkbox"/> No		
	Total Pieces	Total Weight	Round Stamp (Required) Date Mail Released .	
	Total Postage			
	Presort Verification Performed? (Check One) <input type="checkbox"/> Yes <input type="checkbox"/> No I CERTIFY that this mailing has been inspected concerning: (1) eligibility for postage prices claimed; (2) proper preparation (and presort where required); (3) proper completion of postage statement; (4) payment of annual fee; and (5) sufficient funds on deposit (if required)			
	USPS Employee's Signature		Date Mailed Notified	Contact
	Print USPS Employee's Name		By (Initials)	Time AM PM

See reverse side of this form for complete *Postage* section

## Standard Mail—Postage (cont.)

Part D Letters—3.3 oz. (0.2063 lb.) or less					Part E Flats—3.3 oz. (0.2063 lb.) or less						
Machinable		Price	No. of		Total	Machinable		Price	No. of		Total
Entry	Category	Price	Pieces	Entry		Category	Price	Pieces			
D1	None	AADC	\$0.256			E1	None	5-Digit	\$0.367		
D2	None	Mixed AADC	0.273			E2	None	3-Digit	0.464		
D3	DBMC	AADC	0.222			E3	None	ADC	0.509		
D4	DBMC	Mixed AADC	0.239			E4	None	Mixed ADC	0.558		
D5	DSCF	AADC	0.213			E5	DBMC	5-Digit	0.333		
<b>Nonmachinable</b>						E6	DBMC	3-Digit	0.430		
D6	None	5-Digit	\$0.330			E7	DBMC	ADC	0.475		
D7	None	3-Digit	0.447			E8	DBMC	Mixed ADC	0.524		
D8	None	ADC	0.491			E9	DSCF	5-Digit	0.324		
D9	None	Mixed ADC	0.578			E10	DSCF	3-Digit	0.421		
D10	DBMC	5-Digit	0.296			E11	DSCF	ADC	0.466		
D11	DBMC	3-Digit	0.413								
D12	DBMC	ADC	0.457			E12	<b>Part E Total (add lines E1-E11)</b>				
D13	DBMC	Mixed ADC	0.544								
D14	DSCF	5-Digit	0.287								
D15	DSCF	3-Digit	0.404								
D16	DSCF	ADC	0.448								
D17	<b>Part D Total (add lines D1-D16)</b>										

## Standard Mail—Instructions

### Standard Mail - Easy Nonautomation Letters or Flats Instructions

Use this form only for nonautomation letters or flats at regular Standard Mail prices.

**Step 1:** Complete Mailer and Mailing sections on pages 1 and 2 applicable to the mailing presented. For all sections not applicable, enter N/A.

**Step 2:** Complete the Postage section for applicable category - Presorted Letters and Flats, as follows:  
Fill in the number of pieces at each presort and entry discount level on the appropriate line in section D or section E. Multiply the number of pieces by the corresponding postage price. For Permit Imprint mailings, round off to four decimal places. On Postage Affixed mailings round off to three decimal places.

**Step 3:** Add the postage (lines D1 through D5 for machinable letters; lines D6 through D16 for nonmachinable letters; and E1 through E11 for flats). Enter the subtotal for Part D or Part E on the appropriate Part D or E Subtotal line. Enter the Total Postage, rounded off to two decimal places on the Total Postage line.

**Step 4:** Complete the line for Postage Affixed (if applicable). Check the box for the Price at Which Postage Affixed (Correct, Lowest, or Neither). Multiply the number of pieces times the postage affixed and put the total in the blank line for Postage Affixed. Subtract the amount of Postage Affixed from the Total Postage; enter remainder in Net Postage Due.

**Step 5:** Read and sign the Certification section, including your telephone number.

**Information:** For more information on mailing standards, prices, and fees, please go to Postal Explorer at [pe.usps.com](http://pe.usps.com).