

Postage Statement — Standard Mail — Easy Nonautomation Letters or Flats

Post Office: Note Mail Arrival Date & Time

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.

Mailer	Permit Holder's Name and Address, and Email Address, If Any		Telephone		Post Office of Mailing		Permit No.		Weight of a Single Piece 0 . _____ pound			
					Type of Postage <input type="checkbox"/> Permit Imprint <input type="checkbox"/> Precanceled Stamps <input type="checkbox"/> Metered		Statement Seq. No.		If Sacked, Based on <input type="checkbox"/> 125 pieces <input type="checkbox"/> 15 pounds		No. & Type of Containers	
							Mailing Date					
	Customer No. _____				Processing Category <input type="checkbox"/> Letters <input type="checkbox"/> Flats		Total Pieces		Total Weight			

**Part D
Letters — 3.3 oz. (0.2063 lb.) or Less**

**Part E
Flats — 3.3 oz. (0.2063 lb.) or Less**

Postage	Part D					Part E				
	Entry	Price Category	Price	No. of Pieces	Total	Entry	Price Category	Price	No. of Pieces	Total
Machinable										
	D1	None	AADC	\$0.258		E1	None	5-Digit	\$0.366	
	D2	None	Mixed AADC	0.260		E2	None	3-Digit	0.451	
	D3	DBMC	AADC	0.225		E3	None	ADC	0.483	
	D4	DBMC	Mixed AADC	0.227		E4	None	Mixed ADC	0.553	
	D5	DSCF	AADC	0.216		E5	DBMC	5-Digit	0.333	
Nonmachinable										
	D6	None	5-Digit	\$0.343		E6	DBMC	3-Digit	0.418	
	D7	None	3-Digit	0.438		E7	DBMC	ADC	0.450	
	D8	None	ADC	0.461		E8	DBMC	Mixed ADC	0.520	
	D9	None	Mixed ADC	0.561		E9	DSCF	5-Digit	0.324	
	D10	DBMC	5-Digit	0.310		E10	DSCF	3-Digit	0.409	
	D11	DBMC	3-Digit	0.405		E11	DSCF	ADC	0.441	
	D12	DBMC	ADC	0.428		Part D subtotal				
	D13	DBMC	Mixed ADC	0.528		Part E subtotal				
	D14	DSCF	5-Digit	0.301		Total postage (add parts subtotals)				
	D15	DSCF	3-Digit	0.396		Price at Which Postage Affixed <input type="checkbox"/> Correct <input type="checkbox"/> Lowest <input type="checkbox"/> Neither				
	D16	DSCF	ADC	0.419		_____ pieces X \$ _____ . _____				
						= Postage Affixed				
Net Postage Due (subtract postage affixed from total postage)										

Move Update Method: Ancillary service endorsement FASTforward NCOALink ACS Alternative method Multiple

Certification	For USPS Use Only: Additional Postage Payment (State reason)		
	For postage affixed add additional payment to net postage due; for permit imprint add additional payment to total postage.		Total Adjusted Postage Affixed
	Postmaster: Report Total Postage in AIC 130 (Permit imprint only).		Total Adjusted Postage Permit Imprint
	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 that 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.		
Signature of Mailer or Agent		Printed Name of Mailer or Agent Signing Form	Telephone

Privacy Notice: For information regarding our Privacy Policy visit www.usps.com.

See reverse side of form for complete USPS Use Only section.

Standard Mail EZ — 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.

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.

USPS Use Only	Weight of a Single Piece 0. _____ 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			
	Total Postage				
	Presort Verification Performed? (Check one) <input type="checkbox"/> Yes <input type="checkbox"/> No		Date Mailer Notified	Contact	By (Initials)
	I CERTIFY that this mailing has been inspected concerning: (1) eligibility for postage rates claimed; (2) proper preparation (and presort where required); (3) proper completion of postage statement; and (4) payment of required annual fee.				
	Verifying Employee's Signature		Print Verifying Employee's Name		Time AM PM