



# BOUND PRINTED MATTER DOCUMENTATION FORM

This form, PS Form 8042, *Bound Printed Matter Documentation*, should be submitted with all single-piece nonidentical weight Bound Printed Matter flat-size and parcel mailings of less than 300 pieces bearing a permit imprint as the postage payment method when all mailpieces are claimed on the same postage statement. Each mailpiece must be numbered (1 through 299) and requested information about the mailpiece recorded on the corresponding line item (lines 1 through 299) on this form. Flats and parcels may not be presented on the same documentation or postage statement. PS Form 3605-R, *Postage Statement - Package Services*, MUST be presented with this form and the mailing.

**Processing Category -- Flats or Parcels** (circle one)

Permit Number \_\_\_\_\_

Total Number of Mailpieces \_\_\_\_\_

Total Number of Pounds \_\_\_\_\_

Total Postage \_\_\_\_\_

Total Number of Containers \_\_\_\_\_

Permit Holder Name \_\_\_\_\_

Date (MM/DD/YYYY) \_\_\_\_\_

Pieces in Mailing	Sample Size	Adjustment Factor
1 to 299 pieces	10% of pieces	
Number of Mailings per Week	Number of Verifications per Week	Plus or minus 1.5%
10+	1 per 5 mailings	
2 to 9 mailings per week	1 verification per week	
1 or less	Verify each mailing	

Piece and Postage Summary		
Zone	Total Pieces Per Zone	Total Postage Per Zone
Zones 1 and 2		
Zone 3		
Zone 4		
Zone 5		
Zone 6		
Zone 7		
Zone 8		

1. Select your sample mailpieces randomly and verify against the data entered on this sheet.
2. Use PS Form 8159, *Sampling/Postage Adjustment Worksheet*, to determine if additional postage is due.

Page 1 is to be presented with each mailing. Print and attach pages 2 thru 4 as necessary.

Piece #	Zone	Weight	Postage	Extra Svcs	Piece #	Zone	Weight	Postage	Extra Svcs	Piece #	Zone	Weight	Postage	Extra Svcs
1					35					69				
2					36					70				
3					37					71				
4					38					72				
5					39					73				
6					40					74				
7					41					75				
8					42					76				
9					43					77				
10					44					78				
11					45					79				
12					46					80				
13					47					81				
14					48					82				
15					49					83				
16					50					84				
17					51					85				
18					52					86				
19					53					87				
20					54					88				
21					55					89				
22					56					90				
23					57					91				
24					58					92				
25					59					93				
26					60					94				
27					61					95				
28					62					96				
29					63					97				
30					64					98				
31					65					99				
32					66					100				
33					67					101				
34					68					102				
Column Totals					Column Totals					Column Totals				

Piece #	Zone	Weight	Postage	Extra Svcs	Piece #	Zone	Weight	Postage	Extra Svcs	Piece #	Zone	Weight	Postage	Extra Svcs
103					137					171				
104					138					172				
105					139					173				
106					140					174				
107					141					175				
108					142					176				
109					143					177				
110					144					178				
111					145					179				
112					146					180				
113					147					181				
114					148					182				
115					149					183				
116					150					184				
117					151					185				
118					152					186				
119					153					187				
120					154					188				
121					155					189				
122					156					190				
123					157					191				
124					158					192				
125					159					193				
126					160					194				
127					161					195				
128					162					196				
129					163					197				
130					164					198				
131					165					199				
132					166					200				
133					167					201				
134					168					202				
135					169					203				
136					170					204				
Column Totals					Column Totals					Column Totals				

Piece #	Zone	Weight	Postage	Extra Svcs	Piece #	Zone	Weight	Postage	Extra Svcs	Piece #	Zone	Weight	Postage	Extra Svcs
205					239					273				
206					240					274				
207					241					275				
208					242					276				
209					243					277				
210					244					278				
211					245					279				
212					246					280				
213					247					281				
214					248					282				
215					249					283				
216					250					284				
217					251					285				
218					252					286				
219					253					287				
220					254					288				
221					255					289				
222					256					290				
223					257					291				
224					258					292				
225					259					293				
226					260					294				
227					261					295				
228					262					296				
229					263					297				
230					264					298				
231					265					299				
232					266									
233					267									
234					268									
235					269									
236					270									
237					271									
238					272									
Column Totals					Column Totals					Column Totals				