

Update Notice

PUB220, Discount “Postal Customer” Mailings: A Guide for the House of Representatives June 2007

Publication 220, *Discount “Postal Customer” Mailings: A Guide for the House of Representatives*, originally published June 2007, has been updated through July 2008 as follows:

This chapter, subchapter, part, or section...	titled...	was updated to...
Section 8-2	Priority Mail Open and Distribute	<ul style="list-style-type: none">■ Change Priority Mail sack color from orange to clear.■ Provide the phone number for the Expedited Package Supply Center.
10-1.1	Letter-Size Pieces	Change the Priority Mail sack color from orange to clear.
10-1.2	Flat-Size Pieces	Change the Priority Mail sack color from orange to clear.
10-1.3	Labels	Require the concatenated UCC/EAN Code 128 Service barcode with unique Service Type Code “55” on all Priority Mail Open and Distribute container address labels.
11-1	Postage Statements	<ul style="list-style-type: none">■ Require mailers to complete all unshaded areas of PS Form 3602-R or 3600-R for each container type identified on the statement.■ Inform mailers that the Post Office will complete shaded items of the forms.
Appendix B	Tag 161, Priority Mail Open and Distribute (Green)	Replace image with new Tag 161.
Sppendix D	Tag 190, Priority Mail Open and Distribute (Pink)	Replace image with new Tag 190.



June 2007

Dear Member of Congress:

The United States Postal Service understands that mail is a critical tool that helps keep you in touch with your constituents. We created our *Discount "Postal Customer" Mailings: A Guide for the House of Representatives* with your needs in mind. It contains important information to assist your staff and mail service vendor to prepare "Postal Customer" mailings.

The *Guide* contains up-to-date rate information as well as detailed mail preparation and entry requirements. I hope the *Guide* will prove to be a valuable tool to assist you in preparing trouble-free saturation mailings. A copy of this *Guide* has been provided to both your Washington, D.C., office and to your main district office. An electronic version has been provided to the House Postal Operations and the House Franking Commission for posting on their intranet sites. If you need additional copies — either hard copy or electronic — please let us know.

Along with assisting you and your office on Postal Service related legislative and public policy issues — including constituent case work — your Postal Service Government Relations representative is available to help you with your "Postal Customer" mailing or other mass mailings. This includes alerting our field personnel of the date of deposit into the mailstream and expected arrival at Post Offices for delivery.

Sincerely,

A handwritten signature in black ink that reads "Marie Therese Dominguez". The signature is written in a cursive style with a long, sweeping tail on the "y" of "Dominguez".

Marie Therese Dominguez

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1 Introduction

The United States Postal Service® understands that mail is a critical tool that helps you keep in touch with your constituents. We created the *Discount “Postal Customer” Mailings: A Guide for the House of Representatives* with your needs in mind. It contains important information to assist your staff and mail service vendor to prepare discounted rate, official penalty mail using the simplified address format, “Postal Customer.” For a complete guide to official mailings see Handbook DM-103, *Official Mail*.

The *Guide* contains up-to-date rate information as well as easy-to-follow mail preparation and entry requirements. In addition, the *Guide* can be useful when setting up contracts with vendors, as it outlines the procedures necessary for presenting mail at a Post Office™. In short, the *Guide* is a valuable tool designed to help you prepare trouble-free mailings.

These instructions do not supersede any regulations in the *Mailing Standards of the United States Postal Service — Domestic Mail Manual (DMM)*. If there is any difference, the DMM takes precedence. Vendors are expected to be familiar with all current mailing standards and regulations.

The DMM is available in hard copy by subscription through the Superintendent of Documents, U.S. Government Printing Office at 202-512-1800, or online through Postal Explorer at <http://pe.usps.gov>. Additional Postal Service-related information is available on the Postal Service™ Web site at www.usps.com.

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2 Definitions

Official Mail (Penalty) — official mail sent by U.S. government agencies relating solely to the business of the U.S. government that is authorized by law to be carried in the mail without prepayment of postage.

Simplified Address — mailpieces without individual names and addresses, using a simplified address of “Postal Customer,” for complete distribution to all postal customers within a Member’s congressional district.

Distribution of simplified address congressional mailings may be refined as follows:

- a. Complete distribution to each customer on a city route, rural route, highway contract route, or Post Office boxholder.
- b. Partial distribution to a delivery route when that route is split between congressional districts.

Saturation Rate — rate applied to saturation carrier route presorted mailings. Discounted “House Mailings” using the simplified address “Postal Customer” are eligible for the saturation rate.

Priority Mail Open and Distribute — a service that, for an additional charge, expedites the delivery of presorted Standard Mail items by providing Priority Mail® service to the Postal Service’s local sectional center facility (SCF) or the local Post Office of delivery, also known as the destination delivery unit (DDU).

Sectional Center Facility (SCF) — a Postal Service facility that serves as the processing and distribution center (PDC) for Post Offices in a designated geographic area as defined by the first three digits of the ZIP Codes of those offices. Some SCFs serve more than one 3-digit ZIP Code range. For example, SCF Northern Virginia is a facility serving the 3-digit ZIP Code prefixes 220–223.

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3 Basics

3-1 Minimum Requirements for All Mail

All mail must meet minimum size standards to be mailable. Mailpieces that are 1/4 inch thick or less must be rectangular in shape with four square corners and parallel opposite sides and at least 3-1/2 inches high, 5 inches long, and 0.007 of an inch in thickness.

Mailpieces that do not meet the minimum size standards are nonmailable.

3-2 Dimensions for Letter-Size Mail and Flat-Size Mail

The Postal Service classifies the shape of your mailpiece by its dimensions. Standard Mail discount mailings may be letter-size or flat-size. The size and address placement determine the shape.

3-2.1 Letter-Size Mail

[Exhibit 3-1](#) lists the minimum and maximum dimensions for letter-size mail.

Exhibit 3-1

Dimensions for Letter-Size Mail

	Minimum	Maximum
Height	3-1/2 inches	6-1/8 inches
Length	5 inches	11-1/2 inches
Thickness	0.007 inch	0.250 inch (i.e., 1/4 inch)

For letters, the length is the dimension parallel to the address as read.

3-2.2 Flat-Size Mail (Enhanced Carrier Route Saturation Mailings)

A flat-size mailpiece is one that exceeds one or more of the maximum dimensions for letter-size mail listed in , without exceeding the maximum dimensions for flat-size mail listed in .

Exhibit 3-2

Maximum Dimensions for Flat-Size Mail

	Maximum
Height	12 inches
Length	15 inches
Thickness	0.750 inch (i.e., 3/4 inch)

Note: Material entered as Standard Mail must weigh less than 16 ounces.

3-3 Mailpiece Design

3-3.1 Size

The size and design of a mailpiece will affect the cost and handling of a mailing. Letter-size pieces require less postage. Also, letter-size mailpieces are prepared in trays.

3-3.2 Address Format

The following address format is used for “Postal Customer” simplified address mailings:

POSTAL CUSTOMER
 (#) CONGRESSIONAL DISTRICT
 (STATE)

Note: Additional address options are available if the mail is for delivery only to residential customers or business customers.

3-3.3 Rate Markings

Standard Mail discount mailings must be marked “Presorted Standard” (or “PRSRT STD”) either as part of or directly below or to the left of the permit imprint indicia. Saturation rate mailpieces must also be marked “ECRWSS” in either the same area or directly above the address.

3-3.4 Use of In-Home Dates

While it is not mandatory, it is recommended that each mailpiece bear the desired “In-Home” delivery date. This date range indicates a period of not less than 3 days and not more than 5 days in which the mailpiece should be delivered to each address. Print the In-Home date range in the lower left-hand corner of the mailpiece.

4 Indicias

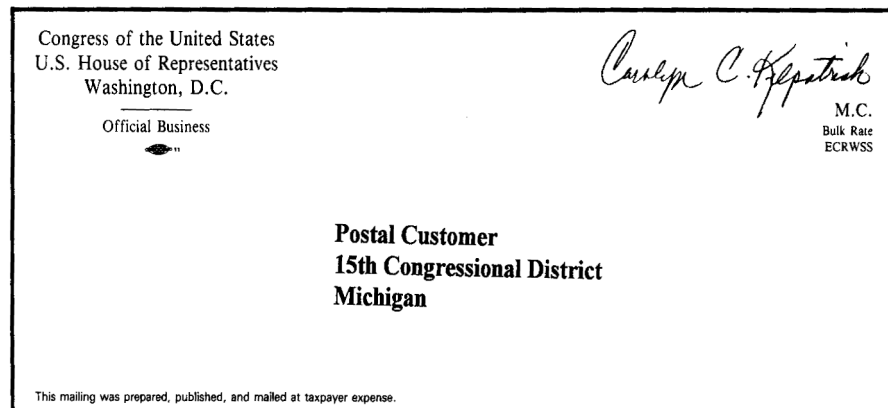
4-1 Franked Mail

Franked mail is identified by the facsimile signature of the member of Congress in the upper right corner of the envelope or label, followed by “M.C.” standing for member of Congress or “U.S.S.” for U.S. Senate. The return address must include the words “Official Business.”

If mail is being sent at other than single-piece rates, the appropriate mail category must be printed on the address side of the envelope underneath the member’s signature.

Exhibit 4-1

Franked Envelope with Simplified Postal Address



4-2 Penalty Permit Imprints

Authorized agencies and their contractors may make bulk mailings using a penalty permit imprint without prepayment of postage. Unless noted here, the same requirements apply to agencies as to other users of permit imprints (see DMM P040). All postage and fees relating to penalty permit imprint mailings, including presort and bulk mailing fees, are billed through the Official Mail Accounting System (OMAS) and the resulting revenue is credited to the post offices where mailings are entered.

[Exhibit 4-2](#) illustrates the format for penalty permit imprints. Note that all penalty permit imprint numbers are preceded by the letter “G.”

The return address must include the agency name and mailing address followed by the preprinted words "Official Business/Penalty for Private Use \$300."

Exhibit 4-2

Penalty Permit Imprint Format

Agency Name Delivery Address City State ZIP Code	PRESORTED FIRST-CLASS MAIL POSTAGE & FEES PAID AGENCY NAME PERMIT NO. G-999
OFFICIAL BUSINESS Penalty for Private Use \$300	

5 Postage and Fees

5-1 Postage

The lowest rates for Standard Mail service are Enhanced Carrier Route saturation mailings (“Postal Customer”).

5-2 Destination Entry Discounts

An entry discount can lower the cost if the mail is entered directly into the SCF(s) of delivery offices by the mailer.

The following subsections discuss the options, which are illustrated in .

5-2.1 Mailing Entered in Home District

The postage for a 100,000-piece mailing entered at the Enhanced Carrier Route saturation walk-sequence rate is more expensive than the same 100,000-piece Enhanced Carrier Route saturation walk-sequence rate mailing entered by the mailer at the SCF level.

5-2.2 Mailing Entered in Washington, D.C., Area

The postage for a 100,000-piece mailing entered in the Washington D.C., area at the Enhanced Carrier Route saturation walk-sequence rate is more expensive than the same 100,000-piece Enhanced Carrier Route saturation walk-sequence rate mailing entered by the mailer at the SCF level. The savings, however, could be offset by the transportation costs to the SCFs charged by a vendor.

Exhibit 5-1

Comparison of Mailing Costs

The following table is for example only. (Rates change periodically.)

Entry Point	Pieces	ECRWSS Rate	SCF Entry Discount	Total
Home District	100,000	\$16,000	—	\$16,600
Home District	100,000	\$16,000	<\$2,700>	\$13,300
Home District	100,000	\$16,000	<\$2,700>	\$13,300 plus transportation costs charged by the vendor
Washington, DC	100,000	\$16,000	<\$2,700>	\$13,300 plus transportation costs charged by the vendor
Washington, DC	100,000	\$16,000	<\$2,700>	\$13,300 plus Priority Mail drop shipment costs

5-3 Priority Mail Open and Distribute

As an option, Priority Mail Open and Distribute service could be used instead of a vendor to enter the mail at the SCF level in the Member’s home district. The distance from Washington, D.C., to the destination SCF and the weight of the sacks determine the additional cost of Priority Mail.

Standard Mail items entered outside the Member’s home district are transported by normal surface transportation. If there is a short time frame requirement for delivery of the mailing, then Priority Mail Open and Distribute could also be considered to expedite the mailing because it uses an expedited network to get the mail to the Member’s home district.

5-4 Fees

The House is assessed a one-time permit imprint fee and a yearly Presort Standard Mail fee by each Post Office of mailing when the first House Member presents a presorted mailing at that Post Office. These fees are not collected at the Post Office where this first mailing is presented, but are billed to the House (not the individual Member) through the Official Mail Accounting System (OMAS).

6 Permit Imprint Accounts

6-1 Outside the Washington, D.C., Area

Members or their vendors must submit PS Form 3615, *Mailing Permit Application and Customer Profile*, to the entry Post Office either at the time of, or preferably before, the presentation of the first mailing. The Member or staff must sign this form — *the vendor may not sign it*. In all cases the permit number is G-300. The G-300 permit imprint number and the Member's Federal Agency Cost Code number must also be included on the postage statement submitted with the mailing.

6-2 In the Washington, D.C., Area

This account is already established at the four Washington, D.C., area facilities listed in . There is no need to submit PS Form 3615 at those facilities. However, if Members or their vendors submit mailings at other facilities in the Washington, D.C., area, they will have to submit PS Form 3615 to those facilities, following the procedures listed in subchapter [6-1](#).

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7 Materials Furnished to Vendor by the Congressional Office

7-1 Facing Slips

Members may elect to use facing slips supplied in electronic form by House Postal Operations (B227 Longworth, 202-225-4355), or have these developed by their vendors. [Exhibit 7-1](#) shows the format for the supplied slip.

Exhibit 7-1
Facing Slip Format

Destination City, State, ZIP Code	
STD LTRS	Carrier Route # ____
Origin City, State, ZIP Code	
ECRWSS ^a	
RESIDENTIAL STOPS ONLY ^b	
CONGRESSIONAL DISTRICT # ____	
# PIECES 342 ^c	

- “ECRWSS” is optional on the facing slip but is required on each mailpiece either in the postage area or directly above the address.
- Other Options:* “RESIDENTIAL CUSTOMERS” if the mail is for delivery to residential customers only; “BUSINESS STOPS” or “BUSINESS CUSTOMERS” if the mail is for delivery to business customers only; “POSTAL CUSTOMER” if the mail is for delivery to all customers.

Note: Use of Residential and/or Business Customer options are only available to customers on city carrier routes or Post Office boxholders at offices with city carrier service.

- Reflects the exact number of pieces in a bundle or tray — the exact piece count must be shown unless the package contains 50 pieces (if the exact count is 50, that number can still be shown). These supplied facing slips will show the total deliveries for the carrier route. For mailings prepared in trays, this facing slip must be placed at the front of the tray whenever there is enough mail for the same carrier route to fill a tray.

The information necessary for the completion of the slip is provided in the Congressional District Deliveries Report (see subchapter [7-2](#)).

shows a sample facing slip.

8 Materials Furnished to Vendor by the Postal Service

Vendors are responsible for giving the Postal Service sufficient notice to gather and provide them with the supplies necessary for congressional mailings. This should not be a problem for vendors experienced in preparing presorted rate mailings.

8-1 Standard Mail

The following supplies are necessary for the preparation of Standard Mail service:

- a. Mailing sacks or trays — depending on mailpiece size.
- b. Sack or tray labels, as appropriate.
- c. Tag 11, *Congressional Mail* (see Appendix [A](#)).
- d. Rubber bands.
- e. Blank postage statements (PS Form 3602-R, *Postage Statement - Standard Mail*).

Note: Strapping may be required for trays and sleeves but is not supplied by the Postal Service.

8-2 Priority Mail Open and Distribute

The following supplies are necessary for Priority Mail Open and Distribute:

- a. Clear Priority Mail sacks.
- b. Sack or tray labels.
- c. Tag 161, *Priority Mail Open and Distribute* (for mail in sacks).
- d. Tag 190, *Priority Mail Open and Distribute* (for mail in sacks to DDU only).
- e. Postage statements (PS Form 3600-R, *Postage Statement - First-Class Mail and Priority Mail*).
- f. Label 23, *Priority Mail Open and Distribute* (for mail in trays).
- g. Tag and labels supplies can be ordered through the Expedited Package Supply Center at 800-610-8734.

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9 Standard Mail Preparation

9-1 Packaging

“Postal Customer” mailings must be prepared in bundles of 50 so far as practicable, except when mailing enough letter-size pieces to fill a tray for the same carrier route destination. Letter-size pieces are prepared in packages that are not more than 4 inches thick.

9-2 Facing Slips

Each bundle or full tray for the same carrier route must have a facing slip. For these full trays, a facing slip must be placed at the front of the tray. This slip must show the number of pieces in the tray. The facing slip on packages must show the actual number of pieces in the bundle. Packages containing 50 pieces do not require any piece count on the slip. See subchapter [7-1](#) for the information that must be included on facing slips.

9-3 Trays or Sacks

All letter-size pieces must be placed in trays; all flat-sized pieces must be placed in sacks. “Postal Customer” mailings must be prepared as carrier route mailings.

Place each carrier route letter-size bundle in a carrier route tray (mail for only one particular carrier route) or a 5-digit carrier routes tray (mail for two or more routes in one 5-digit ZIP Code area).

Place each carrier route flat-size bundle in a carrier route sack (mail for only one particular carrier route) or a 5-digit carrier routes sack (mail for two or more routes in one 5-digit ZIP Code area) or a 5-digit/scheme carrier routes sack (mail for two or more 5-digit ZIP Codes served by a single delivery unit). Carrier route sacks are required at 125 pieces or 15 pounds of flats for saturation rates.

9-4 Labels

9-4.1 Carrier Route Tray

[Exhibit 9-1](#) shows the format for carrier route tray labels.

Exhibit 9-1

Carrier Route Tray Label Format

Destination City, State, ZIP Code
 STD LTRS* ECRWSS CARRIER ROUTE #
 ORIGIN CITY, STATE, ZIP CODE

* The #3 sack labels (for flat-size mail only) contain the abbreviation “FLTS” instead of “LTRS.”

9-4.2 5-Digit Carrier Routes Tray

[Exhibit 9-2](#) shows the format for 5-digit carrier routes tray labels.

Exhibit 9-2

5-Digit Carrier Routes Tray Label Format

Destination City, State, ZIP Code
 STD LTRS* CR-RTS
 ORIGIN CITY, STATE, ZIP CODE

* The #3 sack labels (for flat-size mail only) contain the abbreviation “FLTS” instead of “LTRS.”

9-5 Tag 11, Congressional Mail

Use Tag 11, *Congressional Mail*, on all sacks or trays for congressional mail. When mail is trayed, attach Tag 11 near the label holder at the end of each tray. See Appendix [A](#).

10 Priority Mail Open and Distribute

10-1 Preparation

10-1.1 Letter-Size Pieces

Priority Mail Open and Distribute shipments of letter-size mailpieces in trays may be prepared in either of the following two ways:

- a. Place strapped trays in clear Priority Mail sacks. Complete Tag 161 and attach it to the clear sack (see Appendix [D](#) for an illustration of Tag 161). The total weight of a Priority Mail sack may not exceed 70 pounds.
- b. Affix Label 23 to the tray sleeve (see Appendix [C](#) for an illustration of Label 23). Two trays of identical size may be strapped together as long as each individual tray has been strapped. Bundled trays must be strapped securely around the length of the two trays. The total weight of the trays may not exceed 70 pounds.

10-1.2 Flat-Size Pieces

Place bundles of flat-size mailpieces, contained in gray or clear sacks, inside clear Priority Mail sacks. Complete Tag 161 or Tag 190 and attach it to the clear sack.

10-1.3 Labels

A concatenated UCC/EAN Code 128 Service barcode with unique Service Type Code “55” is required on all Priority Mail Open and Distribute container address labels. These labels can be obtained through a service software developer at www.usps.com/shipping/shipsystems.htm, through the USPS Shipping Assistant desktop application at www.usps.com/shippingassistant, or by integrating the USPS Web Tools Application Program Interface using your own developers at www.usps.com/webtools.

10-2 Postage Payment

For a Priority Mail Open and Distribute mailing with postage applied by frank or penalty mail permit imprint, the vendor must use a manifesting system to account for the Priority Mail postage for each sack or tray. (In this context, the term “tray” may refer to two trays strapped together, as discussed in Section [10-1.1b](#).) Manifesting is the accepted industry method of entering

nonidentical permit imprint mailings and allows for the use of a computer system that automatically transmits the weight information from a scale to the computer system to document the postage for each sack or tray. The recommended format for the manifest and summary page is in Appendix [E](#). Each sack or tray is identified with a unique number. The identification number, weight, and postage are reflected on the manifest. Off-the-shelf manifesting systems are readily available from private companies. The directions to obtain a list of known companies appears in Appendix [F](#). Complete PS Form 3600-R using the totals from the manifest with G-300 filled in as the permit number.

Attach Tag 161, Tag 190, or Label 23 to each Priority Mail sack or tray, respectively, showing either the Member’s frank or the permit imprint in the postage area, as shown in [Exhibit 10-1](#).

Exhibit 10-1

Member's Permit Imprint

Priority Mail
Postage and Fees Paid
House of Representatives
U.S. Congress
Permit No. G-300

Note: Express Mail® Open and Distribute mailings by House Members may not be paid for under the OMAS.

11 For All Mailings

11-1 Postage Statements

The postage statement, PS Form 3602-R or PS Form 3600-R, must be completed in full in the unshaded areas and for each container type identified on the statement. The Post Office will complete the shaded areas. The following items, a to h, are necessary for each statement:

- a. Post Office of mailing, including ZIP Code.
- b. Date of mailing.
- c. **Permit No. G-300.**
- d. **Federal Agency Cost Code** (the Member's unique 5-digit cost code number).
- e. The name and address of the Member in the "Permit Holder's Name and Address" block.
- f. The vendor's name and address in the "Name and Address of Mailing Agent" block.
- g. All required piece, weight, and postage computation information on both sides of the forms.
- h. Signature and telephone number of the mailing agent (the vendor or staffer who is presenting the mailing).

If a receipt is required, submit the form in duplicate.

Note: Items c. and d. above are highlighted because their use is critical to Postal Service tracking and billing activities. Postal Service personnel will enter these postage statements in the OMAS program. OMAS then automatically sorts these mailings as "House" mailings (identified through the use of the G-300 permit number), then by individual Member (based on the correct 5-digit cost code).

11-2 Entry Times in the Washington, D.C., Area

Vendors are to deposit mailings at one of the facilities listed in [Exhibit 11-1](#) no later than the time specified.

Exhibit 11-1

Deposit Times for Priority Mail Open and Distribute Mailings

Facility	Time
NORTHERN VIRGINIA 8409 LEE HWY MERRIFIELD VA 22081 703-698-6480 or 703-698-6643	7 P.M.
SOUTHERN MARYLAND 9201 EDGEWORTH DR CAPITOL HEIGHTS MD 20790 301-499-7320 or 301-499-7671	6 P.M.
SUBURBAN MARYLAND 16501 SHADY GROVE RD GAITHERSBURG MD 20898 301-670-6009 or 301-670-6010	6 P.M.
WASHINGTON, DC 900 BRENTWOOD RD NE WASHINGTON DC 20066 202-636-1581	7 P.M.

Note: These times are in effect as of February 23, 2007, and are subject to change.

12 Suggestion for the Vendor Contract

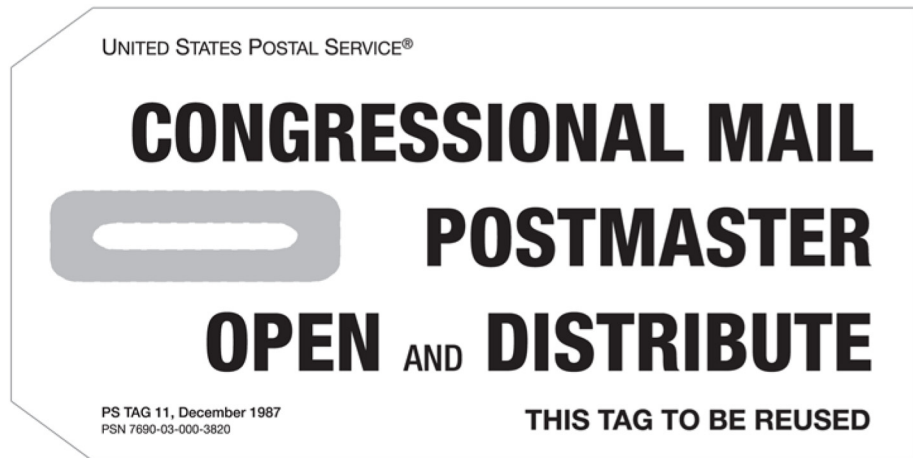
Although vendors are expected to be familiar with all current mailing standards and regulations, each contract should require the vendor to produce mailings in compliance with the *Mailing Standards of the United States Postal Service - Domestic Mail Manual* (DMM). Also, chapters [5](#), [6](#), [9](#), and [10](#) of this publication can be used as guides, but if there are any differences between the DMM and this guide, the DMM takes precedence.

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Appendix A

Tag 11, Congressional Mail

Included in this appendix is a copy of Tag 11, *Congressional Mail*, which is used on all sacks or trays that contain congressional mail.



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Appendix B

Tag 161, Priority Mail Open and Distribute (Green)

Included in this appendix is a copy of Tag 161, *Priority Mail Open and Distribute*, which is used for sacks of mail.

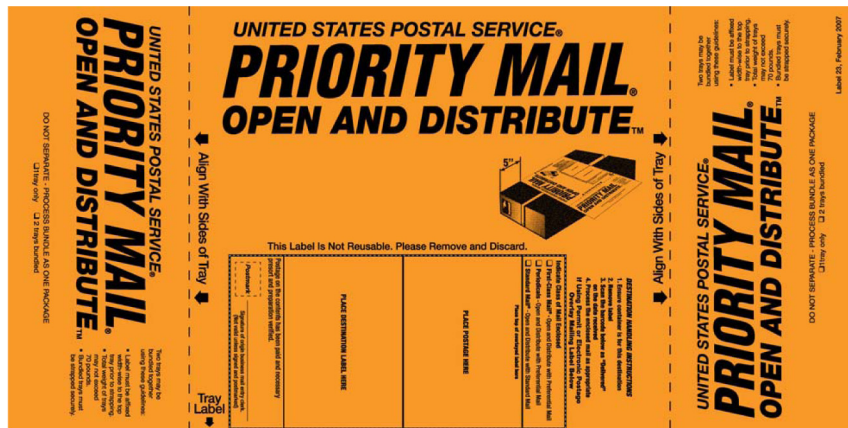


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Appendix C

Label 23, Priority Mail Open and Distribute (Orange)

Included in this appendix is a copy of Label 23, *Priority Mail Drop Shipment*, which is used for trays of mail.

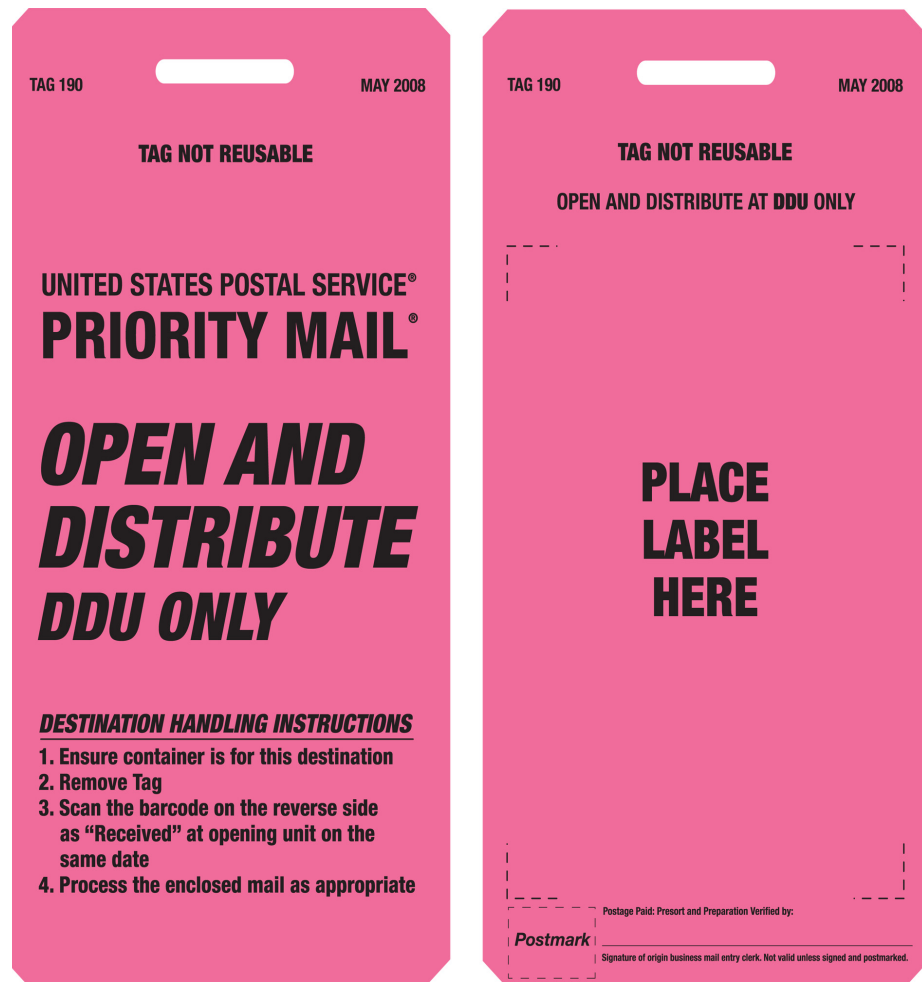


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Appendix D

Tag 190, Priority Mail Open and Distribute (Pink)

Included in this appendix is a copy of Tag 190, *Priority Mail Open and Distribute*, which is used for containers addressed to destination delivery units (DDUs).



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Appendix E

Sample Itemized Manifest Listing for Priority Mail Open and Distribute Mailings

Included in this appendix is a sample of an itemized manifest listing and summary page for Priority Mail Open and Distribute mailings, using the recommended format.

Note: The manifest shown is for example only. Rates change periodically.

Itemized Manifest**Priority Mail – Open and Distribute****(With Cumulative Postage Column)****Mailer's Name and Address**

ABC Company
125 Main St
Springdale, USA

Post Office of Mailing: *Springdale, USA***Class of Mail:** *Priority Mail***Permit Number:** *1050***MAC Version #:** *v3.01*

(Or Software Version #)

Date of Manifest: *7/24/07***Processing Category:** *NA***Manifest Sequence #:** *123*

Page 1

Piece ID Number	ZIP Code/Zone	Weight (lbs.)	Postage	Cumulative Postage
1234	850/4	20.51	20.45	\$ 20.45
1357	450/4	21.30	21.15	41.60
1579	852/4	10.92	13.35	54.95
1789	325/4	12.05	14.75	69.70
1999	390/2	8.23	7.90	77.60
2345	462/4	13.45	15.45	93.05
2678	660/6	20.98	26.55	119.60
2789	010/7	11.75	18.80	138.40
2888	202/5	8.87	12.20	150.60
3456	372/2	19.53	13.75	164.35
3457	356/3	20.21	14.25	178.60
3458	450/5	20.56	22.05	200.65
Page Totals:	12	188.36	200.65	
Cumulative Totals:	12	188.36	200.65	

Itemized Manifest Summary – Priority Mail Open and Distribute**(Postage Paid via Form 3600-R)**

	Zone	Number of Pieces	Totals
A2	Unzoned (<i>1 pound or less</i>)	0	0.00
A3	Local, 1, 2, & 3	100	5300.00
A4	4	217	2126.60
A5	5	8	104.00
A6	6	63	812.70
A7	7	5	96.60
A8	8	20	281.00
	Totals	413	\$8720.90

Manifesting Certified Software Developers

F-1 What is MAC?

Manifest Analysis and Certification (MAC) is a process that evaluates the quality of manifesting software manufactured by vendors. Manifesting is the efficient way to calculate, document, and pay for postage using a permit imprint instead of affixing meter postage or stamps to your parcels. Developed by the Postal Service in cooperation with the mailing industry, MAC provides a set of criteria that determines the accuracy of manifest products. The MAC Certified Developers List contains a quick reference to qualified developers, contact information, and which Postal Service services they offer — from Priority Mail to Parcel Select to international mail.

F-2 What is MAC Gold?

MAC Gold Certification offers a new approach to manifesting. It evaluates the end-to-end ability of a manifest system (scales, printers, and software) to produce accurate postage and fees, as well as quality documentation. Classes of mail are limited to First-Class Mail (single piece), Priority Mail, and Parcel Post. Developers who use MAC Gold are pre-certified to use Delivery Confirmation, Signature Confirmation, and Insured Mail (integrated barcode only) services once the appropriate forms are submitted, thereby providing quick, easy start-ups. A MAC Gold approved system needs no further approval as long as the system is installed and operated according to the developer's instructions. MAC Gold developers are included in the MAC Certified Developer List.

F-3 MAC and MAC Gold Certified Developers List

A complete list of certified vendors is available on the Address Quality page of the Postal Service Web site.

- a. Go to the Postal Service Web site at www.usps.com.
- b. Click the *Business* link.
- c. Under the “Resources” column, click the *Address Verification* link.
- d. Click the *Address Quality* link.
- e. Click the *Address Management Services* link.

- f. Click the *Certification Programs* link.
- g. Click the *MAC™ System & MAC Gold™ System* link.
- h. Choose the link for either a portable document format or a rich text format file for a list of software products, which also lists the name of the vendor.

(The direct URL is <http://www.usps.com/ncsc/addressservices/certprograms/mac.htm>.)

The MAC and MAC Gold Certified Developers List contains products that have passed the rigorous testing procedures of the MAC and MAC Gold programs. The list is broken out by type of certification and then organized alphabetically by company name. Each product’s listing includes sales contact information and indicates the certified manifest categories and options supported. Hardware, software platforms, and price range are indicated when appropriate. Although this program evaluates and validates manifesting products manufactured by developers, neither MAC nor MAC Gold guarantees acceptance of mail prepared using certified hardware/software platforms. The MAC and MAC Gold does however, provide national approval of computer-generated facsimiles of Postal Service postage statements, standardized documentation, and other manifest documentation.

This product information is for quick reference purposes only; please contact the developer directly for specifics concerning their product.

Notes

