



How to Order and Use Penalty Mail Stamps and Stationery

Publication 350

December 2001
Transmittal Letter 3

A. Explanation. This publication provides procedures for U.S. Government agencies to requisition and use penalty mail postage stamps, stamped cards, and stamped embossed envelopes as part of the penalty mail stamp (PMS) system.

B. Distribution

- 1. Initial.** This document is distributed directly to all government agencies authorized by the Postal Service manager of Post Office Accounting, Finance, to use penalty mail postage stamps; to the Postal Service stamp distribution offices designated to supply these stamps; and to Stamp Fulfillment Services in Kansas City, MO.
- 2. Online Availability.** This publication is available on the Postal Service Internet at <http://www.usps.com> and the Postal Service Intranet at <http://blue.usps.gov>.

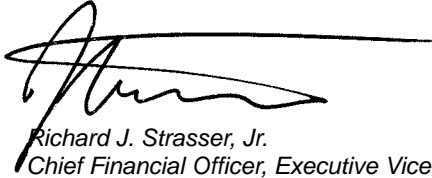
C. Additional Copies, Questions, or Comments

- 1. Other Government Agencies.** Direct your requests for additional copies, questions, or comments regarding this program or the content of this publication to the individual agency headquarters mail manager responsible for coordinating your PMS program. Individual mail managers may request additional copies from the address below.
- 2. Postal Service.** Direct your requests for additional copies, questions, or comments to:

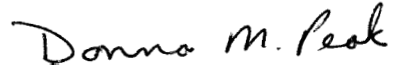
MANAGER REVENUE AND FIELD ACCOUNTING
FINANCE
US POSTAL SERVICE
475 L'ENFANT PLZ SW RM 8831
WASHINGTON DC 20260-5242

D. Rescission. This document supersedes Publication 350, *How to Order and Use Penalty Mail Stamps and Stationery*, dated August 1996. Discard all copies of the superseded document and replace with this publication.

E. Effective Date. This publication is effective upon receipt.

A handwritten signature in black ink, appearing to read 'R. Strasser, Jr.', with a long horizontal line extending to the right from the end of the signature.

Richard J. Strasser, Jr.
Chief Financial Officer, Executive Vice President,
Finance

A handwritten signature in black ink that reads 'Donna M. Peak'.

Donna M. Peak
Vice President, Controller, Finance

Contents

- Penalty Mail Stamp System 1**
 - Policy 1
 - Accountability 1
 - Definitions 1
 - Stamp Distribution Offices 4
 - Agency Mail Manager 4
 - Mailing Requirements 4
 - Postal Regulations 4
 - Shortpaid Mail 4
 - Unpaid Mail. 4

- Agency Ordering Procedures 5**
 - Minimum Orders 5
 - Where to Order 5
 - When to Order 5
 - Ordering Penalty Mail Stamps, Stamped Cards, and Stamped Envelopes 6
 - Ordering Printed Stamped Envelopes 9
 - Receipt of PMS Postage 11
 - Exchange of Unusable PMS Postage 11

- Use of PMS Postage 13**
 - Regulations on PMS Use 13
 - Determining Postage 13
 - Shortpaid and Unpaid Mail 13

- Appendix: Designated Penalty Mail SDOs 15**

Exhibits

Exhibit 1
PMS Stamps 2

Exhibit 2
PMS Stamped Card 2

Exhibit 3
PMS Plain Stamped Envelope 3

Exhibit 4
PMS Printed Stamped Envelope 3

Exhibit 5
PS Form 17-G 8

Exhibit 6
PS Form 17-J 10

Summary of Changes

Overall Revisions

- Some chapter and section titles are changed.
- All references to postal cards are changed to stamped cards.
- Rates are changed to reflect current Postal Service rates.
- Certain envelopes no longer available are deleted from both text and exhibits.
- Mailing addresses are updated.
- Exhibits are changed to delete obsolete PS Forms 17-G and 17-J and insert current [PS Forms 17-G](#) and [17-J](#).

Specific Revisions

Chapter 1 Penalty Mail Stamp System

- Chapter title is changed from Introduction to Penalty Mail Stamp System.
- Title of first section is changed from USPS Policy to Policy, and first sentence is revised. Registered mark is added to Express Mail because it is a registered trademark for the Postal Service.
- [Exhibit 1](#) is revised to show the 34-cent PMS stamp design.
- In PMS Stamps, denominations are revised to reflect current rates.
- In PMS Coils, denominations are revised to reflect current rates.
- In PMS Stamped Card, postal card is changed to stamped card throughout.
- [Exhibit 2](#) is changed from postal card to stamped card.
- In PMS Plain Stamped Envelope, last sentence is deleted because window version is no longer available.
- [Exhibit 3](#) is revised to reflect current rate for PMS plain stamped envelope.
- Exhibit 4 is deleted because PMS plain stamped envelope — window version is no longer available.
- Exhibit 5 is renumbered as [Exhibit 4](#) and is revised to reflect current rate for PMS printed stamped envelope.
- Exhibit 6 is deleted because PMS printed stamped envelope — window version is no longer available.
- In Mailing Requirements, Postal Regulations, mailing address is updated for SUPERINTENDENT OF DOCUMENTS.
- In Shortpaid Mail, second sentence is revised to reflect current policy, and third sentence is revised to delete “without charge.”

- In Unpaid Mail, sentence is revised from “an attempt at” to “attempting.”

Chapter 2 Agency Ordering Procedures

- In Minimum Orders, postal cards are changed to stamped cards throughout, and stamp denomination reference is revised to reflect current rate.
- In Denomination table, denominations are revised to reflect current rates; postal cards are changed to stamped cards; window version is deleted from stamped envelopes because it is no longer available.
- In When to Order, postal cards are changed to stamped cards.
- In Ordering Penalty Mail Stamps, Stamped Cards, and Stamped Envelopes, stamp denominations are revised to reflect current rates, and item numbers are added. Introductory text paragraph is also edited to clarify instructions for ordering agencies. Note is revised to add that 21-cent stamped cards will not be printed and that 20-cent stamped cards may be ordered but that a 1-cent postage stamp must be added to each card.
- Exhibit 7 is renumbered as [Exhibit 5](#), and current PS Form 17-G is shown.
- In Ordering Printed Stamped Envelopes, the mailing address for the PHILATELIC FULFILLMENT SERVICE CENTER is updated. Note is revised to add current pricing information for item #218200 on PS Form 17-J.
- Exhibit 8 is renumbered as [Exhibit 6](#), and current PS Form 17-J is shown.
- In Exchange of Unusable PMS Postage, “unusable PMS” is revised to “unusable PMS items”; the limit for the total value of an exchange is changed from \$100 to \$500.

Chapter 3 Use of PMS Postage

- In Regulations on PMS Use, postal card is changed to stamped card.
- In Determining Postage, last sentence, “service used” is revised to “service(s) used.”
- In Shortpaid and Unpaid Mail, third sentence is deleted, “The postage due may be paid with PMS postage, penalty mail meter strips, or cash in the exact amount due.” Two sentences are added to replace deleted sentence, “Postage due charges are assessed by the delivering post office. At the close of each postal accounting period, a report of the total charges assessed are forwarded to that office’s district Finance office for entry into the PMS system.”

Appendix: Designated Penalty Mail SDOs

- Mailing addresses are updated.

Penalty Mail Stamp System

This publication provides procedures for U.S. government agencies to requisition and use penalty mail postage stamps, stamped cards, and stamped embossed envelopes that are offered to the agencies as part of the penalty mail stamp (PMS) system.

Policy

Official mail is authorized by federal law to be transmitted by government officials to the Postal Service *without* prepayment of postage. Penalty mail is the type of official mail authorized for use by the executive and judicial branches of the federal government. The PMS system — used with penalty meter indicia, penalty permit imprint indicia, penalty business reply indicia, and Express Mail® — enables participating agencies to achieve total actual official mail accountability. PMS stamp stock, stamped cards, and stamped envelopes are available for official use *only* by authorized government agencies.

The penalty for private use is \$300.

Accountability

When combined with other penalty mail indicia, PMS indicia allow government agencies to achieve total direct accountability of their postage costs. With the PMS system, government agencies are able to affix the postage required and are billed for the exact amount of postage ordered.

Definitions

The following definitions apply to the PMS system:

- a. *Indicia* — imprinted designations used on all mail to denote payment of postage.
- b. *PMS indicia* — PMS stamp design, as shown, is essentially the same for stamps and postal stationery, except for denomination (see [Exhibit 1](#)).

Exhibit 1
PMS Stamps



- c. *PMS stamps* — PMS stamps are currently available in these denominations:
1, 4, 10, 13, 14, 17, 19, 20, 23, 33, and 34 cents, \$1, and \$5.
- d. *PMS coils* —roll of 100 stamps; PMS coils are currently available in 20-, 33-, and 34-cent denominations. All other PMS stamps are available in sheets only.
- e. *Postage item number* —unique six-digit number to identify type of postage ordered.
- f. *PMS stamped card* —PMS stamped card supplied by the Postal Service with a postage stamp printed and impressed in the upper-right corner on the address side and the words “Official Business, Penalty For Private Use \$300” printed on the left (see Exhibit 2).

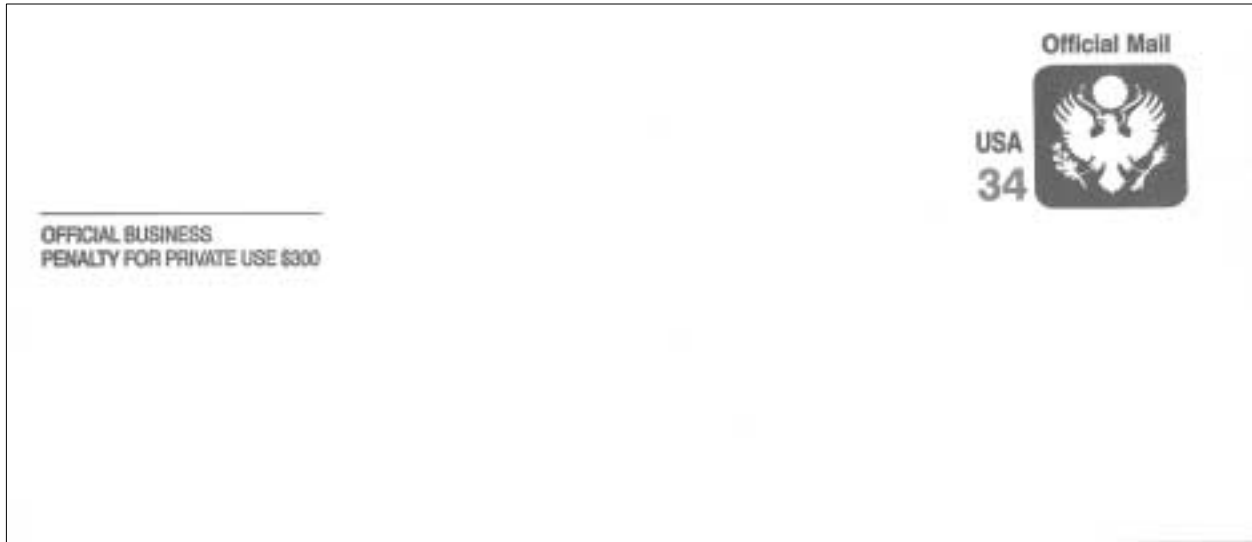
Exhibit 2
PMS Stamped Card



Penalty Mail Stamp System

- g. *PMS plain stamped envelope* —envelope with stamp printed and embossed on the upper-right corner and the words “Official Business, Penalty For Private Use \$300” printed on the left side of the envelope (see Exhibit 3).

Exhibit 3
PMS Plain Stamped Envelope



- h. *PMS printed stamped envelope* —PMS printed stamped embossed envelope available with specific return address printed on the upper-left corner (see Exhibit 4).

Exhibit 4
PMS Printed Stamped Envelope



Stamp Distribution Offices

Stamp distribution offices (SDOs) are post offices that distribute postage stock to other ordering post offices. Designated SDOs distribute PMS postage to ordering government agencies (see the appendix for a list of the designated SDOs). Post offices other than those listed in the appendix do *not* distribute PMS stock.

Agency Mail Manager

The agency mail manager is the Headquarters individual designated as the point of contact with the Postal Service for official mail matters.

Mailing Requirements

Postal Regulations

Postal Service regulations governing the use of domestic and international mail services are contained in the *Domestic Mail Manual* (DMM) and *International Mail Manual* (IMM). Agencies may order copies of the DMM and IMM from:

SUPERINTENDENT OF DOCUMENTS
US GOVERNMENT PRINTING OFFICE
PO BOX 371954
PITTSBURGH PA 15250-7954

Government agencies authorized to use the PMS system must comply with all applicable restrictions, requirements for wrapping and mailing, and general provisions concerning the use of all mail services. The correct amount of postage for the service used must be affixed to official mail covers when PMS stock is used.

Shortpaid Mail

Shortpaid mail is mail with insufficient postage. The shortage must be assessed upon delivery to the addressee. When quantity mailings of 10 or more pieces are received at the office of mailing without sufficient postage, the mailer is notified so that the postage charges may be adjusted before the mail is dispatched.

Unpaid Mail

Mail without postage attached is returned to the sender without attempting delivery.

Agency Ordering Procedures

Minimum Orders

Agencies may order postage stamps, stamped cards, and stamped envelopes to meet their official mailing needs. However, each order must be for a minimum of \$50. The SDO increases orders for less than \$50 to meet (or exceed) this minimum by adding coils of 100 34-cent stamps. Stamps, stamped cards, and stamped envelopes must be ordered in the minimum units as follows:

Denomination	Ordering Units
\$5 stamps	10 each
\$1 stamps	10 each
1-, 4-, 10-, 13-, 14-, 17-, 19-, 20- or 23-cent stamps	100 each
20-, 33-, or 34-cent stamps	Coil (100 each)
20-cent stamped cards	Pack (250 each)
Stamped envelopes (regular only)	Box (500 each)

Orders received by an SDO for other than complete ordering units for the above items are increased to the next higher unit. Examples: an order for 174 23-cent stamps is increased to 200 23-cent stamps; an order for one and one-half packs of stamped cards (375) is increased to two packs (500); one-half box of stamped envelopes is increased to one box (500).

Where to Order

Send orders directly to the SDO designated to fill requisitions for the ZIP Code® area to which the order is to be *shipped*. A list of the SDOs with their ZIP Code service areas is provided in the appendix.

When to Order

PMS stock, stamped cards, and stamped envelopes should be ordered no more than once each quarter. Printed stamped envelopes may be ordered as often as necessary.

Ordering Penalty Mail Stamps, Stamped Cards, and Stamped Envelopes

Use PS Form 17-G, *Penalty Mail Stamp Requisition*, to order PMS postage (see [Exhibit 5](#)). Start-up PS Forms 17-G must be obtained from the agency mail manager. A blank three-part form set is included with each shipment: the ordering copy (page 1), shipping copy (page 2), and customer copy (page 3). The ordering agency retains page 3. Send copies 1 and 2 to the appropriate SDO. If you do not submit both copies, if you submit the forms to the wrong SDO, or if you submit illegible forms, your order will not be filled but returned for correction and resubmission. When completing PS Form 17-G, type or print clearly so that all information is legible on all three copies.

1. Complete the *Ordered By* Section.

In the *Ordered By* section of PS Form 17-G, enter the following information:

- **Name and title.** Your full name and position.
- **Street address and city, state, ZIP+4.** Your mailing address includes your ZIP+4®.
- **Telephone number.** Includes your area code.
- **Signature.**
- **Department/agency.** The organization you represent that is to be billed for the postage ordered.
- **Date of order.** Includes the month (*Mo*), day (*Day*), and year (*Yr*) you send the order to the designated SDO. Enter numerics only.
- **Agency code.** Obtain these Postal Service three-digit codes from your agency mail manager. These codes *must* be used. Without this information, the SDO cannot fill your order.
- **Agency cost code.** Obtain these codes from your agency mail manager; however, their use is *optional*.

2. Complete the Order Blank.

Order PMS postage by entering the desired number of 1-, 10-, 20-, 23-cent, \$1, and \$5 stamps; number of 33- and 34-cent stamp coils; packs of 20-cent stamped cards; and boxes of 34-cent stamped envelopes (regular only).

To do this:

- Enter the number of stamps, coils, packs, or boxes desired in the column provided next to the *Item No*.
- Multiply the number of items ordered by the denomination or price given, and enter the result (product) in the column headed *Dollars and Cents*.
- Total the amounts entered in the *Dollars and Cents* column, and enter the total in the space provided for *Requisition Total*.
- Verify your calculations. Make sure that entries are legible on all three copies of the form.

Note: Sheets of 4- (item number 556100), 13- (item number 555300), 14- (item number 555200), 17- (item number 555700) and 19-cent (item number 555900) stamps and coils of 20-cent (item number 771200) stamps are also available as write-in items on the appropriate section of the form.

3. **Complete the Shipping Label.**

Complete the shipping label by entering:

- The name and title of the person to receive the shipment even if the same as in the *Ordered By* section.
- The name and room number of the office or unit.
- The complete mailing address including street address or P.O. box, city, state, and ZIP+4 code of the government agency location receiving the shipment.

4. **Mail PS Form 17-G.**

Verify that all information on PS Form 17-G is correct, and send the form to the SDO servicing the *Ship-to-ZIP Code* (appendix), as follows:

- Remove the pink Customer Copy (page 3) for your records.
- Address the envelope containing the forms to the SDO designated to serve the *Ship-to-ZIP Code* on the requisition.
- Apply the proper amount of postage to cover the cost of mailing.

Note: Allow up to 2 weeks for delivery. Also, with the July 1, 2001 rate change, 21-cent stamped cards will not be printed. However, you may continue to order the 20-cent stamped cards and add a 1-cent postage stamp to each.

Exhibit 5
PS Form 17-G

United States Postal Service		<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="writing-mode: vertical-rl; transform: rotate(180deg);">Stamps</th> <th>Item No.</th> <th>No. of Stamps</th> <th>X</th> <th>Denomination</th> <th>=</th> <th>Dollars</th> <th>Cents</th> </tr> </thead> <tbody> <tr> <td></td> <td>555000</td> <td></td> <td>X</td> <td>1¢</td> <td>=</td> <td> </td> <td> </td> </tr> <tr> <td></td> <td>555800</td> <td></td> <td>X</td> <td>10¢</td> <td>=</td> <td> </td> <td> </td> </tr> <tr> <td></td> <td>556400</td> <td></td> <td>X</td> <td>20¢</td> <td>=</td> <td> </td> <td> </td> </tr> <tr> <td></td> <td>556000</td> <td></td> <td>X</td> <td>23¢</td> <td>=</td> <td> </td> <td> </td> </tr> <tr> <td></td> <td>555600</td> <td></td> <td>X</td> <td>\$1.00</td> <td>=</td> <td> </td> <td> </td> </tr> <tr> <td></td> <td>555500</td> <td></td> <td>X</td> <td>\$5.00</td> <td>=</td> <td> </td> <td> </td> </tr> <tr> <td></td> <td></td> <td></td> <td>X</td> <td></td> <td>=</td> <td> </td> <td> </td> </tr> </tbody> </table>		Stamps	Item No.	No. of Stamps	X	Denomination	=	Dollars	Cents		555000		X	1¢	=				555800		X	10¢	=				556400		X	20¢	=				556000		X	23¢	=				555600		X	\$1.00	=				555500		X	\$5.00	=						X		=		
Stamps	Item No.			No. of Stamps	X	Denomination	=	Dollars	Cents																																																										
	555000				X	1¢	=																																																												
	555800				X	10¢	=																																																												
	556400				X	20¢	=																																																												
	556000				X	23¢	=																																																												
	555600				X	\$1.00	=																																																												
	555500				X	\$5.00	=																																																												
					X		=																																																												
Penalty Mail Stamp Requisition																																																																			
For USPS Use Only																																																																			
SDO Name	SDO 3-Digit ZIP Code																																																																		
Shipper	Date																																																																		
Witness	Date																																																																		
Register No.																																																																			
Instructions																																																																			
<ol style="list-style-type: none"> Type or print clearly. You are making 3 copies. Minimum dollar value per order is \$50.00. Orders received for less than \$50.00 will have additional coils of stamps added to order to satisfy the minimum order. Stamps are available only in multiples of 100 except for \$1.00 and \$5.00 stamps which are available in multiples of 10. Stamped cards are available only in packs of 250. Plain Stamped Envelopes are available only in full boxes of 500. Enter your name, address, telephone number and name of your Federal Government Department or Agency in the "Ordered By" block. Enter in numerics only, the Date of Order, the Agency Code, and the Agency Cost Code in the blocks provided. (Agency Code and Agency Cost Code are special codes you receive from your Headquarters Mail Manager.) The Agency Code must be entered. The Agency Cost Code is optional. Enter the name and complete address of the individual to whom the stamps will be sent in the "Shipping Label" block. TO ORDER, multiply the number of stamps, coils, packs, or boxes by the denomination or unit price. The total dollar and cents amount for the order must be entered in the "Requisition Total" column. Keep the pink "Customer Copy," copy 3, for your records. Mail to: Stamp Distribution Office serving the Ship-To address ZIP Code. 																																																																			
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="writing-mode: vertical-rl; transform: rotate(180deg);">Coil Stamps (Coils of 100)</th> <th>Item No.</th> <th>No. of Packs</th> <th>X</th> <th>Price</th> <th>=</th> <th>Dollars</th> <th>Cents</th> </tr> </thead> <tbody> <tr> <td></td> <td>778800 (34¢)</td> <td></td> <td>X</td> <td>\$34.00</td> <td>=</td> <td> </td> <td> </td> </tr> <tr> <td></td> <td>774800 (33¢)</td> <td></td> <td>X</td> <td>\$33.00</td> <td>=</td> <td> </td> <td> </td> </tr> <tr> <td></td> <td></td> <td></td> <td>X</td> <td></td> <td>=</td> <td> </td> <td> </td> </tr> <tr> <td></td> <td></td> <td></td> <td>X</td> <td></td> <td>=</td> <td> </td> <td> </td> </tr> <tr> <td></td> <td></td> <td></td> <td>X</td> <td></td> <td>=</td> <td> </td> <td> </td> </tr> </tbody> </table>		Coil Stamps (Coils of 100)	Item No.	No. of Packs	X	Price	=	Dollars	Cents		778800 (34¢)		X	\$34.00	=				774800 (33¢)		X	\$33.00	=						X		=						X		=						X		=																				
		Coil Stamps (Coils of 100)	Item No.	No. of Packs	X	Price	=	Dollars	Cents																																																										
			778800 (34¢)		X	\$34.00	=																																																												
			774800 (33¢)		X	\$33.00	=																																																												
					X		=																																																												
					X		=																																																												
					X		=																																																												
		<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="writing-mode: vertical-rl; transform: rotate(180deg);">Stamped Cards (Packs of 250)</th> <th>Item No.</th> <th>No. of Packs</th> <th>X</th> <th>Price</th> <th>=</th> <th>Dollars</th> <th>Cents</th> </tr> </thead> <tbody> <tr> <td></td> <td>226400 (20¢)</td> <td></td> <td>X</td> <td>\$55.00</td> <td>=</td> <td> </td> <td> </td> </tr> <tr> <td></td> <td></td> <td></td> <td>X</td> <td></td> <td>=</td> <td> </td> <td> </td> </tr> </tbody> </table>		Stamped Cards (Packs of 250)	Item No.	No. of Packs	X	Price	=	Dollars	Cents		226400 (20¢)		X	\$55.00	=						X		=																																										
				Stamped Cards (Packs of 250)	Item No.	No. of Packs	X	Price	=	Dollars	Cents																																																								
			226400 (20¢)		X	\$55.00	=																																																												
			X		=																																																														
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="writing-mode: vertical-rl; transform: rotate(180deg);">Stamped Envelopes (Boxes of 500)</th> <th>Item No.</th> <th>No. of Boxes</th> <th>X</th> <th>Price</th> <th>=</th> <th>Dollars</th> <th>Cents</th> </tr> </thead> <tbody> <tr> <td></td> <td>218200 (#10, 34¢ Regular)</td> <td></td> <td>X</td> <td>\$184.00</td> <td>=</td> <td> </td> <td> </td> </tr> <tr> <td></td> <td></td> <td></td> <td>X</td> <td></td> <td>=</td> <td> </td> <td> </td> </tr> <tr> <td></td> <td></td> <td></td> <td>X</td> <td></td> <td>=</td> <td> </td> <td> </td> </tr> </tbody> </table>		Stamped Envelopes (Boxes of 500)	Item No.	No. of Boxes	X	Price	=	Dollars	Cents		218200 (#10, 34¢ Regular)		X	\$184.00	=						X		=						X		=																																				
		Stamped Envelopes (Boxes of 500)	Item No.	No. of Boxes	X	Price	=	Dollars	Cents																																																										
			218200 (#10, 34¢ Regular)		X	\$184.00	=																																																												
			X		=																																																														
			X		=																																																														
Ordered By																																																																			
Name & Title																																																																			
Street Address																																																																			
City, State, ZIP																																																																			
Telephone No. (Include area code)																																																																			
Signature																																																																			
Department/Agency																																																																			
Date of Order	Agency Code																																																																		
Mo Mo Day Day Yr Yr Yr Yr																																																																			
Agency Cost Code																																																																			
Requisition Total ▶																																																																			
▼ <i>Press Hard -- This Is Your Shipping Label</i> ▼																																																																			
Name & Title																																																																			
Office/Unit																																																																			
Street Address																																																																			
City, State	Ship to ZIP + 4 Code																																																																		
	-																																																																		
1 ORDERING COPY																																																																			

Ordering Printed Stamped Envelopes

Stamped envelopes may be ordered with a return address preprinted on the envelope. To order these envelopes, complete PS Form 17-J, *Penalty Mail Printed Stamped Envelope Order* (see [Exhibit 6](#)). PS Form 17-J can be obtained from your agency mail manager. Follow the instructions on PS Form 17-J, and send the completed order to:

STAMP FULFILLMENT SERVICES
UNITED STATES POSTAL SERVICE
PO BOX 219178
KANSAS CITY MO 64121-9178

Complete PS Form 17-J.

In the spaces provided enter:

1. **Agency code.** Obtain these Postal Service three-digit codes from your agency mail manager. These codes *must* be used. Without this information, your order cannot be filled.
2. **Agency cost code.** Obtain these codes from your agency mail manager; however, their use is *optional*.
3. **Date of order.** Includes the month (*Mo*), day (*Day*), and year (*Yr*) you send the order to the Stamped Envelope Unit. Enter numerics only.
4. **Return ZIP+4 code.** Must be identical to the return address.
5. **Ordering information:**
 - **Name, title, and signature.** Your full name and position.
 - **Agency/department name.** The organization you represent that is to be billed for the postage ordered.
 - **Street address and city, state, ZIP+4.** Your mailing address includes your ZIP+4.
 - **Telephone number.** Includes your area code.
6. **Order:**
 - Enter the number of boxes desired in column *e*.
 - Multiply the number of boxes ordered in column *e* by the price per box in column *f*.
 - Enter the result in column *g* (cost).
 - Enter the appropriate shipping and handling cost.
 - Add the amounts entered in column *g* (cost), and enter the sum in the space provided for *Total*.
7. **Printing information.** Type or print the return address *exactly* as you want it to appear on the envelope. Include the ZIP+4 code. This address must not exceed seven lines; each line may not exceed 47 characters in length (including spaces). You may attach a sample or facsimile address.

Exhibit 6
PS Form 17-J



Penalty Mail Printed Stamped Envelope Order

Enter your agency's three-digit code. Enter a Cost Code if your agency requires you to do so. Contact your agency's mail manager to obtain these codes.

	1. Agency Code	2. Agency Cost Code

Enter the date of order and ZIP + 4 code. NOTE: The ZIP + 4 code must be identical to the ZIP Code printed in the return address.

	3. Date of Order						4. Return ZIP + 4 Code					
	Month		Date		Year							

5. Ordering Information

Name	Agency/Department Name
Title	Street Address
Signature	City, State, and ZIP + 4
	Telephone No. (Include Area Code)

6. Order

	a.	b.	c.	d.	e.		f.		g.	
	Style	Size No.	Denom-ination	Item No.	No. of Boxes		Price per Box of 500		Cost	
NOTE: Envelopes are available ONLY in boxes of 500.	Regular	10	\$.33	2173		X	\$180.00	=	\$	
Multiply the prices in column f by the quantities in column e and enter the results in column g.								=	\$	
								=	\$	
	Shipping and Handling Charges (\$5.20 for one box, \$9.20 for two or more boxes)								=	\$
Add the quantities in column g to obtain the total of your order.	Total		—————▶						=	\$

7. Printing Information

TYPE or PRINT the return address EXACTLY as you want it to appear on the envelope. Include ZIP + 4 code.

NOTE: (1) The return address must not exceed seven lines;
(2) No line can exceed 47 characters in length (including spaces);
(3) You may attach a sample or facsimile address.

8. Shipping Address

Complete this section ONLY if envelopes are to be shipped to an address other than that listed in Item 7.

The shipping address must not exceed four lines.

NOTE: Retain Customer Copy as your record of order.
Send SFS copy to:

STAMP FULFILLMENT SERVICES
PERSONALIZED ENVELOPE PROGRAM
8300 NE UNDERGROUND DR PILLAR 210
KANSAS CITY MO 64144-0001

8. **Shipping address.** Complete this section *only* if the envelopes are to be shipped to an address other than that entered in *Printing Information*.

Note: Allow up to one month for delivery. Address and rate information on current form is incorrect. Both will be revised on next printing. The rate for a box of 500 34-cent regular size 10 preprinted embossed penalty mail envelopes, item #218200, is \$190.00.

Receipt of PMS Postage

PMS postage is shipped by registered mail, or other accountable mail service, to the individual or location on the shipping label. The signature of this individual (or a designee) is required for delivery. Once the recipient signs for the shipment, it may not be returned to the SDO for credit.

Exchange of Unusable PMS Postage

Damaged, defective, or unusable PMS items are replaced by the issuing SDO. Stamps that become damaged or unusable because of humidity, moisture, or other causes while in custody of government agencies are exchanged at full value only for an equal number of stamps of the same denominations. Unusable stamps accepted under these conditions must have been available from the SDOs within the 12 months before the transaction. Quantities of the same denomination over \$10 must be returned in the same configurations as when obtained, that is, in sheets or coils. Each transaction is limited to stamps with a total value of \$500 or less from each ordering unit.

Use of PMS Postage

Regulations on PMS Use

PMS postage allows government mailers to continue using the full range of services offered by the Postal Service. PMS postage may be used *only* for official business. Mailers must comply with all mailing regulations now in effect for official mail. Details of these regulations are contained in DMM E060. Official mail with the penalty mail stamp must contain a government return address printed, typewritten, or hand stamped on the envelope, label, or stamped card to be delivered. Use of a nongovernment return address can result in the return of the mailpiece to the sender.

Determining Postage

As with ordinary mail, you must determine the amount of PMS postage to be paid on a piece of official government mail by the class of mail service used, weight of the item, and, if appropriate, the distance to the destination. Obtain current postal rates and service charts at your local post office. Affix sufficient PMS postage to pay for the service(s) used.

Shortpaid and Unpaid Mail

Shortpaid and unpaid official mail is handled in the same manner as ordinary mail that is shortpaid or unpaid. This means that shortpaid official mail *is not* delivered unless the proper amount of postage due is assessed at the time of delivery. Postage due charges are assessed by the delivering post office. At the close of each postal accounting period, a report of the total charges assessed are forwarded to that office's district Finance office for entry into the PMS system. Unpaid official mail (official mail without any postal indicia) is returned to the sender without attempting delivery.

Appendix: Designated Penalty Mail SDOs

Ship to ZIP (First 3 Digits)	Order From: USPS Stamp Distribution Office
004-005	JAF BLDG RM 3129 421 8TH AVE NEW YORK NY 10199-9215
006-009	585 FD ROOSEVELT AVE RM 103 SAN JUAN PR 00936-9681
010-026	25 DORCHESTER AVE RM B-33 BOSTON MA 02205-9612
027-029	MPO 24 CORLISS ST PROVIDENCE RI 02904-9996
030-035	955 GOFFS FALLS RD MANCHESTER NH 03103-9601
036-037	25 DORCHESTER AVE RM B-33 BOSTON MA 02205-9612
038-039	955 GOFFS FALLS RD MANCHESTER NH 03103-9601
040-049	125 FOREST AVE PORTLAND ME 04101-9604
050-059	25 DORCHESTER AVE RM B-33 BOSTON MA 02205-9612
060-069	50 BREWERY ST NEW HAVEN CT 06511-9602
070-079	2 FEDERAL SQ RM B113 NEWARK NJ 07102-9337
080-087	PO BOX 9001 BELLMAWR NJ 08099-9706
088-089	2 FEDERAL SQ RM B113 NEWARK NJ 07102-9337

Ship to ZIP (First 3 Digits)	Order From: USPS Stamp Distribution Office
090–098	JAF BLDG RM 3129
100–129	421 8TH AVE NEW YORK NY 10199-9215
130–149	1200 WILLIAM ST BUFFALO NY 14240-9604
150–168	1001 CALIFORNIA AVE RM 1252 PITTSBURGH PA 15290-9613
169–196	2970 MARKET ST RM 557 PHILADELPHIA PA 19104-9603
197–199	MPO RM 200 358 W HARRISON ST CHICAGO IL 60607-3925
200	MPO RM 1089
202–205	900 BRENTWOOD ROAD NE WASHINGTON DC 20066-7206
206–212	MPO RM 200
214–219	358 W HARRISON ST CHICAGO IL 60607-3925
220–245	MPO RM 1089 900 BRENTWOOD ROAD NE WASHINGTON DC 20066-7206
246–259	1002 LEE ST EAST CHARLESTON WV 25301-9995
260	1001 CALIFORNIA AVE RM 1252 PITTSBURGH PA 15290-9613
261–268	1002 LEE ST EAST CHARLESTON WV 25301-9995
270–289	RM 1154 1120 PLEASANT RIDGE RD GREENSBORO NC 27498-9603
290–296	MPO 1601 ASSEMBLY ST COLUMBIA SC 29201-9602
297	RM 1154 1120 PLEASANT RIDGE RD GREENSBORO NC 27498-9603
298–306	2310 AVIATION BLVD RM 200 ATLANTA GA 30320-0125

Ship to ZIP (First 3 Digits)	Order From: USPS Stamp Distribution Office
307	525 ROYAL PKY NASHVILLE TN 37229-9609
308-310 312-319	2310 AVIATION BLVD RM 200 ATLANTA GA 30320-0125
320 322-331 333-340	5201 W SPRUCE ST TAMPA FL 33630-9603
350-352 354-368	351 24TH ST NORTH BIRMINGHAM AL 35203-9671
369	401 E SOUTH ST JACKSON MS 39201-9680
370-374 376-385	525 ROYAL PKY NASHVILLE TN 37229-9609
386-397	401 E SOUTH ST JACKSON MS 39201-9680
400-409	1088 NANDINO BLVD LEXINGTON KY 40511-9610
410	GMF RM 15 2400 ORANGE AVE CLEVELAND OH 44101-9602
411-418	1088 NANDINO BLVD LEXINGTON KY 40511-9610
420	MPO RM B29 125 W SOUTH ST INDIANAPOLIS IN 46206-9642
421-422	1088 NANDINO BLVD LEXINGTON KY 40511-9610
423-424	MPO RM B29 125 W SOUTH ST INDIANAPOLIS IN 46206-9642
425-427	1088 NANDINO BLVD LEXINGTON KY 40511-9610
430-458	GMF RM 15 2400 ORANGE AVE CLEVELAND OH 44101-9602
460-469	MPO RM B29 125 W SOUTH ST INDIANAPOLIS IN 46206-9642

Ship to ZIP (First 3 Digits)	Order From: USPS Stamp Distribution Office
470	GMF RM 15 2400 ORANGE AVE CLEVELAND OH 44101-9602
471	1088 NANDINO BLVD LEXINGTON KY 40511-9610
472-479	MPO RM B29 125 W SOUTH ST INDIANAPOLIS IN 46206-9642
480-482 484-497	RM M511 1401 W FORT ST DETROIT MI 48233-9602
498-499	PO BOX 5014 MILWAUKEE WI 53201-5014
500-508 510-514	358 W HARRISON ST RM 200 CHICAGO IL 60607-3925
515-516	1124 PACIFIC ST RM 51A OMAHA NE 68108-9602
520-528	358 W HARRISON ST RM 200 CHICAGO IL 60607-3925
530-532 534-535 537-539	PO BOX 5014 MILWAUKEE WI 53201-5014
540	358 W HARRISON ST RM 200 CHICAGO IL 60607-3925
541-549	PO BOX 5014 MILWAUKEE WI 53201-5014
550-551 553-554 556-564	358 W HARRISON ST RM 200 CHICAGO IL 60607-3925
565	4801 N 4 TH AVE SIOUX FALLS SD 57104-9770
566	358 W HARRISON ST RM 200 CHICAGO IL 60607-3925
567 570-577 580-588	4801 N 4 TH AVE SIOUX FALLS SD 57104-9770
590-599	841 S 26 TH ST BILLINGS MT 59101-9614

Ship to ZIP (First 3 Digits)	Order From: USPS Stamp Distribution Office
600-606 609-620 622-631 633-641 644-648 650-658 660-662 664-679	358 W HARRISON ST RM 200 CHICAGO IL 60607-3925
680-681 683-693	1124 PACIFIC ST RM 51A OMAHA NE 68108-9602
700-701 703-708 710-714 716-717	GMF 4700 E MCCAIN BLVD LITTLE ROCK AR 72231-9605
718	MPO 401 DALLAS FORT WORTH TPKE DALLAS TX 75260-9603
719-722	GMF 4700 E MCCAIN BLVD LITTLE ROCK AR 72231-9605
723	525 ROYAL PKY NASHVILLE TN 37229-9609
724-729	GMF 4700 E MCCAIN BLVD LITTLE ROCK AR 72231-9605
730-731 734-738	320 SW 5TH ST OKLAHOMA CITY OK 73125-9603
739	MPO 401 DALLAS FORT WORTH TPKE DALLAS TX 75260-9603
740-741 743-749	320 SW 5TH ST OKLAHOMA CITY OK 73125-9603
750-769	MPO 401 DALLAS FORT WORTH TPKE DALLAS TX 75260-9603
770-789	PO BOX 1575 HOUSTON TX 77251-1575
790-799	MPO 401 DALLAS FORT WORTH TPKE DALLAS TX 75260-9603

Ship to ZIP (First 3 Digits)	Order From: USPS Stamp Distribution Office
800–816 820–831	7500 E 53RD PL RM 218 DENVER CO 80266-9603
832–834	2201 S COLE RD BOISE ID 83708-9610
835	GMF 4001 S PINE ST TACOMA WA 98413-9601
836–837	2201 S COLE RD BOISE ID 83708-9610
838	GMF 4001 S PINE ST TACOMA WA 98413-9601
840–847	2595 W CUSTER RD SALT LAKE CITY UT 84104-9996
850 852–853 855–857 859–860 863–864	4949 E VAN BUREN ST PHOENIX AZ 85026-9635
865 870–875 877–884	1135 BROADWAY BLVD NE ALBUQUERQUE NM 87101-9610
890–891	1001 E SUNSET RD LAS VEGAS NV 89199-9610
893	2595 W CUSTER RD SALT LAKE CITY UT 84104-9996
894–895 897	1001 E SUNSET RD LAS VEGAS NV 89199-9610
898	2595 W CUSTER RD SALT LAKE CITY UT 84104-9996
900–908 910–918 920–928 930–935	LOBBY SUPPORT BLDG RM 204 7001 S CENTRAL AVE LOS ANGELES CA 90052-9601
936–941 943–960	PO BOX 881210 SAN FRANCISCO CA 94188-1210
961	1001 E SUNSET RD LAS VEGAS NV 89199-9610

Ship to ZIP (First 3 Digits)	Order From: USPS Stamp Distribution Office
962-966	PO BOX 881210 SAN FRANCISCO CA 94188-1210
967-969	3600 AOLELE ST RM 333 HONOLULU HI 96820-9608
970-978	PO BOX 4029 PORTLAND OR 97208-4029
979	2201 S COLE RD BOISE ID 83708-9610
980-985	GMF 4001 S PINE ST TACOMA WA 98413-9601
986	PO BOX 4029 PORTLAND OR 97208-4029
987-994	GMF 4001 S PINE ST TACOMA WA 98413-9601
995-999	4141 POSTMARK DR ANCHORAGE AK 99519-9605