

# 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. 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
	CRID _____	

<b>Mailing</b>	Post Office of Mailing	Mailer's Mailing Date	Permit No.	Federal Agency Cost Code	Statement Seq. No.	No. & Type of Containers Sacks _____ Trays _____ Pallets _____
	Type of Postage <input type="checkbox"/> Permit Imprint <input type="checkbox"/> Precanceled Stamps <input type="checkbox"/> Metered	Weight of a Single Piece 0 . _____ pound		<input type="checkbox"/> Mailpiece is a product sample	Processing Category <input type="checkbox"/> Letters <input type="checkbox"/> Flats	
	Move Update Method: <input type="checkbox"/> Ancillary Service Endorsement <input type="checkbox"/> OneCode ACS <input type="checkbox"/> NCOALink <input type="checkbox"/> ACS <input type="checkbox"/> Alternative Method <input type="checkbox"/> Multiple <input type="checkbox"/> n/a Alternative Address Format				Total Pieces	Total Weight

<b>Postage</b>	<input type="checkbox"/> Letter-size or flat mailpiece contains DVD/CD or other disk <div style="text-align: right;"><b>Total Postage (Add Parts Totals)</b></div>	
	Price at Which Postage Affixed (Check one) Complete if the mailing includes pieces bearing metered/PC Postage or precanceled stamps. <input type="checkbox"/> Correct <input type="checkbox"/> Lowest <input type="checkbox"/> Neither _____ pcs. x \$ _____ = <b>Postage Affixed</b>	

<b>Permit #</b> _____	<b>Net Postage Due (Subtract postage affixed from total postage)</b>
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<b>USPS Use</b>	Additional Postage Payment (State reason)	
	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 (Permit imprint only) <b>AIC 130</b>	<b>Total Adjusted Postage Permit Imprint</b>

<b>Certification</b>	<p>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.</p> <p style="text-align: right;">Privacy Notice: For information regarding our Privacy Policy visit <a href="http://www.usps.com">www.usps.com</a></p>	
	Signature of Mailer or Agent	Printed Name of Mailer or Agent Signing Form
		Telephone

<b>USPS Use Only</b> To be completed in non-Postal/One! sites	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	<b>USPS Use Only</b> To be completed in non-Postal/One! sites		
	Total Pieces			Total Weight	
	Total Postage			Round Stamp (Required) Payment Date	
	Presort Verification Performed? (If required) <input type="checkbox"/> Yes <input type="checkbox"/> No (Check one)				
	I CERTIFY that this mailing has been inspected for each item below if required: (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)			Date Mailer Notified	Contact
	USPS Employee's Signature			By (Initials)	Time AM PM
		Print USPS Employee's Name			

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

## Standard Mail-Postage (cont.)

Part B Letters-3.3 oz. (0.2063 lb.) or less					Part E Flats-3.3 oz. (0.2063 lb.) or less						
Machinable		Price Category	Price	No. of Pieces	Total Postage	Entry		Price Category	Price	No. of Pieces	Total Postage
B1	None	AADC	\$0.274			E1	None	5-Digit	\$0.401		
B2	None	Mixed AADC	0.290			E2	None	3-Digit	0.479		
B3	DNDC	AADC	0.241			E3	None	ADC	0.529		
B4	DNDC	Mixed AADC	0.257			E4	None	Mixed ADC	0.566		
B5	DSCF	AADC	0.231			E5	DNDC	5-Digit	0.368		
						E6	DNDC	3-Digit	0.446		
						E7	DNDC	ADC	0.496		
<b>Nonmachinable - 3.3 oz. (0.2063 lb.) or less</b>						E8	DNDC	Mixed ADC	0.533		
B6	None	5-Digit	\$0.408			E9	DSCF	5-Digit	0.358		
B7	None	3-Digit	0.503			E10	DSCF	3-Digit	0.436		
B8	None	ADC	0.537			E11	DSCF	ADC	0.486		
B9	None	Mixed ADC	0.632								
B10	DNDC	5-Digit	0.375								
B11	DNDC	3-Digit	0.470								
B12	DNDC	ADC	0.504								
B13	DNDC	Mixed ADC	0.599								
B14	DSCF	5-Digit	0.365								
B15	DSCF	3-Digit	0.460								
B16	DSCF	ADC	0.494								

Part E Total (add lines E1-E11)

### Nonmachinable Letters Over 3.3 oz. but less than 16 oz.

Entry	Price Category	Piece Price	Or Amount Affixed	No. of Pieces	Pieces Subtotal	Pound Price	Pounds	Pounds Subtotal	Total Postage
B17	None	5-Digit	\$0.257			\$0.752			
B18	None	3-Digit	0.335			0.752			
B19	None	ADC	0.387			0.752			
B20	None	Mixed ADC	0.429			0.752			
B21	DNDC	5-Digit	0.257			0.591			
B22	DNDC	3-Digit	0.335			0.591			
B23	DNDC	ADC	0.387			0.591			
B24	DNDC	Mixed ADC	0.429			0.591			
B25	DSCF	5-Digit	0.257			0.543			
B26	DSCF	3-Digit	0.335			0.543			
B27	DSCF	ADC	0.387			0.543			

For affixed postage mailings as described in DMM 243, compute and enter the price for each piece in the Amount Affixed column, multiply by No. of Pieces and total in the Total column.

Part B Total (add lines B1-B27)

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## Standard Mail EZ-Instructions

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

Use this form only for nonautomation letters less than 16 oz., or for flats 3.3 oz. or less, 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 B 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 and enter on the appropriate Part B or E Total line. Enter, rounded off to two decimal places, on the Total Postage line on page 1 of the form.

**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.

**Step 5:** Calculate Net Postage Due by subtracting any Postage Affixed from the Total Postage. For permit imprint mailings, the Net Postage Due is the amount that will be withdrawn from the permit imprint account listed in the Permit # box in the Mailing section. For postage affixed mailings, the Net Postage Due is the amount that must be tendered in addition to that already affixed to the mail, and it may be tendered by any of the applicable methods including withdrawal from an advance deposit account that can be listed by Permit # on the Net Postage Due line.

**Step 6:** 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).