

# Firm Mailing Book For Accountable Mail

## Guide To Firm Mailers

The following instructions are for the preparation and use of the firm mailing book for Adult Signature Required, Adult Signature Restricted Delivery, Certified Mail<sup>®</sup>, COD, Delivery Confirmation<sup>™</sup>, Express Mail<sup>®</sup>, Insured, Recorded Delivery (International), Registered, Return Receipt for Merchandise, and Signature Confirmation<sup>™</sup>.

1. All forms must be completed by typewriter, ink, or ballpoint pen.
2. The name and address of the sender must appear at the top of each form.
3. A complete return address must appear on each article.
4. Make sure the articles are properly packaged.
5. Make sure postage, fees, and all other services are entered in the appropriate columns on the forms.
6. If a return receipt is desired, the "Return Receipt Requested" endorsement must be prominently stamped or written below the Registered, Insured (for more than \$50), COD, Certified, Return Receipt for Merchandise, or Express Mail number on the article. The return address and article number must be filled in on the card before attaching it to the article. If Restricted Delivery service is desired, this endorsement must also appear under the number on the article. Restricted Delivery is not available for Express Mail.
7. Registered, Insured, COD, Certified, Return Receipt for merchandise, Express Mail, Delivery Confirmation, Signature Confirmation, Adult Signature Required, Adult Signature Restricted Delivery and international recorded delivery service articles must be listed in numerical order and the articles should be presented in numerical order, if possible.
8. The total number of articles must be entered in the proper space at the bottom of the form.
9. The form must be made out in duplicate for Registered, COD, and Express Mail articles.
10. **Registered Articles:**
  - a. Do not list registered articles on the same form with other classes of mail.
  - b. Affix Label 200 above the address and to the right of the return address.
  - c. Scotch tape, filament tape, or other tapes that will not absorb postmarking ink may not be used to seal registered items.
11. All unused portions of the "Addressee" column will be obliterated by drawing a diagonal line through the unused portion on each form.
12. **Insured Articles:**
  - a. Coverage — Postal insurance covers (1) the value of the contents at the time of mailing, if lost or totally damaged or (2) the cost of repairs. It does not cover spoilage of perishable items. Coverage may not exceed the limit fixed for the insurance fee paid. Consult the *Mailing Standards of the U.S. Postal Service, Domestic Mail Manual (DMM<sup>®</sup>)* and/or *International Mail Manual (IMM)* for details of insurance limits and coverage. Copies of the DMM and IMM are available for review at any Post Office<sup>™</sup>.
  - b. Domestic — Domestic insurance covers the actual (depreciated) value of the contents or the cost of repairs. The limitations on coverage include, but are not limited to the following: No coverage is provided for consequential losses, delay, concealed damage, spoilage of perishable items, articles improperly packaged, or articles too fragile to withstand normal handling in the mail.
  - c. International — International insurance coverage is subject to both U.S. Postal Service<sup>®</sup> regulations and the domestic regulations of the destination country. Insurance coverage varies by country and is not available to some countries. The addressee must report damage of an insured article's contents to the delivering Post Office immediately. No coverage is provided for delay, prohibited articles, concealed damage, or consequential losses.
  - d. Filing Claims — Domestic indemnity claims must be filed within one (1) year from the date the article was mailed. International indemnity claims for Registered and Insured Mail must be filed within six (6) months of the date the article was mailed. The original mailing receipt must be presented when filing a claim. Claims for complete or partial loss of contents, damage, or alleged rifling must be filed immediately. The article, container, and packaging must be presented to file a claim for damage or loss of contents. Submit sales slips, receipts, bills, or repair estimates to substantiate your claim.
13. **Appeals:**
  - a. Appeals of Postal Service decisions on claims must be filed within 3 months of the date of the original decision.
  - b. Contact the local Postmaster if there are further questions.

## Declaration of Value of Registered Mail

Senders of registered articles are required to declare the full value of Mail presented for registration. Neither the Postal Service™ nor Postmasters are authorized to waive this requirement or to permit or condone any violation or evasion of it.

Domestic postal insurance is automatically included up to \$25,000 except for articles with no declared value. The full value of the article must be declared at the time of mailing and the corresponding fee, as shown in DMM, Exhibit R900.15.0, Column A, must be paid.

Insurance coverage for international registered mail (except to Canada) is limited to the amount set by the Universal Postal Union. See IMM 333.

The handling charge is assessed to offset the cost of handling higher value Registered Mail. These charges cannot be added to the registry fee to increase the liability of the Postal Service.

Additional fees will be collected on Registered COD Mail under the same conditions as outlined for regular Registered Mail except that the additional fee shall be based on the amount by which the declared actual value of the article exceeds the limit of indemnity payable to the Registered COD fee paid. See DMM R900 for fee schedules.

The following standards are furnished as guides in declaring the value of representative types of matter commonly sent as registered mail:

Kind of Mail Matter	Value to Be Declared
<i>Negotiable Instruments</i> — Instruments payable to bearer, including stock certificates endorsed in blank.	Market value. (All values are based on the value at the time of mailing.)
<i>Nonnegotiable Instruments</i> — All registered bonds, warehouse receipts, checks, drafts, deeds, wills, abstracts, and similar documents. Certificates of stock are considered nonnegotiable so far as declaration of value is concerned unless they are endorsed in blank.	No value, or replacement cost if postal insurance coverage is desired. (See <i>Note</i> below.)
<i>Money</i>	Full value.
<i>Jewelry, Gems, Precious Metals</i>	Market value or cost.
<i>Merchandise</i>	Market value or cost.
<i>Nonvaluables</i> —Matter not having intrinsic value such as letters, files, records, etc.	No value, or replacement cost if postal insurance coverage is desired. (See <i>Note</i> below.)

**Note:** Mailers who do not know replacement costs should contact a person or firm familiar with such documents and determine replacement costs before the articles are mailed.

Name and Address of Sender

Check type of mail or service:

- Adult Signature Required
- Certified Mail
- COD
- Delivery Confirmation
- Express Mail
- Insured
- Adult Signature Restricted Delivery
- Recorded Delivery (International)
- Registered
- Return Receipt for Merchandise
- Signature Confirmation

Affix Stamp Here  
 (If issued as a  
 certificate of mailing  
 or for additional  
 copies of this bill)  
 Postmark and  
 Date of Receipt

Article Number	Addressee (Name, Street, City, State, & ZIP Code™)	Postage	Fee	Handling Charge	Actual Value if Registered	Insured Value	Due Sender if COD	ASR Fee	ASRD Fee	DC Fee	SC Fee	SH Fee	RD Fee	RR Fee
1.														
2.														
3.														
4.														
5.								Adult Signature Required	Adult Signature Restricted Delivery	Delivery Confirmation	Signature Confirmation	Special Handling	Restricted Delivery	Return Receipt
6.														
7.														
8.														
Total Number of Pieces Listed by Sender	Total Number of Pieces Received at Post Office	Postmaster, Per (Name of receiving employee)												

The full declaration of value is required on all domestic and international Registered Mail. The maximum indemnity payable for the reconstruction of nonnegotiable documents under Express Mail document reconstruction insurance is \$500 per piece subject to additional limitations for multiple pieces lost or damaged in a single catastrophic occurrence. The maximum indemnity payable on Express Mail merchandise is \$500, but optional Express Mail Service merchandise insurance is available for up to \$5,000 to some, but not all countries. The maximum indemnity payable is \$25,000 for Registered Mail sent with optional postal insurance. See the DMM R900, S913, and S921 for limitations of coverage on insured and COD mail. See the IMM for limitations of coverage on international mail. Special handling charges apply only to Parcel Service parcels (A) and Standard Mail (B) parcels.