

# 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).

Mailer	Permit Holders Name and Address and Email Address, if Any		Telephone	This is a Political Campaign Mailing <input type="checkbox"/> Yes <input type="checkbox"/> No		
			CRID	This is Official Election Mail <input type="checkbox"/> Yes <input type="checkbox"/> No		
Mailing	Post Office of Mailing	Mailer's Mailing Date	Permit No.	Federal Agency Cost Code	Statement Seq. No.	
	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		No. & Type of Containers Sacks _____ Trays _____ Pallets _____	
	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	
Postage	<input type="checkbox"/> Letter-size or flat mailpiece contains DVD/CD or other disk <b>Total Postage (Add Parts Totals)</b>					
	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>					
	Permit # _____ <b>Net Postage Due</b> (Subtract postage affixed from total postage)					
USPS Use Certification	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>					
<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 that 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>						
Privacy Notice: For information regarding our Privacy Policy visit <a href="http://www.usps.com">www.usps.com</a>						
Signature of Mailer or Agent			Printed Name of Mailer or Agent Signing Form		Telephone	
USPS Use Only To be completed in non-PostalOne! 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>Round Stamp (Required) Payment Date</b>	
	Total Pieces	Total Weight				
	Total Postage					
	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
	By (Initials)			Time		AM PM
	USPS Employee's Signature			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	\$0.290					E3	None	5-Digit	\$0.425	
B2	None	Mixed AADC	0.307					E4	None	3-Digit	0.494	
B3	DNDC	AADC	0.255					E5	None	ADC	0.546	
B4	DNDC	Mixed AADC	0.272					E6	None	Mixed ADC	0.580	
B5	DSCF	AADC	0.246					E9	DNDC	5-Digit	0.392	
								E10	DNDC	3-Digit	0.461	
								E11	DNDC	ADC	0.513	
Nonmachinable - 3.3 oz. (0.2063 lb.) or less												
B6	None	5-Digit	\$0.464					E12	DNDC	Mixed ADC	0.547	
B7	None	3-Digit	0.553					E15	DSCF	5-Digit	0.382	
B8	None	ADC	0.579					E16	DSCF	3-Digit	0.451	
B9	None	Mixed ADC	0.653					E17	DSCF	ADC	0.503	
B10	DNDC	5-Digit	0.429									
B11	DNDC	3-Digit	0.518									
B12	DNDC	ADC	0.544									
B13	DNDC	Mixed ADC	0.618									
B14	DSCF	5-Digit	0.420									
B15	DSCF	3-Digit	0.509									
B16	DSCF	ADC	0.535									

Part E Total (add lines E3-E17)

### 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	\$0.268			\$0.763			
B18	None	3-Digit	0.337			0.763			
B19	None	ADC	0.389			0.763			
B20	None	Mixed ADC	0.423			0.763			
B21	DNDC	5-Digit	0.268			0.602			
B22	DNDC	3-Digit	0.337			0.602			
B23	DNDC	ADC	0.389			0.602			
B24	DNDC	Mixed ADC	0.423			0.602			
B25	DSCF	5-Digit	0.268			0.554			
B26	DSCF	3-Digit	0.337			0.554			
B27	DSCF	ADC	0.389			0.554			

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)