

Postage Statement—Standard Mail-Easy

Nonautomation Letters or Flats

 Post Office: Note Mail Arrival Date & Time
 (Do Not Round-Stamp)

 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.

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.	No. & Type of Containers Sacks _____
	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	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					Total Postage (Add Parts Totals)
	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 \$ _____ = Postage Affixed					
	Permit # _____ Net Postage Due (Subtract postage affixed from total postage)					
USPS Use	Additional Postage Payment (State reason)					
	For postage affixed add additional payment to net postage due; for permit imprint add additional payment to total postage.					Total Adjusted Postage Affixed
	Postmaster: Report Total Postage in (Permit imprint only) AIC 130					Total Adjusted Postage Permit Imprint
Certification	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.					
	Privacy Notice: For information regarding our Privacy Policy visit www.usps.com					
	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		USPS Use Only To be completed in non-PostalOne! sites	
	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)					
	USPS Employee's Signature		Print USPS Employee's Name			
		Date Mailed	Contact	Round Stamp (Required) Payment Date		
		By (Initials)	Time AM PM			

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

Machinable	Entry	Price Category	Price	No. of Pieces	Total Postage
B1	None	AADC	\$0.290		
B2	None	Mixed AADC	0.307		
B3	DNDC	AADC	0.255		
B4	DNDC	Mixed AADC	0.272		
B5	DSCF	AADC	0.246		

Part E Flats-3.3 oz. (0.2063 lb.) or less

	Entry	Price Category	Price	No. of Pieces	Total Postage
E3	None	5-Digit	\$0.425		
E4	None	3-Digit	0.494		
E5	None	ADC	0.546		
E6	None	Mixed ADC	0.580		
E9	DNDC	5-Digit	0.392		
E10	DNDC	3-Digit	0.461		
E11	DNDC	ADC	0.513		
E12	DNDC	Mixed ADC	0.547		
E15	DSCF	5-Digit	0.382		
E16	DSCF	3-Digit	0.451		
E17	DSCF	ADC	0.503		

Nonmachinable - 3.3 oz. (0.2063 lb.) or less

B6	None	5-Digit	\$0.464		
B7	None	3-Digit	0.553		
B8	None	ADC	0.579		
B9	None	Mixed ADC	0.653		
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)