

# Postage Statement — Standard Mail — Easy Nonautomation Letters or Flats

Post Office: Note Mail Arrival Date & Time

This form may be used only for a single nonautomation rate mailing of identical-weight pieces up to 3.3 ounces. 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 Holder's Name and Address, and Email Address, If Any		Telephone	Post Office of Mailing	Permit No.	Weight of a Single Piece 0 . _____ pound	
				Type of Postage <input type="checkbox"/> Permit Imprint <input type="checkbox"/> Precanceled Stamps <input type="checkbox"/> Metered	Statement Seq. No.	If Sacked, Based on <input type="checkbox"/> 125 pieces <input type="checkbox"/> 15 pounds	No. & Type of Containers
				Mailing Date	Fed Agency Code		
	Processing Category <input type="checkbox"/> Letters <input type="checkbox"/> Flats					Total Pieces	Total Weight

<b>Postage</b>	<b>Part B Presorted Letters and Flats — 3.3 oz. (0.2063 lb.) or Less</b>					<b>Part E Presorted Nonmachinable Letters — 3.3 oz. (0.2063 lb.) or Less</b>				
	Entry Discount	Rate Category	Rate	Number of Pieces	Total	Entry Discount	Rate Category	Rate	Number of Pieces	Total
	None	B1 3/5 Letter	.261 x _____	pcs. = \$ _____		None	E1 3/5 Letter	.303 x _____	pcs. = \$ _____	
		B2 Basic Letter	.282 x _____	pcs. = \$ _____			E2 Basic Letter	.324 x _____	pcs. = \$ _____	
		B3 3/5 Flat	.304 x _____	pcs. = \$ _____						
		B4 Basic Flat	.363 x _____	pcs. = \$ _____						
	DBMC	B5 3/5 Letter	.239 x _____	pcs. = \$ _____		DBMC	E3 3/5 Letter	.281 x _____	pcs. = \$ _____	
		B6 Basic Letter	.260 x _____	pcs. = \$ _____			E4 Basic Letter	.302 x _____	pcs. = \$ _____	
		B7 3/5 Flat	.282 x _____	pcs. = \$ _____		DSCF	E5 3/5 Letter	.276 x _____	pcs. = \$ _____	
		B8 Basic Flat	.341 x _____	pcs. = \$ _____			E6 Basic Letter	.297 x _____	pcs. = \$ _____	
	DSCF	B9 3/5 Letter	.234 x _____	pcs. = \$ _____		<b>Part B Subtotal</b>				
		B10 Basic Letter	.255 x _____	pcs. = \$ _____		<b>Part E Subtotal</b>				
		B11 3/5 Flat	.277 x _____	pcs. = \$ _____		<b>Total Postage (add parts totals)</b>				
		B12 Basic Flat	.336 x _____	pcs. = \$ _____						
Rate at Which Postage Affixed (Check one) (DMM 244, 344)										
<input type="checkbox"/> Correct <input type="checkbox"/> Lowest <input type="checkbox"/> Neither    _____ pcs. x \$ _____ = <b>Postage Affixed</b>										
<b>Net Postage Due</b> (Subtract postage affixed from total postage)										

For USPS Use Only: 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 <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 rates 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>	Weight of a Single Piece 0 . _____ pound		Are postage figures at left adjusted from mailer's entries? If yes, reason: <input type="checkbox"/> Yes <input type="checkbox"/> No								
	Total Pieces		Total Weight								<b>Round Stamp (Required)</b>
	Total Postage										
	Check One <input type="checkbox"/> Presort Verification <input type="checkbox"/> Not Scheduled		<input type="checkbox"/> Presort Verification <input type="checkbox"/> Performed as Scheduled		Date Mailer Notified		Contact		By (Initials)		
	I CERTIFY that this mailing has been inspected concerning: (1) eligibility for postage rates claimed; (2) proper preparation (and presort where required); (3) proper completion of postage statement; and (4) payment of required annual fee.										
	Verifying Employee's Signature				Print Verifying Employee's Name				Time		AM PM

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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 or flats at regular Standard Mail rates.

**Step 1:** Complete Mailer and Mailing sections.

**Step 2:** Complete the Postage section for applicable category - Presorted Letters and Flats, or Presorted Nonmachinable Letters, 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 rate. 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 (lines B1 through B12 for presorted letters or flats). Add the postage (lines E1 through E6 for presorted nonmachinable letters). The nonmachinable surcharge is included in lines E1 through E6 for presorted nonmachinable letters. Enter the subtotal for Part B or Part E on the appropriate Part B or E Subtotal line. Enter the Total Postage, rounded off to two decimal places on the Total Postage line.

**Step 4:** Complete the line for Postage Affixed (if applicable). Check the box for the Rate 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. Subtract the amount of Postage Affixed from the Total Postage; enter remainder in Net Postage Due.

**Step 5:** Read and sign the Certification section, including your telephone number.