



Permit Holder's Name and Address and Email Address, If Any

Name and Address of Mailing Agent (If other than permit holder)

CAPS Cust. Ref. No.
Dun & Bradstreet No.

Dun & Bradstreet No.
Mailing Date

Dun & Bradstreet No.

For Automation Carrier Route Rate Pieces, Enter Date of Address Matching and Coding (DMM 708.3.3)

Total Postage (Add parts totals)

Rate at Which Postage Affixed (Check one) (DMM 234.1.1)
 Correct Lowest Neither

Postage Affixed

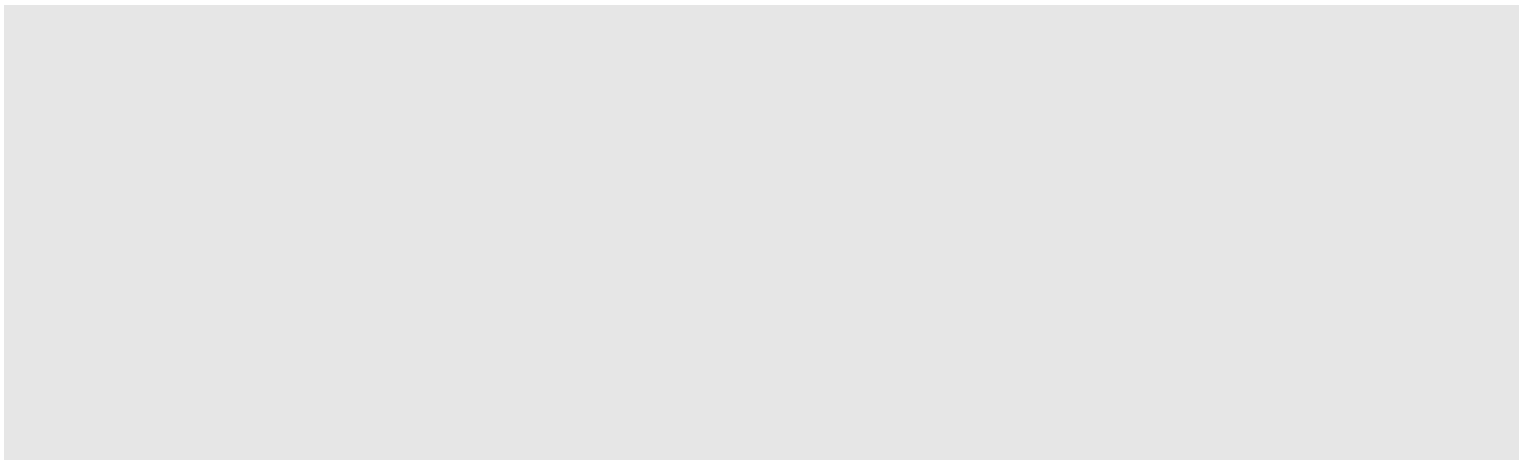
Net Postage Due (Subtract postage affixed from total postage)

AIC 121
AIC 237

Total Adjusted Postage Permit Imprint

Signature of Mailer or Agent

Telephone





A1	_____	X	_____	=	\$ _____
A2	_____	X	_____	=	\$ _____
A3	_____	X	_____	=	\$ _____
A4	_____	X	_____	=	\$ _____
	_____	X	_____	=	\$ _____



B1	_____	X	_____	=	\$ _____
B2	_____	X	_____	=	\$ _____
B3	_____	X	_____	=	\$ _____
B4	_____	X	_____	=	\$ _____
		X	_____	=	\$ _____



	_____	X	_____	=	\$ _____
	_____	X	_____	=	\$ _____
<i>(For pieces 1 oz. or less; see DMM 233.4.3)</i>					
		X	_____	=	\$ _____
		X	_____	=	\$ _____
	_____	X	_____	=	\$ _____
		X	_____	=	\$ _____
		X	_____	=	\$ _____
		X	_____	=	\$ _____
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		X	_____	=	\$ _____
		X	_____	=	\$ _____
		X	_____	=	\$ _____
		X	_____	=	\$ _____

First-Class Mail and Priority Mail — Instructions

Use this form for either First-Class Mail or Priority Mail. Do not combine both on one form.

Step 1: Complete Mailer and Mailing sections on page 1.

Step 2: Review the following information to determine applicable part(s), A through F and S (pages 2-3), to complete for your mailing.

Parts A - D First-Class Mail (not Priority Mail).

Part A - Automation Rates Letters.

Part B - Automation Flats.

Part C - Nonautomation Rates Letters, Flats, and Parcels.

Part D - Cards Eligible for Card Rates.

Part E - Priority Mail.

Part F - Repositionable Notes (RPN).

Part S - Extra Services.

Step 3: Complete only applicable part(s), as follows:

§ In each applicable part, determine the per-piece rate based on the weight of a single piece and presort level for letters and flats other than Priority Mail. For Priority Mail, determine the per-piece rate based on the weight of a single piece and the zone.

§ Multiply the number of addressed pieces by corresponding postage rate. *Do not round.*

§ For nonautomation letters or flats weighing 1 oz. or less, determine the applicable Nonmachinable Surcharge (if any). (See DMM 233.43 for letters or DMM 333.4.3 for flats.) Cards mailed at card rates are not subject to the nonmachinable surcharge.

§ In Part/Total box for each completed part, enter sum of the (unrounded) postage amounts for that part.

Step 4: Go to Postage section on page 1.

§ Place a check mark in the applicable box(es) to show which part(s) you have completed.

§ Add postage from Part/Total box for each completed part; enter that sum in Total Postage, rounded off to nearest whole cent (two decimal places).

Step 5: Complete line for Postage Affixed (if applicable). Subtract amount of Postage Affixed from Total Postage; enter remainder in Net Postage Due.

Step 6: Read and sign Certification section, including your telephone number. Attach all completed pages together to submit with the mailing. (Do not include blank pages.)