

POSTAL BULLETIN

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SENIOR VICE PRESIDENT



APRIL 2001

POSTAL SERVICE MANAGERS AND EMPLOYEES

SUBJECT: Information Security

Information security is a top priority for the Postal Service, particularly as we move into the world of eBusiness. It has never been more important that we update, maintain, and improve security processes to protect the integrity of our product and service offerings and, just as important, to protect our customers and employees.

It's all about delivering trust in a changing world.

Simply put, the value of our brand—in traditional and new eBusiness areas—depends on how well we safeguard sensitive information and integrate information security into our systems, processes, and daily activities.

Security is the process of ensuring the confidentiality, integrity, and availability of our information and operations. It's essential to operational stability and the ability to detect, protect, and recover from disruptions, such as hacking and tampering.

Success in this area will require an elevated focus and priority on information security. Information security must be an integral feature of every new product, service, system, strategic partnership, or alliance. Security issues and their attendant risks and concerns must be primary considerations during the planning and development process—not something to be applied in the latter- or post-development stages.

To safeguard postal resources, you must integrate information security into your daily activities and those of your organizations. The stakes are high—maintaining trust and confidence in the Postal Service, in its people, in its products, and in its services. That is the value of our brand, which we cannot and should not put at risk.

The Postal Service is committed to creating and maintaining an environment that protects its information resources from accidental or intentional unauthorized use, modification, disclosure, destruction, or denial of service resulting from internal failure, human error, attack, or natural catastrophe. This commitment is reflected by our security policies, a corporate information security office, and a newly formed security executive council chaired by the deputy postmaster general.

Information security is not just a technology issue. It is also a business and personal issue. It's the responsibility of every postal employee and business partner. I know I can count on your support in making the security of our information and operations reflect the highest levels of care and good judgment.

A handwritten signature in black ink, appearing to read "Peter A. Jacobson".

Peter A. Jacobson

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Postal Bulletin Index

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Ordering Information: Following is the list of postal stock numbers (PSNs) to use when ordering copies of the *Postal Bulletin* from the MDC:

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PB 22045: 7690-04-000-5652	PB 22031: 7690-04-000-5638
PB 22044: 7690-04-000-5651	PB 22030: 7690-04-000-5637
PB 22043: 7690-04-000-5650	PB 22029: 7690-04-000-5636
PB 22042: 7690-04-000-5649	PB 22028: 7690-04-000-5635
PB 22041: 7690-04-000-5648	PB 22027: 7690-04-000-5634
PB 22040: 7690-04-000-5647	PB 22026: 7690-04-000-5633
PB 22039: 7690-04-000-5646	PB 22025: 7690-04-000-5632
PB 22038: 7690-04-000-5645	PB 22024: 7690-04-000-5631
PB 22037: 7690-04-000-5644	PB 22023: 7690-04-000-5630
PB 22036: 7690-04-000-5643	PB 22022: 7690-04-000-5629
PB 22035: 7690-04-000-5642	PB 22021: 7690-04-000-5628
PB 22034: 7690-04-000-5641	PB 22020: 7690-04-000-3999

The *Postal Bulletin* is published biweekly; information is effective for one year unless it changes a permanent directive or unless otherwise specified.



Recycled
Paper

Administrative Services

Directives and Forms Update

Effective immediately, Publication 223, *Directives and Forms Catalog* (June 1999), is revised. The tables below contain the document ID, edition date, title, national stock number (NSN), and the postal and public supply source for all new, revised, and obsolete directives and forms. Use this article to keep Publication 223 current. Information on how to order directives and forms can be found in chapter 1 of Publication 223.

IWEB = Intranet = <http://blue.usps.gov>; click on *Information*, then *Policies and Procedures*.

WWW = USPS Web page = <http://www.usps.com>.

PE = Postal Explorer = <http://pe.usps.gov>.

F3 = F3 Fill Software.

New Directives

Document ID	Edition Date	Title	NSN	Org	USPS Source	Public Source
HBK AS-600	02/01	United States Postal Service Certification Practice Statement, Version 1	N/A	FIN	BLUE	WWW
HBK MS-179	01/01	Automated Airline Assignment (AAA), Maintenance Information	7610-04-000-6872	ENG	MDC	R
MI PO-680-2001-1	2/14/01	Request for Special Treatment of Improperly Prepared Mail	N/A	DP&P	HQO	N/A
MOP ER-2-21-01	03/08/01	Additional Source Numbers Added to Matrix for Safety Training	N/A	ERM	IWEB	N/A
MOP ER-12-7-00	12/07/00	Settlement of Certain Equal Opportunity Complaints	N/A	ERM	IWEB	N/A
PUB 432	03/01	CONFIRM: Mail Tracking Information Using Planet Code	N/A	MKT	HQO	HQO

Revised Directives

Document ID	Edition Date	Title	NSN	Org	USPS Source	Public Source
HBK EL-906	03/2001	USPS and Fraternal Order of Police National Labor Council, USPS No. 2	7610-03-000-0352	LR	HQO	R
HBK MS-178-CHG-1	2/15/01	Change 1 to MS-178, Vol, A&D (TL-1)	7610-05-000-4312	ENG	MDC	R
ASM ISSUE	07/27/99	Administrative Support Manual	7610-02-000-9881	PA&EC	MDC, IWEB, PE	MDC
MOP IT-03-06-01	03/06/01	Section 508 Web Accessibility Guidelines	N/A	IT	IWEB	N/A
NOT 209	11/00	Mailbox Improvement Week	7610-03-000-9145	O	MDC, IWEB	P/F
POS Q015	01/7/01	Ancillary Service Endorsements	7690-05-000-4045	P&PD	MDC	N/A
POS Q130	01/7/01	First-Class Mail — Presorted Letters and Cards	7690-03-000-8911	P&PD	MDC	PBC
POS Q132	01/7/01	First-Class Mail — Presorted Flats	7690-03-000-8912	P&PD	MDC	PBC
POS Q140	01/7/01	First-Class Mail — Automation Letters and Cards	7690-03-000-8913	P&PD	MDC	PBC
POS Q141	01/7/01	First-Class Mail — Automation Flats	7690-03-000-8914	P&PD	MDC	PBC
POS Q230	01/7/01	Periodicals — Nonautomation Letters	7690-04-000-5227	P&PD	MDC	PBC
POS Q231	01/7/01	Periodicals — Nonautomation Flats	7690-04-000-5228	P&PD	MDC	PBC
POS Q630	01/7/01	Standard Mail (A) — Presorted Letters	7690-03-000-8915	P&PD	MDC	PBC
POS Q632	01/7/01	Standard Mail (A) — Presorted Forms	7690-03-000-8916	P&PD	MDC	PBC
POS Q640	01/7/01	Standard Mail (A) — Automation Letters	7690-03-000-8917	P&PD	MDC	PBC
POS Q641	01/7/01	Standard Mail (A) — Automation Flats	7690-03-000-8918	P&PD	MDC	PBC
POS Q810	01/7/01	Designing Letters and Cards for Automated Processing	7690-03-000-8922	P&PD	MDC	PBC
POS Q820	01/7/01	Designing Flats for Automated Processing	7690-03-000-8923	P&PD	MDC	PBC
PUB 97	11/30/01	Express Mail Manifesting Technical Guide	N/A	MKT	IWEB	WWW

Obsolete Directives

Document ID	Edition Date	Title	Obsolete Date	Replaced By
HBK AS-707-A	03/90	Contracting for Vehicle Maintenance	02/23/01	N/A
HBK AS-707-B	10/89	Contracting for Vehicle Washing and Polishing Agreements	02/23/01	N/A
HBK AS-707-C	03/91	Contracting for Vehicle Leasing	02/23/01	N/A
HBK AS-707-D	02/91	Contracting for Cleaning Services	02/23/01	N/A
HBK AS-707-E	11/90	Contracting for Coin-Operated Photocopiers	02/23/01	N/A
HBK AS-707-G	06/90	Contracting for Elevator Repair and Maintenance	02/23/01	N/A
MI EL-820-1998-3	8/24/98	Procurement of Prescription Safety Glasses	03/07/01	MI EL-810-2001-1
POS 266	12/1994	Second Notice Clerk Awareness	02/08/01	N/A
PUB 192	12/97	Celebrate the Century Poster	03/01/01	N/A

Revised Forms

Form Number	Edition Date	Oldest Usable Date	Title	NSN	Where Used	Unit of Issue	Org	USPS Source	Public Source
PS 153	02/01	02/01	Signature Confirmation	7530-05-000-4046	PU	EA	P	MDC	P/F
PS 222	03/01	03/01	Statement for Postmasters and Officers in Charge	7530-03-000-9163	PS	EA	ERM	MDC	N/A
PS 3971	02/01	02/01	Request for or Notification of Absence	7530-02-000-9136	PS	PD	ERM	MDC	N/A
PS 8125	01/01	07/98	Plant-Verified Drop Shipment (PVDS) Verification and Clearance	7530-02-000-7255	AC	EA	P&PD	IWEB MDC	WWW
PS 8125-CD	01/01	01/01	Plant-Verified Drop Shipment (PVDS) Verification and Clearance — DSMS	N/A	PU	SH	P&PD	HQO	HQO

— Policies and Procedures Information, Public Affairs and Communications, 4-5-01

*INFORMATION SECURITY***Protecting the Network Infrastructure — Restrictions on Penetration Testing**

Protecting the Postal Service network infrastructure is critical to ensure that we transmit, store, and process information in a stable and confidential environment. As part of the telecommunication monitoring and control policy, only the Corporate Information Security Office can authorize intrusion detection and penetration testing on Postal Service resources. To safeguard our resources, Telecommunication Services is authorized to respond to intrusion attacks and to approve the use of sniffers on Postal Service networks.

Recently, an employee/contractor decided to “assist” the Postal Service by performing penetration testing on Postal Service systems. The Postal Service detected that unauthorized penetration through its own monitoring activity, and it investigated and took disciplinary action.

Under no circumstances are any employees or contractors authorized to conduct intrusion detection or penetration testing without having prior authorization from the Corporate Information Security Office.

If you have any questions regarding this type of activity, please contact the Corporate Information Security Office at 919-501-9350 or via cc:Mail at *IS_Security*.

— Corporate Information Security Office,
Information Security, 4-5-01

INFORMATION SECURITY

Responding to Requests for Security Data From Outside Sources

Have you recently received a survey or questionnaire that requests information on the Postal Service information technology (IT) operating environment, relating to its security or privacy controls, its infrastructure protections, or its security architecture? These requests may be for valid and approved purposes — but it is also possible that the requester is attempting to gather data with inappropriate or malicious intentions.

Because of that possibility, only the Corporate Information Security Office is authorized to respond to or coordinate surveys from outside sources addressing the Postal Service security policies and practices, the security architecture, or other information that, if released, could jeopardize our ability to adequately protect our information resources.

If you receive any requests relating to the security of IT data, or if you have questions about what is appropriate to respond to, please contact the Corporate Information Security Office at 919-501-9350 or via cc:Mail at *IS_Security*.

— *Corporate Information Security Office, Information Technology, 4-5-01*

Customer Relations

Mail Alert

The mailings below will be deposited in the near future. Offices should honor the requested home delivery dates. Mailers wishing to participate in these alerts, for mailings of 1 million pieces or more, should contact Business Service Network Operations at 800-419-2769 at least one month preceding the requested delivery dates. The Postal

Service also offers electronic Mail Alerts via ADVANCE. For more information, see the *ADVANCE Notification & Tracking System Technical Guide* on the Internet at <http://www.ribbs.usps.gov/files/advance/ADVTECH.PDF> or contact the National Customer Support Center at 800-458-3181.

Title of Mailing	Class and Type of Mail	Requested Delivery Dates	Number of Pieces (Millions)	Distribution	Presort Level	Comments
JC Penney Seasonal Best Sellers	Standard A/ Flat	4/14–4/19	3.0	Nationwide	Car-Rt	RR Donnelley
JC Penney Anniversary Preview	Standard A/ Flat	4/16–4/18	18.3	Nationwide	Car-Rt	Harte-Hanks
JC Penney After Easter Certificate	Standard A/ Flat	4/21–4/24	15.0	Nationwide	Car-Rt	Harte-Hanks
JC Penney Anniversary Catalog Version	Standard A/ Postcard	4/21–4/24	7.0	Nationwide	Car-Rt	Harte-Hanks
JC Penney Mothers Day Jewelry	Standard A/ Letter	4/21–4/24	2.4	Nationwide	Car-Rt	Harte-Hanks
JC Penney Home Decorating	Standard A/ Flat	4/21–4/26	11.8	Nationwide	Car-Rt	RR Donnelley

— *Business Service Network Operations, Sales, 4-5-01*

Domestic Mail

DMM REVISION

NetPost Mailing Online for Nonprofit Standard Mail

Effective April 5, 2001, *Domestic Mail Manual* (DMM) E670 and G091 are revised to include changes to the standards governing the experimental NetPost Mailing Online, to provide for the acceptance of mailings at Nonprofit Standard Mail rates.

These revisions will appear in the printed version of DMM Issue 57 and in the monthly update of the online DMM, which is available via Postal Explorer at <http://pe.usps.gov>.

Domestic Mail Manual (DMM)

E Eligibility
* * * * *

E600 Standard Mail
* * * * *

E670 Nonprofit Standard Mail
* * * * *

8.0 AUTHORIZATION — AT ADDITIONAL OFFICES

8.1 Application

[Amend 8.1 by adding a last sentence that exempts NetPost Mailing Online customers from the requirement to obtain an additional office authorization for their mailings printed and processed at sites other than where the original authorization to mail at Nonprofit Standard Mail rates is held.]

* * * Customers who use NetPost Mailing Online are not required to file Form 3623 for their mailings to be printed and processed at sites other than where the original authorization to mail at Nonprofit Standard Mail rates is held.

* * * * *

G General Information
* * * * *

G090 Experimental Classifications and Rates

G091 NetPost Mailing Online
* * * * *

1.0 BASIC ELIGIBILITY
* * * * *

1.3 Mailings

* * * * *

[Amend 1.3 c(2) to read as follows; no other changes to text.]

Prepare mailings to be eligible for First-Class Mail, Standard Mail, and Nonprofit Standard Mail automation basic rates as required by standards in E140, E640, and M800.

* * * * *

2.0 MAIL CLASSIFICATION

2.1 Customer Responsibility

[Amend 2.1 by changing the first and second sentences to read as follows; no other changes to text.]

A customer who uses NetPost Mailing Online service is responsible for claiming the proper rate of postage, subject to the eligibility requirements contained in E100 for First-Class Mail, E600 for Standard Mail, and E600 and E670 for Nonprofit Standard Mail. If the Standard Mail rates or Nonprofit Standard Mail rates are claimed in error, the customer may be required to pay the difference between the claimed rate and the appropriate First-Class Mail or Standard Mail rate, in accordance with the terms and conditions of use for the program.

2.2 Revenue Deficiency Procedures

[Amend 2.2 to read as follows:]

If a classification decision is made by the USPS that matter was ineligible for Standard Mail or Nonprofit Standard Mail rates because of a customer's failure to meet applicable standards, the USPS may take steps to recover the deficiency amount by advising the customer that the credit card account will be billed for the difference between the rate paid and the applicable First-Class Mail rate or Standard Mail rate paid, in accordance with the terms and conditions of use for the program. At such time, the customer also will be advised that the classification decision and related revenue deficiency may be appealed by submitting a letter to the NetPost Mailing Online Program Manager (see G043 for address). If the customer appeals, NetPost Mailing Online will refer the appeal to the Rates and Classification Service Center (RCSC) in Chicago, Illinois, for a final agency decision except in the case of Nonprofit Standard Mail. An RCSC decision upholding a revenue deficiency for Nonprofit Standard Mail may be appealed through the RCSC to

the anager, Mail Preparation and Standards, USPS Headquarters, for a final agency decision.

3.0 FUNCTIONALLY EQUIVALENT SYSTEMS

[Amend 3.0 by changing the first sentence to read as follows; no other changes to text.]

NetPost Mailing Online mailings that otherwise meet all addressing and machinability requirements for automation rates are permitted entry at automation rates without meeting required minimum volumes for First-Class Mail, Standard Mail, and Nonprofit Standard Mail mailings.***

* * * * *

4.0 POSTAGE AND FEES

4.1 Postage

[Amend 4.1a. to read "First-Class Mail, automation basic (letters, cards, and flats)." In addition, amend 4.1 to add the following; no other changes to text.]

* * * * *

d. Nonprofit Standard Mail, automation basic (letters and flats).

* * * * *

— Mail Preparation and Standards, Pricing and Product Design, 4-5-01

DMM REVISION

New Guidelines for Shipping Labels

Effective April 5, 2001, *Domestic Mail Manual* (DMM) E120.1.4, M012.3.1, S918.2.1c, S918.3.3, and Exhibit S918.2.1c are revised; and Exhibits E120.1.4, M012.3.1, and S918.3.3 are added to reflect the standard guidelines for creating package shipping labels. These guidelines identify the requirements and specifications that will assist mailers in designing their shipping labels.

These revisions will appear in the printed version of DMM Issue 57 and will be included in the monthly update of the online DMM available via Postal Explorer at <http://pe.usps.gov>.

Domestic Mail Manual (DMM)

E	Eligibility	*	*	*	*	*
E100	First-Class Mail	*	*	*	*	*
E120	Priority Mail	*	*	*	*	*

1.4 Marking

[Add the following after the existing paragraph in 1.4:]

If shipping address labels are used, it is recommended that they contain the Priority Mail service indicator composed of two elements, the service icon and service banner (see Exhibit 1.4).

- (a) The service icon should appear in a 1-inch square in the upper left corner of the shipping label. The letter "P" must be printed inside the 1-inch square and must be 0.75 inches (3/4") or greater. A minimum 3/4-point line must border the 1-inch square.

- (b) The service banner should appear directly below the postage payment area and the service icon, and it should extend across the shipping label. When the service banner is used, the text "USPS PRIORITY MAIL" must be printed in minimum 20-point bold sans serif typeface, uppercase letters, centered within the banner, and bordered above and below by minimum 1-point separator lines. There must be a 1/16-inch clearance above and below the text.

[Add the following Exhibit:]

**Exhibit 1.4
Priority Mail Service Indicator**



* * * * *

M Mail Preparation and Sortation

M000 General Preparation Standards

M010 Mailpieces

* * * * *

M012 Markings and Endorsements

* * * * *

3.1 Basic Markings

* * * * *

[Add the following after the existing paragraph in 3.1:]

Optionally, the basic required marking may be printed on the shipping address label as service indicators composed of a service icon and service banner:

- (a) The service icon that will identify all Package Services subclasses will be a 1-inch solid black square. If the service icon is used, it must appear in the upper left corner of the shipping label.
- (b) The service banner must appear directly below the postage payment area and the service icon, and it must extend across the shipping label. If the service banner is used, the appropriate subclass marking (e.g., PARCEL POST, BOUND PRINTED MATTER, etc.) must be preceded by the text "USPS" and must be printed in minimum 20-point bold sans serif typeface, uppercase letters, centered within the banner, and bordered above and below by minimum 1-point separator lines. There must be a 1/16-inch clearance above and below the text.

[Add the following Exhibit:]

**Exhibit 3.1
Package Services Indicators**



* * * * *

- S Special Services**
- S900 Special Postal Services**
- * * * * *
- S918 Delivery Confirmation**
- * * * * *

2.0 LABELS

2.1 Types of Labels

Mailers may use one of the three Delivery Confirmation label options shown in 2.1. Additional information may be found in Publication 91, *Delivery Confirmation Technical Guide*.

* * * * *

[Revise 2.1c to read as follows:]

- c. Privately printed barcoded labels that meet the requirements in 2.0 and 3.0 (see Exhibit 2.1c). On the Priority Mail label, mailers must use the registered trademark symbol following the Priority Mail text or add the following statement at the bottom of the label in at least Helvetica 6 point type: "Priority Mail is a registered trademark of the U.S. Postal Service."

* * * * *

[Revise Exhibit 2.1c as follows:]

**Exhibit 2.1c
Privately Printed Label**



* * * * *

3.3 Printing

[Replace item a with the following:]

- a. Each barcoded label must bear a unique Delivery Confirmation PIC barcode as specified in 3.2. The text "USPS DELIVERY CONFIRMATION" (if using retail service option, as specified in 1.4) or "e/USPS DELIVERY CONFIRMATION" (if using electronic service option, as specified in 1.4, and the postage is evident on the mailpiece) must be printed between 1/8 inch and 1/2 inch above the barcode in minimum 12-point bold sans serif type. Additionally, mailers approved for the electronic service option, at their discretion, may print the text "ELECTRONIC RATE APPROVED #[D-U-N-S® NUMBER]" in minimum 8-point bold sans serif type directly below the bottom horizontal identification bar (see Exhibit 3.3). Human-readable characters that represent the barcode ID must be printed between 1/8 inch and 1/2 inch under the barcode in minimum 10-point bold sans serif type. These characters must be parsed in accordance with Publication 91, *Confirmation Services Technical Guide*. A minimum 1/8-inch clearance must be between the barcode and any printing. The preferred range of widths of narrow bars and spaces is 0.015 inch to 0.017 inch. The width of the narrow bars or spaces must be at least 0.013 inch but no more than 0.021 inch. All bars must be at least 3/4 inch high. Minimum 1/16-inch bold bars must appear between 1/8 inch and 1/2 inch above and below the human-readable endorsements to segregate the Delivery Confirmation barcode from other areas of

the shipping label. The line length should extend across the width of the label but must extend the length of the barcode at a minimum (see Exhibit 2.1c). Only information relating to Delivery Confirmation and/or other special services must be placed between these lines. Mailers will be required to comply with this change by October 5, 2001.

* * * * *

[Add the following Exhibit]

**Exhibit 3.3
Electronic Service Option Identification**



* * * * *

— e-Business,
Expedited/Package Services, 4-5-01

HANDBOOKS M-39 AND M-41 REVISIONS

M-39, Management of Delivery Services, and M-41, City Delivery Carriers Duties and Responsibilities — Delivery Confirmation and Signature Capture

Effective April 5, 2001, Handbook M-39, *Management of Delivery Services* (Section 1), and Handbook M-41, *City Delivery Carriers Duties and Responsibilities* (Sections 1, 2, 3, and 6), are revised to add changes related to Delivery Confirmation and the new signature capture process. These revisions will appear in the next printed versions of Handbook M-39 and Handbook M-41, as well as in the online version available via the corporate intranet at <http://blue.usps.gov>.

Handbook M-39, Management of Delivery Services

* * * * *

1 Administration of City Delivery Services

11 Introduction

111 Basic Requirements

* * * * *

111.2 Daily Operations

* * * * *

[Add item q as follows:]

- q. Maintain the data collection devices and supporting infrastructure. Make sure all data collection devices are in working order and information is downloading properly.

* * * * *

12 Office Work Routine

* * * * *

127 Office Work When Carriers Return From Route

* * * * *

[Add item j as follows:]

- j. Make sure all carriers have returned their data collection devices to the appropriate cradles and information has been downloaded.

* * * * *

Handbook M-41, City Delivery Carriers Duties and Responsibilities

1 General Information

* * * * *

12 Basic Carrier Duties

* * * * *

122.2 Special Services

* * * * *

[Revise 122.2 as follows:]

122.22 Deliver and obtain date, time of event, and signature receipts for registered, certified, Express Mail, insured, and other special services mail. Use scanning device where appropriate.

122.221 Receipt for such matter, except insured and Delivery Confirmation mail, at the Post Office before beginning route.

122.222 If applicable, account for it on return by payment of the amounts collected, delivery of receipts received, or return of the article.

* * * * *

2 Office Time — Preparation

* * * * *

[Revise the heading of 23 as follows:]

23 Data Collection of Special Services Mail

[Add 231 through 233 as follows:]

231 Preparation — In Office

Obtain and prepare the data collection device assigned to your route as established by local policy.

232 At Delivery Point

232.1 Delivery Events

At delivery point, scan/enter mailpiece or firm sheet barcode, and enter other appropriate information into the data collection device as required and instructed. If required, collect all customer signature and printed names on PS Form 3849, *Delivery Notice/Reminder/Receipts*. The delivery address should be recorded on the barcoded side of PS Form 3849. Scan the barcode on PS Form 3849 after obtaining recipient signature and printed name.

232.2 Nondelivery Events

If the item cannot be delivered for any reason, scan the mailpiece barcode and enter other appropriate information into the data collection device as required and instructed. Leave completed PS Form 3849 for customer notification.

233 Return to Office

Return the data collection device assigned to your route as established by local office policy.

* * * * *

26 Accountable Items

* * * * *

[Revise the heading and text of 262 as follows:]

262 PS Form 3849 for Registered, Certified, Express Mail, Insured, and Other Special Services Mail (Exhibit 262)

262.1 Use PS Form 3849, *Delivery Notice/Reminder/Receipt*, for each accountable piece and numbered insured parcel or other special services item. (Minimum fee unnumbered insured parcels and Delivery Confirmation items are delivered the same as ordinary mail — no receipt is needed.) Usually prepare PS Form 3849 as you make delivery. However, enter the address in the Delivery section on the barcoded side of the form, for identification, in the office at the time articles are issued.

262.2 Place PS Form 3849 in proper separation case as a marker. Put registered articles in the pocket of satchel. **DO NOT PLACE REGISTERS IN CARRIER CASE WITH OTHER MAIL OR IN RELAYS.** Place insured parcels loose in satchel or in relay sack. Do not tape PS Form 3849 to mail items.

[Replace Exhibit 262 with the following:]

Exhibit 262

United States Postal Service		Today's Date	Sender's Name
Sorry We Missed You! We ^{PS} Deliver for You			
Item is at: <input type="checkbox"/> Post Office (See back)	Available for Pick-up After Date:	Time:	We will redeliver or you or your agent can pick up. See reverse.
<input type="checkbox"/> Letter <input type="checkbox"/> Large envelope, magazine, catalog, etc. <input type="checkbox"/> Parcel <input type="checkbox"/> Restricted Delivery <input type="checkbox"/> Perishable Item <input type="checkbox"/> Other:	For Delivery: (Enter total number of items delivered by service type) For Notice Left: (Check applicable item) <input type="checkbox"/> Express Mail (We will attempt to deliver on the next delivery day unless you instruct the post office to hold it.) <input type="checkbox"/> Registered <input type="checkbox"/> Insured <input type="checkbox"/> Return Receipt for Merchandise <input type="checkbox"/> Certified Delivery <input type="checkbox"/> Recorded Delivery <input type="checkbox"/> Firm Bill	<input type="checkbox"/> If checked, you or your agent must be present at time of delivery to sign for item Article Number(s)	
Article Requiring Payment <input type="checkbox"/> Postage Due <input type="checkbox"/> COD <input type="checkbox"/> Customs \$	Amount Due	Notice Left Section Customer Name and Address	
<input type="checkbox"/> Final Notice: Article will be returned to sender on		Delivered By and Date	
PS Form 3849, November 1999		Delivery Notice/Reminder/Receipt	

We will redeliver OR you or your agent can pick up your mail at the post office. (Bring this form and proper ID. If your agent will pick up, sign below in item 2, and enter agent's name here):	
1. <input type="checkbox"/> Check all that apply in section 3; <input type="checkbox"/> Sign in section 2 below; <input type="checkbox"/> Leave this notice where the carrier can see it.	
2. Sign Here to Authorize Redelivery or to Authorize an Agent to Sign for You:	Delivery Section
3. <input type="checkbox"/> Redeliver (Enter day of week):	Signature X
(Allow at least two delivery days for redelivery, or call your post office to arrange delivery.) <input type="checkbox"/> Leave item at my address	Printed Name
(Specify where to leave. Example: "porch," "side door" This option is not available if box is checked on the front requiring your signature at time of delivery.) <input type="checkbox"/> Refused <input type="checkbox"/> Return	Delivery Address 123 S. Main St.
PS Form 3849, November 1999 (Reverse)	USPS  5299 9880 0005 4957

* * * * *

3 On Route
* * * * *

32 Delivery of Ordinary Mail Matter

322 Motorized Routes (See also Chapter 8)

[Replace exhibit 322.312b with the following:]

Exhibit 322.312b

Form 3849

United States Postal Service Sorry We Missed You! We'll Deliver for You		Today's Date 2/12/00	Sender's Name
Item is at: <input checked="" type="checkbox"/> Post Office (See back)	Available for Pick-up After Date: 2/12	Time: 3:00 pm	We will redeliver or you or your agent can pick up. See reverse.
<input type="checkbox"/> Letter <input type="checkbox"/> Large envelope, magazine, catalog, etc. <input checked="" type="checkbox"/> Parcel <input type="checkbox"/> Restricted Delivery <input type="checkbox"/> Perishable Item <input type="checkbox"/> Other:	For Delivery: (Enter total number of items delivered by service type) For Notice Left: (Check applicable item) <input type="checkbox"/> Express Mail (We will attempt to deliver on the next delivery day unless you instruct the post office to hold it.) <input type="checkbox"/> Certified <input type="checkbox"/> Recorded Delivery <input type="checkbox"/> Firm Bill	<input type="checkbox"/> Registered <input type="checkbox"/> Insured <input type="checkbox"/> Return Receipt for Merchandise <input type="checkbox"/> Delivery Confirmation <input type="checkbox"/> Signature Confirmation	Article Number(s) Article Number(s) Article Number(s)
Article Requiring Payment <input type="checkbox"/> Postage Due <input type="checkbox"/> COD <input type="checkbox"/> Customs \$		Notice Left Section Customer Name and Address J. Douglas	
<input type="checkbox"/> Final Notice: Article will be returned to sender on		Delivered By and Date	
PS Form 3849, November 1999		Delivery Notice/Reminder/Receipt	

* * * * *

33 Delivery of Special Services Mail

* * * * *

332 Postage Due

[Replace Exhibit 332.2 with the following:]

Exhibit 332.2

Form 3849

United States Postal Service Sorry We Missed You! We'll Deliver for You		Today's Date 2/12/00	Sender's Name
Item is at: <input checked="" type="checkbox"/> Post Office (See back)	Available for Pick-up After Date: 2/12	Time: 3:00 pm	We will redeliver or you or your agent can pick up. See reverse.
<input checked="" type="checkbox"/> Letter <input type="checkbox"/> Large envelope, magazine, catalog, etc. <input type="checkbox"/> Parcel <input type="checkbox"/> Restricted Delivery <input type="checkbox"/> Perishable Item <input type="checkbox"/> Other:	For Delivery: (Enter total number of items delivered by service type) For Notice Left: (Check applicable item) <input type="checkbox"/> Express Mail (We will attempt to deliver on the next delivery day unless you instruct the post office to hold it.) <input type="checkbox"/> Certified <input type="checkbox"/> Recorded Delivery <input type="checkbox"/> Firm Bill	<input type="checkbox"/> Registered <input type="checkbox"/> Insured <input type="checkbox"/> Return Receipt for Merchandise <input type="checkbox"/> Delivery Confirmation <input type="checkbox"/> Signature Confirmation	Article Number(s) Article Number(s)
Article Requiring Payment <input checked="" type="checkbox"/> Postage Due <input type="checkbox"/> COD <input type="checkbox"/> Customs \$.34		Notice Left Section Customer Name and Address B. Albert	
<input type="checkbox"/> Final Notice: Article will be returned to sender on		Delivered By and Date	
PS Form 3849, November 1999		Delivery Notice/Reminder/Receipt	

* * * * *

333 Customs Duty Mail

* * * * *

[Revise 333 as follows:]

333.2 Have addressee sign on bottom line of original U.S. Customs Form 3419 and sign and print name on PS Form 3849. Sign duplicate U.S. Customs Form 3419 and deliver it with parcel to addressee. See subchapter 23 for appropriate scanning procedures.

333.3 When delivery cannot be made for any reason, complete and leave PS Form 3849 (see Exhibit 333.3 (p.1)). See subchapter 23 for appropriate scanning procedures. Endorse the articles with the reason for nondelivery such as *No Funds*, enter the date and your initials on the article, and return it with both copies of U.S. Customs Form 3419 (see Exhibit 333.3 (p. 2)) to delivery unit.

[Replace Exhibit 333.3 (p.1) with the following:]

Exhibit 333.3 (p.1)

Form 3849

United States Postal Service		Today's Date	Sender's Name
Sorry We Missed You! We'll Deliver for You		2/12/80	
Item is at <input checked="" type="checkbox"/> Post Office (See back)	Available for Pick-up After	We will redeliver or you or your agent can pick up. See reverse.	
Date: 2/12	Time: 4:00 pm	<input checked="" type="checkbox"/> If checked, you or your agent must be present at time of delivery to sign for item	
Letter Large envelope, magazine, catalog, etc. <input checked="" type="checkbox"/> Parcel	For Delivery: (Enter total number of items delivered by service type) For Notice Left: (Check applicable item)	Article Number(s) 47814302892	
Express Mail (We will attempt to deliver on the next delivery day unless you instruct the post office to hold it.) Restricted Delivery Perishable Item Other:	Registered Insured Return Receipt for Merchandise Certified Recorded Delivery Firm Bill	Notice Left Section Customer Name and Address Jane Brown	
Article Requiring Payment <input type="checkbox"/> Postage Due <input type="checkbox"/> COD <input checked="" type="checkbox"/> Customs	Amount Due \$ 6.20	Delivered By and Date	
<input type="checkbox"/> Final Notice: Article will be returned to sender on			
PS Form 3849, November 1999		Delivery Notice/Reminder/Receipt	

[Replace Exhibit 333.3 (p.2) with the following:]

Exhibit 333.3 (p.2)

Customs Form 3419

INSPECTOR	REM	ITEM CODE	VALUE	RATE	QUANTITY	RATE	AMOUNT	
461639046	A	2922196000	12.00	.1000	12.00		1.20	
3501								
10/21/1999		Customs Processing Fee (Pub. L. 99-272) (Does not include Postal handling fee)						5.00
MAIL ENTRY #	12900020688							
ORIGIN	SWITZERLAND							
SENDER	JANE BROWN 123 FIRST STREET WASHINGTON, DC 20010-0000							
JOHN ADDRESS RECEIVED ARTICLES	SMITH		DATE	POSTMASTER RECEIVED PAYMENT	DATE			
<input checked="" type="checkbox"/>				<input checked="" type="checkbox"/>				
POSTMASTER: RETURN THIS FORM WITH REMITTANCE TO ADDRESS SHOWN ON BACK OF ORIGINAL.								
SEND PROTEST TO THE ADDRESS BELOW (IMPORTANT - SEE REVERSE) U.S. CUSTOMS MAIL FACILITY 180 EAST KELLOG BLVD RM#506 ST. PAUL, MN 55101								
ME#				AMT				

ORIGINAL
MAIL ENTRY
19 CFR 145.4, 145.12
CUSTOMS FORM 3419 (Rev. 10/80)
DEPARTMENT OF THE TREASURY
UNITED STATES CUSTOMS SERVICE

* * * * *

334 CODs

[Revise 334 as follows:]

334.1 Detach COD tag, PS Form 3816, *COD Mailing and Delivery Receipt*, if addressee has indicated he or she will pay for and accept the COD parcel and have addressee sign PS Form 3849, *Delivery Notice/Reminder/Receipt*. See subchapter 23 for appropriate scanning procedures.

* * * * *

[Replace Exhibit 334.3 with the following:]

Exhibit 334.3

DELIVERY EMPLOYEE - Remove Copies 1 & 2 at Time of Delivery	
Collect the amount shown below if customer pays by CHECK made payable to the mailer.	Collect the amount shown below if customer pays in CASH (includes MO fee).
Check Amount \$ <u>20.45</u>	Cash Amount \$ <u>21.25</u>
 * M 0 0 2 5 8 2 7 9 4 *	
COD	
1 - DELIVERY UNIT COPY PS Form 3816, August 1993	To: <u>K. Andrew</u> <u>101 S. Main St.</u> <u>Boulder CO 80311</u>
	From: <u>ABC Company</u> <u>P.O. Box 12</u> <u>Sioux Falls SD 57101</u>
	<input type="checkbox"/> Registered Mail <input type="checkbox"/> Express Mail <input type="checkbox"/> Form 3849-D Requested
	Date of Mailing <u>2/10/2000</u>
	Signature of Addressee/Agent _____
<input type="checkbox"/> Remit COD Charges to Sender via Express Mail Date Payment Sent to Mailer Check Number Delivered By	EMCA No Date Form 3849-D Sent MO Number Date Delivered
1. DO NOT allow the recipient (addressee or agent) to examine the contents before payment. 2. DO NOT deliver this article until payment is collected.	

* * * * *

334.4 When delivery cannot be made for any reason, complete and leave PS Form 3849. See subchapter 23 for appropriate scanning procedures. Endorse the article with the reason for nondelivery, enter the date and your initials on the article, and return the parcel with tag intact to the delivery unit (see Exhibit 334.4).

[Replace Exhibit 334.4 with the following:]

Exhibit 334.4

United States Postal Service		Today's Date	Sender's Name
Sorry We Missed You! We'll Deliver for You		<u>2/12/00</u>	
Item is at: <input checked="" type="checkbox"/> Post Office (See back)	Available for Pick-up After Date: <u>2/12</u>	Time: <u>4:00 pm</u>	We will redeliver or you or your agent can pick up. See reverse.
<input type="checkbox"/> Letter <input type="checkbox"/> Large envelope, magazine, catalog, etc. <input checked="" type="checkbox"/> Parcel	For Delivery: (Enter total number of items delivered by service type) For Notice Left: (Check applicable item) <input type="checkbox"/> Express Mail (We will attempt to deliver on the next delivery day unless you instruct the post office to hold it.) <input type="checkbox"/> Registered <input type="checkbox"/> Insured <input type="checkbox"/> Return Receipt for Merchandise <input type="checkbox"/> Certified Delivery <input type="checkbox"/> Recorded Delivery <input type="checkbox"/> Firm Bill	<input type="checkbox"/> If checked, you or your agent must be present at time of delivery to sign for item Article Number(s) <u>M002582794</u>	
Article Requiring Payment <input type="checkbox"/> Postage Due <input checked="" type="checkbox"/> COD <input type="checkbox"/> Customs <input type="checkbox"/> Final Notice: Article will be returned to sender on	Amount Due \$ <u>20.45</u>	Notice Left Section Customer Name and Address <u>K. Andrew</u>	
PS Form 3849, November 1999		Delivered By and Date	

* * * * *

[Revise the heading and text of 335 as follows:]

335 Insured, Registered, Certified, Express Mail, and Other Special Services

335.1 Delivering and Taking Receipt (Exhibit 335.1 (p. 1 and 2))

335.11 Deliver numbered insured parcels, registered articles, certified letters, and other special services items to addressee or anyone authorized to receive mail for addressee:

- a. Require the person to show identification if not known, and to sign and print name on PS Form 3849, *Delivery Notice/Reminder/Receipt*, before delivery when applicable.
- b. Deliver articles entered on PS Form 3883, *Firm Delivery Receipt for Accountable Mail and Bulk Delivery Mail*, after obtaining a signature of addressee or agent on PS Form 3849. (Deliver the *duplicate* PS Form 3883 with the articles.)

- c. Prepare PS Form 3883 for numbered insured and other special services items only when there are six or more articles for the same addressee. Include Delivery Confirmation on PS Form 3883 if the six-article requirement has already been met.
- d. Deliver minimum fee unnumbered insured and Delivery Confirmation articles the same as any ordinary mail. No receipt is needed.
- e. See subchapter 23 for appropriate scanning procedures.

* * * * *

[Replace Exhibits 335.1 (p.1) and 335.1 (p.2) with the following:]

Exhibit 335.1 (p. 1)

United States Postal Service		Today's Date	Sender's Name
Sorry We Missed You! We'll Deliver for You		2/12/00	
Item is at:	Available for Pick-up After	We will redeliver or you or your agent can pick up. See reverse.	
<input checked="" type="checkbox"/> Post Office (See back)	Date:	Time:	
<input checked="" type="checkbox"/> Letter	For Delivery: (Enter total number of items delivered by service type)	<input type="checkbox"/> If checked, you or your agent must be present at time of delivery to sign for item	
<input type="checkbox"/> Large envelope, magazine, catalog, etc.	For Notice Left: (Check applicable item)	Article Number(s)	
<input type="checkbox"/> Parcel	<input type="checkbox"/> Express Mail (We will attempt to deliver on the next delivery day unless you instruct the post office to hold it.)	RR7654321US	
<input type="checkbox"/> Restricted Delivery	<input type="checkbox"/> Insured		
<input type="checkbox"/> Perishable Item	<input type="checkbox"/> Return Receipt for Merchandise		
<input type="checkbox"/> Other:	<input type="checkbox"/> Certified Delivery		
	<input type="checkbox"/> Recorded Delivery		
	<input type="checkbox"/> Firm Bill Confirmation		
Article Requiring Payment	Amount Due	Notice Left Section	
<input type="checkbox"/> Postage Due <input type="checkbox"/> COD <input type="checkbox"/> Customs	\$	Customer Name and Address	
<input type="checkbox"/> Final Notice: Article will be returned to sender on		Delivered By and Date	
		CBS 2/12/00	
PS Form 3849, November 1999		Delivery Notice/Reminder/Receipt	

We will redeliver OR you or your agent can pick up your mail at the post office. (Bring this form and proper ID. If your agent will pick up, sign below in item 2, and enter agent's name here):	
1. Check all that apply in section 3.	CLIFF AVENUE ANNEX - 57104
<input checked="" type="checkbox"/> b. Sign in section 2 below.	620 S CLIFF AVE
<input type="checkbox"/> c. Leave this notice where the carrier can see it.	M-F 8:00 A.M. - 5:00 P.M., SAT 8:00 A.M. - 11:30 A.M.
	1-800-555-0000
2. Sign Here to Authorize Redelivery or to Authorize an Agent to Sign for You:	Delivery Section
3. <input type="checkbox"/> Redeliver (Enter day of week):	Signature
(Allow at least two delivery days for redelivery, or call your post office to arrange delivery.)	<input checked="" type="checkbox"/> X <i>Jane Doe</i>
<input type="checkbox"/> Leave item at my address	Printed Name
(Specify where to leave. Example: "porch", "side door". This option is not available if box is checked on the front requiring your signature at time of delivery.)	Jane Doe
<input type="checkbox"/> Refused <input type="checkbox"/> Returned <input type="checkbox"/> Retain	Delivery Address
	425 Main St.
	USPS
	
PS Form 3849, November 1999 (Reverse)	5299 9880 0005 4865

Exhibit 335.1 (p. 2)

United States Postal Service					
Firm Delivery Receipt for		5199 9990 0002 3862 5971			
Accountable and Bulk Delivery Mail					
<input checked="" type="checkbox"/> Certified	<input type="checkbox"/> Delivery Confirmation Service	<input checked="" type="checkbox"/> Express Mail	<input type="checkbox"/> Recorded Delivery		
<input checked="" type="checkbox"/> COD	<input type="checkbox"/> Insured	<input checked="" type="checkbox"/> Registered	<input type="checkbox"/> Return Receipt for Merchandise		
		<input type="checkbox"/> Signature Confirmation Service	Mail for/Bill No. <i>US International</i>		
Article Number	Code	Office of Origin (International)	Article Number	Code	Office of Origin (International)
1. <i>RR123456743</i>	<i>R</i>		11.		
2. <i>FM76523812345</i>			12.		
3. <i>70124567328052130681</i>	<i>R</i>		13.		
4. <i>VV63820176245</i>			14.		
5. <i>70364215680353217302</i>			15.		
6. <i>M603128057</i>			16.		
7. <i>R138</i>		<i>London, England</i>	17.		
8.			18.		
9.			19.		
10.			20.		
* CODE: DC = Received in Damaged Condition. OS = Officially Sealed. R = Return Receipt Requested. RE = Re-enveloped. RW = Returned to Writer.					
Date of Delivery <i>2/12/00</i>	Received the pieces described above	Received By: (Print Name)	Postmark - Delivery Office		
Delivered By: (Clerk/Carrier) <i>JS</i>		Signature of Addressee/Agent <i>X</i>			
Form 3849 Barcode Number (if delivered using scanning option)		If using handheld scanner option, have recipient sign Form 3849.			
PS Form 3883, November 1999		102595-00-B-0737		1- Delivery	

335.2 Leaving Notice

When delivery of numbered insured, registered, certified, or other special services articles cannot be made for any reason, complete and leave PS Form 3849, *Delivery Notice/Reminder/Receipt*. Endorse the article with the reason for nondelivery, such as *No Response*; enter route number and the date; initial on article; and return it to the delivery unit.

* * * * *

[Add 338 as follows:]

338 Delivery Confirmation

338.1 Delivering

Scan Delivery Confirmation items, and deliver them the same as ordinary mail items. See subchapter 23 for appropriate scanning procedures.

338.2 Leaving Notice

When delivery of a Delivery Confirmation item cannot be made for any reason, complete and leave PS Form 3849, *Delivery Notice/Reminder/Receipt*, and endorse the mail item. If a data collection device is available, see subchapter 23 for appropriate scanning procedures. If a data collection device is not available, write the event, date, and time on the mailpiece, and return it to the appropriate location when you return to the office.

* * * * *

6 Parcel Post

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63 Route Procedures

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631 Delivery of Parcel Post

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631.4 Obtain receipts and collect funds and data as explained in chapter 3 for special services mail. If a data collection device has been assigned to your route, see subchapter 23 for appropriate scanning procedures.

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631.7 See subchapter 23 for appropriate scanning procedures.

* * * * *

— Delivery Policies and Programs, Delivery, 4-5-01

Delivery Policy — Pickup Service Vs Collection Service

This article clarifies the difference between pickup service and collection service, so that the pickup fee (as described in section D010 of the *Domestic Mail Manual*) is charged, as required, in appropriate circumstances.

Pickup Service

Pickup service is a fee-based service available for Express Mail service (domestic and international), Priority Mail service, and single-piece rate Parcel Post. The mail must be prepaid, although permit imprint mail may be picked up when prepared under a manifest mailing system and the pickup is approved in the manifest agreement. The term *prepaid* refers to uncanceled stamps, metered postage, Express Mail Corporate Account, Merchandise Return label, and Business Reply label.

Pickup Service covers two basic scenarios:

1. On-call Pickup Service is provided for customers the same day as their request. This service is available only from designated offices with city delivery.
2. Scheduled Pickup Service is provided to customers who enter into a service agreement with the Postal Service that specifies the time, place, day or date, frequency of the service, and approximate volume per pickup. This service is available at Post Offices with city delivery and other Post Offices where the customer’s address is on the line of travel. The time of the pickup must be within the regular business hours for an office with city delivery and within the regular delivery period of a rural route or highway contract route.

Collection Service

Collection service is scheduled with consideration for customer convenience, volume, and enroute travel of the delivery employee. This service usually refers to prepaid mail deposited in a collection box. However, it is also considered collection service when customers hand their outgoing, prepaid mail that is ready and available to a carrier

or other designated employee while that employee is performing normal delivery and collection duties.

It is important to distinguish between pickup and collection service mail that is scheduled for pickup at the customer’s request, especially on a regular basis. *The fact that a customer makes a request does not mandate that a fee be charged. The deciding factor is whether the pickup caused a special trip to the customer’s location.*

More specifically, the fee is charged when the pickup is at the request of the customer *and* either a special trip or deviation from the carrier’s/collection employee’s route is required to obtain the mail. *(The fee is not charged when the “pickup” occurs as part of the regularly scheduled delivery or collection process.)*

One other consideration is the difficulty of depositing packages in normal collection boxes. These collection boxes do not allow for medium- or large-size packages to be deposited and have a limited capacity for a customer who may have a medium to large volume of smaller packages. In addition, the Aviation Mail Security policy, which was established to protect employees, air transportation, and the traveling public, requires that our customers directly deposit, by hand, domestic First-Class Mail service and Priority Mail service packages weighing 16 ounces or more to a retail clerk or Postal Service representative/agent when postage is paid with uncanceled stamps. Aviation Mail Security policy also requires that international mail with stamps, meter, or PC postage must be presented directly to a retail clerk or Postal Service representative/agent.

Therefore, packages that can be collected from locations in immediate proximity to a collection box, on a scheduled basis, and at the same time of day displayed on the collection box should be considered part of the collection point, *and* no pickup fee should be assessed. For these purposes, *immediate proximity* is defined as:

- A stop that does not require the carrier/collector to move his or her vehicle, or

- A stop that can be handled during the carrier's/ collector's normal line of travel.

This policy is in concert with long-standing arrangements that allow commercial mailers with regular and available mailings to be included on evening and/or business

collection trips. These arrangements enhance our ability to get collection mail earlier and in a controlled fashion to the origin processing facility.

The table below serves as a reference guide.

Customer Request	Collection Scenario (No pickup fee)	Pickup Scenario (Pickup fee)
Customer requests On-call Pickup Service.	Advise customers that, as long as volume does not exceed the capacity of the carrier's vehicle, all prepaid and available mail may be given to the carrier at the time of delivery.	If the customer's request will require a separate trip, due to time of day, volume, and/or customer's location, then pickup is scheduled and a fee is charged.
Customer requests Scheduled Pickup Service or daily pickup.	Advise customers that, providing the volume does not exceed the capacity of the carrier's vehicle, all prepaid and available mail may be given to the carrier at the time of delivery. If the request is for a time after the scheduled delivery, but the location of the pickup is enroute for the carrier's return, consideration must be given to adding that location as a collection point.	If the caller's request will require a separate trip, due to the time of day, volume, and/or customer's location, the request must be recorded and scheduled on a daily basis. The fee is charged for each occurrence, and an agreement outlining the responsibilities for both parties must be written and signed by both the customer and the Postal Service facility manager.
Assumptions: Mail pieces are Express Mail service, Priority Mail service, or single-piece Parcel Post.		

— *Delivery Policies and Programs, Delivery, 4-5-01*

Finance

POS ONE OFFICES

New Finance Forms

Effective April 5, 2001, five (5) new PS forms have been posted on the Program Office portion (password protected) of the POS ONE Information Store Web site on the Postal Service Intranet at <http://retail.usps.gov/posone>. The following are the five new forms for POS ONE offices:

- PS 3294-C, *Cash Credit Count and Summary* (for cash credit counts)
- PS 3294-P, *Cash and Stamp Stock Count and Summary* (revised to include Segmented Inventory Accountability (SIA) and Retail Store floor stock counts)
- PS 3368-P, *Accountability Examination Record* (revised)
- PS 3369-P, *Consigned Credit Receipt* (revised)

- PS 3582-P, *BRM/Postage Due Invoice* (revised for POS ONE sites only with BRM/Postage Due accounts; instructions in *Postal Bulletin 22041*, dated 1-11-01, page 22).

These forms were sent via cc:Mail as POS ONE communications to all area and district coordinators. The forms are in .pdf file format and can be viewed on Adobe Acrobat Reader.

Handbook F-1, *Post Office Accounting Procedures*, will be revised at a later date to incorporate the new and revised forms.

— *Finance, Post Office Accounting, 4-5-01*

Fraud Alert

Withholding of Mail Orders

Withholding of mail orders is enforced by postmasters at the cities listed below:

State/City	Names Covered
AZ, Phoenix 85028-3348	Euro-Jet Express, 3420 E. Shea Boulevard, PMB 200 And
TX, Arlington 76006-7340	Euro-Jet Express, 2000 East Lamar Boulevard, PMB 600
CA, Merced 95340-5561	Any And All Various Names Other Than David Elwartoski, Lupe Yglesias, Rose Yglesias, Jose Partida And Maria Partida, 1817 Amber Court
CA, Planada 95365-0044	Any And All Various Names Other Than Rafaela Soto, P.O. Box 44
CA, Winton 95388-9312	Any And All Various Names Other Than The Surname Verver, 7125 Vine Avenue
MD, Finksburg 21048-0653	Any And All Of Various Names Other Than The Name Steven Edward Reeping, P.O. Box 653
MI, Lansing 48915-1821	Any And All Of Various Names Other Than The Surname Of Chapman, 229 Lahoma
MO, Cape Girardeau 63701-2224	Any And All Of Various Names Other Than The Surname Parkinson, 1530 Grandview
MO, St. Louis 63118-3215	Any And All Of Various Names Other Than The Name Annette Gonzolas, 3328 Lemp, 1st Floor Front
MO, St. Louis 63115-3053	Any And All Of Various Names Other Than The Surnames Of Young, Brown, Or Murphy, 4560 Or 4560A Fair

— Recorder's Office, Judicial Officer, 4-5-01

CORRECTION

Counterfeit United States Postal Money Orders

In *Postal Bulletin* 22025 (6-1-00, page 16), Item 10 concerning identification was incorrectly reported. The correct text for Item 10 is as follows:

Obtain one of the following photograph-bearing documents: driver's license; state-issued, nondriver identification; passport (foreign or domestic); or military identification card. If none of these are presented, then record the issuer's name from two of the following documents: credit card (no credit card numbers) and another credential showing a signature.

— Postal Inspection Service, 4-5-01

Invalid Express Mail Corporate Account Numbers

These numbers are to be posted and used by retail/acceptance clerks. This listing supersedes all previous notices, which must be recycled. Retail/acceptance clerks must not accept Express Mail shipments bearing any of the invalid numbers (listed below) in the "customer

number" or "agreement number" section of the label or form.

Note: The first 6 digits of a 9-digit Custom Designed Service and Next Day Pickup Service Agreement make up the Corporate Account Number.

005027	018285	022683	060314	075344	093066	103815	117545	142415	159028	199063	210670	272217
005451	018289	022751	060321	075672	093225	104086	117679	142419	159086	199071	210686	273079
005452	018304	022860	060353	076027	093234	105059	117704	142461	159206	200159	210688	273084
005465	018401	022922	060382	076188	094148	105196	117801	142502	159212	200473	210696	273122
005662	018402	022970	060463	076326	094285	105794	117823	142688	165040	200506	210707	274004
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— Express and Priority Mail, Marketing, 4-5-01

Missing, Lost, or Stolen U.S. Money Order Forms

Do Not Cash — Upon Receipt, Notify Local Postal Inspectors

This listing will be provided to all Postal Service employees responsible for accepting and cashing Postal money orders. All interim notices should be destroyed when the numbers listed appear in the *Postal Bulletin*. The

actual serial numbers consist of the first 10 digits on the money orders. Check for altered dollar amounts by holding money orders to the light.

011 582 1889 to 011 582 1899	375 851 9100 to 9199	397 622 4054 to 4099	410 867 0970 to 0999
011 588 2900 to 011 588 3099	376 196 0911 to 0999	397 819 8902 to 8999	411 868 1023 to 1199
012 579 5675 to 012 579 5699	378 085 3679 to 3699	398 149 7200 to 7699	411 922 2322 to 2399
013 289 6176 to 013 289 6199	378 351 1063 to 1099	399 070 0872 to 0899	412 193 0900 to 0999
013 610 0014 to 013 610 0099	379 843 5100 to 5199	399 156 7119 to 7199	412 395 8599 to 8699
014 932 1000 to 014 932 1099	380 093 9600 to 9699	399 203 5064 to 5099	412 485 6500 to 6599
014 972 0800 to 014 972 0899	380 165 1165 to 1199	399 296 9910 to 9999	412 485 6610 to 6699
015 363 0007 to 015 363 0099	381 325 4500 to 4599	399 396 8935 to 8999	412 885 5953 to 5999
018 986 5264 to 018 986 5299	381 604 2510 to 2699	399 792 7775 to 7799	414 193 3608 to 3674
020 972 8948 to 020 972 8999	381 645 9525 to 9599	399 792 8300 to 8399	414 193 3677 to 3699
022 021 9110 to 022 021 9181	383 314 3968 to 3999	400 427 1051 to 1999	414 411 7348 to 7399
022 037 1411 to 022 037 1499	383 892 1000 to 1344	401 045 1505 to 1549	414 640 0757 to 0799
024 380 4100 to 024 380 4199	383 892 1382 to 1399	401 045 1571 to 1599	414 965 1727 to 1799
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360 168 6008 to 6099	389 696 2400 to 2799	404 041 8838 to 8899	418 744 2235 to 2299
360 173 8800 to 8899	389 846 3104 to 3135	404 071 4268 to 4299	418 962 2848 to 2899
360 324 2326 to 2399	389 846 3145 to 3195	404 347 5356 to 5399	419 543 0286 to 0299
362 861 3064 to 3099	389 887 9211 to 9230	404 347 5548 to 5599	419 730 0300 to 0399
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374 768 2600 to 2699	390 001 3182 to 3199	404 961 5001 to 5199	420 599 0734 to 0798
375 169 4400 to 4599	390 001 3500 to 3699	405 325 0188 to 0198	420 661 4115 to 4199
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	395 396 9649 to 9799	410 795 7927 to 7999	424 641 8500 to 8599
	395 970 3240 to 3299	410 867 0917 to 0966	424 871 6600 to 6699

425 298 2352 to	2399	452 265 0335 to	0999	464 629 9000 to	9399	480 640 6330 to	6399
425 418 4269 to	4299	452 509 1169 to	1199	464 711 4332 to	4399	480 658 0568 to	0599
425 418 4405 to	4499	452 855 6471 to	6499	465 692 3963 to	3999	480 689 5100 to	5199
426 547 4566 to	4599	452 890 4679 to	4799	465 698 8300 to	8599	481 072 9463 to	9499
427 412 6337 to	6499	452 900 8215 to	8238	465 743 7745 to	7799	481 673 0074 to	0095
427 481 0900 to	0999	453 117 9146 to	9199	466 798 6056 to	6067	482 527 1500 to	1599
428 027 2742 to	2752	453 334 3631 to	3699	467 147 4300 to	4399	482 541 5255 to	5299
429 474 4172 to	4199	453 603 7841 to	7891	468 079 5782 to	5799	482 729 6800 to	6899
429 889 2900 to	2999	453 650 1140 to	1199	469 067 2817 to	2899	483 363 7207 to	7299
430 150 4401 to	4599	453 741 1300 to	1399	469 127 8000 to	8199	483 402 2356 to	2399
430 172 9800 to	9899	454 013 2919 to	2999	469 213 0359 to	0399	483 486 5100 to	5199
430 177 1900 to	2099	454 186 2411 to	2499	469 213 0500 to	0599	483 632 1521 to	1599
430 444 9500 to	9699	454 268 4883 to	4899	469 561 8011 to	8099	483 632 2600 to	2799
430 664 4070 to	4099	454 302 5400 to	5499	469 658 1961 to	1999	483 849 1615 to	1699
432 168 8419 to	8499	454 490 8300 to	8399	469 666 9900 to	9999	484 174 4803 to	5299
432 708 6800 to	6999	454 547 7434 to	7499	469 678 1900 to	1999	484 323 8900 to	9199
432 744 1544 to	1599	454 922 4867 to	4895	469 781 4900 to	4999	484 680 5000 to	5038
432 995 9775 to	9799	455 221 1348 to	1499	469 947 6960 to	6999	484 680 5040 to	5074
433 003 5800 to	5899	455 364 2147 to	2199	470 755 5800 to	5818	484 680 5077 to	5099
433 757 3047 to	3099	455 399 5400 to	5499	471 918 0300 to	0999	485 029 4913 to	4999
433 765 4003 to	4099	455 476 0676 to	0699	471 985 2408 to	2419	486 176 0600 to	0699
434 482 7060 to	7199	455 543 0618 to	0699	472 191 6700 to	6799	486 559 7555 to	7599
434 513 2386 to	2399	456 410 9006 to	9099	472 270 2555 to	2599	486 696 3023 to	3199
434 968 3076 to	3092	456 470 4146 to	4299	472 987 0213 to	0241	488 173 7900 to	7999
435 303 1831 to	1842	456 619 4460 to	4499	472 987 0290 to	0299	488 206 4100 to	4199
435 303 1986 to	1999	457 333 2686 to	2699	473 151 2069 to	2199	488 226 0200 to	0299
435 666 6092 to	6399	457 729 1767 to	1777	473 666 9138 to	9199	488 709 3906 to	3999
436 082 6400 to	6899	457 937 8615 to	8699	473 952 3429 to	3499	488 855 8359 to	8399
436 160 6441 to	6499	458 028 9810 to	9899	474 108 5402 to	5499	489 181 8963 to	8999
437 316 7115 to	7199	458 057 2712 to	2999	474 356 5193 to	5299	489 223 2000 to	2099
437 427 0500 to	3499	458 069 9537 to	9599	474 949 3366 to	3399	489 311 1930 to	1999
439 179 2300 to	2399	458 069 9665 to	9699	475 134 9362 to	9399	489 318 6200 to	6300
439 310 0458 to	0499	458 337 5222 to	5299	475 167 9667 to	9699	489 384 0027 to	0099
440 698 1947 to	1999	458 354 7653 to	7999	475 319 3415 to	3499	489 427 0658 to	0899
440 858 6300 to	6399	458 671 8678 to	8699	475 319 3649 to	3799	489 997 5252 to	5299
440 858 6420 to	7299	458 671 8721 to	8798	475 340 6400 to	6599	490 669 5850 to	6099
441 199 1655 to	1699	458 847 5044 to	5999	475 424 8410 to	8499	490 717 7080 to	7099
443 127 3648 to	3699	459 274 7624 to	7699	475 629 9156 to	9199	490 721 6000 to	6099
443 127 4000 to	4099	459 365 5432 to	5499	475 850 6101 to	6199	490 793 1500 to	2099
443 673 7900 to	7999	459 378 5764 to	5799	475 875 2500 to	2599	490 886 8171 to	8199
443 800 9335 to	9399	459 472 4816 to	4999	476 169 8264 to	8299	490 977 9221 to	9240
444 382 8822 to	8899	460 349 6878 to	6899	476 189 3000 to	3499	491 258 8100 to	9099
444 390 1667 to	1699	460 550 1909 to	1999	476 331 2480 to	2499	491 567 1376 to	1399
444 457 3854 to	3899	460 997 5234 to	5299	477 289 8601 to	8699	492 254 4800 to	4899
450 048 4173 to	4199	461 973 6443 to	6499	477 681 5206 to	5299	492 283 5100 to	5199
450 048 4442 to	4699	462 152 0107 to	0299	478 010 4243 to	4268	492 610 6813 to	6899
450 560 5173 to	5199	462 274 1072 to	1099	478 010 4270 to	4291	493 394 5568 to	5599
450 620 3077 to	3099	462 277 8373 to	8399	478 450 5071 to	5099	493 470 2562 to	2599
450 620 3135 to	3199	462 554 6051 to	6099	478 469 7838 to	7858	493 473 7700 to	7799
450 780 2716 to	2799	463 011 5529 to	5540	478 469 7883 to	7899	493 716 2153 to	2199
450 801 2700 to	2799	463 176 4115 to	4199	479 280 9800 to	9899	494 206 2972 to	2999
451 109 2967 to	2984	463 176 4229 to	4299	479 365 9116 to	9176	494 217 3446 to	3999
451 115 4110 to	4125	463 185 2600 to	2799	479 412 9900 to	9999	494 224 0500 to	0599
451 115 4127 to	4199	463 227 7711 to	7799	479 667 6190 to	6199	495 145 0600 to	0699
451 746 0700 to	0799	463 414 4869 to	4899	479 748 9680 to	9699	496 209 7425 to	7499
452 265 0074 to	0099	463 808 3484 to	3499	479 860 7000 to	7199	496 213 8728 to	8799
452 265 0246 to	0299	463 945 7400 to	7899	480 526 2000 to	2099	496 474 5226 to	5248

497 053 8517 to	8699	612 774 2254 to	2299	635 559 3449 to	3499	648 009 6057 to	6099
497 854 8673 to	8699	612 774 2500 to	2599	636 289 6214 to	6299	648 163 5300 to	5499
498 449 8888 to	8899	614 469 0979 to	0999	636 634 8007 to	8042	648 722 5283 to	5299
498 929 8285 to	8499	614 474 3000 to	3099	637 150 1200 to	1299	648 892 3164 to	3199
498 936 5310 to	5399	614 521 3490 to	3499	637 562 5828 to	5899	649 100 3989 to	3999
499 016 5425 to	5499	614 645 1800 to	1899	638 042 1647 to	1699	649 647 0370 to	0399
499 440 8575 to	8899	614 832 1100 to	2099	638 049 4984 to	4999	649 647 0522 to	0599
499 731 6717 to	6799	615 017 7505 to	7599	638 318 1115 to	1199	649 647 5237 to	5399
500 064 1858 to	1869	617 711 6609 to	6699	638 318 1453 to	1499	649 647 9100 to	9299
500 070 5725 to	7799	617 760 5266 to	5299	638 885 0000 to	0299	649 666 7800 to	8299
600 645 3223 to	3299	617 813 3601 to	3699	638 903 4362 to	4373	650 114 7707 to	7719
601 339 1200 to	1399	618 840 9200 to	9299	639 415 1929 to	1999	650 130 3400 to	3599
601 653 5884 to	5899	619 551 7229 to	7299	639 415 2019 to	2099	650 213 0406 to	0499
601 661 7700 to	7799	619 859 3000 to	3099	639 420 6200 to	6299	650 555 1749 to	1799
601 682 5343 to	5399	620 073 9400 to	9499	639 469 3517 to	3799	650 564 1900 to	1999
601 928 1600 to	1699	621 614 7907 to	7930	639 605 2143 to	2199	650 627 4212 to	4299
602 512 2972 to	2999	621 614 7932 to	7999	639 657 8600 to	8799	650 736 2043 to	2099
602 555 2400 to	2799	621 648 8021 to	8199	640 289 7500 to	7599	650 739 1540 to	1699
602 829 7061 to	7099	621 648 8500 to	8599	640 289 7700 to	7999	651 741 4415 to	4499
603 483 9572 to	9599	621 904 8351 to	8599	641 170 4420 to	4499	651 882 2800 to	2899
603 490 7200 to	7299	621 916 1978 to	1989	641 318 3133 to	3199	652 754 6317 to	6399
603 678 7100 to	7199	622 989 8032 to	8099	641 378 6500 to	6999	653 131 4945 to	4999
603 678 7662 to	7699	623 076 9300 to	9399	641 383 8739 to	8799	653 426 3300 to	3399
603 678 7902 to	7999	623 819 5006 to	5099	641 877 3187 to	3299	653 455 4874 to	4899
603 678 8418 to	8499	623 895 8200 to	8399	641 877 3310 to	3399	654 238 0000 to	0399
603 678 8700 to	9999	623 917 0000 to	0099	642 355 8094 to	8199	654 404 3065 to	3092
604 086 0880 to	0899	623 917 0200 to	0299	642 355 8308 to	8999	654 962 2900 to	3199
604 349 1414 to	1499	624 468 5288 to	5299	642 900 0018 to	0099	655 103 5081 to	5199
604 503 7776 to	7799	624 665 3162 to	3198	643 030 6254 to	6299	655 523 2600 to	2999
605 520 9037 to	9099	625 088 6735 to	6799	644 066 0882 to	0899	656 305 2448 to	2499
605 685 4010 to	4099	625 916 9500 to	9799	644 069 0600 to	0699	657 347 4438 to	4999
605 988 6467 to	6499	625 968 8956 to	8999	644 077 7506 to	7699	657 710 8100 to	8999
607 689 7951 to	7960	627 005 3938 to	3999	644 085 8157 to	8199	657 780 0985 to	0999
607 728 1276 to	1299	627 384 3907 to	4099	644 112 9839 to	9899	658 586 1400 to	1499
608 727 7100 to	7199	627 496 7549 to	7599	644 373 9083 to	9099	658 877 8000 to	8199
608 727 7273 to	7599	627 708 3605 to	3699	644 380 1460 to	1499	658 880 8000 to	8199
608 813 9950 to	9999	627 776 2500 to	2599	644 733 4715 to	4799	659 398 7300 to	7399
609 067 5325 to	5399	628 226 3100 to	3199	644 900 9712 to	9799	659 706 8113 to	8199
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609 438 4400 to	4499	629 964 4200 to	4294	644 932 4655 to	4699	661 488 5000 to	5099
609 493 1100 to	1199	630 389 3056 to	3071	645 318 7240 to	7499	661 609 9100 to	9199
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609 825 4100 to	4115	631 459 9117 to	9199	645 790 8632 to	8699	661 906 6522 to	6599
609 884 2981 to	2999	631 762 9325 to	9399	645 821 0657 to	0699	662 021 8332 to	8399
609 893 1000 to	1099	632 217 4933 to	4999	645 930 7948 to	7999	662 068 0700 to	0899
610 092 3200 to	3299	632 500 0000 to	9999	645 975 0737 to	0762	662 553 0774 to	0799
610 582 4200 to	4299	633 110 4165 to	4199	646 242 6200 to	6299	663 078 7034 to	7099
611 879 6939 to	6999	633 110 4303 to	4499	646 270 7639 to	7799	663 763 5300 to	5399
612 291 8013 to	8099	633 438 6429 to	6599	646 798 4000 to	4999	663 883 7039 to	7499
612 751 5171 to	5199	633 588 7173 to	7182	647 048 7035 to	7099	664 253 8000 to	8499
612 751 5226 to	5299	634 725 0700 to	0799	647 049 2900 to	2999	664 656 3055 to	3099
612 751 6083 to	6099	634 803 3239 to	3299	647 398 8300 to	8399	665 174 6400 to	6499
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612 751 6572 to	6599	634 827 5900 to	5999	647 437 3000 to	4999	665 669 5400 to	5499
612 774 2111 to	2199	634 886 3428 to	3499	647 811 2188 to	2199	666 132 8226 to	8299

666 696 2209 to 2299	688 120 9000 to 9999	702 195 5109 to 5199	843 786 2554 to 2699
666 696 2309 to 2399	688 314 3107 to 3191	702 254 9300 to 9399	845 656 8165 to 8199
667 032 9300 to 9399	690 291 1361 to 1371	702 264 7569 to 7599	845 727 2100 to 2199
667 729 5529 to 5599	690 788 2877 to 2899	702 713 1800 to 1809	845 746 2618 to 2635
668 383 8400 to 8699	690 893 5344 to 5399	702 821 5730 to 5799	846 390 7531 to 7599
670 368 3400 to 3499	690 893 5512 to 5599	702 821 5805 to 5899	846 918 0572 to 0599
670 369 7336 to 7399	690 904 1300 to 1599	702 878 0114 to 0199	847 284 2481 to 2499
670 750 7169 to 7199	690 941 6000 to 6199	740 002 7710 to 7719	847 374 7055 to 7065
671 046 6200 to 6399	691 313 6383 to 6399	806 087 1100 to 1499	847 636 5304 to 5399
671 251 5448 to 5499	691 313 6600 to 6699	806 268 9275 to 9299	847 700 5447 to 5499
671 926 5600 to 5799	691 582 8003 to 8099	806 534 3400 to 3477	847 723 7500 to 7599
672 444 2000 to 2999	691 664 1800 to 1999	807 342 3283 to 3399	849 485 3427 to 3499
672 828 3410 to 3499	691 664 2400 to 2499	808 086 7100 to 7199	849 608 1357 to 1399
673 167 5776 to 5799	692 727 9362 to 9399	808 090 3440 to 3499	849 792 2600 to 2699
675 464 3700 to 3799	692 798 1800 to 1899	808 325 5161 to 5699	850 546 1862 to 1899
675 464 4000 to 4199	693 249 0779 to 0799	808 784 8000 to 8299	851 143 6826 to 6844
676 365 5958 to 5999	693 249 0877 to 1699	830 125 0672 to 0699	851 209 9880 to 9899
676 669 1024 to 1099	693 445 0566 to 0999	830 602 5800 to 5999	851 928 9221 to 9299
677 126 6734 to 6799	693 448 8500 to 8999	830 610 3700 to 3799	852 589 6560 to 6599
677 333 9979 to 9999	693 645 9583 to 9599	830 983 3500 to 3599	853 049 3646 to 3699
677 466 1088 to 1099	693 965 4200 to 4299	830 983 3635 to 3699	854 304 4089 to 4999
678 071 4500 to 4799	695 741 2906 to 2999	831 354 1387 to 1399	854 529 2200 to 2299
678 096 7531 to 7599	695 947 8518 to 8599	831 815 8240 to 8299	855 319 9364 to 9399
679 909 2578 to 2599	696 662 8247 to 8299	832 525 3810 to 3899	855 361 3390 to 3399
680 112 9565 to 9599	697 447 8285 to 8296	833 159 1884 to 1899	856 226 0490 to 0499
680 244 0903 to 0999	698 042 4816 to 4899	833 456 2567 to 2599	856 656 5800 to 5999
680 412 6046 to 6099	698 131 2138 to 2157	833 566 3015 to 3071	856 752 0200 to 0299
680 761 6800 to 6899	698 227 0000 to 0099	834 316 5444 to 5499	857 279 3450 to 3499
681 677 0540 to 0699	700 065 2570 to 2599	834 354 8747 to 8766	858 124 7644 to 7699
682 070 1029 to 1099	700 065 4800 to 4899	834 354 8824 to 8838	858 756 3111 to 3299
682 956 6280 to 6299	700 190 3350 to 3359	835 269 5700 to 5799	859 063 8200 to 8699
682 956 6490 to 6599	700 228 6048 to 6099	835 496 7303 to 7399	859 190 0600 to 0644
682 956 6700 to 6799	700 650 0452 to 0499	835 539 5200 to 5999	859 811 2888 to 2899
682 965 1178 to 1199	700 666 1323 to 1349	835 813 3015 to 3099	859 855 8873 to 8999
682 965 1201 to 1299	700 786 9106 to 9142	837 672 8967 to 8999	860 240 0520 to 0599
683 118 2389 to 2399	700 859 0744 to 0758	837 784 3282 to 3292	860 275 3900 to 3999
683 378 2000 to 2099	701 028 6780 to 6899	838 176 8377 to 8399	860 518 9629 to 9699
683 378 2117 to 2299	701 213 3900 to 3999	838 518 1257 to 1299	860 600 0021 to 0999
683 415 1200 to 1499	701 267 2000 to 3999	839 718 8257 to 8299	861 158 2350 to 2599
683 444 8159 to 8199	701 335 7312 to 7399	840 323 0600 to 0699	861 637 6010 to 6099
685 154 7780 to 7789	701 369 2005 to 2050	840 875 6235 to 6299	861 979 7292 to 7499
685 297 7645 to 7699	701 503 2247 to 2299	840 910 0900 to 0999	863 871 5138 to 5199
685 623 5264 to 5299	701 541 2271 to 2299	841 349 5000 to 5099	864 088 8200 to 8299
685 650 9487 to 9499	701 553 6557 to 6599	841 805 7747 to 7899	864 426 3972 to 3999
685 669 4200 to 4299	701 601 3457 to 3499	841 805 7944 to 8099	865 883 6082 to 6099
685 757 8452 to 8499	701 605 5913 to 5999	842 226 0685 to 0695	866 004 3000 to 3999
686 071 2694 to 2799	701 695 3982 to 3999	842 685 4600 to 4699	869 800 0000 to 999 9999
686 176 3333 to 3354	701 695 4148 to 4199	842 685 4742 to 4999	870 054 4814 to 4899
686 372 3200 to 3299	701 695 4227 to 4299	842 860 0300 to 0399	870 491 4812 to 4849
686 644 5879 to 5899	701 708 1741 to 1799	842 898 5582 to 5599	870 536 5820 to 5829
686 899 1371 to 1399	701 736 3966 to 3999	843 062 7100 to 7199	870 541 7167 to 7239
686 931 7636 to 7699	701 838 2800 to 2899	843 077 6288 to 6299	870 575 8155 to 8999
687 601 0973 to 0999	701 941 0600 to 0699	843 077 6378 to 6399	870 589 0485 to 0494
687 614 6774 to 6799	702 171 1603 to 1699	843 758 5769 to 5778	870 691 7060 to 7099

Missing, Lost, or Stolen Canadian Money Order Forms

Do Not Cash — Upon Receipt, Notify Local Postal Inspectors

This listing will be provided to all Postal Service employees responsible for accepting and cashing Postal money orders. Destroy any interim notices when the numbers listed appear in the *Postal Bulletin*. The new money order serial numbers consist of the first nine digits. The 10th digit is a check digit only.

Do not cash new style money orders **000 000 001 to 692 600 000**. Advise holders to send invalid money orders to: Canada Post Corporation, Ottawa, Canada K1A 0B1. Check for altered dollar amounts by holding money orders to the light.

000 000 001 to 692 600 000	701 945 451 to 5 500	707 958 541 to 8 570	717 193 161 to 3 490
692 720 871 to 0 900	702 033 701 to 4 050	707 960 107 to 0 160	717 228 591 to 8 680
692 876 955 to 7 050	702 051 501 to 1 750	708 059 941 to 60 000	717 333 902 to 3 950
693 290 380 to 0 400	702 053 601 to 3 800	708 115 830 to 5 860	717 739 745 to 9 910
693 290 426 to 0 450	702 104 368 to 4 900	708 116 251 to 6 310	717 884 991 to 5 050
694 063 700 to 3 897	702 128 306 to 8 400	708 138 301 to 8 480	718 026 171 to 6 290
694 063 900 to 4 000	702 179 891 to 9 900	709 222 591 to 2 920	718 466 370 to 6 420
694 550 501 to 0 530	702 260 751 to 0 850	709 243 479 to 3 500	718 568 451 to 8 479
694 595 031 to 5 050	702 410 595 to 1 050	709 411 171 to 1 320	718 590 741 to 0 770
694 595 087 to 5 300	702 660 151 to 0 540	709 649 804 to 9 820	718 714 210 to 4 370
694 698 551 to 8 650	702 723 429 to 3 450	709 733 281 to 3 580	718 795 881 to 6 000
694 745 458 to 5 600	703 004 401 to 4 820	710 046 813 to 6 840	718 961 721 to 1 780
695 105 313 to 5 350	703 083 819 to 4 020	710 358 093 to 8 166	718 982 001 to 2 300
695 142 809 to 3 050	703 432 131 to 2 230	710 358 257 to 8 270	719 869 731 to 9 760
695 144 666 to 4 700	703 626 061 to 6 090	711 021 501 to 1 510	720 227 871 to 7 930
695 272 601 to 2 750	703 863 121 to 3 240	711 049 411 to 9 560	720 227 949 to 7 960
695 277 576 to 7 650	703 863 477 to 3 540	711 408 045 to 8 090	720 368 543 to 8 570
695 530 761 to 0 800	703 867 801 to 7 980	712 003 381 to 3 650	720 392 151 to 2 570
696 487 701 to 7 800	704 030 628 to 0 640	712 104 220 to 4 230	720 556 491 to 6 640
696 784 101 to 4 550	704 154 024 to 4 120	712 327 861 to 7 890	720 558 621 to 8 650
696 870 601 to 0 650	704 227 561 to 7 829	712 327 952 to 7 980	720 575 361 to 5 570
697 047 501 to 7 600	704 227 831 to 8 069	712 647 061 to 7 090	720 590 152 to 0 179
697 052 101 to 2 350	704 228 071 to 8 100	713 284 171 to 4 260	721 638 331 to 9 170
697 217 251 to 7 400	704 420 344 to 0 490	713 292 871 to 2 990	721 815 391 to 5 420
697 249 952 to 50 050	704 568 751 to 8 990	714 035 101 to 5 160	721 969 713 to 9 740
697 414 886 to 4 900	704 965 301 to 5 770	714 155 011 to 5 400	722 072 137 to 2 160
697 469 606 to 9 700	705 116 780 to 6 790	714 328 231 to 8 440	722 378 265 to 8 280
697 850 401 to 0 750	705 280 801 to 0 980	714 442 952 to 2 980	722 413 990 to 4 004
698 098 446 to 8 550	705 475 651 to 6 040	714 562 843 to 2 860	722 764 948 to 4 980
698 300 251 to 0 300	705 566 127 to 6 280	714 590 391 to 0 430	722 825 840 to 5 889
698 504 383 to 4 650	705 740 581 to 0 730	714 609 811 to 9 930	723 153 841 to 3 850
698 533 927 to 4 200	705 782 796 to 2 820	714 609 961 to 9 990	723 237 616 to 7 630
698 562 268 to 2 400	705 822 271 to 2 480	714 807 181 to 7 240	723 331 081 to 1 110
699 090 686 to 0 750	706 180 148 to 0 290	714 871 321 to 1 500	723 496 443 to 6 470
699 752 699 to 2 850	706 184 041 to 4 220	714 928 529 to 8 590	723 967 291 to 7 320
700 068 473 to 8 500	706 357 861 to 8 190	715 128 183 to 8 330	724 655 196 to 5 340
700 161 501 to 1 650	706 382 419 to 2 430	715 144 171 to 4 470	724 711 441 to 1 500
700 202 522 to 2 700	706 628 735 to 8 820	715 197 211 to 7 570	724 711 538 to 1 560
700 290 275 to 0 300	706 638 211 to 8 420	715 595 910 to 6 180	724 793 221 to 3 250
700 465 730 to 5 750	706 817 959 to 8 000	715 941 781 to 1 810	724 908 109 to 8 120
700 561 444 to 1 550	707 034 391 to 4 450	715 962 421 to 2 480	724 937 461 to 7 670
701 423 101 to 3 150	707 292 636 to 2 660	716 477 396 to 7 430	725 163 118 to 3 151
701 625 469 to 5 550	707 441 401 to 1 687	716 556 635 to 6 660	725 202 735 to 2 750
701 643 829 to 3 850	707 441 836 to 1 940	717 191 648 to 1 690	725 398 591 to 8 800

725 464 591	to	4 920	732 355 201	to	5 380	740 265 811	to	6 290	751 539 121	to	9 180
725 475 321	to	5 330	732 472 320	to	2 560	740 299 111	to	9 170	751 541 311	to	1 790
725 711 057	to	1 070	732 541 605	to	1 620	740 299 231	to	9 260	751 757 641	to	7 700
725 738 581	to	8 730	732 572 221	to	2 490	740 329 266	to	9 320	751 936 951	to	7 010
725 981 311	to	1 430	732 586 479	to	6 710	740 889 081	to	9 090	751 951 861	to	1 890
725 987 835	to	7 880	732 994 037	to	4 080	741 010 421	to	0 530	751 999 021	to	9 110
726 060 811	to	0 900	733 163 449	to	3 460	741 113 041	to	3 370	752 139 516	to	9 570
726 391 970	to	2 520	733 297 171	to	7 290	741 373 891	to	4 340	752 182 892	to	2 950
726 484 771	to	4 800	733 446 631	to	7 110	741 452 369	to	2 490	752 206 861	to	7 100
726 493 351	to	5 300	733 474 665	to	4 770	741 492 991	to	3 140	752 295 241	to	5 600
726 504 031	to	4 063	733 704 482	to	4 570	741 553 460	to	3 470	752 731 351	to	1 410
726 504 070	to	4 090	733 751 041	to	1 130	741 764 431	to	4 520	752 767 441	to	7 470
726 504 331	to	4 390	734 009 101	to	9 130	742 178 834	to	8 880	753 008 941	to	9 030
726 563 701	to	4 060	734 290 759	to	0 770	742 325 500	to	5 520	753 194 311	to	4 370
726 599 371	to	9 460	734 389 273	to	9 290	742 325 668	to	5 700	753 620 378	to	0 400
726 626 356	to	6 370	734 440 031	to	0 111	742 408 771	to	8 830	754 013 917	to	3 940
727 182 271	to	2 510	734 797 201	to	7 320	742 512 120	to	2 150	754 161 061	to	1 120
727 416 181	to	6 240	734 939 611	to	9 640	742 684 849	to	4 890	754 358 445	to	8 610
727 481 431	to	1 460	734 950 111	to	0 170	742 839 553	to	9 630	754 410 451	to	0 660
727 749 241	to	9 780	735 120 331	to	0 840	742 913 668	to	3 700	754 438 393	to	8 410
728 382 331	to	2 480	735 283 008	to	3 020	742 917 287	to	7 296	754 493 109	to	3 130
728 702 338	to	2 400	735 293 131	to	3 220	742 921 891	to	1 980	754 664 182	to	4 220
728 915 371	to	5 850	735 635 010	to	5 040	742 983 631	to	3 810	754 816 377	to	6 470
728 953 141	to	3 410	735 783 961	to	3 990	743 020 021	to	0 170	755 487 421	to	7 600
728 954 280	to	4 310	735 803 401	to	3 430	743 206 491	to	6 500	755 592 901	to	3 140
729 169 081	to	9 140	736 005 420	to	5 440	743 235 992	to	6 050	755 790 020	to	0 030
729 363 841	to	3 870	736 366 021	to	6 110	743 940 631	to	0 900	755 791 730	to	1 800
729 682 891	to	3 190	736 624 456	to	4 500	743 978 011	to	8 070	755 926 951	to	7 070
729 838 940	to	9 070	736 670 851	to	1 060	744 234 751	to	4 780	755 934 332	to	4 510
729 839 101	to	9 130	736 767 061	to	7 090	744 499 591	to	9 680	755 957 701	to	8 000
730 077 683	to	7 840	736 767 093	to	7 120	744 626 901	to	6 910	755 962 981	to	3 280
730 109 847	to	9 880	736 982 191	to	2 370	745 388 794	to	8 910	756 035 371	to	5 490
730 373 761	to	3 850	736 982 551	to	2 730	746 446 806	to	6 820	756 301 257	to	1 290
730 501 951	to	2 130	737 110 141	to	0 170	746 818 351	to	8 410	756 371 565	to	1 580
730 519 379	to	9 470	737 185 501	to	5 710	747 245 266	to	5 280	756 876 031	to	6 120
730 569 278	to	9 360	737 317 321	to	7 350	747 364 813	to	4 830	756 876 151	to	6 240
730 711 711	to	1 740	737 517 781	to	7 840	747 501 434	to	1 450	756 970 129	to	0 140
730 722 991	to	3 230	737 628 181	to	8 210	747 739 891	to	0 070	757 059 613	to	9 630
730 845 970	to	5 990	737 634 258	to	4 270	748 148 649	to	8 760	757 078 540	to	8 560
730 888 291	to	8 320	738 361 971	to	1 980	748 259 960	to	9 970	757 086 209	to	6 240
730 927 591	to	7 680	738 447 601	to	7 660	748 565 162	to	5 280	757 240 591	to	0 650
731 307 914	to	7 930	738 648 355	to	8 450	748 874 988	to	5 030	757 277 371	to	7 700
731 402 431	to	2 460	738 849 811	to	9 900	749 137 381	to	7 410	757 291 591	to	2 730
731 407 232	to	7 320	738 892 270	to	2 290	749 190 192	to	0 210	757 964 251	to	4 280
731 588 301	to	8 340	738 997 259	to	7 380	749 685 421	to	5 450	758 105 221	to	5 250
731 767 273	to	7 320	739 161 451	to	1 540	749 846 791	to	6 850	758 324 941	to	5 000
731 781 061	to	1 120	739 219 381	to	9 440	749 993 131	to	3 580	758 593 628	to	3 650
731 837 821	to	7 910	739 740 151	to	0 180	750 071 587	to	1 610	758 709 038	to	9 060
731 841 377	to	1 450	739 793 491	to	3 520	750 408 167	to	8 183	758 744 101	to	4 160
732 018 481	to	8 600	739 793 527	to	3 550	750 438 421	to	8 501	758 850 883	to	0 900
732 067 972	to	8 370	739 942 621	to	2 650	750 743 911	to	4 030	759 152 851	to	2 880
732 188 649	to	8 670	739 999 231	to	9 320	750 779 118	to	9 400	759 740 941	to	1 090
732 193 460	to	3 470	740 011 517	to	1 530	750 910 981	to	1 010	760 004 596	to	4 610
732 201 241	to	1 390	740 030 701	to	0 970	750 960 841	to	0 900	760 118 191	to	8 250
732 220 431	to	0 440	740 261 740	to	1 820	751 296 211	to	6 240	760 155 001	to	5 090

760 378 002 to 8 020	762 324 931 to 4 960	763 900 479 to 0 530	766 125 716 to 5 750
761 055 460 to 5 480	762 439 261 to 9 290	763 917 271 to 7 750	766 158 824 to 8 840
761 504 941 to 5 120	762 524 158 to 4 220	764 125 801 to 5 860	766 205 616 to 5 640
761 516 836 to 6 850	762 584 872 to 4 970	764 284 525 to 4 560	766 388 433 to 8 460
761 516 851 to 6 910	763 155 160 to 5 180	764 526 241 to 6 330	766 509 421 to 9 660
761 613 588 to 3 600	763 178 631 to 8 660	764 601 421 to 1 600	766 572 901 to 3 020
761 688 631 to 8 690	763 506 001 to 6 060	764 650 231 to 0 470	767 024 341 to 4 370
761 805 199 to 5 240	763 522 141 to 2 470	764 984 371 to 4 850	767 326 471 to 6 590
761 826 106 to 6 120	763 717 694 to 7 800	765 042 517 to 2 540	767 332 561 to 2 950
761 881 171 to 1 560	763 826 461 to 6 520	765 638 461 to 8 970	770 915 150 to 5 490
762 304 144 to 4 170	763 900 460 to 0 471	766 120 286 to 0 320	

— Postal Inspection Service, 4-5-01

Counterfeited Canadian Money Order Forms

Do Not Cash

To be posted and used by retail window employees. As directed, destroy previous notices. All interim notices should be destroyed when the numbers listed appear in the *Postal Bulletin*.

671,819,086	686,794,382
676,612,640	686,794,426
677,891,039	686,794,427
678,282,493	686,794,431
678,916,031	687,262,502
679,552,215	687,262,503
679,694,334	687,262,525
679,751,983	687,262,526
679,800,207	687,287,578
681,130,536	687,287,581
681,844,376	687,287,582
683,594,542	694,063,898
684,683,610	694,063,899
686,619,878	694,063,980
686,619,886	701,321,725
686,619,887	

— Postal Inspection Service, 4-5-01

800 Number Available to Verify Canadian Money Orders

The Canada Post Corporation is now providing an 800 number that cashing agents can call to verify the validity of Canadian Postal Money Orders. The number is 1-800-563-0444.

This 800 number is printed on the back of the Canadian Postal Money Orders.

— Postal Inspection Service, 4-5-01

International Mail

IMM AND PUBLICATION 51 REVISIONS

International Mail — Mailing Insured Parcels to the Republic of Georgia

Effective April 5, 2001, the Individual Country Listing for the Republic of Georgia in the *International Mail Manual* (IMM) is revised to reflect an increase in the insurance indemnity limit for airmail and economy (surface) Parcel Post packages.

These revisions will be incorporated into the printed version of IMM Issue 25 and the next printed version of Publication 51, *International Postal Rates and Fees*. The revisions will also be incorporated in the online versions of the IMM and Publication 51, both of which are available via Postal Explorer at <http://pe.usps.gov>.

International Mail Manual (IMM)

* * * * *

Country Conditions for Mailing

* * * * *

I4 Georgia, Republic of

* * * * *

Special Services

* * * * *

[Revise the insurance fee table to reflect an increase in the maximum indemnity limit to \$1350 as follows:]

Insurance (320)

Available for **Parcel Post only** (see 324.2 for required markings).

Insured Amount not over	Fee
\$50	\$1.85
\$100	\$2.60
\$200	\$3.60
\$300	\$4.60
\$400	\$5.60
\$500	\$6.60
\$600	\$7.60
\$700	\$8.60
\$800	\$9.60
\$900	\$10.60
\$1000	\$11.60
\$1100	\$12.60
\$1200	\$13.60
\$1300	\$14.60
\$1350 max.	\$15.60

* * * * *

Publication 51, International Postal Rates and Fees

* * * * *

Country Listing

* * * * *

[Revise the "Parcel Post Insurance Indemnity Limit" column for Georgia, Republic of, as follows:]

Country	EMS Rate Group	EMS Max. Weight Limit (lb.)	Airmail Parcel Post Rate Group	Economy (Surface) Parcel Post Rate Group	Parcel Post Max. Weight Limit (lb.)	Parcel Post Insurance Indemnity Limit (\$)	Letter-post Rate Group *	GXG Rate Group
Georgia, Republic of	7	66	7	7	44	\$1350	5	8
* * * * *								

— International Marketing, International Business, 4-5-01

IMM REVISION

International Mail — Mailing to New Zealand

Effective April 5, 2001, the individual country listing for New Zealand in the *International Mail Manual* (IMM) is revised to reflect a prohibition against mailing bank notes, coins, and other forms of currency to New Zealand.

This revision will be incorporated into both the printed version of IMM Issue 25 and the online IMM, which can be accessed via Postal Explorer at <http://pe.usps.gov>.

International Mail Manual (IMM)

* * * * *

Country Conditions for Mailing

M7 New Zealand

Prohibitions (130)

[Add the following entry to the list of prohibitions:]

Bank notes, coins, and other forms of currency are prohibited in all classes of mail, including registered letter-post items, insured parcels, and Express Mail International Service (EMS) shipments, that are sent to New Zealand.

* * * * *

— International Marketing,
International Business, 4-5-01

IMM REVISION

International Mail — Mailing to Ukraine

Effective April 5, 2001, the individual country listing for Ukraine in the *International Mail Manual* (IMM) is revised to reflect a prohibition against mailing prescription narcotics and psychotropic drugs to Ukraine.

This revision will be incorporated into the printed version of IMM Issue 25 and the online IMM, which can be accessed via Postal Explorer at <http://pe.usps.gov>.

International Mail Manual (IMM)

* * * * *

Country Conditions for Mailing**I3 Ukraine****Prohibitions (130)**

[Add the following entry to the list of prohibitions:]

Prescription narcotics and psychotropic drugs which have potentially addictive or hallucinogenic effects.

* * * * *

— *International Marketing,
International Business, 4-5-01*

ICM UPDATE

International Customized Mail

On February 7, 2001, the Postal Service amended an International Customized Mail (ICM) Service Agreement dated December 19, 2000. The Agreement was published on page 55 of *Postal Bulletin* 22044 (2-22-01). The Amendment modifies the Agreement to add Airmail M-bags as Qualifying Mail. In accordance with *International Mail Manual* (IMM) 297.4, the Postal Service previously announced entering into an International Customized Mail Service Agreement with this qualifying mailer and hereby makes public the following information regarding this Amendment:

- a. **Term:** *All other provisions of the Agreement shall remain in force.*
- b. **Type of mail:** Airmail M-bags. Every item must conform to the mailing requirements set forth in the IMM for Qualifying Mail.

- c. **Destination countries:** *All other provisions of the Agreement shall remain in force.*
- d. **Service provided by the Postal Service:** *All other provisions of the Agreement shall remain in force.*
- e. **Minimum volume commitment:** *All other provisions of the Agreement shall remain in force.*
- f. **Worksharing:** *All other provisions of the Agreement shall remain in force.*
- g. **Rates:** Mailer has agreed to pay postage for Airmail M-bags at a rate of sixteen (16) percent off of nondiscounted published rates.

— *International Business, 4-5-01*

ICM UPDATE

International Customized Mail

On February 13, 2001, the Postal Service amended an International Customized Mail (ICM) Service Agreement dated January 1, 1999. The Agreement was published on page 49 of *Postal Bulletin* 21961 (12-18-97). The Amendment modifies the Agreement to specify all mailing agents and tender locations the Mailer uses in connection with the Agreement. In accordance with *International Mail Manual* (IMM) 297.4, the Postal Service previously announced entering into an International Customized Mail Service Agreement with this qualifying mailer and hereby makes public the following information regarding this Amendment:

- a. **Term:** *All other provisions of the Agreement shall remain in force.*
- b. **Type of mail:** *All other provisions of the Agreement shall remain in force.*
- c. **Destination countries:** *All other provisions of the Agreement shall remain in force.*

d. Service provided by the Postal Service: *All other provisions of the Agreement shall remain in force.*

e. Minimum volume commitment: *All other provisions of the Agreement shall remain in force.*

f. Worksharing: The Mailer has agreed to tender Qualifying Mail to the Postal Service, in accordance with instructions the Postal Service provides, at Hamburg, PA, Levittown, PA, Bellmawr, NJ, Stafford, TX, Dallas, TX, Melville, NY, and Wilmington, DE.

g. Rates: *All other provisions of the Agreement shall remain in force.*

— *International Business, 4-5-01*

ICM UPDATE

International Customized Mail

On March 5, 2001, the Postal Service entered into an International Customized Mail (ICM) Service Agreement with a qualifying mailer. In accordance with *International Mail Manual* (IMM) 297.4, the Postal Service hereby makes public the following information concerning the Agreement:

- a. **Term:** March 2, 2001, through December 31, 2002.
- b. **Type of mail:** *International Priority Airmail Service* (IPA), and *International Surface Air Lift Service* (ISAL). Every item must conform to the mailing requirements set forth in the IMM for Qualifying Mail.
- c. **Destination countries:** Worldwide.
- d. **Service provided by the Postal Service:** The Postal Service has agreed to:
 1. Furnish Mailer with the equipment and supplies necessary for the use of Qualifying Mail.
 2. Provide Mailer with the preparation requirements for Qualifying Mail and any training necessary to prepare Qualifying Mail in conformity with Postal Service requirements.
 3. Transport Qualifying Mail to international destinations for delivery by the appropriate authority.

e. Minimum volume commitment: The Mailer has agreed to tender a minimum of \$2 million in international postage in each calendar year of the Agreement.

f. Worksharing: The Mailer has agreed to:

1. Provide Postal Service with notification of intent to drop ship mail at a specific International Service Center (ISC) 1 week before the initial shipment to that ISC.
2. Provide Postal Service with notification of new dedicated permit numbers, 1 week in advance of using the new dedicated permit numbers.
3. Provide the appropriate Postal Service acceptance sites with projections of mailing to include the intended date of mailing, weight, and volume of the mailings.

g. Rates: The Mailer has agreed to pay postage:

For IPA and ISAL Qualifying Mail at a rate discounted at five (5) percent off of nondiscounted published rates in effect on the date of mailing.

— *International Business, 4-5-01*

Philately

STAMP ANNOUNCEMENT 01-28

Peanuts Commemorative Stamp



Copyright USPS 2000

The Postal Service will issue a 34-cent *Peanuts* commemorative stamp (Item Number 450600) in Santa Rosa, CA 95402, on May 17, 2001. The stamp, designed by Carl Herrman of Carlsbad, CA, goes on sale nationwide May 18, 2001. This pane may be split and the stamps may be sold individually.

This 2001 stamp pane commemorates the comic strip "Peanuts" with the character Snoopy. Drawn by Charles M. Schulz (1922–2000), "Peanuts" began in syndication on October 2, 1950. The installment published on Sunday, February 13, 2000, was the last original comic strip by Schulz, who died the previous day. "Peanuts" appears in approximately 2,600 newspapers in 75 countries and is translated into 21 languages.

"Peanuts" focuses on the anxieties and joys of childhood as expressed by a cast of children who often seem wise beyond their years. Among them are the lovable Charlie Brown, who perseveres despite continuous failure; the philosophical, blanket-carrying Linus; the fussbudget Lucy, who dispenses psychological advice for a nickel from behind a concession stand; and toy-piano virtuoso Schroeder. Central to the comic strip is Charlie Brown's dog, Snoopy, who first stood on his hind legs in 1958 and became extremely popular for his imaginative adventures as a number of characters — among them the World War I flying ace depicted on this stamp.

On June 29, 2000, ground was broken at the future site of the Charles M. Schulz Museum and Research Center in

Santa Rosa, California. Scheduled to open in fall 2001, the museum will celebrate "Peanuts," and the inspirations and influences of its creator.

Issue:	<i>Peanuts</i>
Item Number:	450600
Denomination & Type of Issue:	34-cent Commemorative
Format:	Pane of 20 (1 design)
Series:	N/A
Issue Date & City:	May 17, 2001 Santa Rosa, CA 95402
Artist:	Charles M. Schulz
Designer:	Carl Herrman, Carlsbad, CA
Engraver:	N/A
Art Director:	Carl Herrman, Carlsbad, CA
Typographer:	Carl Herrman, Carlsbad, CA
Modeler:	Joseph Sheeran
Manufacturing Process:	Offset, Microprinting, "USPS"
Printer:	Ashton Potter (USA) Ltd. (APU)
Printed at:	Williamsville, NY
Press Type:	Stevens, Vari-size Security Press
Stamps per Coil/Pane:	20
Print Quantity:	125 million stamps
Paper Type:	Nonphosphored, Type III, block tagging
Gum Type:	Self-adhesive
Processed at:	Ashton Potter (USA) Ltd.
Colors:	Black, Cyan, Magenta, Yellow, Blue (PMS 542)
Stamp Orientation:	Horizontal
Image Area (w x h):	1.40 x 0.84 in./35.56 x 21.336 mm
Overall Size (w x h):	1.56 x 0.99 in./39.624 x 25.146 mm
Full Pane Size (w x h):	7.135 x 6.292 in./181.229 x 159.816 mm
Plate Size:	180 stamps per revolution
Plate Numbers:	"P" followed by five (5) single digits
Marginal Markings:	"© 2000 USPS" • Plate block (9 positions) • Price • Plate numbers • Barcodes • "PEANUTS by SCHULZ" header with illustration
Catalog Item Number(s):	450640 Full Pane of 20 — \$6.80 450630 Strip of 10 — \$3.40 450620 Block of 4 — \$1.36 450661 First Day Cover — \$0.55
Sale Date:	May 17, 2001
Nationwide Sale Date:	May 18, 2001

How to Order the First Day of Issue Postmark

Customers have 30 days to obtain the first day of issue postmark by mail. They may purchase new stamps at their local Post Office, by telephone at 1 800 STAMP-24, and at the Postal Store Web site, *www.usps.com*. They should affix the stamps to envelopes of their choice, address the envelopes (to themselves or others) and place them in a larger envelope addressed to:

PEANUTS COMMEMORATIVE STAMP
 POSTMASTER
 730 SECOND ST
 SANTA ROSA CA 95402-9991

After applying the first day of issue postmark, the Postal Service will return the envelopes through the mail. There is no charge for the postmark. All orders must be postmarked by June 16, 2001.

Stamp Fulfillment Services (SFS) also offers first day covers for new stamp issues and postal stationery items postmarked with the official first day of issue cancellation. Each item has an individual catalog number and is offered in the quarterly *USA Philatelic* catalog. Customers may request a free catalog by telephoning 1 800 STAMP-24 or writing to:

INFORMATION FULFILLMENT
 DEPT 6270
 US POSTAL SERVICE
 PO BOX 219014
 KANSAS CITY MO 64121-9014

First day covers remain on sale for at least 1 year after the stamp's issuance.

Philatelic Products

There are no philatelic products for this stamp issue.

Distribution

The *Peanuts* commemorative stamp will be distributed in two waves, with each distribution quantity being one-half of the standard automatic distribution for stamp distribution offices (SDOs). Distributions are rounded up to the nearest master carton size (40,000 stamps). The first distribution will begin shipments on March 13, 2001, and will be completed by April 5, 2001. The second distribution will begin May 1, 2001, and will be completed by May 10, 2001.

Initial Supply to Post Offices

SDOs will make a subsequent automatic distribution to Post Offices for one-half of their standard automatic distribution quantities using PS Form 3309, *Advice of Shipment/Stamp Invoice*, and PS Form 17, *Stamp Requisition*. SDOs must not distribute stamps to Post Offices before May 8, 2001.

Additional Supply

Post Offices requiring additional stamps must requisition them on a separate PS Form 17 from their designated SDO. SDOs requiring additional stamps must order them from the appropriate accountable paper depository (APD) using PS Form 17.

For filling supplemental orders, Chicago, Memphis, Washington, and New York APDs will each receive 800,000 additional stamps; San Francisco APD will receive 1,600,000 additional stamps; and the Kansas City Stamp Service Center (SSC) will receive 1,080,000 additional stamps.

Philatelic Requirement

SDOs with authorized philatelic centers will receive an automatic distribution of these stamps in nine positions for subsequent distribution to each philatelic window.

SDOs That Serve This Many Philatelic Windows...	Will Receive This Quantity of the <i>Peanuts</i> Commemorative Stamp, Item Number 450600...
1	18,000
2	36,000
3	54,000
4	72,000
5	90,000
6	108,000
7	126,000
8	144,000
9	162,000
12	216,000
13	234,000
16	288,000
20	342,000

Sales Policy

All Post Offices must acquire and maintain a supply of each new commemorative stamp as long as customer demand exists, as long as supplies last, or until the stamp is officially withdrawn from sale. If supplies run low, Post Offices must reorder additional quantities using their normal ordering procedures.

— Stamp Services,
 Public Affairs and Communications, 4-5-01

Pictorial Cancellations Announcement

As a community service, the Postal Service offers pictorial cancellations to commemorate local events celebrated in communities throughout the nation. A list of events for which pictorial cancellations are authorized appears below. If available, the sponsor of the pictorial cancellation appears in italics under the date. Also provided, as space permits, are illustrations of those cancellations that were reproducible and available at press time.

People attending these local events may obtain the cancellation in person at the temporary post office station established there. Those who cannot attend the event, but who wish to obtain the cancellation, may submit a mail order request. Pictorial cancellations are available only for the dates indicated, and *requests must be post-marked no later than 30 days following the requested pictorial cancellation date.*

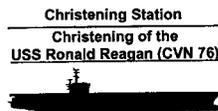
All requests must include a stamped envelope or postcard bearing at least the minimum First-Class Mail postage. Items submitted for cancellation may not include

postage issued after the date of the requested cancellation. Such items will be returned unserved.

Customers wishing to obtain a cancellation should affix stamps to any envelope or postcard of their choice, address the envelope or postcard to themselves or others, insert a card of postcard thickness in envelopes for sturdiness, and tuck in the flap. Place the envelope or postcard in a larger envelope and address it to: PICTORIAL CANCELLATIONS, followed by the NAME OF THE STATION, ADDRESS, CITY, STATE, ZIP + 4 CODE, exactly as listed below (using all capitals and no punctuation, except the hyphen in the ZIP + 4 code).

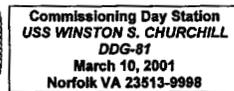
Customers can also send stamped envelopes and postcards without addresses for cancellation, as long as they supply a larger envelope with adequate postage and their return address. After applying the pictorial cancellation, the Postal Service returns the items (with or without addresses) under addressed protective cover.

The following pictorial cancellations have been extended for 30 days.



March 4, 2001

U.S. Naval Shipyard
CHRISTENING STATION
POSTMASTER
101 25TH ST
NEWPORT NEWS VA 23607-9998



March 10, 2001

U.S. Navy
COMMISSIONING DAY STATION
POSTMASTER
2600 ELTHAM AVE, STE 109
NORFOLK VA 23513-9998



Anniversary Station
MARCH 10, 2001
HARRISBURG, PA 17109

March 10, 2001

Capital City Philatelic Society
ANNIVERSARY STATION
PHILATELIC
1425 CROOKED HILL RD
HARRISBURG PA 17107-9714



**INCOME TAX NIGHT STATION
CLIFTON, NJ 07015
APRIL 16, 2001**

April 16, 2001

USPS

INCOME TAX NIGHT STATION
POSTMASTER
811 PAULISON AVE
CLIFTON NJ 07015-9998

INCOME TAX NIGHT STATION
POSTMASTER
229 MAIN ST
FORT LEE NJ 07024-9998

INCOME TAX NIGHT STATION
POSTMASTER
310 N BROAD ST
ELIZABETH NJ 07207-9998

INCOME TAX NIGHT STATION
POSTMASTER
958 RT 517
GLENWOOD NJ 07418-9998

INCOME TAX NIGHT STATION
POSTMASTER
89 RIVER ST
HOBOKEN NJ 07030-9998

INCOME TAX NIGHT STATION
POSTMASTER
332 RAMAPO VALLEY RD
OAKLAND NJ 07436-9998

INCOME TAX NIGHT STATION
POSTMASTER
194 WARD ST
PATERSON NJ 07510-9998

INCOME TAX NIGHT STATION
POSTMASTER
1130 WEST CHESTNUT ST
UNION NJ 07083-9998

INCOME TAX NIGHT STATION
POSTMASTER
35 TAYLOR DRIVE
WAYNE NJ 07470-9998

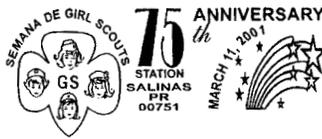
INCOME TAX NIGHT STATION
POSTMASTER
155 CLINTON RD
WEST CALDWELL NJ 07006-9998



March 8-10, 2001
Mid-Eastern Athletic Conference
TOURNAMENT STATION
POSTMASTER
1801 BROOK RD
RICHMOND VA 23232-9640



March 16, 2001
Diabetes Healthways at Sacred Heart Hospital
DIABETES AWARENESS
STATION
POSTMASTER
PO BOX 9998
ALLENTOWN PA 18101-9998



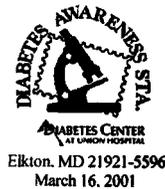
March 11, 2001
Girl Scouts of Puerto Rico
75TH ANNIVERSARY STATION
585 AVE FD ROOSEVELT
SAN JUAN PR 00936-9711



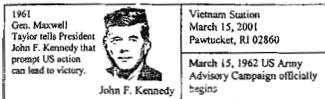
March 16, 2001
Juvenile Diabetes Research Foundation
DIABETES AWARENESS
STATION
POSTMASTER
PO BOX 9998
CAMP HILL PA 17011-9998



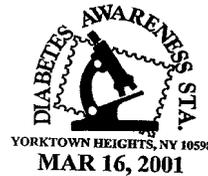
March 15, 2001
USPS
CENTENNIAL STATION
POSTMASTER
RTE 622
NUTTVILLE VA 22528-9998



March 16, 2001
Union Hospital
DIABETES AWARENESS
STATION
POSTMASTER
137 W MAIN ST
ELKTON MD 21921-9998



March 15, 2001
Slater Mill Stamp Club
VIETNAM STATION
POSTMASTER
40 MONTGOMERY ST
PAWTUCKET RI 02860-9998



March 16, 2001
DIABETES AWARENESS
STATION
POSTMASTER
PO BOX 9998
YORKTOWN HEIGHTS NY 10598-9998



March 16, 2001
Asociacion de la Diabetes de PR
DIABETES AWARENESS
STATION
POSTMASTER
585 AVE FD ROOSEVELT
SAN JUAN PR 00936-9711



March 16, 2001
Grandview Health Systems
DIABETES AWARENESS
STATION
POSTMASTER
100 E AYER ST
IRONWOOD MI 49938-9998



March 16, 2001
 DIABETES AWARENESS STATION
 POSTMASTER
 2000 ROYAL OAKS DRIVE
 SACRAMENTO CA 95813-9998



March 21, 2001
 Montgomery County Memorial Hospital
 DIABETES AWARENESS STATION
 POSTMASTER
 503 E COOLBAUGH ST
 RED OAK IA 51566-9998



March 17, 2001
 Chamber of Commerce
 SAINT ANNE'S HOSPITAL STATION
 POSTMASTER
 2 GOVERNMENT STATION
 FALL RIVER MA 02721-9998



March 22, 2001
 DIABETES AWARENESS STATION
 POSTMASTER
 2700 E SAUNDERS
 LAREDO TX 78041-9998



March 17, 2001
 DIABETES AWARENESS STATION
 POSTMASTER
 8850 S 700 E
 SANDY UT 84070-9998



March 22, 2001
 American Diabetes Association
 DIABETES AWARENESS STATION
 POSTMASTER
 PO BOX 9998
 ELIZABETHTOWN PA 17022-9998



March 19, 2001
 DIABETES AWARENESS STATION
 POSTMASTER
 657 2ND AVE N
 FARGO ND 58102-9998



March 23, 2001
 DIABETES AWARENESS STATION
 POSTMASTER
 PO BOX 9998
 HERSHEY PA 17033-9998



March 20, 2001
 Muskegon County Diabetes Network
 DIABETES AWARENESS STATION
 800 FIRST ST
 MUSKEGON MI 49440-9998



2001 NAACP SW REGION VI CONFERENCE STATION
 March 23, 2001
 OKLAHOMA CITY OK 73102

March 23-24, 2001
 NAACP
 2001 NAACP SW REGION VI CONFERENCE STATION
 320 SW 5TH ST
 OKLAHOMA CITY OK 73125-9998



VA MT HEALTHCARE SYSTEM & VARO FORT HARRISON STATION
 March 21, 2001
 Ft. Harrison, MT 59636

March 21, 2001
 VA Montana Healthcare System
 FORT HARRISON STATION
 POSTMASTER
 PO BOX 9998
 FORT HARRISON MT 59636-9998



March 25, 2001
 KAZOOPEX STATION
 POSTMASTER
 PO BOX 9998
 KALAMAZOO MI 49001-9998



March 21, 2001
 American Diabetes Association
 DIABETES AWARENESS STATION
 POSTMASTER
 525 8TH ST
 AUGUSTA GA 30901-9998



March 27, 2001
 Diabetes Awareness and Wellness Network (DAWN)
 DAWN STATION
 POSTMASTER
 510 GUADALUPE ST
 AUSTIN TX 78701-9998



March 27, 2001
 DIABETES AWARENESS STATION
 POSTMASTER
 PO BOX 130000
 TYLER TX 75713-9998



April 6, 2001
 Muhlenberg County Thumb Pickers Association
 NATIONAL THUMB PICKERS HALL OF FAME STATION
 POSTMASTER
 PO BOX 9998
 DRAKESBORO KY 42337-9998

Fight Diabetes! STATION

29 MARCH 2001
 WARREN OH
 44481



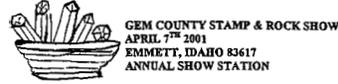
March 29, 2001
 FIGHT DIABETES STATION
 POSTMASTER
 201 HIGH ST NE
 WARREN OH 44481-9998



April 7, 2001
 SOPCHOPPY WORM GRUNTIN' FESTIVAL STATION
 POSTMASTER
 2284 SOPCHOPPY HWY
 SOPCHOPPY FL 32358-9998



March 30, 2001
 Montana Fish Wildlife & Parks
 CAPITOL STATION
 POSTMASTER
 PO BOX 9998
 HELENA MT 59620-9998



April 7, 2001
 Gem County Stamp Club and Gem County Rock Club
 ANNUAL SHOW STATION
 POSTMASTER
 119 N HAYES AVE
 EMMETT ID 83617-9998



March 31, 2001
 DIABETES AWARENESS STATION
 POSTMASTER
 3135 1ST AVE N
 ST PETERSBURG FL 33730-9998



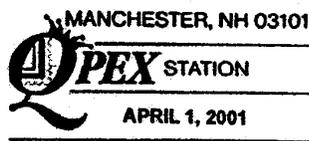
April 7, 2001
 Star City Area Chamber of Commerce
 POSTMASTER
 PO BOX 9998
 STAR CITY AR 71667-9998



March 31, 2001
 RIVER CITY FESTIVAL STATION
 POSTMASTER
 106 N MAIN ST
 COLUMBIA AL 36319-9998



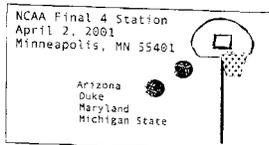
April 7, 2001
 Crossroads Stamp Show
 CROSSROADS STAMP SHOW STATION
 POSTMASTER
 195 SYKES MOUNTAIN ROAD
 WHITE RIVER JUNCTION VT 05001-9998



April 1, 2001
 Manchester Stamp Club
 QPEX STATION
 POSTMASTER
 112 E BROADWAY
 NORTH SALEM NH 03073-9998



April 9, 2001
 Lexington Legends Professional Baseball Club
 OPENING NIGHT STATION
 POSTMASTER
 PO BOX 9998
 LEXINGTON KY 40511-9998



April 2, 2001
 NCAA FINAL 4 STATION
 STAMP SHOP
 PO BOX 9998
 MINNEAPOLIS MN 55401-9998



April 9, 2001
 Lion's Club
 ANNIVERSARY STATION
 4952 LEE HWY
 TROUTVILLE VA 24175-9998



April 14, 2001
 EL CAMINO REAL PONY EXPRESS RIDE STATION
 POSTMASTER
 3980 FM 471 N
 RIO MEDINA TX 78066-9998



April 20, 2001
 Racine Zoo
 CONSERVATION STATION
 POSTMASTER
 PO BOX 9998
 RACINE WI 53404-9998



April 14, 2001
 Lakeview Ex-Students Association
 LAKEVIEW EX-STUDENTS ASSOCIATION STATION
 POSTMASTER
 13406 HWY 256
 LAKEVIEW TX 79239-9998



April 20-21, 2001
 Wrangell Alaska's Garnet Festival Committee
 GARNET FESTIVAL STATION
 POSTMASTER
 PO BOX 9998
 WRANGELL AK 99929-9998



April 16, 2001
 American Airlines & USPS
 FLIGHT ANNIVERSARY STATION
 POSTMASTER
 11600 W IRVING PARK RD
 CHICAGO IL 60666-9998



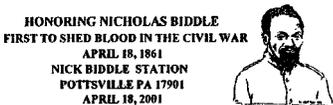
April 21, 2001
 QWL Group the Islanders
 ARBOR DAY STATION
 POSTMASTER
 27 E CHURCH ST
 ADAMS NY 13605-9998



April 16, 2001
 LAST NIGHT LATE NIGHT STATION
 POSTMASTER
 PO BOX 9998
 GREAT FALLS MT 59401-9998



April 21, 2001
 Norman '89er Day Parade & Festival Committee
 112TH - '89ER DAY STATION
 POSTMASTER
 129 WEST GRAY ST
 NORMAN OK 73067-9998



April 18, 2001
 NICK BIDDLE STATION
 POSTMASTER
 450 N CENTRE ST
 POTTSVILLE PA 17901-9998



April 21, 2001
 PRESIDENTIAL HOME TOWN STATION
 POSTMASTER
 10000 SLOAN FIELD BLVD
 MIDLAND TX 79711-9998



April 19, 2001
 Cincinnati/Dayton PCC
 INNOVATION STATION
 PO BOX 9997
 CINCINNATI OH 45241-9998



April 21, 2001
 Juneau Philatelic Society
 PANEX 41 STATION
 POSTMASTER
 PO BOX 39998
 JUNEAU AK 99803-9998



April 19, 2001
 Baltimore Civil War Museum
 PW&B RAILROAD STATION
 MANAGER MOWS
 900 E FAYETTE ST
 BALTIMORE MD 21233-9998



April 21, 2001
 JACKASS MAILRUN STATION
 POSTMASTER
 35701 HWY 190
 SPRINGVILLE CA 93265-9998

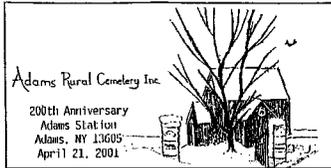


2001 SR 2 CONCLAVE
OA KOTSO LODGE 330
CAMP TONKAWA STATION
ABILENE, TEXAS 79601
APRIL 21, 2001

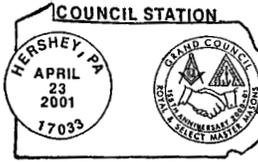
April 21, 2001
Chisholm Trail Council
CAMP TONKAWA STATION
POSTMASTER
341 PINE ST
ABILENE TX 79601-9998



April 22, 2001
Earth Day Committee
SAVE OUR WILDLIFE STATION
POSTMASTER
2000 VASSAR ST
RENO NV 89510-9998



April 21, 2001
QWL group, The Islanders
200TH ANNIVERSARY ADAMS
STATION
POSTMASTER 27 E CHURCH
ST
ADAMS NY 13605-9998



April 23, 2001
Grand Council of Royal & Select
Master Masons of Pennsylvania
COUNCIL STATION
POSTMASTER
PO BOX 9998
HERSHEY PA 17033-9998



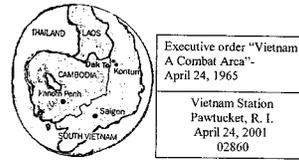
April 21, 2001
Benton-Carroll QWL/EI Team
BLUEGRASS AND FIDDLERS'
JAMBOREE HOLLADAY
STATION
POSTMASTER
PO BOX 9998
HOLLADAY TN 38341-9998



April 24, 2001
U.S. Navy
20TH ANNIVERSARY STATION
POSTMASTER
2600 ELTHAM AVE, STE 109
NORFOLK VA 23513-2504



April 21, 2001
Cradle of Liberty Council B.S.A.
TREASURE ISLAND STATION
POSTMASTER
6907 EASTON RD
PIPERSVILLE PA 18947-9998



April 24, 2001
Slater Stamp Club
VIETNAM STATION
POSTMASTER
40 MONTGOMERY ST
PAWTUCKET RI 02860-9998



April 21-22, 2001
ROAPEX STATION
POSTMASTER
419 RUTHERFORD AVE NE
ROANOKE VA 24022-9996



April 25, 2001
Cromwell Valley Elementary
School
SPACE DAY STATION
MANAGER LOCH RAVEN
BRANCH
808 GLENEAGLES COURT
BALTIMORE MD 21286-9998



April 21-22, 2001
Button Gwinnett Stamp Club
BUTTPEX STATION
POSTMASTER
3470 MCCLURE BRIDGE ROAD
DULUTH GA 30096-9998



April 25-27, 2001
White Mountain Sheriff's Posse
PONY EXPRESS STATION
POSTMASTER
1815 W JACKSON LANE
LAKESIDE AZ 85929-9998



April 22, 2001
GRIST MILL ANNIVERSARY
STATION
POSTMASTER
PO BOX 9998
STONY BROOK NY 11790-9998



April 25-28, 2001
American Quilter's Society - 2001
Quilt Show & Contest
QUILT CITY USA STATION
POSTMASTER
300 S FOURTH ST
PADUCAH KY 42003-9998



April 26, 2001
JOHN JAMES AUDUBON
STATION
POSTMASTER
428 TRACY ST
AUDUBON IA 50025-9998



April 28, 2001
Taylor, TX
76574

April 28, 2001
City of Taylor
COT'N PIK'N FESTIVAL AND
HERITAGE DAY STATION
POSTMASTER
202 W 4TH ST
TAYLOR TX 76574-9998

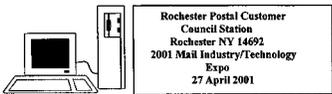


April 26, 2001
Drake Relay Sta. Des Moines, IA. 50311

April 26-28, 2001
Drake University Athletic
Department
DRAKE RELAY STATION
POSTMASTER
1165 2ND AVE
DES MOINES IA 50318-9998



April 28, 2001
Keokuk Tourism Bureau
BATTLE OF PEA RIDGE
STATION
POSTMASTER
214 S 2ND ST
KEOKUK IA 52632-9998



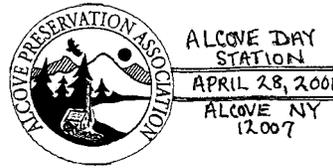
April 27, 2001
ROCHESTER POSTAL
CUSTOMER COUNCIL
STATION
POSTMASTER
1335 JEFFERSON RD
ROCHESTER NY 14692-9998



April 28, 2001
NATCHEZ TRACE FESTIVAL
STATION
POSTMASTER
222 E WASHINGTON ST
KOSCIUSKO MS 39090-9998



April 27, 2001
Millport Conservancy
AMERICAN ILLUSTRATORS
STATION
POSTMASTER
74 E MAIN ST
LITITZ PA 17543-9998



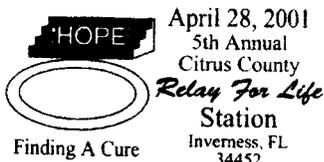
April 28, 2001
Alcove Preservation Association
ALCOVE DAY STATION
POSTMASTER
PO BOX 9998
ALCOVE NY 12007-9998



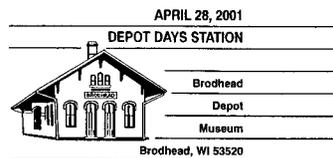
April 27, 2001
Horseshoe Bend Chamber of
Commerce
DOGWOOD STATION
POSTMASTER
PO BOX 9998
FRANKLIN AR 72536-9998



April 28, 2001
EARTH DAY STATION
POSTMASTER
125 W SOUTH ST
INDIANAPOLIS IN 46206-9998



April 27-28, 2001
Citrus County American Cancer
Society
"HOPE" RELAY FOR LIFE
STATION
POSTMASTER
1400 HWY 41 N
INVERNESS FL 34450-9998



April 28, 2001
DEPOT DAYS STATION
POSTMASTER
PO BOX 9998
BRODHEAD WI 53520-9998



April 27-29, 2001
Western New York Maple Festival
Committee
MAPLE FESTIVAL STATION
POSTMASTER
PO BOX 9998
FRANKLINVILLE NY 14737-9998



April 28, 2001
McCormick-Deering
OLD IRON DAYS STATION
POSTMASTER
PO BOX 9998
OTIS KS 67565-9998



Shad Fest Station
Lambertville, NJ 08520

April 28, 2001

April 28, 2001
Coryells Ferry Stamp Club
SHAD FEST STATION
POSTMASTER
10 YORK ST
LAMBERTVILLE NJ 08530-9998



2 New Ulm Art Festival Station
New Ulm, Texas 78950

APRIL 28, 2001

"Life in New Ulm is Wonderful"

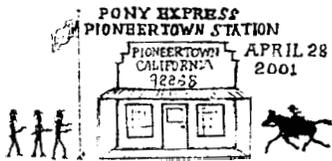
April 28, 2001
New Ulm Chamber of Commerce
NEW ULM ART FESTIVAL
STATION
POSTMASTER
113 PECAN ST
NEW ULM TX 78950-9998



April 28, 2001
City of Irvine Kentucky
MOUNTAIN MUSHROOM
FESTIVAL STATION
POSTMASTER
PO BOX 9998
IRVINE KY 40336-9998



April 28-29, 2001
LANCOPEX 2001 STATION
LANCASTER LOCOMOTIVE WORKS
A Historic Lancaster Industry
LANCASTER, PA 17604 □ APRIL 28, 2001
LANCOPEX 2001 STATION
POSTMASTER
1301 MARSHALL AVE
LANCASTER PA 17601-9998



April 28, 2001
Yucca Valley Chamber of
Commerce with the Morongo
Basin Horsemen's Association
PONY EXPRESS
PIONEERTOWN STATION
POSTMASTER
52441 MANE ST
PIONEERTOWN CA 92268-9998



April 28-29, 2001
Clifton Stamp Society
CLASSIC STADIA STATION
POSTMASTER
811 PAULISON AVE
CLIFTON NJ 07015-9998



April 28, 2001
American Diabetes Association,
Lake Superior Chapter
DIABETES AWARENESS
STATION
POSTMASTER
2800 W MICHIGAN ST
DULUTH MN 55806-9998



April 29, 2001
McCormick-Deering
OLD IRON DAYS STATION
POSTMASTER
PO BOX 9998
OTIS KS 67565-9998



April 28, 2001
Town of Mt. Airy & Mt. Airy Post
Office
CUSTOMER APPRECIATION
DAY STATION
POSTMASTER
877 DICKS HILL PKWY
MT. AIRY GA 30563-9998



April 30, 2001
CHLORIDE AZ STATION
POSTMASTER
PO BOX 9998
CHLORIDE AZ 86431-9998

— Stamp Services,
Public Affairs and Communications, 4-5-01

Special Cancellation Die Hubs

Postmasters and plant managers who have any of the special cancellation die hubs listed below may use them for the periods designated. At the end of the period, these die hubs must

be withdrawn and stored. Postmasters and plant managers who do not have these special die hubs may not request them from the sponsors.

Cancellation	Period of Use
Easter Seals, Fight Crippling	March 1-April 22
April Is Child Abuse Prevention Month	April 1-April 30
April Is Organ Donor Awareness Month — Donors Make Miracles	April 1-April 30
Law Day USA Freedom Under Law, May 1	April 1-April 30
Strike Back at Cancer, Give to the American Cancer Society	April 1-April 30
National Carih Asthma Week	April 1-May 6
Only You Can Prevent Forest Fires	April 1-Oct. 31
National Salvation Army Week, 4 th Week in May	May 1-May 31
Support Research for "NF," Neurofibromatosis	May 1-May 31
Support Your Mental Health Association	May 1-May 31
National Flag Day, June 14, Pause for the Pledge	May 1-June 14
Goodwill Industries — Our Business Works So People Can	May 1-June 30
Support National Historic Preservation Week	May 9-May 15
National Transportation Week	May 14-May 20
Fight Disease, Support City of Hope Pilot Medical Center	May 15-June 15
Defeat Muscular Dystrophy, Support MDAA	May 15-June 17
Conquer Multiple Sclerosis	May 17-June 17
Conquer Cystic Fibrosis	Sept. 1-Sept. 30
Peace Corps Anniversary, Making a Difference	Sept. 1-Oct. 31
Employ People With Disabilities	Sept. 1-Nov. 30
Give to the United Way	Sept. 15-Nov. 15
Learn About Lupus, October Is Lupus Awareness Month	Oct. 1-Oct. 31
Radon Action Week, Protect Your Family, Test Your Home	Oct. 1-Oct. 31
Support Infection Control Week	Oct. 1-Nov. 30
Help Retarded Children	Nov. 1-Nov. 30
Military Families Recognition Day	Nov. 1-Nov. 30
National Adoption Month	Nov. 1-Nov. 30
National Philanthropy Day, Love of Humankind	Nov. 1-Nov. 30
Use Christmas Seals, Support Your Lung Association	Nov. 8-Dec. 31
Support American Education Week	Nov. 10-Nov. 30
Autistic Children, Hope Through Research and Education	Dec. 1-Dec. 31

— Mail Preparation and Standards, Pricing and Product Design, 4-5-01

Post Offices

Post Office Changes

Old/ New	Finance No.	ZIP Code	State	P.O. Name	County/ Parish	Station/Branch/ Unit	Unit Type	Effective Date	Comments
Old	07-3960	80634	CO	Greeley	Weld	Main Office	Post Office	07/01/2001	Realign ZIP Code boundaries. Use Evans CO 80620 as last line of address for the deliveries previously in ZIP Code 80634.
New	07-2952	80620	CO	Evans	Weld	Main Office	Post Office	07/01/2001	
Old	11-7845	32351	FL	Quincy	Gadsden	Mount Pleasant	Community Post Office	07/01/2001	Realign ZIP Code boundaries. Use Quincy FL 32352 as last line of address for the deliveries previously in ZIP Code 32351.
New	11-7845	32352	FL	Quincy	Gadsden	Mount Pleasant	Community Post Office	07/01/2001	
Old	11-7845	32352	FL	Quincy	Gadsden	Mount Pleasant	Community Post Office	07/01/2001	This announcement expands the use of ZIP Code 32352 to include delivery.
New	11-7845	32352	FL	Quincy	Gadsden	Mount Pleasant	Community Post Office	07/01/2001	
Old	11-5265	32060	FL	Live Oak	Suwannee	Main Office	Post Office	07/01/2001	Realign ZIP Code boundaries. Use Live Oak FL 32064 as last line of address for the deliveries previously in ZIP Code 32060.
New	11-5265	32064	FL	Live Oak	Suwannee	Main Office	Post Office	07/01/2001	
Old	11-5265	32064	FL	Live Oak	Suwannee	Main Office	Post Office	07/01/2001	This announcement expands the use of ZIP Code 32064 to include delivery.
New	11-5265	32064	FL	Live Oak	Suwannee	Main Office	Post Office	07/01/2001	
Old	11-8955	34688	FL	Tarpon Springs	Pinellas	Main Office	Post Office	07/01/2001	This announcement expands the use of ZIP Code 34688 to include delivery.
New	11-8955	34688	FL	Tarpon Springs	Pinellas	Main Office	Post Office	07/01/2001	
Old	11-8955	34689	FL	Tarpon Springs	Pinellas	Main Office	Post Office	07/01/2001	Realign ZIP Code boundaries. Use Tarpon Springs FL 34688 as last line of address for the deliveries previously in ZIP Code 34689.
New	11-8955	34688	FL	Tarpon Springs	Pinellas	Main Office	Post Office	07/01/2001	
Old	11-0240	34266	FL	Arcadia	De Soto	Main Office	Post Office	07/01/2001	Establish a new ZIP Code for a delivery area. Use Arcadia FL 34269 as last line of address for a portion of the deliveries previously in ZIP Code 34265.
New	11-0240	34269	FL	Arcadia	De Soto	Main Office	Post Office	07/01/2001	
Old	11-4770	32159	FL	Lady Lake	Lake	Main Office	Post Office	07/01/2001	Establish a new ZIP Code for a delivery area. Use The Villages FL 32162 as last line of address for a portion of the deliveries previously in ZIP Code 32159.
New	11-4770	32162	FL	Lady Lake	Lake	Man Office	Post Office	07/01/2001	
Old	11-7065	34484	FL	Oxford	Sumter	Main Office	Post Office	07/01/2001	Establish a new ZIP Code for a delivery area. Use The Villages FL 32162 as last line of address for a portion of the deliveries previously in ZIP Code 34484.
New	11-4770	32162	FL	Lady Lake	Lake	Main Office (Sumter Co)	Post Office	07/01/2001	
Old	11-2100	32124	FL	Daytona Beach	Volusia	Main Office	Post Office	07/01/2001	Establish a new ZIP Code for a delivery area. Use Port Orange FL 32128 as last line of address for a portion of the deliveries previously in ZIP Code 32124.
New	11-2100	32128	FL	Daytona Beach	Volusia	Port Orange	Classified Branch	07/01/2001	

Old/ New	Finance No.	ZIP Code	State	P.O. Name	County/ Parish	Station/Branch/ Unit	Unit Type	Effective Date	Comments
Old	11-2100	32119	FL	Daytona Beach	Volusia	Port Orange	Classified Branch	07/01/2001	Realign ZIP Code boundaries. Use Port Orange FL 32129 as last line of address for the deliveries previously in ZIP Code 32119.
New	11-2100	32129	FL	Daytona Beach	Volusia	Port Orange	Classified Branch	07/01/2001	
Old	11-2100	32129	FL	Daytona Beach	Volusia	Port Orange	Classified Branch	07/01/2001	This announcement expands the use of ZIP Code 32129 to include delivery.
New	11-2100	32129	FL	Daytona Beach	Volusia	Port Orange	Classified Branch	07/01/2001	
Old	11-5445	33549	FL	Lutz	Hillsborough	Main Office	Post Office	07/01/2001	Establish a new ZIP Code for a delivery area. Use Lutz FL 33558 as last line of address for a portion of the deliveries previously in ZIP Code 33549.
New	11-5445	33558	FL	Lutz	Hillsborough	Main Office	Post Office	07/01/2001	
Old	11-5445	33549	FL	Lutz	Hillsborough	Main Office	Post Office	07/01/2001	Realign ZIP Code boundaries. Use Lutz FL 33548 as last line of address for a portion of deliveries previously in ZIP Code 33549.
New	11-5445	33548	FL	Lutz	Hillsborough	Main Office	Post Office	07/01/2001	
Old	11-5445	33548	FL	Lutz	Hillsborough	Main Office	Post Office	07/01/2001	This announcement expands the use of ZIP Code 33548 to include delivery.
New	11-5445	33548	FL	Lutz	Hillsborough	Main Office	Post Office	07/01/2001	
Old	11-5445	33549	FL	Lutz	Hillsborough	Main Office	Post Office	07/01/2001	Establish a new ZIP Code for a delivery area. Use Lutz FL 33559 as last line of address for a portion of the deliveries previously in ZIP Code 33549.
New	11-5445	33559	FL	Lutz	Hillsborough	Main Office	Post Office	07/01/2001	
Old	11-7230	34683	FL	Palm Harbor	Pinellas	Main Office	Post Office	07/01/2001	Realign ZIP Code boundaries. Use Dunedin FL 34698 as last line of address for the deliveries previously in ZIP Code 34683.
New	11-2370	34698	FL	Dunedin	Pinellas	Main Office	Post Office	07/01/2001	
Old	27-3783	39212	MS	Jackson	Hinds	Byram	Classified Branch	07/01/2001	Realign ZIP Code boundaries. Use Byram MS 39272 as last line of address for the deliveries previously in ZIP Code 39212.
New	27-3783	39272	MS	Jackson	Hinds	Byram	Classified Branch	07/01/2001	
Old	27-3783	39272	MS	Jackson	Hinds	Byram	Classified Station	07/01/2001	This announcement expands the use of ZIP Code 39272 to include delivery.
New	27-3783	39272	MS	Jackson	Hinds	Byram	Classified Branch	07/01/2001	
Old	27-0702	39532	MS	Biloxi	Harrison	North Bay	Classified Station	07/01/2001	Establish a new ZIP Code for a delivery area. Use DIBerville MS 39540 as last line of address for a portion of the deliveries previously in ZIP Code 39532.
New	27-0702	39540	MS	Biloxi	Harrison	North Bay	Classified Branch	07/01/2001	
Old	38-0182	43002	OH	Amlin	Franklin	Main Office	Post Office	07/01/2000	Realign ZIP Code boundaries. Use Dublin OH 43016 as last line of address for a portion of the deliveries previously in ZIP Code 43002.
New	38-0182	43016	OH	Dublin	Franklin	Main Office	Post Office	07/01/2000	

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Monday,
May 28, 2001,
to observe
Memorial Day.

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Purchasing and Materials

PM REVISION

Section 508 of the Rehabilitation Act

Section 508 of the Rehabilitation Act Amendments of 1998 requires the Postal Service to ensure that information technology purchased by the Postal Service allows employees with disabilities and individuals with disabilities who are members of the public to have access to and use of information and data that is comparable to the access and use of information and data by employees or members of the public who do not have disabilities. Therefore, the Purchasing Policy Committee has decided to revise the Postal Service *Purchasing Manual* (PM) to ensure that information technology purchased by the Postal Service complies with the Amendments, and that suppliers certify that information technology they supply conforms to the requirements of the Amendments.

The revisions follow and include a new definition of information technology (PM 4.6.5.a.5), a new policy regarding accessibility of information technology purchased by the Postal Service (PM 4.6.5.b.2), a prescription for the inclusion of a new Clause 4-18, *Information Technology Accessibility Standards*, in information technology contracts (PM 4.6.5.f.10), and the new clause.

The revisions will apply to information technology solicitations issued on or after June 21, 2001. The clause, however, may be included in solicitations issued before June 21, if the purchase team determines that doing so is in the best interests of the Postal Service.

These revisions will be incorporated in an incremental update of the PM on the Policies and Procedures page on the Postal Service Intranet at <http://blue.usps.gov/cpim/manuals> and the Postal Service Internet at <http://www.usps.com>; click on *About USPS*, then *Doing Business With Us*, then *Purchasing Publications*, and then the relevant contract writing systems.

Purchasing Manual (PM)

	*	*	*	*	*
4	Purchasing				
	*	*	*	*	*
4.6.5	Information Technology				
4.6.5.a	Definitions				
	*	*	*	*	*

[Revise 4.6.5.a.5 to read as follows:]

5. *Information Technology*. Encompasses all types and categories of computer, networking, and telecommunications systems (where voice and/or data may be transmitted by cable, telephone, or wireless), and all associated hardware, firmware, software and services. This includes emerging technologies such as wireless handheld data collection devices, information kiosks, electronic commerce services, distance learning systems, World Wide Web sites, multimedia, and office equipment such as FAX machines and copiers.

* * * * *

4.6.5.b Policy

* * * * *

[Re-number current 4.6.5.b.2 and 4.6.5.b.3 as 4.6.5.b.3 and 4.6.5.b.4, respectively, and add new 4.6.5.b.2 as follows:]

2. Accessibility
 - a. Section 508 of the Rehabilitation Act Amendments of 1998 requires the Postal Service to ensure that information technology purchased by the Postal Service allows employees with disabilities and individuals with disabilities who are members of the public to have access to and use of information and data that is comparable to the access and use of information by employees and members of the public who do not have disabilities, unless doing so would impose an undue burden (see below). To meet this obligation, all contracts for information technology must contain Clause 4-18, *Information Technology Accessibility Standards*.
 - b. In determining whether compliance with the accessibility standards will constitute an undue burden, the purchase team must consider:
 - (1) The difficulty or expense of compliance;
 - (2) The availability of resources necessary to ensure compliance.
 - c. If the purchase team decides that compliance would constitute an undue burden, the decision must be documented and included in the contract file.

* * * * *

4.6.5.f Clauses

* * * * *

[Add new 4.6.5.f.10 as follows:]

10. Clause 4-18, *Information Technology Accessibility Standards*, must be included in all information technology contracts (see 4.6.5.b.2).

* * * * *

Appendix B Contract Clauses

* * * * *

B.3 Contract Clauses

* * * * *

[Add new Clause 4-18 as follows:]

Clause 4-18 Information Technology Accessibility Standards (April 2001) (4.6.5)

a. Information technology developed, purchased, or maintained under this contract or order must conform to the Architectural and Transportation Barriers Compliance Board's Electronic and Information Technology Accessibility Standards (39 CFR sec. 1194).

b. If no electronic and information accessibility standard exists, Federal or other nationally recognized standards apply. Copies of current electronic and information technology standards are available from:

OFFICE OF TECHNICAL AND INFORMATION SERVICES
ARCHITECTURAL AND TRANSPORTATION BARRIERS COMPLIANCE BOARD
1331 F ST NW
WASHINGTON DC 20004-1111

c. If this contract or order contains a Postal Service standard and an information technology accessibility standard covering the same general area of applicability, the Postal Service standard governs and takes precedence, unless the information technology accessibility standard contains more rigorous or stringent requirements, in which case the information technology accessibility standard governs and takes precedence.

d. Upon delivery of the first article under this contract or order, or if none, upon delivery of the first production quantity, the supplier must execute a certification acceptable to the contracting officer, attesting to the conformance of the delivered items to the requirements of this clause.

* * * * *

— *Purchasing Policies and Programs, Purchasing and Materials, 4-5-01*

Quick Pick List

When accessing the material distribution center (MDC) Touch Tone Order Entry (TTOE) system, sites can use either the 13-digit stock number or the three-digit quick pick number (if one has been assigned). Included in this *Postal Bulletin* are the most recent quick pick list on pages 56–65 and the instructions for using TTOE on page 55. These instructions and the *most current* quick pick list can also be downloaded from the Purchasing and Materials Web site at <http://blue.usps.gov/purchase/material> (click on *Download Files*, then *Other Files*, and then *QuickPick*).

Column heading abbreviations: QP# = quick pick number; PSN = postal stock number; UI = unit of issue; Iss Incr = issue increment; BPQ = bulk pack quantity; DVD = direct vendor delivery.

Unit of issue abbreviations: BK = book; BT = bottle; BX = box; CD = card; CE = cone; CN = can; CT = carton; DZ = dozen; EA = each; FT = foot; GL = gallon; HD = hundred; MX = thousand; PD = pad; PG = package; PR = pair; PT = pint; RL = reel; RM = ream; RO = roll; SE = set; SH = sheet; SL = spool.

Disclaimer notice: The listed prices and bulk pack quantities (BPQs) are subject to change as new inventories are received at the MDCs. Items marked with an * are ordered through the MDC but shipped directly from the vendor. For the latest price information, contact Materials Customer Service at 800-332-0317, option 3 (available 24 hours a day).



TOUCH TONE ORDER ENTRY

The advantages of using the Touch Tone Order Entry System include:

- Faster order processing
- Immediate feedback on ordered items
- Improved order accuracy

TOLL FREE ORDER LINES

To place an order, Dial 1-800-332-0317, press option 1, then option 2
System is unavailable between 4:00 am and 6:00 am Central time due to maintenance

Item status such as cost and availability may be obtained 24 hours a day by accessing the automated system at 1-800-332-0317, option 3.

PROCESSING TIMES

Orders placed before 4:45 pm Central Time will be processed that evening for release to the warehouse the next business day

HOW TO REGISTER

Only NEW users must register to use the system. To register, call 1-800-332-0317, option 8, extension 2925. Follow the instructions to leave a message. (Wait 48 hours before placing your first order)

HOW TO ACCESS THE SYSTEM

1. If you have registered previously, call 1-800-332-0317, press **1**, and then press **2** to place an order.
 2. Enter the 10 digit Access Code chosen when registering to use the system (usually your office phone number).
 3. The System will tell you your FEDSTRIP number (if the FEDSTRIP number the system gives you is not your FEDSTRIP number, do not continue with your order. Press **2** to reenter your Access Code to try again or press **0** for assistance)
- Press
- 1** if correct
 - 2** to re-enter Access Code
 - 0** to transfer to Materials Customer Service for assistance
 - #** to end the call

TO PLACE AN ORDER

Press **1** to order by 13 digit NSN
Enter **13 digit NSN** (check **PUB223** or **PUB247** for the correct NSN.)
After the prompt,
Enter Quantity then press the * key.
The System will repeat the **Item number** ordered
The System will repeat the **Quantity** ordered
The System will tell you the **Unit of Issue** ordered
Press

- 1** if correct (places order for item)
- 2** to re-enter order

Or press **#** to return to Main Menu.

Press **2** to order by 3 digit Quick Pick#
Enter **3 digit Quick Pick Number**
After the prompt,
enter **Quantity** then press the * key.
The System will repeat the **Item number** ordered
The System will repeat the **Quantity** ordered
The System will tell you the **Unit of Issue** ordered
Press

- 1** if correct (places order)
- 2** to re-enter order

Or press **#** to return to Main Menu.

ONLY MAINTENANCE CAPABLE OFFICES WILL BE GIVEN THE OPPORTUNITY TO USE THIS OPTION – ORDERS ARE PROCESSED HOURLY

Press **3** to order emergency vending machine parts.
Enter the vending part **13 digit NSN**
After the prompt,
Enter Quantity then press the * key.
The System will repeat the **Item number** ordered
The System will repeat the **Quantity** ordered
The System will tell you the **Unit of Issue** ordered
Press

- 1** if correct (places order for item)
- 2** to re-enter order

Or press **#** to return to Main Menu.
Press **1** for Express Mail, Press **2** for Priority Mail
Press **#** to return to Main Menu

Press **4** to order keys for Mail Equipment Shop (MES) locks
Enter the **4 or 5 digit lock #** then press the * key.
Enter up to a 6 digit box # then press the * key.
If no box #, then press the * key.
Enter up to a 2 digit **Quantity** then press the * key.
After the prompt,
The System will repeat the **lock #** ordered
The System will repeat the **box #** if one was given
The System will repeat the **Quantity** ordered
Press

- 1** if correct (places order for item)
- 2** to re-enter order

Or press **#** to return to Main Menu
CONTACT MES @ 202-281-2620 WITH ANY DISCREPANCIES OR IF ORDER IS NOT RECEIVED IN 3 WEEKS.

TO EXIT THE SYSTEM

Press **#** to return to the Main Menu, then **#** from the Main menu to end the call.
If your order was accepted, you will be given a 9-digit order number consisting of the last four digits of the FEDSTRIP along with 4-digits of the Julian date and ending with an "S". You will also be given the total number of items ordered and total approximate cost. In addition, you will be given a chance to transfer to a customer service representative.

IF YOU HANG UP WITHOUT EXITING PROPERLY, YOUR ORDER WILL BE PLACED, HOWEVER, YOU WILL NOT RECEIVE YOUR ORDER NUMBER.

How To Get Help

For help or problems with the ordering system, call 1-800-332-0317, option **4**.
Materials Customer Service hours of operation are M-F 6 AM – 6 PM Central Time

MATERIAL DISTRIBUTION CENTER
500 SW GARY ORMSBY DR
TOPEKA KS 66624-9998

Quick Pick List — Supply Items (FY2001 version 6, catalog date 3/16/2001)

QP#	PSIN	PSN	Description	UI	AVG Price per Unit of Iss	Iss Incr	BPQ	DVD
342	ASMISSUE	7610-02-000-9881	MANUAL, ADMIN SUPPORT	EA	\$7.2	1	10	
001	CA1	7530-03-000-9308	FORM, NOT INJ/CL COMP	SH	0.0237	1	2000	
344	CA16	7530-03-000-9302	FORM, AUTH FOR EXAMINATION AND /OR TREATMENT	SH	0.0676	1	2000	
002	CA17	7530-03-000-9116	FORM, DUTY STATUS REPORT	SH	0.0226	1		*
345	CA2	7530-03-000-9152	FORM, COMP CLAIM OCCUP DISE	SH	0.0375	1	1500	
486	CA7/CA20	7530-03-000-9195	FORM, COMPENSATION CLAIM	SH	0.0568	1	1200	
346	D1147	7530-01-364-3429	CARD, CARRIER INFORMATION	EA	0.1355	1	500	
347	D1148	7530-01-000-9249	CARD, COLLECTION TEST	EA	1.5818	1	300	
348	D1149	8465-02-000-8093	CONTAINER, RUBBER BAND	EA	3.29	1	50	
349	D1168	7110-02-000-8002	LEG, COLLECTION BOX	EA	5.9234	1	30	
003	D1200F	8465-01-141-0813	BAG, SACHEL, MAIL CARRIER'S	EA	17.39	1	25	
004	D1211A	5340-01-365-1060	STRAP, LEATHER (40 INCHES LONG)	EA	1.876	1	200	
005	D1211B	5340-02-000-8196	BUCKLE	EA	0.1795	1	400	
006	D1211C	5340-00-205-5574	SNAP HOOK, SWIVEL	EA	0.3992	1	400	
007	D1212	8465-01-365-7843	PAD, SHOULDER STRAP	EA	1.9869	1	100	
350	D1216E	5340-02-000-8129	STRAP TIE NYLON MED	EA	0.85	1	500	
008	D1216F	5340-01-365-6143	STRAP, TIE, NYLON, LARGE	EA	0.91	1	300	
351	D1218	5365-01-000-9101	RINGS, KEY	EA	0.0285	1	7000	
054	DEC55A	7690-02-000-8286	DECAL, MAIL EMBLEM, EAGLE, LG 10 X WD 10 INCHES,	EA	1.3067	1	500	
055	DEC55B	7690-03-000-5742	DECAL, COLLECTION SCHEDULE	EA	0.2766	1	1500	
056	DEC55C	7690-02-000-8288	DEC, DEPOSIT FOR MAIL COLL	EA	0.0845	1	10000	
352	DMMISSUE	7610-03-000-9331	MANUAL, DOMESTIC MAIL	EA	6.15	1	5	
009	DSP11	7530-03-000-3540	FORM, PASSPORT APPLICATION	EA	0	250	3000	
010	DSP82	7530-01-000-9261	FORM, PASSPORT APPLICATION BY MAIL	SH	0	100	2000	
353	ELMISSUE	7610-02-000-9963	MANUAL, EMPLOYEE LABOR RELATIONS	EA	3.99	1	10	
354	EMO4	7530-01-365-8691	ENV, MONEY ORDER, WINDOW, 3.5" X 6.5"	EA	0.0103	100	5000	
011	EP101	7530-01-364-3875	ENV, GEN USE, 11" X 12.5", WHITE	EA	0.0385	100	500	
012	EP104	7530-01-365-4677	ENV, GEN USE, 12" X 16" WHITE	EA	0.0802	100	500	
355	EP11	7530-01-364-3876	ENV, COMB.REGISTRY BILL CONTAINER	EA	0.0551	50	1250	
021	EP186	7530-00-767-5707	ENV, GEN USE, 3.625" X 6.5", WHITE	EA	0.007	500	5000	
022	EP1865D	7530-01-363-9264	ENV, POSTAGE DUE, 3-5/8" X 6.5", WHITE	EA	0.007	500	5000	
459	EP189	7530-01-363-9266	ENV, GEN USE, 3-7/8" X 8-7/8", WHITE	EA	0.0088	500	2500	
023	EP194	7530-01-363-9267	ENV, GEN USE, 4.5" X 10.75", WHITE	EA	0.0109	500	2500	
356	EP396	7530-01-363-9270	ENV, REGISTRY JACKET,(INTERNATIONAL)	EA	0.2183	50	500	
024	EP399	7530-01-363-9559	ENV, REUSEABLE REG MAIL CONTAINER	EA	0.1232	100	500	
025	EP433	7530-00-935-6578	ENV, WINDOW, 3.875" X 8.875", WHITE	EA	0.0103	500	2500	
026	EP51	7530-01-043-7620	ENV, GEN USE, 6" X 9.5", WHITE	EA	0.0121	250	2000	
027	EP875	7530-01-000-9642	ENV, GEN USE, 9.5" X 12.5", WHITE	EA	0.0324	100	500	
028	EP9	7530-01-000-9270	ENV, BILL FOR REGISTERED MAIL, 4" X 6"	EA	0.1078	50	1250	
029	EP93	7530-00-935-6547	ENV, GEN USE, 10" X 15", WHITE	EA	0.0585	1	500	
508	HBKDM901	7610-01-000-9064	HBK, REGISTERED MAIL	EA	0.72	1	80	
357	HBKEL502	7610-01-000-9077	HBK, RETIREMENT GDE	EA	0.3599	1	100	
358	HBKEL801	7610-02-000-9938	HBK, SUPERVISOR'S SAFETY HBK	EA	1.3661	1	50	
493	HBKEL812	7610-03-000-9190	HBK, HAZARDOUS MATERIALS	EA	0.375	1	320	
359	HBKEL814	7610-01-000-9089	HBK, EMPLOYEE'S GUIDE TO SAFETY	EA	0.2571	1	200	
030	HBKEL901	7610-03-000-3827	HBK, AGR PS NALC	EA	0.778	1	50	

QP#	PSIN	PSN	Description	UI	AVG Price per Unit of Iss	Iss Incr	BPQ	DVD
484	HBKEL902	7610-01-000-9092	HBK, AGREE USPS/NRLCA	EA	\$0.4467	1	60	
360	HBKF1	7610-03-000-9232	HBK, P O ACCT PROCEDURES	EA	9.22	1	10	
362	HBKM39	7610-01-000-9178	HBK, MGMT DELIVERY SERVICES	EA	1.2533	1	36	
476	HBKM41	7610-03-000-3553	HBK, CITY DLVY DUTIES	EA	1.304	1	40	
031	HBKPO423	7610-03-000-9081	HBK, REQUISITIONING LABELS	EA	0.4672	1	70	
363	HBKPO603	7610-02-000-7023	HBK, CARRIER DUTIES AND RESPONSIBIL	EA	0.8287	1	60	
032	IMMISSUE	7610-02-000-9904	MANUAL, INTERNATIONAL MAIL	EA	1.8306	1	14	
033	KIT8	7530-01-000-9373	KIT, CONSUMER PROTECTION	EA	0.2525	1	375	
034	LAB100	7690-03-000-9028	LAB, R T S POSTAGE DUE	SH	0.0202	1	6000	
364	LAB101V	7690-03-000-9299	LAB, PENALTY 1ST CLASS	EA	0.0109	246	7380	
511	LAB127	7690-05-000-0717	LABEL, SURFACE TRANSPORTATION ONLY (250 PER ROLL)	RO	2.3319		40	
042	LAB19A	7690-02-000-8745	LAB, AIRMAIL PAR AVION (50 PER PAD)	PD	0.1841	5	300	
043	LAB19B	7690-02-000-8746	LAB, AIRMAIL PAR AVION (250 PER PAD)	PD	0.4058	1	150	
044	LAB200	7690-03-000-9311	LAB, REGISTERED MAIL (600 PER ROLL)	RO	2.6286	1	30	
365	LAB208	7690-02-000-7029	LAB, BARCODED MAIL	EA	0.0206	1	5400	
046	LAB21	7690-03-000-9108	LAB, OFFICIALLY SEALED (250 PER PAD)	PD	0.3102	1	300	
047	LAB22	7690-02-000-7908	LAB, DEAD MAIL MATTER	EA	0.0132	100	16200	
050	LAB230	7690-02-000-8684	LAB, LOOP MAIL	EA	0.0112	2		*
052	LAB3	7690-01-000-9791	LAB, ALL FOR SCF	RO	0.5191	1	100	
366	LAB33	7690-01-000-9043	LAB, WARNING PENALTY FOR DAMAGE TO MAILBOXES	EA	0.0329	100	8000	
053	LAB41	7690-03-000-9264	LAB, G-10, OPEN RETURN ADDRESS	EA	0.0114	252	7560	
057	LAB55D	7690-02-000-8289	LAB, PARCEL LOCKER LABEL	EA	0.0685	1	9000	
058	LAB6	7690-03-000-3740	LAB, VENDING EQU OUT OF OREDR	EA	0.1095	10	3000	
494	LAB87	7690-02-000-9962	LAB, REGISTERED OUTSIDE	SH	0.0161	1	20000	
060	LAB89	7690-03-000-9153	LAB, CLOSING REGIST MAIL CONTAINER (100 PER PAD)	PD	0.4112	1	200	
369	LABA	7690-03-000-9313	LAB, ALL FOR ADC	RO	0.4166	1	100	
475	LABC	7690-01-000-9001	LAB, ALL FOR MULTICODE CITY	RO	0.4336	1	100	
370	LABCR	7690-03-000-9230	LAB, ALL FR CARR RTE	RO	0.3362	1	100	
061	LABD	7690-01-000-9003	LAB, 5-DIG ZIP CODE	RO	0.4593	1	100	
371	LABF	7690-01-000-9004	LAB, ALL FOR FIRM	RO	0.3081	1	100	
062	LABMXD	7690-03-000-8654	LAB, MIXED STATES	RO	0.2947		100	
495	MANPM	7610-03-000-9546	MANUAL, PURCHASING	EA	26.0389		5	
510	MDCD055	6135-04-000-5092	BATTERY, PACK (FOR THE MDCD)	EA	30	1	60	
372	NOT107	7610-01-000-9693	NOT, SOME THINGS WERE NEVER MEANT TO BE MAILED	EA	0.0412	1	3000	
373	NOT11	7610-03-000-9146	NOT, TIPS, TAGS, THANKS	EA	0.0381	100	1000	
374	NOT123	7610-03-000-9257	NOT, RATEFOLD	EA	0.0699	1	300	
375	NOT186	7610-01-000-9712	NOT, ZIP+4 CODES	EA	0.0411	1	1800	
496	NOT209	7610-03-000-9145	NOT, MAILBOX IMPROVEMENT WEEK	EA	0.0242	1		*
491	NOT32B	7610-03-000-8332	NOT, BX FEE DUE (FIM B) (NON-BAR CODED)	EA	0.0103	250	3000	
492	NOT32C	7610-03-000-8333	NOT, BX FEE DUE (FIM C) (BAR CODED)	EA	0.0109	250	3000	
507	NOT32N	7610-04-000-5093	NOT, NO-FEE P.O.B. RENEWAL NOTICE	EA	0.0164	1		*
066	NOT38	7610-03-000-9147	NOT, APPROACHES TO MAILBOXES	EA	0.0035	1	13500	
378	NOT3A	7610-03-000-9053	NOT, TEMPLATE LETTER SIZE	EA	0.4538		200	
380	NOT67	7610-02-000-9906	NOT, AUTOMATION TEMPLATE	EA	0.3956	1	500	
070	NOT70	7610-01-000-9670	NOT, USPS PRIVACY ACT NOTICE	EA	0.0122	1	3600	
381	O1033I	7240-01-365-4288	INSERT, BASKET W/ROPE LACING	EA	17.1509	1	5	

QP#	PSIN	PSN	Description	UI	AVG Price per Unit of Iss	Iss Incr	BPQ	DVD
382	O1036	7690-01-365-4698	MARKER, IDENTIFICATION, COLOR-WHITE, PLASTIC	EA	\$1.72	1	100	
383	O1037A	7110-01-364-3428	DIVIDER, LTR CSE, PLSTC	EA	1.5268	1	100	
384	O1037B	7110-01-364-3427	DIVIDER, SEPARATION	EA	2.6206	1	50	
073	O1046I	7240-01-365-4289	INSERT, CANVAS HAMPER	EA	35.77	5		*
385	O1075A	7240-01-365-4291	CART, UTILITY, INSERT W/LACING	EA	14.1885	1	12	
386	O1100F	7510-02-000-8761	AWARD, CERTIFICAT" OF APPRECIATION, 8-1/2" X 11"	EA	0.1314	1	1600	
387	O1100H	7510-02-000-8762	AWARD, SERVICE, FOLDER (1 WINDOW)	EA	2.44	1	30	
388	O1100K	7510-02-000-8763	AWARD, SERVICE, FOLDER (2 WINDOWS)	EA	2.6501	1	25	
390	O1250A	9905-01-365-4686	MARKER, TRAY, MARKERS FOR BBMD (PLASTIC)	EA	0.271	25		*
077	O1250B	9905-01-365-4687	MARKER, TRAY, MARKERS FOR BBMD (PLASTIC)	EA	0.271	25		*
391	O1250C	9905-01-365-4688	MARKER, TRAY, MARKERS FOR BBMD (PLASTIC)	EA	0.271	25		*
078	O1250D	9905-01-365-4689	MARKER, TRAY, MARKERS FOR BBMD (PLASTIC)	EA	0.271	25		*
392	O1250E	9905-01-365-4690	MARKER, TRAY, MARKERS FOR BBMD (PLASTIC)	EA	0.271	25		*
393	O1250F	9905-01-365-8706	MARKER, TRAY, MARKERS FOR BBMD (PLASTIC)	EA	0.271	25		*
079	O12C	7530-01-364-3029	LETTERHEAD, U.S. POSTAL SERVICE	SH	0.0073	500	4000	
080	O12D	7530-01-364-3030	LETTERHEAD, BLUE 8 1/2X11	SH	0.0125	50	4000	
081	O13	7530-01-364-3032	SLIP, ROUTING (100 PER PAD)	PD	1	2		*
082	O306B	5340-02-000-8177	KEYLOCK, PO BOX LOCK-1800/2900 SERIES	EA	1.9049	1	100	
394	O308	5340-02-000-8179	KEYLOCK, PO BOX LOCK-1500 SERIES	EA	2.2558	1	100	
083	O385G	7510-01-368-3495	BAND, RUBBER (50 LBS CT) CONTAINS 10 5-LB BAGS	CT	32.67	1		*
395	O399A	7510-02-000-8125	BINDER, MS HANDBOOK	EA	1.8404	1	12	
396	O399B	7510-02-000-8173	BINDER, MS HANDBOOK , (2 INCH BINDER)	EA	5.4688	1	12	
084	O53A	7110-02-000-8108	CLOSURE, CORRUGATED, NO.1 P.O. BOX	EA	0.0488	50	400	
085	O53B	7110-02-000-8109	CLOSURE, CORRUGATED, NO.2 P.O. BOX	EA	0.0605	1	400	
397	O53C	7110-02-000-8110	CLOSURE, CORRUGATED, NO.3 P.O. BOX	EA	0.092	1	400	
398	O570R	7510-03-000-3640	HANDLE, WOOD	EA	0.5817	1	200	
086	O625A	5975-01-013-2742	STRAP, TIEDOWN, ELECTRICAL (1,000 PER PG)	PG	8.3948	1	5	
087	O635	7520-02-000-8087	TYPE SET, RUBBER (PICA)	SE	1.15	1	288	
399	O65	7540-02-000-8020	ENV, MESSENGER	EA	0.0702	25	250	
400	O66	7530-01-365-3081	FOLDER, FILE	EA	0.244	1	200	
401	O67	7530-01-365-3089	FOLDER, FILE	EA	0.1913	1	200	
091	O7509	7520-02-000-8147	STAMP, CANCELING, SELF INKING	EA	0.8043	12	384	
503	O7522	7690-04-000-1181	LABEL, POSTAGE VALIDATION IMPRINTER, (PVI)	BX	44.03	1		*
473	O7551	7530-03-000-9396	PAPER, THERMAL, FOR STAMP VENDING 2.25 IN WD, 270 FT LG	RO	1.8601	1	32	
403	O790D	7510-02-000-8119	INK, CANCELING (GAL.)	GL	80.26	1	4	
404	O790E	7510-02-000-8120	INK, CANCELING (PINT) 12 PINTS PER CARTON	PT	10.9214	1	24	
095	O8100R	7510-01-365-3099	RIBBON, MONEY ORDER IMPRINTER	EA	15.5107	1	100	

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474	O8102	6910-03-000-5813	HOLDER, CARD, CONSUMER	EA	\$3.96	1	25	
096	O813R	5340-02-000-8875	CLOSURE DEVICE, POUCH (1000 PER PG)	PG	2.5559	1	10	
405	O817A	5340-02-000-8123	SEAL, BAR CODED, CARGO (1,000 /BX)	BX	98.53	1		*
097	O817C	5340-03-000-3520	SEAL, REGISTERED AIR MAIL (1,000/BX)	BX	64.32	1		*
478	O817PM	5340-03-000-7006	SEAL, POSTAGE METER	EA	0	100	5000	
406	O818A	5340-02-000-8208	SEAL, ANTI-PILFERAGE, INT'L MAIL (100/PG)	PG	13.47	20		*
407	O831	5340-01-365-4675	PADLOCK	EA	19.4604	1	24	
408	O858	6670-01-365-8861	CHART, SCALE, BEAM, 16 OZ. LTR.	EA	29.208	1	6	
409	O87H	7530-02-000-8806	JACKET, ENVELOPE	EA	0.0518	1	500	
410	O87X	7510-02-000-8754	FOLDER, USPS, WHITE W/BLACK LOGO	EA	0.1189		400	
098	O910A	5340-02-000-8190	LOCK, NDCBU, CLOCKWISE (1/PG - 10 PER PACKAGE)	PG	9.2816	1	20	
099	O910B	5340-02-000-8005	LOCK, COUNTER-CLOCK-WISE (10/PG)	PG	10.5003	1	20	
411	O911A	7520-02-000-8879	BOX, CASH AND STAMP (SMALL)	EA	14.1198	1	1	
412	O911B	7520-02-000-8078	BOX, CASH (LG)	EA	14.97	1	1	
413	O913A	5340-03-000-3608	CAM, LOCK, OFFSET (10 PER PG)	PG	2.8149	1	40	
414	O913D	5340-01-000-9378	CAM, LOCK, OFFSET (10 PER PG)	PG	2.3524	1	40	
100	O933L	5340-01-000-9418	LOCK & KEYS	EA	2.23	1	100	
415	O947	5340-02-000-8886	HOLDER, LOCK, CANVAS	EA	9.0241	1	36	
416	O9930	9905-01-365-2125	HOLDER, LABEL, W/SLIT	EA	0.0234	100	3600	
480	POMISSUE	7610-03-000-3558	MANUAL, POSTAL OPERATIONS	EA	5.3904	1	10	
463	POS123L	7690-03-000-4150	POS, POSTAL RATES AND FEES	EA	0.15	1	300	
464	POS123S	7690-03-000-4151	POS, POSTAL RATES AND FEES	EA	0.0653	1	400	
068	POS158	7610-03-000-3949	POS, POSSESSION OF FIREARMS	EA	0.0402	1	2500	
103	POS265	7690-03-000-9031	POS, DRUGS BY MAIL	EA	0.099	1	1500	
071	POS296	7690-03-000-9335	POS, NOTICE OF REWARD	EA	0.0457	1	2000	
105	POS51	7610-01-000-9149	POS, INT'L RATES AND FEES	EA	0.0698		1000	
106	POS7	7690-03-000-9181	POS, RULES/REGS ON PS PROPERTY	EA	0.0324	1	2000	
107	POS74	7690-03-000-9236	POS, PACKAGING POINTERS	EA	0.1463	1	700	
108	POS76	7690-03-000-9321	POS, SOMETHINGS AR NEVER MEANT TO BE MAILED	EA	0.0588	1	2000	
417	POSOSHA2203	7690-04-000-5603	POS, JOB SAFETY AND HEALTH PROTECTION	EA	0		1250	
109	PS1000	7530-02-000-9931	FORM, DOMESTIC CLAIM/REG IN	EA	0.0835	100	1000	
110	PS1012	7530-02-000-7334	FORM, TRAVEL VOUCHER	SH	0.0193	1		*
111	PS1091A	7530-02-000-7341	FORM, POST OFFICE BOX FEE REGISTER (CARD)	EA	0.0107	100	4000	
112	PS1093	7530-02-000-7165	FORM, APP FR PO BOX	EA	0.0464	50	1000	
113	PS1094	7530-02-000-7345	FORM, APP FR ADD KEY PO	SH	0.0095	2		*
114	PS1096	7530-02-000-7346	FORM, CASH RECEIPT (100 PER PAD)	PD	0.17	5	100	
115	PS1099	7530-02-000-7347	FORM, NOT RET KEYS	SH	0.0072	2		*
116	PS1164	7530-02-000-8335	FORM, CLAIM REIMBURSE EXP	SH	0.0193	1		*
277	PS1188	7530-01-000-9016	FORM, CANCEL ORG DUES/PAYROLL WITHHOLDINGS	SE	0.0521	1	1500	
117	PS1199A	7530-02-000-7353	FORM, DIRECT DEPOSIT	SE	0.0396	100	2000	
118	PS1216	7530-02-000-7354	FORM, EMPLOYEE'S CURRENT MAILING ADDRESS	SE	0.0197	1	4000	
278	PS1221	7530-02-000-7356	FORM, ADV SICK LEAVE AUTH (100 PER PAD)	PD	0.6059	1	60	
119	PS1230C	7530-00-270-6182	FORM, TIME CARD	EA	0.0122	100	5000	
120	PS1234	7530-02-000-7359	FORM, UTILITY CARD	EA	0.0285	1		*
121	PS1236A	7530-01-000-9649	FORM, WKLY LOAN TRANS/TRAIN	EA	0.0164	1		*

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122	PS1260	7530-01-000-9268	FORM, NON-TRANSACTOR CD	EA	\$0.0075	2		*
279	PS1261	7530-01-000-9269	FORM, NONTRANSACTOR REPORT	SH	0.0164	1		*
280	PS1270	7530-03-000-9448	FORM, IDEA PROPOSAL	EA	0.0953	50	800	
123	PS1314A	7530-01-000-9282	FORM, AUX RURAL CARRIER TIME	EA	0.012	2		*
124	PS1412A	7530-01-000-9295	FORM, DAILY CASH REPORT (100 PER PAD)	PD	1.69	1		*
125	PS1412B	7530-01-000-9296	FORM, DAILY FINANCIAL RPRT (100 PER PAD)	PD	1	2		*
481	PS1500	7530-03-000-7374	FORM, APPL FOR LISTING & PROHIBITORY	EA	0.081	25	1600	
126	PS1509	7530-01-000-9334	FORM, SENDER'S APPLICATION FOR RECALL OF MAIL	SH	0.0164	1		*
127	PS1510	7530-01-000-9335	FORM, MAIL LOSS/RIFLING REPORT	SE	0.055	100	1000	
504	PS152	7530-04-000-4309	FORM, DELIVERY CONFIRMATION LABEL	EA	0.0089	250	10000	
470	PS1527	7530-01-000-9343	FORM, GEN DEL SERVICE APPL	EA	0.0078	1		*
512	PS153	7530-05-000-4046	FORM, U.S. POSTAL SERVICE SIGNATURE CONFIRMATION	EA	0.0084	250	10000	
281	PS1532	7530-01-000-9345	FORM, SEMIANNUAL CHECK OF OVERFLOW MAIL	SH	0.0278	1	2000	
128	PS1538	7530-01-000-9346	FORM, RCPT PO BOX/CALLER	BK	1.6634	5	30	
129	PS1556	7530-01-000-9356	FORM, SUSP ITEMS-SPRT INFO	SH	0.0164	1		*
131	PS1564	7530-01-000-9357	FORM, ADDRESS CHANGE SHEET	SH	0.037	1		*
284	PS1564B	7530-01-000-9358	FORM, SPECIAL ORDERS (CARD)	EA	0.0362	100	2000	
132	PS1567	7530-01-000-9360	FORM, REQ RUBBER/STEEL STP	SH	0.0193	1		*
285	PS1571	7530-01-000-9361	FORM, UNDELIVERED MAIL REPORT (100 PER PAD)	PD	0.6875	2		*
133	PS1578B	7530-02-000-7171	FORM, REQ NON-STD FACING SLIPS	SE	0.0724	100	2000	
134	PS1608	7530-01-000-9371	FORM, EMER SALARY AUTH/REC	SH	0.0035	1	12000	
135	PS1621	7530-01-000-9390	FORM, DELIVERY MGMT REPORT	SE	0.0157	1	3000	
136	PS1627	7530-01-000-9394	FORM, GENL PRP RULED FORM	SH	0.0164	1		*
137	PS1628	7530-03-000-3661	FORM, IND KEY REC	EA	0.0057	1	8000	
286	PS1629	7530-01-000-9396	FORM, BUILDING KEYS INVENTORY	SH	0.0164	1		*
138	PS17	7530-03-000-9112	FORM, STAMP REQUISITION (100 PER PAD)	PD	1.69	1		*
139	PS1700	7530-02-000-7362	FORM, VEHICLE ACCIDENT INVEST	SH	0.0434	50	2000	
287	PS1717	7530-02-000-7364	FORM, BID PREFERRED ASSIGN	EA	0.0055	50	10000	
140	PS1723	7530-02-000-7366	FORM, ASSIGNMENT ORDER (50 PER PAD)	PD	1.175	2		*
288	PS1766	7530-02-000-7374	FORM, HAZARD WARNING CARD	EA	0.0236	1		*
141	PS1767	7530-01-000-9422	FORM, REPORT OF HAZARD	SE	0.0625	25	800	
142	PS1769	7530-02-000-7375	FORM, SUPRV RPT OF ACCIDENT	SE	0.195	10	400	
497	PS1770	7530-02-000-7376	FORM, HAZARDOUS MATERIAL RP	SE	0.1158	25	2000	
289	PS1778	7530-01-000-9428	FORM, DOG WARNING CARD	EA	0.0241	1	3000	
143	PS1783	7530-01-000-9430	FORM, ON-JOB SAFETY REVIEW	SH	0.0193	1		*
144	PS1784B	7530-01-000-9433	FORM, SAFETY/HEALTH INSP	SE	0.1128	1	600	
290	PS1838	7530-01-000-9461	FORM, CARRIER CT ML/LTR	SE	0.027	1	2400	
291	PS1838C	7530-01-000-9464	FORM, CARR CT MAIL LC WKSH	SE	0.0245	1	1800	
292	PS1840	7530-01-000-9466	FORM, SUMMARY COUNT/INSP (50 PER PAD)	PD	1.01	1		*
146	PS1908	7530-01-000-9475	FORM, FINANCIAL ADJ MEMO (100 PER PAD)	PD	1	2		*
147	PS2016	7530-01-000-9517	FORM, MAIL THEFT & VANDALISM	SH	0.0164	1		*
505	PS2018	7530-04-000-5309	FORM, DUPLICATE KEY, PIN & COMBINATION INVENTORY	EA	0.0244		3000	
498	PS2130	7530-02-000-7390	FORM, CLA/LOSS INIT LTR	SE	0.0426	1	1000	

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148	PS2131	7530-01-000-9711	FORM, UNCOL CHECK REPORT	SE	\$0.0353	1	4500	
149	PS2240	7530-02-000-7406	FORM, PAY LV ADJ REQ	SE	0.024	1	2400	
295	PS2240R	7530-02-000-7407	FORM, RURAL PAY/LEAVE ADJ R	SE	0.0333	1	3000	
296	PS2243	7530-02-000-7426	FORM, PSDS HR ADJ RECORD	SH	0.0193	1		*
297	PS2485	7530-01-000-9637	FORM, MED EXAM AND ASSESSMENT	SE	0.076	1	700	
150	PS25	7530-01-000-9502	FORM, TRUST FUND ACCOUNT	SH	0.0213	1		*
151	PS2591	7530-01-000-9733	FORM, APPLICATION FOR EMPLOYMENT	SE	0.0242	1	1600	
152	PS2855	7530-01-000-9771	FORM, CLM FR IND INTL ML	SE	0.0286	50	2800	
153	PS2865	7530-01-000-9775	FORM, RETURN RECEIPT FOR INT'L MAIL	EA	0.0139	250	4500	
298	PS2866	7530-01-000-9776	FORM, PRESORT VERIFICATION	SH	0.0193	1		*
299	PS2942A	7530-01-000-9811	FORM, DELIVERY LST AV 7 MA (800 PER CTN)	CT	41.6	1	1	
300	PS2944	7530-01-000-9814	FORM, RECPT FR CUST ML(100 PER PAD)	PD	0.2924	1	200	
301	PS2960	7530-01-000-9821	FORM, INVENTORY RECORDS	EA	0.0136	1	3000	
157	PS2976	7530-01-000-9833	FORM, CUSTOMS (CN22)	EA	0.0077	250	10000	
154	PS2976A	7530-01-000-9834	FORM, CUST DECL DISP (CT72) (4-PART SET)	SE	0.0293	125	1500	
156	PS2976E	7530-03-000-5174	FORM, PARCEL POST CUST DECL	EA	0.0252	125	1500	
158	PS3083	7530-01-000-9850	FORM, TRUST ACCOUNTS RECEIPTS & WITHDRAWALS (100 PER PAD)	PD	0.2538	1	120	
159	PS3176	7530-01-000-9870	FORM, BANK TRANSACTION RECORD	SH	0.0193	1		*
160	PS3189	7530-01-000-9878	FORM, REQ FOR TEMP SCH CHG (100 PER PAD)	PD	0.356	5	90	
161	PS3203	7530-01-000-9880	FORM, ORDER PRINTED STAMPD	EA	0.0409	50	1000	
162	PS3220	7530-01-000-9883	FORM, STAMP ENV SALE AT DIS	SH	0.0164	1		*
164	PS3227R	7530-01-000-9885	FORM, STAMP STOCK PURCHASE	EA	0.0258	100	2400	
165	PS3238	7530-01-000-9889	FORM, DESTRUCTION CERTIFICATION	SE	0.069	25	1000	
166	PS3293	7530-02-000-7447	FORM, RETAIL VEND CRED EXAM	SH	0.0193	1		*
167	PS3294	7530-01-000-9913	FORM, CASH STAMP STK COUNT	SH	0.016	50	2000	
168	PS3295	7530-01-000-9914	FORM, DLY REC OF STAMPS	SH	0.0213	1		*
169	PS3317A	7530-01-000-9916	FORM, PHILATELIC SALES RCD	SH	0.0193	1		*
170	PS3368	7530-01-000-9917	FORM, FXD CREDIT INV REC	EA	0.02	2		*
171	PS3369	7530-01-000-9918	FORM, CONSIGNED CREDIT RECEIPT (50 PER PAD)	PD	0.1339	1	480	
173	PS3533	7530-01-000-9932	FORM, REFUND POSTAGE & FEES	SH	0.0193	1		*
176	PS3544	7530-03-000-3768	FORM, POST OFFICE RECPT	BK	1.1228	1	60	
177	PS3546	7530-01-000-9953	FORM, FORWARDING ORDER CHANGE NOTICE (POSTAL CARD)	EA	0.0107	100	4000	
178	PS3547	7530-01-000-9954	FORM, NOT OF CORR IN ADDRESS	EA	0.0096	2		*
179	PS3555	7530-01-000-9959	FORM, REPORT OF RETURNED MAIL	SH	0.0164	1		*
460	PS3575Z	7530-03-000-4594	FORM, CHANGE OF ADDRESS (INTERNAL POSTAL SERVICE USE ONLY)	EA	0	250	3000	
181	PS3576	7530-01-000-9963	FORM, NEW ADDRESS VERFI CARD	EA	0.0046	250	6000	
182	PS3579	7530-01-000-9965	FORM, UNDELIVERABLE STD & SPEC MAIL	SH	0.0153	100	4000	
183	PS3580	7530-01-000-9966	FORM, NOT POSTAGE DUE ADV	EA	0.0155	50	4500	
184	PS3582A	7530-03-000-3832	FORM, POSTAGE DUE BILL	EA	0.0095	2		*
185	PS3584	7530-01-000-9970	FORM, POSTAGE DUE LOG	SH	0.0164	1		*
186	PS3600P	7530-03-000-7026	FORM, STATEMENT-FIRST CLASS MAIL POSTAGE AFFIXED	EA	0.0193	1		*
187	PS3600R	7530-02-000-8049	FORM, STATEMENT -FIRST CLASS MAIL PERMIT IMPRINT	SH	0.0193	1		*
189	PS3601A	7530-01-000-9972	FORM, APPL FOR METER LIC	SH	0.0193	1		*

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483	PS3601C	7530-03-000-7523	FORM, POSTAGE METER REPORT	EA	\$0.0421	100	1000	
190	PS3602A	7530-01-000-9974	FORM, DLY REC OF MTR REG	BK	0.0906	1	600	
191	PS3602N	7530-02-000-8047	FORM, STATEMENT NONPROFIT STANDARD MAIL PERMIT IMPRINT	SH	0.0193	1		*
302	PS3602NV	7530-03-000-8322	FORM, STATEMENT NONPROFIT STANDARD MAIL PERMIT IMPRINT	EA	0.0193	1		*
19	PS3602P	7510-05-000-4296	FORM, STATEMENT-STD, MIAL LETTERS AND FLATS POSTAGE AFFIXED	EA	0.0193	1		*
477	PS3602PN	7530-03-000-7206	FORM, STATEMENT NONPROFIT STANDARD MAIL POSTAGE AFFIXED	EA	0.0193	1		*
193	PS3602PO	7530-01-000-9976	FORM, PTG COLL PO	BK	1.5203	1	40	
194	PS3602R	7530-02-000-8053	FORM, POSTAGE STMT-STANDARD MAIL PERMIT IMPRINT	EA	0.0193	1		*
303	PS3603	7530-02-000-9495	FORM, RECPT FR POSTAGE	BK	1.4305	1	40	
195	PS3604	7530-01-000-9978	FORM, REVOCATION OF MLG PERMIT	SH	0.0162	1	8000	
305	PS3607	7530-02-000-9000	FORM, WGT AND DISP CERT	SH	0.0164	1		*
196	PS3609	7530-03-000-3821	FORM, RCD PERMIT IMPRINT MLGS	EA	0.0195	1	4000	
307	PS3609PO	7530-02-000-9003	FORM, CONT FR POST OFF MTR	EA	0.0962	1	3000	
197	PS3610	7530-02-000-9005	FORM, REC OF POSTAGE METER	SH	0.0025	1	2500	
461	PS3615	7530-03-000-6048	FORM, MAILING PERMIT	EA	0.0216	25	2000	
198	PS3619	7530-02-000-9011	FORM, PERMIT NUMBER RECORD (CARD)	EA	0.01	1	8000	
199	PS3621A	7530-02-000-8210	FORM, RENEWAL NOT ANN FEES	SH	0.0164	1		*
462	PS3624	7530-02-000-9014	FORM, APPL TO MAIL AT NONPROFIT STANDARD MAIL RATES	SH	0.0601	25	2000	
471	PS3637G	7530-02-000-9022	FORM, OFFICIAL MAIL BATCH HEADER	SE	0.0426	25	3500	
309	PS3721	7530-02-000-9042	FORM, PUBL WATCH REP	SE	0.0523	100	1400	
310	PS3749	7530-02-000-9044	FORM, IRREGULARITIES IN THE PREP OF MAIL MATTER	SE	0.045	1	2400	
200	PS3800	7530-02-000-9047	FORM, RECEIPT CERTIFIED MAIL (LABEL)	SH	0.0078	500	10000	
311	PS3801	7530-02-000-9048	FORM, STANDING DELIVERY ORDER	EA	0.011	1		*
201	PS3804	7530-02-000-9031	FORM, RET RCPT MERCHANDISE	EA	0.0061	500	10000	
202	PS3806	7530-02-000-9051	FORM, RECPT FR REG MAIL	SE	0.004	100	4500	
203	PS3811	7530-02-000-9053	FORM, DOMESTIC RETURN RECEIPT	EA	0.0062	250	5000	
204	PS3811A	7530-02-000-9054	FORM, REQ. FOR RETURN RECEIPT (AFTER MAILING)	SH	0.0473	1		*
205	PS3813	7530-02-000-9056	FORM, RECPT FOR DOM INS PAR (100 SHEETS PER PAD)(GREEN)	PD	0.2445	5	140	
206	PS3813P	7530-02-000-9057	FORM, RECPT FOR INS MAIL (WHITE W/BLUE RECEIPT)	SH	0.008	250	10000	
207	PS3816	7530-02-000-9062	FORM, C.O.D. MAILING AND DEL RECEIPT	SE	0.0634	100	1000	
312	PS3816AS	7530-02-000-9063	FORM, C.O.D. CARD-FIRM MAILINGS, CONTINUOUS-1200 PER CTN	CT	54.0153	1	1	
208	PS3817	7530-02-000-9065	FORM, CERT OF MAILING	SH	0.0032	2		*
209	PS3821	7530-02-000-9068	FORM, CLEARANCE RECEIPT (50 PER PAD)	PD	0.08	10	450	
313	PS3822	7530-02-000-9069	FORM, C.O.D. TAG TRANSMITTAL (100 PER PAD)	PD	0.1817	5	180	
210	PS3830A	7530-02-000-9075	FORM, REGISTRY DISPATCH RCD	SE	0.0104	100	5000	
211	PS3849	7530-01-000-9716	FORM, DELIVERY NOTICE/REMINDER/RECEIPT	EA	0.0043	500	9000	
212	PS3854	7530-02-000-9084	FORM, OMANIFOLD REG DISPATCH BK	BK	1.3889	1	30	
217	PS3867	7530-02-000-9093	FORM, ACCT MAIL REC FOR DEL	SH	0.0193	1		*
218	PS3877	7530-02-000-9098	BOOK, MAILING, FIRM	BK	1.8118	1	40	

QP#	PSIN	PSN	Description	UI	AVG Price per Unit of Iss	Iss Incr	BPQ	DVD
219	PS3883	7530-02-000-9099	FORM, FIRM DELIVERY RECEIPT (75 SETS PER PKG)	PG	\$1.9915	1	40	
220	PS3907	7530-03-000-3749	FORM, MAIL PICKUP NOTICE	EA	0.0092	250	4500	
221	PS3915	7530-02-000-9124	FORM, LOCK BX KEY REQ	SE	0.0726	50	2000	
222	PS3921	7530-02-000-9125	FORM, DAILY DELIVERY UNIT V	SH	0.0193	1		*
223	PS3922	7530-02-000-9126	FORM, DELIVERY UNIT VOL REC	SH	0.0193	1		*
224	PS3930	7530-02-000-9035	FORM, OPERATIONS ANALYSIS	SH	0.0193	1		*
225	PS3958	7530-02-000-9132	FORM, MAIN STAMP STOCK DAILY	SH	0.0164	1		*
226	PS3959	7530-02-000-9133	FORM, STAMP STK DLY RECAP	SH	0.0164	1		*
227	PS3971	7530-02-000-9136	FORM, REQ OR NOTIF OF ABSEN (100 PER PAD)	PD	1.175	2		*
228	PS3972	7530-02-000-9137	FORM, ABSENCE ANALYSIS	EA	0.0401	1		*
229	PS3977	7530-02-000-9140	FORM, DUPL KEY REC	EA	0.0175	1	3000	
230	PS3982	7530-02-000-9148	FORM, CHANGE OF ADDRESS	EA	0.0242	1		*
231	PS3996	7530-02-000-9151	FORM, CARRIER AUX CONT (100 PER PAD)	PD	1.98	1		*
315	PS3999	7530-02-000-9154	FORM, INSP OF LTR CARR ROUTE	SH	0.0193	1		*
232	PS4003	7530-02-000-9157	FORM, RURAL ROUTE DESCRIPTION	SE	0.102	1	600	
233	PS4027	7530-02-000-9167	FORM, CHANGE IN RURAL DELIVERY	SH	0.0193	1		*
234	PS4052	7530-02-000-9168	FORM, NOT TO RU PAT	SH	0.0164	1		*
235	PS4056	7530-02-000-9169	FORM, YOUR MAILBOX NEEDS ATTN (100 PER PAD)	PD	1.175	2		*
236	PS4232	7530-03-000-9022	FORM, RURAL CUSTOMER DELIVERY INST	EA	0.0108	100	3000	
316	PS4239	7530-02-000-9205	FORM, RURAL ROUTE COUNT OF MAIL	SE	0.0277	25	3000	
237	PS4240	7530-02-000-9206	FORM, RURAL CARRIER TRIP REPORT	SH	0.0193	1		*
317	PS4241	7530-02-000-9207	FORM, RURAL DEL STATISTICS REPORT	SE	0.0697	25	2000	
499	PS4241X	7530-03-000-0936	FORM, RURAL DEL STATISTICS SUMMARY REPORT	EA	0.0454	25	2000	
238	PS4245	7530-02-000-9211	FORM, CARRIER'S STATEMENT	EA	0.0066	500	5000	
318	PS4248	7530-02-000-9212	FORM, RURAL ROUTE INSPECTION REPORT	SE	0.0627	1	1200	
239	PS4314C	7530-02-000-9215	FORM, CONSUMER SERVICE CARD	SE	0.0669	100	1200	
319	PS4326	7530-02-000-9217	FORM, USPS NAT ZIP CODE DIR	SE	0.1106	1	3000	
320	PS4541	7530-02-000-9246	FORM, WORK ORDER VEH REPAIR	SE	0.0759	50	700	
321	PS4543	7530-02-000-9247	FORM, VEH MAINT WORK ORDER	EA	0.0135	100	2800	
240	PS4565	7530-02-000-9250	FORM, VEHICLE REPAIR TAG	SE	0.0347	200	2400	
322	PS4567	7530-02-000-9252	FORM, COMM SERV STA PROC RE	SH	0.0141	100	3000	
241	PS4570	7530-02-000-9272	FORM, VEHICLE TIME RECORD	EA	0.0131	250	3000	
323	PS4572	7530-02-000-9273	FORM, TRACTOR LOG	EA	0.0109	1	3000	
324	PS4582	7530-02-000-9280	FORM, OPERATOR'S RECORD (CARD)	EA	0.0902	1	800	
325	PS4583	7530-02-000-9281	FORM, PHY FIT INQ/MTR VEH	SE	0.0366	1	3500	
242	PS4584	7530-02-000-9282	FORM, OBSERVATION OF DRIVING PRACTICES	SE	0.0344	100	1000	
326	PS4585	7530-02-000-9283	FORM, POSTAL DRIVER ACCD INFO	EA	0.014	1	10000	
327	PS4586	7530-02-000-9284	FORM, ACCIDENT INFORMATION	EA	0.0134	1	6000	
243	PS4705	7530-02-000-9300	FORM, FIRE INSP TAG	EA	0.11	1	500	
244	PS4707	7530-02-000-9301	FORM, OUT OF ORDER TAG	EA	0.0449	50	4000	
245	PS4805	7530-02-000-9330	FORM, WORK RECORD SHEET	EA	0.0226	100	1200	
246	PS4841	7530-03-000-9265	FORM, FUEL AND UTILITIES RE	EA	0.0193	1		*
328	PS4983	7530-02-000-9402	FORM, KEY AND LOCK REQUISITION	SH	0.0936	1	1600	
329	PS5111R	7530-02-000-9437	FORM, REVENUE PROTECTION PL	EA	0.1198	100	1600	
487	PS5397	7530-02-000-9458	FORM, CONTRACT ROUTE EXTRA TRIP AUTHORIZATION	SE	0.0536	1	1000	

QP#	PSIN	PSN	Description	UI	AVG Price per Unit of Iss	Iss Incr	BPQ	DVD
247	PS5398A	7530-02-000-9198	FORM, STAR ROUTE VEH RECORD	SE	\$0.0186	100	4000	
248	PS5399	7530-02-000-9199	FORM, CONTRACT ROUTES PERFORMANCE RECORD	SH	0.0226	1		*
249	PS542	7530-02-000-7216	FORM, FOREIGN REG ARTICLE	SE	0.0871	25	1000	
330	PS5429	7530-02-000-9467	FORM, CERT OF EXCEPTIONAL CONTRACT SERVICE	SE	0.1191	1	800	
331	PS5466	7530-02-000-9472	FORM, LATE SLIP	BK	0.9822	1	75	
332	PS5500	7530-02-000-9476	FORM, REP OF CONTRACT RTE	SE	0.0898	1	1000	
333	PS5659	7530-02-000-9490	FORM, PASSPORT APPL TRANS	SE	0.0194	1	1200	
251	PS571	7530-02-000-7223	FORM, DISCREPANCY OF \$100	SE	0.0659	50	2000	
252	PS6387	7530-02-000-9535	FORM, APP RURAL MO TRANS	SH	0.0098	100	6000	
253	PS6401	7530-02-000-9536	FORM, DOMESTIC MONEY TO	EA	0.008	2		*
334	PS7020	7530-02-000-9539	FORM, AUTH ABSENCE FM WKRM FLOOR (100 PER PAD)	PD	0.2098	1	90	
254	PS7380	7530-02-000-9635	FORM, M.D.C. SUPPLY REQUISITION	SH	0.0426	100	2000	
255	PS7381	7530-02-000-9636	FORM, REQ FOR SUPPLIES,EQUIP	SH	0.0193	1		*
335	PS8040	7530-01-000-9906	FORM, BULK MAIL ACCPT WRKSHT (100 PER PAD)	PD	1.69	1		*
256	PS8076	7530-02-000-8028	FORM, AUTH TO HOLD MAIL	EA	0.0109	100	3000	
509	PS8099	7530-02-000-7238	FORM, RECEIPT FOR REC DEL	EA	0.0081	100	10000	
500	PS8105A	7530-04-000-0302	FORM, FUNDS TRANS/TRANSFER REPORT	SH	0.0193	1		*
501	PS8105B	7530-04-000-0303	FORM, SUSPICIOUS TRANSACTION REPORT	SH	0.0164	1		*
336	PS8125	7530-02-000-7255	FORM, DROP SHIPMENT CLEARANCE DOCUMENT	EA	0.038	200	2000	
338	PS8127	7530-02-000-8685	FORM, RURAL CARRIER SUPP PAYMENT	SH	0.0164	1		*
339	PS8130	7530-02-000-9839	FORM, VEND EQUIP LOG	EA	0.0193	1		*
340	PS8152	7530-03-000-9249	FORM, EMPLOYEE DAILY ACTIVITY CARD	EA	0.0068	250	4000	
506	PS8165	7530-03-000-9387	FORM, MAIL FRAUD REPORT	EA	0.0338	50	2000	
468	PS8191	7610-03-000-6538	FORM, STEP 1 GRIEVANCE	EA	0.0193	1		*
257	PS835	7530-02-000-9461	FORM, QTRLY REPORT OF ORIGINATING REG	SH	0.0164	1		*
341	PS969	7530-02-000-7258	FORM, MATERIAL RECYCLING AND DISPOSAL	SE	0.0628	1	700	
258	PS991	7530-02-000-9547	FORM, APPL FOR PROM OR ASSIGN	EA	0.0978	50	500	
260	PUB122	7610-03-000-9059	PUB, CUST GUIDE INDEM CLAIM	EA	0.0854	1	600	
069	PUB123	7610-03-000-5306	PUB, CONSUMER'S GUIDE TO POSTAL RATES AND FEES	EA	0.0631	50	1350	
419	PUB129	7610-02-000-7088	PUB, SAFETY TALKS	EA	3.3691	1	14	
421	PUB2	7610-01-000-9774	PUB, PACKAGING FOR MAILING	EA	0.3669	25	100	
263	PUB201	7610-02-000-9960	PUB, GUIDE TO SERV/PRDCTS	EA	0.1549	30	300	
423	PUB208	7610-03-000-9402	PUB, SERV.AVAIL FR.RURAL CARR	EA	0.0131	1	3000	
377	PUB221	7610-03-000-9513	PUB, ADDRESSING FOR SUCCESS	EA	0.0435	100	1000	
457	PUB223	7610-03-000-9087	PUB, DIRECTIVES/FORMS CATALOG	EA	1.646	1	24	
264	PUB225	7610-02-000-7089	PUB, INTRO TO STAMP COLLECTING	EA	0	25	500	
265	PUB227	7610-02-000-7905	PUB, PREPARING PKGS FOR MAILING	EA	0.035	100	2000	
266	PUB247	7610-02-000-7982	PUB, 247 - SUPPLY AND EQUIPMENT CATALOG	EA	4.55	1	18	
267	PUB25	7610-03-000-9119	PUB, GUIDE TO DESIGNING LETTER MAIL	EA	0.9177	1	40	
424	PUB273	7610-01-000-9877	PUB, EXPRESS MAIL INTERNATIONAL SERVICE GUIDE	EA	1.3823			
268	PUB28	7610-03-000-3688	PUB, POSTAL ADDRESSING STANDARDS	EA	0.665	1	50	

QP#	PSIN	PSN	Description	UI	AVG Price per Unit of Iss	Iss Incr	BPQ	DVD
426	PUB300A	7610-04-000-6949	PUB, CONSUMER & BUSINESS GUIDE TO PREVENTING MAIL FRAUD	EA	\$0.1938		300	
428	PUB31	7610-03-000-9269	PUB, INT SURF AIRLIFT (ISAL)	EA	0.3928	1	100	
429	PUB32	7610-03-000-9296	PUB, GLOSSARY OF POSTAL TERMS	EA	0.5453	1	72	
433	PUB355	7610-03-000-9452	PUB, IDEAS PROG SUPERVISOR'S GUIDE	EA	0.1027	1	500	
434	PUB356	7610-03-000-9453	PUB, IDEAS PROG EMP GUIDE	EA	0.0277	1	2000	
269	PUB39	7610-03-000-9154	PUB, US POSTAGE COLORING BOOK	EA	0.176	25	200	
435	PUB417	7610-02-000-9159	PUB, NONPROFIT STANDARD MAIL ELIGIBILITY	EA	0.3853	1	80	
270	PUB49	7610-02-000-9901	PUB, PREPARING STANDARD MAIL (A)	EA	0.6374		50	
436	PUB507	7610-03-000-9023	PUB, INTERNATIONAL PRIORITY	EA	0.9142		100	
437	PUB51	7610-01-000-9815	PUB, INTERNATIONAL MAIL	EA	0.11	25	300	
438	PUB52	7610-03-000-9109	PUB, ACCEPTANCE OF HAZARDOUS, RESTR, PERISH MATTER	EA	1.54		24	
465	PUB546	7610-03-000-4600	PUB, SWEEPSTAKES ADVERTISING	EA	0.1356	50	1000	
466	PUB548	7610-03-000-4637	PUB, MAIL FRAUD TAR CONSUMERS	EA	0.0631	1	1000	
488	PUB552	7610-03-000-7591	PUB, UNDERSTANDING SEXUAL HARASSMENT	EA	0.6222	1	100	
440	PUB71	7610-03-000-9441	PUB, EMP REQ LV FOR COND	EA	0.0173	50	4000	
441	PUB75	7610-03-000-4795	PUB, MOVER'S GUIDE, (INCLUDES PS 3575 FORM)	EA	0	1	150	
502	PUB95	7610-04-000-1197	PUB, QUICK SERVICE GUIDE	EA	0.8903		25	
442	S2005D	8415-01-347-1461	GLOVES, WOMEN'S MED.	PR	0.5779	1	72	
443	S2005E	8415-01-347-1462	GLOVES, WOMEN'S, LARGE	PR	0.49	1	72	
444	S2005J	8415-01-347-4509	GLOVES, MEN'S MEDIUM	PR	1.1363	1	72	
445	S2005K	8415-01-347-4510	GLOVES, MEN'S, SMALL	PR	0.9724	1	72	
489	S2005L	8415-01-347-4511	GLOVES, MEN'S, X-LARGE	PR	1.1646	1	72	
272	S2025	6840-01-357-0744	DOG REPELLENT	CN	2.4292	12		*
273	SGN145	7690-03-000-9110	SGN, PAYMENT POLICY	EA	0.3877	1	300	
274	SSS1M	7530-04-000-5367	FORM, (UPO), REGISTRATION MAIL-BACK	EA	0	50	1250	
485	SSS2	7530-03-000-3658	FORM, SSS INFORMATION CHANGE	EA	0	25	2500	
447	SSSBOX45	7690-03-000-3813	FORM, DISPENSER BOX/DISPLAY	EA	0	1	4	
449	SSSPOS46	7690-03-000-3746	POS, REGISTRATION POSTER	EA	0	1	1300	
450	TAG13	7690-03-000-9014	TAG, SCHEDULED MAIL	EA	0.0212	500	6000	
451	TAG15	7690-02-000-9907	TAG, DO NOT DELAY-TIME VALUE DATA-EXPEDITE	EA	0.0244	100	6000	
452	TAG155	7690-03-000-9238	TAG, SURFACE AIRLIFT	EA	0.0304	100	2000	
453	TAG158	7690-03-000-9135	TAG, S.A.M. M-BAG ADDRESS TAG	EA	0.0709	100	3000	
275	TAG2	7690-01-000-9229	TAG, PRIORITY MAIL	EA	0.0126	100	4000	
454	TAG57	7690-02-000-9965	TAG, POL CAMP MAILING	EA	0.025	100	4000	
455	TAG6	7690-03-000-9237	TAG, FIRST CLASS- DO NOT DELAY	EA	0.0217	50	4000	
469	TAG8	7690-03-000-9498	TAG, GLOBAL PRIORITY MAIL	EA	0.0372	25	2000	
456	TSP20	7530-01-000-9449	TSP, LOAN APPLICATION	EA	0	1	3900	
479	TSP3	7530-01-000-9647	TSP, DESIGN BENEFICIA	EA	0	1	1600	

Retail

SALES AND SERVICE ASSOCIATES AND SUPERVISORS

New Process for Dinero Seguro Training and System Access

Effective April 5, 2001, all Sales and Service associates and supervisors must comply with the following instructions in order for associates to have access to the Dinero Seguro system.

When the associates finish their training, they must complete PS Form 5011, *Training Confirmation Sure Money/Dinero Seguro*, and PS Form 1357, *Request for Computer Access*.

Both the associates and their supervisors must sign both forms. The certified trainer must also sign PS Form 1357 on line 16.

Mail the completed PS Form 5011, *Training Confirmation Sure Money/Dinero Seguro*, to:

DINERO SEGURO PROGRAM OFFICE
USPS RETAIL MARKETING
1735 LYNN STREET ROOM 5026
ARLINGTON VA 22209-6056

Mail the completed PS Form 1357, *Request for Computer Access*, to:

ATTN DINERO SEGURO
INFORMATION TECHNOLOGY SERVICE CENTER
SECURITY OFFICE
2825 LONE OAK PARKWAY
EAGAN MN 55121-9340

The offices listed above will return any incomplete forms to the originating office.

Eagan Security will notify all associates by mail of their new logon IDs for Dinero Seguro, to enable them to sell Dinero Seguro.

— Retail Marketing,
Retail, Consumers and Small Business, 4-5-01

Retail Sales Skills Process — Talking Points and Flowchart

For the very first time the Postal Service has a documented, standard process for transacting business at the retail counter. The elements of GIST (Greet, Inquire, Suggest, and Thank) are incorporated in the model.

The Retail Sales Skills Process establishes the standard. This program will help retail employees to understand *why* it is important to greet customers properly and ask key questions.

What better way to ensure consistent, efficient, professional transactions at every location, every day, by every retail employee than through the use of a standard transaction process?

Interact properly with the customer every single time — and both the customer *and* the Postal Service will win.

Included with this article are the talking points (page 67) and the flowchart (page 69). Please post a copy of the flowchart at the retail counter for retail employees.

Talking Points: Standard Retail Transaction**Step 1: Customer is at the Postal Service retail outlet for service(s).**

This is the typical and logical starting point for the transaction.

Step 2: Retail employee greets customer pleasantly.

Demonstrate some form of positive and friendly greeting to each customer. For example, say, "good morning" or "good afternoon," or call customer by name if known.

Why? Surveys reveal that customers are more forgiving for long waits and other inconveniences, if greeted pleasantly. Also, pleasant greetings are important to customers.

Step 3: Retail employee inquires to determine customer need(s).

This is a critical step in which the retail employee needs to gain full understanding of what the customer needs. To set up the next step, the employee determines whether the customer needs to mail an item, or something else.

Why? Most customers don't know our full range of products and services, and they shouldn't be expected to know. It is the employee's job to ask the right questions that will help them understand what they really need.

Step 4a: Retail employee assists customer and then proceeds to Step 9.

This step is for *customers without an item to mail*. Other needs are dealt with at this point — for example, a customer who is picking up mail or purchasing a money order.

Step 4b: Retail employee assists customer and then proceeds to each of the following steps.

This step is for *customers who have a specific item to mail*. If they have a package, do a visual inspection and follow hazardous materials procedures. Appropriate questions to ask might be, "Is the item perishable or fragile?" or "Does the package contain anything potentially hazardous?"

Why? This is an FAA requirement that is regulated by the U.S. Department of Transportation.

Step 5: Retail employee inquires when customer wants the item(s) to arrive.

For those customers who have a specific item to mail: The employee should ask, "When do you want it to arrive?" or "How soon do you want it to get there?"

Why? This sets up an opportunity to recommend the right class of mail.

Step 6: Retail employee recommends class of mail.

For those customers who have a specific item to mail: Offer appropriate class(es) that would fit the customer's expectation of when it should get there — for example, Express Mail service or Priority Mail service if speed is important.

Why? This gives customers options to make a selection based on their needs and what they are willing to pay.

Step 7: Retail employee explains features of the recommended class of mail.

For those customers who have a specific item to mail: Explain features and benefits of the recommended class(es) of mail. For example, Express Mail premium service offers overnight guaranteed service, while Priority Mail service is in the 2- to 3-day range without a guarantee.

Why? This step helps ensure that the employee and customer have agreed on the right choice.

Step 8: Retail employee offers appropriate special services.

For those customers who have a specific item to mail: The class of mail choice has been made, and therefore any additional special services available with that class of mail should be offered (e.g., Delivery Confirmation service, certified service, return receipt service). Regarding the insurance option, a recommended question might be, "How much insurance do you need?"

Why? This question or another kind of inquiry can clear up the customer's possible misconception that we always include automatic insurance (e.g., an exception is Express Mail service), or that an item has to be of a certain value to be insured. Be mindful of the nominal fee for insurance.

Step 9: Retail employee suggests at least one additional item.

This is where Steps 4a and 4b come back together. It is used for all customers.

Why? Because we have revenue generation possibilities from both types of customer at this step by offering at least one additional item — for example, current/popular commemoratives, phone cards, extra stamp booklets, and so on.

Step 10: Retail employee offers debit/credit payment option.

Not all of our customers know we accept debit/credit cards for payment. Where available, Liberty Cash Cards are also a potential method of payment. So an appropriate example might be to ask, "Would that be cash or charge?" or "Would you like to pay with a debit/credit card?" Or if a customer presents cash for purchase, educate him or her by asking,

“Are you aware that we accept debit/credit cards for payment?” *Note:* If a customer is paying with online debit card (with a pin number), always offer the cash back option.

Why? It may be convenient for customers, and it decreases employees’ financial liability.

Step 11: Retail employee completes appropriate financial transaction.

Retail employees must offer correct change, process debit/Liberty Cash accurately, and secure all funds.

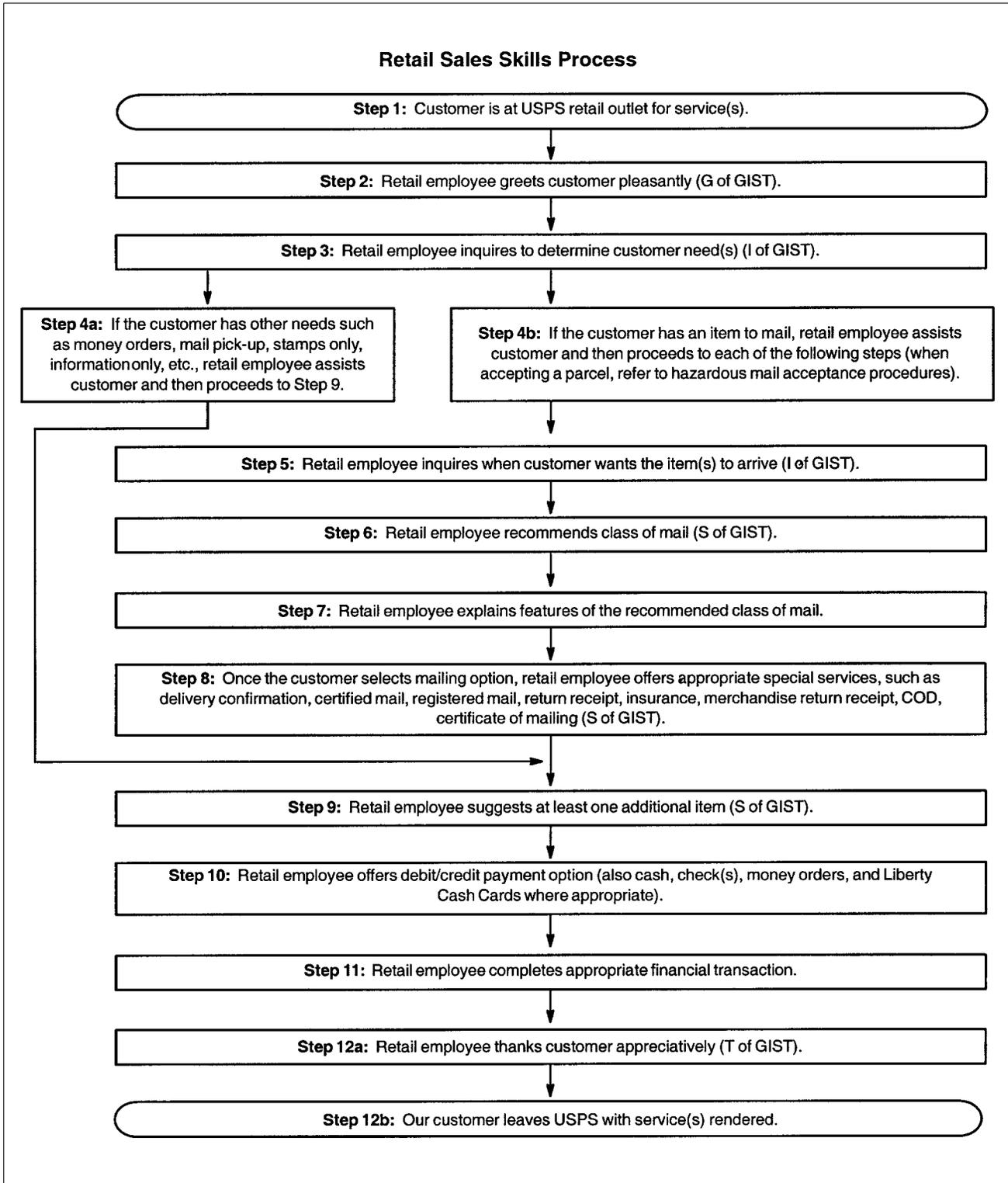
Why? This maintains business, employee, and customer integrity.

Steps 12a and 12b: Retail employee thanks customer appreciatively, and our customer leaves the Postal Service with service(s) rendered.

These steps are where we professionally thank and otherwise closeout the transaction. Examples are to say “Thank you for your business today,” or “It has been our pleasure to serve you today!”

Why? Customers are why we exist, and we want them to leave our retail outlets pleased with the services rendered. In recent research when customers were asked what is the one thing the Postal Service can do for them, the overwhelming response was “appreciate my business.”

— *Retail, Consumers and Small Business, 4-5-01*



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What's in Store

The big picture

Big plans for small business

A newly launched integrated marketing campaign by the Postal Service is aimed at providing solutions to the business needs of small businesses. The campaign includes national television and print advertising as well as direct marketing. It focuses on the Postal Service as a provider of comprehensive business solutions for the breadth of small business concerns. Ads will highlight acquisition, fulfillment, and retention.

The campaign is a joint effort of Expedited/Package Services, International Business, eCommerce, Advertising, and Retail, Consumers and Small Business.

Want to catch the TV ads? See them this month during network shows like *Whose Line Is It Anyway* (April 12) and *The Practice* (April 15), during NBA games (April 8, April 15), and during *CBS Evening News with Dan Rather* (April 7, 9, 14, 15).

Springtime for retail

Spring Drive begins April 23

The Spring Drive period begins April 23. Look for the arrival of the Spring POP kit pack during the week of April 16. Tax POP must be removed and replaced with Spring POP according to the planogram in the kit pack. The exception to this will be the MasterCard Postal Explorer CD promotion. This promotion will run until all the CDs have been given to qualified customers or the end of the Spring Drive period, whichever comes first. Spring retail merchandise will arrive during the week of April 23. Display and sell products immediately after receiving them. Refer to the *Spring Retail Calendar* and *Ready, Set, Retail Manager's Guide* for important Spring retail news and promotions.

FIRSTCLASS PHONECARDS®

From April 23 through June 17, customers purchasing any 120-minute FIRSTCLASS PHONECARD will receive \$5 off the preprinted retail price of \$27. This offer is good at Postal Service locations that sell FIRSTCLASS PHONECARDS and at www.postmarkamerica.com.

What's in Store

Redesigned for 2001

*New stamp
albums*

Look for a redesigned stamp album. Initially, it will be distributed to Postal Stores only. All remaining sites in the Product Distribution Network will receive their albums with the Spring automatic push in mid- to late-April. Each participating office will receive a one-time distribution. Quantities vary. Questions regarding shipments may be directed to the Retail Merchandise Center at 1-800-711-0428.

Reaching customers online

*Global Express
Guaranteed — it's
online*

Ever evolving to meet the market's changing conditions, *Global Express Guaranteed™* staked its claim on the Internet on April 1. With this technology, customers can access all the special features that the Postal Service's premier guaranteed international service has to offer...electronically.

Tested successfully by customers since February, the new Global Express Guaranteed Web site (www.usps.com/gxg) directs customers through shipment preparation, rate information, retail acceptance locations, and available destination countries/territories, and it allows for online printing of shipping labels.

Launched in April 1999 by Expedited/Package Services and International Business, the multi-featured Global Express Guaranteed has gradually expanded in several phases and now offers delivery of shipments to more than 200 countries and territories worldwide from more than 20,000 retail locations nationwide.

The Global Express Guaranteed Web site's next evolution will include payment options — a feature now being test marketed. Ultimately, this online service is building the foundation for a shipping network that will include other international and domestic package services with plans to offer customers the option to order pickup service online.

Feedback

Send comments and questions to:

WHAT'S IN STORE
US POSTAL SERVICE
1735 N LYNN STREET RM 6042
ARLINGTON VA 22209-6057

What's in Store

Retail Coaches' Corner

Welcome to the April Corner!

Tax Time

Since April 15 falls on a Sunday, the deadline for mailing tax returns is Monday, April 16. Because Tax Day follows a weekend, we should expect heavier than normal business that day. Procrastinators will be looking for suggestions from you to avoid penalties from the IRS for late filing. Offer Priority Mail with Delivery Confirmation. If they are in a hurry for their returns to get to the IRS, you may suggest Express Mail as well.

Express Mail — Waiver of Signature

Retail associates must explain the waiver of signature option as part of the Express Mail transaction. Many customers, especially those using Express Mail for the first time, may not be aware of this option. Using the signature waiver options may save the addressee a trip to the Post Office.

Postal Bulletin

As a retail coach, you should have a copy of the *Postal Bulletin* mailed directly to you. Instructions can be found on the Postal Bulletin Distribution page at the back of each issue or through the Intranet at <http://blue.usps.gov>.

Value Sell, Right Sell, or Suggestive Sale:

It doesn't matter what you call it, just do it.

Surveys tell us that stamps are offered 98% of the time by associates as a suggested extra additional item to purchase. What about suggesting other products or services? *Example:* Offer phone cards or packaging products, or have a "daily special" item that every retail associate suggests to our customers. If you offer stamps, show the customer our current commemoratives.

From the Field

Question: Frank from New York wanted more information on the Retail Coaches' Web site mentioned in PB 22043 (2-8-01, page 81): <http://rpsweb.usps.gov/coaches/home.asp>.

Answer: This Web site is a directory of all certified retail coaches. We want every certified coach listed in the directory so we know who and where you are.

Question: Ann and Thomas from Virginia requested clarification for the rates mentioned in PB 22043 (2-8-01, page 81), regarding the Valentine's Day suggestions.

Answer: The nonstandard surcharge of 11 cents applies only to First-Class Mail not exceeding 1 ounce or outside the proportional measurement limitations. Delivery Confirmation service is available only with Priority Mail and Package Services (see *Domestic Mail Manual* R100.10.0).

Question: Ann from Virginia questioned nonstandard surcharges for international mail mentioned in PB 22043 (2-8-01, page 81).

Answer: The 11-cent surcharge applies only to air and economy letter-post items weighing less than 1 ounce (see *International Mail Manual* 243.24).

Training Quality Check

The following questions are directed to certified retail coaches:

1. Do you review the unit training profile with the manager prior to beginning the structured on-the-job training?
2. Do you conduct structured on-the-job training at the retail counter?
3. Do you deliver the retail stand-up talks in your unit?

Thanks to you, it's working!

Many of you have been certified retail coaches under the Sales and Services Associate Training Program for more than a year. Thank you for your time and efforts in making the program a success.

Submit questions or comments via cc:Mail to *Retail Coaches Corner*.

What's in Store

your Retail Calendar '01 SPRING

April

SUN	MON	TUE	WED	THU	FRI	SAT
1 <i>Daylight Saving Time begins</i>	2 Retail Reminder: Make sure you have put your "Buy Stamps Fast" Vending Cling in a high-traffic area	3 Vending Reminder: Refer to the Ardac Validator Cleaning Instructions for your Ardac validators	4 Inform Your Customers that they can generate postcards through NetPost Mailing Online™	5 Vending Reminder: All vending machines must have the Ardac validator installed. If not, see your Retail Specialist to schedule	6 Retail Reminder: Last day for Districts to input VESS data for AP 7	7 Vending Reminder: Clean your validators regularly — don't wait for failures. Refer to MM0-056 00, Ardac Validator Cleaning Instructions, 6/2/00
8 <i>First Day of Passover</i>	9 Inform Your Customers that the tax deadline is approaching	10 Retail Reminder: Order additional Love FIRSTCLASS PHONECARDS® in time for Mother's Day by calling 1-800-711-0428	11 Vending Reminder: The CD on "Validator Cleaning Procedures" has been released. See the Self Service Intranet Web page at retail.usps.gov	12 Retail Reminder: Don't forget to check the lobby sales bin, remove trash, and restock merchandise	13 <i>payday</i>	14 Retail Reminder: Improved sales are often a direct result of properly placed signage and merchandise
15 <i>Easter</i>	16 <i>Spring POP arrives this week</i> <i>Tax Day</i>	17	18 Vending Reminder: How many validators did you return to Topeka this month? Did you include your FEDSTRIP number? You need it to get proper crediting	19 Inform Your Customers that Delivery Confirmation™ and Signature Confirmation™ information is available/valid for 1 year from the delivery date	20 Vending Reminder: Use the PHASE II Information Transfer Units (ITUs) to re-profile <i>all</i> vending equipment validators at servicing	21 AP 9 begins
22 MasterCard®/Postal Explorer™ Promotion extended <i>Earth Day</i>	23	24	25	26 Inform Your Customers about the 120-minute FIRSTCLASS PHONECARD promotion	27 <i>payday</i>	28 Retail Reminder: Reorder merchandise as necessary and allow 3 weeks for shipments to arrive
29 Did You Know? Tara Nott, daughter of USPS employee Terry Nott, won the gold medal in the 48 kg class for women's weightlifting at the 2000 Olympic Games	30	<p>APRIL STAMP RELEASES:</p> <ul style="list-style-type: none"> • <i>Great Plains Prairie</i> <p><i>The second automatic definitive stamp shipment of The Statue of Liberty and Flowers will be sent to all APDs, SDOs, and SSCs.</i></p>				

Refer to your 90-Day Retail Calendar Poster for additional information.

Access the Retail Intranet Site at: <http://retail.usps.gov>

What's in Store

your Retail Calendar '01 SPRING

May

SUN		MON		TUE	WED	THU	FRI	SAT
				1 Retail Reminder: Don't forget to check the lobby sales bin, remove trash, and restock merchandise	2 Vending Reminder: Refer to the Ardac Validator Cleaning Instructions for your Ardac validators	3 Inform Your Customers that they can generate Mother's Day greeting cards through NetPost™ CardStore available online	4 Retail Reminder: Last day for Districts to input VESS data for AP 8	5 <i>Cinco de Mayo</i>
6 Did You Know? Frida Kahlo is believed to be the first female artist to sell a piece of art to the Louvre	7 Retail Reminder: Make a Mother's Day card a gift by including a Love FIRSTCLASS PHONECARD®	8 Vending Reminder: Clean your validators regularly — don't wait for failures. Refer to MM0-056 00, Ardac Validator Cleaning Instructions, 6/2/00	9	10	11 Last day for Priority Mail® service to arrive by Mother's Day <i>payday</i>	12 Last day for Express Mail® service to arrive on Mother's Day		
13 <i>Mother's Day</i>	14 Retail Reminder: Make sure you have ordered Item Number 315500, <i>Honoring Veterans</i> , 20-stamp commemorative packet for vending	15	16	17 Vending Reminder: The CD on "Validator Cleaning Procedures" has been released. See the Self Service Intranet Web page at retail.usps.gov	18	19 AP 10 begins <i>Armed Forces Day</i>		
20 Did You Know? The first Peanuts® comic strip appeared on October 7, 1950	21 Make sure Holiday Closing door sign is displayed	22 Vending Reminder: Use the PHASE II Information Transfer Units (ITUs) to re-profile <i>all</i> vending equipment validators at servicing	23 Retail Reminder: When customers request Vacation Hold forms, make sure they pack a FIRSTCLASS PHONECARD for their travels	24	25 Inform Your Customers that they can manage their bills online with USPS eBillPay™ at www.usps.com <i>payday</i>	26 Retail Reminder: Reorder merchandise as necessary and allow 3 weeks for shipments to arrive		
27 Did You Know? On March 30, 1993, Charlie Brown hit the game-winning home run, his first and only one in the history of the comic strip	28 Offices Closed <i>Memorial Day</i>	29	30 Vending Reminder: How many validators did you return to Topeka this month? Did you include your FEDSTRIP number? You need it to get proper crediting	31 Retail Reminder: Be sure the lobby is stocked with Delivery Confirmation™ and Signature Confirmation™ retail labels				

MAY STAMP RELEASES:

- Peanuts®
- Honoring Veterans
- Frida Kahlo

Refer to your 90-Day Retail Calendar Poster for additional information.

Access the Retail Intranet Site at: <http://retail.usps.gov>

What's in Store

your Retail Calendar '01 SUMMER

June

					FRI	SAT
SUN	MON	TUE	WED	THU	1	2
3 Did You Know? The first commemorative stamps were issued in 1893 and created controversy for being "unnecessary"	4 Inform Your Customers that www.postmarkamerica.com has great merchandise	5 Inform Your Customers that they can generate Father's Day greeting cards through NetPost™ CardStore available online	6 Vending Reminder: Refer to the Self Service Intranet Web page at retail.usps.gov for the latest vending news	7 Inform Your Customers that Signature Confirmation™ service lets them know who has signed for their package	8 payday	9 Vending Reminder: Clean your validators regularly — don't wait for failures. Refer to MM0-056 00, Ardac Validator Cleaning Instructions, 6/2/00
10 Did You Know? Taking into account inflation, stamps have cost between 20 and 40 cents since the Postal Service began	11 Summer/Fall POP and Merchandise shipments arrive this week		12	13 Vending Reminder: Have you seen the CD/Video on Validator Cleaning? Check out the February SSPC Tech quarterly for more info	14 Last day for Priority Mail® service to arrive by Father's Day Flag Day	15 Vending Reminder: Use the PHASE II Information Transfer Units (ITUs) to re-profile <i>all</i> vending equipment validators at servicing
17 Father's Day	18 Summer/Fall Drive Period Begins — Make sure POP and merchandise are properly displayed Visa® Promotion begins		19	20 Vending Reminder: See the Self Service Intranet Web page at retail.usps.gov to learn about the new "Validator Cleaning Procedures" CD	21 First Day of Summer	22 payday
24 Did You Know? The all-time most popular commemorative stamp was the Elvis Presley stamp issued in 1993	25 Inform Your Customers that they can manage their bills online with USPS eBillPay™ at www.usps.com	26 Make sure Holiday Closing door sign is displayed	27 Vending Reminder: How many validators did you return to Topeka this month? Did you include your FEDSTRIP number? You need it to get proper crediting	28 Inform Your Vacationing Customers that postcard stamps are available in books and coils	29 Retail Reminder: Last day for Districts to input VESS data for AP 10	30 Retail Reminder: Don't forget to check the lobby sales bin, remove trash and restock merchandise

JUNE/JULY STAMP RELEASES:

- **Baseball's Legendary Playing Fields**

Refer to your 90-Day Retail Calendar Poster for additional information.

Access the Retail Intranet Site at: <http://retail.usps.gov>

Postal Bulletin Distribution

The GPO distributes the *Postal Bulletin* for the Postal Service to all postal facilities except classified stations and branches, contract postal units, and detached mail units, which receive copies from their administrative post office. The *Postal Bulletin* is also available online at <http://www.usps.com> (click on *Info*, then *Postal Periodicals and Publications*).

If your postal facility has access to cc:Mail, you may send a request for a new subscription order, an address and/or quantity change, or a subscription query to the

cc:Mail address POSTAL BULLETIN. If you are using another email product, you can use the Internet email address pbulleti@email.usps.gov.

If you do not have access to email, you may complete the order form and mail it to:

ATTN POSTAL BULLETIN
 US POSTAL SERVICE
 475 L'ENFANT PLZ SW RM 5540
 WASHINGTON DC 20260-5540

Either way you send it, please include the "PO0" subscription number from your address label.

Postal Service Orders for Postal Bulletin

- New Order Change of Address/Quantity
(Include *Postal Bulletin* mailing label.)

Attention Line _____

Postal Facility Name _____

Delivery Address _____

City _____ State _____ ZIP+4 _____

Person to Contact
 () _____

Daytime Telephone _____

Current Quantity _____ New Quantity _____

Missing Issues: If postal facilities that receive the *Bulletin* from GPO do not receive their order, they should call the *Postal Bulletin* editor at 202-268-2836. All other facilities should contact their administrative post office.

Address and Quantity Changes and Subscription Problems: Postal facilities may send address and quantity changes and subscription queries via cc:Mail to POSTAL BULLETIN or via the Internet to pbulleti@email.usps.gov. Please include old and new address and quantities, and the "PO0" subscription number from your address label. Postal facilities may also complete this form and mail it to:

ATTN POSTAL BULLETIN
 US POSTAL SERVICE
 475 L'ENFANT PLZ SW RM 5540
 WASHINGTON DC 20260-5540

All other facilities should contact their administrative post office.

Single Copies (back to 1 year): To order extra copies or back issues (see Table of Contents for specific PSN), use MDC Touch Tone Order Entry by calling 800-332-0317 (option 1, then option 2) or send PS Form 7380, *MDC Supply Requisition*, to:

MATERIAL DISTRIBUTION CENTER
 ATTN SUPPLY REQUISITIONS
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 TOPEKA KS 66624-9602

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- New Order Change of Address
(Include *Postal Bulletin* mailing label.)

Attention Line _____

Company Name _____

Delivery Address _____

City _____ State _____ ZIP+4 _____

Daytime Telephone _____

Subscription: Domestic - \$140.00 per year; International - \$175.00 per year

Subscription Orders: 202-512-1800

Subscription Inquiries: 202-512-1806 Fax: 202-512-2250

Single Copies (back to 16 issues): Domestic - \$10.00; International - \$12.50

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 PITTSBURGH PA 15250-7954

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USPS Employee Connectivity Program

Ready to connect?

You've heard all about it. The Postal Service's employee computer deal — affordable computer systems and access to the Internet.

The wait is almost over. Beginning April 9, you can start placing your orders.

Here's how you do it. Both Compaq and IBM will have special pin codes and passcodes for you to use if you call in your order through their toll-free numbers, and special Internet addresses if you want to shop online.

IT'S YOUR TURN TO FLY LIKE AN EAGLE... THROUGH CYBERSPACE... WITH THE USPS EMPLOYEE CONNECTIVITY PROGRAM.

Compaq

1-866-USPSECP (1-866-877-7327)
Pin code: 10791
www.compaq.com/affinity/uspsecp
Pin code: 10791

IBM

1-800-426-7235
Extension 4563
www.ibm.com/shop/ibmdeals/usps
(use 4563 as the passcode)

Note – these phone numbers and Internet addresses will be activated April 9!

Compaq

Base system: **\$390**

HARDWARE Compaq Presario 5000A
 766 MHz Intel Celeron processor
 64MB RAM memory
 20GB hard drive
 48 x Max CD ROM
 56K modem
 15" color monitor
 Internet keyboard
 Speakers
 Compaq U600 color inkjet printer can be purchased with this system for \$35

SOFTWARE Windows Millennium operating system
 MS Works 2000
 MS Money 2000
 MS Encarta Online Deluxe

WARRANTY 1-year on-site warranty

INTERNET SERVICE PROVIDERS Compaq offers free NetZero Internet service (40 hours per month) and a premium CompuServe Internet service at reduced rates.

OTHER PRODUCTS Compaq will offer USPS employees a 7% discount on all Compaq portable and desk top systems and associated options listed on Compaq's consumer Web page.

All taxes and shipping are extra.

IBM

Base system: **\$719.10**

HARDWARE NetVista A20i
 766 MHz Intel Celeron processor
 64MB RAM memory
 20GB hard drive
 48x-20x CD ROM
 56K modem
 15" color monitor
 Internet keyboard
 Speakers
 LEXMARK Z32 color inkjet printer (included)

SOFTWARE Windows Millennium operating system
 MS Works 2000
 MS Money 2000
 Lotus SmartSuite

WARRANTY 3-year parts and labor on-site warranty

INTERNET SERVICE PROVIDERS IBM offers free NetZero Internet service (40 hours per month) and a premium NetZero Internet service at reduced rates.

OTHER PRODUCTS IBM will offer USPS employees a 10% discount on PCs and PC accessories in the online ShopIBM catalog.

All taxes and shipping are extra.

Full specifications and details are available from Compaq and IBM.



475 L'ENFANT PLAZA SW
WASHINGTON DC 20260-5540

First-Class Mail
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Click. Whoosh!

USPS Employee Connectivity Program

**The employee computer deal is coming April 9!
See page 79 for details.**

A mailer with ordering information has been sent to your home. If you have not received it, please call 1-866-736-7530.

Ten lucky employees will win free computers. Watch USPS TV at 1:00 p.m. ET on April 9.