

United States Postal Service
Postage Statement — Standard Mail — Easy
Nonautomation Letters or Flats

Post Office: Note Mail Arrival Date & Time

This form may be used only for a single nonautomation price mailing of identical-weight pieces up to 3.3 ounces. Use PS Form 3602-R for all other regular Standard Mail mailings. Checklists and other tools for mailers are available on the Postal Explorer website at: pe.usps.com.

Mailer	Permit Holder's Name and Address, and Email Address, If Any		Telephone	Post Office of Mailing	Permit No.	Weight of a Single Piece 0. _____ pound	
	Customer No. _____			Type of Postage <input type="checkbox"/> Permit Imprint <input type="checkbox"/> Precanceled Stamps <input type="checkbox"/> Metered	Statement Seq. No.	If Sacked, Based on <input type="checkbox"/> 125 pieces <input type="checkbox"/> 15 pounds	No. & Type of Containers
					Mailing Date		
	Processing Category <input type="checkbox"/> Letters <input type="checkbox"/> Flats					Total Pieces	Total Weight

Part D Letters — 3.3 oz. (0.2063 lb.) or Less						Part E Flats — 3.3 oz. (0.2063 lb.) or Less						
Machinable						Nonmachinable						
Entry	Price Category	Price	No. of Pieces	Total		Entry	Price Category	Price	No. of Pieces	Total		
D1	None	AADC	\$0.258			E1	None	5-Digit	\$0.366			
D2	None	Mixed AADC	0.260			E2	None	3-Digit	0.451			
D3	DBMC	AADC	0.225			E3	None	ADC	0.483			
D4	DBMC	Mixed AADC	0.227			E4	None	Mixed ADC	0.553			
D5	DSCF	AADC	0.216			E5	DBMC	5-Digit	0.333			
D6	None	5-Digit	\$0.343			E6	DBMC	3-Digit	0.418			
D7	None	3-Digit	0.438			E7	DBMC	ADC	0.450			
D8	None	ADC	0.461			E8	DBMC	Mixed ADC	0.520			
D9	None	Mixed ADC	0.561			E9	DSCF	5-Digit	0.324			
D10	DBMC	5-Digit	0.310			E10	DSCF	3-Digit	0.409			
D11	DBMC	3-Digit	0.405			E11	DSCF	ADC	0.441			
D12	DBMC	ADC	0.428			Part D subtotal						
D13	DBMC	Mixed ADC	0.528			Part E subtotal						
D14	DSCF	5-Digit	0.301			Total postage (add parts subtotals)						
D15	DSCF	3-Digit	0.396			Price at Which Postage Affixed <input type="checkbox"/> Correct <input type="checkbox"/> Lowest <input type="checkbox"/> Neither						
D16	DSCF	ADC	0.419			_____ pieces X \$ _____ . _____						
						= Postage Affixed						
Net Postage Due (subtract postage affixed from total postage)												

Certification	For USPS Use Only: Additional Postage Payment (State reason)		
	For postage affixed add additional payment to net postage due; for permit imprint add additional payment to total postage.		Total Adjusted Postage Affixed
	Postmaster: Report Total Postage in (Permit imprint only).	AIC 130	Total Adjusted Postage Permit Imprint
	The mailer's signature certifies acceptance of liability for and agreement to pay any revenue deficiencies assessed on this mailing, subject to appeal. If an agent signs this form, the agent certifies that he or she is authorized to sign on behalf of the mailer, and that the mailer is bound by the certification and agrees to pay any deficiencies. In addition, agents may be liable for any deficiencies resulting from matters within their responsibility, knowledge, or control. The mailer hereby certifies that all information furnished on this form is accurate, truthful, and complete; that the mail and the supporting documentation comply with all postal standards and that the mailing qualifies for the prices and fees claimed; and that the mailing does not contain any matter prohibited by law or postal regulation. I understand that anyone who furnishes false or misleading information on this form or who omits information requested on this form, may be subject to criminal and/or civil penalties, including fines and imprisonment.		
Signature of Mailer or Agent		Printed Name of Mailer or Agent Signing Form	Telephone

USPS See reverse side of form for complete *USPS Use Only* section.

Standard Mail EZ — Instructions

Standard Mail - Easy Nonautomation Letters or Flats Instructions

Use this form only for nonautomation letters or flats at regular Standard Mail prices.

Step 1: Complete Mailer and Mailing sections.

Step 2: Complete the Postage section for applicable category - Presorted Letters and Flats, as follows:

Fill in the number of pieces at each presort and entry discount level on the appropriate line in section D or section E.

Multiply the number of pieces by the corresponding postage price. For Permit Imprint mailings, round off to four decimal places. On Postage Affixed mailings round off to three decimal places.

Step 3: Add the postage (lines D1 through D5 for machinable letters; lines D6 through D16 for nonmachinable letters; and E1 through E11 for flats). Enter the subtotal for Part D or Part E on the appropriate Part D or E Subtotal line. Enter the Total Postage, rounded off to two decimal places on the Total Postage line.

Step 4: Complete the line for Postage Affixed (if applicable). Check the box for the Price at Which Postage Affixed (Correct, Lowest, or Neither). Multiply the number of pieces times the postage affixed and put the total in the blank line for Postage Affixed. Subtract the amount of Postage Affixed from the Total Postage; enter remainder in Net Postage Due.

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

Information: For more information on mailing standards, prices, and fees, please go to Postal Explorer at pe.usps.com.

USPS Use Only	Weight of a Single Piece 0. _____ pound		Are postage figures at left adjusted from mailer's entries? If yes, reason: <input type="checkbox"/> Yes <input type="checkbox"/> No		
	Total Pieces	Total Weight	Round Stamp (Required)		
	Total Postage				
	Presort Verification Performed? (Check one) <input type="checkbox"/> Yes <input type="checkbox"/> No		Date Mailer Notified	Contact	By (Initials)
	I CERTIFY that this mailing has been inspected concerning: (1) eligibility for postage rates claimed; (2) proper preparation (and presort where required); (3) proper completion of postage statement; and (4) payment of required annual fee.				
	Verifying Employee's Signature		Print Verifying Employee's Name		Time AM PM