

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

USPS Only

Note Mail Arrival Date & Time

Use this form only for a single nonautomation rate mailing of identical-weight pieces. Use PS Form 3602-R for all other regular Standard Mail mailings. Checklists and other tools for mailers are available on the Postal Explorer website at: pe.usps.com.

Mailer	Permit Holder's Name and Address, and Email Address If Any		Telephone	Post Office of Mailing	Permit No.	Weight of a Single Piece 0 _____ pound	
				Type of Postage <input type="checkbox"/> Permit Imprint <input type="checkbox"/> Precanceled Stamps <input type="checkbox"/> Metered	Statement Seq. No.	If Sacked, Based on <input type="checkbox"/> 125 pieces <input type="checkbox"/> 15 pounds	No. of Containers
				Mailing Date	Fed Agency Code		
					Processing Category (DMM 201) <input type="checkbox"/> Letters <input type="checkbox"/> Flats		Total Pieces

Postage	Part B Presorted Letters and Flats — 3.3 oz. (0.2063 lb.) or Less					Part E Presorted Nonmachinable Letters — 3.3 oz. (0.2063 lb.) or Less																																																																																																	
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Certification	<p>The mailer's signature certifies acceptance of liability for and agreement to pay any revenue deficiencies assessed on this mailing, subject to appeal. If an agent signs this form, the agent certifies that he or she is authorized to sign on behalf of the mailer, and that the mailer is bound by the certification and agrees to pay any deficiencies. In addition, agents may be liable for any deficiencies resulting from matters within their responsibility, knowledge, or control. The mailer hereby certifies that all information furnished on this form is accurate, truthful, and complete; that the mail and the supporting documentation comply with all postal standards and that the mailing qualifies for the rates and fees claimed; and that the mailing does not contain any matter prohibited by law or postal regulation. I understand that anyone who furnishes false or misleading information on this form or who omits information requested on this form, may be subject to criminal and/or civil penalties, including fines and imprisonment.</p> <p style="text-align: right;"><i>Privacy Notice: For information regarding our Privacy Policy visit www.usps.com.</i></p>		
	Signature of Mailer or Agent	Printed Name of Mailer or Agent Signing Form	Telephone

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			
	Total Postage				
	Check One <input type="checkbox"/> Presort Verification <input type="checkbox"/> Presort Verification <input type="checkbox"/> Not Scheduled <input type="checkbox"/> Performed as Scheduled		Date Mailer Notified	Contact	By (Initials)
	I CERTIFY that this mailing has been inspected concerning: (1) eligibility for postage rates claimed; (2) proper preparation (and presort where required); (3) proper completion of postage statement; and (4) payment of required annual fee.				
Verifying Employee's Signature		Print Verifying Employee's Name		Time AM PM	

Standard Mail EZ — Instructions

Use this form only for nonautomation letters and flats at regular Standard Mail rates.

- STEP 1: Complete the Mailer and Mailing sections.
- STEP 2: Complete the Postage section.
- STEP 3: Select the category (letters or flats) and complete the selected part(s).
- STEP 4: Enter all totals for the postage section. Multiply the rate times the number of pieces. Intermediate postage figures are rounded off to four decimal places for permit imprint mailings and three decimal places for precanceled stamp and metered mailings. Figures on all postage lines except "Total Postage" are considered intermediate postage. Total postage is rounded off to two decimal places.
- STEP 5: Read and sign the Certification section and include your telephone number.