

# Postage Statement - Penalty Permit Imprint

(For Use Only by GPO Contractors at Single Piece Rates)

1. Name and Mailing Address of Agency (Include ZIP Code)				2. Name and Mailing Address of Contractor (Include ZIP Code)				3. Permit Number													
								4. Serial No. (GPO Form 712)													
5. Name and Telephone No. of Agency Employee Most Familiar With the Mailing				6. Name and Telephone No. of Contractor Employee Most Familiar With the Mailing				7. Date & Time Received													
								AM		PM		Mo. Day Year									
8. Number of Sacks, Trays, or Other Containers for Items 14-26 Below				9a. For Mailer's Use				9b. Agency Cost Code				10. ZIP Code of Main Post Office									
Item No.		Sacks		Trays		Other		Item No.		Sacks		Trays		Other		—					
				11. Finance No				12. Name of Post Office Station or Branch				13. Name of Main Post Office and State									

Mailing Class	A Total Pieces	B Total Weight (in pounds)	ITEM	FOR POSTAL SERVICE USE ONLY - WEIGHING SECTION				
				C Total Pieces	D Verified Total Wt. (in pounds)	E Average Weight (in pounds)	F Price (single piece)	G Postage
14. First-Class Mail (13 oz. or less) <sup>1,2</sup>			14.					
15. Priority Mail (up to 20 lbs.) <sup>3</sup>			15.					
16. Priority Mail (Over 20 lbs. to 35 lbs.) <sup>3</sup>			16.					
17. Priority Mail (Over 35 lbs. to 50 lbs.) <sup>3</sup>			17.					
18. Priority Mail (Over 50 lbs. to 70 lbs.) <sup>3</sup>			18.					
19. Parcel Post (1 lb. to 20 lbs.)			19.					
20. Parcel Post (Over 20 lbs. to 35 lbs.)			20.					
21. Parcel Post (Over 35 lbs. to 50 lbs.)			21.					
22. Parcel Post (Over 50 lbs. to 70 lbs.)			22.					
23. First-Class Mail International			23.					
24.*			24.					
25.*			25.					
26.*			26.					
27. Totals			27.				Total Postage	

<p>1. Do not report postcard price pieces in this item. Write in "First-Class Mail Postcards" in items 24, 25, or 26.</p> <p>2. Do not report pieces subject to the nonmachinable surcharge in line 14. Write in "First-Class Mail Nonmachinable" in line 24, 25, or 26.</p> <p>3. Use dimensional weight or physical weight, whichever is greater.</p> <p>*Media Mail, Bound Printed Matter, and Extra Services, may also be recorded in items 24, 25, or 26. Parcel Select discounted price mail must not be claimed on this form.</p>	<p>28. Comments</p> <hr/> <p>29. Signature of Contractor</p>	<p>30. Signature of Weigher. I certify that this mailing has been weighed and examined to verify preparation.</p>
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Willful entry of false, fictitious or fraudulent statement or representation is punishable by fine up to \$10,000 or imprisonment up to 5 years or both (18 USC 1001).

## Instructions

This form may be used only for single-piece price mailings containing at least 200 pieces or 50 pounds. Mailings not meeting these requirements must be prepared with penalty postage meters, penalty mail stamps, or have postage affixed by the contractor. Contractor - Complete unshaded portions of the form as indicated below:

**Item 1** - Enter the agency name and mailing address, including ZIP Code.

**Item 2** - Enter the contractor name and address, including the ZIP Code.

**Item 3** - Enter the permit imprint number of the agency.

**Item 4** - Enter the serial number shown on the GPO Form 712 submitted with the mailing.

**Item 5** - Enter the name and telephone number, including area code, of the agency employee to be contacted in the event there is a problem with the mailing.

**Item 6** - Enter the name and telephone number, including area code, of the contractor employee to be contacted in the event there is a problem with the mailing.

**Item 7** - Enter the Month, Day (2 digits each), Year (4 digits), and time received.

**Item 8** - Show the number of sacks, trays, or other containers used for each mail category that you report in items 14 - 26.

**Item 9a** - For mailer's use if desired.

**Item 9b** - Must be entered by contractor, if supplied by agency.

**Item 10** - Enter the ZIP Code of the Post Office receiving the mailing.

**Item 11** - Enter the finance number of the Post Office receiving the mailing.

**Item 12** - Enter the Post Office station or branch name.

**Item 13** - Enter the name of the main Post Office and State.

**Items 14-26** - The mailing must be physically segregated by these price and weight categories upon presentation to the Post Office acceptance unit. The class of mail shown in the permit imprint on the pieces submitted must correspond to the class of mail reported on this form.

**Column A** - Enter the total number of pieces in the corresponding row for each price category (and where applicable, for each weight category within a price).

**Column B** - Enter the total weight of the pieces.

**Acceptance Unit** - NOTE: Make a second copy of Form 3602-G. As use of Form 3602-G is limited to mailings made by GPO contractors, do not accept mailings on this form unless accompanied by a GPO Form 712.

**Acceptance Unit - Complete shaded portions of the form as follows:**

1) Find the verified total weight of the first category of mail reported in items 14 through 26 by weighing the group of pieces in bulk and subtracting the tare weight. The weight must be recorded in pounds carried out to two decimal places.

2) If the pieces are of identical weight, verify the number of pieces in the category (find the average weight of a single piece and divide the total verified weight by the average weight of a single piece). If the pieces are nonidentical in weight, use the number of pieces reported by the mailer.

3) Divide the verified total weight by the number of pieces to find the average weight. The average weight must be recorded in pounds carried out to four decimal places.

**Column C, D, and E** -

4) Enter the number of pieces, verified total weight, and average weight in columns C, D, and E, respectively, on the proper line (items 14-26). The proper line item is determined by the class of mail at which the pieces are endorsed, the average weight, and in some instances by the size of the piece.

**Note:** If the mail is not eligible for the class of mail shown in the permit imprint by virtue of weight or other considerations, reject the mailing.

5) Repeat steps 1 through 4 for each category of mail reported by the contractor in items 14-26.

**Column F** - In each category, enter the appropriate single-piece price for a piece having the weight shown in the average weight column (Column E). For zone-rated categories, use Zone 5 when determining the appropriate prices.

**Column G** - For each category, multiply the total number of pieces (Column C) by the piece price (Column F) and enter the Postage in Column G.

**Item 27** - Enter the sum of column A and the sum of column B. Enter the totals of columns C, D, and G.

**Item 28** - Comments.

**Item 29** - Self-explanatory.

**Item 30** - Self-explanatory.

### Conversion Table

Ounces		Pounds	Ounces		Pounds
1	=	.0625	9	=	.5625
2	=	.1250	10	=	.6250
3	=	.1875	11	=	.6875
4	=	.2500	12	=	.7500
5	=	.3125	13	=	.8125
6	=	.3750	14	=	.8750
7	=	.4375	15	=	.9375
8	=	.5000	16	=	1.0000