

# Mailers. Companion



JULY 2001

## Two-Year Experiment for Presorted Priority Mail Discounts

On March 7, 2001, the Postal Service filed a request with the Postal Rate Commission (PRC) requesting experimental classifications and discounted rates for presorted Priority Mail. On May 25, 2001, the PRC issued a favorable Opinion and Recommended Decision. The Postal Service Governors approved that action on June 4, 2001. The experiment will begin July 15, 2001, and will be conducted for two years. Participation in the first year of the experiment will be limited to approximately ten locations.

The purpose of the experiment is to measure the costs associated with mailer sortation and to determine if incentives provided by the discount structure are attractive and beneficial to the mailing community.

The experimental rates include discounts for three presort levels: ADC (Area Distribution Center — a mail processing facility that represents a state or a large portion of a state), 3-digit ZIP Code prefixes, and 5-digit ZIP Code sorts.

“We are seeking to make Priority Mail more affordable and offer our customers more options and greater value,” noted John F. Kelly, President, Expedited/Package Services, at the time of filing with the PRC.

In order to receive the discounts, mailers must meet certain containerization and data collection requirements. The containerization and preparation requirements may vary by mailer location.

### ***Here’s How Mailers Can Participate in the Presorted Priority Mail Experiment***

Mailers who wish to participate in this experiment may choose from among three presort levels and corresponding per-piece discounts as follows:

Presort Level	Per-Piece Discount
Area Distribution Center (ADC)	\$0.12
3-Digit	\$0.16
5-Digit	\$0.25

*Discounts apply equally to letters/flats, parcels, and outside parcels*

Mailers also may choose from among three presort options. Letters/flats in trays, parcels, and outside parcels may be combined in the same container at the 5-digit levels. Letters/flats in trays and parcels in sacks may be

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## Here's How Mailers Can Participate in Presorted Priority Mail Experiment

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combined in the same container at the ADC and 3-digit levels. Overflow trays/sacks are not permitted.

Each mailing must contain a minimum of either 300 pieces or 500 pounds. Residual pieces are included in the minimum volume requirement.

The Postal Service will work with each participant to determine the best containerization and preparation requirements, which could vary based on mailer's geographical location and mail densities.

Specific presort minimums were published in the *Federal Register Notice* dated June 22, 2001. A copy of this can be found on the Internet at <http://ribbs.usps.gov>.

As selection criteria for the experiment, the Postal Service will seek mailers of diverse size, location, and mail characteristics.

Mailers should be prepared to work with postal personnel from Business Mail Acceptance and Transportation Network Specialists to coordinate mail preparation and containerization changes. The Postal Service prefers mailers who will present Presorted Priority Mail mailings on a regular and continuing basis.

A Postal Service team has been coordinated to oversee the experiment. All decisions of the team are final. Mailers selected for participation will be required to abide by the terms of a Presorted Priority Mail Experiment Service Agreement. Existing Priority Mail classifications will remain unchanged.

Mailers who wish to participate in this experiment should contact the Manager of Mail Preparation and Standards via one of the following methods:

- Email to [ssuggs@email.usps.gov](mailto:ssuggs@email.usps.gov)
- Fax it to (703) 292-4058
- Mail it to:

MAIL PREPARATION AND  
STANDARDS  
US POSTAL SERVICE  
1735 N LYNN ST ROOM 3025  
ARLINGTON, VA 22209-6038

### PRESORTED PRIORITY MAIL EXPERIMENT APPLICATION

1. **Company Name:** \_\_\_\_\_
2. **Address:** \_\_\_\_\_
3. **City, State, ZIP Code:** \_\_\_\_\_
4. **Permit number (meter or permit imprint):** \_\_\_\_\_
5. **Contact:** \_\_\_\_\_
6. **Phone:** \_\_\_\_\_
7. **E-mail address:** \_\_\_\_\_
8. **Planned USPS mail entry locations:** \_\_\_\_\_
9. **Plant load or BME entry office(s):** \_\_\_\_\_
10. **Types of containers:** \_\_\_\_\_
11. **Processing categories:**    \_\_\_ Flats/Letters  
  \_\_\_ Parcels (excluding "Outsides")  
  \_\_\_ Outside Parcels
12. **Estimated number of presorted Priority Mail mailings per year/per entry location:** \_\_\_\_\_
13. **Estimated presorted Priority Mail volume (pieces) each quarter/per entry location:**  
                                  \_\_\_ Jan-Mar                                    \_\_\_ July-Sept  
                                  \_\_\_ April-May                                    \_\_\_ Oct-Dec
14. **Estimated total weight per mailing by entry point:** \_\_\_\_\_
15. **Estimated total pieces per mailing by entry point:** \_\_\_\_\_
16. **Estimated number of containers per mailing by entry point:** \_\_\_\_\_
17. **Level (s) of presort:**    \_\_\_ ADC    \_\_\_ 5-Digit    \_\_\_ 3-Digit

Application is available online at <http://ribbs.usps.gov>.

— Expedited/Package Services  
— Mail Preparation and Standards

# Postal Service Ceremony Dedicates Nation's Largest Electric Delivery Fleet

With the flip of a switch and the turn of a key, 15 electric delivery vehicles roared to life before a crowd in Sacramento, California at the dedication of 500 Postal electric vehicles, the largest pollution-free electric vehicle delivery fleet in the nation.

A special ceremony was held on the steps of the California State Capitol on April 19 and featured special speakers, a postmarked envelope commemorating the occasion, and a chance to drive one of the vehicles.

Postal Service Manager of Environmental Management Policy, Dennis Baca, said, "These electric delivery vehicles we are dedicating today are amazing. They are quiet,

pollution-free, require less maintenance than gasoline-powered

engines, and they charge at night when demand for electricity is low."

— *Environmental Management Policy*



**The Postal Service is deploying 500 Postal electric vehicles — the largest pollution-free electric vehicle delivery fleet in the nation.**

## What's Your Shipping Solution?

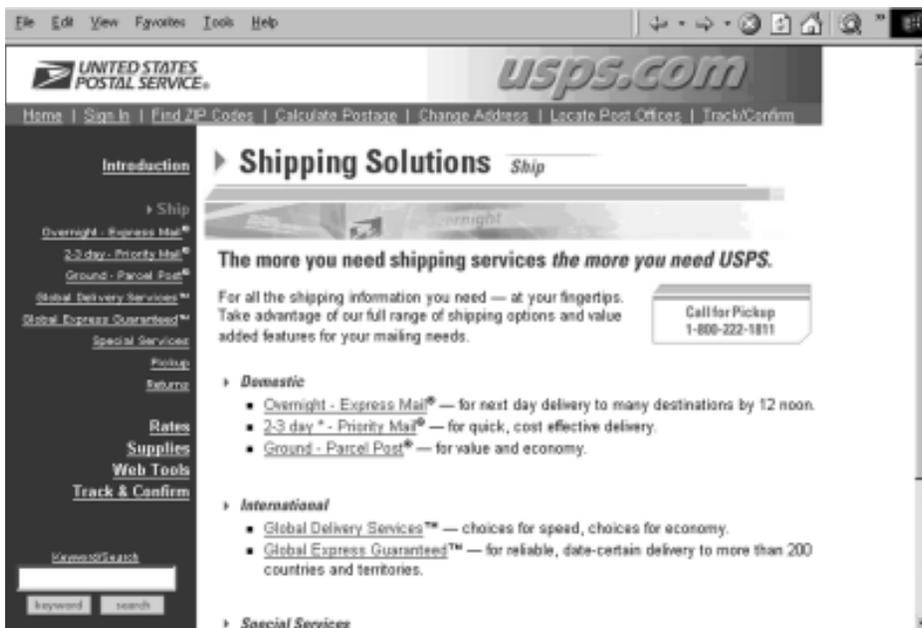
*Easy-to-Navigate Web Site Links Customers To Landing Page for all Their Shipping Needs*

Package mailers have a new landing page at [www.usps.com](http://www.usps.com) for all their shipping needs. An easy-to-navigate site has been created in response to small-business focus groups.

"The information that package customers need is now in one place," said John Kelly, vice president of Expedited/Package Services, who added that the new *Shipping Solutions* site is the first step toward a "robust and transactional" Web site.

*Shipping Solutions* can be found by clicking on "Shipping" in the left blue navigation bar on the [usps.com](http://www.usps.com) home page. The site allows customers to access information on a full range of domestic and international shipping options.

The site also has a link to the rate calculator, directions on how to order shipping supplies online, and a list of Web tools designed to help customers ship merchandise more efficiently.



**Shipping Solutions Web site at [www.usps.com](http://www.usps.com)**

"This Web site takes the mystery out of where to find shipping information," Kelly added, "and is one

that our customers will find gets even better over time."

— *Expedited/Package Services*

# Pilot Test is Underway for Priority Mail with Delivery Confirmation Drop Shipments

Two years ago, Delivery Confirmation became available for Priority Mail and ground parcels. That service provided customers with easy-to-access delivery information at a low cost.

A pilot test is now underway for a new service that extends Delivery Confirmation to Priority Mail drop shipments.

A new Tag 161 has been created for mailers who want to use Priority Mail drop shipment with Delivery Confirmation.

Mailers generate a shipping label, which contains a unique Delivery Confirmation barcode, then attach this label to one side of the green Tag 161.

When the Priority Mail drop shipment arrives at its destination, Tag 161 is removed so the Delivery Confirmation barcode can be scanned to show the day of arrival.

The "Delivered" scan will reflect the exact day the Priority Mail drop shipment arrived at its destination location. It does not guarantee delivery of the enclosed mailing by a certain day or time.

Data from each Tag 161 will feed into a central database. Mailers can access information on their drop shipments electronically through a file transfer or via the Internet.

The Delivery Confirmation system will provide service performance information for Priority Mail drop shipments that will be valuable to mailers as well as the Postal Service.

Subject to the successful completion of the test, the *Domestic Mail Manual* (DMM) will be updated and the service will become available to all mailers.

For additional information on the pilot test, check out *Postal Bulletin 22052*, issued on June 14.

The pilot test is scheduled to conclude on October 16, 2001. Customers interested in participating in the pilot should contact their Postal Service account manager.

Priority Mail drop shipments allow mailers to use an expedited postal network for transporting presorted bulk mailings to destinating entry offices. First, an acceptance clerk at the origin office must verify the preparation of the presorted mailing and ensure that proper postage is paid. Next, the Postal Service transports and delivers the mailing in Priority Mail sacks to destinating offices within 2-3 days. Last, the mailing is processed at the destinating office to meet its appropriate service commitment.

The largest users of Priority Mail drop shipments are mailers who prepare Standard Mail flats and irregular parcels. However, any class of mail can be transported between domestic postal facilities as a Priority Mail drop shipment.

— Expedited/Package Services



***A new Tag 161 has been created for mailers who want to use Priority Mail drop shipment with Delivery Confirmation***

- ***Mailers will generate a shipping label containing a unique Delivery Confirmation barcode***
- ***The label is attached to one side of the green Tag 161***
- ***When the Priority Mail drop shipment arrives at its destination, TAG 161 is removed so that the Delivery Confirmation barcode can be scanned to show the day of arrival***



# What Makes Pickup Service Different From Collection Service?

## *Understanding the Distinction Can Save Customers Money*

It might surprise you to know that the Postal Service distinguishes between pickup and collection and that understanding the difference can save you money.

Pickup is a fee-based service available for Express Mail (domestic and international), Priority Mail, and single-piece rate Parcel Post. The mail must be prepaid.

Pickup offers both same-day pickup (available only from offices with city delivery) and pickup scheduled for another day.

Collection service, on the other hand, does not carry additional fees for pickup. Collection service usually refers to mail that is deposited in a collection box; however, it is also considered

collection service when customers hand their outgoing mail to a carrier who is performing normal delivery and collection duties.

location. No fee is 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, which are not big enough for medium-size or large packages and which have a limited capacity for medium-to-large volumes of smaller packages.

In addition, the Aviation Mail Security policy (which was established to protect employees, air transportation, and the traveling public) requires that customers directly deposit domestic and Priority Mail service packages weighing 16

ounces or more by handing them to a retail clerk or Postal Service representative or agent.

— *Delivery Policies and Programs*



***The deciding factor between pickup service and collection service, is whether the pickup determines a special trip to the customer's location.***

The deciding factor between pickup service and collection service is whether the pickup requires a special trip to the customer's

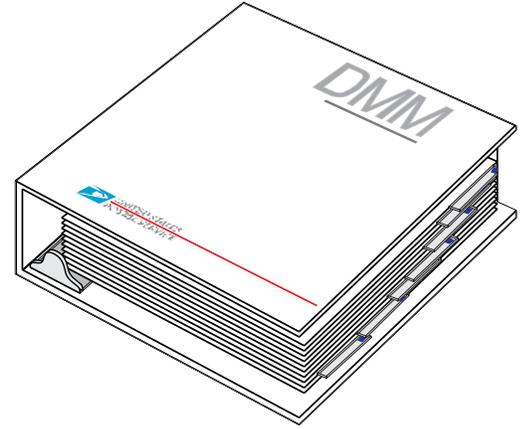
***The table below serves as a reference guide***

<b>Customer Request</b>	<b>Collection Scenario (No pickup fee)</b>	<b>Pickup Scenario (Pickup fee)</b>
Customer requests On-call Pickup Service	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 because of time of day, volume, and/or customer's location, then a fee is charged.
Customer requests Scheduled Pickup Service Or Daily Pickup	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 of the carrier's return, the carrier must collect the mail without a fee.	If the caller's request will require a separate trip, because of 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.

***Note: The preceding scenarios assume that mailpieces are to receive Express Mail, Priority Mail, or single-piece Parcel Post service.***

# Domestic Mail Manual (DMM)

## Announcements, Corrections, Notices, Reminders, Revisions, and Updates



### DMM NOTICE

## Limited Test Period is Extended for Alternative Preparation of Flats

The Postal Service has been partnering with the mailing industry in a limited test of alternative preparation of flats preparation test aimed at collecting data on how flat-sized mailpieces are prepared for processing on the AFSM 100 (an automated flat-sorting machine).

The test, which is limited to Periodicals publications (FSM 881 automation-compatible), was originally scheduled from March 31, 2001, through June 30, 2001. Now the test is extended one month to end on July 31, in order to give the Postal Service time to collect additional data.

All requirements outlined for this test are in *Postal Bulletin 22044* dated February 22, 2001, and will remain in effect during the extended test period.

—Mail Preparation and Standards

### DMM REVISION

## Restrictions Apply to Some Magnetized Mailable Materials



Effective June 14, 2001, the *Domestic Mail Manual* (DMM) has been revised to amend the standards for the mailability of magnetized materials. This amendment aligns the postal standards for magnetized materials with the U.S. Department of Transportation (DOT) regulations in Title 49, Code of Federal Regulations (49 CFR).

A magnetized material is considered a hazardous material and is regulated as a hazard class 9

material when it is offered for transportation by air and when it has a magnetic field strength capable of causing the deviation of aircraft instruments. Any magnetic material with a measurable field strength greater than 0.00525 gauss at 15 feet is prohibited from the mail via air transportation.

An article is not restricted as a magnetized material if the field strength observed at a distance of 7 feet is less than 0.002 gauss or there

is no significant compass deflection (less than 0.5 degree).

Magnetized material is not regulated as a hazardous material when transported via ground transportation.

This change is incorporated into the online DMM available via Postal Explorer at <http://pe.usps.gov>.

—Mail Preparation and Standards

# Optional Endorsement Lines Added for Line-of-Travel

Effective June 14, 2001, the *Domestic Mail Manual* (DMM) has been revised to provide mailers with two new optional endorsement lines (OEL).

The new format options allow mailers to list carrier route line-of-travel (LOT) information for Periodicals and Standard Mail within an OEL. This provides a tool for mailers to check whether their LOT mail is in proper sequence.

LOT sequence is not an exact walk sequence, but a sequence of ZIP+4 codes arranged in the order a route is served by the carrier.

The ZIP+4 groups are sequenced first, then the addresses within each group are identified as being in ascending or descending order.

Accordingly, LOT information consists of a 4-digit numeric LOT number followed by an "A" for ascending order or a "D" indicating descending order.

The Postal Service's LOT product provides mailers with a list of ZIP+4 Codes that each route serves, identifies the order of delivery, and provides an indicator specifying whether the addresses must be sorted in ascending or descending order.

To keep this information current, LOT information must be updated 90 days before the mailing date. A mailer is required to provide the documentation described in

DMM M050.4 to substantiate that the standards for LOT sequencing have been met.

Mailers who wish to include the LOT number within their OEL can use one of the following new formats:

- "CR LOT 1234A\*\*C-001" for Periodicals.
- "ECRLOT 1234A\*\*C-001" for Standard Mail.



***Line-of-Travel (LOT) sequence is not an exact walk sequence, but a sequence of ZIP+4 codes arranged in the order a route is served by the carrier.***

These OEL presort identifications must be preceded by the other information required in M013.2, as applicable. If there is insufficient space within the OEL to include the other information required (e.g., Address Change Service participant code), the OEL format for LOT cannot be used.

These revisions will be incorporated into the online DMM available via the Postal Explorer Web site at <http://pe.usps.gov>.

## Other Available Mailer Tools!

In addition to the new optional endorsement lines (OELs) that may include line-of-travel (LOT) information, a number of other commercial options available to mailers are listed below.

Any of these options could be used or developed by a mailer for the purpose of checking the quality of their LOT information prior to mailing.

The Postal Service does not require the use of any of these options, but does encourage mailers to initiate these on other measures that will improve the quality of their mailings.

✓ **LOT Audit Reports** — Some commercially available software produces reports that can be used by a mailer's production staff to check the proper sequence of LOT pieces prior to mailing.

✓ **Lookup Software** — Soon-to-be-commercially-available program that provides a lookup tool for mailers to validate their LOT information prior to mailing.

✓ **Unique Sequence Numbers** — As part of the production process, mailers can program their systems to print a sequential number on each mailpiece. Then their production staff can use this numbering system to check the LOT information prior to mailing.

✓ **Inline Mailer Software** — Mailers can program their automated production systems to validate LOT information and, if necessary, realign the LOT data into proper sequence prior to production.

— Mail Preparation and Standards

**DMM REMINDER**

# Sequence Firm Packages in Carrier Route Periodicals Mail

A “firm package” of Periodicals is two or more copies for the same address placed in one package. For eligibility and rate purposes, a firm package is counted as a single piece, regardless of the actual number of pieces in that bundle.

This is true for every rate and sort level. For instance, to qualify for the minimum six-piece requirement for carrier route rates, a firm package

must be presented with at least five other single pieces (or five other firm packages, or some combination of both) for that same carrier route.

So how should that mail be sequenced? Basic carrier route rates require that each package be sequenced either in line-of-travel (LOT) or walk sequence. However, it is important to keep the firm package separate from the other mailpieces.

Individual pieces should not be packaged with firm packages because the optional endorsement line or “F” on the top of the firm package directs the Postal Service to deliver the entire package to the single delivery address. If other individual pieces are combined with that firm bundle, there is a possibility that those pieces could be misdelivered.

**Here are some examples to help you package your carrier route mail:**

**If the mail for the carrier route contains...**

<b>6 Firm Packages</b>	<b>3 Firm Packages and 3 Individual Pieces</b>	<b>1 Firm Package and 5 Individual Pieces</b>
<ul style="list-style-type: none"> <li>✓ each package is physically separate</li> <li>✓ there is no sequencing requirement</li> </ul>	<ul style="list-style-type: none"> <li>✓ each firm package is physically separate</li> <li>✓ the 3 individual pieces must be packaged together in LOT or walk sequence</li> </ul>	<ul style="list-style-type: none"> <li>✓ the firm package is physically separate</li> <li>✓ the 5 individual pieces must be packaged together in LOT or walk sequence</li> </ul>

— Mail Preparation and Standards

**DMM REVISION**

# Some Loose Enclosures Are OK at Periodicals Rates



Effective June 14, 2001, the *Domestic Mail Manual* (DMM) C200.1.4b has been revised to amend the standard for loose enclosures at Periodicals rates. The revised standard allows any Periodicals

publication (including publications pending Periodicals as permissible, enclosures, receipts, requests, orders for a subscription, and printed matter (which is part of or accompanied by and related exclusively to a request or

order for a subscription) — provided other products or services are not advertised, promoted, or offered.

— Mail Preparation and Standards

## DMM REMINDER

# Brief Translations Must Accompany Mailpieces Written In Languages Other Than English



Except for Express Mail, Priority Mail and First-Class Mail, mailpieces presented for acceptance are subject to postal inspection. One reason for inspections is to determine if a piece qualifies for the class and rate claimed.

For example, all Standard Mail may be opened and inspected to determine whether it contains material that must be mailed at First-Class Mail rates.

When mailpieces written in a language other than English are presented, it may be difficult to determine whether they are eligible for the rates claimed.

Postal acceptance personnel work closely with mailers to help determine whether a mailpiece qualifies for the class and rates claimed. When an acceptance employee receives mailpieces written in a language other than English, he

or she may request a brief translation if it is suspected that the mailpiece is not eligible for the class and rate claimed.

For Periodicals, *Domestic Mail Manual* E213.1.8 states that for publications printed in a foreign language, a brief translation of the advertising and nonadvertising content must accompany the application for Periodicals mailing privileges.

— *Business Mail Acceptance*

## DMM REVISION

# Parcel Post ZIP Code Changes Made

Effective May 28, 2001, the *Domestic Mail Manual* (DMM) has been revised with the following changes:

- DMM E751, Exhibit 8.0, Parcel Post Zip Code 37625 has been added and mail should now be deposited at the Main Post Office, 111 6<sup>th</sup> Street, Bristol, TN 37621-9998.
- DMM E751, Exhibit 8.0, ZIP Code 15122 has been deleted. The

destination delivery unit (DDU) is now West Mifflin, 500 Regis Avenue, Pittsburgh, PA 15236- 9998. The DDU is now consistent with the facility associated with the 5-digit ZIP Code as listed in the AIS Drop Shipment Product.

- DMM E751 Exhibit 7.0 has been revised to add a ZIP Code for Parcel Select DDU discounts. In order to qualify for DDU rates,

Parcel Post for ZIP Code 34482 should now be deposited at the Paddock Branch, 4545 SW 60<sup>th</sup> Avenue, Ocala, FL 34474.

These revisions are incorporated into the online DMM available via Postal Explorer at <http://pe.usps.gov>.

— *Operational Requirements*

# New Guidelines for Shipping Labels

Effective April 5, 2001, *Domestic Mail Manual* (DMM) E120.1.4, M012.3.1, S918.3.3, and Exhibit S918.2.1c have been revised, and Exhibits E120.1.4, M012.3.1, and S918.3.3 have been added to reflect the standard guidelines for creating package shipping labels.

These guidelines identify the requirements and specifications that customers must consider in designing their shipping labels.

## Priority Mail Service Indicator —

If shipping address labels are used, it is recommended that they contain the Priority Mail service indicator, which is composed of the service icon and service banner. The service icon should appear in a one-inch square in the upper left corner of the shipping label. The letter “P” must be printed inside the one-inch

square with a height of 0.75 inches (¾-inch) or greater. A minimum ¾-point line must border the one-inch square.

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.

**Package Service Indicators —** The basic required marking may be printed on the shipping address label as service indicators composed of a service icon and service banner.



The service icon that will identify all Package Services subclasses will be 1-inch solid black square. If the service icon is used, it must appear in the upper left corner of the shipping label.

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.

**Privately Printed Label —** Mailers may use one of three Delivery Confirmation label options. 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.”

## Printing —

Each barcoded label must bear a unique Delivery Confirmation PIC barcode. The text “USPS Delivery Confirmation” (if using retail service option, or “e/USPS DELIVERY CONFIRMATION” (if using electronic service option, and the postage is evident on the mailpiece) must be printed between 1/8-inch and ½-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.

Human-readable characters that represent the barcode ID must be printed between 1/8-inch and ½-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 0.13 inch, but no more than 0.21 inch. All bars must be at least ¾-inch high. Minimum 1/16-inch bold bars must appear between 1/8-inch and ½-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 at least the length of the barcode. Only information relating to Delivery Confirmation and/or other

special services can be placed between these lines. Mailers will be required to comply with the Delivery Confirmation changes by October 5, 2001.

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>.

— Expedited/Package Services



# International Mail Manual (IMM) Revisions and Updates



## Prohibitions for New Zealand and Ukraine

Effective April 5, 2001, the *International Mail Manual (IMM)* has been revised to reflect the following country prohibitions:

**New Zealand**— The mailing of bank notes, coins, and other forms of currency in registered letter-post items, insured parcels, and Express Mail International Service (EMS) shipments, is prohibited.

**Ukraine**— The mailing of prescription narcotics and psychotropic drugs to Ukraine is prohibited.

## Recorded Delivery Service to Rise

Effective July 1, 2001, the fee for international recorded delivery service will be changed from \$1.90 to \$2.10.

Recorded delivery service is not available to all countries, so please refer to the Individual Country Listings in the *International Mail Manual (IMM)* for service availability.

This change will be incorporated into the online versions of the IMM and Publication 51, both of which can be accessed via Postal Explorer at <http://pe.usps.gov>.

### **Corrections to Pub. 51 — Mailing to Andorra and Finland**

The Country Listing in Publication 51, *International Postal Rates and Fees*, gives an incorrect rate group for Andorra and Finland. Airmail and economy (surface) letter-post items mailed to these countries are subject to rate group three postage rates.

In addition, the entry for Finland is further corrected to reflect that the maximum weight for Global Express Mail (EMS) items is 70 pounds.

These corrections will be incorporated into the next printed version of Publication 51 and the online version, which can be accessed via the Postal Explorer Web site <http://pe.usps.gov>.

## Insurance Limits Increased For Parcels Mailed to The Republic of Georgia

Effective April 5, 2001, the Individual Country Listing for the Republic of Georgia in the 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 the Postal Explorer Web site at <http://pe.usps.gov>.

— *International Business*

The revised insurance fees are as follows:

<b>Insured Amount not more than</b>	<b>Fee</b>
\$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
\$1,000	\$11.60
\$1,100	\$12.60
\$1,200	\$13.60
\$1,300	\$14.60
\$1,350	\$15.60

# New PMG Says USPS Must Keep Its Focus on Service, Service, Service!

During a ceremony on June 4, Jack Potter became the first Postmaster General to take the oath of office in the 21<sup>st</sup> century. "We have to keep our focus on service, service, service," the new PMG said in his inaugural speech.

Potter said service is the heart of the Postal Service. "That's what we promise and that's what we have to deliver."

As for costs, Potter said customers are facing the same tough economy as the Postal Service: "We have to show

them that we're doing everything possible to hold down our costs—and theirs." And on reform, Potter said, "Working with all of our stakeholders, we have to reach consensus on the changes that will keep the Postal Service strong for many years to come."

## Subscription Form

You can subscribe, change address information, or cancel subscription one of three ways:

- Email it to [mncsc@email.usps.gov](mailto:mncsc@email.usps.gov)
- Fax it to (901) 681-4542
- Mail it to:

**MAILERS COMPANION**  
DATA ENTRY  
US POSTAL SERVICE  
6060 PRIMACY PKWY STE 201  
MEMPHIS TN 38188-0001

- Subscribe  
 Change Address Information\*  
 Cancel Subscription

X \_\_\_\_\_  
Name

\_\_\_\_\_

Title

\_\_\_\_\_

Company Name

\_\_\_\_\_

Delivery Address

\_\_\_\_\_

City State ZIP+4

\* Clip and enclose a complete address block from the back of your *Companion* — or enclose at least the long number at the top (such as "1234 5678 9012 3456").

**MAILERS COMPANION**  
DATA ENTRY  
US POSTAL SERVICE  
6060 PRIMACY PKWY STE 201  
MEMPHIS TN 38188-0001

PRSR STD  
POSTAGE & FEES  
PAID  
USPS  
PERMIT NO. G-10

**CHANGE SERVICE REQUESTED**