

Mailers. Companion



DECEMBER 2002

USPS Provided Opportunity to Stabilize Postage Rates to 2006

USPS retirement determined to be almost fully funded.

In comments at the Postal Service's November Board of Governors meeting, Postmaster General John E. Potter said a new financial analysis of the Postal Service portion of the federal government's retirement fund disclosed that postal payments have almost fully funded all future retirement obligations for its employees and retirees enrolled in the Civil Service Retirement System (CSRS). Potter said the financial analysis was made by actuaries and others at the Office of Personnel Management (OPM) and validated by subsequent Office of Management and Budget (OMB) and Department of Treasury reviews.

The actuarial review, according to Potter, provides new assurance that the Postal Service will be able to close the gap between its total CSRS retirement obligation and the amount already funded. The Postal Service makes an annual payment for this obligation as calculated and directed by OPM.

Prior to this review, and based on current federal statutes, the Postal Service maintains a deferred liability of \$32 billion to reflect the retirement obligation and makes annual payments budgeted to fund the liability over 15 or 30 years.

The new analysis, based on postal CSRS participant data, shows that the funding gap is only \$5 billion. However, new legislation will be necessary to effect the results of this new analysis.

According to Potter, the actuarial review, which was based on actual and projected outlays for postal retirees as well as the postal payments into the fund since 1971, may allow the Postal Service to:

- reduce deferred retirement liability for CSRS to about \$5 billion;
- dynamically pay any further retirement liabilities for current employees in CSRS in the same way that postal employee retirement costs under the newer Federal Employee Retirement System (FERS) are presently fully funded;
- increase the amount available for debt reduction in fiscal year 2003 from \$800 million to more than \$3 billion; and,
- stabilize current postage rates to 2006 (previously, postal officials said another general rate hike would be required in 2004).

The new financial analysis has no impact on current postal employee retirement contributions or future benefits, nor does it affect current CSRS postal retiree annuities.

"All these positive financial outcomes for our ratepayers depend on statutory change," said Potter, who indicated that OPM drafted such a legislative change and sent it to OMB. He believes the Administration will support the change, and OMB, OPM, and Department of the Treasury have offered their support to brief lawmakers on Capitol Hill.

"A lot of credit goes to OPM Director Kay Coles James and OMB Director Mitch Daniels and their staffs," continued Potter. "Both understand the long-term financial challenge the Postal Service faces and approach the issue of postal retirement liabilities with a fresh perspective and open mind as part of our Transformation Plan activities."

Said Potter, "I admire their courage and professionalism in surfacing the issue as quickly as they did. It enables the governors of the Postal Service and management to look at rapidly approaching ratemaking decisions in a new light if the legislation is enacted in the near future."

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Potter also sent a strong message that the positive postal financial news of recent months and today's news do not in any way obviate the fundamental flaws in the Postal Service business model under the 30-year-old Postal Reorganization Act. For a number of years, postal management has underscored that, for universal service as it exists today to continue at affordable levels for consumers and businesses, a fresh look at the laws structuring the Postal Service is required.

With legislative change on the current funding of the retirement provision, Potter said the Postal Service will be able to extend the rate cycle and provide customers with a "dividend" they deserve. "Customers will be able to focus on growing their use of the mail," he said.

"No one should be lulled into a sense of complacency that all is right with the nation's postal system," said Potter. "That's simply not true."

"The nation still faces a long-term challenge to continue postal services

to everyone, everywhere while financing the costs of our growing nationwide delivery network," said Potter. "We want to do it as we have for the past 20 years — through postal revenues and without tax dollars."

Robert Rider, chairman of the Presidentially appointed Board of Governors of the Postal Service, underscored the Postmaster General's message. He noted that the Board remains fully committed to the need for long-term postal reform and "welcomes any effort to examine and make recommendations for the Postal Service's long-term future."

Rider said the governors will continue their work with lawmakers on Capitol Hill to bring about constructive

and progressive legislation in the near term and to work with a Presidential Commission should one be named.

Potter also said he would maintain management's focus on providing excellent service, increasing productivity, continuing smart cost-cutting activities, and streamlining postal operations through the use of existing technologies.

"I remain committed to the Postal Service's Transformation Plan commitment of taking \$5 billion out of our operating expenses through 2006, over and above the savings we expect to realize by implementing the legislative changes connected with our CSRS funding," he said.

USPTO Implements Trademark Postal System (TPostal)

Government agency develops a more efficient and cost effective bulk mailing system in cooperation with the U.S. Postal Service

The Department of Commerce's United States Patent and Trademark Office (USPTO) recently implemented a new electronic bulk mailing system in cooperation with the USPS. The Trademark Postal System, or TPostal, uses USPS's NetPost Mailing Online service to process trademark bulk mail. The USPTO is the first federal agency to take advantage of the faster, more efficient electronic service.

The economic importance of trademarks is greater today than ever before. Information regarding the status of a registration must be provided to the owner accurately and quickly. Working in cooperation with the Postal Service, the USPTO was able to develop a faster, less expensive, fully automated system to generate and send bulk mail to its trademark customers. Information is sent to the USPS Web site at www.usps.com for printing, stamping, and mailing within 24 hours of receipt. By using standard postcards rather than windowed letters, the labor, materials, and postage costs are reduced significantly.

"Electronic government is a cornerstone of the President's Management Agenda. This enhancement to our trademark processing system is another step closer to our goal of a fully electronic trademark operation by the end of this fiscal year," noted James E. Rogan, Under Secretary of Commerce for Intellectual Property. "This cooperation between the USPTO and the USPS marks a new era in interagency cooperation and extending the benefits of e-commerce to customers."

"The USPS is working hard to offer products and services that meet the changing needs of all of our customers across the country, whether they are consumers, business owners, or government agencies," said Deputy Postmaster General John M. Nolan. "We are pleased that the Patent and Trademark Office has found our NetPost Mailing Online service so beneficial."

Last October, electronic filing of trademark applications exceeded paper filing for the first time. Fifty-two percent were filed electronically and 48 percent were filed on paper.



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Steve Kearney
Vice President
Pricing & Classification

Connie Totten-Oldham
Manager
Implementation & Outreach

John Nagla
Editor
1735 NORTH LYNN ST RM 3028
ARLINGTON VA 22209-6039

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Confirm Flat Scan Rate Issues

Customers report they typically receive scan records for less than 60 percent of their PLANET-coded flat mailpieces. USPS analysis largely attributes this to the following reasons:

1. A notable amount of flat mail bypasses processing equipment and does not get scanned. The USPS does not process flat-size mail on automated equipment for five-digit ZIP Codes that have less than 10 carrier routes, or that do not have sufficient densities to meet automation processing thresholds, or that cannot be processed with automation to meet delivery schedule windows. In these situations, the standard operating procedure in the field is to send five-digit bundles directly to the delivery units. It should be noted that all carrier route bundles always bypass automation and therefore would not receive scans.
2. A number of smaller plants do not have automated flats equipment. Three-digit and five-digit presorted mail for their service areas will not be scanned. Most basic presorted mail for these areas will receive an upstream scan.

The Confirm service is only relevant for automation-rate flat mailings. The table below uses national average data and arrives at an expected scan rate for automation flats that is close to the 60 percent rate reported by mailers.

For individual mailings, however, the expected scan rate will depend on destination area and on the percentage of the mailing that is five-digit presorted. For some mailings

the expected scan rate could be 80 percent or more, while for others it could be substantially below 60 percent.

To enable mailers to predict and evaluate scan rates for their individual mailings (or for ZIP Code areas), the USPS is providing location-specific information on the Confirm Web site www.planetcodes.com. These are the most current lists developed, based upon equipment placement and sort plans. These lists will be updated periodically, so please reference the Confirm Web site for the latest lists:

- A list of five-digit ZIP Codes for which five-digit presorted mail is typically not processed on automated flat sorting equipment. This list is available under hyperlink [Non-automation 5-Digit](#).
- A list of sectional center facilities (SCFs) that do not have automated flat sorting equipment. This list is available under hyperlink [Non-automated SCF](#).
- The automation equipment inventory list describing the inventory of AFSM-100, FSM-1000, and FSM-881 machines across the nation. This list is available under hyperlink [Flat Automation Equipment Inventory](#).

With this information, both mailers and the USPS will be better able to evaluate whether the scan rate for a particular mailing or area is about what would be expected or sufficiently below expectations to indicate a need for further investigation.

To ensure accuracy, please report any anomalies noted in the lists to the National Customer Support Center at 1-800-238-3150.

Confirm Flats Approximate Maximum Scan Rates

Volume of Flats (000s)	Automation			Nonautomation			Carrier Route Flats	Confirm Eligible (Auto Flats)	Total Flats
	Basic*	3-digit	5-digit	Basic*	3-digit	5-digit			
First-Class Workshare	141,271	63,015	515,103	236,619				719,389	956,008
Regular Periodicals	121,187	941,806	1,973,966	349,332	286,915	189,765	2,818,180	3,036,959	6,681,152
Nonprofit Periodicals	20,538	152,229	414,065	81,311	79,465	49,961	1,051,205	586,832	1,848,774
Standard Regular	420,074	3,758,031	8,589,745	790,076	629,237	790,915	23,550,258	12,767,850	38,528,336
Standard Nonprofit	134,895	635,717	948,292	149,664	33,934	140,005	1,623,826	1,718,904	3,666,333
Totals	837,965	5,550,798	12,441,171	1,607,002	1,029,552	1,170,646	29,043,469	18,829,934	51,680,603

Only Automation Flats Are Eligible for Confirm

	Auto Flats Distributed in Automated Facilities			Potential Scans	As % of Eligible Pcs
	Basic*	3-digit	5-digit		
First-Class Workshare	137,033	54,823	257,552	449,407	62%
Regular Periodicals	117,551	819,371	986,983	1,923,906	63%
Nonprofit Periodicals	19,922	132,439	207,033	359,394	61%
Standard Regular	407,472	3,269,487	4,294,872	7,971,831	62%
Standard Nonprofit	130,848	553,073	474,146	1,158,068	67%
Totals	812,826	4,829,194	6,220,585	11,862,606	63%

National Average Percentages of Automation Flats that Bypass Automation**
3%
13%
50%

*This category includes ADC and Mixed-ADC preparations

**More precisely, the percentages of volume that undergo piece-distribution in facilities having no flats-automation equipment; there may be some manual distribution even in automated facilities. All but 3% of Basic presort is distributed in ADCs (100% automation-equipped) and should get at least that initial scan. Initial distribution of 3-digit presort occurs in SCF-level facilities, and the estimated 13% of 3-digit volume destined in non-automated SCFs will get no scans. Similarly, about 50% of 5-digit presort volume goes to delivery units for piece-distribution and will get no scans.

Volume by presort level from PRC R2001-1 App.G (TYAR 2003); flats percent of First-Class nonauto presort from FY2000 RPW data; 3/5 split in Standard from 1996 Mail Characteristics Study.

USPS Outreach Holiday Mailing Reminders

Wrap it Right for the Holidays

Each year, more packages are sent through the mail during the holiday season than any other period. Careless or improper packaging can cause some mailpieces to arrive in poor condition. The U.S. Postal Service offers the following packaging tips to help holiday parcels arrive on time and in one piece.

Choose a container with care. Whether it's a box, tube, or padded envelope, make sure the container is sturdy enough to handle its contents. If a container is reused, make sure it hasn't already made one too many trips to go the distance. If you don't have a container you can trust, check the local post office for packaging products designed for safe delivery.

Package your parcels properly. Make sure to cushion the contents well. Using polystyrene "peanuts" or bubble wrap will prevent damage to the package's contents. Shredded or rolled newspaper also can be used as cushioning material.

Once a parcel is packaged, seal it tightly with reinforced tape. Masking and transparent tapes are not sturdy enough to do the job.

Check your post office, office supply, or discount department store for tape that will do the trick. Do not use twine or cord to seal your package, and don't wrap your packages in brown paper. These items tend to catch in mail processing equipment.

Pay attention to addressing. Write the complete address clearly on the outside of the package. What constitutes a complete address? The recipient's name, street address (including apartment number), city, state, and correct ZIP Code are all needed to ensure a problem-free delivery. Carefully print the address, and don't use a pen with water-soluble ink, just in case the package runs into wet weather somewhere along the way. If the package is fragile, mark it so. Make sure to include a return address. And, just to be on the safe side, include a slip of paper on the inside of the parcel with the delivery and return address.

Mail your package on time. No matter how well it's wrapped, it's just not the same if a gift is late. Be sure to mail packages as early in the season as possible. When mailing, consider using Priority Mail, which generally provides service within 2 to 3 days. And if time is really getting tight, consider using the Postal Service's fastest service. Express Mail offers next-day delivery by noon to many destinations, and is delivered 365 days a year including Saturday and, in most major cities Sunday or holidays. There is no additional charge for weekend or holiday delivery.

The Postal Store — Open 24/7 for Your Convenience

Shopping, shopping, shopping — any time of day, any day of the week, and any week of the year — all in the comfort of your own home. While you can call 1-800-ASK-USPS to locate the postal store nearest you, the Internet has brought shopping convenience to consumers of many products and services, including postal products and services.

Whether it's business or personal packaging products, or stamps, they're just a click away. The USPS Web site at www.usps.com offers a variety of mailing and gifts items.

Type in the search word "Postal Store" to gain access to the easiest way to shop at the post office.

You can order free packaging supplies such as envelopes, labels, tape, and boxes for Priority Mail, Express Mail, Global Priority Mail, Global Express Mail, and Global Express Guaranteed services. In addition, many forms such as receipt for certified mail, Signature Confirmation, Delivery Confirmation, and several customs forms are available at the Postal Store.

Whether you are a stamp user or a stamp collector, the Postal Store has stamps, stamp products such as frame sets, information on future stamp releases and past issues, listings of philatelic centers, listings of free philatelic periodicals, and other information. A listing of foreign postal administrations also is provided, with direct links to these organizations for philatelists collecting international stamps.

You can let your fingers do the walking and shop to your heart's content at the Postal Store.



Mailing HAZMAT

'Tis the season... to make this the safest and most successful holiday season ever for the Postal Service.

With the busy holidays upon us, it is important to take a moment to reinforce some important points regarding hazardous materials (HAZMAT) that can be found in the mail, especially at this time.

Customers rely on the Postal Service to safely and efficiently deliver their gifts to friends, business associates, and loved ones during this season and also to return packages after the holidays.

Acceptance employees are required to ask the question "Does your parcel contain anything liquid, fragile, perishable, or potentially hazardous?"

During this festive and giving period the Postal Service handles an additional 20 billion pieces of parcels. While the vast majority of these packages contain nondangerous items, there is a small amount that has the potential to contain a material that may cause harm to employees and disrupt operations. When a parcel contains a hazardous material that is improperly packaged or nonmailable, it is a concern to everyone.

It is always important to remember that hazardous materials can be found in a wide variety of common household and consumer products. Hazardous materials can be found in:

- Aerosol products.
- Alcohol-based products (perfumes, cleaners).
- Paint products.
- Products with flammable, toxic, or corrosive characteristics.
- Parcels bearing an ORM-D or ORM-D-Air marking (see Example A).
- Food shipments preserved with dry ice that bear a DOT hazard class 9 label (see Example B).

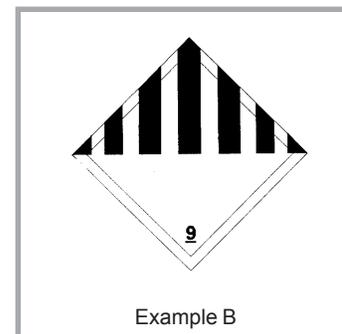
Some items are not outwardly hazardous, but when packaged improperly can be mistaken for a dangerous item. Electronic toys and games, for instance, when shipped with the batteries in place can cause concern and disrupt operations.

Postal Service employees are required to assume that markings or labels present on parcels indicate the actual contents of the parcel. It is acceptable to reuse boxes for mail shipments provided that the mailer has removed or completely obliterated all former hazardous materials package markings and labels. Merely crossing out a label or marking or writing the current contents on a box is insufficient to allow mailing. The former markings and labels must be completely blotted out.

Proper packaging and labeling of hazardous materials is the responsibility of the mailer.



Example A



Example B

Questions regarding the mailability of any material should be directed to the local post office or manager of business mail entry. Packaging and labeling requirements for hazardous materials can be found in the following USPS documents:

- *Domestic Mail Manual C023.*
- *Publication 52, Hazardous, Restricted, and Perishable Mail.*
- *International Mail Manual (IMM).*

MANY OFFICES OPEN SUNDAYS

Many post offices will stay open late and be open Sundays to handle the blizzard of 20 billion pieces of mail this holiday season. While this year's holiday shopping window between Thanksgiving and Christmas is six days shorter than last year, Chief Operating Officer Pat Donahoe said this year's volume is expected to remain about the same as last year. This year's busiest mailing day is projected to be Monday, December 16, with 850 million of pieces of mail entering the system. Two days later, Wednesday, December 18, will be the busiest delivery day.

During the two weeks prior to Christmas, the National and Area Operations Center network operates around the clock. The network shares information on operations and mail flow between mail processing and distribution centers and with major mailing customers. To move the large holiday volumes, the Postal Service has printed 2.85 billion holiday stamps. It also expanded retail and logistical operations.

In addition to 38,000 post offices, stamps are now available at more than 60,000 drug stores and supermarkets. These locations are identified by a "Buy Stamps Here" decal. Stamps can also be purchased at 17,000 ATMs.

Domestic Mail Manual



The following announcements, reminders, and revisions to the *Domestic Mail Manual* will be incorporated into the printed version of DMM 58 and into the monthly update of the online DMM available via Postal Explorer at <http://pe.usps.gov>.

DMM Revision

Standard Mail Flats in Letter Trays

Effective November 14, 2002, DMM M032, M033, M130, M210, M220, M610, and M820.5.2 are revised to allow mailers to use letter trays rather than sacks when preparing and palletizing certain sizes of Standard Mail flat-size pieces. This option applies to Standard Mail flat-size pieces claimed at automation rates, as well as flat-size pieces claimed at Enhanced Carrier Route rates. No more than 10 percent of a mailing job prepared under this option may be claimed at Presorted rates.

Purpose for Option

The length, height, and thickness of some Standard Mail flat-size pieces make packaging and sacking cumbersome for production systems used by many mailers and inefficient for automated mail processing systems used by the Postal Service. Small and thin flat-size pieces such as compact discs (CDs), especially when secured into packages and then sacked, are often subject to damage if the packages containing those pieces break apart in the sacks during transit. Similarly, extremely thick pieces — which can also be difficult to secure into proper presort destination packages — are prone to break apart in sacks.

Broken packages and damaged pieces occur with certain small automation rate flat-size pieces. Pieces meeting the physical dimensions and characteristics of both

letter-size mail and automation flat-size mail, such as CDs or pieces exceeding letter-size dimensions only in thickness (i.e., more than 1/4-inch thick), can be damaged if prepared in sacks and the packages break during handling.

These small flat-size pieces generally fit within the dimension criteria for the flat sorting machine (FSM) 1000 or the newer automated flat sorting machine (AFSM) 100.

Packages of pieces that do not maintain their integrity during transportation to Postal Service plants and during certain mail processing operations can lower Postal Service productivity and increase handling costs.

The Postal Service must redirect the broken packages, or, in some cases, the loose mail in sacks, to manual operations for additional processing. If packages lose their integrity while being processed on small parcel and bundle sorters (SPBSs), machine slowdowns and stoppages occur, and these packages must also be manually processed. This option should reduce the number of packages that might be subject to breakage.

Tray Labeling

As part of this preparation option, all current labeling standards for letter trays must be met for Standard Mail flat-size pieces placed in letter trays. These standards include the following:

Tray labels must meet the standards in DMM M032.2.0 for paper stock, size, and color as well as all specifications for the label barcode and, for automation rate mail only, the zebra code. Sack labels and sack label barcodes may not be used on letter trays.

The content line (Line 2) for the label must show “FLTS” as well as the other information appropriate for the content identifier number (CIN) shown in DMM Exhibit M032.1.3a. For example, the Line 2 information for CIN 572 for 5-digit automation rate Standard Mail flat-size pieces (normally packaged and placed in 5-digit sacks) remains “STD FLTS 5D BC.”

The required barcode for the letter tray labels must contain the three elements specified in DMM M032.2.4, including the appropriate two-digit USPS processing code. This processing code must be used for Standard Mail flat-size pieces prepared in letter trays, regardless of the rate claimed for those pieces.

Tray Dimensions

Based on the wide range of sizes qualifying as automation rate flat-size mail — particularly at the lower end of the dimensions permitted for FSM 1000 automation compatibility — many of these pieces can easily fit within the interior bottom dimensions of a managed mail (MM) letter tray or, more frequently, an extended managed mail (EMM) letter tray as shown in the

table on this page and in DMM M033.1.3.

The preparation of Standard Mail flat-size pieces in letter trays, like sacks, must follow the sortation requirements and minimum required quantities in

a container in order to minimize the impact on the number of containers handled by the Postal Service as well as to maintain presort and rate integrity. Each tray must be prepared under the same standards used for sacking and, in general, must contain at least 125 pieces or 15 pounds of pieces. Mailers must use as few trays as possible without jeopardizing rate eligibility.

Current Authorized Mailers

To determine the feasibility of allowing flat-size Standard Mail in letter trays, particularly EMM trays, the Postal Service has, on a case-by-case basis, authorized mailers to prepare automation rate Standard Mail flat-size pieces in letter trays. The authorizations have generally been for six-month periods and have been granted by the serving rates and classification service centers (RCSCs).

The preliminary use of this preparation method has given the Postal Service an opportunity to study how this change affects mail

processing operations and how it provides any potential cost savings and service improvements to mailers.

In view of the long-term planning that most mailers use when setting up production lines and developing

Tray Dimensions			
Tray Type	Bottom Length (inches)	Bottom Width (inches)	Height (inches)
MM (1-foot)	10-1/4	10	4-5/8
MM (2-foot)	21	10	4-5/8
EMM (2-foot)	21-3/4	11-1/2	6-1/8

software programming to support their production lines, the Postal Service will allow mailers who currently are authorized to prepare Standard Mail flat-size pieces in letter trays to continue following the terms of their authorization letter issued by the serving RCSC. Those terms reflect the optional preparation standards presented in this DMM revision except for the tray labeling standards in revised DMM M032.2.4b.

The new labeling standards require not only the 5-digit ZIP Code destination of the tray (or the 3-digit ZIP Code prefix followed by two zeros) and the applicable 3-digit CIN but also the applicable two-digit Postal Service processing code “01” or “07” after the ZIP Code and the CIN. The “01” code is generally used to indicate machinable and automation-

compatible mail. The “07” code is generally used to indicate manual and nonmachinable mail.

Many currently authorized mailers are applying only the first eight digits (the destination ZIP Code and the CIN), not the full 10 digits required for the larger label used on letter trays. The 8-digit barcode, which was designed for the smaller sack label, creates additional handling for Postal Service plants that have deployed Tray Management Systems.

The intelligent material handling equipment that makes up these systems relies on correct 10-digit barcodes for optimal automated tray processing. The Postal Service must therefore require the 10-digit barcode on all letter trays used for Standard Mail flat-size pieces.

Once a mailer’s authorization expires, that mailer is expected to meet all the standards in this notice, including proper use of the 10-digit tray label barcode. If authorized mailers have concerns about the status of their authorizations, they should contact the supporting RCSC. Currently authorized mailers should begin planning to make any needed software changes to meet the standards for barcoded tray labels before the expiration of their authorizations.

FACTS WORTH KNOWING ABOUT THE POSTAL SERVICE

People get mail every day and go to the post office frequently, so it’s natural for them to think their knowledge of the Postal Service is up to date. But that isn’t always the case. Here are a few little-known facts about the organization that delivers your mail.

The Postal Service:

- Delivers mail to almost 138 million homes, businesses, and post office boxes. About 1.7 million new addresses are added each year.
- Carries more mail to more people over a larger geographic area than any other country.
- Serves 7 million customers daily at one of 38,000 postal retail units, and 10 million customers a month online.
- Collects mail from more than 326,000 street mail collection boxes.
- Employs 750,000 career employees, including 235,985 veterans and 47,937 employees with disabilities.
- Handles more than 200 billion pieces of mail a year, or five pieces per address per day.
- Operates a transport and delivery fleet of 215,530 vehicles driving approximately 1.15 billion miles a year.

There are many misconceptions about the nation’s mail delivery system, but the facts speak for themselves. Mail delivery is a huge business, and the Postal Service is working hard to meet the constantly changing and growing ways that people communicate.

Dr. Barcode

Q. I'm interested in using bulk mail. How can I get started?

A. Here are the basics:

1. Meeting minimum volumes. You will need a minimum number of pieces for each mailing. For example, if you choose First-Class Mail, you will need at least 500 pieces. If you choose Standard Mail, you will need at 200 pieces or 50 pounds.

2. Paying postage. You will to choose one of these methods to pay postage:

- Precanceled stamps. You pay no additional fee.
- Permit imprint. You pay a one-time \$150 fee.

- Postage meter. The licensing vendor charges you rent for the meter.

3. Addressing pieces. You will need to have a ZIP Code or ZIP+4 Code on every piece, and the addresses must be accurate. Additional requirements apply if you use automation rates.

4. Sorting pieces. You will need to sort your mail using ZIP Codes and ZIP Code ranges specified by the Postal Service. You will also need to fill out a postage statement for each mailing.

5. Depositing the mailing. You will need to take your mail to the post office where you paid your annual mailing fee.

Dr. Barcode



Send questions regarding mail preparation, standards, or regulations to "Ask Dr. Barcode" via email to jnagla@usps.com or fax to 703-292-3876. The good doctor will select one or two of the most challenging questions for publication.

Need more information? Then call your local post office, or go to <http://pe.usps.gov> and click on Business Mail 101, and excellent source of tips and materials for new mailers.

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