



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

USPS Only

**Note Mail Arrival Date & Time**

This form may be used only for a single nonautomation rate mailing of identical-weight pieces. All other mailings must use PS Form 3602-R. Checklists and other tools for mailers are available on the Postal Explorer website at: <http://pe.usps.gov>.

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

|                |   |                         |                              |                              |   |   |                         |              |                              |              |
|----------------|---|-------------------------|------------------------------|------------------------------|---|---|-------------------------|--------------|------------------------------|--------------|
| <b>Postage</b> | <b>Presorted Letters and Flats — 3.3 oz. (0.2063 lb.) or Less</b> |                         |                              |                              |   | <b>Presorted Nonmachinable Letters — 3.3 oz. (0.2063 lb.) or Less</b> |                         |              |                              |              |
|                | <b>Entry Discount</b>   | <b>Presort Discount</b> | <b>Rate</b>                  | <b>Number of Pieces</b>      | <b>Total</b>                            | <b>Entry Discount</b>   | <b>Presort Discount</b> | <b>Rate</b>  | <b>Number of Pieces</b>      | <b>Total</b> |
|                | <b>None</b>   | <b>A1</b>               | 3/5 Letter                   | .248 x _____ pcs. = \$ _____ |   | <b>None</b>   | <b>B1</b>               | 3/5 Letter   | .288 x _____ pcs. = \$ _____ |              |
|                |   | <b>A2</b>               | Basic Letter                 | .268 x _____ pcs. = \$ _____ |   |   | <b>B2</b>               | Basic Letter | .308 x _____ pcs. = \$ _____ |              |
|                |   | <b>A3</b>               | 3/5 Flat                     | .288 x _____ pcs. = \$ _____ |   |   | <b>DBMC B3</b>          | 3/5 Letter   | .267 x _____ pcs. = \$ _____ |              |
|                |   | <b>A4</b>               | Basic Flat                   | .344 x _____ pcs. = \$ _____ |   |   | <b>B4</b>               | Basic Letter | .287 x _____ pcs. = \$ _____ |              |
|                | <b>DBMC</b>   | <b>A5</b>               | 3/5 Letter                   | .227 x _____ pcs. = \$ _____ |   |   | <b>DSCF B5</b>          | 3/5 Letter   | .262 x _____ pcs. = \$ _____ |              |
|                |   | <b>A6</b>               | Basic Letter                 | .247 x _____ pcs. = \$ _____ |   |   | <b>B6</b>               | Basic Letter | .282 x _____ pcs. = \$ _____ |              |
|                |   | <b>A7</b>               | 3/5 Flat                     | .267 x _____ pcs. = \$ _____ |   | <b>Part A Subtotal</b>  |                         |              |                              |              |
|                |   | <b>A8</b>               | Basic Flat                   | .323 x _____ pcs. = \$ _____ |   | <b>Part B Subtotal</b>  |                         |              |                              |              |
|                | <b>DSCF A9</b>  | 3/5 Letter              | .222 x _____ pcs. = \$ _____ |                              | <b>Total Postage (Add Parts Totals)</b> |   |                         |              |                              |              |
|                | <b>A10</b>  | Basic Letter            | .242 x _____ pcs. = \$ _____ |                              |   |   |                         |              |                              |              |
|                | <b>A11</b>  | 3/5 Flat                | .262 x _____ pcs. = \$ _____ |                              |   |   |                         |              |                              |              |
|                | <b>A12</b>  | Basic Flat              | .318 x _____ pcs. = \$ _____ |                              |   |   |                         |              |                              |              |

Rate at Which Postage Affixed (Check one) (DMM 234, 344, 444)  
 Correct     Lowest     Neither    \_\_\_\_\_ pcs. x \$ \_\_\_\_\_ = **Postage Affixed**

**Net Postage Due** (Subtract postage affixed from total postage)

**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.

Postmaster: Report Total Postage in **AIC 130**

**Total Adjusted Postage Affixed**  
**Total Adjusted Postage Permit Imprint**

**Certification**

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.

*Privacy Notice: For information regarding our Privacy Policy visit [www.usps.com](http://www.usps.com).*

|                              |  |           |
|------------------------------|--|-----------|
| Signature of Mailer or Agent | Printed Name of Mailer or Agent Signing Form | Telephone |
|------------------------------|--|-----------|

|                                |  |  |                      |                  |                               |               |
|--------------------------------|--|--|----------------------|------------------|-------------------------------|---------------|
| <b>USPS Use Only</b>           | Weight of a Single Piece<br>0 . _____ pound  | Are postage figures at left adjusted from mailer's entries? If yes, reason: <input type="checkbox"/> Yes <input type="checkbox"/> No |                      |                  | <b>Round Stamp (Required)</b> |               |
|                                | Total Pieces   | Total Weight   |                      |                  |                               |               |
|                                | Total Postage  |  |                      |                  |                               |               |
|                                | Check One<br><input type="checkbox"/> Presort Verification<br><input type="checkbox"/> Not Scheduled <input type="checkbox"/> Presort Verification 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 |  | Verifying Employee's Name  |                      | Time<br>AM<br>PM |                               |               |

---

## Standard Mail EZ - Instructions

---

This form is to be used only for nonautomation letters and flats at Standard Mail rates.

STEP 1: Complete the Mailer and Mailing sections.

STEP 2: Complete the Postage Section.

STEP 3: Select the category and complete the selected section(s)  
Presorted Letters and Flats section or  
Presorted Nonmachinable Letters.

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, including your telephone number.