

SUNMAN CHAMBER OF COMMERCE **BULK MAIL DIRECTIONS**

1. Call Teresa Martini at 812-623-8811 to check on bulk permit stamp availability, plus a \$20.00 (cash) deposit is required for stamp.
2. You will need at least 200 pieces to use the permit.
3. Stamp all of your letters and be sure to return stamp within two days.
4. Put addresses in zip code order (Ex: 47001, then 47002, then 47003, etc...)
5. Any one zip code with **150** should be banded together.
6. Next you sort by the **first three digits** of the zip code with **150 total** (Ex: put **47001**, **47042**, **47056**, **47063**, etc together and rubber band them, put **47210**, **47240**, etc together and band them)
7. What you have left, that will not meet #5 or #6 above and/or you do not have 150 count. Band all of these miscellaneous zip codes together and provide a count.
8. Please provide a **final total** of all letters
9. Take the attached form & your mailings to the Sunman Post Office. (Must be paid in check or cash, post office will **not** accept credit cards for bulk mailings)

PRESORTED
STANDARD
U.S. POSTAGE PAID
NEW YORK-NY SUNMAN, NY
PERMIT NO. 29

United States Postal Service Postage Statement — Standard Mail

Post Office: Note Mail Carrier's Name

Mailer	Permit Holder's Name and Address and Email Address, If Any	Telephone	Name and Address of Mailing Agent <i>(If other than permit holder)</i>	Telephone	Name and Address of Individual or Organization for Which Mailing Is Prepared <i>(If other than permit holder)</i>
	CAPS Cust. Ref. No. _____ Customer No. _____		Customer No. _____		Customer No. _____

Mailing	Post Office of Mailing	Processing Category <input type="checkbox"/> Letters <input type="checkbox"/> CMM <input type="checkbox"/> Flats <input type="checkbox"/> NFM <input type="checkbox"/> Parcels - Machinable <input type="checkbox"/> Parcels - Irregular <input type="checkbox"/> Letters - Paid as NFM's <input type="checkbox"/> ECR Letters - Paid as ECR Flats	Mailing Date	Federal Agency Cost Code	Statement Seq. No.	No. and type of Containers ____ Sacks ____ 1 ft. Letter Trays ____ 2 ft. Letter Trays ____ EMM Letter Trays ____ Flat Trays ____ Pallets ____ Other
	Type of Postage <input type="checkbox"/> Permit Imprint <input type="checkbox"/> Preanceled Stamps <input type="checkbox"/> Metered	Weight of a Single Piece 0 _____ pounds	Total Pieces	Total Weight		
	Permit #	For Mail Enclosed within Another Class <input type="checkbox"/> Bound Printed Matter <input type="checkbox"/> Library Mail <input type="checkbox"/> Media Mail <input type="checkbox"/> Parcel Post	<input type="checkbox"/> Periodicals	If Sacked, Based on <input type="checkbox"/> 125 pcs <input type="checkbox"/> 15 lb. <input type="checkbox"/> both		

For Automation Price Pieces, Enter Date of Address Matching and Coding: ____/____/____

For Enhanced Carrier Route Price Pieces, Enter Date of Address Matching and Coding: ____/____/____

For Enhanced Carrier Route Price Pieces, Enter Date of Carrier Route Sequencing: ____/____/____

Move Update method:
 Ancillary service endorsement FASTforward NCOA Link ACS Alternative method Multiple

Postage	Parts Completed <i>(Select all that apply)</i>	<input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/> D <input type="checkbox"/> E <input type="checkbox"/> F <input type="checkbox"/> G <input type="checkbox"/> H <input type="checkbox"/> I <input type="checkbox"/> J <input type="checkbox"/> K <input type="checkbox"/> L <input type="checkbox"/> S
	Total Postage <i>(Add parts totals)</i>	
	Price at Which Postage Affixed <i>(Check one)</i>	_____ pcs. x \$ _____ = Postage Affixed
	<input type="checkbox"/> Correct <input type="checkbox"/> Lowest <input type="checkbox"/> Neither	
	Net Postage Due <i>(Subtract postage affixed from total postage)</i>	

For USPS Use Only: Additional Postage Payment *(State reason)*

For postage affixed add additional payments to net postage due for permit imprint add additional payments to total postage

Postage due Report: Total Postage **AIC 130** **Total Adjusted Postage Affixed**
Total Adjusted Postage Permit Imprint

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.

Signature of Mailer or Agent	Printed Name of Mailer or Agent Signing Form	Telephone
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USPS Use Only	Weight of a Single Piece 0 _____ pounds	Are postage deficiencies adjusted from mailer's entries? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>If Yes, state reason</i>
	Total Pieces	Total Weight
	Total Postage	Record Stamp <i>(Required)</i>
	Presort Verification Performed <i>(Check one)</i> <input type="checkbox"/> Yes <input type="checkbox"/> No	
	I CERTIFY that this mailing has been inspected concerning: (1) eligibility for postage rates claimed, (2) proper preparation, and (3) proper completion of postage statement, and (4) payment of annual fee <i>(if required)</i> .	Date Mailing Notified

Standard Mail

Check box at left if prices are populated in this section.

 Part A
Automation Letters

Letters 3.3 oz. (0.2063 lbs.) or less

	Entry	Price Category	Price	No. of Pieces	Total
A1	None	5-Digit	\$0.225		
A2	None	3-Digit	0.241		
A3	None	AADC	0.244		
A4	None	Mixed AADC	0.257		
A5	DBMC	5-Digit	0.192		
A6	DBMC	3-Digit	0.208		
A7	DBMC	AADC	0.211		
A8	DBMC	Mixed AADC	0.224		
A9	DSCF	5-Digit	0.183		
A10	DSCF	3-Digit	0.199		
A11	DSCF	AADC	0.202		

Letters Over 3.3 oz. up to 3.5 oz. - Rate includes a discount that equals the nonletter piece price minus the letter piece rate.

	Entry	Price Category	Piece Price	Or Amount Affixed	No of Pieces	Pieces Subtotal	Pound Price	Pounds	Pounds Subtotal	Total
A12	None	5-Digit	\$0.074				\$0.733			
A13	None	3-Digit	0.090				0.733			
A14	None	AADC	0.093				0.733			
A15	None	Mixed AADC	0.106				0.733			
A16	DBMC	5-Digit	0.074				0.574			
A17	DBMC	3-Digit	0.090				0.574			
A18	DBMC	AADC	0.093				0.574			
A19	DBMC	Mixed AADC	0.106				0.574			
A20	DSCF	5-Digit	0.074				0.530			
A21	DSCF	3-Digit	0.090				0.530			
A22	DSCF	AADC	0.093				0.530			

For affixed postage mailings as described in DMM 243, compute and enter the price for each piece in the Amount Affixed column, multiply by No. of Pieces and total in the Total column.

Part A Total