

United States Postal Service
**Postage Statement for Global Direct —
 Canada Admail (Permit Imprint)**

Post Office Note Mail Arrival Time

(Mailer: Complete all items by typewriter, pen or indelible pencil.
 Prepare in duplicate if you need a receipt.)

Mailer/Mailing Agent Information	1. Post Office of Mailing	2. Mailing Date	3. Statement Seq. No.	4. Receipt Number	5. <input type="checkbox"/> Check Here if Mailing Under an ICM Agreement	
	6. Permit Number	7. Customer Agreement No.	8. CAPS Reference No.	9. Container Quantity _____ Sacks _____ Letter Trays _____ Pallets		
	10. Address Accuracy Rate (Statement of Accuracy Attached) _____ %	11. Category (Check one) <input type="checkbox"/> Standard <input type="checkbox"/> Large	12. Delivery Mode Audit Code (LCP Only)	13. Total Pieces	14. Total Weight (lbs.) (Less Tare)	15. Total Tare Weight (lbs.)
	16. Mailer's Name and Address (Include ZIP Code)			17. Mailing Agent's Name and Address (Include ZIP Code)		
	<input type="checkbox"/> Check if Permit Holder			<input type="checkbox"/> Check if Permit Holder		

Admail Postage

Sortation Information		19. Item 1		20. Item 2		21. Item 3		22. Total Weight (Pounds) (19c+20c+21c)	23. Total Pieces (19b+20b+21b)	24. Rate per Piece (Enter rate)	25. Postage (23 x 24)
18. Mail Preparation Option		a. Single-Piece Weight lbs.		a. Single-Piece Weight lbs.		a. Single-Piece Weight lbs.					
		b. Number of Pieces	c. Total Weight	b. Number of Pieces	c. Total Weight	b. Number of Pieces	c. Total Weight				
NDG Presort											
LCP	Delivery Mode Direct										
	Delivery Facility										
	Distribution Center Facility										
	Residue										
26. Totals											
27. TOTAL POSTAGE (Sum of amounts in column 25)										\$	

Excess Weight Postage - if applicable (For items over 0.1100 lbs. up to 1.100 lbs. [over 1.76 ozs. up to 17.6 ozs.])

28. Total Weight of Mailing in Pounds (From Column 22)	lbs.	
29. Base Allowance Weight (Pieces [From Column 23] x 0.1100 lbs.)	lbs.	
30. Total Pounds Subject to Additional Charge (Line 28 - Line 29)	lbs.	
31. Rate per Pound (Enter rate)	\$	
32. EXCESS WEIGHT POSTAGE (Line 30 x Line 31)	\$	
33. ADDITIONAL POSTAGE PAYMENT (if applicable)	\$	
34. COMBINED TOTAL POSTAGE (Line 27 + Line 32 + Line 33)	\$	
35. Reserved for Future Use		
36. TOTAL POSTAGE DUE	\$	

Certification
 The signature of a mailer or its agent certifies that it will be liable for and agrees to pay, subject to appeals prescribed by postal laws and regulations, any revenue deficiencies assessed on this mailing. (If this form is signed by an agent, the agent certifies that it is authorized to sign this statement, that the certification binds the agent and the mailer and both the mailer and the agent will be liable for and agree to pay any deficiencies.) The submission of a false, fictitious, or fraudulent statement may result in imprisonment of up to 5 years and a fine of up to \$10,000 (18 USC 1001). In addition, a civil penalty of up to \$5,000 and an additional assessment of twice the amount falsely claimed may be imposed (31 USC 3802). I hereby certify that all information furnished on this form is accurate and truthful, that the mailing does not contain any dangerous articles prohibited by postal regulations, and that the material presented qualifies for the rates of postage claimed.

Signature of Permit Holder or Agent (Both principal and agent are liable for any postage deficiency incurred.)										Telephone Number	
USPS Use Only	Weight of a Single Piece (If identical)	(Item 1) _____ lbs.	(Item 2) _____ lbs.	(Item 3) _____ lbs.	Are the figures at left adjusted from mailer's entries? <input type="checkbox"/> Yes <input type="checkbox"/> No					Round Stamp (Required)	
	Total Pieces	If "Yes," Reason									
	Total Weight	Total Tare Weight									
	Total Postage	Date Mailer Notified			Contact		By (Initials)				
	I CERTIFY that this mailing has been inspected concerning: (1) eligibility for the rate of postage claimed; (2) proper preparation (and presort where required); and (3) proper completion of the postage statement.				Signature of Weigher				Time		AM PM

INSTRUCTIONS

1. Enter city/state and ZIP Code of post office of mailing.
- 2-4. Self explanatory.
5. Check here if mailing under an International Customized Arrangement (ICM) (See IMM 290).
6. Enter permit number.
7. A mailer must enter into a service agreement to use this service. Under this agreement the mailer must meet the requirements of, and prepare the mail in accordance with, Publication 524, *USPS Global Direct — Canada Service Guide*. The USPS will provide each mailer a copy of Publication 524.
8. Enter CAPS Customer Service Number, if applicable.
9. Self explanatory.
10. Enter Address Accuracy percentage rate. The standard rate is 95%. All LCP and NDG presort mailings greater than 10,000 pieces must have an Address Accuracy rate. The Statement of Accuracy (SOA) is generated by Canada Post Corporation (CPC) recognized software.
11. Check appropriate block for size category (only one applies).
12. Enter the current Delivery Mode Audit Code, if using Letter Carrier Presort Option.
13. Enter total pieces in mailing.
14. Enter Total Weight in mailing, (expressed to 4 decimal places). Exclude weight of equipment (tare weight).
15. Enter Tare Weight of all containers/equipment.
- 16-17. Enter mailer and agent information.

POSTAGE STRUCTURE

The rate of postage is based on three criteria:

- a. Mail preparation option: National Distribution Guide (NDG) or Letter Carrier Presort (LCP), and;
- b. Size category: standard or large, and;
- c. Weight: (Category 1) for items 0.1100 lbs or less (1.76 ozs. or less) or
(Category 2) for items over 0.1100 lbs (over 1.76 ozs) up to 1.100 lbs. (17.6 ozs.)

Refer to IMM 612.31 for postage rates. **NOTE:** All pieces in a mailing must weigh within one of two weight categories: (1) 0.1100 lbs. or less; or (2) over 0.1100lbs. up to 1.100 lbs. Different weights within these two categories must be listed separately on the postage statement. These two weight categories cannot be mixed in a single mailing and must be listed on separate postage statements.

Postage Computation

- 18-21. Enter single piece weight (in pounds) for Items 1, 2, and 3 (as applicable); enter number of pieces per separation level, and enter total weight for each item. **NOTE:** All weights are expressed to 4 decimal places.
22. Enter total weight (in pounds expressed to 4 decimal places) for Items 1, 2 & 3. (19c + 20c + 21c).
23. Enter total number of pieces for Items 1, 2, & 3. (19b + 20b + 21b).
24. Enter applicable per piece postage. (Refer to rate chart in IMM 612.)
25. Multiply total number of pieces by per piece rate to determine postage. (23 x 24).
26. Enter Totals. (sum of amounts in Columns 19, 20, 21, 22 & 23).
27. Enter Total Postage. (sum of amounts in Column 25) **NOTE:** Total Postage is rounded off to nearest cent.

NOTE: Additional postage required for items weighing over 0.1100 lbs.

Excess Weight Postage-if applicable (For items over 0.1100 lbs. up to 1.100 lbs. [over 1.76 ozs. up to 17.6 ozs.]

28. Enter total weight in pounds expressed to 4 decimal places. (amount from Column 22).
29. Enter based allowance weight. (total pieces Column 23 x 0.1100 lbs.)
30. Enter pounds subject to additional charge. (28 - 29).
31. Enter applicable rate per pound.
32. Enter **Excess Weight Postage**. (30 x 31).
33. Enter Additional Postage Payment (if applicable).
34. Enter **Combined Total Postage**. (27 + 32 + 33).
35. Reserved.
36. **Total Postage Due**

Certification - self explanatory.