



**Office of the Director Purchasing
Department** 5775 Osceola Trail
Naples, FL 34109
Phone: (239) 377-0047
Fax: (239) 377-0074
E-Mail: sirkona@collierschools.com

June 5, 2013

MEMORANDUM

TO: Office Managers, Secretaries
FR: Nancy Sirko, Director of Purchasing
RE: Bulk Mailing

Attached is the Postage Statement for Nonprofit Standard Mail, **PS Form 3602-N dated January 2013**. Please use **this** form when doing your Bulk Mailing. There are a few minor changes from the June form. Directions are listed below. **Make sure that you call Tiffany at 70047 to obtain a sequence number, and send a copy of the completed statement to her in Purchasing when you do your mailing.** This helps us with the bookkeeping end of the process.

To assist you in filling out the paperwork, the first form is numbered and corresponds to the numbers and descriptions listed below. The second form is a blank copy which you can print and use for your mailings. Please note that the post office **will not** take copies of the mailing statement. You **cannot** print it out and write or type in the info that is constant and make copies to fill in each time you do a mailing. You must print out a new form for each mailing. Also, **do not** use white-out on the mailing statement. If you make a mistake, you can put a single line through the error and then write the correct word or number.

1. District School Board of Collier County 239-377-0001
5775 Osceola Trail
Naples, FL 34109
(239)377-0047
USPS Nonprofit Auth. No. 0210040
2. Leave this blank unless you have a company that does your mailing for you. In that case, the company would fill in their information in this box. If you have

COLLIER COUNTY CHARACTER EDUCATION TRAITS

Fairness Honesty Kindness Perseverance Respect Responsibility Self-Discipline

THE COLLIER COUNTY PUBLIC SCHOOL SYSTEM IS AN EQUAL ACCESS / EQUAL OPPORTUNITY INSTITUTION FOR EDUCATION AND EMPLOYMENT.

another company doing your mailing for you, ***you still need a sequence # from Tiffany.***

3. School Name
Address
USPS Nonprofit Auth. No. **see attached sheet**
4. Naples, Florida **OR** Immokalee, Florida
5. Check the “Permit Imprint” box
6. Check the “Letters” box
7. Date of Mailing (needs to be the current date)
8. **Call Tiffany at 70047 for the Mailing Sequence Number**
9. If you don’t have a scale, enter .0100
10. Total Number Pieces (page 1 and 2)
11. Total Weight – number of pieces (#10) X Weight of a Single Piece (#9)
12. Enter the number of trays used in your mailing. Trays must be cover by a sleeve and a label must be inserted in the window on the front of the tray. **These supplies are available at the post office.** If you do not currently have supplies, you can take your mailing to the post office and put it in a tray(s), cover it with a sleeve(s) and put the label(s) in the window while you are there. Please take supplies with you for your next mailing.
13. Naples Permit #45
Immokalee Permit #32
14. **THIS IS REQUIRED BY THE POST OFFICE.** Check “Ancillary Service Endorsement” box. Additionally, **you now MUST have “Return Service Requested” printed on the outside of each piece of mail. See attachment 507d** for correct placement. These 2 steps will ensure that the mail piece is forwarded; no charge; a separate notice of the new address is provided; and an address correction fee is charged (which the district pays). **When you receive a notice of new address, please make sure it is updated in TERMS so that we don’t keep paying that fee every time a mailing is done.**
15. Check “B” box.
16. **Total Postage = Total Number of Pieces (#10) X .162 (page 1 and 2).**

17. Net Postage Due = should be same as #16.
18. Principal/Supervisor signature, Printed name & telephone number

Below are the Bulk Mail Permit stamps. Click on the appropriate one to copy and paste to your mailing. This will eliminate the need to hand stamp each piece.



Please follow the above directions when preparing your mailing. These instructions are to help you comply with the requirements of the post office. They are held to audits the same as we are, so please make sure you are thorough. Also remember to **forward a copy of the Mailing Statement to Tiffany in Purchasing**. This will help us to keep track of your expenditures. You also need to keep track to ensure that you have sufficient funds in your account, as we will be charging you back mid-year and again at the end of the year.

Thanks for your help and attention to these directions and please let me know if you have any questions.

Copy: Tiffany Daniel

Postage Statement - Nonprofit Standard Mail

Post Office: Note Mail Arrival Date & Time
(Do Not Round-Stamp)

Mailer	Permit Holder's Name and Address and Email Address, if Any District School Board of Collier Cty, FL 5775 Osceola Trail Naples, FL 34109	Telephone 239-377-0047	Name and Address of Mailing Agent (if other than permit holder) BLANK	Telephone	Name and Address of Individual or Organization for Which Mailing is Prepared (if other than permit holder) School name and address
	USPS Nonprofit Auth. No. 0210040	CRID	CRID	USPS Nonprofit Auth. No.	CRID

Mailing	Post Office of Mailing 4	Processing Category <input checked="" type="checkbox"/> Letters 6 <input type="checkbox"/> Flats <input type="checkbox"/> Marketing Parcels <input type="checkbox"/> Parcels - Machinable <input type="checkbox"/> Parcels - Irregular <input type="checkbox"/> CMM <input type="checkbox"/> Catalogs	Mailer's Mailing Date 7	Federal Agency Cost Code	Statement Seq. No. 8	No. and Type of Containers
	Type of Postage <input checked="" type="checkbox"/> Permit Imprint <input type="checkbox"/> Precanceled Stamps <input type="checkbox"/> Metered 5	Weight of a Single Piece 0.0100 pounds 9	Combined Mailing <input type="checkbox"/> Mixed Class <input type="checkbox"/> Single Class	Total # of Pieces in Mailing 10	Total Weight 11	<input type="checkbox"/> Sacks <input type="checkbox"/> 1 ft. Letter Trays <input type="checkbox"/> 2 ft. Letter Trays <input type="checkbox"/> EMM Letter Trays <input type="checkbox"/> Flat Trays <input type="checkbox"/> Pallets 12 <input type="checkbox"/> Other
Permit # 13	For Mail Enclosed within Another Class <input type="checkbox"/> Periodicals <input type="checkbox"/> Bound Printed Matter <input type="checkbox"/> Library Mail <input type="checkbox"/> Media Mail <input type="checkbox"/> Parcel Post		Mailpiece is a product sample. % Samples			
For Automation Pieces, Enter Date of Address Matching and Coding	For Carrier Route Pieces, Enter Date of Address Matching and Coding	For Carrier Route Price Pieces, Enter Date of Carrier Route Sequencing	For Pieces Bearing a Simplified Address Enter Date of Delivery Statistics File or Alternative Method			
Move Update Method: <input checked="" type="checkbox"/> Ancillary Service Endorsement 14 <input type="checkbox"/> NCOALink <input type="checkbox"/> ACS <input type="checkbox"/> Alternative Method <input type="checkbox"/> Multiple <input type="checkbox"/> OneCode ACS <input type="checkbox"/> n/a Alternative Address Format						

Postage	Parts Completed (Select all that apply) 10 <input type="checkbox"/> A <input checked="" 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"/> L <input type="checkbox"/> M <input type="checkbox"/> S <input type="checkbox"/> NSA					
	<input type="checkbox"/> Letter-size or flat mailpiece contains DVD/CD or other disk.	1	Subtotal Postage (Add Parts Totals)			16
	2	Price at Which Postage Affixed (Check one) Complete if the mailing includes pieces bearing metered/PC Postage or precanceled stamps. <input type="checkbox"/> Correct <input type="checkbox"/> Lowest <input type="checkbox"/> Neither _____ pcs. x \$ _____ = Postage Affixed				-
	3	Incentive/Discount Flat Dollar Amount:				-
	4	Fee Flat Dollar Amount:				+
5	Permit # _____ Net Postage Due (Line 1 +/- Lines 2, 3, 4)				17	

USPS Use	Additional Postage Payment (State reason) For postage affixed, add additional payment to net postage due; for permit imprint add additional payment to total postage.	Total Adjusted Postage Affixed
	Postmaster: Report Total Postage in AIC 125 (Permit Imprint Only, Excluding Simplified Addressing (EDDM))	Total Adjusted Postage Permit Imprint
	Postmaster: Report Total Postage in AIC 208 (Simplified Addressing (EDDM), Permit Imprint Only)	Total Adjusted Postage Simplified Addressing (EDDM)

Certification	Incentive/Discount Claimed: _____	Type of Fee: _____
	<p>The mailer's signature certifies that: (1) the mailing complies with DMM 703; (2) the income derived from the sale of any products or services advertised in the mailing is not subject to the Unrelated Business Income Tax (UBIT) and any products and services advertised are substantially related to the nonprofit organization's authorized purpose within the meaning of 39 U.S.C. 3626(j)(1)(d)(ii)(I) and 26 U.S.C. 513(A); (3) the mailing if made by a voting registration official is required or authorized under the National Voter Registration Act of 1993; and (4) it will agree to pay, subject to appeal, any revenue deficiencies assessed on this mailing. 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 supporting documentation comply with all postal standards and that the mailing qualifies for the prices 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.</p> <p style="text-align: right;"><i>Privacy Notice: For information regarding our Privacy Policy visit www.usps.com.</i></p>	
	Signature of Mailer or Agent 18	Printed Name of Mailer or Agent Signing Form _____ Telephone _____

USPS Use Only To be completed in non-Postal/One! sites	Weight of a Single Piece _____ pound	Are postage figures at left adjusted from mailer's entries? If yes, reason: <input type="checkbox"/> Yes <input type="checkbox"/> No	USPS Use Only To be completed in non-Postal/One! sites
	Total Pieces _____ Total Weight _____		
	Total Postage _____	Round Stamp (Required) Payment Date _____	
	Presort Verification Performed? (If required) <input type="checkbox"/> Yes <input type="checkbox"/> No (Check one) I CERTIFY that this mailing has been inspected for each item below if required: (1) eligibility for postage prices claimed; (2) proper preparation (and presort where required); (3) proper completion of postage statement; (4) payment of annual fee; and (5) sufficient funds on deposit (if required)	Date Mailed Notified _____ Contact _____	
	USPS Employee's Signature _____	By (Initials) _____ Time _____ AM _____ PM	
	Print USPS Employee's Name _____		

Nonprofit Standard Mail

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

Part B
Nonautomation Letters

Machinable Letters 3.3 oz. (0.2063 lbs.) or less

Entry	Price Category	Price	No. of Pieces	Subtotal Postage	Discount Total	Fee Total	Total Postage
B1	None	AADC	\$0.162	10			110
B2	None	Mixed AADC	0.178				
B3	DNDC	AADC	0.129				
B4	DNDC	Mixed AADC	0.145				
B5	DSCF	AADC	0.119				

Nonmachinable Letters 3.3 oz. (0.2063 lbs.) or less

Entry	Price Category	Price	No. of Pieces	Subtotal Postage	Discount Total	Fee Total	Total Postage
B6	None	5-Digit	\$0.296				
B7	None	3-Digit	0.391				
B8	None	ADC	0.425				
B9	None	Mixed ADC	0.520				
B10	DNDC	5-Digit	0.263				
B11	DNDC	3-Digit	0.358				
B12	DNDC	ADC	0.392				
B13	DNDC	Mixed ADC	0.487				
B14	DSCF	5-Digit	0.253				
B15	DSCF	3-Digit	0.348				
B16	DSCF	ADC	0.382				

Nonmachinable Letters Over 3.3 oz. but less than 16 oz.

Entry	Price Category	Piece Price	Or Amount Affixed	No. of Pieces	Pieces Subtotal	Pound Price	Pounds	Pounds Subtotal	Subtotal Postage	Discount Total	Fee Total	Total Postage
B17	None	5-Digit	\$0.134			\$0.648						
B18	None	3-Digit	0.212			0.648						
B19	None	ADC	0.257			0.648						
B20	None	Mixed ADC	0.299			0.648						
B21	DNDC	5-Digit	0.134			0.487						
B22	DNDC	3-Digit	0.212			0.487						
B23	DNDC	ADC	0.257			0.487						
B24	DNDC	Mixed ADC	0.299			0.487						
B25	DSCF	5-Digit	0.134			0.439						
B26	DSCF	3-Digit	0.212			0.439						
B27	DSCF	ADC	0.257			0.439						

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 B Total (Add lines B1-B27) 110

Postage Statement - Nonprofit Standard Mail

Post Office: Note Mail Arrival Date & Time
(Do Not Round-Stamp)

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>
	USPS Nonprofit Auth. No. _____ CAPS Cust. Ref. No. _____ CRID _____			CRID _____	

Mailing	Post Office of Mailing	Processing Category <input type="checkbox"/> Letters <input type="checkbox"/> Flats <input type="checkbox"/> Marketing Parcels <input type="checkbox"/> Parcels - Machinable <input type="checkbox"/> Parcels - Irregular <input type="checkbox"/> CMM <input type="checkbox"/> Catalogs	Mailer's Mailing Date	Federal Agency Cost Code	Statement Seq. No.	No. and Type of Containers ___ Sacks ___ 1 ft. Letter Trays ___ 2 ft. LetterTrays ___ EMM Letter Trays ___ Flat Trays ___ Pallets ___ Other
	Type of Postage <input type="checkbox"/> Permit Imprint <input type="checkbox"/> Precanceled Stamps <input type="checkbox"/> Metered	Weight of a Single Piece 0 . _____ pounds	Combined Mailing <input type="checkbox"/> Mixed Class <input type="checkbox"/> Single Class	Total # of Pieces in Mailing	Total Weight	
	Permit #	For Mail Enclosed within Another Class <input type="checkbox"/> Periodicals <input type="checkbox"/> Bound Printed Matter <input type="checkbox"/> Library Mail <input type="checkbox"/> Media Mail <input type="checkbox"/> Parcel Post	<input type="checkbox"/> Mailpiece is a product sample. _____ % Samples			
	For Automation Pieces, Enter Date of Address Matching and Coding	For Carrier Route Pieces, Enter Date of Address Matching and Coding	For Carrier Route Price Pieces, Enter Date of Carrier Route Sequencing	For Pieces Bearing a Simplified Address Enter Date of Delivery Statistics File or Alternative Method		

Move Update Method:
 Ancillary Service Endorsement NCOALink ACS Alternative Method Multiple OneCode ACS n/a Alternative Address Format

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"/> L <input type="checkbox"/> M <input type="checkbox"/> S <input type="checkbox"/> NSA	
	<input type="checkbox"/> Letter-size or flat mailpiece contains DVD/CD or other disk.	1 Subtotal Postage (Add Parts Totals)
	2 Price at Which Postage Affixed <i>(Check one)</i> Complete if the mailing includes pieces bearing metered/PC Postage or precanceled stamps. <input type="checkbox"/> Correct <input type="checkbox"/> Lowest <input type="checkbox"/> Neither _____ pcs. x \$ _____ = Postage Affixed	-
	3	Incentive/Discount Flat Dollar Amount: -
	4	Fee Flat Dollar Amount: +

5 **Permit # _____ Net Postage Due (Line 1 +/- Lines 2, 3, 4)**

USPS Use	Additional Postage Payment <i>(State reason)</i>	
	For postage affixed, add additional payment to net postage due; for permit imprint add additional payment to total postage.	Total Adjusted Postage Affixed
	Postmaster: Report Total Postage in AIC 125 <i>(Permit Imprint Only, Excluding Simplified Addressing (EDDM))</i>	Total Adjusted Postage Permit Imprint

Postmaster: Report Total Postage in **AIC 208**
(Simplified Addressing (EDDM), Permit Imprint Only) **Total Adjusted Postage Simplified Addressing (EDDM)**

Certification	Incentive/Discount Claimed: _____ Type of Fee: _____
	The mailer's signature certifies that: (1) the mailing complies with DMM 703; (2) the income derived from the sale of any products or services advertised in the mailing is not subject to the Unrelated Business Income Tax (UBIT) and any products and services advertised are substantially related to the nonprofit organization's authorized purpose within the meaning of 39 U.S.C. 3626(j)(1)(d)(ii)(I) and 26 U.S.C. 513(A); (3) the mailing if made by a voting registration official is required or authorized under the National Voter Registration Act of 1993; and (4) it will agree to pay, subject to appeal, any revenue deficiencies assessed on this mailing. 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 supporting documentation comply with all postal standards and that the mailing qualifies for the prices 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. <i>Privacy Notice: For information regarding our Privacy Policy visit www.usps.com.</i>
	Signature of Mailer or Agent _____ Printed Name of Mailer or Agent Signing Form _____ Telephone _____

USPS Use Only To be completed in non-PostalOne! sites	Weight of a Single Piece _____ pound	Are postage figures at left adjusted from mailer's entries? If yes, reason: <input type="checkbox"/> Yes <input type="checkbox"/> No Round Stamp <i>(Required)</i> Payment Date Date Mailer Notified _____ Contact _____ By <i>(Initials)</i> _____ Time _____ AM _____ PM Print USPS Employee's Name _____	USPS Use Only To be completed in non-PostalOne! sites
	Total Pieces _____ Total Weight _____		
	Total Postage _____		
	Presort Verification Performed? <i>(If required)</i> <input type="checkbox"/> Yes <input type="checkbox"/> No <i>(Check one)</i>		
	I CERTIFY that this mailing has been inspected for each item below if required: (1) eligibility for postage prices claimed; (2) proper preparation <i>(and presort where required)</i> ; (3) proper completion of postage statement; (4) payment of annual fee; and (5) sufficient funds on deposit <i>(if required)</i>		
	USPS Employee's Signature _____		

Nonprofit Standard Mail

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

Part B
Nonautomation Letters

Machinable Letters 3.3 oz. (0.2063 lbs.) or less

	Entry	Price Category	Price	No. of Pieces	Subtotal Postage	Discount Total	Fee Total	Total Postage
B1	None	AADC	\$0.162					
B2	None	Mixed AADC	0.178					
B3	DNDC	AADC	0.129					
B4	DNDC	Mixed AADC	0.145					
B5	DSCF	AADC	0.119					

Nonmachinable Letters 3.3 oz. (0.2063 lbs.) or less

	Entry	Price Category	Price	No. of Pieces	Subtotal Postage	Discount Total	Fee Total	Total Postage
B6	None	5-Digit	\$0.296					
B7	None	3-Digit	0.391					
B8	None	ADC	0.425					
B9	None	Mixed ADC	0.520					
B10	DNDC	5-Digit	0.263					
B11	DNDC	3-Digit	0.358					
B12	DNDC	ADC	0.392					
B13	DNDC	Mixed ADC	0.487					
B14	DSCF	5-Digit	0.253					
B15	DSCF	3-Digit	0.348					
B16	DSCF	ADC	0.382					

Nonmachinable Letters Over 3.3 oz. but less than 16 oz.

	Entry	Price Category	Piece Price	Or Amount Affixed	No. of Pieces	Pieces Subtotal	Pound Price	Pounds	Pounds Subtotal	Subtotal Postage	Discount Total	Fee Total	Total Postage
B17	None	5-Digit	\$0.134				\$0.648						
B18	None	3-Digit	0.212				0.648						
B19	None	ADC	0.257				0.648						
B20	None	Mixed ADC	0.299				0.648						
B21	DNDC	5-Digit	0.134				0.487						
B22	DNDC	3-Digit	0.212				0.487						
B23	DNDC	ADC	0.257				0.487						
B24	DNDC	Mixed ADC	0.299				0.487						
B25	DSCF	5-Digit	0.134				0.439						
B26	DSCF	3-Digit	0.212				0.439						
B27	DSCF	ADC	0.257				0.439						

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 B Total (Add lines B1-B27)

APPROVED NONPROFIT**AUTH #**

DISTRICT SCHOOL BOARD OF COLLIER COUNTY	210040
ALTERNATIVES SCHOOLS	803930
AVALON ELEMENTARY SCHOOL	804269
BARRON COLLIER HIGH SCHOOL	804270
BIG CYPRESS ELEMENTARY SCHOOL	803700
CALUSA PARK ELEMENTARY SCHOOL	803699
CORKSCREW ELEMENTARY SCHOOL	803786
CORKSCREW MIDDLE SCHOOL	803783
EAST NAPLES MIDDLE SCHOOL	803888
EVERGLADES CITY SCHOOLS	803890
GOLDEN GATE ELEMENTARY SCHOOL	803934
GOLDEN GATE HIGH SCHOOL	803926
GOLDEN GATE INTERMEDIATE CENTER NORTH	803931
GOLDEN GATE INTERMEDIATE CENTER SOUTH	803297
GOLDEN GATE MIDDLE SCHOOL	803893
GOLDEN TERRACE ELEMENTARY SCHOOL	803892
GULF COAST HIGH SCHOOL	803788
GULFVIEW MIDDLE SCHOOL	803777
HIGHLANDS ELEMENTARY SCHOOL	803701
IMMOKALEE HIGH SCHOOL	803705
IMMOKALEE MIDDLE SCHOOL	803703
LAKE PARK ELEMENTARY SCHOOL	803706
LAKE TRAFFORD ELEMENTARY SCHOOL	804277
LAUREL OAK ELEMENTARY SCHOOL	804274
LELY ELEMENTARY SCHOOL	804276
LELY HIGH SCHOOL	804659
MANATEE ELEMENTARY SCHOOL	803778
MANATEE MIDDLE SCHOOL	803905
NAPLES HIGH SCHOOL	803894
NAPLES PARK ELEMENTARY SCHOOL	803698
NORTH NAPLES MIDDLE SCHOOL	804273
OAKRIDGE MIDDLE SCHOOL	804281
OSCEOLA ELEMENTARY SCHOOL	803709
PALMETTO RIDGE HIGH SCHOOL	803841
PELICAN MARSH ELEMENTARY SCHOOL	803929
PINE RIDGE MIDDLE SCHOOL	803298
PINECREST ELEMENTARY SCHOOL	803887
POINCIANA ELEMENTARY SCHOOL	803886
SABAL PALM ELEMENTARY	803781
SEA GATE ELEMENTARY SCHOOL	803708
SHADOWLAWN ELEMENTARY SCHOOL	804284
TOMMIE BARFIELD ELEMENTARY	804287
VILLAGE OAKS ELEMENTARY SCHOOL	803707
VINEYARDS ELEMENTARY	803885

Overview (507.1.4) Ancillary service endorsements are used by mailers to request an addressee's new address and to provide the USPS with instructions on how to handle undeliverable-as-addressed pieces. The endorsements consist of one keyword: "Electronic," "Address," "Return," "Change," or "Forwarding," followed by the two words "Service Requested." The endorsements are the same for all classes of mail, but the treatment and cost differ by class of mail. Use of an ancillary service endorsement on a mailpiece obligates the mailer to pay any applicable charges for forwarding, return, and separate address notification charges.

General Information (102.4.2) Proper placement of the endorsement is required. If the endorsement cannot be seen or understood, you might not receive the service requested. A return address as presented in 602.1.6 must be used and placed in the upper left corner of the address side of the mailpiece or the upper left corner of the addressing area. If a return address is a multiple delivery address, it must show a unit designation (e.g., apartment number). The "Electronic Service Requested" ancillary service endorsement is available for participants of Address Change Service (ACS) or OneCode ACS (used with mailpieces bearing Intelligent Mail barcodes). Mailers using Intelligent Mail barcodes may encode ancillary service requests into mailpiece barcodes, but must also include a printed endorsement on Standard Mail pieces. Information about traditional ACS and OneCode ACS is located in Publication 8a, *Address Change Service*.

Physical Standards (102.4.4) An endorsement must be printed in no smaller than 8-point type, and it must stand out clearly against its background. Brilliant-colored envelopes and reverse printing are not permitted. There must be a 1/4-inch clear space around all sides of the endorsement. The endorsement and return address must read in the same direction as the delivery address.

Placement of Endorsement (letters, 202.4.0; flats, 302.4.0; parcels, 402.3.0) The exhibit below shows the options for placing an endorsement. The endorsement shown (ADDRESS SERVICE REQUESTED) is just one of several options. See DMM 507.1.5 for a complete list of endorsements, treatment, and fee consequences according to the class of mail.

JAMES WARRICK RUSS GALLERY LTD 4016 MAIN ST FORT WORTH TX 76133-5559	ADDRESS SERVICE REQUESTED³	Presorted First-Class Mail U.S. Postage Paid Fort Worth TX Permit No. 1
ADDRESS SERVICE REQUESTED¹		ADDRESS SERVICE REQUESTED⁴
	ADDRESS SERVICE REQUESTED²	
	JOHN DOE 10 ELM ST ANYTOWN WA 98765-4321	

The endorsement must be placed in one of these four positions:

1. Directly below the return address.
 2. Directly above the delivery address area (which includes the delivery address block and any related nonaddress elements such as a barcode, keyline, or optional endorsement line).
 3. Directly to the left of the postage area and below or to the left of any price marking.
 4. Directly below the postage area and below any price marking.
- For a detailed listing of the endorsements, see 507.1.5.