

## 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.

- 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

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

- 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.

Non-Profit Org.
U.S. Postage
PAID
Naples, Florida
Permit #45

Non-Profit Org.
U.S. POSTAGE
PAID
IMMOKALEE, FL
PERMIT #32

**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

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Mailing	Typ Pos	mit # Fo	Processing Category  Letters Flats Marketing Parcels Parcels - Machinable Parcels - Irregular Catalogs  r Mail Enclosed within Anot Bound Printed Matter Librar	Weight of O O I O	a Single Piece a Single Piece pounds Periodicals edia Mail Parcel	1/1/02/2019	Total # of Mailing  Total We te is a product	eight (1)	No. an	d Type of Container: Sacks  1 ft. Letter Trays 2 ft. LetterTrays EMM Letter Trays Flat Trays
	of Add	utomation Pieces, Enter Date Formula of Matching and Coding of Cod	or Carrier Route Pieces, Enter II Address Matching and Coding	Date of	Carner Route Seque	Date of De	elivery Statistics F	ified Address Enter File or Alternative Method	<u> </u>	Pallets (13) Other
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29	5	Permit #_			Net Pos	stage Due	(Line 1 +/	- Lines 2, 3, 4)	(	17)
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Certification	Costmaster: Report Total Postage In AIC 208 (Simplified Addressing (EDDM), Permit Imprint Only)  Total Adjusted Postage Simplified Addressing (EDDM). Permit Imprint Only)  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 mail Unrelated Business Income Tax (UBIT) and any products and services advertised are substantially related to the nonprofit organization's authorized purpose with 3626(j)(1)(d)(ii)(l) 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 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 be 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 rescontrol. The mailer hereby certifies that all information furnished on this form is accurate, truthful, and complete; that the mail and supporting documentation computation of this form or who omits information requested on this form may be subject to criminal and/or civil penalties, including fines and imprison trespective.									aning of 39 U.S.C. and (4) it will agree to mailer, and that the knowledge, or postal standards and
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Nonmachinable	Letters	3.3 OZ.	(0.2003 108.)	or iess

	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					
В9	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				0		
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)

United States Postal Service

# Postage Statement - Nonprofit Standard Mail

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

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B4	B2	Non	е	Mixed AADO	0.	178								
Nonmachinable Letters 3.3 oz. (0.2063 lbs.) or less	В3	DND	С	AADC	0.	129								
Nonmachinable Letters 3.3 oz. (0.2063 lbs.) or less   Entry	B4	DND	С	Mixed AADO	0.	145								
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Entry Category Price Amount Affixed No. of Pieces Subtotal Price Pounds Subtotal Discount Fee Total Post  B17 None 5-Digit \$0.134  B18 None 3-Digit 0.212  B19 None ADC 0.257  B20 None Mixed 0.200	Nonm	acninable												
B18         None         3-Digit         0.212         0.648           B19         None         ADC         0.257         0.648           B20         None         Mixed         0.300		Entry			Amount				Pounds				Fee Tota	al Total Postage
B19 None ADC 0.257 0.648	B17	None	5-Dig	git \$0.134				\$0.648	3					
P20 None Mixed 0.200		None		-										
	B19	None	1					0.648						
ADC	B20	None	ADO	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	B23	DNDC						0.487						
B24 DNDC ADC 0.299 0.487			ADO	0.299										
B25 DSCF 5-Digit 0.134 0.439				-										
B26 DSCF 3-Digit 0.212 0.439														
B27         DSCF         ADC         0.257         0.439	BZ/	DSCF	ADC	0.257				0.439						

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

## **Additional Services**

# Ancillary Service Endorsements



Quick Service Guide

# 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 REQUESTED<sup>3</sup>

Presorted First-Class Mail U.S. Postage Paid Fort Worth TX Permit No.1

ADDRESS SERVICE REQUESTED<sup>1</sup>

ADDRESS SERVICE REQUESTED4

ADDRESS SERVICE REQUESTED<sup>2</sup>

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.