[MS-0087.004.005.007]

SAMPLE + INSTRUCTIONS

POST OFFICE DEPARTMENT

STATEMENT OF MAILING MATTER WITH PERMIT IMPRINTS

MAILER: Prepare in duplicate, completing all items by typewriter, pen or indelible pencil.

PERMIT NO. 714

POST OFFICE	DATE	RECEIPT NO.	NUMBER OF SACKS	CARTONS	OUTSIDE BUNDLES
Main Office	10-12-73				1

☐ 1st—Letters, written matter, post cards. ☐ 2nd—Newspapers and magazines entered as second-class mail. ☒ 3rd—Circulars and other printed matter, merchandise less than 16 ozs. ☐ 3rd—Books or catalogs of 24 pages or more, seeds, etc., less than 16 ozs. ☐ 4th—Parcel post, books, merchandise, printed matter, 16 ozs. or more.

NAME AND ADDRESS OF PERMIT HOLDER (Include ZIP Code)

C. U. R. E.
3944½ Third Ave.
San Diego, Ca 92103

TELEPHONE NO. 295-5800

☐ Check here when mailing is by authorized nonprofit organization (Section 134.5 P.M.)

☐ YES ☒ NO Mailer (other than authorized nonprofit organization) must check here whether his total mailings made at bulk third-class rates at all post offices, under any name, for the current calendar year, exceed 250,000 pieces.

SIGNATURE OF PERMIT HOLDER OR AGENT: Phyllis A. Swift

NAME AND ADDRESS OF INDIVIDUAL OR ORGANIZATION FOR WHICH MAILING IS PREPARED (If other than permit holder)

A	Weight of a single piece.	.168 ozs.
B	Number of pieces in a pound. (For third-class matter mailed at bulk rates.)	95
C	Total number of PIECES in mailing.	312
D	Total number of POUNDS in mailing.	3.3
E	Rate chargeable on each (check one) ☐ POUND ☒ PIECE is →	4.8 ¢
F	TOTAL COMPUTED POSTAGE	$ 14.98

Check w/ weight matter on # of "bundles"

POD Form 3602 July 1969

ALL ITEMS MUST BE COMPLETED

LINE (B) WEIGH ONE POUND - ENTER NUMBER OF PIECES

A. DIVIDE PIECES (B) INTO 16 - ENTER WEIGHT

C. COUNT TOTAL PIECES - ENTER COUNT

D. DIVIDE PIECES (B) INTO TOTAL PIECES (C) - ENTER

E. APPLICABLE RATE

F. ENTER TOTAL AMOUNT OF POSTAGE

312
.048
2496
1248
14.976

3.3) 312 (95
285
270

4.8

14.98

THIRD CLASS BULK MAILINGS

SAN DIEGO MAIN POST OFFICE
2535 Midway Drive
San Diego, CA 92110

IMPORTANT NOTICE

Due to the tremendous increase of Bulk Mail and Bulk Mailing Permits it will be necessary to implement several changes in mailing procedures effective MONDAY, JANUARY 15, 1973.

The areas of difficulty for rendering proper service falls into four catefories:

1. Time of Deposit
2. Place of Deposit
3. Proper Completion of Mailing Statements
4. Presorting of Bundles and Sacks

1. Over 50% of all 1st class mail is deposited with the Post Office between the hours of 5:00 p.m. and 7:00 p.m. This mail receives priority handling. Mail received late in the day at the reduced Bulk Mail rates is processed the next day. The Weighmaster's Office hours will be changed to facilitate processing of mail.

   NEW HOURS: 7:30 a.m. to 5:00 p.m.

   NO BULK MAIL WILL BE ACCEPTED OR DEPOSITED AFTER ABOVE HOURS.

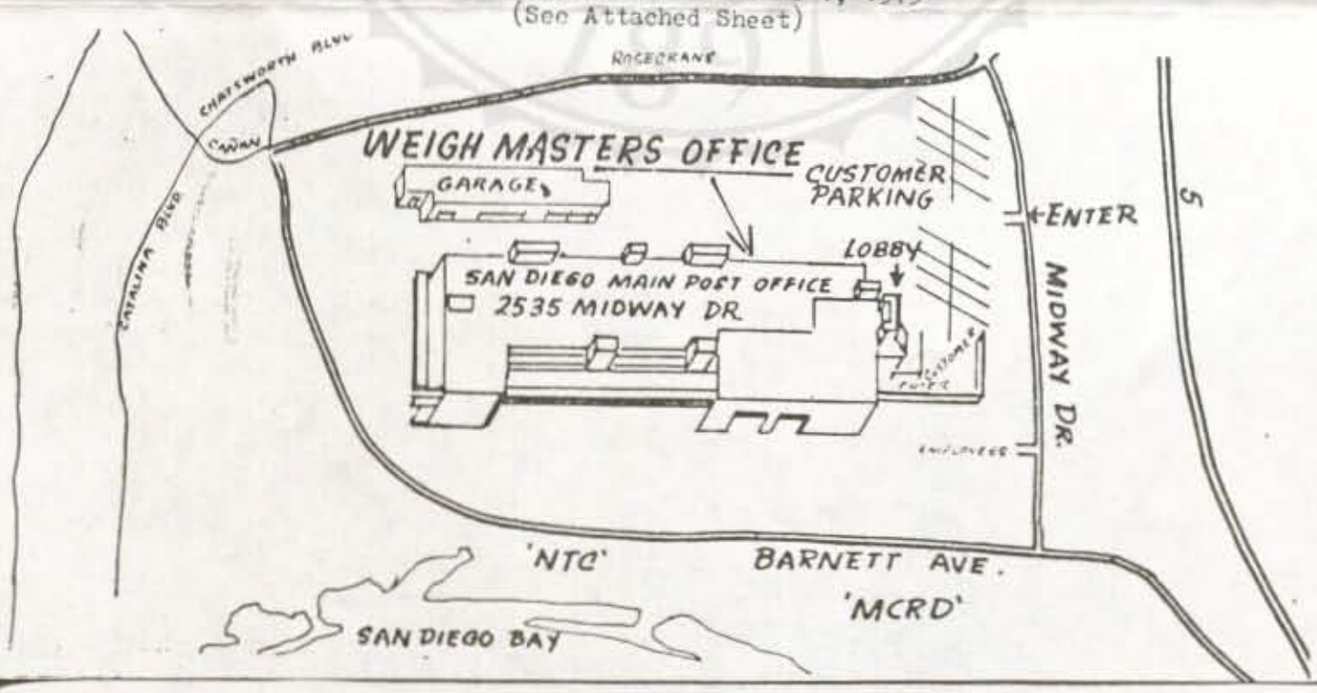
2. Due to time delay in receiving Bulk Mail deposited at Stations, effective January 15, 1973, all Bulk Mail will be accepted ONLY at the Weighmaster's Office at 2535 Midway Drive, San Diego, CA 92110.

3. The 3602 and 3602PC bulk mailing statements that are partially or incorrectly completed cause delays in processing. All items must be completed prior to depositing mail at the Weighmaster's Office. Please call 293-5409 for assistance or 293-5420 for a Mailing Requirements Representative to visit you.

4. The presorting regulations for Bulk Mail includes both the bundles, if 10 or more pieces, and sacking in No. 3 sacks for a 1/3 of a sack or more. Due to inter-facility handling sacks MUST BE USED for all Bulk Mail of any quantity. The reduced rate requires presorting, which gives faster service by saving on extra handling of bundles and sacks.

   No. 3 Sacks may be obtained at the Weighmaster's Office or any Station.

1973 BULK FEES DUE BY JANUARY 1, 1973
(See Attached Sheet)



BULK RATE
U. S. POSTAGE
PAID
SAN DIEGO, CALIF.
PERMIT NO. 00

THIRD CLASS BULK MAILINGS
SAN DIEGO MAIN POST OFFICE
2535 MIDWAY DRIVE
SAN DIEGO, CA 92110

NON-PROFIT ORG.
U. S. POSTAGE
PAID
SAN DIEGO, CALIF
PERMIT NO. 00

REQUIREMENTS:

MAILABLE MATTER - All items not in First, Second, or Fourth-Class.

MINIMUM MAILINGS- 200 by piece count, or 50 pounds by weight.

PHYSICAL MAKEUP - All pieces must be IDENTICAL in size, weight, and number of enclosures.

MAXIMUM WEIGHT - 15.99 ounces per piece.

SEALING - Recommended on envelopes. Stapling for folded self-mailers.

FEES:

$30.00 BULK MAILING FEE - Renewable each calendar year on January 1st.

$15.00 PERMIT IMPRINT FEE - One time fee when mailing with Indicia (See examples above). This fee not applicable when mailings are made with meter or precancelled stamps, or Government envelopes. Check with Post Office for special rules governing these mailings.

RATES:

REGULAR BULK-RATE MAILERS: CURE:

✓PIECE RATE - 4.8¢ (First 250,000 pieces) not exceeding 2.954 ozs.

NOTE: The 250,000 pieces includes the combined mailings of all locations of your organization in the United States.

5¢ per piece over 250,000 pieces not exceeding 3.077 ounces.

POUND RATE - 26¢ per pound when exceeding piece weight.

APPROVED NON-PROFIT MAILERS: Not CURE

PIECE RATE - 1.7¢ per piece not exceeding 2.473 ozs.

POUND RATE - ~~8¢~~ 11¢ per pound over 2.473 ozs.

BOOKLETS - 24 PAGES OR MORE, 22 PRINTED:

REGULAR BULK RATE MAILERS:

PIECE RATE - 4.8¢ per piece, first 250,000 pieces. Weight 3.491 ozs.

5¢ per piece over 250,000 pieces. Weight 3.636 ozs.

POUND RATE - 22¢ per pound, exceeding piece rate.

APPROVED NON-PROFIT MAILERS: Not CURE

PIECE RATE - 1.7¢ per piece not exceeding 3.4 ozs.

POUND RATE - ~~8¢~~ 9¢ per pound over 3.4 ozs.

STATEMENT OF MAILING:

ALL ITEMS MUST BE COMPLETED AND ACCOMPANY EAC MAILING, OR MAIL WILL NOT BE ACCEPTED.

✓Form 3602 (pink) for Indicia mailings.
Form 3602PC (white) for metered, precancelled or Government envelopes.

POSTAGE DEPOSITS:

MAIN POST OFFICE LOBBY WINDOWS ONLY, AT 2535 MIDWAY DRIVE, SAN DIEGO, CA 92110.

HOURS:	WEEKDAYS	SATURDAYS
	8:30 AM TO 5:00 PM	8:30 AM TO 12 NOO

AMPLE FUNDS MUST BE ON DEPOSIT BEFORE PRESENT ING MAIL TO THE WEIGHMASTER.

WEIGHMASTER:

MAIN POST OFFICE - 2535 MIDWAY DRIVE
PHONE: 293-5409

HOURS:	WEEKDAYS	SATURDAYS
	7:30 AM TO 5:00 PM	8:30 AM TO 12 NOO

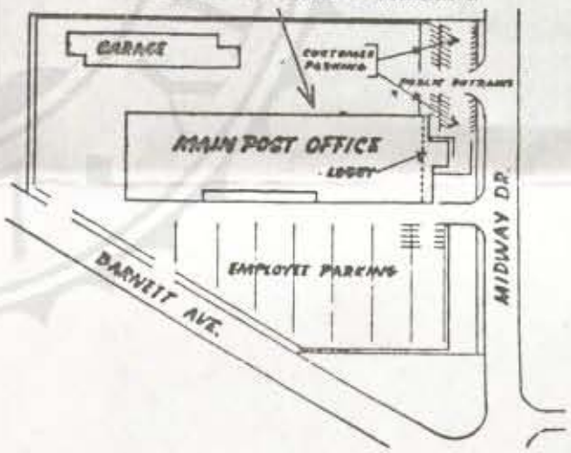
MAILING PROCEDURES:

PRESORTING & BUNDLING (SEE ATTACHED SHEET)

MAILING PERMITS & INFORMATION:

MAILING REQUIREMENTS SECTION, MAIN POST OFFICE, 2535 MIDWAY DR., 3RD FLOOR, ROOM 32
PHONE: 293-5420.

WEIGHMASTER'S OFFICE - PARKING



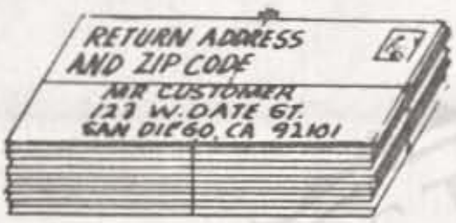
FOREIGN MAIL IS NOT ACCEPTED IN BULK MAILINGS

PRESORT REGULATIONS FOR BULK MAILINGS

YOUR BULK MAILING PERMIT ENTITLES YOU TO MAIL AT A REDUCED RATE. THIS REDUCED rate is permitted because you presort and tie your bundles to eliminate several handlings by the Postal Service. *To facilitate handling, the 35,000 Post Offices in the United States have their mail channeled through 552 SCF Offices (Sectional Center Facilities). These SCF Facilities consist of one or more large (multi Zip Coded) offices and a number of single Zip Coded Offices. Your bundles (sacks for volume mailers) will be sorted and tied as per instructions below.

BUNDLES NO LARGER THAN 4 INCHES THICK (HANDFUL)

TIED SECURELY BOTH WAYS WITH HEAVY TWINE



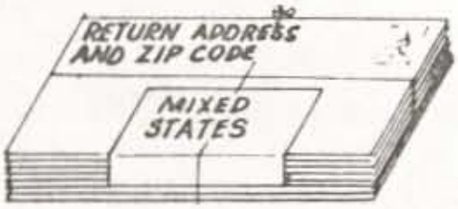
1 10 OR MORE THAT ARE ALL FOR SAME 5 DIGIT ZIP CODE IN LARGE OFFICES WITH MORE THAN 1 ZIP CODE. ALL FACING ONE WAY. NO LABEL REQUIRED.

2 LESS THAN 10 IN EACH ZIP CODE AREA IN THESE LARGE OFFICES. All facing one way. Label on top and tucked in around side. Label to read, Name of City and State and first 3 numbers of Zip Code.

3 10 OR MORE IN CITIES WITH ONLY ONE ZIP CODE. All facing one way, with no label.

4 LESS THAN 10 IN SINGLE ZIP CODED CITIES AND LESS THAN 10 IN ALL ZIP CODES OF A MULTI ZIPPED CITY. This bundle will be sent to the SCF (Facility) for that area (See asterisk above). LABEL TO READ, SCF and Name of SCF Office, State, and first 3 numbers of SCF Zip. Label on top and tucked in around sides.

5 STATE BUNDLE - This is the balance of mail that could not be made up into any of the above categories. Label on top and tucked in around side. Label to read, NAME OF STATE.

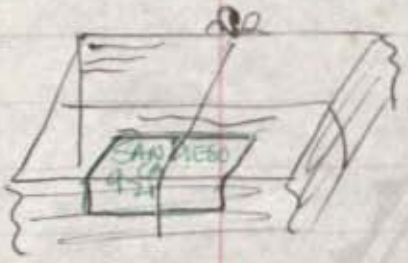


6 MIXED STATES - Less than 10 to any one state. All facing one way, Label on top and tucked in around side. Label to read, MIXED STATES.

LARGE VOLUME MAILERS WHOSE BUNDLES OF MAIL WOULD MAKE A THIRD OF A NUMBER 3 SACK OF ANY OF THE ABOVE 6 PRESORTING REQUIREMENTS MUST SACK AND USE SACK LABELS SHOWING THE PROPER DESIGNATION.

Bundles no larger than 4" thick (handfull)
Tied securely both ways w/ heavy twine

① 10 or more that are all for same 5-digit zip code in large offices with more than 1 zip code. ALL FACING ONE WAY. NO LABEL
El Cajon 92020 + El Cajon 92021, bundled separately, fall in this group, I think



② Less than 10 in each Zip Code Area in these large offices. All FACING ONE WAY. LABEL ON TOP & TUCKED IN AROUND SIDE. Label: City, State, + 1st 3 digits of Zip Code

③ 10 or more in CITIES with only one Zip Code All face one way, with no label

④ Less than 10 in single zip coded cities + less than 10 in all zip codes of a multi-zipped city. Will be sent to a Sectional Center Facility (SCF) for that area. LABEL: SCF, name of SCF office, State + 1st 3 numbers of SCF Zip. Label on top + tucked in around side

⑤ State Bundle - Balance of what can't be made up as above

⑥ Mixed States - Less than 10 to any one state. All face one way. Label on top + tucked around side