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MAILING PERMITS

Excerpts from Chapter 1 Postal Manual

POD Publication 13

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Part 131—FIRST CLASS * * * * * * *

.23 BUSINESS REPLY MAIL

.231 Purpose

Specially printed business reply cards, envelopes, cartons, and labels may be distributed for use by mailers in sending mail to the distributor without prepayment of postage.

.232 Permit

a. A permit to distribute business reply cards, envelopes, cartons and labels is required. An application on Form 3614, *Application to Distribute Business Reply Cards, Envelopes and Labels*, must be submitted at the post office where the mail will be returned. There is no charge for the permit. If matter bearing the business reply imprint is distributed from a central office to be returned to branches or dealers in other cities, one permit obtained from the post office where the central office is located may be used to cover all the business reply mail.

b. On receipt of the application, the postmaster will complete the permit portion of the form and deliver it to the applicant. The application portion of the form will be filed in the post office by the permit number. Permits issued at each post office will be numbered consecutively starting with No. 1 for the first permit. Each post office will keep an alphabetical card record of each permit.

.233 Postage

a. Postage is collected on each piece of business reply mail at the time it is delivered. Postage due stamps for the amount due will be affixed to the mail or to Form 3582-A, *Postage Due Bill*. The stamps will be canceled and delivered to the addressee with the mail when he pays the amount due. Business reply mail will not be mixed with other mail in direct packages or sacks for individuals or concerns.

b. The amount to be collected, which may not include fees for any special services, is computed as follows:

(1) *Post Cards*

The rate for post cards or air post cards, whichever is applicable, plus 2 cents each. (See 131.1 and 136.1.) Cards that do not conform to the specifications for post cards (see 131.222) are subject to the postage chargeable under (2).

(2) *Envelopes and Packages*

(a) Weight of piece not over two ounces: First-class or airmail rate of postage, whichever is applicable, plus 2 cents each. (See 131.1 and 136.1.)

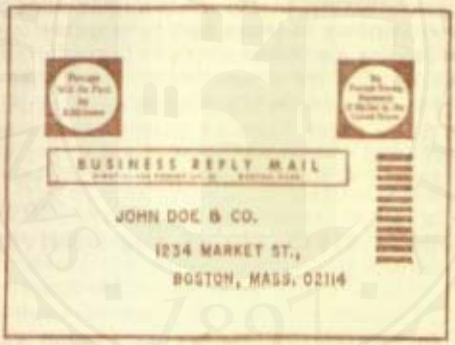
(b) Weight of piece over two ounces: First-class or airmail rate, whichever is applicable, plus 5 cents each. (See 131.1 and 136.1.)

.234 Form of Imprint and Address

Any photographic, mechanical, or electronic process, or any combination of such processes, other than handwriting, typewriting, or handstamping, may be used to prepare the address side of business reply cards, envelopes, cartons, or labels. The address side must be prepared both as to style and content in one of the following forms without the addition of any matter other than a return address:

a. *Alternate Style and Content for Domestic Surface Mail.*

b. *Alternate Style and Content for Domestic Surface Mail.*



c. *Style and Content for Domestic Airmail.* Use alternating red and blue parallelograms for the border.

.235 Distribution

Business reply cards, envelopes, cartons, and labels may be distributed—

a. In any quantity for return by surface or airmail. When prepared by the distributor for return by surface mail, business reply mail may not be accepted for return by air unless postage is fully prepaid at the airmail rate.

b. To any post office in the United States and its Territories and possessions, including military post offices overseas; except in the Canal Zone, where they may not be returned without prepayment of postage. They should not be sent to any foreign country.

c. In any manner except by depositing in receptacles provided by patrons for receipt of mail.

.236 Responsibility of Distributor

The distributor guarantees payment on delivery of postage on returned business reply mail. Any concern distributing business reply cards, envelopes, cartons, or labels under one permit for return to its branches or dealers guarantees to pay postage on any returns refused by any authorized addressees.

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132.2 QUALIFICATIONS FOR SECOND-CLASS PRIVILEGES

.21 WHAT MAY QUALIFY

.211 *Mailable Publications.* Only newspapers and other periodical publications may be mailed at the second-class rates. The copies may not contain obscene, treasonable, lottery, or other kinds of material that would cause them to be nonmailable under the provisions of part 124.

.212 *With or Without General Advertising.* All publications that meet the basic qualifications explained in 132.22 may carry general advertising. The publications of the institutions and societies specifically named in 132.23 must meet all the basic qualifications except the requirement of a paid subscription list. They are excused from having a paid list only when they do not carry general advertising. Those that carry general advertising must have a paid list.

.22 BASIC QUALIFICATIONS

.221 *Regular Issuance.* Publishers must determine the number of issues they will publish each year and adopt a statement of frequency that will show at what regular intervals the issues will appear. Examples of statements of frequency are:

Daily	Semiweekly
Weekly	Biweekly
Monthly	Semimonthly
Quarterly	Weekly during school year
Monthly except during July and August	Four times a year in January, February, October, and November

A publication may not be published under a frequency that provides for less than four issues each year. Issues must be published regularly as called for by the statement of frequency. Publishers may change the number of issues scheduled and adopt a new statement of frequency by filing an application for second-class reentry. (See 132.34.) When a publication fails to maintain regular issuance in accordance with its stated frequency, the postmaster will inform the publisher of the requirements and request compliance. If irregular issuance continues, or if the publication is discontinued, the postmaster will report all the facts, including the publisher's current mailing address, to the Classification and Special Services Division for determination

as to whether proceedings should be instituted to revoke the second-class mail privilege. See 132.8.

.222 *Issuance at Known Office.* Publications must be issued and mailed at a known office of publication. A known office of publication is a public office where the business of the publication is transacted during the usual business hours. The office must be maintained at the place where the publication has been granted original second-class mail privileges. Offices for the transaction of business may be maintained at more than one place, but mailings may be accepted at the second-class pound rates only at the post offices where original or additional mail privileges have been authorized.

.223 *Preparation.* Publications must be formed of printed sheets. They may not be reproduced by stencil, mimeograph, or hectograph processes or reproduced in imitation of typewriting. Reproduction by stencil, mimeograph, or hectograph processes is reproduction in imitation of typewriting and is not permissible. Reproduction by any other printing process is permissible. Any style of type may be used.

.224 *Contents.* Publications must be originated and published for the purpose of disseminating information of a public character, or they must be devoted to literature, the sciences, art, or some special industry.

.225 *List of Subscribers.* Publications must have a legitimate list of persons who have subscribed by paying or promising to pay at a rate above nominal (see 132.228) for copies to be received during a stated time.

.226 *Advertising Publications.* Publications designed primarily for advertising purposes may not qualify for second-class privileges. They include:

a. Those having advertising in excess of 75 percent in more than one-half of their issues during any 12-month period.
b. Those owned or controlled by individuals or business concerns and conducted as an auxiliary to and essentially for the advancement of the main business or calling of those who own or control them.
c. Those that consist principally of advertising and editorial write-ups of the advertisers.
d. Those that consist principally of advertising and that have only a token list of subscribers, the circulation being mainly free.
e. Those that have only a token list of subscribers and that print advertisements free for advertisers who pay for copies to be sent to a list of persons furnished by the advertisers.
f. Those published under a license from individuals or institutions and that feature other businesses of the licensor.

.227 *Free Circulation Publications.* Publications designed primarily for free circulation may not qualify for second-class privileges. Publications are designed primarily for free circulation when the total number of copies furnished during any 12-month period to legitimate paid subscribers (see 132.225) and to the purchasers of single copies constitutes less than 65 percent of the total number of copies distributed by mail at the second-class pound rates or the transient rate, by the publishers' carriers, and by other means for any purpose. See 132.31a.

.228 *Nominal Rate Publications.* Publications designed primarily for circulation at nominal rates may not qualify for second-class privileges. Persons whose subscriptions are obtained at a nominal rate shall not be included as a part of the legitimate list of subscribers required by 132.225. Copies sent in fulfillment of subscriptions obtained at a nominal rate must be charged with postage at the transient rate (see 132.13). Nominal rate subscriptions include those which are sold:

a. At a token subscription price that is so low that it cannot be considered a material consideration.

b. At a reduction to the subscriber, under a premium offer or any other arrangements, of more than 50 percent of the amount charged at the basic annual rate for a subscription which entitles the subscriber to receive one copy of each issue published during the subscription period. The value of a premium is considered to be its actual cost to the publisher, the recognized retail value, or the represented value, whichever is highest.

.23 PUBLICATIONS OF INSTITUTIONS AND SOCIETIES

.231 Publications that do not have subscribers and that are issued as follows may contain only the publishers' own advertising and not under any conditions the advertising of other persons, institutions, or concerns:

By a regularly incorporated institution of learning, by a regularly established State institution of learning supported in whole or in part by public taxation, including bulletins issued by State boards of health, State industrial development agencies, State conservation and fish and game agencies or departments, and State boards or departments of public charities and corrections, and by a public or nonprofit private elementary or secondary institution of learning or its administrative or governing body and program announcements or guides published by an educational radio or television agency of a State or political subdivision thereof or by a nonprofit educational radio or television station.

.232 Publications that do not have subscribers and that are issued as follows may contain only the publishers' own advertising:

By or under the auspices of a benevolent or fraternal society or order organized under the lodge system and having an actual membership of not less than 1,000 persons, or of a trades-union; or as the publications of strictly professional, literary, historical, or scientific societies; or by churches and church organizations.

These publications may also contain advertising of other persons, institutions, or concerns, under the following conditions:

a. The publication must not be designed or published primarily for advertising purposes.
b. The publication must be originated and published to further the objects and purposes of the society.
c. The circulation must be limited to copies mailed to members who pay either as a part of their dues or assessments, or otherwise, not less than 50 percent of the regular subscription price; to other actual subscribers; to exchanges; and 10 percent of such circulation as sample copies.
d. When members pay for their subscriptions as a part of their dues or assessments, individual subscriptions or receipts are not required.

.233 Periodical publications issued by State departments of agriculture may not contain advertising and must be published for the purpose of furthering the objects of the departments.

.24 FOREIGN NEWSPAPERS AND PERIODICALS

Foreign newspapers and other periodicals of the same general character as domestic publications entered as second class mail may be accepted by the Postmaster General, on application of the publishers thereof or their agents, for transmission through the mail at the same rates as if published in the United States. This section does not authorize the transmission through the mail of a publication which violates a copyright granted by the United States. (39 U.S.C. 4353.)

.25 IDENTIFICATION STATEMENTS IN COPIES

Copies of publications must be identified as second-class mail by having the following items printed on one of the first five pages in a position where they may be easily located by postal employees and other interested persons:

a. **Name of Publication.** The name of the publication must be shown on the front in a position and in a style and size of type that will make it clearly distinguishable from the name of the publisher or other items on the front.

b. **Date of Issue.**

c. **Statement of Frequency.**

d. **Issue Number.** The copies of each issue must be numbered consecutively. The consecutive numbering of published issues may not be broken by assigning numbers to issues unavoidably omitted.

e. **Subscription Price,** if the publication has one.

f. **Name of Known Office of Publication and ZIP Code,** including street and number when there is letter-carrier service, must be printed in a position or in a style and size of type or with a designation that will make it clearly distinguishable from the names of other offices of the publication. When there is no post office at the place where published, the name of the post office where mailed must be shown as the office of publication. Addresses in mastheads and date lines must be printed so they will clearly show where change of address notices, undeliverable copies, orders for subscriptions, and other mail items are to be sent. See 126.26.

g. **Second-Class Imprint,** reading *Second-class postage paid at*_____

When a publication is mailed at two or more offices, the imprint must read *Second-class postage paid at*_____ *and at additional mailing offices.*

h. **Notice of Pending Application,** when copies are mailed while an application is pending, reading *Application to mail at second-class postage rates is pending at* _____

132.3 APPLICATIONS FOR SECOND-CLASS PRIVILEGES

.31 APPLICATIONS FOR PUBLICATIONS AND NEWS AGENTS THAT DO NOT HAVE SECOND-CLASS PRIVILEGES. An application must be filed by the publisher before a publication may be mailed at the second-class rates. Two copies of the issue described in the application must also be filed. When one-half or more of the total copies distributed are purchased by news agents for resale or are consigned to news agents for sale, two copies each of at least four issues must be filed before an application is either approved or disapproved, to demonstrate compliance with the requirement for regular issuance at least four times each year. See 132.221. If the publication is printed in a foreign language, a brief translation of the contents of the copies must be furnished. A synopsis of each article and advertisement is usually sufficient. News agents must file applications before they may mail second-class publications at the second-class rates. Copies of all application forms may be obtained from local postmasters. The headings on the forms describe what information must be furnished by publishers and news agents. Use the following forms:

a. File application Form 3501 for second-class mail privileges for a publication that meets the basic qualifications (see 132.22) at the post office of the place where the known office of publication is located. When one-half or more of the total copies distributed are purchased by news agents for resale or are consigned to news agents for sale, postmasters will not accept an application on Form 3501, unless the publisher has completed the application by furnishing all of the information called for by questions 30 and 31.

b. File application Form 3502 for second-class mail privileges for a publication of an institution or society (see 132.23) that does not meet the basic qualifications at the post office of the place where the known office of publication is located.

c. File application Form 3501-A for permission to mail foreign publications in the United States at the post office at which the copies are to be mailed.

d. File application Form 3501-A for registry of a person or firm as a news agent with the privilege of mailing second-class publications at the post office where mailings are to be made.

.32 ACCEPTANCE AFTER APPLICATION IS FILED. Publishers or news agents may not mail at the second-class rates until the application for second-class privileges is approved by the Director, Classification and Special Services Division, Bureau of Operations. See 132.36. Postmasters may not accept mailings at the second-class rates until they receive a written authorization from the Director, Classification and Special Services Division. Postage at the applicable third- or fourth-class rates may be paid in money on mailings made while an application is pending. The postmaster will keep a record of such mailings on Form 3503, *Record of Deposits Made While Second-class Application is Pending*, and if second-class privileges are authorized by the Director, Classification and Special Services Division, he will be instructed to return to the publishers or news agents the difference between the third- or fourth-class rates and the second-class rates. Form 3503 will not be kept and the difference will not be returned when postage is paid by stamps affixed.

.33 APPLICATIONS FOR PUBLICATIONS THAT HAVE SECOND-CLASS PRIVILEGES. After a publication has obtained second-class mail privileges, applications may be filed for the following additional privileges:

a. Publishers of newspapers or periodicals of those nonprofit organizations and associations listed in 133.122 may file applications by letter to the postmaster for the special rate. They must submit evidence to establish their nonprofit status and to show that they come wihin one of the categories stated.

b. Publishers of religious, educational, or scientific publications designed for use in school classrooms or in religious instruction classes may file applications by letter to the postmaster for the special rates for such publications. See 132.123. They must also submit evidence showing that their publications are of this character and for the uses stated.

c. Publishers of publications designed to promote the science of agriculture may file applications by letter to the postmaster for the special zones 1 and 2 advertising rate of 4.2 cents per pound. See section 132.124. They must submit evidence that their publications are of the character and for the use stated and that more than 70 per centum of the copies distributed by any means for any purpose during any twelve-month period are to subscribers residing in rural areas.

d. A publisher may apply for permission to mail at additional entry post offices any copies except those which are for delivery at the post office where the publication has been granted original second-class entry and mail privileges. A written application for an additional entry must be filed by the publisher at the post office where the publication has original second-class entry. A form is not provided for this kind of application. See 132.35 for fees required. The application must include the following information:

(1) Name of publication.
(2) Frequency of issue.
(3) Name of place where the publication is printed.
(4) Name of the additional entry post office.
(5) Approximate number and weight of copies to be mailed at the additional entry office.
(6) Specific geographical area to be served from the additional entry office (the geographical area served by the additional entry office must include the entire local delivery area of the additional entry office).

An additional entry will be authorized at a post office located in the same county in which the office of original entry is located only when the

publication is entirely or partly produced or prepared for mailing at the additional entry office (see 132.33e for available exceptional dispatch privileges). An additional entry will be authorized only at a post office served by transportation facilities which will enable the mailings to be effectively and economically handled in the postal transportation patterns.

e. An application to deliver copies of a second-class publication at the publishers' expense and risk from the post office of original entry or an additional entry post office to other post offices or elsewhere may be filed by the publisher at the office of original or additional entry where the postage is paid on the copies which will be transported. A form is not provided for this kind of application. See 126.34.

.34 REENTRY BECAUSE OF CHANGE IN NAME, FREQUENCY, OR LOCATION. When the name or frequency is changed, an application for reentry must be filed on Form 3510 at the post office of original entry, accompanied by two copies of the publication showing the new name or frequency. When the location is changed, an application for reentry must be filed on Form 3510 at the new office, accompanied by two copies of the publication showing the name of the new office as the known office of publication. Copies of second-class publications will be accepted for mailing at the second-class postage rates during the time applications for their reentry are pending. Copies of Form 3510 may be obtained from local postmasters. An application for reentry is not required when only the ownership is changed unless the change disqualifies the publication for an entry which was authorized under 132.23.

.35 FEES. The fees to accompany applications for second-class original entry, reentry, or additional entry, or for registration as a news agent, are:

Kind	*Amount*
Original entry—circulation not more than 2,000	$30
Original entry—circulation 2,001 to 5,000	60
Original entry—circulation 5,001 and over	120
News-agent registry	25
Reentry because of change in title, frequency of issue, office of publication, or other reasons	15
Additional entry (Only one fee is collectible for an application for additional entry even though the additional entry being applied for modifies one or more additional entries previously approved.)	
Within zones 1 and 2	15
Within zones 3 to 8	50

If an application is not approved, no part of the fee is returned to the applicant.

.36 GRANTING OR DENIAL OF APPLICATION. The Director, Classification and Special Services Division, Bureau of Operations, rules on all applications. If he grants the application, he notifies the postmaster at the office where the application for original entry was filed, who in turn notifies the applicant. Before taking action on an application, the Director may call on the publisher for additional information or evidence to support or clarify the application. Failure of the publisher to furnish the information requested may be cause for denial of the application as incomplete or, on its face, not fulfilling the requirements for entry. If the Director denies the application, he must notify the publisher specifying the reasons for the denial. The denial becomes effective in 15 days from receipt of the notice by the publisher unless the publisher appeals therefrom. See 132.83.

Part 133

CONTROLLED CIRCULATION PUBLICATIONS

133.1 RATES

	Rates in cents, beginning—		
	1-7-68	1-1-69	1-1-70
Per pound or fraction of a pound	14.0	14.5	15.0
Minimum charge per piece	1.9	2.9	3.8

133.2 PERMITS

.21 QUALIFICATIONS. Publications must:

a. Contain at least 24 pages.
b. Contain at least 25 percent nonadvertising.
c. Be issued at regular intervals of four or more times a year.
d. Be circulated free or mainly free.
e. Not be owned and controlled by individuals or business concerns and conducted as an auxiliary to and essentially for the advancement of the main business or calling of those who own or control them.

.22 APPLICATIONS. Apply by letter to the postmaster at the office where mailings are to be made. A form is not provided for this kind of application. State the name of the publication, frequency of issue, where published, the name of the publisher, and whether the publication is circulated free or mainly free. Submit two copies of the issue published nearest to the date of application. The postmaster will submit the application and one copy of the publication to the Classification and Special Services Division, Bureau of Operations. Notice of authorization or disapproval will be furnished by the Director, Classification and Special Services Division.

.23 DEPOSITS TO COVER POSTAGE. While an application is pending, deposits in money to cover postage on mailings at the third- or fourth-class rates may be made by the publisher. The excess deposits will be returned if a permit is issued.

133.3 IDENTIFICATION STATEMENTS

The following items must be printed on one of the first five pages of each copy, in a position where they may be easily located by postal employees and other interested persons:

a. Name of the publication on the front.
b. Date of issue.
c. Frequency of issue.
d. Address of publisher including ZIP Code.
e. Subscription price, if the publication has one.
f. Controlled circulation imprint, reading: *Controlled circulation postage paid at* _____. When a publisher has filed applications at more than one post office, and has received authorizations at each office,

the imprint must read: *Controlled circulation postage paid at* ..... *and at* .....

g. Notice of pending application when copies are mailed under deposits of money, reading: *Application to mail at controlled circulation rates is pending at* .....

A notice must be printed or handstamped on the envelopes or wrappers in which copies are mailed, reading: *Controlled circulation postage paid at* ..... When a publisher has filed applications at more than one post office, and has received authorizations at each office, the notice must read: *Controlled circulation postage paid at* ..... *and at* .....

133.4 FILING OF MARKED COPY

A copy of each issue, marked by the publisher to show nonadvertising to the extent of at least 25 percent of the total reading and advertising portions of the publication, must be filed with the postmaster at the time of mailing. The percentage of nonadvertising must be written on the first page of the copy. Advertising includes paid advertising and the publisher's own advertising. The advertising may be in display, classified, or editorial style.

133.5 ENCLOSURES

Enclosures are not permitted.

133.6 ADDRESSING, PREPARATION FOR MAILING AND COLLECTION OF POSTAGE

Controlled circulation publications are accepted for mailing in the manner prescribed for second-class publications (See 126.8). See 123.7 for addressing requirements.

Part 134—THIRD CLASS

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134.4 PREPARATION—PAYMENT OF POSTAGE

.41 SINGLE-PIECE MAILINGS

Mailers of third-class mail at other than bulk rates may use any method of paying postage, and may mail any number of pieces at one time, except when permit imprints are used (see 144.5). See 134.82 for marking required on sealed pieces.

.42 BULK MAILINGS

.421 *Annual Fee*

A fee of $30 must be paid each calendar year by or for any person who mails at the bulk third-class rates. Any person who engages a business concern or another individual to mail for him must pay the $30 fee. This fee is separate from the $15 fee that must be paid for a permit to mail under the permit imprint system. See 144.11.

.422 *Postage Permits Required*

Postage must be prepaid by (see part 147):

a. Meter stamps. See part 143.

b. Precanceled stamps or precanceled stamped envelopes. See part 142.
c. Permit imprints (cash). See part 144.

.423 *Markings Required*

Identifying words as follows must be printed or rubber stamped by the mailer either in or immediately adjacent to permit imprints, meter stamps, or precanceled stamps:

a. *Bulk Rate* or the abbreviation *Blk. Rt.* by mailers other than nonprofit organizations.

b. *Nonprofit Organization* or the abbreviation *Nonprofit Org.* by authorized nonprofit organizations. (See 134.5.)

.424 *Mailing Statement and Verification*

A designated employee in the weighing section or place in the post office where bulk mailings are accepted shall verify the mailer's statement which must be completed and submitted by the mailer with each mailing as follows:

a. Form 3602, *Statement of Mailing Matter with Permit Imprints*, for mail with permit imprints (see 144.55); or

b. Form 3602-PC, *Bulk Rate Mailing Statement—Third-Class Mail*, for mail bearing precanceled stamps or meter stamps.

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134.5 NONPROFIT ORGANIZATIONS

.51 TYPES

.511 *What May Qualify.* Only the following organizations or associations not organized for profit and none of the net income of which benefits any private stockholder or individual may be authorized to mail pieces at the rates provided for such organizations by 134.121 and 134.122:

a. Religious
b. Educational
c. Scientific
d. Philanthropic
e. Agricultural
f. Labor
g. Veterans'
h. Fraternal

.512 *What May Not Qualify.* The following and similar organizations do not come within the prescribed categories even though they may be organized on a nonprofit basis: Automobile clubs; business leagues; chambers of commerce; citizens' and civic improvement associations; individuals; municipal, county, or State governmental bodies; mutual insurance associations; political organizations; service clubs such as Civitan, Kiwanis, Lions, Optimist, and Rotary; social and hobby clubs; associations of rural electric cooperatives; and trade associations.

.52 APPLICATION

.521 *Filing.* Application on Form 3624, *Application to Mail at Special Bulk Third-Class Rates for Qualified Nonprofit Organizations or Associations*, must be filed by the organization or association at the post office where mailings will be deposited.

.522 *Approval or Denial.* The application Form 3624 together with any supporting papers will be sent to the postal services center. (Pending a decision, bulk mailings subject to the minimum per piece charge may be handled in accordance with 134.53.) The postmaster at the postal services center will approve or deny the application. The application Form 3624 and any supporting papers will be returned with the decision to the postmaster where the application was filed for notification of the applicant.

.523 *Appeal.* The decision of the postmaster at the postal services center may be appealed by the applicant, in writing to the postmaster where the application was filed. The postmaster will forward the appeal to the postal services center. If, after a review of the file, the postmaster at the postal services center is still of the opinion that the organization does not qualify, he shall furnish a statement of the reasons for his denial action to the Bureau of Operations, Classification and Special Services Division. The complete file, including the original application and all supporting papers, should be submitted. The papers will be returned to the postmaster at the postal services center with notification of decision on the appeal.

.53 TEMPORARY MAILINGS

Until final action is taken on the application, postage paid on the mailings may be at the special rates, provided the mailer deposits with the postmaster an amount sufficient to cover the additional postage at the higher rates. See 134.121 and 134.122. This deposit will be returned to the mailer if the application is approved. If the application is denied, the deposit will not be returned. The deposit will be converted into postage-due stamps, and the stamps canceled and given to the mailer if no appeal is made. If appeal is made, action concerning the deposit will be deferred.

.54 REVOCATION

The approval may be revoked if the authorization was given to an organization or association which was not qualified or which becomes unqualified. The postmaster who approved the application will notify the organization of the pending cancellation of the authorization and of the reasons for the cancellation. The organization will be allowed 10 days within which to file a written statement why the authorization should not be canceled. When no answer is filed, the postmaster will cancel the authorization. If an answer is filed, decision will be made by the Bureau of Operations, Classification and Special Services Division, whether the authorization shall be continued in effect. Notice of the decision will be given the organization through the postmaster.

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Part 142
PRECANCELED STAMPS

142.1 PURPOSE OF PRECANCELING

.11 DEFINITION. Precanceling means the cancellation of postage stamps, stamped envelopes, or postal cards in advance of mailing. Adhesive postage stamps may be precanceled only by the post office.

.12 BENEFITS. The use of precanceled postage reduces the time and costs of mail handling. Precanceled mail, sorted and tied in packages by the mailer, requires less processing time in the post office, and is therefore dispatched more quickly.

142.2 SALE AND USE OF PRECANCELED STAMPS

.21 CLASSES OF MAIL. Precanceled stamps may be used to pay postage on:

a. Post cards, but on no other first-class mail, unless specifically authorized by the postmaster on Form 3620.

b. Second-, third-, and fourth-class mail.

.22 PLACE OF MAILING. Matter bearing precanceled stamps may be mailed only at the post office that sold the stamps.

.23 SALE LIMITED. Precanceled stamps will be sold only to precancel permit holders except as provided in section 142.26.

.24 PROHIBITED. Precanceled postage stamps may not be used on matter

mailed in boxes, cases, bags, or other containers designed to be reused for mailing purposes.

.25 OVERPRINTING. If precanceled postage on a single piece is over 16 cents, the precanceled stamps must be overprinted or handstamped in black ink with the mailer's initials and the numerical abbreviatons of the month and year for use; for example, *A.B. Co. 4–62*. Precanceled stamps overprinted in this way are acceptable on mail during the month shown, and through the 10th of the following month.

.26 PHILATELIC SALES

.261 *Nonpermit Holders.* Not more than ten stamps of each of the precanceled denominations which are available at a post office may be purchased in person or by mail by nonpermit holders for collection purposes. Each mail order must be accompanied with a stamped, self-addressed envelope for use in returning the stamps to the purchaser. Precanceled stamps are available only at post offices which prepare or obtain them for sale to permit holders.

.262 *Permit Holders.* Precancel permit holders may buy the quantity of precanceled stamps for philatelic purposes provided for by 142.261. Other precanceled stamps may be purchased only for the purpose of paying postage. Unused precanceled stamps may not be sold for philatelic purposes by permit holders.

.27 PRECANCELING FOR COLLECTORS. Postmasters will not comply with requests for imprints of a precanceling device on postage stamps or blank sheets of paper.

142.3 MAILER'S PRECANCEL POSTMARK

Mailers may use a precancel postmark on stamped envelopes mailed at the first-class rate of postage. The precanceling imprint must include the name of the post office and State, the permit number preceded by the words *Mailer's Postmark*, the date of mailing, and sufficient cancellation lines to fully deface the stamp. There is illustrated below the authorized design of a mailer's precanel postmark:

142.4 PRECANCEL PERMITS

.41 APPLICATION FOR PERMIT

Applications for permits to use precanceled stamps, precanceled stamped envelopes, and mailer's precancel postmarks must be filed on Form 3620 at the post office where mailings will be made. Copies of this application form may be obtained from local postmasters. Applications to use the mailer's precancel postmarks must be accompanied with an imprint of the cancellation to be used.

.42 ISSUANCE OF PERMIT

The postmaster will approve or disapprove the application. If it is approved, he will issue a *Precancel Permit* on Form 3620 to the applicant. If the permit covers the use of a mailer's precancel postmark, the permit will include a statement to that effect.

.43 REVOCATION

.431 Permits may be revoked if used in operating any schemes or enterprise of an unlawful character, or for the purpose of purchasing or acquiring stamps for other than mailing purposes, or for any noncompliance with the instructions on the *Permit*, Form 3620.

.432 The permit holder will be notified by letter by the postmaster at the post office that issued the permit that it is to be canceled, with the reasons for cancellation. The permit holder will be allowed 10 days within which to file a written statement showing why the permit should not be revoked. When no answer is filed, the postmaster will cancel the permit. If an answer is filed it should be forwarded with a statement of the facts to the Director, Classification and Special Services Division, Bureau of Operations, who will determine whether the permit shall be continued in effect. Notice of decision will be given the permit holder through the postmaster.

142.5 MAILINGS OF PRECANCELED MAIL

Any number of pieces may be mailed at one time, regardless of whether they are identical, except for third-class bulk mailings. (See part 134.)

Part 143

METER STAMPS

143.1 POSTAGE METERS

.11 USE OF METER STAMPS. Postage may be paid by printing meter stamps with a postage meter on any class of mail. Metered mail is entitled to all privileges and subject to all conditions applying to the various classes of mail.

.12 BENEFITS. Postage meters facilitate the purchase, control, and affixing of postage. Metered mail does not require facing, canceling, and postmarking in the post office, and can therefore be dispatched more quickly.

.13 DESCRIPTION OF METERS. Postage meters are made to print single, several, or all denominations of postage. They contain in one sealed unit the printing die or dies and two recording counters. One adds and keeps a total of all postage printed by the meter. The other subtracts and shows the balance of postage remaining in the meter, after the use of which it will lock. From time to time, mailers take the meter to the post office to have this counter set for additional postage, which is added to the balance remaining. Payment must be made for each additional setting.

.14 METER MANUFACTURERS. Postage meters may be leased from authorized manufacturers who are held responsible by the Post Office Department for the control, operation, maintenance, and replacement, when necessary, of meters manufactured by them. The following manufacturers are presently authorized to lease meters to mailers:

a. Commercial Controls Corp., Friden, Inc., Division of The Singer Co., One Leighton Ave., Rochester, N.Y. 14607.
b. Friden, Inc., Division of The Singer Co., 2350 Washington Ave., San Leandro, Calif. 94577.
c. International Postal Supply Co., Friden, Inc., Divison of The Singer Co., Lewistown, Pa. 17044.
d. National Cash Register Co., Dayton, Ohio 45409.
e. Pitney-Bowes, Inc., Pacific and Walnut Sts., Stamford, Conn. 06904.
f. Postalia Corp., 32-31 57th St., Woodside, Flushing, N.Y. 11377.

143.2 METER LICENSE

.21 APPLICATION

A patron may obtain a *License to Use a Postage Meter*, Form 3601-A, by submitting an application on Form 3601-A (or a form supplied by the manufacturer) to the post office where his metered mail will be deposited. No fee is charged. The application must specify the make and model of the meter. On approval, the postmaster will issue a license.

.22 RESPONSIBILITIES OF LICENSEE

.221 After a meter has been delivered to a licensee, he must keep it in his custody until turned over to the authorized manufacturer or to the post office. Tampering with or misuse of a meter is punishable by law.

.222 The meters in the custody of the licensee and his records relating to meter transactions must be available for examination and audit by authorized audit and inspection personnel of the Post Office Department.

.23 REVOCATION

.231 A license may be revoked if used in operating any scheme or enterprise of an unlawful character, for nonuse during any consecutive 12 months, or for any failure to comply with the regulations governing the use of postage meters.

.232 The meter license holder will be notified by the postmaster that the license is to be canceled, and the reasons for cancellation. If no written statement of objections is filed by the license holder within 10 days, the postmaster will cancel the license. If a written statement is filed, the Bureau of Operations, Classification and Special Services Division, will decide whether or not the license shall be continued in effect and will notify the license holder through the postmaster.

143.3 USE OF METER

.31 SEALING OF METER

A patron may not have any postage meter in his possession until it has been set and sealed at the post office that issued the license or, if more convenient, at one of its stations or branches where meters are set. *A Meter Record Book*, Form 3602-A, is issued at the time of initial setting. When the *Meter Record Book* is filled, a new one will be issued without charge.

.32 SETTING METER

A meter licensee must bring the meter and *Meter Record Book* to the post office or station or branch where it was first set, for resettings and payments of postage. Postage must be paid at time of setting. Advance deposits for meter settings may not be accepted. The postmaster will issue a *Meter Setting Receipt*, Form 3603, for the amount of postage paid. If a meter is not reset within a 6-month period, it must be presented with *Meter Record Book*, showing daily register readings, at the post office, station or branch where last set, for examination.

.33 SETTING METER FOR USE AT ANOTHER POST OFFICE

The postmaster who serves the place where a mailer is located may, when it will be a convenience to the mailer, set a meter under the following conditions for use in paying postage on mail to be presented at another post office:

a. The postmaster must obtain through his Regional Director, from the Regional Director in whose region the post office of mailing is located, a statement showing that the post office of mailing has adequate facilities for accepting the mail and that it is served by transportation facilities which will enable the mailings to be effectively and economically handled in the postal transportation patterns.

b. A meter license must be obtained from the post office where the mailing is to be presented. (See 143.21.) When the license is received, it must be

presented to the local post office with the meter for setting. The license will be returned to the licensee.

c. A separate meter must be used for each post office. The postmark die must show the name of the post office of mailing.

d. Payment for each meter setting must be made by certified or bank cashier's check payable to the postmaster at the post office where mailings will be made. The check must be presented to the local post office when the meter is set.

e. The postmaster setting the postage meter will complete Form 3618, *Local Setting of Postage Meter Licensed at Another Office*, in duplicate. The original of this form with the check and a stamped, self-addressed envelope furnished by the mailer for return of Form 3603 will be sent in a post office penalty envelope to the postmaster where mailings are to be made. A record of each setting shall be entered on Form 3610 at the office where the mailings are made.

f. Mail may not be consigned to the post office in bulk by freight, express, or other carrier. It must be presented at a designated receiving point in the post office by the mailer's representative. The postmaster may not act as the mailer's representative and the Department has no responsibility for the articles until they are actually accepted in the mail. See part 152 concerning carriage of letters outside the mail.

g. Matter sent to other post offices for mailing must be shipped in private containers. The total weight of pieces placed in containers such as cartons, crates, etc., which are to be handled by postal employees must not exceed 80 pounds. Post offices will not furnish mail sacks for this purpose.

h. When the use of a meter is discontinued, it must be presented to the post office where it was set, for checking out of service. Any postage adjustment will be made by the postmaster where the mailings have been made.

.34 FAULTY MECHANISM

If the printing and recording mechanism is faulty in any way, do not use the meter but take it promptly to the post office, branch, or station where it is regularly set, for checking out of service.

.35 DISCONTINUANCE

When a licensee discontinues the use of a postage meter, it must be taken with the Meter Record Book to the post office. If the licensee has not notified the manufacturer of his intention to check out the meter, the postmaster must promptly request the manufacturer to call for the meter. The postmaster should also furnish the meter readings at time of check out to the manufacturer's representative to complete his record, since the descending register will have been cleared to zero or the lowest possible setting at that time. Unused postage in the meter may be transferred to another meter used by the licensee and registered at the same post office, or the postmaster may refund the amount in accordance with provisions on the *License* form. The *Meter Record Book* is returned to the licensee and should be kept on file for at least 1 year from date of final entry. Application for refund should be made on Form 3533, *Application and Voucher for Refund of Postage and Fees*, or on a special form furnished by the meter manufacturer.

.36 REFUNDS FOR UNUSED METER STAMPS

When complete and legible meter stamps cannot be used because of misprints, spoiled envelopes or cards, and the like, the licensee may apply to the postmaster for refund of postage up to 90 percent of postage value. (See 147.2.)

143.4 METER STAMPS

.41 DESIGNS. The types, sizes, and styles of meter stamps are fixed when meters are approved by the Post Office Department for manufacture. Only approved designs may be used. Some approved designs are illustrated below.

.42 LEGIBILITY. Meter stamps must be legible and not overlap. Illegible or overlapping meter stamps will not be counted in determining postage paid.

.43 METER STAMPS ON TAPE. When meter stamps are printed on tape, only tape approved by the Post Office Department may be used.

.44 POSITION. Meter stamps must be printed or stuck in the upper right corner of the envelope, address label, or tag.

.45 CONTENT. Meter stamps must show city, State, meter number, and amount of postage for all classes of mail. When it is necessary to print multidenomination meter stamps on more than one tape, the circle showing the post office must appear on each tape.

.46 DATE OF MAILING. Meter stamps must show the date of mailing (month, day, and year) on all first-class mail, special delivery, special handling, or airmail; on all mail sent registered, certified, insured, or COD; and when printed on separate tapes used on first-class mail. The month and year must be shown on tapes on second-, third-, and fourth-class mail, but the day may be omitted. When tapes are not used, no date may be shown in meter stamps on second-, third-, or fourth-class mail.

.47 HOUR OF MAILING. The hour of mailing may be shown only on first-class, air, or special delivery mail, and then only when it is mailed in time to be dispatched at the hour shown.

.48 METER SLOGAN AND AD PLATES. Licensees may print advertising matter simultaneously with meter stamps within space limitations. Licensees must obtain the plates for advertising from authorized manufacturers of meters to assure suitable quality and content in accordance with the requirements of the Department. The plates should not be used to print postal endorsements on mail. Slogans must not be objectionable or misleading.

143.5 METERED REPLY POSTAGE

Meter stamps may be used to prepay reply postage on letters and postcards under the following conditions:

a. Meter stamps must be printed directly on the envelope or card that bears the printed return address of the license holder in an amount sufficient to prepay in full the first-class or airmail rate.

b. Any photographic, mechanical, or electronic process, or any combination of such processes, other than handwriting, typewriting, or handstamping, may be used to prepare the address side of reply mail prepaid by meter stamps. The address side must be prepared both as to style and content in the following form without the addition of any matter other than a return address:

(Meter stamp to be placed here)

NO POSTAGE STAMP NECESSARY
POSTAGE HAS BEEN PREPAID BY

John Doe Company
123 Tremont Street,
New York, N. Y. 10010

c. Reply mail prepaid by meter stamps will be delivered only to the address of the meter license holder. If the address is altered, the mail will be held for postage.

143.6 MAILINGS

.61 PREPARATION. The mailer must bundle, box, or otherwise package mailings of 5 or more letter-type pieces with the addresses facing in one direction. This prevents the pieces from becoming mixed with other mail which has to be faced, canceled, and postmarked in the post office. Properly prepared metered mail can go directly to the distribution cases in post offices and thereby be expedited in dispatch. Metered mail not properly bundled, boxed, or otherwise packaged as required will be reported by telephone or personal visit to the mailer or his authorized agent. A record of this action will be maintained by the postmaster on Form 1835, *Record of Call or Visit*. If the mailer or his agent disregards such reports and irregularities are repeated, the mail will be retained by the postmaster and the mailer immediately notified by telephone so that the mailing can be picked up for proper preparation before acceptance and dispatch. Each class and denomination should be bundled separately. Special delivery and airmail should always be bundled separately or located on the top of a bundle. See part 134 for mailing of third-class bulk mail. See 144.562 regarding payment of fractional postage in cash when the meter stamp does not fully pay the minimum per piece charge.

.62 PLACE OF MAILING. Metered mail, other than reply mail (see 143.5), must be mailed from the post office, shown in the meter stamp. To secure the fastest dispatch, metered mail should be deposited at the main post office or a station or branch thereof. Except for bulk mailings of third-class mail, metered mail may, if prepared as required by 143.61, be deposited in any street collection box, building receptacle or other place, under the jurisdiction of the post office of meter settings, where mail is accepted.

.63 **WRONG DATE.** Metered mail bearing the wrong date of mailing will be run through a canceling machine or otherwise postmarked to show the proper date. Form 3611, *Notice of Improperly Prepared Meter Mail*, will be used by postmasters to call the irregularity to the attention of the mailer. If the irregularity is repeated, the postmaster will notify the head of the firm or his authorized agent. If a mailer disregards such notices, the postmaster may return the mail with instructions to enclose in new envelopes bearing the correct date in the meter stamp.

143.7 METER RECORD BOOK

Each day of operation of the meter, the licensee must enter in the *Meter Record Book*, Form 3602-A, the figures appearing in the ascending and descending registers. If at any time the sum of the two figures does not equal the total entered at the last setting, the meter should be taken promptly to the post office, station, or branch where it was set, for examination.

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Part 144

PERMIT IMPRINTS

144.1 PERMIT

.11 **APPLICATION.** A permit to use permit imprints and pay postage in cash at the time of mailing may be obtained by submitting Form 3601, *Application to Mail Without Affixing Postage Stamps*, with a fee of $15, to the post office where mailings will be made. The postmaster will give the applicant a receipt for the fee on Form 3544. No other fee for use of permit imprints has to be paid so long as the permit is active. However, the applicant must also pay an annual bulk mailing fee if he mails third-class matter at bulk rates. See 134.421.

.12 **REVOCATION.** The permit may be revoked if used in operating any unlawful scheme or enterprise, for nonuse during any consecutive 12 months, or for any noncompliance with the regulations governing the use of permit imprints. The method of revoking permit is described in 143.22.

144.2 PREPARATION OF PERMIT IMPRINTS

Permit imprints may be made by printing press, handstamp, lithography, mimeograph, multigraph, addressograph, or similar device. They may not be typewritten or hand drawn. The imprint must be prepared both as to style and content in one of the forms shown in 144.4. No other forms of imprints may be used. The imprint must be legible and must be of a color that contrasts sufficiently with the paper to make the imprint readable. The entire imprint must be placed in the upper right corner of the address side of each piece, parallel with the length of the piece.

144.3 CONTENT OF PERMIT IMPRINTS

.31 **FIRST-CLASS MAIL.** Permit imprints must show city and State; date (may be omitted); the words *First-Class Mail* and *U.S. Postage Paid* with the amount of postage; and permit number. The ZIP Code of the permit holder may be shown immediately following the name of the State or in a separate inscription reading "ZIP Code 00000" when it is possible to include the ZIP Code without creating uncertainty as to permit holder's correct address or permit number.

.32 SECOND-, THIRD-, AND FOURTH-CLASS MAIL. Permit imprints must show same information as first-class, except the date and the words *First-Class Mail* must be omitted. The amount of postage may be omitted on matter mailed at bulk third-class pound rates, but should be included when it is known per-piece rates will apply.

.33 COMPANY PERMIT IMPRINTS FOR ANY CLASS OF MAIL. The city, State, and permit number may be omitted if the permit holder has permits at two or more post offices, provided the exact name of the company or individual holding the permits is shown in the permit imprint. When this style of company permit imprint is used, the mailing piece must bear a complete return address. The permit holder must maintain for a 3-year period and make available for inspection and audit upon request of Post Office officials, records showing the post office at which any particular mailing was made, date of mailing, total weight of the mailing, weight of a single piece, and the amount of postage paid. A sample piece from the mailing must also be available. Permit imprint permits for the acceptance of company permit imprint mail at a post office other than the ones where the permit holders maintain their places of business will be authorized only after the local postmaster has obtained from his Regional Director a determination that the post office has adequate facilities for accepting the mail and is served by transportation facilities which will enable the mailings to be effectively and economically handled in the postal transportation patterns. A company permit imprint is illustrated in 144.4b and c.

144.4 FORM OF PERMIT IMPRINTS

Permit imprints must be prepared in one of the forms illustrated. The addition of extraneous matter is not permitted.

a. FIRST-CLASS MAIL

b. SECOND-, THIRD-, AND FOURTH-CLASS MAIL
(Date and First-Class Mail omitted)

c. BULK THIRD-CLASS MAIL

d. AUTHORIZED NONPROFIT ORGANIZATION MAILINGS ONLY—see 134.423

144.5 MAILINGS WITH PERMIT IMPRINTS

.51 MINIMUM QUANTITIES. Except as stated in 144.52, minimum quantities required to be mailed at one time are as follows:

a. First-Class Mail. 300 pieces of identical weight.

b. Second- and Third-Class Mail. 300 pieces of identical matter, except 50 pounds or 200 pieces of identical third-class bulk mail. (See parts 126 and 134.)

c. Fourth-Class Mail. 250 pieces of identical matter.

d. International Mail. See 221.222. 300 pieces of identical matter.

.52 EXCEPTIONS TO MINIMUM QUANTITIES. When any mailing consists of less than the required minimum, enter an explanation on the *Mailing Statement*, Form 3602. Exceptions may be made for the following reasons only:

a. First-Class Mail. Occasional exception for a mailer whose total daily mailings are not much more than 300 but who, to cooperate with the post office, presents a portion of his mailings early in the day.

b. All Classes of Mail. When a large mailing extends over two or more consecutive days and the last deposit, made to complete the mailing, is less than the minimum.

.53 PREPARATION FOR MAILING. The mailer must arrange all pieces with the address side facing the same way. It is recommended that the mailer separate the pieces to the finest extent possible in the manner prescribed by sections 126.32 and 134.43. Each class of mail must be separately presented with a separate *Mailing Statement*, Form 3602. Fourth-class mailings on which postage is paid at different zone rates must be separated according to the postage paid on each piece.

.54 PLACE OF MAILING

Deposit mail at the post office that issued the permit or at a station or branch designated by the postmaster.

.55 MAILING STATEMENT

Prepare and sign a *Mailing Statement*, Form 3602, for each mailing. The statement must be prepared by typewriter, ink, or indelible pencil to show the mailer's address, permit number, class of mail, number of pieces in the mailing, and weight of single piece. For third-class bulk mailings, additional information required by the *Mailing Statement* must be shown. If a receipt is desired, present a duplicate copy of Form 3602, which will be initialed by the accepting employee after verification and returned to the mailer.

.56 PAYMENT OF POSTAGE

.561 *Prepayment in Full Required.* The mailer must pay for each mailing when it is presented at the post office, or make an advance deposit of enough to cover more than one mailing. Payments for postage or deposits must be made at points designated by the postmaster. These payments will not be accepted by employees handling the mail. Advance deposits may be made by mail. When the deposit becomes less than enough to pay for an entire mailing, an additional amount must be deposited before any mailings are made. The postmaster will furnish a receipt for each payment, on Form 3544. Credit for postage is not allowed. Postage on a mailing must be paid by only one method; that is, postage may not be paid partly in money and partly by postage stamps, except as provided in 144.562. Whenever the computation of postage results in a fraction of a cent in the total, the next higher even cent must be paid.

.562 *Fractional Postage on Meter Mailings.* The mailer must pay fractional postage in cash as provided in 144.561 when the meter stamps do not fully pay the minimum per piece charge on bulk third-class mailings. The postmaster will issue a permit under which such payments shall be recorded

separately from payments made for regular permit imprint mailings. A separate application fee (see 144.11) must be paid for the permit to pay fractional postage payments in cash. A statement on Form 3602 for the cash portion (see 144.55) and a statement on Form 3602-PC for the meter payment portion (see 134.424 b) shall be filed by the mailer.

.57 POST OFFICE COMPUTATION OF POSTAGE

.571 *Random Samples.* Enough pieces will be selected at random from the entire lot to determine whether the whole mailing consists of identical pieces.

.572 *Weight of Single Piece.* Determine the exact weight of a single piece and the amount of postage required. When scales do not show exact weight of a single piece, weigh enough pieces to balance beam and divide total weight by number weighed.

Example: 20 pieces weigh exactly 3½ ounces.

3.5÷20=0.175 ounce.

.573 *Total Number of Pieces.* Ascertain the total number of pieces by one of the following methods:

a. Find the total weight in pounds, exclusive of tare. (For definition of tare, see 144.575.) Reduce the pounds to ounces and divide the total number of ounces by the weight of a single piece.

Example: Mailer's statement shows 1,240 pieces in mailing which weigh 13 pounds, 9 ounces. A single piece weighs 0.175 ounce.
Convert weight to ounces: 13×16+9=217 ounces.
217÷0.175=1,240 pieces.

b. Find the total weight, exclusive of tare, and the total weight exactly of 100 pieces in ounces and fractions of an ounce. Divide the total weight by the weight of 100 pieces. This will give the total number of hundreds and fractions of a hundred in the entire lot.

Example: Mailer's statement shows 124,400 pieces in mailing which weigh 1,360 pounds, 10 ounces. A single piece weighs 0.175 ounce.
Convert weight to ounces: 1,360×16+10=21,770
Weight of 100 pieces: 0.175×100=17.5
21,770÷17.5=1,244
1,244×100=124,400 pieces.

.574 *Agreement with Mailing Statement.* The result of either of these methods of computation should agree with the number of pieces shown on the statement of mailing. If they do not agree the matter will be taken up with the mailer and, if necessary, further examination and verification will be made.

.575 *Tare.* Tare includes sacks, cartons or other containers, hand trucks, skids, or similar pieces of equipment upon which the mail may be placed during the weighing operation. The standard weights for new sacks are 3 pounds, 7 ounces for a No. 1 size; 2 pounds, 8 ounces for a No. 2 size; and 1 pound, 12 ounces for a No. 3 size.

144.6 ADDITIONAL SERVICES

Postage may be paid by means of permit imprints on matter which is entitled to be registered, or sent as certified, insured, or COD mail.

144.7 IMPROPER USE OF PERMIT IMPRINTS

.71 DISTRIBUTED OUTSIDE THE MAIL AND AS ENCLOSURES. Since permit imprints indicate that the matter on which they appear has had postage paid thereon under the permit imprint system, they must not ordinarily appear on matter which has not had postage so paid thereon, as, for example, matter which is circulated by means other than mail or which is circulated as an enclosure

with other matter either by mail or by means other than mail. Permit imprints may appear on address labels, wrappers, envelopes, and other containers, and on complete mailing pieces, which have not had postage paid thereon under the permit imprint system, provided it would be impracticable to omit the permit imprint, as, for example, when envelopes are shipped from a printer to a permit imprint permit holder.

.72 PLACE OF ACCEPTANCE. Permit imprint matter will be accepted for mailing only at the post office shown in the permit imprint except when company permit imprints are used as provided for by 144.33 or when arrangements for acceptance at other post offices are made under the provisions of 144.8.

.73 NONPERMIT MAILINGS. Permit imprints must be obliterated from matter which is mailed as nonpermit imprint matter prepaid with postage by means of stamps or meter stamps.

144.8 OPTIONAL PROCEDURE FOR ACCEPTING PERMIT IMPRINT MAIL

.81 OBJECTIVE. The purpose of this optional procedure is to provide for the acceptance of permit imprint mail using the minimum amount of space, time, and manpower, and utilizing the latest developments in mechanization, facilities, and transportation while maintaining adequate control of the collection of correct postage charges.

.82 PROCEDURE. Weighing the entire mailing on scales is not required. Postage is computed from the mailers' *Mailing Statement*, Form 3602 or *Mailing Statement—4th Class Bulk Rates*, Form 3605, which must always show the total number of pieces. The total computed weight must also be shown when it is known that the minimum per piece postage charge will not apply.

.83 VERIFICATION. Sample pieces from each mailing shall be weighed by a post office employee, either at the mailers' plant or at the post office, to determine whether the pound or the minimum per piece postage charges apply. Post office employees may be sent on rotating assignments to the mailers' plants to weigh sample pieces and observe preparation of mail by mailers only when the mail is not to be delivered to the post office for dispatch or when considered necessary and authorized in writing by Regional Directors. Mailers must maintain for a three-year period, and make available for inspection and audit upon request of post office officials, all production and billing records relating to any particular mailing. A sample piece from the mailing must also be available.

.84 LIMITED USE OF OPTIONAL PROCEDURE. The optional procedure must be approved by the Regional Director in each case. It will be approved only when the mailers can make one or more of the following arrangements which are mutually beneficial to the mailers and the Postal Service:

a. Loading at the mailers' plant the major portion of the mailings into single or combination destination trailers with any remaining portion transported at the mailers' expense and risk from the plant to an acceptance place such as a special acceptance facility or sectional center facility designated by the Regional Director.
b. Transportation of the entire mailing at the mailer's expense and risk from the plant to the acceptance place designated by the Regional Director.
c. Merger by mailers of different varieties and classes of mailing pieces into direct sacks which could not be prepared if the pieces were mailed separately.
d. Unusual arrangements for which the Regional Director has obtained approval from the Classification and Special Services Division, Bureau of Operations.

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