United States Postal Service

Postage Statement—Nonprofit USPS Marketing Mail Easy —Nonautomation Letters or Flats

This form may be used only for a single nonautomation price mailing of identical-weight pieces. Use PS Form 3602-N for all other regular Nonprofit USPS Marketing Mail mailings. Checklists and other tools for mailers are available

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

on th	eru										
	Land Name, Address, Email, Telephone					Federal Agency Cost C	ode	Statement Seq. No.		Weight of a	a Single Piece
Mailer						Total Pieces		Processing Categor Letters Flats	Flats		pounds
	USPS Nonprofit Auth. No.				Total Weight	Permit #			Mailpiece is a product sample		
		ID									
6	Post Office of Mailing Mailer's Mailing Date		Letter-size or flat m	ailpiece cor	itains DVD/CD or othe	r disk No. & Type of Containers Sacks		ers			
Mailing		e of Postage Permit Imprint	Ancillar	ate Method y Service	Alternative Metho	Political Campaign Maili	ng	Yes No		Trays	S
2		Precanceled Stamps	Endorse NCOAL		OneCode ACS	Election Mail - Official E	Ballots	Yes No		Palle	ets
		Metered	ACS		n/a Alternative Address Format	Election Mail - Non-Ballo	ot Materials	Yes No			
Эе								Total Postage	(Add parts	s totals)	
Postage	Price at Which Postage Affixed (Check one). Correct Lowest Neither Complete if mailing includes pieces bearing metered/PC Postage or precanceled stamps							\$·	Postage	Affixed	
	Ре	ermit #			Net Posta	age Due (Subtrac	t posta	ge affixed froi	n total po	stage)	
Only	Additional Postage Payment (State reason)										
Use	For postage affixed, add additional payment to net postage due; for permit imprint, add additional payment to total postage.					•	Total Adjusted	Postage A	Affixed		
97	Doo	stmaster: Report Tot	al Postage i	n AIC 125		_					
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Nonprofit USPS Marketing Mail Postage

Part B — Nonautomation Letters

Machinable Letters 3.5 oz. (0.2188 lbs.) or less

	Entry	Price Category	Price	No. of Pieces	Total Postage
B1	None	AADC			
B2	None	Mixed AADC			
В3	DNDC	AADC			
B4	DNDC	Mixed AADC			
B5	DSCF	AADC			

Nonmachinable Letters 4 oz. (0.25 lbs.) or less

	Entry	Price Category	Price	No. of Pieces	Total Postage
В6	None	5-Digit			
B7	None	3-Digit			
B8	None	ADC			
B9	None	Mixed ADC			
B10	DNDC	5-Digit			
B11	DNDC	3-Digit			
B12	DNDC	ADC			
B13	DNDC	Mixed ADC			
B14	DSCF	5-Digit			
B15	DSCF	3-Digit			
B16	DSCF	ADC			

Nonmachinable Letters Over 4 oz. (0.25 lbs.) but less than 16 oz. (1 lbs.)

	Entry	Price Category	Piece Price	Or Amount Affixed	No. of Pieces	Pieces Subtotal	Pound Price	Pounds	Pounds Subtotal	Subtotal Postage	Total Postage
B17	None	5-Digit									
B18	None	3-Digit									
B19	None	ADC									
B20	None	Mixed ADC									
B21	DNDC	5-Digit									
B22	DNDC	3-Digit									
B23	DNDC	ADC									
B24	DNDC	Mixed ADC									
B25	DSCF	5-Digit									
B26	DSCF	3-Digit									
B27	DSCF	ADC									

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.

B28 Part B Total (Add lines B1 — B27)

Part E — Nonautomation Flats

Flats 4 oz. (0.25 lbs.) or less

	Entry	Price Category	Price	No. of Pieces	Total Postage
E1	None	5-Digit			
E2	None	3-Digit			
E3	None	ADC			
E4	None	Mixed ADC			
E5	DNDC	5-Digit			
E6	DNDC	3-Digit			
E7	DNDC	ADC			
E8	DNDC	Mixed ADC			
E9	DSCF	5-Digit			
E10	DSCF	3-Digit			
E11	DSCF	ADC			

E12 Part E Total (Add lines E1 — E11)

Nonprofit USPS Marketing Mail NZ — Easy Nonautomation Letters or Flats — Instructions

Use this form only for nonautomation letters or flats at regular Nonprofit USPS Marketing Mail prices.

- **Step 1:** Complete Mailer and Mailing sections on pages 1 and 2 applicable to the mailing presented. For all sections not applicable, enter N/A.
- Step 2: Complete the Postage section for applicable category, Presorted Letters and Flats, as follows: Fill in the number of pieces at each presort and entry discount level on the appropriate line in section B or section E. Multiply the number of pieces by the corresponding postage price. For Permit Imprint mailings, round off to four decimal places.

 On Postage Affixed mailings round off to three decimal places.
- Step 3: Add the applicable postage (part B or E). Enter the subtotal for Part B or Part E on the appropriate Part B or E Subtotal line. Enter the Total Postage, rounded off to two decimal places on the Total Postage line. (For postage affixed round off to three decimal places.)
- **Step 4:** Complete the line for Postage Affixed (if applicable). Check the box for the Price at Which Postage Affixed (Correct, Lowest, or Neither). Multiply the number of pieces times the postage affixed and put the total in the blank line for Postage Affixed. Subtract the amount of Postage Affixed from the Total Postage; enter remainder in Net Postage
- **Step 5:** Read and sign the Certification section, including your telephone number.

For more information on mailing standards, prices, and fees please go to Postal Explorer at *pe.usps.com*.