

## Mailer Instructions — Completion of Form 3541, July 2007

The July 2007 edition of PS [Form 3541](#), *Postage Statement — Periodicals: One Issue or One Edition*, consists of eight total pages. Depending on your mailing situation, not all pages may be needed for every mailing. You need to complete and submit only the applicable sections and line items pertaining to your mailings. Please preview the new Periodicals postage statement prior to your first mailing on or after July 15. You should also become familiar with the new standards for Periodicals mailing services in *Mailing Standards of the United States Postal Service*, Domestic Mail Manual (DMM<sup>®</sup>) that were published in the [June 7](#) and [June 21](#) *Postal Bulletins*. These new standards will be incorporated into the DMM on Postal Explorer ([pe.usps.com](http://pe.usps.com)) July 15, 2007. If you have questions, or require assistance, contact the Post Office where you enter your mailings.

Most of the basic mail preparation standards did not change as a result of the new Outside-County rate structure. Follow the mail preparation requirements in DMM 705, 707, and 708, as appropriate, which specify when to prepare mail in (presort destination) bundles and when to place it in/on trays (letters and flats trays), sacks, and pallets.

If you enter mailings at Post Offices supported by *PostalOne!*, you can utilize the *PostalOne!* system's ability to submit domestic postage statements using a secure Internet connection. All that is needed is an Internet connection and a logon ID. The system offers different features for mail owners as well as mailing agents. For additional information, go to [usps.com/postalone](http://usps.com/postalone) and click "New Customers – Apply for a *PostalOne!* account."

### In-County Rates Are Reported Using Page 2

**Part A** – If your mailing includes pieces mailed at In-County rates, complete Part A. Remember, except for prices, there are no changes to the Periodicals In-County rate structure. Line A1 is for destination delivery unit (DDU) pounds, and Line A2 is for other (non-DDU) pounds. The sum of all pound rates (Lines A1 and A2) is reported on Line A3. Total copies and addressed pieces are reported according to rate (category) and presort level on Lines A4 through A15. The sum of all piece rates (Lines A4 through A15) is reported on Line A16. Line A17 is for DDU-eligible pieces. Piece rate total minus the DDU discount is reported on Line A19. If your mailing includes Ride-Along pieces or Repositionable Notes (RPNs) those are reported on Lines A20 and A21, respectively. Total In-County postage is reported on Line A23, and carried forward to the "Part A – In-County Rates" line on page 1.

### Outside-County Rates are Reported Starting on Page 3

**Part B** – Lines B1 through B10 is for advertising pounds, and the sum of Lines B1 through B10 is reported on Line B11. Lines B12 through B14 are for the new destination entry nonadvertising pounds. Line B15 is for all other nonadvertising pounds. The sum of advertising pounds (Line B11) and nonadvertising pounds (Line B16) are reported on Line B17 and carried forward to the "Part B – Outside County Pound Rates" line on page 1.

**Part C** – Total copies and addressed pieces are reported on page 4 in Part C. There are significant changes to piece rate eligibility and reporting. Barcoded (automation-rate) and nonbarcoded (nonautomation-rate) "machinable flats" are reported according to the bundle level on Lines C1 through C8. Machinable flats must meet the criteria for AFSM 100-compatibility in DMM [301.3.0](#). Barcoded flats must bear a ZIP+4 barcode, a delivery point barcode, or an Intelligent Mail Barcode (with a ZIP+4 or delivery point routing code). For machinable flats prepared loose in trays under the optional tray preparation in DMM 707.22.7 or 25.6, report pieces based on the level of the tray.

Barcoded and nonbarcoded "nonmachinable flats," and "parcels" are reported according to the bundle level on Lines C9 through C16. Nonmachinable flats meet the criteria for UFSM 1000-compatibility in (revised) DMM 707.26. Barcoded flats must bear a ZIP+4 barcode, a delivery point barcode, or an Intelligent Mail Barcode (with a ZIP+4 or delivery point routing code). Barcoded nonmachinable flats meeting the criteria in DMM 707.26 that are prepared in 5-digit bundles are eligible for the same \$0.268, 5-digit barcoded rate for machinable flats, and are reported on Line C7 and not on Line C15. All other barcoded nonmachinable flats are reported on Lines C9, C11, and C13, as appropriate. Parcels (including flats weighing more than 4.4 pounds) are not eligible for barcoded rates, and are reported according to the bundle level on the nonbarcoded Lines C10 through C16, as appropriate.

Barcoded letters are reported according to the tray level when prepared in full (minimum 85%-full) trays and nonbarcoded letters are reported according to the bundle level on Lines C17 through C24. Barcoded letters must meet the criteria in DMM [201.3.0](#). Barcoded letters must bear a delivery point barcode or an Intelligent Mail Barcode (with a delivery point routing code). Nonbarcoded letters must also meet the physical characteristics for letters in DMM [201](#).

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All carrier route eligible pieces are reported according to carrier route level using lines C25 through C27. All "firm" bundles, regardless of container level, are reported on Line C28. Firm bundles have their own distinct piece rate, and no longer contribute towards minimum presort eligibility for other corresponding presort level pieces.

The sum of all piece rates (Lines C1 through C28) is reported on Line C29. The nonadvertising adjustment (\$0.00091) is computed and reported on Line C30. The resulting piece rate total is reported on Line 31 and carried forward to "Part C – Outside County Piece Rates" line on page 1.

**Part D** – The new bundle rates are reported according to bundle level and container level on page 5, in Part D using Lines D1 through D17. The type of container has no bearing on the bundle rate. Data on bundle rate charges must come from the "bundle report" portion of your presort documentation (see revised DMM 708). Any carrier route and 5-digit/ scheme bundles containing eligible In-County rate pieces are not subject to bundle rates. Letters prepared in full letter trays (minimum 85%-full - with no bundling), and AFSM 100-compatible flats prepared (stacked) in ADC, origin mixed ADC, and mixed ADC trays, are not subject to bundle rates (only the appropriate container rates). Also, carrier route bundles properly prepared and entered at the DDU under the "exception to sacking" rule in DMM 707.23.4.2 pay the 5-digit carrier route bundle rate (Line D16), and are not subject to container rates. The total of all bundle rates is reported on Line D18, and carried forward to "Part D – Outside County Bundle Rates" line on page 1.

**Part E** – The new container rates are reported starting on page 6, Part E. Sacks and trays are reported using Lines E1 through E24, as appropriate, and pallets are reported on page 7 using Lines E26 through E46, as appropriate. Data on container rate charges must come from the "container report" portion of your presort documentation (see revised DMM 708). Any carrier route, 5-digit carrier routes, or 5-digit/scheme sacks, trays or pallets containing eligible In-County rate pieces are not subject to container rates. Container rates for sacks, trays or other equivalent USPS-approved containers are the same based on the level of sortation and where the container is entered. If sacks or trays are placed on pallets, the container rates are based on each sack or tray only, and not the pallet. Sacks and trays entered at origin (and not at a destination entry facility), pay the same origin container rate based on the container level, but should be reported using the appropriate origin facility line. The sum of Lines E1 through E24 is reported on Line E25. If your mailing does not include a palletized portion (i.e., bundles placed directly on pallets), the total on Line E25 is carried forward to "Part E – Outside County Sack/Tray/Pallet Rates" line on page 1.

If your mailing (or any portion) is prepared directly on pallets, the container rates for pallets are reported using Lines E26 through E46 on page 7. Container rates for pallets or other equivalent USPS-approved containers are based on the level of sortation and where the pallet is entered. Pallets entered at origin (and not at a destination entry facility), pay the same origin container rate based on the pallet level, but should be reported using the appropriate origin facility line.

The sum of Lines E26 through E46 is reported on Line E47. The sum of Line E47 and Line E25, if applicable, is carried forward to the "Part E – Outside County Sack/Tray/Pallet Rates" line on page 1.

**Part F** – If your mailing includes Ride-Along pieces or RPNs, they are reported on page 8, Part F using Lines F1 and F2, respectively. The sum of lines F1 and F2 is reported on Line F3, and carried forward to the "Part F – Outside County Ride-Along and Repositionable Notes" line on page 1.

### Completion of Page 1

Authorized Nonprofit and Classroom publications claim their 5 percent discount off the total Outside-County postage (excluding postage for advertising pounds, Ride-Along pieces, and RPNs) on page 1 immediately below the Outside County Postage Subtotal line. Add the totals from Line B16 (page 3); Parts C, D, and E (page 1). Multiply the sum by 0.05, enter the result in the minus (–) column. Total Outside County Periodicals postage is reported on the "Total Outside County Postage" line, page 1.

Complete the "mailer" and "mailing" sections. \_