



July 21, 2023

RECEIVED  
JUL 24 2023

Mr. Ivan D. Butts  
President  
National Association of Postal Supervisors  
1727 Kings St., STE 400  
Alexandria, VA 22314-2753

**Certified Mail Tracking Number:**  
7020 3160 0002 0327 5927

Dear Ivan:

This is in further reference to the Postal Service's recent price changes and new product, *USPS Ground Advantage* that were effective July 9.

As previously informed *USPS Ground Advantage* features:

- free package pickup along the carrier's route, at homes and offices;
- \$100 of insurance included for both outbound and return shipments for retail and commercial customers; and,
- package forwarding and return to sender endorsements.

Enclosed are the following documents for retail clerks to use as guides for the new price changes as well as *USPS Ground Advantage*:

- Price Change Toolkit, July 2023
- USPS Retail Quick Tip Sheet, July 2023
- Current Rate Shape Flowchart, July 2023

Please contact Dion Mealy at 202-507-0193 if you have any questions concerning this matter.

Sincerely,

A handwritten signature in blue ink, appearing to read "S. Richardson", written over a blue circular stamp.

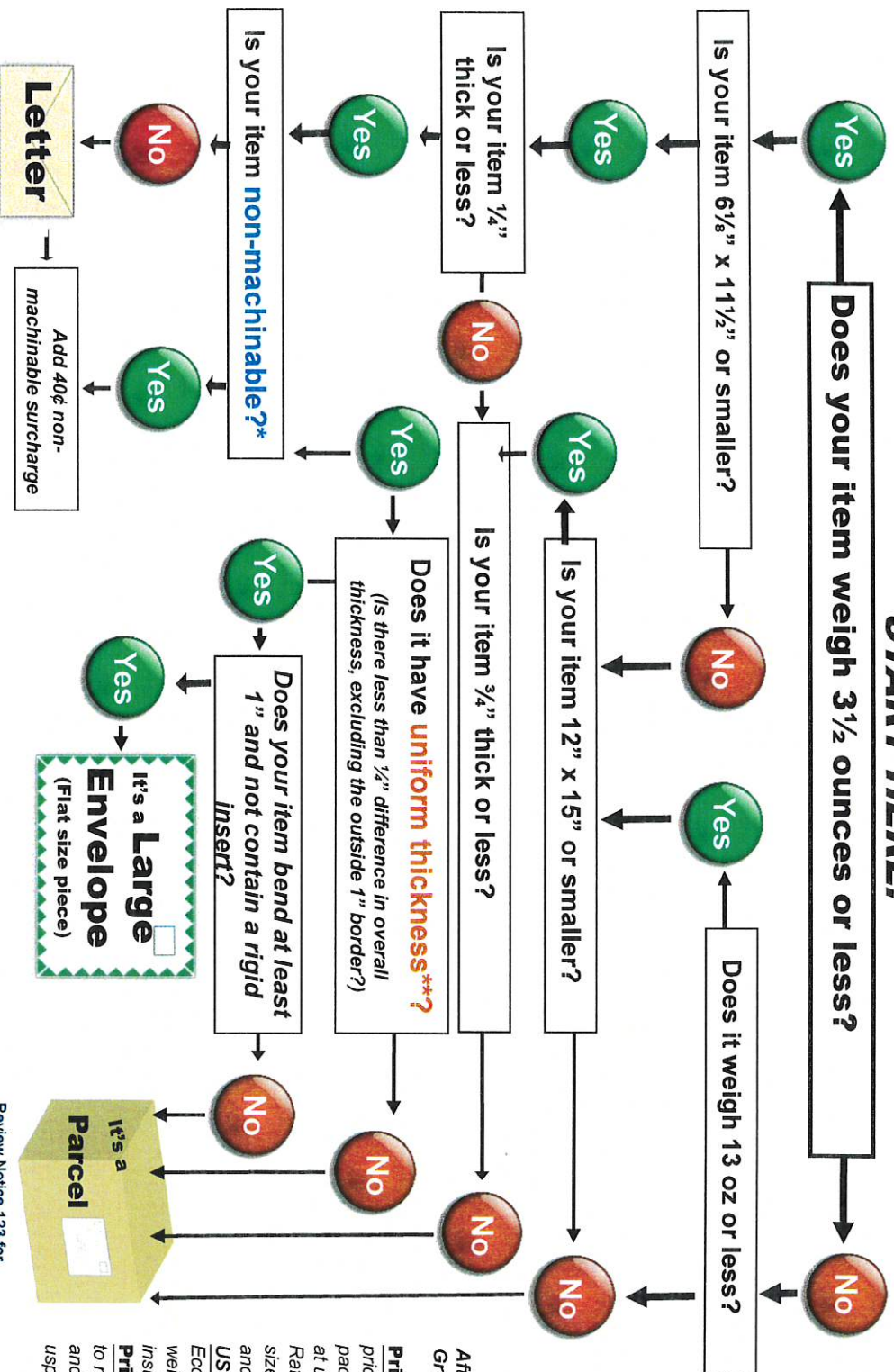
Shannon Richardson  
Director  
Contract Administration (APWU)

Enclosures

# Current Rates as of July 9, 2023

Classify your domestic mail item by weight, size and thickness:

## START HERE:



FIRST-CLASS MAIL POSTAGE		GROUND ADVANTAGE RETAIL	
Weight Not Over	LETTERS & CARDS max 1/4" thick	FLATS max 3/4" thick	PACKAGES max 70 LBS Zones 1
1 oz	\$0.66	\$ 1.35	4.75
2 oz	\$0.90	\$ 1.59	5.40
3 oz	\$1.14	\$ 1.83	6.15
3.5 oz	\$1.38	-	7.50
4 oz	-	\$ 2.07	7.50
5 oz	-	\$ 2.31	8.50
6 oz	-	\$ 2.56	8.85
7 oz	-	\$ 2.79	9.65
8 oz	-	\$ 3.03	10.20
9 oz	-	\$ 3.27	10.50
10 oz	-	\$ 3.51	11.10
11 oz	-	\$ 3.75	11.65
12 oz	-	\$ 3.99	12.00
13 oz	-	\$ 4.23	12.70
For items heavier than 13 oz		11 LB	\$ 13.90
		12 LB	\$ 13.90
		Reference Notice 123 for additional prices up to 70 lbs and oversized	

After 15.999 oz, use Priority Mail® or USPS Ground Advantage™ based on customer needs.

**Priority Mail®** Average 2-3 day delivery. Retail pricing includes \$100.00 free insurance. Free packaging available at usps.com including Flat Rate Envelopes, many sizes of Flat Rate Boxes and other supplies.

**USPS Ground Advantage™** Economical 2-5 day package delivery for parcels weighing 1 oz to 70 lbs includes \$100.00 free insurance.

**Priority Mail Express®** Money Back Guaranteed to most locations, includes \$100.00 free insurance and tracking. Free packaging is available at usps.com.

Review Notice 123 for additional Non-Standard Fees Based on Mail Class

**\*Non-Machinable** as applied to Letters is defined as: Shape is square, or has an aspect ratio (length divided by height) of less than 1.3 or more than 2.5; is polybagged, polywrapped, or enclosed in any plastic material; has clasps, strings, buttons, or similar closure devices; contains items such as pens, pencils, or loose keys or coins that cause the thickness of the mailpiece to be uneven (see 601.3.3); is too rigid; has thickness less than 0.009 inch; has a delivery address parallel to the shorter dimension of the mailpiece; is a self-mailer that is not prepared according to 201.3.14 (Final fold on the bottom of the mail piece, minimum of two tabs); or is a booklet-type piece that is not prepared according to DMM 201.3.16. Source: Domestic Mail Manual (DMM) 101.1.2.

**\*\*Uniform Thickness** as applied to Large Envelopes is defined as: must be uniformly thick so that any bumps, protrusions, or other irregularities do not cause more than 1/4-inch variance in thickness. When determining variance in thickness, exclude the outside edges of a mailpiece (1 inch from each edge) when the contents do not extend into those edges. Mailers must secure nonpaper contents to prevent shifting of more than 2 inches within the mailpiece if shifting would cause the piece to be nonuniform in thickness or would result in the contents bursting out of the mailpiece (see 601.3.3). Source: Domestic Mail Manual (DMM) 101.2.4



# UNITED STATES POSTAL SERVICE RETAIL QUICK TIP SHEET

Effective date 7/9/2023

FIRST-CLASS MAIL POSTAGE	GROUND ADVANTAGE RETAIL	DOMESTIC SIZE & WEIGHT LIMITS	ADDITIONAL POSTAL RATES & FEES
<p><b>LETTERS &amp; CARDS</b> max 1/4" thick</p> <p>1 oz \$0.66 2 oz \$0.90 3 oz \$1.14 3.5 oz \$1.38</p> <p><b>FLATS</b> max 3/4" thick</p> <p>1 oz \$0.66 2 oz \$0.90 3 oz \$1.14 3.5 oz \$1.38</p> <p><b>Weight Not Over</b></p> <p>1 oz \$0.66 2 oz \$0.90 3 oz \$1.14 3.5 oz \$1.38</p>	<p><b>PACKAGES</b> max 70 lbs Zones 1</p> <p>Weight Not Over</p> <p>4 oz \$0.42 8 oz \$0.82 12 oz \$1.22 15.999 oz \$1.62 1 lb \$2.02 2 lb \$2.42 3 lb \$2.82 4 lb \$3.22 5 lb \$3.62 6 lb \$4.02 7 lb \$4.42 8 lb \$4.82 9 lb \$5.22 10 lb \$5.62 11 lb \$6.02 12 lb \$6.42 13 lb \$6.82 14 lb \$7.22 15 lb \$7.62 16 lb \$8.02 17 lb \$8.42 18 lb \$8.82 19 lb \$9.22 20 lb \$9.62 21 lb \$10.02 22 lb \$10.42 23 lb \$10.82 24 lb \$11.22 25 lb \$11.62 26 lb \$12.02 27 lb \$12.42 28 lb \$12.82 29 lb \$13.22 30 lb \$13.62 31 lb \$14.02 32 lb \$14.42 33 lb \$14.82 34 lb \$15.22 35 lb \$15.62 36 lb \$16.02 37 lb \$16.42 38 lb \$16.82 39 lb \$17.22 40 lb \$17.62 41 lb \$18.02 42 lb \$18.42 43 lb \$18.82 44 lb \$19.22 45 lb \$19.62 46 lb \$20.02 47 lb \$20.42 48 lb \$20.82 49 lb \$21.22 50 lb \$21.62 51 lb \$22.02 52 lb \$22.42 53 lb \$22.82 54 lb \$23.22 55 lb \$23.62 56 lb \$24.02 57 lb \$24.42 58 lb \$24.82 59 lb \$25.22 60 lb \$25.62 61 lb \$26.02 62 lb \$26.42 63 lb \$26.82 64 lb \$27.22 65 lb \$27.62 66 lb \$28.02 67 lb \$28.42 68 lb \$28.82 69 lb \$29.22 70 lb \$29.62</p>	<p>Minimum size for mail is 5" x 3 1/2" x 0.007". Maximum USPS weight is 70 lbs. for all mail. Maximum size is 108" in combined length &amp; girth for Priority Mail. Maximum size 130" in combined length &amp; girth for Retail Ground.</p> <p><b>USPS TRACKING</b></p> <p>Provides tracking updates as an item travels to its destination. Customers can obtain tracking updates, including the date and time of delivery or attempted delivery thru usps.com. Includes USPS Tracking for most domestic products: Priority Mail Express, Priority Mail, First Class Mail parcels, Standard Post, Library Mail, Media Mail and Bound Printed Matter parcels.</p>	<p>Non-machinable Letter: additional postage required for such things as square envelopes or where contents cause envelope to be uneven. Dimensional Weight: Packages where length x width x height &gt; 1728" going to any Zones.</p> <p>Premium Forwarding Service (Save \$2.05 online)</p> <p>Weekly Reshipment Fee \$25.45</p> <p>Certificate of Mailing (PS Form 3817) \$1.95</p> <p>Customs Clearance and Delivery Fee per dutiable inbound item \$8.30</p> <p>Non-machinable Letter Surcharge \$0.40</p> <p>Package Intercept Fee \$17.00</p> <p>Keys or ID Devices - Reference Notice 123 for additional prices \$0.01 to \$500</p> <p><b>MONEY ORDERS</b></p> <p>\$0.01 to \$500 \$2.00 \$500.01 to \$1000 \$2.90 Inquiry Fee \$17.30</p> <p>Intl Money Order up to \$700 (Not available to all countries) \$49.65</p> <p>Intl Money Order Inquiry Fee \$36.45</p> <p><b>MEDIA MAIL AND LIBRARY RATE</b></p> <p>Media Mail and Library Mail pieces have special requirements that must be met and are subject to inspection after acceptance.</p> <p>Weight not over: Media Library</p> <p>1 lbs \$3.72 2 lbs \$4.67 3 lbs \$5.42 4 lbs \$6.17</p> <p>Reference Notice 123 for additional prices. DM for restrictions.</p>
<p><b>FOREVER/NONDENOMINATED STAMPS</b></p> <p>Stamped Envelopes \$0.65 Additional Ornate Stamp \$0.24 Stamped Post Card \$0.56 Non-machinable Letter Stamp \$1.06 Post Card Stamp \$0.51 2 oz stamp \$0.90 Semi-postal Stamps \$0.85 3 oz Stamp \$1.14 A: Yellow \$0.15 H: Hat \$0.33 B: Purple \$0.18 Flowers \$0.34 C: Brown \$0.20 Farm Flag \$0.34 D: Green \$0.22 Flag/Toy Cars \$0.37 E: Earth \$0.25 Flag/Liberty \$0.39 F: Tulip \$0.29 True Blue Birds \$0.39 G: Glory \$0.32 Flag (Tan) \$0.41</p>	<p><b>PRIORITY MAIL POSTAGE</b></p> <p>Regular Flat Rate Envelope \$9.65 Padded Flat Rate Envelope \$10.40 Legal Size Flat Rate Envelope \$9.95 Small Flat Rate Box \$10.20 Medium Flat Rate Box \$17.10 Large Flat Rate Box \$22.80 Extra Large Flat Rate Box \$28.75</p> <p><b>PRIORITY MAIL EXPRESS</b></p> <p>Reference Notice 123 for additional prices up to 70 lbs and Oversized \$100 free insurance. Additional insurance available.</p>	<p><b>INSURANCE</b></p> <p>Insured Mail provides indemnity coverage on the event of loss, damage or missing contents based on the declared value of an item up to \$5,000.</p> <p><b>REGISTERED MAIL</b></p> <p>Registered Mail provides the highest level of security afforded by USPS, including a special chain of custody and indemnity up to \$50,000.</p> <p>Declared Value (in addition to postage) \$0.00 (No insurance) \$16.80 With Insurance \$3.45</p> <p>\$0.01 to \$100 \$17.55 \$100.01 to \$500 \$20.20 \$500.01 to \$1,000 \$22.55 \$1,000.01 to \$2,000 \$24.90 Notice 123 for additional fees up to values of \$50,000</p> <p>Reg Mail Restricted Delivery \$6.90 Registered Mail COD \$7.75</p>	<p><b>PRIORITY MAIL EXPRESS INT'L FLAT RATES</b></p> <p>Flat Rate Product: Canada \$4.75 Flat Rate Envelope \$5.75 Flat Rate Boxes N/A</p> <p><b>PRIORITY MAIL INT'L FLAT RATES</b></p> <p>Flat Rate Product: Canada \$30.35 Flat Rate Envelope \$30.35 Small Flat Rate Box \$31.45 Medium Flat Rate Box \$60.55 Large Flat Rate Box \$74.00</p> <p><b>COLLECT ON DELIVERY (COD)</b></p> <p>Mail requires addressee to pay for item, plus postage and anticipated or past due charges. Maximum value for COD coverage \$1,000</p> <p>\$0.01 to \$50 \$10.60 \$50.01 to \$100 \$13.15 \$100.01 to \$200 \$16.05 \$200.01 to \$300 \$18.95 \$300.01 to \$400 \$21.85 \$400.01 to \$500 \$24.75 \$500.01 to \$600 \$27.65 \$600.01 to \$700 \$30.55 \$700.01 to \$800 \$33.45 \$800.01 to \$900 \$36.35 \$900.01 to \$1000 \$39.25 COD Restricted Delivery \$6.90</p>
<p><b>USPS SIGNATURE SERVICES</b></p> <p>Signature Confirmation provides confirmation of date and time of delivery. Signature is required to receive delivery. The recipient's delivery record is available electronically through usps.com.</p> <p>Signature Confirmation Service \$4.05 Captures Date/Time \$3.40 Sig Conf. Restricted Delivery \$0.33 Captures Date/Time/Delivery Restriction \$0.34 Post Office \$10.95 Online \$10.30</p> <p><b>ADULT SIGNATURE REQUIRED</b></p> <p>Captures Date/Time/Age Restriction \$9.05 Adult Signature Restricted Delivery \$9.35 Captures Date/Time, Age/Delivery Restriction \$9.35</p>	<p><b>PASSPORT FEES</b></p> <p>First Time Adult Passport \$130.00 Book (16 and older) \$100.00 Minor Passport Book (under 16) \$35.00 Execution Fee \$60.00 Expedited Fee \$35.00</p> <p><b>LIVE ANIMAL TRANSPORTATION FEE</b></p> <p>A Live Animal Transportation Fee of \$20 per pound for day-old poultry is charged when mailed Priority Mail Express or Priority Mail to Zones 5-9.</p> <p><b>RETURN RECEIPT</b></p> <p>Return Receipt provides evidence of delivery, including the recipient's signature and actual delivery address</p> <p>PS Form 3811 at time of mailing \$3.55 Electronic at time of mailing \$2.20</p>	<p><b>CERTIFIED MAIL</b></p> <p>Certified Mail provides confirmation of the date, location, and time of delivery or attempted delivery. Return Receipt (electronic or hard copy) as confirmation of the recipient's signature at the time of mailing.</p> <p>Certified Mail \$4.35 Adult Sig \$11.45 Restricted \$11.45 Delivery \$11.45</p>	<p><b>ADULT SIGNATURE RESTRICTED DELIVERY</b></p> <p>Adult Signature Restricted Delivery \$9.35 Captures Date/Time, Age/Delivery Restriction \$9.35</p>
<p><b>WEIGHT NOT OVER</b></p> <p>1 Canada \$1.50 2 Mexico \$1.50 3-5 \$1.50 6-9 \$1.50</p> <p>1 oz \$1.50 2 oz \$2.27 3 oz \$3.00 3.5 oz \$3.76</p> <p>Postcards \$1.50</p>	<p><b>PRICE GROUPS</b></p> <p>1 Canada \$1.50 2 Mexico \$1.50 3-5 \$1.50 6-9 \$1.50</p>	<p><b>EXTRA SERVICES AND FEES (DOMESTIC)</b></p> <p>Declared Value (in addition to postage) \$0.00 (No insurance) \$16.80 With Insurance \$3.45</p> <p>\$0.01 to \$100 \$17.55 \$100.01 to \$500 \$20.20 \$500.01 to \$1,000 \$22.55 \$1,000.01 to \$2,000 \$24.90 Notice 123 for additional fees up to values of \$50,000</p> <p>Reg Mail Restricted Delivery \$6.90 Registered Mail COD \$7.75</p>	<p><b>ADDITIONAL POSTAL RATES &amp; FEES</b></p> <p>Non-machinable Letter: additional postage required for such things as square envelopes or where contents cause envelope to be uneven. Dimensional Weight: Packages where length x width x height &gt; 1728" going to any Zones.</p> <p>Premium Forwarding Service (Save \$2.05 online)</p> <p>Weekly Reshipment Fee \$25.45</p> <p>Certificate of Mailing (PS Form 3817) \$1.95</p> <p>Customs Clearance and Delivery Fee per dutiable inbound item \$8.30</p> <p>Non-machinable Letter Surcharge \$0.40</p> <p>Package Intercept Fee \$17.00</p> <p>Keys or ID Devices - Reference Notice 123 for additional prices \$0.01 to \$500</p> <p><b>MONEY ORDERS</b></p> <p>\$0.01 to \$500 \$2.00 \$500.01 to \$1000 \$2.90 Inquiry Fee \$17.30</p> <p>Intl Money Order up to \$700 (Not available to all countries) \$49.65</p> <p>Intl Money Order Inquiry Fee \$36.45</p> <p><b>MEDIA MAIL AND LIBRARY RATE</b></p> <p>Media Mail and Library Mail pieces have special requirements that must be met and are subject to inspection after acceptance.</p> <p>Weight not over: Media Library</p> <p>1 lbs \$3.72 2 lbs \$4.67 3 lbs \$5.42 4 lbs \$6.17</p> <p>Reference Notice 123 for additional prices. DM for restrictions.</p>

Your local Post Office has Ready Post boxes, tape, padded bags, and envelopes for sale.

TO FIND ZIP Codes NEARBY POST OFFICES ORDER SUPPLIES OR GET INTERNATIONAL RATES AND FILL OUT CUSTOMS FORMS VISIT [www.usps.com](http://www.usps.com) OR CALL 1-800-ASK-USPS (1-800-275-8777)



# Price Change Toolkit

## July 2023

FOR INTERNAL USE ONLY



## Retail & Post Office Operations



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ELVIN MERCADO  
VICE PRESIDENT, RETAIL AND POST OFFICE OPERATIONS  
HEADQUARTERS



July 2023

POSTMASTERS, STATION AND BRANCH MANAGERS

SUBJECT: July 2023 Price Change

The United States Postal Service (USPS) will be deploying a price change on July 9, 2023.

The July 2023 Price Change Toolkit provides valuable information that should be shared with all customer-facing employees. Helpful items found in the toolkit include:

- Price Change Overview - Domestic and International
  - Including the NEW USPS Ground Advantage™ product
- Quick Tip Reference Sheet
- PO Boxes and Sample Customer Letters
- Instructions for Stamps by Mail
- Financial Instructions
- Signage Updates
- Connect Local
- FAQ's
- SUT Upcoming Product Changes
- SUT Manual e1412 HAZMAT Process and Label 876 HAZMAT Surface Only

Additional information regarding the change can be found on the Retail and Post Office Operations website at <https://blue.usps.gov/delret/vp-retail-and-po-operations.htm> or on Postal Explorer at <http://pe.usps.com>.

Thank you for your continued commitment to provide world-class customer service.



Elvin Mercado



## Overview – Price Change July 2023 – Domestic

Key Price Change Highlights (not all inclusive): Domestic

### Priority Mail Flat-Rate Boxes and Envelopes:

- Priority Mail small flat-rate box: \$10.20
- Priority Mail medium flat-rate box: \$17.10
- Priority Mail large flat-rate box: \$22.80
- Army/Air Post Office and Fleet Post Office large flat-rate box: \$21.20
- Priority Mail regular flat-rate envelope: \$9.65
- Priority Mail legal flat-rate envelope: \$9.95
- Priority Mail padded flat-rate envelope: \$10.40
- Priority Mail Express flat-rate envelope: \$28.75

### Domestic First-Class Mail

- First-Class Mail letters (additional ounces): \$0.24
- First-Class Mail letters (metered 1 ounce): \$0.63
- First-Class Mail domestic postcard stamps: \$0.51
- First-Class Mail letters (1 ounce): \$0.66
- Flats (1 ounce): \$1.35
- Semi-postal stamp: \$0.85

### Insurance

Amount of Coverage (\$)	Price (\$)
<b>\$0.01 – \$50.00</b>	\$2.70
<b>\$50.01 – \$100.00</b>	\$3.45
<b>\$100.01 – \$200.00</b>	\$4.55
<b>\$200.01 – \$300.00</b>	\$5.95
<b>\$300.01 – \$400.00</b>	\$7.50
<b>\$400.01 – \$500.00</b>	\$9.05
<b>\$500.01 – \$600.00</b>	\$12.15
Per each additional \$100.00 or fraction thereof	\$1.85
Insurance Restricted Delivery	\$6.90

### Domestic Postal Money Order

	Price (\$)
<b>\$0.01 – \$500.00</b>	\$2.00
<b>\$500.01 – \$1000.00</b>	\$2.90
<b>APO/FPO</b>	\$0.65
<b>Inquiry Fee</b>	\$17.30



**USPS Ground Advantage**
**Replaces First Class Package Service (FCPS), Retail Ground (RG), Parcel Select Ground (PSG), Ground Return Service (GRS)**

Weight Not Over (ounces)	Zones								
	Zone 1	Zone 2	Zone 3	Zone 4	Zone 5	Zone 6	Zone 7	Zone 8	Zone 9
4	4.75	4.85	4.90	5.00	5.05	5.10	5.15	5.25	5.25
8	5.40	5.50	5.55	5.60	5.65	5.70	5.75	5.85	5.85
12	6.15	6.25	6.30	6.35	6.40	6.45	6.55	6.65	6.65
15.999	7.60	7.75	7.85	8.00	8.15	8.25	8.40	8.55	8.55
Weight Not Over (pounds)									
1	7.60	7.75	7.85	8.00	8.15	8.25	8.40	8.55	8.55
2	8.50	9.00	9.55	10.25	11.00	11.80	12.90	14.90	14.90
3	8.85	9.50	9.95	10.80	11.80	12.90	14.90	17.65	17.65
4	9.55	10.00	10.70	11.65	12.85	14.30	16.35	19.00	19.00
5	10.20	10.65	11.40	12.45	13.75	15.40	17.65	20.50	20.50
6	10.60	10.95	11.75	12.95	14.55	16.55	19.25	22.40	22.40
7	11.10	11.40	12.20	13.55	15.40	17.80	20.75	24.25	24.25
8	11.55	11.80	12.55	14.05	16.20	19.05	22.60	26.35	26.35
9	12.00	12.25	12.90	14.55	17.00	20.30	24.40	28.40	28.40
10	12.70	13.00	13.70	15.45	18.15	21.85	26.55	31.45	31.45
11	13.30	13.75	14.45	16.30	19.30	23.40	28.65	34.55	34.55
12	13.90	14.25	14.90	16.95	20.25	24.90	30.85	37.15	37.15

For additional prices greater than 12 pounds refer to 123 price files <https://pe.usps.gov>:



**USPS Ground Advantage Limited Overland Routes (LOR)**

retail prices are only available when mailing eligible items within the state of Alaska for pieces delivered to or from the eligible intra-Alaska ZIP Codes not connected by overland routes. Replaces current Retail Ground (LOR) for parcels mailed within Alaska to the following ZIP Codes Below Only:

99545, 99546, 99547, 99548, 99549, 99550, 99551, 99552, 99553, 99554, 99555, 99557, 99558, 99559, 99561, 99563, 99564, 99565, 99569, 99571, 99574, 99575, 99576, 99578, 99579, 99580, 99581, 99583, 99585, 99589, 99590, 99591, 99602, 99604, 99606, 99607, 99608, 99609, 99612, 99613, 99614, 99615, 99619, 99620, 99621, 99622, 99624, 99625, 99626, 99627, 99628, 99630, 99632, 99633, 99634, 99636, 99637, 99638, 99640, 99641, 99643, 99644, 99647, 99648, 99649, 99650, 99651, 99653, 99655, 99656, 99657, 99658, 99659, 99660, 99661, 99662, 99663, 99665, 99666, 99667, 99668, 99670, 99671, 99675, 99677, 99678, 99679, 99680, 99681, 99682, 99684, 99685, 99689, 99690, 99691, 99692, 99695, 99697, 99720, 99721, 99722, 99723, 99724, 99726, 99727, 99730, 99732, 99733, 99734, 99736, 99738, 99739, 99740, 99741, 99742, 99745, 99746, 99747, 99748, 99749, 99750, 99751, 99752, 99753, 99754, 99756, 99757, 99758, 99759, 99761, 99762, 99763, 99765, 99766, 99767, 99768, 99769, 99770, 99771, 99772, 99773, 99774, 99777, 99778, 99781, 99782, 99783, 99784, 99785, 99786, 99788, 99789, 99790, 99791, 99801, 99802, 99803, 99811, 99812, 99820, 99821, 99824, 99825, 99826, 99827, 99829, 99830, 99832, 99833, 99835, 99836, 99840, 99841, 99850, 99901, 99903, 99918, 99919, 99921, 99922, 99923, 99925, 99926, 99927, 99928, 99929, 99950.

Weight Not Over (Lbs)	Zones								
	Zone 1	Zone 2	Zone 3	Zone 4	Zone 5	Zone 6	Zone 7	Zone 8	Zone 9
1	8.30	8.35	8.65	9.30	10.05	-	-	-	-
2	8.50	8.60	9.60	9.75	10.15	-	-	-	-
3	8.85	8.90	10.35	10.95	11.50	-	-	-	-
4	9.30	9.40	10.90	12.10	12.75	-	-	-	-
5	10.00	10.10	10.95	12.35	13.15	-	-	-	-
6	10.10	10.20	11.15	12.65	13.30	-	-	-	-
7	10.15	10.25	11.30	12.70	13.35	-	-	-	-
8	10.20	10.30	11.40	12.75	13.40	-	-	-	-
9	10.30	10.40	11.45	12.90	13.45	-	-	-	-
10	10.95	11.05	11.55	13.00	14.45	-	-	-	-
11	11.00	11.10	11.60	13.10	14.70	-	-	-	-
12	11.05	11.15	11.65	13.35	14.85	-	-	-	-

For additional prices greater than 12 pounds refer to 123 price files <https://pe.usps.gov>:

## Overview – Price Change July 2023 – International

### Key Price Change Highlights (not all inclusive):

- Prices for First-Class Mail International and prices for International Business Reply Mail Service are Increasing.
- Prices for the following International Extra Services are increasing: — International Certificate of Mailing, International Registered Mail, International Return Receipt and the Customs Clearance and Delivery fee per dutiable inbound item.

\* Country groups and all prices scheduled to go into effect on July 9, 2023, are posted on the Postal Explorer website at: [July Price Change 2023 | Postal Explorer \(usps.com\)](#).



**PO Box Billing and Notification Process –Price Change July 2023**

DATE	SYSTEM Resource	ACTION
1 <sup>st</sup> day of the month (i.e., if fees change on <b>7/9/23</b> , this date is 7/1/23)	WebBATS and Box Clerk	<p><b>On the 1<sup>st</sup> business day of the month</b> (<i>First Notice</i> – Informing customers fee is due by the end of this month for their next term, i.e., 6 month or 1 year which begins the following month). If a price change will occur before the end of the month, include the last date payment at the current PO Box rate may be made. Print billing labels from WebBATS (under Reports   Billing   Labels). Place labels on Notice 32-N (<b><i>Group E Verification</i></b>), Notice 32–B, PO Box Fee Due (FIM B Marking), or Notice 32–C, PO Box Fee Due (FIM C Marking). Place Notice in the customer’s PO Box.</p> <p><b>Note:</b> <i>Do not use the reminder letters for the first notice.</i></p>
1 <sup>st</sup> day of the month	Box Clerk	<p><b>Print and place Price Change Customer Letter #1 in PO Boxes.</b> This <b>letter #1</b> should accompany Notice 32 at the beginning of the month.</p>
5th day of the month	Box Clerk	<p><b>Print and place Price Change Customer Letter #2 in PO Boxes.</b></p>
10 <sup>th</sup> of the month	WebBATS And Box Clerk	<p><b>On the 10<sup>th</sup> day of the month (Reminder Notice)</b> From WebBATS, print letters under Reports   Billing   Letters. (<i>Letters will only be printed for customers who have not yet paid or presented their <b>Group E Verification</b> letter.</i>) Notice 32’s now has the updated Prices. <b>Place Notice in the customer’s PO Box along with Price Change Customer Letter #2.</b></p>
10 <sup>th</sup> day of the month	Automated	<p><b>On the 10<sup>th</sup> day of every month</b> WebBATS sends an email notice of renewal to those customers who have provided a <i>valid email address</i>. <b>Note: <i>Email notices are not sent to Caller/Reserve and Group E box customers.</i></b> From July 15–July 25, POBOL customers will not be able to update online account information. During that period, PO Box payments must be made at the post office. <b><u>NOTE: Effective July 1, 2023, customers without an Enterprise Payment System (EPS) account will no longer be able to apply for or renew caller and reserve services at the retail counter.</u></b></p>
20 <sup>th</sup> of the month	Box Clerk	<p><b>Reprint</b> billing labels from WebBATS (under Reports   Billing   Labels). Notice 32’s has the updated Prices. Place Notice in the customer’s PO Box <b>along with Price Change Customer Letter #3.</b></p>
<b>11<sup>th</sup> day of the next month</b> (i.e., if change is <b>7/9/23</b> this date is 8/11/23)	Box Clerk	<p>On the 11<sup>th</sup> day of every month after the due date, <b>PREVENT ACCESS TO BOX</b> for customers who have NOT paid their box fees or returned their Group E Verification letter by the last day of the previous month. Handling fee for late payment is now applicable.</p>
11 <sup>th</sup> day of the next month	WebBATS will auto close box	<p><b>On the 11<sup>th</sup> day of every month (Box is closed ~ STOP DELIVERY TO THE BOX and return all mail to sender for customers who have not paid their box fees or returned the <b>Group E Verification</b> letters (which were due by the last day of the previous month).</b> Pull the mail from each of the boxes listed on the WebBATS Auto Closed Report. Treat that mail and any subsequent mail addressed to the customer at that box as undeliverable mail.</p>

## Instructions for Payments – Price Change July 2023

### Mailed/Postmarked Before Sunday, July 9, 2023, Price Change

#### Payments Mailed/Postmarked Before Price Change

Effective 12:01 A.M., on Sunday, July 9, 2023, all daily financial reports must contain the new fees. If a payment for a fee is mailed (postmarked) prior to Sunday, July 9, 2023, and is received after the new fees take effect, process the payments as instructed below.

**Note:** *Payments not received within 10 days after July 31, 2023, will include a handling fee for late payment in addition to the PO Box fee. Do not process payments that are mailed (postmarked) after Saturday, July 8, 2023, with the old fees. Return the payment to the sender.*

#### \*AIC (Accounting Identifier Code)

If the price has increased, accept the lower fee payment received and process the transaction as follows:

Type of Service	New (higher) Fees	Offset the Difference
RSS PO Box	Enter the payment using the PO Box workflow.	Enter the difference into *AIC <b>553</b> , <i>Refund of Postage and Fees</i> .  <b>Workflow:</b> <i>Dependent on amount of difference. See next page</i>
e1412 PO Box	Enter the payment using the PO Box workflow.	Enter the difference into AIC <b>535</b> , <i>Refund of Fees—Retail Services</i> .
Accounting Fee Quarterly Fee	Enter the payment into the correct AIC.	Enter the difference into AIC <b>528</b> , <i>Refund Permit Postage and Fees</i> .

If the price has decreased, accept the higher fee payment received and process the transaction as follows:

Type of Service	New (lower) Fees	Offset the Difference
RSS PO Box	Enter the payment using the PO Box workflow.	Enter the difference into AIC <b>123</b> , <i>Lobby Services Revenue</i> .
e1412 PO Box	Enter the payment using the PO Box workflow.	Enter the difference into AIC <b>123</b> , <i>Lobby Services Revenue</i> .



**RSS Reporting Technology:**

If the customer's payment is for the old rate and the rate **increased**, enter the shortage payment difference into AIC 553, *Refund Postage and Fees*, using the steps below.

**Note:** *Refund AICs require PS Form 3533 to be completed.*

**Prior to entering the payment, the amount of the price difference must be manually calculated. Dependent upon the difference amount, the following steps are taken:**

**If the fee difference is \$35.00 or less, follow these steps:**

1. Follow the PO Box workflow for renewing the box.
2. **BEFORE** selecting **Pay and End Visit**> and completing the customer's payment:
  - Select Sales/Disbursements >**More**.
  - <**Refunds**>.
  - <**Postage and Fees**>.
  - Select Refund Type <**Other Refund**>.
  - Verify Form Data screen.
  - Enter the amount of the pricedifference.
3. After both the PO Box and Refund transaction are on the stack, select <**Pay and End Visit**> (the total should equal the amount of the customer's payment).

**If the fee difference is greater than \$35.00 follow these steps.**

1. Follow the Refunds workflow to process a no-fee money order refund for the fee difference.
  - Select Sales/Disbursements >**More**.
  - <**Refunds**>.
  - <**Postage and Fees**>.
  - Select Refund Type <**Other Refund**>.
  - Verify Form Data screen.
  - Enter the amount of the pricedifference.
2. Select <**Pay and End Visit**>.
  - System will prompt to print a no-fee money order.
  - Input the next money order in the sequence. The money order is **NOT** provided to the customer Once the money order is printed, fill out the "To" and "From" fields using Postmaster and the Post Office address Wait approximately 15/20 minutes to ensure Money Order status has had time to update in all postal systems.
3. Follow the PO Box workflow for renewing the box, Then, select <**Pay and End Visit**>.
  - Tender the customers payment, as partial payment.
  - Tender the money order created in *Step 2* for the remainder of the payment.

If the customer's payment is for the old rate and the rate **decreased**, enter the overpayment difference into **AIC 123, Lobby Services Revenue** using the steps below.

From the Home screen:

- Select Sales/Disbursements >**More**.
- <**Misc Purchase**>.
- <**AIC 123 – Lobby ServicesRev**>.
- Enter **Amount**.
- Enter **Business/Last Name**.
- Enter **First Name**.
- Enter optional **Remarks**.
- Select <**Pay & End Visit**>.
- Select **Payment Type**.
- Enter payment amount and proceed with finalizing the payment.

**Note:** Do not process payments that are mailed (postmarked) after Saturday, July 8, 2023, with the old fees. Return the payment to the sender.



**e1412 Reporting Technology:**

If the customer's payment is for the old rate and the rate **increased**, enter the shortage payment difference into **AIC 535, Refund Postage and Fees** using the steps below.

**Note:** *Refund AICs require PS Form 3533 to be completed.*

1. Enter the PO Box renewal into WebBATS.
2. Under **Receipts Disbursement** tab enter the payment difference into **AIC 535**.
3. Use **Form 3533 Barcode Number (Direct Entry)** to enter the 20-digit Barcode Number.
4. Enter the **Amount**.
5. Enter the **Customer Name**.
6. Enter optional **Account Number**.
7. Enter optional **Remarks**.
8. Select **Save**.

If the customer's payment is for the old rate and the rate **decreased**, enter the overpayment difference into **AIC 123, Lobby Services Revenue** using the steps below.

1. Click **Receipts/Disbursements** tab.
2. Select **AIC 123, Lobby Service Revenue**, from the AIC dropdown list.
3. Enter the **Amount**.
4. Enter optional **Comments**.
5. Click **Save**.

**Note:** *Do not process payments that are mailed (postmarked) after Saturday, July 8, 2023 with the old fees. Return the payment to the sender.*

\*\*\*\*\*

## PO Box Customer Letter #1 – Price Change July 2023

July 2023

Dear Valued PO Box Customer:

Your PO Box fee is due by July 31, 2023.

Payments postmarked **before July 9, 2023**, will be renewed at the existing PO Box rate (see **Renewal Notice** included with this letter). We encourage you to renew prior to July 9, 2023—for continuous PO Box service.

**PO Box fees will change on July 9, 2023.** Payments postmarked **on or after July 9, 2023**, will be charged at the **new price** which is not reflected in your July payment notice.

Payments not received within 10 calendar days **after July 31, 2023**, will include a **handling fee** for late payment in addition to the PO Box fee.

Did you know that **some locations** offer additional PO Box services **free of charge**?

For existing and new customers

- Street Addressing for your PO Box that allows online ordering and delivery from any shipper.
- Easy pickup for items that require a signature, through Signature on File service for receipt of Priority Mail Express®, mail insured for over \$500, and Signature Confirmation™ items.
- Expanded PO Box lobby access hours.

For new customers

- Baker's Dozen (13 months of service for a 12-month payment.)
- No key deposit for the first two keys.

Please ask your Sales Associate if your office is one that is now offering one of these additional services and how you can benefit from them and sign up.

**Note:** *These special services do not apply to Caller Service and Group E Box customers.*

For your convenience, you can manage your PO Box online at <https://www.usps.com/manage/po-boxes.htm>. Here you can find, apply, and pay for a PO Box, and manage an existing PO Box. You can use your credit card to make a one-time payment or sign up for automatic renewal payments, so you never miss a due date. You can also renew your PO Box at any one of our 2,400 Self-Service Kiosks located at selected Post Office locations nationwide. See <http://www.usps.com/locator/welcome.htm> for a location near you.

**Note:** Effective July 1, 2023, customers without an Enterprise Payment System (EPS) account will no longer be able to apply for or renew caller and reserve services at the retail counter.

Thank you for your continued business.

POSTMASTER



**PO Box Customer Letter #2 – Price Change July 2023**

July 2023

Dear Valued Customer:

The Postal Service appreciates your continued use of PO Box services. This letter is to remind you that **PO Box fees** at this location have **changed effective July 9, 2023**.

PO Box payments postmarked **before July 9, 2023**, will be renewed at the **old rate**.

PO Box payments postmarked and received **on or after July 9, 2023**, will be renewed at the **new PO Box rate**. (see **Renewal Notice** included with this letter).

If we have not received your **payment within 10 days after the due date of July 31, 2023**, your PO Box service will be terminated, and all incoming mail will be treated as undeliverable. To reopen your box, payment must be made in person, and will include all box fees and a **handling fee** to process the late payment. To avoid this inconvenience and the handling fee, we encourage you to **renew prior to July 31, 2023**, for continuous PO Box service.

You can make your payment using the renewal envelope included with this letter or use one of the following options:

**Pay Online:**

Go to <https://www.usps.com/manage/po-boxes.htm>

**Pay at a Self-Service Kiosk conveniently located in many of our location's afterhours:**

You can find the location of a Self-Service Kiosk at <http://www.usps.com/locator/welcome.htm> (Use drop down under "Location Types" for Self Service Kiosks, enter ZIP Code and click the "Search" button) or by downloading the mobile application at <http://www.usps.com/mobile/info.htm>.

**Pay by Mail:**

Send a check or money order payable to "United States Postal Service" to the Postmaster where your PO Box is located.

**Pay in Person:**

Visit the Post Office where your PO Box is located using cash, check, credit card, or debit card.

Thank you for choosing the United States Postal Service. We appreciate your business and look forward to providing you continued excellent PO Box service at this location.

POSTMASTER

**PO Box Customer Letter #3 – Price Change July 2023**

July 2023

Dear Valued Customer:

The Postal Service appreciates your continued use of PO Box services. This letter is to remind you that PO Box fees at this location changed **effective July 9, 2023**.

Since your PO Box payment is expected to be received after the due date of July 9, 2023, this notice is an additional reminder **your box will renew at the new PO Box rate** (see **Renewal Notice** included with this letter).

We encourage you to **renew prior to July 31, 2023**—for continuous PO Box service.

If we have not received your **payment within 10 days after the due date of July 31, 2023, your PO Box service will be terminated**, and all incoming mail will be treated as undeliverable. To reopen your box, you would need to pay in person all fees due and a handling fee. To avoid this inconvenience and the handling fee for the late payment.

You can make your payment using the renewal envelope included with this letter or use one of the following options:

**Pay Online:**

Go to <https://www.usps.com/manage/po-boxes.htm>.

**Pay at a Self-Service Kiosk conveniently located in many of our location's afterhours:**

You can find the location of a Self-Service Kiosk at <http://www.usps.com/locator/welcome.htm> (Use drop down under "Location Types" for Self Service Kiosks, enter ZIP Code and click the "Search" button.) or by downloading the mobile application at <http://www.usps.com/mobile/info.htm>.

**Pay by Mail:**

Send a check or money order payable to "United States Postal Service" to the Postmaster where your PO Box is located.

**Pay in Person:**

Visit the Post Office where your PO Box is located using cash, check, credit card, or debit card.

Thank you for choosing the United States Postal Service. We appreciate your business and look forward to providing you continued excellent PO Box service at this location.

POSTMASTER



## Non-Denominated Instructions for Stamps by Mail Orders – Price Change July 2023

Effective at 12:01 A.M., Sunday, July 9, 2023, the price of non-denominated stamp (NDN) items will increase. All Post Offices™, postal retail units, and contract postal units must verify all NDN stock items on hand and follow revaluation procedures per reporting technology. This process will ensure the actual value of each NDN stock item in their inventories is accounted for and appropriately increased prior to opening for business on or after July 9, 2023. NOTE: The new NDN prices may affect in-transit Stamps by Mail orders. If a Stamps by Mail NDN order (or the order form and check) with the payment amount at the old price is mailed (postmarked) or dated before July 9, 2023, accept the order and the payment. Process the transaction as follows:

Type of Stamp	New Price - Decreased	Offset the Difference
NDN Stamp	Enter the new price for the NDN sale into AIC 097, <i>NDN Walk-In Stamps Sales</i> .	Enter the difference into <b>AIC 123, Lobby Services Revenue</b> .  RSS Workflow: <i>Sales/Disbursements &gt;More&gt;Misc. Purchases&gt; AIC 123 Lobby service REV.</i>
Type of Stamp	New Price - Increased	Offset the Difference
NDN Stamp	Enter the new price for the NDN sale into AIC 097, <i>NDN Walk-In Stamps Sales</i> .	Enter the difference into AIC 553, <i>Refund of Postage and Fees</i> .  RSS Workflow: <i>Refund&gt;Postage and Fees&gt;Other</i>

**Note:** Do not process Stamps by Mail orders for impacted items that are mailed with incorrect payment amount at the old price after Saturday, July 8, 2023. Return the order and payment to the sender. Advise sender of the correct payment amount at the new price.

The new purchase prices for NDN stamp stock items can be viewed at:

<http://edd/pls/posweb/Item.PriceChangeRevalue>.

## Financial Instructions – Price Change July 2023

### Forever Postcard Stamps, Stamped Cards, and Non-Denominated Stamp (NDN) Stock Items Revaluation instructions

Effective July 9, 2023, the price of Forever Postcard Stamps, Stamped Cards, and non-denominated stamp (NDN) items will increase. All Post Offices™, postal retail units (PRU), and contract postal units (CPU) must verify stock items on hand and follow revaluation procedures per reporting technology. This process will ensure the value of each Postcard Stamp, Stamped Card, and non-denominated stamp on hand in their inventories is increased prior to opening for business on or after July 9, 2023.

The new selling prices for stamp stock items can be viewed at: <http://edd/pls/posweb/Item.PriceChangeRevalue>. Currently, Postcard Stamps, Stamped Cards and NDN stamp items are valued at the lower price in your inventory. Therefore, the items on hand must be revalued to increase each segment’s accountability. Stock custodians and retail associates must ensure all inventory items and quantities listed are accurate for each segment.

Ensure all internal pending transfers going to/from any segment are received, as well as any stamp stock shipments sent from Stamp Fulfillment Services (SFS), prior to July 9, 2023.

**The following are instructions for each financial reporting technology:**

#### e1412 Offices

Unit Reserve Credit (URC) — all Forever Postcard Stamps, Stamped Cards and non-denominated (NDN) stamps on hand must be properly identified with the required item numbers and quantities prior to the automatic revaluation.

Standard Individual Stamp Credits and Single Drawer Accountability PRUs must count and, when prompted in e1412, enter the number of Forever Postcard Stamps, Stamped Cards and non-denominated (NDN) stamps on hand to be revalued.

Ensure any stamp stock shipments are received in the URC and pending internal transfers are accepted prior to July 9, 2023.

Standard Offices		Single Drawer Accountability (SDA) & Contract Postal Units (CPU/CPOs)
Unit Reserve Credit (URC)	Individual Stamp Credit (ISC)	
<p><b>NOTE:</b> If the Unit Reserve inventory is not itemized or if the inventory quantity is incorrect, a count will be required to correct the Unit Reserve inventory.</p> <ol style="list-style-type: none"> <li>After logging on to the e1412 application, select your unit, and click <b>OK</b>.</li> <li>A warning message displays: <i>“System will be setting up the Unit for revaluation. Please click on the OK button and wait.”</i></li> <li>Click <b>OK</b>.</li> <li>Unit Reserve revaluation</li> </ol>	<ol style="list-style-type: none"> <li>After logging on to the e1412 application, select your unit, and click <b>OK</b>.</li> <li>A message displays: <i>“There is a pending revaluation for Unit”</i></li> <li>Click <b>Form 1412</b>.</li> <li>A warning message displays: <i>“There is a pending revaluation for ISC – XXX.”</i></li> <li>Click <b>OK</b>.</li> <li>Click <b>Inventory</b></li> <li>Click <b>Revaluation</b>. Item revaluation page displays a</li> </ol>	<ol style="list-style-type: none"> <li>After logging on to the e1412 application, select your unit, and click <b>OK</b>.</li> <li>Select <b>Form 1412</b> tab.</li> <li>Click <b>Create 1412</b>.</li> </ol> <p>On the business date of the revaluation (price change) the user will receive the following Warning message: <i>“There is a pending revaluation for unit &lt;UFN&gt;.”</i></p> <p><b>NOTE:</b> Missing stores (1412 business dates) prior to the revaluation date (price change)</p>



message displays:

*"Unit Reserve revaluation has been performed successfully. To review/print a list of revaluated items navigate to Reports > Unit Finance and select report Revaluation."*

5. Click **OK**.
6. Click **Unit Reserve/Form 3959**.
7. Expand the Stamp Stock Revaluation (AIC 844/850) to view the details.
8. Click on **'Reports' > 'Unit Finance'** and select **'Revaluation'** Report from the drop-down list.
9. Enter the Business Date; click **'Generate Report'**.
10. Validate items/quantities are correct.
11. Close the report.
12. Click **Form 1412**.
13. Confirm AIC 844/850 posted on the Form 1412.

**NOTE:** Do not certify the Form 3959 until the end of day. Once certified, additional inventory transactions cannot be completed until the next business day.

drop-down list with items to revalue.

8. From the Item Number drop-down list, select the **appropriate item number** for the stock item requiring revaluation.
9. Enter the **quantity** of the stamp stock item(s) requiring revaluation. If there are no items in the ISC inventory to revalue, select the **No Items to Revalue** button.  
**NOTE:** If an incorrect quantity is entered, click the **Edit** button in the grid to change the quantity. After you have changed the quantity, click **Save**.  
If you revalued an incorrect inventory item number, click **Delete** in the grid to remove the item, and make another selection from the drop-down list.
10. Repeat steps 8 and 9 for each stock item to revalue.
11. When finished, click **Certify & Complete Revaluation**.
12. Check "I certify that the quantity of item(s) that I have entered is (are) correct." Click **OK**.
13. Enter Witness confirmation details, click **OK**, or if no witness available, check "I certify that there is no Witness Available for the revaluation." Click **OK**.
14. Save Successful displays, click **OK**.
15. Click **Return to Form 1412**.
16. Confirm AIC 844/850 posted correctly on Form 1412.

can still be reported before the system will prompt for a revaluation.

4. Click **OK**. Item revaluation screen displays:
5. From the **Item Number drop-down list**, select the appropriate item number for the stock items requiring revaluation.
6. Enter the quantity of the stamp stock item(s) requiring revaluation. If there are no items to revalue, select the **No Items to Revalue** button.  
**NOTE:** If an incorrect quantity is entered, click the Edit button in the grid to change the quantity. After you have changed the quantity, click **Save**.  
If you revalued an incorrect inventory item number, click **Delete** in the grid to remove the item, and make another selection from the drop-down list.
7. Repeat steps 7 and 8 for each stock item to revalue.
8. When finished, click **Certify & Complete Revaluation**.
9. Check "I certify that the quantity of item(s) that I have entered is (are) correct." Click **OK**.
10. Enter Witness confirmation details, click **OK**, or if no witness is available, check "I certify that there is no Witness Available for the revaluation." Click **OK**.
11. Save Successful displays, click **OK**.
12. Click **Return to Form 1412**.
13. Confirm AIC 844/850 posted correctly on the Form 1412.

### RSS Offices

The software download will automatically revalue all Forever Postcard Stamps, Stamped Cards and non-denominated (NDN) stamp items on hand for the Unit Reserve stamp stock and each Retail Floor Stock, Stamps by Mail®, Philatelic and Mobile Unit segments. All Forever Postcard Stamps, Stamped Cards and NDN stamp items to be revalued must be properly identified with the required item numbers and the quantities prior to the automatic revaluation (July 9, 2023). All newly received shipments from SFS must be accepted into inventory before July 9, 2023. All stock transfers between the Unit Reserve and the Retail Floor Stock, or any other segments containing Forever Postcard Stamps, Stamped Cards and NDN stamp items, *must* be completed prior to the software download.

### CPUs

CPUs that submit a daily PS Form 1412 to a host Post Office must revalue each Forever Postcard Stamp, Stamped Card and non-denominated (NDN) stamp item in their inventory as follows:

- Count each Forever Postcard Stamps, Stamped Cards and NDN stamp item on hand to be revalued.
- Multiply the number of Forever Postcard Stamps, Stamped Cards and NDN stamps on hand to be revalued by the difference between original price (old price) and revalued price (new price).
- Record the computations for all Forever Postcard Stamps, Stamped Cards and NDN stamp items revalued on a PS Form 17.
- Enter the calculated amount in AIC 844, *Stock Increase – Revaluation* and/or calculated amount in AIC 850, *Stock Decrease – Revaluation*, on Form PS 1412.
- Submit PS Form 17 and the CPU's PS Form 1412 to the host Post Office or the Contracting Officer's Representative.

### RSSBP CPUs

After a rate change occurs, *Revalue Stock* is used to revalue items that are in your inventory which need to have the price updated. The RSSBP system then automatically updates prices on the system itself. You are not able to revalue the stock until the effective date of the rate increase. You are unable to sell postage stamps until the Revalue Stock process has been completed.

- 1) Press **Revalue Stock** button.
- 2) Items that are in the unit inventory populate on the screen.
- 3) Verify item quantities for revaluation, then press **Continue**.
- 4) Items are revalued to reflect the correct price on the effective date of the price increase.

### Rural Carrier Fixed Credit

Prior to July 9, 2023, exchange Forever Postcard Stamps, Stamped Cards, and non-denominated stamps (only those being revalued) in a rural carrier fixed credit with denominated stamps. Forever Postcard Stamps, Stamped Cards and NDN stamp items with the old price need to be in the unit reserve stamp stock or the Retail Floor Stock for revaluation.



After Forever Postcard Stamps, Stamped Cards and NDN stamp items have been revalued to the new price, rural carriers may exchange their denominated stamps for the revalued items.

#### **RSS Office Instructions for rural carrier exchange**

The RSS system will automatically revalue all Forever Postcard Stamps, Stamped Cards and NDN stamp items on hand; therefore, all Forever Postcard Stamps, Stamped Cards and NDN stamp items must be in the Retail Floor Stock prior to July 9, 2023. A retail associate working from the Retail Floor Stock will exchange the rural carrier's Forever Postcard Stamps, Stamped Cards and NDN stamp items (only those being revalued) following the Exchanging Stamp Products/Return Stamps workflow:

#### **Exchanging Stamp Products / Return Stamps**

When completing an exchange, the item(s) being sold to the customer must be equal to or greater than the value of the item(s) being exchanged.

1. Home screen>Sales/Disbursements>More.
2. Select [Exchanges].
3. Select [Return Stamps].
4. Read and acknowledge verify items message by selecting **OK**.
5. Scan stamps/stamp product being returned for exchange or enter item code.
6. Type the quantity and press [Enter] on the keyboard.
7. Select the reason for exchange.
8. Scan or enter item code for new stamp sale.
9. Select [Pay and End Visit].
10. Tender payment, if not an even exchange.

**Rural Carrier Owned Stock – No Action Needed.**

Signage Samples – Price Change 2023

## U.S. SHIPPING

PRIORITY MAIL EXPRESS®	PRIORITY MAIL® SERVICE	FIRST-CLASS MAIL® SERVICE
<b>NEXT-DAY DELIVERY TO MOST DESTINATIONS</b> <small>DELIVERY BY 10:30 AM ON THE NEXT BUSINESS DAY TO MOST U.S. DESTINATIONS. NOT AVAILABLE TO ALL U.S. DESTINATIONS.</small>	<b>EXPECTED DELIVERY IN 1, 2 OR 3 DAYS*</b>	<b>1-5 BUSINESS DAY DELIVERY</b>
Flat Rate Envelope <b>\$28.75</b>	Flat Rate Envelope <b>\$9.65</b>	Letters (2-5 ounces or less) <b>\$0.68</b>
	Flat Rate Small Box <b>\$10.20</b>	Large Envelopes (10 ounces or less) <b>\$1.35</b>
	Flat Rate Medium Box <b>\$17.10</b>	
	Flat Rate Large Box <b>\$22.80</b>	
<b>OR</b>	<b>OR</b>	
Use any box or envelope <b>\$28.75</b>	Use any box or envelope <b>\$9.35</b>	<b>USPS GROUND ADVANTAGE™</b>
		<b>2-5 BUSINESS DAY DELIVERY</b>
		Packages (Use any box or envelope) <b>\$4.75</b>

USPS Tracking® service add (1-3 business days to 700)

USPS Tracking® service add (1-5 business days to 700)

USPS Tracking® service add (2-5 business days to 700)

## INTERNATIONAL SHIPPING

GLOBAL EXPRESS GUARANTEED® (GXG®)	PRIORITY MAIL EXPRESS INTERNATIONAL®	PRIORITY MAIL INTERNATIONAL®
<b>1-3 BUSINESS DAYS</b> <small>DELIVERY GUARANTEE WITH A MONEY-BACK GUARANTEE</small>	<b>3-5 BUSINESS DAYS</b> <small>WITH MONEY-BACK GUARANTEE FOR U.S. CUSTOMERS ONLY*</small>	<b>6-10 BUSINESS DAYS</b>
Global Express Guaranteed® <b>\$71.10</b>	Flat Rate Envelope <b>\$54.75</b>	Flat Rate Envelope <b>\$30.35</b>
	<small>CANADA</small> <b>\$64.90</b>	<small>ALL OTHER COUNTRIES</small> <b>\$36.60</b>
		Small Flat Rate Box <b>\$31.45</b>
		<small>CANADA</small> <b>\$37.95</b>
		<small>ALL OTHER COUNTRIES</small> <b>\$37.95</b>
		Medium Flat Rate Box <b>\$60.55</b>
		<small>CANADA</small> <b>\$69.10</b>
		<small>ALL OTHER COUNTRIES</small> <b>\$69.10</b>
		Large Flat Rate Box <b>\$74.00</b>
		<small>CANADA</small> <b>\$82.35</b>
		<small>ALL OTHER COUNTRIES</small> <b>\$82.35</b>

USPS Tracking® service add (1-3 business days to 700)

USPS Tracking® service add (3-5 business days to 700)

USPS Tracking® service add (6-10 business days to 700)

## EXTRA SERVICES

PROTECT	TRACK
<b>INSURANCE</b> U.S. + INTL. Protects against loss or damage up to \$5,000 for certain products and destinations*	<b>USPS TRACKING® SERVICE</b> U.S. + INTL. Provides day-time of delivery. Free with Priority Mail Express®, Priority Mail Express International®, Priority Mail® Priority Mail International®, USPS Ground Advantage™, Library Mail and Media Mail® service.
<b>\$2.70</b> <small>U.S. + INTL.</small>	<b>FREE</b>
<b>\$12.75</b> <small>U.S. + INTL.</small>	
<b>REGISTERED MAIL®</b> U.S. + INTL. Additional security and domestic insurance coverage up to \$50,000. Available with limited indemnity for First-Class Package International Service® (FCPIS®) and First-Class Mail International® (FCMI).	<b>RETURN RECEIPT</b> U.S. + INTL. (EXcludes FCPIS®) Mail and email proof of delivery only available with purchase of other service.
<b>\$16.80</b> <small>U.S. + INTL.</small>	<b>\$4.05</b>
<b>\$20.25</b> <small>U.S. + INTL.</small>	
<b>\$20.25</b> <small>U.S. + INTL.</small>	<b>SIGNATURE CONFIRMATION™</b> U.S. ONLY Proof of signature and daytime of delivery.
	<b>\$4.35</b>
	<b>CERTIFIED MAIL®</b> U.S. ONLY Postmarked Return Receipt as proof of mailing.

USPS Tracking® service add (1-3 business days to 700)

USPS Tracking® service add (3-5 business days to 700)

USPS Tracking® service add (6-10 business days to 700)



**Connect Local – Price Change 2023**

<b>Connect Local</b>	<b>Rate</b>
Flat Rate Bag – Small	\$4.15
Flat Rate Bag – Large	\$4.95
Flat Rate Box	\$4.95
<b>Weight</b>	
1 – 5 lbs.	\$3.95
6 – 10 lbs.	\$4.70
11 – 15 lbs.	\$5.45
16 – 20 lbs.	\$6.20
21 – 25 lbs.	\$6.95
Oversize	\$20.00
<b>IMPB Non-Compliant/EVS Fee</b>	\$0.25
<b>Sunday Delivery Fee</b>	\$1.95
<b>Pickup On Demand</b>	\$26.50

**Non-Standard Fee Connect Local**

	<b>DDU</b>
<b>Length Exceeding 22"</b>	\$2.00
<b>Length Exceeding 30"</b>	\$5.00
<b>Cube fee &gt; 2 cubic feet</b>	\$15.00

## Frequently Asked Questions - Price Change 2023

### Potential Pricing Questions

#### 1. Why is the price of Forever stamps going up this year?

The Forever stamp price was increased by 3 cents, a 4.8 percent increase. Inflation as measured by the Consumer Price Index (CPI) has been increasing about 6.78 percent this year on a 12-month rolling average basis. The stamp price increase is lower than inflation. This is not a deviation from past practices.

#### 2. How much are prices going up?

First-Class Mail prices will increase by 5.4 percent.

#### 3. What prices are going up?

The price of domestic First-Class Mail stamps will increase to 66 cents. The First-Class Mail single-piece additional ounce price will remain at 24 cents, so a 2-ounce stamped letter, such as a typical wedding invitation, will cost 90 cents. The price to mail domestic postcards will increase to 51 cents, and the price to mail a one-ounce outbound international letter will increase to \$1.50. There are additional price increases for both domestic and international products as well.

#### 4. Where can I see all the prices?

All the new prices will be posted on Notice 123 on the Postal Explorer website: [pe.usps.com](https://pe.usps.com). The complete Postal Service price filings with new prices for those products that are changing can be found on the PRC website under Docket Nos. R2023-2 and CP2023-151.

#### 5. When will the new proposed prices take effect?

The prices will go into effect on Sunday, July 9, 2023, at 12:01 a. m. Eastern U.S.

#### 6. What role does the Postal Regulatory Commission (PRC) play in price adjustments?

The PRC reviews the proposed prices for Mailing Services to determine if they comply with the regulatory price cap and reviews all prices to determine that they comply with other applicable laws and regulations. For Shipping Services, the PRC reviews prices for consistency and fair-competition principles.

#### 7. Will there be pricing promotions available to mailers?

Yes, promotions will continue in 2023. The Postal Service is offering mailing promotions and incentives to create awareness of innovative uses of mail. These include tactile, sensory, and interactive mail-piece engagement; emerging and advanced technology; earned value reply mail; personalized color transpromo; mobile shopping, and Informed Delivery promotions. By encouraging customers to adopt and invest in technologies that enhance how consumers interact and engage with mail, this will improve the long-term value of mail.



**8. Why do some mailers get discounts on prices?**

In part because significant mailing volume can lower per piece postal costs, business mailers may pay rates that differ from the public. Rates can vary depending on how the mail is sorted, where the mail is deposited, and other preparation arrangements. In other words, if mailers assume a greater share of mail preparation, they may be eligible for savings, called “workshare” discounts. Should you desire to learn more about the Postal Service’s business offerings, please visit us at [usps.com/business/business-shipping.htm](https://usps.com/business/business-shipping.htm). The site offers tips on saving time and money, calculating postage correctly, receiving volume discounts, how to minimize dimensional weight charges and much more.

**9. Will this price change address the Postal Service’s financial challenges?**

In light of a decade of sharp declines in First-Class Mail volume, the Postal Service needs more than an incremental price change to effectively respond to its financial challenges. The Postal Service is one of the most efficient postal operators in the world, but volume for Domestic First-Class Mail — our most profitable product — has declined by 47 percent compared to 2007 and is expected to continue to decline because of diversion to digital communications and the increase in online transactions. While the Postal Service has taken and is continuing to take aggressive measures

to control costs, our universal service mission limits the degree to which the Postal Service can scale back its nationwide operations. The decline in volume, coupled with cost inflation and growth in delivery points, makes price increases necessary to continue to fund critical infrastructure.

**10. What will the price of the new semi-postal stamps be?**

Effective July 9, 2023, the pricing for all semi-postal stamps currently on sale will increase to 85 cents. The semi-postal price includes the First-Class Mail single-piece postage rate plus an amount to fund causes that have been determined to be in the national public interest. By law, revenue from sales (minus postage and the reasonable reimbursement costs to the Postal Service) is transferred to a selected executive agency or agencies. The current semi-postal stamps are:

- Breast Cancer Research
- Alzheimer’s Awareness
- Post-Traumatic Stress Disorder
- Save Vanishing Species

All semi-postal stamps are available for purchase at Post Offices, online at [usps.com](https://usps.com), and by phone order at 1-800-STAMP 24.

**11. Is the Postal Service filing price changes for Domestic Competitive Products that will also take effect at this time?**

Prices for most competitive products will not change; however, some price and classification changes are being made to Priority Mail and Parcel Select, as well as Retail Ground and First-Class Package Service that will be merged to form USPS Ground Advantage. . The new prices and classification changes will take effect on July 9, 2023.

**12. Is the Postal Service filing International Competitive Products price change information?**

Yes, the Postal Service has filed price change proposals for a limited set of International Competitive Products that will go into effect on July 9, 2023.

**13. When can the Domestic Competitive Product price change announcement be expected?**

On May 10, 2023, the Postal Service filed notice with the Commission concerning changes in rates and classifications of general applicability for certain Competitive Products. The changes will take effect on July 9, 2023.

**14. What is the Consumer Price Index (CPI) price cap authority available for this price change?**

The Mailing Services price cap established by the PRC provides a CPI price increase authority of approximately 3.406 percent for First-Class Mail, USPS Marketing Mail, Periodicals, Package Services (Media Mail/Library Mail and Bound Printed Matter), and Special Services. Other price cap authorities are applied, which are density retirement, and non-compensatory product/class authorities. Prices may change by different amounts within each of those groupings. Shipping Services are not subject to the price cap.

**15. What is the overall increase in Mailing Services prices?**

First-Class Mail, Marketing Mail, Periodicals, Package Services, and Special Services each will see price increase of about 5.4 percent. Periodicals will see a price increase of 8.1 percent. The overall increase is about 5.4 percent.

**16. How much is the price of a First-Class Mail stamp going up?**

The First-Class Mail Single Piece Forever stamp will increase to 66 cents.

**17. How are the stamped envelope prices changing?**

Like First-Class Mail stamps, the price of postage on stamped envelopes will increase to 66 cents, while the price for the stamped envelope (with postage) will increase to 85 cents.

**18. Can I still use my old Forever stamps? What about stamps that are NOT Forever stamps?**

Yes, you can still use any Forever stamp. What makes the Forever stamp special is it covers first-ounce postage even if the price of a stamp changes. Yes, you can still use stamps that are not Forever stamps, but you will need to add additional postage to total 63 cents to mail a First-Class Mail letter weighing 1 ounce.

**19. How are other First-Class Mail prices changing?**

Single-piece letters additional ounces — remains at 24 cents.

Single-piece Metered Mail — increase to 63 cents.

Postcards — increase to 51 cents.

Letters to all international destinations (1 oz.) — increase to \$1.50.

**20. How much are USPS Marketing Mail Letters prices changing?**

USPS Marketing Mail Letters will receive a 5.378 percent price increase on average.

**21. What about nonprofit letters? Are they changing?**

Overall nonprofit letters are increasing 5.129 percent. Nonprofit Automation 5-Digit Destination Sectional Center Facility (DSCF) letters will increase 6.25 percent while Nonprofit Origin Automated Area Distribution Center (AADC) letter prices will increase 7.29 percent. Nonprofit letter rates will continue to be a low-cost method to raise funds and increase awareness for nonprofit organizations. Nonprofit Letter prices have fallen farther below their Commercial counterpart than in previous years.



**22. How much are Periodicals (which includes newspapers and magazines) prices changing?**

The overall Periodicals price increase is 8.122 percent. In fiscal year 2022, the cost coverage for Periodicals was approximately 61 percent, well below the statutory requirement that each class of mail cover 100 percent of its attributable costs.

**23. What is the percent change for Package Services products?**

Media/Library Mail price will increase 7.380 percent and Alaska Bypass price will increase 4.591 percent. The prices for

Bound Printed Matter Flats will increase by 3.537 percent and Bound Printed Matter Parcels will increase by 3.468 percent.

**24. Will the elimination of Parcel Select Ground and PSG Cubic eliminate the Parcel Select price category which includes (Destination Entry – DNDC, DSCF, DDU, Parcel Select Lightweight and Connect Local)?**

No. Parcel Select is a price category, and underneath it the following will remain:

- Destination entry remains in the Parcel Select price category, including DNDC, DSCF and DDU.
- Parcel Select Lightweight will remain in the Parcel Select price category.
- USPS Connect Local will remain in the Parcel Select price category.

**25. Will USPS Ground Advantage offer free forwarding and return to sender services like Priority Mail?**

Yes.

**26. Will nonstandard length fees apply?**

Yes.

**27. Will USPS Ground Advantage be subject to dimensional weight (DIM)?**

Yes.

**28. Will Package Pickup be available for USPS Ground Advantage?**

Yes.

**29. Are ground shipping service standards changing?**

The service standards will remain 2-5 days in the continental United States for ALL USPS Ground Advantage parcels regardless of weight.

**30. Will USPS Ground Advantage be shipped by air to offshore destinations?**

While USPS Ground Advantage is a domestic-only product, ounce-based (up to 15.999oz) Ground Advantage parcels are eligible for air travel when destined to or originating from offshore destinations such as AK, PR, HI, Guam, and the Freely Associated States (FAS). USPS Ground Advantage parcels greater than 15.999 ounces will travel by boat when destined to or originating from offshore destinations. USPS Ground Advantage parcels that travel via boat will experience longer delivery time.



# Retail Service Talk

June 28, 2023

## UPDATED - Some Important Changes Effective July 9, 2023

On July 9, 2023, the Postal Service will implement changes that will guide the organization toward service excellence and align with the Delivering for America 10-year plan’s approach to simplify shipping/product offerings while streamlining ground products.

### USPS Ground Advantage

One change is the introduction of **USPS Ground Advantage**, a new mail service that replaces the following:

- First-Class Package Service (**FCPS**), (retail and commercial)
- USPS Retail **Ground (RG)**
- Parcel Select **Ground (PSG)**
- **Ground Return Service (GRS)**
- First-Class Package Return Service (**FCPRS**)

USPS Ground Advantage will feature the following enhancements:

- \$100 worth of insurance included for both retail and commercial customers on all outbound and return parcels.
- Expected 2–5-day service.
- Package forwarding and return-to-sender endorsements.
- Free package pickup from carrier’s route.
- NO postage due for items processed as Undeliverable as Addressed (UAA).
- Free forwarding and return to sender (processed same as current Priority Mail.)

A grace period that will expire on September 30, 2023 allows mailers time to comply with the new USPS Ground Advantage wording on package shipping labels. In the interim, do not refuse or reject parcels bearing FCPS, RG, PSG, GRS or FCPRS shipping labels on or after July 9 that are found in the mailstream, at the retail counter, distribution or in mail processing. These parcels will be charged appropriately and delivered. Remember, proper scanning will remain a critical factor in providing service excellence as we introduce USPS Ground Advantage.

Employees should be aware of the new service icon of “G” used to identify *USPS Ground Advantage* pieces. (See examples)

### Changes in RDC separations for packages

Also, beginning on July 9, there will be only three separations for packages. Those three RDCs will include:

- **RDC 01: Machinable Parcels**- Are parcels that measure less than or equal to 22 inches in length, 18 inches in width, and 15 inches in height, and up to 25 lbs. All classes of mail.

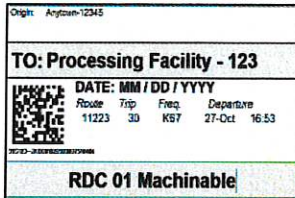




- **RDC 02: Non-Machinable Parcels**- Are parcels that are greater than 22 inches in length, 18 inches in width, and 15 inches in height and that weigh more than 25 lbs. Rolls and tubes and irregularly shaped items are non-machinable. All classes of mail.
- **RDC 07 Priority Mail Express** - Including PME and PMEI

### Examples of MTEL Placarding

#### RDC 01 – Machinable (Includes HAZMAT)



#### RDC 02 Non Machinable (Includes HAZMAT) UN 3373 parcels placed in Flat Tub



#### RDC 07- Express (Includes Int'l Express)



### Examples of machinable pieces



Up to 22 inches long, 18 inches wide, 15 inches high up to 25 pounds. All Mail classes.

### Examples of non-machinable pieces



Greater than 22 inches long, 18 inches wide 15 inches high, and more than 25 lbs. All mail classes.

### Changes in HAZMAT separations for packages

In addition, on July 9, the HAZMAT RDC 98 will be eliminated with the exception of the Non RSS offices. The Postal Service will begin leveraging its advanced scanning capabilities in plant operations by reading service type codes (STCs) that are embedded within package barcodes to separate packages containing HAZMAT based upon air or ground eligibility.

### Retail System Software (RSS) Offices

RSS offices will begin to separate mailable HAZMAT items into either RDC 01 or RDC 02 based on their machinability or non-machinability. RSS will guide SSAs through the proper workflow and automatically include the appropriate STC within the tracking barcode depending on whether the article is air or ground eligible. SSAs must apply Label 876 (HAZMAT Surface Only) to the front side of all HAZMAT packages accepted as USPS Ground Advantage, being careful not to cover existing labels.



Soda Stream, sharps, and biological substances (UN3373) will always go into RDC 02 regardless of whether they meet the maintainability criteria. Packages bearing a UN3373 label should be placed in their own RDC 02 Flat Tub and tagged with a Label 44.

**USPS Ground Advantage Limited Overland Routes (LOR)** retail prices are only available when mailing eligible items within the state of Alaska for pieces delivered to or from the eligible intra-Alaska ZIP Codes not connected by overland routes. Replaces current Retail Ground (LOR) for parcels mailed within Alaska to the following ZIP Codes below only:

99545, 99546, 99547, 99548, 99549, 99550, 99551, 99552, 99553, 99554, 99555, 99557, 99558, 99559, 99561, 99563, 99564, 99565, 99569, 99571, 99574, 99575, 99576, 99578, 99579, 99580, 99581, 99583, 99585, 99589, 99590, 99591, 99602, 99604, 99606, 99607, 99608, 99609, 99612, 99613, 99614, 99615, 99619, 99620, 99621, 99622, 99624, 99625, 99626, 99627, 99628, 99630, 99632, 99633, 99634, 99636, 99637, 99638, 99640, 99641, 99643, 99644, 99647, 99648, 99649, 99650, 99651, 99653, 99655, 99656, 99657, 99658, 99659, 99660, 99661, 99662, 99663, 99665, 99666, 99667, 99668, 99670, 99671, 99675, 99677, 99678, 99679, 99680, 99681, 99682, 99684, 99685, 99689, 99690, 99691, 99692, 99695, 99697, 99720, 99721, 99722, 99723, 99724, 99726, 99727, 99730, 99732, 99733, 99734, 99736, 99738, 99739, 99740, 99741, 99742, 99745, 99746, 99747, 99748, 99749, 99750, 99751, 99752, 99753, 99754, 99756, 99757, 99758, 99759, 99761, 99762, 99763, 99765, 99766, 99767, 99768, 99769, 99770, 99771, 99772, 99773, 99774, 99777, 99778, 99781, 99782, 99783, 99784, 99785, 99786, 99788, 99789, 99790, 99791, 99801, 99802, 99803, 99811, 99812, 99820, 99821, 99824, 99825, 99826, 99827, 99829, 99830, 99832, 99833, 99835, 99836, 99840, 99841, 99850, 99901, 99903, 99918, 99919, 99921, 99922, 99923, 99925, 99926, 99927, 99928, 99929, 99950.

For all prices refer to Notice 123 – Price List: <https://pe.usps.gov>.



# Retail Service Talk

July 6, 2023

## MANUAL LOCATIONS ONLY - UPDATED INFORMATION HAZMAT Separation RDC 98 to Remain for Manual Offices

Until further notice, manual offices **ONLY** will continue to separate all HAZMAT packages into RDC 98. Manual Offices should likewise continue accepting air eligible HAZMAT pieces. For HAZMAT items that are eligible for surface transportation, employees should continue to affix Label 876 (HAZMAT Surface Only) on the front side of HAZMAT pieces. Label 876 should not be affixed to air eligible pieces.

In addition, employees should be scanning Label 876 with their MDDIO scanner for pieces where a customer has answered "Yes" to the HAZMAT question (whether postage has been paid at the retail counter or it has been paid online and the piece was dropped off as a pre-paid). Additional changes to the HAZMAT process will be coming soon to manual locations.



### Workflow for acceptance at retail counter with Label 876 applied

Scan Label 876 Barcode	Select 2. Accept	Information screen appears	Scan Barcode screen appears	Scan Mail piece Barcode -USPS Tracking Bar Code for HAZMAT

### Workflow for pre-paid acceptance with Label 876 applied

Scan Label 876 Barcode	Select 1. Prepaid Acceptance	Prepaid Acceptance screen appears	Scan Mail piece Barcode	Information Recorded successfully!

**Note:**

\*If a mailpiece has prohibited markings, labels or is incorrectly shipped (i.e., sent Priority Mail service and the piece is only eligible for surface transportation), the clerk must reject the article and ask the customer to correct the deficiencies.

\*If the customer is not present, the clerk must contact his or her supervisor, follow MIRT procedures and input the mailpiece information into MIRT (<https://mirt.usps.gov>). The MIRT system will send a letter to both the sender and addressee to pick up their mailpiece. If possible, the office may be able to contact the customer via phone or carrier contact. Mailpieces are not to be held for more than 30 days.