

Mailing Requirements, Ames, Iowa 50010 232-1113/4

BULK RATE THIRD CLASS MAIL

Qualifications

1. Printed Matter or merchandise weighing less than 16 ounces.
2. Identical pieces separately addressed, including ZIP Code.
3. Minimum of 200 pieces or 50 pounds in each mailing.
4. DOMESTIC MAIL ONLY - mail to foreign countries not eligible.

Mail must be presented in person to the acceptance unit at the Main Post Office in Ames between 8:15 A.M. to 3 P.M. Monday thru Friday. Mail must be properly prepared and sacked and presented with two completely filled out mailing statements.

Permits & Payment of Postage

There are three methods of postage payment....regardless of the method chosen, a calendar year annual fee of \$~~40~~⁵⁰ is required.

1. Permit Imprint: PS Form 3601; a one time fee of ~~\$40~~⁵⁰ is required for authorization; must be used at least once every twelve months.

BULK RATE U.S. POSTAGE PAID PERMIT NO. _____ AMES, IOWA

NONPROFIT ORG U.S. POSTAGE PAID PERMIT NO. _____ AMES, IOWA

2. Precanceled Stamp: PS Form 3620; no fee for authorization; complete return address must appear on the front of each piece in the upper left hand corner; if return address is not within delivery area of P.O. of mailing, the mailer must place a cancellation endorsement to the left of the stamp; stamps come in rolls of 500 and 3,000.
3. Postage Meter: PS Form 3620; no fee for authorization; must obtain bulk rate / nonprofit org slug from meter company; postage must be printed directly on the mailing piece (if meter tape is used, month and year must be shown on meter tape).

Nonprofit Authorization

To obtain nonprofit authorization, a qualified mailer must submit the following:

1. A letter addressed to the postmaster requesting nonprofit authorization. This letter must include a brief description of the goals and aspirations of your organization.
2. A copy of the letter from IRS granting your organization tax exemption.
3. A copy of the constitution, by-laws, charter or whatever you are organized under.

This information will be forwarded to the Mail Classification Center in Des Moines for approval or denial. There is no fee for nonprofit authorization.

Required ZIP Sorts

1. 5-Digit Matches **D** When there are ten or more pieces to the same 5-Digit ZIP Code destination, they must be made up into 5-Digit packages. Set these packages aside, you are done with them.
2. 3-Digit Matches **3** Of those pieces remaining, if there are ten or more for the same 3-Digit ZIP Code prefix, they must be made up into 3-Digit packages. Set these packages aside, you are done with them.
3. State Matches **S** Of those pieces remaining, if there are ten or more to the same state, they must be made up into state packages. Set these packages aside, you are done with them.
4. Mixed States Pieces remaining after the above three steps have been completed must be made up into MIXED STATES packages. A white slip of paper with MIXED STATES written on it must be attached to the top of the package.

Each package requires two rubber bands and the appropriate pressure sensitive label in the lower left hand corner of the top piece in each package. Packages should not be more than 4" in thickness. All pieces should face the same way.

Sacking Requirements

1. 5-Digit Sacks When there are twelve or more packages (D's only) addressed to the same 5-Digit ZIP Code destination, these packages must be made up into a 5-Digit sack. Sacks with fewer than twelve packages may be made up if the sack is at least 1/3 full.
line 1: city, state, ZIP Code of destination
line 2: contents 30 LTRS or FLATS
line 3: mailer

Roland, IA 50236 30 LTRS MLR Ames, IA 50010

2. 3-Digit Sacks When, after preparing all the 5-Digit sacks possible, there are twelve or more packages (D's or 3's) left for the same 3-Digit ZIP Code destination prefix, these packages must be made up into a 3-Digit sack. Sacks with fewer than twelve packages may be made up if the sack is at least 1/3 full.
line 1: city, state, 3-Digit ZIP
line 2: contents 30 LTRS or FLATS
line 3: mailer

Cedar Rapids, IA 522 30 FLATS MLR Ames, IA 50010
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3. State
Sacks

When, after making up all the 5-Digit and 3-Digit sacks possible, there are twelve or more packages (D's or 3's or S's) addressed to the same state, these packages must be made up into State sacks. Sacks with fewer than twelve packages may be made up if the sack is at least 1/3 full.

line 1: SDC for state
line 2: contents and state
line 3: mailer

DIS Las Vegas, NV 890 3C ITRS NV MLR Ames, IA 50010

4. Mixed
States
Sacks

Packages (D's or 3's or S's or MIXED STATES) remaining after the above three sacking steps have been completed must be made up into Mixed States sacks.

line 1: to DIS Des Moines
line 2: contents and MIXED States
line 3: mailer

DIS Des Moines, IA 500 3C FLATS MIXED STATES MLR Ames, IA 50010

Maximum weight limit on each sack is 70 pounds.

Five-Digit Presort Third Class Bulk Mail

Eligibility: Each mailing must consist of at least 200 pieces or 50 pounds of mail presorted to 5-Digit destinations. Each piece must be part of a package of ten or more pieces to the same 5-Digit ZIP Code (D's), and the package must be sacked to the same 5-Digit ZIP Code. Each sack must contain a minimum of 50 pieces or 10 pounds of mail to the same 5-Digit ZIP Code in order to be eligible for the 5-Digit presort level rate.

Residual pieces (those pieces not a part of a group of 10 or more to a particular 5-Digit ZIP Code) may be included in a 5-Digit presort level rate mailing subject to the following provisions:

1. Residual pieces do not count toward the minimum quantity requirements for the 5-Digit presort level rate.
2. Residual pieces are not eligible for the 5-Digit presort level rate and must have postage paid at the appropriate third class "basic" level bulk rate.
3. Residual pieces must be prepared in accordance with provisions of bulk rate third class basic rate sorting and sacking requirements.

Special Service STATEMENT OF MAILING WITH PERMIT IMPRINTS	MAILER. Complete all items by typewriter, pen or indelible pencil. Prepare in duplicate if receipt is desired. Check for instructions from your postmaster regarding box labeled "RCA Offices."	Permit No. <div style="text-align: center; font-size: 24pt; font-weight: bold;">444</div>																																													
Post Office of Mailing <div style="font-size: 18pt; font-weight: bold;">Ames, Ia.</div>	Date <div style="font-size: 18pt; font-weight: bold;">00/00/85</div>	Receipt No. 																																													
Mailing Statement Sequence No.																																															
Check appropriate boxes for class of mail: <table style="width:100%; border: none;"> <tr> <td style="width:25%; vertical-align: top;"> <input type="checkbox"/> <i>International</i> <input type="checkbox"/> <i>Other Special</i> </td> <td style="width:25%; vertical-align: top;"> 1st Class <input type="checkbox"/> <i>ZIP + 4 Nonpresort</i> <input type="checkbox"/> <i>ZIP + 4 Presort</i> <input type="checkbox"/> <i>Carrier Route</i> <input type="checkbox"/> <i>Presort First Class</i> <input type="checkbox"/> <i>Single Piece</i> </td> <td style="width:25%; vertical-align: top;"> 2nd Class <input type="checkbox"/> <i>Newspapers and magazines entered at the applicable third-class rate</i> </td> <td style="width:25%; vertical-align: top;"> 3rd Class <input type="checkbox"/> <i>Carrier Route</i> <input type="checkbox"/> <i>5-digit</i> <input checked="" type="checkbox"/> <i>Basic</i> <input type="checkbox"/> <i>Single Piece</i> </td> <td style="width:25%; vertical-align: top;"> 4th Class <input type="checkbox"/> <i>Library Rate</i> <input type="checkbox"/> <i>Special 4th Class Single Piece</i> <input type="checkbox"/> <i>Presort Special 4th Class</i> </td> </tr> </table>			<input type="checkbox"/> <i>International</i> <input type="checkbox"/> <i>Other Special</i>	1st Class <input type="checkbox"/> <i>ZIP + 4 Nonpresort</i> <input type="checkbox"/> <i>ZIP + 4 Presort</i> <input type="checkbox"/> <i>Carrier Route</i> <input type="checkbox"/> <i>Presort First Class</i> <input type="checkbox"/> <i>Single Piece</i>	2nd Class <input type="checkbox"/> <i>Newspapers and magazines entered at the applicable third-class rate</i>	3rd Class <input type="checkbox"/> <i>Carrier Route</i> <input type="checkbox"/> <i>5-digit</i> <input checked="" type="checkbox"/> <i>Basic</i> <input type="checkbox"/> <i>Single Piece</i>	4th Class <input type="checkbox"/> <i>Library Rate</i> <input type="checkbox"/> <i>Special 4th Class Single Piece</i> <input type="checkbox"/> <i>Presort Special 4th Class</i>																																								
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Name and Address of Permit Holder (Include ZIP + 4) <div style="font-size: 18pt; font-weight: bold;">XYZ COMPANY Box 4444 AMES, IA. 50010</div> Telephone No. <div style="font-size: 18pt; font-weight: bold;">232-XXXX</div>		RCA Offices:																																													
Name and Address of Individual or Organization for which mailing is prepared (If other than permit holder) <div style="font-size: 18pt; font-weight: bold;">SAME</div>		POSTAGE COMPUTATION <table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr> <th>Pound Rate</th> <th>1. Pound Rate Postage Charge</th> <th>No. Pounds</th> <th>Rate/Pound</th> <th>Postage</th> </tr> </thead> <tbody> <tr> <td></td> <td>2. ZIP + 4 Presort</td> <td>No. Qual. Pieces</td> <td>Rate Per Piece</td> <td>Postage</td> </tr> <tr> <td></td> <td>3. Presort First Class</td> <td>No. Qual. Pieces</td> <td>Rate Per Piece</td> <td>Postage</td> </tr> <tr> <td></td> <td>4. ZIP + 4 Nonpresort</td> <td>No. Qual. Pieces</td> <td>Rate Per Piece</td> <td>Postage</td> </tr> <tr> <td></td> <td>5. Carrier Route</td> <td>No. Qual. Pieces</td> <td>Rate Per Piece</td> <td>Postage</td> </tr> <tr> <td></td> <td>6. 5-digit</td> <td>No. Qual. Pieces</td> <td>Rate Per Piece</td> <td>Postage</td> </tr> <tr> <td></td> <td>7. Basic</td> <td>No. Qual. Pieces</td> <td>Rate Per Piece</td> <td>Postage</td> </tr> <tr> <td></td> <td>8. Rate Category</td> <td>No. of Pieces</td> <td>Rate Per Piece</td> <td>Postage</td> </tr> <tr> <td></td> <td colspan="3" style="text-align: right;">9. SUBTOTAL (1 through 8)</td> <td>Postage</td> </tr> </tbody> </table>	Pound Rate	1. Pound Rate Postage Charge	No. Pounds	Rate/Pound	Postage		2. ZIP + 4 Presort	No. Qual. Pieces	Rate Per Piece	Postage		3. Presort First Class	No. Qual. Pieces	Rate Per Piece	Postage		4. ZIP + 4 Nonpresort	No. Qual. Pieces	Rate Per Piece	Postage		5. Carrier Route	No. Qual. Pieces	Rate Per Piece	Postage		6. 5-digit	No. Qual. Pieces	Rate Per Piece	Postage		7. Basic	No. Qual. Pieces	Rate Per Piece	Postage		8. Rate Category	No. of Pieces	Rate Per Piece	Postage		9. SUBTOTAL (1 through 8)			Postage
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Name and Address of Mailing Agent (If other than permit holder) <div style="font-size: 18pt; font-weight: bold;">SAME</div>		TOTAL IN MAILING Pieces: <div style="font-size: 18pt; font-weight: bold;">200</div> Pound: <div style="font-size: 18pt; font-weight: bold;">6.0</div> Sacks: <div style="font-size: 18pt; font-weight: bold;">1 #3</div> NUMBER OF Trays: Pallets: Other Containers:																																													
10. Additional Postage Payment (State reasons for additional postage payments)		No. Pieces Rate/Piece Postage																																													
11. <input type="checkbox"/> Check if applicable third class bulk piece rate is paid by meter. (Form 3602-PC required)		Total Postage <div style="font-size: 24pt; font-weight: bold;">\$ 25.00</div>																																													
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*The signature of a nonprofit mailer certifies that: (1) The mailing does not violate section 623.5 DMM and (2) Only the mailer's matter is being mailed; and (3) This is not cooperative mailing with other persons or organizations that are not entitled to special bulk mailing privileges; and (4) This mailing has not been undertaken by the mailer on behalf of or provided for another person or organization that is not entitled to special bulk mailing privileges.																																															
Signature of Permit Holder or Agent (Both principal and agent are liable for any postage deficiency incurred) <div style="font-size: 18pt; font-weight: bold;">John Doe</div>		Telephone No. <div style="font-size: 18pt; font-weight: bold;">292-XXXX</div>																																													