

# POSTAL BULLETIN

PUBLISHED SINCE MARCH 4, 1880

PB 22137, September 16, 2004

September is National Preparedness Month

## PREPARED

A Household Readiness Guide for Postal Employees and their Families



**What to  
Have in  
Your Head**

**What to  
Have in  
Your Hand**

**What to  
Have in  
Your Home**



**Household Readiness Guide,  
coming to your mailbox, soon!**

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The *Postal Bulletin* is also available on the World Wide Web at <http://www.usps.com/cpim/ftp/bulletin/pb.htm> for customers and at <http://blue.usps.gov> for employees.

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The *Postal Bulletin* is published biweekly; information is effective for one year unless it changes a permanent directive or unless otherwise specified.



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PB 22135: 7690-07-000-0119	PB 22127: 7690-07-000-0111	PB 22120: 7690-05-000-5989	PB 22113: 7690-05-000-5982
PB 22134: 7690-07-000-0118	PB 22126: 7690-07-000-0110	PB 22119: 7690-05-000-5988	PB 22112: 7690-05-000-5981
PB 22133: 7690-07-000-0117	PB 22125: 7690-07-000-0109	PB 22118: 7690-05-000-5987	PB 22111: 7690-05-000-5980
PB 22132: 7690-07-000-0116	PB 22124: 7690-07-000-0108	PB 22117: 7690-05-000-5986	PB 22110: 7690-05-000-5979
PB 22131: 7690-07-000-0115	PB 22123: 7690-07-000-0107	PB 22116: 7690-05-000-5985	PB 22109: 7690-05-000-5978
PB 22130: 7690-07-000-0114			

## USPSNEWS@WORK

### Be prepared: Good advice for emergency preparedness

"Be prepared." That's good advice for everyone — and the Postal Service™ is helping employees do just that.

On Sept. 9, 2004, Homeland Security Secretary Tom Ridge officially dubbed September National Preparedness Month. More than 80 federal, state, local and government agencies are participating. The Postal Service will be mailing a household readiness guide called *Prepared*, to every employee's home. The guide stresses the importance of preparation for any emergency — from natural disaster to a terrorist attack.

"The Postal Service can respond to disasters in the workplace and in our service areas," said Emergency Preparedness Vice President Henry Pankey. "Like the rest of the nation, USPS® employees also should prepare themselves, their families and their household for emergencies."

Prepared follows the theme "What to have in your head, what to have in your hand, what to have in your home." It includes the following:

- Helpful checklists.
- Emergency response information.
- Specific information for weather disasters, fires, earthquakes, etc.
- Tips for people with special needs.
- Emergency reference cards.

Emergency preparedness is as simple as planning ahead — watch for *Prepared* coming this month and share the information with your family, friends and neighbors.

### Winning with ACE: Advanced Computing Environment delivered ahead of schedule and under budget



and \$80 million below plan. It's a remarkable success for the Postal Service™.

Everything's coming up ACEs! Information Technology has completed deployment of the Advanced Computing Environment (ACE) ahead of schedule

"Our technology infrastructure is one of the largest in the world," says Chief Technology Officer Robert Otto. "With ACE, we have built a framework for faster deployment of business solutions. We've improved efficiency and helped USPS® reduce operating costs.

This happened through teamwork, especially by districts that were among the first to fully deploy ACE: Greater Indiana, Dallas, Louisiana, Central Plains, Central Florida, Greater Michigan, South Georgia, Greensboro, Royal Oak, Spokane and Erie.

ACE upgraded more than 130,000 computers, retired 12,000 servers and converted more than 150,000 e-mail users. Everyone has experienced the advantages of ACE — faster desktops, increased network speed, universal access and 24-hour-a-day, 7-day-a-week availability!

ACE has won six awards for its design and functionality. It's used as a model in many other federal agencies and private businesses.

Simplicity. Reliability. Accessibility. Everyone's a winner with ACE.

### Three good causes: Customers and USPS show they care through semipostal sales



Customers have purchased more than 549.5 million *Breast Cancer Research* stamps since July 1998, raising \$39.6 million for research.

The *Heroes of 2001* stamp has raised \$9.9 million to aid families of rescue workers affected by the Sept. 11 terrorist attacks, with 124.7 million stamps sold since its issue in June 2002.

And 16.9 million *Stop Family Violence* stamps have been sold since October 2003, raising \$1.2 million for Department of Health and Human Services domestic violence programs.

Semipostal stamps are priced at 45 cents and are valid for the 37-cent First-Class Mail® rate. The extra money, minus administrative costs, goes to the designated cause.



## Absentee voting express: Ballots for U.S. military forces deployed overseas to be expedited



The Military Postal Service Agency (MPSA) is working to make sure U.S. service members deployed around the world have speedy service to get their votes

counted in this fall's presidential election — and the Postal Service™ is doing what it can to help MPSA get the job done.

More than 5,000 county and municipal election officials around the U.S. will be asked to separate Army and fleet Post Office (APO/FPO) absentee ballots for registered voters in the military. Local Post Offices™ will consolidate and hand off to processing and distribution center and airport mail center/facility Express Mail® distribution units for expedited delivery to military mail gateways in San Francisco, New York and Miami.

At the gateways, the ballots will be sorted to military ZIP Codes™ and placed in specially marked letter trays for delivery to the Military Postal Service overseas. Completed ballots will be postmarked at the APO or FPO and given priority handling in specially marked letter trays for return to the United States. Back at the gateways, the ballot envelopes will be sorted and receive special handling by USPS® in transit to the local communities.

## The proof is in the mail: Proof of delivery goes electronic

Return receipts — those ubiquitous green cards that have graced the back of Certified Mail™ pieces for years — just joined the digital age. Customers can now request a Return Receipt (Electronic) to go along with special services.

Electronic Return Receipts, just like their hard-copy counterparts, provide proof of delivery for Certified Mail, Registered Mail™, Collect on Delivery and Numbered Insured Mail pieces.

So, what's different about the electronic version? The customer gets a delivery notification electronically — as an e-mail attachment — instead of as a postcard in the mail. It's a PDF file that opens using Adobe Acrobat software. The recipient's signature and address are taken from the printed PS Form 3849, *Delivery Notice/Reminder/Receipt* — no green card is used!

After customers purchase the Return Receipt (Electronic), they must go to [www.usps.com](http://www.usps.com) and enter the label number printed on their POS ONE receipt or accountable mail label receipt. Then they enter the e-mail address to which they would like the Return Receipt (Electronic) sent. Notifications usually arrive within 48 hours of delivery.

Return Receipt (Electronic) is not available to APO/FPO addresses or U.S. territories, possessions and freely associated states.

# Administrative Services

## Directives and Forms Update

Effective immediately, Publication 223, *Directives and Forms Catalog* (June 1999), is revised. The tables below contain the document ID, edition date, title, PSN (Postal Service™ stock number), and the Postal Service and public supply source for all new, revised, and obsolete

directives and forms. Use this article to keep Publication 223 current. Information on how to order directives and forms is available in chapter 1 of Publication 223.

Publication 223 is available electronically at [www.usps.com/cpim/ftp/pubs/pub223.pdf](http://www.usps.com/cpim/ftp/pubs/pub223.pdf).

## New Directives

### Handbooks

PSIN	Edition Date	Title	Stock Number	Manual Relation	Org.	USPS Source	Public Source
HBK MS-247 VOL A	5/04	Siemens Daifuku TMS Staging Unit, Systems Information	7610-07-000-8257	N/A	ENG	MDC	R
HBK MS-247 VOL B	5/04	Siemens Daifuku TMS Staging Unit, Maintenance Information	7610-07-000-8258	N/A	ENG	MDC	R
HBK MS-247 VOL C	5/04	Siemens Daifuku TMS Staging Unit, Reference Information	7610-07-000-8259	N/A	ENG	MDC	R

### Memorandums of Policy

PSIN	Edition Date	Title	Org.	USPS Source	Public Source
MOP ERM-5-17-2004	5/17/2004	Pay Administration for Nonbargaining Unit Employees – Change to Lower Level	ERM	IWEB	N/A
MOP ERM-6-7-2004	6/7/2004	EVA Reserve Distribution to Bargaining Unit Employees	ERM	IWEB	N/A
MOP FI-07-22-2004	7/22/2004	Policy Memo – Statistical Programs Letter #7, FY 2004	FIN	IWEB	N/A

### Notices

PSIN	Edition Date	Title	Size (inches)	Stock Number	Unit of Issue	Org.	USPS Source	Public Source
NOT 122	8/04	Domestic Indemnity Claims — Customer Quick Reference Guide	8 1/2 x 5 1/2	7610-07-000-0937	EA	CA	MDC	MDC

### Posters

PSIN	Edition Date	Title	Size (inches)	Stock Number	Unit of Issue	Org.	USPS Source	Public Source
POS 312	7/2004	Heart Attack Warning: Signs That Could Save Your Life	18 x 24	7690-07-000-0969	EA	ERM	MDC	N/A

## New Forms

PSIN	Edition Date	Oldest Usable Date	Title	Stock Number	Where Used	Unit of Issue	Org.	USPS Source	Public Source
PS 3811-I	9/04	9/04	Instructions for Electronic Return Receipt	7530-07-000-4101	PO	PD	MKT	MDC	P/F
PS 8041	8/04	8/04	Pre-Arbitration or Agency Settlement Worksheet	7690-07-000-1171	PS	EA	ERM	MDCIWB	N/A

**Revised Directives***Labels*

PSIN	Edition Date	Title	Size (inches)	Stock Number	Unit of Issue	Org.	USPS Source	Public Source
LAB 217	4/04	Do Not Wear	3 x 2	7690-03-000-9303	PG	ENG	MDC	N/A

*Manuals*

PSIN	Edition Date	Title	Stock Number	Org.	USPS Source	Public Source
IMM Issue	8/04	International Mail Manual	7610-02-000-9904	P&C	MDCIWB	GPO

**Revised Forms**

PSIN	Edition Date	Oldest Usable Date	Title	Stock Number	Where Used	Unit of Issue	Org.	USPS Source	Public Source
PS 292	8/04	8/04	Headquarters Clearance Checklist	7530-02-000-8565	HQ	SH	ERM	IWEB	N/A
PS 1010	8/04	8/04	eTravel Participant Enrollment Form	N/A	PS	EA	FIN	IWEB	N/A
PS 3544	7/04	7/04	USPS Receipt for Money or Services	7530-03-000-3768	PO	BK	FIN	MDC	N/A
PS 4528	8/04	8/04	Vehicle Defect or Deficiency Report	7530-07-000-1174	VM	EA	D&R	MDCIWB	N/A
PS 6401	8/04	8/04	Money Order Inquiry	7530-02-000-9536	PU	EA	FIN	MDC	P/F
PS 8163	7/04	7/04	Request for Fiscal Year Expense Accrual	7530-03-000-1139	PS	EA	FIN	MDCIWB	N/A

**Obsolete Directives***Management Instructions*

PSIN	Edition Date	Title	Stock Number	Org.	USPS Source	Public Source
MI PO-530-91-8	12/91	Screening Mailhandling Contract Employees	7610-02-000-7314	IS	HQO	HQO

*Memorandums of Policy*

PSIN	Edition Date	Title	Org.	USPS Source
MOP EP-03-22-02	3/02	Emergency Management	IT	IWEB

**Obsolete Forms**

PSIN	Edition Date	Title	Filing Number	Org.	USPS Source	Public Source
PS 1538	8/89	Receipts for Post Office Box/Caller Service Fees	7530-01-000-9346	FIN	MDC	N/A
PS 5479	9/88	Contract Adjustments	7530-02-000-9473	SM	ASC	N/A
PS 8124	8/02	Award Report	7530-03-000-1124	ERM	IWEB	N/A
PS 8167	1/02	PCES Recognition Authorization or VP Award Authorization for PCES in EAS	N/A	ERM	IWEB	N/A
PS 8168	1/02	Individual EAS Recognition/Awards Program Authorization	N/A	ERM	IWEB	N/A
PS 8169	11/98	EAS Team Recognition Authorization	N/A	ERM	F3	N/A

## Customer Relations

### Mail Alert

The mailings below will be deposited in the near future. Offices should honor the requested home delivery dates. Mailers wishing to participate in these alerts, for mailings of 1 million pieces or more, should contact Business Service Network Integration at 202-268-2225 at least 1 month preceding the requested delivery dates. The Postal Service™

also offers electronic Mail Alerts via ADVANCE. For more information, see the *ADVANCE Notification & Tracking System Technical Guide* on the Internet at <http://www.ribbs.usps.gov/files/advance/ADVTECH.PDF> or contact the National Customer Support Center at 800-458-3181.

Title of Mailing	Class and Type of Mail	Requested Delivery Dates	Number of Pieces (Millions)	Distribution	Presort Level	Comments
JCP Week 34 Fall Jewelry	Standard/Letter and Flat	9/18/04–9/21/04	4.2	Nationwide	Car-Rt	Harte-Hanks
Through the Country Door	Standard/Catalog	9/20/04–9/23/04	1.5	Nationwide	Barcoded, Basic, 3/5-Digit, Car-Rt	Quad Graphics, Lomira, WI
The Sportsman's Guide, October Catalog	Standard/Catalog	9/20/04–9/24/04	1.2	Nationwide	3/5-Digit, Car-Rt	RR Donnelley, Lynchburg, VA
Nordstrom September 2004 Accessories Mailer	Standard	9/22/04–9/24/04	1.19	Nationwide	3/5-Digit	Cenveo-GAC, Portland, OR
PV the Sugar Solution	Standard/Flat	9/22/04–9/24/04	5.3	Nationwide	3/5 Digit, Car-Rt	Rodale/ALG Direct
JCP Fall Jewelry	Standard/Catalog	9/24/04–9/27/04	1.5	Nationwide	Car-Rt	RR Donnelley
JCP Home Values	Standard/Catalog	9/25/04–9/30/04	6.0	Nationwide	Car-Rt	RR Donnelley
Pottery Barn Kids	Standard/Flat	9/27/04–9/28/04	4.32	Nationwide	3/5-Digit, Car-Rt	Quad Graphics, Hartford, WI
Williams-Sonoma	Standard/Flat	9/27/04–9/28/04	3.08	Nationwide	3/5-Digit, Car-Rt	Quad Graphics, Hartford, WI
JCP Week 35 Lowest Prices of the Season	Standard/Flat	9/27/04–9/29/04	19.5	Nationwide	Car-Rt	Harte-Hanks
Ben Franklin Almanac	Standard/Flat	9/28/04–9/30/04	1.1	Nationwide	3/5-Digit, Car-Rt	Rodale/ALG Direct
JCP Week 35 Friends & Family	Standard/Letter	9/28/04–9/30/04	6.7	Nationwide	Car-Rt	Harte-Hanks
The Swiss Colony	Standard/Catalog	9/29/04–10/2/04	1.2	Nationwide	Barcoded, Basic, 3/5-Digit, Car-Rt	Quad Graphics, Lomira, WI

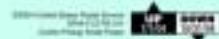
# Are you in the **convenience** is key business?



**Ship**  
packages without leaving your  
office with **New Carrier Pickup.**  
See options at [usps.com/pickup](http://usps.com/pickup)



[usps.com](http://usps.com)





September 2004

DISTRICT MANAGERS, CUSTOMER SERVICE AND SALES  
POSTMASTERS

SUBJECT: National Stamp Collecting Month Publicity Kit

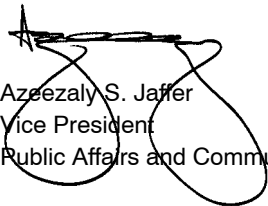
This October marks the 23rd annual National Stamp Collecting Month. This year's event — "Reach for the Sky and Collect Stamps!" — kicks off with the issuance of the *Cloudscapes* commemorative postage stamps. This pane of 15 stamps is based on striking photographs of various cloud formations.

The *Cloudscapes* dedication will take place at Blue Hill Observatory in Milton, Massachusetts, on Monday, October 4. Located just outside Boston, Blue Hill is the oldest continually-operated weather observatory in the United States. The *Cloudscapes* stamps will be available nationwide on Tuesday, October 5.

Thanks to alliances with The Weather Channel, the American Meteorological Society (AMS), and the National Weather Service, generating publicity for National Stamp Collecting Month can be as easy as contacting your Public Affairs and Communications representative. In fact it's likely your local television weather forecaster is an AMS member. With this in mind, our Public Affairs and Communications representatives eagerly await your call to assist you in coordinating publicity efforts.

Our Stamp Services team, working with The Weather Channel and Dr. Jacqueline Hansen, Assistant Professor of Education, Murray State University, has created an educational kit that celebrates weather and teaches students to become "weather-wise." The kit will be distributed to more than 220,000 classrooms. As supplies are limited, each Post Office™ will receive one copy of the educational kit.

Inside this publicity kit, you'll find the tools you need to raise awareness of National Stamp Collecting Month and the *Cloudscapes* stamps. Thank you for your support and for taking advantage of this exciting initiative, not to mention using this great opportunity to increase stamp collection and retail revenue. The Public Affairs and Communications team looks forward to assisting you.



Azeezaly S. Jaffer  
Vice President  
Public Affairs and Communications

cc: Vice Presidents, Area Operations

*PUBLICITY KIT***National Stamp Collecting Month****Table of Contents**

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## PUBLICITY KIT

## National Stamp Collecting Month



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Postal Service™ employees can find an electronic version of the National Stamp Collecting Month (NSCM) publicity kit on the intranet at <http://blue.usps.gov>. Click on *Public Affairs and Communications*, then *Postmaster's Toolkits*. That electronic version makes it easy to complete the fill-in-the-blank materials included in the kit.

This year's theme — "Reach for the Sky and Collect Stamps!" — correlates to the issuance of the 15 *Cloudscapes* commemorative stamps, based on photographs of cloud formations.

### Overview

Use the *Cloudscapes* stamps to get children excited about science through stamp collecting during NSCM, the Postal Service's national campaign designed to attract people of all ages to the fun and educational world of stamp collecting.

The first-day-of-issue ceremony for the *Cloudscapes* stamps will take place October 4 at the Blue Hill Observatory in Milton, MA, near Boston. Opened in 1885, the Observatory is the oldest continuously operating weather observatory in the United States and a benchmark for world climatology. The stamps will go on sale nationwide October 5.

The *Cloudscapes* stamps are expected to be very appealing to both youngsters and adults. Nine basic cloud types are pictured on this stamp pane and arranged according to altitude. The prefixes “cirro” and “alto” distinguish high- and middle-altitude clouds, respectively.

### Promotion Alliances

To raise awareness about the educational value of these stamps, the Postal Service has created an alliance with The Weather Channel, the American Meteorological Society (AMS), and the National Weather Service (NWS) to publicize NSCM. Many of the nation’s television weather reporters and forecasters are members of the AMS and look forward to working with you. Your Public Affairs and Communications (PA&C) representative stands ready to coordinate publicity efforts with these organizations. To minimize logistic and scheduling concerns, please refrain from contacting these organizations directly. Work through your PA&C representatives.

### Cloudscapes Background

Clouds develop when moist air cools to its dew point by rising to a higher altitude or by moving over a cooler surface. Water vapor in the air then condenses in liquid or frozen form around minute particles such as pollen or dust. The shapes and altitudes of clouds, as well as the sequences in which they develop, help people forecast the weather.

In the early 19th century, Englishman Luke Howard — chemist by trade and meteorologist by avocation — created a system for classifying clouds using Latin names. He described the three most common shapes as cirrus (curl of hair), stratus (layer), and cumulus (heap). He also defined four compound cloud forms that derive from the three primary shapes, including nimbus (rain). Later scientists added terms such as humilis (small) and incus (anvil) to designate other cloud properties. The International Cloud-Atlas, first published in 1896, is based on this classification system.

Nine basic cloud types are pictured on this stamp pane and arranged according to altitude. The prefixes “cirro” and “alto” distinguish high- and middle-altitude clouds, respectively.

Below: Individual stamp backgrounds are followed by brief text on back of each stamp that identifies and describes that particular cloud type.

### Top Row



Cloud type: Cirrus radiatus  
 Location: Blue Hill Bay, Maine  
 Date and Time: 1981, probably July;  
 possibly early evening  
 Photographer: ©David Rosenfeld/Photo Researchers, Inc.

Composed of windblown ice crystals, cirrus are fibrous, often wispy clouds that appear in isolated patches or cover large areas of the sky. Cirrus radiatus appear to emerge from the horizon in parallel bands.



Cloud type: Cirrostratus fibratus  
 Location: northeast of Duluth, Minnesota  
 Date and Time: June 26, 1988; around 7:00 p.m.  
 Photographers: ©1988 Arjen & Jerrine Verkaik/SKYART

Relatively transparent cirrostratus fibratus clouds occur mostly in winter and often produce a halo effect around the sun or moon. Thickening cirrostratus frequently indicate the approach of a frontal system.



Cloud type: Cirrocumulus undulatus  
 Location: Coal Creek Canyon, Colorado  
 Date and Time: September 16, 1992; around noon  
 Photographer: ©Richard A. Keen

Cirrocumulus undulatus are patches or layers of small puffy clouds arranged in patterns. They have a rippled appearance due to wind shear and usually cover only a small portion of the sky.



Cloud type: Cumulonimbus mammatus  
 Location: near Barnes, Kansas  
 Date and Time: June 6, 1971; 8:51 p.m.  
 Photographer: ©David Hoadley 1977

Pouch-like cumulonimbus mammatus develop when pockets of air chilled by evaporating droplets or ice crystals sink into dry surroundings under the anvil. They usually indicate the approach or departure of a potentially severe thunderstorm.



Cloud type: Cumulonimbus incus  
 Location: west of Amarillo, Texas  
 Date and Time: April 22, 1994; around 4:00 p.m.  
 Photographers: ©1994 Arjen & Jerrine Verkaik/SKYART

Cumulonimbus incus, or thunderstorm clouds, form when rapid updrafts within cumulus congestus clouds rise into the upper atmosphere and spread out into mushroom-shaped anvils. Thunderstorms always produce lightning. Severe storms may produce heavy rain, large hailstones, or tornadoes.

*Middle Row*



Cloud type: Altocumulus stratiformis  
 Location: near Las Cruces, New Mexico  
 Date and Time: December 1988; sunset  
 Photographer: ©1988 Scott T. Smith

Small heaps arranged in layers or sheets, altocumulus stratiformis clouds are primarily composed of water droplets and, as depicted here, reflect glorious colors at sunset. If they become thicker during the day, a storm may be approaching.





Cloud type: Altostratus translucidus  
 Location: Cape May, New Jersey  
 Date and Time: December 26, 1988; around 3:00 p.m.  
 Photographer: ©Richard A. Keen

Altostratus translucidus, cloud sheets formed by the rising and cooling of large air masses, often precede advancing storm systems. A “watery” sun (or moon) may shine dimly through the thinner sections of the cloud sheet.



Cloud type: Altocumulus undulatus  
 Location: Rockville, Maryland  
 Date and Time: mid-1990s, probably May;  
 around 10:00 a.m.  
 Photographer: ©H. Michael Mogil

Resembling ripples on water, altocumulus undulatus clouds result from wind shear—wind speed or direction that changes sharply with height. They may appear as patches or cover the sky.



Cloud type: Altocumulus castellanus  
 Location: 40 miles east-southeast of Wichita, Kansas  
 Date and Time: July 3, 1992; around 11:00 a.m.  
 Photographers: ©1992 Arjen & Jerrine Verkaik/SKYART

Named for the turret-like protuberances in their top portions, altocumulus castellanus clouds signify unstable air in the vicinity and often indicate the potential for thunderstorms later in the day.



Cloud type: Altocumulus lenticularis  
 Location: near Nederland, Colorado  
 Date and Time: September 1998; sunset  
 Photographer: ©Carlye Calvin

Smooth, almost motionless altocumulus lenticularis clouds resemble lenses and may be iridescent. They often look like UFOs and form in the crests of waves that occur when strong winds cross over a mountain peak or ridge.

Bottom Row



Cloud type: Stratocumulus undulatus  
 Location: Muddy Bay, Labrador  
 Date and Time: October 5, 1977; around sunset  
 Photographer: ©Richard A. Keen

Stratocumulus undulatus occur when weak updrafts spread horizontally, creating a layer of shallow, puffy clouds that is blown by strong winds into wave-like formations that lie at right angles to the wind. These clouds seldom produce precipitation.



Cloud type: Stratus opacus  
 Location: Chittenden Reservoir, Vermont  
 Date and Time: October 3, 1987; 2:30 p.m.  
 Photographer: ©1987 Stanley David Gedzelman

Gray, featureless cloud layers that can spread over hundreds of square miles, stratus opacus, like stratocumulus, are generally composed of water droplets. Stratus clouds occasionally produce drizzle or light snow.



Cloud type: Cumulus humilis  
 Location: near McMinnville, Oregon  
 Date and Time: August, year unknown; probably midafternoon  
 Photographer: John Day, Oregon Nature Photographer

Cumulus humilis — the smallest of the cumulus clouds — have flat bases and rounded tops. Usually wider than they are tall, these fair-weather clouds very rarely produce precipitation and often evaporate as the sun sets.



Cloud type: Cumulus congestus  
 Location: north of Douglas, Arizona  
 Date and Time: August 28, 2000; late afternoon, around 5:00 p.m.  
 Photographer : ©2000 Arjen & Jerrine Verkaik/SKYART

Strong, buoyant updrafts of warm, moist air in an unstable atmosphere cause cumulus clouds to develop into cumulus congestus. These towering clouds can produce moderate rain or snow showers and may grow into cumulonimbus clouds.



Cloud type: Cumulonimbus with tornado

Location: near Osnabrock, North Dakota

Date and Time: July 25, 1978; around 6:00 p.m.

Photographer: ©Edi Ann Otto

Among nature's most destructive phenomena, tornadoes are rapidly spinning columns of rising air extending between the base of a cumulonimbus cloud and the ground. In extreme cases, tornado winds may exceed 250 miles an hour.

### Publicity Ideas to Interest the Media

Local newspapers, radio and television stations are more likely to cover NSCM events and promotions when children play an active role, especially when highly visual and compelling activities take place. Media coverage can help interest more people in stamp collecting and generate more stamp sales. Here are ways to get a reporter's attention:

- Form an alliance with the local television station.
  - Ask the local television meteorologists to conduct a live broadcast from your local Post Office when the *Cloudscapes* stamps go on sale.
  - Ask your local meteorologist if you can present the *Cloudscapes* stamps as part of the daily live weather forecast segment.
  - Provide the stamp sheet and ask the meteorologist to highlight one stamp each day during NSCM and link individual stamps to the weather forecast.
  - Ask a television station to co-sponsor a photo contest or cloud art contest with you. The artwork could appear on the television station's website and be displayed in your Post Office.
  - Invite the television meteorologist to participate in your Post Office's classroom NSCM outreach efforts.

- Contact your local science center to conduct an event.
- Involve the photographer of the stamp image in your event.
  - Note that the stamp descriptions identify the locations where the clouds were photographed. If the photographer lives in your community, contact your local PA&C representative to invite the photographer to come to the local Post Office for an open house or a "meet the photographer" event at a special dedication ceremony. Invite local media, including weather forecasters, to take part.
  - The photographer can use this opportunity to tell the story behind the photograph, and also offer tips on photographing clouds.
  - If the cloud was photographed in your area and the photographer does not live nearby or is unavailable, contact your PA&C representative to arrange with your local media to coordinate a telephone interview with the photographer.

### Stamp Education

An education kit developed for grades 3 through 6 contains lesson plans using the *Cloudscapes* stamps as a teaching aid. This material also promotes the fun and exciting hobby of stamp collecting.

Graphically, the NSCM education kit is a folder containing lesson plans that visually tie the cloud-theme throughout. The folder exterior features the *Cloudscapes* stamp pane. The lesson sheets inside have a die-cut edge representing a cloud shape. The folder's inside pocket which holds the lesson plans promotes a free offer from The Weather Channel — an education publication available online.

The kit will be distributed to the Postal Service's education database of more than 220,000 classrooms. It also will be provided to The Weather Channel's education outreach base which totals nearly 60,000 teachers and cable affiliates. Post Offices nationwide also will receive a courtesy copy of the educational kit for community outreach efforts.

Supplies are limited and additional copies will not be available. However, the kit can be downloaded and printed from [www.usps.com](http://www.usps.com).

## Stamp Collecting Ideas

- Stage a local *Cloudscapes* stamps dedication ceremony, and ask local schools, youth organizations, congressional, civic and community leaders to participate.
- Encourage local elementary school groups or youth groups to tour your Post Office for a behind-the-scenes view of how stamps are canceled and mail is sorted and delivered to national and international destinations.
- Help coordinators of local after-school programs set up stamp collecting clubs. Ask a local stamp collector to set up a display of stamp collecting tools and philatelic materials, such as tongs, magnifiers, perforation gauges, albums, first day covers, and so forth. Go online to the American Philatelic Society's Web site at [www.stamps.org](http://www.stamps.org) to find local chapters and affiliates that might be willing to help.
- Begin a "Start Collecting Stamps" box. Set up a large box or fishbowl in which customers can place used stamps. Make a sign inviting anyone who wants to become a collector to take a stamp from the box.
- Set up a "Stamp Swap" bulletin board in your Post Office lobby where stamp collectors can post their wish lists, trade collecting information and announce club meetings.

## Event Planning Checklist

When planning the *Cloudscapes* stamp events, keep the following suggestions in mind:

- Plan early.
- Contact your local PAC representative to obtain local meteorologists, TV weather forecasters, AMS or NWS chapters or other related offices and/or organizations to see if they can participate in your local *Cloudscapes* stamp event.
- Set a date.
- Secure participants.
- Order enlargements of the stamp image, flyers and other supplies for the event.
- Prepare a special pictorial cancellation, if applicable. (Pictorial Cancellation Announcement form on page 19.)
- Secure staging and sound equipment, if applicable.
- Plan signage, including a podium sign and banners.

- Launch a local publicity campaign using the materials in this kit.
- Draft a sequence-of-events agenda and speaker remarks.
- Plan retail opportunities (booth, bag stuffers, etc.).
- Prepare ceremony programs and invitations.

## Pictorial Cancellations

A pictorial cancellation has not been produced at a national level. Post Offices planning events may design their own special pictorial cancellation. As a reminder, the Postal Service must make all unusual postmarking services widely known to collectors through advance publicity to avoid limiting the availability of these postmarks. Therefore, all pictorial cancellations must be reported to Stamp Development three weeks prior to local events. Please use the Pictorial Cancellation Announcement form on page 19 to report your use of a cancellation.

**Second-Day Cancellations:** Second-day cancellations are pictorial cancellations and follow the same guidelines as above. The word *Station* or the abbreviation *STA* is required somewhere in the design, since it will be a temporary station.

## Stamp Enlargements and Reproductions

To purchase stamp artwork for the *Cloudscapes* stamps, including color prints and enlargements (a.k.a. "blow ups" and posters), contact:

VICTOR PULUPA  
DODGE COLOR INC  
4827 RUGBY AVE STE 100  
BETHESDA MD 20814-3028

Telephone: 301-656-0025, ext. 212

Please plan ahead to allow enough time for production and shipping.

## Products and Licensing

*Cloudscapes* postal stamp cards and a Cancellation Keepsake presenting the pane of stamps along with a first day cover are also available. Stamped cards are \$9.75 and the Cancellation Keepsake is \$13.60. Products are featured in the USA Philatelic catalog and can be purchased from the catalog, online at the Postal Store or by calling toll-free 800-STAMP-24.

Although the following item is not currently available among Post Offices, a unique philatelic product was created in celebration of NSCM this year — the "*Cloudscapes* Stamp Collecting Scrapbook." The product features a pane of *Cloudscapes* stamps in a delightful, soft

cover book featuring stories with reference to each cloud-type, fun facts, and ideas for preserving your own cloud-related keepsake. This customized product, with stamps included, is priced at \$19.95. This product is available through the USA Philatelic catalog and can be purchased online at the Postal Store, or by calling toll-free 800-STAMP-24.





### Pictorial Cancellation Announcement

<p>Complete this announcement and forward it to the following address:</p> <p>PICTORIAL CANCELLATIONS PROGRAM MANAGER STAMP SERVICES US POSTAL SERVICE 1735 NORTH LYNN ST 5<sup>TH</sup> FLOOR ROOM 5008 ARLINGTON, VA 22209-6432 FAX NUMBER (703) 292-4095</p>	<p><i>Insert pictorial cancellation Copy here</i> (Camera ready or reproducible) No larger than 4" horizontal x 2" vertical (the dimensions of this box)</p>
---	--

Postal Service Contact (name, address, phone)	
Station Date(s)	
Sponsor	
Station Name	
Complete Street Address or PO Box Number	
City/State/ZIP+4	

#### Mail Cancellation Requests to:

Station Name	
Addressee Name (usually "Postmaster")	
Complete Street Address or PO Box 9998	
City/State/ZIP+4	

### Suggested Public Relations Timeline

*Note:* If you have questions or need assistance, please contact your Area's Public Affairs and Communications representative.

Action	Suggested Timing
Send invitations to local and area dignitaries.	A few weeks before event.
Send announcement and invitations to employees.	A few weeks before event.
Send announcement and invitations to employees.	A few weeks before event.
Distribute news release.	A few weeks before event.
Distribute media advisory to newspapers, radio and tv.	One week before event.
Redistribute media advisory to all news media.	One or two days before event.
Remind invited dignitaries about event via telephone.	Five days before event.
Make follow-up phone calls to local news media.	One day before event.
Distribute day-of-news release.	Day of event.
Send letter to newspaper editor thanking community.	Day after event's completion.
Send newspaper clippings and "media successes" summary to area Public Affairs and Communications office. Also, be sure to send news clips to the <i>Daily News Digest</i> at 202-268-5392.	Within one week after event.

### Cloudscapes Stamps Dedication Speech

The following suggested speech may be used at local ceremonies and events to support and promote the Cloudscapes stamps. Feel free to customize it to fit your local event and community.

Thank you and welcome.

**[THIS MONTH/TODAY]** we celebrate the hobby of stamp collecting — the most popular hobby in the world.

Here in this country, it is no different. Millions of Americans of all ages are passionate about collecting stamps. It continues to be a thriving hobby, with more and more people taking it up every year. Clearly, the sky's the limit for this exciting pastime.

That's why this year, the Postal Service's theme for National Stamp Collecting Month is "Reach for the Sky and Collect Stamps!" The theme honors the fifteen spectacular *Cloudscapes* stamps we're presenting today.

And, during this special month, the Postal Service likes to focus on all of our stamp collectors — those who have

been collecting for years and those who are new to the hobby. Children in particular find stamp collecting a great way to learn about the world and its many wonders. That's because stamps open the door to an exciting world of history, science, geography, the arts, technology and sports. Stamps can introduce us to heads of state, peace-makers and soldiers who changed the course of history. And they can spotlight special plants and animals from the far side of the world or our own back yards.

For more than 200 years the Postal Service has been a shining example of a public service institution that the American people have come to rely on and trust.

Learning about our history and our forefathers through stamps can help us learn more about our nation and its ties to the rest of the world. Stamps can also take us back in time and help us relive important moments in the past — moments that we cherish. And, as exemplified by the *Cloudscapes* stamps we are dedicating here today, stamps can enrich our knowledge of the sciences.

But perhaps one of the best things about stamp collecting is that it's an affordable hobby that lasts a lifetime. There is a story behind every single stamp — stories that can take us to exotic places or allow us to meet famous people.

But in many ways, it's the U.S. commemorative stamp program — your commemorative stamp program — that best connects the Postal Service with the American people.

Since the first commemorative was issued more than 100 years ago, stamps have marked the historic milestones, the fundamental principles, and the extraordinary achievements that have made our nation great.

This month, children of all ages will participate in National Stamp Collecting Month activities around the country. This year's National Stamp Collecting Month will be the 23rd annual event since its inception in 1981.

I want to thank the out-of-town collectors for being here with us today. Many travel thousands of miles to participate in these celebrations. We thank you for your enthusiastic support of the stamp program. I'd also like to recognize our local friends and neighbors who may be considering starting this wonderful hobby. Stamp collecting can begin at any age. For the young or the young at heart, it's a hobby that delivers satisfaction for years to come.

Thanks to all of you for joining us here today.

**LETTER TO EDITOR****[INSERT DATE]****[INSERT NAME, TITLE]****[INSERT NAME OF PUBLICATION]****[INSERT STREET ADDRESS]****[INSERT CITY, STATE, ZIP+4]**Dear **[MR./MS.] [INSERT NAME]:**

Stamp collecting has long been one of the most popular hobbies in the world. At a time when so many parents are seeking activities to share with their children, many of us overlook one of the most popular and educational hobbies — stamp collecting. Collecting stamps is an interactive hobby that parents and children can work on as a team. Stamp collecting is also an activity that can be passed along to future generations.

To celebrate National Stamp Collecting Month in October, the **[INSERT CITY]** Post Office will be dedicating fifteen new *Cloudscapes* commemorative stamps in **[INSERT CITY]** starting Oct. 5. Throughout the month, the Postal Service will encourage people of all ages in **[INSERT CITY]** to start or add to their stamp collections. We will be sponsoring community events including **[LIST ACTIVITIES, STARTING TIMES, LOCATIONS, PARTICIPANTS, AND PHOTO OPPORTUNITIES]**.

Stamp collecting is a fun, educational and inexpensive way for children to learn about any subject.

In *Cloudscapes*, the sky is an ever-changing, visual feast and students can learn to appreciate the sky and their surrounding environment to help them use and develop their visual/spatial intelligence.

We encourage everyone in **[INSERT CITY]** to join us for a fun-filled October while we celebrate National Stamp Collecting Month. We look forward to continuing to serve our wonderful community by providing top quality service.

Sincerely,

**[SIGN]****[INSERT POSTMASTER'S NAME]**

Postmaster

U.S. Postal Service

**[INSERT CITY, STATE, ZIP+4]**

*National Stamp Collecting Month**Publicity Kit*

# POSTAL NEWS

FOR IMMEDIATE RELEASE  
[INSERT DATE]

Contact: [INSERT YOUR NAME]  
[INSERT YOUR PHONE NUMBER]  
Internet: [www.usps.com](http://www.usps.com)

## ***PUBLIC SERVICE ANNOUNCEMENT***

**October is National Stamp Collecting Month**

***Reach for the Sky and Collect Stamps!***

**in [INSERT CITY] starting Oct. 5**

[INSERT CITY] Postmaster [INSERT NAME] invites everyone to [INSERT LOCATION] to help kick off National Stamp Collecting Month with a special dedication ceremony for the new *Cloudscapes* stamps.

The ceremony takes place on [INSERT DATE] from [INSERT TIME] to [INSERT TIME]. On that day children and adults will have an opportunity to discover the rewards of stamp collecting. Activities will include [DESCRIBE EVENT ACTIVITIES].

Stamp collecting is a fun, educational and inexpensive way for children to expand their minds and learn about any subject. In *Cloudscapes*, the sky is an ever-changing, visual wonder. Students can learn to appreciate meteorology — and become weather-wise.

###

Publicity Kit

National Stamp Collecting Month

**POSTAL NEWS**FOR IMMEDIATE RELEASE  
[INSERT DATE]Contact: [INSERT YOUR NAME]  
[INSERT YOUR PHONE NUMBER]  
Internet: [www.usps.com](http://www.usps.com)**MEDIA ADVISORY****[Insert Post Office name] DEDICATES CLOUDSCAPES STAMPS TO LAUNCH NATIONAL STAMP COLLECTING MONTH**

- Event:** Dedication of *Cloudscapes* commemorative postage stamps and celebration of October as National Stamp Collecting Month. **[Change or add to this info if your event is different, but keep it short.]**
- Who:** **[List only dignitaries, key postal officials and any well-known special guests participating or attending the event.]**
- What:** **[Description of why this event is newsworthy; list any entertainment, stamp collectibles, etc.]**
- When:** **[Insert hour, day and date.]**
- Where:** **[Insert exact location of event.]**
- Background:** This year is the 23rd anniversary of National Stamp Collecting Month. The theme for 2004 is "Reach for the Sky and Collect Stamps!" in honor of the new *Cloudscapes* stamps going on sale nationwide October 5.

# # #





# POSTAL NEWS

FOR IMMEDIATE RELEASE  
[INSERT DATE]

Contact: [INSERT YOUR NAME]  
[INSERT YOUR PHONE NUMBER]  
Internet: [www.usps.com](http://www.usps.com)

## SAMPLE NEWS RELEASE

**“REACH FOR THE SKY AND COLLECT STAMPS!”  
CLOUDSCAPES STAMPS LAUNCH NATIONAL STAMP COLLECTING MONTH  
AT [Insert Name] POST OFFICE**

**[Use this as a guide for creating your “day-of” event news release. Use past tense and include information and activities associated with the event, etc.]**

**[INSERT NAME OF YOUR CITY]** — The world’s most popular hobby rose to greater heights today when the **[INSERT NAME OF YOUR POST OFFICE]** helped celebrate October as National Stamp Collecting Month by dedicating the *Cloudscapes* commemorative postage stamps during a ceremony at **[INSERT LOCATION]**. The 37-cent *Cloudscapes* stamps are now available to **[INSERT NAME OF YOUR TOWN/COMMUNITY]** customers.

**[INSERT CITY]** Postmaster **[INSERT POSTMASTER’S NAME]** dedicated the stamps as part of a salute to philately – otherwise known as stamp collecting.

“**[THIS MONTH/TODAY]**,” said **[INSERT POSTMASTER’S NAME]** “we celebrate the hobby of stamp collecting — the most popular hobby in the world.

“Here in America, and in **[INSERT CITY]**, it is no different. Millions of Americans of all ages are passionate about collecting stamps. It continues to be a thriving hobby, with more and more people taking it up every year. Clearly, the sky’s the limit for this exciting pastime.

“That’s why this year, the Postal Service’s theme for National Stamp Collecting Month is *Reach for the Sky and Collect Stamps!* — it’s a theme that also honors the fifteen spectacular *Cloudscapes* stamps we’re presenting today.”

Joining Postmaster **[INSERT POSTMASTER’S LAST NAME]** at the ceremony was **[INSERT CELEBRITY OR LOCAL/AREA DIGNITARIES]**.

The *Cloudscapes* stamps are based on photographs of various cloud formations. Arranged according to altitude, nine basic cloud types are pictured on this pane of 15 stamps. The prefixes “cirro” and “alto” distinguish high- and middle-altitude clouds, respectively. Behind each stamp, on the back of the pane, is a description of the cloud, the photographer’s name, and date and location where the photograph was taken.

**[INSERT NOTABLE HAPPENINGS AT EVENT.]**

“Stamps are fascinating for adults as well as children. They offer a lifelong educational experience and an opportunity for friends and family to share in a relaxing leisure-time activity,” said Postmaster **[INSERT LAST NAME]**. “Stamp collecting can truly be your passport to the world.”

Sparked by growing interest in recent popular stamp issues like the *Lewis and Clark Bicentennial* and the *Art of the American Indian* stamps, the 8–12 age group has become the largest participating group in National Stamp Collecting Month and is considered one of the fastest growing segments of stamp collectors in the United States.

**How to Become a Stamp Collector**

1. Get some stamps! Every Post Office has new stamps. Most Post Offices will have some of the latest stamps issued, including: *The Art of Disney: Friendship; John Wayne; Love: Candy Hearts; Wilma Rudolph; and American Choreographers*. There is also the *Black Heritage* series which, this year, honors *Paul Robeson*. It's easy to order stamps from the U.S. Postal Service Web site at [www.usps.com/shop](http://www.usps.com/shop), or call toll-free 800-STAMP-24 (800-782-6724).

Other ways to get stamps include trading with friends, asking family members or neighbors for stamps from old letters or postcards, visiting a stamp dealer, and checking stamp collecting sites on the internet. Stamp shows also are a great way to obtain stamps. People from all over the country come to stamp shows to add to their collections.

2. Organize your collection. Stamp collections often communicate the unique personality of the collector. Some collectors choose stamps from all over the world or from just one country. Others pick specific topics like animals, sports or history.
3. Protect and display your collection. Every collector has a special way of protecting stamps. For individual stamps or stamp panes, consider a stamp album or three-ring binder. Don't tape or glue stamps. Instead, slip them into specially designed plastic pages with pockets. If the album has paper pages, use stamp hinges or mounts.

Since 1775, the U.S. Postal Service has connected friends, families, neighbors and businesses by mail. It is an independent federal agency that visits 140 million homes and businesses every day and is the only service provider to deliver to every address in the nation. The Postal Service receives no taxpayer dollars for routine operations, but derives its operating revenues solely from the sale of postage, products and services. With annual revenues of more than \$66 billion, it is the world's leading provider of mail and delivery services, offering some of the most affordable postage rates in the world. The Postal Service delivers more than 46 percent of the world's mail volume — some 203 billion letters, advertisements, periodicals and packages a year — and serves seven million customers each day at its 38,000 retail locations nationwide.

###

**THANK-YOU LETTER TO LOCAL NEWSPAPER EDITOR****[INSERT DATE]****[INSERT NAME]****[INSERT EDITOR OR OTHER TITLE]****[INSERT NAME OF NEWSPAPER]****[INSERT ADDRESS]****[INSERT CITY, STATE, ZIP+4]**Dear **[MR./MS.] [INSERT NAME]:**

On behalf of the United States Postal Service, I want to thank the citizens of **[INSERT CITY NAME]** for their enthusiasm and support in making yesterday's National Stamp Collecting Month celebration such a successful event for our community and for the Postal Service.

Our nation's commemorative stamp program has been developed over the past 100 years largely through the participation of the American people. Their stamp ideas and suggestions are instrumental in helping the Postal Service honor some of the greatest achievements and achievers that have made our country great.

Stamp collecting is a fun, educational and inexpensive way for children to learn about any subject. In *Cloudscapes*, the sky is an ever-changing, visual feast and students can learn to appreciate the sky and their surrounding environment which will help them develop and use their visual/spatial intelligence.

Again, thanks to everyone who participated in our National Stamp Collecting Month celebration.

Sincerely,

**[SIGN]****[INSERT POSTMASTER'S NAME]**

Postmaster

U.S. Postal Service

**[INSERT CITY, STATE, ZIP+4]**

## Participation of Public Officials

The *Cloudscapes* stamps issuance provides a perfect opportunity to involve elected public officials in an important and positive local event. They are likely to have a keen interest in attending the event, as it provides a chance to interact with constituents in a friendly civic setting with secured media coverage.

That said, keep in mind that this is an election year. Public relations opportunities for elected officials may intersect with fall campaigns. It's important that your event avoid the perception of partisanship. It's a good idea to check with your Postal Service Government Relations representative before inviting a federal, state or local elected official to your event. Following are simple guidelines, a suggested invitation list, and names and telephone numbers of your Government Relations contacts.

### *Before the Event*

**Coordinate** with your Government Relations representative before sending a written invitation to your two U.S. senators, your congressional representatives or your state governor. When making your invite list, be sure to include the mayor or any other local elected officials you deem appropriate. The local postmaster should sign the invitations.

**Follow** the written invitation with a telephone call to the elected official's scheduler within a week. You may need to call more than once.

**Keep in touch** with all elected officials who respond. If asked, provide updated information to the elected official's staff as it becomes available (e.g., other participants, where and when to meet, what his or her role will be, etc.). Stress that remarks should be brief and limited to the dedication of the *Cloudscapes* stamps.

**Include the names** of all participating elected officials on the official program as honored guests scheduled to appear. Mention them in all media advisories, if applicable.

**Provide a courtesy copy** of the program to the elected officials in advance.

### *After the Event*

**Send a written thank you** to all participating public officials, expressing your appreciation.

**Provide copies** of any newspaper articles about the event to their offices. Though they surely will see those articles on their own, take the opportunity to remind them of the press coverage the event received.

**Supply extra cachets** with the special cancellation (if applicable) to elected officials, even to those who could not attend. These make great giveaways and serve as a positive reminder of the event.

**Obtain and frame a photo** of the elected official posing beside the stamp image and make an appointment to present it in person, if possible. A matted, well-framed photograph stands a good chance of being hung on the wall of the official's office, again serving as a positive reminder of the event.

**Keep in touch** with your elected officials. Good relationships are built over time.

**SAMPLE INVITATION TO PUBLIC OFFICIALS****[INSERT DATE]****[INSERT NAME, TITLE]****[INSERT ORGANIZATION]****[INSERT ADDRESS]****[INSERT CITY, STATE, ZIP+4]**Dear **[INSERT ELECTED OFFICIAL'S TITLE] [INSERT NAME]:**

Employees of the **[INSERT NAME]** Post Office invite you to be an honored guest at a special ceremony celebrating National Stamp Collecting Month on **[INSERT DATE]** at **[INSERT TIME]**. During that ceremony, the Postal Service will unveil the *Cloudscapes* commemorative stamps, which have been issued to help kick off the month.

The U.S. Postal Service® values its role as a community leader. We believe America's commemorative stamp program gives us an opportunity to connect with our customers in a very personal and entertaining way. During our ceremony, children and adults alike will have an opportunity to discover that stamp collecting is fun, exciting and educational.

National Stamp Collecting Month has been held annually in October since 1981 with the intention of encouraging people — particularly children — to explore the hobby of stamp collecting.

At the stamp unveiling ceremony, you will be invited to say a few words about how stamps recognize many important people, places and events. We expect significant press coverage of the ceremony and a good-sized crowd, including families, school groups and civic organizations.

We hope you will join us for our stamp unveiling and special National Stamp Collecting Month celebration. Please confirm your participation by calling **[INSERT NAME OF CONTACT]** at **[INSERT TELEPHONE NUMBER]** as soon as possible.

Sincerely,

**[SIGN]****[INSERT POSTMASTER'S NAME]**

Postmaster

U.S. Postal Service

**[INSERT CITY, STATE, ZIP+4]**

**SAMPLE THANK-YOU LETTER TO PUBLIC OFFICIALS**

[INSERT DATE]

[INSERT NAME, TITLE]

[INSERT ORGANIZATION]

[INSERT ADDRESS]

[INSERT CITY, STATE, ZIP+4]

Dear [INSERT ELECTED OFFICIAL'S TITLE] [INSERT NAME]:

On behalf of the United States Postal Service®, I want to thank you for joining us during our special ceremony celebrating National Stamp Collecting Month and the unveiling of the *Cloudscapes* commemorative postage stamps. It was a wonderful event for [INSERT NAME OF COMMUNITY], and your participation helped make it a success.

All of us in the Postal Service™ are extremely proud of the role our organization has played as a community leader and in commemorating many of the people, places and events that have made our country great. The stamp unveiling ceremony was a wonderful way for us to share the hobby of stamp collecting with our friends, neighbors, children and customers here in [INSERT NAME OF COMMUNITY]. I am enclosing 10 copies of our special cancellation [IF APPLICABLE] for you to share with your constituents, as well as copies of press clippings and photographs that recorded the event [IF APPLICABLE].

I look forward to working with you on future community events. If I can be of assistance with any Postal Service matter, please contact me at [INSERT TELEPHONE NUMBER].

Sincerely,

[SIGN]

[INSERT POSTMASTER'S NAME]

Postmaster

U.S. Postal Service

[INSERT CITY, STATE, ZIP+4]

Include the following Stamp Selection Criteria and Citizens Stamp Advisory Committee fact sheets with your "day-of" news release press kit. If available, also include biographies of event principals.

### Stamp Subject Selection Criteria

The U.S. Postal Service and members of the Citizens' Stamp Advisory Committee (CSAC) have set criteria used in determining the eligibility of subjects for commemoration on U.S. stamps and stationery. These criteria first were formulated about the time of Postal Reorganization in the early 1970s and have been refined and expanded gradually since then.

Following are the 12 major areas now guiding subject selection:

1. It is a general policy that U.S. postage stamps and stationery primarily will feature American or American-related subjects.
2. No living person shall be honored by portrayal on U.S. postage.
3. Commemorative stamps or Postal Service stationery items honoring individuals usually will be issued on or in conjunction with significant anniversaries of their birth, but no Postal Service item will be issued sooner than 10 years after the individual's death. The only exception to the 10-year rule is the issuance of stamps honoring deceased U.S. presidents. They may be honored with a memorial stamp on the first birth anniversary following death.
4. Events of historical significance will be considered for commemoration only on anniversaries in multiples of 50 years.
5. Only events, persons and themes of widespread national appeal and significance will be considered for commemoration. Events, persons or themes of local or regional significance may be recognized by a philatelic or special Postal Service cancellation, which can be arranged through the local postmaster.
6. Stamps or stationery items will not be issued to honor fraternal, political, sectarian or service/charitable organizations. Stamps or stationery will not be issued to promote or advertise commercial enterprises or products. Commercial products or enterprises might be used to illustrate more general concepts related to American culture.
7. Stamps or stationery items will not be issued to honor cities, towns, municipalities, counties, primary or secondary schools, hospitals, libraries, or similar institutions. Due to the limitations placed on annual Postal Service programs and the vast number of such locales, organizations and institutions in existence, it would be difficult to single out any one for commemoration.
8. Requests for observance of statehood anniversaries will be considered for commemorative postage stamps only at intervals of 50 years from the date of the state's first entry into the Union. Requests for observance of other state-related or regional anniversaries will be considered only as subjects for Postal Service stationery, and again only at intervals of 50 years from the date of the event.
9. Stamps or stationery items will not be issued to honor religious institutions or individuals whose principal achievements are associated with religious undertakings or beliefs.
10. Stamps or Postal Service stationery items with ed values, referred to as "semi-postals," will be issued every 2 years in accordance with Public Law 106253. Semi-postals will not be considered as part of the commemorative program and separate criteria will apply.
11. Requests for commemoration of universities and other institutions of higher education will be considered only for stamped cards and only in connection with the 200th anniversaries of their founding.
12. No stamp will be considered for issuance if one treating the same subject has been issued in the past 50 years. The only exceptions to this rule are traditional themes such as national symbols and holidays.

Ideas for stamp subjects that meet the criteria may be addressed to:

CITIZENS STAMP ADVISORY COMMITTEE  
C/O STAMP DEVELOPMENT  
U.S. POSTAL SERVICE  
1735 N LYNN ST STE 5013  
ARLINGTON VA 22209-6432

Subjects should be submitted at least 3 years in advance of the proposed date of issue to allow sufficient time for consideration and for design and production, if the subject is approved.

The selection of subjects for U.S. postage stamps and stationery is a difficult task since only a limited number of



new commemorative items can be issued annually. To help in this selection process, the postmaster general established the Citizens' Stamp Advisory Committee over 40 years ago. Members are appointed to the committee by the postmaster general. They reflect a wide range of educational, artistic, historical and professional expertise.

Once a subject is approved, the Postal Service relies heavily on design coordinators for the selection of artists who will execute the designs. Stamp designing is an unusual art form requiring exacting skill in portraying a subject within very small dimensions. Due to the demands of stamp design and reproduction requirements, it is our policy not to review or accept unsolicited artwork.

### Citizens' Stamp Advisory Committee

The U.S. Postal Service is proud of its role in portraying the American experience to a world audience through the issuance of postage stamps and stationery.

The public suggests almost all subjects chosen to appear on U.S. postage stamps and stationery. Each year, Americans submit proposals to the Postal Service on literally thousands of different topics, and every stamp suggestion receives equal consideration, regardless of who makes it or how it is presented, *Note:* Suggestions must be submitted in writing.

On behalf of the postmaster general, the Citizens' Stamp Advisory Committee ("CSAC" or "the Committee") evaluates the merit of all stamp proposals. Established in 1957, the committee provides the Postal Service with a "breadth of judgment and depth of experience in various areas that influence subject matter, character and beauty of postage stamps."

The committee's primary goal is to select subjects for recommendation to the postmaster general that are both interesting and educational. In addition to the Postal Service's extensive line of regular stamps, the committee recommends approximately 25 new subjects for commemorative stamps each year. The wishes and desires of all Postal Service customers influence stamp selections. A good mix of subjects, both interesting and educational, is essential to the stamps program of the U.S. Postal Service.

The postmaster general of the U.S. Postal Service appoints committee members, who serve at his discretion. The committee is composed of 15 members whose backgrounds reflect a wide range of educational, artistic, historical and professional expertise. All share an interest in philately and the needs of the mailing public.

The committee itself employs no staff. The Postal Service's Stamp Development group handles committee administrative matters, maintains records and responds to as many as 50,000 stamp subject and design recommendations annually.

The committee meets four times yearly in rotating locations. At the meetings, the members review all proposals received since the previous meeting. Proponents are not permitted to attend committee meetings. The members also review and provide guidance on artwork and designs for stamp subjects scheduled for issuance. The criteria established by this independent group ensure that stamp subjects stand the test of time, are consistent with public opinion and have broad national interest.

### Stamp Selection Process

Stamp subject and design suggestions must meet selection criteria and submitted in writing to:

CITIZENS STAMP ADVISORY COMMITTEE  
C/O STAMP DEVELOPMENT  
US POSTAL SERVICE  
1735 N LYNN ST STE 5013  
ARLINGTON VA 22209-6432

Submit subject or design suggestions at least 3 years in advance of the proposed date of issue to allow sufficient time for consideration, design and production, if the subject is approved.

Stamp proposals must be submitted in writing to the Citizens' Stamp Advisory Committee (i.e., stamped card, letters or petitions, etc.) to allow everyone the same opportunity to suggest a new stamp subject or design.

After a proposal's evaluation is complete and deemed to meet selection criteria, research is done on the proposed stamp subject. The committee's agenda for its next meeting will list all new proposals received since their last meeting. The committee considers all new proposals and will either reject the new proposal or set it aside for future consideration. If set aside for future consideration, the subject is filed and presented for periodic review by the committee.

If approved for issuance, proponents of the subject or design are advised when a general announcement is made to the public. While the Postal Service relies heavily upon the Citizens' Stamp Advisory Committee, it has the exclusive and final authority to determine both subject matter and designs for U.S. postage stamps and stationery.

### Artwork for Stamp Designs

Once a stamp suggestion or design receives approval, the Postal Service relies heavily on design coordinators for the selection of artists who will execute the designs. Stamp designing is an unusual art form that requires exacting skill to portray a subject within very small dimensions.

UNSOLICITED ARTWORK IS NOT ACCEPTED DUE TO THE DEMANDS OF STAMP DESIGN AND REPRODUCTION REQUIREMENTS

Professional artists who wish consideration for a design assignment must request a copy of the "Stamp Design Requirements" package:

STAMP DESIGN  
C/O STAMP DEVELOPMENT  
US POSTAL SERVICE  
1735 N LYNN ST STE 5013  
ARLINGTON VA 22209-6432

### U.S. POSTAL SERVICE NATIONAL POSTAL FACTS

#### Learn more about it . . .

#### Universal Access. Universal Service.

The same high level of service for every American regardless of geographic location. The Postal Service delivers everywhere, every day to everyone.

- Has annual operating revenue of \$68.5 billion.
- Has 700,000 career employees.
- Pays \$2 billion in salaries and benefits every two weeks.
- Delivers 202 billion pieces of mail a year, or five pieces per address per day to over 141 million homes, businesses, and Post Office boxes. Each of our 300,000 carriers delivers about 2,300 pieces of mail a day to about 500 addresses.
- Adds 1.8 million new addresses each year.
- Redirects 3 billion pieces of First-Class Mail® to new addresses for the 17% of the nation's population that moves every year, generating over 44 million address changes.
- Delivers more than 46% of the world's mail volume to more people over a larger geographic area than any other country.

- Serves 7 million customers daily at 37,579 postal retail outlets.
- Makes stamps available on the Internet, by mail, by phone, through 32,000 vending machines and 40,000 commercial retail outlets and Automatic Teller Machines (ATMS).

#### We deliver to every residence and business address in the nation.

Our national delivery network gives us access to every American household and business.

- Performance for on-time local delivery of First-Class Mail for 2003 was 95%. Also, 94% of households surveyed in 2003 had a positive perception of the Postal Service, with more than two out of three rating their satisfaction as "very good" or "excellent."
- Operates a transport and delivery fleet of 213,585 vehicles driving approximately 1.15 billion miles a year.
- A one-cent fuel increase costs \$8 million.
- Leases 25,987 facilities at a rental cost of \$869.7 million.
- Operates 30,000 alternative-fuel vehicles (AFVs), the nation's largest fleet of AFVs, using ethanol, compressed natural gas, and electricity.
- Purchases \$200 million worth of products with recycled content, including pallets and trays, stamp products, and mailing envelopes.
- Uses latest technology to improve service, increase productivity, and reduce costs.
- Leader in developing and using optical character recognition — sorting equipment reads more than 80% of the hand-written addresses on envelopes.

#### (Updated January 2004)

For additional information on National Postal Facts, visit the Postal Service Web site at [www.usps.com/communications/organization/postalfacts.htm](http://www.usps.com/communications/organization/postalfacts.htm).

**[Please use this sheet to fill in local information significant to your area.]**

### **Local Postal Facts**

Post Office:

Year Established:

Postmaster:

Annual Mail Volume:

Annual Revenue:

Total Number of Employees:

Supervisors:

Clerks:

City Letter Carriers:

Rural Letter Carriers:

Mail Handlers:

Maintenance:

Others:

Number of Delivery Routes:

Number of Delivery Stops:

Number of Post Office Boxes:

Amount of Supplies and Services Purchased From Local Businesses:

### U.S. Postal Service Area Public Affairs and Communications Managers

EARL C ARTIS JR  
MANAGER PUBLIC AFFAIRS AND COMMUNICATIONS  
SOUTHEAST AREA  
225 NORTH HUMPHREY BLVD  
MEMPHIS TN 38166-0832  
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WESTERN AREA  
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NY METRO AREA  
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NEW YORK NY 10199-9681  
Telephone: 212-330-3167

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EASTERN AREA  
PO BOX 40593  
PHILADELPHIA PA 19197-0593  
Telephone: 215-931-5054

STEPHEN SEEWOESTER  
ACTG MGR PUBLIC AFFAIRS AND COMMUNICATIONS  
SOUTHWEST AREA  
7800 N STEMMONS FREEWAY STE 450  
DALLAS TX 75247-4220  
Telephone: 214-819-8717

DON SMERALDI  
MANAGER PUBLIC AFFAIRS AND COMMUNICATIONS  
PACIFIC AREA  
7001 S CENTRAL AVE RM 364A  
LOS ANGELES CA 90052-9641  
Telephone: 323-586-1212

DEBORAH YACKLEY  
CAPITAL METRO  
PUBLIC AFFAIRS AND COMMUNICATIONS  
16501 SHADY GROVE  
GAITHERSBURG MD 20898-9998  
Telephone: 301-548-1465

### Government Relations Contacts

Alphabetical State/Representative Listing. Area code and prefix for all extensions is: 202-268-XXXX. Your Government Relations representatives are here to serve you. They can assist you in contacting and inviting elected officials. Please let them know how they can help.

State	Abbr	Representatives	Extension
Alabama	AL	Laurie Solnik	3743
Alaska	AK	Linda Macasa	3750
American Samoa	AS	Linda Macasa	3750
Arizona	AZ	Gerald Kreienkamp	3744
Arkansas	AR	Gerald Krienkamp	3744
California	CA	Bill Weagley	3745
Connecticut	CT	Jo Waterman	6748
Colorado	CO	Gerald Kreienkamp	3744
Delaware	DE	Jo Waterman	6748
District of Columbia	DC	Rebecca Sumner	3755
Florida	FL	Laurie Solnik	3743
Georgia	GA	Bill Weagley	3745
Guam	GU	Linda Macasa	3750
Hawaii	HI	Linda Macasa	3750
Idaho	ID	Linda Macasa	3750
Illinois	IL	Talaya Simpson	7839
Indiana	IN	Annie Kennedy	7505
Iowa	IA	Annie Kennedy	7505
Kansas	KS	Gerald Kreienkamp	3744
Kentucky	KY	Paul Harrington	6029
Louisiana	LA	Gerald Kreienkamp	3744
Maine	ME	Kathy Sitterle	6027
Maryland	MD	Rebecca Sumner	3755
Massachusetts	MA	Jo Waterman	6748
Michigan	MI	Talaya Simpson	7839
Minnesota	MN	Annie Kennedy	7505
Mississippi	MS	Laurie Solnik	3743
Missouri	MO	Annie Kennedy	7505
Montana	MT	Linda Macasa	3750
Nebraska	NE	Gerald Kreienkamp	3744
Nevada	NV	Linda Macasa	3750
New Hampshire	NH	Jo Waterman	6748

State	Abbr	Representatives	Extension
New Jersey	NJ	Jo Waterman	6748
New Mexico	NM	Gerald Kreienkamp	3744
New York	NY	Kathy Sitterle	6027
North Carolina	NC	Bill Weagley	3745
North Dakota	ND	Annie Kennedy	7505
Ohio	OH	Paul Harrington	6029
Oklahoma	OK	Gerald Kreienkamp	3744
Oregon	OR	Linda Macasa	3750
Pennsylvania	PA	Rebecca Sumner	3755
Puerto Rico	PR	Kathy Sitterle	6027
Rhode Island	RI	Jo Waterman	6748
South Carolina	SC	Linda Macasa	3750
South Dakota	SD	Annie Kennedy	7505
Tennessee	TN	Linda Macasa	3750
Texas	TX	Gerald Kreienkamp	3744
Utah	UT	Gerald Kreienkamp	3744
Vermont	VT	Kathy Sitterle	6027
Virgin Islands	VI	Kathy Sitterle	6027
Virginia	VA	Paul Harrington	6029
Washington	WA	Linda Macasa	3750
West Virginia	WV	Paul Harrington	6029
Wisconsin	WI	Talaya Simpson	7839
Wyoming	WY	Gerald Kreienkamp	3744

— *Community Relations,  
Public Affairs and Communications, 9-16-04*

# Domestic Mail

## DMM REVISION

### Labeling List Changes

Effective September 16, 2004, *Domestic Mail Manual* (DMM™) L001, L004, L007, L601, L603, L605, L606, and L803 are revised to reflect changes in mail processing operations. Mailers are encouraged to label according to these revised lists immediately, but *must* comply with these changes no later than November 28, 2004.

We will incorporate these revisions into the printed version of DMM Issue 59 and into the monthly update of the online DMM available via Postal Explorer® at <http://pe.usps.gov>.

### Domestic Mail Manual (DMM)

\* \* \* \* \*

#### L Labeling Lists

#### L000 General Use

#### L001 5-Digit Scheme—Periodicals, Standard Mail, and Package Services Flats and Irregular Parcels

\* \* \* \* \*

Column A Destination ZIP Codes	Column B Label Container To
<b>Change From:</b>	
32808, 18, 68	ORLANDO FL 32808
32820, 26, 28, 29, 31, 33, 34, 78	ORLANDO FL 32820
32905, 06	PALM BAY FL 32905
32907-09, 11	PALM BAY WEST FL 32907
33015, 17	SOUTH FLORIDA FL 33015
33002, 18	SOUTH FLORIDA FL 33018
33019, 20, 22	SOUTH FLORIDA FL 33020
33021, 81	SOUTH FLORIDA FL 33021
33023, 83	SOUTH FLORIDA FL 33023
33024, 84	SOUTH FLORIDA FL 33024
33031, 32, 39, 92	SOUTH FLORIDA FL 33032
33055, 56	SOUTH FLORIDA FL 33055
33060, 69	SOUTH FLORIDA FL 33060
33063, 93	SOUTH FLORIDA FL 33063
33065, 75	SOUTH FLORIDA FL 33065
33067, 73, 97	SOUTH FLORIDA FL 33067
33071, 77	SOUTH FLORIDA FL 33071
34711, 12	CLERMONT FL 34711
34741, 42, 46, 47	KISSIMMEE FL 34741
34743-45, 58, 59	KISSIMMEE FL 34743
34748, 49, 88, 89	LEESBURG FL 34748

<b>Change To:</b>	
32808, 58	ORLANDO FL 32808
32820, 25, 33, 34	ORLANDO FL 32820
32905, 08	PALM BAY FL 32905
32907, 09	PALM BAY FL 32907
33015, 17	HIALEAH FL 33015
33002, 18	HIALEAH FL 33018
33019, 20, 22	HOLLYWOOD FL 33020
33021, 81	HOLLYWOOD FL 33021
33023, 83	HOLLYWOOD FL 33023
33024, 84	HOLLYWOOD FL 33024
33031, 32, 39, 92	HOMESTEAD FL 33032
33055, 56	OPA LOCKA FL 33055
33060-62, 72	POMPANO BEACH FL 33060
33063, 93	POMPANO BEACH FL 33063
33065, 75	POMPANO BEACH FL 33065
33067, 73, 97	POMPANO BEACH FL 33067
33071, 77	POMPANO BEACH FL 33071
34711-13	CLERMONT FL 34711
34741, 42	KISSIMMEE FL 34741
34743, 44	KISSIMMEE FL 34743
34748, 49	LEESBURG FL 34748
<b>Add:</b>	
32803, 53	ORLANDO FL 32803
32818, 68	ORLANDO FL 32818
32826, 28, 31, 78	ORLANDO FL 32826
32829, 72	ORLANDO FL 32829
32901, 03, 19	MELBOURNE FL 32901
32926, 27	COCOA FL 32926
32934-36	EAU GALLIE FL 32934
32964, 66, 69	VERO BEACH FL 32964
33066, 69	POMPANO BEACH FL 33066
34746, 47	KISSIMMEE FL 34746
34758, 59	KISSIMMEE FL 34758
34788, 89	LEESBURG FL 34788
<b>Delete:</b>	
32801, 02	ORLANDO FL 32801
32902, 19	MELBOURNE FL 32902
32904, 12	WEST MELBOURNE FL 32904
32922-24, 26, 27	COCOA FL 32922
32960, 63	VERO BEACH FL 32960
32966, 69	VERO BEACH FL 32966
33061, 62, 72	SOUTH FLORIDA FL 33061
34777, 78, 87	WINTER GARDEN FL 34777

\* \* \* \* \*

**L004 3-Digit ZIP Code Prefix Groups—ADC Sortation**

\* \* \* \* \*

Column A Destination ZIP Codes	Column B Label Container to
<b>Change From:</b>	
330–333	(FCM and PER only) ADC MIAMI FL 331
330–333	(STD and BPM only) ADC MIAMI FL 33298
<b>Change To:</b>	
330–333, 340	(FCM and PER only) ADC MIAMI FL 331
330–333, 340	(STD and BPM only) ADC MIAMI FL 33298
<b>Delete:</b>	
340	(FCM only) ADC MIAMI FL 331
340	(PER, STD, and BPM only) MILITARY CENTER NY 090

\* \* \* \* \*

**L007 5-Digit Scheme—Periodicals, Standard Mail, and BPM Flats in Bundles**

\* \* \* \* \*

Column A Destination ZIP Codes	Column B Label Container To
<b>Change From:</b>	
32809, 39	ORLANDO FL 32809
32820, 26, 33	ORLANDO FL 32820
32901, 02, 19	MELBOURNE FL 32901
32905, 06, 08, 10	PALM BAY FL 32905
32907, 09, 11	PALM BAY FL 32907
92392–94	VICTORVILLE CA 92392
<b>Change To:</b>	
32809, 39, 59	ORLANDO FL 32809
32820, 25, 33, 34	ORLANDO FL 32820
32901, 03, 19	MELBOURNE FL 32901
32905, 08	PALM BAY FL 32905
32907, 09	PALM BAY FL 32907
92392–95	VICTORVILLE CA 92392
<b>Add:</b>	
32826, 28, 31, 78	ORLANDO FL 32826
32829, 72	ORLANDO FL 32829
32926, 27	COCOA FL 32926
32934–36	EAU GALLIE FL 32934
34741, 42	KISSIMMEE FL 34741
34748, 49	LEESBURG FL 34748
92248, 53	LA QUINTA CA 92253
<b>Delete:</b>	
32825, 28, 29, 31, 34	ORLANDO FL 32825
32904, 12	MELBOURNE FL 32904
32935, 36	MELBOURNE FL 32935
32960, 63	VERO BEACH FL 32960

\* \* \* \* \*

**L600 Standard Mail and Package Services**

**L601 BMCs**

\* \* \* \* \*

Column A Destination ZIP Codes	Column B Label Container to
<b>Change From:</b>	
005, 068–079, 085–119, 124–127, 340	BMC NEW JERSEY NJ 00102
006–009, 299, 313–316, 320–339, 341, 342, 344, 346, 347, 349	BMC JAXVILLE FL 32099
<b>Change To:</b>	
005, 068–079, 085–119, 124–127	BMC NEW JERSEY NJ 00102
006–009, 299, 313–316, 320–342, 344, 346, 347, 349	BMC JAXVILLE FL 32099

\* \* \* \* \*

**L603 ADCs—Irregular Standard Mail Parcels**

\* \* \* \* \*

Column A Destination ZIP Codes	Column B Label Container to
<b>Change From:</b>	
090–099, 340	MILITARY CENTER NY 090
006–009, 299, 313–316, 320–339, 341, 342, 344, 346, 347, 349	BMC JAXVILLE FL 32099
<b>Change To:</b>	
090–099	MILITARY CENTER NY 090
006–009, 299, 313–316, 320–342, 344, 346, 347, 349	BMC JAXVILLE FL 32099

\* \* \* \* \*

**L605 BMCs/ASFs—Nonmachinable Parcel Post BMC Presort and OBMC Presort**

\* \* \* \* \*

Column A Destination ZIP Codes	Column B Label Container to
<b>Change From:</b>	
005, 068–079, 085–119, 124–127, 340	BMC NEW JERSEY NJ 00102
006–009, 299, 313–316, 320–339, 341, 342, 344, 346, 347, 349	BMC JAXVILLE FL 32099
<b>Change To:</b>	
005, 068–079, 085–119, 124–127	BMC NEW JERSEY NJ 00102
006–009, 299, 313–316, 320–342, 344, 346, 347, 349	BMC JAXVILLE FL 32099

\* \* \* \* \*



**L606 5-Digit Scheme—Standard Mail and Package Services Parcels**

\* \* \* \* \*

Column A Destination ZIP Codes	Column B Label Container To
<b>Add:</b>	
94582, 83	SAN RAMON CA 94583
<b>Delete:</b>	
95680, 90	WALNUT GROVE CA 95690

\* \* \* \* \*

**L800 Automation Rate Mailings**

\* \* \* \* \*

**L803 Non-BMC/ASF Entry—Periodicals and Standard Mail, and Bound Printed Matter**

\* \* \* \* \*

Column A Destination ZIP Codes	Column B Label Container to
<b>Change From:</b>	
200–212, 214–223, 226, 227, 267	MXD JCTM WASH DC 20495
<b>Change To:</b>	
200–212, 214–239, 244, 267	MXD JCTM WASH DC 20495
<b>Delete:</b>	
224, 225, 228–232, 238, 239, 244	MXD RICHMOND VA 230
233–237	MXD NORFOLK VA 233

\* \* \* \* \*

— Logistics,  
Network Operations Management, 9-16-04

*DMM REVISION*

**Periodicals Combined Mailing**

Firm bundles of Periodicals publications are prepared and processed as one addressed mailpiece. Effective October 6, 2004, *Domestic Mail Manual* (DMM™) M230.1.2 is revised to specify a firm bundle as a method of preparing multiple copies and/or multiple editions of Periodicals publications as one addressed mailpiece for purposes of preparing a combined mailing. This revision clarifies that firm bundles may consist of multiple publications and/or multiple editions of the same publication.

We will incorporate this revision into the printed version of DMM 59 and into the monthly update of the online DMM available via Postal Explorer® at <http://pe.usps.gov>.

**Domestic Mail Manual (DMM)**

\* \* \* \* \*

**M Mail Preparation and Sortation**

\* \* \* \* \*

**M200 Periodicals (Nonautomation)**

\* \* \* \* \*

**M230 Combining Multiple Editions or Publications**

**1.0 DESCRIPTION**

\* \* \* \* \*

**1.2 Methods**

A Periodicals combined mailing may be prepared using either one of these methods:

\* \* \* \* \*

[Revise item 1.2b by adding a reference to multiple editions of the same publication and the term “firm bundles” to read as follows:]

- b. Two or more copies of different Periodicals publications (two or more titles), and/or multiple editions of the same publication, are placed within the same mailing wrapper or firm bundle and presented as one addressed piece to a single recipient to reduce the per piece charge.

\* \* \* \* \*

— Mailing Standards,  
Pricing and Classification, 9-16-04

DMM REVISION

**Realignment of ZIP Codes: Destination Entry and BMC Service Areas**

Effective with the changes to *Domestic Mail Manual* (DMM™) labeling lists on pages 36–38 of this *Postal Bulletin*, DMM exhibits E650.5.1, E711.2.2, and E751.1.3 are revised to reflect the shift of the ZIP Code™ prefix “340” (used for military mail) from the BMC NEW JERSEY NJ service area to the BMC Jacksonville FL service area.

Mailers are encouraged to make the necessary changes to their mailing operations immediately, and must comply no later than November 28, 2004. Mailers with questions regarding this change should contact the Post Office™ where their mailings are accepted and verified. Postal Service™ employees with questions should contact their district manager of business mail entry.

We will incorporate these revisions into the printed version of DMM 59 and into the monthly update of the online DMM available via Postal Explorer® at <http://pe.usps.gov>.

**Domestic Mail Manual (DMM)**

	*	*	*	*	*
<b>E</b>	<b>Eligibility</b>				
	*	*	*	*	*
<b>E600</b>	<b>Standard Mail</b>				
	*	*	*	*	*
<b>E650</b>	<b>Destination Entry</b>				
	*	*	*	*	*
<b>5.0</b>	<b>DBMC DISCOUNT</b>				
	*	*	*	*	*

**Exhibit 5.1 BMC/ASF DBMC Rates**

[Under column headed “Eligible Destination ZIP Codes,” revise entry corresponding to BMC NEW JERSEY NJ 00102 to delete “340” to read as follows:]

005, 068-079, 085-098, 100-119, 124-127

[Under column headed “Eligible Destination ZIP Codes,” revise entry corresponding to BMC JACKSONVILLE FL 32099 to add “340” to read as follows:]

299, 313-316, 320-342, 344, 346, 347, 349.

*	*	*	*	*
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**E700 Package Services**

**E710 Basic Standards**

**E711 Parcel Post**

*	*	*	*	*
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**2.0 BASIC STANDARDS**

*	*	*	*	*
---	---	---	---	---

**Exhibit 2.2 BMC/ASF Service Areas**

[Under column headed “ZIP Code Areas Served,” revise entry for New Jersey to delete “340” to read as follows:]

005, 068-079, 085-098, 100-119, 124-127

[Under column headed “ZIP Code Areas Served,” revise entry for Jacksonville to add “340” to read as follows:]

299, 313-316, 320-342, 344, 346, 347, 349.

*	*	*	*	*
---	---	---	---	---

**E750 Destination Entry**

**E751 Parcel Select**

**1.0 BASIC STANDARDS**

*	*	*	*	*
---	---	---	---	---

**Exhibit 1.3 BMC/ASF — DBMC Rate Eligibility**

[Under column headed “Eligible Destination ZIP Codes,” revise entry corresponding to BMC NEW JERSEY NJ 00102 to delete “340” to read as follows:]

005, 068-079, 085-098, 100-119, 124-127

[Under column headed “Eligible Destination ZIP Codes,” revise entry corresponding to BMC JACKSONVILLE FL 32099 to add “340” to read as follows:]

299, 313-316, 320-342, 344, 346, 347, 349

*	*	*	*	*
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— Mailing Standards,  
Pricing and Classification, 9-16-04

DMM REVISION

**Periodicals Irregular Parcels**

Effective October 6, 2004, *Domestic Mail Manual* (DMM™) exhibit M032.1.3 is revised to eliminate the reference to “automation” in the heading for irregular parcels. In addition, M210.4.0 is revised to clarify that use of “NON BC” is for sacks containing flats, since irregular parcels are sorted and processed without regard to barcodes. There are no mailing standards for barcoding Periodicals irregular parcels; therefore, there is no need for barcoded or nonbarcoded distinctions for irregular parcels.

We will incorporate these revisions into the printed version of DMM 59 and into the monthly update of the online DMM available via Postal Explorer® at <http://pe.usps.gov>.

**Domestic Mail Manual (DMM)**

\* \* \* \* \*

**M Mail Preparation and Sortation**

**M000 General Preparation Standards**

\* \* \* \* \*

**M030 Containers**

\* \* \* \* \*

**M032 Barcoded Labels**

**1.0 BASIC STANDARDS—TRAY AND SACK LABELS**

\* \* \* \* \*

**Exhibit 1.3 3-Digit Content Identifier Numbers**

\* \* \* \* \*

**PERIODICALS (PER)**

\* \* \* \* \*

*[Revise first entry for Periodicals Irregular Parcels by eliminating “automation” to read as follows:]*

**PER Irregular Parcels — Merged Carrier Route and Presorted**

\* \* \* \* \*

**PERIODICALS (NEWS)**

\* \* \* \* \*

*[Revise first entry for NEWS Irregular Parcels by eliminating “automation” to read as follows:]*

**NEWS Irregular Parcels — Merged Carrier Route and Presorted**

\* \* \* \* \*

**M200 Periodicals (Nonautomation)**

**M210 Presorted Periodicals**

\* \* \* \* \*

**4.0 SACK PREPARATION—FLAT-SIZE PIECES AND IRREGULAR PARCELS**

\* \* \* \* \*

*[Revise item a(2) to clarify that the use of “NON BC” does not refer to irregular parcels, to read as follows:]*

- (2) Line 2: “PER” or “NEWS” as applicable; followed by “FLTS” or “IRREG” as applicable; followed by “5D”; followed by “NON BC” for flats.

\* \* \* \* \*

*[Revise item b(2) to clarify that the use of “NON BC” does not refer to irregular parcels, to read as follows:]*

- (2) Line 2: “PER” or “NEWS” as applicable; followed by “FLTS” or “IRREG” as applicable; followed by “3D”; followed by “NON BC” for flats.

\* \* \* \* \*

*[Revise item c(2) to clarify that the use of “NON BC” does not refer to irregular parcels, to read as follows:]*

- (2) Line 2: “PER” or “NEWS” as applicable; followed by “FLTS” or “IRREG” as applicable; followed by “SCF”; followed by “NON BC” for flats.

\* \* \* \* \*

*[Revise item d(2) to clarify that the use of “NON BC” does not refer to irregular parcels, to read as follows:]*

- (2) Line 2: “PER” or “NEWS” as applicable; followed by “FLTS” or “IRREG” as applicable; followed by “SCF”; followed by “NON BC” for flats.

\* \* \* \* \*

*[Revise item e(2) to clarify that the use of “NON BC” does not refer to irregular parcels, to read as follows:]*

- (2) Line 2: “PER” or “NEWS” as applicable; followed by “FLTS” or “IRREG” as applicable; followed by “ADC”; followed by “NON BC” for flats.

\* \* \* \* \*

[Revise item f(2) to clarify that the use of “NON BC” does not refer to irregular parcels, to read as follows:]

- (2) Line 2: “PER” or “NEWS” as applicable; followed by “FLTS” or “IRREG” as applicable; followed by “NON BC WKG” for flats and “WKG” for irregular parcels.

\* \* \* \* \*

— Mailing Standards,  
Pricing and Classification, 9-16-04

*NEW FORM*

**PS Form 3811-I, Instructions for Requesting Return Receipt (Electronic)**

PS Form 3811-I is for use at integrated retail terminal (IRT) sites only. This form provides instructions for customers to follow after they purchase a return receipt (electronic). POS ONE sites do not require PS Form 3811-I because the instructions are printed on the customer’s receipt.

You can order PS Form 3811-I from the Material Distribution Center (MDC) by using touch tone order entry (TTOE): Call 800-332-0317, option 2. However, IRT sites should not order PS Forms 3811-I at this time because two pads consisting of 250 sheets each will be sent directly to each IRT site over the next couple of weeks. Orders should only be placed at this time if the initial distribution of two pads per office is not enough to handle the demand.

*Note:* You must be registered to use TTOE. To register, call 800-332-0317, option 1, extension 2925, and follow the prompts to leave a message. (Wait 48 hours after registering before placing your first order.)

Use the following information to order PS Form 3811-I:

<b>PSIN:</b>	7530-07-000-4101
<b>PSN:</b>	PS3811-I
<b>Unit of Measure:</b>	PAD (PD)
<b>Minimum Order Quantity:</b>	1
<b>Quick Pick Number:</b>	N/A
<b>Bulk Pack Quantity:</b>	N/A
<b>Price:</b>	\$0.65

— Value Added and Special Services,  
Product Development, 9-16-04

# Fall Mailing Season is just over the horizon

## Get ready!



Fall mailing season is right around the corner. Is your facility ready? Here are some reminders to help make fall mailing season a success for you and your customers:

### Tips for Postal Service Employees

- **Plan for Increased Drop Shipments:** Increase Thursday through Saturday appointment slots in the Drop Ship Appointment System (DSAS).
- **Accommodate Late and Unscheduled Arrivals:** Make every effort to accept late and unscheduled arrivals before requiring the drop to be rescheduled in DSAS.
- **Obtain PS Form 8125:** If PS Form 8125, *Plant-Verified Drop Shipment (PVDS) Verification and Clearance*, does not accompany the shipment, shippers should contact their dispatch office for resolution. You can accept a faxed copy of

PS Form 8125 with the shipment, but the shipper must also forward an *original* copy of PS Form 8125 to the accepting office.

- **Check Shipment:** Do not accept shipments that are designated for a different entry office.
- **Resolve Issues in a Timely Fashion:** For issues not easily resolved by dock personnel, immediately involve local management. Report the problem and its resolution via the Business Service Network when appropriate.
- **Enforce Security Requirements:** Always check for proper driver and shipment identification.

### Tips for Mailers

- Schedule and deliver shipments on days other than Friday (heaviest volume day) if possible.
- Factor in extra time for dropping the shipment and for in-home delivery due to higher-than-normal mail volumes.
- Ensure that drivers have the required identification and a valid driver's license.
- For Postal Service confirmation of receipt, mailers can access shipment arrival data from the DSAS Web site — mailers should ask their third-party shipper to provide the DSAS appointment confirmation number. Or, mailers should provide their agent a duplicate copy of PS Form 8125, which will be endorsed by the receiving office and returned to the driver. Another option is to

attach a self-addressed envelope to the duplicate PS Form 8125 and the endorsed PS Form 8125 will be mailed back to the mailer.

- **For Palletized Mailings:**
  - Properly secure pallet loads for transit.
  - Stay within the minimum and maximum height requirements.
  - Ensure that pallet placards are correct and complete.
  - Properly top-cap and secure stacked pallets.
- **For Bedloaded Mailings:**
  - Do not commingle mail types (e.g., sacks with parcels).
  - Stack lighter-weight mail pieces on top of the heaviest mail items.
  - If pallets are in the same load, tailgate them, and annotate the appointment record in the "Comment" section in DSAS.

— Logistics Systems,  
Network Operations Management, 9-16-04

## Deliver results!

## FIELD INFORMATION KIT

**Return Receipt (Electronic)**

A new electronic option for obtaining return receipt service is now available to customers at retail counters. It is “Quick, Easy, Convenient”™!

Return receipt (electronic) is the equivalent of the traditional “green card” — the hardcopy return receipt, PS Form 3811, *Domestic Return Receipt* — that provides proof of delivery for Certified Mail™, Registered Mail™, collect on delivery (COD), and numbered Insured Mail items. But instead of arriving by mail, the return receipt proof of delivery letter is sent electronically to the customer’s e-mail address, arriving as a portable document format (PDF) file that opens using Adobe Acrobat software. The Postal Service™ saves handling and delivery costs. The customer saves 45 cents per item (\$1.30 vs. \$1.75) and gets the important information in a new, convenient format. There are no extra forms to complete or labels to affix or scan. The recipient’s signature and address are

taken from PS Form 3849, *Delivery Notice/Reminder/Receipt*. No “green card” is required. Letter carriers and retail associates follow the existing standard operating procedures for scanning and obtaining signatures at delivery. The refund policy remains the same for both types of return receipt service.

This information kit contains the following elements that are designed to inform employees about this new service:

- General Stand-Up Talk
- Sample Return Receipt (Electronic) Proof of Delivery Letter
- Return Receipt (Electronic) Fact Sheet
- Answers to Frequently Asked Questions
- Return Receipt (Electronic) Poster

**New Return Receipt (Electronic) is “Quick, Easy, Convenient”**

*[Please read this stand-up talk to all employees and post on official bulletin boards.]*

Customers who need proof of delivery now have a new service option that’s quick, easy, and convenient. It’s called “return receipt (electronic)” and it works a lot like the traditional “green cards” — the hardcopy return receipts — by providing proof of delivery for Certified Mail™, Registered Mail™, COD, and Insured Mail items bearing coverage of more than \$50.

**What’s different?**

Notification of delivery is sent to the purchaser *electronically* — as an e-mail attachment — instead of as a postcard in the mail. It’s a PDF file that opens using Adobe Acrobat software. The recipient’s signature and address are taken from PS Form 3849. *No green card is used.*

Here is an illustration of what the return receipt (electronic) looks like. **[Show illustration, page 69.]** As you can see, it looks like a letter on official Postal Service™ stationery. Here is the date and time of delivery. **[Point out the information.]** And here is the image of the recipient’s signature and address. **[Point out**

**the information.]** This same letter is used for customers who purchase the return receipt *after* mailing.

The return receipt (electronic) offers several advantages. First, there’s the price. Since it travels electronically, the fee is lower: \$1.30 versus \$1.75 for traditional return receipts.

Second, there’s convenience. As an e-mail attachment, customers can print a copy for themselves, forward the e-mail to someone else, or archive the information digitally for future use.

Return receipts (electronic) also come with a Bulk Proof of Delivery Program option for businesses that send a lot of special services mail.

There is one more thing that’s different. After the customer purchases the return receipts (electronic), the customer must go to [www.usps.com](http://www.usps.com); click on *Track & Confirm*; enter the label number printed on the receipt; click on *Request Return Receipt (Electronic)*. Then the customer enters the e-mail address to which he/she would like the return receipt (electronic) sent.

**What stays the same?**

Customers fill out the same documents — the standard forms for Certified Mail, Registered Mail, COD, or numbered Insured Mail items — to get either the tradition-

***Return Receipt (Electronic)******Field Information Kit***

al return receipt or return receipt (electronic). There are no extra forms to be completed or labels to affix or scan. Letter carriers and retail associates continue to follow existing standard operating procedures for scanning and obtaining signatures at delivery. The refund policy remains the same for both types of return receipt service. Just make sure you remind customers to hold on to their receipt to request the service and in case they need a refund.

Return receipt (electronic) service is operational now. Soon, we will make a public announcement. If you have questions or want more information, a fact sheet, answers to frequently asked questions, and this stand-up talk will be posted on the bulletin board and is included in *Postal Bulletin 22137 (9-16-04, pages 43–73)*.

###

***(Domestic Mail section continues on page 69.)***

# Fraud Alert

## Withholding of Mail Orders

Withholding of mail orders are enforced by postmasters at the cities listed below.

State/City/ZIP Code	Names and Addresses Covered
CA, Placerville 95667-4231	All Names, 685 Placerville Drive, PMB 307
CA, Sherman Oaks 91423-2606	John T Richards and All Other Names, 14431 Ventura Boulevard, PMB 168

— *Judicial Officer, 9-16-04*



## Invalid Express Mail Corporate Account Numbers

These numbers are to be posted and used by retail/acceptance clerks. This listing supersedes all previous notices, which must be recycled. Retail/acceptance clerks must not accept Express Mail® shipments bearing any of the invalid numbers (listed below) in the “customer

number” or “agreement number” section of the label or form.

*Note:* The first 6 digits of a 9-digit Custom Designed Service and Next Day Pickup Service Agreement make up the Corporate Account Number.

005208	027320	069936	093280	102779	118285	179050	249107	302088	331835	372342	480352	553457
005251	027595	070059	093317	102845	118592	182006	254025	302477	332149	381152	480377	553568
005416	028863	070294	093341	103403	119155	192221	254028	303100	332335	381415	480562	553609
005621	029773	070333	093488	103433	119306	192314	261006	303709	332591	381474	480816	553625
006680	029814	070432	093723	103781	119431	192621	271005	303809	332655	381673	480938	553718
006805	029815	070635	093898	104228	120270	192700	271010	305040	332743	381926	481163	553778
006809	029902	070963	093929	104325	120300	192944	271050	305222	332769	383120	481392	553801
006950	030106	071287	094204	104450	121218	192969	271203	305440	332800	392418	481752	553815
007304	035110	071412	094883	105992	122417	193116	272024	306140	332863	392708	481800	553819
007370	038077	071479	094925	106389	125011	193128	272097	306153	332897	<b>401032</b>	481857	553825
008192	038292	071697	094960	107022	125382	193226	272127	306170	332974	402789	481947	553852
008225	039301	075059	095420	107047	125454	193239	272130	306250	332983	404600	482978	553859
008251	040096	075064	095451	107188	127012	193281	272133	306473	333014	405014	483143	553903
008325	040321	075300	095500	107333	130021	193406	272136	306858	333159	405029	483149	553927
008930	041003	075340	095669	108140	131488	196073	272145	308022	333556	410024	483152	554001
009044	042016	075372	096359	108560	132133	196081	272338	311547	333754	410041	483267	554009
009074	042068	075935	096510	108691	135213	196087	273039	319079	333817	410114	483364	554021
009114	042105	076222	096606	108773	135245	196139	273113	322054	333836	423092	483401	554029
009511	042304	076629	096636	108777	142386	197126	273128	322343	334031	432449	483624	554041
009542	042305	076845	096661	108902	142551	198244	274028	322410	334039	432524	483924	554067
009651	044306	076889	096746	109019	142876	<b>200339</b>	274361	323062	334061	432883	483941	554306
010056	046066	076987	096782	109977	146039	200579	276017	323099	334100	439714	489314	554321
010746	053022	077032	097072	110075	152007	200809	277161	323519	335090	441002	490670	554361
011275	055136	077384	097109	110092	152021	207002	282369	323559	335111	441013	490704	554369
012127	060114	078001	097185	110400	152041	208874	282391	324031	335196	441082	494245	554397
014486	060173	078107	097364	110717	152136	210391	282767	326360	335231	441133	495125	554416
014971	060704	079014	097552	111551	152143	210446	282865	326502	335606	441187	495448	554424
015564	060944	079047	097586	112633	152183	210616	282903	326765	336145	441529	496149	554504
015675	061090	079054	097701	112862	152314	210636	283531	327038	336209	441542	497059	554518
016022	061238	079126	097826	113002	152358	210673	283600	327470	336508	441552	497302	554538
016337	061391	079974	098044	113318	152462	210821	286146	328017	338013	441619	<b>500012</b>	554573
016405	061540	080020	098056	113353	152476	210832	292227	328019	338041	441834	503025	554604
016802	062022	080084	098098	113616	152582	220260	292621	328070	339028	443026	527030	554720
016885	064192	080116	098252	113960	152625	220274	292649	328084	339067	443323	531600	554759
018427	064227	080664	098426	114329	152675	220533	292654	328975	340302	450065	532362	554761
018471	064746	088400	098445	114353	152790	221082	294309	329029	340353	452078	544062	554766
018624	064886	088667	098461	114626	152954	221088	294316	330211	340415	452261	551121	554767
018640	065083	088742	098532	115091	156075	221104	294391	330297	340564	454472	551407	554781
018670	065121	089111	098536	115135	165047	221165	294429	330311	340619	454627	551446	554793
018706	065367	089871	098634	115266	165416	221233	294486	330579	340794	454649	551902	554833
018851	065676	089952	098815	115270	170161	221268	294529	330666	340990	454811	551906	554962
018980	066247	090078	098830	115697	170167	221283	294544	330723	344054	458153	551945	554973
019358	066414	090473	098977	116021	170277	221383	294575	330794	344061	460097	551966	554978
019906	067076	090705	<b>100010</b>	117014	170290	222180	295460	331043	344179	461020	553003	563014
020220	067151	091329	100302	117081	170295	222193	295468	331047	344181	461060	553011	563050
020465	068388	092058	100410	117150	171094	222212	<b>300452</b>	331155	347006	462023	553052	564019
021807	068574	092204	100436	117188	171132	222252	300536	331266	347100	462698	553099	564028
021864	069126	092311	100754	117252	171177	222322	301269	331326	349583	462727	553117	564029
022196	069153	092514	101268	117345	171218	222327	301279	331341	349869	470002	553167	566004
022257	069207	092527	101968	117478	173058	232311	301326	331442	352809	472072	553186	570167
022276	069222	092722	102117	118011	173062	232365	301345	331493	357010	473021	553230	596521
022309	069312	092792	102354	118196	173071	232376	301398	331656	357015	477169	553238	598579
022389	069837	092884	102535	118258	175071	235469	301401	331685	361171	480105	553281	598605
027142	069931	093061	102538	118263	175082	240507	301441	331687	372074	480122	553310	598647

599562	605583	631992	740014	778361	782967	806200	856179	904043	917652	931230	950935	972653
<b>600454</b>	605943	641089	740523	778371	782972	807023	856539	906028	917693	931381	950939	972817
600646	606168	641200	741519	780090	782980	809076	873002	906503	917952	931530	951054	972961
600671	606321	641360	743060	780100	782998	809121	875478	907174	918008	931849	951929	973322
600733	606439	641411	748033	780116	782999	809188	891227	907293	918788	931919	951934	974171
600813	606884	641430	750251	780141	784332	809237	891675	907334	920085	931974	955401	980348
600909	607445	641665	750377	781021	785364	815247	891889	907395	920164	932592	958104	980680
600931	607455	641793	752041	781057	785453	816170	891931	907406	921101	932696	958472	980875
600957	607592	656124	752140	782055	785753	816434	891948	907847	921190	932823	958561	981619
601044	607766	657130	752397	782058	787111	820400	891964	907894	921507	935001	958960	982273
601180	607968	657133	752557	782063	787343	820606	895004	910270	921562	935246	967166	982337
601202	608033	662133	752749	782089	787541	820702	895032	913059	921602	937879	967208	982338
601213	608058	662211	757514	782098	787680	820827	895083	913087	921961	939529	967217	982340
601462	608157	662251	760006	782099	788004	820833	895354	913654	921966	939608	967252	982416
601467	608223	662646	761051	782143	788030	823130	895537	913761	922262	940310	968067	982422
602019	608255	666275	762015	782362	788069	829061	895559	914037	924335	940342	968173	984188
602284	609343	666790	763018	782467	791021	829500	<b>900161</b>	914170	924686	940407	968181	984267
602409	610110	<b>701203</b>	765617	782573	791028	832047	900324	914497	925100	940487	968231	995154
602459	616127	701423	770052	782634	794014	833508	900378	914639	926319	940513	968267	995217
602726	624049	701646	770383	782672	794356	840276	900417	914938	926329	940998	968418	995292
602934	627120	708526	770392	782686	<b>800421</b>	840621	900432	915053	926384	941298	968707	995352
603089	629014	708633	770869	782715	801681	841063	901202	915377	926407	941551	968908	995832
604256	631059	712024	771370	782754	802066	841140	901989	915399	926948	941944	970060	995854
604284	631204	712028	771846	782792	802226	841245	902116	915400	926953	943025	970153	997136
604898	631212	727078	771998	782810	802331	841281	902129	915401	927293	946451	970728	997217
605008	631283	730170	772711	782860	802363	844115	902474	917141	927344	948168	970789	
605012	631328	730213	773040	782872	802373	847096	902551	917279	927363	948186	970908	
605032	631583	730780	773464	782879	802693	853417	902767	917373	928361	948554	970912	
605053	631635	730906	774380	782890	802876	853440	903176	917389	930024	948609	970934	
605106	631654	731040	774382	782905	803200	853582	903223	917401	930366	948737	970953	
605151	631663	731371	775290	782917	805094	853804	903356	917450	930394	949130	970983	
605317	631792	731390	775330	782966	805493	853834	903785	917541	931185	949628	972428	

## Missing, Lost, or Stolen U.S. Money Order Forms

### Do Not Cash — Upon Receipt, Notify Local Postal Inspectors

This listing will be provided to all Postal Service™ employees responsible for accepting and cashing postal money orders. All interim notices should be destroyed when the numbers listed appear in the *Postal Bulletin*. The

actual serial numbers consist of the first 10 digits on the money orders. Check for altered dollar amounts by holding money orders to the light.

010 504 1932 to 010 504 1999	025 729 1643 to 025 729 1799	041 803 6565 to 041 803 6599	273 070 8059 to 273 070 8099
011 582 1889 to 011 582 1899	026 492 3180 to 026 492 3199	043 205 5922 to 043 205 5999	273 775 7700 to 273 775 7899
011 588 2900 to 011 588 3099	027 361 0430 to 027 361 0499	044 087 3457 to 044 087 3499	302 000 0000 to 302 123 9999
012 579 5675 to 012 579 5699	027 369 4482 to 027 369 4495	044 087 4000 to 044 087 4099	349 746 2056 to 2099
013 289 6176 to 013 289 6199	027 671 8762 to 027 671 8776	045 524 4121 to 045 524 4298	350 518 7350 to 7374
013 610 0014 to 013 610 0099	027 787 9886 to 027 787 9899	046 800 9870 to 046 800 9899	360 011 1690 to 1699
014 932 1000 to 014 932 1099	027 965 9487 to 027 965 9499	046 800 9870 to 046 800 9899	360 168 6008 to 6099
014 972 0800 to 014 972 0899	028 191 1852 to 028 191 1999	047 352 4000 to 047 352 4099	360 173 8800 to 8899
015 363 0007 to 015 363 0099	028 850 3000 to 028 850 3199	047 552 4370 to 047 552 4399	360 324 2326 to 2399
017 028 3200 to 017 028 3299	029 510 1500 to 029 510 1599	048 383 7650 to 048 383 7659	362 861 3064 to 3099
018 569 5333 to 018 569 5399	030 687 0903 to 030 687 0999	048 396 3647 to 048 396 3699	373 006 2176 to 2199
018 986 5264 to 018 986 5299	030 701 3442 to 030 701 3499	051 774 8857 to 051 774 8899	374 768 2600 to 2699
019 518 2814 to 019 518 2899	031 077 4507 to 031 077 4799	051 781 2875 to 051 781 2885	375 169 4400 to 4599
020 698 5159 to 020 698 5199	032 295 7500 to 032 295 9999	058 187 3836 to 058 187 3899	375 829 3400 to 3499
020 844 7307 to 020 844 7399	034 394 1000 to 034 394 1099	058 591 1153 to 058 591 1299	375 851 9100 to 9199
020 972 8948 to 020 972 8999	034 943 0400 to 034 943 0799	058 895 3746 to 058 895 3799	376 196 0911 to 0999
022 021 9110 to 022 021 9181	035 035 4337 to 035 035 4399	059 986 0814 to 059 986 0899	378 085 3679 to 3699
022 037 1411 to 022 037 1499	037 706 9578 to 037 706 9599	060 406 7650 to 060 406 7699	378 351 1063 to 1099
022 527 9201 to 022 527 9210	037 805 3677 to 037 805 3699	065 392 6345 to 065 392 6399	379 843 5100 to 5199
023 637 7169 to 023 637 7199	037 909 5490 to 037 909 5499	066 787 3639 to 066 787 3699	380 093 9600 to 9699
024 380 4100 to 024 380 4199	040 024 3901 to 040 024 3999	066 845 7500 to 066 845 9999	380 165 1165 to 1199
024 496 6870 to 024 496 6896	040 674 7100 to 040 674 7199	071 386 3682 to 071 386 3699	381 325 4500 to 4599
025 092 0987 to 025 092 0999	040 688 8816 to 040 688 8899	072 045 9641 to 072 045 9699	381 604 2510 to 2699
025 369 5535 to 025 369 5599	041 299 6752 to 041 299 6799	077 999 4001 to 077 999 4090	381 645 9525 to 9599
025 729 1151 to 025 729 1199	041 623 8889 to 041 623 8899	210 221 0548 to 210 221 0599	383 314 3968 to 3999
		227 275 9400 to 227 275 9999	383 892 1000 to 1344
			383 892 1382 to 1399
			384 925 3641 to 3654
			385 568 2331 to 2399
			385 599 7554 to 7575
			385 774 2024 to 2099
			386 624 1412 to 1599
			386 883 8936 to 8999
			387 314 5574 to 5599
			387 837 6300 to 6399
			388 828 0656 to 0699
			389 696 2400 to 2799
			389 846 3104 to 3135
			389 846 3145 to 3195
			389 887 9211 to 9230
			389 887 9234 to 9299
			390 001 3182 to 3199
			390 001 3500 to 3699
			390 545 5974 to 5999
			391 104 6146 to 6199

391 574 1466 to	1499	<b>410 491 2311 to</b>	<b>2399</b>	429 474 4172 to	4199	454 013 2919 to	2999
391 783 3020 to	3599	410 694 8400 to	8599	429 889 2900 to	2999	454 186 2411 to	2499
391 792 6100 to	6199	410 775 1500 to	1599	<b>430 150 4401 to</b>	<b>4599</b>	454 268 4883 to	4899
392 668 2956 to	2999	410 795 7927 to	7999	430 172 9800 to	9899	454 302 5400 to	5499
392 854 8500 to	8899	410 867 0917 to	0966	430 177 1900 to	2099	454 490 8300 to	8399
393 584 7566 to	7699	410 867 0970 to	0999	430 444 9500 to	9699	454 547 7434 to	7499
393 650 0074 to	0099	411 868 1023 to	1199	430 664 4070 to	4099	454 922 4867 to	4895
393 838 8316 to	8499	411 922 2322 to	2399	432 168 8419 to	8499	455 221 1348 to	1499
393 893 6007 to	6099	412 193 0900 to	0999	432 708 6800 to	6999	455 364 2147 to	2199
394 126 6907 to	6999	412 395 8599 to	8699	432 744 1544 to	1599	455 399 5400 to	5499
394 189 0405 to	0599	412 485 6500 to	6599	432 995 9775 to	9799	455 476 0676 to	0699
394 822 3243 to	3278	412 485 6610 to	6699	433 003 5800 to	5899	455 543 0618 to	0699
394 990 1810 to	1899	412 885 5953 to	5999	433 757 3047 to	3099	456 410 9006 to	9099
395 343 3264 to	3299	414 193 3608 to	3674	433 765 4003 to	4099	456 470 4146 to	4299
395 373 3035 to	3099	414 193 3677 to	3699	434 482 7060 to	7199	456 619 4460 to	4499
395 396 9649 to	9799	414 411 7348 to	7399	434 513 2386 to	2399	457 333 2686 to	2699
395 970 3240 to	3299	414 640 0757 to	0799	434 968 3076 to	3092	457 729 1767 to	1777
397 622 4054 to	4099	414 965 1727 to	1799	435 303 1831 to	1842	457 937 8615 to	8699
397 819 8902 to	8999	417 302 8104 to	8199	435 303 1986 to	1999	458 028 9810 to	9899
398 149 7200 to	7699	417 387 6532 to	6599	435 666 6092 to	6399	458 057 2712 to	2999
399 070 0872 to	0899	417 496 6800 to	6999	436 082 6400 to	6899	458 069 9537 to	9599
399 156 7119 to	7199	417 871 9250 to	9299	436 160 6441 to	6499	458 069 9665 to	9699
399 203 5064 to	5099	417 930 9533 to	9599	437 316 7115 to	7199	458 337 5222 to	5299
399 296 9910 to	9999	418 164 6500 to	6799	437 427 0500 to	3499	458 354 7653 to	7999
399 396 8935 to	8999	418 423 9863 to	9899	439 179 2300 to	2399	458 671 8678 to	8699
399 792 7775 to	7799	418 633 5922 to	5999	439 310 0458 to	0499	458 671 8721 to	8798
399 792 8300 to	8399	418 719 8520 to	8599	<b>440 698 1947 to</b>	<b>1999</b>	458 847 5044 to	5999
<b>400 427 1051 to</b>	<b>1999</b>	418 744 2235 to	2299	440 858 6300 to	6399	459 274 7624 to	7699
401 045 1505 to	1549	418 962 2848 to	2899	440 858 6420 to	7299	459 365 5432 to	5499
401 045 1571 to	1599	419 543 0286 to	0299	441 199 1655 to	1699	459 378 5764 to	5799
401 294 2700 to	2799	419 730 0300 to	0399	443 127 3648 to	3699	459 472 4816 to	4999
401 310 9505 to	9599	<b>420 277 0015 to</b>	<b>0049</b>	443 127 4000 to	4099	<b>460 349 6878 to</b>	<b>6899</b>
401 382 5312 to	5399	420 599 0734 to	0798	443 673 7900 to	7999	460 550 1909 to	1999
402 578 7876 to	7899	420 661 4115 to	4199	443 800 9335 to	9399	460 997 5234 to	5299
403 125 6744 to	6799	420 758 9500 to	9699	444 382 8822 to	8899	461 973 6443 to	6499
403 260 7000 to	7499	420 969 3951 to	3971	444 390 1667 to	1699	462 152 0107 to	0299
403 280 6470 to	6499	420 969 3973 to	3999	444 457 3854 to	3899	462 274 1072 to	1099
403 685 8600 to	8699	421 116 3565 to	3599	<b>450 048 4173 to</b>	<b>4199</b>	462 277 8373 to	8399
404 003 0300 to	0399	421 130 9300 to	9399	450 048 4442 to	4699	462 554 6051 to	6099
404 041 8838 to	8899	421 313 4500 to	4999	450 560 5173 to	5199	463 011 5529 to	5540
404 071 4268 to	4299	421 364 5537 to	5599	450 620 3077 to	3099	463 176 4115 to	4199
404 347 5356 to	5399	421 656 2609 to	2699	450 620 3135 to	3199	463 176 4229 to	4299
404 347 5548 to	5599	421 988 9700 to	9799	450 780 2716 to	2799	463 185 2600 to	2799
404 726 4500 to	4599	422 172 4667 to	4699	450 801 2700 to	2799	463 227 7711 to	7799
404 961 5001 to	5199	422 484 4212 to	4299	451 109 2967 to	2984	463 414 4869 to	4899
405 325 0188 to	0198	422 556 1270 to	1299	451 115 4110 to	4125	463 808 3484 to	3499
406 009 4587 to	4599	422 587 7024 to	7099	451 115 4127 to	4199	463 945 7400 to	7899
406 260 6830 to	6899	422 819 7533 to	7599	451 746 0700 to	0799	464 629 9000 to	9399
406 459 6641 to	6999	422 842 5073 to	5087	452 265 0074 to	0099	464 711 4332 to	4399
406 733 3000 to	3999	422 907 7563 to	7599	452 265 0246 to	0299	465 692 3963 to	3999
407 545 1557 to	1599	424 500 6050 to	6099	452 265 0335 to	0999	465 698 8300 to	8599
407 594 0412 to	0599	424 641 8500 to	8599	452 509 1169 to	1199	465 743 7745 to	7799
407 692 9100 to	9299	424 871 6600 to	6699	452 855 6471 to	6499	466 798 6056 to	6067
407 959 2190 to	2199	425 298 2352 to	2399	452 890 4679 to	4799	467 147 4300 to	4399
408 265 2275 to	2288	425 418 4269 to	4299	452 900 8215 to	8238	468 079 5782 to	5799
408 499 7700 to	7799	425 418 4405 to	4499	453 117 9146 to	9199	469 067 2817 to	2899
408 499 7900 to	7999	426 547 4566 to	4599	453 334 3631 to	3699	469 127 8000 to	8199
408 682 8484 to	8599	427 412 6337 to	6499	453 603 7841 to	7891	469 213 0359 to	0399
408 698 7015 to	7099	427 481 0900 to	0999	453 650 1140 to	1199	469 213 0500 to	0599
409 072 3941 to	3999	428 027 2742 to	2752	453 741 1300 to	1399	469 561 8011 to	8099

469 658 1961 to	1999	484 680 5000 to	5038	603 483 9572 to	9599	623 076 9300 to	9399
469 666 9900 to	9999	484 680 5040 to	5074	603 490 7200 to	7299	623 819 5006 to	5099
469 678 1900 to	1999	484 680 5077 to	5099	603 678 7100 to	7199	623 895 8200 to	8399
469 781 4900 to	4999	485 029 4913 to	4999	603 678 7662 to	7699	623 917 0000 to	0099
469 947 6960 to	6999	486 176 0600 to	0699	603 678 7902 to	7999	623 917 0200 to	0299
<b>470 755 5800 to</b>	<b>5818</b>	486 559 7555 to	7599	603 678 8418 to	8499	624 468 5288 to	5299
471 918 0300 to	0999	486 696 3023 to	3199	603 678 8700 to	9999	624 665 3162 to	3198
471 985 2408 to	2419	488 173 7900 to	7999	604 086 0880 to	0899	625 088 6735 to	6799
472 191 6700 to	6799	488 206 4100 to	4199	604 349 1414 to	1499	625 916 9500 to	9799
472 270 2555 to	2599	488 226 0200 to	0299	604 503 7776 to	7799	625 968 8956 to	8999
472 987 0213 to	0241	488 709 3906 to	3999	605 520 9037 to	9099	627 005 3938 to	3999
472 987 0290 to	0299	488 855 8359 to	8399	605 685 4010 to	4099	627 384 3907 to	4099
473 151 2069 to	2199	489 181 8963 to	8999	605 988 6467 to	6499	627 496 7549 to	7599
473 666 9138 to	9199	489 223 2000 to	2099	607 689 7951 to	7960	627 708 3605 to	3699
473 952 3429 to	3499	489 311 1930 to	1999	607 728 1276 to	1299	627 776 2500 to	2599
474 108 5402 to	5499	489 318 6200 to	6300	608 727 7100 to	7199	628 226 3100 to	3199
474 356 5193 to	5299	489 384 0027 to	0099	608 727 7273 to	7599	628 814 4702 to	4799
474 949 3366 to	3399	489 427 0658 to	0899	608 813 9950 to	9999	628 851 9689 to	9699
475 134 9362 to	9399	489 997 5252 to	5299	609 067 5325 to	5399	629 510 7200 to	7299
475 167 9667 to	9699	<b>490 669 5850 to</b>	<b>6099</b>	609 067 5488 to	5499	629 964 4200 to	4294
475 319 3415 to	3499	490 717 7080 to	7099	609 067 5600 to	5699	<b>630 389 3056 to</b>	<b>3071</b>
475 319 3649 to	3799	490 721 6000 to	6099	609 289 6123 to	6199	630 463 0588 to	0599
475 340 6400 to	6599	490 793 1500 to	2099	609 438 4400 to	4499	631 459 9117 to	9199
475 424 8410 to	8499	490 886 8171 to	8199	609 493 1100 to	1199	631 762 9325 to	9399
475 629 9156 to	9199	490 977 9221 to	9240	609 766 8091 to	8999	632 217 4933 to	4999
475 850 6101 to	6199	491 258 8100 to	9099	609 825 4100 to	4115	632 500 0000 to	599 9999
475 875 2500 to	2599	491 567 1376 to	1399	609 884 2981 to	2999	633 110 4165 to	4199
476 169 8264 to	8299	492 254 4800 to	4899	609 893 1000 to	1099	633 110 4303 to	4499
476 189 3000 to	3499	492 283 5100 to	5199	<b>610 092 3200 to</b>	<b>3299</b>	633 438 6429 to	6599
476 331 2480 to	2499	492 610 6813 to	6899	610 582 4200 to	4299	633 588 7173 to	7182
477 289 8601 to	8699	493 394 5568 to	5599	611 879 6939 to	6999	634 725 0700 to	0799
477 681 5206 to	5299	493 470 2562 to	2599	612 291 8013 to	8099	634 803 3239 to	3299
478 010 4243 to	4268	493 473 7700 to	7799	612 751 5171 to	5199	634 807 2474 to	2499
478 010 4270 to	4291	493 716 2153 to	2199	612 751 5226 to	5299	634 827 5900 to	5999
478 450 5071 to	5099	494 206 2972 to	2999	612 751 6083 to	6099	634 886 3428 to	3499
478 469 7838 to	7858	494 217 3446 to	3999	612 751 6268 to	6299	635 559 3449 to	3499
478 469 7883 to	7899	494 224 0500 to	0599	612 751 6572 to	6599	636 289 6214 to	6299
479 280 9800 to	9899	495 145 0600 to	0699	612 774 2111 to	2199	636 634 8007 to	8042
479 365 9116 to	9176	496 209 7425 to	7499	612 774 2254 to	2299	637 150 1200 to	1299
479 412 9900 to	9999	496 213 8728 to	8799	612 774 2500 to	2599	637 562 5828 to	5899
479 667 6190 to	6199	496 474 5226 to	5248	614 469 0979 to	0999	638 042 1647 to	1699
479 748 9680 to	9699	497 053 8517 to	8699	614 474 3000 to	3099	638 049 4984 to	4999
479 860 7000 to	7199	497 854 8673 to	8699	614 521 3490 to	3499	638 318 1115 to	1199
<b>480 526 2000 to</b>	<b>2099</b>	498 449 8888 to	8899	614 645 1800 to	1899	638 318 1453 to	1499
480 640 6330 to	6399	498 929 8285 to	8499	614 832 1100 to	2099	638 885 0000 to	0299
480 658 0568 to	0599	498 936 5310 to	5399	615 017 7505 to	7599	638 903 4362 to	4373
480 689 5100 to	5199	499 016 5425 to	5499	617 711 6609 to	6699	639 415 1929 to	1999
481 072 9463 to	9499	499 440 8575 to	8899	617 760 5266 to	5299	639 415 2019 to	2099
481 673 0074 to	0095	499 731 6717 to	6799	617 813 3601 to	3699	639 420 6200 to	6299
482 527 1500 to	1599	<b>500 064 1858 to</b>	<b>1869</b>	618 840 9200 to	9299	639 469 3517 to	3799
482 541 5255 to	5299	500 070 5725 to	7799	619 551 7229 to	7299	639 605 2143 to	2199
482 729 6800 to	6899	<b>600 645 3223 to</b>	<b>3299</b>	619 859 3000 to	3099	639 657 8600 to	8799
483 363 7207 to	7299	601 339 1200 to	1399	<b>620 073 9400 to</b>	<b>9499</b>	<b>640 289 7500 to</b>	<b>7599</b>
483 402 2356 to	2399	601 653 5884 to	5899	621 614 7907 to	7930	640 289 7700 to	7999
483 486 5100 to	5199	601 661 7700 to	7799	621 614 7932 to	7999	641 170 4420 to	4499
483 632 1521 to	1599	601 682 5343 to	5399	621 648 8021 to	8199	641 318 3133 to	3199
483 632 2600 to	2799	601 928 1600 to	1699	621 648 8500 to	8599	641 378 6500 to	6999
483 849 1615 to	1699	602 512 2972 to	2999	621 904 8351 to	8599	641 383 8739 to	8799
484 174 4803 to	5299	602 555 2400 to	2799	621 916 1978 to	1989	641 877 3187 to	3299
484 323 8900 to	9199	602 829 7061 to	7099	622 989 8032 to	8099	641 877 3310 to	3399

642 355 8094 to	8199	655 523 2600 to	2999	682 956 6280 to	6299	701 028 6780 to	6899
642 355 8308 to	8999	656 305 2448 to	2499	682 956 6490 to	6599	701 213 3900 to	3999
642 900 0018 to	0099	657 347 4438 to	4999	682 956 6700 to	6799	701 267 2000 to	3999
643 030 6254 to	6299	657 710 8100 to	8999	682 965 1178 to	1199	701 335 7312 to	7399
644 066 0882 to	0899	657 780 0985 to	0999	682 965 1201 to	1299	701 369 2005 to	2050
644 069 0600 to	0699	658 586 1400 to	1499	683 118 2389 to	2399	701 499 2260 to	2299
644 077 7506 to	7699	658 877 8000 to	8199	683 378 2000 to	2099	701 503 2247 to	2299
644 085 8157 to	8199	658 880 8000 to	8199	683 378 2117 to	2299	701 541 2271 to	2299
644 112 9839 to	9899	659 398 7300 to	7399	683 415 1200 to	1499	701 553 6557 to	6599
644 373 9083 to	9099	659 706 8113 to	8199	683 444 8159 to	8199	701 578 7460 to	7469
644 380 1460 to	1499	659 846 7837 to	7899	685 154 7780 to	7789	701 578 7475 to	7499
644 733 4715 to	4799	<b>660 510 4100 to</b>	<b>4199</b>	685 297 7645 to	7699	701 601 3457 to	3499
644 900 9712 to	9799	660 673 0400 to	0599	685 623 5264 to	5299	701 605 5913 to	5999
644 901 0109 to	1299	661 488 5000 to	5099	685 650 9487 to	9499	701 695 3982 to	3999
644 901 1325 to	1399	661 609 9100 to	9199	685 669 4200 to	4299	701 695 4148 to	4199
644 923 6800 to	7799	661 716 9420 to	9499	685 757 8452 to	8499	701 695 4227 to	4299
644 932 4655 to	4699	661 906 6522 to	6599	686 071 2694 to	2799	701 708 1741 to	1799
645 318 7240 to	7499	662 021 8332 to	8399	686 176 3333 to	3354	701 736 3966 to	3999
645 333 1766 to	1799	662 068 0700 to	0899	686 372 3200 to	3299	701 838 2800 to	2899
645 790 8632 to	8699	662 553 0774 to	0799	686 644 5879 to	5899	701 941 0600 to	0699
645 821 0657 to	0699	663 078 7034 to	7099	686 899 1371 to	1399	702 171 1603 to	1699
645 930 7948 to	7999	663 763 5300 to	5399	686 931 7636 to	7699	702 195 5109 to	5199
645 975 0737 to	0762	663 883 7039 to	7499	687 601 0973 to	0999	702 254 9300 to	9399
646 242 6200 to	6299	663 938 9200 to	9299	687 614 6774 to	6799	702 264 7569 to	7599
646 270 7639 to	7799	664 253 8000 to	8499	688 120 9000 to	9999	702 519 0513 to	0524
646 798 4000 to	4999	664 656 3055 to	3099	688 314 3107 to	3191	702 713 1800 to	1809
647 048 7035 to	7099	665 174 6400 to	6499	<b>690 291 1361 to</b>	<b>1371</b>	702 821 5730 to	5799
647 049 2900 to	2999	665 274 8208 to	8299	690 788 2877 to	2899	702 821 5805 to	5899
647 398 8300 to	8399	665 669 5400 to	5499	690 893 5344 to	5399	702 846 6331 to	6399
647 398 8481 to	8499	666 132 8226 to	8299	690 893 5512 to	5599	702 848 3900 to	3999
647 437 3000 to	4999	666 696 2209 to	2299	690 904 1300 to	1599	702 857 7302 to	7499
647 811 2188 to	2199	666 696 2309 to	2399	690 941 6000 to	6199	702 878 0114 to	0199
648 009 6057 to	6099	667 032 9300 to	9399	691 313 6383 to	6399	703 364 1707 to	1799
648 163 5300 to	5499	667 729 5529 to	5599	691 313 6600 to	6699	<b>740 002 7710 to</b>	<b>7719</b>
648 722 5283 to	5299	668 383 8400 to	8699	691 582 8003 to	8099	740 241 9049 to	9099
648 892 3164 to	3199	<b>670 368 3400 to</b>	<b>3499</b>	691 664 1800 to	1999	740 255 1718 to	1799
649 100 3989 to	3999	670 369 7336 to	7399	691 664 2400 to	2499	740 470 2420 to	2443
649 647 0370 to	0399	670 750 7169 to	7199	692 727 9362 to	9399	740 523 7432 to	7449
649 647 0522 to	0599	671 046 6200 to	6399	692 798 1800 to	1899	740 535 1555 to	1580
649 647 5237 to	5399	671 251 5448 to	5499	693 249 0779 to	0799	740 701 6105 to	6114
649 647 9100 to	9299	671 926 5600 to	5799	693 249 0877 to	1699	740 705 9790 to	9799
649 666 7800 to	8299	672 444 2000 to	2999	693 445 0566 to	0999	740 726 6400 to	6500
<b>650 114 7707 to</b>	<b>7719</b>	672 828 3410 to	3499	693 448 8500 to	8999	740 765 3306 to	3399
650 130 3400 to	3599	673 167 5776 to	5799	693 645 9583 to	9599	<b>805 885 8411 to</b>	<b>8499</b>
650 213 0406 to	0499	675 464 3700 to	3799	693 965 4200 to	4299	806 087 1100 to	1499
650 555 1749 to	1799	675 464 4000 to	4199	695 741 2906 to	2999	806 268 9275 to	9299
650 564 1900 to	1999	676 365 5958 to	5999	695 947 8518 to	8599	806 534 3400 to	3477
650 627 4212 to	4299	676 669 1024 to	1099	696 662 8247 to	8299	807 342 3283 to	3399
650 736 2043 to	2099	677 126 6734 to	6799	697 447 8285 to	8296	808 086 7100 to	7199
650 739 1540 to	1699	677 333 9979 to	9999	698 042 4816 to	4899	808 090 3440 to	3499
651 741 4415 to	4499	677 466 1088 to	1099	698 131 2138 to	2157	808 325 5161 to	5699
651 882 2800 to	2899	678 071 4500 to	4799	698 227 0000 to	0099	808 784 8000 to	8299
652 754 6317 to	6399	678 096 7531 to	7599	<b>700 065 2570 to</b>	<b>2599</b>	<b>830 125 0672 to</b>	<b>0699</b>
653 131 4945 to	4999	679 909 2578 to	2599	700 065 4800 to	4899	830 602 5800 to	5999
653 426 3300 to	3399	<b>680 112 9565 to</b>	<b>9599</b>	700 190 3350 to	3359	830 610 3700 to	3799
653 455 4874 to	4899	680 244 0903 to	0999	700 228 6048 to	6099	830 983 3500 to	3599
654 238 0000 to	0399	680 412 6046 to	6099	700 650 0452 to	0499	830 983 3635 to	3699
654 404 3065 to	3092	680 761 6800 to	6899	700 666 1323 to	1349	831 354 1387 to	1399
654 962 2900 to	3199	681 677 0540 to	0699	700 786 9106 to	9142	831 815 8240 to	8299
655 103 5081 to	5199	682 070 1029 to	1099	700 859 0744 to	0758	832 525 3810 to	3899

833 159 1884 to	1899	854 304 4089 to	4999	870 536 5820 to	5829	911 268 9077 to	9099
833 456 2567 to	2599	854 529 2200 to	2299	870 541 7167 to	7239	911 400 8948 to	8999
833 566 3015 to	3071	854 532 0000 to	2999	870 575 8155 to	8999	911 508 1620 to	1799
834 130 5200 to	5299	855 001 6204 to	6249	870 589 0485 to	0494	911 509 9310 to	9399
834 316 5444 to	5499	855 319 9364 to	9399	870 691 7060 to	7099	911 523 3000 to	3999
834 354 8747 to	8766	855 361 3390 to	3399	872 029 9306 to	9399	912 057 9922 to	9999
834 354 8824 to	8838	856 226 0490 to	0499	872 100 0445 to	0459	912 882 0563 to	0899
835 269 5700 to	5799	856 656 5800 to	5999	<b>900 556 4178 to</b>	<b>4199</b>	913 605 2218 to	2299
835 496 7303 to	7399	856 752 0200 to	0299	900 845 0044 to	0099	913 709 2429 to	2499
835 539 5200 to	5999	857 111 1352 to	1399	900 936 0217 to	0299	913 818 3501 to	3999
835 813 3015 to	3099	857 279 3450 to	3499	900 936 0435 to	0499	914 063 4300 to	4399
837 672 8967 to	8999	857 843 4000 to	4099	901 058 5255 to	5280	914 346 7621 to	7644
837 784 3282 to	3299	858 124 7644 to	7699	901 273 1082 to	1099	914 453 1366 to	1399
838 176 8377 to	8399	858 756 3111 to	3299	901 287 5143 to	5199	914 529 6185 to	6299
838 518 1257 to	1299	859 063 8200 to	8699	901 291 2789 to	2799	914 896 4658 to	4699
839 718 8257 to	8299	859 190 0600 to	0644	901 525 7122 to	7199	915 187 8774 to	8779
<b>840 323 0600 to</b>	<b>0699</b>	859 437 5538 to	5599	902 089 1253 to	1299	915 300 2783 to	2799
840 875 6235 to	6299	859 811 2888 to	2899	902 198 9769 to	9799	915 546 6822 to	6999
840 910 0900 to	0999	859 855 8873 to	8999	902 948 1269 to	1299	915 671 3963 to	3980
841 349 5000 to	5099	<b>860 240 8520 to</b>	<b>8599</b>	902 985 0833 to	0899	915 671 3982 to	3999
841 805 7747 to	7899	860 275 3900 to	3999	903 370 6934 to	6999	915 675 2217 to	2299
841 805 7944 to	8099	860 518 9629 to	9699	904 600 6523 to	6599	916 440 3377 to	3399
842 226 0685 to	0695	860 600 0021 to	0999	904 892 0378 to	0399	916 670 6352 to	6399
842 685 4600 to	4699	861 158 2350 to	2599	904 892 0648 to	1299	916 682 5300 to	5399
842 685 4742 to	4999	861 367 5400 to	5499	905 056 2216 to	2299	916 694 1414 to	1499
842 860 0300 to	0399	861 637 6010 to	6099	905 510 6647 to	6799	916 703 0802 to	0821
842 898 5582 to	5599	861 979 7292 to	7499	905 510 6900 to	7099	917 089 0709 to	0799
843 062 7100 to	7199	862 216 6100 to	6199	905 794 0000 to	0199	917 089 0842 to	0899
843 077 6288 to	6299	862 263 9213 to	9299	905 794 0288 to	0299	917 216 2928 to	2999
843 077 6378 to	6399	862 271 0800 to	0999	905 873 6900 to	6999	917 370 6300 to	6499
843 758 5769 to	5778	862 271 5000 to	5099	905 873 7100 to	7299	917 486 4900 to	4999
843 786 2554 to	2699	863 871 5138 to	5199	905 880 8900 to	8999	918 460 0602 to	0699
845 656 8165 to	8199	863 949 5300 to	5399	905 889 7100 to	7199	918 492 5200 to	5399
845 727 2100 to	2199	864 088 8200 to	8299	906 158 1508 to	1599	918 951 7231 to	7299
845 746 2618 to	2635	864 426 3972 to	3999	906 558 8812 to	8899	919 519 2786 to	2799
846 390 7531 to	7599	864 520 6117 to	6136	906 982 2214 to	2299	919 536 0770 to	0799
846 918 0572 to	0599	865 151 0526 to	0599	907 725 8500 to	8599	919 814 3095 to	3199
847 237 7690 to	7699	865 500 4034 to	4099	907 815 0216 to	0257	919 915 2774 to	2787
847 284 2481 to	2499	865 883 6082 to	6099	908 622 4225 to	4235	<b>920 155 4662 to</b>	<b>4687</b>
847 374 7055 to	7065	866 004 3000 to	3999	908 936 9254 to	9299	920 309 9039 to	9199
847 374 7055 to	7065	866 442 4100 to	4899	909 100 1787 to	1799	920 857 5500 to	5899
847 636 5304 to	5399	867 366 9108 to	9118	909 100 1900 to	2099	920 864 3480 to	3499
847 700 5447 to	5499	867 633 7403 to	7499	909 355 0422 to	0499	921 333 7400 to	7499
847 723 7500 to	7599	867 737 5623 to	5699	909 568 8900 to	9099	921 414 3762 to	3799
849 485 3427 to	3499	868 169 4529 to	4599	909 568 9300 to	9499	921 477 3762 to	3799
849 520 9850 to	9899	868 173 8400 to	8599	909 725 7307 to	7399	922 278 1048 to	1399
849 608 1357 to	1399	868 514 9000 to	9099	909 833 0947 to	0999	922 280 2019 to	2099
849 792 2600 to	2699	868 566 9200 to	9299	<b>910 219 8631 to</b>	<b>8699</b>	922 280 2233 to	2299
<b>850 546 1862 to</b>	<b>1899</b>	869 387 1150 to	1199	910 265 1100 to	1199	922 773 0459 to	0499
851 143 6826 to	6844	869 505 3500 to	3599	910 471 7273 to	7299	923 032 7000 to	7399
851 209 9880 to	9899	869 523 7033 to	7099	910 536 2505 to	2599	923 045 3630 to	3699
851 928 9221 to	9299	869 800 0000 to	999 9999	910 958 7499 to	7599	923 810 7800 to	8299
852 589 6560 to	6599	<b>870 054 4814 to</b>	<b>4899</b>	911 140 1000 to	2199	924 252 1200 to	1299
853 049 3646 to	3699	870 491 4812 to	4849	911 245 2545 to	2599	924 252 1400 to	1499

## Missing, Lost, or Stolen Canadian Money Order Forms

### Do Not Cash — Upon Receipt, Notify Local Postal Inspectors

This listing will be provided to all Postal Service™ employees responsible for accepting and cashing postal money orders. Destroy any interim notices when the numbers listed appear in the *Postal Bulletin*. The new money order serial numbers consist of the first 9 digits. The 10th digit is a check digit only.

Do not cash new style money orders **000 000 001 to 692 600 000**. Advise holders to send invalid money orders to: Canada Post Corporation, Ottawa, Canada K1A 0B1. Check for altered dollar amounts by holding money orders to the light.

<b>000 000 001 to 692 600 000</b>	702 104 368 to 4 900	709 649 804 to 9 820	719 869 731 to 9 760
<b>692 720 871 to 0 900</b>	702 128 306 to 8 400	709 733 281 to 3 580	<b>720 227 871 to 7 930</b>
692 876 955 to 7 050	702 179 891 to 9 900	<b>710 046 813 to 6 840</b>	720 227 949 to 7 960
693 290 380 to 0 400	702 260 751 to 0 850	710 358 093 to 8 166	720 368 543 to 8 570
693 290 426 to 0 450	702 410 595 to 1 050	710 358 257 to 8 270	720 392 151 to 2 570
694 063 700 to 3 897	702 660 151 to 0 540	711 021 501 to 1 510	720 556 491 to 6 640
694 063 900 to 4 000	702 723 429 to 3 450	711 049 411 to 9 560	720 558 621 to 8 650
694 550 501 to 0 530	703 004 401 to 4 820	711 408 045 to 8 090	720 575 361 to 5 570
694 595 031 to 5 050	703 083 819 to 4 020	712 003 381 to 3 650	720 590 152 to 0 179
694 595 087 to 5 300	703 432 131 to 2 230	712 104 220 to 4 230	721 638 331 to 9 170
694 698 551 to 8 650	703 626 061 to 6 090	712 327 861 to 7 890	721 815 391 to 5 420
694 745 458 to 5 600	703 863 121 to 3 240	712 327 952 to 7 980	721 969 713 to 9 740
695 105 313 to 5 350	703 863 477 to 3 540	712 647 061 to 7 090	722 072 137 to 2 160
695 142 809 to 3 050	703 867 801 to 7 980	713 284 171 to 4 260	722 378 265 to 8 280
695 144 666 to 4 700	704 030 628 to 0 640	713 292 871 to 2 990	722 413 990 to 4 004
695 272 601 to 2 750	704 154 024 to 4 120	714 035 101 to 5 160	722 764 948 to 4 980
695 277 576 to 7 650	704 227 561 to 7 829	714 155 011 to 5 400	722 825 840 to 5 889
695 530 761 to 0 800	704 227 831 to 8 069	714 328 231 to 8 440	723 153 841 to 3 850
696 487 701 to 7 800	704 228 071 to 8 100	714 442 952 to 2 980	723 237 616 to 7 630
696 784 101 to 4 550	704 420 344 to 0 490	714 442 952 to 2 980	723 331 081 to 1 110
696 870 601 to 0 650	704 420 344 to 0 490	714 562 843 to 2 860	723 331 081 to 1 110
697 047 501 to 7 600	704 568 751 to 8 990	714 590 391 to 0 430	723 496 443 to 6 470
697 052 101 to 2 350	704 965 301 to 5 770	714 609 811 to 9 930	723 967 291 to 7 320
697 217 251 to 7 400	705 116 780 to 6 790	714 609 961 to 9 990	724 655 196 to 5 340
697 249 952 to 50 050	705 280 801 to 0 980	714 807 181 to 7 240	724 711 441 to 1 500
697 414 886 to 4 900	705 475 651 to 6 040	714 871 321 to 1 500	724 711 538 to 1 560
697 469 606 to 9 700	705 566 127 to 6 280	714 928 529 to 8 590	724 793 221 to 3 250
697 850 401 to 0 750	705 740 581 to 0 730	715 128 183 to 8 330	724 908 109 to 8 120
698 098 446 to 8 550	705 782 796 to 2 820	715 144 171 to 4 470	724 937 461 to 7 670
698 300 251 to 0 300	705 822 271 to 2 480	715 197 211 to 7 570	725 163 118 to 3 151
698 504 383 to 4 650	706 180 148 to 0 290	715 595 910 to 6 180	725 202 735 to 2 750
698 533 927 to 4 200	706 184 041 to 4 220	715 941 781 to 1 810	725 398 591 to 8 800
698 562 268 to 2 400	706 357 861 to 8 190	715 962 421 to 2 480	725 464 591 to 4 920
699 090 686 to 0 750	706 382 419 to 2 430	716 477 396 to 7 430	725 475 321 to 5 330
699 752 699 to 2 850	706 628 735 to 8 820	716 556 635 to 6 660	725 711 057 to 1 070
<b>700 068 473 to 8 500</b>	706 638 211 to 8 420	717 083 841 to 3 960	725 738 581 to 8 730
700 161 501 to 1 650	706 817 959 to 8 000	717 191 648 to 1 690	725 981 311 to 1 430
700 202 522 to 2 700	707 034 391 to 4 450	717 193 161 to 3 490	725 987 835 to 7 880
700 290 275 to 0 300	707 292 636 to 2 660	717 228 591 to 8 680	726 060 811 to 0 900
700 465 730 to 5 750	707 441 401 to 1 687	717 333 902 to 3 950	726 391 970 to 2 520
700 561 444 to 1 550	707 441 836 to 1 940	717 739 745 to 9 910	726 484 771 to 4 800
701 423 101 to 3 150	707 958 541 to 8 570	717 884 991 to 5 050	726 493 351 to 5 300
701 625 469 to 5 550	707 960 107 to 0 160	718 026 171 to 6 290	726 504 031 to 4 063
701 643 829 to 3 850	708 059 941 to 60 000	718 466 370 to 6 420	726 504 070 to 4 090
701 945 451 to 5 500	708 115 830 to 5 860	718 568 451 to 8 479	726 504 331 to 4 390
702 033 701 to 4 050	708 116 251 to 6 310	718 590 741 to 0 770	726 563 701 to 4 060
702 051 501 to 1 750	708 138 301 to 8 480	718 714 210 to 4 370	726 599 371 to 9 460
702 053 601 to 3 800	709 222 591 to 2 920	718 795 881 to 6 000	726 626 356 to 6 370
	709 243 479 to 3 500	718 961 721 to 1 780	727 182 271 to 2 510
	709 411 171 to 1 320	718 982 001 to 2 300	727 416 181 to 6 240



727 481 431	to	1 460	735 783 961	to	3 990	744 234 751	to	4 780	756 371 565	to	1 580
727 749 241	to	9 780	735 803 401	to	3 430	744 499 591	to	9 680	756 876 031	to	6 120
728 382 331	to	2 480	736 005 420	to	5 440	744 626 901	to	6 910	756 876 151	to	6 240
728 702 338	to	2 400	736 366 021	to	6 110	745 388 794	to	8 910	756 970 129	to	0 140
728 915 371	to	5 850	736 624 456	to	4 500	746 446 806	to	6 820	757 059 613	to	9 630
728 953 141	to	3 410	736 670 851	to	1 060	746 818 351	to	8 410	757 078 540	to	8 560
728 954 280	to	4 310	736 767 061	to	7 090	747 245 266	to	5 280	757 086 209	to	6 240
729 169 081	to	9 140	736 767 093	to	7 120	747 364 813	to	4 830	757 240 591	to	0 650
729 363 841	to	3 870	736 982 191	to	2 370	747 501 434	to	1 450	757 277 371	to	7 700
729 682 891	to	3 190	736 982 551	to	2 730	747 739 891	to	0 070	757 291 591	to	2 730
729 838 940	to	9 070	737 110 141	to	0 170	748 148 649	to	8 760	757 964 251	to	4 280
729 839 101	to	9 130	737 185 501	to	5 710	748 259 960	to	9 970	758 067 001	to	7 090
<b>730 077 683</b>	<b>to</b>	<b>7 840</b>	737 317 321	to	7 350	748 565 162	to	5 280	758 105 221	to	5 250
730 109 847	to	9 880	737 517 781	to	7 840	748 874 988	to	5 030	758 324 941	to	5 000
730 373 761	to	3 850	737 628 181	to	8 210	749 137 381	to	7 410	758 593 628	to	3 650
730 501 951	to	2 130	737 634 258	to	4 270	749 190 192	to	0 210	758 709 038	to	9 060
730 519 379	to	9 470	738 361 971	to	1 980	749 685 421	to	5 450	758 744 101	to	4 160
730 569 278	to	9 360	738 447 601	to	7 660	749 846 791	to	6 850	758 850 883	to	0 900
730 711 711	to	1 740	738 648 355	to	8 450	749 993 131	to	3 580	758 860 951	to	1 550
730 722 991	to	3 230	738 849 811	to	9 900	<b>750 071 587</b>	<b>to</b>	<b>1 610</b>	759 152 851	to	2 880
730 845 970	to	5 990	738 892 270	to	2 290	750 408 167	to	8 183	759 740 941	to	1 090
730 888 291	to	8 320	738 997 259	to	7 380	750 438 421	to	8 501	<b>760 004 596</b>	<b>to</b>	<b>4 610</b>
730 927 591	to	7 680	739 161 451	to	1 540	750 743 911	to	4 030	760 118 191	to	8 250
731 307 914	to	7 930	739 219 381	to	9 440	750 779 118	to	9 400	760 155 001	to	5 090
731 402 431	to	2 460	739 740 151	to	0 180	750 910 981	to	1 010	760 378 002	to	8 020
731 407 232	to	7 320	739 793 491	to	3 520	750 960 841	to	0 900	760 692 722	to	2 749
731 588 301	to	8 340	739 793 527	to	3 550	751 296 211	to	6 240	761 055 460	to	5 480
731 767 273	to	7 320	739 942 621	to	2 650	751 539 121	to	9 180	761 169 781	to	9 810
731 781 061	to	1 120	739 999 231	to	9 320	751 541 311	to	1 790	761 504 941	to	5 120
731 837 821	to	7 910	<b>740 011 517</b>	<b>to</b>	<b>1 530</b>	751 757 641	to	7 700	761 516 836	to	6 910
731 841 377	to	1 450	740 030 701	to	0 970	751 936 951	to	7 010	761 613 588	to	3 600
732 018 481	to	8 600	740 261 740	to	1 820	751 951 861	to	1 890	761 688 631	to	8 690
732 067 972	to	8 370	740 265 811	to	6 290	751 999 021	to	9 110	761 805 199	to	5 240
732 188 649	to	8 670	740 299 111	to	9 170	752 139 516	to	9 570	761 826 106	to	6 120
732 193 460	to	3 470	740 299 231	to	9 260	752 182 892	to	2 950	761 881 171	to	1 560
732 201 241	to	1 390	740 329 266	to	9 320	752 206 861	to	7 100	761 975 641	to	5 670
732 220 431	to	0 440	740 889 081	to	9 090	752 295 241	to	5 600	761 975 886	to	5 895
732 355 201	to	5 380	741 010 421	to	0 530	752 731 351	to	1 410	762 304 144	to	4 170
732 472 320	to	2 560	741 113 041	to	3 370	752 767 441	to	7 470	762 324 931	to	4 960
732 541 605	to	1 620	741 373 891	to	4 340	753 008 941	to	9 030	762 439 261	to	9 290
732 572 221	to	2 490	741 452 369	to	2 490	753 194 311	to	4 370	762 524 158	to	4 220
732 586 479	to	6 710	741 492 991	to	3 140	753 620 378	to	0 400	762 584 872	to	4 970
732 994 037	to	4 080	741 553 460	to	3 470	754 013 917	to	3 940	762 593 431	to	3 460
733 163 449	to	3 460	741 764 431	to	4 520	754 161 061	to	1 120	763 155 160	to	5 180
733 297 171	to	7 290	742 178 834	to	8 880	754 358 445	to	8 610	763 178 631	to	8 660
733 446 631	to	7 110	742 325 500	to	5 520	754 410 451	to	0 660	763 506 001	to	6 060
733 474 665	to	4 770	742 325 668	to	5 700	754 438 393	to	8 410	763 522 141	to	2 470
733 704 482	to	4 570	742 408 771	to	8 830	754 493 109	to	3 130	763 717 694	to	7 800
733 751 041	to	1 130	742 512 120	to	2 150	754 664 182	to	4 220	763 826 461	to	6 520
734 009 101	to	9 130	742 684 849	to	4 890	754 816 377	to	6 470	763 900 460	to	0 471
734 290 759	to	0 770	742 839 553	to	9 630	755 487 421	to	7 600	763 900 479	to	0 530
734 389 273	to	9 290	742 913 668	to	3 700	755 592 901	to	3 140	763 917 271	to	7 750
734 440 031	to	0 111	742 917 287	to	7 296	755 790 020	to	0 030	764 125 801	to	5 860
734 797 201	to	7 320	742 921 891	to	1 980	755 791 730	to	1 800	764 284 525	to	4 560
734 939 611	to	9 640	742 983 631	to	3 810	755 926 951	to	7 070	764 526 241	to	6 330
734 950 111	to	0 170	743 020 021	to	0 170	755 934 332	to	4 510	764 601 421	to	1 600
735 120 331	to	0 840	743 206 491	to	6 500	755 957 701	to	8 000	764 650 231	to	0 470
735 283 008	to	3 020	743 235 992	to	6 050	755 962 981	to	3 280	764 984 371	to	4 850
735 293 131	to	3 220	743 940 631	to	0 900	756 035 371	to	5 490	765 003 667	to	3 680
735 635 010	to	5 040	743 978 011	to	8 070	756 301 257	to	1 290	765 042 517	to	2 540

765 194 728	to	4 970	773 852 971	to	3 030	780 625 208	to	5 920	789 044 014	to	4 100
765 387 365	to	7 450	773 858 011	to	8 100	780 711 345	to	1 540	789 326 341	to	6 880
765 541 801	to	2 100	773 892 721	to	7 190	780 778 894	to	8 920	<b>790 209 421</b>	<b>to</b>	<b>9 480</b>
765 638 461	to	8 970	773 958 061	to	8 660	780 865 851	to	5 920	790 418 170	to	8 190
765 647 101	to	7 190	774 101 148	to	1 190	780 873 421	to	3 450	790 448 020	to	8 460
765 813 781	to	4 029	774 107 161	to	7 190	781 141 891	to	1 980	790 597 485	to	7 530
765 879 314	to	9 390	774 177 226	to	7 270	781 238 697	to	8 730	790 911 883	to	1 900
765 954 001	to	4 030	774 279 481	to	9 810	781 503 151	to	3 180	791 057 441	to	7 550
766 120 286	to	0 320	774 408 399	to	8 420	781 518 818	to	8 840	791 239 081	to	9 290
766 125 716	to	5 750	774 431 821	to	2 450	781 624 126	to	4 200	791 374 483	to	4 500
766 158 824	to	8 840	774 510 451	to	0 780	781 679 221	to	9 340	791 387 971	to	8 030
766 388 433	to	8 460	774 652 981	to	3 010	781 723 771	to	3 890	791 447 521	to	7 850
766 509 421	to	9 660	774 778 981	to	9 040	781 723 964	to	3 990	791 451 151	to	1 240
766 572 901	to	3 020	774 867 481	to	7 510	781 761 391	to	1 720	791 500 009	to	0 470
766 748 500	to	8 521	774 867 515	to	7 540	781 878 721	to	9 020	791 771 431	to	1 490
767 024 341	to	4 370	774 934 275	to	4 290	782 424 840	to	4 900	792 004 293	to	4 320
767 326 471	to	6 590	774 961 261	to	1 290	782 939 821	to	9 850	792 018 379	to	8 420
767 332 561	to	2 950	775 106 223	to	6 235	782 985 347	to	5 360	792 070 621	to	0 740
768 009 841	to	9 960	775 106 237	to	6 248	783 063 631	to	3 690	792 145 211	to	5 230
768 011 489	to	1 520	775 331 515	to	1 550	783 578 101	to	8 130	792 391 381	to	1 620
768 177 980	to	7 990	775 444 210	to	4 230	783 578 143	to	8 160	792 452 779	to	2 790
768 391 081	to	1 170	775 579 301	to	9 320	783 663 991	to	4 050	792 772 728	to	2 770
768 661 569	to	1 650	775 622 683	to	2 760	783 739 838	to	0 280	792 903 511	to	3 990
769 000 051	to	0 080	776 144 621	to	4 670	784 142 598	to	2 610	793 282 518	to	2 533
769 050 841	to	0 900	776 154 010	to	4 060	784 380 061	to	0 090	794 041 831	to	2 040
769 159 081	to	9 178	777 561 631	to	2 080	784 507 591	to	7 740	794 397 709	to	7 780
769 737 496	to	7 510	776 657 371	to	7 490	784 507 759	to	7 860	794 581 741	to	2 040
769 778 491	to	8 730	776 817 421	to	7 450	784 913 509	to	3 531	794 592 122	to	2 150
769 827 331	to	7 450	776 951 225	to	1 250	785 429 491	to	9 520	795 032 251	to	2 340
<b>770 216 071</b>	<b>to</b>	<b>6 100</b>	777 141 601	to	2 140	785 989 351	to	9 440	796 373 406	to	3 430
770 723 281	to	3 400	777 297 421	to	7 510	786 036 450	to	6 480	796 602 961	to	3 050
770 790 451	to	0 480	777 621 721	to	1 750	786 111 854	to	1 930	796 708 441	to	8 500
770 915 150	to	5 490	777 810 309	to	0 330	786 510 527	to	0 540	796 886 281	to	6 430
771 455 551	to	5 610	778 049 651	to	9 670	786 510 571	to	0 600	796 901 701	to	2 000
771 609 661	to	9 690	778 106 225	to	6 310	786 510 571	to	0 600	796 975 466	to	5 590
771 932 551	to	2 580	778 218 730	to	8 780	786 676 937	to	6 980	797 272 917	to	2 950
772 057 224	to	7 440	778 251 871	to	1 930	786 730 831	to	0 920	797 519 441	to	9 460
772 162 660	to	3 070	778 286 911	to	6 940	786 743 671	to	3 700	797 519 731	to	0 240
772 718 615	to	8 640	778 328 699	to	8 730	786 743 711	to	3 730	797 535 181	to	5 330
772 940 140	to	0 160	778 567 471	to	7 860	786 854 491	to	4 550	798 040 053	to	0 080
772 970 886	to	0 940	778 570 771	to	0 830	786 977 256	to	7 461	798 055 813	to	5 830
773 009 419	to	9 430	778 699 096	to	9 110	787 158 121	to	8 390	798 055 891	to	5 950
773 112 031	to	2 060	778 779 471	to	9 480	787 325 701	to	5 910	798 326 371	to	6 520
773 125 387	to	5 410	779 146 205	to	6 230	787 493 281	to	3 340	798 339 167	to	9 210
773 179 320	to	9 410	779 233 681	to	3 710	787 793 816	to	3 880	798 562 411	to	2 440
773 202 989	to	3 140	779 316 961	to	7 200	787 822 428	to	2 440	798 632 461	to	2 490
773 208 991	to	9 290	779 339 221	to	9 400	787 887 881	to	7 901	798 807 151	to	7 510
773 231 311	to	1 340	779 702 191	to	2 250	788 306 478	to	6.490	798 944 761	to	5 030
773 348 739	to	8 940	779 994 001	to	4 090	788 326 339	to	6 380	799 133 191	to	3 220
773 348 739	to	8 940	<b>780 103 591</b>	<b>to</b>	<b>3 650</b>	788 403 671	to	3 690	799 177 626	to	7 650
773 575 891	to	5 950	780 533 288	to	3 310	788 815 771	to	5 860	799 854 751	to	5 200
									<b>800 211 901</b>	<b>to</b>	<b>2 440</b>
									800 872 741	to	2 830

## Counterfeit Canadian Money Order Forms

### Do Not Cash

To be posted and used by retail window employees. As directed, destroy previous notices. All interim notices should be destroyed when the numbers listed appear in the *Postal Bulletin*.

671,819,086	686,794,382
676,612,640	686,794,426
677,891,039	686,794,427
678,282,493	686,794,431
678,916,031	687,262,502
679,552,215	687,262,503
679,694,334	687,262,525
679,751,983	687,262,526
679,800,207	687,287,578
681,130,536	687,287,581
681,844,376	687,287,582
683,594,542	694,063,898
684,683,610	694,063,899
686,619,878	694,063,980
686,619,886	701,321,725
686,619,887	

— *Group2-Internal and External Investigations,  
Postal Inspection Service, 9-16-04*

## Toll-Free Number Available to Verify Canadian Money Orders

The Canada Post Corporation is now providing a toll-free number that cashing agents can call to verify the validity of Canadian Postal Money Orders. The number is 800-563-0444.

This toll-free number is printed on the back of the Canadian Postal Money Orders.

— *Group2-Internal and External Investigations,  
Postal Inspection Service, 9-16-04*

### Overseas Military Mail

Mail addressed to military post offices overseas is subject to certain conditions or restrictions of mailing regarding content, preparation, and handling. The APO/FPO table below outlines these conditions by APO/FPO ZIP Codes™ through the use of footnoted mailing restrictions codes (see the Restrictions page following the table).

Acceptance clerks should use the table with the integrated retail terminal (IRT) or POS ONE terminal to determine which APO/FPO ZIP Codes are active and

which conditions of mailing apply. **Acceptance clerks may contact the Military Postal Service Agency with any questions regarding APO/FPO ZIP Codes, toll free, at 800-810-6098, Monday–Friday, 0730–1630.**

For Express Mail Military Service (EMMS) availability, all acceptance clerks must refer to the local hardcopy EMMS directory.

The entries under “Changes” appear in bold in the APO/FPO Table below.

### Changes

APO/FPO	Action	Effective Date	See Restrictions
APO AE 09312	Close	Immediately	
APO AE 09324	Close	Immediately	
APO AE 09326	Activate	Immediately	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1
APO AE 09336	Close	Immediately	
APO AE 09345	Activate	Immediately	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1
APO AE 09352	Activate	Immediately	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1
APO AE 09364	Activate	Immediately	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1
APO AE 09368	Activate	Immediately	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1
APO AE 09383	Activate	Immediately	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1
APO AE 09397	Activate	Immediately	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1
APO AE 09398	Activate	Immediately	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1

We have eliminated “Not Active” entries from the table below to save space and paper.

### APO/FPO Table

APO/FPO	See Restrictions	APO/FPO	See Restrictions	APO/FPO	See Restrictions	APO/FPO	See Restrictions
09003	A1-B-B1-C-D-P-U-V	09058	A1-B-B1-C-D-U	09102	A1-B-B1-C-D-U	09165	A1-B-B1-C-D-U
09007	A1-B-B1-C-D-U	09059	A1-B-B1-C-D-U	09103	A1-B-B1-D-U	09166	A1-B-B1-C-D-U
09009	A1-B-B1-C-D-U	09060	A1-B-B1-C-D-U	09104	A1-B-B1-C-D-U	09169	A1-B-B1-C-D-U
09012	A1-B-B1-C-D-U	09063	A1-B-B1-C-D-L-U	09107	A1-B-B1-C-D-U	09172	A1-B-B1-C-D-U
09013	A1-B-B1-C-D-U-Z1	09067	A1-B-B1-C-D-U	09110	A1-B-B1-C-D-U	09173	A1-B-B1-C-D-U
09014	A1-B-B1-C-D-U	09069	A1-B-B1-C-D-U	09112	A1-B-B1-C-D-U	09175	A1-B-B1-C-D-U
09021	A1-B-B1-C-D-U	09074	A1-B-B1-C-D-U	09114	A1-B-B1-C-D-U	09177	A1-B-B1-C-D-U
09028	A1-B-B1-C-D-U	09076	A1-B-B1-C-D-U	09123	A1-B-B1-C-D-U	09180	A1-B-B1-C-D-U
09031	A1-B-B1-C-D-U	09080	A1-B-B1-C-D-U	09126	A1-B-B1-C-D	09182	A1-B-B1-C-D-U
09033	A1-B-B1-C-D-U	09081	A1-B-B1-C-D-U	09128	A1-B-B1-C-D-U	09183	A1-B-B1-C-D-U
09034	A1-B-B1-C-D-U	09086	A1-B-B1-C-D-U	09131	A1-B-B1-C-D-U	09185	A1-B-B1-C-D-U
09036	A1-B-B1-C-D-U	09089	A1-B-B1-C-D-U	09136	A1-B-B1-C-D	09186	A1-B-B1-C-D-U
09042	A1-B-B1-C-D-U	09090	A1-B-B1-C-D-U	09137	A1-B-B1-C-D-U	09211	A1-B-B1-C-D-U
09045	A1-B-B1-C-D-U	09094	A1-B-B1-C-D	09138	A1-B-B1-C-D-U	09212	A1-B-B1-C-D-U-V
09046	A1-B-B1-C-D-U	09095	A1-B-B1-C-D-U	09139	A1-B-B1-C-D-U	09213	A1-B-B1-C-D-U
09050	A1-B-B1-C-D-U	09096	A1-B-B1-C-D-U	09140	A1-B-B1-C-D-U	09214	A1-B-B1-C-D-U
09053	A1-B-B1-C-D-U	09098	A1-B-B1-C-D-U	09142	A1-B-B1-C-D-U	09225	A1-B-B1-C-D-U
09054	A1-B-B1-C-D-U	09099	A1-B-B1-C-D-U	09143	A1-B-B1-C-D-U	09226	A1-B-B1-C-D-U
09056	A1-B-B1-C-D-U	09100	A1-B-B1-C-D-U	09154	A1-B-B1-C-D-U	09227	A1-B-B1-C-D-U

APO/ FPO	See Restrictions	APO/ FPO	See Restrictions	APO/ FPO	See Restrictions	APO/ FPO	See Restrictions
09229	A1-B-B1-C-D-U	09331	A-A1-B-B1-C1-E2-F- H1-M-R-R1-V-Z1	09370	A-A1-B-B1-C1-E2-F- H1-M-R-R1-U2-V-Z1	09421	A1-B-B1-C-C1-U
09237	A1-B-B1-C-D-U-V	09332	A-A1-B-B1-C1-E2-F- H1-M-R-R1-V-Z1	09371	A-A1-B-B1-C1-E2-F- H1-R-R1-U2-V-Z1	09447	A1-B-B1-C-C1-U-V
09244	A1-B-B1-C-D-U	09333	A-A1-B-B1-C1-E2-F- H1-M-R-R1-V-Z1	09373	A-A1-B-B1-C1-E2-F- H1-R-R1-U2-V-Z1	09454	A1-B-B1-C-C1-U-V
09245	A1-B-B1-C-D-U	09334	A-A1-B-B1-C1-E2-F- H1-M-R-R1-V-Z1	09374	A-A1-B-B1-C1-E2-F- H1-R-R1-U2-V-Z1	09456	A1-B-B1-C-C1-U
09250	A1-B-B1-C-D-U	09337	A-A1-B-B1-C1-E2-F- H1-M-R-R1-V-Z1	09375	A-A1-B-B1-C1-E2-F- H1-M-R-R1-V-Z1	09459	A1-B-B1-C-C1-U
09252	A1-B-B1-C-D-U	09338	A-A1-B-B1-C1-E2-F- H1-M-R-R1-U2-V-Z1	09378	A-A1-B-B1-C1-E2-F- H1-R-R1-U2-V-Z1	09461	A1-B-B1-C-C1-U
09261	A1-B-B1-C-D-U	09339	A-A1-B-B1-C1-E2-F- H1-M-N-R-R1-V-Z1	09379	A-A1-B-B1-C1-E2-F- H1-R-R1-U2-V-Z1	09463	A1-B-B1-C-C1-U
09262	A1-B-B1-C-D-U	09340	A-A1-B-B1-C1-F-R-V	09380	A-A1-B-B1-C1-E2-F- H1-R-R1-U2-V-Z1	09464	A1-B-B1-C-C1-U
09263	A1-B-B1-C-D-U	09342	A-A1-B-B1-C1-E2-F- H1-M-R-R1-V-Z1	09381	A-A1-B-B1-C1-E2-F- H1-R-R1-U2-V-Z1	09468	A1-B-B1-C-C1-U
09264	A1-B-B1-C-D-U	09344	A-A1-B-B1-C1-E2-F- H1-I-M-R-R1-V-Z1	09388	<b>A-A1-B-B1-C1-E2-F- H1-M-R-R1-V-Z1</b>	09469	A1-B-B1-C-C1-U
09265	A1-B-B1-C-D-N-U	<b>09345</b>	<b>A-A1-B-B1-C1-E2-F- H1-M-R-R1-V-Z1</b>	09384	A-A1-B-B1-C1-E2-F- H1-M-R-R1-V-Z1	09470	A1-B-B1-C-C1-U
09266	A1-B-B1-C-D-U	09346	A-A1-B-B1-C1-E2-F- H1-R-R1-U2-V-Z1	09385	A-A1-B-B1-C1-E2-F- H1-M-N-R-R1-V-Z1	09494	A1-B-B1-C-C1-U
09267	A1-B-B1-C-D-U	09347	A-A1-B-B1-C1-E2-F- H1-M-R-R1-V-Z1	09386	A-A1-B-B1-C1-E2-F- H1-I-M-R-R1-U2-V-Z1	09496	A1-B-B1-C-C1-U-V
09301	A-A1-B-B1-C1-E2-F- H1-M-R-R1-V-Z1	09348	A-A1-B-B1-C1-E2-F- H1-R-R1-U2-V-Z1	09387	A-A1-B-B1-C1-E2-F- H1-I-M-R-R1-U2-V-Z1	09498	A1-B-B1-C-C1-U
09303	A-A1-B-B1-C1-E2-F- H1-R-R1-U2-V-Z1	09351	A-A1-B-B1-C1-E2-F- H1-M-N-R-R1-V-Z1	09388	A-A1-B-B1-C1-E2-F- H1-I-M-R-R1-U2-V-Z1	09499	A1-B-B1-C-C1-U
09304	A-A1-B-B1-C1-E2-F- H1-R-R1-U2-V-Z1	<b>09352</b>	<b>A-A1-B-B1-C1-E2-F- H1-M-R-R1-V-Z1</b>	09389	A-A1-B-B1-C1-E2-F- H1-I-M-R-R1-U2-V-Z1	09501	A1-B-V
09305	A-A1-B-B1-C1-E2-F- H1-R-R1-U2-V-Z1	09353	A-A1-B-B1-C1-E2-F- H1-M-R-R1-V-Z1	09390	A-A1-B-B1-C1-E2-F- H1-M-R-R1-V-Z1	09502	A1-B-V
09306	A-A1-B-B1-C1-E2-F- H1-R-R1-U2-V-Z1	09354	A-A1-B-B1-C1-E2-F- H1-M-R-R1-V-Z1	09391	A-A1-B-B1-C1-E2-F- H1-M-R-R1-V-Z1	09503	A1-B-V
09307	A1-B-B1-V-Z1	09355	A-A1-B-B1-C1-E2-F- H1-M-R-R1-V-Z1	09392	A-A1-B-B1-C1-E2-F- H1-M-R-R1-U2-V-Z1	09504	A1-B-V
09308	A-A1-B-B1-C1-E2-F- H1-M-R-R1-V-Z1	09356	A-A1-B-B1-C1-E2-F- H1-M-R-R1-V-Z1	09393	A-A1-B-B1-C1-E2-F- H1-M-R-R1-V-Z1	09505	A1-B-V
09309	A-A1-B-B1-C1-E2-F- H1-M-R-R1-V-Z1	09357	A-A1-B-B1-C1-E2-F- H1-M-R-R1-V-Z1	09394	A-A1-B-B1-C1-E2-F- H1-M-R-R1-V-Z1	09506	A1-B-V
09310	A-A1-B-B1-C1-E2-F- H1-R-R1-U2-V-Z1	09358	A-A1-B-B1-C1-E2-F- H1-N-R-V-Z1	09395	A-A1-B-B1-C1-E2-F- H1-R-R1-U2-V-Z1	09507	A1-B-V
09311	A-A1-B-B1-C1-E2-F- H1-M-R-R1-V-Z1	09359	A-A1-B-B1-C1-E2-F- H1-M-R-R1-V-Z1	09396	A-A1-B-B1-C1-E2-F- H1-R-R1-U2-V-Z1	09508	A1-B-V
09313	A-A1-B-B1-C1-E2-F- H1-R-R1-U2-V-Z1	09360	A1-B-B1-V	09397	<b>A-A1-B-B1-C1-E2-F- H1-M-R-R1-V-Z1</b>	09509	A1-B-V
09314	A-A1-B-B1-C1-E2-F- H1-M-R-R1-V-Z1	09363	A-A1-B-B1-C1-E2-F- H1-M-N-R-R1-V-Z1	09398	<b>A-A1-B-B1-C1-E2-F- H1-M-R-R1-V-Z1</b>	09510	A1-B-V
09315	A-A1-B-B1-C1-E2-F- H1-M-N-R-R1-V-Z1	<b>09364</b>	<b>A-A1-B-B1-C1-E2-F- H1-M-R-R1-V-Z1</b>	09399	A-A1-B-B1-C-F-M-V- Z1	09511	A1-B-V
09316	A-A1-B-B1-C1-E2-F- H1-R-R1-U2-V-Z1	09365	A-A1-B-B1-C1-E2-F- H1-M-R-R1-V-Z1	09409	A1-B-B1-C-C1-U-V	09517	A1-B-V
09317	A-A1-B-B1-C1-E2-F- H1-M-R-R1-U2-V-Z1	09366	A-A1-B-B1-C1-E2-F- H1-M-R-R1-V-Z1	09420	A1-B-B1-C-C1-U	09521	A1-B-V
09318	A-A1-B-B1-C1-E2-F- H1-M-N-R-R1-V-Z1	09367	A-A1-B-B1-C1-E2-F- H1-M-R-R1-U2-V-Z1			09524	A1-B-V
09321	A-A1-B-B1-C1-E2-F- H1-M-R-R1-V-Z1	<b>09368</b>	<b>A-A1-B-B1-C1-E2-F- H1-M-R-R1-V-Z1</b>			09532	A1-B-V
<b>09326</b>	<b>A-A1-B-B1-C1-E2-F- H1-M-R-R1-V-Z1</b>					09534	A1-B-V
09327	A-A1-B-B1-C1-E2-F- H1-M-R-R1-V-Z1					09542	A1-B-V
09328	A-A1-B-B1-C1-E2-F- H1-M-R-R1-V-Z1					09543	A1-B-V
09329	A-A1-B-B1-C1-E2-F- H1-I-M-R-R1-U2-V-Z1					09545	A1-B-V
09330	A-A1-B-B1-C1-E2-F- H1-M-R-R1-V-Z1					09549	A1-B-V
						09550	A1-B-V
						09554	A1-B-B1-V
						09556	A1-B-V
						09557	A1-B-V
						09564	A1-B-V
						09565	A1-B-V
						09566	A1-B-V
						09567	A1-B-V
						09568	A1-B-V
						09569	A1-B-V
						09570	A1-B-V
						09573	A1-B-V
						09574	A1-B-V
						09575	A1-B-V
						09576	A1-B-V
						09577	A1-B-V
						09578	A1-B-V
						09579	A1-B-V

APO/ FPO	See Restrictions	APO/ FPO	See Restrictions	APO/ FPO	See Restrictions	APO/ FPO	See Restrictions
09581	A1-B-V	09710	A1-B-B1-C-C1-F1-M-R-R1-U	09808	A-A1-B-B1-C-C1-F-I-V-Z-Z1	34002	A1-B-B1-N-U-Z1
09582	A1-B-V					34006	A-A1-B-B1-C1-F1-N-V-Z1
09586	A1-B-V	09711	A1-B-B1-F1-Z1	09809	A1-B-B1-E2-E3-F-H1-R-R1-U1-V-Z1	34007	A-A1-B-B1-C1-F1-V-Z1
09587	A1-B-V	09713	A1-B-B1-C-F1				
09588	A1-B-V	09714	A1-B-B1-C-C1-F1-M-R-R1-U	09811	A1-B-B1-E2-E3-F-H1-N-R-R1-U1-V-Z1	34008	A-A1-B-B1-C1-F1-V-Z1
09589	A1-B-B1-V			09812	A1-B-B1-E2-E3-F-F1-I-N-R-U-V-Z-Z1		
09590	A1-B-V	09715	A1-B-B1-F1			34020	A1-B-B1-M-N-V-Z1
09591	A1-B-V	09716	A1-B-B1-C-D-N-U-V	09814	A1-B-B1-E2-E3-F-F1-I-N-R-U-V-Z-Z1	34021	A1-B-M-N-V-Z1
09593	A1-B-V	09717	A1-B-B1-M-W			34022	A1-B-B1-D-F-M-N-V-Z1
09594	A1-B-V	09718	A1-B-B1-F-I-N-U-V	09819	A-A1-B-F-P-V-Z1		
09595	A1-B-V	09719	A1-B-B1-C-F1-V	09821	A-A1-B-F-V-Z1	34023	A1-B-B1-M-N-V-Z1
09596	A1-B-V	09720	A1-B-B1-U-V	09822	A-A1-B-F-V-Z1	34024	A1-B-B1-M-N-V-Z1
09599	A1-B-V	09721	A1-B-B1-N-U-V-Z1	09823	A-A1-B-F-V-Z1	34025	A1-B-B1-F-N-U-V-Z1
09601	A1-B-B1-C-F-F1-U	09722	A1-B-B1-C-D-N-U-V	09824	A-A1-B-F-V-Z1	34030	A1-B-B1-M-N-V-Z1
09602	A1-B-B1-C-F-F1-N-U	09723	A1-B-B1-N-U-V-Z1	09827	A-A1-B-F-Z1	34031	A1-B-B1-M-N-V-Z1
09603	A1-B-B1-C-F-F1-U	09724	A1-B-B1-C-C1-F1-M-R-R1-U	09828	A1-B-N-V-Z1	34032	A1-B-M-N-V-Z1
09604	A1-B-B1-C-F-F1-U			09830	A1-B-B1-C-N-V-Z1	34033	A1-B-C-F-M-N-V-Z1
09609	A1-B-B1-C-F-U	09725	A1-B-B1-C	09831	A1-B-B1-F-N-U-V-Z1	34034	A1-B-B1-M-N-V-Z1
09610	A1-B-B1-C-F-U	09726	A1-B-B1-N-U	09832	A-B-B1-U1-V-Z1	34035	A1-B-B1-H-M-N-V-Z1
09612	A1-B-B1-C-F-U	09727	A-A1-B-B1-B2-C-C1-D-F-I-M-N-Q-R-R1-T-V-Z-Z1	09833	A1-B-B1-U1-V-Z1	34036	A1-B-M-N-V-Z1
09613	A1-B-B1-C-F-U-V			09834	A1-B-B1-V-Z1	34037	A1-B-B1-C-F-H-I-M-N-V-Z-Z1
09617	A1-B-B1-C-F-U	09728	A1-B-B1-C-F1-U-V	09835	A-A1-B-B1-V-Z1		
09618	A1-B-B1-C-F-U	09729	A1-B-B1-N-U-V	09836	A-A1-B-B1-C-F-M-V-Z1	34038	A1-B-B1-M-N-V-Z1
09619	A1-B-B1-C-F-U	09730	A-A1-B-B1-B2-C-C1-D-F-I-M-N-Q-R-R1-T-V-Z-Z1			34039	A1-B-N-V-Z1
09620	A1-B-B1-C-F-U			09837	A1-B-B1-V-Z1	34040	A1-B-V-Z1
09621	A1-B-B1-C-F-U			09838	A1-B-B1-V-Z1	34041	A1-B-B1-M-N-U-V-Z1
09622	A1-B-B1-C-F-U	09731	A-A1-B-B1-B2-C-C1-D-F-I-M-N-Q-R-R1-T-V-Z-Z1	09839	A-A1-B-B1-U-V-Z1	34042	A1-B-B1-D-F-M-N-V-Z1
09623	A1-B-B1-C-F-U			09840	A-A1-B-B1-V-Z1		
09624	A1-B-B1-C-F-U	09732	A1-B-B1-N-V-Z1	09841	A-A1-B-B1-U-Z1	34043	A1-B-B1-D-F-M-N-V-Z1
09625	A1-B-B1-C-F-U	09733	A1-B-B1-V	09842	A-A1-B-B1-Z1		
09626	A1-B-B1-C-F-U	09735	A1-B-B1-N-V-Z1	09843	A-A1-B-B1-U-V-Z1	34050	A1-B-V
09627	A1-B-B1-C-F-U	09736	A-A1-B-B1-B2-C-C1-D-F-I-M-N-Q-R-R1-T-V-Z-Z1	09844	A-A1-B-B1-U-V-Z1	34051	A1-B-V-Z1
09628	A1-B-B1-C-F-F1-U-V			09852	A1-B-B1-E2-E3-F-H1-N-R-R1-U1-V-Z1	34053	A1-B-V-Z1
09630	A1-B-B1-C-F-U-V					34055	A1-B-N-V-Z1
09631	A1-B-B1-C-F-U	09777	A-A1-B-B1-C-E1-N	09853	A1-B-B1-E2-F-H1-R-R1-U2-V-Z1	34058	A1-B-B1-V-Z1
09636	A1-B-B1-C-F-U	09779	A-A1-B-B1-F-R-V			34071	A1-B-I-M-N-V-Z
09642	A1-B-B1-N-U	09780	A-A1-B-B1-F-R-V	09855	A-A1-B-B1-C1-E2-F-H1-R-R1-U2-V-Z1	34076	A1-B-B1-F1-N-V-Z1
09643	A1-B-B1-U	09788	A-A1-B-B1-F-R-V			34078	A1-B-B1-F1-N-V-Z1
09644	A1-B-B1-U	09789	A-A1-B-B1-F-R-V	09858	A1-B-B1-E2-E3-F-H1-N-R-R1-U1-V-Z1	34079	A1-B-B1-F1-N-V-Z1
09645	A1-B-U	09790	A-A1-B-B1-C1-F-R-V			34090	A1-B-V
09647	A1-B-B1-N-U	09791	A-A1-B-B1-C1-E1-F-M-N-R-V	09865	A-A1-B-B1-V-Z1	34091	A1-B-V
09648	A1-B-B1-N-U-V-Z1			09868	A-A1-B-B1-U-V-Z1	34092	A1-B-V
09649	A1-B-B1-U	09793	A-A1-B-B1-F-R-V	09871	A1-B-B1-E2-E3-F-H1-N-R-R1-U1-V-X-Z1	34093	A1-B-V
09701	A-A1-B-B1-B2-C-C1-D-F-I-M-N-Q-R-R1-T-V-Z-Z1	09797	A1-B-B1-C-D-P-V			34095	A1-B-V
		09801	A-A1-B-B1-C1-E2-F-H1-M-N-R-R1-V-Z1	09880	A-A1-B-B1-C1-E2-F-H1-R-R1-U-V-Z1	34098	A1-B-V
						34099	A1-B-V
09703	A1-B-B1-C-F1	09802	A-A1-B-B1-C1-E2-F-H1-I-M-R-R1-V-Z-Z1	09889	A-A1-B-B1-C1-E2-F-H1-R-R1-U2-V-Z1	96201	A-A1-B
09704	A1-B-B1-C-D-V			09890	A1-B-B1-E2-F-H1-N-R-R1-U2-V-Z1	96202	A-A1-B1-U-V
09705	A1-B-B1-U	09803	A1-B-B1-E2-E3-F-H1-N-R-R1-U1-V-Z1			96203	A-A1-B
09706	A1-B-B1-C-U-V			09892	A-A1-B-B1-F-N-R-R1-V-Z1	96204	A-A1-B-B1
09707	A1-B-B1-C-N-U-V	09806	A-A1-B-B1-C1-E2-F-H1-M-N-R-R1-V-Z1			96205	A-A1-B-B1-U
09708	A1-B-B1			09898	A1-B-B1-E2-F-H1-R-R1-U2-V-Z1	96206	A-A1-B-B1-U
09709	A1-B-B1-F1	09807	A-A1-B-B1-C1-E2-F-H1-M-N-R-R1-V-Z1			96207	A-A1-B-B1-V

APO/ FPO	See Restrictions	APO/ FPO	See Restrictions	APO/ FPO	See Restrictions	APO/ FPO	See Restrictions
96208	A-A1-B-B1-U	96338	A1-B-B1-M-W	96517	A1-B-B1-F-U3-V	96614	A-A1-B-B1-C1-E2-F- H1-I-M-R-R1-U2-V-Z- Z1
96212	A-A1-B-B1-U	96339	A1-B-B1-M-V-W	96518	A1-B-B1-V		
96213	A-A1-B-B1-U	96343	A1-B-B1-M-W	96520	A1-B-F-U3-V	96615	A1-B-V
96214	A-A1-B-B1-U	96347	A1-B-B1-F-F1-F2-M- W	96521	A1-B-F-N	96616	A-A1-B-B1-V-Z1
96215	A-A1-B-B1-U-V			96522	A1-B-F-N-U	96617	A1-B-V
96217	A-A1-B-B1-U-V	96348	A1-B-B1-F-F1-F2-M- W	96530	A-A1-B-B1-H-M-N-U- V	96619	A1-B-V
96218	A-A1-B-B1-U			96531	A1-B-B1-H-M-U-V	96620	A1-B-V
96219	A-A1-B-B1-U-V	96349	A1-B-B1-F-F1-F2-M- W	96534	A-A1-B-F	96621	A1-B-V
96220	A-A1-B-B1-U-V	96350	A1-B-B1-F-F1-F2-M- W	96535	A-A1-B-B1-F-V	96622	A1-B-V
96221	A-A1-B-B1-U-V			96536	A1-B-B1-V	96623	A1-B-V
96224	A-A1-B-B1-U	96351	A1-B-B1-F-F1-F2-M- W	96537	A1-B-B1-V	96624	A1-B-V
96251	A-A1-B-B1-U			96538	A1-B-B1-V	96628	A1-B-V
96257	A-A1-B-B1-U	96362	A1-B-B1-F-F1-F2-M- W	96540	A1-B-B1-V	96629	A1-B-V
96258	A-A1-B-B1-U			96541	A1-B-B1-V	96634	A1-B-V
96259	A-A1-B-B1-U	96365	A1-B-B1-M-V-W	96542	A1-B-B1-V	96635	A1-B-V
96260	A-A1-B-B1-U	96367	A1-B-B1-L-M-W	96543	A1-B-B1-P-V	96643	A1-B-V
96262	A-A1-B-B1-U	96368	A1-B-B1-M-W	96544	A1-B-F-U3-V	96657	A1-B-V
96264	A-A1-B-B1-U	96370	A1-B-B1-F-F1-F2-M- W	96546	A1-B-F-U3	96660	A1-B-V
96266	A-A1-B-B1-U			96548	A-A1-B-B1-H-M-U	96661	A1-B-V
96267	A-A1-B-B1-U-V	96372	A1-B-B1-M-W	96549	A-A1-B-B1-H-M-U	96662	A1-B-V
96269	A-A1-B-B1-U	96373	A1-B-B1-M-W	96550	A-A1-B-B1-H-M-U	96663	A1-B-V
96271	A-A1-B-B1-U	96374	A1-B-B1-M-W	96551	A-A1-B-B1-H-M-U	96664	A1-B-V
96275	A-A1-B-B1-V	96375	A1-B-B1-M-W	96553	A-A1-B-B1-H-M-N-U- V	96665	A1-B-V
96276	A-A1-B-B1	96376	A1-B-B1-M-W			96666	A1-B-V
96278	A-A1-B-B1-U	96377	A1-B-B1-M-W	96554	A-A1-B-B1-H-M-U	96667	A1-B-V
96283	A-A1-B-B1-U	96378	A1-B-B1-M-W	96555	A1-B-B1-F-M-V	96668	A1-B-V
96284	A-A1-B-B1-U-V	96379	A1-B-B1-M-W	96557	A1-B-B1-F-M-V	96669	A1-B-V
96297	A-A1-B-B1-U	96384	A1-B-B1-M-W	96595	A1-B-B1-V	96670	A1-B-V
96306	A1-B-B1-F-F1-F2-M- W	96386	A1-B-B1-M-W	96598	A1-B-B1-V	96671	A1-B-V
		96387	A1-B-B1-M-W	96599	A1-B-B1-V	96672	A1-B-V
96309	A1-B-B1-M-V-W	96388	A1-B-B1-M-W	96601	A1-B-V	96673	A1-B-V
96310	A1-B-B1-M-W	96401	A1-B-B1-F-N-V-Z1	96602	A1-B-V	96674	A1-B-V
96311	A1-B-B1-M-W	96424	A-A1-B-B1-C1-E2-F- H1-I-M-R-R1-U2-V-Z- Z1	96603	A1-B-V	96675	A1-B-V
96313	A1-B-B1-F-F1-F2-M- W			96604	A1-B-V	96677	A1-B-V
96319	A1-B-B1-M-W	96425	A-A1-B-B1-C1-E2-F- H1-I-M-R-R1-U2-V-Z- Z1	96605	A1-B-O-V	96678	A1-B-V
96321	A1-B-B1-F-F1-F2-M- W			96606	A1-B-V	96679	A1-B-V
96322	A1-B-B1-F-F1-F2-M- W	96426	A-A1-B-B1-C1-E2-F- H1-I-M-R-R1-U2-V-Z- Z1	96607	A1-B-V	96681	A1-B-V
				96608	A1-B-V	96682	A1-B-V
96323	A1-B-B1-M-V-W	96427	A-A1-B-B1-C1-E2-F- H1-I-M-R-R1-U2-V-Z- Z1	96609	A1-B-V	96683	A1-B-V
96326	A1-B-B1-M-W			96610	A1-B-V	96684	A1-B-V
96328	A1-B-B1-M-W	96490	A1-B-B1-V	96611	A1-B-V	96686	A1-B-V
96330	A1-B-B1-M-W	96507	A-A1-B-F-V	96612	A1-B-V	96687	A1-B-V
96336	A1-B-B1-M-V-W	96511	A1-B-B1-I-N-V	96613	A-A1-B-B1-C1-E2-F- H1-I-M-R-R1-U2-V-Z- Z1	96698	A1-B-V
96337	A1-B-B1-M-W	96515	A1-B-B1-F				

**RESTRICTIONS**

**LEGEND**

PS Form 2976, *Customs - CN 22 (Old C 1) and Sender's Declaration* (green label)

PS Form 2976-A, *Customs Declaration and Dispatch Note*

- AAFES = Army and Air Force Exchange Service
- APO = Army/Air Force Post Office
- Box R = Retired military personnel
- FPO = Fleet Post Office
- DMM = *Domestic Mail Manual*
- MOM = Military Ordinary Mail
- MPO = Military Post Office
- PAL = Parcel Airlift
- PSC = Postal Service Center
- SAM = Space Available Mail
- USDA = United States Department of Agriculture

Note: Mail order catalogs are prohibited as SAM or PAL mail.

**A.** Securities, currency, or precious metals in their raw, unmanufactured state are prohibited. Official shipments are exempt from this restriction.

**A1.** Mail addressed to "Any Servicemember," or similar wording such as "Any Soldier," "Sailor," "Airman," or "Marine"; "Military Mail"; etc., is prohibited. Mail must be addressed to an individual or job title such as "Commander," "Commanding Officer," etc.

**B.** PS Form 2976-A is required for all mail weighing 16 ounces or more, with exceptions noted below. In addition, mailers must properly complete required customs documentation when mailing any potentially dutiable mail addressed to an APO or FPO regardless of weight. The following are exceptions to the requirement for customs documentation on nondutiable mail that weighs 16 ounces or more:

- Known mailers are exempt from providing customs documentation on non-dutiable letters, and printed matter weighing 16 ounces or more. (A known mailer is anyone who legally applies a permit imprint to a mailpiece. Mail with meter postage is not considered to be from a known mailer.)
- All federal, state, and local government agencies are exempt from providing customs documentation on mail addressed to an APO or FPO, except for those APOs/FPOs to which restriction B2 applies.
- Prepaid mail from military contractors is exempt, providing the mailpiece is endorsed "Contents for Official Use — Exempt from Customs Requirements."

**B1.** PS Form 2976 or 2976-A is required. Articles are liable for customs duty and/or purchase tax unless they are bona fide gifts intended for use by military personnel or their dependents. When the contents of a parcel meet these requirements, the mailer must endorse the customs form, "Certified to be a bona fide gift, personal effects, or items for personal use of military personnel and dependents," under the heading, Description of Contents. **Exceptions:** All other exceptions listed in restriction B above are applicable to this restriction.

**B2.** All federal, state, and local government agencies must complete customs documentation when sending mail addressed to or from this APO or FPO weighing 16 ounces or more.

**C.** Cigarettes and other tobacco products are prohibited.

**C1.** Obscene articles, prints, paintings, cards, films, videotapes, etc., and horror comics and matrices are prohibited.

**D.** Coffee is prohibited.

**E1.** Medicines or vaccines not conforming to French laws are prohibited.

**E2.** Any matter depicting nude or seminude persons, pornographic or sexual items, or nonauthorized political materials is prohibited. Although religious materials contrary to the Islamic faith are prohibited in bulk quantities, items for the personal use of the addressee are permissible.

**E3.** Radio transceivers, cordless telephones, global positioning systems, scanners, base stations, and handheld transmitters are prohibited.

**F.** Firearms of any type are prohibited in all classes of mail. See definitions of firearms in DMM C024.1.1C. This restriction does not apply to firearms mailed to or by official U.S. government agencies. The restriction for mail to this APO/FPO ZIP Code does not apply to firearms mailed from this APO/FPO ZIP Code, provided ATF and USPS regulations are met. Antique firearms are a separate category defined in DMM C024.2.0 and ATF regulations; they do not require an ATF form.

**F1.** Privately owned weapons addressed to an individual are prohibited in any class of mail.

**F2.** Importation of firearms is restricted to one shotgun and one single shot .22 caliber rifle per individual.

**G.** Only First-Class Mail letters, Periodicals, and Standard Mail items are authorized.

**H.** Meats, including preserved meats, whether hermetically sealed or not, are prohibited.

**H1.** Pork or pork by-products are prohibited.

**I.** Mail of all classes must fit in a mail sack. Mail may not exceed the following dimensions:

Length	
42" . . . . .	72" length and girth combined
over 42" to 44" . . . . .	24" girth
over 44" to 46" . . . . .	20" girth
over 46" to 48" . . . . .	16" girth
	Maximum length 48"

This restriction does not apply to registered mail and official government mail marked MOM.

**I1.** This restriction does not apply to registered mail.

**I2.** This restriction does not apply to official government mail marked MOM.

**J.** Parcels may not exceed 108 inches in length and girth combined.

**K.** Mail that includes in the address the words, "Dependent Mail Section," may consist only of letter mail, newspapers, magazines, and books. No parcel of any class containing any other matter may be mailed to the Dependent Mail section. This restriction does not apply if the address does not include the words "Dependent Mail Section."

**L.** All official mail is prohibited.

**M.** Fruits, animals, and living plants are prohibited.

**N.** Registered mail is prohibited.

**O.** Personal mail addressed to vessels using this number is limited to unregistered First-Class Mail items and certified mail. Other classes of mail are prohibited.

**P.** APO is used for the receipt and dispatch of official mail only.

**Q.** Mail may not exceed 66 pounds, and size is limited to 42 inches maximum length and 72 inches maximum length and girth combined.

**R.** All alcoholic beverages, including those mailable under DMM C021, are prohibited.

**R1.** Materials used in the production of alcoholic beverages (i.e., distilling material, hops, malts, yeast, etc.) are prohibited.

**T.** Mailings of case lots of food and supplemental household shipments must be approved by the sender's parent agency prior to mailing.

**U.** Parcels must weigh less than 16 ounces when addressed to Box R. This restriction does not apply to mail endorsed "Free Matter for the Blind or Handicapped."

**U1.** Mail is limited to First-Class Mail weighing 13 ounces or less when addressed to Box R. This restriction does not apply to mail endorsed "Free Matter for the Blind or Handicapped." Videotapes are prohibited when addressed to Box R, regardless of weight.

**U2.** Mail is limited to First-Class Mail letters only when addressed to Box R.

**U3.** Mail is limited to First-Class Mail correspondence (including voice and video cassettes), newspapers, magazines, photographs, not exceeding 16 ounces, when addressed to Box R.

**V.** Express Mail Military Service (EMMS) not available from any origin.

**W.** Meat products, such as dried beef, salami, and sausage, may be mailed, provided they remain in their original, hermetically sealed packages and bear USDA certification. Other meats, bones, skin, hair, feathers, horns or hoofs of hoofed animals, wool samples, tobacco leaves, including chewing and pipe tobacco, snuff, cigars, and cigarettes, or obscene material, including obscene drawings, photographs, films, and carvings, are prohibited. Exception: 200 grams of tobacco per parcel are permitted duty free.

**X.** Personal mail is limited to First-Class Mail items (to include audio cassettes and voice tapes) weighing 13 ounces or less. This limitation does not apply to official mail.

**Y.** Mail is limited to First-Class and Priority Mail items only. All Periodicals, Standard Mail items, and Package Services items (including SAM and PAL) are not authorized. This restriction also applies to official mail.

**Z.** No outside pieces (OSPs).

**Z1.** The following restriction is applicable only to International Service Centers (ISC)/Exchange Offices. An Anti-Pilferage Seal (Item No O817E or O818A) is required on all pouches and sacks.



**Get a FREE  
American Flag**  
when you buy  
**2 FIRSTCLASS PHONECARDS®!**  
Exclusive mail-in offer.



This 3' x 5' indoor/outdoor American flag is a \$15 value. Get yours while supplies last. Offer ends September 30, 2004. See Retail Associate for details.

PLACE TEAR PAD HERE

Please see a Retail Associate to request an offer form or send your original receipt(s) dated between 7/1/04 and 9/30/04 and a 3" x 5" card with your name, address and phone number to:

**AT&T USPS Salute to America**  
PO Box 5123  
Clifton NJ 07015-5123

Actual flag may differ from image shown.



usps.com

©2004 United States Postal Service  
SFO4-FLZ-CC-310  
Courier Card



NOTICE TO ALL EMPLOYEES

# THRIFT SAVINGS PLAN FACT SHEET

Percentage returns released September 3, 2004, by the Federal Retirement Thrift Investment Board

ANNUAL RETURNS	G Fund	F Fund	LBA Bond Index	C Fund	S&P 500 Stock Index	S * Fund	Wilshire 4500 Stock Index	I * Fund	EAFE Stock Index
1994	7.22	-2.96	-2.92	1.33	1.32	—	-2.66	—	7.75
1995	7.03	18.31	18.47	37.41	37.58	—	33.48	—	11.27
1996	6.76	3.66	3.63	22.85	22.96	18.52	17.18	6.27	6.14
1997	6.77	9.60	9.65	33.17	33.36	26.61	25.69	1.46	1.55
1998	5.74	8.70	8.69	28.44	28.58	7.51	8.63	20.46	20.09
1999	5.99	-0.85	-0.82	20.95	21.04	32.70	35.49	26.81	26.72
2000	6.42	11.67	11.63	-9.14	-9.10	-8.76	-15.77	-14.11	-14.17
2001	5.39	8.61	8.44	-11.94	-11.89	-2.22*	-2.52*	-15.42*	-14.88*
2002	5.00	10.27	10.26	-22.05	-22.10	-18.14	-17.80	-15.98	-15.94
2003	4.11	4.11	4.10	28.54	28.69	42.92	43.84	37.94	38.59

\*Rates of return for May (inception of S and I Funds) through December 2001.

2003 MONTHLY RETURNS	G Fund	F Fund	LBA Bond Index	C Fund	S&P 500 Stock Index	S Fund	Wilshire 4500 Stock Index	I Fund	EAFE Stock Index
Sept.	0.40	2.68	2.65	-1.14	-1.06	-1.35	-1.24	3.08	3.08
Oct.	0.30	-1.00	-0.93	5.68	5.66	7.65	7.62	6.06	6.23
Nov.	0.30	0.30	0.24	0.91	0.88	3.47	3.42	2.22	2.22
Dec.	0.49	1.01	1.02	5.24	5.24	2.04	2.08	7.68	7.81

2004 MONTHLY RETURNS	G Fund	F Fund	LBA Bond Index	C Fund	S&P 500 Stock Index	S Fund	Wilshire 4500 Stock Index	I Fund	EAFE Stock Index
Jan.	0.29	0.80	0.80	1.80	1.84	3.53	3.58	1.32	1.41
Feb.	0.39	1.09	1.08	1.35	1.39	1.78	1.75	2.22	2.31
March	0.29	0.69	0.75	-1.50	-1.51	0.38	0.42	0.60	0.56
April	0.29	-2.54	-2.60	-1.52	-1.57	-3.94	-4.02	-2.31	2.26
May	0.39	-0.50	-0.40	1.37	1.37	1.50	1.52	0.30	0.34
June	0.38	0.60	0.57	1.86	1.94	2.72	2.75	2.89	2.19
July	0.38	1.00	0.99	-3.24	-3.31	-5.52	-5.54	-3.76	-3.25
Aug.	0.38	1.88	1.91	.34	.40	.00	.01	1.00	.44
<b>LAST 12 MONTHS</b>	<b>4.36</b>	<b>6.08</b>	<b>6.13</b>	<b>11.33</b>	<b>11.46</b>	<b>12.22</b>	<b>12.34</b>	<b>22.85</b>	<b>22.64</b>

Fund	Invested In	Index Tracked
G — Government Securities Investment Fund	Special issues of U.S. Treasury securities	N/A
F — Fixed Income Index Investment Fund	Barclays U.S. Debt Index Fund	Lehman Brothers U.S. Aggregate bond index
C — Common Stock Index Investment Fund	Barclays Equity Index Fund	S&P 500 stock index
S — Small Capitalization Stock Index Investment Fund	Barclays Extended Market Index Fund	Wilshire 4500 stock index
I — International Stock Index Investment Fund	Barclays EAFE Index Fund	Europe, Australasia, and Far East stock index

Future performance of the funds will vary and may be significantly different from the returns shown above. See the *Summary of the Thrift Savings Plan* for detailed information about the funds and their investment risks. The monthly returns of the TSP Funds represent net earnings for the month after deduction of accrued administrative

expenses and, except for the G Fund, after deduction of trading costs and accrued investment management fees as well. The returns for the four indexes shown do not include any of these deductions.

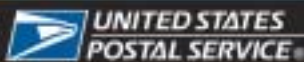
\* Implemented May 2001.

**Please post on bulletin boards. Discard/recycle all previous notices.**

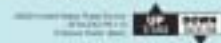
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**work smarter  
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**[usps.com/clicknship](http://usps.com/clicknship)**



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This office will be  
**CLOSED**  
Monday,  
**October 11, 2004,**  
Columbus Day.

Need Postal Service information? Call 800-ASK-USPS, 24 hours a day, 365 days a year. Or visit our Web site, [www.usps.com](http://www.usps.com), for information, stamps, and so much more.



This office will be  
**CLOSED**  
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**2** with  
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and up

\*Prices reflect Insurance for packages up to 1 lb. and \$50 of coverage

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Priority Mail with Insurance\*  
 Insured against loss or damage of up to \$5,000

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Priority Mail with Insurance\* & Delivery Confirmation service

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Priority Mail with Signature Confirmation® service\*\*  
 Confirmation of delivery date, time and signature

\*Basic relief insurance for packages up to 7 lb. and \$500 of coverage  
 \*\*Signature Confirmation service available for certain mailpieces

**(Domestic Mail section continued)**

Sample: computer-generated Return Receipt proof-of-delivery letter



Date: 9/9/05

JANE DOE:

The following is in response to your 9/9/04 request for delivery information on your Certified Mail item number 7003 1010 0000 3856 1252. The delivery record shows that this item was delivered on 9/7/04 at 10:19 AM in ANYTOWN, MD 20978 to J. Somebody. The scanned image of the recipient information is provided below.

Signature of Recipient:

\_\_\_\_\_  
*John Somebody*  
\_\_\_\_\_  
JOHN SOMEBODY

Address of Recipient:

\_\_\_\_\_  
1234 ANY STREET  
\_\_\_\_\_

Thank you for selecting the U.S. Postal Service for your mailing needs. If you require additional assistance, please contact your local Post Office™ or postal representative.

Sincerely,

United States Postal Service



## Return Receipt (Electronic) Fact Sheet

### Description

- Makes proof of delivery quick, easy, and convenient.
- Equivalent of traditional return receipt (green card), but arrives via e-mail.

### Features

- Signed evidence of delivery and actual delivery address.
- May be used with Certified Mail™ items, Registered Mail™ items, Insured Mail items valued over \$50, and collect on delivery (COD) items.
- An e-mail attachment that opens using Adobe Acrobat software.
- Only \$1.30 — 45 cents less than traditional return receipt.
- Convenient — Purchaser may print as many copies as needed, forward the return receipt to other interested parties, or archive the information digitally for future use.
- Bulk version available for large-volume mailers — Records are provided on CD-ROM or in a signature extract file for use with file transfer protocol (FTP). See Publication 80, *Bulk Proof of Delivery Program*, for more information.
- Not available to APO/FPO addresses or U.S. territories, possessions, and freely associated states, with the exception of Puerto Rico and the U.S. Virgin Islands.

### How It Works

- The customer purchases return receipt (electronic) at a participating Post Office™ at time of mailing.
- The customer visits [www.usps.com](http://www.usps.com) to request the return receipt (electronic). The customer then does the following:
  - Clicks on *Track & Confirm*.
  - Enters the label number from the receipt.
  - Clicks on *Request Return Receipt (Electronic)*.
  - Enters name and e-mail address.
- The recipient's signature is obtained at delivery, digitally copied from the PS Form 3849, *Delivery Notice/Reminder/Receipt*, and imbedded into the return receipt proof of delivery letter.
- The customer receives the e-mail with the return receipt (electronic) attachment, usually within 48 hours of delivery.

## Answers to Frequently Asked Questions (FAQs)

### External Issues

#### 1. What is return receipt (electronic)?

Return receipt (electronic) is an electronic alternative to the existing return receipt (green card). It is purchased at the time of mailing with Certified Mail™, Registered Mail™, COD, or Insured Mail items valued over \$50. It provides evidence of delivery (to whom the mail was delivered and date of delivery) along with information about the recipient's actual delivery address.

#### 2. Where can I purchase a return receipt (electronic)?

Return receipt (electronic) is available at most Post Offices™. After the purchase, you must visit our Web site at [www.usps.com](http://www.usps.com); click on *Track & Confirm*; enter the label number from your receipt; click on *Request Return Receipt (Electronic)*; enter your name and the e-mail address to which you want your return receipt (electronic) letter sent.

#### 3. What is the difference between return receipt (electronic) and the traditional return receipt (green card)?

The difference between the return receipt (electronic) and traditional return receipt service is that you do not receive by mail a physical document (green card) signed by the recipient. Instead, you receive a proof of delivery letter via e-mail as a PDF attachment that includes the date and time of delivery and an image of the recipient's signature.

#### 4. Can I purchase both a return receipt (electronic) and a return receipt (green card)?

Yes. The return receipt (electronic) and return receipt (green card) are two different options that can be purchased separately or together.

#### 5. Is the return receipt (electronic) acceptable in court?

Return receipt (electronic) is an official Postal Service™ document designed to be equivalent to the hardcopy return receipt that has been in use for many years. However, its legal status is not determined by the Postal Service. That decision is made by the individual courts.

#### 6. I mail about 25 Certified Mail items a day and want to use return receipt (electronic). If I were to purchase this service, would I receive 25 e-mails or is there a way to batch this information and send it to me in one e-mail?

Customers who purchase return receipt (electronic) from a Post Office will receive an e-mail for each return receipt (electronic) purchased. Customers who mail larger volumes, such as 25 items per day, can participate in our Bulk Proof of Delivery Program, which must be set up in advance. Refer to Publication 80, available at [www.usps.com](http://www.usps.com); click *About USPS & News*, then *Forms and Publications*, then *Postal Periodicals and Publications*, then *Publications* for more details.

#### 7. What is the refund policy for return receipt (electronic) if the signature is missing?

You are eligible for a refund if the recipient's signature is not provided. Visit your local Post Office to apply.

#### 8. How will the e-mail be titled? How will I be able to tell it is my return receipt (electronic) and not just spam?

Here is an example e-mail heading and address block:

From: USPS\_Track\_& Confirm  
Sent: Monday, August 30, 2004 2:11 PM  
To: Doe, John - Washington, DC  
Subject: USPS Proof of Delivery Info for [XXXX XXXX XXXX] (denotes article number)

#### 9. How long will it take to receive the return receipt (electronic)?

This depends on when the customer requests the return receipt on the Track & Confirm site at [www.usps.com](http://www.usps.com). If the customer requests a record on an article that already has been delivered and is fully complete, we will process it immediately. Depending on the e-mail server, the customer should get the e-mail within hours. If the customer requests the record prior to delivery, then we must wait for delivery to happen and for the signature record to be completed. The return receipt letter is usually available to be sent by e-mail within 48 hours of delivery.

**10. Must I wait for any particular length of time before requesting the return receipt (electronic) at [www.usps.com](http://www.usps.com)?**

No. You do not need to wait to request a return receipt (electronic). You can make your request immediately after purchase. However, it is unlikely that delivery will have been accomplished. In these instances, we must wait for delivery to take place and for the signature record to be fully completed before we can e-mail it to you.

**11. Can I get restricted delivery with return receipt (electronic)?**

Yes. Restricted delivery is available with return receipt (electronic). The same additional services available with the traditional return receipt are also available with return receipt (electronic).

**12. Can I purchase return receipt (electronic) when I am mailing online through [www.usps.com](http://www.usps.com)?**

No. Return receipt (electronic) is not available through [www.usps.com](http://www.usps.com) at this time. It is only available for purchase from the Post Office or by signing up for our Bulk Proof of Delivery Program.

**13. Is return receipt (electronic) available to APO/FPO locations?**

No. This service is not available for items mailed to APO/FPO locations or U.S. territories, possessions, and freely associated states, with the exception of Puerto Rico and the U.S. Virgin Islands.

**14. Wouldn't it be easier to get my e-mail address for the return receipt (electronic) at purchase?**

To ensure that we capture your e-mail address correctly, we ask customers to visit our Web site and enter the information. Some customers may choose not to get an e-mail for each return receipt purchased. Instead, they may want to get an e-mail only for ones that they have questions about. Allowing customers to enter their e-mail address as opposed to the Postal Service provides them that flexibility.

**15. In the case of bulk purchases of return receipts (electronic), must I provide my e-mail address for each purchase individually?**

Customers who purchase return receipt (electronic) from a Post Office are required to enter each request individually. Customers who purchase enough return

receipts (electronic) may want to use the Bulk Proof of Delivery Program so that they do not need to provide an e-mail address each time.

**16. What happens if I lose my mailing receipt?**

You must have your article number in order to request your return receipt (electronic). This can be found on your purchase receipt or on your accountable mail label receipt. If you do not have either type of receipt showing the article number, you will not be able to obtain a return receipt (electronic).

**17. If you can't make delivery, and my mailpiece is sent back to me, will I get an e-mail to that effect?**

No.

**18. How long will the Postal Service keep the electronic information on file? Why are customers asked to request their return receipt (electronic) within 90 days?**

Return receipt (electronic) records are kept for 2 years from the date of mailing. After 90 days, your record will take longer to retrieve.

*Internal Issues*

**1. Are there additional forms to fill out or labels to scan when a return receipt (electronic) service is sold?**

No. The customer no longer has to fill out PS Form 3811, *Domestic Return Receipt (Green Card)*. But retail associates need to explain certain aspects of the service to new users, such as the following:

- The signature arrives as an e-mail attachment rather than on a postcard.
- After completing the mailing transaction, the customer must go to the Postal Service™ Web site, [www.usps.com](http://www.usps.com), and enter the label number(s) printed on the customer receipt (this is applicable to POS ONE sites) as well as an e-mail address to which the return receipt containing the signature image will be sent. IRT sites will hand the customer the instructions separately since they are not printed on the receipt.
- The customer must retain his or her receipt for use in entering the article number at [www.usps.com](http://www.usps.com) to receive the service.

- 2. What happens if customers lose their mailing receipt prior to requesting the return receipt (electronic) at *www.usps.com*? How do they make their electronic request?**

If customers lose their receipt(s) prior to visiting *www.usps.com*, they will be unable to request a return receipt (electronic).

- 3. When a refund request is made, how do I verify that the service was not delivered?**

Request a Proof of Delivery letter from the Postal Service Intranet (Blue) Web site at <http://blue.usps.gov>; under "Essential Links," click on *Find it*; enter article number to see if the signature image is available. If the piece has been delivered but the signature is not present, the customer is eligible for a refund. If the signature is available, the customer is not eligible for a refund.

- 4. Does the letter carrier do anything differently when a return receipt (electronic) is involved? Does the accountables clerk?**

Existing procedures apply for both the letter carrier and retail associate. However, the retail associate must advise the customer to retain his or her receipt and follow the instructions to request return receipt (electronic) at *www.usps.com*.

- 5. If there is no green card attached to the accountable mailpiece, where does the signature that is provided on the return receipt (electronic) come from?**

As with all signature records, the signature is captured from PS Form 3849 at the time of delivery, optically scanned, and stored electronically in our electronic system of records. When a return receipt (electronic) is requested, the signature is retrieved from our system of records and placed on the return receipt proof of delivery letter.

- 6. Is return receipt (electronic) service available at manual offices?**

Return receipt (electronic) is not available for purchase at manual offices.

- 7. If asked to do so, can we print out the return receipt (electronic) for customers in the office?**

No. Postal Service employees should not print out the proof of delivery letter for customers. Customers should be directed to *www.usps.com* to make their requests.

- 8. Will return receipt (electronic) be included on new PS Forms 3849?**

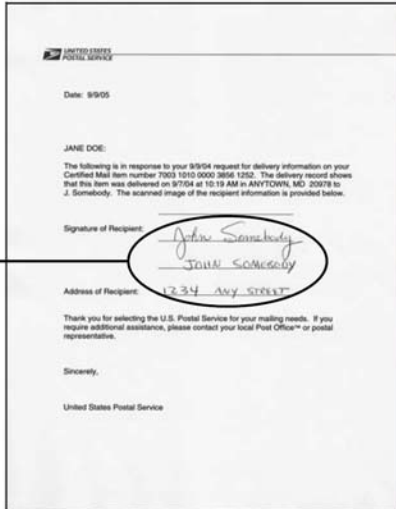
Return receipt (electronic) will not be listed on PS Form 3849. Only the primary service purchased with return receipt (electronic) (i.e., Certified Mail, Registered Mail, COD, or Insured Mail items) will continue to be listed on PS Form 3849.

- 9. Is the 90-day retention period in effect for return receipts (electronic)?**

Return receipt (electronic) records are kept in the system for 2 years from the date of mailing. The 90-day retention period is applicable to only how long the records are available for viewing online. After 90 days, the records can be restored, if requested, within hours after making the restoration request. Customers are encouraged, however, to make their return receipt (electronic) requests at *www.usps.com* within 90 days from the date of mailing to avoid a delay in receiving their signature records.

###

# Return Receipt Electronic Option Available



## Equivalent to Return Receipt (Green Card)

- Provides signed evidence of delivery
- May be used with Certified Mail™, Registered Mail™, Insured Mail valued over \$50, Collect on Delivery (COD)
- Return Receipt as email attachment
- Less expensive than green card - only \$1.30
- Easily retained by customer for indefinite period

## Here's how the Return Receipt (Electronic) works:

1. Customer buys Return Receipt (Electronic) at time of mailing
2. Customer visits [www.usps.com](http://www.usps.com) to enter email address
  - Selects Track & Confirm
  - Enters label number from receipt (see right)
  - Selects "Request Return Receipt (Electronic)"
  - Enters name and email address
3. Recipient's signature is obtained at delivery
4. Signature is copied from PS Form 3849 and placed in letter
5. Customer receives email with letter attached

EXAMPLE - POS ONE receipt



Limitations Apply - Not available to APO/FPO addresses or U.S. territories, possession, and freely associated states. Bulk version available for large volume mailers - For more information, see Publication 80, Bulk Proof of Delivery Program.



## REVISED FORM

**PS Form 3811-A, Request for Delivery Information/Return Receipt After Mailing**

The latest edition of PS Form 3811-A, *Request for Delivery Information/Return Receipt After Mailing*, is dated September 2004. This form allows employees to request delivery record information for themselves or customers. Information on using PS Form 3811-A is in Handbook PO-610, *Signature Capture and Electronic Record Management: Manager's Guide to Standard Operating Procedures*.

We have revised PS Form 3811-A to include an option for requesting a proof of delivery record via e-mail as well as by fax and mail. The e-mail option is currently available online as follows:

- On the Track & Confirm Web site on the Internet: go to [www.usps.com](http://www.usps.com), and click on *Track & Confirm*.
- For Postal Service™ employee access only, on the Intranet: go to <http://blue.usps.gov>; at the top of the page, click on *My Work*; and then, under "Moving the Mail Tools," click on *Track and Confirm*.

In 2005, we will also add this e-mail option to our Expedited and Package Services toll-free number at 800-222-1811.

See page 76 of this *Postal Bulletin* for a copy of PS Form 3811-A.

PS Form 3811-A is available on the Postal Service PolicyNet Web site:

- Go to <http://blue.usps.gov>.
- Under "Essential Links," click on *Forms*.
- Browse by form number or form title.

(The direct URL for the Postal Service PolicyNet Web site is <http://blue.usps.gov/cpim>.)

You can also order PS Form 3811-A from the Material Distribution Center (MDC) by using touch tone order entry (TTOE): Call 800-332-0317, option 2.

*Note:* You must be registered to use TTOE. To register, call 800-332-0317, option 1, extension 2925, and follow the prompts to leave a message. (Wait 48 hours after registering before placing your first order).

Use the following information to order PS Form 3811-A:

<b>PSIN:</b>	PS3811A
<b>NSN:</b>	7530-02-000-9054
<b>Unit of Measure:</b>	SH
<b>Minimum Order Quantity:</b>	250
<b>Bulk Pack Quantity:</b>	4,000
<b>Quick Pick Number:</b>	204
<b>Price:</b>	\$.0468

— *Product Information Requirements,  
Product Development, 9-16-04*

United States Postal Service®

## Request for Delivery Information/Return Receipt After Mailing

**INSTRUCTIONS FOR USE:**

**Accepting Office**

1. *Internal Use Only.* Help the customer complete Section 2 of this form and carefully compare it to the customer's receipt. Complete the shaded portions in Section 1.
2. Collect fees if required.
3. Select ONE of the following two options:
  - A.  If the item was mailed to an office using electronic record management (all offices in the U.S., including Alaska, Puerto Rico, and the Virgin Islands), choose one of the following two options:
    - If your office has Intranet access, use the Intranet to generate the request via fax, mail, or e-mail.
    - If your office does not have Intranet access, send this entire form, with Sections 1 and 2 completed, to a designated inquiry location.
 If electronic record is found, request the record electronically and discard this form. If the electronic record is not found, manually complete Section 3 and mail to the customer.
  - B.  If the item was mailed to an office using manual record management (refer to POM Part 619 for full listing), send this entire form, with Sections 1 and 2 completed, to the delivery office.

**Delivery Office - Use Only for Manually Filed Delivery Record Inquiries (3B checked above)**

1. If the fee is not attached or the form is not postmarked to show that the fee was paid at the time of the mailing, return this form to the accepting office.
2. Complete the items in Section 3 below. Enter the delivery information or indicate the reason for no information.
3. After completion, detach and insert the bottom portion of this document in an envelope addressed to the requestor and deposit it in the mailstream. Discard the remaining portion.

<b>Section 1</b>	Accepting Office: Postmark if Return Receipt fee was paid at time of mailing.	<input type="checkbox"/> Return Receipt fee WAS paid at time of mailing. (Customer has provided receipt. Postmark where indicated at left.) <input type="checkbox"/> Return Receipt fee WAS NOT paid at time of mailing. (Attach fee below.)  <i>Attach fee here if applicable</i>
	Accepting Office City/State/ZIP Code™: _____	

**Delivery Office/Manual Inquiries:** Detach at dotted line and return bottom portion to customer when inquiry is resolved — discard remainder of form. **Electronic Inquiries:** Generate request from Intranet and discard the entire form if record is found.

<b>Section 2</b>	<b>A. TYPE OF SERVICE</b>	<b>C. ARTICLE INFORMATION</b>
	<input type="checkbox"/> Certified Mail™ <input type="checkbox"/> Numbered Insured <input type="checkbox"/> COD <input type="checkbox"/> Registered Mail™ <input type="checkbox"/> Express Mail® <input type="checkbox"/> Return Receipt for Merchandise	Article Number _____  Mailing Date (mm/dd/yy) _____
	<b>B. ARTICLE ADDRESSED TO</b>	<b>D. REQUESTOR</b>
	Addressee Name _____  Addressee Address _____ (No., street, apt./ste. no.)  (City, state, ZIP Code™)	Requestor Name _____  Requestor Address _____ (No., street, apt./ste. no.)  (City, state, ZIP Code)  Fax Number (Include area code) or email address (Complete ONLY if an electronic inquiry)

<b>Section 3</b>	<b>For Delivery Office Use Only</b>	Delivered to the following individual, company or organization	Delivery Office Postmark
	Postal Service records show no delivery information because: <input type="checkbox"/> Record not found <input type="checkbox"/> Forwarded (date: _____) <input type="checkbox"/> Returned (date: _____)	Delivery Date	
		Delivery Address (if different from address in section 2B)	

# Employees

## ELM REVISION/CORRECTION

### Team Awards

In the article entitled “ELM Revision: Recognition and Awards,” published in *Postal Bulletin* 22133 (7-22-04, pages 16–33), the opening paragraph correctly stated that the fiscal year limit for the Team Award is \$2,000. The eAwards system is programmed to limit Team Awards to \$2,000 annually.

However, the revision of *Employee and Labor Relations Manual* (ELM) 470, Recognition and Awards, later in the article erroneously showed that limit to be \$3,000 rather than \$2,000. The correct limit of \$2,000 for Team Awards appears in the ELM text below.

We will incorporate these revisions into the next printed version of the ELM and also into the online version, available on the Postal Service™ PolicyNet Web site:

- Go to <http://blue.usps.gov>.
- Under “Essential Links” in the left-hand column, click on *References*.
- Under “References” in the right-hand column, click on *PolicyNet*.
- Click on *Manuals*.

It is also available on the Postal Service Internet:

- Go to [www.usps.com](http://www.usps.com).
- Click on *About USPS & News*, then *Forms & Publications*, then *Postal Periodicals and Publications*, and then *Manuals*.

### Employee and Labor Relations Manual (ELM)

\* \* \* \* \*

#### 4 Pay Administration

\* \* \* \* \*

#### 470 Recognition and Awards

##### 471 Overview

##### 471.1 Policy

\* \* \* \* \*

A summary description of service recognition and incentive awards is contained in exhibit 471.1.

Exhibit 471.1

### Service Recognition and Incentive Awards

[Correct the entry for the Special Award/Team Award to read as follows:]

Award Category	ELM Reference	Employees Eligible	Others Eligible	Award Description
* * * * *				
Special Award	Team Award 476.2	Career		Cash or Cash Equivalent From \$50 to \$2,000

\* \* \* \* \*



**476 Special Awards****476.1 Overview**

Characteristics of this award are as follows:

*[Correct the entry for the Team Award to read as follows:]*

Type of Award	Who Is Eligible	Award Description	Approval Authority	Basis	Award Limit
Team Award	All career employees	Cash or cash equivalent item	Vice president	Recognizes superior team contribution or achievement deserving of systemwide recognition.	From \$50 to \$2,000

\* \* \* \* \*

**476.2 Team Award**

\* \* \* \* \*

**476.22 Description**

*[Revise the first paragraph to read as follows:]*

The Team Award, a one-time cash or cash equivalent award (i.e., a check issued by the Eagan ASC or a “gift check” or similar item that can be immediately converted to cash), is valued at a minimum of \$50 and is not to exceed \$2,000.

\* \* \* \* \*

**476.24 Award Limits Ceilings**

*[Revise the text to read as follows:]*

An employee may receive up to \$2,000 in cash Team Awards in a fiscal year (independent of Spot Award dollar amounts).

\* \* \* \* \*

— Compensation,  
Employee Resource Management, 9-16-04

**SAFETY REMINDER****Fire Prevention Week — Test Your Smoke Alarms**

Fire Prevention Week this year is October 3–9, and the theme is “Test Your Smoke Alarms.” According to the National Fire Protection Association (NFPA), roughly 70 percent of home fire deaths result from fires in homes with no smoke alarms or no working smoke alarms.

As part of its official sponsorship of Fire Prevention Week, the NFPA has posted Fire Prevention Week planning materials on the NFPA Web site at [www.nfpa.org/FPW/index.asp](http://www.nfpa.org/FPW/index.asp).

Managers and safety professionals: use these materials when preparing local Fire Prevention Week presentations or activities. Encourage employees to visit the NFPA site for additional information. In this time of heightened security, fire prevention at work and home is very important.

— Safety Performance Management,  
Employee Resource Management, 9-16-04

**NOTICE****Military Leave Allowances**

Career full-time and part-time employees in the military reserves or National Guard who are eligible to receive paid military leave for the 2005 fiscal year will be credited in pay

period 22-04, which begins October 2, 2004. This is the first pay period in the 2005 payroll fiscal year.

— Compensation,  
Employee Resource Management, 9-16-04

**What is an endorsement?** When Postal Service employees provide favorable comments - in writing, on video, or as conference speakers - about the services or products of a company with whom they have postal business interactions, their comments can be used by the company in its promotional efforts.

# ENDORSEMENTS

**Why shouldn't you "endorse" companies?** Because it violates federal ethics regulations. Under the standards of ethical conduct, a postal employee may not use, or permit the use of, his/her position, title, or any authority associated with his position, to endorse non-postal products, services, or enterprises.

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## Finance

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### NOTICE

### Household Diary Study

The Postal Service's™ Household Diary Study (HDS), conducted since 1987, provides information about the contents of the mail sent and received by U.S. households. The Postal Service uses this information to help understand why and how customers use the mail. The results are used to:

- Forecast mail volume.
- Plan marketing strategies.
- Provide information for rate-setting purposes.

The HDS is administered at Headquarters by the Office of Demand Forecasting and Economic Analysis, Finance. NuStats, the HDS survey research firm contractor since July 1999, conducts the interviews and collects and analyzes the HDS data throughout the year.

HDS is a two-stage survey. Stage 1 is the *Household Interview*. NuStats sends an advance letter, signed by the postmaster general, to a representative sample of U.S. households. This letter emphasizes the importance of the HDS and asks for participation. These sample households are contacted either by telephone or in person and asked about the mail they send and receive, their adoption and use of various communications' technologies, their attitudes about mail service in general, and information relating to their household and personal demographics. Those respondent households are recruited to participate in HDS Stage 2.

Stage 2 is the *Mail Diary*. NuStats asks households that agree to participate in Stage 2 to record information about the mail they send and receive for a 7-day period from Monday to Sunday. Information recorded includes: number of mailpieces received and sent, industry mail source, mail characteristics, and attitudes regarding mail received. As an incentive for HDS Stage 2 participation, households are offered the options of receiving: \$30, \$30 to donate to the Lance Armstrong Foundation, or a roll of 100 First-Class Mail® stamps.

Data gathered in both HDS stages is available in a final report, "The Household Diary Study — Mail Use and Attitudes." The report is published in hard copy and a free electronic file. Order forms for the latest HDS report may be obtained via the Postal Service Internet at [www.usps.com/householddiary](http://www.usps.com/householddiary).

For additional information, contact either of the following individuals:

Malcolm Harris  
Telephone: 202-268-3650  
Fax: 202-268-6841  
E-mail [malcolm.c.harris@usps.gov](mailto:malcolm.c.harris@usps.gov)

Greg Dawson  
Telephone: 202-268-7446  
Fax: 202-268-6841  
E-mail [gregory.e.dawson@usps.gov](mailto:gregory.e.dawson@usps.gov)

— Office of Demand Forecasting and Economic Analysis,  
Finance, 9-16-04

# International Mail

## ICM UPDATES

### International Customized Mail

We have combined ICM updates into one *Postal Bulletin* article to save space and paper. 7 ICM updates appear here.

On March 30, 2004, the Postal Service entered into an International Customized Mail (ICM) Service Agreement with a Qualifying Mailer. In accordance with *International Mail Manual (IMM)* 297.4, the Postal Service now makes public the following information concerning the Agreement:

- a. **Term:** April 13, 2004, through April 12, 2005.
- b. **Type of mail:** Global Express Mail™ (EMS). Every item must conform to the mailing requirements set forth in the IMM for EMS.
- c. **Destination countries:** Worldwide.
- d. **Service provided by the Postal Service:** The Postal Service has agreed to transport EMS to international destinations for delivery by the appropriate authorities.
- e. **Minimum volume commitments:** The Mailer has agreed to meet an annualized minimum commitment of 600 pieces of EMS mail.

On March 26, 2004, the Postal Service entered into an International Customized Mail (ICM) Service Agreement with a Qualifying Mailer. In accordance with *International Mail Manual (IMM)* 297.4, the Postal Service now makes public the following information concerning the Agreement:

- a. **Term:** April 9, 2004, through April 8, 2005.
- b. **Type of mail:** Global Express Mail™ (EMS). Every item must conform to the mailing requirements set forth in the IMM for EMS.
- c. **Destination countries:** Worldwide.
- d. **Service provided by the Postal Service:** The Postal Service has agreed to transport EMS to international destinations for delivery by the appropriate authorities.
- e. **Minimum volume commitments:** The Mailer has agreed to meet an annualized minimum of 600 pieces of Global Express Mail™ (EMS).

f. **Worksharing:** The Mailer has agreed to:

1. Comply with the terms and conditions for mailing EMS as set forth in the IMM.
2. Pay postage for EMS by means of a dedicated Express Mail Corporate Account (EMCA) in accordance with the EMCA requirements set forth in the *Domestic Mail Manual (DMM)*.

g. **Rates:** The Mailer has agreed to pay postage at a rate discounted at eight (8) percent off nondiscounted published rates in effect on the date of mailing in accordance with Exhibit 1.

#### Exhibit 1

Annualized Volume or Annualized Postage	Discount Applied
600 – 999 pieces or \$12,000 – \$19,999	8%
1,000 – 2,999 pieces or \$20,000 – \$59,999	10
3,000 or more pieces or \$60,000 or more	12

f. **Worksharing:** The Mailer has agreed to:

1. Comply with the terms and conditions for mailing EMS as set forth in the IMM.
2. Pay postage for EMS by means of a dedicated Express Mail Corporate Account (EMCA) in accordance with the EMCA requirements set forth in the *Domestic Mail Manual (DMM)*.

g. **Rates:** The Mailer has agreed to pay postage at a rate discounted at eight (8) percent off nondiscounted published rates in effect on the date of mailing in accordance with Exhibit 1.

#### Exhibit 1

Annualized Volume or Annualized Postage	Discount Applied
600 – 999 pieces or \$12,000 – \$19,999	8%
1,000 – 2,999 pieces or \$20,000 – \$59,999	10
3,000 or more pieces or \$60,000 or more	12

On August 25, 2004, the Postal Service entered into an International Customized Mail (ICM) Service Agreement with a Qualifying Mailer. In accordance with *International Mail Manual (IMM)* 297.4, the Postal Service now makes public the following information concerning the Agreement:

- a. **Term:** September 8, 2004, through September 7, 2005.
- b. **Type of mail:** Global Express Mail™ (EMS). Every item must conform to the mailing requirements set forth in the IMM for EMS.
- c. **Destination countries:** Worldwide.
- d. **Service provided by the Postal Service:** The Postal Service has agreed to transport EMS to international destinations for delivery by the appropriate authorities.
- e. **Minimum volume commitments:** The Mailer has agreed to meet an annualized minimum commitment of 600 pieces of EMS mail.

On August 30, 2004, the Postal Service entered into an International Customized Mail (ICM) Service Agreement with a Qualifying Mailer. In accordance with *International Mail Manual (IMM)* 297.4, the Postal Service now makes public the following information concerning the Agreement:

- a. **Term:** September 13, 2004, through September 12, 2005.
- b. **Type of mail:** Global Express Mail™ (EMS). Every item must conform to the mailing requirements set forth in the IMM for EMS.
- c. **Destination countries:** Worldwide.
- d. **Service provided by the Postal Service:** The Postal Service has agreed to transport EMS to international destinations for delivery by the appropriate authorities.
- e. **Minimum volume commitments:** The Mailer has agreed to meet an annualized minimum commitment of \$60,000 in EMS postage.

- f. **Worksharing:** The Mailer has agreed to:
  1. Comply with the terms and conditions for mailing EMS as set forth in the IMM.
  2. Pay postage for EMS by means of a dedicated Express Mail Corporate Account (EMCA) in accordance with the EMCA requirements set forth in the *Domestic Mail Manual (DMM)*.
- g. **Rates:** The Mailer has agreed to pay postage at a rate discounted at eight (8) percent off nondiscounted published rates in effect on the date of mailing in accordance with Exhibit 1.

**Exhibit 1**

Annualized Volume or Annualized Postage	Discount Applied
600 – 999 pieces or \$12,000 – \$19,999	8%
1,000 – 2,999 pieces or \$20,000 – \$59,999	10
3,000 or more pieces or \$60,000 or more	12

- f. **Worksharing:** The Mailer has agreed to:
  1. Comply with the terms and conditions for mailing EMS as set forth in the IMM.
  2. Pay postage for EMS by means of a dedicated Express Mail Corporate Account (EMCA) in accordance with the EMCA requirements set forth in the *Domestic Mail Manual (DMM)*.
- g. **Rates:** The Mailer has agreed to pay postage at a rate discounted at twelve (12) percent off nondiscounted published rates in effect on the date of mailing in accordance with Exhibit 1.

**Exhibit 1**

Annualized Volume or Annualized Postage	Discount Applied
600 – 999 pieces or \$12,000 – \$19,999	8%
1,000 – 2,999 pieces or \$20,000 – \$59,999	10
3,000 or more pieces or \$60,000 or more	12

On August 25, 2004, the Postal Service entered into an International Customized Mail (ICM) Service Agreement with a Qualifying Mailer. In accordance with *International Mail Manual (IMM)* 297.4, the Postal Service now makes public the following information concerning the Agreement:

- a. **Term:** September 8, 2004, through September 7, 2005.
- b. **Type of mail:** Global Express Mail™ (EMS). Every item must conform to the mailing requirements set forth in the IMM for EMS.
- c. **Destination countries:** Worldwide.
- d. **Service provided by the Postal Service:** The Postal Service has agreed to transport EMS to international destinations for delivery by the appropriate authorities.
- e. **Minimum volume commitments:** The Mailer has agreed to meet an annualized minimum commitment of \$60,000 in EMS postage.

On August 30, 2004, the Postal Service entered into an International Customized Mail (ICM) Service Agreement with a Qualifying Mailer. In accordance with *International Mail Manual (IMM)* 297.4, the Postal Service now makes public the following information concerning the Agreement:

- a. **Term:** September 13, 2004, through September 12, 2005.
- b. **Type of mail:** Global Express Mail™ (EMS). Every item must conform to the mailing requirements set forth in the IMM for EMS.
- c. **Destination countries:** Worldwide.
- d. **Service provided by the Postal Service:** The Postal Service has agreed to transport EMS to international destinations for delivery by the appropriate authorities.
- e. **Minimum volume commitments:** The Mailer has agreed to meet an annualized minimum commitment of 600 pieces of EMS mail.

f. **Worksharing:** The Mailer has agreed to:

1. Comply with the terms and conditions for mailing EMS as set forth in the IMM.
2. Pay postage for EMS by means of a dedicated Express Mail Corporate Account (EMCA) in accordance with the EMCA requirements set forth in the *Domestic Mail Manual (DMM)*.

g. **Rates:** The Mailer has agreed to pay postage at a rate discounted at twelve (12) percent off nondiscounted published rates in effect on the date of mailing in accordance with Exhibit 1.

**Exhibit 1**

Annualized Volume or Annualized Postage	Discount Applied
600 – 999 pieces or \$12,000 – \$19,999	8%
1,000 – 2,999 pieces or \$20,000 – \$59,999	10
3,000 or more pieces or \$60,000 or more	12

f. **Worksharing:** The Mailer has agreed to:

1. Comply with the terms and conditions for mailing EMS as set forth in the IMM.
2. Pay postage for EMS by means of a dedicated Express Mail Corporate Account (EMCA) in accordance with the EMCA requirements set forth in the *Domestic Mail Manual (DMM)*.

g. **Rates:** The Mailer has agreed to pay postage at a rate discounted at eight (8) percent off nondiscounted published rates in effect on the date of mailing in accordance with Exhibit 1.

**Exhibit 1**

Annualized Volume or Annualized Postage	Discount Applied
600 – 999 pieces or \$12,000 – \$19,999	8%
1,000 – 2,999 pieces or \$20,000 – \$59,999	10
3,000 or more pieces or \$60,000 or more	12

On May 7, 2004, the Postal Service entered into an International Customized Mail (ICM) Service Agreement with a Qualifying Mailer. In accordance with *International Mail Manual* (IMM) 297.4, the Postal Service now makes public the following information concerning the Agreement:

- a. **Term:** May 21, 2004, through May 20, 2006.
- b. **Type of mail:** Global Express Mail™ (EMS). Every item must conform to the mailing requirements set forth in the IMM for EMS.
- c. **Destination countries:** Worldwide.
- d. **Service provided by the Postal Service:** The Postal Service has agreed to transport EMS to international destinations for delivery by the appropriate authorities.
- e. **Minimum volume commitments:** The Mailer has agreed to meet an annualized minimum commitment of \$20,000 in EMS postage.

- f. **Worksharing:** The Mailer has agreed to:
  1. Comply with the terms and conditions for mailing EMS as set forth in the IMM.
  2. Pay postage for EMS by means of a dedicated Express Mail Corporate Account (EMCA) in accordance with the EMCA requirements set forth in the *Domestic Mail Manual* (DMM).
- g. **Rates:** The Mailer has agreed to pay postage at a rate discounted at ten (10) percent off nondiscounted published rates in effect on the date of mailing in accordance with Exhibit 1.

**Exhibit 1**

Annualized Volume or Annualized Postage	Discount Applied
600 – 999 pieces or \$12,000 – \$19,999	8%
1,000 – 2,999 pieces or \$20,000 – \$59,999	10
3,000 or more pieces or \$60,000 or more	12

— Pricing Strategy,  
Pricing and Classification, 9-16-04



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# Philately

STAMP ANNOUNCEMENT 04-31

## Christmas: Madonna and Child by Lorenzo Monaco Stamp



Copyright USPS 2003

The Postal Service™ will issue a 37-cent, *Christmas: Madonna and Child by Lorenzo Monaco* special stamp in one design in a pressure-sensitive adhesive (PSA) double-sided book of 20 stamps (Item 673400), on October 14, 2004, in New York, New York. The stamp, designed by Richard Sheaff, Scottsdale, Arizona, goes on sale nationwide October 15, 2004.

The Christmas stamps, formerly known as *Holiday Traditional* stamps, adorn the envelopes of millions of greeting cards each year. This year, the stamp design is a detail of a tempera-on-panel *Madonna and Child* by Florentine painter Lorenzo Monaco. The panel dates from 1413 and is part of the Samuel H. Kress Collection at the National Gallery of Art in Washington, DC.

Issue:	<i>Christmas: Madonna and Child by Lorenzo Monaco</i>
Item Number:	673400
Denomination & Type of Issue:	37-cent special
Format:	Double-sided convertible booklet of 20 (1 design)
Series:	<i>Holiday</i>
Issue Date & City:	October 14, 2004, New York, NY 10199
Artist:	Lorenzo Monaco, painting from the Samuel H. Kress Collection at the National Gallery of Art in Washington, DC.
Designer:	Richard Sheaff, Scottsdale, AZ 85258
Engraver:	N/A
Art Director:	Richard Sheaff, Scottsdale, AZ 85258
Typographer:	Richard Sheaff, Scottsdale, AZ 85258
Modeler:	Joseph Sheeran
Manufacturing Process:	Offset/Microprint "USPS"
Printer:	Ashton Potter USA Ltd. (APU)
Printed at:	Williamsville, NY
Press Type:	Mueller Martini, A 74
Stamps per Booklet:	20
Print Quantity:	776.4 million stamps
Paper Type:	Pre-phosphored, Type II
Adhesive Type:	Pressure-sensitive
Processed at:	Ashton Potter USA Ltd. (APU)
Colors:	Black, Cyan, Magenta, Yellow
Stamp Orientation:	Vertical
Image Area (w x h):	0.77 x 1.050 in./19.558 x 26.67 mm
Overall Size (w x h):	0.91 x 1.19 in./23.114 x 30.226 mm
Booklet Size (w x h) :	2.38 x 5.76 in./60.452 x 146.304 mm
Plate Size:	880 stamps per revolution
Plate Numbers:	"P" followed by four (4) single digits
Marginal Markings:	
Stamp Side:	"© 2003 USPS" • Plate Numbers • "Peel here to fold"
Cover Side:	"© 2003 USPS" • "Twenty 37-cent First-Class Self-adhesive stamps" • Price • Barcode
Catalog Item Number(s):	673440 Double-Sided Book of 20 — \$7.40 673461 First Day Cover — \$0.75

### How to Order First Day of Issue Postmark

Customers have 30 days to obtain the first day of issue postmark by mail. They may purchase new stamps at their local Post Office™, by telephone at 800-STAMP-24, and at the Postal Store Web site at [www.usps.com/shop](http://www.usps.com/shop). They should affix the stamps to envelopes of their choice, address the envelopes (to themselves or others), and place them in a larger envelope addressed to:

CHRISTMAS MADONNA AND CHILD BY LORENZO  
MONACO STAMP  
SPECIAL EVENTS UNIT  
421 8TH AVE RM 2029B  
NEW YORK NY 10199-9998

After applying the first day of issue postmark, the Postal Service will return the envelopes through the mail. There is no charge for the postmark. All orders must be postmarked by November 13, 2004.

### How to Order First Day Covers

Stamp Fulfillment Services also offers first day covers for new stamp issues and Postal Service stationery items postmarked with the official first day of issue cancellation. Each item has an individual catalog number and is offered in the quarterly *USA Philatelic* catalog. Customers may request a free catalog by calling 800-STAMP-24 or writing to:

INFORMATION FULFILLMENT  
DEPT 6270  
US POSTAL SERVICE  
PO BOX 219014  
KANSAS CITY MO 64121-9014

### Philatelic Products

There are no philatelic products for this stamp issue.

### Distribution: Item 673400, \$7.40 *Christmas: Madonna and Child by Lorenzo Monaco, Double-Sided Booklet of 20*

Stamp distribution offices (SDOs) will receive approximately one-half of their standard automatic distribution quantity for a PSA booklet. Distributions are rounded up to the nearest master carton size (4,000 booklets).

### Initial Supply to Post Offices

SDOs will make a subsequent automatic distribution to Post Offices of approximately one-half of their standard automatic distribution quantities using PS Form 17, *Stamp Requisition/Stamp Return*. SDOs must not distribute stamps to Post Offices before October 8, 2004.

### Additional Supply

Post Offices requiring additional booklets must requisition them from their designated SDO using PS Form 17. SDOs requiring additional stamps must order them from the appropriate accountable paper depository (APD) using PS Form 17.

For fulfilling supplemental orders from SDOs, the Chicago, Memphis, and New York APDs will each receive 700,000 additional booklets; the San Francisco APD will receive 600,000 additional booklets; and the Denver APD will receive 300,000 additional booklets.

### Philatelic Requirement

Authorized philatelic centers requiring the \$7.40 *Madonna and Child by Lorenzo Monaco* double-sided booklet of 20 must order Item 673400 from their designated SDO using a separate PS Form 17.

### Sales Policy

All Post Offices must acquire and maintain a supply of each new commemorative stamp as long as customer demand exists, until inventory is depleted, or until the stamp is officially withdrawn from sale. If supplies run low, Post Offices must reorder additional quantities using their normal ordering procedures.

— Stamp Services,  
Government Relations, 9-16-04

## STAMP ANNOUNCEMENT 04-32

## Hanukkah Stamp



Copyright USPS 2003

The Postal Service™ will issue a 37-cent, *Hanukkah* special stamp in one design in a pressure-sensitive adhesive (PSA) pane of 20 stamps (Item 566600), on October 15, 2004, in New York, New York. The stamp, designed by Ethel Kessler of Bethesda, Maryland, goes on sale nationwide October 16, 2004.

Hanukkah is a joyous yearly festival spanning eight days and nights, celebrated by Jews around the world. Hanukkah is the Hebrew word for “dedication.” The holiday commemorates the successful revolt of the Jews led by Judah Maccabee against the oppressive government of Antiochus IV in 165 B.C.E. One of the traditions associated with this holiday is the spinning of the dreidel, a four-sided top commonly bearing a Hebrew letter on each side.

Stamp art director Ethel Kessler combined two elements in her design: the type in the background, designed by Greg Berger, and the photograph of the dreidel, made by Elise Moore. The dreidel is from the collection of Rabbi Lennard and Dr. Linda Thal, who purchased it some years ago in Jerusalem.

Issue:	<i>Hanukkah</i>
Item Number:	566600
Denomination & Type of Issue:	37-cent special
Format:	Pane of 20 (1 design)
Series:	<i>Holiday</i>
Issue Date & City:	October 15, 2004, New York, NY 10199
Designer:	Ethel Kessler, Bethesda, MD
Art Director:	Ethel Kessler, Bethesda, MD
Typographer:	Greg Berger, Bethesda, MD
Photographer:	Elise Moore, Bethesda, MD
Engraver:	N/A
Modeler:	Donald Woo
Manufacturing Process:	Offset/Microprint “USPS”
Printer:	Banknote Corporation of America, Inc./SSP
Printed at:	Browns Summit, NC
Press Type:	Man Roland, 300
Stamps per Pane:	20
Print Quantity:	60 million stamps
Paper Type:	Phosphor Tagged
Adhesive Type:	Pressure-sensitive
Colors:	Black, Cyan, Magenta, Yellow
Stamp Orientation:	Vertical
Image Area (w x h):	0.77 x 1.05 in./19.56 x 26.67 mm
Overall Size (w x h):	091 x 1.19 in./23.11 x 30.23 mm
Full Pane Size (w x h):	5.55 x 5.76 in./140.97 x 146.30 mm
Plate Size:	300 stamps per revolution
Plate Numbers:	“S” followed by four (4) single digits
Marginal Markings:	“© 2003 USPS” • Price • Plate position diagram • Plate numbers (4 per pane) • 4 Barcodes on back
Catalog Item Number(s):	566620 Block of 4 — \$1.48 566630 Block of 10 — \$3.70 566640 Full Pane of 20 — \$7.40 566661 First Day Cover — \$0.75 566693 Full Pane w/FDC — \$8.15

## How to Order First Day of Issue Postmark

Customers have 30 days to obtain the first day of issue postmark by mail. They may purchase new stamps at their local Post Office™, by telephone at 800-STAMP-24, and at the Postal Store Web site at [www.usps.com/shop](http://www.usps.com/shop). They should affix the stamps to envelopes of their choice, address the envelopes (to themselves or others), and place them in a larger envelope addressed to:

HANUKKAH STAMP  
SPECIAL EVENTS UNIT  
421 8TH AVE RM 2029B  
NEW YORK NY 10199-9998

After applying the first day of issue postmark, the Postal Service will return the envelopes through the mail. There is no charge for the postmark. All orders must be postmarked by November 13, 2004.

### How to Order First Day Covers

Stamp Fulfillment Services also offers first day covers for new stamp issues and Postal Service stationery items postmarked with the official first day of issue cancellation. Each item has an individual catalog number and is offered in the quarterly *USA Philatelic* catalog. Customers may request a free catalog by calling 800-STAMP-24 or writing to:

INFORMATION FULFILLMENT  
DEPT 6270  
US POSTAL SERVICE  
PO BOX 219014  
KANSAS CITY MO 64121-9014

### Philatelic Products

There are no philatelic products for this stamp issue.

### Distribution: Item 566600, 37-cent *Hanukkah* Special Stamp

Stamp distribution offices (SDOs) will receive approximately one-third the standard automatic distribution quantity for a PSA sheet stamp. Distributions are rounded up to the nearest master carton size (40,000 stamps).

### Initial Supply to Post Offices

SDOs will make a subsequent automatic distribution to Post Offices of one-fourth their standard automatic distribution quantity using PS Form 17, *Stamp Requisition/Stamp Return*. SDOs must not distribute stamps to Post Offices before October 8, 2004.

### Philatelic Requirement

SDOs with authorized philatelic centers will receive an automatic distribution of these stamps in 15 positions for subsequent distribution to each philatelic window.

SDOs That Serve This Many Philatelic Windows...	Will Receive This Quantity of the <i>Hanukkah</i> Special Stamp, Item 566600
1	30,000
2	30,000
3	30,000
4	30,000
5	60,000
6	60,000
8	60,000
9	90,000
12	90,000
13	120,000
16	120,000
19	150,000

### Additional Supply

Post Offices requiring additional Item 566600 must requisition them from their designated SDO using PS Form 17. SDOs requiring additional stamps must order them from the appropriate accountable paper depository (APD) using PS Form 17.

For fulfilling supplemental orders from SDOs, the New York APD will receive 5,000,000 additional stamps; the Chicago and Memphis APDs will each receive 4,200,000 additional stamps; the San Francisco APD will receive 3,400,000 additional stamps; and the Denver APD will receive 640,000 additional stamps.

### Sales Policy

All Post Offices must acquire and maintain a supply of each new commemorative stamp as long as customer demand exists, until inventory is depleted, or until the stamp is officially withdrawn from sale. If supplies run low, Post Offices must reorder additional quantities using their normal ordering procedures.

— Stamp Services,  
Government Relations, 9-16-04



## STAMP ANNOUNCEMENT 04-33

**Kwanzaa Stamp**

**Copyright USPS 2003**

The Postal Service™ will issue a 37-cent, *Kwanzaa* special stamp in one design in a pressure-sensitive adhesive (PSA) pane of 20 stamps (Item 566500), on October 16, 2004, in Chicago, Illinois. The stamp, designed by Derry Noyes of Washington, DC, goes on sale nationwide October 17, 2004.

Kwanzaa is a nonreligious African American holiday that takes place over seven days from December 26 to January 1. It draws on African traditions and takes its name from the Swahili phrase for “first fruits.” Its origins are in harvest celebrations that occurred in ancient and modern times in various places across the African continent.

Art director Derry Noyes and stamp artist Daniel Minter strove to create a design that appropriately balances formality with a celebratory, festive mood. The seven days of Kwanzaa, and the seven principles they signify, are represented by seven figures in colorful robes.

**How to Order First Day of Issue Postmark**

Customers have 30 days to obtain the first day of issue postmark by mail. They may purchase new stamps at their local Post Office™, by telephone at 800-STAMP-24, and at the Postal Store Web site at [www.usps.com/shop](http://www.usps.com/shop). They should affix the stamps to envelopes of their choice, address the envelopes (to themselves or others), and place them in a larger envelope addressed to:

STAMPS  
POSTMASTER  
433 W HARRISON ST 2ND FL  
CHICAGO IL 60607-9998

Issue:	<i>Kwanzaa</i>
Item Number:	566500
Denomination & Type of Issue:	37-cent special
Format:	Pane of 20 (1 design)
Series:	<i>Holiday</i>
Issue Date & City:	October 16, 2004, Chicago, IL 60607
Designer:	Derry Noyes, Washington, DC
Illustrator:	Daniel Minter, Portland, ME
Art Director:	Derry Noyes, Washington, DC
Typographer:	Derry Noyes, Washington, DC
Engraver:	N/A
Modeler:	Joseph Sheeran
Manufacturing Process:	Offset/Microprint “USPS”
Printer:	Ashton Potter (USA) Ltd.
Printed at:	Williamsville, NY
Press Type:	Mueller Martini, A 74
Stamps per Pane:	20
Print Quantity:	60 million stamps
Paper Type:	Prephosphored, Type II
Adhesive Type:	Pressure-sensitive
Processed at:	Ashton Potter (USA) Ltd.
Colors:	Black, Hexachrome Cyan, PMS 1788 (Red), PMS 109 (Yellow), PMS 143 (Orange), PMS 355 (Green)
Stamp Orientation:	Horizontal
Image Area (w x h):	1.05 x 0.77 in./26.670 x 19.558 mm
Overall Size (w x h):	1.19 x 0.91 in./30.226 x 23.114 mm
Full Pane Size (w x h):	5.76 x 5.5 in./146.304 x 139.7 mm
Plate Size:	320 stamps per revolution
Plate Numbers:	“P” followed by six (6) single digits
Marginal Markings:	“© 2003 USPS” • Price • Plate numbers in four corners of pane • Plate position diagram • Barcodes in four corners on back of pane
Catalog Item Number(s):	566520 Block of 4 — \$1.48 566530 Block of 10 — \$3.70 566540 Full Pane of 20 — \$7.40 566561 First Day Cover — \$0.75 566593 Full Pane w/FDC — \$8.15

After applying the first day of issue postmark, the Postal Service will return the envelopes through the mail. There is no charge for the postmark. All orders must be postmarked by November 15, 2004.

**How to Order First Day Covers**

Stamp Fulfillment Services also offers first day covers for new stamp issues and Postal Service stationery items postmarked with the official first day of issue cancellation. Each item has an individual catalog number and is offered in the quarterly *USA Philatelic* catalog. Customers may request a free catalog by calling 800-STAMP-24 or writing to:

INFORMATION FULFILLMENT  
 DEPT 6270  
 US POSTAL SERVICE  
 PO BOX 219014  
 KANSAS CITY MO 64121-9014

**Philatelic Products**

There are no philatelic products for this stamp issue.

**Distribution: Item 566500, 37-cent *Kwanzaa* Special Stamp**

Stamp distribution offices (SDOs) will receive approximately one-third the standard automatic distribution quantity for a PSA sheet stamp. Distributions are rounded up to the nearest master carton size (40,000 stamps).

**Initial Supply to Post Offices**

SDOs will make a subsequent automatic distribution to Post Offices of one-fourth their standard automatic distribution quantity using PS Form 17, *Stamp Requisition/Stamp Return*. SDOs must not distribute stamps to Post Offices before October 8, 2004.

**Philatelic Requirement**

SDOs with authorized philatelic centers will receive an automatic distribution of these stamps in eight positions for subsequent distribution to each philatelic window.

SDOs That Serve This Many Philatelic Windows...	Will Receive This Quantity of the <i>Kwanzaa</i> Special Stamp, Item 566500
1	16,000
2	16,000
3	32,000
4	32,000
5	48,000
6	48,000
8	64,000
9	80,000
12	96,000
13	112,000
16	128,000
19	160,000

**Additional Supply**

Post Offices requiring additional Item 566500 must requisition them from their designated SDO using PS Form 17. SDOs requiring additional stamps must order them from the appropriate accountable paper depository (APD) using PS Form 17.

For fulfilling supplemental orders from SDOs, the New York APD will receive 4,400,000 additional stamps; the Chicago APD will receive 4,200,000 additional stamps; the Memphis APD will receive 4,000,000 additional stamps; the San Francisco APD will receive 3,000,000 additional stamps; and the Denver APD will receive 800,000 additional stamps.

**Sales Policy**

All Post Offices must acquire and maintain a supply of each new commemorative stamp as long as customer demand exists, until inventory is depleted, or until the stamp is officially withdrawn from sale. If supplies run low, Post Offices must reorder additional quantities using their normal ordering procedures.

— *Stamp Services,  
 Government Relations, 9-16-04*



## The Postal Service Guide to U.S. Stamps, 31st Edition

STAMPS

**Newly revised and updated, *The Postal Service Guide to U.S. Stamps* is just the delivery you've been waiting for!**

The only fully illustrated, four-color guide to U.S. stamps, this official publication provides the most comprehensive information available about the U.S. stamp program and its vivid history. Beginning with the first stamps released in 1847, *The Postal Service Guide to U.S. Stamps* covers nearly 4,000 stamps issued up to the present, as well as:

- Every category of U.S. stamp—definitive, commemorative, airmail, duck stamps, stamped envelopes, and more—all organized into easy-to-use, color-coded sections for quick access
- Detailed listings for each stamp, with color illustrations, Scott catalog numbers, dates of issue, used and unused prices, quantities issued (when known), and separate listings for design variations
- A complete guide to the new 2004 commemorative stamp program
- Advice on how to start your own stamp collection
- A resource section, a glossary of important terms, and much more!

Also available from the U.S. Postal Service:  
*The 2004 Commemorative Stamp Yearbook*

UNITED STATES POSTAL SERVICE®  
www.usps.com

HarperResource  
An Imprint of HarperCollins Publishers  
www.harpercollins.com

Cover design by Timothy Skaner

31<sup>ST</sup> EDITION

THE POSTAL SERVICE  
GUIDE TO U.S. STAMPS

THE POSTAL SERVICE  
GUIDE TO  
U.S. STAMPS

UPDATED STAMP VALUES  
31<sup>ST</sup> EDITION

The new 31st edition of *The Postal Service Guide to U.S. Stamps*, Item 890400, is available for sale at all Post Offices™, philatelic centers, and Postal Retail stores, and by mail, telephone, and Internet order from Stamp Fulfillment Services.

To obtain the initial supply for your Post Office, immediately order Item 890400 from your designated stamp distribution office (SDO) using a separate PS Form 17, *Stamp Requisition/Stamp Return*. All locations may place the new edition of the guide on sale as soon as initial quantities are received.

The new 31st edition features more than 100 new illustrations, hundreds of new listings and prices, plus new features and stamp-related facts. Priced at \$18.95, the more than 570-page guide includes lists of market-based values for all U.S. used and unused stamps and for many valuable stamp errors. In addition, the guide contains more than 2,000 full-color stamp illustrations; extensive lists of philatelic organizations, publications, and resources; and a wealth of basic stamp collecting information. These

features make it a valuable tool for beginning, intermediate, and advanced collectors, and it is still one of the best bargains in the hobby.

The printing contractor for the guide shipped the books (which are accountable items) in cartons of 20 to SDOs and stamp service centers (SSCs). Installations should report any discrepancies between the quantities shown on the Advice of Shipment and those actually received by using the procedure outlined in Handbook F-1, *Post Office Accounting Procedures*, parts 436 or 446, Handling Discrepancies in Stock Received.

Promotional copies of the guide *will not* be distributed. You can now display the guide in your Post Office by simply removing a copy from your inventory for promotional use. Follow the procedures outlined in Handbook F-1, *Post Office Accounting Procedures*, section 428.8, Obtaining Stock for Promotions or Presentations.

**Offices must report all sales of Item 890400, 31st Edition, *The Postal Service Guide to U.S. Stamps*, in AIC 092, Philatelic Product Sales.**

For the fifth year, in partnership with HarperCollins Publishers, this book as well as the *2004 Commemorative Stamp Yearbook* will be available in bookstores and other retail outlets where books are purchased.

### The Postal Service Guide to U.S. Stamps, 30th Edition

As the 31st edition of *The Postal Service Guide to U.S. Stamps* becomes available, Post Offices must withhold all remaining copies of the 30th edition (Item 880300) from sale and take the following actions:

1. *Retail Outlets.* Collect any copies of the 30th edition of the guide from stamp credits. Immediately return them to main stock using PS Form 17, *Stamp Requisition/Stamp Return*.
2. *Post Offices.* Consolidate all remaining copies of the 30th edition of the guide, if any, into the unit reserve stock. **Prepare all 30th editions of the guide in accordance with procedures established for disposing of obsolete and redeemed stock, and submit according to local district quarterly stamp destruction or return schedules.**
3. *Local Office Philatelic Programs.* Submit PS Form 17 to the local SDO and SSC for the number of 30th editions of the guide (Item 880300) needed for philatelic/promotional programs. You may give one or more copies to local schools, libraries, student groups, stamp clubs, and retirement homes.
4. *Stamp Distribution Offices.* Stamp all copies of the guide used in promoting philatelic programs **“NOT FOR RESALE.”** The SDO custodian of accountable paper must attest that each item is so stamped and prepare PS Form 3238, *Stamps and Stamped Paper Destruction Certificate*, endorsed **“PHILATELIC PRODUCTS GIVEN TO PHILATELIC PROGRAMS.”** Program coordinators must acknowledge receipt of Item 890300 and be responsible for its control.

*Note:* The instructions for providing obsolete editions of the guide for philatelic and promotional purposes are an exception to general guidelines for destruction of accountable items, especially regarding obsolete (withdrawn from sale) items. In this instance, it is Postal Service policy not to destroy copies of the previous year’s edition of the guide when they can be used for valid promotional and/or educational purposes.

### Disposition of Excess Guides

Dispose of all remaining copies of the 30th edition of *The Postal Service Guide to U.S. Stamps* (Item 890300) in accordance with Handbook F-1, subchapter 45, Destroying Stamp Stock. Because disposition instructions are issued annually for past issues of the guide, **your office should have only the new 31st edition in inventory after completing the above procedures.** If previous editions are on hand, dispose of them immediately, in accordance with Handbook F-1, subchapter 45.

— Stamp Services,  
*Government Relations, 9-16-04*

## Pictorial Cancellations Announcement

As a community service, the Postal Service™ offers pictorial cancellations to commemorate local events celebrated in communities throughout the nation. A list of events for which pictorial cancellations are authorized appears below. If available, the sponsor of the pictorial cancellation appears in italics under the date. Also provided, as space permits, are illustrations of those cancellations that were reproducible and available at press time.

People attending these local events may obtain the cancellation in person at the temporary Post Office™ station established there. Those who cannot attend the event, but who wish to obtain the cancellation, may submit a mail order request. Pictorial cancellations are available only for the dates indicated, and *requests must be post-marked no later than 30 days following the requested pictorial cancellation date.*

All requests must include a stamped envelope or postcard bearing at least the minimum First-Class Mail® postage. Items submitted for cancellation may not include

postage issued after the date of the requested cancellation. Such items will be returned unserved.

Customers wishing to obtain a cancellation should affix stamps to any envelope or postcard of their choice, address the envelope or postcard to themselves or others, insert a card of postcard thickness in envelopes for sturdiness, and tuck in the flap. Place the envelope or postcard in a larger envelope and address it to: PICTORIAL CANCELLATIONS, followed by the NAME OF THE STATION, ADDRESS, CITY, STATE, ZIP+4® CODE, exactly as listed below (using all capitals and no punctuation, except the hyphen in the ZIP+4 code).

Customers can also send stamped envelopes and postcards without addresses for cancellation, as long as they supply a larger envelope with adequate postage and their return address. After applying the pictorial cancellation, the Postal Service returns the items (with or without addresses) under addressed protective cover.

The following cancellations have been extended for 30 days.



August 5, 2004

*Chamber of Commerce*  
30TH ANNIVERSARY CELEBRATE  
HARLEM STATION  
POSTMASTER  
JAF BLDG RM 2029B  
421 EIGHTH AVE  
NEW YORK NY 10199-9998



August 28, 2004

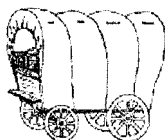
AUGUST 28, 2004  
KALAMAZOO COUNTY  
FAIRGROUNDS  
KALAMAZOO, MI  
49001

*Kalamazoo Scottish Festival Association*  
KALAMAZOO SCOTTISH  
FESTIVAL STATION  
POSTMASTER  
PO BOX 9998  
OSHTEMO MI 49077-9998



August 14, 2004

*Oshtemo Rotary Club*  
OSHTEMO DAY STATION  
POSTMASTER  
PO BOX 9998  
OSHTEMO MI 49077-9998



September 10, 2004

JOHN WAYNE STATION  
SEP 10, 2004  
KENNEDALE TX 76060

*Postal Service*  
JOHN WAYNE STATION  
POSTMASTER  
317 E MANSFIELD HWY  
KENNEDALE TX 76060-9998

*Postal Service*  
JOHN WAYNE STATION  
POSTMASTER  
500 S MAIN ST  
RHOME TX 76078-9998

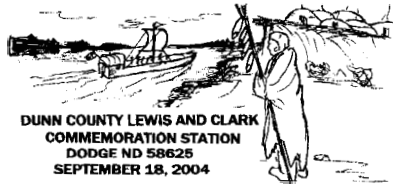


September 18, 2004

*Laura B. Mail Boat Service*  
1954-2004  
50th Anniversary Station  
September 18, 2004  
Port Clyde, ME 04855

*Monhegan Boat Line*  
LAURA B MAIL BOAT  
SERVICE 50TH  
ANNIVERSARY STATION  
POSTMASTER  
860 PORT CLYDE RD  
PORT CLYDE ME 04855-9998

*Monhegan Boat Line*  
LAURA B MAIL BOAT SERVICE  
50TH ANNIVERSARY STATION  
POSTMASTER  
PO BOX 9998  
MONHEGAN ME 04852-9998



**DUNN COUNTY LEWIS AND CLARK  
COMMEMORATION STATION  
DODGE ND 58625  
SEPTEMBER 18, 2004**

September 18, 2004

*Halliday Community Club*

DUNN COUNTY LEWIS AND  
CLARK COMMEMORATION  
STATION  
POSTMASTER  
PO BOX 9998  
DODGE ND 58625-9998

*Halliday Community Club*

DUNN COUNTY LEWIS AND CLARK  
COMMEMORATION STATION  
POSTMASTER  
PO BOX 9998  
HALLIDAY ND 58636-9998

*Halliday Community Club*

DUNN COUNTY LEWIS AND  
CLARK COMMEMORATION  
STATION  
POSTMASTER  
PO BOX 9998  
DUNN CENTER ND 58626-9998

*Halliday Community Club*

DUNN COUNTY LEWIS AND CLARK  
COMMEMORATION STATION  
POSTMASTER  
PO BOX 9998  
KILLDEER ND 58640-9998



**250<sup>th</sup> Celebration  
Station  
Taneytown, MD 21787  
August 22, 2004**

August 23, 2004

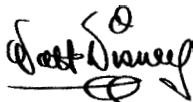
250TH CELEBRATION  
STATION  
POSTMASTER  
13 MIDDLE ST  
TANEYTOWN MD 21787-9998



**50<sup>th</sup>  
NC APPLE FESTIVAL  
STATION  
SEPTEMBER 04 2004  
HENDERSONVILLE NC  
28739**

September 4, 2004

NC APPLE FESTIVAL STATION  
POSTMASTER  
PO BOX 9998  
HENDERSONVILLE NC  
28739-9998



**Dedication Station  
Marceline, MO 64658  
August 23, 2004**

August 23, 2004

*Postal Service*  
WALT DISNEY DEDICATION  
STATION  
POSTMASTER  
120 E RITCHIE AVE  
MARCELINE MO 64658-9998



**Columbus, NE 68601  
September 4, 2004**

September 4, 2004

*Spirit of American Ride  
Committee*  
SPIRIT OF AMERICA RIDE  
STATION  
POSTMASTER  
PO BOX 9998  
COLUMBUS NE 68601-9998



**August 28, 2004  
Steam & Gas Show  
Station  
Blanchard MI 49310**

August 28, 2004

*Steam and Gas Society*  
STEAM AND GAS SHOW  
STATION  
POSTMASTER  
PO BOX 9998  
BLANCHARD MI 49310-9998

**OMAHA STAMP SHOW  
STATION  
September 4, 2004  
Omaha, Nebraska 68104  
HONORING THE  
CORPS OF DISCOVERY**



September 4-6, 2004

*Omaha Philatelic Society*  
OMAHA STAMP CLUB  
STATION  
PHILATELIC WINDOW  
1124 PACIFIC ST  
OMAHA NE 68108-9998



**Abell-Hanger Station - September 16, 2004 - Midland, TX 79701**

**Thank You  
George & Gladys Abell  
for 50 Years of Giving!**

September 1-30, 2004

*Midland College*  
ABELL HANGER STATION  
POSTMASTER  
10000 SLOAN FIELD BLVD  
MIDLAND TX 79711-9998



**TIOGA COUNTY  
HISTORICAL SOCIETY  
OSCEOLA STATION  
SEPTEMBER 5, 2004**

September 5, 2004

*PA Historical Society*  
TIOGA COUNTY HISTORICAL  
SOCIETY OSCEOLA STATION  
POSTMASTER  
PO BOX 9998  
OSCEOLA PA 16942-9998



**Rollag Station  
HAWLEY MN 56547  
SEPTEMBER 03, 2004  
Construction Expo 2004**

September 3-6, 2004

*Postal Service*  
ROLLAG STATION  
POSTMASTER  
PO BOX 9998  
COLFAX ND 58018-9998



**Bike Week Station  
September 9, 2004  
Ocean City, Maryland 21842**

September 9-11, 2004

*Postal Service*  
BIKE WEEK STATION  
POSTMASTER  
7101 COASTAL HWY  
OCEAN CITY MD 21842-9998



September 10, 2004  
 Street Rod Association  
 STREET ROD NATIONALS  
 NORTH 25TH ANNIVERSARY  
 STATION  
 POSTMASTER  
 PO BOX 9998  
 OSHTEMO MI 49077-9998



September 13-18, 2004  
 Miss America Organization  
 MISS AMERICA STATION  
 POSTMASTER  
 1701 PACIFIC AVE  
 ATLANTIC CITY NJ  
 08401-9998



STATE FAIR STATION  
 HUTCHINSON KS 67501  
 September 11, 2004

September 10-19, 2004  
 2004 Kansas State Fair  
 2004 KANSAS STATE FAIR  
 STATION  
 POSTMASTER  
 128 E 1ST AVE  
 HUTCHINSON KS 67501-9998



September 15, 2004  
 Saint Nazianz Historical Society  
 SESQUICENTENNIAL  
 STATION  
 POSTMASTER  
 PO BOX 9998  
 SAINT NAZIANZ WI  
 54232-9998



September 10-26, 2004  
 PUYALLUP FAIR STATION  
 POSTMASTER  
 204 2ND ST SW  
 PUYALLUP WA 98371-9998

Nostalgia Station  
 Sept. 16, 2004  
 San Bernardino,  
 CA 92401



September 16-19, 2004  
 Route 66 Rendezvous  
 NOSTALGIA STATION  
 POSTMASTER  
 390 W 5TH ST  
 SAN BERNARDINO CA  
 92401-9998



September 11, 2004  
 Shelby County Historical Society  
 APPLEFEST STATION  
 POSTMASTER  
 135 N OHIO AVE  
 SIDNEY OH 45365-9998



WILD WOMEN UNITE STATION  
 Pulaski, NY 13142  
 September 17, 2004

September 17, 2004  
 Wild Women Unite  
 WILD WOMEN UNITE STATION  
 POSTMASTER  
 4909 N JEFFERSON ST  
 PULASKI NY 13142-9998



September 11, 2004  
 Postal Service  
 FORT SAUERKRAUT STATION  
 POSTMASTER  
 PO BOX 9998  
 HEBRON ND 58638-9998



Milwaukee, Wisconsin  
 Hosts the 192nd Annual  
 Supreme Council Session  
 of A.A.O.U. of Freemasonry  
 for the Northern Masonic  
 Jurisdiction of the U.S.A.  
 SEPTEMBER 18, 2004

September 17-18, 2004  
 Northern Masonic Jurisdiction of  
 the USA  
 SCOTTISH RITE STATION  
 POSTMASTER  
 PO BOX 5066  
 MILWAUKEE WI 53201-5066



September 12, 2004  
 Postal Service  
 HARBOR FEST STATION  
 POSTMASTER  
 PO BOX 9998  
 SAG HARBOR NY 11963-9998



SEPTEMBER 17, 2004  
 DISTRICT 11 ALUMNI  
 ASSOCIATION STATION  
 SHIDLER, OK 74652

September 17-18, 2004  
 District II Alumni Association  
 DISTRICT II ALUMNI  
 ASSOCIATION STATION  
 POSTMASTER  
 PO BOX 9998  
 SHIDLER OK 74652-9998



September 13, 2004  
 Postal Service  
 JOHN WAYNE STATION  
 POSTMASTER  
 1006 E FM 917  
 LILLIAN TX 76061-9998



SCARECROW FESTIVAL STATION  
 WASHINGTON COURT HOUSE, OH  
 43160  
 SEPT 17, 2004

September 17-19, 2004  
 Postal Service  
 SCARECROW FESTIVAL  
 STATION  
 POSTMASTER  
 129 W MARKET ST  
 WASHINGTON COURT  
 HOUSE OH 43160-9998



September 18, 2004  
 Postal Service  
 COW HARBOR DAY STATION  
 POSTMASTER  
 PO BOX 9998  
 NORTHPORT NY 11768-9998

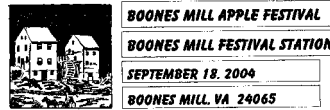


**DENBIGH DAY STATION**  
**September 18, 2004**  
**NEWPORT NEWS, VA 23602**

September 18, 2004  
 Postal Service  
 DENHIGH DAY STATION  
 POSTMASTER  
 14346 WARWICK BLVD  
 STE 470  
 NEWPORT NEWS VA  
 23602-9998



September 18, 2004  
 Postal Service  
 GREENPORT MARITIME  
 FESTIVAL STATION  
 POSTMASTER  
 PO BOX 9998  
 GREENPORT NY 11944-9998



September 18, 2004  
 Boones Mill Lion Club  
 BOONES MILL APPLE  
 FESTIVAL STATION  
 POSTMASTER  
 60 MAIN ST  
 BOONES MILL VA 24065-9998

20th Halfmoon Day



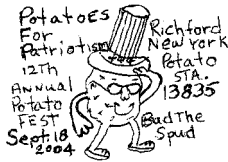
Celebration

September 18, 2004  
 Halfmoon Celebration Station  
 Halfmoon NY 12065

September 18, 2004  
 The Halfmoon Celebration  
 Association  
 HALFMOON CELEBRATION  
 STATION  
 POSTMASTER  
 2 PROGRESS DR  
 CLIFTON PARK NY  
 12065-9998



September 18, 2004  
 Postal Service  
 NO LICK STATION  
 POSTMASTER  
 PO BOX 9998  
 EAST FULTONHAM OH  
 43735-9998

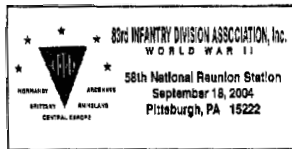


September 18, 2004  
 Richford Historical Society  
 POTATO STATION  
 POSTMASTER  
 13299 STATE RT 38  
 RICHFORD NY 13835-9998



September 18, 2004  
 LOUDONVILLE, OH 44842

September 18, 2004  
 THE GREAT MOHICAN INDIAN  
 POW WOW STATION  
 SPECIAL CANCELS  
 124 S WATER ST  
 LOUDONVILLE OH  
 44842-9998



September 18, 2004  
 83rd Infantry Division  
 Association  
 83RD INFANTRY DIVISION  
 58TH NATIONAL REUNION  
 STATION  
 PHILATELIC CLERK  
 700 GRANT ST  
 PITTSBURGH PA 15219-9998



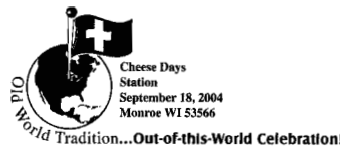
40th Anniversary Celebration!  
 September 18, 2004

Scotland Festival Station  
 Scotland IN 47457

September 18, 2004  
 Scotland Festival Committee  
 SCOTLAND FESTIVAL  
 STATION  
 POSTMASTER  
 1 MAIN ST  
 SCOTLAND IN 47457-9998



September 18, 2004  
 Whitemarsh Township  
 WHITEMARSH STATION  
 POSTMASTER  
 446 GERMANTOWN PIKE  
 LAFAYETTE HILL PA  
 19444-9998



September 18, 2004  
 CHEESE DAYS STATION  
 POSTMASTER  
 PO BOX 9998  
 MONROE WI 53566-9998



September 18, 2004  
 Postal Service  
 MORATTICO WATERFRONT  
 MUSEUM STATION  
 POSTMASTER  
 PO BOX 9998  
 MORATTICO VA 22523-9998



September 18, 2004

September 18, 2004  
 Necedah Lions Club  
 NECEDAH WHOOPING  
 CRANE FESTIVAL STATION  
 POSTMASTER  
 PO BOX 9998  
 NECEDAH WI 54646-9998



September 18, 2004  
 Maroa Sesquicentennial  
 Committee  
 MAROA SESQUICENTENNIAL  
 STATION  
 POSTMASTER  
 PO BOX 9998  
 MAROA IL 61756-9998



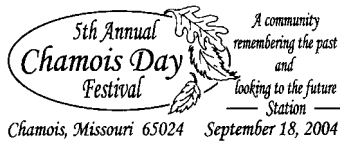
September 18, 2004  
 Diversity Team, Area 4, CO/WY  
 District  
 10TH ANNUAL COUNCIL  
 TREE POW WOW STATION  
 POSTMASTER  
 360 MEEKER ST  
 DELTA CO 81416-9998



September 18, 2004  
 Southern Illinois Stamp Club  
 SIRPEX STATION  
 POSTMASTER  
 1301 E MAIN ST  
 CARBONDALE IL 62901-9998



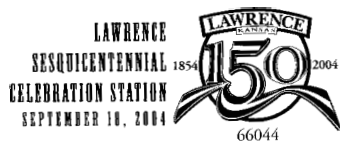
September 18, 2004  
 Lusk Pony Express  
 LUSK PONY EXPRESS  
 STATION  
 POSTMASTER  
 PO BOX 9998  
 LUSK WY 82225-9998



September 18, 2004  
 United Bank of Chamois  
 5TH ANNUAL CHAMOIS DAY  
 STATION  
 POSTMASTER  
 PO BOX 9998  
 CHAMOIS MO 65024-9998



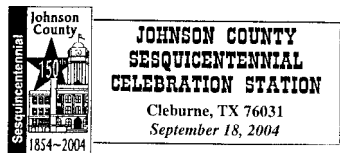
September 18, 2004  
 City of Orfino  
 CANOE CAMP STATION  
 POSTMASTER  
 320 MICHIGAN AVE  
 OROFINO ID 83544-9998



September 18, 2004  
 Lawrence, Kansas  
 Sesquicentennial Committee  
 LAWRENCE  
 SESQUICENTENNIAL  
 CELEBRATION STATION  
 POSTMASTER  
 645 VERMONT  
 LAWRENCE KS 66044-9998



September 18, 2004  
 Covered Bridge Society Oregon  
 STAYTON JORDAN COVERED  
 BRIDGE FESTIVAL STATION  
 POSTMASTER PHILATELIC  
 SERVICES  
 PO BOX 9998  
 STAYTON OR 97383-9998



September 18, 2004  
 Postal Service  
 JOHNSON COUNTY  
 SESQUICENTENNIAL  
 STATION  
 POSTMASTER  
 201 FAIRCREST DR  
 CLEBURNE TX 76031-9998



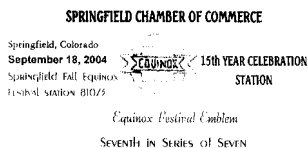
September 18-19, 2004  
 Peru Applefest Committee  
 APPLEFEST STATION  
 POSTMASTER  
 742 BEAR SWAMP RD  
 PERU NY 12972-9998



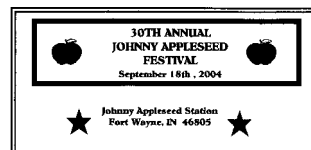
September 18, 2004  
 Postal Service  
 JOHN WAYNE STATION  
 POSTMASTER  
 101 S MAIN ST  
 LIPSCOMB TX 79056-9998



September 18-19, 2004  
 White Covered Bridge  
 Association  
 COVERED BRIDGE FESTIVAL  
 WHITE BRIDGE STATION  
 POSTMASTER  
 PO BOX 9998  
 GARARDS FORT PA  
 15334-9998



September 18, 2004  
 Chamber of Commerce  
 SPRINGFIELD EQUINOX  
 FESTIVAL STATION  
 POSTMASTER  
 188 E 9TH AVE  
 SPRINGFIELD CO 81073-9998



September 18-19, 2004  
 Johnny Appleseed Festival  
 Committee  
 JOHNNY APPLESEED  
 FESTIVAL STATION  
 POSTMASTER  
 1501 S CLINTON ST  
 FORT WAYNE IN 46802-9998



September 18-19, 2004  
 Dunland Chamber of Commerce  
 23RD ANNUAL WIZARD OF OZ  
 FESTIVAL STATION  
 POSTMASTER  
 1070 S CALUMET RD  
 CHESTERTON IN 46304-9998



September 23, 2004  
 Amboy Post Office  
 DATE MEETS ZIP STATION  
 POSTMASTER  
 HWY 66 NATIONAL TRAILS  
 HWY  
 AMBOY CA 92304-9998

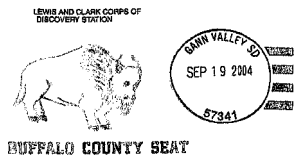


"OLD BOHEMIA"  
 St. Francis Xavier Shrine  
 300th Anniversary Station  
 September 19th, 2004  
 Warwick, MD 21912

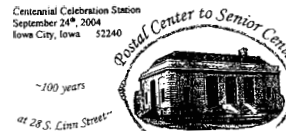
September 19, 2004  
 Old Bohemia Historical Society  
 OLD BOHEMIA ST FRANCIS  
 XAVIER SHRINE 300TH  
 ANNIVERSARY STATION  
 POSTMASTER  
 77 MAIN ST  
 WARWICK MD 21912-9998



September 24, 2004  
 Tom Gentry, Standard Banner  
 NEW MARKET TRAIN WRECK  
 100TH ANNIVERSARY  
 STATION  
 POSTMASTER  
 911 WEST HWY 11 E  
 NEW MARKET TN 37820-9998



September 19, 2004  
 Postal Service  
 LEWIS AND CLARK CORPS  
 OF DISCOVERY STATION  
 POSTMASTER  
 PO BOX 9998  
 GANN VALLEY SD 57341-9998



September 24, 2004  
 Iowa City Senior Center  
 CENTENNIAL CELEBRATION  
 STATION  
 POSTMASTER  
 400 S CLINTON  
 IOWA CITY IA 52240-9998



September 19-25, 2004  
 MANS BEST FRIEND STATION  
 POSTMASTER  
 PO BOX 9998  
 CRANBURY NJ 08512-9998



September 24, 2004  
 Postal Service  
 LEWIS AND CLARK STATION  
 POSTMASTER  
 PO BOX 9998  
 FT PIERRE SD 57532-9998



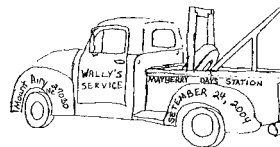
September 20, 2004  
 2004 RIVIERA BEACH  
 STATION  
 POSTMASTER  
 1905 W BLUE HERON BLVD  
 RIVIERA BEACH FL  
 33404-9998



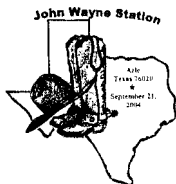
September 24, 2004  
 Postal Service  
 PUEBLOS HOT CHILI STATION  
 POSTMASTER  
 1022 FORTINO BLVD  
 PUEBLO CO 81001-9998



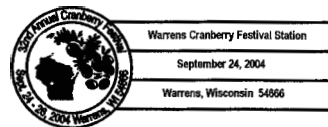
September 20, 2004  
 BORREGO SPRINGS STATION  
 POSTMASTER  
 2599 COUNTRY CLUB  
 BORREGO SPRINGS CA  
 92004-9998



September 24-25, 2004  
 Surry Arts Council  
 MAYBERRY DAYS STATION  
 POSTMASTER  
 PO BOX 9998  
 MT AIRY NC 27030-9998



September 21, 2004  
 Postal Service  
 JOHN WAYNE STATION  
 POSTMASTER  
 409 COMMERCE ST  
 AZLE TX 76020-9998



September 24-25, 2004  
 Warrens Cranberry Festival  
 Committee  
 WARRENS CRANBERRY  
 FESTIVAL STATION  
 POSTMASTER  
 PO BOX 9998  
 WARRENS WI 54666-9998





Stanberry's Heritage Day Celebration Station  
125 years of Progress  
1879-2004  
Stanberry, MO 64489  
September 25, 2004

September 24-25, 2004  
Stanberry Heritage Day  
Committee  
STANBERRYS HERITAGE DAY  
CELEBRATION STATION  
POSTMASTER  
220 N PARK ST  
STANBERRY MO 64489-9998

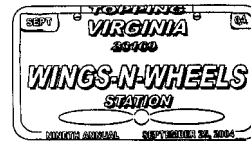


WESCOPEX STATION  
IRWIN PA  
15642  
SEPT 25 2004  
French and Indian War  
250th Anniversary

September 25, 2004  
Westmoreland County Philatelic  
Society  
WESTCOPEX 2004 STATION  
POSTMASTER  
PO BOX 9998  
IRWIN PA 15642-9998



September 25, 2004  
Postal Service  
17TH YEAR CELEBRATION  
BURKE FALL FESTIVAL  
STATION  
POSTMASTER  
PO BOX 9998  
EAST BURKE VT 05832-9998



September 25, 2004  
Postal Service  
WINGS AND WHEELS  
STATION  
POSTMASTER  
PO BOX 9998  
TOPPING VA 23169-9998



Centennial Station  
September 25, 2004  
Valley Falls, NY 12185

September 25, 2004  
The Valley Falls Centennial  
Committee  
CENTENNIAL STATION  
POSTMASTER  
40 STATE ST  
VALLEY FALLS NY  
12185-9998



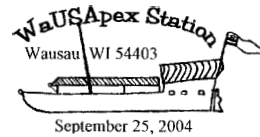
Wheeling Jesuit University  
50<sup>th</sup> Anniversary  
Station  
September 25, 2004  
Wheeling, WV 26003

September 25, 2004  
Wheeling Jesuit University  
WHEELING JESUIT  
UNIVERSITY 50TH  
ANNIVERSARY STATION  
POSTMASTER  
2501 CHAPLINE ST  
WHEELING WV 26003-9998



VOORHEESVILLE (FARLIN)  
PLUM FEST 2004 STATION  
SEPTEMBER 25, 2004  
VOORHEESVILLE, NY 12186

September 25, 2004  
New Scotland Historical  
Association  
PLUM FEST 2004 STATION  
POSTMASTER  
45 VOORHEESVILLE AVE  
VOORHEESVILLE NY  
12186-9998



September 25, 2004  
WAUSAPEX STATION  
POSTMASTER  
PO BOX 9998  
WAUSAU WI 54403-9998

CROSS COUNTRY STATION  
SEPTEMBER 25, 2004  
UTICA, NY 13501



September 25, 2004  
E.J. Hermann Invitational Meet  
Committee  
CROSS COUNTRY STATION  
POSTMASTER  
100 PITCHER ST  
UTICA NY 13504-9998



September 25, 2004  
3RD ANNUAL WHITE TAILED  
DEER FESTIVAL STATION  
POSTMASTER  
PO BOX 9998  
RARDEN OH 45671-9998

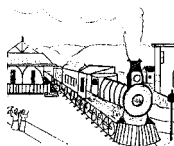


Apple Pumpkin  
Festival Station  
September 25, 2004  
Wyoming, NY 14591

September 25, 2004  
APPLE PUMPKIN FESTIVAL  
STATION  
POSTMASTER  
2 S ACADEMY ST  
WYOMING NY 14591-9998



September 25, 2004  
Wichita Falls Post Office  
126TH ANNUAL TRAINING  
CONFERENCE STATION  
POSTMASTER  
1000 LAMAR ST  
WICHITA FALLS TX  
76307-9998



3rd ANNUAL DUNBAR  
COMMUNITY FEST  
STATION  
SEPTEMBER 25, 2004  
DUNBAR PA 15431

September 25, 2004  
Dunbar Community Fest  
Committee  
3RD ANNUAL DUNBAR  
COMMUNITY FEST STATION  
POSTMASTER  
PO BOX 9998  
DUNBAR PA 15431-9998



September 25, 2004  
O'Donnell ISD  
ODONNELL EAGLE  
HOMECOMING STATION  
POSTMASTER  
809 DOAK ST  
ODONNELL TX 79351-9998

**Ranching Heritage Center Station**



September 25, 2004  
Lubbock, TX 79409-3200

September 25, 2004  
Postal Service  
RANCHING HERITAGE  
CENTER STATION  
POSTMASTER  
1515 AVE G  
LUBBOCK TX 79402-9998



Fall Foliage  
Station  
September 27, 2004  
Walden, Vt. 05873

September 27, 2004  
Postal Service  
WALDEN FALL FOLIAGE  
STATION  
POSTMASTER  
PO BOX 9998  
WEST DANVILLE VT  
05873-9998



Sponsored by Rugby Fire-Rescue-Aux. and Va. State Parks

September 25-26, 2004  
Rugby Fire Rescue Auxiliary  
and Virginia State Parks  
RUGBY STATION  
POSTMASTER  
700 TROUTDALE HWY  
MOUTH OF WILSON VA  
24363-9998



"It only happens once in a lifetime."  
**DATE MEETS ZIP**  
9.27.04 Santa Ana CA 92704

September 27, 2004  
DATE MEETS ZIP STATION  
POSTMASTER  
1517 S GREENVILLE ST  
SANTA ANA CA 92704-9998



STATION  
MT STERLING OH 43143

September 25-26, 2004  
GOOD DAYS STATION  
POSTMASTER  
34 W COLUMBUS ST  
MT STERLING OH 43143-9998



**Land Combat Expo Station**  
USAREUR  
FREEDOM'S  
EXPEDITIONARY FORCE  
AN ARMY FORWARD  
ANY MISSION ANYWHERE!  
APO AE 09102  
28  
Sep  
2004

September 27-30, 2004  
United States Army, Europe  
LAND COMBAT EXPO  
STATION  
510TH POSTAL COMPANY  
UNIT 29234  
APO AE 09102-9998-9998



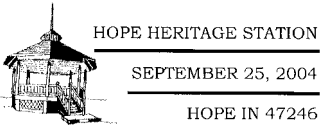
Tipp City, OH 45371 September 25, 2004

September 25-26, 2004  
Cheryl Egnor  
MUM FESTIVAL STATION  
POSTMASTER  
TIPP CITY OH 45371-9998



Fall Foliage  
Station  
September 28, 2004  
Cabot, Vt. 05647

September 28, 2004  
Postal Service  
CABOT FALL FOLIAGE  
STATION  
POSTMASTER  
PO BOX 9998  
CABOT VT 05647-9998



HOPE HERITAGE STATION  
SEPTEMBER 25, 2004  
HOPE IN 47246

September 25-26, 2004  
HOPE HERITAGE STATION  
POSTMASTER  
739 MAIN ST  
HOPE IN 47246-9998



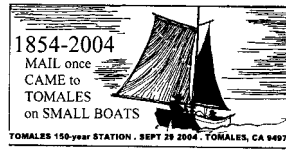
Fall Foliage  
Station  
September 29, 2004  
Plainfield, Vt. 05667

September 29, 2004  
Postal Service  
PLAINFIELD FALL FOLIAGE  
STATION  
POSTMASTER  
PO BOX 9998  
PLAINFIELD VT 05667-9998



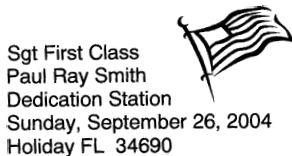
Fiddlin Fair Station  
78626  
September 25, 2004

September 25-26, 2004  
Georgetown Convention and  
Visitors Bureau  
FIDDLIN FAIR STATION  
POSTMASTER  
2300 SCENIC DR  
GEORGETOWN TX  
78626-9998



1854-2004  
MAIL once  
CAME to  
TOMALES  
on SMALL BOATS  
TOMALES 150-year STATION - SEPT 29 2004 - TOMALES, CA 94971

September 29, 2004  
Postal Service  
TOMALES 150 YEAR STATION  
POSTMASTER  
27005 HWY 1  
TOMALES CA 94971-9998



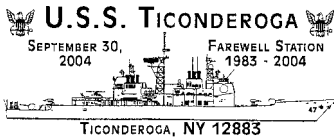
Sgt First Class  
Paul Ray Smith  
Dedication Station  
Sunday, September 26, 2004  
Holiday FL 34690

September 26, 2004  
SGT FIRST CLASS PAUL RAY  
SMITH DEDICATION STATION  
POSTMASTER  
4737 MILE STRETCH DR  
HOLIDAY FL 34690-9998

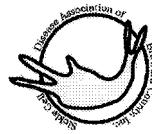


Fall Foliage Station  
September 30, 2004  
Rocham, Vt. 05862

September 30, 2004  
Postal Service  
PEACHAM FALL FOLIAGE  
STATION  
POSTMASTER  
PO BOX 9998  
PEACHAM VT 05862-9998



September 30, 2004  
 Town of Ticonderoga's  
 Bicentennial Committee  
 USS TICONDEROGA  
 FAREWELL STATION  
 POSTMASTER  
 169 CHAMPLAIN AVE  
 TICONDEROGA NY  
 12883-9998



Sickle Cell Disease  
 Association Station  
 September 30, 2004  
 Pompano Beach FL 33069

September 30, 2004  
 SICKLE CELL DISEASE  
 ASSOCIATION STATION  
 POSTMASTER  
 2351 W ATLANTIC BLVD  
 POMPANO BEACH FL  
 33069-9998

EDUCATION SCREENING COUNSELING TREATMENT RESEARCH



SICKLE CELL SOCIETY, INC.  
 2<sup>ND</sup> DAY UNVEILING STA.  
 PITTSBURGH PA 15208  
 SEPTEMBER 30, 2004

September 30, 2004  
 Sickle Cell Society, Inc.  
 SICKLE CELL SOCIETY INC  
 2ND DAY UNVEILING  
 STATION  
 POSTMASTER  
 PO BOX 9998  
 PITTSBURGH PA 15208-9998



Sickle Cell Project Station  
 September 30, 2004  
 Indianapolis IN 46205

September 30, 2004  
 SICKLE CELL PROJECT  
 STATION  
 POSTMASTER  
 125 W SOUTH ST  
 INDIANAPOLIS IN 46206-9998

— Stamp Services,  
 Government Relations, 9-16-04

### Special Cancellation Die Hubs

Postmasters and plant managers who have any of the special cancellation die hubs listed below may use them for the periods designated. At the end of the period, these die

hubs must be withdrawn and stored. Postmasters and plant managers who do not have these special die hubs may not request them from the sponsors.

Cancellation	Period of Use
Only You Can Prevent Forest Fires	April 1–Oct. 31
Conquer Cystic Fibrosis	Sept. 1–Sept. 30
Peace Corps Anniversary, Making a Difference	Sept. 1–Oct. 31
Employ People With Disabilities	Sept. 1–Nov. 30
Give to the United Way	Sept. 15–Nov. 15
Learn About Lupus, October Is Lupus Awareness Month	Oct. 1–Oct. 31
Radon Action Week, Protect Your Family, Test Your Home	Oct. 1–Oct. 31
Support Infection Control Week	Oct. 1–Nov. 30
Help Retarded Children	Nov. 1–Nov. 30
Military Families Recognition Day	Nov. 1–Nov. 30
National Adoption Month	Nov. 1–Nov. 30
National Philanthropy Day, Love of Humankind	Nov. 1–Nov. 30
Use Christmas Seals, Support Your Lung Association	Nov. 8–Dec. 31
Support American Education Week	Nov. 10–Nov. 30
Autistic Children, Hope Through Research and Education	Dec. 1–Dec. 31

— Mailing Standards, Pricing and Classification, 9-16-04

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[usps.com/ebay](https://usps.com/ebay)  
for the "Deal of the Week!"



  UNITED STATES  
POSTAL SERVICE

Sell on eBay. Ship with USPS.



# Post Offices

## Post Office Changes

Old/ New	Finance No.	ZIP Code	State	P.O. Name	County/ Parish	Station/Branch/ Unit	Unit Type	Effective Date	Comments
Old	11-4380	32201	FL	Jacksonville	Duval	Downtown Jacksonville	Classified Station	06/08/2003	Classified Station discontinued. Retain PO Box ZIP Code™ Use Jacksonville FL 32201 as last line of address.
New	11-4380	32201	FL	Jacksonville	Duval	Jacksonville	Post Office	04/10/2004	
Old	20-5312	41351	KY	Mistletoe	Owsley	Main Office	Post Office	12/30/1999	Post Office™ discontinued. Retain ZIP Code. Establish a place name. Continue to use Mistletoe KY 41351 as last line of address.
New	20-0864	41351	KY	Booneville	Owsley	Mistletoe	Place Name	01/03/2004	
Old	20-2748	41137	KY	Firebrick	Lewis	Main Office	Post Office	02/27/1998	Post Office and ZIP Code discontinued. Establish a place name. Firebrick KY becomes an acceptable last line for use with ZIP Code 41174.
New	20-7260	41174	KY	South Portsmouth	Lewis	Firebrick	Place Name	01/03/2004	
Old	20-1960	40421	KY	Dabolt	Jackson	Main Office	Post Office	03/18/1994	Post Office and Post Office Box ZIP Code discontinued. Establish a place name. Use Dabolt KY 40402 as the last line of address.
New	20-0184	40402	KY	Annville	Jackson	Dabolt	Place Name	01/03/2004	
Old	20-5396	42251	KY	Morgantown	Butler	Huntsville	Community Post Office	07/18/2003	Community Post Office and Post Office Box ZIP Code discontinued. Establish a place name. Huntsville KY becomes an acceptable last line for use with ZIP Code 42261.
New	20-5396	42261	KY	Morgantown	Butler	Huntsville	Place Name	02/14/2004	
Old	20-0896	42270	KY	Bowling Green	Warren	Richardsville	Community Post Office	05/30/2003	Community Post Office and Post Office Box ZIP Code discontinued. Establish a place name. Richardsville KY becomes an acceptable last line for use with ZIP Code 42101.
New	20-0896	42101	KY	Bowling Green	Warren	Richardsville	Place Name	02/14/2004	
Old	20-2460	42280	KY	Elkton	Todd	Sharon Grove	Community Post Office	03/25/2003	Community Post Office discontinued. Retain ZIP Code. Establish a place name. Continue to use Sharon Grove KY 42280 as last line for address.
New	20-2460	42280	KY	Elkton	Todd	Sharon Grove	Place Name	02/14/2004	

Old/ New	Finance No.	ZIP Code	State	P.O. Name	County/ Parish	Station/Branch/ Unit	Unit Type	Effective Date	Comments
Old	20-4564	41832	KY	Letcher	Letcher	Main Office	Post Office	06/13/2003	Post Office discontinued. Retain ZIP Code. Establish a place name. Continue to use Letcher KY 41832 as last line of address.
New	20-0708	41832	KY	Blackey	Letcher	Letcher	Place Name	05/22/2004	
Old	20-8296	41390	KY	Whick	Breathitt	Main Office	Post Office	05/16/2003	Post Office discontinued. Retain ZIP Code. Establish a place name. Continue to use Whick KY 41390 as last line of address.
New	20-4052	41390	KY	Jackson	Breathitt	Whick	Place Name	05/22/2004	
Old	29-7956	59082	MT	Springdale	Park	Main Office	Post Office	12/01/2001	Post Office discontinued. Retain PO Box ZIP Code. Establish a community Post Office. Continue to use Springdale MT 59082 as last line of address.
New	29-5076	59082	MT	Livingston	Park	Springdale	Community Post Office	05/01/2004	
Old	35-5765	13415	NY	New Lisbon	Otsego	Main Office	Post Office	11/06/1996	Post Office discontinued. Retain ZIP Code. Establish a place name. Continue to use New Lisbon NY 13415 as last line of address.
New	35-1050	13415	NY	Burlington Flats	Otsego	New Lisbon	Place Name	01/03/2004	
Old	35-7875	13465	NY	Solsville	Madison	Main Office	Post Office	02/02/2001	Post Office discontinued. Retain ZIP Code. Establish a place name. Continue to use Solsville NY 13465 as the last line of address.
New	35-4955	13465	NY	Madison	Madison	Solsville	Place Name	01/03/2004	
Old	38-1666	44115	OH	Cleveland	Cuyahoga	Playhouse Square	Classified Station	01/16/2003	Classified Station discontinued. Retain ZIP Code. Establish a place name. Use Cleveland OH 44115 as last line of address.
New	38-1666	44115	OH	Cleveland	Cuyahoga	Huntington	Classified Station	01/16/2003	
Old	49-3298	84733	UT	Gunlock	Washington	Main Office	Post Office	11/13/1995	Post Office discontinued. Retain ZIP Code. Establish a place name. Continue to use Gunlock UT 84733 as last line of address.
New	49-7854	84733	UT	Santa Clara	Washington	Gunlock	Place Name	06/12/2004	
Old	49-2720	84063	UT	Fort Duchesne	Uintah	Randlett	Community Post Office	04/08/2002	Community Post Office discontinued. Retain ZIP Code. Establish a place name. Continue to use Randlett UT 84063 as the last line of address.
New	49-2720	84063	UT	Fort Duchesne	Uintah	Randlett	Place Name	12/06/2003	
Old	49-2176	84024	UT	Echo	Summit	Main Office	Post Office	05/27/1993	Post Office discontinued. Retain PO Box ZIP Code. Establish a community Post Office. Continue to use Echo UT 84024 as last line of address.
New	49-1666	84024	UT	Coalville	Summitt	Echo	Community Post Office	06/12/2004	

## MOVER'S GUIDE NEWS

**September 2004 Mover's Guide Now Available**

The September 2004 issue of Publication 75, *Mover's Guide*, will begin arriving at your facility in mid-August, packed in boxes of 300, 200, and 100 copies.

**Do not start using this edition before September 1, 2004, unless your current stock of this item has been depleted.**

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*Note:* You must be registered to use TTOE. To register, call 800-332-0317, option 1, extension 2925, and follow the prompts to leave a message. (Wait 48 hours after registering before placing your first order.)

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<b>Edition Date:</b>	09/04

To order more than 100 copies, or if you have other questions regarding *Mover's Guide*, please call Imagitas directly at 800-816-6837.

After September 1, 2004, recycle all remaining copies of older versions of *Mover's Guide*.

Please keep track of your inventory. Businesses and other organizations must purchase *Mover's Guide* and can get order forms by calling Imagitas at 800-816-6837. Remember, consumers can visit [www.usps.com](http://www.usps.com) and click on *Change Address* or go directly to <https://usps.com/moversguide> to change their address online.

— Address Management  
*Intelligent Mail and Address Quality, 9-16-04*



**DELIVER IT RIGHT. FIRST TIME. EVERY TIME.**



# Retail

## READYPOST SALES CONTEST

### Everyone Sells, Everyone Wins!

The September Sales Contest for ReadyPost® shipping supplies is now underway. With more than \$83 million in sales so far this year, ReadyPost is contributing to our efforts to grow retail revenue, and we want to end the year with a real sales push. ReadyPost shipping supplies are a perfect solution for customers who want a quick, easy, convenient way to wrap and send their packages.

Some highlights and rules of the contest:

1. ReadyPost sales will be tracked from September 1 through September 30, 2004, in order to determine which offices have the largest dollar amount increase in ReadyPost retail sales for September 2004 compared with June 2004.
2. Offices selling ReadyPost items are placed in Category 1, 2, or 3 based on the office's annual sales from the previous year. Any category changes were designated effective July 1, 2004. The office's category as of that date is the category we will use for determining the first, second, and third place awards by area.
3. All Post Offices™ selling ReadyPost as of June 2004 are eligible to participate.
4. The offices with the best sales will win gift certificates ranging from \$250 to a Grand Prize of \$5,000.
5. All prizes are issued *to the office only and may not be distributed to individual employees.*
6. Prizes will be awarded in the name of the winning Post Office and such Post Office will be responsible for determining how the prizes (gift certificates) will be used.
7. Authorized representatives of winning Post Offices may be required to sign and return affidavits and return completed documents within 10 days of issuance of notification. Failure to comply with this requirement, or if prize or prize notification is undeliverable, may result in prize being forfeited and a runner-up Post Office being selected.
8. Awarding of any prize is conditioned upon any applicable corporate policies.
9. All prize awards are subject to verification and terms of the rules.

The prizes are Premiere Choice Awards gift certificates redeemable at more than 400 national and regional retailers, restaurants, and travel and entertainment providers.

The offices may choose to break up their total award amount into multiple gift certificates of smaller amounts from a variety of participating Premiere Choice Award merchants. Post Offices may visit the Premiere Choice Award site at [www.premierechoiceaward.com](http://www.premierechoiceaward.com) for additional information or check out the participating Premiere Choice Award merchants at [www.premierechoiceaward.com/merchlist.asp](http://www.premierechoiceaward.com/merchlist.asp).

There are many ways an office can use its award:

- Buy some items for the swing room or break room — a new microwave and a case of microwave popcorn, a refrigerator or icemaker, a coffeemaker, a television.
- Order food from Chili's, Olive Garden, or Red Lobster for an employee appreciation lunch.
- Purchase items for a customer appreciation day to thank the customers who helped the office to win the contest. Work with the Customer Relations coordinator and/or Public Affairs and Communications representative to get some publicity for your office's achievement.
- Do something charitable — buy toys for the upcoming holidays to donate to needy children in your community.

Whatever the office chooses, the end result is a high impact reward that meets the office's needs and is customized by office.

The prizes are as follows:

1. Grand Prize (Top office in the country):  
\$5,000 Premiere Choice Award Gift Certificate
2. Area Grand Prize (Nine winning offices):  
\$2,000 Premiere Choice Award Gift Certificate
3. First-Place Office in Area by ReadyPost Category (27 winning offices):  
\$1,000 Premiere Choice Award Gift Certificate
4. Second-Place Office in Area by ReadyPost Category (27 winning offices):  
\$500 Premiere Choice Award Gift Certificate
5. Third-Place Office in Area by ReadyPost Category (27 winning offices):  
\$250 Premiere Choice Award Gift Certificate

Please share this information so that all sales and service associates have the opportunity to participate in this contest and remember: EVERYONE SELLS....EVERYONE WINS!

Keeping ReadyPost merchandise displays fully stocked and suggesting ReadyPost products to customers will help to meet their needs — and help your office compete in the Everyone Sells, Everyone Wins! ReadyPost sales contest.

— *Retail Marketing,  
Service and Market Development, 9-16-04*



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Stephen Scully  
Erie, Pennsylvania

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