

CLOVIS/CURRY COUNTY CHAMBER OF COMMERCE
BULK MAIL POLICY

The Clovis Chamber of Commerce has a membership benefit that allows current members access to the benefit.

You will save time if you plan your mailing ahead of time. We suggest that you have the Chamber Standard Mail Permit imprinted directly on your envelopes. If you do not have the stamp printed directly on the envelope, you will have to manually stamp each piece of mail (The Chamber has the stamps).

What you need to do:

- Be a member in good standing with the Chamber
- Have over 200 pieces of mail
- Print or stamp the standard mail permit number on your envelope (We have a sample)*
- Check with the post office and make sure the size and weight of the piece is acceptable
- Print, Stuff and Seal the mailing
- Pre-Sort the mailing by Zip Code (At Least 5 digit sorting)
- Count the number of pieces by zip code
- Fill out bulk mail form

The Chamber will:

- Provide a sample of standard mail print and/or stamp
- Sign the bulk mail form to authorize the mailing

Copies are available at a member discount rate of 10 cents for color and 5 cents for black and white copies on plain paper (one sided)

Take a check made out to the US Postal Service, standard mail form and the mailing to the main post office on 21st street.

The Chamber does not offer metered mail service to its members (run your mail thru our machine).

To make you're mailing easy and simple please make sure to print the standard mail information on the mailing at the time of printing. This will save you time and energy in the long run.

Thank you for being a Chamber member! We hope this service is beneficial to you.

STANDARD
U.S. POSTAGE PAID
CLOVIS, N.J.
PERMIT # 28

Postage Statement—Standard Mail

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

Mailer	Permit Holder's Name and Address and Email Address, If Any	Telephone	Name and Address of Mailing Agent (If other than permit holder)	Telephone	Name and Address of Individual or Organization for Which Mailing is Prepared (If other than permit holder)
	CAPS Cust. Ref. No. _____ Customer No. _____		Customer No. _____		Customer No. _____

Mailing	Post Office of Mailing	Processing Category <input type="checkbox"/> Letters <input type="checkbox"/> CMM <input type="checkbox"/> Flats <input type="checkbox"/> NFM <input type="checkbox"/> Parcels - Machinable <input type="checkbox"/> Parcels - Irregular <input type="checkbox"/> Letters - Paid as Nonauto Flats <input type="checkbox"/> ECR Letters - Paid as ECR Flats	Mailing Date	Federal Agency Cost Code	Statement Seq. No.	No. & Type of Containers ____ Sacks ____ 1 ft. Letter Trays ____ 2 ft. Letter Trays ____ EMM Letter Trays ____ Flat Trays ____ Pallets ____ Other	
	Type of Postage <input type="checkbox"/> Permit Imprint <input type="checkbox"/> Precanceled Stamps <input type="checkbox"/> Metered	Weight of a single-piece 0 . _____ pounds		Total Pieces			
	Permit #	For Mail Enclosed Within Another Class <input type="checkbox"/> Bound Printed Matter <input type="checkbox"/> Library Mail <input type="checkbox"/> Media Mail <input type="checkbox"/> Parcel Post	<input type="checkbox"/> Periodicals	If Sacked, Based On <input type="checkbox"/> 125 pcs <input type="checkbox"/> 15 lbs. <input type="checkbox"/> both	Total Weight		
	For Automation Price Pieces, Enter Date of Address Matching and Coding ____/____/____		For Enhanced Carrier Route Price Pieces, Enter Date of Address Matching and Coding ____/____/____		For Enhanced Carrier Route Price Pieces, Enter Date of Carrier Route Sequencing ____/____/____		

Move Update Method:
 Ancillary Service Endorsement FASTforward NCOALink ACS Alternative Method Multiple

Postage	Parts Completed (Select all that apply) <input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/> D <input type="checkbox"/> E <input type="checkbox"/> F <input type="checkbox"/> G <input type="checkbox"/> H <input type="checkbox"/> I <input type="checkbox"/> J <input type="checkbox"/> K <input type="checkbox"/> L <input type="checkbox"/> S	
	Total Postage (Add parts Totals)	
	Price at Which Postage Affixed (Check one) Complete if the mailing includes pieces bearing metered or precanceled stamps. <input type="checkbox"/> Correct <input type="checkbox"/> Lowest <input type="checkbox"/> Neither _____ pcs. x \$ _____ = Postage Affixed	
	Net Postage Due (Subtract postage affixed from total postage)	
	Additional Postage Payment (State reason)	
	For postage affixed add additional payment to net postage due; for permit imprint add additional payment to total postage.	

Total Adjusted Postage Affixed	
Postmaster: Report Total Postage in (Permit Imprint Only) AIC 130	Total Adjusted Postage Permit Imprint

Certification	The mailer's signature certifies acceptance of liability for and agreement to pay any revenue deficiencies assessed on this mailing, subject to appeal. If an agent signs this form, the agent certifies that he or she is authorized to sign on behalf of the mailer and that the mailer is bound by the certification and agrees to pay any deficiencies. In addition, agents may be liable for any deficiencies resulting from matters within their responsibility, knowledge, or control. The mailer hereby certifies that all information furnished on this form is accurate, truthful, and complete; that the mail and the supporting documentation comply with all postal standards and the mailing qualifies for the prices and fees claimed; and that the mailing does not contain any matter prohibited by law or postal regulation. I understand that anyone who furnishes false or misleading information on this form or who omits information requested on this form may be subject to criminal and/or civil penalties, including fines and imprisonment. <i>Privacy Notice: For information regarding our Privacy Policy visit www.usps.com.</i>	
	Signature of Mailer or Agent	Printed Name of Mailer or Agent Signing Form
	Telephone	

USPS Use Only	Weight of a Single Piece _____ pound	Are postage figures at left adjusted from mailer's entries? If yes, reason: <input type="checkbox"/> Yes <input type="checkbox"/> No		
	Total Pieces	Total Weight		
	Total Postage			Round Stamp (Required) Date Mail Released
	Presort Verification Performed? (Check One) <input type="checkbox"/> Yes <input type="checkbox"/> No			
	I CERTIFY that this mailing has been inspected concerning: (1) eligibility for postage prices claimed; (2) proper preparation (and presort where required); (3) proper completion of postage statement; (4) payment of annual fee; and (5) sufficient funds on deposit (if required)		Date Mailer Notified	Contact
	USPS Employee's Signature		Print USPS Employee's Name	By (Initials)
		Time	AM PM	

Standard Mail

Part A
Automation Letters

Check box at left if prices are populated in this section.

Letters 3.3 oz. (0.2063 lbs.) or less

	Entry	Price Category	Price	No. of Pieces	Total
A1	None	5-Digit	\$0.233		
A2	None	3-Digit	0.251		
A3	None	AADC	0.253		
A4	None	Mixed AADC	0.270		
A5	DBMC	5-Digit	0.199		
A6	DBMC	3-Digit	0.217		
A7	DBMC	AADC	0.219		
A8	DBMC	Mixed AADC	0.236		
A9	DSCF	5-Digit	0.190		
A10	DSCF	3-Digit	0.208		
A11	DSCF	AADC	0.210		

Letters Over 3.3 Oz. up to 3.5 oz. - Price includes a discount that equals the nonletter piece price minus the letter piece price.

	Entry	Price Category	Piece Price	Or Amount Affixed	No. of Pieces	Pieces Subtotal	Pound Price	Pounds	Pounds Subtotal	Total
A12	None	5-Digit	\$0.083				\$0.725			
A13	None	3-Digit	0.101				0.725			
A14	None	AADC	0.103				0.725			
A15	None	Mixed AADC	0.120				0.725			
A16	DBMC	5-Digit	0.083				0.562			
A17	DBMC	3-Digit	0.101				0.562			
A18	DBMC	AADC	0.103				0.562			
A19	DBMC	Mixed AADC	0.120				0.562			
A20	DSCF	5-Digit	0.083				0.517			
A21	DSCF	3-Digit	0.101				0.517			
A22	DSCF	AADC	0.103				0.517			

For affixed postage mailings as described in DMM 243, compute and enter the price for each piece in the Amount Affixed column, multiply by No. of Pieces and total in the Total column.

Part A Total

Standard Mail

Part B
Automation Flats

Check box at left if prices are populated in this section.

Flats 3.3 oz. (0.2063 lbs.) or less

	Entry	Price Category	Price	No. of Pieces	Total
B1	None	5-Digit	\$0.346		
B2	None	3-Digit	0.418		
B3	None	ADC	0.486		
B4	None	Mixed ADC	0.496		
B5	DBMC	5-Digit	0.312		
B6	DBMC	3-Digit	0.384		
B7	DBMC	ADC	0.452		
B8	DBMC	Mixed ADC	0.462		
B9	DSCF	5-Digit	0.303		
B10	DSCF	3-Digit	0.375		
B11	DSCF	ADC	0.443		

Flats Over 3.3 Oz. but less than 16 oz.

	Entry	Price Category	Piece Price	Or Amount Affixed	No. of Pieces	Pieces Subtotal	Pound Price	Pounds	Pounds Subtotal	Total
B12	None	5-Digit	\$0.196				\$0.725			
B13	None	3-Digit	0.268				0.725			
B14	None	ADC	0.336				0.725			
B15	None	Mixed ADC	0.346				0.725			
B16	DBMC	5-Digit	0.196				0.562			
B17	DBMC	3-Digit	0.268				0.562			
B18	DBMC	ADC	0.336				0.562			
B19	DBMC	Mixed ADC	0.346				0.562			
B20	DSCF	5-Digit	0.196				0.517			
B21	DSCF	3-Digit	0.268				0.517			
B22	DSCF	ADC	0.336				0.517			

For affixed postage mailings as described in DMM 343, compute and enter the price for each piece in the Amount Affixed column, multiply by No. of Pieces and total in the Total column.

Part B Total

Standard Mail

Part C
Parcels

Check box at left if prices are populated in this section.

Machinable Parcels

Entry	Price Category	Piece Price	Or Amount Affixed	No. of Pieces	Pieces Subtotal	Pound Price	Pounds	Pounds Subtotal	Total
C1	None	BMC	\$0.879			0.990			
C2	None	Mixed BMC	1.279			0.990			
C3	DBMC	5-Digit	0.440			0.775			
C4	DBMC	BMC	0.879			0.775			
C5	DSCF	5-Digit	0.440			0.566			
C6	DDU	5-Digit	0.440			0.370			
C7	Nonbarcoded Surcharge		0.070						

For affixed postage mailings as described in DMM 443, compute and enter the price for each piece in the Amount Affixed column, multiply by No. of Pieces and total in the Total column.

Part C Total

Part D
Nonautomation Letters

Check box at left if prices are populated in this section.

Machinable Letters 3.3 oz. (0.2063 lbs.) or less

Entry	Price Category	Price	No. of Pieces	Total
D1	None	AADC	\$0.256	
D2	None	Mixed AADC	0.273	
D3	DBMC	AADC	0.222	
D4	DBMC	Mixed AADC	0.239	
D5	DSCF	AADC	0.213	

Nonmachinable Letters 3.3 oz. (0.2063 lbs.) or less

Entry	Price Category	Price	No. of Pieces	Total
D6	None	5-Digit	\$0.330	
D7	None	3-Digit	0.447	
D8	None	ADC	0.491	
D9	None	Mixed ADC	0.578	
D10	DBMC	5-Digit	0.296	
D11	DBMC	3-Digit	0.413	
D12	DBMC	ADC	0.457	
D13	DBMC	Mixed ADC	0.544	
D14	DSCF	5-Digit	0.287	
D15	DSCF	3-Digit	0.404	
D16	DSCF	ADC	0.448	

Part D Total

Standard Mail

Part E
Nonautomation Flats

Check box at left if prices are populated in this section.

Flats 3.3 oz. (0.2063 lbs.) or less

	Entry	Price Category	Price	No. of Pieces	Total
E1	None	5-Digit	\$0.367		
E2	None	3-Digit	0.464		
E3	None	ADC	0.509		
E4	None	Mixed ADC	0.558		
E5	DBMC	5-Digit	0.333		
E6	DBMC	3-Digit	0.430		
E7	DBMC	ADC	0.475		
E8	DBMC	Mixed ADC	0.524		
E9	DSCF	5-Digit	0.324		
E10	DSCF	3-Digit	0.421		
E11	DSCF	ADC	0.466		

Flats Over 3.3 oz. but less than 16 oz.

	Entry	Price Category	Piece Price	Or Amount Affixed	No. of Pieces	Pieces Subtotal	Pound Price	Pounds	Pounds Subtotal	Total
E12	None	5-Digit	\$0.217				\$0.725			
E13	None	3-Digit	0.314				0.725			
E14	None	ADC	0.359				0.725			
E15	None	Mixed ADC	0.408				0.725			
E16	DBMC	5-Digit	0.217				0.562			
E17	DBMC	3-Digit	0.314				0.562			
E18	DBMC	ADC	0.359				0.562			
E19	DBMC	Mixed ADC	0.408				0.562			
E20	DSCF	5-Digit	0.217				0.517			
E21	DSCF	3-Digit	0.314				0.517			
E22	DSCF	ADC	0.359				0.517			

For affixed postage mailings as described in DMM 343, compute and enter the price for each piece in the Amount Affixed column, multiply by No. of Pieces and total in the Total column.

Part E Total

Standard Mail

Part F
Irregular Parcels

Check box at left if prices are populated in this section.

Parcels 3.3 oz. (0.2063 lbs.) or less

	Entry	Price Category	Price	No. of Pieces	Total
F1	None	BMC	1.226		
F2	None	Mixed BMC	1.701		
F3	DBMC	5-Digit	0.723		
F4	DBMC	SCF	0.782		
F5	DBMC	BMC	1.182		
F6	DSCF	5-Digit	0.671		
F7	DSCF	SCF	0.730		
F8	DDU	5-Digit	0.623		
F9	Nonbarcoded Surcharge		0.070		

Parcels Over 3.3 oz. but less than 16 oz.

	Entry	Price Category	Piece Price	Or Amount Affixed	No. of Pieces	Pieces Subtotal	Pound Price	Pounds	Pounds Subtotal	Total
F10	None	BMC	1.022				0.990			
F11	None	Mixed BMC	1.497				0.990			
F12	DBMC	5-Digit	0.563				0.775			
F13	DBMC	SCF	0.622				0.775			
F14	DBMC	BMC	1.022				0.775			
F15	DSCF	5-Digit	0.563				0.524			
F16	DSCF	SCF	0.622				0.524			
F17	DDU	5-Digit	0.563				0.289			
F18	Nonbarcoded Surcharge		0.070							

For affixed postage mailings as described in DMM 343, compute and enter the price for each piece in the Amount Affixed column, multiply by No. of Pieces and total in the Total column.

Part F Total

Standard Mail

Part G
Not Flat-Machinables

Check box at left if prices are populated in this section.

Not Flat-Machinables 3.3 oz. (0.2063 lbs.) or less

	Entry	Price Category	Price	No. of Pieces	Total
G1	None	BMC	0.996		
G2	None	Mixed BMC	1.515		
G3	DBMC	5-Digit	0.565		
G4	DBMC	SCF	0.598		
G5	DBMC	BMC	0.952		
G6	DSCF	5-Digit	0.513		
G7	DSCF	SCF	0.546		
G8	DDU	5-Digit	0.465		
G9	Nonbarcoded Surcharge		0.070		

Not Flat-Machinables Over 3.3 oz. but less than 16 oz.

	Entry	Price Category	Piece Price	Or Amount Affixed	No. of Pieces	Pieces Subtotal	Pound Price	Pounds	Pounds Subtotal	Total
G10	None	BMC	0.792				0.990			
G11	None	Mixed BMC	1.311				0.990			
G12	DBMC	5-Digit	0.405				0.775			
G13	DBMC	SCF	0.438				0.775			
G14	DBMC	BMC	0.792				0.775			
G15	DSCF	5-Digit	0.405				0.524			
G16	DSCF	SCF	0.438				0.524			
G17	DDU	5-Digit	0.405				0.289			
G18	Nonbarcoded Surcharge		0.070							

For affixed postage mailings as described in DMM 443, compute and enter the price for each piece in the Amount Affixed column, multiply by No. of Pieces and total in the Total column.

Part G Total

Standard Mail

Part H
Enhanced Carrier Route Letters

Check box at left if prices are populated in this section.

Letters 3.3 oz. (0.2063 lbs.) or less

	Entry	Price Category	Price	No. of Pieces	Total
H1	None	Saturation	\$0.182		
H2	None	High Density	0.193		
H3	None	Basic	0.262		
H4	DBMC	Saturation	0.148		
H5	DBMC	High Density	0.159		
H6	DBMC	Basic	0.228		
H7	DSCF	Saturation	0.139		
H8	DSCF	High Density	0.150		
H9	DSCF	Basic	0.219		

Letters Over 3.3 oz. up to 3.5 oz. - Price includes a discount that equals the nonletter piece price minus the letter piece price

	Entry	Price Category	Piece Price	Or Amount Affixed	No. of Pieces	Pieces Subtotal	Pound Price	Pounds	Pounds Subtotal	Total
H10	None	Saturation	\$0.056				\$0.609			
H11	None	High Density	0.059				0.649			
H12	None	Basic	0.118				0.696			
H13	DBMC	Saturation	0.056				0.446			
H14	DBMC	High Density	0.059				0.486			
H15	DBMC	Basic	0.118				0.533			
H16	DSCF	Saturation	0.056				0.401			
H17	DSCF	High Density	0.059				0.441			
H18	DSCF	Basic	0.118				0.488			

For affixed postage mailings as described in DMM 243, compute and enter the price for each piece in the Amount Affixed column, multiply by No. of Pieces and total in the Total column.

Part H Total

Standard Mail

Part I
Enhanced Carrier Route Flats

Check box at left if prices are populated in this section.

Flats 3.3 oz. (0.2063 lbs.) or less

	Entry	Price Category	Price	No. of Pieces	Total
I1	None	Saturation	\$0.194		
I2	None	High Density	0.219		
I3	None	Basic	0.262		
I4	DBMC	Saturation	0.160		
I5	DBMC	High Density	0.185		
I6	DBMC	Basic	0.228		
I7	DSCF	Saturation	0.151		
I8	DSCF	High Density	0.176		
I9	DSCF	Basic	0.219		
I10	DDU	Saturation	0.142		
I11	DDU	High Density	0.167		
I12	DDU	Basic	0.210		
I13	Detached Address Labels		0.017		

Flats Over 3.3 oz. but less than 16 oz.

	Entry	Price Category	Piece Price	Or Amount Affixed	No. of Pieces	Pieces Subtotal	Pound Price	Pounds	Pounds Subtotal	Total
I14	None	Saturation	\$0.068				\$0.609			
I15	None	High Density	0.093				0.609			
I16	None	Basic	0.118				0.696			
I17	DBMC	Saturation	0.068				0.446			
I18	DBMC	High Density	0.093				0.446			
I19	DBMC	Basic	0.118				0.533			
I20	DSCF	Saturation	0.068				0.401			
I21	DSCF	High Density	0.093				0.401			
I22	DSCF	Basic	0.118				0.488			
I23	DDU	Saturation	0.068				0.356			
I24	DDU	High Density	0.093				0.356			
I25	DDU	Basic	0.118				0.443			
I26	Detached Address Labels		0.017							

For affixed postage mailings as described in DMM 443, compute and enter the price for each piece in the Amount Affixed column, multiply by No. of Pieces and total in the Total column.

Part I Total

Standard Mail

Part J
Enhanced Carrier Route Parcels

Check box at left if prices are populated in this section.

Parcels 3.3 oz. (0.2063 lbs.) or less

	Entry	Price Category	Price	No. of Pieces	Total
J1	None	Saturation	\$0.451		
J2	None	High Density	0.459		
J3	None	Basic	0.584		
J4	DBMC	Saturation	0.405		
J5	DBMC	High Density	0.413		
J6	DBMC	Basic	0.538		
J7	DSCF	Saturation	0.352		
J8	DSCF	High Density	0.360		
J9	DSCF	Basic	0.485		
J10	DDU	Saturation	0.322		
J11	DDU	High Density	0.330		
J12	DDU	Basic	0.455		
J13	Detached Address Labels		0.017		

Parcels Over 3.3 oz. but less than 16 oz.

	Entry	Price Category	Piece Price	Or Amount Affixed	No. of Pieces	Pieces Subtotal	Pound Price	Pounds	Pounds Subtotal	Total
J14	None	Saturation	\$0.280				\$0.830			
J15	None	High Density	0.288				0.830			
J16	None	Basic	0.400				0.890			
J17	DBMC	Saturation	0.280				0.609			
J18	DBMC	High Density	0.288				0.609			
J19	DBMC	Basic	0.400				0.669			
J20	DSCF	Saturation	0.280				0.350			
J21	DSCF	High Density	0.288				0.350			
J22	DSCF	Basic	0.400				0.410			
J23	DDU	Saturation	0.280				0.205			
J24	DDU	High Density	0.288				0.205			
J25	DDU	Basic	0.400				0.265			
J26	Detached Address Labels		0.017							

For affixed postage mailings as described in DMM 443, compute and enter the price for each piece in the Amount Affixed column, multiply by No. of Pieces and total in the Total column.

Part J Total

Standard Mail

Part K
Customized MarketMail

Check box at left if prices are populated in this section.

Pieces 3.3 oz. (0.2063 lbs.) or less

	Price	No. of Pieces	Total
K1	\$0.460		

Part K Total

Part L
Repositionable Notes

Check box at left if prices are populated in this section.

Price includes only charge for RPN, it does not include applicable postage charges. If using RPNs, all pieces in mailing must include RPNs

	Price Category	Price	No. of Pieces	Total
L1	Letters and Flats	\$0.015		

Part L Total

Extra Services

Part S
Extra Service

Check box at left if prices are populated in this section.

Items mailed with Extra Services must meet the mailing standards for the extra service.

	Fee	No. of Pieces	Total
S1			
S2			
S3			
S4	Delivery Confirmation (electronic only)		
S5	Insurance (bulk only)		
S6			
S7	Restricted Delivery	\$4.50	
S8			
S9			
S10	Return Receipt for Merchandise *	3.80	
S11			
S12			
S13			

* parcels only

Part S Total

Standard Mail - Instructions

Use this form for regular Standard Mail prices.

Step 1: Complete Mailer and Mailing sections on page 1 applicable to the mailing presented. For all sections not applicable, enter N/A.

Step 2: Before you complete the Postage section, go to parts A through L and S. Complete the part(s) that pertain to your mailing. The following information will help you to determine which parts to complete:

Parts A-C: Automation/Machinable Letters, Flats, and Parcels

Part A: Automation price letters. Enter total in Part A Total box.

Part B: Automation price flats. Enter total in Part B Total box.

Part C: Machinable price parcels. Enter total in Part C Total box.

Parts D-F: Nonautomation/Nonmachinable Letters, Flats, and Parcels

Part D: Nonautomation letters. Enter total in Part D Total box.

Part E: Nonautomation flats. Enter total in Part E Total box.

Part F: Irregular parcels. Enter total in Part F Total box.

Parts G: Not Flat-Machinable

Part G: Not Flat-Machinable pieces or nonmachinable letters paying NFM prices. Enter total in Part G Total box.

Parts H-J: Enhanced Carrier Route Letters, Flats, and Parcels

Part H: Enhanced carrier route letters. Enter total in Part H Total box.

Part I: Enhanced carrier route flats or ECR letters paying flats prices. Enter total in Part I Total box..

Part J: Enhanced carrier route parcels. Enter total in Part J Total box.

Part K: Customized MarketMail (CMM) - Enter total in Part K Total box.

Part L: Repositionable Notes (RPN) - Enter total in Part L Total box.

Part S: Extra Services - Enter total in Part S Total box.

Step 3: Add the postage in parts A through S. For Permit Imprint mailings round off to four decimal places. For Postage Affixed round off to three decimal places. Once completed, return to the Postage section on page 1. Check the boxes that correspond to all applicable parts completed. Enter the Total Postage, rounded off to two decimal places.

Step 4: Complete the line for Postage Affixed (if applicable). Check the box for the Price at Which Postage Affixed (Correct, Lowest, or Neither). Multiply the number of pieces times the postage affixed. Put the total in the Postage Affixed block. Subtract the amount of Postage Affixed from the Total Postage and enter the remainder in Net Postage Due.

Step 5: Read and sign the Certification section, including your telephone number. Attach all completed pages and submit with the mailing.

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