

**UNITED STATES POSTAL SERVICE RETAIL QUICK TIP SHEET**

Effective date 1/26/2020

FIRST-CLASS MAIL POSTAGE				SIZE & WEIGHT LIMITS				ADDITIONAL POSTAL RATES & FEES																																																																																																								
Weight Not Over	LETTERS & CARDS max 1/4" thick	LARGE ENVELOPES max 3/4" thick	PACKAGES max 13 oz. Zones 1 & 2	Minimum size for mail is 5" x 3 1/2" x 0.007". Maximum USPS weight is 70 lbs. for all mail. Maximum size is 108" in combined length & girth for Priority Mail. Maximum size is 130" in combined length & girth for Parcel Post.				<b>Non-machinable Letter:</b> Additional postage required for such things as square envelopes or where contents cause envelope to be uneven. <b>Balloon Price:</b> Packages measuring > 84 inches in combined length and girth and weighing < 20 pounds. Applies to Standard Post going to Zones 1-9. Priority limited to Zones 1-4. <b>Dimensional Weight:</b> Packages where length x width x height > 1728" going to Zones 5-9.																																																																																																								
1 oz.	\$0.55	\$1.00	\$3.80	<b>USPS Tracking</b>				Premium Forwarding Service (Save \$1.80 online) \$21.90																																																																																																								
2 oz.	\$0.70	\$1.20	\$3.80	Provides tracking updates as an item travels to its destination. Customers can obtain tracking updates, including the date and time of delivery or attempted delivery thru usps.com. Includes USPS Tracking for four domestic products: Priority Mail Express, Priority Mail, First Class Mail parcels, Standard Post, Library Mail, Media Mail and Bound Printed Matter parcels.				Weekly Reshipment Fee \$21.90																																																																																																								
3 oz.	\$0.85	\$1.40	\$3.80					Certificate of Mailing (PS Form 3817) \$1.50																																																																																																								
3.5 oz.	\$1.00	-	-	<b>EXTRA SERVICES AND FEES</b>				Customs Clearance Fee \$6.50																																																																																																								
4 oz.	NOTE: For letters over 3.5oz, use the postage for Large Envelopes.	\$1.60	\$3.80					<b>DOMESTIC INSURANCE</b>				Non-Machinable Letter Surcharge \$0.15																																																																																																				
5 oz.		\$1.80	\$4.60	<b>REGISTERED MAIL</b>								Return Receipt for Merchandise (Form 3804) \$4.30																																																																																																				
6 oz.		\$2.00	\$4.60					Insured Mail provides indemnity coverage in the event of loss, damage or missing contents based on the declared value of an item up to \$5,000.				Package Intercept Fee (Domestic Only) \$14.65																																																																																																				
7 oz.		\$2.20	\$4.60	Declared Value (in addition to postage)								<b>MONEY ORDERS</b>																																																																																																				
8 oz.		\$2.40	\$4.60					Registered Mail provides the highest level of security afforded by USPS, including a special chain of custody and indemnity up to \$50,000.				\$0.01 UP TO \$500.00..... \$1.25																																																																																																				
9 oz.		\$2.60	\$5.30	LIABILITY (Maximum is \$5000) FEE								\$500.01 UP TO \$1000.00..... \$1.75																																																																																																				
10 oz.		\$2.80	\$5.30					Registered Mail Restricted Delivery... \$5.30				Inquiry Fee..... \$6.25																																																																																																				
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Postcards (max size 4-1/4" x 6")..... \$0.35												<table border="1"> <tr> <td colspan="2" style="text-align:center"><b>SPECIAL HANDLING SERVICES</b></td> <td colspan="2" style="text-align:center"><b>Fee</b></td> </tr> <tr> <td>S. H. - Fragile</td> <td></td> <td>11.15</td> <td></td> </tr> </table>				<b>SPECIAL HANDLING SERVICES</b>		<b>Fee</b>		S. H. - Fragile		11.15		<table border="1"> <tr> <td>Weight not over</td> <td>Media</td> <td>Library</td> </tr> <tr> <td>1 lbs.</td> <td>\$2.80</td> <td>\$2.66</td> </tr> <tr> <td>2 lbs.</td> <td>\$3.33</td> <td>\$3.16</td> </tr> <tr> <td>3 lbs.</td> <td>\$3.86</td> <td>\$3.66</td> </tr> </table>				Weight not over	Media	Library	1 lbs.	\$2.80	\$2.66	2 lbs.	\$3.33	\$3.16	3 lbs.	\$3.86	\$3.66																																																																									
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EDDM-Std. Flats accepted at Retail..... \$0.191				<b>USPS SIGNATURE SERVICES</b>				<b>LIVE ANIMAL TRANSPORTATION FEE</b>																																																																																																								
Discount on Metered Letters..... \$0.05												<table border="1"> <tr> <td colspan="4" style="text-align:center"><b>RETURN RECEIPT</b></td> </tr> <tr> <td colspan="4">Return Receipt provides evidence of delivery, including the recipient's signature and actual delivery address.</td> </tr> <tr> <td colspan="2">PS Form 3811 at time of mailing.....</td> <td colspan="2">\$2.85</td> </tr> <tr> <td colspan="2">Electronic at time of mailing.....</td> <td colspan="2">\$1.70</td> </tr> </table>				<b>RETURN RECEIPT</b>				Return Receipt provides evidence of delivery, including the recipient's signature and actual delivery address.				PS Form 3811 at time of mailing.....		\$2.85		Electronic at time of mailing.....		\$1.70		<b>COLLECT ON DELIVERY (COD)</b>																																																																																
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Padded Flat Rate Envelope..... \$8.40				Signature Confirmation provides evidence of delivery and requires a signature at the time of delivery. The recipient's delivery record is available electronically by requesting through usps.com or calling 1-800-ASK-USPS (1-800-275-8777)				<b>FIRST CLASS MAIL INT'L LETTERS</b>																																																																																																								
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Lrg. Flat Rate Box to APO/FPO/DPO..... \$19.60												<table border="1"> <tr> <td colspan="2">Captures Date/Time, Delivery Restriction</td> <td colspan="2"></td> </tr> <tr> <td>Post Office.....</td> <td>\$8.45</td> <td>Online.....</td> <td>\$7.95</td> </tr> </table>				Captures Date/Time, Delivery Restriction				Post Office.....	\$8.45	Online.....	\$7.95	<table border="1"> <tr> <td>Stamped Envelope</td> <td>\$0.69</td> </tr> <tr> <td>Stamped Post Card</td> <td>\$0.39</td> </tr> <tr> <td>Post Card Stamp</td> <td>\$0.35</td> </tr> <tr> <td>Additional Ounce Stamp</td> <td>\$0.15</td> </tr> <tr> <td>Non-machinable Letter Stamp</td> <td>\$0.70</td> </tr> </table>				Stamped Envelope	\$0.69	Stamped Post Card	\$0.39	Post Card Stamp	\$0.35	Additional Ounce Stamp	\$0.15	Non-machinable Letter Stamp	\$0.70																																																																											
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