



SINGLE DROP MASS MAIL NOTIFICATION FORM

U.S. HOUSE OF REPRESENTATIVES

THIS FORM IS REQUIRED TO SUPPORT THE MAILING OF SINGLE DROP MASS MAILING DEPOSITED BY A CONGRESSIONAL OFFICE IN WASHINGTON, DC DIRECTLY INTO THE HOUSE POSTAL OPERATIONS MAIL SYSTEM.

THIS USE OF THIS FORM INSURES THAT SUCH MAILING IS PROCESSED AT THE CORRECT POSTAL RATE; IS PROPERLY ACCOUNTED FOR; AND THAT THE RATE AND PIECE INFORMATION IS READILY AVAILABLE TO YOUR OFFICE IN SUPPORT OF FILING ITS QUARTERLY MASS MAIL REPORT.

TO DEPOSIT A SINGLE DROP MASS MAILING INTO THE HOUSE POSTAL OPERATIONS MAIL SYSTEM:

1. FILL OUT THIS NOTIFICATION FORM;
2. PLACE THE MAILING IN A BOX, TRAY, OR BUNDLE;
3. MARK THE BOX, TRAY, OR BUNDLE WITH THE APPLICABLE POSTAL RATE;
4. ATTACH THE COMPLETED FORM TO THE BOX, TRAY, OR BUNDLE; AND
5. CALL THE POSTAL OPERATIONS HELP DESK X6-3764 TO SCHEDULE A PICKUP OR PLACE THE MAILING AS YOU WOULD FOR REGULAR PICKUP IN YOUR OFFICE.

DATE: _____

To: POSTAL OPERATIONS/HSS

FROM: Office of: _____ **State:** _____ **District:** _____

Staff Contact: _____ **E-Mail:** _____

Telephone: _____ **Fax:** _____

Description of Mailing: _____

This is a single drop mass mailing to be mailed at the following rate:

First Class First class rates may be used on all mail pieces weighing 70 pounds or less. Postage costs for this mailing will be listed on your monthly House Postal Operations (Pitney Bowes Management Services) postage statement.

Standard Mail Standard Mail rates are bulk rates, and each mailing must meet a minimum quantity of 200 (qualifying) pieces. There are no single-piece Standard Mail rates. House Postal Operations can only process letters as Standard Mail. Postal Operations can not send flat Standard Mail. Unlike First-Class Mail, there is no separate Standard Mail card rate (cards are mailed as letters or flats/non letters). House Postal Operations will prepare a USPS 3600-PM or 3602-R Form, as applicable, and will provide a copy to your office. If a mass mailing is sent first class mail rate, Postal Operations will also provide your office with a printout of the breakdown of the mailing by presort levels. Postage costs for this mailing will be listed on your U.S. Postal Service Monthly Mail Statement.

If you have any questions regarding this procedure or would like additional information about Postal Operations mass mail services please contact:

**Postal Operation Help Desk
B240 Longworth House Office Building
226-3764**