

# District Franked Mail Report

Member		District Office\Location					Account#			Month		Year	
Date	#	1st Class Letters		1st Class Flats			1st Class Parcels			Post Cards \$ .26	USHS Calendar \$ 1.48	Other Mail & Parcels	Daily Mail Total
		1 oz \$ .41	2 oz \$ .58	1 oz \$ .80	2 oz \$ .97	3 oz \$ 1.14	1 oz \$ 1.13	2 oz \$ 1.30	3 oz \$ 1.47				
1	#												
	\$												
2	#												
	\$												
3	#												
	\$												
4	#												
	\$												
5	#												
	\$												
6	#												
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13	#												
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14	#												
	\$												

Refer to the "1st Class Postage Guide" on page 3 to determine the difference between Letters, Flats and Parcels

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Date	1st Class Letters		1st Class Flats			1st Class Parcels			Post Cards \$ .26	USHS Calendar \$ 1.48	Other Mail & Parcels	Daily Mail Total
	1 oz \$ .41	2 oz \$ .58	1 oz \$ .80	2 oz \$ .97	3 oz \$ 1.14	1 oz \$ 1.13	2 oz \$ 1.30	3 oz \$ 1.47				
15	#											
	\$											
16	#											
	\$											
17	#											
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27	#											
	\$											
28	#											
	\$											

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Date	1st Class Letters		1st Class Flats			1st Class Parcels			Post Cards \$ .26	USHS Calendar \$ 1.48	Other Mail & Parcels	Daily Mail Total
	1 oz \$ .41	2 oz \$ .58	1 oz \$ .80	2 oz \$ .97	3 oz \$ 1.14	1 oz \$ 1.13	2 oz \$ 1.30	3 oz \$ 1.47				
<b>29</b>	#											
	\$											
<b>30</b>	#											
	\$											
<b>31</b>	#											
	\$											
<b>TOTAL MONTHLY POSTAGE</b>										<b>\$</b>		

Each district office and telecommuter alternative work site shall complete a monthly franked mail summary report form, which shall report the amount of franked mail deposited by the office/site with the US Postal Service during the reporting period that was not otherwise reported on a US Postal Service 3602 Form or accounted for by a postagemeter. Each district office report shall be forwarded to the Member's Washington, DC office and each alternative work site report shall be forwarded to the central work site by the last business day of the month.

The completed form shall be attached by the Member/Chairman/Officer to a completed Certification of Franked Mail form and forwarded to the Finance (B-241 LHOB) by the second working day of the following month. FAX 202-226-1608

Prepared By: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_

1st Class Postage Guide				
Letters			Flats	Parcels
1 oz	\$ .41		1 oz	\$ .80
2 oz	\$ .58		2 oz	\$ .97
3 oz	\$ .75		3 oz	\$ 1.14
3.5 oz	\$ .92		4 oz	\$ 1.31
Letters over 3.5 oz are sent as "Flats"			5 oz	\$ 1.48
Letter Size	Min	Max	6 oz	\$ 1.65
Height	3.5"	6.125"	7 oz	\$ 1.82
Length	5"	11.5"	8 oz	\$ 1.99
Thickness	.007"	.25"	9 oz	\$ 2.16
<b>Post Cards</b>			10 oz	\$ 2.33
Card Rate	\$ .26		11 oz	\$ 2.50
			12 oz	\$ 2.67
			13 oz	\$ 2.84
			Flats - Have a thickness of less than .25"	
			Parcels - Have a thickness over .25"	
Flats and Parcels over 13 ozs are sent as Priority Mail. Check <a href="http://www.usps.com">www.usps.com</a> for rates.				