

# District Franked Mail Report

Member		District Office\Location					Account#			Month	Year	
Date	1st Class Letters		1st Class Flats			1st Class Parcels			Post Cards \$ .27	USHS Calendar \$ 1.51	Other Mail & Parcels	Daily Mail Total
	1 oz \$ .42	2 oz \$ .59	1 oz \$ .83	2 oz \$ 1.00	3 oz \$ 1.17	1 oz \$ 1.17	2 oz \$ 1.34	3 oz \$ 1.51				
1	#											
	\$											
2	#											
	\$											
3	#											
	\$											
4	#											
	\$											
5	#											
	\$											
6	#											
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7	#											
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8	#											
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	\$											
10	#											
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11	#											
	\$											
12	#											
	\$											
13	#											
	\$											
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 \$ .27	USHS Calendar \$ 1.51	Other Mail & Parcels	Daily Mail Total
	1 oz \$ .42	2 oz \$ .59	1 oz \$ .83	2 oz \$ 1.00	3 oz \$ 1.17	1 oz \$ 1.17	2 oz \$ 1.34	3 oz \$ 1.51				
15	#											
	\$											
16	#											
	\$											
17	#											
	\$											
18	#											
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25	#											
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26	#											
	\$											
27	#											
	\$											
28	#											
	\$											

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Date	1st Class Letters		1st Class Flats			1st Class Parcels			Post Cards \$ .27	USHS Calendar \$ 1.51	Other Mail & Parcels	Daily Mail Total
	1 oz \$ .42	2 oz \$ .59	1 oz \$ .83	2 oz \$1.00	3 oz \$ 1.17	1 oz \$ 1.17	2 oz \$ 1.34	3 oz \$ 1.51				
<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 alternativework 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	\$ .42		1 oz	\$ .83	\$ 1.17	
2 oz	\$ .59		2 oz	\$1.00	\$ 1.34	
3 oz	\$ .76		3 oz	\$ 1.17	\$ 1.51	
3.5 oz	\$ .93		4 oz	\$ 1.34	\$ 1.68	
Letters over 3.5 oz are sent as "Flats"			5 oz	\$ 1.51	\$ 1.85	
			6 oz	\$ 1.68	\$ 2.02	
			7 oz	\$ 1.85	\$ 2.19	
			8 oz	\$ 2.02	\$ 2.36	
			9 oz	\$ 2.19	\$ 2.53	
			10 oz	\$ 2.36	\$ 2.70	
			11 oz	\$ 2.53	\$ 2.87	
			12 oz	\$ 2.70	\$ 3.04	
			13 oz	\$ 2.87	\$ 3.21	
			Flats - Have a thickness of less than .25"			
			Parcels - Have a thickness over .25"			
<b>Post Cards</b>						
Card Rate	\$ .27					
Flats and Parcels over 13 ozs are sent as Priority Mail. Check <a href="http://www.usps.com">www.usps.com</a> for rates.						

## District Franked Mail Worksheet for Flats and Parcels

1st Class Flats\Priority Mail					Standard Mail\Parcels				
Date	# of Pieces	Weight		Total Postage	Date	# of Pieces	Weight		Total Postage
		Lbs.	Ozs.				Lbs.	Ozs.	

This worksheet is designed to help you total daily Franked mail. Please make sure you include daily totals from this sheet on your District Franked Mail Report in the appropriate columns.