## District Franked Mail Report

| Member |  |  | District OfficelLocation |  |  |  |  | Account\# |  | Month |  | Year |  |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| Date |  | 1st Class Letters 1 1st Class Flats |  |  |  |  | 1st Class Parcels |  |  | $\begin{array}{\|c} \hline \text { Post } \\ \text { Cards } \\ \$ .27 \\ \hline \end{array}$ | $\begin{gathered} \text { USHS } \\ \text { Calendar } \\ \$ 1.51 \end{gathered}$ | $\begin{array}{\|c\|} \hline \text { Other } \\ \text { Mail \& } \\ \text { Parcels } \end{array}$ | Daily Mail Total |
|  |  | $\begin{aligned} & 10202 \\ & \$ .42 \end{aligned}$ | $\begin{array}{r} 202 \\ \$ .59 \\ \hline \end{array}$ | $\begin{aligned} & 102 \\ & \$ .83 \\ & \hline \end{aligned}$ | $\begin{aligned} & 2.02 \\ & \$ 1.00 \\ & \hline \end{aligned}$ | $\begin{gathered} 302 \\ \$ 1.17 \end{gathered}$ | $\begin{gathered} 1.07 \\ \$ 1.17 \end{gathered}$ | $\begin{array}{\|c} \hline 2 \mathrm{oz} \\ \$ 1.34 \\ \hline \end{array}$ | $\begin{gathered} 302 \\ \$ 1.51 \\ \hline \end{gathered}$ |  |  |  |  |
| 1 | \# |  |  |  |  |  |  |  |  |  |  |  |  |
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| 2 | \# |  |  |  |  |  |  |  |  |  |  |  |  |
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| 3 | \# |  |  |  |  |  |  |  |  |  |  |  |  |
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| 4 | \# |  |  |  |  |  |  |  |  |  |  |  |  |
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| 5 | \# |  |  |  |  |  |  |  |  |  |  |  |  |
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| 6 | \# |  |  |  |  |  |  |  |  |  |  |  |  |
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| 7 | \# |  |  |  |  |  |  |  |  |  |  |  |  |
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| 8 | \# |  |  |  |  |  |  |  |  |  |  |  |  |
|  | \$ |  |  |  |  |  |  |  |  |  |  |  |  |
| 9 | \# |  |  |  |  |  |  |  |  |  |  |  |  |
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| 10 | \# |  |  |  |  |  |  |  |  |  |  |  |  |
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| 11 | \# |  |  |  |  |  |  |  |  |  |  |  |  |
|  | \$ |  |  |  |  |  |  |  |  |  |  |  |  |
| 12 | \# |  |  |  |  |  |  |  |  |  |  |  |  |
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| 13 | \# |  |  |  |  |  |  |  |  |  |  |  |  |
|  | \$ |  |  |  |  |  |  |  |  |  |  |  |  |
| 14 | \# |  |  |  |  |  |  |  |  |  |  |  |  |
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| District Franked Mail Report Page 2 |  |  |  |  |  |  |  |  |  |  |  |  |  |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| Date |  | 1st Class Letters |  | 1st Class Flats |  |  | 1st Class Parcels |  |  | $\begin{gathered} \hline \text { Post } \\ \text { Cards } \\ \$ .27 \\ \hline \end{gathered}$ | USHSCalendar$\$ 1.51$ |  <br> Parcels | Daily Mail Total |
|  |  | $\begin{aligned} & \hline 1 \mathrm{oz} \\ & \$ .42 \\ & \hline \end{aligned}$ | $\begin{aligned} & \hline 2 \mathrm{oz} \\ & \$ .59 \\ & \hline \end{aligned}$ | $\begin{aligned} & \hline 1 \mathrm{oz} \\ & \$ .83 \\ & \hline \end{aligned}$ | $\begin{gathered} \hline 2 \mathrm{oz} \\ \$ 1.00 \\ \hline \end{gathered}$ | $\begin{gathered} \hline 3 \mathrm{oz} \\ \$ 1.17 \\ \hline \end{gathered}$ | $\begin{gathered} \hline 1 \mathrm{oz} \\ \$ 1.17 \\ \hline \end{gathered}$ | $\begin{gathered} 2 \mathrm{oz} \\ \$ 1.34 \\ \hline \end{gathered}$ | $\begin{gathered} \hline 3 \mathrm{oz} \\ \$ 1.51 \\ \hline \end{gathered}$ |  |  |  |  |
| 15 | \# |  |  |  |  |  |  |  |  |  |  |  |  |
| 15 | \$ |  |  |  |  |  |  |  |  |  |  |  |  |
|  | \# |  |  |  |  |  |  |  |  |  |  |  |  |
|  | \$ |  |  |  |  |  |  |  |  |  |  |  |  |
| 17 | \# |  |  |  |  |  |  |  |  |  |  |  |  |
|  | \$ |  |  |  |  |  |  |  |  |  |  |  |  |
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|  | \# |  |  |  |  |  |  |  |  |  |  |  |  |
| 19 | \$ |  |  |  |  |  |  |  |  |  |  |  |  |
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| 20 | \$ |  |  |  |  |  |  |  |  |  |  |  |  |
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| 26 | \$ |  |  |  |  |  |  |  |  |  |  |  |  |
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Refer to the "1st Class Postage Guide" on page 3 to determine the difference between Letters, Flats and Parcels

District Franked Mail Report

| Date |  | 1st Class Letters |  | 1st Class Flats |  |  | 1st Class Parcels |  |  | Post Cards \$ . 27 | $\begin{gathered} \text { USHS } \\ \text { Calendar } \\ \$ 1.51 \end{gathered}$ | Other <br>  <br> Parcels | Daily Mail Total |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
|  |  | $\begin{aligned} & 1 \mathrm{oz} \\ & \$ .42 \end{aligned}$ | $\begin{aligned} & 2 \mathrm{oz} \\ & \$ .59 \end{aligned}$ | $\begin{aligned} & 1 \mathrm{oz} \\ & \$ .83 \end{aligned}$ | $\begin{gathered} 2 \mathrm{oz} \\ \$ 1.00 \end{gathered}$ | $\begin{gathered} 3 \mathrm{oz} \\ \$ 1.17 \end{gathered}$ | $\begin{gathered} 1 \mathrm{oz} \\ \$ 1.17 \end{gathered}$ | $\begin{gathered} 2 \mathrm{oz} \\ \$ 1.34 \end{gathered}$ | $\begin{gathered} \hline 3 \mathrm{oz} \\ \$ 1.51 \end{gathered}$ |  |  |  |  |
| 29 | \# |  |  |  |  |  |  |  |  |  |  |  |  |
|  | \$ |  |  |  |  |  |  |  |  |  |  |  |  |
| 30 | \# |  |  |  |  |  |  |  |  |  |  |  |  |
|  | \$ |  |  |  |  |  |  |  |  |  |  |  |  |
| 31 | \# |  |  |  |  |  |  |  |  |  |  |  |  |
|  | \$ |  |  |  |  |  |  |  |  |  |  |  |  |
| TOTAL MONTHLY POSTAGE |  |  |  |  |  |  |  |  |  |  | \$ |  |  |

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 thereporting 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 ofFranked 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: $\qquad$ Date: $\qquad$

Signature: $\qquad$

| 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 |
| Letter Size Min Max | 7 oz | \$ 1.85 | \$ 2.19 |
| Height ${ }^{\text {3 }}$ 3.5" 6.125" | 8 oz | \$ 2.02 | \$ 2.36 |
| Length 5" 11.5" | 9 oz | \$ 2.19 | \$ 2.53 |
| Thickness .007" .25" | 10 oz | \$ 2.36 | \$ 2.70 |
|  | 11 oz | \$ 2.53 | \$ 2.87 |
| Post Cards | 12 oz | \$ 2.70 | \$ 3.04 |
| Card Rate \$ . 27 | 13 oz | \$ 2.87 | \$ 3.21 |
|  | Flats - Have a thickness of less than $.25^{\prime \prime}$ Parcels - Have a thickness over .25" |  |  |
| Flats and Parcels over 13 ozs are sent as Priority Mail. Check www.usps.com for rates. |  |  |  |


| District Franked Mail Worksheet for Flats and Parcels |  |  |  |  |  |  |  |  |  |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| 1st Class Flats\Priority Mail |  |  |  |  | Standard MaillParcels |  |  |  |  |
| Date | $\begin{array}{\|c} \hline \text { \# of } \\ \text { Pieces } \\ \hline \end{array}$ | Weight |  | Total Postage | Date | \# 0 <br> Pieces | Weight |  | Total Postage |
|  |  | Lbs. | Ozs. |  |  |  | Lbs. | Ozs. |  |
|  |  |  |  |  |  |  |  |  |  |
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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 colums.

