UNITED STATES POSTAL SERVICE®

Presort Verification Record

1A. Post Office™, Station, or Unit Where Mail Makeup Verified	Date and Time Received *(Round Stamp)*	1B. Permit, Meter or USPS® Publication No.					

Name of Permit Holder

City	State	ZIP+4®

Name of Mailing Agent

Finance Number					

☐ AM
☐ PM

Name of Owner/Publisher of Mail

1C. Class of Mail Presented *(Check one)*

☐ First-Class Mail®   ☐ Standard Mail®

☐ Periodicals   ☐ Package Services

Type of Mail Presented *(Check one)*

☐ Letter   ☐ Irregular Parcel

☐ Flat   ☐ Machinable Parcel

Type of Presort Verification *(Check one)*

☐ Scheduled   ☐ Reentered Mailing   ☐ Subsequent Mailing

1D. Bulk or Presort Postage Rate is Total Postage divided by Total Number of Pieces (round to 4 digits to right of decimal). For Periodicals, see NOTE on bottom of Page 2.

$\$_____ \div _____ = \$\_.\_\_\_\_\_$ per piece

1E. Weight of a Single Piece *(USPS® verified weight)*

__ __ . __ __ __ __ lbs

1F. Total Number of Pieces in Mailing *(USPS verified pieces)*

1G. Total Weight of Mailing *(USPS verified net weight)*

_____ lbs

2. Sample Units

☐ Sacks   ☐ Pallets   ☐ Other Types of Containers

☐ Trays   ☐ Bundles

Number of Sample Units *(Containers)*

3. Weight of Samples in Pounds *(less tare weight)*

4A. Sack, Tray or Pallet Labels

Show label as it is filled out for each sample.

If label is incorrect show how the label should be prepared for each sample.

Always multiply LABEL ERRORS by .05 *(same as dividing by 20)* to compute weights in Column B.

			Weight of Total Errors in Pounds		4B. Specify Weight in Pounds	4C. Error Code
Sack/Tray/ #1 Pallet				X .05 =		L
Sack/Tray/ #2 Pallet				X .05 =		L
				X .05 =		L
Sack/Tray/ #3 Pallet				X .05 =		L
				X .05 =		L
				X .05 =		L

L1 Not Labeled
L2 Label Not Legible
L3 Incorrect Destination *(Top Line)*
L4 Incorrect Contents *(Second Line)*
L5 Other *(Describe)*

_____

_____

_____

5A. **BUNDLE LABEL ERRORS**	5B. Weight of Total Errors in Each Bundle in Pounds	5C. Error Code
List bundles with missing or wrong pressure sensitive labels, optional endorsement lines or facing slips by showing the ZIP Code™ destination of the top piece in the bundle. Indicate the proper pressure sensitive label which should have been used. (Example: 22203-"3" should have been "5".) _____		B
_____		B
_____		B
_____		B
_____		B
_____		B

B1 Bundle not labeled
B2 Blue F on other than firm bundle
B3 Red 5 on other than 5--digit bundle
B4 Green 3 on other than 3-digit bundle
B5 Pink A on other than ADC bundle
B6 Incorrect facing slip
B7 Other *(Describe)*

_____

_____

6A. **BUNDLE SORTATION ERRORS**	6B. Weight of Total Errors in Each Bundle in Pounds	6C. Error Code
Identify bundles by ZIP Code destination which have the following types of errors: (a) missorted pieces (Example: 11407 5- digit bundle contains 3 pieces for 11406 (b) pieces not sorted to the finest required extent. _____		S
_____		S
_____		S
_____		S
_____		S
_____		S

S1 Bundle contains mis-sorted pieces
S2 3-digit, ADC or MXD ADC bundle contains enough pieces to make a 5-digit bundle
S3 ADC bundle contains enough pieces to make a 3- or 5-digit bundle
S4 MXD ADC bundle contains enough pieces to make an ADC, 3- or 5-digit bundle
S5 Other *(Describe)*

7A. SACK, TRAY OR PALLET SORTATION ERRORS	7B. Weight of Total Errors in Each Bundle in Pounds	7C. Error Code	S10 Container contains missorted bundles
Indicate if there are any bundles which should not be included in the sack, tray or pallet; or if there are enough bundles to have required the mailer to prepare a separate container. (Example: Sack 190 contains 125 pcs./15 lbs or more for 19066 or Sack 190 contains bundles for 212).		S	S11 3-digit contains enough pcs/bundles to make direct 5-digit container
		S	S12 ADC or MXD ADC container contains enough pcs/bundles to make a 3- or 5-digit container
		S	S13 Mixed ADC container contains enough pcs/bundles to prepare a finer sorted container
		S	S14 Container improperly labeled
		S	S15 Other *(Describe)*
		S	_____
		S	

8A. MISCELLANEOUS ERRORS	8B. Weight of Total Errors in Each Bundle in Pounds	8C. Error Code	M1 Poorly tied or banded bundles
Examples of errors:		M	M2 Broken bundle
(1) Improperly tied or broken bundles		M	M3 Missing ZIP Code / M4 Invalid ZIP Code
(2) Use of improper sack or container		M	M5 Incomplete ZIP Code / M6 Mail not faced
(3) Other general errors as noted in the error code list or not covered by that list		M	M7 Improper sack or container
		M	M8 Other *(Describe)* _____

9. Compute TOTAL error weight for presort verification in pounds
   Add columns 4B, 5B, 6B, 7B, and 8B.. [ ]

10. A. Compute error factor: Line 9 divided by line 3   _____ ÷ _____ = _____ (10A)

    B. If 10A is less than 1, enter figure computed in 10A on the line to right

       If 10A is equal to or greater than 1, enter 1 on line to right   _____ (10B)

    C. Compute percent error by multiplying line 10A by 100   _____ X $\frac{100}{\quad}$ = _____ % (10C)

If line 10C is less than 5% go to line 16D. If line 10C is 5% or greater, go to line 11 AND NOTIFY SUPERVISOR IMMEDIATELY. NOTE: Error % can exceed 100%.

11. **TOTAL** number of pieces in the mailing as shown on line 1F   __ __ __ , __ __ __ , __ __ __ PIECES

12. **MULTIPLY** 10B times line 11   _____ X _____ = _____ MAILING PIECES ERROR FACTOR

13. A. Determine mail piece weight in ounces   Line 1E _____ (pounds) X 16 = _____ (ounces)
    B. MULTIPLY line 12 times the applicable First Class/Priority single-piece rate from Rate Chart   _____ X $____.____ = $_____ Total @ First-Class Mail®/ Priority Mail® Single-Piece Rate   POSTAGE ERROR FACTOR

14. **MULTIPLY** line 12 times line 1D   _____ X1 D _____ = $_____ Total @ Pre-sorted Rate   PRESORT RATE ON MAILING PIECES ERROR FACTOR

15. SUBTRACT line 14 from line 13B to obtain additional revenue due (cost avoidance)   = $ __ __ __ __ . __ __ ADDITIONAL POSTAGE DUE

16. DISPOSITION: Mailer reworked mailing and corrected errors at acceptance unit – mail accepted   A ( )
                 Mail returned for reworking   B ( )
                 Additional postage collected – mail accepted   C ( )
                 Mail accepted – no additional postage collected   D ( )

17. RECORD THE TOTAL WEIGHT OF EACH TYPE OF ERROR TO THE RIGHT OF THE APPROPRIATE ERROR CODE BELOW

       Total Weight of LABEL (L) Errors _____

       Total Weight of BUNDLE (B) Errors _____

       Total Weight of SORTATION (S) Errors _____

       Total Weight of MISCELLANEOUS (M) Errors _____

       NOTE: For Periodicals verification **failures**, determine the total postage on the PS Form 3541 for the mailing presented. Divide the number of pieces into the total postage to determine the average Periodicals postage rate piece to complete line 1D.

18. Signature of Employee Completing this form	19. Remarks