BUSINESS MAIL ACCEPTANCE WORKSHEET

Date: _____ Permit : _____

Mailing Agent: _____

Permit Holder: _____

1. Total USPS *(Gross)* Weight	Type and Amount of Tare Weight				
	2. Sacks / Trays / Pallets only Qty. **X** lbs. **=** Weight			3. Rolling Stock and all others	
4. Totals					

A. Piece Count

5. Net Weight:
Column 1 – (Column 2 + Column 3) = _____ lbs.

6. USPS Piece Weight: _____ lbs.

7. USPS Piece Count:
Line 5 ÷ Line 6 = _____ pcs.

8. Pieces claimed by the Mailer: _____ pcs.

9. Line 8 x .01 = _____ pcs.

10a. Pieces claimed by the Mailer + Line 9 = _____ pcs.

b. Pieces claimed by the Mailer - Line 9 = _____ pcs.

11. Is the USPS piece count (Line 7) within the range on Line 10?

❍ Yes ❍ No

a. If yes, accept mailer's piece count.
b. If no, proceed to Line 12.

12. Tare Weight from Column 2: _____ lbs.

13. Tare Correction Factor:
Line 12 x **.1** = _____ lbs.

14. Tare Correction Piece Count:
Line 13 ÷ Line 6 = _____ pcs.

15. Range of Difference:
Line 10a + Line 14 = _____ pcs.

Line 10b - Line 14 = _____ pcs.

16. Is the USPS piece count (Line 7) within the range on Line 15?

❍ Yes ❍ No

a. If yes, accept mailer's piece count.
b. If no, proceed to C.

B. Piece/Pound Price

1. USPS Net Weight (Line 5) _____ lbs.
2. Pounds declared by Mailer _____ lbs.
3. Difference (B1 – B2) _____ lbs.
4. Percentage of Difference (B3 ÷ B1) x 100 _____ lbs.
5. Is the Percentage of Difference less than or equal to 1%?

❍ Yes ❍ No

a. If yes, accept mailer's declared pounds.
b. If no, proceed to C.

C. Percentage of Difference exceeds 1%

Give Mailer options:

1. Correct or withdraw the mailing. Complete lines below.
2. Adjust mailing statement to USPS Piece Count/USPS Net Weight. Complete lines below. (If mailer chooses this option, but under protest, remind the mailer that a *written* appeal must be filed within 15 days according to DMM, 607.2.)

Adjustments:

Customer Contact: _____

Date and Time Contacted: _____

Action Taken: _____

_____

_____

Employee Completing Form:

_____