1A. Post Office™, Station, or Unit Where Mail Makeup Verified

<table>
<thead>
<tr>
<th>City</th>
<th>State</th>
<th>ZIP+4®</th>
</tr>
</thead>
</table>

Finance Number

1B. Permit, Meter or USPS® Publication No.

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

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.

\[
\frac{\text{Total Weight of Mailing (USPS verified net weight)}}{\text{Total Number of Pieces (USPS verified pieces)}} = \text{lbs per piece}
\]

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

2. Sample Units

- [ ] Sacks
- [ ] Trays
- [ ] Bundles
- [ ] Other Types of Containers

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.

<table>
<thead>
<tr>
<th>Sack/Tray/No Pallet</th>
<th>Sack/Tray/#1 Pallet</th>
<th>Sack/Tray/#2 Pallet</th>
</tr>
</thead>
</table>

5A. Bundles Label Errors

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").

5B. Weight of Total Errors in Each Bundle in Pounds

5C. Error Code

- [ ] 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)

5D. BUNDLE SORTATION ERRORS

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.

6A. Weight of Total Errors in Each Bundle in Pounds

6B. Error Code

- [ ] 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)
### SACK, TRAY OR PALLET SORTATION ERRORS

<table>
<thead>
<tr>
<th>Error Code</th>
<th>Total Weight of Errors in Each Bundle in Pounds</th>
</tr>
</thead>
<tbody>
<tr>
<td>S10</td>
<td>Container contains missorted bundles</td>
</tr>
<tr>
<td>S11</td>
<td>3-digit contains enough pcs/bundles to make</td>
</tr>
<tr>
<td></td>
<td>direct 5-digit container</td>
</tr>
<tr>
<td>S12</td>
<td>ADC or MXD ADC container contains</td>
</tr>
<tr>
<td></td>
<td>enough pcs/bundles to make a 5- or 5-digit</td>
</tr>
<tr>
<td></td>
<td>container</td>
</tr>
<tr>
<td>S13</td>
<td>Mixed ADC container contains</td>
</tr>
<tr>
<td></td>
<td>enough pcs/bundles to prepare</td>
</tr>
<tr>
<td></td>
<td>a finer sorted container</td>
</tr>
<tr>
<td>S14</td>
<td>Container improperly labeled</td>
</tr>
<tr>
<td>S15</td>
<td>Other (Describe)</td>
</tr>
</tbody>
</table>

### MISCELLANEOUS ERRORS

<table>
<thead>
<tr>
<th>Error Code</th>
<th>Total Weight of Errors in Each Bundle in Pounds</th>
</tr>
</thead>
<tbody>
<tr>
<td>M1</td>
<td>Poorly tied or banded bundles</td>
</tr>
<tr>
<td>M2</td>
<td>Broken bundle</td>
</tr>
<tr>
<td>M3</td>
<td>Missing ZIP Code</td>
</tr>
<tr>
<td>M4</td>
<td>Invalid ZIP Code</td>
</tr>
<tr>
<td>M5</td>
<td>Incomplete ZIP Code</td>
</tr>
<tr>
<td>M6</td>
<td>Mail not faced</td>
</tr>
<tr>
<td>M7</td>
<td>Improper sack or container</td>
</tr>
<tr>
<td>M8</td>
<td>Other (Describe)</td>
</tr>
</tbody>
</table>

#### Examples of errors:

1. Improperly tied or broken bundles
2. Use of improper sack or container
3. Other general errors as noted in the error code list or not covered by that list

### 9. Compute TOTAL error weight for presort verification in pounds

\[
\text{Add columns } 4B, 5B, 6B, 7B, \text{ and } 8B.
\]

### 10. A. Compute error factor: Line 9 divided by line 3

\[
\frac{\text{Line } 9}{\text{Line } 3} = \frac{\text{Mailing Pieces}}{\text{Mailing Pieces Error Factor}}
\]

### 11. TOTAL number of pieces in the mailing as shown on line 1F

\[
\text{Pieces} = \frac{\text{Mailing Pieces Error Factor}}{\text{Mail Piece Weight in Ounces}}
\]

### 12. MULTIPLY line 10B times line 11

\[
\text{Mailing Pieces Error Factor} = \text{Line } 10B \times \text{Line } 11
\]

### 13. A. Determine mail piece weight in ounces

\[
\text{Line } 1E \times 16 = \text{Ounces}
\]

B. **MULTIPLY** line 12 times the applicable First Class/Priority single-piece rate from Rate Chart

\[
\text{Line } 12 \times \text{Rate} = \text{Total @ First-Class Mail®/Priority Mail® Single-Piece Rate}
\]

### 14. **MULTIPLY** line 12 times line 1D

\[
\text{Line } 12 \times \text{Line } 1D = \text{Total @ Pre-sorted Rate}
\]

### 15. SUBTRACT line 14 from line 13B to obtain additional revenue due (cost avoidance)

\[
\text{ADDITIONAL POSTAGE DUE} = \text{Line } 13B - \text{Line } 14
\]

### 16. DISPOSITION:

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

### 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