**BUSINESS MAIL ACCEPTANCE WORKSHEET**

Date: ____________________________   Permit: ________________

Mailing Agent: _____________________________________________

Permit Holder: _____________________________________________

<table>
<thead>
<tr>
<th>1. Total USPS (Gross) Weight</th>
<th>2. Sacks / Trays / Pallets only Qty. X lbs. = Weight</th>
<th>3. Rolling Stock and all others</th>
<th>Type and Amount of Tare Weight</th>
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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: ____________________________

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PS Form 8040, August 2010