

Business Postal Rates

Effective May 12, 2008

First-Class Mail—Retail

Weight Not Over (ounces)	Letters and Cards ¹	Large Envelopes ²	Packages ³
1	\$0.42	\$0.83	\$1.17
2	0.59	1.00	1.34
3	0.76	1.17	1.51
3.5	0.93 ⁴	1.34	1.68
4	—	1.34	1.68
5	—	1.51	1.85
6	—	1.68	2.02
7	—	1.85	2.19
8	—	2.02	2.36
9	—	2.19	2.53
10	—	2.36	2.70
11	—	2.53	2.87
12	—	2.70	3.04
13	—	2.87	3.21
Postcard ⁵	\$0.27	—	—

- Letters that meet one or more of the nonmachinable characteristics in DMM 101.1.2 are subject to the \$0.20 nonmachinable surcharge.
- Pieces that are rigid, nonrectangular, or not uniformly thick pay package prices.
- For keys and identification devices, add \$0.72. If more than 13 ounces, see Priority Mail prices.
- For weights over 3.5 ounces, see large envelope (flat) prices.
- The card price applies to each single or double postcard when originally mailed; reply half of double postcard must be designed for reply mail purposes only.

First-Class Mail—Commercial Letters & Cards

Weight Not Over (ounces)	Automation				Nonautomation
	5-Digit	3-Digit	AADC	Mixed AADC	Presorted ¹
1	\$0.324	\$0.346	\$0.351	\$0.369	\$0.394
2	0.449	0.471	0.476	0.494	0.519
3	0.574	0.596	0.601	0.619	0.644
3.5	0.699	0.721	0.726	0.744	0.769 ²
Postcard ³	\$0.199	\$0.210	\$0.213	\$0.223	\$0.242

- Letters that meet one or more of the nonmachinable characteristics in DMM 201.2.1 are subject to the \$0.20 nonmachinable surcharge.
- The maximum weight for machinable letter preparation is 3.3 ounces.
- The card price applies to each single or double postcard when originally mailed; reply half of double postcard must be designed for reply mail purposes only.

First-Class Mail—Commercial Flats

Weight Not Over (ounces) ¹	Automation				Nonautomation
	5-Digit	3-Digit	ADC	Mixed ADC	Presorted
1	\$0.364	\$0.479	\$0.570	\$0.702	\$0.727
2	0.534	0.649	0.740	0.872	0.897
3	0.704	0.819	0.910	1.042	1.067
4	0.874	0.989	1.080	1.212	1.237
5	1.044	1.159	1.250	1.382	1.407
6	1.214	1.329	1.420	1.552	1.577
7	1.384	1.499	1.590	1.722	1.747
8	1.554	1.669	1.760	1.892	1.917
9	1.724	1.839	1.930	2.062	2.087
10	1.894	2.009	2.100	2.232	2.257
11	2.064	2.179	2.270	2.402	2.427
12	2.234	2.349	2.440	2.572	2.597
13	2.404	2.519	2.610	2.742	2.767

- Flat-size pieces with certain characteristics (see DMM 301.1.3 and 1.4) are subject to the parcel prices.



Letters

Dimensions and Shape Standards for Automation Letters

Each letter-size piece must be rectangular and:

- For height, no more than 6-1/8 or less than 3-1/2 inches high.
- For length, no more than 11-1/2 or less than 5 inches long.
- For thickness, no more than 0.25 or less than
 - 0.007 inch thick if no more than 4-1/4 inches high and 6 inches long; or
 - 0.009 inch thick if more than 4-1/4 inches high or 6 inches long, or both.



Large Envelopes (Flats)

	minimum*	maximum
Length	11-1/2 inches	15 inches
Height	6-1/8 inches	12 inches
Thickness	1/4 inch	3/4 inch

* Flats exceed at least one of these dimensions



Packages

Length	The longest side of the package.
Girth	Measurement around the thickest part (perpendicular to the length). Cannot exceed 108 inches (Parcel Post cannot exceed 130 inches).
Length plus Girth	Cannot exceed 108 inches (Parcel Post cannot exceed 130 inches).

Priority Mail Flat-Rate Envelope

The Priority Mail flat-rate envelope is \$4.80 to any U.S. destination regardless of the actual weight of the piece.

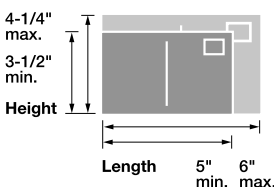


Priority Mail Flat-Rate Boxes

Priority Mail flat-rate boxes are available, regardless of the actual weight of the piece at the following prices:

- Regular Flat-Rate Boxes
- \$9.80
- Large Flat-Rate Box
- Domestic address: \$12.95
 - APO/FPO destination address: \$10.95

Postcards



	minimum	maximum
length	5 inches	6 inches
height	3-1/2 inches	4-1/4 inches
thickness	0.007 inch	0.016 inch

Prepared and distributed by

HKM
DIRECT MARKET
COMMUNICATIONS

5501 Cass Avenue
Cleveland, Ohio 44102
(216) 651-9500
Fax (216) 961-6330



Standard Mail Regular—Letters Enhanced Carrier Route & Automation

		Enhanced Carrier Route (ECR) ¹			Automation			
		Saturation	High Density	Basic	5-Digit	3-Digit	AADC	Mixed AADC
Letters weighing 3.3 oz. or less	None	\$0.179	\$0.190	\$0.234	\$0.225	\$0.241	\$0.244	\$0.257
	DBMC	0.146	0.157	0.201	0.192	0.208	0.211	0.224
	DSCF	0.137	0.148	0.192	0.183	0.199	0.202	—
	DDU	—	—	—	—	—	—	—
per piece price								
more than 3.3 oz.²	None	\$0.604	\$0.604	\$0.635	\$0.733	\$0.733	\$0.733	\$0.733
	DBMC	0.445	0.445	0.476	0.574	0.574	0.574	0.574
	DSCF	0.401	0.401	0.432	0.530	0.530	0.530	—
	DDU	—	—	—	—	—	—	—
per pound price								
+ per piece price		0.054 ³	0.065 ³	0.103 ³	0.074 ³	0.090 ³	0.093 ³	0.106 ³

1. ECR letters that are not automation-compatible and barcoded (DMM 201.3) are available at the flat-size prices (DMM 243.6). Mailers may not pay ECR flat-size prices and claim DDU discounts for letter-size pieces.
2. For pieces weighing more than 3.3 ounces, each piece is subject to both a per piece price and a per pound price. Multiply the number of pieces in the mailing by the per piece price. Multiply the number of pounds in the mailing by the per pound price. Add both totals.
3. Per piece price for ECR letters and automation letters that weigh more than 3.3 ounces but less than (or equal to) 3.5 ounces includes a discount that equals the applicable flat-size price (3.3 ounces or less) minus the applicable letter piece price (3.3 ounces or less).

Standard Mail Regular—Letters Nonautomation

		Machinable		Nonmachinable ¹			
		AADC	Mixed AADC	5-Digit	3-Digit	ADC	Mixed ADC
Letters weighing 3.3 oz. or less	None	\$0.258	\$0.260	\$0.343	\$0.438	\$0.461	\$0.561
	DBMC	0.225	0.227	0.310	0.405	0.428	0.528
	DSCF	0.216	—	0.301	0.396	0.419	—
	DDU	—	—	—	—	—	—
per piece price							

1. For pieces over 3.3 ounces, see Standard Mail Not Flat-Machinable prices.

Standard Mail Regular—Flats

		Enhanced Carrier Route (ECR) ^{1,2}			Automation ¹				Nonautomation ¹			
		Saturation	High Density	Basic	5-Digit	3-Digit	ADC	Mixed ADC	5-Digit	3-Digit	ADC	Mixed ADC
Flats weighing 3.3 oz. or less	None	\$0.191	\$0.210	\$0.255	\$0.339	\$0.400	\$0.436	\$0.489	\$0.366	\$0.451	\$0.483	\$0.553
	DBMC	0.158	0.177	0.222	0.306	0.367	0.403	0.456	0.333	0.418	0.450	0.520
	DSCF	0.149	0.168	0.213	0.297	0.358	0.394	—	0.324	0.409	0.441	—
	DDU	0.140	0.159	0.204	—	—	—	—	—	—	—	—
per piece price												
more than 3.3 oz.³	None	\$0.604	\$0.604	\$0.635	\$0.733	\$0.733	\$0.733	\$0.733	\$0.733	\$0.733	\$0.733	\$0.733
	DBMC	0.445	0.445	0.476	0.574	0.574	0.574	0.574	0.574	0.574	0.574	0.574
	DSCF	0.401	0.401	0.432	0.530	0.530	0.530	—	0.530	0.530	0.530	—
	DDU	0.356	0.356	0.387	—	—	—	—	—	—	—	—
per pound price												
+ per piece price		0.066	0.085	0.124	0.188	0.249	0.285	0.338	0.215	0.300	0.332	0.402

1. Flat-size pieces with certain characteristics (see DMM 301.1.3 and 1.4) are subject to Not Flat-Machinable or parcel prices.
2. For ECR flats with a detached address label, add \$0.017 per piece.
3. For pieces weighing more than 3.3 ounces, each piece is subject to both a per piece price and a per pound price. Multiply the number of pieces in the mailing by per piece price. Multiply the number of pounds in the mailing by the per pound price. Add both totals.

Standard Mail Nonprofit—Letters Enhanced Carrier Route & Automation

		Enhanced Carrier Route (ECR) ¹			Automation			
		Saturation	High Density	Basic	5-Digit	3-Digit	AADC	Mixed AADC
Letters weighing 3.3 oz. or less	None	\$0.108	\$0.119	\$0.159	\$0.127	\$0.143	\$0.146	\$0.159
	DBMC	0.075	0.086	0.126	0.094	0.110	0.113	0.126
	DSCF	0.066	0.077	0.117	0.085	0.101	0.104	—
	DDU	—	—	—	—	—	—	—
per piece price								
more than 3.3 oz.²	None	\$0.415	\$0.415	\$0.446	\$0.632	\$0.632	\$0.632	\$0.632
	DBMC	0.256	0.256	0.287	0.473	0.473	0.473	0.473
	DSCF	0.212	0.212	0.243	0.429	0.429	0.429	—
	DDU	—	—	—	—	—	—	—
per pound price								
+ per piece price		0.022 ³	0.033 ³	0.067 ³	-0.003 ³	0.013 ³	0.016 ³	0.029 ³

1. ECR letters that are not automation-compatible and barcoded (DMM 201.3) are available at the flat-size price (DMM 243.6). Mailers may not pay ECR flat-size prices and claim DDU discounts for letter-size pieces.
2. For pieces weighing more than 3.3 ounces, each piece is subject to both a per piece price and a per pound price. Multiply the number of pieces in the mailing by the per piece price. Multiply the number of pounds in the mailing by the per pound price. Add both totals.
3. Per piece price for ECR letters and automation letters that weigh more than 3.3 ounces but less than (or equal to) 3.5 ounces includes a discount that equals the applicable flat-size price (3.3 ounces or less) minus the applicable letter piece price (3.3 ounces or less).

Standard Mail Nonprofit—Letters Nonautomation

		Machinable		Nonmachinable ¹			
		AADC	Mixed AADC	5-Digit	3-Digit	ADC	Mixed ADC
Letters weighing 3.3 oz. or less	None	\$0.160	\$0.162	\$0.245	\$0.340	\$0.363	\$0.463
	DBMC	0.127	0.129	0.212	0.307	0.330	0.430
	DSCF	0.118	—	0.203	0.298	0.321	—
	DDU	—	—	—	—	—	—
per piece price							

1. For pieces over 3.3 ounces, see Standard Mail Not Flat-Machinable prices.

Standard Mail Nonprofit—Flats

		Enhanced Carrier Route (ECR) ^{1,2}			Automation ¹				Nonautomation ¹			
		Saturation	High Density	Basic	5-Digit	3-Digit	ADC	Mixed ADC	5-Digit	3-Digit	ADC	Mixed ADC
Flats weighing 3.3 oz. or less	None	\$0.118	\$0.137	\$0.185	\$0.206	\$0.267	\$0.303	\$0.356	\$0.233	\$0.318	\$0.350	\$0.420
	DBMC	0.085	0.104	0.152	0.173	0.234	0.270	0.323	0.200	0.285	0.317	0.387
	DSCF	0.076	0.095	0.143	0.164	0.225	0.261	—	0.191	0.276	0.308	—
	DDU	0.067	0.086	0.134	—	—	—	—	—	—	—	—
per piece price												
more than 3.3 oz.³	None	\$0.415	\$0.415	\$0.446	\$0.632	\$0.632	\$0.632	\$0.632	\$0.632	\$0.632	\$0.632	\$0.632
	DBMC	0.256	0.256	0.287	0.473	0.473	0.473	0.473	0.473	0.473	0.473	0.473
	DSCF	0.212	0.212	0.243	0.429	0.429	0.429	—	0.429	0.429	0.429	—
	DDU	0.167	0.167	0.198	—	—	—	—	—	—	—	—
per pound price												
+ per piece price		0.032	0.051	0.093	0.076	0.137	0.173	0.226	0.103	0.188	0.220	0.290

1. Flat-size pieces with certain characteristics (see DMM 301.1.3 and 1.4) are subject to Not Flat-Machinable or parcel prices.
2. For ECR flats with a detached address label, add \$0.017 per piece.
3. For pieces weighing more than 3.3 ounces, each piece is subject to both a per piece price and a per pound price. Multiply the number of pieces in the mailing by per piece price. Multiply the number of pounds in the mailing by the per pound price. Add both totals.

For more information about the Business Postal Rates and what the increase means to you, contact your HKM Customer Service Representative at (216) 651-9500.

Extra Services and Fees

BUSINESS REPLY AND QUALIFIED BUSINESS REPLY MAIL

Business Reply Mail® (BRM)

	High Volume	Basic
Annual permit fee	\$180.00	\$180.00
Annual account maintenance fee	565.00	None
1-ounce letter price + per piece ¹	0.42 + 0.08	0.42 + 0.72
1-ounce flat price + per piece ¹	0.83 + 0.08	0.83 + 0.72
1-ounce parcel price + per piece ¹	1.17 + 0.08	1.17 + 0.72
Card price + per piece	0.27 + 0.08	0.27 + 0.72

Qualified Business Reply Mail (QBRM)

	High Volume	Basic
Annual permit fee	\$180.00	\$180.00
Annual account maintenance fee	565.00	565.00
Quarterly fee	1,855.00	None
1-ounce letter price + per piece ²	0.397 + 0.006	0.397 + 0.05
Card price + per piece	0.247 + 0.006	0.247 + 0.05

- \$0.17 each additional ounce: use Priority Mail prices for flats and parcels over 13 ounces.
- Second ounce or fraction—\$0.17.
- With anticipated responses of over 1000 pieces, the annual account fee is recommended.

RETURN RECEIPT (In conjunction with another service)

Service	Fee
Requested at time of mailing (Form 3811, receive by mail)	\$2.20

CERTIFIED MAIL

Fee—\$2.70

ANNUAL MAILING FEES (per 12-month period)

First-Class Mail Presort, per office of mailing—\$180.00
 Standard Mail—\$180.00
 Parcel Select—\$180.00
 Presorted Media Mail—\$180.00
 Presorted Library Mail—\$180.00
 Bound Printed Matter (destination entry)—\$180.00
 Parcel Return Service—\$180.00

PERMIT IMPRINT

Application fee—\$180

Glossary of Terms

Destination Bulk Mail Center (DBMC) Rate

A rate available for Standard Mail, Parcel Post, and Bound Printed Matter that is properly prepared and entered by the mailer at the BMC or other designated postal facility that serves the delivery address on the mail.

Destination Sectional Center Facility (DSCF) Rate

A rate available for Periodicals, Standard Mail, Parcel Post, and Bound Printed Matter that is properly prepared and entered by the mailer at the sectional center facility (SCF) or other designated postal facility that serves the delivery address on the mail.

Entry BMC

A bulk mail center (BMC), including its satellite auxiliary service facility (ASF) unless specified otherwise, at which mail is entered by the mailer.

First-Class Mail (FCM)

A class of mail that includes all matter wholly or partly in writing or typewriting, all actual and personal correspondence, all bills and statements of account, and all matter sealed or otherwise closed against inspection. First-Class Mail comprises three subclasses: postcards, letters and sealed parcels, and Priority Mail. Any mailable matter may be sent as First-Class Mail. First-Class Mail is a USPS trademark.

Presort Levels

Terms used for presort levels are defined as follows:

- Carrier route:** all pieces for delivery to the same city route, rural route, highway contract route, post office box section, or general delivery unit.
- 5-digit:** the delivery address on all pieces includes the same 5-digit ZIP Code.
- 3-digit:** the ZIP Code in the delivery address on all pieces begins with the same three digits.
- ADC/AADC:** all pieces are addressed for delivery in the service area of the same area distribution center (ADC) or automated area distribution center (AADC).
- Mixed [BMC, ADC, AADC, etc.]:** the pieces are for delivery in the service area of more than one BMC, ADC, AADC, etc.

Sectional Center Facility (SCF)

A postal facility that serves as the processing and distribution center (P&DC) for post offices in a designated geographic area as defined by the first three digits of the ZIP Codes of those offices. Some SCFs serve more than one 3-digit ZIP Code range.

Standard Mail

A class of mail that weighs less than 16 ounces. It comprises the subclasses of Regular Standard Mail, Nonprofit Standard Mail, Enhanced Carrier Route Standard Mail, and Nonprofit Enhanced Carrier Route Standard Mail. These subclasses include circulars, printed matter, pamphlets, catalogs, newsletters, direct mail, and merchandise. Standard Mail may be sent at presorted rates and at automation rates.

Physical Standards for Nonmachineable Letters

- Has an aspect ratio (length divided by height) of less than 1.3 or more than 2.5.
- For pieces more than 4-1/4 inches high or 6 inches long, the thickness is less than 0.009 inch.
- Self-mailers with a folded edge perpendicular to the address if the piece is not folded and secured according to 3.13.1, Folded Self-Mailer.
- Booklet-type pieces with the bound edge (spine) along the shorter dimension of the piece or at the top, unless prepared according to 3.13.



5501 Cass Avenue
 Cleveland, OH 44102-2121
 p. 216.651.9500
 f. 216.961.6330

www.hkmdm.com