

EXFC: SECOND CONSECUTIVE QUARTER AT A RECORD 95% ON TIME!

POSTAL BULLETIN

PUBLISHED SINCE MARCH 4, 1880

PB 22108, August 7, 2003

Sales-it's everyone's job...



...and Customer Companion gives you the tools.

- Product Fact Sheets
- Sales support materials
- Submit a lead
- And so much more!

SEE
PAGE 9
FOR MORE
INFORMATION

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PB 22107: 7690-05-000-5976	PB 22099: 7690-05-000-5968	PB 22092: 7690-05-000-4857	PB 22085: 7690-05-000-4850
PB 22106: 7690-05-000-5975	PB 22098: 7690-05-000-5967	PB 22091: 7690-05-000-4856	PB 22084: 7690-05-000-4849
PB 22105: 7690-05-000-5974	PB 22097: 7690-05-000-5966	PB 22090: 7690-05-000-4855	PB 22083: 7690-05-000-4848
PB 22104: 7690-05-000-5973	PB 22096: 7690-05-000-5965	PB 22089: 7690-05-000-4854	PB 22082: 7690-05-000-4847
PB 22103: 7690-05-000-5972	PB 22095: 7690-05-000-5964	PB 22088: 7690-05-000-4853	PB 22081: 7690-05-000-4846
PB 22102: 7690-05-000-5971	PB 22094: 7690-05-000-4859	PB 22087: 7690-05-000-4852	PB 22080: 7690-05-000-4845

USPSNEWS@WORK

95 and holding! USPS closes second consecutive quarter with 95% on time delivery

We did it! And we'll keep on doing it because top notch efficiency and service is what transformation is all about.

- The Postal Service™ achieved its highest overnight service score for First-Class Mail® delivery for the second consecutive quarter, again breaking all previous records and raising the bar for overnight service performance in the nation's major metropolitan areas.
- Vice President and Consumer Advocate Francia Smith told the USPS® Board of Governors that overnight First-Class Mail service maintained the milestone score of 95 percent on-time delivery service performance in quarter III, the period between Feb. 22 and May 16, 2003. This is the fifth consecutive quarter First-Class Mail delivery has hit 94 percent or above.
- Six performance clusters achieved on-time delivery performance scores of 97 percent: Erie, PA; Richmond, VA; Albany, NY; Big Sky, MT; Sacramento, CA; and Portland, OR.
- First-Class Mail delivery performance is measured externally and independently by IBM's Business Consulting Services unit, using the External First-Class measurement system, or EXFC. It provides an independent assessment of the time it takes a First-Class Mail piece, once it's deposited into a collection box, to be delivered to one of more than 140 million American homes, businesses and Post Office™ boxes that are serviced six days a week.

They like us: They really do.

The most recent customer satisfaction survey shows 93 percent of households nationwide have a positive view of the Postal Service, rating USPS's overall performance as excellent, very good and good, according to VP and Consumer Advocate Francia Smith.

- This is the seventh consecutive quarter in which ratings of overall performance have reached 93 percent.
- Customer Satisfaction Measurement is independently measured by The Gallup Organization, which conducts surveys on a variety of Postal Service issues and services from a customer's perspective.

Summer blockbuster II: New DMM 200-A out now

It's finally out. The DMM 200-A, *A Guide to Mailing for Businesses and Organizations*, follows on the heels of last year's award-winning DMM 100, *A Customer's Guide to Mailing*.

- Like its predecessor, the new publication transforms the often-complicated *Domestic Mail Manual* into an easy-to-understand, customer-friendly guide. It's a handy tool for companies and organizations looking for ways to promote their products and services.
- "The guide is one of the best resources we offer for small and medium volume mailers," said Pricing and Classification Vice President Stephen Kearney.
- *A Guide to Mailing for Businesses and Organizations* has three sections — the first shows the advantages, costs and preparation for retail mailing services; the second outlines discounted business mail; the third covers online mailing services, which combine Internet speed with the effectiveness of traditional mail.

USPS began mailing copies of the guidebook to Post Offices and customers in mid-July. Check out the guide on www.usps.com. Click on *Grow Your Business*. Or go to <http://pe.usps.gov/text/dmm200/>.

Detecting biohazards: BDS tests continue in Baltimore, Cleveland, Lancaster, Pittsburgh

The Biohazard Detection System (BDS) preproduction test, which began July 14 at 15 processing and distribution center (PDC) sites, will continue in Baltimore, Cleveland, Lancaster, and Pittsburgh until the final production equipment is deployed.

- Extending the test enables Engineering to further improve the BDS technology before national rollout in 2004. Having the four sites in relative close proximity also allows the Postal Service to evaluate a regional emergency response concept, similar to what is used by the Federal Emergency Management Agency and the Environmental Protection Agency.

- To date, the BDS preproduction test has been very successful in assessing system performance. The test is scheduled to end August 9 in the remaining 11 sites and the equipment will be removed.
- The Cleveland PDC will be the first site to receive the final production equipment in November. National deployment is scheduled to begin in March with the test extension sites among the first to receive the equipment.

Diversity delivered: Nominations open for the 2003 National Awards Program for Diversity Achievement

Diversity achieved is an honor shared. USPS is seeking nominations for the 2003 National Awards Program for Diversity Achievement.

- Do you know someone on the Postal Service team who encourages, promotes and celebrates diversity, and deserves to be honored for those efforts? Make sure that person gets the recognition he or she deserves!
- Nominations are being accepted through Sept. 12 for the 2003 National Awards Program for Diversity Achievement. All employees are eligible for this prestigious program. This honor is the largest peer recognition program at USPS. It demonstrates the promise and strength of our organization and the importance of sharing values and building unity.
- For more information about the awards, or to make a nomination, visit the Diversity Development Web site at <http://blue.usps.gov/diversitynet>.

Fast swipe: New system processes plastic more quickly at retail counters

Say goodbye to dial-up delays. A new network-based card swipe process for Point of Service (POS) ONE retail terminals makes paying by plastic a breeze — for both the Postal Service and its customers.

- National deployment is now under way, thanks to a partnership among Information Technology, Corporate Treasury and the POS ONE program. An integrated system speeds up processing of debit card and credit card authorizations — in four to seven seconds on average — and it's also used to swipe-activate phone cards.

- The new process replaces the older dial-up system and related devices. It allows retail offices to reduce telephone lines, saving workspace and money. When POS ONE deployment is completed by January 2005, more than 65,000 integrated terminals will be helping to serve retail customers — and helping the lines move faster. Adding value for customers — that's a critical piece of the *Transformation Plan*.

Speak loud and clear: Take the VOE survey this quarter

Got something to say? Here's your chance to say it loud and clear. Quarter IV Voice of the Employee (VOE) survey has been mailed. And this quarter could be your turn to participate.

Every career employee has an opportunity to take the survey once during the year. It's quick, easy and you can do it on the clock, too. Your feedback is critical to the Postal Service's continued success.

By the end of the fiscal year, every employee will have received the survey. So if you haven't received one so far, this time it's your turn. Once you get it, fill it out, place it in the postage-paid envelope and drop it in the mail by Aug. 13. It's your voice. Make sure it's heard.

Aspiring candidates

The Postal Service will recognize suppliers who helped USPS achieve supply chain management cost reductions with Quality Supplier Awards, Oct. 29. Nominations must be completed by Aug. 15. More information and nomination forms are available on the Postal Service Intranet site at <http://blue.usps.gov/purchase/root/SCMAwards.doc>. Once there, see Part B.

Access made simple

Corporate Succession Planning (CSP) is going hi-tech. A secure, electronic process currently in development will expand access for eligible employees to participate in the process that develops future Postal Service leaders. When CSP open season is announced, applicants will be able to apply online using their *PostalEASE* personal identification number or PIN. Forgot your PIN? Call *PostalEASE* toll free at 877-4PS-EASE (877-477-3273).

The Postal Bulletin — Help Us Save Paper and Money

The *Postal Bulletin* has been around for 123 years, and it's the most relied-upon, trusted source of information in the Postal Service™ today.

In the 1970s, when our nation became more concerned about our environment, the Postal Service began using recycled paper to print the *Postal Bulletin*. We have also tried over the years to print just the right number of copies to save our nation's resources.

Despite our efforts, some offices tell us that they receive too many copies. We need to do something about this.

Therefore, if you want to reduce the number of copies your office receives or if you want to cancel your subscription altogether, send an e-mail to pbulleti@usps.gov or call 202-268-5776 (if you reach a recording, be sure to leave a message with your name, telephone number, and ZIP Code). Please be assured that we will *not* reduce or cancel your subscription unless you ask us to do so.

As we review our subscription list, we will begin calling facilities that seem to have duplicate subscriptions. If we call your facility, please help us determine if we can reduce your subscription.

Remember, each issue of the *Postal Bulletin* since 1995 is available online. To access the online version of the *Postal Bulletin*, please follow either of these routes:

- **On the Intranet:** Go to the Postal Service PolicyNet Web site at <http://blue.usps.gov/cpim>; click on *View Postal Bulletins*.
- **On the Internet:** Go to www.usps.com; click on *About USPS & News*, then *Forms and Publications*, then *Postal Bulletin*.

For more information on the *Postal Bulletin*, please see our article in *Postal Bulletin* 22097 (3-6-03, pages 5-6) titled "The *Postal Bulletin* — Your Source for Trusted Information."

We started publishing this article in early April, asking you to let us know if we can reduce or eliminate your subscriptions. Since April of this year, many of you have responded, and together we have reduced the total number of printed copies by 7,475!

We've come a long way, and we'll continue to evolve with the times. Our job is to make your job easier. As you know, the *Postal Bulletin* is here to serve you, as it has been for almost 125 years.

— *Policies and Procedures Information,
Public Affairs and Communications, 8-7-03*

Administrative Services

Directives and Forms Update

Effective immediately, Publication 223, *Directives and Forms Catalog* (June 1999), is revised. The tables below contain the document ID, edition date, title, national stock number (NSN), and the Postal Service and public supply source for all new, revised, and obsolete directives and forms. Use this article to keep Publication 223 current. Information on how to order directives and forms is available in chapter 1 of Publication 223.

IWEB = Intranet = <http://blue.usps.gov>; click on *Information*, then *Policies and Procedures*.

WWW = USPS Web page = www.usps.com.

PE = Postal Explorer = <http://pe.usps.gov>.

F3 = F3 Fill Software.

New Directives

Labels

PSIN	Edition Date	Title	Size (inches)	Stock Number	Unit of Issue	Org.	USPS Source	Public Source
LAB 134-A	3/03	MERLIN Power Down Procedure	6 x 8.5	7690-07-000-7105	EACH	ENG	MDC	N/A

Management Instructions

PSIN	Edition Date	Title	Stock Number	Org.	USPS Source	Public Source
MI AS-350-2003-5	6/03	Computer Matching Programs	N/A	CA	IWEB	WEB

Notices

PSIN	Edition Date	Title	Size (inches)	Stock Number	Unit of Issue	Org.	USPS Source	Public Source
NOT 299	6/03	U.S. Postal Money Order Reference Card	3 3/4 x 8	7610-05-000-5767	EACH	IS	MDC	MDC

Posters

PSIN	Edition Date	Title	Size (inches)	Stock Number	Unit of Issue	Org.	USPS Source	Public Source
POS 159	7/03	Sexual Harassment (Know Your Rights! Take Responsibility!)	8.5 x 11	7690-07-000-7099	EACH	DD	MDC, IWEB	N/A

Publications

PSIN	Edition Date	Title	Stock Number	Manual Relation	Org.	USPS Source	Public Source
PUB 80	6/03	Bulk Proof of Delivery Program	N/A	N/A	MKT	IWEB	WEB

New Forms

PSIN	Edition Date	Oldest Usable Date	Title	Stock Number	Where Used	Unit of Issue	Org.	USPS Source	Public Source
PS 5053	6/03	6/03	Bulk Proof of Delivery Applications	N/A	AC	SHEET	MKT	IWEB	Web

Revised Directives*Handbooks*

PSIN	Edition Date	Title	Stock Number	Manual Relation	Org.	USPS Source	Public Source
AS-709	5/03	Credit Card Policies and Procedures for Local Buying	7610-03-000-0339	N/A	SM	MDC	N/A

Manuals

PSIN	Edition Date	Title	Stock Number	Org.	USPS Source	Public Source
DMM 100	6/03	A Customer's Guide to Mailing	7610-05-000-5072	PR/CL	MDC	MDC
IMM	7/03	International Mail Manual	7610-02-000-9904	PC	MDC	GPO

Publications

PSIN	Edition Date	Title	Stock Number	Manual Relation	Org.	USPS Source	Public Source
PUB 192	3/03	Tips for Collecting Stamps	7610-03-000-9314	N/A	GR	MDC, IWEB	MDC, WEB
PUB 512	4/03	Women on Stamps	7610-03-000-9294	N/A	DD	MDC, IWEB	MDC, WEB
PUB 528	7/03	Veterans and the Military on Stamps	7610-05-000-5522	N/A	DD	MDC, IWEB	MDC, WEB

Revised Forms (revised forms appear on the Web before they are stocked at MDC)

PSIN	Edition Date	Oldest Usable Date	Title	Stock Number	Where Used	Unit of Issue	Org.	USPS Source	Public Source
PS 1770	7/03	7/03	Mail Piece Spill or Leak Incident Report	7530-02-000-7376	PS	EACH	ERM	MDC, IWEB	N/A
PS 5052	6/03	6/03	Confirmation Services Printer Certification	N/A	PU	SHEET	PD	IWEB	WEB
PS 5051-C	6/03	6/03	Confirmation Services – Electronic Option Checklist	N/A	AC	SHEET	PD	IWEB	WEB
PS 5920	6/03	6/03	Motor Vehicle Operator and Tractor-Trailer Operator Assessment Worksheet	7530-03-000-0994	PU	EACH	ERM	IWEB	WEB

Obsolete Directives*Management Instructions*

PSIN	Edition Date	Title	Stock Number	Org.	USPS Source	Public Source
MI AS-350-98-2	3/98	Establishment of the Postal Service Data Integrity Board	7610-04-000-4771	FIN	HQO	WEB

Publications

PSIN	Edition Date	Title	Stock Number	Manual Relation	Org.	USPS Source	Public Source
PUB 227	7/02	Preparing Parcels for Mailing	7610-02-000-7905	DMM	PC	MDC, IWEB	MDC, WEB

Customer Relations

Mail Alert

The mailings below will be deposited in the near future. Offices should honor the requested home delivery dates. Mailers wishing to participate in these alerts, for mailings of 1 million pieces or more, should contact Business Service Network Integration at 703-292-4041 at least 1 month preceding the requested delivery dates. The Postal Service™

also offers electronic Mail Alerts via ADVANCE. For more information, see the *ADVANCE Notification & Tracking System Technical Guide* on the Internet at <http://www.ribbs.usps.gov/files/advance/ADVTECH.PDF> or contact the National Customer Support Center at 800-458-3181.

Title of Mailing	Class and Type of Mail	Requested Delivery Dates	Number of Pieces (Millions)	Distribution	Presort Level	Comments
JCP Customer Appreciation	Standard/Postcard	8/8/03–8/11/03	9.9	Nationwide	Car-Rt	Harte-Hanks
JCP Fall Women's Plus	Standard/Catalog	8/8/03–8/11/03	2.0	Nationwide	Car-Rt	Quebecorworld
JCP Fall Home Value	Standard/Catalog	8/9/03–8/14/03	9.0	Nationwide	Car-Rt	RRDonnelley
Cake Mix Doctor	Standard/Flat	8/10/03–8/12/03	2.3	Nationwide	3/5-Digit, Car-Rt	Rodale/ALG Direct
Seventh Avenue	Standard/Catalog	8/11/03–8/14/03	3.2	Nationwide	Barcoded, Basic, 3/5-Digit, Car-Rt	Quad Graphics, Lomira, WI
JCP Week 29 Hottest Sale of Them All	Standard/Flat	8/12/03–8/14/03	18.4	Nationwide	Car-Rt	Harte-Hanks
JCP Men's Outdoor	Standard/Catalog	8/15/03–8/18/03	1.4	Nationwide	Car-Rt	Quebecorworld
Alternative Cures	Standard/Flat	8/17/03–8/19/03	4.0	Nationwide	3/5-Digit, Car-Rt	Rodale/ALG Direct
Midnight Velvet	Standard/Catalog	8/18/03–8/21/03	2.8	Nationwide	Barcoded, Basic, 3/5-Digit, Car-Rt	Quad Graphics, Lomira, WI
The Sportsman's Guide, August Surplus	Standard/Catalog	8/18/03–8/22/03	1.0	Nationwide	3/5-Digit, Car-Rt	Quebecor, Franklin, KY
Orvis	Standard/Flat	8/20/03–8/23/03	2.5	Nationwide	3/5-Digit, Car-Rt	Quad Graphics, Hartford, WI
JCP JU 03 Early Fall Jewelry	Standard/Postcard	8/21/03–8/23/03	2.0	Nationwide	Car-Rt	Harte-Hanks
Queen of Clean	Standard/Flat	8/22/03–8/24/03	2.0	Nationwide	3/5-Digit, Car-Rt	Rodale/ALG Direct

— *Business Service Network Integration, Service and Market Development, 8-7-03*

CUSTOMER COMPANION AND SUBMIT A LEAD

Two New Tools “Transform” All Employees Into Salespeople

Two important new sales support tools are now available to help Postal Service™ employees improve the financial bottom line, as envisioned in the Postal Service's Transformation Plan.

“We’ve got the talent — 700,000 potential salespeople dedicated to serving their nation. Now we have the sales tools. Let’s get to work!”

**Anita J. Bizzotto,
Senior Vice President and
Chief Marketing Officer**

One new tool opens the door to a vast library of product and service information. This tool — the Customer Companion Intranet Web site — provides the very latest sales support materials, professionally produced to help facilities handle customer inquiries and promote Postal Service products and services.

The other new tool — the Submit a Lead form — gives every employee a direct connection to Postal Service Marketing professionals. This is an easy-to-complete form to identify potential new business customers — companies that can use the mail to become more successful, thereby making the Postal Service more successful, too.

Customer Companion Web Site

The Customer Companion Intranet Web site provides Postal Service facilities with access to top-of-the-line sales materials. It features six categories of information, provides descriptions of the sales support materials, and in most cases provides downloadable and printable PDF files that can be printed immediately on site or taken via disk to a local print shop. Professional, high-quality sales materials are just a couple of mouse clicks away.

To access Customer Companion, go to <http://blue.usps.gov>, at the top click on *Headquarters*, and under “Marketing” click on *Customer Companion*. Once you’re at the site, it’s easy to find the sales materials you’re looking for. The following six categories help you find the most current information on any product or service:

- *Basic Search* — a key-word search of the full list of support materials.
- *Display All* — a list of all of the sales support materials, along with descriptions of each item.

- *Account Manager Search* — an advanced search of sales support materials by customer segments, strategy, features, and type of sales support materials.
- *Product Search* — a search of sales support materials by type of product, such as Direct Mail, Express Mail® service, Package Services, etc.
- *Product Fact Sheets* — a listing of sales support fact sheets.
- *New and Revised Items* — a list of new or recently updated sales materials.

The site also has a Frequently Asked Questions (FAQs) section to provide you with more information, and also a link to the Submit a Lead form.

If your office does not have Intranet access, you can use the order form that accompanies this article to review the available sales support materials and to place orders. The order form starts on page 11 of this *Postal Bulletin*.

“I really like the website,” writes a postmaster from Oakland, CA. “It’s easy, friendly and very useful.”

From White Plains, NY: “As a retail supervisor, I especially like the fact sheets to use as handouts for customers and retail clerks.”

From Boca Raton, FL: “The support documents for our products are terrific. Long overdue.”

Submit a Lead

You may not know it, but most sales leads originate internally from Postal Service employees. Letter carriers, clerks, mail handlers, support staff — anyone can submit a lead about a business customer who does not use the mail, or who could be using more of our mailing services.

To build on this foundation of success, Postal Service employees can access the new Submit a Lead system via the Internet — at home or at work — or via hardcopy forms,

and help make Postal Service retail terminals ring with new volume and revenue.

To access the Submit a Lead form on the Internet, type in <http://mcd.tteam.com/referral/salesref.htm> and then click on *Submit a Lead*, which is highlighted in the text. Also, the Customer Companion Intranet Web site has a button at the top of its home page that provides access to the Submit a Lead form.

The Submit a Lead form asks for the following information:

- The company's name, address, and contact information.
- The Postal Service employee's name and contact information.
- How the Postal Service employee wishes to be notified of the outcome of the lead.
- The Postal Service product(s) and service(s) that the company might be interested in using.
- Competitor usage information, if known.

You can complete the form electronically, or you can print a copy of the form and mail it or fax it to your area representative. The area representative will then route the information to sales professionals who will qualify the lead and record the appropriate data, and they will make a point of letting you know what sales opportunities come from your lead.

If you are unable to access the form via the Intranet, you can use the hardcopy version — PS Form 6681, *Submit a Lead* — that is printed on page 53 of this *Postal Bulletin*. Complete the form and mail it to the appropriate area representative, as noted in the list on this page.

“Employees across the country have told us that if they just had the materials, they could help business customers discover the power of the mail,” said Jerry W. Whalen, Vice President of Sales. “Well, here they are. Customer Companion and Submit a Lead will help employees help the Postal Service to grow volume and revenue for the future.”

Submit a Lead — Representatives

The area representatives who will handle your copies of PS Form 6681, *Submit a Lead*, are listed below. Find your representative, enter the necessary information in the appropriate places on the form, and mail it to the address shown.

Capital Metro Area

DOUG RUTH
CAPITAL METRO AREA
US POSTAL SERVICE
22520 RANDOLPH DR
DULLES VA 20101-9990

Eastern Area

TYLER THOMAS
EASTERN AREA
US POSTAL SERVICE
PO BOX 9998
CHARLOTTE NC 28221-9998

Great Lakes Area

TIM REETER
GREAT LAKES AREA
US POSTAL SERVICE
5800 PHANTOM DR
HAZELWOOD MO 63042-2487

Headquarters

SANDY WHITE
US POSTAL SERVICE
1735 N LYNN ST RM 5029
ARLINGTON VA 22209-6620

New York Metro Area

DEBORAH CARLIN POLHILL
NEW YORK METRO AREA
US POSTAL SERVICE
421 8TH AVE RM 3211
NEW YORK NY 10199-9903

Northeast Area

TOM HUTCHINSON
NORTHEAST AREA
US POSTAL SERVICE
6 GRIFFIN RD N
WINDSOR CT 06006-7090

Pacific Area

GEORGE PARSONS
PACIFIC AREA
US POSTAL SERVICE
390 MAIN ST STE 720
SAN FRANCISCO CA 94105-2099

Southeast Area

PAUL WATKINS
SOUTHEAST AREA
US POSTAL SERVICE
255 N HUMPHREYS BLVD
MEMPHIS TN 38166-0870

Southwest Area

KEITH HILLER
SOUTHWEST AREA
US POSTAL SERVICE
8200 BROOKRIVER DR STE N500
DALLAS TX 75247-4307

Western Area

DENISE NAWAA
WESTERN AREA
US POSTAL SERVICE
1745 STOUT ST STE 301
DENVER CO 80299-0301

Sales Support Materials Available Through Customer Companion

The following is a list of the sales support materials available through the Customer Companion Intranet Web site and a brief description of each item. Facilities without access to the Postal Service Intranet may use this list to review items and place orders. Please make a copy of the form for future orders.

When placing an order with this document, write the quantities next to the materials you wish to order, and be sure to fill in the shipping information for where you want the items shipped. Then mail or fax the form to your district marketing manager.

Shipping Information

Name: _____

Address: _____

Phone: _____

Sales Support Materials	Description of Sales Support Materials	Requested Quantities
<i>Focus of Materials: Direct Mail</i>		
A Wide Choice of Formats	One-page sales sheet that offers several Direct Mail formats to help customers deliver their message when using Direct Mail. Format: PDF (AMSST08)	
Cross-selling and up-selling	One-page sales sheet that outlines benefits of Direct Mail. Contents include: cross-selling, up-selling, brand equity, cost savings, and convenience. Format: PDF (AMSST10)	
Direct Mail Fact Sheet	One-page sheet containing ideas to build business and target audiences with Direct Mail. Format: PDF (02ADSMASM023fs)	
Direct Mail by the Numbers	8-1/2x11, 90-page customer guide to Direct Mail. The manual includes: an overview of Direct Mail, mailing lists, database management, creative, production and budget, testing, mailing, and a resource guide and glossary. Format: Hardcopy (02ADMOTH020)	
Direct Mail for Dummies	5x8-1/2, 108-page easy-to-use guide on the Direct Mail process. Included: creating a Direct Mail plan, mail piece content and artwork, mailing lists, and measuring response and results. Format: Hardcopy (dmfordummies)	
Direct Mail Success Story	Two-page article on International Business Systems' First-Class Mail Direct Marketing strategy. Format: PDF (02ADMASM023-ss)	
Highly Targeted Marketing Tool	One-page sales sheet on Direct Mail marketing for business customers. Contents include: achieving marketing goals, ad mail advantages, reliability, and cost reduction information. Format: PDF (AMSST07)	

Sales Support Materials	Description of Sales Support Materials	Requested Quantities
Sales Support Material Type: Idea Starters for Direct Mail		
Retail Industry Idea Starter #1	4-1/2x10 Information card Q&A for Retailers: How frequently should you use mail? Format: PDF (RICCARD001)	
Retail Industry Idea Starter #2	4-1/2x10 Information card for Retailers: Examining your brand identity. Format: PDF (RICCARD002)	
Retail Industry Idea Starter #3	4-1/2x10 Information card for Retailers: Points on how to make employees a powerful business advantage. Format: PDF (RICCARD003)	
Retail Industry Idea Starter #4	4-1/2x10 Information card for Retailers: Using customer input to improve your business. Format: PDF (RICCARD004)	
Retail Industry Idea Starter #5	4-1/2x10 Information card for Retailers: Using Direct Mail to recapture customers. Format: PDF (RICCARD005)	
Retail Industry Idea Starter #6	4-1/2x10 Information card for Retailers: Using Direct Mail to reward your best customers. Format: PDF (RICCARD006)	
Direct Mail Sales Support Materials by Industry Type		
www.usps.com/directmail Fact Sheet	One-page sheet outlining the information available on the Direct Mail Web site for mailers planning a Direct Mail campaign. Format: PDF (01ADMSSP014)	
Sales Support Materials for New Services		
Repositionable Notes Fact Sheet	One-page sheet summarizing the advantages of using Repositionable Notes on Direct Mail. Format: PDF (O2ADMASM024-fs)	
Repositionable Notes FAQs	One-page sheet with basic Q&As on the service. Format: PDF (O2ADMASM024-faq)	
Direct Mail Sales Support Materials: Simple Formulas Brochures		
12 secrets to getting more response from your mail	Part of the Simple formulas series to assist your customers with helpful tips, tricks and trade secrets for using the mail to grow business. Format: PDF	
12 ways to drive traffic to your store	Part of the Simple formulas series to assist your customers with helpful tips, tricks and trade secrets for using the mail to grow business. Format: PDF	
3 facts about the mail and growing your business	Part of the Simple formulas series to assist your customers with helpful tips, tricks and trade secrets for using the mail to grow business. Format: PDF	
30 minutes online and you're mailing like a pro	Part of the Simple formulas series to assist your customers with helpful tips, tricks and trade secrets for using the mail to grow business. Format: PDF	
4 ingredients of mail that sell	Part of the Simple formulas series to assist your customers with helpful tips, tricks and trade secrets for using the mail to grow business. Format: PDF	
5 plans to partner for savings	Part of the Simple formulas series to assist your customers with helpful tips, tricks and trade secrets for using the mail to grow business. Format: PDF	
7 pointers on sales prospecting through the mail	Part of the Simple formulas series to assist your customers with helpful tips, tricks and trade secrets for using the mail to grow business. Format: PDF	
8 tactics to trim printing and mailing costs	Part of the Simple formulas series to assist your customers with helpful tips, tricks and trade secrets for using the mail to grow business. Format: PDF	
A 3-part test for every mailing and how to grade it	Part of the Simple formulas series to assist your customers with helpful tips, tricks and trade secrets for using the mail to grow business. Format: PDF	
A 5-step plan to win business	Part of the Simple formulas series to assist your customers with helpful tips, tricks and trade secrets for using the mail to grow business. Format: PDF	
Stirring up sales with a simple catalog	Part of the Simple formulas series to assist your customers with helpful tips, tricks and trade secrets for using the mail to grow business. Format: PDF	

Sales Support Materials	Description of Sales Support Materials	Requested Quantities
The 11 gold mines in your customer list	Part of the Simple formulas series to assist your customers with helpful tips, tricks and trade secrets for using the mail to grow business. Format: PDF	
The 5 habits of highly effective postcards	Part of the Simple formulas series to assist your customers with helpful tips, tricks and trade secrets for using the mail to grow business. Format: PDF	
The 6 features of graphic design that sells	Part of the Simple formulas series to assist your customers with helpful tips, tricks and trade secrets for using the mail to grow business. Format: PDF	
The recipe for creating a successful mailing list	Part of the Simple formulas series to assist your customers with helpful tips, tricks and trade secrets for using the mail to grow business. Format: PDF	
The who, what, when, where, why of getting your message out	Part of the Simple formulas series to assist your customers with helpful tips, tricks and trade secrets for using the mail to grow business. Format: PDF	
Turn a good customer into a loyal customer in 7 steps	Part of the Simple formulas series to assist your customers with helpful tips, tricks and trade secrets for using the mail to grow business. Format: PDF	
Turn customer data into profitable information	Part of the Simple formulas series to assist your customers with helpful tips, tricks and trade secrets for using the mail to grow business. Format: PDF	
Sales Support Materials for Web Applications and NetPost		
NetPost CardStore service	One-page summary on the advantages of NetPost CardStore service for all size businesses. It's many creative options assist in building customer retention. Format: PDF (cardstore)	
NetPost CardStore service Fact Sheet	One-page sheet describing the online greeting card and postcard service. Contents include: an overview of the service, how to personalize the mailing, and special features for business customers. Format: PDF (02MOLSHT038)	
NetPost CardStore service FAQs	One-page sheet with basic and technical Q&As. Format: PDF (02MOLSHT038)	
NetPost Certified Mail Sales Call Ideas	Helpful hints, essential information, Q&As, and a rate sheet for selling NetPost Certified Mail service. Format: PDF (prior2salescall)	
NetPost Certified Mail service	One-page summary of NetPost business solutions for mailers who need the traditional benefits of Certified Mail and the convenience of online availability. Format: PDF (npcmfact3)	
NetPost Certified Mail service Fact Sheet	One-page sheet highlighting this online Certified Mail service. Contents include: an overview of the service, Electronic Tracking and Confirmation information, and special options for high-volume customers. Format: PDF (02MOLSHT035)	
NetPost Certified Mail service FAQs	One-page sheet with basic and technical Q&As. Format: PDF (02MOLSHT035-b)	
NetPost Mailing Online service	One-page summary of the features and benefits of NetPost Mailing Online, a desktop to doorstep printing and mailing service. Format: PDF (mailingonline)	
NetPost Mailing Online service Fact Sheet	One-page sheet describing the convenience, cost savings, and creative options available for a mailing using NetPost Mailing Online. Format: PDF (02MOLSHT037)	
NetPost Mailing Online service FAQs	One-page sheet with basic and technical Q&As. Format: PDF (02MOLSHT037)	
NetPost Premium Postcards service	One-page overview of the features of online NetPost Premium Postcard service for all size businesses. Format: PDF (ppcards)	
NetPost Premium Postcards service Fact Sheet	One-page information sheet for business customers on the convenience, cost savings, advantages, and quality of a mailing when using NetPost Premium Postcard service. Format: PDF (02MOLSHT036)	
NetPost Premium Postcards service FAQs	One-page sheet with basic and technical Q&As. Format: PDF (02MOLSHT036-b)	

Sales Support Materials	Description of Sales Support Materials	Requested Quantities
Sales Support Material for First-Class Mail		
First-Class Features and Benefits Sheet	Two-page FAB sheet describing First-Class mail as an effective tool for Customer Relationship Management. Format: PDF (03SUPSHT153)	
International		
Global Airmail Rate Sheet — Letter-Post	Two-page document with the country list and rates for Letter-Post and Airmail M-Bags. Format: PDF (01GDSSSP081)	
Global Economy Mail Parcel Post Rate Sheet	Two-page document with the rate groups and the country list. Format: PDF (01GDSSSP82)	
Global Economy Mail Rate Sheet — Letter Post	Two-page document with the country list and the rates for Letter-Post, Economy M-Bags, and books, sheet music and periodicals. Format: PDF (02GDSSHT095)	
Global Express Guaranteed (GXG) Document Rate Sheet	Two-page document with rates and the country list for GXG Document Service. Format: PDF (02GDSSHT098)	
Global Express Guaranteed (GXG) Fact Sheet	One-page fact sheet that includes information on the DHL partnership, easy pick up and drop-off, convenient payment, discounts, and guaranteed delivery with online track and trace. Format: PDF (02GDSSHT101)	
Global Express Guaranteed (GXG) Merchandise Rate Sheet	Two-page document with rates and the country list for GXG Merchandise Service. Format: PDF (02GDSSHT099)	
Global Express Mail (GEM) Fact Sheet	One-page fact sheet describing this 3 to 5 business day delivery service, ease of use, and the availability of rate discounts through the EMCA program. Format: PDF (02GDSSHT091)	
Global Express Mail Rate Sheet	Two-page document with rates and the country list for Global Express Mail. Format: PDF (02GDSSHT097)	
Global Priority Mail (GPM) Fact Sheet	One-page fact sheet describing the features of this 4 to 6 business day delivery service. Included: easy payment options, and flat rate envelope information. Format: PDF (02GDSSHT100)	
Global Priority Mail Rate Sheet	Two-page document with the destination country list and rates for small flat-rate and large flat-rate envelopes, and variable weight rates for Rate Groups 1-5. Format: PDF (03GDSSHT116)	
Global Standard Services Fact Sheet	One-page fact sheet describing the features of international air and surface options for Parcel Post and Letter-post. Format: PDF (02GDSSHT102)	
International Priority Airmail (IPA) Fact Sheet	One-page fact sheet describing this secure, cost effective, volume airmail service. Included: payment methods, return information, and minimum requirements. Format: PDF (01GDSSHT046)	
International Priority Airmail Rate Sheet	Two-page document with per-piece, drop shipment per pound, and full service per pound rates, and the country list. Format: PDF (02GDSSSP086)	
International Surface Airlift Rate Sheet	Two-page document with the country list and rates for per-piece, per-pound, and M-Bag. Format: PDF (02GDSSSP085)	
Sales Support Material for Package Services		
Click-N-Ship brochure	A 4x8 brochure that summarizes the features and ease of use of Click-N-Ship service. Format: PDF and Hardcopy Format: PDF (03SUPBR0126)	
Confirmation Services Tech Sheet	One-page sheet on technical information for mailers interested in electronic option Delivery and Signature Confirmation services. Format: PDF (03EPSASM081-ts)	
PSFORM1357	Forms utilized for electronic confirmation services. Format: PDF (ps1357s)	
PSFORM5051	Forms utilized for electronic confirmation services. Format: PDF (ps5051)	
PSFORM5051-C	Forms utilized for electronic confirmation services. Format: PDF (ps5051c)	
Delivery Confirmation Fact Sheet	One-page sheet describes Delivery Confirmation service features. Contents include information on: verification of delivery status, class of mail options, and electronic option Delivery Confirmation service. Format: PDF (03SUPSHT130)	

Sales Support Materials	Description of Sales Support Materials	Requested Quantities
Signature Confirmation Fact Sheet	One-page sheet highlighting Signature Confirmation service features. Contents include: delivery and signature information, availability with mail classes and extra services, and electronic option Signature Confirmation service information. Format: PDF (03EPSASM081-fs)	
Signature Confirmation FAQ	Four pages of Signature Confirmation service basic and technical Q&As. Format: PDF	
Express Mail Fact Sheet	One-page sheet containing information on: Express Mail service delivery guarantees, convenient payment, delivery information availability, on demand pickup, and 24 hour support. Format: PDF (02SUPSHT122)	
Express Mail Rate Sheet 7/02	One-page sheet has the Express Mail service rates by pound and zone, as of June 30, 2002. Format: PDF (02SUPSHT117)	
Integrated Package Services — Folder	9x12 “Total package” folder without inserts. Priority Mail, Express Mail, and Parcel Select services are featured on the inside of the folder. Format: Hardcopy (02SUPBRO109)	
Merchandise Return Service Fact Sheet	One-page sheet for business customers on the features of Merchandise Return service. Information content: convenience, operational benefits, ease of use, options available, and 24 hour support. Format: PDF (01SUPSHT072)	
Newgistic Inc Success Story	One-page success story about Newgistics and Merchandise Return Service. This company provides a simplified return process for customers while significantly reducing operating costs for retailers. Format: PDF (MRS)	
Parcel Select Brochure — Folder Only	9x12 “Bang for your bulk” folder with no inserts. Parcel Select service information is featured on the inside of the folder. Format: hardcopy (kit) (02SUPBRO109)	
Parcel Select Fact Sheet	One-page sheet describes Parcel Select features. Contents include: customized service for parcel shipments, the delivery network, Delivery Confirmation service features, and getting started as a Parcel Select mailer. Format: PDF (02SUPSHT115)	
Priority Mail Brochure — Folder Only	9x12 “Fiscal Fitness” folder with no inserts. Priority Mail service information is featured on the inside of the folder. Format: hardcopy (folder) (02SUPBRO108)	
Priority Mail Fact Sheet	One-page sheet containing: Priority Mail service features and information on the online shipping site, Click-N-Ship, available on www.usps.com. Format: PDF (02SUPSHT112)	
Residential Delivery Indicator (RDI) Fact Sheet	One-page fact sheet that outlines the benefits of using this data product tool. RDI will help reduce costly residential surcharges thereby saving money and improving shipping operations. Format: PDF (03EPSHT094)	
Value-Added Services Fact Sheet	One-page sheet on value-added services for packages. Contents include information on: Delivery Confirmation, Signature Confirmation, Click-N-Ship, and Merchandise Return Service. Format: PDF (03SUPSHT123)	

Domestic Mail

DMM REVISION

Parcel Select Exhibit ZIP Code Deletions

Effective August 7, 2003, *Domestic Mail Manual* (DMM) E751 Exhibit 8.0 is revised to delete two ZIP Codes. Now that these ZIP Codes have been deleted from this exhibit, drop shipments for these two ZIP Codes must be deposited at the locations specified in the Drop Ship Product maintained by the National Customer Support Center (NCSC) in order to be eligible for destination delivery unit (DDU) discount rates. For more information about the entry standards, please refer to DMM E751.1.1c.

We will incorporate this revision into the printed version of DMM 58 and into the monthly update of the online DMM available via Postal Explorer at <http://pe.usps.gov>.

Domestic Mail Manual (DMM)

	*	*	*	*	*
E	Eligibility				
	*	*	*	*	*
E700	Package Services				
	*	*	*	*	*

E750 Destination Entry

E751 Parcel Select

* * * * *

8.0 DELIVERY FACILITIES DIFFERENT FROM THOSE IN THE DROP SHIPMENT PRODUCT

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Exhibit 8.0 Delivery Facilities Different From Those in the Drop Shipment Product

[Revise Exhibit E751.8.0 by deleting ZIP Code entries 02130 and 02134 for Massachusetts.]

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— *Operational Requirements and Integration, Operations, 8-7-03*

DMM REVISION

Presorted Priority Mail — Expiration of Experiment

Effective July 15, 2003, *Domestic Mail Manual* (DMM) G995, is deleted to reflect the expiration of the experimental classification for Presorted Priority Mail® service. The Postal Service™ conducted the experiment pursuant to the Decision of the Governors of the Postal Service on the Opinion and Recommended Decision of the Postal Rate Commission (PRC) in Docket No. MC2001-1. The experiment was approved to begin on July 15, 2001, and run for at least 2 years through July 15, 2003.

We will incorporate these revisions into the printed version of DMM 58 and into the monthly update of the online DMM available via Postal Explorer at <http://pe.usps.gov>.

Domestic Mail Manual (DMM)

	*	*	*	*	*
G	General Information				
	*	*	*	*	*
G900	Experimental Classification and Rate Filings				
	*	*	*	*	*
G990	Experimental Classifications and Rates				
	*	*	*	*	*

[Delete G995, Presorted Priority Mail, in its entirety due to the expiration of this experimental classification.]

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— *Mailing Standards, Pricing and Classification, 8-7-03*

*DMM CORRECTION***Standard Mail PVDS Mailings — Clarification of Minimum Volume Requirement**

The article titled “DMM Revision: Standard Mail PVDS Mailings — Clarification of Minimum Volume Requirement” in *Postal Bulletin* 22106 (7-10-03, pages 20–21), contained incorrect PS Form names in the second and third sentences in the third paragraph. The corrected text for the second and third sentences in that paragraph appears here:

The added text in DMM E650.1.3 clarifies that mailers may use the combined total piece count (or combined total weight) from a single presort file (showing all line items for all destinations in a mailing job) on the associated PS Form 3602-C, *Consolidated Postage Statement — Supplement Standard Mail or Nonprofit Standard Mail* (or a

postage statement register), to meet the 200-piece or 50-pound minimum volume requirement for each mailing. By using this alternative, a mailer may enter fewer than 200 pieces at a single destination entry Post Office, provided that the single presort file listed on the associated postage statements and PS Form 3602-C (or a postage statement register) meets the 200-piece or 50-pound minimum volume requirement.

— *Mailing Standards,
Pricing and Classification, 8-7-03*

*NOTICE***Prohibition on Mailing Animals for Fighting Purposes**

A recent change in the federal law in Title 7 *United States Code* section 2156 (7 USC 2156) further restricts the transport of live animals for fighting purposes. Before the change, the former language in the law did allow animals intended for fighting purposes to be mailed to states (and U.S. territories) where animal fighting is a legal venture. For example, fighting animals previously could be mailed to New Mexico, Louisiana, and Guam. This, however, is no longer permitted due to the change in the federal law that took effect on May 14, 2003.

Essentially, the change in 7 USC 2156 means that a live animal cannot be mailed for purposes of animal fighting ventures even to states (and U.S. territories) in which animal fighting is legal. However, if a mailer wishes to mail a live animal for a purpose that does not involve an animal fighting venture and does not violate 7 USC 2156, the live animal would be mailable as permitted under the applicable mailing standards in *Domestic Mail Manual* (DMM) C022.3.0.

Postal Service™ employees are not to instruct or allow a mailer to mark a mailpiece containing a live animal being sent for fighting purposes as “For Breeding Purposes,” as “Show Animal,” or with any similar marking that may be fraudulent.

The penalty provision in 7 USC 2156 states that any person who violates the law will be fined not more than \$15,000, imprisoned for not more than 1 year, or both, for each violation.

Postal Service employees who suspect a potential violation of 7 USC 2156 should notify the local office of the Postal Inspection Service and provide detailed information of the circumstances. Such detailed information can be passed on to the proper law enforcement officials for their review and determination as to whether appropriate follow-up action is warranted.

— *Mailing Standards,
Pricing and Classification, 8-7-03*

NOTICE

Delivery Confirmation and Signature Confirmation Services — First-Class Mail and Package Services Parcels

Revised mailing standards were issued in *Postal Bulletin* 22104 (6-12-03, pages 23–25), clarifying when it is permissible to use Delivery Confirmation™ service or Signature Confirmation™ service with mailpieces sent at First-Class Mail® or Package Services rates. For these two classes of mail, Delivery Confirmation service or Signature Confirmation service may be used only for mail meeting the definition of “parcel” as defined in *Domestic Mail Manual* (DMM) S918.1.2 and S919.1.2. As a consequence, letter-size pieces and flat-size pieces mailed at First-Class Mail rates are ineligible for Delivery Confirmation and Signature Confirmation services. Flat-size pieces sent at Package Services rates are also ineligible for either special service.

Availability by Class

Postal Service™ employees are reminded of these class-specific uses of Delivery Confirmation service and Signature Confirmation service:

- **Priority Mail®:** All Priority Mail pieces, regardless of mail processing category, are eligible for Delivery Confirmation service or Signature Confirmation service.
- **First-Class Mail:** Only parcels are eligible for Delivery Confirmation service or Signature Confirmation service.
- **Package Services:** Only parcels are eligible for Delivery Confirmation service or Signature Confirmation service.
- **Standard Mail:** Only pieces subject to the residual shape surcharge are eligible for Delivery Confirmation service (and only with the electronic option). Standard Mail pieces, regardless of mail processing category or whether a residual shape surcharge is applied, are not eligible for any form of Signature Confirmation service.

The following table summarizes the availability and restrictions listed above. The definition of a parcel, for the purposes of using either Delivery Confirmation service or Signature Confirmation service, is in DMM S918.1.2 and S919.1.2.

Availability of Delivery Confirmation and Signature Confirmation Services

Mail Class	Letter-Size	Flat-Size	Parcel
Priority Mail	Yes	Yes	Yes
First-Class Mail	No	No	Yes
Standard Mail*	No	No	Yes
Package Services	No	No	Parcel

* *Standard Mail: Signature Confirmation service not available. Only electronic option available for Delivery Confirmation service if residual shape surcharge paid.*

If a customer requests Delivery Confirmation service or Signature Confirmation service for letter-size or flat-size mailpieces (other than Priority Mail pieces), Postal Service employees should explain the available alternatives, such as Certified Mail™ service for First-Class Mail pieces, that might meet the customer's needs. If a First-Class Mail or Package Services mailpiece is prepared as a parcel as specified in DMM S918.1.2 or S919.1.2, the piece would be eligible for either special service.

— *Mailing Standards,
Pricing and Classification, 8-7-03*

DMM CORRECTION

DMM Issue Number Change on DMM Revision Articles

Postal Bulletin 22106 (7-10-03) incorrectly stated in all *Domestic Mail Manual* (DMM) Revision articles that the changes would be incorporated into the printed version of DMM Issue 59. All DMM Revision articles published in

Postal Bulletin 22106 will be included in the printed version of DMM Issue 58.

— *Mailing Standards,
Pricing and Classification, 8-7-03*

NOTICE

Customized MarketMail Pieces — Attachments and Enclosures

This notice clarifies the use of attachments and enclosures with mailpieces prepared and entered under *Domestic Mail Manual* (DMM) E660 as Customized MarketMail (CMM) pieces. The mailing standards for this new service, which take effect at 12:01 a.m. on Sunday, August 10, 2003, were published in *Postal Bulletin* 22106 (7-10-03, pages 27–38).

The following standards apply to attachments and enclosures for CMM pieces:

- **First-Class Mail® Attachments and Enclosures.** First-Class Mail pieces or any matter required under DMM E110 to be mailed as First-Class Mail pieces may not be attached to or enclosed within CMM pieces.
- **Standard Mail Attachments.** Standard Mail pieces or any matter that qualifies as Standard Mail pieces under DMM E610 may not be attached to CMM pieces. For example, repositionable notes or merchandise samples may not be attached to CMM pieces. Permanently affixed address labels, however, are not considered attachments for this standard. DMM E610.4.5 presents the mailing standards and restrictions that apply to Standard Mail attachments for other types of Standard Mail pieces.

For clarification, Standard Mail pieces or any matter that qualifies as Standard Mail pieces under DMM E610 may be included within CMM pieces if completely contained within the CMM host piece. For example, if a CMM piece is constructed as a triangular envelope, Standard Mail matter such as coupons or small merchandise samples may be placed and sealed within the envelope, provided that the total weight of the CMM piece with the enclosures does not exceed 3.3 ounces and the CMM piece is no thicker than 3/4 inch at its thickest point.

The following table summarizes the mailing standards for attachments and enclosures for CMM pieces.

Attachment or Enclosure	Permitted With CMM?
First-Class Mail attachment	No
First-Class Mail enclosure	No
Standard Mail attachment	No

Mailers or Postal Service™ employees who have additional questions or need further clarification about attachments or enclosures with CMM pieces should contact their local business mail entry unit for guidance on these mailing standards.

— *Mailing Standards,
Pricing and Classification, 8-7-03*

PUBLICATION 49 OBSOLETION

Information on Standard Mail Preparation

Effective August 7, 2003, Publication 49, *Getting Started With Standard Mail* (July 2001 edition), is obsolete. The new *Domestic Mail Manual* (DMM) 200-A, *A Guide to Mailing for Business and Organizations*, along with the appropriate Quick Service Guides cited on page 58 of DMM 200-A, provides the same direction needed by customers preparing Standard Mail pieces.

DMM 200-A presents practical information on choosing the appropriate mail service for meeting business or organizational needs. DMM 200-A is designed around a logical sequence of decisions, from choosing the right postage payment method to understanding mail entry. With charts and samples, several checklists, clear examples, and concise writing, DMM 200-A can answer most of the strategic

questions asked by small-volume and medium-volume business mailers.

A full description of the organization and tools contained in DMM 200-A appeared in the article “DMM Transformation: The DMM 200-A — A New Tool for Business Mailing” in *Postal Bulletin* 22106 (pages 39–44, 7-10-03). Customers can find the new DMM 200-A on the Postal Explorer Web site (<http://pe.usps.gov>) and in their local Post Office™ or business mail entry unit.

— *Mailing Standards,
Pricing and Classification, 8-7-03*



New Stamps

Mary Cassatt
Available in August

Early Football Heroes
Available in August

Roy Acuff
Available in September

Reptiles and Amphibians
Available in October

October is National Stamp Collecting Month!



United States Postal Service
7500 Woodloch Forest Dr.
Washington, DC 20094

All stamps are self-adhesive. Available at participating locations while supplies last.

Overseas Military Mail

Mail addressed to military post offices overseas is subject to certain conditions or restrictions of mailing regarding content, preparation, and handling. The APO/FPO table below outlines these conditions by APO/FPO ZIP Codes through the use of footnoted mailing restrictions codes (see the Restrictions page following the table).

Acceptance clerks should use the table with the integrated retail terminal (IRT) or POS ONE terminal to determine which APO/FPO ZIP Codes are active and

which conditions of mailing apply. **Acceptance clerks may contact the Military Postal Service Agency with any questions regarding APO/FPO ZIP Codes, toll free, at 800-810-6098, Monday–Friday, 0730–1630.**

For Express Mail Military Service (EMMS) availability, all acceptance clerks must refer to the local hardcopy EMMS directory.

The entries under “Changes” appear in bold in the APO/FPO table below.

Changes

APO/FPO	Action	Effective Date	See Restrictions
APO AE 09302	Delete Z	Immediately	A-A1-B-B1-C1-E2-F-H1-R-R1-U2-V-Z1
APO AE 09303	Delete Z	Immediately	A-A1-B-B1-C1-E2-F-H1-R-R1-U2-V-Z1
APO AE 09304	Delete Z	Immediately	A-A1-B-B1-C1-E2-F-H1-R-R1-U2-V-Z1
APO AE 09305	Delete Z	Immediately	A-A1-B-B1-C1-E2-F-H1-R-R1-U2-V-Z1
APO AE 09312	Close	Immediately	
APO AE 09317	Close	Immediately	
APO AE 09319	Close	Immediately	
APO AE 09320	Delete Z	Immediately	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1
APO AE 09322	Delete Z	Immediately	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1
APO AE 09323	Delete Z	Immediately	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1
APO AE 09324	Delete Z	Immediately	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1
APO AE 09325	Delete Z	Immediately	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1
APO AE 09326	Delete Z	Immediately	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1
APO AE 09327	Delete Z	Immediately	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1
APO AE 09328	Delete Z	Immediately	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1
APO AE 09329	Delete Z	Immediately	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1
APO AE 09330	Delete Z	Immediately	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1
APO AE 09331	Delete Z	Immediately	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1
APO AE 09332	Delete Z	Immediately	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1
APO AE 09333	Delete Z	Immediately	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1
APO AE 09334	Delete Z	Immediately	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1
APO AE 09335	Delete Z	Immediately	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1
APO AE 09336	Delete Z	Immediately	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1
APO AE 09337	Delete Z	Immediately	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1
APO AE 09338	Add E2-H1-M-R-R1 Delete C	Immediately	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1
APO AE 09347	Delete F1-H-I-Z	Immediately	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1
APO AE 09357	Delete Z	Immediately	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1
APO AE 09366	Delete Z	Immediately	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1
APO AE 09368	Delete Z	Immediately	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1
APO AE 09372	Delete Z	Immediately	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1
APO AE 09374	Delete Z	Immediately	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1
APO AE 09375	Delete Z	Immediately	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1
APO AE 09376	Delete Z	Immediately	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1
APO AE 09377	Delete Z	Immediately	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1
APO AE 09396	Close	Immediately	
APO AE 09805	Close	Immediately	
APO AE 09855	Delete Z	Immediately	A-A1-B-B1-C1-E2-F-H1-R-R1-U2-V-Z1
APO AE 09880	Delete Z	Immediately	A-A1-B-B1-C1-E2-F-H1-R-R1-U2-V-Z1
APO AE 09888	Delete Z	Immediately	A-A1-B-B1-C1-E2-F-H1-R-R1-U2-V-Z1
APO AE 09889	Delete Z	Immediately	A-A1-B-B1-C1-E2-F-H1-R-R1-U2-V-Z1

We have eliminated "Not Active" entries from the table below to save space and paper.

APO/FPO Table

APO/ FPO	See Restrictions	APO/ FPO	See Restrictions	APO/ FPO	See Restrictions	APO/ FPO	See Restrictions
09007	A1-B-B1-C-D-U	09137	A1-B-B1-C-D-U	09306	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09339	A-A1-B-B1-C1-E2-F-H1-M-N-R-R1-V-Z1
09009	A1-B-B1-C-D-U	09138	A1-B-B1-C-D-U	09307	A1-B-B1-V-Z1	09340	A-A1-B-B1-C1-F-R-V
09012	A1-B-B1-C-D-U	09139	A1-B-B1-C-D-U	09308	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09342	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1
09013	A1-B-B1-C-D-U-Z1	09140	A1-B-B1-C-D-U	09309	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09344	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1
09014	A1-B-B1-C-D-U	09142	A1-B-B1-C-D-U	09311	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09345	A-A1-B-B1-C1-E2-F-H1-M-N-R-R1-V-Z1
09021	A1-B-B1-C-D-U	09143	A1-B-B1-C-D-U	09314	A-A1-B-B1-C-F-M-V-Z1	09346	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1
09028	A1-B-B1-C-D-U	09154	A1-B-B1-C-D-U	09315	A-A1-B-B1-C1-E2-F-H1-I-M-R-R1-V-Z1	09347	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1
09031	A1-B-B1-C-D-U	09165	A1-B-B1-C-D-U	09318	A-A1-B-B1-C1-E2-F-H1-M-N-R-R1-V-Z1	09348	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1
09033	A1-B-B1-C-D-U	09166	A1-B-B1-C-D-U	09320	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09349	A-A1-B-B1-C-C1-D-E2-F-F1-H-I-M-N-R-R1-V-Z1
09034	A1-B-B1-C-D-U	09169	A1-B-B1-C-D-U	09321	A-A1-B-B1-E2-F-H1-M-N-R-R1-V-Z1	09350	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1
09036	A1-B-B1-C-D-U	09172	A1-B-B1-C-D-U	09322	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09351	A-A1-B-B1-C1-E2-F-H1-M-N-R-R1-V-Z1
09042	A1-B-B1-C-D-U	09173	A1-B-B1-C-D-U	09323	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09353	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1
09045	A1-B-B1-C-D-U	09175	A1-B-B1-C-D-U	09324	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09354	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1
09046	A1-B-B1-C-D-U	09177	A1-B-B1-C-D-U	09325	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09355	A-A1-B-B1-C1-E2-F-H1-M-N-R-R1-V-Z1
09050	A1-B-B1-C-D-U	09180	A1-B-B1-C-D-U	09326	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09356	A-A1-B-B1-C1-E2-F-H1-M-N-R-R1-V-Z1
09053	A1-B-B1-C-D-U	09182	A1-B-B1-C-D-U	09327	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09357	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1
09054	A1-B-B1-C-D-U	09183	A1-B-B1-C-D-U	09328	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09358	A-A1-B-B1-E2-F-H1-N-R-V-Z1
09056	A1-B-B1-C-D-U	09185	A1-B-B1-C-D-U	09329	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09359	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1
09058	A1-B-B1-C-D-U	09186	A1-B-B1-C-D-U	09330	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09360	A1-B-B1-V
09059	A1-B-B1-C-D-U	09211	A1-B-B1-C-D-U	09331	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09361	A-A1-B-B1-C1-E2-F-H1-M-N-R-R1-V-Z1
09060	A1-B-B1-C-D-U	09212	A1-B-B1-C-D-U-V	09332	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09363	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1
09063	A1-B-B1-C-D-L-U	09213	A1-B-B1-C-D-U	09333	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09365	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1
09067	A1-B-B1-C-D-U	09214	A1-B-B1-C-D-U	09334	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09366	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1
09069	A1-B-B1-C-D-U	09225	A1-B-B1-C-D-U	09335	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09368	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1
09074	A1-B-B1-C-D-U	09226	A1-B-B1-C-D-U	09336	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09372	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1
09076	A1-B-B1-C-D-U	09227	A1-B-B1-C-D-U	09337	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09374	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1
09080	A1-B-B1-C-D-U	09229	A1-B-B1-C-D-U	09338	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09375	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1
09081	A1-B-B1-C-D-U	09237	A1-B-B1-C-D-U-V				
09086	A1-B-B1-C-D-U	09244	A1-B-B1-C-D-U				
09089	A1-B-B1-C-D-U	09245	A1-B-B1-C-D-U				
09090	A1-B-B1-C-D-U	09250	A1-B-B1-C-D-U				
09094	A1-B-B1-C-D	09252	A1-B-B1-C-D-U				
09095	A1-B-B1-C-D-U	09261	A1-B-B1-C-D-U				
09096	A1-B-B1-C-D-U	09262	A1-B-B1-C-D-U				
09098	A1-B-B1-C-D-U	09263	A1-B-B1-C-D-U				
09099	A1-B-B1-C-D-U	09264	A1-B-B1-C-D-U				
09100	A1-B-B1-C-D-U	09265	A1-B-B1-C-D-N-U				
09102	A1-B-B1-C-D-U	09266	A1-B-B1-C-D-U				
09103	A1-B-B1-D-U	09267	A1-B-B1-C-D-U				
09104	A1-B-B1-C-D-U	09301	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1				
09107	A1-B-B1-C-D-U	09302	A-A1-B-B1-C1-E2-F-H1-R-R1-U2-V-Z1				
09110	A1-B-B1-C-D-U	09303	A-A1-B-B1-C1-E2-F-H1-R-R1-U2-V-Z1				
09112	A1-B-B1-C-D-U	09304	A-A1-B-B1-C1-E2-F-H1-R-R1-U2-V-Z1				
09114	A1-B-B1-C-D-U	09305	A-A1-B-B1-C1-E2-F-H1-R-R1-U2-V-Z1				
09123	A1-B-B1-C-D-U						
09126	A1-B-B1-C-D						
09128	A1-B-B1-C-D-U						
09131	A1-B-B1-C-D-U						
09136	A1-B-B1-C-D						

APO/ FPO	See Restrictions	APO/ FPO	See Restrictions	APO/ FPO	See Restrictions	APO/ FPO	See Restrictions
09376	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09505	A1-B-V	09612	A1-B-B1-C-F-U	09732	A1-B-B1-N-V-Z1
09377	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09506	A1-B-V	09613	A1-B-B1-C-F-U-V	09733	A1-B-B1-V
09378	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09507	A1-B-V	09617	A1-B-B1-C-F-U	09735	A1-B-B1-N-V-Z1
09379	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09508	A1-B-V	09618	A1-B-B1-C-F-U	09777	A-A1-B-B1-C-E1-N
09383	A-A1-B-B1-C1-E2-F-H1-M-R-R1-V-Z1	09509	A1-B-V	09619	A1-B-B1-C-F-U	09788	A-A1-B-B1-F-R-V
09384	A-A1-B-B1-C1-E2-F-H1-I-M-R-R1-V-Z-Z1	09510	A1-B-V	09620	A1-B-B1-C-F-U	09779	A-A1-B-B1-F-R-V
09385	A-A1-B-B1-C1-E2-F-H1-I-M-R-R1-V-Z-Z1	09511	A1-B-V	09621	A1-B-B1-C-F-U	09780	A-A1-B-B1-F-R-V
09386	A-A1-B-B1-C1-E2-F-H1-I-M-R-R1-V-Z-Z1	09517	A1-B-V	09622	A1-B-B1-C-F-U	09789	A-A1-B-B1-F-R-V
09387	A-A1-B-B1-C1-E2-F-H1-I-M-R-R1-V-Z-Z1	09521	A1-B-V	09623	A1-B-B1-C-F-U	09790	A-A1-B-B1-C1-F-R-V
09388	A-A1-B-B1-C1-E2-F-H1-I-M-R-R1-V-Z-Z1	09524	A1-B-V	09624	A1-B-B1-C-F-U	09791	A-A1-B-B1-C1-E1-F-M-N-R-V
09389	A-A1-B-B1-C1-E2-F-H1-I-M-N-R-R1-V-Z-Z1	09532	A1-B-V	09625	A1-B-B1-C-F-U	09793	A-A1-B-B1-F-R-V
09390	A-A1-B-B1-C1-E2-F-H1-I-M-R-R1-V-Z-Z1	09534	A1-B-V	09626	A1-B-B1-C-F-U	09797	A1-B-B1-C-D-P-V
09391	A-A1-B-B1-C1-E2-F-H1-I-M-R-R1-V-Z-Z1	09542	A1-B-V	09627	A1-B-B1-C-F-U	09801	A-A1-B-B1-C1-E2-F-H1-M-N-R-R1-V-Z1
09392	A-A1-B-B1-C1-E2-F-H1-I-M-R-R1-V-Z-Z1	09543	A1-B-V	09628	A1-B-B1-C-F-F1-U-V	09802	A-A1-B-B1-C1-E2-F-H1-I-M-R-R1-V-Z-Z1
09393	A-A1-B-B1-C1-E2-F-H1-I-M-R-R1-V-Z-Z1	09545	A1-B-V	09630	A1-B-B1-C-F-U-V	09803	A1-B-B1-E2-E3-F-H1-R-R1-U1-V-Z1
09394	A-A1-B-B1-C1-E2-F-H1-I-M-R-R1-V-Z-Z1	09549	A1-B-V	09631	A1-B-B1-C-F-U	09806	A-A1-B-B1-C1-E2-F-H1-M-N-R-R1-V-Z1
09399	A-A1-B-B1-C-F-M-V-Z1	09550	A1-B-V	09636	A1-B-B1-C-F-U	09807	A-A1-B-B1-C1-E2-F-H1-M-N-R-R1-V-Z1
09409	A1-B-B1-C-C1-U-V	09554	A1-B-B1-V	09638	A1-B-B1-C-E2-F-U-V	09808	A-A1-B-B1-C-C1-F-I-V-Z-Z1
09420	A1-B-B1-C-C1-U	09556	A1-B-V	09642	A1-B-B1-N-U	09809	A1-B-B1-E2-E3-F-H1-R-R1-U1-V-Z1
09421	A1-B-B1-C-C1-U	09557	A1-B-V	09643	A1-B-B1-U	09811	A1-B-B1-E2-E3-F-H1-R-R1-U1-V-Z1
09447	A1-B-B1-C-C1-U-V	09564	A1-B-V	09644	A1-B-B1-U	09812	A1-B-B1-E2-E3-F-F1-I-N-R-U-V-Z-Z1
09454	A1-B-B1-C-C1-U-V	09565	A1-B-V	09645	A1-B-U	09814	A1-B-B1-E2-E3-F-F1-I-N-R-U-V-Z-Z1
09456	A1-B-B1-C-C1-U	09566	A1-B-V	09647	A1-B-B1-N-U	09819	A-A1-B-F-P-V-Z1
09459	A1-B-B1-C-C1-U	09567	A1-B-V	09648	A1-B-B1-N-U-V-Z1	09821	A-A1-B-F-V-Z1
09461	A1-B-B1-C-C1-U	09568	A1-B-V	09649	A1-B-B1-U	09822	A-A1-B-F-V-Z1
09463	A1-B-B1-C-C1-U	09569	A1-B-V	09703	A1-B-B1-C-F1	09823	A-A1-B-F-V-Z1
09464	A1-B-B1-C-C1-U	09570	A1-B-V	09704	A1-B-B1-C-D-V	09824	A-A1-B-F-V-Z1
09468	A1-B-B1-C-C1-U	09573	A1-B-V	09705	A1-B-B1-U	09827	A-A1-B-F-Z1
09469	A1-B-B1-C-C1-U	09574	A1-B-V	09706	A1-B-B1-C-U-V	09828	A1-B-N-V-Z1
09470	A1-B-B1-C-C1-U	09575	A1-B-V	09707	A1-B-B1-C-N-U-V	09830	A1-B-B1-C-N-Z1
09494	A1-B-B1-C-C1-U	09576	A1-B-V	09708	A1-B-B1	09831	A1-B-B1-F-N-U-V-Z1
09496	A1-B-B1-C-C1-U-V	09577	A1-B-V	09709	A1-B-B1-F1	09832	A-B-B1-U1-V-Z1
09498	A1-B-B1-C-C1-U	09578	A1-B-V	09710	A1-B-B1-C-C1-F1-M-R-R1-U	09833	A1-B-B1-U1-V-Z1
09499	A1-B-B1-C-C1-U	09579	A1-B-V	09711	A1-B-B1-F1-Z1	09834	A1-B-B1-V-Z1
09501	A1-B-V	09581	A1-B-V	09713	A1-B-B1-C-F1	09835	A-A1-B-B1-V-Z1
09502	A1-B-V	09582	A1-B-V	09714	A1-B-B1-C-C1-F1-M-R-R1-U	09836	A-A1-B-B1-C-F-M-V-Z1
09503	A1-B-V	09586	A1-B-V	09715	A1-B-B1-F1	09837	A1-B-B1-V-Z1
09504	A1-B-V	09587	A1-B-V	09716	A1-B-B1-C-D-N-U-V	09838	A1-B-B1-V-Z1
		09588	A1-B-V	09717	A1-B-B1-M-W	09839	A-A1-B-B1-U-V-Z1
		09589	A1-B-B1-V	09718	A1-B-B1-F-I-N-U-V	09841	A-A1-B-B1-N-U-Z1
		09590	A1-B-V	09719	A1-B-B1-C-F1	09842	A-A1-B-B1-Z1
		09591	A1-B-V	09720	A1-B-B1-U-V	09844	A-A1-B-B1-U-V-Z1
		09593	A1-B-V	09721	A1-B-B1-N-U-Z1		
		09594	A1-B-V	09722	A1-B-B1-C-D-N-U-V		
		09595	A1-B-V	09723	A1-B-B1-N-U-V-Z1		
		09596	A1-B-V	09724	A1-B-B1-C-C1-F1-M-R-R1-U		
		09599	A1-B-V	09725	A1-B-B1-C		
		09601	A1-B-B1-C-F-F1-U	09726	A1-B-B1-N-U		
		09602	A1-B-B1-C-F-F1-N-U	09728	A1-B-B1-C		
		09603	A1-B-B1-C-F-F1-U	09729	A1-B-B1-N-U-V		
		09604	A1-B-B1-C-F-F1-U				
		09609	A1-B-B1-C-F-U				
		09610	A1-B-B1-C-F-U				

APO/ FPO	See Restrictions	APO/ FPO	See Restrictions	APO/ FPO	See Restrictions	APO/ FPO	See Restrictions
09852	A1-B-B1-E2-E3-F-H1-R-R1-U1-V-Z1	34055	A1-B-N-V-Z1	96313	A1-B-B1-F-F1-F2-M-W	96515	A1-B-B1-F
09853	A1-B-B1-E2-F-H1-R-R1-U2-V-Z1	34058	A1-B-B1-V-Z1	96319	A1-B-B1-M-W	96517	A1-B-B1-F-U3-V
09855	A-A1-B-B1-C1-E2-F-H1-R-R1-U2-V-Z1	34071	A1-B-I-M-N-V-Z	96321	A1-B-B1-F-F1-F2-M-W	96518	A1-B-B1-V
09858	A1-B-B1-E2-E3-F-H1-R-R1-U1-V-Z1	34076	A1-B-B1-F1-N-V-Z1	96322	A1-B-B1-F-F1-F2-M-W	96520	A1-B-F-U3-V
09865	A-A1-B-B1-V-Z1	34078	A1-B-B1-F1-N-V-Z1	96323	A1-B-B1-M-V-W	96521	A1-B-F-N
09868	A-A1-B-B1-U-V-Z1	34079	A1-B-B1-F1-N-V-Z1	96326	A1-B-B1-M-W	96522	A1-B-F-N-U
09871	A1-B-B1-E2-E3-F-H1-N-R-R1-U1-V-X-Z1	34090	A1-B-V	96328	A1-B-B1-M-W	96530	A-A1-B-B1-H-M-N-U-V
09880	A-A1-B-B1-C1-E2-F-H1-R-R1-U2-V-Z1	34091	A1-B-V	96330	A1-B-B1-M-W	96531	A1-B-B1-H-M-U-V
09882	A1-B-B1-E2-E3-F-H1-N-R-R1-U1-V-X-Z1	34092	A1-B-V	96336	A1-B-B1-M-V-W	96534	A-A1-B-F
09888	A-A1-B-B1-C1-E2-F-H1-R-R1-U2-V-Z1	34093	A1-B-V	96337	A1-B-B1-M-W	96535	A-A1-B-B1-F-V
09889	A-A1-B-B1-C1-E2-F-H1-R-R1-U2-V-Z1	34095	A1-B-V	96338	A1-B-B1-M-W	96536	A1-B-B1-V
09890	A1-B-B1-E2-F-H1-R-R1-U2-V-Z1	34098	A1-B-V	96339	A1-B-B1-M-V-W	96537	A1-B-B1-V
09892	A-A1-B-B1-F-N-R-R1-V-Z1	34099	A1-B-V	96343	A1-B-B1-M-W	96538	A1-B-B1-V
09898	A1-B-B1-E2-F-H1-R-R1-U2-V-Z1	96201	A-A1-B	96347	A1-B-B1-F-F1-F2-M-W	96540	A1-B-B1-V
34002	A1-B-B1-N-U-Z1	96202	A-A1-B1-U-V	96348	A1-B-B1-F-F1-F2-M-W	96541	A1-B-B1-V
34020	A1-B-B1-M-N-Z1	96203	A-A1-B	96349	A1-B-B1-F-F1-F2-M-W	96542	A1-B-B1-V
34021	A1-B-M-N-V-Z1	96204	A-A1-B-B1	96350	A1-B-B1-F-F1-F2-M-W	96543	A1-B-B1-P-V
34022	A1-B-B1-D-F-M-N-V-Z1	96205	A-A1-B-B1-U	96351	A1-B-B1-F-F1-F2-M-W	96544	A1-B-F-U3
34023	A1-B-B1-M-N-V-Z1	96206	A-A1-B-B1-U	96355	A1-B-B1-F-F1-F2-M-W	96546	A1-B-F-U3
34024	A1-B-B1-M-N-V-Z1	96207	A-A1-B-B1-U	96362	A1-B-B1-F-F1-F2-M-W	96548	A-A1-B-B1-H-M-U
34025	A1-B-B1-F-N-U-V-Z1	96208	A-A1-B-B1-U	96365	A1-B-B1-M-V-W	96549	A-A1-B-B1-H-M-U
34030	A1-B-B1-M-N-V-Z1	96212	A-A1-B-B1-U	96367	A1-B-B1-L-M-W	96551	A-A1-B-B1-H-M-U
34031	A1-B-B1-M-N-V-Z1	96213	A-A1-B-B1-U	96368	A1-B-B1-M-W	96553	A-A1-B-B1-H-M-N-U-V
34032	A1-B-M-N-V-Z1	96214	A-A1-B-B1-U	96370	A1-B-B1-F-F1-F2-M-W	96554	A-A1-B-B1-H-M-U
34033	A1-B-C-F-M-N-V-Z1	96215	A-A1-B-B1-U-V	96372	A1-B-B1-M-W	96555	A1-B-B1-F-M-V
34034	A1-B-B1-M-N-V-Z1	96217	A-A1-B-B1-U-V	96373	A1-B-B1-M-W	96557	A1-B-B1-F-M-V
34035	A1-B-B1-H-M-N-V-Z1	96218	A-A1-B-B1-U	96374	A1-B-B1-M-W	96558	A1-B-V
34036	A1-B-M-N-V-Z1	96219	A-A1-B-B1-U-V	96375	A1-B-B1-M-W	96595	A1-B-B1-V
34037	A1-B-B1-C-F-H-I-M-N-V-Z-Z1	96220	A-A1-B-B1-U-V	96376	A1-B-B1-M-W	96598	A1-B-B1-V
34038	A1-B-B1-M-N-V-Z1	96221	A-A1-B-B1-U-V	96377	A1-B-B1-M-W	96599	A1-B-B1-V
34039	A1-B-N-V-Z1	96222	A-A1-B-B1-U	96378	A1-B-B1-M-W	96601	A1-B-V
34040	A1-B-V-Z1	96224	A-A1-B-B1-U	96379	A1-B-B1-M-W	96602	A1-B-V
34041	A1-B-B1-M-N-U-V-Z1	96251	A-A1-B-B1-U	96384	A1-B-B1-M-W	96603	A1-B-V
34042	A1-B-B1-D-F-M-N-V-Z1	96257	A-A1-B-B1-U	96386	A1-B-B1-M-W	96604	A1-B-V
34043	A1-B-B1-D-F-M-N-V-Z1	96258	A-A1-B-B1-U	96387	A1-B-B1-M-W	96605	A1-B-O-V
34050	A1-B-V	96259	A-A1-B-B1-U	96388	A1-B-B1-M-W	96606	A1-B-V
34051	A1-B-V-Z1	96260	A-A1-B-B1-U	96401	A1-B-B1-F-N-V-Z1	96607	A1-B-V
34053	A1-B-V-Z1	96264	A-A1-B-B1-U	96426	A-A1-B-B1-C1-E2-F-H1-I-M-R-R1-U2-V-Z-Z1	96608	A1-B-V
		96266	A-A1-B-B1-U	96427	A-A1-B-B1-C1-E2-F-H1-I-M-R-R1-U2-V-Z-Z1	96609	A1-B-V
		96267	A-A1-B-B1-U-V	96490	A1-B-B1-V	96610	A1-B-V
		96269	A-A1-B-B1-U	96507	A-A1-B-F-V	96611	A1-B-V
		96271	A-A1-B-B1-U	96511	A1-B-B1-I-N-V	96612	A1-B-V
		96275	A-A1-B-B1-V			96613	A-A1-B-B1-C1-E2-F-H1-I-M-R-R1-U2-V-Z-Z1
		96276	A-A1-B-B1			96614	A-A1-B-B1-C1-E2-F-H1-I-M-R-R1-U2-V-Z-Z1
		96278	A-A1-B-B1-U			96615	A1-B-V
		96283	A-A1-B-B1-U			96617	A1-B-V
		96284	A-A1-B-B1-U-V			96619	A1-B-V
		96297	A-A1-B-B1-U			96620	A1-B-V
		96306	A1-B-B1-F-F1-F2-M-W				
		96309	A1-B-B1-M-V-W				
		96310	A1-B-B1-M-W				
		96311	A1-B-B1-M-W				

APO/ FPO	See Restrictions	APO/ FPO	See Restrictions	APO/ FPO	See Restrictions	APO/ FPO	See Restrictions
96621	A1-B-V	96657	A1-B-V	96668	A1-B-V	96678	A1-B-V
96622	A1-B-V	96660	A1-B-V	96669	A1-B-V	96679	A1-B-V
96623	A1-B-V	96661	A1-B-V	96670	A1-B-V	96681	A1-B-V
96624	A1-B-V	96662	A1-B-V	96671	A1-B-V	96682	A1-B-V
96628	A1-B-V	96663	A1-B-V	96672	A1-B-V	96683	A1-B-V
96629	A1-B-V	96664	A1-B-V	96673	A1-B-V	96684	A1-B-V
96634	A1-B-V	96665	A1-B-V	96674	A1-B-V	96686	A1-B-V
96635	A1-B-V	96666	A1-B-V	96675	A1-B-V	96687	A1-B-V
96643	A1-B-V	96667	A1-B-V	96677	A1-B-V	96698	A1-B-V

RESTRICTIONS

LEGEND

PS Form 2976, *Customs - CN 22 (Old C 1) and Sender's Declaration* (green label)

PS Form 2976-A, *Customs Declaration and Dispatch Note*

- AAFES = Army and Air Force Exchange Service
- APO = Army/Air Force Post Office
- Box R = Retired military personnel
- FPO = Fleet Post Office
- DMM = *Domestic Mail Manual*
- MOM = Military Ordinary Mail
- MPO = Military Post Office
- PAL = Parcel Airlift
- PSC = Postal Service Center
- SAM = Space Available Mail
- USDA = United States Department of Agriculture

Note: Mail order catalogs are prohibited as SAM or PAL mail.

A. Securities, currency, or precious metals in their raw, unmanufactured state are prohibited. Official shipments are exempt from this restriction.

A1. Mail addressed to "Any Servicemember," or similar wording such as "Any Soldier," "Sailor," "Airman," or "Marine"; "Military Mail"; etc., is prohibited. Mail must be addressed to an individual or job title such as "Commander," "Commanding Officer," etc.

B. PS Form 2976-A is required for all mail weighing 16 ounces or more, with exceptions noted below. In addition, mailers must properly complete required customs documentation when mailing any potentially dutiable mail addressed to an APO or FPO regardless of weight. The following are exceptions to the requirement for customs documentation on nondutiable mail that weighs 16 ounces or more:

- Known mailers are exempt from providing customs documentation on non-dutiable letters, and printed matter weighing 16 ounces or more. (A known mailer is anyone who legally applies a permit imprint to a mailpiece. Mail with meter postage is not considered to be from a known mailer.)
- All federal, state, and local government agencies are exempt from providing customs documentation on mail addressed to an APO or FPO, except for those APOs/FPOs to which restriction B2 applies.
- Prepaid mail from military contractors is exempt, providing the mailpiece is endorsed "Contents for Official Use — Exempt from Customs Requirements."

B1. PS Form 2976 or 2976-A is required. Articles are liable for customs duty and/or purchase tax unless they are bona fide gifts intended for use by military personnel or their dependents. When the contents of a parcel meet these requirements, the mailer must endorse the customs form, "Certified to be a bona fide gift, personal effects, or items for personal use of military personnel and dependents," under the heading, Description of Contents. **Exceptions:** All other exceptions listed in restriction B above are applicable to this restriction.

B2. All federal, state, and local government agencies must complete customs documentation when sending mail addressed to or from this APO or FPO weighing 16 ounces or more.

C. Cigarettes and other tobacco products are prohibited.

C1. Obscene articles, prints, paintings, cards, films, videotapes, etc., and horror comics and matrices are prohibited.

D. Coffee is prohibited.

E1. Medicines or vaccines not conforming to French laws are prohibited.

E2. Any matter depicting nude or seminude persons, pornographic or sexual items, or nonauthorized political materials is prohibited. Although religious materials contrary to the Islamic faith are prohibited in bulk quantities, items for the personal use of the addressee are permissible.

E3. Radio transceivers, cordless telephones, global positioning systems, scanners, base stations, and handheld transmitters are prohibited.

F. Firearms of any type are prohibited in all classes of mail. See definitions of firearms in DMM C024.1.1C. This restriction does not apply to firearms mailed to or by official U.S. government agencies. The restriction for mail to this APO/FPO ZIP Code does not apply to firearms mailed from this APO/FPO ZIP Code, provided ATF and USPS regulations are met. Antique firearms are a separate category defined in DMM C024.2.0 and ATF regulations; they do not require an ATF form.

F1. Privately owned weapons addressed to an individual are prohibited in any class of mail.

F2. Importation of firearms is restricted to one shotgun and one single shot .22 caliber rifle per individual.

G. Only First-Class Mail letters, Periodicals, and Standard Mail items are authorized.

H. Meats, including preserved meats, whether hermetically sealed or not, are prohibited.

H1. Pork or pork by-products are prohibited.

I. Mail of all classes must fit in a mail sack. Mail may not exceed the following dimensions:

Length	
42"	72" length and girth combined
over 42" to 44"	24" girth
over 44" to 46"	20" girth
over 46" to 48"	16" girth
Maximum length	48"

This restriction does not apply to registered mail and official government mail marked MOM.

I1. This restriction does not apply to registered mail.

I2. This restriction does not apply to official government mail marked MOM.

J. Parcels may not exceed 108 inches in length and girth combined.

K. Mail that includes in the address the words, "Dependent Mail Section," may consist only of letter mail, newspapers, magazines, and books. No parcel of any class containing any other matter may be mailed to the Dependent Mail section. This restriction does not apply if the address does not include the words "Dependent Mail Section."

L. All official mail is prohibited.

M. Fruits, animals, and living plants are prohibited.

N. Registered mail is prohibited.

O. Personal mail addressed to vessels using this number is limited to unregistered First-Class Mail items and certified mail. Other classes of mail are prohibited.

P. APO is used for the receipt and dispatch of official mail only.

Q. Mail may not exceed 66 pounds, and size is limited to 42 inches maximum length and 72 inches maximum length and girth combined.

R. All alcoholic beverages, including those mailable under DMM C021, are prohibited.

R1. Materials used in the production of alcoholic beverages (i.e., distilling material, hops, malts, yeast, etc.) are prohibited.

T. Mailings of case lots of food and supplemental household shipments must be approved by the sender's parent agency prior to mailing.

U. Parcels must weigh less than 16 ounces when addressed to Box R. This restriction does not apply to mail endorsed "Free Matter for the Blind or Handicapped."

U1. Mail is limited to First-Class Mail weighing 13 ounces or less when addressed to Box R. This restriction does not apply to mail endorsed "Free Matter for the Blind or Handicapped." Videotapes are prohibited when addressed to Box R, regardless of weight.

U2. Mail is limited to First-Class Mail letters only when addressed to Box R.

U3. Mail is limited to First-Class Mail correspondence (including voice and video cassettes), newspapers, magazines, photographs, not exceeding 16 ounces, when addressed to Box R.

V. Express Mail Military Service (EMMS) not available from any origin.

W. Meat products, such as dried beef, salami, and sausage, may be mailed, provided they remain in their original, hermetically sealed packages and bear USDA certification. Other meats, bones, skin, hair, feathers, horns or hoofs of hoofed animals, wool samples, tobacco leaves, including chewing and pipe tobacco, snuff, cigars, and cigarettes, or obscene material, including obscene drawings, photographs, films, and carvings, are prohibited. Exception: 200 grams of tobacco per parcel are permitted duty free.

X. Personal mail is limited to First-Class Mail items (to include audio cassettes and voice tapes) weighing 13 ounces or less. This limitation does not apply to official mail.

Y. Mail is limited to First-Class and Priority Mail items only. All Periodicals, Standard Mail items, and Package Services items (including SAM and PAL) are not authorized. This restriction also applies to official mail.

Z. No outside pieces (OSPs).

Z1. The following restriction is applicable only to International Service Centers (ISC)/Exchange Offices. An Anti-Pilferage Seal (Item No O817E or O818A) is required on all pouches and sacks.

FROM: Real Business
TO: Real Success

The Postal Service[™] helped these businesses grow.

Read their winning essays from the "Real People, Real Success"
contest on www.usps.com/realsuccess



Bill Peterson, Carve Wood, Post/County Wood Products, Inc.; Dale Sullivan, HSA Illinois Ping Academy



Employees

NEW POSTERS

Posters 128 and 143 Show Workplace Interaction Do's and Don'ts

Diversity Development has published two posters emphasizing the importance of addressing inappropriate workplace behavior. Early identification and elimination of inappropriate behavior helps to ensure that every employee in the United States Postal Service® can enjoy a safe, secure, and productive work environment. Together, these posters deliver a clear message that the Postal Service™ will not tolerate inappropriate behavior within the organization.

Posters 128 and 143 are available on the Postal Service PolicyNet Web site at <http://blue.usps.gov/cpim>; click on Posters.

You can also order Posters 128 and 143 from the Material Distribution Center (MDC) as follows:

- **Touch Tone Order Entry (TTOE):** Call 800-332-0317, option 2.

Note: You must be registered to use TTOE. To register, call 800-332-0317, option 1, extension 2925, and follow the prompts to leave a message. (Wait 48 hours after registering before you place your first order).

- **E-mail:** Complete PS Form 7380, *MDC Supply Requisition* (manually or using FormFlow), and send it as an attachment to the e-mail address *MDC Customer Service* or to mcustome@usps.gov.

- **Mail:** Mail a completed PS Form 7380 to the MDC at the following address:

SUPPLY REQUISITIONS
MATERIAL DISTRIBUTION CENTER
500 SW GARY ORMSBY DRIVE
TOPEKA KS 66624-9702

Both posters are described below and on the next page.

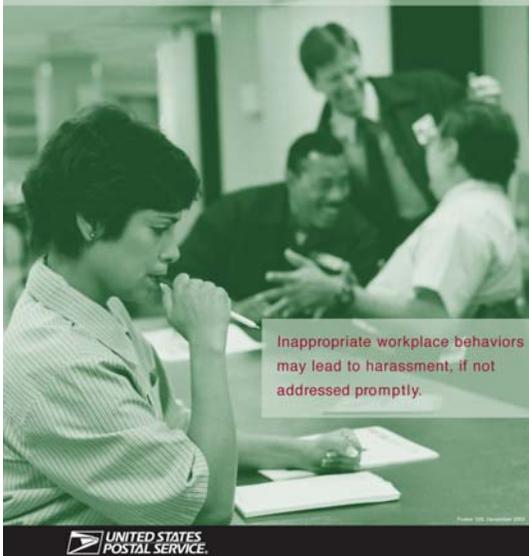
Poster 128, *To Them, Their Comments Are Harmless. To Her, They Are Offensive*

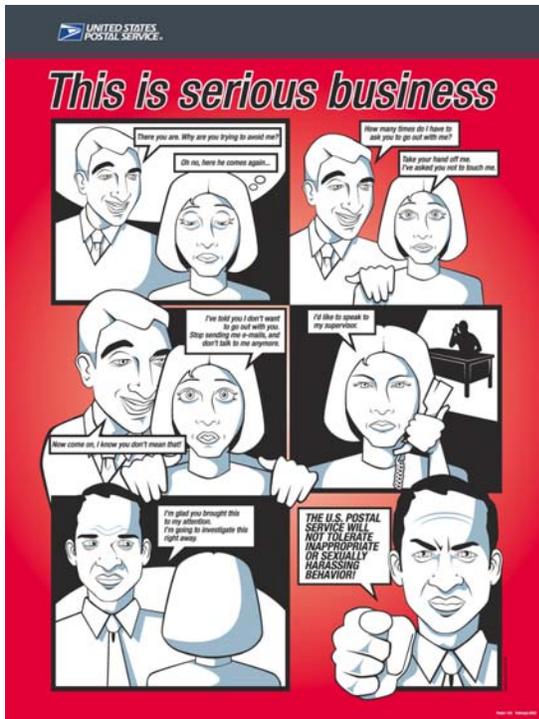
Poster 128 comes in two sizes (i.e., 8 1/2-by-11-inch and 16-by-20-inch posters).

The following information is needed to order Poster 128:

PSIN:	POS128
NSN:	7610-05-000-5588
Unit of Measure:	EA
Minimum Order Quantity:	1
Bulk Pack Quantity:	200
Quick Pick Number:	N/A
Price:	\$0.0395
Edition Date:	12/02

To them, their comments are harmless.
TO HER, THEY ARE OFFENSIVE...





Poster 143, *This Is Serious Business*

Poster 143 shows a dialogue between a persistent person who gives unwanted attention and the recipient who takes action and reports it to her supervisor.

The following information is needed to order Poster 143:

PSIN:	POS143
NSN:	7610-05-000-5963
Unit of Measure:	EA
Minimum Order Quantity:	1
Bulk Pack Quantity:	1,000
Quick Pick Number:	N/A
Price:	\$0.2325
Edition Date:	02/03

— Headquarters and Field Programs,
Diversity Development, 8-7-03

NOTICE

Safety and Health Inspections — Vehicle Maintenance Facilities

The *Employee and Labor Relations Manual* (ELM) 824 requires safety and health inspections of Postal Service™ installations, including Vehicle Maintenance Facilities (VMFs). For VMFs with 100 or more employees, the servicing Safety Office must conduct and document the semi-annual inspections. For VMFs with fewer than 100 employees, the designated and trained VMF collateral duty facility safety coordinator (FSC) must conduct and document the annual inspection.

For both types of VMFs, VMF managers must use inspection checklists to conduct the inspections. You can find the VMF inspection checklists on the Postal Service intranet. Go to <http://blue.usps.gov>, and click on:

1. *Headquarters*,
2. *Safety Resources* (listed under “Human Resources”),
3. *Program Management*,
4. *Safety Checklists*,
5. *VMF*, and then
6. *Safety and Health Checklists*.

VMF managers must:

1. Complete all VMF safety and health inspections and send the certification to the supporting Safety Office by September 5, 2003.

2. Post inspection results (see ELM 824.426).
3. Ensure all deficiencies are timely abated (see ELM 824.52).
4. Certify completion and abatement of the inspection to the servicing Safety Office.

FSCs may use the Safety Toolkit 2.0 (see instructions below) to enter their inspection findings and generate the required safety and health inspection report. FSCs should request access to the Safety Toolkit from their servicing Safety Office manager.

Servicing Safety Office managers must enter the inspection completion dates in the scheduler provided in the Safety Toolkit 2.0 available on the Postal Service intranet. Go to <http://blue.usps.gov>, and click on:

1. *Headquarters*,
2. *Safety Resources* (listed under “Human Resources”),
3. *Citation Management*, and then
4. *Safety Toolkit 2.0*.

Servicing Safety Office managers must also provide support to the VMF managers in abating hazards as needed.

For technical and programmatic assistance, VMF managers should contact their servicing Safety Office.

— *Safety Performance Management,
Employee Resource Management, 8-7-03*

SAFETY TALK

Traffic Safety Reminders for the Back-to-School Season

As summer days grow shorter, communities across America will soon observe that timeless annual ritual: the first day of school. It's a time when parents breathe a sigh of relief and students and teachers anticipate new beginnings and challenges. Unfortunately, the beginning of school is also a time when children are at increased risk of transportation-related injuries from pedestrian, bicycle, school bus, and motor vehicle crashes, because many more children are on the road each morning and afternoon and many drivers' patterns change.

Shorter daylight hours make it especially difficult to see young pedestrians and bicyclists. As schools open their doors, it's time for everyone — motorists, parents, educators, and students — to improve their traffic safety practices. By adhering to the following safety tips from the National Highway Traffic Safety Administration, you can help make this a safe and happy school year for the entire nation:

- Slow down and obey all traffic laws and speed limits. Be alert and ready to stop.

- Always stop for a school bus that has stopped to load or unload passengers. Red flashing lights and an extended stop arm tell you the school bus is stopped to load or unload children. State law requires you to stop.
- Watch for children walking in the street, especially where there are no sidewalks.
- Watch for children playing and gathering near bus stops. Watch for children arriving late for the bus because they may dart into the street without looking for traffic.
- Watch for children walking or biking to school.
- When driving in neighborhoods or school zones, watch for young people who may be in a hurry to get to school and may not be thinking about getting there safely.

— *Safety Performance Management,
Employee Resource Management, 8-7-03*

Automating the Corporate Succession Planning Process — PostalEASE

The U.S. Postal Service® has embraced today's technology in developing the new Corporate Succession Planning (CSP) Process. The new process is secure and will provide more access for eligible employees to participate.

When we announce the CSP open season, you will be able to apply online using your PostalEASE postal identification number (PIN). Access is that simple! If you don't know your PIN, simply call PostalEASE toll free at 877-4PS-EASE (877-477-3273).

— *Headquarters and Field Programs,
Diversity Development, 8-7-03*

National Awards Program for Diversity Achievement



The U.S. Postal Service® seeks nominations for the 2003 National Awards Program for Diversity Achievement. This award recognizes career employees who have made significant contributions by encouraging, promoting, and celebrating diversity within the organization.

All career employees are eligible for nomination and participation — excluding the manager of Diversity and Human Capital Development, senior Diversity Program coordinator, Diversity Development specialists, and Hispanic program specialists, except where noted as an essential member of a team or partnership.

Information on the awards program is available on the Diversity Development Web site at <http://blue.usps.gov/diversitynet/awards>. If you do not have intranet access, contact your local senior Diversity Programs coordinator or specialist for information on how to complete and submit a nomination. If you do not know who your local senior Diversity Programs coordinator and specialist are, contact Diversity Development specialists Theresa Leneau, at 202-268-6495, or Manny Vasquez, at 202-268-5134.

Awards will be given in the following five categories:

- Individual.
- Leadership.
- Team.
- Partnership.
- "Dot Sharpe" Lifetime Achievement Award.

The 2003 award winners will be selected for their exceptional contributions in the following areas:

- Focus on the Customer.
- Focus on the Employee.
- Focus on the Business.

The nomination deadline is September 12, 2003. See the Award Eligibility Table that follows for specific criteria.

Award Eligibility Table

Focus on the Customer	Focus on the Business	Focus on the Employee
<p>In support of the <i>Transformation Plan's</i> imperative "Growth Through Value," nominees should discuss the acts that support our customers' diverse needs and develop services and solutions to meet them.</p> <p>Possible areas of impact: Activities that provide or improve service performance to diverse populations, including the elderly, multilingual, and physically challenged.</p> <p>Multicultural awareness: Did the nominees show increased understanding, sensitivity, or appreciation of diversity by using or promoting services for diverse communities?</p> <p>Customer needs: Did the nominee play an instrumental part in formulating or extending postal services to meet the needs of diverse customers?</p> <p>Emerging markets: Did the nominee show the ability to implement strategies that target emerging markets for Postal Service™ products and services?</p> <p>Community outreach: Did the nominee improve service by initiating contacts and providing information to the community in response to local needs?</p> <p>Marketing/Communications: Did the nominee enhance the impact of diversity awareness in marketing, communications, promotions, and messaging?</p> <p>Planning and assessment: Did the nominee contribute actions or suggestions that enabled the Postal Service to understand, accommodate, or embrace cultural differences?</p>	<p>In support of the <i>Transformation Plan's</i> imperative "Operational Efficiency," nominees should initiate actions to address diversity issues that impact business and financial performance.</p> <p>Possible areas of impact: Activities that increase revenue, reduce spending, or improve productivity.</p> <p>Promotion of stamps and other Postal Service products and services: Did the nominee advertise or promote the sale of ethnic stamps, Stamps-By-Mail®, Stamps Online, or international products and services to increase revenue, reduce lobby lines, or make it easier for the customer to do business?</p> <p>Customer interface: Did the nominee respond to external and internal customers' needs by using communication techniques to provide quality service, encourage sales, and increase revenue?</p> <p>Strategic plan: Did the nominee implement or employ diversity initiatives to achieve business goals and objectives, or contribute to the success of such initiatives?</p> <p>Communications: Did the nominee express appreciation of diversity in general communication efforts and multicultural communication initiatives?</p> <p>Socio-economic: Did the nominee develop a supplier base that mirrors the diversity of the Postal Service's customer base?</p>	<p>In support of the <i>Transformation Plan's</i> imperative "Performance Based Culture," nominees should demonstrate actions that support the development of a diverse workforce and the improvement of the workplace environment.</p> <p>Possible areas of impact: Activities that provide employee development opportunities and improve the workplace environment include the following: training, career awareness conferences, mentoring programs, elder/child care, work environment, benefits, scheduling, and special programs.</p> <p>Vision: Did the nominee demonstrate a vision for valuing, supporting, or implementing diversity within the workplace?</p> <p>Personal leadership: Did the nominee's actions demonstrate personal responsibility for increasing awareness and appreciation of diversity?</p> <p>Management: Did the nominee help establish and develop a diversity-sensitive management environment?</p> <p>Communication: Did the nominee provide effective direction and communication in support of understanding, managing, valuing, and affirming diversity?</p> <p>Goal setting: Did the nominee integrate, manage, or embody diversity as part of organizational goals?</p> <p>Cultural change: Did the nominee address changing workplace needs and concerns through employee forums, focus groups, roundtable sessions, training, or skill-building?</p> <p>Affirmative employment: Did the nominee promote all groups' participation in career counseling and awareness, women's and/or Hispanic conferences, or mentoring programs for people with disabilities?</p>

International Mail

ICM UPDATES

International Customized Mail

We have combined ICM updates into one *Postal Bulletin* article to save space and paper. 18 ICM updates appear here.

On April 30, 2003, the Postal Service™ amended an International Customized Mail (ICM) Service Agreement dated November 15, 2001. The Agreement was published on page 34 of *Postal Bulletin* 22105 (6-26-03). The Amendment modifies the term of the Agreement. In accordance with *International Mail Manual* (IMM) 297.4, the Postal Service previously announced entering into an International Customized Mail Service Agreement with this Qualifying Mailer and now makes public the following information regarding this Amendment:

- a. **Term:** May 1, 2001, through June 30, 2003.
 - b. **Type of mail:** *All other provisions of the Agreement shall remain in force.*
-

On June 30, 2003, the Postal Service amended an International Customized Mail (ICM) Service Agreement dated May 1, 2001. The Agreement was published on page 34 of *Postal Bulletin* 22105 (6-26-03). The Amendment modifies the term of the Agreement. In accordance with *International Mail Manual* (IMM) 297.4, the Postal Service previously announced entering into an International Customized Mail Service Agreement with this Qualifying Mailer and now makes public the following information regarding this Amendment:

- a. **Term:** May 1, 2001, through August 31, 2003.
 - b. **Type of mail:** *All other provisions of the Agreement shall remain in force.*
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On June 13, 2003, the Postal Service amended an International Customized Mail (ICM) Service Agreement dated May 1, 2001. The Agreement was published on page 37 of *Postal Bulletin* 22105 (6-26-03). The Amendment modifies the term of the Agreement. In accordance with *International Mail Manual* (IMM) 297.4, the Postal Service previously announced entering into an International Customized Mail Service Agreement with this Qualifying Mailer and now makes public the following information regarding this Amendment:

- a. **Term:** May 1, 2001, through August 31, 2003.

- c. **Destination countries:** *All other provisions of the Agreement shall remain in force.*
- d. **Service provided by the Postal Service:** *All other provisions of the Agreement shall remain in force.*
- e. **Minimum volume commitments:** *All other provisions of the Agreement shall remain in force.*
- f. **Worksharing:** *All other provisions of the Agreement shall remain in force.*
- g. **Rates:** *All other provisions of the Agreement shall remain in force.*

- c. **Destination countries:** *All other provisions of the Agreement shall remain in force.*
- d. **Service provided by the Postal Service:** *All other provisions of the Agreement shall remain in force.*
- e. **Minimum volume commitments:** *All other provisions of the Agreement shall remain in force.*
- f. **Worksharing:** *All other provisions of the Agreement shall remain in force.*
- g. **Rates:** *All other provisions of the Agreement shall remain in force.*

- b. **Type of mail:** *All other provisions of the Agreement shall remain in force.*
- c. **Destination countries:** *All other provisions of the Agreement shall remain in force.*
- d. **Service provided by the Postal Service:** *All other provisions of the Agreement shall remain in force.*
- e. **Minimum volume commitments:** *All other provisions of the Agreement shall remain in force.*
- f. **Worksharing:** *All other provisions of the Agreement shall remain in force.*

- g. Rates:** *All other provisions of the Agreement shall remain in force.*

On June 30, 2003, the Postal Service amended an International Customized Mail (ICM) Service Agreement dated July 17, 1999. The Agreement was published on page 37 of *Postal Bulletin* 22021 (4-06-00). The Amendment modifies the term of the Agreement. In accordance with *International Mail Manual* (IMM) 297.4, the Postal Service previously announced entering into an International Customized Mail Service Agreement with this Qualifying Mailer and now makes public the following information regarding this Amendment:

- a. Term:** July 17, 1999, through August 31, 2003.
- b. Type of mail:** *All other provisions of the Agreement shall remain in force.*

On June 16, 2003, the Postal Service amended an International Customized Mail (ICM) Service Agreement dated April 5, 2001. The Agreement was published on page 49 of *Postal Bulletin* 22048 (4-19-01). The Amendment modifies the term of the Agreement. In accordance with *International Mail Manual* (IMM) 297.4, the Postal Service previously announced entering into an International Customized Mail Service Agreement with this Qualifying Mailer and now makes public the following information regarding this Amendment:

- a. Term:** April 5, 2001, through August 31, 2003.
- b. Type of mail:** *All other provisions of the Agreement shall remain in force.*

On June 24, 2003, the Postal Service amended an International Customized Mail (ICM) Service Agreement dated May 1, 2001. The Agreement was published on page 61 of *Postal Bulletin* 22059 (9-20-01). The Amendment modifies the term of the Agreement. In accordance with *International Mail Manual* (IMM) 297.4, the Postal Service previously announced entering into an International Customized Mail Service Agreement with this Qualifying Mailer and now makes public the following information regarding this Amendment:

- a. Term:** May 1, 2001, through August 31, 2003.
- b. Type of mail:** *All other provisions of the Agreement shall remain in force.*

- c. Destination countries:** *All other provisions of the Agreement shall remain in force.*
- d. Service provided by the Postal Service:** *All other provisions of the Agreement shall remain in force.*
- e. Minimum volume commitments:** *All other provisions of the Agreement shall remain in force.*
- f. Worksharing:** *All other provisions of the Agreement shall remain in force.*
- g. Rates:** *All other provisions of the Agreement shall remain in force.*

-
- c. Destination countries:** *All other provisions of the Agreement shall remain in force.*
- d. Service provided by the Postal Service:** *All other provisions of the Agreement shall remain in force.*
- e. Minimum volume commitments:** *All other provisions of the Agreement shall remain in force.*
- f. Worksharing:** *All other provisions of the Agreement shall remain in force.*
- g. Rates:** *All other provisions of the Agreement shall remain in force.*

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- c. Destination countries:** *All other provisions of the Agreement shall remain in force.*
- d. Service provided by the Postal Service:** *All other provisions of the Agreement shall remain in force.*
- e. Minimum volume commitments:** *All other provisions of the Agreement shall remain in force.*
- f. Worksharing:** *All other provisions of the Agreement shall remain in force.*
- g. Rates:** *All other provisions of the Agreement shall remain in force.*

Fraud Alert

ALL PERSONNEL PROCESSING MAIL FOR DISPATCH ABROAD

Foreign Order No. 485

Keep all foreign order notices for use as reference.

Final Orders

Australia

AUSTRALIAN INTERNATIONAL WINNERS
GROUP (AIWG)
NATIONAL MAIL RECEIVING CENTER
GPO BOX 2611
SYDNEY NSW 2001
AUSTRALIA

AUSTRALIAN INTERNATIONAL WINNERS
GROUP (AIWG)
BOX 1467
GPO SYDNEY NSW 2001
AUSTRALIA

AUSTRALIAN INTERNATIONAL WINNERS
GROUP (AIWG)
RESERVATIONS DEPARTMENT
GPO 4808
SYDNEY NSW 2001
AUSTRALIA

Do not dispatch any mail to the above. Place the mail pieces in a pouch endorsed "Foreign Order Mail" and send it to:

POSTMASTER
CLAIMS AND INQUIRY
JAMES A FARLEY BUILDING RM 2029A
NEW YORK NY 10199-9652

Do not place any endorsement on the mail pieces themselves. Personnel may post this notice at the outgoing primary. They must post it on the Foreign Order Board at all Processing and Distribution plants, designated international exchange offices, and Customer Service plants.

— Judicial Officer, 8-7-03

Withholding of Mail Orders

Withholding of Mail Orders are enforced by the postmasters at the cities listed below.

State/City/ZIP Code	Names and Addresses Covered
San Diego, CA 92111-1616	Sylvan Taitt and All Other Names, 7925 Clairemont Mesa Boulevard, PMB 246
Moberly, MO 65270-0739	Mrs. Stiles, PO Box 739

— Judicial Officer, 8-7-03

Invalid Express Mail Corporate Account Numbers

These numbers are to be posted and used by retail/acceptance clerks. This listing supersedes all previous notices, which must be recycled. Retail/acceptance clerks must not accept Express Mail® shipments bearing any of the invalid numbers (listed below) in the “customer

number” or “agreement number” section of the label or form.

Note: The first 6 digits of a 9-digit Custom Designed Service and Next Day Pickup Service Agreement make up the Corporate Account Number.

005422	014665	028473	068035	090549	095369	097910	098935	102937	115382	146149	192927	223279
005554	014741	028626	068192	090562	095387	097927	098950	103846	115444	146270	193157	223392
005731	015475	028787	068404	090571	095403	097934	098954	103951	115663	146342	193203	232008
005783	015514	028845	068529	090656	095616	097940	098968	104453	117078	146535	193469	235119
005835	015548	028950	069409	090695	095821	097981	098971	104488	117127	146563	195050	235359
005858	015721	029082	069568	090809	095844	098003	098981	104578	117147	146579	197010	235415
006120	016008	029230	070052	091024	095905	098007	098983	104603	117168	146610	198231	235490
006169	018004	029822	070579	091106	096236	098039	098984	104661	117204	146686	200608	235530
006336	018136	030080	070711	091156	096239	098042	098986	104665	117376	146726	200867	251205
006374	018596	030270	070991	091160	096357	098085	098997	105014	117501	146774	200916	251216
006605	018805	030421	071307	091204	096439	098136	098998	105018	117579	146776	207115	253218
006633	018982	031057	071499	091219	096440	098165	100006	105029	117589	146786	207406	253222
006706	019014	032040	071787	091261	096462	098188	100024	105495	117637	146810	207929	255121
006928	019509	034635	071801	091439	096541	098196	100030	105852	117657	148220	207939	255452
006942	019680	038002	075543	092043	096638	098232	100059	106051	117731	148221	208486	258200
007008	019855	038445	075585	092109	096725	098238	100073	106365	117810	148223	208560	272198
007199	020090	040315	075777	092147	096810	098270	100085	106376	117987	148224	208821	272292
007375	022280	040322	075817	092239	096835	098281	100096	106562	118017	148227	208980	272317
007376	023102	040328	076364	092451	096869	098289	100116	106567	118020	148234	209043	272370
008055	023651	042095	076508	092663	096874	098290	100131	107265	118700	150230	210587	273047
008056	025117	042114	076923	092726	096881	098323	100158	107304	118706	150260	210690	273114
008072	025259	043046	076947	092798	097171	098329	100164	108090	118893	150296	210747	274052
008134	025351	044111	077016	093019	097182	098334	100174	108265	118933	151204	210759	275024
008141	026375	046054	077030	093221	097233	098351	100221	108399	119028	152244	210782	275059
008148	026415	049002	077533	093224	097236	098412	100238	108404	119245	152701	210801	275109
008175	027026	050045	078210	093279	097257	098415	100388	108499	119368	152739	210803	276239
008186	027049	054226	078400	093489	097269	098428	100501	108525	120324	152764	210817	277021
008239	027065	054231	078856	093505	097297	098441	101067	108543	120333	152769	212876	277025
008262	027071	055079	079752	093550	097333	098469	101103	108691	121256	153078	220011	282223
008345	027096	060038	080031	093559	097339	098472	101201	108865	122148	159052	220038	282631
008395	027105	060311	080057	093661	097403	098474	101293	108889	122380	159110	220117	282657
008534	027123	060335	080089	093667	097408	098498	101410	109219	125469	165337	220133	282773
008583	027144	060741	080182	093671	097424	098537	101419	110303	127078	170174	220148	282790
008676	027316	063322	080339	093835	097437	098538	101452	110705	142111	170246	220159	282829
008729	027392	063432	080414	094127	097451	098621	101647	110819	142114	170280	220174	282915
008959	027488	064042	085097	094137	097453	098627	101682	111709	142119	170327	220179	283461
008968	027724	064148	085159	094170	097501	098639	101726	111733	142186	171152	220194	283535
009178	027873	064431	085502	094182	097534	098649	101728	112135	142238	171161	220198	283574
009191	028032	064717	088030	094265	097538	098688	101745	112598	142403	191055	220202	292394
009289	028049	064728	088314	094506	097553	098707	101874	112977	142578	191748	220292	292531
009972	028050	064924	088748	094660	097606	098709	101996	113564	142605	191800	220762	292555
010115	028099	064937	089302	094858	097609	098744	102057	115012	142645	191855	221047	292593
010477	028111	064938	089309	094862	097611	098751	102068	115029	142864	191890	221098	292650
011113	028117	065260	089349	094992	097625	098783	102084	115047	142872	191994	221177	292651
011289	028211	065993	089476	095185	097685	098808	102426	115083	142934	192167	221198	294223
012248	028311	066122	089745	095213	097688	098847	102498	115122	146028	192317	221214	294348
012353	028371	066434	089955	095232	097837	098873	102627	115245	146050	192342	222041	294404
013166	028440	066476	090365	095269	097870	098879	102860	115275	146058	192859	223075	294415
013176	028465	067285	090416	095288	097906	098929	102934	115352	146146	192912	223160	294424

294453	306943	328965	340930	441444	480860	542030	601287	627071	741837	787960	847133	904279
294458	311243	328988	344040	441452	480920	542220	601375	627085	744148	787973	850857	904544
294491	312241	329025	344162	441502	481003	544022	601498	627130	749129	787993	852626	906009
294525	314374	329643	344210	441511	481120	545006	601577	627133	750097	787995	852642	906061
294533	319141	329670	347023	441518	481471	545009	601612	628145	750117	788005	852797	906501
294535	319151	330011	349549	441577	481579	545022	601701	628149	750231	799031	853220	906856
294540	320068	330119	349645	441581	481590	549206	601808	629036	750400	800114	853413	907337
294553	320070	330179	350069	441631	481596	551159	601820	631039	750445	800335	853430	907770
294555	320178	330190	352597	441937	481625	551172	601830	631237	750446	800535	853487	907997
294563	320819	330308	362035	443009	481850	551179	602009	631307	752019	801087	853546	911010
294568	322029	330445	365068	443276	481940	551185	602271	631425	752051	801297	853666	911197
295055	322033	330644	370033	444320	481944	551284	602837	631547	752524	801645	853704	912367
295060	322046	330648	374113	444323	481959	551308	602864	631572	752640	801754	853777	913013
295093	322393	330651	376143	444843	482148	551318	603030	631600	752684	802329	853780	913077
295130	322417	330674	379504	447010	482857	551325	603124	631826	752752	802370	853793	913099
295168	322986	330710	381548	448026	482946	551334	603172	631950	754015	802602	856113	914082
295189	323188	330725	381655	450033	483034	551522	603212	641174	754056	802623	856281	914183
295227	323708	330771	392686	450070	483038	551590	603236	641451	757085	802830	856448	914789
295285	325494	331071	402007	452157	483064	551645	604118	641613	757141	802890	871001	914886
295339	326275	331345	402141	454760	483129	551821	604203	641664	757218	802896	871020	914955
295420	326737	331478	402166	457108	483132	551888	604292	641713	757232	803100	871026	915019
295426	327002	331489	402410	460121	483171	551970	604391	641743	757321	803305	871428	915263
295454	327003	331592	402651	460151	483180	553682	604574	641857	758007	803342	871501	915265
295455	327011	332018	402668	462075	483243	553703	604827	641882	760045	804122	871578	915443
295463	327014	332124	402726	462879	483255	553712	605002	641892	761020	804277	871588	915481
295464	327030	332192	405031	462925	483270	553845	605190	648155	761048	805107	871641	915530
296520	327031	332213	405045	462975	483296	553862	605343	660048	761775	805537	871646	917189
300118	327092	332298	405049	463071	483372	553879	605348	662132	762021	808012	871663	917190
300297	327356	332961	405089	464015	483400	554076	605633	662174	765519	809115	874037	917204
300514	327454	333045	405153	464045	483762	554320	605679	666635	765575	810017	875013	917240
300918	327473	333111	405159	464053	483894	554324	607793	680048	770036	812017	880007	917257
301015	327645	333255	407102	464057	483916	554777	608130	681284	770152	812049	882108	917270
301086	327662	333359	410207	464058	483956	554936	610108	681468	770426	813260	883102	917324
301298	327687	333592	420064	464091	483979	557003	611195	681472	770557	814037	891371	917430
301377	327695	333622	423037	464174	484044	558031	616180	685109	770746	814040	891399	917435
301448	327735	333673	426003	464215	484045	558072	618004	685277	771317	815121	891429	917441
301458	327751	333686	431039	465140	485055	559046	619001	689007	771330	816153	891450	917442
301923	327759	334010	431062	467050	485066	570050	619007	701012	771950	816348	891518	917444
301929	327762	334025	432272	469173	485209	571007	619013	701015	772869	816506	891875	917462
301982	327785	334831	432573	473125	485336	571075	619017	712168	773058	834038	891882	917473
302254	327794	335001	432725	477173	487263	572003	619100	713110	774032	836904	891919	917540
302674	327829	335270	432730	478006	489470	575001	622003	716010	774318	837176	891935	917664
302859	327862	335283	432765	478033	490665	591058	625010	722068	775215	840001	895110	918157
302994	327863	335284	432772	479060	493047	591107	625012	722147	775381	840348	895459	918451
303016	327884	335845	432920	479121	495562	591138	625016	730271	782641	841250	900200	918527
303744	327888	336128	432963	479129	495575	591188	625019	730369	782969	841263	900219	918659
303759	328012	336130	436482	480065	495595	591215	625021	730374	784158	841269	900222	918885
303762	328030	336359	441004	480101	497120	591998	625026	730399	784309	841284	900428	918887
305006	328726	336433	441015	480132	497263	598623	625111	730454	784337	841305	900937	918942
305025	328747	336817	441055	480275	498110	599509	627002	730486	784600	841405	900943	920261
305028	328766	338075	441069	480278	498120	600126	627009	730518	785309	841896	901138	921028
305089	328883	338109	441153	480286	511027	600481	627011	730626	787008	843002	901152	921035
305090	328889	339056	441207	480359	511630	600488	627012	730787	787030	843005	901571	921306
305279	328928	339070	441214	480505	522016	600491	627018	731470	787087	843085	901701	921353
305459	328932	340370	441300	480640	537096	600690	627024	731807	787528	846051	901882	921412
305946	328952	340614	441377	480691	537319	600737	627045	740408	787654	846195	902001	921643
306261	328957	340710	441400	480759	537386	600770	627050	740771	787674	847052	902318	921731
306358	328960	340858	441440	480768	541220	600786	627058	741410	787717	847068	902353	921772

921830	926344	927342	928428	931095	937482	941708	948134	951996	970528	981509	992680
921919	926351	927358	928464	931104	937573	941740	948689	958102	970678	981854	995226
922038	926367	927365	928634	931225	937730	941916	948690	958913	970729	982121	995240
926005	926509	927371	928737	931446	937833	943007	948699	959063	970781	982134	995288
926047	926517	927531	928809	931460	937880	945417	949548	960023	970922	982226	995309
926073	926613	927635	928814	931558	940051	945596	950355	967161	970937	982228	995577
926079	926653	927860	930005	931769	940063	945691	950401	967163	970973	982345	995882
926125	926819	927872	930026	931979	940076	945794	950667	967255	972228	982415	997188
926134	926909	927953	930388	933165	940329	945940	950709	967257	973218	982431	998199
926170	926984	928119	930404	933361	940338	946311	950888	968297	974132	982463	998301
926201	926988	928161	930410	933558	940416	946521	950978	968368	976078	983089	998328
926231	926994	928391	931032	934256	941467	946579	951192	968545	980621	983108	
926308	927169	928398	931041	935223	941591	946586	951729	968718	980803	984125	
926331	927245	928406	931074	935273	941607	947247	951774	969026	980845	992584	

— *Product Information Requirements,
Product Development, 8-7-03*

Missing, Lost, or Stolen U.S. Money Order Forms

Do Not Cash — Upon Receipt, Notify Local Postal Inspectors

This listing will be provided to all Postal Service™ employees responsible for accepting and cashing postal money orders. All interim notices should be destroyed when the numbers listed appear in the *Postal Bulletin*. The

actual serial numbers consist of the first 10 digits on the money orders. Check for altered dollar amounts by holding money orders to the light.

010 504 1932 to 010 504 1999	026 492 3180 to 026 492 3199	044 087 4000 to 044 087 4099	385 599 7554 to 385 774 2024 to	7575 2099
011 582 1889 to 011 582 1899	027 361 0430 to 027 361 0499	045 524 4121 to 045 524 4298	386 624 1412 to 386 883 8936 to	1599 8999
011 588 2900 to 011 588 3099	027 369 4482 to 027 369 4495	046 800 9870 to 046 800 9899	387 314 5574 to 387 837 6300 to	5599 6399
012 579 5675 to 012 579 5699	027 671 8762 to 027 671 8776	047 552 4370 to 047 552 4399	388 828 0656 to 389 696 2400 to	0699 2799
013 289 6176 to 013 289 6199	027 787 9886 to 027 787 9899	048 396 3647 to 048 396 3699	389 846 3104 to 389 846 3145 to	3135 3195
013 610 0014 to 013 610 0099	027 965 9487 to 027 965 9499	051 774 8857 to 051 774 8899	389 887 9211 to 389 887 9234 to	9230 9299
014 932 1000 to 014 932 1099	028 191 1852 to 028 191 1999	077 999 4001 to 077 999 4090	390 001 3182 to 390 001 3500 to	3199 3699
014 972 0800 to 014 972 0899	028 850 3000 to 028 850 3199	210 221 0548 to 210 221 0599	390 545 5974 to 391 104 6146 to	5999 6199
015 363 0007 to 015 363 0099	029 510 1500 to 029 510 1599	227 275 9400 to 227 275 9999	391 574 1466 to 391 783 3020 to	1499 3599
017 028 3200 to 017 028 3299	030 687 0903 to 030 687 0999	273 070 8059 to 273 070 8099	391 792 6100 to 392 668 2956 to	6199 2999
018 569 5333 to 018 569 5399	030 701 3442 to 030 701 3499	273 775 7700 to 273 775 7899	392 854 8500 to 393 584 7566 to	8899 7699
018 986 5264 to 018 986 5299	031 077 4507 to 031 077 4799	302 000 0000 to 302 123 9999	393 650 0074 to 393 838 8316 to	0099 8499
019 518 2814 to 019 518 2899	032 295 7500 to 032 295 9999	349 746 2056 to 350 518 7350 to	393 893 6007 to 394 126 6907 to	6099 6999
020 698 5159 to 020 698 5199	034 394 1000 to 034 394 1099	360 011 1690 to 360 168 6008 to	394 189 0405 to 394 822 3243 to	0599 3278
020 844 7307 to 020 844 7399	034 943 0400 to 034 943 0799	360 173 8800 to 360 324 2326 to	394 990 1810 to 395 343 3264 to	1899 3299
020 972 8948 to 020 972 8999	037 706 9578 to 037 706 9599	362 861 3064 to 373 006 2176 to	395 373 3035 to 395 396 9649 to	3099 9799
022 021 9110 to 022 021 9181	037 805 3677 to 037 805 3699	374 768 2600 to 375 169 4400 to	395 970 3240 to 397 622 4054 to	3299 4099
022 037 1411 to 022 037 1499	037 909 5490 to 037 909 5499	375 829 3400 to 375 851 9100 to	397 819 8902 to 398 149 7200 to	8999 7699
023 637 7169 to 023 637 7199	040 024 3901 to 040 024 3999	376 196 0911 to 378 085 3679 to	399 070 0872 to 399 156 7119 to	0899 7199
024 380 4100 to 024 380 4199	040 674 7100 to 040 674 7199	378 351 1063 to 379 843 5100 to	399 203 5064 to 399 296 9910 to	5099 9999
024 496 6870 to 024 496 6896	040 688 8816 to 040 688 8899	380 093 9600 to 380 165 1165 to	399 396 8935 to 399 792 7775 to	8999 7799
025 092 0987 to 025 092 0999	041 623 8889 to 041 623 8899	381 325 4500 to 381 604 2510 to	399 792 8300 to 400 427 1051 to	8399 1999
025 369 5535 to 025 369 5599	041 803 6565 to 041 803 6599	381 645 9525 to 383 314 3968 to	401 045 1505 to 401 045 1571 to	1549 1599
025 729 1151 to 025 729 1199	043 205 5922 to 043 205 5999	383 892 1000 to 383 892 1382 to	401 294 2700 to 401 310 9505 to	2799 9599
025 729 1643 to 025 729 1799	044 087 3457 to 044 087 3499	384 925 3641 to 385 568 2331 to	401 382 5312 to 401 382 5312 to	9599 5399

402 578 7876 to	7899	420 661 4115 to	4199	443 800 9335 to	9399	460 997 5234 to	5299
403 125 6744 to	6799	420 758 9500 to	9699	444 382 8822 to	8899	461 973 6443 to	6499
403 260 7000 to	7499	420 969 3951 to	3971	444 390 1667 to	1699	462 152 0107 to	0299
403 280 6470 to	6499	420 969 3973 to	3999	444 457 3854 to	3899	462 274 1072 to	1099
403 685 8600 to	8699	421 116 3565 to	3599	450 048 4173 to	4199	462 277 8373 to	8399
404 003 0300 to	0399	421 130 9300 to	9399	450 048 4442 to	4699	462 554 6051 to	6099
404 041 8838 to	8899	421 313 4500 to	4999	450 560 5173 to	5199	463 011 5529 to	5540
404 071 4268 to	4299	421 364 5537 to	5599	450 620 3077 to	3099	463 176 4115 to	4199
404 347 5356 to	5399	421 656 2609 to	2699	450 620 3135 to	3199	463 176 4229 to	4299
404 347 5548 to	5599	421 988 9700 to	9799	450 780 2716 to	2799	463 185 2600 to	2799
404 726 4500 to	4599	422 172 4667 to	4699	450 801 2700 to	2799	463 227 7711 to	7799
404 961 5001 to	5199	422 484 4212 to	4299	451 109 2967 to	2984	463 414 4869 to	4899
405 325 0188 to	0198	422 556 1270 to	1299	451 115 4110 to	4125	463 808 3484 to	3499
406 009 4587 to	4599	422 587 7024 to	7099	451 115 4127 to	4199	463 945 7400 to	7899
406 260 6830 to	6899	422 819 7533 to	7599	451 746 0700 to	0799	464 629 9000 to	9399
406 459 6641 to	6999	422 842 5073 to	5087	452 265 0074 to	0099	464 711 4332 to	4399
406 733 3000 to	3999	422 907 7563 to	7599	452 265 0246 to	0299	465 692 3963 to	3999
407 545 1557 to	1599	424 500 6050 to	6099	452 265 0335 to	0999	465 698 8300 to	8599
407 594 0412 to	0599	424 641 8500 to	8599	452 509 1169 to	1199	465 743 7745 to	7799
407 692 9100 to	9299	424 871 6600 to	6699	452 855 6471 to	6499	466 798 6056 to	6067
407 959 2190 to	2199	425 298 2352 to	2399	452 890 4679 to	4799	467 147 4300 to	4399
408 265 2275 to	2288	425 418 4269 to	4299	452 900 8215 to	8238	468 079 5782 to	5799
408 499 7700 to	7799	425 418 4405 to	4499	453 117 9146 to	9199	469 067 2817 to	2899
408 499 7900 to	7999	426 547 4566 to	4599	453 334 3631 to	3699	469 127 8000 to	8199
408 682 8484 to	8599	427 412 6337 to	6499	453 603 7841 to	7891	469 213 0359 to	0399
408 698 7015 to	7099	427 481 0900 to	0999	453 650 1140 to	1199	469 213 0500 to	0599
409 072 3941 to	3999	428 027 2742 to	2752	453 741 1300 to	1399	469 561 8011 to	8099
410 491 2311 to	2399	429 474 4172 to	4199	454 013 2919 to	2999	469 658 1961 to	1999
410 694 8400 to	8599	429 889 2900 to	2999	454 186 2411 to	2499	469 666 9900 to	9999
410 775 1500 to	1599	430 150 4401 to	4599	454 268 4883 to	4899	469 678 1900 to	1999
410 795 7927 to	7999	430 172 9800 to	9899	454 302 5400 to	5499	469 781 4900 to	4999
410 867 0917 to	0966	430 177 1900 to	2099	454 490 8300 to	8399	469 947 6960 to	6999
410 867 0970 to	0999	430 444 9500 to	9699	454 547 7434 to	7499	470 755 5800 to	5818
411 868 1023 to	1199	430 664 4070 to	4099	454 922 4867 to	4895	471 918 0300 to	0999
411 922 2322 to	2399	432 168 8419 to	8499	455 221 1348 to	1499	471 985 2408 to	2419
412 193 0900 to	0999	432 708 6800 to	6999	455 364 2147 to	2199	472 191 6700 to	6799
412 395 8599 to	8699	432 744 1544 to	1599	455 399 5400 to	5499	472 270 2555 to	2599
412 485 6500 to	6599	432 995 9775 to	9799	455 476 0676 to	0699	472 987 0213 to	0241
412 485 6610 to	6699	433 003 5800 to	5899	455 543 0618 to	0699	472 987 0290 to	0299
412 885 5953 to	5999	433 757 3047 to	3099	456 410 9006 to	9099	473 151 2069 to	2199
414 193 3608 to	3674	433 765 4003 to	4099	456 470 4146 to	4299	473 666 9138 to	9199
414 193 3677 to	3699	434 482 7060 to	7199	456 619 4460 to	4499	473 952 3429 to	3499
414 411 7348 to	7399	434 513 2386 to	2399	457 333 2686 to	2699	474 108 5402 to	5499
414 640 0757 to	0799	434 968 3076 to	3092	457 729 1767 to	1777	474 356 5193 to	5299
414 965 1727 to	1799	435 303 1831 to	1842	457 937 8615 to	8699	474 949 3366 to	3399
417 302 8104 to	8199	435 303 1986 to	1999	458 028 9810 to	9899	475 134 9362 to	9399
417 387 6532 to	6599	435 666 6092 to	6399	458 057 2712 to	2999	475 167 9667 to	9699
417 496 6800 to	6999	436 082 6400 to	6899	458 069 9537 to	9599	475 319 3415 to	3499
417 871 9250 to	9299	436 160 6441 to	6499	458 069 9665 to	9699	475 319 3649 to	3799
417 930 9533 to	9599	437 316 7115 to	7199	458 337 5222 to	5299	475 340 6400 to	6599
418 164 6500 to	6799	437 427 0500 to	3499	458 354 7653 to	7999	475 424 8410 to	8499
418 423 9863 to	9899	439 179 2300 to	2399	458 671 8678 to	8699	475 629 9156 to	9199
418 633 5922 to	5999	439 310 0458 to	0499	458 671 8721 to	8798	475 850 6101 to	6199
418 719 8520 to	8599	440 698 1947 to	1999	458 847 5044 to	5999	475 875 2500 to	2599
418 744 2235 to	2299	440 858 6300 to	6399	459 274 7624 to	7699	476 169 8264 to	8299
418 962 2848 to	2899	440 858 6420 to	7299	459 365 5432 to	5499	476 189 3000 to	3499
419 543 0286 to	0299	441 199 1655 to	1699	459 378 5764 to	5799	476 331 2480 to	2499
419 730 0300 to	0399	443 127 3648 to	3699	459 472 4816 to	4999	477 289 8601 to	8699
420 277 0015 to	0049	443 127 4000 to	4099	460 349 6878 to	6899	477 681 5206 to	5299
420 599 0734 to	0798	443 673 7900 to	7999	460 550 1909 to	1999	478 010 4243 to	4268

478 010 4270 to	4291	493 716 2153 to	2199	612 751 5226 to	5299	634 827 5900 to	5999
478 450 5071 to	5099	494 206 2972 to	2999	612 751 6083 to	6099	634 886 3428 to	3499
478 469 7838 to	7858	494 217 3446 to	3999	612 751 6268 to	6299	635 559 3449 to	3499
478 469 7883 to	7899	494 224 0500 to	0599	612 751 6572 to	6599	636 289 6214 to	6299
479 280 9800 to	9899	495 145 0600 to	0699	612 774 2111 to	2199	636 634 8007 to	8042
479 365 9116 to	9176	496 209 7425 to	7499	612 774 2254 to	2299	637 150 1200 to	1299
479 412 9900 to	9999	496 213 8728 to	8799	612 774 2500 to	2599	637 562 5828 to	5899
479 667 6190 to	6199	496 474 5226 to	5248	614 469 0979 to	0999	638 042 1647 to	1699
479 748 9680 to	9699	497 053 8517 to	8699	614 474 3000 to	3099	638 049 4984 to	4999
479 860 7000 to	7199	497 854 8673 to	8699	614 521 3490 to	3499	638 318 1115 to	1199
480 526 2000 to	2099	498 449 8888 to	8899	614 645 1800 to	1899	638 318 1453 to	1499
480 640 6330 to	6399	498 929 8285 to	8499	614 832 1100 to	2099	638 885 0000 to	0299
480 658 0568 to	0599	498 936 5310 to	5399	615 017 7505 to	7599	638 903 4362 to	4373
480 689 5100 to	5199	499 016 5425 to	5499	617 711 6609 to	6699	639 415 1929 to	1999
481 072 9463 to	9499	499 440 8575 to	8899	617 760 5266 to	5299	639 415 2019 to	2099
481 673 0074 to	0095	499 731 6717 to	6799	617 813 3601 to	3699	639 420 6200 to	6299
482 527 1500 to	1599	500 064 1858 to	1869	618 840 9200 to	9299	639 469 3517 to	3799
482 541 5255 to	5299	500 070 5725 to	7799	619 551 7229 to	7299	639 605 2143 to	2199
482 729 6800 to	6899	600 645 3223 to	3299	619 859 3000 to	3099	639 657 8600 to	8799
483 363 7207 to	7299	601 339 1200 to	1399	620 073 9400 to	9499	640 289 7500 to	7599
483 402 2356 to	2399	601 653 5884 to	5899	621 614 7907 to	7930	640 289 7700 to	7999
483 486 5100 to	5199	601 661 7700 to	7799	621 614 7932 to	7999	641 170 4420 to	4499
483 632 1521 to	1599	601 682 5343 to	5399	621 648 8021 to	8199	641 318 3133 to	3199
483 632 2600 to	2799	601 928 1600 to	1699	621 648 8500 to	8599	641 378 6500 to	6999
483 849 1615 to	1699	602 512 2972 to	2999	621 904 8351 to	8599	641 383 8739 to	8799
484 174 4803 to	5299	602 555 2400 to	2799	621 916 1978 to	1989	641 877 3187 to	3299
484 323 8900 to	9199	602 829 7061 to	7099	622 989 8032 to	8099	641 877 3310 to	3399
484 680 5000 to	5038	603 483 9572 to	9599	623 076 9300 to	9399	642 355 8094 to	8199
484 680 5040 to	5074	603 490 7200 to	7299	623 819 5006 to	5099	642 355 8308 to	8999
484 680 5077 to	5099	603 678 7100 to	7199	623 895 8200 to	8399	642 900 0018 to	0099
485 029 4913 to	4999	603 678 7662 to	7699	623 917 0000 to	0099	643 030 6254 to	6299
486 176 0600 to	0699	603 678 7902 to	7999	623 917 0200 to	0299	644 066 0882 to	0899
486 559 7555 to	7599	603 678 8418 to	8499	624 468 5288 to	5299	644 069 0600 to	0699
486 696 3023 to	3199	603 678 8700 to	9999	624 665 3162 to	3198	644 077 7506 to	7699
488 173 7900 to	7999	604 086 0880 to	0899	625 088 6735 to	6799	644 085 8157 to	8199
488 206 4100 to	4199	604 349 1414 to	1499	625 916 9500 to	9799	644 112 9839 to	9899
488 226 0200 to	0299	604 503 7776 to	7799	625 968 8956 to	8999	644 373 9083 to	9099
488 709 3906 to	3999	605 520 9037 to	9099	627 005 3938 to	3999	644 380 1460 to	1499
488 855 8359 to	8399	605 685 4010 to	4099	627 384 3907 to	4099	644 733 4715 to	4799
489 181 8963 to	8999	605 988 6467 to	6499	627 496 7549 to	7599	644 900 9712 to	9799
489 223 2000 to	2099	607 689 7951 to	7960	627 708 3605 to	3699	644 901 0109 to	1299
489 311 1930 to	1999	607 728 1276 to	1299	627 776 2500 to	2599	644 901 1325 to	1399
489 318 6200 to	6300	608 727 7100 to	7199	628 226 3100 to	3199	644 923 6800 to	7799
489 384 0027 to	0099	608 727 7273 to	7599	628 814 4702 to	4799	644 932 4655 to	4699
489 427 0658 to	0899	608 813 9950 to	9999	628 851 9689 to	9699	645 318 7240 to	7499
489 997 5252 to	5299	609 067 5325 to	5399	629 510 7200 to	7299	645 333 1766 to	1799
490 669 5850 to	6099	609 067 5488 to	5499	629 964 4200 to	4294	645 790 8632 to	8699
490 717 7080 to	7099	609 067 5600 to	5699	630 389 3056 to	3071	645 821 0657 to	0699
490 721 6000 to	6099	609 289 6123 to	6199	630 463 0588 to	0599	645 930 7948 to	7999
490 793 1500 to	2099	609 438 4400 to	4499	631 459 9117 to	9199	645 975 0737 to	0762
490 886 8171 to	8199	609 493 1100 to	1199	631 762 9325 to	9399	646 242 6200 to	6299
490 977 9221 to	9240	609 766 8091 to	8999	632 217 4933 to	4999	646 270 7639 to	7799
491 258 8100 to	9099	609 825 4100 to	4115	632 500 0000 to	599 9999	646 798 4000 to	4999
491 567 1376 to	1399	609 884 2981 to	2999	633 110 4165 to	4199	647 048 7035 to	7099
492 254 4800 to	4899	609 893 1000 to	1099	633 110 4303 to	4499	647 049 2900 to	2999
492 283 5100 to	5199	610 092 3200 to	3299	633 438 6429 to	6599	647 398 8300 to	8399
492 610 6813 to	6899	610 582 4200 to	4299	633 588 7173 to	7182	647 398 8481 to	8499
493 394 5568 to	5599	611 879 6939 to	6999	634 725 0700 to	0799	647 437 3000 to	4999
493 470 2562 to	2599	612 291 8013 to	8099	634 803 3239 to	3299	647 811 2188 to	2199
493 473 7700 to	7799	612 751 5171 to	5199	634 807 2474 to	2499	648 009 6057 to	6099

648 163 5300 to	5499	667 729 5529 to	5599	691 313 6600 to	6699	740 535 1555 to	1580
648 722 5283 to	5299	668 383 8400 to	8699	691 582 8003 to	8099	740 701 6105 to	6114
648 892 3164 to	3199	670 368 3400 to	3499	691 664 1800 to	1999	740 705 9790 to	9799
649 100 3989 to	3999	670 369 7336 to	7399	691 664 2400 to	2499	740 726 6400 to	6500
649 647 0370 to	0399	670 750 7169 to	7199	692 727 9362 to	9399	740 765 3306 to	3399
649 647 0522 to	0599	671 046 6200 to	6399	692 798 1800 to	1899	805 885 8411 to	8499
649 647 5237 to	5399	671 251 5448 to	5499	693 249 0779 to	0799	806 087 1100 to	1499
649 647 9100 to	9299	671 926 5600 to	5799	693 249 0877 to	1699	806 268 9275 to	9299
649 666 7800 to	8299	672 444 2000 to	2999	693 445 0566 to	0999	806 534 3400 to	3477
650 114 7707 to	7719	672 828 3410 to	3499	693 448 8500 to	8999	807 342 3283 to	3399
650 130 3400 to	3599	673 167 5776 to	5799	693 645 9583 to	9599	808 086 7100 to	7199
650 213 0406 to	0499	675 464 3700 to	3799	693 965 4200 to	4299	808 090 3440 to	3499
650 555 1749 to	1799	675 464 4000 to	4199	695 741 2906 to	2999	808 325 5161 to	5699
650 564 1900 to	1999	676 365 5958 to	5999	695 947 8518 to	8599	808 784 8000 to	8299
650 627 4212 to	4299	676 669 1024 to	1099	696 662 8247 to	8299	830 125 0672 to	0699
650 736 2043 to	2099	677 126 6734 to	6799	697 447 8285 to	8296	830 602 5800 to	5999
650 739 1540 to	1699	677 333 9979 to	9999	698 042 4816 to	4899	830 610 3700 to	3799
651 741 4415 to	4499	677 466 1088 to	1099	698 131 2138 to	2157	830 983 3500 to	3599
651 882 2800 to	2899	678 071 4500 to	4799	698 227 0000 to	0099	830 983 3635 to	3699
652 754 6317 to	6399	678 096 7531 to	7599	700 065 2570 to	2599	831 354 1387 to	1399
653 131 4945 to	4999	679 909 2578 to	2599	700 065 4800 to	4899	831 815 8240 to	8299
653 426 3300 to	3399	680 112 9565 to	9599	700 190 3350 to	3359	832 525 3810 to	3899
653 455 4874 to	4899	680 244 0903 to	0999	700 228 6048 to	6099	833 159 1884 to	1899
654 238 0000 to	0399	680 412 6046 to	6099	700 650 0452 to	0499	833 456 2567 to	2599
654 404 3065 to	3092	680 761 6800 to	6899	700 666 1323 to	1349	833 566 3015 to	3071
654 962 2900 to	3199	681 677 0540 to	0699	700 786 9106 to	9142	834 130 5200 to	5299
655 103 5081 to	5199	682 070 1029 to	1099	700 859 0744 to	0758	834 316 5444 to	5499
655 523 2600 to	2999	682 956 6280 to	6299	701 028 6780 to	6899	834 354 8747 to	8766
656 305 2448 to	2499	682 956 6490 to	6599	701 213 3900 to	3999	834 354 8824 to	8838
657 347 4438 to	4999	682 956 6700 to	6799	701 267 2000 to	3999	835 269 5700 to	5799
657 710 8100 to	8999	682 965 1178 to	1199	701 335 7312 to	7399	835 496 7303 to	7399
657 780 0985 to	0999	682 965 1201 to	1299	701 369 2005 to	2050	835 539 5200 to	5999
658 586 1400 to	1499	683 118 2389 to	2399	701 499 2260 to	2299	835 813 3015 to	3099
658 877 8000 to	8199	683 378 2000 to	2099	701 503 2247 to	2299	837 672 8967 to	8999
658 880 8000 to	8199	683 378 2117 to	2299	701 541 2271 to	2299	837 784 3282 to	3299
659 398 7300 to	7399	683 415 1200 to	1499	701 553 6557 to	6599	838 176 8377 to	8399
659 706 8113 to	8199	683 444 8159 to	8199	701 601 3457 to	3499	838 518 1257 to	1299
659 846 7837 to	7899	685 154 7780 to	7789	701 605 5913 to	5999	839 718 8257 to	8299
660 510 4100 to	4199	685 297 7645 to	7699	701 695 3982 to	3999	840 323 0600 to	0699
660 673 0400 to	0599	685 623 5264 to	5299	701 695 4148 to	4199	840 875 6235 to	6299
661 488 5000 to	5099	685 650 9487 to	9499	701 695 4227 to	4299	840 910 0900 to	0999
661 609 9100 to	9199	685 669 4200 to	4299	701 708 1741 to	1799	841 349 5000 to	5099
661 716 9420 to	9499	685 757 8452 to	8499	701 736 3966 to	3999	841 805 7747 to	7899
661 906 6522 to	6599	686 071 2694 to	2799	701 838 2800 to	2899	841 805 7944 to	8099
662 021 8332 to	8399	686 176 3333 to	3354	701 941 0600 to	0699	842 226 0685 to	0695
662 068 0700 to	0899	686 372 3200 to	3299	702 171 1603 to	1699	842 685 4600 to	4699
662 553 0774 to	0799	686 644 5879 to	5899	702 195 5109 to	5199	842 685 4742 to	4999
663 078 7034 to	7099	686 899 1371 to	1399	702 254 9300 to	9399	842 860 0300 to	0399
663 763 5300 to	5399	686 931 7636 to	7699	702 264 7569 to	7599	842 898 5582 to	5599
663 883 7039 to	7499	687 601 0973 to	0999	702 713 1800 to	1809	843 062 7100 to	7199
663 938 9200 to	9299	687 614 6774 to	6799	702 821 5730 to	5799	843 077 6288 to	6299
664 253 8000 to	8499	688 120 9000 to	9999	702 821 5805 to	5899	843 077 6378 to	6399
664 656 3055 to	3099	688 314 3107 to	3191	702 846 6331 to	6399	843 758 5769 to	5778
665 174 6400 to	6499	690 291 1361 to	1371	702 848 3900 to	3999	843 786 2554 to	2699
665 274 8208 to	8299	690 788 2877 to	2899	702 878 0114 to	0199	845 656 8165 to	8199
665 669 5400 to	5499	690 893 5344 to	5399	740 002 7710 to	7719	845 727 2100 to	2199
666 132 8226 to	8299	690 893 5512 to	5599	740 241 9049 to	9099	845 746 2618 to	2635
666 696 2209 to	2299	690 904 1300 to	1599	740 255 1718 to	1799	846 390 7531 to	7599
666 696 2309 to	2399	690 941 6000 to	6199	740 470 2420 to	2443	846 918 0572 to	0599
667 032 9300 to	9399	691 313 6383 to	6399	740 523 7432 to	7449	847 237 7690 to	7699

847 284 2481 to	2499	860 275 3900 to	3999	870 541 7167 to	7239	908 622 4225 to	4235
847 374 7055 to	7065	860 518 9629 to	9699	870 575 8155 to	8999	908 936 9254 to	9299
847 374 7055 to	7065	860 600 0021 to	0999	870 589 0485 to	0494	909 100 1787 to	1799
847 636 5304 to	5399	861 158 2350 to	2599	870 691 7060 to	7099	909 100 1900 to	2099
847 700 5447 to	5499	861 367 5400 to	5499	872 100 0445 to	0459	909 355 0422 to	0499
847 723 7500 to	7599	861 637 6010 to	6099	900 556 4178 to	4199	909 568 8900 to	9099
849 485 3427 to	3499	861 979 7292 to	7499	900 845 0044 to	0099	909 568 9300 to	9499
849 520 9850 to	9899	862 216 6100 to	6199	900 936 0217 to	0299	909 725 7307 to	7399
849 608 1357 to	1399	862 263 9213 to	9299	900 936 0435 to	0499	909 833 0947 to	0999
849 792 2600 to	2699	862 271 0800 to	0999	901 058 5255 to	5280	910 219 8631 to	8699
850 546 1862 to	1899	862 271 5000 to	5099	901 273 1082 to	1099	910 265 1100 to	1199
851 143 6826 to	6844	863 871 5138 to	5199	901 287 5143 to	5199	910 471 7273 to	7299
851 209 9880 to	9899	863 949 5300 to	5399	901 291 2789 to	2799	910 536 2505 to	2599
851 928 9221 to	9299	864 088 8200 to	8299	901 525 7122 to	7199	910 958 7499 to	7599
852 589 6560 to	6599	864 426 3972 to	3999	902 198 9769 to	9799	911 140 1000 to	2199
853 049 3646 to	3699	864 520 6117 to	6136	902 948 1269 to	1299	911 245 2545 to	2599
854 304 4089 to	4999	865 151 0526 to	0599	902 985 0833 to	0899	911 268 9077 to	9099
854 529 2200 to	2299	865 500 4034 to	4099	903 370 6934 to	6999	911 400 8948 to	8999
854 532 0000 to	2999	865 883 6082 to	6099	904 600 6523 to	6599	911 508 1620 to	1799
855 001 6204 to	6249	866 004 3000 to	3999	904 892 0378 to	0399	911 509 9310 to	9399
855 319 9364 to	9399	866 442 4100 to	4899	904 892 0648 to	1299	911 523 3000 to	3999
855 361 3390 to	3399	867 366 9108 to	9118	905 056 2216 to	2299	912 057 9922 to	9999
856 226 0490 to	0499	867 633 7403 to	7499	905 510 6647 to	6799	913 605 2218 to	2299
856 656 5800 to	5999	867 737 5623 to	5699	905 510 6900 to	7099	913 709 2429 to	2499
856 752 0200 to	0299	868 169 4529 to	4599	905 794 0000 to	0199	913 818 3501 to	3999
857 111 1352 to	1399	868 173 8400 to	8599	905 794 0288 to	0299	914 063 4300 to	4399
857 279 3450 to	3499	868 514 9000 to	9099	905 873 6900 to	6999	914 529 6185 to	6299
857 843 4000 to	4099	868 566 9200 to	9299	905 873 7100 to	7299	915 546 6822 to	6999
858 124 7644 to	7699	868 566 9200 to	9299	905 880 8900 to	8999	915 671 3963 to	3980
858 756 3111 to	3299	869 387 1150 to	1199	905 889 7100 to	7199	915 671 3982 to	3999
859 063 8200 to	8699	869 505 3500 to	3599	906 158 1508 to	1599	915 675 2217 to	2299
859 190 0600 to	0644	869 523 7033 to	7099	906 558 8812 to	8899	916 440 3377 to	3399
859 437 5538 to	5599	869 800 0000 to	999 9999	906 982 2214 to	2299	916 670 6352 to	6399
859 811 2888 to	2899	870 054 4814 to	4899	907 725 8500 to	8599	916 694 1414 to	1499
859 855 8873 to	8999	870 491 4812 to	4849	907 815 0216 to	0257	917 370 6300 to	6499
860 240 8520 to	8599	870 536 5820 to	5829				

— Group2—Security,
Postal Inspection Service, 8-7-03

Missing, Lost, or Stolen Canadian Money Order Forms

Do Not Cash — Upon Receipt, Notify Local Postal Inspectors

This listing will be provided to all Postal Service™ employees responsible for accepting and cashing postal money orders. Destroy any interim notices when the numbers listed appear in the *Postal Bulletin*. The new money order serial numbers consist of the first 9 digits. The 10th digit is a check digit only.

Do not cash new style money orders **000 000 001 to 692 600 000**. Advise holders to send invalid money orders to: Canada Post Corporation, Ottawa, Canada K1A 0B1. Check for altered dollar amounts by holding money orders to the light.

000 000 001 to 692 600 000	702 410 595 to 1 050	712 003 381 to 3 650	722 378 265 to 8 280
692 720 871 to 0 900	702 660 151 to 0 540	712 104 220 to 4 230	722 413 990 to 4 004
692 876 955 to 7 050	702 723 429 to 3 450	712 327 861 to 7 890	722 764 948 to 4 980
693 290 380 to 0 400	703 004 401 to 4 820	712 327 952 to 7 980	722 825 840 to 5 889
693 290 426 to 0 450	703 083 819 to 4 020	712 647 061 to 7 090	723 153 841 to 3 850
694 063 700 to 3 897	703 432 131 to 2 230	713 284 171 to 4 260	723 237 616 to 7 630
694 063 900 to 4 000	703 626 061 to 6 090	713 292 871 to 2 990	723 331 081 to 1 110
694 550 501 to 0 530	703 863 121 to 3 240	714 035 101 to 5 160	723 496 443 to 6 470
694 595 031 to 5 050	703 863 477 to 3 540	714 155 011 to 5 400	723 967 291 to 7 320
694 595 087 to 5 300	703 867 801 to 7 980	714 328 231 to 8 440	724 655 196 to 5 340
694 698 551 to 8 650	704 030 628 to 0 640	714 442 952 to 2 980	724 711 441 to 1 500
694 745 458 to 5 600	704 154 024 to 4 120	714 562 843 to 2 860	724 711 538 to 1 560
695 105 313 to 5 350	704 227 561 to 7 829	714 590 391 to 0 430	724 793 221 to 3 250
695 142 809 to 3 050	704 227 831 to 8 069	714 609 811 to 9 930	724 908 109 to 8 120
695 144 666 to 4 700	704 228 071 to 8 100	714 609 961 to 9 990	724 937 461 to 7 670
695 272 601 to 2 750	704 420 344 to 0 490	714 807 181 to 7 240	725 163 118 to 3 151
695 277 576 to 7 650	704 568 751 to 8 990	714 871 321 to 1 500	725 202 735 to 2 750
695 530 761 to 0 800	704 965 301 to 5 770	714 928 529 to 8 590	725 398 591 to 8 800
696 487 701 to 7 800	705 116 780 to 6 790	715 128 183 to 8 330	725 464 591 to 4 920
696 784 101 to 4 550	705 280 801 to 0 980	715 144 171 to 4 470	725 475 321 to 5 330
696 870 601 to 0 650	705 475 651 to 6 040	715 197 211 to 7 570	725 711 057 to 1 070
697 047 501 to 7 600	705 566 127 to 6 280	715 595 910 to 6 180	725 738 581 to 8 730
697 052 101 to 2 350	705 740 581 to 0 730	715 941 781 to 1 810	725 981 311 to 1 430
697 217 251 to 7 400	705 782 796 to 2 820	715 962 421 to 2 480	725 987 835 to 7 880
697 249 952 to 50 050	705 822 271 to 2 480	716 477 396 to 7 430	726 060 811 to 0 900
697 414 886 to 4 900	706 180 148 to 0 290	716 556 635 to 6 660	726 391 970 to 2 520
697 469 606 to 9 700	706 184 041 to 4 220	717 191 648 to 1 690	726 484 771 to 4 800
697 850 401 to 0 750	706 357 861 to 8 190	717 193 161 to 3 490	726 493 351 to 5 300
698 098 446 to 8 550	706 382 419 to 2 430	717 228 591 to 8 680	726 504 031 to 4 063
698 300 251 to 0 300	706 628 735 to 8 820	717 333 902 to 3 950	726 504 070 to 4 090
698 504 383 to 4 650	706 638 211 to 8 420	717 739 745 to 9 910	726 504 331 to 4 390
698 533 927 to 4 200	706 817 959 to 8 000	717 884 991 to 5 050	726 563 701 to 4 060
698 562 268 to 2 400	707 034 391 to 4 450	718 026 171 to 6 290	726 599 371 to 9 460
699 090 686 to 0 750	707 292 636 to 2 660	718 466 370 to 6 420	726 626 356 to 6 370
699 752 699 to 2 850	707 441 401 to 1 687	718 568 451 to 8 479	727 182 271 to 2 510
700 068 473 to 8 500	707 441 836 to 1 940	718 590 741 to 0 770	727 416 181 to 6 240
700 161 501 to 1 650	707 958 541 to 8 570	718 714 210 to 4 370	727 481 431 to 1 460
700 202 522 to 2 700	707 960 107 to 0 160	718 795 881 to 6 000	727 749 241 to 9 780
700 290 275 to 0 300	708 059 941 to 60 000	718 961 721 to 1 780	728 382 331 to 2 480
700 465 730 to 5 750	708 115 830 to 5 860	718 982 001 to 2 300	728 702 338 to 2 400
700 561 444 to 1 550	708 116 251 to 6 310	719 869 731 to 9 760	728 915 371 to 5 850
701 423 101 to 3 150	708 138 301 to 8 480	720 227 871 to 7 930	728 953 141 to 3 410
701 625 469 to 5 550	709 222 591 to 2 920	720 227 949 to 7 960	728 954 280 to 4 310
701 643 829 to 3 850	709 243 479 to 3 500	720 368 543 to 8 570	729 169 081 to 9 140
701 945 451 to 5 500	709 411 171 to 1 320	720 392 151 to 2 570	729 363 841 to 3 870
702 033 701 to 4 050	709 649 804 to 9 820	720 556 491 to 6 640	729 682 891 to 3 190
702 051 501 to 1 750	709 733 281 to 3 580	720 558 621 to 8 650	729 838 940 to 9 070
702 053 601 to 3 800	710 046 813 to 6 840	720 575 361 to 5 570	729 839 101 to 9 130
702 104 368 to 4 900	710 358 093 to 8 166	720 590 152 to 0 179	730 077 683 to 7 840
702 128 306 to 8 400	710 358 257 to 8 270	721 638 331 to 9 170	730 109 847 to 9 880
702 179 891 to 9 900	711 021 501 to 1 510	721 815 391 to 5 420	730 373 761 to 3 850
702 260 751 to 0 850	711 049 411 to 9 560	721 969 713 to 9 740	730 501 951 to 2 130
	711 408 045 to 8 090	722 072 137 to 2 160	730 519 379 to 9 470

730 569 278	to	9 360	739 219 381	to	9 440	751 757 641	to	7 700	761 975 641	to	5 670
730 711 711	to	1 740	739 740 151	to	0 180	751 936 951	to	7 010	761 975 886	to	5 895
730 722 991	to	3 230	739 793 491	to	3 520	751 951 861	to	1 890	762 304 144	to	4 170
730 845 970	to	5 990	739 793 527	to	3 550	751 999 021	to	9 110	762 324 931	to	4 960
730 888 291	to	8 320	739 942 621	to	2 650	752 139 516	to	9 570	762 439 261	to	9 290
730 927 591	to	7 680	739 999 231	to	9 320	752 182 892	to	2 950	762 524 158	to	4 220
731 307 914	to	7 930	740 011 517	to	1 530	752 206 861	to	7 100	762 584 872	to	4 970
731 402 431	to	2 460	740 030 701	to	0 970	752 295 241	to	5 600	762 593 431	to	3 460
731 407 232	to	7 320	740 261 740	to	1 820	752 731 351	to	1 410	763 155 160	to	5 180
731 588 301	to	8 340	740 265 811	to	6 290	752 767 441	to	7 470	763 178 631	to	8 660
731 767 273	to	7 320	740 299 111	to	9 170	753 008 941	to	9 030	763 506 001	to	6 060
731 781 061	to	1 120	740 299 231	to	9 260	753 194 311	to	4 370	763 522 141	to	2 470
731 837 821	to	7 910	740 329 266	to	9 320	753 620 378	to	0 400	763 717 694	to	7 800
731 841 377	to	1 450	740 889 081	to	9 090	754 013 917	to	3 940	763 826 461	to	6 520
732 018 481	to	8 600	741 010 421	to	0 530	754 161 061	to	1 120	763 900 460	to	0 471
732 067 972	to	8 370	741 113 041	to	3 370	754 358 445	to	8 610	763 900 479	to	0 530
732 188 649	to	8 670	741 373 891	to	4 340	754 410 451	to	0 660	763 917 271	to	7 750
732 193 460	to	3 470	741 452 369	to	2 490	754 438 393	to	8 410	764 125 801	to	5 860
732 201 241	to	1 390	741 492 991	to	3 140	754 493 109	to	3 130	764 284 525	to	4 560
732 220 431	to	0 440	741 553 460	to	3 470	754 664 182	to	4 220	764 526 241	to	6 330
732 355 201	to	5 380	741 764 431	to	4 520	754 816 377	to	6 470	764 601 421	to	1 600
732 472 320	to	2 560	742 178 834	to	8 880	755 487 421	to	7 600	764 650 231	to	0 470
732 541 605	to	1 620	742 325 500	to	5 520	755 592 901	to	3 140	764 984 371	to	4 850
732 572 221	to	2 490	742 325 668	to	5 700	755 790 020	to	0 030	765 003 667	to	3 680
732 586 479	to	6 710	742 408 771	to	8 830	755 791 730	to	1 800	765 042 517	to	2 540
732 994 037	to	4 080	742 512 120	to	2 150	755 926 951	to	7 070	765 194 728	to	4 970
733 163 449	to	3 460	742 684 849	to	4 890	755 934 332	to	4 510	765 387 365	to	7 450
733 297 171	to	7 290	742 839 553	to	9 630	755 957 701	to	8 000	765 541 801	to	2 100
733 446 631	to	7 110	742 913 668	to	3 700	755 962 981	to	3 280	765 638 461	to	8 970
733 474 665	to	4 770	742 917 287	to	7 296	756 035 371	to	5 490	765 647 101	to	7 190
733 704 482	to	4 570	742 921 891	to	1 980	756 301 257	to	1 290	765 813 781	to	4 029
733 751 041	to	1 130	742 983 631	to	3 810	756 371 565	to	1 580	765 879 314	to	9 390
734 009 101	to	9 130	743 020 021	to	0 170	756 876 031	to	6 120	765 954 001	to	4 030
734 290 759	to	0 770	743 206 491	to	6 500	756 876 151	to	6 240	766 120 286	to	0 320
734 389 273	to	9 290	743 235 992	to	6 050	756 970 129	to	0 140	766 125 716	to	5 750
734 440 031	to	0 111	743 940 631	to	0 900	757 059 613	to	9 630	766 158 824	to	8 840
734 797 201	to	7 320	743 978 011	to	8 070	757 078 540	to	8 560	766 388 433	to	8 460
734 939 611	to	9 640	744 234 751	to	4 780	757 086 209	to	6 240	766 509 421	to	9 660
734 950 111	to	0 170	744 499 591	to	9 680	757 240 591	to	0 650	766 572 901	to	3 020
735 120 331	to	0 840	744 626 901	to	6 910	757 277 371	to	7 700	766 748 500	to	8 521
735 283 008	to	3 020	745 388 794	to	8 910	757 291 591	to	2 730	767 024 341	to	4 370
735 293 131	to	3 220	746 446 806	to	6 820	757 964 251	to	4 280	767 326 471	to	6 590
735 635 010	to	5 040	746 818 351	to	8 410	758 067 001	to	7 090	767 332 561	to	2 950
735 783 961	to	3 990	747 245 266	to	5 280	758 105 221	to	5 250	768 009 841	to	9 960
735 803 401	to	3 430	747 364 813	to	4 830	758 324 941	to	5 000	768 011 489	to	1 520
736 005 420	to	5 440	747 501 434	to	1 450	758 593 628	to	3 650	768 177 980	to	7 990
736 366 021	to	6 110	747 739 891	to	0 070	758 709 038	to	9 060	768 391 081	to	1 170
736 624 456	to	4 500	748 148 649	to	8 760	758 744 101	to	4 160	768 661 569	to	1 650
736 670 851	to	1 060	748 259 960	to	9 970	758 850 883	to	0 900	769 000 051	to	0 080
736 767 061	to	7 090	748 565 162	to	5 280	758 860 951	to	1 550	769 050 841	to	0 900
736 767 093	to	7 120	748 874 988	to	5 030	759 152 851	to	2 880	769 159 081	to	9 178
736 982 191	to	2 370	749 137 381	to	7 410	759 740 941	to	1 090	769 737 496	to	7 510
736 982 551	to	2 730	749 190 192	to	0 210	760 004 596	to	4 610	769 778 491	to	8 730
737 110 141	to	0 170	749 685 421	to	5 450	760 118 191	to	8 250	769 827 331	to	7 450
737 185 501	to	5 710	749 846 791	to	6 850	760 155 001	to	5 090	770 216 071	to	6 100
737 317 321	to	7 350	749 993 131	to	3 580	760 378 002	to	8 020	770 723 281	to	3 400
737 517 781	to	7 840	750 071 587	to	1 610	760 692 722	to	2 749	770 790 451	to	0 480
737 628 181	to	8 210	750 408 167	to	8 183	761 055 460	to	5 480	770 915 150	to	5 490
737 634 258	to	4 270	750 438 421	to	8 501	761 169 781	to	9 810	771 455 551	to	5 610
738 361 971	to	1 980	750 743 911	to	4 030	761 504 941	to	5 120	771 609 661	to	9 690
738 447 601	to	7 660	750 779 118	to	9 400	761 516 836	to	6 910	771 932 551	to	2 580
738 648 355	to	8 450	750 910 981	to	1 010	761 613 588	to	3 600	772 057 224	to	7 440
738 849 811	to	9 900	750 960 841	to	0 900	761 688 631	to	8 690	772 162 660	to	3 070
738 892 270	to	2 290	751 296 211	to	6 240	761 805 199	to	5 240	772 718 615	to	8 640
738 997 259	to	7 380	751 539 121	to	9 180	761 826 106	to	6 120	772 970 886	to	0 940
739 161 451	to	1 540	751 541 311	to	1 790	761 881 171	to	1 560	773 009 419	to	9 430

773 112 031 to 2 060	775 579 301 to 9 320	780 533 288 to 3 310	785 429 491 to 9 520
773 125 387 to 5 410	775 622 683 to 2 760	780 625 208 to 5 920	785 989 351 to 9 440
773 179 320 to 9 410	776 144 621 to 4 670	780 711 345 to 1 540	786 036 450 to 6 480
773 202 989 to 3 140	776 154 010 to 4 060	780 778 894 to 8 920	786 111 854 to 1 930
773 208 991 to 9 290	777 561 631 to 2 080	780 865 851 to 5 920	786 510 527 to 0 540
773 231 311 to 1 340	776 657 371 to 7 490	780 873 421 to 3 450	786 510 571 to 0 600
773 348 739 to 8 940	776 817 421 to 7 450	781 141 891 to 1 980	786 676 937 to 6 980
773 575 891 to 5 950	776 951 225 to 1 250	781 238 697 to 8 730	786 730 831 to 0 920
773 852 971 to 3 030	777 141 601 to 2 140	781 503 151 to 3 180	786 743 671 to 3 700
773 858 011 to 8 100	777 297 421 to 7 510	781 518 818 to 8 840	786 743 711 to 3 730
773 892 721 to 7 190	777 621 721 to 1 750	781 624 126 to 4 200	786 854 491 to 4 550
773 958 061 to 8 660	777 810 309 to 0 330	781 679 221 to 9 340	786 977 256 to 7 461
774 101 148 to 1 190	778 049 651 to 9 670	781 723 771 to 3 890	787 158 121 to 8 390
774 107 161 to 7 190	778 106 225 to 6 310	781 723 964 to 3 990	787 325 701 to 5 910
774 177 226 to 7 270	778 218 730 to 8 780	781 761 391 to 1 720	787 493 281 to 3 340
774 279 481 to 9 810	778 251 871 to 1 930	781 878 721 to 9 020	787 793 816 to 3 880
774 408 399 to 8 420	778 286 911 to 6 940	782 424 840 to 4 900	787 822 428 to 2 440
774 431 821 to 2 450	778 328 699 to 8 730	782 939 821 to 9 850	787 887 881 to 7 901
774 510 451 to 0 780	778 567 471 to 7 860	782 985 347 to 5 360	788 326 339 to 6 380
774 652 981 to 3 010	778 570 771 to 0 830	783 063 631 to 3 690	788 403 671 to 3 690
774 778 981 to 9 040	778 699 096 to 9 110	783 578 101 to 8 130	788 815 771 to 5 860
774 867 481 to 7 510	778 779 471 to 9 480	783 578 143 to 8 160	789 044 014 to 4 100
774 867 515 to 7 540	779 146 205 to 6 230	783 663 991 to 4 050	790 911 883 to 1 900
774 934 275 to 4 290	779 233 681 to 3 710	783 739 838 to 0 280	791 057 441 to 7 550
774 961 261 to 1 290	779 316 961 to 7 200	784 142 598 to 2 610	791 239 081 to 9 290
775 106 223 to 6 235	779 339 221 to 9 400	784 380 061 to 0 090	791 387 971 to 8 030
775 106 237 to 6 248	779 702 191 to 2 250	784 507 591 to 7 740	791 447 521 to 7 850
775 331 515 to 1 550	779 994 001 to 4 090	784 507 759 to 7 860	791 451 151 to 1 240
775 444 210 to 4 230	780 103 591 to 3 650	784 913 509 to 3 531	791 500 009 to 0 470

— Group2—Security,
Postal Inspection Service, 8-7-03

Counterfeit Canadian Money Order Forms

Do Not Cash

To be posted and used by retail window employees. As directed, destroy previous notices. All interim notices should be destroyed when the numbers listed appear in the *Postal Bulletin*.

671,819,086	686,794,382
676,612,640	686,794,426
677,891,039	686,794,427
678,282,493	686,794,431
678,916,031	687,262,502
679,552,215	687,262,503
679,694,334	687,262,525
679,751,983	687,262,526
679,800,207	687,287,578
681,130,536	687,287,581
681,844,376	687,287,582
683,594,542	694,063,898
684,683,610	694,063,899
686,619,878	694,063,980
686,619,886	701,321,725
686,619,887	

— Group2—Security,
Postal Inspection Service, 8-7-03

Toll-Free Number Available to Verify Canadian Money Orders

The Canada Post Corporation is now providing a toll-free number that cashing agents can call to verify the validity of Canadian Postal Money Orders. The number is 800-563-0444.

This toll-free number is printed on the back of the Canadian Postal Money Orders.

— Group2—Security,
Postal Inspection Service, 8-7-03

August 2003

Have You Seen Any of These Missing Children?

Please participate in the NALC/USPS Child Alert Program. Tear out this page and carry it with you. If you have information on any of these missing persons, tell your Postal Service supervisor.



Ashley Millares
 Age progression to 7 years
 Born: 8-9-95
 Date Missing: 12-25-96
 Missing From: Covina, CA



Elizabeth Millares
 Age progression to 11 years
 Born: 5-6-92
 Date Missing: 12-25-96
 Missing From: Covina, CA



Gabrielle Millares
 Age progression to 12 years
 Born: 3-11-91
 Date Missing: 12-25-96
 Missing From: Covina, CA



Rachael Robbio
 Born: 7-24-88
 Date Missing: 1-23-03
 Missing From: Ft. Lauderdale, FL



Christian Leyva
 Born: 11-10-98
 Date Missing: 9-24-00
 Missing From: Downey, CA



Oscar Leyva
 Born: 2-9-97
 Date Missing: 9-24-00
 Missing From: Downey, CA

**Please call the National Center for Missing and Exploited Children
 Hot Line 1-800-843-5678
 TDD 1-800-826-7653**

Missing Children Poster Display Instructions

Please display this poster prominently on bulletin boards in retail lobbies of main Post Offices™, classified stations, and branches. Operators of contract postal units may display this poster at their option.

Companion posters, authorized for display on bulletin boards maintained by employee organizations, appear periodically in *The Postal Record*, a publication for members of the National Association of Letter Carriers.

This poster is published in cooperation with the National Center for Missing and Exploited Children, the United States Department of Justice, and the National Association of Letter Carriers. Information appearing on this poster is selected solely by the National Center for Missing and Exploited Children (NCMEC).

In addition to *Postal Bulletin* updates, NCMEC distributes information via broadcast fax. Notification of newly reported missing children is sent to designated district "Missing Children" coordinators at fax numbers provided by district managers. Within 24 hours of receipt of a facsimile Missing Children poster, district coordinators should distribute copies to all Postal Service™ facilities in their districts. Missing Children posters are to be displayed for 30 days in Post Office lobbies, workroom floor areas, and other Postal Service facilities, unless notification is received (from NCMEC) to remove a particular poster sooner. The broadcast fax network is used to distribute posters and information in only the most urgent cases of missing and exploited children. This system supplements, but does not replace, the missing children information in this *Postal Bulletin*.

Missing Children posters are available to the U.S. Postal Service® only as described above. If Postal Service employees are contacted by individuals or local agencies about displaying a sign or poster of a missing child in local Post Offices, the individual or agency should be politely informed that the U.S. Postal Service displays only those posters provided by NCMEC, because it has been designated by the U.S. Department of Justice to be the national clearinghouse and resource center for missing and exploited children. The individual or agency should then be referred to NCMEC at 1-800-843-5678.

August 2003

Have You Seen Any of These Missing Children?

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Eunice Gomez
 Born: 4-13-90
 Date Missing: 3-31-03
 Missing From: Indianapolis,
 IN



Sabrina Eisenhart
 Born: 6-6-88
 Date Missing: 2-20-03
 Missing From: Pembroke
 Pines, FL



Rosa Camacho
 Age progression to 8 years
 Born: 6-7-93
 Date Missing: 10-24-97
 Missing From: Hartford, CT



Rene Perez
 Age progression to 14 years
 Born: 2-16-88
 Date Missing: 9-20-94
 Missing From: Los Angeles, CA



Jeremy DeWalt
 Born: 10-1-97
 Date Missing: 10-25-02
 Missing From: San Antonio,
 TX



Katelynn Carr
 Born: 9-14-95
 Date Missing: 4-4-03
 Missing From: Attica, IN

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 Hot Line 1-800-843-5678
 TDD 1-800-826-7653**

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August 2003

Have You Seen Any of These Missing Children?

Please participate in the NALC/USPS Child Alert Program. Tear out this page and carry it with you. If you have information on any of these missing persons, tell your Postal Service supervisor.



Mariana Cisneros
 Born: 1-22-95
 Date Missing: 2-20-03
 Missing From: Nashville, TN

NO PHOTO AVAILABLE

Edgardo Espinoza
 Born: 12-1-01
 Date Missing: 2-20-03
 Missing From: Nashville, TN



Breonna Barbary
 Born: 8-15-94
 Date Missing: 2-2-03
 Missing From: Kokomo, IN



Jasmin Colmenero
 Born: 11-17-95
 Date Missing: 7-6-02
 Missing From: Santa Ana, CA



Vanessa Colmenero
 Born: 4-11-97
 Date Missing: 7-6-02
 Missing From: Santa Ana, CA



Pilar Rodriguez
 Born: 2-5-95
 Date Missing: 1-30-99
 Missing From: Hollywood, FL



Crystal Rodriguez
 Born: 9-6-87
 Date Missing: 9-26-01
 Missing From: Salinas, CA

**Please call the National Center for Missing and Exploited Children
 Hot Line 1-800-843-5678
 TDD 1-800-826-7653**

Missing Children Poster Display Instructions

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Submit a Lead

* Required Fields

Company Information

* Company Name	
* Street Address <i>(No., street, ste. no.)</i>	
* City, *State, ZIP + 4®	

Company Contact Information

Salutation	<input type="checkbox"/> Mr. <input type="checkbox"/> Ms.
* First Name	
* Last Name	
Contact Title	
* Phone Number <i>(Include area code)</i>	()
E-mail Address	

Your Information

*First Name	
*Last Name	
*Title	
* Phone Number <i>(Include area code)</i>	()
Fax Number <i>(Include area code)</i>	()
Office Name <i>(e.g., Dublin Post Office)</i>	
ZIP + 4®	
E-mail Address <i>(Internal or external)</i>	
How would you like to be contacted about the outcome of your lead?	<input type="checkbox"/> E-mail <input type="checkbox"/> Hardcopy via Mail <input type="checkbox"/> Fax

Postal Service™ Products the Customer May Be Interested in Using

<input type="checkbox"/> Direct Mail <input type="checkbox"/> Packages <input type="checkbox"/> Online Services
<input type="checkbox"/> International <input type="checkbox"/> Other <i>(Please specify in "Lead Comments")</i>

Competitors Used *(If known)*

<input type="checkbox"/> UPS <input type="checkbox"/> FedEx <input type="checkbox"/> Airborne
<input type="checkbox"/> Other <i>(Please specify in "Lead Comments")</i>

Lead Potential <i>(e.g., 10000 – do not use dollar signs or commas)</i>	
Volume <i>(e.g., 50 pkgs. daily or 100 First-Class Mail[®] service letters a day)</i>	
Lead Comments	

*** Area**
(e.g., Southwest, Eastern Area)

Headquarters/Area Representative	
Name	
Street Address	
City, State, ZIP + 4[®]	

Please see the list of "Submit a Lead" representatives.
Find your area or Headquarters contact person, complete the necessary information on this form, and mail it to the representative's address.

PULL-OUT SECTION



Vending Equipment Sales and Service
Daily Activity Log

Month	FY
-------	----

Location Information		Servicing Employee Information		Monthly Workhour Totals		Miles Driven and Misc. Costs
ZIP + 4	Type Code	Servicing Employee Name	Servicing Employee ID Number	Month Total Office Workhours	Month Total Service Workhours	Miles Driven
Location Name	Work Address	Telephone Number		Hours	Minutes	
Street Address	City and State	Check One	Supervisor	Hours	Minutes	Misc. Cost
City and State	ZIP + 4	SSPC Tech	Other:	Month Total Travel Time	Month Total Overtime Workhours	
		Clerk	Pay Level:	Hours	Minutes	
		(If other provide)	Title	Hours	Minutes	
Machine Serial #	Model Code	Model Name/Type		Add	Delete	Month Totals
a. Service Date						
b. Office						
c. Service						
d. Travel Time						
e. Overtime						
f. Sales						
g. Transactions						
h. Out-of-Service						
Machine Serial #	Model Code	Model Name/Type		Add	Delete	Month Totals
a. Service Date						
b. Office						
c. Service						
d. Travel Time						
e. Overtime						
f. Sales						
g. Transactions						
h. Out-of-Service						
Machine Serial #	Model Code	Model Name/Type		Add	Delete	Month Totals
a. Service Date						
b. Office						
c. Service						
d. Travel Time						
e. Overtime						
f. Sales						
g. Transactions						
h. Out-of-Service						

PS Form 8130, October 2003 (See Instructions on Reverse)

Previous Versions Unusable

(See article on page 85.)

**INSTRUCTIONS FOR COMPLETING
PS 8130 VENDING SALES AND SERVICE
DAILY ACTIVITY LOG**

Reporting Period Information Enter the month and fiscal year for the machine activity being record.

Changes in VESS Information Check the appropriate box for changes in location, equipment, or servicing employee.

Location Information **Location Code**

ZIP+4	Enter the ZIP+4 for the geographical location where the equipment is located.	Location Type	Code
NAME	Enter a location name that local personnel will recognize when referencing the location.	Postal Branch	BR
ADDRESS	Enter the street address of the location.	Postal Main Office	MO
CITY / STATE	Enter the city and state of the location.	Postal Station	ST
TYPE CODE	Enter the two-digit type code from the Location Type Codes list to the right.	Postal Store	PS
		Aviation / Airport	AV
		Bank	BK
		College	CL
		Corporation	CO
		Department Store	DS
		Gift Shop	GS
		Government Location	GL
		Hospital	HP
		Hotel	HT
		Post Office Express	PE
		Supermarket	SM
		Mall	MA
		Misc. / Other	MI
		Military Postal	ML

Servicing Employee Information

SERVICING EMPLOYEE VESS ID NUMBER	The ID number is assigned by VESS automatically. Contact the District VESS program administrator for the number assigned.
NAME	Enter the name of the servicing employee whose activities are reported on this form.
ADDRESS	Enter the street address where the servicing employee is domiciled.
CITY / STATE	Enter the city and state where the servicing employee is domiciled.
ZIP+4	Enter the ZIP+4 where the servicing employee is domiciled.
TELEPHONE NUMBERS	Enter the telephone, pager, and mobile number when applicable in the appropriate box.
JOB TITLE	Check the appropriate box. If 'OTHER', include title and pay level.

Month Totals

TOTAL OFFICE HOURS	Enter the sum total of "b" entries here.
TOTAL SERVICE HOURS	Enter the sum total of "c" entries here.
TRAVEL TIME	Enter the total time spent in transit for this location for the month recorded.
MILES DRIVEN	Enter the total mileage charged to this location for the month.
MISCELLANEOUS COSTS	Enter the dollar and cent amount for any rent, utilities, or cleaning supplies used during the month of record.

Current Equipment Codes

Model Code	Item Number	Model Name	Type
118	V-3504D	PS-53D	SVM
119	V-3504C	PS-53C MOD	SVM
120	V-3510	PS-22	SVM
121	V-3510	PS-22B	SVM
206	V-1065E	PBM-6	BVM
207	V-1065D	PBM2A	BVM
208	V-1065F	PBM-7	BVM
307	V-3508B	PCM-1625A	MCM
308	V-3508C	PCM-1625B	MCM
601	V-3508D	PBSM-624	BSM
602	V-3508D	PBSM-624B	BSM

Machine Information

MACHINE SERIAL NUMBER	Enter the serial number located on the boiler plate identification tag affixed to the machine.
MODEL CODE	Enter the appropriate model code from the list to the right.
MODEL NAME / TYPE	Enter the appropriate model name / type from the list to the right.
ADD / DELETE	Check the appropriate box to add or delete a machine.

- a. ENTER SERVICE DATE Enter the service date for each day service activities are performed.
 - b. ENTER THE NUMBER OF OFFICE WORKHOURS Office hours are the number of hours and minutes spent counting currency, preparing deposits and stock requisitions, performing accounting functions, auditing, depositing currency, arranging for repair and replacement of failed subassemblies, and providing customer service including reimbursements.
 - c. ENTER THE NUMBER OF SERVICE WORKHOURS Service workhours are the number of hours and minutes spent servicing the equipment by loading stock, collecting cash, replacing modules (troubleshooting), and general housekeeping.
 - d. ENTER THE NUMBER OF OVERTIME HOURS Postal overtime pay is a premium pay to eligible employees for work performed after eight paid hours in any one service day or forty paid hours in any one service week.
 - e. ENTER SALES AMOUNT FOR MONTH "Sales" = "products sold" x "the price" (See PO-102, Chapter 7)
 - f. WHEN REQUESTED, MONITOR TRANSACTIONS Enter the total number of transactions generated by the corresponding machine during the accounting period. (Refer to Retail Vending Operation and Marketing Handbook, PO-102, for instructions on monitoring transactions for a particular machine.)
 - g. ENTER THE OUT-OF-SERVICE CODE The out-of-service code is the four-digit code based on the following: the first two digits represent the total number of days a machine is out-of-service. The second two digits are based on the code table to the right.
- MONTHLY TOTALS** Total rows e thru g, left to right, for each machine listed. Enter the sum in the appropriate MONTHLY TOTALS block. (Make entries for items "f" and "g" only when applicable.)

Code	Descriptor	Example: 04-03
01	Validator	The first two digits indicate the machine was OUT-OF-SERVICE for four days. The second two digits indicate the primary reason was for a defective controller.
02	Coin Mech	
03	Controller	
04	Dispenser	
05	Electrical	
06	Other	
07	Jam	
08	Jackpot	
09	Switch	
10	Damage	
11	Relocation	NOTE: In the event a machine is inoperative for various reasons during the month, indicate the OUT-OF-SERVICE code you feel was most predominant in the Month column.



“Remote locations are no problem, thanks to **Global Express Mail!**”

– Alexander Reinprecht, Co-founder
Hawaiian Xtreme Sports TV



Delivery to
over 190 countries

www.epgs.com





This office will be
CLOSED
Monday,
September 1, 2003,
Labor Day.

Need Postal Service information? Call 800-ASK-USPS, 24 hours a day, 365 days a year. Or visit our Web site, www.usps.com, for information, stamps, and so much more.



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International Mail (continued)

On June 11, 2003, the Postal Service amended an International Customized Mail (ICM) Service Agreement dated May 1, 2001. The Agreement was published on page 68 of *Postal Bulletin* 22054 (7-12-01). The Amendment modifies the term of the Agreement. In accordance with *International Mail Manual* (IMM) 297.4, the Postal Service previously announced entering into an International Customized Mail Service Agreement with this Qualifying Mailer and now makes public the following information regarding this Amendment:

- a. Term:** May 1, 2001, through August 31, 2003.

On June 30, 2003, the Postal Service amended an International Customized Mail (ICM) Service Agreement dated April 5, 2001. The Agreement was published on page 73 of *Postal Bulletin* 22082 (8-08-02). The Amendment modifies the term of the Agreement. In accordance with *International Mail Manual* (IMM) 297.4, the Postal Service previously announced entering into an International Customized Mail Service Agreement with this Qualifying Mailer and now makes public the following information regarding this Amendment:

- a. Term:** April 5, 2001, through August 31, 2003.
b. Type of mail: *All other provisions of the Agreement shall remain in force.*

On July 3, 2003, the Postal Service amended an International Customized Mail (ICM) Service Agreement dated August 1, 2001. The Agreement was published on page 34 of *Postal Bulletin* 22060 (10-04-01). The Amendment modifies the term of the Agreement. In accordance with *International Mail Manual* (IMM) 297.4, the Postal Service previously announced entering into an International Customized Mail Service Agreement with this Qualifying Mailer and now makes public the following information regarding this Amendment:

- a. Term:** August 1, 2001, through September 30, 2003.
b. Type of mail: *All other provisions of the Agreement shall remain in force.*
-

- b. Type of mail:** *All other provisions of the Agreement shall remain in force.*
c. Destination countries: *All other provisions of the Agreement shall remain in force.*
d. Service provided by the Postal Service: *All other provisions of the Agreement shall remain in force.*
e. Minimum volume commitments: *All other provisions of the Agreement shall remain in force.*
f. Worksharing: *All other provisions of the Agreement shall remain in force.*
g. Rates: *All other provisions of the Agreement shall remain in force.*

-
- c. Destination countries:** *All other provisions of the Agreement shall remain in force.*
d. Service provided by the Postal Service: *All other provisions of the Agreement shall remain in force.*
e. Minimum volume commitments: *All other provisions of the Agreement shall remain in force.*
f. Worksharing: *All other provisions of the Agreement shall remain in force.*
g. Rates: *All other provisions of the Agreement shall remain in force.*

-
- c. Destination countries:** *All other provisions of the Agreement shall remain in force.*
d. Service provided by the Postal Service: *All other provisions of the Agreement shall remain in force.*
e. Minimum volume commitments: *All other provisions of the Agreement shall remain in force.*
f. Worksharing: *All other provisions of the Agreement shall remain in force.*
g. Rates: *All other provisions of the Agreement shall remain in force.*
-

On June 20, 2003, the Postal Service amended an International Customized Mail (ICM) Service Agreement dated May 1, 2001. The Agreement was published on page 41 of *Postal Bulletin* 22058 (9-06-01). The Amendment modifies the term of the Agreement. In accordance with *International Mail Manual* (IMM) 297.4, the Postal Service previously announced entering into an International Customized Mail Service Agreement with this Qualifying Mailer and now makes public the following information regarding this Amendment:

- a. **Term:** May 1, 2001, through August 31, 2003.
- b. **Type of mail:** *All other provisions of the Agreement shall remain in force.*

On July 11, 2003, the Postal Service amended an International Customized Mail (ICM) Service Agreement dated July 16, 2002. The Agreement was published on page 79 of *Postal Bulletin* 22082 (08-08-02). The Amendment modifies the term of the Agreement. In accordance with *International Mail Manual* (IMM) 297.4, the Postal Service previously announced entering into an International Customized Mail Service Agreement with this qualifying mailer and now makes public the following information regarding this Amendment:

- a. **Term:** July 30, 2002, through July 29, 2005.
- b. **Type of mail:** *All other provisions of the Agreement shall remain in force.*

On July 9, 2003, the Postal Service entered into an International Customized Mail (ICM) Service Agreement with a Qualifying Mailer. In accordance with *International Mail Manual* (IMM) 297.4, the Postal Service now makes public the following information concerning the Agreement:

- a. **Term:** July 23, 2003, through July 22, 2005.
- b. **Type of mail:** Global Express Mail™ (EMS). Every item must conform to the mailing requirements set forth in the IMM for EMS.
- c. **Destination countries:** Worldwide.
- d. **Service provided by the Postal Service:** The Postal Service has agreed to transport EMS to international destinations for delivery by the appropriate authorities.
- e. **Minimum volume commitments:** The Mailer has agreed to meet an annualized minimum commitment of 3,000 pieces of EMS or \$60,000 in postage for EMS.

- c. **Destination countries:** *All other provisions of the Agreement shall remain in force.*
- d. **Service provided by the Postal Service:** *All other provisions of the Agreement shall remain in force.*
- e. **Minimum volume commitments:** *All other provisions of the Agreement shall remain in force.*
- f. **Worksharing:** *All other provisions of the Agreement shall remain in force.*
- g. **Rates:** *All other provisions of the Agreement shall remain in force.*

- c. **Destination countries:** *All other provisions of the Agreement shall remain in force.*
- d. **Service provided by the Postal Service:** *All other provisions of the Agreement shall remain in force.*
- e. **Minimum volume commitments:** *All other provisions of the Agreement shall remain in force.*
- f. **Worksharing:** *All other provisions of the Agreement shall remain in force.*
- g. **Rates:** *All other provisions of the Agreement shall remain in force.*

- f. **Worksharing:** The Mailer has agreed to:
 1. Comply with the terms and conditions for mailing EMS as set forth in the IMM.
 2. Pay postage for EMS by means of a dedicated Express Mail Corporate Account (EMCA) in accordance with the EMCA requirements set forth in the *Domestic Mail Manual* (DMM).
- g. **Rates:** The Mailer has agreed to pay postage at a rate discounted at twelve (12) percent off nondiscounted published rates in effect on the date of mailing in accordance with Exhibit 1.

Exhibit 1

Annualized Volume or Annualized Postage	Discount Applied
600 – 999 pieces or \$12,000 – \$19,999	8%
1,000 – 2,999 pieces or \$20,000 – \$59,999	10
3,000 or more pieces or \$60,000 or more	12

On July 11, 2003, the Postal Service entered into an International Customized Mail (ICM) Service Agreement with a Qualifying Mailer. In accordance with *International Mail Manual* (IMM) 297.4, the Postal Service now makes public the following information concerning the Agreement:

- a. **Term:** July 25, 2003, through July 24, 2006.
- b. **Type of mail:** Global Express Mail (EMS). Every item must conform to the mailing requirements set forth in the IMM for EMS.
- c. **Destination countries:** Worldwide.
- d. **Service provided by the Postal Service:** The Postal Service has agreed to transport EMS to international destinations for delivery by the appropriate authorities.
- e. **Minimum volume commitments:** The Mailer has agreed to meet an annualized minimum commitment of 600 pieces of EMS.

On June 27, 2003, the Postal Service amended an International Customized Mail (ICM) Service Agreement dated June 14, 2002. The Agreement was published on page 48 of *Postal Bulletin* 22080 (7-11-02). The Amendment modifies the term of the Agreement. In accordance with *International Mail Manual* (IMM) 297.4, the Postal Service previously announced entering into an International Customized Mail Service Agreement with this qualifying mailer and now makes public the following information regarding this Amendment:

- a. **Term:** June 28, 2002, through June 27, 2005.
- b. **Type of mail:** *All other provisions of the Agreement shall remain in force.*

On July 11, 2003, the Postal Service entered into an International Customized Mail (ICM) Service Agreement with a Qualifying Mailer. In accordance with *International Mail Manual* (IMM) 297.4, the Postal Service now makes public the following information concerning the Agreement:

- a. **Term:** July 25, 2003, through July 24, 2004.
- b. **Type of mail:** Global Express Mail (EMS). Every item must conform to the mailing requirements set forth in the IMM for EMS.
- c. **Destination countries:** Worldwide.
- d. **Service provided by the Postal Service:** The Postal Service has agreed to transport EMS to international destinations for delivery by the appropriate authorities.

- f. **Worksharing:** The Mailer has agreed to:
 1. Comply with the terms and conditions for mailing EMS as set forth in the IMM.
 2. Pay postage for EMS by means of a dedicated Express Mail Corporate Account (EMCA) in accordance with the EMCA requirements set forth in the *Domestic Mail Manual* (DMM).
- g. **Rates:** The Mailer has agreed to pay postage at a rate discounted at eight (8) percent off nondiscounted published rates in effect on the date of mailing in accordance with Exhibit 1.

Exhibit 1

Annualized Volume or Annualized Postage	Discount Applied
600 – 999 pieces or \$12,000 – \$19,999	8%
1,000 – 2,999 pieces or \$20,000 – \$59,999	10
3,000 or more pieces or \$60,000 or more	12

- c. **Destination countries:** *All other provisions of the Agreement shall remain in force.*
- d. **Service provided by the Postal Service:** *All other provisions of the Agreement shall remain in force.*
- e. **Minimum volume commitments:** *All other provisions of the Agreement shall remain in force.*
- f. **Worksharing:** *All other provisions of the Agreement shall remain in force.*
- g. **Rates:** *All other provisions of the Agreement shall remain in force.*

- e. **Minimum volume commitments:** The Mailer has agreed to meet an annualized minimum commitment of 1,000 pieces of EMS or \$20,000 in postage for EMS.
- f. **Worksharing:** The Mailer has agreed to:
 1. Comply with the terms and conditions for mailing EMS as set forth in the IMM.
 2. Pay postage for EMS by means of a dedicated Express Mail Corporate Account (EMCA) in accordance with the EMCA requirements set forth in the *Domestic Mail Manual* (DMM).

- g. Rates:** The Mailer has agreed to pay postage at a rate discounted at ten (10) percent off nondiscounted published rates in effect on the date of mailing in accordance with Exhibit 1.

Exhibit 1

Annualized Volume or Annualized Postage	Discount Applied
600 – 999 pieces or \$12,000 – \$19,999	8%
1,000 – 2,999 pieces or \$20,000 – \$59,999	10
3,000 or more pieces or \$60,000 or more	12

On June 30, 2003, the Postal Service amended an International Customized Mail Service Agreement dated May 1, 2001. The Agreement was published on page 26 of *Postal Bulletin* 22061 (10-18-01). The Amendment modifies the term of the Agreement. In accordance with *International Mail Manual* (IMM) 297.4, the Postal Service previously announced entering into an International Customized Mail Service Agreement with this qualifying mailer and hereby makes public the following information regarding this Amendment:

- a. Term:** May 1, 2001, through August 31, 2003.
b. Type of Mail: *All other provisions of the Agreement shall remain in force.*

- c. Destination Countries:** *All other provisions of the Agreement shall remain in force.*
d. Service Provided by the U. S. Postal Service: *All other provisions of the Agreement shall remain in force.*
e. Minimum Volume Commitments: *All other provisions of the Agreement shall remain in force.*
f. Worksharing: *All other provisions of the Agreement shall remain in force.*
g. Rates: *All other provisions of the Agreement shall remain in force.*

On July 11, 2003, the Postal Service entered into an International Customized Mail (ICM) Service Agreement with a Qualifying Mailer. In accordance with *International Mail Manual* (IMM) 297.4, the Postal Service now makes public the following information concerning the Agreement:

- a. Term:** July 24, 2003, through July 23, 2006.
b. Type of mail: Global Express Mail (EMS). Every item must conform to the mailing requirements set forth in the IMM for EMS.
c. Destination countries: Worldwide.
d. Service provided by the Postal Service: The Postal Service has agreed to transport EMS to international destinations for delivery by the appropriate authorities.
e. Minimum volume commitments: The Mailer has agreed to meet an annualized minimum commitment of \$12,000 in postage for EMS.

- f. Worksharing:** The Mailer has agreed to:
1. Comply with the terms and conditions for mailing EMS as set forth in the IMM.
 2. Pay postage for EMS by means of a dedicated Express Mail Corporate Account (EMCA) in accordance with the EMCA requirements set forth in the *Domestic Mail Manual* (DMM).
- g. Rates:** The Mailer has agreed to pay postage at a rate discounted at eight (8) percent off nondiscounted published rates in effect on the date of mailing in accordance with Exhibit 1.

Exhibit 1

Annualized Volume or Annualized Postage	Discount Applied
600 – 999 pieces or \$12,000 – \$19,999	8%
1,000 – 2,999 pieces or \$20,000 – \$59,999	10
3,000 or more pieces or \$60,000 or more	12

On July 14, 2003, the Postal Service amended an International Customized Mail (ICM) Service Agreement dated August 7, 2002. The Agreement was published on page 30 of *Postal Bulletin* 22083 (8-22-02). The Amendment modifies the term of the Agreement. In accordance with *International Mail Manual* (IMM) 297.4, the Postal Service previously announced entering into an International Customized Mail Service Agreement with this qualifying mailer and now makes public the following information regarding this Amendment:

- a. **Term:** August 8, 2002, through August 20, 2006.
- b. **Type of mail:** *All other provisions of the Agreement shall remain in force.*
- c. **Destination countries:** *All other provisions of the Agreement shall remain in force.*
- d. **Service provided by the Postal Service:** *All other provisions of the Agreement shall remain in force.*
- e. **Minimum volume commitments:** *All other provisions of the Agreement shall remain in force.*
- f. **Worksharing:** *All other provisions of the Agreement shall remain in force.*
- g. **Rates:** *All other provisions of the Agreement shall remain in force.*

— Pricing Strategy,
Pricing and Classification, 8-7-03

Promotion. Postal Service Official Licensed Products



The U. S. Postal Service has partnered with ArtSelect, an official licensee of the Postal Service, to launch **PostalArtGallery.com**.

For a **limited time**, employees may log on to **usps.postalartgallery.com**, a special employee limited time offer site and receive a **15% discount** on beautiful, framed stamp images. This offer expires August 31, 2003. Plus, on a purchase of \$90.00 or more employees will receive a one-time additional \$15.00 off.

Products featured in this promotion are for individual purchases or Postal Service promotional events. These items are *not* for resale in Postal Service retail stores.

You can obtain licensed items for retail sale through the Official Licensed Retail Product (OLRP) program. To become a member of the OLRP program, please contact your area retail manager. If you are currently a member of the OLRP program, you can purchase retail products online at <http://ebuy.usps.gov/>.

Promotion. Postal Service Official Licensed Products



Timeless Toys Inc.®



An official licensed product of the United States Postal Service.

Unique, High-Quality Gift Collectibles



I Love America Bear

Made with the finest plush

Size: 8.5" tall Color: Royal Blue

Retail: \$10.00

Item#: 68044



Uncle Sam Bear

Enjoy our patriotic design

Size: 10" tall

Retail: \$10.00

Item#: 68020

Order from our Web site: www.StampBears.com

Or call toll-free: **888-587-2327**

Minimum order quantity: 1 piece plus shipping & handling.

Payment: Visa, Mastercard, Discover, American Express.

Products featured in this promotion are for individual purchases or Postal Service promotional events. These items are *not* for resale in Postal Service retail stores.

You can obtain licensed items for retail sale through the Official Licensed Retail Product (OLRP) program. To become a member of the OLRP program, please contact your area retail manager. If you are currently a member of the OLRP program, you can purchase retail products online at <http://ebuy.usps.gov/>.

Promotion. Postal Service Official Licensed Products

Sonoma Pins etc.

not just pins



1 ¼" pin Item#5 453504 1 ¼" pin Item#5 453503 1 ¼" pin Item#5 453501



2" dogtag Item#5 PO2017d



1 ¼" pin Item#5 939



1 ¼" pin Item#5 56252 1 ¼" pin Item#5 56253 1 ¼" pin Item#5 56254 1 ¼" pin Item#5 56251



1 ¼" keychain Item#5 939k



1 ¼" pin Item#5 02017



1 ¼" pin Item#5 1013



1 ¼" pin Item#5 4507

Sonoma, California • 800-996-8655 • Fax 707-996-9957
www.usstamppins.com • stamps@sonomapins.com

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Promotion. Postal Service Official Licensed Products

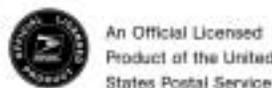
Celebrate 2004!

With a **Birds and Blooms 2004 Wall Calendar**

Illustrating 50 Official Stamps from the United States Postal Service



- \$13.99
- Size: 11 7/8 x 11 7/8 in.
- 5-language calendar grid
- All 50 states represented
- Shrinkwrapped
- Mention this promotion and receive a 10% discount



For more information or to place an order,
 please contact teNeues Customer Service:
 Telephone: 800-352-0305
 E-mail: tnp@teneues-usa.com

teNeues

Products featured in this promotion are for individual purchases or Postal Service promotional events. These items are *not* for resale in Postal Service retail stores.

You can obtain licensed items for retail sale through the Official Licensed Retail Product (OLRP) program. To become a member of the OLRP program, please contact your area retail manager. If you are currently a member of the OLRP program, you can purchase retail products online at <http://ebuy.usps.gov/>.

Philately

STAMP ANNOUNCEMENT 03-23

Roy Acuff Commemorative Stamp



Copyright 2002

The Postal Service™ will issue a 37-cent *Roy Acuff* commemorative stamp (Item 454600) in a pressure-sensitive adhesive (PSA) pane of 20 stamps on September 13, 2003, in Nashville, Tennessee.

The stamp, designed by Richard Sheaff, Scottsdale, Arizona, goes on sale nationwide September 14, 2003.

This stamp honors Roy Acuff, often called the “King of Country Music.” As one of country music’s first true superstars, Acuff helped turn the Grand Ole Opry into the nation’s foremost country music institution, and his role in the music-publishing business helped make Nashville, Tennessee, the country music capital of America.

Issue:	<i>Roy Acuff</i>
Item Number:	454600
Denomination & Type of Issue:	37-cent commemorative
Format:	Pane of 20 (1 design)
Series:	N/A
Issue Date & City:	September 13, 2003, Nashville, TN 37230
Designer:	Richard Sheaff, Scottsdale, AZ
Art Director:	Richard Sheaff, Scottsdale, AZ
Typographer:	Richard Sheaff, Scottsdale, AZ
Photographer:	John E. Hood (deceased)
Engraver:	Keating Gravure
Modeler:	Avery Dennison, SPD
Manufacturing Process:	Gravure
Printer:	Avery Dennison (AVR)
Printed at:	AVR, Clinton, SC
Press Type:	Dia Nippon Kiko (DNK)
Stamps per Pane:	20
Print Quantity:	52 million stamps
Paper Type:	Nonphosphored, Type III, block tagged
Adhesive Type:	Pressure sensitive
Processed at:	AVR, Clinton, SC
Colors:	Yellow, PMS 185 (Red), Black, Black
Stamp Orientation:	Vertical
Image Area (w x h):	0.840 x 1.410 in./21.336 x 35.814 mm
Overall Size (w x h):	0.990 x 1.560 in./25.146 x 39.624 mm
Full Pane Size (w x h):	5.875 x 7.250 in./149.23 x 184.150 mm
Plate Size:	200 stamps per revolution
Plate Numbers:	“V” followed by four (4) single digits
Marginal Markings:	“© 2002 USPS” • Price • Plate position diagram • Plate numbers (4 per pane) • 4 Barcodes on back
Catalog Item Number(s):	454620 Block of 4 — \$1.48 454630 Block of 10 — \$3.70 454640 Full Pane of 20 — \$7.40 454661 First Day Cover — \$0.75 454693 Full Pane w/FDC — \$8.15

How to Order the First Day of Issue Postmark

Customers have 30 days to obtain the first day of issue postmark by mail. They may purchase new stamps at their local Post Office™, by telephone at 800-STAMP-24, and at the Postal Store Web site at www.usps.com/shop. They should affix the stamps to envelopes of their choice,

address the envelopes (to themselves or others), and place them in a larger envelope addressed to:

ROY ACUFF COMMEMORATIVE STAMP
 POSTMASTER
 FIRST DAY CANCELLATIONS
 525 ROYAL PARKWAY
 NASHVILLE TN 37230-9998

After applying the first day of issue postmark, the Postal Service will return the envelopes through the mail. There is no charge for the postmark. All orders must be postmarked by December 12, 2003.

Stamp Fulfillment Services also offers first day covers for new stamp issues and Postal Service stationery items postmarked with the official first day of issue cancellation. Each item has an individual catalog number and is offered in the quarterly *USA Philatelic* catalog. Customers may request a free catalog by telephoning 800-STAMP-24 or writing to:

INFORMATION FULFILLMENT
 DEPT 6270
 US POSTAL SERVICE
 PO BOX 219014
 KANSAS CITY MO 64121-9014

First day covers remain on sale for at least 1 year after the stamp's issuance.

Philatelic Products

There are no philatelic products for this stamp issue.

Distribution: Item 454600, 37-cent Roy Acuff Commemorative Stamp

Stamp distribution offices (SDOs) will receive approximately one-third of their standard automatic distribution quantities for a PSA sheet stamp. Distributions are rounded up to the nearest master carton size (40,000 stamps).

Initial Supply to Post Offices

SDOs will make a subsequent automatic distribution to Post Offices for one-fourth of their standard automatic distribution quantities using PS Form 17, *Stamp Requisition/Stamp Return*. SDOs must not distribute these commemorative stamps to Post Offices before September 8, 2003.

Philatelic Requirement

SDOs with authorized philatelic centers will receive an automatic distribution of these stamps in 10 positions for subsequent distribution to each philatelic window.

SDOs that serve this many philatelic retail counters...	will receive this quantity of the Roy Acuff commemorative stamp, Item 454600.
1	20,000
2	20,000
3	40,000
4	40,000
5	60,000
6	60,000
8	80,000
9	100,000
12	120,000
13	140,000
16	160,000
19	200,000

Additional Supply

Post Offices requiring additional stamps must requisition them from their designated SDO using PS Form 17. SDOs requiring additional stamps must order them from the appropriate accountable paper depository (APD) using PS Form 17.

For fulfilling supplemental orders from SDOs, the Memphis APD will receive 1,600,000 additional stamps; the Chicago and New York APDs will each receive 1,200,000 additional stamps; the San Francisco APD will receive 1,000,000 additional stamps; and the Denver APD will receive 400,000 additional stamps.

Sales Policy

All Post Offices must acquire and maintain a supply of each new commemorative stamp as long as customer demand exists, until inventory is depleted, or until the stamp is officially withdrawn from sale. If supplies run low, Post Offices must reorder additional quantities using their normal ordering procedures.

— Stamp Services,
 Government Relations, 8-7-03

REVISED PUBLICATION

Publication 528, Veterans and the Military on Stamps

Publication 528, *Veterans and the Military on Stamps*, is available from the Material Distribution Center (MDC). The latest edition of Publication 528 includes the images of the recently issued stamps commemorating the Korean War Veterans Memorial and the Purple Heart. This book presents more than a hundred stamps related to military veterans and events from the 20th century, accompanied by informative biographical and historical descriptions. Through this publication, the Postal Service™ honors all the people who have served and who continue to serve in our nation's military forces and pays tribute to their sacrifices, devotion to duty, and place in history.

You can order Publication 528 by one of the following means:

- **Touch Tone Order Entry:** Call 800-332-0317, option 2.

Note: You must be registered to use TTOE. To register, call 800-332-0317, option 1, extension 2925, and follow the prompts to leave a message (wait 48 hours after registering before you place your first order).

- **E-mail:** Complete PS Form 7380, *MDC Supply Requisition* (manually or by using FormFlow), and send it as an attachment to the e-mail address *MDC, Customer Service* or to *mcustome@usps.gov*.

- **Mail:** Mail a completed PS Form 7380 to the MDC at the following address:

SUPPLY REQUISITIONS
MATERIAL DISTRIBUTION CENTER
500 SW GARY ORMSBY DR
TOPEKA KS 66624-9702

The relevant ordering information for Publication 528 is as follows:

PSIN: PUB528
NSN: 7610-05-000-5522
Unit of Issue: EA
Bulk Pack Quantity: 250
Price: \$0.48
Edition Date: 07/03
Quick Pick Number: N/A

Publication 528 will soon be accessible on the Postal Service PolicyNet Web site at <http://blue.usps.gov/cpim>; click on *PUBs*. It also will soon be accessible on the Internet at www.usps.com; click on *About USPS & News*, then *Forms & Publications*, then *Browse All Periodicals & Publications*, and then *Publications* (either *PDF Format* or *Text Format*).

— *Special Emphasis Programs,
Diversity Development, 8-7-03*

Pictorial Cancellations Announcement

As a community service, the Postal Service™ offers pictorial cancellations to commemorate local events celebrated in communities throughout the nation. A list of events for which pictorial cancellations are authorized appears below. If available, the sponsor of the pictorial cancellation appears in italics under the date. Also provided, as space permits, are illustrations of those cancellations that were reproducible and available at press time.

People attending these local events may obtain the cancellation in person at the temporary Post Office™ station established there. Those who cannot attend the event, but who wish to obtain the cancellation, may submit a mail order request. Pictorial cancellations are available only for the dates indicated, and *requests must be post-marked no later than 30 days following the requested pictorial cancellation date.*

All requests must include a stamped envelope or postcard bearing at least the minimum First-Class Mail® postage. Items submitted for cancellation may not include

postage issued after the date of the requested cancellation. Such items will be returned unserved.

Customers wishing to obtain a cancellation should affix stamps to any envelope or postcard of their choice, address the envelope or postcard to themselves or others, insert a card of postcard thickness in envelopes for sturdiness, and tuck in the flap. Place the envelope or postcard in a larger envelope and address it to: PICTORIAL CANCELLATIONS, followed by the NAME OF THE STATION, ADDRESS, CITY, STATE, ZIP+4 CODE, exactly as listed below (using all capitals and no punctuation, except the hyphen in the ZIP+4 code).

Customers can also send stamped envelopes and postcards without addresses for cancellation, as long as they supply a larger envelope with adequate postage and their return address. After applying the pictorial cancellation, the Postal Service returns the items (with or without addresses) under addressed protective cover.

The following cancellations have been extended for 60 days.



July 22, 2003
Wirt County Historical Society
 JESSICA LYNCH STATION
 POSTMASTER
 PO BOX 9998
 PALESTINE WV 26160-9998



**Korean War Veterans
 Memorial Station**
Shelby Township, Michigan
 48317-9992
July 28, 2003

July 28, 2003
Kate Brooks
 KOREAN WAR VETERANS MEMORIAL STATION
 POSTMASTER
 7755 22 MILE RD
 SHELBY TWP MI 48317-9992

Melody Campbell
 KOREAN WAR VETERANS MEMORIAL STATION
 POSTMASTER
 8785 HALL RD
 UTICA MI 48317-9998



50K
Habitat for Humanity
of Hood County
USA

August 21, 2003

Habitat for Humanity of Hood County/Lake Grandbury Branch of the Mid-Cities Stamp Club

HABITAT STATION
POSTMASTER
5561 NORTH GATE RD
ACTON TX 76049-9998

Habitat for Humanity of Hood County/Lake Grandbury Branch of the Mid-Cities Stamp Club

HABITAT STATION
POSTMASTER
530 NORTH CROCKETT
GRANBURY TX 76048-9998



Cruz'In Station
Montague,
Michigan 49437
July 25, 2003

July 25, 2003

CRUZIN STATION
POSTMASTER
PO BOX 9998
MONTAGUE MI 49437-9998



July 28–August 28, 2003

KOREAN WAR VETERANS
MEMORIAL STATION
POSTMASTER
PO BOX 9998
SMOOT WY 83126-9998



MAIN STREET
HERITAGE STATION
JULY 26 2003
TAZEWELL VA 24651

July 26, 2003

Clinch Valley QWL-EI Workteam
MAIN STREET HERITAGE
STATION
POSTMASTER
PO BOX 9998
TAZEWELL VA 24651-9998



August 2, 2003

American Legion 359
POST 359 SYLVAN STATION
POSTMASTER
PO BOX 9998
SYLVAN GROVE KS 67481-9998

July 26, 2003
NAPLES ANNUAL
WATERMELON FESTIVAL &
RODEO STATION
NAPLES TX 75568



July 26, 2003

Naples Annual Watermelon and Rodeo Festival
NAPLES ANNUAL
WATERMELON AND RODEO
STATION
POSTMASTER
303 EAST MAIN ST
NAPLES TX 75568-9998



August 3–9, 2003

The Harford Independent Fair
THE HARTFORD FAIR STATION
POSTMASTER
PO BOX 9998
CROTON OH 43013-9998



July 27, 2003

KOREAN VETERANS STATION
POSTMASTER
3 SOUTH MAIN ST
BARRE VT 05641-9998



Decommissioning Station

USS PORTLAND LSD-37

Aug. 4, 2003

Norfolk, VA 23511-9998

August 4, 2003

Postal Service
DECOMMISSIONING STATION
POSTMASTER
2600 ELTHAM AVE SUITE 109
NORFOLK VA 23513-2501



July 28, 2003

KOREAN WAR VETERANS
MEMORIAL STATION
POSTMASTER
PO BOX 9998
ERIE CO 80516-9998



August 4, 2003

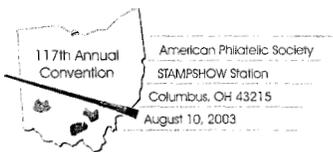
Postal Service
USCGC EAGLE WIX-327
STATION
POSTMASTER
2600 ELTAM AVE SUITE 109
NORFOLK VA 23513-2501



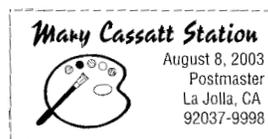
August 4, 2003
 Postal Service
 KOREAN WAR VETERANS
 MEMORIAL STATION
 POSTMASTER
 110 BROOKDALE AVE
 BUENA VISTA CO 81211-9616



August 8, 2003
 Huckleberry Festival Committee
 HUKLEBERRY STATION
 POSTMASTER
 PO BOX 9998
 TROUT CREEK MT 59874-9998



August 7-10, 2003
 STAMPSHOW STATION
 POSTMASTER
 850 TWIN RIVERS DR
 COLUMBUS OH 43216-9998



August 8, 2003
 MARY CASSATT STATION
 POSTMASTER
 PO BOX 9998
 LA JOLLA CA 92037-9998



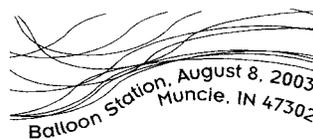
August 7-12, 2003
 Sedalia State Fair Committee
 MISSOURI STATE FAIR STATION
 POSTMASTER
 405 EAST 5TH
 SEDALIA MO 65301-9998



August 8-10, 2003
 ST CATHERINE CREEK
 NATIONAL WILDLIFE REFUGE
 STATION
 POSTMASTER
 214 NORTH CANAL ST
 NATCHEZ MS 39120-9998



August 8, 2003
 Dickinson College
 DICKINSON COLLEGE STATION
 POSTMASTER
 PO BOX 9998
 CARLISLE PA 17013-9998



August 8-10, 2003
 Muncie Visitors Bureau
 BALLOON STATION
 POSTMASTER
 501 WEST MEMORIAL DR
 MUNCIE IN 47302-9998



August 8, 2003
 Racine Art Museum
 INAUGURAL YEAR STATION
 POSTMASTER
 2635 4 MI RD
 RACINE WI 53404-9998



August 9, 2003
 Salisbury Historical Society
 OLD HOME DAY STATION
 POSTMASTER
 269 OLD TURNPIKE RD
 SALISBURY NH 03268-9998



August 8, 2003
 Bicentennial Committee
 JENERA CELEBRATES OHIO'S
 BICENTENNIAL STATION
 POSTMASTER
 113 NORTH MAIN ST
 JENERA OH 45841-9998



August 9, 2003
 Burlington Vermont Parks and
 Recreation
 LATINO STATION
 SUPERVISOR
 11 ELMWOOD AVE
 BURLINGTON VT 05401-9998



August 8, 2003
 Postal Service
 CENTENNIAL STATION
 POSTMASTER
 PO BOX 9998
 PARKERS PRAIRIE MN
 56361-9998



August 9, 2003
 CELEBRATING 300 YEARS OF
 HISTORY STATION
 POSTMASTER
 PO BOX 9998
 ACCORD NY 12404-9998



Laporte PA 18626
August 9, 2003

Sesquicentennial Station

August 9, 2003
Laporte Borough
SESQUICENTENNIAL STATION
POSTMASTER
PO BOX 9998
LAPORTE PA 18626-9998



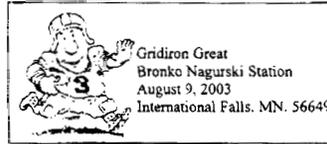
August 9, 2003
Sesquicentennial Station
Chatfield, MN 55923

August 9, 2003
Sesquicentennial Committee
SESQUICENTENNIAL STATION
POSTMASTER
PO BOX 9998
CHATFIELD MN 55923-9998



Montgomery County 4-H Fair Station
August 9, 2003 Creamery, PA 19430

August 9, 2003
Montgomery County 4-H
MONTGOMERY COUNTY 4H
FAIR STATION
POSTMASTER
1117 BRIDGE RD
CREAMERY PA 19430-9998



Gridiron Great
Bronko Nagurski Station
August 9, 2003
International Falls, MN. 56649

August 9, 2003
Postal Service
GRIDIRON GREAT BRONKO
NAGURSKI STATION
POSTMASTER
PO BOX 9998
INTERNATIONAL FALLS MN
56649-9998



MEDAL OF HONOR RECIPIENT
Corporal Andrew Jackson Smith Day
Grand Rivers Community Center Station
Grand Rivers, Kentucky 42045
August 9, 2003

August 9, 2003
Kentucky Military History Museum
GRAND RIVERS COMMUNITY
CENTER STATION
POSTMASTER
PO BOX 9998
GRAND RIVERS KY 42045-9998



1903-2003
NORTHOME
CENTENNIAL
STATION
AUGUST 9, 2003
NORTHOME, MN 56661

August 9, 2003
Northome Centennial Committee
NORTHOME CENTENNIAL
STATION
POSTMASTER
PO BOX 9998
NORTHOME MN 56661-9998



Quasquicentennial Station
Aug. 9, 2003 125 years

August 9, 2003
Audubon Quasquicentennial
Board
AUDUBON
QUASQUICENTENNIAL
STATION
POSTMASTER
428 TRACY ST
AUDUBON IA 50025-9998



Illinois City Days 2003
Celebrating Music Station Aug 9th, 2003
Illinois City, IL 61259

August 9, 2003
Illinois City Fire Department
ILLINOIS CITY DAYS
CELEBRATING MUSIC
STATION
POSTMASTER
PO BOX 9998
ILLINOIS CITY IL 61259-9998

August 9, 2003 Village of Brokaw Brokaw, WI 54417



Brokaw Centennial Station
Rising by the River

August 9, 2003
BROKAW CENTENNIAL
STATION
POSTMASTER
PO BOX 9998
BROKAW WI 54417-9998



CHAUTAUQUA STATION AUG 9
100 YRS 1903-2003
SHELBYVILLE ILLINOIS 62565

August 9, 2003
Kaskia-Kaw Rivers Conservancy
CHAUTAUQUA STATION
POSTMASTER
200 SOUTH MORGAN ST
SHELBYVILLE IL 62565-9998

Horn of Plenty Heritage Days
Station



Wisconsin's Northernmost Post Office

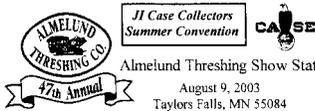
August 9, 2003
Cornucopia Centennial Committee
HORN OF PLENTY HERITAGE
DAYS STATION
POSTMASTER
PO BOX 9998
CORNUCOPIA WI 54827-9998



100th
Ulrich Reunion
REUNION
STATION
AUGUST 9, 2003
ULRICH, MO
64788

August 9, 2003
Ulrich Reunion Association
REUNION STATION
POSTMASTER
310 NORTH MAIN
ULRICH MO 64788-9998

August 9, 2003
Almelund Threshing and the
Postal Service
ALMELUND THRESHING
STATION
POSTMASTER
PO BOX 9998
TAYLORS FALLS MN
55084-9998



Almelund Threshing Show Station
August 9, 2003
Taylors Falls, MN 55084

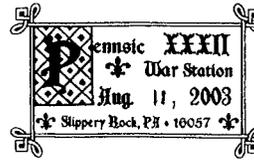


KOOL-AID DAYS 2003
CITY AUDITORIUM STA
AUGUST 9, 2003
HASTINGS, NE 68901

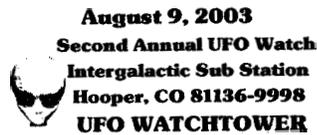
August 9, 2003
Kool-Aid Days Committee
KOOL AID DAYS AUDITORIUM
STATION
POSTMASTER
PO BOX 9998
HASTINGS NE 68901-9998



August 9, 2003
 Lakefest Marble Falls, TX
 LAKEFEST MARBLE FALLS TX
 STATION
 POSTMASTER
 1212 HWY 281
 MARBLE FALLS TX 78654-9998



August 11-15, 2003
 Society for Creative Anachronism
 PENNSIC WAR STATION
 POSTMASTER
 400 SOUTH MAIN ST
 SLIPPERY ROCK PA
 16057-9998



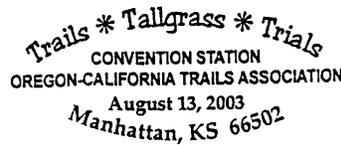
August 9, 2003
 UFO Watchtower
 INTERGALACTIC SUBSTATION
 POSTMASTER
 PO BOX 9998
 HOOPER CO 81136-9998



August 12, 2003
 NEW POST OFFICE STATION
 POSTMASTER
 39 SOUTH MAIN ST
 WINDSOR NJ 08561-9998



August 9, 2003
 Strait Stamp Society
 STRAIT STAMP SHOW STATION
 POSTMASTER
 240 SOUTH SUNNYSIDE AVE
 SEQUIM WA 98382-9998



August 13, 2003
 Oregon-California Trails
 Association
 TRAILS TALLGRASS TRIALS
 CONVENTION STATION
 POSTMASTER
 PO BOX 9998
 MANHATTAN KS 66502-9998



August 9-10, 2003
 Mitchell County Historical Society
 CEDAR VALLEY MEMORIES
 STATION
 POSTMASTER
 PO BOX 9998
 ORCHARD IA 50460-9998



AUGUST 14, 2003
 CAPTAIN ROBERT GRAY
 STATION
 TILLAMOOK, OREGON
 97141
 1788-2003

August 14, 2003
 Tillamook County Historical
 Society
 CAPTAIN ROBERT GRAY
 STATION
 POSTMASTER/PHILATELIC
 SERVICES
 PO BOX 9998
 TILLAMOOK OR 97141-9998



August 9-10, 2003
 St. Josaphat Ukrainian Church
 UKRAINIAN SUNFLOWER
 FESTIVAL STATION
 POSTMASTER
 28401 MOND RD
 WARREN MI 48090-9998



BERKSHIRE
 THEATRE FESTIVAL
 STATION
 August 14, 2003
 Stockbridge, MA 01262

August 14, 2003
 Berkshire Theatre Festival
 BERKSHIRE THEATRE
 FESTIVAL STATION
 POSTMASTER
 1 ELM ST
 STOCKBRIDGE MA 01262-9998



August 10, 2003
 National League of Postmasters
 100TH ANNIVERSARY
 CONVENTION CENTENNIAL
 STATION
 POSTMASTER
 1720 MARKET ST
 ST LOUIS MO 63155-9998



August 14-31, 2003
 BAT FESTIVAL STATION
 POSTMASTER
 301 NORTH CANYON ST
 CARLSBAD NM 88220-9998



August 10, 2003
 American Legion Post 236
 HEROES NEVER DIE STATION
 POSTMASTER
 29 NW 1ST AVE
 WILLISTON FL 32696-9998



August 15, 2003
 Knoxville Community Association
 STAMP CAMP USA STATION
 POSTMASTER
 PO BOX 9998
 KNOXVILLE PA 16928-9998



August 15, 2003
Sky Park Airport
PIPER CLUB STATION
POSTMASTER
119 SOUTH LYMAN ST
WADSWORTH OH 44281-9998



August 16, 2003
Wild Blueberry Festival
Committee
BLUEBERRY FESTIVAL
STATION
POSTMASTER
51 COURT ST
MACHIAS ME 04654-9998



Tall Ships
Celebration
Station
Bay City MI 48708
August 15, 2003

August 15, 2003
Tall Ships Celebration
TALL SHIPS CELEBRATION
STATION
POSTMASTER
1000 WASHINGTON AVE
BAY CITY MI 48707-9998



August 16, 2003



August 16, 2003
Temple Historical Society
TEMPLE BICENTENNIAL
STATION
POSTMASTER
12 TEMPLE RD
TEMPLE ME 04984-9998



August 15, 2003
11th Airborne Division
11TH AIRBORNE DIVISION THE
ANGELS STATION
PHILATELIC WINDOW
1124 PACIFIC ST
OMAHA NE 68108-9998



Christening Station
USS VIRGINIA
SSN-774
Aug. 16, 2003
Groton, CT 06340

August 16, 2003
USS VIRGINIA SSN 774
CHRISTENING STATION
POSTMASTER
100 PLAZA CT
GROTON CT 06340-9998



AUGUST 15, 2003
ASHUELOT, NH 03441

August 15-16, 2003
Winchester 250th Anniversary
Committee
CELEBRATION STATION
POSTMASTER
8 ASHUELOT MAIN ST
ASHUELOT NH 03441-9998



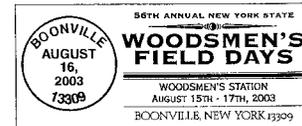
SARATOGA ARC
"DAY AT THE RACES"
STATION

August 16, 2003
Saratoga County ARC
SARATOGA ARC DAY AT THE
RACES STATION
POSTMASTER
245 WASHINGTON ST
SARATOGA SPRINGS NY
12866-9998



AUGUST 16, 2003
WINCHESTER, NH
03470

August 16, 2003
Winchester 250th Anniversary
Committee
CELEBRATION STATION
POSTMASTER
11 RICHMOND ST
WINCHESTER NH 03470-9998



August 16, 2003
NYS Woodsmen's Corporation
WOODSMEN'S STATION
POSTMASTER
PO BOX 9998
BOONVILLE NY 13309-9998



August 16, 2003
Civil War Round Table of Central
New Jersey
CIVIL WAR ROUND TABLE OF
CENTRAL NEW JERSEY CIVIL
WAR LIVING HISTORY
WEEKEND STATION
POSTMASTER
60 MAIN ST
WOODBRIIDGE NJ 07095-9998



August 16, 2003
CENTENNIAL STATION
COLD BROOK, NY 13324

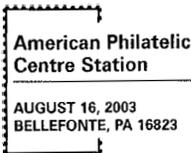
August 16, 2003
Village of Cold Brook
CENTENNIAL STATION
POSTMASTER
PO BOX 9998
COLD BROOK NY 13324-9998



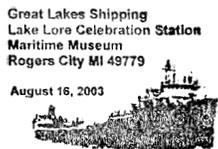
August 16, 2003
Great Falls Balloon Festival
Committee
GREAT FALLS BALLOON
FESTIVAL STATION
POSTMASTER
49 ASH ST
LEWISTON ME 04240-9998



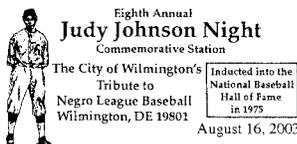
August 16, 2003
Galen Historical Society
BRICK CHURCH MUSEUM
STATION
POSTMASTER
20 SOUTH PARK ST
CLYDE NY 14433-9998



August 16, 2003
 American Philatelic Society
 AMERICAN PHILATELIC
 CENTRE STATION
 POSTMASTER
 132 NORTH ALLEGHENY ST
 BELLEFONTE PA 16823-9998



August 16, 2003
 Great Lakes Maritime Museum
 LAKE LORE CELEBRATION
 STATION
 POSTMASTER
 PO BOX 9998
 ROGERS CITY MI 49779-9998



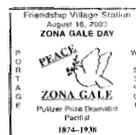
August 16, 2003
 City of Wilmington, DE
 EIGHTH ANNUAL JUDY
 JOHNSON NIGHT
 COMMEMORATIVE STATION
 POSTMASTER
 PO BOX 7500
 WILMINGTON DE 19803-9998



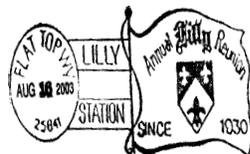
August 16, 2003
 Cynthia Kemp Hopkinton
 Sesquicentennial Committee
 SESQUICENTENNIAL STATION
 POSTMASTER
 PO BOX 9998
 HOPKINTON IA 52237-9998



August 16, 2003
 Monclo-Sharples Reunion
 Committee
 MONCLO SHARPLES REUNION
 STATION
 POSTMASTER
 PO BOX 9998
 SHARPLES WV 25183-9998



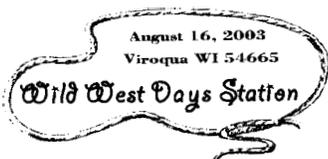
August 16, 2003
 Friendship Village Station
 POSTMASTER
 PO BOX 9998
 PORTAGE WI 53901-9998



August 16, 2003
 Lilly Reunion Association
 LILLY REUNION STATION
 POSTMASTER
 PO BOX 9998
 FLAT TOP WV 25841-9998



August 16, 2003
 Texas Panhandle War Memorial
 Foundation
 TEXAS PANHANDLE WAR
 MEMORIAL STATION
 POSTMASTER
 2301 ROSS
 AMARILLO TX 79120-9998



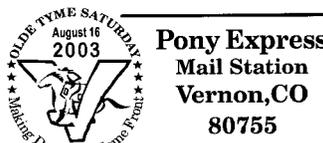
August 16, 2003
 Wild West Days Committee
 WILD WEST DAYS STATION
 POSTMASTER
 PO BOX 9998
 VIROQUA WI 54665-9998



August 16, 2003
 Freedom Station Committee
 FREEDOM STATION
 POSTMASTER
 PO BOX 9998
 COLUMBUS NE 68601-9998



August 16, 2003
 Bourbon Sesquicentennial
 Committee
 SESQUICENTENNIAL STATION
 POSTMASTER
 221 NORTH MAIN ST
 BOURBON IN 46504-9998



August 16, 2003
 Bunkhouse Outlaws Pony
 Express
 PONY EXPRESS MAIL STATION
 POSTMASTER
 PO BOX 9998
 VERNON CO 80755-9998



August 16, 2003
 OSHTEMO DAY STATION
 POSTMASTER
 PO BOX 9998
 OSHTEMO MI 49077-9998



7th Annual
 1834 HAM'S FORK RENDEZVOUS
 RENDEZVOUS STATION
 AUGUST 16, 2003
 GRANGER, WY 82934-9998

August 16, 2003
 1834 Ham's Fork Rendezvous
 GRANGER RENDEZVOUS
 STATION
 POSTMASTER
 102 PINE ST
 GRANGER WY 82934-9998



August 16, 2003
Salida Post Office
 TOWN AND COUNTRY PARAGE
 AND FESTIVAL STATION
 POSTMASTER
 4536 BROADWAY
 SALIDA CA 95368-9998



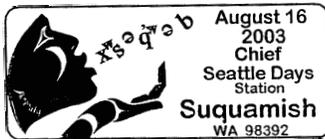
August 16–October 11, 2003
Chamber of Commerce
 250TH ANNIVERSARY STATION
 POSTMASTER
 PO BOX 9998
 WYALUSING PA 18853-9998



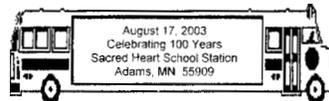
August 16, 2003
Stirling Post Office
 CENTENNIAL STATION
 POSTMASTER
 16939 SKYWAY
 STIRLING CITY CA 95978-9998



August 17, 2003
POSTAL FEST STATION
 POSTMASTER
 PO BOX 9998
 OSHTEMO MI 49077-9998



August 16, 2003
Suquamish Tribe
 CHIEF SEATTLE DAYS STATION
 POSTMASTER
 PO BOX 9998
 SUQUAMISH WA 98392-9998



August 17, 2003
100th Anniversary Celebration Committee
 SACRED HEART SCHOOL STATION
 POSTMASTER
 PO BOX 9998
 ADAMS MN 55909-9998



August 16–17, 2003
Harley-Davidson
 100TH ANNIVERSARY STATION
 POSTMASTER
 PO BOX 9998
 BELLMORE NY 11710-9998



August 18, 2003
Elizabeth Fair Committee
 30TH ANNUAL ELIZABETHTOWN FAIR STATION
 POSTMASTER
 PO BOX 9998
 ELIZABETHTOWN PA 17022-9998



August 16–17, 2003
PA Chautauqua
 ART SHOW STATION
 POSTMASTER
 PO BOX 9998
 MOUNT GRENTA PA 17064-9998



August 20, 2003
LOMBARDI LEADERSHIP CONFERENCE STATION
 POSTMASTER
 PO BOX 9998
 GREEN BAY WI 54303-9998



August 16–17, 2003
Postal Service
 POLISH TOWN USA STATION
 POSTMASTER
 PO BOX 9998
 RIVERHEAD NY 11901-9998



August 21–September 1, 2003
Postal Service
 STATE FAIR POST OFFICE STATION
 POSTMASTER
 PO BOX 645014
 ST PAUL MN 55164-5014

— Stamp Services,
 Government Relations, 8-7-03

Special Cancellation Die Hubs

Postmasters and plant managers who have any of the special cancellation die hubs listed below may use them for the periods designated. At the end of the period, these die hubs must be withdrawn and stored. Postmasters and plant managers who do not have these special die hubs may not request them from the sponsors.

Cancellation	Period of Use
Only You Can Prevent Forest Fires	April 1–Oct. 31
Conquer Cystic Fibrosis	Sept. 1–Sept. 30
Peace Corps Anniversary, Making a Difference	Sept. 1–Oct. 31
Employ People With Disabilities	Sept. 1–Nov. 30
Give to the United Way	Sept. 15–Nov. 15
Learn About Lupus, October Is Lupus Awareness Month	Oct. 1–Oct. 31
Radon Action Week, Protect Your Family, Test Your Home	Oct. 1–Oct. 31
Support Infection Control Week	Oct. 1–Nov. 30
Help Retarded Children	Nov. 1–Nov. 30
Military Families Recognition Day	Nov. 1–Nov. 30
National Adoption Month	Nov. 1–Nov. 30
National Philanthropy Day, Love of Humankind	Nov. 1–Nov. 30
Use Christmas Seals, Support Your Lung Association	Nov. 8–Dec. 31
Support American Education Week	Nov. 10–Nov. 30
Autistic Children, Hope Through Research and Education	Dec. 1–Dec. 31

— Mailing Standards,
Pricing and Classification, 8-7-03

Post Offices

Post Office Changes

Old/ New	Finance No.	ZIP Code	State	P.O. Name	County/ Parish	Station/Branch/ Unit	Unit Type	Effective Date	Comments
Old	07-5868	81421	CO	Maher	Montrose	Main Office	Post Office	02/26/1988	Post Office and ZIP Code discontinued. Establish a place name. Maher CO becomes an acceptable last line for use with ZIP Code 81415.
New	07-2034	81415	CO	Crawford	Delta	Maher	Place Name	08/30/2003	
Old	11-8925	33624	FL	Tampa	Hillsborough	Northdale	Carrier Annex	10/01/2003	Realign ZIP Code boundaries. Use Tampa FL 33618 as last line of address for 2,829 deliveries previously in ZIP Code 33624.
New	11-8925	33618	FL	Tampa	Hillsborough	Carrollwood	Classified Branch		
Old	46-0090	57420	SD	Akaska	Walworth	Main Office	Post Office	10/01/1997	Post Office discontinued. Retain ZIP Code and place name. Continue to use Akaska SD 57420 as last line of address. This amends <i>Postal Bulletin</i> 22098.
New	46-7740	57420	SD	Selby	Walworth	Akaska	Community Post Office	09/28/2002	

— Address Management,
Intelligent Mail and Address Quality, 8-7-03

Hardbound Edition of Publication 65 No Longer Available

The *hardbound* edition of Publication 65, the *National Five-Digit ZIP Code and Post Office Directory* will be discontinued in 2004 due to rising distribution costs and low customer demand. The softbound edition will still be available at \$31 per set.

Publication 65 lists ZIP Codes for Post Offices™ and for streets in all cities with more than one delivery ZIP Code. The directory also contains information on proper addressing procedures, delivery statistics, new ZIP Codes, discontinued postal units and service-improvement programs, Postal Service™ organizations, and a list of special ZIP codes.

To order the 2004 softbound edition, customers must use PS Form 4243, *National Five-Digit ZIP Code and Post Office Directory Order Form for Mail Order Use*. This

form is available online both on the Internet and on the Postal Service PolicyNet Web site:

- On the Internet, go to www.usps.com; click on *Find a Form*, and then *All Online PDF Forms in Numeric Order*.
- On the Intranet, go to <http://blue.usps.gov/cpim>; click on *Postal Forms*. You can browse the list of forms alphabetically or by form number.

The 2004 edition of Publication 65 will ship in early 2004. Remaining copies of the 2003 hardbound edition are available for \$37.50.

If you wish to order the hardbound edition, or if you need any further information on Publication 65, contact the National Customer Support Center at 800-238-3150.

— Address Management,
Intelligent Mail and Address Quality, 8-7-03

MOVER'S GUIDE NEWS

Publication 75, Mover's Guide — September 2003

In mid-August, the September 2003 edition of Publication 75, *Mover's Guide*, will begin arriving at your facility. **The September *Mover's Guide* will be shipped in new denominations, 300 count and 100 count boxes.** Do not start using the new edition before September 1 unless your current quantity has been depleted. After September 1, recycle any copies of previous editions of *Mover's Guide* remaining at your facility.

Starting with the September edition, *Mover's Guide* will have a new look. It will come in an easy-to-use envelope format, which is convenient for consumers and more cost effective for the Postal Service™.

Mover's Guide is printed and distributed three times a year — in April, August, and December. If you run out of copies of the September 2003 *Mover's Guide* before the next print cycle in December, you can order an additional 100 copies or less by contacting the MDC by one of the following means:

- **Touch Tone Order Entry (TTOE):** Call 800-332-0317, option 2.

Note: You must be registered to use TTOE. To register, call 800-332-0317, choose option 1, extension 2925, and follow the prompts to leave a message (wait 48 hours after registering before you place your first order).

- **E-mail:** Complete PS Form 7380, *MDC Supply Requisition* (manually or using FormFlow), and send it as an attachment to the e-mail address *MDC, Customer Service* or to mcustome@usps.gov.

- **Mail:** Mail a completed PS Form 7380 to the MDC at the following address:

SUPPLY REQUISITIONS
MATERIAL DISTRIBUTION CENTER
500 SW GARY ORMSBY DR
TOPEKA KS 66624-9702

Here's the information that you will need to order the September 2003 *Mover's Guide* from the MDC:

PSIN: PUB 75
NSN: 7610-03-000-4795
Unit of Measure: EA
Bulk Pack Quantity: 100
Quick Pick Number: 441
Price: N/A
Edition Date: 09/03

If you are requesting more than 100 additional copies or have other questions regarding the *Mover's Guide*, please call the *Mover's Guide* Field Communications Department, Imagitas, at 800-816-6837.

Please keep track of your inventory. Businesses and other organizations must purchase the *Mover's Guide* and can obtain order forms by calling 800-816-6837.

Remember, to change their address online, customers can visit www.usps.com and click on *Change Address*, or they can go directly to www.usps.com/moversguide/!

— Address Management,
Intelligent Mail and Address Quality, 8-7-03

Retail

HANDBOOK PO-102 REVISION

Miscellaneous Changes

Effective August 7, 2003, Handbook PO-102, *Self Service Vending Operational and Marketing Program*, is revised to change the pricing and sales policy of semipostal stamps and modify the text and exhibits due to a new version of PS Form 8130, *Vending Equipment Sales and Service — Daily Activity Log*, which goes into effect October 2003 (see page 55 of this *Postal Bulletin*).

Effective October 2003, this handbook is revised to replace all instances of the words “postal accounting period” or “AP” with “month.”

We will incorporate these revisions into the next printed version of Handbook PO-102 and into the online update available on the Postal Service™ PolicyNet Web site at <http://blue.usps.gov/cpim>; click HBKs.

Handbook PO-102, Self Service Vending Operational and Marketing Program

[Replace “postal accounting period” or “AP” with “month” throughout Handbook PO-102.]

1	The Self Service Vending Program	*	*	*	*	*
14	Services and Products	*	*	*	*	*
143	Semipostal Stamps	*	*	*	*	*

143.2 Pricing

[Revise 143.2 to read as follows:]

Semipostal stamp vending packets of 10 stamps will be priced at the First-Class Mail® nonautomation single-piece rate plus the additional amount that will be contributed to fund the specifically identified program.

143.3 Equipment

[Revise 143.3 to read as follows:]

The semipostal stamp packets will be sold through every multicommodity machine in service. Models PCM-1625A and PCM-1625B will fully stock each semipostal stamp by order of date of issue in selection B3 (168 vends), selection C3 (168 vends), and selection D3 (50 vends). The D3 location is to be used for semipostal stamps only if there are three semipostal stamps active at the same time. The specific semipostal item is to be continuously sold in one of these selection positions until the product is withdrawn from sale. Product identifiers for PCM-1625A and PCM-1625B machines have been created and are available for download from the Self Service Web site at <http://retail.usps.gov/html/programs/selfservice.html> or http://retail.usps.gov/html/programs/selfserv/prod_id.html#links.

* * * * *

6 Examining Self Service Vending Credit

61 Procedure

* * * * *

613 General

[Revise 613 to read as follows:]

Servicing personnel workhours used during an audit must be recorded on PS Form 8130, *Vending Equipment Sales and Service — Daily Activity Log* (Exhibits 613a and b), dated October 2003.

* * * * *

[Revise titles of Exhibits 613a and 613b to read as follows:]

Exhibit 613a

PS Form 8130, Vending Equipment Sales and Service — Daily Activity Log (page 1 of 2), dated October 2003

Exhibit 613b

PS Form 8130, Vending Equipment Sales and Service — Daily Activity Log (page 2 of 2), dated October 2003

* * * * *

7 Reporting

71 Vending Equipment Service System (VESS) Program

* * * * *

713 Entering Information on PS Form 8130, Vending Equipment Sales and Service — Daily Activity Log

* * * * *

713.2 Location Information

* * * * *

Exhibit 713.2

Current Location and Type Codes

[Below the row with "Gift Shop" and "GS", insert a row with "Government Location" and "GL" to read as follows:]

Location Type	Code
* * * * *	

Government Location	GL
* * * * *	

713.3 Servicing Employee Information

Enter the following information:

* * * * *

[Revise item f to read as follows:]

f. Telephone Number: Enter the telephone number of the servicing person.

* * * * *

[Add new item h to read as follows:]

h. Other: Provide title and pay level.

713.4 Machine Information

Enter the following information:

* * * * *

[Revise item f to read as follows:]

f. Office: Enter the number of workhours and minutes spent counting currency, preparing deposits, requisitioning stock, completing accounting functions, auditing, ordering parts, and providing customer service including reimbursements.

[Revise item g to read as follows:]

g. Service: Enter the number of workhours and minutes spent servicing the equipment by loading stock, collecting cash, replacing modules, and performing general housekeeping.

[Reletter current items h through k as new items i through l, respectively. Add new item h to read as follows:]

h. Travel Time: Enter the time in hours and minutes spent in transit to this machine.

* * * * *

Exhibit 713.4b

Out-of-Service Codes

Code Number	Descriptor	Example: 04-03
01	Validator	The first two digits indicate the machine was out of service for 4 days. The second two digits indicate the primary reason was for a defective <i>controller</i> . <i>Note:</i> In the event a machine is inoperative for various reasons during the month, indicate the Out-of-Service code you feel was most predominant in the Month column.
02	Coin Mechanism	
03	Controller	
04	Dispenser	
05	Electrical	
06	Other	
07	Jam	
08	Jackpot	
09	Switch	
10	Physical Damage	
11	Relocation	

[Revise title of 713.5 to read as follows:]

713.5 Monthly Workhour Totals Information

* * * * *

[After item d (before items e and f), insert a new section to read as follows:]

713.6 Miles Driven and Miscellaneous Costs Information

[Redesignate current 713.5 items e and f as new 713.6 items a and b, respectively.]

* * * * *

— Self Service and Access Management, Delivery and Retail, 8-7-03

*NOTICE***Termination of the VARS/PFT Extended Test Period**

The Vending Activity Reporting System/Postal Financial Transaction (VARS/PFT) test period is terminated for the Santa Ana district.

Effective August 8, 2003, the PBSM-624 vending machines that have undergone extensive testing in the Santa Ana district using a credit/debit capability will terminate their test period. With the conclusion of the test period, the credit/debit capability will be deactivated and all connectivity associated with that capability will be removed from those 22 affected traditional vending machines. The machines are to continue to operate in their standard configuration with all accounting for sales and support to the machines to be continued in accordance with Handbook PO-102, *Self Service Vending Operational and Marketing Program*, dated May 1999.

— *Self Service and Access Management,
Delivery and Retail, 8-7-03*

What's in Store

LibertyCash reminder

Closing Sept. 1

No more LibertyCash® card sales or funds added to existing cards! The program — limited to the Great Lakes, Pacific, Southeast, and Western Areas — ends September 1. Until then, LibertyCash cards will continue to be accepted as a form of payment for products and services — with current card balances.

Participating offices received instructions for returning unused inventory of LibertyCash cards. Also distributed were counter card displays and brochures explaining the refund process for customers and frequently asked questions (FAQs). Refunds are available only by mail and are not to be issued at participating offices.

If your office participates in the LibertyCash program and you have questions, call 703-292-4127 or 703-292-3666.

Postal Service™ pride!

High five!

Got your new cycling team poster? It's on the way, celebrating the success of Lance Armstrong and the USPS® Pro Cycling Team at the Tour de France — five straight wins! Until you receive your new poster, be sure to display the "Congratulations On 5 In A Row!" sticker on the poster you originally received in your Summer/Fall retail kits.

Make it Real Time

Note this address

Stay updated on the Real Time advertising campaign at <http://blue.usps.gov/corporate/realtime/index.html>. Remember: this is an integrated campaign so be sure signage and messaging — including your office answering machines — reflect the current campaign.

And be sure to check out the Real Time Web site for photos of the lobby makeovers at Post Offices™ in San Carlos, California, and East Sandwich, Massachusetts.

What's in Store

Feedback

Send comments and questions to:

WHATS IN STORE
US POSTAL SERVICE
1735 N LYNN ST RM 6042
ARLINGTON VA 22209-6057

What's in Store

Retail Coaches Corner

Welcome to the August Corner!

This month's edition has information on return addresses, LibertyCash®, credit card acceptance, online Express Mail® labels, and customer convenience via the Postal Service™ toll-free number and the Web.

Return Addresses

In FY 2002, the mail recovery center received approximately 1,329,864 parcels and 84,395,551 letters with no return addresses. As a reminder, DMM A010.4.3 identifies items that require return addresses. Please encourage your customers to use return addresses. With your help we can deliver!

Goodbye LibertyCash Cards

Effective September 1, 2003, the LibertyCash program will officially end. Customers with questions about the program can call 800-ASK-USPS for assistance with frequently asked questions.

The LibertyCash card was tested in 2,855 offices to allow customers an alternative method for making payments for postal products and services. Due to budgetary constraints and cost-cutting efforts, a management decision was made not to take the program nationwide and to close the existing test.

Currently there are no immediate plans for a replacement program. Possible partnerships in the future with other parties providing this type of service or product will be evaluated.

Credit Card Number on Receipts

Our credit card acceptance program must follow credit card company regulations. Currently, we need to provide the complete account number in response to a retrieval request. In the case of a contested charge, the Postal Service has no other resource for providing the number other than the receipt.

VISA and MasterCard plan to mandate that all merchants truncate the credit card number on customers' receipts. An upgrade of our retail systems is currently under way. The result — customer credit card receipts with only the last four numbers.

Handling Service Failure Refunds for Online (Single-Ply) Express Mail Labels

As a reminder, online single-ply Express Mail labels have been available via Click-N-Ship™ since August 2002. Single-ply Express Mail labels also can be printed by other customers and at non-Postal Service Web sites.

Service failure refunds for online single-ply labels must be processed the same as any other Express Mail refund. Additionally, PS Form 3533, *Application and Voucher for Refund of Postage, Fees, and Services*, and a copy of the label receipt/record must be sent to the Express Mail office for data entry. The Click-N-Ship Express Mail label has instructions for Postal Service employees on the bottom of the online label record.

Please remember that origin/acceptance data must be entered for *all* Express Mail shipments, including online/single-ply labels. This can be accomplished only by correct acceptance in an IRT, POS ONE terminal or via PC entry in the Expedited Service office.

Encourage Customers to Use 800 ASK USPS and www.usps.com

Do your customers know they can call 800-ASK-USPS for ZIP Codes and postage rates? Please encourage customers to take advantage of the extended hours during which calls are answered — in many cases, it's after Post Offices™ have closed for the day. And, an automated system provides general information about the Postal Service 24 hours a day, 7 days a week.

Customers with computer access can visit the Postal Service Web site at www.usps.com and explore the services that we provide online and find information about rates, ZIP Codes, hours, and locations. They can buy stamps online too.

It's about making it easy and convenient for customers to do business with the Postal Service.

Questions or comments? Submit them via e-mail to *Retail Coaches Corner*.

What's in Store

august

retail employee bulletin



Sonia Centeno
8 years of service

Lobby Makeover Contest News

Lobby Makeovers sponsored by Advertising are currently underway!

A team from Advertising and Retail Marketing has visited the winning Post Offices™ to set the makeovers in motion. The lobby-lifts will highlight the effective use of Summer/Fall point-of-purchase elements.

- Post Offices in East Sandwich, MA, and San Carlos, CA, won the contest in a random drawing.
- We will keep you informed of the lobby makeovers as they progress.

➔ Vive La Lance!

As you undoubtedly know, the U.S. Pro Cycling Team, sponsored by the U.S. Postal Service® has once again won the Tour de France! Lance Armstrong and teammates raced through France July 5–27.

To congratulate the team, we need to update our Cycling Team POP as shown.

- This poster will serve as an interim poster until a **NEW** poster is issued.
- Customers will be able to log onto usps.com to buy the new, specially designed poster online.



Please place the sticker that says "Congratulations On Five In A Row!" that arrived in your Summer/Fall Retail Employee Kit on the cycling poster as depicted on the instruction sheet.

What's in Store

august

retail employee bulletin

HAZMAT Matters

- A new HAZMAT consumer poster ("Some things just can't be shipped") was included in the Summer/Fall POP Kit.
- Please familiarize yourself with the poster to help keep the mail safe.
- Make sure the poster is easily seen. Direct your customers to the poster as needed.



Employee Tips

Customers who are traveling may benefit from the following tip, from **Deb Ladner**, postmaster at Metamora, MI, from a suggestion by **Denise Owen**, postmaster at Swartz Creek, MI:



"When customers fill out 'hold request' cards, ask them if they need stamps to mail postcards, or if they need a phone card to call from the hotel room."

FIRSTCLASS PHONECARDS® are a better value with 20 more minutes on the \$15 card and 50 more minutes on the \$30 card — that's as low as 8.6 cents per minute.

- Remove old \$15 100-minute and \$30 300-minute cards from retail displays and destroy them, as they will no longer activate.
- Remove any POP (acrylic inserts, poster, slatwall cut-out) referring to the \$3 off Spring promotion from the retail area and replace it with the "Get More Minutes" POP.
- Remember to keep enough product on hand during the summer travel season and Labor Day holiday. Call 800-711-0428 to order.

August Stamp Releases:

- *Mary Cassatt: August 7*
- *Early Football Heroes: August 8*



Refer to the new "Retail Employee Calendar" hanging in the Employee Zone of your Post Office for additional information.
Access the Retail Intranet Site at <http://retail.usps.gov>.

What's in Store



focus!

Look for opportunities to educate customers about the featured product/service for each AP. You'll improve customer satisfaction and help your office meet its revenue goals!

august

retail employee bulletin
 Summer/Fall '03 Retail Drive Period
 6/14/03 – 10/18/03

FRI

SAT	SUN	MON	TUES	WED	THUR	FRI
2	3	4	5	6	7  Mary Cassatt stamp	8  Early Football Heroes stamp AP 12 ends
9 AP 13 begins	10 usps.com Customers can get Delivery Confirmation™ for no additional charge when they print a Priority Mail® label at usps.com/clicknship	11	12	13	14	15 \$ ⁵ payday! Gather VESS data for AP 12
16	17	18  focus! Tell your customers about the advantages of Priority Mail service!	19	20	21	22 Last day for districts to input VESS data for AP 12
23 did you know? An additional four transactions of Express Mail® items per Post Office™ per day, would generate \$432,432,000 in revenue in 4 weeks!	24	25	26	27	28	29 \$ ⁵ payday!
30	31					

Refer to the new "Retail Employee Calendar" hanging in the Employee Zone of your Post Office for additional information.
 Access the Retail Internet Site at <http://retail.usps.gov>.

Supply Management

Statement of Work Planning Guides

To develop effective and responsive service contracts, Purchasing and Supply Management specialists need statements of work (SOWs) that are clear and precise in describing required services. Offices requiring specified services are responsible for preparing SOWs for service contracts and attaching them to requisitions submitted to Purchasing Service Centers (PSCs) through eBuy, the preferred ordering method.

SOW Planning Guides outline the information necessary for you to submit a thorough SOW. To access the SOW Planning Guides, visit the Supply Management home page at <http://blue.usps.gov/purchase>; click on *SOW Planning Guides* under "What's New?"

SOW Planning Guides for food services and snow removal are available now. We will add SOW Planning Guides for HVAC maintenance, trash removal, water treatment, and landscaping over the next several months.

— *SCM Strategies,*
Supply Management, 8-7-03

Real People, Real Success

Over 5,000 small businesses from across the country wrote in to tell us their success stories on how Postal Service™ products have helped their businesses. To read their stories, visit www.usps.com/realsuccess.

Twenty-one Winners of the "Real People, Real Success" Essay Contest:

Barbara Granneman, Midwest School of Music, Inc., www.schoolofmusic.com

Cathy Cousins, Lock Your Leathers, Inc., www.lockyourleathers.com

Geoffrey Ellis, Earth Tone Flutes, www.earthtoneflutes.com

Michael Greco, Dartmouth Pharmaceuticals, Inc., www.ilovemynails.com

Elise and Evan Macmillan, The Chocolate Farm, www.chocolatefarm.com

Scott Mooney, Country Supply, Inc., www.countrysupply.com

Gary Bisonett, Freebears.com, www.freebears.com

Harvey Botzman, Cyclotour Guide Books, www.cyclotour.com

Donna Childs, Childs Capital, LLC, www.childscapital.com

Julie Eckert Clancy, Eckert, Inc., dba Jophiel, www.jophiel.com

Michael Gallagher, Onemanfactory, www.onemanfactory.com

Carey Head, Head Country Food Products, Inc., www.headcountry.com

Patrick Judd, The Daily Bread, Inc., www.thedebcafe.com

Bonita Kilpatrick, Specialty Baskets, Decatur, GA

Steven Kitchpanich, The Hunger Site Network, www.thehungersite.com

Melanie Miller, Pace Inc., www.pacelink.com

Alexander Reinprecht, Hawaiian XTreme Sports TV, www.zon3.com

Alex Rosenberger, Rocket Sportbike Sales & Accessories, www.rocketssportbike.com

Joe Sabah, Sabah & Company, www.joesabah.com

Doris Sullivan, HSN Athletic Prep Academy, www.hawaiisportsnetwork.com

Robert Terry, Old World Butcher Block Furniture Inc., www.butcherblockspecialist.com

FROM: Mail Provider
TO: Business Partner

The Postal Service™ Means Business.



We're moving business packages across the country and around the world, for less.



We're helping businesses reach customers and grow revenue.



And we're making life easier for busy people.



Read on to see how we've helped three successful business owners and how we can help you.

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June 2003

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