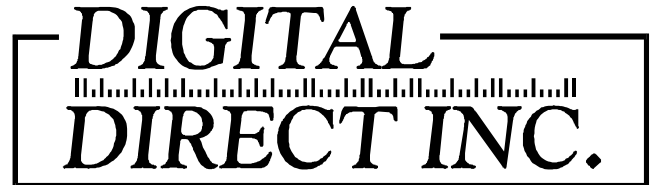


ENDORSEMENTS Standard Mail

Document No: 690



Database Management & Direct Mail

Endorsement	USPS Action
Address Service Requested	<p>Months 1 through 12: piece forwarded; no charge; separate notice of new address provided; 60¢ address correction fee charged</p> <p>Months 13 through 18: piece returned with new address attached; only Standard (A) weighted fee charged (address correction fee not charged)</p> <p>After month 18, or if undeliverable: piece returned with reason for non-delivery attached. Only Standard Mail (A) weighted fee charged (address correction fee not charged.)</p>
Forwarding Service Requested	<p>Months 1 through 12: piece forwarded; no charge;</p> <p>Months 13 through 18: piece returned with new address attached; only Standard (A) weighted fee charged (address correction fee not charged)</p> <p>After month 18, or if undeliverable: piece returned with reason for non-delivery attached. Only Standard Mail (A) weighted fee charged (address correction fee not charged)</p>
Return Service Requested	<p>Piece returned with new address or reason for nondelivery attached; only return postage at First Class rate charged (address correction fee not charged)</p>
Change Service Requested	<p>Separate notice of new address or reason for nondelivery provided; in either case, 60¢ Address Correction Fee charged; piece disposed of by USPS.</p>
No endorsement	<p>Piece disposed of by USPS.</p>

Notes:

1. Standard Mail is forwarded only to domestic addresses.
2. Address Correction fee is 60¢
3. Weighted fee is 2.472 times First Class rate (1 oz example: 34¢ x 2.472 = 85¢)
4. *Address Service Requested* or *Forwarding Service Requested* endorsements obligate the sender to pay the weighted fee on all returned mail.

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