

FOR ZONE RATED MAIL USE PS FORM 3605

U.S. POSTAL SERVICE STATEMENT OF MAILING WITH PERMIT IMPRINTS		MAILER: Complete all items by typewriter, pen or indelible pencil. Prepare in duplicate if receipt is desired. Check for instructions from your postmaster regarding box labeled "RCA Offices".		PERMIT NO. <b>770</b>	
POST OFFICE <b>Honolulu, Hawaii</b>		DATE <b>5/26/78</b>	RECEIPT NO.	SACKS	NUMBER OF TRAYS <b>4</b>
CHECK APPLICABLE BOX <input type="checkbox"/> 1st Class single piece rate <input type="checkbox"/> 2nd—Newspapers and magazines entered at transient rate. <input type="checkbox"/> 3rd—Merchandise less than 16 ozs. <input type="checkbox"/> 4th Library rate <input type="checkbox"/> International <input type="checkbox"/> Presorted 1st Class rate <input checked="" type="checkbox"/> 3rd—Circulars and other printed matter. <input type="checkbox"/> 3rd—Books or catalogs of 24 pages or more, seeds, etc., less than 16 ozs. <input type="checkbox"/> Special 4th rate <input type="checkbox"/> Presorted Special 4th Class					
NAME AND ADDRESS OF PERMIT HOLDER (Include ZIP Code) <b>Polynesian Voyaging Society P.O. Box 60378 Honolulu, Hawaii 96818</b>		TELEPHONE NO. <b>841-3966</b>	WEIGHT OF A SINGLE PIECE <b>.432</b> oz.	NO. PIECES IN POUNDS <b>37.037</b>	RCA Offices:
<input checked="" type="checkbox"/> Check if non-profit under 134.5, PSM					
NAME AND ADDRESS OF INDIVIDUAL OR ORGANIZATION FOR WHICH MAILING IS PREPARED (If other than permit holder)					
TOTAL IN MAILING		RATE CHARGEABLE		TOTAL POSTAGE	
PIECES <b>1,996</b>	POUNDS <b>53.892</b>	PIECE <input checked="" type="checkbox"/>	AT <b>2.1</b>	<b>\$41.92</b>	
FIRST-CLASS PRESORT COMPUTATION (If applicable)					
PRESORTED PIECES	NO. PIECES	AT	AMOUNT \$		
RESIDUAL PIECES	NO. PIECES	AT	AMOUNT \$		
TOTAL COMPUTED NET POSTAGE				→ \$	
Mailer (other than authorized nonprofit organization) must check here whether his total mailings made at bulk third-class rates at all post offices, under any name or permit, for the current calendar year, exceed 250,000 pieces. <input type="checkbox"/> YES <input type="checkbox"/> NO					
SIGNATURE OF PERMIT HOLDER OR AGENT (Both principal and agent are liable for any postage deficiency incurred) <b>Polynesian Voyaging Society - Madeline Chung</b>				TELEPHONE NO. <b>841-3966</b>	

PS Form 3602  
May 1977

Willful Entry of false, fictitious or fraudulent statements or representations hereon punishable by fine up to \$10,000 or imprisonment up to 5 years, or both (18 USC 1001).

FOR USE OF POSTAL SERVICE ONLY									
WEIGHING SECTION—COMPLETE APPLICABLE PART BELOW									
STATION OR UNIT BULK MAIL UNIT MAIN POST OFFICE HONOLULU, HI 96822						PERMIT NO. 710 <input type="checkbox"/> (Check here if company permit)			
FINANCE NO.		ZIP CODE		NAME OF PERMIT HOLDER Polynesian Voyaging Society					
RECEIVED AND WEIGHED DATE MAY 28 1978 TIME 1:10 P.M. U.S.				<input checked="" type="checkbox"/> LETTER MAIL—All mail normally processed through letter cases. <input type="checkbox"/> FLATS—All mail normally processed through flat cases. <input type="checkbox"/> OTHER MAIL—Not normally distributed in letter or flat cases.				RCA OFFICES ONLY	
NUMBER OF			CLASS	WEIGHT OF A SINGLE PIECE	NUMBER OF				
SACKS	TRAYS	OTHER CONTAINERS	3rd	4.52	PIECES IN A POUND	TOTAL PIECES	TOTAL POUNDS		
	4				31.021	1996	558.92		
FOR TOTAL MAILING		FOR PIECES QUALIFYING FOR PRESORT RATE		RATE CHARGEABLE	<input checked="" type="checkbox"/> PIECE <input type="checkbox"/> POUND	AT	TOTAL POSTAGE		
				FIRST-CLASS PRESORT COMPUTATION (If applicable)					
TOTAL WEIGHT (lbs.)		WEIGHT OF PIECES (lbs.)		PRESORTED PIECES	NO. PIECES	AT	AMOUNT \$		
LESS TARE (lbs.)		LESS TARE (lbs.)		RESIDUAL PIECES	NO. PIECES	AT	AMOUNT \$		
NET TOTAL WT. (lbs.)		NET WEIGHT (lbs.)		TOTAL NET POSTAGE →				\$ 41.92	
I CERTIFY that the matter mailed has been inspected, the statement of mailing on the reverse of this form has been verified, and the annual mailing fee has been paid.				SIGNATURE OF WEIGHER [Signature]					



Honolulu, HI 96820

Third-Class Bulk Mailer,  
Special Non-Profit Rate

Dear Customer:

On July 6, 1979, the Special Third-Class Bulk Rate Postage for authorized non-profit bulk mailers will be increased to 3.1¢ per piece, according to the phased postal rate schedule that was approved in 1971.

Enclosed is the new postage chart that has been prepared for your convenience in computing postage charges. Be sure to destroy the old chart on July 6.

Sincerely,

H. C. Chee  
District Manager/Postmaster  
Honolulu, HI 96820



July 6, 1979  
Honolulu, HI 96820

NON-PROFIT ORGANIZATION - SPECIAL THIRD-CLASS RATE

EFFECTIVE JULY 6, 1979, this chart may be utilized to compute postage for Special Third-Class rate permit imprint mailings.  
Example: If you are mailing 251 pieces, the postage would be:

200 pieces = \$6.20      Any fraction of a cent must be  
51 pieces = 1.581      rounded-off to next whole cent.  
\$7.781 = \$7.79

Pieces	Postage	Pieces	Postage	Pieces	Postage	Pieces	Postage
1	\$.031	31	\$.961	61	\$1.891	91	\$2.821
2	.062	32	.992	62	1.922	92	2.852
3	.093	33	1.023	63	1.953	93	2.883
4	.124	34	1.054	64	1.984	94	2.914
5	.155	35	1.085	65	2.015	95	2.945
6	.186	36	1.116	66	2.046	96	2.976
7	.217	37	1.147	67	2.077	97	3.007
8	.248	38	1.178	68	2.108	98	3.038
9	.279	39	1.209	69	2.139	99	3.069
10	.31	40	1.24	70	2.17	100	3.10
11	.341	41	1.271	71	2.201	200	6.20
12	.372	42	1.302	72	2.232	300	9.30
13	.403	43	1.333	73	2.263	400	12.40
14	.434	44	1.364	74	2.294	500	15.50
15	.465	45	1.395	75	2.325	600	18.60
16	.496	46	1.426	76	2.356	700	21.70
17	.527	47	1.457	77	2.387	800	24.80
18	.558	48	1.488	78	2.418	900	27.90
19	.589	49	1.519	79	2.449	1000	31.00
20	.62	50	1.55	80	2.48	2000	62.00
21	.651	51	1.581	81	2.511	3000	93.00
22	.682	52	1.612	82	2.542	4000	124.00
23	.713	53	1.643	83	2.573	5000	155.00
24	.744	54	1.674	84	2.604	6000	186.00
25	.775	55	1.705	85	2.635	7000	217.00
26	.806	56	1.736	86	2.666	8000	248.00
27	.837	57	1.767	87	2.697	9000	279.00
28	.868	58	1.798	88	2.728	10,000	310.00
29	.899	59	1.829	89	2.759	20,000	620.00
30	.93	60	1.86	90	2.79	30,000	930.00

WEIGHT BREAKPOINTS

BOOKS, CATALOGS - Over 3.1 ounces, 16¢ per pound or fraction.

CIRCULARS, ETC. - Over 2.610526 ounces, 19¢ per pound or fraction.

ILLEGIBLE





Honolulu, HI 96820

November 30, 1979

Dear Bulk Mail Customer:

It is time again to renew your bulk mailing fee. The \$40 annual fee will renew your privilege to mail at Third Class reduced rates until December 31, 1980. Enclosed is a bulk fee renewal notice. Please complete this notice and return it with your fee payment to one of the following four post office windows:

Main Office (Airport) Window: 3600 Aolele St.  
Downtown Station: 335 Merchant St.  
Waikiki Station: 330 Saratoga Rd.  
Waiialae-Kahala Station: 4354 Paho Ave.

Please complete the right side of the card with your organization's name and current address and telephone number. NON-PROFIT ORGANIZATIONS MUST also complete the left side of the card. Sign and date the card.

The complete renewal notice and your remittance may also be mailed to:  
Postmaster, Main Office Window, 3600 Aolele St., Honolulu, HI 96819.

Again I would like to advise you of some areas of concern which may or may not be a problem to you.

I want to reaffirm that the privilege you are exercising in mailing at the reduced third-class bulk rate also carries with it certain responsibilities:

1. You must have at least 200 pieces or 50 pounds weight per mailing.
2. A completed PS Form 3602, prepared in duplicate, must accompany all mailings.
3. Funds must be on deposit in advance of your mailings.
4. Correct bundling, labeling and banding, and tray or sacking procedures must be followed.
5. The paperwork and presorting of the mail must be completed before the mailing is brought to the bulk mail acceptance unit.

I have advised my bulk mail acceptance clerks that, as a very minimum, these five requirements will be enforced.

Several bulk mailers, particularly non-profit enterprises, seem to have a constant turnover of help, whether new officers or new volunteers. While we wish to assist you, it has become impossible to take the time of acceptance clerks to supervise the preparation of mailings in our office. Your mailings must be prepared before being presented for acceptance. I suggest every organization establish a file containing instructions, examples and communications regarding bulk mailings so that it is readily available

to anyone that is responsible for mail preparation. Your current responsible person should train some additional people.

All mailings require some advance preparation. Please plan ahead "who" will mail and "how" mailing will be done. If you need assistance in the proper make-up or completion of forms, please call upon our Mail Classification Office Staff (422-1716, 422-1933), but please not at the last minute.

A very important concern is when a mailer has extra copies left over after a mailing. When these copies are given away the bulk mail indicia must be crossed out. Some people to whom mailers have given these copies have addressed them and dropped them in the mail. Because postage has not been paid on these extra copies, they are returned for postage when the sender includes a return address. Please be sure, as well, that any unaddressed materials you include within your mail pieces do not bear permit imprints which have not been obliterated. You will be asked to take the mail back to your office to obliterate such imprints in the event this occurs.

Effective January 1, 1980, deposits of money to pay for permit imprint mailings may only be made at four Honolulu post office windows: Main Office (Airport), Downtown Station, Waikiki Station, and Waiialae-Kahala Station.

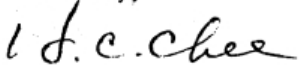
When making your deposits, be sure to give the postal clerk the correct permit number of your organization so that the deposit will be accurately recorded in your account.

Our bulk mail acceptance hours, effective January 1, 1980, are 8:30 a.m. to 5:00 p.m., Monday through Friday, except Federal Holidays. Please try to avoid arriving at the last minute since this will probably cause you to wait in line. You will probably receive the fastest service between 10:00 a.m. to 12:00 noon, and 1:00 p.m. to 3:00 p.m.

As a final concern, I know the Postal Service has a language all its own. So I have included instructions on preparing bulk mail which have been rewritten in hopes that they are clearer to you. They don't change anything -- just say it in different words.

If you have any questions or need materials, please call our Mail Classification Office (Monday through Friday, 8:30 a.m. to 4:00 p.m.) for assistance. In the meantime, have a very nice Holiday Season from all of us in the Postal Service.

Sincerely,



H. C. Chee  
District Manager/Postmaster



PACIFIC DISTRICT OFFICE  
Honolulu, HI 96820

GUIDE FOR THIRD-CLASS BULK MAILERS -- JANUARY 1, 1980

Postal Service requirements for preparing bulk third-class mail are specific and are strictly enforced. Improperly prepared mail will not be accepted. Mailers are responsible for insuring that a fully completed PS Form 3602 (prepared in duplicate) accompanies each mailing; that adequate funds are on deposit in advance of each mailing; and that the mail is correctly sorted and bundled according to the instructions that follow. If you need assistance in preparing a bulk mailing, please call the Mail Classification Office (422-1716, 422-1933), whose office hours are 8:30 a.m. to 4:00 p.m., Monday through Friday.

1. POSTAL PERMITS REQUIRED: Postage must be prepaid by one of the following means:
  - a. Permit Imprint: \$30 application fee
  - b. Meter: no application fee
  - c. Precancelled Stamps: no application feePermits and licenses for the above are issued at the Mail Classification Office, located at the Main Post Office, Room 108, 3600 Aolele St., Honolulu, HI 96819.
2. ANNUAL BULK MAILING FEE: A \$40 fee must be paid each calendar year by or for any person who mails at the third-class bulk rates.
3. WHERE TO PAY FEES AND DEPOSIT MONEY FOR POSTAGE: Four points in Honolulu are designated for the acceptance of bulk mailing fee payments and for deposits of money to pay postage for permit imprint mailings. These are:
  - Main Post Office, 3600 Aolele St.
  - Downtown Station, 335 Merchant St.
  - Waikiki Station, 330 Saratoga Rd.
  - Waialae-Kahala Station, 4354 Pahoia Ave.Funds for permit imprint mailings must be on deposit before the mailings are brought to the post office.
4. PLACE OF MAILING: Bulk mailings must be brought to the Bulk Mail Acceptance Unit, Main Post Office (East Platform), located on Rodgers Blvd. fronting the Honolulu International Airport. Hours of bulk mail acceptance are 8:30 a.m. to 5:00 p.m., Monday through Friday. Mail is not accepted on weekends or on Federal Holidays.
5. MAILING STATEMENTS: A PS Form 3602 (Statement of Mailing Matter with Permit Imprint) must be prepared in duplicate and accompany each permit imprint mailing. The Form 3602 must be signed and completely filled out. (Page 8 gives detailed instructions on the proper completion of this form.) Bulk mailers using postage meters or precancelled stamps should use PS Form 3602 PC.

GUIDE FOR THIRD-CLASS BULK MAILERS -- JANUARY 1, 1980 -- P.2

6. Each mailing must have AT LEAST 200 INDIVIDUALLY ADDRESSED PIECES, or weigh at least 50 pounds to qualify as a bulk mailing.
7. NO FOREIGN MAIL may be included in bulk mailings.
8. Pieces of permit imprint mail must be IDENTICAL IN SIZE AND WEIGHT to one another. Be careful not to use envelopes of different weights, or make some pieces heavier than others by enclosing extra pages.
9. Each piece may weigh up to but not including 16 ounces. (Heavier pieces become fourth-class mail).
10. Pieces less than 3.5 inches in width (height) or 5 inches in length are non-mailable, as are pieces having shapes other than rectangular or thinner than .007 inches.
11. HANDWRITING OR TYPEWRITING (including automatic typewriter) may not appear in third-class mail, with certain exceptions as mentioned below. Handwritten or typewritten material must be sent at the first-class or priority rates. A circular may have the following specific handwritten or typewritten additions: the name of the addressee, sender's signature, and the date of the circular (not the date announcing when something is to happen, etc.). Please check with the Mail Classification Office before you mail if you plan to include handwritten or typewritten additions to your literature.
12. BILLS, STATEMENT OF ACCOUNT, STUDENT REPORT CARDS, ALL PERSONAL CORRESPONDENCE is first-class mail and cannot be sent at third-class rates. Third-class mail, to avoid being personal correspondence, must be sent in identical terms to several people.
13. ADDRESSING: Leave at least 3½ inches of clear space (from top to bottom) at the right end of the address side of the envelope for the address, permit imprint, stamps, etc. On large envelopes or mailing pieces, leave on the right end of the address side a clear rectangular space of not less than 3 X 4½ inches.
14. RETURN ADDRESSES: All mail should bear the name and return address of the sender in the upper left hand corner. Be sure to include your ZIP CODE. All matter mailed at the special bulk rates (for certain non-profit organizations) must identify the authorized permit holder. The name and return address of the authorized permit holder must appear either on the outside of the mailing piece or in a prominent location on the material being mailed. Pseudonyms or bogus names of persons or organizations may not be used. If the mailing piece bears any name and return address, it must be that of the authorized permit holder.
15. SEALING MAIL: The sealing of third-class mail is optional. Third-class mail which is not sealed or secured so that it may be safely handled by

GUIDE FOR THIRD-CLASS BULK MAILERS -- JANUARY 1, 1980 -- P.3

machines is not recommended. Mailing of sealed articles at the third-class rates of postage is considered to be consent by the mailer to postal inspection of the contents, and pieces of all third-class bulk mailings will be examined to verify proper classification.

16. USING YOUR PERMIT TO MAIL FOR OTHERS: A permit holder may use his permit to mail for other individuals or organizations provided an additional bulk fee (\$40) is paid in their name. This arrangement does not include authorized non-profit special rate bulk mailers who can only distribute their own materials at this special rate. Cooperative mailings may not be made at the special bulk rates if one or more of the cooperating persons or organizations is not authorized itself to mail at the special bulk rates. Cooperative mailings involving the mailing of matter on behalf of or produced for an organization not authorized to mail at the special bulk rates must be paid at the applicable regular rate.
17. IMPROPER USE OF PERMIT IMPRINTS: Since permit imprints indicate that the mail piece on which they appear has had postage paid, they must not appear on matter which is used as handouts or enclosures without first obliterating the permit imprint. Any permit imprints appearing on handouts or enclosures in mail pieces must be obliterated by being overprinted or inked over. If a permit imprint has an error in it when printed, call the Mail Classification Office (422-1716, 422-1933) for advice.

# Labeling Packages of Mail with Pressure Sensitive Labels

ALL bulk mail must be sorted as described below and bundled securely with strong twine or 3/8" wide rubber bands.

**BUNDLING PROCEDURE:** Bundles should be no more than FOUR inches thick. If bound with twine, it should be tied around both the length and width. If rubber bands are used, the first band should be placed across the length and the second, across the width. If the bundle is an inch or less in thickness, a single rubber band may be used across the width.

Bundles must be marked with pressure sensitive labels, as shown below. The pressure sensitive labels & rubber bands are available at the Bulk Mail Acceptance Unit located at the Main Post Office.

## SORTING PROCEDURE:

1. **DIRECT BUNDLE:** When you have ten or more pieces addressed to the same 5 digit zip code number, you must bundle them together. A red "D" adhesive label should be affixed in the lower left-hand corner of the top piece only. If adhesive labels are not available, no identifying label is necessary; the bundle will be considered to be for the zip code shown on the top piece.

**Red**  
PS LABEL D



**Direct** - all for same  
5-digit ZIP Code area

2. **SAME CITY BUNDLE:** This procedure is optional but strongly recommended. After all possible direct bundles have been made, any ten or more pieces with different 5 digit zip codes going to the **SAME CITY** must be bundled together. All pieces in the bundle must be for a city that has more than one zip code assigned to it.

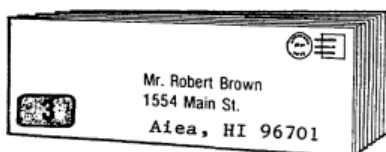
**Yellow**  
PS LABEL C



**City** - all for multi-  
coded city on face

3. **THREE DIGIT BUNDLE:** After all DIRECT and SAME CITY bundles have been made, any other ten or more mail pieces having the same first three zip code digits must be bundled together. For example, a letter for Haleiwa, HI (96712), a letter for Kula, HI (96790), etc. Use a green "3" adhesive label.

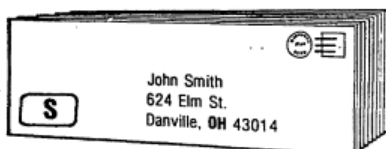
**Green**  
PS LABEL 3



**3** DIGIT - all for same first 3 digits of ZIP Code

4. **STATE BUNDLE:** After all possible DIRECT, SAME CITY, and 3 DIGIT bundles have been made, any ten or more for the SAME STATE should be bundled together. Use an Orange "S" adhesive label. Mailers may package less than 10 pieces in the same manner.

**Orange**  
PS LABEL S



all for **State** on face

5. **MIXED STATES BUNDLE:** After all possible DIRECT, CITY, 3 DIGIT, & STATE BUNDLES have been made, the remaining pieces going to various states must be bundled together. No adhesive labels are available for marking these bundles. Use a slip of paper that has been marked, "MIXED STATES". This facing slip must be securely placed under the twine or rubber bands so that it will not fall off during the handling of the mail.



**MAIL PIECES MUST BE PREPARED SO THAT THEY ALL FACE THE SAME WAY.**

TRAYING & SACKING INSTRUCTIONS FOR THIRD-CLASS BULK MAIL.

Bundles of mail must be sorted and sacked to destinations as outlined below (Note that under certain conditions, mail addressed to HONOLULU zip codes may be trayed instead of being sacked). No more than 70 pounds of mail may be placed in any sack.

I. TRAYING:

THIS METHOD IS USED ONLY FOR HONOLULU ZIP CODES AND APPLICABLE ONLY TO FULL TRAYS OF MAIL. Whenever there are enough pieces for the same HONOLULU zip to fill an entire four-sided plastic tray (available at no charge from the post office), customers are encouraged to use this method. A label showing the ZIP CODE of DESTINATION must be affixed to one end of the tray.

96813  
3/C LTRS  
HONOLULU, HI 968

II. SACKING:

A. CITIES WITH SINGLE ZIP CODE IN STATE OF HAWAII:

If you have 12 or more packages (bundles) to a single 5 digit ZIP Code, you must sack the bundles in a #3 canvas sack. You may have less than 12 packages in a sack. A label showing the ZIP Code of destination must be used.

AIEA, HI 96701  
3/C LTRS  
HONOLULU, HI 968

B. HONOLULU MIXED CITY BUNDLES: (OPTIONAL)

Make up a sack if you have 12 or more direct bundles with HONOLULU Zip Codes that cannot be made into 5 digit "DIRECT" sacks. Use label shown below.

HONOLULU, HI 968  
3/C LTRS  
HONOLULU, HI 968

C. 3 DIGIT SACKS -HONOLULU, HI 967:

12 or more direct bundles of mail beginning with the same FIRST 3 Zip Code digits (For example, "967") that cannot be made into "DIRECT" sacks, must be placed into a #3 canvas sack and identified with the label shown below.

HONOLULU, HI 967  
3/C LTRS  
HONOLULU, HI 968



#### SACKING MAIL TO MAINLAND POST OFFICES

When you have 12 or more bundles of mail addressed to the mainland, you must sack and label this mail. Instructions are similar to sacking mail for Hawaii. Call the MAIL CLASSIFICATION CENTER (422-1716 or 422-1933) for more specific information.

#### HOW TO OBTAIN EQUIPMENT

TRAYS and #3 CANVAS SACKS may be obtained from most branch post offices. You should always make arrangements with the Station Manager, several days ahead of time.

LABELS for the #3 canvas sacks, TRAYS, and #3 CANVAS SACKS may be obtained from the CUSTOMER SERVICES OFFICE (Phone 422-6564/9550) or the BULK MAIL ACCEPTANCE UNIT (422-1513).

INSTRUCTION SHEET FOR COMPLETING PS FORM 3602

- 1) Enter your permit number here.
- 2) City & State where permit is held.
- 3) Date of mailing.
- 4) Indicate number in appropriate space.
- 5) Check applicable box.
- 6) Enter COMPLETE name and address of PERMIT HOLDER.
- 7) List NUMBER WHERE YOU CAN BE CONTACTED DURING NORMAL HOURS. If there is any discrepancy in your mail, we will not have to delay it.
- 8) Check ONLY if you are authorized to mail at the Special Non-Profit rates.
- 9) Complete this space if you are mailing for another individual or organization that has paid their annual bulk fee.
- 10) Be sure to sign here.
- 11) NOTE: The weight of a single piece MUST BE ACCURATE! If it isn't, it will greatly distort the other computations. Weigh at least 10 or more pieces until the scale indicator aligns with the  $\frac{1}{2}$  ounce or full ounce mark. Divide the weight by the number of pieces on the scale & you will get the weight of a single piece. Compute to three decimal places.
- 12) Divide 16 by the weight of a single piece derived in step 11, carry to three decimal places.
- 13) Indicate total number pieces being mailed, BE SURE IT IS ACCURATE!
- 14) Total pounds can be calculated...DO NOT INCLUDE WEIGHT OF TARE.
- 15) Check applicable box.
- 16) Enter applicable rate.
- 17) Enter total. Whenever the computation of postage results in a fraction of a cent, round off to the next full cent.

FOR ZONE RATED MAIL USE PS FORM 3605

<b>U.S. POSTAL SERVICE</b> <b>STATEMENT OF MAILING</b> <b>WITH PERMIT IMPRINTS</b>		<b>MATERIAL:</b> Complete all items by type-writer, pen or indelible pencil. Prepare in duplicate if receipt is desired. Check for instructions from your postmaster regarding box labeled "RCA Offices."		<b>PERMIT NO.</b>  <b>(1)</b>	
<b>POST OFFICE</b>  <b>(2)</b>		<b>DATE</b>  <b>(3)</b>		<b>RECEIPT NO.</b>  <b>(4)</b>	
<b>CHECK APPLICABLE BOX</b> <b>(5)</b>		<b>NO. OF SACKS</b> <b>XX</b>		<b>NUMBER OF TRAYS</b> <b>(4)</b>	
<input type="checkbox"/> 1st Class single piece rate <input type="checkbox"/> 2nd-Class newspapers and magazines entered at Transit rate. <input type="checkbox"/> 3rd-Class bulk rate <input type="checkbox"/> 4th Library rate <input type="checkbox"/> Special 4th rate <input type="checkbox"/> Presorted Special 4th Class		<input type="checkbox"/> 2nd-Class newspapers and magazines entered at Transit rate. <input type="checkbox"/> 3rd-Class bulk rate <input type="checkbox"/> 4th Library rate <input type="checkbox"/> Special 4th rate <input type="checkbox"/> Presorted Special 4th Class		<input type="checkbox"/> 3rd-Class bulk rate <input type="checkbox"/> 4th Library rate <input type="checkbox"/> Special 4th rate <input type="checkbox"/> Presorted Special 4th Class	
<b>NAME AND ADDRESS OF PERMIT HOLDER (Include ZIP Code)</b>  <b>(6)</b>  <b>(8)</b>		<b>TELEPHONE NO.</b>  <b>(7)</b>		<b>WEIGHT OF A SINGLE PIECE</b> <b>(11)</b>	
<b>NO. OF POUNDS</b> <b>(12)</b>		<b>RCA Offices:</b>		<b>TOTAL IN MAILING</b> <b>(13)</b>	
<b>NO. OF POUNDS</b> <b>(14)</b>		<b>RATE CHARGEABLE</b> <b>(15)</b>		<b>TOTAL POSTAGE</b> <b>(17)</b>	
<b>NO. OF POUNDS</b> <b>(15)</b>		<b>AT</b> <b>(16)</b>		<b>NO. OF POUNDS</b> <b>(17)</b>	
<input type="checkbox"/> Check if non-profit under 134.5, PSM *		<b>PRESTORT COMPUTATION (If applicable)</b>		<b>NET POSTAGE (1 or 2 minus 3)</b>	
<b>NAME AND ADDRESS OF INDIVIDUAL OR ORGANIZATION FOR WHICH MAILING IS PREPARED (If other than permit holder)</b>		<b>1. PIECE RATE POSTAGE CHARGE</b>		<b>NO. PIECES</b>	
		<b>2. POUND RATE POSTAGE CHARGE</b>		<b>NO. POUNDS</b>	
		<b>3. PRESTORT</b>		<b>NO. QUALIFYING PIECES</b>	
		<b>RATE/PIECE</b>		<b>POSTAGE</b>	
		<b>RATE/POUND</b>		<b>POSTAGE</b>	
		<b>RATE REDUCTION</b>		<b>POSTAGE</b>	
		<b>NET POSTAGE (1 or 2 minus 3)</b>		<b>POSTAGE</b>	
<b>SIGNATURE OF PERMIT HOLDER OR AGENT (Both principal and agent are liable for any postage deficiency incurred)</b> <b>(10)</b>		<b>TELEPHONE NO.</b>			

PS Form 3602  
Dec. 1978

Willful Entry of false, fictitious or fraudulent statements or representations hereon punishable by fine up to \$10,000 or imprisonment up to 5 years, or both (18 USC 1001).

PIECES SINGLE PER PIECE POUND WEIGHT	PIECES SINGLE PER PIECE POUND WEIGHT	PIECES SINGLE PER PIECE POUND WEIGHT	PIECES SINGLE PER PIECE POUND WEIGHT
1 - 16.000000	51 - .313725	101 - .158415	151 - .105960
2 - 8.000000	52 - .307692	102 - .156862	152 - .105263
3 - 5.333333	53 - .301886	103 - .155339	153 - .104575
4 - 4.000000	54 - .296296	104 - .153846	154 - .103896
5 - 3.200000	55 - .290909	105 - .152380	155 - .103225
6 - 2.666666	56 - .285714	106 - .150943	156 - .102564
7 - 2.285714	57 - .280701	107 - .149532	157 - .101910
8 - 2.000000	58 - .275862	108 - .148148	158 - .101265
9 - 1.777777	59 - .271186	109 - .146788	159 - .100628
10 - 1.600000	60 - .266666	110 - .145454	160 - .100000
11 - 1.454545	61 - .262295	111 - .144144	161 - .099378
12 - 1.333333	62 - .258064	112 - .142857	162 - .098765
13 - 1.230769	63 - .253968	113 - .141592	163 - .098159
14 - 1.142857	64 - .250000	114 - .140350	164 - .097560
15 - 1.066666	65 - .246153	115 - .139130	165 - .096969
16 - 1.000000	66 - .242242	116 - .137931	166 - .096385
17 - .941177	67 - .238805	117 - .136752	167 - .095808
18 - .888888	68 - .235294	118 - .135593	168 - .095238
19 - .842105	69 - .231884	119 - .134453	169 - .094674
20 - .800000	70 - .228571	120 - .133333	170 - .094117
21 - .761904	71 - .225352	121 - .132231	171 - .093567
22 - .727272	72 - .222222	122 - .131147	172 - .093023
23 - .695652	73 - .219178	123 - .130081	173 - .092485
24 - .666666	74 - .216216	124 - .129032	174 - .091954
25 - .640000	75 - .213333	125 - .128000	175 - .091428
26 - .615384	76 - .210526	126 - .126984	176 - .090909
27 - .592592	77 - .207792	127 - .125984	177 - .090395
28 - .571428	78 - .205128	128 - .125000	178 - .089887
29 - .551724	79 - .202531	129 - .124031	179 - .089385
30 - .533333	80 - .200000	130 - .123076	180 - .088888
31 - .516129	81 - .197530	131 - .122137	181 - .088397
32 - .500000	82 - .195121	132 - .121212	182 - .087912
33 - .484848	83 - .192771	133 - .120300	183 - .087431
34 - .470588	84 - .190476	134 - .119402	184 - .086956
35 - .457142	85 - .188235	135 - .118518	185 - .086486
36 - .444444	86 - .186046	136 - .117647	186 - .086021
37 - .432432	87 - .183908	137 - .116788	187 - .085561
38 - .421052	88 - .181818	138 - .115942	188 - .085106
39 - .410256	89 - .179775	139 - .115017	189 - .084656
40 - .400000	90 - .177777	140 - .114285	190 - .084210
41 - .390243	91 - .175824	141 - .113475	191 - .083769
42 - .380952	92 - .173913	142 - .112676	192 - .083333
43 - .372093	93 - .172043	143 - .111888	193 - .082901
44 - .363636	94 - .170212	144 - .111111	194 - .082474
45 - .355555	95 - .168421	145 - .110344	195 - .082051
46 - .347326	96 - .166666	146 - .109589	196 - .081632
47 - .340425	97 - .164948	147 - .108843	197 - .081218
48 - .333333	98 - .163265	148 - .108108	198 - .080803
49 - .326530	99 - .161616	149 - .107382	199 - .080402
50 - .320000	100 - .160000	150 - .106666	200 - .080000

POSTAGE RATES &  
WEIGHT BREAKPOINTS  
Effective July 6, 1979

REGULAR RATE THIRD-CLASS BULK MAILERS	
CATEGORY	APPLICABLE RATE
CIRCULARS & MISCELLANEOUS PRINTED MATTER	If the weight of a single piece is 3.27804 ounces or less, charge minimum rate of 8.4¢ per piece. If the weight of a single piece is over 3.27804 ounces, charge 41¢ per pound.
BOOKS & CATALOGS	Charge 8.4¢ per piece; 36¢ per pound if the weight of a single piece exceeds 3.73333 ounces.

AUTHORIZED SPECIAL BULK THIRD-CLASS MAILERS	
CATEGORY	APPLICABLE RATE
CIRCULARS & MISCELLANEOUS PRINTED MATTER	If the weight of a single piece is 2.610526 ounces or less, charge the minimum rate of 3.1¢ per piece. Anything over 2.610526 ounces, charge the pound rate of 19¢ per pound or fraction of a pound.
BOOKS & CATALOGS	If the weight of a single piece is 3.1 ounces or less, charge the minimum rate of 3.1¢ per piece. Anything over that weight should be charged 16¢ per pound or fraction of a pound.

Books and catalogs must have at least 24 pages, of which at least 22 are printed, consisting wholly of reading matter with incidental blank spaces for notations. It should be "BOUND" along one edge. Bound is defined as being fastened permanently in two or more places with staples, stitching, etc.

Enclosures: External attachments are not permitted. The covers of a catalog or book for postal purposes are the outermost bound sheets. Only the following specifically named items may be enclosed loose provided they relate exclusively to the book or catalog they accompany:

- a. A single reply envelope or reply post card, or both.
- b. A single order form.
- c. A printed circular. Circulars fastened securely along the entire bound edge inside the book or catalog by paste, stitches, or staples are not loose enclosures.
- d. If no circular is enclosed, a printed price list listing only articles featured in the catalog and showing only the same prices and discounts as the catalog.
- e. An invoice
- f. Samples of merchandise attached to pages.

#### UNDELIVERABLE AND FORWARDING

**RETURN ADDRESS:** Each piece should bear in the upper left corner of the address side, the name and address of the sender, including the street or post office box number and ZIP code. The return address may be omitted from third-class if the sender does not wish it returned if undeliverable, but it is advisable to have the return address in all cases.

**RETURN OF UNDELIVERABLE MAIL:** When it is desired that third-class mail be returned in the event it cannot be delivered as addressed, the pledge of the Mailer should be placed immediately under the return address. The words "RETURN POSTAGE GUARANTEED" should be used. Mail so endorsed will be returned to sender at the single-piece third-class rate, the mail will be marked undeliverable as addressed. The reason the mail is undeliverable or the addressee's new address will not be shown.

**FORWARDING:** Third-class mail may be forwarded where the new address is known and postage is guaranteed by the sender. The words "FORWARDING AND RETURN POSTAGE GUARANTEED" must be placed below the return address. The mail would then be forwarded to the new address. Postage for forwarding would be collected from the addressee. If the addressee refuses to pay the postage due, the article will be returned to the sender with both the forwarding and return postage to be collected on delivery.

**ADDRESS CORRECTION SERVICE:** The addressee's new address or the reason why a third class mailing piece is undeliverable may be obtained either independently of, or in combination with the return and forwarding services described above.

A piece weighing two ounces or less bearing the words "ADDRESS CORRECTION REQUESTED" below the return address will be returned to the sender for a charge of 25¢ with the new address or reason marked on the mail piece.

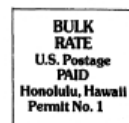
When a piece over two ounces bears the words "ADDRESS CORRECTION REQUESTED," Form 3579 attached to the address label clipped from the piece will be used to notify the sender for a fee of 25¢. The mailing piece will not be returned.

When a sender desires the return of a piece weighing more than 2 ounces, as well as the new address or other reason for non-delivery, the piece must be endorsed "ADDRESS CORRECTION REQUESTED RETURN POSTAGE GUARANTEED" or "ADDRESS CORRECTION REQUESTED FORWARDING AND RETURN POSTAGE GUARANTEED" depending on the service desired. If the mail cannot be delivered or forwarded, it will be returned at the single-piece third class rate plus 25¢ for the Form 3579 which will be attached.

## FORM OF PERMIT IMPRINTS

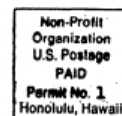
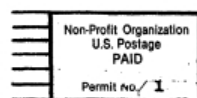
145.4 PERMIT IMPRINTS MUST BE PREPARED IN ONE OF THE FORMS ILLUSTRATED.  
THE ADDITION OF EXTRANEOUS MATTER IS NOT PERMITTED.

### BULK THIRD-CLASS MAIL



\*\*\* NOTE: The sample imprints illustrated below are to be used by NON-PROFIT organizations  
ONLY when authorized in writing by the POSTMASTER, where the permit has been issued.

### AUTHORIZED NONPROFIT ORGANIZATION MAILINGS ONLY



**Bulk Mail Hours:**  
Monday thru Friday except Federal Holidays  
8:30am to 5:00pm

**For Information Call:**  
Mail Classification Center  
3600 Aolele St., Rm. 108  
Honolulu, HI 96819  
Phone 422-1716 or 422-1933

INTERISLAND  
AIR TERMINAL



POST OFFICE HONOLULU		STATION MOWS	\$ <u>0.30</u>	No. 37
AMOUNT (To be written) Forty & no/100		DOLLARS		
FOR Annual Bulk Fee '80	AIC 138	POSTMASTER (By) Chiurco		
Received from: (Show address only when receipt is mailed)				DATE  PERMIT NO. 770
PLYNESIAN VOYAGING SOCIETY 1355 Kalihi St Box 19000A Honolulu, HI 96819				

PS Form 3544  
Mar. 1977

POST OFFICE RECEIPT FOR MONEY

Original



POST OFFICE	STATION		No. 07	
AMOUNT <small>To be written</small> <i>Forty only</i>		DOLLARS <i>40.00</i>		
FOR	AIC	POSTMASTER (By)		
<i>3/c Bulk Fee</i>	<i>138</i>	<i>R</i>		
Received from: (Show address only when receipt is mailed)				
<i>Polynesian Voyaging Soc.</i> <i>Bx. 6037</i> <i>Hono, Hi - 96818</i>				
				DATE JAN 12 1979 PERMIT NO. <i>770</i>

PS Form  
Mar. 1977 3544

POST OFFICE RECEIPT FOR MONEY

Original



Honolulu, HI 96820

December 6, 1978

To: Bulk Mailers

A \$40.00 annual bulk mailing fee must be paid each calendar year by mailers of third-class bulk mail. Enclosed is your bulk mail annual fee notice for 1979.

1. Complete the right hand side of the card showing your current address and telephone number. Sign and date below.
2. Non-profit organizations authorized to mail at the special bulk-rates must complete the bottom left portion of the card. Sign and date below.

You may mail in the completed card with your check for \$40.00 to:

Postmaster  
Main Office Window Service  
Honolulu, HI 96820, or

you may present the card with your check to any of these Honolulu post office stations:

Ala Moana Station  
Aina Haina Station  
Chinatown Station  
Downtown Station  
Ford Island Station  
Fort Shafter Station  
Hawaii Kai Station  
Hickam Station  
Kaimuki Station

Kapalama Station  
Makiki Station  
Molili Station  
Navy Cantonment Station  
Navy Terminal Station  
Sub Base Station  
Tripler Station  
Waikiki Station  
Waiialae/Kahala Station

*H. C. Chee*

H. C. Chee  
District Manager/Postmaster  
Honolulu, HI 96820



December 1, 1978

PACIFIC DISTRICT OFFICE  
Honolulu, HI 96820

## GUIDE FOR THIRD-CLASS BULK MAILERS

Postal Service requirements for preparing Bulk Third-Class mail are specific and STRICTLY ENFORCED. IMPROPERLY PREPARED MAIL WILL NOT BE PROCESSED. Be sure to follow all procedures described below.

See that ALL personnel involved with the preparation of bulk mail are thoroughly trained. If you have any questions, call our MAIL CLASSIFICATION CENTER, telephone 422-1716, for help and advice BEFORE you mail; PLEASE DON'T WAIT UNTIL IT'S TOO LATE.

An annual \$40 bulk mailing fee must be paid each calendar year (Jan. 1 - Dec. 31) by all bulk third-class mailers. Renewal payments may be made at any Honolulu post office.

1. A permit is required to mail bulk third-class mail using permit imprints (see the last page of this handout for samples of permit imprints). The fee for the permit is \$30. The Mail Classification Center, Main Post Office, Room 108, issues these permits for the Honolulu Post Office.
2. Honolulu permit imprint mailers can make their postage payments at any Honolulu Branch post office. Remember that postage MUST be FULLY PREPAID before the mail can be released for processing. Deposits for payment may be made in advance or at the time of mailing.
3. Place of Mailing: Bulk mailings must be brought to the Bulk Mail Acceptance Unit, MAIN POST OFFICE, (East Platform), located on Rodgers Boulevard, fronting the Honolulu International Airport.
4. Each mailing must have at least 200 pieces or 50 pounds total weight.
5. NO FOREIGN MAIL may be included in bulk mailings.
6. Each piece must be INDIVIDUALLY ADDRESSED to a different addressee.
7. Each piece must be IDENTICAL in SIZE and WEIGHT to all other pieces in the mailing. (Be careful not to use envelopes of different weights or make some pieces heavier than others by enclosing extra pages, etc.)
8. Each piece may weigh up to but not including 16 ounces.
  - a. Pieces less than 3 inches in width (height) or  $4\frac{1}{2}$  inches in length are non-mailable. (Size expected to be changed to  $3\frac{1}{2}$ "x5" (Mar/Apr 1979).
  - b. Pieces having shapes other than rectangular are non-mailable.
  - c. Cards having a thickness of less than 0.006 of an inch are non-mailable. (Size expected to be changed in 1978 to 0.007 of an inch).

9. Sealing: The sealing of third-class mail is optional. Third-class mail which is not sealed or secured so that it may be handled by machines is not recommended. Mailing of sealed articles at the third-class rates of postage is considered consent by the mailer to postal inspection of the contents.
10. Each piece must be SORTED and BUNDLED according to the instructions on pages 2 and 3. Bundles must be SECURELY BOUND with twine or 3/8" WIDE rubber bands. Rubber bands are available from the Customer Service Office, Main Office, Room 101, telephone 422-6564.
11. PS FORM 3602 (Statement of Mailing Matter with Permit Imprint) must be SIGNED, COMPLETELY filled out in DUPLICATE, and submitted with each mailing. Page 5 gives detailed instructions on the proper completion of this mailing statement. (Bulk mailers using postage meters or pre-canceled stamps to pay postage should use PS Form 3602-PC.)
12. NO HANDWRITING or TYPEWRITING (including by automatic typewriter) may appear in bulk-third-class mail. Handwritten or typewritten material must be sent at the FIRST CLASS or PRIORITY rates. However, a circular may have the following specific handwritten or typewritten additions: The name of the addressee, sender's signature, and the date of the circular (not the date announcing when something is to happen, etc.). Please check with the Mail Classification Center, (422-1716) before you mail anything with handwritten or typewritten additions.
13. Bills, statements of account, and student report cards are prohibited! They must be mailed at the FIRST CLASS rates, as must all PERSONAL CORRESPONDENCE. Bulk third-class mail must be sent in identical terms to several people or it may be said to have the nature of personal correspondence.
14. A permit holder may use his permit to mail for other individuals or organizations provided an additional annual bulk fee is paid in their name. This arrangement does not include authorized non-profit bulk mailers. They can only distribute their own mail at the special rates.
15. Improper use of Permit Imprints: Since permit imprints indicate that the mail piece on which they appear has had postage paid, they must not appear on matter which is used as handouts or enclosures without first obliterating the permit imprint. Any permit imprints appearing on handouts or enclosures in mail pieces must be obliterated by being overprinted or inked over. If permit imprint has an error in it when printed, do not alter the imprint. Call the Mail Classification Center for advice (422-1716, 422-1933).

## SORTING AND BUNDLING PROCEDURES

ALL bulk mail must be sorted as described below and bundled securely with strong twine or 3/8" wide rubber bands.

**BUNDLING PROCEDURE:** Bundles should be no more than 4 to 5 inches thick. If bound with twine, it should be tied around both the length the width. If rubber bands are used, the first should be placed across the length and the second across the width. If the bundle is an inch or less in thickness, a single 3/8" rubber band may be used across the width.

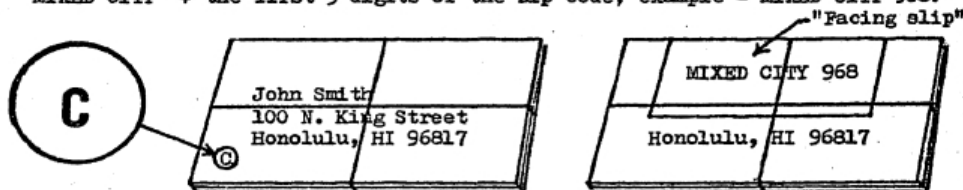
Bundles must be marked with either a pressure sensitive label (shown in the left column below and available from the BULK MAIL ACCEPTANCE UNIT at the Main Post Office) or a slip of paper (called a facing slip) as shown in the right column below. If facing slips are used, they must be securely placed under the twine or rubber bands so that they will not fall off during the handling of the mail.

### SORTING PROCEDURE:

1. **DIRECT BUNDLE:** Any ten or more pieces addressed to the same 5 digit zip code number must be bundled together. A red "D" adhesive label should be affixed in the lower left-hand corner of the top piece only. If adhesive labels are not available, no facing slip need be attached; the bundle will be sent to the zip code of the top piece of mail.



2. **SAME CITY BUNDLE:** After all possible direct bundles have been made, any ten or more pieces with different 5 digit zip codes going to the SAME CITY must be bundled together. Use a yellow "C" adhesive label, or a facing slip marked, "MIXED CITY" + the first 3 digits of the zip code; example - MIXED CITY 968.



3. **SECTIONAL CENTER FACILITY BUNDLE:** After all Direct and Same City bundles have been made, any other ten or more mail pieces having the same first three zip code digits must be bundled together. For example, a letter for Haleiwa, HI (96712), a letter for Kula, HI (96790), etc.). Use a green "3" adhesive label, or a facing slip reading "MIXED SCP" + the first three digits of the zip code, for example: "MIXED SCP 967".



4. **STATE BUNDLE:** After all possible Direct, Same City, and SCF bundles have been made, any ten or more for the same state should be bundled together. Use an Orange "S" adhesive label, or a facing slip with the name of the State written on it.



5. **MIXED STATES BUNDLE:** After all possible Direct, City, SCF, and state bundles have been made, the remaining pieces going to various states must be bundled together. No adhesive labels are available for marking these bundles. Use a facing slip marked "MIXED STATES".



6. **MIXED APO, FPO BUNDLES:** Copies to Military Post Offices must be bundled together and labeled with a facing slip, "MIXED APO" or "MIXED FPO". If you have less than 10 pieces, it can be combined with the "MIXED SCP 967" bundle.



#### UNDELIVERABLE AND FORWARDING

RETURN ADDRESS: Each piece should bear in the upper left corner of the address side, the name and address of the sender, including the street or post office box number and ZIP code. The return address may be omitted from third-class if the sender does not wish it returned if undeliverable, but it is advisable to have the return address in all cases.

RETURN OF UNDELIVERABLE MAIL: When it is desired that third-class mail be returned in the event it cannot be delivered as addressed, the pledge of the Mailer should be placed immediately under the return address. The words "RETURN POSTAGE GUARANTEED" should be used. Mail so endorsed will be returned to sender at the single-piece third-class rate, the mail will be marked undeliverable as addressed. The reason the mail is undeliverable or the addressee's new address will not be shown.

FORWARDING: Third-class mail may be forwarded where the new address is known and postage is guaranteed by the sender. The words "FORWARDING AND RETURN POSTAGE GUARANTEED" must be placed below the return address. The mail would then be forwarded to the new address. Postage for forwarding would be collected from the addressee. If the addressee refuses to pay the postage due, the article will be returned to the sender with both the forwarding and return postage to be collected on delivery.

ADDRESS CORRECTION SERVICE: The addressee's new address or the reason why a third class mailing piece is undeliverable may be obtained either independently of, or in combination with the return and forwarding services described above.

A piece weighing two ounces or less bearing the words "ADDRESS CORRECTION REQUESTED" below the return address will be returned to the sender for a charge of 25¢ with the new address or reason marked on the mail piece.

When a piece over two ounces bears the words "ADDRESS CORRECTION REQUESTED," Form 3579 attached to the address label clipped from the piece will be used to notify the sender for a fee of 25¢. The mailing piece will not be returned.

When a sender desires the return of a piece weighing more than 2 ounces, as well as the new address or other reason for non-delivery, the piece must be endorsed "ADDRESS CORRECTION REQUESTED RETURN POSTAGE GUARANTEED" or "ADDRESS CORRECTION REQUESTED FORWARDING AND RETURN POSTAGE GUARANTEED" depending on the service desired. If the mail cannot be delivered or forwarded, it will be returned at the single-piece third class rate plus 25¢ for the Form 3579 which will be attached.

POSTAGE RATES &  
WEIGHT BREAKPOINTS  
Effective July 6, 1978

REGULAR RATE THIRD-CLASS BULK MAILERS	
CATEGORY	APPLICABLE RATE
CIRCULARS & MISCELLANEOUS PRINTED MATTER	If the weight of a single piece is 3.27804 ounces or less, charge minimum rate of 8.4¢ per piece. If the weight of a single piece is over 3.27804 ounces, charge 41¢ per pound.
BOOKS & CATALOGS	Charge 8.4¢ per piece; 36¢ per pound if the weight of a single piece exceeds 3.73333 ounces.
AUTHORIZED SPECIAL BULK THIRD-CLASS MAILERS	
CATEGORY	APPLICABLE RATE
CIRCULARS & MISCELLANEOUS PRINTED MATTER	If the weight of a single piece is 2.541176 ounces or less, charge the minimum rate of 2.7¢ per piece. Any thing over 2.541176 ounces, charge the pound rate of 17¢ per pound or fraction of a pound.
BOOKS & CATALOGS	If the weight of a single piece is 3.085714 ounces or less, charge the minimum rate of 2.7¢ per piece. Anything over that weight should be charged 14¢ per pound or fraction of a pound.

Books and catalogs must have at least 24 pages, of which at least 22 are printed, consisting wholly of reading matter with incidental blank spaces for notations. It should be "BOUND" along one edge. Bound is defined as being fastened permanently in two or more places with staples, stitching, etc.

Enclosures: External attachments are not permitted. The covers of a catalog or book for postal purposes are the outermost bound sheets. Only the following specifically named items may be enclosed loose provided they relate exclusively to the book or catalog they accompany:

- a. A single reply envelope or reply post card, or both.
- b. A single order form.
- c. A printed circular. Circulars fastened securely along the entire bound edge inside the book or catalog by paste, stitches, or staples are not loose enclosures.
- d. If no circular is enclosed, a printed price list listing only articles featured in the catalog and showing only the same prices and discounts as the catalog.
- e. An invoice.
- f. Samples of merchandise attached to pages.



## INSTRUCTION SHEET FOR COMPLETING PS FORM 3602

- 1) Enter your permit number here.
- 2) Honolulu, Hawaii.
- 3) Date of mailing.
- 4) Indicate number in appropriate space.
- 5) Check applicable box.
- 6) Enter COMPLETE name and address of PERMIT HOLDER.
- 7) List NUMBER WHERE YOU CAN BE CONTACTED DURING NORMAL HOURS. If there is any discrepancy in your mail, we will not have to delay it.
- 8) Check ONLY if you are authorized to mail at the Special Non-Profit rates.
- 9) Complete this space if you are mailing for another individual or organization that has paid their annual bulk fee.
- 10) Be sure to sign here.
- 11) NOTE: The weight of a single piece MUST BE ACCURATE! If it isn't, it will greatly distort the other computations. Weigh at least 10 or more pieces until the scale indicator aligns with the  $\frac{1}{2}$  ounce or full ounce mark. Divide the weight by the number of pieces on the scale & you will get the weight of a single piece. Compute to three decimal places.
- 12) Divide 16 by the weight of a single piece derived in step 11, carry to to three decimal places.
- 13) Indicate total number pieces being mailed, BE SURE IT IS ACCURATE!
- 14) Total pounds can be calculated...DO NOT INCLUDE WEIGHT OF TARE.
- 15) Check applicable box.
- 16) Enter applicable rate.
- 17) Enter total. Whenever the computation of postage results in a fraction of a cent, round off to the next full cent.

## FOR ZONE RATED MAIL USE PS FORM 3605

U.S. POSTAL SERVICE STATEMENT OF MAILING WITH PERMIT IMPRINTS		MAILER: Complete all items by typewriter, pen or indelible pencil. Prepare in duplicate if receipt is desired. Check for instructions from your postmaster regarding box labeled "RCA Offices."		PERMIT NO.  (1)	
POST OFFICE (2)		DATE (3)	RECEIPT NO.	SACKS XX	NUMBER OF TRAYS (4)
CHECK APPLICABLE BOX (5)		<input type="checkbox"/> 1st Class single piece rate <input type="checkbox"/> 2nd-Class newspapers and magazines entered at Transient rate. <input type="checkbox"/> 3rd-Class Merchandise less than 16 ozs. <input type="checkbox"/> 4th Library rate <input type="checkbox"/> Presorted 1st Class rate <input type="checkbox"/> 3rd-Class Books or catalogs of 24 pages or more, seeds, etc., less than 16 ozs. <input type="checkbox"/> Special 4th rate <input type="checkbox"/> Presorted Special 4th Class			
NAME AND ADDRESS OF PERMIT HOLDER (Include ZIP Code) (6)		TELEPHONE NO. (7)	WEIGHT OF A SINGLE PIECE (11)	NO. PIECES IN POUND (12)	RCA Offices:
(8)		TOTAL IN MAILING		RATE CHARGEABLE	TOTAL POSTAGE
		PIECES (13)	POUNDS (14)	<input type="checkbox"/> PIECE (15) AT <input type="checkbox"/> POUND	(16) \$ (17)
<input type="checkbox"/> Check if non-profit under 134.5, PSM *		FIRST-CLASS PRESORT COMPUTATION (If applicable)			
(9)		PRESORTED PIECES	NO. PIECES	AT	AMOUNT \$
		RESIDUAL PIECES	NO. PIECES	AT	AMOUNT \$
		TOTAL COMPUTED NET POSTAGE \$			
* The signature of a nonprofit mailer certifies that: (1) The mailing does not violate section 134.57, PS44; and (2) Only the mailer's matter is being mailed; and (3) This is not a cooperative mailing with other persons or organizations that are not entitled to special bulk mailing privileges; and (4) This mailing has not been undertaken by the mailer on behalf of or produced for another person or organization that is not entitled to special bulk mailing privileges.					
SIGNATURE OF PERMIT HOLDER OR AGENT (Both principal and agent are liable for any postage deficiency incurred) (10)					TELEPHONE NO.

DOCUMENTS CAPTURED AS RECEIVED

Bulk Mail Hours:  
Monday thru Friday  
8:00 AM - 4:30 PM

For Information Call:  
Mail Classification Center  
3600 Aolele St., Rm. 108  
Honolulu, HI 96819  
Phone 422-1716 or 422-1933



DOCUMENTS CAPTURED AS RECEIVED

## FORM OF PERMIT IMPRINTS

145.4 PERMIT IMPRINTS MUST BE PREPARED IN ONE OF THE FORMS ILLUSTRATED.  
THE ADDITION OF EXTRANEOUS MATTER IS NOT PERMITTED.

### BULK THIRD-CLASS MAIL



\*\*\* NOTE: The sample imprints illustrated below are to be used by NON-PROFIT organizations  
ONLY when authorized in writing by the POSTMASTER, where the permit has been issued.

### AUTHORIZED NONPROFIT ORGANIZATION MAILINGS ONLY





Honolulu, HI 96819

A REMINDER FOR THE NEW MAILING YEAR

In the past year, the most common irregularities found in third-class bulk mail have been:

1. Mailers are not depositing money for payment of the mails presented. If your check is mailed in to the post office, it should not be mailed on the day the mailing is deposited at the post office. You should allow a day or two for the receipt and processing of the check. Mail is not released until funds are received.
2. Mailers are placing brochures and printed materials bearing permit imprints into envelopes without first obliterating the permit imprints. Brochures with permit imprints that are used as handouts must also have the imprints obliterated. These imprints say that postage has been paid on the brochure, and such imprints can only be used on actual ADDRESSED mail pieces.
3. Handwriting and typewriting are frequently appearing in material presented as third-class bulk mail. Mailers have changed times and dates and person's names in their mailing by handwriting the changes. Handwriting and typewriting appearing in bulk mail pieces is likely to re-classify the mail to first-class. Typewriting by automatic typewriter is still typewriting and material primed on an automatic typewriter is chargeable at first-class postage rates.
4. Mailers are not completing PS Form 3602, or 3602-PC, Statement of Mailing with Permit Imprints. All bulk mailers are required to complete all applicable parts of these forms. Incomplete forms will delay your mail because you will be asked to come in to complete the form.
5. REMINDER TO NON-PROFIT ORGANIZATIONS: Postal regulations state that the mailing piece of non-profit organizations must bear the name and return address of the authorized permit holder or the message must contain the name and return address of the

authorized permit holder in a prominent location. Pseudonyms or bogus names of persons or organizations may not be used. If the mailing piece bears a name and return address, it must be that of the authorized permit holder. If the mailing piece does not bear a name and return address, the message must contain in a prominent location the name and return address of the authorized permit holder.

All of these irregularities are listed in our Bulk Mail Guide that was distributed to all mailers. We are furnishing each mailer with another copy and we suggest that it be reviewed to avoid having your mail delayed or charged at a higher rate of postage.

POST OFFICE HONO	STATION MOWS	\$ 40.00	No. 31
AMOUNT (To be written) Forty AND NO 100		DOLLARS	
FOR ANNUAL BLK PERMIT FEE	AIC 138	POSTMASTER BY [Signature]	DATE 11-2-82
Received from: (Show address only when receipt is mailed)			PERMIT NO. T70
POLYNESIAN Voyaging Society P.O. Box 19000 A Honolulu HI 96819			

PS Form 3544  
Nov. 1978

POST OFFICE RECEIPT FOR MONEY

Original

POST OFFICE	Honolulu 9820		STATION	Shows	\$ 30.00	No. 11
AMOUNT (To be written)	Thirty and 00/100				DOLLARS	
FOR	Buck Note		A/C	052	POSTMASTER (By)	
Received from: (Show address only when receipt is mailed)						
Polytechnic Voyaging Society P.O. Box 6037 Honolulu, HI 9828						
PS Form 3544 Mar. 1927		POST OFFICE RECEIPT FOR MONEY				PERMIT NO. 4429
						Original

UNITED STATES POST OFFICE

MAIN OFFICE WINDOW SERVICE  
U. S. POSTAL SERVICE  
330 KOLELE ST BUSINESS  
HONOLULU, HI 96819

PENALTY FOR PRIVATE  
USE TO AVOID PAYMENT  
OF POSTAGE \$300



1 postage!



Remind Antb to issue

Check for

\$30.00

gm. info  
(422-6564)  
672-1933

March 7, 1979 ,

Spoke to Dianne - and she will issue check  
to U. S. Postmaster for the Business Reply  
Permit. # 4429. She Advised me and I  
advised her that it has to be done today.



Honolulu, HI 96820

Date: March 2, 1979

MAR 6 REC'D

Polynesian Voyaging Society

Dear Postal Customer:

Our records indicate that your Business Reply Permit No. 4429 has been cancelled for failure to pay the 1979 Annual Business Reply Fee of \$30.

This is official notification to you that we have received business reply mail addressed to you containing the expired permit, and that it and all subsequent business reply mail will be treated as undeliverable mail unless the annual permit fee is paid.

Business reply mail received at the destination post office will be delivered to the addressee only when the business reply mail permit is in a current paid status.

If you refuse to pay the permit fee or do not reply to this letter within 10 days, all business reply mail received by our post office now or subsequently for the subject permit, other than cards, will be endorsed across the address "REFUSED - BUSINESS REPLY PERMIT NOT RENEWED" and treated as undeliverable mail in accordance with Part 159, Postal Service Manual. Business reply cards will be disposed of as waste. This applies whether or not the business reply mail has postage affixed.

To avoid having your mail treated as "UNDELIVERABLE MAIL", please submit the \$30 fee promptly.

Should you have any questions on this matter, please call 422-1411 and ask for the Postage Due clerk.

Sincerely,

*H.C. Chee*

H. C. Chee  
District Manager/Postmaster  
Honolulu, Hawaii 96820

HCC:sm

Company \$18

U. S. POSTAL SERVICE		
PERMIT TO DISTRIBUTE BUSINESS REPLY CARDS, ENVELOPES, CARTONS, AND LABELS		
PERMIT NO. 4429	DATE OF ISSUANCE 12-23-75	SIGNATURE OF PERMIT HOLDER BY <i>M. J. [Signature]</i>
<p>You are authorized to distribute business reply cards, envelopes, cartons, and labels under the provisions of Section 131.23, Postal Service Manual. Your permit number must be shown on each card, envelope, carton, or label. Please notify this office of change of name, address or abandonment of permit. Only mail properly prepared in the format illustrated in section 131.234, Postal Service Manual, will be accepted as business reply mail.</p>		
<p>Enter name of permit holder, street address, city, state and ZIP Code.</p> <p>Polynesian Voyaging Society P.O. Box 6037 Honolulu, HI 96818</p>		<p>POST OFFICE, State and Zip Code</p> <p>POSTMASTER MAILING REQUIREMENTS - RM. 106 3600 AOOLE STREET HONOLULU, HI 96819</p>

DETACHED FROM PS FORM 3814, SEP 1971

GPO 1971 750-493

**FORM - A**

<b>FIRST CLASS PERMIT No. 000 HONOLULU, HAWAII</b>	
<b>BUSINESS REPLY MAIL</b> <small>NO POSTAGE STAMP NECESSARY IF MAILED IN THE UNITED STATES</small>	
<b>POSTAGE WILL BE PAID BY</b>	
<b>YOUR NAME</b>	
<b>YOUR ADDRESS</b> <b>CITY - STATE - ZIP CODE</b>	

**FORM - B**

		
<b>BUSINESS REPLY MAIL</b> <small>FIRST CLASS PERMIT No. 000 HONOLULU, HAWAII 96813</small>		
		
		<b>YOUR NAME</b>
		<b>YOUR ADDRESS</b>
		<b>CITY - STATE - ZIP CODE</b>

**FORM - C**

<b>FIRST CLASS PERMIT No. 000 HONOLULU, HAWAII 96813</b>	
<b>BUSINESS REPLY MAIL</b> <small>NO POSTAGE STAMP NECESSARY IF MAILED IN THE UNITED STATES</small>	<b>VIA AIR MAIL</b>
<b>POSTAGE WILL BE PAID BY</b>	
<b>YOUR NAME</b>	
<b>YOUR ADDRESS</b>	
<b>CITY - STATE - ZIP CODE</b>	

Please Use Alternating Red & Blue Parallelograms for the border .

#### BUSINESS REPLY MAIL

A mailer who wishes to encourage responses to him by paying the postage for those responses may use the Business Reply service. Specially printed business reply cards, envelopes, cartons, and labels may be distributed for use by mailers in sending mail to the distributor without PREPAYMENT of postage. It may be returned to the sender from any U.S. Post Office to any valid address in the United States.

The mailer guarantees that he will pay the postage for all replies returned to him. Postage is collected on each piece of business reply mail at the time it is delivered.

#### Postage:

1. Post Cards - The rate for post cards or air post cards, whichever is applicable, plus 5 cents each, (12¢ or 16¢). Cards that do not conform to the specifications for post cards are subject to the postage chargeable under (2).
2. Envelopes and Packages - Weight of piece not over 2 ounces: 1st class or airmail rate of postage, whichever is applicable, plus 5 cents each, (15¢, 25¢ or 18¢, 31¢). Weight of piece over 2 ounces: 1st class or airmail rate, whichever is applicable, plus 8 cents each, (6ozs= 68¢).

#### Form of Imprint and Address:

1. Any photographic, mechanical or electronic process, or any combination of such process, other than handwriting, typewriting, or handstamping, may be used to prepare the address side of cards, envelopes, cartons, or labels.
2. The address side must be prepared both as to style and content in one of the following forms without the addition of any matter other than a return address. See enclosed copy.

#### Weight and size:

1. Each piece may weigh not more than 70 pounds.
2. Post cards:
  - a. Maximum size: 4½" x 6"
  - b. Minimum size: 3" x 4½"
3. Self-mailer not sealed or secured on all four edges so that they may be handled by machines are not recommended.



Before printing envelopes for Business Reply purposes, customers should submit a sample of their design to the local post office to insure that the proposed format meets all requirements for mailing, and that their mail will receive the service intended.

Business Reply permits are issued by the Mailing Requirements Office, 3600 Aolele St., Room 106, Honolulu, HI 96819: For more information, telephone: 422-1716

## FORM - A

<b>FIRST CLASS</b> <b>PERMIT No. 000</b> HONOLULU, HAWAII	
<b>BUSINESS REPLY MAIL</b> NO POSTAGE STAMP NECESSARY IF MAILED IN THE UNITED STATES	
POSTAGE WILL BE PAID BY	
YOUR NAME	
YOUR ADDRESS	
CITY - STATE - ZIP CODE	

## FORM - B

	
<b>BUSINESS REPLY MAIL</b> FIRST CLASS PERMIT No. ... HONOLULU, HAWAII - P6813	
YOUR NAME	
YOUR ADDRESS	
CITY - STATE - ZIP CODE	

MAIN POST OFFICE			
POST OFFICE	STATION	AMOUNT (To be written)	No. 53
	HONOLULU, HI 96820	\$ 14.50	
FOR		DOLLARS	
BANK NOTE			
Received from: (Show address only when receipt is mailed)		POSTMASTER (By)	
Polynesian Voyaging Society		DATE	
		MAY 18 1976	
		PERMIT NO.	
		770	

PS Form 3544 May 1973

POST OFFICE RECEIPT FOR MONEY

Original

**FOR USE OF POSTAL SERVICE ONLY**  
**WEIGHING SECTION—COMPLETE APPLICABLE PART BELOW**

STATION OR UNIT						PERMIT NO. <div style="text-align: center; font-size: 1.2em;">770</div>		
FINANCE NO. <div style="text-align: center; font-size: 1.2em;">5-18-76</div>			NAME OF PERMIT HOLDER <div style="text-align: center; font-size: 1.2em;">POLYNESIAN VOYAGING SOC.</div>					
RECEIVED AND WEIGHED			<input checked="" type="checkbox"/> LETTER MAIL—All mail normally processed through letter cases. <input type="checkbox"/> FLATS—All mail normally processed through flat cases. <input type="checkbox"/> SMALL PARCELS AND ROLLS—All mail except mail normally distributed in letter or flat cases.					
DATE		TIME <div style="text-align: center; font-size: 1.2em;">11:00 P.M.</div>						
NUMBER OF			CLASS		WEIGHT OF A SINGLE PIECE		NUMBER OF	
SACKS	CARTONS	OUTSIDE BUNDLES	32		325		PIECES IN A POUND <div style="text-align: center; font-size: 1.2em;">48</div>	TOTAL POUNDS <div style="text-align: center; font-size: 1.2em;">808</div>
							TOTAL POUNDS <div style="text-align: center; font-size: 1.2em;">16.4</div>	
RATE CHARGEABLE ON EACH (Check one)						TOTAL POSTAGE		
<input checked="" type="checkbox"/> PIECE <input type="checkbox"/> POUND						<div style="text-align: center; font-size: 1.2em;">1.8</div> \$ 14.55		
<p>I CERTIFY that the matter mailed has been inspected, the statement of mailing on the reverse of this form has been verified, and the bulk mailing fee has been paid.</p> <div style="text-align: right; margin-top: 20px;"> <div style="font-size: 1.5em; font-family: cursive;">J. J. C.</div> <div style="border-top: 1px solid black; width: 100px; margin-top: 5px;"></div> <div style="font-size: 0.8em;">(WEIGHER)</div> </div>								

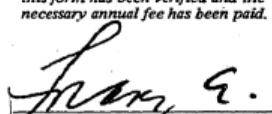


U.S. POSTAL SERVICE STATEMENT OF MAILING MATTER WITH PERMIT IMPRINTS				PERMIT NO. 770	
MAILER: Complete all items by typewriter, pen or indelible pencil. Prepare in duplicate if receipt is desired.					
POST OFFICE		DATE	RECEIPT NO.	NUMBER OF	
HONOLULU		May 18, 1976		SACKS	CARTONS OUTSIDE BUNDLES
<input type="checkbox"/> 1st—Letters, written matter, post cards. <input type="checkbox"/> 2nd—Newspapers and magazines entered as second-class mail. <input checked="" type="checkbox"/> 3rd—Circulars and other printed matter. <input type="checkbox"/> Merchandise less than 16 ozs. <input type="checkbox"/> 3rd—Books or catalogs of 24 pages or more, seeds, etc., less than 16 ozs. <input type="checkbox"/> 4th—Parcel post, books, merchandise, printed matter, 16 ozs. or more.					
NAME AND ADDRESS OF PERMIT HOLDER (Include ZIP Code)		TELEPHONE NO.	<input checked="" type="checkbox"/> Check here when mailing is by authorized nonprofit organization. (Section 134.5, PSM)		
POLYNESIAN VOYAGING SOCIETY		841-3467	<input type="checkbox"/> YES Mailer (other than authorized nonprofit organization) must check here whether his total mailings made at bulk third-class rates at all post offices, under any name, for the current calendar year, exceed 250,000 pieces.		
Box 6037					
Honolulu, Hawaii 96818					
SIGNATURE OF PERMIT HOLDER OR AGENT		Weight of a single piece.		.325 ozs.	
Nancy A. Mower		Number of pieces in a pound. (For third-class matter mailed at bulk rates.)		48	
NAME AND ADDRESS OF INDIVIDUAL OR ORGANIZATION FOR WHICH MAILING IS PREPARED (If other than permit holder)		Total number of PIECES in mailing.		808	
		Total number of POUNDS in mailing.		16.8	
		Rate chargeable on each. (check one)			
		<input type="checkbox"/> POUND <input checked="" type="checkbox"/> PIECE is 1.8¢			
		TOTAL COMPUTED POSTAGE		\$ 14.55	

U.S. POSTAL SERVICE <b>STATEMENT OF MAILING WITH PERMIT IMPRINTS</b>		MAILER: Complete all items by typewriter, or indelible pencil. Prepare in duplicate if receipt is desired. Check for instructions from your postmaster regarding box labelled "RCA Offices".		PERMIT NO. <b>770</b> <input type="checkbox"/> Check here if company permit)																									
POST OFFICE <b>Main - Honolulu</b>		DATE <b>11/18/76</b>	RECEIPT NO.	NUMBER OF SACKS    CARTONS    OUTSIDE BYPOLES																									
IF APPLICABLE, CHECK ONE BOX BELOW: <input type="checkbox"/> INTERNATIONAL <input type="checkbox"/> PRESORT DISCOUNT RATE		<input type="checkbox"/> 1st-Letters, written matter, post cards. <input type="checkbox"/> 2nd-Newspapers and magazines entered at Transient Rate <input checked="" type="checkbox"/> 3rd-Circulars and other printed matter. <input type="checkbox"/> 3rd-Merchandise less than 16 ozs. <input type="checkbox"/> 3rd-Books or catalogs of 24 pages or more, seeds, etc., less than 16 ozs. <input type="checkbox"/> Library Rate <input type="checkbox"/> Special 4th Rate RCA Offices:																											
NAME AND ADDRESS OF PERMIT HOLDER (Include ZIP Code) <b>Polynesian Voyaging Society</b> <b>P. O. Box 6037</b> <b>Honolulu, Hawaii 96828</b>		<input type="checkbox"/> YES Mailer (other than authorized nonprofit organization) must check here whether his total mailings made at bulk third-class rates at <input type="checkbox"/> NO all post offices, under any name, for the current calendar year, exceed 250,000 pieces. Weight of a single piece: <b>.75</b> oz    ozs.    Number of pieces <b>21.33</b> in a pound:																											
<input type="checkbox"/> Check if non-profit under 134.5, PSM		<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="2">Total POUNDS in mailing: <b>10.266</b></td> <td>at \$ _____ =</td> <td>POSTAGE</td> </tr> <tr> <td colspan="2">Total PIECES in mailing: <b>219</b></td> <td>at \$ <b>.02</b> =</td> <td><b>4.38</b></td> </tr> <tr> <td colspan="3">TOTAL COMPUTED FULL POSTAGE →</td> <td>\$</td> </tr> <tr> <td colspan="4">PRESORT DISCOUNT COMPUTATION (If applicable) (Use one Form for each level of discount)</td> </tr> <tr> <td colspan="2">_____ pieces at _____</td> <td>\$ discount =</td> <td></td> </tr> <tr> <td colspan="3">TOTAL POSTAGE LESS PRESORT DISCOUNT →</td> <td>\$</td> </tr> </table>				Total POUNDS in mailing: <b>10.266</b>		at \$ _____ =	POSTAGE	Total PIECES in mailing: <b>219</b>		at \$ <b>.02</b> =	<b>4.38</b>	TOTAL COMPUTED FULL POSTAGE →			\$	PRESORT DISCOUNT COMPUTATION (If applicable) (Use one Form for each level of discount)				_____ pieces at _____		\$ discount =		TOTAL POSTAGE LESS PRESORT DISCOUNT →			\$
Total POUNDS in mailing: <b>10.266</b>		at \$ _____ =	POSTAGE																										
Total PIECES in mailing: <b>219</b>		at \$ <b>.02</b> =	<b>4.38</b>																										
TOTAL COMPUTED FULL POSTAGE →			\$																										
PRESORT DISCOUNT COMPUTATION (If applicable) (Use one Form for each level of discount)																													
_____ pieces at _____		\$ discount =																											
TOTAL POSTAGE LESS PRESORT DISCOUNT →			\$																										
NAME AND ADDRESS OF INDIVIDUAL OR ORGANI- ZATION FOR WHICH MAILING IS PREPARED (If other than permit holder)																													
SIGNATURE OF PERMIT HOLDER OR AGENT (Both principal and agent are liable for any postage deficiency incurred) <i>Nancy A. Mower</i>																													

PS Form 3602  
Dec. 1975

FOR ZONE RATED MAIL USE PS FORM 3605

FOR USE OF POSTAL SERVICE ONLY WEIGHING SECTION—COMPLETE APPLICABLE PART BELOW											
STATION OR UNIT <b>11-18-76</b>								PERMIT NO. <b>770</b>			
FINANCE NO.		ZIP CODE		NAME OF PERMIT HOLDER <b>POLYTESIAN VOYAGING SOC.</b>							
RECEIVED AND WEIGHED								<input checked="" type="checkbox"/> BETTER MAIL—All mail normally processed through letter cases. <input type="checkbox"/> FLATS—All mail normally processed through flat cases. <input type="checkbox"/> SMALL PARCELS AND ROLLS—All mail except mail normally distributed in letter or flat cases.			
DATE		TIME									
		<b>10:50 P.M.</b>									
SACKS		NUMBER OF CARTONS		OUTSIDE BUNDLES		CLASS		WEIGHT OF A SINGLE PIECE		NUMBER OF	
						<b>3c</b>		<b>.538</b>		PIECES IN A POUND <b>29.73</b> TOTAL PIECES <b>219</b> TOTAL POUNDS <b>7.363</b>	
FOR TOTAL MAILING		Piece per pound.		Total weight. (lbs.)		Less TARE. (lbs.)		Net total weight. (lbs.)		Total pieces.	
		FOR PIECES QUALIFYING FOR PRESORT DISCOUNT		Weight of pieces qualifying for presort discount. (lbs.)		Less TARE. (lbs.)		Net weight of pieces qualifying for presort discount. (lbs.)		Pieces qualifying for discount.	
										RCA Offices only	
										I CERTIFY that this mailing has been inspected to verify that it qualifies for the rate of postage being paid, and that it is properly prepared (and presorted where required) and that the statement of mailing on the reverse of this form has been verified and the necessary annual fee has been paid.	
										<b>4.38</b>  (Weigher)	

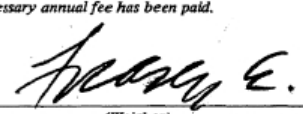
★ U.S. Government Printing Office: 1976-653-447

FINANCIAL DOCUMENT—FORWARD TO FINANCE OFFICE

U.S. POSTAL SERVICE <b>STATEMENT OF MAILING</b> WITH PERMIT IMPRINTS		<b>MAILER:</b> Complete all items by typewriter or indelible pencil. Prepare in duplicate if receipt is desired. Check for instructions from your postmaster regarding box labelled "RCA Offices".		PERMIT NO. <b>770</b> <input type="checkbox"/> Check here if company permit	
POST OFFICE <b>Honolulu - Main</b>		DATE <b>Nov. 8, 1976</b>		RECEIPT NO.	
IF APPLICABLE, CHECK ONE BOX BELOW: <input type="checkbox"/> INTERNATIONAL <input type="checkbox"/> PRESORT DISCOUNT RATE		<input type="checkbox"/> 1st—Letters, written matter, post cards. <input type="checkbox"/> 2nd—Newspapers and magazines entered at Transient Rate <input type="checkbox"/> 3rd—Circulars and other printed matter.		<input type="checkbox"/> 3rd—Merchandise less than 16 ozs. <input checked="" type="checkbox"/> 3rd—Books or catalogs of 24 pages or more, seeds, etc., less than 16 ozs.	
NAME AND ADDRESS OF PERMIT HOLDER (Include ZIP Code) <b>Polynesian Voyaging Society P. O. Box 6037 Honolulu, Hawaii 96818</b>		TELEPHONE NO. <b>841-3746</b>		NUMBER OF SACKS    CARTONS    OUTSIDE BUNDLES <b>25</b>	
NAME AND ADDRESS OF INDIVIDUAL OR ORGANIZATION FOR WHICH MAILING IS PREPARED (If other than permit holder)  <i>Nancy A. Mower</i>		<input type="checkbox"/> YES Mailer (other than authorized nonprofit organization) must check here whether his total mailings made at bulk third-class rates at all post offices, under any name, for the current calendar year, exceed 250,000 pieces. <input type="checkbox"/> NO		<input type="checkbox"/> Library Rate <input type="checkbox"/> Special 4th Rate RCA Offices:	
SIGNATURE OF PERMIT HOLDER OR AGENT (Both principal and agent are liable for any postage deficiency incurred)		Weight of a single piece: <b>13.450</b> ozs.    Number of pieces in a pound: <b>1.189</b> <del>13.2</del> <b>210.9</b>		POSTAGE Total POUNDS in mailing: <b>207.01</b> at \$ <del>11.13</del> = <b>22.77</b> Total PIECES in mailing: <b>251</b> at \$ _____ = <b>5.02</b> <b>TOTAL COMPUTED FULL POSTAGE</b> → <b>\$22.77</b>	
PRESORT DISCOUNT COMPUTATION (If applicable) (Use one Form for each level of discount) _____ pieces at _____ ¢ discount = _____		<b>TOTAL POSTAGE LESS PRESORT DISCOUNT</b> → <b>\$27.43</b>		<b>\$27.43</b>	

PS Form 3602  
Dec. 1975

FOR ZONE RATED MAIL USE PS FORM 3605

FOR USE OF POSTAL SERVICE ONLY WEIGHING SECTION—COMPLETE APPLICABLE PART BELOW									
STATION OR UNIT <b>11-8-76</b>						PERMIT NO. <b>770</b>			
FINANCE NO.		ZIP CODE		NAME OF PERMIT HOLDER <b>POLYNESIAN VOYAGING SOC.</b>					
RECEIVED AND WEIGHED						<input type="checkbox"/> LETTER MAIL—All mail normally processed through letter cases. <input checked="" type="checkbox"/> FLATS—All mail normally processed through flat cases. <input type="checkbox"/> SMALL PARCELS AND ROLLS—All mail except mail normally distributed in letter or flat cases.			
DATE		TIME							
		<b>10:50</b>							
NUMBER OF				CLASS		WEIGHT OF A SINGLE PIECE		NUMBER OF	
SACKS	CARTONS	OUTSIDE BUNDLES		<b>3c</b>		<b>13.450</b>		PIECES IN A POUND	TOTAL POUNDS
								<b>1.189</b>	<b>251</b>
FOR TOTAL MAILING					FOR PIECES QUALIFYING FOR PRESORT DISCOUNT				
Piece per pound.	Total weight. (lbs.)	Less TARE. (lbs.)	Net total weight. (lbs.)	Total pieces.	Weight of pieces qualifying for presort discount. (lbs.)	Less TARE. (lbs.)	Net weight of pieces qualifying for presort discount. (lbs.)	Pieces qualifying for discount.	RCA Offices only
					I CERTIFY that this mailing has been inspected to verify that it qualifies for the rate of postage being paid, and that it is properly prepared (and presorted where required) and that the statement of mailing on the reverse of this form has been verified and the necessary annual fee has been paid.				
					 (Weigher)				

U.S. POSTAL SERVICE <b>STATEMENT OF MAILING WITH PERMIT IMPRINTS</b>		<b>MAILER:</b> Complete all items by typewriter or indelible pencil. Prepare in duplicate if receipt is desired. Check for instructions from your postmaster regarding box labelled "RCA Offices".		PERMIT NO. <b>770</b> <input type="checkbox"/> Check here if company permit	
POST OFFICE <b>Honolulu - Main</b>		DATE <b>November 8, 1975</b>		RECEIPT NO.	
				NUMBER OF SACKS    CARTONS    OUTSIDE BUNDLES <b>25</b>	
IF APPLICABLE, CHECK ONE BOX BELOW: <input type="checkbox"/> INTERNATIONAL <input type="checkbox"/> PRESORT DISCOUNT RATE		<input type="checkbox"/> 1st-Letters, written matter, post cards. <input type="checkbox"/> 2nd-Newspapers and magazines entered at Transient Rate <input type="checkbox"/> 3rd-Circulars and other printed matter. <input type="checkbox"/> 3rd-Merchandise less than 16 ozs. <input checked="" type="checkbox"/> 3rd-Books or catalogs of 24 pages or more, seeds, etc., less than 16 ozs. <input type="checkbox"/> Library Rate <input type="checkbox"/> Special 4th Rate RCA Offices:			
NAME AND ADDRESS OF PERMIT HOLDER (Include ZIP Code) <b>Polynesian Voyaging Society P.O. Box 6037 Honolulu, Hawaii 96818</b>		TELEPHONE NO. <b>841-3746</b>		<input type="checkbox"/> YES Mailer (other than authorized nonprofit organization) must check here whether his total mailings made at bulk third-class rates at all post offices, under any name, for the current calendar year, exceed 250,000 pieces. <input type="checkbox"/> NO	
NAME AND ADDRESS OF INDIVIDUAL OR ORGANIZATION FOR WHICH MAILING IS PREPARED (If other than permit holder)		Weight of a single piece: <b>7.25</b> ozs.    Number of pieces in a pound: <b>2.286</b>		POSTAGE	
		Total POUNDS in mailing: <b>107.17</b> at \$ <b>.11</b> =		<b>11.79</b>	
		Total PIECES in mailing: <b>251</b> at \$ _____ =		<b>5.02</b>	
		<b>TOTAL COMPUTED FULL POSTAGE</b>		<b>\$ 11.79</b>	
SIGNATURE OF PERMIT HOLDER OR AGENT (Both principal and agent are liable for any postage deficiency incurred). <i>Nancy A. Mowen</i>		PRESORT DISCOUNT COMPUTATION (If applicable) (Use one Form for each level of discount) _____ pieces at _____ % discount =		<b>12.76</b>	
		<b>TOTAL POSTAGE LESS PRESORT DISCOUNT</b>		<b>\$</b>	

PS Form 3602  
Dec. 1975

FOR ZONE RATED MAIL USE PS FORM 3605

**FINANCIAL DOCUMENT—FORWARD TO FINANCE OFFICE**

U.S. POSTAL SERVICE <b>STATEMENT OF MAILING</b> WITH PERMIT IMPRINTS		<b>MAILER:</b> Complete all items by typewriter or indelible pencil. Prepare in duplicate if receipt is desired. Check for instructions from your postmaster regarding box labelled "RCA Offices".		PERMIT NO. <b>770</b> <input type="checkbox"/> Check here if company permit	
POST OFFICE <b>Main - Honolulu</b>		DATE <b>9/7/76</b>		RECEIPT NO.	
IF APPLICABLE, CHECK ONE BOX BELOW: <input type="checkbox"/> INTERNATIONAL <input type="checkbox"/> PRESORT DISCOUNT RATE		<input type="checkbox"/> 1st—Letters, written matter, post cards. <input type="checkbox"/> 2nd—Newspapers and magazines entered at Transient Rate <input type="checkbox"/> 3rd—Circulars and other printed matter.		<input type="checkbox"/> 3rd—Merchandise less than 16 ozs. <input checked="" type="checkbox"/> 3rd—Books or catalogs of 24 pages or more, seeds, etc., less than 16 ozs. <input type="checkbox"/> Library Rate <input type="checkbox"/> Special 4th Rate.	
NAME AND ADDRESS OF PERMIT HOLDER (Include ZIP Code) <b>Polynesian Voyaging Society</b> <b>P. O. Box 6037</b> <b>Honolulu, Hawaii 96818</b>		TELEPHONE NO. <b>841-3746</b>		YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> Mailer (other than authorized nonprofit organization) must check here whether his total mailings made at bulk third-class rates at all post offices, under any name, for the current calendar year, exceed 250,000 pieces.	
<input checked="" type="checkbox"/> Check if non-profit under 134.5, PSM		Weight of a single piece: <b>6.75</b> ozs.		Number of pieces in a pound: <b>2.374</b>	
NAME AND ADDRESS OF INDIVIDUAL OR ORGANIZATION FOR WHICH MAILING IS PREPARED (If other than permit holder)		Total POUNDS in mailing: <b>50</b> at \$ <b>.10</b> =		POSTAGE \$ <b>5.00</b>	
SIGNATURE OF PERMIT HOLDER OR AGENT (Both principal and agent are liable for any postage deficiency incurred) <i>Kanaka Mower</i>		Total PIECES in mailing: <b>107</b> at \$ <b>.022</b> =		<b>2.34</b>	
PRESORT DISCOUNT COMPUTATION (if applicable) (Use one Form for each level of discount)		TOTAL COMPUTED FULL POSTAGE <b>\$ 5.00</b>		<b>\$ 5.00</b>	
pieces at _____ \$ discount =		TOTAL POSTAGE LESS PRESORT DISCOUNT <b>\$</b>		<b>\$</b>	

PS Form 3602  
Dec. 1975

FOR ZONE RATED MAIL USE PS FORM 3605



FOR USE OF POSTAL SERVICE ONLY WEIGHING SECTION—COMPLETE APPLICABLE PART BELOW												
<b>STATION</b> <b>BULK MAIL UNIT</b> <b>MAIN POST OFFICE</b> <b>HONOLULU, HI 96820</b>								<b>PERMIT NO.</b> <div style="font-size: 2em; font-family: cursive;">770</div>				
<b>FINANCE NO.</b> <div style="border: 1px solid black; width: 100px; height: 15px;"></div>				<b>ZIP CODE</b> <div style="border: 1px solid black; width: 100px; height: 15px;"></div>				<b>NAME OF PERMIT HOLDER</b> <div style="font-family: cursive;">Polynesian Voyaging Society</div>				
<b>RECEIVED AND WEIGHED</b> <div style="display: flex; justify-content: space-between;"> <div> <b>DATE</b>  <div style="font-size: 1.2em;">090776</div> </div> <div> <b>TIME</b>  <div style="font-size: 1.2em;">1:13 P.M.</div> </div> </div>								<input type="checkbox"/> <b>LETTER MAIL</b> —All mail normally processed through letter cases. <input checked="" type="checkbox"/> <b>FLATS</b> —All mail normally processed through flat cases. <input type="checkbox"/> <b>SMALL PARCELS AND ROLLS</b> —All mail except mail normally distributed in letter or flat cases.				
<b>NUMBER OF SACKS</b> <div style="border: 1px solid black; width: 100px; height: 15px;"></div>			<b>NUMBER OF CARTONS</b> <div style="border: 1px solid black; width: 100px; height: 15px;"></div>			<b>NUMBER OF OUTSIDE BUNDLES</b> <div style="font-size: 1.2em;">11</div>			<b>CLASS</b> <div style="font-size: 1.5em;">3</div>		<b>WEIGHT OF A SINGLE PIECE</b> <div style="font-size: 1.5em;">6.75</div>	
								<b>PIECES IN A POUND</b> <div style="font-size: 1.2em;">2.370</div>		<b>TOTAL PIECES</b> <div style="font-size: 1.2em;">117</div>		
										<b>TOTAL POUNDS</b> <div style="font-size: 1.2em;">50</div>		

FOR TOTAL MAILING					FOR PIECES QUALIFYING FOR PRESORT DISCOUNT					RCA Offices only	
Piece per pound.	Total weight. (lbs.)	Less TARE. (lbs.)	Net total weight. (lbs.)	Total pieces.	Weight of pieces qualifying for presort discount. (lbs.)	Less TARE. (lbs.)	Net weight of pieces qualifying for presort discount. (lbs.)	Pieces qualifying for discount.			

I CERTIFY that this mailing has been inspected to verify that it qualifies for the rate of postage being paid, and that it is properly prepared (and presorted where required) and that the statement of mailing on the reverse of this form has been verified and the necessary annual fee has been paid.

D. Oshijima

\$5.50

(Weigher)

<b>U.S. POSTAL SERVICE</b> <b>STATEMENT OF MAILING</b> <b>WITH PERMIT IMPRINTS</b>		<b>MAILER:</b> Complete all items by typewriter or indelible pencil. Prepare in duplicate if receipt is desired. Check for instructions from your postmaster regarding box labelled "RCA Offices".		<b>PERMIT NO.</b> <span style="border: 1px solid black; border-radius: 50%; padding: 2px;">0</span> <input type="checkbox"/> Check here if company permit												
<b>POST OFFICE</b> Main - Honolulu	<b>DATE</b> <span style="border: 1px solid black; border-radius: 50%; padding: 2px;">0</span>	<b>RECEIPT NO.</b>	<b>NUMBER OF</b> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%;">SACKS</td> <td style="width: 33%;">CARTONS</td> <td style="width: 33%;">OUTSIDE BUNDLES</td> </tr> <tr> <td> </td> <td> </td> <td> </td> </tr> </table>		SACKS	CARTONS	OUTSIDE BUNDLES									
SACKS	CARTONS	OUTSIDE BUNDLES														
<b>IF APPLICABLE, CHECK ONE BOX BELOW:</b> <input type="checkbox"/> INTERNATIONAL <input type="checkbox"/> PRESORT DISCOUNT RATE	<input type="checkbox"/> 1st—Letters, written matter, post cards. <input type="checkbox"/> 2nd—Newspapers and magazines entered at Transient Rate <input checked="" type="checkbox"/> 3rd—Circulars and other printed matter.	<input type="checkbox"/> 3rd—Merchandise less than 16 ozs. <input type="checkbox"/> 3rd—Books or catalogs of 24 pages or more, seeds, etc., less than 16 ozs.	<input type="checkbox"/> Library Rate <input type="checkbox"/> Special 4th Rate <b>RCA Offices:</b>													
<b>NAME AND ADDRESS OF PERMIT HOLDER (Include ZIP Code)</b> <div style="border: 1px solid black; height: 40px; width: 100%;"></div>	<b>TELEPHONE NO.</b>	<input checked="" type="checkbox"/> <b>YES</b> Mailer (other than authorized nonprofit organization) must check here whether his total mailings made at bulk third-class rates at all post offices, under any name, for the current calendar year, exceed 250,000 pieces. <input type="checkbox"/> <b>NO</b>														
<input type="checkbox"/> Check if nonprofit under 134.5, PSM		<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 40%;">Weight of a single piece:</td> <td style="width: 10%; text-align: center;">ozs.</td> <td style="width: 20%;">Number of pieces in a pound:</td> <td style="width: 30%;"></td> </tr> <tr> <td>Total POUNDS in mailing:</td> <td style="text-align: center;">0</td> <td>at \$</td> <td style="text-align: center;">X</td> </tr> <tr> <td>Total PIECES in mailing:</td> <td style="text-align: center;">0</td> <td>at \$</td> <td style="text-align: center;">.018</td> </tr> </table>			Weight of a single piece:	ozs.	Number of pieces in a pound:		Total POUNDS in mailing:	0	at \$	X	Total PIECES in mailing:	0	at \$	.018
Weight of a single piece:	ozs.	Number of pieces in a pound:														
Total POUNDS in mailing:	0	at \$	X													
Total PIECES in mailing:	0	at \$	.018													
<b>NAME AND ADDRESS OF INDIVIDUAL OR ORGANIZATION FOR WHICH MAILING IS PREPARED (If other than permit holder)</b> <div style="border: 1px solid black; height: 40px; width: 100%;"></div>		<b>TOTAL COMPUTED FULL POSTAGE</b> → \$ <span style="border: 1px solid black; border-radius: 50%; padding: 2px;">0</span>														
<b>SIGNATURE OF PERMIT HOLDER OR AGENT (Both principal and agent are liable for any postage deficiency incurred)</b> <div style="border: 1px solid black; height: 40px; width: 100%;"></div>		<b>PRESORT DISCOUNT COMPUTATION (If applicable)</b> (Use one Form for each level of discount) pieces at .018 \$ discount =														
		<b>TOTAL POSTAGE LESS PRESORT DISCOUNT</b> → \$														

PS Form 3602  
Dec. 1975

FOR ZONE RATED MAIL USE PS FORM 3605

<b>U.S. POSTAL SERVICE</b> <b>STATEMENT OF MAILING</b> <b>WITH PERMIT IMPRINTS</b>		<b>MAILER:</b> Complete all items by typewriter or indelible pencil. Prepare in duplicate if receipt is desired. Check for instructions from your postmaster regarding box labelled "RCA Offices".		PERMIT NO. <b>770</b> <input type="checkbox"/> Check here if company permit	
POST OFFICE <b>Main - Honolulu</b>		DATE	RECEIPT NO.	NUMBER OF SACKS	CARTONS
IF APPLICABLE, CHECK ONE BOX BELOW: <input type="checkbox"/> INTERNATIONAL <input type="checkbox"/> PRESORT DISCOUNT RATE		<input type="checkbox"/> 1st—Letters, written matter, post cards. <input type="checkbox"/> 2nd—Newspapers and magazines entered at Transient Rate <input type="checkbox"/> 3rd—Circulars and other printed matter.	<input type="checkbox"/> 3rd—Merchandise less than 16 ozs. <input type="checkbox"/> 3rd—Books or catalogs of 24 pages or more, seeds, etc., less than 16 ozs.	<input type="checkbox"/> Library Rate <input type="checkbox"/> Special 4th Rate <b>RCA Offices:</b>	
NAME AND ADDRESS OF PERMIT HOLDER (Include ZIP Code) <b>Polynesian Voyaging Society</b> <b>P.O. Box 6037</b> <b>Honolulu, Hawaii 96819</b>		TELEPHONE NO. <b>841-3746</b>	<input checked="" type="checkbox"/> YES Mailer (other than authorized nonprofit organization) must check here whether his total mailings made at bulk third-class rates at all post offices, under any name, for the current calendar year, exceed 250,000 pieces. <input type="checkbox"/> NO		
<input type="checkbox"/> Check if non-profit under 134.5, PSM		Weight of a single piece: _____ ozs.      Number of pieces in a pound: _____			
NAME AND ADDRESS OF INDIVIDUAL OR ORGANIZATION FOR WHICH MAILING IS PREPARED (If other than permit holder)		Total POUNDS in mailing: _____ at \$ _____ =		POSTAGE	
		Total PIECES in mailing: <b>102</b> at \$ <b>.018</b> =			
		<b>TOTAL COMPUTED FULL POSTAGE</b> —————>		<b>\$</b>	
SIGNATURE OF PERMIT HOLDER OR AGENT (Both principal and agent are liable for any postage deficiency incurred)		PRESORT DISCOUNT COMPUTATION (If applicable) (Use one Form for each level of discount) _____ pieces at _____ ¢ discount =			
		<b>TOTAL POSTAGE LESS PRESORT DISCOUNT</b> —————>		<b>\$</b>	

PS Form 3602  
Dec. 1975

FOR ZONE RATED MAIL USE PS FORM 3605

<b>FOR USE OF POSTAL SERVICE ONLY</b> <b>WEIGHING SECTION—COMPLETE APPLICABLE PART BELOW</b>																							
STATION OR UNIT												PERMIT NO.											
FINANCE NO.				ZIP CODE				NAME OF PERMIT HOLDER															
<div style="display: flex; justify-content: space-between;"> <div> <b>RECEIVED AND WEIGHED</b>            DATE <span style="border-bottom: 1px solid black; display: inline-block; width: 40px;"></span> / <span style="border-bottom: 1px solid black; display: inline-block; width: 40px;"></span> / <span style="border-bottom: 1px solid black; display: inline-block; width: 40px;"></span>            TIME <span style="border-bottom: 1px solid black; display: inline-block; width: 40px;"></span> A.M.  <span style="border-bottom: 1px solid black; display: inline-block; width: 40px;"></span> P.M.         </div> <div> <input type="checkbox"/> LETTER MAIL—All mail normally processed through letter cases.  <input type="checkbox"/> FLATS—All mail normally processed through flat cases.  <input type="checkbox"/> SMALL PARCELS AND ROLLS—All mail except mail normally distributed in letter or flat cases.         </div> </div>																							
SACKS			CARTONS			OUTSIDE BUNDLES			CLASS		WEIGHT OF A SINGLE PIECE		NUMBER OF										
													PIECES IN A POUND		TOTAL POUNDS								
FOR TOTAL MAILING		Piece per pound.		Total weight. (lbs.)		Less TARE. (lbs.)		Net total weight. (lbs.)		Total pieces.		FOR PIECES QUALIFYING FOR PRESORT DISCOUNT		Weight of pieces qualifying for presort discount. (lbs.)		Less TARE. (lbs.)		Net weight of pieces qualifying for presort discount. (lbs.)		Pieces qualifying for discount.		RCA Offices only	
<p><i>I CERTIFY that this mailing has been inspected to verify that it qualifies for the rate of postage being paid, and that it is properly prepared (and presorted where required) and that the statement of mailing on the reverse of this form has been verified and the necessary annual fee has been paid.</i></p> <div style="text-align: right; margin-top: 10px;"> <div style="display: flex; align-items: center;"> <div style="border-bottom: 1px solid black; width: 150px; margin-right: 10px;"></div> <div>(Weigher)</div> </div> <div style="margin-top: 10px; font-family: cursive;">           75.8            25.8            50            101         </div> </div>																							

DOCUMENTS CAPTURED AS RECEIVED

Wt. 12.50  
BK 1675

## SPECIAL SERVICES

Effective: July 18, 1976

### INSURANCE

FOR COVERAGE AGAINST LOSS OR DAMAGE

**FEES (IN ADDITION TO POSTAGE)**

Value	Fee
\$0.01 to \$15	\$0.40
\$15.01 to \$50	.60
\$50.01 to \$100	.80
\$100.01 to \$150	1.00
\$150.01 to \$200	1.20

*Liability for insured mail is limited to \$250.*

Restricted delivery (Not available for mail insured for \$15 or less)..... .40

Return receipts (Not available for mail insured for \$15 or less):

Requested at time of mailing:

Showing to whom and when delivered..... .25

Showing to whom, when, and address where delivered..... .45

Requested after mailing:

Showing to whom and when delivered..... .45

### CERTIFIED MAIL

FOR PROOF OF MAILING AND DELIVERY

Fee in Addition to Postage..... 60 cents

Restricted Delivery..... 60 cents

### REGISTRY

FOR MAXIMUM PROTECTION AND SECURITY

Value	Fees (in addition to postage)	
	For articles not covered by commercial or other insurance	For articles also covered by commercial or other insurance
\$0.01 to \$100	\$2.10	\$2.10
\$100.01 to \$200	2.30	2.30
\$200.01 to \$500	2.60	2.60
\$500.01 to \$1,000	3.00	2.90
\$1,000.01 to \$5,000	3.10	3.20
\$5,000.01 to \$10,000	3.50	3.60
\$10,000.01 to \$15,000	3.80	3.90
\$15,000.01 to \$20,000	4.10	4.20
\$20,000.01 to \$25,000	4.40	4.50
\$25,000.01 to \$30,000	4.70	4.80
\$30,000.01 to \$35,000	5.00	5.10
\$35,000.01 to \$40,000	5.30	5.40
\$40,000.01 to \$45,000	5.60	5.70
\$45,000.01 to \$50,000	5.90	6.00
\$50,000.01 to \$100,000	6.20	6.30
\$100,000.01 to \$1,000,000	\$5.00 plus handling charge of 25 cents per \$1,000 or fraction over first \$10,000.	\$15.00 plus handling charge of 25 cents per \$1,000 or fraction over first \$1,000.
\$1,000,000.01 to \$10,000,000	\$25.00 plus handling charge of 25 cents per \$1,000 or fraction over first \$1,000,000.	\$25.00 plus handling charge of 25 cents per \$1,000 or fraction over first \$1,000,000.

### SPECIAL DELIVERY

FOR EXPEDITIOUS TRANSPORTATION AND DELIVERY

(Fees shown are in addition to required postage)

Class of Mail	Weight		
	Not more than 1 pound	More than 1 pound but not more than 10 pounds	More than 10 pounds
First class, air, and priority mail.....	\$1.25	\$1.50	\$1.75
All other classes.....	1.75	1.85	2.15

### C.O.D. Mail Fees

In Addition to Postage

Amounts to be collected or insurance coverage desired	COD fees
\$0.01 to \$10	\$0.85
\$10.01 to \$25	1.05
\$25.01 to \$50	1.25
\$50.01 to \$100	1.45
\$100.01 to \$200	1.65
\$200.01 to \$500	1.85

Restricted delivery..... \$0.60

Notice of nondelivery..... .25

Alteration of COD charges or designation of new addressee..... .50

### SPECIAL HANDLING

FOR EXPEDITIOUS TRANSPORTATION OF THIRD AND FOURTH-CLASS PARCELS

(Fees shown are in addition to required postage)

Weight	Fee
Not more than 2 pounds.....	\$0.50
More than 2 pounds but not more than 10 pounds.....	.70
More than 10 pounds.....	1.00

### MONEY ORDERS

FOR SAFE TRANSMISSION OF MONEY

Amount of money order	Amount of fee	
	Domestic	Int'l
\$0.01 to \$10	\$.50	\$.65
\$10.01 to \$50	.70	.90
\$50.01 to \$500.00	.90	1.15



POSTAGE RATES EFFECTIVE JULY 18, 1976

PS 21087, 7-9-76

NOT OVER	1ST CLASS	AIRMAIL	Third Class	SPECIAL FOURTH CLASS RATE*
1	\$0.13	\$0.17	Not more than...2ozs \$ .14	LIBRARY RATE*
2	.24	.32	4 .28	SECOND CLASS Transient RATE*
3	.35	.47	6 .39	*(Consult Local Postmaster)*
4	.46	.62	8 .50	First Class Rate for CARDS:
5	.57	.77	10 .61	Single Post Cards/Postal Cards 9
6	.68	.92	12 .72	Double " " " " 18
7	.79	1.07	14 .83	Minimum size: 3" x 4 1/2"
8	.90	1.22	Less than - 15.99 .94	Maximum size: 4 1/2" x 6"
9	1.01	1.37		
10	1.12	1.52		
11	1.23			
12	1.34			
13	1.45			

USE PRIORITY MAIL RATES

PRIORITY MAIL (AIR MAIL)



BUSINESS REPLY MAIL - effective Sept. 12, 1976  
Consult Local Postmaster regarding:  
Business Reply Permit Fee - \$30  
Accounting Fee for Trust Fund - \$75  
Per Piece Charge without no Accounting system

1b.	LOCAL 1,2,43	Zones 8	LOCAL 1,2,43	8	FOURTH CLASS
1.0	\$1.55	\$1.67	34	\$11.53	\$19.28
1.5	1.73	2.07	35	\$11.83	\$19.80
2.0	1.89	2.46	36	12.13	20.32
2.5	2.05	2.78	37	12.43	20.84
3.0	2.21	3.09	38	12.73	21.36
3.5	2.37	3.38	39	13.03	21.88
4.0	2.53	3.67	40	13.33	22.40
4.5	2.68	3.94			
5.0	2.83	4.20	41	13.63	22.92
			42	13.93	23.44
6	3.13	4.72	43	14.23	23.96
7	3.43	5.24	44	14.53	24.48
8	3.73	5.76	45	14.83	25.00
9	4.03	6.28			
10	4.33	6.80	46	15.13	25.52
			47	15.43	26.04
11	4.63	7.32	48	15.73	26.56
12	4.93	7.84	49	16.03	27.08
13	5.23	8.36	50	16.33	27.60
14	5.53	8.88			
15	5.83	9.40	51	16.63	28.12
			52	16.93	28.64
16	6.13	9.92	53	17.23	29.16
17	6.43	10.44	54	17.53	29.68
18	6.73	10.96	55	17.83	30.20
19	7.03	11.48			
20	7.33	12.00	56	18.13	30.72
			57	18.43	31.24
21	7.63	12.52	58	18.73	31.76
22	7.93	13.04	59	19.03	32.28
23	8.23	13.56	60	19.33	32.80
24	8.53	14.08			
25	8.83	14.60	61	19.63	33.32
			62	19.93	33.84
26	9.13	15.12	63	20.23	34.36
27	9.43	15.64	64	20.53	34.88
28	9.73	16.16	65	20.83	35.40
29	10.03	16.68			
30	10.33	17.20	66	21.13	35.92
			67	21.43	36.44
31	10.63	17.72	68	21.73	36.96
32	10.93	18.24	69	22.03	37.48
33	11.23	18.76	70	22.33	38.00

DOCUMENTS CAPTURED AS RECEIVED

Effective: July 10, 1970

FOR USE BY POSTAL CLERKS

Domestic Rates pg. 2

## FOURTH-CLASS CATALOGS AND SIMILAR PRINTED ADVERTISING MATTER

## Single Piece Rates For Individual Mailings

lb.	Local	Zone 1&2	Zone 8	lb.	Local	Zone 1&2	Zone 8
1.5	\$0.52	\$0.62	\$0.84	5	\$0.64	\$0.82	\$1.49
2	.53	.65	.93	6	.68	.88	1.67
2.5	.55	.68	1.02	7	.71	.94	1.85
3	.57	.71	1.11	8	.75	1.00	2.04
3.5	.59	.74	1.20	9	.79	1.06	2.23
4	.61	.77	1.31	10	.82	1.11	2.42
4.5	.62	.79	1.40				

## Bulk Mailing Rates

Zone	Piece Rate	Bulk Pound Rate
Local	25¢	2.9¢
1 & 2	31¢	4.4¢
8	32¢	13.9¢

USE PS Form 3605, Mailing Statement -  
4th Class Bulk Rates. Round printed matter weighing 16 ounces or more but exceeding 10 pounds. 300 piece minimum each mailing.

## Special Fourth-Class Rate &amp; Library Rate \*

lbs.	Spec.	Lib.	lbs.	Spec.	Lib.
1	.25	.09	36	3.17	1.49
2	.35	.13	37	3.25	1.53
3	.45	.17	38	3.33	1.57
4	.55	.21	39	3.41	1.61
5	.65	.25	40	3.49	1.65
6	.75	.29	41	3.57	1.69
7	.85	.33	42	3.65	1.73
8	.93	.37	43	3.73	1.77
9	1.01	.41	44	3.81	1.81
10	1.09	.45	45	3.89	1.85
11	1.17	.49	46	3.97	1.89
12	1.25	.53	47	4.05	1.93
13	1.33	.57	48	4.13	1.97
14	1.41	.61	49	4.21	2.01
15	1.49	.65	50	4.29	2.05
16	1.57	.69	51	4.37	2.09
17	1.65	.73	52	4.45	2.13
18	1.73	.77	53	4.53	2.17
19	1.81	.81	54	4.61	2.21
20	1.89	.85	55	4.69	2.25
21	1.97	.89	56	4.77	2.29
22	2.05	.93	57	4.85	2.33
23	2.13	.97	58	4.93	2.37
24	2.21	1.01	59	5.01	2.41
25	2.29	1.05	60	5.09	2.45
26	2.37	1.09	61	5.17	2.49
27	2.45	1.13	62	5.25	2.53
28	2.53	1.17	63	5.33	2.57
29	2.61	1.21	64	5.41	2.61
30	2.69	1.25	65	5.49	2.65
31	2.77	1.29	66	5.57	2.69
32	2.85	1.33	67	5.65	2.73
33	2.93	1.37	68	5.73	2.77
34	3.01	1.41	69	5.81	2.81
35	3.09	1.45	70	5.89	2.85

## Second-Class Transient Rate

Not over	2	\$1.0
ounces	3	.14
	4	.18
	5	.22
	6	.26
	7	.30
	8	.34
	9	.38
	10	.42
	11	.46
	12	.50
	13	.54
	14	.58
	15	.62
	16	.66
	17	.70
	18	.74

Over 18 ounces: 4¢ each additional ounce OR 4th class rate, whichever is lower.

## Third-Class Bulk Rates

	Non-profit	Regular
Circulars, printed matter, etc.	13¢/lb. or frac.	36¢/lb. or frac.
Books & catalogs plants, etc.	11¢/lb. or frac.	30¢/lb. or frac.
Min. per piece	2¢	7.5¢
Over 250,000 pcs.	2¢	7.7¢

\* Refer to Section 135.215-PSM for items that may be mailed at the LIBRARY RATE.

## KEYS &amp; IDENTIFICATION DEVICES

19¢ for FIRST 2 OZS.

DOCUMENTS CAPTURED AS RECEIVED

DOCUMENTS CAPTURED AS RECEIVED

EFFECTIVE JULY 18, 1976 ) INTERNATIONAL POSTAL FEES

( PB 21087 - July 9, 1976 )

1

INSURED MAIL FEES

Limit of Indemnity	Fee
<u>CANADA</u>	
Not over \$15 .....	\$ .40
\$15.01 to \$50 .....	.60
50.01 100 .....	.80
100.01 150 .....	1.00
150.01 200 .....	1.20

ALL OTHER COUNTRIES

Not over \$ 15 .....	.60
\$ 15.01 to 50 .....	.80
50.01 100 .....	1.00
100.01 150 .....	1.20
150.01 200 .....	1.40
200.01 300 .....	1.60
300.01 400 .....	1.80
400.01 500 .....	2.00
500.01 600 .....	2.20
600.01 700 .....	2.40
700.01 800 .....	2.60
800.01 900 .....	2.80
900.01 1,000 .....	3.00
1,000.01 1,100 .....	3.20
1,100.01 1,200 .....	3.40

N : Limit of indemnity varies from one country to another, check Appendix, Individual Country Information - Publication 42.

CUSTOMS CLEARANCE AND DELIVERY FEE

\$1.00 fee for collection of Customs Duty and for Internal Revenue Tax.

\*\*\*\* For additional information call local Postmaster \*

REGISTERED MAIL FEES

Limit of Indemnity	Fee
<u>CANADA</u>	
\$ 0.01 to \$100 .....	\$2.10
100.01 200 .....	2.30

ALL OTHER COUNTRIES

\$ 15.76 .....	\$2.10
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SPECIAL HANDLING FEE

Weight

Not more than 2 lbs .....	0.50
More than 2 lbs but not more than 10 lbs .....	.70
More than 10 lbs .....	1.00

RETURN RECEIPTS FEE

32¢ - Requested at time of mailing. Receipt returned by AIR. (No service for receipt requested after mailing.)

CERTIFICATE OF MAILING

Refer to DOMESTIC fees PB 21087, Pages 4 & 9, 07/03/76

RECALL AND CHANGE OF ADDRESS FEE

\$1.00 fee

STORAGE CHARGES

Parcels valued under \$10,000: 20¢ per day for the first 10 days; 35¢ per day thereafter. Parcels valued over \$10,000 - refer to PB 21064 - 12/4/75.

SPECIAL DELIVERY - Refer to PB 21087, Page 11, 7-9-76  
USE DOMESTIC SPECIAL DELIVERY FEES



#1

CANADA - MEXICO LETTER MAIL (Effective - July 18, 1976)

Ounces	Surface	Airmail	<u>CANADA - MEXICO</u>		<u>CANADA - MEXICO</u>		<u>CANADA - MEXICO</u>	
			<u>AIRMAIL</u>		<u>AIRMAIL</u>		<u>C A R D S</u>	
			Ounces	Rate	Ounces	Rate	<u>POST &amp; POSTAL CARDS</u>	
1	\$ .13	\$ .17	14	\$2.12	41	\$6.17	Surface - 9¢ ea	
2	.24	.32	15	2.27	42	6.32	Airmail - 14¢ ea	
3	.35	.47	16	2.42	43	6.47		
4	.46	.62	17	2.57	44	6.62		
5	.57	.77	18	2.72	45	6.77		
6	.68	.92	19	2.87	46	6.92		
7	.79	1.07	20	3.02	47	7.07		
8	.90	1.22	21	3.17	48	7.22		
9	1.01	1.37	22	3.32	49	7.37		
10	1.12	1.52	23	3.47	50	7.52		
11	1.23	1.67	24	3.62	51	7.67		
12	1.34	1.82	25	3.77	52	7.82		
13	1.45	1.97	26	3.92	53	7.97		
Over 13 oz			27	4.07	54	8.12		
8th Zone			28	4.22	55	8.27		
Priority Mail			29	4.37	56	8.42		
Rate			30	4.52	57	8.57		
			31	4.67	58	8.72		
			32	4.82	59	8.87		
			33	4.97	60	9.02		
			34	5.12	61	9.17		
			35	5.27	62	9.32		
			36	5.42	63	9.47		
			37	5.57	64	9.62 - 4 lb limit		
			38	5.72				
			39	5.87				
			40	6.02				

NEW RATES - Effective  
July 18, 1976PRINTED MATTER and SMALL PACKETS

<u>CANADA - MEXICO</u>		<u>SURFACE RATES</u>	
<u>OUNCES</u>	<u>PRINTED MATTER</u>	<u>SMALL PACKETS</u>	
2	\$ .14	\$ .14	
4	.28	.28	
6	.39	.39	
8	.50	.50	
10	.61	.61	
12	.72	.72	
14	.83	.83	
16	.94	.94	
32	1.15	1.15	To MEXICO ONLY
64	1.44	.....	
Each ADD'L			
32	.72	.....	
Weight Limits	Books	Sheet Music	All Other Prints
Canada	11 lbs		4 lbs
Mexico	22 lbs		22 lbs

OTHER ARTICLES - Printed Matter  
Matter for the Blind  
Small PacketsAIRMAIL

To: CANADA - Letter-Mail Rate

MEXICO - 60¢ for first 2 oz  
16¢ ea ADD'L oz

Ounces	Rate	Ounces	Rate
1	\$ .60	18	\$1.88
2	.60	20	2.04
4	.76	22	2.20
6	.92	24	2.36
8	1.08	26	2.52
10	1.24	28	2.68
12	1.40	30	2.84
14	1.56	32	3.00
16	1.72		

OTHER COUNTRIES - Canada &amp; Mexico excluded

Rates effective - July 18, 1976  
PB

SURFACE RATES		
Ounce	Printed Matter	Small Packets
1	\$.14	\$.28
2	.14	.28
4	.28	.28
8	.50	.50
16	.83	.83
32	1.15	1.15* (= 2 lb. limit)
64	1.44	-
Each ADD'L		
32 ounces . . . .	.72 (+)	-

(+ ) Printed Matter - See Direct  
Sacks for Prints

(\* ) Small Packets -

1 lb limit to:

Australia  
Bolivia  
Burma  
Canada  
Chile  
ColombiaAIRMAIL RATES: OTHER ARTICLES - Printed Matter  
Matter for the Blind  
Small Packets60¢ - for the first 2 ounces16¢ - each ADD'L 2 ounces  
(Refer to CHART C)73¢ for the first 2 ounces29¢ each ADD'L 2 ounces  
(Refer to CHART D)86¢ - for the first 2 ounces42¢ - each ADD'L 2 ounces  
(Refer to CHART E)Central America . . . . Costa Rica  
Colombia El Salvador  
Venezuela Guatemala  
Caribbean Islands Honduras  
Bahamas Nicaragua  
Bermuda Panama  
St. Pierre  
MequelonSouth America . . . . Argentina  
(except Colombia Bolivia  
and Venezuela) Brazil  
Europe (except Chile  
Estonia Ecuador  
Latvia British Guiana  
Lithuania French Guiana  
USSR Paraguay  
Meditarranian Peru  
Africa Surinam  
UruguayEstonia  
Latvia  
LithuaniaAsia  
Pacific  
Africa (other than  
Meditarranian)

RATES FOR AIR PARCEL POST - Refer to CHART G

U. S. POSTAL SERVICE  
HONOLULU, HAWAII 96820

NON-PROFIT ORGANIZATION - SPECIAL THIRD-CLASS RATE

Effective July 18, 1976, this chart may be utilized to compute postage for Special Third-Class rate permit imprint mailings. Example: If you are mailing 256 pieces, the postage would be:

200 pcs. = \$4.00

56 pcs. = 1.12

TOTAL = \$5.12

Pieces	Postage	Pieces	Postage	Pieces	Postage	Pieces	Postage
1	\$.02	34	\$.68	67	\$1.34	100	\$2.00
2	.04	35	.70	68	1.36	200	4.00
3	.06	36	.72	69	1.38	300	6.00
4	.08	37	.74	70	1.40	400	8.00
5	.10	38	.76	71	1.42	500	10.00
6	.12	39	.78	72	1.44	600	12.00
7	.14	40	.80	73	1.46	700	14.00
8	.16	41	.82	74	1.48	800	16.00
9	.18	42	.84	75	1.50	900	18.00
10	.20	43	.86	76	1.52	1000	20.00
11	.22	44	.88	77	1.54	2000	40.00
12	.24	45	.90	78	1.56	3000	60.00
13	.26	46	.92	79	1.58	4000	80.00
14	.28	47	.94	80	1.60	5000	100.00
15	.30	48	.96	81	1.62	6000	120.00
16	.32	49	.98	82	1.64	7000	140.00
17	.34	50	1.00	83	1.66	8000	160.00
18	.36	51	1.02	84	1.68	9000	180.00
19	.38	52	1.04	85	1.70	10,000	200.00
20	.40	53	1.06	86	1.72		
21	.42	54	1.08	87	1.74		
22	.44	55	1.10	88	1.76		
23	.46	56	1.12	89	1.78		
24	.48	57	1.14	90	1.80		
25	.50	58	1.16	91	1.82		
26	.52	59	1.18	92	1.84		
27	.54	60	1.20	93	1.86		
28	.56	61	1.22	94	1.88		
29	.58	62	1.24	95	1.90		
30	.60	63	1.26	96	1.92		
31	.62	64	1.28	97	1.94		
32	.64	65	1.30	98	1.96		
33	.66	66	1.32	99	1.98		



MAIL EARLY  
IN THE DAY

CIRCULARS, etc. over 2.46 ounces - 13¢ per pound  
BOOKS or CATALOGS over 2.91 ounces - 11¢ per pound

69  
11  
69  
759

#15-73



Honolulu, HI 96819

**BUNDLING PROCEDURES AND ZIP CODE REGULATIONS FOR BULK MAILERS**

1. 200 pieces of identical matter or 50 pounds.
2. NO FOREIGN MAIL in bulk mailing.
3. All of the bundles of mail must be securely tied with twine or 3/8" inch rubber band, lengthwise first and then crosswise. Care must be taken to see that each PS Form 3602, Statement of Mailing Matter with Permit Imprints, is completely filled out.
4. If there are 10 or more pieces of THIRD CLASS mail, it will be bundled as follows:
  - a. All for the same 5 digit zip code number. This is a direct bundle to a delivery unit.
  - b. If there are less than the minimum number of pieces required to make a direct bundle, this mail may be bundled together with a label "MIXED CITY" and the address on the top with Zip Code showing.  
i.e. MIXED CITY  
968
  - c. If there are less than the minimum number of pieces required to make a direct bundle for any city within a sectional center, this mail may be bundled together with a label showing MIXED SCF and address on the top piece with Zip Code Showing.  
i.e. MIXED SCF  
967
  - d. If there are less than the minimum number of pieces required to make a Sectional Center bundle, this mail may be bundled together and labeled with the name of the STATE and marked as MIXED STATE.  
i.e. MIXED STATE  
CALIFORNIA
  - e. The residue left over going to various States may be bundled together and labeled MIXED STATES.  
i.e. MIXED STATES
  - f. Copies to Military Post Offices may be bundled together and labeled MIXED APO or FPO.  
i.e. MIXED APO  
MIXED FPO

## INSTR INION SHEET FOR COMPLETING PS F 3602

U.S. POSTAL SERVICE STATEMENT OF MAILING WITH PERMIT IMPRINTS		MAILER: Complete all items by typewriter, pen or indelible pencil. Prepare in duplicate if receipt is desired. Check for instructions from your postmaster regarding box labelled "RCA Offices".		PERMIT NO. (1) <input type="checkbox"/> Check here if company permit	
POST OFFICE (2)		DATE (3)	RECEIPT NO.	SACKS	CARTONS OUTSIDE BUNDLES (4) XXXXX XXXXX
IF APPLICABLE, CHECK ONE BOX BELOW: <input type="checkbox"/> INTERNATIONAL <input type="checkbox"/> PRESORT DISCOUNT RATE		<input type="checkbox"/> 1st—Letters, written matter, post cards. (5) <input type="checkbox"/> 2nd—Newspapers and magazines entered at Transient Rate <input type="checkbox"/> 3rd—Circulars and other printed matter.		<input type="checkbox"/> 3rd—Merchandise less than 16 ozs. <input type="checkbox"/> 3rd—Books or catalogs of 24 pages or more, seeds, etc., less than 16 ozs. <input type="checkbox"/> Library Rate <input type="checkbox"/> Special 4th Rate RCA Offices:	
NAME AND ADDRESS OF PERMIT HOLDER (Include ZIP Code) (6)		TELEPHONE NO. (7)	(11) <input type="checkbox"/> YES Mailer (other than authorized nonprofit organization) must check here whether his total mailings made at bulk third-class rates at all post offices, under any name, for the current calendar year, exceed 250,000 pieces. <input type="checkbox"/> NO		
(8) <input type="checkbox"/> Check if non-profit under 134.5, PSM		Weight of a single piece: (12) ozs.		Number of pieces in a pound: (13)	
NAME AND ADDRESS OF INDIVIDUAL OR ORGANIZATION FOR WHICH MAILING IS PREPARED (If other than permit holder) (9)		Total POUNDS in mailing: (14)		at \$ (15) = (16)	
		Total PIECES in mailing: (17)		at \$ (18) = (19)	
		TOTAL COMPUTED FULL POSTAGE		\$ (20)	
SIGNATURE OF PERMIT HOLDER OR AGENT (Both principal and agent are liable for any postage deficiency incurred) (10)		PRESORT DISCOUNT COMPUTATION (If applicable) (Use one Form for each level of discount) _____ pieces at _____ ¢ discount =			
		TOTAL POSTAGE LESS PRESORT DISCOUNT		\$	

PS Form 3602  
Dec. 1975

FOR ZONE RATED MAIL USE PS FORM 3605

- 1) Enter your permit number here.
- 2) Honolulu, Hawaii.
- 3) Date of MAILING.
- 4) Indicate number in appropriate space.
- 5) Check applicable box.
- 6) Enter COMPLETE name and address of PERMIT HOLDER.
- 7) List number where you can be contacted during normal business hours. If there is any discrepancy in your mail, we will not have to delay it unnecessarily.
- 8) Check ONLY if you are authorized to mail at the Special Non-profit rates.
- 9) Complete this space if you are mailing for another individual or organization that has paid their annual bulk fee.
- 10) Be sure to sign.
- 11) Check one.
- 12) NOTE: The weight of a single piece MUST BE ACCURATE! If it isn't, it will greatly distort the other computations. Weigh at least 10 or more pieces until the scale indicator aligns with the  $\frac{1}{2}$  ounce or full ounce mark. Divide the weight by the number of pieces on the scale and you will get the weight of a single piece. Carry the weight to three decimal places.
- 13) Divide 16 by the weight of a single piece derived in step 12, carry to three decimal places.
- 14) Total pounds can be calculated...DO NOT INCLUDE WEIGHT OF TARE.
- 15) Enter applicable pound rate ONLY if it will be higher than the piece rate.
- 16) Enter total here, (total pounds times pound rate).
- 17) Indicate total number of pieces being mailed, BE SURE IT IS ACCURATE!
- 18) Enter applicable piece rate.
- 19) Enter total here, (total pieces times piece rate).
- 20) Enter total postage again.