**UNITED STATES POSTAL SERVICE RETAIL QUICK REFERENCE GUIDE**

**SIZE & WEIGHT LIMITS**
- Minimum size for mail is 5" x 3 1/2" x 0.007". Maximum USPS weight is 70 lbs for all mail.
- Maximum size is 108" in combined length & girth for Priority Mail.
- Maximum size is 130" in combined length & girth for Parcel Post.

**USPS TRACKING**
- Provides tracking updates as an item travels through its distribution network, including the date and time of delivery or attempted delivery through usps.com. Includes USPS Tracking for four domestic products: Priority Mail Express, First Class Mail parcels, Standard Post, Library Mail, Media Mail and Insured Printed Matter parcels.

**EXTRA SERVICES AND FEES**
- **DOMESTIC INSURANCE**
  - Insured Mail provides indemnity coverage in the event of loss, damage or missing contents based on the declared value of an item up to $5,000.
- **REGISTERED MAIL**
  - Registered Mail provides the highest level of security afforded by USPS, including a special chain of custody and indemnity up to $50,000.
  - Declared Value (in addition to postage)
    - $0.00 (no insurance)...
    - $2.20
    - $12.20
  - With insurance
    - $0.01 to $50...
    - $13.00
    - $15.15
  - $0.01 to $500...
    - $10.75
    - $18.35
  - $0.01 to $5000...
    - $18.35
  - See Notice 123 for additional fees up to values of $5,000.
  - Registered Mail Restricted Delivery...
    - $5.15
  - Registered Mail COD...
    - $5.90

**SPECIAL HANDLING SERVICES**
- A "Special Handling-Fragile" endorsement must be visible on items where Special Handling has been requested.
- Fee
  - Fragile...
    - $10.35
  - Live Animal Transportation Fee...
    - $5.90

**LIVE ANIMAL TRANSPORTATION FEE**
- A Live Animal Transportation Fee of $0.20 per pound for day-old poultry is charged when mailed Priority Mail Express or Priority Mail to Zones 5-9.

**RECEIPT**
- Return Receipt provides evidence of delivery, including the date of delivery or attempted delivery through usps.com.

**PRIORITY MAIL POSTAGE**
- Signature Confirmation service...
  - Signature Confirmation provides evidence of delivery and requires a signature at the time of delivery. The recipient must confirm the delivery record is available electronically by requesting through usps.com or calling 1-800-ASK-USPS (1-800-275-8777).

**USPS SIGNATURE SERVICES**
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**PRIORITY MAIL EXPRESS POSTAGE**
- $100 free insurance, additional insurance available.
  - Rate per 1/2 pound starting at...
    - $16.95
  - Priority Mail Express Flat Rate Envelope...
    - $19.99
  - Priority Mail Express Flat Rate Box...
    - $44.95
  - 1030am Delivery with PS Form 3811...
    - $5.90

**FOREVER/NONDEOMINATED STAMPS**
- Postcard Stamps...
  - $0.36
  - Postage Due...
  - $0.36

**CERTIFIED MAIL**
- Certified Mail provides a postmarked (round-dated) mailing receipt, electronic delivery verification, and requires a signature to be captured at delivery.
- Fee
  - $0.01 to $50...
    - $2.25
  - $50.01 to $100...
    - $2.95
  - $100.01 to $500...
    - $3.65
  - $500.01 to $1000...
    - $4.35
  - $1000.01 to $2000...
    - $5.05
  - $2000.01 to $5000...
    - $5.75
  - $5000.01...
    - $6.45

**PRIORITY MAIL EXPRESS INT'L FLAT RATES**
- The weight limit for a letter-size First-Class Mail international mailpiece is 3.5 ounces. Additional pricing for GXG, PME, PM and FCM can be found on the Postal Explorer at http://www.usps.gov

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**USPS TRACKING**
- Nonmachinable Letter; additional postage required for such items as square envelopes or where contents cause envelope to be uneven.
- Dimensional Weight: Packages weighing > 9.5 inches x height x width = 172" or more going to Zones 5-9.
- Premium Forwarding Service (Save $1.50 online)...
  - $10.00
- Weekly Restitution Fee...
  - $18.00
- Certificate of Mailing...
  - $1.35
- Customs Clearance Fee...
  - $6.00
- Hold Authorization Letter Service...
  - $0.25
- Return Receipt for Merchandising (Form 3616)...
  - $4.40
- Additional Postal Rates & Fees...
  - $12.15
- Keys of ID Devices...
  - $4.50

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