

146 Enter and Deposit

Overview

1.0 Basic Options

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1.1 Entry at Delivery Post Office

All EDDM-Retail mailings must be entered directly at the Post Office (or DDU) responsible for the Post Office Box or carrier route delivery for which the mailing is prepared, or shipped to that Post Office under 1.2.

1.2 Alternate Entry by Priority Mail

1.2.1 Preparation

Place prepared EDDM-Retail mail, in bundles with facing slips, in Priority Mail boxes, including Priority Mail Flat Rate boxes.

1.2.2 Documentation

Box # 1 (see 1.2.3) for the EDDM-Retail mailing must contain an envelope with the following:

- a. Sample mailpiece.
- b. Check or money order made out to "Postmaster" or "Postal Service" for the amount of postage for the EDDM-Retail pieces (not for the Priority Mail shipment). Include your telephone number on the front of the check.
- c. Completed EDDM-Retail postage statement (PS Form 3587).
- d. The Postmaster Instruction letter; see <https://www.usps.com/business/pdf/eddm-postmaster-letter.pdf> for a copy.

1.2.3 Labeling the Boxes

On each box, write "Every Door Direct Mail - Retail" and "Open Immediately." For multiple boxes, number the boxes, starting with 1 of X, (with "X" being the total number of boxes in the shipment). Include the payment and documentation in box #1.

1.2.4 Shipping

Address the boxes to "Postmaster" at the Post Office that will deliver the mailpieces. To ship them, either bring the boxes to your local Post Office or use Click-N-Ship. Each box must have a USPS Tracking label affixed by the mailer.



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Retail Mail: Standard Mail Flats–EDDM–Retail Enter and Deposit

146.1.2.4