

WAYS TO REDUCE POSTAGE COSTS

1. Send information/documents via electronic mail as much as possible.
2. Use the smallest envelope possible. The smaller the envelope, the cheaper it is to mail it.
3. Use pouch mail instead of regular mail when sending mail to other installations and TRADOC and FORSCOM. If you do not indicate you wish for DOIM to mail it upon receipt, we will automatically place it in pouch mail. A listing of the addresses DOIM sends pouch mail is located on the following web site:

<http://sill-www.army.mil/doim/Off Mail & Distr/Pouch Mail/Pouch Mail Info.htm>

4. Use “Presorted Standard” when mailing documents that have the **same weight and size**. You must have a mailing of 200 pieces or more **or** the total weight must be 50 pounds or more. You must use PS Form 3602-R.

- a. Below is a copy of this form.

http://www.usps.com/forms/_pdf/ps3602r.pdf

- b. Below are the cost reductions you can receive by using “Presorted Standard” mailings:

(1) You can reduce your costs from \$.37 per piece down to \$.222 per piece. This is if you have 150 pieces or more going to the 735 zip code zone. The other pieces can have any domestic mail designation and they will cost \$.268 per piece. You need to separate the 735 pieces from the others. **An example of PS Form 3602-R for this action is located below:**

735 Zip Code Zones

(2) You can reduce your costs from \$.37 per piece down to \$.0248 per piece. This is if you have 150 pieces or more going to the same three digit zip code zone (outside the 735 zone) (i.e., 730; 731, etc.) The other pieces can have any domestic mail designation and they will cost \$.268 per piece. You will need to separate the three digit zip code from the others. **An example of PS Form 3602-R for this action is located below:**

Same Three Digit Zip Code Zones

(3) You can reduce your costs from \$.37 per piece down to \$.268 per piece. This is if your mailing does not contain 150 pieces or more to the same three

digit code zone but you have 200 pieces or more to mail. An example of PS Form 3602-R for this action is located below:

Mixed Zip Code Zones

5. If you have numerous pieces of mail going to the same address, place all of them in one large envelope. It is cheaper to mail one large envelope than to mail numerous small envelopes.
6. For answers to questions, call 442-3685 or e-mail Jacksond@sill.army.mil.