



Quality Mailing Equipment
Service and Supplies

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Service & Sales (303) 761 0681

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Article

USPS First Class Ancillary Service Endorsements

Did you know over 12% of the population moves each year and approximately 17% of businesses either move or go out of business each year? If you're not using USPS Ancillary Services to help keep your records up-to-date you're wasting money and losing touch with your customers and prospects!

Use USPS Ancillary Services to help keep you up-to-date. There are 3 basic options: If a change of address order is on file

Address Service Requested

- If no change of address order is on file the mail piece is returned with reason for non-delivery attached (no charge)
- If a change of address order is on file:
 - Months 1 through 12 - Piece is forwarded (no charge); separate notice of new address provided (address correction fee charged).
 - Months 13 through 18 - Piece is returned with new address attached (no charge).
 - After month 18 - Piece is returned with reason for non-delivery attached (no charge).

Return Service Requested

In all cases the piece is returned with new address or reason for non-delivery attached (in either case, no charge).

Forward Service Requested

- If no change-of-address order on file the mail piece is returned with reason for non-delivery attached (no charge).
- If change-of-address order on file:
 - Months 1 through 12: Piece forwarded (no charge).
 - Months 13 through 18: Piece returned with new address attached (no charge).
 - After month 18: Piece returned with reason for non-delivery attached (no charge).

Change Service Requested

In all cases, separate notice of new address or reason for non-delivery is provided (in either case, address correction fee charged); piece disposed of by USPS.

These Endorsements can be programmed into your postage meter, or printed on your envelopes . CMS now provides printing services to help you. Contact us at **303-761-0681**.

*U.S. Census Bureau