

Instruction Booklet

PLEASE READ THIS FIRST!

*Includes instructions for completing the Answer Booklets
and examples of postage and mail markings
for each type of mail, behind the color-coded tabs.*

Common Terms & Questions

Here are definitions of some of the terms that we use throughout the Household Diary materials and the most frequently asked question.

Common Terms

- **Mail Pieces** are the different pieces of mail that you receive and send - letters, bills, postcards, magazines, advertisements, packages, etc.
- **Mail Markings** are markings that are printed on a mail piece either by the post office or the mailing house. These markings indicate the postage paid and the type of mail. The Postage and Mail Markings are typically located in:
 - a) the top right-hand corner of the mail piece,
 - b) above or below the address or
 - c) inside the window of an envelope.
- **Mail Type** is the category of mail that we ask you to sort your mail into. *(See the list of 7 mail types on page 1 of this booklet.)*
- **Postage** is how the piece of mail was paid for when it was sent. There are three different types of postage: Stamps, Meter or Permit. *(See the visual examples under the color-coded tabs for each mail type.)*

What is the difference between First-Class Mail and Presorted Standard Mail?

These are the two most common mail types. Here are some ways to help distinguish between them:

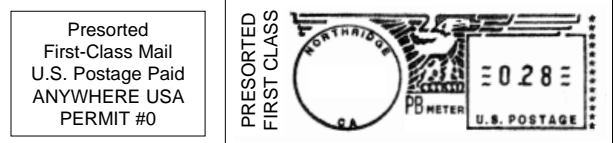
- **First-Class Mail** from businesses are often marked “First-Class” or “Presorted First-Class” especially when they don’t have stamps. If the mail piece just has a stamp or metered strip without any of these markings, it is likely First-Class Mail.

Hint: Most letter-size envelopes will have postage of 44¢ or more either in First-Class stamps, a metered strip, or a “Forever Stamp.”

If it is **Presorted First-Class**, it may have less postage but it will say “Presorted First-Class.”

(See pages 5-9 in this booklet for descriptions & more visual examples.)

Examples of Presorted First-Class Mail Markings



- **Presorted Standard** Mail pieces are always marked “Presorted Standard,” or “PRSRT STD,” or “Standard,” or “STD” usually in the upper-right corner of the mail pieces close to the stamp or meter strip. *(See pages 10-14 in this booklet for descriptions & more visual examples.)*

Examples of Presorted Standard Mail Markings

