



DataMark Mailing Services, Inc.
6700 Dixie Hwy LL
Florence, KY 41042

Phone: 859-283-9333

Web: www.DataMarkMailing.com

Ancillary Service Endorsements

These are optional endorsements placed on the mailing piece to capture any address changes. When using this service you can have the piece forwarded or returned, depending on the endorsement chosen.

When an ancillary service endorsement is used, a domestic return address must be placed in the upper left corner of the address side of the mailpiece. The return address on any mailpiece endorsed for an ancillary service must identify where the piece is to be returned and where the mailer is prepared to pay applicable postage and fees for pieces returned or for ancillary service provided at the mailer's request.

There are four endorsements available and each has its pros and cons. Each endorsement, the action the USPS takes, and the costs involved are described in the chart below.

Datamark Mailing Services Inc. 6700 Dixie Hwy LL Florence, KY 41042	ADDRESS SERVICE REQUESTED³	<table border="1"><tr><td>Presort Std US Postage Paid Florence, KY Permit #147</td></tr></table>	Presort Std US Postage Paid Florence, KY Permit #147
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ADDRESS SERVICE REQUESTED¹	ADDRESS SERVICE REQUESTED⁴		
	ADDRESS SERVICE REQUESTED²		
	John Doe 123 Street Anywhere KY 41042-1342		

The endorsement must be placed in one of these four positions:

1. Directly below the return address.
2. Directly above the delivery address area (which includes the delivery address block and any related nonaddress elements such as a barcode, keyline, or optional endorsement line).
3. Directly to the left of the postage area and below or to the left of any rate marking.
4. Directly below the postage area and below any rate marking.

MAILER ENDORSEMENT AND USPS ACTION	FIRST CLASS MAIL FEE	STANDARD MAIL FEE
1. ADDRESS SERVICE REQUESTED <i>(Forwarding and Return) - New separate address notification provided</i>		
Months 1 through 12: Mailpiece forwarded at no charge; separate notice of new address provided.	Forwarded at No Charge <u>Notice Fee</u> 50¢ (manual) 6¢ (electronic)	Forwarded at No Charge <u>Notice Fee</u> 50¢ (manual) 25¢ (electronic)
Months 13 through 18: Mailpiece returned with new address attached.	Returned at No Charge	Weighted Fee*
After 18 months, or if undeliverable at any time: Mailpiece returned with reason for nondelivery attached.	Returned at No Charge	Weighted Fee*
2. FORWARDING SERVICE REQUESTED <i>(Forwarding and return) - New address notification provided only with return.</i>		
Months 1 through 12: Mailpiece forwarded	Forwarded at no charge	Forwarded at no charge
Months 13 through 18: Mailpiece returned with new address attached	Returned at No Charge	Weighted Fee*
After 18 months, or if undeliverable at any time: Mailpiece returned with reason for nondelivery attached.	Returned at No Charge	Weighted Fee*
3. RETURN SERVICE REQUESTED <i>(No forwarding, only Return)</i>		
Mailpiece returned with new address or reason for nondelivery attached.	No Charge	Appropriate single 1 st Class postage
4. CHANGE SERVICE REQUESTED <i>(No forwarding or Return)</i>		
Separate notice of new address or reason for nondelivery provided. Mailpiece disposed of by USPS.	<u>Notice Fee</u> N/A** (manual) 6¢ (electronic)	<u>Notice Fee</u> 50¢ (manual) 25¢ (electronic)

*Weighted Fee = 1st Class single-piece postage multiplied by 2.472. (A letter weighing less than 1 ounce = \$1.02 charge)

**For First-Class Mail, Change Service Requested is only available with electronic Address Change Service (ACS).