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Introduction

UPS Mail Innovations is a leader in cost-effective and efficient movement of mail to more than 200 countries and territories. Combining the operational expertise and reliability of a century-old institution with the latest in technological innovation, our expedited mailing services are a natural extension of UPS’s innovative solutions to synchronize the world of commerce.

We are able to provide our customers postal services through our utilization of the United States Postal Service® (USPS®) work share program. With our operational efficiencies, we are able to obtain better postal rates for customers, while providing transit times that are comparable to First-Class Mail®.

Note: Data Matrix Barcodes can not be printed using Eltron printers

What’s New

- Updated the USPS Service Type Code listing.
  Please see page 7.
- The Mail Innovations International package label now includes the Mail Manifest Identification (MMI) number.
- The text “United States Postal Service” must be suppressed from the Mail Innovations International Label. Please see pages 3 and 15 for specifications.

Note: The MMI number will be the primary identifier for Mail Innovations International packages. The MMI number will replace the LM number for International shipments handled by the UPS Mail Innovations International Team. APO/FPO/DPO and US Territory destination shipments will continue to use the USPS PIC or LM number.
Domestic/International Label Format

Ship From Address
- Contact
- Company Name
- Street Address
- Suite Number (if available)
- City, State, Postal Code
- Country (if international movement)
- Left justified approximately .25 inches from top
- Font Size = 8 pt

USPS Permit Imprint Indicia
(Domestic and Non-Flats Only)
The indicia box prints at the top right of the label.
- Mail Class *
- U.S. POSTAGE PAID
- UPS MAIL INNOVATIONS
- eVS
- Font Size = 6 pt
* See the Permit Imprint Indicia table for the mail class text that prints in the box.

USPS Endorsements (Domestic and Non-Flats Only) prints underneath the Ship From Address.
Select one of the following:
- Address Service Requested
- Change Service Requested
- Forwarding Service Requested
- Return Service Requested
"Blank" (No Endorsement); Non USPS Endorsements; and Not valid with Delivery Confirmation prints underneath the Ship From Address.
Select the following:
- Time Sensitive Material Enclosed
- Font Size
- Minimum 8 pt
- Minimum of .25" clear zone around the text

Ship To Address
- Contact
- Company Name
- Street Address
- Suite Number (if available)
- City, State, Postal Code
- Country (if international movement)
- Font Sizes
- SHIP TO: text = 12 pt bold
- Address Lines = 10 pt
- Postal/Country Lines = 12 pt bold

Note: All address text must be in uppercase

Data Matrix Barcode
- The UPS Mail Innovations label requires a Data Matrix barcode
- Review the Data Matrix Barcode Layout Table in this document for all the required fields

Human readable text that must print to the right of the Data Matrix Barcode:
- UPS MAIL INNOVATIONS
  - Font Size = 16 pt, bold
- POSTAL CODE:
- PACKAGE ID NUMBER:
- COST CENTER NUMBER:
  - Font Size = 10 pt

Horizontal Line Prints
- Thickness equals .01 inches

Vertical Line Prints - A vertical line connects the two horizontal lines to the right of the barcode.
- Thickness equals .01 inches

The UPS Control Number is only required for UPS Ready™ Vendor Applications. It must print in the bottom right corner of the label.

Data Content
- Font Size = 6 pt (or as small as possible while still being legible)
- The format must be as follows:
  XXX VV.V.V PPPCCCCCCCCCCC
- Positions 1-10 = Two- to three-letter mnemonic assigned to the shipping system with version number
- Position 11 = Space
- Positions 12-24 = Printer make and model
- Position 25 = Space

For example:
ABC 11.23 PPPPP2442 or ABC11.2 PPPPP2442
USPS Section (conditional)
- Print the upper USPS horizontal line
- Print the USPS text above the barcode
- Print the USPS IMpb barcode according to the USPS specifications
- Print the text below the barcode
- Print the lower USPS horizontal line

Horizontal Lines
- All horizontal lines in the USPS section must be a minimum of 0.0625 inches
- The lines must be placed above the text and above the USPS barcode but below the barcode number

Clear Zones (Quiet Zones)
- The white space between the horizontal lines and USPS text must be a minimum of 0.032 inches.
- The white space between the USPS text and USPS barcode must be a minimum of 0.125 inches.
- The white space between the USPS barcode and the USPS barcode number must be a minimum of 0.125 inches

USPS IMpb Tracking Number Barcode
The text above the barcode must be
- USPS TRACKING # eVS
- Font Size = 12 pt, bold
- USPS Barcode Height - minimum of 0.65 inches

Note: The USPS "C 02" barcode construct code specifications can be found in the USPS Barcode Package Intelligent Mail Specification on the USPS website.

The text below the USPS Barcode must be formatted as below:
- nnnn nnnn nnnn nnnn nnnn nnnn nn
  (The 420 and postal code are not displayed)
- Font Size = 10 pt, bold

USPS Customs Declarations Form
- Mail Innovations shipments to APO/FPO/DPO destinations, US Territories, and International destinations require this form. See page 16 for more information.

USPS Electronic Verification System (eVS)
- UPS Mail Innovations has moved to the USPS Electronic Verification System. This transition requires the addition of "eVS" text on the labels.
<table>
<thead>
<tr>
<th>Name</th>
<th>Size</th>
<th>Sample Value</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Shipping Application ID</td>
<td>1</td>
<td>&quot;8&quot;</td>
<td>All shipping applications will use a value of &quot;8&quot;</td>
</tr>
<tr>
<td>Mail Innovations Account Number</td>
<td>6</td>
<td>&quot;123456&quot;</td>
<td></td>
</tr>
<tr>
<td>Julian Day of Pickup</td>
<td>3</td>
<td>&quot;030&quot;</td>
<td>The day the shipment is picked up or processed</td>
</tr>
<tr>
<td>Unique Sequence Number</td>
<td>7</td>
<td>&quot;00000001&quot;</td>
<td>Numeric only</td>
</tr>
<tr>
<td>Check Digit</td>
<td>1</td>
<td>&quot;7&quot;</td>
<td>Use Modified Mod 10 calculation (see Appendix)</td>
</tr>
</tbody>
</table>

The MMI number is used as the Mail Innovations International Tracking Number Barcode.

Location on the International Label, Flat
- Below the separator line at least .01 inch thick, at the bottom of label. See page 12

Location on the Combination Mail Innovations Address and PS Form 2976 (CN22) - International Destinations
- Below the Highlight Bar at least 0.01 inch thick. See page 18

Location on the PS Form 2976 (CN22) - International Destinations
- At the top of the label, See page 19

Mail Innovations International Tracking Barcode Quiet Zones
- Minimum quiet zone top and bottom = 1/16 inches
- Minimum quiet zone left and right = 10 x X-Dimension of the barcode

Tracking Number Barcode Format
- Left-justified, allowing for left quiet zone

Tracking Number Barcode Dimensions
- Height (Minimum) = 0.5 inches
- Width = Variable

Mail Innovations International Tracking Number Barcode Specifications
- Spaces are not encoded in the bar code. For example: "81234560300000017"
- All alpha characters must be uppercase
- Alpha characters may only appear in the account number
- Sequence number is determined by the shipper or shipping system and must be carefully controlled to ensure each package is unique
- The entire 18 digit tracking number must remain unique for one year
- The human readable text below the barcode must be formatted as below:
  n nnnnn nnn nnnnnnn n
- Font Size = 10 pt,
Below is a table with the "C02" Commercial Mail Construct for the USPS IMpb Tracking Number barcode.

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Length</th>
<th>Position(s)</th>
<th>Example</th>
<th>HumanReadable</th>
</tr>
</thead>
<tbody>
<tr>
<td>Postal Code Application Identifier</td>
<td>3</td>
<td>1 to 3</td>
<td>420</td>
<td>No</td>
</tr>
<tr>
<td>Destination Postal Code</td>
<td>5</td>
<td>4 to 8</td>
<td>30005</td>
<td>No</td>
</tr>
<tr>
<td>Channel Application Identifier</td>
<td>2</td>
<td>9 to 10</td>
<td>92</td>
<td>Yes</td>
</tr>
<tr>
<td>Service Type Code</td>
<td>3</td>
<td>11 to 13</td>
<td>612</td>
<td>Yes</td>
</tr>
<tr>
<td>Mailer Identifier</td>
<td>9</td>
<td>14 to 22</td>
<td>123456789</td>
<td>Yes</td>
</tr>
<tr>
<td>Sequential Package Identifier (UPS Code)</td>
<td>3</td>
<td>23 to 25</td>
<td>581</td>
<td>Yes</td>
</tr>
<tr>
<td>Sequential Package Identifier (USPS #)</td>
<td>8</td>
<td>26 to 33</td>
<td>00000001</td>
<td>Yes</td>
</tr>
<tr>
<td>Mod 10 Check Digit</td>
<td>1</td>
<td>34</td>
<td>2</td>
<td>Yes</td>
</tr>
</tbody>
</table>

Please Note: The Postal Code Application Identifier for the USPS is 420.

Channel Application Identifiers

<table>
<thead>
<tr>
<th>Channel Application Identifier</th>
<th>Use</th>
</tr>
</thead>
<tbody>
<tr>
<td>&quot;92&quot; and &quot;93&quot;</td>
<td>For use by commercial mailers</td>
</tr>
<tr>
<td>&quot;94&quot;</td>
<td>For use with PC Postage and online systems.</td>
</tr>
<tr>
<td>&quot;95&quot;</td>
<td>Used in the Postal Service retail environment.</td>
</tr>
</tbody>
</table>

Diagram of USPS Barcode Data Fields

Below is a table with the "C02" Commercial Mail Construct for the USPS IMpb Tracking Number barcode.
### Mail Innovation Forward Movement - Data Matrix Barcode Layout Table

<table>
<thead>
<tr>
<th>Field Name</th>
<th>A/N</th>
<th>F/V</th>
<th>Size</th>
<th>Sample Value</th>
<th>Required</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Message Version Number</td>
<td>N</td>
<td>V</td>
<td>2</td>
<td>&quot;3&quot;</td>
<td>Yes</td>
<td>Indicates data table layout version (use &quot;3&quot; for this version)</td>
</tr>
<tr>
<td>Mail Manifest ID</td>
<td>N</td>
<td>F</td>
<td>18</td>
<td>&quot;812345607150000001&quot;</td>
<td>Yes</td>
<td>See &quot;Mail Manifest ID Table&quot; for structure</td>
</tr>
<tr>
<td>Customer ID</td>
<td>N</td>
<td>F</td>
<td>6</td>
<td>&quot;123456&quot;</td>
<td>Yes</td>
<td>UPS Mail Innovations Account Number</td>
</tr>
<tr>
<td>Customer Cost Center</td>
<td>A</td>
<td>V</td>
<td>30</td>
<td>&quot;854NB093NHVF&quot;</td>
<td>Yes</td>
<td>Minimum of one character</td>
</tr>
<tr>
<td>Destination Address Line 1</td>
<td>A</td>
<td>V</td>
<td>35</td>
<td>&quot;123 MAIN STREET&quot;</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>Destination Address Line 2</td>
<td>A</td>
<td>V</td>
<td>35</td>
<td>&quot;SUITE 310&quot;</td>
<td>Conditional</td>
<td>Field is populated when address includes an extended address line (such as a suite)</td>
</tr>
<tr>
<td>Destination City</td>
<td>A</td>
<td>V</td>
<td>30</td>
<td>&quot;ALPHARETTA&quot;</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>Destination State/Province</td>
<td>A</td>
<td>F</td>
<td>2</td>
<td>&quot;GA&quot;</td>
<td>Conditional</td>
<td>Field is populated for U.S. and Canada destinations only.</td>
</tr>
<tr>
<td>Destination Postal Code</td>
<td>A</td>
<td>V</td>
<td>9</td>
<td>&quot;30343&quot;,&quot;A9V6M1&quot;</td>
<td>Yes</td>
<td>No spaces or dashes are allowed</td>
</tr>
<tr>
<td>Destination Country Code</td>
<td>N</td>
<td>F</td>
<td>3</td>
<td>&quot;840&quot;</td>
<td>Yes</td>
<td>Use ISO country code</td>
</tr>
<tr>
<td>Package ID</td>
<td>A</td>
<td>V</td>
<td>30</td>
<td>&quot;000123ABC&quot;</td>
<td>Yes</td>
<td>Minimum of one character</td>
</tr>
<tr>
<td>USPS Weight</td>
<td>N</td>
<td>V</td>
<td>2,4</td>
<td>&quot;5.5000&quot;,&quot;65.0125&quot;</td>
<td>Yes</td>
<td>Weight in pounds (four decimals are required)</td>
</tr>
<tr>
<td>Processing Category Code</td>
<td>N</td>
<td>V</td>
<td>2,2</td>
<td>&quot;7,13&quot;</td>
<td>Conditional</td>
<td>See &quot;Processing Category Table&quot;. Field is blank if mail piece has an international destination or is categorized as a flat</td>
</tr>
<tr>
<td>USPS Tracking Number</td>
<td>N</td>
<td>F</td>
<td>34</td>
<td>&quot;4203000592612123456789123456789019&quot;</td>
<td>Conditional</td>
<td>Field is blank if mail piece has an international destination or is categorized as a flat</td>
</tr>
</tbody>
</table>

**Key:** A = Alphanumeric, N = Numeric, F = Fixed Size, V = Variable Size

**Data Matrix Barcode:**
1) Each field is delimited with a tab. A tab is required even if a field is left blank (conditional fields). Therefore, the barcode will always include 13 tabs.
2) Spaces are allowed only in the Address Line 1, Address Line 2 and City fields.
3) Punctuation is only allowed in the USPS weight and Processing Category Code fields. The USPS Weight only allows "." or decimal point as punctuation. Processing Category Code field only allows a comma as punctuation. No other punctuations allowed in the Data Matrix Barcode.
## Processing Category/Permit Imprint Indicia Table

<table>
<thead>
<tr>
<th>Mail Class</th>
<th>Processing Category (Manifest)</th>
<th>Processing Sub-Category (Sub-Manifest)</th>
<th>Processing Category Code</th>
<th>Postal/Rate Weight</th>
<th>Weight Type</th>
<th>Permit Imprint Mail Class Designation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Parcel Select Lightweight</td>
<td>Std. Machinable</td>
<td></td>
<td>3,0</td>
<td>6 to 15.99</td>
<td>Ounces</td>
<td>PS LIGHTWEIGHT</td>
</tr>
<tr>
<td>Parcel Select Lightweight</td>
<td>Std. Irregulars</td>
<td></td>
<td>4,0</td>
<td>1 to 15.99</td>
<td>Ounces</td>
<td>PS LIGHTWEIGHT</td>
</tr>
<tr>
<td>Package Services</td>
<td>Parcels</td>
<td></td>
<td>5,0</td>
<td>1 to 70</td>
<td>Pounds</td>
<td>PARCEL SELECT</td>
</tr>
<tr>
<td>Package Services</td>
<td>BPM Parcels</td>
<td></td>
<td>6,0</td>
<td>1 to 15</td>
<td>Pounds</td>
<td>PRSRT BPM</td>
</tr>
<tr>
<td>First Class</td>
<td>Single Piece Priority</td>
<td></td>
<td>7,2</td>
<td>1 to 70</td>
<td>Pounds</td>
<td>PRIORITY MAIL</td>
</tr>
<tr>
<td>First Class</td>
<td>Single Piece First Class Parcel</td>
<td></td>
<td>7,13</td>
<td>1 to 13</td>
<td>Ounces</td>
<td>FIRST-CLASS MAIL</td>
</tr>
<tr>
<td>Package Services</td>
<td>Media Mail</td>
<td></td>
<td>10,1</td>
<td>1 to 70</td>
<td>Pounds</td>
<td>PRSRT MEDIA MAIL</td>
</tr>
<tr>
<td>USPS Service</td>
<td>With Delivery Confirmation</td>
<td>USPS Indicia Imprint</td>
<td>USPS Service Type Code</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>------------------------------</td>
<td>----------------------------</td>
<td>------------------------------</td>
<td>------------------------</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Parcel Select</td>
<td>Yes</td>
<td>PARCEL SELECT</td>
<td>612</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Parcel Select Lightweight</td>
<td>Yes</td>
<td>PS LIGHTWEIGHT</td>
<td>748</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bound Printed Matter</td>
<td>Yes</td>
<td>PRSRT BPM</td>
<td>419</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Media Mail</td>
<td>Yes</td>
<td>PRSRT MEDIA MAIL</td>
<td>490</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>First-Class Parcel</td>
<td>Yes</td>
<td>FIRST-CLASS MAIL</td>
<td>001</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>First-Class Priority</td>
<td>Yes</td>
<td>PRIORITY MAIL</td>
<td>055</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bound Printed Matter</td>
<td>No</td>
<td>PRSRT BPM</td>
<td>458</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Media Mail</td>
<td>No</td>
<td>PRSRT MEDIA MAIL</td>
<td>521</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>First-Class Parcel</td>
<td>No</td>
<td>FIRST-CLASS MAIL</td>
<td>742</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

UPS Required Code in Sequential Package ID
Customers and UPS Ready Vendor systems are required to use a 3 digit UPS code for the first three characters in the 11 digit Sequential Package ID field of the USPS barcode.

<table>
<thead>
<tr>
<th>Type of Shipping Application</th>
<th>UPS Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>UPS Ready Vendor</td>
<td>573</td>
</tr>
<tr>
<td>Customer Developed (Custom)</td>
<td>583</td>
</tr>
</tbody>
</table>
Below is a diagram of the USPS IMpb tracking barcode requirements. These are the requirements that the label must meet to be certified.

NOTE: This diagram is not to scale.

**Diagram of USPS Barcode Requirements**

**Clearance between horizontal lines and text = 0.032"**

**Horizontal ID Bar Thickness = 0.0625"**

**Font Above Barcode = 12 pt bold (Arial)**

**Clearance above and below barcode = 0.125"**

**Clearance measuring at least ten time the X-Dimension to the left and right of barcode**

**GS1-128 Barcode**
- Height = 0.65"  
- X-Dimension = 13 mil to 15 mil

**Font Size below barcode = 10 pt bold (Arial)**

**UCC/EAN Code GS1-128**

Format C02 - Commercial Mail (9 digit MID, ZIP)

- 34 digits
- Human-readable representation of barcode data
- 9212 3912 3456 7812 3456 7890 #1

**USPS "C 02" Barcode Construct Code**

Source: USPS Barcode Package Intelligent Mail Specification
NOTE: This label is not to scale
NOTE: This label is not to scale
NOTE: This label is not to scale

CONTACT NAME
COMPANY NAME
STREET ADDRESS
EXTENDED ADDRESS
THORNWOOD NY 10594

For Forwarding Service Requested

SHIP TO:
CONTACT NAME
COMPANY NAME
STREET ADDRESS
EXTENDED ADDRESS
ROSWELL GA 30076-3852

UPM MAIL INNOVATIONS
POSTAL CODE: 30076
PACKAGE ID #: AAABBBCCCD12345678901234567890
COST CENTER #: EXPENSEABCYZ345678901234567890

WS 18.0.00 ZEBRA ZP 450

USPS TRACKING # eVS

9200 1123 4567 8951 3000 0000 22
NOTE: This label is not to scale

CONTACT NAME
COMPANY NAME
STREET ADDRESS
EXTENDED ADDRESS
THORNWOOD NY 10594
UNITED STATES

SHIP TO:
CONTACT NAME
COMPANY NAME
STREET ADDRESS
EXTENDED ADDRESS
WINDSOR ON N8N2M1
CANADA

UPS MAIL INNOVATIONS
POSTAL CODE: N8N2M1
PACKAGE ID #: AAABBBCCCD12345678901234567890
COST CENTER #: EXPENSEABCYZ345678901234567890

8 123456 352 1234567 1
NOTE: This label is not to scale

CONTACT NAME
COMPANY NAME
STREET ADDRESS
EXTENDED ADDRESS
THORNWOOD NY 10594

Forwarding Service Requested

SHIP TO: CONTACT NAME
STREET ADDRESS
APO AP 96278-2050

UPS MAIL INNOVATIONS
POSTAL CODE: 96278
PACKAGE ID #: AAABBBCCCD12345678901234567890
COST CENTER #: EXPENSEABCYZ345678901234567890

UPS TRACKING # eVS

9241 9123 4567 8951 3000 0000 49

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NOTE: This label is not to scale
USPS Customs Declarations Form
(PS Form 2976 - CN 22)
This label is required when sending items to an APO/FPO/DPO destinations or international location via Mail Innovations service. It may also be required for shipments to U.S. territories depending on the final destination. Refer to the following USPS Domestic Mail Manual for more information:

USPS Form Sample

USPS Barcode Requirements - International

- All text on the label is 8 pt unless otherwise noted
- Text for the barcode contents is 10 pt, bold
- Text for the following items is 10 pt, bold
  - United States Postal Service
  - Customers Declaration
  - May be opened officially
  - CN 22
- Text for the following items is 10 pt
  - CN 22
  - Exemption/Exclusion Legend
  - NOEEI § 30.37(a)

PS Form 2976 (CN 22) Barcode Specifications
There are three different barcodes used on the CN22 label. (Domestic Destinations of APO/FPO/DPO and U.S. Territories; International Destinations of APO/FPO/DPO and U.S. Territories; and International Destinations that are not APO/FPO/DPO or U.S. Territory).

Domestic Destinations to APO/FPO/DPO and U.S. Territories:
- These types of destinations use the USPS Package Identification Code (PIC)
- The data content comes from the shipping label but it does not include the “420” Routing Application Identifier or the destination postal code.
- Barcode Type: GS1-128
- Characters: 26 numeric
- X dimension = 15 mil (or 0.015"
- Minimum Height: 0.5 inches

International Destinations to an APO/FPO/DPO and U.S. Territories
- Barcode Type: Code 128
- Characters: 13 alphanumeric
- X dimension = 15 mil (or 0.015"
- Subsets C (no shifting permitted)
- Minimum Height: 0.5 inches

Flats and Flats BPM going to APO/FPO/DPO destinations and U.S. Territories will use the LM Number barcode. This barcode starts with 'LM'. The barcode is contains 13 characters.
- Position 1 - L
- Position 2 - M
- Position 3-10 - Range assigned by the USPS
- Position 11 - Check Digit (MOD 11)
- Position 12-13 - US

International Destinations that are NOT an APO/FPO/DPO or a U.S. Territory
Barcodes for this type of shipment includes an MMI Number. The barcode contains 18 characters.
- Barcode Type: Code 128
- Characters: 18 numeric
- X dimension = 15 mil (or 0.015"
- Subsets C
- Minimum Height: 0.5 inches
- Position 1 - Shipping Application ID
- Position 2-7 - Mail Innovations Account Number
- Position 8-10 - Julian Day of Pickup
- Position 11-17 - Unique Sequence Number
- Position 18 - Check Digit (MOD 10)

See example label on page 19.

Combination Mail Innovations Address Label and CN22 Form
This label is only valid for a Mail Innovations service printed on a 4” x 6” label stock. This label contains the Data Matrix barcode and one of the three barcode values at the top.

The detailed description of contents has been reduced from three to one.

Please see the label examples in this document to visually see what the labels look like.
USPS Customs Declaration Form - CN22

PS Form 2976 (CN 22) - APO/FPO/DPO & U.S. Territory Destinations

NOTE: This label is not to scale

<table>
<thead>
<tr>
<th>FROM</th>
<th>CONTACT NAME</th>
<th>STREET ADDRESS</th>
<th>ROSEWELL GA 30076</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>SHIP TO</th>
<th>CONTACT NAME</th>
<th>UNIT 2050 BOX 4190</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>UNITED STATES</th>
<th>APO AP 96278-2050</th>
</tr>
</thead>
</table>

**United States Postal Service Customs Declaration**

- **Gift**
- **Commercial Sample**
- **Other:** Merchandise

<table>
<thead>
<tr>
<th>Qty</th>
<th>Detailed description of contents</th>
<th>Weight</th>
<th>Value (US$)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Book</td>
<td>3 Lbs 15 Oz</td>
<td>$12.99</td>
</tr>
<tr>
<td>1</td>
<td>Book</td>
<td>3 Lbs 15 Oz</td>
<td>$12.99</td>
</tr>
<tr>
<td>1</td>
<td>Book</td>
<td>3 Lbs 15 Oz</td>
<td>$12.99</td>
</tr>
</tbody>
</table>

**For commercial use only.** If known, HS tariff number and country of origin of goods.

<table>
<thead>
<tr>
<th>Total Weight</th>
<th>Total Value (US$)</th>
</tr>
</thead>
<tbody>
<tr>
<td>3 Lbs 15 Oz</td>
<td>$12.99</td>
</tr>
</tbody>
</table>

**Exemption/Exclusion Legend**

NOEEI § 30.37(a)

I certify the particulars given in this customs declaration are correct. This item does not contain any dangerous article, or articles prohibited by legislation or by postal or customs regulations. I have met all applicable export filing requirements under the Foreign Trade Regulations.

Sender’s Signature and Date
**USPS Customs Declaration Form - CN22**

Form 2976 (CN 22) APO International Destinations

---

**FROM**

<table>
<thead>
<tr>
<th>COMPANY NAME</th>
<th>STREET ADDRESS</th>
<th>EXTENDED ADDRESS</th>
<th>CITY</th>
<th>STATE</th>
<th>ZIP</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**SHIP TO**

<table>
<thead>
<tr>
<th>COMPANY NAME</th>
<th>STREET ADDRESS</th>
<th>EXTENDED ADDRESS</th>
<th>CITY</th>
<th>STATE</th>
<th>ZIP</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**United States Postal Service Customs Declaration**

| United States Postal Service Customs Declaration | CN 22

May be opened officially

- Gift
- Commercial Sample
- Documents
- Other: Merchandise

<table>
<thead>
<tr>
<th>Qty</th>
<th>Detailed description of contents</th>
<th>Weight</th>
<th>Value (US$)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Book</td>
<td>4 Lbs 12 Oz</td>
<td>$14.99</td>
</tr>
</tbody>
</table>

For commercial use only. If known, HS tariff number and country of origin of goods.

- Total Weight
- Total Value (US$)

| 4 Lbs 12 Oz | $14.99 |

**Exemption/Exclusion Legend**

- NOEEI § 30.37(a)

I certify the particulars given in this customs declaration are correct. This item does not contain any dangerous article, or articles prohibited by legislation or by postal or customs regulations. I have met all applicable export filing requirements under the Foreign Trade Regulations.

Sender's Signature and Date

---

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### USPS Customs Declaration Form - CN22

**Combination Mail Innovations Address and PS Form 2976 (CN 22) - International Destinations**

NOTE: This label is not to scale. Combination labels can only be printed on 4"x6" label stock

---

**UPS MAIL INNOVATIONS**

POSTAL CODE: 60386  
PACKAGE ID #: AAABBBCCCCD12345678901234567890  
COST CENTER #: EXPENSEABCYZ345678901234567890

---

<table>
<thead>
<tr>
<th>FROM</th>
<th>SHIP TO</th>
</tr>
</thead>
<tbody>
<tr>
<td>CONTACT NAME</td>
<td>CONTACT NAME</td>
</tr>
<tr>
<td>COMPANY NAME</td>
<td>COMPANY NAME</td>
</tr>
<tr>
<td>STREET ADDRESS</td>
<td>STREET ADDRESS</td>
</tr>
<tr>
<td>EXTENDED ADDRESS</td>
<td>EXTENDED ADDRESS</td>
</tr>
<tr>
<td>CHICAGO, IL 60607</td>
<td>60386, FRANKFURT</td>
</tr>
<tr>
<td>UNITED STATES</td>
<td>GERMANY</td>
</tr>
</tbody>
</table>

---

**Customs Declaration**

- [ ] Gift  
- [ ] Commercial Sample  
- [ ] Documents  
- [ ] Other: Merchandise

<table>
<thead>
<tr>
<th>Qty</th>
<th>Detailed description of contents</th>
<th>Weight</th>
<th>Value (US$)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Book</td>
<td>3 Lbs 2 Oz</td>
<td>$12.99</td>
</tr>
</tbody>
</table>

For commercial use only. If known, HS tariff number and country of origin of goods.

- [ ] Exemption/Exclusion Legend: NOEEI § 30.37(a)

I certify the particulars given in this customs declaration are correct. This item does not contain any dangerous article, or articles prohibited by legislation or by postal or customs regulations. I have met all applicable export filing requirements under the Foreign Trade Regulations.

Sender's Signature and Date:

---

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### USPS Customs Declaration Form - CN22

**PS Form 2976 (CN 22) - International Destinations**

**NOTE:** This label is not to scale.

**From:**
- **SHIP TO:**
  - **CONTACT NAME:**
  - **COMPANY NAME:**
  - **STREET ADDRESS:**
  - **EXTENDED ADDRESS:**
  - **POSTAL CODE:** N8N2M1
  - **COUNTRY:** CANADA

**To:**
- **CONTACT NAME:**
- **COMPANY NAME:**
- **STREET ADDRESS:** THORNWOOD NY 10594
- **EXTENDED ADDRESS:**
- **POSTAL CODE:** N8N2M1
- **COUNTRY:** UNITED STATES

<table>
<thead>
<tr>
<th>Customs Declaration</th>
<th>May be opened officially</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Detailed description of contents</strong></td>
<td><strong>Weight</strong></td>
</tr>
<tr>
<td>Book</td>
<td>Lbs</td>
</tr>
<tr>
<td></td>
<td>4</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>For commercial use only. If known, HS tariff number and country of origin of goods.</th>
<th><strong>Total Weight</strong></th>
<th><strong>Total Value</strong> (US$)</th>
</tr>
</thead>
<tbody>
<tr>
<td>4 Lbs 12 Oz</td>
<td>$14.99</td>
<td></td>
</tr>
</tbody>
</table>

**Exemption/Exclusion Legend**
- **NOEEI § 30.37(a)**

I certify the particulars given in this customs declaration are correct. This item does not contain any dangerous article, or articles prohibited by legislation or by postal or customs regulations. I have met all applicable export filing requirements under the Foreign Trade Regulations.

**Sender’s Signature and Date**
Appendix A

Data Matrix Specifications

Symbology Requirements
• Narrow width (X dimension) = 15 mil +/- 3 mils (must be between 12 and 18 mil)
• Character Set = All 256 ASCII
• Error Correction = ECC200
• Symbol Type = Square
• Quiet Zone = A minimum of one element width on all the four sides of the symbol

Other specifications follow the UPS Guide to Labeling document.

USPS Barcode Specifications Documents

The below documents can be accessed at the USPS web site for additional information when developing the IMpb barcode.
• Intelligent Mail Package Barcode Specification
• Publication 91 Confirmation Services Technical Guide
• Publication 91 Addendum for Intelligent Mail package barcode (IMpb) and 3-digit Service Type Code
• Publication 199: Intelligent Mail Package Barcode (IMpb) Implementation Guide for: Confirmation Services and Electronic Verification System (eVS) Mailers
Appendix B

USPS Barcode Size and Quiet Zone Requirements

Barcode size based on Printer DPI
Below is a table that outlines the minimum and maximum acceptable X-dimension, quiet zone and maximum barcode length based on the printer dpi.

The width of the barcode is calculated as follows in inches:
• \(0.001(11C+35)X\)

The Quiet Zone on each side of the barcode is:
• \(Q = 10X\)

The width of the total label is:
• \((0.001(11C+35)X) + 2Q\)

\(C\) = the number of characters, for USPS \(C = 19\) (34 numeric number is counted as 17, 2 encoded elements)
\(X\) = the narrow width dimension in mils
\(Q\) = Quiet Zone

<table>
<thead>
<tr>
<th>DPI</th>
<th>Min X-Dimension</th>
<th>Max Acceptable X-Dimension (mils)</th>
<th>Width of Barcode</th>
<th>Quiet Zone (each side of Barcode)</th>
<th>Total Label Width (in)</th>
</tr>
</thead>
<tbody>
<tr>
<td>203</td>
<td>4.93</td>
<td>14.8</td>
<td>3.6</td>
<td>0.148</td>
<td>3.9</td>
</tr>
<tr>
<td>305</td>
<td>3.28</td>
<td>13.2</td>
<td>3.2</td>
<td>0.132</td>
<td>3.5</td>
</tr>
</tbody>
</table>

Clearance is 0.22" inches.
(Requirement is 10 times the X-dimension or \(10 \times 0.015 = 0.15"\) inches)

Example of a 15 mil Barcode

![Example Barcode Image]

GS1-128 Barcode
Height = 0.65"
X-Dimension = 13 mil to 15 mil
**Appendix C**

**Label Width**

---

**IMpb Bar Code Width**

**203 DPI Thermal Printers**

Minimum X-Dimension based on Printer Resolution

Solving for Mills (1000ths of an inch) per Dot

\[
\begin{align*}
1000 \text{ mills} & = 4.93 \text{ mills/dot} \\
203 \text{ dots} & = 203 \text{ dots} \\
\end{align*}
\]

Barcode Width Calculation (203 DPI)

\[
\]

\[
L = (209+35)14.78 + .2956
\]

\[
L = 3.606 + .2956 = 3.90" 
\]

For a 200 DPI printer, the minimum label width must be greater than 3.90”

---

![Diagram](Image)

**Label (Face Stock)**

4” (Wide)

**Label Liner**

4.125” Wide

**Tolerance** = .0313 (1/32)

**Bar Code Including Quiet Zone**

3.90” Wide

This is the smallest bar the printer can produce based on a resolution of 203 dpi
Check Digit Calculation for Mail Manifest ID
(Modified MOD 10)

1. From left, add all odd positions
2. From left, add all even positions and multiply by two
3. Add results of steps 1 and 2
4. Subtract result from next highest multiple of 10
5. The remainder is your check digit

Check Digit Example

- Mail Manifest ID without check digit: 6 123456 123 9876543

  1. From left, add all odd positions: 6 + 2 + 4 + 6 + 2 + 9 + 7 + 5 + 3 = 44
  2. From left, add all even positions and multiply by two: (1 + 3 + 5 + 1 + 3 + 8 + 6 + 4) = 31 * 2 = 62
  3. Add results of steps 1 and 2: 44 + 62 = 106
  4. Subtract result from next highest multiple of 10: 110 - 106 = 4
  5. Remainder*: 4
  6. Check digit: 4

  Result: 6 123456 123 9876543 4

* If the remainder is 10, the check digit is 0.
Label Approval Process

Once designed, UPS will need to test the address labels for both Mail Innovations service, to ensure quality. UPS will test each of the printers you use for shipping at your locations by collecting unique address labels from each printer.

You will need to submit:

- 12 labels for Mail Innovations per printer
- Unique “Ship From” addresses
- Unique UPS tracking numbers
- Unique USPS barcode numbers

The following printer information must be provided:

- Printer manufacturer
- Model
- Serial number

Although UPS does not endorse or pre-approve vendors, dealers, printers or software providers, UPS does recommend careful consideration in the selection and maintenance of printers, paper and software, as these elements all affect your bar code quality and readability.

Submit your label samples to your UPS Account Executive who will forward them to UPS Label Verification for approval. You will receive your test results from your UPS Account Executive.

As part of our ongoing quality program, UPS will re-test labels produced by your system annually or as needed. Contact your UPS Account Executive before making any changes in your labeling system (e.g. paper, printer, software, services, etc.) so UPS can ensure that your barcode quality is maintained.