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, within the color-coded pages*

Introduction

The purpose of the Diary is to record all mail and packages your household sends and receives for a week. The U.S. Postal Service will use this information to better understand the mail and package delivery markets it serves. With respect to packages, the U.S. Postal Service is interested in all packages you receive and send not only when using the U.S. Postal Service, but also other carriers including UPS, FedEx and Amazon. Also, for both mail and packages the goal is to capture household rather than business mail, so please DO NOT include any mail and packages associated with a home business. However, please DO include mail and packages intended for household members which you happen to receive at other locations, such as at work. Thank you for participating in the Household Diary Study!

Common Terms & Questions

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

Common Terms

- **Mail Pieces** are the different pieces of mail that you receive and send – letters, bills, postcards, magazines, advertisements, packages, etc.

- **Mail Type** is the category of mail that we ask you to sort your mail into. *(See the list of 6 mail types on page 1 of this booklet.)*

- **Mail Markings** are markings that are printed on a mail piece either by the U.S. Postal Service or the mailing house. These markings indicate the postage paid and the type of mail. Mail markings on packages are found on the shipping label(s).
  The Postage and Mail Markings are typically located:

  a) in the top right-hand corner of the mail piece,

  b) above <u>or</u> below the address, or

  c) inside the window of an envelope.

- **Postage** is the marking on the mail piece or package that shows the piece was paid for. Types of postage for letters include stamps, metered strips, and permits. Examples of each of these can be found on the color-coded pages for each mail type. Shipping labels play the role of postage for packages, in addition to indicating the carrier(s).

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

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

- **First-Class Mail** has a variety of markings. Pieces are often marked 'First-Class' or 'Presorted First-Class,' especially when they don't have stamps. Most mail with a stamp, such as a Forever Stamp, is First-Class. Include mail with a stamp in First-Class unless it is marked 'Presorted Standard' or 'Nonprofit.'
 *(See pages 5-8 in this booklet for descriptions & more visual examples.)*

Examples

Presorted First-Class Mail Markings


```
Presorted
First-Class Mail
U.S. Postage Paid
ANYWHERE USA
PERMIT #0
```

- **Presorted Standard or Marketing** Mail pieces are always marked "Presorted Standard," or "PRSRT STD," or "Standard," or "STD," or "MKTG," or "PRST MKTG" usually in the upper-right corner of the mail pieces close to the stamp or meter strip.
  (See pages 9-13 in this booklet for descriptions & more visual examples.)
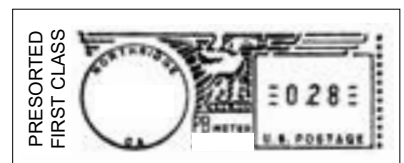
Presorted Standard or Marketing Mail Markings


```
PRESORTED
STANDARD
U.S. POSTAGE PAID
NEW YORK, NY
Permit No. 1
```

How to fill out the Answer Booklets.

① Sort your household's mail and packages into groups by mail type.

Each day of your assignment week, the first step is to sort your mail and packages into groups of mail types by looking at the postage and mail markings. This includes all of your household packages whether or not they arrive together with the rest of your mail. All of the mail and packages you receive can be classified as one of the following 6 types*:

1. **First-Class / Presorted First-Class Mail** (Purple pages)
2. **Presorted Standard or Marketing Mail (PRSRT STD or PRSRT MKTG)** (Blue pages)
3. **Nonprofit Organization Mail** (Gray pages)
4. **Packages & Expedited Materials** (Green pages)
5. **Magazines, Newspapers, or Other Periodicals** (Yellow pages)
6. **Unaddressed Mail** – Delivered by US Postal Service only (Pink pages)

To Sort: Look at the Postage & Mail Markings
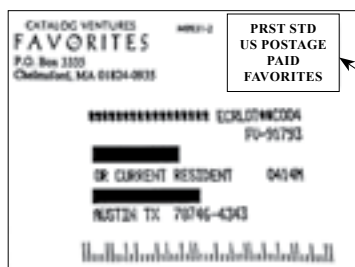
Postage & Mail Markings usually will be located in the top right-hand corner of your mail piece.

We are only interested in your household mail and packages:

To help you sort your mail, see the examples of postage and mail markings under the colored tab associated with each mail type.

- Please **DO** include household mail and packages that you send or receive at other locations, for instance at work.
- Please **DO** record ALL packages your household receives and sends, whether shipped by the Postal Service or other carriers including UPS, FedEx and Amazon (which sometimes delivers your Amazon orders itself).
- DO NOT include any mail received at your PO Box.
- DO NOT include any mail received or sent for a business, club, or association operated from your home. The goal is to capture household rather than business mail, so please leave out any mail and packages associated with a home business.
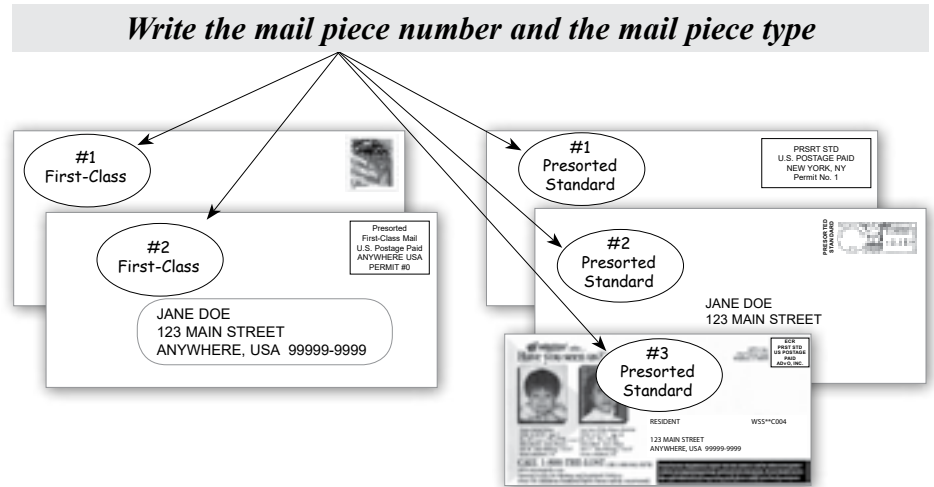
Special Circumstances

- If household members will be away from home on any day(s) during the diary week, record all mail received in the daily answer booklet for the day on which you return.
- You may not receive mail on Sunday, but you may receive packages and/or send mail out.

❷ Number and label the mail pieces and packages within each mail type.

Once your mail and packages are sorted for that day, write the mail type on each piece of mail or package and then number the mail pieces within each mail type. For example, the top First-Class mail piece is #1, the next is #2, and so on until you have numbered all First-Class Mail for that day. Next, number all the other types of mail (Presorted Standard, Nonprofit, Packages, etc.) beginning again with #1, and then #2, and so on for each different mail type.

Write the mail piece number and the mail piece type

#1 First-Class

#2 First-Class

JANE DOE
123 MAIN STREET
ANYWHERE, USA 99999-9999

Presorted
First-Class Mail
U.S. Postage Paid
ANYWHERE USA
PERMIT #0

#1 Presorted Standard

#2 Presorted Standard

#3 Presorted Standard

PRSRT STD
U.S. POSTAGE PAID
NEW YORK, NY
Permit No. 1

JANE DOE
123 MAIN STREET

RESIDENT   W55**C004

123 MAIN STREET
ANYWHERE, USA 99999-9999

❸ Complete the Summary Page (page 1) in the Answer Booklet for each day.

On this page, record the total number of mail pieces of each type that all members of your household received and sent that day. *(See Summary Page example below.)*

If you did not receive or send any mail or packages, or if there was no mail service one day during your assigned week:

Put an "X" in the box labeled "NO MAIL/PACKAGES RECEIVED OR SENT TODAY" on the summary page for that day.

Summary Page

Please print clearly as in the example below: Use a pen in black or blue ink

DO NOT USE PENCIL OR MARKER

| 1 | OR | 20 |

NO MAIL/PACKAGES RECEIVED OR SENT TODAY: → ☐
(If no mail received or sent, mark the box above with an "X." You are done for today.)

Mail/Packages RECEIVED Monday: 11   Total # Received

Record the total number of mail received above and then record for each mail type below.

1. First-Class:	4	Total # Received → GO TO PAGE 3 (PURPLE)
2. Presorted Standard, or Marketing Mail:	6	Total # Received → GO TO PAGE 7 (BLUE)
3. Nonprofit Organization:	0	Total # Received → GO TO PAGE 9 (GRAY)
4. Packages & Expedited:	1	Total # Received → GO TO PAGE 11 (GREEN)
5. Magazines, Newspapers, or Other Periodicals:	0	Total # Received → GO TO PAGE 15 (YELLOW)
6. Unaddressed Mail:	0	Total # Received → GO TO PAGE 17 (PINK)

Mail/Packages SENT Monday: 3   Total # Sent

Packages & Expedited Materials Sent:	3	Total # Sent → GO TO PAGE 13 (GREEN)
First-Class Mail (Other than Packages) Sent:	0	Total # Sent → GO TO PAGE 5 (PURPLE)

④ Open both the Question Booklet and the Answer Booklet for that day to the colored pages for the type of mail piece you have.

You will use a different Answer Booklet for each day of the week, but you use the same Question Booklet each day. Read the questions from the Question sheet (in the Question Booklet) and find the correct answers (number codes), then write them on the Answer sheet in the Answer Booklet. There are colored pages for each mail type: First-Class Mail is purple, Presorted Standard or Marketing Mail is blue, etc. You can record up to 12 mail pieces for each mail type. **Remember, the postage on the mail piece determines which colored Question and Answer sheets to use.**

① In the Answer Booklet for that day, write in the answer on the Answer Sheet using the correct number code found in the Question Booklet.

② Starting with mail piece #1, Question A, write the codes under column #1. Using the Question Booklet, continue down the page to Question B.

③ After you are finished answering questions for mail piece #1, continue on to the questions for mail piece #2 in column #2. Continue in this way for each mail piece within each type.

Question Sheet (in Question Booklet)

Answer Sheet (in Answer Booklet)

Mail Piece #1   Mail Piece #2

Question

Code

For questions where it is "Select all that apply," you can record up to four codes.

Mail Markings are important.

Tell us which mail markings are on the mail piece by answering the "Class" question at the end of each Question sheet (e.g., Question K for First-Class Mail).

To accurately answer this question, you need to record all the mail markings that are on each mail piece – these markings are placed on the mail piece either by the U.S. Postal Service or by a mailing house.

Question K - Class (First-Class Question sheet)

❺ Please send us the envelope or label from your mail piece.

The entire empty envelope your mail came in is preferred, not the contents (unless it's something you don't need). If you can't provide the entire envelope or shipping label, as long as the questions are answered regarding the mail piece, we will be able to identify the markings.

Why do we need your mail pieces?

If we have your mail markings for each piece, we can double check that everything is correct. Each survey goes through an editing process that verifies that the mail pieces were recorded under the correct mail type (First-Class, Presorted Standard or Packages, etc.). The entire mail piece (i.e., the envelope) provides us with additional survey information, such as sender type, and shape.

All information collected is strictly confidential and is used for research purposes only.

- **Remember to label each mail piece with the number and mail type you assigned it in the Answer Booklet** so we are able to match it to your responses.

- **If the mail piece is a catalog, magazine, flyer, or newspaper, just send the page with the mailing label and the postage.** We don't need the entire catalog or newspaper, etc.

❻ Place your completed Answer Booklets and mail pieces in the daily envelopes marked Monday through Sunday.

Your completed Answer Booklets and mail pieces labeled with the mail type and mail piece number should be placed in the corresponding daily envelope. At the end of your assignment week, all 7 daily envelopes with your completed Answer Booklets and mail pieces should be sent back to NuStats in the postage-paid Priority Mail envelope.

First-Class / Presorted First-Class Mail
Received and Sent
(Purple)

All First-Class Mail may not say "First-Class" on the envelope or postcard. It is important to look at the postage and mail markings on each mail piece to determine if it is First-Class or not. Use the following to help you determine if your mail piece should be recorded under this type:

- Include letter size envelopes marked "**First-Class**" or "**Presorted First-Class**."

- Include large envelopes marked "**First-Class**." Check the mail markings carefully; some large envelopes may be marked Presorted Standard or Expedited.

- Most First-Class Mail from businesses are marked "**First-Class**" or "**Presorted First-Class,**" especially when they have a metered strip and NOT a stamp.

- Most mail with a stamp is First-Class. Include mail with a stamp in First-Class unless it is marked 'Presorted Standard' or 'Nonprofit.'

- Most letter size envelopes will have a "**Forever Stamp**" or a metered strip. Some postage may also be in the form of a stamp with a specific price. If it is "**Presorted First-Class,**" it may have less postage but it will be marked as "**Presorted First-Class**."

- Some postcards are larger in size than a typical scenic postcard. However, if it is larger than the postcard dimensions (see page 2 of the Question Booklet), then it is considered a flyer.

- Include **USPS Connect** envelopes only if they are marked "**MAIL**" in the lower right corner.

- Include magazines, catalogs, newsletters, or other periodicals that are marked "**First-Class**."

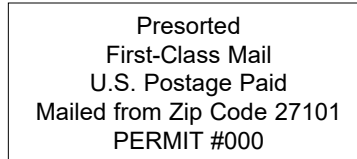**Examples of First-Class Mail postage and markings begin on the next page.**

First-Class Mail Examples

Note: Examples may not reflect most recent postage prices as they change frequently
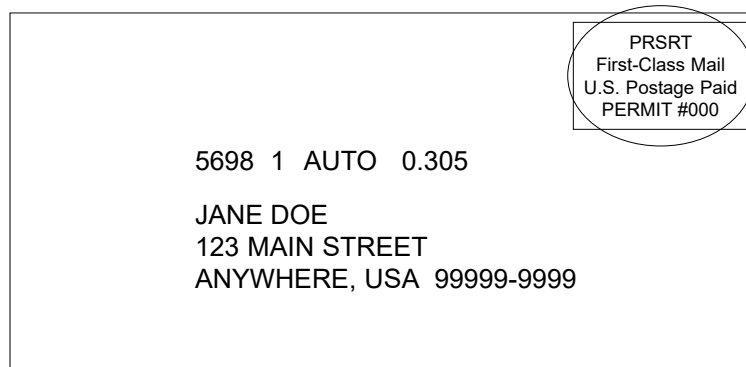
Presorted First-Class, PRSRT, or FP

"Presorted First-Class"
Metered Strip

```
Presorted
First-Class Mail
U.S. Postage Paid
Mailed from Zip Code 27101
PERMIT #000
```

"Presorted First-Class"
Permit

"Presorted First-Class"
Stamp

```
                                              PRSRT
                                         First-Class Mail
                                        U.S. Postage Paid
                                         PERMIT #000


        5698  1  AUTO  0.305

        JANE DOE
        123 MAIN STREET
        ANYWHERE, USA  99999-9999
```

Look for "Presorted First-Class" on a Permit, a Stamp,
or a Metered Strip

Forever Stamp

First-Class
Forever Stamp

**Look for "Forever"
somewhere on
the stamp.**

First-Class Stamp With Price (Not Forever Stamp)

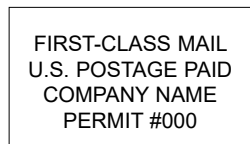First-Class Stamp
with Price (not
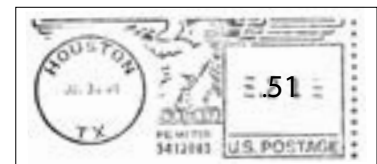Forever Stamp)

First-Class
Postcard Stamp

First-Class Postage (Metered strip or Permit Mail)

First-Class Metered Strip

```
FIRST-CLASS MAIL
U.S. POSTAGE PAID
COMPANY NAME
PERMIT #000
```

First-Class Permit

Metered Postcard

Hint: Find closest match

First-Class Mail Examples

Single Piece, SP, SNGLP

FIRST-CLASS

:028:
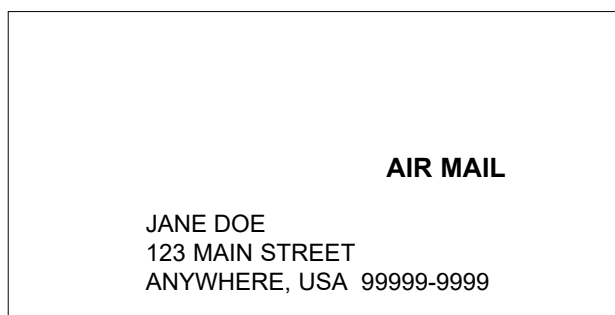
JANE DOE
123 MAIN STREET
ANYWHERE, USA 99999-9999

(SNGLP)

Located Anywhere on Mail Piece

USPS Connect

USPS**CONNECT**

Local

Flat Rate mailing envelope

TRACKING
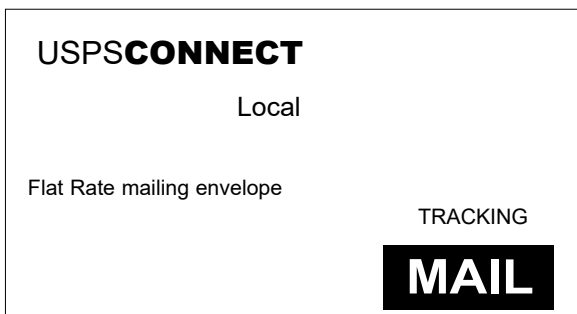
MAIL

Must be marked "MAIL" in lower
right corner of envelope

Mail from outside the U.S.

AIR MAIL

JANE DOE
123 MAIN STREET
ANYWHERE, USA 99999-9999

Federal Government Mail

Franked

United States Senate
WASHINGTON, DC 20510-4805

OFFICIAL BUSINESS

U.S.S.

BFS-TPI 22192
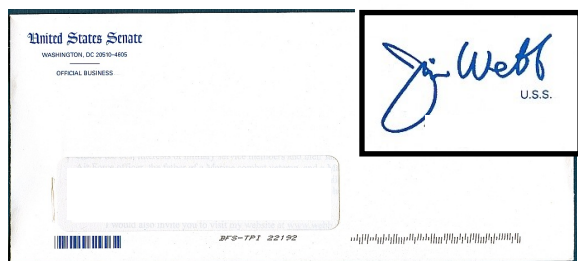
"Official Government Signature" (Franked)

Other Federal Government Mail

Official Mail USA

USA $1.00

PRESORTED
FIRST-CLASS MAIL
POSTAGE AND FEES PAID
AGENCY NAME
PERMIT NO.G-99

Marked "Official Mail" or
Government Permit Number

Hint: Find closest match
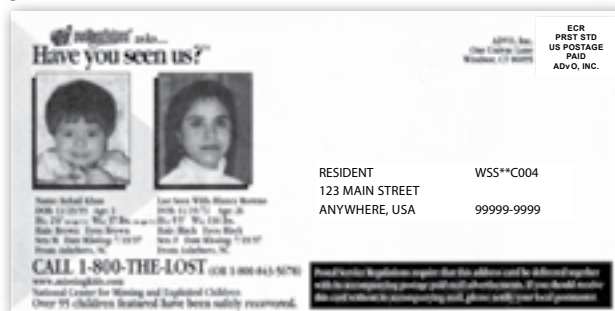
Presorted Standard or Marketing Mail (Blue)

Use the following to help you determine if your mail piece should be recorded under this type:

- Include mail that is marked "**Presorted Standard**," or "**PRSRT STD**," or "**Standard**," or "**STD,**" or "**MKTG**," or "**PRST MKTG**" whether it is a letter, postcard, large envelope, magazine, catalog, circular, or flyer, etc.

- Most **catalogs** are sent Presorted Standard. However, check to make sure it is marked "Presorted Standard," or "PRSRT STD," or "Standard," or "STD**,**" or "MKTG," or "PRST MKTG." Catalogs that are in envelopes marked "Bound Printed Matter" or items marked "Media Mail" or "Library Mail" should be recorded under "Packages & Expedited Materials" (Green pages).

Advertising often comes as a group of flyers, circulars, coupons, or other pieces that are not in an envelope.* These types of advertisements can be delivered in two different ways:

1. Your address may be printed on a **detached label card** that is delivered with separate advertising pieces that are grouped or folded together.
   If you get a detached label card, please record it under "**Presorted Standard or Marketing Mail**," record code #5 for question B. Then record the group of advertising pieces as **ONE** mail piece (regardless of how many flyers or circulars, etc.) under **"Unaddressed Mail"** on the Pink pages.

2. Your address may be printed directly on the group of advertising pieces.

   Please record the whole group as **ONE** mail piece under "**Presorted Standard or Marketing Mail**." Record code #7 for Question B and code #2 for Question C.
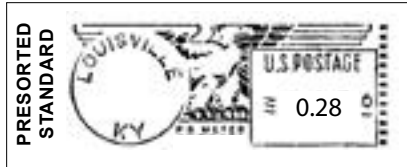
   Usually from more than one company or advertiser

Examples of Presorted Standard or Marketing mail markings begin on the next page.
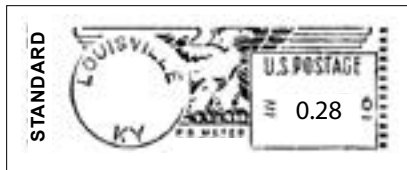
Presorted Standard or Marketing Mail Examples

Presorted Standard, or PRSRT STD, or Marketing, or MKTG

"Presorted Standard"
on Metered Strip
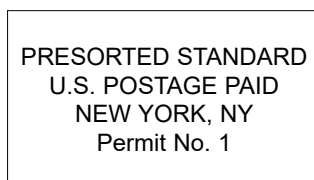
"PRSRT STD"
on Metered Strip

"Standard"
on Metered Strip

"PRSRT MKT"
on Metered Strip

"Presorted Std"
on Stamp

PRESORTED STANDARD
U.S. POSTAGE PAID
NEW YORK, NY
Permit No. 1

"Presorted Standard"
on Permit

PRSRT STD
U.S. POSTAGE
PAID
NEW YORK, NY
Permit No. 1
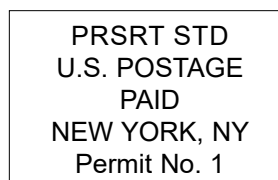
"PRSRT STD"
on Permit

PRESORTED MKTG
U.S. POSTAGE PAID
NEW YORK, NY
Permit No. 1

"PRESORTED MKTG"
on Permit

PRSRT MKT
U.S. POSTAGE
PAID
NEW YORK, NY
Permit No. 1
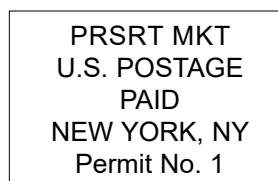
"PRSRT MKT"
on Permit

Hint: Find closest match

Presorted Standard or Marketing Mail Examples

Note: Many of the markings may appear with any of the permit types (i.e., AUTO may appear with a Presorted Standard, or PRSRT STD, or Marketing, or MKTG permit or meter strip).

Also, AUTO, Carrier Route Presort, or CAR-RT SORT may appear in the permit area in the top right-hand corner of the mail piece.

AUTO

```
                              PRSRT STD
                          U.S. Postage Paid
                           ANYWHERE USA
                             PERMIT #0


****************AUTO
JANE DOE
123 MAIN STREET
ANYWHERE, USA  99999-9999
```

```
                              PRSRT MKT
                                 AUTO
                          U.S. Postage Paid
                           ANYWHERE USA
                             PERMIT #0

JANE DOE
123 MAIN STREET
ANYWHERE, USA  99999-9999
```

"AUTO" above address   "AUTO" inside permit

Carrier Route Presort, or CAR-RT SORT

```
                          Presorted Standard
                          U.S. Postage Paid
                           ANYWHERE USA
                             PERMIT #0

***********Carrier Route Presort ** C-004
JANE DOE
123 MAIN STREET
ANYWHERE, USA  99999-9999
```

```
                              PRSRT STD
                          U.S. Postage Paid
                           ANYWHERE USA
                             PERMIT #0

***********CAR-RT SORT** C-004
JANE DOE
123 MAIN STREET
ANYWHERE, USA  99999-9999
```

"Carrier Route Presort"   "CAR-RT SORT"

Hint: Find closest match

Presorted Standard or Marketing Mail Examples

Note: Many of the markings may appear with any of the permit types (i.e., ECR may appear with a Presorted Standard, or PRSRT STD, or Marketing, or MKTG permit or meter strip).

ECR with LOT, WSS, or WSH

Presorted Standard
U.S. Postage Paid
ANYWHERE USA
PERMIT #0

****************ECRLOT**C-013
JANE DOE
123 MAIN STREET
ANYWHERE, USA 99999-9999

"ECRLOT" above address

PRSRT STD
U.S. Postage Paid
ANYWHERE USA
PERMIT #0

****************ECRWSS**C-013
JANE DOE
123 MAIN STREET
ANYWHERE, USA 99999-9999

"ECRWSS" above address

PRSRT STD
U.S. Postage Paid
ANYWHERE USA
PERMIT #0

****************ECRWSH**C-013
JANE DOE
123 MAIN STREET
ANYWHERE, USA 99999-9999

"ECRWSH" above address

ECR
Presorted Standard
U.S. Postage Paid
ANYWHERE USA
PERMIT #0

****************LOT**C-013
JANE DOE
123 MAIN STREET
ANYWHERE, USA 99999-9999

"ECR" on Permit *and* "LOT" above address

ECR
PRSRT STD
U.S. Postage Paid
ANYWHERE USA
PERMIT #0

****************WSS**C-013
JANE DOE
123 MAIN STREET
ANYWHERE, USA 99999-9999

"ECR" on Permit *and* "WSS" above address

ECR
PRSRT STD
U.S. Postage Paid
ANYWHERE USA
PERMIT #0

****************WSH**C-013
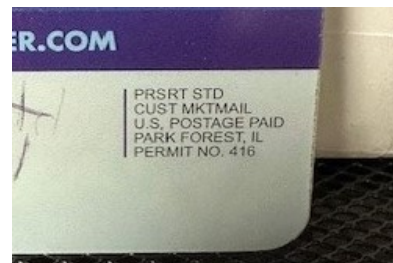JANE DOE
123 MAIN STREET
ANYWHERE, USA 99999-9999

"ECR" on Permit *and* "WSH" above address

Hint: Find closest match

Presorted Standard or Marketing Mail Examples

CUSTOMIZED MARKETMAIL, CUST MKTMAIL, or CMM

Mail pieces that have unique sizes, shapes, and thickness

Federal Government Mail (Franked)
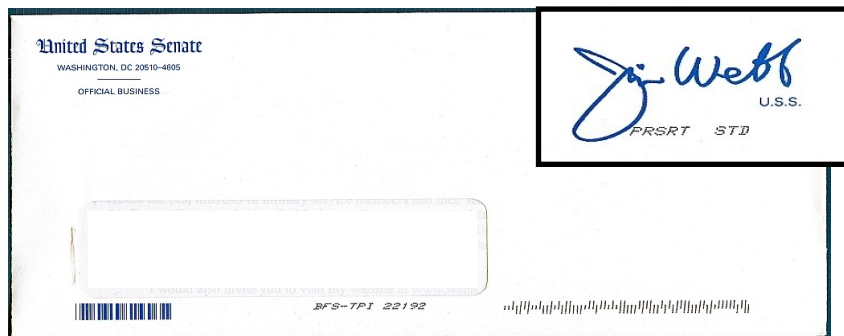
"Official Government Signature" (Franked)

Look for Presorted Standard
or PRSRT STD

Other Federal Government Mail

| STANDARD MAIL POSTAGE AND FEES PAID AGENCY NAME PERMIT NO.G-999 | PRESORTED STANDARD MAIL POSTAGE AND FEES PAID AGENCY NAME PERMIT NO.G-99 |

Government Permit Number

Hint: Find closest match

Nonprofit Organization Mail
(Gray)

Use the following to help you determine if your mail piece should be recorded under this type:

- All Nonprofit Mail must be marked "**Nonprofit Organization**," "**Nonprofit Org.**," **or** "**Nonprofit**."

- A few examples of Nonprofit Organizations are charities, schools, hospitals, churches, etc.

- Nonprofit Organization Mail may include requests for donations of money, your time, or other items, or they may be asking you to purchase an item or service.

Examples of Nonprofit postage & mail markings begin on the next page.

Nonprofit Organization Mail Examples

Nonprofit Organization, Nonprofit Org., or Nonprofit

Nonprofit Organization
U.S. Postage
PAID
Boston, Massachusetts
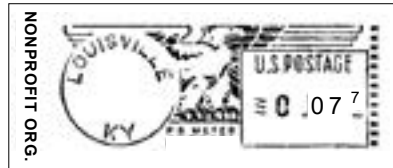Permit No. 9
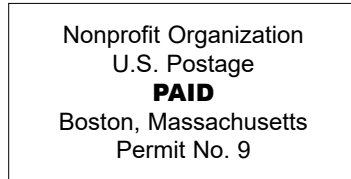
"Nonprofit Organization"
on Permit

"Nonprofit Org."
on Metered Strip
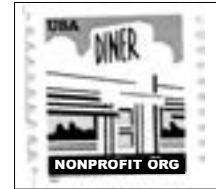
"Nonprofit Org."
on Stamp

NONPROFIT ORG.
U.S. POSTAGE
PAID
HAPPY HEART SOCIETY
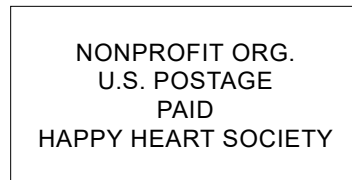
"Nonprofit Org."
on Permit

NONPROFIT
U.S. POSTAGE PAID
WASHINGTON, DC
Permit No. 1
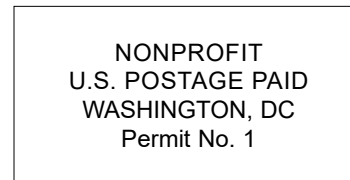
"Nonprofit"
on Permit

Note: Many of the markings may appear with any of the permit types (i.e., AUTO may appear with a Nonprofit Organization, Nonprofit Org., or Nonprofit permit or meter strip.)

Also, AUTO may appear in the permit area in the top right-hand corner of the mail piece.

AUTO

NONPROFIT ORGANIZATION
U.S. Postage Paid
ANYWHERE USA
PERMIT #0

***************AUTO
JANE DOE
123 MAIN STREET
ANYWHERE, USA 99999-9999

"AUTO" above address

Hint: Find closest match

Nonprofit Organization Mail Examples

Note: Many of the markings may appear with any of the permit types (i.e., CAR-RT SORT may appear with a Nonprofit Organization, Nonprofit Org., or Nonprofit permit or meter strip).

Also, Carrier Route Presort or CAR-RT SORT may appear in the permit area in the top right-hand corner of the mail piece.

Carrier Route Presort or CAR-RT SORT

NONPROFIT ORG.
U.S. Postage Paid
ANYWHERE USA
PERMIT #0

******Carrier Route Presort**C-013
JANE DOE
123 MAIN STREET
ANYWHERE, USA 99999-9999

"Carrier Route Presort" above address

NONPROFIT ORGANIZATION
U.S. Postage Paid
ANYWHERE USA
PERMIT #0

**********CAR-RT SORT**C-0004
JANE DOE
123 MAIN STREET
ANYWHERE, USA 99999-9999

"CAR-RT SORT" above address
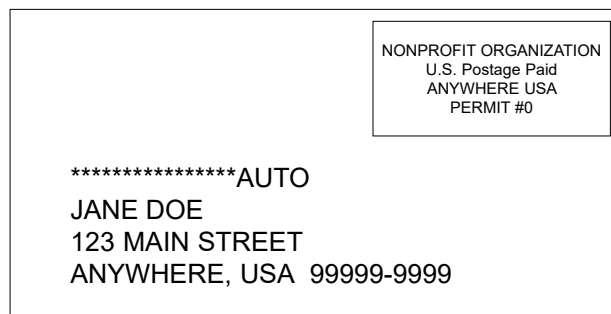
Hint: Find closest match

Nonprofit Organization Mail Examples

Note: Many of the markings may appear with any of the permit types (i.e., ECR may appear with a Nonprofit Organization, Nonprofit Org., or Nonprofit permit or meter strip).

ECR with LOT, WSS, or WSH

```
                              NONPROFIT ORG.
                              U.S. Postage Paid
                              ANYWHERE USA
                              PERMIT #0

***************ECRLOT**C-013
JANE DOE
123 MAIN STREET
ANYWHERE, USA  99999-9999
```
"ECRLOT" above address

```
                              NONPROFIT
                              U.S. Postage Paid
                              ANYWHERE USA
                              PERMIT #0

***************ECRWSS**C-013
JANE DOE
123 MAIN STREET
ANYWHERE, USA  99999-9999
```
"ECRWSS" above address

```
                              NONPROFIT ORGANIZATION
                              U.S. Postage Paid
                              ANYWHERE USA
                              PERMIT #0

***************ECRWSH**C-013
JANE DOE
123 MAIN STREET
ANYWHERE, USA  99999-9999
```
"ECRWSH" above address

```
                              ECR
                              NONPROFIT
                              U.S. Postage Paid
                              ANYWHERE USA
                              PERMIT #0

***************LOT**C-013
JANE DOE
123 MAIN STREET
ANYWHERE, USA  99999-9999
```
"ECR" on Permit *and* "LOT" above address

```
                              ECR
                              NONPROFIT ORG.
                              U.S. Postage Paid
                              ANYWHERE USA
                              PERMIT #0

***************WSS**C-013
JANE DOE
123 MAIN STREET
ANYWHERE, USA  99999-9999
```
"ECR" on Permit *and* "WSS" above address

```
                              ECR
                              NONPROFIT ORGANIZATION
                              U.S. Postage Paid
                              ANYWHERE USA
                              PERMIT #0

***************WSH**C-013
JANE DOE
123 MAIN STREET
ANYWHERE, USA  99999-9999
```
"ECR" on Permit *and* "WSH" above address

Hint: Find closest match

Packages & Expedited Materials Received & Sent
(Green)

Use the following to help you determine if your mail piece should be recorded under this type:

Packages and Parcels:

▪ Please include ALL packages received or sent by household members, including those received or sent via the U.S. Postal Service (USPS), United Parcel Service (UPS), FedEx, Amazon or any other organization. Be careful to distinguish between packages delivered by the U.S. Postal Service (USPS) whose markings include an Eagle, and those delivered by the United Parcel Service (UPS) whose markings have a shield.

▪ Include packages marked **USPS Connect** that are shipped in a box, bag, or padded envelope. Do not include mail pieces that are marked "MAIL" in the lower right corner. (If it's marked "MAIL" in the lower right corner, record the piece in the First-Class Mail Received mail type.)

▪ Include packages marked **"USPS Ground Advantage"**, **"Parcel Select"**, **"PS Lightweight"**, "**Media Mail**", or "**First-Class PKG**", or catalogs that are marked "**Bound Printed Matter**" or "**PRSRT BPM**".

▪ Record all personal packages received and sent at home and other locations such as work, or at the U.S. Post Office, etc.

▪ Do not include packages sent and received on behalf of a household members place of employment or a business.

Packages from Amazon:

▪ For any package you receive that was ordered from Amazon.com, please be sure to look closely at the shipping label to determine what service carried and delivered the package. Amazon sometimes delivers its own packages directly to households but also sometimes uses other carriers such as the U.S. Postal Service, UPS, or FedEx, and, in fact, sometimes more than one of those. When more than one carrier is involved, the shipping label will indicate both carriers.

Expedited Letters, Packages, and Boxes:

▪ Include letters, packages, and boxes that were delivered by any expedited mail carrier (**see examples on the next page**), which include the U.S. Postal Service (USPS), United Parcel Service (UPS), FedEx, or Amazon.

▪ You may see terms such as Priority Mail Express, Priority Mail, Overnight, 2-day, 3-day, Next Day Air, 2nd Day Air, etc.

Package & Expedited Examples

USPS Ground Advantage

Parcel Select

Marked "Parcel Select"

First-Class Package

USPS FIRST-CLASS PKG

Marked "FIRST-CLASS PACKAGE"
or "Parcel" or "PKG"

PS Lightweight

USPS PS LIGHTWEIGHT

Marked "PS Lightweight" or "Parcel Select
Lightweight"

Priority Mail

USPS Connect

Marked "USPS Connect" and shipped in a
box, bag or padded envelope. Also NOT
marked "MAIL" in the lower right corner: if the
piece is marked that way it belongs in First-
Class Mail (see purple pages) rather than
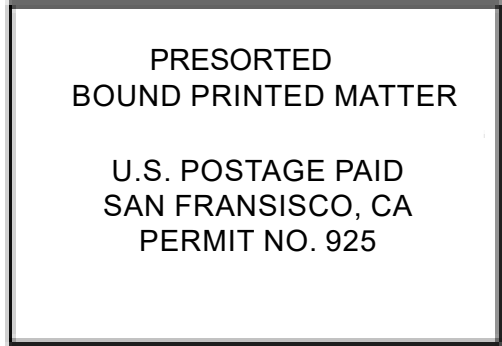Packages & Expedited Materials

Package & Expedited Examples

Priority Mail Express
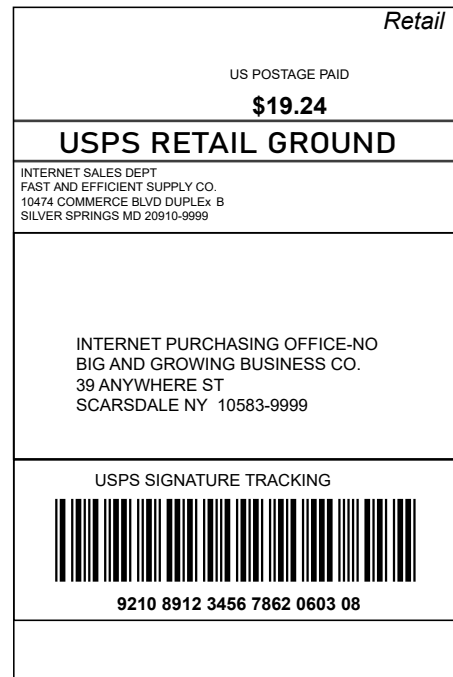

Bound Printed Matter

PRESORTED
BOUND PRINTED MATTER

U.S. POSTAGE PAID
SAN FRANSISCO, CA
PERMIT NO. 925

Marked "**BPM**" or "Bound Printed Matter"

USPS Media Mail

$1.73   US POSTAGE
MEDIA MAIL
JUN 15 2019
Mailed from ZIP 28768

071S00754422

USPS MEDIA MAIL

FIRM LLC
SHIPPING DEPT
120 LAKESIDE AVE
SEATTLE WA 98122-6548

SHIP
TO: JOE TESTER
1155 TEST STREET
SANTA ROSA CA 95404

ZIP - e/ USPS DELIVERY CONFIRM

9210 8912 3456 7862 0603 08

ELECTRONIC RATE APPROVED #148000000

Marked "MEDIA MAIL"

USPS Retail Ground

Retail

US POSTAGE PAID
$19.24

USPS RETAIL GROUND

INTERNET SALES DEPT
FAST AND EFFICIENT SUPPLY CO.
10474 COMMERCE BLVD DUPLEx B
SILVER SPRINGS MD 20910-9999

INTERNET PURCHASING OFFICE-NO
BIG AND GROWING BUSINESS CO.
39 ANYWHERE ST
SCARSDALE NY 10583-9999

USPS SIGNATURE TRACKING

9210 8912 3456 7862 0603 08

Marked "Retail Ground"

Package & Expedited Examples

UPS

FedEx

Amazon

Packages delivered by Amazon often include on the label a three letter, one number code, such as **LEX2** or **DTW5**. Also, they often include a small bright sticker, or a reference to a cycle number such as "CYCLE 1"

Magazines, Newspapers, or Other Periodicals
(Yellow)

Use the following to help you determine if a Magazine, Newspaper, or other Periodical should be recorded under this type. Examples include:

- Daily newspapers (Wall Street Journal, New York Post, Los Angeles Times, Washington Post, etc.)

- Weekly magazines/newspaper (Time, People, Entertainment Weekly, US Weekly, The Economist, The New York Times, etc.)

- Other magazines/newspaper (Reader's Digest, AARP Bulletin, AARP Magazine, USA Today, etc.)

- Monthly magazine (Rolling Stone, In Style, Guideposts, Food & Wine, Country Living, etc.)

- Alumni or fraternal magazines and newspapers or other publications that household members may subscribe to

- Include magazines, newspapers, envelopes, and other periodicals marked "**Periodicals Postage Paid**."

- **Only** include magazines, newspapers, other periodicals, and envelopes that are delivered by the U.S. Postal Service (USPS) and that are **NOT** marked First-Class, Presorted Standard, Nonprofit Organization, or Bound Printed Matter (Packages & Expedited). If they are marked with any of these other postage types, record them under the section for that mail type.

Do not include the following items under this mail type:

- Newspapers delivered by your local news carrier. (Do not include these in the diary study.)

- Magazines and newspapers you bought at the store or a newsstand. (Do not include these in the diary study.)

- **DO NOT** include sales Catalogs in the Magazines, Newspapers, or Other Periodicals mail type. Catalogs are either marked Presorted Standard (to be recorded in the Presorted Standard or Marketing Mail Received mail type) or marked Bound Printed Matter (to be recorded in the Packages & Expedited Materials mail type).

Unaddressed Mail
(Pink)

Use the following to help you determine if your mail piece should be recorded under this type:

- Only include mail delivered by the U.S. Postal Service (USPS). **Do not include** advertising material that has been left at your door, or material hung on your doorknob or left on your car.

- Include mail pieces that don't have any postage or an address label. If a mail piece is labeled "Occupant" or "Resident," do not include it in this section because it most likely is marked "PRST STD" or "Presorted Standard," or "Presorted Marketing," or "MKTG."

- Typically, Unaddressed Mail will only be weekly advertising flyers/circulars that are folded or grouped together and do not have an address label or postage on each piece. Simply record the whole group as ONE mail piece. They are usually accompanied by a detached label card marked "PRST STD" or "Presorted Standard," or "PRST MKTG."

(Please refer to page 9 in this booklet for additional information on recording unaddressed mail that comes along with a detached label card.)