

READ: Use of an ancillary service endorsement on a mailpiece obligates the mailer to pay any applicable charges for forwarding, return, and separate address notification charges.

Ancillary service endorsements are used by mailers to request an addressee's new address and to provide the USPS with instructions on how to handle undeliverable-as-addressed pieces.



The endorsements consist of one keyword: **“Electronic,” “Address,” “Return,” “Change,”** or **“Forwarding,”** followed by the two words **“Service Requested.”** The endorsements are the same for all classes of mail, but the treatment and cost differ by class of mail.

Physical Standards

An endorsement must be printed in no smaller than 8-point type, and it must stand out clearly against its background. Brilliant-colored envelopes and reverse printing are not permitted. There must be a 1/4-inch clear space around all sides of the endorsement. The endorsement and return address must read in the same direction as the delivery address.

Return Address
 1234 Main Street
 Anytown CA 92649

ADDRESS SERVICE REQUESTED¹

ADDRESS SERVICE REQUESTED³ INDICIA

ADDRESS SERVICE REQUESTED⁴

ADDRESS SERVICE REQUESTED²

T1 P1*****AUTO**5-DIGIT 92649
 Mailing Pros Inc.
 5261 Business Dr
 Huntington Beach CA 92649-1221

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

1. Directly below the return address.
2. Directly above the delivery address area.
3. Directly to the left of the postage area and below or to the left of any price marking.
4. Directly below the postage area and below any price marking.

Fees

Per piece forwarding fee (when service is provided in conjunction with ACS and applicable ancillary service endorsements)

Forwarded USPS Marketing Mail Letter	\$0.44
Forwarded USPS Marketing Mail Flat	\$1.36
Forwarded Bound Printed Matter Flat	\$3.15