

From the USPS website:

### **Certificate of Mailing**

Have evidence that you send the item when you say you did. This official record shows the date your mail was presented to USPS for mailing.

### **Notes**

- Only available at your Post Office.
- Available only at the time of mailing.
- Don't lose your certificate. The Postal Service® does not keep a copy.
- Use Form 3817 or **Form 3877** only.

PS Form 3877, February 2002

# Firm Mailing Book For Accountable Mail

## Guide To Firm Mailers

The following instructions are guides for the proper preparation and use of the Firm Mailing Book for Certified, COD, Delivery Confirmation™, Express Mail, Insured, Recorded Delivery (International), Registered, Return Receipt for Merchandise, and Signature Confirmation™.

1. All forms must be completed by typewriter, ink, or ballpoint pen.
2. The name and address of the sender must appear at the top of each form.
3. A complete return address must appear on each article.
4. Make sure the articles are properly packaged.
5. Make sure postage, fees, and all other services are entered in the appropriate columns on the forms.
6. If a return receipt is desired, the "Return Receipt Requested" endorsement must be prominently stamped or written below the registered, insured (for more than \$50), COD, certified, return receipt for merchandise, or Express Mail number on the article. The return address and article number must be filled in on the card before attaching it to the article. If restricted delivery service is desired, this endorsement must also appear under the number on the article. Restricted delivery is not available for Express Mail.
7. Registered, insured, COD, certified, return receipt for merchandise, Express Mail, Delivery Confirmation™, Signature Confirmation™, and international recorded delivery service articles must be listed in numerical order and the articles should be presented in numerical order, if possible.
8. The total number of articles must be entered in the proper space at the bottom of the form.
9. The form must be made out in duplicate for registered, COD, and Express Mail articles.

### 10. For Registered Articles

- a. Do not list registered articles on the same form with other classes of mail.
- b. Affix Label 200 above the address and to the right of the return address.
- c. Scotch tape, filament tape, or other tapes that will not absorb postmarking ink may not be used to seal registered items.

11. All unused portions of the "Addressee" column will be obliterated by drawing a diagonal line through the unused portion on each form.

### 12. Insured Articles:

- a. Coverage - Postal insurance covers (1) the value of the contents at the time of mailing, if lost or totally damaged or (2) the cost of repairs. It does not cover spoilage of perishable items. Coverage may not exceed the limit fixed for the insurance fee paid. Consult Domestic Mail Manual (DMM) and/or International Mail Manual (IMM) for details of insurance limits and coverage. Copies of the DMM and IMM are available for review at any post office.
- b. Domestic - Domestic insurance covers the actual (depreciated) value of the contents, or the cost of repairs. The limitations on coverage include, but are not limited to the following: No coverage is provided for consequential losses, delay, concealed damage, spoilage of perishable items, articles improperly packaged, or articles too fragile to withstand normal handling in the mail.
- c. International - International insurance coverage is subject to both U.S. Postal Service regulations and the domestic regulations of the destination country. Insurance coverage varies by country and is not available to some countries. The addressee must report damage of an insured article's contents to the delivering post office immediately. No coverage is provided for delay, prohibited articles, concealed damage, or consequential losses.

- d. Filing Claims - Domestic indemnity claims must be filed within one (1) year from the date the article was mailed. International indemnity claims for registered and insured mail must be filed within six (6) months of the date the article was mailed. The original mailing receipt must be presented when filing a claim. Claims for complete or partial loss of contents, damage, or alleged rifling must be filed immediately. The article, container, and packaging must be presented to file a claim for damage or loss of contents. Submit sales slips, receipts, bills, or repair estimates to substantiate your claim.

### 13. Appeals

- a. Appeals of Postal Service decisions on claims must be filed within 3 months of the date of the original decision.
- b. Contact the local postmaster if there are further questions.

More than 2 items: Regular Postage on the letter (.47 not used / SD stamped)  
 .47 for the certificate of mailing

NEOPOST  
 12/18/2018  
 US POSTAGE \$003.29<sup>0</sup>  
 ZIP 74063  
 041M11297297

Name and Address of Sender  
**City of Sand Springs**

Check type of mail or service:  
 Certified  
 COD  
 Registered  
 Delivery Confirmation  
 Express Mail  
 Insured  
 Recorded Delivery (International)  
 Return Receipt for Merchandise  
 Signature Confirmation

Article Number	Addressee (Name, Street, City, State, & ZIP Code)	Postage	Fee	Handling Charge	AC if I
1/1	Messmer, Carl Sr & Nora Grice Messmer Family Rev Trust 7019 E 88th Pl Tulsa, OK 74146	.47	.47		116 W 6th S
2/2	Pad Management LLC 10928 S 43rd East Pl Tulsa, OK 74133	.47	.47		100 N Franklin Ave
3/3	Hobaugh, Claude 3616 Maplewood Drive Sulphur, LA 70663	.47	.47		104 Franklin Ave
4/4	Wells Fargo Bank NA ATM Assignment Team MAC: 19498-018 PO Box 1629, Minneapolis, MN 55440-8049	.47	.47		405 W 7th St
5/5	Hicks, Johnny G SR 405 W 7th St Sand Springs, OK 74063	.47	.47		"
6/6	Don J & Linda S Goss 716 Flagstaff Ave Grants NM 87020-2929	.47	.47		<del>Out to the Public</del> Lots 900 B & E 706 N Grand "
7/7	Willie Lambrecht 706 N Grand Ave Sand Springs OK 74063	.47	.47		"
8.					

DEC 18 2018  
 SAND SPRINGS, OK  
 POST OFFICE  
 74063-9998

Total Number of Pieces Listed by Sender: 7  
 Total Number of Pieces Received at Post Office: 7  
 Postmaster, Per (Name of receiving employee):  
 [Signature]  
 PS Form 3877, February 2002 (Page 1 of 2)

See Privacy Act Statement on Reverse

Complete by Typewriter, Ink, or Ball Point Pen

1000 items or less: Regular postage for the letters (.47 metered / .50 standard) 1.30 for Certificate of Mailing (using form 3877)

NEOPOST

Name and Address of Sender

City of Sand Springs

Check type of mail or service:

- Certified
- COD
- Delivery Confirmation
- Express Mail
- Insured
- Recorded Delivery (International)
- Registered
- Return Receipt for Merchandise
- Signature Confirmation

Affix Stamp Here  
(If issued as a certificate of mailing, or for additional copies of this bill) Postmark and Date of Receipt

11/26/2018

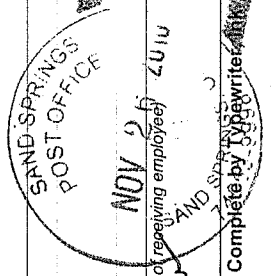
US POSTAGE \$002.60



ZIP 74063  
041M11297297

Article Number	Addressee (Name, Street, City, State, & ZIP Code)	Postage	Fee	Handling Charge
1/1	Michael Remington 410 All Home's LLC 71075 Vela Ave # 200 Julson OK 74136	.47	1.30	
2/12	Jessynt Saucha Godwin 1004 N Roosevelt Ave Sand Springs OK 74063	.47	1.30	
3.				
4.				
5.				
6.				
7.				
8.				

1004 Roosevelt  
Tulsa - DPN



Postmaster, Per (Name of receiving employee) 41110

Complete by Typewriter or Ball Point Pen

Total Number of Pieces Listed by Sender 2

Total Number of Pieces Received at Post Office 2

See Privacy Act Statement on Reverse