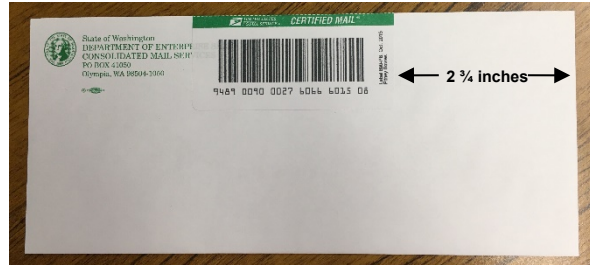


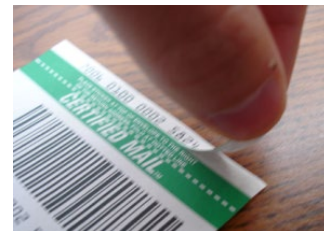
Certified Mail with Electronic Return Receipt

Apply the label specifically for Certified Mail with Electronic Return Receipt (ERR), available from CMS. Please do not use these for Certified Mail when using PS Return Receipt form 3811.

Leave 2 ¾ inches in upper right hand corner for metering when applying these labels.



Detach and keep the tracking number for your records.



Indicate ERR in by checking the box under USPS Accountable Mail as shown.

MAILING INSTRUCTION FORM
Consolidated Mail Services
PO Box 41050
Clyde, WA 98504-1650
www.dcs.wa.gov

DATE: / /

For information call 360.586.0457. To order pink slips or mailing supplies, visit our website at <https://fortress.wa.gov/apps/CMSWeb/InfoSupplies.aspx>.
To comply with the Private Express Statutes, all letters will be sent USPS 1st Class unless otherwise specified.

AGENCY OR DIVISION: _____ PO BOX NO: _____
CONTACT PERSON: _____ PHONE NO: _____
EMAIL: _____

US POSTAL SERVICE MAIL	USPS ACCOUNTABLE MAIL	GUARANTEED OVERNIGHT MAIL
Domestic letter and flats are sent Presort unless marked otherwise. 1 st Class Presort letter mail received at CMS after 2:30 p.m. will be sent next day. 1 st Class Presort flats will be sent next business day. Mail must be machine readable to qualify for Presort.	<input type="checkbox"/> USPS Insured \$ _____ <input type="checkbox"/> USPS Registered Mail <input type="checkbox"/> USPS Certified Mail <input checked="" type="checkbox"/> Restricted Delivery <input checked="" type="checkbox"/> USPS Electronic Return Receipt (ERR) <input type="checkbox"/> USPS Return Receipt (PS Form 3811 or 3855)	Please use proper packaging and prepare shipping label for these services. <input type="checkbox"/> USPS Priority Mail Express <input type="checkbox"/> FedEx Express (4:35 p.m. departure time) <input type="checkbox"/> UPS Air (4:30 p.m. departure time) <input type="checkbox"/> UPS Ground <input type="checkbox"/> Insure amount \$ _____ <input type="checkbox"/> Ship notification <input type="checkbox"/> Delivery notification (E-mail address for notification: _____)
Letters <input type="checkbox"/> 1st-Class Presort (forward) (perform new address and FORWARD mail) <input type="checkbox"/> 1st-Class Presort (return) (perform move update and RETURN mail to sender) <input type="checkbox"/> 1st-Class Same Day (will be sent before it received after 2:30 p.m.) Other: _____	Flats <input type="checkbox"/> 1st-Class Presort <input type="checkbox"/> 1st-Class <input type="checkbox"/> Priority <input type="checkbox"/> DHL SmartMail (Marketing Mail flats and parcels) <input type="checkbox"/> Expedited <input type="checkbox"/> Budget	INTERNATIONAL MAIL <input type="checkbox"/> USPS First-Class Mail International <input type="checkbox"/> USPS Priority Mail Express International <input type="checkbox"/> USPS Priority Mail International <input type="checkbox"/> FedEx <input type="checkbox"/> UPS Describe contents: _____
PACKAGES <input type="checkbox"/> 1st-Class <input type="checkbox"/> Priority <input type="checkbox"/> Parcel Select <input type="checkbox"/> Media Mail <input type="checkbox"/> Library Mail		PACKAGE SERVICES <input type="checkbox"/> CMS Rate Shop (find best rate and ship) <input type="checkbox"/> FedEx Ground <input type="checkbox"/> UPS Ground

FOR USPS, PLEASE FILL OUT REQUIRED CUSTOMER FORMS ONLINE THEN ATTACH TO PACKAGES

INSERT SECTION WORKSHEET Insert Area Phone Number 360.664.9618 Please schedule all insert jobs in advance. Send materials to MS-41055

JOB NUMBER: _____ Insert jobs: Fold Label Burst Trim No. of pieces per envelope: _____
 Return extras: No Yes Return envelope: No Yes (Please provide samples of the finished job.) Rev. 1/16

A tracking history and signature confirmation is available upon request from the USPS at www.usps.com. Enter the tracking number in the "Track a Package" field. For signatures past 60 days, please contact CMS.

Please note: Once delivered, signatures are available immediately. However, the delivery process may take a few weeks depending on the availability of a signer.

Questions? Please contact CMS Customer Service at 360-586-0457.

UNITED STATES POSTAL SERVICE

Date: 9/5/05

SAMPLE

JANE DOE:

The following is in response to your 9/5/04 request for delivery information on your Certified Mail item number: 7003 1019 0003 3856 1252. The delivery record shows that this item was delivered on 9/7/04 at 10:19 AM in ANYTOWN, MD 20978 to J. Somebody. The scanned image of the recipient information is provided below.

Signature of Recipient: *John Somebody*
JANE SOMEBODY

Address of Recipient: 1234 ANY STREET

Thank you for selecting the U.S. Postal Service for your mailing needs. If you require additional assistance, please contact your local Post Office™ or postal representative.

Sincerely,
 United States Postal Service

Electronic Return Receipt (E-RR) FAQ's

What is a Return Receipt?

Return Receipt is a service that provides the sender with proof of delivery (information about the recipient's signature and actual delivery address).

What is Electronic Return Receipt (ERR)?

ERR is an electronic alternative to the existing Return Receipt (green card – PS form 3811).

- Used with Certified Mail™, Registered Mail™, COD or Insured Mail items valued over \$200
- (to whom the mail was delivered and date of delivery) along with information about the recipient's actual delivery information
- ERR is an official United States Postal Service® document designed to be equivalent to the hardcopy Return Receipt that has been in use for many years. However, its legal status is not determined by the Postal Service™. That decision is made by the individual courts.

How much does a Return Receipt cost?

Return Receipt with green card (PS form 3811)	\$3.05
Electronic Return Receipt (ERR)	<u>\$1.85</u>
<i>Savings by using E-RR</i>	<i>\$1.20</i>

How do I obtain the ERR?

You do not need to wait to request an ERR. You can make your request immediately after submission. However, it is unlikely that delivery will have been accomplished. In these instances, we must wait for delivery to take place and for the signature record to be fully completed before we can email it to you.

To get a copy of the delivery record:

- Go to the [USPS website](#)
- Enter the Certified Mail, COD, Insured Mail (over \$200) or Registered Mail number.
- Input your email when presented with the ERR option.
- The signature will arrive as an email attachment (rather than on the green postcard otherwise used).

Does E-RR meet my mailing requirements?

In April of 2009, the legislature passed House Bill 1426 allowing the use of ERR when a Return Receipt is authorized or required. To see House Bill 1426 in its entirety, go to <http://apps.leg.wa.gov/billinfo/Summary.aspx?bill=1426&year=2009>.