UNITED STATES POSTAL SERVICE®

Penalty Mail Postage Due Monthly Report

(See Handbook DM-103, Official Mail, for instructions on completing this form.)

Date	ZIP Code	Finance Number	Month	Prepared By

Agency Name	Agency Code	No. Pieces	Postage	Surcharge	Total Postage
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Grand Total .

PS Form **3638-G**, September 2003 *(Previous Editions Unusable)*