



variverge

data + print + mail

variverge.com

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CERTIFIED MAIL GUIDELINES

Traditional Certified with Return Receipt Process

- Attached Certified Sticker with Barcode to Mail Piece
- Manually Fill out the Return Receipt Green Card
- VariVerge Picks Up and Meters your Certified Mail with Proper Postage
- Tear off is presented to USPS for Round Stamp verifying receipt
- Mail piece is delivered, and Green card is removed and mailed back to you with signature

Electronic Certified with Return Process *(Recommended)*

- Attached Certified Sticker with Barcode to Mail Piece
Note: Barcode must be preceded with a "91"
- Peel off Duplicate barcode and save for your records
- VariVerge Picks up and Meters your Certified Mail with Proper Postage
- Individual Certified mail pieces are scanned at VariVerge and Piece listing (firm book) is uploaded and presented to the USPS for round stamp.
- Firm Book is held on file at VariVerge
- Signatures can be retained through USPS.com by entering tracking number

Certified Mail: Green Card

1 oz Postage	\$ 0.64
Certified Fee	\$4.40
Return Receipt Fee	\$ 3.65
VV Meter Service: Certified	\$ 1.16
TOTAL	\$ 9.85

Certified Mail: ERR Sticker

1 oz Postage	\$ 0.64
Certified Fee	\$4.40
Return Receipt Fee	\$ 2.32
VV Meter Service: Certified	\$ 1.16
TOTAL	\$ 8.52