



# Postal Audit Contract

Publication \_\_\_\_\_

Publishing Company/Association \_\_\_\_\_

Street Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_ Web Address \_\_\_\_\_

Publisher \_\_\_\_\_ E-mail\* \_\_\_\_\_

Circulation Contact \_\_\_\_\_

Title \_\_\_\_\_ E-mail\* \_\_\_\_\_

Street Address (if different from above) \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

<p>Issue to Audit (Mo/[Day]/Year) _____</p> <p>USPS form 3548: enclosed ____ under separate cover ____</p> <p>USPS form 3500: enclosed ____ under separate cover ____ N/A ____</p> <p>USPS form 3526: enclosed ____ under separate cover ____ N/A ____</p> <p>Payment Amount: \$ _____ enclosed ____ under separate cover ____</p>
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**The terms and conditions of this contract are:**

1. The periodicals rate postal audit is a special service of BPA Worldwide.
2. The postal audit will be made in accordance with the agreement between BPA Worldwide and the United States Postal Service.
3. It is understood that BPA Worldwide will advise the United States Postal Service that this agreement has been signed and that BPA Worldwide will perform that postal audit and furnish the United States Postal Service with copies of the audit.
4. This contract will be effective only for the audit specified above. If the publisher desires to have a postal audit in subsequent years a new contract for each such year must be executed on the form prescribed by BPA Worldwide.
5. Postal fees are payable in advance, and must be submitted with this contract.
6. Rates are subject to change by BPA's Board of Directors. The rates in effect at the time of the audit will be charged.

Name of company or Corporation: \_\_\_\_\_

By: \_\_\_\_\_ Date: \_\_\_\_\_  
Signature & Title

Please mail this completed form, with a check for the appropriate amount and other relevant documentation, to our Postal Audit Coordinator at the address on this letter. Or you may mail it to your marketing representative at his/her BPA or CCAB regional office. For a list of regional offices, see [www.bpaww.com/contact/office\\_locs](http://www.bpaww.com/contact/office_locs). Or, for referral to a marketing representative, Member Relations Manager or regional address, please call 203.447.2800.