



# Qualified Business Reply Mail (QBRM) Application

This application is made to distribute Qualified Business Reply Mail (QBRM) cards, or other letter-sized pieces prepared and distributed for return without prepayment of postage under *Mailing Standards of the United States Postal Service*, Domestic Mail Manual (DMM<sup>®</sup>) 505. QBRM prices and the additional per piece fee must be paid on all pieces returned under this privilege.

Applicant agrees to prepare pieces in accordance with DMM 201, 505, and 708, and understands that *failure to comply with these requirements may result in an inability to receive QBRM rates*. Applicant must submit this completed form and either:

1. 10 actual Business Reply Mail<sup>™</sup> (BRM) samples.
2. 10 paper mockups cut to the dimension of the BRM piece, PMS ink color, and a pre-production sample or artwork.

QBRM service reduced First-Class Mail<sup>®</sup> service postage prices and applicable per piece fees apply on cards and letter-sized pieces. See Notice 123, *Price List*, for applicable prices and fees for BRM and QBRM.

**NOTE:** The addresses of mailpieces distributed under the QBRM program must include the unique ZIP + 4<sup>®</sup> that is pre-assigned for the BRM piece and that identifies the type of BRM piece, the applicable price, and the individual permit holder.

## A. Enter each BRM ZIP + 4 and indicate with a checkmark the price(s) at which your QBRM service will be returned.

ZIP + 4	1. Basic QBRM Service			2. High Volume QBRM Service		
	a. Postcard Price	b. 1 Oz. Letter Price	c. 2 Oz. Letter Price	a. Postcard Price	b. 1 Oz. Letter Price	c. 2 Oz. Letter Price
i.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ii.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
iii.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
iv.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## B. Permit Information

1. Permit No.	2. City and State of Issue
3. Holder's Name	

## C. Mailpiece Information

1. Attention Line
2. Company/Organization Name
3. Street/PO Box
4. City, State, ZIP + 4

## D. Contact Person

1. Printed Name	By signing this application, I certify that all future QBRM envelopes/ cards will be produced with equivalent paper stock, and will meet the paper thickness requirements of 0.007 inch for postcard dimension and 0.009 inch for other letter-size dimensions. <b>NOTE:</b> Failure to meet other requirements may result in an inability to receive QBRM price.		
2. Title			
3. Telephone Number (Include area code and extension if appropriate)	4. Fax Number (Include area code)	5. Signature	6. Date

Send this completed form and attachments to the postmaster or business mail entry manager at the Post Office<sup>™</sup> to which the QBRM pieces are to be returned. Include the complete street address, city, state, and ZIP + 4.

Permit No.

Post Office™

Effective Date

Organization Name, Street/PO Box, City, State, ZIP + 4®

Dear Customer,

 Your application for entry into the Qualified Business Reply Mail (QBRM) program at the \_\_\_\_\_  
 \_\_\_\_\_ Post Office is:

- Approved for Basic QBRM Service
  Approved for High Volume QBRM Service

Attached is a sample Business Reply Mail™ (BRM) piece approved for the QBRM First-Class Mail® service reduced price plus the applicable per piece fee.

**You must have an established BRM advanced deposit account at the Post Office named above. Annual and account maintenance fees are required at each Post Office where BRM pieces will be returned. An additional quarterly fee is required for high-volume QBRM service. Customers may convert to high-volume QBRM service at anytime the volume warrants. The quarterly fee applies to three consecutive months.**

- The attached sample did not meet the following, *Mailing Standards of the United States Postal Service, Domestic Mail Manual (DMM®)*, requirements:
- DMM 201
  - DMM 505
  - DMM 708

Specify why the requirement(s) were not met and provide necessary corrective action(s).

**Disposition**

Approval

- Yes
  No

Signature

Date