



Fulfillment, Print & Mail Solutions, Inc.

Permit/Indicia Information~

A permit (indicia) is one method of affixing postage onto a mail piece. A permit is a pre-paid postage account maintained at the post office.

A permit has to include the following information (see examples below):

- Class of mail
- US Postage and Paid
- Origin - town, state & permit number. Whatever city and state is on the permit is the city and state where the mailing must be delivered.

There is **no fee** for using either our North Reading or Boston permit.

First Class Indicia –
Minimum 200 pieces

First Class Mail
U.S. Postage
PAID
N Reading, MA
Permit #140

FIRST CLASS **
U.S. Postage
PAID
FPMSI

Or
Boston, MA
Permit #5731

Presorted First Class Indicia –
Minimum 500 pieces

Presorted
First Class Mail
U.S. Postage
PAID
N Reading, MA
Permit #140

PRESORTED **
FIRST CLASS
U.S. Postage
PAID
FPMSI

Or
Boston, MA
Permit #5731

Standard Mail Indicia –
Minimum 200 pieces

PRSRT STD
U.S. Postage
PAID
N Reading, MA
Permit #140

PRSRT STD **
U.S. Postage
PAID
FPMSI

Or
Boston, MA
Permit #5731

Non-Profit Mail Indicia –
Authorization through USPS

Non- Profit Org.
U.S. Postage
PAID
N Reading, MA
Permit #140

Non-Profit Org. **
U.S. Postage
PAID
FPMSI

Or
Boston, MA
Permit #5731

There is an option to mail through our permit at North Reading MA or Boston MA utilizing your non-profit status if you file the appropriate request using PS Form 3623 Additional Entry. See our Non-Profit page in the Reference Center.

**A "company indicia" (second example of each pair above), substitutes our company name in place of the permit number, city and state. When using a company indicia, you must place your return address in the on the face of the mail piece in the upper left hand corner.

1600 Osgood Street, Suite Y26 | North Andover, MA 01845-1052

Tel: 978-620-2800 | Fax: 978-620-2802

WWW.FPMSI.COM