






# Certificate of Mailing — Firm (Domestic)

Name and Address of Sender  McCarty Engineering 42 Tucker Drive Leominster, MA 01453	TOTAL NO. of Pieces Listed by Sender  <div style="font-size: 2em; text-align: center;">15</div>	TOTAL NO. of Pieces Received at Post Office™  <div style="font-size: 2em; text-align: center;">15</div>	Affix Stamp Here <i>Postmark with Date of Receipt.</i>  <div style="text-align: right; font-size: 0.8em;">           U.S. POSTAGE PAID            STERLING, MA            01564            FEB 22, 24            AMOUNT  <b>\$8.70</b>            R2305K135353-07         </div> <div style="text-align: center; margin-top: 20px;">             0000         </div>
Postmaster, per (name of receiving employee)  <div style="text-align: center; font-size: 1.5em;">  </div>			

USPS® Tracking Number Firm-specific Identifier	Address (Name, Street, City, State, and ZIP Code™)	Postage	Fee	Special Handling	Parcel Airlift
1	Crown Atlantic Company, LLC 4017 Washington Road PMB 353-BU802087 McMurray, PA 15317				
2	Mathew C. Slattery & Kara A. Courtemanche 39 Bemis Road Winchendon, MA 01475				
3	Peggy A. Clarke 820 Teel Road Winchendon, MA 01475				
4	Paul H. Hawkins & Lynn A. Hawkins 5 Bemis Road Winchendon, MA 01475				
5	John E. Coffill 9 Bemis Road Winchendon, MA 01475				
6	Meghan Murray 15 Bemis Road Winchendon, MA 01475				

Name and Address of Sender McCarty Engineering 42 Tucker Drive Leominster, MA 01453	TOTAL NO. of Pieces Listed by Sender  15	TOTAL NO. of Pieces Received at Post Office™  15	Affix Stamp Here Postmark with Date of Receipt.  FEB 27 2016
	Postmaster, per (name of receiving employee)  J		

USPS® Tracking Number Firm-specific Identifier	Address (Name, Street, City, State, and ZIP Code™)	Postage	Fee	Special Handling	Parcel Airlift
7	John D. Stinehart & Linda J. Stinehart 6 Liberty Drive Winchendon, MA 01475				
8	Midfirst Bank 999 NW Grand BLVD Oklahoma City, OK 73118				
9	Lillian M. Clay 25 Bemis Road Winchendon, MA 01475				
10	Robert C. Speed 29 Bemis Road Winchendon, MA 01475				
11	Arnold W. Flagg 750 Teel Road Winchendon, MA 01475				
12	Shawn A. Zoldak & Christina A. Zoldak 860 Teel Road Winchendon, MA 01475				

Name and Address of Sender McCarty Engineering 42 Tucker Drive Leominster, MA 01453	TOTAL NO. of Pieces Listed by Sender  15	TOTAL NO. of Pieces Received at Post Office™  15	Affix Stamp Here <i>Postmark with Date of Receipt.</i>  FEB 27 2016
	Postmaster, per (name of receiving employee)  		

USPS® Tracking Number Firm-specific Identifier	Address (Name, Street, City, State, and ZIP Code™)	Postage	Fee	Special Handling	Parcel Airlift
13	John Niakaros 8 Cliff Street Arlington, MA 02476				
14	PLH, LLC 601 S Ocean BLVD Del Ray Beach, FL 33483				
15	Keyway Properties, Inc. 1558 Lunenburg Road Lancaster, MA 01523				
16					
17					
18					

## Instructions for Certificate of Mailing — Firm Service

This service provides evidence that the mailer has presented items for mailing to the Postal Service™. The following instructions are for the preparation and use of PS Form 3665, *Certificate of Mailing – Firm (Domestic)* (including facsimiles), for individual First-Class Mail®, First-Class Package Service®, Priority Mail®, Media Mail®, Library Mail, Bound Printed Matter, Parcel Return Service, and USPS Retail Ground™ items.

1. Complete and print all forms in ink or ball point pen.
2. Enter the name and address of the sender at the top of the form.
3. Enter a complete return address on each article.
4. Ensure the articles are properly packaged.
5. In the appropriate column, enter the applicable postage and fees.
6. Insert a firm-specific identifier or account number if desired. (This number is for the sender's use only, and the Postal Service will not use it for identification.)
7. When describing and listing three or more individual pieces but not presenting the pieces in the order shown on the sheet, consecutively number each entry line on the sheet and number each piece to show both the corresponding sheet and line number.
8. Enter the total number of articles in the proper space at the top of the form.
9. Obliterate all unused portions of the "Address" column by drawing a diagonal line through the unused portion on the form.
10. When the number of articles presented exceeds the allotted space on the form, use multiple sheets, and in the provided blank spaces in the lower left of the form, number them consecutively to show sheet number and total number of sheets (such as "Page 1 of 4," "Page 2 of 4," etc.).
11. Present PS Form 3665 and the mailing as follows:
  - When the mailing has fewer than 50 mailpieces *and* less than 50 pounds, present the form and mailing at a retail Post Office™ location.
  - When the mailing has at least 50 mailpieces *or* at least 50 pounds, present the form and mailing at a business mail entry unit (BMEU) or USPS-authorized detached mail unit (DMU).

**Privately Printed Forms:** The Postal Service allows mailers to use USPS-approved privately printed or computer-generated firm sheets that are nearly identical in design elements and color to the USPS-provided PS Form 3665. See DMM 503 for details on the approval process.

The mailer must retain the original written approval granted by the Postal Service as evidence that the privately printed facsimile of PS Form 3665 has been approved by the Postal Service. The Postal Service does not retain records on the facsimile approvals. A mailer using privately prepared forms must periodically verify them against the USPS-provided version and, if necessary, make routine updates and obtain approval of the updated facsimile form.

A mailer using an approved privately printed form and wanting the form sheets postmarked by the Postal Service must present the forms with the articles to be mailed at a Post Office facility. The forms become the mailer's only receipt (the Postal service does not retain a copy).