

### Physical Standards (201)

	Minimum	Maximum
Length	5 inches	11-1/2 inches
Height	3-1/2 inches	6-1/8 inches
Thickness	0.007	1/4 inch

Maximum weight: 3.5 ounces. All letter-size pieces over 3.5 ounces are prepared as letters and charged the flat-size prices.

For an overview of the physical standards for commercial letters and postcards, see [Quick Service Guide 201](#).

### Prices and Fees (233.1.0)

Postage is based on the weight of each addressed piece. First-Class Mail letters are charged per ounce or fraction thereof; any fraction of an ounce is considered a whole ounce.

Letters are subject to a nonmachinable surcharge if they meet any of the characteristics in [201.2.1](#). The nonmachinable characteristics do not apply to pieces mailed at postcard prices.

Annual presort mailing fee applies.

### Content (233.2.0)

First-Class Mail is required for personal correspondence, handwritten or typewritten material, and bills or statements of account. First-Class Mail may also be used for most mailable items, including advertisements and lightweight merchandise.

### Eligibility Standards (233.4.0)

Mailings of 500 or more addressed pieces, sorted and marked as described below. All pieces must be letter-size and meet one of the nonmachinable criteria in [201.1.0](#). Pieces mailed at card prices and pieces mailed at letter prices must meet separate 500-piece minimums.

Each piece must include a complete delivery address with correct ZIP Code or ZIP+4 Code.

Addresses on all pieces must be updated within 95 days before mailing through a USPS-approved address update method (e.g., ACS, NCOA<sup>Link</sup>, *FASTforward*, or the appropriate ancillary service endorsement except Forwarding Service Requested, under [507.1.5](#)). For an overview of the Move Update standards, see [Quick Service Guide 230a](#).

A certified process ([233.3.6](#)) must be used within 12 months before mailing to ensure accuracy of 5-digit ZIP Codes.

Mailers can apply Repositionable Notes for an additional charge. See [705.23.0](#).

### Postage Payment and Documentation (234)

Precanceled stamp ([604.3.0](#)), meter ([604.4.0](#)), or permit imprint ([604.5.0](#)).

Additional standards apply to mailings of nonidentical-weight pieces.

Documentation:

- Postage statement: [PS Form 3600-R](#), [PS Form 3600-EZ](#), or approved facsimile.
- Supporting documentation: required unless correct price is affixed to each piece or unless each piece is of identical weight and separated by price when presented for acceptance; documentation generated by PAVE-certified software (or printed in standardized format).

### Mail Preparation (235.5.3)

Mark each piece "Presorted" or "PRSRT" and "First-Class Mail" in the postage area. For optional marking location, see [202.3.0](#).

When preparing full trays, mailers must fill all possible 2-foot trays first; if there is mail remaining for the presort destination, mailers must use a combination of 1-foot and 2-foot trays that result in the fewest total number of trays for that presort level.

Use 2-inch tray labels ([245.4.0](#)).

Trays sleeved and strapped ([235.3.4](#)). See [235.3.5](#) for exceptions to strapping for mixed ADC trays and mailings that originate and destinate in delivery area of same SCF.

### Enter and Deposit (236)

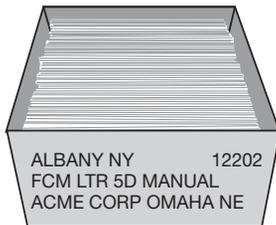
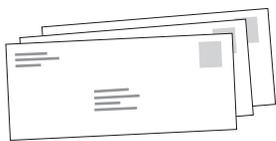
Mailing entered at an acceptance point designated by USPS.

### Bundling and Traying Sequence (235.5.3)

#### 5-Digit

**Bundles:** Required, pieces must be bundled if 10 or more pieces to same 5-digit ZIP Code; fewer than 10 pieces in a bundle not permitted. Bundling not required if sufficient quantity to fill a 5-digit tray.

**Labels:** Red Label 5 or optional endorsement line (OEL) (708.7.0).



**Trays:** Required, full trays only for pieces to same 5-digit ZIP Code; bundling not required; less-than-full trays not permitted.

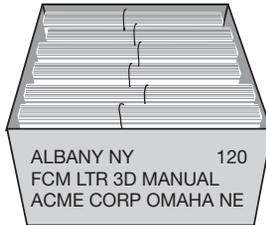
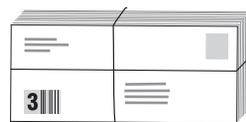
**Labels:** For Line 1, use city, state, and 5-digit ZIP Code on mail.

**Price:** Presorted

#### 3-Digit

**Bundles:** Required, pieces must be bundled if 10 or more pieces to same 3-digit ZIP Code prefix; fewer than 10 pieces in a bundle not permitted.<sup>1</sup>

**Labels:** Green Label 3 or OEL.



**Trays:** Required, full trays only for bundles to same 3-digit ZIP Code prefix; less-than-full trays not permitted.

Exception: One less-than-full tray must be prepared for any remaining bundles for each origin 3-digit ZIP Code prefix.

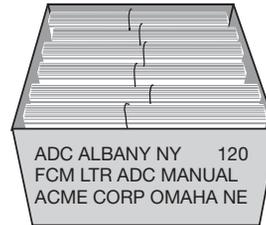
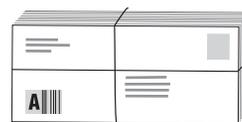
**Labels:** For Line 1, use L002, Column A, for destination facility.

**Price:** Presorted

#### ADC

**Bundles:** Required, pieces must be bundled if 10 or more pieces to same ADC (see L004); fewer than 10 pieces in a bundle not permitted.<sup>1</sup>

**Labels:** Pink Label A or OEL.



**Trays:** Required, full trays only for bundles to same ADC (see L004); less-than-full trays not permitted.

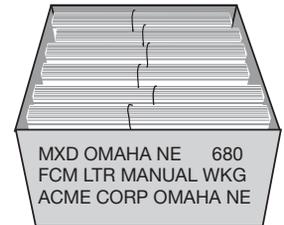
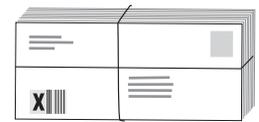
**Labels:** For Line 1, use L004, Column B, for destination facility.

**Price:** Presorted

#### Mixed ADC

**Bundles:** Required, any remaining pieces must be bundled in mixed ADC bundles.

**Labels:** Tan Label X or OEL.



**Trays:** Required for any remaining bundles placed in mixed ADC trays; only one less-than-full tray permitted.

**Labels:** For Line 1, use L201. For mail originating in 3-digit ZIP Codes in Column A, use "MXD" followed by city/state/3-digit ZIP Code in Column C.

**Price:** Presorted

Bundling required in mailings consisting entirely of postcard-size pieces and for other pieces in less-than-full trays. The maximum bundle thickness is 6 inches (601.2.0).

1. Bundling not required if sufficient quantity to fill a tray and none of the mail in the tray would have been more finely sorted if bundled (601.2.0).