

Related QSG [301a, Designing Flats for Automated Processing](#)

**Physical
Standards
(301)**

Maximum weight: 13 ounces.

For an overview of the physical standards for commercial flats, see [Quick Service Guide 301](#).

**Prices and Fees
(333.1.0)**

For a complete list of Commercial First-Class Mail prices, see [Notice 123–Price List](#).

Annual presort mailing fee applies.

**Content
(333.2.0)**

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

**Eligibility
Standards
(333.5.0)**

Mailings of 500 or more addressed pieces must be automation-compatible ([301.3.0](#)), bear a delivery point POSTNET or Intelligent Mail barcode ([708.4.0](#)), sorted and marked as described below.

Each piece must also include a complete delivery address with correct ZIP Code or ZIP+4 Code. For address standards, see [333.5.5](#); for barcode quality standards, see [708.4.0](#); and for CASS/MASS standards, see [708.3.0](#).

Addresses on all pieces must be updated within 95 days before mailing with a USPS-approved address update tool (e.g., ACS, NCOA^{Link}, *FASTforward*, or the appropriate ancillary service endorsement except Forwarding Services Requested, under [507.1.5](#)). For an overview of the Move Update standard, see [Quick Service Guide 230a](#).

Addresses must be matched using a CASS/MASS-certified process within 180 days before mailing.

All letter-size reply cards and envelopes (Business Reply Mail, Courtesy Reply Mail, and metered reply mail) provided as enclosures must meet the standards in [201.3.18](#).

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

**Postage
Payment and
Documentation
(334)**

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](#) or approved facsimile.
- [PS Form 3553](#) must be retained by mailer for 1 year ([708.3.5.2](#)).
- 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
(335)**

Marking on each piece in the postage area ([302.3.0](#)): “Presorted (or PRSRT) First-Class Mail” or “AUTO” and “First-Class Mail.” For optional location, see [201.3.0](#).

Barcoded tray labels required ([335.4.9](#)).

Flat trays capped (green side up) and secured with two straps.

Any mailing job that contains bundles of presorted flats and bundles of automation flats must be co-trayed using [705.9.1](#).

**Enter and
Deposit
(336)**

Mailing entered at an acceptance point designated by USPS.

Bundle-Based Preparation (335.6.5)

5-Digit¹

Bundles: Optional, pieces must be bundled if 10 or more pieces to same 5-digit ZIP Code; fewer than 10 pieces in a bundle not permitted.²

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

Price: 5-Digit

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.²

Labels: Green Label 3 or OEL.

Price: 3-Digit

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.²

Labels: Pink Label A or OEL.

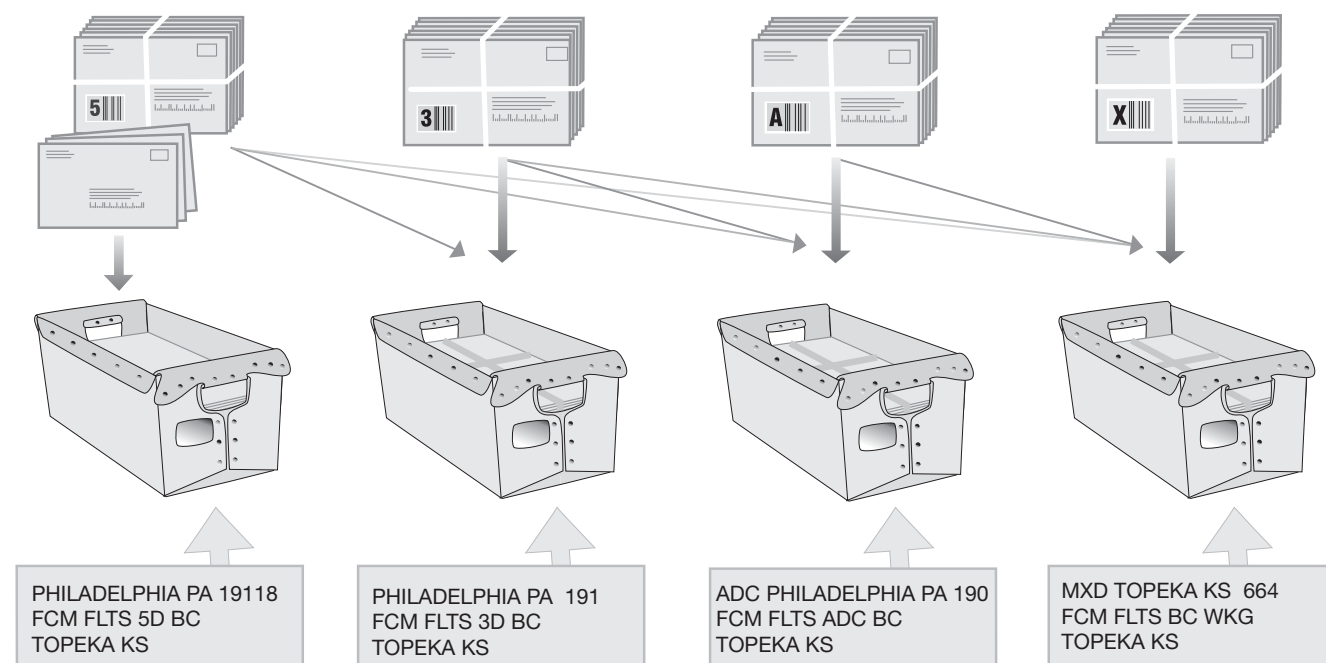
Price: ADC

Mixed ADC

Bundles: Any remaining pieces must be bundled in mixed ADC bundles.

Labels: Tan Label X or OEL.

Price: Mixed ADC



Trays: Optional, full trays only for bundles to same 5-digit ZIP Code; bundling not required in full trays; less-than-full trays not permitted.

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

Trays: Required, full trays only for bundles to same 3-digit ZIP Code prefix; less-than-full trays not permitted. (Exception: After all full trays are prepared, one less-than-full tray must be prepared for any remaining bundles for each 3-digit ZIP Code prefix of SCF serving post office where mail is verified.)

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

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

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

Trays: Required for any remaining bundles. Only one less-than-full tray permitted.

Barcoded 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.

1. For optional 5-digit scheme preparation, see 335.6.7.

2. Bundles may contain less than 10 pieces when there are at least 10 pieces to a destination and the bundle size would exceed the maximum size (601.2.12).

For flats, a full tray is defined as one that contains at least a single stack of pieces lying flat that reaches the bottom of handholds, but no more than can be contained in tray with cover secured in place with two straps. When possible, pieces must be placed in two stacks to optimize tray use. Total weight of tray may not exceed 70 pounds.

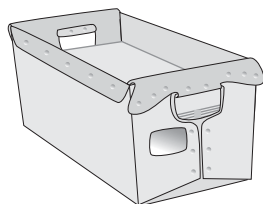
Tray-Based Preparation (335.6.6)

5-Digit

Trays: Optional, 90-piece minimum, fewer pieces not permitted; one less-than-full or overflow tray allowed.

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

Price: 5-Digit



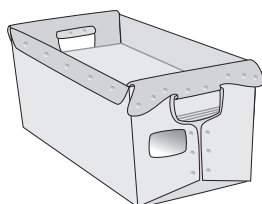
PHILADELPHIA PA 19118
FCM FLTS 5D BC
TOPEKA KS

3-Digit

Trays: Required, 90-piece minimum, fewer pieces not permitted; one less-than-full or overflow tray allowed. After all full trays are prepared, one less-than-full tray must be prepared for any pieces remaining for each origin 3-digit ZIP Code prefix.

Barcoded Labels: For Line 1, use L002, Column A for 3-digit destinations.

Price: 3-Digit or ADC¹



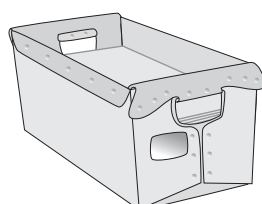
PHILADELPHIA PA 191
FCM FLTS 3D BC
TOPEKA KS

ADC

Trays: Required, 90-piece minimum, fewer pieces not permitted; one less-than-full or overflow tray allowed; group pieces by 3-digit ZIP Code prefix. (Exception: Pieces do not have to be grouped by 3-digit ZIP Code if mailing is prepared using MLOCR and standardized documentation is submitted.)

Barcoded Labels: For Line 1, use L004.

Price: ADC



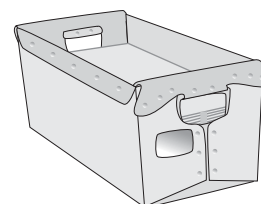
ADC PHILADELPHIA PA 190
FCM FLTS ADC BC
TOPEKA KS

Mixed ADC

Trays: Required, no minimum, group by ADC. (Exception: Pieces do not have to be grouped by ADC if mailing is prepared using MLOCR and standardized documentation is submitted.)

Barcoded 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: Mixed ADC



MXD TOPEKA KS 664
FCM FLTS BC WKG
TOPEKA KS

For flats, a full tray is defined as one that contains at least a single stack of pieces lying flat that reaches the bottom of handholds, but no more than can be contained in tray with cover secured in place with two straps. Total weight of tray may not exceed 70 pounds.

Mailers choosing to prepare their mail using the tray-based preparation option would not be eligible to prepare their mail for the cotraining preparation in 705.9.0.

1. ADC price for any 3-digit origin tray containing fewer than 90 pieces.

330b

Quick Service
Guide

Commercial Flats

First-Class Mail Automation Flats

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