

Physical Standards (401.1.0)

Maximum weight: 70 pounds.
Maximum length and girth: 108 inches.

Prices and Fees (413.1.0)

For a complete list of commercial Express Mail prices, see [Notice 123–Price List](#).

Except for Express Mail Flat Rate packaging, Express Mail prices are based on weight and zone. Items are charged the 0.5-pound price for weights up to 0.5 pound (i.e. If a piece weighs 0.25 pound, the weight (postage) increment is 0.5 pound). Items over a 0.5 pound are rounded up to the next whole pound (i.e. If a piece weighs 0.75 pound, the weight (postage) increment is 1 pound or if a piece weighs 1.2 pounds, the weight (postage) increment is 2 pounds).

Only USPS-produced Flat Rate packaging is eligible for the Express Mail Flat Rate price, and is charged one flat price regardless of weight (up to 70 pounds) or domestic destination.

Sunday/Holiday Premium: Delivery guaranteed for a Sunday or a holiday is charged a premium fee. No fee is charged for Sunday/holiday delivery when paying via an Express Mail Manifest Agreement.

Commercial Base Prices (413.1.3): Express Mail commercial base prices are lower than retail prices and are available for:

- Customers using an Express Mail Corporate Account (EMCA), including Federal Agency Accounts
- Click-N-Ship customers
- Registered end-users of USPS-approved PC Postage products using a qualifying shipping label
- Customers using USPS-approved Information-based indicia (IBI) postage meters that print the IBI with the appropriate price marking and who electronically transmit transactional data to the USPS and use an approved Express Mail shipping label
- Customers using permit imprint using the Electronic Verification System (eVS) program

Commercial Plus Prices (413.1.4): Express Mail commercial plus prices are lower than commercial base and retail prices and are available to existing and new customers whose account volume exceeds a minimum threshold or who have a customer commitment agreement with the USPS. Commercial plus prices are available for:

- Customers using an Express Mail Corporate Account (EMCA), including Federal Agency Accounts
- Customers using USPS-approved IBI postage meters that print the IBI with the appropriate price marking and who electronically transmit transactional data daily to USPS for all mailpieces and categories and use an approved Express Mail shipping label
- Permit imprint using the Electronic Verification System (eVS) program

Content (413.2.0)

All mailable matter may be sent as Express Mail, except matter prohibited by standards (e.g., certain hazardous materials) (601.8.0).

Service Features (413.4.0)

Express Mail is a money-back guaranteed overnight to 2-day service that includes tracking, proof of delivery, and insurance coverage up to \$100. Express Mail envelopes and boxes are available from local Post Offices or online at www.usps.com at no additional cost. Customized preprinted labels also are available by contacting your local Post Office.

Overnight guarantee is not available during the December 22 through December 25 time period.

- Express Mail Next Day Delivery (413.4.2) provides guaranteed overnight service to designated destination 3-digit or 5-digit ZIP Code delivery areas, facilities, or locations (Post Office to Addressee Service). Items are delivered to an addressee within the designated delivery area of the destination facility by noon or 3 p.m. on the next day. If delivery is not made, the addressee is notified, and a reminder notice is also left on the third day. A second delivery is attempted only upon customer request.
- Hold for Pickup (413.4.2.4) items presented for Express Mail Next Day Delivery are available for claim by the addressee at the destination facility by 10 a.m., 12 p.m., or 3 p.m. of the next day the destination office is open for retail business.
- Express Mail Military Service (413.1.5) is available between the United States and designated APO/FPO and DPO destination addresses. Shipments are delivered in 2 to 3 days to more than 300 worldwide locations.
- Custom Designed service is available between locations in the United States on a scheduled basis under a service agreement (413.4.4).

There are two Express Mail labels – Label 11-B or Label 11-F. The wording for requesting or waiving a signature, will depend on the version of the label used. Most Post Offices should have labels that were updated in January 2012. However, labels prior to that date may still be used. Labels produced prior to January 2012 will have a "waiver of signature" box to check, while the updated labels will have a "signature required" box to check as follows:

- Waiver of signature (for labels dated prior to January 2012): mailers may instruct the USPS to deliver Express Mail packages without obtaining the addressee's signature by signing the waiver on the Express Mail label. A waiver of signature cannot be used for Express Mail Custom Designed Service, Express Mail COD, or Express Mail with additional insurance.
- Signature required (for labels dated January 2012): mailers requiring a signature must instruct the USPS by checking the "Signature Required" box on the label. A signature is required for Express Mail Custom Designed Service, Express Mail COD, or Express Mail with additional insurance.

Quick Service
Guide

Postage Payment and Documentation (414)	<p>Commercial Express Mail postage may be paid by Click-N-Ship (604.4.0), Express Mail Corporate Account (414.2.0), IBI postage meter (604.4.0), PC Postage (604.4.0), or Permit Imprint (604.5.0).</p> <p>Postage paid through an approved PC Postage system must bear an Intelligent Mail package barcode (IMpb) prepared under 708.5.0.</p>
Mail Preparation (415)	<p>Matter mailed in USPS-produced Express Mail packaging is subject to Express Mail prices regardless of how the packaging is reconfigured or how markings may be obliterated.</p> <p>When sealing Flat Rate packaging, the container flaps must be able to close within the normal folds. Tape may be applied to the flaps and seams to reinforce the container provided the design of the container is not enlarged by opening the sides, and the container is not reconstructed in any way.</p> <p>For each commercial Express Mail item, the mailer must complete Label 11-B or Label 11-F for Post Office to Addressee Service, Label 11-HFPU for Hold for Pickup Service, or a single-ply Express Mail label generated through Click-N-Ship or an USPS-approved method.</p> <p>Each piece should include a complete delivery and return address with the correct ZIP Code or ZIP+4 code.</p> <p>Effective January 7, 2013, all commercial Express Mail pieces (except those pieces paying postage through an Express Mail Corporate Account) must bear an Intelligent Mail package barcode.</p>
Enter and Deposit (416)	<p>Commercial Express Mail Next Day and Second Day items may be mailed at Post Offices, stations, and branches; dropped into Express Mail collection boxes; handed to carriers; or picked up by the USPS.</p> <p>Acceptance and collection information may be obtained by calling 1-800-222-1811 or contacting your local postmaster.</p> <p>Open and Distribute shipments: see 705.18.0.</p>
Extra Services (503.1.0)	<p>Adult Signature services are available (503.9.0). Return receipt service is available (503.1.1.3). Collect on Delivery (COD) (503.13.1). Insurance against loss, damage, or rifling is included at no extra cost for coverage up to \$100 (503.1.1.7). Additional merchandise insurance may be available up to \$5,000, depending on the value and nature of the item. Claims must be filed within 90 days of the date of mailing (609.1.0).</p>