

Related QSG [707a, Periodicals General Information and Eligibility](#)

**Physical
Standards
(707.26.0)**

Maximum weight: 4.4 pounds

Dimensions:

- Minimum: 6 inches long, 5 inches high, and 0.009 inch thick.
- Maximum: 15 inches long, 12 inches high, and 1.25 inch thick.

Flexibility: no requirement.

Polywrapped Pieces: Must meet all six properties in [Exhibit 301.1.5.1](#).

If an address label is used on the outside of the polywrapped piece, the haze property is not required. Polywrap seam must be parallel to longest dimension.

The preferred seam placement is on the nonaddressed side of the mailpiece. If seam is on the addressed side, it must not cover the delivery address, barcode, postage area, or any required markings.

**Prices and Fees
(707.1.0)**

Prices include piece charges, pound prices (advertising and nonadvertising), and applicable discounts.

Carrier Route, 5-digit, 3-digit/SCF, and ADC and Mixed ADC prices are available; Outside-County prices apply; In-County prices apply to all eligible In-County copies.

In-County Prices:

In-County prices include piece prices, pound prices (DDU and other), and DDU discount.

Outside-County Prices:

Pound Prices—Advertising pounds based on destination entry and zone. Nonadvertising pounds based on destination entry and all other zones.

Piece Prices—Based on the bundle level (six or more pieces). Firm bundles pay a separate firm piece price.

Bundle Prices—Based on container and bundle level. Firm bundles pay a separate firm bundle price. For bundles and containers with both In-County and Outside-County pieces, mailers do not pay the bundle or container charges for carrier route, 5-digit carrier routes, and 5-digit/scheme bundles, pallets, and sacks.

Container Prices—Based on the container type, container level, and entry. For mailings prepared in sacks, mailers pay the container price for each sack based on container level and entry.

- For mailings prepared on pallets ([705.8.0](#)):

- For bundles placed directly on pallets, mailers pay the container price for each pallet.

- For sacks on pallets, mailers pay the container price for each sack, and not for the pallets. The container price for each sack is based on the sack level and where the pallet is entered.

- For sacks with both In-County and Outside-County pieces, mailers do not pay the container charges for carrier route, 5-digit carrier routes, and 5-digit/scheme sacks.

Destination entry prices (DDU, DSCF, DADC, and DNDC) have additional standards ([707.29.0](#)). The mail must be addressed for delivery within that facility's service area.

Ride-Alongs are available for items up to 3.3 ounces (or not more than the weight of the host publication) eligible as Standard Mail ([707.15.0](#)).

**Eligibility
Standards
(707.12.0,
707.13.0)**

For authorized publications (e.g., magazines and newspapers) whose primary purpose is transmitting information. Periodicals must be issued at least four times a year at a stated frequency from a known office of publication and be formed of printed sheets. General publications must have a legitimate list of subscribers, and Requester publications must have a legitimate list of requesters or subscribers. All pieces within each mailing must be in the same processing category.

Carrier route: carrier route information updated using CASS-certified process ([708.3.0](#)) or another AIS product containing carrier route information within 90 days before mailing.

A certified process must be used at least once a year to ensure accuracy of 5-digit ZIP Codes on other than carrier route pieces ([707.12.4](#)).

Mailers can apply Repositionable Notes for an additional charge for Outside County and for In-County pieces. See [705.23.0](#).

**Postage
Payment and
Documentation
(707.16.0,
705.19.0)**

Advance deposit account(s) at original and each additional entry Post Office, unless authorized under Centralized Postage Payment (CPP) ([707.](#)).

Documentation:

- Postage statement: [PS Form 3541](#), Periodicals One Issue or One Edition, or approved facsimile.

- Supporting documentation: required for prices claimed, including marked copy. Documentation generated by PAVE-certified software or printed in standardized format.

- Carrier Route: [PS Form 3553](#) for address and barcode accuracy must be retained by mailer for 1 year ([708.3.5.2](#)).

**Mail Preparation
(707.22.0,
707.23.0)**

Bundles for individual carrier routes must be prepared with facing slips under [601.2.15](#), optional endorsement lines under [601.2.13](#), or carrier route information lines under [601.2.14](#).

See sack label in [707.21.0](#).

Palletization of sacks or bundles is permitted under [705.8.0](#). Traying is permitted under [707.22.7](#).

Any mailing job that contains bundles of machinable barcoded (automation) flats and bundles of machinable nonbarcoded flats must be co-sacked using [705.9.0](#).

**Enter and
Deposit
(707.28.0)**

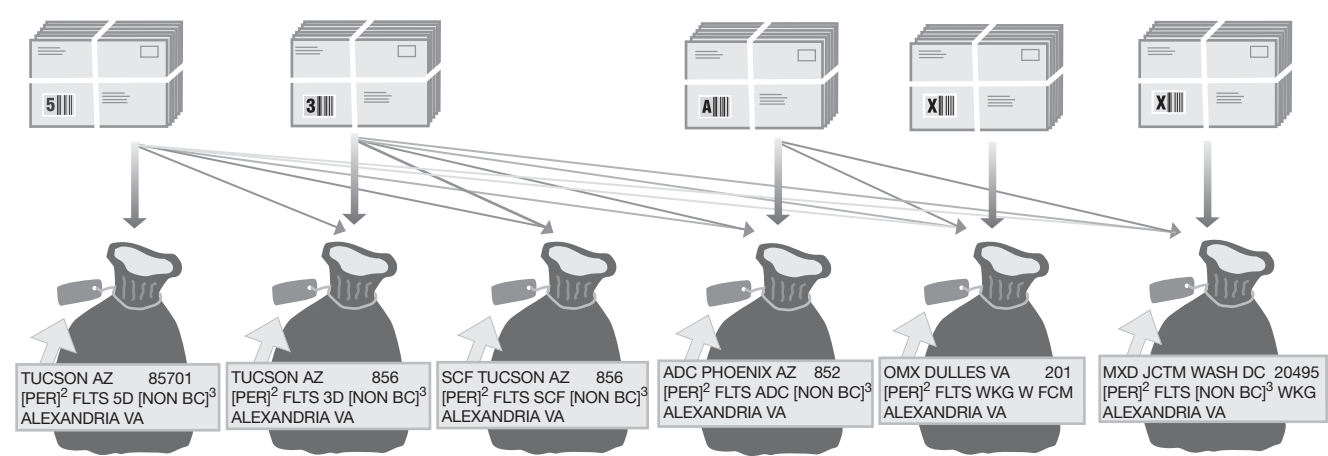
Deposit only at authorized original and additional entry Post Office(s), unless authorized exceptional dispatch under [707.29.4](#).

Quick Service
Guide

Preparation

Bundling and Sacking Sequence (707.22.0)

See next page for carrier route preparation

5-Digit ¹	3-Digit ¹	ADC	Origin Mixed ADC	Mixed ADC	
Bundles: Required, 6-piece minimum to the same 5-digit ZIP Code; fewer pieces permitted under 707.22.4. See 707.22.3 for optional firm bundles. Labels: Red Label 5 or optional endorsement line (OEL) (708.7.0).	Bundles: Required, 6-piece minimum for pieces to the same 3-digit ZIP Code prefix; fewer pieces permitted under 707.22.4. Labels: Green Label 3 or OEL.	Bundles: Required, 6-piece minimum for pieces to same ADC (L004); fewer than 6 pieces in a bundle not permitted. Labels: Pink Label A or OEL.	Bundles: Required, no minimum for any remaining pieces for destinations in L201, Column B, of the origin ZIP Code in Column A. Labels: Tan Label X or OEL.	Bundles: Required, any remaining pieces must be bundled in mixed ADC bundles. Labels: Tan Label X or OEL.	
					
5-Digit ¹	3-Digit	SCF/Origin Entry SCF	ADC	Origin Mixed ADC	Mixed ADC
Sacks: Required at 24 pieces; fewer pieces not permitted. Labels: For Line 1, use city, state, and 5-digit ZIP Code on mail. For Line 2, “PER” (or “NEWS” ²) and “FLTS 5D NON BC.” Price: ⁴	Sacks: Required at 24 pieces; fewer pieces not permitted. Labels: For Line 1, use L002, Column A. For Line 2, “PER” (or “NEWS”) and “FLTS 3D NON BC.” Price: ^{4,5}	Sacks: Required at 24 pieces; fewer pieces not permitted. Required, no minimum for SCF of origin (verification) office; optional for the SCF of an entry office other than origin office. Labels: For Line 1, use L002, Column C. For Line 2, “PER” (or “NEWS”) and “FLTS SCF NON BC.” Price: ⁴	Sacks: Required at 24 pieces; fewer pieces not permitted. Labels: For Line 1, use L004, Column B. For Line 2, “PER” (or “NEWS”) and “FLTS ADC NON BC.” Price: ⁴	Sacks: Required, no minimum for any remaining bundles for destinations in L201, Column B, of the origin ZIP Code in Column A. Labels: For Line 1, use L201. For Line 2, “PER” (or “NEWS”) and “FLTS WKG W FCM.” Price: ⁴	Sacks: Required, no minimum for any remaining bundles. Labels: For Line 1, use L009. For Line 2, “PER” (or “NEWS”) and “FLTS NON BC WKG.” Price: ⁴

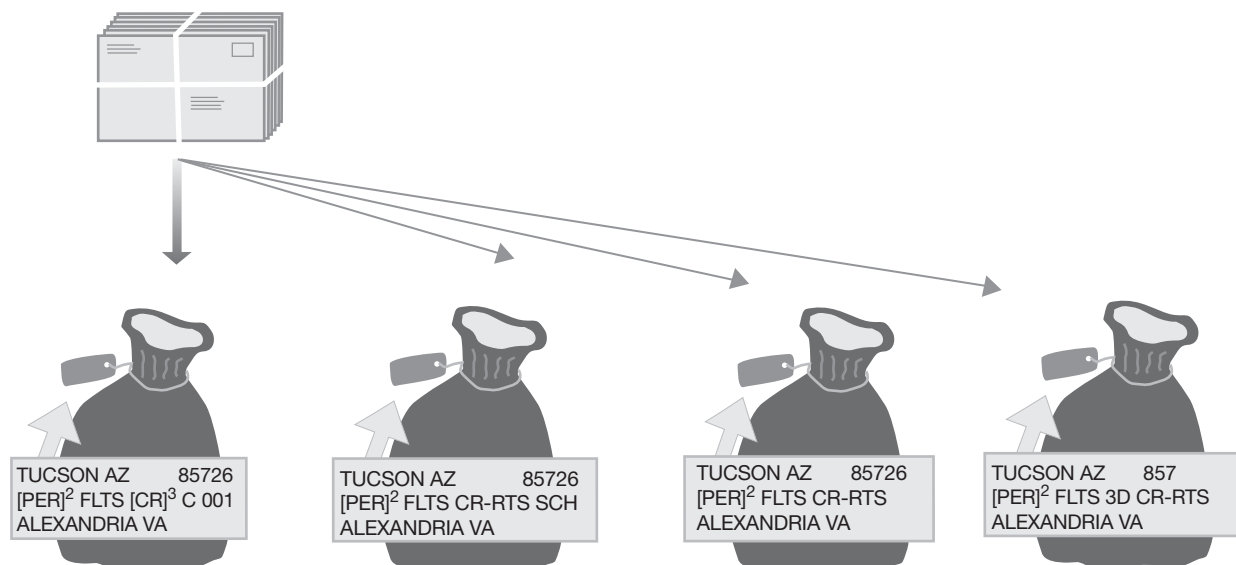
1. See 707.22.0 for optional 5-digit scheme and 3-digit scheme preparation for pieces meeting the standards in 301.3.0.
2. Use "NEWS" if issued weekly or more frequently.
3. For barcoded nonmachinable pieces, use "BC."
4. For prices, see Notice 123–Price List.
5. Mixed ADC piece price for bundles of fewer than 6 pieces, see 705.9.2.3.

Optional Carrier Route Preparation (707.23.0)

Bundles: Six or more pieces addressed to same carrier route (city route, rural route, highway contract route, post office box section, or general delivery unit) must be prepared in bundles. Carrier route bundles may be prepared with fewer than 6 pieces when publisher determines the preparation will improve service. Pieces in these low-volume carrier route bundles must be claimed at the basic presort price, see 707.23.6. For optional firm bundles, see 707.23.5.

Labels: Facing slip (601.2.15), optional endorsement line (707.7.0), or carrier route information line (601.2.14).

Price: Saturation, High Density, Basic Carrier Route¹



Carrier Route

Sacks: Required at 24 pieces; fewer pieces not permitted.

Labels: For Line 1, use city, state, and 5-digit ZIP Code on mail. For Line 2, "PER" (or "NEWS"), "FLTS," and route marking as appropriate: for saturation, "WSS" and route type and number; for high density, "WSH" and route type and number; or for basic, "CR" and route type and number.

5-Digit Scheme Carrier Routes

Sacks: Required at 24 pieces; fewer pieces not permitted.

Labels: For Line 1, use L001, Column B. For Line 2, "PER" (or "NEWS") and "FLTS CR-RTS SCH."

5-Digit Carrier Routes

Sacks: Required at 24 pieces; fewer pieces not permitted.

Labels: For Line 1, use city, state, and 5-digit ZIP Code on mail. For Line 2, "PER" (or "NEWS") and "FLTS CR-RTS."

3-Digit Carrier Routes

Sacks: Required with one 6-piece bundle.

Labels: For Line 1, use city, state, and ZIP Code shown in L002, Column A, that corresponds to the 3-digit ZIP Code prefix of bundles. For Line 2, "PER" (or "NEWS") and "FLTS 3D CR-RTS."

1. Basic price for bundles of fewer than 6 pieces.
2. Use "NEWS" if issued weekly or more frequently.
3. Use "WSS" for Saturation, "WSH" for High Density, or "CR" for Basic Carrier Route.

707e

Quick Service
Guide

Special Standards

Periodicals Nonbarcoded Flats

This page intentionally left blank.