

135 Mail Preparation

Overview

[1.0 Preparation for First-Class Mail](#)

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The following standards apply to single-piece First-Class Mail:

- a. Each piece must have a delivery address but is not required to bear the marking “First-Class” or “First-Class Mail.”
- b. No minimum quantity is required unless postage is paid with a permit imprint (in which case the mailing must contain at least 200 pieces or 50 pounds of pieces).
- c. There are no sorting requirements for single-piece First-Class Mail, but five or more letter-size pieces bearing metered postage and all pieces bearing permit imprints must be faced with the addresses in one direction and bundled. Bundling of letter-size pieces is not required if they fill a letter tray. Metered mail and permit imprint mail may not be bundled or trayed together.

