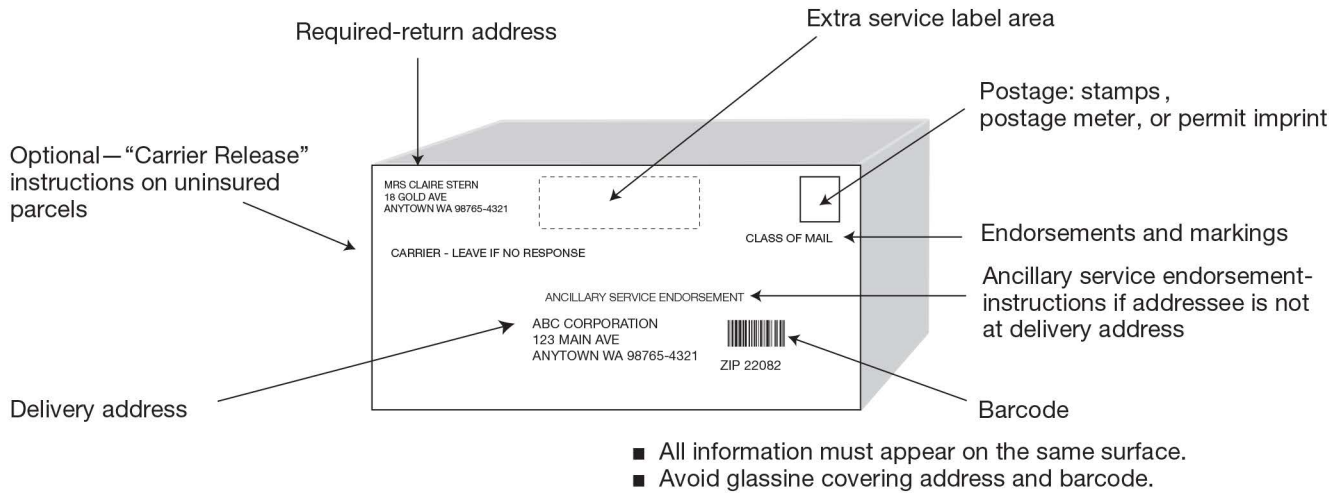


Commercial - Designing Parcels for Automated Processing

Related QSGs	240h, USPS Marketing Mail Machinable Parcels 250, Parcel Select 260b, Bound Printed Matter Irregular and Machinable Parcels
Physical Standards (201)	<p>Minimum weight: 3.5 ounces for USPS Marketing Mail parcels only.</p> <p>USPS Marketing Mail: maximum weight is less than 16 ounces.</p> <p>Bound Printed Matter: maximum weight is 15 pounds.</p> <p>Parcel Select: maximum weight is 25 pounds for machinable parcels.</p> <p>Dimensions: 6 to 22 inches long, 3 to 18 inches high, and 1/4 to 15 inches thick. Parcels 1/4 inch thick must be at least 3-1/2 inches high and 6 inches long.</p> <p>For an overview of the physical standards for commercial parcels, see Quick Service Guide 201e.</p>
Eligibility Standards	<p>Parcels are nonstandard if they meet any of the criteria in 201.7.6.</p> <p>An Intelligent Mail package barcode is required for all commercial mailpieces that include an extra services barcode and on all parcels claiming presort or destination entry pricing.</p> <p>USPS Marketing Mail and Package Services barcodes must be prepared with the address and barcode placed squarely onto the largest surface area of the parcel except when the shape and contents require specific orientation for stability during processing. The barcode should be placed immediately adjacent to the delivery address and no closer than 1/2 inch from the edge of the parcel.</p>
Acceptable Container (601.4.0)	<p>Use sturdy materials to withstand handling.</p> <p>Size must be adequate to contain items and provide space for cushioning material:</p> <ul style="list-style-type: none">■ Paperboard boxes for easy and average loads up to 10 pounds.■ Metal-stayed paperboard boxes for easy and average loads up to 20 pounds.■ Soft goods in paper or plastic bags and enveloped printed matter up to 5 pounds.■ Books and other printed matter in boxes; lighter weight items in other materials as indicated in 601.4.0 or 601..■ Avoid waxed or oiled materials, exterior foam boxes, and unsecurely packaged articles.■ Solid corrugated fiberboard boxes as shown below.
Cushioning (601.3.0)	<p>Cushioning absorbs shock and vibration of handling. Combinations of cushioning materials are most effective. Cushion items separately.</p>
Closure and Sealing (601.3.0)	<ul style="list-style-type: none">■ Except for pressure-sensitive filament tape, tapes used for closure and reinforcement must be at least 2 inches wide. Avoid twine, cord, rope, cellophane tape, and masking tape.■ Paper tape must be at least 60-pound basis weight.■ Adhesive (glue, paste, thermal plastic, etc.) must be serviceable from -20°F to 160°F.■ Staples and steel stitching are acceptable if spaced less than 5 inches apart for easy loads, less than 2-1/2 inches for difficult loads.
Mail Preparation	<p>USPS Ground Advantage - Commercial:</p> <ul style="list-style-type: none">■ Parcels must include a unique Intelligent Mail package barcode (IMpb) with a postal routing code and an Intelligent Mail matrix barcode (IMmb) to avoid being assessed the Package Quality Noncompliance Fee (see Notice 123–Price List). <p>USPS Marketing Mail parcels:</p> <ul style="list-style-type: none">■ All USPS Marketing Mail parcels must bear an Intelligent Mail package barcode (IMpb) and Intelligent Mail matrix barcode (IMmb) prepared under 204.2.0. <p>Parcels must be prepared and marked under applicable standards for machinable parcel preparation:</p> <ul style="list-style-type: none">■ Presorted USPS Marketing Mail (245.11.0) or Quick Service Guide 240h.■ Parcel Select (255) or Quick Service Guide 250.■ Bound Printed Matter (265) or Quick Service Guide 260b.■ Presorted Media Mail and Library Mail (275) or Quick Service Guide 270b.

Physical Standards for Automation-Compatible Parcels



Packaging and Sealing

Container (see page one for details):

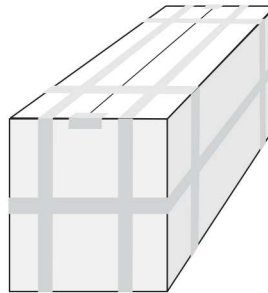
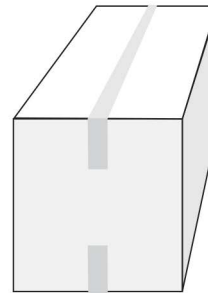
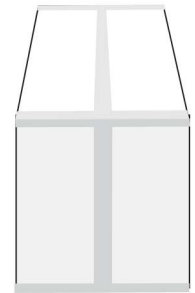
- Sturdy paperboard or fiberboard boxes.
- Plastic or paper bags up to 5 pounds.
- Enveloped printed matter up to 5 pounds.
- Avoid waxed or oiled materials, exterior foam boxes.

Cushioning:

- Cushion items separately.
- Combine materials for most effectiveness. Cushioning materials: foamed plastics, corrugated fiberboard, loose-fill material, and shredded newspapers.

Sealing (see page one for details):

- Pressure-sensitive reinforced tape.
- Reinforced paper tape.
- Staples or steel stitching.
- Adhesive.
- Avoid twine, cord, rope, cellophane tape, and masking

Pressure-sensitive
filament tapeReinforced kraft
paper tape

Kraft paper tape