

## Periodicals Barcoded (Automation) Flats

**Related QSGs** [201d, Designing Flats for Automated Processing](#)**Physical  
Standards**  
([201.6.0](#), [207.3.0](#))

Maximum weight:

- 20 ounces automation compatible ([201.6.0](#)).
- 4.4 pounds for pieces prepared as nonmachinable under ([207.26.0](#)).

For an overview of designing machinable flats, see [Quick Service Guide 201d](#).**Prices and Fees**  
([207.1.0](#))

Prices include piece charges, pound prices (advertising and nonadvertising), and applicable discounts. 5-digit, 3-digit/SCF, and ADC and Mixed ADC prices are bundle based; 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 and Nonadvertising pounds based on destination entry.*Piece Prices*—Based on the bundle level (six or more pieces). Firm bundles pay a separate firm piece price.*Bundle Prices*—Based on the container and bundle level. 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, flat trays, and sacks (when applicable).*Container Prices*—Based on the container type, container level, and entry. For mailings prepared in sacks and flat trays, mailers pay the container price for each sack and flat tray based on the 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 and flat trays on pallets, mailers pay the container price for each sack and flat tray, and not for the pallets. The container price for each sack and flat tray is based on the sack and flat tray level and where the pallet is entered.
- For sacks and flat trays with both In-County and Outside-County pieces, mailers do not pay the container charges for carrier route, 5-digit carrier routes, or 5-digit/scheme flat trays and sacks (when applicable).

Destination entry prices (DDU, DSCF, and DADC) have additional standards ([207.29.0](#)). 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 USPS Marketing Mail ([207.15.0](#)).**Eligibility  
Standards**  
([207.4.0](#),  
[207.14.0](#))

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.

Mailings must be designed according to [201.6.0](#) or [207.26.0](#) (prepared in 5-digit bundles only), bear a delivery point Intelligent Mail barcode ([207.14.0](#)) and be sorted as described below.

Each piece must include a complete delivery address with correct ZIP Code or ZIP+4 code.

For address standards, see [207.4.0](#); for barcode quality standards, see [207.14.0](#); and for CASS/MASS, see standards in [602.9.0](#).

Addresses must be matched, using a CASS/MASS-certified process, within 120 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 [207.14.2](#).Mailers can apply Repositionable Notes, see [202.7.0](#).

Quick Service  
Guide**Postage  
Payment and  
Documentation**(207.16.0,  
207.17.0)

Advance deposit account(s) at original and each additional entry post office, unless authorized under Centralized Postage Payment (CPP) (207.16.5).

Documentation:

- Postage statement: [PS Form 3541](#), Periodicals One Issue or One Edition.
- Supporting documentation: required for prices claimed, including marked copy. Documentation generated by PAVE-certified software or printed in standardized format.
- [PS Form 3553](#) for address and barcode accuracy must be retained by mailer for one year (602.9.5.2).

**Mail Preparation**  
(207.25.0)

Barcoded sack/tray labels are required (207.21.0).

Pieces meeting specifications in 207.26.0 must be prepared in separate bundles from pieces meeting specifications in 201.6.0. Separate bundle minimums (207.25.1) must be met for each bundle type.

Within each bundle, mailers may combine pieces of nonidentical weights if authorized under 705.2.0.

Bundles of pieces prepared under 207.26.0 and 201.6.0 may be combined in the same flat tray or sack (when applicable) or on the same pallet.

Traying is permitted under 207.25.5.

Any mailing job that contains bundles of machinable barcoded (automation) flats and bundles of machinable nonbarcoded flats must be cosacked using 705.9.0.

**Enter and  
Deposit**  
(207.28.0)

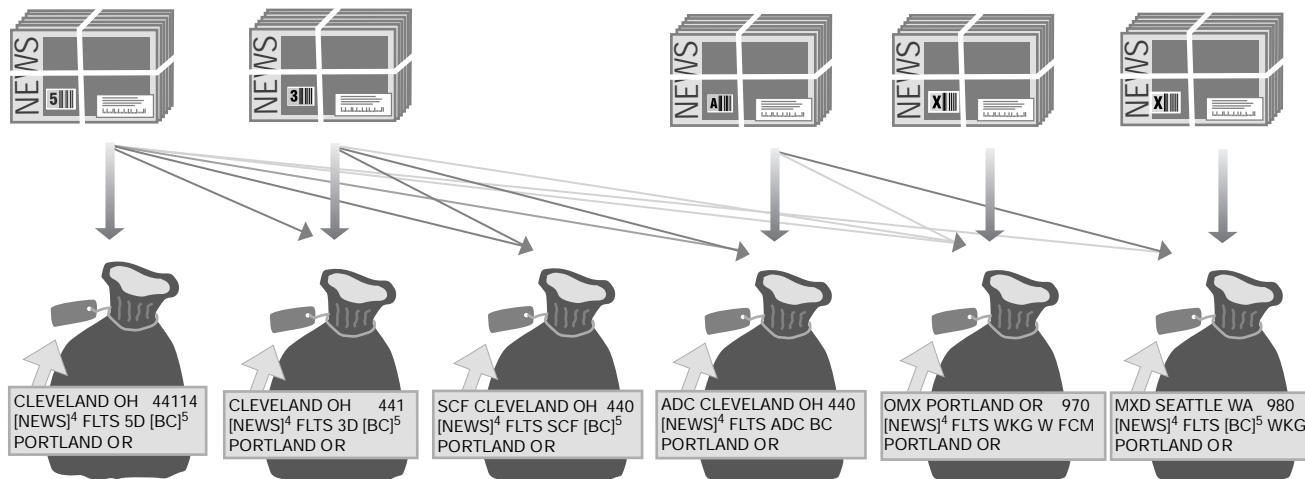
Only at authorized original and/or additional entry Post Office(s), unless authorized exceptional dispatch under 207.28.3.

Carrier route flats, 5-digit scheme carrier route flats, 5-digit carrier route flats, nonpalletized residual 5-digit flats entered at a DDU along with carrier route flats, nonpalletized carrier route flats entered at the DSCF (origin), nonpalletized 5-digit flats entered at the DSCF (origin), and nonpalletized 3-digit/SCF flats entered at the DSCF (origin) may be prepared in sacks instead of flat trays.

## Preparation

## Bundling and Traying Sequence (207.25.0)

5-Digit/Scheme <sup>1</sup>	3-Digit/Scheme <sup>1</sup>	ADC	Origin Mixed ADC	Mixed ADC
<b>Bundles:</b> Scheme bundles required for 5-digit ZIP Codes in L007. Pieces must be bundled if 6 or more pieces to the same 5-digit ZIP Codes; fewer pieces permitted under 207.25.1.7.  <b>Labels:</b> Red Label 5 SCH, Red Label 5, or optional endorsement line (OEL) (203.7.0).  <b>Price:</b> <sup>2</sup>	<b>Bundles:</b> Scheme bundles required for 3-digit ZIP Codes in L008. Pieces must be bundled if 6 or more pieces to same 3-digit ZIP Code prefix; fewer pieces permitted under 207.25.1.7.  <b>Labels:</b> Green Label 3 SCH, Green Label 3, or OEL.  <b>Price:</b> <sup>2,3</sup>	<b>Bundles:</b> Required, pieces must be bundled if 6 or more pieces to same ADC (L004); fewer pieces not permitted.  <b>Labels:</b> Pink Label A or OEL.  <b>Price:</b> <sup>2</sup>	<b>Bundles:</b> Required, no minimum for any remaining pieces for destinations in L201, Column B, of the origin ZIP Code in Column A.  <b>Labels:</b> Tan Label X or OEL.  <b>Price:</b> <sup>2</sup>	<b>Bundles:</b> Required, any remaining pieces must be bundled in mixed ADC bundles.  <b>Labels:</b> Tan Label X or OEL.  <b>Price:</b> <sup>2</sup>



5-Digit/Scheme <sup>1</sup>	3-Digit	SCF/Origin Entry SCF	ADC	Origin Mixed ADC	Mixed ADC
<b>Flat Trays and Sacks (when applicable):</b> Allowed at 24 pieces; required at 72 pieces; fewer than 24 pieces not permitted.  <b>Barcoded Labels:</b> Line 1: For 5-digit scheme flat trays use L007, Column B. For 5-digit flat trays or sacks, use city, state, and 5-digit ZIP Code on mail. Line 2: For 5-digit scheme flat trays, use "NEWS" (or "PER") and "FLTS 5D SCH BC." For 5-digit flat trays or sacks, use "NEWS" (or "PER") and "FLTS 5D BC."	<b>Flat Trays and Sacks (when applicable):</b> Allowed at 24 pieces; required at 72 pieces; fewer than 24 pieces not permitted.  <b>Barcoded Labels:</b> For Line 1, use L002, Column A; for Line 2, "NEWS" (or "PER") and "FLTS 3D BC." <sup>3</sup>	<b>Flat Trays and Sacks (when applicable):</b> Allowed at 24 pieces; required at 72 pieces; fewer than 24 pieces not permitted.  <b>Barcoded Labels:</b> Required, no minimum for SCF of origin (verification) office; optional for the SCF of an entry office other than origin office.  <b>Barcoded Labels:</b> For Line 1, use L002, Column C; for Line 2, "NEWS" (or "PER") and "FLTS SCF BC." <sup>5</sup>	<b>Flat Trays:</b> Allowed at 24 pieces; required at 72 pieces; fewer than 24 pieces not permitted.  <b>Barcoded Labels:</b> For Line 1, use L004, Column B; for Line 2, "NEWS" (or "PER") and "FLTS ADC BC."	<b>Flat Trays:</b> Required, no minimum for any remaining pieces for destinations in L201, Column B, of the origin ZIP Code in Column A.  <b>Barcoded Labels:</b> For Line 1, use L201, Column C; for Line 2, "NEWS" (or "PER") and "FLTS WKG W FCM."	<b>Flat Trays:</b> Required, no minimum for any remaining bundles placed into mixed ADC flat trays.  <b>Barcoded Labels:</b> For Line 1, use L009, Column B; for Line 2, "NEWS" (or "PER") and "FLTS BC WKG."

Piece price is based on type of bundle regardless of flat tray or sack in which it is placed.

1. 5-digit scheme and 3-digit scheme bundles required for pieces meeting standards in [201.6.0](#).
2. For prices, see [Notice 123–Price List](#).
3. The ADC piece price applies to bundles with fewer than 6 pieces.
4. Use “PER” if issued less frequently than weekly.
5. For nonbarcoded pieces, use “NON BC.”