

Commercial - USPS Marketing Mail Nonautomation Flats

Physical Standards (201)	<p>Maximum weight: less than 16 ounces.</p> <p>For an overview of the physical standards for commercial flats, see Quick Service Guide 201c.</p>
Prices and Fees (243.1.0)	<p>For a complete list of commercial USPS Marketing Mail prices, see Notice 123–Price List.</p> <p>Destination discounts apply to mail prepared as prescribed by USPS and addressed for delivery within service area of destination SCF (246.2.0).</p> <p>Annual presort mailing fee applies.</p>
Content (243.2.0)	<p>Flats containing mailable items not required to be sent using First-Class Mail can be sent using USPS Marketing Mail. USPS Marketing Mail is typically used for advertisements, flyers, and catalogs. Additional content restrictions must be met for authorized nonprofit mailers (703.1.0).</p>
Eligibility Standards (243.3.0)	<p>Mailings of 200 or more addressed pieces (or 50 pounds of addressed pieces), sorted and marked as described below. All pieces must meet the physical standards for flats (201). Pieces are eligible if not required to be mailed at First-Class Mail prices or not eligible for Periodicals prices. Nonprofit prices require specific authorization (703.1.0).</p> <p>Each piece must include a complete delivery address with correct ZIP Code or ZIP+4 code.</p> <p>A certified process (243.3.8) must be used within 12 months before mailing to ensure accuracy of 5-digit ZIP Codes.</p> <p>Rigid, nonrectangular, and pieces that are not uniformly thick must be prepared as parcels pieces and pay parcel prices (243.3.2.1).</p> <p>Mailers can apply Repositionable Notes. See 202.7.0.</p> <p>Addresses on all pieces must be updated within 95 days before mailing through a USPS-approved address update method (e.g., ACS, NCOA^{Link}, or the appropriate ancillary service endorsement (except Forwarding Service Requested) under 507.1.5.3). For an overview of the Move Update standards, see Quick Service Guide 602a.</p>
Postage Payment and Documentation (244)	<p>Precanceled stamp (604.3.0), meter (604.4.0), or permit imprint (604.5.0).</p> <p>Additional standards apply to mailings of nonidentical-weight pieces.</p> <p>Documentation:</p> <ul style="list-style-type: none"> ■ Postage statement: Regular: PS Form 3602-R, PS Form 3602-EZ. Nonprofit: PS Form 3602-N, PS Form 3602-NZ. ■ Supporting documentation: required unless correct price is affixed to each piece or unless each piece is of identical weight and separated by price when presented for acceptance; documentation generated by PAVE-certified software (or printed in standardized format).
Mail Preparation (245)	<p>Marking on each piece in the postage area (202.3.0):</p> <ul style="list-style-type: none"> ■ Regular: “Marketing” or “MKTG” or “MKT”, “Standard” or “STD”, “Presorted USPS Marketing” or “PRSRT MKTG” or “PRSRT MKT”, “Presorted Standard” or “PRSRT STD.” ■ Nonprofit: “Nonprofit Organization,” “Nonprofit Org.,” or “Nonprofit.” <p>Note: Both markings (e.g., Mktg or STD) are acceptable in the same mailing.</p> <p>Palletization is preferred, see Quick Service Guide 705d.</p> <p>Any mailing job that contains bundles of Presorted flats and bundles of automation flats must be co-trayed or co-sacked (when applicable) using 705.9.2.</p>
Enter and Deposit (246)	<p>Mailing entered at an acceptance point designated by USPS.</p> <p>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, non palletized 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.</p>

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Preparation

Bundling in flat trays is optional when none of the mail in that tray would have been more finely sorted, if bundled. Bundles must be trayed and labeled separately from loose flats prepared in flat trays.

Bundling, Traying, and Sacking Sequence (245.8.0) See "Preparation" for allowed sack usage.**5-Digit/Scheme¹**

Bundles: Optional. Scheme preparation use [L007](#). Bundles must contain 15 pieces or more for mailings containing only pieces weighing 5 ounces or less and 10 or more pieces for mailings containing any pieces weighing more than 5 ounces. Fewer pieces in a bundle not permitted.²

Labels: Red Label 5 or optional endorsement line (OEL).

3-Digit/Scheme¹

Bundles: Optional. Scheme preparation use [L008](#). Bundles must contain 10 or more pieces to same 3-digit/scheme; fewer than 10 pieces in a bundle not permitted.²

Labels: Green Label 3 or OEL.

ADC

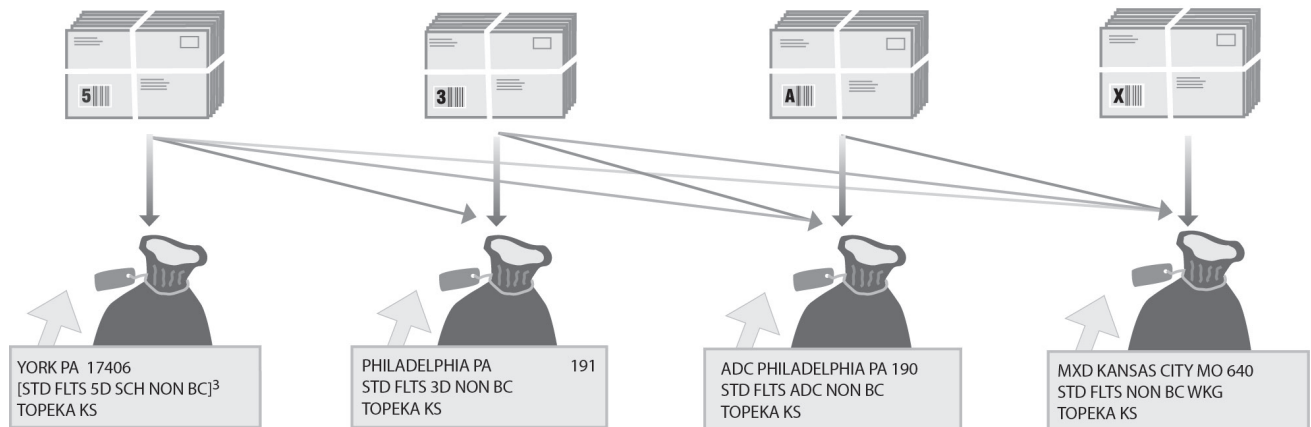
Bundles: Optional. 10 or more pieces to same ADC (see [L004](#)); fewer than 10 pieces in a bundle not permitted.²

Labels: Pink Label A or OEL.

Mixed ADC

Bundles: Any remaining pieces must be bundled in mixed ADC bundles.

Labels: Tan Label X or OEL.

**5-Digit/Scheme³**

Flat Trays and Sacks (when applicable): Optional, but required for 5-digit price. Full flat tray, 125 pieces, or 15 pounds to the same 5-digit/scheme; smaller volume not permitted.⁴

Labels: Line 1: For 5-digit scheme flat trays, use [L007](#), Column B. For 5-digit flat trays/sacks, use city, state, and 5-digit ZIP Code on mail. Line 2: For 5-digit scheme flat trays, use "STD FLT 5D SCH NON BC." For 5-digit flat trays/sacks, use "STD FLTS 5D NON BC."

Price: 5-Digit

3-Digit

Flat Trays and Sacks (when applicable): Optional, but required for 3-digit price. Full flat tray, 125 pieces, or 15 pounds; smaller volume not permitted.

Optional: After all flat trays or sacks are prepared, mailers may make one less-than-full flat tray/sack for any remaining bundles for each origin 3-digit ZIP Code prefix of the SCF serving the Post Office where the mail is verified.

Labels: For Line 1, use [L002](#), Column A, for destination facility.

Price: 3-Digit or ADC⁵

ADC

Flat Trays: Optional, but required for ADC price. Full flat tray, 125 pieces, or 15 pounds; smaller volume not permitted.

Labels: For Line 1, use [L004](#), Column B for destination facility.

Price: ADC

Mixed ADC

Flat Trays: Any remaining bundles placed in mixed ADC flat trays.

Labels: For Line 1, use [L009](#), Column B.

Price: Mixed ADC

Prices are based on the flat tray or sack level.

1. Pieces meeting the automation-compatibility standards in [201.6.0](#) must be prepared in 5-digit scheme and 3-digit scheme bundles. Mailers must prepare all possible 5-digit scheme bundles and 5-digit scheme flat trays before preparing 5-digit bundles and 5-digit flat trays/sacks. All possible 3-digit scheme bundles must be prepared before preparing 3-digit bundles and 3-digit flat trays/sacks.

2. Bundles may contain less than the 10 or 15 piece minimums when there are at least the minimum number of pieces to a destination and the bundle size would exceed the maximum size ([601.2.0](#)).
3. For 5-digit scheme flat trays, use “STD FLT 5D SCH NON BC.” For 5-digit flat trays/sacks, use “STD FLTS 5D NON BC.”
4. For nonidentical-weight pieces, see [245.8.4b](#).
5. ADC price for any 3-digit flat tray for origin SCF not meeting the minimum volume.

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