

## Commercial - USPS Marketing Mail Automation Flats

<b>Related QSGs</b>	<a href="#">201d, Designing Flats for Automated Processing</a>
<b>Physical Standards (201)</b>	Maximum weight: less than 16 ounces. For an overview of the physical standards for commercial flats, see <a href="#">Quick Service Guide 201c</a> .
<b>Prices and Fees (243.1.0)</b>	For a complete list of commercial USPS Marketing Mail prices, see <a href="#">Notice 123–Price List</a> . Destination discounts apply to mail prepared as prescribed by USPS and addressed for delivery within service area of destination SCF or delivery unit (DDU) ( <a href="#">246.2.0</a> ). Annual presort mailing fee applies.
<b>Content (243.2.0)</b>	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 ( <a href="#">703.1.0</a> ).
<b>Eligibility Standards (243.8.0)</b>	Mailings of 200 or more addressed pieces (or 50 pounds of addressed pieces) must be automation compatible ( <a href="#">201.6.0</a> ), bear an Intelligent Mail barcode ( <a href="#">204.1.0</a> ), and be sorted and marked as described below. 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 ( <a href="#">703.1.0</a> ). Each piece must also include a complete delivery address with correct ZIP Code or ZIP+4 code. For address standards, see <a href="#">243.8.2</a> ; for barcode quality standards, see <a href="#">204.1.0</a> ; and for CASS/MASS standards, see <a href="#">602.9.0</a> . Addresses must be matched using a CASS/MASS-certified process within 120 days before mailing date. 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 <a href="#">201.3.17</a> . Rigid, nonrectangular, and pieces that are not uniformly thick must be prepared as parcels pieces and pay parcel prices ( <a href="#">243.3.2.1</a> ). Mailers can apply Repositionable Notes. See <a href="#">202.7.0</a> . Addresses on all pieces must be updated within 95 days before mailing through a USPS-approved address update method (e.g., ACS, NCOA <sup>Link</sup> , or the appropriate ancillary service endorsement (except Forwarding Service Requested) under <a href="#">507.1.5.3</a> ). For an overview of the Move Update standards, see <a href="#">Quick Service Guide 602a</a> .
<b>Postage Payment and Documentation (244)</b>	Precanceled stamp ( <a href="#">604.3.0</a> ), meter ( <a href="#">604.4.0</a> ), or permit imprint ( <a href="#">604.5.0</a> ). Additional standards apply to mailings of nonidentical-weight pieces. Documentation: <ul style="list-style-type: none"> <li>■ Postage statement: <b>Regular:</b> <a href="#">PS Form 3602-R</a>, <a href="#">PS Form 3602-EZ</a>. <b>Nonprofit:</b> <a href="#">PS Form 3602-N</a>, <a href="#">PS Form 3602-NZ</a>.</li> <li>■ <a href="#">PS Form 3553</a> must be retained by mailer for 1 year (<a href="#">602.9.5.2</a>).</li> <li>■ Supporting documentation: required unless the mailing contains less than 10,000 pieces and the 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).</li> </ul>
<b>Mail Preparation (245.10.0)</b>	Marking on each piece in the postage area ( <a href="#">202.3.0</a> ): <ul style="list-style-type: none"> <li>■ <b>Regular:</b> “Marketing” or “MKTG” or “MKT”, “Standard” or “STD”, “Presorted USPS Marketing” or “PRSRT MKTG” or “PRSRT MKT”, “Presorted Standard” or “PRSRT STD.”</li> <li>■ <b>Nonprofit:</b> “Nonprofit Organization,” “Nonprofit Org.,” or “Nonprofit.”</li> </ul> <b>Note:</b> Both markings (e.g., Mktg or STD) are acceptable in the same mailing. Marking on each piece prepared to FSS zones ( <a href="#">705.14.0</a> ) Use of the “AUTO” marking is optional. Barcoded tray/sack labels are required ( <a href="#">245.4.0</a> ). Palletization is preferred (see <a href="#">Quick Service Guide 705d</a> ).

Quick Service  
Guide

Any mailing job that contains comailed bundles of Presorted flats and bundles of automation flats must be prepared using [705.9.0](#) or [705.11.0](#).

Mailpieces intended for delivery to FSS zones must be prepared under [705.14.0](#).

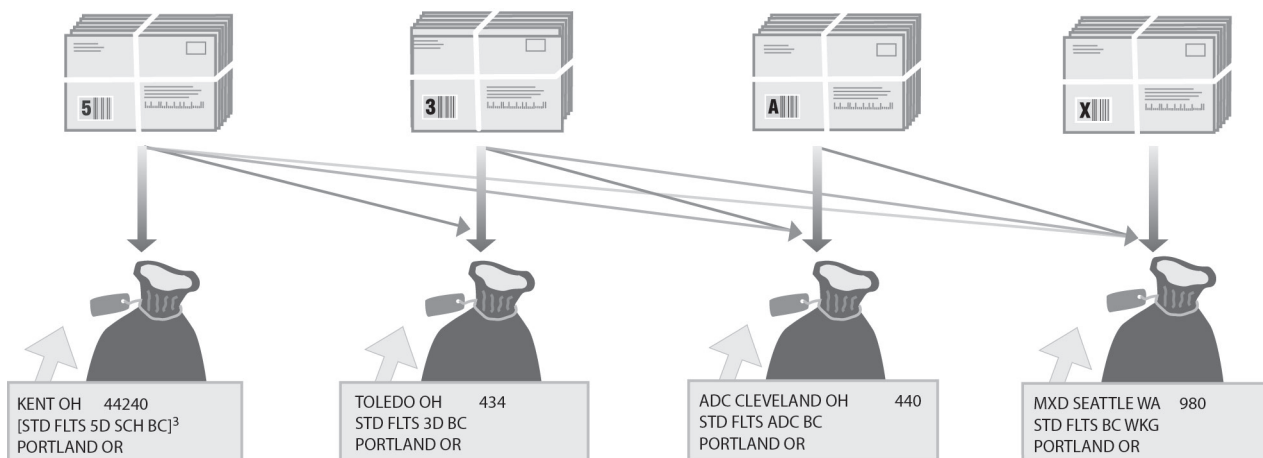
**Enter and  
Deposit (246)**

Mailing entered at an acceptance point designated by USPS.

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 (245.10.4) See “Preparation” for allowed sack usage.**

5-Digit/Scheme <sup>1</sup>	3-Digit/Scheme <sup>1</sup>	ADC	Mixed ADC
<b>Bundles:</b> Optional, but required for 5-digit price. Scheme preparation use <a href="#">L007</a> . Bundles must contain 15 or more pieces for mailings containing pieces weighing 5 ounces or less and 10 or more pieces for mailings containing pieces weighing more than 5 ounces. Fewer pieces in a bundle not permitted. <sup>2</sup>	<b>Bundles:</b> Optional, but required for 3-digit price. Scheme preparation use <a href="#">L008</a> . Bundles must contain 10 or more pieces to the same 3-digit/scheme; fewer than 10 pieces in a bundle not permitted. <sup>2</sup>	<b>Bundles:</b> Optional, but required for ADC price. 10 or more pieces to same ADC (see <a href="#">L004</a> ); fewer than 10 pieces in a bundle not permitted. <sup>2</sup>	<b>Bundles:</b> Any remaining pieces must be bundled in mixed ADC bundles.
<b>Labels:</b> Red Label 5 SCH, Red Label 5, or optional endorsement line (OEL) ( <a href="#">203.7.0</a> ).	<b>Labels:</b> Green Label 3 SCH, Green Label 3, or OEL.	<b>Labels:</b> Pink Label A or OEL.	<b>Labels:</b> Tan Label X or OEL.
<b>Price:</b> 5-Digit	<b>Price:</b> 3-Digit	<b>Price:</b> ADC	<b>Price:</b> Mixed ADC



Bundling and Traying Sequence (245.10.4) See "Preparation" for allowed sack usage.			
5-Digit/Scheme <sup>3</sup>	3-Digit	ADC	Mixed ADC
<p><b>Flat Trays and Sacks (when applicable):</b> Optional. Full flat tray, 125 pieces, or 15 pounds to the same 5-digit/scheme; smaller quantities not permitted.</p> <p><b>Barcoded Labels:</b> 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 FLTS 5D SCH BC." For 5-digit flat trays/sacks, "STD FLTS 5D BC."</p>	<p><b>Flat Trays and Sacks (when applicable):</b> Optional. Full flat tray, 125 pieces, or 15 pounds of pieces to the same 3-digit ZIP Code; smaller quantities not permitted.</p> <p>Exception: After preparing all required sacks/flat trays, prepare a sack/flat tray for any remaining bundles for each 3-digit ZIP Code of SCF serving the Post Office where the mail is verified.</p> <p><b>Barcoded Labels:</b> For Line 1, use L002, Column A, for destination facility.</p>	<p><b>Flat Trays:</b> Optional. Full flat tray, 125 pieces, or 15 pounds to the same ADC; smaller quantities not permitted.</p> <p><b>Barcoded Labels:</b> For Line 1, use L004, Column B, for destination facility.</p>	<p><b>Flat Trays:</b> Required for any remaining bundles placed in mixed ADC flat trays.</p> <p><b>Barcoded Labels:</b> For Line 1, use L009, Column B.</p>
Price is based on type of bundle regardless of flat tray/sack in (or pallet on) which it is placed.			

1. 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. Mailers must prepare all possible 3-digit scheme bundles 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 (203.4.12).
3. Use "STD FLTS 5D SCH BC" on 5-digit scheme flat trays; use "STD FLTS 5D BC" on 5-digit flat trays/sacks.

