

Physical Standards (201)	<p>Minimum weight nonstandard parcels: None.</p> <p>Minimum weight machinable parcels: None.</p> <p>Maximum weight: 15 pounds.</p> <p>For an overview of the physical standards for commercial parcels, see Quick Service Guide 201e.</p>
Prices and Fees (263.1.0)	<p>For a complete listing of Bound Printed Matter prices - see Notice 123–Price List.</p> <p>Presorted and Carrier Route prices: separate per piece and per pound charges based on weight. Per pound charges must be calculated using a 1 pound minimum weight per piece, even if the pieces weigh less than 1 pound each. DSCF and DDU prices are not zoned. Destination entry discounts apply to mail prepared as prescribed by USPS and addressed for delivery within service area of destination SCF or delivery unit (DDU) (266).</p> <p>No annual mailing fee.</p>
Content (263.2.0)	<p>Bound Printed Matter is typically catalogs, directories, books, and other printed material that weigh up to 15 pounds and meet specific eligibility standards in 263.2.0. Contents must:</p> <ul style="list-style-type: none">■ Consist of advertising, promotional, directory, or editorial material (or any combination of these).■ Be securely bound by permanent fastening.■ Consist of sheets of which at least 90% are imprinted by any process other than handwriting, typewriting with letters, characters, figures, or images (or any combination of these).■ Not have the nature of personal correspondence.■ Not be stationery (e.g., pads of blank printed forms).
Eligibility Standards (263.4.0)	<p>Eligible mailings must meet the following minimum pieces:</p> <ul style="list-style-type: none">■ 300 pieces for Presorted and Carrier Route.■ No minimum for nonpresorted. <p>Mailings of 300 or more pieces, sorted, and marked as described below. Machinable parcels (201.7.5) and nonstandard parcels (201.7.6) may not be combined in the same mailing.</p> <p>Each piece must include complete delivery address with correct ZIP Code or ZIP+4 Code. Return address required for pieces with ancillary service endorsement or extra services.</p> <p>For Presorted prices, a certified process must be used at least once a year to ensure accuracy of 5-digit ZIP Codes.</p> <p>For the Carrier Route price, carrier route information must be updated, using a CASS-certified process, within 120 days before mailing (263.4.0).</p> <p>Destination entry discounts apply to mail prepared as prescribed by USPS and addressed for delivery within service area of destination SCF or delivery unit (DDU) (266.2.0).</p> <p>Each piece entered at the Presorted or Carrier Route price must bear a unique Intelligent Mail package barcode, including a postal routing code, prepared under 204.2.0.</p>
Postage Payment and Documentation (264)	<p>Permit imprint (604.5.0).</p> <p>Postage statement: PS Form 3605-R.</p>
Mail Preparation (265)	<p>Markings (202.3.0):</p> <ul style="list-style-type: none">■ Presorted price: “Bound Printed Matter” or “BPM” and either “Presorted” or “PRSRT.”■ Carrier Route price: “Bound Printed Matter” or “BPM” and “Carrier Route Presort” or “CAR-RT SORT.” <p>Mark each piece in the postage area. For optional marking locations, see 202.3.3.</p> <p>Pieces must be separated by zones when presented unless authorized under 705.2.0.</p> <p>Parcels must include a unique Intelligent Mail package barcode with a postal routing code, prepared under 204.2.0.</p>
Enter and Deposit (266)	<p>Generally at the Post Office where permit is held.</p>

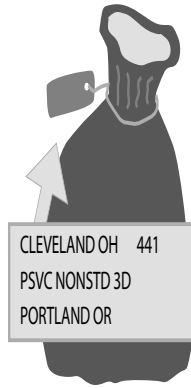
Preparation

Sacking Sequence for Nonstandard Parcels (265.8.2)

**5-Digit/Scheme**

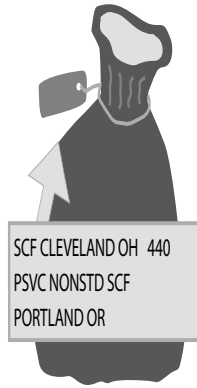
Sacks: Required, at 20 pounds, smaller volumes not permitted.

Labels: Line 1: For 5-digit scheme sacks, use [L606](#), Column B. For 5-digit sacks, use city, state, and 5-digit ZIP Code on mail. Line 2: For 5-digit scheme sacks, use "PSVC NONSTD 5D SCH." For 5-digit sacks, use "PSVC NONSTD 5D."

**3-Digit**

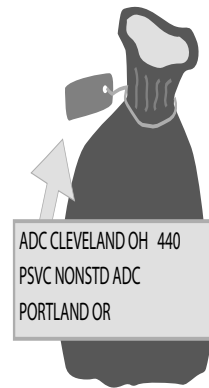
Sacks: Required at 20 pounds, smaller volumes not permitted.

Labels: For Line 1, use [L002](#), Column A. For Line 2, use "PSVC NONSTD 3D."

**SCF**

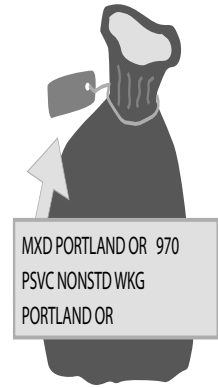
Sacks: Optional at 20 pounds, smaller volumes not permitted.

Labels: For Line 1, use [L005](#), Column B. For Line 2, use "PSVC NONSTD SCF."

**ADC**

Sacks: Required at 20 pounds, smaller volumes not permitted.

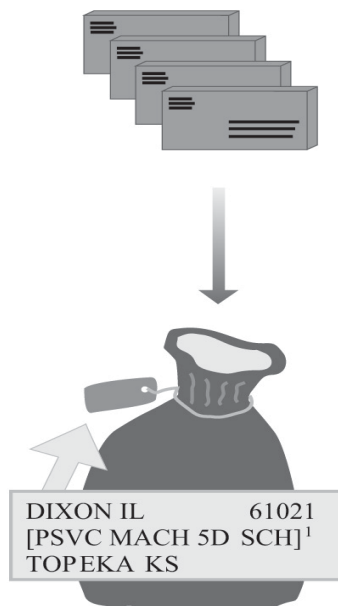
Labels: For Line 1, use [L004](#), Column B. For Line 2, use "PSVC NONSTD ADC."

**Mixed ADC**

Sacks: Required; no minimum.

Labels: For Line 1, use "MXD" followed by the city, state, and ZIP Code of ADC serving 3-digit prefix for the entry post office as shown in [L009](#), Column B. For Line 2, use "PSVC NONSTD WKG."

Sacking Machinable Parcels (265.8.3)

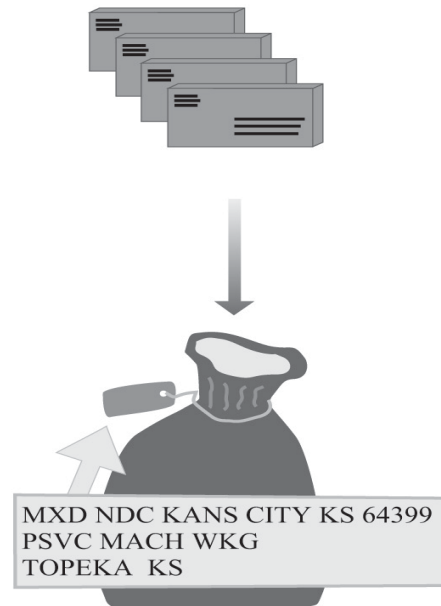


5-Digit/Scheme²

Sacks: Required; minimum 10 addressed pieces or 20 pounds, smaller volumes not permitted.

Labels: Line 1: For 5-digit scheme sacks, use L606, Column B. For 5-digit sacks, use city, state, and 5-digit ZIP Code on mail.

Line 2: For 5-digit scheme sacks, use "PSVC MACH 5D SCH." For 5-digit sacks, use "PSVC MACH 5D."



Mixed NDC

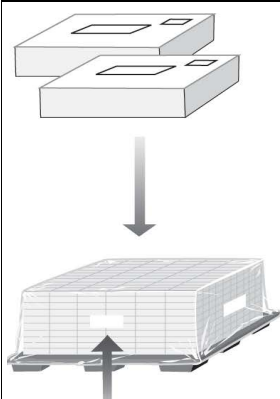
Sacks: Required; no minimum.

Labels: For Line 1, "MXD" followed by the information in L601, Column B for the NDC serving the 3-digit ZIP Code prefix of the entry post office. For Line 2, use "PSVC MACH WKG."

1. For 5-digit scheme sacks, use "PSVC MACH 5D SCH;" for 5-digit sacks, use "PSVC MACH 5D."

2. All possible 5-digit scheme bundles must be prepared before preparing 5-digit sacks.

Palletizing Machinable Parcels (705.8,10.6)

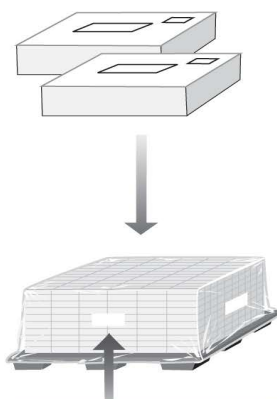


FALMOUTH VA 22403
PSVC MACH 5D SCH
DETROIT MI

5-Digit Scheme

Optional at 250 pounds.

Labels: For Line 1, use L606, Column B. For Line 2, use "PSVC MACH 5D SCH."

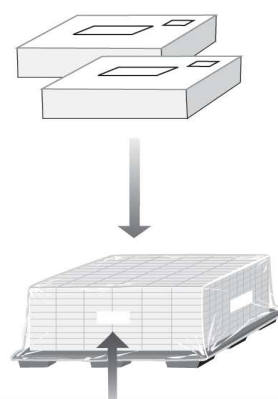


FAIRFAX VA 22033
PSVC MACH 5D
DETROIT MI

5-Digit

Required at 500 pounds. Optional at 250 pounds.

Labels: For Line 1, use city, state, and 5-digit ZIP Code on mail. For Line 2, use "PSVC MACH 5D."



MXD NDC DETROIT MI 48399
PSVC MACH WKG
DETROIT MI

Mixed

Optional at 250 pounds.

Labels: For Line 1, use MXD followed by L601, Column B information for facility serving the 3-digit ZIP Code prefix of the entry post office. For Line 2, use "PSVC MACH WKG."