Quick Service Guides

Effective November 7, 2016

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Physical Standards (101.4.0)

Maximum weight: 70 pounds.
Maximum length and girth: 108 inches.

Prices and Fees (113.1.0)

For a complete list of retail Priority Mail Express prices see, Notice 123–Price List.

Except for the Priority Mail Express Flat Rate packaging, Priority Mail Express prices are based on weight and zone. Items are charged the 0.5-pound price for weights up to 0.5 pound (i.e. If a piece weighs 0.25 pound, the weight (postage) increment is 0.5 pound). Items over a 0.5 pound are rounded up to the next whole pound (i.e. If a piece weighs 0.75 pound, the weight (postage) increment is 1 pound or if a piece weighs 1.2 pounds, the weight (postage) increment is 2 pounds).

Matter mailed in USPS-produced Priority Mail Express Flat Rate packaging is charged one flat price regardless of weight (up to 70 pounds) or domestic destination. Only USPS-produced Flat Rate packaging is eligible for the Priority Mail Express Flat Rate price.

10:30 a.m. Delivery Fee: An optional fee is charged for a 10:30 a.m. request to have Priority Mail Express items delivered to an addressee within the delivery area of the destination facility where available.

Sunday/Holiday Premium: Delivery guaranteed for a Sunday or a holiday is charged a premium fee. Customers may avoid the Sunday or holiday premium fee by opting for guaranteed delivery on the subsequent delivery day.

Content (113.3.0)

All mailable matter may be sent as Priority Mail Express, except matter prohibited by standards (e.g., certain hazardous materials).

Service Features (113.4.0)

Priority Mail Express is a money-back guaranteed 1-Day or 2-Day delivery service that includes tracking, proof of delivery, and insurance coverage up to $100. Priority Mail Express Sunday/holiday delivery is available to many destinations for an additional fee. Mailers may use the Domestic Price Calculator at *pe.usps.com* for delivery information between specific ZIP Codes.

Priority Mail Express 1-Day Delivery is available to designated destination 3-digit or 5-digit ZIP Code delivery areas. Items are delivered by 12:00 p.m. or 3 p.m. on the next day. Items may be delivered by 10:30 a.m. for a fee. If delivery is not made, the addressee is notified. A reminder notice is left on the third day after the attempted delivery. A second delivery is attempted only upon customer request. For an additional option, see Hold for Pickup below.

1-Day guarantee is adjusted during the December 22 through December 25 time period.

Priority Mail Express 2-Day Delivery is available to any 3-digit or 5-digit ZIP Code destination not listed in the 1-Day Delivery directory. Items are delivered by 12:00 p.m. or 3 p.m. on the second day. Items may be delivered by 10:30 a.m. for a fee. If delivery is not made, the addressee is notified. A reminder notice is left on the third day after the attempted delivery. A second delivery is attempted only upon customer request. For an additional option, see Hold for Pickup below.

Hold for Pickup (508.7.0) items presented for Priority Mail Express 1-Day Delivery are available for claim by the addressee at the destination facility by 10:30 a.m. or 3 p.m. of the next day the destination office is open for retail business. Hold for Pickup items presented for 2-Day Delivery are available for claim by 10:30 a.m. or 3 p.m. of the second day the destination office is open for retail business.

Priority Mail Express Military Service (703.2.0) is available between the United States and designated APO/FPO or DPO destination addresses.

Postage Payment and Documentation (114)

Retail Priority Mail Express postage may be paid by adhesive stamps (604.1.0) or postage meter (604.4.0).

Commercial base prices are available when postage is paid through the customer's USPS Corporate Account (USPSCA), online using Click-N-Ship®, by registered end-users of PC Postage products using a qualifying shipping label managed by the PC Postage system, or by using USPS-approved IBI postage meters that print the IBI with the appropriate price marking and who electronically transmit transactional data to the USPS and use an approved Priority Mail Express shipping label.

Mail Preparation (115)

Matter mailed in USPS-produced Priority Mail Express packaging is subject to Priority Mail Express prices regardless of how the packaging is reconfigured or how markings may be obliterated. Priority Mail Express envelopes and boxes are available from local Post Offices or online at *www.usps.com* at no additional cost. Customized preprinted labels also are available by contacting your local Post Office.

When sealing a Flat Rate package, the container flaps must be able to close within the normal folds. Tape may be applied to the flaps and seams to reinforce the container provided the design of the container is not enlarged by opening the sides, and the container is not reconstructed in any way.

For each Priority Mail Express item, the mailer must complete Label 11-B or Label 11-F or Label 11-HFPU for Hold for Pickup service. Each piece should include a complete delivery and return address with the correct ZIP Code or ZIP+4 code.

Signature required (for labels dated January 2012): mailers requiring a signature must instruct the USPS by checking the "Signature Required" box on the label. A signature is required for Priority Mail Express COD, or Priority Mail Express with additional insurance.

Enter and Deposit (116)

Retail Priority Mail Express 1-Day and 2-Day items may be mailed at Post Offices, stations, and branches; dropped into Priority Mail Express collection boxes; handed to carriers; or picked up by the USPS. Priority Mail Express weighing more than 13 ounces bearing only postage stamps may not be deposited into a collection box or other unattended location, but must be presented at a Post Office retail counter.

Acceptance and collection information may be obtained by calling 1-800-222-1811 or contacting your local postmaster.

Pickup on Demand (507.7.0) is available regardless of the number of pieces. Only one fee includes Priority Mail Express, Priority Mail, or USPS Retail Ground items picked up at same time. Service and information is available by calling 1-800-222-1811 or at *www.usps.com*.

Package Pickup is available for free by submitting your request online at *www.usps.com* and having your Priority Mail Express, Priority Mail, or international packages, with postage affixed, ready when your carrier arrives for your regular mail delivery.

Extra Services (503.1.0)

Return receipt (Form 3811) service is available (503.6.0). Collect on Delivery (COD) (503.9.0). Insurance against loss, damage, or rifling is included at no extra cost for coverage up to $100 (503.4.0). Additional merchandise insurance may be available up to $5,000, depending on the value and nature of the item. Indemnity claims must be filed within 60 days of the date of mailing (609.1.0). For an overview of extra services, see Quick Service Guide 503.

Physical Standards (101.5.0)

Maximum weight: 70 pounds.
Maximum length and girth: 108 inches.

Prices and Fees (123.1.0)

For a complete listing of retail Priority Mail prices, see Notice 123–Price List.

Except for Flat Rate and Regional Rate packaging, balloon, or dimensional weight, Priority Mail retail prices are based on weight and zone. Mailpieces are charged per pound; any fraction of a pound is rounded up to the next whole pound.

Balloon Price: Parcels addressed for delivery to Zones 1-4 that weigh less than 20 pounds but measure more than 84 inches (but not exceeding 108 inches) in combined length and girth are charged the 20-pound price for the zone to which addressed.

Dimensional Weight Price: Postage for parcels addressed for delivery to Zones 5-9 and exceeding 1 cubic foot (1,728 cubic inches) is based on the actual weight or the dimensional weight, whichever is greater.

Priority Mail Flat Rate options offer one low price regardless how much the item weighs (up to 70 pounds) or the domestic destination. Only USPS-produced Priority Mail Flat Rate packaging is eligible for Flat Rate pricing (exception: USPS-produced Priority Mail envelopes smaller than 12.5" x 9.5"). Priority Mail Flat Rate Envelopes, Flat Rate Boxes, and other packaging is available at no additional cost by phone at 1-800-222-1811 or via the Web at *USPS.com/shop*. Some items are available at retail Post Office locations.

Priority Mail Forever Prepaid Flat Rate packaging is only available online at *www.usps.com*. Forever Prepaid packaging is available for select Flat Rate Envelopes and Boxes and is equivalent to the current price paid at retail Post Office locations; they compare to the Forever Stamp in that it can be used even after the price of Priority Mail has increased.

The Priority Mail Large Flat Rate Box may be used for APO/FPO and DPO destination addresses at $2 off the regular retail price. Forever Prepaid packaging may be sent to APO/FPO and DPO destinations; however, the discounted military price is not available.

Pickup on Demand (507.7.0) is available regardless of the number of pieces. Only one fee includes Priority Mail Express, Priority Mail, or USPS Retail Ground picked up at the same time. Service and information is available at *www.usps.com.*

Package Pickup is available for free by submitting your request online at *www.usps.com* and having your Priority Mail Express, Priority Mail, or international mail packages, with postage affixed, ready when your carrier arrives for your regular mail delivery.

For a complete list of Flat Rate packaging items, see the Flat Rate Quick Reference section of Notice 123–Price List.

Content (123.3.0)

Unless Priority Mail Express is used, Priority Mail prices are required for a mailpiece that weighs more than 13 ounces when the mailpiece contains matter that must be mailed as First-Class Mail (133.3.0). All mailable matter may be sent as Priority Mail, except matter prohibited by standards (e.g., certain hazardous materials).

Postage Payment and Documentation (124)

Retail Priority Mail postage may be paid by adhesive stamps, postage meter, and USPS Click-N-Ship.

Priority Mail Forever Prepaid Flat Rate packaging must be purchased with a credit card online through *www.usps.com*. Packages will arrive with shipping labels and Forever Prepaid postage affixed. USPS Tracking is included at no extra cost. Any additional services must be purchased at a retail Post Office location and applicable extra service fee paid via postage stamps, postage validation imprint (PVI), or postage meter.

Mail Preparation (125)

Matter mailed in USPS-produced Priority Mail packaging is subject to Priority Mail prices regardless of how the packaging is reconfigured or how markings may be obliterated.

Shipping labels affixed to Priority Mail Forever Prepaid packaging may not be removed from its existing package and placed on any other mailing container.

When sealing Flat Rate or Regional Rate packaging, the container flaps must be able to close within the normal folds. Tape may be applied to the flaps and seams to reinforce the container provided the design of the container is not enlarged by opening the sides and the container is not reconstructed in any way.

Each piece must include a complete delivery and return address with correct ZIP Code or ZIP+4 code (602.1.0).

Marking on each piece: “Priority Mail” must be placed prominently on the address side of each mailpiece.

Deposit (126)

Packages with adhesive stamps (13 ounces or less) may be deposited in collection boxes, handed to carriers, or presented at Post Offices. Packages with adhesive stamps (more than 13 ounces) must be presented at a Post Office retail counter. Packages with metered postage or PC Postage may be deposited in collection boxes or at an acceptance point designated by USPS.

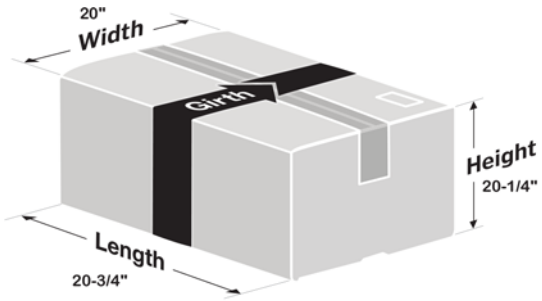
Delivery: At mailer's option, uninsured mail may be left in a protected place if endorsed “Carrier-Leave If No Response” (508.1.1.8).

Determining Priority Mail Dimensional Weight

Priority Mail dimensional weight for rectangular shaped parcels to zones 5–8.

1. Measure the length, width, and height in inches. Round off[1] each measurement to the nearest whole inch: (length = 21, height = 20, and width = 20).
2. Multiply length x height x width: (21 x 20 x 20) = 8,400 cubic inches.
3. If the result exceeds 1,728 cubic inches, divide the result by 194 and round up[2] to the next whole number to determine dimensional weight in pounds:(8,400/194 = 43.29) 43.29 rounded up to the next pound is 44.
4. The price is based on the actual weight or dimensional weight, whichever is greater.

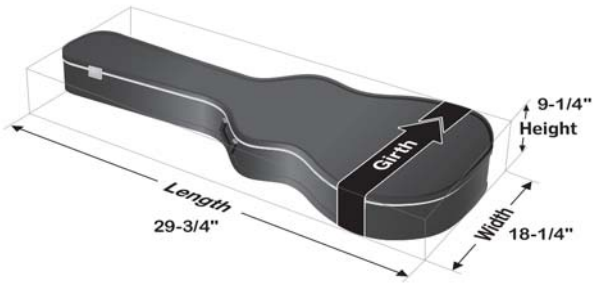
In this example the dimensional weight for this rectangular package to zones 5–8 is 44 pounds.



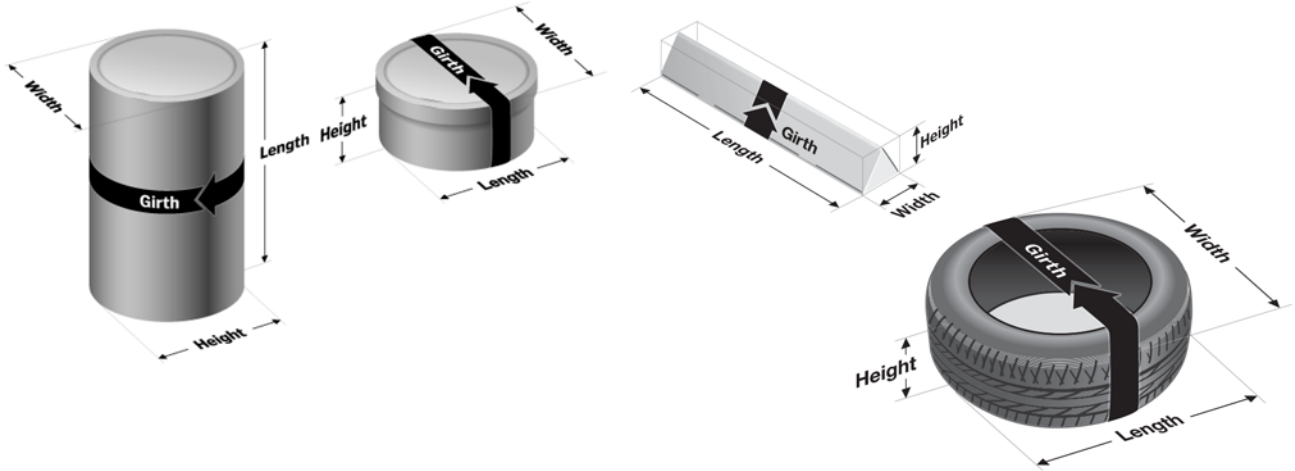
Priority Mail dimensional weight for nonrectangular shaped parcels to zones 5–8.

1. Measure the length, width, and height in inches at their extreme dimensions. Round off[1] each measurement to the nearest whole inch: (length = 30, height = 9, and width = 18).
2. Multiply length x height x width: (30 x 9 x 18) = 4,860 cubic inches.
3. Multiply the result by an adjustment factor of 0.785: 4,860 x 0.785 = 3,815.1 cubic inches.
4. If the final result exceeds 1,728 cubic inches, divide the result by 194 and round up[2] to the next whole number to determine the dimensional weight in pounds: (3,815.1/194 = 19.66) 19.66 rounded up to the next pound is 20.
5. The price is based on the actual weight or dimensional weight, whichever is greater.
6. If the dimensional weight exceeds 70 pounds, the package pays the 70 pound price.

In this example the dimensional weight for this nonrectangular package to zones 5–8 is 20 pounds.



Additional examples of nonrectangular measurement.



1. Round off (e.g., 20.5 rounded off to the next whole number is 21, and 20.4 rounded off is 20), see 604.7.1.3.
2. Round up (e.g., rounding up either 44.2 or 44.8 to the next whole pound is 45).

EDDM-Retail
Standard Mail Flats

140

Quick Service Guide

Physical Standards (101.2.1)

Maximum weight: 3.3 ounces.

Minimum size: All pieces must be at least 5 inches long, 3-1/2 inches high and 0.007 inch thick. EDDM Retail flats also must have at least one dimension greater than 10-½ inches long, 6-1/8 inches high, or ¼ inch thick.

Maximum size: 15 inches long, 12 inches high, and 0.75 inch thick.

Prices and Fees (143.1.0)

For EDDM-Retail prices, see Notice 123-Price List.

EDDM-Retail saturation flats have a maximum weight of 3.3 ounces. There are no annual presort or mailing fees to mail pieces as EDDM-Retail.

Content (143.3.0)

EDDM-Retail flats are Standard Mail. EDDM-Retail enables customers to mail saturation flats with simplified addresses to all types of delivery in an even more simplified manner, subject to basic standards in DMM 140.

Eligibility Standards (143)

EDDM-Retail must be part of a saturation flats mailing with all pieces bearing simplified addresses meeting the saturation and addressing standards in 602.3.0. Each mailing must consist of 200 or more pieces or 50 or more pounds of mail up to a maximum of 5000 pieces per day per 5-digit ZIP Code. See Mail Preparation below for more information.

Postage Payment and Documentation (144)

The mailer is responsible for proper postage payment. Postage for EDDM-Retail flats must be paid with a postage evidencing system indicia (604.4.0) with the correct amount of postage affixed to each piece or payment at the time of mailing by cash, check, debit card, or credit card. See Exhibit below for the wording of the indicia required on each piece. Each mailing of EDDM-Retail flats must be accompanied by a postage statement (PS Form 3587) completed and signed by the mailer.

PRSRT STD
ECRWSS
U.S. POSTAGE
PAID
EDDM-Retail

Mail Preparation (145)

EDDM-Retail flats must be in bundles of 50-100. A facing slip must be on top of each bundle, under the straps, with the number of pieces in the bundle written on the facing slip. All pieces must be presented directly to the correct delivery Post Office or destination delivery unit (DDU).

EDDM-Retail flats must be part of one mailing of at least 200 pieces (or 50 pounds), but no more than 5000 pieces per mailing per day at any 5-digit ZIP Code location. As an exception to this minimum quantity, a mailing to all addresses in a 5-digit ZIP Code area may contain fewer than 200 pieces when there are fewer than 200 deliverable addresses in the entire ZIP Code service area to which the pieces are mailed. All pieces in a mailing must be entered at the designated Post Office servicing the routes and Post Office Box sections to which delivery is intended.

Enter and Deposit (146)

All EDDM-Retail mailings must be entered directly at the Post Office (or DDU) responsible for the Post Office Box or carrier route delivery for which the mailing is prepared, or shipped to that Post Office under 146.1.2.

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Retail Parcels
USPS Retail Ground

Physical Standards (101.7.0)

Maximum weight: 70 pounds.
Maximum length and girth: 130 inches.

Prices and Fees (153.1.0)

For a complete list of prices, see Notice 123–Price List.

Prices are calculated based on weight and zone.

- Zones 1 through 4 up to 70 pounds is limited to shipments of mailable hazardous materials, live animals, or other items required by standard to be shipped by ground transportation only.
- Zones 5 through 9 up to 70 pounds is available for all mailable items.

USPS Retail Ground is charged per pound or fraction thereof; any fraction of a pound is considered a whole pound.

Oversized price: pieces exceeding 108 inches but not more than 130 inches in combined length and girth are mailable at the oversized price for the zone to which addressed, regardless of weight.

Balloon price: parcels that weigh less than 20 pounds but measuring more than 84 inches (but not exceeding 108 inches) in combined length and girth are charged the 20-pound price for the zone to which addressed.

Content (153.3.0)

USPS Retail Ground is mailable matter that is neither mailed or required to be mailed as First-Class Mail nor entered as Periodicals (except as permitted or required by standard).

Generally used for shipping merchandise.

Eligibility Standards (153.2.0)

Each piece must include a complete delivery and return address.

Mailing items with no ancillary service endorsement obligates the mailer to pay any applicable forwarding and return postage charges at the single-piece price (507.1.5.4).

Postage Payment (154)

Stamps (604.1.0) or Meter (604.4.0). Pieces with postage affixed must bear the correct postage. Precancelled stamps and permit imprint not permitted.

Mail Preparation (155)

Marking: Pieces must be marked “USPS Retail Ground” in the postage area (155.1.3).

There are no presort, sacking, or labeling standards for USPS Retail Ground with the correct postage affixed.

Enter and Deposit (156)

USPS Retail Ground is primarily intended to be presented at a USPS retail service counter where USPS Tracking service can be initiated. USPS Retail Ground weighing more than 13 ounces bearing only postage stamps as payment must be presented to an employee at a retail service counter in a Postal Service facility.

Extra Services (503)

May use COD, USPS Tracking, insurance, return receipt for merchandise, Signature Confirmation, and special handling. Return receipt and restricted delivery are available for COD mail or mail insured for more than $200.00.

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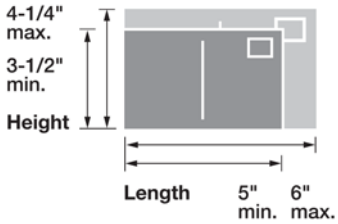
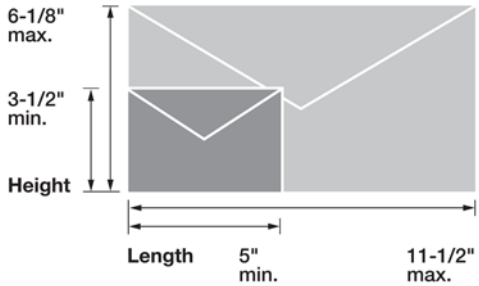
Overview

Card Dimensions



	Minimum	Maximum
Length	5 inches	6 inches
Height	3-1/2 inches	4-1/4 inches
Thickness	0.007 inch	0.016 inch

Letter Dimensions



	Minimum	Maximum
Length	5 inches	11-1/2 inches
Height	3-1/2 inches	6-1/8 inches
Thickness	0.007 inch	1/4 inch

Mailpieces are classified by shape and by the way they are prepared. These classifications are based on how efficiently mailpieces can be processed on Postal Service equipment. The Postal Service classifies letters and cards into one of three categories: machinable, nonmachinable, and automation. For the purposes of determining mailability or machinabilty, the length is the dimension parallel to the address as read (601.1.1.2).

Machinable Letters and Cards (201.1.0)

If you prepare your letters and cards so that they have an accurate address and can be processed on Postal Service equipment, your mail is “machinable” and eligible for “presort” prices. Machinable mailpieces must meet specific standards, including size, shape, and weight.

Maximum weight: First-Class Mail, machinable letters and Standard Mail machinable letters: 3.3 ounces, Periodicals letters: 3.5 ounces.

Machinable letters must not meet any of the nonmachinable characteristics (201.2.0).

Dimensions:

- Minimum: 5 inches long, 3-1/2 inches high, and 0.007 inch thick.
- Maximum for First-Class Mail card prices: 6 inches long, 4-1/4 inches high, and 0.016 inch thick.
- Maximum for letters and other cards: 11-1/2 inches long, 6-1/8 inches high, and 1/4 inch thick.
- Rectangular, with four square corners and parallel opposite sides. Letter-size, card-type mailpieces made of cardstock may have finished corners that do not exceed a radius of 1/8 inch.

Nonmachinable Letters (201.2.0)

Maximum weight: First-Class Mail and Periodicals nonmachinable letters 3.5 ounces; Standard Mail nonmachinable letters; less than 16 ounces.

- Presorted First-Class Mail letters are subject to a nonmachinable surcharge if they meet any of the characteristics in 201.2.1. The nonmachinable characteristics do not apply to pieces mailed at card prices.
- Standard Mail letters that have one or more of the nonmachinable characteristics in 201.2.1 are subject to the nonmachinable letter prices in 243.1.3.

Examples of a nonmachinable letter include:

- It has an aspect ratio (length divided by height) of less than 1.3 or more than 2.5 (a square envelope has an aspect ratio of 1, making it nonmachinable).
- It is more than 4-1/4 inches high or more than 6 inches long and is less than 0.009 inch thick.
- It has clasps, strings, buttons, or similar closure devices.
- It is too rigid.
- It has a delivery address parallel to the shorter side of the mailpiece.
- It contains items such as pens, pencils, or keys that create an uneven thickness.

- Letters with nonpaper surfaces, other than envelope windows or attachments that are allowed under eligibility standards by class of mail.

Automation Letters and Cards (201.3.0)

If your letter-size mailpiece is machinable and displays the correct delivery point barcode or Intelligent Mail barcode, you may qualify for lower, "automation" prices. A letter or card meets automation standards and qualifies for automation prices if it meets the specific addressing, barcoding, and design standards.

For additional information, see:

- Quick Service Guide 201a, Designing Letters and Cards for Automated Processing.
- Quick Service Guide 201b, Using Tabs, Wafer Seals, and Glue Strips.

Maximum weight:

- First-Class Mail automation letters: 3.5 ounces.
- Periodicals automation letters: 3.5 ounces.
- Standard Mail automation letters and carrier route letters: 3.5 ounces.
- See 201.3.6 for heavy letter mail weighing over 3 ounces.

Shape: rectangular. Aspect ratio (length divided by height): 1.3 to 2.5 (201.3.7).

Dimensions:

- Minimum: 3-1/2 inches high, 5 inches long, and either 0.007 inch thick if not more than 4-1/4 inches high and 6 inches long; or 0.009 inch thick if more than 4-1/4 inches high or 6 inches long, or both.
- Maximum for First-Class Mail card prices: 4-1/4 inches high, 6 inches long, and 0.016 inch thick.
- Maximum for letters and other cards: 6-1/8 inches high, 11-1/2 inches long, and 1/4 inch thick.

Length is the dimension parallel to the address as read (601.1.1.2).

All letter-size reply cards and envelopes (Business Reply Mail, Courtesy Reply Mail, and meter reply mail) provided as enclosures must meet the physical standards for automation letters and cards in 201.3.17.

Quick Service Guides

First-Class Mail

See Quick Service Guides:

230a Nonmachinable Letters
230b Machinable Letters and Cards
230c Automation Letters and Cards

Standard Mail

See Quick Service Guides:

240a Nonmachinable Letters
240b Machinable Letters
240c Automation Letters
240d Carrier Route Letters

Periodicals

See Quick Service Guides:

207c Nonbarcoded Letters
207e Barcoded (Automation) Letters

Commercial Letters and Postcards

Designing Letters and Postcards for Automated Processing

201a

Quick Service Guide

Related QSGs

230c, First-Class Mail Automation Letters and Postcards
240c, Standard Mail Automation Letters
207e, Periodicals Barcoded (Automation) Letters

Overview

Letter-size mail and card-size pieces meeting the applicable automation standards are entitled to automation prices. This Quick Service Guide summarizes the standards for mail with 100% delivery point barcodes and mail without barcodes processed on USPS optical character readers (OCRs).

Physical Standards (201.3.0, 708.4.0)

Must meet all physical standards in 201.3.0.
Aspect ratio from 1.3 to 2.5 (201.3.7).
Dimensions:

- Minimum: 3-1/2 inches high, 5 inches long, and either 0.007 inch thick if not more than 4-1/4 inches high and 6 inches long; or 0.009 inch thick if more than 4-1/4 inches high or 6 inches long, or both.
- Maximum for cards at card rates: 4-1/4 inches high, 6 inches long, and 0.016 inch thick.
- Maximum for letters and other cards: 6-1/8 inches high, 11-1/2 inches long, 1/4 inch thick.
- Rectangular, with four square corners and parallel opposite sides. Letter-size, card-type mailpieces made of cardstock may have finished corners that do not exceed a radius of 0.125 inch (1/8 inch).

Maximum Weight:

- First-Class Mail Presorted Machinable—3.3 ounces (0.2063 pound).
- First-Class Mail Automation—3.5 ounces (0.2188 pound).[1]
- Periodicals Barcoded (Automation)—3.5 ounces (0.2188 pound).[1]
- Standard Mail Automation—3.5 ounces (0.2188 pound).[1]
- Enhanced Carrier Route—3.5 ounces (0.2188 pound).[1]

1. Heavy letters over 3 ounces, if barcoded, must bear an address block delivery point barcode under 201.3.6, and be part of a 100% delivery point or Intelligent Mail barcoded mailing. Heavy letters must be prepared in a sealed envelope, and may not contain stiff enclosures or be prepared as a self-mailer or booklet-type mailpiece.

Prohibitions:

- Polywrap, polybag, and shrinkwrap.
- Clasps, strings, staples, buttons, or protrusions that might impede or damage the mail or mail processing equipment (201.3.8).

Other machinability standards:

- Rigid and odd-shaped items prohibited or restricted (201.3.10).
- Tabbing for self-mailers or booklets (see 201.3.11 or Quick Service Guide 201b).

Pieces with delivery point barcodes or Intelligent Mail barcodes must meet all standards in 708.4.0:

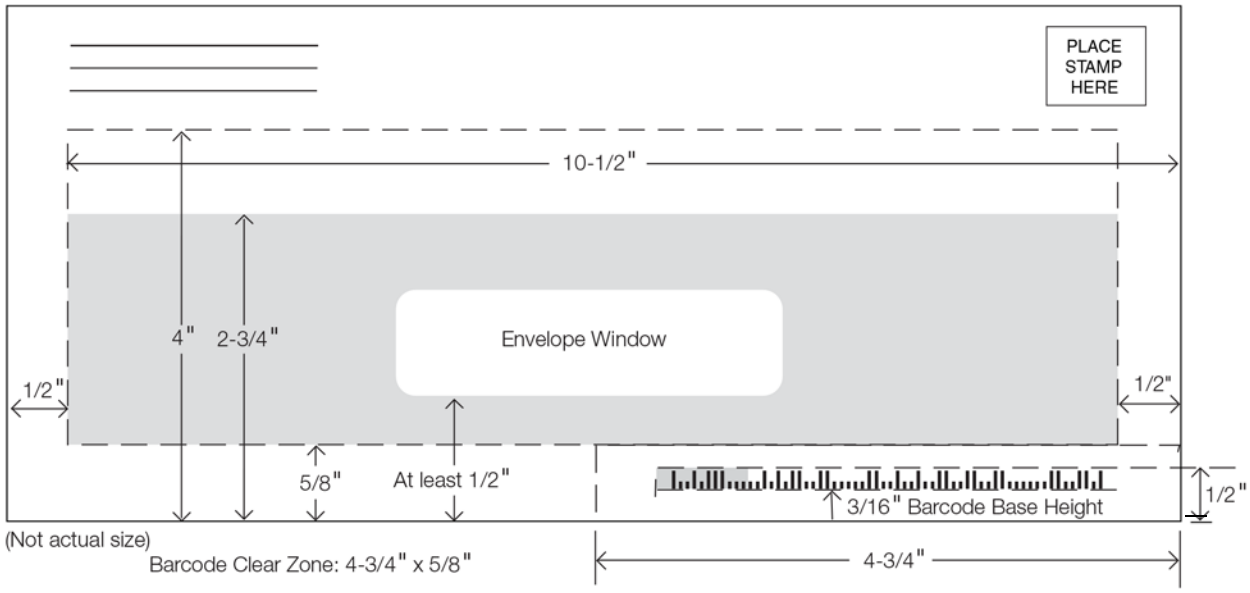
- Format of barcode bars (e.g., dimensions and spacing, 708.4.2).
- Minimum clearance around barcode for barcodes printed on a mailpiece or label: 1/8 inch on left and right sides; 1/25 inch above and below barcode.
- Placement of address block barcode, lower right barcode, or barcode within a window: see page two.
- Reflectance standards for barcode and portion of mailpiece on which barcode is printed (708.4.4).

Barcode in Address Block (202.5.0)

When the barcode is included as part of the address block the barcode must be placed in one of these positions:

- Above the address line containing the recipient's name.
- Below the city, state, and ZIP Code line.
- Above or below the keyline information.
- Above or below the optional endorsement line.

Physical Standards for Automation-Compatible Mail (201.3.0)



Barcode Location: delivery point barcode or Intelligent Mail barcode either within address block or within barcode clear zone in lower right corner of mailpiece (202.5.0).

Address Block Barcode: (202.5.0) Within address block (shown by dashed lines) must be:

- Rightmost bar—at least 1/2 inch from right edge of the mailpiece.
- Leftmost bar—less than 10-1/2 inches from right edge, and at least 1/2 inch from the left edge.
- Top of each bar—less than 4 inches from bottom edge of mailpiece.
- Bottom line in address block including barcode—at least 5/8 inch from bottom edge of the mailpiece.

The minimum clearance between the barcode and any information line above or below it within the address block must be at least 0.040 (1/25) inch for POSTNET barcode or 0.028 inch for an Intelligent Mail barcode. The separation between the barcode and the top line or bottom line of the address block must not exceed 0.625 (5/8) inch.

Recommended Address Placement:
On a letter-size piece, the recommended address placement is within the optical character reader (OCR) read area, which is a space on the address side of the mailpiece defined by these boundaries (202.2.1):

- Left: 1/2 inch from the left edge of the piece.
- Right: 1/2 inch from the right edge of the piece.
- Top: 2-3/4 inches from the bottom edge of the piece.
- Bottom: 5/8 inch from the bottom edge of the piece.

Envelope Window and Label Placement:
0.125 (1/8) inch—minimum clearance between leftmost and rightmost bars and any printing or window edge.
0.040 (1/25) inch—minimum clearance between POSTNET barcode and top and bottom edges of window.
0.028 inch—minimum clearance between Intelligent Mail barcode and top and bottom edges of window.
For envelope window, a clear space must be maintained when insert is moved to its full limits in each direction within envelope (202.5.0).
Address Label Barcode Placement:
0.125 (1/8) inch—minimum clearance between the barcode and the left and right edges of the address label.
0.040 (1/25) inch—minimum clearance between POSTNET barcode and top and bottom edges of address label.
0.028 inch—minimum clearance between Intelligent Mail barcode and top and bottom edges of address label.

For Barcode in Lower Right Corner Location: Leftmost bar between 4-1/4 inches and 3-1/2 inches from right edge (202.5.0).

Barcode Window: If the barcode is printed on an insert to appear through a window in the lower right corner, see 202.5.1.3.

Barcode Skew: The combined effects of positional skew (slant or tilt of the entire barcode baseline) and rotational skew (slant or tilt of the individual barcode bars) for a barcode on a card-size or a letter-size piece must be limited to a maximum rotation of the bars of ±5 degrees from a perpendicular to the bottom edge of the piece. The individual bars of a barcode must not shift (be vertically offset) more than 0.015 inch from the average baseline of the barcode (708.4.4.1).

Commercial Letters and Postcards

Using Tabs, Wafer Seals, and Glue Strips

201b

Quick Service Guide

Overview

Unenveloped letter-size mailpieces prepared for machinable or automation mailings must be sealed or glued completely along all four sides (or unsealed edges) or cured (tabbed) to prevent an open edge from jamming high-speed processing equipment. Standards for tabbing folded self-mailers, booklets, or postcards are based on basis weight of paper stock used and the location of the folded or bound edge. As an alternative to tabs or wafer seals, the open edge of the length of single-sheet self-mailers and postcards, and specific booklet designs, may be continuously glued or spot glued.

Physical Standards (201.3.11)

Number and location of tabs or wafer seals are specified for particular types of letter-size mail. In all cases, additional tabs may be used.

Tabs, wafer seals, cellophane tape, or permanent glue (continuous or spot) must not interfere with recognition of the barcode, rate marking, postage identification, or required address information. In all cases additional tabs or seals may be used. Cellophane tape is not acceptable within the barcode clear zone. Tabs or wafer seals placed in the barcode clear zone must contain a paper face meeting the standards for background reflectance and, if the barcode is not preprinted by the mailer, the standards for water-based ink.

Adequate adhesion is required.

Basis weight: the minimum basis for paper weight standards vary, depending on the construction of the mailpiece.

Letter-Size Folded Self-Mailers (201.3.14)

A folded self-mailer is formed of panels that are created when one or more unbound sheets of paper are folded together and sealed to make a letter-size mailpiece. The number of sheets in the mailpiece and the number of times the sheets are folded determine the number of panels. Sheets that are bound by one or more staples are not considered folded self-mailers even when all other preparation recommendations are met.

Folded Self-Mailer Reference Material, including mailpiece exhibits, is updated routinely. The most recent information is located at: ribbs.usps.gov/index.cfm?page=fsm.

Letter-Size Booklet-Type Mailpiece (201.3.15)

The mailpiece must be tabbed (secured) with nonperforated 1-1/2 inch tabs, glue, or 1-1/2 inch wide tape. See DMM 201.3.15 for illustrations and design details for booklets.

Postcard (201.3.16)

Minimum basis weight 75 pounds, or greater, book grade paper stock. Double postcards must have folded edge at the top or bottom. The open edge must be secured with one tab in the middle.

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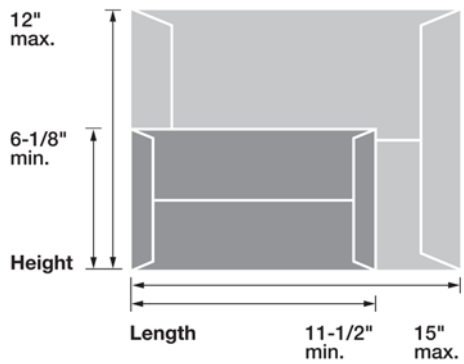
Commercial Flats
Physical Standards for Commercial Flats

201c

Quick Service Guide

Overview

Flat Dimensions



	Minimum*	Maximum
Length	11-1/2 inches	15 inches
Height	6-1/8 inches	12 inches
Thickness	1/4 inch	3/4 inch

* Flats exceed at least one of these dimensions

For physical standards of automation flats, see Quick Service Guide 201d.

In addition to shape, the Postal Service classifies mailpieces by the way they are prepared. These classifications are based on how efficiently your mailpieces can be processed on Postal Service equipment. The Postal Service classifies commercial flats as either nonautomation or automation flats or machinable and nonmachinable for Periodicals.

A flat meets automation standards and qualifies for automation prices if it meets the specific addressing, barcoding, and design standards. Automation flats must have a POSTNET or Intelligent Mail barcode with a delivery point routing code.

Dimensions, Shape, Flexibility, and Uniform Thickness (201.4.0)

Dimensions:

- Minimum: more than 11-1/2 inches long, or more than 6-1/8 inches high, or more than 1/4 inch thick.
- Maximum: 15 inches long, 12 inches high, and 3/4 inch thick.

The length of a flat-size mailpiece is the longest dimension. The height is the dimension perpendicular to the length.

Shape: rectangular, with four square corners, or with finished corners that do not exceed a radius of 0.125 inch (1/8 inch).

Flexibility and deflection: flat-size pieces must meet flexibility criteria in 201.4.3 and the deflection criteria in 201.4.6. Flats mailed at saturation or high density prices or flats mailed at basic carrier route prices and dropshipped to DDUs do not have to meet deflection standards. All other flats not meeting deflection standards are subject to prices as stated in DMM 201.4.7.

Uniform thickness: the contents must be uniformly thick so that any bumps, protrusions, or irregularities do not cause more than 1/4 inch variance in thickness (201.4.4). When determining variance in thickness, exclude the outer edges of a mailpiece (1 inch from each edge) when the contents do not extend to the edges.

Mailpieces that do not meet the standards for flexibility in 201.4.3, for uniform thickness in 201.4.4, or for polywrap in 201.4.5, must pay applicable prices as follows:

- First-Class Mail—parcel prices.
- Standard Mail—parcel prices.
- Bound Printed Matter—parcel prices.

Presorted Nonautomation Flats (201.5.0)

Maximum weight:

- First-Class Mail: 13 ounces.
- Standard Mail: less than 16 ounces.
- Bound Printed Matter: 15 pounds.

Automation Flats (201.6.0)

Flats may qualify for the automation discount based on the physical standards in 201.6.0.

See Quick Service Guide 201e, Designing Flats for Automated Processing, for an overview.

Quick Service Guides

First-Class Mail

See Quick Service Guides:

230d Nonautomation Flats
230e Automation Flats

Standard Mail
See Quick Service Guides:
- 240e Nonautomation Flats
- 240f Automation Flats
- 240g Carrier Route Flats

Bound Printed Matter
See Quick Service Guide:
- 260a Flats

Media Mail and Library Mail
See Quick Service Guide:
- 270a Presorted Flats

Periodicals
See Quick Service Guides:
- 207d Nonmachinable Flats
- 207f Barcoded (Automation) Flats

Commercial Flats
Designing Flats for Automated Processing

201d

Quick Service Guide

Related QSGs

201c, Physical Standards for Discount Flats
230e, First-Class Mail Automation Flats
240f, Standard Mail Automation Flats
260a, Bound Printed Matter Flats
207f, Periodicals Barcoded (Automation) Flats

Overview

Flat-size pieces meeting the applicable automation standards in 201.3.0 are entitled to automation or Periodicals machinable prices. Size, weight, thickness, polywrap, and flexibility standards vary for the class of mail. For eligibility and preparation standards for specific price options, see the appropriate Quick Service Guide above.

Physical Standards (201.6.0)

Shape: rectangular, with four square corners, or with finished corners that do not exceed a radius of 0.125 inch (1/8 inch).

Dimensions:

- Minimum height is 5 inches. Maximum height is 12 inches.
- Minimum length is 6 inches. Maximum length is 15 inches.
- For bound or folded pieces, the edge perpendicular to the bound edge or folded edge may not exceed 12 inches.
- Minimum thickness is 0.009 inch. Maximum thickness is 0.75 inch.

The length of a flat-size mailpiece is the longest dimension. The height is the dimension perpendicular to the length (201.4.2).

Maximum weight:

- First-Class Mail: 13 ounces.
- Periodicals: 20 ounces for pieces prepared under 201.6.0.
- Standard Mail: less than 16 ounces.
- Bound Printed Matter: 20 ounces.

Uniform thickness: The contents must be uniformly thick so that any bumps, protrusions, or irregularities do not cause more than 1/4 inch variance in thickness. The mailpiece must have a smooth and regular shape and be free of creases, folds, tears, or other irregularities (201.6.5).

Flexibility and deflection: automation flats must meet the flexibility standards in 201.6.5 and deflection standards in 201.4.6.

Polywrap films and similar coverings must meet the standards in 201.4.4. A list of approved polywrap and polywrap manufacturers is available on ribbs.usps.gov. The wrap direction must be around the longer axis of the mailpiece, with the seam parallel to that axis. The longer axis is always parallel to the length of the mailpiece. The preferred seam placement is on the nonaddressed side of the mailpiece.

Prohibitions: Clasps, strings, buttons, or other protrusions; also staples, unless properly used as a binding method (201.6.5).

Delivery Address (202.1.0)

Flats must have the address of the intended recipient, visible and legible, only on the side of the piece bearing postage. (Periodicals do not display postage and the address may appear on either side.) Use at least 8-point type for addresses on flats prepared without delivery point barcodes. A sans-serif font printed in all capital letters is preferred. The individual characters in the address cannot overlap. The individual lines in the address cannot touch or overlap. A minimum 0.028-inch clear space between lines is preferred. Mailers preparing flats with POSTNET or Intelligent Mail barcode delivery point routing codes may print addresses in all capital letters and a minimum of 6-point type.

Address Placement (202.2.0)

On all Periodicals, Standard Mail, Bound Printed Matter, Media Mail, and Library Mail flats mailed at presorted, automation, or carrier route prices, mailers must place the delivery address parallel or perpendicular to the top edge on the front or the back of the mailpiece and within the top half of the mailpiece. If there is a bound or folded edge, the address as read must be within the top half when the bound or folded edge is to the right. It cannot be upside down as read in relation to the top edge.

If the address is placed on a mailing wrapper, the address must be on a flat side, not on a fold. If a polybag is used, the address must not appear on a component that rotates within the bag and must remain visible throughout the addressed component's range of motion. See 207.3.3.11 for addresses prepared on Periodicals label carriers.

Barcodes (202.5.0)

Barcodes must be at least 1/8 inch from any edge of the address side.

Address block barcodes must be in one of these four positions:

- Above the address line containing the recipient's name.
- Below the city, state, and ZIP Code line.
- Above or below the keyline information.
- Above or below the optional endorsement line.

The surface the barcode is printed on must meet the reflectance standards in 708.4.4.

The minimum clearance between the barcode and any information line above or below it within the address block must be at least 0.040 (1/25) inch for POSTNET barcode or 0.028 inch for an Intelligent Mail barcode. The separation between the barcode and the top line or bottom line of the address block must not exceed 0.625 (5/8) inch. The clearance between the leftmost and rightmost bars and any printing must be at least 0.125 (1/8 inch).

Window Envelope Barcode Placement:

- 0.125 (1/8) inch—minimum clearance between the leftmost and rightmost bars and any printing or window edge.
- 0.040 (1/25) inch—minimum clearance between POSTNET barcode and top and bottom edges of window.
- 0.028 inch—minimum clearance between Intelligent Mail barcode and top and bottom edges of window.

For envelope window, a clear space must be maintained when insert is moved to its full limits in each direction within envelope (202.5.0).

Address Label Barcode Placement:

- 0.125 (1/8) inch—minimum clearance between the barcode and the left and right edges of the address label.
- 0.040 (1/25) inch—minimum clearance between POSTNET barcode and top and bottom edges of address label.
- 0.028 inch—minimum clearance between Intelligent Mail barcode and top and bottom edges of address label.

First-Class Mail, Standard Mail, Bound Printed Matter, and Periodicals (201.3.0)

Length
Minimum: 6 inches
Maximum: 15 inches

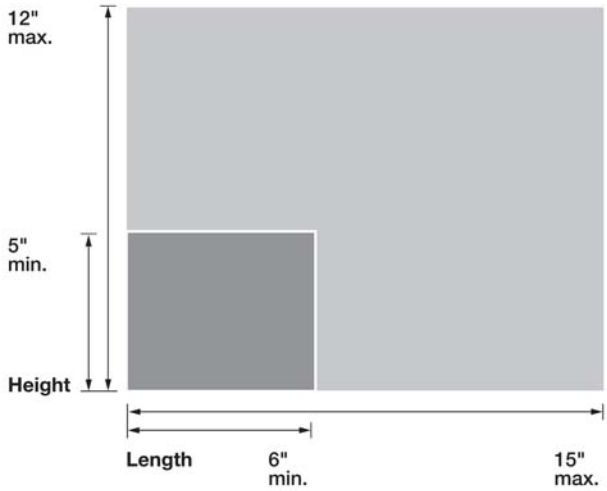
Height
Minimum: 5 inches
Maximum: 12 inches

Thickness
Minimum: 0.009 inch
Maximum: 3/4 inch

Maximum Weight

- First-Class Mail cannot weigh more than 13 ounces.
- Standard Mail must weigh less than 16 ounces.
- Periodicals and Bound Printed Matter cannot weigh more than 20 ounces.

Flexibility
Must meet flexibility standards in 201.4.3 and deflection standards in 201.4.6.

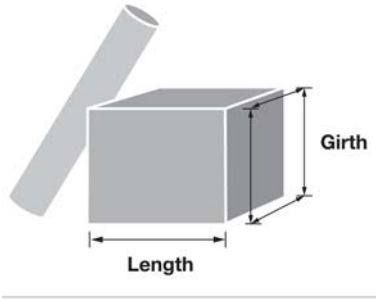


Polywrapped Pieces
Must meet all six properties in Exhibit 201.4.5.1.
If an address label is used on the outside of the polywrapped piece, the haze property is not required. Polywrap seam must be parallel to longest dimension.
The preferred seam placement is on the nonaddressed side of the mailpiece. If seam is on the addressed side, it must not cover the delivery address, barcode, postage area, or any required markings.

Flat-Size Booklet-Type Mailpieces (201.6.5.3)
The contents of the mailpiece prepared in sleeves or other wrappers must be sufficiently secure in the sleeve or wrapper to stay in place during processing. If material bearing the delivery information or barcode for the mailpiece is enclosed in a partial wrapper, that wrapper must be sufficiently secure to prevent the contents from shifting and obscuring the delivery address or barcode.

Overview

Parcel Dimensions

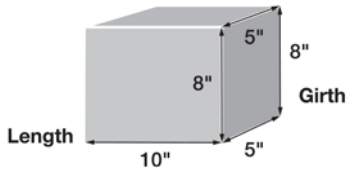


Length	The longest side of the parcel.
Girth	Measurement around the thickest part.
Length plus girth	Cannot exceed 108 inches (Parcel Select cannot exceed 130 inches).

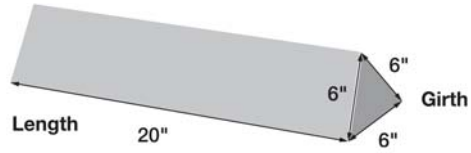
Measuring Length Plus Girth (201.7.0)

For parcels, length is the measurement of the longest dimension and girth is the distance around the thickest part (perpendicular to the length).

Except for USPS Retail Ground and Parcel Select, no mailpiece may measure more than 108 inches in length and girth combined. USPS Retail Ground and Parcel Select pieces measuring over 108 inches but not more than 130 inches in combined length and girth are mailable at the applicable oversized price (253.1.0).



Length = 10 inches
Girth (8 +5 + 8 + 5) = 26 inches
Length + girth = 36 inches



Length = 20 inches
Girth (6 + 6 + 6) = 18 inches
Length + girth = 38 inches

The Postal Service classifies parcels as machinable parcels, irregular parcels, or nonmachinable parcels.

Machinable Parcels (201.7.5)

If you prepare your parcels so that they can be processed on Postal Service equipment, your mail is “machinable.” Machinable parcels must meet specific standards for size, shape, content, and weight.

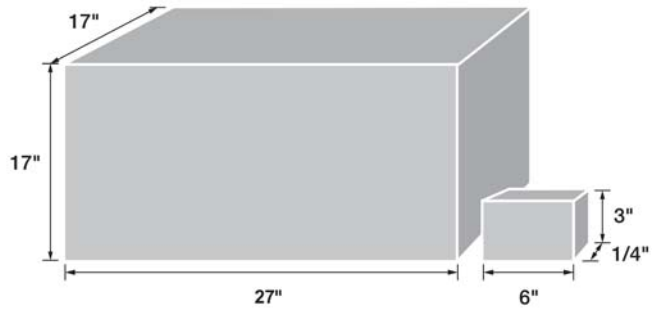
Minimum weight: 6 ounces (3.5 ounces for parcels prepared under 201.7.5.2).

Maximum weight: 25 pounds (35 pounds for Parcel Select and Parcel Return Service parcels that do not contain books and other printed matter). Lower weight limits apply to First-Class Package Service, Standard Mail, and Bound Printed Matter.

Dimensions:

- Minimum: 6 inches long, 3 inches high, and 1/4 inch thick. A mailpiece exactly 1/4 inch thick is subject to the 3-1/2 inch height minimum.
- Maximum: 27 inches long, 17 inches high, and 17 inches thick.

Soft goods wrapped in paper or plastic bags and printed matter are machinable only if all packaging standards in 601 are met.



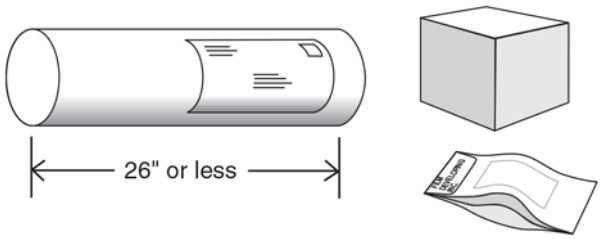
Machinable Parcels
Minimum weight: 6 ounces (3.5 ounces for small lightweight parcels prepared under 201.7.5.2).
Maximum weight: 25 pounds (35 pounds for Parcel Select and Parcel Return Service parcels that do not contain books and other printed matter).

Commercial Parcels
Physical Standards for Commercial Parcels

Irregular Parcels (201.7.6)

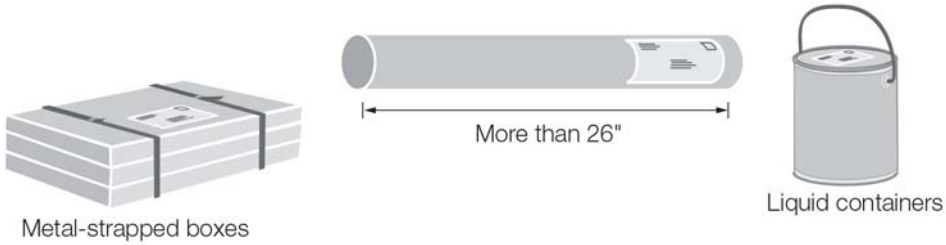
Irregular parcels include parcels that do not meet the dimensional criteria of machinable parcels and other parcels that cannot be processed by parcel sorters, including:

- Rolls and tubes up to 26 inches long and merchandise samples not individually addressed.
- Unwrapped, paper-wrapped, or sleeve-wrapped articles that are not letter-size or flat-size (e.g., catalogs, directories).
- Articles enclosed in envelopes that are not letter-size, flat-size, or machinable parcels.



Nonmachinable Parcels (201.7.7)

Nonmachinable parcels exceed any of the maximum dimensions for machinable parcels. This category also includes certain high-density items, cartons containing more than 24 ounces of liquids in one or more glass containers, cartons containing 1 gallon or more of liquid in metal or plastic containers, and items in 201.7.7.



First-Class Package Service (201.8.3)

Maximum weight: less than 16 ounces.

Maximum dimensions: 22 inches in length, 18 inches in width, and 15 inches in thickness.

A surcharge applies for parcels with the following characteristics:

- Parcels that are irregularly shaped, such as rolls, tubes, and triangles.
- Parcels must include a unique Intelligent Mail package barcode with a postal routing code to avoid a surcharge.

See Quick Service Guide 280, First-Class Package Service parcels

Bound Printed Matter (201.8.6)

Maximum weight: 15 pounds.

For additional information, see Quick Service Guide 260b, Bound Printed Matter Nonmachinable and Machinable Parcels.

Media Mail

Maximum weight: 70 pounds.

For machinable parcels, see Quick Service Guide 270b.

For preparation of irregular parcels, see 275.6.3.

Library Mail

Maximum weight: 70 pounds.

Barcode discount: available for machinable parcels (50-piece minimum), mailed at Basic prices.

For prices, eligibility, postage payment, and mail preparation, see Quick Service Guide 270b.

Standard Mail Parcels (201.8.4)

Maximum weight: less than 16 ounces.

Unless prepared in carrier route (irregular parcels only) or 5-digit/scheme containers, Standard Mail parcels are subject to a surcharge if machinable parcels do not bear a GS1-128 routing barcode or Intelligent Mail package barcode, or irregular parcels do not bear a GS1-128 routing barcode, an Intelligent Mail package barcode, or POSTNET barcode.

See Quick Service Guides:

240h Standard Mail Machinable Parcels
240i Standard Mail Irregular Parcels
240j Standard Mail Carrier Route Irregular Parcels

Parcel Select (201.8.5)

Parcel Select Destination Entry packages are priced as machinable or nonmachinable. Nonmachinable parcels are subject to the applicable nonmachinable surcharge unless the special handling fee is paid. There is no Parcel Select nonmachinable surcharge for Parcel Select Ground.

Oversized Price: pieces measuring more than 108 inches in combined length and girth, but not more than 130 inches in combined length and girth, are mailable at the applicable Parcel Select oversized price. Oversized pieces are not subject to nonmachinable prices.

Balloon Price: Parcel Select pieces measuring more than 84 inches in combined length and girth, but not more than 108 inches in combined length and girth, and weighing less than 20 pounds are mailable at the price equal to that of a 20-pound parcel for the zone to which the parcel is addressed.

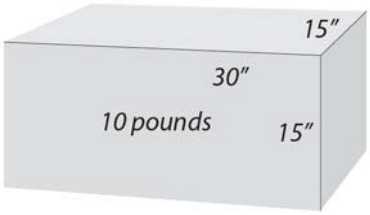
Nonmachinable Parcel Select Destination Entry: Except for pieces mailed at oversized prices or parcels sent with special handling, pieces that meet any of the following criteria must pay nonmachinable prices.

a. A parcel more than 27 inches long, 17 inches wide, or 17 inches high.
b. A parcel less than 6 inches long, 1/4 inch thick, or 3 inches high.
c. A parcel that weighs less than 6 ounces (except under 201.7.5.2) or more than 35 pounds.
d. A parcel containing more than 24 ounces of liquid in glass containers, or 1 gallon or more of liquid in metal or plastic containers.
e. An insecurely wrapped or metal-banded parcel.
f. A can, roll, or tube, or wooden or metal box.
g. Books, printed matter, or business forms weighing more than 25 pounds.
h. A high-density parcel weighing more than 15 pounds and exerting more than 60 pounds per-square-foot pressure on its smallest side.
i. A film case weighing more than 5 pounds or with strap-type closures, except any film case the USPS authorizes to be entered as a machinable parcel under 201.7.5 and to be identified by the words “Machinable in United States Postal Service Equipment” permanently attached as a nontransferable decal in the lower right corner of the case.
j. Parcels with characteristics (such as inadequate packaging) that could result in damage to the contents of the mailpiece, other parcels, or postal machinery if mechanical sortation is used.

Examples of Balloon Price, Oversized Price, and Priority Mail Dimensional Weight

Priority Mail (zones 1–4) and Parcel Select (all zones) Balloon Price if:

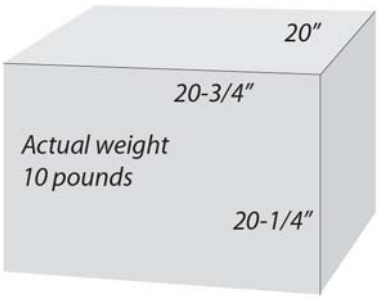
- Weight less than 20 pounds and length plus girth combined is more than 84 but not more than 108 inches.



Nonmachinable Price: No
Balloon Price: Yes
Oversized Price: No

In this example, length and girth is 90 inches.

Priority Mail (zones 5-9) Dimensional weight for rectangular shaped parcels.
For Priority Mail dimensional weight for nonrectangular shaped parcels to zones 5–8, see 223.1.6.



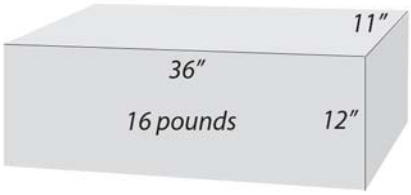
Dimensional Weight: Yes
Balloon Price: No
In this example the dimensional weight for a package to zones 5–9 is 44 pounds.

1. Round off each measurement to the nearest whole number (length = 21, height = 20, and width = 20).
2. Multiple length x height x width (21 x 20 x 20) = 8,400 cubic inches
3. If more than 1,728 cubic inches, divide the result by 194 and round up to the next whole number to determine dimensional weight (8,400/194 = 43.29). Dimensional weight = 44 pounds.

Parcel Select Destination Entry Nonmachinable prices if:

- Length more than 27 inches or
- Height more than 17 inches or
- Width more than 17 inches or
- Maximum weight: 25 pounds (35 pounds for Parcel Select and Parcel Return Service parcels that do not contain books and other printed matter) or
- Meets any nonmachinable criteria on page three.

Nonmachinable prices do not apply to parcels mailed at oversized prices or parcels sent with special handling.



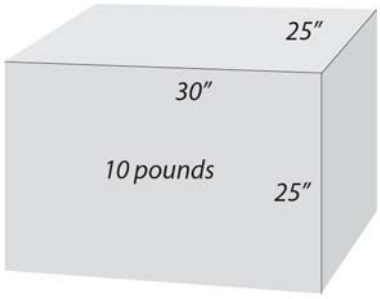
Nonmachinable Price: Yes
Balloon Price: No
Oversized Price: No

In this example, length and girth is 82 inches.

Parcel Select Oversized Price if:

- Length plus girth combined is more than 108 but not more than 130 inches.

The oversized price does not apply to pieces with special handling fee.



Oversized Price: Yes

In this example, length and girth is 130 inches.

Balloon price: Priority Mail (zones 1–4) and Parcel Select only.
Nonmachinable price: Parcel Select Destination Entry only.
Oversized price: Parcel Select only
Priority Mail dimensional weight zones 5–9 only.

Commercial Parcels

Designing Parcels for Automated Processing

201f

Quick Service Guide

Related QSGs

240h, Standard Mail Machinable Parcels
250, Parcel Select
260b, Bound Printed Matter Irregular and Machinable Parcels

Physical Standards (201)

Minimum weight: 6 ounces except under 201.7.5.2.

Standard Mail: maximum weight is less than 16 ounces.

Bound Printed Matter: maximum weight is 15 pounds.

Parcel Select: maximum weight is 35 pounds (25 pounds for books and other printed matter).

Dimensions: 6 to 27 inches long, 3 to 17 inches high, and 1/4 to 17 inches thick. Parcels 1/4 inch thick must be at least 3-1/2 inches high and 6 inches long.

For an overview of the physical standards for commercial parcels, see Quick Service Guide 201e.

Eligibility Standards

Parcels are nonmachinable if they meet any of the criteria in 201.8.5.

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.

Standard 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.

Acceptable Container (601.4.0)

Use sturdy materials to withstand handling.

Size must be adequate to contain items and provide space for cushioning material:

- 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 601.7.0.
- Avoid waxed or oiled materials, exterior foam boxes, and unsecurely packaged articles.
- Solid corrugated fiberboard boxes as shown below.

Cushioning (601.3.0)

Cushioning absorbs shock and vibration of handling. Combinations of cushioning materials are most effective. Cushion items separately.

Closure and Sealing (601.3.0)

- 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 acceptable if spaced less than 5 inches apart for easy loads, less than 2-1/2 inches for difficult loads.

Mail Preparation

First-Class Package Service: A surcharge applies for parcels with the following characteristics:

- Irregularly shaped, such as rolls, tubes, and triangles.
- Parcels must include a unique Intelligent Mail package barcode (IMpb) with a postal routing code to avoid being assessed an IMpb non-compliance fee.

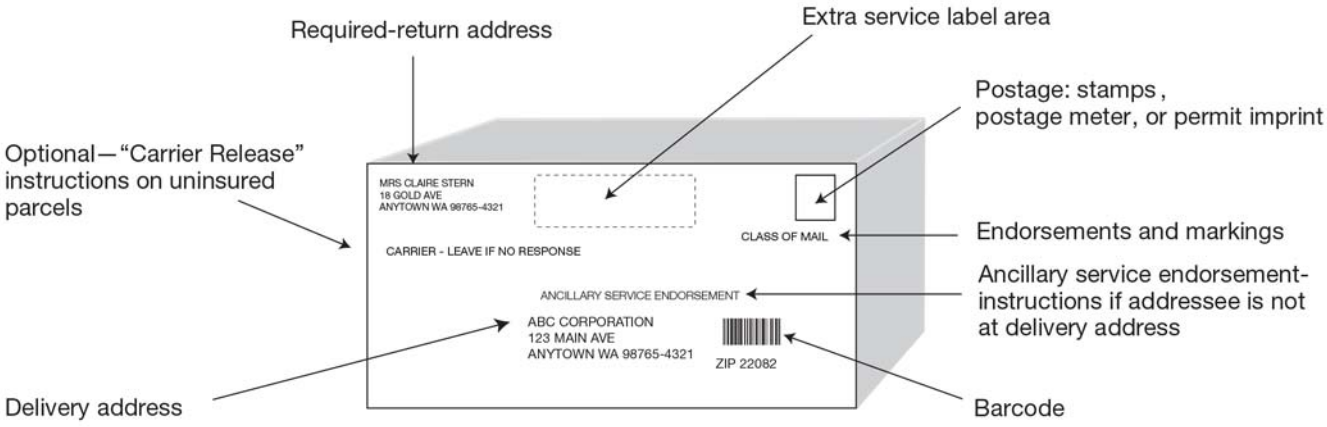
Standard Mail parcels:

- All Standard Mail parcels, except Standard Mail Marketing parcels mailed as product samples, except those using detached address labels (DAL) and those bearing simplified addresses, must bear an Intelligent Mail package barcode (IMpb) prepared under 708.5.0. Standard Mail parcels may optionally use an IMb in lieu of an IMpb when parcels which are presorted and containerized in 5-digit sacks or other approved containers prepared to the 5-digit level, provided each parcel bears a unique IMb that cannot be reused for 45 days. In situations where the IMb is used in lieu of the IMpb, a Mail.dat or Mail.XML file will be accepted in lieu of a Shipping Service File.

Parcels must be prepared and marked under applicable standards for machinable parcel preparation:

- Presorted Standard 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



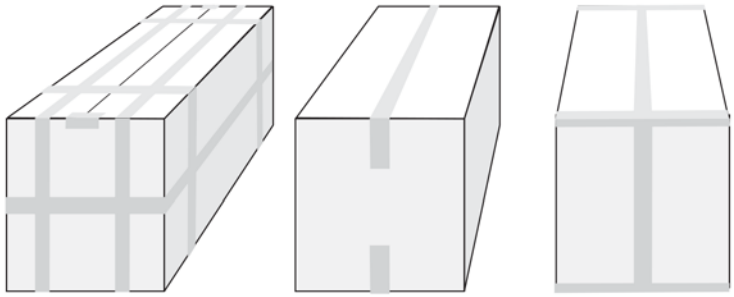
- All information must appear on the same surface.
- Avoid glassine covering address and barcode.

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 tape | Reinforced kraft paper tape | Kraft paper tape

Special Standards

Periodicals Nonprofit, Classroom, and Science-of-Agriculture

207a

Quick Service Guide

Related QSGs

207c, Periodicals Nonbarcoded Letters
207d, Periodicals Nonbarcoded Flats
207e, Periodicals Barcoded (automation) Letters
207f, Periodicals Barcoded (automation) Flats

Prices and Fees (207.1.0)

See Notice 123—Price List.

No additional fee to mail at a Preferred Periodicals price.

Prices include piece charges, pound prices (advertising and nonadvertising), Outside-County bundle and container charges, and applicable discounts.

The Preferred price discount applies to Outside-County postage, excluding the postage for advertising pounds, for Nonprofit, Science-of-Agriculture, and Classroom publications; In-County prices apply to all eligible in-county copies (207.11.3).

Apply the Outside-County bundle and container prices as follows:

- Bundle prices do not apply to barcoded letter-size mail prepared in full letter trays or to flat-size mail prepared in flat trays under the optional tray preparation (207.22.7).
- For mailings prepared in trays or sacks, mailers pay the container price for each tray or sack based on 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 trays or sacks on pallets, mailers pay the container price for each tray or sack, and not for the pallets. The container price for each tray or sack is based on the tray or sack level and where the pallet is entered.
- 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, sacks, and trays.

Eligibility Standards (207.10.0, 207.11.0)

Available for publications authorized under specific standards for Nonprofit, Classroom (207.10.0), or Science-of-Agriculture (207.11.0) prices.

Application form required (207.5.1).

Nonprofit standards: the publication must be issued by and in the interest of a religious, educational, scientific, philanthropic, agricultural, labor, veterans', or fraternal organization not organized for profit and none of whose net income benefits a private stockholder or individual (207.10.0). Also generally eligible (regardless of the nonprofit status of the publishing organization) are:

- Publication issued by and in the interest of an association of rural electric cooperatives.
- Program announcement or guide published by an educational radio or television agency of a state or political subdivision thereof or by a nonprofit educational radio or television station.
- Publication of the official highway or development agency of the state meeting the standards for a general publication (207.10.3) and containing no advertising except the publisher's own advertising.
- Conservation publication published by a state agency responsible for the management and conservation of the fish or wildlife resources of that state.

Classroom: publication must be designed for educational, religious, or scientific use in school classrooms or religious instruction classes.

Science-of-Agriculture: prices apply to Outside-County copies of an authorized Periodicals publication mailed by a publisher or news agent when the total copies provided during any 12-month period to subscribers residing in rural areas are at least 70% of the total number of copies distributed by any means for any purpose.

Postage Payment and Documentation (207.16.0, 207.17.0)

Identification: title on cover and identification statement (207.4.11).

Postage statement: PS Form 3541, Periodicals One Issue or One Edition, or approved facsimile.

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

Mail Preparation

Nonbarcoded Letters and Flats (207.22.0), Carrier Route (207.23.0), Barcoded Letters (207.24.0), or Barcoded Flats (207.25.0), as appropriate.

Enter and Deposit (207.28.0)

Deposit only at authorized original and additional entry Post Office(s), unless authorized exceptional dispatch under 207.28.3.

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Eligibility Standards (207.11.3)

In-County prices apply to subscriber or requester copies of any issue of a Periodicals publication when the copies are entered within the county in which the Post Office of original entry is located for delivery to addresses within that county and outside county copies that are part of a carrier route with addresses destined inside the county, under either of these two conditions:

- The total paid or requested circulation of the issue is less than 10,000 copies.
- The number of paid or requested copies of the issue distributed within the county of publication is more than 50 percent of the total paid or requested circulation.

The simplified and exceptional address formats are prohibited on Periodicals publications intended to count as subscriber or requester copies to meet the applicable circulation standards (602.3.1.2).

Preferred Prices (207.11.1)

Preferred prices include:

- In-County
- Nonprofit
- Classroom
- Science-of-Agriculture
- Limited Circulation
- Limited Circulation Science-of-Agriculture

Nonsubscriber and Nonrequester Copies (207.11.3)

For a calendar year, the total number of nonsubscriber or nonrequester copies mailed at In-County prices may not exceed 10 percent of the number of subscriber or requester copies mailed at In-County prices.

For publications authorized for Preferred prices and for publications authorized for both Regular and In-County prices and/or Science-of-Agriculture prices, once the total number of nonsubscriber or nonrequester copies mailed for the calendar year (regardless of price) exceeds 10 percent of the total number of copies mailed to subscribers or requesters during the calendar year, further mailings of nonsubscriber or nonrequester copies are not eligible for any preferred price, including In-County prices.

A mailing is not eligible for any Preferred Periodicals price if it consists entirely of nonsubscribers or nonrequesters over the 10 percent limit of the total number of copies mailed to subscribers or requesters during the calendar year.

Spreadsheet

To help publishers maintain compliance with the Periodicals nonsubscriber and nonrequester copies 10 percent requirement, the reverse side of this page contains a manual spreadsheet that can be used to track a publication's mailing of subscriber/requester and nonsubscriber/nonrequester copies. An electronic version of the spreadsheet is available through Postal Explorer at *pe.usps.com*. To access this tool, click on "Postal Links" in the upper left frame of the Postal Explorer Home Page and then select "Nonsubscriber Percentage Calculator." The template is available as a Microsoft Excel spreadsheet.

207b

Quick Service Guide

Special Standards

Periodicals In-County Prices/Preferred Prices

Issue Date	Outside-County[1]			In-County[1]		Total In-County Sub. for Calendar Year *(a)*	Total In-County Nonsub. for Calendar Year *(b)*	Percent In-County Nonsub. *(b ÷ a x 100)*	Total Sub. for Calendar Year *(c)*	Total Nonsub. for Calendar Year *(d)*	Percent Total Nonsub. *(d ÷ c x 100)*
	Sub. Copies[2]	Nonsub. Copies[2]		Sub. Copies[2]	Nonsub. Copies[2]						
		w/in 10%	Over 10%								

1. Figures reported on PS Forms 3541 within the same calendar year.
2. Or requester/nonrequester copies.

See reverse side of this page for information about an electronic version of this template on Postal Explorer at pe.usps.com.

Special Standards
Periodicals Nonbarcoded Letters

207c

Quick Service Guide

Physical Standards (201, 207.3.0)

Maximum weight: 3.5 ounces
For an overview of the physical standards for commercial letters, see Quick Service Guide 201.

Prices and Fees (207.1.0)

Prices include piece charges, pound prices (advertising and nonadvertising), and applicable discounts.

Carrier Route, 5-digit, 3-digit/SCF, and ADC and Mixed ADC prices are available; 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 pounds based on destination entry and zone. Nonadvertising pounds based on destination entry and all other zones.

Piece Prices—Based on the bundle level (six or more pieces). Firm bundles pay a separate firm piece price.

Bundle Prices—Based on container and bundle level. Firm bundles pay a separate firm bundle price. Bundle prices do not apply to unbundled pieces prepared in full trays.

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, and pallets.

Container Prices—Based on the container type, container level, and entry. For mailings prepared in trays, mailers pay the container price for each tray based on container level and entry

- For mailings prepared on pallets (705.8.0): For trays on pallets, mailers pay the container price for each tray, and not for the pallets. The container price for each tray is based on the tray level and where the pallet is entered.
- For trays with both In-County and Outside-County pieces, mailers do not pay the container charges for carrier route, 5-digit carrier routes, and 5-digit/scheme trays.

Destination entry prices (DDU, DSCF, DADC, and DNDC) have additional standards (207.29.0). The mail must be addressed for delivery within that facility's service area.

Ride-Along price of $0.165 available for items up to 3.3 ounces (or not more than the weight of the host publication) eligible as Standard Mail (207.15.0).

Eligibility Standards (207.12.0, 207.13.0)

For authorized publications 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.

Carrier route: carrier route information updated using CASS-certified process or another Address Information System product containing carrier route information within 90 days before mailing (207.13.0).

A certified process used at least once a year to ensure accuracy of 5-digit ZIP Codes for other than carrier route pieces (207.12.1.2).

Mailers can apply Repositionable Notes, see 202.7.0.

Postage Payment and Documentation (207.16.0, 207.19.0)

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, or approved facsimile.
- Supporting documentation: required for prices claimed, including marked copy. Documentation generated by PAVE-certified software or printed in standardized format.

Mail Preparation (207.22.0, 207.23.0)

Bundles for individual carrier routes must be prepared with facing slips under 203.3.15, optional endorsement lines under 708.7.0, or carrier route information lines under 708.8.0.

1-foot or 2-foot trays used where appropriate (e.g., when there is enough mail to fill a 2-foot tray, a 2-foot tray must be used).

Use 2-inch pink tray labels (207.21.0).

Trays sleeved and strapped (207.20.0). See 207.20.0 for exceptions to strapping for mailings that originate and destinate in delivery area of same SCF. Strapping not required on trays placed on 5-digit, 3-digit, and SCF pallets that are secured with stretchwrap.

Enter and Deposit (207.28.0)

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

Bundling and Traying Sequence (207.22.0)See next page for carrier route preparation.

5-Digit

Bundles: Required, bundling not required in full trays. Pieces must be bundled if 6 or more pieces to same 5-digit ZIP Code; fewer than 6 pieces in a bundle not permitted. See 207.22.3 for optional firm bundles.

Labels: Red Label 5 or optional endorsement line (OEL) (708.7.0).

3-Digit[1]

Bundles: Required, pieces must be bundled if 6 or more pieces to same 3-digit ZIP Code prefix; fewer than 6 pieces in a bundle not permitted.

Labels: Green Label 3 or OEL.

ADC

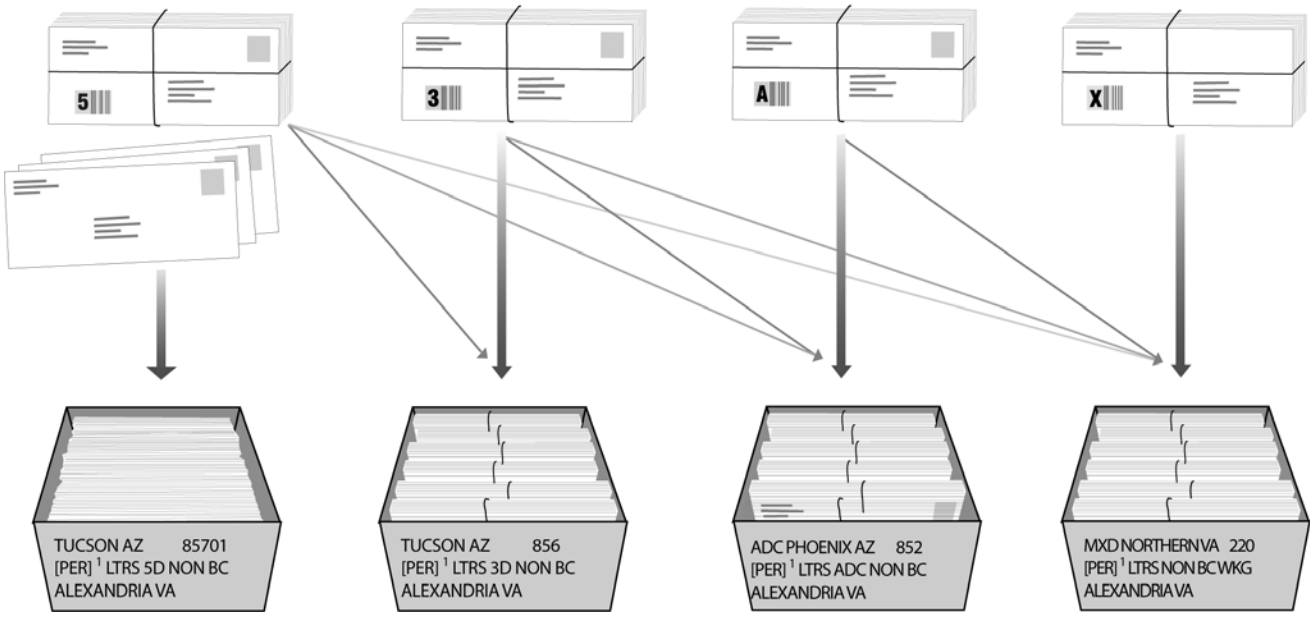
Bundles: Required, 6 or more pieces to same ADC (L004); fewer than 6 pieces in a bundle not permitted.

Labels: Pink Label A or OEL.

Mixed ADC

Bundles: Required, any remaining pieces must be bundled in mixed ADC bundles.

Labels: Tan Label X or OEL.



Trays: Required at 24 pieces; optional with one 6-piece bundle.

Labels: For Line 1, use city, state, and 5-digit ZIP Code on mail; for Line 2, "PER" (or "NEWS") and "LTRS 5D NON BC."

Price: [2]

Trays: Required at 24 pieces; optional with one 6-piece bundle. One less-than-full tray must be prepared for any remaining bundles for each 3-digit ZIP Code prefix of SCF serving entry post office.

Labels: For Line 1, use L002, Column A; for Line 2, "PER" (or "NEWS") and "LTRS 3D NON BC."

Price: [2]

Trays: Required at 24 pieces; optional with one 6-piece bundle.

Labels: For Line 1, use L004, Column B. For Line 2, "PER" (or "NEWS") and "LTRS ADC NON BC."

Price: [2]

Trays: Required, no minimum for any remaining bundles; only one less-than-full tray permitted.

Labels: For Line 1, use MXD, followed by origin facility in L011, Column B for Line 2, "PER" (or "NEWS") and "LTRS NON BC WKG."

Price: [2]

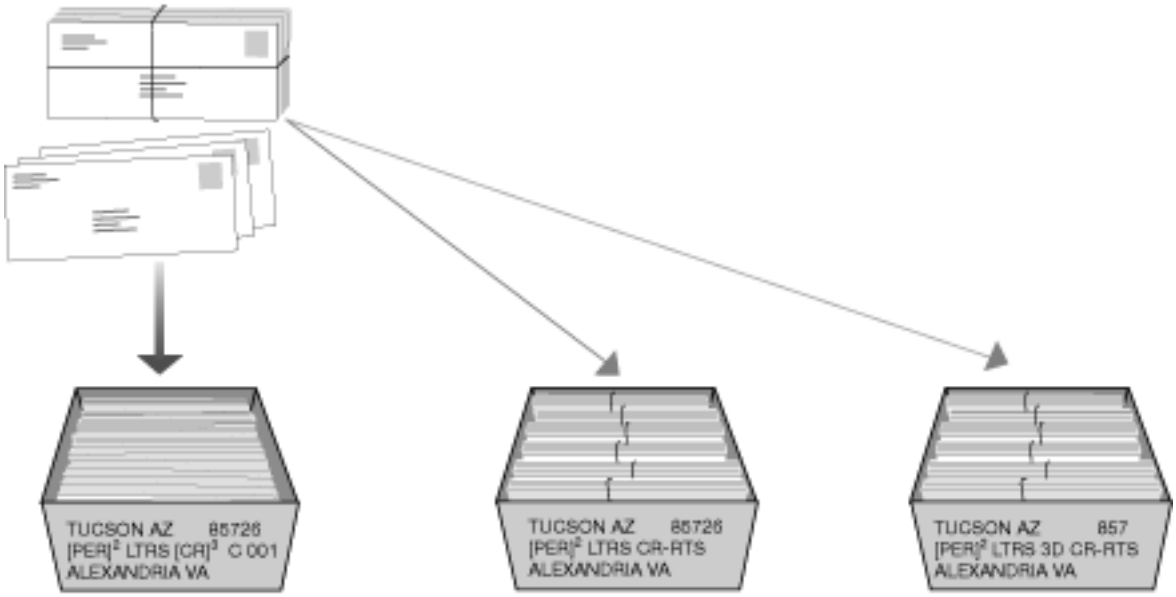
1. Use "NEWS" if issued weekly or more frequently.
2. For prices, see Notice 123–Price List.

Optional Carrier Route Preparation (207.23.0)

Bundles: Six or more pieces addressed to same carrier route (city route, rural route, highway contract route, post office box section, or general delivery unit), prepared in line-of-travel or walk sequence, must be prepared in bundles. Fewer than 6 pieces in a bundle not permitted. See 207.22.5 for optional firm bundles.

Labels: Facing slip (203.3.15), optional endorsement line (708.7.0), or carrier route information line (708.8.0).

Price: Saturation, High Density, Basic Carrier Route[1]



Carrier Route

Trays: Required at 24 pieces; optional with one 6-piece bundle.

Labels: For Line 1, use city, state, and 5-digit ZIP Code on mail. For Line 2, “PER” (or “NEWS”), “LTRS,” and route marking as appropriate; for saturation, “WSS” and route type and number; for high density, “WSH” and route type and number; or for basic, “CR” and route type and number.

5-Digit Carrier Routes

Trays: Required if full tray, optional with one 6-piece bundle; only one less-than-full tray permitted.

Labels: For Line 1, use city, state, and 5-digit ZIP Code on mail. For Line 2, “PER” (or “NEWS”) and “LTRS CR-RTS.”

3-Digit Carrier Routes

Trays: Optional with one 6-piece bundle for each of two or more 5-digit areas.

Labels: For Line 1, use city, state, and 3-digit ZIP Code prefix shown in L002, Column A. For Line 2, “PER” (or “NEWS”) and “LTRS 3D CR-RTS.”

1. Basic price for bundles of fewer than 6 pieces.
2. Use “NEWS” if issued weekly or more frequently.
3. Use “WSS” for Saturation, “WSH” for High Density, or “CR” for Basic Carrier Route.

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Physical Standards (207.26.0)

Maximum weight: 4.4 pounds
Dimensions:
- Minimum: 6 inches long, 5 inches high, and 0.009 inch thick.
- Maximum: 15 inches long, 12 inches high, and 1.25 inch thick.

Flexibility: no requirement.
Polywrapped Pieces: Must meet all six properties in Exhibit 201.4.5.1.
If an address label is used on the outside of the polywrapped piece, the haze property is not required. Polywrap seam must be parallel to longest dimension.
The preferred seam placement is on the nonaddressed side of the mailpiece. If seam is on the addressed side, it must not cover the delivery address, barcode, postage area, or any required markings.

Prices and Fees (207.1.0)

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

Destination entry prices (DDU, DSCF, DADC, and DNDC) 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 Standard Mail (207.15.0).

Eligibility Standards (207.12.0, 207.13.0)

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.
Carrier route: carrier route information updated using CASS-certified process (708.3.0) or another AIS product containing carrier route information within 90 days before mailing.
A certified process must be used at least once a year to ensure accuracy of 5-digit ZIP Codes on other than carrier route pieces (602.6.0).
Mailers can apply Repositionable Notes, see 202.7.0.

Postage Payment and Documentation (207.16.0, 705.19.0)

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, or approved facsimile.
- Supporting documentation: required for prices claimed, including marked copy. Documentation generated by PAVE-certified software or printed in standardized format.
- Carrier Route: PS Form 3553 for address and barcode accuracy must be retained by mailer for 1 year (708.3.5.2).

Mail Preparation (207.22.0, 207.23.0)

Bundles for individual carrier routes must be prepared with facing slips under 203.3.15, optional endorsement lines under 203.3.13, or carrier route information lines under 203.3.14.
See sack label in 207.21.0.
Palletization of sacks or bundles is permitted under 705.8.0. Traying is permitted under 207.22.7.
Any mailing job that contains bundles of machinable barcoded (automation) flats and bundles of machinable nonbarcoded flats must be co-sacked using 705.9.0.

Enter and Deposit (207.28.0)

Deposit only at authorized original and additional entry Post Office(s), unless authorized exceptional dispatch under 207.29.4.

Bundling and Sacking Sequence (207.22.0)See next page for carrier route preparation

5-Digit[1]

Bundles: Required, 6-piece minimum to the same 5-digit ZIP Code; fewer pieces permitted under 207.22.4. See 207.22.3 for optional firm bundles.

Labels: Red Label 5 or optional endorsement line (OEL) (708.7.0).

3-Digit[1]

Bundles: Required, 6-piece minimum for pieces to the same 3-digit ZIP Code prefix; fewer pieces permitted under 207.22.4.

Labels: Green Label 3 or OEL.

ADC

Bundles: Required, 6-piece minimum for pieces to same ADC (L004); fewer than 6 pieces in a bundle not permitted.

Labels: Pink Label A or OEL.

Origin Mixed ADC

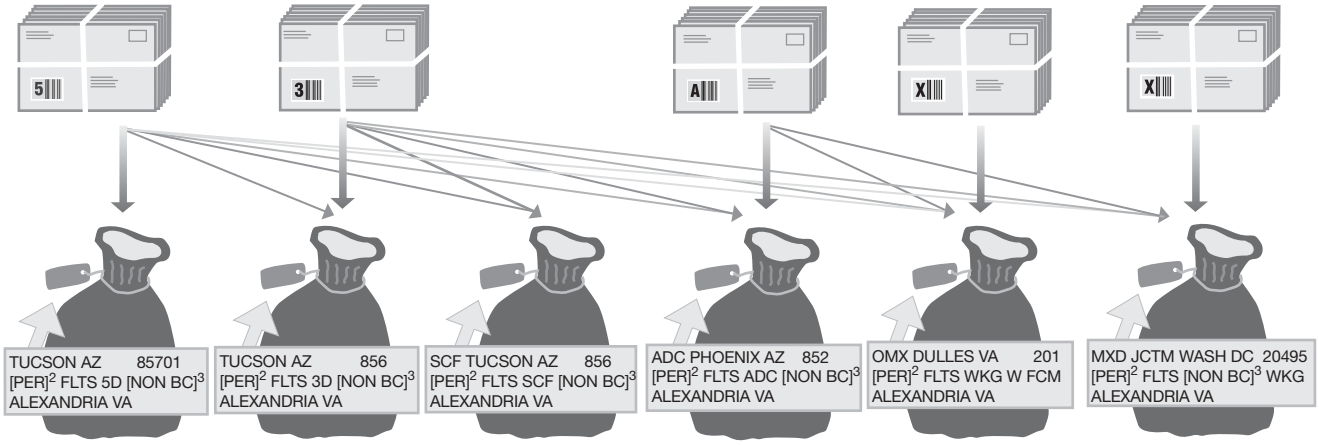
Bundles: Required, no minimum for any remaining pieces for destinations in L201, Column B, of the origin ZIP Code in Column A.

Labels: Tan Label X or OEL.

Mixed ADC

Bundles: Required, any remaining pieces must be bundled in mixed ADC bundles.

Labels: Tan Label X or OEL.



5-Digit[1]

Sacks: Required at 72 pieces; optional at 24 pieces minimum.

Labels: For Line 1, use city, state, and 5-digit ZIP Code on mail. For Line 2, "PER" (or "NEWS" [2]) and "FLTS 5D NON BC."

Price: [4]

3-Digit

Sacks: Required at 72 pieces; optional at 24 pieces minimum.

Labels: For Line 1, use L002, Column A. For Line 2, "PER" (or "NEWS") and "FLTS 3D NON BC."

Price: [4,5]

SCF/Origin Entry SCF

Sacks: Required at 72 pieces; optional at 24 pieces minimum.

Required, no minimum for SCF of origin (verification) office; optional for the SCF of an entry office other than origin office.

Labels: For Line 1, use L002, Column C. For Line 2, "PER" (or "NEWS") and "FLTS SCF NON BC."

Price: [4]

ADC

Sacks: Required at 72 pieces; optional at 24 pieces minimum.

Labels: For Line 1, use L004, Column B. For Line 2, "PER" (or "NEWS") and "FLTS ADC NON BC."

Price: [4]

Origin Mixed ADC

Sacks: Required, no minimum for any remaining bundles for destinations in L201, Column B, of the origin ZIP Code in Column A.

Labels: For Line 1, use L201. For Line 2, "PER" (or "NEWS") and "FLTS WKG W FCM."

Price: [4]

Mixed ADC

Sacks: Required, no minimum for any remaining bundles.

Labels: For Line 1, use L009. For Line 2, "PER" (or "NEWS") and "FLTS NON BC WKG."

Price: [4]

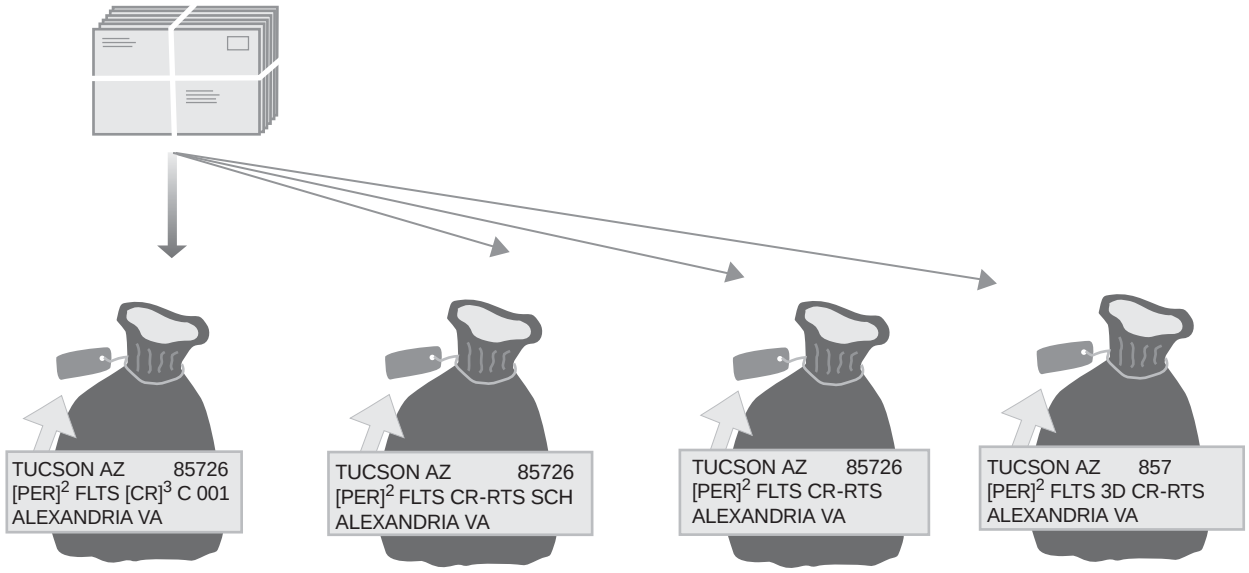
1. See 207.22.0 for optional 5-digit scheme and 3-digit scheme preparation for pieces meeting the standards in 201.6.0.
2. Use "NEWS" if issued weekly or more frequently.
3. For barcoded nonmachinable pieces, use "BC."
4. For prices, see Notice 123–Price List.
5. Mixed ADC piece price for bundles of fewer than 6 pieces, see 705.9.2.3.

Optional Carrier Route Preparation (207.23.0)

Bundles: Six or more pieces addressed to same carrier route (city route, rural route, highway contract route, post office box section, or general delivery unit) must be prepared in bundles. Carrier route bundles may be prepared with fewer than 6 pieces when publisher determines the preparation will improve service. Pieces in these low-volume carrier route bundles must be claimed at the basic presort price, see 207.23.6. For optional firm bundles, see 207.23.5.

Labels: Facing slip (203.3.15), optional endorsement line (207.7.0), or carrier route information line (203.3.14).

Price: Saturation, High Density, Basic Carrier Route[1]



Carrier Route

Sacks: Required at 24 pieces; fewer pieces not permitted.

Labels: For Line 1, use city, state, and 5-digit ZIP Code on mail. For Line 2, "PER" (or "NEWS"), "FLTS," and route marking as appropriate: for saturation, "WSS" and route type and number; for high density, "WSH" and route type and number; or for basic, "CR" and route type and number.

5-Digit Scheme Carrier Routes

Sacks: Required at 24 pieces; fewer pieces not permitted.

Labels: For Line 1, use L001, Column B. For Line 2, "PER" (or "NEWS") and "FLTS CR-RTS SCH."

5-Digit Carrier Routes

Sacks: Required at 24 pieces; fewer pieces not permitted.

Labels: For Line 1, use city, state, and 5-digit ZIP Code on mail. For Line 2, "PER" (or "NEWS") and "FLTS CR-RTS."

3-Digit Carrier Routes

Sacks: Required with one 6-piece bundle.

Labels: For Line 1, use city, state, and ZIP Code shown in L002, Column A, that corresponds to the 3-digit ZIP Code prefix of bundles. For Line 2, "PER" (or "NEWS") and "FLTS 3D CR-RTS."

1. Basic price for bundles of fewer than 6 pieces.
2. Use "NEWS" if issued weekly or more frequently.
3. Use "WSS" for Saturation, "WSH" for High Density, or "CR" for Basic Carrier Route.

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Special Standards
Periodicals Barcoded (Automation) Letters

207e

Quick Service Guide

Related QSGs

201a, Designing Letters and Cards for Automated Processing

Physical Standards (201.3.0, 207.3.0)

Maximum weight: 3.5 ounces.
For an overview of designing letters for automated processing, see Quick Service Guide 201a.

Prices and Fees (207.1.0)

Prices include piece charges, pound prices (advertising and nonadvertising), and applicable discounts.

In-County Prices:
In-County prices include piece prices, pound prices (DDU and other), and DDU discount.
Outside-County Prices:
Pound Prices—Advertising pounds based on destination entry and zone. Nonadvertising pounds based on destination entry and all other zones.
Piece Prices—The presort level of pieces prepared loose (no bundles) in full trays is based on the tray level. Pieces in bundles, piece price based on bundle level (six or more pieces).
Bundle Prices—Bundle prices do not apply to "loose" pieces in full trays. Bundle prices for bundles in less than full trays are based on the bundle and container 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, and trays.
Container Prices—Based on the container type, container level, and entry. For mailings prepared in trays, mailers pay the container price for each tray based on container level and entry

- For mailings prepared on pallets (705.8.0). Mailers pay the container price for each tray, and not for the pallets. The container price for each tray is based on the tray level and where the pallet is entered.
- For trays with both In-County and Outside-County pieces, mailers do not pay the container charges for carrier route, 5-digit carrier routes, and 5-digit/scheme trays.

Destination entry prices (DDU, DSCF, DADC, and DNDC) have additional standards (207.29.0). The mail must be addressed for delivery within that facility's service area.
Ride-Along price of $0.165 available for items up to 3.3 ounces (or not more than the weight of the host publication) eligible as Standard Mail (207.15.0).

Eligibility Standards (207.4.0)

For authorized publications 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 eligible for barcoded letter prices must be automation-compatible (201.3.0), Intelligent Mail barcoded (708.4.0), and sorted as described below.
Each piece must also 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 708.4.0; and for CASS/MASS standards, see 708.3.0.
Addresses matched using CASS/MASS-certified process within 180 days before mailing.
All letter-size reply cards and envelopes (Business Reply Mail, Courtesy Reply Mail, and meter reply mail) provided as enclosures must meet the standards in 207.14.2.
Mailers can apply Repositionable Notes, see 202.7.0.

Postage Payment and Documentation (207.16.0, 207.17.0)

Advance deposit account(s) at the 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, or approved facsimile.
- Supporting documentation: required by 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 1 year (708.3.5.2).

Mail Preparation (207.24.0)

1-foot or 2-foot trays used where appropriate (e.g., when there is enough mail to fill a 2-foot tray, a 2-foot tray must be used).
Pink barcoded tray labels required (207.21.0).
Trays sleeved and strapped (207.20.0). See 207.20.1.4 for exceptions to strapping for mailings that originate and destinate in delivery area of same SCF. Strapping not required on trays placed on 5-digit, 3-digit, and SCF pallets that are secured with stretchwrap.

Enter and Deposit (207.29.0)

Deposit only at authorized original and additional entry Post Office(s), unless authorized exceptional dispatch under 207.29.4.

Special Standards
Periodicals Barcoded (Automation) Letters

Traying Sequence (207.24.0)

5-Digit/Scheme

Trays: Optional, but required for 5-digit price. At least 150 pieces to same 5-digit ZIP Code or 5-digit scheme destination; bundling not permitted; only one overflow tray permitted per destination.

Barcoded Labels:
Line 1: For 5-digit scheme trays, use destination in L012. For 5-digit trays, use city, state, and 5-digit ZIP Code on mail.

Price: [1]

3-Digit/Scheme

Trays: Required, at least 150 pieces to same 3-digit ZIP Code or 3-digit scheme destination; bundling not permitted; only one overflow tray permitted per destination.

Exception: One less-than-full tray must be prepared for any remaining pieces for each 3-digit ZIP Code or 3-digit scheme of origin post office.

Barcoded Labels: For Line 1, use L002, Column B, for destination facility.

Price: [1]

AADC

Trays: Required, at least 150 pieces to same AADC; bundling not permitted; only one overflow tray permitted per destination. Pieces must be grouped by 3-digit ZIP Code prefix or 3-digit scheme if applicable.

Barcoded Labels:
For Line 1, use L801, Column B, for destination facility.

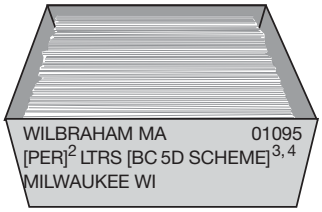
Price: [1]

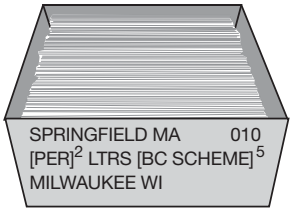
Mixed AADC

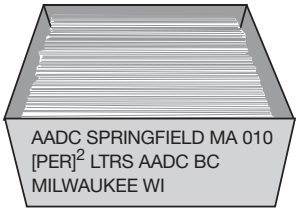
Trays: Required, any remaining pieces placed in mixed AADC trays grouped by AADC; only one less-than-full mixed AADC tray permitted per mailing.

Barcoded Labels: For Line 1, use L011, Column B, for destination facility (for NDC/ASF entry, use L010, Column B).

Price: [1]







Bundling required for mailings consisting entirely of card-size pieces and for pieces in overflow and less-than-full trays. The maximum thickness for a bundle is 6 inches.

1. For prices, see Notice 123–Price List.
2. Use “NEWS” if issued weekly or more frequently.
3. Use “5D BC” on 5-digit trays; use “BC 5D SCHEME” on 5-digit scheme trays.
4. For news 5-digit scheme trays, use “NEWS LTR BC 5D SCHEME.”
5. Use “3D BC” on 3-digit trays; use “BC SCHEME” on 3-digit scheme trays and, if applicable, as shown in L002, Column B, followed by the letter “A,” “B,” or “C.”

Special Standards
Periodicals Barcoded (Automation) Flats

207f

Quick Service Guide

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 in 5-digit bundles only (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 pounds based on destination entry and zone. Nonadvertising pounds based on destination entry and all other zones.
Piece Prices—Based on the bundle level (six or more pieces). Firm bundles pay a separate firm piece price.
Bundle Prices—Based on container and bundle level. Bundle prices do not apply to flat-size pieces prepared in flat trays under the optional tray preparation (207.22.7). 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, and sacks.
Container Prices—Based on the container type, container level, and entry. For mailings prepared in sacks, mailers pay the container price for each sack based on 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 on pallets, mailers pay the container price for each sack, and not for the pallets. The container price for each sack is based on the sack level and where the pallet is entered.
- For sacks with both In-County and Outside-County pieces, mailers do not pay the container charges for carrier route, 5-digit carrier routes, and 5-digit/scheme sacks.

Destination entry prices (DDU, DSCF, DADC, and DNDC) 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 Standard 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 708.3.0.
Addresses matched using CASS/MASS-certified process within 180 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.

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, or approved facsimile.
- 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 (708.3.5.2).

Mail Preparation (207.25.0)

Pink barcoded sack labels 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 sack 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.

Preparation

Bundling and Sacking Sequence (207.25.0)

5-Digit/Scheme[1]

Bundles: 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.

Labels: Red Label 5 SCH, Red Label 5, or optional endorsement line (OEL) (708.7.0).

Price: [2]

3-Digit/Scheme[1]

Bundles: 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.

Labels: Green Label 3 SCH, Green Label 3, or OEL.

Price: [2,3]

ADC

Bundles: Required, pieces must be bundled if 6 or more pieces to same ADC (L004); fewer pieces not permitted.

Labels: Pink Label A or OEL.

Price: [2]

Origin Mixed ADC

Bundles: Required, no minimum for any remaining pieces for destinations in L201, Column B, of the origin ZIP Code in Column A.

Labels: Tan Label X or OEL.

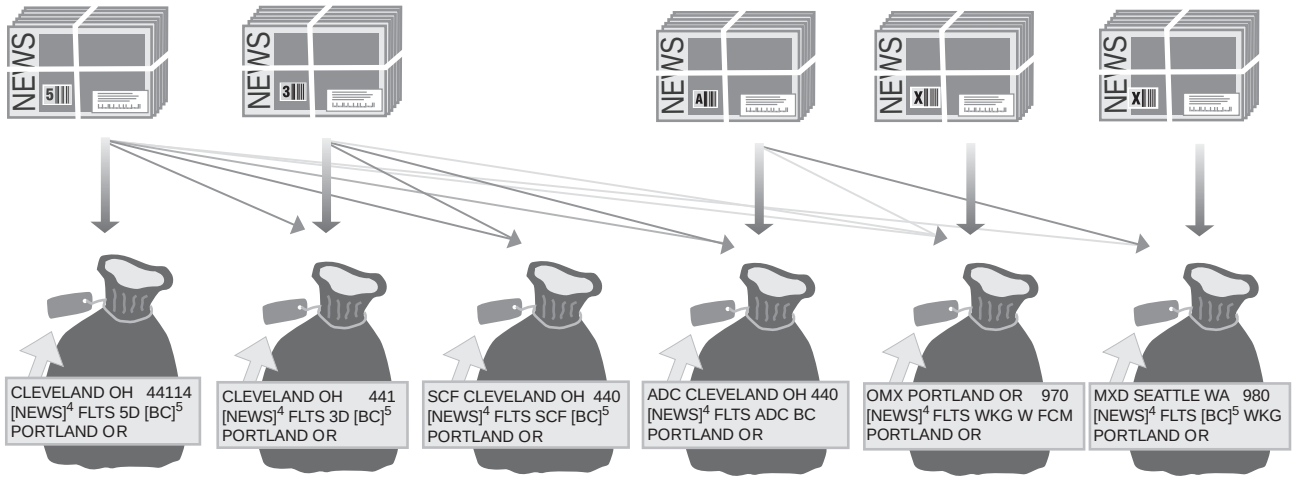
Price: [2]

Mixed ADC

Bundles: Required, any remaining pieces must be bundled in mixed ADC bundles.

Labels: Tan Label X or OEL.

Price: [2]



5-Digit/Scheme[1]

Sacks: Allowed at 24 pieces; required at 72 pieces; fewer than 24 pieces not permitted.

Barcoded Labels: Line 1: For 5-digit scheme sacks use L007, Column B. For 5-digit sacks, use city, state, and 5-digit ZIP Code on mail. Line 2: For 5-digit scheme sacks, use "NEWS" (or "PER") and "FLTS 5D SCH BC." For 5-digit sacks, use "NEWS" (or "PER") and "FLTS 5D BC."

3-Digit

Sacks: Allowed at 24 pieces; required at 72 pieces; fewer than 24 pieces not permitted.

Barcoded Labels: For Line 1, use L002, Column A; for Line 2, "NEWS" (or "PER") and "FLTS 3D BC."[3]

SCF/Origin Entry SCF

Sacks: Allowed at 24 pieces; required at 72 pieces; fewer than 24 pieces not permitted.

Required, no minimum for SCF of origin (verification) office; optional for the SCF of an entry office other than origin office.

Barcoded Labels: For Line 1, use L002, Column C; for Line 2, "NEWS" (or "PER") and "FLTS SCF BC."[5]

ADC

Sacks: Allowed at 24 pieces; required at 72 pieces; fewer than 24 pieces not permitted.

Barcoded Labels: For Line 1, use L004, Column B; for Line 2, "NEWS" (or "PER") and "FLTS ADC BC."

Origin Mixed ADC

Sacks: Required, no minimum for any remaining pieces for destinations in L201, Column B, of the origin ZIP Code in Column A.

Barcoded Labels: For Line 1, use L201, Column C; for Line 2, "NEWS" (or "PER") and "FLTS WKG W FCM."

Mixed ADC

Sacks: Required, no minimum for any remaining bundles placed into mixed ADC sacks.

Barcoded Labels: 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 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."

Physical Standards (201.7.0)

Maximum weight: 70 pounds.

Maximum length and girth: 108 inches.

Prices and Fees (213.1.0)

For a complete list of commercial Priority Mail Express prices, see Notice 123–Price List.

Except for Priority Mail Express Flat Rate packaging, Priority Mail Express prices are based on weight and zone. Items are charged the 0.5-pound price for weights up to 0.5 pound (i.e. If a piece weighs 0.25 pound, the weight (postage) increment is 0.5 pound). Items over a 0.5 pound are rounded up to the next whole pound (i.e. If a piece weighs 0.75 pound, the weight (postage) increment is 1 pound or if a piece weighs 1.2 pounds, the weight (postage) increment is 2 pounds).

Only USPS-produced Flat Rate packaging is eligible for the Priority Mail Express Flat Rate price, and is charged one flat price regardless of weight (up to 70 pounds) or domestic destination.

10:30 a.m. Delivery Fee: An optional fee is charged for a 10:30 a.m. request to have Priority Mail Express items delivered to an addressee within the delivery area of the destination facility where available.

Sunday/Holiday Premium: Delivery guaranteed for a Sunday or a holiday is charged a premium fee. No fee is charged for Sunday/holiday delivery when paying via a Priority Mail Express Manifest Agreement.

Commercial Base Prices (213.1.3): Priority Mail Express commercial base prices are lower than retail prices and are available for:

- Customers using a USPS Corporate Account (USPSCA), including Federal Agency Accounts
- Registered end-users of USPS-approved PC Postage products using a qualifying shipping label
- Customers using USPS-approved Information-based indicia (IBI) postage meters that print the IBI with the appropriate price marking and who electronically transmit transactional data to the USPS and use an approved Priority Mail Express shipping label
- Customers using permit imprint using the Electronic Verification System (eVS) program

Commercial Plus Prices (213.1.4): Priority Mail Express commercial plus prices are lower than commercial base and retail prices and are available to existing and new customers whose account volume exceeds a minimum threshold or who have a customer commitment agreement with the USPS. Commercial plus prices are available for:

- Customers using a USPS Corporate Account (USPSCA), including Federal Agency Accounts
- Customers using USPS-approved IBI postage meters that print the IBI with the appropriate price marking and who electronically transmit transactional data daily to USPS for all mailpieces and categories and use an approved Priority Mail Express shipping label
- Permit imprint using the Electronic Verification System (eVS) program

Content (213.2.0)

All mailable matter may be sent as Priority Mail Express, except matter prohibited by standards (e.g., certain hazardous materials) (601.8.0).

Service Features (213.4.0)

Priority Mail Express is a money-back guaranteed 1-Day or 2-Day delivery service that includes tracking, proof of delivery, and insurance coverage up to $100. Priority Mail Express Sunday/holiday delivery is available to many destinations for an additional fee. Mailers may use the Domestic Price Calculator at *pe.usps.com* for delivery information between specific ZIP Codes.

Priority Mail Express 1-Day Delivery is available to designated destination 3-digit or 5-digit ZIP Code delivery areas. Items are delivered by 12:00 p.m. or 3 p.m. on the next day. Items may be delivered by 10:30 a.m. for a fee. If delivery is not made, the addressee is notified. A reminder notice is left on the third day after the attempted delivery. A second delivery is attempted only upon customer request. For an additional option, see Hold for Pickup below.

1-Day guarantee is adjusted during the December 22 through December 25 time period.

Priority Mail Express 2-Day Delivery is available to any 3-digit or 5-digit ZIP Code destination not listed in the 1-Day Delivery directory. Items are delivered by 12:00 p.m. or 3 p.m. on the second day. Items may be delivered by 10:30 a.m. for a fee. If delivery is not made, the addressee is notified. A reminder notice is left on the third day after the attempted delivery. A second delivery is attempted only upon customer request. For an additional option, see Hold for Pickup below.

Hold for Pickup (508.7.0) items presented for Priority Mail Express 1-Day Delivery are available for claim by the addressee at the destination facility by 10:30 a.m. or 3 p.m. of the next day the destination office is open for retail business. Hold for Pickup items presented for 2-Day Delivery are available for claim by 10:30 a.m. or 3 p.m. of the second day the destination office is open for retail business.

Priority Mail Express Military Service (703.2.0) is available between the United States and designated APO/FPO or DPO destination addresses.

Postage Payment and Documentation (214)

Commercial Priority Mail Express postage may be paid by Click-N-Ship (604.4.0), USPS Corporate Account (214.2.0), IBI postage meter (604.4.0), PC Postage (604.4.0), or Permit Imprint (604.5.0).

Mail Preparation (215)

Matter mailed in USPS-produced Priority Mail Express packaging is subject to Priority Mail Express prices regardless of how the packaging is reconfigured or how markings may be obliterated. Priority Mail Express envelopes and boxes are available from local Post Offices or online at *www.usps.com* at no additional cost. Customized preprinted labels also are available by contacting your local Post Office.

When sealing Flat Rate packaging, the container flaps must be able to close within the normal folds. Tape may be applied to the flaps and seams to reinforce the container provided the design of the container is not enlarged by opening the sides, and the container is not reconstructed in any way.

For each commercial Priority Mail Express item, the mailer must complete Label 11-B or Label 11-F, Label 11-HFPU for Hold for Pickup Service, or a single-ply Priority Mail Express label generated through an USPS-approved method. Each piece should include a complete delivery and return address with the correct ZIP Code or ZIP+4 code.

Signature required (for labels dated January 2012): mailers requiring a signature must instruct the USPS by checking the “Signature Required” box on the label. A signature is required for Priority Mail Express COD, or Priority Mail Express with additional insurance.

All commercial Priority Mail Express pieces must bear an Intelligent Mail package barcode. Mailpieces not meeting the requirements for use of unique Intelligent Mail package barcodes (IMpb) or an extra service IMpb will be assessed an IMpb noncompliance fee as outlined in Publication 199 available on RIBBS at *https://ribbs.usps.gov/*.

Enter and Deposit (216)

Commercial Priority Mail Express 1-Day and 2-Day items may be mailed at Post Offices, stations, and branches; dropped into Priority Mail Express collection boxes; handed to carriers; or picked up by the USPS.

Acceptance and collection information may be obtained by calling 1-800-222-1811 or contacting your local postmaster.

Pickup on Demand (507.7.0) is available regardless of the number of pieces. Only one fee includes Priority Mail Express, Priority Mail, or USPS Retail Ground items picked up at same time. Service and information is available by calling 1-800-222-1811 or at *www.usps.com*.

Package Pickup is available for free by submitting your request online at *www.usps.com* and having your Priority Mail Express, Priority Mail, or international packages, with postage affixed, ready when your carrier arrives for your regular mail delivery.

Open and Distribute shipments: see 705.18.0.

Extra Services (503)

Adult Signature services are available (503.8.0). Return receipt service is available (503.6.0). Collect on Delivery (COD) (503.9.1). Insurance against loss, damage, or rifling is included at no extra cost for coverage up to $100 (503.4.0). Additional merchandise insurance may be available up to $5,000, depending on the value and nature of the item. Claims must be filed within 90 days of the date of mailing (609.1.0).

Physical Standards (201.7.0)

Maximum weight: 70 pounds.

- Commercial Plus Cubic — 20 pounds
- Regional Rate ''Box A'' — 15 pounds
- Regional Rate ''Box B'' — 20 pounds

Maximum length and girth: 108 inches.

Prices and Fees (223.1.0)

For a complete listing of commercial Priority Mail prices, see Notice 123–Price List.

Except for Flat Rate and Regional Rate packaging, balloon, or dimensional weight, and commercial plus cubic items, Priority Mail commercial prices are based on weight and zone. Mailpieces are charged per pound; any fraction of a pound is rounded up to the next whole pound, except for Priority Mail commercial plus items that weigh up to 1/2 pound are charged the 1/2-pound price.

Balloon Price: Parcels addressed for delivery to Zones 1-4 that weigh less than 20 pounds but measure more than 84 inches (but not exceeding 108 inches) in combined length and girth are charged the 20-pound price for the zone to which addressed.

Dimensional Weight Price: Postage for parcels addressed for delivery to Zones 5-9 and exceeding 1 cubic foot (1,728 cubic inches) is based on the actual weight or the dimensional weight, whichever is greater. (See QSG 120 for examples on how to measure dimensional weight.)

Matter mailed in USPS-produced Priority Mail packaging is charged one flat price regardless how much the item weighs (up to 70 pounds) or domestic destination. Only USPS-produced Flat Rate packaging is eligible for Priority Mail Flat Rate pricing. For a complete list of Flat Rate packaging items, see the Flat Rate Quick Reference section of Notice 123–Price List.

Regional Rate Boxes are available to Priority Mail commercial customers who use the USPS-produced packaging, with prices based on one of the two box sizes and zone to which it is shipped. Regional Rate boxes exceeding the maximum weight for the box size, or the container flaps do not close within the normal folds, will be assessed the applicable Priority Mail prices.

Content (223.2.0)

Unless Priority Mail Express is used, Priority Mail prices are required for a mailpiece that weighs more than 13 ounces when the mailpiece contains matter that must be mailed as First-Class Mail (233.2.0). All mailable matter may be sent as Priority Mail, except matter prohibited by standards (e.g., certain hazardous materials) (601.8).

Postage Payment and Documentation (224)

Commercial base and Regional Rate Box prices are available for postage paid through:

- Registered end-users of USPS-approved PC Postage products when using a qualifying shipping label managed by the PC Postage system
- Customers using permit imprint
- Priority Mail Open and Distribute (PMOD) using permit imprint with a qualifying address label under 705.18.5.7. PMOD is not available for Regional Rate Boxes
- Information-based indicia (IBI) postage meters that print the IBI with the appropriate price marking and electronically transmit transactional data to the USPS
- Merchandise Return Service (MRS) for Priority Mail when all MRS requirements are met (505.3.0)

Commercial plus prices are available to existing and new customers who qualify for commercial base prices and whose account volume for the previous year exceeds a combined total of 5,000 letter-size and flat-size (including Flat Rate Envelopes, but not the Padded Envelope); or a combined cumulative volume exceeding 75,000 total pieces (letters, flats, and parcels); or who have a customer commitment agreement with the USPS.

- Registered end-users of USPS-approved PC Postage products
- Permit imprint customers
- Priority Mail Open and Distribute customers (exceeds 600 PMOD containers)
- Merchandise Return Service permit holders

Commercial plus cubic prices are available to existing and new customers who qualify for commercial base prices and whose account volume exceeds 250,000 for the previous year or have a customer commitment agreement with the USPS, and who are:

- Registered end-users of USPS-approved PC Postage products
- Permit imprint customers who use the Electronic Verification System (eVS) or submit an electronic postage statement with a computerized manifest

Priority Mail pieces with postage paid through a PC Postage system must bear an Intelligent Mail package barcode prepared under 708.5.0.

Postage Statement: PS Form 3600-R or approved facsimile; other documentation may be required by standards for payment method used. No postage statement is required if metered postage is affixed.

Mail Preparation (225)

Matter mailed in USPS-produced Priority Mail packaging is subject to Priority Mail prices regardless of how the package is reconfigured or how the marking may be obliterated.

When sealing Flat Rate packaging or Regional Rate boxes, the container flaps must be able to close within the normal folds. Tape may be applied to the flaps and seams to reinforce the container provided the design of the container is not enlarged by opening the sides and the container is not reconstructed in any way.

Each piece must include a complete delivery and return address with the correct ZIP Code or ZIP+4 code (602.1.0).

All commercial Priority Mail pieces (except letter and flat size pieces entered under an authorization to use an Intelligent Mail barcode (IMb)) must meet the requirements for use of unique Intelligent Mail package barcodes (IMpb) or an extra service IMpb. Mailpieces not meeting this requirement will be assessed an IMpb noncompliance fee as outlined in Publication 199 available on RIBBS at *https://ribbs.usps.gov/*.

Marking on each piece: “Priority Mail” must be placed prominently on the address side of each mailpiece.

Except for permit imprint or Merchandise Return Service, the following price markings are required in the postage area (225.2.0):

- Commercial Base Price: “Commercial Base Price”, “Commercial Base Pricing”, or “ComBasPrice”.
- Commercial Plus Price: “Commercial Plus Price”, “Commercial Plus Pricing”, or “ComPlsPrice”.
- Commercial Plus Cubic Price *with PC Postage* (225.2.0): Mailpieces must bear the appropriate marking that reflects the respective price tier as follows:
  - Cubic .10
  - Cubic .20
  - Cubic .30
  - Cubic .40
  - Cubic .50
- Commercial Plus Cubic Price *with permit imprint* (225.2.0): “Cubic”, “CUBIC”, or “cubic”

Enter and Deposit (226)

Deposit: Packages with IBI metered postage, or PC Postage may be deposited in collection boxes or at an acceptance point designated by USPS.

Delivery: At mailer's option, uninsured mail may be left in a protected place if endorsed “Carrier-Leave If No Response” (508.1.1.8).

Open and Distribute Shipments: see 705.18.0.

Commercial Letters and Postcards
First-Class Mail Nonmachinable Letters

230a

Quick Service Guide

Physical Standards (201)

	Minimum	Maximum
Length	5 inches	11-1/2 inches
Height	3-1/2 inches	6-1/8 inches
Thickness	0.007	1/4 inch

Maximum weight: 3.5 ounces. All letter-size pieces over 3.5 ounces are prepared as letters and charged the flat-size prices.

For an overview of the physical standards for commercial letters and postcards, see Quick Service Guide 201.

Prices and Fees (233.1.0)

Postage is based on the weight of each addressed piece. First-Class Mail letters are charged per ounce or fraction thereof; any fraction of an ounce is considered a whole ounce.

Letters are subject to a nonmachinable surcharge if they meet any of the characteristics in 201.2.1. The nonmachinable characteristics do not apply to pieces mailed at postcard prices.

Annual presort mailing fee applies.

Content (233.2.0)

First-Class Mail is required for personal correspondence, handwritten or typewritten material, and bills or statements of account. First-Class Mail may also be used for most mailable items, including advertisements and lightweight merchandise.

Eligibility Standards (233.4.0)

Mailings of 500 or more addressed pieces, sorted and marked as described below. All pieces must be letter-size and meet one of the nonmachinable criteria in 201.2.0. Pieces mailed at card prices and pieces mailed at letter prices must meet separate 500-piece minimums.

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

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). For an overview of the Move Update standards, see Quick Service Guide 602a.

A certified process (233.3.5) must be used within 12 months before mailing to ensure accuracy of 5-digit ZIP Codes.

Mailers can apply Repositionable Notes for an additional charge. See 202.7.0.

Postage Payment and Documentation (234)

Precanceled stamp (604.3.0), meter (604.4.0), or permit imprint (604.5.0).

Additional standards apply to mailings of nonidentical-weight pieces.

Documentation:

- Postage statement: PS Form 3600-FCM or approved facsimile.
- 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 (235.5.1.3)

Mark each piece “Presorted” or “PRSRT” and “First-Class Mail” in the postage area. For optional marking location, see 202.3.0.

When preparing full trays, mailers must fill all possible 2-foot trays first; if there is mail remaining for the presort destination, mailers must use a combination of 1-foot and 2-foot trays that result in the fewest total number of trays for that presort level.

Use 2-inch tray labels (245.4.0).

Trays sleeved and strapped (235.3.0). See 235.3.0 for exceptions to strapping for mixed ADC trays and mailings that originate and destinate in delivery area of same SCF.

Enter and Deposit (236)

Mailing entered at an acceptance point designated by USPS.

Commercial Letters and Postcards
First-Class Mail Nonmachinable Letters

Bundling and Traying Sequence (235.5.3)

5-Digit

Bundles: Required, pieces must be bundled if 10 or more pieces to same 5-digit ZIP Code; fewer than 10 pieces in a bundle not permitted. Bundling not required if sufficient quantity to fill a 5-digit tray.

Labels: Red Label 5 or optional endorsement line (OEL) (708.7.0).

3-Digit

Bundles: Required, pieces must be bundled if 10 or more pieces to same 3-digit ZIP Code prefix; fewer than 10 pieces in a bundle not permitted.[1]

Labels: Green Label 3 or OEL.

ADC

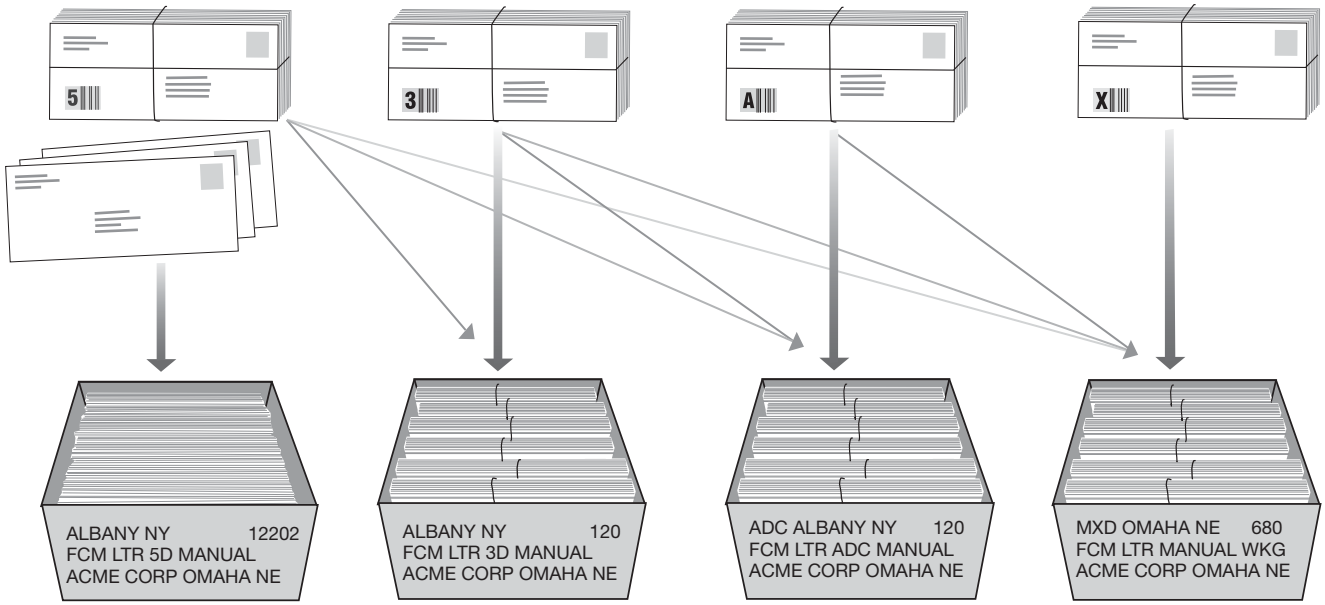
Bundles: Required, pieces must be bundled if 10 or more pieces to same ADC (see L004); fewer than 10 pieces in a bundle not permitted.[1]

Labels: Pink Label A or OEL.

Mixed ADC

Bundles: Required, any remaining pieces must be bundled in mixed ADC bundles.

Labels: Tan Label X or OEL.



Trays: Required, full trays only for pieces to same 5-digit ZIP Code; bundling not required; less-than-full trays not permitted.

Labels: For Line 1, use city, state, and 5-digit ZIP Code on mail.

Price: Presorted

Trays: Required, full trays only for bundles to same 3-digit ZIP Code prefix; less-than-full trays not permitted.

Exception: One less-than-full tray must be prepared for any remaining bundles for each origin 3-digit ZIP Code prefix.

Labels: For Line 1, use L002, Column A, for destination facility.

Price: Presorted

Trays: Required, full trays only for bundles to same ADC (see L004); less-than-full trays not permitted.

Labels: For Line 1, use L004, Column B, for destination facility.
Price: Presorted

Trays: Required for any remaining bundles placed in mixed ADC trays; only one less-than-full tray permitted.

Labels: For Line 1, use L201. For mail originating in 3-digit ZIP Codes in Column A, use "MXD" followed by city/state/3-digit ZIP Code in Column C.

Price: Presorted

Bundling required in mailings consisting entirely of postcard-size pieces and for other pieces in less-than-full trays.
The maximum bundle thickness is 6 inches (203.3.0).

1. Bundling not required if sufficient quantity to fill a tray and none of the mail in the tray would have been more finely sorted if bundled (203.3.0).

Commercial Letters and Postcards

First-Class Mail Machinable Letters and PostCards

230b

Quick Service Guide

Physical Standards (201)

Maximum weight: 3.3 ounces.

For an overview of the physical standards for commercial letters and cards, see Quick Service Guide 201.

Prices and Fees (233.1.0)

For a complete listing of commercial First-Class Mail prices, see Notice 123–Price List.

Annual presort mailing fee applies.

Content (233.2.0)

First-Class Mail is required for personal correspondence, handwritten or typewritten material, and bills or statements of account. It also may be used for any mailable item including advertisements and lightweight merchandise.

Eligibility Standards (233.4.0)

Mailings of 500 or more addressed pieces, sorted and marked as described below. All pieces must be machinable; see 201.1.0. Pieces mailed at card prices and pieces mailed at letter prices must meet separate 500-piece minimums.

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

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). For an overview of the Move Update standards, see Quick Service Guide 230a.

A certified process (233.3.5) must be used within 12 months before mailing to ensure accuracy of 5-digit ZIP Codes.

Mailers can apply Repositionable Notes to letters for an additional charge. See 202.7.0.

Postage Payment and Documentation (234)

Precanceled stamp (604.3.0), meter (604.4.0), or permit imprint (604.5.0).

Additional standards apply to mailings of nonidentical-weight pieces.

Documentation:

- Postage statement: PS Form 3600-FCM, or approved facsimile.
- Supporting documentation: required unless correct price 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 (235)

Mark each piece: “Presorted” or “PRSRT” and “First-Class Mail” in the postage area. For optional marking location, see 202.3.0.

When preparing full trays, mailers must fill all possible 2-foot trays first; if there is mail remaining for the presort destination, mailers must use a combination of 1-foot and 2-foot trays that result in the fewest total number of trays for that presort level.

Use 2-inch tray labels (245.4.0) or barcoded tray label (recommended).

Trays sleeved and strapped (235.3.0). See 235.3.0 for exceptions to strapping for mixed AADC trays and mailings that originate and destinate in delivery area of same SCF.

Enter and Deposit (236)

Mailing entered at an acceptance point designated by USPS.

Commercial Letters and Postcards

First-Class Mail Machinable Letters and PostCards

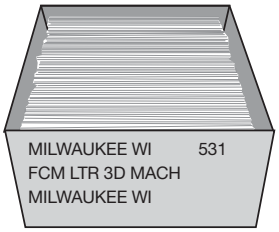
Traying Sequence (235.5.2)

3-Digit Origin

Trays: Required, trays must be prepared for any pieces to each origin 3-digit ZIP Code; one less-than-full tray permitted for each origin ZIP Code.

Labels: For Line 1, use L002, Column A. For Line 2, use “FCM LTR 3D MACH.”

Price: Presorted

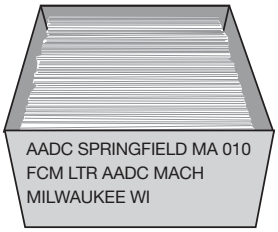


AADC

Trays: Required, full trays for pieces to same AADC (see L801); pieces grouped by 3-digit ZIP Code; less-than-full trays not permitted.

Labels: For Line 1, use L801, Column B, for destination facility. For Line 2, use “FCM LTR AADC MACH.”

Price: Presorted

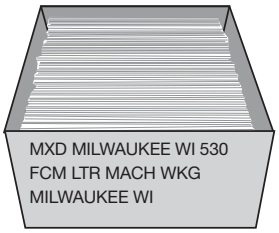


Mixed AADC

Trays: Required for any remaining pieces placed in mixed AADC trays; pieces grouped by AADC; only one less-than-full tray permitted.

Labels: For Line 1, use L201. For mail originating in 3-digit ZIP Codes in Column A, use “MXD” followed by city/state/3-digit ZIP Code in Column C. For Line 2, use “FCM LTR MACH WKG.”

Price: Presorted



Bundling not permitted in full trays. Bundling required in mailings consisting entirely of card-size pieces and for pieces placed in less-than-full 3-digit and mixed AADC trays.

Commercial Letters and Postcards

First-Class Mail Automation Letters and Postcards

230c

Quick Service Guide

Related QSGs

201b, Using Tabs, Wafer Seals, and Glue Strips
602a, First-Class Mail Move Update

Physical Standards (201)

Maximum weight: 3.5 ounces.

Heavy letter mail weighing more than 3 ounces must have a barcode in the address block and be prepared in a sealed envelope in 201.3.6.

For an overview of the physical standards for commercial letters and cards, see Quick Service Guide 201.

Prices and Fees (233.1.0)

For a complete listing of commercial First-Class Mail prices, see Notice 123–Price List.

Annual presort mailing fee applies.

Content (233.2.0)

First-Class Mail is required for personal correspondence, handwritten or typewritten material, and bills or statements of account. It also may be used for any mailable item including advertisements and lightweight merchandise.

Eligibility Standards (233.5.0)

Mailings of 500 or more addressed pieces, 100% delivery point or Intelligent Mail barcoded, sorted, and marked as described below. All pieces must be automation-compatible (201.3.0). Pieces mailed at card prices and pieces mailed at letter prices must meet separate 500-piece minimums.

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

For address standards, see 233.5.7; for barcode standards see 708.4.0; and for CASS/MASS standards see 708.3.0.

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). For an overview of the Move Update standards, see Quick Service Guide 602a.

Addresses must be matched using CASS/MASS-certified process within 180 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 201.3.17.

Mailers can apply Repositionable Notes to letters for an additional charge. See 202.7.0.

Postage Payment and Documentation (234)

Precanceled stamp (604.3.0), meter (604.4.0), or permit imprint (604.5.0).

Additional standards apply to mailings of nonidentical-weight pieces.

Documentation:

- Postage statement: PS Form 3600-FCM or approved facsimile.
- PS Form 3553 must be retained for 1 year (708.3.5.2).
- Supporting documentation: required unless correct price 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 (235)

Mark each piece: “First-Class Mail,” and “AUTO” in the postage area. For optional marking location, see 202.3.0. Pieces bearing a delivery point POSTNET or Intelligent Mail barcode in the address block or on an insert visible through a window do not require the additional “AUTO” marking. Pieces not marked “AUTO” must bear both the “Presorted” or “PRSRT” and “First-Class Mail” markings. For price markings applied by MLOCRs, see 202.3.9. Pieces not claimed at an automation price must not be marked “AUTO” unless single-piece postage is affixed or a corrective single-piece price marking is applied under 235.5.1.2.

When preparing full trays, mailers must fill all possible 2-foot trays first; if there is mail remaining for the presort destination, mailers must use a combination of 1-foot and 2-foot trays that result in the fewest total number of trays for that presort level.

Barcoded tray labels required (235.4.0).

Trays sleeved and strapped (235.3.0). See 235.3.0 for exceptions to strapping for mixed AADC trays and mailings that originate and destinate in delivery area of same SCF.

Enter and Deposit (236)

Mailing entered at an acceptance point designated by USPS.

Commercial Letters and Postcards

First-Class Mail Automation Letters and Postcards

Traying Sequence (235.6.0)

5-Digit/Scheme[1]

Trays: Optional, but required for 5-digit price. 150-piece minimum to same 5-digit/scheme destination; bundling not permitted except for card-sized pieces; only one overflow tray permitted per destination.[2]

Barcoded Labels: Line 1: For 5-digit scheme trays, use destination in L012. For 5-digit trays, use city, state, and 5-digit ZIP Code on mail.

Price: 5-Digit

3-Digit/Scheme

Trays: Optional, but required for 3-digit prices; 150 pieces to same 3-digit/scheme destination; bundling not permitted; only one overflow tray permitted per destination.[2]

Exception: After all full trays are prepared, one less-than-full tray must be prepared for any remaining pieces for each 3-digit/scheme of SCF serving post office where mail is verified.

Barcoded Labels: For Line 1, use L002, Column B, for destination facility.

Price: 3-Digit or AADC[3]

AADC

Trays: Optional, but required for AADC price; 150 pieces to same AADC; bundling not permitted; overflow pieces from 3-digit trays grouped by 3-digit/scheme destination; only one overflow tray permitted per destination.[2]

Barcoded Labels: For Line 1, use L801, Column B for destination facility.

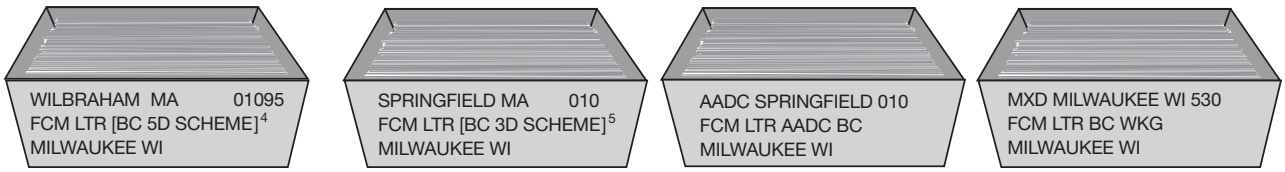
Price: AADC

Mixed AADC

Trays: Required for all remaining pieces placed in mixed AADC trays; overflow pieces from AADC trays grouped by AADC; only one less-than-full mixed AADC tray permitted per mailing.

Barcoded Labels: For Line 1, use L201. For mail originating in 3-digit ZIP Codes in Column A, use “MXD” followed by city/state/3-digit ZIP Code in Column C.

Price: Mixed AADC



Bundling required for mailings consisting entirely of card-size pieces and for pieces in overflow and less-than-full trays. The maximum thickness for a bundle is 6 inches.

1. For the 5-digit price, prepare all possible 5-digit scheme trays, then prepare all possible 5-digit trays.
2. Instead of preparing overflow trays with fewer than 150 pieces, mailers may include these pieces in an existing qualified tray of at least 150 or more pieces at the next tray level. The price is based on the overflow tray that would have been made (i.e., pieces placed in a 3-digit tray in lieu of 5-digit overflow trays are eligible for the 5-digit price). Pieces placed in the next tray level must be grouped by destination and placed in the front or back of the tray. This option may be used selectively for 3-digit/scheme and AADC ZIP Codes. The overflow option does not apply to 3-digit origin trays.
3. AADC price for any 3-digit/scheme tray for the origin SCF area containing fewer than 150 pieces.
4. Use “5D BC” on 5-digit trays; on 5-digit scheme trays, use “BC 5D SCHEME.”
5. Use “3D BC” on 3-digit trays; on 3-digit scheme trays, use “BC 3D SCHEME” and, if applicable, as shown in L002, Column B, followed by the letter “A,” “B,” or “C.”

Commercial Flats
First-Class Mail Nonautomation Flats

230d

Quick Service Guide

Physical Standards (201)

Maximum weight: 13 ounces.

For an overview of the physical standards for commercial flats, see Quick Service Guide 201c.

Prices and Fees (233.1.0)

For a complete list of commercial First-Class Mail prices, see Notice 123–Price List.

Annual presort mailing fee applies.

Content (233.2.0)

First-Class Mail is required for personal correspondence, handwritten or typewritten material, and bills or statements of account. It may also be used for any mailable item, including advertisements and lightweight merchandise.

Eligibility Standards (233.3.0)

Mailings of 500 or more addressed pieces, sorted and marked as described below. All pieces must fit within flat-size processing category (201).

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

Addresses on all pieces must be updated within 95 days before mailing through a USPS-approved address update tool (e.g., ACS, NCOA^{Link}, or the appropriate ancillary service endorsement under 507.1.0). For an overview of the First-Class Mail Move Update standards, see Quick Service Guide 602a.

A certified process (233.3.5) must be used within 12 months before mailing to ensure accuracy of 5-digit ZIP Codes.

Pieces that are rigid, nonrectangular, or not uniformly thick must be prepared as parcels and pay parcel prices (283.1.2).

Mailers can apply Repositionable Notes for an additional charge. See 202.7.0.

Postage Payment and Documentation (234)

Precanceled stamp (604.3.0), meter (604.4.0), or permit imprint (604.5.0).

Additional standards apply to mailings of nonidentical-weight pieces.

Documentation:

- Postage statement: PS Form 3600-FCM, PS Form 3600-EZ, or approved facsimile.
- 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 (235)

Marking on each piece in the postage area (202.3.0): “Presorted (or PRSRT) First-Class.”

Use 2-inch tray labels (235.4.0).

Flat trays capped (green side up) and secured with two straps (235.3.0).

Any mailing job that contains bundles of Presorted flats and bundles of automation flats must be co-trayed using 705.9.1.

Enter and Deposit (236)

Mailing entered at an acceptance point designated by USPS.

Commercial Flats
First-Class Mail Nonautomation Flats

Bundling and Traying Sequence (235.5.0)

5-Digit

Bundles: Required, pieces must be bundled if 10 or more pieces to same 5-digit ZIP Code; fewer than 10 pieces in a bundle not permitted.[1] Bundling not required if sufficient quantity to fill a 5-digit tray.

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

3-Digit

Bundles: Required, pieces must be bundled if 10 or more pieces to same 3-digit ZIP Code prefix; fewer than 10 pieces in a bundle not permitted.[1, 2]

Labels: Green Label 3 or OEL.

ADC

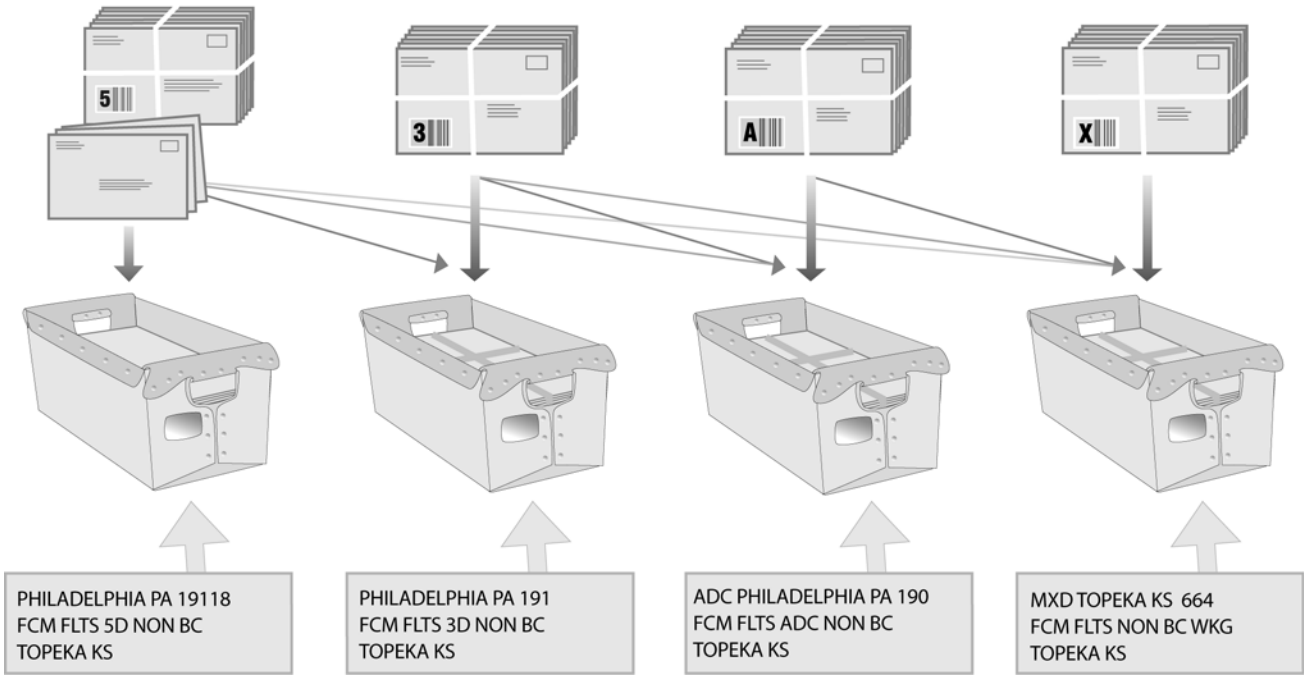
Bundles: Required, pieces must be bundled if 10 or more pieces to same ADC (see L004); fewer than 10 pieces in a bundle not permitted.[1, 2]

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.



Trays: Required, full trays only to same 5-digit ZIP Code; bundling not required if sufficient quantities to fill a 5-digit tray; less-than-full trays not permitted.

Labels: For Line 1, use city, state, and 5-digit ZIP Code on mail.

Price: Presorted

Trays: Required, full trays only for bundles to same 3-digit ZIP Code prefix; less-than-full trays not permitted. (Exception: One less-than-full tray must be prepared for any remaining bundles for each origin 3-digit ZIP Code prefix).

Labels: For Line 1, use L002, Column A, for destination facility.

Price: Presorted

Trays: Required, full trays only for bundles to same ADC (see L004); less-than-full trays not permitted.

Labels: For Line 1, use L004, Column B, for destination facility.

Price: Presorted

Trays: Required for any remaining bundles placed in mixed ADC trays; only one less-than-full tray permitted.

Labels: For Line 1, use L201. For mail originating in 3-digit ZIP Codes in Column A, use "MXD" followed by city/state/3-digit ZIP Code in Column C.

Price: Presorted

For flats, a full tray is defined as one that contains at least a single stack of pieces lying flat that reaches bottom of handholds, but no more than can be contained in tray with lid secured in place with two straps. When possible, pieces must be placed in two stacks to optimize tray use. Total weight of tray must not exceed 70 pounds.

1. Bundles may contain less than 10 pieces when there are at least 10 pieces to a destination and the bundle size would exceed the maximum size (203.3.0).
2. Bundling not required if sufficient quantity to fill a tray and none of the mail in the tray would have been more finely sorted if bundled (203.3.0).

Commercial Flats
First-Class Mail Automation Flats

230e

Quick Service Guide

Related QSG

201d, Designing Flats for Automated Processing

Physical Standards (201)

Maximum weight: 13 ounces.

For an overview of the physical standards for commercial flats, see Quick Service Guide 201c.

Prices and Fees (233.1.0)

For a complete list of Commercial First-Class Mail prices, see Notice 123–Price List.

Annual presort mailing fee applies.

Content (233.2.0)

First-Class Mail is required for personal correspondence, handwritten or typewritten material, and bills or statements of account. It may also be used for any mailable item, including advertisements and lightweight merchandise.

Eligibility Standards (233.5.0)

Mailings of 500 or more addressed pieces must be automation-compatible (201.6.0), bear a delivery point or Intelligent Mail barcode (708.4.0), sorted and marked as described below.

Each piece must also include a complete delivery address with correct ZIP Code or ZIP+4 Code. For address standards, see 233.5.7; for barcode quality standards, see 708.4.0; and for CASS/MASS standards, see 708.3.0.

Addresses on all pieces must be updated within 95 days before mailing with a USPS-approved address update tool (e.g., ACS, NCOA^{Link}, or the appropriate ancillary service endorsement except Forwarding Services Requested, under 507.1.5). For an overview of the Move Update standard, see Quick Service Guide 602a.

Addresses must be matched using a CASS/MASS-certified process within 180 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 201.3.17.

Mailers can apply Repositionable Notes for an additional charge. See 202.7.0.

Postage Payment and Documentation (234)

Precanceled stamp (604.3.0), meter (604.4.0), or permit imprint (604.5.0).

Additional standards apply to mailings of nonidentical-weight pieces.

Documentation:

- Postage statement: PS Form 3600-FCM or approved facsimile.
- PS Form 3553 must be retained by mailer for 1 year (708.3.5.2).
- 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 (235)

Marking on each piece in the postage area (202.3.0): “Presorted (or PRSRT) First-Class Mail” or “AUTO” and “First-Class Mail.” For optional location, see 201.3.0.

Barcoded tray labels required (235.4.0).

Flat trays capped (green side up) and secured with two straps.

Any mailing job that contains bundles of presorted flats and bundles of automation flats must be co-trayed using 705.9.1.

Enter and Deposit (236)

Mailing entered at an acceptance point designated by USPS.

Commercial Flats
First-Class Mail Automation Flats

Bundle-Based Preparation (235.6.5)

5-Digit[1]

Bundles: Optional, pieces must be bundled if 10 or more pieces to same 5-digit ZIP Code; fewer than 10 pieces in a bundle not permitted.[2]

Labels: Red Label 5 or optional endorsement line (OEL) (708.7.0).

Price: 5-Digit

3-Digit

Bundles: Required, pieces must be bundled if 10 or more pieces to same 3-digit ZIP Code prefix; fewer than 10 pieces in a bundle not permitted.[2]

Labels: Green Label 3 or OEL.

Price: 3-Digit

ADC

Bundles: Required, pieces must be bundled if 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.

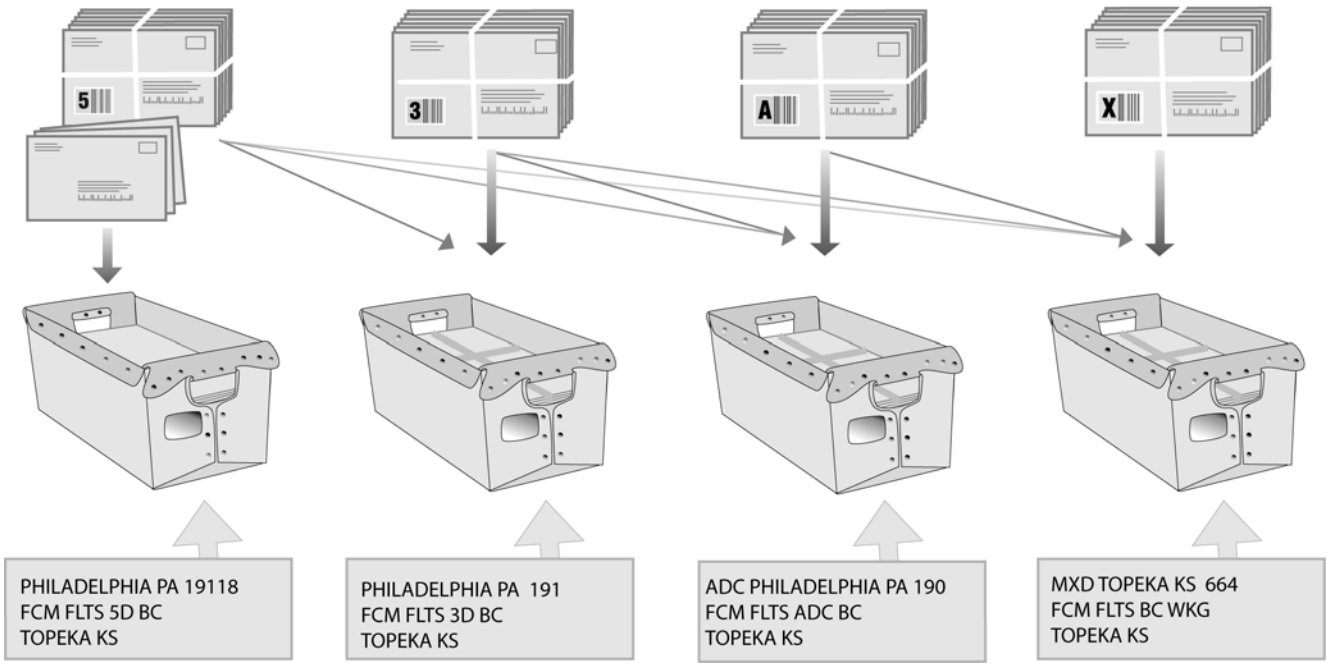
Price: ADC

Mixed ADC

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

Labels: Tan Label X or OEL.

Price: Mixed ADC



Trays: Optional, full trays only for bundles to same 5-digit ZIP Code; bundling not required in full trays; less-than-full trays not permitted.

Barcoded Labels: For Line 1, use city, state, and 5-digit ZIP Code on mail.

Trays: Required, full trays only for bundles to same 3-digit ZIP Code prefix; less-than-full trays not permitted. (Exception: After all full trays are prepared, one less-than-full tray must be prepared for any remaining bundles for each 3-digit ZIP Code prefix of SCF serving post office where mail is verified.)

Barcoded Labels: For Line 1, use L002, Column A, for destination facility.

Trays: Required, full trays only for bundles to same ADC (see L004); less-than-full trays not permitted.

Barcoded Labels: For Line 1, use L004, Column B, for destination facility.

Trays: Required for any remaining bundles. Only one less-than-full tray permitted.

Barcoded Labels: For Line 1, use L201. For mail originating in 3-digit ZIP Codes in Column A, use "MXD" followed by city/state/3-digit ZIP Code in Column C.

1. For optional 5-digit scheme preparation, see 235.8.7.
2. Bundles may contain less than 10 pieces when there are at least 10 pieces to a destination and the bundle size would exceed the maximum size (203.3.12).

For flats, a full tray is defined as one that contains at least a single stack of pieces lying flat that reaches the bottom of handholds, but no more than can be contained in tray with cover secured in place with two straps. When possible, pieces must be placed in two stacks to optimize tray use. Total weight of tray may not exceed 70 pounds.

Tray-Based Preparation (235.6.6)

5-Digit

Trays: Optional, 90-piece minimum, fewer pieces not permitted; one less-than-full or overflow tray allowed.

Barcoded Labels: For Line 1, use city, state, and 5-digit ZIP Code on mail.

Price: 5-Digit

3-Digit

Trays: Required, 90-piece minimum, fewer pieces not permitted; one less-than-full or overflow tray allowed. After all full trays are prepared, one less-than-full tray must be prepared for any pieces remaining for each origin 3-digit ZIP Code prefix.

Barcoded Labels: For Line 1, use L002, Column A for 3-digit destinations.

Price: 3-Digit or ADC[1]

ADC

Trays: Required, 90-piece minimum, fewer pieces not permitted; one less-than-full or overflow tray allowed; group pieces by 3-digit ZIP Code prefix. (Exception: Pieces do not have to be grouped by 3-digit ZIP Code if mailing is prepared using MLOCR and standardized documentation is submitted.)

Barcoded Labels: For Line 1, use L004.

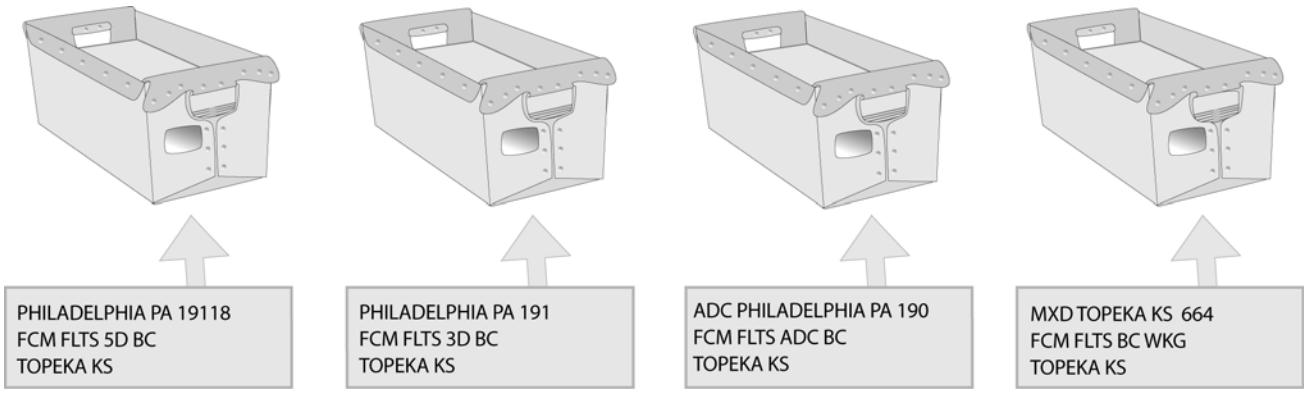
Price: ADC

Mixed ADC

Trays: Required, no minimum, group by ADC. (Exception: Pieces do not have to be grouped by ADC if mailing is prepared using MLOCR and standardized documentation is submitted.)

Barcoded Labels: For Line 1, use L201. For mail originating in 3-digit ZIP Codes in Column A, use "MXD" followed by city/state/3-digit ZIP Code in Column C.

Price: Mixed ADC



For flats, a full tray is defined as one that contains at least a single stack of pieces lying flat that reaches the bottom of handholds, but no more than can be contained in tray with cover secured in place with two straps. Total weight of tray may not exceed 70 pounds.
Mailers choosing to prepare their mail using the tray-based preparation option would not be eligible to prepare their mail for the cotraying preparation in 705.9.0.

1. ADC price for any 3-digit origin tray containing fewer than 90 pieces.

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Commercial Letters and Postcards
Standard Mail Nonmachinable Letters

240a

Quick Service Guide

Physical Standards (201.2.0)

Maximum weight: less than 16 ounces.

For an overview of the physical standards for commercial letters and cards, see Quick Service Guide 201.

Prices and Fees (243.1.0)

For a complete listing of commercial Standard Mail prices, see Notice 123–Price List.

Nonmachinable prices apply to pieces that have one or more of the nonmachinable criteria in 201.2.1.

There are no Standard Mail card prices; cards may be mailed at letter prices.

Destination discounts apply to mail prepared as prescribed by USPS and addressed for delivery within service area of destination NDC/ASF or SCF (246.2.0).

Annual presort mailing fee applies (243.1.4).

Content (243.2.0)

Letters containing mailable items not required to be sent using First-Class Mail can be sent using Standard Mail. Standard Mail is typically used for advertisements and flyers. Additional content restrictions must be met for authorized nonprofit mailers (703.1.0).

Eligibility Standards (243.5.0)

Mailings of 200 or more addressed pieces sorted and marked as described below. All pieces must meet one of the nonmachinable criteria in 201.2.0. 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).

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

A certified process (243.3.8) must be used within 12 months before mailing to ensure accuracy of 5-digit ZIP Codes.

Mailers can apply Repositionable Notes for an additional charge. See 202.7.0.

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.

Postage Payment and Documentation (244)

Precanceled stamp (604.3.0), meter (604.4.0), or permit imprint (604.5.0).

Additional standards apply to mailings of nonidentical-weight pieces.

Documentation:

- Postage statement:

  Regular: PS Form 3602-R, PS Form 3602-EZ, or approved facsimile.
  Nonprofit: PS Form 3602-N, PS Form 3602-NZ, or approved facsimile.
- 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)

Marking on each piece in the postage area (202.3.0):

- **Regular:** “Presorted Standard” or “PRSRT STD,” “Standard” or “STD.”
- **Nonprofit:** “Nonprofit Organization” or “NONPROFIT ORG.” or “NONPROFIT.”

When preparing full trays, mailers must fill all possible 2-foot trays first; if there is mail remaining for the presort destination, mailers must use a combination of 1-foot and 2-foot trays that result in the fewest total number of trays for that presort level.

Use 2-inch tray label (245.4.0).

Trays on pallets (705.8.5) are permitted and preferred.

Trays sleeved and strapped (245.3.0). See 245.3.0 for exceptions to strapping for mailings that originate and destinate in delivery area of same SCF. Strapping not required on trays placed on 5-digit, 3-digit, and SCF pallets that are secured with stretchwrap.

Enter and Deposit (246)

Mailing entered at an acceptance point designated by USPS.

Commercial Letters and Postcards

Standard Mail Nonmachinable Letters

Bundling and Traying Sequence (245.5.4)

5-Digit

Bundles: Required, pieces must be bundled if 10 or more pieces to same 5-digit ZIP Code; fewer than 10 pieces in a bundle not permitted. Except for card-size pieces, bundling not required if sufficient quantity to fill a 5-digit tray.

Labels: Red Label 5 or optional endorsement line (OEL) (708.7.0).

3-Digit

Bundles: Required, pieces must be bundled if 10 or more pieces to same 3-digit ZIP Code prefix; fewer than 10 pieces in a bundle not permitted.[1]

Labels: Green Label 3 or OEL.

ADC

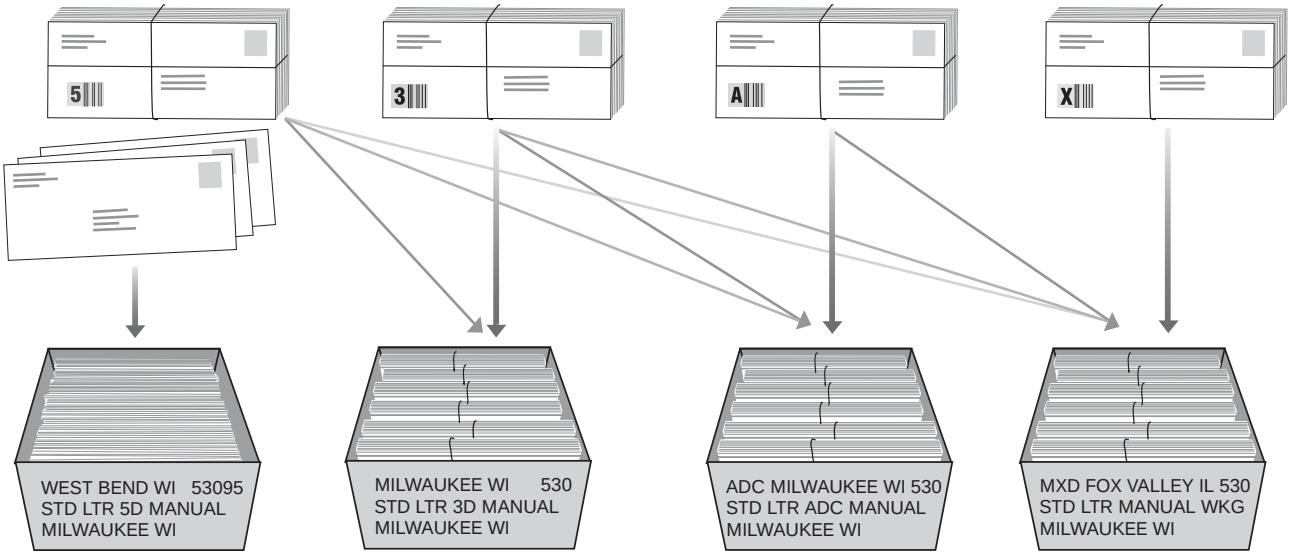
Bundles: Required, pieces must be bundled if 10 or more pieces to same ADC (see L004); fewer than 10 pieces in a bundle not permitted.[1]

Labels: Pink Label A or OEL.

Mixed ADC (Required)

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

Labels: Tan Label X or OEL.



Trays: Required, 150-piece minimum for pieces to same 5-digit ZIP Code; bundling not required; overflow mail permitted.[2]

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

Price: Nonmachinable 5-Digit

Trays: Required, 150-piece minimum for bundles to the same 3-digit ZIP Code; overflow mail permitted.[2, 3]

Labels: For Line 1, use L002, Column A, for destination facility. For Line 2, use "STD LTR 3D MANUAL."

Optional: Tray may be prepared for any remaining bundles for each origin 3-digit ZIP Code prefix.

Price: Nonmachinable 3-Digit or Nonmachinable ADC[4]

Trays: Required, 150-piece minimum for bundles to same ADC (see L004); overflow mail permitted.[2, 3]

Labels: For Line 1, use L004, Column B, for destination facility. For Line 2, use "STD LTR ADC MANUAL."

Price: Nonmachinable ADC

Trays: Required for any remaining bundles placed in mixed ADC trays.

Labels: For Line 1, use "MXD" followed by city, state, and ZIP Code of origin ADC facility in L011, Column B. For Line 2, use "STD LTR MANUAL WKG."

Price: Nonmachinable Mixed ADC

1. Mailers must bundle pieces in less-than-full trays and all pieces in mailings consisting entirely of card-sized pieces.
2. Except as noted in footnote 1, bundling not required if sufficient quantity to fill a tray and none of the mail in the tray would have been more finely sorted if bundled (203.3.0).
3. Mailers may include overflow pieces in an existing qualified tray of at least 150 or more pieces at either of the next two tray levels. For example, 50 overflow pieces for ZIP Code 03431 may be placed in an existing 3-digit 034 tray, or if no 034 tray exists, in an existing ADC 030 tray. The 50 overflow pieces would still qualify for the 5-digit price if the total number of pieces for 03431 is 150 or more.
4. Nonmachinable ADC price for pieces placed in 3-digit origin/entry tray.

Commercial Letters and Postcards
Standard Mail Machinable Letters

240b

Quick Service Guide

Physical Standards (201)

Maximum weight: 3.3 ounces.

For an overview of the physical standards for commercial letters and cards, see Quick Service Guide 201.

Prices and Fees (243.1.0)

For a complete listing of commercial Standard Mail prices, see Notice 123–Price List.

For pieces over 3.3 ounces, see Standard Mail nonmachinable letter prices in 243.1.3.

There are no Standard Mail card prices; cards may be mailed at letter prices.

Destination discounts apply to mail prepared as prescribed by USPS and addressed for delivery within service area of destination NDC/ASF or SCF (246.2.0).

Annual presort mailing fee applies.

Content (243.2.0)

Letters containing mailable items not required to be sent using First-Class Mail can be sent using Standard Mail. Standard Mail is typically used for advertisements and flyers. Additional content restrictions must be met for authorized nonprofit mailers (703.1.0).

Eligibility Standards (243.5.0)

Mailings of 200 or more addressed pieces, sorted and marked as described below. All pieces must be machinable under 201.1.0. 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).

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

A certified process (243.3.8) must be used within 12 months before mailing to ensure accuracy of 5-digit ZIP Codes.

Mailers can apply Repositionable Notes for an additional charge. See 202.7.0.

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.

Postage Payment and Documentation (244)

Precanceled stamp (604.3.0), meter (604.4.0), or permit imprint (604.5.0).

Additional standards apply to mailings of nonidentical-weight pieces.

Documentation:

- Postage statement:
  Regular: PS Form 3602-R, PS Form 3602-EZ, or approved facsimile.
  Nonprofit: PS Form 3602-N, PS Form 3602-NZ, or approved facsimile.
- 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)

Marking on each piece in the postage area (202.3.0):

- **Regular:** “Presorted Standard” or “PRSRT STD,” “Standard” or “STD.”
- **Nonprofit:** “Nonprofit Organization” or “NONPROFIT ORG.” or “NONPROFIT.”

When preparing full trays, mailers must fill all possible 2-foot trays first; if there is mail remaining for the presort destination, mailers must use a combination of 1-foot and 2-foot trays that result in the fewest total number of trays for that presort level.

Use 2-inch tray label (245.4.0) or barcoded tray label (recommended) (245.4.0).

Trays on pallets (705.8.5) are permitted and preferred.

Trays must be sleeved and strapped (245.3.0). See 245.3.0 for exceptions to strapping for mailings that originate and destinate in delivery area of same SCF and for trays not processed at a NDC.

Strapping not required on trays placed on SCF pallets that are secured with stretchwrap.

Enter and Deposit (246)

Mailing entered at an acceptance point designated by USPS.

Commercial Letters and Postcards
Standard Mail Machinable Letters

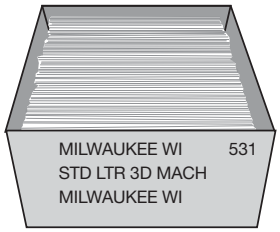
Traying Sequence (245.5.3)

3-Digit Origin/Entry

Trays: Optional, trays may be prepared for each origin 3-digit tray; one less-than-full tray permitted.

Labels: For Line 1, use L002, Column A, for destination facility. For Line 2, use "STD LTR 3D MACH."

Price: Machinable AADC

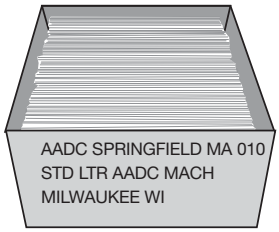


AADC

Trays: Optional, but required for AADC price; 150-piece minimum to the same AADC, (see L801); one less-than-full/overflow tray permitted.[1]

Labels: For Line 1, use L801, Column B for destination facility. For Line 2, use "STD LTR AADC MACH."

Price: Machinable AADC

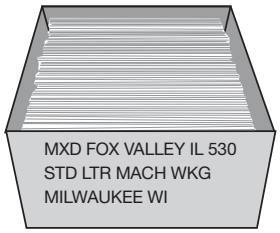


Mixed AADC

Trays: Required for any remaining pieces placed in mixed AADC trays; one less-than-full/overflow tray permitted.

Labels: For Line 1, use L011, Column B (for NDC/ASF entry, use L010, Column B). For Line 2, use "STD LTR MACH WKG."

Price: Machinable Mixed AADC



Bundling not permitted except for mailings of card-size pieces and for pieces placed in less-than-full 3-digit origin or mixed AADC trays.

1. Instead of preparing overflow trays, mailers may include pieces in the mixed AADC trays. Pieces placed in a mixed AADC tray in lieu of an AADC overflow tray are eligible for the AADC price. Pieces must be grouped by destination and placed in the front or back of the tray.

Commercial Letters and Postcards
Standard Mail Automation Letters

240c

Quick Service Guide

Physical Standards (201)

Maximum weight: 3.5 ounces.

Heavy letter mail weighing more than 3 ounces must have a barcode in the address bl[illegible] in a sealed envelope under 201.3.6.

For an overview of the physical standards for commercial letters and cards, see Quick Service Guide 201.

Prices and Fees (243.1.0)

For a complete listing of commercial Standard Mail prices, see Notice 123–Price List.

Letters that weigh more than 3.3 ounces but not more than 3.5 ounces pay piece/pound postage but receive a discount (see 243.7.7).

There are no Standard Mail card prices; cards may be mailed at letter prices.

Destination discounts apply to mail prepared as prescribed by USPS and addressed for delivery within service area of destination NDC/ASF or SCF (246.2.0).

Annual presort mailing fee applies.

Content (243.2.0)

Letters containing mailable items not required to be sent using First-Class Mail can be sent using Standard Mail. Standard Mail is typically used for advertisements and flyers. Additional content restrictions must be met for authorized nonprofit mailers (703.1.0).

Eligibility Standards (243.7.0)

Mailings of 200 or more addressed pieces must be 100% delivery point or Intelligent Mail barcoded (708.4.0), sorted, and marked as described below. All pieces must be automation compatible (201.3.0). 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).

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

For address standards, see 243.7.6; for barcode quality standards, see 708.4.0 and CASS/MASS standards in 708.3.0.

Addresses matched using CASS/MASS-certified process within 180 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 201.3.17.

Mailers can apply Repositionable Notes for an additional charge. See 202.7.0.

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.

Postage Payment and Documentation (244)

Precanceled stamp (604.3.0), meter (604.4.0), or permit imprint (604.5.0).

Additional standards apply to mailings of nonidentical-weight pieces.

Documentation:

- Postage statement:

  Regular: PS Form 3602-R, or approved facsimile.
  Nonprofit: PS Form 3602-N, or approved facsimile.
- PS Form 3553 must be retained for 1 year (708.3.5.2).
- 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 (245.7.0)

Marking on each piece in the postage area (202.3.0):

- **Regular:** “Presorted Standard” or “PRSRT STD,” “Standard” or “STD.”
- **Nonprofit:** “Nonprofit Organization” or “NONPROFIT ORG.” or “NONPROFIT.”

Pieces with a delivery point POSTNET or Intelligent Mail barcode printed in the barcode clear zone must also bear an “AUTO” marking. For price markings applied by a MLOCR, see 202.3.8. Pieces not claimed at an automation price must not bear an “AUTO” marking unless First-Class Mail single-piece postage is affixed or a corrective single-piece price marking is applied.

When preparing full trays, mailers must fill all possible 2-foot trays first; if there is mail remaining for the presort destination, mailers must use a combination of 1-foot and 2-foot trays that result in the fewest total number of trays for that presort level.

Barcoded tray labels required (245.4.0).

Trays on pallets (705.8.5) are permitted and preferred.

Trays must be sleeved and strapped (246.3.4). See 245.3.0 for exceptions to strapping for mailings that originate and destinate in delivery area of same SCF. Strapping not required on trays placed on 5-digit, 3-digit, and SCF pallets that are secured with stretchwrap.

Preparation

Traying Sequence (245.7.5)

5-Digit/Scheme[1]

Trays: Optional, but 5-digit/scheme trays required for price. 150-piece minimum to same 5-digit/scheme destination; only one overflow tray permitted per destination.[2]

Barcoded Labels: For Line 1: For 5-digit scheme trays, use destination in L012. For 5-digit trays, use city, state, and 5-digit ZIP Code on mail.

Price: 5-Digit

3-Digit/Scheme

Trays: Optional, but required for 3-digit price; at least 150 pieces to same 3-digit/scheme destination; only one overflow tray permitted per destination.[2]

Optional: One less-than-full tray may be prepared for any remaining pieces for each 3-digit/scheme of SCF serving post office where mail is verified.
Barcoded Labels: For Line 1, use L002, Column B, for destination facility.

Price: 3-Digit or AADC[3]

AADC

Trays: Optional, but required for AADC price; at least 150 pieces to same AADC (see L801); group pieces by 3-digit/scheme when overflow pieces from 3-digit trays are placed in AADC trays; only one overflow tray permitted per destination.[2]

Barcoded Labels: For Line 1, use L801, Column B, for destination facility.

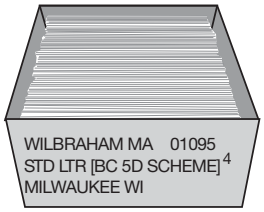
Price: AADC

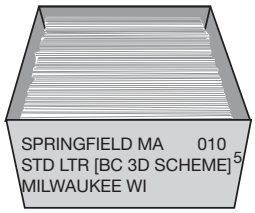
Mixed AADC

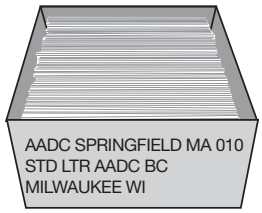
Trays: Required for all remaining pieces placed in mixed AADC trays; group pieces by AADC when overflow pieces from AADC trays are placed in mixed AADC trays; only one less-than-full tray permitted per mailing.

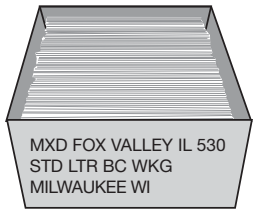
Barcoded Labels: For Line 1, L011, Column B (for NDC/ASF entry, use L010, Column B).

Price: Mixed AADC









Bundling not permitted except for mailings of card-size pieces and for pieces in overflow and less-than-full trays. The maximum thickness for a bundle is 6 inches.

1. For the 5-digit price, all possible 5-digit scheme trays must be prepared, then all possible 5-digit trays.
2. Instead of preparing overflow trays with fewer than 150 pieces, mailers may include these pieces in an existing qualified tray of at least 150 or more pieces at the next tray level. The price is based on the overflow tray that would have been made (i.e., pieces placed in a 3-digit tray in lieu of 5-digit overflow trays are eligible for the 5-digit price). Pieces placed in the next tray level must be grouped by destination and placed in the front or back of the tray. This option may be used selectively for 3-digit/scheme and AADC ZIP Codes. The overflow option does not apply to origin/entry 3-digit trays.
3. AADC price for any 3-digit/scheme tray for the origin SCF area containing fewer than 150 pieces.
4. Use “5D BC” on 5-digit trays; use “BC 5D SCHEME” on 5-digit scheme trays.
5. Use “3D BC” on 3-digit trays; use “BC 3D SCHEME” on 3-digit scheme trays and, if applicable, as shown in L002, Column B, followed by the letter “A,” “B,” or “C.”

Commercial Letters and Postcards
Standard Mail Carrier Route Letters

240d

Quick Service Guide

Physical Standards (201)

Maximum weight: 3.5 ounces.

Heavy letter mail weighing more than 3 ounces must have a barcode in the address block and be prepared in a sealed envelope in 201.3.6.

For an overview of the physical standards for commercial letters and cards, see Quick Service Guide 201.

Prices and Fees (243.1.0)

For a complete listing of commercial Standard Mail prices, see Notice 123–Price List.

For pieces that weigh more than 3.3 but not more than 3.5 ounces, see 243.1.3. For pieces that are not automation compatible, or not barcoded, or for pieces weighing more than 3.3 ounces, see 243.1.3 (Regular and Nonprofit).

There are no Standard Mail card prices; cards may be mailed at the letter prices.

Destination discounts (243.1.0) apply to mail prepared as prescribed by USPS and addressed for delivery within service area of destination NDC/ASF or SCF (246.2.0).

Annual presort mailing fee applies.

Content (243.2.0)

Letters containing mailable items not required to be sent using First-Class Mail can be sent using Standard Mail. Standard Mail is typically used for advertisements and flyers. Additional content restrictions must be met for authorized nonprofit mailers (703.1.0).

Eligibility Standards (243.6.0)

Mailings of 200 or more addressed pieces, 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 (703.1.0). Pieces must be part of a group of 10 or more to one carrier route, prepared in line-of-travel or walk sequence. Pieces that are not automation compatible or that do not have a Delivery Point barcode or Intelligent Mail barcode are mailable only as nonautomation carrier route letters (exceptions apply to pieces with simplified addresses). DDU discounts are not available for letter-size pieces.

Carrier route information updated using CASS-certified process within 90 days before mailing.

High-density, saturation, and basic letter-price mail subject to address standards in 243.7.6, barcode quality standards in 708.4.0, and CASS/MASS standards in 708.3.0.

Mailers can apply Repositionable Notes for an additional charge. See 202.7.0.

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.

Postage Payment and Documentation (244)

Precanceled stamp (604.3.0), meter (604.4.0), or permit imprint (604.5.0).

Additional standards apply to mailings of nonidentical-weight pieces.

Documentation:

- Postage statement:

  Regular: PS Form 3602-R, or approved facsimile.
  Nonprofit: PS Form 3602-N, or approved facsimile.
- 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).
- Additional documentation to support density standards (245.6.9).

Mail Preparation (245.6.0)

Marking on each piece in the postage area (202.3.0):

- **Regular:** “Presorted Standard” or “PRSRT STD,” “Standard” or “STD.”
- **Nonprofit:** “Nonprofit Organization” or “NONPROFIT ORG.” or “NONPROFIT.”
- Basic, high-density, and saturation price pieces must also be marked “ECRLOT,” “ECRWSH,” or “ECRWSS,” respectively, in the correct optional endorsement line under 708.7.0 or in correct carrier route information line under 708.8.0, or postage area. Mailings consisting of bundles claimed at more than one enhanced carrier route price must bear appropriate marking for price claimed. Pieces not claimed at corresponding price must not be included in mailing and must not bear the “ECRLOT,” “ECRWSH,” or “ECRWSS” marking. For additional marking standards for carrier route pieces, see 708.8.0.

Basic price mail must be in line-of-travel (LOT) or in walk sequence (245.6.8).

High-density (WSH) and saturation (WSS) price mail must be in walk sequence (245.6.8).

Letter-size pieces that are claimed at nonletter prices must be marked, sorted, and trayed as letters.

Barcoded tray labels required (245.4.0). Use 2-inch tray labels for all letter-size pieces (245.4.0).

The mailer must retain required documentation in 708.3.5.2 for 1 year.

Trays must be sleeved and strapped (245.3.0). See 245.3.0 for exceptions to strapping for mailings that originate and destinate in delivery area of same SCF and for trays not processed at a NDC.

Enter and Deposit (246)

Mailing entered at an acceptance point designated by USPS.

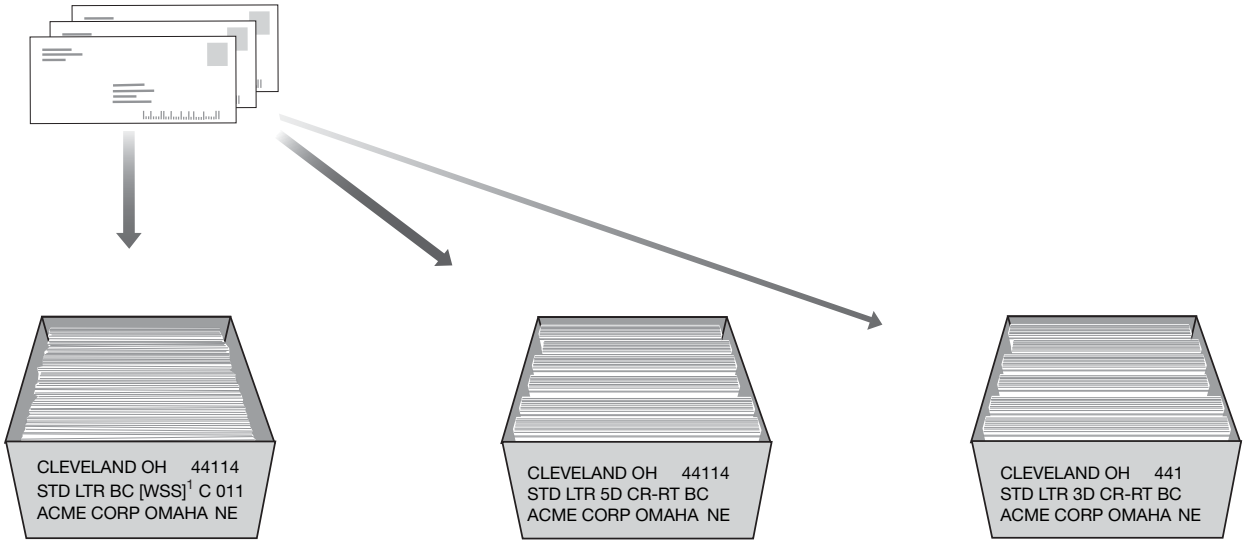
Preparation

Commercial Letters and Postcards

Standard Mail Carrier Route Letters

Preparation for Barcoded Automation-Compatible Letters 3 Ounces or Less (245.6.7)

Required for Saturation, High Density, and Basic barcoded and automation-compatible letter-size mail weighing up to 3 ounces. For all other mail, use the preparation on page three.
At least 10 or more pieces to same carrier route (city route, rural route, highway contract route, post office box section, or general delivery unit); fewer than 10 pieces per route not permitted. Use an optional endorsement line or carrier route information line.



Carrier Route

Trays: Required, full trays only for pieces to the same carrier route; overflow trays not permitted.

Barcoded Labels: For Line 1, use city, state, and 5-digit ZIP Code on mail. For Line 2, use “STD LTR BC WSS” for saturation, or “STD LTR BC WSH” for high density, or “STD LTR BC LOT” for basic followed by route type and number.

Price: Saturation, High Density, or Basic

5-Digit Carrier Routes

Trays: Required, full trays when possible for pieces to the same 5-digit carrier routes; group pieces by carrier route; bundling not permitted. Overflow trays not permitted.

Barcoded Labels: For Line 1, use city, state, and 5-digit ZIP Code on mail. For Line 2, use “STD LTR 5D CR-RT BC.”

Price: Saturation, High Density, or Basic

3-Digit Carrier Routes

Trays: Required, for any remaining pieces, group pieces by carrier route. Bundling required in less than full trays

Barcoded Labels: For Line 1, use city, state, and 3-digit ZIP Code prefix shown in L002, Column A, for 3-digit ZIP Code prefix on mail. For Line 2, use “STD LTR 3D CR-RT BC.”

Price: Saturation, High Density, or Basic

Bundling not permitted except for card-sized pieces.

1. For saturation pieces, use “WSS,” for high-density and high-density plus pieces, use “WSH,” for basic pieces, use “LOT.”

Preparation for Letters Over 3 Ounces and all Nonbarcoded or Nonautomation-Compatible Letters (245.6.6)

Bundle Preparation

Saturation[1]

Bundles: 10 or more pieces addressed to same carrier route[2] must be prepared in bundles (unless placed in full carrier routes trays or placed in full 5-digit carrier routes trays); fewer than 10 pieces allowed only if route has fewer than 10 delivery stops. Mail must be in walk-sequence order (245.6.8) and meet density standards.

Labels: Use optional endorsement line (OEL) stating carrier route description prefix and route number (708.8.0).[4]

Price: Saturation

High Density[3]

Bundles: 10 or more pieces addressed to same carrier route[4] must be prepared in bundles (unless placed in full carrier routes trays or placed in full 5-digit carrier routes trays). Mail must be in walk-sequence order (245.6.8) and meet density standards.

Labels: Use OEL with carrier route description prefix and route number (708.8.0).[2]

Price: High Density

Basic

Bundles: 10 or more pieces addressed to same carrier route[4] must be prepared in bundles (unless placed in full carrier routes trays or placed in full 5-digit carrier routes trays). Mail must be in line-of-travel or walk-sequence order (245.6.8).

Labels: Use OEL with carrier route description prefix and route number (708.8.0).[2]

Price: Basic

*****ECRWSS**C 013
STEVE BRUCE
891 N MARGINAL DR
CLEVELAND OH 44114

*****ECRWSH**C 013
STEVE BRUCE
891 N MARGINAL DR
CLEVELAND OH 44114

*****ECRLOT**C 013
STEVE BRUCE
891 N MARGINAL DR
CLEVELAND OH 44114

Sample Address Labels

Tray Preparation

Carrier Route

Trays: Required, full trays only for pieces to same carrier route; smaller quantities not permitted; bundling not required except for card-sized pieces.

Labels: For Line 1, use city, state, and 5-digit ZIP Code of destination. For Line 2, use "STD LTR MACH" and "WSS" for saturation, "WSH" for high density, or "LOT" for basic followed by route type and number.[5,6]

5-Digit Carrier Routes

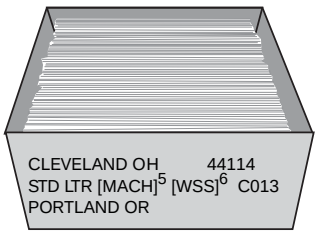
Trays: Required if full tray, optional with one 10-piece bundle. No minimum number of carrier route bundles for same 5-digit area.

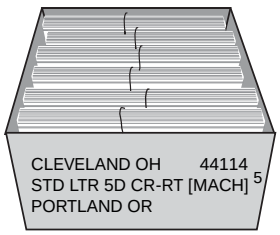
Labels: For Line 1, use city, state, and 5-digit ZIP Code of destination. For Line 2, use "STD LTR 5D CR-RT MACH."[5]

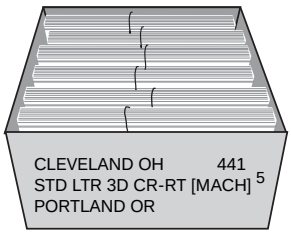
3-Digit Carrier Routes

Trays: Carrier route bundles only; optional with minimum one 10-piece carrier route bundle for each of two or more 5-digit areas.

Labels: For Line 1, use city, state, and 3-digit ZIP Code prefix shown in L002, Column A. For Line 2, use "STD LTR 3D CR-RT MACH."[5]







1. Minimum 90% total active residential or 75% total active deliveries per route (100% if simplified address (243.6.0).
2. Carrier route includes city route, rural route, highway contract route, post office box section, or general delivery unit.
3. 125-piece minimum per route (300-piece minimum for High-Density Plus) unless route has fewer than 125 deliveries (or 300 deliveries).
4. No facing slip or OEL required if the bundle is placed in a carrier route tray. Bundles in 5-digit carrier routes trays and 3-digit carrier routes trays must have a facing slip unless the pieces in the bundle show a carrier route information line or an OEL (245.6.4).
5. Use "BC" for trays containing barcoded, automation-compatible pieces over 3 ounces. Use "MAN" for trays containing nonmachinable pieces and trays containing simplified address pieces.
6. For saturation pieces, use "WSS," for high-density pieces, use "WSH," for basic pieces, use "LOT."

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Commercial Flats
Standard Mail Nonautomation Flats

240e

Quick Service Guide

Physical Standards (201)

Maximum weight: less than 16 ounces.

For an overview of the physical standards for commercial flats, see Quick Service Guide 201c.

Prices and Fees (243.1.0)

For a complete list of commercial Standard Mail prices, see Notice 123–Price List.

Destination discounts apply to mail prepared as prescribed by USPS and addressed for delivery within service area of destination NDC/ASF or SCF (246.2.0).

Annual presort mailing fee applies.

Content (243.2.0)

Flats containing mailable items not required to be sent using First-Class Mail can be sent using Standard Mail. Standard Mail is typically used for advertisements, flyers, and catalogs. Additional content restrictions must be met for authorized nonprofit mailers (703.1.0).

Eligibility Standards (243.3.0)

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).

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

A certified process (243.3.8) must be used within 12 months before mailing to ensure accuracy of 5-digit ZIP Codes.

Rigid, nonrectangular, and pieces that are not uniformly thick must be prepared as parcels pieces and pay parcel prices (243.3.2.1).

Mailers can apply Repositionable Notes for an additional charge of $0.015. See 202.7.0.

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.

Postage Payment and Documentation (244)

Precanceled stamp (604.3.0), meter (604.4.0), or permit imprint (604.5.0).

Additional standards apply to mailings of nonidentical-weight pieces.

Documentation:

- Postage statement:

  Regular: PS Form 3602-R, PS Form 3602-EZ, or approved facsimile.
  Nonprofit: PS Form 3602-N, PS Form 3602-NZ, or approved facsimile.
- 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)

Marking on each piece in the postage area (202.3.0):

- **Regular:** “Presorted Standard” or “PRSRT STD,” “Standard” or “STD.”
- **Nonprofit:** “Nonprofit Organization” or “NONPROFIT ORG.” or “NONPROFIT.”

Palletization is preferred, see Quick Service Guide 705d.

Any mailing job that contains bundles of Presorted flats and bundles of automation flats must be co-sacked using 705.9.3.

Enter and Deposit (246)

Mailing entered at an acceptance point designated by USPS.

Commercial Flats
Standard Mail Nonautomation Flats

Bundling and Sacking Sequence (245.5.0)

5-Digit/Scheme[1]

Bundles: Scheme bundles required for 5-digit ZIP Codes in L007. Required with 15 pieces or more for mailings containing only pieces weighing 5 ounces or less. Required with 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/Scheme[1]

Bundles: Scheme bundles required for 3-digit ZIP Codes in L008. Required with 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

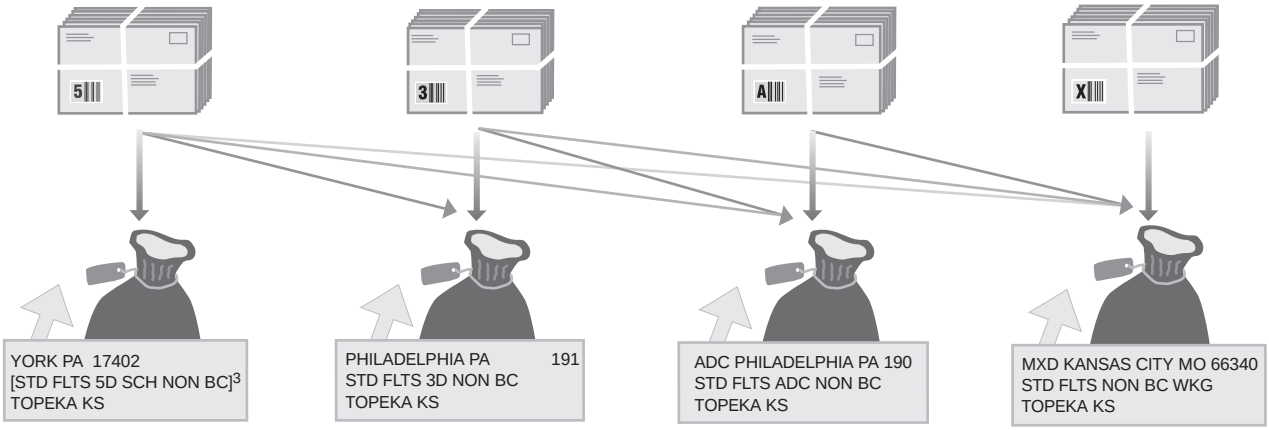
Bundles: Required with 10 or more pieces to same ADC (see L004); fewer than 10 pieces in a bundle not permitted.[2]

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/Scheme[3]

Sacks: Required when there are 125 pieces or 15 pounds to the same 5-digit/scheme; smaller volume not permitted.[4]

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

Price: 5-Digit

3-Digit

Sacks: Required when there are 125 pieces or 15 pounds; smaller volume not permitted.

Optional: After all full sacks are prepared, mailers may make one less-than-full sack for any remaining bundles for each origin 3-digit ZIP Code prefix of SCF serving post office where mail is verified.

Labels: For Line 1, use L002, Column A, for destination facility.

Price: 3-Digit or ADC[5]

ADC

Sacks: Required when there are 125 pieces or 15 pounds; smaller volume not permitted.

Labels: For Line 1, use L004, Column B for destination facility.
Price: ADC

Mixed ADC

Sacks: Any remaining bundles placed in mixed ADC sacks.

Labels: For Line 1, use L009, Column B.
Price: Mixed ADC

Prices are based on 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 sacks before preparing 5-digit bundles and 5-digit sacks. All possible 3-digit scheme bundles must be prepared before preparing 3-digit bundles and 3-digit 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 sacks, use "STD FLT 5D SCH NON BC," for 5-digit sacks, use "STD FLTS 5D NON BC."
4. For nonidentical-weight pieces, see 245.8.5b.
5. ADC price for any 3-digit sack for origin SCF not meeting 125-piece or 15-pound minimum.

Commercial Flats
Standard Mail Automation Flats

240f

Quick Service Guide

Related QSGs

201d, Designing Flats for Automated Processing

Physical Standards (201)

Maximum weight: less than 16 ounces.

For an overview of the physical standards for commercial flats, see Quick Service Guide 201c.

Prices and Fees (243.1.0)

For a complete list of commercial Standard Mail prices, see Notice 123–Price List.

Destination discounts apply to mail prepared as prescribed by USPS and addressed for delivery within service area of destination NDC/ASF, SCF or delivery unit (DDU) (246.2.0).

Annual presort mailing fee applies.

Content (243.2.0)

Flats containing mailable items not required to be sent using First-Class Mail can be sent using Standard Mail. Standard Mail is typically used for advertisements, flyers, and catalogs. Additional content restrictions must be met for authorized nonprofit mailers (703.1.0).

Eligibility Standards (243.8.0)

Mailings of 200 or more addressed pieces (or 50 pounds of addressed pieces) must be automation compatible (201.6.0), bear an Intelligent Mail barcode (708.4.0), 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 (703.1.0).

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

For address standards, see 243.8.4; for barcode quality standards, see 708.4.0; and for CASS/MASS standards, see 708.3.0. Addresses must be matched using a CASS/MASS-certified process within 180 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 201.3.17.

Rigid, nonrectangular, and pieces that are not uniformly thick must be prepared as parcels pieces and pay parcel prices (243.3.2.1).

Mailers can apply Repositionable Notes for an additional charge. See 202.7.0.

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.

Postage Payment and Documentation (244)

Precanceled stamp (604.3.0), meter (604.4.0), or permit imprint (604.5.0).

Additional standards apply to mailings of nonidentical-weight pieces.

Documentation:

- Postage statement:
  Regular: PS Form 3602-R or approved facsimile.
  Nonprofit: PS Form 3602-N or approved facsimile.
- PS Form 3553 must be retained by mailer for 1 year (708.3.5.2).
- 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 (245.10.0)

Marking on each piece in the postage area (202.3.0):

- **Regular:** “Presorted Standard” or “PRSRT STD,” “Standard” or “STD.”
- **Nonprofit:** “Nonprofit Organization” or “NONPROFIT ORG.” or “NONPROFIT.”

Marking on each piece prepared to FSS zones (705.14.0)

Use of the “AUTO” marking is optional.

Barcoded sack labels required (245.4.0).

Palletization is preferred (see Quick Service Guide 705d).

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.

Commercial Flats
Standard Mail Automation Flats

Bundling and Sacking Sequence (245.7.0)

5-Digit/Scheme[1]

Bundles: Scheme bundles required for 5-digit ZIP Codes in L007. Required with 15 or more pieces for mailings containing pieces weighing 5 ounces or less. Required with 10 or more pieces for mailings containing pieces weighing more than 5 ounces. Fewer pieces in a bundle not permitted.[2]

Labels: Red Label 5 SCH, Red Label 5, or optional endorsement line (OEL) (708.7.0).

Price: 5-Digit

3-Digit/Scheme[1]

Bundles: Scheme bundles required for 3-digit ZIP Codes in L008. Required if 10 or more pieces to the same 3-digit/ scheme; fewer than 10 pieces in a bundle not permitted.[2]

Labels: Green Label 3 SCH, Green Label 3, or OEL.

Price: 3-Digit

ADC

Bundles: Required if 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.

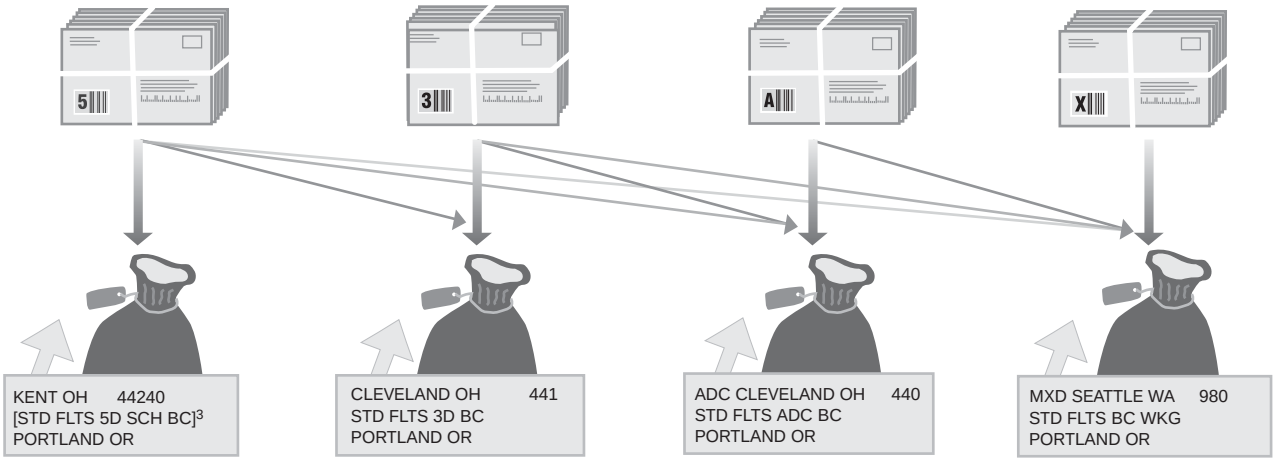
Price: ADC

Mixed ADC

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

Labels: Tan Label X or OEL.

Price: Mixed ADC



5-Digit/Scheme[3]

Sacks: Required at 125 pieces or 15 pounds to the same 5-digit/ scheme; smaller quantities not permitted.

Barcoded Labels: Line 1: For 5-digit scheme sacks, use L007, Column B; For 5-digit sacks, use city, state, and 5-digit ZIP Code on mail. Line 2: For 5-digit scheme sacks, use “STD FLTS 5D SCH BC.” For 5-digit sacks, “STD FLTS 5D BC.”

3-Digit

Sacks: Required at 125 pieces or 15 pounds of pieces to the same 3-digit ZIP Code; smaller quantities not permitted.

Exception: After preparing all required sacks, prepare a sack for any remaining bundles for each 3-digit ZIP Code of SCF serving Post Office where mail is verified.

Barcoded Labels: For Line 1, use L002, Column A, for destination facility.

ADC

Sacks: Required at 125 pieces or 15 pounds to the same ADC; smaller quantities not permitted.

Barcoded Labels: For Line 1, use L004, Column B, for destination facility.

Mixed ADC

Sacks: Required for any remaining bundles placed in mixed ADC sacks.

Barcoded Labels: For Line 1, use L009, Column B.

Price is based on type of bundle regardless of sack in (or pallet on) which it is placed.

1. Mailers must prepare all possible 5-digit scheme bundles and 5-digit scheme sacks before preparing 5-digit bundles and 5-digit sacks. Mailers must prepare all possible 3-digit scheme bundles before preparing 3-digit bundles and 3-digit 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 (203.3.12).
3. Use “STD FLTS 5D SCH BC” on 5-digit scheme sacks; use “STD FLTS 5D BC” on 5-digit sacks.

Commercial Flats
Standard Mail Carrier Route Flats

240g

Quick Service Guide

Physical Standards (201)

Maximum weight: less than 16 ounces.

For an overview of the physical standards for commercial flats, see Quick Service Guide 201c.

Prices and Fees (243.1.0)

For a complete list of commercial Standard Mail prices, see Notice 123–Price List.

Destination discounts apply to mail prepared as prescribed by USPS and addressed for delivery within service area of destination NDC/ASF, SCF, or delivery unit (246.2.0).

Annual presort mailing fee applies.

Content (243.2.0)

Flats containing mailable items not required to be sent using First-Class Mail can be sent using Standard Mail. Standard Mail is typically used for advertisements, flyers, and catalogs. Additional content restrictions must be met for authorized nonprofit mailers (703.1.0).

Eligibility Standards (243.6.0)

Mailings of 200 or more addressed pieces (or 50 pounds of addressed pieces), sorted and marked as described below. Pieces must be part of a group of 10 or more to one carrier route, prepared in line-of-travel or walk-sequence order, as required. All pieces must meet the physical standards for enhanced carrier route flats in 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).

Each piece must include a complete delivery address with correct ZIP Code or ZIP+4 code, as appropriate, except as allowed for saturation flats with simplified address under 602.3.0.

Carrier route information must be updated using CASS-certified process within 90 days before mailing date.

Detached address label may be used with merchandise samples or saturation pieces, for an additional charge.

Mailers can apply Repositionable Notes for an additional charge. See 202.7.0.

Addresses on all pieces must be updated within 95 days before mailing through a USPS-approved address update method. For an overview of the Move Update standards, see Quick Service Guide 602a.

Postage Payment and Documentation (244)

Precanceled stamp (604.3.0), meter (604.4.0), or permit imprint (604.5.0).

Additional standards apply to mailings of nonidentical-weight pieces.

Documentation:

- Postage statement:

  Regular: PS Form 3602-R or approved facsimile.
  Nonprofit: PS Form 3602-N or approved facsimile.
- 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).
- Additional documentation to support density standards (245.9.0).

Mail Preparation (245)

Marking on each piece in the postage area (202.3.0):

- **Regular:** “Presorted Standard” or “PRSRT STD,” “Standard” or “STD.”
- **Nonprofit:** “Nonprofit Organization” or “NONPROFIT ORG.” or “NONPROFIT.”
- Basic, high-density, and saturation price pieces must also be marked “ECRLOT,” “ECRWSH,” or “ECRWSS,” respectively, in the correct optional endorsement line under 708.7.0 or in correct carrier route information line under 708.8.0 or in the postage area. Pieces in a mailing consisting of bundles claimed at more than one Enhanced Carrier Route price must bear appropriate marking for price claimed. Pieces not claimed at corresponding price must not be included in the mailing and must not bear the “ECRLOT,” “ECRWSH,” or “ECRWSS” marking. For additional marking standards for carrier route pieces, see 708.8.0.

Basic mail must be in line-of-travel (LOT) or in walk sequence (245.9.0).

High-density (WSH) and saturation (WSS) mail must be in walk sequence (245.9.0).

Palletization is preferred (see Quick Service Guide 705d).

Use standard sack label (245.4.0).

Enter and Deposit (246)

Mailing entered at an acceptance point designated by USPS.

Preparation

Bundling and Sacking Sequence (245.6.0)

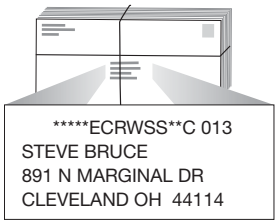
Bundle Preparation

Saturation[1]

Bundles: 10 or more addressed pieces to same carrier route (city route, rural route, highway contract route, Post Office box section, or general delivery unit) must be prepared in bundles; fewer than 10 pieces allowed only if route has fewer than 10 delivery stops. Mail must be presented in walk-sequence (243.6.3.1) and meet density standards.

Labels: Use optional endorsement line (OEL) with carrier route description prefix and route number (708.7.0).[3]

Price: Saturation

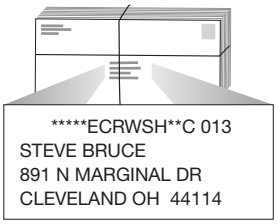


High Density[2]

Bundles: 10 or more addressed pieces to same carrier route (city route, rural route, highway contract route, Post Office box section, or general delivery unit) must be prepared in bundles. Mail must be presented in walk-sequence (243.6.3.1) and meet density standards.

Labels: Use OEL with carrier route description prefix and route number (708.7.0).[3]

Price: High Density

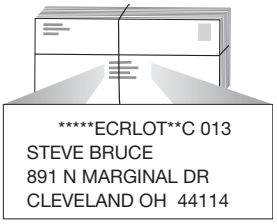


Basic

Bundles: 10 or more addressed pieces to same carrier route (city route, rural route, highway contract route, Post Office box section, or general delivery unit) must be prepared in bundles. Mail must be presented in line-of-travel or walk-sequence (243.6.3.1).

Labels: Use OEL with carrier route description prefix and route number (708.7.0).[3]

Price: Basic

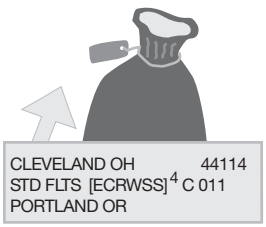


Sack Preparation

Carrier Route

Sacks: Required 125 pieces or 15 pounds.

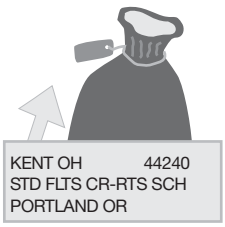
Labels: For Line 1, use city, state and 5-digit ZIP Code of destination. For Line 2, use "STD FLTS", and "ECRWSS," "ECRWSH," or "ECRLOT," as applicable, followed by route type and number.



5-Digit Scheme Carrier Routes

Sacks: Required, no minimum.

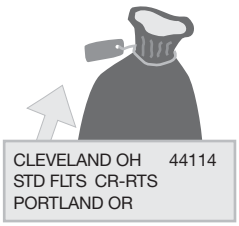
Labels: For Line 1, use L001, Column B. For Line 2, use "STD FLTS CR-RTS SCH."



5-Digit Carrier Routes

Sacks: Required, no minimum.

Labels: For Line 1, use city, state, and 5-digit ZIP Code of destination. For Line 2, use "STD FLTS CR-RTS."



1. Minimum 90% total active residential or 75% total active deliveries per route (100% if simplified address (243.6.7)).
2. Minimum 125 pieces per route unless route has fewer than 125 deliveries.
3. No facing slip or OEL required if the bundle is placed in a carrier route sack. Bundles in 5-digit/scheme carrier routes sacks must have a facing slip unless the pieces in the bundle show a carrier route information line or an OEL (245.9.3).
4. Use "ECRWSS" for saturation, "ECRWSH" for high density, and "ECRLOT" for basic.

Commercial Parcels
Standard Mail Machinable Parcels

240h

Quick Service Guide

Physical Standards (201)

Minimum weight: 6 ounces (3.5 ounces for parcels prepared under 201.7.5.2).

Maximum weight: less than 16 ounces.

For an overview of the physical standards for commercial parcels, see Quick Service Guide 201e.

Prices and Fees (243.1.0)

For a complete listing of commercial Standard Mail prices, see Notice 123–Price List.

Unless prepared in 5-digit/scheme containers, Standard Mail machinable parcel pieces must bear an Intelligent Mail package barcode (IMpb). Standard Mail parcels prepared in 5-digit/scheme containers may optionally use and IMb in lieu of an IMpb (and a Mail.dat or Mail.XML file will be accepted in lieu of a Shipping Service File) (708.5.0).

Destination discounts apply to mail prepared as prescribed by USPS and addressed for delivery within service area of destination NDC/ASF, SCF (5-digit and SCF), or delivery unit (5-digit only) under 246.

Annual presort mailing fee applies.

Content (243.2.0)

Pieces are eligible if not required to be mailed at First-Class Mail prices or not authorized for Periodicals prices. Nonprofit prices require specific authorization (703.1.0).

Eligibility Standards (243.3.0)

Mailings of 200 or more addressed pieces (or 50 pounds of addressed pieces), sorted and marked as described below. Machinable parcels (201.7.5) and irregular parcels (201.7.6) may not be combined in the same mailing.

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

A certified process must be used at least once a year to ensure accuracy of 5-digit ZIP Codes.

Mail prepared using an extra service must bear a return address and an ancillary service endorsement that results in the return of the mailpiece if undeliverable (243.4.5).

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.

Postage Payment and Documentation (244)

Meter (604.4.0), or permit imprint (604.5.0).

Documentation:

- Postage statement:
  Regular: PS Form 3602-R or approved facsimile.
  Nonprofit: PS Form 3602-N or approved facsimile.
- 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.

Additional standards apply to mailings of nonidentical-weight pieces.

Mail Preparation (245)

Marking on each piece in the postage area (202.3.0):

- **Regular:** “Presorted Standard” or “PRSRT STD,” “Standard” or “STD.”
- **Nonprofit:** “Nonprofit Organization” or “NONPROFIT ORG.” or “NONPROFIT.”

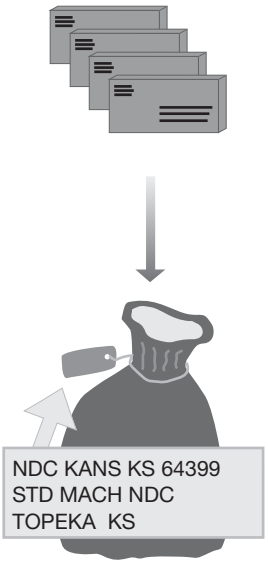
For barcode placement, see 202.6.0.

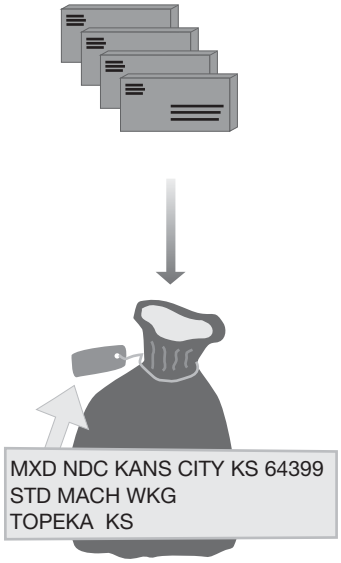
For use of detached address labels with merchandise samples more than 5 inches wide (high) or 1/4 inch thick, or nonuniform in thickness, see 602.4.0.

Enter and Deposit (246)

Mailing entered at an acceptance point designated by USPS.

Machinable Sacking Sequence—when entered at Origin (245.11.3)





Origin NDC

Sacks: Required, no minimum.

Labels: For Line 1, use L601, Column B.[1] For Line 2, "STD MACH NDC."

Price: Mixed NDC

Mixed NDC

Sacks: Required, no minimum for all remaining mail.

Labels: For Line 1, "MXD" followed by L601, Column B information for the NDC serving the 3-digit ZIP Code prefix of the entry Post Office. For Line 2, "STD MACH WKG."

Price: Mixed NDC

1. For DNDC price eligibility, see 246.3.0.
   For DDU and DNDC price eligibility and preparation see DMM 240.

Commercial Parcels
Standard Mail Irregular Parcels

240i

Quick Service Guide

Physical Standards (201)

Maximum weight: less than 16 ounces.

For an overview of the physical standards for commercial parcels, see Quick Service Guide 201e.

Prices and Fees (243.1.0)

For a complete listing of commercial Standard Mail prices, see Notice 123–Price List.

Unless prepared in 5-digit/scheme containers, irregular parcel pieces must bear an Intelligent Mail package barcode (IMpb). Standard Mail parcels prepared in 5-digit/scheme containers may optionally use and IMb in lieu of an IMpb (and a Mail.dat or Mail.XML file will be accepted in lieu of a Shipping Service File) (708.5.0). For barcode placement, see 202.6.0.

Destination discounts apply to mail prepared as prescribed by USPS and addressed for delivery within service area of destination NDC/ASF, SCF (5-digit and SCF), or delivery unit (5-digit only) (246).

Annual presort mailing fee applies.

Content (243.2.0)

Pieces are eligible if not required to be mailed at First-Class Mail prices or not authorized for Periodicals prices. Nonprofit prices require specific authorization (703.1.0).

Eligibility Standards (243.3.0)

Mailings of 200 or more addressed pieces (or 50 pounds of addressed pieces), sorted and marked as described below. Machinable parcels (201.7.5) and nonmachinable parcels (201.7.6) may be combined in the same mailing only in 5-digit containers.

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

A certified process must be used at least once a year to ensure accuracy of 5-digit ZIP Codes.

Detached address labels (DAL) may be used with merchandise samples and Marketing parcels under 602.4.0.

Mail prepared using an extra service must bear a return address and an ancillary service endorsement that results in the return of the mailpiece if undeliverable (243.4.5).

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 230a.

Postage Payment and Documentation (244)

Precanceled stamp (604.3.0), meter (604.4.0), or permit imprint (604.5.0).

Documentation:

- Postage statement:

  Regular: PS Form 3602-R or approved facsimile.
  Nonprofit: PS Form 3602-N or approved facsimile.
- 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.

Additional standards apply to mailings of nonidentical-weight pieces.

Mail Preparation (245)

Marking on each piece in the postage area (202.3.0):

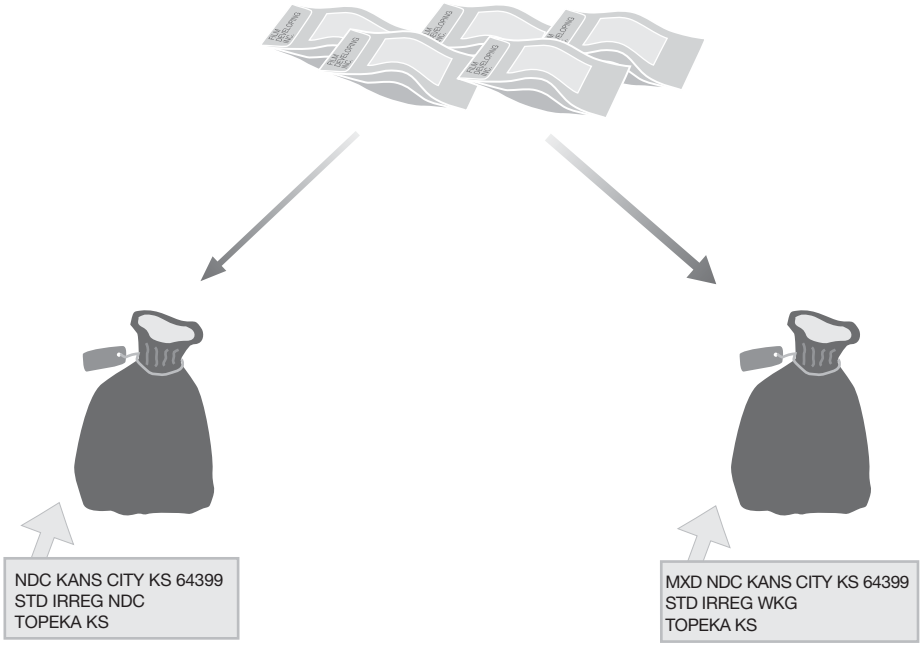
- **Regular:** “Presorted Standard” or “PRSRT STD,” “Standard” or “STD.”
- **Nonprofit:** “Nonprofit Organization” or “NONPROFIT ORG.” or “NONPROFIT.”

For use of detached address labels with merchandise samples more than 5 inches wide (high) or 1/4 inch thick, or nonuniform in thickness, see 602.4.0.

Enter and Deposit (246)

Mailing entered at an acceptance point designated by USPS.

Sacking Sequence—when entered at Origin (245.11.4)



Origin NDC

Sacks: Required, no minimum.

Labels: Line 1, use L601, Column B. For Line 2, use “STD IRREG NDC.”

Price: Irregular Mixed NDC

Mixed NDC

Sacks: Required, no minimum for all remaining mail.

Labels: For Line 1, “MXD” followed by L601, Column B information for the NDC serving the 3-digit ZIP Code prefix of the entry Post Office. For Line 2, use “STD IRREG WKG.”

Price: Irregular Mixed NDC

Bundling not permitted except for bundles of carrier route irregular parcels under 245.12.0.

For DDU, DSCF, and DNDC price eligibility and preparation see DMM 240.

Commercial Parcels—Standard Mail
Enhanced Carrier Route Marketing Parcels

240j

Quick Service Guide

Physical Standards (201)

Maximum weight: less than 16 ounces.

For an overview of the physical standards for commercial parcels, see Quick Service Guide 201e.

Prices and Fees (243.1.0)

For a complete listing of commercial Standard Mail prices, see Notice 123–Price List.

Destination discounts apply to mail prepared as prescribed by USPS and addressed for delivery within service area of destination NDC/ASF, SCF, or delivery unit (246.2.0).

Annual presort mailing fee applies.

Content (243.2.0)

Pieces are eligible if not required to be mailed at First-Class Mail prices or not authorized for Periodicals prices. Nonprofit prices require specific authorization (703.1.0).

Eligibility Standards (243.3.0)

Mailings of 200 or more addressed pieces (or 50 pounds of addressed pieces), sorted and marked as described below. Pieces must be part of a group of 10 or more to one carrier route, prepared in line-of-travel or walk-sequence order, as required. All pieces must meet the physical standards for irregular parcels.

Each piece must include a complete delivery address with correct ZIP Code or ZIP+4 code, as appropriate, and must use an alternative addressing format (602.3.0).

Carrier route information must be updated using CASS-certified process within 90 days before mailing date.

Detached address labels required for merchandise samples (602.4.0) and when mailed at Enhanced Carrier Route saturation prices.

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.

Postage and Payment Documentation (244)

Meter (604.4.0), or permit imprint (604.5.0).

Documentation:

- Postage statement:

  Regular: PS Form 3602-R or approved facsimile.
  Nonprofit: PS Form 3602-N or approved facsimile.
- 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).
- Additional documentation to support density standards (245.12.6).

Additional standards apply to mailings of nonidentical-weight pieces.

Mail Preparation (245)

Marking on each piece in the postage area (202.3.0):

- **Regular:** “Presorted Standard” or “PRSRT STD,” “Standard” or “STD.”
- **Nonprofit:** “Nonprofit Organization” or “NONPROFIT ORG.” or “NONPROFIT.”
- Basic, High-Density, and Saturation price pieces must also be marked “ECRLOT,” “ECRWSH,” or “ECRWSS,” respectively, in the correct optional endorsement line under 708.2.0 or in correct carrier route information line under 708.8.0 or in the postage area. Pieces in a mailing consisting of bundles claimed at more than one Enhanced Carrier Route price must bear appropriate marking for price claimed. Pieces not claimed at corresponding price must not be included in the mailing and must not bear the “ECRLOT,” “ECRWSH,” or “ECRWSS” marking. For additional marking standards for carrier route pieces, see 708.8.0.

Basic price mail must be in line-of-travel (LOT) or in walk sequence (245.12.0).

High-density (WSH) and saturation (WSS) price mail must be in walk sequence (245.12.0).

Palletization is preferred, see Quick Service Guide 705b, Standard Mail Bundles on Pallets.

Use standard sack label (245.4.0).

Enter and Deposit (246)

Mailing entered at an acceptance point designated by USPS.

Commercial Parcels—Standard Mail

Enhanced Carrier Route Marketing Parcels

Bundling and Sacking Sequence

Bundle Preparation (245.12.4)

Saturation[1]

Bundles: 10 or more addressed pieces to same carrier route (city route, rural route, highway contract route, post office box section, or general delivery unit) must be prepared in bundles; fewer than 10 pieces allowed only if route has fewer than 10 delivery stops. Mail must be presented in walk-sequence (243.8.5) and meet density standards.

Labels: Use optional endorsement line (OEL) (708.7.0) with carrier route description prefix and route number.

Price: Saturation

High Density[2]

Bundles: 10 or more addressed pieces to same carrier route (city route, rural route, highway contract route, post office box section, or general delivery unit) must be prepared in bundles. Mail must be presented in walk-sequence (243.8.4) and meet density standards.

Labels: Use OEL with carrier route description prefix and route number (708.7.0).

Price: High density

Basic

Bundles: 10 or more addressed pieces to same carrier route (city route, rural route, highway contract route, post office box section, or general delivery unit) must be prepared in bundles. Mail must be presented in line-of-travel or walk- sequence (243.8.3).

Labels: Use OEL with carrier route description prefix and route number (708.7.0).

Price: Basic

Sack Preparation (245.12.5)

Carrier Route

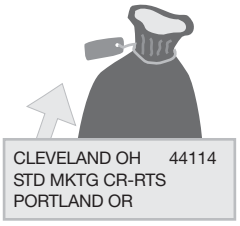
Sacks: Required at 125 pieces or 15 pounds.

Labels: For Line 1, use city, state and 5-digit ZIP Code of destination. For Line 2, use "STD MKTG" and "WSS," "WSH," or "LOT," as applicable, followed by route type and number.

5-Digit Carrier Routes

Sacks: Required, no minimum.

Labels: For Line 1, use city, state, and 5-digit ZIP Code of destination. For Line 2, use "STD MKTG CR-RTS."



1. Minimum 90% total active residential or 75% total active deliveries per route (100% if simplified address) (243.8.5).
2. Minimum 125 pieces per route unless route has fewer than 125 deliveries.
3. Use "WSS" for saturation, "WSH" for high density, and "LOT" for basic.

Commercial Parcels
Standard Mail Marketing Parcels

240k

Quick Service Guide

Physical Standards (201)

Maximum weight: less than 16 ounces.

Maximum dimensions: 12 inches in length; 9 inches in height, and 2 inches in thickness.

For an overview of other physical standards for Marketing parcels, see Quick Service Guide 201e.

Prices and Fees (243.1.0)

For a complete listing of commercial Standard Mail prices, see Notice 123–Price List.

Unless prepared in 5-digit/scheme containers, Marketing parcel pieces must bear an Intelligent Mail package barcode (IMpb). Standard Mail parcels prepared in 5-digit/scheme containers may optionally use and IMb in lieu of an IMpb (and a Mail.dat or Mail.XML file will be accepted in lieu of a Shipping Service File). (708.5.0).

Destination discounts apply to mail prepared as prescribed by USPS and addressed for delivery within service area of destination NDC/ASF, SCF (5-digit and SCF), or delivery unit (5-digit only) under 246.

Annual presort mailing fee applies.

Content (243.2.0)

Marketing parcels containing mailable items not required to be sent using First-Class Mail can be sent using Standard Mail. Standard Mail Marketing parcels are typically used for advertisements, flyers, catalogs, and product samples. Additional content restrictions must be met for authorized nonprofit mailers (703.1.0).

Eligibility Standards (243)

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 parcels in (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).

Each piece must include a complete delivery address with correct ZIP Code or ZIP+4 code, but using an alternative addressing format (602.3.0).

A certified process must be used at least once a year to ensure accuracy of 5-digit ZIP Codes.

Postage Payment and Documentation (244)

Precanceled stamp (604.3.0), meter (604.4.0), or permit imprint (604.5.0).

Additional standards apply to mailings of nonidentical-weight pieces.

Documentation:

- Postage statement:
  Regular: PS Form 3602-R or approved facsimile.
  Nonprofit: PS Form 3602-N or approved facsimile.
- 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)

Markings:

- **Regular:** “Presorted Standard” or “PRSRT STD,” “Standard” or “STD.”
- **Nonprofit:** “Nonprofit Organization” or “NONPROFIT ORG.” or “NONPROFIT.”

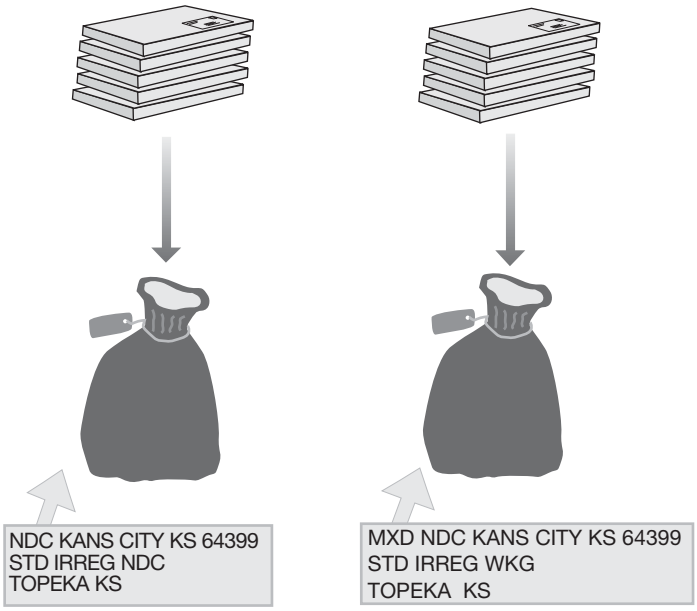
For pallet preparation, see 705.8.0.

Prepared in sacks (unless palletized). Palletization is preferred, see Quick Service Guide 705d.

Enter and Deposit (246)

Mailing entered at an acceptance point designated by USPS.

Sacking Sequence for Pieces Less Than 6 Ounces—when entered at Origin (245.11.4)



Origin NDC

Sacks: Required, no minimum.

Labels: For Line 1, use L601, Column B. For Line 2, use "STD IRREG NDC."

Price: Mixed NDC.

Mixed NDC

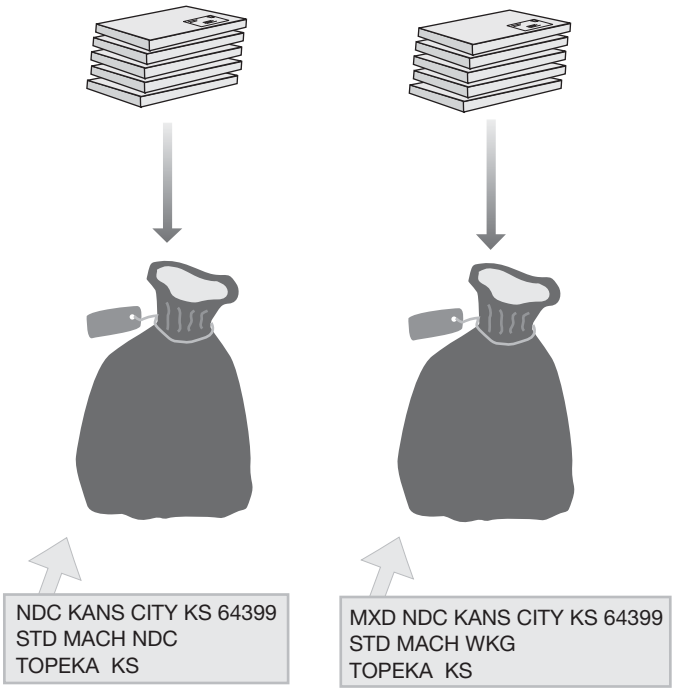
Sacks: Required, no minimum for all remaining mail.

Labels: "MXD" followed by L601, Column B information for NDC serving 3-digit ZIP Code prefix of entry Post Office. For Line 2, use "STD IRREG WKG."

Price: Mixed NDC

For DDU, DSCF, and DNDC price eligibility and preparation see DMM 240.

Sacking Sequence for Pieces 6 Ounces or More—when entered at Origin (245.11.3)



Origin NDC

Sacks: Required, no minimum.

Labels: For Line 1, use L601, Column B. For Line 2, use "STD MACH NDC."

Price: Mixed NDC.

Mixed NDC

Sacks: Required, no minimum for all remaining mail.

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

Price: Mixed NDC.

For DDU, DSCF, and DNDC price eligibility and preparation see DMM 240.

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Physical Standards (201)

Maximum weight:
Parcel Select: 70 pounds.

Maximum length and girth:
Parcel Select: 130 inches.

For an overview of the physical standards for commercial parcels, see Quick Service Guide 201e.

Prices and Fees (253.1.0)

Available prices:

- Parcel Select Destination Entry (DNDC, DSCF, and DDU) and Parcel Select Ground.

Price determination: Parcel Select Destination Entry DSCF and DDU prices are based on weight only, all other prices are based on weight and zone.

Oversized price: pieces exceeding 108 inches but not more than 130 inches in combined length and girth are mailable at the Parcel Select oversized price for the zone to which addressed.

Balloon price: parcels that weigh less than 20 pounds but measuring more than 84 inches (but not exceeding 108 inches) in combined length and girth are charged the 20-pound price for the zone to which addressed (253.4.5).

Destination Entry (253.3.0):

- DNDC: entered at the destination NDC/ASF for delivery within the DNDC/ASF service area and part of a mailing of 50 or more Parcel Select pieces.
- DSCF: entered at the designated facility for delivery within the DSCF area, sorted by 5-digit scheme or 5-digit ZIP Code destinations, and part of a mailing of 50 or more Parcel Select pieces.
- DDU: entered at the designated destination delivery unit for delivery within the DDU area and part of a mailing of 50 or more Parcel Select pieces (253.4.1.4b.).

Annual Parcel Select destination entry (DNDC, DSCF, and DDU) fee applies.

Additional Service Fee applies to mailpieces returned as undeliverable as addressed.

Content (253.2.0)

Parcel Select is matter not mailed at Package Services prices (Bound Printed Matter, Media Mail, or Library Mail). Any Package Services matter may be mailed at Parcel Select prices, subject to the basic standards in 253.2.0.

Generally used for shipping merchandise.

Eligibility Standards (253.3.0)

Minimum mailing:

- Parcel Select: 50-piece minimum. Pieces sorted and marked as described on page two.
- Parcel Select Lightweight: 200 pieces or 50 pounds of mail per mailing.

Each piece must include a complete delivery and return address and a correct ZIP Code or ZIP+4 code (253.4.6).

All commercial Parcel Select mailpieces must meet the requirements for use of unique Intelligent Mail package barcodes (IMpb) or an extra service IMpb. Mailpieces not meeting this requirement will be assessed an IMpb noncompliance fee as outlined in Publication 199 available on RIBBS at *https://ribbs.usps.gov/*.

Mailing items with no ancillary service endorsement obligates the mailer to pay the applicable forwarding and return postage at Parcel Select barcoded nonpresort prices, plus an additional service fee (507.1.5.4).

Postage Payment and Documentation (254)

Parcel Select: meter (604.4.0) or permit imprint (604.5.0).

Documentation:

- Postage statement: PS Form 3605-R or approved facsimile.
- Supplemental documentation: additional documentation as required by price, destination discount, preparation option, or postage payment system.

Mail Preparation (255)

Marking: (255.1.8)

Parcel Select:

- Destination Entry - “Parcel Select”.
- Ground - “Parcel Select Ground” or “Parcel Select GND”.
- Parcel Select Lightweight - “Parcel Select Lightweight” or “Parcel Select LW”.

Preparation and labeling: see below.

Enter and Deposit (256)

Deposit:

- Mail with meter or permit imprint must be presented at Post Office where license or permit held.

- Parcel Select, DNDC, DSCF, and DDU: at facility appropriate for price claimed. See 256.2.0 for scheduling deposit of DNDC, DSCF, and DDU mail.

Extra Services (503)

Parcel Select may use Adult Signature services, COD, USPS Tracking, insurance, return receipt for merchandise, Signature Confirmation, and special handling. Parcel Select destination entry pieces are eligible for no-fee electronic USPS Tracking. Return receipt and restricted delivery are available for COD mail or mail insured for more than $200.

Preparation

Parcel Select Ground Preparation	
Ground (255.5.0)	Pieces must be separated by zones when presented for acceptance unless either the correct postage is affixed to each piece or the mailing is prepared under 255.1.7, Commingled Zones, or the mailing is presented under a special postage payment system under 705.2.0, Manifest Mailing System, 705.3.0, Optional Procedure Mailing System, or 705.4.0, Alternate Mailing System. **Pallets:** See 705.8.0 for pallet preparation.

Parcel Select Lightweight Preparation	
Parcel Select Lightweight (255.6.0)	Machinable – pieces sorted to 5-digit/scheme (optional), ASF (optional), NDC (optional), Origin NDC (required), and Mixed NDC (required) based on price claimed. Irregular parcels – pieces sorted to 5-digit/scheme (optional), SCF (optional), ASF (optional), NDC (optional) Origin NDC (required), and Mixed NDC (required) based on the price claimed.

Parcel Select Destination Entry DNDC, DSCF, and DDU Preparation

DNDC

DNDC price applies to parcels deposited at the destination NDC/ASF (253.4.1.3). Parcels claimed at the DNDC price must meet the standards in 255.4.3, including:

- Must be part of a mailing of 50 or more Parcel Select pieces (at any price).
- Must be addressed for delivery within the service area of the NDC/ASF where the mail is deposited.
- Machinable parcels claiming the DNDC price must bear a correct barcode under 708.5.0 for the ZIP Code of the delivery address. Nonbarcoded machinable parcels are eligible for USPS Retail Ground prices, and are not eligible for DNDC prices.

Preparation:
For machinable parcels on pallets, see 705.8.10.6.

For machinable parcels prepared in sacks, see 255.4.3.3.

For bedloaded parcels, see 256.2.0. Special preparation may be required for nonmachinable parcels.

DNDC price machinable parcels and nonmachinable parcels may not be combined in the same container.

Price: DNDC, see 253.1.2.

DSCF

DSCF price applies to parcels deposited at the destination SCF listed in L005. Pieces claimed at the DSCF price must meet the standards in 255.4.2, including:

- Must be part of a mailing of 50 or more Parcel Select pieces (at any price).
- Must be addressed for delivery within the service area of the SCF where the mail is deposited.

Nonmachinable parcels sorted to 3-digit ZIP Code areas and claimed at a DSCF price must be entered at a designated SCF under L005 (for exceptions see 255.4.2).

Preparation: Must be sacked or placed directly on pallets or in pallet boxes. Machinable and nonmachinable parcels may be combined in the same container.

Sacks: Must be in 5-digit scheme or 5-digit sacks. Minimum seven pieces per sack, one overflow sack permitted per 5-digit scheme or 5-digit ZIP Code. After all possible 5-digit scheme or 5-digit sacks are prepared, any remaining 3-digit nonmachinable parcels are placed in 3-digit sacks, no minimum required.

Sack Labels
5-digit scheme: For Line 1, use L606, Column B. For Line 2, use "PSVC PARCELS 5D SCH."
5-digit: For Line 1, use city, state, and 5-digit ZIP Code on mail. For Line 2, "PSVC PARCELS 5D."
3-digit nonmachinable: For Line 1, use L002, Column C. For Line 2, "PSVC 3D NON MACH."
Pallets: See 705.8.10 for pallet preparation standards. Must be on 5-digit scheme, 5-digit pallets, or 3-digit (nonmachinable) destinations. Pallet boxes cannot exceed 60 inches in height. If the 5-digit destination facility cannot handle pallets, the DSCF price is not available for mail on pallets; however, mail for those facilities can be put into sacks that are placed on pallets (see 705.8.19).

Pallet Labels: See 705.8.6.

Price: DSCF, see 253.2.0. DNDC price for overflow pallet.

DDU

DDU price applies to parcels deposited at the destination delivery unit. Parcels claimed at the DDU price must meet the standards in 255.4.1, including:

- Must be part of a mailing of 50 or more Parcel Select pieces (at any price).
- Must be addressed for delivery within the service area of the delivery unit where the mail is deposited.

Preparation: Must be bedloaded, sacked, or placed directly on pallets or in pallet boxes. Machinable and nonmachinable pieces may be combined.

Sacks: Must be in 5-digit scheme or 5-digit sacks. There are no piece or weight minimums.

Sack Labels
5-digit scheme: For Line 1, use L606, Column B. For Line 2, use "PSVC PARCELS 5D SCH."
5-digit: For Line 1, use city, state, and 5-digit ZIP Code on mail. For Line 2, "PSVC PARCELS 5D."

Pallets: Must be on 5-digit scheme or 5-digit pallets. There are no piece or weight minimums. Pallet boxes cannot exceed 60 inches in height. Pallets or pallet boxes may be used only if the delivery unit can handle pallets or if mailer unloads pallets into a container specified by the delivery unit.

Pallet Labels
5-digit scheme: For Line 1, use L606, Column B. For Line 2, use "PSVC PARCELS 5D SCH."
5-digit: For Line 1, use city, state, and 5-digit ZIP Code on mail. For Line 2, use "PSVC PARCELS 5D."

Price: DDU, see 253.2.0.

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Commercial Flats
Bound Printed Matter Flats

Physical Standards (201)

Maximum weight: 15 pounds.

For an overview of the physical standards for commercial flats, see Quick Service Guide 201c.

Prices and Fees (263.1.0)

For a complete listing of Bound Printed Matter prices — see Notice 123–Price List.

Presorted, Carrier Route, and destination NDC (DNDC) prices: separate per piece and per pound charges based on weight and zone. 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, DFSS 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 NDC/ASF, SCF, FSS or delivery unit (DDU) (266). DDU prices not available for flat-size pieces weighing 1 pound or less unless sorted to carrier route.

No annual mailing fee; however, there is an annual destination entry mailing fee.

Content (263.2.0)

Bound Printed Matter is typically catalogs, directories, books, and other printed material that weighs up to 15 pounds and meets content eligibility standards in 263.2.0. Contents must:

- 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 or 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)

Eligible mailings must meet the following minimum pieces:

- 300 pieces for Presorted and Carrier Route.
- 50 pieces for barcoded.
- No minimum for nonpresorted.

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.

For Presorted prices, a certified process (263.4.4) must be used within 12 months before mailing to ensure the accuracy of 5-digit ZIP Codes.

For Carrier Route price, carrier route information must be updated using CASS-certified process within 90 days before mailing (263.5.0).

Rigid, nonrectangular, and pieces that are not uniformly thick must be prepared as parcels and pay parcel prices based on weight and zone (263.1.0).

Postage Payment (264)

Permit imprint (604.5.0).

Postage statement: PS Form 3605-R or approved facsimile.

Mail Preparation (265)

Price markings:

- Presorted price: “Bound Printed Matter” or “BPM” and either “Presorted” or “PRSRT.”
- Carrier Route price: “Bound Printed Matter” or “BPM” and either “Carrier Route Presort” or “CAR-RT SORT.” Mark each piece in the postage area. For optional marking locations, see 202.3.3. For marking on each piece prepared to FSS zones see 705.14.0.

Pieces must be separated by zones when presented unless authorized under 705.

Mailpieces intended for delivery to FSS zones must be prepared under 705.14.0.

Enter and Deposit (266)

Generally at the Post Office where permit is held. For destination entry, see 266.3.0 – 266.6.0.

Preparation

Bundling and Sacking Sequence Presorted Flats (265.5.0)

5-Digit/Scheme[1]

Bundles: Scheme bundles required for 5-digit ZIP Codes in L007. Required at 10 pieces or 10 pounds; smaller volumes not permitted.[2] Maximum weight 20 pounds or, if placed in 5-digit sack, 40 pounds.

Labels: Red Label 5 SCH, Red Label 5, or optional endorsement line (OEL) (708.7.0).

3-Digit/Scheme[1]

Bundles: Scheme bundles required for 3-digit ZIP Codes in L008. Required at 10 pieces or 10 pounds; smaller volumes not permitted.[2] Maximum weight 20 pounds.

Labels: Green Label 3 SCH, Green Label 3, or OEL.

ADC

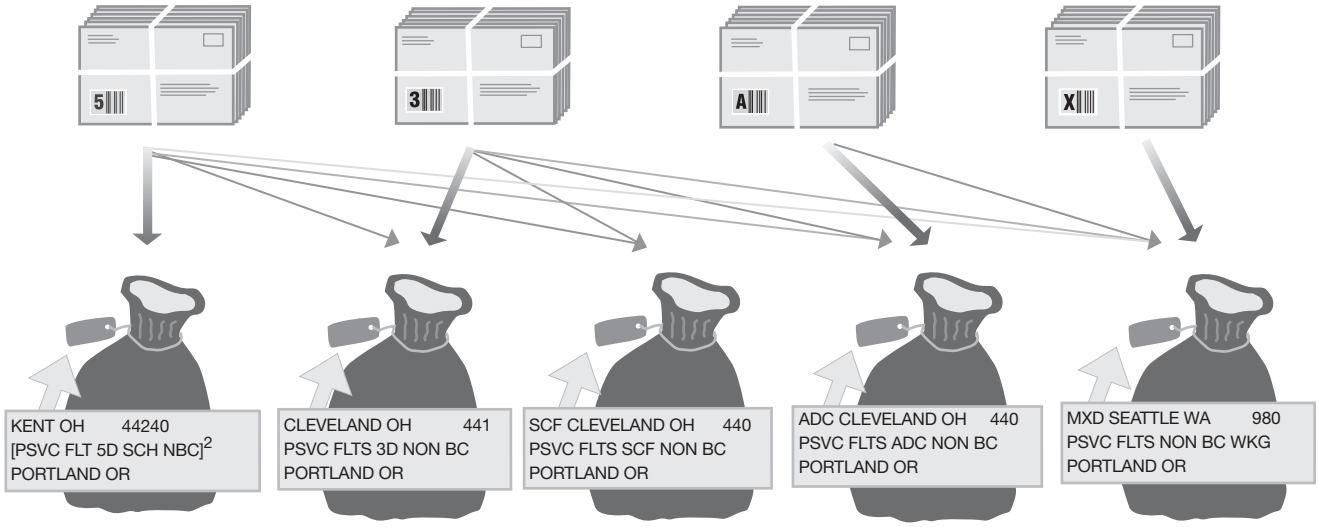
Bundles: Required at 10 pieces or 10 pounds; smaller volumes not permitted.[2] Maximum weight 20 pounds.

Labels: Pink Label A or OEL.

Mixed ADC

Bundles: Required with no minimum. Maximum weight 20 pounds.

Labels: Tan Label X or OEL.



5-Digit/Scheme[1]

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

Labels: [3] Line 1: For 5-digit scheme sacks, use L007, 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 FLT 5D SCH NBC." For 5-digit sacks, use "PSVC FLTS 5D NON BC."

3-Digit

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

Labels: For Line 1, use L002, Column A. For Line 2, use "PSVC FLTS 3D NON BC."

SCF

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

Labels: For Line 1, use L005, Column B. For Line 2, use "PSVC FLTS SCF NON BC."

ADC

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

Labels: For Line 1, use L004, Column B. For Line 2, use "PSVC FLTS ADC NON BC."

Mixed ADC

Sacks: Required with no minimum.

Labels: For Line 1, use L009, Column B. For Line 2, use "PSVC FLTS NON BC WKG."

Each bundle (except mixed ADC bundles) must contain at least two addressed pieces.
For Bound Printed Matter flat-size pieces claiming a barcode discount, see page four.

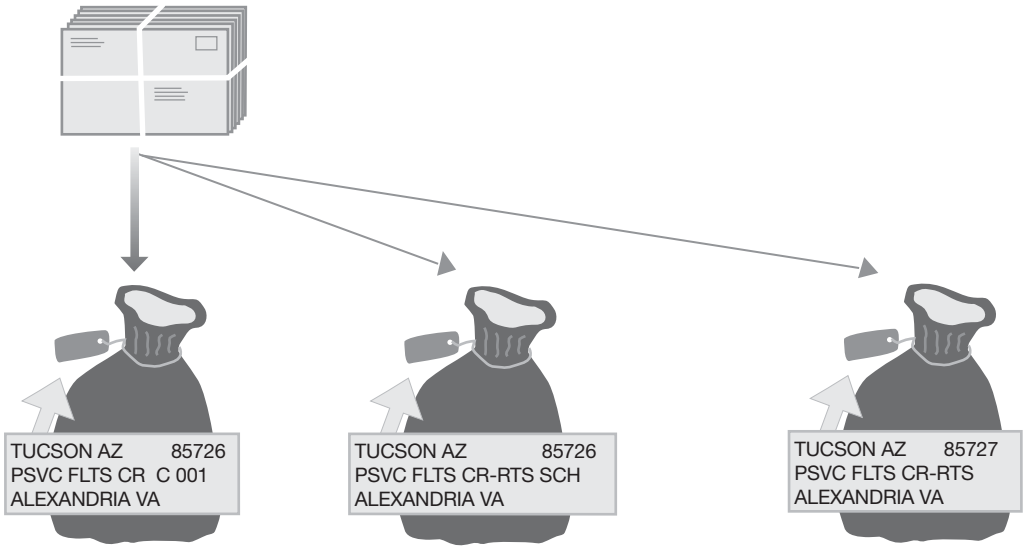
1. For mailings consisting entirely of pieces meeting the automation-compatibility standards in 201.6.0 pieces must be prepared in 5-digit scheme and 3-digit scheme bundles and 5-digit scheme sacks. Mailers must prepare all possible 5-digit scheme bundles and 5-digit scheme sacks before preparing 5-digit bundles and 5-digit sacks. All possible 3-digit scheme bundles must be prepared before preparing 3-digit bundles. 5-digit bundles of flats placed in 5-digit sacks may weigh a maximum of 40 pounds.
2. Bundles may contain less than the 10 piece or 10 pound minimum if the bundle size would exceed the maximum size (265.2.3).
3. For 5-digit scheme sacks, use "PSVC FLT 5D SCH NBC," for 5-digit sacks, use "PSVC FLTS 5D NON BC."

Bundling and Sacking Sequence Carrier Route Flats (265.6.0)

Bundles:[1] Required at 10 addressed pieces or 10 pounds for an individual carrier route, smaller volumes not permitted.[1] Maximum weight 40 pounds. Each bundle must contain at least two addressed pieces except for the last bundle to each carrier route destination under 601.3.0.

Labels: Facing slip (601.2.0), optional endorsement line (708.7.0), or carrier route information line (708.8.0).

Price: Carrier Route.



Carrier Route

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

Labels: For Line 1, use 5-digit ZIP Code destination of bundles. For Line 2, use "PSVC FLTS CR" followed by the route type and number.

5-Digit Scheme Carrier Routes

Sacks: Required, no minimum.

Labels: For Line 1, use L001, Column B. For Line 2, use "PSVC FLTS CR-RTS SCH."

5-Digit Carrier Routes

Sacks: Required, no minimum.

Labels: For Line 1, use 5-digit ZIP Code destination of bundles. For Line 2, use "PSVC FLTS CR-RTS."

1. Bundles may contain less than the 10 piece or 10 pound minimum if the bundle size would exceed the maximum size (265.7.3.1).

Bundling and Sacking Sequence Barcoded Flats (265.7.0)

5-Digit/Scheme[1]

Bundles: Scheme bundles required for 5-digit ZIP Codes in L007. Required at 10 pieces or 10 pounds; smaller volumes not permitted;[2] maximum weight 20 pounds.

Labels: Red Label 5 SCH, Red Label 5, or optional endorsement line (OEL) (708.7.0).

3-Digit/Scheme[1]

Bundles: Scheme bundles required for 3-digit ZIP Codes in L008. Required at 10 pieces or 10 pounds; smaller volumes not permitted;[2] maximum weight 20 pounds.

Labels: Green Label 3 SCH, Green Label 3, or OEL.

ADC

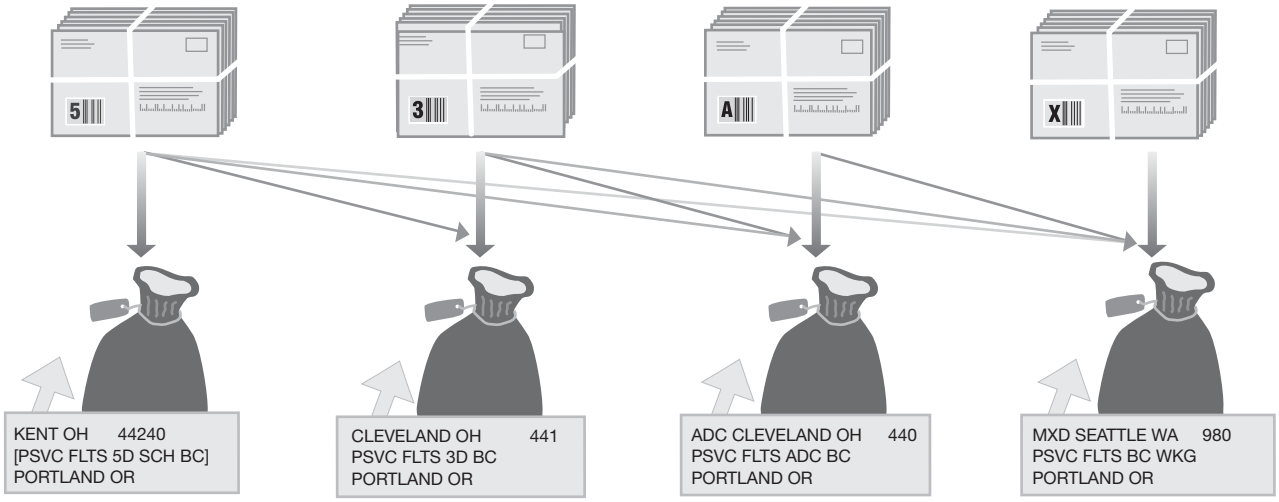
Bundles: Required at 10 pieces or 10 pounds; smaller volumes not permitted;[2] maximum weight 20 pounds.

Labels: Pink Label A or OEL.

Mixed ADC

Bundles: Required with no minimum. Maximum weight 20 pounds.

Labels: Tan Label X or OEL.



5-Digit/Scheme

Sacks: Required at 20 addressed pieces.

Barcoded Labels: Line 1: For 5-digit scheme sacks, use L007, Column B. For 5-digit sacks, use city, state, and 5-digit ZIP Code on mail. Line 2: For 5-digit scheme, use "PSVC FLTS 5D SCH BC." For 5-digit sacks, use "PSVC FLTS 5D BC."

3-Digit

Sacks: Required at 20 addressed pieces (except for optional bundles with 3-digit ZIP Code prefixes indicated by an "N" in L002).

Barcoded Labels: For Line 1, use L002, Column A, for destination facility. For Line 2, use "PSVC FLTS 3D BC."

ADC

Sacks: Required at 20 addressed pieces.

Barcoded Labels: For Line 1, use L004, Column B for destination facility. For Line 2, use "PSVC FLTS ADC BC."

Mixed ADC

Sacks: Required, no minimum for any remaining bundles placed in mixed ADC sacks.

Barcoded Labels: For Line 1, use L009, Column B. For Line 2, use "PSVC FLTS BC WKG."

Price is based on type of bundle regardless of sack in (or pallet on) which it is placed.

1. Mailers must prepare all possible 5-digit scheme bundles and 5-digit scheme sacks before preparing 5-digit bundles and 5-digit sacks. All possible 3-digit scheme bundles must be prepared before preparing 3-digit bundles.
2. Bundles may contain less than the 10 piece or 10 pound minimum if the bundle size would exceed the maximum size (265.2.3).

Commercial Parcels
Bound Printed Matter Irregular and Machinable Parcels

260b

Quick Service Guide

Physical Standards (201)

Minimum weight irregular parcels: none.

Minimum weight machinable parcels: 6 ounces (3.5 ounces for parcels prepared under 201.7.5.2).

Maximum weight: 15 pounds.

For an overview of the physical standards for commercial parcels, see Quick Service Guide 201e.

Prices and Fees (263.1.0)

For a complete listing of Bound Printed Matter prices — see Notice 123–Price List.

Presorted, Carrier Route, and destination NDC (DNDC) prices: separate per piece and per pound charges based on weight and zone. 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 NDC/ASF, SCF, or delivery unit (DDU) (266).

No annual mailing fee; however, there is an annual destination entry mailing fee.

Content (263.2.0)

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:

- 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)

Eligible mailings must meet the following minimum pieces:

- 300 pieces for Presorted and Carrier Route.
- No minimum for nonpresorted.

Mailings of 300 or more pieces, sorted, and marked as described below. Machinable parcels (201.7.5) and nonmachinable parcels (201.7.6) may not be combined in the same mailing.

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.

For Presorted prices, a certified process must be used at least once a year to ensure accuracy of 5-digit ZIP Codes.

For Carrier Route price, carrier route information must be updated using CASS-certified process within 90 days before mailing (263.4.0).

Destination entry discounts apply to mail prepared as prescribed by USPS and addressed for delivery within service area of destination NDC/ASF, SCF, or delivery unit (DDU) (266.2.0).

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 708.5.0.

Postage Payment and Documentation (264)

Permit imprint (604.5.0).

Postage statement: PS Form 3605-R or approved facsimile.

Mail Preparation (265)

Markings (202.3.0):

- 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.” Mark each piece in the postage area. For optional marking locations, see 202.3.3.

Pieces must be separated by zones when presented unless authorized under 705.2.0.

Parcels must include a unique Intelligent Mail package barcode with a postal routing code, prepared under 708.5.0.

Enter and Deposit (266)

Generally at the Post Office where permit is held.

Commercial Parcels

Bound Printed Matter Irregular and Machinable Parcels

Bundling and Sacking Sequence for Irregular Parcels Less than 10 Pounds (265.8.2)

5-Digit/Scheme[1]

Bundles: Scheme bundles required for 5-digit ZIP Codes in L606. Required at 10 pieces or 10 pounds, smaller volumes not permitted. Maximum weight 20 pounds.[2]

Labels: Red Label 5 or optional endorsement line (OEL) (708.7.0).

3-Digit

Bundles: Required at 10 pieces or 10 pounds, smaller volumes not permitted. Maximum weight 20 pounds.

Labels: Green Label 3 or OEL.

ADC

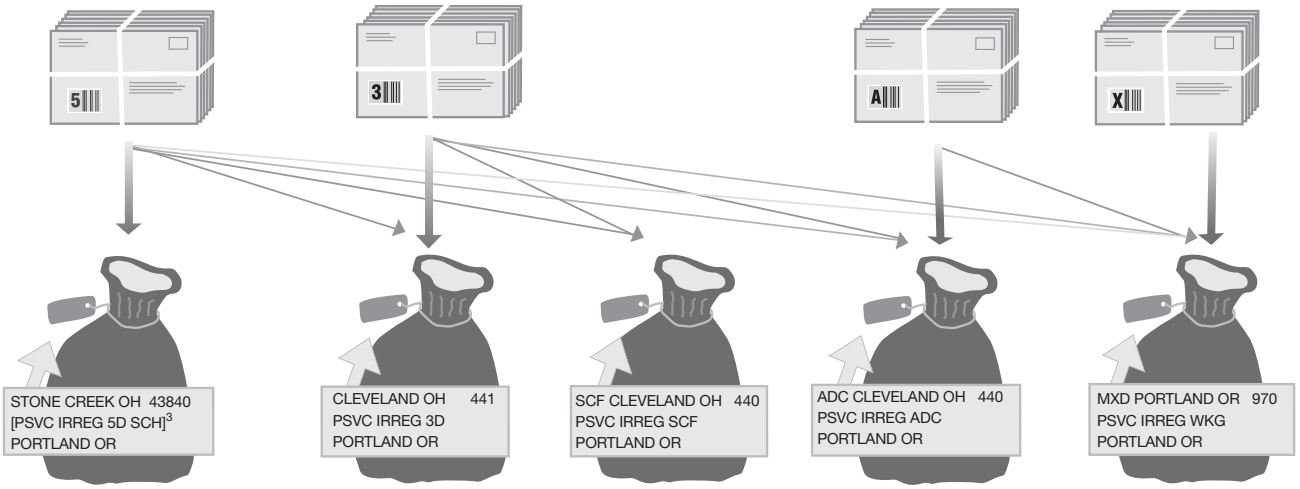
Bundles: Required at 10 pieces or 10 pounds, smaller volumes not permitted. Maximum weight 20 pounds.

Labels: Pink Label A or OEL.

Mixed ADC

Bundles: Required with no minimum. Maximum weight 20 pounds.

Labels: Tan Label X or OEL.



5-Digit/Scheme[1]

Sacks: Required, at 10 addressed pieces or 20 pounds, smaller volumes not permitted.[4]

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 IRREG 5D SCH." For 5-digit sacks, use "PSVC IRREG 5D."

3-Digit

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

Labels: For Line 1, use L002, Column A. For Line 2, use "PSVC IRREG 3D."

SCF

Sacks: Optional at 10 addressed pieces or 20 pounds, smaller volumes not permitted.

Labels: For Line 1, use L005, Column B. For Line 2, use "PSVC IRREG SCF."

ADC

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

Labels: For Line 1, use L004, Column B. For Line 2, use "PSVC IRREG 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 IRREG WKG."

Each bundle (except mixed ADC bundles) must contain at least two addressed pieces.

1. All possible 5-digit scheme bundles and 5-digit scheme sacks must be prepared before preparing 5-digit bundles and 5-digit sacks.
2. Bundling not required for irregular parcels in 5-digit scheme and 5-digit sacks meeting the minimum bundle size requirements if individually wrapped or enveloped. 5-digit bundles placed in 5-digit scheme and 5-digit sacks or prepared and entered at the DDU price may weigh a maximum of 40 pounds.
3. For 5-digit scheme sacks, use "PSVC IRREG 5D SCH." For 5-digit sacks, use "PSVC IRREG 5D."
4. Sacking not required for 5-digit bundles of irregular parcels when prepared and entered at DDU prices; these bundles may be bedloaded and weigh up to 40 pounds.

Sacking Machinable Parcels Not Claiming DNDC Prices (265.8.4)

5-Digit/Scheme[2]

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."

NDC

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

Labels: For Line 1, use L601, Column B. For Line 2, use "PSVC MACH NDC."

Mixed NDC

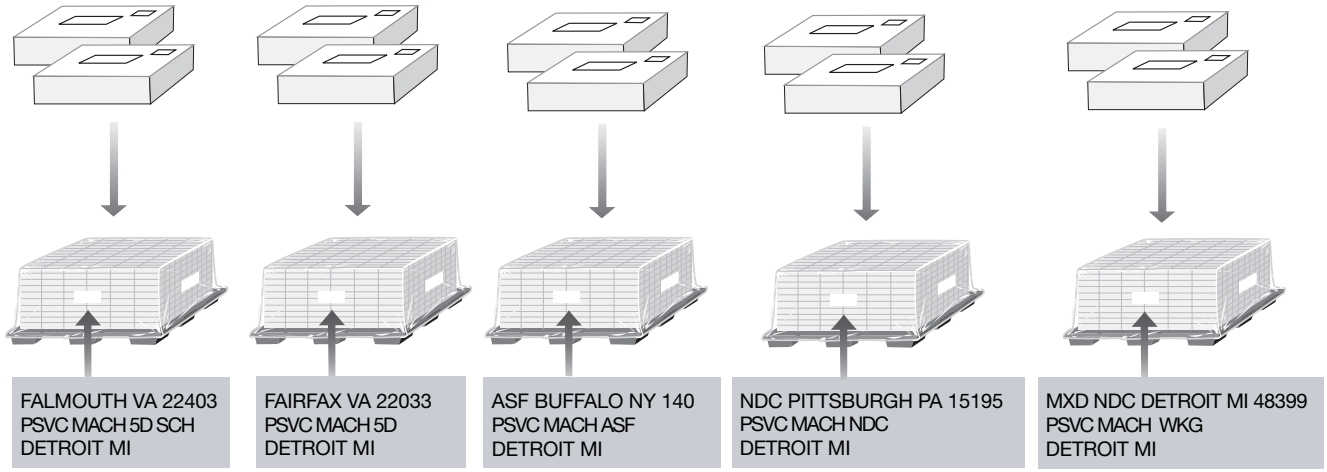
Sacks: Required; no minimum.

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."

For Bound Printed Matter machinable parcels claiming DNDC prices, see 265.8.5.

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)



5-Digit Scheme

Optional at 250 pounds.

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

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."

ASF

Optional at 250 pounds. Allowed only for mail deposited at an ASF to claim DNDC prices.

Labels: For Line 1, use L602. For Line 2, use "PSVC MACH ASF."

NDC

Required at 500 pounds. Optional at 250 pounds.

Labels: For Line 1, use L601. For Line 2, use "PSVC MACH NDC."

Mixed NDC

Optional at 250 pounds.

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

Commercial Flats
Media Mail and Library Mail Presorted Flats

270a

Quick Service Guide

Physical Standards (201)

Maximum weight: 70 pounds.

For an overview of the physical standards for commercial flats, see Quick Service Guide 201c.

Prices and Fees (273.1.0)

For a complete list of Commercial Media Mail and Library Mail prices, see Notice 123–Price List.

Flat-size pieces that do not meet the physical standards in 201.4.3 through 201.4.5 must be prepared as parcels.

Annual presort mailing fee applies separately for Media Mail and Library Mail.

Content (273.3.0 and 273.4.0)

Media Mail:

Generally used for books (at least eight pages), film (16 mm or narrower), printed music, printed test materials, video and sound recordings, playscripts, printed educational charts, loose-leaf pages and binders consisting of medical information, and computer-readable media. Sound recordings may include incidental announcements of recordings and guides or scripts prepared solely for use with such recordings. Books may contain no advertising other than incidental announcements of other books.

Library Mail:

Generally used by qualified libraries, schools, nonprofit organizations, universities, and museums to mail specific types of Package Services matter that meet additional eligibility standards. Mailable items are limited generally to books, recordings, educational, and museum materials; advertising restrictions apply. Specific mailable items may be sent to, from, or between a school, college, university, public library, museum, herbarium, or nonprofit organization (religious, educational, scientific, philanthropic, agricultural, labor, veterans, or fraternal); any such institution, organization, or association, and an individual who has no financial interest in the sale, promotion, or distribution of the materials. Also, there are provisions for publishers to mail specified items to qualified customers.

Eligibility Standards (273.7.0)

Mailings of 300 or more addressed pieces as Media Mail and mailings of 300 or more addressed pieces as Library Mail are eligible for 5-digit and Basic prices. Prices based on weight and level of presort.

Each piece must include complete delivery and return addresses with correct ZIP Code or ZIP+4 code.

For Library Mail, each piece must show in the address or return address the name of a school, college, university, public library, museum, herbarium, or a qualified nonprofit organization (703.1.2).

Mailing items with no ancillary service endorsement obligates the mailer to pay any applicable forwarding and return postage charges at the single-piece price (507.1.5.4).

Rigid, nonrectangular, and pieces that are not uniformly thick must be prepared as parcels and pay parcel prices (273.1.2).

Postage Payment and Documentation (274)

Meter (604.4.0) or permit imprint (604.5.0).

Postage statement: PS Form 3605-R or approved facsimile.

Mail Preparation (275)

Media Mail: mark each piece “Media Mail” and “Presorted” or “PRSRT” in the postage area. For optional marking locations, see 202.3.7.5.

Library Mail: mark each piece “Library Mail” and “Presorted” or “PRSRT” in the postage area. For optional marking locations, see 202.3.7.5.

Flat-size pieces that do not meet the physical standards in 201.4.3 and 201.4.4 must be prepared as parcels.

Enter and Deposit (276)

All meter or permit imprint: generally, at Post Office where permit or meter license is held.

Commercial Flats
Media Mail and Library Mail Presorted Flats

Bundling and Sacking Sequence (275)

5-Digit/Scheme[1]

Bundles: Optional but required for 5-digit price. Scheme bundles required for 5-digit ZIP Codes in L007. Required at 10 addressed pieces, smaller volumes not permitted.[2] Maximum weight 20 pounds.[3]

Labels: Red Label 5 SCH, Red Label 5, or optional endorsement line (OEL) (708.7.0).

3-Digit/Scheme[1]

Bundles: Scheme bundles required for 3-digit ZIP Codes in L008. Required at 10 addressed pieces, smaller volumes not permitted.[2] Maximum weight 20 pounds.

Labels: Green Label 3 SCH, Green Label 3, or OEL.

ADC

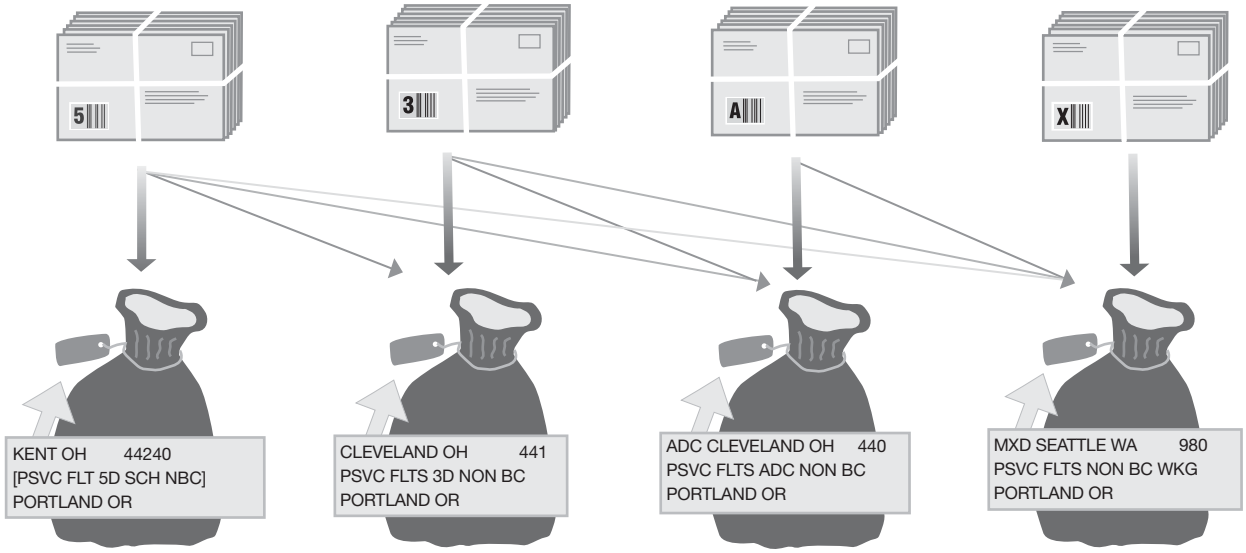
Bundles: Required at 10 addressed pieces, smaller volumes not permitted.[2] Maximum weight 20 pounds.

Labels: Pink Label A or OEL.

Mixed ADC

Bundles: Required with no minimum. Maximum weight 20 pounds.

Labels: Tan Label X or OEL.



Sacks: Optional but required for 5-digit price. Minimum 10 pieces (or 1,000 cubic inches), smaller volumes not permitted.

Labels: Line 1: For 5-digit scheme sacks, use L007, 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 FLT 5D SCH NBC." For 5-digit sacks, use "PSVC FLT 5D NBC."

Price: 5-Digit

Sacks: Required at 20 pieces (or 1,000 cubic inches), smaller volumes not permitted.

Labels: For Line 1, use L002, Column A. For Line 2, use "PSVC FLTS 3D NON BC."

Price: Basic

Sacks: Required at 20 pieces (or 1,000 cubic inches), smaller volumes not permitted.

Labels: For Line 1, use L004, Column B. For Line 2, use "PSVC FLTS ADC NON BC."

Price: Basic

Sacks: Required, no minimum.

Labels: For Line 1, use L009, Column B. For Line 2, use "PSVC FLTS NON BC WKG."

Price: Basic

Each bundle (except mixed ADC bundles) must contain at least two addressed pieces.

1. Pieces weighing up to 20 ounces and meeting the automation-compatibility standards in 201.6.0 must be prepared in 5-digit scheme and 3-digit scheme bundles and 5-digit scheme sacks. Mailers must prepare all possible 5-digit scheme bundles and 5-digit scheme sacks before preparing 5-digit bundles and 5-digit sacks. All possible 3-digit scheme bundles must be prepared before preparing 3-digit bundles.
2. Bundles may contain less than 10 pieces if the bundle size would exceed the maximum size (203.3.0).
3. 5-digit bundles of flats placed in 5-digit sacks may weigh a maximum of 40 pounds.

Commercial Parcels

Media Mail and Library Mail Machinable Parcels

270b

Quick Service Guide

Physical Standards (201)

Minimum weight: 6 ounces (3.5 ounces for parcels prepared under 201.7.5.2).

Maximum weight: 35 pounds (25 pounds for books and other printed matter).

For an overview of the physical standards for machinable parcels, see Quick Service Guide 201e.

Prices and Fees (273.1.0)

For a complete listing of commercial prices, see Notice 123–Price List.

Annual presort mailing fee applies separately for Media Mail and Library Mail.

Content (273.3.0 and 273.4.0)

Media Mail:

Generally used for books (at least eight pages), film (16 mm or narrower), printed music, printed test materials, video and sound recordings, play scripts, printed educational charts, loose-leaf pages and binders consisting of medical information, and computer-readable media. Books may contain no advertising other than incidental announcements of other books.

Library Mail:

Generally used by qualified libraries, schools, nonprofit organizations, universities, and museums to mail specific types of Package Services matter that meet additional eligibility standards. Mailable items are limited generally to books, recordings, educational, and museum materials; advertising restrictions apply. Specific mailable items may be sent to, from, or between a school, college, university, public library, museum, herbarium, or nonprofit organization (religious, educational, scientific, philanthropic, agricultural, labor, veterans, or fraternal); any such institution, organization, or association, and an individual who has no financial interest in the sale, promotion, or distribution of the materials. Also, there are provisions for publishers to mail specified items to qualified customers.

Eligibility Standards (273.7.0)

Mailings of 300 or more addressed pieces of Media Mail and mailings of 300 or more addressed pieces of Library Mail claimed at any combination of 5-digit and Basic prices. Prices based on weight and level of presort.

Machinable parcels (201.7.5) and nonmachinable parcels (201.7.6) may not be combined in the same mailing.

Each piece must include complete delivery and return addresses with correct ZIP Code or ZIP+4 code.

For Library Mail, each piece must show in the address or return address the name of a school, college, university, public library, museum, herbarium, or a qualified nonprofit organization (703.1.2).

Mailing items with no ancillary service endorsement obligates the mailer to pay any applicable forwarding and return postage charges at the single-piece price (507.1.5.4).

Postage Payment and Documentation (274)

Meter (604.4.0) or permit imprint (604.5.0). Mailers using eVS (705.2.9) must pay postage with permit imprint.

Postage statement: PS Form 3605-R or approved facsimile.

Mail Preparation (275)

Media Mail: mark each piece “Media Mail” and “Presorted” or “PRSRT” in the postage area.

Library Mail: mark each piece “Library Mail” and “Presorted” or “PRSRT” in the postage area.

For optional marking locations, see 202.3.7.5.

Presorted parcels must include a unique Intelligent Mail package barcode with a postal routing code, prepared under 708.5.0.

Enter and Deposit (276)

All meter or permit imprint: generally, at Post Office where permit or meter license is held.

Commercial Parcels

Media Mail and Library Mail Machinable Parcels

Sacking Sequence (275)

5-Digit/Scheme

Sacks: Optional but required for 5-digit price. Minimum 10 addressed pieces or 20 pounds, smaller volumes not permitted.[2]

Labels: Line 1: For 5-digit scheme sacks, use L606, Column B. For 5-digit sacks, use city, state, and ZIP Code on mail. Line 2: For 5-digit scheme sacks, use "PSVC MACH 5D SCH," for 5-digit sacks, use "PSVC MACH 5D."

Price: 5-Digit

NDC

Sacks: Required; minimum 10 addressed pieces, 20 pounds, or 1,000 cubic inches. Smaller volumes not permitted.

Labels: For Line 1, use L601, Column B. For Line 2, use "PSVC MACH NDC."

Price: Basic

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."

Price: Basic

1. For 5-digit schemes, use "PSVC MACH 5D SCH," for 5-digit sacks, use "PSVC MACH 5D."
2. For the 5-digit price, all possible 5-digit scheme sacks must be prepared, then all possible 5-digit sacks.

Commercial Parcels

First-Class Package Service—Parcels

Physical Standards (201)

Maximum weight: less than 16 ounces.

For an overview of the physical standards for commercial parcels, see Quick Service Guide 201e.

Prices and Fees (283.1.0)

For a complete list of commercial First-Class Package Service prices, see Notice 123–Price List.

Content (283.2.0)

First-Class Package Service may be used for any mailable item including advertisements and lightweight merchandise, except that parcels are not sealed against inspection and may not contain documents or personal correspondence. Parcels may contain invoices, receipts, incidental advertising, and other documents that relate in all substantial respects to merchandise contained in the parcels.

Eligibility Standards (283.3.0)

All pieces must meet the physical standards for parcels (201).

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

A certified process must be used at least once a year to ensure accuracy of 5-digit ZIP Codes.

A surcharge applies for parcels with the following characteristics:

- A surcharge applies for parcels that are irregularly shaped, such as rolls, tubes, and triangles.
- Parcels must include a unique Intelligent Mail package barcode (IMpb) with a postal routing code to avoid being assessed an IMpb non-compliance fee.

Postage Payment and Documentation (284)

IBI meter or PC Postage (604.3.0), or permit imprint (604.5.0) for parcels mailed at commercial prices.

Additional standards apply to mailings of nonidentical-weight pieces.

Documentation:

- Postage statement: PS Form 3600-FCM.

Mail Preparation (285)

Marking on each piece in the postage area: “First-Class Package or First-Class PKG.” For optional locations, see 202.3.4.

Enter and Deposit (286)

Mailing entered at an acceptance point designated by USPS.

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Overview

Extra services are enhancements that, for a fee in addition to postage, provide greater security and accountability for mail, convenience to the sender, or improved handling. Extra services are not available with Periodicals. Not all extra services are available for all classes of mail and only certain services may be combined for the same mailpiece.

Adult Signature Services (503.8.0)

Adult Signature service provides a method for customers to obtain a signature at delivery from an adult recipient who is 21 years of age or older.

Available for commercial and online customers who send via: Priority Mail Express, Priority Mail, and Parcel Select Ground.

Return receipt (hardcopy PS Form 3811) may be used with Adult Signature shipments paid for as Priority Mail Express and Priority Mail. Adult Signature service may also be combined with: Certified Mail (if Priority Mail but not Critical Mail), Insured Mail and Hold For Pickup (only for commercial Priority Mail Express, Priority Mail (excluding Critical Mail) and Parcel Select Nonpresort pieces).

Two options available:

- Adult Signature Required—requires the signature of someone who is 21 years of age or older at the recipient's address.
- Adult Signature Restricted Delivery—requires the signature of a specific addressee (or authorized agent), who must be 21 years of age or older.

Certificate of Mailing (503.5.0)

Provides evidence of mailing only. Certificate of mailing does not provide a record of delivery.

Available for: First-Class Mail, Priority Mail, Parcel Return Service, USPS Retail Ground, or Package Services mailpiece.

May be combined with: parcel airlift (PAL), special handling.

Use PS Form 3817 for single pieces. Fee is affixed to form or paid with permit imprint (when presenting three or more pieces at one time using PS Form 3877).

Use PS Form 3877 (or facsimile) when mailing three or more pieces. PS Form 3877 facsimile is a USPS-approved, customer-generated itemized list and must contain the same information as the USPS form.

Use PS Form 3606 for bulk mailings of identical weight pieces. This certificate states only the total number of pieces mailed and must not be used as an itemized list. Fee is affixed to form or, for mailers using Form 3606 with a permit imprint mailing, also may pay certificate of mailing fees, at the time of mailing, by the same permit imprint.

PS Form 3606 is available for mailings of identical weight pieces of: First-Class Mail, First-Class Package Service, Priority Mail, Package Services, Standard Mail (except Customized MarketMail), and Parcel Select.

Deposit: may not be placed in a Post Office maildrop or in a street letterbox.

Certified Mail (503.3.0)

Provides sender with mailing receipt. Delivery record is maintained by USPS. No insurance provided.

Available for: First-Class Mail, First-Class Package Service and Priority Mail (except Critical Mail).

May be combined with: restricted delivery, return receipt, and adult signature services (only for Priority Mail, but not Critical Mail).

Use PS Form 3800.

Collect on Delivery (COD) (503.9.0)

USPS collects from recipient the postage and price of an item that was not prepaid and provides the amount collected to the mailer. Amount collected from recipient may not exceed $1,000. Delivery record is maintained by USPS. A record of mailing is maintained at the mailing post office.

Available for: Priority Mail Express (except Priority Mail Express Military Service), First-Class Mail, Priority Mail, USPS Retail Ground, Package Services, or Parcel Select (except Parcel Select Lightweight).

Registered COD Mail is available for items sent as First-Class Mail (including Priority Mail).

May be combined with: USPS Tracking, Registered Mail, restricted delivery, return receipt, Signature Confirmation, special handling. USPS Tracking and restricted delivery are not available with Priority Mail Express COD.

Deposit: may not be placed in a Post Office maildrop or in a street letterbox.

Use PS Form 3816.

USPS Tracking (503.7.0)

Provides the date and time of delivery or attempted delivery. USPS Tracking may be purchased at the time of mailing only. This service may be obtained in two forms: (1) an electronic option for mailers who apply identifying barcodes to each piece, provide an electronic file, and retrieve delivery status information electronically; and (2) a retail option for mailers who retrieve delivery status on the Internet at *www.usps.com* or by calling 1-800-222-1811. No record is kept at the office of mailing.

Available for: First-Class Mail parcels, First-Class Package Service parcels (electronic option only), Priority Mail, Standard Mail parcels (electronic option only), USPS Retail Ground, Package Services parcels, and Parcel Select. USPS Tracking is provided at no additional charge for all products except Periodicals and Standard Mail Parcels.

Not available for: restricted APO/FPO destinations, U.S. territories, possessions, and freely associated states in 608.2.0 (except for Puerto Rico, U.S. Virgin Islands, and ZIP Codes listed in 503.9.2), and mail paid with precanceled stamps.

May be combined with: COD, insured mail, Registered Mail, return receipt for merchandise, and special handling. Restricted delivery and return receipt is available if purchased with insurance for over $200, COD, or Registered Mail service.

Present at a USPS Retail service counter, or use Label 400 (electronic).

Priority Mail Express Insurance (503.4.1)

Provides automatic indemnity coverage of Priority Mail Express up to $100 at no extra charge for items that are lost, rifled, or damaged. Additional insurance may be purchased up to a maximum liability of $5,000. For negotiable items, currency, or bullion, the maximum liability is $15.

May be combined with: return receipt, COD (except Priority Mail Express Military Service).

Insured Mail (503.4.0)

Provides indemnity coverage of up to $5,000 for lost, damaged, or missing contents. A mailing receipt is provided with all pieces. For mail insured for $500 or less, the USPS maintains delivery information (not including a signature). For mail insured for more than $500, the USPS maintains a delivery record (including recipient's signature). Insurance may only be purchased at one source for each mailpiece. Combining postal insurance from multiple sources is not permitted.

Available for: Standard Mail or Parcel Select Lightweight parcels (bulk insurance only), USPS Retail Ground, Package Services, Parcel Select and for First-Class Mail or Priority Mail if it contains matter that is eligible to be mailed at Standard Mail, USPS Retail Ground or Package Services prices.

May be combined with: USPS Tracking, parcel airlift service (PAL), Signature Confirmation, special handling, and merchandise return service, and with Adult Signature services with Insured Priority Mail Express, Priority Mail and Parcel Select Ground.

Return receipt and restricted delivery available for items insured for more than $500. Return receipt for merchandise available for items insured for $500 or less.

Use PS Form 3813 for items insured for $500 or less, use PS Form 3813-P for items insured for more than $500.

Registered Mail (503.2.0)

Provides the most secure service offered by USPS. Provides sender with mailing receipt and a delivery record is maintained by the USPS. A record of mailing is maintained at the mailing Post Office.

Available for: First-Class Mail, First-Class Package Service and Priority Mail.

Insurance is not available for items with no value. Insurance is provided and included in the Registered Mail fee for items valued up to a maximum liability of $25,000. Handling charges apply for articles valued over $50,000.

May be combined with: COD, USPS Tracking, restricted delivery, return receipt, Signature Confirmation.

Deposit: must be presented to a retail employee at a Post Office or a rural carrier.

Use PS Form 3806 and Label 200.

Restricted Delivery (503.7.0)

Directs delivery only to addressee or addressee's authorized agent.

Available for: First-Class Mail, First-Class Package Service, and Priority Mail (excluding Critical Mail), when purchased at the time of mailing with Certified Mail, COD, insured mail for more than $500, or Registered Mail service. Standard Mail parcels or Parcel Select Lightweight Parcels when bulk insurance for more than $200 is purchased at the time of mailing. USPS Retail Ground, Package Services or Parcel Select when purchased at the time of mailing with COD or insured mail for more than $500.

May be combined with: USPS Tracking, parcel airlift (PAL), return receipt, Signature Confirmation, special handling.

Use PS Form 3811.

Return Receipt (503.6.0)

Provides sender with evidence of delivery (to whom the mail was delivered and date of delivery). May be requested at the time of mailing or after mailing. A return receipt requested at the time of mailing also supplies the recipient's actual delivery address if different from the address used by sender. When purchased at the time of mailing, the mailer may choose to receive the return receipt by mail and/or electronically.

Available for:

- Priority Mail Express (receive by mail (PS Form 3811) option only).
- First-Class Mail, First-Class Package Service, and Priority Mail (excluding Critical Mail) when purchased at the time of mailing with Certified Mail, COD, insured mail (for more than $200.00), or Registered Mail service.
- Standard Mail parcels or Parcel Select Lightweight parcels when bulk insurance (for more than $200.00) is purchased at the time of mailing.
- USPS Retail Ground or Package Services when purchased at the time of mailing with COD or insured mail (for more than $200.00).

Return receipt may be combined with: USPS Tracking (First-Class Mail parcels, Priority Mail, USPS Retail Ground, Package Services, and Parcel Select parcels), parcel airlift (PAL) (Priority Mail, USPS Retail Ground and Package Services), restricted delivery, Signature Confirmation (Priority Mail, USPS Retail Ground, Package Services, and Parcel Select parcels), and special handling.

Return receipt may be used with Adult Signature shipments paid for as Priority Mail Express and Priority Mail.

Use PS Form 3811 or request electronic Return Receipt at the time of mailing, use PS Form 3811-A after mailing.

Return Receipt for Merchandise (503.9.0)

Provides sender with a mailing receipt (PS Form 3804) and a return receipt (PS Form 3811). Return receipt supplies the recipient's actual address if different from the address used by the sender. A delivery record is maintained by the USPS.

Available for: merchandise sent as Priority Mail, Standard Mail parcels, USPS Retail Ground, Package Services, or Parcel Select.

May be combined with: USPS Tracking, insurance (for up to $200), parcel airlift, special handling.

Use PS Form 3804 and PS Form 3811.

Signature Confirmation (503.8.0)

Provides the date and time of delivery or attempted delivery. May be purchased at the time of mailing only. This service may be obtained in two ways: (1) an electronic option for mailers who apply identifying barcodes to each piece, provide an electronic file, and retrieve delivery status information electronically; and (2) a retail option for mailers who retrieve delivery information on the Internet at *www.usps.com* or by calling 1-800-222-1811. A delivery record, including the recipient's signature is maintained by the USPS and is available, via fax or mail, upon request. No acceptance record is kept at the office of mailing.

Available for: First-Class Mail parcels, First-Class Package Services, Priority Mail, USPS Retail Ground, Package Services parcels, and Parcel Select. Not available for: APO/FPO/DPO destinations, U.S. territories, possessions, and freely associated states in 608.2.0 (except for Puerto Rico and U.S. Virgin Islands, to which service is available), mail paid with precanceled stamps.

May be combined with: COD, insured mail, Registered Mail, or special handling. May also be combined with return receipt (PS Form 3811) or restricted delivery, if purchased with COD, Registered Mail service, or insurance for more than $200.00.

Use PS Form 153 (retail) or Label 315 (electronic).

Special Handling (503.10.0)

Provides preferential handling, but not preferential delivery, to extent practicable in dispatch and transportation.

Available for: Priority Mail Express, Priority Mail, First-Class Mail, First-Class Package Service, USPS Retail Ground, Package Services and Parcel Select (except Parcel Select Lightweight). Required for parcels containing honeybees and day-old poultry, unless sent at Priority Mail Express, Priority Mail, First-Class Mail, or First-Class Package Service prices.

May be combined with: COD, USPS Tracking, insured mail, parcel airlift (PAL) (for Package Services only), return receipt for merchandise, Signature Confirmation.

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Related QSGs 201c, Courtesy Reply Mail (CRM)
604e, Meter Reply Mail (MRM)

Overview For an annual permit fee, a Business Reply Mail (BRM) permit is available for distributing business reply cards, envelopes, self-mailers, and labels for envelopes. Business Reply Mail (BRM) service enables a permit holder to receive First-Class Mail and Priority Mail back from customers and pay postage and a per piece fee for only the pieces returned. BRM cards, envelopes, self-mailers, flats, and labels may be distributed by a BRM permit holder in any quantity for return to any Post Office in the United States and its territories and possessions, including military Post Offices overseas. The BRM permit holder guarantees payment of First-Class Mail postage plus a per piece charge for pieces returned by the USPS (see payment options below).

When designing a BRM mailpiece or label, mailers must consult with their local Post Office. The piece must conform to a specific format to qualify as BRM, including a unique ZIP+4 Code, or equivalent Intelligent Mail or POSTNET barcodes assigned by the USPS. Proofs for regular BRM should be approved by the USPS before printing. Proofs for Qualified Business Reply Mail (QBRM) must be approved by the USPS and must bear an Intelligent Mail barcode (IMb). On page two is a layout example for a BRM envelope. For reusable envelopes using BRM with two-way indicia, see 601.6.5.4 for requirements.

BRM pieces distributed in automation mailings are required to meet automation compatibility standards. BRM templates are available on the Postal Explorer Web site at pe.usps.com by selecting “Mailpiece Design” in the left frame.

Payment Options (505.1.0) For a complete listing of Business Reply Mail prices, see Notice 123–Price List.

Basic BRM—Annual permit fee applies.

Per piece charge in addition to the First-Class Mail or Priority Mail postage. Paid through an advance deposit account or by cash/check on delivery.

Best suited for BRM customers with fewer than 925 returned BRM pieces expected annually, or any type (postcards, letters, etc.).

High-Volume BRM—Annual permit fee plus a BRM annual account maintenance fee for each account at each delivery unit.

Per piece charge in addition to the First-Class Mail or Priority Mail postage. Paid through an advance deposit account.

Best suited if new BRM or existing BRM customer’s return volume for letters is approximately 925 pieces or more per year.

Basic Qualified Business Reply Mail (QBRM)—Annual permit fee plus a BRM annual account maintenance fee.

Per piece charge in addition to QBRM automation First-Class Mail postage. Paid through an advance deposit account.

Used only on barcoded automation-compatible cards and letter-size mail weighing up to 2 ounces if design is approved for QBRM by USPS before distribution (505.1.3). A unique ZIP+4 code is assigned by the USPS for each price category of QBRM to be returned (one for card-price pieces, one for letter-size pieces weighing 1 ounce or less, and one for letter-size pieces weighing over 1 ounce up to and including 2 ounces).

Best suited if new BRM or existing BRM customer’s return volume is approximately 875 pieces or more annually.

High-Volume QBRM—Annual permit fee, a BRM annual account maintenance fee, and a separate quarterly fee. Mailers can pay quarterly fee for any consecutive 3-calendar-month period.

Per piece charge in addition to QBRM automation First-Class Mail postage. Paid through an advanced deposit account.

Best suited if QBRM customer’s return volume is approximately 171,924 pieces or more annually or 42,981 pieces or more quarterly.

Other Post Offices A BRM permit holder can allow its authorized representatives or agents to use that permit number to receive BRM at any Post Office. The original permit holder must supply the representative with a letter authorizing the use of the BRM permit and a copy of the USPS receipt showing the annual fee payment for that permit. See 505.1.7 for additional requirements.

Official Mail Authorized users of official mail may distribute BRM, subject to 703.7.0 and 505.1.0.

Business Reply Mail Layout Guidelines (505.1.5)

Permit Holder Space: May contain information such as return address, logos, distribution codes, and form numbers.

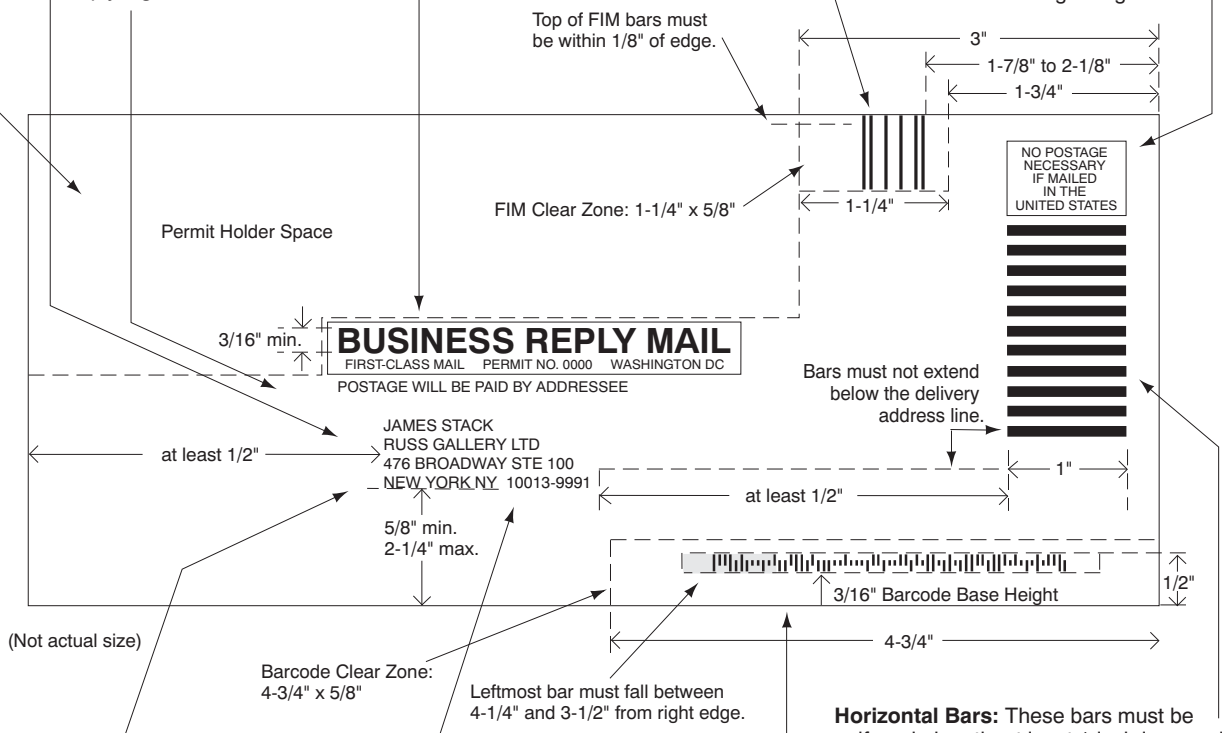
Company Logo: For barcoded pieces, a company logo is permitted in the address block if it is placed no lower than 5/8 inch from the bottom edge of the mailpiece and does not interfere with the barcode clear zone.

Postage Paid Line: Place the endorsement "POSTAGE WILL BE PAID BY ADDRESSEE" (in capital letters) under the business reply legend box.

Business Reply Legend: The words "BUSINESS REPLY MAIL" are required above the address in capital (uppercase) letters. Immediately below, place the words "FIRST-CLASS MAIL PERMIT NO." followed by the permit number and the name of the issuing Post Office (city and state) in capital letters.

Facing Identification Mark (FIM): A FIM pattern (specifically FIM B without barcode or FIM C with barcode) is required on all BRM postcards and letter-size mailpieces. The FIM clear zone must contain no printed matter other than the FIM pattern. FIM bars must be between 1/2 and 3/4 inch high and 0.03125 inch (1/32 inch) (± 0.008 inch) wide.

Postage Imprint: "NO POSTAGE NECESSARY IF MAILED IN THE UNITED STATES" must appear in the upper right corner of the mailpiece and must not extend more than 1-3/4 inches from the right edge.



Address Format: The complete address, including the name of the permit holder (company or individual), must be printed on the mailpiece.

ZIP Code: A unique ZIP+4 code is assigned to each piece.

Horizontal Bars: These bars must be uniform in length, at least 1 inch long and 1/16 to 3/16 inch thick, and evenly spaced. The bars may not extend below the delivery address line, which is located directly above the line containing the city, state, and ZIP Code.

Before printing, submit proofs of BRM samples to your local Post Office for advice and approval. Take advantage of this service—it could save you money. Qualified Business Reply Mail pieces must be approved by the USPS before printing.

Barcode Location: The Intelligent Mail barcode may be located here or in the address block. The barcode must be a ZIP+4 barcode (delivery point barcodes are not permitted). This area must be free of any printing other than the barcode. A free camera-ready barcode positive may be obtained from your local Post Office.

Dimensions: Between 3-1/2 by 5 inches and 6-1/8 by 11-1/2 inches. To qualify for the card price, cards must be between 3-1/2 by 5 inches and 4-1/4 by 6 inches and between 0.007 and 0.016 inch thick. Larger card sizes are mailable, but they are charged at First-Class Mail letter price.

Barcoded pieces measuring more than 4-1/4 inches high or 6 inches long must be at least 0.009 inch thick.

- Additional standards apply to QBRM pieces (505.1.3).
- A surcharge is assessed for nonmachinable letters (101.1.2).

Ink/paper Colors and Type Styles: Not all colors of paper and/or ink and type styles are compatible with automated equipment. Contact your local Post Office for guidance.

All letter-size reply cards and envelopes (Business Reply Mail, Courtesy Reply Mail, and meter reply mail) provided as enclosures in automation First-Class Mail, Periodicals, and Standard Mail must meet the standards in 201.3.18.

Related QSGs 505, Business Reply Mail (BRM)
604e, Meter Reply Mail (MRM)

Overview (505.2.0)

Courtesy Reply Mail (CRM) consists of preaddressed postcards or envelopes provided by the mailer to customers both to expedite their responses and to provide more accurate delivery. It differs from Business Reply Mail (BRM) in that no fees are required and the respondent is responsible for applying the correct postage before mailing back the card or envelope. CRM can come back faster because it is prepared with the correct address and barcode to take advantage of automated USPS processing. It is also good to use when you wish to direct replies (payments) to an address that is different from your usual mailing address. CRM templates are available on the Postal Explorer Web site at *pe.usps.com* by selecting "Mailpiece Design" in the left frame.

The USPS provides free of charge the facing identification mark (FIM) and the appropriate barcode to print on CRM pieces. The guidelines on page two will help optimize the use of this format.

Market research shows that providing barcoded envelopes makes good business sense:

- Barcoded reply envelopes can be processed and delivered faster by the Post Office.
- Customers save the time required to find an envelope, look up an address, and then write or type the address.
- Customers with correctly addressed return envelopes do not make addressing errors that can delay your returns.
- Customers and donors return payments and pledges significantly faster when supplied with a return envelope.
- Providers of return envelopes get remittance faster for optimum cash flow.
- Customers who are "thanked" by the back copy on the envelope flap are more likely to repeat the performance of mailing remittances or donations.
- Automated processing of properly prepared barcoded reply mail provides accurate sorting and eliminates mail delay.
- Customers have positive attitudes about creditors, marketers, and fundraisers who show thoughtfulness in providing reply envelopes.
- Providers of reply mail envelopes get orders faster, reducing inventories and their investment in them.
- Providers of reply envelopes receive and fulfill orders sooner, which improves customer relations.
- Providers using barcoded reply envelopes see faster initial response, giving them an earlier projection of future activity.

Barcodes (202.5.0)

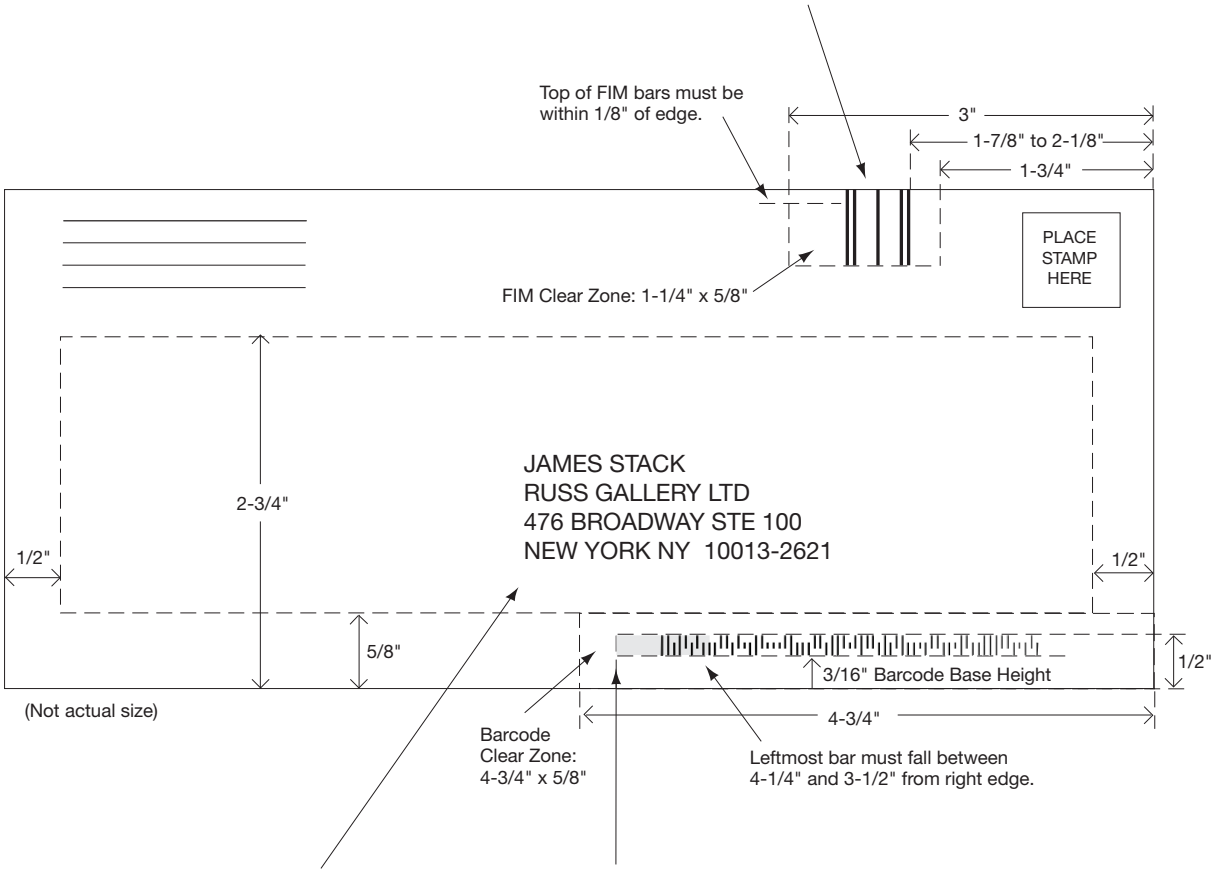
Delivery point POSTNET or Intelligent Mail barcodes may be placed either in the address block or in the lower right barcode clear zone.

All letter-size reply cards and envelopes (Business Reply Mail, Courtesy Reply Mail, and meter reply mail) provided as enclosures in automation First-Class Mail, Periodicals, and Standard Mail should meet the standards in 201.3.17.

Courtesy Reply Mail Layout Guidelines

Facing Identification Mark (FIM): Use FIM A on all courtesy reply mail postcards and letter-size mailpieces with the appropriate POSTNET barcode. This permits computerized cancellation equipment to align, postmark, and direct the mailpiece properly.

FIM Location: The FIM clear zone must contain no printed matter other than the FIM A pattern. FIM bars must be between 1/2 and 3/4 inch high and 0.03125 (1/32 inch) (± 0.008 inch) wide.



Address Format: The complete address, including the name of the sender (company or individual), must be printed directly on the mailpiece.

POSTNET Barcode Location: This area must be free of any printing other than the appropriate barcode (see reverse). A camera-ready barcode positive may be obtained from your local Post Office.

Dimensions: Between 3-1/2 by 5 inches and 6-1/8 by 11-1/2 inches. To qualify for the card price, cards must be between 3-1/2 by 5 inches and 4-1/4 by 6 inches. Larger postcard sizes are mailable, but they are charged at the regular First-Class Mail letter price. Postcard thickness must be between 0.007 and 0.016 inch.

- If letter mail is more than 4-1/4 inches high or more than 6 inches long, it must be at least 0.009 inch thick.
- A surcharge is assessed for nonmachinable letter-size mailpieces (201.2.1).

Ink/paper Colors and Type Styles: Not all colors of paper and/or ink and type styles are compatible with automated equipment. Contact your local Post Office for guidance.

All letter-size reply cards and envelopes (Business Reply Mail, Courtesy Reply Mail, and meter reply mail) provided as enclosures in automation First-Class Mail, Periodicals, and Standard Mail must meet the standards in 505.2.0.

Overview (507.1.4)

Ancillary service endorsements are used by mailers to request an addressee's new address and to provide the USPS with instructions on how to handle undeliverable-as-addressed pieces. The endorsements consist of one keyword: "Electronic," "Address," "Return," "Change," or "Forwarding," followed by the two words "Service Requested." The endorsements are the same for all classes of mail, but the treatment and cost differ by class of mail. Use of an ancillary service endorsement on a mailpiece obligates the mailer to pay any applicable charges for forwarding, return, and separate address notification charges.

General Information (102.4.0)

Proper placement of the endorsement is required. If the endorsement cannot be seen or understood, you might not receive the service requested. A return address as presented in 602.1.6 must be used and placed in the upper left corner of the address side of the mailpiece or the upper left corner of the addressing area. If a return address is a multiple delivery address, it must show a unit designation (e.g., apartment number) The "Electronic Service Requested" ancillary service endorsement is available for participants of Address Change Service (ACS) or OneCode ACS (used with mailpieces bearing Intelligent Mail barcodes). Mailers using Intelligent Mail barcodes may encode ancillary service requests into mailpiece barcodes, but must also include a printed endorsement on Standard Mail pieces. Information about traditional ACS and OneCode ACS is located in Publication 8a, *Address Change Service.*

Physical Standards (102.4.0)

An endorsement must be printed in no smaller than 8-point type, and it must stand out clearly against its background. Brilliant-colored envelopes and reverse printing are not permitted. There must be a 1/4-inch clear space around all sides of the endorsement. The endorsement and return address must read in the same direction as the delivery address.

Placement of Endorsement (202.4.0)

The exhibit below shows the options for placing an endorsement. The endorsement shown (ADDRESS SERVICE REQUESTED) is just one of several options. See DMM 507.1.5 for a complete list of endorsements, treatment, and fee consequences according to the class of mail.

The endorsement must be placed in one of these four positions:

1. Directly below the return address.
2. Directly above the delivery address area (which includes the delivery address block and any related nonaddress elements such as a barcode, keyline, or optional endorsement line).
3. Directly to the left of the postage area and below or to the left of any price marking.
4. Directly below the postage area and below any price marking.

For a detailed description of USPS actions, see 507.1.5.

For Periodicals, see 507.1.5.2. For Parcel Select, see 507.1.5.4

Mailer Endorsement and USPS Action	Priority Mail and First-Class Mail	Standard Mail/ Parcel Select Lightweight	USPS Retail Ground/Package Services/ Parcel Select
Electronic Service Requested[1]	See DMM 507.1.5.1 for more information.	See DMM 507.1.5.3 for more information.	See DMM 507.1.5.4 for more information.
Address Service Requested[2] *(Except for Shipper Paid Forwarding participants-see DMM 507.1.5.4)* *Forwarding and return. New separate address notification provided.*			
Months 1 through 12: mailpiece forwarded; notice of new address provided, address correction fee charged.	Forwarded at no charge.	Forwarded at no charge.	Forwarded as postage due.[3]
Months 13 through 18: mailpiece returned with new address attached.	Returned at no charge.	Weighted fee charged.[4]	Return postage charged at appropriate single-piece price.[3]
After 18 months or if undeliverable at any time: mailpiece returned with reason for nondelivery attached.	Returned at no charge.	Weighted fee charged.[2]	Returned if undeliverable or if addressee refused to pay postage due. Forwarding (where attempted) and return postage charged at appropriate single-piece price.[3]
Return Service Requested *No forwarding, only return. New address notification provided.*			
Mailpiece returned with new address or reason for nondelivery attached.	No charge.	Appropriate single-piece First-Class Mail or Priority Mail price charged.	Return postage charged at appropriate single-piece price.[3]
Change Service Requested[1,5] *(Except for Shipper Paid Forwarding participants.)* *No forwarding or return. New address notification provided.*	See Notice 123—Price List	See Notice 123—Price List	See Notice 123—Price List
Separate notice of new address or reason for nondelivery provided; mailpiece disposed of by USPS.			
Forwarding Service Requested[6] *Forwarding and return. New address notification provided only with return.*			
Months 1 through 12: mailpiece forwarded.	Forwarded at no charge	Forwarded at no charge.	Forwarded as postage due at appropriate single-piece price.[3] Except Bound Printed Matter (without Delivery or Signature Confirmation) disposed of by USPS.
Months 13 through 18: mailpiece returned with new address attached.	Returned at no charge.	Weighted fee charged.[2]	Return postage charged at appropriate single-piece price.[3]
After 18 months or if undeliverable at any time: mailpiece returned with reason for nondelivery attached.	Returned at no charge.	Weighted fee charged.[2]	Return postage charged at appropriate single-piece price.[3]

Mailer Endorsement and USPS Action	Priority Mail and First-Class Mail	Standard Mail/ Parcel Select Lightweight	USPS Retail Ground/Package Services/ Parcel Select
Temp—Return Service Requested			
Piece returned with new address or reason for nondelivery attached. If temporary change of address, piece forwarded; no separate notice of temporary change of address provided.	No charge.	N/A	N/A
No Endorsement			
UAA handled by class of mail.	Same as USPS action for "Forwarding Service Requested."	Mailpiece disposed of by USPS.	Same treatment as "Forwarding Service Requested." USPS Retail Ground, Media Mail and Library Mail forwarded as postage due to the addressee. If refused or being returned, mailer pays postage at the appropriate single-piece price[3] (507.1.5.4).

1. Mailpiece is directed to a Computerized Forwarding System (CFS) or Postal Automated Redirection System (PARS) site for processing. Handling instructions and options are required to be predefined within the ACS mailer profile data. OneCode ACS mailers are also required to insert this service request through a valid service type code in an Intelligent Mail barcode. The service type code in the Intelligent Mail barcode will take precedence over the instructions in the mailer account profile.
2. For Address Change Service with First-Class Mail and Priority Mail, see 507.1.5.1, for ACS with Standard Mail see 507.1.5.3a.
3. USPS Retail Ground, Media Mail or Library Mail pieces are charged at the single-piece price for the class of mail. Parcel Select pieces are charged the Parcel Select Ground price plus the additional service fee. See Notice 123—Price List. (DMM Exhibit 507.1.5.4)
4. Weighted fee is the appropriate single-piece First-Class Mail or Priority Mail price for the piece plus the nonmachinable surcharge if it applies (101.1.2), multiplied by 2.472 and rounded up to the next whole cent. For letter-size weighted fee prices, see 243.1.5.2.
5. For First-Class Mail and Priority Mail, Change Service Requested is only available with electronic Address Change Service (ACS). Only available for Priority Mail pieces containing perishable matter that bear the endorsement "Perishable." USPS Tracking and Signature Confirmation are the only two special services permitted with this endorsement.
6. Does not meet Move Update Requirement.

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Overview

The delivery address specifies where the USPS is to deliver a mailpiece. The address must be legible and complete on the side of the mailpiece that bears the postage.

General Information

Placement and location: see 202.2.0 for letters, cards, and flats.

The placement of the address can determine mailability of the mailpiece and/or price and eligibility. For Periodicals, Standard Mail, Bound Printed Matter, Media Mail, and Library Mail flat-size pieces mailed at automation, presorted, or carrier route prices, the address must:

- Be placed in the upper portion of the flat (upper portion is defined as the top half of the mailpiece).
- May be placed parallel to the top edge, but not upside down.
- May be placed perpendicular to the top—near or at the open or bound edge.
- Place the address as close to the top edge as possible, while maintaining a 1/8-inch clearance from every edge.

Complete Addresses (602.1.4)

The address must include:

- Intended recipients name or other designation.
- Delivery address (including street number and name (predirectional, suffix, and postdirectional as appropriate), post office box number, rural or highway contract route and box number), and secondary descriptor and number (e.g., suite or apartment number, floor) if needed.
- City and state.
- ZIP Code or ZIP+4 code where required.

The address on automation price mail must be sufficiently complete to enable matching the current USPS ZIP+4 File when using current CASS-certified address matching software (708.3.0). Standardized address elements are not required.

Return Address (602.1.5)

A return address tells the USPS where the sender wants the mail returned if it is undeliverable.

A return address is required on certain types of mail. Preferred return address placement is the upper left portion of the mailpiece or the upper left part of the address area—on the side of the piece bearing postage. Mail qualifying for Nonprofit Standard Mail prices must have the name and return address of the authorized nonprofit organization either on the outside of the mailpiece or in a prominent location on the material being mailed (inside the mailpiece) (703.1.5).

Alternative Addressing Formats (602.3.0)

Simplified addressing: The simplified address format, “Postal Customer” (see 602.3.2.1a. for optional formats), may be used when general distribution is requested to each boxholder or family on a rural route or highway contract route at any post office or to each Post Office boxholder at a Post Office without city carrier service. The simplified address format, “Postal Customer” (see 602.3.2.1b. for optional formats), may also be used for Standard Mail, Periodicals, and Bound Printed Matter flat-size mailpieces (including Standard Mail pieces allowed as flats under 602.3.2.1c.), and Standard Mail and Periodicals irregular parcels intended for distribution to a city route or to Post Office boxes in offices with city carrier service. Government agencies may also use simplified addressing for official matter being sent to all stops on rural or city carrier routes and Post Office boxholders at all Post Offices.

Occupant addressing: This format (“Occupant”) may be used to with a complete delivery address on mail intended for selective distribution.

Exceptional addressing: This format (“Or Current Resident”) may be used in addition to the addressee's name; it indicates that mailpiece should be delivered to the current resident if addressee has moved. Exceptional addressing may not be used on certain types of mail.

Addressing Guidelines

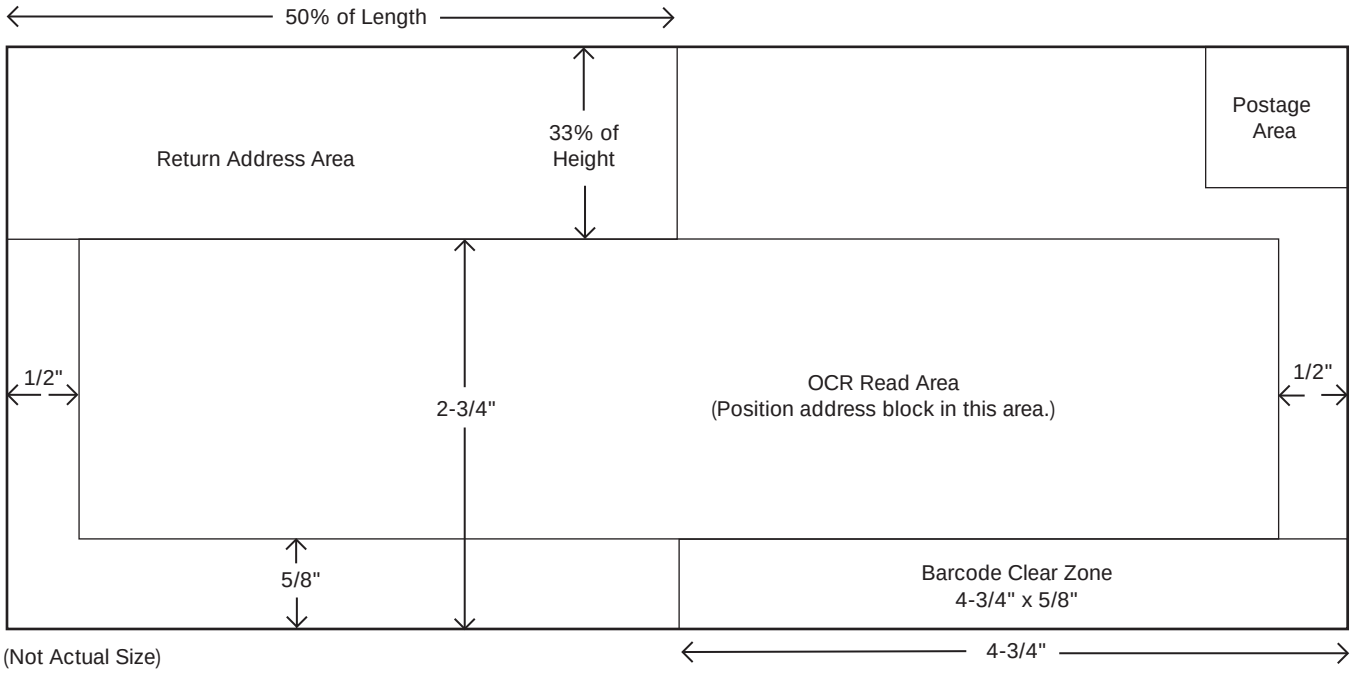
The following guidelines for addressing a mailpiece are in USPS Publication 28, *Postal Addressing Standards*:

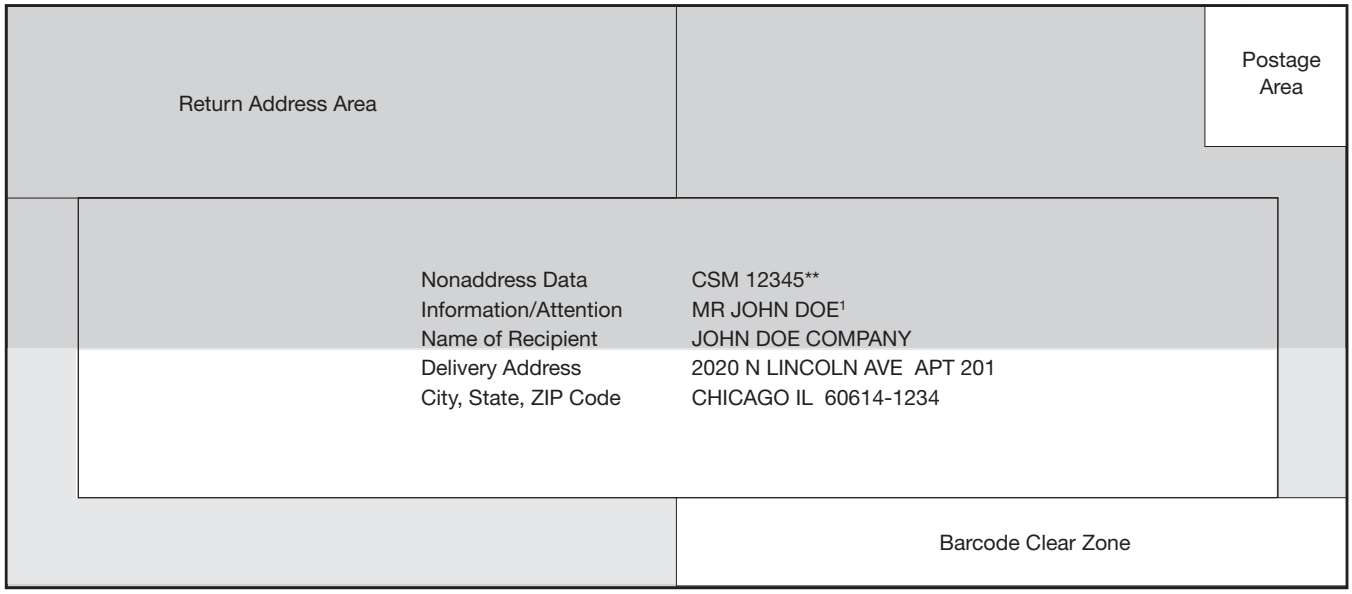
- Use simple sans serif type with uniform stroke thickness.
- Type or machine-print in dark ink on a light background with a uniform left margin.
- Left-justify every line in the address block.
- Use two-letter state abbreviations.
- Use one space between city and state, two spaces between state and ZIP+4 code.
- Use appropriate ZIP+4 code (if unknown, use 5-digit ZIP Code).
- A minimum of 8-point type, or if the mailpiece bears a POSTNET or Intelligent Mail barcode with a delivery point routing code, a minimum of 6-point type is acceptable if printed in all capital letters.

```
JOHN DOE
JOHNSON MANUFACTURING
500 E MAIN ST STE 222
KANSAS CITY MO 64100-1234
```

Additional Resources:

Pub. 28, Postal Addressing Standards





1. For MLOCR *FASTforward* users, the name of the recipient must appear in the OCR read area.

Dark shaded area indicates “free space” for nonaddress printing.

Light shaded area indicates preferred clear zone to enhance readability.

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Commercial Letters, Postcards, Flats, and Parcels
Move Update Standard

602a

Quick Service Guide

Related QSG 507, Ancillary Service Endorsements

Overview

The Move Update standard is a means of reducing the number of mailpieces in a mailing that require forwarding or return by the periodic matching of a mailer's address records with change-of-address orders received and maintained by the Postal Service. Mailers who claim presorted or automation prices for First-Class Mail or Standard Mail must demonstrate that they have updated their mailing list within 95 days before the mailing date.

The Postal Service offers four preapproved methods: Address Change Service (ACS), National Change of Address Linkage System (NCOA^{Link}), and ancillary service endorsements except for Forwarding Service Requested. Alternative methods that require separate approval also are offered for First-Class Mail. Mailers must use one of the preapproved or alternative methods to meet the Move Update standard.

The Move Update standard is met when an address used on a mailpiece in a mailing for any class of mail is updated with an approved method and the same address is used in a commercial First-Class Mail or Standard Mail mailing within 95 days after the address has been updated. Except for mail bearing an alternative address format, addresses used on all pieces claiming Standard Mail prices are required to meet the Move Update standard.

Address Change Service (507.4.2)

Address Change Service (ACS) is an electronic enhancement to traditional, manual methods of providing change-of-address (COA) information to mailers. The system is designed to reduce the volume of manual (printed) address-correction notifications handled by both the Postal Service and mailers and to centralize and automate the provision of address correction information to mailers. Mailers add a unique mailer identification code to the address area of their mailpieces to identify them as ACS participants.

ACS may be used on any class of mail to qualify the addresses in a mailing list that is also used for First-Class Mail or Standard Mail mailings. First-Class Mail mailers who are ACS participants may use the ancillary service endorsement "Change Service Requested" to receive an electronic notice of the change-of-address information and prevent the mailpiece from being forwarded to the new address or returned to the sender. Electronic notices can be obtained on a variety of electronic media.

A mailer may determine the frequency with which to use an ancillary endorsement and ACS participant code, as long as the mailer can certify that each address in a First-Class Mail or Standard Mail mailing has been updated for customer moves within 95 days before the mailing date.

ACS is available for First-Class Mail, Periodicals, and Standard Mail. ACS is available monthly, weekly, or more frequently, depending on the needs and ACS volume of the mailer.

See example of an ACS code in Quick Service Guide 708, Optional Information Lines.

Benefits:

- ACS provides significant cost-saving benefits to mailers and the Postal Service.
- ACS participants can use electronically generated address correction information to update their mailing lists more easily and in a more timely manner.

National Change of Address Linkage System (602.5.0)

National Change of Address Linkage System (NCOA^{Link}) is an address correction service provided to mailers through companies licensed by the Postal Service. Updated change-of-address information for the entire country is provided on a regular basis to the licensees by the Postal Service. The licensees match mailing lists submitted to them by mailers on tape or disk against the computerized information. If a match is made, NCOA^{Link} can correct the address before it is printed.

Benefits:

- Reduces undeliverable mail by providing the most current address information, including standardized and delivery point coded addresses, for matches made to the NCOA^{Link} file for individual, family, and business moves.
- Prevents remailings after address corrections are received because the address correction is applied prior to the mailing.
- Reduces mailer costs by reducing the number of undeliverable mailpieces.
- Provides faster product/service marketing through accurate mail delivery.

For more information about NCOA^{Link}, including a list of licensees, see Postal Explorer (*pe.usps.com*) > Address Quality > Address Management Services > Move Update > NCOA ^{Link} Systems.

Ancillary Service Endorsements (507.1.5)

Any mailer may use one of the four ancillary service endorsements below to request a notification of the addressee's new address and provide the Postal Service with instruction on how to handle undeliverable-as-addressed mail. When these endorsements are used without participation in ACS, manual notices are provided. The handling of Standard Mail items participating in ACS may be different than noted below. See DMM Exhibit 507.1.5.3.

Mailers may use the following endorsements with First-Class Mail and Standard Mail service to initiate this updating method:

Address Service Requested: The mailpiece is forwarded to the new location when possible and a printed notice is returned to the mailer with the new address information. This notice is then used by the mailer to update the address list.

- Months 1-12: the mailpiece is forwarded at no charge; the mailer is provided a separate notice of new address and charged an address correction fee.
- Months 13-18: for First-Class Mail, the mailpiece is returned with the new address attached at no charge. For Standard Mail, the mailpiece is returned at a weighted fee. The weighted fee is 2.472 times the applicable single-piece First-Class Mail or Priority Mail postage.
- After month 18 or if undeliverable at any time: the mailpiece is returned with reason for nondelivery. Fee charged for Standard Mail

Return Service Requested: The mailpiece is returned with the new address information affixed. No forwarding service is provided. The return of First-Class Mail is provided at no charge. Standard Mail is returned at either the single-piece First-Class Mail or Priority Mail price, depending on the weight of the piece. The mailer then updates the address information in the file and may mail a new piece to the new address.

Change Service Requested: A separate notice of new address or reason for nondelivery is provided (in either case, an electronic address correction fee is charged); USPS disposes of the mailpiece. This endorsement is available only when used in conjunction with electronic Address Change Service for First-Class Mail pieces.

Temp-Return Service Requested: This endorsement is only available for First-Class Mail pieces. The mailpiece is returned with the new address or reason for nondelivery attached. If this is a temporary change of address, the piece is forwarded; no separate notice of new temporary change-of-address is provided.

For an address to meet the Move Update requirement by this method, the mailer must send at least one letter or card to the address with an approved ancillary service endorsement within 95 days before reuse of the address in a First-Class Mail mailing. To complete the Move Update process, the mailer must make the address changes received as a result of the use of the approved ancillary service endorsement. It is recommended that mailers retain address correction records for up to two years.

Benefits: Ancillary service endorsements allow the sender to obtain, on request, the addressee's new (forwarding) address (if the addressee filed a change-of-address order with the Postal Service) or the reason for nondelivery. These endorsements also provide the Postal Service with instructions for the disposition of undeliverable-as-addressed mail.

Alternative Methods (602.5.0)

Mailer Move Update Process Certification and USPS-approved alternative methods for mailers with legitimate restrictions on incorporating USPS-supplied change-of-address information into their mailing lists. The National Customer Support Center administers and approves both Mailer Move Update Process Certification and alternative methods.

Additional Information

Phone: National Customer Support Center (NCSC) at (800) 238-3150.

Internet: Postal Explorer (*pe.usps.com*) > Address Quality > Address Management Services > Move Update.

Basic Standards for All Mailing Services
Nondenominated Postage

604a

Quick Service Guide

5 Cents
Art Deco Bird
Presort
Issued February 11, 2011

Purchase price, 60¢;
Postage value, 47¢
Save Vanishing Species
Semi-Postal
Issued September 20, 2011

25 Cents
Spectrum Eagle
Issued January 3, 2012

41 Cents
American Flag
Issued April 12, 2007

10 Cents
Patriotic Banner
Presort
Issued July 4, 2007

39 Cents
Love: True Blue
Issued January 3, 2006

39 Cents
Lady Liberty and U.S. Flag
Issued December 8, 2006

25 Cents
American Eagle
Presort
Issued August 5, 2005

Postage value, 37 cents
Stop Family Violence
Semi-Postal
Issued October 8, 2003

Postage value, 37 cents
Heroes of 2001
Semi-Postal
Issued June 7, 2002

37 Cents
U.S. Flag
Issued June 7, 2003

37 Cents
Antique Toys
Issued June 7, 2002

15 Cents
Woody Wagon
Presort
Issued August 3, 2001

10 Cents
Atlas Rockefeller Center
Presort
Issued June 29, 2001

34 Cents
Love Letters
Issued January 19, 2001

10 Cents
The New York Public Library
Presort
Issued November 9, 2000

34 Cents
Farm Flag
Issued December 15, 2000

34 Cents
Statue of Liberty
Issued December 15, 2000

34 Cents
4 Flower
Issued December 15, 2000

1 Cent
H Stamp Make-Up Price
Issued November 19, 1998

33 Cents
H Stamp First-Class Mail Price
U.S. Addresses Only
Issued November 19, 1998

10 Cents
Bicycle
Presort
Issued August 18, 1998

Basic Standards for All Mailing Services
Nondenominated Postage

Purchase price, 60¢; Postage value, 47¢
Breast Cancer Research Semi-Postal
Issued July 29, 1998

25 Cents
Diner
Presort
Issued June 5, 1998

5 Cents
Wetlands
Presort
Issued June 5, 1998

5 Cents
Mountain
Presort
Issued March 16, 1996

15 Cents
Auto Tail Fin
Presort
Issued March 17, 1995

5 Cents
Sheep
Presort
Issued March 10, 1995
Envelope (Sizes #6 3/4 and #10)

25 Cents
Juke Box
Presort
Issued March 17, 1995

10 Cents
Graphic Eagle
Presort
Issued March 10, 1995
Envelope (Size #10)

10 Cents
Automobile
Presort
Issued March 10, 1995

5 Cents
Butte
Presort
Issued March 10, 1995

32 Cents
Love Stamp
Issued February 1, 1995

20 Cents
G Stamp Old Glory
Postcard Price Only
Issued December 13, 1995

25 Cents
G Stamp Old Glory
First-Class Presort Only
Issued December 13, 1994

32 Cents
G Stamp Old Glory
U.S. Addresses Only
Issued December 13, 1994

3 Cents
G Stamp Make-Up Price
Issued December 13, 1994

10 Cents
Eagle and Shield
Presort
Issued December 13, 1991

29 Cents
Santa's Visit
Issued October 17, 1991

29 Cents
Santa's Visit
Issued October 17, 1991

29 Cents
Santa's Visit
Issued October 17, 1991

29 Cents
Santa's Visit
Issued October 17, 1991

29 Cents
Santa's Visit
Issued October 17, 1991

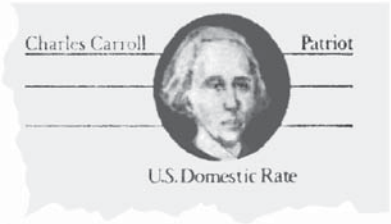
29 Cents
Antoniazzo (Madonna & Child)
Issued October 17, 1991

29 Cents
F Flag
Issued January 22, 1991

4 Cents
F Stamp Make-Up Price
Issued January 22, 1991

29 Cents
F Stamp
Issued January 22, 1991

25 Cents
E Stamp
Issued March 22, 1988

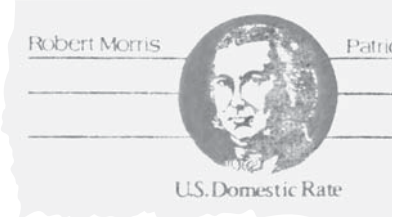


14 Cents
Charles Carroll
Issued February 1, 1985
Postal Card

22 Cents
D Stamp and Envelope
Issued February 1, 1985

20 Cents
Botticelli (Madonna & Child)
Issued October 28, 1981

20 Cents
Teddy Bear
Issued October 28, 1981



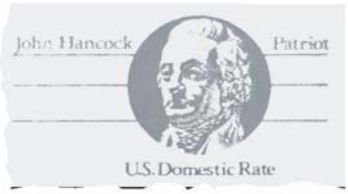
13 Cents
Robert Morris
Issued October 11, 1981
Stamped Card

20 Cents
C Stamp and Envelope
Issued October 11, 1981

12 Cents
B Postal Card
Issued March 15, 1981

18 Cents
B Stamp and Envelope
Issued March 15, 1981

15 Cents
A Stamp and Envelope
Issued May 22, 1978



10 Cents
John Hancock
Issued May 19, 1978
Postal Card

10 Cents
Ghirlandaio (Madonna & Child)
Issued October 14, 1975

10 Cents
Prang (Early Greeting Card)
Issued October 14, 1975

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Overview (604.3.0)

Use of precanceled stamps is an optional payment method for mailings at Presorted and automation First-Class Mail and all Standard Mail prices. Precanceled stamps may not be used with any Package Services pieces. This payment method requires the stamps to be affixed to each piece.

Fees

Mailer must complete PS Form 3615, *Mailing Permit Application and Customer Profile,* and submit it to the office of mailing. No permit application fee required.

Postage and Payment Methods

Documentation: mailings of nonidentical-weight pieces and mailings that do not have full correct postage affixed to each piece must meet basic documentation standards in 708.1.0 unless excepted by standard in 604.3.1.

Return address: a complete domestic return address is required (except Standard Mail pieces 13 ounces or less, using a mailer's Postmark and not bearing an ancillary service request). If return address is outside delivery area of Post Office of mailing, mailer must follow one of the options in 604.3.1.8.

Amount of Postage

The value of a precanceled stamp affixed to each piece in a mailing must be either the exact amount due or the exact monetary value of the USPS precanceled stamp appropriate to the price category of the mailpiece. If the exact amount is not affixed to each piece, documentation meeting the basic standards in 708.1.0 and the Postage Payment and Documentation DMM section applicable to the class and shape of the mailpiece must be provided.

Producing Precanceled Stamps

USPS precanceled stamps are preprinted with a price category as the precancellation method (604.3.3); other stamps may be precanceled by the mailer (604.3.4), as described below.

Precancellation by mailer:

- “Application: complete PS Form 3615 for authorization to preprint price markings or use a precancel postmark on adhesive stamps, stamped cards, and stamped envelopes (604.3.4).
- “Authorization conditions: valid when sample mailer's postmarks are submitted and approved prior to mailing. Approval is required for each precanceled postmark format or preprinted marking used (604.3.4.3).

Format of postmark and required content:

- “First-Class Mail: day, month, and year of mailing. Standard Mail: use of date is optional for Standard Mail. When the date is used, it must include only the month and year.
- “Words “Mailer's Postmark” followed by permit number and cancellation bars to cancel postage stamps.
- “Either the city, state, and 5-digit ZIP Code of the post office where the precancel permit is held and the mailing is deposited or the words “Mailed From ZIP Code” followed by the 5-digit ZIP Code of the office of mailing.

Mail Preparation

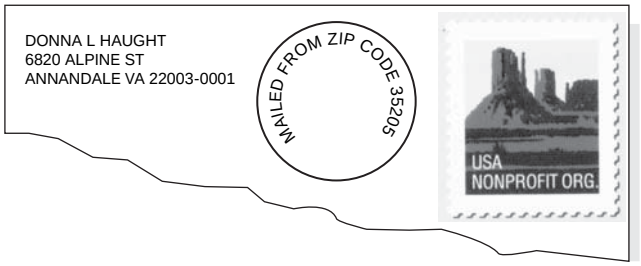
Other markings and endorsements may be required on each piece under standards for the price claimed or services requested (604.3.1).

Enter and Deposit

Deposit: Unless deposited under a plant verified drop-ship (PVDS), mailpieces bearing precanceled stamps must be presented at the Post Office where the permit is held. Mail with precanceled postage must not be deposited in collection boxes (604.3.1).

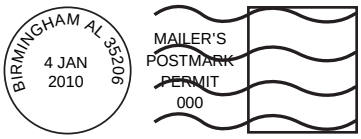
Precanceled Stamp

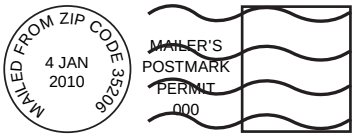
Precanceled Stamp and Return Address



USPS Precanceled Stamps

Mailer's Precanceled Postmarks





Overview (604.4.0)

Postage meters and PC Postage products are collectively identified as "postage evidencing systems." A postage evidencing system is a device or system of components a customer uses to print evidence that postage required for mailing has been paid. Postage evidencing systems print indicia, such as information-based indicia (IBI) or intelligent mail indicia, to indicate postage payment. Customers print indicia directly on a mailpiece or on a label that is affixed to a mailpiece. Customers must place indicia in the upper-right corner of the mailpiece or label, according to 604.4.3.3.

Authorized Providers (604.4.1.3)

The following are USPS-authorized providers:

Provider	Meter	PC Postage	Phone	Internet
■ Data-Pac Mailing Systems Corp.	X		800-355-1755	www.data-pac.com
■ FP Mailing Solutions	X		800-341-6052	www.fp-usa.com
■ Neopost Inc.	X		800-624-7892	www.neopostinc.com
■ Pitney Bowes Inc.	X	X	800-322-8000	www.pitneybowes.com
■ Endicia.com (PSI Systems)		X	800-576-3279	www.endicia.com
■ Stamps.com		X	888-434-0055	www.stamps.com

Customer Agreement (604.4.2)

Customers must enter into an agreement with the USPS for authorization to use postage evidencing systems. By entering into the agreement, the customer accepts responsibility for control and use of the system and agrees to abide by all rules and regulations governing its use.

Postage Payment (604.4.3)

The numerical value of the postage displayed (in dollars and cents) on each mailpiece must be equal to or greater than the amount due for the applicable price category and any extra service fees or another amount permitted by mailing standards. Refunds for overpayment are considered only under standards in 604.9.0.

Metered postage must be legible and not overlap each other if more than one impression is applied to the same piece. Metered postage must be printed or applied in the upper right corner of the envelope or address label. Indicia must be printed with USPS-approved fluorescent ink or use another USPS-approved method to ensure that the mail is faced during processing. Approved methods include the use of a facing identification mark (FIM) for indicia printed directly on letter-size First-Class Mail or printing indicia on USPS-approved label or tape. USPS-approved labels or tapes must be used when meter stamps are printed on tape (604.4.5).

Meter Date (604.4.6)

The date format used in the indicia is subject to the following conditions.

■ Complete Date. Mailers must use a complete date for the following:

1. All Priority Mail Express, Priority Mail, First-Class Mail, and First-Class Package Service pieces.
2. All mailpieces with Insured Mail, COD, or Special Handling service.
3. All mailpieces prepared with the indicia printed on nonadhesive paper (e.g., computer printer paper) and affixed to the mailpiece or used as part of an insert in a window envelope.

■ Month and Year. Mailers may use a complete date or a mailing date consisting solely of the month and year in the indicia only for Standard Mail, USPS Retail Ground, and Package Services pieces.

■ No Date. Mailers must use indicia with no mailing date for prepaid metered reply postage. As an option, mailers may use indicia with no mailing date for Standard Mail and Package Services pieces not subject to 604.4.6.2a.

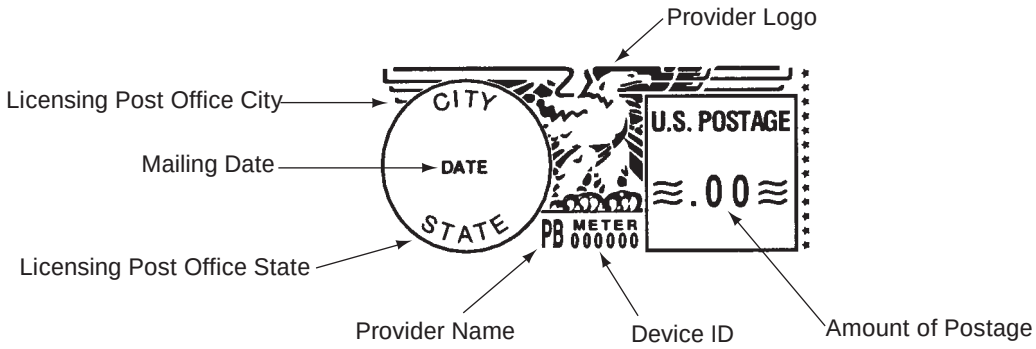
Enter and Deposit (604.4.6.3)

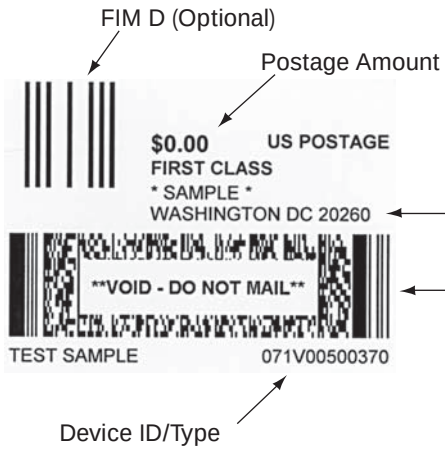
Generally, metered mail must be deposited at locations designated by the postmaster of the licensing post office (i.e., the Post Office shown in the meter stamp). Exceptions include:

■ Single-piece First-Class Mail, Priority Mail Express, Priority Mail, single-piece Media Mail, and single-piece Library Mail may be deposited in any street collection box or Post Office.

■ Drop shipment of metered mail may be used (705.19.0).

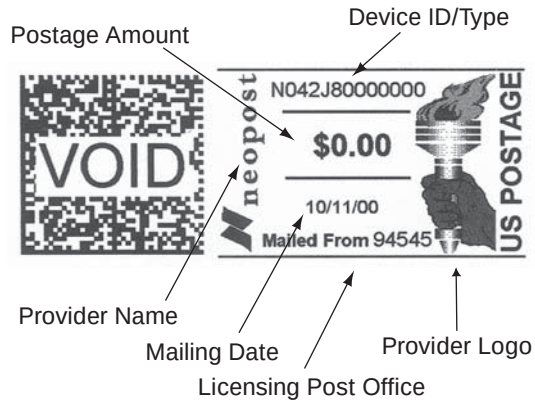
Metered Postage Designs





Licensing Post Office

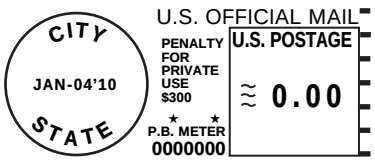
Two Dimensional Barcode



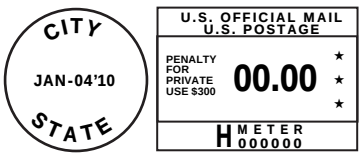
Information-Based Indicia with FIM (without fluorescent ink)

Information-Based Indicia without FIM (with fluorescent ink)

Official Mail Only (Samples)



(Pitney Bowes)



(Hasler)

For the specific DMM standards applicable to this category of mail, consult the DMM sections referenced above and the general sections within each DMM module.

Overview (604.5.0)

Mailers may be authorized to mail items without affixing postage when payment is made at the time of mailing from a permit imprint advance deposit account. Each mailpiece sent under this method must bear a permit imprint indicia showing that postage is paid. This payment method may be used for postage and extra services fees for Priority Mail Express (eVS only), Priority Mail, First-Class Mail, First-Class Package Service, Standard Mail, Parcel Select, and Package Services. This method is not available for Periodicals, USPS Retail Ground, or for Priority Mail Express, not mailed using the electronic verification system (eVS) program, and must not be used to pay postage on any mailpiece that is designed for reply purposes (except for permit reply mail under 505.2.0). Permit imprint mailings must contain at least 200 pieces or 50 pounds (604.5.1.2) except nonpresorted Bound Printed Matter, or as allowed in 604.5.1.2, but higher volumes may be required depending on price claimed. These mailings must be presented for weighing unless otherwise authorized by Business Mailer Support (608.8.1).

Fees (604.5.1.4)

A mailer must complete PS Form 3615, *Mailing Permit Application and Customer Profile,* and pay a one-time application fee at the Post Office where mailings are made. If no permit imprint mailings are made and no annual fee payments are made during a 2-year period, the permit is revoked. A separate annual mailing fee may also be due, depending on the class of mail to be prepared.

Indicia Preparation (604.5.3)

Producing permit imprints: embossed or unembossed permit imprint indicia may be made by printing press, hand stamp, lithography, mimeograph, address plate, or similar device. They must not be typewritten or hand-drawn.

Formats: permit imprints for ordinary mail and official mail must be prepared in one of the formats described in 604.5.3.11. A company permit imprint is one in which the exact name of the company or individual holding the permit is shown in the indicia in place of the city, state, and permit number, subject to 604.5.3.9.

Indicia Content (604.5.3.6)

A permit imprint indicia on Priority Mail Express, First-Class Mail, First-Class Package Service, or Priority Mail must show “Priority Mail Express” or “First-Class Mail” or “First-Class Package,” or “Priority Mail” (or “Priority”), as applicable; “U.S. Postage Paid”; city and state; and permit number. If the Electronic Verification System (eVS) is used under 705.2.9, the marking “eVS” (or the alternative “e-VS” or “E-VS”) must appear directly below the permit number. The “Priority Mail Express” and “Priority Mail” (or “Priority”) marking may be omitted when using USPS-provided Priority Mail Express and Priority Mail envelopes and containers. The indicia may show the mailing date, amount of postage paid, or the number of ounces for which postage is paid. The ZIP Code of the permit holder may be shown directly after the state name or in a separate inscription reading “ZIP Code 00000,” when that ZIP Code does not create uncertainty about the permit holder's correct address or permit number. Instead of printing the city and state of mailing in the indicia, the mailer may print “Mailed From ZIP Code,” followed by the 5-digit ZIP Code assigned to the postmaster of the mailing office. The indicia may also include the required price markings.

Parcel Select, Standard Mail, Bound Printed Matter, Media Mail, and Library Mail permit imprints must contain the same information required for First-Class Mail permit imprints, except that the date and words “First-Class Mail” or “Priority” or “Priority Mail” must be substituted with the applicable class or subclass name. The permit imprint may include the amount of postage paid, the weight of the piece, and price markings as required (604.5.3.7).

Mail Preparation

All pieces in a permit imprint mailing must be of identical weight unless otherwise authorized by Business Mailer Support (608.8.1). Other markings and endorsements may be required by the standards for the price claimed or service requested.

Deposit

Mailings must be deposited and accepted at the Post Office that issued the permit, at a time and place designated by the postmaster, except as otherwise provided for plant-verified drop shipments.

Mail must not be deposited in street collection boxes. Postage statements must be submitted as specified by the standards for the price claimed or service requested.

Basic Standards for All Mailing Services

Permit Imprints

Priority Mail Express, Priority Mail, and First-Class Mail

PRIORITY MAIL
EXPRESS
U.S. POSTAGE PAID
WASHINGTON, DC
PERMIT NO. 1

PRIORITY MAIL
U.S. POSTAGE PAID
WASHINGTON, DC
PERMIT NO. 1

MAILED FROM ZIP CODE 35205
Jan 10
2001

FIRST-CLASS MAIL
U.S. POSTAGE
PAID .00
PERMIT NO. 1

FIRST-CLASS MAIL
AUTO
U.S. POSTAGE PAID
WASHINGTON, DC
PERMIT NO. 1

BIRMINGHAM AL 35206
JAN 10
2001

FIRST-CLASS MAIL
U.S. POSTAGE
PAID 1 OZ.
PERMIT NO. 1

FIRST-CLASS MAIL
U.S. POSTAGE
PAID
MAILED FROM ZIP CODE 10001
PERMIT NO. 1

FIRST-CLASS MAIL
PRESORTED
U.S. POSTAGE PAID
NEW YORK, NY
PERMIT NO. 1

Standard Mail

U.S. POSTAGE
PAID
NEW YORK, NY
PERMIT No. 1
ZIP CODE 10001

U.S. POSTAGE
PAID
JOHN DOE COMPANY

BIRMINGHAM AL 35206

U.S. POSTAGE
PAID .00
PERMIT NO. 1

U.S. POSTAGE
PAID
MAILED FROM
ZIP CODE 10001
PERMIT NO. 1

(Class omitted from indicia—see note below)

MAILED FROM ZIP CODE 35406

PRSRT STD
ECR
U.S. POSTAGE
PAID
PERMIT NO. 1

PRSRT STD
U.S. POSTAGE PAID
AMARILLO TX
PERMIT NO. 11

NONPROFIT ORG
U.S. POSTAGE PAID
AMARILLO TX
PERMIT NO. 12

MAILED FROM ZIP CODE 35205

PRESORTED STANDARD
U.S. POSTAGE
PAID
PERMIT NO. 1

PRSRT STD
ECR
U.S. POSTAGE PAID
NEW YORK, NY
PERMIT NO. 1

PRSRT STD
U.S. POSTAGE
PAID .00
MAILED FROM ZIP CODE 60607
PERMIT NO. 1

MAILED FROM ZIP CODE 35205

NONPROFIT
ORGANIZATION
U.S. POSTAGE
PAID
PERMIT NO. 1

MAILED FROM ZIP CODE 35205

NONPROFIT ORG
U.S. POSTAGE
PAID .00
PERMIT NO. 1

NONPROFIT
AUTO
U.S. POSTAGE
PAID
WASHINGTON, DC
PERMIT NO. 1

Note: “Standard” or “STD” may also be used.

Package Services

PRESORTED
BOUND PRINTED MATTER
U.S. POSTAGE PAID
NEW YORK, NY
PERMIT NO. 1

PRESORTED
MEDIA MAIL
U.S. POSTAGE PAID
MAILED FROM ZIP CODE 10001
PERMIT NO. 1

LIBRARY MAIL
U.S. POSTAGE PAID
NEW YORK, NY
PERMIT NO. 1

Parcel Select

PARCEL SELECT
U.S. POSTAGE PAID
MAILED FROM ZIP CODE 10001
PERMIT NO. 1

These are only examples; not all possible variations are shown. See 604.5.3.12 for other examples.
When not in indicia, mail class and/or price must be marked on mailpiece (see individual standards for each subclass of mail).

Related QSGs 505, Business Reply Mail (BRM)
201c, Courtesy Reply Mail (CRM)

Overview (604.4.0)

Meter stamps may be used to prepay reply postage on Priority Mail Express; Priority Mail (when the rate is the same for all zones); all First-Class Mail cards, letters, and flats up to a maximum of 13 ounces; single-piece Media Mail and Library Mail.

The USPS provides free of charge the FIM (facing identification mark) and appropriate barcode to print on meter reply letter-size mailpieces. The guidelines on page two will help optimize the use of this format.

The following conditions apply (604.4.5.2):

- Meter stamp amount must be enough to prepay postage in full.
- Meter stamps may be printed directly on a mailpiece or address label that bears the delivery address of the meter license holder. A label must adhere so that once applied, it cannot be removed in one piece.
- Reply mail prepaid with meter stamps is delivered only to the address of the license holder.
- Any photographic, mechanical, or electronic process (other than handwriting, typewriting, or handstamping) may be used to prepare the address side of meter reply mail. The address side must follow the style and content of the example on the reverse.
- Meter stamps used to prepay reply postage must not show the date, except for IBI generated by a PC Postage system (604.4.6.1c).
- Mailers may use FIM A on barcoded letter-size First-Class Mail reply mail except when using PC Postage.
- When using PC Postage, mailers must use FIM D for prepaid reply mail when the indicium is printed directly on the mailpiece.
- Print the words “NO POSTAGE STAMP NECESSARY POSTAGE HAS BEEN PREPAID BY” directly above the address.

Barcodes (708.4.0)

Envelopes and cards formatted for meter reply mail on which the mailer failed to imprint a meter stamp are treated as basic BRM. Such mail is delivered after payment of postage and the applicable BRM per-piece charge (505.1.0).

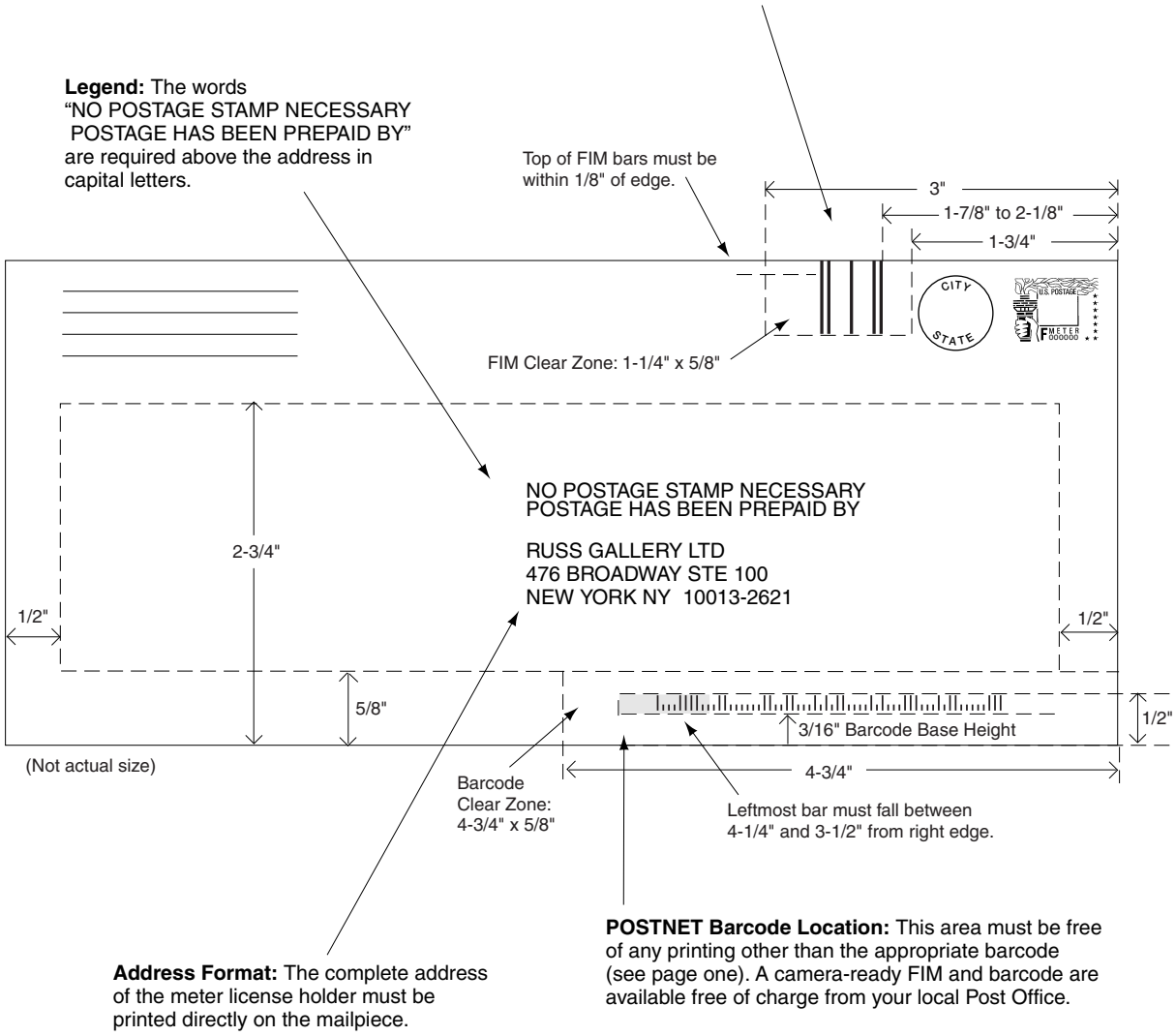
Delivery point POSTNET or Intelligent Mail barcodes on letter-size pieces may be placed either in the address block or in the lower right barcode clear zone.

All letter-size reply cards and envelopes (Business Reply Mail, Courtesy Reply Mail, and meter reply mail) provided as enclosures in automation First-Class Mail, Periodicals, and Standard Mail must meet the standards in 201.3.18.

Meter Reply Mail Layout Guidelines

Facing Identification Mark (FIM): A FIM A may be used on meter reply mail postcards and letter-size mailpieces with the appropriate POSTNET barcode. A FIM D may be required with postage printed by a PC Postage System. Use of a FIM permits computerized cancellation equipment to align, postmark, and direct the mailpiece properly.

FIM Location: The FIM clear zone must contain no printed matter other than the FIM pattern. FIM bars must be between 1/2 and 3/4 inch high and 0.03125 (1/32 inch) (± 0.008 inch) wide.



Dimensions: Between 3-1/2 by 5 inches and 6-n 1/8 by 11-1/2 inches. To qualify for the card price, cards must be between 3-1/2 by 5 inches and 4-1/4 by 6 inches. Larger postcard sizes are n mailable, but they are charged at the regular First-Class Mail letter price. Card thickness must be between 0.007 and 0.016 inch.

If letter mail is more than 4-1/4 inches high or more than 6 inches long, it should be at least 0.009 inch thick.

A surcharge is assessed for nonmachinable letter-size mailpieces (101.1.2). The surcharge must be included in the prepaid postage amount.

Ink/paper Colors and Type Styles: Not all colors of paper and/or ink and type styles are compatible with automated equipment. Contact your local Post Office for guidance.

All Letter-size reply cards and envelopes (Business Reply Mail, Courtesy Reply Mail, and meter reply mail) provided as enclosures in automation First-Class Mail, Periodicals, and Standard Mail must meet the standards in 201.3.18.

What are the Private Express Statutes? (608.5.0)

The Private Express Statutes are a group of laws under which the U.S. Postal Service (USPS) has the exclusive right, with certain limited exceptions to carry letters for compensation. The Statutes are based on the provision in the U.S. Constitution that empowers Congress "to establish Post Offices."

What is the purpose of these Statutes?

Congress enacted the Statutes to protect the USPS and thereby enable it to fulfill its mission of providing mail service to all parts of the country at uniform rates. The Statutes enable the USPS to fulfill its responsibilities by preventing private courier services from competing selectively with the USPS on its most profitable routes.

What is a letter?

For the purpose of the Private Express Statutes, a letter is defined as a message directed to a specific person or address and recorded on a tangible object. A more complete definition can be found at title 39, Code of Federal Regulations (CFR), 310.1.

What do the Private Express Statutes require?

The Statutes provide that letters may be transported outside the U.S. Mail system only if one or more of the exceptions apply, or appropriate postage is paid. The basic prohibition is against private carriage of letters for other persons without payment of postage.

Are there any exceptions to the Private Express Statutes?

The law allows for the private carriage of letters under certain circumstances, including:

- Letters for which sender has paid at least 6 times the price currently charged for the first ounce of a single-piece First-Class Mail letter.
- Letters weighing at least 12-1/2 ounces.
- Letters sent with and relating in all substantial respects to the cargo that they accompany.
- Letters carried by the sender, recipient, or the regular, salaried employees (not independent contractors) of either party.
- Letters carried without any financial or other valuable compensation.
- 25 or fewer letters carried by special messenger on an infrequent, irregular basis for the sender or addressee.
- Letters carried prior or subsequent to mailing.
- Properly marked letters whose value or usefulness would be lost or greatly diminished if Letters not delivered within certain time standards listed in postal regulations ("extremely urgent" letters).
- Letters addressed to campus destinations that colleges and universities carry in their internal mail systems for their bona fide student or faculty organizations.
- Letters carried from a point in the United States to a foreign country for deposit in the foreign country's domestic or international mails for delivery to an ultimate destination outside the United States.
- Data processing materials sent between an office and a data processing center, within certain delivery time standards listed in postal regulations.
- Certain international ocean carrier-related documents accompanying cargo.
- Advertisements enclosed with merchandise in parcels or accompanying periodicals under certain conditions.

More information regarding exceptions and suspensions to the Private Express Statutes is available in 39 C.F.R. §§ 310.3 and 320.

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Special Standards
Pallets, Pallet Boxes, and Trays on Pallets

705a

Quick Service Guide

General (705.8.1)

Pallets are plastic or wooden platforms upon which mail (trays, sacks, bundles, or parcels) is stacked.

Dimensions (705.8.0)

Pallets measure approximately 40 inches x 48 inches.

Height:

- Maximum height with mail, single pallet: 77" (pallet + mail + top cap). Some Parcel Select mailings have different height requirements. See individual QSGs.
- Maximum height, stacked pallets: 84" (pallets + mail + top caps).

Weight:

- Minimum load: 36 linear feet of letter trays or 3 full levels of trays (72 linear feet of letter trays or 24 linear feet of flat trays for First-Class Mail). For bundles (flats), parcels, or sacks, 250 pounds. Trays on pallets and some Parcel Select mailings do not have minimum weight requirements. See 705.8.5.3 for exception to minimum loads.
- Maximum weight: 2,200 pounds (pallet(s) + mail + top cap(s)).

Placards (705.8.6)

Pallets are placarded according to content and destination of the mail.

At least two clearly visible placards must be affixed to two adjacent sides of each pallet.

Use pink placards for Periodicals or white placards for First-Class Mail, Standard Mail and Package Services, except that placards for Periodicals, bearing an Intelligent Mail container barcode and prepared in the optional smaller format under 708.6.4.6e may be white, but must include a pink vertical one-half inch wide identification bar along the left-hand side of the placard. Optionally, mailers may use an all white pallet placard for Periodicals (with Intelligent Mail container placards only), when used in conjunction with a pink designator label (see 708.6.4.5e for conditions).

Generally, placards must be at least 8 inches x 11 inches; lettering for required information must be at least 1/2 inch high. However, placards bearing Intelligent Mail container barcodes may be prepared in the 8 inches by 11 inches format under 708.6.4 or in the optional format measuring at least 4 X 7 inches, under 708.6.4.6. Placards bearing Intelligent Mail container barcodes must be affixed to the outside of any shrinkwrap or plasticwrap. Under either option, mailers must affix placards so as to not obscure any required element of the placards and so that the placards remain secure throughout USPS processing.

Top Caps (705.8.2)

Top caps may be used on any pallet. They must be used on stacked pallets when individual pallets do not have a sturdy, flat top surface. Top caps must be strapped or shrinkwrapped onto the pallet. Mailers must supply their own top caps.

Strapping and Shrinkwrap (705.8.1.3)

Each pallet must be secured with at least two straps or bands or be wrapped with plastic shrinkwrap (or both). Shrinkwrap must be wrapped completely over the lip of the pallet.

Shrinkwrap is preferred for most pallets.

Stacking Pallets (705.8.3)

Pallets may be stacked to a maximum of six high or 84 inches. Individual pallets must be strapped or shrinkwrapped (or both); the entire pallet stack must be securely banded (not shrinkwrapped). The heaviest pallet must be on the bottom of the stack; the lightest pallet must be on the top. There must be enough space between pallets to allow for a forklift.

Measuring a Pallet

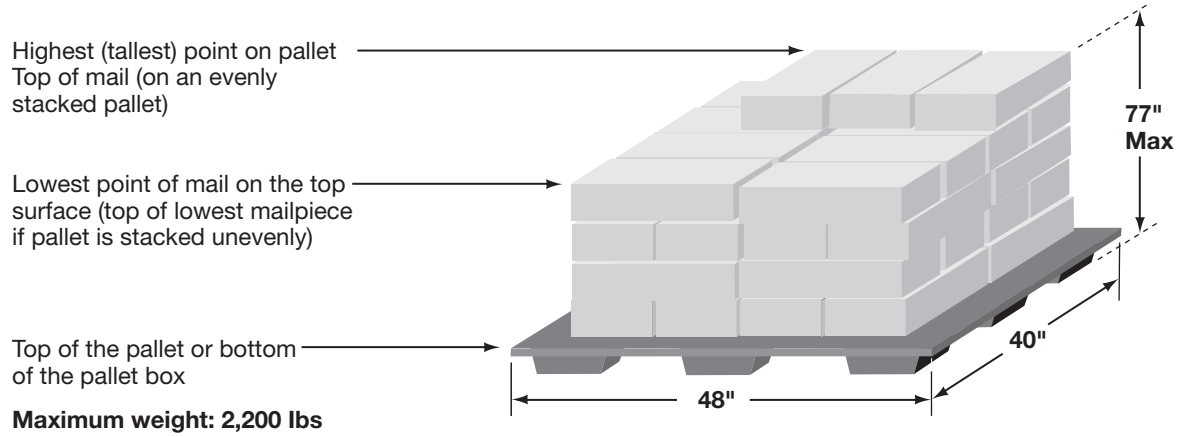
Measuring points on a pallet are shown on reverse.

How a pallet is measured is determined by the type of container (e.g., trays vs. sacks) and the type of discount. See individual Quick Service Guides.

Special Standards

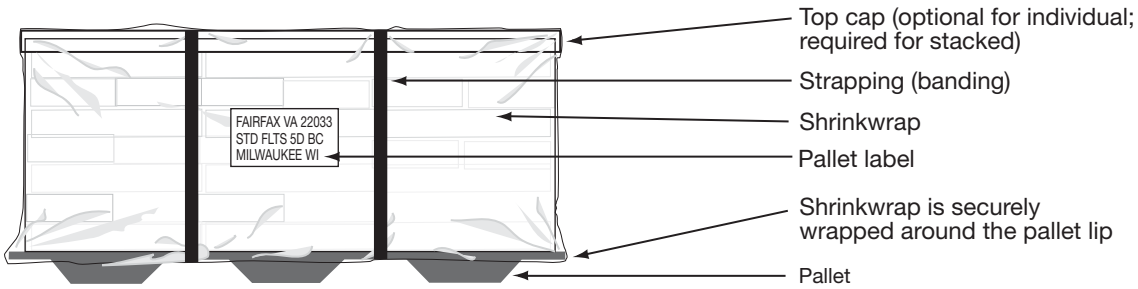
Pallets, Pallet Boxes, and Trays on Pallets

Pallet Measurements

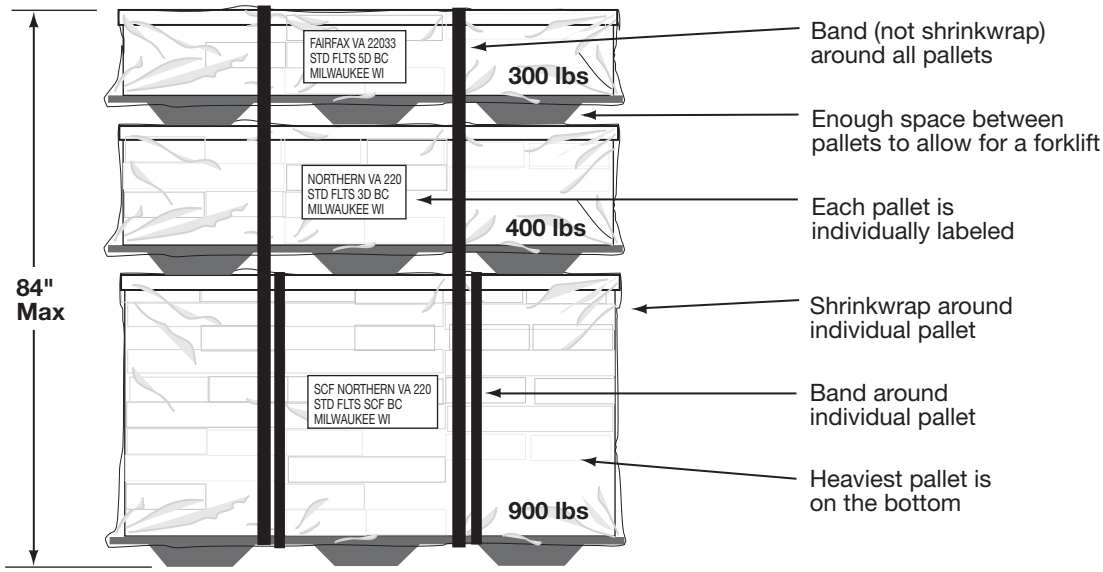


Maximum weight: 2,200 lbs

Pallet Components



Stacked



Maximum weight: 2,200 lbs

Pallet Boxes General (705.8.4)

A pallet box is a sturdy corrugated fiberboard box placed on a pallet.

Pallet boxes may be filled with sacks or parcels (machinable or nonmachinable or both depending on price category). Mailers must supply their own pallet boxes, which must meet the requirements in 705.8.4.

Dimensions (705.8.4)

Pallet Box (without pallet)

Base: 40 inches x 48 inches

Height:

- For Parcel Select DSCF and DDU: not greater than 60 inches.

Pallet Box with Pallet

Height:

- Maximum height, single pallet: 77 inches (pallet + pallet box + top cap).
- Maximum height, stacked pallets: 84 inches (pallets + pallet boxes + top caps).

The contents may not stick up over the rim of the pallet box.

Weight:

- Minimum weight: 250 pounds. See 705.8.3 for exception to minimum weight. Some Parcel Select mailings have different minimum load requirements. See 705.8.0.
- Maximum weight: 2,200 pounds (pallet(s) + pallet box(es) + mail + top cap(s)).

Top Caps (705.8.2)

Top caps are not required on single pallet boxes; they are required on stacked pallet boxes. Top caps must be securely fastened onto the pallet box and pallet.

Strapping and Shrinkwrap (705.8.4)

Each pallet box must be securely strapped or shrinkwrapped (or both) to its pallet for safe transport (except when the pallet is accepted at the postal facility where the contents are distributed and the weight of the mail in the box will hold the box in place during transport and processing).

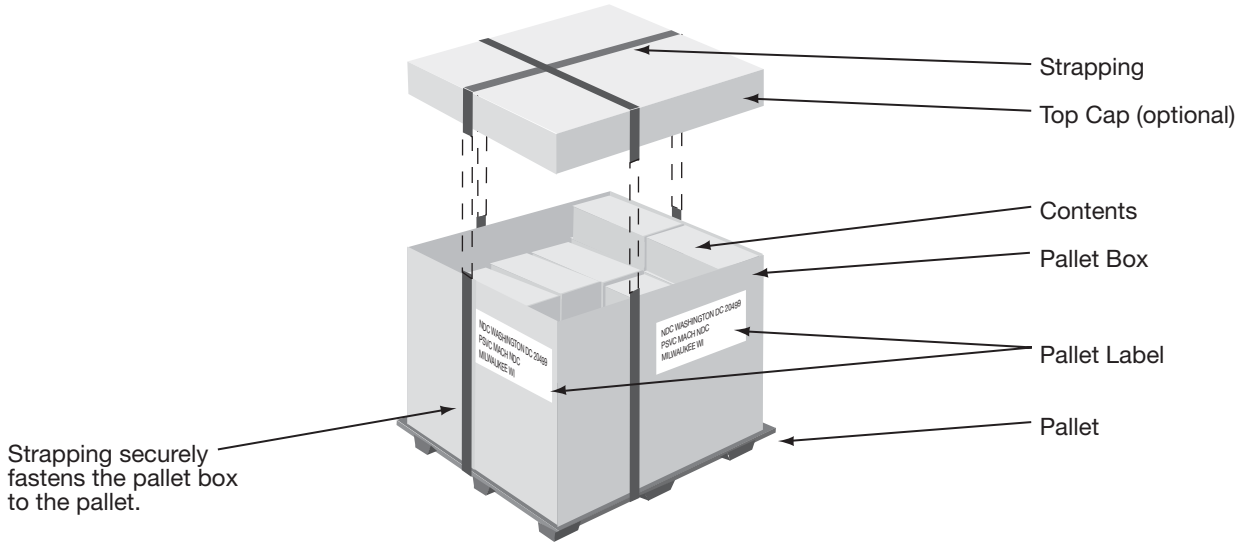
Stacking Pallets of Pallet Boxes (705.8.3)

Pallet boxes may be stacked to a maximum of four high or 84 inches. Individual pallets must be strapped or shrinkwrapped (or both); the entire pallet stack must be securely banded (not shrinkwrapped). There must be enough space between pallets to allow for a forklift.

Measuring a Pallet Box

Measuring points on a pallet box are included in “Pallet Measurements.” See individual QSGs for how to measure mail for specific discounts.

A Pallet Box



Trays General (705.8.10)

Trays are stacked on pallets so that many trays can be moved as a single unit.

Trays must be individually sleeved, strapped, and labeled. See 705.8.14.5 for exception to the strapping requirement.

Any combination of trays (1-foot, 2-foot, EMM) can be stacked on the same pallet, as long as the finished pallet is sturdy and meets all height and weight requirements.

Trays may not be combined with other containers (parcels, sacks) on the same pallet.

Trays Shrinkwrap (705.8.14.5)

Shrinkwrap must be used to secure the trays to the pallet and must be securely wrapped around the pallet. Banding alone is not permitted.

Tips on Stacking Trays

Trays should be counter-stacked where possible to build the sturdiest pallet possible.

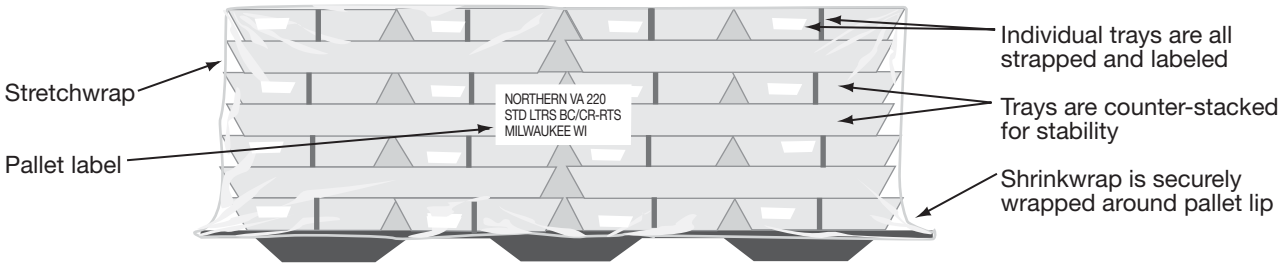
It is easy to build a very sturdy locking pallet of all 2-foot trays (see diagram below for recommended method).

All trays on a pallet should be stacked right-side-up with labels facing outward (where possible).

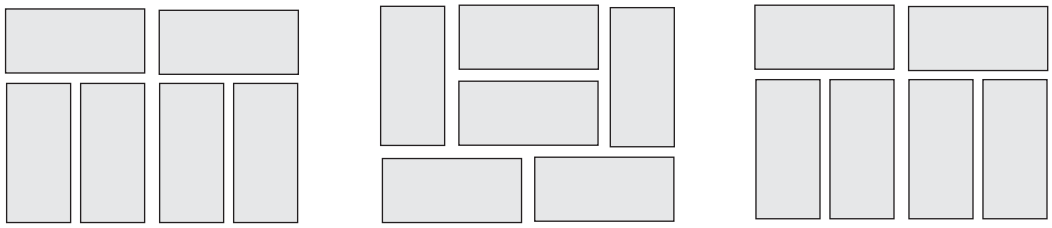
Stacking Pallets of Trays

Pallets of trays may be stacked to a maximum of four high or 84 inches. Individual pallets must be shrinkwrapped; the entire pallet stack must be securely banded (not shrinkwrapped). There must be enough space between pallets to allow for a forklift.

Trays on a Pallet



Building a Locking Skid



First Layer | Second Layer | Third Layer (repeats first layer)

Special Standards
Standard Mail Bundles of Flats on Pallets

705b

Quick Service Guide

Related QSGs

340a, Standard Mail Presorted Flats
340b, Standard Mail Automation Flats
340c, Standard Mail Carrier Route Flats

Price Eligibility Overview

Bundles of Standard Mail must be sorted and prepared under the standards for the price claimed. Prices are bundle-based. Prices are based on the preparation of mail in bundles and are not affected by the pallet on which a bundle is placed.

General Bundle Preparation Standards

Bundle preparation must meet the applicable general standards in 245.5.0 (Presorted Standard Mail), 245.6.0 (Enhanced Carrier Route Standard Mail), or 245.7.0 (Automation Flat Mail). Mixed ADC bundles may not be placed on pallets.

Bundle Size (705.8.9)

Prepare a bundle when there are 10 or more pieces for the same presort destination or 10 or 15 pieces as applicable to a 5-digit destination within an individual mailing. Bundles are not subject to a specific thickness limit. When there are fewer than 10 pounds for a destination, the pieces must be prepared in a single physical bundle. When there are 10 or more pounds for a destination, pieces should be prepared in bundles weighing from 10 to 20 pounds each except that the last bundle may weigh less than 10 pounds and mailers may balance the mail in bundles as follows:

- The total number of physical bundles prepared for a presort destination must not exceed the number of 10-pound increments to that destination. For example, if there are 25 pounds of mail to a 3-digit ZIP Code presort destination, bundles could be prepared as (1) two 8-pound bundles and a 9-pound bundle, (2) a 12-pound bundle and a 13-pound bundle, (3) a 20-pound bundle and a 5-pound bundle, or (4) other combinations that result in no more than three bundles.

Securing Individual Bundles (705.8.5.11)

Bundles on pallets must be secure and stable and able to withstand normal transit and handling without breakage or injury to USPS employees. To prevent broken bundles, material used to secure bundles should be of adequate strength, be sealed securely (e.g., by heat or adhesive), and fit tightly around the bundles. Prepare bundles as follows:

- Select one of the methods below for securing individual bundles placed on 5-digit, 3-digit, SCF, ASF, and NDC pallets:
  - Heavy-gauge shrinkwrap plus one or two bands.
  - Only heavy-gauge shrinkwrap.
  - Two bands, one around the length and one around the width. Use sufficient tension. Wire and metal strapping are prohibited.

Copalletized Bundles

Copalletization allows mailers to place together on pallets bundles from separate mailings that have been independently presorted in accordance with applicable standards (e.g., ECR, automation, and Presorted price mailings). Each separate mailing must separately meet the minimum volume and other requirements as set forth in 705.11.0 unless bundles are prepared under 705.11.0 (Preparation of Cobundled Price and Presorted Price Flats) mailers must bundle their mail separately according to the applicable requirements in 245.5.0 for Presort, 245.6.8 for Enhanced Carrier Route, or 245.7.0 for Automation. Copalletization requires Business Mailer Support authorization (705.8.7).

Pallet Presort and Labeling (705.8.10)

At the mailer's option, bundles of flats may be palletized using the advanced presort options in 705.10.0, 705.12.0, or 705.13.0. These presort options require PAVE-certified software.

Copalletized mailings: Bundles of Presorted price and automation price flats must be placed on separate 5-digit and 5-digit scheme (L001) pallets from ECR price bundles; bundles from ECR, automation, and Presorted price mailings may be placed together on all other remaining levels of pallets.

Documentation:

- Address accuracy, barcode accuracy, density standards or address sequencing (for ECR), as applicable for prices claimed.
- Postage statement:

  Regular: PS Form 3602-R, approved facsimile, or consolidated form.
  Nonprofit: PS Form 3602-N, approved facsimile, or consolidated form.
- Supporting documentation:
  - Standardized documentation required unless correct price is affixed to each piece (see 244.4.0).
  - For copalletized mailings, additional information may be required on the standardized documentation (see 244.4.0).

Bundling and Palletizing Sequence (705.8.10)

Bundle Preparation: See previous page for physical bundle size and securing standards. Except for 5-digit and 5-digit scheme pallets, carrier route bundles may be combined with automation and Presorted price bundles on the same pallet.

Carrier Route
Pieces must be bundled if 10 or more pieces to the same carrier route. Bundles of fewer pieces not permitted.

Labels: Use optional endorsement line (OEL) (245.2.0).

5-Digit
Pieces must be bundled if 10 or 15 pieces as applicable to the same 5-digit ZIP Code. Bundles of fewer pieces not permitted.

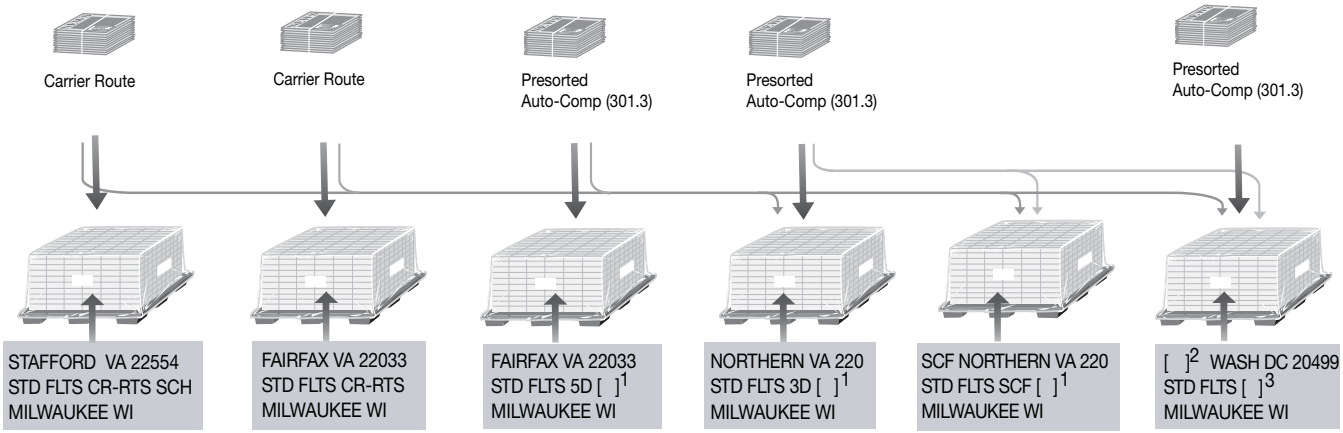
Labels: Red Label 5, Red Label 5 SCH, or OEL.

3-Digit
Pieces must be bundled if 10 or more pieces to the same 3-digit ZIP Code. Bundles of fewer pieces not permitted.

Labels: Green Label 3, Green Label 3 SCH, or OEL.

ADC
Pieces must be bundled if 10 or more pieces to the same ADC (L004). Sort ADC bundles to ASF and NDC pallets based on ZIP Code of the bundle destination in L004, Column B.

Labels: Pink Label A or OEL.



5-Digit Scheme Carrier Routes[4]
Required at 500 pounds. Optional at 250 pounds.

Labels: For Line 1, use L001, Column B. For Line 2, use "STD FLTS CR-RTS SCH."

5-Digit Carrier Routes[4]
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 "STD FLTS CR-RTS."

5-Digit[4]
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 "STD FLTS 5D" followed by "BARCODED" (or "BC") for automation price mail and/or "NONBARCODED" (or "NBC") for Presorted price mail.

3-Digit[4]
Optional at 250 pounds.

Labels: For Line 1, use L002, Column A. For Line 2, use "STD FLTS 3D" followed by "BARCODED" (or "BC") for automation price mail and/or "NONBARCODED" (or "NBC") for Presorted price mail and/or carrier route mail.

SCF[4]
Required at 500 pounds. Optional at 250 pounds.

Labels: For Line 1, use L002, Column C. For Line 2, use "STD FLTS SCF" followed by "BARCODED" (or "BC") for automation price mail and/or "NONBARCODED" (or "NBC") for Presorted price mail and/or carrier route mail.

ASF[4] **and NDC**[5]
Separate ASF and NDC pallets required at 500 pounds. Optional at 250 pounds.

Labels: For Line 1, ASF use L602. For Line 1 NDC use L601. For Line 2, use "STD FLTS" and "ASF" or "NDC" followed by "BARCODED" (or "BC") for automation price mail and/or "NONBARCODED" (or "NBC") for Presorted price mail and/or carrier.

1. Use "BARCODED" (or "BC") for automation price mail and/or "NONBARCODED" (or "NBC") for Presorted and/or carrier route mail.
2. Use "ASF" or "NDC" as appropriate.
3. Use "ASF" or "NDC" followed by "BARCODED" (or "BC") for automation price mail and/or "NONBARCODED" (or "NBC") for Presorted price mail and/or carrier route mail.
4. Processing and Distribution managers may authorize pallets of less than 250 pounds for their service area for mailings entered within their service area only. For these destinations, one residual (overflow) pallet of less than 250 pounds may be prepared for the service area of the entry office without special approval.
5. After preparing all required pallets (and any optional pallets), when 250 or more pounds of bundles remain for a NDC/ASF, the NDC/ASF pallet must be prepared. If there are no NDC/ASF pallets in the mailing and 250 or more pounds of bundles remain for an SCF, the SCF pallet must be prepared.

Overview

Optional information lines include the optional endorsement line (OEL), carrier route information line, ACS participant code, and mailer's keyline. The OEL and the carrier route information line may be printed on the mailpiece or label when the address is printed. A mailer's keyline is reserved for the mailer's use except where required by the USPS.

Optional Endorsement Line (708.7.0)

Mailers may prepare mailings without applying pressure-sensitive labels to the top mailpiece of bundles by using a specific OEL above the address block or on the address label on the top mailpiece of a bundle.

Type and style:

- Must be in capital letters, Arabic numerals, or asterisks with letter size and line spacing no less than the size and line spacing of the largest letter or character in the address block or any part of the address label.
- Type font must be the same as the font used for the address block.

ZIP Code: Except for carrier route bundles, the OEL must include the appropriate ZIP Code information (see 708.7.2.5).

Address Change Service (507.4.2)

Mailers receiving address corrections through Address Change Service (ACS) may use the first eight positions on the left side of the OEL for the ACS participant code. ACS codes must be printed in a non-narrow variant of Helvetica or Arial sans serif fonts in a range of 10 to 12 points (see Publication 8A, Address Change Service - Traditional, or Publication 8B, *One Code ACS Technical Guide* for details).

Carrier Route Information (708.8.0)

Bundles made up to individual carrier routes, rural routes, highway contract routes, Post Office box sections, or general delivery units may be prepared without a facing slip if the standards in 708.8.1 are met. These standards apply to carrier route Periodicals, Enhanced Carrier Route Standard Mail, and carrier route Bound Printed Matter mailings. For preparation of facing slips, see 601.2.0.

Placement and format:

Carrier route information consisting of a descriptive prefix (or its abbreviation), plus a route number or numeric code, must be on the top line of the address, either alone or with other optional information. A minimum of 10 spaces must be allowed for carrier route information when included with other information on the OEL. Carrier route information must be preceded by at least two asterisks (**). The carrier route information is in addition to the marking standards for the class of mail and price claimed.

Abbreviations:

- The descriptive prefix "carrier route," "rural route," "highway contract route," "Post Office box section," and "general delivery unit" must be spelled out or abbreviated as shown below.

Carrier Route	C
General Delivery Unit	G
Highway Contract Route	H
Post Office Box Section	B
Rural Route	R

- The one-letter descriptive prefix above must be followed by a 3-digit route or Post Office box section number.
- Additional standards apply to mail with a simplified address and no ZIP Code (708.8.2.3).

Keyline

A mailer's internal keyline or comparable information may not be placed above or on the same line as the OEL. Authorized Manifest Mailing System mailers must use a keyline as described in 705.2.3.

Information Line Formats

Optional Endorsement Line

**********5-DIGIT 22030
CENTRAL LIBRARY
3915 CHAIN BRIDGE RD
FAIRFAX VA 22030-3999

Sortation Level	OEL Example
On Firm Bundles use (Periodicals only)	**********FIRM [nnnnn][1]
On Carrier Route Bundles use	
Periodicals Basic	**********CAR-RT LOT**C-001[2]
Periodicals High Density	**********CAR-RT WSH**C-001[2]
Periodicals Saturation	**********CAR-RT WSS**C-001[2]
Standard Mail Enhanced Carrier Route, Basic	**********ECRLOT**C-001[2]
Standard Mail Enhanced Carrier Route, High Density	**********ECRWSH**C-001[2]
Standard Mail Enhanced Carrier Route, Saturation	**********ECRWSS**C-001[2]
Bound Printed Matter	**********CAR-RT SORT**C-001[2]
On 5-Digit Bundles use	**********5-DIGIT [nnnnn][1]
On 3-Digit Bundles use	**********3-DIGIT [nnn][1]
On ADC Bundles use	******ALL FOR ADC [nnn][1] or [nnnnn][1]
On Mixed ADC Bundles use	*********MIXED ADC [nnn][1] or [nnnnn][1]
On AADC Bundles use	****ALL FOR AADC [nnn][1] or [nnnnn][1]
On Mixed AADC Bundles use	*******MIXED AADC [nnn][1] or [nnnnn][1]

See Exhibit 708.7.1.1 for the OEL when selecting option to exclude letter-size mail from automated processing

Optional Endorsement Line

With Carrier Route Information[2]

**********C-011
RESIDENT
1300 WATERFORD DR
DISTRICT HEIGHTS MD 20747

With Address Change Service (ACS) Participant Code

#BWNCXBB*****5-DIGIT 22030
CENTRAL LIBRARY
3915 CHAIN BRIDGE RD
FAIRFAX VA 22030-3999

With Mailer's Internal Keyline
(Customer's own information)

**********5-DIGIT 22030
#JAN00 000 CA #1508 IT 52
CENTRAL LIBRARY
3915 CHAIN BRIDGE RD
FAIRFAX VA 22030-3999

Address Change Service (ACS) Participant Code
Fillers
Sort Level
Carrier Route Information

#BWNCXBB****CAR-RT-SORT**C-011 — Optional Endorsement Line
#JAN00 000 CA #1508 It 52 — Mailer's Internal Keyline (Sample)
MR J BROWN — Information/Attention Line
CENTRAL LIBRARY
3915 CHAIN BRIDGE RD
FAIRFAX VA 22030-3999

1. Mailer must include the appropriate 3-digit ZIP Code prefix or 5-digit ZIP Code required by the labeling list for the mail class as shown in 708.7.1.
2. Pieces with this marking must meet the standards in 708.8.2.4. Use "C" for carrier route, "G" for general delivery, "H" for highway contract route, "B" for Post Office box section, or "R" for rural route followed by the route number or numeric code.

Glossary of Postal Terms and Abbreviations in the DMM

additional entry (AE)—A Post Office other than the office of original entry where a publisher is authorized to mail a Periodicals publication.

Address Change Service (ACS)—An automated process that provides change-of-address information to participating mailers who maintain computerized mailing lists. The information is captured in Computerized Forwarding System (CFS) units and sent to mailers on electronic media, which reduces the volume of manual change-of-address notices.

address correction service—A system of ancillary service endorsements that allows mailers to obtain the addressee's new (forwarding) address or the reason for nondelivery.

Address Element Correction (AEC)—A process that identifies and revises incomplete or incorrect computerized address files and then attaches ZIP+4 and carrier route codes. It involves computer matching address records that cannot be coded using CASS-certified address matching software.

airport mail center/airport mail facility (AMC/AMF)—A postal facility at an airport that receives, concentrates, transfers, dispatches, and distributes mail transported by air.

Alternate Mailing System (AMS)—A procedure, authorized by the manager, Business Mailer Support, that provides methods for accepting permit imprint mail to ensure proper postage payment and mail preparation without verification by weight.

ancillary service—Forwarding, change, return, or address correction service included within a mail class. Depending on the mail class, these services are performed at a charge or at no additional charge, if and when the service is actually provided. Also see *forward.*

ancillary service endorsement—A marking used by a mailer to request the new address of an addressee and to provide the USPS with instructions on how to handle mail that is undeliverable as addressed. Also see *address correction service.*

area distribution center (ADC)—A mail processing facility that receives and distributes mail destined for specific ZIP Codes. ADCs and their associated ZIP Codes are in DMM labeling list L004.

Army Post Office (APO)—A branch of a designated USPS civilian Post Office, which falls under the jurisdiction of the postmaster of either New York City or San Francisco, that serves either Army or Air Force personnel. Also see *Military Post Office (MPO).*

aspect ratio—The dimension of a mailpiece expressed as a ratio of length divided by height (for letters and cards, length is the dimension parallel to the address as read). For example, a postcard 5-1/2 inches long by 3-1/2 inches high has an aspect ratio of 1.57. An aspect ratio between 1.3 and 2.5, inclusive, is required for automation compatibility.

automated area distribution center (AADC)—A distribution center that uses multiline optical character readers (MLOCRs), barcode sorters, and other equipment designed for processing automation-compatible mail. Also see *area distribution center (ADC).*

automation-compatible mail—Mail that can be scanned and processed by automated mail processing equipment such as a barcode sorter.

automation price—A postage discount offered to mailers who barcode their mailpieces and meet addressing, readability, and other requirements for processing on automated equipment.

auxiliary service facility (ASF)—A mail processing facility, that has its own service area and serves as a satellite processing hub for a particular network distribution center (NDC).

balloon price—A price charged for Priority Mail (zones 1–4), Parcel Select, and USPS Retail Ground items that weigh less than 20 pounds and measure between 84 and 108 inches in combined length and girth.

barcode—A series of vertical bars and spaces that represent any numerical series, most often a correct ZIP Code for the delivery address on a mailpiece. The barcode facilitates automated processing by barcode readers and scanners. A barcode also can be used to convey information for USPS Tracking and Signature Confirmation services. Barcodes that may be used for postal processing are POSTNET, Intelligent Mail, and GS1-128. Also see *delivery point barcode (DPBC)* and *Postal Numeric Encoding Technique (POSTNET).*

barcode clear zone—A rectangular area in the lower right part of a letter-size mailpiece that must be kept free of printing and symbols, except for the barcode itself. This requirement allows automated processing machines to read or apply a barcode.

barcode read area—A small area within the barcode clear zone in which the barcode must be printed. This area is defined by the position of the leftmost bar of the barcode and the bottom edge of the bar.

barcode reader—A component in certain mail processing equipment that reads and interprets the barcode applied to a mailpiece.

barcoded container label—A tray or sack label that has a barcode that can be read and processed by an automated tray or sack handling system.

Bound Printed Matter (BPM)—A subclass of Package Services that consists of permanently bound sheets of which at least 90% are printed with advertising, promotional, directory, or editorial matter (or a combination of such matter).

Bulk Parcel Return Service (BPRS)—A service by which high-volume mailers may have undeliverable-as-addressed Standard Mail machinable parcels returned to the mailer.

bundle—A group of addressed pieces assembled and secured together to make up a basic unit of bulk mail for processing purposes.

business mail entry unit (BMEU)—The area of a postal facility where mailers present bulk, presorted, and permit imprint mail for acceptance. The BMEU includes dedicated platform space, office space, and a staging area on the workroom floor. A business mail entry unit lookup tool is available on Postal Explorer.

Business Reply Mail (BRM)—A service that allows a permit holder to receive First-Class Mail and Priority Mail back from customers and pay postage only for the returned pieces. These pieces must have a specific address and format. Postage and per piece charges are collected when the mail is delivered back to the permit holder.

caller service—An optional delivery service provided for a fee at all Post Offices to customers with large volumes of mail, to customers needing multiple separations, and to customers who need a Post Office box number address when no Post Office boxes are available.

carrier route—The addresses to which a carrier delivers mail. In common usage, carrier route includes city routes, rural routes, highway contract routes, Post Office box sections, and general delivery units.

Carrier Route File—The official listing of all city and noncity delivery Post Offices, available to mailers in a standardized format. It contains schemes for city routes, rural routes, highway contract routes, Post Office box sections, and general delivery units. The data is formatted by ZIP Code, street name, and street number range.

carrier route presort mail—Mail sorted by carrier route to qualify for discounted postage. The mail requires no primary or secondary distribution. The term is a general descriptor of the available prices for this type of preparation, which includes Carrier Route Standard Mail, carrier route Periodicals, and carrier route Bound Printed Matter.

Centralized Postage Payment System (CPP)—A postage payment system administered by the Pricing and Classification Service Center that allows publishers of authorized Periodicals publications entered at three or more Post Offices to pay postage at a single postal facility rather than through individual accounts maintained at each entry Post Office.

Certified Mail—A service that provides the sender with a mailing receipt. A delivery record is maintained by the USPS. This type of mail must be sent at First-Class Mail or Priority Mail prices. Certified mail may be combined with return receipt service and restricted delivery service.

classification—The grouping of mailable matter into mail classes and subclasses by price categories, according to content, weight, size, and preparation standards.

Classroom price—A Periodicals price that is available to an authorized mailer of educational, scientific, or religious publications for scholastic or religious instruction.

Coding Accuracy Support System (CASS)—A service offered to mailers, service bureaus, and software vendors that improves the accuracy of matching to delivery point codes, ZIP+4 codes, 5-digit ZIP Codes, and carrier route codes on mailpieces. CASS provides a common platform to measure the quality of address matching software and to diagnose and correct software problems. An Overview of the CASS Program and list of CASS certified vendors are available on RIBBS.gov.

collect on delivery (COD)—A service for mailers who need to mail an article for which they have not received payment. The amount due the sender is collected from the addressee and the USPS returns the amount due to the sender.

combined mailing—A mailing in which individually addressed mailpieces are merged and sorted together, usually using two or more postage payment methods.

commercial mail receiving agency (CMRA)—A private business that acts as the mail receiving agent for specific clients by providing a delivery address and other services.

commingle—To integrate dissimilar mail (such as subscriber and nonsubscriber copies or machinable and irregular parcels) into the same mailing.

computer-readable media—A DVD, CD (compact disk), and CD-ROM are mailable at single-piece and discount prices based on the packaging or mailer and contents. For additional information, contact your Business Mail Entry office.

Computerized Forwarding System (CFS)—A centralized, computerized address label-generating operation that performs address correction and forwards or returns undeliverable-as-addressed mail to customers.

content identifier number (CIN)—A code number on a tray or sack label that represents and identifies the class of mail and presort level.

cooperative mailing—A mailing made jointly by one or more organizations authorized to mail at Nonprofit Standard Mail prices at the same Post Office.

copalletize—To combine and present together on pallets mail from two or more different or separately produced mailstreams.

Courtesy Reply Mail (CRM)—Envelopes or postcards that a mailer provides to its customers to expedite delivery of their responses. The customer affixes the reply postage before mailing.

dead mail—Mail that is undeliverable as addressed and cannot be returned to the sender (usually because there is no return address on the piece).

delivery point barcode (DPBC)—A POSTNET barcode that consists of 62 bars with beginning and ending frame bars and 5 bars each for the nine digits of the ZIP+4 code, the last 2 digits of the primary street address number (or Post Office box, etc.), and a correction digit. The DPBC allows automated sortation of letter mail in carrier walk sequence.

delivery sequenced mail—Mail that is arranged by a mailer in delivery order for a particular carrier route. This mail requires no primary or secondary distribution.

destination area distribution center (DADC) price—A price available for Periodicals mail that is prepared and entered by the mailer at the area distribution center (ADC) that serves the delivery address on the mail.

destination delivery unit (DDU) price—A price available for Periodicals, Standard Mail, Parcel Select, and Bound Printed Matter that is properly prepared and entered by the mailer at the delivery unit that serves the delivery address on the mail.

destination network distribution center (DNDC) price—A price available for Standard Mail, Parcel Select, and Bound Printed Matter that is properly prepared and entered by the mailer at the NDC or other designated postal facility that serves the delivery address on the mail.

destination sectional center facility (DSCF) price—A price available for Periodicals, Standard Mail, Parcel Select, and Bound Printed Matter that is properly prepared and entered by the mailer at the sectional center facility (SCF) or other designated postal facility that serves the delivery address on the mail.

detached address label (DAL)—Paper or cardstock used to carry address information when preparing a mailing of unaddressed Periodicals flats, Standard Mail flats and merchandise samples, and Bound Printed Matter.

detached mail unit (DMU)—An area in a mailer's facility where postal employees perform mail verification, acceptance, dispatch, and other postal functions.

direct mail—Another name for advertising mail sent to targeted markets. It can be any mail class, but it is usually Standard Mail.

dimensional weight—Postage for Priority Mail packages addressed for delivery to zones 5-9 and exceeding one cubic foot (1,728 cubic inches) is based on the actual weight or the dimensional weight, whichever is greater.

drop shipment—Typically the movement of a mailer's product on private (nonpostal) transportation from the point of production to a postal facility located closer to the destination of that product.

eligibility—Qualification standards such as content, mail processing category, and preparation applied to mail for a specific price or discount.

endorsement—An authorized marking on a mailpiece that shows handling instructions, a service, or a request for an ancillary service. Also see *marking.*

entry facility—The USPS mail processing facility (e.g., NDC, SCF) that serves the Post Office at which the mail is entered by the mailer. Also called origin facility.

entry NDC—A network distribution center (NDC), including its satellite auxiliary service facility (ASF) unless specified otherwise, at which mail is entered by the mailer. Also see *network distribution center (NDC)* and *auxiliary service facility (ASF).*

entry Post Office—A Post Office at which a mailer deposits mailings to be paid for through an account maintained at the designated Post Office.

extended managed mail tray (EMM)—A 2-foot letter tray that measures 21-3/4 inches long by 11-1/2 inches wide (inside bottom dimensions) by 6-1/8 inches high. Must be used for "tall" letter-size mail that does not fit in a regular managed mail (MM) tray.

face—The side of a mailpiece with the delivery address. Also, to arrange mail in a uniform orientation; that is, with the delivery address facing forward and the postage area positioned in the upper right corner.

facing identification mark (FIM)—A series of five or six vertical bars used by automated postal equipment to identify, orient, and separate reply mail and mail produced by PC postage systems and some postage meters.

facing slip—A paper label attached to the top of a bundle that shows where the mail is to be distributed, the class and type of mail, and the country or military Post Office. Also see *optional endorsement line.*

***FASTforward*—**A USPS-licensed automated system that updates addresses by matching names and addresses with current change-of-address orders on file. A piece updated with *FASTforward* can be delivered directly to the new address rather than forwarded from the old address.

***Federal Register*—**A daily weekday publication distributed by the Office of the *Federal Register* in which certain U.S. government documents must be published. The USPS publishes proposed and final mail preparation changes in the *Federal Register* for public comment and notice. A listing of Postal Service *Federal Register* Notices is available at Postal Explorer at *pe.usps.com*.

First-Class Mail (FCM)—A class of mail that includes all matter wholly or partly in writing or typewriting, all actual and personal correspondence, all bills and statements of account, and all matter sealed or otherwise closed against inspection. Priority Mail is a subclass of First-Class Mail. Any mailable matter may be sent as First-Class Mail.

flat—The general term for flat-size mail, so called because the large mail is sorted without bending it so that the mail remains flat.

flat-size mail—A flexible rectangular mailpiece that exceeds one of the dimensions for letter-size mail (11-1/2 inches long, 6-1/8 inches high, 1/4 inch thick) but that does not exceed the maximum dimension for the mail processing category (15 inches long, 12 inches high, 3/4 inch thick). Dimensions are different for Periodicals automation flat-size mail. Flat-size mail may be unwrapped, sleeved, wrapped, or enveloped.

Fleet Post Office (FPO)—A branch of a designated USPS civilian Post Office, which falls under the jurisdiction of the postmaster of either New York City or San Francisco, that serves Coast Guard, Navy, or Marine Corps personnel. Also see *military Post Office.*

FLTS—An abbreviation used on mail container labels that identifies the contents as flat-size.

forward—To redirect mail to the intended recipient's new delivery address in cases where PS Form 3575, Change of Address Order, or other written or personal notice has been filed with the local Post Office. Also see *Address Change Service (ACS), address correction service,* and *ancillary service.*

franked mail—Official mail sent without postage prepayment by members and members-elect of Congress, the Vice President, and other authorized individuals. Mail must relate to the mailer's official business, activities, and duties. The mailpiece bears a written signature, printed facsimile signature, or other required marking instead of a postage stamp. Compare with *penalty mail.*

full flat tray—A tray that is sufficiently filled with flats to allow or require preparation to the corresponding presort destination. A full flat tray contains at least enough pieces so that a single stack of mail lying flat on the bottom of the tray reaches to the bottom of the handholds. Additional pieces must be added when possible to physically fill the tray.

full letter tray—A full tray is filled between 85% and 100% with faced, upright pieces. Each tray must be physically filled to capacity before the filling of the next tray. Also see *less-than-full tray* and *overflow tray*.

full sack—A sack filled with the minimum number of pieces needed to qualify for the class and price claimed.

hazardous material (HAZMAT)—Any article or substance designated by the U.S. Department of Transportation (DOT) as being capable of posing an unreasonable risk to health, safety, and property during transportation.

highway contract route (HCR)—A route of travel served by a postal contractor to carry mail over highways between designated points. Some HCRs include mail delivery to addresses along the line of travel. Formerly called star route.

identical piece—An individual mailpiece that has the same mail classification and physical aspect, size, and weight as all other pieces in a mailing.

indicia—Imprinted designation on mail that denotes postage payment (e.g., metered postage or permit imprint).

information-based indicia (IBI)—Digital indicia that include human-readable information and a USPS-approved two-dimensional barcode with a digital signature and other required fields.

insert—A letter, card, or similar item placed inside another mailpiece (host piece).

insured mail—A service that provides indemnity coverage for a lost, rifled, or damaged article, subject to the standards for the service and payment of the applicable fee. Insurance is available for merchandise sent as provided in DMM 503.

International Mail Manual (IMM)—The USPS manual that contains prices and classification standards for mailing between the United States and all other countries. The IMM Index of Countries contains complete price information for each country.

International Standard Book Number (ISBN)—A publication number issued by the Library of Congress that identifies a specific book or other nonperiodical.

International Standard Serial Number (ISSN)—A publication number issued by the Library of Congress that identifies a specific book or other periodical.

keyline—Optional mailer information printed in or above the address or in the lower left corner of the envelope. The information in a keyline identifies the mailpiece and its presort level. Under some postage payment systems, the keyline is a required line that contains specific information about the mailpiece.

known office of publication—The business office of a Periodicals publication that is in the city where the original entry for Periodicals mailing privileges is authorized.

less-than-full tray—A tray that contains mail for a single destination that was not preceded by a full tray for that destination. Less-than-full trays may be prepared only if permitted by the standards for the price claimed.

letter—According to the Private Express Statutes, a message directed to a specific person or an address and recorded in or on a tangible object. Also a shortened way to refer to letter-size mail.

letter-size mail—A mail processing category of mailpieces, including cards, that do not exceed any of the dimensions for letter-size mail (i.e., 11-1/2 inches long, 6-1/8 inches high, 1/4 inch thick).

Library Mail—A subclass of Package Services for items sent to or from or exchanged between academic institutions, public libraries, museums, and other authorized organizations. Books, sound recordings, academic theses, and certain other items may be mailed at the Library Mail price if properly marked.

line-of-travel (LOT) sequence—A sequence required for some carrier route prices in which mailpieces are arranged by ZIP+4 codes in the order in which the route is served by the carrier. The mailpieces are sequenced in delivery order.

LTR (or LTRS)—An abbreviation used on mail tray labels that identifies the contents as letter-size pieces.

MACH—An abbreviation used on mail container labels that identifies the contents as machinable letters or parcels (mail that can be processed on mechanized mail sorting equipment).

machinable—The ability of a mailpiece to be sorted by mail processing equipment. Compare with *nonmachinable.*

machinable parcel—A parcel that is of the correct size and weight to be safely sorted by mail processing machinery such as a parcel sorting machine.

mail—Any mailable matter that is accepted for mail processing and delivery by the USPS. Also, the sum total of the mail at any time that is in USPS custody. To deposit a mailable item in a collection box or present the item (or a mailing for large quantities of mailpieces) at a Post Office or business mail entry unit.

mail class—The classification of domestic mail according to content (e.g., personal correspondence versus printed advertising). It is codified in the Mail Classification Schedule.

mailing—A group of mailpieces within the same mail class and mail processing category that may be sorted together under the appropriate standards. Also, the action of depositing or presenting mail at a Post Office.

mailing agent—A private third party that mails on behalf of someone else.

Mailing Standards of the United States Postal Service, Domestic Mail Manual (DMM)—The USPS manual that contains the standards governing domestic mail services, descriptions of the mail classes and services and conditions governing their uses, standards for price eligibility and mail preparation, and all postage prices and fees. Domestic mail is classified by size, weight, shape, content, service, and other factors.

managed mail (MM) tray—A stackable cardboard or plastic container with an enclosing cardboard sleeve and plastic strap that is used to transport letter mail to or between Post Offices.

Manifest Mailing System (MMS)—A postage payment system that enables the USPS to accept and verify permit imprint mailings that contain nonidentical-weight and/or nonidentical-price pieces. These pieces are prepared by the mailer according to certain standards and require specialized documentation.

marking—Words or abbreviations printed on a mailpiece that show the class of mail, presort level, or ancillary service endorsement. See also *endorsement.*

Media Mail—A subclass of Package Services that consists of books, sheet music, printed educational material, film, videocassettes, and computer prerecorded media such as CD-ROMs. Advertising restrictions apply.

merchandise return service—A service whereby an authorized company provides a customer with a special mailing label to return a shipment without prepaying postage. The company pays the return postage.

Merlin—MERLIN is an acronym for Mail Evaluation Readability Lookup Instrument, is a tool that is used by the U.S. Postal Service to assist with the acceptance of business mail.

meter reply mail (MRM)—A preprinted return envelope, card, or label provided by a meter license holder as a courtesy to customers on which the postage is prepaid with a meter stamp. These pieces must have a specific address and format. Compare to *Business Reply Mail* and *Courtesy Reply Mail.*

meter stamp—Postage printed on a mailpiece or label by a postage meter or PC Postage System. Meter stamps may be used to pay postage for all mail classes except Periodicals.

metered mail—Any piece of mail with postage printed by a USPS-approved postage meter or PC Postage System.

military ordinary mail (MOM)—A category for Department of Defense official mail sent at Periodicals or Standard Mail prices that requires faster service than sealift transportation to, from, and between military Post Offices. This mail is moved by surface transportation to a gateway facility and from there by air at a specific transportation price and service standard. Compare with *parcel airlift (PAL).*

Military Post Office (MPO)—A branch of a U.S. civil Post Office operated by the Army, Navy, Air Force, or Marine Corps to serve military personnel overseas or aboard ships. Also see *Army Post Office (APO)* and *Fleet Post Office (FPO).*

minimum size standard—The smallest dimensions permitted for all mailable matter or for a specific mail processing category or specific price.

mixed class—A mailing containing more than one class of mail. With certain exceptions, the postage on the entire piece or bundle is charged at the price of the higher class.

MXD—An abbreviation used on mail container labels that identifies the contents as mixed mail for different destinations. Usually indicates the last presort level in a sequence.

National Change of Address Linkage System (NCOA^{Link})—An address correction service that the USPS provides to mailers through USPS licensees. The licensees match mailing lists submitted to them on tape or disk against change-of-address information for the entire country from all Computerized Forwarding System units. If a match is made, NCOA^{Link} can correct the address before it is printed on a mailpiece. Additional information and a list of Vendors and Licensees that have been certified through CASS and MASS address matching software is available online.

network distribution center (NDC)—A highly mechanized mail processing plant that distributes Standard Mail and Package Services in piece and bulk form. Also see *auxiliary service facility (ASF).*

network distribution center (NDC) Presort price—A price available for Parcel Select that is properly prepared and entered by the mailer at a NDC or other designated postal facility.

nonmachinable—The inability of a mailpiece to be sorted on mail processing equipment because of size, shape, content, or address legibility. Such mail must be processed manually.

nonmailable articles and substances—Anything that, by statute, "may kill or injure another, or injure the mails or other property." There are some exceptions to this rule that allow otherwise unmailable items to be mailed.

Nonprofit price—A preferred price for a Periodicals publisher authorized to mail as a nonprofit organization.

Nonprofit Standard Mail—A subclass of Standard Mail that is available only to qualified organizations specified by U.S. statute.

Nonprofit Standard Mail Eligibility— Publication 417, discusses eligibility, authorization, and the rules for mailing at the Nonprofit Standard Mail prices. Many customers find it helpful to reference this publication to gain authorization and determine the eligibility of their mailpiece. Also see the Standard Mail Eligibility Decision Tree.

official mail—Mail authorized by federal law to be sent by government officials without postage prepayment. It includes franked mail sent by members of Congress and penalty mail sent by U.S. government agencies.

optical character reader (OCR)—An automated mail sorting machine that interprets the address information on a letter-size mailpiece and sprays the corresponding ZIP Code information onto the piece as a barcode.

optional endorsement line (OEL)—A series of specific printed characters on the top line of the address block that identifies the sortation level of a bundle and may contain an ACS participant code. The OEL is used in place of bundle labels.

origin network distribution center (ONDC) Presort—A price available for Parcel Select that is properly prepared and entered by the mailer at the origin NDC or other designated postal facility.

outsert—Mailing industry term for an external attachment.

overflow tray—A less-than-full tray that contains pieces remaining after preparation of full trays for the same destination. Overflow trays may be prepared only if allowed by the standards for the price claimed.

oversized price—USPS Retail Ground and Parcel Select price for pieces exceeding 108 inches but not more than 130 inches in combined length and girth.

Package Services—A class of mail that comprises three subclasses: Bound Printed Matter, Library Mail, and Media Mail. There is no minimum weight limit for Package Services.

pallet—A reusable platform on which mail is stacked to be moved as a single unit. Pallets are made of rigid material designed for four-way forklift entry and capable of handling loads of up to 65 cubic feet and 2,200 pounds. A USPS pallet measures 48 by 40 inches. Also see *copalletize* and *top cap.*

parcel—Mail that does not meet the mail processing category of letter-size mail or flat-size mail. It is usually enclosed in a mailing container such as a box.

parcel airlift (PAL)—A service that provides air transportation for parcels on a space-available basis to or from military Post Offices outside the 48 contiguous states.

PC Postage System—A postage system used to purchase and print postage with a personal computer, a printer, and Internet access.

penalty mail—Official mail sent without postage prepayment by officers of the executive and judicial branches of the U.S. Government, by departments and agencies of the U.S. Government, and by specifically authorized individuals. Agencies then reimburse the USPS for the penalty mail service they receive. The term comes from the endorsement "Penalty for Private Use" printed on the mail. Compare to *franked mail.*

Periodicals—A class of mail consisting of magazines, newspapers, or other publications formed of printed sheets that are issued at least four times a year at regular, specified intervals (frequency) from a known office of publication. Periodicals usually must have a legitimate list of subscribers and requesters.

permit—Any authorization required for specific types of preparation or postage payment. Specifically, an authorization to mail without postage affixed by using indicia or an imprint. Payment is made against an advance deposit account that is established with the USPS for postage and services. Permits also are required to participate in certain programs such as Business Reply Mail.

permit imprint—Printed indicia, instead of an adhesive postage stamp or meter stamp, that shows postage prepayment by an authorized mailer.

piece—An individually addressed mailpiece. This definition also applies when the term "piece" is used in eligibility standards. Quantities indicated for optional or required sortations always refer to pieces unless specifically excepted.

piece price—For some mail classes, the postage charged for each mailpiece in addition to the pound price charge.

plant-verified drop shipment (PVDS)—A procedure that enables origin verification and postage payment for shipments transported by the mailer from the mailer's plant to destination Post Offices for USPS acceptance as mail. PVDS is typically used for mailings for which a destination entry discount is claimed.

postage—Payment for delivery service that is affixed or imprinted to a mailpiece, usually in the form of a postage stamp, permit imprint, or meter stamp.

postage statement—Documentation provided by a mailer to the USPS that reports the volume of mail being presented and the postage payable or affixed, and certifies that the mail meets the applicable eligibility standards for the price claimed.

Postal Numeric Encoding Technique (POSTNET)—The barcode system used on letter-size and flat-size mailpieces for encoding the delivery point information and ZIP+4 code information. Also see *delivery point barcode (DPBC).*

postcard—A privately printed mailing card. Compare to *stamped card.*

precancel—To cancel postage stamps or stamped envelopes before mailing. If authorized, bulk mailers may precancel their own postage.

precanceled stamp—A postage stamp canceled by marking across the face before it is sold to mailers for use with discount mailings. Also, a stamp designated by the USPS as a precanceled stamp without cancellation marks. The USPS sells precanceled stamps for Presorted First-Class Mail and regular and nonprofit Standard Mail. Mailpieces with these stamps do not go through a canceling machine at the time of mail processing. Also see *precancel.*

presort—The process by which a mailer groups mail by ZIP Code so that it is sorted to the finest extent required by the standards for the price claimed. Generally, presort is performed sequentially, from the lowest (finest) level to the highest level, to those destinations specified by standard and is completed at each level before the next level is prepared. Not all presort levels are applicable to all mailings.

Presort Accuracy Validation and Evaluation (PAVE)—A program that evaluates presort software and determine its accuracy in sorting address files under DMM standards. An overview of the program and a list of PAVE certified vendors are available on *ribbs.usps.gov.*

Presorted Standard—The postage price for Standard Mail pieces that are part of a mailing and that meet minimum volume and preparation requirements.

Price List **(**Notice 123**)**—The *Price List* is a publication that contains domestic and international prices and fees in a concise and accessible manner.

pricing and classification service center (PCSC)—A USPS field office that provides guidance to employees and customers on mail classification, postage prices, and mail preparation.

printed matter—Paper on which words, letters, characters, figures, or images (or any combination of them) not having the character of a bill or statement of account, or of actual and personal correspondence, have been reproduced by any process other than handwriting or typewriting.

Priority Mail—First-Class Mail that weighs more than 13 ounces and, at the mailer's option, any other mail matter weighing less than 13 ounces mailed at Priority Mail prices. Priority Mail provides expedited delivery. Any mailable matter may be sent as Priority Mail.

Priority Mail Express—A mail class that provides expedited delivery service. This is the fastest mail service offered by the USPS. Priority Mail Express International Service is available between the United States and most other countries.

Priority Mail Express Military Service (PMEMS)—A Priority Mail Express service available between the United States and designated APO and FPO addresses that provides Department of Defense and other authorized personnel stationed overseas with expedited delivery service to or from the United States.

processing and distribution center/facility (P&DC/F)—A central mail facility that processes and dispatches part or all of both incoming mail and outgoing mail for a designated service area. It also provides instructions on the preparation of collection mail, dispatch schedules, and sorting plan requirements to mailers. The facility is usually a sectional center facility or a general mail facility, but it can also be a dedicated mail processing facility without a Post Office station or branch.

prohibited matter—Any material that is illegal to mail because it can kill or injure an individual or damage other mail. This includes certain poisons and controlled substances and certain flammable or hazardous matter.

qualified business reply mail (QBRM)—Business Reply Mail that is processed and rated by automated means, including the automated calculation of postage and fees. QBRM pieces must meet certain design specifications and may be eligible for the lowest per piece fee available for BRM and for reduced automation First-Class Mail postage.

Quick Service Guide—Publication 95, *Quick Service Guide*, a concise overview of mail preparation and deposit for specific mail classes.

raffle tickets—For an overview of the eligibility of lottery advertisements by authorized nonprofit organizations, see Customer Support Ruling 307.

Registered Mail—Provides the most secure service offered by the USPS. The sender receives a receipt at the time of mailing, and a delivery record is maintained by the USPS. This service also provides optional indemnity in case of loss or damage. Compare with Certified Mail and insured mail.

restricted delivery—A supplemental mail service that generally limits who may receive an item. This service is available for a fee when used with Certified Mail, collect on delivery, insured mail, and Registered Mail.

restricted matter—Any item on which certain mailing restrictions have been imposed for legal reasons other than risk of harm to persons or property involved in moving the mail and that require specific endorsements and markings. Examples include odd-shaped items in envelopes, motor vehicle master keys, and locksmithing devices as well as odor-producing materials, certain liquids and powders, and battery-powered devices. Compare to *hazardous material.*

rural route (RR)—A delivery route served by a rural carrier.

scheme—Systematic plan for the distribution of mail to its destination.

scheme sort—The distribution of mail to its destination according to a systematic plan determined by the mail processing functional area. Typically, a scheme sort allows mailers to combine pieces addressed to two or more 5-digit or 3-digit ZIP Code areas.

Science-of-Agriculture price—A Periodicals price that is available to an authorized mailer of agriculture publications.

sectional center facility (SCF)—A postal facility that serves as the processing and distribution center (P&DC) for Post Offices in a designated geographic area as defined by the first three digits of the ZIP Codes of those offices. Some SCFs serve more than one 3-digit ZIP Code range.

shipper paid forwarding (SPF)—An address change service (ACS) fulfillment vehicle. It allows mailers of Standard Mail machinable parcels and most Package Services pieces to pay forwarding charges via approved ACS participant code(s).

shortpaid mail—Mail on which additional postage is collectable on final delivery.

Signature Confirmation—A service that provides information to the mailer about the date and time of delivery, including the recipient's signature or the date and time of the delivery attempt. This service may be obtained in two forms: (1) an electronic option for mailers who apply identifying barcodes to each piece, provide an electronic file, and retrieve delivery status information electronically; and (2) a retail option for mailers who retrieve delivery status through the Internet at *www.usps.com* or by calling 800-222-1811.

single-piece—A postage price available for individual pieces of mail under certain products. It is not available for Periodicals except under the price category of basic. This type of price contrasts with prices available for commercial mail.

skew—The misalignment or slant of a character, bar, line of characters, or barcode with respect to the bottom or top edge of the mailpiece.

sleeve—A paperboard jacket that fits over the four sides (top, bottom, and two parallel sides) of a letter tray in order to keep the mail inside the tray from falling out.

stamped card—A postcard sold by the USPS (as distinguished from a privately printed postcard) with a printed or impressed postage stamp. Compare to *postcard.*

Standard Mail—A class of mail that weighs less than 16 ounces. It comprises the subclasses of Regular Standard Mail, Nonprofit Standard Mail, Carrier Route Standard Mail, and Nonprofit Carrier Route Standard Mail. These subclasses include circulars, printed matter, pamphlets, catalogs, newsletters, direct mail, and merchandise. Standard Mail may be sent at Carrier Route, automation, nonautomation, and Not Flat-Machinable prices.

Service Type ID—The STID defines the mailpiece as full-service or basic (Nonautomation) and is also used to determine the disposition of undeliverable-as-addressed (UAA) mail and the form of address correction that a mailer desires if any.

subclass—A subdivision of a mail class, usually based on the consideration of a physical characteristic rather than content.

tap test—When a insert showing through the window is moved to any of its limits inside the envelope, the entire barcode must remain within the barcode clear zone, and a clear space must be maintained that is at least 1/8 inch between the barcode and the left and right edges of the window, at least 1/25 inch between the barcode and the top edge of the window, and at least 3/16 inch between the barcode and the bottom edge of the mailpiece.

top cap—Material that forms a flat, level surface horizontal to the base of a pallet that is used to protect the integrity of the mail under the top cap while also supporting a loaded pallet above. A top cap must be secured to a pallet of mail with either stretchwrap or at least two crossed straps or bands.

tray—A container used in postal facilities to hold letters and First-Class Mail flats. It is used as a basic unit of mail quantity for purposes of preparing mail to qualify for discounted postage. Also see *full flat tray*, *full letter tray*, *less-than-full tray,* and *overflow tray.*

undeliverable-as-addressed (UAA)—Mail that the USPS cannot deliver as addressed and must forward to the addressee, return to the sender, or send to a mail recovery center.

unique ZIP Code—A ZIP Code assigned to a company, government agency, or entity with sufficient mail volume, based on average daily volume of letter-size mail received, availability of ZIP Code numbers in the postal area, and USPS cost-benefit analyses.

USPS Retail Ground—A separate product offered only at retail with prices based generally on weight and zone.

United States Code (USC)—The official restatement of the general and permanent laws of the United States; 39 USC contains laws relating to the USPS.

USPS Tracking—A service that provides the date and time of delivery or, if delivery was attempted but not successful, the date and time of the delivery attempt. This service may be obtained in two forms: (1) an electronic option for mailers who apply identifying barcodes to each piece, provide an electronic file, and retrieve delivery status information electronically; and (2) a retail option for mailers who retrieve delivery status through the USPS Internet at *www.usps.com* or by calling 800-222-1811.

verification—The procedural checks of a mailing presented by a mailer to determine proper preparation and postage payment.

walk sequence—The order in which a carrier delivers mail for a route. This order is required for most carrier route presort mail.

WKG—An abbreviation for “working” used on mail container labels that identifies the contents as mail that needs to be worked (sorted and distributed).

ZIP code—A system of 5-digit codes that identifies the individual Post Office or metropolitan area delivery station associated with an address. ZIP+4 is an enhanced code consisting of the 5-digit ZIP Code and four additional digits that identify a specific range of delivery addresses.

ZIP+4 code—A nine-digit numeric code composed of two parts: (a) the initial code: the first five digits that identify the sectional center facility and delivery area associated with the address, followed by a hyphen; and (b) the four-digit expanded code: the first two additional digits designate the sector (a geographic area) and the last two digits designate the segment (a building, floor, etc.).

ZIP+4 barcode—A nine-digit POSTNET barcode consisting of 52 vertical bars. Also see *Postal Numeric Encoding Technique (POSTNET).*

zone chart—The USPS Official National Zone Chart Data Program is administered from the National Customer Support Center (NCSC) in Memphis, TN. Single-page zone charts for originating mail are available at no cost from local Post Offices or online at *pe.usps.com*.

zoned price—A price structure for certain products that is based on weight and distance traveled (or number of zones crossed).

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