Quick Service Guides

Effective April 1, 2024

Quick Service Guides (QSGs) are intended to provide an overview of mailing standards on the applicable subject matter. For complete information, please see the Domestic Mail Manual (DMM).

100 Retail Letters, Cards, Flats, and Parcels **500 Additional Services** 110 **Priority Mail Express** 503 Extra Services 120 **Priority Mail** 505 **Business Reply Mail** EDDM - Retail 140 505a Courtesy Reply Mail 150 **USPS** Retail Ground 505b Meter Reply Mail 507 **Ancillary Service Endorsements** 200 Commercial Letters, Cards, Flats, and **Parcels** 600 Basic Standards for All Mailing Services Addressing 201 Physical Standards for Commercial Letters 602 and Postcards 602a Move Update 201a Designing Letters and Postcards for 604a Nondenominated Postage 604b Precanceled Stamps **Automated Processing** 604c Postage Meters and PC Postage Systems 201b Using Tabs, Wafer Seals, and Glue Strips 201c Physical Standards for Commercial Flats 604d Permit Imprints 201d Designing Flats for Automated Processing 608 **Private Express Statutes** 201e Physical Standards for Commercial Parcels 700 Special Standards 201f **Designing Parcels for Automated Processing** 203 705a Pallets **Optional Information Lines** 705b USPS Marketing Mail Bundles of Flats on 207a Periodicals Nonprofit, Classroom, and **Pallets** Science-of-Agriculture 207b Periodicals In-County Prices / Preferred Reference Prices 207c Periodicals Nonbarcoded Letters 800 Glossary of Postal Terms and Abbreviations 207d Periodicals Nonbarcoded Flats in the DMM 207e Periodicals Barcoded (Automation) Letters 207f Periodicals Barcoded (Automation) Flats 210 **Priority Mail Express** 220 **Priority Mail** 230a First-Class Mail Nonmachinable Letters 230b First-Class Mail Machinable Letters and Postcards 230c First-Class Mail Automation Letters and Postcards 230d First-Class Mail Nonautomation Flats 230e First-Class Mail Automation Flats 240a USPS Marketing Mail Nonmachinable Letters 240b USPS Marketing Mail Machinable Letters 240c USPS Marketing Mail Automation Letters 240d USPS Marketing Mail Carrier Route Letters 240e USPS Marketing Mail Nonautomation Flats **USPS Marketing Mail Automation Flats** 240f 240g USPS Marketing Mail Carrier Route Flats 240h USPS Marketing Mail Machinable Parcels 240i USPS Marketing Mail Irregular Parcels 240i **Enhanced Carrier Route Marketing Parcels** 240k USPS Marketing Mail Marketing Parcels 250 Parcel Select 260a Bound Printed Matter Flats 260b Bound Printed Matter Irregular and Machinable Parcels 270a Media Mail and Library Mail Presorted Flats 270b Media Mail and Library Mail Machinable Parcels. 280

First-Class Package Service — Commercial