

#### Physical Standards (101.4.0)

Maximum weight: 70 pounds.

Maximum length and girth: 108 inches.

Weight and size limitations vary for international and military service (see the [International Mail Manual](#) or your local postmaster for more information).

#### Prices and Fees (113.1.0)

For a complete list of Express Mail prices, see [Notice 123–Price List](#).

Except for the Express Mail flat-rate envelope, Express Mail prices are based on weight and zone. Items are charged the half-pound price for weights up to one-half pound. Items over a half pound are rounded up to the next whole pound.

Matter mailed in the USPS- provided Express Mail flat-rate envelope, regardless of weight or destination, is charged:

- \$17.50 for retail customers
- \$16.63 for commercial base customers
- \$14.96 for commercial plus customers

For Sunday/holiday delivery, add \$12.50.

**Commercial Base Prices:** Express Mail commercial base prices are 5 percent below retail prices and are available to customers who use: Express Mail Corporate Accounts (EMCA), including Federal Agency Accounts, Click-N-Ship, or information based indicia (IBI) postage meters in conjunction with an Express Mail label, or are registered end-users of USPS-approved PC Postage products using a qualifying shipping label (413.1.0).

**Commercial Plus Prices:** Express Mail commercial plus prices are 14.5 percent below 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, and who use: an Express Mail Corporate Account (EMCA), including Federal Agency Accounts; or is a registered end-user of USPS-approved PC Postage products when using a qualifying shipping label.

**Pickup on Demand service (507.6.0):** \$15.30 per stop (regardless of the number of pieces); service and information available by calling 1-800-222-1811 or at [www.usps.com](http://www.usps.com). Only one fee for Express Mail, Priority Mail, or Parcel Post picked up at same time.

**Carrier Pickup:** free; submit your request online at [www.usps.com](http://www.usps.com) and have your Express Mail, Priority Mail, or international packages, with postage affixed, ready when your carrier arrives for your regular mail delivery.

#### Content Standards (113.3.0)

First-Class Mail, Priority Mail, or Express Mail is required for personal correspondence, handwritten or typewritten material, and bills or statements of account. Express Mail also may be used for any nonrestricted (601.8.0) mailable item.

#### Service Features (113.4.0)

Express Mail is a money-back guaranteed overnight to 2-day service that includes tracking, proof of delivery, and insurance up to \$100. Express Mail Sunday/holiday delivery is available to many destinations for an additional \$12.50. Mailers may use the Price Calculator at [www.usps.com](http://www.usps.com), call 1-800-222-1811, or visit [www.usps.com](http://www.usps.com) for delivery information between specific ZIP Codes. Express Mail envelopes and boxes are available from local post offices or online at [www.usps.com](http://www.usps.com) at no additional cost. Customized preprinted labels also are available by contacting your local Post Office. Matter mailed in USPS-provided Express Mail packaging is subject to Express Mail prices regardless of how the packaging is reconfigured or how markings may be obliterated. Express Mail International Service is available between the United States and most foreign countries. Express Mail tracking is available on the USPS Web site at [www.usps.com](http://www.usps.com).

Service Features:

- Express Mail Next Day Delivery (113.4.2) provides guaranteed overnight service to designated destination 3-digit ZIP Code delivery areas, facilities, or locations (Post Office to Addressee Service). Items are delivered to an addressee within the designated delivery area of the destination facility by noon or 3 p.m. on the next day. If delivery is not made, the addressee is notified, a second notice is left on the third day, and a second delivery is attempted upon customer request. For additional options, see Hold For Pickup and Custom Designed.
- Hold For Pickup (113.4.2.4) items presented for Express Mail Next Day Delivery are available for claim by the addressee at the destination facility by 10 a.m., 12 p.m., or 3 p.m. of the next day the destination office is open for retail business.
- Express Mail Military Service (113.4.4) is available between the United States and designated APO/FPOs. Shipments are delivered in 2 to 3 days to more than 300 locations in Europe, Asia, and Panama.
- Custom Designed is available between locations in the United States on a scheduled basis under a service agreement (413.4.4).

#### Postage Payment and Documentation (114)

Express Mail postage may be paid by stamps, postage meter, PC Postage, or Express Mail Corporate Account.

#### Mail Preparation (115)

For each Express Mail item, the mailer must complete a mailing label—either Label 11-A or Label 11-E for Hold For Pickup Service, or Label 11-B or Label 11-F for Post Office to Addressee Service.

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

Quick Service  
Guide**Enter and Deposit  
(116)**

Express Mail Next Day and Second Day items may be mailed at Post Offices, stations, and branches; dropped into Express Mail 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.

Open and Distribute shipments: applicable standards (705.16.0).

**Extra Services  
(503.1.0)**

Return receipt service is available (503.6.0). Insurance against loss, damage, or rifling is included at no extra cost up to \$100 (503.1.0). 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). For an overview of extra services, see [Quick Service Guide 503](#).

Waiver of signature: mailers may instruct the USPS to deliver Express Mail packages without obtaining the addressee's signature by signing the waiver on the Express Mail label. A waiver of signature cannot be used for Express Mail Custom Designed Service, Express Mail COD, or Express Mail with additional insurance.