

Related QSG [703, Standard Mail Nonprofit Eligibility](#)

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](#).

Pieces over 3.3 ounces are prepared as nonmachinable letters and mailed at Standard Mail nonautomation flats prices unless barcoded and mailed as automation flats under [301.3.0](#).

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 BMC/ASF or SCF ([246.2.0](#)).

Annual \$185.00 presort mailing fee ([243.1.5](#)).

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 ([243.3.8.1](#)) 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 of \$0.015. See [705.21.0](#).

Addresses on all pieces must be updated within 95 days before mailing through a USPS-approved address update method (e.g., ACS, NCOA^{Link}, *FASTforward*, 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](#)).

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 ([245.3.4](#)). See [245.3.5](#) 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)

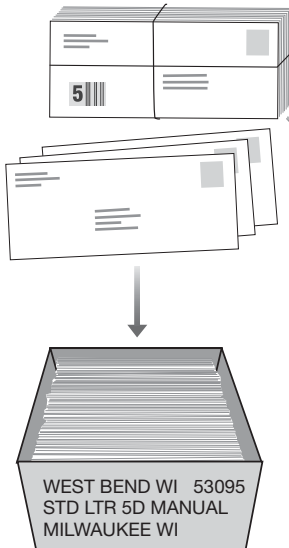
Mailing entered at an acceptance point designated by USPS.

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).



Trays: Required, 150-piece minimum for pieces to same 5-digit ZIP Code; bundling not required; no overflow trays permitted.

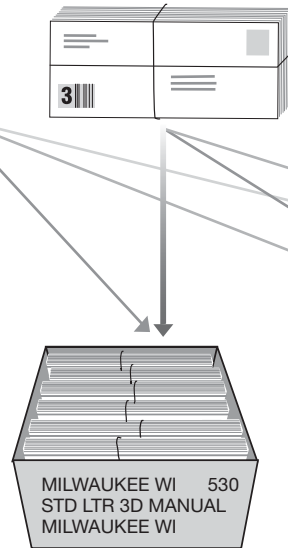
Labels: For Line 1, use city, state, and 5-digit ZIP Code on mail. For Line 2, use "STD LTR 5D MANUAL."

Price: Nonmachinable 5-Digit

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.



Trays: Required, 150-piece minimum for bundles to the same 3-digit ZIP Code; no overflow trays permitted.²

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

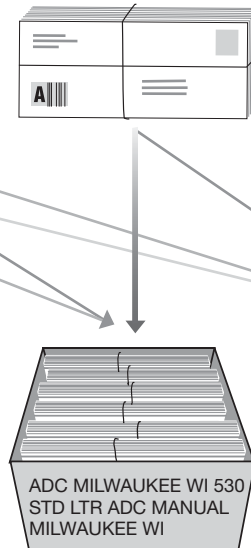
Optional: Tray may be prepared for any remaining bundles for each origin 3-digit ZIP Code prefix.

Price: Nonmachinable 3-Digit or Nonmachinable ADC³

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.



Trays: Required, 150-piece minimum for bundles to same ADC (see L004); no overflow trays permitted.²

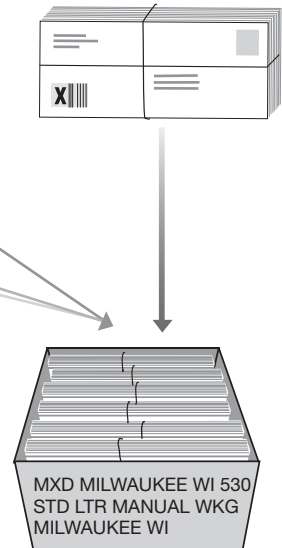
Labels: For Line 1, use L004, Column B, for destination facility. For Line 2, use "STD LTR ADC MANUAL."

Price: Nonmachinable ADC

Mixed ADC (Required)

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

Labels: Tan Label X or OEL.



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

Prices based on tray in which bundle is placed.

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 (245.2.5).
3. Nonmachinable ADC price for pieces placed in 3-digit origin/entry tray.