

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

**Physical
Standards
(301)**

Maximum weight: less than 16 ounces.

For an overview of the physical standards for commercial flats, see [Quick Service Guide 301](#).

**Prices and Fees
(343.1.0)**

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 BMC/ASF or SCF ([346.2.0](#)).

Annual \$185.00 presort mailing fee.

**Content
(343.2.0)**

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
(343.3.0)**

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 ([301](#)). 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 ([233.3.6.2](#)) 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 or Not Flat-Machinable pieces and pay parcel or Not Flat-Machinable prices ([343.3.2.1](#)).

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}, 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
(344)**

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
(345)**

Marking on each piece in the postage area ([302.3.0](#)):

■ **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
(346)**

Mailing entered at an acceptance point designated by USPS.

Bundling and Sacking Sequence (345.5.0)

5-Digit/Scheme¹

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/Scheme¹

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

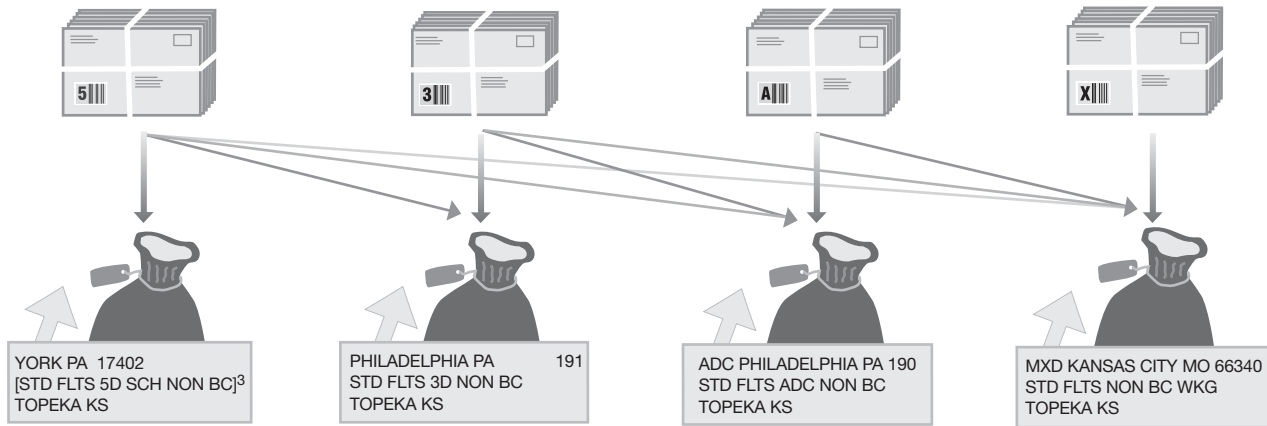
Bundles: Required with 10 or more pieces to same ADC (see L004); fewer than 10 pieces in a bundle not permitted.²

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/Scheme³

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 ADC⁵

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 301.3.0 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 (345.2.10).
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 345.5.5b.
5. ADC price for any 3-digit sack for origin SCF not meeting 125-piece or 15-pound minimum.