

Physical Standards (401) Maximum weight: 13 ounces.

For an overview of the physical standards for commercial parcels, see [Quick Service Guide 401](#).

Prices and Fees (433.1.0)

For a complete list of commercial First-Class Mail prices, see [Notice 123—Price List](#).

Annual \$185.00 presort mailing fee.

Content (433.2.0)

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 (433.3.0)

Mailings of 500 or more addressed pieces, sorted and marked as described below. All pieces must meet the physical standards for parcels (401).

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}, *FASTforward*, or the appropriate ancillary service endorsement except Forwarding Service Requested, under [507.1.5](#)). For an overview of the Move Update standard, see [Quick Service Guide 230a](#).

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

Unless prepared in 5-digit/scheme sacks or paid at single piece prices, presorted parcels are subject to a \$0.05 surcharge if they:

- Weigh less than 2 ounces.
- Do not bear a correct GS1-128 postal routing code ([708.5.0](#)) or POSTNET barcode ([708.4.0](#)). For barcode placement, see [402.4.0](#).
- Are irregularly shaped such as rolls, tubes, and triangles.

Postage Payment and Documentation (434)

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-R](#).
- 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).

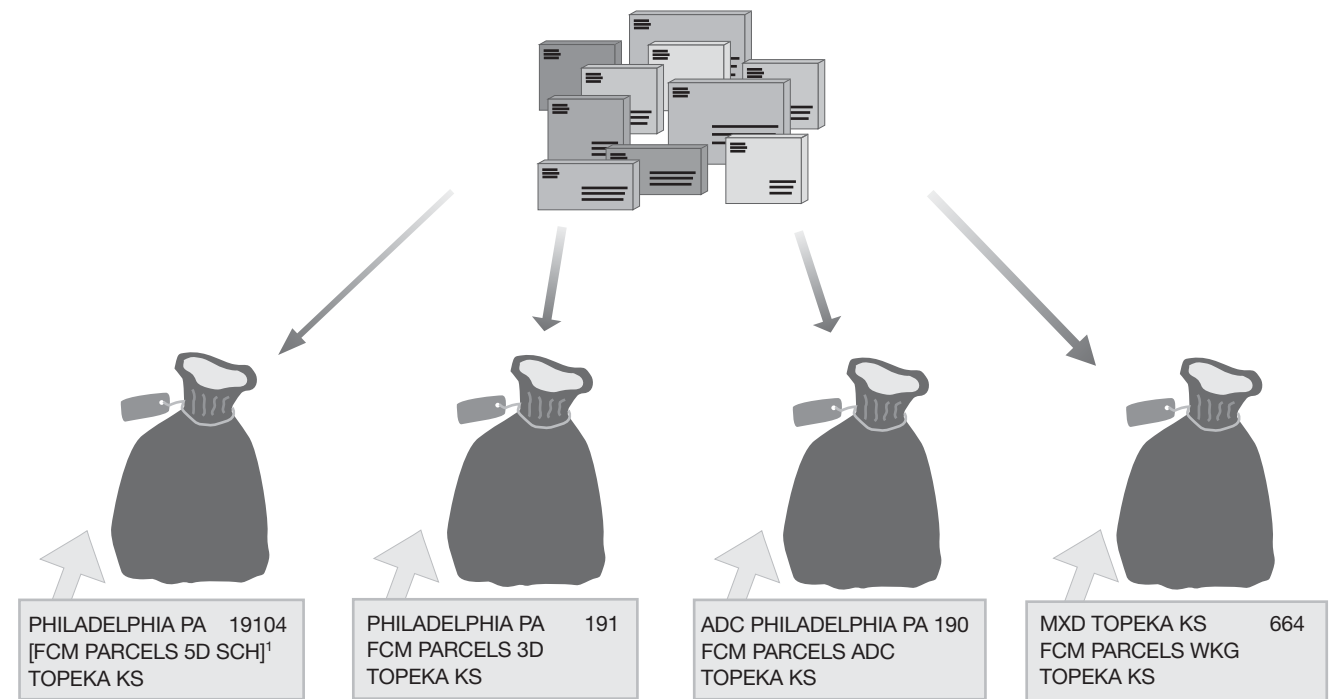
Mail Preparation (435)

Marking on each piece in the postage area: “Presorted (or PRSRT) First-Class.” For optional locations, see [402.2.1](#).

Enter and Deposit (436)

Mailing entered at an acceptance point designated by USPS.

Sacking Sequence (435.4.0)

**5-Digit/Scheme²**

Sacks: Optional, but required for price. 10 or more pounds of pieces to same 5-digit/scheme; less than 10 pounds in a sack 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 "FCM PARCELS 5D SCH." For 5-digit sacks, use "FCM PARCELS 5D."

Price: 5-Digit

3-Digit

Sacks: Optional, but required for price. 10 or more pounds of pieces to same 3-digit ZIP Code prefix; less than 10 pounds in a sack not permitted.

(Exception: After all full sacks are prepared, one less-than-full sack must be prepared for any remaining pieces for each 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 ADC³

ADC

Sacks: Required if 10 or more pounds of pieces to same ADC (see [L004](#)); less than 10 pounds in a sack not permitted.

Labels: For Line 1, use [L004](#), Column B for destination facility.

Price: ADC

Mixed ADC

Sacks: Required for any remaining pieces. Pieces must be placed in mixed ADC sacks; only one less-than-full sack 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: Single-Piece

1. For 5-digit scheme sacks, use "FCM PARCELS 5D SCH." For 5-digit sacks, use "FCM PARCELS 5D."
2. All possible 5-digit scheme sacks must be prepared, then all possible 5-digit sacks.
3. Origin 3-digit sacks with less than 10 pounds will pay the ADC price.