

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

**Physical  
Standards  
(401)**

Maximum weight: less than 16 ounces.

For an overview of the physical standards for Not Flat-Machinables (NFM), see [Quick Service Guide 401](#).

**Prices and Fees  
(443.1.0)**

For a complete listing of commercial Standard Mail prices, see [Notice 123–Price List](#).

Unless prepared in 5-digit/scheme containers, Not Flat-Machinable pieces are subject to a \$0.07 surcharge if:

- Pieces weighing 6 ounces or more do not bear a GS1-128 barcode.
- Pieces weighing less than 6 ounces do not bear a GS1-128 or POSTNET barcode.

Destination discounts apply to mail prepared as prescribed by USPS and addressed for delivery within service area of destination BMC/ASF, SCF (5-digit and SCF), or delivery unit (5-digit only) under [346.2.0](#).

Annual \$185.00 presort mailing fee.

**Content  
(443.2.0)**

Not Flat-Machinable pieces 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  
(443)**

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 NFMs in ([401](#)). 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 must be used at least once a year to ensure accuracy of 5-digit ZIP Codes.

Each piece must bear a correct readable barcode under [708.4.0](#) or [708.5.0](#) as applicable, except if prepared in 5-digit/scheme containers or on 5-digit pallets. Pieces under 6 ounces may have a POSTNET ([708.4.0](#)) or GS1-128 barcode ([708.5.0](#)), pieces 6 ounces or more must have a GS1-128 barcode. For barcode placement, see [402.4.0](#).

Addresses on all pieces must be updated within 95 days before mailing through a USPS-approved address update method (e.g., ACS, NCOA<sup>Link</sup>, 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  
(444)**

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](#) or approved facsimile.

**Nonprofit:** [PS Form 3602-N](#) 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  
(445)**

Mark each piece “Not Flat-Machinable” or “NFM” in the postage area ([402.2.0](#)) or in the optional endorsement line. Additional markings required:

■ **Regular:** “Presorted Standard” or “PRSRT STD,” “Standard” or “STD.”

■ **Nonprofit:** “Nonprofit Organization” or “NONPROFIT ORG.” or “NONPROFIT.”

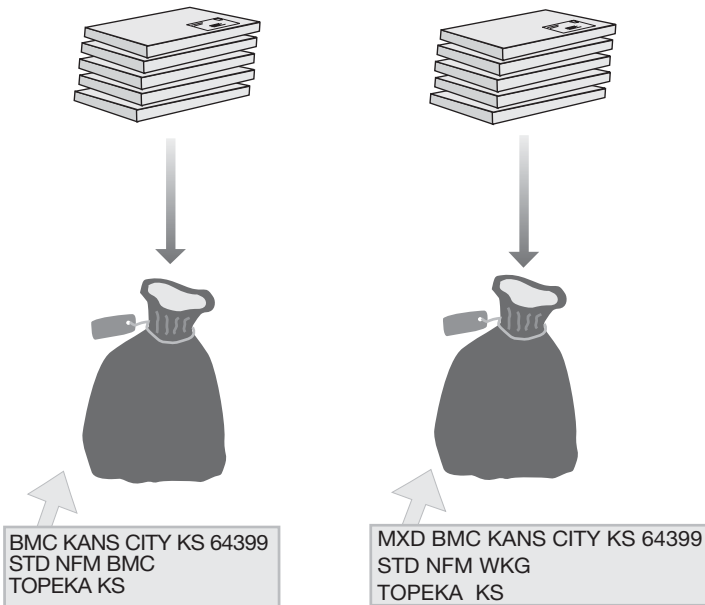
For pallet preparation, see [705.8.0](#).

Prepared in sacks (unless palletized). Palletization is preferred, see [Quick Service Guide 705d](#).

**Enter and  
Deposit  
(446)**

Mailing entered at an acceptance point designated by USPS.

### Sacking Sequence for Pieces Less Than 6 Ounces—when entered at Origin (445.6.3.2)



#### Origin BMC

**Sacks:** Required, no minimum.

**Labels:** For Line 1, use L601, Column B. For For Line 2, use “STD NFM BMC.”

**Price:** Mixed BMC.

#### Mixed BMC

**Sacks:** Required, no minimum for all remaining mail.

**Labels:** “MXD” followed by L601, Column B information for BMC serving 3-digit ZIP Code prefix of entry Post Office. For Line 2, use “STD NFM WKG.”

**Price:** Mixed BMC

Mailers may make 5-digit bundles of at least five pieces when placed on pallets or in pallet boxes under [705.8.0](#). No other NFM bundles permitted.

For DDU, DSCF, and DBMC price eligibility and preparation see DMM 440.

**Sacking Sequence for Pieces 6 Ounces or More—when entered at Origin (445.6.3.3)**



**Origin BMC**

**Sacks:** Required, no minimum.

**Labels:** For Line 1, use [L601](#), Column B. For Line 2, use "STD NFM MACH BMC."

**Price:** Not Flat-Machinable Mixed BMC.

**Mixed BMC**

**Sacks:** Required, no minimum for all remaining mail.

**Labels:** For Line 1, "MXD" followed by [L601](#), Column B information for BMC serving the 3-digit ZIP Code prefix of the entry post office. For Line 2, use "STD NFM MACH WKG."

**Price:** Not Flat-Machinable Mixed BMC.

Mailers may make 5-digit bundles of at least five pieces when placed on pallets or in pallet boxes under [705.8.0](#). No other NFM bundles permitted.

For DDU, DSCF, and DBMC price eligibility and preparation see DMM 440.

### Not Flat-Machinable Decision Tree

Standard Mail mailpieces that are too thick or too rigid to run on automated flat sorting machines do not qualify for automation prices. These pieces are now categorized as "Not Flat-Machinable." This new category has higher prices than flats but lower prices than other parcels. This decision tree will help you determine if your piece qualifies as an automation flat or a Not Flat-Machinable.

1. Does your mailpiece:

- Meet the minimum and maximum dimensions for an automation flat (see graphic on right), and
- Have a rectangular shape, and
- Meet the flexibility criteria in [301.1.3](#), and
- Meet the uniform thickness criteria in [301.1.4](#), and
- Meet the deflection (droop) criteria in [301.3.2.3](#) for flimsy pieces?

If yes, it meets the physical standards for an automation flat.

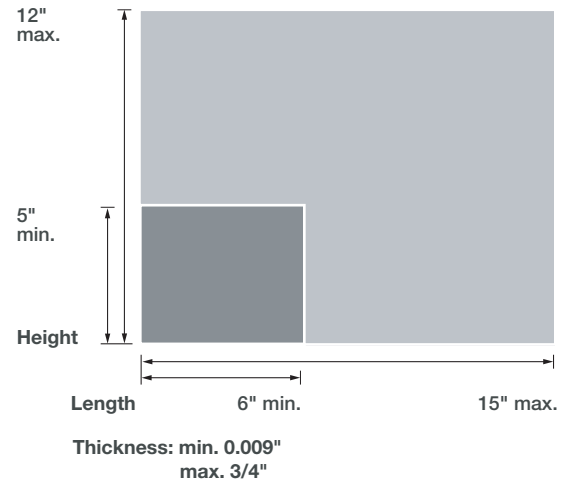
If no, go to number two.

2. Does your mailpiece:

- Exceed one or more of the maximum dimensions for a letter and not measure more than 12 inches high or 15 inches long, or more than 3/4 inch thick, and
- Meet criteria b, c, and d above?

If yes, it meets the physical standards for a nonautomation flat.

If no, go to number three.



3. Is your mailpiece **rigid** or not uniformly thick with the following dimensions?

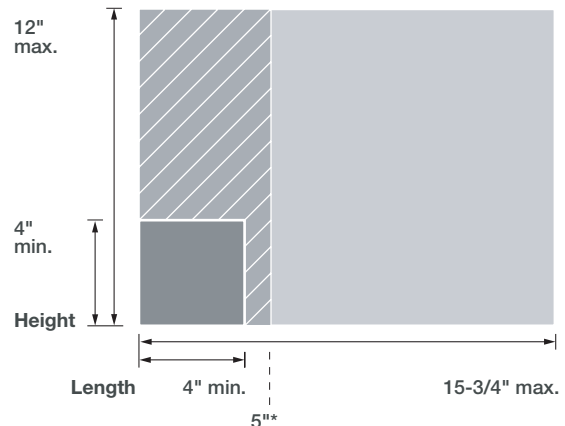
- At least 4 inches high, but not more than 12 inches high.
- At least 4 inches long, but not more than 15-3/4 inches long.
- At least 0.009 inch thick, but not more than 1-1/4 inches thick.  
(Pieces less than 5 inches long must be over 1/4 inch thick.)

If yes, it meets the physical standards for a Not Flat-Machinable piece.

If no, go to number four.



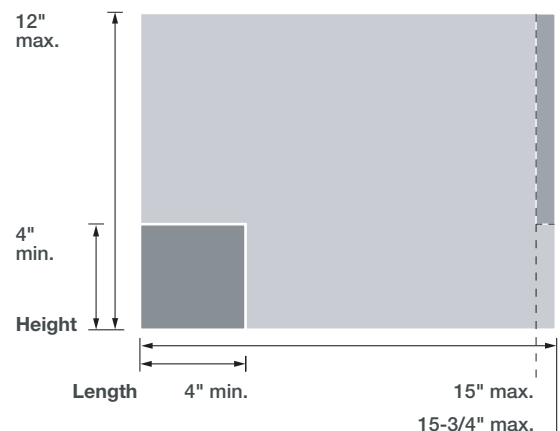
\* Pieces less than 5 inches long must be over 1/4 inch thick but not more than 1-1/4 inches thick.



4. Is your mailpiece **flexible** with the following dimensions?

- At least 4 inches high, but not more than 12 inches high, with either of the following dimensions:
- Over 15 inches long, but not more than 15-3/4 inches long.
- Over 3/4 inches thick, but not more than 1-1/4 inches thick.

If yes, it meets the physical standards for a Not Flat-Machinable piece.



Standard Mail flats and Not-Flat Machinable pieces must weigh less than 16 ounces.

Nonmachinable letter-size pieces weighing more than 3.3 ounces, unless they qualify to be mailed at automation flat-size prices, also qualify as Not Flat-Machinable pieces.