

## 316 Enter and Deposit

### Overview

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### 1.0 Express Mail Next Day and Second Day Delivery

Commercial Express Mail Next Day and Second Day Delivery items:

- a. May be deposited in Express Mail collection boxes, handed to delivery and collection employees during their normal delivery and collection duties, or picked up by USPS Pickup on Demand service. The “time and date of mailing” for items deposited in these ways is the time and date the items are brought to the Express Mail acceptance unit.
- b. If manifested, will be accepted at the locations specified in the Express Mail Manifesting agreement.

### 2.0 Express Mail Custom Designed

Express Mail Custom Designed items must be deposited on a scheduled basis under the service agreement.

### 3.0 Express Mail Military Service

Express Mail Military Service items must be presented by the times authorized by the local postmaster.

### 4.0 Pickup on Demand Service

#### 4.1 Availability

Express Mail Pickup on Demand service is available from designated Post Offices.

#### 4.2 Pickup on Demand Fee

The Pickup on Demand fee is assessed and paid as described in [507.7.0](#).

