

315 Mail Preparation

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1.0 General Information for Mail Preparation

1.1 Express Mail Packaging Provided by the USPS

Express Mail packaging provided by the USPS must be used only for Express Mail. Regardless of how the packaging is reconfigured or how markings may be obliterated, any material mailed in USPS-provided Express Mail packaging is charged the appropriate Express Mail price.

1.2 Price Marking

See [302.3.1](#) for price markings.

2.0 Express Mail Next Day and Second Day

2.1 Mailing Label

For each Express Mail item, the mailer must complete Label 11-B or Label 11-F for Post Office to Addressee Service, Label 11-HFPU for Hold for Pickup service, or a single-ply Express Mail label generated through Click-N-Ship or an USPS-approved method. Mailers authorized to present Next Day or Second Day Express Mail items using an Express Mail Manifesting System must follow label preparation procedures in Publication 97, Express Mail Manifesting Technical Guide.

2.2 Waiver of Signature

For editions of Express Mail Label 11-B or Label 11-F, *Express Mail Post Office to Addressee*, printed before January 2012, a mailer sending an Express Mail item may instruct the USPS to deliver an Express Mail Next Day Delivery or Express Mail Second Day Delivery item without obtaining the signature of the addressee or the addressee's agent by checking and signing the waiver of signature on Label 11-B or Label 11-F, or indicating waiver of signature is requested on single-ply commercial label. Completion of the waiver of signature authorizes the delivery employee to sign upon delivery. The item is delivered to the addressee's mail receptacle or other secure location. Mailers who request waiver of signature are provided only the delivery date and time, and not an image of a signature when accessing delivery information on the Internet or by phone.

2.3 Signature Required

For editions of Express Mail Label 11-B or Label 11-F printed on or after January, 2012, a mailer sending an Express Mail item, *and requiring the addressee's signature*, must instruct USPS to obtain a signature from the addressee upon delivery of the item by checking the "signature required" box on Label 11-B or Label



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11-F or indicating signature is requested on single-ply commercial label. If the signature required box is selected, an image of the signature will be provided when accessing delivery information.

2.4 ZIP Code Determination

For Express Mail Next Day Delivery, the mailer determines if the item is destined to a ZIP Code area to which Express Mail Next Day Delivery is offered from the point of origin by accessing an Express Mail Next Day Delivery directory, available at Post Offices. If the destination is not listed, only Express Mail Second Day Delivery is available.

3.0 Express Mail Custom Designed

3.1 Forms

The mailer must complete Form 5625 and, when appropriate, Form 3877. The completed form is placed in an EP-13 envelope that is affixed to the Express Mail pouch.

3.2 Signature Required

The addressee's (or agent's) signature is required for all Express Mail Custom Designed service.

3.3 Pouches

Express Mail Custom Designed items must be presented in sealed Express Mail pouches.

4.0 Firm Mailing Book

Form 3877 is available at no cost to any mailer who mails an average of three or more Express Mail items at one time, following these instructions:

- a. The mailer must prepare Express Mail Custom Designed and Express Mail Next Day Delivery or Second Day Delivery items as described above and present the completed form with the items to be mailed.
- b. The mailer must enter on Form 3877 the full number of each Express Mail item and the addressee's name and address.
- c. All entries must be made in duplicate by typewriter, ink, or ballpoint pen. One copy is kept by the accepting employee. The other is receipted and returned to the mailer.
- d. All unused parts of the address column in Form 3877 must be obliterated by drawing a diagonal line through the unused part. Any alteration must be initialed by the mailer and accepting employee.
- e. For Express Mail Manifesting, a special manifest is used to present Express Mail items for acceptance as described in Publication 97, Express Mail Manifesting Technical Guide. Form 3877 may be used only to list items for which extra services have been requested. See [705.2.6](#) for more information.