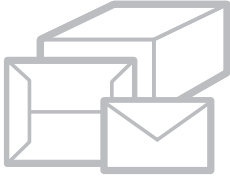


Design Standards

TOPICS

- 101 Physical Standards
- 102 Elements on the Face of a Mailpiece



101

Physical Standards

1.0 Physical Standards for Letters

- 1.1 Dimensional Standards for Letters
- 1.2 Nonmachinable Criteria

2.0 Physical Standards for Flats

- 2.1 General Definition of Flat-Size Mail
- 2.2 Length and Height of Flats
- 2.3 Minimum Flexibility Criteria for Flat-Size Pieces
- 2.4 Uniform Thickness
- 2.5 Flat-Size Pieces Not Eligible for Flat-Size Pricing

3.0 Physical Standards for Parcels

- 3.1 Processing Categories
- 3.2 Maximum Weight and Size
- 3.3 Two or More Packages

4.0 Additional Physical Standards for Priority Mail Express

5.0 Additional Physical Standards for Priority Mail

6.0 Additional Physical Standards for First-Class Mail

- 6.1 Maximum Weight
- 6.2 Cards Claimed at Card Prices
- 6.3 Nonmachinable Pieces
- 6.4 Parcels

7.0 Additional Physical Standards for USPS Retail Ground

8.0 Additional Physical Standards for Media Mail and Library Mail

3.0 Placement and Content of Mail Markings

- 3.1 Priority Mail Express Marking
- 3.2 Priority Mail Marking
- 3.3 First-Class Mail Markings
- 3.4 Media Mail, Library Mail, and USPS Retail Ground Markings
- 3.5 Marking Expedited Handling on Mail

4.0 Endorsement Placement

- 4.1 Endorsements for Delivery Instructions and Ancillary Services
- 4.2 Return Address

102

Elements on the Face of a Mailpiece

1.0 All Mailpieces

- 1.1 Clear Space
- 1.2 Delivery and Return Address
- 1.3 Postage Payment

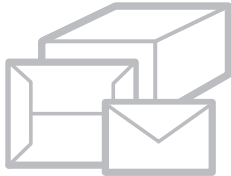
2.0 Address Placement for Letters

- 2.1 Delivery Address Placement
- 2.2 Address Placement Causing Mail to be Nonmailable or Nonmachinable

110 Priority Mail Express

TOPICS

- 113 Prices and Eligibility
- 114 Postage Payment Methods
- 115 Mail Preparation
- 116 Deposit



113 Prices and Eligibility

1.0 Prices and Fees

- 1.1 Prices Charged Per Piece
- 1.2 Prices
- 1.3 Flat Rate Packaging
- 1.4 Sunday and Holiday Premium
- 1.5 Optional Delivery Fee

2.0 Basic Eligibility Standards for Priority Mail Express

- 2.1 Definition
- 2.2 Matter Closed Against Postal Inspection

3.0 Content Standards for Priority Mail Express

4.0 Service Features of Priority Mail Express

- 4.1 General
- 4.2 Priority Mail Express 1-Day Delivery
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- 4.4 Priority Mail Express Military Service
- 4.5 Priority Mail Express Open and Distribute

114 Postage Payment Methods

1.0 Basic Standards for Postage Payment

- 1.1 Payment Method
- 1.2 Prepaid Reply Postage

115 Mail Preparation

1.0 Priority Mail Express Supplies

- 1.1 Packaging Provided by USPS
- 1.2 Sealing Flat Rate Packaging
- 1.3 Labels

2.0 Priority Mail Express 1-Day and 2-Day

- 2.1 Mailing Label
- 2.2 Waiver of Signature
- 2.3 Signature Required
- 2.4 ZIP Code Determination

3.0 Firm Mailing Book

116 Deposit

1.0 Priority Mail Express 1-Day and 2-Day Delivery

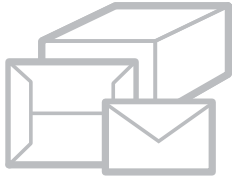
2.0 Priority Mail Express Military Service

3.0 Pickup on Demand Service

120 Priority Mail

TOPICS

- 123 Prices and Eligibility
- 124 Postage Payment Methods
- 125 Mail Preparation
- 126 Deposit



123 Prices and Eligibility

1.0 Priority Mail Prices and Fees

- 1.1 Price Application
- 1.2 Prices
- 1.3 Balloon Price
- 1.4 Dimensional Weight Price for Low-Density Parcels to Zones 5-9
- 1.5 Flat Rate Packaging
- 1.6 Regional Rate Boxes
- 1.7 Prices for Keys and Identification Devices

2.0 Basic Eligibility Standards for Priority Mail

- 2.1 Definition
- 2.2 Service Objectives
- 2.3 Matter Closed Against Postal Inspection

3.0 Content Standards for Priority Mail

- 3.1 Eligibility
- 3.2 Matter Required to be Mailed as First-Class Mail

124 Postage Payment Methods

1.0 Basic Standards for Postage Payment

- 1.1 Payment Method
- 1.2 Forever Prepaid Flat Rate Packaging

125 Mail Preparation

1.0 Preparation

- 1.1 Priority Mail Packaging Provided by the USPS
- 1.2 Sealing Flat Rate and Regional Rate Packaging
- 1.3 Required Use

2.0 Marking for Priority Mail

126 Deposit

1.0 Deposit

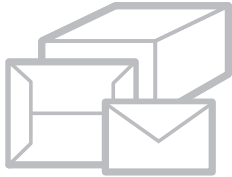
- 1.1 Pieces Weighing 13 Ounces or Less
- 1.2 Pieces Weighing More than 13 Ounces

2.0 Pickup on Demand Service

130 First-Class Mail

TOPICS

- 133 Prices and Eligibility
- 134 Postage Payment Methods
- 135 Mail Preparation
- 136 Deposit



133 Prices and Eligibility

1.0 First-Class Mail Prices and Fees

- 1.1 First-Class Mail Single-Piece Price Application
- 1.2 Price Computation for First-Class Mail
- 1.3 Determining Single-Piece Weight
- 1.4 Keys and Identification Devices
- 1.5 Nonmachinable Surcharge

2.0 Basic Eligibility Standards for First-Class Mail

- 2.1 Description of Service
- 2.2 Defining Characteristics

3.0 Content Standards

- 3.1 General Eligibility
- 3.2 Bills and Statements of Account
- 3.3 Personal Information
- 3.4 Handwritten and Typewritten Material
- 3.5 Matter Marked Postcard or Double Postcard
- 3.6 Prohibited Air Transportation

134 Postage Payment Methods

1.0 Postage Payment Methods for First-Class Mail

- 1.1 Payment Method
- 1.2 Affixing Postage—Single-Piece Price Mailings
- 1.3 More Than One Mailer
- 1.4 More Than One Letter
- 1.5 Agent

2.0 Postage Paid With Permit Imprint

135 Mail Preparation

1.0 Preparation for First-Class Mail

136 Deposit

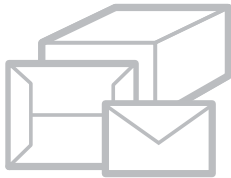
1.0 Deposit for First-Class Mail

2.0 Pickup on Demand Service

140
**Every Door Direct
Mail-Retail
(EDDM-Retail)**

TOPICS

- 143 Prices and Eligibility
- 144 Postage Payment and Documentation
- 145 Mail Preparation
- 146 Enter and Deposit



143
Prices and Eligibility

1.0 Description, Price, and Fees

- 1.1 General Description of EDDM-Retail Service
- 1.2 EDDM-Retail Flats Characteristics
- 1.3 Price
- 1.4 Fees and Services

2.0 Content Standards for EDDM-Retail Flats

- 2.1 Definition and Weight
- 2.2 Personal Information
- 2.3 Bills and Statements of Account
- 2.4 Handwritten and Typewritten Matter
- 2.5 Attachments and Enclosures
- 2.6 Inspection of Contents

3.0 Basic Standards for EDDM-Retail Flats

- 3.1 Basic Standards
- 3.2 Forwarding and Return Service
- 3.3 Extra Services
- 3.4 Additional Standards for EDDM-Retail Flats

144
Postage Payment and Documentation

1.0 Basic Standards for Postage Payment

- 1.1 Postage Payment Options
- 1.2 Customer Registration
- 1.3 Postage Indicia

2.0 Mailing Documentation

- 2.1 Completing Postage Statements
- 2.2 Basic Documentation Standards

145
Mail Preparation

1.0 Preparation of EDDM-Retail Flats

- 1.1 General Information
- 1.2 Quantity per Mailing
- 1.3 Delivery Statistics, Sortation, and Bundling

146
Enter and Deposit

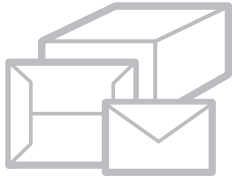
1.0 Basic Options

- 1.1 Entry at Delivery Post Office
- 1.2 Alternate Entry by Priority Mail

150 USPS Retail Ground

TOPICS

- 153 Prices and Eligibility
- 154 Postage Payment
Methods
- 155 Mail Preparation
- 156 Deposit



153 Prices and Eligibility

1.0 Prices and Fees

- 1.1 Price Eligibility
- 1.2 USPS Retail Ground Price
Application

2.0 Basic Eligibility Standards for USPS Retail Ground

- 2.1 Definition of USPS Retail Ground
- 2.2 Service Objectives
- 2.3 Postal Inspection
- 2.4 Delivery and Return Addresses

3.0 Content Standards

4.0 Attachments and Enclosures

- 4.1 Enclosures
- 4.2 Written Additions
- 4.3 Invoice
- 4.4 Incidental First-Class Mail
Attachments and Enclosures

154 Postage Payment Methods

1.0 Postage Payment Methods for USPS Retail Ground

155 Mail Preparation

1.0 Preparation for USPS Retail Ground

- 1.1 Basic Preparation
- 1.2 Delivery and Return Addresses
- 1.3 Basic Markings

156 Deposit

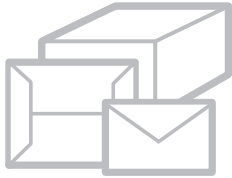
1.0 Deposit for USPS Retail Ground

- 1.1 Deposit
- 1.2 Pickup on Demand Fees
- 1.3 Stamped Pieces over 13 Ounces

170 Media Mail and Library Mail

TOPICS

- 173 Prices and Eligibility
- 174 Postage Payment and Documentation
- 175 Mail Preparation
- 176 Deposit and Entry



173 Prices and Eligibility

1.0 Media Mail and Library Mail Prices

- 1.1 Prices
- 1.2 Price Application
- 1.3 Determining Single-Piece Weight
- 1.4 Computing Postage—Pieces With Permit Imprint

2.0 Basic Eligibility Standards for Media Mail and Library Mail

- 2.1 Service Objectives
- 2.2 Postal Inspection
- 2.3 Delivery and Return Addresses

3.0 General Content Standards

4.0 Content Standards for Media Mail

- 4.1 Qualified Items
- 4.2 Enclosures in Books Mailed as Media Mail

5.0 Content Standards for Library Mail

- 5.1 Eligible Senders and Addressees
- 5.2 Qualified Mailings Between Entities
- 5.3 Qualified Mailings “To” or “From”
- 5.4 Enclosures in Books and Sound Recordings Mailed as Library Mail
- 5.5 Other Material in Library Mail

6.0 Enclosures and Attachments for both Media Mail and Library Mail

- 6.1 Loose Enclosures
- 6.2 Written Additions
- 6.3 Invoice
- 6.4 Incidental First-Class Mail Attachments and Enclosures

174 Postage Payment and Documentation

1.0 Postage Payment Methods for Media Mail and Library Mail

- 1.1 Payment Method
- 1.2 Affixing Postage—Single-Piece Price Mailings

2.0 Postage Paid With Permit Imprint

175 Mail Preparation

1.0 Preparation for Media Mail and Library Mail

- 1.1 Basic Preparation
- 1.2 Delivery and Return Addresses
- 1.3 Basic Markings

176 Deposit and Entry

1.0 Deposit for Media Mail and Library Mail

- 1.1 Single-Piece Mailings
- 1.2 Stamped Pieces over 13 Ounces

2.0 Pickup on Demand Service

Design Standards

TOPICS

- 201 Physical Standards
- 202 Elements on the Face of a Mailpiece
- 203 Basic Postage Statement, Documentation, and Preparation Standards



201

Physical Standards

1.0 Physical Standards for Machinable Letters and Cards

- 1.1 Physical Standards for Machinable Letters
- 1.2 Physical Standards for Cards Claimed at Card Prices

2.0 Physical Standards for Nonmachinable Letters

- 2.1 Criteria for Nonmachinable Letters
- 2.2 Additional Criteria for First-Class Mail Nonmachinable Letters
- 2.3 Additional Criteria for Standard Mail Nonmachinable Letters
- 2.4 Additional Criteria for Periodicals Nonmachinable Letters
- 2.5 Priority Mail Express and Priority Mail Letters

3.0 Physical Standards for Machinable and Automation Letters and Cards

- 3.1 Basic Standards for Automation Letters and Cards
- 3.2 Paper Weight
- 3.3 Dimensions and Shape
- 3.4 Standards for Letter-Size Pieces Containing One Disc (CD or DVD)
- 3.5 Maximum Weight, Machinable and Automation Letters and Cards
- 3.6 Heavy Letter Mail (over 3 ounces)
- 3.7 Aspect Ratio
- 3.8 Wraps and Closures
- 3.9 Staples and Saddle Stitching
- 3.10 Rigid and Odd-Shaped Items
- 3.11 Tabs, Tape, and Glue
- 3.12 Flexibility Standards for Automation Letters
- 3.13 Labels, Stickers, Release Cards, and Perforated Pockets Affixed to the Outside of Letter-Size Mailpieces
- 3.14 Folded Self-Mailers
- 3.15 Other Unenveloped Mailpieces
- 3.16 Booklets
- 3.17 Postcard
- 3.18 Enclosed Reply Cards and Envelopes

4.0 Physical Standards for Flats

- 4.1 General Definition of Flat Size Mail
- 4.2 Length and Height of Flats

- 4.3 Minimum Flexibility for Flat-Size Pieces
- 4.4 Uniform Thickness
- 4.5 Polywrap Coverings
- 4.6 Maximum Deflection for Flat-Size Mailpieces
- 4.7 Flat-Size Pieces Not Eligible for Flat-Size Prices
- 4.8 Labels, Stickers, and Release Cards
- 4.9 Catalogs

5.0 Physical Standards for Nonautomation Flats

- 5.1 First-Class Mail
- 5.2 Standard Mail
- 5.3 Bound Printed Matter
- 5.4 Media Mail and Library Mail
- 5.5 Priority Mail Express and Priority Mail Flats

6.0 Physical Standards for Automation Flats

- 6.1 Basic Standards for Automation Flats
- 6.2 Additional Criteria for Automation Flats
- 6.3 Prohibitions
- 6.4 Tabs, Wafer Seals, Tape, and Glue
- 6.5 Uniformity and Exterior Format

7.0 Physical Standards for Parcels

- 7.1 Processing Categories
- 7.2 Minimum Size
- 7.3 Maximum Weight and Size
- 7.4 Two or More Packages
- 7.5 Machinable Parcels
- 7.6 Irregular Parcel
- 7.7 Nonmachinable Parcel

8.0 Additional Physical Standards by Class of Mail

- 8.1 Priority Mail Express
- 8.2 Priority Mail
- 8.3 First-Class Package Service Parcels
- 8.4 Standard Mail Parcels
- 8.5 Parcel Select
- 8.6 Bound Printed Matter Parcels

9.0 Customized MarketMail

202
Elements on the Face
of a Mailpiece

1.0 All Mailpieces

- 1.1 Clear Space
- 1.2 Delivery and Return Address
- 1.3 Postage Payment

2.0 Address Placement

- 2.1 Letters
- 2.2 Flats

3.0 Placement and Content of Mail Markings

- 3.1 Enclosures
- 3.2 Printing and Designs
- 3.3 Priority Mail Express and Priority Mail Markings
- 3.4 Priority Mail Commercial Plus Cubic Markings
- 3.5 First-Class Mail and Standard Mail Markings
- 3.6 First-Class Package Service Markings
- 3.7 Parcel Select, Bound Printed Matter, Media Mail, and Library Mail Markings
- 3.8 Exceptions to Markings
- 3.9 Marking Hazardous Materials

4.0 Placement and Physical Standards for Endorsements

- 4.1 Endorsements for Delivery Instructions and Ancillary Services
- 4.2 Return Address
- 4.3 Placement of Endorsement
- 4.4 Physical Standards for Endorsements

5.0 Barcode Placement Letters and Flats

- 5.1 Letter-Size
- 5.2 Flat-Size
- 5.3 Barcode in Address Block
- 5.4 Barcode on Insert in Barcode Window
- 5.5 Edges of Barcode Window
- 5.6 Window Construction
- 5.7 Window Cover

6.0 Barcode Placement for Parcels

- 6.1 GS1-128 Routing Barcode or Intelligent Mail Package Barcode Location
- 6.2 Clear Zone for GS1-128 Routing Barcode or Intelligent Mail Package Barcode
- 6.3 Intelligent Mail Barcodes and POSTNET Barcodes

7.0 Repositionable Notes (RPNs)

- 7.1 Use
- 7.2 Mailpiece Characteristics
- 7.3 RPN Characteristics
- 7.4 RPNs on Automation-Price Mailpieces
- 7.5 Compliance

203
Basic Postage Statement,
Documentation, and
Preparation Standards

1.0 Postage Statements

- 1.1 Completing Postage Statements
- 1.2 Reporting Multiple Mailings on One Statement
- 1.3 Facsimile Postage Statements

2.0 Documentation

- 2.1 Basic Documentation Standards
- 2.2 Documentation Standards for Automation Mailings
- 2.3 Documentation Submission— Full-Service Automation Option
- 2.4 Preparing Documentation
- 2.5 Multiple Standards
- 2.6 Standard Format for Documentation
- 2.7 Providing Additional Information

3.0 Bundles

- 3.1 Definition of a Bundle
- 3.2 Arranging Pieces in a Bundle ("Facing")
- 3.3 Preparing Bundles of Letters
- 3.4 Exception to Bundle Preparation— Full Trays
- 3.5 Securing Bundles of Flats
- 3.6 Address Visibility for Flats and Parcels
- 3.7 Counterstacking Flats or Parcels in Bundles
- 3.8 Preparing Bundles in Sacks

200 Design Standards

- 3.9 Preparing Bundles on Pallets
- 3.10 Additional Standards for Unsacked Bundles Entered at DDU Facilities
- 3.11 Pieces with Simplified Address
- 3.12 Bundles with Fewer Than the Minimum Number of Pieces Required
- 3.13 Labeling Bundles
- 3.14 Identifying Carrier Route Information
- 3.15 Facing Slips—Carrier Route Bundles

4.0 Letter and Flat Trays

- 4.1 General Standards
- 4.2 Tray Sizes
- 4.3 Letter Tray Preparation
- 4.4 Letter Tray Sleeving and Strapping
- 4.5 Letter Tray Strapping Exception
- 4.6 Use of Flat Trays
- 4.7 Preparation for First-Class Mail Flats in EMM Letter Trays
- 4.8 Preparation for Standard Mail Flats in Letter Trays
- 4.9 Tray Labels
- 4.10 Physical Characteristics of a Tray Label
- 4.11 Line 1 (Destination Line)
- 4.12 Line 2 (Content Line)
- 4.13 Line 3 (Office of Mailing or Mailer Information Line)
- 4.14 Abbreviations for Lines 1 and 3
- 4.15 Placement of Extraneous Information
- 4.16 Placement of Tray Label
- 4.17 Barcoded Tray and Sack Labels

5.0 Sacks

- 5.1 General Standards
- 5.2 Sack Preparation
- 5.3 Sack Labels
- 5.4 Electronic Verification System
- 5.5 Physical Characteristics of a Sack Label
- 5.6 Additional Standards for Barcoded Sack Labels



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Periodicals

1.0 Prices and Fees

- 1.1 Outside-County—Including Science-of-Agriculture
- 1.2 In-County
- 1.3 Fees

2.0 Price Application and Computation

- 2.1 Price Application
- 2.2 Computing Postage

3.0 Physical Characteristics and Content Eligibility

- 3.1 Physical Characteristics
- 3.2 Addressing
- 3.3 Permissible Mailpiece Components
- 3.4 Impermissible Mailpiece Components
- 3.5 Mailpiece Construction
- 3.6 Printed Features

4.0 Basic Eligibility Standards

- 4.1 Qualification Categories
- 4.2 General
- 4.3 Periodical Publications
- 4.4 Printed Sheets
- 4.5 Known Office of Publication
- 4.6 Regular Issuance
- 4.7 Eligible Formats
- 4.8 Issues
- 4.9 Editions
- 4.10 Back Issues and Reprints
- 4.11 Identification
- 4.12 Advertising Standards
- 4.13 Fees

5.0 Applying for Periodicals Authorization

- 5.1 Original Entry Application
- 5.2 Mailing While Application Pending
- 5.3 Decision on Application
- 5.4 Revocation or Suspension of Privileges

6.0 Qualification Categories

- 6.1 General Publication
- 6.2 Publications of Institutions and Societies
- 6.3 Publications of State Departments of Agriculture
- 6.4 Requester Publications
- 6.5 Electronic Copies

- 6.6 Foreign Publications
- 6.7 News Agent Registry

7.0 Mailing to Nonsubscribers or Nonrequesters

- 7.1 Sample Copies
- 7.2 Simplified Address
- 7.3 Advertising Copies
- 7.4 Gift Subscriptions
- 7.5 Exchange Copies
- 7.6 Expired Subscription
- 7.7 Complimentary Copies
- 7.8 Proof Copies
- 7.9 Nonrequester and Nonsubscriber Copies

8.0 Record Keeping Standards for Publishers

- 8.1 Basic Standards
- 8.2 Verification
- 8.3 Statement of Ownership, Management, and Circulation
- 8.4 Nonsubscriber and Nonrequester Copy Distribution

9.0 Changing Title, Frequency, or Known Office of Publication

- 9.1 General
- 9.2 Changing Qualification Categories
- 9.3 Application for Reentry

10.0 Preferred Periodicals

- 10.1 Nonprofit Eligibility—Basic Standards
- 10.2 Nonprofit Eligibility—Qualified Organizations
- 10.3 Nonprofit Eligibility—Other Qualified Organizations
- 10.4 Classroom Eligibility
- 10.5 Application
- 10.6 Mailing While Application Pending
- 10.7 Decision on Application

11.0 Basic Eligibility

- 11.1 Outside-County Prices
- 11.2 Outside-County Science-of-Agriculture Prices
- 11.3 In-County Prices
- 11.4 Discounts
- 11.5 Copies Mailed by Public

12.0 Nonbarcoded (Presorted) Eligibility

- 12.1 Basic Standards
- 12.2 Prices—Outside-County

12.3 Prices—In-County

13.0 Carrier Route Eligibility

13.1 Basic Standards

13.2 Sorting

13.3 Walk-Sequence Prices

13.4 Full-Service Intelligent Mail Eligibility Standards

13.5 Carrier Route Accuracy Standard

14.0 Barcoded (Automation) Eligibility

14.1 Basic Standards

14.2 Eligibility Standards for Full-Service Automation Periodicals

14.3 Prices—Outside-County

14.4 Prices—In-County

14.5 Address Standards for Barcoded Pieces

15.0 Ride-Along Eligibility

15.1 General

15.2 Basic Standards

15.3 Physical Characteristics

15.4 Marking

16.0 Postage Payment

16.1 Filing Each Issue

16.2 Filing Marked Copy

16.3 Mailer and Publisher Responsibility

16.4 Payment Method

16.5 Centralized Postage Payment System

16.6 Periodicals Accuracy, Grading, and Evaluation Program

17.0 Documentation

17.1 Postage Statement and Documentation

17.2 Additional Standards for Postage Statements

17.3 Monthly Postage Statements

17.4 Detailed Zone Listing for Periodicals

17.5 Additional Standards for Documentation

18.0 General Mail Preparation

18.1 Definition of Presort

18.2 Definition of Mailings

18.3 Presort Terms

18.4 Mail Preparation Terms

18.5 FSS Preparation

19.0 Bundles**20.0 Sacks and Trays**

20.1 Basic Standards

21.0 Sack and Tray Labels**22.0 Preparing Nonbarcoded (Presorted) Periodicals**

22.1 Basic Standards

22.2 Bundle Preparation

22.3 Firm Bundles

22.4 Bundles With Fewer Than Six Pieces

22.5 Tray Preparation—Letter-Size Pieces

22.6 Sack Preparation—Flat-Size Pieces and Parcels

22.7 Optional Tray Preparation—Flat-Size Nonbarcoded Pieces

23.0 Preparing Carrier Route Periodicals

23.1 Basic Standards

23.2 Bundle Preparation

23.3 Preparation—Letter-Size Pieces

23.4 Preparation—Flat-Size Pieces and Irregular Parcels

23.5 Firm Bundles

23.6 Bundles With Fewer Than Six Pieces

23.7 Multi-Box Section Bundles—Optional Preparation

23.8 Delivery Sequence Information

23.9 Delivery Sequence Documentation

24.0 Preparing Letter-Size Barcoded (Automation) Periodicals

24.1 Basic Standards

24.2 Additional Standards

25.0 Preparing Flat-Size Barcoded (Automation) Periodicals

25.1 Basic Standards

25.2 Physical Standards

25.3 Bundling and Labeling

25.4 Sacking and Labeling

25.5 Optional Tray Preparation—Flat-Size Barcoded Pieces

26.0 Physical Criteria for Nonmachinable Flat-Size Periodicals

26.1 General

26.2 Weight and Size

26.3 Flexibility and Deflection

26.4 Additional Criteria

27.0 Combining Multiple Editions or Publications

27.1 Description

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Periodicals

- 27.2 Authorization
- 27.3 Minimum Volume
- 27.4 Labeling
- 27.5 Documentation
- 27.6 Additional Standards
- 27.7 Postage Statements
- 27.8 Postage Payment
- 27.9 Deposit of Mail

28.0 Enter and Deposit

- 28.1 Service Objectives
- 28.2 Basic Standards
- 28.3 Exceptional Dispatch
- 28.4 Deposit at AMC/AMF

29.0 Destination Entry

- 29.1 Basic Standards
- 29.2 Destination Network Distribution Center
- 29.3 Destination Area Distribution Center
- 29.4 Destination Sectional Center Facility
- 29.5 Destination Flat Sequencing System (DFSS) Facility Entry
- 29.6 Destination Delivery Unit

30.0 Additional Mailing Offices

- 30.1 Basic Standards
- 30.2 Additional Standards

210 Priority Mail Express Letters and Cards

TOPICS

- 213 Prices and Eligibility
- 214 Postage Payment and Documentation
- 215 Mail Preparation
- 216 Enter and Deposit



213 Prices and Eligibility

1.0 Prices and Fees

- 1.1 Prices Charged Per Piece
- 1.2 Determining Single-Piece Weight
- 1.3 Commercial Base Prices
- 1.4 Commercial Plus Prices
- 1.5 Flat Rate Packaging
- 1.6 Sunday and Holiday Premium
- 1.7 Optional Delivery Fee

2.0 Content Standards for Priority Mail Express

- 2.1 General
- 2.2 Matter Required to be Mailed as First-Class Mail

3.0 Basic Eligibility Standards for Priority Mail Express

- 3.1 Definition
- 3.2 IMpb Standards
- 3.3 Matter Closed Against Postal Inspection

4.0 Service Features of Priority Mail Express

- 4.1 General
- 4.2 Priority Mail Express 1-Day Delivery
- 4.3 Priority Mail Express 2-Day Delivery
- 4.4 Priority Mail Express Military Service
- 4.5 Open and Distribute

214 Postage Payment and Documentation

1.0 Basic Standards for Postage Payment Options

- 1.1 Commercial Base Pricing
- 1.2 Commercial Plus Pricing

2.0 Corporate Accounts

- 2.1 Availability
- 2.2 Account
- 2.3 Postage Liability
- 2.4 Payment Method
- 2.5 USPS Report
- 2.6 Closing Account

215 Mail Preparation

1.0 General Information for Mail Preparation

- 1.1 Priority Mail Express Packaging Provided by the USPS
- 1.2 Sealing Flat Rate Packaging
- 1.3 Price Marking

2.0 Priority Mail Express 1-Day and 2-Day

- 2.1 Mailing Label
- 2.2 Waiver of Signature
- 2.3 Signature Required
- 2.4 ZIP Code Determination

3.0 Firm Mailing Book

216 Enter and Deposit

1.0 Priority Mail Express 1-Day and 2-Day Delivery

2.0 Priority Mail Express Military Service

3.0 Pickup on Demand Service

220 Priority Mail Letters and Cards

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- 223 Prices and Eligibility
- 224 Postage Payment and Documentation
- 225 Mail Preparation
- 226 Enter and Deposit



223 Prices and Eligibility

1.0 Prices and Fees

- 1.1 Price Application
- 1.2 Commercial Base Prices
- 1.3 Commercial Plus Prices
- 1.4 Commercial Plus Cubic
- 1.5 Balloon Price
- 1.6 Dimensional Weight Price for Low-Density Parcels to Zones 5-9
- 1.7 Flat Rate Packaging
- 1.8 Regional Rate Box Prices
- 1.9 Hold For Pickup
- 1.10 Determining Single-Piece Weight
- 1.11 Computing Postage

2.0 Content Standards for Priority Mail

- 2.1 General
- 2.2 Matter Required to be Mailed as First-Class Mail

3.0 Basic Eligibility Standards for Priority Mail

- 3.1 Definition
- 3.2 IMpb Standards
- 3.3 Service Objectives
- 3.4 Matter Closed Against Postal Inspection

224 Postage Payment and Documentation

1.0 Basic Standards for Postage Payment

- 1.1 Postage Payment Options
- 1.2 Affixing Postage—Single-Piece Mailings

2.0 Postage Paid with Permit Imprint

- 2.1 Advance Deposit Account
- 2.2 Minimum Quantity
- 2.3 Postage Statement

225 Mail Preparation

1.0 General Information for Mail Preparation

- 1.1 Priority Mail Packaging Provided by the USPS

- 1.2 Sealing Flat Rate and Regional Rate Packaging
- 1.3 Required Use of Return Address

2.0 Markings

3.0 Preparation of Permit Imprint Mailings

- 3.1 Identical Weight Pieces
- 3.2 Nonidentical Weight Pieces

4.0 Preparing a Commercial Plus Cubic Mailing

226 Enter and Deposit

1.0 Deposit

- 1.1 General
- 1.2 Stamped Pieces

2.0 Pickup on Demand Service

230 First-Class Mail Letters and Cards

TOPICS

- 233 Prices and Eligibility
- 234 Postage Payment and Documentation
- 235 Mail Preparation
- 236 Enter and Deposit



233 Prices and Eligibility

1.0 Prices and Fees for First-Class Mail

- 1.1 Price Application
- 1.2 Price Computation for First-Class Mail Letters and Flats
- 1.3 Presorted and Automation Prices for Cards and Letters
- 1.4 Nonmachinable Price
- 1.5 Presort Mailing Fee
- 1.6 Computing Postage for First-Class Mail
- 1.7 Determining Single-Piece Weight

2.0 Content Standards for First-Class Mail

- 2.1 General
- 2.2 Bills and Statements of Account
- 2.3 Personal Information
- 2.4 Handwritten and Typewritten Material
- 2.5 Matter Marked Postcard or Double Postcard
- 2.6 Matter Not Required to be Mailed as First-Class Mail
- 2.7 Prohibited Air Transportation
- 2.8 Round-Trip Mailings with One Optical Disc

3.0 Basic Eligibility Standards for First-Class Mail

- 3.1 3.1 Description of Service
- 3.2 Defining Characteristics
- 3.3 Additional Basic Standards for First-Class Mail
- 3.4 Move Update Standard
- 3.5 ZIP Code Accuracy

4.0 Additional Eligibility Standards for Nonautomation First-Class Mail

- 4.1 Additional Standards for Machinable First-Class Mail
- 4.2 Barcodes
- 4.3 Nonmachinable Prices for Letter-Size Pieces
- 4.4 Nonmachinable Flat-Size Pieces

5.0 Additional Eligibility Standards for Automation First-Class Mail

- 5.1 Basic Standards for Automation First-Class Mail

- 5.2 Additional Eligibility Standards for Full-Service Automation First-Class Mail
- 5.3 Maximum Weight for Automation Letters
- 5.4 Price Application—Automation Cards and Letters
- 5.5 Price Application—Bundle-Based Flats
- 5.6 Price Application—Tray-Based Flats
- 5.7 Address Standards for Barcoded Pieces

6.0 Eligibility Standards for Card Price First-Class Mail

- 6.1 Card Price
- 6.2 Cards and Letters

234 Postage Payment and Documentation

1.0 Basic Standards for Postage Payment

2.0 Postage Payment for Presorted and Automation Letters and Flats

- 2.1 Payment Methods
- 2.2 Affixing Postage for Presorted and Automation First-Class Mail
- 2.3 Postage Affixed at Lowest Price to All Pieces

3.0 Mailing Documentation

235 Mail Preparation

1.0 General Definition of Terms

- 1.1 Definition of Presort Process
- 1.2 Definition of Mailings
- 1.3 Terms for Presort Levels
- 1.4 Preparation Definitions and Instructions
- 1.5 Optional Containerization

2.0 Bundles

3.0 Letter Trays

4.0 Tray Labels

5.0 Preparing Nonautomation Letters

- 5.1 Basic Standards
- 5.2 Machinable Preparation
- 5.3 Nonmachinable Preparation

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First-Class Mail
Letters and Cards

6.0 Preparing Automation Letters

- 6.1 Basic Standards
- 6.2 Mailings
- 6.3 Marking
- 6.4 General Preparation
- 6.5 Tray Preparation
- 6.6 Tray Line 2
- 6.7 Presentation

7.0 Preparation of Nonautomation Flats

- 7.1 Basic Standards
- 7.2 Single-Piece Price Pieces Presented With Presort Mailings
- 7.3 Nonautomation Pieces
- 7.4 Bundling and Labeling
- 7.5 Traying and Labeling
- 7.6 Cotraying and Cobundling With Automation Price Mail

8.0 Preparation of Automation Flats

- 8.1 Basic Standards
- 8.2 Mailings
- 8.3 Marking
- 8.4 General Preparation
- 8.5 First-Class Mail Required Bundle-Based Preparation
- 8.6 First-Class Mail Optional Tray-Based Preparation
- 8.7 5-Digit Scheme Bundle Preparation
- 8.8 Cotraying and Cobundling With Presorted Price Mail

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Enter and Deposit

1.0 Deposit

- 1.1 Service Objectives
- 1.2 Time and Location of Deposit
- 1.3 Approved Collections
- 1.4 Permit Imprint Collection

2.0 Verification

- 2.1 USPS Verification and Mailer Correction
- 2.2 Timeframe for Corrective Action
- 2.3 Payment at Single-Piece Price Rather Than Correcting Errors

240 Standard Mail Flats

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- 243 Prices and Eligibility
- 244 Postage Payment and Documentation
- 245 Mail Preparation
- 246 Enter and Deposit



243 Prices and Eligibility

1.0 Prices and Fees for Standard Mail

- 1.1 Price Application
- 1.2 Standard Mail Price Application
- 1.3 Regular and Nonprofit Standard Mail—Presorted, Enhanced Carrier Route, and Automation Prices
- 1.4 Fees
- 1.5 Computing Postage for Standard Mail

2.0 Content Standards for Standard Mail

- 2.1 Definition and Weight
- 2.2 Personal Information
- 2.3 Bills and Statements of Account
- 2.4 Handwritten and Typewritten Matter
- 2.5 Attachments and Enclosures
- 2.6 Written Additions

3.0 Basic Eligibility Standards for Standard Mail

- 3.1 Description of Service
- 3.2 Defining Characteristics
- 3.3 Additional Basic Standards for Standard Mail
- 3.4 IMpb Standards
- 3.5 Merging Similar Standard Mailings
- 3.6 Residual Volume Requirement
- 3.7 Residual Mail Subject to First-Class Mail or Priority Mail Prices
- 3.8 ZIP Code Accuracy
- 3.9 Move Update Standard

4.0 Price Eligibility for Standard Mail

- 4.1 General Information
- 4.2 Minimum Per Piece Prices
- 4.3 Piece/Pound Prices
- 4.4 Shape, Flexibility, and Uniform Thickness
- 4.5 Extra Services for Standard Mail

5.0 Additional Eligibility Standards for Nonautomation Standard Mail Letters, Flats, and Presorted Standard Mail Parcels

- 5.1 Basic Standards
- 5.2 Weight Standards for Machinable Letter Pieces
- 5.3 Price Application
- 5.4 Machinable Price Application - Letters

- 5.5 Nonmachinable Price Application - Letters
- 5.6 Nonautomation Price Application - Flats
- 5.7 Prices for Machinable Parcels
- 5.8 Prices for Irregular Parcels and Marketing Parcels

6.0 Additional Eligibility Standards for Enhanced Carrier Route Standard Mail Letters and Flats

- 6.1 General Enhanced Carrier Route Standards
- 6.2 Carrier Route Accuracy Standard
- 6.3 Basic Price Enhanced Carrier Route Standards
- 6.4 High Density and High Density Plus (Enhanced Carrier Route) Standards - Letters
- 6.5 High Density and High Density Plus (Enhanced Carrier Route) Standards - Flats
- 6.6 Saturation ECR Standards - Letters
- 6.7 Saturation Enhanced Carrier Route Standards - Flats

7.0 Eligibility Standards for Automation Standard Mail

- 7.1 Basic Eligibility Standards for Automation Standard Mail
- 7.2 Eligibility Standards for Full-Service Automation Standard Mail
- 7.3 Maximum Weight for Automation Letters
- 7.4 Price Application for Automation Letters
- 7.5 Price Application for Automation Flats
- 7.6 Address Standards for Barcoded Pieces
- 7.7 Discount for Heavy Automation Letters

8.0 Additional Eligibility Standards for Marketing Parcels Mailed as Product Samples

- 8.1 General Product Sample Standards
- 8.2 Carrier Route Accuracy Standard
- 8.3 Additional Standards for Targeted Product Samples
- 8.4 Additional Standards for Saturation (Every Door) Product Samples
- 8.5 Saturation Enhanced Carrier Route Standards

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9.0 Customized MarketMail

- 9.1 Basic Standards
- 9.2 Eligibility Standards
- 9.3 Physical Standards
- 9.4 Extra Services

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Postage Payment and
Documentation

**1.0 Basic Standards for
Postage Payment**

- 1.1 Postage Payment Options

**2.0 Additional Postage Payment
Standards**

- 2.1 Identical-Weight Pieces
- 2.2 Nonidentical-Weight Pieces
- 2.3 Combined Price

**3.0 Postage Payment for Automation
Letters and Flats**

- 3.1 All Pieces
- 3.2 Affixing Postage for Automation
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- 3.3 Mixed Price Mailing Documentation

4.0 Mailing Documentation

5.0 Residual Pieces

- 5.1 Residual Standard Mail Subject to
First-Class Mail Prices
- 5.2 Residual Standard Mail Subject to
Priority Mail Prices
- 5.3 Postage Payment for Barcoded
Machinable Parcels

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Mail Preparation

**1.0 General Information for
Mail Preparation**

- 1.1 Definition of Presort Process
- 1.2 Definition of Mailings
- 1.3 Terms for Presort Levels
- 1.4 Preparation Definitions and
Instructions
- 1.5 Optional Containerization for Flats
- 1.6 FSS Preparation

2.0 Bundles

- 2.1 General
- 2.2 Marketing Parcels

3.0 Letter Trays and Sacks

4.0 Tray and Sack Labels

5.0 Preparing Nonautomation Letters

- 5.1 Basic Standards
- 5.2 Marking
- 5.3 Machinable Preparation
- 5.4 Nonmachinable Preparation
- 5.5 Residual Pieces

**6.0 Preparing Enhanced Carrier Route
Letters**

- 6.1 Basic Standards
- 6.2 Marking
- 6.3 Residual Pieces
- 6.4 Carrier Route Bundle Preparation
- 6.5 Bundles and Trays With Fewer Than
the Minimum Number of Pieces
Required
- 6.6 General Traying and Labeling
- 6.7 Traying and Labeling for
Automation-Compatible ECR Letters

- 6.8 Delivery Sequence Standards

- 6.9 Delivery Sequence Documentation

7.0 Preparing Automation Letters

- 7.1 Basic Standards
- 7.2 Mailings
- 7.3 Marking
- 7.4 General Preparation
- 7.5 Tray Preparation
- 7.6 Tray Line 2
- 7.7 Presentation

8.0 Preparing Nonautomation Flats

- 8.1 Basic Standards
- 8.2 Required Bundling
- 8.3 Bundling and Labeling
- 8.4 Loose Packing
- 8.5 Required Sacking or Traying
- 8.6 Drop Shipment
- 8.7 Sacking and Labeling
- 8.8 Cotraying and Cobundling Flats With
Automation Mail
- 8.9 Merged Containerization of Carrier
Route, Automation, and
Nonautomation Flats
- 8.10 Residual Pieces

**9.0 Preparing Enhanced Carrier Route
Flats**

- 9.1 Basic Standards

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- 9.2 Residual Pieces
- 9.3 Carrier Route Bundle Preparation
- 9.4 Bundles, Trays, and Sacks With Fewer Than the Minimum Number of Pieces Required
- 9.5 Multi Carrier Routes Bundle
- 9.6 Required Sack Minimums
- 9.7 Sack Preparation
- 9.8 Merged Containerization of Carrier Route, Automation, and Presorted Price Flats
- 9.9 Delivery Sequence Standards
- 9.10 Delivery Sequence Documentation

10.0 Preparing Automation Flats

- 10.1 Basic Standards
- 10.2 Mailings
- 10.3 Marking
- 10.4 Standard Mail Bundle and Sack Preparation

11.0 Preparing Presorted Parcels

- 11.1 Basic Standards
- 11.2 Markings
- 11.3 Preparing Marketing Parcels (6 Ounces or More) and Machinable Parcels
- 11.4 Preparing Marketing Parcels (Less Than 6 Ounces) and Irregular Parcels

12.0 Preparing Enhanced Carrier Route Product Sample Parcels

- 12.1 Basic Standards
- 12.2 Marking
- 12.3 Residual Pieces
- 12.4 Bundling
- 12.5 Preparing Product Samples
- 12.6 Delivery Sequence Standards
- 12.7 Delivery Sequence Documentation

13.0 Preparing Customized MarketMail

- 13.1 All Mailings
- 13.2 Required Endorsement
- 13.3 Required Bundling
- 13.4 Bundling and Labeling
- 13.5 Required Containerizing
- 13.6 Containerizing and Labeling

246 Enter and Deposit

1.0 Presenting a Mailing

- 1.1 Basic Standards for Standard Mail Deposit
- 1.2 Separation of Mailing

2.0 Destination Entry

- 2.1 General
- 2.2 Minimum Volume
- 2.3 Postage Payment and Documentation
- 2.4 Plant Loads
- 2.5 Verification
- 2.6 Deposit

3.0 Destination Network Distribution Center (DNDC) Entry

- 3.1 Definition
- 3.2 Eligibility
- 3.3 Eligibility for ADC Mailpieces - Letters
- 3.4 Eligibility for Mixed ADC Bundles, Trays, or Mixed AADC Trays - Letters
- 3.5 Eligibility for ADC Mailpieces - Flats
- 3.6 Eligibility for Mixed ADC Bundles, Sacks or Trays - Flats
- 3.7 Additional Standards for Machinable Parcels
- 3.8 Vehicles
- 3.9 Form 4410

4.0 Destination Sectional Center Facility (DSCF) Entry

- 4.1 Definition
- 4.2 Eligibility
- 4.3 Vehicles

5.0 Destination Delivery Unit (DDU) Entry

- 5.1 Definition
- 5.2 Eligibility

6.0 Destination Flat Sequencing System (DFSS) Facility Entry

- 6.1 Definition
- 6.2 Eligibility

250 Parcel Select Parcels

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- 253 Prices and Eligibility
- 254 Postage Payment and Documentation
- 255 Mail Preparation
- 256 Enter and Deposit



253 Prices and Eligibility

1.0 Prices and Fees

- 1.1 Price Application
- 1.2 Parcel Select Prices
- 1.3 Annual Mailing Fee
- 1.4 Computing Postage

2.0 Content Standards

- 2.1 Definition of Parcel Select
- 2.2 Basic Content Standards
- 2.3 Attachments or Enclosures of Periodicals Sample Copies
- 2.4 Postal Inspection
- 2.5 Attachments and Enclosures
- 2.6 Written Additions

3.0 Basic Eligibility Standards for Parcel Select Parcels

- 3.1 Service Objectives
- 3.2 Delivery and Return Addresses
- 3.3 IMpb Standards

4.0 Price Eligibility for Parcel Select and Parcel Select Lightweight

- 4.1 Destination Entry Price Eligibility
- 4.2 Parcel Select Ground Price Eligibility
- 4.3 Parcel Select Lightweight
- 4.4 Oversized Price
- 4.5 Balloon Price
- 4.6 Hold For Pickup

254 Postage Payment and Documentation

1.0 Basic Standards for Postage Payment

- 1.1 Postage Payment Options
- 1.2 NDC as Agent

2.0 Mailing Documentation

- 2.1 Completing Postage Statements
- 2.2 Other Documentation

255 Mail Preparation

1.0 General Information for Mail Preparation

- 1.1 Basic Standards
- 1.2 Definition of Presort Process

- 1.3 Definition of Mailings
- 1.4 Terms for Presort Level
- 1.5 Preparation Definitions and Instructions
- 1.6 Separation
- 1.7 Commingled Zones
- 1.8 Parcel Select Markings

2.0 Sacks

3.0 Sack Labels

4.0 Preparing Destination Entry Parcel Select

- 4.1 Preparing Destination Delivery Unit (DDU) Parcel Select
- 4.2 Preparing Destination SCF (DSCF) Parcel Select
- 4.3 Preparing Destination NDC (DNDC) Parcel Select

5.0 Preparing Machinable Parcels

- 5.1 Definition
- 5.2 Basic Standards
- 5.3 Sacking and Labeling

6.0 Preparing Parcel Select Lightweight

- 6.1 Basic Standards
- 6.2 Preparing Machinable Parcels
- 6.3 Preparing Irregular Parcels

256 Enter and Deposit

1.0 Verification

- 1.1 Verification and Entry
- 1.2 Office of Mailing
- 1.3 Redirected Mailings
- 1.4 NDC Acceptance
- 1.5 Drop Shipment Information

2.0 Deposit

- 2.1 Bedloaded Parcels
- 2.2 Containers
- 2.3 Mailer Transport
- 2.4 Freight
- 2.5 Mail Separation and Presentation of Destination Entry Mailings
- 2.6 NDC as Agent
- 2.7 Appointments
- 2.8 Exception to Scheduling Standard
- 2.9 Redirection by USPS
- 2.10 Advance Scheduling

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- 2.11 Deposit Conditions
- 2.12 Recurring Appointments
- 2.13 Vehicle Unloading
- 2.14 Demurrage
- 2.15 Appeals
- 2.16 Documentation
- 2.17 DNDC Parcel Select—Acceptance
at Designated SCF-USPS Benefit
- 2.18 DNDC Parcel Select—Acceptance
at Designated SCF

3.0 Pickup on Demand Service

260 Bound Printed Matter Flats

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- 263 Prices and Eligibility
- 264 Postage Payment and Documentation
- 265 Mail Preparation
- 266 Enter and Deposit



263 Prices and Eligibility

1.0 Prices and Fees for Bound Printed Matter

- 1.1 Nonpresorted Bound Printed Matter
- 1.2 Presorted and Carrier Route Bound Printed Matter

2.0 Basic Eligibility Standards for Bound Printed Matter

- 2.1 Service Objectives
- 2.2 Postal Inspection
- 2.3 Delivery and Return Addresses
- 2.4 USPS Tracking
- 2.5 IMpb Standards

3.0 Content Standards for Bound Printed Matter

- 3.1 Basic Content Standards
- 3.2 Attachments or Enclosures of Periodicals Sample Copies
- 3.3 Attachments and Enclosures
- 3.4 Written Additions

4.0 Price Eligibility for Bound Printed Matter

- 4.1 Price Eligibility
- 4.2 Nonidentical Weight Pieces
- 4.3 ZIP Code Accuracy

5.0 Additional Eligibility Standards for Presorted and Carrier Route Bound Printed Matter

- 5.1 Basic Standards
- 5.2 Full-Service Intelligent Mail Eligibility Standards for Carrier Route Flats
- 5.3 Carrier Route Accuracy Standard

6.0 Additional Eligibility Standards for Full-Service Bound Printed Matter Flats

- 6.1 Basic Eligibility Standards for Barcoded Bound Printed Matter
- 6.2 Eligibility Standards for Full-Service Automation Bound Printed Matter Flats
- 6.3 Weight Standard
- 6.4 Address Standards for Barcoded Bound Printed Matter

264 Postage Payment and Documentation

1.0 Basic Standards for Postage Payment

- 1.1 Postage Payment Options
- 1.2 Minimum Volume Requirements

2.0 Mailing Documentation

- 2.1 Completing Postage Statements and Documentation Standards
- 2.2 Documentation for Nonpresorted, Nonidentical-Weight Mailpieces

265 Mail Preparation

1.0 General Information for Mail Preparation

- 1.1 Basic Preparation—Nonpresorted
- 1.2 Definition of Presort Process
- 1.3 Definition of Mailings
- 1.4 Terms for Presort Levels
- 1.5 Preparation Definitions and Instructions
- 1.6 FSS Preparation

2.0 Bundles

- 2.1 General
- 2.2 Preparing Bundles of Flats
- 2.3 Bundle Sizes for Flats
- 2.4 Bundle Sizes for Irregular Parcels

3.0 Sacks

- 3.1 Preparation

4.0 Sack Labels

5.0 Preparing Presorted Flats

- 5.1 Basic Standards
- 5.2 Bundling
- 5.3 Sacking

6.0 Preparing Carrier Route Flats

- 6.1 Basic Standards
- 6.2 Required Bundling
- 6.3 Sacking

7.0 Preparing Barcoded Flats

- 7.1 Basic Standards
- 7.2 Mailings
- 7.3 Bundling
- 7.4 Sacking
- 7.5 Mixed Price Preparation

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Flats**

8.0 Preparing Presorted Parcels

- 8.1 Basic Standards
- 8.2 Preparing Irregular Parcels Weighing Less than 10 Pounds
- 8.3 Preparing Irregular Parcels Weighing 10 Pounds or More
- 8.4 Preparing Machinable Parcels Not Claiming DNDC Prices
- 8.5 Preparing Machinable Parcels Claiming DNDC Prices

9.0 Preparing Carrier Route Parcels

- 9.1 Basic Standards
- 9.2 Preparing Irregular Parcels Weighing Less Than 10 Pounds
- 9.3 Preparing Irregular Parcels Weighing 10 Pounds or More
- 9.4 Preparing Machinable Parcels

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Enter and Deposit

1.0 Deposit of Nonpresorted Bound Printed Matter

2.0 Presenting a Mailing

- 2.1 Verification and Entry—Presorted, Carrier Route, Destination Entry, and Barcoded Mailings
- 2.2 Verification and Entry—Nonpresorted Mailings
- 2.3 Office of Mailing
- 2.4 Redirected Mailings
- 2.5 NDC Acceptance
- 2.6 Drop Shipment Information

3.0 Destination Entry

- 3.1 General
- 3.2 Minimum Volume
- 3.3 Postage Payment
- 3.4 Mailing Fee
- 3.5 Documentation
- 3.6 Plant Loads
- 3.7 Mailings of Unsacked Bundles
- 3.8 Verification
- 3.9 Deposit

4.0 Destination Network Distribution Center (DNDC) Entry

- 4.1 Eligibility
- 4.2 Presorted and Carrier Route Flats
- 4.3 Acceptance at Designated SCF—Mailer Benefit
- 4.4 Presorted Machinable Parcels

- 4.5 Presorted Irregular Parcels
- 4.6 Carrier Route Machinable Parcels
- 4.7 Carrier Route Irregular Parcels

5.0 Destination Sectional Center Facility (DSCF) Entry

- 5.1 Eligibility
- 5.2 Presorted Flats
- 5.3 Carrier Route Flats

6.0 Destination Delivery Unit (DDU) Entry

- 6.1 Eligibility
- 6.2 Presorted Flats
- 6.3 Carrier Route Flats
- 6.4 Presorted Machinable Parcels
- 6.5 Presorted Irregular Parcels
- 6.6 Carrier Route Machinable Parcels
- 6.7 Carrier Route Irregular Parcels

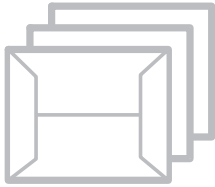
7.0 Destination Flat Sequencing System (DFSS) Facility Entry

- 7.1 Definition
- 7.2 Eligibility

270 Media Mail and Library Mail Flats

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- 273 Prices and Eligibility
- 274 Postage Payment and Documentation
- 275 Mail Preparation
- 276 Enter and Deposit



273 Prices and Eligibility

1.0 Prices and Fees for Media Mail and Library Mail

- 1.1 Price Application
- 1.2 Shape, Flexibility, and Thickness
- 1.3 Media Mail Prices and Library Mail Presorted Prices
- 1.4 Mailing Fees for Presorted Prices
- 1.5 Computing Postage

2.0 General Content Standards for Media Mail and Library Mail

- 2.1 General
- 2.2 Delivery and Return Addresses
- 2.3 Postal Inspection
- 2.4 Enclosures

3.0 Content Standards for Media Mail

- 3.1 Content Standards
- 3.2 Enclosures in Books

4.0 Content Standards for Library Mail

- 4.1 Sender and Recipient Qualifications
- 4.2 Content Standards for Mailings Between Entities
- 4.3 Qualified Mailings “To” or “From”
- 4.4 Enclosures in Books and Sound Recordings

5.0 Enclosures and Attachments

- 5.1 Invoice
- 5.2 Incidental First-Class Mail Attachments and Enclosures
- 5.3 Loose Enclosures
- 5.4 Written Additions

6.0 Price Eligibility for Media Mail and Library Mail

- 6.1 Basic Weight Standards
- 6.2 Price Eligibility Standards
- 6.3 Price Categories for Media Mail and Library Mail

274 Postage Payment and Documentation

1.0 Basic Standards for Postage Payment

2.0 Mailing Documentation

275 Mail Preparation

1.0 General Information for Mail Preparation

- 1.1 Definition of Presort Process
- 1.2 Definition of Mailings
- 1.3 Terms for Presort Levels
- 1.4 Preparation Definitions and Instructions

2.0 Bundles

3.0 Sacks and Sack Labels

4.0 Basic Standards for Preparing Media Mail and Library Mail

5.0 Preparing Media Mail and Library Mail Presorted Flats

- 5.1 Bundling
- 5.2 Sacking

6.0 Preparing Media Mail and Library Mail Parcels

- 6.1 Basic Standards
- 6.2 Preparing Machinable Parcels
- 6.3 Preparing Irregular Parcels

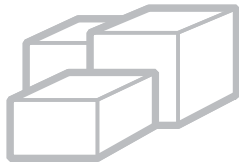
276 Enter and Deposit

1.0 Verification and Deposit

280
First-Class
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- 283 Prices and Eligibility
- 284 Postage Payment and Documentation
- 285 Mail Preparation
- 286 Enter and Deposit



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Prices and Eligibility

1.0 Prices and Fees for First-Class Package Service

- 1.1 Price Application
- 1.2 Price Determination for First-Class Package Service
- 1.3 Commercial Base Prices
- 1.4 Surcharge

2.0 Content Standards for First-Class Package Service Parcels

- 2.1 General
- 2.2 Matter Required to be Mailed as First-Class Mail

3.0 Basic Eligibility Standards for First-Class Package Service

- 3.1 Description of Service
- 3.2 Defining Characteristics
- 3.3 Additional Basic Standards
- 3.4 IMpb Standards

4.0 Price Eligibility for First-Class Package Service

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Postage Payment and Documentation

1.0 Basic Standards for Postage Payment

2.0 Postage Payment for First-Class Package Service

- 2.1 Permit Imprint Postage
- 2.2 Affixed Postage for First-Class Package Service

3.0 Mailing Documentation

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Mail Preparation

1.0 Preparation for First-Class Package Service

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1.0 Deposit

- 1.1 Time and Location of Deposit
- 1.2 Approved Collections

2.0 Verification

500 Additional Services

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503 Extra and Additional
Services
505 Return Services
507 Mailer Services
508 Recipient Services
509 Other Services

503 Extra and Additional Services

1.0 Basic Standards for All Extra Services

- 1.1 Description
- 1.2 Fees and Postage
- 1.3 Paying Fees and Postage
- 1.4 Matter Eligible for Extra Services
- 1.5 Mailing
- 1.6 Refunds
- 1.7 Forms and Labels
- 1.8 Obtaining Delivery Information and
Delivery Records
- 1.9 Delivery
- 1.10 Receipts

2.0 Registered Mail

- 2.1 Basic Standards
- 2.2 Fees and Liability
- 2.3 Mailing
- 2.4 Additional Standards for Delivery
- 2.5 Inquiry on Uninsured Article

3.0 Certified Mail

- 3.1 Basic Standards
- 3.2 Mailing

4.0 Insured Mail

- 4.1 Insurance Coverage-Priority Mail
Express
- 4.2 Insurance Coverage — Priority Mail
- 4.3 Basic Standards
- 4.4 Bulk Insurance for Standard Mail
and Parcel Select Lightweight
- 4.5 Additional Standards for Insurance
Restricted Delivery

5.0 Certificates of Mailing

- 5.1 Basic Standards
- 5.2 Other Bulk Quantities—Certificate of
Bulk Mailing

6.0 Return Receipt

- 6.1 Basic Standards
- 6.2 Obtaining Service
- 6.3 Other Requests for Delivery
Information

7.0 USPS Tracking

- 7.1 Basic Standards
- 7.2 Labels

8.0 USPS Signature Services

- 8.1 Basic Standards

9.0 Collect on Delivery (COD)

- 9.1 Basic Standards
- 9.2 Forms

10.0 Special Handling

- 10.1 Basic Standards

11.0 Intelligent Mail Barcode Tracing

- 11.1 Basic Standards
- 11.2 Barcodes

12.0 Money Orders

- 12.1 Fees for Money Orders
- 12.2 Issuing Money Orders
- 12.3 Cashing Money Orders
- 12.4 Federal Reserve System

505 Return Services

1.0 Business Reply Mail (BRM)

- 1.1 BRM Postage and Fees
- 1.2 Permits
- 1.3 Basic Standards
- 1.4 Mailpiece Characteristics
- 1.5 Format Elements
- 1.6 Additional Standards for Qualified
Business Reply Mail (QBRM)
- 1.7 BRM Distributed and Received by
Agents of a Permit Holder
- 1.8 Bulk Weight Averaged Nonletter-size
BRM

2.0 Permit, Pre-paid (Metered), and Courtesy Reply Mail

- 2.1 Permit Reply Mail
- 2.2 Authorization and Revocation
- 2.3 Format Elements
- 2.4 Company Permit Reply Mail Imprint
- 2.5 Prepaid (Metered) Reply Mail
- 2.6 Courtesy Reply Mail
- 2.7 Enclosed Reply Cards
and Envelopes

3.0 Merchandise Return Service (MRS)

- 3.1 Prices and Fees
- 3.2 Basic Standards
- 3.3 Additional Standards for MRS
- 3.4 Additional Standards for Permit
Holder's Customer
- 3.5 Labels
- 3.6 Enter and Deposit
- 3.7 Additional Standards for USPS
Return Services

500 Additional Services

4.0 Parcel Return Service

- 4.1 Prices and Fees
- 4.2 Basic Standards
- 4.3 Labels

5.0 Bulk Parcel Return Service

- 5.1 Bulk Parcel Return Service (BPRS) Permit and Fees
- 5.2 Basic Standards
- 5.3 Permits
- 5.4 Optional BPRS Label

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Mailer Services

1.0 Treatment of Mail

- 1.1 Nondelivery of Mail
- 1.2 USPS Address Adjustments
- 1.3 Directory Service
- 1.4 Basic Treatment
- 1.5 Treatment for Ancillary Services by Class of Mail
- 1.6 Attachments and Enclosures
- 1.7 Mixed Classes
- 1.8 Returning Mail
- 1.9 Dead Mail

2.0 Forwarding

- 2.1 Change-of-Address Order
- 2.2 Forwardable Mail
- 2.3 Postage for Forwarding

3.0 Premium Forwarding Services

- 3.1 Premium Forwarding Service Residential
- 3.2 Preparation
- 3.3 Premium Forwarding Service Commercial

4.0 Address Correction Services

- 4.1 Address Correction Service
- 4.2 Address Change Service (ACS)
- 4.3 Sender Instruction

5.0 Package Intercept

- 5.1 Description of Service
- 5.2 Postage and Fees
- 5.3 Adding Extra Services
- 5.4 Request for Intercept

6.0 Requesting Withdrawal and Disposal of a Mailing

- 6.1 Request Process

7.0 Pickup on Demand Service

- 7.1 Postage and Fees
- 7.2 Basic Standards
- 7.3 Scheduled Service

8.0 Mailing List Services

- 8.1 Mailing List Service Fees
- 8.2 General Information
- 8.3 Fee Assessment
- 8.4 Name and Address List Correction
- 8.5 Occupant Lists
- 8.6 Sortation of Lists on Cards by 5-Digit ZIP Code
- 8.7 Election Boards and Voter Registration Commissions

9.0 Address Sequencing Services

- 9.1 Address Sequencing Service Fees
- 9.2 Service Levels
- 9.3 Card Preparation and Submission
- 9.4 Sequencing Cards With Blanks for Missing Addresses or Sequencing Address Files With Missing Sequence Numbers
- 9.5 Sequencing With Address Cards or Address File Sequencing With Addresses Added for Missing and New Addresses
- 9.6 Service Charges
- 9.7 Submitting Properly Sequenced Mailings

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Recipient Services

1.0 Recipient Options

- 1.1 Basic Recipient Concerns
- 1.2 Carrier Release Endorsement for Parcels
- 1.3 Jointly Addressed
- 1.4 Delivery to Addressee's Agent
- 1.5 Delivery to Individual at Organization
- 1.6 Delivery at Hotels, Institutions, Schools, and Similar Places
- 1.7 Conflicting Delivery Orders
- 1.8 Commercial Mail Receiving Agencies

2.0 Conditions of Delivery

- 2.1 City Delivery Service
- 2.2 Rural Delivery Service
- 2.3 Highway Contract Delivery Service

500 Additional Services

3.0 Customer Mail Receptacles

- 3.1 Basic Information for Customer Mail Receptacles
- 3.2 Curbside Mailboxes
- 3.3 Wall-Mounted Centralized Mail Receptacles

4.0 Post Office Box Service

- 4.1 Basic Information for PO Box Service
- 4.2 Service
- 4.3 Conditions of Use
- 4.4 Basis of Fees and Payment
- 4.5 Fee Group Assignments
- 4.6 Fee Refund
- 4.7 Keys and Locks
- 4.8 Service Refusal or Termination

5.0 Caller Service

- 5.1 Caller Service Fees
- 5.2 Basic Information
- 5.3 Service
- 5.4 Conditions of Use
- 5.5 Basis of Fees and Payment
- 5.6 Fee Refund
- 5.7 Service Refusal or Termination
- 5.8 Accelerated Reply Mail (ARM)

6.0 General Delivery

- 6.1 Purpose
- 6.2 Service Restrictions
- 6.3 Delivery to Addressee
- 6.4 Holding Mail

7.0 Hold For Pickup

- 7.1 Fees and Postage
- 7.2 Basic Information
- 7.3 Preparation Definitions and Instructions

8.0 Firm Holdout

- 8.1 Purpose
- 8.2 Obtaining and Using Service
- 8.3 Service Cancellation

9.0 Pandering Advertisements

- 9.1 Prohibitory Order
- 9.2 Taking Action Against Violations

10.0 Sexually Oriented Advertisements

- 10.1 Basic Information for Sexually Oriented Advertisements
- 10.2 Applying for Listing
- 10.3 Requesting Removal From List
- 10.4 Availability of USPS Lists

- 10.5 Envelope Marking
- 10.6 Violations
- 10.7 Reporting Unsolicited Advertisements

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Other Services

1.0 Address Information System Services

- 1.1 General Information
- 1.2 Address Element Correction
- 1.3 Address Matching System Application Program Interface
- 1.4 AEC II Service
- 1.5 Address Information Service Viewer
- 1.6 Carrier Route Information System
- 1.7 CASS Certification
- 1.8 Change-of-Address Information for Election Boards and Registration Commissions
- 1.9 City State
- 1.10 Computerized Delivery Sequence (CDS)
- 1.11 Delivery Statistics
- 1.12 Delivery Type
- 1.13 Delivery Point Validation
- 1.14 DSF2 Service
- 1.15 eLine-Of-Travel Service
- 1.16 Five-Digit ZIP
- 1.17 Labeling Lists
- 1.18 LACS^{Link}
- 1.19 MAC Batch System Certification
- 1.20 MAC Gold System Certification
- 1.21 MAC System Certification
- 1.22 MASS Certification
- 1.23 NCOA^{Link}
- 1.24 NCOA^{Link} — ANK^{Link} Service Option
- 1.25 Official National Zone Charts
- 1.26 Periodicals Accuracy, Grading, and Evaluation System Certification
- 1.27 PAVE System Certification
- 1.28 RDI Service
- 1.29 Topological Integrated Geographic Encoding and Referencing
- 1.30 Z4CHANGE
- 1.31 Z4INFO
- 1.32 ZIP+4 Service
- 1.33 ZIPMove

500
Additional
Services

- 1.34 ZIP Code Sortation of Address Lists
- 1.35 99 Percent Accurate Method

2.0 Nonpostal Services

- 2.1 Bird Hunting Stamps
- 2.2 U.S. Savings Stamps
- 2.3 U.S. Savings Bonds
- 2.4 Postal Savings

600 Basic Standards For All Mailing Services

TOPICS

- 601 Mailability
- 602 Addressing
- 604 Postage Payment
 - Methods and Refunds
- 607 Mailer Compliance and Appeals of Classification Decisions
- 608 Postal Information and Resources
- 609 Filing Indemnity Claims for Loss or Damage

601 Mailability

1.0 General Standards

- 1.1 Determining Mail Processing Categories
- 1.2 General Mailability and Right of Refusal
- 1.3 Mailer's Responsibility

2.0 RESERVED

3.0 Packaging

- 3.1 General
- 3.2 Stationery
- 3.3 Odd-Shaped Items in Paper Envelopes
- 3.4 Liquids
- 3.5 Aerosols
- 3.6 Perishable, Hazardous, and Restricted Items
- 3.7 High-Density Items
- 3.8 Load Type
- 3.9 General Cushioning Standards
- 3.10 Tape and Tape Size
- 3.11 Adhesive
- 3.12 Banding
- 3.13 Staples and Steel Stitching

4.0 Acceptable Mailing Containers

- 4.1 Envelopes
- 4.2 Boxes
- 4.3 Fiberboard Tubes and Similar Long Containers
- 4.4 Paper Bags and Wraps
- 4.5 Plastic Bags
- 4.6 Plastic Film
- 4.7 Cloth Bags
- 4.8 Difficult Load
- 4.9 Bales
- 4.10 Cans and Drums

5.0 Handling, Content, and Extra Service Markings

- 5.1 Handling, Content, and Extra Service
- 5.2 Method

6.0 Mailing Containers—Special Types of Envelopes and Packaging

- 6.1 Priority Mail Express and Priority Mail Packaging
- 6.2 Green Diamond Border Envelope
- 6.3 Window Envelope

- 6.4 Reusable Mailpiece
- 6.5 Alternative Reusable Mailpieces That Originate as Permit Imprint Mailings

7.0 Packaging Standards for Mail Processed at Network Distribution Centers

- 7.1 High-Density Items
- 7.2 Books
- 7.3 Soft Goods
- 7.4 Sound Recordings

8.0 Hazardous, Restricted, and Perishable Mail

- 8.1 General
- 8.2 Hazardous Material
- 8.3 Restricted Matter
- 8.4 Perishable Matter

9.0 Written, Printed, and Graphic Matter Generally

- 9.1 Solicitations in Guise of Bills, Invoices, or Statements of Account (39 USC 3001(D); 39 USC 3005)
- 9.2 Solicitations Deceptively Implying Federal Connection, Approval, or Endorsement (39 USC 3001(H) and 3001(I); 39 USC 3005)
- 9.3 Lottery Matter (18 USC 1302)
- 9.4 Advertising Matter
- 9.5 Other Nonmailable Matter
- 9.6 Sweepstakes Matter (39 USC § 3001(K)(3)(A))
- 9.7 Skill Contests (39 USC 3001(K)(3)(B))
- 9.8 Facsimile Check (39 USC § 3001(K)(3)(C))
- 9.9 Exclusions and Disclosures (39 USC §§ 3001(K)(4) & 3001(K)(5))
- 9.10 Removal of Names from Mailing Lists (39 USC § 3001(L))
- 9.11 Unauthorized Decisions by Postmasters
- 9.12 Refusal Due to Improper Preparation

602 Addressing

1.0 Elements of Addressing

- 1.1 Clear Space
- 1.2 Delivery Address
- 1.3 Address Elements
- 1.4 Complete Addresses

600
Basic Standards
For All Mailing
Services

- 1.5 Return Addresses
- 1.6 Ancillary Services
- 1.7 Attachment of Different Class
- 1.8 ZIP Codes
- 1.9 Additional Addressing Standards by Class

2.0 Restrictions

- 2.1 Dual Address
- 2.2 More Than One Post Office
- 2.3 Mail Addressed to CMRAs

3.0 Use of Alternative Addressing

- 3.1 General Information
- 3.2 Simplified Address
- 3.3 Occupant Address
- 3.4 Exceptional Address

4.0 Detached Address Labels (DALs) and Detached Marketing Labels (DMLs)

- 4.1 DAL and DML Use
- 4.2 Label Preparation
- 4.3 Mail Preparation
- 4.4 Disposition of Excess or Undeliverable Material
- 4.5 Postage

5.0 Move Update Standards

- 5.1 Basic Standards
- 5.2 USPS-Approved Methods
- 5.3 Basis for Move Update Assessment Charges
- 5.4 Mailer Certification

6.0 ZIP Code Accuracy Standards

- 6.1 Basic Standards
- 6.2 USPS-Approved Methods
- 6.3 Mailer Certification

7.0 Carrier Route Accuracy Standard

- 7.1 Basic Standards
- 7.2 Exception
- 7.3 USPS-Approved Methods
- 7.4 Mailer Certification

604
Postage Payment Methods and Refunds

1.0 Stamps

- 1.1 Postage Stamp Denominations
- 1.2 Postage Stamps Valid for Use
- 1.3 Postage Stamps Invalid for Use

- 1.4 Imitations of Stamps
- 1.5 Imitations of Markings
- 1.6 Stamp Reproduction
- 1.7 Position of Stamp on Mailpiece
- 1.8 Reuse of Stamps
- 1.9 Perforating Stamps
- 1.10 Additional Standards for Forever Stamps
- 1.11 Additional Standards for Semipostal Stamps
- 1.12 Paying for Stamps
- 1.13 Seals and Stickers

2.0 Stamped Stationery

- 2.1 Plain Stamped Envelope
- 2.2 Personalized Stamped Envelopes
- 2.3 Other Stationery
- 2.4 Stamp Fulfillment Service

3.0 Precanceled Stamps

- 3.1 General Information
- 3.2 Permit to Use Precanceled Stamps
- 3.3 USPS Precanceled Stamps
- 3.4 Precancellation of Stamps by Mailer
- 3.5 Stamp Collectors
- 3.6 Using High Value Stamps

4.0 Postage Meters and PC Postage Products (“Postage Evidencing Systems”)

- 4.1 Basic Information
- 4.2 Authorization to Use Postage Evidencing Systems
- 4.3 Postage Payment
- 4.4 Postage Discrepancies
- 4.5 Special Indicia
- 4.6 Mailings
- 4.7 Authorization to Produce and Distribute Postage Evidencing Systems

5.0 Permit Imprint (Indicia)

- 5.1 General Standards
- 5.2 Suspension and Revocation
- 5.3 Indicia Design, Placement, and Content
- 5.4 Picture Permit Imprint Indicia
- 5.5 Alternate Postage

6.0 Payment of Postage

- 6.1 Basic Standards
- 6.2 Unpaid Mailable Matter for Private Delivery
- 6.3 Payment for Postage Due Mail

**600
Basic Standards
For All Mailing
Services**

- 6.4 Advance Deposit Account
- 6.5 Annual Accounting Fee for Extra Services
- 7.0 Computing Postage**
 - 7.1 General Standards
- 8.0 Insufficient or Omitted Postage**
 - 8.1 Insufficient Postage
 - 8.2 Omitted Postage
 - 8.3 Mailable Matter Without Postage in or on Mail Receptacles
- 9.0 Exchanges and Refunds**
 - 9.1 Stamp Exchanges
 - 9.2 Postage and Fee Refunds
 - 9.3 Refunds for Postage Evidencing Systems
 - 9.4 Value Added Refunds
 - 9.5 Priority Mail Express Postage and Fees Refunds
- 10.0 Revenue Deficiency**
 - 10.1 General
 - 10.2 Nonprofit Standard Mail
- 11.0 Postage Due Weight Averaging Program**
 - 11.1 Basic Information
 - 11.2 Authorization
- 12.0 Scan Based Payment**
 - 12.1 Basic Information
 - 12.2 Authorization
 - 12.3 Price Adjustment

**607
Mailer Compliance and Appeals
of Classification Decisions**

- 1.0 Mailer Compliance With Mailing Standards**
 - 1.1 Mailer Responsibility
 - 1.2 Postage Payment
 - 1.3 Request for Exception to Standards
- 2.0 Rulings on Mailing Standards**
 - 2.1 Local Decision
 - 2.2 Expedited Oral Decision
 - 2.3 Classification While Appeal Pending
 - 2.4 Decisions on National Rulings
 - 2.5 PCSC Decision
 - 2.6 Corresponding Standards

**608
Postal Information and
Resources**

- 1.0 About the Domestic Mail Manual**
 - 1.1 Content of the DMM
 - 1.2 Copies of the DMM
 - 1.3 Revisions to the DMM
 - 1.4 Terms in the DMM
- 2.0 Domestic Mail**
 - 2.1 Definition of “Domestic”
 - 2.2 Mail Treated as Domestic
 - 2.3 International Mail
 - 2.4 Customs Forms Required
 - 2.5 Foreign Trade Regulations—U.S. Department of Commerce, U.S. Bureau of the Census
 - 2.6 Alaska Bypass Service
- 3.0 Post Offices and Holidays**
- 4.0 Philatelic (Stamp Collecting) Services**
- 5.0 Private Express Statutes**
- 6.0 Complaints and Postal Law Violations**
 - 6.1 Consumer Complaints and Inquiries
 - 6.2 Postal Law Violations
- 7.0 Trademarks and Copyrights of the USPS**
 - 7.1 USPS Trademarks
 - 7.2 Inquiries about Copyrights and Use of USPS Trademarks

- 8.0 USPS Contact Information**
 - 8.1 Postal Service
 - 8.2 Federal Agencies
 - 8.3 Other Agencies
 - 8.4 PCSC and District Business Mail Entry Offices Contact Information

**609
Filing Indemnity Claims for Loss
or Damage**

- 1.0 General Filing Instructions**
 - 1.1 Extra Services With Indemnity
 - 1.2 Bulk Insured Claims
 - 1.3 Who May File
 - 1.4 When to File
 - 1.5 Where and How to File

600
Basic Standards
For All Mailing
Services

2.0 Providing Proof of Loss or Damage

3.0 Providing Evidence of Insurance and Value

3.1 Evidence of Insurance

3.2 Proof of Value

4.0 Claims

4.1 Payable Claim

4.2 Payable Priority Mail Express Claim

4.3 Nonpayable Claims

5.0 Compensation

5.1 Payment Limit

5.2 Depreciation

5.3 Insufficient Fee

5.4 Loss

5.5 Dual Claim

5.6 Incompetent or Deceased

5.7 Recovered Article

6.0 Adjudication of Claims

6.1 Initial Adjudication of Claims

6.2 Appealing a Claim Decision

6.3 Final USPS Decision of Claims

700 Special Standards

TOPICS

- 703 Nonprofit Standard
Mail and Other
Unique Eligibility
- 705 Advanced Preparation
and Special Postage
Payment Systems
- 708 Technical
Specifications
- 709 Negotiated Service
Agreements

703 Nonprofit Standard Mail and Other Unique Eligibility

1.0 Nonprofit Standard Mail

- 1.1 Basic Standards
- 1.2 Qualified Nonprofit Organizations
- 1.3 Qualified Political Committees and
State or Local Voting Registration
Officials
- 1.4 Ineligible Organizations
- 1.5 Identification of Nonprofit
Organization
- 1.6 Eligible and Ineligible Matter
- 1.7 Authorization—Application
- 1.8 Confirmation of Authorization to Mail
at Nonprofit Standard Mail Prices
- 1.9 Mailing While Application Pending
- 1.10 Ruling on Application
- 1.11 Revocation

2.0 Overseas Military and Diplomatic Post Office Mail

- 2.1 Basic Standards
- 2.2 Addressing Military Mail
- 2.3 General Restrictions
- 2.4 Military Ordinary Mail (MOM)
- 2.5 Parcel Airlift (PAL)
- 2.6 Priority Mail Express Military Service
(PMEMS)
- 2.7 Delivery of Military Mail

3.0 Department of State Mail

- 3.1 Availability
- 3.2 Conditions For Authorized Mail
- 3.3 Mail Security

4.0 Mail Sent by U.S. Armed Forces

- 4.1 Letters Sent Postage Collect
- 4.2 Matter Sent Free

5.0 Free Matter for the Blind and Other Physically Handicapped Persons

- 5.1 Basic Information
- 5.2 Matter Sent To Blind or Other
Physically Handicapped Persons
- 5.3 Matter Sent By Blind or Other
Physically Handicapped Persons
- 5.4 Preparation

6.0 Official Mail (Franked)

- 6.1 Basic Information

7.0 Official Mail (Penalty)

8.0 Balloting Materials

- 8.1 Basic Standards
- 8.2 Special Exemption

9.0 Mixed Classes

- 9.1 Basic Information
- 9.2 Eligibility for Attachments of
Different Classes
- 9.3 Eligibility for an Enclosure in
Periodicals Publication
- 9.4 Eligibility for an Enclosure in
Standard Mail, Parcel Select, and
Package Services Parcels
- 9.5 Eligibility for an Incidental First-Class
Mail Attachment or Enclosure
- 9.6 Eligibility for Combined Mailing of
Media Mail and Bound Printed
Matter
- 9.7 Markings on Mixed Mail
- 9.8 Postage Payment for Attachments
of Different Classes
- 9.9 Postage Payment for Enclosure in
Periodicals Publication
- 9.10 Postage Payment for Enclosure in
Standard Mail, Parcel Select, or
Package Services Parcel
- 9.11 Postage Payment for Incidental
First-Class Mail Attachment or
Enclosure
- 9.12 Postage Payment for Combined
Mailings of Media Mail and Bound
Printed Matter
- 9.13 Extra Services for Mixed Classes

705 Advanced Preparation and Special Postage Payment Systems

1.0 RESERVED

2.0 Manifest Mailing System

- 2.1 Description
- 2.2 Basic Standards
- 2.3 Keyline
- 2.4 Authorization
- 2.5 Revocation
- 2.6 Priority Mail Express Manifesting
Agreements
- 2.7 Basic Standards

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- 2.8 Applications, Agreement Renewals, Modifications, Suspensions, and Cancellations
- 2.9 Electronic Verification System
- 3.0 Optional Procedure Mailing System**
- 4.0 Alternate Mailing System**
 - 4.1 Basic Information
 - 4.2 Authorization
- 5.0 First-Class Mail or Standard Mail Mailings With Different Payment Methods**
 - 5.1 Basic Provisions
 - 5.2 Postage
 - 5.3 Producing the Combined Mailing
 - 5.4 Documentation
- 6.0 Combining Mailings of Standard Mail, Package Services, and Parcel Select Parcels**
 - 6.1 Basic Standards for Combining Parcels
 - 6.2 Combining Parcels—DNDC Entry
 - 6.3 Combining Parcels—DSCF and DDU Prices
 - 6.4 Combining Package Services, Parcel Select, and Standard Mail—Optional 3-Digit SCF Entry
- 7.0 Combining Package Services and Parcel Select Parcels for Destination Entry**
 - 7.1 Combining Parcels—DSCF and DDU Entry
 - 7.2 Combining Parcel Select and Package Services Machinable Parcels for DNDC Entry
 - 7.3 Postage Payment
 - 7.4 Documentation
 - 7.5 Authorization
- 8.0 Preparing Pallets**
 - 8.1 Physical Characteristics
 - 8.2 Top Caps
 - 8.3 Stacking Pallets
 - 8.4 Pallet Boxes
 - 8.5 General Preparation
 - 8.6 Pallet Placards
 - 8.7 Copalletized, Combined, or Mixed-Price Level Palletized Mailings
 - 8.8 Basic Uses
 - 8.9 Bundles on Pallets
 - 8.10 Pallet Presort and Labeling
 - 8.11 Bundle Reallocation to Protect SCF Pallet for Periodicals Flats and Irregular Parcels and Standard Mail Flats on Pallets
 - 8.12 Bundle Reallocation to Protect ADC Pallet for Periodicals Flats and Irregular Parcels on Pallets
 - 8.13 Bundle Reallocation to Protect NDC Pallet for Standard Mail Flats on Pallets
 - 8.14 Pallets of Bundles, Sacks, and Trays
 - 8.15 Sacks
 - 8.16 Copalletized Letter-size and Flat-size Pieces—Periodicals or Standard Mail
 - 8.17 Pallets of Machinable Parcels
 - 8.18 Parcel Select—Network Distribution Center (NDC) Presort Discount
 - 8.19 Parcel Select DSCF Prices—Parcels on Pallets
 - 8.20 Parcel Select DSCF Prices—Sacks on Pallets
 - 8.21 Parcel Select and Bound Printed Matter DDU Prices
- 9.0 Combining Bundles of Automation and Nonautomation Flats in Trays and Sacks**
 - 9.1 First-Class Mail
 - 9.2 Periodicals
 - 9.3 Standard Mail
 - 9.4 Bound Printed Matter
- 10.0 Merging Bundles of Flats Using the City State Product**
 - 10.1 Periodicals
 - 10.2 Standard Mail
- 11.0 Combining Automation Price and Nonautomation Price Flats in Bundles**
 - 11.1 First-Class Mail
 - 11.2 Periodicals
 - 11.3 Standard Mail
 - 11.4 Bound Printed Matter
- 12.0 Merging Bundles of Flats on Pallets Using a 5% Threshold**
 - 12.1 Periodicals
- 13.0 Merging Bundles of Flats on Pallets Using the City State Product and a 5% Threshold**
 - 13.1 Periodicals
 - 13.2 Standard Mail

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14.0 FSS Scheme Preparation

- 14.1 General
- 14.2 Periodicals
- 14.3 Standard Mail
- 14.4 Bound Printed Matter

15.0 Combining Standard Mail Flats and Periodicals Flats

- 15.1 Basic Standards
- 15.2 Combining Standard Mail Flats and Periodicals Flats in the Same Bundle
- 15.3 Combining Bundles of Standard Mail Flats and Periodicals Flats on the Same Pallet
- 15.4 Pallet Preparation

16.0 Plant Load Mailings

- 16.1 Basic Information
- 16.2 Application for Plant Load Privileges
- 16.3 Plant Load Operations
- 16.4 Expedited Plant Load Shipment
- 16.5 Mailer Responsibilities
- 16.6 Intradistrict Plant-Loaded Shipments
- 16.7 Interdistrict Plant-Loaded Shipments

17.0 Plant-Verified Drop Shipment

- 17.1 Description
- 17.2 Program Participation
- 17.3 Liability
- 17.4 Standard Mail Documentation
- 17.5 Parcel Select and Package Services PVDS Option

18.0 Priority Mail Express Open and Distribute and Priority Mail Open and Distribute

- 18.1 Prices and Fees
- 18.2 Basic Standards
- 18.3 Additional Standards for Priority Mail Express Open and Distribute
- 18.4 Additional Standards for Priority Mail Open and Distribute
- 18.5 Preparation
- 18.6 Enter and Deposit

19.0 Metered Mail Drop Shipment

- 19.1 Basic Information
- 19.2 Authorization
- 19.3 Option 1: Deposit at P&DC/F
- 19.4 Option 2: Deposit at Another Post Office

- 19.5 Option 3: Consolidated Drop Shipment With Endorsement
- 19.6 Option 4: Consolidated Drop Shipment Without Endorsement

20.0 RESERVED

21.0 Optional Combined Parcel Mailings

- 21.1 Basic Standards for Combining Parcel Select, Package Services, and Standard Mail Parcels
- 21.2 Price Eligibility
- 21.3 Mail Preparation

22.0 RESERVED

23.0 Full-Service Automation Option

- 23.1 Description
- 23.2 General Eligibility Standards
- 23.3 Eligibility for Waiver of Annual Fees and Waiver of Deposit of Permit Imprint Mail Restrictions
- 23.4 Preparation
- 23.5 Additional Standards

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Technical Specifications

1.0 Standardized Documentation for First-Class Mail, Periodicals, Standard Mail, and Flat-Size Bound Printed Matter

- 1.1 Basic Standards
- 1.2 Format and Content
- 1.3 Price Level Column Headings
- 1.4 Sortation Level
- 1.5 Combined, Copalletized, and Merged Mailings
- 1.6 Detailed Zone Listing for Periodicals
- 1.7 Bundle and Container Reports for Outside-County Periodicals Mail
- 1.8 Optional Information

2.0 Presort Accuracy Validation and Evaluation (PAVE)

- 2.1 Presort Accuracy Validation and Evaluation (PAVE)

3.0 Coding Accuracy Support System (CASS)

- 3.1 Basic Information
- 3.2 Software Certification
- 3.3 Date of Address Matching and Coding

**700
Special
Standards**

- 3.4 Definitions—Mailing and Address Lists
- 3.5 Documentation
- 3.6 CASS Certification
- 4.0 Standards for Intelligent Mail and POSTNET Barcodes**
 - 4.1 General
 - 4.2 POSTNET Barcode
 - 4.3 Intelligent Mail Barcodes
 - 4.4 Reflectance
 - 4.5 Skew and Baseline Shift
 - 4.6 Barcode Software and Hardware Certification
- 5.0 Standards for Package and Extra Service Barcodes**
 - 5.1 Intelligent Mail Package Barcode
 - 5.2 Other Package Barcodes
- 6.0 Standards for Barcoded Tray Labels, Sack Labels, and Container Placards**
 - 6.1 General
 - 6.2 Specifications for Barcoded Tray and Sack Labels
 - 6.3 Specific Standards for Intelligent Mail Tray Labels
 - 6.4 Intelligent Mail Container Placards (Labels)
- 7.0 Optional Endorsement Lines (OELs)**
 - 7.1 OEL Use
 - 7.2 OEL Format
- 8.0 Carrier Route Information Lines**
 - 8.1 Basic Information
 - 8.2 Format and Content
- 9.0 Facing Identification Mark (FIM)**
 - 9.1 Using FIMs
 - 9.2 Pattern
 - 9.3 Specification
 - 9.4 Dimensional Tolerances
 - 9.5 Reflectance
- 10.0 Postal Zones**
 - 10.1 Basis
 - 10.2 Application
 - 10.3 Zone Charts
 - 10.4 Specific Zones

709
Negotiated Service Agreements

- 1.0 General Requirements for Negotiated Service Agreements (NSAs)**
 - 1.1 Basic Information
 - 1.2 Candidate Factors and Requirements
 - 1.3 Application Process
 - 1.4 Market Dominant First-Class Mail and Standard Mail Letters NSAs

