

**Physical Standards (401)** Minimum weight irregular parcels: none.  
Minimum weight machinable parcels: 6 ounces (3.5 ounces for parcels prepared under [401.1.5.2](#)).  
Maximum weight: 15 pounds.  
For an overview of the physical standards for commercial parcels, see [Quick Service Guide 401](#).

**Prices and Fees (463.1.0)** For a complete listing of Bound Printed Matter prices — see [Notice 123—Price List](#).  
Presorted, Carrier Route, and destination NDC (DNDC) prices: separate per piece and per pound charges based on weight and zone. Per pound charges must be calculated using a 1 pound minimum weight per piece, even if the pieces weigh less than 1 pound each. DSCF and DDU prices are not zoned. Destination entry discounts apply to mail prepared as prescribed by USPS and addressed for delivery within service area of destination NDC/ASF, SCF, or delivery unit (DDU) ([466](#)).  
No annual mailing fee; however, there is an annual destination entry mailing fee.

**Content (463.4.0)** Bound Printed Matter is typically catalogs, directories, books, and other printed material that weigh up to 15 pounds and meet specific eligibility standards in [463.3.0](#). Contents must:

- Consist of advertising, promotional, directory, or editorial material (or any combination of these).
- Be securely bound by permanent fastening.
- Consist of sheets of which at least 90% are imprinted by any process other than handwriting, typewriting with letters, characters, figures, or images (or any combination of these).
- Not have the nature of personal correspondence.
- Not be stationery (e.g., pads of blank printed forms).

**Eligibility Standards (463.4.0)** Eligible mailings must meet the following minimum pieces:

- 300 pieces for Presorted and Carrier Route.
- No minimum for nonpresorted.

Mailings of 300 or more pieces, sorted, and marked as described below. Machinable parcels ([401.1.5](#)) and nonmachinable parcels ([401.1.6](#)) may not be combined in the same mailing.  
Each piece must include complete delivery address with correct ZIP Code or ZIP+4 Code. Return address required for pieces with ancillary service endorsement or extra services.  
For Presorted prices, a certified process must be used at least once a year to ensure accuracy of 5-digit ZIP Codes.  
For Carrier Route price, carrier route information must be updated using CASS-certified process within 90 days before mailing ([463.4.0](#)).  
Destination entry discounts apply to mail prepared as prescribed by USPS and addressed for delivery within service area of destination NDC/ASF, SCF, or delivery unit (DDU) ([466.2.0](#)).  
Each piece entered at the Presorted or Carrier Route price must bear a unique Intelligent Mail package barcode, including a postal routing code, prepared under [708.5.0](#).

**Postage Payment and Documentation (464)** Permit imprint ([604.5.0](#)).  
Postage statement: [PS Form 3605-R](#) or approved facsimile.

**Mail Preparation (465)** Markings ([402.2.0](#)):

- Presorted price: “Bound Printed Matter” or “BPM” and either “Presorted” or “PRSRT.”
- Carrier Route price: “Bound Printed Matter” or “BPM” and “Carrier Route Presort” or “CAR-RT SORT.”

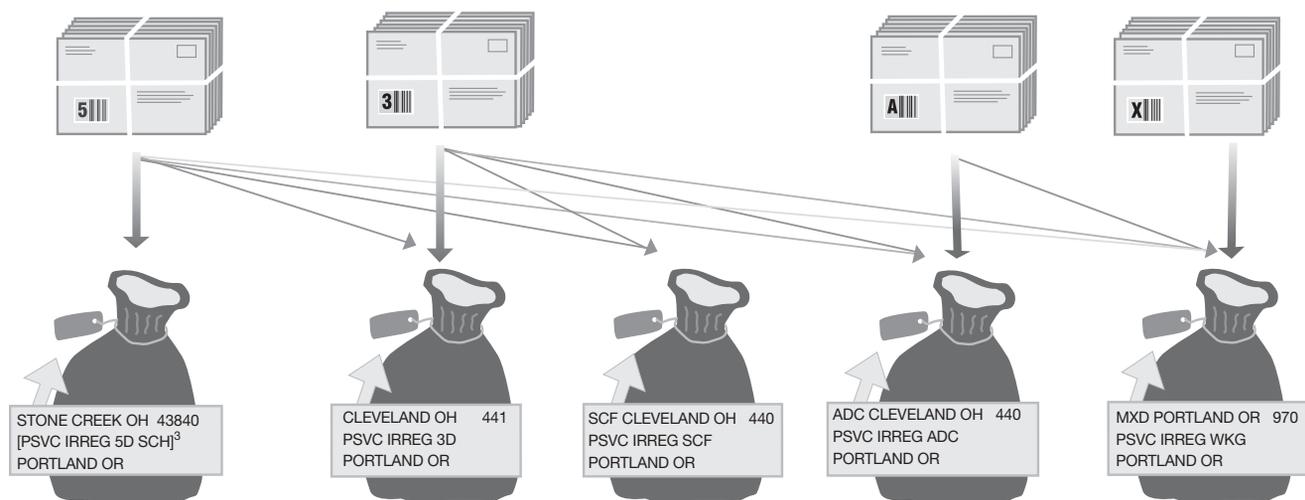
Mark each piece in the postage area. For optional marking locations, see [302.3.3](#).  
Pieces must be separated by zones when presented unless authorized under [705.2.0](#).  
Parcels must include a unique Intelligent Mail package barcode with a postal routing code, prepared under [708.5.0](#).

**Enter and Deposit (466)** Generally at the Post Office where permit is held.

### Preparation

#### Bundling and Sacking Sequence for Irregular Parcels Less than 10 Pounds (465.5.2)

5-Digit/Scheme <sup>1</sup>	3-Digit	ADC	Mixed ADC
<p><b>Bundles:</b> Scheme bundles required for 5-digit ZIP Codes in L606. Required at 10 pieces or 10 pounds, smaller volumes not permitted. Maximum weight 20 pounds.<sup>2</sup></p> <p><b>Labels:</b> Red Label 5 or optional endorsement line (OEL) (708.7.0).</p>	<p><b>Bundles:</b> Required at 10 pieces or 10 pounds, smaller volumes not permitted. Maximum weight 20 pounds.</p> <p><b>Labels:</b> Green Label 3 or OEL.</p>	<p><b>Bundles:</b> Required at 10 pieces or 10 pounds, smaller volumes not permitted. Maximum weight 20 pounds.</p> <p><b>Labels:</b> Pink Label A or OEL.</p>	<p><b>Bundles:</b> Required with no minimum. Maximum weight 20 pounds.</p> <p><b>Labels:</b> Tan Label X or OEL.</p>

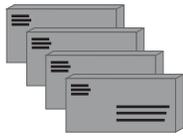


5-Digit/Scheme <sup>1</sup>	3-Digit	SCF	ADC	Mixed ADC
<p><b>Sacks:</b> Required, at 10 addressed pieces or 20 pounds, smaller volumes not permitted.<sup>4</sup></p> <p><b>Labels:</b> <u>Line 1:</u> For 5-digit scheme sacks, use L606, Column B. For 5-digit sacks, use city, state, and 5-digit ZIP Code on mail. <u>Line 2:</u> For 5-digit scheme sacks, use "PSVC IRREG 5D SCH." For 5-digit sacks, use "PSVC IRREG 5D."</p>	<p><b>Sacks:</b> Required at 10 addressed pieces or 20 pounds, smaller volumes not permitted.</p> <p><b>Labels:</b> For Line 1, use L002, Column A. For Line 2, use "PSVC IRREG 3D."</p>	<p><b>Sacks:</b> Optional at 10 addressed pieces or 20 pounds, smaller volumes not permitted.</p> <p><b>Labels:</b> For Line 1, use L005, Column B. For Line 2, use "PSVC IRREG SCF"</p>	<p><b>Sacks:</b> Required at 10 addressed pieces or 20 pounds, smaller volumes not permitted.</p> <p><b>Labels:</b> For Line 1, use L004, Column B. For Line 2, use "PSVC IRREG ADC."</p>	<p><b>Sacks:</b> Required; no minimum.</p> <p><b>Labels:</b> For Line 1, use "MXD" followed by the city, state, and ZIP Code of ADC serving 3-digit prefix for the entry post office as shown in L009, Column B. For Line 2, use "PSVC IRREG WKG."</p>

Each bundle (except mixed ADC bundles) must contain at least two addressed pieces.

- All possible 5-digit scheme bundles and 5-digit scheme sacks must be prepared before preparing 5-digit bundles and 5-digit sacks.
- Bundling not required for irregular parcels in 5-digit scheme and 5-digit sacks meeting the minimum bundle size requirements if individually wrapped or enveloped. 5-digit bundles placed in 5-digit scheme and 5-digit sacks or prepared and entered at the DDU price may weigh a maximum of 40 pounds.
- For 5-digit scheme sacks, use "PSVC IRREG 5D SCH." For 5-digit sacks, use "PSVC IRREG 5D."
- Sacking not required for 5-digit bundles of irregular parcels when prepared and entered at DDU prices; these bundles may be bedloaded and weigh up to 40 pounds.

### Sacking Machinable Parcels Not Claiming DNDC Prices (465.5.4)



DIXON IL 61021  
[PSVC MACH 5D SCH]<sup>1</sup>  
TOPEKA KS

#### 5-Digit/Scheme<sup>2</sup>

**Sacks:** Required; minimum 10 addressed pieces or 20 pounds, smaller volumes 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 "PSVC MACH 5D SCH." For 5-digit sacks, use "PSVC MACH 5D."



NDC CHICAGO IL 60808  
PSVC MACH NDC  
TOPEKA KS

#### NDC

**Sacks:** Required; minimum 10 addressed pieces or 20 pounds, smaller volumes not permitted.

**Labels:** For Line 1, use L601, Column B. For Line 2, use "PSVC MACH NDC."



MXD NDC KANS CITY KS 64399  
PSVC MACH WKG  
TOPEKA KS

#### Mixed NDC

**Sacks:** Required; no minimum.

**Labels:** For Line 1, "MXD" followed by the information in L601, Column B for the NDC serving the 3-digit ZIP Code prefix of the entry post office. For Line 2, use "PSVC MACH WKG."

For Bound Printed Matter machinable parcels claiming DNDC prices, see 465.5.5.

1. For 5-digit scheme sacks, use "PSVC MACH 5D SCH;" for 5-digit sacks, use "PSVC MACH 5D."
2. All possible 5-digit scheme bundles must be prepared before preparing 5-digit sacks.

### Palletizing Machinable Parcels (705.8.10.6)

FALMOUTH VA 22403 PSVC MACH 5D SCH DETROIT MI	FAIRFAX VA 22033 PSVC MACH 5D DETROIT MI	ASF BUFFALO NY 140 PSVC MACH ASF DETROIT MI	NDC PITTSBURGH PA 15195 PSVC MACH NDC DETROIT MI	MXD NDC DETROIT MI 48399 PSVC MACH WKG DETROIT MI
<b>5-Digit Scheme</b>	<b>5-Digit</b>	<b>ASF</b>	<b>NDC</b>	<b>Mixed NDC</b>
Optional at 250 pounds.	Required at 500 pounds. Optional at 250 pounds.	Optional at 250 pounds. Allowed only for mail deposited at an ASF to claim DNDC prices.	Required at 500 pounds. Optional at 250 pounds.	Optional at 250 pounds.
<b>Labels:</b> For Line 1, use L606, Column B. For Line 2, use "PSVC MACH 5D SCH."	<b>Labels:</b> For Line 1, use city, state, and 5-digit ZIP Code on mail. For Line 2, use "PSVC MACH 5D."	<b>Labels:</b> For Line 1, use L602. For Line 2, use "PSVC MACH ASF."	<b>Labels:</b> For Line 1, use L601. For Line 2, use "PSVC MACH NDC."	<b>Labels:</b> For Line 1, use MXD followed by L601, Column B information for NDC serving the 3-digit ZIP Code prefix of the entry post office. For Line 2, use "PSVC MACH WKG."