Commercial Flats
Standard Mail Nonautomation Flats

Related QSG	703, Standard Mail Nonprofit Eligibility
Physical Standards (201)	Maximum weight: less than 16 ounces.
	For an overview of the physical standards for commercial flats, see Quick Service Guide 201c.
Prices and Fees (243.1.0)	For a complete list of commercial Standard Mail prices, see Notice 123–Price List.
	Destination discounts apply to mail prepared as prescribed by USPS and addressed for delivery within service area of destination NDC/ASF or SCF (246.2.0).
	Annual presort mailing fee applies.
Content (243.2.0)	Flats 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 (243.3.0)	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 flats (301). 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 (243.3.8) must be used within 12 months before mailing to ensure accuracy of 5-digit ZIP Codes.
	Rigid, nonrectangular, and pieces that are not uniformly thick must be prepared as parcels pieces and pay parcel prices (243.3.2.1).
	Mailers can apply Repositionable Notes for an additional charge of $0.015. See 202.7.0.
	Addresses on all pieces must be updated within 95 days before mailing through a USPS-approved address update method (e.g., ACS, NCOA^{Link}, 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 602a.
Postage Payment and Documentation (244)	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, PS Form 3602-EZ, or approved facsimile. **Nonprofit:** PS Form 3602-N, PS Form 3602-NZ, 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 (245)	Marking on each piece in the postage area (202.3.0): ■ **Regular:** "Presorted Standard" or "PRSRT STD," "Standard" or "STD." ■ **Nonprofit:** "Nonprofit Organization" or "NONPROFIT ORG." or "NONPROFIT."
	Palletization is preferred, see Quick Service Guide 705d.
	Any mailing job that contains bundles of Presorted flats and bundles of automation flats must be co-sacked using 705.9.3.
Enter and Deposit (246)	Mailing entered at an acceptance point designated by USPS.

Preparation

Bundling and Sacking Sequence (245.5.0)

5-Digit/Scheme[1]

Bundles: Scheme bundles required for 5-digit ZIP Codes in L007*. Required with 15 pieces or more for mailings containing only pieces weighing 5 ounces or less. Required with 10 or more pieces for mailings containing any pieces weighing more than 5 ounces. Fewer pieces in a bundle not permitted.[2]

Labels: Red Label 5 or optional endorsement line (OEL).

3-Digit/Scheme[1]

Bundles: Scheme bundles required for 3-digit ZIP Codes in L008*. Required with 10 or more pieces to same 3-digit/scheme; fewer than 10 pieces in a bundle not permitted.[2]
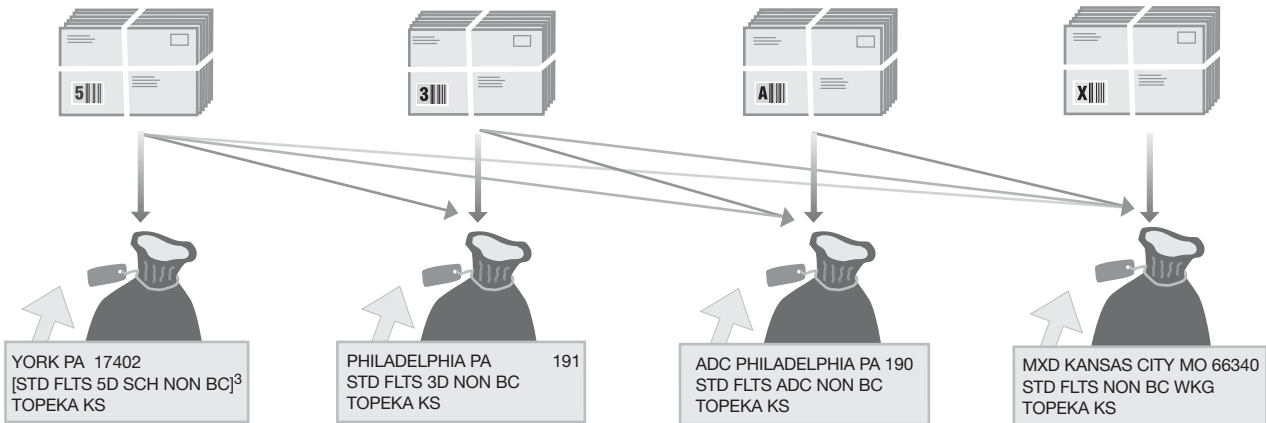
Labels: Green Label 3 or OEL.

ADC

Bundles: Required with 10 or more pieces to same ADC (see L004*); fewer than 10 pieces in a bundle not permitted.[2]

Labels: Pink Label A or OEL.

Mixed ADC

Bundles: Any remaining pieces must be bundled in mixed ADC bundles.

Labels: Tan Label X or OEL.

| YORK PA 17402
[STD FLTS 5D SCH NON BC][3]
TOPEKA KS | PHILADELPHIA PA   191
STD FLTS 3D NON BC
TOPEKA KS | ADC PHILADELPHIA PA 190
STD FLTS ADC NON BC
TOPEKA KS | MXD KANSAS CITY MO 66340
STD FLTS NON BC WKG
TOPEKA KS |

5-Digit/Scheme[3]

Sacks: Required when there are 125 pieces or 15 pounds to the same 5-digit/scheme; smaller volume not permitted.[4]

Labels: Line 1: For 5-digit scheme sacks, use L007*, Column B. For 5-digit sacks, use city, state, and 5-digit ZIP Code on mail.
Line 2: For 5-digit scheme sacks, use "STD FLT 5D SCH NON BC." For 5-digit sacks, use "STD FLTS 5D NON BC."

Price: 5-Digit

3-Digit

Sacks: Required when there are 125 pieces or 15 pounds; smaller volume not permitted.

Optional: After all full sacks are prepared, mailers may make one less-than-full sack for any remaining bundles for each origin 3-digit ZIP Code prefix of SCF serving post office where mail is verified.

Labels: For Line 1, use L002*, Column A, for destination facility.

Price: 3-Digit or ADC[5]

ADC

Sacks: Required when there are 125 pieces or 15 pounds; smaller volume not permitted.

Labels: For Line 1, use L004*, Column B for destination facility.

Price: ADC

Mixed ADC

Sacks: Any remaining bundles placed in mixed ADC sacks.

Labels: For Line 1, use L009*, Column B.

Price: Mixed ADC

Prices are based on sack level.

1. Pieces meeting the automation-compatibility standards in 201.6.0 must be prepared in 5-digit scheme and 3-digit scheme bundles. Mailers must prepare all possible 5-digit scheme bundles and 5-digit scheme sacks before preparing 5-digit bundles and 5-digit sacks. All possible 3-digit scheme bundles must be prepared before preparing 3-digit bundles and 3-digit sacks.
2. Bundles may contain less than the 10 or 15 piece minimums when there are at least the minimum number of pieces to a destination and the bundle size would exceed the maximum size (601.2.0).
3. For 5-digit scheme sacks, use "STD FLT 5D SCH NON BC," for 5-digit sacks, use "STD FLTS 5D NON BC."
4. For nonidentical-weight pieces, see 245.8.5b.
5. ADC price for any 3-digit sack for origin SCF not meeting 125-piece or 15-pound minimum.
*http://fast.usps.com (Click "Resources," then "Labeling List File Download.")