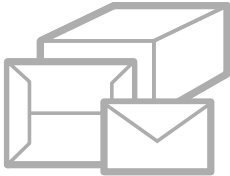


100 Design Standards

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 Ineligible Flat-Size Pieces

3.0 Physical Standards for Parcels

- 3.1 Processing Categories
- 3.2 Size and Weight
- 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 and USPS Ground Advantage — Retail

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

7.0 Additional Physical Standards for Media Mail and Library Mail

- 3.3 First-Class Mail and USPS Ground Advantage — Retail Markings
- 3.4 Media Mail and Library Mail
- 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

3.0 Placement and Content of Mail Markings

- 3.1 Priority Mail Express Marking
- 3.2 Priority Mail Marking

110 Priority Mail Express

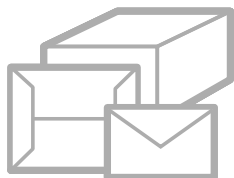
TOPICS

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 Dimensional Weight Price for Low-Density Parcels
- 1.4 Flat Rate Packaging
- 1.5 Sunday and Holiday Premium
- 1.6 Nonstandard Fees
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2.0 Basic Eligibility Standards for Priority Mail Express

- 2.1 Description of Service
- 2.2 Inspection of Contents

3.0 Content Standards for Priority Mail Express

4.0 Service Features of Priority Mail Express

- 4.1 General
- 4.2 Priority Mail Express Delivery
- 4.3 Priority Mail Express Military Service

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 Labels

- 2.1 Mailing Label
- 2.2 Signature Required

3.0 Firm Mailing Book

116 Deposit

1.0 Priority Mail Express

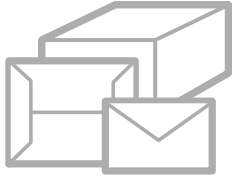
2.0 Priority Mail Express Military Service

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 Prices and Fees

- 1.1 Price Application
- 1.2 Prices
- 1.3 Dimensional Weight Price for Low-Density Parcels
- 1.4 Flat Rate Packaging
- 1.5 Prices for Keys and Identification Devices
- 1.6 Nonstandard Fees
- 1.7 Live Animal and Perishable Handling Fee

2.0 Basic Eligibility Standards for Priority Mail

- 2.1 Description of Service
- 2.2 Inspection of Contents

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 Packaging
- 1.3 Required Use of Return Address

2.0 Marking for Priority Mail

126 Deposit

1.0 Deposit

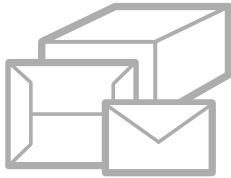
- 1.1 Pieces Weighing 10 Ounces or Less and Measuring One Half-Inch or Less in Thickness
- 1.2 Pieces Weighing More than 10 Ounces or Measuring More than One Half-Inch in Thickness

2.0 Pickup on Demand Service

130
**First-Class Mail
and USPS Ground
Advantage – Retail**

TOPICS

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



133
Prices and Eligibility

1.0 Prices and Fees

- 1.1 First-Class Mail Single-Piece and USPS Ground Advantage – Retail Price Application
- 1.2 Price Computation for First-Class Mail and USPS Ground Advantage – Retail
- 1.3 USPS Ground Advantage – Limited Overland Route Prices
- 1.4 Dimensional Weight Price for Low-Density Parcels
- 1.5 Determining Single-Piece Weight
- 1.6 Keys and Identification Devices
- 1.7 Nonmachinable Surcharge
- 1.8 Nonstandard Fees
- 1.9 Live Animal and Perishable Handling Fee

2.0 Basic Eligibility Standards for First-Class Mail and USPS Ground Advantage – Retail

- 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 and USPS Ground Advantage – Retail

- 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

135
Mail Preparation

1.0 Preparation for First-Class Mail and USPS Ground Advantage – Retail

136
Deposit

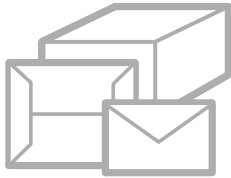
1.0 Deposit for First-Class Mail and USPS Ground Advantage – Retail

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 Prices and Fees

- 1.1 Price
- 1.2 Fees and Services

2.0 Basic Eligibility Standards for
EDDM-Retail Flats

- 2.1 Description of Service
- 2.2 Inspection of Contents
- 2.3 Forwarding and Return Service
- 2.4 Extra Services
- 2.5 Additional Eligibility Standards
for EDDM-Retail Flats

3.0 Content Standards for
EDDM-Retail Flats

- 3.1 General
- 3.2 Personal Information
- 3.3 Bills and Statements of Account
- 3.4 Handwritten and Typewritten
Matter
- 3.5 Attachments and Enclosures

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

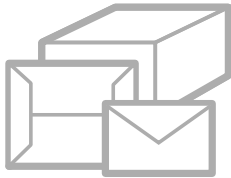
1.0 Basic Options

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

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 Prices and Fees

- 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 Description of Service
- 2.2 Inspection of Contents
- 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

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 10 Ounces or More than One Half-Inch in Thickness

2.0 Pickup on Demand Service

200 Design Standards

TOPICS

- 201 Physical Standards
- 202 Elements on the Face
of a Mailpiece
- 203 Basic Postage
Statement,
Documentation, and
Preparation
Standards
- 204 Barcode 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 USPS
Marketing 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 Ineligible Flat-Size Pieces
- 4.8 Labels, Stickers, and Release
Cards

5.0 Physical Standards for Nonautomation Flats

- 5.1 First-Class Mail
- 5.2 USPS Marketing 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 Nonstandard Parcel

8.0 Additional Physical Standards by Class of Mail

- 8.1 Priority Mail Express
- 8.2 Priority Mail
- 8.3 USPS Ground Advantage —
Commercial Parcels
- 8.4 USPS Marketing Mail Parcels
- 8.5 Parcel Select
- 8.6 Bound Printed Matter Parcels

9.0 Customized Market Mail

**200
Design
Standards**

- 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 Cubic Markings
 - 3.5 First-Class Mail and USPS Marketing Mail Markings
 - 3.6 USPS Ground Advantage — Commercial Markings
 - 3.7 Parcel Select, Bound Printed Matter, Media Mail, and Library Mail Markings
 - 3.8 USPS Returns Service Markings
 - 3.9 Shipping Address Label Markings
 - 3.10 Exceptions to Markings
 - 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 Intelligent Mail Matrix Barcode Location
- 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
- 8.0 Facing Identification Mark (FIM)**
 - 8.1 Using FIMs
 - 8.2 Pattern
 - 8.3 Specification
 - 8.4 Dimensional Tolerances
 - 8.5 Reflectance
- 9.0 Hazardous Materials**
 - 9.1 General
 - 9.2 Shipping Address Label
 - 9.3 Additional Elements

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
- 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 Standardized Documentation for First-Class Mail, Periodicals, USPS Marketing Mail, and Flat-Size Bound Printed Matter**
 - 3.1 Basic Standards

200 Design Standards

- 3.2 Format and Content
- 3.3 Price Level Column Headings
- 3.4 Sortation Level
- 3.5 Combined, Copalletized, and Merged Mailings
- 3.6 Detailed Zone Listing for Periodicals
- 3.7 Bundle and Container Reports for Outside-County Periodicals Mail
- 3.8 Optional Information
- 4.0 Bundles**
 - 4.1 Definition of a Bundle
 - 4.2 Arranging Pieces in a Bundle (“Facing”)
 - 4.3 Preparing Bundles of Letters
 - 4.4 Exception to Bundle Preparation—Letter and Flat Trays and Small Flat Mailings
 - 4.5 Securing Bundles of Flats
 - 4.6 Address Visibility for Flats and Parcels
 - 4.7 Counterstacking Flats or Parcels in Bundles
 - 4.8 Preparing Bundles in Sacks and Flat Trays
 - 4.9 Preparing Bundles on Pallets
 - 4.10 Additional Standards for Unsacked/Untrayed Bundles Entered at DDU/S&DC Facilities
 - 4.11 Pieces with Simplified Address
 - 4.12 Bundles with Fewer Than the Minimum Number of Pieces Required
 - 4.13 Labeling Bundles
 - 4.14 Identifying Carrier Route Information
 - 4.15 Facing Slips—Carrier Route Bundles
- 5.0 Letter Trays and Flat Trays**
 - 5.1 General Standards
 - 5.2 Tray Sizes
 - 5.3 Letter Tray Preparation
 - 5.4 Letter Tray Sleeveing and Strapping
 - 5.5 Letter Tray Strapping Exception
 - 5.6 Use of Flat Trays
 - 5.7 Preparation for First-Class Mail Flats in EMM Letter Trays
 - 5.8 Preparation for USPS Marketing Mail Flats in Letter Trays
 - 5.9 Tray Labels
- 5.10 Physical Characteristics of a Tray Label
- 5.11 Line 1 (Destination Line)
- 5.12 Line 2 (Content Line)
- 5.13 Line 3 (Office of Mailing or Mailer Information Line)
- 5.14 Abbreviations for Lines 1 and 3
- 5.15 Placement of Extraneous Information
- 5.16 Placement of Tray Label
- 5.17 Barcoded Tray and Sack Labels
- 6.0 Sacks**
 - 6.1 General Standards
 - 6.2 Sack Preparation
 - 6.3 Sack Labels
 - 6.4 USPS Ship System
 - 6.5 Physical Characteristics of a Sack Label
 - 6.6 Additional Standards for Barcoded Sack 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

204 Barcode Standards

- 1.0 Standards for Intelligent Mail Barcodes**
 - 1.1 Definition
 - 1.2 Specifications
 - 1.3 Reflectance
 - 1.4 Skew and Baseline Shift
 - 1.5 Barcode Software and Hardware Certification
- 2.0 Standards for Package and Extra Service Barcodes**
 - 2.1 Barcodes
 - 2.2 Other Package Barcodes
- 3.0 Standards for Barcoded Tray Labels, Sack Labels, and Container Labels**
 - 3.1 General
 - 3.2 Specifications for Barcoded Tray and Sack Labels

207 Periodicals



- 3.3 Specific Standards for Intelligent Mail Tray Labels
- 3.4 Intelligent Mail Container Labels

207 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

9.0 Reentry — Changing Title, Frequency, Category, Price, 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

207 Periodicals

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 Entry 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

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

22.7 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 Nonstandard Parcels

23.5 Firm Bundles

23.6 Bundles With Less 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 Tray Preparation—Flat-Size Barcoded Pieces

207 Periodicals

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
- 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 Area Distribution
Center
- 29.3 Destination Sectional Center/LPC
Facility
- 29.4 Destination Delivery Unit/S&DC

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 Prices
- 1.4 Dimensional Weight Price for Low-Density Parcels
- 1.5 Flat Rate Packaging
- 1.6 Sunday and Holiday Premium
- 1.7 Unmanifested Fee
- 1.8 Nonstandard Fees
- 1.9 Dimension Noncompliance Fee
- 1.10 Live Animal and Perishable Handling Fee

2.0 Content Standards for Priority Mail Express

3.0 Basic Eligibility Standards for Priority Mail Express

- 3.1 Description of Service
- 3.2 Barcode Standards
- 3.3 Inspection of Contents

4.0 Service Features of Priority Mail Express

- 4.1 General
- 4.2 Priority Mail Express Delivery
- 4.3 Priority Mail Express Military Service
- 4.4 Open and Distribute

214 Postage Payment and Documentation

1.0 Basic Standards for Postage Payment Options

- 1.1 General
- 1.2 Commercial Pricing

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 Labels

- 2.1 Mailing Label
- 2.2 Signature Required

3.0 Firm Mailing Book

216 Enter and Deposit

1.0 Priority Mail Express Enter and Deposit

2.0 Priority Mail Express Military Service

3.0 Pickup on Demand Service

220 Priority Mail Letters and Cards

TOPICS

- 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 Prices
- 1.3 Cubic
- 1.4 Dimensional Weight Price for Low-Density Parcels
- 1.5 Flat Rate Packaging
- 1.6 Hold for Pickup
- 1.7 Determining Single-Piece Weight
- 1.8 Computing Postage
- 1.9 Unmanifested Fee
- 1.10 Nonstandard Fees
- 1.11 Dimension Noncompliance Fee
- 1.12 Live Animal and Perishable Handling Fee

2.0 Content Standards for Priority Mail

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

3.0 Basic Eligibility Standards for Priority Mail

- 3.1 Description of Service
- 3.2 Barcode Standards
- 3.3 Inspection of Contents

224 Postage Payment and Documentation

1.0 Basic Standards for Postage Payment

- 1.1 Commercial Pricing
- 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 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 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

- 1.1 Price Application
- 1.2 Price Computation for First-Class Mail Letters and Flats
- 1.3 First-Class Mail Prices
- 1.4 Nonautomation 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
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3.0 Basic Eligibility Standards for First-Class Mail

- 3.1 3.1 Description of Service
- 3.2 Defining Characteristics
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- 3.4 Move Update Standard
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4.0 Additional Eligibility Standards for Nonautomation First-Class Mail

- 4.1 Basic Standards for Nonautomation Machinable First-Class Mail
- 4.2 Maximum Weight for Nonautomation Machinable Letters
- 4.3 Price Application – Nonautomation Machinable – Letters
- 4.4 Maximum Weight for Nonautomation Nonmachinable Letters
- 4.5 Nonautomation Nonmachinable Price Application – Letters

- 4.5 Nonautomation Nonmachinable Price Application – Letters
- 4.6 Price Application – Nonautomation Cards and Flats – Presorted

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— Flats
- 5.6 Address Standards for Barcoded Pieces

6.0 Eligibility Standards for Card Price First-Class Mail

- 6.1 Card Price
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7.0 Eligibility Standards for USPS Connect Local Mail

234 Postage Payment and Documentation

1.0 Basic Standards for Postage Payment

- 1.1 General
- 1.2 USPS Connect Local Mail

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- 2.1 Affixing Postage for Presorted and Automation First-Class Mail
- 2.2 Affixing Postage at Less than Full 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

230
First-Class Mail
Letters and Cards

- 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 Machinable Letters**
 - 5.1 Basic Standards
 - 5.2 Machinable Preparation
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 - 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
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 - 7.4 Traying and Labeling
- 8.0 Preparation of Automation Flats**
 - 8.1 Basic Standards
 - 8.2 Mailings
 - 8.3 Marking
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 - 8.5 Traying and Labeling
 - 8.6 5-Digit Scheme Preparation
- 9.0 Preparing USPS Connect Local Mail**
 - 9.1 Sorting USPS Connect Local 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 USPS Marketing Mail

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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

- 1.1 Price Application
- 1.2 USPS Marketing Mail Prices
- 1.3 Regular and Nonprofit USPS
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MarketMail Prices
- 1.4 Fees
- 1.5 Computing Postage for USPS
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2.0 Content Standards for USPS Marketing Mail

- 2.1 General
- 2.2 Personal Information
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3.0 Basic Eligibility Standards for USPS Marketing Mail

- 3.1 Description of Service
- 3.2 Defining Characteristics
- 3.3 Additional Basic Standards for
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- 3.4 Barcode Standards
- 3.5 Merging Similar USPS Marketing
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- 3.6 Residual Volume Requirement
- 3.7 Residual Mail Subject to
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4.0 Price Eligibility for USPS Marketing Mail

- 4.1 General Information
- 4.2 Minimum Per Piece Prices
- 4.3 Piece/Pound Prices
- 4.4 Extra Services for USPS
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5.0 Additional Eligibility Standards for Nonautomation USPS Marketing Mail Letters, Flats, and Presorted USPS Marketing Mail Parcels

- 5.1 Basic Standards

- 5.2 Weight Standards for Machinable
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- 5.3 Price Application
- 5.4 Machinable Price Application —
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- 5.7 Prices for Machinable Parcels
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6.0 Additional Eligibility Standards for Enhanced Carrier Route USPS Marketing Mail Letters and Flats

- 6.1 General Enhanced Carrier Route
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- 6.2 Carrier Route Accuracy Standard
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- 6.4 High Density and High Density
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- 6.5 High Density and High Density
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- 6.6 Saturation ECR Standards —
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- 6.7 Saturation Enhanced Carrier
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7.0 Eligibility Standards for Automation USPS Marketing Mail

- 7.1 Basic Eligibility Standards for
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- 7.2 Eligibility Standards for
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- 7.3 Maximum Weight for Automation
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- 7.4 Price Application for Automation
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- 7.6 Address Standards for
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- 8.1 Basic Standards
- 8.2 Eligibility Standards
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**240
USPS Marketing
Mail**

- 244
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Documentation
- 1.0 Basic Standards for Postage Payment**
 - 2.0 Additional Postage Payment Standards**
 - 2.1 Identical-Weight Pieces
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 - 2.3 Combined Price
 - 3.0 Affixing Postage at Less than Full Price**
 - 3.1 General
 - 3.2 Lowest Price
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 - 4.0 Mailing Documentation**
 - 5.0 Residual Pieces**
 - 5.1 Residual USPS Marketing Mail Subject to First-Class Mail or USPS Ground Advantage — Retail Prices
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245
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
- 2.0 Bundles**
 - 2.1 General
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- 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
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 - 6.8 Delivery Sequence Standards
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 - 6.10 Optional 5-Digit/Scheme Tray Preparation for High Density/High Density Plus Automation Compatible FCR Letters
- 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 Bundle Preparation
 - 8.3 Bundling and Labeling
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 - 8.6 Traying, Sacking and Labeling
 - 8.7 Cotraying and Cobundling Flats with Automation Mail
 - 8.8 Merged Containerization of Carrier Route, Automation, and Nonautomation Flats
 - 8.9 Residual Pieces
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 - 9.1 Basic Standards
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240 USPS Marketing Mail

- 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
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 - 10.3 Marking
 - 10.4 USPS Marketing Mail Bundle and Flat Tray Preparation
- 11.0 Preparing Presorted Parcels**
 - 11.1 Basic Standards
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 - 11.3 Preparing Marketing Parcels (3.5 Ounces or More) and Nonprofit Machinable Priced Parcels
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- 12.0 Preparing Customized MarketMail**
 - 12.1 All Mailings
 - 12.2 Required Endorsement
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- 2.5 Verification
- 2.6 Deposit
- 3.0 Destination Sectional Center Facility (DSCF)/LPC Entry**
 - 3.1 Definition
 - 3.2 Eligibility
 - 3.3 Vehicles
- 4.0 Destination Delivery Unit (DDU)/S&DC Entry**
 - 4.1 Definition
 - 4.2 Eligibility

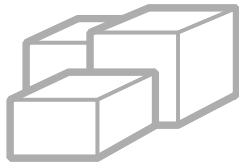
246 Enter and Deposit

- 1.0 Presenting a Mailing**
 - 1.1 Basic Standards for USPS Marketing 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

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 Pricing
- 1.2 Dimensional Weight Price for Low-Density Parcels
- 1.3 Computing Postage
- 1.4 Unmanifested Fee
- 1.5 USPS Connect Local Flat Rate Packaging
- 1.6 Sunday Delivery
- 1.7 Nonstandard Fees
- 1.8 Dimension Noncompliance Fee

2.0 Content Standards

- 2.1 Basic Content Standards
- 2.2 Attachments or Enclosures of Periodicals Sample Copies
- 2.3 Attachments and Enclosures
- 2.4 Written Additions

3.0 Basic Eligibility Standards for Parcel Select Parcels

- 3.1 Description of Service
- 3.2 Delivery and Return Addresses
- 3.3 Barcode Standards
- 3.4 Inspection of Contents

4.0 Price Eligibility for Parcel Select

- 4.1 Destination Entry Price Eligibility
- 4.2 USPS Connect Local

254 Postage Payment and Documentation

1.0 Basic Standards for Postage Payment

- 1.1 Postage Payment Options
- 1.2 NDC/RPDC 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 Parcel Select Markings

2.0 Sacks

3.0 Sack Labels

4.0 Preparing Destination Entry Parcel Select

- 4.1 Preparing Destination Delivery Unit (DDU)/S&DC Parcel Select
- 4.2 Preparing Destination Hub (DHub) Parcel Select Unit
- 4.3 Preparing Destination SCF (DSCF)/DRPDC Parcel Select
- 4.4 Preparing Destination NDC (DNDC)/DRPDC Parcel Select

5.0 Preparing USPS Connect Local

- 5.1 USPS Connect Local Flat Rate Packaging Provided by USPS
- 5.2 Sealing USPS Connect Local Flat Rate Packaging

256 Enter and Deposit

1.0 Verification

- 1.1 Verification and Entry
- 1.2 Office of Mailing
- 1.3 NDC Acceptance
- 1.4 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/RPDC as Agent
- 2.7 Appointments
- 2.8 Exception to Scheduling Standard
- 2.9 Redirection by USPS
- 2.10 Advance Scheduling
- 2.11 Deposit Conditions
- 2.12 Recurring Appointments
- 2.13 Vehicle Unloading
- 2.14 Demurrage
- 2.15 Appeals
- 2.16 Documentation

**250
Parcel Select
Parcels**

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

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

2.0 Content Standards for Bound Printed Matter

- 2.1 Basic Content Standards
- 2.2 Attachments or Enclosures of Periodicals Sample Copies
- 2.3 Attachments and Enclosures
- 2.4 Written Additions

3.0 Basic Eligibility Standards for Bound Printed Matter

- 3.1 Description of Service
- 3.2 Inspection of Contents
- 3.3 Delivery and Return Addresses
- 3.4 USPS Tracking
- 3.5 Barcode Standards

4.0 Price Eligibility for Bound Printed Matter

- 4.1 Price Eligibility
- 4.2 Destination Entry Price Eligibility
- 4.3 Nonidentical Weight Pieces
- 4.4 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

2.0 Bundles

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

**260
Bound
Printed Matter
Flats**

8.0 Preparing Presorted Parcels

- 8.1 Basic Standards
- 8.2 Preparing Nonstandard Parcels Weighing Less than 10 Pounds
- 8.3 Preparing Machinable Parcels

9.0 Preparing Carrier Route Parcels

- 9.1 Basic Standards
- 9.2 Preparing Nonstandard Parcels Weighing Less Than 10 Pounds
- 9.3 Preparing Nonstandard 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 NDC/RPDC Acceptance
- 2.4 Drop Shipment Information

3.0 Destination Entry

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

4.0 Destination Sectional Center Facility (DSCF)/LPC Entry

- 4.1 Eligibility
- 4.2 Presorted Flats
- 4.3 Carrier Route Flats

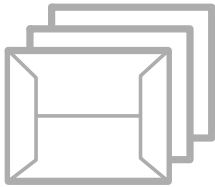
5.0 Destination Delivery Unit (DDU)/S&DC Entry

- 5.1 Eligibility
- 5.2 Presorted Flats
- 5.3 Carrier Route Flats
- 5.4 Presorted Machinable Parcels
- 5.5 Presorted Nonstandard Parcels
- 5.6 Carrier Route Machinable Parcels
- 5.7 Carrier Route Nonstandard Parcels

270 Media Mail and Library Mail Flats

TOPICS

- 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

- 1.1 Price Application
- 1.2 Prices
- 1.3 Computing Postage

2.0 General Content Standards for Media Mail and Library Mail

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 Basic Eligibility Standards for Media Mail and Library Mail

- 5.1 Description of Service
- 5.2 Delivery and Return Addresses
- 5.3 Inspection of Contents
- 5.4 Enclosures
- 5.5 Barcode Standards

6.0 Enclosures and Attachments

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

274 Postage Payment and Documentation

1.0 Basic Standards for Postage Payment

2.0 Mailing Documentation

275 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

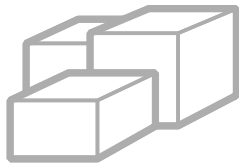
276 Enter and Deposit

1.0 Deposit for Media Mail and Library Mail

280 USPS Ground Advantage — Commercial Parcels

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283 Prices and Eligibility
284 Postage Payment
and Documentation
285 Mail Preparation
286 Enter and Deposit



283 Prices and Eligibility

- 1.0 Prices and Fees**
 - 1.1 Price Application
 - 1.2 Commercial Prices
 - 1.3 USPS Ground Advantage — Commercial Cubic
 - 1.4 Dimensional Weight Price for Low-Density Parcels
 - 1.5 Computing Postage
 - 1.6 Unmanifested Fee
 - 1.7 Nonstandard Fees
 - 1.8 Dimension Noncompliance Fee
 - 1.9 Live-Animal and Perishable Handling Fee
- 2.0 Content Standards for USPS Ground Advantage — Commercial Parcels**
- 3.0 Basic Eligibility Standards for USPS Ground Advantage — Commercial**
 - 3.1 Description of Service
 - 3.2 Defining Characteristics
 - 3.3 Additional Basic Standards
 - 3.4 Barcode Standards
- 4.0 Price Eligibility for USPS Ground Advantage — Commercial**

284 Postage Payment and Documentation

- 1.0 Basic Standards for Postage Payment**
- 2.0 Postage Payment for USPS Ground Advantage — Commercial**
 - 2.1 Permit Imprint Postage
 - 2.2 Affixed Postage for USPS Ground Advantage — Commercial
- 3.0 Mailing Documentation**

285 Mail Preparation

- 1.0 Preparation for USPS Ground Advantage — Commercial**
- 2.0 Preparation of Permit Imprint Mailings**
 - 2.1 Identical Weight Pieces
 - 2.2 Nonidentical Weight Pieces
- 3.0 Preparing a Cubic Mailing**

286 Enter and Deposit

- 1.0 Deposit**
 - 1.1 Time and Location of Deposit
 - 1.2 Approved Collections
- 2.0 Verification**
- 3.0 Pickup on Demand**

500 Additional Services

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

503 Extra 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 Eligibility 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 Services

3.1 Basic Standards
3.2 Mailing

4.0 Insured Mail

4.1 Insurance Coverage — Priority Mail Express
4.2 Insurance Coverage — Priority Mail and USPS Ground Advantage
4.3 Basic Standards
4.4 Bulk Insurance for USPS Marketing Mail
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
8.2 Additional Standards for Adult Signature Service

9.0 Collect on Delivery (COD)

9.1 Basic Standards
9.2 Forms

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
1.9 Forwarding Returned Paid-for Pieces

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 USPS Returns Service

3.1 Basic Standards
3.2 Additional Standards

4.0 Bulk Parcel Return Service

4.1 Bulk Parcel Return Service (BPRS) Permit and Fees
4.2 Basic Standards
4.3 Permits
4.4 Optional BPRS Label

500 Additional Services

507 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 Hold For Pickup

- 3.1 Fees and Postage
- 3.2 Basic Information
- 3.3 Preparation Definitions and Instructions

4.0 Address Correction Services

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

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 - 8.1 Insufficient Postage
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609 Filing Indemnity Claims for Loss or Damage

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Special
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**705
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