UNITED STATES POSTAL SERVICE®

A Customer's Guide to Mailing

JANUARY 2020

UNITED STATES POSTAL SERVICE

Price List

Notice 123 • Effective January 26, 2020 — ***Postal Explorer® pe.usps.com***

Domestic

Flat Rate Pricing

Retail Prices

Priority Mail Express®
Priority Mail®
First-Class Mail®
First-Class Package Service—Retail™
USPS Retail Ground®
Media Mail®
Library Mail

Commercial Prices

Priority Mail Express
Priority Mail
First-Class Mail
First-Class Package Service®
USPS Marketing Mail™
- Letters
- Flats
- Parcels

Parcel Select®
Media Mail
Library Mail
Bound Printed Matter
Parcel Return Service
Periodicals

Services & Fees

Extra Services and Fees
Other Services
PO Boxes
Business Mailing Fees
Stationery
Address Management Systems

Quick References

Domestic—Retail

International

Flat Rate Pricing

Retail Prices

Global Express Guaranteed®
Priority Mail Express International®
Priority Mail International Canada
Priority Mail International®
First-Class Mail International®
First-Class Package International Service®
Airmail M-Bags

Commercial Prices

Global Express Guaranteed
Priority Mail Express International
Priority Mail International Canada
Priority Mail International
First-Class Package International Service
IPA®
ISAL®
Country Price Groups

Services & Fees

Extra Services and Fees

Quick References

International—Retail

Price List

Notice 123, *Price List,* contains domestic and international prices, and fees in a concise and accessible manner.
For current prices, see the Notice 123, *Price List* on Postal Explorer at *pe.usps.com*.

Welcome

This guide will explain your options for mailing and help you choose the services that are best for you.

For more than 240 years our goal has been to serve all customers, and we will continue to connect people at home and abroad for generations to come.

Welcome to the U.S. Postal Service®

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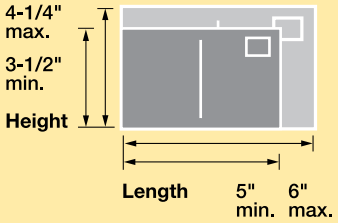
What Are You Mailing?

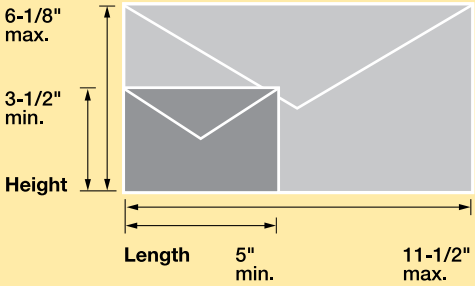
Domestic

Postcards



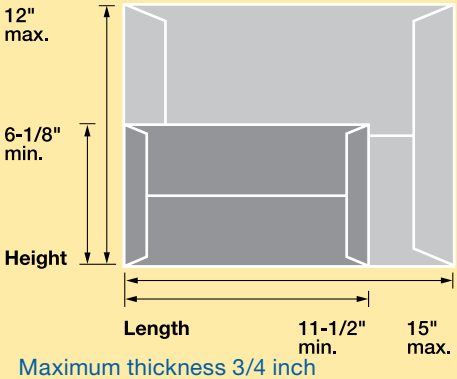
Maximum thickness 0.016 inch

Letters



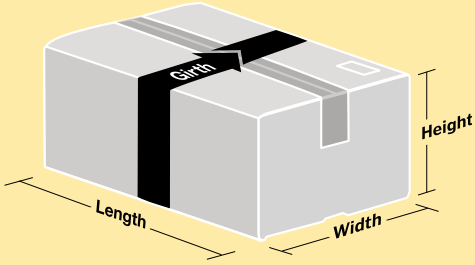
Maximum thickness 1/4 inch

Large Envelopes



Maximum thickness 3/4 inch

Packages

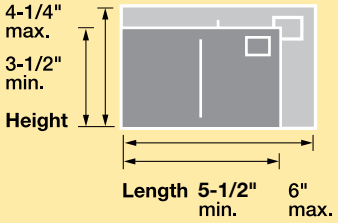


Maximum length plus girth 108 inches
(130 inches for USPS Retail Ground)

Knowing the **shape** of your mail determines the price you will pay.

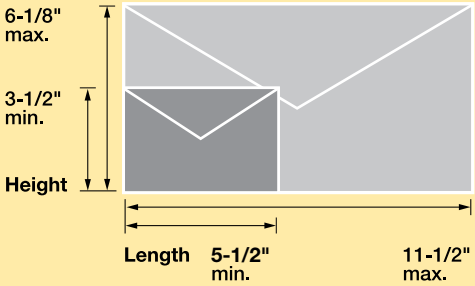
International

Postcards



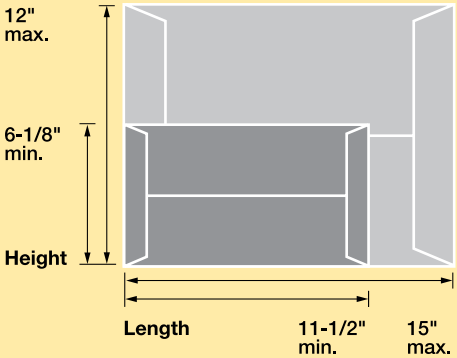
Maximum thickness 0.016 inch

Letters



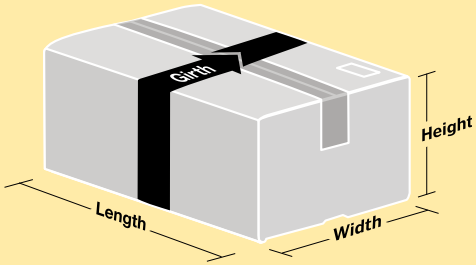
Maximum thickness 1/4 inch

Large Envelopes



Maximum thickness 3/4 inch

Packages



Maximum dimensions vary by Country

Choosing a Service for Mailing

Shape	Speed	Cost	Service
70lbs **or less**	**1 or 2 days** money-back guarantee	**$$$** based on weight and distance	**Priority Mail Express**
70lbs **or less**	**1,2,3 days** on average	**$$** based on weight, shape, and distance	**Priority Mail**
13oz **or less** **3.5**oz **or less**	**1–3 days**	**$** based on weight and shape	**First-Class Mail** **First-Class Package Service–Retail**
70lbs **or less**	**2–8 days***	**$** based on weight, shape, and distance	**USPS Retail Ground****
70lbs **or less**	**2–8 days***	**$** based on weight	**Media Mail****

* Except off-shore locations

** Not available for international shipping

Several mailing services are available to fit your needs.

Priority Mail Express®
Letters, large or thick envelopes, tubes, and packages containing mailable items can be sent using Priority Mail Express. This money-back guaranteed service includes tracking and insurance up to $100. Additional merchandise insurance up to $5,000 may be purchased. Sunday, holiday, as well as early in the day delivery is available to many destinations for an additional fee. Select Priority Mail Express packaging is available at the Post Office. All Priority Mail Express packaging can be ordered online at *www.usps.com/store*.

Priority Mail®
Letters, large or thick envelopes, tubes, and packages containing mailable items can be sent using Priority Mail. This service is typically used to send documents, gifts, and merchandise. Select Priority Mail packaging is available at the Post Office. All Priority Mail packaging can be ordered at *www.usps.com/store*.

First-Class Mail®
Postcards, letters, large envelopes, and small packages can be sent using First-Class Mail. This service is typically used for personal and business correspondence and bills.

First-Class Package Service–Retail™
Packages can be sent using First-Class Package Service–Retail. This service is typically used for personal shipping.

USPS Retail Ground™
Small and large packages, thick envelopes, and tubes containing gifts and merchandise can be sent domestically using USPS Retail Ground.

Media Mail®
Small and large packages and thick envelopes can be sent domestically using Media Mail. Contents are limited to books, manuscripts, sound recordings, and certain other educational materials. Formerly called "Book Rate," Media Mail cannot contain advertising, except eligible books may contain incidental announcements of books.

Speed depends on distance. Mail takes longer to travel across the country than to travel across town.

Flat Rate Packaging is available in many convenient sizes for Priority Mail Express and Priority Mail, and can be used for domestic and international mailings. Flat Rate shipping lets you send your items for a low Flat Rate price. See the Flat Rate Quick Reference section for additional details, including international weight restrictions and options.

Calculate Postage for the shape, weight, and destination of your mail at *pe.usps.com.*

Adding Extra Services

	Proof of mailing	Protection in transit	Confirmation at delivery
Priority Mail Express	Receipt provided at time of mailing	Insured Mail (up to $100 coverage included, more can be added)	Date and time of delivery provided Signature of recipient available upon request
Priority Mail	Certificate of Mailing	Insured Mail (May include up to $50 insurance at no charge, more can be added) Registered Mail	Certified Mail USPS Tracking Signature Confirmation Registered Mail
First-Class Mail **First-Class Package Service–Retail**	Certificate of Mailing	Insured Mail Registered Mail	Certified Mail USPS Tracking* Signature Confirmation* Registered Mail
USPS Retail Ground **Media Mail**	Certificate of Mailing	Insured Mail	USPS Tracking* Signature Confirmation*

→ Forms and labels for extra services are available in your Post Office lobby or from your rural letter carrier.

→ Most extra services provide proof of mailing.

**for packages only*

Extra services can provide additional protection and peace of mind.

Certificate of Mailing
Provides evidence of mailing.

Certified Mail®
Provides proof of mailing at time of mailing and the date and time of delivery or attempted delivery.

Return Receipt can be added to confirm delivery.

Insured Mail
Provides coverage against loss or damage up to $5,000. *Fee based on value of item.*

For items insured for more than $500, Return Receipt can be added to confirm delivery.

Registered Mail™
Provides maximum security. Includes proof of mailing at time of mailing and the date and time of delivery or attempted delivery. Insurance can be added up to $50,000. *Fee based on value of item.*

Return Receipt can be added to confirm delivery.

USPS Tracking®
Provides the date and time of delivery or attempted delivery. Free with select services.

Signature Confirmation™
Provides the date and time of delivery or attempted delivery and the name of the person who signed for the item. You can request a printed copy of the signature. A lower price is available when you print Priority Mail postage from *www.usps.com.*

Adult Signature
Requires the signature of someone 21 years of age or older at the recipient's address.

Delivery information is available:

- by printed copy
- at *www.usps.com*
- by calling 1·800·222·1811

Most indemnity claims for Insured, Registered Mail, or Priority Mail Express can be filed online or the form can be downloaded from *www.usps.com* and mailed along with evidence of value. For more information go to your local Post Office or visit *www.usps.com.*

Return Receipt provides a postcard or electronic notification with the date of delivery and recipient signature.

Restricted Delivery confirms that only a specified person, or authorized agent, will receive a piece of mail. This service is available only if you also purchase Certified Mail, Insured Mail (over $500), COD Hold For Pickup, Adult Signature, Signature Confirmation, or Registered Mail.

Many of these extra services are available for international mail.

Prices and fees can be found in the Notice 123 *Price List* on Postal Explorer at *pe.usps.com*.

Examples of Smart Choices

These examples show how mailing services can be combined to meet your needs.

Example 1: Sending a Valuable Item

Jane's niece is getting married next month, and Jane wants to send a piece of heirloom jewelry to the bride. The jewelry has a lot of sentimental value, so Jane wants to be sure that it will arrive safely. Jane identifies three possible options:

$$$ **Option A** Priority Mail Express

Priority Mail Express automatically includes insurance up to $100 and guarantees delivery to Jane's niece in 1 to 2 days. Additional insurance may be purchased. Jane will also receive a mailing receipt and confirmation that the package has been delivered and, if requested, has been signed for by her niece.

$$ **Option B** First-Class Package Service–Retail with Registered Mail

First-Class Mail offers delivery at a low cost and can be combined with Registered Mail, a service that provides the highest level of mail security during transit. Insurance can be purchased for items up to $50,000 in material, but not sentimental value.

$ **Option C** First-Class Package Service–Retail with Insurance

First-Class Mail offers delivery at a low cost and can be combined with insurance for up to $5,000. Insured mail will cover the jewelry's material value should the piece get lost or damaged, but it cannot cover its sentimental value.

Jane's Decision

Jane decides that speed is less of a priority than security. Jane chooses First-Class Mail and, because the jewelry has greater sentimental than monetary value, she decides to add Registered Mail service so she can feel confident that her heirloom will be as secure as possible during transit.

Example 2: Sending an Important Document

Maria recently sold her car and needs to transfer the title to the new owner. Maria wants to be certain that the new owner gets the title to complete the sale. Maria considers these options:

Option A Priority Mail Express **$$$**

Priority Maill Express will arrive at many locations the day after it is mailed. Priority Mail Express also provides Maria with proof that she mailed the title, the ability to track it online or by phone, and notification that it was delivered. Maria can also request a copy of the recipient's signature.

Option B Priority Mail with Signature Confirmation Service **$$**

Priority Mail will get the title to its destination in 1-3 days. Priority Mail with tracking lets her obtain delivery information online or by phone. If Maria uses Signature Confirmation she gets the same delivery information, plus she can request a copy of the recipient's signature.

Option C First-Class Mail with Certified Mail and Return Receipt **$**

First-Class Mail will get the title to its destination in 1 to 3 days. Certified Mail with Return Receipt will give Maria proof that she mailed the title and will return a card to her with the date the title was delivered and the signature of the person who received it.

Maria's Decision

Maria wants a copy of the signature returned to her to prove that the title was delivered, and she wants to get the lowest price she can. Maria decides that First-Class Mail with Certified Mail and Return Receipt is the best option.

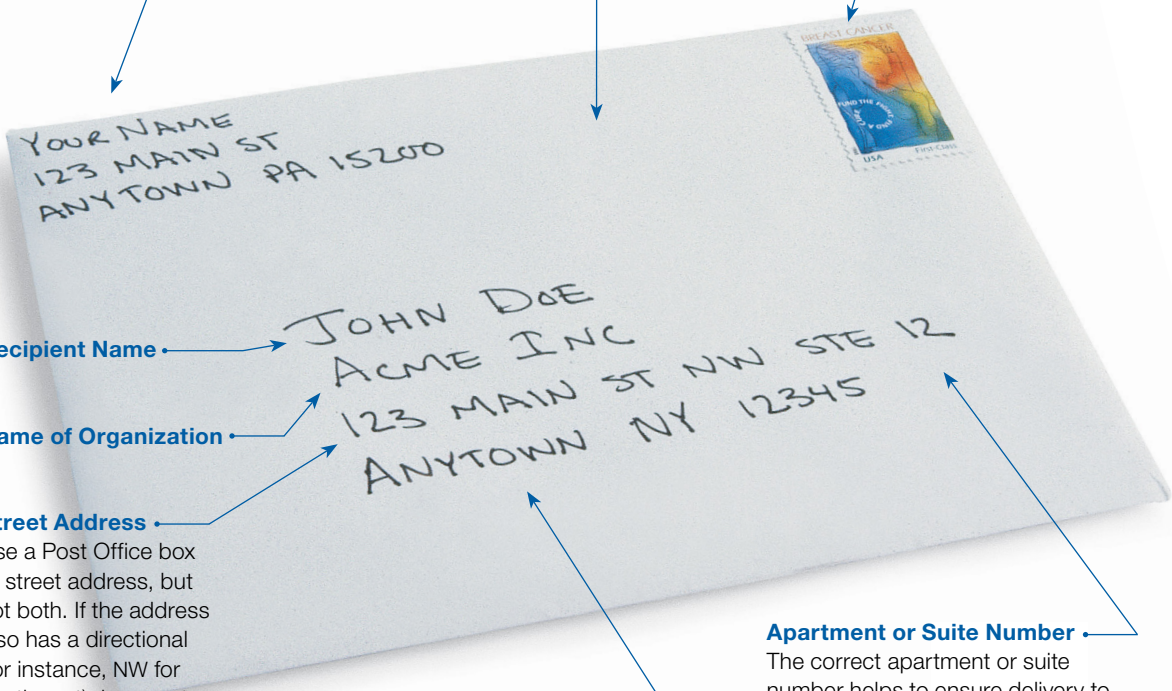
Addressing Your Mail

The accuracy of the address affects the speed and handling of your mail.

Return Address
Print or type your address in the upper left corner on the *front* of the envelope.

Extra Services
Place labels for extra services above the delivery address and to the right of the return address, or to the left of the postage.

Postage
Use stamps, a postage meter, or a PC Postage system to affix the correct amount. You can calculate postage online at *pe.usps.com*.



Recipient Name

Name of Organization

Street Address
Use a Post Office box or street address, but not both. If the address also has a directional (for instance, NW for Northwest), be sure to use it. There may be more than one Main Street.

Apartment or Suite Number
The correct apartment or suite number helps to ensure delivery to the right location.

City, State, and ZIP Code
To find the correct spelling of a city name or to find a ZIP Code, visit *www.usps.com* or call 1·800·ASK·USPS. Using the correct ZIP Code helps to direct your mail more efficiently and accurately.

Envelopes

Letters, bills, greeting cards, and other documents can be sent in standard white, manila, or recycled paper envelopes. Items needing extra protection can be sent in bubble-lined, padded paper, or waterproof envelopes. These envelopes, along with stationery and prepaid First-Class Mail postcards and envelopes, can be purchased at the Post Office.

Priority Mail Express and Priority Mail envelopes are available at your Post Office or visit *www.usps.com/store*. You must use the USPS-produced address label for Priority Mail Express.

Online Shipping Labels

You can print and pay for your Priority Mail Express and Priority Mail postage labels online using Click-N-Ship. USPS Tracking is provided free for domestic Priority Mail. International labels with postage may be purchased online for Global Express Guaranteed, Priority Mail Express International, Priority Mail International, and First-Class Package International Service using Click-N-Ship. You can arrange for free Package Pickup online. Learn more about Click-N-Ship at *www.usps.com/ship/online-shipping.htm.*

Addressing

Placement

Print the delivery and return addresses on the same side of your envelope or card. The addresses should be written parallel to the longest side.

Legible

Type or print clearly with a pen or permanent marker so the address is legible from an arm's length away. Do not use commas or periods.

Return Address

A return address is required on most mail.

Priority Mail Express

For Priority Mail Express, you must use a USPS-produced address label provided by the Post Office.

Military Mail

Military addresses must show the full name with middle name or initial and the PSC number, unit number, or ship name. Replace the city name with APO, FPO or DPO, and the state with AA, AE, or AP, and include the ZIP + 4 Code.

Abbreviations

AL	Alabama
AK	Alaska
AS	American Samoa
AZ	Arizona
AR	Arkansas
CA	California
CO	Colorado
CT	Connecticut
DE	Delaware
DC	District of Columbia
FL	Florida
GA	Georgia
GU	Guam
HI	Hawaii
ID	Idaho
IL	Illinois
IN	Indiana
IA	Iowa
KS	Kansas
KY	Kentucky
LA	Louisiana
ME	Maine
MD	Maryland
MA	Massachusetts
MI	Michigan
MN	Minnesota
MS	Mississippi
MO	Missouri
MT	Montana
NE	Nebraska
NV	Nevada
NH	New Hampshire
NJ	New Jersey
NM	New Mexico
NY	New York
NC	North Carolina
ND	North Dakota
OH	Ohio
OK	Oklahoma
OR	Oregon
PA	Pennsylvania
PR	Puerto Rico
RI	Rhode Island
SC	South Carolina
SD	South Dakota
TN	Tennessee
TX	Texas
UT	Utah
VT	Vermont
VI	Virgin Islands
VA	Virginia
WA	Washington
WV	West Virginia
WI	Wisconsin
WY	Wyoming

Preparing Packages

Careful preparation of your package helps to ensure safe delivery.

The Box

Choose a box with enough room for cushioning material around the contents. Sturdy paperboard or corrugated fiberboard boxes are best for weights up to 10 pounds. If you are reusing a box, totally remove or obliterate all previous labels and markings with heavy black marker.

Where to Find Boxes

You can purchase boxes and tubes of various sizes at most Post Offices. Select Priority Mail Express and Priority Mail boxes are available free at the Post Office for items sent using either of these services. While you are not required to use the free packaging for these services, you must use the USPS-produced address label provided by the Post Office for Priority Mail Express. To order Priority Mail Express or Priority Mail boxes at no extra charge, call 1·800·222·1811 or visit *www.usps.com/store*.

Cushioning

Place the cushioning all around your item or items. You can use newspaper, "foam peanuts," or shredded paper. Close and shake the box to see if you have enough cushioning. If you hear items shifting, add more cushioning.

Placing an extra address label with the delivery and return addresses inside the package will ensure that the item can be delivered in case the outside label becomes damaged or falls off.

Mailing Fragile Items

Use foamed plastic or padding to protect your items, placing the cushioning inside hollow items as well. Mark the package "Fragile" or mark "Perishable" on packages that contain food or other items that can spoil. Careful packaging is the best way to safeguard your valuable items against damage.

Mailing Heavy Items

If you are mailing a very heavy or very dense item, start with a sturdy box, pack the contents securely with a strong material for bracing to prevent shifting, and tape all the edges with reinforced tape. Packages heavier than 70 pounds cannot be mailed.

Sealing

Tape the opening of your box and reinforce all seams with 2-inch-wide tape. Use clear or brown packaging tape, reinforced packing tape, or paper tape. Do not use cord, string, twine, masking, or cellophane tape.

Place a strip of clear packaging tape over your label to prevent the address from smearing.

Return Address
Print or type your address in the upper left corner on the same side of the package as the delivery address.

Extra Services
Place labels for extra services above the delivery address and to the right of the return address, or to the left of the delivery address.

Postage
Use stamps, a postage meter, or a PC Postage system to affix the correct amount. You can calculate and purchase postage online at *www.usps.com.*

Delivery Address
Print or type the delivery address parallel to the longest side of the package. Type or print clearly with a pen or permanent marker so that your address is legible from an arm's length away. Do not use commas or periods.

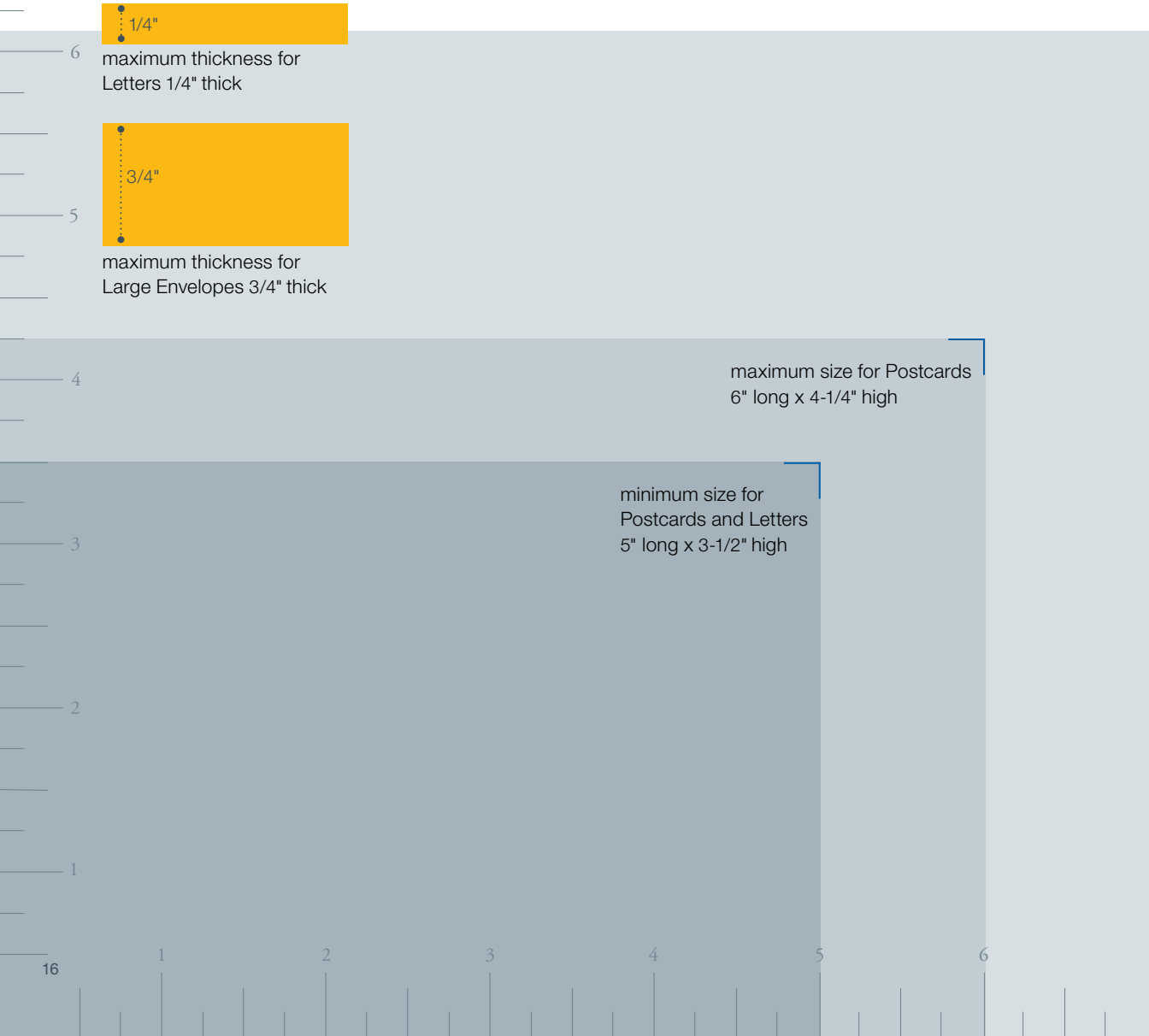
Confirmation Services
Labels for USPS Tracking or Signature Confirmation are placed to the left of or above the address label.

City, State, and ZIP Code
To find the correct spelling of a city name and state abbreviation or to find a ZIP Code, visit *www.usps.com* or call 1·800·ASK·USPS. Using the correct ZIP Code helps direct your mail more efficiently and accurately.

Drop Off
If your mail item weighs 13 ounces or less, and you have affixed correct postage, you can drop it into a blue collection box. If your item weighs more than 13 ounces, and you have affixed postage stamps, you must take it to an employee at the retail counter of a Post Office.

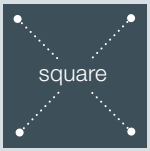
Tips and Tools for Measuring

Use these rulers and guide boxes to measure letters and large envelopes.

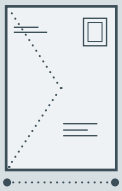


Once a piece of mail exceeds the maximum length, height, or thickness of one shape, it automatically gets classified as the next largest shape.

maximum size for Letters
11-1/2" long x 6-1/8" high
Large Envelopes exceed one of the letter size maximum dimensions.



Square envelopes

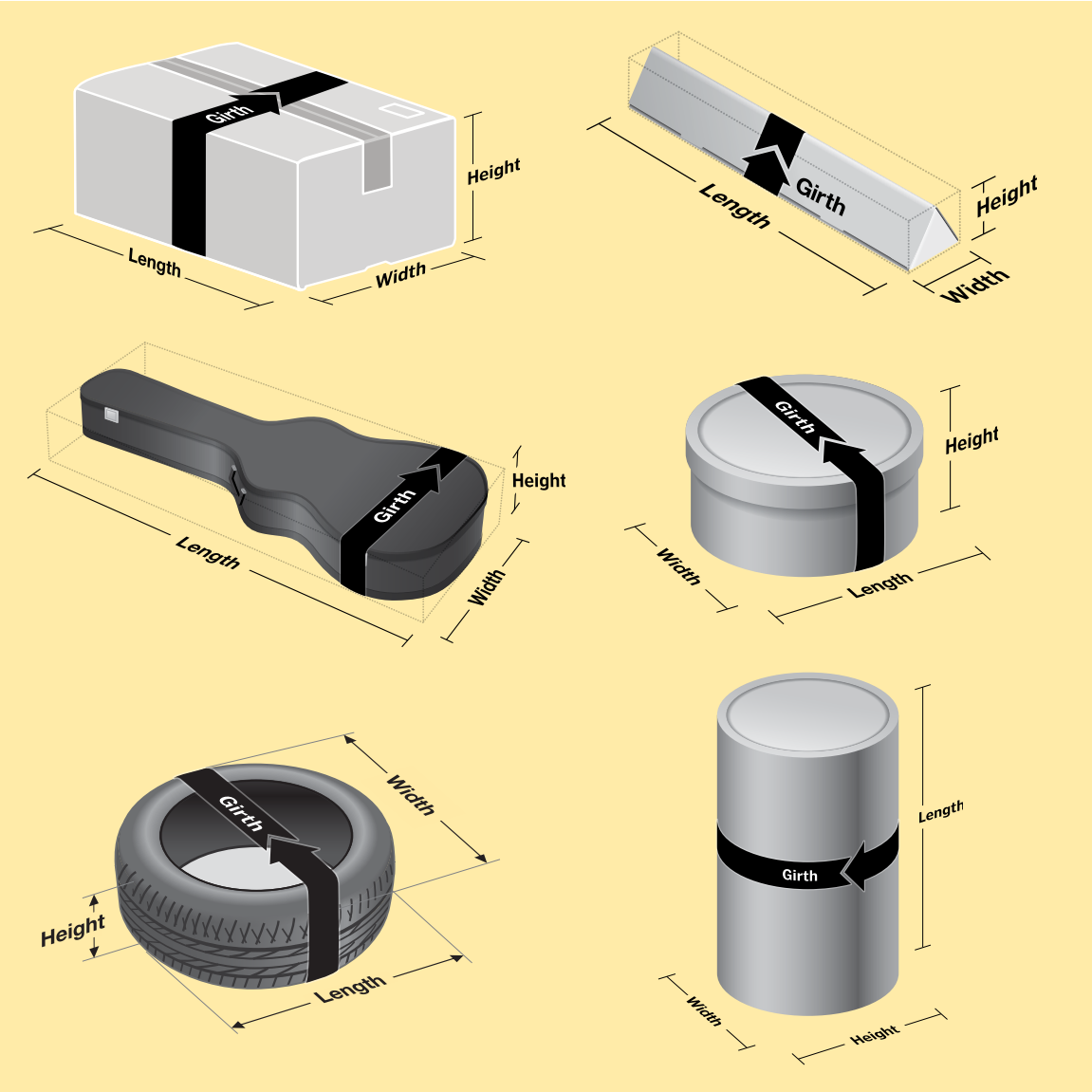


Envelopes on which the address is written parallel to the shorter edge

Unusual Shapes and Sizes
Sometimes a piece of mail requires additional postage because it is a certain shape or size that is difficult to process on mail sorting machines. To make sure you're paying the correct postage, visit *pe.usps.com*. These are examples of mail that could require additional postage:

Tips and Tools for Measuring

Use these guides for measuring packages



Flat Rate — Quick Reference

Available for Domestic and International

PRIORITY MAIL EXPRESS

Flat Rate Envelope
12-1/2" x 9-1/2"

Legal Flat Rate Envelope
15" x 9-1/2"

Padded Flat Rate Envelope
12-1/2" x 9-1/2"

PRIORITY MAIL

Flat Rate Envelope
12-1/2" x 9-1/2"

Legal Flat Rate Envelope
15" x 9-1/2"

Padded Flat Rate Envelope
12-1/2" x 9-1/2"

Gift Card Flat Rate Envelope
10" x 7"

Small Flat Rate Envelope
10" x 6"

Window Flat Rate Envelopes
10" x 5"
12-1/2" x 9-1/2"

Small Flat Rate Box
8-5/8" x 5-3/8" x 1-5/8"—Inside
8-11/16" x 5-7/16" x 1-3/4"—Outside

Medium Flat Rate Boxes

Top Loading
11" x 8-1/2" x 5-1/2"—Inside
11-1/4" x 8-3/4" x 6"—Outside

Side-Loading
13-5/8" x 11-7/8" x 3-3/8"— Inside
14" x 12" x 3-1/2"—Outside

Large Flat Rate Box
12" x 12" x 5-1/2"—Inside
12-1/4" x 12-1/4" x 6"—Outside

APO/FPO/DPO

Large Flat Rate Box
12" x 12" x 5-1/2"—Inside
12-1/4" x 12-1/4" x 6"—Outside

Board Game Large Flat Rate Box
23-11/16" x 11-3/4" x 3"—Inside
24-1/16" x 11-7/8" x 3-1/8"—Outside

Large Video Box (Flat Rate pricing for international only)
9-1/4" x 6-1/4" x 2"—Inside
9-9/16" x 6-7/16" x 2-3/16"—Outside

DVD Box (Flat Rate pricing for international only)
7-9/16" x 5-7/16" x 5/8"—Inside
8-3/4" x 5-9/16" x 7/8"—Outside

Note: Flat Rate prices are available when material is sent in a USPS-produced Flat Rate Envelope or Box. When sealing a Flat Rate Box or Flat Rate Envelope, the container flaps must be able to close within the normal folds. Tape may be applied to the flaps and seams to reinforce the container; provided the design of the container is not enlarged by opening the sides and the container is not reconstructed in any way.

Weight restrictions for domestic Priority Mail Express Flat Rate Envelopes, and Priority Mail Flat Rate Envelopes and Boxes are 70 pounds.

Weight restrictions for Priority Mail Express International Flat Rate Envelopes are 4 pounds. Weight restrictions for Priority Mail International Large and Medium Flat Rate Boxes are 20 pounds, and 4 pounds for Priority Mail International Flat Rate Envelopes and Small Flat Rate Priced Boxes.

You may order free packaging supplies at *usps.com/store*.

Sending and Receiving Mail

Here are some useful mailing hints for senders and recipients.

Sending Mail

You can send mail by:

- Dropping it into a blue collection box
- Leaving it in your home mailbox
- Scheduling a pickup
- Taking it to a Post Office

If your item weighs more than 13 ounces, and you have affixed postage stamps, you must take it to an employee at the retail counter of a Post Office.

Scheduling a Pickup

Whether it's Package Pickup or time-specific Pickup On Demand, USPS pickup options make shipping your packages quick and convenient.

Package Pickup is the easy, convenient way to send qualifying packages. Just submit your request online at *www.usps.com/pickup* and have your items ready before your carrier arrives. It's that simple!

Pickup On Demand allows you to schedule time-specific pickups within a 2-hour time frame. A letter carrier will make a special trip to your home or business for a fee to pick up qualifying packages that have postage affixed. There is no additional charge for picking up multiple pieces of mail. Visit *www.usps.com/pickup* or call 1·800·222·1811 for additional information including qualifying packages or to schedule a pickup.

Holding Mail

If you plan to be out of town on business or vacation, you may want to temporarily stop delivery of your mail. To have the Postal Service hold your mail up to 30 days, visit *www.usps.com*, call 1·800·ASK·USPS, or fill out a "Hold Mail" form at the Post Office. When you return, you can either pick up your mail from the Post Office or have it delivered to your home.

Changing an Address and Mail Forwarding

Before you move, get a copy of the *Mover's Guide* from your Post Office and return the completed form to your letter carrier or your Post Office. You can also save a trip to the Post Office by visiting *www.usps.com* to change your address online for a small fee. Fast and easy—takes less than five minutes.

Notify your Post Office at least one month before you move to ensure uninterrupted mail service. Priority Mail Express, Priority Mail, and First-Class Mail will be forwarded at no charge for one year. Magazines and newspapers will be forwarded for 60 days.

Premium Forwarding Service®

Going away for a while? Have all your mail sent to you at your temporary location.

Premium Forwarding Service is a domestic service that forwards ALL of your mail from your permanent address to a temporary address.

Your mail will be forwarded to you on a weekly basis for a minimum of two weeks up to one year. You do not miss important mail while you are away—all your mail reaches you. One flat fee for each weekly Priority Mail shipment plus an application fee.

If you are a snowbird, college student, executive, individual with an extended family care situation, or away on extended vacation, all are possible candidates for Premium Forwarding Service.

Never again miss a mail delivery when you're away from home. It is easy to enroll in Premium Forwarding Service. Visit *www.usps.com* or your local Post Office to enroll.

Printing Postage

There is no need to go to the Post Office. You can print postage online at *www.usps.com/ship/online-shipping.htm.*

Signing for Mail

Some pieces of mail require a signature from the recipient at the time of delivery. This includes items sent with Priority Mail Express (if selected), Certified Mail, Collect on Delivery, Insured Mail (over $500), Registered Mail, Return Receipt, Signature Confirmation, and Adult Signature.

Recipient Responsibilities

When you sign for a piece of mail, you acknowledge delivery. The Postal Service's liability ends when you sign for the mail. You may ask the letter carrier for the sender's name and address before you accept the mail. You may not open the mail, but you may look at it as long as the letter carrier is holding it before you choose to sign for it.

Delivery If Recipient Is Not Home

If no one is home when the letter carrier attempts delivery, the letter carrier will leave a notice and return the item to the Post Office. Check the notice for specific instructions or call 1·800·ASK·USPS to have the mail redelivered.
If the sender has not asked for Restricted Delivery or Adult Signature (21 years of age or older), the carrier may deliver the mail to anyone who receives mail at that address.

Confirming Delivery

Visit *www.usps.com* or call 1·800·222·1811 to get delivery information on Priority Mail Express and mail with confirmation services. You will need the item number from your mailing receipt or label.

Restricting Delivery

Restricted Delivery service ensures that only a specified person (or the person's authorized agent) will receive a piece of mail. Restricted Delivery is available only if you also purchase Certified Mail, Insured Mail (for more than $500 coverage), Registered Mail, COD Hold For Pickup, Signature Confirmation, or Adult Signature.

Filing a Claim

You can file a claim for compensation for loss or damage of Insured Mail, Registered Mail, and Priority Mail Express. A claim form can be filed online or the form can be downloaded from *www.usps.com* and mailed along with evidence of value. Visit *www.usps.com* or contact your local Post Office for additional information on how to file a claim.

Perishable Items

Some items require special packaging or special permission to be mailed. Call 1·800·ASK·USPS or visit your Post Office to find out how to mail these items:

- Live animals
- Fresh fruits and vegetables
- Plants

Keep the Mail Safe: Hazardous and Restricted Materials

Some things cannot be mailed or can be mailed only in small quantities for safety and legal reasons. Some items have restrictions on how they can be mailed, including:

- Aerosol cans
- Firearms
- Flammable materials
- Liquids and powders
- Lithium batteries
- Lottery tickets
- Perfume
- Poisons
- Tobacco and tobacco products

Some items, however, are not permitted in the mail, including:

- Alcoholic beverages
- Ammunition
- Drug paraphernalia
- Fireworks and other explosives

Call 1·800·ASK·USPS or visit your Post Office if you have questions about the item you want to mail.

Other Products and Services

For more information about these services, visit *www.usps.com*, call 1·800·ASK·USPS, or stop by your Post Office.

International Mail

You can mail postcards, letters, large envelopes, and packages from the United States to other countries. As with domestic mail, you can choose the best service based on speed, cost, and extra services. Customs declaration forms are required on most international packages. All Customs forms must be electronically generated. If you are not able to do this, take your hand-written Customs form to any Post Office and the retail clerk will be happy to submit the electronic information for you. To learn more about options for international mail and to calculate postage, visit *www.usps.com/international* or call 1·800·ASK·USPS. Your Post Office can also help you send mail internationally. Not sure which Customs form to use? A convenient Customs forms indicator can be found at *pe.usps.com*.

Military Mail

The Postal Service can deliver your letters and packages to more than 500 military Post Offices worldwide. Many services available for domestic mail are also available for military mail. There may be restrictions on the size, weight, or content of your mail. USPS offers customers a reduced price on the Priority Mail Large Flat Rate Box when sent to APO/FPO destinations. Visit the Domestic Price Calculator at *pe.usps.com*.

Money Orders

Money orders are a safe alternative to sending cash through the mail. A lost or stolen money order can be replaced. You can buy domestic money orders at all Post Offices in amounts up to $1,000 each. International money orders to certain countries can be purchased in amounts up to $700 each.

Passports

Some Post Offices offer passport application and renewal services. For more information about passport application forms and locations, call 1·800·ASK·USPS or visit *http://travel.state.gov*.

Paying for Merchandise

For a small fee, you can send merchandise COD Hold For Pickup to domestic destinations and have the Postal Service collect payment from the recipient and send it to you.

PC Postage®

Enjoy the convenience of printing postage directly from your home or office using PC Postage products. Postal Service-approved providers offer hardware and software products that allow you to purchase and print postage using a computer and the internet. Learn more at *www.usps.com/business/postage-options.htm*.

Post Office™ Boxes

A Post Office box is a great way to receive mail where and when it's most convenient for you. P.O. Box service is provided in 3-, 6-, or 12-month prepaid periods. You can rent a P.O. Box online at *www.usps.com* or at most Post Offices. Prices vary depending on the location of the Post Office and the P.O. Box size.

Stamp Collecting

If you are interested in stamp collecting or the *USA Philatelic* catalogue, visit *www.usps.com* or call 1·800·STAMP24. Stamp products make great gifts.

Tips for Frequent Mailers and Small Businesses

Postage Solutions

Postage meters and PC Postage products offer the convenience of postage when you need it from your home or office. Many PC Postage products include valuable features, such as software accounting of mailing expenses and integrated scales for exact postage calculations. Learn more at *www.usps.com/business/postage-options.htm*.

Commercial Prices

If you have large volumes of mail and are willing to invest some time learning more about preparing and sorting mail, you might qualify for lower postage prices. To qualify for these prices, you must mail at least 200 newsletters, flyers, or ads or 500 or more postcards, letters, or invoices at a time. To learn more about whether commercial mail is right for your small business or organization, access Business Mail 101 at *pe.usps.com*. To learn more about commercial prices for Priority Mail Express, Priority Mail, and International Mail, visit *www.usps.com*.

Pickup On Demand®

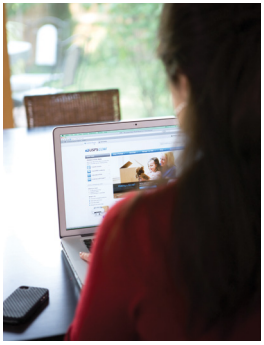
For a fee, the Post Office will pick up your postage-paid qualifying packages from your home, small business or organization within a scheduled 2-hour time frame. There is no additional charge for picking up multiple pieces of mail. Correct postage must be affixed to each piece prior to pickup. Call 1·800·222·1811 or visit *www.usps.com/pickup* for additional information including qualifying packages or to schedule a pickup.

Package Pickup

Package Pickup is the easy, convenient way to send qualifying packages. Just submit your request online at *www.usps.com/pickup* and your letter carrier will pick up the packages during their normal delivery time. This service is free of charge, regardless of the number of packages you are sending. Whether it is a one-time event or multiple shipments, you can plan your pickup schedule up to three months in the future. Visit *www.usps.com/pickup* for additional information or to schedule a pickup now.

Free Supplies

If you mail a lot of Priority Mail Express or Priority Mail items, you can save trips to the Post Office by ordering packaging supplies, including envelopes and boxes, online at *www.usps.com/store* or by calling 1·800·222·1811.



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This guide answers many questions about our products and services. If you have special mailing needs or questions not answered here, call 1·800·ASK·USPS or visit your Post Office.

Where can I buy stamps?	Visit *www.usps.com* or call 1·800·ASK·USPS if you need to:
www.usps.com	Find ZIP Codes
1·800·STAMP24	Calculate domestic and international postage prices
By mail	Change your address
Supermarkets	Track or confirm a delivery
Post Offices	Locate a Post Office and its hours
	Put your mail on hold
	Schedule a pickup

Customer Concerns

If you are happy or unhappy with our service, we would like to know. Give us the opportunity to serve you better by visiting *www.usps.com*, calling 1·800·ASK·USPS, or speaking to the Postmaster or manager at your local Post Office.

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