

145 Mail Preparation

Overview

1.0 Preparation of EDDM-Retail Flats

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1.1 General Information

All pieces mailed as EDDM-Retail mailings must be bundled under [1.3](#) and presented directly to the correct delivery Post Office or destination delivery unit (DDU), or mailed to the DDU via Priority Mail under [146](#).

1.2 Quantity per Mailing

EDDM-Retail flats must be part of one mailing of at least 200 pieces (or 50 pounds) of mail except under [143.2.1](#), but no more than 5000 pieces per mailing per day at any one Post Office. If a Post Office serves multiple ZIP Codes, the maximum number of EDDM-Retail pieces per day is 5000 per 5-digit ZIP Code.

1.3 Delivery Statistics, Sortation, and Bundling

EDDM-Retail flats must be separated by delivery route (or Post Office Box section) under [145](#), using delivery statistics obtained from the EDDM web tool at the website <https://www.usps.com/business/every-door-direct-mail.htm>. Retail flats must be in bundles of 50 – 100. Place a facing slip on the top of each bundle, under the straps, with the number of pieces in the bundle written on the facing slip. See [203.4.0](#) and [602.3.2.3](#) for more information.

