

215 Mail Preparation

Overview

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1.0 General Information for Mail Preparation

1.1 Priority Mail Express Packaging Provided by the USPS

Priority Mail Express packaging provided by the USPS must be used only for Priority Mail Express. Regardless of how the packaging is reconfigured or how markings may be obliterated, any material mailed in USPS-provided Priority Mail Express packaging is charged the appropriate Priority Mail Express price.

1.2 Sealing Flat Rate Packaging

When sealing a Flat Rate Envelope, the container flap must be able to close within the normal fold. Tape may be applied to the flap 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.

1.3 Price Marking

See [202.3.1](#) for price markings.

2.0 Priority Mail Express 1-Day and 2-Day

2.1 Mailing Label

Priority Mail Express 1-Day and 2-Day items must be labeled as follows:

- a. For each Priority Mail Express item, the mailer may present the item at a Post Office to have a shipping label printed and affixed to the item, or use a Postal Service self-service kiosk (SSK) (where available) to generate and affix a Priority Mail Express label. Manual Post Offices continue to use Label 11-M.
- b. For each Priority Mail Express item, the mailer may use a Priority Mail Express label generated through Click-N-Ship or another USPS-approved method. Mailers authorized to present 1-Day or 2-Day Priority Mail Express items using a Priority Mail Express Manifesting System must follow label preparation procedures in Publication 97, *Priority Mail Express Manifesting Business and Technical Guide*. (See Publication 199, *Intelligent Mail Package Barcode (IMpb) Implementation Guide for: Confirmation Services and Electronic Payment Systems*, available on PostalPro at postalpro.usps.com).
- c. For each Priority Mail Express item containing cremated remains, the mailer may label the item under [2.1a](#) or [2.1b](#). The Intelligent Mail package barcode (IMpb) shipping label must have the appropriate service-type code and banner text above the barcode used for cremated remains. (See Publication



199, *Intelligent Mail Package Barcode (IMpb) Implementation Guide for: Confirmation Services and Electronic Verification System (eVS) Mailers*, available on PostalPro at <https://postalpro.usps.com>).

2.2 **Signature Required**

Mailers may request the recipient's signature upon delivery for Priority Mail Express items as follows:

- a. [4-1-24] A mailer sending a Priority Mail Express item and requiring a signature must request a signature at a Post Office or Postal Service SSK, or on a label check the "Signature Required" box to instruct USPS to obtain a signature. If the "Signature Required" box is selected, an image of the signature will be provided to mailers when they access delivery information. A mailer must select a signature service for Priority Mail Express COD, or Priority Mail Express with additional insurance.
- b. [4-1-24] A mailer who requires the recipient's signature upon delivery for a Priority Mail Express item containing cremated remains must request a signature at a Post Office or Postal Service SSK, or on a label check the "Signature Required" box that a signature is requested to instruct USPS to obtain a signature. If a signature is required, an image of the signature will be provided to mailers when they access delivery information. A mailer must select a signature service for Priority Mail Express with additional insurance.

2.3 **ZIP Code Determination**

[4-1-24] For Priority Mail Express 1-Day Delivery, the mailer must determine if the item is destined to a ZIP Code area to which Priority Mail Express 1-Day Delivery is offered from the point of origin. A Priority Mail Express 1-Day Delivery directory, showing detailed local information about Priority Mail Express 1-Day Delivery, is available at Post Offices. If the destination is not listed, the mailer must use Priority Mail Express 2-Day Delivery.

3.0 **Firm Mailing Book**

[4-1-24] Form 3877 is available at no cost to any mailer who mails three or more Priority Mail Express items at one time, following these instructions:

- a. [4-1-24] Form 3877 must be presented with the items to be mailed.
- b. The mailer must enter on PS Form 3877 the full number of each Priority Mail Express item and the addressee's name and address.
- c. [4-1-24] All entries must be made in duplicate. One copy is kept by the accepting employee. The other is receipted and returned to the mailer.
- d. All unused parts of the address column in PS Form 3877 must be obliterated by drawing a diagonal line through the unused part. Any alteration must be initialed by the mailer and accepting employee.

- e. For Priority Mail Express Manifesting, a special manifest is used to present Priority Mail Express items for acceptance as described in Publication 97, Priority Mail Express Manifesting Technical Guide. PS Form 3877 may be used only to list items for which extra services have been requested. See [705](#) for more information.

