UNITED STATES POSTAL SERVICE®

# Mailing Standards of the United States Postal Service, Domestic Mail Manual

**July 1, 2020**

The *Mailing Standards of the United States Postal Service, Domestic Mail Manual* (DMM) provides the United States Postal Service's official prices and standards for all domestic mailing services. Many commercial mailers find it helpful to reference these standards as they prepare and enter mailings.

For household mailers who need information about retail products and services, the Postal Service offers A Customers Guide to Mailing. New business mailers can start with Business Mail 101, which provides an overview of business mail and takes mailers through the decisions they will make when designing a mailing. Both references are updated and available on the Postal Explorer Web site at *pe.usps.com*. Postal Explorer also provides helpful search features, mailing tools, and price calculators to make mailing easy.

**Summary of Changes**

The DMM is updated frequently on Postal Explorer at *pe.usps.com*. Revisions are published in the Summary of Changes by effective date. Mailing standards in the DMM are revised by notices in the *Postal Bulletin* or the *Federal Register*.

**Availability**

The updated DMM, and prior editions, in PDF and HTML formats can be accessed on the Postal Explorer Web site at *pe.usps.com.*

**How to Use This Book**

The DMM is organized around four basic concepts: shape of mail, class of mail service, mailing method, and topic. Retail, also known as single-piece, is located at the front of the book and commercial or business mail is found in subsequent chapters. The convenient fly-out menus in the left frame provide quick access to the section needed. Quick Service Guides provide a two-page overview for specific mail classification and preparation and can be found on the Postal Explorer Web site with direct links to the DMM.

**Comments**

Contact your local Post Office, business mail entry office, or the Pricing and Classification Service Center (PCSC) with comments or questions about the USPS mailing standards (see DMM 608.8.4 for addresses and telephone numbers of business mail entry offices and the PCSC).

*Dale Kennedy*
*Manager*
*Product Classification*

# Mailing Standards of the United States Postal Service
DMM


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200 Commercial Mail Letters, Cards, Flats, and Parcels

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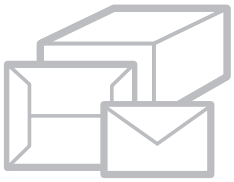

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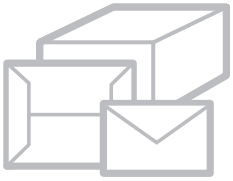

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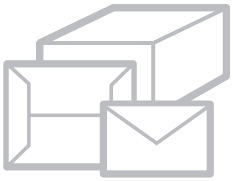

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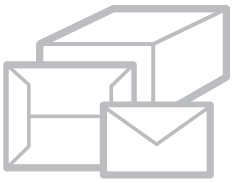

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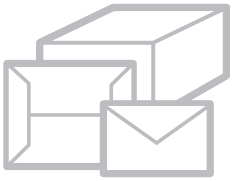

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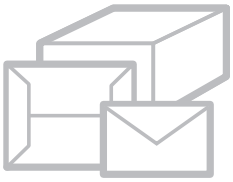

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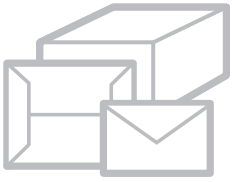

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**3.0 Physical Characteristics and Content Eligibility**
3.1 Physical Characteristics
3.2 Addressing
3.3 Permissible Mailpiece Components
3.4 Impermissible Mailpiece Components
3.5 Mailpiece Construction
3.6 Printed Features

**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
11.5 Copies Mailed by Public

# 207 Periodicals


**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 Zone 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
18.5 FSS Preparation

**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—Flat-Size Pieces and Parcels
22.7 Optional 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 Irregular Parcels
23.5 Firm Bundles
23.6 Bundles With Fewer 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 Optional Tray Preparation—Flat-Size Barcoded Pieces

**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 Network Distribution Center
29.3 Destination Area Distribution Center
29.4 Destination Sectional Center Facility
29.5 Destination Flat Sequencing System (DFSS) Facility Entry
29.6 Destination Delivery Unit

**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 Base Prices
1.4 Commercial Plus Prices
1.5 Dimensional Weight Price for Low-Density Parcels to Zones 1–9
1.6 Flat Rate Packaging
1.7 Sunday and Holiday Premium
1.8 Optional Delivery Fee
1.9 eVS Unmanifested 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 IMpb Standards
3.3 Matter Closed Against Postal Inspection

**4.0 Service Features of Priority Mail Express**
4.1 General
4.2 Priority Mail Express 1-Day Delivery
4.3 Priority Mail Express 2-Day Delivery
4.4 Priority Mail Express Military Service
4.5 Open and Distribute

## 214 Postage Payment and Documentation

**1.0 Basic Standards for Postage Payment Options**
1.1 Commercial Base Pricing
1.2 Commercial Plus Pricing

**2.0 Corporate Accounts**
2.1 Availability
2.2 Account
2.3 Postage Liability
2.4 Payment Method
2.5 USPS Report
2.6 Closing Account

## 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 1-Day and 2-Day**
2.1 Mailing Label
2.2 Signature Required
2.3 ZIP Code Determination

**3.0 Firm Mailing Book**

## 216 Enter and Deposit

**1.0 Priority Mail Express 1-Day and 2-Day Delivery**

**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 Base Prices
1.3 Commercial Plus Prices
1.4 Commercial Plus Cubic
1.5 Dimensional Weight Price for Low-Density Parcels to Zones 1-9
1.6 Flat Rate Packaging
1.7 Regional Rate Box Prices
1.8 Hold For Pickup
1.9 Determining Single-Piece Weight
1.10 Computing Postage
1.11 eVS Unmanifested Fee

**2.0 Content Standards for Priority Mail**
2.1 General
2.2 Inspection of Contents

**3.0 Basic Eligibility Standards for Priority Mail**
3.1 Description of Service
3.2 IMpb Standards
3.3 Service Objectives
3.4 Matter Closed Against Postal Inspection

## 224
## Postage Payment and Documentation

**1.0 Basic Standards for Postage Payment**
1.1 Postage Payment Options
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 and Regional 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 Commercial Plus 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 Presorted and Automation Prices for Cards and Letters
1.4 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
2.6 Matter Not Required to be Mailed as First-Class Mail
2.7 Prohibited Air Transportation
2.8 Round-Trip Mailings with One Optical Disc

**3.0 Basic Eligibility Standards for First-Class Mail**
3.1 3.1 Description of Service
3.2 Defining Characteristics
3.3 Additional Basic Standards for First-Class Mail
3.4 Move Update Standard
3.5 ZIP Code Accuracy

**4.0 Additional Eligibility Standards for Nonautomation First-Class Mail**
4.1 Additional Standards for Machinable First-Class Mail
4.2 Barcodes
4.3 Nonmachinable Prices for Letter-Size Pieces

**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—Bundle-Based Flats
5.6 Price Application—Tray-Based Flats
5.7 Address Standards for Barcoded Pieces

**6.0 Eligibility Standards for Card Price First-Class Mail**
6.1 Card Price
6.2 Cards and Letters

## 234 Postage Payment and Documentation

**1.0 Basic Standards for Postage Payment**

**2.0 Affixing Postage to Presorted and Automation Letters and Flats**
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
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 Letters**
5.1 Basic Standards
5.2 Machinable Preparation
5.3 Nonmachinable Preparation

**6.0 Preparing Automation Letters**
6.1 Basic Standards

## 230 First-Class Mail Letters and Cards

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
7.3 Nonautomation Pieces
7.4 Bundling and Labeling
7.5 Traying and Labeling
7.6 Cotraying and Cobundling With Automation Price Mail

**8.0 Preparation of Automation Flats**
8.1 Basic Standards
8.2 Mailings
8.3 Marking
8.4 General Preparation
8.5 First-Class Mail Required Bundle-Based Preparation
8.6 First-Class Mail Optional Tray-Based Preparation
8.7 5-Digit Scheme Bundle Preparation
8.8 Cotraying and Cobundling With Presorted Price Mail

## 236 Enter and Deposit

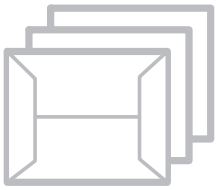
**1.0 Deposit**
1.1 Service Objectives
1.2 Time and Location of Deposit
1.3 Approved Collections
1.4 Permit Imprint Collection

**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

TOPICS

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 Marketing Mail and Customized MarketMail Prices
1.4 Fees
1.5 Computing Postage for USPS Marketing Mail

**2.0 Content Standards for USPS Marketing Mail**
2.1 General
2.2 Personal Information
2.3 Bills and Statements of Account
2.4 Handwritten and Typewritten Matter
2.5 Attachments and Enclosures
2.6 Written Additions

**3.0 Basic Eligibility Standards for USPS Marketing Mail**
3.1 Description of Service
3.2 Defining Characteristics
3.3 Additional Basic Standards for USPS Marketing Mail
3.4 IMpb Standards
3.5 Merging Similar USPS Marketing Mailings
3.6 Residual Volume Requirement
3.7 Residual Mail Subject to First-Class Mail First-Class Package Services — Retail or Priority Mail Prices
3.8 ZIP Code Accuracy
3.9 Move Update Standard

**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 Marketing Mail

**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 Letter Pieces
5.3 Price Application
5.4 Machinable Price Application - Letters
5.5 Nonmachinable Price Application - Letters
5.6 Nonautomation Price Application – Flats
5.7 Prices for Machinable Parcels
5.8 Prices for Irregular Parcels and Marketing Parcels

**6.0 Additional Eligibility Standards for Enhanced Carrier Route USPS Marketing Mail Letters and Flats**
6.1 General Enhanced Carrier Route Standards
6.2 Carrier Route Accuracy Standard
6.3 Basic Price Enhanced Carrier Route Standards
6.4 High Density and High Density Plus (Enhanced Carrier Route) Standards - Letters
6.5 High Density and High Density Plus (Enhanced Carrier Route) Standards - Flats
6.6 Saturation ECR Standards - Letters
6.7 Saturation Enhanced Carrier Route Standards - Flats

**7.0 Eligibility Standards for Automation USPS Marketing Mail**
7.1 Basic Eligibility Standards for Automation USPS Marketing Mail
7.2 Eligibility Standards for Full-Service Automation USPS Marketing Mail
7.3 Price Application for Automation Letters
7.4 Price Application for Automation Flats
7.5 Address Standards for Barcoded Pieces

**8.0 Additional Eligibility Standards for Marketing Parcels Mailed as Product Samples**
8.1 General Product Sample Standards
8.2 Carrier Route Accuracy Standard
8.3 Additional Standards for Targeted Product Samples
8.4 Additional Standards for Saturation (Every Door) Product Samples

# 240 First-Class Mail Letters and Cards


8.5 Saturation Enhanced Carrier Route Standards

**9.0 Customized MarketMail**

9.1 Basic Standards

9.2 Eligibility Standards

9.3 Extra Services

## 244 Postage Payment and Documentation

**1.0 Basic Standards for Postage Payment**

**2.0 Additional Postage Payment Standards**

2.1 Identical-Weight Pieces

2.2 Nonidentical-Weight Pieces

2.3 Combined Price

**3.0 Affixing Postage at Less than Full Price**

3.1 General

3.2 Lowest Price

3.3 Mixed Price Alternative for Letters and Flats

**4.0 Mailing Documentation**

**5.0 Residual Pieces**

5.1 Residual USPS Marketing Mail Subject to First-Class Mail or First-Class Package Services — Retail Prices

5.2 Residual USPS Marketing Mail Subject to Priority Mail Prices

5.3 Postage Payment for Barcoded Machinable Parcels

## 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

1.6 FSS Preparation

**2.0 Bundles**

2.1 General

2.2 Marketing Parcels

**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

6.7 Traying and Labeling for Automation-Compatible ECR Letters

6.8 Delivery Sequence Standards

6.9 Delivery Sequence Documentation

**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 Required Bundling

8.3 Bundling and Labeling

8.4 Loose Packing

8.5 Required Sacking or Traying

8.6 Drop Shipment

8.7 Sacking and Labeling

8.8 Cotraying and Cobundling Flats With Automation Mail

8.9 Merged Containerization of Carrier Route, Automation, and Nonautomation Flats

8.10 Residual Pieces

## 240
## First-Class Mail Letters and Cards


**9.0 Preparing Enhanced Carrier Route Flats**

9.1 Basic Standards

9.2 Residual Pieces

9.3 Carrier Route Bundle Preparation

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

10.2 Mailings

10.3 Marking

10.4 USPS Marketing Mail Bundle and Sack Preparation

**11.0 Preparing Presorted Parcels**

11.1 Basic Standards

11.2 Markings

11.3 Preparing Marketing Parcels (6 Ounces or More) and Machinable Parcels

11.4 Preparing Marketing Parcels (Less Than 6 Ounces) and Irregular Parcels

**12.0 Preparing Enhanced Carrier Route Product Sample Parcels**

12.1 Basic Standards

12.2 Marking

12.3 Residual Pieces

12.4 Bundling

12.5 Preparing Product Samples

12.6 Delivery Sequence Standards

12.7 Delivery Sequence Documentation

**13.0 Preparing Customized MarketMail**

13.1 All Mailings

13.2 Required Endorsement

13.3 Required Bundling

13.4 Bundling and Labeling

13.5 Required Containerizing

13.6 Containerizing and Labeling


## 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

2.5 Verification

2.6 Deposit

**3.0 Destination Network Distribution Center (DNDC) Entry**

3.1 Definition

3.2 Eligibility

3.3 Eligibility for ADC Mailpieces - Letters

3.4 Eligibility for Mixed ADC Bundles, Trays, or Mixed AADC Trays - Letters

3.5 Eligibility for ADC Mailpieces - Flats

3.6 Eligibility for Mixed ADC Bundles, Sacks or Trays - Flats

3.7 Additional Standards for Machinable Parcels

3.8 Vehicles

3.9 Form 4410

**4.0 Destination Sectional Center Facility (DSCF) Entry**

4.1 Definition

4.2 Eligibility

4.3 Vehicles

**5.0 Destination Delivery Unit (DDU) Entry**

5.1 Definition

5.2 Eligibility

**6.0 Destination Flat Sequencing System (DFSS) Facility Entry**

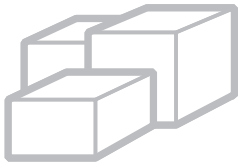
6.1 Definition

6.2 Eligibility

# 250 Parcel Select Parcels

TOPICS

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 Price Application
1.2 Parcel Select Prices
1.3 Dimensional Weight Price for Low-Density Parcels to Zones 1–9
1.4 Computing Postage
1.5 eVS Unmanifested 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 IMpb Standards
3.4 Inspection of Contents

**4.0 Price Eligibility for Parcel Select and Parcel Select Lightweight**
4.1 Destination Entry Price Eligibility
4.2 Parcel Select Ground Price Eligibility
4.3 Parcel Select Lightweight
4.4 Oversized Price
4.5 Hold For Pickup

## 254 Postage Payment and Documentation

**1.0 Basic Standards for Postage Payment**
1.1 Postage Payment Options
1.2 NDC 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 Separation
1.7 Commingled Zones
1.8 Parcel Select Markings

**2.0 Sacks**

**3.0 Sack Labels**

**4.0 Preparing Destination Entry Parcel Select**
4.1 Preparing Destination Delivery Unit (DDU) Parcel Select
4.2 Preparing Destination SCF (DSCF) Parcel Select
4.3 Preparing Destination NDC (DNDC) Parcel Select

**5.0 Preparing Machinable Parcels**
5.1 Definition
5.2 Basic Standards
5.3 Sacking and Labeling

**6.0 Preparing Parcel Select Lightweight**
6.1 Basic Standards
6.2 Preparing Machinable Parcels
6.3 Preparing Irregular Parcels

## 256 Enter and Deposit

**1.0 Verification**
1.1 Verification and Entry
1.2 Office of Mailing
1.3 Redirected Mailings
1.4 NDC Acceptance
1.5 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 as Agent
2.7 Appointments
2.8 Exception to Scheduling Standard
2.9 Redirection by USPS

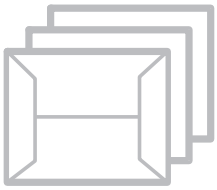
2.10 Advance Scheduling
2.11 Deposit Conditions
2.12 Recurring Appointments
2.13 Vehicle Unloading
2.14 Demurrage
2.15 Appeals
2.16 Documentation
2.17 DNDC Parcel Select—Acceptance at Designated SCF-USPS Benefit
2.18 DNDC Parcel Select—Acceptance at Designated SCF

**3.0 Pickup on Demand Service**

# 260 Bound Printed Matter Flats

TOPICS

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 Postal Inspection
3.3 Delivery and Return Addresses
3.4 USPS Tracking
3.5 IMpb 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
1.6 FSS Preparation

**2.0 Bundles**
2.1 General
2.2 Preparing Bundles of Flats
2.3 Bundle Sizes for Flats
2.4 Bundle Sizes for Irregular 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 Irregular Parcels Weighing Less than 10 Pounds
8.3 Preparing Irregular Parcels Weighing 10 Pounds or More
8.4 Preparing Machinable Parcels Not Claiming DNDC Prices
8.5 Preparing Machinable Parcels Claiming DNDC Prices

**9.0 Preparing Carrier Route Parcels**
9.1 Basic Standards
9.2 Preparing Irregular Parcels Weighing Less Than 10 Pounds
9.3 Preparing Irregular Parcels Weighing 10 Pounds or More
9.4 Preparing Machinable Parcels

## 266 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 Office of Mailing
2.4 Redirected Mailings
2.5 NDC Acceptance
2.6 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 Network Distribution Center (DNDC) Entry**
4.1 Eligibility
4.2 Presorted and Carrier Route Flats
4.3 Acceptance at Designated SCF—Mailer Benefit
4.4 Presorted Machinable Parcels
4.5 Presorted Irregular Parcels
4.6 Carrier Route Machinable Parcels
4.7 Carrier Route Irregular Parcels

**5.0 Destination Sectional Center Facility (DSCF) Entry**
5.1 Eligibility
5.2 Presorted Flats
5.3 Carrier Route Flats

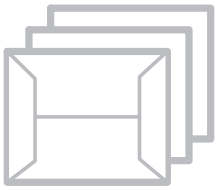
**6.0 Destination Delivery Unit (DDU) Entry**
6.1 Eligibility
6.2 Presorted Flats
6.3 Carrier Route Flats
6.4 Presorted Machinable Parcels
6.5 Presorted Irregular Parcels
6.6 Carrier Route Machinable Parcels
6.7 Carrier Route Irregular Parcels

**7.0 Destination Flat Sequencing System (DFSS) Facility Entry**
7.1 Definition
7.2 Eligibility

# 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 Media Mail Prices and Library Mail Presorted 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 IMpb 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

**7.0 Price Eligibility for Media Mail and Library Mail**
7.1 Basic Weight Standards
7.2 Price Eligibility Standards
7.3 Price Categories for Media Mail and Library Mail

## 274 Postage Payment and Documentation

**1.0 Basic Standards for Postage Payment**

**2.0 Mailing Documentation**

## 275 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

**2.0 Bundles**

**3.0 Sacks and Sack Labels**

**4.0 Basic Standards for Preparing Media Mail and Library Mail**

**5.0 Preparing Media Mail and Library Mail Presorted Flats**
5.1 Bundling
5.2 Sacking

**6.0 Preparing Media Mail and Library Mail Parcels**
6.1 Basic Standards
6.2 Preparing Machinable Parcels
6.3 Preparing Irregular Parcels

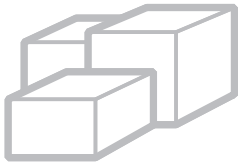
## 276 Enter and Deposit

**1.0 Verification and Deposit**

# 280 First-Class Package Service — Commercial Parcels

TOPICS

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 Surcharge

1.4 eVS Unmanifested Fee

**2.0 Content Standards for First-Class Package Service — Commercial Parcels**

2.1 General

2.2 Matter Required to be Mailed as First-Class Mail

**3.0 Basic Eligibility Standards for First-Class Package Service — Commercial**

3.1 Description of Service

3.2 Defining Characteristics

3.3 Additional Basic Standards

3.4 IMpb Standards

**4.0 Price Eligibility for First-Class Package Service — Commercial**

## 284 Postage Payment and Documentation

**1.0 Basic Standards for Postage Payment**

**2.0 Postage Payment for First-Class Package Service — Commercial**

2.1 Permit Imprint Postage

2.2 Affixed Postage for First-Class Package Service — Commercial

**3.0 Mailing Documentation**

## 285 Mail Preparation

**1.0 Preparation for First-Class Package Service — Commercial**

**2.0 Preparation of Permit Imprint Mailings**

2.1 Identical Weight Pieces

2.2 Nonidentical Weight Pieces

**3.0 Optional ADC Presort**

## 286 Enter and Deposit

**1.0 Deposit**

1.1 Time and Location of Deposit

1.2 Approved Collections

**2.0 Verification**

# 500 Additional Services

TOPICS

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
4.3 Basic Standards
4.4 Bulk Insurance for USPS Marketing Mail and Parcel Select Lightweight
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

**10.0 Special Handling**
10.1 Basic Standards

## 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

**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 Parcel Return Service**
4.1 Prices and Fees
4.2 Basic Standards
4.3 Labels

**5.0 Bulk Parcel Return Service**
5.1 Bulk Parcel Return Service (BPRS) Permit and Fees
5.2 Basic Standards
5.3 Permits
5.4 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

**5.0 Package Intercept**
5.1 Description of Service
5.2 Postage and Fees
5.3 Adding Extra Services
5.4 Request for Intercept

**6.0 Requesting Withdrawal and Disposal of a Mailing**
6.1 Request Process

**7.0 Pickup on Demand Service**
7.1 Postage and Fees
7.2 Basic Standards
7.3 Scheduled Service

**8.0 Mailing List Services**
8.1 Mailing List Service Fees
8.2 General Information
8.3 Fee Assessment
8.4 Name and Address List Correction
8.5 Occupant Lists
8.6 Sortation of Lists on Cards by 5-Digit ZIP Code
8.7 Election Boards and Voter Registration Commissions

**9.0 Address Sequencing Services**
9.1 Address Sequencing Service Fees
9.2 Service Levels
9.3 Card Preparation and Submission
9.4 Sequencing Cards With Blanks for Missing Addresses or Sequencing Address Files With Missing Sequence Numbers
9.5 Sequencing With Address Cards or Address File Sequencing With Addresses Added for Missing and New Addresses
9.6 Service Charges
9.7 Submitting Properly Sequenced Mailings

**10.0 Informed Visibility**
10.1 Basic Standards
10.2 Barcodes

**11.0 USPS Premium Tracking Service**


## 508 Recipient Services


**1.0 Recipient Options**
1.1 Basic Recipient Concerns
1.2 Carrier Release Endorsement for Parcels
1.3 Jointly Addressed
1.4 Delivery to Addressee's Agent
1.5 Delivery to Individual at Organization
1.6 Delivery at Hotels, Institutions, Schools, and Similar Places
1.7 Conflicting Delivery Orders
1.8 Commercial Mail Receiving Agencies

**2.0 Conditions of Delivery**
2.1 City Delivery Service
2.2 Rural Delivery Service
2.3 Highway Contract Delivery Service

**3.0 Customer Mail Receptacles**
3.1 Basic Information for Customer Mail Receptacles
3.2 Curbside Mailboxes
3.3 Wall-Mounted Centralized Mail Receptacles

# 500 Additional Services


**4.0 Post Office Box Service**

4.1 Basic Information for PO Box Service
4.2 Service
4.3 Conditions of Use
4.4 Basis of Fees and Payment
4.5 Fee Group Assignments
4.6 Fee Refund
4.7 Keys and Locks
4.8 Service Refusal or Termination

**5.0 Caller Service**

5.1 Caller Service Fees
5.2 Basic Information
5.3 Service
5.4 Conditions of Use
5.5 Basis of Fees and Payment
5.6 Fee Refund
5.7 Service Refusal or Termination
5.8 Accelerated Reply Mail (ARM)

**6.0 General Delivery**

6.1 Purpose
6.2 Service Restrictions
6.3 Delivery to Addressee
6.4 Holding Mail

**7.0 Premium Forwarding Services**

7.1 Premium Forwarding Services Description
7.2 Premium Forwarding Service Residential
7.3 Premium Forwarding Service Commercial
7.4 Premium Forwarding Service Local

**8.0 Firm Holdout**

8.1 Purpose
8.2 Obtaining and Using Service
8.3 Service Cancellation

**9.0 Pandering Advertisements**

9.1 Prohibitory Order
9.2 Taking Action Against Violations

**10.0 Sexually Oriented Advertisements**

10.1 Basic Information for Sexually Oriented Advertisements
10.2 Applying for Listing
10.3 Requesting Removal From List
10.4 Availability of USPS Lists
10.5 Envelope Marking
10.6 Violations
10.7 Reporting Unsolicited Advertisements

**11.0 Hold Mail Service**

11.1 General
11.2 Requesting Hold Mail Service
11.3 Change or Cancel a Request
11.4 Mail Pickup or Delivery
11.5 Hold Mail Service Requested with Active Change-of-Address Order
11.6 Change-of-Address Order Requested with Active Hold Mail Service


## 509 Other Services


**1.0 Address Information System Services**

1.1 General Information
1.2 Address Element Correction
1.3 Address Matching System Application Program Interface
1.4 AEC II Service
1.5 Address Information Service Viewer
1.6 Carrier Route Information System
1.7 CASS Certification
1.8 Change-of-Address Information for Election Boards and Registration Commissions
1.9 City State
1.10 Computerized Delivery Sequence (CDS)
1.11 Delivery Statistics
1.12 Delivery Type
1.13 Delivery Point Validation
1.14 DSF2 Service
1.15 eLine-Of-Travel Service
1.16 Five-Digit ZIP
1.17 Labeling Lists
1.18 LACS$^{Link}$
1.19 MAC Batch System Certification
1.20 MAC Gold System Certification
1.21 MAC System Certification
1.22 MASS Certification
1.23 NCOA$^{Link}$
1.24 NCOA$^{Link}$ — ANK$^{Link}$ Service Option
1.25 Official National Zone Charts

# 500 Additional Services

1.26 Periodicals Accuracy, Grading, and Evaluation System Certification
1.27 PAVE System Certification
1.28 RDI Service
1.29 Z4CHANGE
1.30 Z4INFO
1.31 ZIP+4 Service
1.32 ZIPMove
1.33 ZIP Code Sortation of Address Lists
1.34 99 Percent Accurate Method

**2.0 Nonpostal Services**
2.1 Bird Hunting Stamps
2.2 U.S. Savings Stamps
2.3 U.S. Savings Bonds
2.4 Postal Savings

**3.0 Money Orders**
3.1 Fees for Money Orders
3.2 Issuing Money Orders
3.3 Cashing Money Orders
3.4 Federal Reserve System

# 600 Basic Standards For All Mailing Services

TOPICS

601 Mailability
602 Addressing
604 Postage Payment Methods and Refunds
607 Mailer Compliance and Appeals of Classification Decisions
608 Postal Information and Resources
609 Filing Indemnity Claims for Loss or Damage

## 601 Mailability

**1.0 General Standards**
1.1 Determining Mail Processing Categories
1.2 Overweight Items
1.3 General Mailability and Right of Refusal
1.4 Mailer's Responsibility

**2.0 RESERVED**

**3.0 Packaging**
3.1 General
3.2 Stationery
3.3 Odd-Shaped Items in Paper Envelopes
3.4 Liquids
3.5 Aerosols
3.6 Perishable, Hazardous, and Restricted Items
3.7 High-Density Items
3.8 Load Type
3.9 General Cushioning Standards
3.10 Tape and Tape Size
3.11 Adhesive
3.12 Banding
3.13 Staples and Steel Stitching

**4.0 Acceptable Mailing Containers**
4.1 Envelopes
4.2 Boxes
4.3 Fiberboard Tubes and Similar Long Containers
4.4 Paper Bags and Wraps
4.5 Plastic Bags
4.6 Plastic Film
4.7 Cloth Bags
4.8 Difficult Load
4.9 Bales
4.10 Cans and Drums

**5.0 Handling, Content, and Extra Service Markings**
5.1 Handling, Content, and Extra Service
5.2 Method

**6.0 Mailing Containers—Special Types of Envelopes and Packaging**
6.1 Priority Mail Express and Priority Mail Packaging
6.2 Green Diamond Border Envelope
6.3 Window Envelope
6.4 Reusable Mailpiece
6.5 Alternative Reusable Mailpieces That Originate as Permit Imprint Mailings

**7.0 Packaging Standards for Mail Processed at Network Distribution Centers**
7.1 High-Density Items
7.2 Books
7.3 Soft Goods
7.4 Sound Recordings

**8.0 Hazardous, Restricted, and Perishable Mail**
8.1 General
8.2 Hazardous Material
8.3 Restricted Matter
8.4 Perishable Matter

**9.0 Written, Printed, and Graphic Matter Generally**
9.1 Solicitations in Guise of Bills, Invoices, or Statements of Account (39 USC 3001(D); 39 USC 3005)
9.2 Solicitations Deceptively Implying Federal Connection, Approval, or Endorsement (39 USC 3001(H) and 3001(I); 39USC3005)
9.3 Lottery Matter (18 USC 1302)
9.4 Advertising Matter
9.5 Other Nonmailable Matter
9.6 Sweepstakes Matter (39 USC § 3001(K)(3)(A))
9.7 Skill Contests (39 USC 3001(K)(3)(B))
9.8 Facsimile Check (39 USC § 3001(K)(3)(C))
9.9 Exclusions and Disclosures (39 USC §§ 3001(K)(4) & 3001(K)(5))
9.10 Removal of Names from Mailing Lists (39 USC § 3001(L))
9.11 Unauthorized Decisions by Postmasters
9.12 Refusal Due to Improper Preparation

## 602 Addressing

**1.0 Elements of Addressing**
1.1 Clear Space

## 600 Basic Standards For All Mailing Services


1.2 Delivery Address
1.3 Address Elements
1.4 Complete Addresses
1.5 Return Addresses
1.6 Ancillary Services
1.7 Attachment of Different Class
1.8 ZIP Codes
1.9 Additional Addressing Standards by Class

**2.0 Restrictions**
2.1 Dual Address
2.2 More Than One Post Office
2.3 Mail Addressed to CMRAs

**3.0 Use of Alternative Addressing**
3.1 General Information
3.2 Simplified Address
3.3 Occupant Address
3.4 Exceptional Address

**4.0 Detached Address Labels (DALs) and Detached Marketing Labels (DMLs)**
4.1 General
4.2 Eligible Mail
4.3 Label Preparation
4.4 Mail Preparation
4.5 Disposition of Excess or Undeliverable Material
4.6 Postage

**5.0 Move Update Standards**
5.1 Basic Standards
5.2 USPS-Approved Methods
5.3 Move Update Verification
5.4 Mailer Certification

**6.0 ZIP Code Accuracy Standards**
6.1 Basic Standards
6.2 USPS-Approved Methods
6.3 Mailer Certification

**7.0 Carrier Route Accuracy Standard**
7.1 Basic Standards
7.2 Exception
7.3 USPS-Approved Methods
7.4 Mailer Certification

**8.0 Presort Accuracy Validation and Evaluation (PAVE)**
8.1 Presort Accuracy Validation and Evaluation (PAVE)

**9.0 Coding Accuracy Support System (CASS)**
9.1 Basic Information
9.2 Software Certification
9.3 Date of Address Matching and Coding
9.4 Definitions—Mailing and Address Lists
9.5 Documentation
9.6 CASS Certification

**10.0 Dual Shipping Labels**


## 604 Postage Payment Methods and Refunds


**1.0 Stamps**
1.1 Postage Stamp Denominations
1.2 Postage Stamps Valid for Use
1.3 Postage Stamps Invalid for Use
1.4 Imitations of Stamps
1.5 Imitations of Markings
1.6 Stamp Image Use
1.7 Position of Stamp on Mailpiece
1.8 Reuse of Stamps
1.9 Perforating Stamps
1.10 Additional Standards for Forever Stamps
1.11 Additional Standards for Semipostal Stamps
1.12 Paying for Stamps
1.13 Seals and Stickers

**2.0 Stamped Stationery**
2.1 Plain Stamped Envelope
2.2 Personalized Stamped Envelopes
2.3 Other Stationery
2.4 Stamp Fulfillment Services

**3.0 Precanceled Stamps**
3.1 General Information
3.2 Permit to Use Precanceled Stamps
3.3 USPS Precanceled Stamps
3.4 Precancellation of Stamps by Mailer
3.5 Stamp Collectors
3.6 Using High Value Stamps

## 600 Basic Standards For All Mailing Services


**4.0 Postage Meters and PC Postage Products ("Postage Evidencing Systems")**
4.1 Basic Information
4.2 Authorization to Use Postage Evidencing Systems
4.3 Postage Payment
4.4 Postage Discrepancies
4.5 Special Indicia
4.6 Mailings
4.7 Authorization to Produce and Distribute Postage Evidencing Systems

**5.0 Permit Imprint (Indicia)**
5.1 General Standards
5.2 Suspension and Revocation
5.3 Indicia Design, Placement, and Content
5.4 Picture Permit Imprint Indicia
5.5 Share Mail

**6.0 Payment of Postage**
6.1 Basic Standards
6.2 Unpaid Mailable Matter for Private Delivery
6.3 Payment for Postage Due Mail
6.4 Advance Deposit Account
6.5 Annual Accounting Fee for Return Services

**7.0 Computing Postage**
7.1 General Standards

**8.0 Insufficient or Omitted Postage**
8.1 Insufficient Postage
8.2 Omitted Postage
8.3 Mailable Matter Without Postage in or on Mail Receptacles
8.4 Invalid Postage

**9.0 Exchanges and Refunds**
9.1 Stamp Exchanges
9.2 Postage and Fee Refunds
9.3 Refunds for Postage Evidencing Systems
9.4 Value Added Refunds
9.5 Priority Mail Express Postage and Fees Refunds

**10.0 Postage Due Weight Averaging Program**
10.1 Basic Information
10.2 Authorization


## 607 Mailer Compliance and Appeals of Classification Decisions


**1.0 Mailer Compliance With Mailing Standards**
1.1 Mailer Responsibility
1.2 Postage Payment
1.3 Request for Exception to Standards

**2.0 Rulings on Mailing Standards**
2.1 Local Decision
2.2 Expedited Oral Decision
2.3 Classification While Appeal Pending
2.4 Decisions on National Rulings
2.5 PCSC Decision
2.6 Corresponding Standards

**3.0 Revenue Deficiency**
3.1 General Information
3.2 Appeal of Ruling


## 608 Postal Information and Resources


**1.0 About the Domestic Mail Manual**
1.1 Content of the DMM
1.2 Copies of the DMM
1.3 Revisions to the DMM
1.4 Terms in the DMM

**2.0 Domestic Mail**
2.1 Definition of "Domestic"
2.2 Mail Treated as Domestic
2.3 International Mail
2.4 Customs Forms Required
2.5 Foreign Trade Regulations—U.S. Department of Commerce, U.S. Bureau of the Census
2.6 Alaska Bypass Service

**3.0 Post Offices and Holidays**

**4.0 Philatelic (Stamp Collecting) Services**
4.1 Basic Standards
4.2 Special Cancellations

## 600 Basic Standards For All Mailing Services


**5.0 Private Express Statutes**

**6.0 Complaints and Postal Law Violations**

6.1 Consumer Complaints and Inquiries

6.2 Postal Law Violations

**7.0 Trademarks and Copyrights of the USPS**

7.1 USPS Trademarks

7.2 Inquiries about Copyrights and Use of USPS Trademarks

**8.0 USPS Contact Information**

8.1 Postal Service

8.2 Federal Agencies

8.3 Other Agencies

8.4 PCSC and District Business Mail Entry Offices Contact Information

**9.0 Postal Zones**

9.1 Basis

9.2 Application

9.3 Zone Charts

9.4 Specific Zones

**10.0 Forms of Identification**

10.1 General

10.2 Products and Services Requiring Acceptable Identification

10.3 Acceptable Primary Forms of Photo Identification

10.4 Acceptable Secondary Forms of Identification

10.5 Unacceptable Forms of Identification


## 609 Filing Indemnity Claims for Loss or Damage


**1.0 General Filing Instructions**

1.1 Extra Services With Indemnity

1.2 Bulk Insured Claims

1.3 Who May File

1.4 When to File

1.5 Where and How to File

**2.0 Providing Proof of Loss or Damage**

**3.0 Providing Evidence of Insurance and Value**

3.1 Evidence of Insurance

3.2 Proof of Value

**4.0 Claims**

4.1 Payable Claim

4.2 Payable Priority Mail Express Claim

4.3 Nonpayable Claims

**5.0 Compensation**

5.1 Payment Limit

5.2 Depreciation

5.3 Insufficient Fee

5.4 Loss

5.5 Dual Claim

5.6 Incompetent or Deceased

5.7 Recovered Article

**6.0 Adjudication of Claims**

6.1 Initial Adjudication of Claims

6.2 Appealing a Claim Decision

6.3 Final USPS Decision of Claims

# 700 Special Standards

TOPICS

703 Nonprofit USPS Marketing Mail and Other Unique Eligibility
705 Advanced Preparation and Special Postage Payment Systems
709 Negotiated Service Agreements

## 703 Nonprofit USPS Marketing Mail and Other Unique Eligibility

**1.0 Nonprofit USPS Marketing Mail**
1.1 Basic Standards
1.2 Qualified Nonprofit Organizations
1.3 Qualified Political Committees and State or Local Voting Registration Officials
1.4 Ineligible Organizations
1.5 Identification of Nonprofit Organization
1.6 Eligible and Ineligible Matter
1.7 Authorization—Application
1.8 Confirmation of Authorization to Mail at Nonprofit USPS Marketing Mail Prices
1.9 Mailing While Application Pending
1.10 Ruling on Application
1.11 Revocation

**2.0 Overseas Military and Diplomatic Post Office Mail**
2.1 Basic Standards
2.2 Addressing Military Mail
2.3 General Restrictions
2.4 Military Ordinary Mail (MOM)
2.5 Parcel Airlift (PAL)
2.6 Priority Mail Express Military Service (PMEMS)
2.7 Delivery of Military Mail

**3.0 Department of State Mail**
3.1 Availability
3.2 Conditions For Authorized Mail
3.3 Mail Security

**4.0 Mail Sent by U.S. Armed Forces**
4.1 Letters Sent Postage Collect
4.2 Matter Sent Free

**5.0 Free Matter for the Blind and Other Physically Handicapped Persons**
5.1 Basic Information
5.2 Matter Sent To Blind or Other Physically Handicapped Persons
5.3 Matter Sent By Blind or Other Physically Handicapped Persons
5.4 Preparation

**6.0 Official Mail (Franked)**
6.1 Basic Information

**7.0 Official Mail (Penalty)**

**8.0 Balloting Materials**
8.1 Basic Standards
8.2 Special Exemption
8.3 Priority Mail Express Label 11-DOD

**9.0 Mixed Classes**
9.1 Basic Information
9.2 Eligibility for Attachments of Different Classes
9.3 Eligibility for an Enclosure in Periodicals Publication
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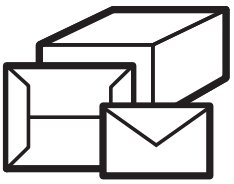
## Retail Mail Letters, Cards, Flats, and Parcels

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# 100 Retail Letters, Flats, and Parcels Design Standards

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# 101 Physical Standards

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## 1.0 Physical Standards for Letters

### 1.1 Dimensional Standards for Letters

Letter-size mail is the following:

a. Not less than 5 inches long, 3-1/2 inches high, and 0.007-inch thick. For pieces more than 4-1/4 inches high or 6 inches long, or both, the minimum thickness is 0.009.

b. Not more than 11-1/2 inches long, or more than 6-1/8 inches high, or more than 1/4-inch thick.

c. Not more than 3.5 ounces. (Charge flat-size prices for First-Class Mail letter-size pieces over 3.5 ounces.)

d. Rectangular, with four square corners and parallel opposite sides. Letter-size, card-type mailpieces made of cardstock may have finished corners that do not exceed a radius of 0.125 inch (1/8 inch). See Exhibit 201.1.1.1.

### 1.2 Nonmachinable Criteria

A letter-size piece is nonmachinable if it has one or more of the following characteristics (see 601.1.1.2 to determine the length, height, top, and bottom of a mailpiece):

a. Has an aspect ratio (length divided by height) of less than 1.3 or more than 2.5.

b. Is polybagged, polywrapped, enclosed in any plastic material, or has an exterior surface made of a material that is not paper. Windows in envelopes made of paper do not make mailpieces nonmachinable. Attachments allowable under applicable eligibility standards do not make mailpieces nonmachinable.

c. Has clasps, strings, buttons, or similar closure devices.

d. Contains items such as pens, pencils, keys, or coins that cause the thickness of the mailpiece to be uneven; or loose keys or coins or similar objects not affixed to the contents within the mailpiece. Loose items may cause a letter to be nonmailable when mailed in paper envelopes (see 601.3.3).

e. Is too rigid (does not bend easily when subjected to a transport belt tension of 40 pounds around an 11-inch diameter turn).

f. Is too thick. For pieces more than 4-1/4 inches high or 6 inches long, the thickness is less than 0.009 inch.

g. Has a delivery address parallel to the shorter dimension of the mailpiece.

h. Is a self-mailer that is not prepared according to 201.3.14.

i. Is a booklet that is not prepared according to 201.3.16.

## 2.0 Physical Standards for Flats

### 2.1 General Definition of Flat-Size Mail

Flat-size mail is the following:

a. More than 11-1/2 inches long, or more than 6-1/8 inches high, or more than 1/4 inch thick, except as allowed for EDDM-Retail flats under 140. For general retail mailability, all pieces 1/4 inch thick or less must be a minimum of 5 inches long and 3-1/2 inches high and 0.007 inch thick.

b. Not more than 15 inches long, or more than 12 inches high, or more than 3/4 inch thick.

c. Flexible (see 2.3).

d. Rectangular with four square corners or with finished corners that do not exceed a radius of 0.125 inch (1/8 inch). See Exhibit 201.1.1.1.

e. Uniformly thick (see 2.4).

f. Unwrapped, sleeved, wrapped, or enveloped.

### 2.2 Length and Height of Flats

The length of a flat-size mailpiece is the longest dimension. The height is the dimension perpendicular to the length.

### 2.3 Minimum Flexibility Criteria for Flat-Size Pieces

Flat-size pieces must be flexible. Boxes—with or without hinges, gaps, or breaks that allow the piece to bend—are not flats. Tight envelopes or wrappers that are filled with one or more boxes are not flats. At the customer's option, a customer may perform the following test on his or her mailpieces. When a postal employee observes a customer demonstrating that a flat-size piece is flexible according to these standards, the employee does not need to perform the test. Test flats as defined in 201.4.3.

**2.4 Uniform Thickness**

Flat-size mailpieces must be uniformly thick so that any bumps, protrusions, or other irregularities do not cause more than 1/4-inch variance in thickness. When determining variance in thickness, exclude the outside edges of a mailpiece (1 inch from each edge) when the contents do not extend into those edges. Also, exclude the selvage of any polywrap covering (see 201.5.3) from this determination. Mailers must secure nonpaper contents to prevent shifting of more than 2 inches within the mailpiece if shifting would cause the piece to be nonuniform in thickness or would result in the contents bursting out of the mailpiece (see 601.3.3).

**2.5 Ineligible Flat-Size Pieces**

Flat-size mailpieces that do not meet the eligibility standards in 2.3 and 2.4 are considered parcels, and customers mailing these pieces must pay the applicable parcel prices.

## 3.0 Physical Standards for Parcels

**3.1 Processing Categories**

USPS categorizes parcels into one of three mail processing categories: machinable, irregular, or nonmachinable parcel. These categories are based on the physical dimensions of the piece, regardless of the placement (orientation) of the delivery address on the piece. For additional information on machinable, irregular, and nonmachinable processing categories, see 201.7.0.

**3.2 Maximum Weight and Size**

All parcels must be large enough to hold the required delivery address, return address, mailing labels, postage, barcode, endorsements, and other mail markings on the address side of the parcel. For mailability, all pieces 1/4 inch thick or less must be a minimum of 5 inches in length, 3-1/2 inches in height, and 0.007 inch in thickness. No mailpiece may weigh more than 70 pounds or measure more than 108 inches in length and girth combined, except USPS Retail Ground, which may not measure more than 130 inches in length and girth combined. For parcels, length is the distance of the longest dimension and girth is the distance around the thickest part. Lower size or weight standards apply to mail addressed to some APOs and FPOs subject to 703.2.0 and 703.4.0 and for Department of State mail, subject to 703.3.0.

**3.3 Two or More Packages**

With the exception of USPS-produced Flat Rate Envelopes and Boxes, two or more packages may be mailed as a single parcel, if they are about the same size or shape, if they are securely wrapped or fastened together, and if they do not together exceed the weight or size limits.

## 4.0 Additional Physical Standards for Priority Mail Express

Each piece of Priority Mail Express may not weigh more than 70 pounds. The combined length and girth of a piece (the length of its longest side plus the distance around its thickest part) may not exceed 108 inches. Lower size or weight standards apply to Priority Mail Express addressed to certain APO/FPO and DPOs. Priority Mail Express items must be large enough to hold the required mailing labels and indicia on a single optical plane without bending or folding.

## 5.0 Additional Physical Standards for Priority Mail

The maximum weight is 70 pounds. The combined length and girth of a piece (the length of its longest side plus the distance around its thickest part) may not exceed 108 inches. Lower size and weight standards apply for some APO/FPO and DPO mail subject to 703.2.0, and 703.4.0, and for Department of State mail subject to 703.3.0.

## 6.0 Additional Physical Standards for First-Class Mail and First-Class Package Service — Retail

### 6.1 Maximum Weight

First-Class Mail or First-Class Package Service — Retail cannot exceed 13 ounces. First-Class Mail or First-Class Package Service — Retail weighing more than 13 ounces is Priority Mail.

### 6.2 Cards Claimed at Card Prices

#### 6.2.1 Card Price

A card may be a single or double (reply) stamped card or a single or double postcard. Stamped cards are available from USPS with postage imprinted on them. Postcards are commercially available or privately printed mailing cards. To be eligible for card pricing, a card and each half of a double card must meet the physical standards in 6.2 and the applicable eligibility for the price claimed. Ineligible cards are subject to letter-size pricing.

#### 6.2.2 Postcard Dimensions

Each card and part of a double card claimed at card pricing must be the following:

a. Rectangular.

b. Not less than 3-1/2 inches high, 5 inches long, and 0.007 inch thick.

c. Not more than 4-1/4 inches high, or more than 6 inches long, or greater than 0.016 inch thick.

d. Not more than 3.5 ounces (Charge flat-size prices for First-Class Mail card-type pieces over 3.5 ounces.)

#### 6.2.3 Other Cards

A card that does not meet the applicable standards in 6.2 must not bear the words “Postcard” or “Double Postcard.”

### 6.2.4 Paper or Card Stock

A card must be of uniform thickness and made of unfolded and uncreased paper or cardstock of approximately the quality and weight of a stamped card (i.e., a card available from USPS). A card must be formed either of one piece of paper or cardstock or of two pieces of paper permanently and uniformly bonded together. The stock used for a card may be of any color or surface that permits the legible printing of the address, postmark, and any required markings.

### 6.2.5 Acceptable Attachments

A card may bear an attachment that is the following:

a. A paper label, such as a wafer seal or decal affixed with permanent adhesive to the back side of the card, or within the message area on the address side (see Exhibit 202.2.1), or to the left of the address block.

b. A label affixed with permanent adhesive for showing the delivery or return address.

c. A small reusable seal or decal prepared with pressure-sensitive and nonremovable adhesive that is intended to be removed from the first half of a double card and applied to the reply half.

### 6.2.6 Unacceptable Attachment

A card may not bear an attachment that is the following:

a. Other than paper.

b. Not totally adhered to the card surface.

c. An encumbrance to postal processing.

### 6.2.7 Tearing Guides

A card may have perforations or tearing guides if they do not eliminate or interfere with any address element, postage, marking, or endorsement and do not impair the physical integrity of the card.

### 6.2.8 Address Side of Cards

The address side of a card is the side bearing the delivery address and postage. The address side may be formatted to contain a message area. Cards that do not contain a message area on the address side are subject to the applicable standards for the price claimed. For the purposes of 6.2, miscellaneous graphics or printing, such as symbols, logos, or characters, that appear on the address side of cards not containing a message area are generally acceptable provided the items are not intended to convey a message.

### 6.2.9 Double Cards

A double card (a double stamped card or double postcard) consists of two attached cards, one of which is designed to be detached by the recipient and returned by mail as a single card. Double cards are subject to these standards:

a. The reply half of a double card must be used for reply only and may not be used to convey a message to the original addressee or to send statements of account. The reply half may be formatted for response purposes (e.g., contain blocks for completion by the addressee).

b. [5-4-20] A double card must be folded before mailing and prepared so that the address on the reply half is on the inside when the double card is originally mailed. The address side of the reply half may be prepared as Business Reply Mail, Courtesy Reply Mail, meter reply mail, or as a USPS Returns service label.

c. Plain stickers, seals, or a single wire stitch (staple) may be used to fasten the open edge at the top or bottom once the card is folded if affixed so that the inner surfaces of the cards can be readily examined. Fasteners must be affixed according to the applicable preparation requirements for the price claimed. Any sealing on the left and right sides of the cards, no matter the sealing process used, is not permitted.

d. The first half of a double card must be detached when the reply half is mailed for return.

#### 6.2.10 Enclosures

Enclosures in double postcards are prohibited at card prices.

### 6.3 Nonmachinable Pieces

#### 6.3.1 Nonmachinable Letters

Letter-size pieces (except card-size pieces) that meet one or more of the nonmachinable characteristics in 1.2 are subject to the nonmachinable surcharge (see 133.1.5).

#### 6.3.2 Nonmachinable Flats

Flat-size pieces that do not meet the standards in 2.0 are considered parcels, and the mailer must pay the applicable parcel price.

### 6.4 Parcels

First-Class Package Service — Retail parcels are eligible for USPS Tracking and Signature Confirmation service. A First-Class Package Service — Retail parcel is the following:

a. A mailpiece that exceeds any one of the maximum dimensions for a flat (large envelope). See 2.1.

b. A flat-size mailpiece, regardless of thickness, that is rigid or nonrectangular.

c. A flat-size mailpiece that is not uniformly thick under 2.4.

d. A mailpiece that does not exceed 108 inches in combined length and girth.

## 7.0 Additional Physical Standards for USPS Retail Ground

These standards apply to USPS Retail Ground:

a. No piece may weigh more than 70 pounds.

b. USPS Retail Ground pieces measuring over 108 inches in combined length and girth, but not more than 130 inches in combined length and girth, are mailable at the applicable oversized price.

c. USPS Retail Ground pieces measuring over 84 inches in combined length and girth, but not more than 108 inches in combined length and girth, and weighing less than 20 pounds are mailable at the price equal to that of a 20-pound parcel for the zone to which the parcel is addressed (balloon price).

d. Lower size or weight standards apply to mail addressed to some APOs and FPOs subject to 703.2.0 and 703.4.0 and for Department of State mail, subject to 703.3.0.

## 8.0 Additional Physical Standards for Media Mail and Library Mail

These standards apply to Media Mail and Library Mail:

a. No piece may weigh more than 70 pounds.

b. The combined length and girth of a piece (the length of its longest side plus the distance around its thickest part) may not exceed 108 inches.

c. Lower size or weight standards apply to mail addressed to certain APOs and FPOs, subject to 703.2.0 and 703.4.0 and for Department of State mail, subject to 703.3.0.

# 102 Elements on the Face of a Mailpiece

**Overview**

1.0 All Mailpieces
2.0 Address Placement for Letters
3.0 Placement and Content of Mail Markings
4.0 Endorsement Placement

## 1.0 All Mailpieces

### 1.1 Clear Space

A clear space must be available on all mail for the address, postage (postmarks), endorsements, and other mail markings (i.e., extra service label or form).

### 1.2 Delivery and Return Address

[3-2-20] The delivery address specifies the location to which USPS is to deliver a mailpiece. The piece must have a legible delivery address, only on the side of the piece bearing postage. A return address is required in specific circumstances under 4.2 and 602.1.5. See 602 for additional information regarding addressing.

### 1.3 Postage Payment

The mailer is responsible for proper payment of postage. Standards for postage payment are specified for each shape and class of mail.

## 2.0 Address Placement for Letters

### 2.1 Delivery Address Placement

On a letter-size piece, the recommended address placement is within the optical character reader (OCR) read area, which is a space on the address side of the mailpiece defined by these boundaries (see Exhibit 202.2.1):

a. Left: 1/2 inch from the left edge of the piece.

b. Right: 1/2 inch from the right edge of the piece.

c. Top: 2-3/4 inches from the bottom edge of the piece.

d. Bottom: 5/8 inch from the bottom edge of the piece.

### 2.2 Address Placement Causing Mail to Be Nonmailable or Nonmachinable

The location of the delivery address on a letter-size mailpiece determines which dimensions are the length and height of the piece. Consequently, the placement of the address may render a piece nonmailable or nonmachinable, see 601.1.1.3.

## 3.0 Placement and Content of Mail Markings

### 3.1 Priority Mail Express Marking

Priority Mail Express pieces must be marked “Priority Mail Express,” by using a mailing label. See 115.2.0 for mailing label standards.

### 3.2 Priority Mail Marking

The marking “Priority Mail” must be placed prominently on the address side of each piece of Priority Mail. If shipping address labels are used, it is recommended that they contain the Priority Mail service indicator composed of two elements, the service icon and service banner (see Exhibit 3.2):

a. The service icon should appear in a 1-inch square in the upper left corner of the shipping label. The letter “P” must be printed inside the 1-inch square and must be 0.75 inches (3/4 inch) or greater. A minimum 3/4-point line must border the 1-inch square.

b. The service banner should appear directly below the postage payment area and the service icon, and it should extend across the shipping label. When the service banner is used, the text “USPS PRIORITY MAIL” must be printed in minimum 20-point bold sans serif typeface, uppercase letters, centered within the banner, and bordered above and below by minimum 1-point separator lines. There must be a 1/16-inch clearance above and below the text.

**Exhibit 3.2 Priority Mail Service Indicator**

### 3.3 First-Class Mail and First-Class Package Service — Retail Markings

Each single-piece price First-Class Mail and First-Class Package Service — Retail piece must have a delivery address but is not required to bear a price marking.

### 3.4 Media Mail, Library Mail, and USPS Retail Ground Markings

Mailers must print the basic required Package Services subclass marking—“Media Mail,” or “Library Mail”—or “USPS Retail Ground” on each piece claimed at the respective price. The basic required marking must be placed in the postage area (i.e., printed or produced as part of, or directly below or to the left of, the permit imprint indicia or meter stamp or impression). Optionally, the basic required marking may be printed on the shipping address label as service indicators composed of a service icon and service banner (see Exhibit 3.4):

a. The service icon that will identify USPS Retail Ground and all Package Services subclasses will be a 1-inch solid black square. If the service icon is used, it must appear in the upper left corner of the shipping label.

b. The service banner must appear directly below the postage payment area and the service icon, and it must extend across the shipping label. If the service banner is used, USPS Retail Ground or the appropriate Package Services subclass marking (e.g., “MEDIA MAIL,” “LIBRARY MAIL”) must be preceded by the text “USPS” and must be printed in minimum 20-point bold sans serif typeface, uppercase letters, centered within the banner, and bordered above and below by minimum 1-point separator lines. There must be a 1/16-inch clearance above and below the text.

**Exhibit 3.4 USPS Retail Ground and Package Services Indicator Examples**

### 3.5 Marking Expedited Handling on Mail

Mailpieces bearing references to expedited handling or delivery (e.g., “Urgent,” “Rush Delivery,” “Time Sensitive”) meet the requirements under 604.5.3.5.

## 4.0 Endorsement Placement

### 4.1 Endorsements for Delivery Instructions and Ancillary Services

The mailer must place the correct endorsement on each mailpiece to provide delivery instructions (retention period under 507.4.3.4, or carrier release under 508.1.1.8) or to request an ancillary service (forwarding, return, or address correction under 507.1.0 and 507.1.8), subject to the corresponding standards for use and availability. See 202.4.0 for information regarding the placement and printing of endorsements.

### 4.2 Return Address

When an ancillary service endorsement is used, a domestic return address must be placed in the upper left corner of the address side of the mailpiece or the upper left corner of the addressing area. If the return address is a multiple delivery address, it must show a unit designator (e.g., an apartment number).

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113 Prices and Eligibility

114 Postage Payment Methods

115 Mail Preparation

116 Deposit

# 113 Prices and Eligibility

**Overview**

1.0 Prices and Fees
2.0 Basic Eligibility Standards for Priority Mail Express
3.0 Content Standards for Priority Mail Express
4.0 Service Features of Priority Mail Express

## 1.0 Prices and Fees

### 1.1 Prices Charged Per Piece

Except for Flat Rate Packaging (see 1.4), Priority Mail Express postage is charged for each addressed piece according to its weight and zone. The 0.5-pound price is charged for items up to 0.5 pound and items over 0.50 pound are rounded up to the next whole pound. For example, if a piece weighs 0.25 pound, the weight (postage) increment is 0.50 pound. Express all weights in decimal pounds rounded off to two decimal places.

### 1.2 Prices

See Notice 123—Price List for applicable Priority Mail Express retail prices.

### 1.3 Dimensional Weight Price for Low-Density Parcels to Zones 1–9

Postage for parcels addressed for delivery to zones 1–9 and exceeding 1 cubic foot (1,728 cubic inches) is based on the actual weight or the dimensional weight (as calculated in 1.3.1 or 1.3.2), whichever is greater.

#### 1.3.1 Determining Dimensional Weight for Rectangular Parcels

Follow these steps to determine the dimensional weight for a rectangular parcel:

a. Measure the length, width, and height in inches. Round off (see 604.7.0) each measurement to the nearest whole inch.

b. Multiply the length by the width and then that total by the height. (Example: 11 x 6 x 3 = 198.)

c. If the result exceeds 1,728 cubic inches, divide the result by 166 and round up (see 604.7.0) to the next whole number to determine the dimensional weight in pounds.

d. If the dimensional weight exceeds 70 pounds, the customer pays the 70-pound price.

#### 1.3.2 Determining Dimensional Weight for Nonrectangular Parcels

Follow these steps to determine the dimensional weight for a nonrectangular parcel:

a. Measure the length, width, and height in inches at their extreme dimensions. Round off (see 604.7.0) each measurement to the nearest whole inch.

b. Multiply the length by the width and then that total by the height. (Example: 11 x 6 x 3 = 198.)

c. Multiply the result by an adjustment factor of 0.785.

d. If the final result exceeds 1,728 cubic inches, divide the result by 166 and round up (see 604.7.0) to the next whole number to determine the dimensional weight in pounds.

e. If the dimensional weight exceeds 70 pounds, the customer pays the 70-pound price.

**1.4 Flat Rate Packaging**

[5-4-20] Only USPS-produced Flat Rate Envelopes are eligible for the Flat Rate price and are charged a flat rate, regardless of the actual weight (up to 70 pounds) of the mailpiece or domestic destination. Customers must only use USPS-produced Flat Rate Envelopes at the applicable Flat Rate Envelope price. USPS-produced packaging, including Flat Rate containers, is not eligible for shipping live animals.

**1.5 Sunday and Holiday Premium**

Delivery guaranteed for a Sunday or holiday is charged a premium fee (see Notice 123—Price List), unless paying via a Priority Mail Express Manifesting Agreement. Customers not desiring delivery on a Sunday or a holiday may avoid the premium by opting for guaranteed delivery on the subsequent delivery day.

**1.6 Optional Delivery Fee**

An optional fee is charged for a 10:30 a.m. request to have Priority Mail Express items delivered to an addressee within the delivery area of the destination facility where available. See Notice 123—Price List for fee.

## 2.0 Basic Eligibility Standards for Priority Mail Express

[1-26-20] All mailable matter may be sent via Priority Mail Express, except matter prohibited by standards (e.g., certain hazardous materials). Items mailed containing cremated remains in their original form (ashes) and any other form (e.g., keepsakes and jewelry) must be sent via Priority Mail Express. (See Publication 52, *Hazardous, Restricted, and Perishable Mail,* section 451.22.)

**2.1 Description of Service**

Priority Mail Express is an expedited service for shipping any mailable matter, with a money-back guarantee, subject to the standards below. Refunds standards for domestic Priority Mail Express are provided in 604.9.5. Priority Mail Express International is available between the United States and most foreign countries (see the *International Mail Manual*).

**2.2 Inspection of Contents**

Priority Mail Express matter is closed against postal inspection.

## 3.0 Content Standards for Priority Mail Express

[1-26-20] All mailable matter may be sent via Priority Mail Express, except matter prohibited by standards (e.g., certain hazardous materials). Items mailed containing cremated remains in their original form (ashes) and any other form (e.g., keepsakes and jewelry) must be sent via Priority Mail Express. (See Publication 52, *Hazardous, Restricted, and Perishable Mail,* section 451.22.)

## 4.0 Service Features of Priority Mail Express

### 4.1 General

A mailing receipt showing the time and date of mailing must be provided to the mailer on acceptance of Priority Mail Express by USPS. This receipt is a copy of the multipart Priority Mail Express label affixed to the mailpiece and serves as evidence of mailing. A delivery record, including the addressee's signature (see 115.2.2 and 115.2.3), will be provided upon request. Customers may access proof of delivery information for Priority Mail Express as follows:

a. Individual requests by article number can be retrieved at *www.usps.com* or by calling 1-800-222-1811 and providing the article number. A proof of delivery letter (signature data) is provided electronically via email or signature extract file as provided in 4.1b.

b. Bulk proof of delivery (503.1.8b.) is available to mailers using Priority Mail Express Manifesting.

### 4.2 Priority Mail Express 1-Day Delivery

#### 4.2.1 Availability

Priority Mail Express 1-Day Delivery is available at designated USPS facilities for overnight service to designated 3-digit or 5-digit destination ZIP Code delivery areas. A Priority Mail Express 1-Day Delivery directory, showing detailed local information about Priority Mail Express 1-Day Delivery, is available at Post Offices. For an additional option, see 4.2.4.

#### 4.2.2 Acceptance

Priority Mail Express 1-Day Delivery items must be presented no later than the local Post Office acceptance time. Priority Mail Express 1-Day Delivery items mailed after the local Post Office acceptance time are scheduled for delivery on the second day after mailing, subject to the standards for this service.

#### 4.2.3 Delivery Times

Items are delivered by 12:00 p.m. or 3 p.m. on the next delivery day. Items may be delivered by 10:30 a.m. for a fee under 1.6. If delivery is not made, the addressee is notified. A reminder notice is left on the third day after the attempted delivery. A second delivery is attempted only upon customer request.

#### 4.2.4 Hold for Pickup

[1-26-20] Except for Priority Mail Express mailpieces containing cremated remains, under Hold for Pickup service, items presented under 4.2 are available for pickup by the addressee at the destination facility by 10:30 a.m. or 3 p.m. of the next day that the destination office is open for retail business.

## 4.3 Priority Mail Express 2-Day Delivery

### 4.3.1 Availability

Priority Mail Express 2-Day Delivery is available to any destination not listed in the Priority Mail Express 1-Day Delivery directory mentioned in 4.2.1. For an additional option, see 4.3.4.

### 4.3.2 Acceptance

Priority Mail Express 2-Day Delivery items must be presented no later than the local Post Office acceptance time. Priority Mail Express 2-Day Delivery items mailed after the local Post Office acceptance time are scheduled for delivery on the third day after mailing, subject to the standards for this service.

### 4.3.3 Delivery Time

Items are delivered to the addressee by 12:00 p.m. or 3 p.m. on the second delivery day. Items may be delivered by 10:30 a.m. for a fee under 1.6. If delivery is not made, the addressee is notified. A reminder notice is left on the third day after the attempted delivery. A second delivery is attempted only upon customer request.

### 4.3.4 Hold for Pickup

[1-26-20] Except for Priority Mail Express mailpieces containing cremated remains, under Hold for Pickup service, items presented under 4.3 are available for pickup by the addressee at the destination facility by 10:30 a.m. or 3 p.m. of the second delivery day that the destination office is open for retail business.

## 4.4 Priority Mail Express Military Service

Priority Mail Express Military Service (PMEMS) is available between the United States and designated APO/FPO and DPOs to provide Department of Defense personnel stationed overseas, and others entitled to APO/FPO and DPO mailing privileges, an expedited delivery service to or from the United States. For PMEMS standards see 703.2.0.

# 114 Postage Payment Methods

**Overview**

1.0 Basic Standards for Postage Payment

## 1.0 Basic Standards for Postage Payment

**1.1 Payment Method**

Retail Priority Mail Express postage may be paid with adhesive stamps (see 604.1.0), with meter stamps (see 604.4.0) affixed to each piece, or with USPS Click-N-Ship. The mailer is responsible for proper payment of postage.

**1.2 Prepaid Reply Postage**

Meter stamps may be used to prepay reply postage on any Priority Mail Express shipment under 604.4.5.2.

# 115 Mail Preparation

**Overview**

1.0 Priority Mail Express Supplies
2.0 Priority Mail Express 1-Day and 2-Day
3.0 Firm Mailing Book

## 1.0 Priority Mail Express Supplies

**1.1 Packaging Provided by USPS**

Priority Mail Express packaging provided by the USPS must be used only for Priority Mail Express. The USPS-produced Priority Mail Express Legal and Padded Flat Rate Envelopes are not available at retail Post Office locations but may be ordered online at *www.usps.com/store*.

**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 Labels**

Any matter bearing a USPS-provided Priority Mail Express label or single-ply Priority Mail Express label generated through Click-N-Ship or other USPS-approved method is charged the appropriate Priority Mail Express price.

## 2.0 Priority Mail Express 1-Day and 2-Day

[1-26-20]

**2.1 Mailing Label**

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

a. Except as specified in 2.1b, for each Priority Mail Express item the mailer must complete Label 11-B or Label 11-F, Label 11-HFPU for Hold for Pickup service, or use a single-ply Priority Mail Express label generated through Click-N-Ship or a 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.*

b. For each Priority Mail Express item containing cremated remains, the mailer may present the item at a Post Office location and have a shipping label printed and affixed, or use a single-ply Priority Mail Express label generated through Click-N-Ship or a USPS-approved method. The single-ply 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).*

[1-26-20]

**2.2 Signature Required**

Mailers may request a signature for Priority Mail Express items as follows:

a. For editions of Priority Mail Express Label 11-B or Label 11-F printed on or after January 2012, a mailer sending a Priority Mail Express item, and requiring a signature, must check the "Signature Required" box on Label 11-B or Label 11-F or indicate on a single-ply commercial label that a signature is requested in order to instruct USPS to provide 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. A mailer sending a Priority Mail Express item containing cremated remains, and requiring a signature, must indicate on a single-ply commercial label that a signature is requested in order to instruct USPS to provide 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**

For Priority Mail Express 1-Day Delivery, the mailer must determine whether 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

PS Form 3877 is available at no cost to any mailer who mails an average of three or more Priority Mail Express items at one time, following these instructions:

a. PS 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. 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.

# 116 Deposit

**Overview**

1.0 Priority Mail Express 1-Day and 2-Day Delivery
2.0 Priority Mail Express Military Service
3.0 Pickup on Demand Service

## 1.0 Priority Mail Express 1-Day and 2-Day Delivery

Retail Priority Mail Express must be deposited as follows:

a. [1-26-20] Except as provided in 1.0b, items may be deposited at a Post Office location, deposited in a Priority Mail Express collection box, picked up during the normal delivery and collection of mail, or through Pickup on Demand service.

b. [1-26-20] Items bearing only postage stamps as postage payment and that weigh more than 10 ounces, or measure more than one half-inch in thickness, may not be deposited into a Priority Mail Express collection box, picked up during the normal delivery and collection of mail, or through Pickup on Demand service. The sender must present such items to an employee at a Post Office location. Improperly presented items will be returned to the sender for proper deposit.

c. Items must be deposited by the local Post Office designated acceptance time. Designated acceptance times can be found in the Postage Price Calculator on Postal Explorer at *pe.usps.com.*

## 2.0 Priority Mail Express Military Service

For information on Priority Mail Express Military Service (PMEMS) see 703.2.6.

## 3.0 Pickup on Demand Service

Pickup on Demand service (507.7.0) is available for a fee only from designated ZIP Codes and can be requested online at *www.usps.com*.

# 120 Retail Mail
# Priority Mail

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# 123 Prices and Eligibility

**Overview**

1.0 Prices and Fees
2.0 Basic Eligibility Standards for Priority Mail
3.0 Content Standards for Priority Mail

## 1.0 Prices and Fees

### 1.1 Price Application

Except under 1.3 through 1.5, Priority Mail retail prices are based on weight and zone and are charged per pound; any fraction of a pound is rounded up to the next whole pound. For example, if a piece weighs 1.2 pounds, the weight (postage) increment is 2 pounds. The minimum postage amount per addressed piece is the 1-pound price. Other charges may apply.

### 1.2 Prices

See Notice 123—Price List for applicable Priority Mail retail prices.

### 1.3 Dimensional Weight Price for Low-Density Parcels to Zones 1-9

Postage for parcels addressed for delivery to zones 1-9 and exceeding 1 cubic foot (1,728 cubic inches) is based on the actual weight or the dimensional weight (as calculated in 1.3.1 or 1.3.2), whichever is greater.

#### 1.3.1 Determining Dimensional Weight for Rectangular Parcels

Follow these steps to determine the dimensional weight for a rectangular parcel:

a. Measure the length, width, and height in inches. Round off (see 604.7.0) each measurement to the nearest whole inch.

b. Multiply the length by the width and then that total by the height. (Example: 11 x 6 x 3 =198.)

c. If the result exceeds 1,728 cubic inches, divide the result by 166 and round up (see 604.7.0) to the next whole number to determine the dimensional weight in pounds.

d. If the dimensional weight exceeds 70 pounds, the customer pays the 70-pound price.

#### 1.3.2 Determining Dimensional Weight for Nonrectangular Parcels

Follow these steps to determine the dimensional weight for a nonrectangular parcel:

a. Measure the length, width, and height in inches at their extreme dimensions. Round off (see 604.7.0) each measurement to the nearest whole inch.

b. Multiply the length by the width by the height.

c. Multiply the result by an adjustment factor of 0.785.

d. If the final result exceeds 1,728 cubic inches, divide the result by 166 and round up (see 604.7.0) to the next whole number to determine the dimensional weight in pounds.

e. If the dimensional weight exceeds 70 pounds, the mailer pays the 70-pound price.

## 1.4 Flat Rate Packaging

[5-4-20] Only USPS-produced Flat Rate Envelopes or Flat Rate Boxes are eligible for the Flat Rate price and are charged a flat rate, regardless of the actual weight (up to 70 pounds) of the mailpiece or domestic destination. Customers must only use USPS-produced Flat Rate containers at the applicable Flat Rate price. USPS-produced packaging, including Flat Rate containers, is not eligible for shipping live animals.

### 1.4.1 Flat Rate Envelope—Price Eligibility

All USPS-produced Priority Mail envelopes smaller than the EP14F envelope (9.5 inches by 12.5 inches) are eligible for the Priority Mail Flat Rate Envelope price whether or not they are marked “Flat Rate Envelope.” Each type of USPS-produced Priority Mail Flat Rate Envelope is priced at a flat rate regardless of the actual weight (up to 70 pounds) of the mailpiece or domestic destination.

### 1.4.2 Flat Rate Boxes—Price Eligibility

Only USPS-produced Flat Rate Boxes are eligible for the Flat Rate Box prices. Each USPS-produced Priority Mail Flat Rate Box is charged a flat rate regardless of the actual weight (up to 70 pounds) of the mailpiece or domestic destination. See Notice 123—Price List for applicable prices. Priority Mail Flat Rate Boxes are as follows:

a. Small Flat Rate Box to domestic, APO/FPO, and DPO destinations.

b. Medium Flat Rate Boxes (FRB-1) or (FRB-2) to domestic, APO/FPO, and DPO destinations.

c. Board Game Large Flat Rate Box or Large Flat Rate Box to domestic destinations.

d. Board Game Large Flat Rate Box or Large Flat Rate Box and “special version of this box” identified with the additional logo: “Americasupportsyou.mil.” to APO/FPO and DPO destinations is priced less than the conventional domestic Large Flat Rate Boxes. If the special version of the APO/FPO Flat Rate Box is used for non-APO/FPO and DPO destination addresses, the domestic or international Large Flat Rate Box prices will apply.

### 1.4.3 Forever Prepaid Postage

Priority Mail Forever Prepaid Flat Rate packaging is available for the following Priority Mail Flat Rate products: Regular Flat Rate Envelope, Padded Flat Rate Envelope, Legal Flat Rate Envelope, Small Flat Rate Box, Medium Flat Rate Boxes, and Large Flat Rate Box. Forever Prepaid Flat Rate packaging may be purchased only online at *www.usps.com* and is only available to domestic and APO/FPO and DPO locations. The discounted military Priority Mail Large Flat

Rate Box is not available as a Forever Prepaid packaging option, but all Forever Prepaid packaging may be sent to APO/FPO and DPO destinations, although no APO/FPO and DPO discounted prices will apply. All Forever Prepaid Flat Rate packaging is equivalent in price to the retail price for Priority Mail Flat Rate packaging. Each Forever Prepaid Flat Rate Envelope or Flat Rate Box bears a shipping label with affixed Forever Prepaid postage and may not be removed from the existing packaging and placed on any other packaging. The Forever Prepaid label bears the USPS watermark, which validates the postage.

**1.5 Regional Rate Boxes**

Regional Rate Box prices are available to Priority Mail Commercial Base or Commercial Plus customers who use USPS-produced Priority Mail Regional Rate Boxes under 223.1.7. Regional Rate Boxes paid at retail are charged a fee based on zone (1-4 or 5-9), in addition to the applicable Commercial Base or Commercial Plus postage. Regional Rate Boxes that exceed the maximum weight as specified in 223.1.7 or have container flaps that do not close within the normal folds are not eligible for Regional Rate Box prices and are assessed the applicable single-piece Priority Mail price.

**1.6 Prices for Keys and Identification Devices**

Keys and identification devices (e.g., identification cards or uncovered identification tags) that weigh 13 ounces or less are charged the applicable First-Class Mail or Priority Mail price and a fee. Keys and identification devices that weigh more than 13 ounces but not more than 1 pound are returned at the 1 pound Priority Mail price for zone 4 plus the fee. Keys and identification devices weighing more than 1 pound but not more than 2 pounds are mailed at the 2 pound Priority Mail price for zone 4 plus the fee. The key or identification device must bear, contain, or have securely attached the name and complete address of a person, organization, or concern, with instructions to return the key or identification device to that address and a statement guaranteeing payment of postage due on delivery.

## 2.0 Basic Eligibility Standards for Priority Mail

**2.1 Description of Service**

Priority Mail is an expedited service and may contain any mailable matter weighing no more than 70 pounds except for APO and FPO mail subject to 703.2.0, 703.4.0, and Department of State mail subject to 703.3.0. Service objectives for delivery are 1 to 3 days; however, the USPS does not guarantee the delivery time.

**2.2 Inspection of Contents**

Priority Mail matter is closed against postal inspection.

## 3.0 Content Standards for Priority Mail

**3.1 Eligibility**

All mailable matter may be sent as Priority Mail, except matter prohibited by standards (e.g., certain hazardous materials).

**3.2 Matter Required to be Mailed as First-Class Mail**

Unless Priority Mail Express is used, Priority Mail prices are required for a mailpiece that weighs more than 13 ounces when the mailpiece contains matter that must be mailed as First-Class Mail. Complete descriptions of matter requiring the use of First-Class Mail are provided in 133.3.0.

# 124 Postage Payment Methods

**Overview**

1.0 Basic Standards for Postage Payment

## 1.0 Basic Standards for Postage Payment

**1.1 Payment Method**

Priority Mail postage may be paid with postage stamps (see 604.1.0), with meter stamps (see 604.4.0) affixed to each piece, or with USPS Click-N-Ship.

**1.2 Forever Prepaid Flat Rate Packaging**

Priority Mail Forever Prepaid Flat Rate packaging must be purchased by credit card online at *www.usps.com* and bears a shipping label with affixed Forever Prepaid postage. Mailers adding extra services must take packages to a retail Post Office location for payment of the associated fees for each extra service added. USPS Tracking (electronic option) is included at no additional cost.

# 125 Mail Preparation

**Overview**

1.0 Preparation
2.0 Marking for Priority Mail

## 1.0 Preparation

**1.1 Priority Mail Packaging Provided by the USPS**
Priority Mail packaging provided by the USPS must be used only for Priority Mail. Regardless of how the packaging is reconfigured or how markings may be obliterated, any matter mailed in USPS-produced Priority Mail packaging is charged the appropriate Priority Mail price.

**1.2 Sealing Flat Rate and Regional Rate Packaging**
When sealing a Flat Rate Envelope, Flat Rate Box, or Regional Rate Box, 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.

**1.3 Required Use**
The sender's domestic return address must appear legibly on Priority Mail.

## 2.0 Marking for Priority Mail

The marking "Priority Mail" must be placed prominently on the address side of each piece of Priority Mail under 102.3.2.

# 126 Deposit

**Overview**

1.0 Deposit
2.0 Pickup on Demand Service

## 1.0 Deposit

[1-26-20]

**1.1 Pieces Weighing 10 Ounces or Less and Measuring One Half-Inch or Less in Thickness**

Priority Mail pieces that weigh 10 ounces or less and measure one half-inch or less in thickness may be deposited into any collection box, mail chute, or mail receptacle, or at any place where mail is accepted if the full required postage is paid with postage stamps. Metered mail must be deposited in locations under the jurisdiction of the licensing Post Office, except as permitted under 604.4.0.

[1-26-20]

**1.2 Pieces Weighing More than 10 Ounces or Measuring More than One Half-Inch in Thickness**

Priority Mail pieces bearing only postage stamps as postage payment and that weigh more than 10 ounces or measure more than one half-inch in thickness may not be deposited into a collection box, Postal Service lobby drop, Postal Service dock, customer mailbox, or other unattended location. These mailpieces are also precluded from pickup service. The sender must present such items to an employee at a retail service counter in a Postal Service facility. Improperly presented items will be returned to the sender for proper entry and acceptance.

## 2.0 Pickup on Demand Service

Pickup on Demand service (507.7.0) is available for a fee only from designated ZIP Codes and can be requested online at *www.usps.com*.

# 130 Retail Mail First-Class Mail and First-Class Package Service — Retail

133 Prices and Eligibility

134 Postage Payment Methods

135 Mail Preparation

136 Deposit

# 133 Prices and Eligibility

**Overview**

1.0 Prices and Fees
2.0 Basic Eligibility Standards for First-Class Mail and First Class Package Service — Retail
3.0 Content Standards

## 1.0 Prices and Fees

### 1.1 First-Class Mail Single-Piece and First-Class Package Service — Retail Price Application

The single-piece prices are applied as follows:

a. The card price applies to a card meeting the standards in 101.6.2.

b. The letter price applies to letter-size pieces meeting the standards in 101.1.1 and weighing 3.5 ounces or less, and that are not eligible for the card price. There are separate prices for stamped letters and for letters with metered postage affixed (Metered Mail price).

c. The flat price applies to flat-size pieces that meet the standards in 101.2.0.

d. The First-Class Package Service — Retail parcel price applies to parcel-size pieces under 101.3.0 and to flat-size pieces that do not meet the standards in 101.2.0.

### 1.2 Price Computation for First-Class Mail and First-Class Package Service — Retail

First-Class Mail and First-Class Package Service — Retail prices are charged as follows:

a. First-Class Mail: Per ounce or fraction thereof. Any fraction of an ounce is considered a whole ounce. For example, if a piece weighs 0.5 ounces, the weight (postage) increment is 1 ounce.

b. First-Class Package Service — Retail: Based on weight and zone. Any fraction of an ounce is considered a whole ounce.

### 1.3 Determining Single-Piece Weight

To determine single-piece weight in any mailing of nonidentical-weight pieces, weigh each piece individually. To determine single-piece weight in a mailing of identical-weight pieces, weigh a sample group of at least 10 randomly selected pieces and divide the total sample weight by the number of pieces in the sample. Express all single-piece weights in decimal pounds rounded off to four decimal places.

### 1.4 Keys and Identification Devices

Keys and identification devices (such as identification cards and uncovered identification tags) that weigh 13 ounces or less may be returned at the applicable single-piece First-Class Mail flat price plus the fee. Keys and identification devices that weigh more than 13 ounces are subject to Priority Mail

prices under 123.1.6. The key or identification device must bear, contain, or have securely attached the name and complete address of a person, organization, or concern, with instructions to return the key or identification device to that address and a statement guaranteeing payment of postage due on delivery.

**1.5 Nonmachinable Surcharge**

The nonmachinable surcharge is charged per piece and applies to letter-size pieces that meet one or more of the nonmachinable characteristics in 101.1.2. Pieces mailed at the card price are not subject to the nonmachinable surcharge. An envelope weighing no more than one ounce with one enclosed standard optical disc no larger than 12 centimeters in diameter that is mailed as letter-size BRM (see 505.1.0) or PRM (see 505.2.0) and addressed to a company who sent the disc and BRM or PRM envelope to a subscriber as part of a round-trip-mailing (under 233.2.8) is not subject to the nonmachinable surcharge.

## 2.0 Basic Eligibility Standards for First-Class Mail and First Class Package Service — Retail

**2.1 Description of Service**

First-Class Mail and First-Class Package Services — Retail receive expeditious handling and transportation. The USPS does not guarantee the delivery of First-Class Mail and First-Class Package Services — Retail within a specified time.

**2.2 Defining Characteristics**

**2.2.1 Inspection of Contents**

First-Class Mail and First-Class Package Service — Retail are sealed against postal inspection.

**2.2.2 Forwarding and Return Service**

The price of First-Class Mail and First-Class Package Service — Retail include forwarding service to a new address for up to 12 months and return service if the mailpiece is undeliverable.

**2.2.3 Extra Services**

First-Class Mail (including Priority Mail) and First-Class Package Services — Retail are the only classes of mail eligible to receive the following extra services: Registered Mail services and Certified Mail services. See information regarding additional extra services in 503.

## 3.0 Content Standards

**3.1 General Eligibility**

With the exception of restricted material as described in 601.8.0 any mailable item may be mailed as First-Class Mail and First Class-Package Service — Retail.

**3.2 Bills and Statements of Account**

Bills and statements of account must be mailed as First-Class Mail, First-Class Package Service — Retail, Priority Mail, or Priority Mail Express and are defined as follows:

a. Bills and statements of account assert a debt in a definite amount owed by the addressee to the sender or a third party. In addition, bills include a demand for payment; statements of account do not include a demand for payment. The debt does not have to be due immediately but may become due at a later time or on demand. The debt asserted need not be legally collectible or owed.

b. Bills and statements of account do not need to state the precise amount due if they contain information that would enable the debtor to determine that amount.

**3.3 Personal Information**

Mail containing personal information must be mailed as First-Class Mail, First-Class Package Service — Retail, Priority Mail, or Priority Mail Express. Personal information is any information specific to the addressee.

**3.4 Handwritten and Typewritten Material**

Mail containing handwritten or typewritten material must be mailed as First-Class Mail, First-Class Package Service — Retail, Priority Mail, or Priority Mail Express.

**3.5 Matter Marked Postcard or Double Postcard**

Any matter marked “Postcard” or “Double Postcard” must be mailed as First-Class Mail, Priority Mail, or Priority Mail Express.

**3.6 Prohibited Air Transportation**

All First-Class Mail and First-Class Package Service — Retail are subject to limitations for air transportation in 601.9.0.

# 134 Postage Payment Methods

**Overview**

1.0 Postage Payment Methods for First-Class Mail and First-Class Package Service — Retail

## 1.0 Postage Payment Methods for First-Class Mail and First-Class Package Service — Retail

**1.1 Payment Method**

Postage for single-piece First-Class Mail and First-Class Package Service — Retail must be paid with affixed postage stamps (604.1.0), postage evidencing system postage (604.4.0), or precanceled stamps (604.3.0).

**1.2 Affixing Postage—Single-Piece Price Mailings**

In a postage-affixed single-piece mailing, the mailer must apply enough value in adhesive stamps or meter stamps equal to the postage required (including any surcharges).

**1.3 More Than One Mailer**

When two or more individuals or organizations, or a party acting as their agent, mail in one package the bills, statements of account, or other letters of the individuals or organizations, to an addressee in common, First-Class Mail or First-Class Package Service — Retail postage may be paid on the weight of the entire package of aggregated mail. Postage is not required on each individual piece.

**1.4 More Than One Letter**

An individual or organization may mail in one package more than one of the mailer's own letters and pay First-Class Mail or First-Class Package Service — Retail postage on the weight of the entire package of letters if:

a. The letters are for persons at the same residence or working for the same organization at the address on the envelope (if the letters relate to the business of such organization); or

b. The letters are sent to a party who turns them over to other persons as part of a minor service provided in addition to a substantial and independent sales, service, or other business function that party performs for such persons.

**1.5 Agent**

Any agent of a licensing authority may forward completed applications in one envelope to an office of the licensing authority and pay First-Class Mail or First-Class Package Service — Retail postage on the weight of the piece.

# 135 Mail Preparation

**Overview**

1.0 Preparation for First-Class Mail and First-Class Package Service — Retail

## 1.0 Preparation for First-Class Mail and First-Class Package Service — Retail

The following standards apply to retail single-piece First-Class Mail and First-Class Package Service — Retail:

a. Each piece of First-Class Mail or First-Class Package Service — Retail must have a delivery address but is not required to bear a price marking.

b. There are no sorting requirements for retail single-piece First-Class Mail or First-Class Package Service — Retail.

# 136 Deposit

**Overview**

1.0 Deposit for First-Class Mail and First-Class Package Service — Retail
2.0 Pickup on Demand Service

## 1.0 Deposit for First-Class Mail and First-Class Package Service — Retail

[1-26-20] Retail First-Class Mail (letters, cards, flats) and First-Class Package Service — Retail must be deposited as follows:

a. Except as provided in 1.0b, items may be deposited into any collection box, mail receptacle, or at any place where mail is accepted if the full required postage is paid with postage stamps.

b. Items bearing only postage stamps as postage payment and that weigh more than 10 ounces, or measure more than one half-inch in thickness, may not be deposited into any collection box, picked up during the normal delivery and collection of mail, or through Pickup on Demand service. The sender must present such items to an employee at a Post Office location. Improperly presented items will be returned to the sender for proper deposit.

## 2.0 Pickup on Demand Service

Pickup on Demand service (507.7.0) is available for a fee only from designated ZIP Codes and can be requested online at *www.usps.com*.

# 140 USPS Marketing Mail Flats Every Door Direct Mail-Retail (EDDM-Retail)

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146 Enter and Deposit

# 143 Prices and Eligibility

**Overview**

1.0 Prices and Fees
2.0 Basic Eligibility Standards for EDDM-Retail Flats
3.0 Content Standards for EDDM-Retail Flats

## 1.0 Prices and Fees

**1.1 Price**
For price, see Notice 123—Price List. Flats mailed under EDDM-Retail are not eligible for Nonprofit prices.

**1.2 Fees and Services**
There are no annual presort or mailing fees to mail pieces as EDDM-Retail. Ancillary service endorsements are not allowed on pieces mailed as EDDM-Retail flats.

## 2.0 Basic Eligibility Standards for EDDM-Retail Flats

**2.1 Description of Service**
EDDM-Retail flats are USPS Marketing Mail, and are generally subject to USPS Marketing Mail eligibility standards, with differences as described in 3.0 due to the use of simplified addresses. USPS Marketing Mail may receive deferred handling. The USPS does not guarantee the delivery of USPS Marketing Mail within a specified time.

**2.2 Inspection of Contents**
EDDM-Retail flats are not sealed against postal inspection. Regardless of physical closure, the mailing of articles at EDDM-Retail prices constitutes consent by the mailer to postal inspection of the contents.

**2.3 Forwarding and Return Service**
No forwarding or return service is available for pieces mailed as EDDM-Retail.

**2.4 Extra Services**
No extra services are available with EDDM-Retail mailpieces.

**2.5 Additional Eligibility Standards for EDDM-Retail Flats**
Additional Standards for EDDM-Retail Flats are as follows:

a. EDDM-Retail flats must weigh no more than 3.3 ounces and must have a length greater than 10-1/2 inches long, or a height greater than 6-1/8 inches high, or a thickness greater than 1/4 inch thick. See 101.2.0 for general minimum and maximum dimensions.

b. EDDM-Retail flats must be part of a saturation flats mailing with all pieces bearing simplified addresses meeting the saturation and addressing standards in 602.3.0. Each mailing must consist of 200 or more pieces or 50

or more pounds of mail up to a maximum of 5000 pieces per day per 5-digit ZIP Code. As an exception to this minimum quantity, a mailing to all addresses in a 5-digit ZIP Code area may contain fewer than 200 pieces when there are fewer than 200 deliverable addresses in the entire ZIP Code service area to which the pieces are mailed. All pieces in a mailing must be entered at the designated Post Office servicing the routes and Post Office Box sections to which delivery is intended.

c. EDDM-Retail flats are not subject to the ZIP Code accuracy or Move Update standards.

d. Additional basic standards for USPS Marketing Mail flats in 243.3.0 apply to EDDM-Retail flats, unless stated otherwise in 140.

## 3.0 Content Standards for EDDM-Retail Flats

### 3.1 General

EDDM-Retail flats consist of mailable matter that is neither mailed nor required to be mailed as First-Class Mail and that is not authorized to be mailed as Periodicals.

### 3.2 Personal Information

Personal information may not be included in an EDDM-Retail mailpiece.

### 3.3 Bills and Statements of Account

Mail containing bills or statements of account as defined in 133.3.2 may not be entered as EDDM-Retail mail.

### 3.4 Handwritten and Typewritten Matter

Mail containing handwritten or typewritten matter may not be entered as EDDM-Retail mail.

### 3.5 Attachments and Enclosures

EDDM-Retail mailpieces may not have First-Class Mail enclosures or attachments. An EDDM-Retail flat may bear a label, a sticker, or a release card eligible as USPS Marketing Mail matter, when affixed under 3.5 and 201.4.8.4. EDDM—Retail flats may bear Repositionable Notes under 202.7.0. EDDM-Retail flats also may bear other attachments eligible as USPS Marketing Mail matter if these additional conditions are met:

a. The host piece must be at least .009 inch thick.

b. The attachment is securely attached, not larger than the host piece, and does not extend beyond the host piece.

c. Each piece in the mailing bears the attachment, and the attachment is of identical size, weight, and positioning on the host piece.

d. The attachment does not interfere with processing or delivery. Folded or multipage attachments must be secured and sealed to prevent opening during handling.

# 144 Postage Payment and Documentation

**Overview**

1.0 Basic Standards for Postage Payment
2.0 Mailing Documentation

## 1.0 Basic Standards for Postage Payment

### 1.1 Postage Payment Options

The mailer is responsible for proper postage payment. Postage for EDDM-Retail flats must be paid with a postage evidencing system indicia (604.4.0) of the correct amount of postage affixed to each piece or at the time of mailing by cash, check, debit card, or credit card.

### 1.2 Customer Registration

Mailers must obtain a Customer Registration ID (CRID), available online at *https://gateway.usps.com*.

### 1.3 Postage Indicia

A postage indicia must be on each piece mailed as EDDM-Retail, printed above and to the right of the simplified address. See Exhibit 1.3 for the required wording of the indicia.

**Exhibit 1.3 EDDM-Retail Indicia**

## 2.0 Mailing Documentation

### 2.1 Completing Postage Statements

Each mailing of EDDM-Retail flats be accompanied by a postage statement (PS Form 3587) completed and signed by the mailer.

### 2.2 Basic Documentation Standards

Documentation for mailings of EDDM-Retail flats includes the postage statement (see 2.1), a sample mailpiece, and (if applicable) a list of “do not deliver” addresses.

# 145 Mail Preparation

**Overview**

1.0 Preparation of EDDM-Retail Flats

## 1.0 Preparation of EDDM-Retail Flats

**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.

# 146 Enter and Deposit

**Overview**

1.0 Basic Options

## 1.0 Basic Options

### 1.1 Entry at Delivery Post Office

All EDDM-Retail mailings must be entered directly at the Post Office (or DDU) responsible for the Post Office Box or carrier route delivery for which the mailing is prepared, or shipped to that Post Office under 1.2.

### 1.2 Alternate Entry by Priority Mail

#### 1.2.1 Preparation

Place prepared EDDM-Retail mail, in bundles with facing slips, in Priority Mail boxes, including Priority Mail Flat Rate boxes.

#### 1.2.2 Labeling the Boxes

On each box, write “Every Door Direct Mail - Retail” and “Open Immediately.” For multiple boxes, number the boxes, starting with 1 of X, (with “X” being the total number of boxes in the shipment).

#### 1.2.3 Documentation

Box # 1 (see 1.2.2) for the EDDM-Retail mailing must contain an envelope with the following:

a. Sample mailpiece.

b. Check or money order made out to “Postmaster” or “Postal Service” for the amount of postage for the EDDM-Retail pieces (not for the Priority Mail shipment). Include your telephone number on the front of the check.

c. Completed EDDM-Retail postage statement (PS Form 3587).

d. The Postmaster Instruction letter; see *https://www.usps.com/business/pdf/eddm-postmaster-letter.pdf* for a copy.

#### 1.2.4 Shipping

Address the boxes to “Postmaster” at the Post Office that will deliver the mailpieces. To ship them, either bring the boxes to your local Post Office or use Click-N-Ship. Each box must have a USPS Tracking label affixed by the mailer.

# 150 Retail Mail USPS Retail Ground

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# 153 Prices and Eligibility

**Overview**

1.0 Prices and Fees
2.0 Basic Eligibility Standards for USPS Retail Ground
3.0 Content Standards
4.0 Attachments and Enclosures

## 1.0 Prices and Fees

### 1.1 Price Eligibility

USPS Retail Ground prices are calculated based on the zone to which the parcel is addressed and the weight of the parcel. USPS Retail Ground prices are available as follows:

a. Except for items mailed under 1.1b, 1.1c, and 1.3, USPS Retail Ground prices are only available for mailable items sent to zones 5 through 9.

b. Except for items mailed under 1.3, USPS Retail Ground prices are available for items sent to zones 1 through 9 that contain mailable hazardous materials or live animals eligible to be shipped by surface transportation, or for items required by standard to be shipped by surface transportation only.

c. The oversized price applies to pieces that measure over 108 inches but not more than 130 inches in combined length and girth.

d. [1-26-20] Customers mailing USPS Retail Ground – Limited Overland Routes parcels that weigh less than 20 pounds and measure more than 84 inches (but not more than 108 inches) in combined length and girth are charged the applicable price for a 20-pound parcel (balloon price).

### 1.2 USPS Retail Ground Price Application

The USPS Retail Ground price is charged per pound or fraction thereof; any fraction of a pound is considered a whole pound. The minimum postage per piece is the 1-pound price. Affix the correct full postage to each piece. See Notice 123—Price List.

### 1.3 USPS Retail Ground – Limited Overland Routes Prices

USPS Retail Ground—LOR retail prices are only available when mailing items within the state of Alaska for pieces delivered to or from the eligible intra-Alaska ZIP Codes not connected by overland routes in Exhibit 1.3. USPS Retail Ground—LOR is not limited to hazardous materials, live animals, or other items required to be shipped by ground transportation. USPS Retail Ground—LOR retail prices are not available through online or commercial postage payment.

**Exhibit 1.3 USPS Retail Ground—LOR Eligible Intra-Alaska ZIP Codes**
USPS Retail Ground—LOR eligible intra-Alaska ZIP Codes are as follows:
99545, 99546, 99547, 99548, 99549, 99550, 99551, 99552, 99553, 99554, 99555, 99557, 99558, 99559, 99561, 99563, 99564, 99565, 99569, 99571, 99574, 99575, 99576, 99578, 99579, 99580, 99581, 99583, 99585, 99589, 99590, 99591, 99602, 99604, 99606, 99607, 99608, 99609, 99612, 99613, 99614, 99615, 99619, 99620, 99621, 99622, 99624, 99625, 99626, 99627, 99628, 99630, 99632, 99633, 99634, 99636, 99637, 99638, 99640, 99641, 99643, 99644, 99647, 99648, 99649, 99650, 99651, 99653, 99655, 99656, 99657, 99658, 99659, 99660, 99661, 99662, 99663, 99665, 99666, 99667, 99668, 99670, 99671, 99675, 99677, 99678, 99679, 99680, 99681, 99682, 99684, 99685, 99689, 99690, 99691, 99692, 99695, 99697, 99720, 99721, 99722, 99723, 99724, 99726, 99727, 99730, 99732, 99733, 99734, 99736, 99738, 99739, 99740, 99741, 99742, 99745, 99746, 99747, 99748, 99749, 99750, 99751, 99752, 99753, 99754, 99756, 99757, 99758, 99759, 99761, 99762, 99763, 99765, 99766, 99767, 99768, 99769, 99770, 99771, 99772, 99773, 99774, 99777, 99778, 99781, 99782, 99783, 99784, 99785, 99786, 99788, 99789, 99790, 99791, 99801, 99802, 99803, 99811, 99812, 99820, 99821, 99824, 99825, 99826, 99827, 99829, 99830, 99832, 99833, 99835, 99836, 99840, 99841, 99850, 99901, 99903, 99918, 99919, 99921, 99922, 99923, 99925, 99926, 99927, 99928, 99929, 99950.

[1-26-20]

## 1.4 Dimensional Weight Price for Low-Density Parcels to Zones 1-9

Except for USPS Retail Ground – Limited Overland Routes parcels as specified in 1.3, postage for parcels addressed for delivery to zones 1-9 and exceeding 1 cubic foot (1,728 cubic inches) is based on the actual weight or the dimensional weight (as calculated in 1.4.1 or 1.4.2), whichever is greater.

### 1.4.1 Determining Dimensional Weight for Rectangular Parcels

Follow these steps to determine the dimensional weight for a rectangular parcel:

a. Measure the length, width, and height in inches. Round off (see 604.7.0) each measurement to the nearest whole inch.

b. Multiply the length by the width and then that total by the height.

c. If the result exceeds 1,728 cubic inches, divide the result by 166 and round up (see 604.7.0) to the next whole number to determine the dimensional weight in pounds.

d. If the dimensional weight exceeds 70 pounds, the customer pays the 70-pound price.

### 1.4.2 Determining Dimensional Weight for Nonrectangular Parcels

Follow these steps to determine the dimensional weight for a nonrectangular parcel:

a. Measure the length, width, and height in inches at their extreme dimensions. Round off (see 604.7.0) each measurement to the nearest whole inch.

b. Multiply the length by the width and then that total by the height.

c. Multiply the result by an adjustment factor of 0.785.

d. If the final result exceeds 1,728 cubic inches, divide the result by 166 and round up (see 604.7.0) to the next whole number to determine the dimensional weight in pounds.

e. If the dimensional weight exceeds 70 pounds, the customer pays the 70-pound price.

## 2.0 Basic Eligibility Standards for USPS Retail Ground

### 2.1 Description of Service

USPS Retail Ground is a ground shipping product for parcels, including oversized parcels, available only through retail channels. USPS does not guarantee the delivery of USPS Retail Ground within a specified time.

### 2.2 Inspection of Contents

USPS Retail Ground mail is not sealed against postal inspection. Regardless of physical closure, the mailing of articles at USPS Retail Ground prices constitutes consent by the mailer to postal inspection of the contents.

### 2.3 Delivery and Return Addresses

All USPS Retail Ground mail must bear a delivery and return address.

## 3.0 Content Standards

USPS Retail Ground mail consists of mailable matter that is neither mailed or required to be mailed as First-Class Mail nor entered as Periodicals (except as permitted under 3.0a and 3.0b or permitted or required under 207.7.9). The general public (other than publishers or registered news agents) may mail copies of Periodicals publications at USPS Retail Ground prices. Attachments or enclosures (also see 4.0) of Periodicals sample copies may be mailed under the following conditions:

a. Sample copies of authorized and pending Periodicals publications may be enclosed or attached with merchandise sent at USPS Retail Ground prices.

b. Postage at USPS Retail Ground prices is based on the combined weight of the host piece and the sample copies enclosed.

## 4.0 Attachments and Enclosures

### 4.1 Enclosures

USPS Retail Ground may contain any printed matter mailable as USPS Marketing Mail, in addition to the enclosures and additions listed in 4.0.

**4.2 Written Additions**

Markings that have the character of personal correspondence require, with certain exceptions, additional postage at the First-Class Mail prices. The following written additions and enclosures do not require additional First-Class Mail postage:

a. The sender's and the addressee's names, occupations, and addresses, preceded by "From" or "To," and directions for handling.

b. Marks, numbers, names, or letters describing the contents.

c. Words or phrases such as "Do Not Open Until Christmas" and "Happy Birthday, Mother."

d. Instructions and directions for the use of the item mailed.

e. A manuscript dedication or inscription not having the nature of personal correspondence.

f. Marks to call attention to words or passages in the text.

g. Corrections of typographical errors in printed matter.

h. Manuscripts accompanying related proof sheets and corrections of proof sheets including corrections of typographical and other errors, changes in the text, insertions of new text, marginal instructions to the printer, and corrective rewrites of parts.

i. Handstamped imprints, unless the added material is in itself personal or converts the original matter to a personal communication.

j. Matter mailable separately as USPS Marketing Mail printed on the wrapper, envelope, tag, or label.

**4.3 Invoice**

An invoice, whether it also serves as a bill, may be placed either inside a USPS Retail Ground piece or in an envelope marked "Invoice Enclosed" and attached to the outside of the piece if the invoice relates solely to the matter with which it is mailed. The invoice may show this information:

a. Names and addresses of the sender and addressee.

b. Names and quantities of the articles enclosed, descriptions of each (e.g., price, tax, style, stock number, size, and quality, and, if defective, nature of defects).

c. Order or file number, date of order, date and manner of shipment, shipping weight, postage paid, and initials or name of packer or checker.

**4.4 Incidental First-Class Mail Attachments and Enclosures**

Incidental First-Class Mail matter may be enclosed in or attached to any USPS Retail Ground piece without payment of First-Class Mail postage. An incidental First-Class Mail attachment or enclosure must be matter that, if mailed separately, would require First-Class Mail postage, is closely associated with but secondary to the host piece, and is prepared so as not to interfere with postal processing. An incidental First-Class Mail attachment or enclosure may be a bill for the product or publication, a statement of account for past products or

publications, or a personal message or greeting included with a product, publication, or parcel. Postage at the USPS Retail Ground price for the host piece is based on the combined weight of the host piece and the incidental First-Class Mail attachment or enclosure.

# 154 Postage Payment Methods

**Overview**

1.0 Postage Payment Methods for USPS Retail Ground

## 1.0 Postage Payment Methods for USPS Retail Ground

The mailer is responsible for proper postage payment. Subject to the corresponding standards, postage for USPS Retail Ground mail may be paid by postage evidencing system indicia (see 604) or by ordinary postage stamps. Pieces with postage affixed must bear the correct numerical value of postage.

# 155 Mail Preparation

**Overview**

1.0 Preparation for USPS Retail Ground

## 1.0 Preparation for USPS Retail Ground

**1.1 Basic Preparation**
There are no presort, sacking, or labeling standards for USPS Retail Ground pieces.

**1.2 Delivery and Return Addresses**
All USPS Retail Ground pieces must bear both a delivery address and the sender's return address.

**1.3 Basic Markings**
The basic required marking—"USPS Retail Ground"—must be printed on each piece in the postage area, or it may be printed on the shipping address label according to the standards in 102.3.4.

# 156 Deposit

**Overview**

1.0 Deposit for USPS Retail Ground

## 1.0 Deposit for USPS Retail Ground

**1.1 Deposit**

USPS Retail Ground mail must be deposited at a time and place specified by the postmaster or designee at the office of mailing. USPS Retail Ground is primarily intended to be presented at a USPS retail service counter where USPS tracking and confirmation of delivery service can be initiated.

**1.2 Pickup on Demand Fees**

Pickup on Demand service (507.7.0) is available for a fee only from designated ZIP Codes and can be requested online at *www.usps.com*.

[1-26-20]

**1.3 Stamped Pieces over 10 Ounces or More than One Half-Inch in Thickness**

USPS Retail Ground pieces bearing only postage stamps as postage payment and that weigh more than 10 ounces, or measure more than one half-inch in thickness, may not be deposited into a collection box, Postal Service lobby drop, Postal Service dock, customer mailbox, or other unattended location. These mailpieces are also precluded from pickup service. The sender must present such items to an employee at a retail service counter in a Postal Service facility. Improperly presented items will be returned to the sender for proper entry and acceptance.

# 170 Retail Mail
# Media Mail and Library Mail

173 Prices and Eligibility

174 Postage Payment and Documentation

175 Mail Preparation

176 Deposit and Entry

# 173 Prices and Eligibility

**Overview**

1.0 Prices and Fees
2.0 Basic Eligibility Standards for Media Mail and Library Mail
3.0 General Content Standards
4.0 Content Standards for Media Mail
5.0 Content Standards for Library Mail
6.0 Enclosures and Attachments for both Media Mail and Library Mail

## 1.0 Prices and Fees

### 1.1 Prices

Media Mail and Library Mail prices are based on the weight of the piece without regard to zone. See Notice 123—Price List for single-piece prices.

### 1.2 Price Application

Media Mail and Library Mail pieces are charged per pound or fraction thereof; any fraction of a pound is considered a whole pound. The minimum postage per piece is for a piece weighing 1 pound. Affix the correct postage to each piece.

### 1.3 Determining Single-Piece Weight

To determine single-piece weight in any mailing of nonidentical-weight pieces, weigh each piece individually. To determine single-piece weight in a mailing of identical-weight pieces, weigh a sample group of at least 10 randomly selected pieces and divide the total sample weight by the number of pieces in the sample. Express all single-piece weights in decimal pounds rounded off to four decimal places.

### 1.4 Computing Postage—Pieces With Permit Imprint

To compute the total postage for a mailing, for each weight increment multiply the number of pieces by the applicable price per piece.

## 2.0 Basic Eligibility Standards for Media Mail and Library Mail

### 2.1 Description of Service

Media Mail and Library Mail are subclasses of Package Services.

### 2.2 Inspection of Contents

Media Mail and Library Mail are not sealed against postal inspection. Regardless of physical closure, the mailing of articles at Media Mail or Library Mail prices constitutes consent by the mailer to postal inspection of the contents.

**2.3 Delivery and Return Addresses**

All Media Mail and Library Mail must bear a delivery address. The delivery address on each piece must include the correct ZIP Code or ZIP+4 code. Each piece must bear the sender's return address.

## 3.0 General Content Standards

Mailable matter meeting one of the specific eligibility standards in 4.0 for Media Mail and 5.0 for Library Mail, and that is neither mailed or required to be mailed as First-Class Mail nor entered as Periodicals, may be mailed as Media Mail or Library Mail, respectively.

## 4.0 Content Standards for Media Mail

**4.1 Qualified Items**

Only these items may be mailed at the Media Mail prices:

a. Books, including books issued to supplement other books, of at least eight printed pages, consisting wholly of reading matter or scholarly bibliography, or reading matter with incidental blank spaces for notations and containing no advertising matter other than incidental announcements of books. Advertising includes paid advertising and the publishers' own advertising in display, classified, or editorial style.

b. 16-millimeter or narrower width films, which must be positive prints in final form for viewing, and catalogs of such films of 24 pages or more (at least 22 of which are printed). Films and film catalogs sent to or from commercial theaters do not qualify for the Media Mail price.

c. Printed music, whether in bound or sheet form.

d. Printed objective test materials and their accessories used by or on behalf of educational institutions to test ability, aptitude, achievement, interests, and other mental and personal qualities with or without answers, test scores, or identifying information recorded thereon in writing or by mark.

e. Sound recordings, including incidental announcements of recordings and guides or scripts prepared solely for use with such recordings. Video recordings and player piano rolls are classified as sound recordings.

f. Playscripts and manuscripts for books, periodicals, and music.

g. Printed educational reference charts designed to instruct or train individuals for improving or developing their capabilities. Each chart must be a single printed sheet of information designed for educational reference. The information on the chart, which may be printed on one or both sides of the sheet, must be conveyed primarily by graphs, diagrams, tables, or other nonnarrative matter. An educational reference chart is normally but not necessarily devoted to one subject. A chart on which the information is conveyed primarily by textual matter in a narrative form does not qualify as a printed educational reference chart for mailing at the Media Mail prices even

if it includes graphs, diagrams, or tables. Examples of qualifying charts include maps produced primarily for educational reference, tables of mathematical or scientific equations, noun declensions or verb conjugations used in the study of languages, periodic table of elements, botanical or zoological tables, and other tables used in the study of science.

h. Loose-leaf pages and their binders consisting of medical information for distribution to doctors, hospitals, medical schools, and medical students.

i. Computer-readable media containing prerecorded information and guides or scripts prepared solely for use with such media.

**4.2 Enclosures in Books Mailed as Media Mail**

Enclosures in books mailed at Media Mail prices are subject to these additional standards:

a. Either one envelope or one addressed postcard may be bound into the pages of a book. If also serving as an order form, the envelope or card may be in addition to the order form permitted by 4.2b.

b. One order form may be bound into the pages of a book. If also serving as an envelope or postcard, the order form may be in addition to the envelope or card permitted by 4.2a.

c. Announcements of books may appear as book pages. These announcements must be incidental and exclusively devoted to books, without extraneous advertising of book-related or other materials or services. Announcements may describe the conditions of ordering books and may contain ordering instructions for use with a separate order form. Up to three of these announcements may contain as part of their format a single order form, which may be a postcard. The order forms permitted with these announcements are in addition to order forms that may be enclosed under 4.2a or 4.2b.

## 5.0 Content Standards for Library Mail

**5.1 Eligible Senders and Addressees**

Each piece must show in the address or return address the name of a school, college, university, public library, museum, or herbarium or the name of a nonprofit (as defined in 703.1.0) religious, educational, scientific, philanthropic (charitable), agricultural, labor, veterans, or fraternal organization or association. Only the articles described in 5.0 may be mailed at the Library Mail price.

**5.2 Qualified Mailings Between Entities**

The items described in this section may be mailed at the Library Mail price when sent between: (1) schools, colleges, universities, public libraries, museums, and herbariums and nonprofit religious, educational, scientific, philanthropic (charitable), agricultural, labor, veterans, and fraternal organizations or associations; (2) any such institution, organization, or association and an individual who has no financial interest in the sale, promotion, or distribution of

the materials; or (3) any such institution, organization, or association and a publisher, if such institution, organization, or association has placed an order to buy such materials for delivery to itself:

a. Books, consisting wholly of reading matter, scholarly bibliography, or reading matter with incidental blank spaces for notations and containing no advertising, except for incidental announcements of books.

b. Printed music, whether in bound or sheet form.

c. Bound volumes of academic theses, whether in typewritten or duplicated form.

d. Periodicals, whether bound or unbound.

e. Sound recordings.

f. Other library materials in printed, duplicated, or photographic form or in the form of unpublished manuscripts.

g. Museum materials, specimens, collections, teaching aids, printed matter, and interpretive materials for informing and furthering the educational work and interests of museums and herbariums.

**5.3 Qualified Mailings "To" or "From"**

The following specific items may be mailed at the Library Mail price when sent to or from schools, colleges, universities, public libraries, museums, and herbariums and to or from nonprofit religious, educational, scientific, philanthropic (charitable), agricultural, labor, veterans, or fraternal organizations:

a. 16-millimeter or narrower width films, filmstrips, transparencies, slides, and microfilms. All must be positive prints in final form for viewing.

b. Sound recordings.

c. Museum materials, specimens, collections, teaching aids, printed matter, and interpretive materials intended for informing and furthering the educational work and interests of museums and herbariums.

d. Scientific or mathematical kits, instruments, or other devices.

e. Catalogs of the materials in 5.3a through 5.3d and guides or scripts prepared solely for use with such materials.

**5.4 Enclosures in Books and Sound Recordings Mailed as Library Mail**

Books and sound recordings mailed at the Library Mail price may contain these enclosures as well as the additions and enclosures permitted under 6.0:

a. Either one envelope or one addressed postcard. If also serving as an order form, the envelope or card may be in addition to the order form permitted by 5.4b.

b. One order form. If also serving as an envelope or postcard, the order form may be in addition to the envelope or card permitted by 5.4a.

c. With books, announcements of books in book pages or as loose enclosures. These announcements must be incidental and exclusively devoted to books, without extraneous advertising of book-related materials or services.

Announcements may describe the conditions of ordering books (such as by membership in book clubs) and may contain ordering instructions for use with the single order form permitted in 5.4b.

d. With sound recordings, announcements of sound recordings on title labels, on protective sleeves, on the carton or wrapper, or on loose enclosures. These announcements of sound recordings must be incidental and exclusively devoted to sound recordings, without extraneous advertising of recording-related materials or services. Announcements may describe the conditions of ordering sound recordings and may contain ordering instructions for use with the single order form permitted in 5.4b.

**5.5 Other Material in Library Mail**

Material mailed at the Library Mail price other than books and sound recordings may contain only those additions and enclosures permitted under 6.0.

## 6.0 Enclosures and Attachments for both Media Mail and Library Mail

**6.1 Loose Enclosures**

In addition to the enclosures and additions listed in 4.2 for Media Mail and 5.4 for Library Mail, any printed matter that is mailable as USPS Marketing Mail may be included loose with any qualifying material mailed at the Media Mail or Library Mail prices.

**6.2 Written Additions**

Markings that have the character of personal correspondence require, with certain exceptions, additional postage at the First-Class Mail prices. The following written additions and enclosures do not require additional First-Class Mail postage:

a. The sender's and the addressee's names, occupations, and addresses, preceded by “From” or “To,” and directions for handling.

b. Marks, numbers, names, or letters describing the contents.

c. Words or phrases such as “Do Not Open Until Christmas” and “Happy Birthday, Mother.”

d. Instructions and directions for the use of the item mailed.

e. A manuscript dedication or inscription not having the nature of personal correspondence.

f. Marks to call attention to words or passages in the text.

g. Corrections of typographical errors in printed matter.

h. Manuscripts accompanying related proof sheets and corrections of proof sheets including corrections of typographical and other errors, changes in the text, insertions of new text, marginal instructions to the printer, and corrective rewrites of parts.

i. Hand-stamped imprints, unless the added material is in itself personal or converts the original matter to a personal communication.

j. Matter mailable separately as USPS Marketing Mail printed on the wrapper, envelope, tag, or label.

**6.3 Invoice**

An invoice, whether it also serves as a bill, may be placed either inside a Media Mail or Library Mail piece or in an envelope marked "Invoice Enclosed" and attached to the outside of the piece if the invoice relates solely to the matter with which it is mailed. The invoice may show this information:

a. Names and addresses of the sender and addressee.

b. Names and quantities of the articles enclosed, descriptions of each (e.g., price, tax, style, stock number, size, and quality, and, if defective, nature of defects).

c. Order or file number, date of order, date and manner of shipment, shipping weight, postage paid, and initials or name of packer or checker.

**6.4 Incidental First-Class Mail Attachments and Enclosures**

Incidental First-Class Mail matter may be enclosed in or attached to any Media Mail or Library Mail piece without payment of First-Class Mail postage. An incidental First-Class Mail attachment or enclosure must be matter that, if mailed separately, would require First-Class Mail postage, is closely associated with but secondary to the host piece, and is prepared so as not to interfere with postal processing. An incidental First-Class Mail attachment or enclosure may be a bill for the product or publication, a statement of account for past products or publications, or a personal message or greeting included with a product, publication, or parcel. Postage at the Media Mail or Library Mail price for the host piece is based on the combined weight of the host piece and the incidental First-Class Mail attachment or enclosure.

# 174 Postage Payment and Documentation

**Overview**

1.0 Postage Payment Methods for Media Mail and Library Mail

## 1.0 Postage Payment Methods for Media Mail and Library Mail

The mailer is responsible for proper postage payment. Subject to the corresponding standards, postage for Media Mail and Library Mail may be paid by ordinary postage stamps or by postage evidencing system indicia (see 604).

# 175 Mail Preparation

**Overview**

1.0 Preparation for Media Mail and Library Mail

## 1.0 Preparation for Media Mail and Library Mail

### 1.1 Basic Preparation

There are no presort, sacking, or labeling standards for single-piece Media Mail or Library Mail.

### 1.2 Delivery and Return Addresses

All Media Mail and all Library Mail must bear a delivery address that includes the correct ZIP Code or ZIP+4 code. Each piece must bear the sender's return address.

### 1.3 Basic Markings

The applicable basic required marking—“Media Mail” or “Library Mail”—must be printed on each piece in the postage area, or it may be printed on the shipping address label according to the standards in 102.3.4.

# 176 Deposit and Entry

**Overview**

1.0 Deposit for Media Mail and Library Mail
2.0 Pickup on Demand Service

## 1.0 Deposit for Media Mail and Library Mail

**1.1 Single-Piece Mailings**

Single-piece Media Mail and Library Mail and mail with a permit imprint must be deposited at a time and place specified by the postmaster at the office of mailing. Metered mail may be deposited at other than the licensing Post Office under 705.19.0.

[1-26-20]

**1.2 Stamped Pieces over 10 Ounces or More than One Half-Inch in Thickness**

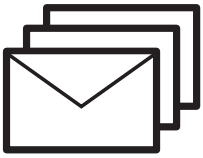
Media Mail and Library Mail pieces bearing only postage stamps as postage payment and that weigh more than 10 ounces, or measure more than one half-inch in thickness, may not receive pickup service, nor be deposited into a collection box, Postal Service lobby drop, Postal Service dock, customer mailbox, or other unattended location. The sender must present such items to an employee at a retail service counter in a Postal Service facility. Improperly presented items will be returned to the sender for proper entry and acceptance.

## 2.0 Pickup on Demand Service

Pickup on Demand service (507.7.0) is available for a fee only from designated ZIP Codes and can be requested online at *www.usps.com*.

# 200

## Commercial Mail Letters, Cards, Flats, and Parcels




### Design Standards

201 Physical Standards
202 Elements on the Face of a Mailpiece
203 Basic Postage Statement, Documentation, and Preparation Standards
204 Barcode Standards

### 207 Periodicals

### 210 Priority Mail Express

213 Prices and Eligibility
214 Postage Payment and Documentation
215 Mail Preparation
216 Enter and Deposit

### 220 Priority Mail

223 Prices and Eligibility
224 Postage Payment and Documentation
225 Mail Preparation
226 Enter and Deposit

### 230 First-Class Mail

233 Prices and Eligibility
234 Postage Payment and Documentation
235 Mail Preparation
236 Enter and Deposit

### 240 USPS Marketing Mail

243 Prices and Eligibility
244 Postage Payment and Documentation
245 Mail Preparation
246 Enter and Deposit

### 250 Parcel Select Parcels

253 Prices and Eligibility
254 Postage Payment and Documentation
255 Mail Preparation
256 Enter and Deposit

### 260 Bound Printed Matter

263 Prices and Eligibility
264 Postage Payment and Documentation
265 Mail Preparation
266 Enter and Deposit

## 270 Media Mail and Library Mail

273 Prices and Eligibility
274 Postage Payment and Documentation
275 Mail Preparation
276 Enter and Deposit

## 280 First-Class Package Service — Commercial

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

# 200 Commercial Mail Letters, Cards, Flats, and Parcels Design Standards

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

**Overview**

1.0 Physical Standards for Machinable Letters and Cards
2.0 Physical Standards for Nonmachinable Letters
3.0 Physical Standards for Machinable and Automation Letters and Cards
4.0 Physical Standards for Flats
5.0 Physical Standards for Nonautomation Flats
6.0 Physical Standards for Automation Flats
7.0 Physical Standards for Parcels
8.0 Additional Physical Standards by Class of Mail
9.0 Customized MarketMail

## 1.0 Physical Standards for Machinable Letters and Cards

### 1.1 Physical Standards for Machinable Letters

#### 1.1.1 Dimensional Standards for Letters

Machinable letter-size mail is the following:

a. [3-2-20] Not less than 5 inches long, 3-1/2 inches high, and 0.007-inch thick. For pieces more than 4-1/4 inches high or 6 inches long, or both, the minimum thickness is 0.009.

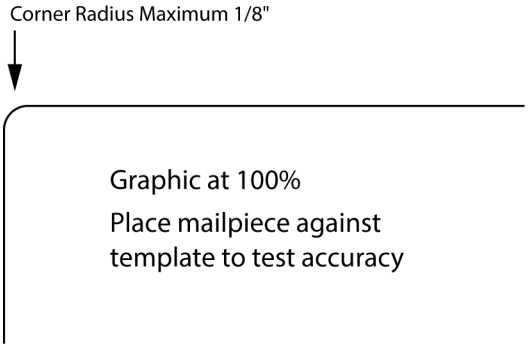
b. Not more than 11-1/2 inches long, or more than 6-1/8 inches high, or greater than 1/4-inch thick.

c. Rectangular, with four square corners and parallel opposite sides. Letter-size, card-type mailpieces made of cardstock may have finished corners that do not exceed a radius of 0.125 inch (1/8 inch) unless prepared as Customized Market Mail under 243.9.0. See Exhibit 1.1.1.

d. Within an aspect ratio (length divided by height) of 1.3 to 2.5, inclusive. See 3.7.

e. Subject to additional dimensional restrictions in 3.0, depending on mailpiece design.

**Exhibit 1.1.1 Maximum Corner Radius for Letter-Size, Card-Type and Flat-Size Mailpieces**




### 1.1.2 Weight Standards for Machinable Letters

The maximum weight for Presorted First-Class Mail machinable letters is 3.5 ounces (0.2188 pound). The maximum weight for USPS Marketing Mail machinable letters is 3.5 ounces (0.2188 pound).

### 1.1.3 All Machinable Letters

All machinable letters must meet the additional standards for automation-compatible letters in 3.0.

## 1.2 Physical Standards for Cards Claimed at Card Prices

### 1.2.1 Dimensional Standards for Cards

Each card (each stamped card or postcard or each half of a double stamped card or postcard) claimed at a card price must be:

a. Not less than 3-1/2 inches high, 5 inches long, and 0.007 inch thick.

b. Not more than 4-1/4 inches high, or more than 6 inches long, or greater than 0.016 inch thick.

c. Rectangular, with four square corners and parallel opposite sides. Card-size pieces meeting the standards in 1.2.1 may have finished corners that do not exceed a radius of 0.125 inch (1/8 inch). See Exhibit 1.1.1.

### 1.2.2 Weight Standard for Machinable Postcard

The maximum weight for Presorted First-Class Mail machinable postcards is 3.5 ounces (0.2188 pound).

### 1.2.3 Other Cards

A card that does not meet the applicable standards in 1.2 must not bear the words “Postcard” or “Double Postcard.”

### 1.2.4 Paper or Cardstock

A card must be of uniform thickness and made of unfolded and uncreased paper or cardstock of approximately the quality and weight of a stamped card (i.e., a card available from USPS). A card must be formed either of one piece of paper

or cardstock or of two pieces of paper permanently and uniformly bonded together. The stock used for a card may be of any color or surface that permits the legible printing of the address, postmark, and any required markings.

### 1.2.5 Acceptable Attachments

A card may bear an attachment that is the following:

a. A paper label, such as a wafer seal or decal affixed with permanent adhesive to the back side of the card, or within the message area on the address side (see 1.2.7), or to the left of the address block.

b. A label affixed with permanent adhesive for showing the delivery or return address.

c. A small reusable seal or decal prepared with pressure-sensitive and nonremovable adhesive that is intended to be removed from the first half of a double card and applied to the reply half.

### 1.2.6 Unacceptable Attachment

A card may not bear an attachment that is the following:

a. Other than paper.

b. Not totally adhered to the card surface.

c. An encumbrance to postal processing.

### 1.2.7 Address Side of Cards

The address side of a card is the side bearing the delivery address and postage. The address side may be formatted to contain a message area. Cards that do not contain a message area on the address side are subject to the applicable standards for the price claimed. For the purposes of 1.2, miscellaneous graphics or printing, such as symbols, logos, or characters, that appear on the address side of cards not containing a message area are generally acceptable provided the items are not intended to convey a message. Cards claimed at the Presorted or automation card prices that contain a message area on the address side must be divided vertically or horizontally and meet the following additional standards, as applicable:

a. Vertically divided cards.

   1. The address side of the card must be divided into a right portion and a left portion, with or without a vertical rule. The left portion is the message area.

   2. The delivery address, postage, and any USPS marking or endorsement must appear in the right portion. The right portion must be at least 2-1/8 inches wide (measured from the right edge of the card, top to bottom inclusive).

   3. For cards claimed at the Presorted price, nondelivery address information may extend into the right portion only above the address block and if the information is shaded or surrounded by a border that has at least 1/8 inch clearance between the delivery address block and

the border. Mailers may choose not to shade or border the nondelivery address information if there is at least 1/8 inch of clear space around the delivery address block.

4. For cards claimed at the automation price, the standards for automation-compatible mail in 3.0, and 202.5.0, must be met.

b. Horizontally divided cards.

1. The address side of the card must be divided into an upper portion and a lower portion, with or without a horizontal rule. The portion of the address side that does not contain the delivery address is the message area.

2. The delivery address, postage, and any USPS marking or endorsement must appear within the portion containing the delivery address. As an alternative, when the delivery address appears within the lower portion, it is permissible for the postage, return address, and any USPS marking or endorsement to appear in the upper portion. The portion bearing the delivery address must be at least 1-1/2 inches high (measured from the top or bottom edge of the card, as applicable, right edge to left edge inclusive).

3. For cards claimed at the Presorted price, nondelivery address information may extend into the portion containing the delivery address only if it appears above the address block and if the information is shaded or surrounded by a border that has at least 1/8 inch clearance between the delivery address block and the border. Mailers may choose not to shade or border the nondelivery address information if there is at least 1/8 inch of clear space around the delivery address block.

4. For cards claimed at the automation price, the standards for automation-compatible mail in 3.0, and 202.5.0, must be met.

### 1.2.8 Tearing Guides

A card may have perforations or tearing guides if they do not eliminate or interfere with any address element, postage, marking, or endorsement and do not impair the physical integrity of the card.

### 1.2.9 Double Cards

A double card (a double stamped card or double postcard) consists of two attached cards, one of which is designed to be detached by the recipient and returned by mail as a single card. Double cards are subject to these standards:

a. The reply half of a double card must be used for reply only and may not be used to convey a message to the original addressee or to send statements of account. The reply half may be formatted for response purposes (e.g., contain blocks for completion by the addressee).

b. [5-4-20] A double card must be folded before mailing and prepared so that the address on the reply half is on the inside when the double card is originally mailed. The address side of the reply half may be prepared as Business Reply Mail, Courtesy Reply Mail, meter reply mail, or as a USPS Returns service label.

c. Plain stickers, seals, or a single wire stitch (staple) may be used to fasten the open edge at the top or bottom once the card is folded if affixed so that the inner surfaces of the cards can be readily examined. Fasteners must be affixed according to the applicable preparation requirements for the price claimed. Any sealing on the left and right sides of the cards, no matter the sealing process used, is not permitted.

d. The first half of a double card must be detached when the reply half is mailed for return.

#### 1.2.10 Enclosures in Double Cards

Enclosures in double postcards are prohibited at card prices.

## 2.0 Physical Standards for Nonmachinable Letters

### 2.1 Criteria for Nonmachinable Letters

A letter-size piece is nonmachinable if it has an exterior surface that is not made of paper or if it does not meet the standards in 3.0. A mailpiece is nonmailable if it does not meet the minimum dimensional standards in 1.1.1. Windows in envelopes made of paper do not make mailpieces nonmachinable. Attachments do not render mailpieces nonmachinable if allowed by eligibility standards according to the class of mail and if not prohibited in 3.0. In addition, a letter-size piece is nonmachinable if it weighs more than 3.5 ounces.

### 2.2 Additional Criteria for First-Class Mail Nonmachinable Letters

Letter-size pieces (except cards) that meet one or more of the nonmachinable characteristics in 2.1 are subject to the nonmachinable prices (see 233.1.4). All letter-size pieces over 3.5 ounces are prepared as letters and charged the flat-size prices. An envelope weighing no more than one ounce with one enclosed standard optical disc no larger than 12 centimeters in diameter, that is mailed to or from a subscriber as part of a round-trip mailing under 233.2.8 and 505.1.0 (or 507.1.0), is not subject to the nonmachinable surcharge.

### 2.3 Additional Criteria for USPS Marketing Mail Nonmachinable Letters

The nonmachinable prices in 243.1.0 apply to USPS Marketing Mail letter-size pieces that have one or more of the nonmachinable characteristics in 2.1. Mailers must prepare all nonmachinable letters as described in 245.5.0.

### 2.4 Additional Criteria for Periodicals Nonmachinable Letters

The Outside-County nonbarcoded and In-County nonautomation letter prices in 207 also apply to Periodicals letter-size pieces that have one or more of the nonmachinable characteristics in 2.1.

**2.5 Priority Mail Express and Priority Mail Letters**

Mailers are encouraged, but not required, to design and produce Priority Mail Express and Priority Mail letter-size pieces as machinable letters.

## 3.0 Physical Standards for Machinable and Automation Letters and Cards

**3.1 Basic Standards for Automation Letters and Cards**

Letters and cards claimed at any machinable, automation, or USPS Marketing Mail carrier route price, must meet the standards in 3.0. Unless prepared as a folded self-mailer, booklet, or postcard under 3.14 through 3.17, each machinable or automation letter must be a sealed envelope (the preferred method) or unenveloped. If unenveloped, each letter must be sealed or glued completely along all four sides or prepared under 3.15.

**3.2 Paper Weight**

Mailpieces should be constructed from high tear strength paper stock. All references in 3.0 to paper basis weight are for book-grade paper (500 25-inch by 38-inch sheets) unless otherwise stated. Except as required under 3.0, envelopes, or letter-size mailpieces sealed along all four sides, must be made of paper with a minimum 50 pounds paper basis weight or equivalent. The conversion table in Exhibit 3.2 provides a paper basis weight cross-reference.

**Exhibit 3.2 Paper Basis Weight Conversion Table**

**NOTE:**
Paper basis weight is based on the weight of 500 sheets of:
25 x 38 inch sheets of book-grade paper,
17 x 22 inch bond-grade paper,
20 x 26 inch sheets of cover-grade paper,
24 x 36 inch sheets of newsprint.
For example, if 500 sheets of book-grade paper weigh 39 pounds, the paper is considered 39-pound book paper.

| Book Wt. | Bond Wt. | Cover Wt. | Newsprint Wt. |
|---|---|---|---|
| 39 | 15 | 21 | 35 |
| 40 | 16 | 22 | 36 |
| 50 | 20 | 27 | 45 |
| 55 | 22 | 30 | 50 |
| 60 | 24 | 33 | 55 |
| 70 | 28 | 40 | 64 |
| 75 | 30 | 41 | 68 |
| 80 | 31 | 44 | 73 |
| 90 | 36 | 50 | 82 |
| 100 | 40 | 56 | 91 |
| 110 | 44 | 60 | 100 |
| 128 | 50 | 70 | 116 |

## 3.3 Dimensions and Shape

Each machinable or automation letter-sized piece must meet the dimensional standards in 1.1.1. Machinable or automation letter-sized pieces may be subject to additional dimensional restrictions in 3.0, depending on mailpiece design.

## 3.4 Standards for Letter-Size Pieces Containing One Disc (CD or DVD)

### 3.4.1 Basic Standards for One Disc in a Letter-Size Mailpiece

A letter-size mailpiece containing one disc and meeting the general standards in 3.0 and the specific standards in 3.4.3 is considered automation-compatible. A mailpiece with one enclosed disc not meeting these standards must be tested and approved for automation-compatibility. For this purpose, mailers must submit 5 sample mailpieces and a written request to the local postmaster or business mail entry manager for submission to the Pricing and Classification Service Center (PCSC).

### 3.4.2 Disc Size and Placement

Position the disc symmetrically at the vertical centerline and as near to the top edge of the mailpiece as is practical. Secure the disc to prevent it from shifting more than 1/2 inch in any direction. The maximum disc size is:

a. 120 mm (4.7 inches) in diameter.

b. 2 mm (0.08 inch) in thickness.

**3.4.3 Dimensions and Other Physical Standards for Automation-Compatible Enveloped Letters Containing Discs**

Each enveloped letter must meet the basic standards for machinable letters in 1.0 and have the following characteristics:

a. Height, not more than 6 inches or less than 5.5 inches high.

b. Length, not more than 9.75 inches or less than 7.25 inches long.

c. Thickness, not more than 0.25 inch or less than 0.009 inch thick.

d. Weight, not more than 3 ounces.

e. A piece up to 8 inches long must be made of paper with a minimum 70-pound paper basis weight or equivalent.

f. A piece over 8 inches long (up to 9.75 inches long) must be made of paper with a minimum 80-pound paper basis weight or equivalent.

g. Discs in mailpieces made of the minimum basis weight paper must be inserted into a protective sleeve.

h. Not be a window envelope, unless tested and approved under 3.4.1.

**3.4.4 Dimensions and Shape Standards for Automation-Compatible Unenveloped Disc Carriers**

Each unenveloped disc carrier must meet the basic standards for machinable letters in 1.0 and have the following characteristics:

a. Height, not more than 6 inches or less than 5.5 inches high.

b. Length, not more than 9.75 inches or less than 7.25 inches long.

c. Thickness, not more than 0.25 inch or less than 0.009 inch thick.

d. Weight, not more than 3 ounces.

e. Be prepared from paper stock meeting the industry standard with a minimum 75-pound paper basis weight or equivalent, with none less than 71.25 pounds. The stock must be free from groundwood unless coated with a substance adding to the stock's ability to resist an applied bending force.

f. Any folds or perforations in the mailpiece must be parallel to the address.

g. Must meet the tabbing requirements for pieces prepared with folds or perforations parallel to the address provided in 3.14.

**3.4.5 Unacceptable Characteristics for Automation-Compatible Letter-Size Pieces with Discs**

Discs in letter-sized envelopes and unenveloped disc carriers may not be enclosed in: packaging such as plastic “clamshells,” “plastic” “jewel cases,” or inflexible cardboard sleeves.

**3.5 Maximum Weight, Machinable and Automation Letters and Cards**

The following maximum weight limits apply:

a. Booklets, folded self-mailers, and unenveloped disc carriers - 3 ounces.

b. Machinable enveloped letters and cards - 3.5 ounces. (see 3.6 for pieces over 3 ounces.)

c. Automation enveloped letters and cards - 3.5 ounces (see 3.6 for pieces over 3 ounces.)

**3.6 Heavy Letter Mail (over 3 ounces)**

Heavy letter mail (letter-size pieces over 3 ounces) must be prepared in a sealed envelope, must not contain stiff enclosures, and must have an Intelligent Mail barcode with a routing code in the address block (see 202.5.0) to be eligible for automation prices.

**3.7 Aspect Ratio**

The aspect ratio (length of the mailpiece divided by height) must be between 1.3 and 2.5, inclusive. Length and height are defined in 601.1.1.2.

**3.8 Wraps and Closures**

An automation-compatible mailpiece may not be polywrapped, polybagged, or shrinkwrapped; have clasps, strings, buttons, or similar closure devices; or have protrusions that might impede or damage the mail or mail processing equipment.

**3.9 Staples and Saddle Stitching**

Staples or saddle stitching may be used only on booklet-type mailpieces to join the bound edge (spine). Inserted staples or stitching must parallel the bound edge, seat tightly and securely, and have no protrusions that might impede or damage the mail or mail processing equipment.

**3.10 Rigid and Odd-Shaped Items**

Rigid items (e.g., pens, pencils, keys, bottle caps) are prohibited within mailpieces. Reasonably flexible items (e.g., credit cards) are permitted. Subject to 3.12, odd-shaped items (e.g., coins and tokens) are permitted if firmly affixed to and wrapped within the contents of the mailpiece and envelope to streamline the shape of the mailpiece for automated processing.

**3.11 Tabs, Tape, and Glue**

Tabs may be made of paper, translucent paper, vinyl or plastic. Cellophane tape may be used as a closure when the saw-toothed cut edge is placed parallel to the edge being sealed. Tabs must not contain perforations. For tab size and placement for folded self-mailers see 3.14; for booklets see 3.16. Tab placement is subject to 1/4 inch variance in either direction. The following standards also apply:

a. Translucent paper tabs should be made of paper with a minimum of 40-pound paper basis weight.

b. Opaque paper tabs should be made of paper with a minimum of 60-pound paper basis weight with a tear strength of at least 56 grams of force in the machine direction (MD) and 60 grams of force in the cross direction (CD).

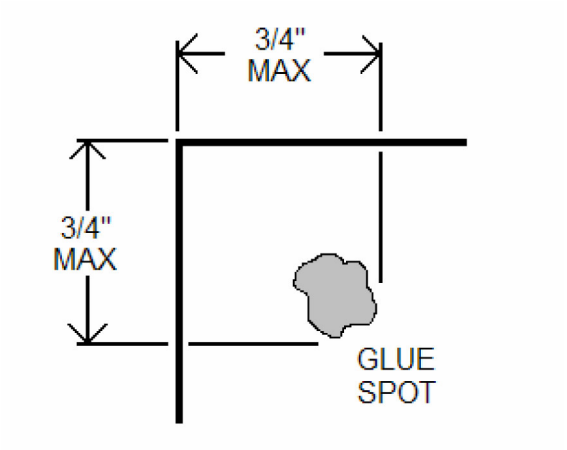
c. When a barcode clear zone is required under 202.5.1, tabs in the barcode clear zone must have a paper face meeting the standards for background reflectance and, if the barcode is not preprinted by the mailer, the standards for acceptance of water-based ink.

d. Vinyl tabs and cellophane tape closures are not acceptable within the barcode clear zone.

e. Tabs must be tight against the edge of the mailpiece. A maximum 1/16-inch overhang is recommended.

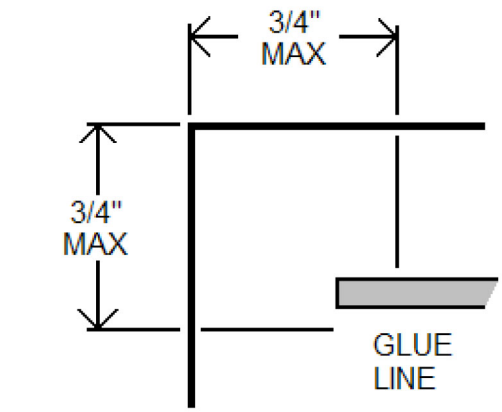
f. Glue spots may be used in lieu of tabs (as indicated in Exhibit 3.16.5 through Exhibit 3.16.8) and must be placed within 3/4 inch of the open edges (see Exhibit 3.11f).

**Exhibit 3.11f Glue Spot Placement**




g. Continuous glue lines may be used as cover-to-cover seals for specific designs. When using glue as a sealing method, it must be placed along the entire length of the open edge and end no more than 3/4-inch from the open ends (see Exhibit 3.11g) unless standards require use of a continuous 1/8-inch wide glue line under 3.11h. For folded self mailers see 3.14.4b.

**Exhibit 3.11g Glue Line Placement**




h. Continuous, 1/8-inch wide, glue lines must be placed along the entire length of the open edge and end within 1/4-inch of the open ends. The selvage along the open edge must not exceed 1/4 inch. Glue lines created with a permanent adhesive that is not tacky when dry are preferred.

i. Die-cut flaps, those with irregular shapes, must be well sealed to the non-address side panel using tabs, glue spots or elongated glue lines; however, a 1/8 inch continuous glue line that follows and seals the contour of the shape is highly recommended.

## 3.12 Flexibility Standards for Automation Letters

### 3.12.1 Machinability

To ensure transport through automated mail processing machines, a mailpiece and its contents must bend easily when subjected to a transport belt tension of 40 pounds around an 11-inch-diameter drum.

### 3.12.2 USPS Services for Flexibility Testing

A mailer requesting flexibility testing for letter-size mailpieces must submit at least 5 mailpieces and a written request to their local postmaster or business mail entry manager for submission to the Pricing and Classification Service Center (PCSC) at least 6 weeks before the mailing date. The request must describe mailpiece contents and construction, number of pieces being produced, and preparation level. The PCSC will evaluate the piece and, if warranted, will instruct the mailer to submit samples to USPS Engineering for testing. The PCSC advises the mailer of its findings. If the mailpiece is approved, the letter includes a unique number identifying the piece and serves as evidence that the piece meets the relevant standards. A copy of the letter must accompany each postage statement submitted for mailings of the approved piece. If requested by the USPS, the mailer must show that pieces presented for mailing are the same as those approved.

## 3.13 Labels, Stickers, Release Cards, and Perforated Pockets Affixed to the Outside of Letter-Size Mailpieces

### 3.13.1 Use

A label, sticker, perforated pocket (under 3.13.6 and 3.13.7), or release card may be placed on a letter-sized mailpiece that is eligible for automation letter prices, including barcoded carrier route letters meeting automation standards. Release cards and perforated pockets may not be affixed to pieces mailed at First-Class Mail card prices; see 1.2 for other restrictions on attachments to cards. A USPS Marketing Mail or Periodicals letter with a label, sticker, release card or perforated pocket must meet additional standards in 243.2.5 These attachments may be:

a. A label or sticker less than 0.007 inch thick, and a perforated pocket other than repositionable notes affixed under 202.7.0, as follows:

   1. A permanent label or sticker, or perforated pockets under 3.13.7d2 (designed not to be removed or relocated), affixed directly to the outside of the mailpiece with permanent adhesive.

   2. A relocatable label, to be placed on the outside of, or on the contents of, a reply mailpiece. Labels must be affixed under 3.13.2 or 3.13.3.

b. Up to two release cards, each at least 0.007 inch and no more than 0.012 inch thick, secured to a letter with a liner or backing under 3.13.4.

c. On pieces mailed at First-Class Mail, Periodicals, or USPS Marketing Mail prices, only if permitted by the applicable content and eligibility standards.

**3.13.2 Pressure-Sensitive Label**

Any pressure-sensitive label or sticker affixed directly to a mailpiece before mailing must have a minimum peel adhesion to stainless steel of 8 ounces/inch. This standard does not apply to pressure-sensitive labels provided by the USPS to label bundles to sortation levels.

**3.13.3 "Sandwich" Label**

A face stock/liner label ("sandwich" label) is a two-part unit with a face stock (top label) attached to a liner (bottom label) affixed to the mailpiece. The face stock must have a peel adhesion value of at least 2 ounces/inch with respect to the liner label and at least 8 ounces/inch when reapplied to stainless steel.

**3.13.4 Letter-Size Piece with Attached Release Card**

A letter-size mailpiece, with one or two attached release cards, must have the following characteristics:

a. Be between 8 and 9-1/2 inches long (inclusive). With one release card affixed, be between 4 and 6 inches high (inclusive); with two release cards affixed, be between 5-1/2 and 6 inches high (inclusive).

b. No address element, including any address block barcode, may be closer than 1 inch to the right edge of the mailpiece.

c. The surface smoothness of all letter-size pieces must be at least 190 Sheffield Units.

d. Enveloped letters must be made of paper with a minimum 60-pound paper basis weight or equivalent, and have a maximum thickness of 1/8 (0.125) inch. Window envelopes must have only one closed panel address window, no larger than 1-1/2 x 4-1/4 inches.

e. Card-type letters, not mailed at card prices, have a maximum thickness of 0.025 inch as mailed.

f. All letter-size pieces other than enveloped letters and card-type pieces (such as folded self-mailers and booklets) must have a maximum thickness of 0.10 inch as mailed. Mailpieces with two affixed release cards must meet the following additional conditions:

   1. Pieces requiring tabs must be sealed with 1-1/2 inch nonperforated tabs, unless larger tabs are required by standards for the specific mailpiece design.

   2. Booklets must have a minimum cover weight of 70-pound paper basis weight or equivalent.

   3. Folded self-mailers must have a minimum cover weight of 100-pound paper basis weight or equivalent.

g. Content insert shift must be no more than 5/8 inch horizontally and no more than 1/4 inch vertically.

h. Release cards must meet the standards in 3.13.5.

### 3.13.5 Standards for Release Cards

One or two release cards, each at least 0.007 inch thick and no more than 0.012 inch thick, attached to a letter-size mailpiece must:

a. Be rectangular, but allowed with finished corners having a radius of at least 1/8 inch up to 1/2 inch.

b. Be between 2 and 2-1/2 inches (inclusive) high, and between 3 and 3-1/2 inches (inclusive) long. Affix each card with either edge parallel to the length of the mailpiece. Affix two cards on the same side of the mailpiece under these conditions:

   1. Stack cards vertically, one above the other, on the same side (address side or nonaddress side), or

   2. Affix the cards side-by-side across the mailpiece length on the nonaddress side only.

c. Be affixed no closer to the bottom edge of the mailpiece than 7/8 inch and no further away from the bottom edge than 1-1/2 inches, and must not interfere with readability of the address, barcode, or postage information. When affixing two cards, these additional conditions apply:

   1. When affixing cards one above the other on the address side, maintain a space of at least 1/2 inch from the leading edge, the trailing edge and the top edge.

   2. When affixing cards one above the other on the nonaddress side, the right edge of the cards must be placed between 5 and 6 inches from the leading edge of the mailpiece, but no closer than 1/2 inch from the trailing edge. Maintain a space of at least 1/2 inch from the top edge.

   3. When affixing cards side by side on the nonaddress side, the right edge of the leftmost card must be placed at least 5 inches from the leading edge of the mailpiece, and the rightmost card must be placed at least 1/2 inch from the trailing edge of the mailpiece. Maintain a space of at least 1/2 inch from the top edge.

d. Be affixed by machine to ensure adequate adhesion. Manually affixed attachments are not allowed.

e. Be affixed to a liner (backing) and meet the following adhesion standards:

   1. Adhesive used to affix the backing to the mailpiece must have a peel adhesion of at least 2 pounds/inch to stainless steel with a 20 minute dwell time, at 300"/minute at 90 degrees per ASTM test D3330F.

   2. Adhesive used to attach the release card to the backing must have a peel adhesion of at least 1.5 ounces/inch to stainless steel with a 30 minute conditioning time, at 300"/minute at 90 degrees per ASTM test D3330F.

### 3.13.6 Letter-Size Pieces with Perforated Pockets

Perforated pockets are permanent attachments to letter-sized mailpieces that may be opened to reveal a small printed insert. Advertising may be printed on the components used to create a perforated pocket and on the printed insert

within. Perforated pockets may not be used to conceal or contain matter bearing personal information except as provided in 243.2.2. Perforated pockets may be used on letter-size USPS Marketing Mail and Periodicals and are not considered sealed against Postal inspection. When affixed to Periodicals mail, advertising printed on the perforated pocket and any inserted matter is counted as part of the total advertising content of the host publication. Pockets may be used in lieu of labels to bear a permit imprint indicia showing that postage is paid if indicia information does not appear on the perforated panel or on the perforations used to create the perforated panel. A maximum of two perforated pockets are permitted on eligible letter-size mailpieces that have the following characteristics:

a. Be between 8 inches and 9-1/2 inches long (inclusive).

b. Be between 4 inches and 5-1/2 inches high (inclusive).

c. Mailpieces must be prepared with a minimum paper basis weight or equivalent as follows:

   1. Envelopes - 60 pound

   2. Booklets - 70 pound

   3. Folded Self-Mailers - 100 pound

   4. Oversized card-type letters paid at letter prices must be at least .012 in thickness.

d. Perforated pockets may be affixed to the nonaddressed side of envelopes with one closed panel address window. Perforated pockets must be placed one inch closer to the trailing edge than the window.

e. If tabs are used to seal a folded self-mailer prepared with perforated pockets the folded self-mailer must be sealed with 1-1/2 inch nonperforated tabs placed 1" from the top on the leading and trailing edges.

### 3.13.7 Standards for Perforated Pockets

Perforated pockets may be attached to a letter-size mailpiece when the following conditions are met:

a. The perimeter of the pocket is affixed with permanent glue with a minimum adhesive strength of 2 lbs/inch to stainless steel with 20 minute dwell time at 300" minute at 90 degrees per ASTM Test D3330F.

b. The attached material has a minimum tear strength of 100gf (MD) and (CD) per TAPPI T414.

c. The cut/tie ratio for perforation is 1:1 with a minimum tie size of 1 mm. One double cut may be made at the lower trailing edge corner of the perforated panel of the pocket.

d. The pocket is:

1. Between 1-1/2 inches and 2-3/4 inches in both height and length.
2. Has an affixed area no more than 0.012 inch thick and a perforated panel no more than 0.03 inch thick. Perforated pockets may not exceed the thickness of the host mailpiece. They may not cause the host to have an uneven surface and must not interfere with readability of the address, barcode, or postage information.

e. The length of each pocket is parallel to the length of the host mailpiece.

f. Attached to the address side of a mailpiece they are:

1. At least 1 inch from the bottom and leading edge.
2. At least 1/2 inch from the top and trailing edge.

g. Pockets attached to the nonaddressed side of the mailpiece are:

1. At least 1 inch from the bottom edge.
2. At least 1/2 inch from the top.
3. At least 5 inches from the left edge but no closer than 1/2 inch from the right edge.

h. Two perforated pockets are affixed on the same side of the mailpiece under these conditions:

1. Stack perforated pockets vertically, one above than the other. Do not affix the pockets side by side across the mailpiece length.
2. A space up to 1/2 inch is allowed between pockets.

## 3.14 Folded Self-Mailers

### 3.14.1 Definition

A folded self-mailer is formed of two or more panels that are created when one or more unbound sheets of paper are folded together and sealed to make a letter-size mailpiece. The number of panels is determined by the number of sheets in the mailpiece and the number of times the sheets are folded. (For double cards see 1.2.9.)

### 3.14.2 Physical Characteristics

Folded self-mailers have the following characteristics:

a. Height: A minimum of 3-1/2 inches and a maximum of 6 inches.

b. Length: A minimum of 5 inches and a maximum of 10-1/2 inches.

c. Thickness: A minimum of 0.007 inch; (0.009 inch if the height exceeds 4-1/4 inches or if the length exceeds 6 inches); the maximum thickness is 1/4 inch.

d. Maximum Weight: 3 ounces.

e. Rectangular, with four square corners and parallel opposite sides.

f. Aspect ratio: within 1.3 to 2.5 (see 3.7).

g. Maximum number of panels: 12, except under 3.14.2h.

h. Quarter-folded self-mailers made of a minimum 70-pound paper basis weight or equivalent may have as few as 4 panels. Quarter-folded self-mailers made of 55 pound or greater newsprint must have at least 8 panels and may contain up to 24 panels.

**3.14.3 Panels**

Panels are created when a sheet of paper is folded. Each two-sided section (front and back) created by the fold is considered one panel. When a folded self-mailer is made of multiple sheets, multiply the number of sheets by the number of panels created when folding a single sheet to determine the total number of panels. The following conditions apply:

a. External panels created by folding must be equal or nearly equal in size.

b. The final folded panel creates the back (non-address) side of the mailpiece. The open edge of the back panel must be at the top or within 1inch of the top or trailing edge of the mailpiece. For horizontal folded tri-fold or multi-fold pieces, the addressed panel may be the final folded panel if the leading edge is sealed according to 3.14.4a.

c. The final folded edge must be the bottom of a folded self-mailer unless prepared as an oblong. The final folded edge of an oblong folded self-mailer must be the leading (right) edge.

d. Internal shorter panels must be covered by a full-size panel, and count toward the maximum number of panels. Optionally, internal shorter panels may be secured but must have only one edge that is shorter and be no further than one inch away from the edge of the external panel.

e. Folding methods and the subsequent number of panels created when folding a single sheet of paper are:

   1. Bi-fold: folded once forming two panels.

   2. Tri-fold: folded twice forming three panels.

   3. Oblong: paper folded once to form two rectangular panels with one elongated dimension and parallel opposite sides. The final folded edge is on the leading (shorter) edge.

   4. Quarter-fold: folded twice with each fold at a right angle (perpendicular) to the preceding fold. One sheet of paper quarter-folded creates four panels.

f. Flaps are formed when the final exterior panel is folded over and affixed to the unaddressed side of the mailpiece. Flaps must meet the following conditions:

   1. The folded edge of a flap must be flush with the top edge of the mailpiece and end one inch or more above the bottom edge, except under 3.14.3f4. Flaps must be at least 1-1/2 inches when measured from the top of the mailpiece.

   2. Flaps must be secured by a sealing method in 3.14.4.

3. Flaps with die-cut shapes must be firmly secured with tabs, glue line, glue spots or elongated glue lines. A 1/8 inch wide continuous glue line that seals the contour of the die-cut is strongly recommended.
4. Flaps on oblong pieces must be at least 5 inches long at the longest point when measured from the leading edge and must end more than one inch from the trailing edge.

g. Flaps and pockets prepared within folded self-mailers to stabilize enclosures are not considered to be panels.

### 3.14.4 General Sealing Methods

Folded self-mailers must be sealed using tabs or glue under the following conditions (also see 3.14.5 for specific sealing standards):

a. Tabs must meet the standards for tabs in 3.11. The size and number of tabs required is determined by the weight of the mailpiece and optional design elements as follows:

1. To seal folded self-mailers that weigh up to 3 ounces created in bi-fold, tri-fold formats, pieces with multiple interior folds and a final fold on the bottom, and quarter-fold mailpieces that weigh up to one ounce; place two nonperforated tabs on the top edge, one within 1 inch from the leading edge and another within 1 inch from the trailing edge, or place one tab on the leading and another on the trailing edge, both placed within 1 inch from the top. Additionally, horizontal folded tri-fold and multi-fold pieces having the final folded panel as the addressed panel must include an additional 1-inch tab (1-1/2 inch preferred) for pieces weighing up to 1 ounce; or a 1-1/2 inch tab for pieces weighing over 1 ounce, placed 1/2 inch from the bottom of the leading edge. Instead of a tab, a 3/8-inch glue spot or 1/8-inch wide glue line placed 1/2 inch from the bottom and no more than 1/4 inch from the leading edge may be used. The glue spots or lines must be adhered from the addressed panel to the internal panel when the fold is completed.
2. To seal quarter-fold mailpieces made with newsprint that weigh more than 1 ounce up to 3 ounces, affix two tabs, one on the leading edge and one on the trailing edge within 1 inch from the top, and affix a third tab on the lower leading edge 1/2 inch from the bottom (see 3.14.5b).
3. To seal oblong pieces that weigh up to 3 ounces, affix one tab in the center of the top edge and one tab in the center of the trailing edge (preferred) or affix both tabs on the trailing edge within 1 inch of the top and bottom edges. Tabs may not be placed on the bottom of an oblong piece.

b. Glue must be positioned within 1/4 inch of the open edges and be placed opposite the final fold or on both the leading and trailing edges when the final panel fold is on the bottom. Apply glue by one of the following methods:

1. Continuous glue lines at least 1/8 inch wide (0.125 inches).
2. Three or four glue spots at least 3/8 inch (0.375 inch) in diameter.

3. Three or four elongated glue lines. Seal folded self-mailers that weigh up to 1 ounce with lines at least 1/2 inch long. Seal folded self-mailers that weigh more than 1 ounce with elongated glue lines that are each at least 1 inch long and 1/8 inch wide, or with glue lines that are each at least 1/2 inch long and 1/4 inch wide.
4. Distribute glue spots and elongated glue lines evenly along the sealed edge(s).
5. Quarter-fold self-mailers must be sealed with tabs.

**3.14.5 Paper Weight and Sealing Requirements**

All references in 3.0 to paper basis weight are for book-grade paper unless otherwise stated (see 3.2). Interior optional elements such as attachments or enclosures are not subject to the host piece's book-grade paper basis weight standards. When multiple optional design elements are incorporated in one mailpiece, the standards for the design element with the highest paper weight and corresponding sealing methods apply. Folded self-mailer paper weights and sealing methods are:

a. Folded self-mailers, (except quarter-fold mailpieces) as described in 3.14.3e1 through 3.14.3e3:
   1. Up to 1 ounce: 70-pound paper basis weight or equivalent sealed with a continuous glue line, three glue spots; or elongated glue lines under 3.14.4b; or two 1-inch tabs under 3.14.4a1 and 3.14.4a3.
   2. Over 1 ounce: 80-pound paper basis weight or equivalent sealed with a continuous glue line, four glue spots; or four elongated glue lines under 3.14.4b; or two 1-1/2 inch tabs under 3.14.4a1 and 3.14.4a3.

b. Quarter fold self-mailers as described in 3.14.3e4:
   1. Up to 1 ounce: 70-pound paper basis weight or equivalent sealed with two 1-inch tabs.
   2. Over 1 ounce: 80-pound paper basis weight or equivalent sealed with two 1-1/2-inch tabs.
   3. Newsprint: 55 pound minimum paper required. Seal pieces one ounce or less with two 1-1/2-inch tabs and those weighing over one ounce with three 1-1/2-inch tabs, see 3.14.4a2.

c. Optional design elements: Die-cut openings and perforated panes. Folded self-mailers with die-cut openings in the exterior panels as described in 3.14.6 or perforated panes as described in 3.14.7 must meet the following:
   1. Up to 1 ounce: 100-pound paper basis weight or equivalent sealed with glue under 3.14.4b, or two 1-1/2-inch tabs under 3.14.4a1 and 3.14.4a2.
   2. Over 1 ounce: 120-pound paper basis weight or equivalent sealed with glue under 3.14.4b, or two 2-inch tabs under 3.14.4a1 and 3.14.4a2 or three 1-1/2-inch tabs under 3.14.4a3.

d. Optional design elements: Loose enclosures or attachments. For folded self-mailers that have loose enclosures as described in 3.14.8 or attachments as described in 3.14.9, the following applies:

1. Up to 1 ounce: 80-pound paper basis weight or equivalent sealed with glue under 3.14.4b or two 1- 1/2-inch tabs under 3.14.4a1 and 3.14.4a2.
2. Over 1 ounce: 100-pound paper basis weight or equivalent sealed with glue under 3.14.4b, or two 2-inch tabs under 3.14.4a1 and 3.14.4a2 or three 1-1/2-inch tabs under 3.14.4a3.

### 3.14.6 Die-Cut Elements

Folded self-mailers may be produced with two types of die-cut elements in the exterior panels: address windows or die-cut reveal. Die-cut openings may not be used to create die-cut punched holes (openings in the same location on all layers and panels so that there is a hole through the entire mailpiece). Prepare die-cut elements as follows:

a. Die-cut address windows (used to convey address information) must meet standards for window envelopes as specified in 601.6.3 and meet the following additional conditions:

1. The maximum window size is 4 inches long by 2 inches high.
2. When an address window appears on a mailpiece, no other die-cut openings may be made on the exterior panels.

b. [1-26-20] Die-cut openings used to reveal the contents of the mailpiece must be:

1. [1-26-20] Limited to two on only one external panel and must be positioned at least 1-1/2 inches apart.
2. Either circular with a 2-inch maximum diameter or rectangular with a maximum of 2 inches long by 1-1/2 inches high with slightly rounded 1/4 inch radius corners.
3. Placed at least 1-1/2 inches from all edges of the mailpiece if on the addressed side.
4. Placed at least 5 inches from the leading edge and 1-1/2 inches from all other edges if on the non-addressed side.

c. A single 1/2-inch semi-circular die-cut thumb notch may be placed on the trailing edge of the addressed or unaddressed outer panel.

### 3.14.7 Perforated Pull-Open Strips and Pop-Out Panes

Folded self-mailers may be prepared with strips called panes that are pulled open to reveal the contents. These design elements must be placed only on the unaddressed side of the mailpiece and may be rectangular, circular, or oval

shaped. Perforations, a row of small holes punched in a sheet of paper so that a section can be torn easily, are used to create pull-open strips, pop-out, or pop-open panes subject to the following requirements:

a. Two parallel perforated lines must be spaced at least 1/2 inch apart creating a pull open strip. Position perforated strips parallel to the height of the mailpiece at least 5 inches from the leading edge and 2 inches from the trailing edge. Position perforated strips parallel to the length of the mailpiece at least 1 inch from the top. Perforations have a 1mm cut (max)/1mm tie (min) ratio.

b. Pop-out panes with perforations around the outer edges have a maximum size of 4 inches long by 4 inches high. The following conditions apply:

   1. Place panes at least 1 inch from any edge.
   2. Use 1mm cut (max)/1mm tie (min) ratio.
   3. When using two panes, space them at least 1 inch apart.
   4. Address elements may not appear in perforated openings.

c. Pop-open panes with perforations on three sides must meet the following conditions:

   1. The outer edges of the pull-open panel are a maximum of 4 inches long by 4 inches high.
   2. If prepared with multiple panes, they must be spaced at least 1 inch apart.
   3. Panes must be placed at least 1 inch from all edges.
   4. Perforation patterns have 1 mm cut (max)/1 mm tie (min) ratio.

d. Perforated panes may not be prepared on pieces with die-cuts or on any mailpiece made of newsprint.

**3.14.8 Loose Enclosures**

Folded self-mailers with loose enclosures must be securely sealed to ensure containment of the enclosed material and prevent excessive enclosure shift during processing. Loose enclosures must be made of paper and must meet the following conditions:

a. Must be contained securely within the mailpiece.

b. Must be inserted in an interior pocket or secured by any method that prevents excessive shift during normal handling. Pockets are not counted as panels.

c. Folded self-mailers with die-cut openings may contain enclosures only if the inserted material is larger than the die-cut opening.

d. Enclosed material does not exceed the maximum thickness of:

   1. 0.05 inch thick for mailpiece weights up to 1 ounce.
   2. 0.09 inch thick for mailpiece weights over 1 ounce.

e. One empty reply envelope may be inserted within the first fold (manufacturing fold) of a quarter-folded self-mailer and must be secured within a fold to prevent separation during normal handing.

#### 3.14.9 Attachments

Attachments must be secured on the outside of a folded self-mailer under 3.13. Attachments must be secured within a folded self-mailer under the following conditions:

a. The attachment is affixed to an inside panel and secured to it at least 1/2 inch from any edge.

b. The attached material may not exceed a maximum thickness of:

1. 0.05 inch thick for mailpieces weighing up to 1 ounce.
2. 0.09 inch thick for mailpieces weighing over 1 ounce.

c. Multiple attachments must be positioned so that the host mailpiece remains nearly uniform in thickness.

d. When multiple attachments are affixed to separate panels in stacked alignment, the combined thickness of the attachments must be no greater than the maximum thickness in 3.14.9b.

e. When multiple attachments are affixed adjacent to each other across the length of a mailpiece, the thickest attachment must be no greater than the maximum thickness in 3.14.9b.

f. Folded self-mailers with die-cut openings may contain attachments if the inserted material is larger than the die-cut opening.

g. Quarter-fold self-mailers may have only one internal attachment not exceeding 0.012 inch thick. The attachment must be secured at least 1/2 inch from all edges.

#### 3.14.10 Addressing

When folded self-mailers are prepared with uncoated paper, printing addresses in a center or left-justified position within the optical character reader (OCR) area under 2.1 is recommended.

### 3.15 Other Unenveloped Mailpieces

#### 3.15.1 Open-Sleeve Style Letter-Size Mailpieces

Open-sleeve style letter-size mailpieces consists of two symmetrical horizontal panels sealed together along the top and bottom edges or as a bi-fold that has a non-addressed panel permanently sealed to an inner flap along the top edge. Open-sleeve style mailpieces must meet the following conditions:

a. Join panels using 1/8 (0.125) inch continuous glue lines.

b. If flaps are used, they must be a minimum of at least 1-1/2 inches wide created as inner flaps adhered at the leading and trailing edges to the panel from which the flap is formed.

c. All paper basis weight requirements in 3.14.5d must be met.

d. Matter prepared within open-sleeve style mailpieces must meet the standards in 3.14.8 or 3.14.9b through 3.14.9f.

#### 3.15.2 Letter-Size Mailpieces with Tear-Off Strips

When letter-size mailpieces have tear-off strips on the leading and/or trailing edge, any unfolded edges must be sealed with an adhesive (glue) or by a cohesive (pressure seal) method. A cohesive seal requires two fixative patterns placed on two separate surfaces that are compressed to form a bond. A perforated horizontal line that runs between and joins the leading and trailing edge perforation lines is permitted. Mailpieces with sealed sides must meet the following conditions.

a. Be constructed of a minimum of 60-pound paper basis weight or equivalent.

b. Tear-off strips may be up to 9/16 inch (0.5625) wide.

c. Tear lines (single lines of perforations) on pieces that weigh 1 ounce or less; recommended minimum cut/tie pattern of 1mm cut (max)/1mm tie (min) ratio or equivalent.

d. Tear lines (single lines of perforations) on pieces that weigh more than 1 ounce; minimum cut/tie pattern of 1mm cut /2mm tie (min) ratio or equivalent.

### 3.16 Booklets

#### 3.16.1 Definition

Booklets must have a bound edge (spine.) Sheets that are fastened with at least two staples in the manufacturing fold (saddle stitched), perfect bound, pressed-glued, or joined together by another binding method that produces a spine where pages are attached together are considered booklets. Booklets are open on three sides before sealing, similar in design to a book. In general, booklets must be uniformly thick. Large bound booklets that are folded for mailing may qualify for automation and machinable prices if the final mailpiece remains nearly uniform in thickness and conforms to all other automation standards.

#### 3.16.2 Paper

Booklet covers generally must be made with a minimum paper basis weight of 60-pounds or equivalent. Minimum basis weights are higher for some designs (see 3.16.4).

#### 3.16.3 Physical Standards for Booklets

Booklets must be:

a. Height: not more than 6 inches or less than 3.5 inches high.

b. Length: not more than 10.5 inches or less than 5 inches long. See Exhibit 3.16.5 through Exhibit 3.16.8 for some booklet designs with shorter maximum lengths.

c. Thickness: not more than 0.25 inch or less than 0.009 inch thick.

d. Weight: not more than 3 ounces.

e. Aspect ratio: within 1.3 to 2.5 (see 3.7).

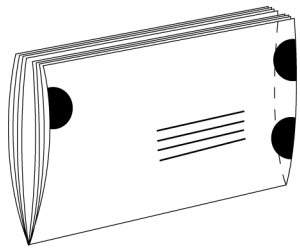
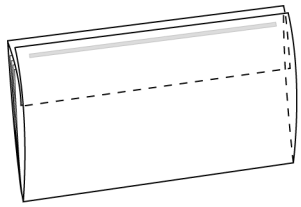
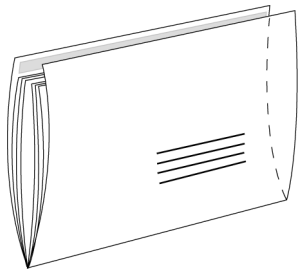
### 3.16.4 General Booklet Design and Sealing

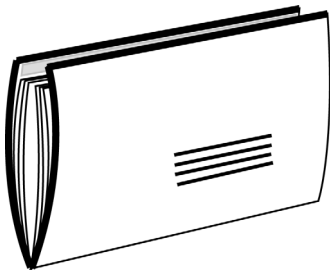
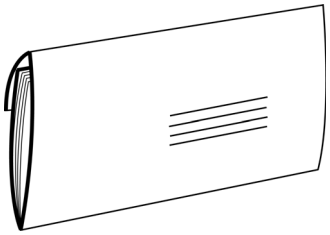
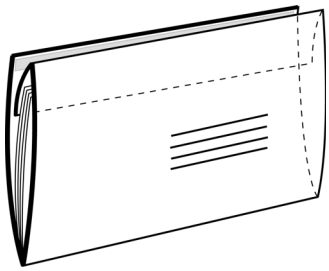
The position of the final fold and intermediate fold (or spine) for letter-sized booklets varies according to the specific design of the mailpiece. Open edges can be sealed with tabs, cellophane tape, glue lines, or glue spots. Except for the simple spine wallet-style design with a height of 4 inches and a maximum length of 8 inches; tabs used as seals on the leading edge of small booklets less than 5 inches high, may be placed closer to the top and bottom edges than shown in Exhibit 3.16.5 through Exhibit 3.16.8 and may overlap in some cases. See Exhibit 3.16.5 through Exhibit 3.16.8 for design and sealing standards by type of design.

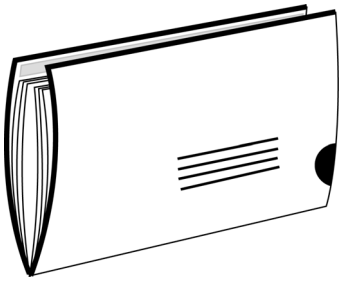
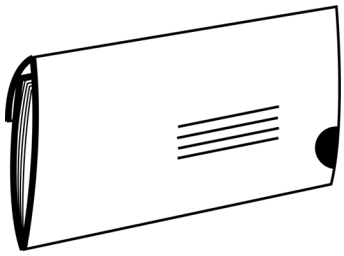
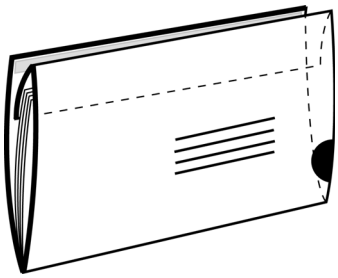
### 3.16.5 Simple Spine

The spine forms the bottom edge of the mailpiece. The length or method used to seal the booklet determines the weight of the paper forming the cover.

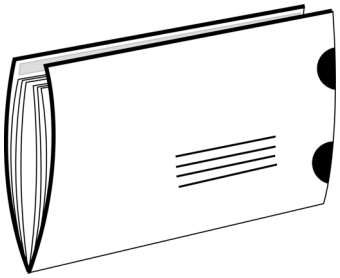
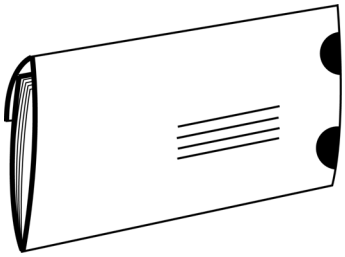
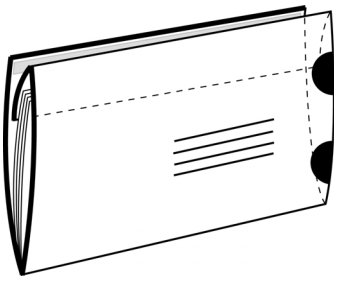
**Exhibit 3.16.5 Simple Spine Booklets**

| **SIMPLE SPINE BOOKLETS**<br>Maximum weight—3 ounces<br>Maximum height—6 inches<br>Maximum length—9.5 inches unless noted<br>**Cover paper weight—80-pound paper basis weight or equivalent unless noted:** | |
|---|---|
| Basic<br>  | Cover:<br>5" to 9" long at least 50-pound paper<br>Over 9" up to 10.5" at least 60-pound paper<br>The front cover may be up to a maximum of 0.25" shorter than pages and rear cover.<br>Nonperforated 1.5" tabs.<br>Place one tab on the leading and trailing edges within 1" from the top; position one tab on the lower leading edge 0.5" from the bottom. |
| Internal Flap<br>  | Cover:<br>Minimum 80-pound paper<br><br>Extended front folded over enclosed pages to create a nonperforated inner flap. Flap sealed inside of back cover.<br><br>Seal with a continuous glue line along flap as described in 3.11g (preferred), or 1-inch glue spots as described in 3.11f. |
| Cover-to-Cover<br>  | Cover:<br>Minimum 80-pound paper<br><br>Cover extends no more than 5/8 inch beyond inner pages.<br><br>Seal with a continuous glue line along extended cover as described in 3.11g (preferred), or with 1-inch glue spots as described in 3.11f. |

| **LIGHTWEIGHT SIMPLE SPINE BOOKLETS**<br>Maximum weight—0.8 ounce<br>Maximum height—6 inches<br>Maximum length—10.5 inches<br>**Cover paper weight—70-pound paper basis weight or equivalent unless noted:** | |
|---|---|
| Cover-to-Cover<br>  | Cover extends no more than 5/8 inch beyond inner pages.<br><br>Seal with a continuous glue line as described in 3.11h. |
| External Flap<br>  | Addressed side of the cover extends over all pages on the back to create a flap.<br><br>Flap length: at least 1.5" wide when measured down from the top edge. May be longer, but cannot be closer than 1-inch from bottom edge.<br><br>Flap attaches to the outside of the nonaddressed side of the cover.<br><br>Seal with a continuous glue line as described in 3.11h. |
| Internal Flap<br>  | Addressed side of the cover extends over internal pages to create an inside flap.<br><br>Flap length: at least 1.5" wide when measured down from the top edge.<br><br>Flap attaches to the inside of the nonaddressed side of the cover.<br><br>Seal with a continuous glue line as described in 3.11h. |

| **MID-WEIGHT SIMPLE SPINE BOOKLETS**<br>Weight—over 0.8 ounce up to 1.6 ounces<br>Maximum height—6 inches<br>Maximum length—10.5 inches<br>**Cover paper weight—70-pound paper basis weight or equivalent unless noted:** | |
|---|---|
| Cover-to-Cover<br>  | Cover extends no more than 5/8 inch beyond inner pages.<br><br>Seal with a continuous glue line as described in 3.11h, and one nonperforated tab 0.5 inch from the bottom leading edge. Minimum tab size: 1.5 inches. |
| External Flap<br>  | Addressed side of the cover extends over all pages on the back to create a flap.<br><br>Flap length: at least 1.5" wide when measured down from the top edge. May be longer, but cannot be closer than 1-inch from bottom edge.<br><br>Flap attaches to the outside of the nonaddressed side of the cover.<br><br>Seal with a continuous glue line as described in 3.11h, and one nonperforated tab 0.5 inch from the bottom leading edge. Minimum tab size: 1.5 inches. |
| Internal Flap<br>  | Addressed side of the cover extends over internal pages to create a flap.<br><br>Flap length: at least 1.5" wide when measured down from the top edge.<br><br>Flap attaches to the inside of the non-addressed side of the cover.<br><br>Seal with a continuous glue line as described in 3.11h, and one nonperforated tab 0.5 inch from the bottom leading edge. Minimum tab size: 1.5 inches. |

**HEAVY WEIGHT SIMPLE SPINE BOOKLETS**
Weight—over 1.6 ounces up to 3 ounces
Maximum height—6 inches
Maximum length—10.5 inches
**Cover paper weight—70-pound paper basis weight or equivalent unless noted:**

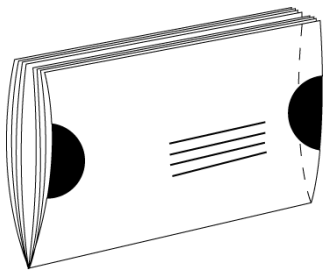
| | |
|---|---|
| Cover-to-Cover  | Cover extends no more than 5/8 inch beyond inner pages.<br><br>Seal with a continuous glue line as described in 3.11h and two 1.5" nonperforated tabs. One tab placed on the leading edge 0.5 inches from bottom and one tab placed 1-inch from top leading edge. |
| External Flap  | Addressed side of the cover extends over all pages on the back to create a flap.<br><br>Flap length: at least 1.5" wide when measured down from the top edge. May be longer, but cannot be closer than 1 inch from bottom edge.<br><br>Flap attaches to the outside of the nonaddressed side of the cover.<br><br>Seal with a continuous glue line as described in 3.11h and two 1.5" nonperforated tabs. One tab placed on the leading edge 0.5 inches from bottom and one tab placed 1-inch from top leading edge. |
| Internal Flap  | Addressed side of the cover extends over internal pages to create a flap.<br><br>Minimum flap length: at least 1.5" wide when measured down from the top edge.<br><br>Flap attaches to the inside of the non-addressed side of the cover.<br><br>Seal with a continuous glue line as described in 3.11h and two 1.5" nonperforated tabs. One tab placed on the leading edge 0.5 inches from bottom and one tab placed 1-inch from top leading edge. |

### 3.16.6 Wallet Style Booklets

A spine forms the bottom edge. Wallet style booklets must be from 5.2 inches to 8 inches long, 4 inches high; can weigh up to 2.5 ounces; and must be sealed with nonperforated tabs. Tab size and placement are dictated by the weight of the booklet.

**Exhibit 3.16.6 Wallet Style Booklets**

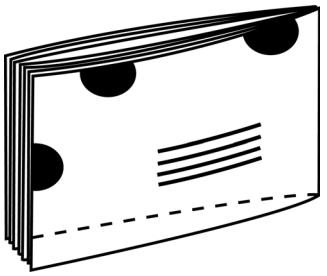
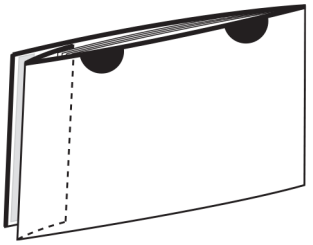
**WALLET STYLE BOOKLETS**
Maximum weight—2.5 ounces
Maximum height—4 inches
Maximum length—5.2 to 8 inches
**Cover paper weight—70-pound paper basis weight or equivalent unless noted:**

| | |
|---|---|
|  | Cover:<br>Entire booklet 60-pound paper, **OR**<br>Cover 70-pound paper, inner pages 50-pound paper.<br><br>Booklets up to 2 ounces: sealed with 1.5" nonperforated tabs placed 1-1/4” from bottom leading and trailing edge. Over 2 ounces: use 2" nonperforated tabs placed 3/4" from bottom leading and trailing edge.<br><br>±1/8" vertical tolerance for tab placement in both cases. |

### 3.16.7 Oblong Booklets

Oblong booklets have a spine on the leading (shorter) edge.

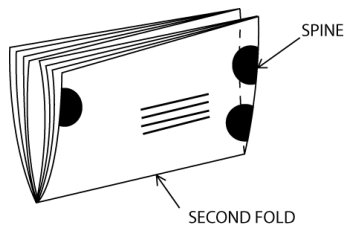
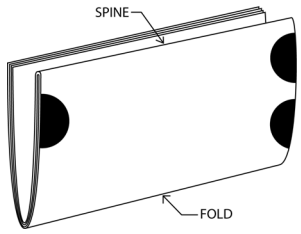
**Exhibit 3.16.7 Oblong Booklets**

| **OBLONG BOOKLETS**<br>Maximum weight—3 ounces<br>Maximum height—6 inches<br>Maximum length—10.5 inches<br>**Cover paper weight—70-pound paper basis weight or equivalent unless noted:** | |
|---|---|
| All Tab<br>  | Cover:<br>5" to 9" long: 60-pound paper<br>Over 9" up to 10.5": 70-pound paper<br><br>Place two 1.5" nonperforated tabs on the top edge and one tab on trailing edge. Position top tabs 1-inch from left and right edges. Position one 1.5" nonperforated tab in the middle of the trailing edge. |
| Internal Flap<br>  | Cover:<br>5" to 9" long 60-pound paper<br>Over 9" up to 10.5" 70-pound paper<br><br>The front **OR** back cover sheet is extended on the trailing edge and folded over the non-recessed internal pages. The flap is sealed inside the opposite cover sheet with glue. Extended front and back covers are not allowed with glue line seals.<br><br>Seal with a continuous glue line as described in 3.11h. Place two 1.5" nonperforated tabs on the top edge 1-inch from the leading and trailing edges. |

### 3.16.8 Folded Booklets

Folded booklets are mailpieces that are bound and then folded to letter-size. The folded spine may be the leading edge or at the top of the booklet. If necessary, the booklet may be prepared with the spine as the trailing edge. However, this configuration is not recommended. The cover is at least 40-pound paper. Folded booklets must be sealed with nonperforated 1.5" tabs.

**Exhibit 3.16.8 Folded Booklets**

| **FOLDED BOOKLETS**<br>Maximum weight—3 ounces<br>Maximum height—6 inches<br>Maximum length—10.5 inches unless noted<br>**Cover paper weight—60-pound paper basis weight or equivalent unless noted:** | |
|---|---|
| Vertical Spine<br>  <br> | Cover paper weight—40-pound paper<br>Two 1.5" nonperforated tabs on leading edge and one tab on trailing edge. Position upper tabs within 1-inch from the top edge. Position lower leading tab 0.5 inch from the bottom edge. |
| Horizontal Spine<br>  <br> | Cover paper weight—up to 9" long 50 pounds;<br>over 9" up to 10.5" 60 pounds.<br>Tabs up to 2oz use 1.5" nonperforated tabs;<br>over 2oz use 2" nonperforated tabs.<br>Spine at top on address-side panel.<br>Place one tab on the leading and trailing edge within 1" from the top; position one tab on the lower leading edge 0.5" from the bottom. |

## 3.17 Postcard

[5-4-20] Except for laminated postcards as specified under Customer Support Ruling (CSR) PS-350, *Laminated Card-Type Letter and Postcard,* all postcards must be prepared from paper stock meeting the industry standard, with a minimum 75-pound paper basis weight or equivalent, and with none less than 71.25 pounds measured weight for 500 25-inch by 38-inch sheets. The stock must be free from groundwood unless coated with a substance adding to the stock's ability to resist an applied bending force. A double postcard not prepared with all edges sealed must have the folded edge at the top or bottom, and the open edge parallel to the address must be secured with one tab (or other permitted closure) in the middle of the length. Pieces claimed at First-Class Mail automation card prices also must meet the standards in 1.2.

## 3.18 Enclosed Reply Cards and Envelopes

Mailers may enclose reply cards or envelopes, addressed for return to a domestic delivery address, within automation mailings subject to provisions in 3.0 for enclosures. For Business Reply Mail (BRM) see 505.1.0. For pre-paid reply mail (also known as Metered Reply Mail) or Courtesy Reply Mail (CRM) see 505.2.5.

# 4.0 Physical Standards for Flats

## 4.1 General Definition of Flat-Size Mail

Flat-size mail must have the following characteristics:

a. Be more than 11-1/2 inches long, or more than 6-1/8 inches high, or more than 1/4 inch thick, other than automation flats under 6.0 or as allowed for USPS Marketing Mail pieces with simplified addresses under 5.2.2. Mailpieces other than automation flats or USPS Marketing Mail pieces with simplified addresses that are 1/4 inch thick or less must be at least 3-1/2 inches high and at least 5 inches long and be at least 0.007 inch thick.

b. Be not more than 15 inches long or more than 12 inches high or more than 3/4 inch thick, except for:

1. [1-26-20] Periodicals nonmachinable flat-size pieces mailed as specified in 207.26.0. They must not be more than 1-1/4 inches thick.

2. [1-26-20] Polywrapped flats, with selvage that extends beyond the contents, up to a maximum length of 15-3/4 inches or a maximum height of 12-1/2 inches (see 4.5.4). The enclosed contents must not be longer than 15 inches or higher than 12 inches.

3. [1-26-20] Co-mailed polywrapped flats mailed as specified in Customer Support Ruling PS-346, with selvage that extends beyond the contents, up to a maximum height of 12-7/8 inches (see 4.5.4). The enclosed contents must not be higher than 12 inches.

c. Be rectangular with four square corners or with finished corners that do not exceed a radius of 0.125 inch (1/8 inch) unless prepared as Customized Market Mail under 9.0. See Exhibit 1.1.1.

d. Be categorized as a catalog, if meeting the standards in 4.9.

e. Other size or weight standards may apply to mail addressed to certain APOs and FPOs, and mail sent by the Department of State to U.S. government personnel abroad.

## 4.2 Length and Height of Flats

The *length* of a flat-size mailpiece is the longest dimension. The *height* is the dimension perpendicular to the length. When determining the *maximum* height or length of a flat, include any selvage of polywrap material that may enclose the piece. When determining the *minimum* height or length of a flat, do not include the selvage of any polywrap material that may enclose the piece. Also see 4.5.4.

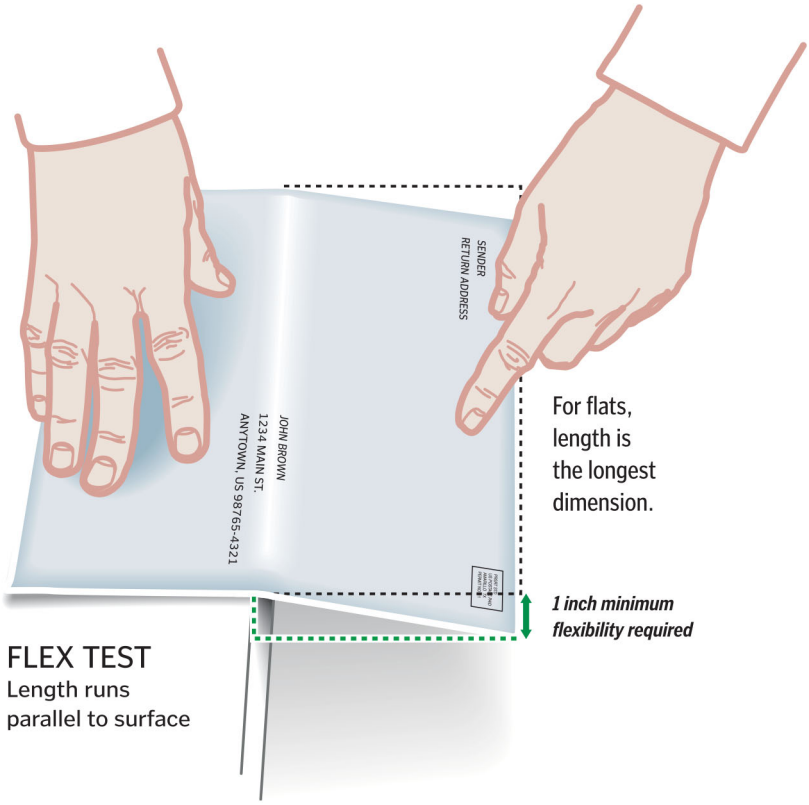
## 4.3 Minimum Flexibility for Flat-Size Pieces

Flat-size pieces must be flexible. Boxes—with or without hinges, gaps, or breaks that allow the piece to bend—are not flats. Tight envelopes or wrappers that contain one or more boxes are not flats. At the customer's option, customers may perform the following test on their own mailpieces. When a postal employee observes a customer demonstrating that a flat-size piece is flexible according to these standards, the employee should not perform the test. Test flats as follows:

a. All flats (see Exhibit 4.3a):

1. Place the piece with the length parallel to the edge of a flat surface and extend the piece halfway off the surface.
2. Press down on the piece at a point 1 inch from the outer edge, in the center of the piece's length, exerting steady pressure.
3. The piece is *not* flexible if it cannot bend at least 1 inch vertically without being damaged.
4. The piece *is* flexible if it can bend at least 1 inch vertically without being damaged and it does not contain a rigid insert. No further testing is necessary.
5. Test the piece according to 4.3b or 4.3c below if it can bend at least 1 inch vertically without being damaged and it contains a rigid insert.

**Exhibit 4.3a Flexibility Test—All Flats**

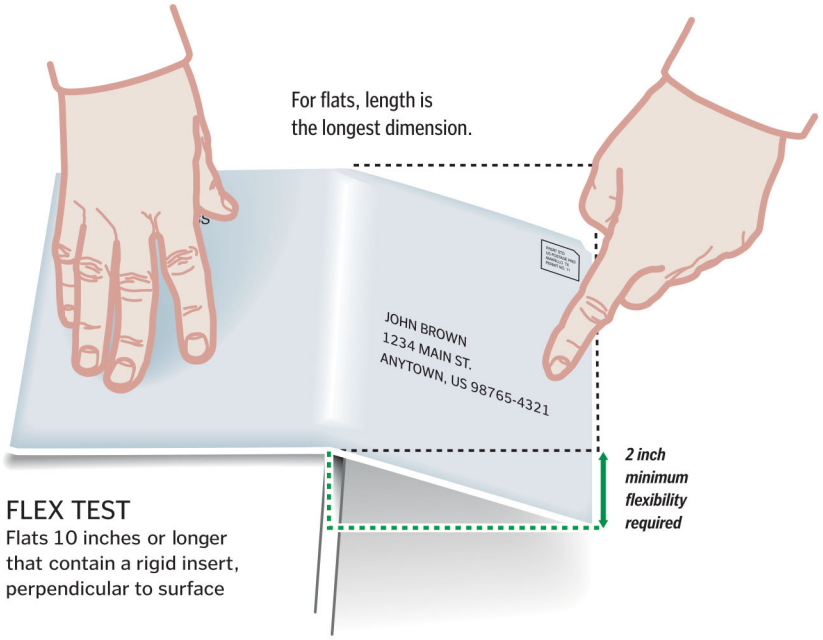



b. Flats 10 inches or longer that pass the test in 4.3a and contain a rigid insert (see Exhibit 4.3b):

1. Place the piece with the length perpendicular to the edge of a flat surface and extend the piece 5 inches off the surface.
2. Press down on the piece at a point 1 inch from the outer edge, in the center of the piece's width, exerting steady pressure.

3. Turn the piece around and repeat steps 1 and 2. The piece is flexible if both ends can bend at least 2 inches vertically without being damaged.

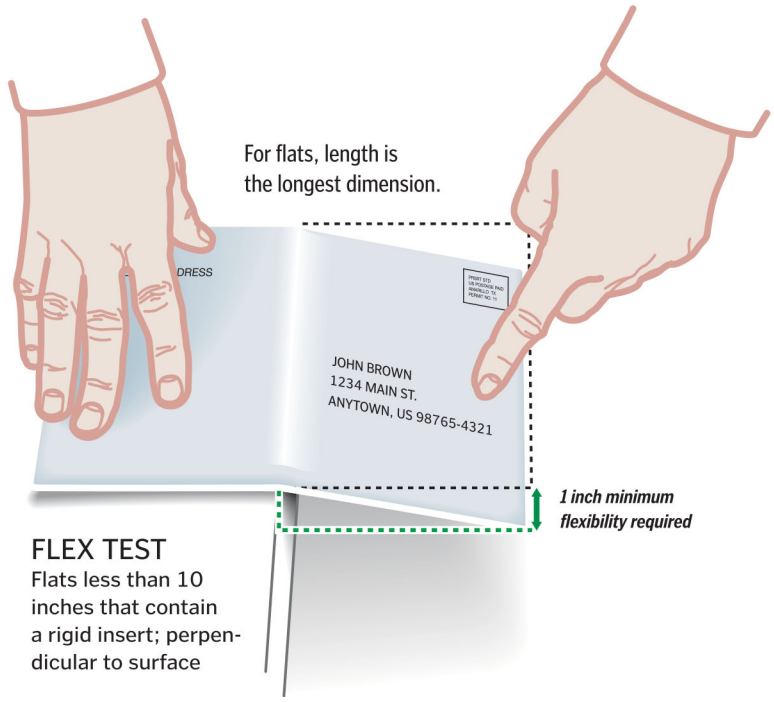
**Exhibit 4.3b Flexibility Test—Flats 10 Inches or Longer**




c. Flats less than 10 inches long that pass the test in 4.3a and contain a rigid insert (see Exhibit 4.3c):

1. Place the piece with the length perpendicular to the edge of a flat surface and extend the piece one-half of its length off the surface.
2. Press down on the piece at a point 1 inch from the outer edge, in the center of the piece's width, exerting steady pressure.
3. Turn the piece around and repeat steps 1 and 2. The piece is flexible if both ends can bend at least 1 inch vertically without being damaged.

**Exhibit 4.3c Flexibility Test—Flats Less Than 10 Inches Long**




## 4.4 Uniform Thickness

Flat-size mailpieces must be uniformly thick so that any bumps, protrusions, or other irregularities do not cause more than 1/4-inch variance in thickness. When determining thickness, exclude the outside edges (1 inch from each edge) when the contents do not extend into those edges. Also, exclude the selvage of any polywrap covering (see 4.5) from this determination. Mailers must secure nonpaper contents to prevent shifting of more than 2 inches within the mailpiece if shifting would cause the piece to be nonuniformly thick or result in the contents bursting out of the mailpiece (see 601.3.3).

## 4.5 Polywrap Coverings

### 4.5.1 Polywrap Films and Similar Coverings

[1-26-20] Polywrap film, or similar coverings on flat-size mailpieces, except for pieces mailed at saturation, high-density plus, or high-density prices, must meet the standards in 4.5. Film approved for use as specified in 4.5.2 must meet the specifications in Exhibit 4.5.1. *Exception:* The haze property (property 2) does not apply if address labels will be affixed to the outside of the polywrap. Only polywrap listed as approved on PostalPro at *https://postalpro.usps.com* may be used on flat-size mailpieces.

**Exhibit 4.5.1 Polywrap Specifications**
[1-26-20] Except for haze property (property 2) listed under 4.5.1 and pieces mailed at saturation, high-density plus, and high-density prices, mailers must use polywrap that meets all of the properties in this exhibit as follows:

| PROPERTY | REQUIREMENT | TEST METHODS IN USPS T-3204 | COMMENT |
|---|---|---|---|
| **1. Kinetic Coefficient of Friction, MD** | | | |
| a. Film on Stainless Steel with No. 8 (Mirror) Finish | <0.45 | USPS-T-3204 Section 3.2 | |
| b. Film on Film | 0.20 to 0.55 | USPS-T-3204 Section 3.1 | |
| **2. Haze** | <70 | USPS-T-3204 Section 3.3 | Affixing address labels to outside of polywrap is an alternative to meeting this requirement. |
| **3. Secant Modulus, 1% elongation** | | | |
| a. TD | >50,000 psi | USPS-T-3204 Section 3.4 | |
| b. MD | >40,000 psi | USPS-T-3204 Section 3.4 | |
| **4. Nominal Gauge** | >0.001 in | USPS-T-3204 Section 3.5 | |
| **5. Static Charge** | <2.0 kV | USPS-T-3204 Section 3.7 | |
| **6. Blocking** | <15 g | USPS-T-3204 Section 3.6 | To be conducted at 140 (±3.6°) degrees Fahrenheit. |

### 4.5.2 Polywrap Certification Process for Manufacturers

Specification USPS-T-3204, *Test Procedures for Polywrap Films,* describes exact test procedures and acceptable values for polywrap film characteristics. Independent testing laboratories may certify products for manufacturers who do not have the facilities or experience to conduct each of the test procedures. The specification includes a list of laboratories experienced in conducting these tests. Customers may obtain the test procedures by contacting USPS Engineering (see 608.8.1 for address) or on PostalPro at *https://postalpro.usps.com*. Manufacturers must submit a letter, on their letterhead, indicating the value for each of the specifications in 4.5.1 for each polywrap film, to USPS Product Classification (see 608.8.1 for address). When USPS receives the letter or certificate of conformance from an approved lab, films that meet the standards will be listed on PostalPro at *https://postalpro.usps.com*.

a. Test each film according to procedures listed in USPS-T-3204, *Test Procedures for Polywrap Films.*

b. Test each surface treatment separately. Manufacturers or approved labs may test the thinnest film of one product with identical surface treatment and characteristics. If the thinnest film meets the characteristics after being tested, USPS will list the product as approved for all gauges of that product that also meet the gauge test.

#### 4.5.3 Wrap Direction and Seam Placement

Wrap direction, seam direction, and seam placement must follow these standards:

a. The wrap direction must be around the longer axis (parallel to the length) of the mailpiece, with the seam parallel to that axis.

b. The polywrap over the address area must be a smooth surface to avoid interference with address and barcode readability. The preferred seam placement is on the nonaddressed side of the mailpiece. If the seam is placed on the addressed side, the seam must not cover any part of the address and barcode, postage area, or any required markings or endorsements.

#### 4.5.4 Overhang

[1-26-20] For purposes of the polywrap standards for overhang (selvage) only, the top edge of the mailpiece is one of the two longer edges of the piece. (The piece is orientated horizontally/landscape.) Any polywrap selvage must meet these standards:

a. [1-26-20] With the piece held horizontally and the contents totally positioned at the bottom of the polywrap, except as provided in Customer Support Ruling PS-346, the overhang must not exceed 1/2 inch at the top of the mailpiece (see 4.1b2 and 4.1b3).

b. [1-26-20] With the piece held horizontally and the contents totally positioned to the left or to the right side of the polywrap, the overhang may be up to 1.5 inches on the opposite side as long as the mailpiece (contents and selvage) does not extend beyond the maximum length of 15-3/4 inches (see 4.1b2).

c. The polywrap covering must not be so tight that it bends the mailpiece.

### 4.6 Maximum Deflection for Flat-Size Mailpieces

Flat-size mailpieces must meet maximum deflection standards. Flat-size pieces mailed at high-density, high-density plus, saturation, and basic carrier route prices are not required to meet these deflection standards. Test deflection as follows:

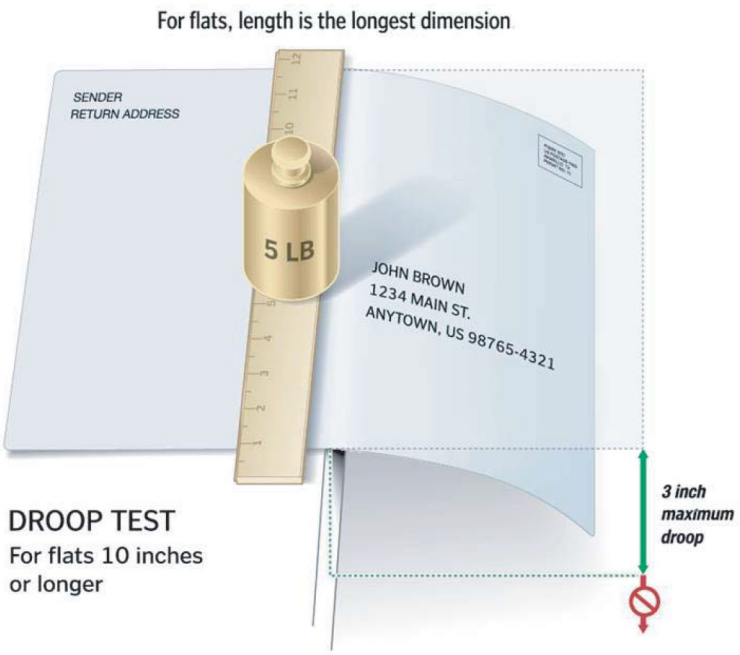
a. For pieces 10 inches or longer (see Exhibit 4.6a):

1. Place the piece on a flat, straight-edge surface with the length perpendicular to the edge of the surface and extend the piece 5 inches off the edge of the surface. Test square-shaped bound flats by placing the bound edge parallel to the edge.

2. Place a flat 12-inch ruler (or other similar flat object 12 inches or longer) on top of the mailpiece with the length of the ruler parallel to the edge of the surface and as close to the edge as possible so that the 5-pound weight (see 4.6a) does not extend past the edge.

3. Place a certified 5-pound weight on the center of the ruler to hold the piece in place.
4. Determine the vertical deflection in inches.
5. Turn the piece around 180 degrees and repeat the process.
6. The piece is mailable as a flat if it does not droop more than 3 inches vertically at either end.

**Exhibit 4.6a Deflection Test—Pieces 10 Inches or Longer**

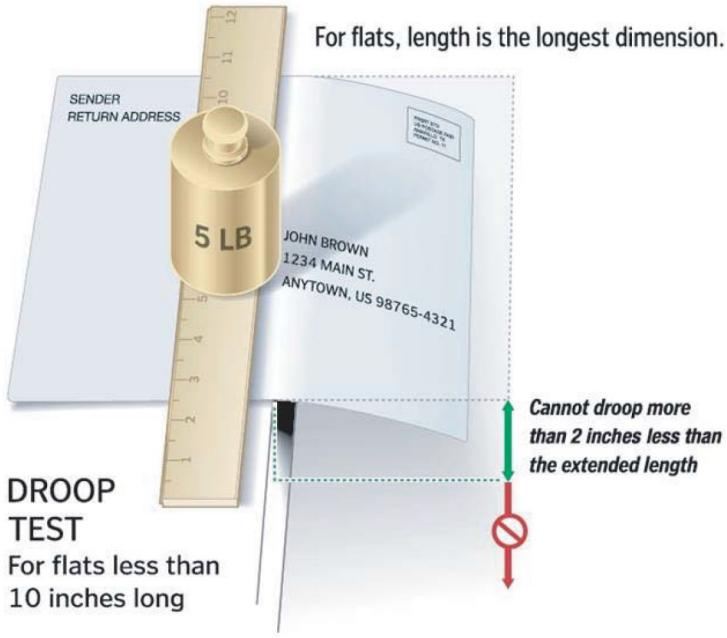



b. For pieces less than 10 inches long (see Exhibit 4.6b):

1. Place the piece on a flat, straight-edge surface with the length perpendicular to the edge of the surface and extend the piece one-half of its length off the edge of the surface. Test square-shaped bound flats by placing the bound edge parallel to the edge.
2. Place a flat 12-inch ruler (or other similar flat object 12 inches or longer) on top of the mailpiece with the length of the ruler parallel to the edge of the surface and as close to the edge as possible so that the 5-pound weight (see 4.6b) does not extend past the edge.
3. Place a certified 5-pound weight on the center of the ruler to hold the piece in place.
4. Determine the vertical deflection in inches.
5. Turn the piece around 180 degrees and repeat the process.

6. The piece is mailable as a flat if it does not droop more than 2 inches less than the extended length at either end. For example, a piece 8 inches long would be extended 4 inches horizontally off a flat surface. It must not droop more than 2 inches vertically at either end.

**Exhibit 4.6b Deflection Test—For Pieces Less Than 10 Inches Long**




## 4.7 Ineligible Flat-Size Pieces

Flat-size mailpieces that do not meet the eligibility standards in 4.3 through 4.6 must pay the applicable prices as follows:

a. Flat-size pieces that do not meet flexibility or uniform thickness or polywrap eligibility standards in 4.3 through 4.5 are considered parcels and must be prepared as parcels (5.0) and pay the applicable prices as follows:

   1. First-Class Mail—parcel prices.
   2. Periodicals—parcel prices (Periodicals nonmachinable flats (under 207.26.0) are not subject to flexibility or deflection standards).
   3. USPS Marketing Mail—parcel prices.
   4. Bound Printed Matter—parcel prices.

b. Flat-size pieces that do not meet deflection standards in 4.6 must pay the applicable prices as noted in Exhibit 4.7b. Under the column heading "eligibility as presented," flat-size pieces will be considered to be presented as automation flats only if they meet all other eligibility standards for automation flats.

**Exhibit 4.7b Pricing for Flats Exceeding Maximum Deflection**
(see 4.6)

| **FIRST-CLASS MAIL AUTOMATION** | |
|---|---|
| *Eligibility as presented* | *Eligibility with failed deflection* |
| Automation 5-digit flat | Presorted flat |
| Automation 3-digit | Presorted flat |
| Automation ADC | Presorted flat |
| Automation MADC | Presorted flat |

| **FIRST-CLASS MAIL PRESORTED (NONAUTOMATION)** | |
|---|---|
| *Eligibility as presented* | *Eligibility with failed deflection* |
| Presorted flat | Single-piece flat or First-Class Package Service — Commercial |

| **PERIODICALS OUTSIDE COUNTY** | |
|---|---|
| *Piece price eligibility as presented* | *Piece price eligibility with failed deflection* |
| Machinable barcoded 5-digit flat | Nonmachinable barcoded 5-digit flat |
| Machinable barcoded 3-digit flat | Nonmachinable barcoded 3-digit flat |
| Machinable barcoded ADC flat | Nonmachinable barcoded ADC flat |
| Machinable barcoded MADC flat | Nonmachinable barcoded MADC flat |
| Machinable nonbarcoded 5-digit flat | Nonmachinable nonbarcoded 5-digit flat |
| Machinable nonbarcoded 3-digit flat | Nonmachinable nonbarcoded 3-digit flat |
| Machinable nonbarcoded ADC flat | Nonmachinable nonbarcoded ADC flat |
| Machinable nonbarcoded MADC flat | Nonmachinable nonbarcoded MADC flat |
| Nonmachinable barcoded or nonbarcoded flat | Price claimed, if otherwise eligible |

| **PERIODICALS IN-COUNTY** | |
|---|---|
| *Piece price eligibility as presented* | *Piece price eligibility with failed deflection* |
| Automation 5-digit flat | Nonautomation 5-digit flat |
| Automation 3-digit flat | Nonautomation 3-digit flat |
| Automation basic flat | Nonautomation basic flat |

| USPS MARKETING MAIL | |
|---|---|
| *Eligibility as presented* | *Eligibility with failed deflection* |
| Automation 5-digit flat | Nonautomation 5-digit flat |
| Automation 3-digit flat | Nonautomation 3-digit flat |
| Automation ADC flat | Nonautomation ADC flat |
| Automation MADC flat | Nonautomation MADC flat |
| Nonautomation flat (all sort levels with no entry discount or entered at DNDC) | Nonautomation MADC None or DNDC flat |
| Nonautomation flat (all sort levels entered at DSCF) | Nonautomation MADC DNDC flat |

| BOUND PRINTED MATTER | |
|---|---|
| *Eligibility as presented* | *Eligibility with failed deflection* |
| Barcoded/nonbarcoded presorted flat | Presorted parcel |
| Nonbarcoded nonpresorted flat | Price as claimed, if otherwise eligible |

## 4.8 Labels, Stickers, and Release Cards

### 4.8.1 Use

A label, sticker, or release card may be placed on a flat-sized mailpiece. USPS Marketing Mail flats with a label, a sticker, or a release card must meet additional standards in 243.2.5. These attachments may be:

a. A label or sticker less than 0.007 inch thick, other than repositionable notes affixed under 705.22.0, as follows:

   1. A permanent label or sticker (designed not to be removed or relocated) affixed directly to the outside of the mailpiece with permanent adhesive.

   2. A relocatable label, to be placed on the outside of, or on the contents of, a reply mailpiece. Labels must be affixed under 4.8.2 or 4.8.3.

b. Up to two release cards, each at least 0.007 inch thick and no more than 0.012 inch thick, when affixed according to 4.8.4 and 4.8.5.

c. On pieces mailed at First-Class Mail, Periodicals, USPS Marketing Mail, or Package Services prices, only if permitted by the applicable content and eligibility standards.

### 4.8.2 Pressure-Sensitive Label

Any pressure-sensitive label or sticker affixed directly to a mailpiece before mailing must have a minimum peel adhesion to stainless steel of 8 ounces/inch. This standard does not apply to pressure-sensitive labels provided by the USPS to mailers to label bundles for sortation levels.

### 4.8.3 “Sandwich” Label

A face stock/liner label (“sandwich” label) is a two-part unit with a face stock (top label) attached to a liner (bottom label) affixed to the mailpiece. The face stock must have a peel adhesion value of at least 2 ounces/inch with respect to the liner label and at least 8 ounces/inch when reapplied to stainless steel.

### 4.8.4 Flats with Attached Release Cards

Mailings of flat-size mailpieces with a release card attached to the outside of each piece must include 8 pieces, as part of the mailing, addressed to "USPS Engineering—Flat Mail Technology" with the attention line: "Release Card Sample", using the street address in 608.8.1. Flat-size mailpieces, with up to two attached release cards, must be between 6 and 12 inches (inclusive) high, between 8 and 15 inches (inclusive) long, between 0.02 and 0.75 inch (inclusive) thick as mailed, and meet the following conditions:

a. All flats must be at least 6 inches high, at least 8 inches long, and at least 0.02 inch thick. In addition, nonautomation and carrier route flats must have at least one dimension larger than one maximum letter-size dimension. A flat with two attached release cards must have a minimum cover thickness of 0.003 inch.

b. Enveloped flats must be made of paper with a minimum 60-pound book grade paper.

c. Window envelopes must have only one closed panel address window.

d. Bound flats must have a cover with a minimum thickness of 0.003 inches.

e. Release cards must meet the standards in 4.8.5.

### 4.8.5 Standards for Release Cards

One or two release cards, each at least 0.007 inch thick and no more than 0.012 inch thick, may be attached to the same side of a flat-size mailpiece, and also must:

a. Be rectangular, but allowed with finished corners having a radius of at least 1/8 inch up to 1/2 inch.

b. Be between 2 and 2-1/2 inches high, and between 3 and 3-1/2 inches long. A card may be affixed with either edge parallel to the length of the mailpiece.

c. Be affixed by machine to ensure adequate adhesion. Manually affixed attachments are not allowed.

d. Be affixed, on the address side of the mailpiece, a minimum of 4 inches from the bottom of an enveloped or card-type mailpiece or from the binding of a bound flat and must not interfere with the readability of the address, barcode, or postage information. Maintain a clear space of at least 1/4 inch from all other edges when a release card is on the address side. Maintain a clear space of at least 1/4 inch from all edges when a release card is on the nonaddress side of a mailpiece.

e. Be affixed to a liner (backing) and meet the following adhesion standards:

   1. Adhesive used to affix the backing to the mailpiece must have a peel adhesion of at least 2 pounds/inch to stainless steel with a 20 minute dwell time at 300"/minute at 90 degrees per ASTM test D3330F.

   2. Adhesive used to attach the release card to the backing must have a peel adhesion of at least 1.5 ounces/inch to stainless steel with a 30 minute conditioning time, at 300"/minute at 90 degrees per ASTM test D3330F.

**4.9 Catalogs**

A catalog is a bound flat-sized mailpiece with at least 16 pages, meeting the criteria in 4.0. Catalogs provide a listing of products offered for sale arranged systematically and includes images, photographs or illustrations of the products, descriptive details, and prices. Catalogs must contain an order form, a phone number, or a web address to place orders and provides shipping options for the products offered for sale.

## 5.0 Physical Standards for Nonautomation Flats

**5.1 First-Class Mail**

These additional standards apply to First-Class Mail flat-size pieces:

a. First-Class Mail flats cannot exceed 13 ounces. First-Class Mail flats weighing more than 13 ounces are Priority Mail.

b. Flat-size pieces that do not meet the eligibility standards in 4.3 through 4.5 are considered parcels and must be prepared as parcels and pay the applicable parcel prices.

**5.2 USPS Marketing Mail**

**5.2.1 Basic Physical Standards**

These additional standards apply to USPS Marketing Mail flat-size pieces:

a. Each piece must weigh less than 16 ounces.

b. Flat-size pieces that do not meet the eligibility standards in 4.3 through 4.5 are considered parcels and must be prepared as parcels and pay the applicable parcel prices.

**5.2.2 Dimensions for USPS Marketing Mail Flats with Simplified Addresses**

USPS Marketing Mail flats with simplified addresses for which saturation flats prices are paid must have at least one dimension that is greater than a letter-size maximum dimension as noted in 4.1a. The minimum thickness must be at least 0.007 inch up to a maximum of 0.75 inch. As an exception to the minimum length, flats with simplified addresses may have a length shorter than a letter-size maximum length, under all of the following conditions:

a. The length must be greater than 10.5 inches up to a maximum 15 inches.

b. The height must be at least 3.5 inches up to a maximum height of 12 inches, but the height must be no greater than the length.

c. If the piece is also entirely within letter-size dimensions under 201; the piece must bear an “EDDM” marking directly after the “ECRWSS” marking required in 202.3.5c.

d. When the piece is mailed as part of a saturation flats mailing under applicable conditions in 602.3.2.

e. Letter-size pieces that meet the size standards in 5.2.2a and 5.2.2b and that are addressed to rural routes may be mailed as letters or flats with simplified addresses at the mailer's option.

#### 5.2.3 Cover Page and Protective Cover

If the piece is not completely enclosed in a mailing wrapper, then any protective cover or cover page must cover both the front and back of the host publication and extend to within at least 3/4 inch of the edge opposite the fold or binding.
*Exception:* Flat-size pieces may have short covers as provided in 6.4.2.

### 5.3 Bound Printed Matter

These additional standards apply to Bound Printed Matter:

a. Flat-size pieces that do not meet the eligibility standards in 4.3 through 4.5 are considered parcels and must be prepared as parcels and pay the applicable parcel prices.

b. Bound Printed Matter may not weigh more than 15 pounds (except under 705.15.0).

c. Two or more flats may be mailed as a single piece if they are about the same size or shape or if they are parts of one article, if they are securely wrapped or fastened together, and if they do not together exceed the weight or size limits.

### 5.4 Media Mail and Library Mail

These additional standards apply to Media Mail and Library Mail:

a. Flat-size pieces that do not meet the eligibility standards in 4.3 through 4.4 are considered parcels and must be prepared as parcels.

b. No piece may weigh more than 70 pounds.

c. Two or more flats may be mailed as a single piece if they are about the same size or shape or if they are parts of one article, if they are securely wrapped or fastened together, and if they do not together exceed the weight or size limits.

### 5.5 Priority Mail Express and Priority Mail Flats

Mailers are encouraged, but not required to design and produce Priority Mail Express and Priority Mail flat-size pieces under the general standards in 4.0 and the automation standards in 6.0.

## 6.0 Physical Standards for Automation Flats

### 6.1 Basic Standards for Automation Flats

Flat-size pieces claimed at automation prices must meet the standards in 4.0 and in 6.0, and the eligibility standards for the class of mail and price claimed. For automation flats, the size standards in 6.2 supersede the size standards in 4.1.

## 6.2 Additional Criteria for Automation Flats

### 6.2.1 Shape and Size

Each flat-size piece must be rectangular, except that flat-size mailpieces may have finished corners that do not exceed a radius of 0.125 inch (1/8 inch). See Exhibit 1.1.1. The following minimum and maximum dimensions apply to First-Class Mail, USPS Marketing Mail, Periodicals (except under 207.26.0), and Bound Printed Matter pieces:

a. Minimum height is 5 inches. Maximum height is 12 inches.

b. Minimum length is 6 inches. Maximum length is 15 inches, except for polywrapped flats as allowed in 4.1.

c. For bound or folded pieces, the edge perpendicular to the bound or folded edge may not exceed 12 inches.

d. Minimum thickness is 0.009 inch. Maximum thickness is 0.75 inch.

### 6.2.2 Maximum Weight

Maximum weight limits are as follows:

a. For First-Class Mail, 13 ounces.

b. For Periodicals, 20 ounces.

c. For USPS Marketing Mail, less than 16 ounces.

d. For Bound Printed Matter, 20 ounces (except under 705.15.0).

## 6.3 Prohibitions

### 6.3.1 Protrusions

Clasps, strings, buttons, or like materials, or other protrusions that impede or damage mail processing equipment are prohibited.

### 6.3.2 Staples

Staples must not be substituted for tabs or wafer seals on pieces in automation price mailings. As a binding method, staples may be placed in the fold or spine of a magazine or booklet-type or similar mailpiece if parallel with the bound edge, tightly and securely inserted, and not protruding to damage or interfere with mail processing equipment.

## 6.4 Tabs, Wafer Seals, Tape, and Glue

### 6.4.1 General

Although not required, mailpieces may be prepared with tabs, wafer seals, cellophane tape, or permanent glue (continuous or spot) if these sealing devices do not interfere with the recognition of the barcode, price marking, postage information, and delivery and return addresses. Cellophane tape may not be placed over the barcode or where any part of the barcode will be printed. Tabs or seals placed in the area on which any part of the barcode is printed must contain a paper face meeting the standards for background reflectance. Tabs, wafer seals, and tape must have a peel adhesion (shear strength) value of at least

15 ounces/inch at a speed of 12 inches/minute after application to a stainless steel plate; the test is to be conducted 10 minutes after the material is applied to the plate.

#### 6.4.2 Short Covers

Flats may be prepared with a cover page or protective cover that is more than 3/4 inch from each edge if the cover page is secured with at least two tabs, wafer seals, or glue spots placed within 1 inch of the top and bottom edges of the cover page or protective cover.

### 6.5 Uniformity and Exterior Format

#### 6.5.1 General

A flat-size mailpiece prepared and claimed at automation prices must be uniformly thick (see 4.4). Each flat-size mailpiece must have a smooth and regular shape and be free of creases, folds, tears, or other irregularities not compatible with automation equipment. The exterior surface must not have protuberances caused by prohibited closures; attachments (except as provided below); irregularly shaped or distributed contents; or untrimmed excess material from the envelope, wrapper, or sleeve.

#### 6.5.2 Outside Attachment

Except as allowed under 4.8, an attachment to a flat-size mailpiece must be a single sheet, the same size as the cover. The attachment must be permanently, securely, and uniformly affixed to the front or back cover along a bound, folded, or otherwise closed edge, except as allowed under 4.8. Pieces claimed at a Periodicals price may bear attachments only if permitted by the applicable standards.

#### 6.5.3 Booklet-Type Piece or Magazine

The contents of flat-size mailpieces prepared in sleeves or other wrappers must be sufficiently secure in the sleeve or wrapper to stay in place during processing. If material bearing the delivery address or barcode for the mailpiece is enclosed in a partial wrapper, that wrapper must be sufficiently secure to prevent the contents from shifting and obscuring the delivery address or barcode.

## 7.0 Physical Standards for Parcels

### 7.1 Processing Categories

USPS categorizes parcels into one of three mail processing categories: machinable, irregular, or nonmachinable. These categories are based on the physical dimensions of the piece, regardless of the placement (orientation) of the delivery address on the piece.

### 7.2 Minimum Size

Pieces are subject to the minimum standards in 7.5, and may be subject to other minimum dimensions, based on the standards for specific prices. All parcels must be large enough to hold the required delivery address, return address, mailing labels, postage, barcode, endorsements, and other mail markings on the

address side of the parcel. For mailability, all pieces 1/4 inch thick or less must be a minimum of 5 inches in length, 3-1/2 inches in height, and 0.007 inch in thickness.

**7.3 Maximum Weight and Size**

No mailpiece may weigh more than 70 pounds. Lower weight limits apply to parcels mailed at Priority Mail Commercial Plus Cubic, Regional Rate Box, First-Class Package Service — Commercial, USPS Marketing Mail, and Bound Printed Matter prices. Pieces may not measure more than 108 inches in length and girth combined, except Parcel Select. USPS Marketing Mail Marketing parcels (see 8.4) may not be larger than 12 inches long, 9 inches high, and 2 inches thick. Parcel Select parcels may not measure more than 130 inches in length and girth combined. For parcels, length is the distance of the longest dimension and girth is the distance around the thickest part. Lower size or weight standards apply to mail addressed to some APOs and FPOs subject to 703.2.0 and 703.4.0 and for Department of State mail, subject to 703.3.0.

**7.4 Two or More Packages**

With the exception of USPS-produced Flat Rate Envelopes and Boxes, two or more packages may be mailed as a single parcel if they are about the same size or shape, are securely wrapped or fastened together, and do not exceed the weight or size limits.

**7.5 Machinable Parcels**

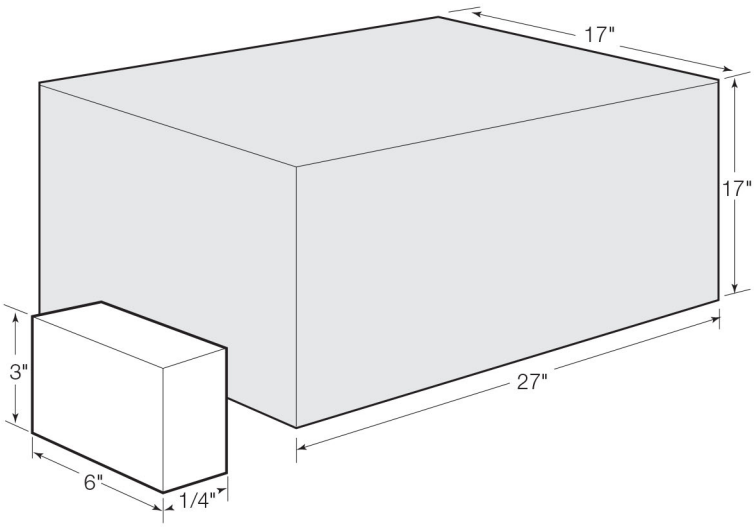
**7.5.1 Criteria**

A machinable parcel is any piece that is not a letter or a flat and that is (see Exhibit 7.5.1b):

a. Not less than 6 inches long, 3 inches high, 1/4 inch thick, and 6 ounces in weight, except under 7.5.2. A mailpiece exactly 1/4 inch thick is subject to the 3 1/2-inch height minimum.

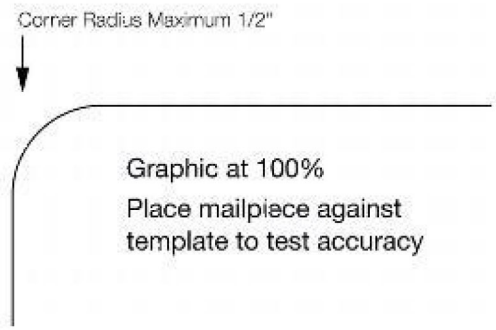
b. Not more than 27 inches long, or 17 inches high, or 17 inches thick. Parcels cannot weigh more than 25 pounds, except Parcel Select and Parcel Return parcels which have a maximum weight of 35 pounds, except for those containing books or other printed matter (25 pound maximum).

**Exhibit 7.5.1b Machinable Parcel Dimensions**




c. Except for machinable parcels described in 7.5.2, pieces mailed at parcel prices may have finished corners that do not exceed a radius of 0.5 inch (1/2 inch). See Exhibit 7.5.1c.

**Exhibit 7.5.1c Maximum Corner Radius for Parcels**




### 7.5.2 Criteria for Lightweight Machinable Parcels

A parcel that weighs less than 6 ounces (but not less than 3.5 ounces) is machinable if it meets all of the following conditions:

a. The mailpiece is rectangular and able to maintain its integrity during mail processing (see 601.4.0).

b. Mailpieces weighing at least 3.5 ounces but less than 5 ounces must be a paperboard or fiberboard box within the following dimensions:

   1. At least 1.5 inches thick and no more than 3 inches thick.
   2. At least 6 inches long and no more than 7 inches long.
   3. At least 3.5 inches high and no more than 5 inches high.

c. Mailpieces weighing at least 5 ounces but less than 6 ounces must be within the following dimensions:

1. More than 3/4 inch thick and no more than 6 inches thick.
2. At least 6 inches long and no more than 12 inches long.
3. At least 3-1/2 inches high and no more than 9 inches high.

**7.5.3 Soft Goods and Enveloped Printed Matter**

Soft goods wrapped in paper or plastic bags and enveloped printed matter are machinable only if all packaging standards in 601 are met.

**7.5.4 Exception**

Mailers of parcels that do not conform to the machinability criteria in 7.5.1 or 7.5.2 may request authorization to mail such parcels as machinable parcels by contacting the manager, Pricing and Classification Service Center (PCSC; see 608.8.1 for address). The manager, PCSC, in conjunction with the manager, Operations Integration and Support, may authorize such parcels as machinable if the parcels are tested on NDC parcel sorters and prove to be machinable. Mailers requesting testing of parcels for machinability must:

a. Submit a written request and two sample parcels to the PCSC. The request must list the mailpiece characteristics for every shape, weight, construction, and size to be considered. If the request describes a mailpiece that falls within the specifications of pieces that were tested previously, the mailpiece may not require testing.

b. State the estimated number of parcels to be mailed in the next 12 months, and the anticipated preparation level (e.g., destination NDC pallets).

c. Upon acknowledgment from the manager, Operations Integration and Support, the mailer may be required to send 100 mailpiece samples to the designated test facility at least 6 weeks prior to the first mailing date. The USPS may recommend changes to physical characteristics of the mailpieces, and additional testing of the redesigned pieces, before authorizing parcels as machinable.

**7.6 Irregular Parcel**

An irregular parcel is a parcel not meeting the dimensional criteria for machinable parcels in 7.5.1 or lightweight machinable parcels in 7.5.2 (A parcel that exceeds the maximum dimensional criteria in 7.5.1 is a nonmachinable parcel under 7.7.). This processing category also includes parcels that cannot be processed by NDC parcel sorters, including rolls and tubes up to 26 inches long; merchandise samples that are not individually addressed and are not letter-size or flat-size; unwrapped, paper-wrapped, or sleeve-wrapped articles that are not letter-size or flat-size; and articles enclosed in envelopes that are not letter-size, flat-size, or machinable parcels.

**7.7 Nonmachinable Parcel**

A nonmachinable parcel is a parcel that exceeds any of the maximum dimensions for a machinable parcel. This processing category also includes high-density parcels (other than books and printed matter) weighing more than 15 pounds and exerting more than 60 pounds per square foot (0.4167 pound per

square inch) pressure on their smallest side; cartons containing more than 24 ounces of liquid in one or more glass containers; cartons containing 1 gallon or more of liquid in metal or plastic containers; cans, paints; rolls and tubes longer than 26 inches; metal-band strapped boxes, metal boxes, and wood boxes; articles not mailed in boxes or other containers; harmful matter; hazardous materials except ORM-D materials; and containers with all dimensions exceeding the minimum dimensions for a machinable (regular) parcel, if their coefficient of friction or ability to slide on a smooth, hard surface is not similar to that of a domestic-class fiberboard box of the same approximate size and weight.

## 8.0 Additional Physical Standards by Class of Mail

### 8.1 Priority Mail Express

Each piece of Priority Mail Express may not weigh more than 70 pounds. The combined length and girth of a piece (the length of its longest side plus the distance around its thickest part) may not exceed 108 inches. Lower size or weight standards apply to Priority Mail Express addressed to certain APO/FPO and DPOs. Priority Mail Express items must be large enough to hold the required mailing labels and indicia on a single optical plane without bending or folding.

### 8.2 Priority Mail

The maximum weight is 70 pounds, except for Commercial Plus Cubic (20 pounds); Regional Rate “Box A” (15 pounds); and Regional Rate “Box B” (20 pounds) parcels. The combined length and girth of a piece (the length of its longest side plus the distance around its thickest part) may not exceed 108 inches. Lower size and weight standards apply for some APO/FPO and DPO mail subject to 703.2.0, and 703.4.0, and for Department of State mail subject to 703.3.0.

### 8.3 First-Class Package Service — Commercial Parcels

#### 8.3.1 Weight

First-Class Package Service — Commercial parcels must weigh less than 16 ounces.

#### 8.3.2 Size

The address side of the parcel must be large enough to contain all delivery and return address, endorsement, postage, and label elements. A First-Class Package Service — Commercial parcel is:

a. A mailpiece that exceeds any one of the maximum dimensions for a flat (large envelope). See 4.0.

b. A flat-size mailpiece, regardless of thickness, that is rigid or nonrectangular.

c. A flat-size mailpiece that is not uniformly thick (has bumps, protrusions, or other irregularities that cause the thickness to vary more than 1/4 inch).

d. A mailpiece that does not exceed 22 inches in length, or 18 inches in width, or 15 inches in thickness.

## 8.4 USPS Marketing Mail Parcels

### 8.4.1 Weight

Each piece must weigh less than 16 ounces.

### 8.4.2 Marketing Parcels

Marketing parcels do not meet letters or flats standards and have the following characteristics:

a. Height not more than 9 inches high. Minimum height must be 3-1/2 inches if the parcel is 1/4 inch thick or less.

b. Length not more than 12 inches long. Minimum length must be 5 inches if the parcel is 1/4 inch thick or less.

c. Thickness at least 0.009 thick, but not more than 2 inches.

d. An alternative addressing format, according to 602.3.0.

e. Marketing parcels mailed as small Product Samples under 243 must be no larger than 6 inches long, 4 inches high and 1.5 inches thick. Samples that have any dimension larger than one of the maximum dimensions for a small Product Sample up to the maximum size in 8.4.2a, 8.4.2b, and 8.4.2c, are large Product Samples.

## 8.5 Parcel Select

### 8.5.1 Size

Parcel Select pieces measuring over 108 inches in combined length and girth, but not more than 130 inches in combined length and girth, are mailable at the applicable oversized price.

### 8.5.2 Nonmachinable Parcel Select

Mailpieces sent at Parcel Select Destination Entry prices are subject to the applicable nonmachinable prices. Mailpieces are nonmachinable if they meet any of the following criteria:

a. A parcel more than 27 inches long, 17 inches wide, or 17 inches high.

b. A parcel less than 6 inches long, 1/4 inch thick, or 3 inches high.

c. A parcel that weighs less than 6 ounces or more than 35 pounds, except under 7.5.2 for lightweight parcels.

d. A parcel containing more than 24 ounces of liquid in glass containers, or 1 gallon or more of liquid in metal or plastic containers.

e. An insecurely wrapped or metal-banded parcel.

f. A can, roll, or tube, or wooden or metal box.

g. Books, printed matter, or business forms weighing more than 25 pounds.

h. A high-density parcel weighing more than 15 pounds and exerting more than 60 pounds per-square-foot pressure on its smallest side.

i. A film case weighing more than 5 pounds or with strap-type closures, except any film case the USPS authorizes to be entered as a machinable parcel under 7.0 and to be identified by the words “Machinable in United States Postal Service Equipment” permanently attached as a nontransferable decal in the lower right corner of the case.

j. Parcels with characteristics (such as inadequate packaging) that could result in damage to the contents of the mailpiece, other parcels, or postal machinery if mechanical sortation is used.

**8.5.3 Parcel Select Lightweight**

Parcel Select Lightweight pieces must weigh less than 16 ounces, cannot exceed the dimensional criteria for machinable parcels under 7.5.1, and must be large enough to accommodate postage and other required elements on the address side of the piece.

**8.6 Bound Printed Matter Parcels**

Pieces mailed at Bound Printed Matter prices may not weigh more than 15 pounds.

## 9.0 Customized Market Mail

Mailpieces prepared as Customized MarketMail (CMM) under 243.9.0 must meet these additional standards:

a. The material used for the pieces must be free of sharp edges, protrusions, and other elements that could cause harm or injury to USPS personnel handling these pieces.

b. The pieces must not be smaller than the minimum size for letter-size mail in 1.0 or greater than the maximum size for flat-size mail in 4.0. Length and height are defined as follows:

   1. The length is the longest dimension of the piece.

   2. The height is the longest dimension perpendicular to the length.

c. The maximum weight is 3.3 ounces.

d. Pieces may be any shape and may include die cuts, holes, and voids.

e. Pieces must be flexible enough to fit inside a minimum-size mail receptacle measuring 15 inches long (deep), 4-7/8 inches wide, and 5-7/8 inches high.

f. Design approval by the district business mail entry manager is recommended, but not required.

# 202 Elements on the Face of a Mailpiece

**Overview**

1.0 All Mailpieces
2.0 Address Placement
3.0 Placement and Content of Mail Markings
4.0 Placement and Physical Standards for Endorsements
5.0 Barcode Placement Letters and Flats
6.0 Barcode Placement for Parcels
7.0 Repositionable Notes (RPNs)
8.0 Facing Identification Mark (FIM)

## 1.0 All Mailpieces

### 1.1 Clear Space

A clear space must be available on all mail for the address, postage (postmarks), endorsements, and other mail markings (i.e., extra service label or form).

### 1.2 Delivery and Return Address

[3-2-20] The delivery address specifies the location to which USPS is to deliver a mailpiece. Except for mail prepared with detached address labels (DALs) or detached marketing labels (DMLs) under 602.4.0, the piece must have the address of the intended recipient, visible and legible, only on the side of the piece bearing postage. (Periodicals do not display postage and the address may appear on either side.) Use at least 8-point type. (Each character must be at least 0.080 inch high.) A sans-serif font is preferred. Addresses printed in all capital letters are also preferred. A return address is required in specific circumstances. (See 4.2 and 602.1.5 for more information about return addresses. See 602 for additional information regarding addressing.)

### 1.3 Postage Payment

The mailer is responsible for proper payment of postage. Standards for postage payment are specified for each shape and class of mail.

## 2.0 Address Placement

### 2.1 Letters

The location of the delivery address on a letter-size mailpiece determines which dimensions are the length and height of the piece. The *length* is the dimension parallel to the address as read; the *height* is the dimension perpendicular to the length. Consequently, the placement of the address may render a piece nonmailable or nonmachinable (see 601.1.1.3). See 601.6.3 for addressing standards when a window envelope is used. On a letter-size piece, the recommended address placement is within the optical character reader (OCR)

read area, which is a space on the address side of the mailpiece defined by these boundaries (see Exhibit 2.1):

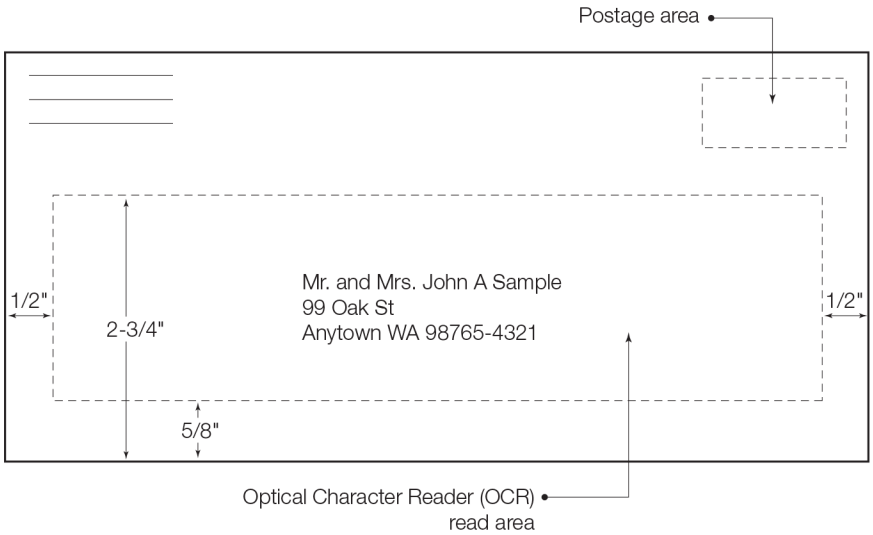
a. Left: 1/2 inch from the left edge of the piece.

b. Right: 1/2 inch from the right edge of the piece.

c. Top: 2-3/4 inches from the bottom edge of the piece.

d. Bottom: 5/8 inch from the bottom edge of the piece.

**Exhibit 2.1 OCR Read Area**




## 2.2 Flats

### 2.2.1 Basic Standards

On all Periodicals, USPS Marketing Mail, Bound Printed Matter, Media Mail, and Library Mail flat-size pieces mailed at presorted, automation, or carrier route prices, mailers must place the delivery address at least 1/8 inch from any edge of the mailpiece. For the purposes of these standards, the “delivery address” is the recipient’s name or other identification; the company information line; the street and number, and any necessary secondary information; and the city, state, and ZIP Code. The delivery address may appear on the front or the back of the mailpiece (but must be on the side bearing postage, except for Periodicals), parallel or perpendicular to the top edge, but it cannot be upside down as read in relation to the top edge. See 2.2.2 for additional standards for enveloped or polywrapped pieces, and card-type pieces; and 2.2.3 for bound or folded pieces not in envelopes or polywrap. See 601.6.3 for addressing standards when using a window envelope.

### 2.2.2 Address Placement on Enveloped or Polywrapped Pieces

The following standards apply to enveloped, polywrapped, or card-type Periodicals (including shrinkwrapped Firm bundles), USPS Marketing Mail, Bound Printed Matter, Media Mail, and Library Mail, flat-size pieces mailed at

presorted, automation, or carrier route prices (for examples, see Customer Support Ruling PS-352):

a. The “top” of the mailpiece is either of the shorter edges.

b. The entire delivery address must be within the top half of the mailpiece (see Customer Support Ruling PS-352), except under 2.2.2c or 2.2.2d. Optimal placement is at the top edge (while maintaining the 1/8-inch clearance requirement).

c. If a vertical address will not fit entirely within the top half, the address may cross the midpoint if it is placed within 1 inch of the top edge.

d. If the delivery address is placed on an insert polywrapped with the host piece:

   1. The address must not appear on a component that rotates within the bag.

   2. The address must remain visible throughout the addressed component's range of motion.

   3. The insert must be affixed to maintain the address entirely in the top half throughout processing and delivery or, if not affixed, the insert must maintain at least the beginning 0.5 inch of the address in the top half. The “beginning 0.5 inch” means the first half-inch of the recipient, delivery address, and city/state/ZIP Code lines, and not the end of each line.

### 2.2.3 Address Placement on Bound or Folded Pieces

The following standards apply to bound or folded (see 2.2.2 for all card-type pieces) Periodicals, USPS Marketing Mail, Bound Printed Matter, Media Mail, and Library Mail flat-size pieces mailed at presorted, automation, or carrier route prices not in envelopes or polywrap (for examples, see Customer Support Ruling PS-352):

a. The “top” is the upper edge of the mailpiece when the bound or final folded edge is vertical and on the right side of the piece. Exception: For Carrier Route (or Enhanced Carrier Route) saturation pieces, the “top” of the mailpiece is either of the shorter edges.

b. The entire delivery address must be within the top half of the mailpiece (see Customer Support Ruling PS-352), except under 2.2.3c. Optimal placement is at the top edge (while maintaining the 1/8-inch clearance requirement).

c. If a vertical address will not fit entirely within the top half, the address may cross the midpoint if it is placed within 1 inch of the top edge.

### 2.2.4 Type Size and Line Spacing

On all First-Class Mail, Periodicals, USPS Marketing Mail, Bound Printed Matter, Media Mail, and Library Mail flat-size pieces mailed at presorted, automation, or carrier route prices, mailers must print the delivery address using at least 8-point type. (Each character must be at least 0.080 inch high.) A sans serif font is

preferred. Addresses printed in all capital letters are also preferred. These additional standards apply to automation pieces:

a. The individual characters in the address cannot overlap. The individual lines in the address cannot touch or overlap. A minimum 0.028-inch clear space between lines is preferred.

b. Each element on each line of the address may be separated by no more than five blank character spaces. One or two blank spaces is preferred. For example, “ANYTOWN US 12345,” not “ANYTOWN US  12345.” A “blank” character space can equal the width of the widest character in the address.

c. For pieces that bear an Intelligent Mail barcode with a delivery point routing code under 204.1.2, mailers may print the delivery address in a minimum of 6-point type (each character must be at least 0.065 inch high) if all capital letters are used.

## 3.0 Placement and Content of Mail Markings

### 3.1 Enclosures

Enclosures, attachments, and mixed price mailpieces must be marked under the applicable standards in 703.9.0 and 705.18.0.

### 3.2 Printing and Designs

Required markings may be printed by a postage meter or other means that ensures a legible marking. A marking may not include or be part of a decorative design or advertisement.

### 3.3 Priority Mail Express and Priority Mail Markings

#### 3.3.1 Priority Mail Express

Priority Mail Express pieces must be marked “Priority Mail Express,” by using a mailing label according to 215.2.1

#### 3.3.2 Priority Mail

Priority Mail pieces must have the basic price marking of “Priority Mail” printed in a prominent location on the address side. If shipping address labels are used, it is recommended that they contain the Priority Mail service indicator composed of two elements, the service icon and service banner (see Exhibit 3.3.2):

a. The service icon should appear in a 1-inch square in the upper left corner of the shipping label. The letter “P” must be printed inside the 1-inch square and must be 0.75 inches (3/4 inch) or greater. A minimum 3/4-point line must border the 1-inch square.

b. The service banner should appear directly below the postage payment area and the service icon, and it should extend across the shipping label. When the service banner is used, the text “USPS PRIORITY MAIL” must be printed in minimum 20-point bold sans serif typeface, uppercase letters, centered within the banner, and bordered above and below by minimum 1-point separator lines. There must be a 1/16-inch clearance above and below the text.

**Exhibit 3.3.2 Priority Mail Service Indicator**

### 3.3.3 Additional Markings for Priority Mail Express and Priority Mail

[5-4-20] In addition to the basic price marking in 3.3.1 and 3.3.2, except for pieces paid using a USPS Corporate Account, USPS Returns service, or permit imprint, Priority Mail Express and Priority Mail pieces claiming Commercial Base or Commercial Plus prices also must bear the appropriate commercial price marking, printed on the piece or produced as part of the meter imprint or PC Postage indicia. Place the commercial price marking directly above, directly below, or to the left of the postage. Markings are as follows:

a. "Commercial Base Price" "Commercial Base Pricing" or "ComBasPrice."

b. "Commercial Plus Price" "Commercial Plus Pricing" or "ComPlsPrice."

## 3.4 Priority Mail Commercial Plus Cubic Markings

### 3.4.1 Price Marking—Postage Evidencing Systems

Priority Mail pieces claiming the Commercial Plus cubic price must be marked "Priority Mail" and bear the applicable marking that reflects the correct price tier printed on the piece or produced as part of the postage indicia. The cubic tiers are determined by the cubic measurement of each mailpiece up to the defined threshold, (for example, measurements from .01 up to .10 for "Cubic .10" and from .101 up to .20 for "Cubic .20"). Place the marking directly above, directly below, or to the left of the postage. Approved markings are as follows:

a. "Cubic .10"

b. "Cubic .20"

c. "Cubic .30"

d. "Cubic .40"

e. "Cubic .50"

### 3.4.2 Price Marking—Permit Imprint

Priority Mail permit imprint pieces claiming the Commercial Plus cubic price must be marked "Priority Mail" and bear the "cubic" marking (see 3.4.3 for soft pack and padded envelopes), printed on the piece or produced as part of the permit imprint indicia. Place the marking directly above, directly below, or to the left of the postage. The approved marking is "Cubic" (or "CUBIC," or "cubic").

### 3.4.3 Soft Pack and Padded Envelope Markings

Regardless of the postage payment method used, soft pack and padded envelopes must be marked "Priority Mail" in addition to the tier price markings in 3.4.1 and the dimensions (length and width) of the original packaging. Place the markings directly above, directly below, or to the left of the postage.

## 3.5 First-Class Mail and USPS Marketing Mail Markings

Mailpieces must be marked under the corresponding standards to show the class of service and/or price paid:

a. Basic Marking. The basic required marking that indicates the class or subclass which must be printed or produced as part of, directly below, or to the left of the permit imprint, meter imprint, or stamp as follows:

1. "First-Class."
2. "Marketing" or "MKTG" or "MKT", "Standard" or "STD." [1]
3. "Presorted USPS Marketing" or "PRSRT MKTG" or "PRSRT MKT", "Presorted Standard" or "PRSRT STD." [1]
4. "Nonprofit Organization," "Nonprofit Org.," or "Nonprofit."

b. Other Markings. The price-specific markings "AUTO," "Presorted" (or "PRSRT"); "Single-Piece" (or "SNGLP") (First-Class Mail only); and "ECRLOT," "ECRWSH," "ECRWSS," and "Customized MarketMail" (or "CUST MKTMAIL" or "CMM") (USPS Marketing Mail only) may be placed as follows:

1. In the location specified in 3.5a.
2. In the address area on the line directly above or two lines above the address if the marking appears alone or if no other information appears on the line with the marking except optional endorsement line information under 203.7.0 or carrier route bundle information under 204.3.0.
3. If preceded by two asterisks (**), the "AUTO," "PRESORTED" (or "PRSRT"), "CUSTOMIZED MARKETMAIL" (or "CUST MKTMAIL" or "CMM"), or "Single-Piece" (or "SNGLP") marking also may be placed on the line directly above or two lines above the address in a mailer keyline or a manifest keyline, or it may be placed above the address and below the postage in an MLOCR ink-jet printed date correction/meter drop shipment line. Alternatively, the "AUTO," "PRSRT," or "SNGLP" marking may be placed to the left of the barcode clear zone (subject to the standards in 5.0) on letter-size pieces.

c. Additional Requirements for Carrier Route. "ECRLOT," "ECRWSH," and "ECRWSS" (USPS Marketing Mail only) must appear in their entirety wherever placed, except "ECR" may be placed in the postage area if "LOT," "WSH," or "WSS," as applicable, is placed in the line above or two lines above the address, as specified in 3.5b. Pieces not mailed at ECR prices must not bear these markings.

1. Both markings (e.g., Mktg or STD) are acceptable in the same mailing.

#### 3.5.1 Marking Expedited Handling on Mail

Mailpieces bearing references to expedited handling or delivery (e.g., “Urgent,” “Rush Delivery,” “Time Sensitive”) meet the requirements under 604.5.3.5.

### 3.6 First-Class Package Service — Commercial Markings

The basic required marking “First-Class Package” or “First-Class PKG” must be printed as part of, directly below, or to the left of the postage on all parcels.

### 3.7 Parcel Select, Bound Printed Matter, Media Mail, and Library Mail Markings

#### 3.7.1 Basic Markings

The basic required marking (i.e., “Parcel Select”, “Parcel Select Lightweight”, “Bound Printed Matter”, “Media Mail”, “Library Mail”) must be printed on each piece claimed at the respective price. The basic required marking must be placed in the postage area (printed or produced as part of, or directly below or to the left of, the permit imprint indicia or meter stamp or impression). Optionally, the basic required marking may be printed on the shipping address label as service indicators composed of a service icon and service banner (see Exhibit 3.7.1):

a. The service icon that identifies the marking will be a 1-inch solid black square. If the service icon is used, it must appear in the upper left corner of the shipping label.

b. The service banner must appear directly below the postage payment area and the service icon, and it must extend across the shipping label. The appropriate marking (e.g., “PARCEL SELECT”, “MEDIA MAIL”) must be preceded by the text “USPS” and be printed in minimum 20-point bold sans serif typeface, uppercase letters, centered within the banner, and bordered above and below by minimum 1-point separator lines. There must be a 1/16-inch clearance above and below the text.

**Exhibit 3.7.1 Marking Indicator Examples**

### 3.7.2 Parcel Select Markings

Each piece in a Parcel Select mailing must bear a price marking. Markings must appear in either the postage area described in 3.7.1 or in the address area on the line directly above or two lines above the address if the marking appears alone (when no other information appears on that line). The “USPS Retail Ground” marking is not allowed on any Parcel Select mailpiece. The following product markings are required:

a. Destination Entry — “Parcel Select”.

b. Ground — “Parcel Select Ground” or “Parcel Select GND”.

c. Lightweight — “Parcel Select Lightweight” or “PS Lightweight”.

### 3.7.3 Bound Printed Matter Markings

In addition to the basic marking “Bound Printed Matter” or “BPM,” each piece of Bound Printed Matter mailed at a presorted or carrier route price must bear additional price markings. The additional markings may be placed in the postage area as specified in 3.7.1. Alternatively, these markings may be placed in the address area on the line directly above or two lines above the address if the marking appears alone, or if no other information appears on the line with the marking except postal optional endorsement line information under 203.7.0 or postal carrier route bundle information under 204.3.0. The additional price markings are:

a. For Presorted price mail, the additional required marking is “Presorted” (or “PRSRT”). For presorted flats claiming the barcode discount prepared under 265.7.0, the optional marking “AUTO” may be used in place of “Presorted” (or “PRSRT”). If the “AUTO” marking is not used, the automation price flats must bear the “Presorted” (or “PRSRT”) price marking.

b. For carrier route price mail, the additional required marking is “Carrier Route Presort” (or “CAR-RT SORT”).

#### 3.7.4 Address and Firm Designation on Bound Printed Matter Machinable Parcels

When a Bound Printed Matter machinable parcel consists of multiple pieces for a single address secured with transparent shrinkwrap, the delivery address information and barcoded pressure-sensitive Label F or firm optional endorsement line must be visible and readable by the naked eye. Mailers must label the parcel using one of the following options:

a. A firm optional endorsement line under 203.7.0, followed by the 5-digit destination ZIP Code of the parcel.

b. A blue, pressure-sensitive, barcoded Label F on the address side of the parcel.

#### 3.7.5 Media Mail and Library Mail Markings

Each piece of Media Mail or Library Mail mailed at a presorted price must bear the required marking “Presorted” or “PRSRT” in addition to the basic marking “Media Mail” or “Library Mail,” as applicable. This additional marking may be placed in the postage area specified in 3.7.1. Alternatively, these markings may be placed in the address area on the line directly above or two lines above the address if the marking appears alone or if no other information appears on the line with the marking except postal optional endorsement line information under 203.7.0.

### 3.8 Exceptions to Markings

Exceptions are as follows:

a. Automation Letters and Flats. Automation letters and flats do not require an “AUTO” marking if they bear an Intelligent Mail barcode with a delivery point routing code in the address block or on an insert visible through a window. First-Class Mail letters not marked “AUTO” must bear both the “Presorted” or “PRSRT” and “First-Class” markings. USPS Marketing Mail letters not marked “AUTO” must bear the appropriate basic marking in 3.5a.

b. Manifest Mailings. The basic marking must appear in the postage area on each piece as required in 3.5a. The two-letter price category code, printed in the keyline on manifest mailing system pieces using batch processing under 705.2.0, meets the requirement for other price markings when those pieces are part of a manifest mailing or another automation mailing. If a single-piece marking (“SP”) has been applied to pieces that subsequently become part of a presorted or automation mailing, the “SP” marking must be marked out and replaced with a “Presorted” or “PRSRT” marking. Mail manifested using the Electronic Verification System (eVS) under 705.2.0 must bear the basic marking and the additional marking “eVS” (or the alternative “e-VS” or “EVS”) in two places:

   1. In the required permit imprint as described in 604.5.0.

   2. In the human-readable text above the required barcode described in 705.2.9 and 204.2.0.

c. MLOCR Prepared Automation Mailings. The basic marking must appear in the postage area on each piece as required in 3.5a. The other "AUTO" marking described in 3.5b must be replaced by the appropriate identifier/price code marking described in 705.5.0, on those pieces that have the marking applied by an MLOCR. This seven-character marking provides a description of the Product Month Designator, NCOALink MPE system identifier, postage payment method, and the price of affixed postage or other postage information for permit imprint mail.

**3.9 Marking Hazardous Materials**

All mailable hazardous materials must be labeled and/or marked as required in 601.9.0.

## 4.0 Placement and Physical Standards for Endorsements

**4.1 Endorsements for Delivery Instructions and Ancillary Services**

The mailer must place the correct endorsement on each mailpiece to provide delivery instructions (retention period under 507.4.3.4, or carrier release under 4.3c) or to request an ancillary service (forwarding, return, or address correction under 507.1.0), subject to the corresponding standards for use and availability.

**4.2 Return Address**

When a printed ancillary service endorsement is used, or a request is embedded within an Intelligent Mail barcode, a domestic return address must be placed in the upper left corner of the address side of the mailpiece or the upper left corner of the addressing area. If the return address is a multiple delivery address, it must show a unit designator (e.g., an apartment number).

**4.3 Placement of Endorsement**

Placement of the endorsement on the mailpiece is determined as follows:

a. A retention period specified by the mailer must be placed directly above the return address.

b. Any ancillary service endorsement (e.g., Address Service Requested, Forwarding Service Requested, Return Service Requested, Change Service Requested) must be placed in one of these four positions:

1. Directly below the return address.
2. Directly above the delivery address area (which includes the delivery address block and any related nonaddress elements such as a barcode, keyline, or optional endorsement line).
3. Directly to the left of the postage area and below or to the left of any price marking.
4. Directly below the postage area and below any price marking.

c. The carrier release endorsement "CARRIER—LEAVE IF NO RESPONSE" must appear directly to the left of the postage area (preferred) or placed directly below the return address. A minimum 1/4 inch clear space must appear between any other printing and the carrier release endorsement. If

an ancillary service endorsement is used, the carrier release endorsement must be separated from the ancillary service endorsement by the equivalent of one blank line of the type size used.

**4.4 Physical Standards for Endorsements**

The endorsement or, if combined, endorsements must meet these physical standards:

a. The type size of the endorsement must be at least 8 points.

b. The read direction of the endorsement and return address must be the same as the read direction of the delivery address.

c. The color contrast between the endorsement and the mailpiece background must be kept at a reasonable degree. A brilliant colored background or reverse printing is not permitted.

d. A clear space of at least 1/4 inch around (above, below, and both sides) the total area containing the endorsement(s) is required. This 1/4-inch clear space is not required for an endorsement that is applied with a multiline optical character reader (MLOCR) inkjet and placed in the location directly below the postage area and any price marking if the endorsement is clear and legible.

# 5.0 Barcode Placement Letters and Flats

## 5.1 Letter-Size

### 5.1.1 Barcode Clear Zone

Each reference to letter or letter-size piece in 5.0 includes both letters and postcards. Each letter-size piece in a machinable price, automation price, or an Enhanced Carrier Route mailing at automation letter prices, must have a barcode clear zone unless the piece bears an Intelligent Mail barcode with a delivery point routing code (see 204.1.2) in the address block. The barcode clear zone and all printing and material in the clear zone must meet the reflectance standards in 204.1.3. The barcode clear zone is a rectangular area in the lower right corner of the address side of cards and letter-size pieces defined by these boundaries:

a. Left: 4-3/4 inches from the right edge of the piece.

b. Right: right edge of the piece.

c. Top: 5/8 inch from the bottom edge of the piece.

d. Bottom: bottom edge of the piece.

### 5.1.2 General Barcode Placement for Letters

Each automation price letter and each letter claimed at Enhanced Carrier Route automation saturation or high density letter prices must bear an Intelligent Mail barcode with a correct delivery point routing code. A nonautomation letter may bear an Intelligent Mail barcode under 204.1.0. Mailers must print the barcode either in the address block or in the barcode clear zone as provided in 5.1.1 and

5.1.4, except for pieces that weigh more than 3.5 ounces which must include the Intelligent Mail barcode with the correct delivery point routing code in the address block. See 5.3 when placing barcodes in the address block.

#### 5.1.3 Barcode on a Mailpiece

If an Intelligent Mail barcode with the correct delivery point routing code is printed directly on the mailpiece in the lower right corner, the entire barcode must be within the barcode read area defined by these limits:

a. Horizontally, the leftmost bar must be between 3-1/2 inches and 4-1/4 inches from the right edge of the piece.

b. Vertically, the barcode must be within the area between 3/16 inch and 1/2 inch, both measured from the bottom edge of the piece.

#### 5.1.4 Additional Barcode Permissibility

An automation letter or a letter claimed at Enhanced Carrier Route saturation or high density automation letter prices may not bear a 5-digit or ZIP+4 Intelligent Mail barcode in the lower right corner (barcode clear zone). The piece may bear an additional Intelligent Mail barcode in the address block only if a qualifying Intelligent Mail barcode with a delivery point routing code appears in the lower right corner.

#### 5.1.5 Business Reply Mail

For Business Reply Mail under 505.1.0, a ZIP+4 Intelligent Mail barcode may appear in the address block when printed directly on the mailpiece, printed on an insert that appears through a window, or on an address label affixed directly to the piece; or it may appear in the lower right corner either printed directly on the mailpiece or on an insert that appears through a window.

### 5.2 Flat-Size

#### 5.2.1 Barcode Placement for Flats

On any flat-size piece claimed at automation prices, the piece must bear an Intelligent Mail barcode with a delivery point routing code. The barcode may be anywhere on the address side as long as it is at least 1/8 inch from any edge of the piece. The portion of the surface of the piece on which the Intelligent Mail barcode is printed must meet the barcode dimensions and spacing requirements in 204.1.0. Intelligent Mail barcodes are subject to standards in 204.1.2.2. An additional Intelligent Mail barcode may also appear in the address block of an automation flat, when the qualifying Intelligent Mail barcode is not in the address block. Other non-USPS barcodes may appear on the address side of a flat if the barcode format is not discernable to automated postal flat-sorting equipment.

#### 5.2.2 Delivery Point Routing Code Numeric Equivalent

In automation mailings only, the numbers corresponding to the delivery point routing code may appear in the delivery address. If read from left to right: a correct numeric equivalent consists of five digits, a hyphen, and six digits.

**5.3 Barcode in Address Block**

When the barcode is included as part of the address block:

a. The barcode must be placed in one of these positions:

1. Above the address line containing the recipient's name.
2. Below the city, state, and ZIP Code line.
3. Above or below the keyline information.
4. Above or below the optional endorsement line.

b. The printing of the barcode is prohibited anywhere between the address line containing the recipient's name and the city, state, and ZIP Code line.

c. The minimum clearance between the Intelligent Mail barcode and any information line above or below it within the address block must be at least 0.028 inch. The separation between the barcode and top line or bottom line of the address block must not exceed 0.625 (5/8) inch. The clearance between the leftmost and rightmost bars and any adjacent printing must be at least 0.125 (1/8) inch.

d. If a window envelope is used, the clearance between the leftmost and rightmost bars and any printing or window edge must be at least 0.125 (1/8) inch. The clearance between the Intelligent Mail barcode and the top and bottom window edges must be at least 0.028 inch. These clearances must be maintained during the insert's range of movement in the envelope. Address block windows on heavy letter mail must be covered. Covers for address block windows are subject to 5.7.

e. If an address label is used, a clear space of at least 0.125 (1/8) inch must be left between the barcode and the left and right edges of the address label. The clearance between the Intelligent Mail barcode and the top and bottom edges of the address label must be at least 0.028 inch.

f. The rightmost bar must be at least 1/2 inch from the right edge of the mailpiece, and the leftmost bar must be less than 10-1/2 inches from the right edge of the mailpiece and at least 1/2 inch from the left edge of the mailpiece; the top of each bar must be less than 4 inches from the bottom edge of the mailpiece; and the bottom line of the address block, including the barcode, must be at least 5/8 inch from the bottom of the mailpiece.

**5.4 Barcode on Insert in Barcode Window**

If the barcode is printed on an insert to appear through a barcode window in the lower right corner of an envelope:

a. The envelope and window must meet the physical standards in 5.6 and 5.7.

b. The entire barcode must be within the barcode clear zone (but need not be completely within the barcode read area).

c. When the insert showing through the window is moved to any of its limits inside the envelope, the entire barcode must remain within the barcode clear zone. In addition, a clear space must be maintained that is at least 0.125 (1/8) inch between the barcode and the left and right edges of the window, at least 0.1875 (3/16) inch between the barcode and the bottom edge of the mailpiece, and at least 0.028 inch between the barcode and the top edge of the window.

**5.5 Edges of Barcode Window**

The edges of the barcode window must meet these criteria:

a. Left: at least 4-3/4 inches from the right edge of the envelope.

b. Right: at least 1/4 inch from the right edge of the envelope.

c. Top: at least 5/8 inch from the bottom of the envelope.

d. Bottom: form part of the bottom edge of the envelope.

**5.6 Window Construction**

A barcode window must extend fully to the bottom edge of the envelope, must be of wraparound construction, and must be covered subject to 5.7.

**5.7 Window Cover**

The window cover must be of a nontinted clear or transparent material (e.g., cellophane or polystyrene) that permits the barcode and its background, as viewed through the window material, to meet the reflectance standards in 204.1.3. The edges of the window cover must be securely glued to the envelope.

## 6.0 Barcode Placement for Parcels

**6.1 GS1-128 Routing Barcode or Intelligent Mail Package Barcode Location**

The address and barcode (see 204.2.0) must be placed squarely onto the largest surface area of the parcel, except when its shape and contents requires specific orientation for stability during processing; then the address and barcode(s) must be placed on the top. The address and barcode label(s) must not overlap any side of the parcel or other label. The barcode should be placed immediately adjacent to the delivery address and at least 1 inch from the edge of the parcel. The delivery address and barcode may be printed on an attachment or enclosure in a window envelope affixed to the parcel, subject to the reflectance standards in 204.2.2.8. The barcode may be placed on a separate label or in an alternate location on the address label, subject to the clearance standards in 6.2. Barcodes that are not placed immediately adjacent to the delivery address must not encroach the return address, postage, applicable markings, endorsements, and extra service labels. Intelligent Mail package barcodes (see 204.2.0) may be used in lieu of GS1-128 routing barcodes, following the same placement standards.

**6.2 Clear Zone for GS1-128 Routing Barcode or Intelligent Mail Package Barcode**

The barcode must be located as specified in 6.1. No printing may appear in an area 1/8 inch above and below the barcode. A minimum clear (quiet) zone equal to 10 times the average measured narrow element (bars or space) width must be maintained to the left and right of the barcode.

**6.3 Intelligent Mail Barcodes**

Intelligent Mail barcodes (IMb) do not meet barcode eligibility requirements for parcels and do not qualify for any barcode-related prices for parcels, but one barcode may be included only in the address block on a parcel, except on eVS parcels. An Intelligent Mail barcode in the address block must be placed according to 5.3.

## 7.0 Repositionable Notes (RPNs)

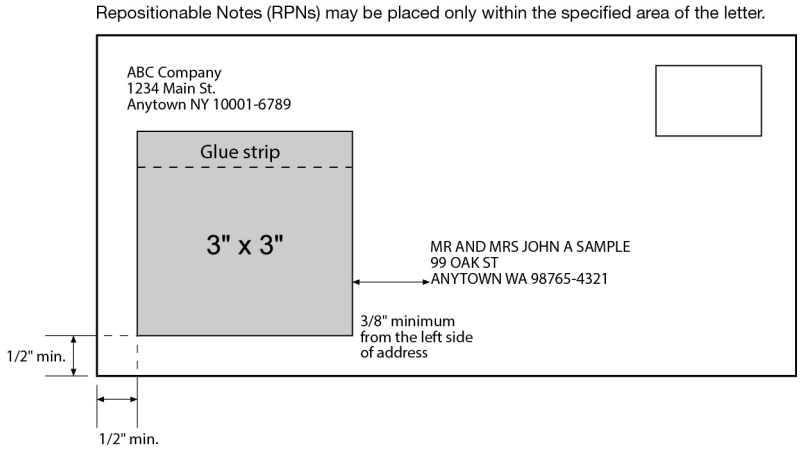
**7.1 Use**

RPNs are not assessed a fee when used, and must meet all of the following standards:

a. RPNs may be attached to letter- and flat-size commercial First-Class Mail, USPS Marketing Mail, and Periodicals mailpieces.

b. For letter-size mailpieces, attach a single RPN to the address side of the mailpiece as specified in Exhibit 7.1b.

**Exhibit 7.1b Placing RPNs on Letters**




c. For flat-size mailpieces, a single RPN may be attached to either the address side or nonaddress side of the mailpiece and attached in the locations described and shown in Exhibit 7.3g1 and Exhibit 7.3g2.

d. RPNs are included as an integral part of the mailpiece for weight and postage price computation purposes.

e. The written and graphic characteristics of the notes are considered when determining eligibility of mailpieces mailed at the USPS Marketing Mail and Nonprofit USPS Marketing Mail prices.

f. Attach the RPNs to all pieces in the mailing, except as provided for non-identical manifested mail.

**7.2 Mailpiece Characteristics**

Each mailpiece must:

a. Not be in a plastic wrapper (e.g., polybag, polywrap, or shrinkwrap).

b. Be letter-size (including cards) or flat-size.

**7.3 RPN Characteristics**

RPNs must:

a. Measure 3 inches by 3 inches, plus or minus 1/8 inch for either dimension.

b. Not contain phosphorescent or red fluorescent colorants.

c. Be adhered with a minimum of 3/4 inch (with a tolerance of 1/16 inch) adhesive strip across the top portion on the reverse side of the note.

d. Not be placed in a manner that interferes with the delivery address, price markings, or postage and must not display a specific address or ZIP Code. References to general landmarks are permissible.

e. Not be manually affixed.

f. On letter-size mailpieces:

1. Position the RPN parallel with the length of the mailpiece.

2. Affix RPNs with labeling equipment to ensure adequate adhesion; do not affix RPNs manually.

3. Place the RPN to the left of the delivery address, no closer than 3/8 inch from the left edge of the delivery address.

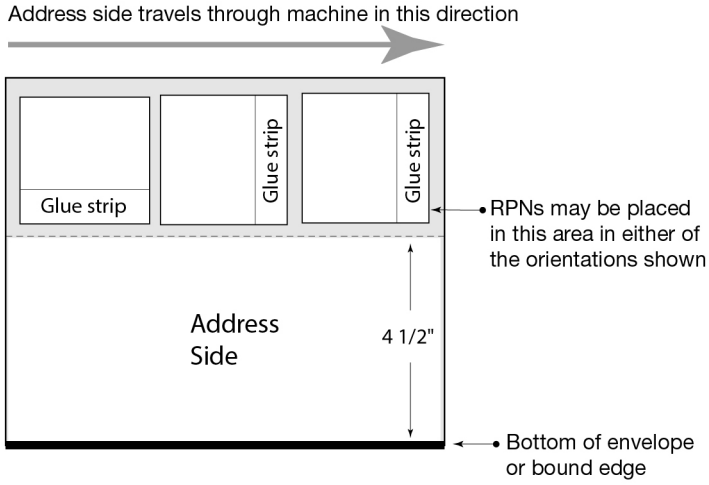
4. Place the RPN at least 1/2 inch (with a tolerance of 1/8 inch) from the bottom and left edges of the mailpiece.

g. On flat-size mailpieces:

1. If the RPN is placed on the address side of the mailpiece, position the RPN according to Exhibit 7.3g1.

**Exhibit 7.3g1 Placing RPNs on Flats—Address Side**

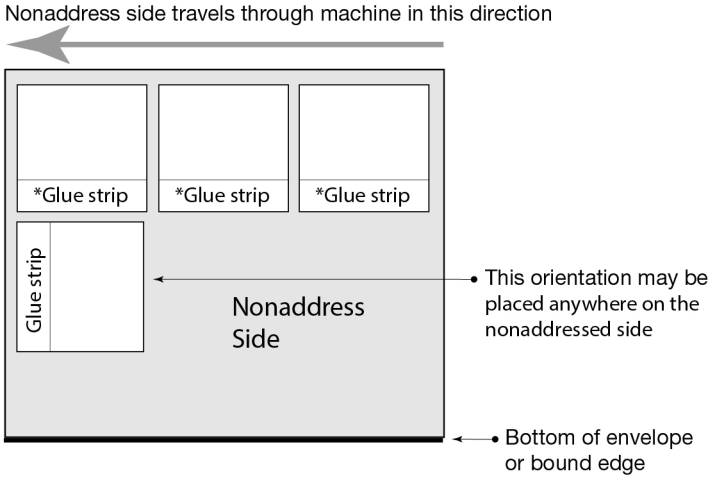
Repositionable Notes (RPNs) may be placed only within the specified gray areas of the flat.




2. If the RPN is placed on the nonaddressed side of the mailpiece, position the RPN according to Exhibit 7.3g2.

**Exhibit 7.3g2 Placing RPNs on Flats—Nonaddress Side**

Repositionable Notes (RPNs) may be placed only within the specified gray areas of the flat.
**The RPNs marked with a * represent the only allowable positions for RPNs on the non-address side with the glue strip orientation shown.*



## 7.4 RPNs on Automation-Price Mailpieces

### 7.4.1 Letter-Size Mailpieces

Letter-size mailpieces with RPNs claiming automation prices must meet the standards in 7.1 through 7.3, 201.3.0, and the following additional standards:

a. Each mailpiece must be rectangular and have a surface smoothness of 195 Shefield Units or smoother.

b. *Enveloped mailpieces.* Each mailpiece prepared in an envelope must be constructed from paperstock having a basis weight of 20 pounds or greater. Window envelopes must have a closed panel made of polystyrene or glassine. Each enveloped mailpiece is limited to the following dimensions:

   1. For height, no less than 4-1/8 inches and no more than 6 inches high.
   2. For length, no less than 8 inches and no more than 9-1/2 inches long.
   3. For thickness, no less than 0.02 inch and no more than 0.125 inch thick.

c. *Oversize cards.* Each mailpiece prepared as an oversize card is limited to the following dimensions:

   1. For height, no less than 4-1/2 inches and no more than 6 inches high.
   2. For length, no less than 8-1/2 inches and no more than 9 inches long.
   3. For thickness, no less than 0.009 inch thick (cards 5-3/4 inches or more in height must be no less than 0.012 inch thick.)

### 7.4.2 Flat-Size Mailpieces

Flat-size mailpieces with RPNs claiming automation prices must meet the standards in 1.0 through 3.0 and 201.6.0.

## 7.5 Compliance

Mailers must comply as follows:

a. RPNs must be obtained from an approved RPN vendor (see *www.usps.com* for a listing of approved vendors). Prospective vendors can obtain USPS standards and test procedures from USPS Engineering (see 608.8.0 for address). Testing must be performed by a certified independent laboratory.

b. Mailers must present evidence at the time of mailing to show that their RPNs have been supplied by an approved vendor. The vendor name on the reverse side of the note will be sufficient as evidence; in lieu of the vendor name printed on the notes, an invoice from the approved vendor for purchase of the RPNs will constitute such evidence.

c. As part of each mailing, mailers must include two pieces addressed to the manager, USPS Engineering Letter Technology, Attn: RPN Sample (see 608.8.0 for address).

# 8.0 Facing Identification Mark (FIM)

## 8.1 Using FIMs

The facing identification mark (FIM) serves to orient and separate certain types of First-Class Mail during the facing-canceling process. Mailers must use the appropriate FIM as follows:

a. All letter-size Business Reply Mail (BRM) under 505.1.0.

b. All letter-size permit reply mail (PRM) under 505.2.0.

c. [5-4-20] Letter-size meter reply mail (MRM) under 505.2.5 or Courtesy Reply Mail (CRM) as provided under 505.2.6.

d. Letter-size mail with IBI printed with nonfluorescent ink directly onto the envelope by an IBI meter or a PC postage system must use FIM D.

e. [5-4-20] Cards and letter-size envelopes containing absentee balloting materials under 703.8.2.

f. A FIM must not be used on other types of mail, except that a FIM may be used on a letter-size envelope with a permit imprint indicia when that envelope is designed for use as a reusable mailpiece under 601.6.0. A FIM used for this purpose must be the appropriate FIM for the postage payment method on the returned envelope (see 8.2).

## 8.2 Pattern

The FIM pattern is a nine-bit binary code represented by vertical bars (with corresponding space element). A printed bar is considered binary 1; a nonprinted bar (placeholder), binary 0. The required FIM pattern as shown in Exhibit 8.2 depends on the type of mail and the presence of an Intelligent Mail barcode as follows:

a. FIM A is used for CRM and MRM with a preprinted barcode. (FIM A binary code is 110010011.)

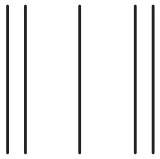
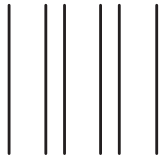
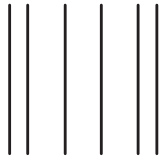
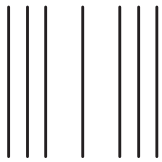
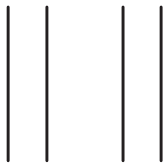
b. FIM B is used for BRM without a preprinted BRM ZIP+4 barcode. (FIM B binary code is 101101101.)

c. FIM C is used for BRM with a preprinted BRM ZIP+4 barcode and for PRM with a preprinted delivery-point barcode. (FIM C binary code is 110101011.)

d. FIM D is used for letter-size First-Class Mail with IBI printed with nonfluorescent ink directly on the envelope. (FIM D binary code is 111010111.)

e. FIM E is used for postcard-size and letter-size First-Class Mail with customized services. (FIM E binary code is 101000101.)

**Exhibit 8.2 FIM Patterns**
(Patterns not drawn to scale)

| NAME | PATTERN | USE | BARCODED? |
|---|---|---|---|
| FIM A |  | Courtesy Reply Mail<br>Meter reply mail | Yes |
| FIM B |  | Business Reply Mail | No |
| FIM C |  | Business Reply Mail | Yes |
| FIM D |  | IBI meters and<br>PC Postage systems | Not required |
| FIM E |  | Customized Services | Yes<br>Intelligent Mail barcode only |

## 8.3 Specification

The FIM must meet these specifications:

a. A FIM clear zone to the upper right of the address side of the mailpiece must be maintained and must contain no printing other than the FIM. Exhibit 8.3 shows the FIM position and the FIM clear zone as defined by these boundaries:

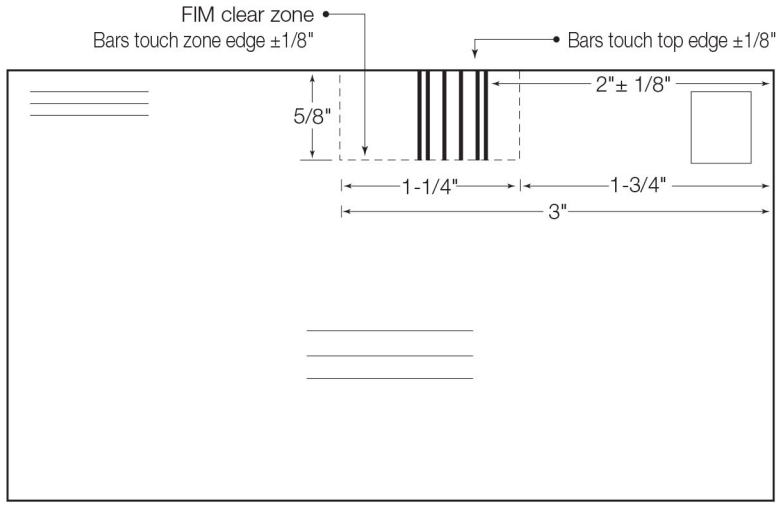
   1. Left: 3 inches from the right edge of the piece.
   2. Right: 1-3/4 inches from the right edge of the piece.
   3. Top: top edge of the piece.
   4. Bottom: 5/8 inch from the top edge of the piece.

b. The FIM bars must be 5/8 inch (±1/8 inch) high and 1/32 inch (±0.008 inch) wide and positioned as follows:

   1. The right edge of the rightmost bar of the FIM must be 2 inches (±1/8 inch) from the right edge of the piece.

2. The tops of the FIM bars must be no lower than 1/8 inch from the top edge of the piece. The tops of the bars may extend over the top edge of the piece to the back (flap) of the piece if at least a 1/2-inch bar height is maintained on the address side.
3. The bottoms of the FIM bars must touch the bottom boundary of the FIM clear zone or be no more than 1/8 inch above or below this boundary.

**Exhibit 8.3 Position of FIM**




**8.4 Dimensional Tolerances**

Extraneous ink must not cause a FIM bar to exceed the specifications in 8.3. The combined effects of positional skew (slant of the entire FIM) and rotational skew (slant of the individual FIM bars) must be limited to ±5 degrees from the perpendicular edge of the printed FIM to the top edge of the mailpiece. Mail required to bear a FIM is considered nonmailable when the FIM has insufficient ink coverage, improper measurement, or ink in the space between the bars or when the FIM is enlarged or reduced. Camera-ready positives of FIMs, which must not be enlarged or reduced, are available at no charge from the USPS.

**8.5 Reflectance**

There must be at least a 30% print reflectance difference between the ink used for printing the FIM and the background material on which the FIM is printed in the red and green portions of the optical spectrum when measured with a USPS or USPS-licensed envelope reflectance meter.

# 203 Basic Postage Statement, Documentation, and Preparation Standards

**Overview**

1.0 Postage Statements
2.0 Documentation
3.0 Standardized Documentation for First-Class Mail, Periodicals, USPS Marketing Mail, and Flat-Size Bound Printed Matter
4.0 Bundles
5.0 Letter and Flat Trays
6.0 Sacks
7.0 Optional Endorsement Lines (OELs)
8.0 Carrier Route Information Lines

## 1.0 Postage Statements

### 1.1 Completing Postage Statements

Unless manifested using eVS under 705.2.9, any mailing claiming a discount and all permit imprint mailings must be accompanied by a postage statement completed and signed by the mailer (in duplicate if the mailer wants a receipted copy). A change made to any postage statement requires the mailer (agent) to correct the postage statement accordingly and document the correction.

### 1.2 Reporting Multiple Mailings on One Statement

Each group of pieces prepared as a separate mailing must be presented with a postage statement using the correct USPS form for the particular class, price, and postage payment method. A mailer may report more than one mailing from a single job on the same postage statement if the mailings are presented at the same time for verification, the pieces are in the same processing category, each mailing separately meets all applicable eligibility standards, and the number of pieces in each mailing is separately reported on the postage statement.

### 1.3 Facsimile Postage Statements

Facsimile postage statements must contain data and elements in locations as close as possible to where they appear on the USPS form. Data fields that do not pertain to information and prices claimed in the mailing and other extraneous information that appears on the USPS form do not have to be included. Facsimiles must include all other information pertaining to the mailing, including the class of mail (or subclass as appropriate), postage payment method (e.g., permit imprint), and four-digit form number (hyphen and suffix optional). All parts, and line numbers within each part, must reflect those on the USPS form. In some cases, this can include fields from multiple USPS forms onto a single facsimile. Most importantly, the facsimile must fully and exactly reproduce the “Certification” and “USPS Use Only” fields that appear on the USPS form. A facsimile postage statement produced by software certified by the USPS Presort

Accuracy Validation and Evaluation (PAVE) or Manifest Analysis and Certification (MAC) program is considered a USPS-approved form for these standards. Others forms may be approved by the entry office postmaster. Periodicals mailers authorized centralized postage payment (CPP) procedures receive approval from the PCSC.

## 2.0 Documentation

### 2.1 Basic Documentation Standards

Generally, documentation is required from a mailer when a mailing is presented to the USPS. Supporting documentation (see 3.0) of postage is required for each mailing except for eVS mailings under 705.2.9, or unless the correct price is affixed to each piece or each piece is of identical weight and the pieces are separated by price and when applicable zone (including separation by In-County and Outside-County prices and destination entry for Periodicals) when presented for acceptance. Unless full postage is affixed, documentation presented with the postage statement must show the computation of the additional postage due for pieces not bearing full postage at the applicable price. Documentation describes the preparation, price levels, and content of the mailing; details the volume and postage data; and, by comparison with the actual mailing it describes, supports the claims contained on the postage statement accompanying the mailing and allows the USPS to verify its accuracy. Documentation must be submitted when specified for the price claimed or postage payment method used.

### 2.2 Documentation Standards for Automation Mailings

A complete postage statement must accompany each mailing. Each mailing also must be accompanied by presort and price documentation produced by PAVE-certified or MAC-certified software or by standardized documentation. Exception: For mailings of fewer than 10,000 pieces, presort and price documentation is not required if postage at the correct price is affixed to each piece or if each piece is of identical weight and the pieces are separated by price when presented for acceptance. Mailers may use a single postage statement and a single documentation report for all price levels in a single mailing. Mailings prepared under the value added refund procedures or as combined mailings must meet additional standardized documentation requirements under 604.9.0, and 705.

### 2.3 Documentation Submission—Full-Service Automation Option

Mailers entering pieces under the full-service automation option must electronically submit postage statements and mailing documentation, including qualification and container reports, to the PostalOne! system as described in 705.23.2d.

### 2.4 Preparing Documentation

As provided by standard, documentation may be presented in abbreviated form or on computer-readable media. Required documentation must be presented with every mailing unless, by standard, it may be provided to support multiple mailings or mailings that are part of the same job or cycle.

**2.5 Multiple Standards**

If multiple documentation standards apply to the same mailing, only one set of documentation is necessary if it provides enough information to meet all applicable standards. Redundant or duplicate documentation is not required simply to meet individual standards.

**2.6 Standard Format for Documentation**

Documentation must be produced by software certified under the Presort Accuracy Validation and Evaluation (PAVE) program or the Manifest Analysis and Certification (MAC) program, appropriate for the accompanying class of mail and price claimed, or the documentation must be prepared as standardized documentation. Standardized documentation contains the elements described in 3.0, as applicable. Documentation produced by PAVE-certified or MAC-certified software is considered standardized documentation.

**2.7 Providing Additional Information**

The postmaster of the office of mailing may require additional information if the documentation submitted does not allow the corresponding mailing to be verified. Failure to provide information is sufficient reason for the USPS to refuse a mailing. The mailer may appeal any determination to the PCSC under 607.2.0.

## 3.0 Standardized Documentation for First-Class Mail, Periodicals, USPS Marketing Mail, and Flat-Size Bound Printed Matter

**3.1 Basic Standards**

For First-Class Mail, Periodicals, USPS Marketing Mail, and Bound Printed Matter, documentation to support mail volume and preparation must be produced by standardized documentation according to this section. Standardized documentation contains the elements described in 3.2 through 3.8, as applicable. Documentation produced by Presort Accuracy Validation and Evaluation (PAVE)-certified or Manifest Analysis and Certification (MAC)-certified software is considered standardized documentation.

**3.2 Format and Content**

For First-Class Mail, Periodicals, USPS Marketing Mail, and Bound Printed Matter, standardized documentation includes:

a. A heading identifying the listing as a “USPS Qualification Report” appearing at the top of each page. The heading must contain these elements:

   1. For First-Class Mail and USPS Marketing Mail, the name of the mailer and the mailing, a mailing identification code corresponding to the postage statement, the date when the list was processed or the documentation was produced, the class of mail, and either the DMM standard under which the mail was prepared (e.g., 245.10.0 for USPS Marketing Mail automation letters) or the type of prices claimed.

2. For Periodicals, each publication number and title corresponding to the postage statement and entry office, the date when the list was processed or the documentation was produced, the class of mail, and either the DMM standard under which the mail was prepared (e.g., 207.24.0 for letter-size barcoded Periodicals) or the type of prices claimed. For publications that are combined or copalletized and represented on the same documentation, list all publication titles and numbers in the header on the first page.

b. Sequential page numbers.

c. For mail in trays or sacks, list these required elements:

1. Tray/sack sortation level. Note with an asterisk ("*") all trays containing overflow mail moved into that tray under 235.6.5, 245.8.3 or 245.7.5.

2. Tray/sack destination ZIP Code from top line of tray/sack label except that, for 3-digit carrier routes trays, list the individual 5-digit ZIP Codes in each tray.

3. The number of pieces for each 5-digit ZIP Code in 5-digit/scheme bundles or trays; for each 3-digit ZIP Code in 3-digit/scheme bundles or trays; for each 3-digit/scheme in (A)ADC bundles or trays; for each (A)ADC in mixed (A)ADC bundles or trays (or, for Periodicals, origin mixed ADC trays). Exception: documentation for 3-digit/scheme letters in AADC trays or for AADC letters in mixed AADC trays is not required unless those trays contain overflow mail. For automation letter mailings, the number of pieces in the next higher level tray in lieu of overflow trays if applicable. For ECR letters prepared under 245.9.0, the number of pieces in carrier routes within full trays. For bundled mail, the number of pieces in each bundle level and presort destination.

4. Separate columns with the number of pieces for each price reported in the mailing, and a continuous running total of pieces for each mailing (group information either in ZIP Code order and by sortation level or by sortation level and within each sortation level, by ZIP Code; report trays and sacks on pallets by pallet level and destination; include all information required in 3.2c for mail in trays or sacks). For pieces prepared in FSS scheme bundles, list by 5-digit ZIP Code within each bundle. For pieces prepared in 5-digit scheme bundles, list by 5-digit ZIP Code within each bundle. For pieces prepared in 3-digit scheme bundles, list by 3-digit ZIP Code within the bundle. Periodicals firm bundles may be listed in a separate firm bundle column or in the appropriate column based on container level.

5. The tray identification number and size (1-foot or 2-foot) if available for letter mail in trays. The tray identification number is optional for tray-based automation flats.

6. For all Periodicals mailings, include a separate "Zone" column. If all automation letters for a specific tray, group, or bundle destination are subject to the same zone price or entry discount, show the applicable zone or destination entry discount for those copies using the zone

abbreviations in 3.6.3. If automation letters for a bundle or tray destination are for multiple zones, show all zones included (e.g., “3/4/6”) or show “Mixed” (or the authorized abbreviation “M”) in the “Zone” column.

7. For Periodicals mailings that contain both In-County and Outside-County pieces, the listing may include a separate “Container Charge” and “Bundle Charge” column. Indicate which trays, sacks, and bundles are subject to the container or bundle charges and a total or a running total.

d. For bundles on pallets, list these required elements:

1. Pallet sortation level.
2. Pallet destination ZIP Code.
3. For each bundle, the sortation level and number of pieces claimed at each price. Periodicals firm bundles may be listed in a separate firm bundle column or in a column based on container level.
4. Separate columns with the number of pieces for each price reported in the mailing, and a continuous running total of pieces (group information either in ZIP Code order and by sortation level or by sortation level and within each sortation level, by ZIP Code). Document SCF, ADC, or NDC pallets created as a result of bundle reallocation under 705.8.11, 705.8.12, or 705.8.13 by designating the protected pallet with an identifier of “PSCF” (for an SCF pallet), “PADC” (for an ADC pallet), or “PBMC” (for a NDC pallet). These identifiers are required to appear only on the USPS Qualification Report; they are not required on pallet labels or on any other documentation.
5. For mailings of bundles on pallets under 705.12.0 and 705.13.0, provide a separate 5% threshold summary for each logical merged 5-digit scheme pallet and each logical merged 5-digit pallet.
6. For all Periodicals mailings, include a separate “Zone” column. If all copies for a bundle destination are subject to the same zone price or entry discount, show the zone or entry discount for those copies using the abbreviations in 207.17.4.3. If copies for a bundle destination are for multiple zones, show all zones included (e.g., “3/4/6”) or show “Mixed” (or “M”) in the “Zone” column. Report foreign copies separately.
7. For Periodicals mailings that contain both In-County and Outside-County pieces, the listing may include separate “Container Charge” and “Bundle Charge” columns. Indicate which pallets and bundles are subject to the container or bundle charges and a total or a running total.
8. At the end, a summary report of the number of pieces claimed at each price on each pallet by postage payment method, and the number of pieces and the weight of the mail on each pallet.

e. At the end of the documentation, a summary report of the number of pieces mailed at each price for each mailing by postage payment method (flat pieces mailed under FSS sort by 5-digit, 3-digit, saturation, high density, high density plus, basic carrier route and by entry point for drop shipment mailings) and the number of pieces in each mailing. This information must match the information reported on the postage statement(s). For Periodicals mailings, documentation also must provide:

1. A summary of the number of each type of bundle in the mailing and, optionally, the total bundle charge paid. Report only bundles subject to the Outside-County bundle prices under 207.1.1.2.
2. A summary of the number of each type of container in the mailing and, optionally, the total container charge paid. Report only trays, sacks, and pallets subject to the Outside-County container prices under 207.1.1.3.
3. For combined mailings, a summary by mailer of the number of each type of bundle and container in the mailing and, optionally, the bundle and container price paid. Report only bundles, trays, sacks, and pallets subject to the Outside-County bundle and container prices.
4. A summary of the number of copies for each zone, including In-County, DDU, SCF, and ADC prices. A separate summary report is not required if a PAVE-certified postage statement facsimile generated by the presort software used to prepare the documentation is presented for each mailing.

### 3.3 Price Level Column Headings

The actual name of the price level (or abbreviation) is used for column headings required by 3.2 and shown below:

a. Automation First-Class Mail, USPS Marketing Mail, and barcoded Periodicals:

| PRICE | ABBREVIATION |
|---|---|
| 5–Digit [First-Class Mail letters and flats, Periodicals letters and flats, and USPS Marketing Mail letters and flats] | 5B |
| 3–Digit [First-Class Mail letters and flats, Periodicals letters and flats, and USPS Marketing Mail letters and flats] | 3B |
| AADC [First-Class Mail, Periodicals, and USPS Marketing Mail letters] | AB |
| ADC [First-Class Mail, Periodicals, and USPS Marketing Mail Flats] | AB |
| Mixed AADC [First-Class Mail, Periodicals, and USPS Marketing Mail letters] | MB |
| Mixed ADC [First-Class Mail, Periodicals, and USPS Marketing Mail flats] | MB |
| Basic [In-County Periodicals] | BB |
| Firm [Outside-County Periodicals] | FB |

b. Presorted First-Class Mail, barcoded and nonbarcoded Periodicals flats, nonbarcoded Periodicals letters, and machinable and nonmachinable USPS Marketing Mail:

| PRICE | ABBREVIATION |
|---|---|
| Presorted [First-Class Mail letters/cards, flats, and parcels] | Presort |
| 5-Digit [all USPS Marketing Mail and Periodicals letters] | 5D |
| 3-Digit [all USPS Marketing Mail and Periodicals letters] | 3D |
| SCF [for USPS Marketing Mail parcels] | SCF |
| AADC [USPS Marketing Mail machinable letters] | AB |
| ADC [USPS Marketing Mail nonmachinable letters, flats, and irregular parcels, and all Periodicals] | AD |
| Basic [In-County Periodicals] | BS |
| Mixed AADC [USPS Marketing Mail machinable letters] | MB |
| Mixed ADC [USPS Marketing Mail nonmachinable letters, flats, irregular parcels; and all Periodicals] | MD |
| NDC [USPS Marketing Mail machinable parcels and Marketing parcels 6 ounces and over] | NDC |
| Mixed NDC [USPS Marketing Mail machinable parcels and Marketing parcels 6 ounces and over] | MNDC |
| Firm [Outside-County Periodicals] | FB |

c. Carrier Route Periodicals and Enhanced Carrier Route USPS Marketing Mail:

| PRICE | ABBREVIATION |
|---|---|
| Saturation [letters, flats, and irregular parcels] | WS |
| High Density [letters, flats, and irregular parcels] | HD |
| High Density Plus [USPS Marketing Mail only; letters and flats] | HDP |
| Basic [letters, flats, and irregular parcels] | CR |
| Firm [Outside-County Periodicals] | FB |

### 3.4 Sortation Level

The actual sortation level (or corresponding abbreviation) is used for the bundle, tray, sack, or pallet levels required by 3.2 and shown below:

| SORTATION LEVEL | ABBREVIATION |
|---|---|
| Carrier Route | CRD |
| 5-Digit Carrier Routes | CR5 |
| 5-Digit Scheme Carrier Routes [sacks and pallets, Periodicals flats and irregular parcels, USPS Marketing Mail flats] | CR5S |
| 5-Digit Scheme [barcoded and machinable letters] | 5DGS |
| 5-Digit Scheme [pallets, Periodicals flats and irregular parcels, USPS Marketing Mail flats, Bound Printed Matter flats] | 5DGS |
| Merged 5-Digit [sacks and pallets, Periodicals flats and irregular parcels, USPS Marketing Mail flats] | M5D |
| Merged 5-Digit Scheme [sacks and pallets, Periodicals flats and irregular parcels, USPS Marketing Mail flats] | M5DS |
| 5-Digit | 5DG |
| 3-Digit Carrier Routes | CR3 |
| 3-Digit Scheme [barcoded letters, barcoded and cobundled flats] | 3DGS |
| Merged 3-Digit [sacks, Periodicals flats and irregular parcels] | M3D |
| 3-Digit | 3DG |
| ADC | ADC |
| ADC [pallets created from bundle reallocation] | PADC |
| AADC | AADC |
| Mixed ADC | MADC |
| Origin Mixed ADC | OMX |
| Mixed AADC | MAAD |
| SCF [sacks and pallets, Periodicals flats, Bound Printed Matter, USPS Marketing Mail irregular parcels less than 6 ounces] | SCF |
| SCF [pallets created from bundle reallocation] | PSCF |
| NDC | NDC |
| ASF | ASF |
| NDC [pallets created from bundle reallocation] | PNDC |
| Mixed NDC [working] | MNDC |

### 3.5 Combined, Copalletized, and Merged Mailings

For combined or copalletized mailings of Periodicals and USPS Marketing Mail, documentation must show this additional information:

a. For mailings that require multiple postage statements:

1. A column that identifies the contents of all trays/bundles by product or edition code.
2. Prices for each product or edition shown in the correct "Price" column and summarized for each tray, sack, or pallet and for the entire mailing.

b. For Periodicals, when copies of multiple editions or publications are combined in a firm bundle: report "1" in the appropriate "Piece Price" column for one edition or publication, and report "0" in the "Piece Price" and the "Product/Edition Code" columns for the other editions or publications in the firm bundle.

c. For large-volume mailing jobs reported on a single listing, the mailer may provide abbreviated documentation that shows full bundle detail for the first 20 pallets/sacks and every 20$^{th}$ pallet/sack after that. Mailers must maintain full bundle detail (by product or edition code and price) for the entire mailing job for 90 days and provide it to USPS on request within 3 working days. This documentation must include the price summary by product or edition for each pallet/sack, including those for which full detail bundle listings are not reported.

### 3.6 Detailed Zone Listing for Periodicals

#### 3.6.1 Definition and Retention

The publisher must be able to present documentation to support the number of copies of each edition of an issue, by entry point, mailed to each zone, and at DDU, DSCF, DADC, DNDC, and In-County prices. This listing is separate from the standardized documentation required to support presort and may be submitted with each mailing, or a publisher may keep these records for 2 months after the mailing date. A publisher must be able to submit detailed zone listings for specific mailings upon request by USPS.

#### 3.6.2 Characteristics

Report the number of copies mailed to each 3-digit ZIP Code area using either one of the following formats:

a. Report copies by each 3-digit ZIP Code in ascending numeric order. Include columns for: 3-digit ZIP Code, zone, and number of copies per zone. Include a summary of the number of copies at each zone price at the end of the report. A 3-digit ZIP Code may appear more than once if there are copies at different zone prices (e.g., In-County and Outside-County copies) for that 3-digit ZIP Code.

b. Report copies by each zone and by 3-digit ZIP Code in ascending numeric order. For each zone, include columns for: 3-digit ZIP Code and number of copies. Include a summary of the total number of copies for each zone at the end of each zone listing. A 3-digit ZIP Code may appear under more than one zone if there are copies at different zone prices for that 3-digit ZIP Code.

### 3.6.3 Zone Abbreviations

Use the actual price name or the authorized zone abbreviation in the listings in 3.0 and 207.17.4.2:

| ZONE ABBREVIATION | RATE EQUIVALENT |
|---|---|
| ICD | In-County, DDU |
| IC | In-County, Others |
| DDU | Outside-County, DDU |
| SCF | Outside-County, DSCF |
| ADC | Outside-County, DADC |
| 1-2 or 1/2 | zones 1 and 2 |
| 3, 4, 5, 6, 7, 8 (as applicable) | zones 3 through 8 (as applicable) |
| M | mixed zones |

## 3.7 Bundle and Container Reports for Outside-County Periodicals Mail

A mailer must present documentation to support the actual number of bundles and containers of each edition of an issue as explained in 3.7.1 and 3.7.2 below.

### 3.7.1 Outside-County Bundle Report

The bundle report must contain, at a minimum, the following elements:

a. Container identification number.

b. Container type.

c. Container presort level.

d. Bundle ZIP Code.

e. Bundle level.

f. Price category.

g. Number of copies by version in the bundle.

h. An indicator showing which bundles are subject to the bundle charge.

### 3.7.2 Outside-County Container Report

The container report must contain, at a minimum, the following elements:

a. Container identification number.

b. Container type.

c. Container level.

d. Container entry level (origin, DDU, DFSS, DSCF, DADC, or DNDC).

e. An indicator showing which containers are subject to the container charge.

## 3.8 Optional Information

Standardized documentation may include additional information about the pieces mailed (such as individual tray or sack total piece counts, optional identification codes, bundle weights) if this information does not conflict with the information required under 3.2 through 3.7.

# 4.0 Bundles

## 4.1 Definition of a Bundle

Mailers assemble pieces available for different presort destinations into groups. A bundle is a group of addressed pieces secured together as a unit. The term bundle does not apply to pieces grouped loose in trays.

## 4.2 Arranging Pieces in a Bundle ("Facing")

Except as noted in 4.7, all pieces in a bundle must be "faced" (arranged with the addresses in the same read direction), with an address visible on the top piece.

## 4.3 Preparing Bundles of Letters

Cards and letter-size pieces are subject to these bundling standards:

a. The maximum thickness for bundles of carrier route mail is 4 inches. The maximum thickness for other bundles is 6 inches.

b. Mailings consisting entirely of card-size pieces (i.e., pieces not larger than 6 by 4-1/4 by 0.016 inches) must always be prepared in bundles.

c. Bundles must be prepared for: mail in all less-than-full trays, mail in 3-digit carrier routes trays, nonmachinable letters, and nonbarcoded Periodicals letters.

d. For mailings consisting entirely of card-size pieces and mail in less-than-full trays, mailers must secure bundles with rubber bands, elastic strapping, flat plastic strapping, or string. Elastic strapping must be approved by USPS Engineering.

e. Bundles of automation or machinable letters are not required to have an optional endorsement line or a bundle label when placed into a correctly labeled tray.

f. Bundles up to 1 inch thick must be secured with appropriate banding placed once around the girth (narrow dimension). Bundles over 1 inch thick must be secured with at least two bands, one around the length and one around the girth.

## 4.4 Exception to Bundle Preparation—Full Trays

In mailings not entirely of card-size pieces, mailers need not prepare bundles when placing mail in a full tray (when applicable for the class and shape of mail) when none of the mail in that tray would have been more finely sorted if bundled. For example, mail in a full ADC tray need not be bundled if it would have all been prepared in ADC bundles to the same destination.

## 4.5 Securing Bundles of Flats

Bundles must be able to withstand normal transit and handling without breakage or injury to USPS employees, and are subject to the following requirements:

a. Bundles must be secured with banding, shrinkwrap, or shrinkwrap plus one or more bands. Banding includes plastic bands, rubber bands, twine/string, and similar material. Use of wire or metal banding is not permitted.

b. When one band is used, it must be placed tightly around the girth (narrow dimension).

c. Bundles over 1 inch high must be secured with at least two bands or with shrinkwrap. When double banding is used to secure bundles, encircle the length and girth of the bundle at least once. Additional bands may be used if none lies within 1 inch of any bundle edge.

d. Banding tension must be sufficient to tighten and depress the edges of the bundle. Loose banding is not allowed.

e. When twine/string is used to band bundles, the knot(s) must be secure so the banding does not come loose during transit and processing.

f. Bundles on pallets must be secure and stable, and are subject to 4.9 and the specific weight limits in 705.8.0.

**4.6 Address Visibility for Flats and Parcels**

Mailers preparing presort bundles of flats or parcels must ensure that the delivery address information, barcoded pressure-sensitive bundle labels, optional endorsement lines, carrier route information lines, or carrier route facing slips on the top mailpiece in each bundle are visible and remain readable by the naked eye. Mailers can avoid obstructing visibility by using clear, smooth strapping tightly secured around the bundle. Clear strapping with a transparency rated = 52% when tested using ASTM D1746 - 09, Standard Test Method for Transparency of Plastic Sheeting, methods meet readability needs. This standard does not apply to the following:

a. Customized MarketMail.

b. Bundles placed in or on 5-digit or 5-digit scheme (L001) sacks or pallets.

c. Bundles placed in carrier route and 5-digit carrier routes sacks.

d. Bundles of mailpieces at carrier route prices entered at a destination delivery unit (DDU).

e. Bundles of USPS Marketing Mail flats prepared in letter trays.

**4.7 Counterstacking Flats or Parcels in Bundles**

Bundles of pieces of saddle-stitched pieces and pieces with one edge or corner thicker than the others may be prepared by counter-stacking under these conditions:

a. Counter-stacking should be used only to create bundles of more uniform thickness that are more likely to maintain their integrity during transportation and processing.

b. All pieces must have addresses facing up and be divided into no more than four approximately equal groups, with each group rotated 180 degrees from the preceding and succeeding group(s); prepare as few groups as possible to create a bundle of uniform thickness.

c. When pieces are nonuniform in thickness because they are thicker in the center instead of along an edge or corner, counter-stacking is not likely to result in a bundle of uniform thickness. Instead of counter-stacking such pieces, limit the height of the bundle to 3 to 6 inches to ensure the bundle will stay together during normal transit and handling.

**4.8 Preparing Bundles in Sacks**

In addition to the standards in 4.5 through 4.7, mailers must prepare bundles placed in sacks as follows:

a. The maximum weight for all bundles is 20 pounds.

b. Measure bundles at the lowest point to determine the bundle height.

c. Except for multi-carrier routes bundles, a bundle that exceeds the maximum height by less than the thickness of a single piece meets the standard.

d. Bundles of pieces with covers of “coated stock” (glossy covers) that are not individually enclosed in an envelope or mailing wrapper are subject to these conditions:

1. Bundles secured with rubber bands, twine, string, or only shrinkwrap must not exceed 3 inches in height.

2. Bundles secured with shrinkwrap plus plastic straps, or with at least two plastic straps, must not exceed 6 inches in height.

e. Bundles of pieces with covers of “uncoated stock” are subject to these conditions:

1. Bundles must not exceed 8 inches in height (recommended maximum height is 6 inches).

2. “Uncoated stock” refers to nonglossy paper covers and also to pieces with coated covers that are individually enclosed in an envelope, polybag, or mailing wrapper of uncoated stock.

**4.9 Preparing Bundles on Pallets**

In addition to general bundling standards in 4.1, bundles on pallets must meet the following standards:

a. Bundles must be secured with appropriate banding, shrinkwrap, or shrinkwrap supplemented by one or more bands. Banding includes plastic bands (recommended), rubber bands, and twine or similar material.

b. If only banding is used, banding material must be applied at least once around the length and once around the girth; wire and metal strapping are prohibited. Use tension sufficient to tighten and depress the edges of the bundle so that pieces do not slip out of the banding during transit and processing.

**4.10 Additional Standards for Unsacked Bundles Entered at DDU Facilities**

Mailers may enter unsacked, nonpalletized bundles of carrier route, Periodicals, USPS Marketing Mail, or Bound Printed Matter (BPM), flats or irregular parcels (BPM only) at destination delivery units (DDUs) if all the following conditions are met:

a. The maximum weight for a bundle is 40 pounds; the maximum number of bundles per carrier route is one bundle for each 10 pounds (or increment) of mail for that route, as follows:

1. Mailers must make the fewest number of bundles possible, up to the 40-pound maximum, while maintaining bundle integrity. To determine the maximum number of bundles for a route, divide the total weight of mail for that route by 10 and round up to the next whole number.

2. Mailers may balance the weight of the bundles across the maximum number of bundles. For example, if there are 36 pounds of mail for a carrier route, the maximum number of bundles for that route is four, which may be in four 9-pound bundles.

b. Mailers must enter bundles at DDUs according to the appropriate deposit and entry standards (e.g., 207.23.4.2 for Periodicals, 246 for USPS Marketing Mail flats).

**4.11 Pieces with Simplified Address**

For mail prepared with a simplified address, pieces must be prepared in bundles of 50 when possible. If bundles of other quantities are prepared, the actual number of pieces must be shown on the facing slip. Bundles must be secure and stable subject to weight limits in 705.8.0 if placed on pallets, and weight and height limits in 4.8 if placed in sacks.

**4.12 Bundles with Fewer Than the Minimum Number of Pieces Required**

A bundle may be prepared with fewer than the minimum number of pieces required without loss of price eligibility under either of these conditions:

a. A greater number of pieces would exceed the maximum physical size for a bundle and the total number of pieces for that presort destination meets the minimum volume standard.

b. The pieces constitute the “last bundle” for a presort destination and previously prepared bundles met the minimum volume standard.

**4.13 Labeling Bundles**

Unless excepted by standard, the presort level of each bundle must be identified either with an optional endorsement line under 7.0 or with a barcoded pressure-sensitive bundle label. On letter-size mail, place the bundle label in the lower left corner of the address side of the top piece in the bundle. On flat-size mail, place the label anywhere on the address side of the top piece in the bundle. Bundle labels must not be obscured by banding or shrinkwrap. The following colors and characters apply to bundle labels as applicable (not all presort levels apply to all classes of mail):

a. Firm (Periodicals use only), blue Label F.

b. 5-digit scheme presort level, red Label 5 SCH.

c. 5-digit presort level, red Label 5.

d. 3-digit scheme presort level, green Label 3 SCH.

e. 3-digit presort level, green Label 3.

f. ADC presort level, pink Label A.

g. Origin mixed ADC presort level, tan Label X.

h. Mixed ADC presort level, tan Label X.

**4.14 Identifying Carrier Route Information**

Bundles for individual carrier routes, rural routes, highway contract routes, Post Office box sections, or general delivery units must be prepared with facing slips under 4.15, optional endorsement lines under 7.0, or carrier route information lines under 204.3.0. These standards apply to Carrier Route Periodicals, Enhanced Carrier Route USPS Marketing Mail, and Carrier Route Bound Printed Matter mailings.

**4.15 Facing Slips—Carrier Route Bundles**

All facing slips used on carrier route bundles must show this information:

a. Line 1: Destination city, two-letter state abbreviation, and 5-digit ZIP Code.

b. Line 2: Content (as appropriate to the class), followed by carrier route type and route number (e.g., “MKT FLTS CR R 012”).

c. Line 3: City and two-letter state abbreviation of the origin Post Office.

## 5.0 Letter and Flat Trays

**5.1 General Standards**

Letter-size mailings must be prepared in letter trays with sleeves. First-Class Mail flat-size mailings must be prepared in flat trays with green lids under 235.7.0 and 235.8.0, unless prepared in extended managed mail (EMM) trays under 5.7. Periodicals flat-size mailings may be prepared in flat trays with green lids under 207.22.7 and 207.25.5.

a. Palletized mail is also subject to 705.8.0.

b. A postmaster may authorize nonpostal containers for a small-volume presorted mailing if the mailing weighs no more than 20 pounds, consists primarily of mail or bundles of mail for local ZIP Codes, and requires no USPS transportation for processing.

**5.2 Tray Sizes**

These approximate measurements define the USPS-provided tray sizes that apply to all letter-size mail preparation standards and the USPS-provided flat tray size that applies to First-Class Mail flats preparation:

a. 2-foot managed mail (MM) trays: 21 inches long by 10 inches wide (inside bottom dimensions) by 4-5/8 inches high.

b. 1-foot MM trays: 10-1/4 inches long by 10 inches wide (inside bottom dimensions) by 4-5/8 inches high.

c. 2-foot extended MM (EMM) trays: 21-3/4 inches long by 11-1/2 inches wide (inside bottom dimensions) by 6-1/8 inches high.

d. Flat tray. Inside bottom dimensions: 14-3/4 inches long by 10-3/4 inches wide. Height: 8 inches to bottom of handhold, 11-1/4 inches to top of tray.

**5.3 Letter Tray Preparation**

Letter trays are prepared as follows:

a. Subject to availability of equipment, standard 2-foot MM trays must be used for all letter-size mail, except that EMM trays must be used when available for letter-size mail that exceeds the inside dimensions of MM trays defined in 5.2. When using EMM trays, the 1-foot MM tray may be used in order to minimize the number of letter trays. When EMM trays are not available for those larger pieces, they must be placed in MM trays, angled back, or placed upright perpendicular to the length of the tray in row(s) to preserve their orientation.

b. Pieces must be “faced” (oriented with all addresses in the same direction with the postage area in the upper right).

c. Each tray must be filled before filling the next tray, with the contents in multiple trays relatively balanced. When preparing full trays, mailers must fill all possible 2-foot trays first; if there is mail remaining for the presort destination, mailers must use a combination of 1-foot and 2-foot trays that results in the fewest trays for that presort level. As an alternative, if there is mail remaining, mailers may move those pieces to the next higher presort level when the minimum piece quantity has been reached at the next tray level (e.g., 150 pieces) and the standards in 235.6.6 are met.

d. For presort destinations that do not require full trays, pieces are placed in a less-than-full tray.

e. Mailers must use as few trays as possible without jeopardizing price eligibility. For instance, a mailer will never have two 1-foot trays to a single destination; instead, that mail must be placed in a single 2-foot tray. A 1-foot tray is prepared only if it is a full tray with no overflow; or if there is less than 1 foot of mail for that destination; or if the overflow from a full 2-foot tray is less than 1 foot of mail.

f. Each tray must bear the correct tray label.

g. Each tray must be sleeved and strapped under 5.4, and 5.5.

h. If a mailing is prepared using an MLOCR/barcode sorter and is submitted with standardized documentation, then pieces do not have to be grouped by 3-digit ZIP Code prefix (or by 3-digit scheme, if applicable) in AADC trays, or by AADC in mixed AADC trays.

**5.4 Letter Tray Sleeving and Strapping**

Letter trays are secured using USPS-provided sleeves. Each sleeved letter tray must then be secured with one plastic strap placed tightly around the length of the tray without crushing the tray or sleeve.

**5.5 Letter Tray Strapping Exception**

Strapping is not required for any letter tray placed on a 5-digit, 3-digit, or SCF pallet secured with stretchwrap. If the processing and distribution manager gives a written waiver, strapping is not required for any mixed AADC or ADC letter tray of First-Class Mail or for any letter tray that originates and destinates in the same SCF, ADC, or AADC (mail processing plant) service areas.

**5.6 Use of Flat Trays**

**5.6.1 General**

Flat tray sizes are as follows:

a. Inside bottom dimensions: 14-3/4 inches long by 10-3/4 inches wide.

b. Height: 8 inches to bottom of handhold, 11-1/4 inches to top of tray.

**5.6.2 Preparation for Flats in Flat Trays**

All flat tray preparation is subject to these standards:

a. Addresses on all pieces must face upward in the same direction.

b. Pieces must be placed in trays to maintain their orientation. Once the required minimum volume is reached to allow or require preparation of a tray, additional pieces must be placed in the same tray up to its capacity to minimize the number of trays used. When possible, pieces must be placed in two or more stacks to optimize tray use, but mail must not overfill the tray to inhibit adequate closure or covering of the content.

c. The weight of a tray and its content must not exceed 70 pounds.

d. Each tray must bear the correct tray label.

e. Each tray must be covered (with the green side of the lid facing up). Each covered flat tray must then be secured with two plastic straps placed tightly around the width of the tray (the shorter dimension).

f. For automation price mailings prepared under the optional tray-based preparation rules in 235.8.0, one less-than-full overflow tray may be prepared for a presort destination when the total number of pieces for that destination meets the minimum for preparation of the tray level, and when one or more full trays for that destination are also prepared.

g. For automation price mailings prepared under the optional tray-based preparation rules in 235.8.0, if the total number of pieces for a presort destination meets or exceeds the minimum number of pieces required to prepare a tray for that destination, but the total volume does not physically fill a single tray, then the mail for that presort destination may be prepared in a less-than-full tray.

h. Pieces prepared as automation flats under the tray-based preparation option in 235.8.0 do not have to be grouped by 3-digit ZIP Code prefix in ADC trays or by ADC in mixed ADC trays if the mailing is prepared using an MLOCR/barcode sorter and standardized documentation is submitted.

i. When pieces in a Periodicals mailing remain after one or more full trays are prepared for a 5-digit scheme, 5-digit, 3-digit, SCF, or ADC destination, an additional tray to the destination must be prepared if the remaining pieces reach the required volume. If the remaining volume is below the required minimum, the pieces must be moved to the next tray level that meets the minimum volume.

**5.7 Preparation for First-Class Mail Flats in EMM Letter Trays**

Mailers may prepare First-Class Mail flat-size pieces in EMM letter trays instead of flat trays if the following standards are met:

a. The pieces must fit completely within the dimensions for height, length, and width specified in 5.2c. for an extended managed mail (EMM) letter tray. All pieces must be upright, faced toward the end of the tray (the short dimension), and perpendicular to the length of the tray.

b. Trays must bear tray-size labels that meet all applicable physical and barcode standards under 235.8.0, with Line 1 and Line 2 information as required for flat-size mail in flat trays. Each label must contain a barcode as specified in 204.3.3 and the content identifier number required in Exhibit 204.3.2.1 for the same type of flat-size mail prepared in flat trays.

c. All mail must be prepared under 235.8.0, and must not be prepared in bundles, except pieces in less-than-full trays must be bundled. Mailers using this option are not eligible to prepare their mail under 705.9.0.

d. All other applicable standards in 235.8.0, must be met, including required preparation sequence and use of tray minimums.

**5.8 Preparation for USPS Marketing Mail Flats in Letter Trays**

USPS Marketing Mail flat-size pieces may be prepared in letter trays instead of sacks only if the following standards are met:

a. At least 90 percent of the mailing job must be claimed at automation prices or Enhanced Carrier Route prices. No more than 10 percent of the mailing job may be claimed at Presorted prices. The following minimum volumes for USPS Marketing Mail must be met:

1. For the portion claimed at automation nonletter prices, a separate 200-piece minimum must be met. For any portion of the job claimed at Presorted prices, no separate minimum is required.

2. For any portion claimed at Enhanced Carrier Route nonletter prices, a separate 200-piece minimum must be met.

b. Automation price pieces must meet the applicable flat-size dimensions in 201.6.0. Presorted and Enhanced Carrier Route pieces must meet the flat-size dimensions in 201.4.0.

c. The pieces must fit completely within the dimensions for height and the bottom (floor) dimensions for length and width specified in 5.2 for a managed mail (MM) letter tray or an extended managed mail (EMM) letter tray. If a single row of pieces is placed in a tray, all pieces must be upright, faced toward the end of the tray (the short dimension), and perpendicular to the length of the tray. If two rows of pieces are placed in a tray, the rows must be parallel to each other and to the length of the tray and all pieces must be upright, faced toward the end of the tray, and perpendicular to the length of the tray. Other applicable standards in 245.3.0, must also be met.

d. Trays must bear tray-size labels that meet all applicable physical and barcode standards under 5.17, with Line 1 and Line 2 information as required for flat-size mail in sacks. Each label must contain a barcode as specified in 204.3.3.3 and the content identifier number required in Exhibit 204.3.2.1for the same type of flat-size mail prepared in sacks.

e. All mail prepared under 245.8.0, 245.9.0, or 245.10.0, must be bundled except for full 5-digit trays and full carrier route trays. The exception to bundling in 203.4.4, may be used for other sort levels. All mail prepared under 705.9.0, must be bundled.

f. All mail in the mailing job must be trayed. Sacking is not permitted except when the required minimum pallet load in 705.8.5.3 cannot be met.

g. All trays must be palletized under 705.8.10.3, except for mail prepared in trays for Priority Mail or Priority Mail Express drop shipment or for mail prepared and claimed at Enhanced Carrier Route destination delivery unit prices. Trays of letter-size pieces must not be placed onto pallets with trays of flat-size pieces. Pallet labels must identify the mail as flat-size pieces.

h. All other applicable standards in 245.8.0, 245.9.0, 245.10.0, or 705.9.0 must be met, including required preparation sequence and use of sack minimums as tray minimums.

### 5.9 Tray Labels

Tray labels are subject to these basic standards:

a. Use 2-inch labels.

b. Illegible labels are not acceptable. Machine-printed labels (available from the USPS) ensure legibility. Legible hand-printed labels are acceptable.

c. Tray labels for automation price mailings are subject to 5.17, and 204.3.0.

d. Intelligent Mail tray labels are subject to the standards in 204.3.3, and to the specifications posted on PostalPro at *https://postalpro.usps.com*.

### 5.10 Physical Characteristics of a Tray Label

A tray label must meet these specifications:

a. Color: white or manila (pink for Periodicals).

b. Weight: minimum 70-pound stock (500 sheets, 24 by 36 inches).

c. Height (perpendicular to printing): 1.860 inches minimum; 2.015 inches maximum.

d. Length (parallel to printing): 3.250 inches minimum; 3.515 inches maximum.

e. Thickness: 0.005 inch minimum.

**5.11 Line 1 (Destination Line)**

Line 1 (destination line) must meet these standards:

a. Placement. Line 1 must be the first visible line on the label. It must be completely visible and legible when placed in the label holder. This visibility is ensured if the top of this line is no less than 1/8 (0.125) inch below the top of the label when the label is cut and prepared.

b. Information. Line 1 must contain only the information specified by standard, including the appropriate destination facility prefix (e.g., “ADC”). Two zeros may follow the 3-digit ZIP Code prefix required by labeling standards (e.g., 223 as 22300).

c. Overseas Military Mail. On 5-digit trays and sacks for overseas military destinations, Line 1 shows, from left to right, “APO” or “FPO,” followed by “AE” (for ZIP Codes within the ZIP Code prefix range 090-098), “AA” (for ZIP Codes within the 3-digit ZIP Code prefix 340), or “AP” (for ZIP Codes within the ZIP Code prefix range 962-966), followed by the destination 5-digit ZIP Code of the mail in the tray.

**5.12 Line 2 (Content Line)**

Line 2 (content line) must meet these standards:

a. Placement: Line 2 must be the second visible line on the label. This line must show the class and processing category of the mail in the tray and other information as specified by standards.

b. Codes: The codes shown below must be used as appropriate on Line 2 of tray, sack, and pallet labels.

| CONTENT TYPE | CODE |
|---|---|
| Barcoded | BC |
| Barcoded and Nonbarcoded | BC/NBC |
| Carrier Route | C (type of route) |
| Carrier Routes | CR-RT or CR-RTS |
| Digit | D |
| First-Class Mail | FCM |
| First-Class Package Service — Commercial | |
| Flats | FLTS |
| General Delivery Unit | G |
| Highway Contract Route | H |
| Irregular Parcels | IRREG |
| Letters | LTR or LTRS |
| Machinable | MACH |
| Marketing Parcels | MKTG |
| Mixed | MXD |
| Mixed Machinable and Irregular Parcels | MACH & IRREG |
| Nonmachinable | MAN or MANUAL |
| Nonbarcoded | NON BC (sacks) NBC (pallets and cotrayed or cosacked mail under 705.9.0) |
| Package Services | PSVC |
| Parcels | PARCELS |
| Post Office Box Section | B |
| Periodicals | PER |
| Periodicals | NEWS* |
| Rural Route | R |
| Scheme | SCH |
| USPS Marketing Mail | STD |
| Working | WKG |

* "News" if published weekly or more often or if authorized newspaper treatment as of March 1, 1984.

**5.13 Line 3 (Office of Mailing or Mailer Information Line)**

Line 3 (origin line showing office of mailing or mailer information) must be the bottom line of required information unless the sack contains mail manifested using the Electronic Verification System (eVS) under 705.2.9. Line 3 must show either the city and state of the entry Post Office or the mailer's name and the city and state of the mailer's location. USPS recommends that the mailer's name also

appear with the city and state of the entry Post Office. As an alternative to adding a fourth line for eVS mailings as required by 5.6, “eVS” may appear as the first element on Line 3.

**5.14 Abbreviations for Lines 1 and 3**

Lines 1 and 3 may contain abbreviated information if such abbreviations are those in the USPS City State Product.

**5.15 Placement of Extraneous Information**

Extraneous information is not permitted on the destination and content lines. It may be placed away from required lines, subject to these conditions:

a. It may be placed above Line 1 in not more than 0.083 inch high type (6-point type).

b. It may appear to the right of required Line 3 information but it must not consist of numerals that resemble a ZIP Code or 3-digit ZIP Code prefix.

c. It must not appear between Lines 1 and 2 (a blank line is permitted), but may appear between Lines 2 and 3 if it does not consist of numerals that resemble a ZIP Code or 3-digit ZIP Code prefix.

d. It may appear below Line 3.

e. A mailer code assigned by the USPS or such words as “Mailer,” “From” (or “FR”), or “Entered at” may appear before the required information on Line 3.

**5.16 Placement of Tray Label**

A tray label must be securely placed in an adhesive-backed label holder that is affixed to the specific location designated on the tray. When no specific location is indicated the label must be securely placed in an adhesive-backed label holder that is affixed horizontally to the top left corner of one end of the tray. Do not use tape. Insert labels completely into the label holder to ensure that they do not fall out during processing. Do not insert labels upside down.

**5.17 Barcoded Tray and Sack Labels**

Barcoded tray labels must be used for automation-price letter-size mailings, automation-price flat-size mailings, and flat-sized mailings cobundled and cotrayed under 705.9.0 through 705.13.0. Barcoded labels must meet these general standards:

a. Use the appropriate size label as described in 5.10 and 6.2.

b. Mailer-produced barcoded labels must meet the standards in 204.3.0 and the specifications posted on PostalPro at *https://postalpro.usps.com*.

c. All information on barcoded labels must be machine-printed. Alterations to preprinted barcoded labels (e.g., handwritten changes) may not be made.

d. Mailers must insert barcoded labels completely into the label holder on the tray or sack to prevent their loss during transport and processing.

e. Intelligent Mail Tray labels must be used on all trays and sacks for mailings entered under the full-service automation option (see 705.23.0).

**Exhibit 5.17 Required Barcoded Container Labels**

| PRICE OR TYPE | PROCESSING CATEGORY |
|---|---|
| USPS Marketing Mail | |
| Automation price | Letter-size |
| Enhanced Carrier Route | Letter-size (barcoded labels not required for letter-size pieces with simplified addresses or paid at nonletter prices) |
| Automation | Flat-size |
| Cobundled and cosacked under 705.9.0 through 705.13.0 | Flat-size |
| Automation, Presorted, and Enhanced Carrier Route in letter trays under 245.3.0 | Flat-size |
| Automation and Presorted in letter trays cotrayed under 705.9.0 using 245.3.0 option | Flat-size |

# 6.0 Sacks

## 6.1 General Standards

[3-2-20] Applicable mailings must be prepared in sacks, except for Product Samples, which may be in cartons, sacks, or bundles directly on pallets. Also, see 602.4.0 when Product Samples are mailed with detached address labels (DALs) or detached marketing labels (DMLs). Containers for Customized MarketMail are specified in 705.1.0. The following additional standards apply:

a. Palletized mail is also subject to 705.8.0.

b. A postmaster may authorize nonpostal containers for a small-volume presorted mailing if the mailing weighs no more than 20 pounds, consists primarily of mail or bundles of mail for local ZIP Codes, and requires no USPS transportation for processing.

## 6.2 Sack Preparation

All sack preparation is subject to these standards:

a. Each sack must bear the correct sack label.

b. The weight of a sack and its content must not exceed 70 pounds.

## 6.3 Sack Labels

Sack labels are subject to the following:

a. Use 1-inch labels for sacks with metal 1-inch label holders/closures.

b. Use 2-inch labels for sacks with 2-inch label holder pockets.

c. Use 2-inch labels for sacks with dual plastic label holders/closures. One-inch labels may be used but are not recommended.

d. Illegible labels are not acceptable. Machine-printed labels (available from USPS) ensure legibility. Legible hand-printed labels are acceptable.

For sack label line standards see 5.12 through 5.16.

**6.4 Electronic Verification System**

All sacks containing parcels prepared and identified using the Electronic Verification System (eVS) under 705.2.9 must show “eVS” (or the alternatives “EVS” or “E-VS”) directly below Line 3 using the same size and lettering used for Line 3. As an option, “eVS” may be placed as the first element on Line 3.

**6.5 Physical Characteristics of a Sack Label**

A sack label must meet these specifications:

a. Color: white or manila (pink for periodicals).

b. Weight: 70-pound or heavier stock (required for mailings of automation-compatible flats, optional for others).

c. Length (parallel to printing): 3.250 inches minimum; 3.515 inches maximum.

d. Height (perpendicular to printing):

1. For 1-inch labels: 0.937 inch minimum; 0.980 inch maximum.

2. For 2-inch labels: 1.860 inches minimum; 2.015 inches maximum.

**6.6 Additional Standards for Barcoded Sack Labels**

**6.6.1 General**

In addition to 6.3, barcoded sack labels must meet the standards in 5.17, 204.3.2, and 204.3.3.

**6.6.2 Additional Standards for Automation-Compatible Flats**

For sack labels used on mailings of automation-compatible flats only:

a. The text content of sack labels must be machine-printed at five lines per inch. If the information cannot be shortened by postal abbreviations, it may be printed at a pitch of up to 15 characters per inch, if at least 22 human-readable characters fit on a line without interfering with the “quiet zone.”

b. The minimum acceptable height for the destinating ZIP Code is 0.111 inch.

c. The minimum acceptable character height for all other information on Lines 1, 2, and 3 is 0.083 inch.

## 7.0 Optional Endorsement Lines (OELs)

**7.1 OEL Use**

**7.1.1 Basic Standards**

An optional endorsement line (OEL) may be used to label bundles instead of applying pressure-sensitive bundle labels or facing slips to the top piece of bundles except each mailpiece in a FSS bundle must bear an optional endorsement line in human-readable text, including the correct ZIP code listed in Column B of L006, as described in Exhibit 7.1.1. The OEL must show carrier route information or the type of bundle and ZIP Code information as shown in

Exhibit 7.1.1. Use of OELs on bundles is subject to the standards for the price claimed. At the mailer's option, pieces in trays of noncarrier route automation letter-size mail may bear OEL information that corresponds to the sortation level of the tray in which the pieces are placed. The ZIP Code for use on OELs must include the 3-digit ZIP Code prefix or 5-digit ZIP Code as required.

**Exhibit 7.1.1 OEL Formats**

| SORTATION LEVEL | OEL EXAMPLE |
|---|---|
| Firm—BPM machinable parcels | * * * * * * * * * * * * * * * * * * * * * * * * FIRM 12345 |
| Firm—Periodicals | * * * * * * * * * * * * * * * * * * * * * * * * FIRM 12345 |
| Origin Mixed ADC—Periodicals (3-digit ZIP Code prefix) | * * * * * * * * * * * * * * * ORIGIN MIXED ADC 117 |
| Carrier Route—Periodicals basic | * * * * * * * * * * * * * * * * * * CAR-RT LOT**C-001<br>* * * * * * * * * * * * * * * * CR LOT 1234A**C-001 |
| Carrier Route—basic FSS | * * * * * * * * * * * * * * * * * * SCH 5-DIGIT 12345 FSSC |
| Carrier Route—Periodicals high density | * * * * * * * * * * * * * * * * * CAR-RT WSH**C-001 |
| Carrier Route—High density FSS | * * * * * * * * * * * * * * * * * *SCH 5-DIGIT 12345 FSSB |
| Carrier Route—Periodicals saturation | * * * * * * * * * * * * * * * * * CAR-RT WSS**C-001 |
| Carrier Route—Periodicals Saturation FSS | * * * * * * * * * * * * * * * * * *SCH 5-DIGIT 12345 FSSH |
| ECR—USPS Marketing Mail basic | * * * * * * * * * * * * * * * * * * * * * ECRLOT**C-001<br>* * * * * * * * * * * * * * * * ECRLOT 1234A**C-001 |
| ECR—USPS Marketing Mail high density or high density plus | * * * * * * * * * * * * * * * * * * * ECRWSH**C-001 |
| ECR—High Density Plus FSS | * * * * * * * * * * * * * * * * * *SCH 5-DIGIT 12345 FSSA |
| ECR—USPS Marketing Mail saturation | * * * * * * * * * * * * * * * * * * * ECRWSS**C-001 |
| Carrier Route—Bound Printed Matter | * * * * * * * * * * * * * * * * CAR-RT SORT**C-001 |
| Carrier Route FSS—Bound Printed Matter | * * * * * * * * * * * * * * * * * *SCH 5-DIGIT 12345 FSSC |
| 5-Digit | * * * * * * * * * * * * * * * * * * * * * * 5-DIGIT 12345 |
| 5-Digit (Nonautomation FSS flats) | * * * * * * * * * * * * * * * * * *SCH 5-DIGIT 12345 FSSE |
| 5-Digit Scheme (Automation flats) | * * * * * * * * * * * * * * * * * * SCH 5-DIGIT 12345 |
| 5-Digit Scheme (Automation FSS flats) | * * * * * * * * * * * * * * SCH 5-DIGIT 12345 FSSD |
| 3-Digit | * * * * * * * * * * * * * * * * * * * * * * * 3-DIGIT 771 |
| 3-Digit (Nonautomation FSS flats) | * * * * * * * * * * * * * * * * * *SCH 5-DIGIT 12345 FSSG |
| 3-Digit Scheme (Automation flats) | * * * * * * * * * * * * * * * * * * * SCH 3-DIGIT 006 |
| 3-Digit Scheme (Automation FSS flats) | * * * * * * * * * * * * SCH 5-Digit 12345 FSSF |
| ADC (3-digit ZIP Code prefix) | * * * * * * * * * * * * * * * * * * * *ALL FOR ADC 105 |
| ADC (5-digit ZIP Code) | * * * * * * * * * * * * * * * * * *ALL FOR ADC 90197 |
| Mixed ADC (3-digit ZIP Code prefix) | * * * * * * * * * * * * * * * * * * * * * MIXED ADC 640 |
| Mixed ADC (5-digit ZIP Code) | * * * * * * * * * * * * * * * * * * * MIXED ADC 60821 |
| **Optional tray level piece ID for automation letters:** | |
| AADC (3-digit ZIP Code prefix) | * * * * * * * * * * * * * * * * * ALL FOR AADC 050 |
| AADC (5-digit ZIP Code) | * * * * * * * * * * * * * * * * *ALL FOR AADC 07099 |

| SORTATION LEVEL | OEL EXAMPLE |
|---|---|
| Mixed AADC (3-digit ZIP Code prefix) | * * * * * * * * * * * * * * * * * * * * MIXED AADC 870 |
| Mixed AADC (5-digit ZIP Code) | * * * * * * * * * * * * * * * * * * MIXED AADC 75197 |
| **Additional required human-readable text for use with combined mailings of USPS Marketing Mail and Periodical flats:** | |
| 5-Digit Scheme (and other sortation levels as appropriate) | * * * * * * * * * SCH 5-DIGIT 12345 MIX COMAIL |
| 5-Digit Scheme (Automation FSS flats) | * * * * * * SCH 5-DIGIT 12345 FSSD COMAIL |
| 5-Digit (Nonautomation FSS flats) | * * * * * *SCH 5-DIGIT 12345 FSSE COMAIL |
| 3-Digit (Automation FSS flats) | * * * * * *SCH 5-DIGIT 12345 FSSF COMAIL |
| 3-Digit (Nonautomation FSS flats) | * * * * * * *SCH 5-DIGIT 12345 FSSG COMAIL |
| Carrier Route high density plus (FSS flats) | * * * * * * *SCH 5-DIGIT 12345 FSSA COMAIL |
| Carrier Route high density (FSS flats) | * * * * * * *SCH 5-DIGIT 12345 FSSB COMAIL |
| Carrier Route basic | * * * * * * *SCH 5-DIGIT 12345 FSSC COMAIL |

### 7.1.2 Intelligent Mail Barcodes

When flat-size pieces bear an Intelligent Mail barcode (under 204.1.2) for automation-price eligibility, the barcode on a piece that contains an optional endorsement line (OEL) must contain OEL coding that includes information in Exhibit 7.1.1 that corresponds to the correct sortation level of each bundle. When automation-priced flat-size pieces bear an Intelligent Mail barcode that contains OEL coding information corresponding to the correct sortation, an OEL is also required on the piece. See the *Intelligent Mail Barcode Resource Guide* available on PostalPro at *http:// postalpro.usps.com/* for more information on incorporating OELs in Intelligent Mail barcodes.

### 7.1.3 Keyline

A mailer's keyline or comparable information may not be placed on the same line as the OEL or on the line above the OEL. A keyline used on valid ACS mailpieces is subject also to 7.2.4.

### 7.1.4 Firm Bundles

On a firm bundle of carrier route presorted Periodicals, “FIRM” may precede “CAR-RT SORT” in the carrier route information line under 204.3.0.

### 7.1.5 Price Markings

At the mailer’s option, price markings required by the standards for the price claimed may be included in the OEL if the OEL appears on each piece in the mailing and if it remains a single line with the basic bundle label information (required by 7.1.1) at the right end (e.g., on a carrier route bundle of Enhanced Carrier Route Saturation USPS Marketing Mail: * * * * ECRWSS**C-001; on an automation USPS Marketing Mail 3-digit bundle: * * * * AUTO**3-DIGIT 750).

### 7.1.6 Exceptional Address Format

The exceptional address format may appear above the OEL as specified in 602.3.0.

### 7.1.7 OEL With LOT Information

At the mailer’s option, line-of-travel (LOT) information for carrier route Periodicals and Enhanced Carrier Route USPS Marketing Mail may be included in the OEL

using the applicable format in 7.1.1. All other OEL requirements apply. If there is insufficient space within the OEL to include any other information required (e.g., ACS participant code), this OEL format may not be used.

#### 7.1.8 Required OEL Use in Combined Mailings of USPS Marketing Mail and Periodicals Flats

Mailers authorized to combine USPS Marketing Mail flats and Periodicals flats, under 705.15.0, must apply an OEL identifying the presort level of the bundle and other applicable information as specified in 7.1 to each mailpiece. The following additional standards also apply:

a. Each OEL must contain the format elements described in 7.2 and must include a “MIX COMAIL” human-readable text, as its most right-justified element.

b. Mailpieces may include LOT information, in accordance with 7.1.7, only when there is sufficient space for the human-readable text in item a and all other required information.

c. When combined mailings of USPS Marketing Mail and Periodicals flats are prepared to FSS zones under 705.15.1.11, each mailpiece must bear an optional endorsement line in human-readable text, including the correct ZIP code listed in Column B of L006, as described in Exhibit 7.1.1.

### 7.2 OEL Format

#### 7.2.1 Presort Identification

Except when an address block barcode is placed above the optional endorsement line (OEL), the appropriate presort identification must be the first line at the top of the address block or label. A mailer receiving address corrections through Address Change Service (ACS) may use the first eight positions on the left side of the OEL for an ACS human-readable participant code.

#### 7.2.2 Style and Size of Type

The information in the OEL must meet the following conditions:

a. Letters must be the same type font as those in the address block.

b. The OEL must contain only capital letters of the alphabet, Arabic numerals, or asterisks.

c. Font size and line spacing must be no less than the size and line spacing of the largest letters or characters in the address block or any part of the address label, except as provided under 7.2.2d.

d. At the mailer's option, characters are a minimum of 8 point font size on mailpieces that do not bear a traditional ACS printed participant code (see 507.4.0). Under this option, characters may not overlap and must be evenly spaced.

#### 7.2.3 ACS Code in OEL

If an ACS human-readable participant code (see 507.4.2) is used in an OEL on a label or in an address block, the delimiter symbol (#) must be in the first position at the left margin of the OEL, followed by the seven-character USPS-assigned

ACS participant code, then one blank space. The remaining blank spaces between the left-justified delimiter and ACS participant code and the first character of the right-justified mail sortation information of the OEL must be filled with asterisks.

### 7.2.4 No ACS Code in OEL

If an ACS human-readable participant code is not placed in the OEL as permitted by 507.4.2.4, the OEL must be filled with asterisks from the left margin of the label or address block up to the first character in the OEL. A keyline prepared under 7.1.3 is required on valid ACS mailpieces if an ACS participant wants to receive notification of nondelivery information under 507.1.4.1 in addition to address correction service.

### 7.2.5 ZIP Code Information

Except for carrier route bundles, the OEL must include the ZIP Code information (5-digit ZIP Code or 3-digit ZIP Code prefix) determined by the sortation level and, when applicable, by the labeling list designated in Exhibit 7.2.5 for ADC, mixed ADC, AADC, or mixed AADC sortation levels. Carrier route OELs must show carrier route information as specified in 8.2.

**Exhibit 7.2.5 OEL Labeling Lists**

| PROCESSING CATEGORY AND PRESORT TYPE | ADC/ AADC | MIXED ADC/ MIXED AADC |
|---|---|---|
| **First-Class Mail** | | |
| Letters, nonmachinable | L004 | L201, Column C |
| Letters, machinable | L801 | L201, Column C |
| Letters, automation | L801 | L201, Column C |
| Flats, nonautomation | L004 | L201, Column C |
| Flats, automation | L004 | L201, Column C |
| **Periodicals** [1] | | |
| Letters, nonbarcoded (nonautomation) | L004 | L011 |
| Letters, barcoded (automation) | L801 | L011 [2] |
| Flats, nonbarcoded | L004 | L201, L009 |
| Flats, barcoded | L004 | L201, L009 |
| Irregular parcels | L004 | L201, L009 |
| **USPS Marketing Mail** [1] | | |
| Letters, nonmachinable | L004 | L011 [2] |
| Letters, machinable | L801 | L011 [2] |
| Letters, automation | L801 | L011 [2] |
| Flats, nonautomation | L004 | L009 |
| Flats, automation | L004 | L009 |
| **Bound Printed Matter** [1] | | |
| Flats, nonbarcoded | L004 | L009 |

| PROCESSING CATEGORY AND PRESORT TYPE | ADC/ AADC | MIXED ADC/ MIXED AADC |
|---|---|---|
| Flats, barcoded | L004 | L009 |
| Irregular parcels | L004 | L009 |
| **Media Mail** | | |
| Flats, nonautomation | L004 | L009 |
| Irregular parcels | L004 | L004[2] |
| **Library Mail** | | |
| Flats, nonautomation | L004 | L009 |
| Irregular parcels | L004 | L004[2] |

1. For automation-compatible flats, label according to L007 for optional 5-digit scheme preparation.
2. L010 if mail entered by mailer at a destination ASF or NDC or for mail placed on an ASF or NDC pallet under 705.8.0.

# 8.0 Carrier Route Information Lines

## 8.1 Basic Information

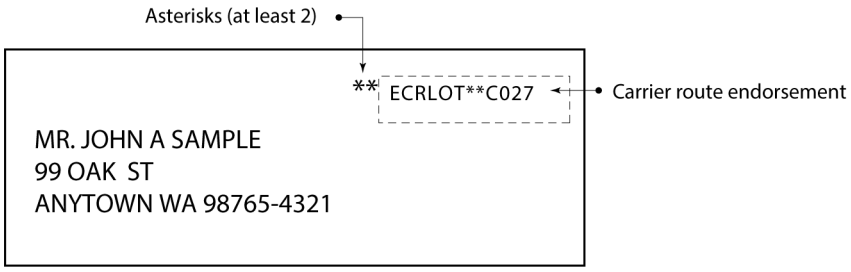
Mailers must prepare bundles of all mailpieces mailed at carrier route prices with optional endorsement lines under 7.0, carrier route information lines under 8.2, or facing slips (see 203.4.0). Carrier route information lines may be on all pieces in a mailing, regardless of presort level. Mailers must use optional endorsement lines or carrier route information lines on all pieces in mailings of USPS Marketing Mail letters prepared under 245.9.7, except for pieces in full carrier route trays.

## 8.2 Format and Content

### 8.2.1 Route Information

Carrier route information consisting of a descriptive prefix (or its abbreviation), plus a route number or numeric code, must be on the top line of the address, either alone or with other information (e.g., addressee, account data). Alternatively, when permitted by standard, the carrier route information may appear with the applicable carrier route endorsement on the line above or two lines above the address if the carrier route price marking is in the address area (see Exhibit 8.2.1).

**Exhibit 8.2.1 Address Format With Carrier Route Information**



### 8.2.2 Descriptive Prefix

The authorized descriptive prefixes and their abbreviations are “Carrier Route” (“C”), “Rural Route” (“R”), “Highway Contract Route” (“H”), “Post Office Box Section” (“B”), and “General Delivery Unit” (“G”).

### 8.2.3 Route Code

These conditions apply to the carrier route code:

a. The one-character descriptive prefix in 8.2.2 must be followed by a 3-digit route or Post Office box section number.

b. On Periodicals and USPS Marketing Mail pieces bearing a simplified address that does not include a ZIP Code, the descriptive prefix in 8.2.2 must be followed by the last two digits of the 5-digit ZIP Code and the 3-digit route number or Post Office box section number.

c. The route code required for simplified address mailings in 8.2.3b may also be used on mailings of any class that contain a ZIP Code in the address.

### 8.2.4 Other Elements

The following elements also are included in the carrier route information line:

a. The carrier route code must be preceded by at least two asterisks (**).

b. At least 10 spaces must be reserved for the carrier route code if other information is included on the top line.

c. The carrier route information line may also contain the basic markings required by standard for the class of mail and price claimed, prepared under 202 for letters, 202 for flats, and 202 for parcels.

d. The carrier route information line may also include information to identify bundles of Periodicals matter mailed at:

   1. carrier route saturation prices (“SATURATION WALK-SEQUENCED CARRIER ROUTE MAIL” or the abbreviation “CAR-RT WSS”),

   2. high density walk-sequenced prices (“HIGH DENSITY WALK-SEQUENCED CARRIER ROUTE MAIL” or the abbreviation “CAR-RT WSH”), or

   3. basic carrier route prices (“CARRIER ROUTE LINE-OF-TRAVEL” or the abbreviation “CAR-RT LOT”).

### 8.2.5 Firm Bundle

On a firm bundle of carrier route presorted Periodicals, “FIRM” may precede “CAR-RT LOT” or “CAR-RT WSH” or “CAR-RT WSS,” as applicable, in the carrier route information line.

# 204 Barcode Standards

**Overview**

1.0 Standards for Intelligent Mail Barcodes
2.0 Standards for Package and Extra Service Barcodes
3.0 Standards for Barcoded Tray Labels, Sack Labels, and Container Labels

## 1.0 Standards for Intelligent Mail Barcodes

### 1.1 General

An Intelligent Mail barcode is a USPS-developed method to encode ZIP Code information on mail that can be read for sorting by automated machines. Intelligent Mail barcodes also encode other tracking information.

### 1.2 Intelligent Mail Barcodes

#### 1.2.1 Definition

An Intelligent Mail barcode is the USPS-developed barcode that mailers use to encode routing and tracking information on mail that can be read by automated mail processing equipment to sort mail and to provide tracking information to the mailers. An Intelligent Mail barcode consists of 65 vertical bars, each representing one of four possible states: full bar, ascender, tracker, and descender. These 65 bars encode a string of 31 digits, divided into two parts: a 20-digit tracking code and an 11-digit routing code (when required). The 11-digit routing code may contain a ZIP Code, a ZIP+4 code, or a delivery point code, unless required to contain a certain level of code in specific applications; no correction digit is needed within an Intelligent Mail barcode. Mailers may use Intelligent Mail barcodes as follows:

a. When used on letters for automation-price eligibility purposes, the routing code must contain a delivery point code that accurately matches the delivery address.

b. When used on flat-size pieces for automation-price eligibility purposes, the barcode must contain a delivery point routing code that accurately matches the delivery address. When flat-size pieces bear an Intelligent Mail barcode for automation price eligibility, the barcode on a piece that contains an optional endorsement line (OEL) must contain OEL coding that includes information in Exhibit 203.7.1.1 corresponding to the correct sortation level of each bundle. When automation-priced flat-size pieces bear an Intelligent Mail barcode that contains OEL coding information corresponding to the correct sortation, an OEL is also required on the piece. See the *Intelligent Mail Barcode Technical Resource Guide* available on PostalPro at *https://postalpro.usps.com/* for more information on incorporating OELs in Intelligent Mail barcodes.

c. Reply mail pieces using origin Informed Visibility do not require a Mailer ID (MID) to be encoded into the Mailer Identifier field. All other mailpieces, including QBRM letters and PRM pieces, bearing Intelligent Mail barcodes must include the MID in the Mailer Identifier field. Additional information on Informed Visibility is available under 507.10.0. Mailers printing the Intelligent Mail barcode solely for automation price eligibility can contact the PostalOne! Help Desk at 1-800-522-9085 to obtain a MID.

#### 1.2.2 Specifications

Complete specifications for Intelligent Mail barcodes are defined in the *Intelligent Mail Barcode Technical Resource Guide,* available on PostalPro at *https://postalpro.usps.com.*This publication also provides details on how to encode the routing code and tracking code into an Intelligent Mail barcode, barcode dimensions and spacing, clear zone, skew and rotation tolerance, and print characteristics. The assignment of a Barcode Identifier, Service Type Identifier, and Mailer ID are described by the respective publications for each extra service. These publications are available on PostalPro at *https://postalpro.usps.com*.

### 1.3 Reflectance

#### 1.3.1 Background Reflectance

A background reflectance of at least 50% in the red portion and 45% in the green portion of the optical spectrum must be produced in the following locations when measured with a USPS or USPS-licensed envelope reflectance meter:

a. The barcode clear zone of a card-size or a letter-size piece barcoded in the lower right corner.

b. The area surrounding the barcode (within 1/8 inch of the leftmost and rightmost bars and 1/25 inch above and below the barcode) of a card-size, letter-size, or flat-size piece barcoded in the address block and of a flat-size, or First-Class Package Service — Retail parcel barcoded elsewhere.

#### 1.3.2 Print Reflectance Difference

A print reflectance difference (PRD) of at least 30% in the red and green portions of the optical spectrum is required between the background material of the mailpiece and the barcode, when measured with a USPS or USPS-licensed envelope reflectance meter. (PRD equals the reflectance of the background minus the reflectance of the ink.)

#### 1.3.3 Opacity

The material on which the barcode appears must have enough opacity to prevent printing from “showing through” to the extent that it interferes with postal equipment that reads the barcode. The print contrast ratio (PCR) of print (other than the barcode) that shows through the barcode clear zone or the barcode area in the address block must not exceed 15% when measured in the red and green portions of the optical spectrum.

#### 1.3.4 Dark Fibers and Background Patterns

Dark fibers or background patterns that produce a print contrast ratio of more than 15% when measured in the red and green portions of the optical spectrum are prohibited in these locations:

a. The area of the address block or the barcode clear zone where the barcode appears on a card-size or a letter-size piece mailed at automation prices or at Enhanced Carrier Route saturation or high density prices.

b. The area of the address block or the area of the mailpiece where the barcode appears on a flat-size piece in an automation mailing or on a First-Class Package Service — Retail parcel.

### 1.4 Skew and Baseline Shift

#### 1.4.1 Card-Size and Letter-Size Pieces

For a barcode on a card-size or a letter-size piece, the combined effects of positional skew (slant or tilt of the entire barcode baseline) and rotational skew (slant or tilt of the individual barcode bars) must be limited to a maximum rotation of the bars of ±5 degrees from a perpendicular to the bottom edge of the piece. The individual bars of a barcode must not shift (be vertically offset) more than 0.015 inch from the average baseline of the barcode. For information on barcode placement for card-size and letter-size pieces, see 202.5.0.

#### 1.4.2 Flat-Size Pieces and USPS Marketing Mail Parcels

The maximum rotational skew (slant or tilt of the individual barcode bars) for barcodes is ±10 degrees from a perpendicular to the baseline of the barcode. There is no positional skew requirement. The individual bars of a barcode must not shift (be vertically offset) more than 0.015 inch from the average baseline of the barcode. For information on barcode placement for flat-size pieces, see 202.5.0. For information on barcode placement on parcels, see 202.6.0.

### 1.5 Barcode Software and Hardware Certification

#### 1.5.1 Purpose

To help mailers evaluate the quality of their equipment producing barcodes, the USPS offers optional testing and certification to manufacturers of barcoding software and hardware. Certified barcoding equipment ensures that the equipment can produce dimensionally correct barcodes meeting postal specifications. Certification does not ensure that barcodes produced from that equipment can meet the requirements for automation prices because many other variables in barcode production (e.g., ink color and quality, paper color and contrast, equipment operation and maintenance) affect the quality of the barcodes printed on mailpieces.

#### 1.5.2 Testing Arrangements

Manufacturers who want their products tested and mailers who want information on available certified products should contact the National Customer Support Center (see 608.8.0 for address).

# 2.0 Standards for Package and Extra Service Barcodes

## 2.1 Intelligent Mail Package Barcode

### 2.1.1 Definition

[5-4-20] An Intelligent Mail package barcode (IMpb) is the USPS-developed barcode that can be read by automated parcel processing equipment and scanning devices, and consists of a data string that generally follows the GS1-128 specification. These barcodes include a variable length format that is determined by the elements selected by the mailer, and supplies tracking and routing data for packages and extra service applications. Intelligent Mail package barcodes must be used on all commercial packages, and on other mailpieces of customers requesting extra services. All mailers generating Intelligent Mail package barcodes must also submit piece-level information to the USPS via an approved electronic file format (except for mailers generating barcodes for use on return services products, such as uninsured USPS Returns service packages). Electronic files must include a complete destination delivery address (which has sufficient quality to yield an 11-digit ZIP Code that matches the delivery point) and a delivery point validation (DPV) 11-digit code for all records in the file. Except for Parcel Return Service, a ZIP + 4 is required to be encoded into the barcode for all returns products.

### 2.1.2 Barcode Location

See 202.6.1 for barcode location standards.

### 2.1.3 Barcode Data Fields

The following fields are used to construct the Intelligent Mail package barcode. Not every barcode type will use every field, and some fields may be suppressed from the human-readable text. Detailed specifications are provided in Publication 199: *Intelligent Mail Package Barcode (IMpb) Implementation Guide for: Confirmation Services and Electronic Verification System (eVS) Mailers,* and available on PostalPro at *https://postalpro.usps.com.*

a. *Channel Application Identifier (AI):* identifies the business induction channel from which the mailpiece originated and the location of the payment record.

*b. Destination ZIP Code.*

c. *Julian Date:* used in conjunction with the AI to identify the print date.

d. *Mailer Identifier (MID):* identifies the 6 or 9-digit MID of the mailer or mail service provider. A 6-digit MID must begin with a “0” through an “8” and a 9-digit MID must begin with a “9.”

e. *Mod 10 Check Digit*: used as the final digit in the barcode string.

f. *Postal Code Application Identifier:* identifies the presence of a routing code, when used.

g. *Serial Number:* identifies the mailpiece, the length for which is determined by the induction channel for the mailer.

h. *Service Type Code:* a 3-digit code that identifies the mail class, product and/or extra services.

i. *Source Identifier:* a 2-digit field that identifies the type of online source or platform that generated the barcode.

### 2.1.4 Physical Barcode Requirements

Detailed physical specifications for barcodes are provided in the resource documents and Publication 199, available on PostalPro at *http://postalpro.usps.com.* Physical barcode requirements are as follows:

a. *Barcode Symbology:* generally follows GS1-128 symbology.

b. *X-Dimension:* defines the width of the narrowest bar or space element within the barcode and must be between 0.013 inch and 0.021 inch. An X-dimension of 0.015 – 0.018 is preferred.

c. *Barcode Length:* the overall length is a function of the number of characters encoded and the X-Dimension used.

d. *Barcode Height:* unless allowed by exception, the minimum height must be at least 0.75 inch.

e. *Minimum Horizontal Barcode Quiet/Clear Zone:* must measure at least ten (10) times the X-Dimension to the left and right of the barcode. A clear zone of at least 0.25 inch is recommended.

f. *Minimum Vertical Barcode Quiet/Clear Zone:* a clear zone of at least 0.125 inch must be maintained directly above and below the barcode.

g. *Human-Readable Representation of Barcode Data and Service Banner:* text must be printed in accordance with Exhibit 2.1.4 and as follows:

   1. Human-readable text cannot extend beyond the length of the identification bars.

   2. Service Banners must include the human-readable text “USPS SIGNATURE TRACKING #” (or “USPS SIGNATURE TRACKING NUMBER”) for mailpieces requiring a signature at delivery and ``USPS TRACKING #” (or “USPS TRACKING NUMBER”) for all other mailpieces. Service Banner text shown in Exhibit 2.1.4 is an example. See Publication 199 for additional information.

h. *Identification Bars:* are horizontal black lines that extend at least the total combined width of the barcode and the minimum horizontal clearance to the left and right of the barcode, and may extend beyond this measurement to the width of the label are printed in accordance with Exhibit 2.1.4.

**Exhibit 2.1.4 Barcode Specifications**

### 2.1.5 Print Quality Requirements

Detailed specifications for measuring print quality are defined in the Intelligent Mail Package Barcode Specification and Publication 199.
Print quality requirements are as follows:

a. *Reflectance:* barcodes must be printed on substrate (e.g. shipping label) of uniform color and must meet requirements for reflectance as measured on a USPS-specified reflectance meter or barcode verifier.

b. *Symbol Contrast:* when measured in accordance with the Intelligent Mail Package Barcode Specification, must be greater than 40 percent.

c. *Barcode Quality:* barcodes in each mailing must be 70 percent grade A or B with the remaining not below a grade C.

### 2.1.6 Quality Assurance

Mailers must perform routine inspections and testing of labels and barcodes to ensure quality

### 2.1.7 Electronic File

[5-4-20] All mailers generating Intelligent Mail package barcodes must transmit piece-level information to USPS in an approved electronic file format (except for mailers generating barcodes for use on return services products, such as uninsured USPS Returns service packages). Specifications for electronic files are available on PostalPro at *https://postalpro.usps.com*. Electronic files must include the following elements:

a. *Header Record:* provides summary information regarding the entity transmitting the file and the nature of the mailing.

b. *Detail Record 1:* defines the class and service type of the item, fees and postage, destination ZIP Code and information related to containerization.

c. *Detail Record 2:* provides detail on special products (e.g. Priority Mail Express).

d. Version 1.6 (or subsequent versions) of the electronic shipping services manifest files, including each destination delivery address or ZIP + 4 Code. Shipping Services file manifests or other approved electronic documentation must include the destination delivery address (that has

sufficient quality to yield an 11-digit ZIP Code that matches the delivery point) or delivery point validation (DPV) 11-digit ZIP Code for each record in the file.

e. Electronic shipping manifest files, or approved alternative electronic documentation, must include data identifying the mailing agent and mail owner, as applicable.

### 2.1.8 Compliance Quality Thresholds

All mailers who enter commercial parcels must meet the established thresholds for IMpb Compliance Quality outlined in Exhibit 2.1.8 to avoid an IMpb noncompliance fee. Failure to meet any compliance quality threshold described in Exhibit 2.1.8 will result in the assessment of the IMpb noncompliance fee. For details, see Publication 199: *Intelligent Mail Package Barcode (IMpb) Implementation Guide for: Confirmation Services and Electronic Verification System (eVS) Mailers* or visit PostalPro at *https://postalpro.usps.com*.

**Exhibit 2.1.8 IMpb Compliance Quality Thresholds**

| Compliance Categories | Compliance Codes | Validations | Compliance Thresholds |
|---|---|---|---|
| Address Quality: Checks for a timely address that validates to a unique 11-Digit DPV. | AQ | Must include a full, valid destination delivery address that has sufficient quality to yield an 11-digit ZIP Code that matches the delivery point in the file as follows:<br>• Valid secondary address information.<br>• Match between address to ZIP +4 Codes.<br>• Include street number.<br>• Customers using eVS must provide the address information before the Arrival at Unit (07) Event Scan and non-eVS customers at the time of mailing. | 90 |
| Manifest Quality (Shipping Services file): Checks for a timely manifest file that passes four critical validation criteria. | MQ | • Entry facility must match between scan and manifest.<br>• Valid PO of Account ZIP Code (where account is held for payment).<br>• Valid method of payment (Permit, Federal Agency, PC Postage, Smart Meter, Other Meter, or Stamps).<br>• Valid payment account number. | 94 |
| Barcode Quality: Checks the barcode in the manifest that passes two critical validations. | BQ | • Valid and Certified Mailer ID in the label that is in Program Registration/Online Enrollment.<br>• IMpb must be unique for 120 days. | 98 |

### 2.1.9 Alternate Approval

Labels not meeting IMpb specifications or other label element standards, but still able to demonstrate acceptable functionality within USPS processes, may be allowed using an alternative approval process authorized by the vice president, Enterprise Analytics. (See 608.8.1 for contact information.)

## 2.2 Other Package Barcodes

### 2.2.1 Basic Standards for Postal Routing Barcodes

A separate postal routing barcode may be used on parcels to provide routing information, when used in conjunction with an IMpb. Each parcel must bear a properly prepared GS1-128 barcode symbology as described in 2.2.2 that accurately represents the correct ZIP Code or ZIP+4 code of the delivery address. For information on barcode placement for parcels, see 202.6.0.

### 2.2.2 Basic Elements of Postal Routing Barcodes

GS1-Code128 postal routing barcode data elements include:

a. *Barcode Type.* GS1-128 is the only acceptable barcode and must be printed within Subset C.

b. *Start Code.* Postal routing barcodes must start with a Symbol Start Code, which is not shown in the human-readable text.

c. *Function One (FNC1).* The FNC1 numeric character for GS1-128 follows the symbol start character, is part of the symbology overhead, and is not shown in the human-readable text.

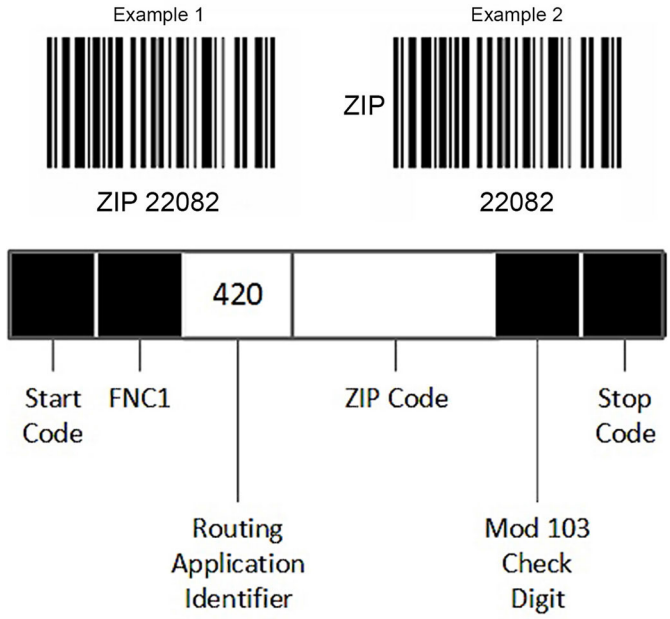
d. *Application Identifier (AI).* The AI for a postal routing barcode is “420” for domestic mail and is not shown in the human-readable text.

e. *ZIP Code or ZIP+4 Code.* Postal routing barcodes must include the 5-digit ZIP Code or ZIP+4 code of the address. Only the 5-digit ZIP Code appears in the human-readable text.

f. *Check Digit.* A check digit must be added at the end of the sequence of numbers to validate the authenticity of the number. GS1-128 postal routing barcodes must utilize a MOD 103 check digit, which is not shown in the human-readable text.

g. *Stop Code.* The GS1-128 postal routing barcode must end with a Symbol Stop Code, which is not shown in the human-readable text.

**Exhibit 2.2.2 Postal Routing GS1-128 Barcode Format**

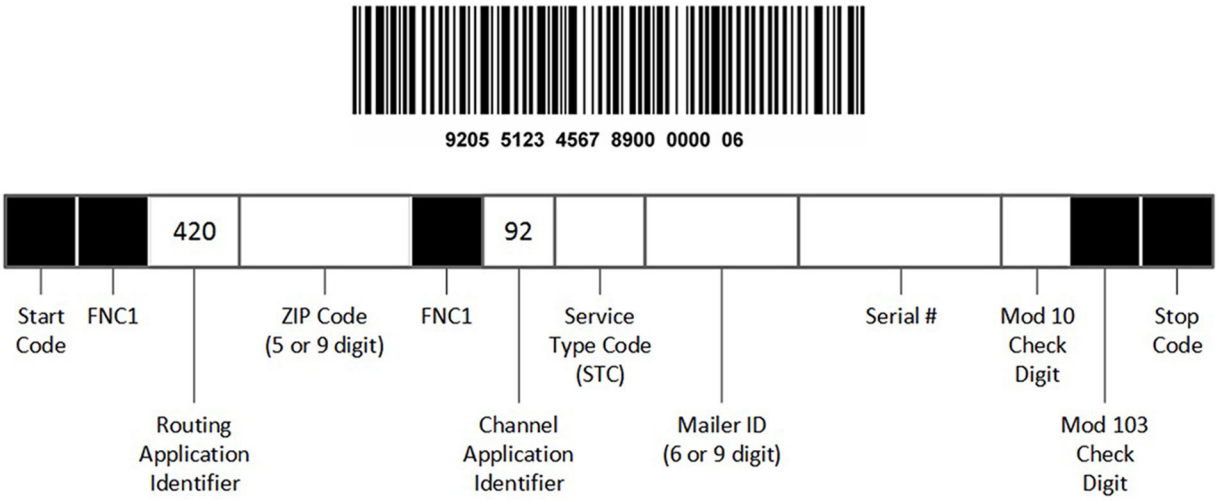



### 2.2.3 Use With USPS Tracking or Signature Confirmation

Eligible machinable parcels may bear a USPS Tracking or Signature Confirmation barcode using one of the following options:

a. The Single Concatenated Barcode (see Exhibit 2.2.3a). Mailers may place a single concatenated barcode that combines the postal routing information and USPS Tracking or Signature Confirmation information. Single concatenated barcodes must be prepared in accordance with the technical specifications and requirements in 503 for USPS Tracking or Signature Confirmation, and in Publication 199. If a parcel bears a single concatenated barcode, then no other barcode that contains the postal routing barcode may be affixed to the package.

**Exhibit 2.2.3a Confirmation Services Concatenated GS1-128 Barcode Format**




**NOTE:** Channel Application Identifier "92" shown above for illustration purposes only. Consult Publication 199 to determine the appropriate Intelligent Mail Package Barcode (IMpb) data construct and values.

b. Separate Barcodes. Mailers may place both a postal routing barcode described in 2.2.2 and a USPS Tracking barcode or Signature Confirmation barcode described in 503 and in Publication 199 on the same parcel.

**Exhibit 2.2.3b Confirmation Services GS1-128 Barcode Format Using a Separate Postal Routing Barcode**

**NOTE:** Channel Application Identifier "92" shown above for illustration purposes only. Consult Publication 199 to determine the appropriate Intelligent Mail Package Barcode (IMpb) data construct and values.

### 2.2.4 Use With Confirmation Services and Insurance (Integrated Barcode)

To eliminate the need to place one barcode for USPS Tracking or Signature Confirmation and another barcode for insurance, parcels must bear a single integrated barcode, with the correct 3-digit service type code, that combines USPS Tracking or Signature Confirmation and insurance using one of the following options:

a. Single Concatenated Integrated Barcode that combines postal routing information and postal insurance (503.4.0) with USPS Tracking service or Signature Confirmation service. Single concatenated integrated barcodes must be prepared in accordance with the technical specifications and requirements in 503 for USPS Tracking and Signature Confirmation, and Publication 199. If a parcel bears a single concatenated integrated barcode then no other barcode that contains the postal routing barcode may be affixed to the package.

b. Separate Barcodes. Mailers may place both a postal routing barcode described in 2.2.2 and an integrated barcode that combines insurance as described in 2.2.4a on the same parcel with USPS Tracking in 503.7.0 or Signature Confirmation in 503.8.0. The integrated barcode option allows electronic mailers to combine multiple extra services into a single barcode on their packages.

### 2.2.5 Dimensions

The preferred range of widths of narrow bars and spaces is 0.015 inch to 0.017 inch. The width of the narrow bars or spaces must be at least 0.013 inch but no more than 0.021 inch. All bars must be at least 0.75 inch high.

### 2.2.6 Location
See 202.6.1 for barcode location standards.

### 2.2.7 Clear Zone
The barcode must be located as specified in 202.6.2. No printing may appear in an area 1/8 inch above and below the barcode. A minimum clear (quiet) zone equal to 10 times the average measured narrow element (bars or space) width must be maintained to the left and right of the barcode.

### 2.2.8 Reflectance
Barcodes must be printed on substrate (e.g. shipping label) of uniform color and must meet requirements for reflectance as measured on a USPS-specified reflectance meter or barcode verifier.

### 2.2.9 Quality
All barcodes in each mailing must measure American National Standards Institute (ANSI) grade C or above. 70% must be grade A or B with the remaining not below a grade C.

### 2.2.10 Human-Readable Information
The human-readable information on the barcode must conform to one of the following options:

a. For postal routing barcodes printed under 2.2.2, 2.2.3b, and 2.2.4b, if the postal routing barcode is printed on a separate label, the human-readable equivalent of the ZIP Code or ZIP+4 code encoded in the barcode preceded by the word “ZIP” must be printed between 1/8 inch and 1/2 inch below the barcode in 10-point or larger bold sans-serif type. Alternatively, the word “ZIP” may be placed no less than 10 times the average narrow bar or space element width and no more than 1/2 inch to the left of the barcode, in 10-point or larger bold sans-serif type (see Exhibit 2.2.2). While not recommended, if the postal routing barcode is printed on the delivery address label and is in close proximity to the address, the human-readable equivalent of the ZIP Code (and the word “ZIP”) may be omitted.

b. For barcodes printed under 2.2.3b or 2.2.4b the human-readable information for the concatenated or concatenated/integrated barcode must suppress the application identifiers (AI) 420 and routing ZIP Code from the human-readable text. The respective Tracking Application Identifier 92, 93, 94, or 95 must be included in the human-readable text.

### 2.2.11 Service Banner Text
Except with Certified Mail, Registered Mail, Adult Signature, Parcel Return Service, and Priority Mail Express or Priority Mail Open and Distribute services, mailers preparing extra service barcodes under 2.2 must use a “USPS TRACKING #” human-readable service banner text above the barcode on packages not requiring a signature at delivery, or a “USPS SIGNATURE TRACKING #” service banner text above the barcode on packages where a signature is required at delivery.

#### 2.2.12 Technical Specifications

Postal routing codes must meet the technical specifications in the GS1-128 Application Identifier Standard, which can be obtained from Uniform Code Council Inc. (see 608.8.0), and the barcode characteristics in 2.0.

#### 2.2.13 Substrate Material

Barcodes must be printed on substrate material that preserves the optical specification as described in the AIM-USA Uniform Symbology Specification documents. Typically, white label stock commonly used for barcode generation is suitable, providing it is not glossy (causing mirror-like, specular reflection) or prone to smearing or smudging.

## 3.0 Standards for Barcoded Tray Labels, Sack Labels, and Container Labels

### 3.1 General

#### 3.1.1 Tray and Sack Labels

Intelligent Mail tray labels are the USPS-approved method to encode routing, content, origin, and mailer information on trays and sacks. Intelligent Mail tray labels are designed for optimum use with Intelligent Mail barcoded mail and have the capacity to provide unique identification throughout postal processing, but are required for use on all trays and sacks in presorted mailings.

#### 3.1.2 Container Labels

Mailer-generated container labels bearing Intelligent Mail container barcodes identify the mail owner or agent and uniquely identify the unit (pallet, container, or rolling stock). Intelligent Mail container labels are designed for use with Intelligent Mail barcoded mail and Intelligent Mail tray labels.

a. Intelligent Mail container labels are not required for small mailings of USPS Marketing Mail, Periodicals, and Bound Printed Matter letters and flats when entered at a BMEU, if the mailing is less than 500 pounds of bundles or sacks, and fewer than 72 linear feet of trays.

b. Intelligent Mail container labels are not required when entering mail at a co-located BMEU within the service area where mail is entered, if the mailing consists of 100 but less than 250 pounds of bundles or sacks, and at least 12 but fewer than 35 linear feet of trays.

### 3.2 Specifications for Barcoded Tray and Sack Labels

#### 3.2.1 Use

Exhibit 3.2.1 shows the types of mail requiring barcoded tray or sack labels. Barcoded labels must meet these general standards:

a. Mailers must use the appropriate size label for the sack or tray, see 3.3 for Intelligent Mail tray and sack label standards.

b. Mailer-produced barcoded labels must meet the standards in 3.0, and tray labels must be non-adhesive.

c. All information on barcoded labels must be machine-printed. Alterations to preprinted barcoded labels (e.g., handwritten changes) may not be made.

d. Barcoded labels must be inserted completely into the label holder on the tray or sack to prevent their loss during transport and processing.

**Exhibit 3.2.1 Required Barcoded Tray and Sack Labels**

| PRICE OR TYPE | PROCESSING CATEGORY |
|---|---|
| **First-Class Mail** | |
| Automation price | Letter-size, flat-size |
| Cobundled and cotrayed under 705.9.0 through 705.13.0 | Flat-size |
| **Periodicals** | |
| Automation price | Letter-size, flat-size |
| Cobundled and cosacked under 705.9.0 through 705.13.0 | Flat-size |
| **USPS Marketing Mail** | |
| Automation price | Letter-size, flat-size |
| Enhanced Carrier Route high-density and saturation letter prices | Letter-size (barcoded labels not required for letter-size pieces with simplified addresses or paid at nonletter prices) |
| Cobundled and cosacked under 705.9.0 through 705.13.0 | Flat-size |
| Automation, Presorted, and Enhanced Carrier Route in letter trays under 245.3.0 | Flat-size |
| Automation and Presorted in letter trays cotrayed under 705.9.0 using 245.3.0 option | Flat-size |
| **Bound Printed Matter** | |
| Barcoded | Flat-size |

### 3.2.2 Line 1 (Destination Line)

The destination line must meet these standards:

a. *Placement.* The destination line must be the top line of the label. An exception is that one line of extraneous information may appear above the destination line on tray and sack labels as provided in 3.3.2, and 3.3.3f. The destination line must be completely visible when placed in the label holder. Visibility is ensured if the destination line is no less than 1/8 (0.125) inch below the top of the label, when the label is cut and prepared.

b. *Information.* The destination line must contain only the information required by the standards for the class, processing category, sortation level of the tray or sack, and the prices claimed. This information is contained in the labeling lists for all sortation and price levels except trays and sacks to carrier route, 5-digit carrier routes, merged 5-digit, and 5-digit destinations. For the destination line of carrier route, 5-digit carrier routes, merged 5-digit, and 5-digit trays and sacks, the city, two-letter state abbreviation, and 5-digit ZIP Code of the destination 5-digit ZIP Code area must be shown.

c. *Overseas Military Mail.* The exact content identifier number (CIN) that matches the level of tray or sack must be used in the barcode and its numeric line on barcoded tray or sack labels. The required second line of information that corresponds to the CIN must appear on the human-readable content line of the label. The human-readable content line is automatically printed when labels are obtained through the CLDS system *(clds.usps.com).* A footnote at the end of the content line information means that the mailer must add appropriate information when ordering and printing tray and sack labels.

### 3.2.3 Line 2 (Content Line)

The content line must meet these standards:

a. *General.* The content line must appear directly below the destination line as shown in 3.2.2b or 3.2.2c. This line must show the class, processing category, and the sortation level of the tray or sack as required by the applicable standards for the mailing. The appropriate content identifier number (CIN) in 3.2.4 that corresponds to that content line must be used in the barcode.

b. *Periodicals.* Except as provided in 705.8.16 for copalletized mailings and in 207.27.2 for combined mailings, Periodicals publications must use one of the following for Line 2 class information:

   1. "PER."

   2. "NEWS" if published weekly or more often or if authorized newspaper treatment as of March 1, 1984.

c. *Additional Information.* For 3-digit scheme trays as specified by the labeling list, the content line for some destinations must be followed by the letter "A," "B," or "C," which is not required to be right-justified. For carrier route trays and sacks, the content information must be followed by a one-letter carrier route type description followed by a space and a 3-digit route number for the route to which the tray is destined.

### 3.2.4 3-Digit Content Identifier Numbers

The exact content identifier number (CIN) that matches the level of tray or sack must be used in the barcode and its numeric line on barcoded tray or sack labels. The required second line of information that corresponds to the CIN must appear on the human-readable content line of the label. The human-readable content line is automatically printed when labels are obtained by mailers through the CLDS system *(clds.usps.com).* A footnote at the end of the content line information means that the mailer must add appropriate information when ordering and printing tray and sack labels. See Exhibit 3.2.4.

### Exhibit 3.2.4 3-Digit Content Identifier Numbers

| CLASS AND MAILING | CIN | HUMAN-READABLE CONTENT LINE |
|---|---|---|
| **PRIORITY MAIL EXPRESS OPEN AND DISTRIBUTE** | | |
| Dropship, all container levels | 143 | EXPRESS DROPSHIP |
| **PRIORITY MAIL OPEN AND DISTRIBUTE** | | |
| Dropship, all container levels | 165 | PMOD |
| Letters, all classes | 029 | PMOD LTRS |
| Flats, all classes | 030 | PMOD FLTS |
| Parcels, all classes | 025 | PMOD PARCELS |
| ***All Other Classes, Parcels*** | | |
| DDU parcels | 031 | PMOD PARCELS DDU |
| SCF parcels | 032 | PMOD PARCELS SCF |
| ADC parcels | 033 | PMOD PARCELS ADC |
| ASF/NDC irregular parcels | 034 | PMOD IRREG NDC |
| ASF/NDC machinable parcels | 035 | PMOD MACH NDC |
| **FIRST-CLASS MAIL** | | |
| ***FCM Letters — Automation*** | | |
| 5-digit scheme trays | 241 | FCM LTR BC 5D SCHEME |
| 5-digit trays | 242 | FCM LTR 5D BC |
| AADC trays | 245 | FCM LTR AADC BC |
| mixed AADC trays | 246 | FCM LTR BC WKG |
| ***FCM Letters — Nonautomation Machinable*** | | |
| AADC trays | 258 | FCM LTR AADC MACH |
| mixed AADC trays | 260 | FCM LTR MACH WKG |
| ***FCM Letters — Presorted Nonmachinable*** | | |
| 5-digit trays | 267 | FCM LTR 5D MANUAL |
| 3-digit trays | 269 | FCM LTR 3D MANUAL |
| ADC trays | 270 | FCM LTR ADC MANUAL |
| mixed ADC trays | 268 | FCM LTR MANUAL WKG |
| ***FCM Letters — Single-Piece*** | | |
| single-piece trays | 260 | FCM SNGLP LTRS WKG |
| ***FCM Flats — Automation*** | | |
| 5-digit trays | 272 | FCM FLTS 5D BC |
| 3-digit trays | 273 | FCM FLTS 3D BC |
| ADC trays | 274 | FCM FLTS ADC BC |
| mixed ADC trays | 275 | FCM FLTS BC WKG |
| ***FCM Flats — Presorted*** | | |
| 5-digit trays | 278 | FCM FLTS 5D NON BC |
| 3-digit trays | 279 | FCM FLTS 3D NON BC |
| ADC trays | 280 | FCM FLTS ADC NON BC |
| mixed ADC trays | 282 | FCM FLTS NON BC WKG |
| ***FCM Flats — Co-trayed Automation and Presorted*** | | |
| 5-digit trays | 221 | FCM FLTS 5D BC/NBC |
| 3-digit trays | 222 | FCM FLTS 3D BC/NBC |
| ADC trays | 231 | FCM FLTS ADC BC/NBC |
| mixed ADC trays | 232 | FCM FLTS BC/NBC WKG |
| ***FCM Flats — Single-Piece*** | | |
| single-piece trays | 282 | FCM SNGLP FLTS WKG |
| **PERIODICALS (PER)** | | |
| ***PER Letters — Carrier Route*** | | |
| saturation price trays | 369 | PER LTRS WSS[1] |
| high density price trays | 370 | PER LTRS WSH[1] |
| basic price trays | 366 | PER LTRS CR[1] |
| 5-digit carrier routes trays | 367 | PER LTRS CR-RTS |
| 3-digit carrier routes trays | 368 | PER LTRS 3D CR-RTS |
| ***PER Letters — Barcoded (Automation)*** | | |
| 5-digit scheme trays | 341 | PER LTRS BC 5D SCHEME |
| 5-digit trays | 342 | PER LTRS 5D BC |
| 3-digit scheme trays | 343 | PER LTRS BC SCHEME[2] |
| 3-digit trays | 344 | PER LTRS 3D BC |
| AADC trays | 345 | PER LTRS AADC BC |
| mixed AADC trays | 346 | PER LTRS BC WKG |
| ***PER Letters — Nonbarcoded (Nonautomation)*** | | |
| 5-digit trays | 350 | PER LTRS 5D NON BC |
| 3-digit trays | 353 | PER LTRS 3D NON BC |
| ADC trays | 356 | PER LTRS ADC NON BC |
| mixed ADC trays | 359 | PER LTRS NON BC WKG |
| ***PER Flats — Carrier Route*** | | |
| car. rt. sacks — saturation | 387 | PER FLTS WSS[1] |
| car. rt. sacks — high density | 388 | PER FLTS WSH[1] |

| CLASS AND MAILING | CIN | HUMAN-READABLE CONTENT LINE |
|---|---|---|
| car. rt. sacks — basic | 385 | PER FLTS CR[1] |
| 5-digit carrier routes sacks | 386 | PER FLTS 5D CR-RTS |
| 5-digit scheme car. rts. sacks | 371 | PER FLTS CR-RTS SCH |
| 3-digit carrier routes sacks | 351 | PER FLTS 3D CR-RTS |
| ***PER Flats — Barcoded*** | | |
| 5-digit sacks | 372 | PER FLTS 5D BC |
| 5-digit scheme sacks | 372 | PER FLTS 5D SCH BC |
| 3-digit sacks | 373 | PER FLTS 3D BC |
| SCF sacks | 377 | PER FLTS SCF BC |
| ADC sacks or trays | 374 | PER FLTS ADC BC |
| mixed ADC sacks or trays | 375 | PER FLTS BC WKG |
| origin mixed ADC sacks or trays | 381 | PER FLTS WKG W FCM |
| ***PER Flats — Nonbarcoded*** | | |
| 5-digit scheme sacks | 378 | PER FLT 5D SCH NON BC |
| 5-digit sacks | 378 | PER FLTS 5D NON BC |
| 3-digit sacks | 379 | PER FLTS 3D NON BC |
| SCF sacks | 384 | PER FLTS SCF NON BC |
| ADC sacks or trays | 380 | PER FLTS ADC NON BC |
| mixed ADC sacks or trays | 382 | PER FLTS NON BC WKG |
| origin mixed ADC sacks or trays | 381 | PER FLTS WKG W FCM |
| ***PER Flats — Cosacked Barcoded and Nonbarcoded*** | | |
| 5-digit scheme sacks | 321 | PER FLT 5D SCH BC/NBC |
| 5-digit sacks | 321 | PER FLTS 5D BC/NBC |
| 3-digit sacks | 322 | PER FLTS 3D BC/NBC |
| SCF sacks | 329 | PER FLTS SCF BC/NBC |
| ADC sacks or trays | 331 | PER FLTS ADC BC/NBC |
| mixed ADC sacks or trays | 332 | PER FLTS BC/NBC WKG |
| origin mixed ADC sacks or trays | 381 | PER FLTS WKG W FCM |
| ***PER Flats — Merged Carrier Route, Barcoded, and Nonbarcoded*** | | |
| merged 5-digit sacks | 339 | PER FLTS CR/5D |
| merged 5-digit scheme sacks | 349 | PER FLTS CR/5D SCH |
| FSS scheme | 707 | PER FLTS 5D FSS SCH BC |
| FSS facility | 703 | PER FLTS 5D FSS FAC BC |
| merged 3-digit sacks | 352 | PER FLTS CR/5D/3D |
| ***PER Irregular Parcels — Merged Carrier Route and Presorted*** | | |
| merged 5-digit sacks | 340 | PER IRREG CR/5D |
| merged 3-digit sacks | 354 | PER IRREG CR/5D/3D |
| merged 5-digit scheme sacks | 365 | PER IRREG CR/5D SCH |
| ***PER Irregular Parcels — Carrier Route*** | | |
| saturation price sacks | 397 | PER IRREG WSS[1] |
| high density price sacks | 398 | PER IRREG WSH[1] |
| basic price sacks | 395 | PER IRREG CR[1] |
| 5-digit carrier routes sacks | 396 | PER IRREG 5D CR-RTS |
| 5-digit scheme car. rts. sacks | 399 | PER IRREG CR-RTS SCH |
| 3-digit carrier routes sacks | 355 | PER IRREG 3D CR-RTS |
| ***PER Irregular Parcels — Presorted*** | | |
| 5-digit sacks | 389 | PER IRREG 5D |
| 3-digit sacks | 390 | PER IRREG 3D |
| SCF sacks | 394 | PER IRREG SCF |
| ADC sacks or trays | 391 | PER IRREG ADC |
| mixed ADC sacks or trays | 392 | PER IRREG WKG |
| origin mixed ADC sacks or trays | 363 | PER IRREG WKG W FCM |
| **PERIODICALS (NEWS)** | | |
| ***NEWS Letters — Carrier Route*** | | |
| saturation price trays | 469 | NEWS LTRS WSS[1] |
| high density price trays | 470 | NEWS LTRS WSH[1] |
| basic price trays | 466 | NEWS LTRS CR[1] |
| 5-digit carrier routes trays | 467 | NEWS LTRS CR-RTS |
| 3-digit carrier routes trays | 468 | NEWS LTRS 3D CR-RTS |
| ***NEWS Letters — Barcoded (Automation)*** | | |
| 5-digit scheme trays | 441 | NEWS LTR BC 5D SCHEME |
| 5-digit trays | 442 | NEWS LTRS 5D BC |
| 3-digit scheme trays | 443 | NEWS LTRS BC SCHEME[2] |
| 3-digit trays | 444 | NEWS LTRS 3D BC |
| AADC trays | 445 | NEWS LTRS AADC BC |
| mixed AADC trays | 446 | NEWS LTRS BC WKG |

| CLASS AND MAILING | CIN | HUMAN-READABLE CONTENT LINE |
|---|---|---|
| ***NEWS Letters — Nonbarcoded (Nonautomation)*** | | |
| 5-digit trays | 450 | NEWS LTRS 5D NON BC |
| 3-digit trays | 453 | NEWS LTRS 3D NON BC |
| ADC trays | 456 | NEWS LTRS ADC NON BC |
| mixed ADC trays | 459 | NEWS LTRS NON BC WKG |
| ***NEWS Flats — Carrier Route*** | | |
| car. rt. sacks — saturation | 487 | NEWS FLTS WSS[1] |
| car. rt. sacks — high density | 488 | NEWS FLTS WSH[1] |
| car. rt. sacks — basic | 485 | NEWS FLTS CR[1] |
| 5-digit carrier routes sacks | 486 | NEWS FLTS 5D CR-RTS |
| 5-digit scheme car. rts. sacks | 471 | NEWS FLTS CR-RTS SCH |
| 3-digit carrier routes sacks | 451 | NEWS FLTS 3D CR-RTS |
| ***NEWS Flats — Barcoded*** | | |
| 5-digit sacks | 472 | NEWS FLTS 5D BC |
| 5-digit scheme sacks | 472 | NEWS FLTS 5D SCH BC |
| 3-digit sacks | 473 | NEWS FLTS 3D BC |
| SCF sacks | 477 | NEWS FLTS SCF BC |
| ADC sacks or trays | 474 | NEWS FLTS ADC BC |
| mixed ADC sacks or trays | 475 | NEWS FLTS BC WKG |
| origin mixed ADC sacks or trays | 481 | NEWS FLTS WKG W FCM |
| ***NEWS Flats — Nonbarcoded*** | | |
| 5-digit scheme sacks | 478 | NEWS FLT 5D SCH NON BC |
| 5-digit sacks | 478 | NEWS FLTS 5D NON BC |
| 3-digit sacks | 479 | NEWS FLTS 3D NON BC |
| SCF sacks | 484 | NEWS FLTS SCF NON BC |
| ADC sacks or trays | 480 | NEWS FLTS ADC NON BC |
| mixed ADC sacks or trays | 482 | NEWS FLTS NON BC WKG |
| origin mixed ADC sacks or trays | 481 | NEWS FLTS WKG W FCM |
| ***NEWS Flats — Cosacked Barcoded and Nonbarcoded*** | | |
| 5-digit scheme sacks | 421 | NEWS FLT 5D SCH BC/NBC |
| 5-digit sacks | 421 | NEWS FLTS 5D BC/NBC |
| 3-digit sacks | 422 | NEWS FLTS 3D BC/NBC |
| SCF and origin/entry SCF sacks | 429 | NEWS FLTS SCF BC/NBC |
| ADC sacks or trays | 431 | NEWS FLTS ADC BC/NBC |
| mixed ADC sacks or trays | 432 | NEWS FLTS BC/NBC WKG |
| origin mixed ADC sacks or trays | 481 | NEWS FLTS WKG W FCM |
| ***NEWS Flats — Merged Carrier Route, Barcoded, and Nonbarcoded*** | | |
| merged 5-digit | 439 | NEWS FLTS CR/5D |
| merged 5-digit scheme | 449 | NEWS FLTS CR/5D SCH |
| FSS scheme | 708 | NEWS FLTS 5D FSS SCH BC |
| FSS facility | 704 | NEWS FLTS 5D FSS FAC BC |
| merged 3-digit sacks | 452 | NEWS FLTS CR/5D/3D |
| ***NEWS Irregular Parcels — Merged Carrier Route and Presorted*** | | |
| merged 5-digit | 440 | NEWS IRREG CR/5D |
| merged 5-digit scheme | 465 | NEWS IRREG CR/5D SCH |
| merged 3-digit sacks | 454 | NEWS IRREG CR/5D/3D |
| ***NEWS Irregular Parcels — Carrier Route*** | | |
| saturation price sacks | 497 | NEWS IRREG WSS[1] |
| high density price sacks | 498 | NEWS IRREG WSH[1] |
| basic price sacks | 495 | NEWS IRREG CR[1] |
| 5-digit carrier routes sacks | 496 | NEWS IRREG 5D CR-RTS |
| 5-digit scheme car. rts. sacks | 499 | NEWS IRREG CR-RTS SCH |
| 3-digit carrier routes sacks | 455 | NEWS IRREG 3D CR-RTS |
| ***NEWS Irregular Parcels — Presorted*** | | |
| 5-digit sacks | 489 | NEWS IRREG 5D |
| 3-digit sacks | 490 | NEWS IRREG 3D |
| SCF sacks | 494 | NEWS IRREG SCF |
| ADC sacks or trays | 491 | NEWS IRREG ADC |
| mixed ADC sacks or trays | 492 | NEWS IRREG WKG |
| origin mixed ADC sacks or trays | 463 | NEWS IRREG WKG W FCM |
| **USPS MARKETING MAIL** | | |
| ***ECR Letters — Barcoded*** | | |
| saturation price | 557 | MKT LTR BC WSS[1] |
| high density or high density plus price | 557 | MKT LTR BC WSH[1] |
| basic price | 557 | MKT LTR BC LOT[1] |
| 5-digit carrier routes trays | 564 | MKT LTR 5D CR-RT BC |

| CLASS AND MAILING | CIN | HUMAN-READABLE CONTENT LINE |
|---|---|---|
| 3-digit carrier routes trays | 565 | MKT LTR 3D CR-RT BC |
| ***ECR Letters — Nonautomation (Machinable)*** | | |
| saturation price | 569 | MKT LTR MACH WSS[1] |
| high density or high density plus price | 569 | MKT LTR MACH WSH[1] |
| basic price | 569 | MKT LTR MACH LOT[1] |
| 5-digit carrier routes trays | 567 | MKT LTR 5D CR-RT MACH |
| 3-digit carrier routes trays | 568 | MKT LTR 3D CR-RT MACH |
| ***ECR Letters — Nonautomation (Nonmachinable)*** | | |
| saturation price | 608 | MKT LTR MAN WSS[1] |
| high density or high density plus price | 608 | MKT LTR MAN WSH[1] |
| basic price | 608 | MKT LTR MAN LOT[1] |
| 5-digit carrier routes trays | 609 | MKT LTR 5D CR-RT MAN |
| 3-digit carrier routes trays | 611 | MKT LTR 3D CR-RT MAN |
| ***MKT Letters — Automation*** | | |
| 5-digit scheme trays | 541 | MKT LTR BC 5D SCHEME |
| 5-digit trays | 542 | MKT LTR 5D BC |
| AADC trays | 545 | MKT LTR AADC BC |
| mixed AADC trays | 546 | MKT LTR BC WKG |
| ***MKT Letters — Nonautomation Machinable*** | | |
| AADC trays | 558 | MKT LTR AADC MACH |
| mixed AADC trays | 560 | MKT LTR MACH WKG |
| ***MKT Letters — Presorted Nonmachinable*** | | |
| 5-digit trays | 604 | MKT LTR 5D MANUAL |
| 3-digit trays | 606 | MKT LTR 3D MANUAL |
| ADC trays | 607 | MKT LTR ADC MANUAL |
| mixed ADC trays | 605 | MKT LTR MANUAL WKG |
| ***MKT Letters — Residual Pieces Subject to FCM Single-Piece Prices*** | | |
| residual trays | 560 | MKT LTRS WKG |
| ***Enhanced Carrier Route Flats — Nonautomation*** | | |
| saturation price sacks | 587 | MKT FLTS ECRWSS[1] |
| high density or high density plus price sacks | 588 | MKT FLTS ECRWSH[1] |
| basic price sacks | 589 | MKT FLTS ECRLOT[1] |
| 5-digit carrier routes sacks | 586 | MKT FLTS CR-RTS |

| CLASS AND MAILING | CIN | HUMAN-READABLE CONTENT LINE |
|---|---|---|
| 5-digit scheme car. rts. sacks | 529 | MKT FLTS CR-RTS SCH |
| ***MKT Flats — Cosacked Automation and Nonautomation*** | | |
| 5-digit scheme sacks | 521 | MKT FLT 5D SCH BC/NBC |
| 5-digit sacks | 521 | MKT FLTS 5D BC/NBC |
| 3-digit and origin/entry 3-digit sacks | 522 | MKT FLTS 3D BC/NBC |
| ADC sacks | 531 | MKT FLTS ADC BC/NBC |
| mixed ADC sacks | 532 | MKT FLTS BC/NBC WKG |
| ***MKT Flats — Merged Carrier Route, Automation, and Presorted*** | | |
| merged 5-digit | 539 | MKT FLTS CR/5D |
| merged 5-digit scheme | 549 | MKT FLTS CR/5D SCH |
| FSS scheme | 709 | MKT FLTS 5D FSS SCH BC |
| FSS facility | 705 | MKT FLTS 5D FSS FAC BC |
| ***MKT Flats — Automation*** | | |
| 5-digit sacks | 572 | MKT FLTS 5D BC |
| 5-digit scheme sacks | 572 | MKT FLTS 5D SCH BC |
| 3-digit sacks | 573 | MKT FLTS 3D BC |
| ADC sacks | 574 | MKT FLTS ADC BC |
| mixed ADC sacks | 575 | MKT FLTS BC WKG |
| ***MKT Flats — Nonautomation*** | | |
| 5-digit scheme sacks | 578 | MKT FLT 5D SCH NON BC |
| 5-digit sacks | 578 | MKT FLTS 5D NON BC |
| 3-digit sacks | 579 | MKT FLTS 3D NON BC |
| ADC sacks | 580 | MKT FLTS ADC NON BC |
| mixed ADC sacks | 582 | MKT FLTS NON BC WKG |
| ***MKT Flats — Residual Pieces Subject to FCM Single-Piece Prices*** | | |
| residual sacks | 582 | MKT FLTS WKG |
| ***Customized MarketMail (CMM)*** | | |
| CMM letter trays | 206 | DEL LTR MKT CMM MAN |
| CMM flat trays | 207 | DEL FLTS MKT CMM MAN |
| CMM sacks | 205 | DEL MKT CMM MAN |
| ***ECR Marketing Parcels*** | | |
| saturation price sacks | 599 | MKT MKTG WSS[1] |
| high density price sacks | 600 | MKT MKTG WSH[1] |
| basic price sacks | 601 | MKT MKTG LOT[1] |

| CLASS AND MAILING | CIN | HUMAN-READABLE CONTENT LINE |
|---|---|---|
| 5-digit carrier routes sacks | 598 | MKT MKTG CR-RTS |
| ***MKT Marketing Parcels less than 6 oz. and Irregular Parcels*** | | |
| 5-digit scheme sacks | 590 | MKT IRREG 5D SCH |
| 5-digit sacks | 590 | MKT IRREG 5D |
| SCF sacks | 596 | MKT IRREG SCF |
| ASF sacks | 571 | MKT IRREG ASF |
| NDC sacks | 570 | MKT IRREG NDC |
| mixed NDC sacks | 594 | MKT IRREG WKG |
| ***MKT Marketing Parcels 6 oz. or more and Machinable Parcels*** | | |
| 5-digit sacks | 670 | MKT MACH 5D |
| 5-digit scheme sacks | 670 | MKT MACH 5D SCH |
| ASF sacks | 672 | MKT MACH ASF |
| NDC sacks | 673 | MKT MACH NDC |
| mixed NDC sacks | 674 | MKT MACH WKG |
| ***MKT Machinable and Irregular Parcels — Presorted*** | | |
| 5-digit sacks | 603 | MKT MACH-IRREG 5D |
| 5-digit scheme sacks | 603 | MKT MACH-IRREG 5D SCH |
| **PACKAGE SERVICES** | | |
| ***Carrier Route BPM — Flats*** | | |
| carrier route sacks | 657 | PSVC FLTS CR[1] |
| 5-digit scheme car. rts. sacks | 659 | PSVC FLTS CR-RTS SCH |
| 5-digit carrier routes sacks | 658 | PSVC FLTS CR-RTS |
| ***Presorted BPM — Flats*** | | |
| 5-digit scheme sacks | 649 | PSVC FLTS 5D SCH NON BC |
| 5-digit sacks | 649 | PSVC FLTS 5D NON BC |
| 3-digit sacks | 650 | PSVC FLTS 3D NON BC |
| SCF sacks | 654 | PSVC FLTS SCF NON BC |
| ADC sacks | 651 | PSVC FLTS ADC NON BC |
| mixed ADC sacks | 653 | PSVC FLTS NON BC WKG |
| ***Presorted BPM — Automation Flats*** | | |
| 5-digit sacks | 635 | PSVC FLTS 5D BC |
| 5-digit scheme sacks | 635 | PSVC FLTS 5D SCH BC |
| 3-digit sacks | 636 | PSVC FLTS 3D BC |
| SCF sacks | 637 | PSVC FLTS SCF BC |
| ADC sacks | 638 | PSVC FLTS ADC BC |
| mixed ADC sacks | 639 | PSVC FLTS BC WKG |
| ***BPM Flats — Co-sacked Barcoded and Presorted*** | | |
| 5-digit scheme sacks | 648 | PSVC FLTS 5D SCH BC/NBC |
| FSS scheme | 710 | PSVC FLTS 5D FSS SCH BC |
| FSS facility | 706 | PSVC FLTS 5D FSS FAC BC |
| 5-digit sacks | 648 | PSVC FLTS 5D BC/NBC |
| 3-digit sacks | 661 | PSVC FLTS 3D BC/NBC |
| SCF sacks | 667 | PSVC FLTS SCF BC/NBC |
| ADC sacks | 668 | PSVC FLTS ADC BC/NBC |
| mixed ADC sacks | 669 | PSVC FLTS BC/NBC WKG |
| ***Carrier Route BPM — Irregular Parcels*** | | |
| carrier route sacks | 697 | PSVC IRREG CR[1] |
| 5-digit carrier routes sacks | 698 | PSVC IRREG CR-RTS |
| 5-digit scheme car. rt. sacks | 698 | PSVC IRREG CR-RTS SCH |
| ***Presorted BPM — Irregular Parcels*** | | |
| 5-digit sacks | 690 | PSVC IRREG 5D |
| 5-digit scheme sacks | 690 | PSVC IRREG 5D SCH |
| 3-digit sacks | 691 | PSVC IRREG 3D |
| SCF sacks | 696 | PSVC IRREG SCF |
| ADC sacks | 692 | PSVC IRREG ADC |
| mixed ADC sacks | 694 | PSVC IRREG WKG |
| ***Carrier Route BPM — Machinable Parcels*** | | |
| carrier route sacks | 687 | PSVC MACH CR[1] |
| ***Presorted BPM — Machinable Parcels*** | | |
| 5-digit sacks | 680 | PSVC MACH 5D |
| 5-digit scheme sacks | 680 | PSVC MACH 5D SCH |
| ASF sacks | 682 | PSVC MACH ASF |
| NDC sacks | 683 | PSVC MACH NDC |
| mixed NDC sacks | 684 | PSVC MACH WKG |
| ***Media Mail and LIbrary Mail Flats — Presorted*** | | |
| 5-digit sacks | 649 | PSVC FLTS 5D NON BC |
| 3-digit sacks | 650 | PSVC FLTS 3D NON BC |
| ADC sacks | 651 | PSVC FLTS ADC NON BC |
| mixed ADC sacks | 653 | PSVC FLTS NON BC WKG |

| CLASS AND MAILING | CIN | HUMAN-READABLE CONTENT LINE |
|---|---|---|
| ***Media Mail and LIbrary Mail Irregular Parcels — Presorted*** | | |
| 5-digit scheme sacks | 690 | PSVC IRREG 5D SCH |
| 5-digit sacks | 690 | PSVC IRREG 5D |
| 3-digit sacks | 691 | PSVC IRREG 3D |
| ADC sacks | 692 | PSVC IRREG ADC |
| mixed ADC sacks | 694 | PSVC IRREG WKG |
| ***Media Mail and Library Mail Machinable Parcels — Presorted*** | | |
| 5-digit scheme sacks | 680 | PSVC MACH 5D SCH |
| 5-digit sacks | 680 | PSVC MACH 5D |
| 3-digit sacks | 682 | PSVC MACH ASF |
| ADC sacks | 683 | PSVC MACH NDC |
| mixed ADC sacks | 684 | PSVC MACH WKG |
| **PARCEL SELECT** | | |
| ***Parcel Select Machinable Parcels*** | | |
| 5-digit sacks | 680 | PSVC MACH 5D |
| 5-digit scheme sacks | 680 | PSVC MACH 5D SCH |
| ASF sacks | 682 | PSVC MACH ASF |
| NDC sacks | 683 | PSVC MACH NDC |
| mixed NDC sacks | 684 | PSVC MACH WKG |
| ***Parcel Select DSCF and DDU Prices*** | | |
| 5-digit sacks | 688 | PSVC PARCELS 5D |
| 5-digit scheme sacks | 688 | PSVC PARCELS 5D SCH |
| ***Parcel Select — Irregular (Nonmachinable) Parcels*** | | |
| 3-digit sacks | 691 | PSVC IRREG 3D |
| ***Parcel Select Lightweight Machinable Parcels*** | | |
| 5-digit sacks | 670 | MKT MACH 5D |
| 5-digit scheme sacks | 670 | MKT MACH 5D SCH |
| ASF sacks | 672 | MKT MACH ASF |
| NDC sacks | 673 | MKT MACH NDC |
| mixed NDC sacks | 674 | MKT MACH WKG |
| ***Parcel Select Lightweight Irregular Parcels*** | | |
| 5-digit sacks | 590 | MKT IRREG 5D |
| 5-digit scheme sacks | 590 | MKT IRREG 5D SCH |
| SCF sacks | 596 | MKT IRREG SCF |
| ASF sacks | 571 | MKT IRREG ASF |
| NDC sacks | 570 | MKT IRREG NDC |
| mixed NDC sacks | 594 | MKT IRREG WKG |
| ***Combined Package Services and Parcel Select Parcels*** | | |
| 5-digit sacks | 688 | PSVC PARCELS 5D |
| 5-digit scheme sacks | 688 | PSVC PARCELS 5D SCH |
| ***Combined Package Services, Parcel Select, and USPS Marketing Machinable Parcels*** | | |
| 5-digit sacks | 660 | MKT/PSVC MACH 5D |
| 5-digit scheme sacks | 660 | MKT/PSVC MACH 5D SCH |
| ASF sacks | 662 | MKT/PSVC MACH ASF |
| NDC sacks | 663 | MKT/PSVC MACH NDC |
| mixed NDC sacks | 664 | MKT/PSVC MACH WKG |
| ***Combined Package Services, Parcel Select, and USPS Marketing—All Parcels*** | | |
| 5-digit sacks | 603 | MKT/PSVC PARCELS 5D |
| 5-digit scheme sacks | 603 | MKT/PSVC PARCELS 5D SCH |
| ***Combined Package Services, Parcel Select, and USPS Marketing—Irregular Parcels 2 up to 6 oz (APPS-machinable)*** | | |
| 3-digit sacks | 501 | MKT/PSVC 3D |
| ADC sacks | 502 | MKT/PSVC ADC |
| Mixed ADC sacks | 506 | MKT/PSVC WKG |
| ***Combined PSVC & MKT—Irregular Parcels less than 2 oz, and tubes and rolls (not APPS-machinable)*** | | |
| 3-digit sacks | 591 | MKT/PSVC IRREG 3D |
| ADC sacks | 592 | MKT/PSVC IRREG ADC |
| Mixed ADC sacks | 594 | MKT/PSVC IRREG WKG |

1. This information must be followed by a one-letter carrier route type description, followed by a 3-digit route number for the route to which the tray or sack is destined. At the mailer's option, one space is permitted between the type description and route number.
2. This information must be followed by the appropriate scheme letter A, B, or C if applicable for the destination of the tray as indicated in L002, Column B.

#### 3.2.5 Line 3 (Origin Line)

The origin line must appear below the content line, except as allowed under 3.3.4 and 3.2.5a and 3.2.5b. The origin line must show the city and state of the entry Post Office or the mailer's name and the city and state of the mailer's location (city and state information may be abbreviated if such abbreviations are in the USPS City State Product). A mailer code assigned by the USPS or such words as “Mailer” or “From” may appear before the required information on this line. Mailers who choose to print destination entry office information on line 3 instead of the origin information must print the origin information as follows:

a. When the origin information is not printed on line 3, it must be printed right-justified in the “MAILER AREA” shown in Exhibit 3.3.2.

b. When the origin information is printed in the “MAILER AREA” instead of line 3, it must be directly preceded by “ORIGIN:” or “ORGN:” and it may contain, at a minimum, the mailer's name and ZIP Code of origin entry.

### 3.3 Specific Standards for Intelligent Mail Tray Labels

#### 3.3.1 Definition

Intelligent Mail tray labels are 2-inch labels used on trays and sacks to provide unique identification within postal processing. 24-digit Intelligent Mail tray labels include only a 24-digit barcode printed in International Symbology Specification (ISS) Code 128 subset C symbology (see Exhibit 3.3.2). Intelligent Mail tray labels also include a human readable field designed to indicate the carrier route for carrier route mailings, display an “AUTO” indicator text for automation mailings, or remain blank for nonautomation mailings. Mailers using Intelligent Mail tray labels must print labels in the 24-digit Intelligent Mail tray label format. Detailed specifications for the tray label and barcode formats are available on PostalPro at *https://postalpro.usps.com*.

#### 3.3.2 24-Digit Intelligent Mail Tray Label

Intelligent Mail tray labels, printed in the 24-digit format, can be used on all trays and sacks to uniquely identify each tray and sack in addition to each mailer or mail preparer. 24-digit Intelligent Mail tray labels bear a single barcode and permit an expanded mailer's use area (see Exhibit 3.3.2).

**Exhibit 3.3.2 Intelligent Mail Tray Label**

### 3.3.3 Intelligent Mail Tray Label Format

The core data elements for the Intelligent Mail tray label are as follows:

a. Printer Line.

b. Tray or Sack Destination (Postal destination name).

c. Content Identifier Number (CIN) description (tray or sack content).

d. Office of mailing or mailer information.

e. Destination ZIP Code (the ZIP Code of the trays' or sacks' final destination).

f. Carrier Route information.

g. Mailer ID (unique identifier of the mailer).

h. 24-digit, ISS Code 128 subset C barcode numeric line.

i. Mailer area (set aside for mailer-generated human-readable information or for origin information on 24-digit Intelligent Mail tray labels when the mailer chooses to print destination entry office information on line 3 of the tray label).

### 3.3.4 Barcode Composition

The barcode composition is dependent on the Mailer ID assigned by the USPS. Upon request by the mailer, the USPS assigns a 6-digit or 9-digit Mailer ID based on the demonstrated mail volume of the mailer. Intelligent Mail tray barcodes contain the following elements:

a. Destination ZIP Code.

b. Content Identifier Number (CIN), as listed in Exhibit 3.2.4.

c. Processing code, identifying the system or facility generating the label.

d. Mailer ID.

e. Serial number, a unique number assigned to each tray or sack.

f. Label type, a default digit.

#### 3.3.5 Unique Serial Number

The Intelligent Mail tray barcode can encode a unique identifier for each tray and sack. Tray or sack serial numbers associated to an individual Mailer ID cannot be duplicated within a 45-day period, regardless of the acceptance location.

#### 3.3.6 Quality Assurance Provisions

Mailers printing Intelligent Mail tray labels are responsible for the inspection and testing of the labels prior to submission to USPS and for maintaining the overall quality of the labels produced. Inspection and testing of Intelligent Mail tray labels should be performed periodically. Mailers and label vendors are encouraged to submit samples to the National Customer Service Center (NCSC) in Memphis for certification (see 608.8.0 for address).

### 3.4 Intelligent Mail Container Labels

#### 3.4.1 Definition

Mailer-generated container labels bearing Intelligent Mail container barcodes identify pallets and other rolling stock, such as all-purpose containers. Intelligent Mail container barcodes uniquely identify each container and may be scanned at induction points. Detailed specifications for Intelligent Mail container barcodes and labels are available at *http://postalpro.usps.gov.*

#### 3.4.2 Intelligent Mail Container Label Configurations

Intelligent Mail container labels must be affixed on the outside of any shrinkwrap or plastic by self-adhesive or other adhesive means. Labels may be produced in two configurations:

a. Affixed label measuring at least 8 inches by 11 inches. See 3.4.3 for label specifications and 3.4.5 label placement.

b. Optional affixed label measuring at least 4 inches by 7 inches. See 3.4.6 for label specifications and 3.4.5 for label placement.

#### 3.4.3 Intelligent Mail Container Label Format

In addition to the requirements for pallet labels in 705.8.6, Intelligent Mail container labels (see Exhibit 3.4.3) must retain the top one-half of the labels for USPS-required elements, except as allowed under 705.8.6.6. The USPS banner, identification bars, and human-readable text are required elements related to the Intelligent Mail container barcode and will serve as a guide to distinguish the barcode from the other information on the container label. Required elements include:

a. USPS Banner. “USPS SCAN REQUIRED” must be printed in all uppercase letters centered above the barcode and embedded within the upper identification bar. Clear zone and font size are as follows:

   1. A clear zone of at least 0.125 inch, but no more than 0.5 inch, must be maintained between the bottom edge of the text and the top of the barcode.

   2. The banner must be printed in a boldface sans-serif font of at least 14-point type.

b. Identification Bars. Horizontal black bars of at least 0.10 inch thick must be printed above and below the barcode. At a minimum, the bars must extend the length of the barcode. Clear zone and other requirements are as follows:

   1. The upper bar must be printed at least 0.125 inch above the top edge of the barcode.

   2. The upper bar must have a void in the middle sufficient to insert the USPS banner without any element being obscured.

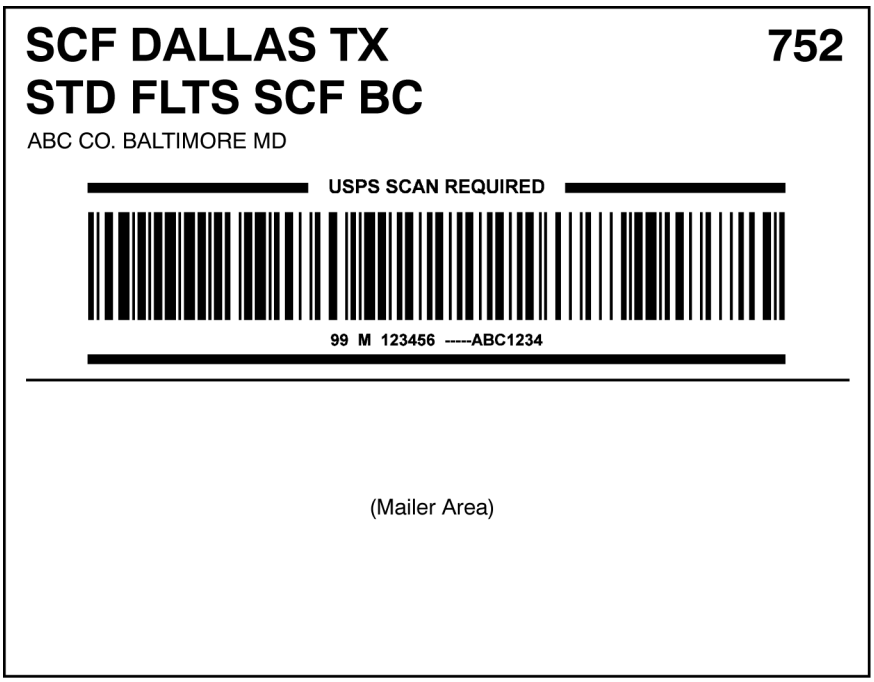
   3. The lower bar must be printed at least 0.125 inch below the human-readable representation of the barcode string.

c. Human-Readable Representation of Barcode Data. The human-readable representation of barcode data (text) must be printed in a boldface sans-serif font of at least 12-point type. The text must not exceed the length of the barcode and must be separated by data field. Two blank character spaces must be left between each field. The text must be centered at least 0.125 inch, but no more than 0.25 inch, below the barcode.

d. Barcode Location. The barcode, along with the corresponding USPS banner and identification bars, must be printed on the front side of the pallet label. When the identification bars extend beyond the length of the barcode, the barcode must be horizontally centered.

e. Minimum size. The minimum size of this label is 8 inches high by 11 inches long. See additional specifications at *http://postalpro.usps.gov.* Mailers using larger labels must ensure the barcode conforms to the published specification and the human-readable content is provided as illustrated in Exhibit 3.4.3 and as published on the PostalPro web site.

**Exhibit 3.4.3 Intelligent Mail Container Label**




### 3.4.4 Barcode Format

Intelligent Mail container barcodes are 21 characters in length and contain a USPS-assigned Mailer ID. The format depends on the Mailer ID assigned. Intelligent Mail container barcodes contain the following elements:

a. Application identifier, identifying the source of the barcode.

b. Type indicator, identifying internal or external label generation.

c. Mailer ID.

d. Serial number, a unique number assigned to each container.

### 3.4.5 Label Requirements

Mailers may use labels bearing Intelligent Mail container barcodes only under the following conditions:

a. [1-26-20] Two labels must be affixed to each pallet as specified under 705.8.6.1.

b. One label must be placed in the designated area on other USPS containers.

c. Labels affixed to pallets containing Periodicals mail must be pink, except under 3.4.5d or 3.4.5e.

d. Labels prepared in the optional sm aller format under 3.4.6 may be white, but must include a vertical pink 1/2-inch wide identification bar along the left-hand side of the label, unless prepared under 3.4.5e.

e. Labels containing Periodicals may be all white when used in conjunction with a pink designator label meeting the following criteria:

1. Designator labels must be printed in landscape orientation and, except for the defined mailer-use area, must not include any print or graphics, other than the required markings in 3.4.5e2 and 3.4.5e3. Mailers may place extraneous information, meeting the criteria in 705.8.6.8, only in the mailer-use area of the label.
2. The mailer-use area consists of the bottom 3 inches of designator labels measuring at least 8 inches by 11 inches, and the bottom 1 inch of designator labels measuring less than 8 inches by 11 inches. Mailers must define the mailer-use area by placing a horizontal black line of at least 0.10 inch in thickness, extending the width of the label, and must include "MAILER-USE ONLY" text printed in all uppercase letters centered and embedded within the horizontal black line. This text must be printed using boldface sans-serif font and must be in at least 14-point type.
3. Designator labels must meet or exceed both the horizontal and vertical dimensions of the accompanying Intelligent Mail container label and must bear only a "PERIODICALS" or "NEWS" marking at least 1/2-inch high (or at least 48-point type).
4. Designator labels may be affixed on the outside of, or be placed beneath, any shrinkwrap or plastic, but must be immediately adjacent to the Intelligent Mail container label.
5. When using this option, each Intelligent Mail container label must be accompanied by an adjacent designator label.

### 3.4.6 Optional Smaller Label Format

Mailers may prepare labels bearing Intelligent Mail container barcodes (see Exhibit 3.4.6) in a smaller alternate format as follows:

a. Labels must include the required elements described in 705.8.6.

b. Labels must measure no less than 4 inches high by 7 inches long.

c. Labels prepared in the minimum size of 4 inches high by 7 inches long may include a restricted mailer/acceptance unit area that cannot exceed one line of text or contain print no larger than 12 point. Text in the restricted mailer/acceptance unit area must be restricted to the bottom line of the label (below the lower barcode identification bar).

d. Intelligent Mail container labels prepared in the optional smaller format, but measuring more than 4 inches high by 7 inches long in both (or either) dimensions, must preserve the top 3.75 inches of the label, or the area including and above the lower barcode identification bar (whichever is greater), for USPS-required elements. The remainder of the label is available for restricted mailer/acceptance unit use. Text in the restricted mailer/acceptance unit area, when used, must contain print no larger than 12 point.

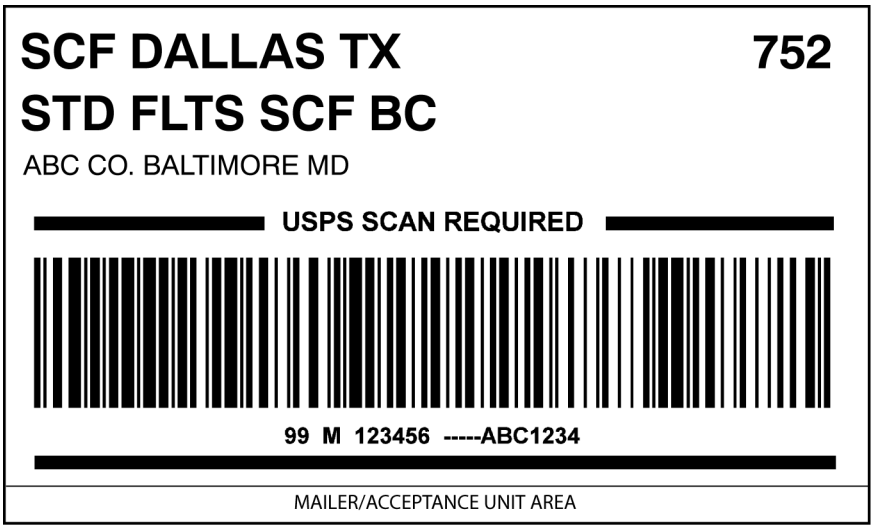
e. All text placed in the mailer/acceptance unit area must be approved by the business mail entry unit (BMEU) servicing the mailer for acceptance and verification, except as allowed under 705.8.6.6a. or 705.8.6.6b. for optional

placement of required origin office/mailer location information. Mailers wishing to include information other than that approved or allowed for use in this area must use the larger size label specified in 3.4.3.

f. [1-26-20] Two labels must be affixed to each pallet as specified under 705.8.6.1.

g. Labels containing Intelligent Mail container barcodes must meet the specifications for labels posted at *http://postalpro.usps.gov.*

**Exhibit 3.4.6 Intelligent Mail Container Label—Optional Format with Restricted Mailer Area**




### 3.4.7 Unique Barcode Requirement

The Intelligent Mail container barcode can encode a unique identifier for each container. Mailers must ensure that serial numbers in barcodes remain unique for 45 days.

### 3.4.8 Quality Assurance Provisions

Mailers printing Intelligent Mail container labels are responsible for the inspection and testing of the labels prior to submission to USPS and for maintaining the overall quality of the labels they produce. Inspection and testing of Intelligent Mail container labels should be performed periodically. Mailers are encouraged to work with their local mailpiece design analyst to validate the accuracy and quality of their labels.

# 207 Periodicals

# 207 Periodicals

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## 1.0 Prices and Fees

### 1.1 Outside-County—Including Science-of-Agriculture

#### 1.1.1 Prices and Discounts

For all Periodicals Outside-County prices (including Science of Agriculture prices), see Notice 123—Price List.

#### 1.1.2 Nonprofit Publications

Authorized nonprofit publications receive a discount of 5% off the total Outside-County postage excluding the postage for advertising pounds. The 5% discount does not apply to commingled nonsubscriber or nonrequester copies in excess of the 10% allowance provided under 7.0.

#### 1.1.3 Classroom Publications

Authorized Classroom publications receive a discount of 5% off the total Outside-County postage excluding the postage for advertising pounds. The 5% discount does not apply to commingled nonsubscriber or nonrequester copies in excess of the 10% allowance provided under 7.0.

#### 1.1.4 Limited Circulation Publications

Publications, excluding Nonprofit, Classroom, and Limited Circulation Science-of-Agriculture publications receive a 5% discount off the total Outside-County postage, excluding the postage for advertising pounds, if eligible copies are mailed at In-County prices and the total number of Outside-County copies mailed for that issue is less than 5,000. Nonsubscriber or nonrequester copies claiming the Limited Circulation discount are subject to the standards in 7.0.

#### 1.1.5 Limited Circulation Science-of-Agriculture Publications

Publications meeting the requirements of 11.2.2 receive a 5% discount off the total Outside-County postage, excluding the postage for advertising pounds, if eligible copies are mailed at In-County prices and the total number of Outside-County copies mailed for that issue is less than 5,000. Nonsubscriber or nonrequester copies claiming the Limited Circulation discount are subject to the standards in 7.0.

### 1.2 In-County

For all Periodicals In-County prices, see Notice 123—Price List.

### 1.3 Fees

Periodicals fees are per application for original entry, news agent registry, and reentry. See Notice 123—Price List - Domestic Business Mailing Fees.

## 2.0 Price Application and Computation

### 2.1 Price Application

#### 2.1.1 Price Elements

Postage for Periodicals mail includes a pound price charge, a piece price charge, bundle and container price charges for Outside-County mail, and any discounts for which the mail qualifies under the corresponding standards.

#### 2.1.2 Applying Outside-County Piece Prices

The per piece charge applies to each copy and each firm bundle in the mailing. Outside-County piece prices are based on the shape of the mailpiece (letter, flat, or parcel); the characteristics of the mailpiece (machinable or nonmachinable, see 18.4aa and 18.4ab); the application of a barcode; and the bundle presort

level. Firm bundles and carrier route pieces pay separate piece prices that do not vary based on these criteria. For pieces properly prepared loose in trays, the price is based on the tray presort level. Apply piece prices for Outside-County mail as follows:

a. *Letters.*

1. Apply the "Letters—Barcoded" prices to pieces that meet all of the standards for automation letters in 201.3.0 and include a barcode.
2. Apply the "Letters—Nonbarcoded" prices to pieces that are eligible under the standards for all letters in 201 but do not include a barcode. Apply these prices also to pieces that are barcoded but do not meet all of the automation letter standards in 201.3.0.

b. *Machinable flats*.

1. Apply the "Machinable Flats—Barcoded" prices to pieces that meet all of the standards for automation flats in 201.6.0 and include a barcode. Apply the 5-digit price also to barcoded pieces prepared under the alternative flats criteria in 26.0 and placed in 5-digit bundles.
2. Apply the "Machinable Flats—Nonbarcoded" prices to pieces that meet all of the standards for automation flats in 201.6.0 but do not include a barcode.

c. *Nonmachinable flats*.

1. Apply the "Nonmachinable Flats-Barcoded" prices to pieces that meet all of the alternative standards for flats in 26.0 and include a barcode. Exception: Barcoded pieces prepared under 26.0 and placed in 5-digit bundles pay the "Machinable Flats-Barcoded" 5-digit price. Nonmachinable barcoded flats claiming the machinable flats-barcoded 5-digit price must meet the deflection standards in 201.4.0.
2. Apply the "Nonmachinable Flats-Nonbarcoded" prices to pieces that meet the standards for nonmachinable flats in 26.0 but do not include a barcode.

d. *Parcels.* Apply the "Parcels" prices to all parcels, whether or not a barcode is used.

### 2.1.3 Applying In-County Piece Prices

An *addressed piece* can be a single individually addressed copy or a firm bundle containing unaddressed or individually addressed copies for the same address. The per piece charge is based on the number of addressed pieces (not the number of copies). For In-County mail, piece prices apply to each addressed piece, based on the sorting done by the publisher. Piece prices for automation mailings are based on the bundle level (or tray level for unbundled pieces in trays); piece prices for nonautomation mailings are based on the tray or sack level.

### 2.1.4 Applying Pound Price

Apply pound prices to the weight of the pieces in the mailing as follows:

a. Outside-County (including Science-of-Agriculture) pound prices are based on the weight of the advertising portion sent to each postal zone (as computed from the entry office) or destination entry zone, and the weight of the nonadvertising portion to a destination entry zone or a single price to all other zones.

b. In-County pound prices consist of a DDU entry price and an unzoned price for eligible copies delivered to addresses within the county of publication.

### 2.1.5 Computing Weight of Advertising and Nonadvertising Portions

The pound price charge is the sum of the charges for the computed weight of the advertising portion of copies to each destination entry and zone, plus the sum of the charges for the computed weight of the nonadvertising portion of copies to each destination entry and all other zones. The following standards apply:

a. The minimum pound price charge for any zone to which copies are mailed is the 1-pound price. For example, three 2-ounce copies for a zone are subject to the minimum 1-pound charge.

b. Authorized Nonprofit and Classroom publications with an advertising percentage that is 10% or less are considered 100% nonadvertising. When computing the pound prices and the nonadvertising adjustment, use “0” as the advertising percentage. Authorized Nonprofit and Classroom publications claiming 0% advertising must pay the nonadvertising pound price for the entire weight of all copies to all zones.

### 2.1.6 Per Piece Charge

Piece prices apply to each addressed piece, based on the sortation done by the publisher. An *addressed piece* can be a single individually addressed copy, a bundle of unaddressed copies with a single delivery address for the bundle, or a firm bundle containing unaddressed or individually addressed copies for the same address. The per piece charge is based on the number of addressed pieces (not the number of copies).

### 2.1.7 Discounts

Discounts and reductions apply as specified in 2.0, 10.0, and 29.0.

### 2.1.8 Applying Outside-County Bundle Prices

For Outside-County mail prepared in bundles, mailers pay the bundle price according to the presort level of the bundle and the presort level of the container that the bundle is placed in or on. Firm bundles pay a firm bundle price that is based only on the presort level of the container. Bundle prices do not apply to barcoded letter-size mail prepared in full letter trays or to flat-size mail prepared in flat trays under the optional tray preparation in 22.7 and 25.5. The bundle prices are in addition to the container prices. The following additional standards apply:

a. Bundles of fewer than six pieces under 25.1.4 (including single-piece bundles) must each pay the applicable bundle charge.

b. For bundles with both In-County and Outside-County pieces, mailers do not pay the bundle charge for carrier route, 5-digit/scheme bundles.

#### 2.1.9 Applying Outside-County Container Prices

For Outside-County mail prepared in trays, sacks, pallets, and other USPS-approved containers, mailers pay the container price according to the type of container, the presort level of the container, and where the mail is entered. The container level is determined by the least-finely presorted bundle that container could contain according to standards (for example, an "SCF pallet" may contain SCF, 3-digit, 5-digit, and carrier route bundles and would always pay the 3-digit/SCF pallet price). For mailer-supplied air freight containers, mailers pay the container charge based on the original presort of the mail before it is transferred to the airfreight container. The container prices are in addition to the bundle prices. The following additional standards apply:

a. For mailings prepared in trays or sacks, mailers pay the container price for each tray or sack based on container level and entry.

b. For mailings prepared on pallets under 705.8.0:

   1. For bundles placed directly on pallets, mailers pay the container price for each pallet.

   2. For trays or sacks on pallets, mailers pay the container price for each tray or sack, and not for the pallets. The container price for each tray or sack is based on the tray or sack level and where the pallet is entered.

c. For containers with both In-County and Outside-County pieces, mailers do not pay the container price for carrier route, 5-digit carrier routes, and 5-digit/scheme pallets, sacks, and trays.

### 2.2 Computing Postage

#### 2.2.1 Percentage of Advertising

The percentage of advertising shown on the postage statement must be based on the marked copy of the corresponding issue or edition provided as required. If necessary, round off the computed percentage of advertising to two decimal places. Advertising percentages also may be calculated through the Periodicals Accuracy, Grading, and Evaluation (PAGE) Program using the procedures in 16.0 and 17.0.

#### 2.2.2 Weight Per Copy

To determine the weight per copy, select and weigh a random sample of 10 or more copies and divide the total sample weight by the number of pieces in the sample. Express the weight per copy in decimal pounds rounded off to four decimal places. Per-copy weights also may be calculated through the Periodicals Accuracy, Grading, and Evaluation (PAGE) Program using the procedures in 16.0 and 17.0.

#### 2.2.3 Computing Other Weights

To find the total weight of mailed copies per zone or price level, multiply the corresponding number of copies by the computed weight per copy. Round off each result to the nearest whole pound, except that when the result is under 0.5 pound, round to 1 pound. To find the weight of the advertising portion for each

zone, where applicable, multiply the total weight of copies for that zone by the percentage of advertising. Round off each result to the nearest whole pound, except that when the result is under 0.5 pound, round to 1 pound. To find the weight of the nonadvertising portion, subtract the total weight of the advertising portion to all zones from the total weight of copies to all zones. To find the weight of In-County price copies, multiply the number of copies by the weight per copy and round off the total weight to the nearest whole pound, except that when the result is less than 0.5 pound, round to 1 pound.

### 2.2.4 Pound Price

To compute the pound price postage for Regular and Preferred Outside-County copies, multiply the weight of the advertising and nonadvertising portions by the corresponding prices, add the *unrounded* results, and subtract all applicable discounts. To compute the pound price postage for In-County price copies, multiply their total weight by the corresponding price per pound.

### 2.2.5 Piece Price

Determine the piece price postage as follows:

a. *Outside-County.* Multiply the number of addressed pieces (not copies) by the appropriate price, based on the presort of the pieces as mailed. An addressed piece can be a single individually-addressed copy, an addressed supplement (3.3.5a), or a firm bundle containing multiple copies for the same address. For firm bundles, multiply the number of firm bundles by the firm bundle piece price.

b. *In-County.* Multiply the number of addressed pieces (not copies) by the appropriate price, based on the presort of the pieces as mailed. An addressed piece can be a single individually-addressed copy, an addressed supplement (3.3.5a), or a firm bundle containing multiple copies for the same address.

### 2.2.6 Nonadvertising Adjustment

To compute the nonadvertising adjustment (where applicable), subtract the advertising percentage from 100, multiply the remainder by the nonadvertising adjustment per piece, multiply the *unrounded* product by the number of pieces, and round off the product to four decimal places.

### 2.2.7 Outside-County Bundle and Container Charges

The Outside-County bundle charge is the sum of the number of bundles for each bundle level and container level in the mailing subject to the Outside-County bundle prices, multiplied by the applicable bundle prices. The Outside-County container charge is the sum of the number of containers for each container type, container level, and entry level in the mailing subject to the Outside-County container prices, multiplied by the applicable container prices. Mailers must document the number of bundles and containers required for the prices claimed. If the documentation shows more bundles and containers are required than are presented for mailing, the mailer must pay the charges according to the documentation. Mailers cannot reduce the bundle and container charges by preparing fewer bundles and containers than standards require. Mailers who

prepare Periodicals publications as a combined mailing by merging copies or bundles of copies under 27.0 may pay the Outside-County bundle and container charges in one of the following ways:

a. On one publisher's PS Form 3541.

b. On one consolidated PS Form 3541. Under this option, the consolidator must complete the appropriate sections of the form and pay the charges from the consolidator's own advance deposit account.

c. Apportioned on each publisher's PS Form 3541. The following standards apply:

   1. The qualification report must be submitted electronically via Mail.dat. See 203.3.0 for additional documentation requirements.

   2. The total charges on all PS Form 3541s in a combined mailing must equal the total charges for all bundles and containers subject to the Outside-County container prices presented for mailing.

   3. Apportion the bundle charge for each title or edition by determining how many of each type of bundle that title or edition is in. Next calculate the percentage of copies in each of those bundles and convert to four decimal places, rounding if necessary (for example, convert 20.221% to 0.2022). Add the decimal values for each type of bundle in the mailing and multiply the total by the applicable bundle price. Add the bundle charges to determine the total for each title or edition.

   4. Apportion the container charge for each title or edition by determining how many of each type of container that title or edition is in. Next calculate the percentage of copies in each of those containers and convert to four decimal places, rounding if necessary (for example, convert 20.221% to 0.2022). Add the decimal values for each type of container in the mailing and multiply the total by the applicable container price. Add the container charges to determine the total for each title or edition.

#### 2.2.8 Total Postage

Total Outside-County postage is the sum of the per pound and per piece charges, the bundle charges, the container charges, and any Ride-Along charges; minus all discounts, rounded off to the nearest whole cent. Total In-County postage is the sum of the per pound and per piece charges, and any Ride-Along charges, less all discounts, rounded off to the nearest whole cent.

## 3.0 Physical Characteristics and Content Eligibility

### 3.1 Physical Characteristics

See 201 for the physical characteristics for letter-size, flat-size, and parcel-size Periodicals.

## 3.2 Addressing

### 3.2.1 General

Each addressed piece, including the top copy of a firm bundle, must bear the addressee's name and address. The address must include the correct ZIP+4 code or 5-digit ZIP Code. On flat-size pieces, the address must be formatted and positioned according to 202.2.0.

### 3.2.2 Address Label

White or other light-colored paper must be used for the address label. To identify the mailpiece as Periodicals, the mailer may place, vertically along the left-hand side of the label, a 1/4-inch or narrower strip of solid pink or of pink “PER” characters.

### 3.2.3 Return Address

The return address must appear on any mailing wrapper (see 3.3.7) of a publication with the optional ancillary service endorsement “Address Service Requested” and on any opaque wrapper of a publication. If a clear plastic wrapper is used on a publication endorsed “Address Service Requested,” the return address must appear visibly anywhere on the address side of the wrapper or the topmost item inside.

## 3.3 Permissible Mailpiece Components

### 3.3.1 Pages

Pages are the printed sheets forming the publication or one of the mailpiece’s components, bearing advertising, nonadvertising, or both, including pages with text and graphics, blank spaces for writing or marking, and material to be completed or used by the reader. A minor portion of the pages in a Periodicals mailpiece may have unusual characteristics, such as a different size, shape, or construction, or portions that may be wholly or partially separable, and pages prepared for folding out. No page may have dimensions (when folded, if folded) that exceed the dimensions of the publication. Pages are also subject to these standards:

a. Multilayer pages (including pages formed by sheets glued together and pages that have unusual shapes, such as cutouts, movable flaps, or “pop-ups”) may include small amounts of non-paper material such as grommets, string, or rubber bands as needed to assemble the page. Not all elements that make up a multilayer page must be printed. In addition, multilayer pages may contain novel characteristics such as an LED display, a sound device, or battery operated movable parts. Multilayer pages may also be formed as pouches or pockets, but may contain only permissible loose enclosures (see 3.3.4) or other securely affixed permissible components.

b. Multiple pages may be held together by staples or other means separate from and in addition to the regular binding of the publication.

c. Oversized pages may be used for illustrations, charts, maps, and other advertising and nonadvertising content.

### 3.3.2 Parts and Sections

Parts and sections are pages that are physically separate subdivisions of the publication, as identified by the publisher. Each part or section must show the publication title, and the number of parts or sections in the issue must be stated on the cover of the first part or section. Parts or sections produced by someone other than the publisher may not be mailed at Periodicals prices if these parts or sections are prepared by or for advertisers or if they are provided to the publisher free or at a nominal charge. On request, the publisher must submit contracts entered into with producers of parts or sections.

### 3.3.3 Enclosures at First-Class Mail or USPS Marketing Mail Prices

Material paid at First-Class Mail or USPS Marketing Mail prices may be enclosed in a Periodicals mailpiece subject to these conditions:

a. The total weight of all enclosed USPS Marketing Mail material must be less than 16 ounces.

b. Postage and fee payment is subject to 703.9.8, 703.9.9 and 207.16.3. A permit imprint that may appear on a First-Class Mail or USPS Marketing Mail enclosure must not be visible when the mailpiece is prepared for mailing.

c. When enclosing nonincidental First-Class Mail or any USPS Marketing Mail, combination envelopes or containers with separate parts for the two classes of mail may be used. If both the sender's and addressee's names and addresses are not on both pieces, the sender's name and address must be placed on one piece and the addressee's name and address on the other. Combination containers with inseparable parts may bear the names and addresses on only one part.

d. The applicable “First-Class Mail Enclosed” or “USPS Marketing Mail Enclosed” marking must be placed on or in the host publication if it contains any nonincidental First-Class Mail or any USPS Marketing Mail enclosure. See 703.9.7.2.

### 3.3.4 Loose Enclosures at Periodicals Prices

Only the following material may be included loose as an enclosure in a Periodicals mailpiece and be paid at Periodicals prices, subject to the corresponding conditions:

a. An incidental First-Class Mail piece must be closely related but secondary to the Periodicals publication with which it is enclosed. If the publication otherwise consists entirely of nonadvertising material, an incidental First-Class Mail enclosure may be treated as nonadvertising material. In all other cases, an incidental First-Class Mail enclosure is considered part of the advertising portion of the publication. Examples of an incidental First-Class Mail enclosure are a bill for the publication, a statement of account for past publication purchases, or a personal message or greeting included with the publication.

b. A receipt, request, or order for a subscription may be printed or written; prepared as a reply mail card or envelope for any authorized Periodicals publication (or a publication pending Periodicals authorization); or inserted in an envelope within the publication. The receipt or request may be part of, or

accompanied by, printed material containing information related exclusively to a receipt or request or order for a subscription provided the printed material does not advertise, promote, or offer for sale other products or services.

c. A card or form for the recipient's use in providing address correction information to the publisher may be printed or written; prepared as a card or envelope, including business reply, or as a combination form for two or more Periodicals publications issued by the same publisher; inserted in an envelope that is attached to, bound in, or loose within the publication; or prepared as a detachable part of another permissible enclosure.

d. A publisher's printed letter, including facsimile signature as a permissible loose enclosure with a Periodicals publication provided the printed letter is limited to the publisher promoting the publication; or announcing or describing changes to the publication, e.g. title, format, frequency, terms or conditions of a subscription; or other business of the publication, as long as the printed letter includes no other advertising for the publisher or any other party.

e. Enclosures listed in 3.3.4b and 3.3.4c are not counted when determining the percentage of advertising in the publication, but they are included in the total weight of the publication reported on the postage statement.

### 3.3.5 Supplement

A supplement is one or more pages (subject to 3.3.1) formed by one or more printed sheets that are not bound into a publication. A supplement may be devoted to a single topic and may contain material different from that in the host publication. A supplement may not be mailed at Periodicals prices by itself. The length and height of a supplement may not exceed those of the host publication except when the host publication and the supplement are contained in an envelope, polybag, or other complete wrapper or under 3.3.5d. Supplements are subject to these conditions as applicable:

a. If a supplement to a bound publication is formed of more than one sheet, all sheets making up the supplement must be bound together.

b. A bound publication mailed with one or more supplements must be enclosed in a wrapper.

c. A supplement to an unbound publication that is not prepared in a wrapper, polybag, or envelope must be combined with and inserted within the publication under 3.5.4.

d. A wrapper is not required when a loose addressed supplement is included within the same mailing as the host publication, bears a proper delivery address, contains at least 25% nonadvertising material, and includes on the front/cover page the endorsement “Periodicals Supplement to” followed by the exact title and issue date of the host publication. The external dimensions of such supplements may exceed those of the host publication provided they are of the same processing category as the host publication.

### 3.3.6 Cover and Protective Cover

A cover may be placed on the outside of a Periodicals publication. A protective cover is an additional cover placed around the outside of a publication; preparation is subject to 3.5.6. Advertising, nonadvertising, or both may be printed on the cover or protective cover. The cover and protective cover on a publication are included when measuring advertising percentage. Nothing may be attached to the cover or protective cover except as permitted under 3.3.8.

### 3.3.7 Mailing Wrapper

A mailing wrapper is an envelope, sleeve, partial wrapper, polywrap, or carton used to enclose the mailpiece. Advertising may be printed on the mailing wrapper and is included when measuring advertising percentage. Nothing may be attached to the mailing wrapper except as permitted under 3.3.8.

### 3.3.8 Attachment

Mailers may attach the following material to a cover, protective cover, or mailing wrapper of a publication:

a. Stickers of any size and shape.

b. Material allowed as a loose enclosure described in 3.3.3, or 3.3.4. When nonincidental First-Class Mail and/or USPS Marketing Mail enclosures are attached, the marking “First-Class” or “Letter Enclosed” must be on a First-Class Mail attachment; “Marketing” or “MKT,” on a USPS Marketing Mail attachment.

c. Material normally allowed within the contents of the publication composed of advertising, nonadvertising, or a combination of both may be attached to the cover or protective cover only when the publication and attached material are enclosed in a wrapper or prepared under 3.5.4. No portion of the publication title may be obscured.

### 3.3.9 Product Samples

Subject to the requirements in 3.3.1 and 3.5.4, product samples related to print advertising in the issue and are not offered for sale within the meaning of 3.4.2a and 3.4.3 may be included in a Periodicals publication as a page, or part of a multilayer page. Examples include, but are not limited to, a swatch of cloth; a paper towel as part of a printed page, or printed paper towel; a bandage; and fragrance, cosmetics, lotions, or edibles in packet form. The combined weight of product samples in an issue is limited to 3.3 ounces. Any product sample in the form of a packet is limited in total weight to no more than one ounce, but does not include the page weight upon which the packet is affixed. Packet product samples also must have a minimum burst strength of 3,000 pounds per square inch (psi). Travel size and similar small products in commercially available form or packaging do not qualify as permissible product samples, even if less than 3.3 ounces. In addition, CDs, DVDs, and similar media do not qualify as permissible product samples. Permissible product samples:

a. Are not eligible with letter-size pieces;

b. Must comply with hazmat standards (601.8.0);

c. Must comply with machinability standards, e.g. uniform thickness (201.4.0);

d. Must not be attached to the front or back cover page of the host Periodicals publication, or any other permissible component;

e. Must be secured in place (spine or tip-on interior page) to prevent shifting (601.3.1); and,

f. Must be placed at least 3/4 inch from all non-bound edges of any interior page.

**3.3.10 Printed Addition**

Only the following may be printed on a copy of a Periodicals publication after it is printed or placed on its cover, protective cover, or mailing wrapper:

a. The name and address of the intended recipient or of the publisher or sender.

b. The printed title of the publication and its place of publication.

c. The expiration date of the subscription.

d. The request for address correction information from the addressee.

e. The words “Sample Copy” (if the copy is a sample), “Marked Copy” (if the copy contains a marked item or article), or “Address Service Requested” (if the copy is to be returned to the sender if undeliverable as addressed).

f. The number of copies enclosed in a bundle (on the outside of the bundle) or a bundle count such as “2 of 4” (on the bundle wrapper).

g. Corrections of typographical errors or a mark, except by written or printed words, to call attention to a word or passage.

h. Printed messages not required to be mailed as First-Class Mail or Priority Mail Express.

**3.3.11 Label Carrier**

A label carrier may be used to carry the delivery address for the mailpiece and must consist of a single unfolded, uncreased sheet of card or paper stock, securely affixed to the cover of the publication or large enough so that it does not rotate inside the wrapper, subject to these conditions:

a. The label carrier must include the following elements:

   1. The title of the Periodicals publication or the name and address of the publisher. Mailers may also include incidental graphics of the host Periodicals publication, other Periodicals publications of the publisher, or Periodicals publications of one or more affiliates or subsidiaries of the publisher (or any combination thereof), provided that all of the publications are under common 100% ownership. If such graphics are used they are treated as advertising, and mailers must use an area no larger than 3 inches by 5 inches to show the title of the Periodicals publication or the name and address of the publisher and the graphic or graphics.

   2. The Periodicals imprint “Periodicals Postage Paid at...” or the word “Periodicals” in the upper right corner of the address side (unless “Periodicals” is printed on the address side of the polybag).

3. The address to which the mailpiece can be returned if undeliverable, if endorsed “Address Service requested.”

b. The label carrier may bear a request for address correction from the addressee. It also may bear information about requesting or subscribing to any Periodicals publication (or a publication pending Periodicals authorization), including a request or subscription form.

c. As applicable, the label carrier may show the endorsement “First-Class Mail Enclosed,” “USPS Marketing Mail Enclosed,” or “Ride-Along Enclosed,” or the permit imprint used to pay postage for the First-Class Mail or USPS Marketing Mail enclosure if that permit imprint is below the Periodicals imprint or the word “Periodicals.”

d. Other printed information, whether advertising or nonadvertising, is permitted only on the back of the label carrier and is subject to measurement and postage payment accordingly. Incidental text calling attention to information on the reverse, or to information within the contents of the Periodicals publication, may be placed on the front of the label carrier. If any information referred to on the reverse of the label carrier or within the contents of the Periodicals publication is advertising, the incidental text on the front also is treated as advertising.

e. For flat-size pieces, the label carrier must be affixed to maintain the delivery address entirely in the top half of the mailpiece (see 202.2.0) throughout processing and delivery or, if not affixed, at least the beginning 0.5 inch of the address must remain in the top half. The “beginning 0.5 inch” means the first half-inch of the recipient, delivery address, and city/state/ZIP Code lines, and not the end of each line.

## 3.4 Impermissible Mailpiece Components

### 3.4.1 General

Regardless of preparation or characteristics, the materials described in 3.4.2a through 3.4.2e are not eligible for Periodicals prices.

### 3.4.2 Prohibited Material

Material that contains any one of the following printed items or that is referred to in a component of the Periodicals mailpiece (by the use of one of these items) is ineligible to be mailed at Periodicals prices:

a. A separate price or subscription instructions different from those of the host publication.

b. The word “catalog.”

c. A First-Class Mail, USPS Marketing Mail, Parcel Select, or Package Services permit imprint.

d. An ISBN (International Standard Book Number).

e. An ISSN (International Standard Serial Number) or USPS number different from that of the host publication.

#### 3.4.3 Products

Except as provided for in 3.3.9, products may not be mailed at Periodicals prices. Examples include stationery (such as pads of paper or blank printed forms); cassettes; floppy disks; CDs; DVDs; merchandise, including travel-size merchandise in commercially available form or packaging; and wall, desk, and blank calendars. Printed pages, including oversized pages and calendars, are not considered products if they are not offered for sale. USPS Retail Ground, Package Services, or Parcel Select mail pieces may not be combined with a Periodicals publication.

#### 3.4.4 Nonprinted Sheets

Any matter not formed of printed sheets (except as permitted under 3.3.1a) is not eligible for Periodicals prices.

### 3.5 Mailpiece Construction

#### 3.5.1 Bound/Unbound

Publications may be prepared in either a bound or unbound form, with or without wrappers unless required by 3.5.7. A bound publication is a publication in which pages are securely held together by two or more staples, spiral binding, glue, stitching, or other permanent fastening. All other publications are unbound, including folded multisheet and single-sheet publications and those in which pages are loose and collated (“nested”) or in which pages are held together by a single staple.

#### 3.5.2 Size and Weight

Periodicals mail may not weigh more than 70 pounds or measure more than 108 inches in length and girth combined. Additional size and weight limits apply to letters and machinable and nonmachinable flat-size pieces.

#### 3.5.3 Uniformity

Flat-size pieces must remain uniformly thick. Cover attachments, tabbed or glued half covers, flat-surfaced ride-along enclosures, loose subscription materials, and flat-surfaced enclosures of other classes may be included as long as the overall uniform thickness of the flat is maintained.

#### 3.5.4 Without Mailing Wrapper

When the mailpiece does not have a mailing wrapper, all the components of an unbound publication must be combined with and inserted inside the publication. Only enclosures mailable at Periodicals prices under 3.3.4 may be included loose inside a bound unwrapped publication. An enclosure under 3.3.3c, or 3.3.4, or a single sheet prepared as an attachment under 3.3.8c, may be securely attached along the bound edge on the outside of an unwrapped publication if it does not exceed any dimension of the cover of the publication and comes within 3/4 inch of any open edge.

#### 3.5.5 With Mailing Wrapper

Except as provided in 3.3.5, when the mailpiece is completely enclosed in a mailing wrapper, the components may be placed anywhere within that wrapper. When a sleeve or other partial wrapper is used, the components must be secured so that they do not fall out during handling. Bound publications carrying

loose supplements or prepared in physically separate parts or sections must be either completely enclosed in an envelope, plastic wrapper (polybag), or paper wrapper or inserted within a sleeve so that the component parts do not become separated while in the mail.

#### 3.5.6 Cover Page and Protective Cover

If the piece is not completely enclosed in a mailing wrapper, then any protective cover or cover page must cover both the front and back of the host publication and extend to within at least 3/4 inch of any open edge. Exception: Flat-size pieces may have short covers as provided in 201.6.4.2. If the host publication is bound, the protective cover must be permanently attached to the publication.

#### 3.5.7 APO/FPO and DPO Copy

Any single copy of an unbound publication that includes any enclosure, supplement, or more than one part or section and that is mailed to an APO/FPO and DPO address must be completely enclosed in a mailing wrapper.

#### 3.5.8 Postal Inspection

Periodicals mail must be prepared so that it can be easily examined. The mailing of publications at Periodicals postage prices represents consent by the sender to USPS inspection of the contents whether loose or inserted in envelopes, wrappers, or other covers.

### 3.6 Printed Features

#### 3.6.1 Publication Title and Address Notice

The publication title must be displayed prominently on the publication and any protective cover. On any publication enclosed in an opaque mailing wrapper, carton, or any wrapper when the title of the publication is not prominently displayed through the wrapper or carton, the publication title and the mailing address to which undeliverable copies or change-of-address notices (see 4.11.5h) are to be sent must be shown in the upper left corner of the address side of the mailing wrapper (see 3.3.7). A publication with a clear wrapper and a prominently displayed publication title need not have the return mailing address on the wrapper unless required under 3.2.3. The publication number includes an alpha prefix and is to be within parentheses, for example, THE NATIONAL WEEKLY (ISSN 9876-543X) or THE COMMUNITY (USPS 123-456).

#### 3.6.2 Periodicals Imprint

Mailing wrappers (see 3.3.7) that completely enclose the host publication must bear the Periodicals imprint “Periodicals Postage Paid at...” or the word “Periodicals” in the upper right corner of the address area. If a clear plastic wrapper is used, those words may appear anywhere on the address side of the wrapper or the topmost item inside.

#### 3.6.3 Advertising

Advertising may be printed on the pages of any component of a publication, subject to the corresponding standards. Regardless of location, an advertisement must be prepared as an integral part of the publication. Except for advertisements in supplements, all advertisements in a bound publication must be permanently attached. Except as provided in 3.3.4e, all advertising must be

included in the advertising portion of the issue measured under 16.0 and 17.0. Different advertising may occupy the same space in different editions of the same issue.

#### 3.6.4 Marking of Paid Reading Matter

Under 18 USC 1734, if a valuable consideration is paid, accepted, or promised for the publication of any editorial or other reading matter in a Periodicals publication, that matter must be plainly marked "advertisement" by the publisher. When a single item of paid editorial or other reading matter occupies more than one page, it need only be marked "advertisement" on the first page. The word "advertisement" may be included in a statement that explains why the material is marked "advertisement." Such a statement must be prominent on the first page of the material and the word "advertisement" in the statement must be in bold or italicized print or otherwise emphasized so that it can be plainly seen. Editors or publishers who print such matter without plainly marking it "advertisement" are subject to a fine of not more than $500.

## 4.0 Basic Eligibility Standards

### 4.1 Qualification Categories

All Periodicals publications must be authorized Periodicals mailing privileges under one of five qualification categories (general publications, publications of institutions and societies, publications of state departments of agriculture, requester publications, and foreign publications). These publications are subject to the general standards below and the standards for each respective category.

### 4.2 General

Only newspapers and periodical publications that meet the mailability standards in 601.1.0 through 601.8.0 along with the applicable standards in 4.0 through 15.0 and 29.0 may be authorized for mailing privileges at Periodicals prices.

### 4.3 Periodical Publications

#### 4.3.1 Definition and Characteristics

For Periodicals purposes, *periodical publication* or *periodical* is one published at a stated frequency with the intent to continue publication indefinitely, with these characteristics:

a. The continuity of the periodical must show from issue to issue. Continuity is shown by serialization of articles or by successive issues carrying the same style, format, theme, or subject matter.

b. The primary purpose of the periodical must be the transmission of information.

c. The content of the periodical may consist of original or reprinted articles on one topic or many topics, listings, photographs, illustrations, graphs, a combination of advertising and nonadvertising matter, comic strips, legal notices, editorial material, cartoons, or other subject matter.

d. The primary distribution of each issue must be made before that of each succeeding issue.

#### 4.3.2 Other Publication Types

The following types of publications also qualify as periodical publications:

a. Any catalog or other course listing (including mail announcements of legal texts that are part of post-bar admission education) issued by any institution of higher education or by a nonprofit organization engaged in continuing legal education.

b. Any loose-leaf page or report (including any index, filing instruction, table, or sectional identifier that is part of such report) designed as part of a loose-leaf reporting service on developments in the law or public policy.

c. Any transportation guide containing schedules, fares, and related information.

#### 4.3.3 Restriction

Material that has been, or is intended to be, distributed primarily as a book may not be converted into an issue of a periodical by merely placing a periodical's title on it, placing the material within a periodical's cover, or using similar superficial methods. This restriction does not prohibit excerpts or condensations of books from being proper subject matter for periodicals.

### 4.4 Printed Sheets

Periodicals publications must be formed of printed sheets. Sheets may be die cut or deckle-edged and may be made of paper, cellophane, foil, or other similar materials. They may not be reproduced by stencil, mimeograph, or hectograph. Reproduction by any other process is permitted. Any style of type may be used.

### 4.5 Known Office of Publication

#### 4.5.1 Location

The publisher of a Periodicals publication must maintain a known office of publication at the location where the original entry for Periodicals mailing privileges is authorized.

#### 4.5.2 Purpose

The known office of publication must be a public office for transacting the business of the publication during normal business hours. It must also be the office where the publication's circulation records are kept or can be available for USPS examination.

### 4.6 Regular Issuance

#### 4.6.1 Frequency

Each Periodicals publication must be issued at a regular frequency of at least four times a year.

#### 4.6.2 Statement of Frequency

The publisher must adopt a statement of frequency showing how many issues are to be published each year and at which regular intervals (for example: daily; weekly; quarterly; four times a year in January, February, October, and November; weekly during school year; monthly except during July and August).

#### 4.6.3 Compliance With Frequency

All issues must be published regularly as called for by the statement of frequency. To change the number of issues scheduled or the statement of frequency, the publisher must file an application for reentry. If a publication does not maintain regular issuance according to its stated frequency, even after USPS notice, the PCSC revokes the publication's Periodicals mailing privileges.

### 4.7 Eligible Formats

#### 4.7.1 Complete Copies

Complete copies of the regular issues of a Periodicals publication may be mailed at the applicable Periodicals prices. Incomplete copies (for example, those lacking pages or parts of pages) are subject to the applicable First-Class Mail, First-Class Package Service — Retail, First-Class Package Service — Commercial, USPS Marketing Mail, USPS Retail Ground, or Package Services prices.

#### 4.7.2 Issues and Editions

Issues and editions of a Periodicals publication may be mailed at the applicable Periodicals prices if they show continuity and meet the applicable standards in 4.8 or 4.9.

### 4.8 Issues

#### 4.8.1 Regular Issues

Regular issues must be published according to the publication's stated frequency. Issues may include annual reports, directories, buyers' guides, lists, and similar material if these issues bear the publication title and are included in the regular subscription price, if any.

#### 4.8.2 Extra Issues

Extra issues, not shown in the publication's stated frequency, published for communicating news and information received too late for insertion in the regular issue, but not for advertising purposes, may be mailed occasionally at Periodicals prices. The original entry Post Office must receive written notice of these issues before they are mailed.

#### 4.8.3 Mailing Issues—Same Day

For determining Periodicals eligibility and postage, an issue of a newspaper or other periodical that is published at a regular frequency, more often than once a month, on the same day as another regular issue of the same publication, is deemed to be a separate publication that must independently meet the applicable standards for Periodicals mailing privileges if:

a. More than 10% of the total copies of the issue is distributed on a regular basis to nonsubscribers or nonrequesters.

b. The number of copies of the issue distributed to nonsubscribers or nonrequesters is more than twice the number of nonsubscriber or nonrequester copies of the other issue distributed on that same day.

#### 4.8.4 Mailing Issues—Different Day

For determining Periodicals eligibility and postage, an issue of a newspaper or other periodical that is published at a regular frequency, more often than once a month, but not on the same day as another regular issue of the same publication, is deemed to be a separate publication that must independently meet the applicable standards for Periodicals mailing privileges if:

a. More than 10% of the total copies of the issue is distributed on a regular basis to nonsubscribers or nonrequesters.

b. The number of copies of the issue distributed to nonsubscribers or nonrequesters is more than twice the number of nonsubscriber or nonrequester copies of any other issue distributed during the period between the distribution of each of the issues whose eligibility is being examined.

### 4.9 Editions

#### 4.9.1 Types

Issues mailed at Periodicals prices may be prepared in editions (such as demographic or morning). Subscribers and requesters must not routinely receive more than one edition of any issue.

#### 4.9.2 Extra Editions

Extra editions may be mailed at Periodicals prices to communicate news and information received too late for the regular edition. Extra editions may not be intended for advertising.

#### 4.9.3 Content

Editions may differ in content, but not so much that they constitute separate and independent publications. A separate publication is not acceptable as an edition of another publication.

### 4.10 Back Issues and Reprints

Periodicals prices may be paid on mailings of unbound back issues (if the publication's Periodicals entry is in effect), reprint copies of daily publications printed within 1 week of the issue date, and reprint copies of other than daily publications printed before the next issue is printed. Other mailings of back issues or reprint copies, including permanently bound back issues or reprint copies, are subject to the applicable First-Class Mail, First-Class Package Service — Retail, First-Class Package Service — Commercial, USPS Marketing Mail, USPS Retail Ground, or Package Services prices.

### 4.11 Identification

#### 4.11.1 Title

The publication title must be shown on the front or cover page in a position and in a type style and size that distinguish the title from the publisher's name or other items.

### 4.11.2 Identification Statement

An identification statement, in an easily read type, must be included in all copies of publications authorized Periodicals mailing privileges and in all copies mailed pending approval of Periodicals mailing privileges.

### 4.11.3 Unbound Publication

In an unbound publication, the identification statement must be shown conspicuously in one of the following places:

a. On one of the first five pages.

b. On the table of contents page.

c. In the masthead on the editorial page, if the location of the editorial page is shown in the table of contents on the front page of the publication.

d. On the cover of the publication.

### 4.11.4 Bound Publication

In a bound publication (one secured with two or more staples, spiral binding, glue, stitching, or other permanent fastening), the identification statement must be shown conspicuously as described in 4.11.3 or on one of the last three nonadvertising pages inside the back cover.

### 4.11.5 Identification Statement Content

The identification statement must contain:

a. The publication title and number. The publication number includes an alpha prefix and must be within parentheses immediately after or below the publication title. If an International Standard Serial Number (ISSN) is assigned, it must appear in the identification statement (for example, “THE WEEKLY JOURNAL” (ISSN 9876-543X)). If an ISSN is not assigned, the USPS number assigned by the PCSC must appear in the identification statement within 90 days after being provided (for example, “THE CIVIC BULLETIN” (USPS 876-690)). The publication number may be on the front or cover page instead of in the identification statement.

b. The issue date. The date may be omitted if it is on the front or cover page.

c. A statement of frequency, such as described in 4.6.2.

d. The issue number. Every issue of each publication must be numbered consecutively in a series that may not be broken by assigning numbers to issues unavoidably omitted. The issue number may be omitted if it is on the front or cover page.

e. At the publisher’s option, the subscription price, if the publication has one.

f. The name and address of the known office of publication, including street number, street name, and the ZIP+4 or 5-digit ZIP Code. The street name and number are optional if there is no letter carrier service. The known office of publication must be clearly distinguishable from the name of other offices of the publication. For foreign publications, the address of the publisher’s agent must be shown as the known office of publication.

g. The imprint “Periodicals Postage Paid at...” or, if mailed at two or more offices, “Periodicals Postage Paid at... and at additional mailing offices.” A notice of pending application is shown instead if copies are mailed while an application is pending: “Application to Mail at Periodicals Postage Prices is Pending at....”

h. The mailing address for change-of-address orders, in the normal text type of the publication: “POSTMASTER: Send address changes to [publication title and mailing address].” For publications authorized for ACS, as defined in 507.4.2, publishers may modify this statement to say: “POSTMASTER: Send all UAA to CFS. (See DMM 507.1.5.2); NON-POSTAL AND MILITARY FACILITIES: send address corrections to [publication title and mailing address].” When Undeliverable as Addressed (UAA) copies are sent to the CFS unit for ACS processing, a PS Form 3579 will not be created and any barcodes or other information on the address will not be obliterated. Change-of-address information may also be shown on the label carrier or container of publications prepared in envelopes, closed wrappers, or polybags.

## 4.12 Advertising Standards

### 4.12.1 Definition of Advertising

Advertising is restricted or prohibited by 6.1.3 and 6.2.3 for the categories of Periodicals authorization. For these standards, the term *advertising* includes:

a. All material for the publication of which a valuable consideration is paid, accepted, or promised, that calls attention to something to get people to buy it, sell it, seek it, or support it.

b. Reading matter or other material for the publication of which an advertising price is charged.

c. Articles, items, and notices in the form of reading matter inserted by custom or understanding that textual matter is to be inserted for the advertiser or the advertiser’s products in the publication in which a display advertisement appears.

d. A newspaper’s or periodical’s advertisement of its own services or issues, or any other business of the publisher, whether in display advertising or reading matter.

### 4.12.2 Definition of Public Service Announcement

The term *public service announcement* means any announcement for which no valuable consideration is received by the publisher, which does not include any material related to the business interests of the publisher, and which promotes programs, activities, or services of federal, state, or local governments or of nonprofit organizations, or matters generally regarded as in the public interest. A public service announcement is not treated as advertising.

### 4.13 Fees

#### 4.13.1 Fee Required

The required fee must accompany an application for:

a. Periodicals mailing privileges (original entry).

b. News agent registry.

c. [3-2-20] Reentry (unless excepted in 4.13.2) to request a:

1. Change in title, frequency of issuance, or original entry office.
2. Change in qualification category.
3. Change in eligibility from preferred prices or the preferred price discount to regular Outside-County prices.

#### 4.13.2 No Fee

No fee is charged if reentry is only to change eligibility to preferred prices or the preferred price discount.

#### 4.13.3 Return of Fee

After an application is filed with USPS, no part of the fee is returned to the applicant.

#### 4.13.4 Address Correction

The fee for manual or automated address correction service is charged per notice issued.

## 5.0 Applying for Periodicals Authorization

### 5.1 Original Entry Application

#### 5.1.1 General Publications

To apply for Periodicals mailing privileges in the general publication category:

a. PS Form 3500 must be completed and filed at the Post Office serving the known office of publication. Part B may be left blank when submitted under the “New Launch” procedure.

b. [1-26-20] The publisher must provide all supporting information required on the application and must keep (and make available for USPS examination) records that establish that the publication is not designed primarily for free or nominal price circulation.

### 5.1.2 Publications of Institutions and Societies

To apply for Periodicals mailing privileges in the publications of institutions and societies category:

a. PS Form 3500 must be completed and filed at the Post Office serving the known office of publication.

b. When a publication issued by an institution or society carries general advertising, individual subscriptions or receipts are not required; a resolution is acceptable (for example: *"Resolved: That a copy of each issue of [publication title] shall be sent to each member of [organization name] and that [$] of each member's annual dues of [$] shall be for a year's subscription to that publication."*). Records must be kept accordingly. The written assurance of a responsible official that such records are kept must accompany the application on PS Form 3500, with a certified copy of the resolution adopted.

c. The information required on the form must be submitted with the application.

### 5.1.3 Publications of State Departments of Agriculture

To apply for Periodicals mailing privileges in the publications of state departments of agriculture category:

a. PS Form 3500 must be completed and filed at the Post Office serving the known office of publication.

b. Evidence that the publication is issued by a state department of agriculture must accompany the application.

### 5.1.4 Requester Publications

To apply for Periodicals mailing privileges in the requester publication category:

a. PS Form 3500 must be completed and filed at the Post Office serving the known office of publication. Part C may be left blank when submitted under the "New Launch" procedure.

b. [1-26-20] The publisher must provide all information required on the application and must keep (and make available for USPS examination) records showing that the primary distribution of the publication is to persons who have requested it.

### 5.1.5 Foreign Publications

To apply for Periodicals mailing privileges in the foreign publication category:

a. PS Form 3500 must be completed and filed at the Post Office serving the known office of publication.

b. The publisher or publisher's agent must have available for USPS verification all information on the form.

### 5.1.6 News Agent Registry

To apply for news agent registry:

a. Form 3500 must be completed and filed at each Post Office where mailings are to be made.

b. Evidence must be given to the postmaster at the mailing office that copies of publications offered for mailing are entitled to Periodicals prices and that the copies are sent to actual subscribers or other news agents for sale or distribution to requesters. The evidence provided in support of the application must include a listing of the publishers, the corresponding titles, and the publication numbers for the qualifying Periodicals publications.

#### 5.1.7 Publication Copies

Applications under 5.1.1 through 5.1.5 must be accompanied by two copies of the issue published nearest to the date of application. These copies must be identified as required in 4.11, marked to show the advertising content, and the percentage of advertising must be shown on the cover.

#### 5.1.8 Translation

If a publication is printed in a foreign language, a brief translation of the contents of the copies (a synopsis of each article and advertisement) must accompany the application.

#### 5.1.9 Fee

The applicable fee must accompany an application for Periodicals mailing privileges or news agent registry. The fee is not refundable.

#### 5.1.10 Location

The location shown on the application as the original entry Post Office must be a Post Office. Other postal facilities (such as branches, stations, contract offices, and processing hubs) may not be authorized as original entries.

### 5.2 Mailing While Application Pending

#### 5.2.1 Mailing Before Approval

A publisher or news agent may not mail at Periodicals prices before the PCSC approves the application for Periodicals mailing privileges. Postage at the applicable First-Class Mail, First-Class Package Service — Retail, First-Class Package Service — Commercial, USPS Marketing Mail, or Package Services prices must be paid while the application is pending.

#### 5.2.2 Record of Deposits

If postage is paid by advance deposit account, the USPS keeps a record of deposits and mailings made while an application is pending. Mailings should be prepared according to the periodicals preparation guidelines while the application is pending. A Periodicals postage statement and the applicable postage paid statement must be submitted at the time of mailing. The amount that would be charged at the applicable USPS Marketing Mail or Package Services prices must be paid until final action is taken on the application. No record is kept of postage paid at First-Class Mail prices or of postage not paid by advance deposit account. Records are kept for First-Class Mail price mailings that may qualify for a refund under the exception in 5.3.6e.

## 5.3 Decision on Application

### 5.3.1 Ruling

The PCSC manager rules on all applications for Periodicals mailing privileges or news agent registry.

### 5.3.2 Additional Information

Before acting on an application, the PCSC manager may ask the publisher for more information or evidence to complete or clarify the application. Failure to provide such information is sufficient grounds to deny the application.

### 5.3.3 Mailability

If the PCSC manager authorizes an application for Periodicals mailing privileges, this approval does not represent a USPS determination that a publication is mailable under 601.9.0.

### 5.3.4 Effective Date

The authorization takes effect on the date of application or the date of eligibility for Periodicals mailing privileges (or for news agent registry), whichever is later.

### 5.3.5 Refund

Except as noted in 5.3.6, when an authorization for Periodicals mailing privileges is granted, the postmaster refunds to the applicant the difference, if any, between the postage amount deposited and the applicable Periodicals postage for copies mailed while the application was pending. Refunds are made only for mailings deposited on or after the effective date of the authorization and only if postage was paid by advance deposit account for which the entry Post Office kept the necessary records.

### 5.3.6 No Refund

No refund is made for:

a. A denied or withdrawn application.

b. The period before the effective date of the authorization.

c. Postage not paid by advance deposit account for which the required records were kept.

d. Postage at any price affixed to copies of the publication.

e. Postage paid at Priority Mail Express or First-Class Mail, First-Class Package Service — Retail, or First-Class Package Service — Commercial, prices. Exception: When postage is deposited at single-piece First-Class Mail or First-Class Package Service — Retail prices because a mailing presorted and prepared as Periodicals mail is less than 200 pieces or 50 pounds, a refund may be authorized.

f. Postage on mailings not meeting the applicable preparation or other eligibility standards for Periodicals.

### 5.3.7 Denial and Appeal

If the PCSC denies an application, the applicant is notified in writing and given the reasons for the denial. The denial takes effect 15 days from receipt of the notice by the applicant, unless an appeal is filed through the PCSC with the

manager, Product Classification (see 608.8.0 for address). If the manager, Product Classification upholds the denial of an application submitted under the "New Launch" procedure or an application for news agent registry, that is the final agency decision. For other applications, the manager's denial takes effect 15 days from the applicant's receipt of the notice unless, during that time, an appeal is filed with the USPS Recorder under 39 CFR 954, a copy of which is included with the notice of denial.

### 5.4 Revocation or Suspension of Privileges

#### 5.4.1 Revocation

The USPS revokes a publication's or news agent's Periodicals mailing privileges if it finds, after a hearing, that the publication or news agent no longer meets the applicable standards.

#### 5.4.2 Initial Decision

The PCSC manager may ask a publisher or news agent to submit information on a publication's eligibility for Periodicals mailing privileges. If the manager decides that a publication or news agent is no longer entitled to Periodicals mailing privileges, a notice of suspension or revocation of Periodicals mailing privileges is sent to the publisher or news agent at the last known address of the office of publication or of the news agent, giving the reasons for the ruling.

#### 5.4.3 Appeal

A ruling to suspend or revoke a publication's Periodicals mailing privileges takes effect 15 days from the publisher's receipt of the notice unless, during that time, an appeal is filed through the PCSC with the manager, Product Classification (see 608.8.0 for address). If the manager upholds the denial of a news agent's appeal, that is the final agency decision. For other actions, the manager's decision takes effect 15 days from its receipt by the publisher unless, during that time, an appeal is filed with the USPS Recorder under 39 CFR 954, a copy of which is included with the notice.

## 6.0 Qualification Categories

### 6.1 General Publication

#### 6.1.1 Basic Standards

General publications must meet the applicable basic standards for Periodicals in 4.0 through 9.0 and 11.0 and must be originated and published to disseminate information of a public character or be devoted to literature, the sciences, art, or some special industry.

#### 6.1.2 Circulation Standards

General publications must meet these circulation standards:

a. General publications must have a legitimate list of subscribers who have paid or promised to pay, at more than a nominal price, for copies to be received during a stated time.

b. Records for subscriptions to a publication must be kept so that subscriptions to each publication can be verified.

c. Persons whose subscriptions are obtained at a nominal price and those whose copies bear an alternative address must not be included in the legitimate list of subscribers. Such copies must be treated as nonsubscriber copies.

d. Subscriptions may be paid for with dues or contributions, if the amount paid for the subscription is stated on the application and dues transmittal form.

e. A subscription must be separated from all other business transactions to be evident as an independent act. Publishers must be able to show that subscriptions are voluntary and that the subscription price is paid or promised.

f. At least 50% of a publication's distribution must be to persons who have paid above a nominal price. (For inclusion of electronic copies, see 6.5.) Nominal price subscriptions include those sold at a price so low that it cannot be considered a material consideration; or at a reduction to the subscriber (under a premium offer or any other arrangement) of more than 70% of the basic annual subscription price. The value of a premium is its actual cost to the publisher, its recognized retail value, or its represented value, whichever is highest.

g. Publications primarily designed for free circulation or for circulation at nominal prices do not qualify for the general publications category.

### 6.1.3 Advertising Standards

Advertising is defined in 4.12. General publications primarily designed for advertising purposes do not qualify for Periodicals mailing privileges, including publications that:

a. Contain more than 75% advertising in more than half of the issues published during any 12-month period.

b. Are owned or controlled by individuals or business concerns and conducted as an auxiliary to and essentially for the advancement of any other business or calling of those who own or control the publications.

c. Consist principally of advertising and articles about advertisers in the publication.

d. Have only a token list of subscribers and that print advertisements free for advertisers who pay for copies to be sent to a list of persons furnished by the advertisers.

e. Are published under a license from individuals or organizations and that feature other businesses of the licensor.

## 6.2 Publications of Institutions and Societies

### 6.2.1 Basic Standards

A publication that meets the applicable basic standards in 4.0 through 9.0 and 11.0 and contains only the publisher's own advertising and not, under any condition, the advertising of other persons or organizations, is eligible for Periodicals mailing privileges if it is:

a. Published by a regularly incorporated nonprofit institution of learning, that is, an organization of a permanent nature where instruction is given in the higher branches of education only, owing its origin to private or public munificence, and established solely for the public good and not for private gain.

b. Published by a regularly established state institution of learning supported in whole or in part by public taxation.

c. Published by any public or nonprofit private elementary or secondary institution of learning or its administrative or governing body.

d. A bulletin issued by a state board of health, a state industrial development agency, a state conservation or fish and game agency or department, or a state board or department of public charities or corrections.

e. A program announcement or guide published by an educational radio or television agency of a state or political subdivision thereof or by a nonprofit educational radio or television station.

### 6.2.2 Types of Publications

Publications are eligible for Periodicals mailing privileges if they meet the basic standards of 4.0, contain only the publisher's own advertising or general advertising subject to 6.2.3, and are published by:

a. A benevolent or fraternal society or order organized under the lodge system and having a bona fide membership of at least 1,000 persons (publications under the auspices of the society or order are also eligible).

b. A trade union (publications under the auspices of the union are also eligible).

c. A strictly professional society, that is, a group consisting solely of persons who have obtained professional status by advanced educational training, experience, specialized interest, or peer examination. Where applicable, public certification in a particular field of the arts or sciences (such as engineering, law, or medicine) is considered in determining eligibility. The members must be engaged in their given profession under its binding standards of performance and conduct on which the public is entitled to rely.

d. A strictly literary society, that is, an organization whose sole purpose is to encourage and cultivate an appreciation of general literature, a literary subject, or an author of recognized literary accomplishment. The membership must be composed of individuals who discuss or analyze the style, composition, or other characteristics of the literature or authors in which they have a common interest.

e. A strictly historical society, that is, an organization whose sole purpose is to discover, collect, and systematically record the history of civilization or of a particular segment. Such a society should preserve this material and make it available to its members and the general public, and should extend education by producing published material, holding regular meetings, presenting addresses and lectures, or using mass media.

f. A strictly scientific society, that is, an organization whose sole purpose is to bring individuals together for scientific investigations and pursuits in the applied, pure, or natural sciences, and to disseminate technical information on these subjects.

g. A church (a congregation of worshippers who conduct religious services) or a church organization (organizations of individual churches, organizations that are subsidiary to individual churches, and national or regional organizations of churches).

#### 6.2.3 Advertising Standards

Advertising is defined in 4.12. A publication qualifying for Periodicals mailing privileges under 6.2.2 may contain advertising of other organizations or persons if:

a. It is not designed or published primarily for advertising purposes.

b. It is originated and published to further the purposes of the qualifying organization.

c. Its mailed circulation is limited to copies mailed to members who pay, either as a part of their dues or assessments or otherwise, at least 30% of the subscription price regularly charged to other members; to other actual subscribers; to exchanges; and to 10% of such circulation as sample copies. When members pay for their subscriptions as a part of their dues or assessments, individual subscriptions or receipts are not required.

### 6.3 Publications of State Departments of Agriculture

#### 6.3.1 Basic Standards

A publication issued by a state department of agriculture that meets the basic standards in 4.0 is eligible for Periodicals mailing privileges if it is published to further only the objectives of the department and contains no advertising.

#### 6.3.2 In-County Prices

For determining the number of copies qualifying for In-County prices, all circulated copies are considered subscriber copies and the total number of such copies is the total paid circulation.

### 6.4 Requester Publications

#### 6.4.1 Basic Standards

A publication, whether circulated free or to subscribers, may be authorized Periodicals prices if it meets the basic standards in 4.0 and:

a. Each issue contains at least 24 pages.

b. Does not contain more than 75% advertising in more than 25% of the issues published during any 12-month period.

c. The publication is not owned or controlled by one or more individuals or business concerns and conducted as an auxiliary to and essentially for the advancement of the main business or calling of those who own or control the publication.

**6.4.2 Circulation Standards**

Requester publications must meet these circulation standards:

a. The publication must have a legitimate list of persons who have requested the publication, and 50% or more of the copies must be distributed to persons who have made such requests.

b. Subscription copies of the publications that are paid for or promised to be paid for, including those at or below a nominal price, may be included in the 50% request requirement. (For inclusion of electronic copies, see 6.5.)

c. Persons are not deemed to have requested the publication if their request is induced by a premium offer or by receipt of material consideration.

d. Records of requests for a publication must be kept so that subscriptions or requests for each publication can be verified.

e. Requests more than 3 years old are not valid requests. Copies addressed using an alternative address format are not considered requested copies.

f. For a requester publication issued by a membership organization, the organization may adopt a resolution that each member receives a copy of each issue. Records must be kept to show that the publication is sent to members. PS Form 3500 must be accompanied by a copy of the resolution and written assurance that the required records are kept.

**6.5 Electronic Copies**

Copies of Periodicals publications distributed through email or by accessing a password protected website may be counted toward an approved or pending general or requester publication’s eligibility for Periodicals prices. The following conditions additionally apply:

a. Electronic copies that may be counted toward a publication's eligibility for Periodicals prices:

   1. Must be paid at a price above nominal rate for publications approved in the General category; or

   2. Must be requested in writing or by electronic correspondence for publications approved in the Requester category.

b. Electronic copies of a Periodicals publication for which access is offered free in conjunction with printed copies of the same issues may not be counted when determining total circulation for the publication.

c. At least 40% of the total circulation of each issue must consist of printed copies distributed to paying subscribers or requesters, as applicable. Up to 10% of the distributed copies used to qualify or remain eligible for Periodicals prices may be copies that are paid or requested to be sent electronically.

d. If less than 60% of a Periodicals publication's total circulation consists of printed copies distributed to paying subscribers or requesters, as applicable, annual Postal eligibility audits must be conducted by a certified audit bureau.

## 6.6 Foreign Publications

### 6.6.1 Basic Standards

Foreign newspapers and other periodicals that meet the basic standards in 4.0 and have the same general character as domestic publications entered as Periodicals may be granted Periodicals mailing privileges.

### 6.6.2 Known Office

The known office of publication may be the office of the publisher's agent.

### 6.6.3 Prices

Foreign publications eligible for Periodicals mailing privileges are subject to the same Periodicals prices as domestic (U.S.) publications.

### 6.6.4 Circulation Standards

Review of applications is based only on U.S. circulation.

### 6.6.5 Copyright

This standard does not authorize the mailing of a publication that violates a copyright granted by the United States.

## 6.7 News Agent Registry

### 6.7.1 Definition

The term *news agent* means a person or concern selling two or more Periodicals publications published by more than one publisher. A news agent must be authorized by the USPS before the agent may mail publications at Periodicals prices.

### 6.7.2 Remailing

A news agent may not remove bundles of copies from a Post Office, write an address on each copy, and return them to the office for dispatch or delivery without paying additional postage.

### 6.7.3 Unsold Copies

Unsold copies returned to the publishers or sent to other news agents or sent to persons not having subscriptions with news agents, are subject to the Outside-County Periodicals prices.

### 6.7.4 Parts Returned

Parts of publications returned to publishers to show that copies have not been sold are subject to the applicable USPS Marketing Mail, USPS Retail Ground, or Package Services prices.

## 7.0 Mailing to Nonsubscribers or Nonrequesters

**7.1 Sample Copies**
Sample copies are nonsubscriber or nonrequester copies and may be mailed at prices according to standards in 7.0 and 10.0.

**7.2 Simplified Address**
Copies addressed with simplified addresses under 602.3.2 may be mailed only to nonsubscribers or nonrequesters. If a subscriber or requester receives a simplified address copy in addition to the subscriber or requester copy, the additional copy is considered a nonsubscriber or nonrequester copy.

**7.3 Advertising Copies**
Copies paid for by advertisers or others for advertising purposes are nonsubscriber or nonrequester copies. Copies mailed for advertising purposes under arrangements with advertisers or others, and copies mailed by a publisher acting as an agent for an advertiser, are nonsubscriber or nonrequester copies. Those copies are subject to the applicable prices for nonsubscriber or nonrequester copies.

**7.4 Gift Subscriptions**
Copies sent to persons whose subscriptions were paid by other individuals as gifts are considered subscriber copies. Subscriptions paid by advertisers or other persons promoting their own interests, and subscriptions given free by the publisher, are not gift subscriptions, and are considered nonsubscriber or nonrequester copies.

**7.5 Exchange Copies**
A small part of the distribution list may contain publishers to whom one copy each is sent in exchange for a copy of the recipients' publications. These exchange copies are considered subscriber or requester copies.

**7.6 Expired Subscription**
Copies may be mailed at the prices that apply to subscriber copies for 6 months after a subscription has expired if the publisher makes a good-faith attempt to obtain payment or a promise of payment for a renewal during the 6-month period. These copies are *not* considered subscriber copies for determining eligibility for Periodicals mailing privileges, the base for computing the 10% nonsubscriber limits, or whether an issue is a bona fide issue under 8.0.

**7.7 Complimentary Copies**
All complimentary copies are considered nonsubscriber or nonrequester copies.

**7.8 Proof Copies**
One complete copy of each issue may be mailed to each advertiser (or agent) in the issue to prove that the advertisements are printed. These copies are considered subscriber or requester copies. Any additional copies sent to an advertiser (or agent) are considered nonsubscriber or nonrequester copies.

## 7.9 Nonrequester and Nonsubscriber Copies

### 7.9.1 Nonrequester Copies

For authorized Periodicals requester publications, up to 10% of the total number of copies mailed to requesters during the calendar year may be mailed to nonrequesters at the Outside-County Periodicals prices, provided that those copies would be eligible for Outside-County prices if mailed to requesters, and if the copies are presorted under applicable standards. Nonrequester copies within the 10% limit do not need to be commingled in a mailing with requester copies to be eligible for Outside-County prices.

### 7.9.2 Nonsubscriber Copies

For other publications authorized Outside-County prices, up to 10% of the total number of copies mailed to subscribers during the calendar year may be mailed to nonsubscribers at the Outside-County Periodicals prices, provided that those copies would be eligible for Outside-County prices if mailed to subscribers, and if the copies are presorted under applicable standards. Nonsubscriber copies within the 10% limit do not need to be commingled in a mailing with subscriber copies to be eligible for Outside-County prices.

### 7.9.3 Preferred Prices

For In-County prices, Nonprofit, Classroom, Science-of-Agriculture, Limited Circulation, and Limited Circulation Science-of-Agriculture publications, nonsubscriber (for Periodicals except requester publications) or nonrequester (for requester publications) copies up to 10% of the total number of copies mailed to subscribers or requesters during the calendar year may be mailed at the applicable Preferred prices or Preferred price discount, provided that the nonsubscriber or nonrequester copies would qualify as Preferred price or Preferred price discount publications if mailed to subscribers or requesters and if the copies are presorted under applicable standards. Nonsubscriber or nonrequester copies mailed over the 10% limit are not eligible for Preferred prices or the Preferred price discount. To qualify for regular Outside-County prices, the nonsubscriber or nonrequester copies over the 10% limit must be part of a presorted, commingled mailing (one that includes subscriber or requester copies). Subject to 11.3, nonsubscriber or nonrequester copies may be mailed at In-County prices up to a 10% limit of the total number of subscriber or requester copies of the publication mailed at In-County prices during the calendar year. Once the 10% calendar year limit is exceeded for the number of nonsubscriber or nonrequester copies that may be mailed at Preferred prices or the Preferred price discount, the nonsubscriber or nonrequester copies may not then be mailed at In-County prices even if the 10% limit separately applied to those pieces is not exceeded.

### 7.9.4 Publications of Institutions and Societies

For publications of institutions and societies that are not authorized to contain general advertising, all circulated copies are considered subscriber copies and the total number of such copies is the total paid circulation.

#### 7.9.5 Mixed Preferred and Regular Prices

For publications authorized both Outside-County prices and In-County prices and/or Science-of-Agriculture prices, once the total number of nonsubscriber or nonrequester copies mailed during the calendar year (regardless of price) exceeds 10 percent of the total number of copies mailed to subscribers or requesters during the calendar year, further mailings of nonsubscriber or nonrequester copies are not eligible for any Preferred price. Nonsubscriber, or nonrequester, copies over the 10 percent allowance must be part of a presorted commingled mailing (i.e., including subscriber or requester copies) to qualify for Outside-County prices.

#### 7.9.6 Copies Over 10% Allowance

Nonsubscriber or nonrequester copies, over 10 percent of the total number of copies mailed to subscribers or requesters during the calendar year, are eligible for Outside-County prices when they are commingled and presorted with subscriber or requester copies.

#### 7.9.7 Excess Noncommingled Mailing

A mailing is not eligible for Periodicals prices if it consists entirely of nonsubscriber or nonrequester copies over the 10-percent limit of the total number of copies mailed to subscribers or requesters during the calendar year. These copies are subject to the appropriate Priority Mail Express, First-Class Mail, First-Class Package Service — Retail, First-Class Package Service — Commercial, Priority Mail, USPS Marketing Mail, USPS Retail Ground, or Package Services price.

#### 7.9.8 Mixed Mailing

If all copies in a mailing are to nonsubscribers or nonrequesters, and some copies are within the 10-percent limit while the rest are over the 10-percent limit, the portion exceeding the 10-percent limit is not eligible for Periodicals prices. That portion is subject to the appropriate Priority Mail Express, First-Class Mail, First-Class Package Service — Retail, First-Class Package Service — Commercial, Priority Mail, USPS Marketing Mail, USPS Retail Ground, or Package Services price.

[1-26-20]

## 8.0 Record Keeping Standards for Publishers

### 8.1 Basic Standards

#### 8.1.1 Purpose

The publisher must keep records that can support the information required on the application for Periodicals mailing privileges (or any other form) and to confirm eligibility for entry of the publication at the requested Periodicals price. The records must show that the publication is distributed to a legitimate list of requesters (if applicable) or is not designed primarily for free circulation or circulation at nominal prices. If the publication is authorized to carry general advertising, the publisher must keep a list of legitimate subscribers. A

publication of an institution or society that is authorized to carry general advertising may keep a list of subscribers or proof of a resolution to distribute to members, similar to that described in 5.0.

#### 8.1.2 Information Required

Records must be available so that the USPS can determine:

a. Number of copies printed.

b. Manner of distribution and disposition of all copies.

c. Accuracy of the zone distribution on the postage statement.

d. The existence of a list of legitimate subscribers who have paid more than a nominal subscription price for publications authorized to carry general advertising (other than requester publications).

e. The existence of a legitimate list of requesters for requester publications.

#### 8.1.3 Retention

The publisher must keep records for each issue of a publication for 3 years from its issue date, except for circulation records for general or requester publications for which USPS verification of circulation is done by a USPS- authorized audit bureau. A publisher whose records are verified by an authorized audit bureau is not required to keep source records of requests and subscriptions longer than required by the audit bureau.

#### 8.1.4 Types of Records

These records may be used to meet the standards in 8.1.1 and 8.1.2:

a. Print orders and invoices showing the total number of copies printed.

b. Individual and bulk orders for subscriptions and nonsubscriber copies.

c. Newsstand and vending machine sales and returns.

d. Stubs or copies of receipts issued.

e. Sales records and returns for over-the-counter sales.

f. Cash books, bank deposit receipts, or similar records.

g. Records of copies of the publication destroyed.

### 8.2 Verification

#### 8.2.1 Purpose

A publisher must make records available for USPS review and verification on a periodic basis to evaluate indications of ineligibility for Periodicals entry, to verify that the postage statement shows the correct number of copies mailed to each zone and the correct postage, and to confirm that publications authorized to carry general advertising meet the applicable circulation standards.

#### 8.2.2 Authorized Verification

USPS employees or an authorized audit bureau may conduct verifications of circulation for an application for Periodicals mailing privileges, reentry application, or other required circulation verification of general or requester publications.

#### 8.2.3 Independent Audit Bureau

To have an authorized independent audit bureau conduct the audit, the publisher must make that request directly to the bureau and advise the original entry postmaster. The audit bureau coordinates the verification with the original entry postmaster.

### 8.3 Statement of Ownership, Management, and Circulation

#### 8.3.1 Filing PS Form 3526

The publisher of each Periodicals publication, including foreign publications accepted at Periodicals prices, must file PS Form 3526 by October 1 of each year at the original entry Post Office.

#### 8.3.2 Content

The information provided on PS Form 3526 must allow the USPS to determine whether the publication meets the standards for Periodicals mailing privileges. This information includes, as applicable, the identity of the editor, managing editor, publishers, and owners; the owning corporation and its stockholders; any further corporations and stockholders that own at least 1 percent of the stock of a corporation owning the publication; known bondholders, mortgagees, and other security holders; and the extent and nature of the circulation of the publication, including the number of copies distributed, the methods of distribution, and how much of the circulation is paid in whole or in part.

#### 8.3.3 Publication

The publisher of each publication authorized Periodicals mailing privileges as a general or requester publication must publish a complete statement of ownership, containing all information required by PS Form 3526, in an issue of the publication to which that statement relates; other publications are not required to publish this statement. A reproduction of the PS Form 3526 submitted to the USPS may be used. The required information must appear in an issue whose primary mailed distribution is produced not later than October 10 for publications issued more frequently than weekly, or not later than October 31 for publications issued weekly or less frequently but more frequently than monthly; or in the first issue whose primary mailed distribution is produced after October 1 for all other publications.

#### 8.3.4 Noncompliance

If a publisher does not comply with the filing or publishing standards of 8.3 and, after receipt of notice by Certified Mail from the postmaster, the publisher further fails to comply within 10 days, the postmaster must notify the Pricing and Classification Service Center (PCSC) (see 608.8.4 for contact information). The PCSC may suspend or revoke the Periodicals mailing privileges, as appropriate.

# 9.0 Reentry — Changing Title, Frequency, Category, Price, or Known Office of Publication

## 9.1 General

### 9.1.1 When Required

[1-26-20] Except as specified in 9.1.2, publishers must complete and file PS Form 3510, *Application for Reentry or Special Price Request for Periodicals Publication,* as follows:

a. To change the title, frequency of issue, category of authorization, or price, publishers must submit PS Form 3510 to the original entry postmaster.

b. To change location of the known office of publication (KOP) of an authorized Periodicals publication, publishers must submit PS Form 3510 to the postmaster whose service area includes the new location.

### 9.1.2 When Not Required

An application for reentry is not required if the current and requested known offices of publication are served by the same Post Office; or if only the ownership of the publication is changed, unless that change disqualifies the publication from eligibility under 10.0 for Preferred Periodicals prices or from authorized entry under 6.0 as a publication of an institution or society, as a publication of a state department of agriculture, or as a foreign publication.

### 9.1.3 Accompanying Documentation

[1-26-20] A completed PS Form 3510 must be accompanied by two copies of the publication that show the new title (if applicable) and contain a complete identification statement that reflects the requested changes. A proof copy of the revised identification statement is acceptable if the publisher specifies the issue in which the changes are to be printed. See 9.2 for how to change qualification categories.

### 9.1.4 Location

The location shown on PS Form 3510 for the new original entry Post Office must be a Post Office. Other postal facilities (such as branches, stations, contract offices, and processing hubs) are not authorized as original entries.

### 9.1.5 Filing Date

[1-26-20] PS Form 3510 must be filed by the date that publication copies are to be issued with the new title, frequency, category, price, or known office of publication.

### 9.1.6 Reentry Denial

Reentry may be denied at a Post Office where resources are not adequate for efficient and economical handling by postal transportation, distribution, and processing systems.

#### 9.1.7 Application Fee

[1-26-20] Except for an application (PS Form 3510) to request only special Periodicals prices as specified in 10.0, a reentry fee (nonrefundable) must accompany an application (PS Form 3510) for reentry (see Notice 123—Price List). No additional fee is required when a revised PS Form 3500 is required as part of a reentry application.

#### 9.1.8 Multiple Reentry Requests

[1-26-20] Except for requests to change qualification categories, as specified in 9.2, or to change price in accordance with requirements in 10.0, publishers may file one PS Form 3510 and pay one fee to request multiple reentry actions as specified in 9.1 if all documentation is submitted with the PS Form 3510 as stipulated in 9.1.3, and the effective dates for the reentry actions do not cover more than 30 calendar days. The publisher must submit a separate PS Form 3510 (and pay the fee) for each reentry action that cannot meet these conditions.

#### 9.1.9 Other Actions

[1-26-20] A publisher must submit a separate PS Form 3510 (and pay the fee) for a reentry action as specified in 9.2. A separate PS Form 3510 (no fee) also must be submitted for a reentry action for special Periodicals prices as stipulated in 10.0.

### 9.2 Changing Qualification Categories

To change the category under which a publication is authorized Periodicals mailing privileges, the publisher must file a revised PS Form 3500 and an application for reentry on PS Form 3510 with the original entry postmaster and pay the applicable fee. See 9.1.2 for when a reentry application may not be required.

### 9.3 Application for Reentry

#### 9.3.1 Pending

While an application for reentry is pending, copies of an authorized Periodicals publication are accepted for mailing at the Periodicals prices, subject to 9.3.4.

#### 9.3.2 Proof of Compliance

The publisher must be able to show (via circulation and other records) to USPS satisfaction that the reentered publication still meets all Periodicals standards. Failure to provide this evidence is sufficient grounds to deny the reentry request.

#### 9.3.3 Ruling

The PCSC manager reviews and rules on an application for reentry.

#### 9.3.4 Effective Date

An entry office may not be used before authorization by USPS. A publisher may not pay postage at another price to deposit copies at an unauthorized entry office. Subject to the restrictions in 9.1, the effective date of a reentry authorization is the application date or the eligibility date (if the publication became eligible after the application date). The requested date for a change in original entry office may be deferred until sufficient transportation or other resources are in place. If deferral is due to USPS transportation contract

limitations, the publisher's requested date may be approved with the publisher's agreement to reimburse the USPS for costs caused by modifying contracted transportation.

### 9.3.5 Denial

If the PCSC manager denies an application, a written notice of the reasons is provided to the publisher. The denial takes effect 15 days from the publisher's receipt of the notice, unless the publisher files an appeal under 9.3.6 within that time. Alternatively, the publisher may return to the publication status before the application for reentry was submitted.

### 9.3.6 Appeal

An appeal must be filed through the PCSC with the manager, Product Classification (see 608.8.0 for address). The manager, Product Classification may ask the publisher for more information or evidence to clarify the appeal. Failure to provide such information is sufficient grounds to deny the appeal.

### 9.3.7 Mailing During Appeal

During the appeal:

a. Copies of any issue of a publication denied reentry under 9.1 and found unqualified for Periodicals mailing privileges are accepted in a pending status at the applicable USPS Marketing Mail or Package Services prices. For this standard, the pending status begins when the appeal is filed and continues until the end of the appeal process.

b. Copies of a publication denied reentry under 9.2 are accepted at the currently applicable Periodicals price.

c. The publisher must submit the applicable Periodicals and USPS Marketing Mail or Package Services postage statements with each mailing of the publication in a pending status. Failure to submit these statements is sufficient grounds to deny a postage refund under 9.3.10.

### 9.3.8 Refund

If the reentry application is approved on appeal, the publisher receives the difference between the applicable Periodicals postage and the USPS Marketing Mail or Package Services postage paid during the pending status if the publisher submits records to substantiate the amount of the refund. If the reentry application is denied on appeal, no refund is made.

### 9.3.9 Final Decision

The manager, Product Classification (see 608.8.0 for address) issues the final agency decision on appeals under 9.1.

### 9.3.10 Denial

If the manager denies an appeal under 9.2, it is effective 15 days from the publisher's receipt of the decision unless, during that time, the publisher files an appeal with the USPS Recorder under 39 CFR 954, a copy of which accompanies the decision.

# 10.0 Preferred Periodicals

## 10.1 Nonprofit Eligibility—Basic Standards

### 10.1.1 Authorization

To be mailed at Nonprofit Periodicals prices, a publication must be granted Periodicals entry and a Nonprofit authorization (under 10.2 or 10.3).

### 10.1.2 Nonsubscriber or Nonrequester Copies

Nonsubscriber or nonrequester copies are subject to 7.0.

### 10.1.3 Advertising Percentage

Publications with an advertising percentage of 10% or less are considered 100% nonadvertising for price purposes. Those publications may use “0” as the advertising percentage when computing the nonadvertising adjustment applied to the outside-county piece charges. Publications with an advertising percentage exceeding 10% are subject to Outside-County pound prices for the entire advertising portion.

## 10.2 Nonprofit Eligibility—Qualified Organizations

### 10.2.1 Types of Organizations

A publication issued by and in the interest of one of the types of organizations described in 10.2.3 through 10.2.10 qualifies for the Nonprofit prices if the organization is not organized for profit and none of its net income inures to the benefit of any private stockholder or individual.

### 10.2.2 Primary Purpose

The standard of *primary purpose* used in 10.2.3 through 10.2.10 requires that the organization be both organized and operated for the primary purpose. Organizations that incidentally engage in qualifying activities do not meet the primary purpose test.

### 10.2.3 Religious Organization

A *religious organization* is a nonprofit organization whose primary purpose is to:

a. Conduct religious worship (such as churches, synagogues, temples, or mosques);

b. Support the religious activities of nonprofit organizations whose primary purpose is to conduct religious worship; or

c. Further the teaching of particular religious faiths or tenets, including religious instruction and the dissemination of religious information.

### 10.2.4 Educational Organization

An *educational organization* is a nonprofit organization whose primary purpose is the instruction or training of individuals for improving or developing their capabilities or the instruction of the public on subjects beneficial to the community. An organization may be educational even though it advocates a particular position or viewpoint, as long as it presents a full and fair exposition of the pertinent facts to permit the formation of an independent opinion or

conclusion. An organization is not considered educational if its principal function is the presentation of unsupported opinion. These are examples of educational organizations:

a. An organization (such as a primary or secondary school, a college, or professional or trade school) that has a regularly scheduled curriculum, a regular faculty, and a regularly enrolled body of students in attendance at a place where educational activities are regularly carried on.

b. An organization whose activities consist of presenting public discussion groups, forums, panels, lectures, or similar programs, including on radio or television.

c. An organization that presents a course of instruction by correspondence or on television or radio.

d. Museums, zoos, planetariums, symphony orchestras, and similar organizations.

**10.2.5 Scientific Organization**

A *scientific organization* is a nonprofit organization whose primary purpose is to conduct research in the applied, pure, or natural sciences or to disseminate technical information dealing with such sciences.

**10.2.6 Philanthropic (Charitable) Organization**

A *philanthropic (charitable) organization* is a nonprofit organization organized and operated to benefit the public. Examples include those that are organized to relieve the poor, distressed, or underprivileged; to advance religion, education, or science; to erect or maintain public buildings, monuments, or works; to lessen the burdens of government; or to promote social welfare for any of the above purposes or to lessen neighborhood tensions, eliminate prejudice and discrimination, defend human and civil rights secured by laws, or combat community deterioration and juvenile delinquency. If an organization organized and operated to relieve indigent persons receives voluntary contributions from those persons, that activity does not make it ineligible as philanthropic. If an organization, in carrying out its primary purpose, advocates social or civic changes or presents ideas on controversial issues to influence public opinion to accept its views, that activity does not make it ineligible as a philanthropic organization.

**10.2.7 Agricultural Organization**

An *agricultural organization* is a nonprofit organization whose primary purpose is the betterment of the conditions of those engaged in agricultural pursuits, improvement of their products, and the development of greater efficiency in agriculture; or the collection and dissemination of information about agriculture. The organization may advance agricultural interests through educational activities and agricultural fairs; by collecting and disseminating information about cultivation of the soil and its fruits or the harvesting of marine resources; by rearing, feeding, and managing livestock, poultry, bees, et cetera; or by other activities related to agricultural interests.

#### 10.2.8 Labor Organization

A *labor organization* is a nonprofit organization whose primary purpose is the betterment of the conditions of workers. Labor organizations include, but are not limited to, organizations in which employees or workers participate, whose primary purpose is to deal with employers about grievances, labor disputes, wages, hours of employment, working conditions, and so forth (such as labor unions and employee associations).

#### 10.2.9 Veterans' Organization

A *veterans' organization* is a nonprofit organization of veterans of the armed services of the United States, or an auxiliary unit or society of, or a trust or foundation for, any such post or organization.

#### 10.2.10 Fraternal Organization

A *fraternal organization* is a nonprofit organization whose primary purpose is fostering fellowship and mutual benefits among its members. A qualified fraternal organization also must be organized under a lodge or chapter system with a representative form of government; must follow a ritualistic format; and must be composed of members who are elected to membership by vote of the members. Qualifying organizations include the Masons, Knights of Columbus, Elks, and college fraternities or sororities, and may have members of either or both sexes. Fraternal organizations do not include such organizations as business leagues, professional associations, civic associations, or social clubs.

### 10.3 Nonprofit Eligibility—Other Qualified Organizations

#### 10.3.1 Basic Standards

Subject to 10.3.2, a publication may qualify for Nonprofit prices regardless of the nonprofit status of the publishing organization if it is a:

a. Publication issued by and in the interest of an association of rural electric cooperatives.

b. Program announcement or guide published by an educational radio or television agency of a state or political subdivision thereof or by a nonprofit educational radio or television station.

c. Publication of the official highway or development agency of the state that meets the standards for a general publication in 6.0 and contains no advertising other than the publisher's own advertising.

d. Conservation publication published by a state agency responsible for management and conservation of the fish or wildlife resources of that state.

#### 10.3.2 Limits

Only one publication per qualifying organization may qualify for the Nonprofit prices under 10.3.1c or 10.3.1d.

### 10.4 Classroom Eligibility

#### 10.4.1 Authorization

To be mailed at the Classroom Periodicals prices, a publication must be granted Periodicals entry and a Classroom price authorization.

#### 10.4.2 Types of Publications

Classroom prices apply only to educational, religious, or scientific publications designed for use in school classrooms or religious instruction classes.

#### 10.4.3 Nonsubscriber Copies

Nonsubscriber copies are subject to 7.0.

#### 10.4.4 Advertising Percentage

Publications with an advertising percentage of 10% or less are considered 100% nonadvertising for price purposes. Those publications may use “0” as the advertising percentage when computing the nonadvertising adjustment applied to the outside-county piece charges. Publications with an advertising percentage exceeding 10% are subject to Outside-County pound prices for the entire advertising portion.

### 10.5 Application

#### 10.5.1 Filing

An application for authorization as a Nonprofit or Classroom publication must be filed at the publication’s original entry Post Office, by submitting an application for Periodicals mailing privileges (Form 3500) or by filing for reentry (on PS Form 3510) after Periodicals mailing privileges are authorized. The applicant must submit evidence of eligibility under 10.0.

#### 10.5.2 Fee

No fee is required for an application to mail at a preferred Periodicals price.

### 10.6 Mailing While Application Pending

#### 10.6.1 Mailing Before Approval

A publisher or news agent may not mail at a Periodicals Preferred price until the PCSC manager approves the application. Until approval is given, postage must be paid at the Outside-County prices (for authorized Periodicals publications), or at the First-Class Mail, First-Class Package Service — Retail, First-Class Package Service — Commercial, USPS Marketing Mail, or Package Services prices (if the publication is in a pending status for Periodicals mailing privileges).

#### 10.6.2 Record of Deposits

If postage is paid through an advance deposit account, the USPS keeps a record of deposits and mailings made while the application for preferred prices is pending. The record is used to compute the difference between either the Outside-County price postage paid for an authorized Periodicals publication, or the USPS Marketing Mail or Package Services postage paid for pending Periodicals publications, and the preferred price postage. No record is kept if First-Class Mail First-Class Package Service — Retail, *or First-Class Package Service — Commercial,* postage is paid or if postage is not paid by advance deposit account.

### 10.7 Decision on Application

#### 10.7.1 Ruling

The PCSC manager rules on all preferred price applications.

#### 10.7.2 Additional Information

Before acting on an application, the manager may ask the publisher for more information or evidence to complete or clarify the application. Failure to provide such information is sufficient grounds to deny the application.

#### 10.7.3 Effective Date

The authorization takes effect on the application date or the eligibility date, whichever is later.

#### 10.7.4 Refund

Except under 10.7.5, when an authorization for preferred prices is granted, the original entry Postmaster refunds to the publisher the difference, if any, between the postage paid and the preferred prices for copies mailed while the application was pending. Refunds are made only for mailings deposited on or after the effective date of the authorization.

#### 10.7.5 No Refund

No refund is made for:

a. A denied or withdrawn application.

b. The period before the effective date of the authorization.

c. Postage paid at any price other than the Periodicals prices.

d. Postage not paid by advance deposit account for which the required record was kept.

e. Postage at any price affixed to copies of the publication.

f. Postage paid at Priority Mail Express, First-Class Mail or First-Class Package Service — Retail prices.

g. Postage on mailings not meeting the applicable standards for special Periodicals prices.

#### 10.7.6 Denial and Appeal

If the application to mail at preferred prices is denied, the PCSC manager notifies the applicant in writing, giving the reasons for the denial. The denial takes effect 15 days from the publisher's receipt of the denial, unless within that time the publisher appeals to the manager, Product Classification (see 608.8.0 for address), who issues the final agency decision. Before taking action, the manager, Product Classification may ask the publisher for more information. Failure to provide such information is sufficient grounds for denying the appeal.

## 11.0 Basic Eligibility

### 11.1 Outside-County Prices

#### 11.1.1 General

Outside-County prices apply to copies of an authorized Periodicals publication mailed by a publisher or news agent that are not eligible for In-County prices under 11.3. Outside-County prices consist of an addressed per piece charge, a

zoned charge for the weight of the advertising portion of the publication, an unzoned charge for the weight of the nonadvertising portion, and a bundle and container charge.

#### 11.1.2 Nonrequester and Nonsubscriber Copies

For excess noncommingled mailings under 7.0, nonrequester and nonsubscriber copies are not eligible for Periodicals prices unless the publication is authorized under 6.2 and is not authorized to contain general advertising. Nonrequester and nonsubscriber copies in excess of the 10% allowance under 7.0 are subject to Outside-County prices when commingled with requester or subscriber copies, as appropriate.

#### 11.1.3 Preferred Price Discount

Publications qualifying as Nonprofit or Classroom Periodicals receive a 5% discount off the total Outside-County postage, excluding the postage for advertising pounds.

#### 11.1.4 Limited Circulation Discount

Publications, excluding Nonprofit and Classroom publications, receive a 5% discount off the total Outside-County postage, excluding the postage for advertising pounds, if eligible copies are mailed at In-County prices and the total number of Outside-County copies mailed for that issue is less than 5,000.

### 11.2 Outside-County Science-of-Agriculture Prices

#### 11.2.1 Authorization

To be mailed at the Science-of-Agriculture prices, a publication must be granted Periodicals entry and a Science-of-Agriculture price authorization.

#### 11.2.2 General

Science-of-Agriculture prices apply to Outside-County copies of authorized Periodicals publications mailed by publishers or news agents when the total copies provided during any 12-month period to subscribers or requesters residing in rural areas are at least 70% of the total number of copies distributed by any means for any purpose.

#### 11.2.3 Filing

An application for Science-of-Agriculture prices must be filed at the publication's original entry Post Office, by submitting an application for Periodicals mailing privileges (Form 3500) or by filing for reentry (on PS Form 3510) after Periodicals mailing privileges are authorized. The applicant must submit evidence of eligibility under 11.0.

### 11.3 In-County Prices

#### 11.3.1 Subscriber or Requester Copies

In-County prices apply to subscriber or requester copies of a Periodicals publication entered within the county in which the Post Office of original entry is located for delivery to addressees within that county, if one of the following standards is met:

a. The total paid or requested circulation of such issue is less than 10,000 copies.

b. The number of paid or requested copies of such issue distributed within the county of publication is more than 50% of the total paid or requested circulation of such issue.

**11.3.2 Exceptional Conditions**

The standard in 11.3.1 also is applied under any of these exceptional conditions:

a. If an entry office postmaster directs the publisher to deposit copies of the publication at a postal facility serving that office, those copies are considered as mailed at the entry office for purposes of In-County prices.

b. A copy addressed to a destination within the county of publication is eligible for In-County prices when the entry Post Office serving that address is outside the county.

c. A Periodicals publication having original entry at an incorporated city situated entirely within a county or contiguous to one or more counties in the same state, but politically independent of such county or counties, is considered within a part of the county with which it is principally contiguous. Copies (except commingled nonsubscriber copies above 10%) mailed into that county are charged at In-County prices. Where more than one county is involved, the publisher selects the principal county and notifies the Postmaster.

d. A publication entered within the county in which it is published, but distributed outside that county on a postal carrier route originating in the county of publication, is treated as if distributed within the county of publication.

**11.3.3 Nonsubscriber or Nonrequester Copies**

During a calendar year, the total number of nonsubscriber or nonrequester copies mailed at In-County prices may not exceed 10% of the number of subscriber or requester copies mailed at In-County prices. Mailers must include the number of nonsubscriber or nonrequester copies mailed at In-County prices when determining the overall 10% allowance under 7.0. Effectively, the allowance for nonsubscriber or nonrequester copies mailable at the In-County prices is the 10% allowed under this standard or the *overall* 10% limit under 7.0, whichever occurs first.

**11.4 Discounts**

The following discounts are available:

a. *Nonadvertising.* The nonadvertising discount applies to the Outside-County piece price and is computed under 2.0.

b. *Destination Entry.* Destination entry prices are available under 29.0 for copies entered at specific USPS facilities.

**11.5 Copies Mailed by Public**

The single-piece First-Class Mail, First-Class Package Service — Retail, Priority Mail, USPS Retail Ground, or Package Services price is charged on copies of publications mailed by the general public and on copies returned to publishers or news agents.

# 12.0 Nonbarcoded (Presorted) Eligibility

## 12.1 Basic Standards

### 12.1.1 General

The standards for nonbarcoded (Presorted) prices are in addition to the standards for other prices or discounts claimed. Not all combinations of prices and discounts are permitted.

### 12.1.2 Address Quality

All pieces in a Periodicals nonbarcoded mailing must bear a delivery address that includes the correct ZIP Code or ZIP+4 code and that meets the ZIP Code accuracy standard in 602.6.0. If used, alternative addresses must meet standards in 602.3.0.

### 12.1.3 Barcode Quality

Any Intelligent Mail barcode on a mailpiece must be correct for the delivery address and meet the standards in 204.1.0.

## 12.2 Prices—Outside-County

Outside-County nonbarcoded (Presorted) prices are based on the following criteria:

a. Piece prices are based on shape, machinability, barcoding, and presort level. The presort level of the piece is based primarily on the bundle level of the piece, except the presort level of pieces loose in trays is based on the tray level and qualifying FSS scheme flats are based on presort levels prior to inclusion in the FSS scheme bundle.

b. Bundle prices are based on the bundle and container sortation level except FSS scheme bundles in/on a FSS scheme container receives carrier route pricing; FSS scheme bundles in/on a FSS facility container receives 3-digit/SCF pricing.

c. Container prices are based on the type of container (tray, sack, or pallet), the level of sortation of the container and where the container is entered except FSS facility containers and FSS scheme sacks or trays receive 3-digit/SCF pricing and where the container is entered, and FSS scheme pallets receive carrier route prices and where the pallet is entered.

## 12.3 Prices—In-County

### 12.3.1 Five-Digit Prices

5-digit prices apply to:

a. Letter-size pieces in 5-digit bundles of six or more pieces each, placed in 5-digit trays.

b. Nonletter-size pieces in 5-digit scheme bundles and 5-digit bundles of six or more addressed pieces each, placed in 5-digit scheme sacks, or 5-digit sacks, or palletized under 705.8.0 or 705.10.0, 705.12.0, or 705.13.0.

c. Qualifying flats sorted to a FSS scheme under 705.14.0.

#### 12.3.2 Three-Digit Prices

3-digit prices apply to:

a. Letter-size pieces in 5-digit and 3-digit bundles of six or more pieces each, placed in 3-digit trays.

b. Nonletter-size pieces in 5-digit scheme, 5-digit, 3-digit scheme, and 3-digit bundles of six or more addressed pieces each, placed in 3-digit sacks; or 3-digit scheme and 3-digit bundles of six or more addressed pieces each, prepared under 705.8.0 or 705.10.0, 705.12.0, or 705.13.0.

c. Flat-size pieces not qualifying for carrier route or 5-digit prices, but properly included in a FSS scheme pool prepared under 705.14.0.

#### 12.3.3 Basic Prices

Basic prices apply to pieces that are not eligible for and claimed at 5-digit and 3-digit prices.

## 13.0 Carrier Route Eligibility

### 13.1 Basic Standards

#### 13.1.1 General

The standards for carrier route prices are in addition to the standards for other prices. Not all combinations of prices and discounts are permitted.

#### 13.1.2 Address Quality

All pieces in a Periodicals carrier route price mailing must bear a delivery address that includes the correct ZIP Code or ZIP+4 code and that meets these address quality standards:

a. The carrier route accuracy standard in 13.5.

b. If an alternative addressing format is used, the additional standards in 602.3.0.

c. [3-2-20] For flats with detached address labels (DALs) or detached marketing labels (DMLs), the additional standards in 602.4.0.

#### 13.1.3 Carrier Route Sequencing

All pieces in a carrier route price mailing must also meet the applicable sequencing requirements in 13.2.2, 13.3, and 23.8.

#### 13.1.4 Barcode Quality

Any Intelligent Mail barcode on a mailpiece must be correct for the delivery address and meet the standards in 204.1.0.

### 13.2 Sorting

#### 13.2.1 Basic Standards

Preparation to qualify eligible pieces for carrier route prices is optional and need not be performed for all carrier routes in a 5-digit area. Carrier route prices apply to copies that are prepared in carrier route bundles of six or more addressed pieces each, subject to these standards:

a. *Letter-size mailings*. Carrier route prices apply to carrier route bundles that are sorted into carrier route, 5-digit carrier routes, or 3-digit carrier routes trays under 23.0. Trays may be palletized under 705.8.0.

b. *Nonletter-size mailings.* Carrier route prices apply to carrier route bundles that are sorted in one of the following ways:

1. Bundles sorted onto pallets prepared under 705.8.0, 705.10.0, 705.12.0, 705.13.0, as appropriate.
2. Bundles in carrier route, 5-digit scheme carrier routes, 5-digit carrier routes sacks, or 3-digit carrier routes sacks under 23.0. Sacks may be palletized under 705.8.0.
3. Unsacked bundles entered at a destination delivery unit under 23.4.2 and 29.6.5.
4. Qualifying carrier route mailpieces sorted into FSS bundles and prepared on pallets under 705.14.0.

#### 13.2.2 Sequencing Requirements

Except for flats properly prepared under FSS standards in 705.14, basic carrier route mail must be prepared either in carrier walk sequence or in line-of-travel (LOT) sequence according to USPS LOT schemes (23.8). For high density and saturation pieces, see 13.3.1.

### 13.3 Walk-Sequence Prices

#### 13.3.1 Eligibility

The high density or saturation prices apply to each piece in a carrier route mailing, eligible under 13.2.1 and prepared under 705.8.0, 23.0, or (non-letter-size mail only) 705.10.0, 705.12.0, 705.13.0 or 705.14.0, that also meets the corresponding addressing and density standards in 13.3.4. High density and saturation mailings must be prepared in carrier walk sequence according to USPS schemes see 23.8 except nonletter-size mailpieces that are included in FSS bundles.

#### 13.3.2 Copies Claimed at Other Prices

A mailing that includes copies claimed at a walk-sequence price may include copies claimed at other prices. When presented to the USPS, the walk-sequence copies must be separated from other mail.

#### 13.3.3 Addressing

Walk-sequence mail must bear a complete delivery address or an alternative format address, subject to the applicable standards.

#### 13.3.4 Density

Walk-sequence price mailings are subject to these density standards:

a. Once the minimum volume per carrier route is met, there is no further minimum volume for the 5-digit ZIP Code delivery area. Walk-sequence price mail need not be sent to all carrier routes within a 5-digit delivery area.

b. Except under 13.3.4c, at least 125 walk-sequenced addressed pieces must be prepared for each carrier route receiving mail claimed at the high density price. Mail for carrier routes of 124 or fewer possible deliveries can qualify for the high density price if there are at least 125 addressed pieces for the route or if pieces are addressed to every possible delivery on the route. This mail may also qualify for the saturation price, subject to 13.3.4e. In-County price pieces may also qualify for high density prices under 13.3.4c.

c. Mail may qualify for In-County high density prices when there are addressed pieces for a minimum of 25% of the total active possible deliveries on a carrier route. If a route contains addresses both within and outside the county, the number of pieces addressed to the entire carrier route will be used to determine if the 25% requirement has been met. However, for such carrier routes meeting the 25% requirement, only the pieces for that carrier route that are addressed to addresses within the county in which the original entry is located may qualify for the In-County high density prices.

d. Pieces claimed at the saturation price must be addressed to either 90% or more of the active residential addresses or 75% or more of the total active possible delivery addresses, whichever is less, on each carrier route receiving saturation mail, except that mail with simplified addresses must meet the coverage standards in 602.3.0.

e. More than one addressed piece per delivery address may be included in a high density mailing and be counted for the density standard in 13.3.4b. Only one piece per delivery address may be counted for the high density standards in 13.3.4c and for saturation prices.

**13.4 Full-Service Intelligent Mail Eligibility Standards**

Carrier route pieces eligible for full-service Intelligent Mail prices and address correction benefits under 705.23.0 must:

a. For carrier route letter, be letter-size under 201.1.0.

b. For carrier route flats, be flat-size under 201.4.0.

c. Be part of a carrier route mailing.

d. Bear an accurate Intelligent Mail barcode encoded with the correct delivery point routing code matching the delivery address and meeting the standards in 202.5.0 (for letters), 202.4.0 (for flats), and 204.1.0 and be part of mailings that meet the standards in 705.23.0.

**13.5 Carrier Route Accuracy Standard**

Addresses used on all Periodicals pieces claiming any Carrier Route prices must meet the carrier route accuracy standard in 602.7.0.

## 14.0 Barcoded (Automation) Eligibility

**14.1 Basic Standards**

All pieces in a Periodicals barcoded (automation) mailing must:

a. Be in the same processing category and meet the physical standards in 201.3.0, or 201.6.0.

b. Bear a delivery address that includes the correct ZIP Code, ZIP+4 code, or numeric equivalent to the delivery point barcode (DPBC) and that meets these address quality standards:

   1. The address matching and coding standards in 14.5 and 602.9.0.

   2. If an alternative addressing format is used, the additional standards in 602.3.0.

c. Bear an accurate unique Intelligent Mail barcode encoded with the delivery point routing code, matching the delivery address and meeting the standards in 202.5.0 (for letters), 202.4.0 (for flats), and 204.1.0.

d. Be marked, sorted, and documented as specified in 705.8.0 (if palletized); or 24.0 (for letters) or 25.0 (for flats) or; for nonletter-size mail, 705.9.0, 705.10.0, 705.12.0, or 705.13.0; or for nonletter-size mail, bundles prepared on or in pallets, trays, sacks or other approved container under 705.14.0.

e. Meet the applicable documentation standards in 203.3.0 and postage payment standards in 2.0, 16.0, and 17.0.

**14.2 Eligibility Standards for Full-Service Automation Periodicals**

All pieces entered under the full-service automation option must:

a. Bear a unique Intelligent Mail barcode.

b. Be part of a mailing that meets the standards in 705.

c. Be scheduled for an appointment through the Facility Access and Shipment Tracking (FAST) system when deposited as a DNDC, DADC, DSCF, or DFSS drop shipment.

**14.3 Prices—Outside-County**

Outside-County barcoded (automation) prices are based on the following criteria (see 2.0 for price application and computation):

a. Piece prices are based on mailpiece shape (letter, flat, or parcel), machinability, barcoding, and presort level. The presort level of the piece is based on the bundle level of the piece, except the presort level of pieces loose in trays is based on the tray level.

b. Bundle prices are based on the bundle and container sortation level.

c. Container prices are based on the type of container (tray, sack, pallet), the level of sortation of the container, and where the container is entered.

**14.4 Prices—In-County**

**14.4.1 Five-Digit Prices**

5-digit automation prices apply to:

a. Letters in groups of 150 or more pieces to the same 5-digit or 5-digit scheme placed in a 5-digit or 5-digit scheme tray or trays prepared under 24.0. (Preparation to qualify for the 5-digit price is optional and, if performed, need not be done for all 5-digit or 5-digit scheme destinations.)

b. Flats in 5-digit bundles and 5-digit scheme bundles of six or more pieces each, prepared under 25.0 or 705.8.0 through 705.13.0.

c. Qualifying flats sorted to a FSS scheme under 705.14.0.

**14.4.2 Three-Digit Prices**

3-digit automation prices apply to:

a. Letters in groups of 150 or more pieces to the same 3-digit or 3-digit scheme placed in a 3-digit/scheme tray or trays under 24.0.

b. Flats in 3-digit scheme, and 3-digit bundles of six or more pieces each, prepared under 25.0 or 705.8.0 through 705.13.0.

c. Flat-size pieces not qualifying for carrier route or 5-digit prices, but properly included in a FSS scheme pool prepared under 705.14.0.

**14.4.3 Basic Prices**

Basic automation prices apply to:

a. Letters prepared under 24.0 that are not claimed at 5-digit or 3-digit prices.

b. Flats prepared under 25.0 or 705.8.0 through 705.13.0 that are not claimed at 5-digit or 3-digit prices.

c. All pieces in any bundle that contains fewer than six pieces.

## 14.5 Address Standards for Barcoded Pieces

### 14.5.1 General

To qualify for barcoded prices, addresses must be sufficiently complete to enable matching to the current USPS ZIP+4 Product when used with current CASS-certified address matching software. Standardized address elements are not required. Any barcode as defined in 204.1.0 that appears on a mailpiece must be the correct barcode for the corresponding delivery address on the piece.

### 14.5.2 ZIP+4 Code

A numeric ZIP+4 code must consist of five digits, a hyphen, and four digits.

### 14.5.3 Numeric Delivery Point Barcode

A numeric equivalent of the delivery point routing code is formed by adding two digits directly after the ZIP+4 code.

### 14.5.4 Firm Name

An address must include a firm name when necessary to obtain a match with the finest level of ZIP+4 code in the USPS ZIP+4 Product. If an address contains a firm name assigned a unique ZIP+4 code in the USPS ZIP+4 Product, the unique ZIP+4 code must be used. If the firm name is not one assigned a unique ZIP+4 code in the USPS ZIP+4 Product and the apartment/suite number is included in the address, the ZIP+4 code for the range in which the apartment/suite number appears must be used in that address. If the firm name does not correspond to a firm name that has a unique ZIP+4 code assigned in the USPS ZIP+4 Product and the apartment/suite number is not included in the address, the ZIP+4 code for the building must be used.

### 14.5.5 Address Elements

Addresses must include the correct street number, predirectional, street name, suffix, and postdirectional that are input to obtain a match with the current USPS ZIP+4 Product.

### 14.5.6 Secondary Designator

If a secondary address designator (for example, an apartment number) is shown in the address, the mailpiece must show the appropriate ZIP+4 code representing the range for that secondary address as contained in the current USPS ZIP+4 Product. If a secondary address designator is required to obtain an exact match with the finest level of ZIP+4 code in the USPS ZIP+4 Product but the information is not available, the alternative ZIP+4 code or ZIP+4 or delivery point barcode for the building must be used.

### 14.5.7 Rural and Highway Contract Routes

If a rural route or highway contract route box number is included in the address, the mailpiece must show the appropriate ZIP+4 code representing the range for that box number as contained in the current USPS ZIP+4 Product. If a rural route or highway contract route box number is required to obtain a match with the finest level of ZIP+4 code but is not available, the alternative ZIP+4 code or

ZIP+4 or delivery point barcode for the rural route or highway contract route must be used. If used, the rural route or highway contract route box number must be placed on the line immediately above the city/state/ZIP Code line.

**14.5.8 Post Office Box**
A Post Office box address must contain a Post Office box number that can be exactly matched with the USPS ZIP+4 Product in effect.

## 15.0 Ride-Along Eligibility

**15.1 General**
The standards in 15.0 apply to USPS Marketing Mail material paid at the Periodicals Ride-Along price that is attached to or enclosed with Periodicals mail.

**15.2 Basic Standards**
Only one Ride-Along piece may be attached to or enclosed with one copy of Periodicals mail. The Ride-Along price must be paid on each copy in the mailing, rather than each addressed piece. A Ride-Along piece must meet the content eligibility requirements for USPS Marketing Mail and must:

a. Not exceed any dimension of the host publication except when the host publication and the Ride-Along piece are contained in an envelope, polybag, or other complete wrapper.

b. Not exceed 3.3 ounces and must not exceed the weight of the host publication.

c. Not obscure the title of the publication or the address label.

**15.3 Physical Characteristics**
The host Periodicals piece and the Ride-Along piece must meet the following physical characteristics:

a. Construction:

1. Bound publications. The Ride-Along piece must be securely affixed to the host publication, or if loose, the Ride-Along piece and publication must be enclosed in a full wrapper, polybag, or envelope.

2. Unbound publications. A loose Ride-Along enclosure with an unbound publication must be combined with and inserted within the publication in a manner that prevents detachment. If the Ride-Along piece is outside the unbound publication, the publication and the Ride-Along piece must be enclosed in a full wrapper, polybag, or envelope.

b. A Periodicals letter or flat with a Ride-Along must remain uniformly thick and must maintain the same processing category as before the addition of the Ride-Along.

**15.4 Marking**

The marking "Ride-Along Enclosed" must be placed on or in the host publication if it contains a Ride-Along enclosure or attachment. If placed on the host publication, the marking must be set in type no smaller than any used in the required "POSTMASTER: Send change of address…" statement. If placed in the identification statement, the marking must meet the applicable standards. The marking must not be on or in copies without a Ride-Along.

## 16.0 Postage Payment

**16.1 Filing Each Issue**

The publisher must file a copy of each issue with the postmaster of the original entry office.

**16.2 Filing Marked Copy**

[3-2-20] The publisher must file a copy (marked by the publisher) of each issue, so the advertising content may be verified, with the postmaster of either the original entry office or an additional entry office. If there is more than one edition for an issue, the publisher must submit the main or most prominent edition of the issue and must have all other editions available for review upon request by USPS. On the first page of each marked copy, the publisher must show the total units and percentage of space devoted to advertising and nonadvertising in the copy. Advertising matter printed on envelopes, wrappers, and detached marketing labels (DMLs) must be included in the measurement. The computed percentage of advertising must be rounded off to two decimal places, as shown in 2.0. Publishers are not required to submit marked copies if they are certified by USPS to use the Periodicals Accuracy, Grading, and Evaluation (PAGE) Program or participate in the Alternate Marked Copy process. For additional information, contact the District Manager, Business Mail Entry, available on PostalPro at *https://postalpro.usps.com*.

**16.3 Mailer and Publisher Responsibility**

The mailer is responsible for proper full payment of postage before Periodicals mailings are dispatched. The publisher must ensure that all information on postage statements is correct and that all copies qualify for the prices claimed.

**16.4 Payment Method**

Mailers must pay Periodicals postage by advance deposit account at the original or additional entry Post Office, except under Centralized Postage Payment in 16.6. Mailers may not pay postage for Periodicals using permit imprint, meter stamp, postage stamp, or precanceled stamps. Mailers must pay postage for First-Class Mail and USPS Marketing Mail enclosures under 703.9.8 through 703.9.12 and 705.18.1. Mailers who prepare Periodicals publications as a combined mailing by merging copies as noted in 27.0 may pay the Outside-County bundle and container charges on one mailer's PS Form 3541, on one consolidated PS Form 3541, or on each mailer's PS Form 3541 (see 2.2.7).

## 16.5 Centralized Postage Payment System

Subject to specific authorization by the Pricing and Classification Service Center (PCSC), the Centralized Postage Payment (CPP) System allows the publisher of a Periodicals publication to pay Periodicals postage at the PCSC instead of at each authorized entry office. An additional entry is required at each Post Office where copies of the Periodicals publication are presented for postal verification under 30.0.

## 16.6 Periodicals Accuracy, Grading, and Evaluation Program

### 16.6.1 General

The Periodicals Accuracy, Grading, and Evaluation (PAGE) Program is a process to evaluate publishing and print planning (PPP) software and to determine its accuracy in computing per-copy weights and calculating advertising percentages for Periodicals. Certification of PAGE software is available only to those companies that develop or write PPP software, and does not guarantee acceptance of the publisher's per-copy weights and advertising percentages prepared with PAGE-certified software.

### 16.6.2 Program Elements

In addition to evaluating and testing PPP software, the PAGE Program qualifies publishing personnel to submit data to the USPS using PAGE-certified PPP software. The USPS National Customer Support Center (NCSC) certifies developer's software and publisher's employees to use certified PPP software for Periodicals mailings. The PAGE Program involves the following three elements:

a. Stage I, Product Certification for Software Developers. NCSC evaluates the accuracy of the calculations of PPP software by processing a test publication file either at the NCSC or at the developer's location (on-site visit).

b. Stage II, User certification for PPP software. NCSC provides test bundles to the users and evaluates the results.

c. Stage III, PAGE Program authorization. Publishers who want to use PAGE-certified software and PAGE-certified users to submit per-copy weight and calculated advertising percentages must apply for authorization to the manager, PCSC.

### 16.6.3 Participation

For information about the PAGE Program, publishers may request a technical guide from the NCSC and additional information from the PCSC (see 608.8.0 for addresses).

# 17.0 Documentation

## 17.1 Postage Statement and Documentation

See 203.1.0 and 203.2.0 for postage statement and documentation standards.

## 17.2 Additional Standards for Postage Statements

### 17.2.1 Advertising Percentage

At least once a year, the USPS verifies the advertising percentage reported on the corresponding postage statement by measuring the advertising and nonadvertising portions of one issue.

### 17.2.2 Measuring Advertising

The total advertising and nonadvertising portions may be determined by column inches, square inches, pages, or by another recognized unit of measure if the same unit of measure is used for both portions. One full page of advertising must equal one full page of nonadvertising regardless of the amount of blank space between each article on a page. If measured in column inches, nonadvertising inches are determined by subtracting the total advertising inches from the total column inches of the publication. A blank page, portion of a page, or blank border or margin is counted as advertising if consideration was received for the whole page, the blank portion, or the blank border or margin. The border of a page is otherwise considered neither advertising nor nonadvertising and is not measured. When measuring nonrectangular sheets, the measurement is based on the smallest rectangle that could contain the irregular sheet; exact measurement is not attempted. When two or more sheets are permanently glued together to form a single sheet, the surface area of the resulting sheet (front and back) is included when measuring the advertising or nonadvertising portion.

### 17.2.3 Waiving Nonadvertising Prices

Instead of marking a copy of each issue to show the advertising portion, the publisher may pay postage at the advertising zoned prices on both portions of all issues or editions of a Periodicals publication (except a requester publication). *This option is not available if the price for advertising is lower than the price for nonadvertising.* The copies provided to the Postmaster must be marked “Advertising over 75%” or “Advertising not over 75%” on the first page, as applicable. The entire weight of the copy must be entered on the postage statement in the column provided for the advertising portion. The words “Over 75%” or “Not over 75%” must be annotated on the postage statement and the word “Waived” must be written in the space provided for the weight of the nonadvertising portion.

### 17.2.4 Copies of Previous Issues

When a reasonable number of copies of previous issues are included in a mailing of a current issue, those issues may be charged for postage by the percentages of advertising and nonadvertising material in the current issue. The issue forming the bulk of the mailing is regarded as the current issue.

#### 17.2.5 Mailing While Application Pending

A publisher mailing under an advance deposit account while a Periodicals application is pending must submit with each mailing both a Periodicals postage statement (annotated with the words “Pending Application”) and a USPS Marketing Mail, Parcel Select, or Package Services postage statement.

#### 17.2.6 Sequenced Postage Statement

A mailer who provides more than one postage statement per day must enter a sequenced statement number in the proper block on each postage statement. If the same mailing of one edition of one issue includes copies reported on two postage statements, the sequenced statement number of the second form must be included on the primary postage statement reporting the total postage for the mailing.

#### 17.2.7 Official Mail

Official (penalty) Periodicals matter is also subject to the standards in 703.7.0, which supersede conflicting standards below.

#### 17.2.8 News Agent’s Statement

A news agent presenting Periodicals matter subject to zone prices must provide a statement showing the percentages of such matter devoted to advertising and nonadvertising.

### 17.3 Monthly Postage Statements

#### 17.3.1 General

The manager, Business Mail Entry may authorize a publisher of a Periodicals publication to submit one PS Form 3541 for all issues mailed during a calendar month. Postage statements must be submitted no more than 72 hours after the first mailing of the last issue mailed each month. The pages of every issue, enclosures in the publication, and supplements to the publication must be printed on sheets of the same paper grade weight.

#### 17.3.2 Determining Combined Weight

The combined weight of one copy from each issue mailed during a calendar month is obtained as follows:

a. Determine the weight of one copy as described in 2.0.

b. Determine the weight of one sheet by dividing the average weight of one copy by the number of sheets (not pages) in the copy. Express the result in decimal pounds rounded off to four decimal places.

c. Select one copy of each of the issues mailed during the month; count the sheets (not pages) in each; add these figures to determine the total number of sheets.

d. Multiply the total number of sheets by the weight of one sheet; do not round the product.

## 17.4 Detailed Zone Listing for Periodicals

### 17.4.1 Basic Standards

The publisher must be able to present documentation to support the actual number of copies of each edition of an issue, by entry point, mailed to each zone, at DDU, DSCF, DADC, DFSS and In-County prices. This listing is separated from the standardized presort documentation required under 17.3. This listing may be submitted with each mailing, or a publisher may keep such records for each mailing for 2 months after the mailing date. A publisher must be able to submit detailed zone listings for specific mailings when requested by the USPS.

### 17.4.2 Format

Report the number of copies mailed to each 3-digit ZIP Code area at zone prices using one of the following formats:

a. Report copies by 3-digit ZIP Code, in ascending numeric order, for all ZIP Codes in the mailing. The listing must include these columns: 3-digit ZIP Code, zone, and number of copies. Include a summary of the number of copies at each zone price at the end of the report. A 3-digit ZIP Code may appear more than once if there are copies at different zone prices for that ZIP Code (for example, In-County and Outside-County copies).

b. Report copies by zone (In-County DDU, In-County others, Outside-County DDU, Outside-County DSCF, Outside-County DSCF and Outside-County DADC) and by 3-digit ZIP Code, in ascending numeric order, for each zone. For each zone, the listing must include these columns: 3-digit ZIP Code and number of copies in the mailing. Include a summary of the total number of copies for each zone at the end of each zone listing. A 3-digit ZIP Code may appear under more than one zone if there are copies at different zone prices for that ZIP Code.

### 17.4.3 Zone Abbreviations

Use the actual price name or the authorized zone abbreviation in the listings in 17.3 and 17.4.2.

| ZONE ABBREVIATION | PRICE EQUIVALENT |
|---|---|
| ICD | In-County, DDU |
| IC | In-County, Others |
| DDU | Outside-County, DDU |
| FSS | Outside-County, DSCF |
| SCF | Outside-County, DSCF |
| ADC | Outside-County, DADC |
| 1-2 or 1/2 | zones 1 and 2 |
| 3, 4, 5, 6, 7, 8 (as applicable) | zones 3 through 8 (as applicable) |
| M | mixed zones |

### 17.5 Additional Standards for Documentation

#### 17.5.1 Carrier Route Mailings

For Carrier Route mailings, documentation of sequencing and density standards under 23.8 and 23.9 also must be submitted with each mailing.

#### 17.5.2 Outside-County Bundle and Container Price Documentation

The documentation must show how many bundles are used and how many trays, sacks, and pallets are required for the prices claimed.

## 18.0 General Mail Preparation

### 18.1 Definition of Presort

"Presort" is the process by which a mailer prepares mail so that it is sorted to at least the finest extent required by the standards.

### 18.2 Definition of Mailings

"Mailings" are defined as:

a. A mailing is a group of pieces within the same class of mail and the same processing category that may be sorted together and presented as one mailing. Other standards define when mailings may be combined, palletized, reported, or deposited together.

b. Mail qualifying for In-County prices may be part of a mailing that includes pieces at Outside-County prices. Mail at carrier route prices, nonmachinable flats prices, and machinable flats prices must be sorted as separate mailings. However, each of these mailings may be reported on the same postage statement if the pieces are for the same publication and edition.

### 18.3 Presort Terms

Terms used for presort levels are defined as follows:

a. *Firm*: all pieces for delivery at the address shown on the top piece (for nonautomation Periodicals only).

b. *Carrier route*: all pieces for delivery to the same city route, rural route, highway contract route, Post Office box section, or general delivery unit.

c. *FSS scheme for flats*: the ZIP Code in the delivery address on all pieces in the FSS bundle is one of the 5-digit ZIP Codes processed by the USPS as one scheme as shown in L006.

d. *5-digit:* the delivery address on all pieces includes the same 5-digit ZIP Code.

e. *5-digit scheme (trays) for barcoded letters*: the ZIP Code in the delivery address on all pieces is one of the 5-digit ZIP Code areas processed by the USPS as one scheme, as shown in L012.

f. *5-digit scheme (bundles and sacks) for automation flats*: the ZIP Code in the delivery address on all pieces is one of the 5-digit ZIP Codes processed by the USPS as one scheme, as shown in L007.

g. *5-digit scheme carrier routes (pallets and sacks) for Periodicals flats and irregular parcels*: the ZIP Code in the delivery address on all pieces in carrier route bundles is one of the 5-digit ZIP Codes processed by the USPS as one scheme, as shown in L001.

h. *5-digit scheme (pallets) for Periodicals flats and irregular parcels*: the ZIP Code in the delivery address on all pieces is one of the 5-digit ZIP Codes processed by the USPS as one scheme, as shown in L001.

i. *Merged 5-digit sacks*: the carrier route bundles and/or machinable 5-digit bundles in a sack are all for a 5-digit ZIP Code that has an “A” or “C” indicator in the Carrier Route Indicators field in the City State Product.

j. *Merged 5-digit pallets*: the carrier route bundles and/or machinable barcoded or nonbarcoded price 5-digit bundles are prepared under one of the following standards:

   1. Prepared under 705.10.0 and are all for a 5-digit ZIP Code that has an “A” or “C” indicator in the Carrier Route Indicators field in the City State Product.

   2. Prepared under 705.12.0 and the pieces in 5-digit bundles meet the 5% threshold requirement.

   3. Prepared under 705.13.0 and pieces are either all for a 5-digit ZIP Code that has an “A” or “C” indicator in the Carrier Route Indicators field in the City State Product or are all for a ZIP Code with a “B” or “D” indicator in the City State Product and the pieces in 5-digit bundles meet the 5% threshold requirement.

k. *Merged 5-digit scheme sack*: the 5-digit ZIP Codes on pieces in carrier route bundles and/or machinable 5-digit bundles in a sack are all for 5-digit ZIP Codes that are part of one scheme as shown in L001, and the 5-digit bundles also are for 5-digit ZIP Codes that have an “A” or “C” indicator in the Carrier Route Indicators field in the City State Product.

l. *Merged 5-digit scheme pallet*: contains carrier route bundles and machinable 5-digit bundles for those 5-digit ZIP Codes that are part of one scheme as shown in L001.

m. *3-digit*: the ZIP Code in the delivery address on all pieces begins with the same three digits (see L002, Column A).

n. *3-digit scheme*: the ZIP Code in the delivery address on all pieces begins with one of the 3-digit prefixes processed by the USPS as one scheme, as shown in L003.

o. *3-digit scheme bundles for automation flats*: the ZIP Code in the delivery address on all pieces is one of the 3-digit ZIP Codes processed by the USPS as one scheme, as shown in L008.

p. *Origin/entry 3-digit(s)*: the ZIP Code in the delivery address on all pieces begins with one of the 3-digit prefixes processed at the sectional center facility (SCF) in whose service area the mail is verified/entered.

q. *SCF*: the separation includes pieces for two or more 3-digit areas served by the same sectional center facility (SCF) (see L005).

r. *Origin/entry SCF*: the separation includes bundles for one or more 3-digit areas served by the same sectional center facility (SCF) (see L002, Column C, or L005) in whose service area the mail is verified/entered.

s. *ADC/AADC*: all pieces are addressed for delivery in the service area of the same area distribution center (ADC) or automated area distribution center (AADC) (see L004 or L801).

t. *Origin mixed [ADC]*: the pieces are for delivery in the service area of the origin processing facility's surface preferential transportation network (see L201).

u. *Mixed [ADC, AADC, etc.]*: the pieces are for delivery in the service area of more than one ADC or AADC.

**18.4 Mail Preparation Terms**

For purposes of preparing mail:

a. *Pieces* refers to individually addressed mailpieces.

b. A *full letter tray* is one in which faced, upright pieces fill the length of the tray between 85% and 100% full.

c. A *less-than-full* letter tray is one that contains mail for the same destination regardless of quantity.

d. An *overflow* letter tray is a less-than-full tray that contains all pieces remaining after preparation of full trays for the same destination.

e. A *full* sack is defined in the standards for the class and price claimed.

f. A *full flat tray* is one that is physically full. Although a minimum volume may be required (at least a single stack of mail lying flat on the bottom of the tray and filling the tray to the bottom of the handholds) before a tray is prepared for certain destinations, trays must be filled with additional available pieces (up to the reasonable capacity of the tray) when standards require preparation of full trays.

g. A *less-than-full flat tray* is one that contains mail for the same destination regardless of quantity or whether a full tray was previously prepared for that destination.

h. A *5-digit scheme sort for barcoded letters* yields 5-digit scheme trays for those 5-digit ZIP Codes identified in L012 and 5-digit trays for other areas. The 5-digit ZIP Codes in each scheme are treated as one presort destination. Trays prepared for a 5-digit scheme destination that contain pieces for only one of the schemed 5-digit ZIP Codes are still considered 5-digit scheme sorted. The 5-digit scheme sort is required for price eligibility but need not be used for all 5-digit ZIP Codes that are part of a scheme.

i. A *5-digit scheme sort* for automation flats yields 5-digit scheme bundles for those 5-digit ZIP Codes identified in L007. Mailpieces must be labeled using an optional endorsement line (OEL) under 203.7.0 or with a red “5 SCH” bundle label. Periodicals firm bundles must not be combined within 5-digit scheme bundles.

j. A *5-digit scheme carrier routes sort for carrier route Periodicals flats and irregular parcels prepared in sacks or as bundles on pallets* yields a 5-digit scheme carrier routes sack or pallet for those 5-digit ZIP Codes listed in L001 and 5-digit carrier routes sacks or pallets for other areas. The 5-digit ZIP Codes in each scheme are treated as one presort destination. Sacks or pallets prepared for a 5-digit scheme carrier routes destination that contain carrier route bundles for only one of the schemed 5-digit areas are still considered to be sorted to 5-digit scheme carrier routes. Preparation of 5-digit scheme carrier routes sacks or pallets must be done for all 5-digit scheme destinations.

k. A *5-digit scheme sort for Periodicals flats prepared as bundles on pallets* yields 5-digit scheme pallets containing machinable 5-digit bundles for those 5-digit ZIP Codes listed in L001 and for other areas. The 5-digit ZIP Codes in each scheme are treated as one presort destination. Pallets prepared for a 5-digit scheme destination that contain 5-digit bundles for only one of the schemed 5-digit areas are still considered to be sorted to the 5-digit scheme. Preparation of 5-digit scheme pallets must be done for all 5-digit scheme destinations.

l. A *merged 5-digit sort for Periodicals flats prepared in sacks* yields merged 5-digit sacks that contain carrier route bundles and/or machinable 5-digit bundles that are all for a 5-digit ZIP Code that has an “A” or “C” indicator in the Carrier Route Indicators field in the City State Product. Sacks prepared for a merged 5-digit destination that contain only one or two price levels of bundles are still considered to be merged 5-digit sorted. If preparation of merged 5-digit sacks is performed, it must be done for all 5-digit ZIP Code destinations with an “A” or “C” indicator in the Carrier Route Indicators field in the City State Product.

m. A *merged 5-digit sort for Periodicals flats prepared as bundles on pallets* yields merged 5-digit pallets that contain carrier route bundles and machinable 5-digit bundles. Pallets prepared for a merged 5-digit destination that contain only one or two price levels of bundles are still considered to be merged 5-digit sorted..

n. A *merged 5-digit scheme sort for Periodicals flats prepared in sacks* yields merged 5-digit scheme sacks that contain carrier route bundles and machinable 5-digit bundles for those 5-digit ZIP Codes that are part of one scheme as shown in L001. Sacks prepared for a merged 5-digit scheme destination that contain only one or two price levels of bundles or bundles for only one of the schemed 5-digit ZIP Codes are still considered to be merged 5-digit scheme sorted. If preparation of merged 5-digit scheme sacks is performed, it must be done for all 5-digit scheme destinations in L001.

o. A *merged 5-digit scheme sort for bundles of Periodicals flats on pallets* yields merged 5-digit scheme pallets that contain carrier route bundles and machinable 5-digit bundles for those 5-digit ZIP Codes that are part of one scheme as shown in L001. Pallets prepared for a merged 5-digit scheme destination that contain only one or two price levels of bundles or bundles for only one of the schemed 5-digit ZIP Codes are still considered to be merged 5-digit scheme sorted. If preparation of merged 5-digit scheme pallets is performed, it must be done for all 5-digit scheme destinations in L001.

p. A *3-digit scheme sort* yields 3-digit scheme trays for those 3-digit ZIP Code prefixes listed in L003 and 3-digit trays for other areas. The 3-digit ZIP Code prefixes in each scheme are treated as one presort destination. Trays prepared for a 3-digit scheme destination that contain pieces for only one of the schemed 3-digit areas are still considered 3-digit scheme sorted.

q. A *3-digit scheme sort for automation flats* yields 3-digit scheme bundles for those 3-digit ZIP Codes identified in L008. Mailpieces must be labeled using an optional endorsement line (OEL) under 203.7.0 or with a green “3 SCH” bundle label. Periodicals firm bundles must not be combined within 3-digit scheme bundles.

r. An *origin 3-digit* (or *origin 3-digit scheme*) tray/sack contains all mail (regardless of quantity) for a 3-digit ZIP Code (or 3-digit scheme) area processed by the SCF in whose service area the mail is verified. A separate tray/sack may be prepared for each 3-digit ZIP Code (or 3-digit scheme) area.

s. An *origin/entry SCF sack* contains all 5-digit and 3-digit bundles (regardless of quantity) for the SCF in whose service area the mail is verified. At the mailer's option, such a sack may be prepared for the SCF area of each entry Post Office. This presort level applies only to nonletter-size Periodicals prepared in sacks.

t. The *required at [quantity]* instruction (for example, “required at 10 pieces”) means that the particular unit *must* be prepared for the corresponding presort level whenever the specified quantity of mail is reached or exceeded. Subject to applicable price eligibility standards, smaller quantities may be prepared only if permitted.

u. The *optional at [quantity]* instruction means that the particular unit *may* be prepared for the corresponding presort level whenever the specified quantity of mail is reached or exceeded. Smaller quantities may be prepared only if permitted by applicable price eligibility standards.

v. *Entry [facility]* (or *origin [facility]*) refers to the USPS mail processing facility (for example, “entry SCF”) that serves the Post Office at which the mail is entered by the mailer. If the Post Office where the mail is entered is not the one serving the mailer’s location (such as for plant-verified drop shipment), the Post Office of entry determines the *entry* facility.

w. The *group pieces* instruction means the pieces are to be sorted together but not secured into a bundle.

x. A *bundle* is a group of addressed pieces secured together as a unit. Bundle preparation is described in 19.0.

y. A *"logical" presort destination* represents the total number of pieces that are eligible for a specific presort level based on the required sortation, but which might not be contained in one bundle or in one container (sack or pallet) due to preparation requirements or the piece size. For example, there may be 42 mailpieces for ZIP Code 43112 forming a "logical" 5-digit bundle, and they are prepared in three physical 5-digit bundles because of the weight and height restrictions on bundles.

z. Cobundling is an alternate preparation method available under 705 that allows the combining of machinable flats within the same bundle under the single minimum bundle size requirement. Pieces may not be combined in more than one physical bundle for each logical presort destination unless presented using an approved manifest mailing system under 705.2.0.

aa. *Machinable flats* are:

1. Flat-size pieces meeting the standards in 201.6.0 that are sorted into 5-digit, 3-digit, ADC, and mixed ADC bundles. These pieces are compatible with processing on the AFSM 100.

2. Barcoded flat-size pieces meeting the standards in 26.0 that are sorted into 5-digit bundles.

ab. *Nonmachinable flats* are flat-size pieces meeting the standards in 26.0, with the exception of barcoded 5-digit pieces under 18.4aa (item 2) above. Nonmachinable flats are not compatible with processing on the AFSM 100.

**18.5 FSS Preparation**

Flat sized Periodicals In-County priced mailings, along with a maximum of 5,000 Outside-County pieces for the same issue (see 1.1.4) may be optionally sorted under FSS preparation standards. All other Periodicals flats including Saturation (Non-simplified addressed) and High Density priced flats destinating and qualifying to FSS zones in L006, must be prepared under 705.14.0.

## 19.0 Bundles

A *bundle* is a group of addressed pieces, for a presort destination, secured together. See 203.4.0 for bundling standards.

# 20.0 Sacks and Trays

## 20.1 Basic Standards

### 20.1.1 General

Mailings must be prepared in letter trays (letters), flat trays (flats) under 22.7 and 25.5, or sacks (flats and parcels). Palletized mail is subject to 705.8.0. See 203.5.0 and 203.6.0 for tray and sack standards.

### 20.1.2 Origin/Entry 3-Digit/Scheme Trays

For letter-size Periodicals, after all finer sort levels are prepared, an origin/entry 3-digit (or for barcoded letters, 3-digit scheme) tray must be prepared for any remaining mail for each 3-digit (or 3-digit scheme) area serviced by the SCF serving the origin Post Office, and may be prepared for each 3-digit (or 3-digit scheme) area served by the SCF where mail is entered (if different).

### 20.1.3 Flats and Irregular Parcels—Origin/Entry SCF Sacks

For flats and irregular parcels, after all finer sort levels are prepared, an origin/entry SCF sack must be prepared for any remaining bundles for the 3-digit ZIP Code area(s) serviced by the SCF serving the origin Post Office, and may be prepared for the area served by the SCF/plant where mail is entered (if different).

### 20.1.4 Flats and Irregular Parcels—Origin Mixed ADC Sacks

For flats and irregular parcels, after all finer sort levels are prepared, mailers must prepare an origin mixed sack for any remaining bundles for the ZIP Codes listed in L201, Column B, that correspond to the 3-digit origin entry point under Column A.

# 21.0 Sack and Tray Labels

Sack and tray labels must be Intelligent Mail tray labels, subject to standards in 203.5.0, 203.6.0, 204.3.3 and to specifications posted on PostalPro at *https://postalpro.usps.com*.

# 22.0 Preparing Nonbarcoded (Presorted) Periodicals

## 22.1 Basic Standards

### 22.1.1 General

The following standards apply to the preparation of nonbarcoded mailings:

a. All pieces in each mailing must be in the same processing category.

b. Letter-size pieces must be bundled under 22.2 and prepared in trays under 22.5.

c. Nonletter-size pieces must be bundled under 22.2.

d. Bundles of nonletter-size pieces must be prepared under one of the following:

   1. Sacked under 22.6 or trayed (for flats) under 22.7, except that a nonbarcoded mailing that is part of a mailing job that also contains a barcoded mailing must be prepared under 22.1.2.

   2. Palletized under 705.8.0, 705.10.0, 705.12.0, or 705.13.0.

e. Letter trays, sacks, flat trays, and bundles of nonletter-size pieces may subsequently be prepared on pallets under 705.8.0.

**22.1.2 Additional Standards for Nonletter-Size Mailing Jobs Containing More Than One Mailing**

The following standards apply:

a. Mailings prepared in sacks or flat trays that are part of a mailing job that includes carrier route, barcoded, and nonbarcoded mailings must be prepared under one of the options listed below.

   1. The carrier route mailing must be prepared under 13.0 and 23.0, and the barcoded and nonbarcoded mailing must be prepared under 705.9.0, or

   2. All three mailings must be prepared under 705.10.0.

b. Mailing jobs that contain only a carrier route mailing and a nonbarcoded mailing may be separately prepared under 23.0 and 22.0 or may be merged under 705.10.0.

c. Mailing jobs that contain only a carrier route mailing and a barcoded mailing may be separately prepared under 23.0 and 25.0, or may be merged under 705.10.0.

**22.1.3 Merged Containerization of Nonletter-Size Carrier Route, Barcoded, and Nonbarcoded Mail**

Under optional preparation in 705.10.0, nonbarcoded 5-digit bundles are cosacked or cotrayed with carrier route bundles and barcoded 5-digit bundles in merged 5-digit and merged 5-digit scheme sacks (or flat trays). Under 705.10.0, 705.12.0, or 705.13.0, nonbarcoded 5-digit bundles are copalletized with carrier route and with barcoded 5-digit bundles on merged 5-digit and merged 5-digit scheme pallets. See 22.1.2a for information on when preparation under 705.10.0 may be required. Machinable barcoded and nonbarcoded pieces may be cobundled under 705.11.0.

**22.2 Bundle Preparation**

Mailings of entirely nonbarcoded flats meeting the criteria in 201.6.0 may be prepared in 5-digit scheme bundles according to L007 and in 3-digit scheme bundles according to L008. Prepare a bundle (except under 22.7) when the quantity of addressed pieces for a required presort level reaches the minimum

bundle size. Smaller volumes are not permitted except in mixed ADC bundles and under 22.4. Bundling is also subject to 19.0. Preparation sequence, bundle size, and labeling:

a. Firm (optional); two-piece minimum; blue Label F or optional endorsement line (OEL).

b. 5-digit scheme (optional); six-piece minimum; Red Label 5 SCH or OEL.

c. 5-digit (required); six-piece minimum; Red Label 5 or OEL; bundle labeling optional for pieces in full 5-digit trays

d. 3-digit scheme (optional); six-piece minimum; Green Label 3 SCH or OEL.

e. 3-digit (required); six-piece minimum; Green Label 3 or OEL.

f. ADC (required); six-piece minimum; Pink Label A or OEL.

g. Origin mixed ADC (required); no minimum; for any remaining pieces for destinations in L201, Column B, corresponding to the origin ZIP Code in Column A; Tan label X or OEL.

h. Mixed ADC (required); no minimum; Tan Label X or OEL.

**22.3 Firm Bundles**

A "firm bundle" is defined as two or more copies for the same address placed in one bundle. If each copy has a delivery address, each may be claimed as a separate piece for presort and on the postage statement, or the firm bundle may be claimed as one addressed piece. A firm bundle claimed as one addressed piece must be physically separate from other bundles and may only be used to satisfy a six-piece bundle requirement to a presort destination for In-County prices. Firm bundles must not be placed in 5-digit scheme sacks.

**22.4 Bundles With Fewer Than Six Pieces**

Nonletter-size Periodicals may be prepared in 5-digit and 3-digit bundles containing fewer than six pieces at the publisher's option. Pieces in these low-volume bundles must be claimed at the mixed ADC price (Outside-County) or basic price (In-County). Low-volume bundles are permitted only when sacked or prepared on pallets as follows:

a. Place bundles in only 5-digit, 3-digit, and SCF sacks that contain at least 24 pieces, or in origin/entry SCF sacks, as appropriate.

b. Place bundles on only merged 5-digit scheme, 5-digit scheme, merged 5-digit, 5-digit, 3-digit, and SCF pallets.

**22.5 Tray Preparation—Letter-Size Pieces**

Preparation sequence, tray size, and labeling:

a. *5-digit:* required at 24 pieces, optional with one six-piece bundle minimum.

1. Line 1: use city, state, and 5-digit ZIP Code on mail (see 21.0 for overseas military mail).

2. Line 2: "PER" or NEWS" as applicable; followed by "LTRS 5D NON BC."

b. *3-digit:* required at 24 pieces (no minimum for required origin/optional entry 3-digit(s)), optional with one six-piece bundle minimum.

1. Line 1: use L002, Column A.
2. Line 2: “PER” or NEWS” as applicable; followed by “LTRS 3D NON BC.”

c. *ADC:* required at 24 pieces, optional with one six-piece bundle minimum.

1. Line 1: use L004, Column B.
2. Line 2: “PER” or NEWS” as applicable; followed by “LTRS ADC NON BC.”

d. *Mixed ADC:* required (no minimum).

1. Line 1: Use L011, Column B.
2. Line 2: “PER” or NEWS” as applicable; followed by “LTRS NON BC WKG.”

### 22.6 Sack Preparation—Flat-Size Pieces and Parcels

For mailing jobs that also contain a barcoded mailing, see 22.1.2 and 705.9.0 or 705.10.0. For other mailing jobs, preparation sequence, sack size, and labeling:

a. *5-digit scheme,* optional; for pieces meeting the standards in 201.6.0; 24-piece minimum, fewer pieces not permitted.

1. Line 1: L007, Column B.
2. Line 2: “PER” or “NEWS” as applicable, followed by “FLTS 5D SCH NON BC.”

b. *5-digit,* required at 72 pieces, optional at 24 pieces minimum.

1. Line 1: use city, state, and 5-digit ZIP Code on mail (see 21.0 for overseas military mail).
2. Line 2: “PER” or NEWS” as applicable; followed by “FLTS” or “IRREG” as applicable; followed by “5D”; followed by “NON BC” for flats.

c. *3-digit,* required at 72 pieces, optional at 24 pieces minimum.

1. Line 1: use L002, Column A.
2. Line 2: “PER” or “NEWS” as applicable; followed by “FLTS” or “IRREG” as applicable; followed by “3D”; followed by “NON BC” for flats.

d. *SCF,* required at 72 pieces, optional at 24 pieces minimum.

1. Line 1: use L002, Column C.
2. Line 2: “PER” or “NEWS” as applicable; followed by “FLTS” or “IRREG” as applicable; followed by “SCF”; followed by “NON BC” for flats.

e. *Origin/entry SCF,* required for the SCF of the origin (verification) office, optional for the SCF of an entry office other than the origin office, (no minimum); for Line 1 use L002, Column C.

1. Line 1: use L002, Column C.
2. Line 2: “PER” or “NEWS” as applicable; followed by “FLTS” or “IRREG” as applicable; followed by “SCF”; followed by “NON BC” for flats.

f. *ADC,* required at 72 pieces, optional at 24 pieces minimum.

1. Line 1: use L004, Column B.
2. Line 2: “PER” or “NEWS” as applicable; followed by “FLTS” or “IRREG” as applicable; followed by “ADC”; followed by “NON BC” for flats.

g. *Origin mixed ADC,* required; no minimum; for any remaining bundles for destinations in L201, Column B, corresponding to the origin ZIP Code in Column A.

1. Line 1: Use L201, Column C.
2. Line 2: “PER” or “NEWS” as applicable, followed by “FLTS” or “IRREG” as applicable, followed by “WKG W FCM.”

h. *Mixed ADC,* required (no minimum).

1. Line 1: Use L009, Column B.
2. Line 2: “PER” or “NEWS” as applicable; followed by “FLTS” or “IRREG” as applicable; followed by “NON BC WKG” for flats or “WKG” for irregular parcels.

**22.7 Optional Tray Preparation—Flat-Size Nonbarcoded Pieces**

As an option, mailers may place machinable flats in flat trays (see 203.5.6) instead of sacks. Mailers also may prepare nonmachinable (see 26.0) flats in flat trays. Bundling is not permitted unless a bundle is more finely presorted than the tray’s presort destination. The trays are subject to a container charge, and any bundles are subject to a bundle charge. Tray preparation, sequence, and labeling:

a. *5-digit scheme*, required at 72 pieces, optional at 24 pieces minimum.

1. Line 1: L007, Column B.
2. Line 2: “PER” or “NEWS” as applicable; followed by “FLTS”; followed by “5D SCH NON BC.”

b. *5-digit*, required at 72 pieces, optional at 24 pieces minimum.

1. Line 1: city, state, and 5-digit ZIP Code on mail (see 21.0 for overseas military mail).
2. Line 2: “PER” or “NEWS” as applicable; followed by “FLTS”; followed by “5D NON BC.”

c. *3-digit*, required at 72 pieces, optional at 24 pieces minimum.

1. Line 1: L002, Column A.

2. Line 2: “PER” or “NEWS” as applicable; followed by “FLTS”; followed by “3D NON BC.”

d. *SCF*, required at 72 pieces, optional at 24 pieces minimum.

1. Line 1: L002, Column C.
2. Line 2: “PER” or “NEWS” as applicable; followed by “FLTS”; followed by “SCF NON BC.”

e. *Origin SCF* (required) and entry SCF(s) (optional), no minimum, labeling:

1. Line 1: L002, Column C.
2. Line 2: “PER” or “NEWS” as applicable; followed by “FLTS”; followed by “SCF NON BC.”

f. *ADC*, required at 72 pieces, optional at 24 pieces minimum.

1. Line 1: use L004, Column B.
2. Line 2: “PER” or “NEWS” as applicable; followed by “FLTS”; followed by “ADC”; followed by “NON BC.”

g. *Origin mixed ADC* (required), no minimum, for any remaining pieces for destinations in L201, Column B, of the origin ZIP Code in Column A, labeling:

1. Line 1: Use L201, Column C.
2. Line 2: “PER” “NEWS” as applicable; followed by “FLTS”; followed by “WKG W FCM.”

h. *Mixed ADC* (required), no minimum, labeling:

1. Line 1: Use L009.
2. Line 2: “PER” or “NEWS” as applicable; followed by “FLTS”; followed by “NON BC WKG.”

# 23.0 Preparing Carrier Route Periodicals

## 23.1 Basic Standards

### 23.1.1 General

Mailers must meet the following standards for carrier route mailings:

a. All pieces in each carrier route Periodicals mailing must be in the same processing category.

b. Letter-size pieces must be bundled under 23.2 and prepared in trays under 23.3.

c. Nonletter-size pieces must be bundled under 23.2.

d. Except as noted in 23.4.2, mailers must prepare bundles of nonletter-size pieces according to one of the following:

1. Sack under 23.4, or under 705.10.1 if eligible to be cosacked with barcoded and nonbarcoded pieces.

2. Palletized under 705.8.0, 705.10.0, 705.12.0, or 705.13.0.

e. Bundles of nonletter-size pieces, letter trays, and sacks may be prepared on pallets under 705.8.0.

f. Pieces with a simplified address must meet the preparation standards in 602.3.0 and the eligibility standards in 7.0.

#### 23.1.2 Sequencing

Preparation for carrier route prices is optional. Periodicals for which a carrier route discount is claimed must be prepared as a carrier route mailing under this section, using walk sequencing or line-of-travel sequencing (see 23.8 and 23.9).

#### 23.1.3 Merged Containerization of Nonletter-Size Carrier Route and Machinable Barcoded and Nonbarcoded Mail

For mailing jobs that contain machinable barcoded, machinable nonbarcoded and carrier route mailings; see 22.1.3 for preparation options.

### 23.2 Bundle Preparation

#### 23.2.1 General

Bundle preparation is subject to 19.0 and the specific standards below.

#### 23.2.2 Walk-Sequence Identification

In addition to the bundle label showing carrier route type and number under 23.2.3, each bundle of Periodicals walk-sequence mail must show the level of walk-sequencing. A facing slip with the phrase “HIGH DENSITY (or “SATURATION”) WALK-SEQUENCED CARRIER ROUTE MAIL” (as applicable) may be placed on the top of each bundles an address label placed on a sample mailpiece that is the top piece or a facing slip affixed to the top of the bundle. If bundles don’t have facing slips, an optional endorsement line or carrier route information line must be placed on each piece in the bundle.

#### 23.2.3 Bundling and Labeling

Preparation sequence, bundle size, and labeling:

a. Firm (optional); two-piece minimum; blue Label F or optional endorsement line (OEL).

b. Carrier route (optional, but required for price eligibility); six-piece minimum (fewer pieces permitted under 23.6); labeling required (carrier route type and number and walk-sequence information) except for bundles placed in a carrier route tray or sack.

### 23.3 Preparation—Letter-Size Pieces

#### 23.3.1 Basic Preparation

Preparation sequence, tray size, and labeling:

a. *Carrier route:* required at 24 pieces, optional with one six-piece bundle.

1. Line 1: use city, state, and 5-digit ZIP Code on mail (see 21.0 for overseas military mail).

2. Line 2: “PER” or “NEWS” as applicable; followed by “LTRS;” followed by “WSS” for saturation price mail, or “WSH” for high density price mail, or “CR” for basic price mail; followed by the route type and number.

b. *5-digit carrier routes:* required if full tray, optional with one six-piece bundle.

1. Line 1: use city, state, and 5-digit ZIP Code destination of bundles, preceded for military mail by the prefixes under 21.0.

2. Line 2: “PER” or “NEWS” as applicable; followed by “LTRS CR-RTS.”

c. *3-digit carrier routes,* optional with one six-piece bundle for each of two or more 5-digit areas.

1. Line 1: use the city, state, and ZIP shown in L002, Column A that corresponds to the 3-digit ZIP Code prefix of bundles.

2. Line 2: “PER” or “NEWS” as applicable; followed by “LTRS 3D CR-RTS.”

#### 23.3.2 Tray Line 2 for Simplified Address

For trays that contain letter-size pieces with a simplified address (under 602.3.0), use “MAN” on Line 2 in place of “BC.”

## 23.4 Preparation—Flat-Size Pieces and Irregular Parcels

#### 23.4.1 Sacking and Labeling

Preparation sequence, sack size, and labeling:

a. *Carrier route,* required at 72 pieces, optional at 24 pieces, fewer pieces not permitted.

1. Line 1: use city, state, and 5-digit ZIP Code on mail (see 21.0 for overseas military mail).

2. Line 2: “PER” or “NEWS” as applicable; followed by “FLTS” or “IRREG” as applicable; followed by “WSS” for saturation price mail, or “WSH” for high density price mail, or “CR” for basic price mail; followed by the route type and number.

b. *5-digit scheme carrier routes,* required at 72 pieces, optional at 24 pieces, fewer pieces not permitted.

1. Line 1: use L001, Column B.

2. Line 2: “PER” or “NEWS” as applicable; followed by “FLTS” or “IRREG” as applicable; followed by “CR-RTS SCH.”

c. *5-digit carrier routes,* required at 72 pieces, optional at 24 pieces, fewer pieces not permitted.

1. Line 1: use city, state, and 5-digit ZIP Code destination of bundles, preceded for military mail by the prefixes under 21.0.

2. Line 2: “PER” or “NEWS” as applicable; followed by “FLTS” or “IRREG” as applicable; followed by “CR-RTS.”

d. *3-digit carrier routes,* required with one six-piece bundle. As an option to preparing carrier route bundles in 3-digit carrier routes sacks, mailers may place those bundles in flats trays (see 203.5.6).

1. Line 1: use the city, state, and ZIP Code shown in L002, Column A, that corresponds to the 3-digit ZIP Code prefix of bundles.
2. Line 2: "PER" or "NEWS" as applicable, followed by "FLTS 3D" or "IRREG 3D" as applicable, followed by "CR-RTS."

**23.4.2 Exception to Sacking**

Flats in carrier route bundles may be placed in flat trays instead of sacks for mail sorted under 23.4.1. Sacking or traying is not required for carrier route bundles entered at a DDU when the mailer unloads bundles under 29.6.5. Mail presented under this exception is not subject to the container charge (but is subject to the bundle charge). Mailers must prepare unsacked, untrayed bundles as follows:

a. The maximum weight for one bundle is 40 pounds; the maximum number of bundles per carrier route is one bundle for each 10 pounds (or increment) of mail for that route, as follows:

1. Mailers must make the fewest number of bundles possible, up to the 40-pound maximum, while maintaining bundle integrity. To determine the maximum number of bundles allowable for a route, divide the total weight of mail for that route by 10 and round up to the next whole number.
2. Mailers may balance the weight of the bundles across the maximum allowable bundles for a route. For example, if there are 36 pounds of mail for a carrier route, the maximum number of bundles for that route is four, which may be in four 9-pound bundles.

b. Mailers must label carrier route bundles using optional endorsement lines under 203.7.0 or facing slips under 203.4.15.

**23.5 Firm Bundles**

A *firm bundle* is two or more copies for the same address placed in one bundle. If each copy has a delivery address, each may be claimed as a separate piece for presort and on the postage statement or the firm bundle may be claimed as one piece. The USPS considers a firm bundle that is sorted and claimed as one piece to be one addressed piece for price eligibility purposes, regardless of the number of copies in the bundle. Mailers must clearly label firm bundles using facing slips or barcoded pressure-sensitive labels under 19.0, or optional endorsement lines under 203.7.0.

**23.6 Bundles With Fewer Than Six Pieces**

Nonletter-size Periodicals may be prepared in carrier route bundles containing fewer than six pieces at the publisher's option. Pieces in these low-volume bundles must be claimed at the mixed ADC price (Outside-County) or basic

price (In-County). Low-volume carrier route bundles are permitted only when they are sacked or prepared on pallets as follows:

a. Place bundles in only 5-digit scheme carrier routes and 5-digit carrier routes sacks that contain at least 24 pieces, or 3-digit carrier routes or merged 3-digit sacks that contain at least one six-piece carrier route bundle.

b. Place bundles on only merged 5-digit scheme, 5-digit scheme carrier routes, merged 5-digit, 5-digit carrier routes, 3-digit, and SCF pallets.

## 23.7 Multi-Box Section Bundles—Optional Preparation

A mailer may combine individual copies of Periodicals for Post Office box sections into a multi-box section bundle or bundles of copies to the same 5-digit ZIP Code under these conditions:

a. Each multi-box section bundle must contain at least six total copies, but fewer than six copies to each PO Box section.

b. Prepare copies in order from the lowest to the highest Post Office box section and if more than one piece exists for a specific Post Office box section, existing sequencing requirements in 23.0 must be met.

c. Secure each bundle with at least two bands, one around the length and one around the girth; or with shrinkwrap; or with shrinkwrap plus one or more bands.

d. Label each bundle with an optional endorsement line (OEL). The top bundle must contain the box section information for the individual bundle preceded by the endorsement “Multi” and two asterisks (e.g., **********Multi**B-001).

e. Place bundles in existing carrier-route, 5-Digit scheme, or 5-Digit carrier routes sacks.

f. Copies prepared in multi-box section bundles qualify for 5-digit prices, and may qualify for DDU container discounts.

## 23.8 Delivery Sequence Information

### 23.8.1 General

Mailpieces for which a walk-sequence discount is claimed must be organized in the delivery sequence determined by the USPS and prepared as a carrier route mailing under 23.0. Pieces with a simplified address also must meet the corresponding standards.

### 23.8.2 Missing Addresses

Some mailpieces cannot be sequenced because an exact match for a name or address cannot be obtained. These pieces may be included in a sequenced mailing only if they are placed behind or after the sequenced mail. Arrange these pieces:

a. Alphabetically by complete street name, then either in ascending order by ZIP+4 code sector segments or numerically in ascending order by primary address.

b. Numerically for numbered streets, then either in ascending order by ZIP+4 code sector segments or numerically in ascending order by primary address.

**23.8.3 Pieces With Simplified Address**
Walk-sequence price pieces prepared with a simplified address must be based on delivery stop information obtained within 90 days before the mailing date, either from the Delivery Statistics File or from the postmaster of the destination office.

**23.8.4 Pieces Without Simplified Address**
Walk-sequence price pieces prepared with other than a simplified address format under 23.8.3 must be sequenced using USPS data from one of the following sources, issued within 90 days before the mailing date:

a. The Computerized Delivery Sequence (CDS) file.

b. The Delivery Sequence File, Second Generation ($DSF^2$).

c. Delivery sequence information from USPS address sequencing services, as requested by the customer.

**23.8.5 Out-of-Date Sequencing Information**
Mailings prepared with out-of-date walk-sequencing information are not eligible for walk-sequence prices.

**23.8.6 Line-of-Travel Sequence**
Line-of-travel (LOT) sequence (or walk-sequencing) is required for mailings at Periodicals carrier route basic prices. LOT sequence is a sequence of ZIP+4 codes in delivery order. First the ZIP+4 groups are sequenced, then the addresses within each are identified as being in ascending or descending order. The USPS eLOT product provides a list of the ZIP+4 codes each carrier route serves, identifies the delivery order, and provides an indicator specifying whether the addresses within the ZIP+4 code must be sorted in ascending or descending order. When a range of ZIP+4 codes are assigned the same sequence number, the addresses bearing those ZIP+4 codes must be arranged in ascending ZIP+4 code order before the sequence number is assigned. LOT information must be updated within 90 days before the mailing date.

## 23.9 Delivery Sequence Documentation

**23.9.1 General**
The mailer must annotate the postage statement in the “Carrier Route Sequencing Date” block to show the earliest (oldest) date of the method used to obtain sequencing information for the mailing. The mailer’s signature on the postage statement certifies that this standard has been met. The mailer must maintain documentation to substantiate compliance with sequencing standards. The mailer must be able to provide the USPS with documentation (if requested) of accurate sequencing or delivery statistics for each carrier route to which pieces are mailed. Acceptable forms of documentation are:

a. The invoice showing that the addresses came from CDS.

b. $DSF^2$ invoice or documentation.

c. Copies of the delivery unit summaries that served as the mailer's bills for address sequencing service charges.

d. Evidence of receipt of information from Postmasters for simplified address mailings (see 509.1.11).

e. Form 3553 showing the date of the eLOT product used, or the date from the USPS Qualification report produced by presort software.

### 23.9.2 High Density Price Mail

The following documentation must be submitted for high density price mail:

a. Periodicals Other Than In-County Mail. For each carrier route to which high density price mail is addressed, the mailer must document the total number of addressed pieces to the route. If there are fewer than 125 addressed pieces for a given route, the documentation also must show the number of possible deliveries on the route.

b. Periodicals In-County Mail. For each carrier route for which Periodicals In-County high density prices are claimed under the minimum 25% of the total active possible deliveries per carrier route, the documentation must show for each carrier route for which the prices are claimed the total number of active possible deliveries and the number and percentage of deliveries to which mailpieces are addressed. The documentation must be listed by 5-digit ZIP Code and, within each, by carrier route. It must be submitted with each applicable mailing.

### 23.9.3 Saturation Mail—Simplified Address

For each mailing of carrier route mail with simplified addresses sent at the saturation price, the mailer must document that the mailing meets the density standard. This documentation must show the total number of active possible deliveries and the total number to which mailpieces in the mailing are being addressed, by 5-digit ZIP Code and, within each, by carrier route.

### 23.9.4 Saturation Mail—Other

For each mailing of carrier route mail without a simplified address sent at the saturation price, the mailer must document that the mailing meets the density standards. This documentation must show either the total number of active possible residential deliveries and the number and percentage to which mailpieces are addressed, or the total number of all active possible deliveries and the number and percentage to which mailpieces are addressed, depending on whether qualification is based on the 90% or 75% criterion, respectively. The documentation must be listed by 5-digit ZIP Code and, within each, by carrier route.

### 23.9.5 High Density and Saturation Mail

If a mailing contains pieces qualifying for both walk-sequence prices, the documentation may be combined. Entries for pieces at the high density price must be so annotated on the documentation. A summary of the total number of pieces at each price must be provided.

#### 23.9.6 Carrier Route Mail

If a mailing includes high density and saturation and basic carrier route pieces, in addition to the information required by 23.9.2 through 23.9.5, the documentation for the basic carrier route mail must show, by 5-digit ZIP Code and, within each, by carrier route, the number of addressed pieces at each price for each carrier route. Pieces qualifying for the basic carrier route price must be so annotated. A summary by 5-digit ZIP Code of the total number of pieces at each price must be provided.

## 24.0 Preparing Letter-Size Barcoded (Automation) Periodicals

### 24.1 Basic Standards

#### 24.1.1 General

Letter-size barcoded Periodicals must be prepared under 24.0. Bundle and tray preparation are subject to 19.0 through 21.0. Trays must bear Intelligent Mail barcoded tray labels under 204.3.0.

#### 24.1.2 Mailings

All pieces in a mailing must meet the standards in 201.3.0 and must be sorted together to the finest extent required for the price claimed. A single barcoded Periodicals mailing may include pieces prepared at presorted (Outside-County) and (In-County) prices.

#### 24.1.3 Marking

Only pieces claimed at an automation price may bear “AUTO.”

#### 24.1.4 General Preparation

Grouping, bundling, and labeling are not generally permitted, except that bundles must be prepared in any mailing consisting entirely of card-size pieces and for mail in all less-than-full trays as specified in 24.2. Bundles are not required to bear an optional endorsement line or a bundle label when placed into a correctly labeled tray.

### 24.2 Additional Standards

#### 24.2.1 Preparing Barcoded Price Letters

Tray size, preparation sequence, and Line 1 labeling:

a. 5-digit/scheme: optional, but 5-digit trays required for price eligibility (150-piece minimum); overflow allowed; for Line 1, for 5-digit trays, use city, state, and 5-digit ZIP Code destination of pieces, preceded for military mail by the prefixes under 21.0; for Line 1, for 5-digit scheme trays, use destination shown in labeling list L012.

b. 3-digit/scheme: required (150-piece minimum except no minimum for required origin/optional entry 3-digit(s)/scheme); overflow allowed; for Line 1, use L002, Column B.

c. AADC: required (150-piece minimum); overflow allowed; group pieces by 3-digit ZIP Code prefix (or 3-digit/scheme if applicable); for Line 1, use L801, Column B.

d. Mixed AADC: required (no minimum); group pieces by AADC; for Line 1, use L011, Column B.

#### 24.2.2 Tray Line 2

Line 2: “PER LTRS” or “NEWS LTRS” (except “NEWS LTR” for 5-digit scheme trays), as applicable, and:

a. 5-digit scheme: “BC 5D SCHEME.”

b. 5-digit: “5D BC.”

c. 3-digit scheme: “BC SCHEME” and, if applicable, as shown in L002, Column B, followed by the letter “A,” “B,” or “C.”

d. 3-digit: “3D BC.”

e. AADC: “AADC BC.”

f. Mixed AADC: “BC WKG.”

## 25.0 Preparing Flat-Size Barcoded (Automation) Periodicals

### 25.1 Basic Standards

#### 25.1.1 General

Each piece must meet the physical standards in 201.6.0 or in 26.0. Bundle, sack, and tray preparation are subject to 18.0 through 21.0 and this section. Trays and sacks must bear correct barcoded container labels under 204.3.0. Pieces may be prepared in bundles not placed in sacks or pallets only as provided in 23.4.2.

#### 25.1.2 Documentation

A complete postage statement must accompany each mailing, supported by documentation produced by PAVE-certified software or standardized documentation under 203.3.0. Mailers may use one postage statement and one documentation report for all price levels in a mailing. Documentation of postage is not required if each piece is of identical weight and the pieces are separated by price when presented for acceptance. Combined mailings of Periodicals publications must also be documented under 22.0 and 23.0.

#### 25.1.3 Marking

Only pieces claimed at a barcoded price may bear “AUTO.”

#### 25.1.4 Bundle Preparation

All pieces must be prepared in bundles (except under 25.5) and meet the following requirements:

a. Pieces that meet the standards in 201.6.0 must be prepared in separate bundles from pieces that meet the standards in 26.0.

b. Firm bundles must not be included in Periodicals mailings prepared under 25.0.

c. Bundles may contain fewer than six pieces when the mailpieces are too thick or heavy to create a six-piece bundle. Piece price eligibility is not affected if the number of pieces bundled for a presort destination meets or exceeds the minimum under 14.0.

**25.1.5 Scheme Bundle Preparation**
Pieces must be prepared in 5-digit scheme bundles (under 18.4i) for 5-digit ZIP Codes identified in L007 and in 3-digit scheme bundles (under 18.4q) for 3-digit ZIP Codes identified in L008.

**25.1.6 Sack Preparation**
Mailers may combine bundles of barcoded machinable flats and bundles of barcoded nonmachinable flats in the same sack, with the exception of 5-digit scheme sacks, which may contain only machinable flats.

**25.1.7 Exception—Barcoded and Nonbarcoded Flats on Pallets**
When the physical dimensions of the mailpieces in a Periodicals mailing meet the definition of both a letter-size piece and a machinable barcoded flat, the entire job may be prepared and palletized under 705.9.0 through 705.13.0. The following standards apply:

a. The nonbarcoded portion is paid at the nonbarcoded prices.

b. Mailing jobs prepared entirely in sacks and claiming this exception must be cobundled under 705.11.0.

c. As an alternative to 705.9.0 through 705.13.0, if a portion of the job is prepared as palletized barcoded flats, the nonbarcoded portion may be prepared as palletized flats and paid at nonbarcoded machinable and carrier route prices. The nonbarcoded price pieces that cannot be placed on ADC or finer pallets may be prepared as flats in sacks and paid at the nonbarcoded prices.

**25.1.8 Bundles With Fewer Than Six Pieces**
5-digit scheme, 5-digit, 3-digit scheme, and 3-digit bundles may contain fewer than six pieces at the publisher's option. Pieces in these low-volume bundles must be claimed at the applicable mixed ADC price (Outside-County) or basic price (In-County). These low-volume bundles are permitted only when they are sacked or prepared on pallets under these conditions:

a. Place 5-digit and 3-digit bundles in only 5-digit scheme, 5-digit, 3-digit, and SCF sacks, as appropriate, that contain at least 24 pieces, or in merged 3-digit sacks that contain at least one six-piece carrier route bundle, or in origin/entry SCF sacks.

b. Place 5-digit and 3-digit bundles on only merged 5-digit scheme, 5-digit scheme, merged 5-digit, 5-digit, 3-digit, and SCF pallets, as appropriate.

c. Place 5-digit scheme and 3-digit scheme bundles in only 5-digit scheme, 3-digit, and SCF sacks, as appropriate, that contain at least 24 pieces, or in merged 3-digit sacks that contain at least one six-piece carrier route bundle, or in origin/entry SCF sacks.

d. Place 5-digit scheme and 3-digit scheme bundles on only 3-digit and SCF pallets, as appropriate.

**25.1.9 Cotraying, Cosacking, and Cobundling With Nonbarcoded and Carrier Route Price Mail**

The following standards apply (except as provided in 25.1.7):

a. If the mailing job contains a carrier route mailing and a machinable price mailing, then it must be prepared under one of the following options:

1. The carrier route mailing must be prepared under 13.0 and 23.0 and the machinable mailings must be prepared under 705.9.0.

2. All three mailings in the mailing job must be prepared under 705.10.0.

b. If the mailing job contains a machinable barcoded and nonbarcoded mailing, then it must be prepared under the cosacking standards in 705.9.0. Machinable barcoded and nonbarcoded pieces may be cobundled under the standards in 705.11.0.

c. If the mailing job contains a carrier route mailing and a machinable barcoded mailing, then it must be separately sacked under 23.0 and 25.0 or prepared using the merged sack option under 705.10.0.

**25.1.10 Merged Containerization With Nonbarcoded and Carrier Route Flats**

When the standards in 705.10.0, 705.12.0, or 705.13.0 are met, 5-digit bundles of machinable barcoded, machinable nonbarcoded, and carrier route mail that are part of the same mailing job may be combined on merged 5-digit scheme and merged 5-digit sacks or pallets. Machinable barcoded pieces may be cobundled with machinable nonbarcoded pieces under 705.11.0.

**25.2 Physical Standards**

Each flat-size piece must meet the standards in 201.6.0 or, for barcoded pieces in 5-digit bundles, the standards in 26.0.

**25.3 Bundling and Labeling**

Preparation sequence, bundle size, and labeling:

a. 5-digit scheme (required for pieces meeting the criteria in 201.6.0); six-piece minimum (fewer pieces permitted under 25.1.4); red Label 5 SCH or OEL.

b. 5-digit (required); six-piece minimum (fewer permitted under 25.1.8); red Label 5 or OEL.

c. 3-digit scheme (required for pieces meeting the criteria in 201.6.0); six-piece minimum (fewer pieces permitted under 25.1.4); green Label 3 SCH or OEL.

d. 3-digit (required); six-piece minimum (fewer permitted under 25.1.8); green Label 3 or OEL.

e. ADC (required); six-piece minimum (fewer permitted under 25.1.8); pink Label A or OEL.

f. Origin mixed ADC (required); no minimum; for any remaining pieces for destinations in L201, Column B, corresponding to the origin ZIP Code in Column A; tan label X or OEL.

g. Mixed ADC (required); no minimum; tan Label X or OEL.

**25.4 Sacking and Labeling**

For mailing jobs that also contain a machinable nonbarcoded price mailing, see 25.1.9 and 705.9.0. Other mailing jobs are prepared, sacked, and labeled as follows:

a. 5-digit scheme, required at 72 pieces, optional at 24 pieces; fewer pieces not permitted, may contain 5-digit scheme bundles only; labeling:

1. Line 1: L007, Column B.
2. Line 2: “PER FLTS 5D SCH BC” or “NEWS FLTS 5D SCH BC,” as applicable.

b. *5-digit,* required at 72 pieces, optional at 24 pieces; fewer pieces not permitted; labeling:

1. Line 1: city, state, and 5-digit ZIP Code on mail (see 21.0 for overseas military mail).
2. Line 2: “PER FLTS 5D BC” or “NEWS FLTS 5D BC,” as applicable.

c. *3-digit,* required at 72 pieces, optional at 24 pieces; fewer pieces not permitted; labeling:

1. Line 1: L002, Column A.
2. Line 2: “PER FLTS 3D BC” or “NEWS FLTS 3D BC,” as applicable.

d. *SCF,* required at 72 pieces, optional at 24 pieces; fewer pieces not permitted; labeling:

1. Line 1: L002, Column C.
2. Line 2: “PER FLTS SCF BC” or “NEWS FLTS SCF BC,” as applicable.

e. *Origin SCF* (required) and *entry SCF(s)* (optional), no minimum; labeling:

1. Line 1: L002, Column C.
2. Line 2: “PER FLTS SCF BC” or “NEWS FLTS SCF BC,” as applicable.

f. *ADC,* required at 72 pieces, optional at 24 pieces; fewer pieces not permitted; labeling:

1. Line 1: L004, Column B.
2. Line 2: “PER FLTS ADC BC” or “NEWS FLTS ADC BC,” as applicable.

g. *Origin mixed ADC*, required, no minimum; for any remaining pieces for destinations in L201, Column B, corresponding to the origin ZIP Code in Column A; labeling:

1. Line 1: Use L201, Column C.
2. Line 2: “PER FLTS WKG W FCM” or “NEWS FLTS WKG W FCM,” as applicable.

h. *Mixed ADC* (required), no minimum; labeling:

1. Line 1: Use L009, Column B.
2. Line 2: “PER FLTS BC WKG” or “NEWS FLTS BC WKG,” as applicable.

**25.5 Optional Tray Preparation — Flat-Size Barcoded Pieces**

As an option, mailers may place machinable flats (under 201.6.0) in flats trays (see 24.0) that would normally be placed in sacks. Mailers must group together all pieces for each 5-digit scheme, 5-digit, 3-digit scheme, 3-digit, SCF, and ADC destination. Bundling is not permitted unless it achieves a finer presort than the presort destination of the tray. The trays are subject to a container charge, and any bundles are subject to a bundle charge. Tray preparation, sequence, and labeling:

a. *5-digit scheme* (required), 72-piece minimum, optional at 24 pieces, fewer pieces not permitted; labeling:

1. Line 1: L007, Column B.
2. Line 2: “PER” or “NEWS” as applicable; followed by “FLTS”; followed by “5D SCH BC.”

b. *5-digit* (required), 72-piece minimum, optional at 24 pieces, fewer pieces not permitted; labeling:

1. Line 1: city, state, and 5-digit ZIP Code on mail (see 21.0 for overseas military mail).
2. Line 2: “PER” or “NEWS” as applicable; followed by “FLTS”; followed by “5D BC.”

c. *3-digit* (required), 72-piece minimum, optional at 24 pieces, fewer pieces not permitted; labeling:

1. Line 1: L002, Column A.
2. Line 2: “PER” or “NEWS” as applicable; followed by “FLTS”; followed by “3D BC.”

d. *SCF* (required), 72-piece minimum, optional at 24 pieces, fewer pieces not permitted; labeling:

1. Line 1: L002, Column C.
2. Line 2: “PER” “NEWS” as applicable; followed by “FLTS”; followed by “SCF BC.”

e. *Origin SCF* (required) and *entry SCF(s)* (optional), no minimum, labeling:

1. Line 1: L002, Column C.
2. Line 2: “PER” “NEWS” as applicable; followed by “FLTS”; followed by “SCF BC.”

f. *ADC* (required), 72-piece minimum, optional at 24 pieces, fewer pieces not permitted, no overflow tray allowed; labeling:

1. Line 1: use L004, Column B.

2. Line 2: “PER” or “NEWS” as applicable; followed by “FLTS”; followed by “ADC”; followed by “BC.”

g. *Origin mixed ADC* (required), no minimum, for any remaining pieces for destinations in L201, Column B, of the origin ZIP Code in Column A, labeling:

1. Line 1: Use L201, Column C.
2. Line 2: “PER” or “NEWS” as applicable; followed by “FLTS”; followed by “WKG W FCM.”

h. *Mixed ADC* (required), no minimum, labeling:

1. Line 1: Use L009.
2. Line 2: “PER” or “NEWS” as applicable; followed by “FLTS”; followed by “BC WKG.”

## 26.0 Physical Criteria for Nonmachinable Flat-Size Periodicals

### 26.1 General

Prepare barcoded flat-size pieces under 25.0.

### 26.2 Weight and Size

The maximum weight for each piece is 4.4 pounds. The following minimum and maximum dimensions apply (determine length and height according to 201.4.2):

a. Minimum height is 5 inches. Maximum height is 12 inches.

b. Minimum length is 6 inches. Maximum length is 15 inches.

c. Minimum thickness is 0.009 inch. Maximum thickness is 1.25 inches.

### 26.3 Flexibility and Deflection

Nonmachinable flats (under 26.0) are not subject to flexibility standards or deflection standards in 201.4.0.

### 26.4 Additional Criteria

Pieces must meet the standards for polywrap coverings in 201.4.5; protrusions and staples in 201.6.3; tabs, wafer seals, tape, and glue in 201.6.4; and uniform thickness and exterior format in 201.6.5.

# 27.0 Combining Multiple Editions or Publications

## 27.1 Description

Mailers may prepare Periodicals publications as a combined mailing by merging copies or bundles of copies. Each publication in a combined mailing must be authorized (or pending authorization) to mail at Periodicals prices. Mailers may use the following methods:

a. Mailers may comail individually addressed copies of different editions of a Periodicals publication (one title) or individually addressed copies of different Periodicals publications to obtain finer presort levels.

b. Mailers may place two or more copies of different Periodicals publications, and/or multiple editions of the same publication in the same mailing wrapper or firm bundle and present it as one addressed piece to one addressee to reduce the per piece charge.

c. Mailers may copalletize separately presorted bundles of different Periodicals titles and editions to achieve minimum pallet weights (see 705.8.7.3). Mailers do not have to achieve the finest pallet presort level possible.

## 27.2 Authorization

### 27.2.1 Basic Standards

[1-26-20] Each mailer must be authorized by the director, Business Acceptance Solutions, to comail or copalletize mailings as specified in 27.1a and 27.1c (see 608.8.0 for address). Requests for authorization must show:

a. The mailer's name and address.

b. The mailing office.

c. Procedures and quality control measures for the combined mailing.

d. The expected date of the first mailing.

e. A sample of the standardized documentation.

### 27.2.2 Denial

If the application is denied, the mailer or consolidator may reapply at a later date, or submit additional information needed to support the request.

### 27.2.3 Termination

[1-26-20] An authorization will remain in effect until the director of Business Acceptance Solutions, or the mailer, cancels the authorization. If the Postal Service determines that a need for modification exists, the authorization will be modified, with concurrence by the director of Business Acceptance Solutions, and the mailer.

## 27.3 Minimum Volume

The following minimum volume standards apply:

a. For comailings prepared under 27.1a, multiple publications or editions are combined to meet the required minimum volume per bundle, sack, or tray for the price claimed.

b. For combined mailings prepared under 27.1b, the minimum volume requirements in 22.0, 23.0, or 25.0 apply for the price claimed.

c. For copalletized mailings prepared under 27.1c, the minimum volume requirements for pallets in 705.8.5.3 apply for the price claimed.

**27.4 Labeling**

Mailers must label all containers in a combined mailing as "PER" on the content line of the label.

a. If at least 51 percent of the total number of copies in the combined mailing can qualify for "NEWS" treatment then all containers in the mailing are labeled "NEWS," unless the mailer chooses to use "PER."

b. If less than 51 percent of the total number of copies in a combined mailing can qualify for "NEWS" treatment then all containers in the mailing are labeled "PER."

**27.5 Documentation**

Each mailing must be accompanied by documentation meeting the standards in 17.0, as well as any additional mailing information requested by USPS to support the postage claimed (such as advertising percentage and weight per copy). The following additional standards apply:

a. Presort documentation required under 203.3.0 must show the total number of addressed pieces and total number of copies for each publication and each edition in the combined mailing claimed at the carrier route, 5-digit, 3-digit, ADC, and mixed ADC prices. The mailer also must provide a list, by 3-digit ZIP Code prefix, of the number of addressed pieces for each publication and each edition claimed at any destination entry discount.

b. Copalletized mailing documentation must consolidate and identify each title and version (or edition) in the mailing. Mailers may use codes in the summary heading to represent each title and version (or edition) presorted together on pallets. The documentation must include presort and pallet reports showing by title and version (or edition) how the bundles are presorted and where they will be entered.

c. [1-26-20] Unless excepted by the director, Business Acceptance Solutions, mailers combining Periodicals publications as specified in 27.1a must transmit postage statements and mailing documentation to USPS using a Business Acceptance Solutions-approved electronic method.

d. [1-26-20] Mailers combining Periodicals publications as specified in 27.1c must transmit postage statements and mailing documentation to USPS using a Business Acceptance Solutions-approved electronic method.

**27.6 Additional Standards**

[1-26-20] Mailers combining Periodicals publications as specified in 27.1a or 27.1c must:

a. Use Intelligent Mail tray labels on trays and sacks and Intelligent Mail container labels, under 204.3.3 and 204.3.4, on pallets or similar containers.

b. When using a consolidator, prepare a separate postage statement for the portion of the mailing accepted at the origin site and another statement for that portion directed to a consolidator.

c. When using a consolidator under 27.1c, pay postage at the consolidator's site.

d. If consolidating multiple mailings on pallets, update the electronic data for each of the original mailings. This updated data must be reflected in the electronic data transmitted to USPS.

e. [1-26-20] Meet postage payment requirements as Business Acceptance Solutions specifies.

**27.7 Postage Statements**

Mailers must prepare postage statements for a combined mailing as follows:

a. Copy weight and advertising percentage determine whether separate postage statements are required for editions of the same publication:

1. If the copy weight and advertising percentage for all editions of a publication are the same, mailers may report all the editions on the same postage statement or each edition on a separate postage statement.

2. If the copy weight or the advertising percentage is different for each edition of a publication, mailers must report each edition on a separate postage statement.

b. For a combined mailing prepared under 27.1a. mailers must prepare a separate postage statement that claims all per piece, per pound, and bundle and container charges (if apportioned) for each publication or edition. The mailer must annotate on, or attach to, each postage statement, the title and issue date of each publication or edition and indicate that the pieces are part of a combined mailing under 27.1a.

c. For mailings under 27.1b, mailers must prepare a separate postage statement claiming the per pound charges for each publication or edition in the combined mailing except as provided in 27.5a. The mailer must annotate on, or attach to, each postage statement, the title and issue date of each publication or edition and indicate that the copies are part of a combined mailing under 27.1b. Per piece charges must be claimed as follows:

1. If *all* copies in the combined mailing are eligible for the Classroom or Nonprofit discount, or if *all* copies are not eligible for the Classroom or Nonprofit discount, mailers may claim the per piece charges only on the postage statement for the publication that contains the highest amount of advertising.

2. If a portion of the copies in the combined mailing is eligible for the Classroom or Nonprofit discount and a portion is not eligible, mailers may claim the per piece charges only on the postage statement for the publication that contains the highest amount of advertising and is not eligible for the Classroom or Nonprofit discount. The Classroom or Nonprofit per piece discount must not be claimed.

d. For copalletized mailings under 27.1c, mailers must prepare a separate postage statement for each publication in the mailing. One consolidated postage statement and a register of mailings for each publication must accompany mailings consisting of different editions or versions of the same publication.

**27.8 Postage Payment**

Each mailing must meet the postage payment standards in 16.0. For copalletized mailings under 27.1c, mailers must pay postage at the Post Office serving the facility where consolidation takes place, except that postage for publications authorized under the Centralized Postage Payment (CPP) system may be paid to the Pricing and Classification Service Center (see 608.8.4.1 for address).

**27.9 Deposit of Mail**

Each publication in a combined mailing must be authorized (or pending authorization) for original entry or additional entry at the Post Office where the mailing is entered. For copalletized mailings under 27.1c, mailers must enter each mailing at the Post Office serving the facility where consolidation takes place.

## 28.0 Enter and Deposit

**28.1 Service Objectives**

The USPS does not guarantee the delivery of Periodicals within a specified time. Publications authorized or pending authorization for Periodicals entry receive, where practicable, expeditious distribution, dispatch, transit handling, and delivery. Publications labeled “NEWS” receive newspaper treatment if published weekly or more often or if authorized such treatment as of March 1, 1984.

**28.2 Basic Standards**

Only a publisher or registered news agent authorized Periodicals mailing privileges may mail at the Periodicals prices. The First-Class Mail, Mail First-Class Package Service — Retail, First-Class Package Service — Commercial, USPS Marketing Mail, Parcel Select, or USPS Retail Ground price must be paid on all copies mailed by the public or by a printer to a publisher. The publisher or news agent must present mailings at the Periodicals prices only at the times and places designated by the Postmasters of the Post Offices where original or additional entry or exceptional dispatch is authorized (or as approved by the AMC/AMF manager; see 28.4).

**28.3 Exceptional Dispatch**

**28.3.1 General**

The Postmaster of an entry Post Office may authorize a publisher to deliver copies of a Periodicals publication, at the publisher’s own expense and risk, by exceptional dispatch to other Post Offices.

#### 28.3.2 Intended Use

The provision for exceptional dispatch is intended for local distribution (zones 1 and 2) of publications with total circulation of no more than 25,000 and is not to be used to circumvent additional entry standards. Applications for exceptional dispatch for publications with over 25,000 total circulation may be considered on a case-by-case basis.

#### 28.3.3 Prohibited Use

Exceptional dispatch may not be used for publications authorized to be mailed under the Centralized Postage Payment System or under the plant-verified drop shipment postage payment system.

#### 28.3.4 Destination Prices

Copies of Periodicals publications deposited under exceptional dispatch may be eligible for and claimed at the destination sectional center facility or destination delivery unit prices if the standards in 29.0 are met.

#### 28.3.5 Applying for Exceptional Dispatch

The publisher must file an application for exceptional dispatch at the office of original or additional entry where postage is paid. The application must fully explain the proposed exceptional dispatch, including the mode of transportation and approximate time of arrival and the number of pieces qualifying for and mailed at the various presort level prices. If the number of qualifying pieces mailed at such prices changes more than 2%, the publisher must file an amended application with the approving office. No form is provided for this application.

#### 28.3.6 Decision on Application

The Postmaster who received the application approves it if the exceptional dispatch improves service and does not add to USPS costs.

#### 28.3.7 Appeal

Denial of an application for exceptional dispatch may be appealed to the PCSC manager, who issues the final decision.

### 28.4 Deposit at AMC/AMF

#### 28.4.1 General

Periodicals publications air freighted to an AMC/AMF must have either an original or additional entry authorization at the verifying office (i.e., the Post Office where those copies are presented for postal verification) and must be presented to an AMC/AMF under the PVDS program. Postage must be paid at the verifying office unless the publication is authorized under the Centralized Postage Payment program.

#### 28.4.2 Applying for AMF Deposit

Authorization to enter air freighted copies of a Periodicals publication at an AMF is obtained by requesting additional entry authorization. A publisher using plant-verified drop shipment must submit a copy of the distribution plan to the administering office Postmaster.

#### 28.4.3 Publisher Responsibilities

For each mailing to be presented at the AMF, the publisher or agent is required:

a. To provide the administering office Postmaster with a delivery schedule (including the publication title, volume, air carrier, flight number, and arrival schedule) before the first mailing. A revised schedule must be provided when there are changes.

b. To arrange for delivery of the airfreighted copies of the publication to the AMC/AMF "back dock" or other area designated by the AMC/AMF manager.

c. To arrange for payment of postage and submission of required postage statements and documentation with the copies of the publication to the verifying Post Office.

d. To notify the designated AMF contact person when there are deviations from established transportation and delivery schedules.

e. To ensure that PS Form 8125 accompanies each shipment. The total number of airline cargo containers must be annotated on the form in the comment section. Each airline cargo container must be sequentially numbered (for example, "1 of 4," "2 of 4," and so on), and a copy of PS Form 8125 must be affixed to each airline cargo container.

f. To provide a list, at least once a year, of publications entered at the AMC/AMF and a 24-hour contact number to the AMC/AMF manager.

g. To follow procedures outlined in Network Operation Management's standard operating procedures (SOP). The procedures are available from the AMC/AMF manager.

#### 28.4.4 Nonconforming Mailers

When a Periodicals mailing presented to an AMC/AMF fails to meet the procedures outlined in Network Operation Management's SOP or fails to meet either the basic mail preparation standards or the PVDS entry integrity and safety standards, the USPS will inform the mailer or the mailer's agent. If the mailer continues to fail to meet the standards, the mailer is considered nonconforming, and its authorization to enter mail at an AMC/AMF may be revoked.

## 29.0 Destination Entry

### 29.1 Basic Standards

Mailings of Periodicals that are transported to destination facilities, or that are expedited directly to destination facilities via Priority Mail Express Open and Distribute or Priority Mail Open and Distribute (705.18.0), may qualify for specific destination entry prices under 29.2 through 29.5. The following standards apply:

a. An individual bundle, tray, sack, or pallet may contain pieces claimed at different destination entry pound prices.

b. In-County carrier route price addressed pieces may qualify for the DDU discount under 29.5.

c. The advertising and nonadvertising portions may be eligible for DADC, DSCF, DFSS, or DDU pound prices based on the entry facility and the address on the piece.

## 29.2 Destination Network Distribution Center

### 29.2.1 Definition

For this standard, destination network distribution center (DNDC) includes the facilities and ZIP Code ranges as noted in L601 and L602, or a USPS-designated facility.

### 29.2.2 Price Eligibility

DNDC container prices apply as follows:

a. Pieces must be prepared in bundles or in sacks or trays on ADC or more finely presorted pallets under 705.8.0.

b. Mailers may claim a DNDC container price if the facility ZIP Code (on Line 1 of the container label) is within the service area of the NDC or ASF at which the container is deposited, under L601 and L602.

## 29.3 Destination Area Distribution Center

### 29.3.1 Definition

For this standard, destination area distribution center (DADC) includes the facilities listed in L004, or a USPS-designated facility.

### 29.3.2 Price Eligibility

Determine price eligibility as follows:

a. Pound Prices. Outside-County pieces are eligible for DADC pound prices when placed on an ADC or more finely presorted container, deposited at an ADC (or USPS-designated facility), and addressed for delivery to one of the 3-digit ZIP Codes served by the facility where deposited. Automation pieces in AADC trays placed on optional SCF pallets under 705.8.10.2 are eligible for DADC prices when the 3-digit ZIP Code on the tray label is within that SCF's service area according to L005.

b. Container Prices. Mailers may claim a DADC container price for ADC and more finely presorted containers that are entered at and destined within the service area of the ADC at which the container is deposited.

## 29.4 Destination Sectional Center Facility

### 29.4.1 Definition

For this standard, destination sectional center facility (DSCF) includes the facilities listed in L005, or a USPS-designated facility.

### 29.4.2 Price Eligibility

Determine price eligibility as follows:

a. Pound Prices. Outside-County pieces are eligible for DSCF pound prices when placed on an SCF or more finely presorted container, deposited at the DSCF, DFSS or USPS-designated facility (see also 29.4.2b), and addressed for delivery within the DSCF's or DFSS service area. Nonletter-size pieces

are also eligible when the mailer deposits 5-digit bundles at the destination delivery unit (DDU) (the facility where the carrier cases mail for delivery to the addresses on the pieces) and the 5-digit bundles are in or on the following types of containers:

1. A merged 5-digit scheme or merged 5-digit sack.
2. A merged 5-digit scheme, merged 5-digit, or 5-digit scheme pallet.

b. Container Prices. Mailers may claim the DSCF container price for SCF or FSS and more finely presorted containers that are entered at and destined within the service area of the SCF or FSS at which the container is deposited.

## 29.5 Destination Flat Sequencing System (DFSS) Facility Entry

### 29.5.1 Definition

For this standard, destination Flat Sequencing System (DFSS) refers to the facilities listed in L006, Scheme, Column B or Facility, Column C.

### 29.5.2 Eligibility

DSCF prices apply to eligible FSS pieces deposited at a USPS-designated FSS processing facility and correctly placed in a flat tray, sack, alternate approved container or on a pallet, labeled to a FSS scheme processed by that facility, under labeling list L006, column B or C. These pieces must include a complete address and the physical standards for machinable flats in 201. Eligibility also applies to Carrier Route High Density containers properly prepared under 23.0 for FSS ZIPs.

## 29.6 Destination Delivery Unit

### 29.6.1 Definition

For this standard, the destination delivery unit (DDU) is the facility where the carrier cases mail for delivery to the addresses on the pieces in the mailing.

### 29.6.2 Price Eligibility

Determine price eligibility as follows:

a. Piece Prices. In-County pieces are eligible for a per piece discount off the addressed piece price.

b. Pound Prices. Carrier route pieces (In-County and Outside-County) are eligible for DDU pound prices when deposited at the facility where the carrier serving the delivery address on the mail is located.

c. Container Prices. Outside-County mailers may claim a DDU container price for 5-digit scheme and more finely presorted containers that are entered at and destined within the service area of the DDU at which the container is deposited.

### 29.6.3 Maximum Volume

The same mailer (or another acting as its agent) may not present for deposit more than four DDU price mailings at the same delivery unit in any 24-hour period. This limit may be waived if local conditions permit. A mailer may ask for such a waiver when scheduling the deposit. There is no maximum for

plant-verified drop shipments (705.17.0). This standard does not apply to mailings presented to the original or additional entry office, if that entry Post Office is also the facility at which the DDU price pieces are deposited.

#### 29.6.4 Deposit Schedule

The mailer may schedule deposit of DDU mailings at least 24 hours in advance by contacting the district office in whose service area the destination facility is located. The mailer must follow the scheduled deposit time. The mailer may request standing appointments for renewable 6-month periods by written application to the district office. Mixed loads of Periodicals and other classes of mail require advance appointments for deposit. For mail entered under exceptional dispatch, the application for exceptional dispatch required under 28.3 also serves as a request for standing appointments.

#### 29.6.5 Vehicle Unloading

At delivery units, drivers must unload all mail within 1 hour of arrival. Unloading procedures are as follows:

a. If pallets or pallet boxes are stacked, drivers must unload, unstrap, and unstack them.

b. When drivers unload containerized mail, delivery unit employees may require drivers to place the containers together by 5-digit ZIP Codes or 5-digit schemes.

c. When mail is not containerized or on pallets or at facilities that cannot handle pallets, drivers must unload and place the mail into containers as delivery unit employees specify Delivery unit employees may require drivers to place mail into containers to separate mail by 5-digit ZIP Codes or 5-digit schemes.

d. For scheduled arrivals at DDUs when USPS employees are not present, drivers must place the mail in a secure location protected from the weather.

## 30.0 Additional Mailing Offices

### 30.1 Basic Standards

Additional entries for authorized Periodicals publications are opened by notification through the mailing Post Office.

#### 30.1.1 Facility

The additional mailing office must be a Post Office.

#### 30.1.2 Definition

Except for publications authorized an alternative payment method, the verification Post Office is also the office where Periodicals postage is paid.

#### 30.1.3 Postage

Postage must be prepaid or available for all copies presented for verification at an additional mailing office before the mail can be released.

**30.2 Additional Standards**

Approved Periodicals publications may be mailed at any additional mailing office that is linked to PostalOne!. Publishers who wish to present Periodicals for verification at additional mailing offices without access to PostalOne! must file a PS Form 3510-M application indicating that mailings will be presented at these offices. Publishers of publications pending approval must submit PS Form 3510-M applications with their original entry application for all mailing offices where mail will be submitted during the pending period.

# 210 Commercial Mail Priority Mail Express

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# 213 Prices and Eligibility

**Overview**

1.0 Prices and Fees
2.0 Content Standards for Priority Mail Express
3.0 Basic Eligibility Standards for Priority Mail Express
4.0 Service Features of Priority Mail Express

## 1.0 Prices and Fees

### 1.1 Prices Charged Per Piece

Except for Flat Rate Envelopes (see 1.6), Priority Mail Express postage is charged for each addressed piece according to its weight and zone. The 0.5-pound price is charged for items up to 0.5 pound and items over 0.50 pound are rounded up to the next whole pound. For example, if a piece weighs 0.25 pound, the weight (postage) increment is 0.50 pound; if a piece weighs 0.75 pound, the weight increment is 1 pound. Priority Mail Express items mailed under a specific customer agreement are charged according to the individual agreement.

### 1.2 Determining Single-Piece Weight

When determining single-piece weight, express all weights in decimal pounds rounded off to two decimal places (except mailers using eVS). When using a manifest mailing system, the manifest weight field must be properly completed by adhering to the rules relative to the specific manifest.

### 1.3 Commercial Base Prices

Priority Mail Express Commercial Base prices are less than Priority Mail Express retail prices (see Notice 123—Price List). These prices are available to:

a. Customers who use a USPS Corporate Account (USPSCA), including federal agency accounts.

b. Registered end-users of USPS-approved PC Postage providers when using a qualifying shipping label managed by the PC Postage system used.

c. Customers using USPS-approved IBI postage meters that print the IBI with the appropriate price marking (see 202.3.3) and transactional data is electronically transmitted daily to USPS for all mailpieces and mail categories with an approved Priority Mail Express shipping label.

d. Customers who pay postage with a permit imprint using the Electronic Verification System (eVS) program to document and pay postage (see 705.2.9).

### 1.4 Commercial Plus Prices

Priority Mail Express Commercial Plus prices are less than Priority Mail Express retail prices (see Notice 123—Price List).

#### 1.4.1 Eligibility

Commercial Plus pricing is available to customers whose cumulative account volume exceeds 5,000 pieces in the previous four quarters and who have a customer commitment agreement with USPS (see 1.4.2) and who are:

a. USPS Corporate Account (USPSCA) customers, including Federal Agency Accounts.

b. Registered end-users of USPS-approved PC Postage products when using a qualifying shipping label managed by the PC Postage system used.

c. Customers using USPS-approved IBI postage meters that print the IBI with the appropriate price marking (see 202.3.3) and who electronically transmit transactional data daily to USPS for all mailpieces and mail categories and use an approved Priority Mail Express shipping label.

d. Permit imprint customers using the eVS program to document and pay postage under 705.2.9.

#### 1.4.2 New Priority Mail Express Customers

Commercial Plus prices are available for new Priority Mail Express customers who have a customer commitment agreement with the USPS. Shippers must contact their account manager or the manager, Shipping Support, Shipping Services (see 608.8.0 for address) for additional information.

### 1.5 Dimensional Weight Price for Low-Density Parcels to Zones 1–9

Postage for parcels addressed for delivery to zones 1–9 and exceeding 1 cubic foot (1,728 cubic inches) is based on the actual weight or the dimensional weight (as calculated in 1.5.1 or 1.5.2), whichever is greater.

#### 1.5.1 Determining Dimensional Weight for Rectangular Parcels

Follow these steps to determine the dimensional weight for a rectangular parcel:

a. Measure the length, width, and height in inches. Round off (see 604.7.0) each measurement to the nearest whole inch.

b. Multiply the length by the width and then that total by the height. (Example: 11 x 6 x 3 = 198.)

c. If the result exceeds 1,728 cubic inches, divide the result by 166 and round up (see 604.7.0) to the next whole number to determine the dimensional weight in pounds.

d. If the dimensional weight exceeds 70 pounds, the customer pays the 70-pound price.

#### 1.5.2 Determining Dimensional Weight for Nonrectangular Parcels

Follow these steps to determine the dimensional weight for a nonrectangular parcel:

a. Measure the length, width, and height in inches at their extreme dimensions. Round off (see 604.7.0) each measurement to the nearest whole inch.

b. Multiply the length by the width and then that total by the height. (Example: 11 x 6 x 3 = 198.)

c. Multiply the result by an adjustment factor of 0.785.

d. If the final result exceeds 1,728 cubic inches, divide the result by 166 and round up (see 604.7.0) to the next whole number to determine the dimensional weight in pounds.

e. If the dimensional weight exceeds 70 pounds, the customer pays the 70-pound price.

**1.6 Flat Rate Packaging**

[5-4-20] Only USPS-produced or approved Flat Rate Envelopes are eligible for the Flat Rate price and are charged a flat rate, regardless of the actual weight (up to 70 pounds) of the mailpiece or domestic destination. Customers must only use USPS-produced Flat Rate Envelopes at the applicable Flat Rate Envelope price. USPS-produced packaging, including Flat Rate containers, is not eligible for shipping live animals.

**1.7 Sunday and Holiday Premium**

When delivery is guaranteed for a Sunday or holiday, there is a premium (see Notice 123—Price List), unless paying via a Priority Mail Express Manifesting Agreement. Customers not desiring delivery on a Sunday or a holiday may avoid the premium by opting for guaranteed delivery on the subsequent delivery day.

**1.8 Optional Delivery Fee**

An optional fee is charged for a 10:30 a.m. request to have Priority Mail Express items delivered to an addressee within the delivery area of the destination facility where available. See Notice 123—Price List for fee.

[1-26-20]

**1.9 eVS Unmanifested Fee**

Eligible eVS Priority Mail Express pieces omitted from the eVS manifest are subject to the eVS unmanifested fee (see Notice 123—Price List), unless the piece is subject to the IMpb noncompliance fee specified in 3.2.

## 2.0 Content Standards for Priority Mail Express

[1-26-20] All mailable matter may be sent via Priority Mail Express, except matter prohibited by standards (e.g., certain hazardous materials). Items mailed containing cremated remains in their original form (ashes) and any other form (e.g., keepsakes and jewelry) must be sent via Priority Mail Express. (See Publication 52, *Hazardous, Restricted, and Perishable Mail,* section 451.22.)

## 3.0 Basic Eligibility Standards for Priority Mail Express

**3.1 Description of Service**

Priority Mail Express is an expedited service for shipping any mailable matter, with a money-back guarantee, subject to the standards below. Refunds standards for domestic Priority Mail Express are provided in 604.9.5. Priority Mail Express International is available between the United States and most foreign countries. (See the International Mail Manual.)

**3.2 IMpb Standards**

All Priority Mail Express pieces, unless inducted through a retail transaction or a USPS self-service kiosk, those bearing postage meter imprints and using Label 11-B, or those pieces paying postage through USPSCA, must bear an Intelligent Mail package barcode (IMpb) prepared under 204.2.0. Unless otherwise excepted, mailpieces not meeting the requirements for use of unique Intelligent Mail package barcodes or extra services barcodes, as outlined in section 204.2.1.8 and Publication 199, *Intelligent Mail Package Barcode (IMpb) Implementation Guide for: Confirmation Services and Electronic Verification System (eVS) Mailers,* will be assessed an IMpb noncompliance fee. For details see PostalPro at *https://postalpro.usps.com*.

**3.3 Matter Closed Against Postal Inspection**

Priority Mail Express matter is closed against postal inspection.

## 4.0 Service Features of Priority Mail Express

**4.1 General**

A mailing receipt showing the time and date of mailing must be provided to the mailer on retail acceptance of Priority Mail Express by USPS. This receipt is a copy of the multipart Priority Mail Express label affixed to the mailpiece and serves as evidence of mailing. Mailers authorized to present Priority Mail Express under Priority Mail Express Manifesting procedures in 705.2.0 must use a one-ply label and retain the verification manifest as the mailing receipt. Mailers using an online application to create their Priority Mail Express label must retain the customer online record or shipping history as evidence of mailing. A delivery record, including the addressee's signature (see 215.2.2 and 215.2.3), will be faxed or mailed upon request. Customers may access proof of delivery information for Priority Mail Express as follows:

a. Individual requests by article number can be retrieved at *www.usps.com* or by calling 1-800-222-1811 and providing the article number. A proof of delivery letter (signature data) is provided electronically via email or signature extract file as provided in 4.1b.

b. Bulk proof of delivery (503.1.8b.) is available to mailers using Priority Mail Express Manifesting.

**4.2 Priority Mail Express 1-Day Delivery**

**4.2.1 Availability**

Priority Mail Express 1-Day Delivery is available at designated USPS facilities for overnight service to designated 3-digit or 5-digit destination ZIP Code delivery areas. A Priority Mail Express 1-Day Delivery directory, showing detailed local information about Priority Mail Express 1-Day Delivery, is available at Post Offices. For an additional option, see 4.2.4.

#### 4.2.2 Acceptance

Priority Mail Express 1-Day Delivery items must be presented no later than the local Post Office acceptance time. Priority Mail Express 1-Day Delivery items mailed after the local Post Office acceptance time are scheduled for delivery on the second day after mailing, subject to the standards for this service.

#### 4.2.3 Delivery Times

Except for items endorsed "Guaranteed by End of Day" per an approved customer agreement, items are delivered by 12:00 p.m or 3 p.m. on the next delivery day. Items may be delivered by 10:30 a.m. for a fee under 1.8. If delivery is not made, the addressee is notified. A reminder notice is left on the third day after the attempted delivery. A second delivery is attempted only upon customer request.

#### 4.2.4 Hold for Pickup

[1-26-20] Except for Priority Mail Express mailpieces containing cremated remains, under Hold for Pickup service, items presented under 4.2 are available for pickup by the addressee at the destination facility by 10:30 a.m. or 3 p.m. of the next day that the destination office is open for retail business.

### 4.3 Priority Mail Express 2-Day Delivery

#### 4.3.1 Availability

Priority Mail Express 2-Day Delivery is available to any destination not listed in the Priority Mail Express 1-Day Delivery directory mentioned in 4.2.1. For an additional option, see 4.3.4.

#### 4.3.2 Acceptance

Priority Mail Express 2-Day Delivery items must be presented no later than the local Post Office acceptance time. Priority Mail Express 2-Day Delivery items mailed after the local Post Office acceptance time are scheduled for delivery on the third day after mailing, subject to the standards for this service.

#### 4.3.3 Delivery Times

Except for items endorsed "Guaranteed by End of Day" per an approved customer agreement, items are delivered by 12:00 p.m. or 3 p.m. on the second delivery day. Items may be delivered by 10:30 a.m. for a fee under 1.8. If delivery is not made, the addressee is notified. A reminder notice is left on the third day after the attempted delivery. A second delivery is attempted only upon customer request.

#### 4.3.4 Hold for Pickup

[1-26-20] Except for Priority Mail Express mailpieces containing cremated remains, under Hold for Pickup service, items presented under 4.3 are available for pickup by the addressee at the destination facility by 10:30 a.m. or 3 p.m. of the second delivery day that the destination office is open for retail business.

### 4.4 Priority Mail Express Military Service

Priority Mail Express Military Service (PMEMS) is available between the United States and designated APO/FPO and DPOs to provide Department of Defense personnel stationed overseas, and others entitled to APO and FPO mailing

privileges, an expedited delivery service to or from the United States. PMEMS Open and Distribute service is available to authorized APO/FPO destinations. For PMEMS standards see 703.2.0.

**4.5 Open and Distribute**

Priority Mail Express 1-Day Delivery and Priority Mail Express 2-Day Delivery may be used to expedite movement of any other class of mail from one domestic USPS facility to another by Priority Mail Express Open and Distribute subject to the standards in 705.18.0.

# 214 Postage Payment and Documentation

**Overview**

1.0 Basic Standards for Postage Payment Options
2.0 Corporate Accounts

## 1.0 Basic Standards for Postage Payment Options

Federal agency and USPS official Priority Mail Express may use the appropriate indicia, subject to 703.7.0. The mailer is responsible for proper payment of postage.

### 1.1 Commercial Base Pricing

Commercial Base Priority Mail Express postage may be paid with:

a. A USPS Corporate Account (see 2.0), including Federal Agency Accounts.

b. USPS-approved PC Postage products by registered end-users in conjunction with a qualifying shipping label managed by the PC Postage system used.

c. USPS-approved IBI postage meters that print the IBI with the appropriate price marking (see 202.3.3) and transactional data is electronically transmitted daily to USPS for all mailpieces and mail categories with an approved Priority Mail Express shipping label.

d. Permit imprint through the Electronic Verification System (eVS) under 705.2.9.

### 1.2 Commercial Plus Pricing

Commercial Plus Priority Mail Express postage may be paid with:

a. A USPS Corporate Account (see 2.0), including federal agency accounts.

b. USPS-approved PC Postage products by registered end-users in conjunction with a qualifying shipping label managed by the PC Postage system used.

c. USPS-approved IBI postage meters that print the IBI with the appropriate price marking (see 202.3.3) and transactional data is electronically transmitted daily to USPS for all mailpieces and mail categories with an approved Priority Mail Express shipping label.

d. Permit imprint through the Electronic Verification System (eVS) under 705.2.9.

## 2.0 Corporate Accounts

**2.1 Availability**

A USPS Corporate Account (USPSCA) is available to any mailer, subject to 2.3 through 2.6 in Corporate Accounts and the terms on Form 5639. The address provided by the mailer on Form 5639 must be valid as a condition of an account being opened.

**2.2 Account**

Written application is required to mail with a USPS Corporate Account. Mailers must pay postage through a USPS Corporate Account for all Priority Mail Express items accepted under the terms of a Priority Mail Express Manifesting agreement in 705.2.6.

**2.3 Postage Liability**

The mailer must pay all postage and fees resulting from shipments presented bearing the assigned account number while the account is active and up to 30 days after the account is closed. After that, any shipment bearing the account number is refused and returned to the mailer.

**2.4 Payment Method**

For opening and maintaining an account, the mailer may do any of the following:

a. Use a personal or business credit card.

b. Authorize the USPS to originate an Automated Clearing House (ACH) debit from a specified bank account.

c. Participate in the Centralized Account Processing System (CAPS) debit only if combined with other PostalOne! accounts such as permit imprint, Periodicals, and Business Reply Mail.

d. Existing USPSCA customers who deposit cash and checks in local trust accounts must maintain a minimum balance in the account equal to an average week's postage and fees, or $100, whichever is higher.

**2.5 USPS Report**

By the 10th of the month, the account holder receives a mailing activity report for the previous month. This report includes beginning and ending balances; deposits made; and postage and fees deducted. Accounts with activity have an itemized page included in the report. This itemization lists each piece mailed, the mailing date, label number, origin and destination ZIP Codes, and postage and fees. Deposits, withdrawals, and adjustments also are itemized.

**2.6 Closing Account**

The USPS may close an account with 10 days' written advance notice to the account holder, (and reserves the right to refer closed corporate accounts with negative balances or unpaid mailings to a collection agency), for any of the following reasons:

a. The ending balance on the mailing activity report is below the minimum balance required for two consecutive months.

b. The account remains inactive for one year, unless circumstances warrant otherwise (e.g., a seasonal mailer, positive balance, etc.).

c. For any unpaid mailings.

d. There are repetitive unpaid mailings due to rejection of payment by the account holders' credit card company or ACH institution. The closing of an account due to repetitive unpaid mailings caused by the rejection of the payment by the banking institution is subject to review by the manager, Business Mail Entry.

# 215 Mail Preparation

**Overview**

1.0 General Information for Mail Preparation
2.0 Priority Mail Express 1-Day and 2-Day
3.0 Firm Mailing Book

## 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

[1-26-20]

**2.1 Mailing Label**
Priority Mail Express 1-Day and 2-Day items must be labeled as follows:

a. Except as specified in 2.1b, for each Priority Mail Express item the mailer must complete Label 11-B or Label 11-F, Label 11-HFPU for Hold for Pickup service, or use a single-ply Priority Mail Express label generated through Click-N-Ship or a 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.*

b. For each Priority Mail Express item containing cremated remains, the mailer may present the item at a Post Office location and have a shipping label printed and affixed, or use a single-ply Priority Mail Express label generated through Click-N-Ship or a USPS-approved method. The single-ply 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*).

[1-26-20]

**2.2 Signature Required**

Mailers may request a signature for Priority Mail Express items as follows:

a. For editions of Priority Mail Express Label 11-B or Label 11-F printed on or after January 2012, a mailer sending a Priority Mail Express item, and requiring a signature, must check the "Signature Required" box on Label 11-B or Label 11-F or indicate on a single-ply commercial label that a signature is requested in order to instruct USPS to provide 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. A mailer sending a Priority Mail Express item containing cremated remains, and requiring a signature, must indicate on a single-ply commercial label that a signature is requested in order to instruct USPS to provide 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**

For Priority Mail Express 1-Day Delivery, the mailer determines 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 by accessing a Priority Mail Express 1-Day Delivery directory, available at Post Offices. If the destination is not listed, only Priority Mail Express 2-Day Delivery is available.

## 3.0 Firm Mailing Book

PS Form 3877 is available at no cost to any mailer who mails an average of three or more Priority Mail Express items at one time, following these instructions:

a. The mailer must prepare Priority Mail Express 1-Day Delivery or 2-Day Delivery items as described above and present the completed form 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. All entries must be made in duplicate by typewriter, ink, or ballpoint pen. 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 705.2.6 for more information.

# 216 Enter and Deposit

**Overview**

1.0 Priority Mail Express 1-Day and 2-Day Delivery
2.0 Priority Mail Express Military Service
3.0 Pickup on Demand Service

## 1.0 Priority Mail Express 1-Day and 2-Day Delivery

Commercial Priority Mail Express must be deposited as follows:

a. May be deposited in a Priority Mail Express collection box, picked up during the normal delivery and collection of mail, or picked up by Pickup on Demand service.

b. Items must be deposited by the local Post Office designated acceptance time. Designated acceptance times can be found in the Postage Price Calculator on Postal Explorer at *pe.usps.com*.

c. If manifested, Priority Mail Express items must be accepted at the locations and times specified in the Priority Mail Express Manifesting agreement.

## 2.0 Priority Mail Express Military Service

For information on Priority Mail Express Military Service (PMEMS) see 703.2.6.

## 3.0 Pickup on Demand Service

Pickup on Demand service (507.7.0) is available for a fee only from designated ZIP Codes and can be requested online at *www.usps.com*.

# 220 Commercial Mail Priority Mail

223 Prices and Eligibility

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226 Enter and Deposit

# 223 Prices and Eligibility

**Overview**

1.0 Prices and Fees
2.0 Content Standards for Priority Mail
3.0 Basic Eligibility Standards for Priority Mail

## 1.0 Prices and Fees

### 1.1 Price Application

The following price applications apply:

a. Except Commercial Plus items weighing up to 0.5 pound (see 1.1c) and Commercial Plus cubic items (see 1.1d), Priority Mail mailpieces are charged per pound; any fraction of a pound is rounded up to the next whole pound. For example, if a piece weighs .08 pound, the weight (postage) increment is 1 pound.

b. Flat Rate prices are not based on weight and zone but are charged a flat rate regardless of actual weight (up to 70 pounds) of the mailpiece and domestic destination.

c. The minimum postage amount per addressed piece is the 1-pound price except Commercial Plus items weighing up to 0.5 pound. Charge the 0.5-pound price for Commercial Plus items up to 0.5 pound. Items over 0.5 pound are rounded up to the next whole pound. For example, if a Commercial Plus piece weighs 0.10 pound, the weight (postage) increment is 0.5 pound; if a piece weighs 0.75 pound, the weight (postage) increment is 1 pound.

d. Commercial Plus cubic prices are not based on weight, but are charged by zone and cubic measurement of the mailpiece with any fraction of a measurement rounded down to the nearest 1/4 inch. For example, if a dimension of a Commercial Plus cubic piece measures 12-3/8 inches, it is rounded down to 12-1/4 inches.

e. Regional Rate Box prices are not based on weight but are priced based on box size and the zone to which it is sent.

f. Priority Mail Open and Distribute tray boxes mailed at Commercial Plus prices are not based on weight but are charged based on the tray box and zone to which it is sent.

g. Priority Mail items mailed under a specific customer agreement are charged according to the individual agreement.

### 1.2 Commercial Base Prices

For prices, see Notice 123—Price List. The Commercial Base prices are available for:

a. Click-N-Ship customers mailing Regional Rate Boxes.

b. Registered end-users of USPS-approved PC Postage products when using a qualifying shipping label managed by the PC Postage system used.

c. Customers using permit imprint.

d. Priority Mail Open and Distribute customers using permit imprint with a qualifying address label under 705.18.5.7. Priority Mail Open and Distribute is not available for customers using Regional Rate Boxes.

e. [5-4-20] Permit holders using USPS Returns service for packages returned at Priority Mail prices when all requirements are met under 505.3.0.

f. Customers using USPS-approved IBI postage meters that print the IBI with the appropriate price marking (see 202.3.3) and electronically transmit transactional data to USPS.

## 1.3 Commercial Plus Prices

### 1.3.1 Basic Eligibility

For prices, see Notice 123—Price List. Commercial Plus prices are available to Priority Mail customers who qualify for Commercial Base prices and whose cumulative account volume exceeds a combined total of 5,000 letter-size and flat-size pieces (including Flat Rate Envelopes, but not the Padded Flat Rate Envelope) or 50,000 total pieces in the previous calendar year (except Priority Mail Open and Distribute) and who have a customer commitment agreement with USPS (New Priority Mail customers see 1.3.2), and are:

a. Registered end-users of USPS-approved PC Postage products.

b. Permit imprint customers.

c. Priority Mail Open and Distribute (PMOD) customers whose account volume exceeds 600 PMOD containers (see 705.18.5.1).

d. [5-4-20] Permit holders using USPS Returns service for packages returned at Priority Mail prices when all requirements are met under 505.3.0.

e. Customers using USPS-approved IBI postage meters that print the IBI with the appropriate price marking for commercial price items (202.3.3) and electronically transmit transactional data daily to USPS for all mailpieces and mail categories.

### 1.3.2 New Priority Mail Customers

Commercial Plus prices are available for new Priority Mail customers who have a customer commitment agreement with USPS. Shippers must contact their account manager or the manager, Shipping Support, Shipping Services (see 608.8.0 for address) for additional information.

## 1.4 Commercial Plus Cubic

### 1.4.1 Commercial Plus Cubic Eligibility

Commercial Plus cubic prices are generally available to Priority Mail customers whose account volumes exceeded 50,000 pieces in the previous calendar year and have a customer commitment agreement with USPS. New Priority Mail customers see 1.4.5. Each mailpiece must measure .50 cubic foot or less, weigh

20 pounds or less, and the longest dimension may not exceed 18 inches. Cubic-priced mailpieces may not be rolls or tubes. The Commercial Plus cubic prices are available for:

a. Registered end-users of USPS-approved PC Postage products.

b. Permit imprint customers. Customers are required to use the Electronic Verification System (eVS) program or submit an electronic postage statement with a computerized manifest under 705.2.0. Mailings must contain at least 200 pieces or 50 pounds of mail. Mailpieces are not required to be identical in weight.

c. [5-4-20] Permit holders using USPS Returns service for packages returned at Priority Mail prices when all requirements are met under 505.3.0.

### 1.4.2 Commercial Plus Cubic Tiers

Cubic prices consist of the following five tiers:

a. Tier 1 - mailpieces measuring up to .10 cubic foot.

b. Tier 2 - mailpieces measuring more than .10 up to .20 cubic foot.

c. Tier 3 - mailpieces measuring more than .20 up to .30 cubic foot.

d. Tier 4 - mailpieces measuring more than .30 up to .40 cubic foot.

e. Tier 5 - mailpieces measuring more than .40 up to .50 cubic foot.

### 1.4.3 Determining Cubic Tier Measurements for Rectangular and Nonrectangular Parcels

Follow these steps to determine the cubic tier measurement for rectangular and nonrectangular parcels:

a. [1-26-20] Measure the length, width, and height at each dimension's maximum point, in inches. Round down (see 604.7.0) each measurement to the nearest 1/4 inch. For example, 6-1/8" x 5-7/8" x 6-3/8" is rounded down to 6" x 5-3/4" x 6-1/4".

b. Multiply the length by the width by the height and divide by 1,728. For example: 6" x 5-3/4" x 6-1/4" = 215.6 divided by 1,728 = 0.125. (This piece exceeds 0.10 - Tier 1 threshold.) It is calculated at Tier 2 - 0.101 to 0.20.

### 1.4.4 Determining Cubic Tier Measurement for Soft Pack and Padded Envelopes

[1-26-20] Cubic tier measurements for soft pack (poly, plastic, cloth, or similar soft packaging) and padded envelopes are based on the outside dimensions of length plus width, in inches, of the original packaging material. Mailpieces that are pleated (e.g., expandable) must meet the measurement guidelines in 1.4.3 to be eligible for cubic pricing. Determine cubic tier measurements as follows:

a. Measure the length and width separately in inches.

b. Round down (see 604.7.0) each measurement to the nearest 1/4 inch. For example, 10-1/8 inches is rounded down to 10 inches.

c. Add the two measurements together. The maximum total of length plus width cannot exceed 36 inches. See Exhibit 1.4.4 for corresponding price tiers.

**Exhibit 1.4.4 Commercial Plus Pricing Tiers for Soft Pack & Padded envelopes**

| CUBIC PRICE TIERS | | LENGTH PLUS WIDTH |
|---|---|---|
| 0.10 | Mailpieces measuring from | 0” up to 21” |
| 0.20 | Mailpieces measuring more than | 21” up to 27” |
| 0.30 | Mailpieces measuring more than | 27” up to 31” |
| 0.40 | Mailpieces measuring more than | 31” up to 34” |
| 0.50 | Mailpieces measuring more than | 34” up to 36” |

### 1.4.5 New Priority Mail Customers

Commercial Plus cubic prices are available for new Priority Mail customers who have a customer commitment agreement with the USPS. Shippers must contact their account manager or the manager, Sales and Communication, Expedited Shipping (see 608.8.0 for address) for additional information.

## 1.5 Dimensional Weight Price for Low-Density Parcels to Zones 1-9

Postage for parcels addressed for delivery to zones 1-9 and exceeding 1 cubic foot (1,728 cubic inches) is based on the actual weight or the dimensional weight (as calculated in 1.5.1 or 1.5.2), whichever is greater.

### 1.5.1 Determining Dimensional Weight for Rectangular Parcels

Follow these steps to determine the dimensional weight for a rectangular parcel:

a. Measure the length, width, and height in inches. Round off (see 604.7.0) each measurement to the nearest whole inch.

b. Multiply the length by the width by the height.

c. If the result exceeds 1,728 cubic inches, divide the result by 166 and round up (see 604.7.0) to the next whole number to determine the dimensional weight in pounds.

d. If the dimensional weight exceeds 70 pounds, the customer pays the 70-pound price.

### 1.5.2 Determining Dimensional Weight for Nonrectangular Parcels

Follow these steps to determine the dimensional weight for a nonrectangular parcel:

a. Measure the length, width, and height in inches at their extreme dimensions. Round off (see 604.7.0) each measurement to the nearest whole inch.

b. Multiply the length by the width by the height.

c. Multiply the result by an adjustment factor of 0.785.

d. If the final result exceeds 1,728 cubic inches, divide the result by 166 and round up (see 604.7.0) to the next whole number to determine the dimensional weight in pounds.

e. If the dimensional weight exceeds 70 pounds, the customer pays the 70-pound price.

## 1.6 Flat Rate Packaging

[5-4-20] Only USPS-produced Flat Rate Envelopes or Flat Rate Boxes are eligible for the Flat Rate price and are charged a flat rate, regardless of the actual weight (up to 70 pounds) of the mailpiece or domestic destination. Customers must only use USPS-produced Flat Rate containers at the applicable Flat Rate price. USPS-produced packaging, including Flat Rate containers, is not eligible for shipping live animals.

### 1.6.1 Flat Rate Envelopes-Price and Eligibility

There are two types of USPS-produced Priority Mail Flat Rate Envelopes: A paperboard envelope and a padded envelope. All USPS-produced Priority Mail envelopes smaller than the EP14F/W envelopes (12.5 inches by 9.5 inches) are eligible for the Priority Mail Flat Rate Envelope price whether or not they are marked “Flat Rate Envelope.” Each type of USPS-produced Priority Mail Flat Rate Envelope is priced at a flat rate regardless of the actual weight (up to 70 pounds) of the mailpiece or domestic destination.

### 1.6.2 Flat Rate Boxes—Price and Eligibility

Only USPS-produced Flat Rate Boxes are eligible for the Flat Rate Box prices. Each USPS-produced Priority Mail Flat Rate Box is charged a flat rate regardless of the actual weight (up to 70 pounds) of the mailpiece or domestic destination. See Notice 123—Price List for applicable prices. Priority Mail Flat Rate Boxes are as follows:

a. Small Flat Rate Box to domestic, APO/FPO, and DPO destinations.

b. Medium Flat Rate Boxes (FRB-1) or (FRB-2) to domestic, APO/FPO, and DPO destinations.

c. Board Game Large Flat Rate Box or Large Flat Rate Box to domestic destinations.

d. Board Game Large Flat Rate Box or Large Flat Rate Box and “special version of this box” identified with the additional logo: “Americasupportsyou.mil.” to APO/FPO and DPO destinations is priced less than the conventional domestic Large Flat Rate Boxes. If the special version of the APO/FPO Flat Rate Box is used for non-APO/FPO and DPO destination addresses, the domestic or international Large Flat Rate Box prices will apply.

## 1.7 Regional Rate Box Prices

Regional Rate Box prices are available to Priority Mail Commercial Base and Commercial Plus customers who use one of the USPS-produced Priority Mail Regional Rate Boxes and meet the requirements in 1.2 or 1.3. Prices are based on box size and zone. When sealing a Regional Rate Box, the container flaps must be able to close within the normal folds. Regional Rate Boxes that exceed the maximum weight limit as specified below, or with container flaps that do not

close within the normal folds will be assessed the applicable Priority Mail single-piece prices. Regional Rate Box options are:

a. Box A: (Side loading or top loading box) has a maximum weight limit of 15 pounds.

b. Box B: (Side loading or top loading box) has a maximum weight limit of 20 pounds.

**1.8 Hold For Pickup**

Priority Mail is eligible for Hold For Pickup service under 507.3.0.

**1.9 Determining Single-Piece Weight**

To determine single-piece weight in any mailing of nonidentical-weight pieces, weigh each piece individually. To determine single-piece weight in a mailing of identical-weight pieces, weigh a sample group of at least 10 randomly selected pieces and divide the total sample weight by the number of pieces in the sample. Except for mailers using eVS, express all single-piece weights in decimal pounds rounded off to two decimal places. Mailers using eVS may round off to four decimals, and eVS will automatically round to the appropriate decimal place. If a customer is using a manifest mailing system, the manifest weight field must be properly completed by adhering to the rules relative to the specific manifest.

**1.10 Computing Postage**

Determine weight increment for each piece and pay postage under 224.1.0. For permit imprint mailings, multiply the number of addressed pieces at each weight increment by the corresponding postage price.

[1-26-20]

**1.11 eVS Unmanifested Fee**

Eligible eVS Priority Mail pieces omitted from the eVS manifest are subject to the eVS unmanifested piece fee (see Notice 123—Price List), unless the piece is subject to the IMpb noncompliance fee specified in 3.2.

## 2.0 Content Standards for Priority Mail

**2.1 General**

All mailable matter may be sent as Priority Mail, except matter prohibited by standards (e.g., certain hazardous materials).

**2.2 Inspection of Contents**

Unless Priority Mail Express is used, Priority Mail prices are required for a mailpiece that weighs more than 13 ounces when the mailpiece contains matter that must be mailed as First-Class Mail (see 233.3.0).

## 3.0 Basic Eligibility Standards for Priority Mail

### 3.1 Description of Service

[1-26-20] Priority Mail is an expedited service and may contain any mailable matter weighing no more than 70 pounds. Lower weight limits apply to Commercial Plus cubic (see 1.4); Regional Rate Boxes (see 1.7); APO/FPO mail subject to 703.2.0 and 703.4.0, and Department of State mail subject to 703.3.0.

### 3.2 IMpb Standards

Unless authorized to use a unique IMb on Priority Mail letters and flats prepared in high-speed environments, all Priority Mail pieces must bear an Intelligent Mail package barcode prepared under 204.2.0. To obtain information on how to acquire an authorization to use an IMb on Priority Mail letters and flats, mailers can contact USPS Shipping Information Systems at IMPB@usps.gov. Unless otherwise excepted, mailpieces not meeting the requirements for use of unique Intelligent Mail package barcodes or extra services barcodes, as outlined in section 204.2.1.8 and Publication 199, *Intelligent Mail Package Barcode (IMpb) Implementation Guide for: Confirmation Services and Electronic Verification System (eVS) Mailers*, will be assessed an IMpb noncompliance fee. Detailed specifications are available on PostalPro at *https://postalpro.usps.com*.

### 3.3 Service Objectives

[1-26-20] Service objectives for delivery are 1 to 3 days. However, USPS does not guarantee the delivery time.

### 3.4 Matter Closed Against Postal Inspection

Priority Mail matter is closed against postal inspection.

# 224 Postage Payment and Documentation

**Overview**

1.0 Basic Standards for Postage Payment
2.0 Postage Paid with Permit Imprint

## 1.0 Basic Standards for Postage Payment

### 1.1 Postage Payment Options

#### 1.1.1 Commercial Base Pricing

Priority Mail Commercial Base and Regional Rate Box postage may be paid with:

a. Click-N-Ship (Regional Rate Box prices only).

b. USPS-approved PC Postage products when registered end-users use a qualifying shipping label.

c. Permit imprint.

d. USPS-approved IBI postage meters that print the IBI with the appropriate price marking (see 202.3.3) and electronically transmit transactional data to the USPS.

e. [5-4-20] USPS Returns service used by permit holders for Priority Mail packages when all requirements are met under 505.3.0.

#### 1.1.2 Commercial Plus Pricing

Commercial Plus Priority Mail postage may be paid with:

a. USPS-approved PC-Postage products when registered end-users use a qualifying shipping label.

b. Permit imprint.

c. [5-4-20] USPS Returns service used by permit holders for Priority Mail packages. The permit holder must qualify for Commercial Base prices and have account volumes that exceed 100,000 pieces in the previous calendar year or have a customer commitment agreement with USPS (see 223.1.3.2).

d. USPS-approved IBI postage meters that print the IBI with the appropriate price marking (see 202.3.3) and electronically transmit transactional data daily to USPS for all mailpieces and mail categories.

#### 1.1.3 Commercial Plus Cubic Pricing

Commercial Plus cubic prices may be paid with:

a. USPS-approved PC-Postage products when registered end-users use a qualifying shipping label.

b. Permit imprint under 2.0. Mailers also must use the Electronic Verification System (eVS) program or submit an electronic postage statement with a computerized manifest under 705.2.0.

c. [5-4-20] USPS Returns service used by permit holders when packages are returned at Priority Mail prices and all requirements are met under 505.3.0.

**1.2 Affixing Postage—Single-Piece Mailings**

In a postage-affixed Priority Mail mailing, the mailer must affix to each piece a value equal to at least the postage required (including any surcharges).

## 2.0 Postage Paid with Permit Imprint

**2.1 Advance Deposit Account**

A mailer may be authorized to mail items without affixing postage when a permit imprint indicia (see 604.5.0) is used and payment is made at the time of mailing from a permit imprint advance deposit account established with the USPS for that purpose. This payment method may be used for postage and extra service fees.

**2.2 Minimum Quantity**

Permit imprint mailings must contain at least 200 pieces or 50 pounds submitted under the terms of an approved manifest mailing system agreement with exceptions allowed under a minimum volume reduction provision.

**2.3 Postage Statement**

A completed postage statement must accompany each mailing paid with a permit imprint.

# 225 Mail Preparation

**Overview**

1.0 General Information for Mail Preparation
2.0 Markings
3.0 Preparation of Permit Imprint Mailings
4.0 Preparing a Commercial Plus Cubic Mailing

## 1.0 General Information for Mail Preparation

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

**1.2 Sealing Flat Rate and Regional Rate Packaging**
When sealing a Flat Rate Envelope, Flat Rate Box, or Regional Rate Box, 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.

**1.3 Required Use of Return Address**
The sender's domestic return address must appear legibly on Priority Mail pieces.

## 2.0 Markings

The marking "Priority Mail" must be placed prominently on the address side of each piece of Priority Mail. See 202.3.3 for price and other markings.

## 3.0 Preparation of Permit Imprint Mailings

**3.1 Identical Weight Pieces**
To use a permit imprint, the pieces must be of identical weight and, unless all the pieces are in a weight category for which the price does not vary by zone, the pieces must be separated by zone when presented to the Post Office, except under 3.2.

**3.2 Nonidentical Weight Pieces**
[1-26-20] A permit imprint may be used for mailings of nonidentical-weight pieces only if authorized by the director, Business Acceptance Solutions (see 608.8.0 for address).

## 4.0 Preparing a Commercial Plus Cubic Mailing

Commercial Plus cubic mailpieces for multiple price tiers may be combined in the same container.

# 226 Enter and Deposit

**Overview**

1.0 Deposit
2.0 Pickup on Demand Service

## 1.0 Deposit

**1.1 General**

Mailpieces bearing postage evidencing indicia must be deposited in a collection box or at a postal facility within the ZIP Code shown in the indicia, except as permitted under 2.0 or 604.4.6.3. Permit imprint mail must be presented at a Post Office or USPS acceptance site under 604.5.0, or 705.

**1.2 Stamped Pieces**

Priority Mail bearing postage stamps is retail mail. See 126 for more information.

## 2.0 Pickup on Demand Service

Pickup on Demand service (507.7.0) is available for a fee only from designated ZIP Codes and can be requested online at *www.usps.com*.

# 230 Commercial Mail First-Class Mail

233 Prices and Eligibility

234 Postage Payment and Documentation

235 Mail Preparation

236 Enter and Deposit

# 233 Prices and Eligibility

**Overview**

1.0 Prices and Fees
2.0 Content Standards for First-Class Mail
3.0 Basic Eligibility Standards for First-Class Mail
4.0 Additional Eligibility Standards for Nonautomation First-Class Mail
5.0 Additional Eligibility Standards for Automation First-Class Mail
6.0 Eligibility Standards for Card Price First-Class Mail

## 1.0 Prices and Fees

### 1.1 Price Application

Postage is based on the price that applies to the weight of each addressed piece.

### 1.2 Price Computation for First-Class Mail Letters and Flats

#### 1.2.1 Cards and Letters

Commercial First-Class Mail Presorted cards and letters are charged as follows:

a. *Cards:*

1. Automation: One price per presort level up to the maximum 3.5 ounces.
2. Machinable (Presorted): One price up to the maximum 3.5 ounces.

b. *Letters:*

1. Automation: One price per presort level up to the maximum 3.5 ounces.
2. Machinable (Presorted): One price up to the maximum 3.5 ounces.
3. Nonmachinable: One price up to the maximum 3.5 ounces.

c. *Residual Single-Piece Letters:* One price up to the maximum 3.5 ounces.

d. *Single-Piece Letters:* Per ounce up to the maximum of 3.5 ounces. Any fraction of an ounce is considered a whole ounce.

#### 1.2.2 Flats

First-Class Mail flat prices are charged per ounce up to the maximum of 13 ounces. Any fraction of an ounce is considered a whole ounce. For example, if a piece weighs 1.2 ounces, the weight (postage) increment is 2 ounces.

### 1.3 Presorted and Automation Prices for Cards and Letters

For prices, see Notice 123—Price List.

### 1.4 Nonmachinable Price

For the letter-size nonmachinable prices see Notice 123—Price List.

**1.5 Presort Mailing Fee**

[1-26-20] A First-Class Mail presort mailing fee must be paid once each 12-month period at each office of mailing by any person or organization entering mailings at automation or Presorted First-Class Mail prices. Payment of this fee does not apply to qualified full-service mailings (under 705.23.3.1a.). Payment of one fee allows a mailer to enter mail at all those prices. Persons or organizations paying this fee may enter mail of their clients as well as their own mail. The fee may be paid in advance only for the next 12 months and only during the last 60 days of the current service period. The fee charged is that which is in effect on the date of payment.

**1.6 Computing Postage for First-Class Mail**

Determine single-piece weight and weight (postage) increment for each addressed piece as prescribed in 1.7 and 1.2. For First-Class Mail, affix postage to each piece under 234.2.2, or, for permit imprint mailings, multiply the number of addressed pieces at each price increment (and in each price category, if applicable) by the corresponding postage price, add the *unrounded* products, and round off the total postage to the nearest whole cent.

**1.7 Determining Single-Piece Weight**

To determine single-piece weight in any mailing of nonidentical-weight pieces, weigh each piece individually. To determine single-piece weight in a mailing of identical-weight pieces, weigh a sample group of at least 10 randomly selected pieces and divide the total sample weight by the number of pieces in the sample. Express all single-piece weights in decimal pounds rounded off to four decimal places.

## 2.0 Content Standards for First-Class Mail

**2.1 General**

With the exception of restricted material as described in 601.8.0, any mailable item may be mailed as First-Class Mail.

**2.2 Bills and Statements of Account**

Bills and statements of account must be mailed as First-Class Mail, Priority Mail or Priority Mail Express and are defined as follows:

a. Bills and statements of account assert a debt in a definite amount owed by the addressee to the sender or a third party. In addition, bills include a demand for payment; statements of account do not include a demand for payment. The debt does not have to be due immediately but may become due at a later time or on demand. The debt asserted need not be legally collectible or owed.

b. Bills and statements of account do not need to state the precise amount due if they contain information that would enable the debtor to determine that amount.

**2.3 Personal Information**

Mail containing personal information must be mailed as First-Class Mail, Priority Mail, or Priority Mail Express. Personal information is any information specific to the addressee.

**2.4 Handwritten and Typewritten Material**

Mail containing handwritten or typewritten material must be mailed as First-Class Mail, Priority Mail, or Priority Mail Express.

**2.5 Matter Marked Postcard or Double Postcard**

Any matter marked "Postcard" or "Double Postcard" must be mailed as First-Class Mail, Priority Mail, or Priority Mail Express.

**2.6 Matter Not Required to be Mailed as First-Class Mail**

Matter eligible for USPS Marketing Mail or Package Services prices or authorized as Periodicals is not required to be mailed as First-Class Mail, Priority Mail, or Priority Mail Express.

**2.7 Prohibited Air Transportation**

All First-Class Mail is subject to limitations for air transportation. Generally, all mailable matter may be transported by aircraft, unless restricted in 601.9.0.

**2.8 Round-Trip Mailings with One Optical Disc**

When a letter-size mailpiece weighing no more than 1 ounce in round-trip mailings includes one standard optical disc no larger than 12 centimeters in diameter per mailpiece, the disc will not be considered to be rigid and a nonmachinable surcharge will not be charged on either the outgoing piece or the returned BRM or PRM piece as long as the disc is not put in a rigid container and the envelope itself is not rigid. When a flat-size mailpiece weighing no more than 2 ounces in round-trip mailings includes one standard optical disc no larger than 12 centimeters in diameter, the mailpiece will be subject to the applicable price for a 1-ounce First-Class Mail letter if the disc is not in a rigid container and the envelope itself is not rigid and all other standards in 2.8 are met. The disc is not considered to be rigid for purposes of the flexibility test in 201.4.3. BRM or PRM pieces that meet the standards will be charged the applicable 1-ounce First-Class Mail letter price for pieces that weigh no more than 2 ounces. For the purpose of this standard, round-trip mailings are mailings entered under these conditions:

a. The mailing is presented at a BMEU or other acceptance facility as a:

   1. presort mailing at presort machinable or automation First-Class Mail letter prices, or

   2. single-piece mailing using a permit imprint or as a presort mailing at presort or automation First-Class Mail flats prices.

b. The outbound mailpieces are addressed to subscribers and include either a BRM (under 505.1.0) or PRM (under 505.2.0) envelope designed for return of the disc to the permit holder.

c. A sample of the return envelope is provided to the acceptance employee at the time of mailing for verification that the mailing is designed for round-trip purposes.

d. Returned BRM or PRM pieces must be picked up by the mailer at designated postal facilities, upon payment of all applicable postage and fees.

# 3.0 Basic Eligibility Standards for First-Class Mail

## 3.1 3.1 Description of Service

### 3.1.1 Service Description

First-Class Mail receives expeditious handling and transportation. The USPS does not guarantee the delivery of First-Class Mail within a specified time.

### 3.1.2 Minimum Quantities

First-Class Mail offers shape-based commercial prices for presorted mailings of 500 or more pieces.

## 3.2 Defining Characteristics

### 3.2.1 Mailpiece Weight

First-Class Mail must weight 3.5 ounces or less for letters or 13 ounces or less for flats.

### 3.2.2 Inspection of Contents

First-Class Mail is closed against postal inspection.

### 3.2.3 Forwarding Service and Return Service

The price of First-Class Mail includes forwarding service to a new address for up to 12 months and return service if the mailpiece is undeliverable.

### 3.2.4 Extra Services

Extra services are available for First-Class Mail as provided in 503.

## 3.3 Additional Basic Standards for First-Class Mail

All presorted First-Class Mail letters must:

a. Meet the basic content standards for First-Class Mail in 2.0.

b. Weigh 3.5 ounces or less.

c. Meet the applicable standards in 234, and 1.0.

d. Be part of a single mailing of at least 500 pieces of Presorted First-Class Mail.

e. Meet the applicable physical standards in 201.

f. Bear a delivery address that includes the correct ZIP Code or ZIP+4 code and that meets these address quality standards:

   1. The Move Update standard in 3.4.

   2. The ZIP Code accuracy standard in 3.5.

   3. If an alternative addressing format is used, the additional standards in 602.3.0.

**3.4 Move Update Standard**

The Move Update standard requires the periodic matching of a mailer's address records with customer-filed change-of-address orders maintained by the USPS. See 602.5.0 for Move Update standards.

**3.5 ZIP Code Accuracy**

The ZIP Code accuracy standard is a means of ensuring that the 5-digit ZIP Code in the delivery address correctly matches the delivery address information. For the purposes of this standard, *address* means a specific address associated with a specific 5-digit ZIP Code. Each address in a mailing at commercial First-Class Mail letter prices must meet the ZIP Code accuracy requirements in 602.6.0.

## 4.0 Additional Eligibility Standards for Nonautomation First-Class Mail

**4.1 Additional Standards for Machinable First-Class Mail**

In addition to the standards in 3.0, all pieces in a First-Class Mail Presorted price mailing must be marked, sorted, and documented as specified in 235.5.0 and 235.8.0.

**4.2 Barcodes**

Any Intelligent Mail barcode on a mailpiece in nonautomation First-Class Mail mailings must be correct for the delivery address and meet the standards in 202.5.0, 602.9.0, and 233.4.0.

**4.3 Nonmachinable Prices for Letter-Size Pieces**

The nonmachinable prices in 1.4 apply to letter-price pieces (except card-price pieces) that meet one or more of the nonmachinable characteristics in 201.2.1.

## 5.0 Additional Eligibility Standards for Automation First-Class Mail

**5.1 Basic Standards for Automation First-Class Mail**

All pieces in a First-Class Mail automation mailing must:

a. Meet the basic standards for First-Class Mail in 3.0.

b. Be part of a single mailing of at least 500 pieces of automation price First-Class Mail.

c. Meet the physical standards in 201.3.0 or 201.6.0.

d. Bear a delivery address that includes the correct ZIP Code, ZIP+4 code, or numeric equivalent to the delivery point barcode (DPBC) and that meets the address matching and coding standards in 5.7, and 602.9.0. If an alternative addressing format is used, the additional standards in 602.3.0.

e. Bear an accurate unique Intelligent Mail barcode encoded with the correct delivery point routing code, matching the delivery address and meeting the standards in 202.5.0 and 204.1.0.

f. Be marked, sorted, and documented as specified in 235.6.0, for letters and cards, or 235.8.0 or 705.9.0 for flats.

**5.2 Additional Eligibility Standards for Full-Service Automation First-Class Mail**
All pieces entered under the full-service Intelligent Mail automation option must:

a. Bear a unique Intelligent Mail barcode.

b. Be part of a mailing that meets the standards in 705.23.0.

**5.3 Maximum Weight for Automation Letters**
Maximum weight for First-Class Mail automation letters is 3.5 ounces (0.2188 pound) (see 201.3.6, for pieces heavier than 3 ounces).

**5.4 Price Application—Automation Cards and Letters**
Automation prices apply to each piece that is sorted under 235.6.0 into the corresponding qualifying groups:

a. Groups of 150 or more pieces in 5-digit/scheme trays qualify for the 5-digit price. Preparation to qualify for the 5-digit price is optional. Pieces placed in full AADC trays in lieu of 5-digit/scheme overflow trays under 235.6.5 are eligible for the 5-digit prices.

b. Groups of 150 or more pieces in AADC trays qualify for the AADC price.

c. Groups of fewer than 150 pieces in AADC origin and pieces placed in mixed AADC trays in lieu of AADC overflow trays under 235.6.5 are eligible for the AADC prices.

d. Pieces in mixed AADC trays qualify for the mixed AADC price, except for pieces prepared under 5.4c.

**5.5 Price Application—Bundle-Based Flats**
Automation prices apply to each piece that is sorted under 235.8.0 or 705:

a. Pieces in 5-digit bundles of 10 or more pieces qualify for the 5-digit price. Preparation to qualify for the 5-digit price is optional and need not be done for all 5-digit destinations.

b. Pieces in 3-digit bundles of 10 or more pieces qualify for the 3-digit price.

c. Pieces in ADC bundles of 10 or more pieces qualify for the ADC price.

d. Pieces in mixed ADC bundles qualify for the mixed ADC price.

### 5.6 Price Application—Tray-Based Flats

Automation prices apply to each piece that is sorted under 235.8.6, into the corresponding qualifying groups:

a. Groups of 90 or more pieces in 5-digit trays qualify for the 5-digit price. Preparation to qualify for the 5-digit price is optional and need not be done for all 5-digit destinations.

b. Groups of 90 or more pieces in 3-digit trays qualify for the 3-digit price.

c. Groups of fewer than 90 pieces in origin 3-digit trays and all pieces in ADC trays qualify for the ADC price.

d. All pieces in mixed ADC trays qualify for the mixed ADC price.

### 5.7 Address Standards for Barcoded Pieces

#### 5.7.1 Basic Address Standards for Barcodes

To qualify for automation prices, addresses must be sufficiently complete to enable matching to the current USPS ZIP+4 Product when used with current CASS-certified address matching software. Standardized address elements are not required. Any barcode that appears on a mailpiece claimed at an automation price must be the correct barcode for the corresponding delivery address on the piece.

#### 5.7.2 Numeric ZIP+4

A numeric ZIP+4 code must consist of five digits, a hyphen, and four digits.

#### 5.7.3 Numeric Delivery Point Barcode (DPBC)

The numeric equivalent to the delivery point routing code is formed by adding two digits directly after the ZIP+4 code.

#### 5.7.4 Address Elements

Addresses must include the correct street number, predirectional, street name, suffix, and postdirectional that are input to obtain a match with the current USPS ZIP+4 Product.

#### 5.7.5 Firm Name

An address must include a firm name when necessary to obtain a match with the finest level of ZIP+4 in the USPS ZIP+4 Product. If an address contains a firm name assigned a unique ZIP+4 code in the USPS ZIP+4 Product, the unique ZIP+4 must be used. If the firm name is not one assigned a unique ZIP+4 in the USPS ZIP+4 Product and the apartment/suite number is included in the address, the ZIP+4 for the range in which the apartment/suite number appears must be used in that address. If the firm name does not correspond to a firm name that has a unique ZIP+4 assigned in the USPS ZIP+4 Product and the apartment/suite number is not included in the address, the ZIP+4 for the building must be used.

#### 5.7.6 Secondary Designator

If a secondary address designator (e.g., an apartment number) is shown in the address, the mailpiece must show the appropriate ZIP+4 representing the range for that secondary address as contained in the current USPS ZIP+4 Product. If a secondary address designator is required to obtain an exact match with the

finest level of ZIP+4 in the USPS ZIP+4 Product but the information is not available, the alternative ZIP+4 code or ZIP+4 or delivery point barcode for the building must be used.

**5.7.7 Rural and Highway Contract Routes**
If a rural route or highway contract route box number is included in the address, the mailpiece must show the appropriate ZIP+4 representing the range for that box number as contained in the current USPS ZIP+4 Product. If a rural route or highway contract route box number is required to obtain a match with the finest level of ZIP+4 but is not available, the alternative ZIP+4 or ZIP+4 or delivery point barcode for the rural route or highway contract route must be used. If used, the rural route or highway contract route box number must be placed on the line immediately above the city/state/ZIP Code line.

**5.7.8 P.O. Box**
A Post Office box address must contain a Post Office box number that can be exactly matched with the USPS ZIP+4 Product in effect.

## 6.0 Eligibility Standards for Card Price First-Class Mail

**6.1 Card Price**
A card may be a single or double (reply) stamped card or a single or double postcard. Stamped cards are available from USPS with postage imprinted on them. Postcards are commercially available or privately printed mailing cards. To be eligible for a card price, a card and each half of a double card must meet the physical standards in 201.1.2 and the applicable eligibility and preparation standards for the price claimed. Ineligible cards are subject to letter-size prices. Cards may be prepared and mailed at the First-Class Mail single-piece card price, Presorted card price, or automation card prices.

**6.2 Cards and Letters**
Pieces claimed at First-Class Mail card prices and pieces claimed at First-Class Mail letter prices are each subject to a separate minimum volume criteria whether prepared as separate or combined mailings. Either way, card-size and letter-size pieces may be presented at the same time and reported on the same postage statement.

# 234 Postage Payment and Documentation

**Overview**

1.0 Basic Standards for Postage Payment
2.0 Affixing Postage to Presorted and Automation Letters and Flats
3.0 Mailing Documentation

## 1.0 Basic Standards for Postage Payment

[1-26-20] First-Class Mail presorted and automation postage must be paid with precanceled stamps, postage evidencing system indicia, or permit imprints. All pieces in a mailing must be paid with the same method unless otherwise permitted by standard or Business Acceptance Solutions authorization. Permit imprints may be used for mailings of nonidentical-weight pieces only if authorized by the director, Business Acceptance Solutions (see 608.8.0 for address).

## 2.0 Affixing Postage to Presorted and Automation Letters and Flats

### 2.1 Affixing Postage for Presorted and Automation First-Class Mail

[1-26-20] Except as permitted under 2.2 or authorized by the director, Business Acceptance Solutions, each piece must bear the numerical value of postage under one of these conditions:

a. Each letter-size or flat-size piece bearing a postage evidencing system indicium must bear the correct numerical value of postage for which the piece qualifies.

b. Each letter-size or flat-size piece may bear a USPS precanceled stamp (or stamps precanceled with a mailer's precancel postmark), under 604.3.0; postage documentation under 3.0 is required. Additional postage must be paid at the time of mailing with an advance deposit account or with a postage evidencing system indicium affixed to the postage statement.

### 2.2 Affixing Postage at Less than Full Price to All Pieces

A mailer may affix postage at a price other than the full postage price as provided in 2.2.1 and 2.2.2.

#### 2.2.1 Lowest Price

A mailer may affix postage evidencing postage at the lowest price as follows:

a. *Letter-size or flat-size pieces:* A mailer may affix postage at the lowest eligible presort level and weight increment price in the mailing.

b. *Additional postage:* Additional postage is computed based on the difference between the lowest price affixed to any piece in the mailing and the price for each price level in the mailing. The total additional postage must be paid either by advance deposit account or by a meter stamp affixed to the back of the accompanying postage statement.

c. *Documentation:* The computation must be documented to meet the basic standards in 3.0.

#### 2.2.2 Mixed Price Alternative

Where it is not practicable for the mailer to affix the exact postage to each piece or to affix the lowest postage price to all pieces in the mailing, the mailer may compute postage for the mailing as if the lowest price affixed to any piece in the mailing were affixed to all pieces. Additional postage is computed based on the difference between the lowest price affixed to any piece in the mailing and the price for each price level in the mailing. This computation must be documented to meet the basic standards in 3.0.

No refund is paid for any piece where postage is affixed at a price higher than the lowest price claimed for or affixed to any piece. The total additional postage must be paid either by advance deposit account or by a meter stamp affixed to the back of the accompanying postage statement.

## 3.0 Mailing Documentation

See 203.1.0 and 203.2.0 for postage statement and documentation standards.

# 235 Mail Preparation

**Overview**

1.0 General Definition of Terms
2.0 Bundles
3.0 Letter Trays
4.0 Tray Labels
5.0 Preparing Nonautomation Letters
6.0 Preparing Automation Letters
7.0 Preparation of Nonautomation Flats
8.0 Preparation of Automation Flats

## 1.0 General Definition of Terms

### 1.1 Definition of Presort Process

Presort is the process by which a mailer prepares mail so that it is sorted to at least the finest extent required by the standards for the price claimed. Generally, presort is performed sequentially, from the lowest (finest) level to the highest level, to those destinations specified by standard and is completed at each level before the next level is prepared. Not all presort levels are applicable in all situations.

### 1.2 Definition of Mailings

Mailings are defined as:

a. General. A mailing is a group of pieces within the same class of mail and the same processing category that may be sorted together and/or presented under a single minimum volume mailing requirement under the applicable standards. Generally, types of mail that follow different flows through the postal processing system (e.g., automation and nonautomation) and mail for each separate class and subclass must be prepared as a separate mailing. Other specific standards may define whether separate mailings may be combined, palletized, reported, or deposited together.

b. The types of First-Class Mail listed below must not be part of the same mailing despite being in the same processing category (see 705.9.0, and 705.11.0, for advanced preparation options for flat-size mail):

1. Automation price and any other type of mail.
2. Presorted price and any other type of mail.
3. Single-piece price and any other type of mail.
4. Machinable and nonmachinable pieces.

## 1.3 Terms for Presort Levels

### 1.3.1 Letters and Cards

Terms used for presort levels are defined as follows:

a. *5-digit:* the delivery address on all pieces includes the same 5-digit ZIP Code.

b. *5-digit scheme (trays) for automation letters:* the ZIP Code in the delivery address on all pieces is one of the 5-digit ZIP Code areas processed by the USPS as one scheme, as shown in labeling list L012.

c. *3-digit:* the ZIP Code in the delivery address on all pieces begins with the same three digits (see L002, Column A).

d. *Unique 3-digit:* the ZIP Code in the delivery address on all pieces begins with the same three digits, and that the 3-digit prefix is so identified in L002, Column A.

e. *3-digit scheme:* the ZIP Code in the delivery address on all pieces begins with one of the 3-digit prefixes processed by the USPS as a single scheme, as shown in L003.

f. *Origin/optional entry 3-digit(s):* the ZIP Code in the delivery address on all pieces begins with one of the 3-digit prefixes processed at the sectional center facility (SCF) in whose service area the mail is verified/entered. Subject to standard, a separation is required for each such 3-digit area regardless of the volume of mail.

g. *Origin/optional entry SCF:* the separation includes bundles for one or more 3-digit areas served by the same sectional center facility (SCF) (see L002, Column C, or L005) in whose service area the mail is verified/entered. Subject to standard, this separation is required regardless of the volume of mail.

h. *ADC/AADC:* all pieces are addressed for delivery in the service area of the same area distribution center (ADC) or automated area distribution center (AADC) (see L004 or L801).

i. *Origin/optional entry AADC:* the ZIP Code in the delivery address on all pieces begins with one of the 3-digit prefixes processed at the AADC in whose service area the mail is verified/entered.

j. *Mixed [ADC, AADC, etc.]:* the pieces are for delivery in the service area of more than one ADC, AADC, etc.

k. *Residual pieces/bundles/sacks* contain material remaining after completion of a presort sequence. Residual mail lacks the volume set by standard to require or allow bundle preparation to a particular destination, and usually does not qualify for a presort price. Residual mail is also referred to as *nonqualifying* or *working* mail.

### 1.3.2 Flats

Terms used for presort levels are defined as follows:

a. 5-digit: the delivery address on all pieces includes the same 5-digit ZIP Code.

b. 3-digit: the ZIP Code in the delivery address on all pieces begins with the same three digits (see L002, Column A).

c. Origin/optional entry 3-digit(s): the ZIP Code in the delivery address on all pieces begins with one of the 3-digit prefixes processed at the sectional center facility (SCF) in whose service area the mail is verified/entered. Subject to standard, a separation is required for each such 3-digit area regardless of the volume of mail.

d. ADC: all pieces are addressed for delivery in the service area of the same area distribution center (ADC) (see L004).

e. Mixed ADC: the pieces are for delivery in the service area of more than one ADC.

## 1.4 Preparation Definitions and Instructions

For purposes of preparing mail:

a. *Pieces* refers to individually addressed mailpieces. This definition also applies when *pieces* is used in eligibility standards. Quantities indicated for optional or required sortations always refer to pieces unless specifically excepted.

b. A *full letter tray* is one in which faced, upright pieces fill the length of the tray between 85% and 100% full.

c. A *full flat tray* is one that is physically full. Although a specific minimum volume is required (at least a single stack of mail lying flat on the bottom of the tray and filling the tray to the bottom of the handholds) before a tray may or must be prepared to the corresponding presort destination, trays must be filled with additional available pieces (up to the reasonable capacity of the tray) when standards require preparation of full trays.

d. A *less-than-full* letter tray is one that contains mail for the same destination regardless of quantity or whether a full tray was previously prepared for that destination. Less-than-full trays may be prepared only if permitted by the standards for the price claimed.

e. An *overflow* letter tray is a less-than-full tray that contains all pieces remaining after preparation of full trays for the same destination. Overflow trays may be prepared only if permitted by the standards for the price claimed.

f. A *5-digit scheme sort for automation letters* yields 5-digit scheme trays for those 5-digit ZIP Codes identified in labeling list L012 and 5-digit trays for other areas. The 5-digit ZIP Codes in each scheme are treated as one presort destination subject to a minimum volume, with no further separation by 5-digit ZIP Code required. Trays prepared for a 5-digit scheme destination that contain pieces for only one of the schemed 5-digit ZIP

Codes are considered 5-digit scheme sorted. When standards require 5-digit/scheme sorting, mailers must prepare all possible 5-digit scheme trays, then prepare all possible 5-digit trays.

g. A *3-digit scheme sort* yields 3-digit scheme trays for those 3-digit ZIP Code prefixes listed in L003 and 3-digit trays for other areas. The 3-digit ZIP Code prefixes in each scheme are treated as a single presort destination subject to a single minimum tray volume, with no further separation by 3-digit prefix required. Trays prepared for a 3-digit scheme destination that contain pieces for only one of the schemed 3-digit areas are still considered 3-digit scheme sorted and are labeled accordingly. The 3-digit scheme sort is required for automation price letter-size First-Class Mail. When standards require 3-digit/scheme sorting, mailers must prepare all possible 3-digit scheme trays, then prepare all possible 3-digit trays.

h. An *origin 3-digit* (or *origin 3-digit scheme*) tray contains all mail (regardless of quantity) for a 3-digit ZIP Code (or 3-digit scheme) area processed by the SCF in whose service area the mail is verified. If more than one 3-digit (or 3-digit scheme) area is served, as indicated in L005, a separate tray must be prepared for each. A tray may be prepared for each 3-digit (or 3-digit scheme) area served by the SCF/plant where mail is entered (if that is different from the SCF/plant serving the Post Office where the mail is verified). In all cases, only one less-than-full tray may be prepared for each 3-digit (or 3-digit scheme) area.

i. An *origin AADC* tray contains all mail (regardless of quantity) for an AADC ZIP Code area processed by the AADC or SCF in whose service area the mail is verified/entered. Only one less-than-full tray may be prepared for each AADC area.

j. The *required at [quantity]* instruction (e.g., “required at 10 pieces”) means that the particular unit *must* be prepared for the corresponding presort level whenever the specified quantity of mail is reached or exceeded. Bundles and containers may contain more than the specified *required at* quantity up to the applicable maximum physical size. Subject to applicable price eligibility standards, smaller quantities may be prepared only if permitted. Where specified by standard, required preparation applies only if the mailer chooses to qualify for the corresponding price.

k. The *optional at [quantity]* instruction means that the particular unit *may* be prepared for the corresponding presort level whenever the specified quantity of mail is reached or exceeded. Bundles or containers may contain more than the specified *optional at* quantity up to the applicable maximum physical size. Smaller quantities may be prepared only if permitted by applicable price eligibility standards. Standards for quantities with which preparation is optional are often followed by standards for larger quantities with which preparation is required.

l. *Entry [facility]* (or *origin [facility]*) refers to the USPS mail processing facility that serves the Post Office at which the mail is entered by the mailer. If the Post Office where the mail is entered is not the one serving the mailer's location, the Post Office of entry determines the *entry* facility. *Entry SCF* includes both single-3-digit and multi-3-digit SCFs.

m. The *group pieces* instruction means the pieces are to be sorted together as if to be bundled but not actually secured into a bundle. Bundle labels and other bundle identification methods may be used for unsecured groups of pieces as permitted by standard.

n. *A bundle* is a group of addressed pieces secured together as a unit. Bundle preparation is described in 2.0.

o. A *"logical" presort destination* represents the total number of pieces that are eligible for a specific presort level based on the required sortation, but which might not be contained in a single bundle or in a single container due to applicable preparation requirements or the size of the individual pieces.

p. Cobundling is an alternate preparation method available under 705.11.0 for First-Class Mail that allows the combining of flat-size automation price and Presorted price pieces within the same bundle under the single minimum bundle size requirement. Regardless of the class of mail, pieces may not be combined in more than one physical bundle for each logical presort destination unless presented using an approved manifest mailing system under 705.2.0.

### 1.5 Optional Containerization

Mailers may prepare pallets or other USPS-approved containers as described in 705.8.10.2 or according to local customer/supplier agreements.

## 2.0 Bundles

A *bundle* is a group of addressed pieces, for a presort destination, secured together as a unit. See 203.4.0 for bundling standards.

## 3.0 Letter Trays

See 203.5.0 for tray preparation standards.

## 4.0 Tray Labels

Tray labels are subject to the standards in 203.5.0.

# 5.0 Preparing Nonautomation Letters

## 5.1 Basic Standards

### 5.1.1 All Mailpieces

Each Presorted First-Class Mail mailing must meet the applicable standards in 233 and in 235; All pieces must be in the same processing category, subject to 5.2, and must be sorted together and prepared under 5.2, or 5.3. Letter-size pieces (including card-size pieces) must be prepared in letter trays.

### 5.1.2 Single-Piece Price Pieces Presented With Presort Mailings

Regardless of postage payment method, mailers may present single-piece price First-Class Mail with pieces claimed at automation or presort prices and report all pieces on the same postage statement. The following standards apply:

a. The mailer must prepare the single-piece price pieces in separate trays from the automation and presort pieces. Mailers must label the trays under 204.3.0 using CIN code 260 on trays of single-piece letters. Label trays as follows:

   1. Line 1: Use L201; for mail originating in ZIP Code areas in Column A, use “MXD” followed by city, state, and 3-digit ZIP Code prefix in Column C (use “MXD” instead of “OMX” in the destination line and ignore Column B).

   2. Line 2: Use the human-readable content line corresponding to content identifier number 260 (see Exhibit 204.3.2.4).

   3. Line 3: Office of mailing or mailer information.

b. The single-piece price pieces must bear no price marking or be marked “First-Class” or, if not affixed with full single-piece price postage, “Single-Piece” (or “SNGLP”). See 202.3.0.

c. The mailer must affix additional postage to the single-piece price pieces to yield the correct amount on each piece, or (if prepared with a corrective price marking) the mailer must pay all additional postage at the time of mailing.

### 5.1.3 Marking

Subject to 202.3.0, all pieces must be marked “Presorted” (or “PRSRT”) and “First-Class Mail.”

## 5.2 Machinable Preparation

### 5.2.1 Machinable Bundling

Machinable pieces are not bundled, except for (see 2.0):

a. Card-size pieces.

b. All pieces in a less-than-full origin tray.

c. All pieces in a less-than-full mixed AADC tray.

#### 5.2.2 Traying and Labeling

Preparation sequence, tray size, and labeling:

a. AADC origin trays required, with pieces grouped by 3-digit ZIP Code prefix; no minimum piece requirement; one less-than-full tray permitted; labeling:

   1. Line 1: L801.
   2. Line 2: “FCM LTR AADC MACH.”

b. AADC (required); full trays (no overflow), with pieces grouped by 3-digit ZIP Code prefix; labeling:

   1. Line 1: L801.
   2. Line 2: “FCM LTR AADC MACH.”

c. Mixed AADC (required); no minimum, with pieces grouped by AADC; labeling:

   1. Line 1: Use L201; for mail originating in ZIP Code areas in Column A, use “MXD” followed by city, state, and 3-digit ZIP Code prefix in Column C (use “MXD” instead of “OMX” in the destination line and ignore Column B).
   2. Line 2: “FCM LTR MACH WKG.”

### 5.3 Nonmachinable Preparation

#### 5.3.1 Nonmachinable Bundling

Except as provided in 203.4.4, bundling is required before traying. A bundle must be prepared when the quantity of addressed pieces for a required presort level reaches a minimum of 10 pieces. Smaller volumes are not permitted except for mixed ADC bundles. Preparation sequence, bundle size, and labeling:

a. 5-digit (required); 10-piece minimum; red Label 5 or optional endorsement line (OEL); labeling not required for pieces in full 5-digit trays.

b. 3-digit (required); 10-piece minimum; green Label 3 or OEL.

c. ADC (required); 10-piece minimum; pink Label A or OEL.

d. Mixed ADC (required); no minimum; tan Label X or OEL.

#### 5.3.2 Traying and Labeling

Preparation sequence, tray size, and labeling:

a. 5-digit (required); full trays (no overflow); labeling:

   1. Line 1: city, state, and 5-digit ZIP Code on mail (see 203.5.11, for overseas military mail).
   2. Line 2: “FCM LTR 5D MANUAL.”

b. 3-digit (required); full trays (no overflow), except for one less-than-full tray for each origin 3-digit(s); labeling:

   1. Line 1: L002, Column A.
   2. Line 2: “FCM LTR 3D MANUAL.”

c. ADC (required); full trays (no overflow); labeling:

1. Line 1: L004, Column B.
2. Line 2: “FCM LTR ADC MANUAL.”

d. Mixed ADC (required); no minimum; labeling:

1. Line 1: Use L201; for mail originating in ZIP Code areas in Column A, use “MXD” followed by city, state, and 3-digit ZIP Code prefix in Column C (use “MXD” instead of “OMX” in the destination line and ignore Column B).
2. Line 2: “FCM LTR MANUAL WKG.”

## 6.0 Preparing Automation Letters

### 6.1 Basic Standards

Mailers must prepare letter-size automation price First-Class Mail under 6.0. Bundle and tray preparation are subject to 235. Use barcoded tray labels under 4.0 and 204.3.0.

### 6.2 Mailings

The requirements for mailings are as follows:

a. General. All pieces in a mailing must meet the standards in 201.3.0, and must be sorted together to the finest extent required for the price claimed except under 6.2c. The definitions of a mailing and permissible combinations are in 1.0.

b. First-Class Mail. A single automation price First-Class Mail mailing may include pieces prepared at 5-digit, AADC, and mixed AADC prices.

c. Regardless of the method of postage payment, pieces of single-piece price First-Class Mail may be presented with and reported on the same postage statement as pieces claimed at automation or presort prices if the single-piece price pieces are physically separated from other pieces; bear no price marking, or are marked only “First-Class,” or (if not affixed with full single-piece price postage) are marked “Single-Piece” or “SNGLP” under 202.3.0, in addition to any other marking; and either have additional postage affixed to yield the correct amount on each piece or (if prepared with a corrective price marking) have all additional postage paid at the time of mailing.

### 6.3 Marking

All automation price pieces must be marked under 202.3.0, and 202.4.0. Pieces claimed at an automation price must bear the appropriate class marking and, except as provided in 202.3.0, and 202.4.0, “AUTO.” Pieces not claimed at an automation price must not bear “AUTO” unless single-piece price postage is affixed or the corrective single-piece price marking (“SNGLP” or “Single-Piece”) is applied.

**6.4 General Preparation**

Grouping, bundling, and labeling are not generally required or permitted, except bundling is required in any mailing consisting entirely of card-size pieces and for pieces in overflow and less-than-full trays, and grouping is required under 6.5.

**6.5 Tray Preparation**

Instead of preparing overflow trays with fewer than 150 pieces, mailers may include these pieces in an existing qualified tray of at least 150 or more pieces at the next tray level. (For example, if a mailer has 30 overflow 5-digit pieces for ZIP Code 20260, these pieces may be added to an existing qualified AADC tray for the correct destination (ZIP Code prefix 202) and the overflow 5-digit pieces will still qualify for the 5-digit price.) Mailers must note these trays on standardized documentation (see 203.3.2). Pieces that are placed in the next tray level must be grouped by destination and placed in the front or back of that tray. Mailers may use this option selectively for AADC ZIP Codes. This option does not apply to origin/entry trays. Preparation sequence, tray size, and Line 1 labeling:

a. 5-digit/scheme: optional, but required for 5-digit price (150-piece minimum); overflow allowed. Make 5-digit scheme trays first, then 5-digit trays; see 1.4f.

   1. For 5-digit scheme trays, use destination shown in labeling list L012.

   2. For 5-digit trays, use city, state, and 5-digit ZIP Code destination on pieces (see 203.5.11 for overseas military mail).

b. AADC: optional, but required for AADC price (150-piece minimum except no minimum for origin entry AADC); overflow allowed; group pieces by 3-digit (or 3-digit scheme) ZIP Code. For Line 1, use L801, Column B.

c. Mixed AADC: required (no minimum); group pieces by AADC when overflow pieces from AADC trays are placed in mixed AADC trays. For Line 1 use L201; for mail originating in ZIP Code areas in Column A, use “MXD” followed by city, state, and 3-digit ZIP Code prefix in Column C (use “MXD” instead of “OMX” in the destination line and ignore Column B).

**6.6 Tray Line 2**

Line 2: “FCM LTR” and:

a. 5-digit scheme: “BC 5D SCHEME.”

b. 5-digit: “5D BC.”

c. AADC: “AADC BC.”

d. Mixed AADC: “BC WKG.”

**6.7 Presentation**

Upon presentation of letter-size automation price First-Class Mail mailings to USPS for verification, mailers must present all mixed AADC trays together, and such trays must either be adjacent to one another, or side by side, and must be placed as the top layer(s) on any given container. Containerization instructions for First-Class Mail letters and cards may be established by local USPS managers.

# 7.0 Preparation of Nonautomation Flats

**7.1 Basic Standards**

Each Presorted First-Class Mail mailing must be prepared under 7.0 and 233.3.0. All pieces must be in the flat-size processing category. Flat-size pieces must be prepared in flat trays. All pieces must be marked “Presorted” and “First-Class.”

**7.2 Single-Piece Price Pieces Presented With Presort Mailings**

Regardless of the method of postage payment, pieces of single-piece price First-Class Mail may be presented with and reported on the same postage statement as pieces claimed at automation or presort prices if the single-piece price pieces are physically separated from other pieces; bear no price marking, or are marked only “First-Class,” or (if not affixed with full single-piece price postage) are marked “Single-Piece” or “SNGLP” under 202.3.0, in addition to any other marking; and either have additional postage affixed to yield the correct amount on each piece or (if prepared with a corrective price marking) have all additional postage paid at the time of mailing. Mailers must label the trays under 204.3.0 using CIN code 282 on single-piece trays. Label the trays as follows:

a. Line 1: Use L201; for mail originating in ZIP Code areas in Column A, use “MXD” followed by city, state, and 3-digit ZIP Code prefix in Column C (use “MXD” instead of “OMX” in the destination line and ignore Column B).

b. Line 2: Use the human-readable content line corresponding to content identifier number 282 (see Exhibit 204.3.2.4).

c. Line 3: Office of mailing or mailer information.

**7.3 Nonautomation Pieces**

Nonautomation flats must use the preparation sequence and tray labeling in 7.4 and 7.5.

**7.4 Bundling and Labeling**

Except under 203.4.14, bundling is required before traying. A bundle must be prepared when the quantity of addressed pieces for a required presort level reaches a minimum of 10 pieces. Smaller volumes are not permitted except under 203.4.12 and for mixed ADC bundles. Preparation sequence, bundle size (except allowed under 203.4.12), and labeling:

a. 5-digit (required); 10-piece minimum; red Label 5 or optional endorsement line (OEL).

b. 3-digit (required); 10-piece minimum; green Label 3 or OEL.

c. ADC (required); 10-piece minimum; pink Label A or OEL.

d. Mixed ADC (required); no minimum; tan Label X or OEL.

**7.5 Traying and Labeling**

Preparation sequence, tray size, and labeling:

a. 5-digit (required); full trays (no overflow); labeling:

1. Line 1: city, state, and 5-digit ZIP Code on mail (see 203.5.11 for overseas military mail).
2. Line 2: "FCM FLTS 5D NON BC."

b. 3-digit (required); full trays (no overflow), except for one less-than-full tray for each origin 3-digit(s); labeling:

1. Line 1: L002, Column A.
2. Line 2: "FCM FLTS 3D NON BC."

c. ADC (required); full trays (no overflow); labeling:

1. Line 1: L004, Column B.
2. Line 2: "FCM FLTS ADC NON BC."

d. Mixed ADC (required); no minimum; labeling:

1. Line 1: Use L201; for mail originating in ZIP Code areas in Column A, use "MXD" followed by city, state, and 3-digit ZIP Code prefix in Column C (use "MXD" instead of "OMX" in the destination line and ignore Column B).
2. Line 2: "FCM FLTS NON BC WKG."

**7.6 Cotraying and Cobundling With Automation Price Mail**

Except for automation price mailings prepared under the tray-based preparation option in 8.6, if a single mailing job contains an automation price mailing and a Presorted price mailing and both mailings are reported on the same postage statement, then the mailing job must be presorted under the cotraying standards in 705.9.0. Flat-size Presorted price pieces may be cobundled with flat-size automation price pieces under the standards in 705.11.0.

## 8.0 Preparation of Automation Flats

**8.1 Basic Standards**

Automation First-Class Mail must be prepared under 8.0 and meet the eligibility standards for the price claimed; trays must bear the appropriate barcoded container labels under 204.3.0. Flat-size pieces must be prepared in flat trays.

**8.2 Mailings**

**8.2.1 Automation Pieces**

All pieces in a mailing must be sorted together to the finest extent required. First-Class Mail mailings may include pieces prepared at automation 5-digit, 3-digit, ADC, and mixed ADC prices. The definitions of a mailing and permissible combinations are in 1.2.

#### 8.2.2 Single-Piece

Regardless of the method of postage payment, single-piece First-Class Mail may be presented with and reported on the same postage statement as pieces claimed at automation or presort prices if the single pieces are physically separated from other pieces; bear no price marking, or are marked only "First-Class," or (if not affixed with full single-piece postage) are marked "Single-Piece" or "SNGLP" under 202.3.0, in addition to any other marking; and either have additional postage affixed to yield the correct amount on each piece or (if prepared with a corrective price marking) have all additional postage paid at the time of mailing.

### 8.3 Marking

All automation pieces must be marked under 202. Pieces claimed at an automation price must bear the appropriate class marking. Pieces not claimed at an automation price must not bear "AUTO" unless single-piece postage is affixed or a corrective single-piece marking ("single-piece" or "SNGLP") is applied.

### 8.4 General Preparation

Except for First-Class Mail prepared under 8.6, all pieces must be prepared in bundles. Bundles may contain fewer pieces than the bundle minimum, depending on the size of the pieces in the mailing or the total quantity of the pieces to that destination. Price eligibility is not affected when a physical bundle contains fewer pieces than the minimum bundle size for the above reasons.

### 8.5 First-Class Mail Required Bundle-Based Preparation

#### 8.5.1 Bundling and Labeling

Preparation sequence, bundle size (except as allowed under 203.4.12), and labeling:

a. 5-digit scheme (optional, as described in 8.7); 10-piece minimum; red Label 5 SCH or optional endorsement line (OEL).

b. 5-digit (optional, but required for 5-digit price eligibility); 10-piece minimum; red Label 5 or optional endorsement line (OEL).

c. c. 3-digit (required); 10-piece minimum; green Label 3 or OEL.

d. d. ADC (required); 10-piece minimum; pink Label A or OEL.

e. e. Mixed ADC (required); no minimum; tan Label X or OEL.

#### 8.5.2 Traying and Labeling

Preparation sequence, tray size, and labeling:

a. 5-digit (optional, but required for 5-digit price eligibility); full trays (no overflow); labeling:

   1. Line 1: city, state, and 5-digit ZIP Code on mail (see 204.3.0, for overseas military mail).

   2. Line 2: "FCM FLTS 5D BC."

b. 3-digit (required); full trays (no overflow); labeling:

1. Line 1: L002, Column A.
2. Line 2: “FCM FLTS 3D BC.”

c. Origin 3-digit(s) (required); no minimum; labeling:

1. Line 1: L002, Column A.
2. Line 2: “FCM FLTS 3D BC.”

d. ADC (required); full trays (no overflow); labeling:

1. Line 1: L004, Column B.
2. Line 2: “FCM FLTS ADC BC.”

e. Mixed ADC (required); no minimum; labeling:

1. Line 1: Use L201; for mail originating in ZIP Code areas in Column A, use “MXD” followed by city, state, and 3-digit ZIP Code prefix in Column C. (Use “MXD” instead of “OMX” in the destination line and ignore Column B).
2. Line 2: “FCM FLTS BC WKG.”

**8.6 First-Class Mail Optional Tray-Based Preparation**

Tray size, preparation sequence, and Line 1 labeling:

a. 5-digit: optional, but 5-digit trays required for price eligibility (90-piece minimum); one less-than-full or overflow tray allowed; for Line 1, use city, state, and 5-digit ZIP Code destination of pieces (for military mail see 4.0). (Preparation to qualify for 5-digit price is optional and need not be done for all 5-digit destinations.)

b. 3-digit: required (90-piece minimum); one less-than-full or overflow tray allowed; for Line 1, use L002, Column A for 3-digit destinations.

c. Origin 3-digit: required for each 3-digit ZIP Code served by the SCF of the origin (verification) office; no minimum; for Line 1, use L002, Column A for 3-digit destinations.

d. ADC: required (90-piece minimum); one less-than-full or overflow tray allowed; group pieces by 3-digit ZIP Code prefix; for Line 1, use L004 (ZIP Code prefixes in Column A must be combined and labeled to the corresponding ADC destination shown in Column B). As an exception, pieces do not have to be grouped by 3-digit ZIP Code prefix in ADC trays if the mailing is prepared using a MLOCR/barcode sorter and standardized documentation is submitted.

e. Mixed ADC (required); no minimum for price eligibility. Group pieces by ADC. For Line 1 use L201; for mail originating in ZIP Code areas in Column A, use “MXD” followed by city, state, and 3-digit ZIP Code prefix in Column C (use “MXD” instead of “OMX” in the destination line and ignore Column B). Mailers using a MLOCR/barcode sorter and submitting standardized documentation need not group pieces by ADC.

**8.7 5-Digit Scheme Bundle Preparation**

Pieces meeting the automation-compatibility criteria in 201.4.0, may be prepared in 5-digit scheme bundles for those 5-digit ZIP Code combinations identified in L007. These bundles must meet the additional standards in 1.4f.

**8.8 Cotraying and Cobundling With Presorted Price Mail**

Except for mailings prepared under the tray-based preparation option in 8.6, if the mailing job contains an automation mailing and a Presorted mailing and both mailings are reported on the same postage statement, then the mailing job must be prepared under the cotraying standards in 705.9.0. Automation pieces may be cobundled with Presorted pieces under the standards in 705.11.0.

# 236 Enter and Deposit

**Overview**

1.0 Deposit
2.0 Verification

## 1.0 Deposit

**1.1 Service Objectives**
All First-Class Mail receives expeditious handling and transportation, but does not guarantee delivery within a specified time. Local postmasters can provide more information.

**1.2 Time and Location of Deposit**
First-Class Mail paid at Presorted or any automation prices must be deposited at locations and times designated by the postmaster. Metered mail must be deposited in locations under the jurisdiction of the licensing Post Office except as permitted in 604.4.6.3. Permit imprint mail must be deposited under 604.5.0 or 705.

**1.3 Approved Collections**
The USPS may collect Presorted First-Class Mail and automation First-Class Mail at a mailer's facility if part of an approved collection service for other classes of mail; space is available on the transportation required for those classes; and:

a. Acceptance and verification are done at the customer's facility; or

b. Postage is paid with permit imprint under an optional procedure; or

c. Postage is paid with meter or precanceled stamps.

**1.4 Permit Imprint Collection**
The USPS does not collect presort mailings from a customer's facility if paid with a permit imprint and not covered by optional procedures.

## 2.0 Verification

**2.1 USPS Verification and Mailer Correction**
Mailings are subject to USPS procedures to verify correct preparation and postage payment. The mailer is responsible for correcting irregularities found in the mailing. If, at the acceptance unit, a mailing is found not to qualify for a Presorted First-Class Mail price or an automation First-Class Mail price, the mailer must either take corrective action or pay the full single-piece price. The return of such mailings to the mailer's facility for any reworking is the mailer's responsibility.

**2.2 Timeframe for Corrective Action**

If a mailer corrects the presort or preparation problems in a metered or precanceled stamped mailing that caused its disqualification when originally presented for acceptance, but cannot resubmit that mailing on the same day, the date shown in the meter or mailer's precancel postmark must be corrected. The mailer may either reenvelope each piece and reapply postage and request a postage refund under 604.9.0, or apply a legible ".00" meter impression that includes the correct mailing date.

**2.3 Payment at Single-Piece Price Rather Than Correcting Errors**

A mailer who pays the single-piece First-Class Mail price rather than correcting errors in a mailing paid with meter or precanceled stamps must pay the difference in cash at the window and present the copy of the cash receipt to the acceptance point before the mail may be released for processing. A mailer who makes the same choice for a mailing paid with a permit imprint must correct the postage statement presented with the mailing to show that postage is to be paid at the higher price.

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# 243 Prices and Eligibility

**Overview**

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3.0 Basic Eligibility Standards for USPS Marketing Mail
4.0 Price Eligibility for USPS Marketing Mail
5.0 Additional Eligibility Standards for Nonautomation USPS Marketing Mail Letters, Flats, and Presorted USPS Marketing Mail Parcels
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8.0 Additional Eligibility Standards for Marketing Parcels Mailed as Product Samples
9.0 Customized MarketMail

## 1.0 Prices and Fees

### 1.1 Price Application

Postage is based on the price that applies to the weight (postage) increment of each addressed piece.

### 1.2 USPS Marketing Mail Prices

USPS Marketing Mail prices are applied as follows:

a. The appropriate minimum per piece price applies to USPS Marketing Mail automation or machinable letter-sized mailpiece that weighs 3.5 ounces (0.2188 pound) or less, Nonautomation nonmachinable letters that weigh 4.0 ounces (0,25 pounds) or less, flat-sized mailpieces that weigh 4.0 ounces (0.25 pound) or less and presorted Marketing Parcels and irregular parcels that weigh 3.3 ounces (0.2063 pound) or less.

b. A price determined by adding the per piece charge and the corresponding per pound charge applies to any USPS Marketing Mail piece that weighs more than the following: Nonmachinable letters and flats that weigh more than 4.0 ounces, presorted Marketing Parcels and Irregular parcels that weigh more than 3.3 ounces, and machinable parcels 3.5 ounces or more.

c. A regular or nonprofit per piece price applies to Customized MarketMail.

### 1.3 Regular and Nonprofit USPS Marketing Mail and Customized MarketMail Prices

For prices, see Notice 123—Price List.

### 1.4 Fees

#### 1.4.1 Presort Mailing Fee

[1-26-20] An annual mailing fee must be paid each 12-month period at each Post Office of mailing. Payment of this fee does not apply to mailers who present qualified full-service mailings (under 705.23.3.1a.). For mail manifested using the

Electronic Verification System (eVS) under 705.2.9, only one annual mailing fee, paid at the Post Office of account where the permit imprint account is held, is required regardless of the number of Post Offices of mailing. A mailer paying this fee may enter clients' mail as well as the mailer's own. The mailer whose permit imprint appears on pieces in a mailing paid with a permit imprint must show that permit number on the postage statement and must pay the annual mailing fee for that permit; this fee is in addition to the one-time fee for an application to use permit imprints. The fee may be paid in advance only for the next 12 months and only during the last 60 days of the current service period. The fee charged is that which is in effect on the date of payment (see Notice 123—Price List).

#### 1.4.2 Weighted Fee

For return of pieces bearing the ancillary service markings "Address Service Requested" and "Forwarding Service Requested," weighted fee equals single-piece First-Class Mail, First-Class Package Service — Retail, or Priority Mail price multiplied by 2.472.

### 1.5 Computing Postage for USPS Marketing Mail

#### 1.5.1 Weight

To compute the total weight of the addressed pieces in a mailing or mailing segment for:

a. Identical-weight pieces, multiply the computed average weight of a single piece by the corresponding number of pieces; do not round the product.

b. Nonidentical-weight pieces, add the actual weight of the individual pieces or weigh the entire mailing in bulk; do not round either result.

#### 1.5.2 Determining Single-Piece Weight

To determine single-piece weight in a mailing of identical-weight pieces, weigh a sample group of at least 10 randomly selected pieces and divide the total sample weight by the number of pieces in the sample. To determine single-piece weight in a mailing of nonidentical-weight pieces, weigh each piece individually. Express all single-piece weights in decimal pounds, rounded off to four decimal places.

#### 1.5.3 Net Postage

Postage is computed at the applicable prices on the entire mailing to be mailed at one time. The net postage price is either the applicable minimum per piece price or the piece/pound price, as adjusted for any discounts and surcharges.

#### 1.5.4 Per Piece and Per Pound Charges

The per piece charge is computed based on the total number of addressed pieces for each price category claimed. The minimum price may apply to each piece as detailed in 1.2. Otherwise, the per piece charge must be added to the per pound charge to determine total postage. Where applicable, the per pound charge is computed based on the total weight of the addressed pieces for each price category claimed, and is added to the per piece charge to determine total postage. For example, a quantity of pieces weighing 100.25 pounds is charged 100.25 times the applicable price per pound, based on the price claimed, plus one unit of the applicable per piece charge for each addressed piece.

#### 1.5.5 Computing Affixed Postage for Piece/Pound Price Mailpieces

To compute postage to be affixed to each piece/pound price piece, multiply the weight of the piece (in pounds) by the applicable price per pound; add the applicable per piece charge and any surcharge; and round the sum up to the next tenth of a cent. See 244.2.0 for affixing postage.

#### 1.5.6 Permit Imprint

In any permit imprint mailing:

a. For each price or price category, multiply the number of addressed pieces by the corresponding price per piece and (if applicable) multiply the *unrounded* total weight of the pieces by the corresponding price per pound; round off each product to four decimal places.

b. Add the per piece and per pound charges and round off the total postage to the nearest whole cent.

## 2.0 Content Standards for USPS Marketing Mail

### 2.1 General

USPS Marketing Mail consists of mailable matter that is neither mailed nor required to be mailed as First-Class Mail and that is not authorized to be mailed as Periodicals (unless permitted or required by standard) and that weighs less than 16 ounces.

### 2.2 Personal Information

Personal information may not be included in a USPS Marketing Mail mailpiece unless all of the following conditions are met:

a. The mailpiece contains explicit advertising for a product or service for sale or lease or an explicit solicitation for a donation.

b. All of the personal information is directly related to the advertising or solicitation.

c. The exclusive reason for inclusion of all of the personal information is to support the advertising or solicitation in the mailpiece.

### 2.3 Bills and Statements of Account

Mail containing bills or statements of account as defined in 233.2.2 may not be entered as USPS Marketing Mail except under the conditions described in 2.5.2.

### 2.4 Handwritten and Typewritten Matter

Mail containing handwritten or typewritten matter may not be entered as USPS Marketing Mail except under the conditions described in 2.6.

### 2.5 Attachments and Enclosures

#### 2.5.1 Invoice

An invoice, whether it also serves as a bill, may be placed either inside a USPS Marketing Mail piece or in an envelope marked “Invoice Enclosed” and attached to the outside of the piece if the invoice relates solely to the matter with which it is mailed. The invoice may show this information:

a. Names and addresses of the sender and addressee.

b. Names and quantities of the articles enclosed, descriptions of each (e.g., price, tax, style, stock number, size, and quality, and, if defective, nature of defects).

c. Order or file number, date of order, date and manner of shipment, shipping weight, postage paid, and initials or name of packer or checker.

**2.5.2 Incidental First-Class Mail Attachments and Enclosures**
Incidental First-Class Mail matter may be enclosed in or attached to USPS Marketing Mail merchandise (including books but excluding merchandise samples) without payment of First-Class Mail postage. Incidental First-Class Mail matter may not be enclosed in or attached to matter mailed as Customized MarketMail under 705.1.0. An incidental First-Class Mail attachment or enclosure must be matter that, if mailed separately, would require First-Class Mail postage, is closely associated with but secondary to the host piece, and is prepared not to encumber postal processing. An incidental First-Class Mail attachment or enclosure may be a bill for the product or publication, a statement of account for past products or publications, or a personal message or greeting included with a product, publication, or parcel. Postage at the USPS Marketing Mail or Package Services price for the host piece is based on the combined weight of the host piece and the incidental First-Class Mail attachment or enclosure.

**2.5.3 Nonincidental First-Class Mail Enclosures**
Letters or other pieces of nonincidental First-Class Mail, subject to postage at First-Class Mail prices, may be enclosed with USPS Marketing Mail pieces (except matter mailed as Customized MarketMail under 705.1.0). Postage for the First-Class Mail enclosure must be placed on the outside of the piece. It may be affixed separately or added to the postage for the host piece. The endorsement "First-Class Mail Enclosed" must be placed on the piece, below the postage and above the address.

**2.5.4 Nonincidental First-Class Mail Attachments**
Letters or other pieces of nonincidental First-Class Mail may be placed in an envelope and securely attached to the address side of a USPS Marketing Mail piece (except matter mailed as Customized MarketMail under 705.1.0), or of the principal piece, as applicable. Combination envelopes or containers with separate parts for the two classes of mail may be used. The names and addresses of the sender and addressee must be placed on both the principal piece and the attachment. Alternatively, the sender's name and address must be placed on one part and the addressee's name and address on the other. If the piece is a combination container with inseparable parts or compartments, the names and addresses may appear on only one part. The applicable USPS Marketing Mail postage for the USPS Marketing Mail matter must be prepaid and placed in the upper right corner of the address space. Postage at the applicable First-Class Mail price must be paid for and affixed to the First-Class Mail attachment, unless other payment methods are permitted by standard.

#### 2.5.5 Attachment of Other USPS Marketing Mail Matter

USPS Marketing Mail letters and flats may bear one repositionable note per mailpiece under 202.7.0. A USPS Marketing Mail letter or flat may bear a label, a sticker, or a release card eligible as USPS Marketing Mail matter, when affixed under 2.5.5, 2.5.6 and 2.5.7. USPS Marketing Mail letters, flats, and parcels also may bear other attachments eligible as USPS Marketing Mail matter if these additional conditions are met:

a. The piece bearing the attachment is claimed as Customized MarketMail (CMM) under 243.9.1 or as Enhanced Carrier Route, except as allowed for labels, stickers and release cards under 2.5.6 and 2.5.7. The face of the attachment may bear only the price markings and endorsements permitted for the price claimed for the host piece.

b. At the time of mailing, the piece shows only one complete delivery address. If the attachment is a reply card, the address for returning the piece is not visible.

c. CMM host pieces are any size permitted under 245.13.0. Enhanced Carrier Route host pieces are larger than 6 by 11 inches.

d. The attachment is not larger than the host piece and does not extend beyond the host piece. An attachment affixed to a CMM piece may not be greater than 1/4 inch thick at its thickest point.

e. Each piece in the mailing bears the attachment, and the attachment is of identical size, weight, and positioning on the host piece. Different wording or designs may be used.

f. The attachment does not interfere with processing or delivery. Folded or multipage attachments must be secured to prevent opening during handling.

g. Letters and flats, with attachments that have been approved in writing by the Pricing and Classification Service Center, are eligible for mailing under the conditions specified in the approval letter.

#### 2.5.6 Letter-Size Pieces with Labels, Stickers, or Release Cards

Automation letters and Enhanced Carrier Route letters with an attached label, sticker, or release card eligible as USPS Marketing Mail matter must meet the standards in 201.3.13.

#### 2.5.7 Flat-Size Pieces with Labels, Stickers or Release Cards

Flats with an attached label, sticker, or release card eligible as USPS Marketing Mail matter must meet the standards in 201.4.8.

### 2.6 Written Additions

Markings that have the character of personal correspondence require, with certain exceptions, additional postage at the First-Class Mail prices. The following written additions and enclosures do not require additional First-Class Mail postage:

a. The sender's and the addressee's names, occupations, and addresses, preceded by "From" or "To," and directions for handling.

b. Marks, numbers, names, or letters describing the contents.

c. Words or phrases such as “Do Not Open Until Christmas” and “Happy Birthday, Mother.”

d. Instructions and directions for the use of the item mailed.

e. A manuscript dedication or inscription not having the nature of personal correspondence.

f. Marks to call attention to words or passages in the text.

g. Corrections of typographical errors in printed matter.

h. Manuscripts accompanying related proof sheets and corrections of proof sheets including corrections of typographical and other errors, changes in the text, insertions of new text, marginal instructions to the printer, and corrective rewrites of parts.

i. Handstamped imprints, unless the added material is in itself personal or converts the original matter to a personal communication.

j. Matter mailable separately as USPS Marketing Mail printed on the wrapper, envelope, tag, or label.

# 3.0 Basic Eligibility Standards for USPS Marketing Mail

## 3.1 Description of Service

### 3.1.1 Service Description

USPS Marketing Mail (formerly Standard Mail) may receive deferred handling. The USPS does not guarantee the delivery of USPS Marketing Mail within a specified time.

### 3.1.2 Minimum Quantity

USPS Marketing Mail provides economical prices for mailings of 200 or more pieces or 50 or more pounds of mail.

## 3.2 Defining Characteristics

### 3.2.1 Mailpiece Weight

All USPS Marketing Mail pieces must weigh less than 16 ounces. Flat-size pieces that do not meet the standards in 201.4.3 through 201.4.4 must be prepared as parcels and pay parcel prices. The following weight limits also apply to pieces mailed at USPS Marketing Mail letter prices:

a. Pieces mailed at automation or machinable letter prices may weigh up to 3.5 ounces. Automation or machinable letter-size pieces weighing more than 3.5 ounces are mailable at the nonautomation, nonmachinable letter prices.

b. Pieces mailed at automation carrier route (saturation, high density, high density plus, and basic) letter prices may weigh up to 3.5 ounces. Automation carrier route letters weighing more than 3.5 ounces are mailable at the applicable nonautomation carrier route letter prices.

#### 3.2.2 USPS Marketing Mail Marketing Parcels

All USPS Marketing Mail Marketing parcels (regular and nonprofit) must bear an alternate addressing format and cannot be used for “fulfillment purposes'' (i.e. the sending of items specifically purchased or requested by the customer of a mailer). The alternate address format must be on the same line as the addressee's name or on the address line directly above or below the addressee's name. USPS Tracking is the only extra service available for USPS Marketing Mail Marketing parcels.

#### 3.2.3 Nonprofit USPS Marketing Mail Machinable and Irregular Parcels

Nonprofit USPS Marketing Mail parcels that do not qualify as Marketing parcels may be prepared and mailed as machinable or irregular parcels.

#### 3.2.4 Preparation Requirements

USPS Marketing Mail is subject to specific volume, marking, and preparation requirements.

#### 3.2.5 Inspection of Contents

USPS Marketing Mail is not sealed against postal inspection. Regardless of physical closure, the mailing of articles at USPS Marketing Mail prices constitutes consent by the mailer to postal inspection of the contents.

#### 3.2.6 Forwarding Service

The price of USPS Marketing Mail typically does not include forwarding service. Forwarding service is available under 507.1.5.

#### 3.2.7 Return Service

The price of USPS Marketing Mail does not include return service. Return service is available under 507.1.5 for an additional fee.

#### 3.2.8 Extra Services

See information regarding available extra services under 503.

#### 3.2.9 Periodicals

Authorized Periodicals may not be entered as USPS Marketing Mail unless permitted by standard.

#### 3.2.10 Identical Pieces

The contents of printed matter in a USPS Marketing Mail mailing must be identical to a piece sent to at least one other addressee. USPS Marketing Mail may include the addressee’s name and address but may not transmit personal information except as permitted under 2.2.

### 3.3 Additional Basic Standards for USPS Marketing Mail

Each USPS Marketing Mail mailing is subject to these general standards:

a. All pieces in a mailing must be of the same processing category, except that irregular and machinable parcels may be combined in 5-digit scheme and 5-digit sacks or on 5-digit scheme and 5-digit pallets.

b. Each mailing must contain at least 200 pieces or 50 pounds of pieces. See 3.6 for volume requirement eligibility unique to Presorted USPS Marketing price mailings. Other volume standards also can apply, based on the price claimed.

c. All pieces in an automation mailing must be eligible for an automation price. Separate automation and Presorted price mailings of flats that are reported on the same postage statement must be cosacked under 705.9.0. Separate automation, Presorted, and Enhanced Carrier Route mailings of flats may be co-containerized under 705.

d. All pieces in a mailing must be sorted together and marked under the standards for the price claimed.

e. [3-2-20] Each letter and flat piece must bear the addressee's name and delivery address, including the correct ZIP Code or ZIP+4 code, except as allowed when using alternative addressing formats under 602.3.0 or detached address labels (DALs) and detached marketing labels (DMLs) under 602.4.0.

f. [3-2-20] Each Marketing parcel must bear an alternative addressing format subject to 602.3.0. Nonprofit USPS Marketing Mail machinable or irregular parcels must bear the addressee's name and complete delivery address, or may use an alternative addressing format. DALs or DMLs may be used subject to 602.4.0.

g. Postage must be paid under 244.1.0 through 244.3.0 with precanceled stamps, meter stamps, or permit imprint.

h. A postage statement, completed and signed by the mailer, using the correct USPS form or an approved facsimile, must be submitted with each mailing. In addition, mailings must be documented under 244.4.0 and the standards for the price claimed.

i. Each piece must meet the standards for any other price or discount claimed.

j. Any barcode on a mailpiece must be correct for the delivery address and meet the standards in 202.5.0, 602.9.0, and 204.1.0.

k. Mailings must be deposited at a business mail entry unit of the Post Office where the postage permit or license is held and the annual mailing fee paid, unless deposit elsewhere is permitted by standard.

### 3.4 IMpb Standards

[3-2-20] All USPS Marketing Mail parcels, except USPS Marketing Mail Marketing parcels mailed as product samples that do not use detached address labels (DALs) or detached marketing labels (DMLs) or bear simplified addresses, must bear an Intelligent Mail package barcode (IMpb) prepared under 204.2.0. USPS Marketing Mail parcels may optionally use an IMb in lieu of an IMpb when they are presorted and containerized in 5-digit sacks or other approved containers prepared to the 5-digit level, provided each parcel bears a unique IMb that cannot be reused for 45 days. In situations where the IMb is used in lieu of the IMpb, a Mail.dat or Mail.XML file will be accepted in lieu of a Shipping Service File.

**3.5 Merging Similar USPS Marketing Mailings**

[1-26-20] Mailings are subject to the general definitions and conditions in 245.1.0. Generally, mailers may merge similar USPS Marketing Mail matter into a single mailing. Differences in text, address labels, and address lists or list key numbers do not prohibit the mailer from merging and sorting pieces together. Pieces with different methods of postage payment may be combined in the same mailing only if authorized by the director, Business Acceptance Solutions (see 608.8.0 for address). Pieces of nonidentical weight, if merged in the same mailing, must bear the correct postage when mailed, unless otherwise authorized by the director, Business Acceptance Solutions.

**3.6 Residual Volume Requirement**

Pieces in an Enhanced Carrier Route price mailing that has separately met a 200-piece or 50-pound minimum quantity requirement may be counted toward the minimum quantity requirement for a Presorted price mailing, provided that the Enhanced Carrier Route price mailing and the Presorted price mailing are part of the same mailing job. Likewise, pieces in an automation price mailing that has separately met a 200-piece or 50-pound minimum quantity requirement may be counted toward the minimum quantity requirement for a Presorted price mailing, provided that the automation price mailing and the Presorted mailing are part of the same mailing job. Pieces mailed at Presorted USPS Marketing Mail prices must not be counted toward the minimum volume requirements for an Enhanced Carrier Route price or an automation price mailing.

**3.7 Residual Mail Subject to First-Class Mail First-Class Package Services — Retail or Priority Mail Prices**

Pieces prepared as USPS Marketing Mail (i.e., that bear USPS Marketing Mail price markings, ACS codes, etc.) that do not qualify for Enhanced Carrier Route, automation, or Presorted USPS Marketing Mail prices are subject to the single-piece First-Class Mail, First-Class Package Services — Retail, or Priority Mail prices as applicable for the weight of the mailpiece. Metered pieces weighing over 13 ounces but less than 16 ounces that do not qualify for USPS Marketing Mail prices and any pieces that do not qualify for USPS Marketing Mail prices for which First-Class Mail, First-Class Package Services — Retail, or Priority Mail service is desired must be re-enveloped or otherwise prepared so that they do not bear USPS Marketing Mail markings, endorsements, and ACS codes and must bear the proper First-Class Mail, First-Class Package Services — Retail, or Priority Mail price markings and ACS codes. Mailers who have pieces (other than metered pieces weighing over 13 ounces but less than 16 ounces) that do not qualify for USPS Marketing Mail prices but that are prepared as USPS Marketing Mail and who do not desire to receive First-Class Mail, First-Class Package Services — Retail, or Priority Mail service for those pieces may enter their mailpieces “as is” (i.e., bearing the USPS Marketing Mail markings and endorsements), provided the requirements in 244.1.0, are met.

**3.8 ZIP Code Accuracy**

The ZIP Code accuracy standard is a means of ensuring that the 5-digit ZIP Code in the delivery address correctly matches the delivery address information. For the purposes of this standard, *address* means a specific address associated with a specific 5-digit ZIP Code. Each address in a mailing at USPS Marketing Mail flats prices must meet the ZIP Code accuracy requirements in 602.6.0.

**3.9 Move Update Standard**

The Move Update standard requires the periodic matching of a mailer's address records with customer-filed change-of-address orders maintained by the USPS. See 602.5.0 for Move Update standards.

## 4.0 Price Eligibility for USPS Marketing Mail

**4.1 General Information**

All USPS Marketing Mail prices are presorted prices (including all nonprofit prices). These prices apply to mailings meeting the basic standards in 2.0 through 4.0 and the corresponding standards for Presorted prices, Enhanced Carrier Route prices, and automation prices under 5.0 through 8.0, or Customized MarketMail prices under 243.9.0. Except for Customized MarketMail pieces, destination entry discount prices are available under 246.2.0 through 246.6.0. Nonprofit prices may be used only by organizations authorized by the USPS under 703.1.0. Not all processing categories qualify for every price. Except for Product Samples, pieces are subject to either a single minimum per piece price or a combined piece/pound price, depending on the weight of the individual pieces in the mailing. Product Samples prices are available under 8.0.

**4.2 Minimum Per Piece Prices**

The minimum per piece prices (the minimum postage that must be paid for each piece) apply as follows:

a. Basic Requirement. Automation and automation compatible letters mailed at Regular, Enhanced Carrier Route, Nonprofit, and Nonprofit Enhanced Carrier Route prices are subject to minimum per piece prices when they weigh no more than 3.5 ounces (0.2188 pound). Nonautomation letters and flats mailed at Regular, enhanced Carrier Route, Nonprofit and Nonprofit Enhanced Carrier Route prices are subject to minimum per piece prices when they weigh no more than 4 ounces (0.25 pound).

b. In applying the minimum per piece prices, a mailpiece is categorized as either a letter or a nonletter, based on whether the piece meets the letter-size standard in 201.1.1.1, without regard to placement of the address on the piece, except under these conditions:

   1. If the piece meets both the definition of a letter in 201.1.1.1 and the definition of an automation flat in 201.6.0, the piece may be prepared and entered at an automation flat price.

2. If the piece is prepared for automation letter prices, address placement is used to determine the length when applying the size standards and aspect ratio requirements to qualify for automation letter prices under 201.3.0. For this purpose, the length is considered to be the dimension parallel to the address.

3. Pieces mailed as *Customized MarketMail* under 9.0 must pay the prices in 1.2 and must not exceed 3.3 ounces.

c. Individual prices. There are separate minimum per piece prices for each subclass (Regular, Enhanced Carrier Route, Nonprofit, and Nonprofit Enhanced Carrier Route) and within each subclass for the type of mailing and the level of presort within each mailing. DNDC prices are not available for ZIP Code ranges 006-009, 967-969, and 995-999, as indicated in labeling list L601. Except for Customized MarketMail pieces, discounted per piece prices also may be claimed for destination network distribution center (DNDC), destination sectional center facility (DSCF), and destination delivery unit (DDU)) under 246. DDU prices are available only for mail entered at Enhanced Carrier Route or Nonprofit Enhanced Carrier Route prices. There are also separate prices for Marketing parcels, Nonprofit machinable parcels, and Nonprofit irregular parcels. Under Marketing parcels, there are separate prices for Product Samples. See 1.0 for individual per piece prices.

## 4.3 Piece/Pound Prices

Letters that exceed 4 ounces are subject to a two-part piece/pound price that includes a fixed charge per piece and a variable pound charge based on weight. Flats that exceed 4 ounces are subject to a two-part piece/pound price that includes a fixed charge per piece and a variable pound charge based on weight.

## 4.4 Extra Services for USPS Marketing Mail

### 4.4.1 Available Services

[7-1-20] Only the following extra services may be used with USPS Marketing Mail parcels, with restrictions as noted in 4.4.2:

a. Bulk insurance.

b. USPS Tracking (electronic option only).

c. Certificate of mailing, as provided in 503.4.0.

### 4.4.2 Ineligible Matter

Extra services (other than certificate of mailing service) may not be used for any of the following types of USPS Marketing Mail:

a. Pieces entered as letters or flats.

b. Machinable parcels mailed using Bulk Parcel Return Service.

c. [3-2-20] Pieces mailed with detached address labels (DALs) or detached marketing labels (DMLs) under 602.4.0.

d. Pieces mailed at Product Sample prices.

e. Pieces mailed as Customized MarketMail.

#### 4.4.3 Additional Preparation Requirements

An eligible mailpiece with an extra service must bear a return address under 602.1.0, and an ancillary service endorsement under 507.1.0 under the following conditions:

a. [7-1-20] Pieces with bulk insurance must bear an endorsement that returns any undeliverable-as-addressed piece to the sender. Required endorsements are "Address Service Requested," "Forwarding Service Requested," or "Return Service Requested."

b. Except for USPS Marketing Mail Marketing parcels, pieces with USPS Tracking must bear one of the required endorsements in 4.4.3a or "Change Service Requested." USPS Marketing Mail Marketing parcels with required alternative address formats may be mailed with USPS Tracking, but must not bear an ancillary service endorsement (see 602.3.1.2).

## 5.0 Additional Eligibility Standards for Nonautomation USPS Marketing Mail Letters, Flats, and Presorted USPS Marketing Mail Parcels

### 5.1 Basic Standards

All pieces in a Regular USPS Marketing Mail or Nonprofit USPS Marketing Mail nonautomation price mailing must:

a. Meet the basic standards for USPS Marketing Mail in 2.0 through 4.0.

b. Except as provided in 3.6, be part of a single mailing of at least 200 addressed pieces or 50 pounds of pieces qualifying for Presorted USPS Marketing Mail. Regular and Nonprofit mailings must meet separate minimum volumes.

c. Bear a delivery address that includes the correct ZIP Code or ZIP+4 code and that meets these address quality standards:

   1. The ZIP Code accuracy standard in 3.8.

   2. If an alternative addressing format is used, the additional standards in 602.3.0.

   3. [3-2-20] If merchandise samples are prepared with detached address labels (DALs) or detached marketing labels (DMLs), the additional standards in 602.4.0.

d. Be marked, sorted and documented as specified in 245, 705.8.0, or 705.14.0.

### 5.2 Weight Standards for Machinable Letter Pieces

Maximum weight limit for machinable nonautomation USPS Marketing mail letters is 3.5 ounces (0.2188 pound).

## 5.3 Price Application

Nonautomation prices for Regular and Nonprofit USPS Marketing Mail apply to mailpieces that meet the eligibility standards in 2.0 through 4.0, and the preparation standards in 245 or 705. Prices for Nonprofit parcels not qualifying as Marketing parcels apply separately to machinable parcels and irregular parcels. When parcels are combined (except for Product Samples, which cannot be combined with other parcels) under 245.11.0, 705.6.0, or 705.21.0, all pieces are eligible for the applicable prices when the combined total meets the eligibility standards.

## 5.4 Machinable Price Application - Letters

Machinable letters are subject only to AADC and mixed AADC prices.

### 5.4.1 AADC Price

The AADC price applies to qualifying letter-size machinable pieces (see 201.1.0) placed in origin/entry AADC trays (regardless of quantity), to quantities of 150 or more pieces prepared in AADC trays for a single AADC, and to pieces placed in mixed AADC trays in lieu of overflow AADC trays.

### 5.4.2 Mixed AADC Price

The mixed AADC price applies to qualifying letter-size machinable pieces that the mailer prepares in mixed AADC trays, except for pieces placed in mixed AADC trays in lieu of overflow AADC trays (see 245.5.3.2).

## 5.5 Nonmachinable Price Application - Letters

Nonmachinable prices in 1.0 apply only to USPS Marketing Mail letter-size pieces (including card-size pieces) that meet the criteria in 201.2.1 for nonmachinable letters. Nonmachinable saturation or high density letter-size pieces are subject to the applicable saturation or high density nonautomation letter prices.

### 5.5.1 5-Digit Price

The 5-digit price applies to letter-size pieces subject to nonmachinable prices in quantities of 150 or more pieces for a 5-digit ZIP Code prepared in 5-digit trays (and overflow pieces in 3-digit or ADC trays) under 245.5.0.

### 5.5.2 3-Digit Price

The 3-digit price applies to letter-size pieces subject to nonmachinable prices in quantities of 150 or more pieces for a 3-digit ZIP Code prepared in 3-digit trays (and overflow pieces in ADC or MADC trays) under 245.5.0.

### 5.5.3 ADC Price

The ADC price applies to letter-size pieces subject to nonmachinable prices in 3-digit origin/entry trays and to pieces in quantities of 150 or more for an ADC prepared in ADC trays (and overflow pieces in MADC trays) under 245.5.0.

### 5.5.4 Mixed ADC Price

The mixed ADC price applies to letter-size pieces that are subject to the nonmachinable prices and prepared in mixed ADC trays.

## 5.6 Nonautomation Price Application – Flats

### 5.6.1 5-Digit Prices for Flats

The 5-digit price applies to flat-size pieces:

a. In a 5-digit/scheme bundle of 10 or more pieces, or 15 or more pieces, as applicable; properly placed in a 5-digit/scheme sack containing at least 125 pieces or 15 pounds of pieces.

b. When palletized under 705.8.0 and 705.10.0 through 705.13.0, in a 5-digit/scheme bundle of 10 or more pieces, or 15 or more pieces, as applicable.

c. In a 5-digit bundle of 10 or more pieces, or 15 or more pieces, as applicable; properly placed in a merged 5-digit/scheme or 5-digit sack under 705.10.0.

d. In an FSS bundle of 10 or more pieces properly placed in sack of at least 125 pieces or 15 pounds of pieces or on a pallet under 705.14.0.

### 5.6.2 3-Digit Prices for Flats

The 3-digit price applies to flat-size pieces:

a. In a 5-digit/scheme bundle of 10 or more pieces, or 15 or more pieces, as applicable, or in a 3-digit/scheme bundle of 10 or more pieces; properly placed in a 3-digit sack of at least 125 pieces or 15 pounds of pieces.

b. When palletized under 705.8.0 and 705.10.0 through 705.13.0, in a 3-digit/scheme bundle of 10 or more pieces.

c. In an FSS bundle of 10 or more pieces properly placed in sack of at least 125 pieces or 15 pounds of pieces or on a pallet under 705.14.0.

### 5.6.3 ADC Prices for Flats

ADC prices apply to flat-size pieces:

a. In a 5-digit/scheme, 3-digit/scheme, or ADC bundle of 10 or more pieces properly placed in an ADC sack of at least 125 pieces or 15 pounds of pieces.

b. In an optional 3-digit/scheme origin/entry sack.

c. When palletized under 705.8.0 and 705.10.0 through 705.13.0, in an ADC bundle of 10 or more pieces; properly placed on an ADC pallet.

### 5.6.4 Mixed ADC Prices for Flats

Mixed ADC prices apply to flat-size pieces in bundles that do not qualify for 5-digit, 3-digit, or ADC prices; placed in mixed ADC sacks or on ASF, NDC, or mixed NDC pallets under 705.8.0.

## 5.7 Prices for Machinable Parcels

### 5.7.1 5-Digit Price

The 5-digit price applies to qualifying machinable parcels that are dropshipped to a DNDC (or ASF when claiming DNDC prices), DSCF, or DDU and presented:

a. In a 5-digit/scheme (L606) sack containing at least 10 pounds of pieces.

b. On a 5-digit/scheme (L606) pallet, according to standards in 705.8.10.

c. As one or more parcels that mailers drop ship to a DDU under 246.5.2.3.

d. In 5-digit/scheme containers prepared under 705.21.0.

#### 5.7.2 NDC Price

The NDC price applies to qualifying machinable parcels as follows under either of the following conditions:

a. When dropshipped to an ASF or NDC and presented:

1. In an ASF or NDC sack containing at least 10 pounds of parcels, or
2. On an ASF or NDC pallet, according to standards in 705.8.10, or
3. In a NDC/ASF container prepared under 705.21.0.

b. When presented at the origin acceptance office on an ASF or a NDC pallet containing at least 200 pounds of pieces.

#### 5.7.3 Mixed NDC Price

The mixed NDC price applies to machinable parcels that are not eligible for 5-digit or NDC prices. Place machinable parcels at mixed NDC prices in origin NDC sacks or on origin NDC pallets, then in mixed NDC sacks or on mixed NDC pallets. See 245.11.3 and 705.8.10.

### 5.8 Prices for Irregular Parcels and Marketing Parcels

#### 5.8.1 5-Digit Price

5-digit prices apply to irregular parcels and to Marketing parcels that are dropshipped to a DNDC (or ASF when claiming DNDC prices), DSCF, or DDU and presented:

a. In a 5-digit/scheme (L606) sack containing at least 10 pounds of pieces.

b. On a 5-digit/scheme (L606) pallet, according to 705.8.10.

c. As one or more parcels that mailers drop ship to a DDU under 246.5.2.2.

d. In 5-digit/scheme containers prepared under 705.21.0.

#### 5.8.2 SCF Price

SCF prices apply to irregular parcels and to Marketing parcels that are dropshipped and presented to a DSCF or DNDC:

a. In an SCF sack containing at least 10 pounds of parcels.

b. On an SCF pallet, according to 705.8.10.

c. In SCF containers prepared under 705.21.0.

#### 5.8.3 NDC Price

NDC prices apply to irregular parcels and to Marketing parcels as follows under either of the following conditions:

a. When dropshipped to an ASF or NDC and presented:

1. In an ASF or NDC sack containing at least 10 pounds of parcels, or
2. On an ASF or NDC pallet, according to standards in 705.8.10, or
3. In a NDC/ASF container prepared under 705.21.0.

b. When presented at the origin acceptance office on an ASF or a NDC pallet containing at least 200 pounds of pieces.

#### 5.8.4 Mixed NDC Price

Mixed NDC prices apply to irregular parcels and to Marketing parcels in origin NDC or mixed NDC containers that are not eligible for 5-digit, SCF, or NDC prices. Place parcels at mixed NDC prices in origin NDC or mixed NDC sacks under 245.11.4.3 or on origin NDC or mixed NDC pallets under 705.8.10.

## 6.0 Additional Eligibility Standards for Enhanced Carrier Route USPS Marketing Mail Letters and Flats

### 6.1 General Enhanced Carrier Route Standards

#### 6.1.1 Optional Preparation

Preparation to qualify for any Enhanced Carrier Route price is optional and need not be performed for all carrier routes in a 5-digit area. An Enhanced Carrier Route mailing may include pieces at basic, high density, high density plus, and saturation Enhanced Carrier Route prices.

#### 6.1.2 Basic Eligibility Standards

All pieces in an Enhanced Carrier Route or Nonprofit Enhanced Carrier Route USPS Marketing Mail mailing must:

a. Meet the basic standards for USPS Marketing Mail in 2.0 through 4.0.

b. Be part of a single mailing of at least 200 pieces or 50 pounds of pieces of Enhanced Carrier Route USPS Marketing Mail. Regular and Nonprofit mailings must meet separate minimum volumes.

c. Be sorted to carrier routes (except under 705.14.0), marked, and documented under 245.9.0, 705.8.0 or 705.14.0.

d. Bear a delivery address that includes the correct ZIP Code, ZIP+4 code,or numeric equivalent to the delivery point routing code and that meets these address quality standards:

   1. The carrier route accuracy standard in 6.2.

   2. The address matching and coding standards in 7.5, and 602.9.0.

   3. If an alternative addressing format is used, the additional standards in 602.3.0.

   4. [3-2-20] If flat-size pieces are prepared with detached address labels (DALs) or detached marketing labels (DMLs) the additional standards in 602.4.0.

e. Meet the applicable sequencing requirements in 6.3 through 6.7 and in 245.

f. Meet the applicable documentation and postage payment standards in 244, and 1.5.

g. Letters must meet the requirements for automation compatibility in 201.3.0 and bear an accurate Intelligent Mail barcode encoded with the correct delivery point routing code matching the delivery address and meeting the standards in 202.5.0 and 204.1.0 except as provided in 6.1.2h. Pieces prepared with a simplified address format are exempt from the automation-compatibility and barcode requirements. Letters entered under the full-service Intelligent Mail automation option also must meet the standards in 705.23.0.

h. All saturation and high-density letters over 3.5 ounces, and saturation (other than pieces with a simplified address) and high-density letter-size pieces not meeting the standards 6.1.2g must pay the applicable nonautomation saturation or high-density prices.

i. [3-2-20] Enhanced Carrier Route price mail may not be more than 12 inches high, 15 inches long, or 3/4-inch thick. *Exception:* Merchandise samples with detached address labels (DALs) or detached marketing labels (DMLs) may exceed these dimensions if the labels meet the standards in 602.4.0.

#### 6.1.3 Full-Service Intelligent Mail Eligibility Standards

In addition to other requirements in 6.0, flats eligible for the full-service Intelligent Mail option must:

a. Be flat-size under 201.4.0.

b. Be part of a basic carrier route, high density, or high density plus carrier route mailing under 6.3 or 6.4.

c. Bear an accurate Intelligent Mail barcode encoded with the correct delivery point routing code matching the delivery address and meeting the standards in 202.4.0, and 204.1.0. Flats with Intelligent Mail barcodes entered under the full-service automation option also must be part of mailings that meet the standards in 705.23.0.

### 6.2 Carrier Route Accuracy Standard

Addresses used on pieces claiming any Enhanced Carrier Route prices must meet the carrier route accuracy standard in 602.7.0.

### 6.3 Basic Price Enhanced Carrier Route Standards

#### 6.3.1 Sequencing

All pieces mailed at basic prices must be prepared in walk sequence or in line-of-travel (LOT) sequence according to LOT schemes prescribed by the USPS (see 245.9.9 and 245.9.10), except when prepared in FSS bundles under 705.14.0.

#### 6.3.2 Basic Price Eligibility - Letters

Basic prices apply to each piece sorted under 245.6.0 or 705.8.0 in a full carrier route tray, in a carrier route bundle of 10 or more pieces, or in groups of 10 or more pieces placed in a 5-digit carrier routes or a 3-digit carrier routes tray.

#### 6.3.3 Basic Price Eligibility - Flats

Basic prices apply to each piece in a carrier route bundle of 10 or more pieces that is:

a. Palletized under 705.8.0 705.10.0, 705.12.0, 705.13.0 or 705.14.0 (FSS scheme bundles on a FSS facility pallet or prior eligibility to inclusion in FSS scheme pool).

b. Placed in a carrier route sack containing at least 125 pieces or 15 pounds of pieces.

c. Placed in a merged 5-digit scheme, 5-digit scheme carrier routes, merged 5-digit, or 5-digit carrier routes sack.

d. Entered at a destination delivery unit as unsacked bundles, according to preparation standards in 245.2.0 and entry standards in 246.5.0.

#### 6.3.4 Basic Carrier Route Bundles on a 5-digit Pallet (Basic–CR Bundles/Pallet) Price Eligibility–Flats

Basic – CR Bundles/Pallet prices apply to each piece in a carrier route bundle of 10 or more pieces that are palletized under 705.8.0 on a 5-digit carrier route or 5-digit scheme carrier route pallet entered at an Origin (None), DNDC, DSCF, or DDU entry or palletized under 705.14.0 on a FSS scheme pallet (in a FSS Scheme bundle).

### 6.4 High Density and High Density Plus (Enhanced Carrier Route) Standards - Letters

#### 6.4.1 Additional Eligibility Standards for High Density and High Density Plus Prices

In addition to the general eligibility standards in 6.1, high density and high density plus letter-size mailpieces must be in a full carrier route tray or in a carrier route bundle of 10 or more pieces placed in a 5-digit carrier routes or 3-digit carrier routes tray. High density and high density plus prices for barcoded letters apply to each piece that is automation-compatible according to 201.3.0, and has an accurate delivery point Intelligent Mail barcode (IMb) encoded with the correct delivery point routing code matching the delivery address and meeting the standards in 202.5.0 and 204.1.0. Pieces that are not automation-compatible or not barcoded with an IMb under 202.5.0 are mailable only at the applicable high density or high density plus nonautomation letter prices.

#### 6.4.2 Basic Eligibility Standards for High Density and High Density Plus Prices for Letters

All pieces mailed at high density or high density plus prices must be prepared in walk sequence according to schemes prescribed by the USPS (see 245.9.8 through 245.9.9). Multiple pieces per delivery address can count toward both density standards. Specific density requirements are as follows:

a. Pieces mailed at high density prices must be sorted together in sequence in quantities of at least 125 pieces for each carrier route.

b. Pieces mailed at high density plus prices must be sorted together in sequence in quantities of at least 300 pieces for each carrier route.

## 6.5 High Density and High Density Plus (Enhanced Carrier Route) Standards - Flats

### 6.5.1 Basic Eligibility Standards for High Density and High Density Plus Prices

All flat-size pieces mailed at high density prices must:

a. Be prepared in walk sequence according to schemes prescribed by the USPS (see 245.9.9), except when prepared in FSS bundles under 705.14.0.

b. Meet the density requirement of at least 125 pieces for each carrier route. For high density plus prices, the density requirement is at least 300 pieces for each carrier route. Multiple pieces per delivery address can count toward the density standards, except for pieces with simplified addresses as allowed under 602.3.0.

### 6.5.2 High Density and High Density Plus Prices for Flats

High density or high density plus prices apply to each piece meeting the density standards in 6.5.1 or in a carrier route bundle of 10 or more pieces that is:

a. Palletized under 705.8.0, 705.10.0, 705.12.0, 705.13.0 or 705.14.0 (eligibility prior to inclusion in FSS scheme bundles).

b. Placed in a merged 5-digit scheme, 5-digit scheme carrier routes, merged 5-digit, or 5-digit carrier routes sack.

c. Placed in a carrier route sack containing at least 125 pieces or 15 pounds of pieces for high density prices.

d. Placed in a carrier route sack containing at least 300 pieces for high density plus prices.

e. Placed in a FSS facility or scheme sack containing at least 125 pieces or 15 pounds of high density priced pieces or at least 300 pieces of high density plus priced pieces (pieces must qualify for price prior to inclusion in FSS bundle).

## 6.6 Saturation ECR Standards - Letters

### 6.6.1 Additional Eligibility Standards for Saturation Prices

In addition to the eligibility standards in 6.1, saturation letter-size mailpieces must be in a full carrier route tray or in a carrier route bundle of 10 or more pieces placed in a 5-digit (or 3-digit) carrier routes tray. Except for pieces with a simplified address, pieces that are not automation-compatible or not barcoded with an Intelligent Mail barcode under 202.5.0 are mailable only at nonautomation saturation letter prices.

### 6.6.2 Saturation Prices for Letters

All pieces mailed at saturation prices must:

a. Be prepared in walk sequence according to schemes prescribed by the USPS (see 245.9.8 through 245.9.9).

b. Meet the density requirement of at least 90% or more of the active residential addresses or 75% or more of the total number of active possible delivery addresses on each carrier route receiving this mail. Pieces bearing a simplified address must meet the coverage standards in 602.3.0. Multiple pieces per delivery address do not count toward this density standard.

### 6.7 Saturation Enhanced Carrier Route Standards - Flats

#### 6.7.1 Basic Eligibility Standards for Saturation Prices

All pieces mailed at saturation prices must:

a. Be prepared in walk sequence according to schemes prescribed by the USPS (see 245.9.9).

b. Meet the density requirement of at least 90% or more of the active residential addresses or 75% or more of the total number of active possible delivery addresses on each carrier route receiving this mail. Pieces bearing a simplified address must meet the coverage standards in 602.3.0. Multiple pieces per delivery address do not count toward this density standard.

#### 6.7.2 Saturation Prices for Flats

There are two different sets of saturation prices for USPS Marketing Mail flats; one for pieces with specific addresses and another for pieces with simplified (EDDM) addresses. Saturation prices apply to each piece in a carrier route bundle of 10 or more pieces that is:

a. Palletized under 705.8.0, 705.10.0, 705.12.0, or 705.13.0.

b. Placed in a carrier route sack containing at least 125 pieces or 15 pounds of pieces.

c. Placed in a merged 5-digit scheme, 5-digit scheme carrier routes, merged 5-digit, or 5-digit carrier routes sack.

## 7.0 Eligibility Standards for Automation USPS Marketing Mail

### 7.1 Basic Eligibility Standards for Automation USPS Marketing Mail

All pieces in a Regular USPS Marketing Mail or Nonprofit USPS Marketing Mail automation mailing must:

a. Meet the basic standards for USPS Marketing Mail in 2.0 through 4.0.

b. Be part of a single mailing of at least 200 pieces or 50 pounds of pieces of automation price USPS Marketing Mail (Regular and Nonprofit mailings must meet separate minimum volumes).

c. Be in the same processing category and meet the physical standards in 201.3.0.

d. Bear a delivery address that includes the correct ZIP Code, ZIP+4 code, or numeric equivalent to the delivery point routing code and that meets these address quality standards:

1. The address matching and coding standards in 7.5, and 602.9.0.
2. If an alternative addressing format is used, the additional standards in 602.3.0.

e. Bear an accurate Intelligent Mail barcode encoded with the correct delivery point routing code, matching the delivery address and meeting the standards in 202.5.0 and 204.1.0.

f. Be marked, sorted and documented under 245.7.0 or 245.10.0.

g. Meet the applicable documentation and postage payment standards in 1.5, and 244.1.0 through 244.3.0.

**7.2 Eligibility Standards for Full-Service Automation USPS Marketing Mail**

All pieces entered under the full-service Intelligent Mail automation option must:

a. Bear a unique Intelligent Mail barcode.

b. Be part of a mailing that meets the standards in 705.23.0.

c. Be scheduled for an appointment through the Facility Access and Shipment Tracking (FAST) system when deposited as a DNDC or DSCF drop shipment. Maximum Weight for Automation Letters

Maximum weight limit for automation price mail is 3.5 ounces (0.2188 pound). See 201.3.6, for pieces heavier than 3 ounces.

**7.3 Price Application for Automation Letters**

Automation prices apply to each piece that is sorted under 245.10.0, into the corresponding qualifying groups:

a. Groups of 150 or more pieces in 5-digit/scheme trays qualify for the 5-digit price. Preparation to qualify for that price is optional. Pieces placed in full AADC trays under 245.7.5 in lieu of 5-digit/scheme overflow trays are eligible for 5-digit prices (see 245.7.5).

b. Groups of fewer than 150 pieces in origin/entry AADC trays qualify for the AADC price. Pieces placed in mixed AADC trays under 245.7.5 in lieu of AADC overflow trays also are eligible for AADC prices (see 245.7.5).

c. Pieces in mixed AADC trays qualify for the mixed AADC price, except for pieces prepared under 7.3b.

**7.4 Price Application for Automation Flats**

Automation prices apply to each piece properly sorted into qualifying groups:

a. The 5-digit price applies to flat-size pieces in a 5-digit/scheme bundle or pooled in a FSS scheme bundle of 10 or more pieces, or 15 or more pieces, as applicable;

b. The 3-digit price applies to flat-size pieces in a 3-digit/scheme bundle or pooled in a FSS scheme bundle of 10 or more pieces.

c. The ADC price applies to flat-size pieces in an ADC bundle of 10 or more pieces.

d. The mixed ADC price applies to flat-size pieces in mixed ADC bundles (no minimum).

## 7.5 Address Standards for Barcoded Pieces

### 7.5.1 Basic Address Standards for Barcodes

To qualify for automation prices, addresses must be sufficiently complete to enable matching to the current USPS ZIP+4 Product when used with current CASS-certified address matching software. Standardized address elements are not required. Any barcode that appears on a mailpiece claimed at an automation price must be the correct barcode for the corresponding delivery address on the piece.

### 7.5.2 Numeric ZIP+4

A numeric ZIP+4 code must consist of five digits, a hyphen, and four digits.

### 7.5.3 Numeric Delivery Point Routing Code

A numeric equivalent to the delivery point routing code is formed by adding two digits directly after the ZIP+4 code.

### 7.5.4 Address Elements

Addresses must include the correct street number, predirectional, street name, suffix, and postdirectional that are input to obtain a match with the current USPS ZIP+4 Product.

### 7.5.5 Firm Name

An address must include a firm name when necessary to obtain a match with the finest level of ZIP+4 code in the USPS ZIP+4 Product. If an address contains a firm name assigned a unique ZIP+4 code in the USPS ZIP+4 Product, the unique ZIP+4 code must be used. If the firm name is not one assigned a unique ZIP+4 code in the USPS ZIP+4 Product and the apartment/suite number is included in the address, the ZIP+4 code for the range in which the apartment/suite number appears must be used in that address. If the firm name does not correspond to a firm name that has a unique ZIP+4 code assigned in the USPS ZIP+4 Product and the apartment/suite number is not included in the address, the ZIP+4 code for the building must be used.

### 7.5.6 Secondary Designator

If a secondary address designator (e.g., an apartment number) is shown in the address, the mailpiece must show the appropriate ZIP+4 code representing the range for that secondary address as contained in the current USPS ZIP+4 Product. If a secondary address designator is required to obtain an exact match with the finest level of ZIP+4 code in the USPS ZIP+4 Product but the information is not available, the alternative ZIP+4 code or ZIP+4 or delivery point barcode for the building must be used.

#### 7.5.7 Rural and Highway Contract Routes

If a rural route or highway contract route box number is included in the address, the mailpiece must show the appropriate ZIP+4 code representing the range for that box number as contained in the current USPS ZIP+4 Product. If a rural route or highway contract route box number is required to obtain a match with the finest level of ZIP+4 code but is not available, the alternative ZIP+4 code or ZIP+4 or delivery point barcode for the rural route or highway contract route must be used. If used, the rural route or highway contract route box number must be placed on the line immediately above the city/state/ZIP Code line.

#### 7.5.8 Post Office Box

A Post Office box address must contain a Post Office box number that can be exactly matched with the USPS ZIP+4 Product in effect.

## 8.0 Additional Eligibility Standards for Marketing Parcels Mailed as Product Samples

### 8.1 General Product Sample Standards

#### 8.1.1 Basic Standards and Optional Preparation

Product Samples are a type of Marketing parcels. See 201.8.4.2 for physical standards and 243.3.0 for basic standards. Preparation to qualify for any Product Sample price is optional and need not be performed for all carrier routes in a 5-digit area. A Product Sample mailing may include pieces mailed at targeted prices and pieces mailed at saturation (Every Door) prices, but all pieces in a mailing must be identical in size and weight. All mailings of Product Samples must be entered under DNDC, DSCF, or DDU standards (see 246). No origin office entry of Product Samples is allowed. See 705.18.0 for Priority Mail Express and Priority Mail Open and Distribute options.

#### 8.1.2 Pricing for Product Samples

[3-2-20] See Notice 123—Price List for price tables. Detached address labels (DALs) or detached marketing labels (DMLs) for Product Samples must be sorted to carrier routes, including delivery routes and Post Office Box sections. Product Sample mailings are subject to per piece prices and, when not entered at a DDU, are subject to carton/sack and/or pallet prices. Piece prices are different for parcels sorted to the targeted level (8.3) than for parcels sorted to the saturation level (8.4). Within each sortation level, piece prices are different for small parcels than for large parcels (see 201.8.4.2). Prices for cartons (or sacks) and pallets are subject to the following conditions:

a. A pallet charge applies to each pallet of Product Samples entered at a DNDC or DSCF, except 3-digit pallets properly entered at a DSCF.

b. A carton or sack charge applies to each carton or sack of Product Samples on a 3-digit pallet. Each carton must not exceed 40 pounds nor exceed a combined length and girth of 108 inches.

#### 8.1.3 Basic Eligibility Standards

[3-2-20] All parcels (or DALs and DMLs, when used) in a mailing of Product Samples must bear an alternative addressing format. Parcels mailed at targeted prices must have an occupant address format or an exceptional address format under 602.3.0. Parcels mailed at saturation prices must bear a simplified address under 602.3.2. In addition, all Product Sample parcels must meet these conditions:

a. Meet the basic standards for USPS Marketing Mail in 2.0 through 4.0.

b. Be part of a single mailing of at least 200 pieces or 50 pounds of parcels mailed at Product Sample prices. Regular and Nonprofit mailings must meet separate minimum volumes.

c. [3-2-20] DALs and DMLs, when used, must be sorted to carrier routes and documented under 245.12.0 and 705.8.0, as applicable.

d. [3-2-20] DALs and DMLs used with parcels mailed at targeted prices must bear a delivery address that includes the correct ZIP Code, ZIP+4 code, or numeric equivalent to the delivery point barcode and that meets the carrier route accuracy standard in 6.2.

e. [3-2-20] DALs and DMLs must meet the applicable sequencing requirements in 8.3 through 8.5 and in 245.12.6.

### 8.2 Carrier Route Accuracy Standard

[3-2-20] The carrier route accuracy standard in 602.7.0 must be met for each address on DALs and DMLs used with Product Samples mailed at targeted prices.

### 8.3 Additional Standards for Targeted Product Samples

#### 8.3.1 Sequencing

[3-2-20] All parcels mailed at targeted prices must be accompanied with DALs and DMLs prepared in line-of-travel (LOT) walk sequence (see 245.12.6). The combined weight of the DAL or DML and associated sample must be less than 1 pound; there are no additional fees for use of DALs with pieces mailed at targeted prices.

#### 8.3.2 Basic Preparation for Targeted Prices

[3-2-20] Targeted prices apply to each parcel for a carrier route and prepared under 245.12.0. There are separate targeted prices for small parcels and for large parcels (see 201.8.4.2). DALs or DMLs must be in carrier route bundles and prepared under 245.12.0 and 602.4.0.

### 8.4 Additional Standards for Saturation (Every Door) Product Samples

#### 8.4.1 Basic Eligibility Standards for Saturation Prices

[3-2-20] All parcels in a mailing at saturation prices must bear simplified addresses (or be accompanied by DALs or DMLs bearing simplified addresses), and the mailing must meet the saturation standards for simplified addressed pieces under 602.3.2. For DAL and DML charges, see Notice 123—Price List.

#### 8.4.2 Basic Preparation for Saturation Prices

[3-2-20] Saturation prices apply to each parcel in a carrier route or 5-digit/L606 sack or carton of simplified addressed pieces, or as allowed in bundles on pallets under 245.12.0. If used, DALs or DMLs must be in carrier route bundles and prepared under 245.12.0 and 602.4.0.

### 8.5 Saturation Enhanced Carrier Route Standards

#### 8.5.1 Basic Eligibility Standards for Saturation Prices

All pieces mailed at saturation prices must:

a. Be prepared in walk sequence according to schemes prescribed by USPS (see 245.12.6).

b. Meet the density requirement of at least 90 percent or more of the active residential addresses or 75 percent or more of the total number of active possible delivery addresses on each carrier route receiving this mail. Pieces bearing a simplified address must meet the coverage standards in 602.3.0. Multiple pieces per delivery address do not count toward this density standard.

#### 8.5.2 Saturation Price for Marketing Parcels

[3-2-20] Saturation prices apply to each piece in a carrier route sack or carton containing at least 125 pieces or 15 pounds of pieces, or in a 5-digit carrier routes sack or carton. DALs or DMLs must be in carrier route bundles of 10 or more pieces and prepared under 602.4.0.

## 9.0 Customized MarketMail

### 9.1 Basic Standards

Customized MarketMail (CMM) is an option for mailing nonrectangular or irregular-shaped Regular USPS Marketing Mail and Nonprofit USPS Marketing Mail pieces weighing 3.3 ounces or less that meet the physical characteristics and dimensional requirements in 201.9.0 and the mail preparation standards in 245.13.0. Other Regular and Nonprofit USPS Marketing Mail pieces measuring 3/4 inch thick or less and meeting the standards in 9.0 may be entered as CMM at the mailer's option. CMM must be entered at a destination delivery unit (DDU).

### 9.2 Eligibility Standards

All pieces in a CMM mailing must:

a. Meet the basic content and eligibility standards for USPS Marketing Mail in 2.0 through 4.0 and, for Nonprofit USPS Marketing Mail, the additional standards in 703.1.0.

b. Be part of a mailing of at least 200 addressed pieces. All pieces must be identical in size, shape, and weight unless excepted under an approved postage payment system.

c. Bear a complete delivery address using the addressing formats in 602.1.0 or the exceptional or occupant address formats in 602.3.0 with the correct ZIP Code or ZIP+4 code. These additional addressing standards apply:

   1. [3-2-20] Detached address labels (DALs) or detached marketing labels (DMLs) under 602.4.0 are not permitted.

2. Ancillary service endorsements under 507.1.0 are not permitted.
3. The ZIP Code accuracy standard in 3.8 must be met.

d. Be marked, sorted, and documented as specified in 244 and 245.13.0.

e. Be entered at the destination delivery unit appropriate to the delivery address on the mail, under 246.5.0, or as a mailing using Priority Mail Express or Priority Mail Open and Distribute under 705.18.5 and 705.18.5.13, or as a plant-verified drop shipment (PVDS) mailing under 705.17.0. There are no minimum volumes per destination.

**9.3 Extra Services**

CMM is not eligible for any extra service.

# 244 Postage Payment and Documentation

**Overview**

1.0 Basic Standards for Postage Payment
2.0 Additional Postage Payment Standards
3.0 Affixing Postage at Less than Full Price
4.0 Mailing Documentation
5.0 Residual Pieces

## 1.0 Basic Standards for Postage Payment

[1-26-20] Postage for USPS Marketing Mail, including Customized Market Mail, must be paid with precanceled stamps, postage evidencing systems, or permit imprint as specified in 2.0. Unless authorized by USPS under 705.2.0 through 705.5.0, when precanceled postage or postage evidencing systems are used, only one payment method may be used in a mailing. Mail manifested using the Electronic Verification System (eVS) under 705.2.9 must be paid with a permit imprint. Permit imprint may be used for mailings of nonidentical-weight pieces only if authorized by the director, Business Acceptance Solutions (see 608.8.0 for address).

## 2.0 Additional Postage Payment Standards

### 2.1 Identical-Weight Pieces

Mailings of identical-weight pieces may have, affixed to each piece, the exact numerical value of postage for which the piece qualifies, or postage at the lowest price applicable to pieces in the mailing as stipulated under 3.0.

Alternatively, a USPS precanceled stamp (or stamps precanceled with a mailer's precancel postmark), under 604.3.0, may be affixed to every piece in the mailing or mailing job, or each piece may bear a permit imprint. If exact postage is not affixed, all additional postage and surcharges must be paid at the time of mailing with an advance deposit account or with a postage evidencing system indicium bearing the correct numerical value of postage affixed to the postage statement. If exact postage is not affixed, documentation meeting the standards in 4.0 must be submitted to substantiate the additional postage unless the pieces are identical weight and separated by price when presented for acceptance.

### 2.2 Nonidentical-Weight Pieces

[1-26-20] Postage for nonidentical-weight pieces may be paid by precanceled stamps, subject to 4.0 and 604.3.0. Mailings of nonidentical-weight pieces subject to the piece/pound prices may have postage paid by permit imprint (if authorized by the director, Business Acceptance Solutions) or by postage evidencing system indicium (if each piece has the full numerical value of postage affixed).

Alternatively, except for heavy letter mail over three ounces (see 201.3.6), the mailer may affix the numerical per piece price to each piece and pay the pound price for the mailing through an advance deposit account. Under this alternative, the mailer must provide a postage statement for each payment method and mark each piece "Pound Rate Pd via Permit," in the postage meter indicium or ad plate or other means that ensures a legible endorsement. For mailings of nonidentical-weight pieces, "nonidentical" must be shown as the weight of a single piece on the applicable postage statement; other entries must be completed as directed.

**2.3 Combined Price**

[1-26-20] Postage evidencing system indicia may be used for combined price mailings containing both pieces subject to pound prices and pieces subject to minimum per piece charges. Postage for such mailings may be paid with permit imprint only if authorized by the director, Business Acceptance Solutions.

## 3.0 Affixing Postage at Less than Full Price

**3.1 General**

[1-26-20] Except as permitted under 3.2 or 3.3 or authorized by the director, Business Acceptance Solutions, postage-affixed pieces must bear the correct numerical value of postage.

**3.2 Lowest Price**

A mailer may affix postage evidencing postage at the lowest price on identical-weight pieces as follows:

a. *Pieces weighing 3.5 ounces or less for letters, 4 ounces or less for flats, or 3.3 ounces or less for parcels:* A mailer may affix postage at the lowest eligible presort level in the mailing.

b. *Pieces weighing more than 4 ounces for flats or more than 3.3 ounces for parcels:* A mailer may affix the computed piece/pound postage (see 243.1.5.5) at the lowest eligible presort level in the mailing.

c. *Additional postage:* Additional postage is computed based on the difference between the lowest price affixed to any piece in the mailing and the price for each price level in the mailing. The total additional postage must be paid either by advance deposit account or by a meter stamp affixed to the back of the accompanying postage statement.

d. *Documentation:* The computation must be documented to meet the basic standards in 4.0.

**3.3 Mixed Price Alternative for Letters and Flats**

Where it is not practicable for the mailer to affix either the exact numerical value of postage or the lowest postage price to each piece in the mailing, the mailer may compute postage for the mailing as if the lowest numerical price affixed to any piece in the mailing were affixed to all pieces. Additional postage is computed based on the difference between the lowest numerical price affixed to any piece in the mailing and the price for each price level in the mailing. This

computation must be documented to meet the basic standards in 4.0. No refund is paid for any piece where postage is affixed at a price higher than the lowest price claimed for or affixed to any piece. The total additional postage must be paid either by advance deposit account or by a postage evidencing system indicium affixed to the postage statement.

## 4.0 Mailing Documentation

See 203.1.0 and 203.2.0 for postage statement and documentation standards. Mailings of Customized MarketMail using more than three different types of containers must also be supported by standardized documentation meeting the standards in 203.3.0.

## 5.0 Residual Pieces

### 5.1 Residual USPS Marketing Mail Subject to First-Class Mail or First-Class Package Services — Retail Prices

Mailers who have pieces weighing 13 ounces or less that do not qualify for USPS Marketing Mail prices but that are prepared as USPS Marketing Mail must pay single-piece First-Class Mail or First-Class Package Services — Retail postage for such pieces. If mailers do not desire to receive First-Class Mail service for such pieces they may enter the mailpieces “as is” (i.e., bearing the USPS Marketing Mail markings and endorsements), under the following conditions:

a. Additional markings and/or postage must not be added to these pieces.

b. Mail bearing metered or precanceled stamp postage must pay the difference between the postage affixed at the USPS Marketing Mail prices and the single-piece First-Class Mail or First-Class Package Services — Retail prices by means of an advance deposit account or by affixing a meter stamp for the appropriate amount to Form 3600-FCM. These pieces are reported in the appropriate part of Form 3600-FCM under the heading “From USPS Marketing Mail mailing.”

c. Mail bearing permit imprints must pay the appropriate single-piece First-Class Mail or First-Class Package Services — Retail prices by completing Form 3600-FCM. These pieces are reported in the appropriate part of Form 3600-FCM under the heading “From USPS Marketing Mail mailing.” For permit imprint mail there must be at least 200 pieces, except when the pieces are part of a larger mailing job and are submitted for acceptance along with the mail and a USPS Marketing Mail postage statement for the other pieces in the same mailing job.

### 5.2 Residual USPS Marketing Mail Subject to Priority Mail Prices

Mailers who have permit imprint pieces weighing over 13 ounces but less than 16 ounces that do not qualify for USPS Marketing Mail prices but that are prepared as USPS Marketing Mail must pay Priority Mail postage for such pieces. Mailpieces paid with meters or permit imprints must re-envelope or otherwise prepare the pieces so that when mailed they bear only the appropriate Priority Mail markings, ancillary service endorsements, and ACS codes and do not bear USPS Marketing Mail markings, endorsements, or ACS codes.

Mailpieces paid with permit imprints for which mailers do not desire to receive Priority Mail service may enter the mailpieces "as is" (i.e., bearing the USPS Marketing Mail markings and endorsements), under the following conditions:

a. Additional markings and/or postage must not be added to these pieces.

b. The appropriate Priority Mail prices must be paid by completing the appropriate part of Form 3600-R on the line titled "Pieces From USPS Marketing Mail mailing" in the postage calculation section. For permit imprint mail there must be at least 200 pieces, except when the pieces are part of a larger mailing job and are submitted for acceptance along with the mail and a USPS Marketing Mail postage statement for the other pieces in the same mailing job.

## 5.3 Postage Payment for Barcoded Machinable Parcels

### 5.3.1 100% Eligible

If 100% of the pieces in a mailing are eligible for the machinable parcel prices under 243.5.0, then the mailing may be paid with meter stamps, permit imprint, or precanceled postage.

### 5.3.2 Less Than 100% Eligibility

If less than 100% of the parcels in the mailing are eligible for the machinable prices, then the following standards apply:

a. Payment with precanceled stamps is not permitted.

b. Metered postage may be used only if exact postage is affixed to each piece in the mailing.

c. Payment with permit imprint is permitted only under a manifest mailing system in 705.2.0.

# 245 Mail Preparation

**Overview**

1.0 General Information for Mail Preparation
2.0 Bundles
3.0 Letter Trays and Sacks
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11.0 Preparing Presorted Parcels
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## 1.0 General Information for Mail Preparation

### 1.1 Definition of Presort Process

Presort is the process by which a mailer prepares mail so that it is sorted to at least the finest extent required by the standards for the price claimed. Generally, presort is performed sequentially, from the lowest (finest) level to the highest level, to those destinations specified by standard and is completed at each level before the next level is prepared. Under standards for bundle reallocation for USPS Marketing Mail flats on pallets (see 705.8.0), mail will not necessarily be placed on the lowest (finest) level pallets (bundle reallocation is optional, but, if performed, must be done for the complete mailing job). Not all presort levels are applicable in all situations.

### 1.2 Definition of Mailings

Mailings are defined as:

a. General. A mailing is a group of pieces within the same class of mail and the same processing category that may be sorted together and/or presented under a single minimum volume mailing requirement under the applicable standards. Generally, types of mail that follow different flows through the postal processing system (e.g., automation, nonautomation carrier route, and other nonautomation) and mail for each separate class and subclass must be prepared as a separate mailing. Other specific standards may define whether separate mailings may be combined, palletized, reported, or deposited together.

b. USPS Marketing Mail. Except as provided in 243.3.6, the types of USPS Marketing Mail listed below may not be part of the same mailing.

   1. Automation Enhanced Carrier Route and any other type of mail.

   2. Automation price and any other type of mail.

3. Enhanced Carrier Route and any other type of mail.
4. Enhanced Carrier Route letter price pieces and Enhanced Carrier Route nonletter price pieces.
5. Product Sample parcels and any other type of mail.
6. Product Sample parcels of nonidentical size or nonidentical weight.
7. Presorted price mail and any other type of mail.
8. Machinable and nonmachinable pieces.
9. Except as provided by standard, Regular mail may not be in the same mailing as Nonprofit mail, and Enhanced Carrier Route mail may not be in the same mailing as Nonprofit Enhanced Carrier Route mail.
10. Customized MarketMail and any other type of mail.

## 1.3 Terms for Presort Levels

### 1.3.1 Letters

Terms used for presort levels are defined as follows:

a. *Carrier route*: all pieces for delivery to the same city route, rural route, highway contract route, Post Office box section, or general delivery unit.

b. *5-digit*: the delivery address on all pieces includes the same 5-digit ZIP Code.

c. *5-digit scheme (trays) for automation letters*: the ZIP Code in the delivery address on all pieces is one of the 5-digit ZIP Code areas processed by the USPS as one scheme, as shown in labeling list L012.

d. *3-digit*: the ZIP Code in the delivery address on all pieces begins with the same three digits (see L002, Column A).

e. *Origin/entry AADC:* the ZIP Code in the delivery address on all pieces is addressed for delivery service area of the same automated area distribution center (AADC) (see L801).

f. *Origin/entry 3-digit(s)*: the ZIP Code in the delivery address on all pieces begins with one of the 3-digit prefixes processed at the sectional center facility (SCF) in whose service area the mail is verified/entered. Separation is optional for each such 3-digit area. Mail may be prepared for each 3-digit (or 3-digit scheme) area served by the SCF/plant where mail is entered (if that is different from the SCF/plant serving the Post Office where the mail is verified—e.g., a PVDS deposit site). In all cases, only one less-than-full tray may be prepared for each 3-digit (or 3-digit scheme) area.

g. *SCF*: the separation includes pieces for two or more 3-digit areas served by the same sectional center facility (SCF) (see L005), except that, where required or permitted by standard, mail for a single 3-digit area may be prepared in an SCF separation when no mail for other 3-digit ZIP Code areas is available. For pallets, the SCF sort may include mail for a single 3-digit ZIP Code area.

h. *Origin/optional entry SCF*: the separation includes bundles for one or more 3-digit areas served by the same sectional center facility (SCF) (see L002, Column C, or L005) in whose service area the mail is verified/entered. Subject to standard, this separation is required regardless of the volume of mail.

i. *ADC/AADC*: all pieces are addressed for delivery in the service area of the same area distribution center (ADC) or automated area distribution center (AADC) (see L004 or L801).

j. *ASF/NDC*: all pieces are addressed for delivery in the service area of the same auxiliary service facility (ASF) or network distribution center (NDC) (see L601, L602, or L605).

k. *Mixed [ADC or AADC]*: the pieces are for delivery in the service area of more than one ADC or AADC.

l. *Residual pieces/bundles*: contain material remaining after completion of a presort sequence. Residual mail lacks the volume set by standard to require or allow preparation to a particular destination, and usually does not qualify for a presort price.

### 1.3.2 Flats

Terms used for presort levels are defined as follows:

a. *Carrier route:* all pieces for delivery to the same city route, rural route, highway contract route, Post Office box section, or general delivery unit.

b. *5-digit:* the delivery address on all pieces includes the same 5-digit ZIP Code.

c. *5-digit scheme (bundles and sacks) for flats meeting the automation-compatibility standards in* 201.4.0*:* the ZIP Code in the delivery address on all pieces is one of the 5-digit ZIP Code areas processed by the USPS as a single scheme, as shown in L007.

d. *5-digit scheme carrier routes (pallets and sacks) for USPS Marketing Mail flats:* the ZIP Code in the delivery address on all pieces in carrier route bundles is one of the 5-digit ZIP Codes processed by the USPS as a single scheme, as shown in L001.

e. *Merged 5-digit sacks:* the carrier route bundles and/or automation price 5-digit bundles and/or Presorted price 5-digit bundles in a sack are all for a 5-digit ZIP Code that has an “A” or “C” indicator in the Carrier Route Indicators field in the City State Product that allows combining carrier route price bundles with automation price 5-digit bundles and Presorted price 5-digit bundles in the same 5-digit container.

f. *Merged 5-digit pallet:* contains carrier route bundles and noncarrier route 5-digit bundles (automation price 5-digit bundles and/or presorted price 5-digit bundles).

g. *Merged 5-digit scheme sack:* the 5-digit ZIP Codes on pieces in carrier route bundles and/or automation price 5-digit bundles and/or Presorted price 5-digit bundles in a sack are all for 5-digit ZIP Codes that are part of a single

scheme as shown in L001, and the automation price 5-digit bundles and/or the Presorted price 5-digit bundles also are for 5-digit ZIP Codes that have an "A" or "C" indicator in the Carrier Route Indicators field in the City State Product that allows combining carrier route bundles with automation price 5-digit bundles and Presorted price 5-digit bundles in the same 5-digit container.

h. *Merged 5-digit scheme pallet:* contains carrier route bundles and noncarrier route 5-digit bundles (automation price 5-digit bundles and/or presorted price 5-digit bundles) for those 5-digit ZIP Codes that are part of a single scheme as shown in L001.

i. *3-digit:* the ZIP Code in the delivery address on all pieces begins with the same three digits (see L002, Column A).

j. *3-digit scheme bundles for flats meeting the automation-compatibility standards in* 201.3.0*:* the ZIP Code in the delivery address begins with one of the 3-digit prefixes processed by the USPS as a single scheme, as shown in L008.

k. *Origin/entry 3-digit(s):* the ZIP Code in the delivery address on all pieces begins with one of the 3-digit prefixes processed at the sectional center facility (SCF) in whose service area the mail is verified/entered. Separation is optional for each such 3-digit area.

l. *SCF:* the separation includes pieces for two or more 3-digit areas served by the same sectional center facility (SCF) (see L005), *except that,* where required or permitted by standard, mail for a single 3-digit area may be prepared in an SCF separation when no mail for other 3-digit ZIP Code areas is available. For pallets, the SCF sort may include mail for a single 3-digit ZIP Code area.

m. *Origin/optional entry SCF:* the separation includes bundles for one or more 3-digit areas served by the same sectional center facility (SCF) (see L002, Column C, or L005) in whose service area the mail is verified/entered. Subject to standard, this separation is required regardless of the volume of mail.

n. *ADC:* all pieces are addressed for delivery in the service area of the same area distribution center (ADC) (see L004).

o. *ASF/NDC:* all pieces are addressed for delivery in the service area of the same auxiliary service facility (ASF) or network distribution center (NDC) (see L601, L602, or L605).

p. *Mixed ADC:* the pieces are for delivery in the service area of more than one ADC.

q. *Residual pieces/bundles/sacks:* contain material remaining after completion of a presort sequence. Residual mail lacks the volume set by standard to require or allow preparation to a particular destination, and usually does not qualify for a presort price.

### 1.3.3 Marketing Parcels

Terms used for presort levels are defined as follows:

a. [3-2-20] *Targeted (Product Samples or Simple Samples)*: A type of Marketing parcel that is intended for specific carrier routes, with detached address labels (DALs) or detached marketing labels (DMLs) sorted to and marked at the carrier route level, with a minimum of one piece per carrier route. Multiple DALs or DMLs per route are all addressed for delivery to the same city route, rural route, highway contract route, Post Office box section, or general delivery unit.

b. *5-digit*: The delivery address on all pieces includes the same 5-digit ZIP Code.

c. *5-digit scheme (pallets and sacks) for USPS Marketing Mail parcels*: The ZIP Code in the delivery address on all pieces begins with one of the 5-digit ZIP Code zones processed by USPS as a single scheme, as shown in L606.

d. *3-digit*: The ZIP Code in the delivery address on all pieces begins with the same three digits (see L002, Column A).

e. *SCF*: The separation includes pieces for two or more 3-digit areas served by the same sectional center facility (SCF) (see L005), except that, where required or permitted by standard, mail for a single 3-digit area may be prepared in an SCF separation when no mail for other 3-digit ZIP Code areas is available. For pallets, the SCF sort may include mail for a single 3-digit ZIP Code area.

f. *ASF/NDC*: All pieces are addressed for delivery in the service area of the same auxiliary service facility (ASF) or network distribution center (NDC) (see L601, L602, or L605).

g. *Origin NDC*: This separation includes all pieces addressed for delivery to ZIP Codes within the same NDC (see L601) that serves the acceptance office that verifies the mailing. There is no minimum quantity requirement for this separation.

h. *Mixed [NDC, ADC, etc.]*: The pieces are for delivery in the service area of more than one NDC, ADC, etc.

i. *Residual pieces/bundles/sacks:* Contain material remaining after completion of a presort sequence. Residual mail lacks the volume set by standard to require or allow bundle preparation to a particular destination, and usually does not qualify for a presort price. Residual mail is also referred to as *nonqualifying* or *working* mail.

## 1.4 Preparation Definitions and Instructions

For purposes of preparing mail:

a. *Pieces* refers to individually addressed mailpieces.

b. A *full* letter tray is one in which faced, upright pieces fill the length of the tray between 85 percent and 100 percent full.

c. A *less-than-full* letter tray is one that contains mail for the same destination regardless of quantity or whether a full tray was previously prepared for that destination. Less-than-full trays may be prepared only if permitted by the standards for the price claimed.

d. An *overflow* letter tray is a less-than-full tray that contains all pieces remaining after preparation of full trays for the same destination. Overflow trays may be prepared only if permitted by the standards for the price claimed.

e. A *full* sack is defined in the standards for the class and price claimed.

f. A *5-digit scheme sort for automation letters* yields 5-digit scheme trays for 5-digit ZIP Codes identified in labeling list L012 and 5-digit trays for other areas. The 5-digit ZIP Codes in each scheme are treated as one presort destination subject to a minimum volume, with no further separation by 5-digit ZIP Code required. Trays prepared for a 5-digit scheme destination that contain pieces for only one of the schemed 5-digit ZIP Codes are considered 5-digit scheme sorted. When standards require 5-digit/scheme sort, mailers must prepare all possible 5-digit scheme trays, then prepare all possible 5-digit trays.

g. *A 5-digit scheme sort for flats meeting the automation-compatibility standards in* 201.3.0 yields 5-digit scheme bundles for those 5-digit ZIP Codes identified in L007 and 5-digit bundles for other ZIP Codes. When standards require 5-digit/scheme sort, mailers must prepare all possible 5-digit scheme bundles and sacks of flats, then prepare all possible 5-digit bundles and sacks. The 5-digit ZIP Codes in each scheme are treated as a single presort destination subject to a single minimum volume, with no further separation required. Bundles prepared for a 5-digit scheme destination that contain pieces for only one of the schemed 5-digit ZIP Codes are still considered 5-digit scheme sorted and are labeled accordingly. Bundles must be labeled using an optional endorsement line (OEL) under 203.7.0 or with a red “5 SCH” bundle label. Bundles are placed in appropriate containers using the OEL “label to” 5-digit ZIP Code or using L007 column B.

h. A *5-digit scheme carrier routes sort for Enhanced Carrier Route price USPS Marketing Mail flats prepared in sacks or as bundles on pallets* yields a 5-digit scheme carrier routes sack or pallet for those 5-digit ZIP Codes listed in L001 and 5-digit carrier routes sacks or pallets for other areas. The 5-digit ZIP Codes in each scheme are treated as a single presort destination subject to a single minimum sack or pallet volume, with no further separation by 5-digit ZIP Code required. Sacks or pallets prepared for a 5-digit scheme carrier routes destination that contain carrier route bundles for only one of the schemed 5-digit areas are still considered to be sorted to 5-digit scheme carrier routes and are labeled accordingly. The 5-digit scheme carrier routes sort is required for carrier route bundles of Enhanced Carrier Route USPS Marketing Mail flats. Preparation of 5-digit scheme carrier routes sacks or pallets must be done for all 5-digit scheme destinations.

i. A *5-digit scheme sort for USPS Marketing Mail flats prepared as bundles on pallets* yields 5-digit scheme pallets containing automation price and nonautomation price 5-digit bundles for those 5-digit ZIP Codes listed in L001 and yields 5-digit pallets containing automation price and nonautomation price 5-digit bundles for other areas. The 5-digit ZIP Codes in each scheme are treated as a single presort destination subject to a single minimum pallet volume, with no further separation by 5-digit ZIP Code required. Pallets prepared for a 5-digit scheme destination that contain 5-digit bundles for only one of the schemed 5-digit areas are still considered to be sorted to the 5-digit scheme and are labeled accordingly. The 5-digit scheme sort is required for USPS Marketing Mail flats. The 5-digit scheme sort may not be used for other mail prepared on pallets, except for 5-digit bundles of USPS Marketing Mail irregular parcels that are part of a mailing job that is prepared in part as palletized flats at automation prices. Preparation of 5-digit scheme pallets must be done for all 5-digit scheme destinations.

j. A *merged 5-digit sort for USPS Marketing Mail flats prepared in sacks* yields merged 5-digit sacks that contain carrier route bundles and/or automation price 5-digit bundles, and/or Presorted price 5-digit bundles that are all for a 5-digit ZIP Code that has an “A” or “C” indicator in the Carrier Route Indicators field in the City State Product that allows combining carrier route bundles, automation price 5-digit bundles, and Presorted price 5-digit bundles in the same 5-digit sack or pallet. The merged 5-digit sort is optional for USPS Marketing Mail flats prepared in sacks. Sacks prepared for a merged 5-digit destination that contain only a single price level of bundle(s) (only carrier route bundle(s) or only automation price 5-digit bundle(s) or only Presorted price 5-digit bundle(s)) or that contain only two price levels of bundle(s) are still considered to be merged 5-digit sorted and are labeled accordingly. If preparation of merged 5-digit sacks is performed, it must be done for all 5-digit ZIP Code destinations with an “A” or “C” indicator in the Carrier Route Indicators field in the City State Product that allows combining carrier route bundles, automation price 5-digit bundles, and Presorted price 5-digit bundles in the same 5-digit container.

k. *A merged 5-digit sort for USPS Marketing Mail flats prepared as bundles on pallets* yields merged 5-digit pallets that contain carrier route bundles and noncarrier route 5-digit bundles (automation price 5-digit bundles and/or Presorted price 5-digit bundles). The merged 5-digit sort is optional for USPS Marketing Mail flats prepared in sacks under 705.10.0. Sacks or pallets prepared for a merged 5-digit destination that contain only a single price level of bundle(s) (only carrier route bundle(s) or only automation price 5-digit bundle(s) or only Presorted price 5-digit bundle(s)) or only two price levels of bundle(s) are still considered to be merged 5-digit sorted and must be labeled accordingly.

l. *A merged 5-digit scheme sort for USPS Marketing Mail flats prepared in sacks under* 705.10.0 yields merged 5-digit scheme sacks that contain carrier route bundles and noncarrier route 5-digit bundles (automation price 5-digit bundles and/or Presorted price 5-digit bundles) for those 5-digit ZIP

Codes that are part of a single scheme as shown in L001. Sacks prepared for a merged 5-digit scheme destination that contain only a single price level of bundle(s) (only carrier route bundle(s) or only automation price 5-digit bundle(s) or only presorted price 5-digit bundle(s)), or only two price levels of bundle(s), or bundles for only one of the schemed 5-digit ZIP Codes are still considered to be merged 5-digit scheme sorted and must be labeled accordingly. If preparation of merged 5-digit scheme sacks is performed, it must be done for all 5-digit scheme destinations in L001.

m. *A merged 5-digit scheme sort for USPS Marketing Mail flats prepared as bundles on pallets under* 705.8.0, 705.10.0, 705.12.0, *or* 705.13.0 yields merged 5-digit scheme pallets that contain carrier route bundles and noncarrier route 5-digit bundles (automation price and/or Presorted price 5-digit bundles) for those 5-digit ZIP Codes that are part of a single scheme as shown in L001. Pallets prepared for a merged 5-digit scheme destination that contain only a single price level of bundle(s) (only carrier route bundle(s) or only automation price 5-digit bundle(s) or only Presorted price 5-digit bundle(s)), or only two price levels of bundle(s), or bundles for only one of the schemed 5-digit ZIP Codes are still considered to be merged 5-digit scheme sorted and must be labeled accordingly. If preparation of merged 5-digit scheme pallets is performed, it must be done for all 5-digit scheme destinations in L001.

n. A *5-digit/scheme sort for USPS Marketing Mail parcels* yields 5-digit scheme sacks or pallets for those 5-digit ZIP Codes listed in L606 and 5-digit sacks or pallets for other ZIP Codes. The 5-digit ZIP Codes in each scheme are treated as a single presort destination subject to a single minimum volume (if required), with no further separation by 5-digit ZIP Code required. Sacks or pallets prepared for a 5-digit scheme destination that contain pieces for only one of the schemed 5-digit ZIP Codes are still considered 5-digit scheme sorted and are labeled accordingly.

o. A *3-digit scheme sort for letters* yields 3-digit scheme trays for those 3-digit ZIP Code prefixes listed in L003 and 3-digit trays for other areas. The 3-digit ZIP Code prefixes in each scheme are treated as a single presort destination subject to a single minimum tray volume, with no further separation by 3-digit prefix required. Trays prepared for a 3-digit scheme destination that contain pieces for only one of the schemed 3-digit areas are still considered 3-digit scheme sorted and are labeled accordingly. When standards require 3-digit/scheme sort, mailers must prepare all possible 3-digit scheme trays, then prepare all possible 3-digit trays.

p. A *3-digit scheme sort for flats meeting the automation-compatibility standards in* 201.6.0 yields 3-digit scheme bundles for those 3-digit ZIP Codes identified in L008. When standards require 3-digit/scheme sort, mailers must prepare all possible 3-digit scheme bundles of flats, then prepare all possible 3-digit bundles. The 3-digit ZIP Codes in each scheme are treated as a single presort destination subject to a single minimum volume, with no further separation by 3-digit ZIP Code required. Bundles prepared for a 3-digit scheme destination that contain pieces for only one of the schemed 3-digit ZIP Codes are still considered 3-digit scheme sorted

and are labeled accordingly. Bundles must be labeled using an optional endorsement line (OEL) under 203.7.0 or with a green "3 SCH" bundle label. Bundles are placed in appropriate containers using the OEL "label to" 3-digit ZIP Code or using L008 column B.

q. An *origin 3-digit (or origin 3-digit scheme)* tray for letters and flats contains all mail (regardless of quantity) for a 3-digit ZIP Code (or 3-digit scheme) area processed by the SCF in whose service area the mail is verified. A separate tray may be prepared for each 3-digit ZIP Code (or 3-digit scheme) area. A tray may be prepared for each 3-digit (or 3-digit scheme) area served by the SCF/plant where mail is entered (if that is different from the SCF/plant serving the Post Office where the mail is verified). In all cases, only one less-than-full tray may be prepared for each 3-digit (or 3-digit scheme) area.

r. An *origin AADC* tray contains all mail (regardless of quantity) for an AADC ZIP Code area processed by the AADC or SCF in whose service area the mail is verified/entered. Only one less-than-full tray may be prepared for each AADC area.

s. The *required at [quantity]* instruction (e.g., "required at 10 pieces") means that the particular unit *must* be prepared for the corresponding presort level whenever the specified quantity of mail is reached or exceeded. Bundles and containers may contain more than the specified *required at* quantity up to the applicable maximum physical size. Subject to applicable price eligibility standards, smaller quantities may be prepared only if permitted. Where specified by standard, required preparation applies only if the mailer chooses to qualify for the corresponding price.

t. The *optional at [quantity]* instruction means that the particular unit *may* be prepared for the corresponding presort level whenever the specified quantity of mail is reached or exceeded. Bundles or containers may contain more than the specified *optional at* quantity up to the applicable maximum physical size. Smaller quantities may be prepared only if permitted by applicable price eligibility standards. Standards for quantities with which preparation is optional are often followed by standards for larger quantities with which preparation is required.

u. *Entry [facility]* (or *origin [facility]*) refers to the USPS mail processing facility (e.g., "entry NDC") that serves the Post Office at which the mail is entered by the mailer. If the Post Office where the mail is entered is not the one serving the mailer's location (e.g., for plant-verified drop shipment), the Post Office of entry determines the *entry* facility. *Entry SCF* includes both single-3-digit and multi-3-digit SCFs. *Entry NDC* includes subordinate ASFs unless otherwise specified.

v. The *group pieces* instruction means the pieces are to be sorted together but not secured into a bundle.

w. A *bundle* is a group of addressed pieces secured together as a unit. Bundle preparation is described in 2.0.

x. A *"logical" presort destination* represents the total number of pieces that are eligible for a specific presort level based on the required sortation, but which might not be contained in a single bundle or in a single container (sack or pallet) due to applicable preparation requirements or the size of the individual pieces. For example, there may be 42 mailpieces for ZIP Code 43112 forming a USPS Marketing Mail "logical" 5-digit bundle, and they are prepared in three physical 5-digit bundles because of the applicable weight and height restrictions on bundles. For pallets, 2,800 pounds of mail may be destined to an SCF destination, and these would form the "logical" SCF pallet, but the mail is placed on two physical SCF pallets each weighing 1,400 pounds because of the 2,200 pound maximum pallet weight requirement.

y. *Cobundling* is an alternate preparation method available under 705.11.0 for USPS Marketing Mail that allows the combining of flat-size automation price and Presorted price pieces within the same bundle under the single minimum bundle size requirement. Regardless of the class of mail, pieces may not be combined in more than one physical bundle for each logical presort destination unless presented using an approved manifest mailing system under 705.2.0.

### 1.5 Optional Containerization for Flats

Mailers may prepare pallets or other USPS-approved containers as described in 705.8.10.2 or according to local customer/supplier agreements.

### 1.6 FSS Preparation

Except for USPS Marketing Mail flats mailed at Saturation prices, all USPS Marketing Mail flats and meeting the physical standards in 201.6.2 destinating to a FSS scheme in accordance with labeling list L006 must be prepared under 705.14.0.

## 2.0 Bundles

### 2.1 General

A *bundle* is a group of addressed pieces, for a presort destination, secured together as a unit. See 203.4.0 for bundling standards.

### 2.2 Marketing Parcels

#### 2.2.1 Bundling

[3-2-20] Bundling is permitted only for Marketing parcels mailed at Product Sample prices and for related DALs or DMLs when used. Bundles must be in equal quantities of up to 50 parcels per bundle, with quantities of other than 50 indicated on a bundle facing slip. Bundles of parcels must be either banded or shrinkwrapped, and bundles of parcels more than 8 ounces each must be banded and shrinkwrapped. See 203.4.0 for other bundling standards.

#### 2.2.2 Facing Slips

[3-2-20] Facing slips used on bundles of DALs or DMLs must show the carrier route designation, the 5-digit destination ZIP Code, and the number of DALs or DMLs for that carrier route. Facing slips used on bundles of Product Sample parcels must show the quantity in the bundle if less than 50 and this information:

a. Line 1: Destination city, two-letter state abbreviation, and 5-digit ZIP Code.

b. [3-2-20] Line 2: Content (e.g., "MKT MKTG SAMPLE) if accompanied by DALs or DMLs bundled by carrier route, or contents followed by carrier route type and route number when not accompanied by DALs or DMLs (e.g., "MKT MKTG SAMPLE CR R 012").

c. Line 3: City and two-letter state abbreviation of the origin Post Office.

## 3.0 Letter Trays and Sacks

[3-2-20] Letter mailings must be prepared in letter trays with sleeves. Flat mailings must be prepared in sacks except when permitted to be prepared in letter trays under other applicable standards in this section. Parcel mailings must be prepared in sacks, except for Product Samples, which may be in cartons, sacks, or bundles directly on pallets. Also, see 602.4.0 when Product Samples are mailed with DALs or DMLs. Containers for Customized MarketMail are specified in 245.13.5. See 203.5.0 and 203.6.0 for tray and sack standards.

## 4.0 Tray and Sack Labels

Tray and sack labels are subject to the standards in 203.5.0 and 203.6.0.

## 5.0 Preparing Nonautomation Letters

### 5.1 Basic Standards

All mailings and all pieces in each mailing at Regular USPS Marketing Mail and Nonprofit USPS Marketing Mail nonautomation prices are subject to specific preparation standards in 5.0 and to these general standards (automation price mailings must be prepared under 10.0):

a. All pieces must meet the eligibility standards in 243.2.0 through 243.5.0. Nonprofit USPS Marketing Mail must meet the additional eligibility standards in 703.1.0.

b. All pieces in each mailing must be in the letter-size processing category. Unless excepted by standard, letter-size pieces must be prepared in letter trays.

c. All pieces must meet the applicable general preparation standards in 202.

d. All pieces in the mailing must meet the specific sortation and preparation standards in 5.0.

e. Sortation determines price eligibility as specified in 243.5.0.

## 5.2 Marking

All regular and Nonprofit USPS Marketing Mail pieces must be marked under 202.3.5. Regular and Nonprofit USPS Marketing Mail nonautomation pieces must not be marked “ECRLOT,” “ECRWSH,” “ECRWSS,” “AUTO,” or “Single-Piece” (or “SNGLP”).

## 5.3 Machinable Preparation

### 5.3.1 Machinable Bundling

Machinable pieces are not bundled, except for the following (see 203.4.0):

a. Card-size pieces.

b. All pieces in a less-than-full mixed AADC tray.

### 5.3.2 Traying and Labeling

Instead of preparing overflow AADC trays with fewer than 150 pieces, mailers may include these pieces in mixed AADC trays when a tray of 150 or more pieces can be made. Mailers must note these trays on standardized documentation (see 203.3.2). Pieces that are placed in the next tray level must be grouped by destination and placed in the front or back of that tray. Preparation sequence, tray size, and labeling:

a. AADC Origin Tray (optional, no minimum); labeling:

   1. Line 1: L801, Column B.

   2. Line 2: “STD LTR AADC MACH.”

b. AADC (optional, but required for AADC price); 150-piece minimum (overflow allowed); group pieces by AADC when overflow pieces from AADC trays are placed in mixed AADC trays; labeling:

   1. Line 1: L801, Column B.

   2. Line 2: “STD LTR AADC MACH.”

c. Mixed AADC (required); no minimum; labeling:

   1. Line 1: L011, Column B. Use L010, Column B, if entered at an ASF or NDC or for mail placed on an ASF, NDC, or SCF pallet under the option in 705.8.10.3.

   2. Line 2: “STD LTR MACH WKG.”

## 5.4 Nonmachinable Preparation

### 5.4.1 Nonmachinable Bundling

Except as provided in 203.4.4, bundling is required before traying. A bundle must be prepared when the quantity of addressed pieces for a required presort level reaches a minimum of 10 pieces. Smaller volumes are not permitted except for mixed ADC bundles. Preparation sequence, bundle size, and labeling:

a. 5-digit (required); 10-piece minimum; red Label 5 or optional endorsement line (OEL); labeling not required for pieces in full 5-digit trays.

b. 3-digit (required); 10-piece minimum; green Label 3 or OEL.

c. ADC (required); 10-piece minimum; pink Label A or OEL.

d. Mixed ADC (required); no minimum; tan Label X or OEL.

#### 5.4.2 Traying and Labeling

When all full trays for a destination have been prepared, mailers may include a group of 10 or more overflow pieces for that destination in a qualified tray at either of the next two tray levels. For example, overflow pieces for a 5-digit destination may be placed into an existing correct 3-digit tray; if a 3-digit tray that includes the 5-digit destination does not exist, the overflow pieces may be placed into the correct existing ADC tray. Bundle the overflow pieces separately with the correct presort bundle label or OEL; the pieces will still qualify for the 5-digit price. Mailers must note these trays on standardized documentation (see 203.3.2). Preparation sequence, tray size, and labeling:

a. 5-digit (required); 150-piece minimum; labeling

   1. Line 1: city, state, and 5-digit ZIP Code on mail (see 203.5.11 for overseas military mail).

   2. Line 2: “STD LTR 5D MANUAL.”

b. 3-digit (required); 150-piece minimum (mailers may prepare 3-digit origin/entry trays with as few as 10 pieces per tray); labeling:

   1. Line 1: L002, Column A.

   2. Line 2: “STD LTR 3D MANUAL.”

c. ADC (required); 150-piece minimum; labeling:

   1. Line 1: L004, Column B.

   2. Line 2: “STD LTR ADC MANUAL.”

d. Mixed ADC (required); no minimum; labeling:

   1. Line 1: L011, Column B. Use L010, Column B, if entered at an ASF or NDC or for mail placed on an ASF, NDC, or SCF pallet under the option in 705.8.10.3.

   2. Line 2: “STD LTR MANUAL WKG.”

### 5.5 Residual Pieces

Mailers entering USPS Marketing Mail residual pieces that do not qualify for USPS Marketing Mail prices, and paying the First-Class Mail prices (but prepared “as is” under 244.5.0), must prepare these pieces in separate trays from the automation and presort pieces. Mailers must label the trays under 204.3.0 using CIN code 560 on residual trays. Label trays as follows:

a. Line 1: Use L011, Column B.

b. Line 2: Use the human-readable content line corresponding to content identifier number 560 (see Exhibit 204.3.2.4).

c. Line 3: Office of mailing or mailer information.

# 6.0 Preparing Enhanced Carrier Route Letters

## 6.1 Basic Standards

All mailings and all pieces in each mailing at Enhanced Carrier Route USPS Marketing Mail and Nonprofit Enhanced Carrier Route USPS Marketing Mail nonautomation prices are subject to specific preparation standards in 6.0 and to these general standards:

a. All pieces must meet the standards for basic eligibility in 243.2.0 through 243.4.0 and specific eligibility in 243.6.0. Nonprofit Enhanced Carrier Route USPS Marketing Mail must meet the additional eligibility standards in 703.1.0.

b. All pieces in each mailing must be in the letter-size processing category. Unless excepted by standard, letter-size pieces must be prepared in letter trays.

c. All pieces must meet the applicable general preparation standards in 2.0 through 4.0 and 202, and the following:

   1. Pieces must be sequenced according to 6.8.

   2. Pieces with a simplified address format must meet the standards in 602.3.0.

d. All pieces in the mailing must meet the specific sortation and preparation standards in 6.0 or the palletization standards in 705.8.0.

e. Sortation determines price eligibility as specified in 243.6.0.

## 6.2 Marking

All regular and Nonprofit USPS Marketing Mail Enhanced Carrier Route pieces must be marked under 202.3.0. All pieces must also be marked “ECRLOT” for basic price, “ECRWSH” for high density or high density plus price, or “ECRWSS” for saturation price. Pieces in carrier route mailings under 6.7 must bear carrier route information lines under 203.8.0.

## 6.3 Residual Pieces

Pieces not sorted as a carrier route mailing must be prepared as a separate mailing at USPS Marketing Mail automation or Presorted prices or at single-piece First-Class Mail or Priority Mail prices.

## 6.4 Carrier Route Bundle Preparation

Prepare carrier route bundles of letter-size mail as follows:

a. Mailers must prepare only carrier route bundles, except under 6.7. Carrier route bundles are not permitted in full carrier route trays, except for card-size pieces.

b. Except under 203.4.12 or 6.5, carrier route bundles must contain at least 10 pieces.

c. The method of labeling a carrier route bundle is based on the following tray levels:

   1. Carrier route tray: No bundle labeling is required.

2. 5-digit or 3-digit carrier routes tray: Bundles must have a facing slip unless the pieces in the bundle have a carrier information line or an optional endorsement line (OEL).

**6.5 Bundles and Trays With Fewer Than the Minimum Number of Pieces Required**

As a general exception to 6.4, a mailer may prepare a bundle with fewer than 10 pieces and a less-than-full carrier route tray when they are claiming the saturation price for the contents and the applicable density standard is met.

**6.6 General Traying and Labeling**

For all ECR letters over 3.5 ounces and all ECR letters that are not automation-compatible or delivery-point barcoded, prepare trays as explained below. Also prepare trays as explained below when a mailing contains some pieces over 3.5 ounces and some pieces up to 3.5 ounces. Pieces with simplified addresses must be prepared in separate trays from pieces with other forms of addressing. For ECR automation-compatible letters that are delivery-point barcoded and weigh up to 3.5 ounces, prepare trays under 6.7. Preparation sequence, tray size, and labeling:

a. Carrier route: required; full trays only, no overflow.

1. Line 1: city, state, and 5-digit ZIP Code on mail (see 203.5.11 for overseas military mail).

2. Line 2: for saturation, “STD LTR MACH WSS,” followed by route type and number; for high-density or high density plus, “STD LTR MACH WSH,” followed by route type and number; for basic, “STD LTR MACH LOT,” followed by route type and number.

b. 5-digit carrier routes: required if full tray, optional with minimum one 10-piece bundle.

1. Line 1: city, state, and 5-digit ZIP Code on mail (see 203.5.11 for overseas military mail).

2. Line 2: “STD LTR 5D CR-RT MACH.”

c. 3-digit carrier routes: optional with minimum one 10-piece bundle for each of two or more 5-digit areas.

1. Line 1: city, state, and 3-digit ZIP Code prefix shown in L002, Column A, that corresponds to 3-digit ZIP Code prefix on mail.

2. Line 2: “STD LTR 3D CR-RT MACH.”

d. For trays containing barcoded automation-compatible letter-size pieces over 3 ounces or nonmachinable letter-size pieces, use these Line 2 label designations in place of “MACH”:

1. Trays containing barcoded, automation-compatible pieces over 3 ounces: “BC.”

2. Trays containing nonmachinable pieces: “MAN.”

3. Trays containing simplified address pieces: “MAN.”

**6.7 Traying and Labeling for Automation-Compatible ECR Letters**

Mailers must make full carrier route and 5-digit carrier routes trays, when possible, for automation-compatible, delivery-point barcoded ECR letters that weigh up to 3.5 ounces. Except for card-size pieces, pieces must not be bundled. Group pieces together by carrier route in 5-digit and 3-digit carrier routes trays. If pieces for one carrier route do not result in a full tray, mailers must combine pieces from at least two routes to make full 5-digit carrier routes trays, grouping pieces together by carrier route. If pieces for multiple carrier routes do not result in a full 5-digit tray, mailers must combine pieces from at least two 5-digit ZIP Codes to make 3-digit carrier routes trays, grouping pieces together by carrier route. If pieces fill more than one tray but do not fill an additional tray, mailers must place excess pieces in a tray at the next sortation level. Preparation sequence, tray size, and labeling:

a. Carrier route: required; full trays only, no overflow.

1. Line 1: city, state, and 5-digit ZIP Code on mail (see 203.5.11 for overseas military mail).

2. Line 2: for saturation, “STD LTR BC WSS,” followed by route type and number; for high-density, “STD LTR BC WSH,” followed by route type and number; for basic, “STD LTR BC LOT,” followed by route type and number.

b. 5-digit carrier routes: required; no overflow, no bundling.

1. Line 1: city, state, and 5-digit ZIP Code on mail (see 203.5.11 for overseas military mail).

2. Line 2: “STD LTR 5D CR-RT BC.”

c. 3-digit carrier routes: required; bundling required in less-than-full trays.

1. Line 1: city, state, and 3-digit ZIP Code prefix shown in L002, Column A, that corresponds to 3-digit ZIP Code prefix on mail.

2. Line 2: “STD LTR 3D CR-RT BC.”

**6.8 Delivery Sequence Standards**

**6.8.1 Basic Standards**

Mailpieces for which a walk-sequence discount is claimed must be organized in the delivery sequence determined by the USPS and prepared as a carrier route mailing under 6.1 through 6.7 and the standards below. Pieces prepared with a simplified address must also meet the corresponding standards.

**6.8.2 Missing Addresses**

Some mailpieces cannot be sequenced because an exact match for a name or address cannot be obtained. These pieces may be included in a sequenced mailing only if they are placed behind or after the sequenced mail. Arrange these pieces:

a. Alphabetically by complete street name, then either in ascending order by ZIP+4 code sector segments or numerically in ascending order by primary address.

b. Numerically for numbered streets, then either in ascending order by ZIP+4 code sector segments or numerically in ascending order by primary address.

#### 6.8.3 Updating Walk Sequence Information—General

Walk-sequence price pieces prepared with other than a simplified address format under 6.8.4 must be sequenced using USPS data from one of the following sources, issued within 90 days before the mailing date:

a. The Computerized Delivery Sequence (CDS) file.

b. The Delivery Sequence File (DSF) or Delivery Sequence File, Second Generation (DSF2).

c. Delivery sequence information from USPS address sequencing services, as requested by the customer.

#### 6.8.4 Updating Delivery Statistics Information for Simplified Addressing

Mailpieces prepared with a simplified address must be based on delivery stop information obtained within 90 days before the mailing date from the Delivery Statistics File, in accordance with 509.1.11.

#### 6.8.5 Out-of-Date Walk Sequence Information

Mailings prepared with out-of-date walk-sequencing or delivery statistics information are not eligible for prices requiring walk-sequence preparation.

#### 6.8.6 Updating Line-of-Travel Sequence Information

Unless the mail is prepared in carrier walk sequence, line-of-travel (LOT) sequence is required for mailings at USPS Marketing Mail Enhanced Carrier Route basic prices. LOT sequence is not an exact walk sequence but a sequence of ZIP+4 codes arranged in the order that the route is served by a carrier. (First the ZIP+4 groups are sequenced, then the addresses within each are identified as being in ascending or descending order.) The USPS eLOT product provides a list of the ZIP+4 codes each carrier route serves, identifies the order in which they are delivered, and provides an indicator specifying whether the addresses that share the same ZIP+4 code must be sorted in ascending or descending order. When a range of ZIP+4 codes on the same carrier route are assigned the same sequence number, the addresses bearing those ZIP+4 codes must be arranged in ascending ZIP+4 code order before the sequence number is assigned. LOT information must be updated within 90 days before the date of mailing.

### 6.9 Delivery Sequence Documentation

#### 6.9.1 Basic Standards

The postage statement must be annotated in the “Carrier Route Sequencing Date” block on page 1. The mailer must annotate the postage statement to show the earliest (oldest) date of the method used to obtain sequencing information for the mailing. The mailer’s signature on the postage statement certifies that this standard has been met when the corresponding mail is presented to the USPS. The mailer must maintain documentation to substantiate compliance with the standards for carrier route sequencing. Unless submitted with each corresponding mailing, the mailer must be able to provide the USPS with

documentation (if requested) of accurate sequencing or delivery statistics for each carrier route to which pieces are mailed. Acceptable forms of documentation are:

a. The invoice showing that the addresses came from CDS.

b. DSF2 invoice or documentation.

c. Copies of the delivery unit summaries that served as the mailer's bills for address sequencing service charges.

d. Evidence of receipt of information from postmasters for simplified address mailings (see 509.1.0).

e. Form 3553 showing the date of the eLOT product used, or the date from the USPS Qualification report produced by presort software.

**6.9.2 High Density and High Density Plus**
For each carrier route to which high density or high density plus mail is addressed, the mailer must document the total number of addressed pieces to the route.

**6.9.3 Saturation Density—Simplified Address Mail**
For each carrier route to which mail with a simplified address is sent at the saturation price, the mailer must be able to document that the mailing meets the applicable density standard. This documentation must show the total number of active possible deliveries and the total number to which mailpieces in the mailing are being addressed, by 5-digit ZIP Code and, within each, by carrier route. It must be submitted with each applicable mailing.

**6.9.4 Saturation Density—Other Mail**
For each carrier route to which mail without a simplified address is sent at the saturation price, the mailer must be able to document that the mailing meets the applicable density standards. This documentation must show either the total number of active possible residential deliveries and the number and percentage to which mailpieces are addressed, or the total number of all active possible deliveries and the number and percentage to which mailpieces are addressed, depending on whether qualification is based on the 90% or 75% criterion, respectively. The documentation must be listed by 5-digit ZIP Code and, within each, by carrier route. It must be submitted with each applicable mailing.

**6.9.5 Both Prices**
If a mailing contains pieces qualifying for more than one walk-sequence price, the documentation required by 6.9.2, 6.9.3, or 6.9.4 may be combined. Entries for pieces at the high density or high density plus prices must be so annotated on the documentation. For the entire mailing, a summary of the total number of pieces at each price must be provided. This documentation must be submitted with each mailing.

**6.9.6 Carrier Route Price**
If a mailing includes walk-sequence price and basic carrier route price pieces, in addition to the information required by 6.9.2 through 6.9.5, the documentation for the basic carrier route price mail must show, by 5-digit ZIP Code and, within each, by carrier route, the total number of addressed pieces at each price for

each carrier route to which pieces are addressed. Pieces qualifying for the basic carrier route price must be so annotated. For the entire mailing, a summary by 5-digit ZIP Code of the total number of pieces at each price must be provided. This documentation must be submitted with each mailing.

## 7.0 Preparing Automation Letters

### 7.1 Basic Standards

Letter-size automation price USPS Marketing Mail must be prepared under 7.0 and the eligibility standards for the price claimed. Trays must bear barcoded tray labels under 203.5.0.

### 7.2 Mailings

All pieces in a mailing must meet the standards in 201.1.0, and 201.3.0, and must be sorted together to the finest extent required for the price claimed. The definitions of a mailing and permissible combinations are in 1.0.

### 7.3 Marking

All USPS Marketing Mail automation price pieces must be marked under 202.3.0. Pieces claimed at an automation price must bear the appropriate class marking and “AUTO,” except as provided in 202.3.0. Pieces not claimed at an automation price must not bear “AUTO” unless First-Class Mail single-piece price postage is affixed or a corrective single-piece price marking (“Single-Piece” or “SNGLP”) is applied.

### 7.4 General Preparation

Grouping, bundling, and labeling are not generally required or permitted, except bundling is required in any mailing consisting entirely of card-size pieces and for pieces in overflow and less-than-full trays, and grouping is required under 7.5.

### 7.5 Tray Preparation

Instead of preparing overflow trays with fewer than 150 pieces, mailers may include these pieces in an existing qualified tray of at least 150 or more pieces at the next tray level. (For example, if a mailer has 30 overflow 5-digit pieces for ZIP Code 20260, these pieces may be added to an existing qualified AADC tray for the correct destination and the overflow 5-digit pieces will still qualify for the 5-digit price). Mailers must note these trays on standardized documentation (see 203.3.2). Pieces that are placed in the next tray level must be grouped by destination and placed in the front or back of that tray. Mailers may use this option selectively for AADC ZIP Codes. This option does not apply to origin/entry AADC trays. Preparation sequence, tray size, and Line 1 labeling:

a. 5-digit/scheme: optional, but required for 5-digit price (150-piece minimum); overflow allowed. Make 5-digit scheme trays first, then 5-digit trays; see 1.4f. For Line 1, label as follows:

   1. For 5-digit scheme trays, use destination shown in labeling list L012.

   2. For 5-digit trays, use city, state, and 5-digit ZIP Code destination on pieces (see 203.5.11 for overseas military mail).

b. AADC: optional, but required for AADC price (150-piece minimum except no minimum for origin entry AADC); overflow allowed; group pieces by 3-digit (or 3-digit scheme) ZIP Code prefix. For Line 1, use L801, Column B.

c. Mixed AADC: required (no minimum); group pieces by AADC when overflow pieces from AADC trays are placed in mixed AADC trays. For Line 1 labeling: use L011, Column B. Use L010, Column B if entered at an ASF or NDC or for mail placed on an ASF, NDC, or SCF pallet under the option in 705.8.10.3.

**7.6 Tray Line 2**

Line 2: "STD LTR" and:

a. 5-digit scheme: "BC 5D SCHEME."

b. 5-digit: "5D BC."

c. AADC: "AADC BC."

d. Mixed AADC: "BC WKG."

**7.7 Presentation**

Upon presentation of letter-size automation price USPS Marketing Mail mailings to USPS for verification, mailers must present all mixed AADC trays together, and such trays must either be adjacent to one another or side by side, and must be placed as the top layer(s) on any given container.

## 8.0 Preparing Nonautomation Flats

**8.1 Basic Standards**

All mailings and all pieces in each mailing at Regular USPS Marketing Mail and Nonprofit USPS Marketing Mail nonautomation prices are subject to specific preparation standards in 8.2 through 8.9 and to these general standards (automation price mailings must be prepared under 10.0):

a. All pieces must be in the flat-size processing category.

b. All pieces must meet the applicable general preparation standards in 1.0 through 4.0 and the following:

1. All regular and Nonprofit USPS Marketing Mail pieces must be marked under 202.3.0. Regular and Nonprofit USPS Marketing Mail pieces must not be marked "ECRLOT," "ECRWSH," "ECRWSS," "AUTO," or "Single-Piece" (or "SNGLP").

2. Unless excepted by standard, all pieces must be in the flat-size processing category and must be prepared in sacks or on pallets. Certain flat-size pieces may be prepared in letter trays under 3.0.

c. All pieces in the mailing must meet the specific sortation and preparation standards in 8.0 or the palletization standards in 705.8.0. Flat-size pieces may be prepared under 705.9.0 through 705.13.0.

d. Sortation determines price eligibility as specified in 243.5.0 except when included in a FSS scheme bundle under 705.14.0.

**8.2 Required Bundling**

Except as provided in 8.4, bundling is required before sacking. A bundle must be prepared when the quantity of addressed pieces for a required presort level reaches the required minimum bundle size in 8.3. Smaller volumes are not permitted except under 203.4.0 and for mixed ADC bundles.

**8.3 Bundling and Labeling**

Mailings consisting entirely of pieces meeting the automation-compatibility criteria in 201.6.0 must be prepared in 5-digit scheme bundles for those 5-digit ZIP Codes identified in L007 and in 3-digit scheme bundles for those 3-digit ZIP Codes identified in L008. Preparation sequence, bundle size except as allowed under 203.4.12, and labeling:

a. 5-digit scheme (required for flats meeting the automation-compatibility standards in 201.6.0), see definition in 1.4j:

   1. For mailings containing only pieces weighing 5 ounces (0.3125 pound) or less: 15-piece minimum; red Label 5 SCH, or OEL.

   2. For mailings containing any pieces weighing more than 5 ounces (0.3125 pound): 10-piece minimum; red Label 5 SCH, or OEL.

b. 5-digit (required), see definition in 1.4j:

   1. For mailings containing only pieces weighing 5 ounces (0.3125 pound) or less: 15-piece minimum; red Label 5 or OEL.

   2. For mailings containing any pieces weighing more than 5 ounces (0.3125 pound): 10-piece minimum; red Label 5 or OEL.

c. 3-digit scheme (required for flats meeting the automation-compatibility standards in 201.6.0), see definition in 1.4o; 10-piece minimum; green Label 3 SCH, or OEL.

d. 3-digit (required), see definition in 1.4o; 10-piece minimum; green Label 3 or OEL.

e. ADC (required); 10-piece minimum; pink Label A or OEL.

f. Mixed ADC (required); no minimum; tan Label X or OEL.

**8.4 Loose Packing**

District managers may authorize loose packing of unbundled pieces to fill Number 3 sacks if no pieces in a sack would be more finely sorted if bundled. Pieces must be faced and packed to remain oriented in transit. The total weight of sacks containing such pieces may not exceed 70 pounds. Requests for loose packing must be made in advance through the Post Office of mailing.

**8.5 Required Sacking or Traying**

Except as provided in 8.6, a sack, or a letter tray under 3.0, must be prepared when the quantity of mail for a required presort destination reaches either 125 pieces or 15 pounds of pieces, whichever occurs first, subject to these conditions:

a. For identical-weight pieces, mailers must apply these methods:

1. Pieces weighing 1.92 ounces (0.12 pound) or less must be prepared using the 125-piece minimum.

2. Pieces weighing more than 1.92 ounces must be prepared using the 15-pound minimum.

b. For nonidentical-weight pieces, mailers must apply either one of these methods:

1. The minimum that applies to the average piece weight for the entire mailing is used. The net weight of the mailing is divided by the number of pieces, and the resulting average single-piece weight is used to determine whether the 125-piece or 15-pound minimum applies.

2. The actual piece count or mail weight for each sack is used, if documentation can be provided with the mailing that shows for each sack the number of pieces and the total weight.

**8.6 Drop Shipment**

A mailer using Priority Mail or Priority Mail Express to drop ship USPS Marketing Mail flat-size pieces may prepare sacks containing fewer than 125 pieces or less than 15 pounds of mail.

**8.7 Sacking and Labeling**

Preparation sequence, sack size, and labeling:

a. 5-digit/scheme (required); scheme sort required (before 5-digit sort), only for pieces meeting the automation flats criteria in 201.6.0, see definition in 1.4j; 125-piece or 15-pound minimum; labeling:

1. Line 1: For 5-digit scheme sacks use L007, Column B. For 5-digit sacks, use city, state, and 5-digit ZIP Code destination on pieces. (See 203.5.11 for overseas military mail).

2. Line 2: For 5-digit scheme sacks, “STD FLT 5D SCH NON BC.” For 5-digit sacks, “STD FLTS 5D NON BC.”

b. 3-digit (required); 125-piece or 15-pound minimum; labeling:

1. Line 1: L002, Column A.

2. Line 2: “STD FLTS 3D NON BC.”

c. Origin/entry 3-digits(s) (optional); one-bundle minimum; labeling:

1. Line 1: L002, Column A.

2. Line 2: “STD FLTS 3D NON BC.”

d. ADC (required); 125-piece or 15-pound minimum; labeling:

1. Line 1: L004, Column B.
2. Line 2: "STD FLTS ADC NON BC."

e. Mixed ADC (required); no minimum; labeling:

1. Line 1: Use L009, Column B.
2. Line 2: "STD FLTS NON BC WKG."

**8.8 Cotraying and Cobundling Flats With Automation Mail**

The following standards apply:

a. If the mailing job contains a carrier route mailing, an automation mailing, and a nonautomation mailing, then it must be prepared under one of the following options: 1) the carrier route mailing must be prepared under 9.0 and the automation and nonautomation mailings must be prepared under 705.9.0; or 2) all three mailings in the mailing job must be prepared under 705.10.0.

b. If the mailing job contains an automation mailing and a nonautomation mailing, then it must be prepared under the cosacking standards in 705.9.0.

c. If the mailing job contains a carrier route mailing and a nonautomation mailing, then it must be separately sacked under 5.0 and 9.0 or prepared using the merged sacking option in 705.10.0.

d. If the mailing job contains a carrier route mailing and an automation mailing, then it must be separately sacked under 9.0 and 10.0 or prepared using the merged sacking option in 705.10.0.

e. Nonautomation pieces may be cobundled with automation pieces under the standards in 705.11.0.

**8.9 Merged Containerization of Carrier Route, Automation, and Nonautomation Flats**

Under the optional preparation in 705.10.0, nonautomation 5-digit bundles prepared under 5.2 through 8.8 are cosacked with carrier route bundles prepared under 9.0 and with automation 5-digit bundles prepared under 10.0 in merged 5-digit scheme sacks and merged 5-digit sacks. Under the optional preparation in 705.10.0, 705.12.0, or 705.13.0, nonautomation 5-digit bundles are copalletized with carrier route bundles prepared under 9.0 and with automation 5-digit bundles prepared under 10.0 on merged 5-digit scheme pallets and merged 5-digit pallets. See 8.8a for information on when preparation under 705.10.0 may be required.

**8.10 Residual Pieces**

Mailers entering USPS Marketing Mail residual pieces that do not qualify for USPS Marketing Mail prices, and paying the First-Class Mail prices (but prepared "as is" under 244.5.0), must separately bundle and sack residual pieces from the automation and presort pieces. Mailers must label sacks under 204.3.0 using the CIN code 582 for use with residual sacks. Label sacks as follows:

a. Line 1: Use L009, Column B.

b. Line 2: Use the human-readable content line corresponding to content identifier number 582 (see Exhibit 204.3.2.4).

c. Line 3: Office of mailing or mailer information.

## 9.0 Preparing Enhanced Carrier Route Flats

### 9.1 Basic Standards

All mailings and all pieces in each mailing at Enhanced Carrier Route USPS Marketing Mail and Nonprofit Enhanced Carrier Route USPS Marketing Mail nonautomation prices are subject to specific preparation standards in 9.2 through 9.7 and to these general standards:

a. All pieces must meet the standards for basic eligibility in 243.2.0 through 243.4.0 and specific eligibility in 243.6.0. Nonprofit Enhanced Carrier Route USPS Marketing Mail must meet the additional eligibility standards in 703.1.0.

b. All pieces must be in the flat-size processing category.

c. All pieces must meet the applicable general preparation standards in 2.0 through 4.0 and 202, and the following:

1. All regular and Nonprofit USPS Marketing Mail Enhanced Carrier Route pieces must be marked under 202.3.0. All pieces also must be marked “ECRLOT” for basic price, “ECRWSH” for high density or high density plus prices, or “ECRWSS” for saturation price.

2. Generally, flat-size pieces must be in sacks or in bundles on pallets. Certain flat-size pieces may be in letter trays under 3.0. When entering flat-size pieces at DDUs, mailers may prepare and transport unsacked, nonpalletized bundles according to standards in 203.4.0.

3. Pieces must be sequenced according to 9.9.

4. Pieces with a simplified address format must meet the standards in 602.3.0.

d. All pieces in the mailing must meet the specific sortation and preparation standards in 9.0 or the palletization standards in 705.8.0 except when included in a FSS scheme bundle under 705.14.0. Flat-size pieces may be prepared under 705.9.0through 705.13.0.

e. Sortation determines price eligibility as specified in 243.5.0 except when included in a FSS scheme bundle under 705.14.0

### 9.2 Residual Pieces

Pieces not sorted as a carrier route mailing must be prepared as a separate mailing at USPS Marketing Mail automation or Presorted prices or at single-piece First-Class Mail or Priority Mail prices.

**9.3 Carrier Route Bundle Preparation**

Prepare carrier route bundles of flat-size mail as follows:

a. Mailers must prepare only carrier route bundles. Carrier route bundles are not required in full carrier route trays.

b. Except under 9.4, carrier route bundles must contain at least 10 pieces.

c. The method of labeling a carrier route bundle is based on the following sack or tray levels:

1. Carrier route tray or sack: No bundle labeling is required.

2. 5-digit scheme or 5-digit carrier routes tray or sacks: Bundles must have a facing slip unless the pieces in the bundle have a carrier information line or an optional endorsement line (OEL).

**9.4 Bundles, Trays, and Sacks With Fewer Than the Minimum Number of Pieces Required**

As a general exception to 9.2 through 9.7, a mailer may prepare a bundle, tray, or sack with fewer than the minimum number of pieces required for a carrier route when they are claiming the saturation price for the contents and meet the applicable density standard.

**9.5 Multi Carrier Routes Bundle**

A mailer may combine individual eligible bundles of USPS Marketing Mail Enhanced Carrier Route basic price mail into a multi carrier routes bundle of the same 5-digit ZIP Code under these conditions:

a. Individual carrier route bundles cannot exceed 1 inch (except for a multi carrier routes bundle under 9.5b) and must be secured with two bands, one around the length and one around the girth.

b. A multi carrier routes bundle can contain one individual bundle that exceeds 1 inch to serve as an anchor.

c. The multi carrier routes bundle must meet the standards in 203.4.0.

d. The multi carrier routes bundle must be secured with at least two bands, one around the length and one around the girth; or with shrinkwrap; or with shrinkwrap plus one or more bands.

e. The multi carrier routes bundle must be labeled with an optional endorsement line (OEL). The top bundle must contain the carrier route information for the individual bundle preceded by the endorsement “Multi” and two asterisks (e.g., **********Multi**C-001).

f. A multi carrier routes bundle that exceeds the maximum heights in 203.4.0 by less than the thickness of an individual carrier route bundle (e.g., 1 inch or less) meets the standards.

**9.6 Required Sack Minimums**

When sacking is required, mailers must prepare a sack when the quantity of mail for a required presort destination reaches either 125 pieces or 15 pounds of pieces, whichever occurs first. The following conditions apply:

a. For identical-weight pieces, a single-piece weight of 1.92 ounces (0.12 pound) results in 125 pieces weighing 15 pounds. Identical-weight pieces weighing 1.92 ounces (0.12 pound) or less must be prepared using the 125-piece minimum; those that weigh more must be prepared using the 15-pound minimum.

b. For nonidentical-weight pieces, mailers must either use the minimum that applies to the average piece weight for the entire mailing (divide the net weight of the mailing by the number of pieces; the resulting average single-piece weight determines whether the 125-piece or 15-pound minimum applies) or sack by the actual piece count or mail weight for each sack, if documentation can be provided with the mailing that shows (specifically for each sack) the number of pieces and their total weight.

c. Sacks with fewer than 125 pieces or less than 15 pounds of pieces may be prepared to a carrier route when the saturation price is claimed for the contents and the applicable density standard is met.

**9.7 Sack Preparation**

Preparation sequence, sack size, and labeling:

a. Carrier route: required (minimum of 125 pieces/15 pounds).

1. Line 1: city, state, and 5-digit ZIP Code on mail (see 203.5.11 for overseas military mail).

2. Line 2: “STD FLTS ECRWSS” or “STD FLTS ECRWSH” or “STD FLTS ECRLOT” as applicable, followed by the route type and number.

b. 5-digit scheme carrier routes: required (no minimum).

1. Line 1: use L001, column B.

2. Line 2: “STD FLTS CR-RTS SCH.”

c. 5-digit carrier routes: required (no minimum).

1. Line 1: city, state, and 5-digit ZIP Code on mail (see 203.5.11 for overseas military mail).

2. Line 2: “STD FLTS CR-RTS.”

**9.8 Merged Containerization of Carrier Route, Automation, and Presorted Price Flats**

Under the optional preparation in 705.10.0, carrier route price bundles prepared under 9.3 and 9.4 are cosacked with Presorted price 5-digit bundles prepared under 8.0 and with automation price 5-digit bundles prepared under 10.0 in merged 5-digit scheme sacks and merged 5-digit sacks. Under the optional preparation in 705.10.0, 705.12.0, or 705.13.0, carrier route price bundles prepared under 9.3 and 9.4 are copalletized with Presorted price 5-digit bundles

prepared under 8.0 and with automation price 5-digit bundles prepared under 10.0 on merged 5-digit scheme pallets and merged 5-digit pallets. Presorted price pieces may be cobundled with automation price pieces under 705.11.0.

## 9.9 Delivery Sequence Standards

### 9.9.1 Basic Standards

Mailpieces for which a walk-sequence discount is claimed must be organized in the delivery sequence determined by the USPS and prepared as a carrier route mailing under 9.0 and the standards below. Pieces prepared with a simplified address must also meet the corresponding standards.

### 9.9.2 Missing Addresses

Some mailpieces cannot be sequenced because an exact match for a name or address cannot be obtained. These pieces may be included in a sequenced mailing only if they are placed behind or after the sequenced mail. Arrange these pieces:

a. Alphabetically by complete street name, then either in ascending order by ZIP+4 code sector segments or numerically in ascending order by primary address.

b. Numerically for numbered streets, then either in ascending order by ZIP+4 code sector segments or numerically in ascending order by primary address.

### 9.9.3 Updating Walk Sequence Information—General

Walk-sequence price pieces prepared with other than a simplified address format under 9.9.4 must be sequenced using USPS data from one of the following sources, issued within 90 days before the mailing date:

a. The Computerized Delivery Sequence (CDS) file.

b. The Delivery Sequence File, Second Generation ($DSF^2$).

c. Delivery sequence information from USPS address sequencing services, as requested by the customer.

### 9.9.4 Updating Delivery Statistics Information for Simplified Addressing

Mailpieces with a simplified address, prepared for distribution to rural or highway contract routes or to PO boxes in a Post Office without city delivery, must be based on delivery stop information obtained within 90 days before the mailing date, either from the Delivery Statistics File, in accordance with 509.1.11, or from the postmaster of the destination office. Mailpieces with a simplified address, prepared for distribution to city routes or to PO boxes in a Post Office with city delivery, must be based only on delivery stop information obtained from the Delivery Statistics File, in accordance with 509.1.11, within 90 days before the mailing date.

### 9.9.5 Out-of-Date Walk Sequence Information

Mailings prepared with out-of-date walk-sequencing or delivery statistics information are not eligible for prices requiring walk-sequence preparation.

#### 9.9.6 Updating Line-of-Travel Sequence Information

Unless the mail is prepared in carrier walk sequence, line-of-travel (LOT) sequence is required for mailings at USPS Marketing Mail Enhanced Carrier Route basic prices. LOT sequence is not an exact walk sequence but a sequence of ZIP+4 codes arranged in the order that the route is served by a carrier. (First the ZIP+4 groups are sequenced, then the addresses within each are identified as being in ascending or descending order.) The USPS eLOT product provides a list of the ZIP+4 codes each carrier route serves, identifies the order in which they are delivered, and provides an indicator specifying whether the addresses that share the same ZIP+4 code must be sorted in ascending or descending order. When a range of ZIP+4 codes on the same carrier route are assigned the same sequence number, the addresses bearing those ZIP+4 codes must be arranged in ascending ZIP+4 code order before the sequence number is assigned. LOT information must be updated within 90 days before the date of mailing.

### 9.10 Delivery Sequence Documentation

#### 9.10.1 Basic Standards

The postage statement must be annotated in the “Carrier Route Sequencing Date” block on page 1. The mailer must annotate the postage statement to show the earliest (oldest) date of the method used to obtain sequencing information for the mailing. The mailer’s signature on the postage statement certifies that this standard has been met when the corresponding mail is presented to the USPS. The mailer must maintain documentation to substantiate compliance with the standards for carrier route sequencing. Unless submitted with each corresponding mailing, the mailer must be able to provide the USPS with documentation (if requested) of accurate sequencing or delivery statistics for each carrier route to which pieces are mailed. Acceptable forms of documentation are:

a. The invoice showing that the addresses came from CDS.

b. DSF$^2$ invoice or documentation.

c. Copies of the delivery unit summaries that served as the mailer's bills for address sequencing service charges.

d. Evidence of receipt of information from postmasters for simplified address mailings (see 509.1.0).

e. Form 3553 showing the date of the eLOT product used, or the date from the USPS Qualification report produced by presort software.

#### 9.10.2 High Density and High Density Plus

For each carrier route to which high density or high density plus mail is addressed, the mailer must document the total number of addressed pieces to the route.

#### 9.10.3 Saturation Density—Simplified Address Mail

For each carrier route to which mail with a simplified address is sent at the saturation price, the mailer must be able to document that the mailing meets the applicable density standard. This documentation must show the total number of

active possible deliveries and the total number to which mailpieces in the mailing are being addressed, by 5-digit ZIP Code and, within each, by carrier route. It must be submitted with each applicable mailing.

#### 9.10.4 Saturation Density—Other Mail

For each carrier route to which mail without a simplified address is sent at the saturation price, the mailer must be able to document that the mailing meets the applicable density standards. This documentation must show either the total number of active possible *residential* deliveries and the number and percentage to which mailpieces are addressed, or the total number of *all* active possible deliveries and the number and percentage to which mailpieces are addressed, depending on whether qualification is based on the 90% or 75% criterion, respectively. The documentation must be listed by 5-digit ZIP Code and, within each, by carrier route. It must be submitted with each applicable mailing.

#### 9.10.5 Both Prices

If a mailing contains pieces qualifying for more than one walk-sequence price, the documentation required by 9.10.2, 9.10.3, or 9.10.4 may be combined. Entries for pieces at the high density or high density plus prices must be so annotated on the documentation. For the entire mailing, a summary of the total number of pieces at each price must be provided. This documentation must be submitted with each mailing.

#### 9.10.6 Carrier Route Price

If a mailing includes walk-sequence price and basic carrier route price pieces, in addition to the information required by 9.10.2 through 9.10.5, the documentation for the basic carrier route price mail must show, by 5-digit ZIP Code and, within each, by carrier route, the total number of addressed pieces at each price for each carrier route to which pieces are addressed. Pieces qualifying for the basic carrier route price must be so annotated. For the entire mailing, a summary by 5-digit ZIP Code of the total number of pieces at each price must be provided. This documentation must be submitted with each mailing.

## 10.0 Preparing Automation Flats

### 10.1 Basic Standards

Flat-size automation USPS Marketing Mail must be prepared under 10.0 and the eligibility standards for the price claimed. Trays and sacks must bear the appropriate barcoded container labels under 4.0.

### 10.2 Mailings

All pieces in a mailing must meet the standards in 201.3.0, and be sorted together to the finest extent required. USPS Marketing Mail mailings may include pieces prepared at automation 3/5 and basic prices. The definitions of a mailing and permissible combinations are in 1.2.

## 10.3 Marking

All USPS Marketing Mail automation pieces must be marked under 202. Pieces claimed at an automation price must bear the appropriate class marking and, except as provided in 202.3.0, "AUTO." Pieces not claimed at an automation price must not bear "AUTO" unless single-piece postage is affixed or the corrective single-piece marking "Single-Piece" or "SNGLP" is applied.

## 10.4 USPS Marketing Mail Bundle and Sack Preparation

### 10.4.1 Bundling and Labeling

Preparation sequence, bundle size, except as allowed under 203.4.0, and labeling:

a. 5-digit scheme (required); see definition in 1.4g:

   1. For mailings containing only pieces weighing 5 ounces (0.3125 pound) or less: 15-piece minimum; red Label 5 SCH or OEL.

   2. For mailings containing any pieces weighing more than 5 ounces (0.3125 pound): 10-piece minimum; red Label 5 SCH or OEL.

b. 5-digit presort (required); see definition in 1.4g:

   1. For mailings containing only pieces weighing 5 ounces (0.3125 pound) or less: 15-piece minimum; red Label 5 or OEL.

   2. For mailings containing any pieces weighing more than 5 ounces (0.3125 pound): 10-piece minimum; red Label 5 or OEL.

c. 3-digit scheme (required); see definition in 1.4p; 10-piece minimum; green Label 3 SCH or OEL.

d. 3-digit presort (required); see definition in 1.4n; 10-piece minimum; green Label 3 or OEL.

e. ADC (required); 10-piece minimum; pink Label A or OEL.

f. Mixed ADC (required); no minimum; tan Label X or OEL.

### 10.4.2 Required Sacking

A sack, or a letter tray under 3.0, must be prepared when the quantity of mail for a required presort destination reaches either 125 pieces or 15 pounds of pieces, whichever occurs first, subject to these conditions:

a. For identical-weight pieces, a single-piece weight of 1.92 ounces (0.12 pound) results in 125 pieces weighing 15 pounds. Identical-weight pieces weighing 1.92 ounces (0.12 pound) or less must be prepared using the 125-piece minimum; those that weigh more must be prepared using the 15-pound minimum.

b. For nonidentical-weight pieces, mailers must either use the minimum that applies to the average piece weight for the entire mailing (divide the net weight of the mailing by the number of pieces; the resulting average single-piece weight determines whether the 125-piece or 15-pound minimum applies) or sack by the actual piece count or mail weight for each sack, if documentation can be provided with the mailing that shows (specifically for each sack) the number of pieces and their total weight.

#### 10.4.3 Sacking and Labeling

Preparation sequence, sack size, and labeling:

a. 5-digit/scheme (required); scheme sort required before 5-digit sort; see definition in 1.4g.; 125-piece or 15-pound minimum, labeling:

   1. Line 1: For 5-digit scheme sacks use L007, Column B. For 5-digit sacks use city, state, and 5-digit ZIP Code on mail (see 203.5.11for overseas military mail).

   2. Line 2: For 5-digit scheme sacks, “STD FLTS 5D SCH BC.” For 5-digit sacks, “STD FLTS 5D BC.”

b. 3-digit (required); 125-piece/15-pound minimum; labeling:

   1. Line 1: L002, Column A.

   2. Line 2: “STD FLTS 3D BC.”

c. Origin 3-digit(s) (required) and entry 3-digit(s) (optional); one-bundle minimum (for origin and entry); labeling:

   1. Line 1: L002, Column A.

   2. Line 2: “STD FLTS 3D BC.”

d. ADC (required); 125-piece/15-pound minimum; labeling:

   1. Line 1: L004, Column B.

   2. Line 2: “STD FLTS ADC BC.”

e. Mixed ADC (required); no minimum; labeling:

   1. Line 1: Use L009, Column B.

   2. Line 2: “STD FLTS BC WKG.”

## 11.0 Preparing Presorted Parcels

### 11.1 Basic Standards

All mailings and all pieces in each mailing at USPS Marketing Mail and Nonprofit USPS Marketing Mail parcel prices are subject to preparation standards in 11.3 or 11.4, and to these general standards:

a. All pieces must meet the standards for basic eligibility in 243.2.0 through 243.4.0 and specific eligibility in 243.5.0. Nonprofit USPS Marketing Mail must meet the additional eligibility standards in 703.1.0.

b. Marketing parcels, Nonprofit machinable parcels, and Nonprofit irregular parcels must each be prepared as separate mailings, except under 11.3.1.

c. All pieces must meet the applicable general preparation standards in 1.0 through 4.0; 203.7.0; and 204.3.0.

d. All pieces in the mailing must meet the specific sortation and preparation standards in 11.0 or the palletization standards in 705.8.0.

e. Sortation determines price eligibility as specified in 243.5.0.

## 11.2 Markings

All parcels must be marked according to 202.3.0.

## 11.3 Preparing Marketing Parcels (6 Ounces or More) and Machinable Parcels

### 11.3.1 Sacking

Prepare mailings of Marketing parcels weighing 6 ounces or more and mailings of machinable parcels under 11.3. Prepare 5-digit sacks only for parcels dropshipped to a DNDC (or ASF when claiming DNDC prices), DSCF, or DDU. Prepare ASF or NDC sacks only for parcels dropshipped to a DNDC (or ASF when claiming DNDC prices). There is no minimum for parcels in 5-digit/scheme sacks entered at a DDU. Mailers combining irregular parcels with machinable parcels placed in 5-digit/scheme sacks must prepare those sacks under 11.3.2a. Mailers combining Marketing parcels weighing 6 ounces or more with machinable parcels placed in ASF, NDC, or mixed NDC sacks must prepare the sacks under 11.3.2.

### 11.3.2 Sacking and Labeling

Preparation sequence, sack size, and labeling:

a. 5-digit/scheme (optional, but required for 5-digit price), see definition in 1.4n.; allowed only for mail deposited at DNDC (or ASF when claiming DNDC prices), DSCF, or DDU. Sacks must contain a 10-pound minimum except at DDU entry which has no minimum; labeling:

   1. Line 1: For 5-digit scheme sacks, use L606, Column B. For 5-digit sacks, use city, state, and 5-digit ZIP Code destination on pieces (see 203.5.11 for overseas military mail).

   2. Line 2: For 5-digit scheme sacks, “STD MACH 5D SCH.” For 5-digit sacks, “STD MACH 5D.”

b. ASF (optional), allowed only for mail deposited at an ASF to claim DNDC price; 10-pound minimum; labeling:

   1. Line 1: L602, Column B.

   2. Line 2: “STD MACH ASF.”

c. NDC, allowed only for mail deposited at a DNDC to claim the NDC price; 10-pound minimum; labeling:

   1. Line 1: L601, Column B.

   2. Line 2: “STD MACH NDC.”

d. Origin NDC (required); no minimum; labeling:

   1. Line 1: L601, Column B.

   2. Line 2: “STD MACH NDC.”

e. Mixed NDC (required); no minimum; labeling:

   1. Line 1: “MXD” followed by L601, Column B information for NDC serving 3-digit ZIP Code prefix of entry Post Office.

   2. Line 2: “STD MACH WKG.”

## 11.4 Preparing Marketing Parcels (Less Than 6 Ounces) and Irregular Parcels

### 11.4.1 Bundling

[3-2-20] Bundling is permitted only for bundles of Product Sample parcels (and associated DALs or DMLs) under 12.0.

### 11.4.2 Sacking

Prepare mailings of Marketing parcels weighing less than 6 ounces and mailings of irregular parcels under 11.4. Prepare 5-digit sacks only for parcels dropshipped to a DNDC (or ASF when claiming DNDC prices), DSCF, or DDU. See 11.4.3 for restrictions on SCF, ASF, and NDC sacks. Mailers must prepare a sack when the mail for a required presort destination reaches 10 pounds of pieces. There is no minimum for parcels prepared in 5-digit/scheme sacks entered at a DDU. Mailers combining irregular parcels with machinable parcels and Marketing parcels weighing 6 ounces or more in 5-digit/scheme sacks must prepare those sacks under 11.3.2. Mailers may not prepare sacks containing irregular and machinable parcels to other presort levels. Mailers may combine irregular parcels with Marketing parcels weighing less than 6 ounces in sacks under 11.4.3.

### 11.4.3 Sacking and Labeling

Preparation sequence, sack size, and labeling:

a. 5-digit/scheme (optional, but required for 5-digit price), see definition in 1.4n; allowed only for mail deposited at DNDC (or ASF when claiming DNDC prices), DSCF, or DDU. Sacks must contain a 10-pound minimum except at DDU entry which has no minimum; labeling:

   1. Line 1: For 5-digit scheme sacks, use L606, Column B. For 5-digit sacks, use city, state, and 5-digit ZIP Code destination on pieces. (See 203.5.11 for overseas military mail.)

   2. Line 2: For 5-digit scheme sacks, “STD IRREG 5D SCH.” For 5-digit sacks, “STD IRREG 5D.”

b. SCF, allowed only for mail deposited at a DSCF or a DNDC to claim SCF price; 10-pound minimum; labeling:

   1. For Line 1, L002, Column C.

   2. For Line 2, “STD IRREG SCF.”

c. ASF (optional), allowed only for mail deposited at an ASF to claim DNDC price; 10-pound minimum; labeling:

   1. Line 1: L602, Column B. DNDC price eligibility determined by 246.3.0, NDC/ASF—DNDC Price Eligibility.

   2. Line 2: “STD IRREG ASF.”

d. NDC, allowed only for mail deposited at a DNDC to claim the NDC price; 10-pound minimum; labeling:

   1. Line 1: L601, Column B.

   2. Line 2: “STD IRREG NDC.”

e. Origin NDC (required); no minimum; labeling:

1. Line 1: L601, Column B.
2. Line 2: “STD IRREG NDC.”

f. Mixed NDC (required); no minimum; labeling:

1. Line 1: “MXD” followed by L601, Column B information for NDC serving 3-digit ZIP Code prefix of entry Post Office.
2. Line 2: “STD IRREG WKG.”

## 12.0 Preparing Enhanced Carrier Route Product Sample Parcels

### 12.1 Basic Standards

All mailings and all pieces in each mailing at an Enhanced Carrier Route (ECR) parcel price are subject to specific preparation standards in 12.4 and 12.5, entry standards in 246, and to these general standards:

a. All pieces must meet the standards for basic eligibility in 243.2.0 through 243.4.0 and specific eligibility in 243.8.0. Nonprofit Enhanced Carrier Route USPS Marketing Mail must meet the additional eligibility standards in 703.1.0.

b. All pieces in each mailing must be Product Sample parcels as defined in 243.3.2.2.

c. All pieces must meet the applicable general preparation standards in 1.0 through 11.0, and the following:

1. Pieces must be sequenced according to 12.6 and 12.7.
2. Pieces with a simplified address format must meet the standards in 602.3.0.

d. All pieces in the mailing must meet the specific sortation and preparation standards in 12.0 or the palletization standards in 705.8.0.

e. Sortation, size, and preparation determine price eligibility as specified in 243.8.0.

### 12.2 Marking

[3-2-20] All Enhanced Carrier Route pieces (or DALs or DMLs) must be marked under 202.3.0. All pieces must be marked “ECRLOT” for pieces claiming a targeted price, or “ECRWSS” for pieces claiming a saturation (Every Door) price.

### 12.3 Residual Pieces

Parcels not prepared or sorted as a carrier route mailing at Product Sample prices must be prepared as a separate mailing at USPS Marketing Mail Presorted prices.

## 12.4 Bundling

### 12.4.1 Bundle Preparation

[3-2-20] Carrier route preparation and bundling of DALs or DMLs is required; Product Samples must be bundled by either carrier route or by 5-digit/L606 destinations. Prepare bundles as follows:

a. Sacks must contain at least 15 pounds or 125 pieces of mail, except under 12.4.2. Cartons may be used instead of sacks. Cartons have no minimum weight, must not weigh more than 40 pounds, and must not exceed 108 inches in combined length and girth.

b. [3-2-20] DALs or DMLs are required for parcels mailed at targeted prices; mailers must prepare carrier route bundles of DALs or DMLs. Bundles of DALs or DMLs must have a facing slip with the number of DALs or DMLs for that carrier route indicated. Bundles of parcels must be prepared in sacks or cartons labeled to the correct 5-digit/L606 destination, and bundled under 2.0 and the same bundling standards as for saturation parcels under 12.4.1c. Optionally, parcels may be prepared in carrier route bundles, with a facing slip on the top of each bundle noting the carrier route. Prepare bundles of DALs or DMLs and bundles of samples in the same carton or sack, with the bundles of DALs or DMLs on the top. See 602.4.0 for additional preparation standards for parcels and accompanying DALs or DMLs, including optional pallet preparation.

c. [3-2-20] DALs or DMLs are optional for parcels mailed at saturation prices. Bundles of parcels must be prepared in sacks or cartons labeled to carrier routes or to 5-digit (or L606) destination ZIP Codes, and bundled in similar quantities per bundle up to 50 pieces per carrier route bundle or 5-digit/L606 bundle. When DALS or DMLs are used, the DALs or DMLs must be prepared in carrier route bundles and placed in the same carton or sack as the samples for the corresponding route or routes within the same delivery ZIP Code. Bundles of DALs or DMLs must have a facing slip with the number of DALs or DMLs for that carrier route indicated. If not placed in a sack or carton, saturation parcels must be bundled in quantities of 50 or less under 2.0, and the bundles placed on 5-digit/L606 pallets in a stable manner. As an option, bundled saturation parcels without accompanying DALs or DMLs may be prepared in sacks or cartons labeled to carrier routes or 5-digit destination ZIP Codes, and then placed on pallets. A manifest report showing the total number of samples per carrier route is required when the samples are not prepared with DALs or DMLs.

### 12.4.2 Fewer than the Minimum Number of Pieces Per Route

[3-2-20] As a general exception to 12.4.1 and 12.5.1, mailers may prepare pieces and DALs or DMLs with fewer than 125 pieces or less than 15 pounds of mail to a carrier route or a 5-digit destination when the mail is in a carton. Also, there may be less than 125 pieces or 15 pounds of mail to a sack when the saturation price for the contents is correctly claimed. Mailers using Priority Mail Express Open and Distribute or Priority Mail Open and Distribute to dropship ECR parcels also may prepare sacks of fewer than 125 pieces or less than 15 pounds of mail.

## 12.5 Preparing Product Samples

### 12.5.1 Sack Minimums

Except for bundled saturation parcels and except under 12.4.2, a sack or carton must be prepared when the quantity of mail for a required presort destination reaches either 125 pieces or 15 pounds of mail.

### 12.5.2 Sacking and Labeling

Preparation sequence, sack or carton size, and labeling:

a. Carrier route: optional with no minimum per carton; see 12.5.1 for sack minimums.

   1. Line 1: city, state, and 5-digit ZIP Code on mail (see 203.5.11 for overseas military mail).

   2. Line 2: “STD MKTG WSS” (for saturation samples) or “STD MKTG LOT” (for targeted samples), followed by the route type and number.

b. 5-digit carrier routes: required (no minimum).

   1. Line 1: city, state, and 5-digit ZIP Code on mail (see 203.5.11 for overseas military mail).

   2. Line 2: “STD MKTG CR-RTS.”

### 12.5.3 Required Palletization

All Product Sample mailings must be destination entered at one or more DDUs, DSCFs, or DNDCs. Except for sacks or cartons of Product Samples entered directly at a DDU, all mailings of Product Samples must be palletized. Pallets (under 705.8.10.3) must be used for sacks or cartons (or bundles of saturation samples only) of Product Samples for mail entered at DNDCs and DSCFs.

## 12.6 Delivery Sequence Standards

### 12.6.1 Basic Standards

Mailpieces for which a walk-sequence discount is claimed must be organized in the delivery sequence determined by the USPS and prepared as a carrier route mailing under 12.0 and the standards below. Pieces prepared with a simplified address must also meet the corresponding standards.

### 12.6.2 Missing Addresses

Some mailpieces cannot be sequenced because an exact match for a name or address cannot be obtained. These pieces may be included in a sequenced mailing only if they are placed behind or after the sequenced mail. Arrange these pieces:

a. Alphabetically by complete street name, then either in ascending order by ZIP+4 code sector segments or numerically in ascending order by primary address.

b. Numerically for numbered streets, then either in ascending order by ZIP+4 code sector segments or numerically in ascending order by primary address.

#### 12.6.3 Updating Walk Sequence Information—General

Walk-sequence price pieces prepared with other than a simplified address format under 12.6.4 must be sequenced using USPS data from one of the following sources, issued within 90 days before the mailing date:

a. The Computerized Delivery Sequence (CDS) file.

b. The Delivery Sequence File, Second Generation (DSF2).

c. Delivery sequence information from USPS address sequencing services, as requested by the customer.

#### 12.6.4 Updating Walk Sequence Information for Simplified Addressing

Mailpieces with a simplified address, prepared for distribution to rural or highway contract routes or to PO boxes in a Post Office without city delivery, must be based on delivery stop information obtained within 90 days before the mailing date, either from the Delivery Statistics File, in accordance with 509.1.1, or from the postmaster of the destination office. Mailpieces with a simplified address, prepared for distribution to city routes or to PO boxes in a Post Office with city delivery, must be based only on delivery stop information obtained from the Delivery Statistics File, in accordance with 509.1.1, within 90 days before the mailing date.

#### 12.6.5 Out-of-Date Walk Sequence Information

Mailings prepared with out-of-date walk-sequencing information are not eligible for walk-sequence prices.

#### 12.6.6 Updating Line-of-Travel Sequence Information

Unless the mail is prepared in carrier walk sequence, line-of-travel (LOT) sequence is required for mailings at USPS Marketing Mail Enhanced Carrier Route basic prices. LOT sequence is not an exact walk sequence but a sequence of ZIP+4 codes arranged in the order that the route is served by a carrier. (First the ZIP+4 groups are sequenced, then the addresses within each are identified as being in ascending or descending order.) The USPS eLOT product provides a list of the ZIP+4 codes each carrier route serves, identifies the order in which they are delivered, and provides an indicator specifying whether the addresses that share the same ZIP+4 code must be sorted in ascending or descending order. When a range of ZIP+4 codes on the same carrier route are assigned the same sequence number, the addresses bearing those ZIP+4 codes must be arranged in ascending ZIP+4 code order before the sequence number is assigned. LOT information must be updated within 90 days before the date of mailing.

### 12.7 Delivery Sequence Documentation

#### 12.7.1 General Standards

The postage statement must be annotated in the “Carrier Route Sequencing Date” block on page 1. The mailer must annotate the postage statement to show the earliest (oldest) date of the method used to obtain sequencing information for the mailing. The mailer’s signature on the postage statement certifies that this standard has been met when the corresponding mail is presented to the USPS. The mailer must maintain documentation to substantiate compliance with the

standards for carrier route sequencing. Unless submitted with each corresponding mailing, the mailer must be able to provide the USPS with documentation (if requested) of accurate sequencing or delivery statistics for each carrier route to which pieces are mailed. Acceptable forms of documentation are:

a. The invoice showing that the addresses came from CDS.

b. DSF2 invoice or documentation.

c. Copies of the delivery unit summaries that served as the mailer's bills for address sequencing service charges.

d. Evidence of receipt of information from postmasters for simplified address mailings (see 509.1.0).

e. Form 3553 showing the date of the eLOT product used, or the date from the USPS Qualification report produced by presort software.

#### 12.7.2 Product Samples—Targeted

For each mailing of Product Samples at targeted carrier route prices, the mailer must document the total number of pieces mailed to each carrier route.

#### 12.7.3 Saturation Density—Simplified Address Mail

For each carrier route to which mail with a simplified address is sent at the saturation price, the mailer must be able to document that the mailing meets the applicable density standard. This documentation must show the total number of active possible deliveries and the total number to which mailpieces in the mailing are being addressed, by 5-digit ZIP Code and, within each, by carrier route. It must be submitted with each applicable mailing.

#### 12.7.4 Both Prices

If a mailing contains pieces qualifying for targeted and saturation prices, the documentation required may be combined. Entries for pieces at the targeted price must be so annotated on the documentation. For the entire mailing, a summary of the total number of pieces at each price must be provided. This documentation must be submitted with each mailing.

## 13.0 Preparing Customized MarketMail

### 13.1 All Mailings

All CMM pieces are subject to the preparation standards in 1.4 and to these general standards:

a. CMM pieces must not be part of a mailing containing any other type of USPS Marketing Mail pieces.

b. Each mailing must meet the applicable standards for mail preparation in 245.1.0 and 245.2.0 and the following:

1. Regular USPS Marketing Mail pieces must be marked “Presorted USPS Marketing” and Nonprofit USPS Marketing Mail pieces must be marked “Nonprofit Organization” or with applicable abbreviations under 202. All pieces also must be marked “Customized MarketMail,” “CUST MKTMAIL,” or “CMM.”

2. At the mailer's option, a carrier route information line under 203.8.0 may be added. If used, a carrier route code must be applied to every piece in the mailing using CASS-certified software and the current USPS Carrier Route File scheme, printed Carrier Route Files, or another AIS product containing carrier route information, subject to 509.1.0 and 602.9.0. Carrier route information must be updated within 90 days before the mailing date.

**13.2 Required Endorsement**

Customized MarketMail pieces must bear the endorsement “Carrier—Leave If No Response” placed directly below the return address under 508.1.0. If any other endorsement is used, the carrier route release endorsement must be separated by the equivalent of one blank line of the type size used.

**13.3 Required Bundling**

Bundling is required before sacking, traying, or filling other mailing containers. A bundle must be prepared when two or more pieces are destined to the same 5-digit ZIP Code or to the same carrier route if the optional carrier route presort is used. The maximum weight for a bundle is 20 pounds. Pieces of irregular thickness must be counterstacked under 203.4.7. Facing slips, optional endorsement lines, or pressure-sensitive bundle labels may be used on bundles. CMM pieces in carrier route bundles are subject to 243.6.0 but are not required to meet any minimum number of pieces per route.

**13.4 Bundling and Labeling**

Preparation sequence, bundle size, and labeling:

a. Carrier route (optional), 2-piece minimum; and carrier route information line (required).

b. 5-digit (required), 2-piece minimum; and facing slip (optional), red Label 5 (optional), or optional endorsement line (OEL).

**13.5 Required Containerizing**

The following standards apply to containerizing CMM pieces:

a. Bundles and single pieces to a destination must be prepared in 5-digit (or 5-digit scheme under L606), carrier route, or 5-digit carrier routes containers, with no minimum volume required for a container.

b. Bundles in drop shipment mailings under 246.2.0 and 246.5.0 must be placed in letter trays, flat trays, or sacks. Bundles in Priority Mail and Priority Mail Express Open and Distribute shipments under 705.18.5 may be placed in USPS-supplied or mailer-supplied containers.

c. The container size must be appropriate to the dimensions of the pieces, and the number of containers appropriate to the volume of pieces in the mailing.

d. [1-26-20] If more than three types of containers are used, the mailing must be prepared using an approved manifest mailing system or other postage payment system approved by the director, Business Acceptance Solutions (see 608.8.0 for address). Each mailing using mailer-supplied containers must include sample containers for tare weight calculations.

**13.6 Containerizing and Labeling**

Prepare and label containers as follows:

a. Drop shipments under 246.2.0 and 246.5.0 must be prepared in 5-digit trays or sacks, or as an option, in 5-digit scheme (under L606, Column B), carrier route, or 5-digit carrier routes trays or sacks, labeled as follows:

1. Line 1: For 5-digit, carrier route, 5-digit carrier routes, use city, state, and 5-digit ZIP Code on mail; for 5-digit scheme (optional), use L606.
2. Line 2: “DEL LTR STD CMM MAN” (for letter trays); “DEL FLTS STD CMM MAN” (for flat trays); “DEL STD CMM MAN” (for sacks).
3. Line 3: Office of mailing or mailer information (see 207.21.0).

b. Priority Mail Express and Priority Mail Open and Distribute shipments must be prepared in USPS-provided Priority Mail Express or Priority Mail containers (pouches, sacks, cartons, or envelopes) or in mailer-supplied containers, labeled under 705.18.5.

# 246 Enter and Deposit

**Overview**

1.0 Presenting a Mailing
2.0 Destination Entry
3.0 Destination Network Distribution Center (DNDC) Entry
4.0 Destination Sectional Center Facility (DSCF) Entry
5.0 Destination Delivery Unit (DDU) Entry
6.0 Destination Flat Sequencing System (DFSS) Facility Entry

## 1.0 Presenting a Mailing

### 1.1 Basic Standards for USPS Marketing Mail Deposit

All USPS Marketing Mail must be presented at the Post Office where the permit or license is held and the presort mailing fee is paid, at the locations and times specified by the postmaster, except as follows:

a. Plant-verified drop shipment (PVDS) mailings must be presented under 705.17.0.

b. Plant-loaded mailings must be presented as specified by the plant load agreement.

c. Metered mailings may be deposited at other than the licensing Post Office only as permitted under 705.19.0.

d. Nonprofit USPS Marketing Mail must be presented only at Post Offices where the organization producing the mailing has an approved nonprofit authorization (703.1.0).

### 1.2 Separation of Mailing

Pieces at different prices may be combined in the same mailing as provided in 245.1.0. Separate mailings may be reported on the same postage statement if the pieces in the mailings are in the same processing category, are part of the same mailing job, and are presented for verification at the same time.

## 2.0 Destination Entry

### 2.1 General

Except for Customized MarketMail pieces defined in 705.1.0, all USPS Marketing Mail pieces meeting the basic standards in 243.2.0 through 243.4.0 may qualify for destination entry prices, if deposited at the correct destination postal facility, subject to the standards below and in 3.0, 4.0, and 5.0. Only one destination entry price may be claimed for each piece. A pallet may contain mail claimed at different destination entry prices.

**2.2 Minimum Volume**

A destination entry price USPS Marketing Mail mailing is subject to these minimum volume requirements:

a. Each mailing must contain at least 200 addressed pieces or 50 pounds of addressed pieces.

b. Except as provided in 2.2d, each group of pieces prepared for deposit at different destination entry facilities must be presented as a separate mailing meeting separate minimum volume requirements and be accompanied by a postage statement.

c. If a facility is authorized to accept mail at more than one entry level, all pieces claimed at the different entry prices may be in one mailing and may be recorded on the same postage statement.

d. When pieces from different price USPS Marketing Mail mailings are presented together under plant-verified drop shipment (PVDS) procedures in 705.17.0, a mailer may use the total piece count from one presort file (i.e., mailing job) reported on one Form 3602 and accompanied by Form 3602-C (or a postage statement register) to meet the minimum volume requirement for each mailing. Under this alternative, a mailer may enter fewer than 200 pieces or 50 pounds at a single destination entry facility if there is at least 200 pieces or 50 pounds of Presorted price mail, 200 pieces or 50 pounds of automation price mail, and/or 200 pieces or 50 pounds of Enhanced Carrier Route mail for all entry points combined for the single presort file.

**2.3 Postage Payment and Documentation**

Postage payment for destination entry mailings is subject to the same standards that apply generally to USPS Marketing Mail. No documentation for destination entry discounts is required.

**2.4 Plant Loads**

Plant load mailings are not eligible for destination entry discounts.

**2.5 Verification**

**2.5.1 Mail Separation and Presentation**

Destination entry mail must be presented and verified under a PVDS system (705.17.0), presented for acceptance at a BMEU located at a destination postal facility; or presented for acceptance at an origin DMU or BMEU, and then prepared under Priority Mail Express Open and Distribute or Priority Mail Open and Distribute standards (705.18.0). Only PVDS mailings may be deposited at a destination facility not co-located with a postal facility having a business mail entry unit. Destination entry mailings must meet the following requirements:

a. The mailer must present each mailing separately for verification. For PVDS, each mailing for deposit at one destination postal facility must be separated from mailings for deposit at other facilities to allow reconciliation with each required accompanying Form 8125, 8125-C, or 8125-CD.

b. Mail must be separated from freight transported on the same vehicle.

c. If Periodicals mail is on the same vehicle as USPS Marketing Mail, the mailer should load the Periodicals mail toward the tail of the vehicle so that Periodicals mail can be offloaded first.

#### 2.5.2 Form 8125

When mailings are verified and paid for at a postal facility different from the one at which they are deposited as mail, the mailer must ensure that they are accompanied by a completed Form 8125 (or 8125-C or 8125-CD), except for mailings prepared under Priority Mail Express Open and Distribute or Priority Mail Open and Distribute standards in 705.18.0.

#### 2.5.3 At NDC

For a mailing verified at a NDC, the Post Office where the mailer's account or license is held must be within the service area of that NDC. The Post Office must authorize the NDC to act as its agent by sending Form 4410 to the NDC.

#### 2.5.4 Mailer Transport

The mailer must transport the PVDS mailing from the place where it was verified to the appropriate destination postal facility.

#### 2.5.5 Volume Standards

Except as permitted for a local mailer under 2.6.13, destination entry mailings are subject to these volume standards:

a. Except for product samples, the pieces for which a destination price is claimed must represent more than 50% of the mail (by weight or pieces, whichever is greater) presented by the same mailer within any 24-hour period. Product Sample mailings must be 100% destination entry. For this standard, *mailer* is the party presenting the mail to the USPS.

b. The same mailer (or agent) may not in a 24-hour period present for verification and acceptance more than four destination price mailings at the same destination postal facility, unless the mailer or agent has received a waiver when scheduling the deposit of the mailings. There is no maximum for PVDS mailings.

### 2.6 Deposit

#### 2.6.1 Time and Location of Deposit

Each mailing claimed at a destination price must be deposited at the time and location specified by the USPS.

#### 2.6.2 Freight

Drop shipments are freight until deposited and accepted as mail at the destination facility.

#### 2.6.3 Appointments

Appointments must be made for destination entry price mail as follows:

a. Except for a local mailer under 2.6.13 and mailings of perishable commodities, appointments for deposit of destination entry price mail at NDCs, ASFs, and SCFs must be scheduled through the appropriate appointment control center at least one business day in advance. Same-day appointments may be granted by a control center only through a telephone

request. All appointments for NDC loads must be scheduled by the appropriate NDC control center. Appointments for SCFs and ASFs must be scheduled through the appropriate district control center. Appointments may be made up to 30 calendar days before a desired appointment date. The mailer must adhere to the scheduled mail deposit time and location. The mailer must cancel any appointment by notifying the appropriate control center at least 24 hours in advance of a scheduled appointment.

b. Electronic appointments may be made by a mailer or agent using a USPS-issued computer logon ID. Electronic appointments or cancellations must be made at least 12 hours before the desired time and date. All information required by the USPS appointment system regarding a mailing must be provided.

c. For deposit of DDU mailings, an appointment must be made by contacting the DDU at least 24 hours in advance. If the appointment must be canceled, the mailer must notify the DDU at least one business day in advance of a scheduled appointment. Recurring appointments are allowed if shipment frequency is once a week or more often.

d. When Periodicals are transported together with USPS Marketing Mail or Package Services as a mixed load (207.29.0), an appointment must be obtained for deposit at a destination entry facility.

### 2.6.4 Advance Scheduling

Mailers must schedule appointments for deposit of destination entry price mail under 2.6.3 and the conditions below. When making an appointment, or as soon as available, the mailer must provide the control center or DDU with the following information:

a. Mailer's name and address and, when applicable, the name and telephone number of the mailer's agent or local contact.

b. Description of what is being mailed, product name, number of mailings, volume of mail, how prepared and whether containerized (e.g., pallets). For DDU entries, the mailer also must provide the 5-digit ZIP Code(s) of the mail being deposited.

c. Where the mailing was verified.

d. Postage payment method.

e. Requested date and destination facility for mailing.

f. Vehicle identification number, size, and type.

### 2.6.5 Adherence to Schedule

The mailer must follow the scheduled deposit time or cancel the appointment by notifying the designated control center. Destination facilities may refuse acceptance or deposit of unscheduled mailings or shipments that arrive more than 2 hours after the scheduled appointment at ASFs, NDCs, or SCFs or more than 20 minutes at delivery units.

### 2.6.6 Redirection by USPS

A mailer may be directed to transport destination entry price mailings to a facility other than the designated DDU, SCF, or NDC due to facility restrictions, building expansions, peak season mail volumes, or emergency constraints.

### 2.6.7 Redirection at Mailer's Request

A mailer may ask to transport destination SCF price mail to a facility other than the designated SCF. In very limited circumstances, this exception may be approved only by the manager, Network Integration Support (see 608.8.0 for address). To qualify for the SCF price in this situation, mail deposited at a facility other than the SCF must destinate for processing within that facility and must not require backhauling to the SCF.

### 2.6.8 Recurring Appointments

*Recurring* refers to a drop shipment that is delivered to a destination office with a frequency of at least once a week on the same time and day(s). Mailings must be of a comparable product in terms of mail class, size, volume, and containerization (pallets, pallet boxes, etc.). A request to establish recurring appointments must be written on company letterhead to the postal facility manager/postmaster. The drop shipment appointment control office/postmaster will respond to all requests within 10 days. Recurring appointments may be made for a period not to exceed 6 months. Thereafter, a new application must be submitted to ensure that up-to-date mailer information is on file. Written request for an additional 6 months may be made within 60 days prior to the expiration of a current arrangement. Failure to adhere to scheduled appointments or other abuse of the procedures will result in revocation of recurring appointment privileges. Requests for recurring appointments must include the following:

a. Name, address, and telephone number of the mailer.

b. Transportation agent's name (contact person) and telephone number(s).

c. Mail volume and preparation (trays/sacks/parcels).

d. Containerization.

e. Size and type of trailer(s) transporting mail.

f. Frequency/schedule.

### 2.6.9 Vehicle Unloading

Unloading of destination entry mailings is subject to these conditions:

a. Properly prepared containerized loads (e.g., pallets) are unloaded by the USPS at NDCs, ASFs, and SCFs. The USPS does not unload or permit the mailer (or mailer's agent) to unload palletized loads that are unstable or severely leaning or that have otherwise not maintained their integrity in transit.

b. At NDCs, ASFs, and SCFs, the driver must unload bedloaded shipments within 8 hours of arrival. Combination containerized and bedloaded mailings are classified as bedloaded shipments for unload times. The USPS may assist in unloading.

c. At destination delivery units (DDUs), drivers must unload all mail within 1 hour of arrival. Unloading procedures are as follows:

   1. If pallets or pallet boxes are stacked, drivers must unload, unstrap, and unstack them.
   2. When drivers unload containerized mail, delivery unit employees may require drivers to place the containers together by 5-digit ZIP Codes or 5-digit schemes.
   3. When mail is not containerized or on pallets, drivers must place the mail into containers as delivery unit employees specify. Delivery unit employees may require drivers to place mail into containers to separate mail by 5-digit ZIP Codes or 5-digit schemes.
   4. At DDUs that cannot handle pallets, drivers must unload any mail from pallets and place it into containers as delivery unit employees specify.

d. When driver unloading is required, the driver or assistant must stay with and continue to unload the vehicle once at the dock.

e. The driver must remove the vehicle from USPS property after unloading. The driver and assistant are not permitted in USPS facilities except for the dock and designated driver rest area.

#### 2.6.10 Drop and Pick
Drop and pick service is not available for destination entry USPS Marketing Mail.

#### 2.6.11 Demurrage
The USPS is not responsible for demurrage or detention charges incurred by a mailer who presents destination entry price mailings.

#### 2.6.12 Appeals
Mailers who believe they are denied equitable treatment may appeal to the manager, customer service (district), responsible for the destination postal facility.

#### 2.6.13 Exception for Local Mailer
The restrictions in 2.5.5, and 2.6.4, do not apply when a mailer deposits mailings for verification and acceptance at the local Post Office serving the facility where the mail was prepared, if the mailings are not verified under a plant load authorization or plant-verified drop shipment postage payment authorization. Under this exception, the mailer may claim the destination entry prices for mailings or portions of mailings deposited at the local Post Office that meet the standards in 3.0 through 6.0.

## 3.0 Destination Network Distribution Center (DNDC) Entry

### 3.1 Definition
For this standard, *destination network distribution center (DNDC)* includes network distribution centers (NDCs) and auxiliary service facilities (ASFs) with terms and exceptions as shown and described in labeling lists L601 and L602.

**3.2 Eligibility**

Pieces in a mailing that meets the standards in 2.0 and 3.0 are eligible for DNDC prices when they are deposited at an NDC or ASF and meet all of the following conditions:

a. The pieces are addressed for delivery to one of the 3-digit ZIP Codes served by the NDC or ASF where deposited (see labeling lists L601 and L602).

b. The pieces are properly placed in a tray, sack, or pallet that is labeled to the NDC or ASF where deposited, or labeled to a postal facility within the service area of that NDC or ASF. Product Samples must be palletized under 245.12.5 or 705.8.10.3.

c. Mail addressed to ZIP Codes served by an ASF must be entered at the appropriate ASF per L602, and not entered at an NDC.

d. If bundles of flats are reallocated from an ASF pallet to an NDC pallet under 705.8.14, mail for the ASF ZIP Codes that is on the NDC pallet is not eligible for DNDC prices.

e. Except for machinable parcels addressed to ZIP Codes served by the Buffalo NY ASF, mail addressed to ZIP Codes served by an ASF must be entered at the appropriate ASF per L602, and not entered at an NDC.

**3.3 Eligibility for ADC Mailpieces - Letters**

All pieces in an ADC sack or tray are eligible for the DNDC discount if the ADC facility ZIP Code (as shown on Line 1 of the corresponding container label) is within the service area of the NDC or ASF at which the tray is deposited, as described in labeling lists L601 and L602. All pieces in a palletized ADC bundle are eligible for DNDC prices if the ADC facility destination (determined by the "Label To" ZIP Code in Column B of labeling list L004) is within the service area of the NDC or ASF at which deposited according to L601 and L602.

**3.4 Eligibility for Mixed ADC Bundles, Trays, or Mixed AADC Trays - Letters**

Mailpieces in a mixed ADC or a mixed AADC tray can qualify for DNDC prices when entered at a NDC/ASF or SCF facility responsible for the processing of those trays (see 705.8.10.3e.), if the following standards are met:

a. All pieces in the bundle or tray must destinate within the ASF or NDC service area as described in labeling lists L601 and L602.

b. Use labeling list L009 when labeling bundles or trays of such pieces.

c. Prepare pieces claiming DNDC prices in separate bundles, sacks, or trays from any pieces not claiming DNDC prices.

**3.5 Eligibility for ADC Mailpieces - Flats**

All pieces in an ADC sack or tray are eligible for the DNDC discount if the ADC facility ZIP Code (as shown on Line 1 of the corresponding container label) is within the service area of the NDC or ASF at which the sack or tray is deposited, as described in labeling lists L601 and L602. All pieces in a palletized ADC bundle are eligible for DNDC prices if the ADC facility destination (determined by the "Label To" ZIP Code in Column B of labeling list L004) is within the service area of the NDC or ASF at which deposited according to L601 and L602.

**3.6 Eligibility for Mixed ADC Bundles, Sacks or Trays - Flats**

Mailpieces in a mixed ADC bundle, sack, or tray can qualify for DNDC prices if the following standards are met:

a. All pieces in the bundle, sack, or tray must destinate within the ASF or NDC service area as described in labeling lists L601 and L602.

b. Use labeling list L009 when labeling bundles, sacks, or trays of such pieces.

c. Prepare pieces claiming DNDC prices in separate bundles, sacks, or trays from any pieces not claiming DNDC prices.

**3.7 Additional Standards for Machinable Parcels**

For destination NDC/ASF containers, except as provided in labeling lists L601 and L602, sortation of machinable parcels to ASFs is optional but is required for the ASF mail to be eligible for DNDC prices. If machinable parcels are sorted under L601, except as noted in the L601 preamble, only mail for 3-digit ZIP Codes not served by an ASF (under L602) is eligible for DNDC prices.

**3.8 Vehicles**

Mailings deposited at a DNDC must be presented in vehicles compatible with NDC dock and yard operations.

**3.9 Form 4410**

Mailings may be deposited at the DNDC only if that facility is authorized (by Form 4410) to act as acceptance agent for the entry Post Office (where the meter license, precanceled stamp permit, or permit imprint authorization is held). Form 4410 is not required for plant-verified drop shipments.

## 4.0 Destination Sectional Center Facility (DSCF) Entry

**4.1 Definition**

For this standard, *destination sectional center facility (DSCF)* refers to the facilities listed in L002, Column C.

**4.2 Eligibility**

**4.2.1 Letters**

Pieces in a mailing that meet the standards in 2.0 and 4.0 are eligible for DSCF prices under either 4.2.1a. or 4.2.1b. below:

a. When deposited at a DSCF or USPS-designated facility, and either:

1. Placed in a tray labeled to a destination within the SCF's service area, when all pieces in the tray are addressed for delivery within that SCF's service area.

2. Placed in an ADC or AADC tray labeled to a destination within the SCF's service area, regardless of whether all pieces in the tray are addressed for delivery within that SCF's service area.

b. When entered and deposited at a DDU, addressed for delivery within that facility's service area, placed in a tray labeled to that DDU, and either:

1. The pieces are prepared with simplified addresses under 602.3.2.
2. The mailer holds a mailing permit at the DDU entry office and deposits only one mailing of fewer than 2,500 pieces per day.

#### 4.2.2 Flats

Pieces in a mailing that meets the standards in 2.0 and 4.0 are eligible for the DSCF price, as follows:

a. When deposited at a DSCF or USPS-designated facility, addressed for delivery within the DSCF's service area, and placed in a sack or on a pallet labeled to the DSCF or to a destination within its service area. This includes sacks labeled to an ADC facility with the exact same service area as the DSCF.

b. When prepared in 5-digit bundles and placed in or on a merged 5-digit scheme or merged 5-digit sack or pallet that is deposited at the destination delivery unit as defined in 5.1.

c. DSCF prices apply to all pieces on or in a FSS Scheme or FSS Facility container when entered at a DSCF facility and any of the pieces on or in the container are addressed for delivery within that DSCF's service area. DSCF prices also apply to high density and high density plus carrier route containers entered at a DFSS facility.

d. When high density and high density plus pieces on a 5-digit or 5-digit scheme container contains FSS Scheme ZIPs under L006 and are entered at a Flat Sequencing System (FSS) facility, the remaining pieces that are not addressed for that facility's FSS Scheme ZIP codes can claim the DSCF prices.

#### 4.2.3 Parcels

Pieces in a mailing that meets the standards in 2.0 and 4.0 are eligible for the DSCF price, as follows:

a. When deposited at a DSCF or USPS-designated facility, addressed for delivery within the DSCF's service area, and placed in a sack or on a pallet that is labeled to the DSCF or to a destination within its service area. Product Samples must be palletized under 245.12.5 and 705.8.10.3.

b. When prepared in 5-digit bundles and placed on a 5-digit pallet or in a 5-digit scheme or 5-digit sack that is deposited at the destination delivery unit as defined in 5.1.

c. When prepared and deposited under 705.6.3.

### 4.3 Vehicles

Mailings deposited at a DSCF must be presented in vehicles that are compatible with SCF dock and yard operations.

# 5.0 Destination Delivery Unit (DDU) Entry

## 5.1 Definition

For this standard, *destination delivery unit (DDU)* refers to the facility designated by the USPS district drop shipment coordinator (for automation price USPS Marketing Mail) or the facility (Post Office, branch, station, etc.) where the carrier cases mail for delivery to the addresses on pieces in the mailing (for other USPS Marketing Mail).

## 5.2 Eligibility

### 5.2.1 Letters

Letter-size mailpieces are not eligible for a destination delivery unit (DDU) discount. Mailers may not pay ECR flat-size prices and claim the DDU discount for letter-size pieces. Mailers may deposit letter-size pieces that meet the standards in 2.0 and 5.0 at a DDU when:

a. Those pieces are addressed for delivery within that facility's service area (enhanced carrier route only).

b. The pieces are placed in properly prepared and labeled carrier route trays or 5-digit carrier routes trays, or on pallets under 705.8.0.

c. The pieces are eligible for and claimed at a carrier route price.

### 5.2.2 Flats

Properly prepared Enhanced Carrier Route (ECR) flat-size pieces entered according to standards in 2.0 and 5.0 are eligible for the DDU price when deposited at a DDU and addressed for delivery within that facility's service area. Mailers must unload mail at DDUs according to standards in 2.6.9. Only pieces eligible for and claimed at ECR prices are eligible for the DDU discount. No other prices or discounts are available for pieces receiving the DDU discount. When mailings contain pieces claimed at more than one destination entry price, mailers must separate mail according to standards in 2.5.1.

### 5.2.3 Parcels

Pieces in a mailing that meets the standards in 2.0 and 5.0 are eligible for the DDU price when deposited at a DDU, addressed for delivery within that facility's service area, and prepared as follows:

a. Marketing parcels eligible for and prepared as Product Samples in carrier route bundles, cartons, or sacks, and otherwise eligible for and claimed at a carrier route price under 243 and 245.

b. One or more parcels in 5-digit containers.

# 6.0 Destination Flat Sequencing System (DFSS) Facility Entry

## 6.1 Definition

Destination Flat Sequencing System (DFSS) refers to the facilities listed in L006.

## 6.2 Eligibility

DSCF prices apply to pieces deposited at a USPS-designated FSS processing site and correctly placed in or on a container labeled to a FSS scheme or FSS Facility processed by that site under labeling list L006 (Column B or Column C). These pieces must include a full delivery address and meet the physical standards for FSS machinability in 705.14.0.

# 250 Commercial Mail Parcel Select Parcels

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# 253 Prices and Eligibility

**Overview**

1.0 Prices and Fees
2.0 Content Standards
3.0 Basic Eligibility Standards for Parcel Select Parcels
4.0 Price Eligibility for Parcel Select and Parcel Select Lightweight

## 1.0 Prices and Fees

### 1.1 Price Application

Postage is based on the price that applies to the weight increment of each addressed piece, and on the zone to which the piece is addressed, except for DDU and DSCF entered pieces. The price is charged per pound or fraction thereof; any fraction of a pound is considered a whole pound. Except for Parcel Select Lightweight, the minimum price per piece is the 1-pound price. For DDU and DSCF pieces, postage is based on the price that applies to the weight increment of each addressed piece. Parcel Select Lightweight postage is based on the price that applies to the weight increment of each addressed piece, charged per ounce or fraction thereof, with any fraction of an ounce being rounded to the next whole ounce. The price categories for Parcel Select are as follows:

a. Destination entry including destination entry network distribution center (DNDC), destination entry sectional center facility (DSCF), and destination entry delivery unit (DDU).

b. Ground.

c. Lightweight.

### 1.2 Parcel Select Prices

Pricing is available for Parcel Select at the Destination Entry and Parcel Select Ground levels. For prices, see Notice 123—Price List.

### 1.3 Dimensional Weight Price for Low-Density Parcels to Zones 1–9

Postage for parcels addressed for delivery to zones 1–9 and exceeding 1 cubic foot (1,728 cubic inches) is based on the actual weight or the dimensional weight (as calculated in 1.3.1 or 1.3.2), whichever is greater.

#### 1.3.1 Determining Dimensional Weight for Rectangular Parcels

Follow these steps to determine the dimensional weight for a rectangular parcel:

a. Measure the length, width, and height in inches. Round off (see 604.7.0) each measurement to the nearest whole inch.

b. Multiply the length by the width and then that total by the height. (Example: 11 x 6 x 3 = 198.)

c. If the result exceeds 1,728 cubic inches, divide the result by 166 and round up (see 604.7.0) to the next whole number to determine the dimensional weight in pounds.

d. If the dimensional weight exceeds 70 pounds, the customer pays the 70-pound price.

#### 1.3.2 Determining Dimensional Weight for Nonrectangular Parcels

Follow these steps to determine the dimensional weight for a nonrectangular parcel:

a. Measure the length, width, and height in inches at their extreme dimensions. Round off (see 604.7.0) each measurement to the nearest whole inch.

b. Multiply the length by the width and then that total by the height. (Example: 11 x 6 x 3 = 198.)

c. Multiply the result by an adjustment factor of 0.785.

d. If the final result exceeds 1,728 cubic inches, divide the result by 166 and round up (see 604.7.0) to the next whole number to determine the dimensional weight in pounds.

e. If the dimensional weight exceeds 70 pounds, the customer pays the 70-pound price.

### 1.4 Computing Postage

#### 1.4.1 Determining Single-Piece Weight

To determine single-piece weight in any mailing of nonidentical-weight pieces, weigh each piece individually. To determine single-piece weight in a mailing of identical-weight pieces, weigh a sample group of at least 10 randomly selected pieces and divide the total sample weight by the number of pieces in the sample. Except for mailers using eVS or preparing Parcel Select lightweight mailings, when determining single-piece weight for Parcel Select mailpieces, express all weights in decimal pounds rounded off to two decimal places. Mailers using eVS may round off to four decimals, and eVS will automatically round to the appropriate decimal place. Mailers using Parcel Select Lightweight must express all single-piece weights in decimal pounds, rounded off to four decimal places. If a customer is using a manifest mailing system, the manifest weight field must be properly completed by adhering to the rules relative to the specific manifest.

#### 1.4.2 Computing Postage for Affixed Postage

For each piece, affix correct postage for the weight (including any surcharges) and, if applicable, the zone to which the piece is addressed, as shown in 1.2 through 1.4. To calculate the total postage for the mailing, add all of the affixed postage amounts for each piece.

#### 1.4.3 Computing Postage for Permit Imprint

To compute the total postage for a mailing, for each weight increment, multiply the number of pieces by the applicable price per piece. Round each product off to four decimal places. Add the products and round up the total postage to the nearest whole cent.

[1-26-20]

**1.5 eVS Unmanifested Fee**

Eligible eVS Parcel Select pieces omitted from the eVS manifest are subject to the eVS unmanifested fee (see Notice 123—Price List), unless the piece is subject to the IMpb noncompliance fee specified in 3.3.

## 2.0 Content Standards

**2.1 Basic Content Standards**

Parcel Select consists of mailable matter that is neither mailed, or required to be mailed, as First-Class Mail, nor entered as Periodicals (except as permitted under 2.2 or permitted or required under 207.7.9). Mailers (other than publishers or registered news agents) may mail copies of Periodicals publications at Parcel Select prices.

**2.2 Attachments or Enclosures of Periodicals Sample Copies**

Sample copies of authorized and pending Periodicals publications may be enclosed or attached with merchandise sent at Parcel Select prices. Postage at Parcel Select prices is based on the combined weight of the host piece and the sample copies enclosed.

**2.3 Attachments and Enclosures**

**2.3.1 Invoice**

An invoice, whether it also serves as a bill, may be placed either inside a Parcel Select piece or in an envelope marked “Invoice Enclosed” and attached to the outside of the piece if the invoice relates solely to the matter with which it is mailed. The invoice may show this information:

a. Names and addresses of the sender and addressee.

b. Names and quantities of the articles enclosed, descriptions of each (e.g., price, tax, style, stock number, size, and quality, and, if defective, nature of defects).

c. Order or file number, date of order, date and manner of shipment, shipping weight, postage paid, and initials or name of packer or checker.

**2.3.2 Incidental First-Class Mail Attachments and Enclosures**

Incidental First-Class Mail matter may be enclosed in or attached to any Parcel Select piece without payment of First-Class Mail postage. An incidental First-Class Mail attachment or enclosure must be matter that, if mailed separately, would require First-Class Mail postage, is closely associated with but secondary to the host piece, and is prepared so as not to interfere with postal processing. An incidental First-Class Mail attachment or enclosure may be a bill for the product or publication, a statement of account for past products or publications, or a personal message or greeting included with a product, publication, or parcel. Postage at the Parcel Select price for the host piece is based on the combined weight of the host piece and the incidental First-Class Mail attachment or enclosure.

#### 2.3.3 Additional Enclosures

Parcel Select may contain any printed matter mailable as USPS Marketing Mail, in addition to the enclosures and additions listed in 2.3 and 2.4.

### 2.4 Written Additions

Markings that have the character of personal correspondence require, with certain exceptions, additional postage at the First-Class Mail prices. The following written additions and enclosures do not require additional First-Class Mail postage:

a. The sender's and the addressee's names, occupations, and addresses, preceded by "From" or "To," and directions for handling.

b. Marks, numbers, names, or letters describing the contents.

c. Words or phrases such as "Do Not Open Until Christmas" and "Happy Birthday, Mother."

d. Instructions and directions for the use of the item mailed.

e. A manuscript dedication or inscription not having the nature of personal correspondence.

f. Marks to call attention to words or passages in the text.

g. Corrections of typographical errors in printed matter.

h. Manuscripts accompanying related proof sheets and corrections of proof sheets including corrections of typographical and other errors, changes in the text, insertions of new text, marginal instructions to the printer, and corrective rewrites of parts.

i. Handstamped imprints, unless the added material is in itself personal or converts the original matter to a personal communication.

j. Matter mailable separately as USPS Marketing Mail printed on the wrapper, envelope, tag, or label.

## 3.0 Basic Eligibility Standards for Parcel Select Parcels

### 3.1 Description of Service

Parcel Select is a Shipping Services ground product using permit imprint or metered postage when mailing 50 or more packages. When postage is paid using USPS-approved PC Postage in conjunction with barcoded Parcel Select Ground mailings, there is no minimum volume. The USPS does not guarantee the delivery of Parcel Select mailpieces within a specified time. Parcel Select mailpieces might receive deferred service.

### 3.2 Delivery and Return Addresses

All Parcel Select mailpieces must bear a delivery address. The delivery address on each piece must include the correct ZIP Code or ZIP+4 code. Alternative addressing formats under 602.3.0 may be used. Each piece must bear the sender's return address.

### 3.3 IMpb Standards

All Parcel Select mailpieces must bear an Intelligent Mail package barcode (IMpb) prepared under 204.2.0. Unless otherwise excepted, mailpieces not meeting the requirements for use of unique Intelligent Mail package barcodes or extra services barcodes, as outlined in section 204.2.1.8 and Publication 199: *Intelligent Mail Package Barcode (IMpb) Implementation Guide for: Confirmation Services and Electronic Verification System (eVS) Mailers*, will be assessed an IMpb noncompliance fee. For details see PostalPro at *https://postalpro.usps.com*.

### 3.4 Inspection of Contents

Parcel Select packages are not sealed against postal inspection. Regardless of physical closure, the mailing of articles at Parcel Select prices constitutes consent by the mailer to postal inspection of the contents.

## 4.0 Price Eligibility for Parcel Select and Parcel Select Lightweight

### 4.1 Destination Entry Price Eligibility

#### 4.1.1 Definition

Parcel Select destination entry prices apply to Parcel Select mailings prepared as specified in 705.8.0, and 255.4.0, and addressed for delivery within the service area of a destination network distribution center, sectional center facility, or delivery unit where they are deposited by the mailer. For this standard, the following destination facility definitions apply:

a. A destination network distribution center (DNDC) includes all network distribution centers (NDCs) and auxiliary service facilities (ASFs) under L601 and L602, and designated sectional center facilities (SCFs) under 256.2.17. DNDC prices are not available for ZIP Code ranges 006-009, 967-969, and 995-999, as indicated in labeling list L601.

b. A destination sectional center facility (DSCF) includes all facilities in L005. Mailers may be redirected to deposit DSCF mail at another USPS-designated facility. See 4.1.4 for more information.

c. A destination delivery unit (DDU) is a facility that delivers to the addresses appearing on the deposited pieces in a destination entry Parcel Select mailing. Refer to the Drop Shipment Product maintained by the National Customer Support Center (NCSC) (see 608.8.1 for address) to determine the location of a 5-digit delivery facility. Use L606 only for mailings prepared using the optional 5-digit scheme sort.

#### 4.1.2 Basic Standards

For Parcel Select destination entry, pieces must meet the applicable standards in 255.4.0 and the following criteria:

a. Pieces may be bedloaded on pallets, in pallet boxes on pallets, in sacks, or in other authorized containers as specified in 256.2.1 through 256.2.17, depending on the facility at which the pieces are deposited.

b. Pieces may not be plant-loaded.

c. Pieces must be part of a single mailing of 50 or more pieces that are eligible for and claimed at any Parcel Select destination entry price. When Parcel Select mailings are submitted under PVDS procedures, mailers may use the total of all line items for all destinations on a PVDS register or PVDS postage statement to meet the 50-piece minimum volume requirement for destination entry price mailings. This means that a mailer may enter fewer than 50 pieces at an individual destination, provided there is a total of at least 50 Parcel Select pieces for all of the entry points for that single mailing job listed on the PVDS register or PVDS postage statement.

d. Pieces must be deposited at, or expedited to, via Priority Mail Express Open and Distribute or Priority Mail Open and Distribute under 705.18.0, a destination NDC (or destination ASF), destination SCF, or destination delivery unit, as applicable for the price claimed.

e. Pieces must be addressed for delivery within the ZIP Code ranges that the applicable entry facility serves.

#### 4.1.3 DNDC Prices

For DNDC prices, pieces must meet the applicable standards in 3.0 and the following:

a. Pieces must be part of a Parcel Select destination entry mailing that is deposited at a NDC or ASF under L601 or L602.

b. Parcels must bear a barcode under 204.2.0 for the ZIP Code of the delivery address.

c. Except as provided in labeling lists L601 and L602, pieces deposited at each NDC or ASF must be addressed for delivery within the ZIP Code range of that facility.

d. Pieces must be addressed to ZIP Codes eligible for DNDC prices as described in the introductory text of L601 and L602 and, if sacked or palletized, must be prepared according to 255.4.0 and 705.8.0. Mail meeting the additional criteria in 256.2.17 or 256.2.18 may be deposited at an SCF.

e. Except for machinable parcels addressed to ZIP Codes served by the Buffalo NY ASF, mail addressed to ZIP Codes served by an ASF must be entered at the appropriate ASF per L602, and not entered at an NDC.

#### 4.1.4 DSCF and DDU Prices

For DSCF and DDU prices, pieces must meet the applicable standards in 3.0 and the following criteria:

a. For DSCF prices, be part of a Parcel Select destination entry mailing of parcels deposited at an SCF in L005 or a USPS-designated facility. Mailers must not prepare mail on pallets or pallet boxes if the 5-digit delivery facility is unable to handle pallets. See 255.4.2 and 255.6.0 for preparation requirements.

b. For DDU prices, be part of a Parcel Select mailing deposited at a designated DDU facility that delivers parcels to the addresses appearing on the pieces. There is no required minimum number of pieces that must be deposited for the DDU price and no specific preparation requirements; however, the pieces must be part of a mailing of at least 50 Parcel Select destination entry price pieces and must be prepared by 5-digit scheme (optional) and 5-digit sorts. To determine the location for entry of 5-digit scheme sorted pieces, use Column B of L606. To determine the location for entry of 5-digit sorted pieces or whether a 5-digit delivery facility can handle pallets (or pallet boxes), refer to the Drop Shipment Product maintained by the National Customer Support Center (NCSC) (see 608.8.1). When the Drop Shipment Product shows that mail for a single 5-digit ZIP Code area is delivered out of more than one postal facility, use the facility from which the majority of city carrier routes are delivered as the facility at which the DDU mail must be entered. The Drop Shipment Product identifies the 5-digit ZIP Codes that are exceptions to the "majority of city carriers rule" or other facilities where parcels are normally dropped. If a mailer transports mail to a DDU facility that cannot handle pallets, the driver must unload the pallets into containers as specified by the delivery unit.

### 4.2 Parcel Select Ground Price Eligibility

To qualify for Parcel Select Ground prices, mailings must meet one of the following volume thresholds:

a. At least 50 pieces or 50 pounds of mailpieces claiming Parcel Select Ground prices in a single mailing.

b. No minimum volume when part of a mailing of at least 50 Parcel Select pieces.

c. No minimum volume when postage is paid through a USPS-approved PC Postage system.

d. No minimum volume when part of a combined parcel mailing that already meets the minimum volume eligibility standards for each mail class within the applicable mailing program in DMM 705.

### 4.3 Parcel Select Lightweight

Parcel Select Lightweight mailings are subject to the following criteria:

a. All pieces must weigh less than 16 ounces.

b. Pieces are subject to specific volume, marking, and preparation requirements.

c. Extra services are available with Parcel Select Lightweight under 503.1.0.

d. [7-1-20] Parcel Select Lightweight mailings are subject to the Move Update standards under 602.5.0 and ZIP Code Accuracy Standards under 602.6.0.

#### 4.3.1 General Eligibility

Parcel Select Lightweight parcels are presorted machinable or irregular parcels. The following also applies:

a. Machinable pieces must meet the standards in 201.7.5.

b. Irregular pieces are subject to the requirements in 201.7.6.

c. Postage must be paid under 254.1.1.2.

d. Each mailing must contain at least 200 pieces or 50 pounds of pieces.

e. Parcel Select Lightweight mailings may include an alternative addressing format under 602.3.0.

#### 4.3.2 Price Application

Prices for Parcel Select Lightweight apply to parcels that meet the eligibility standards in 2.0 and 4.4 and the preparation standards in 255.6.0, 705.6.0, or 705.8.0. When pieces are combined under 705.6.0, pieces are eligible for the applicable prices when the combined total meets the eligibility standards. For example, when there are 10 pounds of combined machinable parcels and irregular parcels in a 5-digit sack, all pieces are eligible for the 5-digit prices.

#### 4.3.3 Prices for Machinable Parcels

The following prices apply to Parcel Select Lightweight machinable parcels:

a. *5-Digit Price*; the 5-digit price applies to qualifying machinable parcels that are dropshipped to a DNDC (or ASF when claiming DNDC prices), DSCF, or DDU and presented:

   1. In a 5-digit/scheme (L606) sack containing at least 10 pounds of pieces or on a 5-digit/scheme (L606) pallet, according to standards in 705.8.10.

   2. As one or more parcels that mailers drop ship to a DDU under 256.2.2f.

b. *NDC Price*; the NDC price applies to qualifying machinable parcels as follows under either of the following conditions:

   1. When dropshipped to an ASF or NDC and presented in an ASF or NDC sack containing at least 10 pounds of parcels; or on an ASF or NDC pallet, according to standards in 705.8.10; or in an NDC/ASF container prepared under 705.21.0.

   2. When presented at the origin acceptance office on an ASF or an NDC pallet containing at least 200 pounds of pieces.

   3. DNDC prices are not available for ZIP Code ranges 006-009, 967-969, and 995-999, as indicated in labeling list L601.

c. *Mixed NDC Price*; the mixed NDC price applies to machinable parcels that are not eligible for 5-digit or NDC prices. Place machinable parcels at mixed NDC prices in origin NDC sacks or on origin NDC pallets, then in mixed NDC sacks or on mixed NDC pallets.

#### 4.3.4 Prices for Irregular Parcels

The following prices apply to Parcel Select Lightweight irregular parcels:

a. *5-Digit Price*; the 5-digit price applies to irregular parcels that are dropshipped to a DNDC (or ASF when claiming DNDC prices), DSCF, or DDU and presented:

1. In a 5-digit/scheme (L606) sack containing at least 10 pounds of pieces.
2. On a 5-digit/scheme (L606) pallet, according to 705.8.10.
3. As one or more parcels that mailers dropship to a DDU under 256.2.2f.
4. In 5-digit/scheme containers prepared under 705.21.0.

b. *SCF Price*; the SCF price applies to irregular parcels that are dropshipped and presented to a DSCF or DNDC:

1. In an SCF sack containing at least 10 pounds of parcels.
2. On an SCF pallet, according to 705.8.10.
3. In SCF containers prepared under 705.21.0.

c. *NDC Price*; the NDC price applies to qualifying irregular parcels as follows under either of the following conditions:

1. When dropshipped to an ASF or NDC and presented in an ASF or NDC sack containing at least 10 pounds of parcels; or on an ASF or NDC pallet, according to standards in 705.8.10; or in a NDC/ASF container prepared under 705.21.0.
2. When presented at the origin acceptance office on an ASF or NDC pallet containing at least 200 pounds of pieces.

d. *Mixed NDC Price*; the mixed NDC price applies to irregular parcels in origin NDC or mixed NDC containers that are not eligible for 5-digit, SCF, or NDC prices. Place irregular parcels at mixed NDC prices in origin NDC or mixed NDC sacks under 255.6.3 or on origin NDC or mixed NDC pallets under 705.8.10.

### 4.4 Oversized Price

The oversized price applies to parcels that measure over 108 inches but not more than 130 inches in combined length and girth.

### 4.5 Hold For Pickup

Parcel Select Ground and Parcel Select Lightweight parcels are eligible for Hold For Pickup service under 507.3.0.

# 254 Postage Payment and Documentation

**Overview**

1.0 Basic Standards for Postage Payment
2.0 Mailing Documentation

## 1.0 Basic Standards for Postage Payment

### 1.1 Postage Payment Options

#### 1.1.1 Parcel Select Destination Entry and Ground

Parcel Select destination entry and ground postage may be paid as follows:

a. Postage Evidencing:

1. Metered postage may be used on pieces as provided under 1.1.1c and 604.4.0.
2. USPS-approved PC Postage products may be used for Parcel Select Ground pieces as provided under 253.4.2 and 604.4.0.

b. Permit imprint may be used for identical-weight pieces provided the mail can be separated at acceptance into groups that each contain pieces subject to the same combination of prices.

c. Except for plant-verified drop shipments (see 705.17.0), Electronic Verification System (eVS) shipments (see 705.2.9), and metered mail drop shipments (see 705.19.0), the mailer must have a meter license or permit imprint authorization at the destination facility parent Post Office for mailings deposited for entry at a DNDC or ASF, at a DSCF, or at the parent Post Office of a DDU. Except for manifested mail using eVS under 705.2.9, postage and fees are paid to the Post Office that verifies the mailings. The mailer must ensure that PS Form 8125 accompanies plant-verified drop shipments, along with mailing documentation.

#### 1.1.2 Parcel Select Lightweight

Parcel Select Lightweight postage may be paid with permit imprint.

### 1.2 NDC as Agent

The DNDC may verify and accept mail if authorized by PS Form 4410, *Authorization for NDC Acceptance,* to act as an agent for the parent Post Office where the mailer's account, or license is held (see Exhibit 1.2).

**Exhibit 1.2 NDC/ASF Parent Post Office**

| FACILITY | PARENT POST OFFICE | ZONE CHART |
|---|---|---|
| Albuquerque ASF | Albuquerque NM 87101-9998 | 870 |
| Atlanta NDC | Atlanta GA 30304-9998 | 300 |
| Billings ASF | Billings MT 59101-9998 | 590 |
| Buffalo ASF | Buffalo NY 14240-9998 | 140 |
| Chicago NDC | Chicago IL 60607-9998 | 600 |
| Cincinnati NDC | Cincinnati OH 45234-9998 | 410 |
| Dallas NDC | Dallas TX 75260-9998 | 750 |
| Denver NDC | Denver CO 80202-9998 | 800 |
| Des Moines NDC | Des Moines IA 50318-9998 | 500 |
| Detroit NDC | Detroit MI 48233-9998 | 480 |
| Fargo ASF | Fargo ND 58102-9998 | 580 |
| Greensboro NDC | Greensboro NC 27420-9998 | 270 |
| Jacksonville NDC | Jacksonville FL 32203-9998 | 320 |
| Kansas City NDC | Kansas City KS 66106-9998 | 640 |
| Los Angeles NDC | Los Angeles CA 90052-9998 | 900 |
| Memphis NDC | Memphis TN 38101-9998 | 375 |
| Minneapolis NDC | Minneapolis MN 55401-9998 | 540 |
| New Jersey Int'l & NDC | Newark NJ 07102-9998 | 070 |
| Oklahoma City ASF | Oklahoma City OK 73125-9998 | 730 |
| Philadelphia NDC | Philadelphia PA 19104-9998 | 080 |
| Phoenix ASF | Phoenix AZ 85026-9998 | 850 |
| Pittsburgh NDC | Pittsburgh PA 15290-9998 | 150 |
| St. Louis NDC | Saint Louis MO 63155-9998 | 620 |
| Salt Lake City ASF | Salt Lake City UT 84199-9998 | 840 |
| San Francisco NDC | Oakland CA 94615-9998 | 945 |
| Seattle NDC | Seattle WA 98109-9998 | 980 |
| Sioux Falls ASF | Sioux Falls SD 57101-9998 | 570 |
| Springfield NDC | Springfield MA 01101-9998 | 010 |
| Washington NDC | Southern MD 20790-9998 | 206 |

## 2.0 Mailing Documentation

### 2.1 Completing Postage Statements

All metered and permit imprint mailings of 50 pieces or more, except manifested mail using eVS under 705.2.9, must be accompanied by a postage statement completed and signed by the mailer (in duplicate if the mailer wants a receipted

copy). A change made to any postage statement requires the mailer (agent) to correct the postage statement and document the correction. See 203.1.0 and 203.2.0 for postage statement and documentation standards.

**2.2 Other Documentation**

When presented for acceptance, documentation of postage by entry office and presort level (e.g., by DNDC and by 5-digit ZIP Code for DSCF and DDU prices) is required under 705.2.0 through 705.4.0. Except for DSCF, mail palletized under the alternate preparation option that requires separate documentation, other documentation is not required when the correct price is affixed to each piece, or when each piece is of identical weight and the pieces are separated by zone and within each zone are grouped by pieces subject to the same combination of prices. DSCF mail palletized under the alternate preparation option in 705.8.0 must submit the detailed documentation required in 705.8.18.2.

# 255 Mail Preparation

**Overview**

1.0 General Information for Mail Preparation
2.0 Sacks
3.0 Sack Labels
4.0 Preparing Destination Entry Parcel Select
5.0 Preparing Machinable Parcels
6.0 Preparing Parcel Select Lightweight

## 1.0 General Information for Mail Preparation

### 1.1 Basic Standards

All mailings at Parcel Select prices are subject to these general standards:

a. Each mailing must meet the applicable standards in 201, 202, 253, 255, and 256.

b. All pieces that are palletized must be prepared under 705.8.0.

### 1.2 Definition of Presort Process

Presort is the process by which a mailer prepares mail so that it is sorted to at least the finest extent required for the price claimed. Generally, presort is performed sequentially, from the lowest (finest) level to the highest level, to destinations specified by standard and is completed at each level before the next level is prepared. Not all presort levels are applicable in all situations.

### 1.3 Definition of Mailings

A mailing is a group of pieces within the same class of mail and, within the same processing category that may be sorted together and/or presented under a single minimum volume mailing.

### 1.4 Terms for Presort Level

Terms used for presort levels are defined as follows:

a. *5-digit*: the delivery address on all pieces includes the same 5-digit ZIP Code.

b. *5-digit scheme (pallets and sacks)*: the ZIP Code in the delivery address on all pieces begins with one of the 5-digit ZIP Code zones processed by the USPS as a single scheme, as shown in L606.

c. *ASF/NDC*: all pieces are addressed for delivery in the service area of the same auxiliary service facility (ASF) or network distribution center (NDC) (see L601, L602, or L605).

d. *Mixed [NDC, etc.]*: the pieces are for delivery in the service area of more than one NDC, etc.

**1.5 Preparation Definitions and Instructions**

For purposes of preparing mail:

a. *Pieces* refers to individually addressed mailpieces. This definition also applies when pieces is used in eligibility standards. Quantities indicated for optional or required sortations always refer to pieces unless specifically excepted.

b. A *full sack* is defined in the standards for the class and price claimed.

c. A *5-digit scheme* sort for parcels yields 5-digit scheme sacks or pallets for those 5-digit ZIP Codes listed in L606, and 5-digit sacks or pallets for other ZIP Codes. The 5-digit ZIP Codes in each scheme are treated as a single presort destination subject to a single minimum volume (if required), with no further separation by 5-digit ZIP Code required. Sacks or pallets prepared for a 5-digit scheme destination that contain pieces for only one of the schemed 5-digit ZIP Codes are still considered 5-digit scheme sorted and are labeled accordingly. The 5-digit scheme sort is always optional, including when 5-digit sortation is required for price eligibility. The 5-digit scheme sort need not be used for all possible 5-digit scheme sorts.

d. The *required at* [quantity] instruction (e.g., “required at 7 pieces”) means that the particular unit must be prepared for the corresponding presort level whenever the specified quantity of mail is reached or exceeded. Containers may contain more than the specified required at quantity up to the applicable maximum physical size. Subject to applicable price eligibility standards, smaller quantities may be prepared only if permitted. Where specified by standard, required preparation applies only if the mailer chooses to qualify for the corresponding price.

e. The *optional at* [quantity] instruction means that the particular unit may be prepared for the corresponding presort level whenever the specified quantity of mail is reached or exceeded. Containers may contain more than the specified optional at quantity up to the applicable maximum physical size. Smaller quantities may be prepared only if permitted by applicable price eligibility standards. Standards for quantities with which preparation is optional are often followed by standards for larger quantities with which preparation is required.

f. *Entry [facility] (or origin [facility])* refers to the USPS mail processing facility (e.g., “entry NDC”) that serves the Post Office at which the mail is entered by the mailer. If the Post Office where the mail is entered is not the one serving the mailer's location (e.g., for plant-verified drop shipment), the Post Office of entry determines the entry facility. Entry SCF includes both single-3-digit and multi-3-digit SCFs. Entry NDC includes subordinate ASFs unless otherwise specified.

g. An *overflow sack* for Parcel Select DSCF mail is a 5-digit scheme or 5-digit sack prepared with fewer than seven pieces after all other sacks for that same 5-digit scheme or 5-digit ZIP Code area are prepared with seven or more pieces per sack as required by 4.2. If all of the mail is sacked under 4.0, only one overflow sack is permitted for each 5-digit scheme or 5-digit ZIP Code. If a mailing is prepared on pallets, remaining pieces of Parcel

Select mail may be prepared in one or more 5-digit scheme or 5-digit overflow sacks only after one or more 5-digit scheme or 5-digit pallets are prepared to meet the minimum pallet requirement specified in 705.8.0. Pieces in overflow sacks qualify for the Parcel Select DSCF prices.

h. An overflow pallet in a Parcel Select DSCF mailing is a 5-digit scheme or 5-digit pallet containing pieces that remain after one or more 5-digit scheme or 5-digit pallets have been prepared to meet the minimum pallet requirement specified in 705.8.0. Only one overflow pallet per 5-digit scheme or 5-digit ZIP Code area is permitted for Parcel Select DSCF mail palletized under 705.8.0. Pieces on overflow pallets qualify for the DNDC rates

i. A “logical” presort destination represents the total number of pieces that are eligible for a specific presort level based on the required sortation, but which might not be contained in a single bundle or in a single container (sack or pallet) due to applicable preparation requirements or the size of the individual pieces.

**1.6 Separation**

Except for mail entered at DSCF or DDU prices (which are not zoned prices), Parcel Select pieces must be separated by zones when presented for acceptance unless either the correct postage is affixed to each piece or the mailing is prepared under 1.7, or the mailing is presented under a special postage payment system under 705.2.0, *Manifest Mailing System*, 705.3.0, *Optional Procedure Mailing System*, or 705.4.0, *Alternate Mailing System*. If DSCF sacks prepared under 4.2.3 are included in the same mailing as DSCF pallets prepared under 705.8.18.1e., then at the time of acceptance the mailer must separate the sacks that are overflow from palletized mail from those sacks that were prepared under the provisions of 4.2.

**1.7 Commingled Zones**

Zoned Parcel Select pieces need not be separated by zones when presented for verification, other than as individual pieces or with full correct postage affixed to each piece, subject to this section. Nonidentical-weight pieces not bearing the full correct postage may not be commingled unless authorized by the BMS manager. The mail must be prepared and documented under either of the following:

a. 705.2.0, or 705.4.0; or

b. All of these conditions:

1. A unique number is assigned to each sack/pallet in the mailing and printed on a separate line at the top of the sack/pallet label (above the Line 1 information).

2. A detailed list accompanies each mailing or mailing segment, sequenced numerically by the numbers assigned to sacks/pallets in the mailing, that shows the Post Office where the mail is to be entered (entry Post Office), a unique identifier for the mailing or mailing segment that also appears on the corresponding postage statement(s), the name and address of the mailer, the permit number (if applicable), the date of

mailing, individual line entries for each sack/pallet, and the total number of pieces to each zone and in the entire mailing or mailing segment. Line entries for sacks/pallets containing mail for only one zone must show the sack/pallet number, the sortation level, the zone for which the mail is destined, and the total number of pieces for the sack/pallet. Entries for sacks/pallets containing mail for more than one zone must also show (by zone) the number of pieces to each 3-digit ZIP Code area and the total number of pieces for that zone for the sack/pallet. Mailings are not accepted if there are discrepancies between the information in the detailed listing or on the postage statement and the results of USPS random verification of piece counts and postage.

### 1.8 Parcel Select Markings

Each piece in a Parcel Select mailing must bear a price marking under 202.3.7.2. Markings must appear in either the postage area described in 202.3.7, or in the address area on the line directly above or two lines above the address if the marking appears alone (when no other information appears on that line). The "USPS Retail Ground" marking is not allowed on any Parcel Select mailpiece.

## 2.0 Sacks

See 203.6.0 for sack standards.

## 3.0 Sack Labels

Sack labels are subject to the standards in 203.6.0.

## 4.0 Preparing Destination Entry Parcel Select

### 4.1 Preparing Destination Delivery Unit (DDU) Parcel Select

#### 4.1.1 Definition

A destination delivery unit (DDU) is a facility that delivers to the addresses appearing on the deposited pieces in a destination entry Parcel Select mailing. Refer to the Drop Shipment Product available at the USPS FAST Web site: *https://fast.usps.com* to determine the location of a 5-digit delivery facility. Use L606 only for mailings prepared using the optional 5-digit scheme sort.

#### 4.1.2 Basic Standards

Pieces must meet the applicable standards in 4.0 and the following criteria:

a. Must be part of a mailing of at least 50 Parcel Select pieces.

b. Pieces must be entered by the mailer at the postal facility where the carrier delivers the parcels (delivery unit) as defined in 253.4.1.1.

c. If the delivery unit serves more than one 5-digit ZIP Code, the pieces must be separated by 5-digit ZIP Code when unloaded, unless prepared as optional 5-digit scheme sacks or pallets. Refer to the Drop Shipment

Product available at the USPS FAST Web site: *https://fast.usps.com* to determine the location of the delivery unit, whether it serves more than one 5-digit ZIP Code, and whether it can handle pallets.

#### 4.1.3 Sacking and Labeling

There are no minimum sacking or pallet preparation standards. DDU pieces may be bedloaded, sacked, placed directly on pallets, or placed in pallet boxes on pallets. Machinable and nonmachinable pieces may be combined in the same sack or on the same pallet (including pallet boxes on pallets).
Sacked mail must be labeled as follows:

a. 5-digit scheme: Line 1, L606; Line 2, "PSVC PARCELS 5D SCH."

b. 5-digit: Line 1, city, state, and 5-digit ZIP Code on mail (see 203.5.11 for overseas military mail); Line c. "PSVC PARCELS 5D."

### 4.2 Preparing Destination SCF (DSCF) Parcel Select

#### 4.2.1 Definition

A destination sectional center facility (DSCF) includes all facilities in L005. Mailers may be redirected to deposit DSCF mail at another USPS-designated facility.

#### 4.2.2 Basic Standards

Pieces must meet the applicable standards in 4.0 and the following criteria:

a. Must be part of a mailing of at least 50 Parcel Select pieces.

b. DSCF pieces must be for the same SCF area under L005.

c. Sorted to optional 5-digit scheme destinations under L606, Column B, and 5-digit destinations, either in sacks or directly on pallets or in pallet boxes. Mailers must enter the pieces at the designated SCF, under L605, that serves the 5-digit ZIP Code destinations of the pieces. The DSCF price is not available for palletized mail for facilities that are unable to handle palletized mailings. Refer to the Drop Shipment Product available at the USPS FAST Web Site: *https://fast.usps.com* to determine if the facility serving the 5-digit destination can handle pallets.

d. Any remaining nonmachinable parcels (as defined in 201.8.5.2) sorted to 3-digit ZIP Code prefixes in L002, Column C. Machinable parcels may not be sorted to the 3-digit level.

#### 4.2.3 Sacking and Labeling

Sacking requirements for DSCF entry:

a. Only 5-digit scheme and 5-digit sacks are permitted.

b. Each 5-digit scheme and 5-digit sack must contain a minimum of seven pieces. Machinable and nonmachinable pieces may be combined in the same sack to meet this requirement. One overflow sack per 5-digit ZIP Code is permitted (no piece minimum).

c. 5-digit scheme sack labeling: Line 1, use L606, Column B; for Line 2, "PSVC PARCELS 5D SCH."

d. 5-digit sack labeling: Line 1, use city, state, and 5-digit ZIP Code on mail (see 203.5.11 for overseas military mail); for Line 2, "PSVC PARCELS 5D."

e. 3-digit nonmachinable sack labeling: Line 1, use L002, Column A; for Line 2, "PSVC IRREG 3D."

f. See 705.8.0 for option to place 5-digit scheme and 5-digit DSCF sacks and 3-digit nonmachinable sacks on an SCF pallet.

### 4.3 Preparing Destination NDC (DNDC) Parcel Select

#### 4.3.1 Definition

A destination network distribution center (DNDC) includes all network distribution centers (NDCs) and auxiliary service facilities (ASFs) under L601 and L602, and designated sectional center facilities (SCFs) under 256.2.17.

#### 4.3.2 Basic Standards

Pieces must meet the applicable standards in 4.0 and the following criteria:

a. Must be part of a mailing of at least 50 Parcel Select pieces.

b. Pieces must be part of a Parcel Select mailing that is deposited at a NDC or ASF under L601 or L602.

c. Except as provided in L601 and L602, pieces deposited at each NDC or ASF must be addressed for delivery within the ZIP Code range of that facility.

d. Pieces must be within a ZIP Code eligible for DNDC prices as noted in L601 and L602 and, if sacked or palletized, must be prepared according to 4.0, and 705.8.0. Mail meeting the additional criteria in 256.2.16 or 256.2.17 may be deposited at an SCF.

#### 4.3.3 Sacking and Labeling

DNDC mailing (if not bedloaded), must be prepared as follows:

a. DNDC machinable parcels must be sacked under 5.0 or prepared on pallets under 705.8.0.

b. DNDC nonmachinable parcels that each weigh 35 pounds or less must be sacked under 5.0, if the parcels do not contain perishables and the size of the parcels allows a sack to hold at least two pieces. DNDC nonmachinable parcels that cannot be sacked in this manner or that weigh more than 35 pounds must be transported as outside (unsacked) pieces. If authorized in advance by the USPS, DNDC nonmachinable parcels may be palletized.

## 5.0 Preparing Machinable Parcels

### 5.1 Definition

Parcel Select machinable parcels must meet the physical standards in 201.7.5.

### 5.2 Basic Standards

Pieces must meet the applicable standards in 4.0 and the following criteria:

a. Must be part of a mailing of at least 50 Parcel Select pieces, except there is no minimum volume for nonpresorted parcels when postage is paid using PC Postage.

b. Each piece must be machinable and bear a barcode.

### 5.3 Sacking and Labeling

Sacking is not required, however mailers may opt to prepare Parcel Select machinable parcels in sacks under 2.0 or on pallets under 705.8.0. Pieces must be separated by zones when presented to the USPS unless either the correct postage is affixed to each piece or the mailing is prepared under 1.7.

#### 5.3.1 Sack Preparation

Sack size, preparation sequence, and Line 1 labeling:

a. 5-digit scheme: optional (minimum of 10 pieces or 20 pounds); for Line 1, use L606, Column B.

b. 5-digit: required (minimum of 10 pieces or 20 pounds); for Line 1, use city, state and 5-digit ZIP Code destination of pieces (see 3.0. for military mail).

c. ASF: optional; allowed only for mail deposited at an ASF to claim the DNDC price (minimum of 10 pieces or 20 pounds); for Line 1, use L602, Column B.

d. NDC: required (minimum of 10 pieces or 20 pounds); for Line 1, use L601, Column B.

e. Mixed NDC: required (no minimum); for Line 1, use “MXD” followed by the L601, Column B information for the NDC serving the 3-digit ZIP Code prefix of the entry Post Office.

#### 5.3.2 Sack Line 2

Line 2:

a. 5-digit scheme: “PSVC MACH 5D SCHEME” or “PSVC MACH 5D SCH.”

b. 5-digit: “PSVC MACH 5D.”

c. ASF: “PSVC MACH ASF.”

d. NDC: “PSVC MACH NDC.”

e. Mixed NDC: “PSVC MACH WKG.”

## 6.0 Preparing Parcel Select Lightweight

### 6.1 Basic Standards

All mailings and all pieces in each mailing at Parcel Select Lightweight prices are subject to the specific preparation standards in 6.2 and 6.3, and to these general standards:

a. All pieces must meet the standards for basic eligibility in 253.4.3.1.

b. Pieces in each mailing must be all machinable parcels or all irregular parcels as defined in 201.7.0, unless prepared under 6.2.1.

c. All mailings must meet the applicable general preparation standards in 1.0 through 4.0, and labeling standards in 204.3.0.

d. All pieces in the mailing must meet the specific sortation and preparation standards in 6.0 or the palletization standards in 705.8.0.

e. Sortation determines price eligibility under in 253.4.3.2 through 253.4.3.4.

## 6.2 Preparing Machinable Parcels

### 6.2.1 Sacking

Mailers may prepare 5-digit sacks only for parcels that will be dropshipped to a DNDC (or ASF when claiming DNDC prices), DSCF, or DDU. Mailers may prepare ASF or NDC sacks only for parcels that will be dropshipped to a DNDC (or ASF when claiming DNDC prices). There is no minimum for parcels prepared in 5-digit/scheme sacks entered at a DDU. Mailers choosing to combine the preparation of irregular parcels with machinable parcels placed in 5-digit/scheme sacks must prepare those sacks under 6.2.2a.

### 6.2.2 Sacking and Labeling

Preparation sequence, sack size, and labeling:

a. *5-digit/scheme* (optional, but required for 5-digit price), see definition in 1.4.; allowed only for mail deposited at DNDC (or ASF when claiming DNDC prices), DSCF, or DDU. Sacks must contain a 10-pound minimum except at DDU entry which has no minimum; labeling:

   1. Line 1: For 5-digit scheme sacks, use L606, Column B. For 5-digit sacks, use city, state, and 5-digit ZIP Code destination on pieces (see 203.5.11 for overseas military mail).

   2. Line 2: For 5-digit scheme sacks, “PSLW MACH 5D SCH.” For 5-digit sacks, “PSLW MACH 5D.”

b. *ASF* (optional), allowed only for mail deposited at an ASF to claim DNDC price; 10-pound minimum; labeling:

   1. Line 1: L602, Column B.

   2. Line 2: “PSLW MACH ASF.”

c. *NDC*, allowed only for mail deposited at a DNDC to claim the NDC price; 10-pound minimum; labeling:

   1. Line 1: L601, Column B.

   2. Line 2: “PSLW MACH NDC.”

d. *Origin NDC* (required); no minimum; labeling:

   1. Line 1: L601, Column B.

   2. Line 2: “PSLW MACH NDC.”

e. *Mixed NDC* (required); no minimum; labeling:

1. Line 1: “MXD” followed by L601, Column B information for NDC serving 3-digit ZIP Code prefix of entry Post Office.
2. Line 2: “PSLW MACH WKG.”

## 6.3 Preparing Irregular Parcels

### 6.3.1 Sacking

Mailers may prepare 5-digit sacks only for parcels that will be dropshipped to a DNDC (or ASF when claiming DNDC prices), DSCF, or DDU. See 6.3.3 for restrictions on SCF, ASF, and NDC sacks. Mailers must prepare a sack when the quantities of mail for a required presort destination reaches 10 pounds of pieces. There is no minimum for parcels prepared in 5-digit/scheme sacks entered at a DDU. Mailers combining irregular parcels with machinable parcels in 5-digit/scheme sacks must prepare those sacks under 6.2.2a. Mailers may not prepare sacks containing irregular and machinable parcels to other presort levels.

### 6.3.2 Drop Shipment

A mailer using Priority Mail or Priority Mail Express Open and Distribute to dropship Parcel Select Lightweight irregular parcels may prepare sacks containing fewer than 125 pieces or less than 15 pounds of mail.

### 6.3.3 Sacking and Labeling

Preparation sequence, sack size, and labeling:

a. 5-digit/scheme (optional, but required for 5-digit price), see definition in 1.4; allowed only for mail deposited at DNDC (or ASF when claiming DNDC prices), DSCF, or DDU. Sacks must contain a 10-pound minimum except at DDU entry which has no minimum; labeling:

1. Line 1: For 5-digit scheme sacks, use L606, Column B. For 5-digit sacks, use city, state, and 5-digit ZIP Code destination on pieces (see 203.5.11 for overseas military mail).
2. Line 2: For 5-digit scheme sacks, “PSLW IRREG 5D SCH.” For 5-digit sacks, “PSLW IRREG 5D.”

b. SCF, allowed only for mail deposited at a DSCF or a DNDC to claim SCF price; 10-pound minimum; labeling:

1. For Line 1, L002, Column C.
2. For Line 2, “PSLW IRREG SCF.”

c. ASF (optional), allowed only for mail deposited at an ASF to claim DNDC price; 10-pound minimum; labeling:

1. Line 1: L602, Column B.
2. Line 2: “PSLW IRREG ASF.”

d. NDC, allowed only for mail deposited at a DNDC to claim the NDC price; 10-pound minimum; labeling:

   1. Line 1: L601, Column B.
   2. Line 2: “PSLW IRREG NDC.”

e. Origin NDC (required); no minimum; labeling:

   1. Line 1: L601, Column B.
   2. Line 2: “PSLW IRREG NDC.”

f. Mixed NDC (required); no minimum; labeling:

   1. Line 1: “MXD” followed by L601, Column B information for NDC serving 3-digit ZIP Code prefix of entry Post Office.
   2. Line 2: “PSLW IRREG WKG.”

# 256 Enter and Deposit

**Overview**

1.0 Verification
2.0 Deposit
3.0 Pickup on Demand Service

## 1.0 Verification

### 1.1 Verification and Entry

All presort, destination entry, and barcoded mailings must be presented for verification and acceptance at the Post Office where the permit or license is held. All such mailings must be deposited at locations and times specified by the postmaster or designee at the office that verifies and accepts the mailing. Plant-verified drop shipment (PVDS) mailings must be presented for verification, acceptance, and entry under 705.17.0. Plant-loaded mailings must be presented as specified by the applicable standards and the plant- load agreement. Metered mail may be deposited at other than the licensing Post Office only as permitted under 705.19.0.

### 1.2 Office of Mailing

Parcel Select must be mailed at the Post Office from which the zone-based postage was computed, except under 1.3 and 1.4.

### 1.3 Redirected Mailings

A shipper who presents large shipments of zoned Parcel Select mail may be authorized or directed to deposit such shipments at another postal facility when processing or logistics make such an alternative desirable for the USPS, subject to these conditions:

a. Zoned postage need not be recomputed if both the original Post Office of mailing and the alternative facility use the same zone chart for computing zoned postage, based on the 3-digit prefix of their ZIP Codes.

b. Postage must be recomputed on pieces in mailings redirected to a postal facility that uses a different zone chart for computing zoned postage.

### 1.4 NDC Acceptance

A mailer may present Parcel Select at a NDC for acceptance if:

a. Metered postage is paid through a postage meter licensed at the NDC parent Post Office, or permit imprint postage is paid through an advance deposit account at the NDC parent Post Office or another Post Office in the NDC service area, unless otherwise permitted by standard.

b. Zoned postage is computed from the NDC parent Post Office.

c. The NDC is authorized by Form 4410, *Authorization for NDC Acceptance*, to act as acceptance agent for the entry Post Office.

### 1.5 Drop Shipment Information

Essential information for entering drop shipment Parcel Select mailings at specific postal facilities can be found in the Drop Shipment Product available at the USPS FAST Web site: *https://fast.usps.com*.

## 2.0 Deposit

### 2.1 Bedloaded Parcels

A mailer may present bedloaded DNDC parcels if the mailer's vehicle has a road-to-bed height of 50 (±2) inches. If applicable, the mail to be entered at different destinations must be separated to prevent mixing of mailings for deposit at different destinations. DNDC mailings may be bedloaded for deposit at NDCs/ASFs and DDU mailings may be bedloaded for deposit at DDUs. Refer to the Drop Shipment Product available at the USPS FAST Web site: *https://fast.usps.com* to determine dock requirements for a DDU facility.

### 2.2 Containers

DNDC mailings (if not bedloaded), DDU mailings (if not bedloaded), and all DSCF mailings must be prepared as follows:

a. Machinable parcels for which a DNDC, DSCF, or DDU price is claimed must be sacked under 255.4.0, or prepared on pallets under 705.8.0.

b. For DNDC price, nonmachinable parcels that each weigh 35 pounds or less must be sacked under 255.4.0, if the parcels do not contain perishables and the size of the parcels allows a sack to hold at least two pieces. DNDC nonmachinable parcels that cannot be sacked in this manner or that weigh more than 35 pounds must be transported as outside (unsacked) pieces. If authorized in advance by the USPS, DNDC nonmachinable parcels may be palletized.

c. For DSCF, if sacked under 255.4.0, must contain at least seven pieces per sack. If the sack is overflow from a 5-digit scheme, 5-digit, or 3-digit sack that contains at least seven pieces, then a sack may contain fewer than seven pieces. For DSCF, if sacked under 705.8.0 as overflow from a 5-digit scheme, 5-digit, or 3-digit pallet that meets the applicable pallet minimum, may contain any number of pieces. Machinable and nonmachinable pieces may be included in the same sack.

d. For DSCF, 5-digit scheme, 5-digit, and 3-digit sacks may be bedloaded or be placed on SCF pallets that are labeled and otherwise prepared under 705.8.0.

e. For DSCF and DDU, nonmachinable parcels may be palletized (including pallet boxes on pallets). Nonmachinable parcels may be combined with machinable parcels on 5-digit scheme, 5-digit, and 3-digit pallets (including pallet boxes on pallets) claimed at DSCF or DDU prices under 705.8.0.

f. For DDU, there are no minimums for sacks, pallets, or pallet boxes on pallets. DDU mail must be separated by 5-digit scheme and 5-digit (even if bedloaded) and, if placed in sacks or on pallets (including boxes on pallets), it must be properly labeled to the 5-digit scheme or 5-digit destination. Machinable and nonmachinable pieces may be combined in 5-digit scheme and 5-digit sacks or on 5-digit scheme and 5-digit pallets (including pallet boxes).

**2.3 Mailer Transport**

The mailer must transport the PVDS mailing from the place where it was verified to the destination postal facility (NDC, SCF, or delivery unit), appropriate to the mailing and the price claimed.

**2.4 Freight**

Drop shipments are freight until deposited, and accepted, as mail at the destination facility. The mailer may request use of a numbered PVDS band seal to secure mailer vehicles transporting plant-verified drop shipments.

**2.5 Mail Separation and Presentation of Destination Entry Mailings**

Destination entry mail must be presented and verified under a PVDS system (705.17.0), presented for acceptance at a BMEU located at a destination postal facility; or presented for acceptance at an origin DMU or BMEU, and then prepared under Priority Mail Express Open and Distribute or Priority Mail Open and Distribute standards (705.18.0). Mailers may deposit only PVDS and eVS mailings at a destination delivery unit not co-located with a Post Office or other Postal Service facility with a business mail entry unit. If authorized under 705.7.0, mailers may commingle Parcel Select with other approved parcel mail using eVS. Mailers presenting destination entry mailings to the Postal Service must meet the following requirements:

a. Mark each DNDC, DSCF, or DDU Parcel Select piece as “Parcel Select,” according to 202.3.7.2. If eVS is used, include the marking “eVS” on each piece as described in 604.5.0.

b. Separate DNDC mailings by zone for permit imprint mailings of identical-weight pieces that are not mailed using a special postage payment system under 705.2.0 through 705.4.0, or that are not mailed under 255.1.4.

c. Ensure that all PVDS mailings are accompanied by a completed Form 8125, 8125-C, or 8125-CD. eVS mailings do not require these forms.

d. Separate each mailing from other mailings for verification. For PVDS mailings and eVS mailings, separate mailings for deposit at different destination Postal Service facilities.

e. Separate mail from freight transported on the same vehicle.

f. If Periodicals mail is on the same vehicle as Parcel Select, load the Periodicals mail toward the tail of the vehicle.

**2.6 NDC as Agent**

The DNDC may verify and accept mail if authorized by Form 4410 to act as agent for the parent Post Office where the mailer's account or license is held.

**2.7 Appointments**

Appointments must be made for destination entry mail as follows:

a. Except for local mailers, for mailings of perishable commodities (601.9.0) under 2.8, appointments for deposit of destination entry mail at NDCs, ASFs, and SCFs must be scheduled through the appropriate appointment control center at least one day in advance. Same day appointments may be granted by a control center on the basis of a telephone request. All appointments for NDC loads must be scheduled by the appropriate NDC control center. Appointments for SCFs and ASFs must be scheduled through the appropriate district control center. Appointments may be made up to thirty (30) calendar days prior to a desired appointment date. Mailers must comply with the scheduled mail deposit time and location. The mailer must cancel any appointment by notifying the appropriate control center at least a day in advance of a scheduled appointment time.

b. Electronic appointments may be made by mailers/agents using a USPS-issued computer logon ID. Electronic appointments or cancellations must be made at least 12 hours prior to the desired time and date. All information required by the USPS appointment system regarding a mailing must be furnished.

c. For deposit of DDU mailings, an appointment must be made by contacting the DDU at least 24 hours in advance. If the appointment must be canceled, a mailer must notify the DDU at least a day in advance of a scheduled appointment. Recurring (standing) appointments will be allowed if shipment frequency is weekly or more often.

**2.8 Exception to Scheduling Standard**

Exceptions are as follows:

a. The scheduling standard in 2.7, does not apply when a mailer deposits mailings for verification and acceptance at the local Post Office serving the facility where the mail was prepared, if the mailings are not verified under a plant load authorization or plant-verified drop shipment postage payment system authorization. Under this exception, the mailer may claim the DNDC prices for mailings or portions of such mailings deposited at the local Post Office if the local Post Office is the DNDC/ASF or designated SCF that meets the application standards.

b. Exceptions to the scheduling standard are made for shipments of products recognized by USPS as perishables under 601.9.0. While an appointment is not required for shipments of perishables, the destination facility must be notified at least 24 hours in advance of deposit to facilitate timely handling of the load.

**2.9 Redirection by USPS**

A mailer may be directed to transport destination entry mailings to a facility other than the designated DDU, SCF, or NDC due to facility restrictions, building expansions, peak season mail volumes, or emergency constraints.

**2.10 Advance Scheduling**

Mailers must schedule appointments for deposit of destination entry mail under 2.7 and the conditions below. When making an appointment, or as soon as available, the mailer must provide the control center or DDU with the following information:

a. Mailer's name and address and telephone number of the mailer's agent or local contact.

b. Description of what is being mailed, product name, number of mailings, volume of mail, how prepared, and whether containerized (e.g., pallets). For DDU entries, the mailer also must provide the 5-digit ZIP Code(s) of the mail being deposited.

c. Where the mailing was verified.

d. Postage payment method.

e. Requested date and destination facility for mailing.

f. Vehicle identification number, size, and type.

**2.11 Deposit Conditions**

Deposit of mail also is subject to these conditions:

a. Destination facilities may refuse mailings that are unscheduled or late (i.e., if vehicles arrive more than 2 hours after the scheduled appointment at ASFs, NDCs, or SCFs and more than 20 minutes late at delivery units). If a mailing is refused, a mailer is permitted to make a new appointment.

b. The NDC may approve drop and pick procedures only for Parcel Select mailers. The NDC specifies the time limit for vehicle retrieval.

**2.12 Recurring Appointments**

Recurring refers to a drop shipment that is delivered to a destination office with a frequency of at least once a week on the same time and day(s). Mailings must be comparable product in terms of size, volume, and containerization (pallets, pallet boxes, etc.). A request to establish recurring appointments must be written on company letterhead to the postal facility manager/postmaster. The drop shipment appointment control office/postmaster will respond to all requests within 10 days. Recurring appointments may be made for a period not to exceed 6 months. Thereafter, a new application must be submitted to ensure that up-to-date mailer information is on file. Written request for an additional 6 months may be made within 60 days prior to the expiration of a current arrangement. Failure to adhere to scheduled appointments or other abuse of the procedures will result in revocation of recurring appointment privileges. Requests for recurring appointments must include the following:

a. Name, address, and telephone number of the mailer.

b. Transportation agent's name (contact person) and telephone number(s).

c. Mail volume and preparation (sacks/parcels).

d. Containerization.

e. Size and type of trailer(s) transporting mail.

f. Frequency/schedule.

**2.13 Vehicle Unloading**

Unloading of destination entry mailings is subject to these conditions:

a. Properly prepared containerized loads (e.g., pallets) are unloaded by the USPS at NDCs, ASFs, and SCFs. The USPS does not unload or permit the mailer (or mailer agent) to unload palletized loads that are unstable or severely leaning or that have otherwise not maintained their integrity in transit.

b. The driver must unload bedloaded shipments within 8 hours of arrival at NDCs, ASFs, and SCFs. Combination containerized and bedloaded drop shipment mailings are classified as bedloaded shipments for unload times. The USPS may assist in unloading.

c. At destination delivery units (DDUs), drivers must unload all mail, whether bedloaded, sacked, or palletized (including boxes on pallets), within 1 hour of arrival. Unloading procedures are as follows:

1. If pallets or pallet boxes are stacked, drivers must unload, unstrap, and unstack them.

2. When drivers unload containerized mail, delivery unit employees may require drivers to place the containers together by 5-digit ZIP Codes or 5-digit schemes.

3. When mail is not containerized or on pallets, drivers must place the mail into containers as delivery unit employees specify. Delivery unit employees may require drivers to place mail into containers to separate mail by 5-digit ZIP Codes or 5-digit schemes.

4. At DDUs that cannot handle pallets, drivers must unload any mail from pallets and place it into containers as delivery unit employees specify.

d. When driver unloading is required, the driver or assistant must stay with and continue to unload the vehicle once at the dock.

e. The driver must remove the vehicle from USPS property after unloading. The driver and assistant are not permitted in USPS facilities except the dock and designated driver rest area.

**2.14 Demurrage**

The USPS is not responsible for demurrage or detention charges incurred by a mailer who presents destination entry mailings.

**2.15 Appeals**

Mailers who believe that they are denied equitable treatment may appeal to the manager, Customer Service (district), responsible for the destination postal facility.

**2.16 Documentation**

A postage statement must accompany each destination entry mailing. Any other documentation must be submitted as required by the standards for the price claimed or the postage payment method used.

**2.17 DNDC Parcel Select—Acceptance at Designated SCF-USPS Benefit**

A mailing that is otherwise eligible for DNDC prices may be deposited, and accepted, at an SCF designated by the USPS when it benefits the USPS and:

a. The mailing contains only machinable parcels prepared in 5-digit scheme and 5-digit sacks, pallets, or containers and nonmachinable parcels prepared under 2.2.

b. All DNDC parcels are for delivery within the service area of the SCF at which they are deposited by the mailer.

c. Postage on all parcels deposited at the SCF is computed using the zone chart for that postal facility.

d. The marking required by 255.1.8, contains the correct information.

e. The mailer is directed to deposit the mailing at that SCF by the district control center in whose area is located the NDC or ASF where the DNDC parcels would otherwise be deposited.

**2.18 DNDC Parcel Select—Acceptance at Designated SCF**

Mailers may deposit parcels otherwise eligible for the DNDC prices at an SCF designated by the USPS for destination ZIP Codes listed in labeling list L607. The following standards apply:

a. Eligible machinable parcels are restricted to the ZIP Codes listed in L607.

b. Bound Printed Matter machinable parcels under 266.4.4, and USPS Marketing Mail and Parcel Select Lightweight machinable parcels under 705.6.0 may be included.

c. Mailers must prepare parcels on 3-digit pallets or in 3-digit pallet boxes, or unload and physically separate the parcels into containers specified by the destination facility. Parcels are eligible for the applicable DNDC entry.

d. All DNDC parcels must be for delivery within the service area of the SCF where they are deposited by the mailer.

e. Postage on all parcels deposited at the SCF is computed using the zone chart for that postal facility.

f. Parcels must contain the correct marking in 255.1.8.

## 3.0 Pickup on Demand Service

Pickup on Demand service (507.7.0) is available for a fee only from designated ZIP Codes and can be requested online at *www.usps.com*.

# 260 Commercial Mail Bound Printed Matter

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# 263 Prices and Eligibility

**Overview**

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2.0 Content Standards for Bound Printed Matter
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## 1.0 Prices and Fees

### 1.1 Nonpresorted Bound Printed Matter

Apply the prices and discounts for nonpresorted Bound Printed Matter (BPM) as follows:

#### 1.1.1 Prices

BPM prices are based on the weight of a single addressed piece or one pound, whichever is higher, and the zone to which the piece is addressed. The nonpresorted price applies to BPM not mailed at the Presorted or carrier route prices. For prices, see Notice 123—Price List.

#### 1.1.2 Price Application

The nonpresorted BPM price is charged per half-pound from 1 through 5 pounds, and per pound from more than 5 through 15 pounds. For pieces weighing 5 pounds or under, any fraction of a half-pound is considered a whole half-pound. For pieces weighing more than 5 but not more than 15 pounds, any fraction of a pound is considered a whole pound. For example, if a BPM item weighs 4.325 pounds, the weight (postage) increment is 4.5 pounds; if an item weighs 6.25 pounds, the weight (postage) increment is 7 pounds. The minimum postage price per piece is the 1-pound price.

### 1.2 Presorted and Carrier Route Bound Printed Matter

Apply the prices, fees, and discounts for Presorted and Carrier Route Bound Printed Matter as follows:

#### 1.2.1 Prices

Postage is based on the price that applies to the weight (postage) increment of each addressed piece. For prices, see Notice 123—Price List.

#### 1.2.2 Price Application

The presorted Bound Printed Matter price has a per piece charge and a per pound charge. The minimum postage price for an addressed piece is one unit of the per piece charge plus the per pound charge for an addressed piece weighing one pound. Deduct the Full-Service Intelligent Mail per-piece discount for each presorted flat (except pieces mailed at carrier route prices) that complies with the Full-Service Intelligent Mail option requirements under 705.23.0.

### 1.2.3 Bound Printed Matter Carrier Route Prices

Each piece is subject to both a piece price and a pound price. Deduct the Full-Service Intelligent Mail per-piece discount for each presorted flat that complies with the Full-Service Intelligent Mail option requirements under 705.23.0.

### 1.2.4 Bound Printed Matter Destination Entry Prices

Each piece is subject to both a piece price and a pound price. Deduct the Full-Service Intelligent Mail per-piece discount for each presorted or Carrier Route barcoded flat that complies with the Full-Service Intelligent Mail option requirements under 705.23.0. Presorted DDU prices are not available for flats that weigh 1 pound or less.

### 1.2.5 Destination Entry Mailing Fee

[1-26-20] A destination entry mailing fee for BPM Flats destination entry mailings must be paid once each 12-month period at each Post Office of mailing by or for any person or organization that mails at the BPM Flats destination entry prices, except as provided otherwise for plant-verified drop shipments. For BPM Flats destination entry mail manifested using eVS under 705.2.9, only one annual BPM Flats destination entry mailing fee, paid at the Post Office where the eVS permit imprint account is held, is required regardless of the number of Postal Service facilities where mailings are verified. All BPM Flats destination entry prices are covered under the payment of a single annual fee. The fee may be paid in advance only for the next 12 months and only during the last 60 days of the current service period. The fee charged is that which is in effect on the date of payment. Payment of this fee does not apply to mailers who present only qualified full-service flat-size mailings (under 705.23.3.1a.)

### 1.2.6 Determining Single-Piece Weight

To determine single-piece weight in a mailing of nonidentical-weight pieces, weigh each piece individually. To determine single-piece weight in a mailing of identical-weight pieces, weigh a sample of at least 10 randomly selected pieces and divide the total sample weight by the number of pieces. Express all single-piece weights in decimal pounds rounded off to two decimal places.

### 1.2.7 Computing Postage for Permit Imprint

Presorted and Carrier Route Bound Printed Matter mailings paid with permit imprint are charged a per pound price and a per piece price as follows:

a. Per pound price:

   1. *For pieces weighing 1 pound or less,* compute the per pound price by multiplying the total number of addressed pieces by the 1-pound price for the price category and zone. Do not round this result.

   2. *For pieces weighing more than 1 pound,* compute the per pound price by multiplying the unrounded total weight of the addressed pieces by the pound price for the category and zone. Do not round this result.

b. Per piece price: Multiply the total number of addressed pieces by the applicable piece price.

c. Total Postage. Calculate total postage by adding the total per piece calculation to the total per pound calculation. Round off the total postage to the nearest whole cent.

## 2.0 Content Standards for Bound Printed Matter

### 2.1 Basic Content Standards

Bound Printed Matter (BPM) is a subclass of Package Services and must:

a. Meet the basic standards in 3.0.

b. Weigh no more than 15 pounds. Pieces might be subject to other minimum weights or dimensions based on the standards for specific prices.

c. Consist of advertising, promotional, directory, or editorial material (or any combination of such material).

d. Be securely bound by permanent fastenings such as staples, spiral binding, glue, or stitching. Loose-leaf binders and similar fastenings are not considered permanent.

e. Consist of sheets of which at least 90% are imprinted by any process other than handwriting or typewriting with words, letters, characters, figures, or images (or any combination of them).

f. Not have the nature of personal correspondence.

g. Not be stationery, such as pads of blank printed forms.

h. Consist of mailable matter that is neither mailed or required to be mailed as First-Class Mail nor entered as Periodicals (except as permitted under 2.2 or permitted or required under 207.7.9).

### 2.2 Attachments or Enclosures of Periodicals Sample Copies

Sample copies of authorized and pending Periodicals publications may be enclosed or attached with merchandise sent at BPM prices. Postage at BPM prices is based on the combined weight of the host piece and the sample copies enclosed.

### 2.3 Attachments and Enclosures

#### 2.3.1 Invoice

An invoice, whether it also serves as a bill, may be placed either inside a Bound Printed Matter piece or in an envelope marked “Invoice Enclosed” and attached to the outside of the piece if the invoice relates solely to the matter with which it is mailed. The invoice may show this information:

a. Names and addresses of the sender and addressee.

b. Names and quantities of the articles enclosed, descriptions of each (e.g., price, tax, style, stock number, size, and quality, and, if defective, nature of defects).

c. Order or file number, date of order, date and manner of shipment, shipping weight, postage paid, and initials or name of packer or checker.

#### 2.3.2 Incidental First-Class Mail Attachments and Enclosures

Incidental First-Class Mail matter may be enclosed in or attached to any Bound Printed Matter piece without payment of First-Class Mail postage. An incidental First-Class Mail attachment or enclosure must be matter that, if mailed separately, would require First-Class Mail postage, is closely associated with but secondary to the host piece, and is prepared so as not to interfere with postal processing. An incidental First-Class Mail attachment or enclosure may be a bill for the product or publication, a statement of account for past products or publications, or a personal message or greeting included with a product, publication, or parcel. Postage at the Bound Printed Matter price for the host piece is based on the combined weight of the host piece and the incidental First-Class Mail attachment or enclosure.

#### 2.3.3 Additional Enclosures

Bound Printed Matter may have the following additions and enclosures:

a. Any printed matter mailable as USPS Marketing Mail.

b. Nonprint attachments and enclosures. The combined weight of all nonprint attachments and enclosures in the mailpiece must be less than or equal to 25% of the weight of the BPM in the mailpiece. The individual cost of each nonprint attachment or enclosure must be less than or equal to the cost of a “low cost” item as defined in 703.1.6.11. In addition, the combined cost of all nonprint attachments and enclosures must not exceed two times the cost of a “low cost” item as defined in 703.1.6.11.

### 2.4 Written Additions

Markings that have the character of personal correspondence require, with certain exceptions, additional postage at the First-Class Mail prices. The following written additions and enclosures do not require additional First-Class Mail postage:

a. The sender's and the addressee's names, occupations, and addresses, preceded by “From” or “To,” and directions for handling.

b. Marks, numbers, names, or letters describing the contents.

c. Words or phrases such as “Do Not Open Until Christmas” and “Happy Birthday, Mother.”

d. Instructions and directions for the use of the item mailed.

e. A manuscript dedication or inscription not having the nature of personal correspondence.

f. Marks to call attention to words or passages in the text.

g. Corrections of typographical errors in printed matter.

h. Manuscripts accompanying related proof sheets and corrections of proof sheets including corrections of typographical and other errors, changes in the text, insertions of new text, marginal instructions to the printer, and corrective rewrites of parts.

i. Handstamped imprints, unless the added material is in itself personal or converts the original matter to a personal communication.

Matter mailable separately as USPS Marketing Mail printed on the wrapper, envelope, tag, or label.

## 3.0 Basic Eligibility Standards for Bound Printed Matter

### 3.1 Description of Service

Bound Printed Matter (BPM) is a subclass of Package Services. The USPS does not guarantee the delivery of BPM within a specified time. BPM might receive deferred service.

### 3.2 Postal Inspection

BPM is not sealed against postal inspection. Regardless of physical closure, the mailing of articles at BPM prices constitutes consent by the mailer to postal inspection of the contents.

### 3.3 Delivery and Return Addresses

All BPM mail must bear a delivery address formatted and positioned according to 202.2.0. The delivery address must include the correct ZIP Code or ZIP+4 code. Alternative addressing formats under 602.3.0 may be used. Except for unendorsed BPM, each mailpiece must bear the sender's return address.

### 3.4 USPS Tracking

BPM parcels with alternative address formats may be mailed with USPS Tracking, but must not bear an ancillary service endorsement (see 602.3.1.2).

### 3.5 IMpb Standards

Presorted priced BPM parcels must bear an Intelligent Mail package barcode (IMpb) prepared under 204.2.0.

## 4.0 Price Eligibility for Bound Printed Matter

### 4.1 Price Eligibility

BPM prices are based on the weight of a single addressed piece or 1 pound, whichever is higher, and the zone (where applicable) to which the piece is addressed. Price categories are as follows:

a. Nonpresorted Price. The nonpresorted price applies to mailings of fewer than 300 pieces and to BPM not mailed at the Presorted or carrier route prices.

b. Presorted Price. The Presorted price applies to BPM prepared in a mailing of at least 300 BPM pieces, prepared and presorted as specified in 265.5.0, 265.8.0, 705.8.0, 705.14.0 and 705.21.0. Each parcel must bear a unique Intelligent Mail package barcode or extra services barcode, including a postal routing code, prepared under 204.2.0.

c. Carrier Route Price. The Carrier Route price applies to BPM prepared in a mailing of at least 300 pieces presorted to carrier routes, prepared and presorted as specified in 265.6.0, 265.9.0, 705.8.0 or 705.14.0. Each parcel must bear a unique Intelligent Mail package barcode or extra services barcode, including a postal routing code, prepared under 204.2.0.

**4.2 Destination Entry Price Eligibility**

BPM destination entry prices apply to BPM mailings prepared as specified in 705.8.0, 705.14.0 and 265, and addressed for delivery within the service area of a destination network distribution center, sectional center facility, or delivery unit where they are deposited by the mailer. For this standard, the following destination facility definitions apply:

a. A destination network distribution center (DNDC) includes all network distribution centers (NDCs) and auxiliary service facilities (ASFs) under L601 and L602. DNDC prices are not available for ZIP Code ranges 006-009, 967-969, and 995-999, as indicated in labeling list L601.

b. A destination sectional center facility (DSCF) includes all facilities in L005 and destination flats sequencing system (DFSS) in L006.

c. A destination delivery unit (DDU) is a facility that delivers to the addresses appearing on the deposited pieces in a destination entry Parcel Select mailing. Refer to the Drop Shipment Product maintained by the National Customer Support Center (NCSC) (see 608.8.1 for address) to determine the location of a 5-digit delivery facility.

**4.3 Nonidentical Weight Pieces**

[1-26-20] Mailings may contain nonidentical-weight pieces only if the director, Business Acceptance Solutions (see 608.8.0 for address), has authorized payment of postage by permit imprint as specified in 705.2.0, 705.3.0, or 705.4.0.

**4.4 ZIP Code Accuracy**

The ZIP Code accuracy standard is a means of ensuring that the 5-digit ZIP Code in the delivery address correctly matches the delivery address information. For the purposes of this standard, *address* means a specific address associated with a specific 5-digit ZIP Code. Each address in a mailing at Bound Printed Matter presorted or carrier route prices must meet the ZIP Code accuracy requirements in 602.6.0.

## 5.0 Additional Eligibility Standards for Presorted and Carrier Route Bound Printed Matter

**5.1 Basic Standards**

In addition to the standards in 3.0 and 2.0, all pieces in a Bound Printed Matter mailing must:

a. Bear a delivery address that includes the correct ZIP Code or ZIP+4 code and that meets these address quality standards:

1. The ZIP Code accuracy standard in 4.4.
2. The additional address matching and coding standards in 6.4, and 602.9.0.
3. If the carrier route discount is claimed, the carrier route accuracy standard in 5.3.
4. If an alternative addressing format is used, the additional standards in 602.3.0.
5. [3-2-20] If pieces are prepared with detached address labels (DALs) or detached marketing labels (DMLs), the additional standards in 602.4.0.

b. Meet the applicable preparation standards under 265 or 705.8.0.

**5.2 Full-Service Intelligent Mail Eligibility Standards for Carrier Route Flats**

In addition to other requirements in 5.0, BPM flats eligible for the full-service Intelligent Mail option under 705 must:

a. Be flat-size under 201.4.0.

b. Be part of a carrier route mailing that is not a saturation mailing.

c. Bear an accurate Intelligent Mail barcode encoded with the correct delivery point routing code matching the delivery address and meeting the standards in 202.4.0, and 204.1.0. Flats with Intelligent Mail barcodes entered under the full-service automation option also must be part of mailings that meet the standards in 705.23.0.

**5.3 Carrier Route Accuracy Standard**

Addresses used on pieces claiming any Carrier Route prices must meet the carrier route accuracy standard in 602.7.0.

## 6.0 Additional Eligibility Standards for Full-Service Bound Printed Matter Flats

**6.1 Basic Eligibility Standards for Barcoded Bound Printed Matter**

Barcoded BPM flat-size pieces must bear an Intelligent Mail barcode encoded with the correct delivery point routing code, matching the delivery address, and meeting the standards in 202.5.0 and 204.1.0. The pieces must be part of a presorted mailing of at least 300 BPM flats prepared under 265.7.0, 705.8.0, and 705.14.0.

**6.2 Eligibility Standards for Full-Service Automation Bound Printed Matter Flats**

All pieces entered under the full-service Intelligent Mail automation option must:

a. Bear a unique Intelligent Mail barcode.

b. Be part of a mailing that meets the standards in 705.23.0.

c. Be scheduled for an appointment through the Facility Access and Shipment Tracking (FAST) system when deposited as a DNDC or DSCF drop shipment.

## 6.3 Weight Standard

Maximum weight limit for barcoded Bound Printed Matter is 20 ounces.

## 6.4 Address Standards for Barcoded Bound Printed Matter

### 6.4.1 Basic Address Standards

Addresses must be sufficiently complete to enable matching to the current USPS ZIP+4 Product when used with current CASS-certified address matching software. Standardized address elements are not required. Any barcode as defined in 602.8.0 that appears on a mailpiece claimed at an automation price must be the correct barcode for the corresponding delivery address on the piece.

### 6.4.2 Numeric ZIP+4

A numeric ZIP+4 code must consist of five digits, a hyphen, and four digits.

### 6.4.3 Numeric Delivery Point Routing Code

A numeric equivalent to the delivery point routing code is formed by adding two digits directly after the ZIP+4 code.

### 6.4.4 Address Elements

Addresses must include the correct street number, predirectional, street name, suffix, and postdirectional that are input to obtain a match with the current USPS ZIP+4 Product.

### 6.4.5 Firm Name

An address must include a firm name when necessary to obtain a match with the finest level of ZIP+4 code in the USPS ZIP+4 Product. If an address contains a firm name assigned a unique ZIP+4 code in the USPS ZIP+4 Product, the unique ZIP+4 code must be used. If the firm name is not one assigned a unique ZIP+4 code in the USPS ZIP+4 Product and the apartment/suite number is included in the address, the ZIP+4 code for the range in which the apartment/suite number appears must be used in that address. If the firm name does not correspond to a firm name that has a unique ZIP+4 code assigned in the USPS ZIP+4 Product and the apartment/suite number is not included in the address, the ZIP+4 code for the building must be used.

### 6.4.6 Secondary Designator

If a secondary address designator (e.g., an apartment number) is shown in the address, the mailpiece must show the appropriate ZIP+4 code representing the range for that secondary address as contained in the current USPS ZIP+4 Product. If a secondary address designator is required to obtain an exact match with the finest level of ZIP+4 code in the USPS ZIP+4 Product but the information is not available, the alternative ZIP+4 code or ZIP+4 or delivery point barcode for the building must be used.

### 6.4.7 Rural and Highway Contract Routes

If a rural route or highway contract route box number is included in the address, the mailpiece must show the appropriate ZIP+4 code representing the range for that box number as contained in the current USPS ZIP+4 Product. If a rural route or highway contract route box number is required to obtain a match with the finest level of ZIP+4 code but is not available, the alternative ZIP+4 code or ZIP+4 or delivery point barcode for the rural route or highway contract route must be used. If used, the rural route or highway contract route box number must be placed on the line immediately above the city/state/ZIP Code line.

### 6.4.8 Post Office Box

A Post Office box address must contain a Post Office box number that can be exactly matched with the USPS ZIP+4 Product in effect.

# 264 Postage Payment and Documentation

**Overview**

1.0 Basic Standards for Postage Payment
2.0 Mailing Documentation

## 1.0 Basic Standards for Postage Payment

### 1.1 Postage Payment Options

[1-26-20] The mailer is responsible for proper postage payment. Subject to the corresponding standards, postage and fees for Bound Printed Matter must be paid by permit imprint, as defined in 604.5.0. Mailings may contain nonidentical-weight pieces only when authorized by the director, Business Acceptance Solutions (see 608.8.0 for address), unless mailed as specified in 2.2. Identical-weight pieces must be separated at acceptance into groups that contain pieces all subject to the same zone and same combination of prices (e.g., all are zone 4), unless mailed under 705.2.0 through 705.4.0 in Advanced Preparation and Special Postage Payment Systems.

### 1.2 Minimum Volume Requirements

Bound Printed Matter mailings must meet the following minimum volume requirements:

a. Presorted and Carrier Route. Must have at least 300 pieces.

b. Nonpresorted. No minimum volume required.

## 2.0 Mailing Documentation

### 2.1 Completing Postage Statements and Documentation Standards

See 203.1.0 and 203.2.0 for postage statement and documentation standards.

### 2.2 Documentation for Nonpresorted, Nonidentical-Weight Mailpieces

Nonpresorted, nonidentical-weight pieces may be separated by weight, reported on separate postage statements and documented as specified in 2.2 or must be documented or authorized as follows:

a. A maximum of 299 nonpresorted, nonidentical-weight pieces may be individually numbered and listed by the mailer on PS Form 8042, *Bound Printed Matter Documentation*, and submitted with a properly completed postage statement.

b. [1-26-20] Mailings of 300 or more nonpresorted, nonidentical-weight pieces must be authorized by the director, Business Acceptance Solutions, and mailed as specified in 705.2.0 through 705.4.0.

# 265 Mail Preparation

**Overview**

1.0 General Information for Mail Preparation
2.0 Bundles
3.0 Sacks
4.0 Sack Labels
5.0 Preparing Presorted Flats
6.0 Preparing Carrier Route Flats
7.0 Preparing Barcoded Flats
8.0 Preparing Presorted Parcels
9.0 Preparing Carrier Route Parcels

## 1.0 General Information for Mail Preparation

### 1.1 Basic Preparation—Nonpresorted

There are no presort, sacking, or labeling standards for nonpresorted Bound Printed Matter.

### 1.2 Definition of Presort Process

Presort is the process by which a mailer prepares mail so that it is sorted to at least the finest extent required by the standards for the price claimed. Generally, presort is performed sequentially, from the lowest (finest) level to the highest level, to those destinations specified by standard and is completed at each level before the next level is prepared.

### 1.3 Definition of Mailings

A mailing is a group of pieces within the same class of mail and, except for certain parcel prices, the same processing category that may be sorted together and/or presented under a single minimum volume mailing requirement under the applicable standards. Generally, types of mail that follow different flows through the postal processing system (e.g., automation, nonautomation carrier route, and other nonautomation) and mail for each separate class and subclass must be prepared as a separate mailing. Other specific standards may define whether separate mailings may be combined, palletized, reported, or deposited together.

### 1.4 Terms for Presort Levels

Terms used for presort levels are defined as follows:

a. *Carrier route:* all pieces for delivery to the same city route, rural route, highway contract route, Post Office box section, or general delivery unit.

b. *5-digit:* the delivery address on all pieces includes the same 5-digit ZIP Code.

c. *5-digit scheme (bundles and sacks) for flats meeting the automation-compatibility standards in* 201.6.0*:* the ZIP Code in the delivery address on all pieces is one of the 5-digit ZIP Code areas processed by the USPS as a single scheme, as shown in L007.

d. *5-digit scheme carrier routes (sacks only) for Bound Printed Matter flats:* the ZIP Code in the delivery address on all pieces in carrier route bundles is one of the 5-digit ZIP Codes processed by the USPS as a single scheme, as shown in L001.

e. *5-digit scheme (pallets) for Bound Printed Matter flats:* the ZIP Code in the delivery address on all pieces is one of the 5-digit ZIP Codes processed by the USPS as a single scheme, as shown in L001.

f. *3-digit:* the ZIP Code in the delivery address on all pieces begins with the same three digits (see L002, Column A).

g. *3-digit scheme bundles for flats meeting the automation-compatibility standards in* 201.6.0*:* the ZIP Code in the delivery address begins with one of the 3-digit prefixes processed by the USPS as a single scheme, as shown in L008.

h. *SCF:* the separation includes pieces for two or more 3-digit areas served by the same sectional center facility (SCF) (see L005), *except that,* where required or permitted by standard, mail for a single 3-digit area may be prepared in an SCF separation when no mail for other 3-digit ZIP Code areas is available. For pallets, the SCF sort may include mail for a single 3-digit ZIP Code area.

i. *ADC:* all pieces are addressed for delivery in the service area of the same area distribution center (ADC) (see L004).

j. *ASF/NDC:* all pieces are addressed for delivery in the service area of the same auxiliary service facility (ASF) or network distribution center (NDC) (see L601, L602, or L605).

k. *Mixed [NDC, ADC, etc.]:* the pieces are for delivery in the service area of more than one NDC, ADC, etc.

**1.5 Preparation Definitions and Instructions**

For purposes of preparing mail:

a. *Pieces* refers to individually addressed mailpieces. This definition also applies when *pieces* is used in eligibility standards. Quantities indicated for optional or required sortations always refer to pieces unless specifically excepted.

b. A *full* sack is defined in the standards for the class and price claimed.

c. A *5-digit scheme sort for flats meeting the automation-compatibility standards in* 201.6.0 yields 5-digit scheme bundles for those 5-digit ZIP Codes identified in L007 and 5-digit bundles for other ZIP Codes. When standards require 5-digit/scheme sort, mailers must prepare all possible 5-digit scheme bundles and sacks of flats before preparing 5-digit bundles and sacks. The 5-digit ZIP Codes in each scheme are treated as a single presort destination subject to a single minimum volume, with no further separation required. Bundles prepared for a 5-digit scheme destination that contain pieces for only one of the schemed 5-digit ZIP Codes are still considered 5-digit scheme sorted and are labeled accordingly. Bundles may

be labeled using an optional endorsement line (OEL) under 203.7.0 or with a red "5 SCH" bundle label. Bundles are placed in appropriate containers using the OEL "label to" 5-digit ZIP Code or using L007 column B.

d. A *5-digit scheme carrier routes sort for Carrier Route Bound Printed Matter flats prepared in sacks or as bundles on pallets* yields a 5-digit scheme carrier routes sack or pallet for those 5-digit ZIP Codes listed in L001 and 5-digit carrier routes sacks or pallets for other areas. The 5-digit ZIP Codes in each scheme are treated as a single presort destination subject to a single minimum sack or pallet volume, with no further separation by 5-digit ZIP Code required. Sacks or pallets prepared for a 5-digit scheme carrier routes destination that contain carrier route bundles for only one of the schemed 5-digit areas are still considered to be sorted to 5-digit scheme carrier routes and are labeled accordingly. The 5-digit scheme carrier routes sort is required for Carrier Route Bound Printed Matter flats. Preparation of 5-digit scheme carrier routes sacks or pallets must be done for all 5-digit scheme destinations.

e. A *5-digit scheme sort for Presorted Bound Printed Matter flats prepared as bundles on pallets* yields 5-digit scheme pallets containing Presorted price 5-digit bundles for those 5-digit ZIP Codes listed in L001 and yields 5-digit pallets containing Presorted price 5-digit bundles for other areas. The 5-digit ZIP Codes in each scheme are treated as a single presort destination subject to a single minimum pallet volume, with no further separation by 5-digit ZIP Code required. Pallets prepared for a 5-digit scheme destination that contain 5-digit bundles for only one of the schemed 5-digit areas are still considered to be sorted to the 5-digit scheme and are labeled accordingly. The 5-digit scheme sort is required for Presorted Bound Printed Matter flats. The 5-digit scheme sort may not be used for other mail prepared on pallets. Preparation of 5-digit scheme pallets must be done for all 5-digit scheme destinations.

f. *A 5-digit scheme sort for Bound Printed Matter parcels* yields 5-digit scheme sacks or pallets for those 5-digit ZIP Codes listed in L606 and 5-digit sacks or pallets for other ZIP Codes. The 5-digit ZIP Codes in each scheme are treated as a single presort destination subject to a single minimum volume (if required), with no further separation by 5-digit ZIP Code required. Sacks or pallets prepared for a 5-digit scheme destination that contain pieces for only one of the schemed 5-digit ZIP Codes are still considered 5-digit scheme sorted and are labeled accordingly. The 5-digit scheme sort is always optional, including when 5-digit sortation is required for price eligibility. The 5-digit scheme sort need not be used for all possible 5-digit scheme sorts.

g. A *3-digit scheme sort for flats meeting the automation-compatibility standards in* 201.6.0 yields 3-digit scheme bundles for those 3-digit ZIP Codes identified in L008. When standards require 3-digit/scheme sort, mailers must prepare all possible 3-digit scheme bundles of flats before preparing 3-digit bundles. The 3-digit ZIP Codes in each scheme are treated as a single presort destination subject to a single minimum volume, with no further separation by 3-digit ZIP Code required. Bundles prepared for a 3-digit scheme destination that contain pieces for only one of the schemed 3-digit ZIP Codes are still considered 3-digit scheme sorted and are labeled

accordingly. Bundles must be labeled using an optional endorsement line (OEL) under 203.7.0 or with a green "3 SCH" bundle label. Three-digit scheme bundles are placed in 3-digit through mixed ADC containers, as applicable, using the OEL "label to" 3-digit ZIP Code or using L008 column B.

h. *An origin 3-digit (or origin 3-digit scheme)* tray/sack for parcels contains all mail (regardless of quantity) for a 3-digit ZIP Code (or 3-digit scheme) area processed by the SCF in whose service area the mail is verified. If more than one 3-digit (or 3-digit scheme) area is served, as indicated in L005, a separate tray/sack must be prepared for each.

i. The *required at [quantity]* instruction (e.g., "required at 10 pieces") means that the particular unit *must* be prepared for the corresponding presort level whenever the specified quantity of mail is reached or exceeded. Bundles and containers may contain more than the specified *required at* quantity up to the applicable maximum physical size. Subject to applicable price eligibility standards, smaller quantities may be prepared only if permitted. Where specified by standard, required preparation applies only if the mailer chooses to qualify for the corresponding price.

j. The *optional at [quantity]* instruction means that the particular unit *may* be prepared for the corresponding presort level whenever the specified quantity of mail is reached or exceeded. Bundles or containers may contain more than the specified *optional at* quantity up to the applicable maximum physical size. Smaller quantities may be prepared only if permitted by applicable price eligibility standards. Standards for quantities with which preparation is optional are often followed by standards for larger quantities with which preparation is required.

k. *Entry [facility]* (or *origin [facility]*) refers to the USPS mail processing facility (e.g., "entry NDC") that serves the Post Office at which the mail is entered by the mailer. If the Post Office where the mail is entered is not the one serving the mailer's location (e.g., for plant-verified drop shipment), the Post Office of entry determines the *entry* facility. *Entry SCF* includes both single-3-digit and multi-3-digit SCFs. *Entry NDC* includes subordinate ASFs unless otherwise specified.

l. A *bundle* is a group of addressed pieces secured together as a unit. Bundle preparation is described in 2.0.

m. The *group pieces* instruction means the pieces are to be sorted together as if to be bundled but not actually secured into a bundle. Bundle labels and other bundle identification methods may be used for unsecured groups of pieces as permitted by standard.

n. A *"logical" presort destination* represents the total number of pieces that are eligible for a specific presort level based on the required sortation, but which might not be contained in a single bundle or in a single container (sack or pallet) due to applicable preparation requirements or the size of the individual pieces. For example, there may be 42 mailpieces for ZIP Code 43112 forming a Bound Printed Matter "logical" 5-digit bundle, and they are prepared in three physical 5-digit bundles because of the applicable weight

and height restrictions on bundles. For pallets, 2,800 pounds of mail may be destined to an SCF destination, and these would form the "logical" SCF pallet, but the mail is placed on two physical SCF pallets each weighing 1,400 pounds because of the 2,200 pound maximum pallet weight requirement.

o. *Cobundling* is available for combining within the same bundle flat-size Bound Printed Matter Presorted price pieces qualifying for and claiming the barcode discount and Presorted price pieces not qualifying for the barcode discount. Pieces may not be combined in more than one physical bundle for each logical presort destination unless presented using an approved manifest mailing system under 705.2.0.

**1.6 FSS Preparation**

BPM flats claiming presorted prices in FSS scheme bundles, meeting the standards in 201 and destinating to a FSS scheme in accordance with labeling list L006, must be prepared under 705.14.0.

## 2.0 Bundles

**2.1 General**

A *bundle* is a group of addressed pieces, for a presort destination, secured together as a unit. See 2.2, 2.3, 2.4, and 203.4.0 for bundling standards.

**2.2 Preparing Bundles of Flats**

Bundles of flat-size pieces must be secure and stable subject to the following:

a. If placed on pallets, the specific weight limits in 705.8.9.

b. If placed in sacks, the specific applicable weight limits in 5.0, 6.0, 7.0, and 203.4.0.

c. If bundles are prepared for entry as unsacked, nonpalletized bundles under 266.6.2 or 266.6.3, the weight limits and other standards in 203.4.12.

**2.3 Bundle Sizes for Flats**

Each logical bundle (the total group of pieces for a bundle destination) of Bound Printed Matter (BPM) must meet the applicable bundle size standards in 5.0, 6.0, 7.0, or 705.8.0. Each physical bundle should be at least the minimum bundle size. The size of each physical bundle may, however, contain fewer pieces than the bundle minimum if the thickness of the piece is too large to create a stable bundle (see 203.4.12). Unless otherwise noted, the maximum weight for bundles in sacks is 20 pounds. Except for mixed ADC bundles and for carrier route bundles in sacks, each physical bundle of BPM must contain at least two pieces. For carrier route BPM prepared in sacks, there may be one loose piece to a carrier route, provided that all other bundles to that carrier route destination contain at least two addressed pieces, and that the total group of pieces to that carrier route meets the carrier route price eligibility minimum in 263. Bundles prepared on pallets must meet the additional bundling requirements under 705.8.0.

**2.4 Bundle Sizes for Irregular Parcels**

Mailers must prepare unsacked, nonpalletized bundles of irregular parcels for DDU entry according to 203.4.10, and as follows:

a. For Presorted irregular parcels, under 8.2 for parcels weighing less than 10 pounds and 8.3 for parcels weighing 10 pounds or more.

b. For carrier route irregular parcels, under 9.2 for parcels weighing less than 10 pounds and 9.3 for parcels weighing 10 pounds or more.

## 3.0 Sacks

**3.1 Preparation**

See 203.6.0 for sack standards.

## 4.0 Sack Labels

Sack labels are subject to the standards in 203.6.0.

## 5.0 Preparing Presorted Flats

**5.1 Basic Standards**

All mailings of Presorted Bound Printed Matter (BPM) are subject to the standards in 5.2, and 5.3, and to these general standards:

a. Each mailing must meet the applicable standards in 202.3.0, 263, 265, and 266.

b. All pieces must be sorted to the finest extent possible under 5.2 and 5.3 or palletized under 705.8.0.

c. Subject to 202.3.7, pieces must be marked “Bound Printed Matter” (or “BPM”) and “Presorted” (or “PRSRT”).

**5.2 Bundling**

**5.2.1 Required Bundling**

Mailers must bundle pieces before putting them in sacks. Mailers must prepare a bundle when the quantity of addressed pieces for a required presort level reaches a minimum of 10 pieces or 10 pounds, whichever occurs first. Only mixed ADC bundles or bundles prepared under 2.3 may contain smaller volumes. Five-digit bundles placed in 5-digit sacks and unsacked 5-digit bundles prepared for DDU entry may weigh a maximum of 40 pounds. For all other bundles, the maximum weight for each bundle is 20 pounds.

#### 5.2.2 Bundling and Labeling

For mailings consisting entirely of pieces meeting the automation-compatibility criteria in 201.6.0, pieces must be prepared in 5-digit scheme bundles for those 5-digit ZIP Codes identified in L007 and in 3-digit scheme bundles for those 3-digit ZIP Codes identified in L008. Preparation sequence and labeling:

a. 5-digit scheme (required); red Label 5 SCH or OEL. See definition in 1.5e.

b. 5-digit (required); red Label 5 or OEL. See definition in 1.5e.

c. 3-digit scheme (required); green Label 3 SCH or OEL. See definition in 1.5g.

d. 3-digit (required); green Label 3 or OEL. See definition 1.5g.

e. ADC (required); pink Label A or OEL.

f. Mixed ADC (required); tan Label X or OEL.

### 5.3 Sacking

#### 5.3.1 Required Sacking

Mailers may prepare flats as unsacked bundles under 203.4.10 or in bundles on pallets. Otherwise, mailers must prepare a sack when the quantity of mail for a required presort destination reaches either 20 addressed pieces or 20 pounds, whichever occurs first. Only mixed ADC sacks may contain smaller volumes. Optional SCF sacks are subject to the same minimum piece or pound provision as required sacks. Sacking also is subject to these conditions:

a. Identical-weight pieces that weigh 1 pound or less must be prepared using the 20-piece minimum; those that weigh more than 1 pound must be prepared using the 20-pound minimum.

b. For nonidentical-weight pieces, mailers must use either the minimum that applies to the average piece weight for the entire mailing (divide the net weight of the mailing by the number of pieces; the resulting average single-piece weight determines whether the 20-piece or 20-pound minimum applies), or sack by the actual piece count or mail weight for each sack, if documentation can be provided with the mailing that shows (specifically for each sack) the number of pieces and their total weight.

c. Mailers must note on the accompanying postage statement whether they applied the piece count or weight.

#### 5.3.2 Separation by Zone

Pieces for each zone must be sacked separately. When presented for verification, sacks must be separated by zone. Exception: Pieces for different zones may be sacked together, and the sacks do not have to be separated by zone for verification if the mailing is prepared under 705.2.0, 705.3.0, 705.4.0, or 5.3.3.

### 5.3.3 Commingling Zones

[1-26-20] Subject to this section, when zoned BPM is presented as individual pieces, the mailing must be separated by zone. Nonidentical-weight pieces may not be commingled unless authorized by the director, Business Acceptance Solutions (see 608.8.0 for address). The mail must be prepared and documented:

a. Under 705.2.0, or 705.4.0; or

b. Under all these conditions:

   1. A unique number is assigned to each pallet in the mailing and printed on a separate line at the top of the pallet label (above the Line 1 information).

   2. A detailed list accompanies each mailing or mailing segment, sequenced numerically by the numbers assigned to the pallets in the mailing, that shows the Post Office where the mail is to be entered (entry Post Office), a unique identifier for the mailing or mailing segment that also appears on the corresponding postage statement, the name and address of the mailer, the permit number, the date of mailing, individual line entries for each pallet, and the total number of pieces to each zone in the entire mailing or mailing segment. Line entries for pallets containing mail for only one zone must show the pallet number, the sortation level, the zone for which the mail is destined, and the total number of pieces for the pallet. Entries for pallets containing mail for more than one zone must also show (by zone) the number of pieces to each 3-digit ZIP Code area and the total number of pieces for that zone for the pallet. Mailings are not accepted if there are discrepancies between the information in the detailed listing or on the postage statement and the results of USPS random verification of piece counts and postage.

### 5.3.4 Cosacking Presorted Mail With Barcoded Mail

The following standards apply if the mailing job contains a carrier route mailing, and a Presorted mailing, then the carrier route mailing must be prepared under 6.0, and the Presorted mailing must be co-sacked under 705.9.0. Bundled pieces must be co-sacked under 705.9.0.

### 5.3.5 Sacking and Labeling

Preparation sequence and labeling:

a. 5-digit/scheme (required); see 1.5c; scheme sort required (before 5-digit sort), only for pieces meeting the automation-compatibility criteria in 201.6.0; minimum 20 addressed pieces; labeling:

   1. Line 1: For 5-digit scheme sacks, use L007, Column B. For 5-digit sacks, use city, state, and 5-digit ZIP Code on mail (see 203.5.11 for overseas military mail).

   2. Line 2: For 5-digit scheme sacks, “PSVC FLT 5D SCH NBC.” For 5-digit sacks, “PSVC FLTS 5D NON BC.”

b. 3-digit (required); labeling:

1. Line 1: L002, Column A.
2. Line 2: “PSVC FLTS 3D NON BC.”

c. SCF (optional); labeling:

1. Line 1: L005, Column B.
2. Line 2: “PSVC FLTS SCF NON BC.”

d. ADC (required); labeling:

1. Line 1: L004, Column B.
2. Line 2: “PSVC FLTS ADC NON BC.”

e. Mixed ADC (required); labeling:

1. Line 1: Use L009, Column B.
2. Line 2: “PSVC FLTS NON BC WKG.”

## 6.0 Preparing Carrier Route Flats

### 6.1 Basic Standards

All mailings of Carrier Route Bound Printed Matter (BPM) are subject to the standards in 6.2 and 6.3 and to these general standards:

a. Each mailing must meet the applicable standards in 263, 265, 266. The mailer is responsible for proper payment of postage. (Information regarding postage payment methods is specified by standards according to each shape and class of mail, e.g. 264 for Bound Printed Matter Flats.

b. All pieces must be sorted to the finest extent possible under 6.2 and 6.3, or palletized under 705.8.0.

c. Subject to 202.3.8, pieces must be marked “Bound Printed Matter” (or “BPM”) and “Carrier Route Presort” (or “CAR-RT SORT”).

### 6.2 Required Bundling

A carrier route bundle (or bundles) must be prepared when there are 10 or more addressed pieces or 10 or more pounds, whichever occurs first, for an individual carrier route. Smaller volumes are not permitted. The maximum weight of each physical bundle is 40 pounds. Each bundle must contain at least two addressed pieces except for the last bundle for each carrier route destination under 2.0. Bundles must be labeled with a facing slip unless the bundle is labeled using a carrier route information line (203.7.0) or an optional endorsement line (204.3.0). Bundling also is subject to these conditions:

a. Identical-weight pieces that weigh 1 pound or less must be prepared using the 10-piece minimum; those that weigh more than 1 pound must be prepared using the 10-pound minimum.

b. For nonidentical-weight pieces, mailers must use either the minimum that applies to the average piece weight for the entire mailing (divide the net weight of the mailing by the number of pieces; the resulting average single-piece weight determines whether the 10-piece or 10-pound minimum applies), or bundle by the actual piece count or mail weight for each bundle, if documentation can be provided with the mailing that shows the number of pieces and their total weight.

c. Mailers must note on the accompanying postage statement whether they applied the piece count, weight, or both.

## 6.3 Sacking

### 6.3.1 Required Sacking

Mailers may prepare flats as unsacked bundles under 203.4.10 or in bundles on pallets. Otherwise, mailers must prepare a direct carrier route sack when the quantity of mail for an individual carrier route reaches either 20 addressed pieces or 20 pounds, whichever occurs first; smaller volumes are not permitted. Mailers then must place remaining bundles in 5-digit scheme carrier routes sacks or 5-digit carrier routes sacks, which have no minimum sack size. Carrier route sacks also are subject to these conditions:

a. Identical-weight pieces that weigh 1 pound or less must be prepared using the 20-piece minimum; those that weigh more than 1 pound must be prepared using the 20-pound minimum.

b. For nonidentical-weight pieces, mailers must use either the minimum that applies to the average piece weight for the entire mailing (divide the net weight of the mailing by the number of pieces; the resulting average single-piece weight determines whether the 20-piece or 20-pound minimum applies), or sack by the actual piece count or mail weight for each sack, if documentation can be provided with the mailing that shows (specifically for each sack) the number of pieces and their total weight.

c. Mailers must note on the accompanying postage statement whether they applied the piece count or weight.

### 6.3.2 Separation by Zone

Pieces for each zone must be sacked separately. When presented for verification, sacks must be separated by zone. Exception: Pieces for different zones may be sacked together, and the sacks do not have to be separated by zone for verification if the mailing is prepared under 705.2.0, 705.3.0, 705.4.0, or 6.3.3.

### 6.3.3 Commingling Zones

[1-26-20] Subject to this section, when zoned BPM is presented as individual pieces, the mailing must be separated by zone. Nonidentical-weight pieces may not be commingled unless authorized by the director, Business Acceptance Solutions. The mail must be prepared and documented:

a. Under 705.2.0, or 705.4.0.

b. Under all these conditions:

1. A unique number is assigned to each pallet in the mailing and printed on a separate line at the top of the pallet label (above the Line 1 information).

2. A detailed list accompanies each mailing or mailing segment, sequenced numerically by the numbers assigned to the pallets in the mailing, that shows the Post Office where the mail is to be entered (entry Post Office), a unique identifier for the mailing or mailing segment that also appears on the corresponding postage statement, the name and address of the mailer, the permit number (if applicable), the date of mailing, individual line entries for each pallet, and the total number of pieces to each zone and in the entire mailing or mailing segment. Line entries for pallets containing mail for only one zone must show the pallet number, the sortation level, the zone for which the mail is destined, and the total number of pieces for the pallet. Entries for pallets containing mail for more than one zone must also show (by zone) the number of pieces to each 3-digit ZIP Code area and the total number of pieces for that zone for the pallet. Mailings are not accepted if there are discrepancies between the information in the detailed listing or on the postage statement and the results of USPS random verification of piece counts and postage.

### 6.3.4 Residual Pieces

Residual pieces not sorted under 6.0 may be prepared as a Presorted Bound Printed Matter mailing under 5.0 provided that they are part of the same mailing job and reported on the same postage statement. Residual pieces paid at the Presorted price do not need to meet a separate 300 piece minimum. These pieces must be separated from the Carrier Route portion when presented to the USPS for verification. Presorted flats weighing 1 pound or less are not eligible for DDU prices.

### 6.3.5 Sack Preparation

Preparation sequence and Line 1 sack labeling:

a. Carrier route: required; for Line 1, use city, state, and 5-digit ZIP Code on mail (see 203.5.11 for overseas military mail).

b. 5-digit scheme carrier routes: required (no minimum); for Line 1, use L001, Column B.

c. 5-digit carrier routes: required (no minimum); for Line 1, use city, state, and 5-digit ZIP Code destination of bundles (see 203.5.11 for overseas military mail).

### 6.3.6 Sack Label Line 2

Line 2 information:

a. Carrier route: “PSVC FLTS CR,” followed by the route type and number.

b. 5-digit scheme carrier routes: “PSVC FLTS CR-RTS SCH.“

c. 5-digit carrier routes: “PSVC FLTS CR-RTS.”

#### 6.3.7 Exception to Sacking

Sacking is not required for bundles that are prepared for and entered at DDU prices; such bundles may be bedloaded and may weigh up to 40 pounds each.

## 7.0 Preparing Barcoded Flats

### 7.1 Basic Standards

Flat-size Bound Printed Matter pieces claiming the Full-Service discount must be prepared under 7.0 and the eligibility standards for the price claimed. Bundle and sack preparation are subject to 265. Sacks must bear the appropriate barcoded container labels under 203.5.17.

### 7.2 Mailings

All pieces in a mailing must meet the standards in 7.0 and be sorted together to the finest extent required. Bound Printed Matter mailings may include presorted pieces claiming the barcode discount.

### 7.3 Bundling

#### 7.3.1 Bundle Standards

All pieces must be prepared in bundles and meet the following requirements:

a. Meet both the size dimensions and the turning ability and deflection standards under 201.6.2.

b. The physical size of each bundle for each specific presort destination may contain the exact bundle minimum, more pieces than the bundle minimum, or fewer pieces than the bundle minimum, depending on the size of the pieces in the mailing or the total quantity of the pieces to that destination. Price eligibility is not affected when a physical bundle contains fewer pieces than the minimum bundle size for the above reasons.

#### 7.3.2 Bundle Preparation

Bundles must be prepared and labeled in the following sequence:

a. 5-digit scheme: (required); see definition in 1.5e; minimum 10 pieces or 10 pounds, maximum weight 20 pounds; Red Label 5 SCH or OEL.

b. 5-digit: (required); see definition in 1.5e; minimum 10 pieces or 10 pounds, maximum weight 20 pounds; Red Label 5 or OEL.

c. 3-digit scheme (required); see definition in 1.5g; minimum 10 pieces or 10 pounds, maximum weight 20 pounds; Green Label 3 SCH or OEL.

d. 3-digit (required); see definition in 1.5g; minimum 10 pieces or 10 pounds, maximum weight 20 pounds; Green Label 3 or OEL.

e. ADC: (minimum 10 pieces or 10 pounds, maximum weight 20 pounds); pink Label A or OEL.

f. Mixed ADC: (no minimum, maximum weight 20 pounds); tan Label X or OEL.

#### 7.3.3 Scheme Bundle Preparation

See 1.5c and 1.5g for additional standards for pieces prepared in scheme bundles.

### 7.4 Sacking

Preparation sequence, sack size, and labeling:

a. 5-digit/scheme (required); see 1.5c, scheme sort required before 5-digit sort; minimum 20 addressed pieces; labeling:

   1. Line 1: For 5-digit scheme sacks, use L007, Column B. For 5-digit sacks, use city, state, and 5-digit ZIP Code on mail (see 203.5.11 for overseas military mail).

   2. Line 2: For 5-digit scheme sacks, “PSVC FLTS 5D SCH BC.” For 5-digit sacks, “PSVC FLTS 5D BC.”

b. 3-digit (required, except for optional bundles with 3-digit ZIP Code prefixes indicated by an “N” in L002, when optional SCF sacks are prepared); minimum 20 addressed pieces; labeling:

   1. Line 1: L002, Column A.

   2. Line 2: “PSVC FLTS 3D BC.”

c. SCF (optional); minimum 20 addressed pieces; labeling:

   1. Line 1: L005, Column B.

   2. Line 2: “PSVC FLTS SCF BC.”

d. ADC (required); minimum 20 addressed pieces; labeling:

   1. Line 1: L004, Column B.

   2. Line 2: “PSVC FLTS ADC BC.”

e. Mixed ADC (required); no minimum; labeling:

   1. Line 1: L009, Column B.

   2. Line 2: “PSVC FLTS BC WKG.”

### 7.5 Mixed Price Preparation

#### 7.5.1 Cobundling and Cosacking Mixed Mail

The following standards apply to Bound Printed Matter:

a. If the mailing job contains a carrier route mailing, a Presorted mailing qualifying for and claiming the barcode discount under 263.6.1, and a Presorted mailing (not claiming the barcode discount), then the carrier route mailing must be prepared under 6.0, and the Presorted mailing qualifying for and claiming the barcode discount and the Presorted mailing (not claiming the barcode discount) must be cosacked under 705.9.0. As an option, the Presorted pieces qualifying for and claiming the barcode discount may be cobundled with Presorted pieces (not claiming the barcode discount) under 705.11.0. Cobundled pieces must be cosacked under 705.9.0.

b. If the mailing job contains only a Presorted mailing qualifying for and claiming the barcode discount and a Presorted mailing (not claiming the barcode discount), both mailings must be cosacked under 705.9.0. As an option, the Presorted pieces qualifying for and claiming the barcode discount may be cobundled with Presorted pieces (not claiming the barcode discount) under 705.11.0. Cobundled pieces must be cosacked under 705.9.0.

c. If the mailing job contains only a carrier route mailing and a Presorted mailing qualifying for and claiming the barcode discount, each mailing must be prepared separately under the applicable standards in 6.0 and 7.0.

#### 7.5.2 Merged Containerization

When the conditions and preparation standards in 705.10.0, 705.12.0, or 705.13.0 are met, 5-digit bundles of Presorted (barcoded and nonbarcoded pieces) and carrier route mail that are part of the same mailing job may be combined on merged 5-digit scheme sacks or pallets and merged 5-digit sacks or pallets. Bundles that are cosacked or copalletized must be part of the same mailing job and mail class. Barcode discount pieces may be cobundled with presorted pieces under 705.11.0

## 8.0 Preparing Presorted Parcels

### 8.1 Basic Standards

#### 8.1.1 General Preparation Requirements

All mailings of Presorted Bound Printed Matter (BPM) are subject to the standards in 5.2, and 5.3, and to these general standards:

a. Each mailing must meet the applicable standards in 202.3.0, 263, 265, and 266.

b. All pieces in a mailing must be within the same processing category. See 201.7.0 for definitions of machinable and irregular parcels.

c. All pieces must be sorted to the finest extent possible under 8.2 and 8.3 or palletized under 705.8.0.

d. Subject to 202.3.0, pieces must be marked “Bound Printed Matter” (or “BPM”) and “Presorted” (or “PRSRT”).

#### 8.1.2 Separation

Pieces for each zone must be sacked separately. When presented for verification, sacks must be separated by zone. Exception: Pieces for different zones may be sacked together, and the sacks do not have to be separated by zone for verification if the mailing is prepared under 705.2.0, 705.3.0, 705.4.0, or 8.1.3.

#### 8.1.3 Commingling Zones

Subject to this section, when zoned BPM is presented as individual pieces, the mailing must be separated by zone. Nonidentical-weight pieces may not be commingled unless authorized by the BMS manager. The mail must be prepared and documented:

a. A unique number is assigned to each pallet in the mailing and printed on a separate line at the top of the pallet label (above the Line 1 information).

b. A detailed list accompanies each mailing or mailing segment, sequenced numerically by the numbers assigned to the pallets in the mailing, that shows the Post Office where the mail is to be entered (entry Post Office), a unique identifier for the mailing or mailing segment that also appears on the corresponding postage statement, the name and address of the mailer, the permit number, the date of mailing, individual line entries for each pallet, and the total number of pieces to each zone in the entire mailing or mailing segment. Line entries for pallets containing mail for only one zone must show the pallet number, the sortation level, the zone for which the mail is destined, and the total number of pieces for the pallet. Entries for pallets containing mail for more than one zone must also show (by zone) the number of pieces to each 3-digit ZIP Code area and the total number of pieces for that zone for the pallet. Mailings are not accepted if there are discrepancies between the information in the detailed listing or on the postage statement and the results of USPS random verification of piece counts and postage.

### 8.2 Preparing Irregular Parcels Weighing Less than 10 Pounds

#### 8.2.1 Required Bundling

Bundling is required before sacking, except for pieces placed in 5-digit scheme and 5-digit sacks when such pieces are enclosed in an envelope, full-length sleeve, full-length wrapper, or polybag and the minimum bundle size is met. Otherwise, a bundle must be prepared when the quantity of addressed pieces for a required presort level reaches a minimum of 10 pieces or 10 pounds, whichever occurs first. Smaller volumes are not permitted (except mixed ADC bundles). The maximum weight of each physical bundle is 20 pounds, except that 5-digit bundles placed in 5-digit scheme and 5-digit sacks or prepared for and entered at DDU prices may weigh a maximum of 40 pounds each. Each physical bundle must contain at least two addressed pieces (except mixed ADC bundles). Bundling also is subject to these conditions:

a. Identical-weight pieces that weigh 1 pound or less must be prepared using the 10-piece minimum; those that weigh more than 1 pound must be prepared using the 10-pound minimum.

b. For nonidentical-weight pieces, mailers must either use the minimum that applies to the average piece weight for the entire mailing (divide the net weight of the mailing by the number of pieces; the resulting average single-piece weight determines whether the 10-piece or 10-pound minimum applies), or bundle by the actual piece count or mail weight for each sack, if documentation can be provided with the mailing that shows the number of pieces and their total weight.

c. Mailers must note on the postage statement whether they applied the piece count, weight, or both, except for eVS mailings prepared under 705.2.9.

### 8.2.2 Bundling and Labeling

Preparation sequence and labeling:

a. 5-digit (required); red Label 5 or optional endorsement line (OEL).

b. 3-digit (required); green Label 3 or OEL.

c. ADC (required); pink Label A or OEL.

d. Mixed ADC (required); tan Label X or OEL.

### 8.2.3 Required Sacking

A sack must be prepared when the quantity of mail for a required presort destination reaches either 10 addressed pieces or 20 pounds, whichever occurs first. Smaller volumes are not permitted (except mixed ADC sacks). Optional SCF sacks may be prepared only when there are at least 10 addressed pieces or 20 pounds, whichever occurs first. Sacking is not required for 5-digit bundles when prepared for and entered at DDU prices. Such bundles may be bedloaded and may weigh up to 40 pounds. Sacking also is subject to these conditions:

a. Identical-weight pieces weighing 2 pounds or less must be prepared using the 10-piece minimum, those that weigh more must be prepared using the 20-pound minimum.

b. For nonidentical-weight pieces, mailers must use either the minimum that applies to the average piece weight for the entire mailing (divide the net weight of the mailing by the number of pieces; the resulting average single-piece weight determines whether the 10-piece or 20-pound minimum applies). Alternatively, sack by the actual piece count or mail weight for each bundle destination, provided that documentation can be provided with the mailing that shows (specifically for each sack) the number of pieces and their total weight.

c. Mailers must note on the postage statement whether they applied the piece count or weight except for eVS mailings prepared under 705.2.9.

### 8.2.4 Sacking and Labeling

Preparation sequence and labeling:

a. 5-digit/scheme (required); labeling:

   1. Line 1: For 5-digit scheme sacks, use L606, Column B. For 5-digit sacks, use city, state, and 5-digit ZIP Code on mail (see 203.5.11 for overseas military mail).

   2. Line 2: For 5-digit scheme sacks, “PSVC IRREG 5D SCH.” For 5-digit sacks, “PSVC IRREG 5D.”

b. 3-digit (required); labeling:

   1. Line 1: L002, Column A.

   2. Line 2: “PSVC IRREG 3D.”

c. SCF (optional); labeling:

1. Line 1: L005, Column B.
2. Line 2: “PSVC IRREG SCF.”

d. ADC (required); labeling:

1. Line 1: L004, Column B.
2. Line 2: “PSVC IRREG ADC.”

e. Mixed ADC (required); labeling:

1. Line 1: L009, Column B. If placed on an ASF or NDC pallet under option in 705.8.10.3, use L010.
2. Line 2: “PSVC IRREG WKG.”

## 8.3 Preparing Irregular Parcels Weighing 10 Pounds or More

### 8.3.1 Piece Preparation

Each piece must be enclosed in an envelope, full-length sleeve, full-length wrapper, or polybag. Bundling is not permitted for pieces weighing 10 pounds or more except under 8.3.2.

### 8.3.2 Required Sacking

A sack must be prepared when the quantity of mail for a required presort destination reaches 20 pounds. Smaller volumes are not permitted (except mixed ADC sacks). Optional 5-digit scheme and optional SCF sacks may be prepared only when there are at least 20 pounds. Smaller volumes are not permitted. Sacking is not required for 5-digit bundles when prepared for and entered at DDU prices. Such bundles may be bedloaded and may weigh up to 40 pounds.

### 8.3.3 Sacking and Labeling

Preparation sequence and labeling:

a. 5-digit/scheme (required); labeling:

1. Line 1: For 5-digit scheme sacks, use L606, Column B. For 5-digit sacks, use city, state, and 5-digit ZIP Code on mail (see 203.5.11 for overseas military mail).
2. Line 2: For 5-digit scheme sacks, “PSVC IRREG 5D SCH.” For 5-digit sacks, “PSVC IRREG 5D.”

b. 3-digit (required); labeling:

1. Line 1: L002, Column A.
2. Line 2: “PSVC IRREG 3D.”

c. SCF (optional); labeling:

1. Line 1: L005, Column B.
2. Line 2: “PSVC IRREG SCF.”

d. ADC (required); labeling:

1. Line 1: L004, Column B.
2. Line 2: “PSVC IRREG ADC.”

e. Mixed ADC (required); labeling:

1. Line 1: L009, Column B. If placed on an ASF or NDC pallet under option in 705.8.10.3, use L010.
2. Line 2: “PSVC IRREG WKG.”

## 8.4 Preparing Machinable Parcels Not Claiming DNDC Prices

### 8.4.1 Required Sacking

A sack must be prepared when the quantity of mail for a required presort destination reaches either 10 addressed pieces or 20 pounds, whichever occurs first. Smaller volumes are not permitted (except origin (mixed) NDC sacks). Optional 5-digit scheme sacks may be prepared only when there are at least 10 addressed pieces or 20 pounds, whichever occurs first. Smaller volumes are not permitted. Sacking also is subject to these conditions:

a. Identical-weight pieces that weigh 2 pounds or less must be prepared using the 10-piece minimum; those that weigh more must be prepared using the 20-pound minimum.

b. For nonidentical-weight pieces, mailers must use either the minimum that applies to the average piece weight for the entire mailing (divide the net weight of the mailing by the number of pieces; the resulting average single-piece weight determines whether the 10-piece or 20-pound minimum applies) or sack by the actual piece count or mail weight for each bundle destination, provided that documentation can be provided with the mailing that shows (specifically for each sack) the number of pieces and their total weight.

c. Mailers must note on the postage statement whether they applied the piece count or weight except for eVS mailings prepared under 705.2.9.

### 8.4.2 Sacking and Labeling

Preparation sequence and labeling:

a. 5-digit/scheme (required); labeling:

1. Line 1: For 5-digit scheme sacks, use L606, Column B. For 5-digit sacks, use city, state, and 5-digit ZIP Code on mail (see 203.5.11 for overseas military mail).
2. Line 2: For 5-digit scheme sacks, “PSVC MACH 5D SCH.” For 5-digit sacks, “PSVC MACH 5D.”

b. NDC (required); labeling:

1. Line 1: L601, Column B.
2. Line 2: “PSVC MACH NDC.”

c. Mixed NDC (required); labeling:

1. Line 1: “MXD” followed by the L601, Column B, information for the NDC serving the 3-digit ZIP Code prefix of entry Post Office.
2. Line 2: “PSVC MACH WKG.”

## 8.5 Preparing Machinable Parcels Claiming DNDC Prices

### 8.5.1 Required Sacking

A sack must be prepared when the quantity of mail for a required presort destination reaches either 10 addressed pieces or 20 pounds, whichever occurs first. Smaller volumes are not permitted (except origin (mixed) NDC sacks). Optional 5-digit scheme and optional ASF sacks may be prepared only when there are at least 10 addressed pieces or 20 pounds, whichever occurs first. Smaller volumes are not permitted. See 266.4.0 for DNDC price eligibility. Sacking also is subject to these conditions:

a. Identical-weight pieces that weigh 2 pounds or less must be prepared using the 10-piece minimum; those that weigh more must be prepared using the 20-pound minimum.

b. For nonidentical-weight pieces, mailers must either use the minimum that applies to the average piece weight for the entire mailing (divide the net weight of the mailing by the number of pieces; the resulting average single-piece weight determines whether the 10-piece or 20-pound minimum applies) or sack by the actual piece count or mail weight for each sack destination, provided that documentation can be provided with the mailing that shows (specifically for each sack) the number of pieces and their total weight.

c. Mailers must note on the postage statement whether they applied the piece count or weight except for eVS mailings prepared under 705.2.9.

### 8.5.2 Sacking and Labeling

Preparation sequence and labeling:

a. 5-digit/scheme (required); labeling:

1. Line 1: For 5-digit scheme sacks, use L606, Column B. For 5-digit sacks, use city, state, and 5-digit ZIP Code on mail (see 203.5.11 for overseas military mail).
2. Line 2: “PSVC MACH 5D SCHEME” or “PSVC MACH 5D SCH.”

b. ASF (optional, allowed only for mail deposited at an ASF to claim DNDC price); labeling:

1. Line 1: L602, Column B. DNDC price eligibility determined by 266.4.0.
2. Line 2: “PSVC MACH ASF.”

c. NDC (required); labeling:

1. Line 1: L601, Column B. DNDC price eligibility determined by 266.4.0.
2. Line 2: “PSVC MACH NDC.”

d. Mixed NDC (required); labeling:

1. Line 1: “MXD” followed by the L601, Column B information for the NDC serving the 3-digit ZIP Code prefix of entry Post Office.
2. Line 2: “PSVC MACH WKG.”

# 9.0 Preparing Carrier Route Parcels

## 9.1 Basic Standards

### 9.1.1 General Standards for Carrier Route Preparation

All mailings of Carrier Route Bound Printed Matter (BPM) are subject to the standards in 9.2 through 9.4 and to these general standards:

a. Each mailing must meet the applicable eligibility standards in 263, mail preparation standards in 2.0, through 4.0, and deposit and entry standards in 266.

b. All pieces in a mailing must be within the same processing category as described in 201.7.0. A BPM irregular parcel is a piece that is not a machinable parcel as defined in 201.7.5.1. Irregular parcels also are pieces that meet the size and weight standards for a machinable parcel but are not individually boxed or packaged to withstand processing on NDC parcel sorters under 601.7.0.

c. All pieces must be sorted to the finest extent possible under 9.0, or palletized under 705.8.0.

d. Subject to 202.3.0, pieces must be marked “Bound Printed Matter” (or “BPM”) and “Carrier Route Presort” (or “CAR-RT SORT”).

### 9.1.2 Separation

Pieces for each zone must be sacked separately. When presented for verification, sacks must be separated by zone. Exception: Pieces for different zones may be sacked together, and the sacks do not have to be separated by zone for verification if the mailing is prepared under 705.2.0, 705.3.0, 705.4.0, or 9.1.3.

### 9.1.3 Commingling Zones

Subject to this section, when zoned BPM is presented as individual pieces, the mailing must be separated by zone. Nonidentical-weight pieces may not be commingled unless authorized by the BMS manager. The mail must be prepared and documented:

a. A unique number is assigned to each pallet in the mailing and printed on a separate line at the top of the pallet label (above the Line 1 information).

b. A detailed list accompanies each mailing or mailing segment, sequenced numerically by the numbers assigned to the pallets in the mailing, that shows the Post Office where the mail is to be entered (entry Post Office), a unique identifier for the mailing or mailing segment that also appears on the corresponding postage statement, the name and address of the mailer, the

permit number (if applicable), the date of mailing, individual line entries for each pallet, and the total number of pieces to each zone and in the entire mailing or mailing segment. Line entries for pallets containing mail for only one zone must show the pallet number, the sortation level, the zone for which the mail is destined, and the total number of pieces for the pallet. Entries for pallets containing mail for more than one zone must also show (by zone) the number of pieces to each 3-digit ZIP Code area and the total number of pieces for that zone for the pallet. Mailings are not accepted if there are discrepancies between the information in the detailed listing or on the postage statement and the results of USPS random verification of piece counts and postage.

#### 9.1.4 Residual Pieces

Residual pieces not sorted under 9.2 and 9.3 may be prepared as a Presorted Bound Printed Matter mailing under 8.0, provided that they are part of the same mailing job and reported on the same postage statement. Residual pieces paid at the Presorted price do not need to meet a separate 300 piece minimum. These pieces must be separated from the Carrier Route portion when presented to the USPS for verification.

### 9.2 Preparing Irregular Parcels Weighing Less Than 10 Pounds

#### 9.2.1 Bundle Preparation

Bundling is not required in direct carrier route sacks. Otherwise, a carrier route bundle (or bundles) must be prepared when the quantity of addressed pieces for a carrier route reaches a minimum of 10 pieces or 20 pounds, whichever occurs first. Smaller volumes are not permitted. The maximum weight of each physical bundle is 40 pounds. Each bundle must contain at least two addressed pieces except for the last bundle for each carrier route destination under 2.0. Bundles must be labeled with a facing slip unless the bundle is labeled using a carrier route information line (204.3.0) or an optional endorsement line (203.7.0). Bundling also is subject to these conditions:

a. Identical-weight pieces that weigh 2 pounds or less must be prepared using the 10-piece minimum; those that weigh more must be prepared using the 20-pound minimum.

b. For nonidentical-weight pieces, mailers must either use the minimum that applies to the average piece weight for the entire mailing (divide the net weight of the mailing by the number of pieces; the resulting average single-piece weight determines whether the 10-piece or 20-pound minimum applies), or bundle by the actual piece count or mail weight for each bundle destination, provided that documentation can be provided with the mailing that shows (specifically for each bundle) the number of pieces and their total weight.

c. Mailers must note on the accompanying postage statement whether they applied the piece count, weight, or both.

#### 9.2.2 Required Sacking

Mailers may prepare irregular parcels as unsacked bundles under 203.4.10 or in bundles on pallets. Otherwise, mailers must prepare a direct carrier route sack when the quantity of mail for an individual carrier route reaches either 10 addressed pieces or 20 pounds, whichever occurs first; smaller volumes are not permitted. Mailers then must place remaining bundles in 5-digit scheme carrier routes sacks or 5-digit carrier routes sacks, which have no minimum sack size. Carrier route sacks also are subject to these conditions:

a. Identical-weight pieces that weigh 2 pounds or less must be prepared using the 10-piece minimum; those that weigh more must be prepared using the 20-pound minimum.

b. For nonidentical-weight pieces, mailers must either use the minimum that applies to the average piece weight for the entire mailing (divide the net weight of the mailing by the number of pieces; the resulting average single-piece weight determines whether the 10-piece or 20-pound minimum applies), or sack by the actual piece count or mail weight for each sack destination, provided that documentation can be provided with the mailing that shows (specifically for each sack) the number of pieces and their total weight.

c. Mailers must note on the accompanying postage statement whether they applied the piece count or weight.

#### 9.2.3 Sack Preparation

Sack preparation sequence and Line 1 labeling:

a. Carrier route: required; for Line 1, use city, state, and 5-digit ZIP Code on mail (see 203.5.11 for overseas military mail).

b. 5-digit scheme carrier routes: optional (no minimum); for Line 1, use L606, Column B.

c. 5-digit carrier routes: required (no minimum); for Line 1, use city, state, and 5-digit ZIP Code destination of bundles (for military mail, the ZIP Code is preceded by the prefixes under 4.0).

#### 9.2.4 Sack Label Line 2

Line 2 information:

a. Carrier route: “PSVC IRREG CR,” followed by the route type and number.

b. 5-digit scheme carrier routes: “PSVC IRREG CR-RTS SCH.”

c. 5-digit carrier routes: “PSVC IRREG CR-RTS.”

### 9.3 Preparing Irregular Parcels Weighing 10 Pounds or More

Mailers may prepare irregular parcels as unsacked bundles under 2.2 or in bundles on pallets. When preparing irregular parcels in sacks, place parcels only in direct carrier route sacks. Each carrier route sack must contain a minimum of 20 pounds. Required preparation:

a. Line 1: use city, state, and 5-digit ZIP Code destination of the pieces.

b. Line 2: “PSVC IRREG CR,” followed by the route type and number.

## 9.4 Preparing Machinable Parcels

### 9.4.1 Required Carrier Route Sacking

Machinable parcels may be prepared only in direct carrier route sacks. Each carrier route sack must contain a minimum of 10 addressed pieces or 20 pounds, whichever occurs first. Carrier route sacks also are subject to these conditions:

a. Identical-weight pieces that weigh 2 pounds or less must be prepared using the 10-piece minimum; those that weigh more must be prepared using the 20-pound minimum.

b. For nonidentical-weight pieces, mailers must use either the minimum that applies to the average piece weight for the entire mailing (divide the net weight of the mailing by the number of pieces; the resulting average single-piece weight determines whether the 10-piece or 20-pound minimum applies), or sack by the actual piece count or mail weight for each sack destination, provided that documentation can be provided with the mailing that shows (specifically for each sack) the number of pieces and their total weight.

c. Mailers must note on the accompanying postage statement whether they applied the piece count or weight.

### 9.4.2 Sack Label

Required preparation:

a. Line 1: Use city, state, and 5-digit ZIP Code destination of the pieces.

b. Line 2: “PSVC MACH CR,” followed by the route type and number.

# 266 Enter and Deposit

**Overview**

1.0 Deposit of Nonpresorted Bound Printed Matter
2.0 Presenting a Mailing
3.0 Destination Entry
4.0 Destination Network Distribution Center (DNDC) Entry
5.0 Destination Sectional Center Facility (DSCF) Entry
6.0 Destination Delivery Unit (DDU) Entry
7.0 Destination Flat Sequencing System (DFSS) Facility Entry

## 1.0 Deposit of Nonpresorted Bound Printed Matter

Nonpresorted Bound Printed Matter postage must be paid via permit imprint and be deposited and accepted at the Post Office that issued the permit, at a time and place designated by the postmaster, except as otherwise provided for plant-verified drop shipments under 604.5.0.

## 2.0 Presenting a Mailing

**2.1 Verification and Entry—Presorted, Carrier Route, Destination Entry, and Barcoded Mailings**

All presorted, carrier route, destination entry, and barcoded commercial mailings must be presented for verification and acceptance at the Post Office where the permit is held. All such mailings must be deposited at locations and times specified by the postmaster or designee at the office that verifies and accepts the mailing. Plant-verified drop shipment (PVDS) mailings must be presented for verification, acceptance, and entry under 705.17.0. Plant-loaded mailings must be presented as specified by the applicable standards and the plant load agreement.

**2.2 Verification and Entry—Nonpresorted Mailings**

Nonpresorted Bound Printed Matter is not accepted at retail counters, in collection boxes, or by carriers. Mailers must deposit nonpresorted Bound Printed Matter only at the Post Office where the permit is held at the time and place specified by the postmaster at the office of mailing (see 604.5.0).

**2.3 Office of Mailing**

Bound Printed Matter must be mailed at the Post Office from which the zone price postage was computed, except under 2.4, and 2.5.

**2.4 Redirected Mailings**

A mailer who presents large mailings of zoned Package Services mail may be authorized or directed to deposit such mailings at another postal facility when processing or logistics make such an alternative desirable for the USPS, subject to these conditions:

a. Zoned postage need not be recomputed if both the original Post Office of mailing and the alternative facility use the same zone chart for computing zoned postage, based on the 3-digit prefix of their ZIP Codes.

b. Postage *must* be recomputed on pieces in mailings redirected to a postal facility that uses a different zone chart for computing zoned postage.

**2.5 NDC Acceptance**

A mailer may present Bound Printed Matter at a NDC for acceptance if:

a. Permit imprint postage is paid through an advance deposit account at the NDC parent Post Office or another Post Office in the NDC service area, unless otherwise permitted by standard.

b. Zoned postage is computed from the NDC parent Post Office.

c. The NDC is authorized by Form 4410 to act as acceptance agent for the entry Post Office.

**2.6 Drop Shipment Information**

Essential information for entering drop shipment Bound Printed Matter mailings at specific postal facilities can be found in the Drop Shipment Product maintained by the National Customer Support Center (NCSC) (see 608.8.1).

## 3.0 Destination Entry

**3.1 General**

Destination entry prices apply to Presorted and carrier route Bound Printed Matter (BPM) that is deposited at a destination network distribution center (DNDC), destination sectional center facility (DSCF), or destination delivery unit (DDU) as specified below. Eligibility for a destination entry price is determined by the sort level, processing category of the mail, and the type of container the mail is in (sack or pallet). Each piece can claim only one destination entry price; an individual pallet may contain pieces claimed at different destination entry prices. Each BPM parcel entered at a destination entry price must bear a unique Intelligent Mail package barcode or extra services barcode, including a postal routing code, prepared under 204.2.0.

**3.2 Minimum Volume**

A destination entry price BPM mailing is subject to these minimum volume requirements:

a. Each mailing must contain at least 300 presorted addressed pieces or 300 Carrier Route addressed pieces.

b. Except as provided in 3.2e, each group of pieces prepared for deposit at different destination entry Post Offices must be presented as a separate mailing meeting separate minimum volume requirements and be accompanied by the appropriate Form 3605 postage statement.

c. Separate presorted and Carrier Route mailings may be copalletized under 705.8.0.

d. Pieces deposited at the same destination entry Post Office but claimed at different destination entry prices may be included in a single mailing and reported on the same postage statement (subject to one minimum volume requirement) if the destination entry Post Office is the proper facility for claiming each of the destination entry discounts.

e. When Presorted or Carrier Route mailings are presented together under the plant-verified drop shipment (PVDS) procedures in 705.17.0, a mailer may use the total piece count from a single presort file (i.e., mailing job) for all line items to all destinations reported on a single Form 3605 and accompanied by a postage statement register to meet the separate 300-piece minimum volume requirement for each mailing. Under this alternative, a mailer may enter fewer than 300 pieces for a presorted or Carrier Route mailing entered at a single destination entry Post Office if there is a total of at least 300 Presorted price pieces and/or 300 Carrier Route pieces for all entry points combined for the single presort file listed on Form 3605 and the postage statement register.

f. When Bound Printed Matter presorted parcel mailings are presented together under the Electronic Verification System (eVS), a mailer may use the total piece count for all line items to all destinations reported within the 24-hour mailing period defined in 705.2.9. Under this alternative, a mailer may enter fewer than 300 pieces for a presorted mailing at a single destination entry facility if there is at least 300 presorted price pieces for all entry points within the 24-hour mailing period.

### 3.3 Postage Payment and Mailing Fees

Postage payment for Bound Printed Matter destination price mailings is subject to the same standards that apply generally to Bound Printed Matter and to the following:

a. Mailers must pay postage, and for BPM Flats mailings the correct mailing fees, at each Post Office where they are authorized to present mailings for verification unless using the Electronic Verification System (eVS) under 705.2.9. Except for plant-verified drop shipments (see 705.17.0) and eVS shipments (see 705.2.9); mailers must have a permit imprint authorization at the parent Post Office for mailings deposited for entry at a DNDC, ASF, DSCF, or DDU. Correct mailing fees for BPM Flat mailings must be paid for the current 12-month period at the USPS facility where postage is paid for the mailing.

b. Mailers who mail parcels paid with a permit imprint and claimed at Bound Printed Matter destination entry prices may use eVS under 705.2.9. Mailers using eVS must pay postage and applicable fees at the Post Office where they hold the permit used for all eVS mailings.

**3.4 Documentation**

Each mailing must be accompanied by the appropriate Form 3605 and, if applicable, Form 8125. No additional documentation is required for destination entry prices.

**3.5 Plant Loads**

Plant load mailings, including expedited plant load shipments, are not eligible for destination entry discounts.

**3.6 Mailings of Unsacked Bundles**

Mailers may present unsacked, nonpalletized bundles of BPM flats or irregular parcels that are properly prepared for and entered at DDU prices and unloaded according to standards in 3.8.9. Pieces in these bundles are not eligible for barcode discounts.

**3.7 Verification**

**3.7.1 Mail Separation and Presentation**

Destination entry mail must be presented and verified under a PVDS or eVS system (see 705.17.0 or 705.2.9), presented for acceptance at a BMEU located at a destination postal facility; or presented for acceptance at an origin DMU or BMEU, and then prepared under Priority Mail Express Open and Distribute or Priority Mail Open and Distribute standards (705.18.0). Mailers may deposit only PVDS and eVS mailings at a destination delivery unit not co-located with a Post Office or other Postal Service facility with a business mail entry unit. If authorized under 705.7.0, mailers may commingle Bound Printed Matter parcels with other approved parcel mail using eVS. Mailers presenting destination entry mailings to the Postal Service must meet the following requirements:

a. Mark each destination entry price piece according to 202.3.7. If eVS is used, include the marking “eVS” on each piece as required by 604.5.0.

b. Separate DNDC price mailings by zone for permit imprint mailings of identical-weight pieces that are not mailed using a special postage payment system under 705.2.0 through 705.4.0, or that are not mailed under 265.1.5.

c. Ensure that all PVDS mailings are accompanied by a completed Form 8125, 8125-C, or 8125-CD. eVS mailings do not require these forms.

d. Separate each mailing from other mailings for verification. For PVDS mailings and eVS mailings, separate mailings for deposit at different destination Postal Service facilities.

e. Separate mail from freight transported on the same vehicle.

f. If Periodicals mail is on the same vehicle, load the Periodicals mail toward the tail of the vehicle.

#### 3.7.2 Form 8125

When mailings are verified and paid for at a postal facility different from the one at which they are deposited as mail, the mailer must ensure that they are accompanied by a completed Form 8125 (or 8125-C or 8125-CD), except for mailings prepared under Priority Mail Express Open and Distribute or Priority Mail Open and Distribute standards in 705.18.0.

#### 3.7.3 At NDC

For a mailing to be verified at a NDC, the Post Office where the mailer's account or license is held must be within the service area of that NDC. The Post Office must authorize the NDC to act as its agent by sending Form 4410 to the NDC.

#### 3.7.4 PVDS Seal

The mailer may ask that a PVDS band seal secure the vehicle containing verified mailings before dispatch to the destination facility.

#### 3.7.5 Mailer Transport

The mailer must transport the PVDS mailing from the place where it was verified to the destination postal facility.

#### 3.7.6 Volume Standards

Except as permitted for a local mailer under 3.8.12, destination entry mailings are subject to these volume standards:

a. Regardless of total volume, the pieces for which a destination price is claimed must represent more than 50% of the mail (by weight or pieces, whichever is greater) presented by the same mailer within any 24-hour period. For this standard, mailer is the party presenting the material to the USPS (or for whom a transportation company has presented the material to the USPS).

b. The same mailer may not in a 24-hour period present for verification and acceptance more than four destination price mailings at the same destination postal facility (or at another facility acting as the mailer's agent). The mailer may ask for a waiver of this limit when scheduling the deposit of the mailings. There is no maximum for plant-verified drop shipments.

### 3.8 Deposit

#### 3.8.1 Time and Location of Deposit

Each mailing claimed at a destination price must be deposited at the time and location specified by the USPS. Mailings must be presented in vehicles that are compatible with dock, yard, and DDU operations, as applicable.

#### 3.8.2 Freight

Drop shipments are freight until deposited and accepted as mail at the destination facility.

### 3.8.3 Appointments

Appointments must be made for destination entry price mail as follows:

a. Except for a local mailer under 3.8.12 and mailings of perishable commodities, appointments for deposit of destination entry price mail at NDCs, ASFs, and SCFs must be scheduled through the appropriate appointment control center at least one business day in advance. Same-day appointments may be granted by a control center only through a telephone request. All appointments for NDC loads must be scheduled by the appropriate NDC control center. Appointments for SCFs and ASFs must be scheduled through the appropriate district control center. Appointments may be made up to 30 calendar days before a desired appointment date. The mailer must adhere to the scheduled mail deposit time and location. The mailer must cancel any appointment by notifying the appropriate control center at least 24 hours in advance of a scheduled appointment.

b. Electronic appointments may be made through the Dropship Appointment System (DSAS) by a mailer or agent using a USPS-issued computer logon ID. Electronic appointments or cancellations must be made at least 12 hours before the desired time and date. All information required by the USPS appointment system regarding a mailing must be provided.

c. For deposit of DDU mailings, an appointment must be made by contacting the DDU at least 24 hours in advance. If the appointment must be canceled, the mailer must notify the DDU at least one business day in advance of a scheduled appointment. Recurring appointments are allowed if shipment frequency is once a week or more often.

d. When Periodicals are transported together with BPM as a mixed load (207.29.0), an appointment must be obtained for deposit at a destination entry facility.

### 3.8.4 Advance Scheduling

Mailers must schedule appointments for deposit of destination entry price mail under 3.8.3 and the conditions below. When making an appointment, or as soon as available, the mailer must provide the control center or DDU with the following information:

a. Mailer's name and address and, when applicable, the name and telephone number of the mailer's agent or local contact.

b. Description of what is being mailed, product name, number of mailings, volume of mail, how prepared and whether containerized (e.g., pallets). For DDU entries, the mailer also must provide the 5-digit ZIP Code(s) of the mail being deposited.

c. Where the mailing was verified.

d. Postage payment method.

e. Requested date and destination facility for mailing.

f. Vehicle identification number, size, and type.

### 3.8.5 Adherence to Schedule

The mailer must follow the scheduled deposit time or cancel the appointment by notifying the designated control center. Destination facilities may refuse acceptance or deposit of unscheduled mailings or shipments that arrive more than 2 hours after the scheduled appointment at ASFs, NDCs, or SCFs or more than 20 minutes at delivery units.

### 3.8.6 Redirection by USPS

A mailer may be directed to transport destination entry price mailings to a facility other than the designated DDU, SCF, or NDC due to facility restrictions, building expansions, peak season mail volumes, or emergency constraints.

### 3.8.7 Redirection at Mailer's Request

A mailer may ask to transport destination SCF price mail to a facility other than the designated SCF. In very limited circumstances, this exception may be approved only by the manager, Network Integration Support (see 608.8.0 for address). To qualify for the SCF price in this situation, mail deposited at a facility other than the SCF must destinate for processing within that facility and must not require backhauling to the SCF.

### 3.8.8 Recurring Appointments

Recurring appointments refer to a drop shipment that is delivered to a destination office with a frequency of at least once a week on the same time and day(s). Mailings must be of a comparable product in terms of mail class, size, volume, and containerization (pallets, pallet boxes, etc.). A request to establish recurring appointments must be written on company letterhead to the postal facility manager/postmaster. The drop shipment appointment control office/postmaster will respond to all requests within 10 days. Recurring appointments may be made for a period not to exceed 6 months. Thereafter, a new application must be submitted to ensure that up-to-date mailer information is on file. Written request for an additional 6 months may be made within 60 days prior to the expiration of a current arrangement. Failure to adhere to scheduled appointments or other abuse of the procedures will result in revocation of recurring appointment privileges. Requests for recurring appointments must include the following:

a. Name, address, and telephone number of the mailer.

b. Transportation agent's name (contact person) and telephone number(s).

c. Mail volume and preparation (trays/sacks/parcels).

d. Containerization.

e. Size and type of trailer(s) transporting mail.

f. Frequency/schedule.

### 3.8.9 Vehicle Unloading

Unloading of destination entry mailings is subject to these conditions:

a. Properly prepared containerized loads (e.g., pallets) are unloaded by the USPS at NDCs, ASFs, and SCFs. The USPS does not unload or permit the mailer (or mailer's agent) to unload palletized loads that are unstable or severely leaning or that have otherwise not maintained their integrity in transit.

b. At NDCs and ASFs, the driver must unload bedloaded shipments within 8 hours of arrival. Combination containerized and bedloaded mailings are classified as bedloaded shipments for unload times. The USPS may assist in unloading.

c. At destination delivery units (DDUs), drivers must unload all mail within 1 hour of arrival. Unloading procedures are as follows:

   1. If pallets or pallet boxes are stacked, drivers must unload, unstrap, and unstack them.

   2. At DDUs that cannot handle pallets, drivers must unload any mail from pallets and place it into containers as delivery unit employees specify.

d. When driver unloading is required, the driver or assistant must stay with and continue to unload the vehicle once at the dock.

e. The driver must remove the vehicle from USPS property after unloading. The driver and assistant are not permitted in USPS facilities except for the dock and designated driver rest area.

### 3.8.10 Demurrage

The USPS is not responsible for demurrage or detention charges incurred by a mailer who presents destination entry price mailings.

### 3.8.11 Appeals

Mailers who believe they are denied equitable treatment may appeal to the manager, Customer Service (district), responsible for the destination postal facility.

### 3.8.12 Exception for Local Mailer

The restrictions in 3.7.6, and 3.8.3, do not apply when a mailer deposits mailings for verification and acceptance at the local Post Office serving the facility where the mail was prepared, if the mailings are not verified under a plant load authorization or plant-verified drop shipment postage payment authorization. Under this exception, the mailer may claim the destination entry prices for mailings or portions of mailings deposited at the local Post Office that meet the standards in 4.0, 5.0, or 6.0.

# 4.0 Destination Network Distribution Center (DNDC) Entry

## 4.1 Eligibility

Pieces in a mailing meeting the standards in 3.0 and 4.0 that are deposited at a NDC or ASF are eligible for the DNDC price when they meet all of the following conditions:

a. The pieces are properly prepared to qualify for Presorted or Carrier Route prices.

b. The pieces are addressed for delivery to one of the 3-digit ZIP Codes served by the NDC or ASF where deposited that are listed, and according to the terms described, in labeling lists L601 and L602.

c. The pieces are placed in a sack or on a pallet labeled to the NDC or ASF where deposited, or labeled to a postal facility within that NDCs or ASFs service area, as described in L601 and L602.

d. Except for machinable parcels addressed to ZIP Codes served by the Buffalo NY ASF, mail addressed to ZIP Codes served by an ASF must be entered at the appropriate ASF per L602, and not entered at an NDC.

e. Are entered at designated SCFs under 4.3.

## 4.2 Presorted and Carrier Route Flats

Presorted flats at all sort levels, and carrier route flats in sacks or on pallets, may claim DNDC prices, when the mail is entered at the appropriate facility under 4.1.

## 4.3 Acceptance at Designated SCF—Mailer Benefit

Mailers may deposit machinable parcels otherwise eligible for the DNDC prices at an SCF designated by the USPS for destination ZIP Codes listed in labeling list L607. The following standards apply:

a. The parcels are prepared as, or part of, a mailing of at least 300 presorted pieces.

b. Eligible machinable parcels are restricted to the ZIP Codes listed in L607.

c. Parcel Select machinable parcels under 256.2.6, and USPS Marketing Mail and Parcel Select Lightweight machinable parcels under 705.6.0 may be included.

d. Mailers must prepare parcels on 3-digit pallets or in 3-digit pallet boxes, or unload and physically separate the parcels into containers specified by the destination facility. Parcels are eligible for the applicable DNDC entry price.

e. All DNDC price parcels must be for delivery within the service area of the SCF where they are deposited by the mailer.

f. Postage on all parcels deposited at the SCF is computed using the zone chart for that postal facility.

g. Parcels must contain the correct marking in 202.3.7.

**4.4 Presorted Machinable Parcels**

Presorted machinable parcels in sacks or on pallets at all sort levels may claim DNDC prices. Machinable parcels sacked under 265.8.0, or palletized under 705.8.0 may be sorted to destination NDCs under L601 or to destination NDCs and ASFs under L601 and L602. Except as provided in L602, sortation of machinable parcels to ASFs is optional but is required for the ASF mail to be eligible for DNDC prices. Mailers may opt to sort some or all machinable parcels for ASF service area ZIP Codes to ASFs only when the mail will be deposited at the respective ASFs where the DNDC prices are claimed, under applicable volume standards, using L602. Mailers also may opt to sort machinable parcels only to destination NDCs under L601. When machinable parcels are sorted under L601, mail for 3-digit ZIP Codes served by an ASF is not eligible for DNDC prices, nor are 3-digit ZIP Codes that appear in footnote 2 in L601. Machinable parcels prepared in mixed NDC sacks or on mixed NDC pallets that are sorted to the origin NDC under 265.8.0 or 705.8.0, are eligible for the DNDC prices if both of the following conditions are met:

a. The mixed NDC sack or pallet is entered at the origin NDC facility to which it is labeled.

b. The pieces are for 3-digit ZIP Codes listed as eligible destination ZIP Codes as indicated in L601.

**4.5 Presorted Irregular Parcels**

Presorted irregular parcels in sacks or on pallets at all sort levels may claim DNDC prices. All pieces in an ADC sack or in a palletized ADC bundle are eligible for the DNDC price if the ADC facility ZIP Code (as shown in Line 1 of the corresponding sack label or the ADC facility that is the destination of the palletized ADC bundle as would be shown on an ADC sack label for that facility using L004, Column B) is within the service area of the NDC at which the sack is deposited. Separate mixed ADC sacks must be prepared for pieces eligible for and claimed at the DNDC price and for parcels not claimed at the DNDC price. Use the “label to” ZIP Code for the ADC to assign ADC bundles to the respective mixed ADC sack. Use the address on the parcels to assign parcels to the respective mixed ADC bundle or sack, as appropriate. Mail must be entered at the appropriate facility under 4.1.

**4.6 Carrier Route Machinable Parcels**

Carrier Route machinable parcels in individual carrier route sacks may claim DNDC prices. Mail must be entered at the appropriate facility under 4.1.

**4.7 Carrier Route Irregular Parcels**

Carrier Route irregular parcels in sacks at all sort levels or on pallets at all sort levels may claim DNDC prices. Mail must be entered at the appropriate facility under 4.1.

## 5.0 Destination Sectional Center Facility (DSCF) Entry

### 5.1 Eligibility

Bound Printed Matter pieces in a mailing meeting the standards in 3.0 are eligible for the DSCF price when they meet all of the following additional conditions:

a. Are eligible for and prepared to qualify for Presorted or Carrier Route prices, subject to the corresponding standards for those prices.

b. Are deposited at:

1. a DSCF listed in L005 or a USPS-designated facility, and are addressed for delivery within the DSCF's service area, or

2. DSCF prices apply to all pieces on or in a FSS Scheme or FSS Facility container when entered at a DSCF facility when any of the pieces on or in the container are addressed for delivery within that DSCF's service area.

c. Are placed in a sack or on a pallet that is labeled to the DSCF or labeled to a destination within its service area. This includes sacks labeled to an ADC facility with the exact same service area as the DSCF.

### 5.2 Presorted Flats

Presorted flats and automation flats in sacks for the FSS scheme, 5-digit, 3-digit, and SCF sort levels or on pallets at the 5-digit scheme, 5-digit, 3-digit, SCF, and ASF sort levels may claim DSCF prices. Mail must be entered at the appropriate facility under 5.1.

### 5.3 Carrier Route Flats

Carrier route flats in sacks at all sort levels or on pallets at the 5-digit scheme carrier routes, 5-digit carrier routes, 3-digit, SCF, and ASF sort levels may claim DSCF prices. Mail must be entered at the appropriate facility under 5.1.

## 6.0 Destination Delivery Unit (DDU) Entry

### 6.1 Eligibility

Pieces in a mailing meeting the standards in 3.0, and 6.0 are eligible for the DDU price when they meet all of the following conditions:

a. Are eligible for and prepared to qualify for Presorted or Carrier Route prices, subject to the corresponding standards for those prices.

b. Are addressed for delivery within the ZIP Code(s) served by the destination delivery unit.

c. Are deposited:

1. For Carrier Route flats, at the DDU where the carrier cases the mail, as shown in the Drop Shipment Product.

2. For Presorted flats, the Drop Shipment Product must be used to determine the correct destination entry facility for the 5-digit sorted flats entered at Presorted prices. If the Drop Shipment Product lists multiple

facilities for a single 5-digit ZIP Code, then the mailer must inquire about the correct drop site when contacting the DDU to schedule an appointment.

d. For parcels prepared using the optional 5-digit scheme sort, use Column B of L606 to determine the 5-digit scheme destination. For parcels prepared using the 5-digit sort, the Drop Shipment Product must be used to determine the 5-digit destination. To determine the location for entry of 5-digit sorted pieces or whether a 5-digit delivery facility can handle pallets (or pallet boxes), refer to the Drop Shipment Product maintained by the National Customer Support Center (NCSC) (see 608.8.1). When the Drop Shipment Product shows that mail for a single 5-digit ZIP Code area is delivered out of more than one postal facility, use the facility from which the majority of city carrier routes are delivered as the facility at which the DDU mail must be entered. The Drop Shipment Product identifies the 5-digit ZIP Codes that are exceptions to the "majority of city carriers rule" or other facilities where parcels are normally dropped. If a mailer transports mail to a DDU facility that cannot handle pallets, the driver must unload the pallets into containers as specified by the delivery unit.

**6.2 Presorted Flats**

Presorted flats that weigh more than 1 pound in 5-digit sacks, on 5-digit scheme or 5-digit pallets, or prepared as unsacked 5-digit bundles may claim DDU prices. Mailers must enter mail at the appropriate facility under 6.1. Presorted flats weighing 1 pound or less are not eligible for DDU prices.

**6.3 Carrier Route Flats**

Carrier route flats in sacks, on 5-digit carrier routes scheme and 5-digit carrier routes pallets, or prepared as unsacked carrier route bundles may claim DDU prices. Mailers must enter mail at the appropriate facility under 6.1.

**6.4 Presorted Machinable Parcels**

Presorted machinable parcels in 5-digit scheme and 5-digit sacks or on 5-digit scheme and 5-digit pallets may claim DDU prices. Mail must be entered at the appropriate facility under 6.1.

**6.5 Presorted Irregular Parcels**

Presorted irregular parcels in 5-digit scheme sacks and 5-digit sacks, on 5-digit scheme or 5-digit pallets, or prepared as unsacked 5-digit bundles may claim DDU prices. Mailers must enter mail at the appropriate facility under 6.1.

**6.6 Carrier Route Machinable Parcels**

Carrier Route machinable parcels sorted to carrier route sacks may claim DDU prices. Mail must be entered at the appropriate facility under 6.1.

**6.7 Carrier Route Irregular Parcels**

Carrier Route irregular parcels in sacks, on 5-digit scheme and 5-digit pallets, or prepared as unsacked carrier route bundles may claim DDU prices. Mailers must enter mail at the appropriate facility under 6.1.

# 7.0 Destination Flat Sequencing System (DFSS) Facility Entry

**7.1 Definition**

Destination Flat Sequencing System Facility (DFSS) refers to the facilities listed in L006, Column C.

**7.2 Eligibility**

DSCF prices apply to pieces deposited at a USPS-designated FSS processing facility and correctly placed on a container labeled to a FSS scheme or a FSS facility processed by that facility or to a single 5-digit destination processed by that facility under labeling list L006. These pieces must include a full delivery address and meet the physical standards for FSS machinability in 705.14.0.

# 270 Commercial Mail
# Media Mail and Library Mail

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# 273 Prices and Eligibility

**Overview**

1.0 Prices and Fees
2.0 General Content Standards for Media Mail and Library Mail
3.0 Content Standards for Media Mail
4.0 Content Standards for Library Mail
5.0 Basic Eligibility Standards for Media Mail and Library Mail
6.0 Enclosures and Attachments
7.0 Price Eligibility for Media Mail and Library Mail

## 1.0 Prices and Fees

### 1.1 Price Application

Media Mail prices and Library Mail prices are charged per pound or fraction thereof; any fraction of a pound is considered a whole pound. The minimum postage price per piece is that for a piece weighing 1 pound.

### 1.2 Media Mail Prices and Library Mail Presorted Prices

For prices, see Notice 123—Price List.

### 1.3 Computing Postage

#### 1.3.1 Determining Single-Piece Weight

To determine single-piece weight in a mailing of nonidentical-weight pieces, weigh each piece individually. To determine single-piece weight in a mailing of identical-weight pieces, weigh a group of at least 10 randomly selected pieces and divide the total weight by the number of pieces in the sample. Express all single-piece weights in decimal pounds rounded off to two decimal places.

#### 1.3.2 Computing Postage for Affixed Postage

For each piece, affix the postage for the weight increment. To calculate the total postage for the mailing, add all of the affixed postage amounts for each piece.

#### 1.3.3 Computing Postage for Permit Imprint

To compute the total postage for a mailing, for each weight increment, multiply the number of pieces by the applicable price per piece. Round each product off to four decimal places; add the products and round up the total postage to the nearest whole cent.

## 2.0 General Content Standards for Media Mail and Library Mail

Mailable matter that is neither mailed or required to be mailed as First-Class Mail nor entered as Periodicals (except as allowed in 4.2 for Library Mail), and that meets the eligibility standards in 3.0 for Media Mail or 4.0 for Library Mail, may be mailed as Media Mail or as Library Mail, as applicable.

# 3.0 Content Standards for Media Mail

## 3.1 Content Standards

Only these items may be mailed at the Media Mail prices:

a. Books, including books issued to supplement other books, of at least eight printed pages, consisting wholly of reading matter or scholarly bibliography, or reading matter with incidental blank spaces for notations and containing no advertising matter other than incidental announcements of books. Advertising includes paid advertising and the publishers' own advertising in display, classified, or editorial style.

b. 16-millimeter or narrower width films, which must be positive prints in final form for viewing, and catalogs of such films of 24 pages or more (at least 22 of which are printed). Films and film catalogs sent to or from commercial theaters do not qualify for the Media Mail price.

c. Printed music, in bound or sheet form.

d. Printed objective test materials and their accessories used by or on behalf of educational institutions to test ability, aptitude, achievement, interests, and other mental and personal qualities with or without answers, test scores, or identifying information recorded thereon in writing or by mark.

e. Sound recordings, including incidental announcements of recordings and guides or scripts prepared solely for use with such recordings. Video recordings and player piano rolls are classified as sound recordings.

f. Playscripts and manuscripts for books, periodicals, and music.

g. Printed educational reference charts designed to instruct or train individuals for improving or developing their capabilities. Each chart must be a single printed sheet of information designed for educational reference. The information on the chart, which may be printed on one or both sides of the sheet, must be conveyed primarily by graphs, diagrams, tables, or other nonnarrative matter. An educational reference chart is normally but not necessarily devoted to one subject. A chart on which the information is conveyed primarily by textual matter in a narrative form does not qualify as a printed educational reference chart for mailing at the Media Mail prices even if it includes graphs, diagrams, or tables. Examples of qualifying charts include maps produced primarily for educational reference, tables of mathematical or scientific equations, noun declensions or verb conjugations used in the study of languages, periodic table of elements, botanical or zoological tables, and other tables used in the study of science.

h. Loose-leaf pages and their binders consisting of medical information for distribution to doctors, hospitals, medical schools, and medical students.

i. Computer-readable media containing prerecorded information and guides or scripts prepared solely for use with such media.

### 3.2 Enclosures in Books

Enclosures in books mailed at Media Mail prices are subject to these additional standards:

a. Either one envelope or one addressed postcard may be bound into the pages of a book. If also serving as an order form, the envelope or card may be in addition to the order form permitted by 3.2b.

b. One order form may be bound into the pages of a book. If also serving as an envelope or postcard, the order form may be in addition to the envelope or card permitted by 3.2a.

c. Announcements of books may appear as book pages. These announcements must be incidental and exclusively devoted to books, without extraneous advertising of book-related or other materials or services. Announcements may fully describe the conditions and methods of ordering books and may contain ordering instructions for use with a separate order form. Up to three such announcements may contain as part of their format a single order form. The order forms permitted with these announcements are in addition to order forms that may be enclosed under 3.2a or 3.2b.

## 4.0 Content Standards for Library Mail

### 4.1 Sender and Recipient Qualifications

Each piece must show in the address or return address the name of a school, college, university, public library, museum, or herbarium or the name of a nonprofit (as defined in 703.1.0) religious, educational, scientific, philanthropic (charitable), agricultural, labor, veterans, or fraternal organization or association.

### 4.2 Content Standards for Mailings Between Entities

The items described in this section may be mailed at the Library Mail price when sent between: (1) schools, colleges, universities, public libraries, museums, and herbariums and nonprofit religious, educational, scientific, philanthropic (charitable), agricultural, labor, veterans, and fraternal organizations or associations; (2) any such institution, organization, or association and an individual who has no financial interest in the sale, promotion, or distribution of the materials; or (3) any such institution, organization, or association and a publisher, if such party has placed an order to buy such materials for delivery to itself:

a. Books, consisting wholly of reading matter, scholarly bibliography, or reading matter with incidental blank spaces for notations and containing no advertising, except for incidental announcements of books.

b. Printed music, whether in bound or sheet form.

c. Bound volumes of academic theses, whether in typewritten or duplicated form.

d. Periodicals, whether bound or unbound.

e. Sound recordings.

f. Other library materials in printed, duplicated, or photographic form or in the form of unpublished manuscripts.

g. Museum materials, specimens, collections, teaching aids, printed matter, and interpretive materials for informing and furthering the educational work and interests of museums and herbariums.

**4.3 Qualified Mailings "To" or "From"**

The following specific items may be mailed at the Library Mail price when sent to or from schools, colleges, universities, public libraries, museums, and herbariums and to or from nonprofit religious, educational, scientific, philanthropic (charitable), agricultural, labor, veterans, or fraternal organizations:

a. 16-millimeter or narrower width films, filmstrips, transparencies, slides, and microfilms. All must be positive prints in final form for viewing.

b. Sound recordings.

c. Museum materials, specimens, collections, teaching aids, printed matter, and interpretive materials intended for informing and furthering the educational work and interests of museums and herbariums.

d. Scientific or mathematical kits, instruments, or other devices.

e. Catalogs of the materials in 4.3a through 4.3d and guides or scripts prepared solely for use with such materials.

**4.4 Enclosures in Books and Sound Recordings**

Books and sound recordings mailed at the Library Mail price may contain these enclosures as well as the additions and enclosures permitted under 6.0:

a. Either one envelope or one addressed postcard. If also serving as an order form, the envelope or card may be in addition to the order form permitted by 4.4b.

b. One order form. If also serving as an envelope or postcard, the order form may be in addition to the envelope or card permitted by 4.4a.

c. With books, announcements of books in book pages or as loose enclosures. These announcements must be incidental and exclusively devoted to books, without extraneous advertising of book-related materials or services. Announcements may fully describe the conditions and methods of ordering books (such as by membership in book clubs) and may contain ordering instructions for use with the single order form.

d. With sound recordings, announcements of sound recordings on title labels, on protective sleeves, on the carton or wrapper, or on loose enclosures. These announcements of sound recordings must be incidental and exclusively devoted to sound recordings, without extraneous advertising of recording-related materials or services. Announcements may fully describe the conditions and methods of ordering sound recordings (such as by membership in sound recording clubs) and may contain ordering instructions for use with the single order form.

# 5.0 Basic Eligibility Standards for Media Mail and Library Mail

### 5.1 Description of Service

Media Mail and Library Mail are subclasses of Package Services. The USPS does not guarantee the delivery of Media Mail or Library Mail within a specified time.

### 5.2 Delivery and Return Addresses

Each Media Mail and Library Mail piece must bear a delivery address and the sender's return address formatted and placed according to 202.2.0 and 602.1.0. The delivery address must include the correct ZIP Code or ZIP+4 code.

### 5.3 Inspection of Contents

Media Mail and Library Mail are not sealed against postal inspection. The mailing of articles at Media Mail or Library Mail prices constitutes consent by the mailer to postal inspection of the contents.

### 5.4 Enclosures

Material mailed at the Media Mail price or the Library Mail price other than books and sound recordings (see 3.2 and 4.4) may contain only those additions and enclosures permitted under 6.0.

### 5.5 IMpb Standards

All Media Mail and Library Mail parcels, unless inducted through a retail transaction or a USPS self-service kiosk, must bear an Intelligent Mail package barcode (IMpb) prepared under 204.2.0. For details see the PostalPro website available at *https://postalpro.usps.com.*

# 6.0 Enclosures and Attachments

### 6.1 Invoice

An invoice, whether it also serves as a bill, may be placed either inside a Media Mail or Library Mail piece or in an envelope marked “Invoice Enclosed” and attached to the outside of the piece if the invoice relates solely to the matter with which it is mailed. The invoice may show this information:

a. Names and addresses of the sender and addressee.

b. Names and quantities of the articles enclosed, descriptions of each (e.g., price, tax, style, stock number, size, and quality, and, if defective, nature of defects).

c. Order or file number, date of order, date and manner of shipment, shipping weight, postage paid, and initials or name of packer or checker.

### 6.2 Incidental First-Class Mail Attachments and Enclosures

Incidental First-Class Mail matter may be enclosed in or attached to any Media Mail or any Library Mail piece without payment of First-Class Mail postage. An incidental First-Class Mail attachment or enclosure must be matter that, if mailed separately, would require First-Class Mail postage, is closely associated with but

secondary to the host piece, and is prepared to not interfere with postal processing. An incidental First-Class Mail attachment or enclosure may be a bill for the product or publication, a statement of account for past products or publications, or a personal message or greeting included with a product, publication, or parcel. Postage at the applicable Media Mail or Library Mail price for the host piece is based on the combined weight of the host piece and the incidental First-Class Mail attachment or enclosure.

**6.3 Loose Enclosures**

In addition to the enclosures and additions listed in 6.1, 6.2, and 6.4, any printed matter that is mailable as USPS Marketing Mail may be included loose with any qualifying material mailed at the Media Mail or Library Mail prices.

**6.4 Written Additions**

Markings that have the character of personal correspondence require, with certain exceptions, additional postage at the First-Class Mail prices. The following written additions and enclosures do not require additional First-Class Mail postage:

a. The sender's and the addressee's names, occupations, and addresses, preceded by “From” or “To,” and directions for handling.

b. Marks, numbers, names, or letters describing the contents.

c. Words or phrases such as “Do Not Open Until Christmas” and “Happy Birthday, Mother.”

d. Instructions and directions for the use of the item mailed.

e. A manuscript dedication or inscription not having the nature of personal correspondence.

f. Marks to call attention to words or passages in the text.

g. Corrections of typographical errors in printed matter.

h. Manuscripts accompanying related proof sheets and corrections of proof sheets including corrections of typographical and other errors, changes in the text, insertions of new text, marginal instructions to the printer, and corrective rewrites of parts.

i. Hand-stamped imprints, unless the added material is in itself personal or converts the original matter to a personal communication.

j. Matter mailable separately as USPS Marketing Mail printed on the wrapper, envelope, tag, or label.

## 7.0 Price Eligibility for Media Mail and Library Mail

**7.1 Basic Weight Standards**

There is no minimum weight for Media Mail or Library Mail. A single piece of Media Mail or Library Mail can weigh no more than 70 pounds.

**7.2 Price Eligibility Standards**

[1-26-20] A Presorted Media Mail mailing must contain a minimum of 300 pieces claimed at any combination of 5-digit and basic prices. A Presorted Library Mail mailing must contain a minimum of 300 pieces claimed at any combination of 5-digit and basic prices, and must be a separate mailing from any Media Mail mailing. Pieces that meet the 5-digit presort requirements are eligible for 5-digit presort prices and pieces that meet the basic presort requirements are eligible for basic prices, subject to preparation standards in 275 or 705.8.0. Pieces that are not identical in size and content may be presented as a single presorted mailing either with the correct postage affixed to each piece in the mailing or with postage paid with a permit imprint if authorized by the director, Business Acceptance Solutions (see 608.8.0 for address).

**7.3 Price Categories for Media Mail and Library Mail**

Media Mail and Library Mail prices are based on the weight of the piece without regard to zone.

**7.3.1 Flats**

The price categories for flat-size pieces are as follows:

a. 5-Digit Presort Price. To qualify for the 5-digit price, a piece must be sorted to 5-digit sacks under 275.5.0 or 5-digit pallets under 705.8.0. All logical 5-digit bundles on pallets must contain at least 10 pieces.

b. Basic Presort Price. All pieces prepared and sorted under 275.5.0 or 705.8.0 that are not eligible for the 5-digit price qualify for the basic price.

**7.3.2 Parcels**

The price categories for parcels are as follows:

a. To qualify for the 5-digit price, a piece must be sorted to either 5-digit scheme (machinable parcels only) and 5-digit sacks under 275.6.0, or to 5-digit scheme (machinable parcels only) and 5-digit pallets under 705.8.0, or 705.22.0. All logical 5-digit bundles on pallets must contain at least 10 pieces. Nonmachinable parcels may qualify for the 5-digit price if prepared to preserve sortation by 5-digit ZIP Code as prescribed by the postmaster of the mailing office.

b. All pieces prepared and sorted under 275.6.0, 705.8.0, or 705.22.0 that are not eligible for the 5-digit price may qualify for the basic price. Nonmachinable parcels may qualify for the basic price if prepared to preserve sortation by NDC as prescribed by the postmaster of the mailing office.

# 274 Postage Payment and Documentation

**Overview**

1.0 Basic Standards for Postage Payment
2.0 Mailing Documentation

## 1.0 Basic Standards for Postage Payment

[1-26-20] The mailer is responsible for proper postage payment. Mail manifested using the Electronic Verification System (eVS) under 705.2.9 must be paid with a permit imprint. Postage for Media Mail and Library Mail may be paid by any method (see 604) except precanceled stamps. Pieces with postage affixed must bear the correct numerical value of postage for which the piece qualifies. Permit imprint may be used for mailings of nonidentical-weight pieces only if authorized by the director, Business Acceptance Solutions (see 608.8.0 for address).

## 2.0 Mailing Documentation

See 203.1.0 and 203.2.0 for postage statement and documentation standards.

# 275 Mail Preparation

**Overview**

1.0 General Information for Mail Preparation
2.0 Bundles
3.0 Sacks and Sack Labels
4.0 Basic Standards for Preparing Media Mail and Library Mail
5.0 Preparing Media Mail and Library Mail Presorted Flats
6.0 Preparing Media Mail and Library Mail Parcels

## 1.0 General Information for Mail Preparation

### 1.1 Definition of Presort Process

Presort is the process by which a mailer prepares mail so that it is sorted to at least the finest extent required by the standards for the price claimed.

### 1.2 Definition of Mailings

Mailings are defined as:
General. A mailing is a group of pieces within the same class of mail and except for certain parcel prices, the same processing category that are sorted together and/or presented under a single minimum volume mailing requirement. Generally, types of mail that follow different flows through the postal processing system and mail for each separate class and subclass must be prepared as separate mailings. Other specific standards may define whether separate mailings may be combined, palletized, reported, or deposited together.

a. Media Mail and Library Mail and any other type of mail may not be part of the same mailing even if in the same processing category.

### 1.3 Terms for Presort Levels

Terms used for presort levels are defined as follows:

a. 5-digit: the delivery address on all pieces includes the same 5-digit ZIP Code.

b. 5-digit scheme (bundles and sacks) for flats meeting the automation-compatibility standards in 201.6.0: the ZIP Code in the delivery address on all pieces begins with one of the 5-digit ZIP Code ranges shown in L007. When standards require 5-digit/scheme sort, mailers must prepare all possible 5-digit scheme bundles and sacks of flats before preparing 5-digit bundles and sacks. The 5-digit ZIP Codes in each scheme are treated as a single presort destination subject to a single minimum volume. Bundles prepared for a 5-digit scheme destination that contain pieces for only one of the schemed 5-digit ZIP Codes are considered 5-digit scheme sorted.

c. 5-digit scheme (pallets and sacks) for parcels: the ZIP Code in the delivery address on all pieces begins with one of the 5-digit ZIP Code zones processed by the USPS as a single scheme, as shown in L606 and 5-digit sacks or pallets for other ZIP Codes. The 5-digit ZIP Codes in each scheme are treated as a single presort destination subject to a single minimum

volume (if required), with no further separation by 5-digit ZIP Code required. Sacks or pallets prepared for a 5-digit scheme destination that contain pieces for only one of the schemed 5-digit ZIP Codes are still considered 5-digit scheme sorted and are labeled accordingly. The 5-digit scheme sort is always optional, including when 5-digit sortation is required for price eligibility. The 5-digit scheme sort need not be used for all possible 5-digit scheme sorts.

d. 3-digit: the ZIP Code in the delivery address on all pieces begins with the same three digits (see L002, Column A).

e. 3-digit scheme bundles for flats meeting the automation-compatibility standards in 201.6.0: the ZIP Code in the delivery address on all pieces begins with one of the 3-digit ZIP Code ranges shown in L008. When standards require 3-digit/scheme sort, mailers must prepare all possible 3-digit scheme bundles of flats before preparing 3-digit bundles. The 3-digit ZIP Codes in each scheme are treated as a single presort destination subject to a single minimum volume. Bundles prepared for a 3-digit scheme destination that contain pieces for only one of the schemed 3-digit ZIP Codes are considered 3-digit scheme sorted.

f. ADC: all pieces are addressed for delivery in the service area of the same area distribution center (ADC) (see L004).

g. ASF/NDC for parcels: all pieces are addressed for delivery in the service area of the same auxiliary service facility (ASF) or network distribution center (NDC) (see L601, L602, or L605).

h. Mixed [NDC, ADC, etc.]: the pieces are for delivery in the service area of more than one NDC, ADC, etc.

**1.4 Preparation Definitions and Instructions**

For purposes of preparing mail:

a. The term, *pieces*, refers to individually addressed mailpieces. Quantities indicated for optional or required sortations always refer to pieces unless specifically excepted.

b. A *full sack* is defined in the standards for the class and price claimed.

c. The *required* at [quantity] instruction (e.g., “required at 10 pieces”) means that the particular unit must be prepared for the corresponding presort level whenever the specified quantity of mail is reached or exceeded. Smaller quantities may be prepared only if specifically permitted. Bundles and containers may contain more than the specified required at quantity up to the applicable maximum physical size. Subject to applicable price eligibility standards, smaller quantities may be prepared only if permitted. Where specified by standard, required preparation applies only if the mailer chooses to qualify for the corresponding price.

d. The *optional* at [quantity] instruction means that the particular unit may be prepared for the corresponding presort level whenever the specified quantity of mail is reached or exceeded. Smaller quantities may be prepared only if specifically permitted. Bundles or containers may contain more than

the specified optional at quantity up to the applicable maximum physical size. Smaller quantities may be prepared only if permitted by applicable price eligibility standards. Standards for quantities with which preparation is optional are often followed by standards for larger quantities with which preparation is required.

e. The *group pieces* instruction means the pieces are to be sorted together as if to be bundled but not actually secured into a bundle. Bundle labels and other bundle identification methods may be used for unsecured groups of pieces as permitted by standard.

f. A *bundle* is a group of addressed pieces secured together as a unit. Bundle preparation is described in 2.0.

g. A *"logical"* presort destination represents the total number of pieces that are eligible for a specific presort level based on the required sortation, but which might not be contained in a single bundle or in a single container (sack or pallet) due to preparation requirements or the size of the individual pieces.

## 2.0 Bundles

A *bundle* is a group of addressed pieces, for a presort destination, secured together as a unit. See 203.4.0 for bundling standards.

## 3.0 Sacks and Sack Labels

See 203.6.0 for sack standards.

## 4.0 Basic Standards for Preparing Media Mail and Library Mail

All mailings of Presorted Media Mail and Presorted Library Mail are subject to these general requirements:

a. Each mailing must meet the applicable price and eligibility standards in 273 and 1.0 through 3.0.

b. Each piece claimed at Media Mail prices must be marked "Presorted (or "PRSRT") Media Mail" under 202.3.9. Each piece claimed at Library Mail prices must be marked "Presorted (or "PRSRT") Library Mail" under 202.3.9.

c. All pieces must be sorted to the finest extent possible under 5.0, 6.0, or palletized under 705.8.0.

d. All parcels in a mailing must be within the same processing category. See 201.7.0 for definitions of machinable and irregular parcels.

e. Flat-size pieces that do not meet the standards in 201.3.0 through 201.5.0 must be prepared as parcels.

# 5.0 Preparing Media Mail and Library Mail Presorted Flats

## 5.1 Bundling

### 5.1.1 Required Bundling

A bundle must be prepared when the quantity of addressed pieces for a required presort level is a minimum of 10 pieces. Smaller volumes are permitted only under 203.4.0 for mixed ADC bundles. The maximum weight of each physical bundle is 20 pounds, except that 5-digit bundles in 5-digit sacks may weigh a maximum of 40 pounds. Each bundle must contain at least two addressed pieces.

### 5.1.2 Bundling and Labeling

For mailings consisting entirely of pieces meeting the automation-compatibility criteria in 201.6.0 pieces must be prepared in 5-digit scheme bundles for 5-digit ZIP Codes in L007 and in 3-digit scheme bundles for 3-digit ZIP Codes in L008. Preparation sequence, bundle size, and labeling:

a. 5-digit scheme (optional, but required for 5-digit price); red Label 5 SCH or OEL. See definition in 1.3b.

b. 5-digit (optional, but required for 5-digit price); red Label 5 or OEL. See definition in 1.3b.

c. 3-digit scheme (required); green Label 3 SCH or OEL. See definition in 1.3c.

d. 3-digit; green (required) Label 3 or OEL. See definition 1.3d.

e. ADC (required); pink Label A or OEL.

f. Mixed ADC (required); tan Label X or OEL.

## 5.2 Sacking

### 5.2.1 Required Sacking

A sack must be prepared when the quantity of mail for a required presort destination reaches the minimums specified in 5.2.2 or 1,000 cubic inches. Smaller volumes are not permitted (except in mixed ADC sacks).

### 5.2.2 Sacking and Labeling

Preparation sequence, sack size, and labeling:

a. 5-digit/scheme (optional, but required for 5-digit price); see 1.3b; scheme sort required (before 5-digit sort), only for pieces meeting the automation-compatibility criteria in 201.6.0; minimum 10 addressed pieces; labeling:

   1. Line 1: For 5-digit scheme sacks, use L007, Column B. For 5-digit sacks, use city, state, and 5-digit ZIP Code on mail (see 203.5.11 for overseas military mail).

   2. Line 2: For 5-digit scheme sacks, “PSVC FLT 5D SCH NBC.” For 5-digit sacks, “PSVC FLT 5D NBC.”

b. 3-digit: required (20-piece minimum).

1. Line 1: use L002, Column A.
2. Line 2: “PSVC FLTS 3D NON BC.”

c. ADC: required (20-piece minimum).

1. Line 1: use L004, Column B.
2. Line 2: “PSVC FLTS ADC NON BC.”

d. Mixed ADC: required (no minimum).

1. Line 1: Use L009, Column B.
2. Line 2: “PSVC FLTS NON BC WKG.”

# 6.0 Preparing Media Mail and Library Mail Parcels

## 6.1 Basic Standards

All mailings of Presorted Media Mail and Presorted Library Mail parcels are subject to these general requirements:

a. Each mailing must meet the applicable price and eligibility standards in 273 and 1.0 through 3.0.

b. All parcels in a mailing must be within the same processing category. See 201.7.0 for definitions of machinable and irregular parcels.

c. All pieces must be sorted to the finest extent possible or palletized under 705.8.0.

## 6.2 Preparing Machinable Parcels

### 6.2.1 Required Sacking

A sack must be prepared when the quantity of mail for a required presort destination reaches 10 addressed pieces or 20 pounds, whichever occurs first. At the mailer's option, a sack may be prepared when the quantity of mail reaches 1,000 cubic inches. Smaller volumes are not permitted (except in mixed NDC sacks). Sacking also is subject to these conditions:

a. Identical-weight pieces that weigh 2 pounds or less must be sacked using the 10-piece minimum; those that weigh more must be sacked using the 20-pound or 1,000 cubic inch minimum.

b. For nonidentical-weight pieces, mailers must use either the minimum that applies to the average piece weight for the entire mailing (divide the net weight of the mailing by the number of pieces; the resulting average single-piece weight determines whether the 10-piece or 20-pound minimum applies). Alternately, mailers may sack by the actual piece count, mail weight for each bundle destination, or 1,000 cubic inch minimum, provided that documentation can be provided with the mailing that shows (specifically for each sack) the number of pieces and their total weight.

c. Mailers must note on the postage statement which sacking method was used except for eVS mailings prepared under 705.2.9.

#### 6.2.2 Sacking and Labeling

Preparation sequence and labeling:

a. 5-digit/scheme (optional, but required for 5-digit price); labeling:

1. Line 1: For 5-digit scheme sacks, use L606, Column B. For 5-digit sacks, use city, state, and 5-digit ZIP Code on mail (see 203.5.11 for overseas military mail).
2. Line 2: For 5-digit scheme sacks, "PSVC MACH 5D SCH." For 5-digit sacks, "PSVC MACH 5D."

b. NDC: required.

1. Line 1: use L601, Column B.
2. Line 2: "PSVC MACH NDC."

c. Mixed NDC: required (no minimum).

1. Line 1: "MXD" followed by the L601, Column B information for the NDC serving the 3-digit ZIP Code of entry Post Office.
2. Line 2: "PSVC MACH WKG."

### 6.3 Preparing Irregular Parcels

#### 6.3.1 Required Bundling

A bundle must be prepared when the quantity of addressed pieces for a required presort level reaches a minimum of 10 pieces. Smaller volumes are not permitted except for mixed ADC bundles. Bundling is not required for pieces placed in 5-digit scheme sacks and 5-digit sacks when such pieces are enclosed in an envelope, full-length sleeve, full-length wrapper, or polybag and the minimum bundle volume is met. The maximum weight of each physical bundle is 20 pounds, except that 5-digit bundles placed in 5-digit sacks may weigh a maximum of 40 pounds. Each physical bundle must contain at least two addressed pieces. Bundling is also subject to these conditions:

a. Identical-weight pieces that weigh 1 pound or less must be prepared using the 10-piece minimum; those that weigh more than 1 pound must be prepared using the 10-pound minimum.

b. For nonidentical-weight pieces, mailers must either use the minimum that applies to the average piece weight for the entire mailing (divide the net weight of the mailing by the number of pieces; the resulting average single-piece weight determines whether the 10-piece or 10-pound minimum applies), or bundle by the actual piece count or mail weight for each sack, if documentation can be provided with the mailing that shows (specifically for each sack) the number of pieces in each bundle and their total weight.

c. Mailers must note on the postage statement which sacking method was used except for the Electronic Verification System (eVS) mailings prepared under 705.2.9.

### 6.3.2 Bundling and Labeling

Preparation sequence, bundle size, and labeling:

a. 5-digit (optional, but required for 5-digit price eligibility); 10-piece minimum; red Label 5 or optional endorsement line (OEL).

b. 3-digit (required); 10-piece minimum; green Label 3 or OEL.

c. ADC (required); 10-piece minimum; pink Label A or OEL.

d. Mixed ADC (required); no minimum; tan Label X or OEL.

### 6.3.3 Required Sacking

A sack must be prepared when the quantity of mail for a required presort destination reaches 10 addressed pieces or 20 pounds, whichever occurs first. At the mailer's option, a sack may be prepared when the quantity of mail reaches 1,000 cubic inches. Smaller volumes are not permitted (except in mixed ADC sacks). Optional 5-digit scheme sacks may be prepared only when there are at least 10 addressed pieces or 20 pounds. Smaller volumes are not permitted (except in mixed ADC sacks). Sacking is also subject to these conditions:

a. Identical-weight pieces weighing 2 pounds or less must be sacked using the 10-piece minimum; those that weigh more must be sacked using the 20-pound or 1,000 cubic inch minimum.

b. For nonidentical-weight pieces, mailers must use either the minimum that applies to the average piece weight for the entire mailing (divide the net weight of the mailing by the number of pieces; the resulting average single-piece weight determines whether the 10-piece or 20-pound minimum applies). Alternatively, mailers may sack by the actual piece count, mail weight for each destination, or 1,000 cubic inch minimum, provided that documentation can be provided with the mailing that shows (specifically for each sack) the number of pieces in each sack and their total weight.

c. Mailers must note on the postage statement which sacking method was used except for eVS mailings prepared under 705.2.9.

### 6.3.4 Sacking and Labeling

Preparation sequence and labeling:

a. 5-digit/scheme (optional, but required for 5-digit price); labeling:

   1. Line 1: For 5-digit scheme sacks, use L606, Column B. For 5-digit sacks, use city, state, and 5-digit ZIP Code on mail (see 203.5.11 for overseas military mail).

   2. Line 2: For 5-digit scheme sacks, "PSVC IRREG 5D SCH." For 5-digit sacks, "PSVC IRREG 5D."

b. 3-digit: required.

   1. Line 1: use L002, Column A.

   2. Line 2: "PSVC IRREG 3D."

c. ADC: required.

1. Line 1: use L004, Column B.
2. Line 2: “PSVC IRREG ADC.”

d. Mixed ADC: required (no minimum).

1. Line 1: “MXD” followed by city, state, and ZIP Code of ADC serving 3-digit ZIP Code prefix of entry Post Office, as shown in L004. If placed on an ASF or NDC pallet under option in 705.8.10.5, use L010.
2. Line 2: “PSVC IRREG WKG.”

# 276 Enter and Deposit

**Overview**

1.0 Verification and Deposit

## 1.0 Verification and Deposit

Except for Electronic Verification System (eVS) shipments (see 705.2.9) or metered mail drop shipments (see 705.20.0), all presorted mailings must be presented for verification and acceptance at the Post Office where the permit or license is held. All such mailings must be deposited at locations and times specified by the postmaster at the office that verifies and accepts the mailing. Plant-loaded mailings must be presented as specified by the applicable standards and the plant load agreement. Metered mail may be deposited at other than the licensing Post Office only as permitted under 705.20.0.

# 280 Commercial Mail First-Class Package Service — Commercial

283 Prices and Eligibility

284 Postage Payment and Documentation

285 Mail Preparation

286 Enter and Deposit

# 283 Prices and Eligibility

**Overview**

1.0 Prices and Fees
2.0 Content Standards for First-Class Package Service — Commercial Parcels
3.0 Basic Eligibility Standards for First-Class Package Service — Commercial
4.0 Price Eligibility for First-Class Package Service — Commercial

## 1.0 Prices and Fees

### 1.1 Price Application

[3-2-20] Postage is based on the price that applies to the weight and zone of each addressed piece. First-Class Package Service — Commercial prices start at 1 ounce up to less than 16 ounces. Any fraction of an ounce is rounded up to the next weight (postage) increment.

### 1.2 Commercial Prices

Commercial prices are available when paid by one of the following methods:

a. Registered end-users of USPS-approved PC Postage products when using a qualifying shipping label, managed by the PC Postage system.

b. USPS-approved IBI postage meters that electronically transmit transactional data to USPS.

c. Permit imprint.

d. [5-4-20] USPS Returns service used by permit holders for First-Class Package Service — Commercial packages when all requirements are met under 505.3.0.

### 1.3 Surcharge

A surcharge applies for parcels that are irregularly shaped, such as rolls, tubes, and triangles.

[1-26-20]

### 1.4 eVS Unmanifested Fee

Eligible eVS First-Class Package Service — Commercial pieces omitted from the eVS manifest are subject to the eVS unmanifested fee (see Notice 123—Price List), unless the piece is subject to the IMpb noncompliance fee specified in 3.4.

## 2.0 Content Standards for First-Class Package Service — Commercial Parcels

### 2.1 General

In addition to restricted material described in 601.8.0, parcels mailed at First-Class Package Service — Commercial prices may not contain documents or personal correspondence, except that such parcels may contain invoices, receipts, incidental advertising, and other documents that relate in all substantial respects to merchandise contained in the parcels.

### 2.2 Matter Required to be Mailed as First-Class Mail

See 233.2.0 for a detailed description of matter required to be mailed as First-Class Mail or Priority Mail. The following types of contents must be mailed as First-Class Mail or -Priority Mail:

a. Bills and statements of account.

b. Personal information.

c. Handwritten and typewritten material.

## 3.0 Basic Eligibility Standards for First-Class Package Service — Commercial

### 3.1 Description of Service

First-Class Package Service — Commercial parcels receive expeditious handling and transportation. The USPS does not guarantee the delivery of First-Class Package Service — Commercial within a specified time.

### 3.2 Defining Characteristics

#### 3.2.1 Inspection of Contents

Articles mailed at First-Class Package Service — Commercial prices are not sealed against postal inspection. Regardless of physical closure, the mailing of articles at First-Class Package Service — Commercial prices constitutes consent by the mailer to postal inspection of the contents.

#### 3.2.2 Forwarding and Return Service

The postage price of First-Class Package Service — Commercial parcels includes forwarding service to a new address for up to 12 months and return of undeliverable parcels to the sender.

#### 3.2.3 Additional and Extra Services

Extra services are available for First-Class Package Service — Commercial parcels under 503 and for Hold for Pickup service under 507.3.0.

### 3.3 Additional Basic Standards

All First-Class Package Service — Commercial parcels must:

a. Meet the applicable postage payment standards in 284 and 604.7.0.

b. Bear a delivery address that includes the correct ZIP Code or ZIP+4.

### 3.4 IMpb Standards

All First-Class Package Service — Commercial parcels must bear an Intelligent Mail package barcode (IMpb) prepared under 204.2.0. Unless otherwise excepted, mailpieces not meeting the requirements for use of unique Intelligent Mail package barcodes or extra services barcodes, as outlined in section 204.2.1.8 and Publication 199: *Intelligent Mail Package Barcode (IMpb) Implementation Guide for: Confirmation Services and Electronic Verification System (eVS) Mailers*, will be assessed an IMpb noncompliance fee. For details see PostalPro at *https://postalpro.usps.com*.

## 4.0 Price Eligibility for First-Class Package Service — Commercial

Single-piece prices apply to nonpresorted parcels mailed under 285.1.0.

# 284 Postage Payment and Documentation

**Overview**

1.0 Basic Standards for Postage Payment
2.0 Postage Payment for First-Class Package Service — Commercial
3.0 Mailing Documentation

## 1.0 Basic Standards for Postage Payment

[1-26-20] Postage for First-Class Package Service — Commercial parcels must be paid with postage evidencing system postage or permit imprint as specified below. All pieces in a mailing must be paid for with the same method unless otherwise authorized by the director, Business Acceptance Solutions (see 608.8.0 for address).

## 2.0 Postage Payment for First-Class Package Service — Commercial

### 2.1 Permit Imprint Postage

[1-26-20] All First-Class Package Service — Commercial parcels may bear permit imprint postage under 604.5.0. All mail manifested using the Electronic Verification System (eVS) under 705.2.9 must be paid using a permit imprint. A permit imprint may be used for mailings of nonidentical-weight pieces only if authorized by the director, Business Acceptance Solutions.

### 2.2 Affixed Postage for First-Class Package Service — Commercial

Each First-Class Package Service — Commercial parcel bearing postage evidencing system indicia (IBI Meter or PC Postage) must bear the full numerical value of postage at the First-Class Package Service — Commercial price for which it qualifies.

## 3.0 Mailing Documentation

See 203.1.0 and 203.2.0 for postage statement and documentation standards.

# 285 Mail Preparation

**Overview**

1.0 Preparation for First-Class Package Service — Commercial
2.0 Preparation of Permit Imprint Mailings
3.0 Optional ADC Presort

## 1.0 Preparation for First-Class Package Service — Commercial

The following standards apply to single-piece First-Class Package Service — Commercial:

a. Each piece is required to bear the markings under 202.3.6.

b. There are no sorting requirements for single-piece First-Class Package Service — Commercial parcels paid with postage evidencing system postage.

## 2.0 Preparation of Permit Imprint Mailings

### 2.1 Identical Weight Pieces

To use a permit imprint, the pieces must be of identical weight, and unless all the pieces are in a weight category for which the price does not vary by zone, the pieces must be separated by zone when presented to the Post Office, except under 2.2.

### 2.2 Nonidentical Weight Pieces

[1-26-20] A permit imprint may be used for mailings of nonidentical-weight pieces only if authorized by the director, Business Acceptance Solutions (see 608.8.0 for address).

## 3.0 Optional ADC Presort

Each optional ADC presorted First-Class Package Service — Commercial mailing must meet the applicable standards in 280 and must be labeled as follows:

a. Line 1: L015.

b. Line 2: “FC PKG ADC.”

# 286 Enter and Deposit

**Overview**

1.0 Deposit
2.0 Verification

## 1.0 Deposit

**1.1 Time and Location of Deposit**

First-Class Package Service — Commercial parcels must be deposited at locations and times designated by the postmaster. Metered mail must be deposited in locations under the jurisdiction of the licensing Post Office except under 604.4.6.3. Permit imprint mail must be deposited under 604.5.0 and 705.

**1.2 Approved Collections**

The USPS may collect First-Class Package Service — Commercial parcels at a mailer's facility if part of an approved collection service for other classes of mail; space is available on the transportation; and:

a. Acceptance and verification are done at the customer’s facility; or

b. Postage is paid with permit imprint under an optional procedure; or

c. Postage is paid with postage evidencing system postage.

## 2.0 Verification

Mailings are subject to USPS procedures to verify correct postage payment. The return of mailings to the mailer's facility for reworking is the mailer's responsibility.

# 500

# Additional Mailing Services


## 503 Extra Services

Basic Standards for All Extra Services
Registered Mail
Certified Mail Services
Insured Mail
Certificates of Mailing
Return Receipt
USPS Tracking
USPS Signature Services
Collect on Delivery (COD)
Special Handling

## 505 Return Services

Business Reply Mail (BRM)
Permit, Pre-paid (Metered), and Courtesy Reply Mail
USPS Returns Service
Parcel Return Service
Bulk Parcel Return Service

## 507 Mailer Services

Treatment of Mail
Forwarding
Hold For Pickup
Address Correction Services
Package Intercept
Requesting Withdrawal and Disposal of a Mailing
Pickup on Demand Service
Mailing List Services
Address Sequencing Services
Informed Visibility
USPS Premium Tracking Service

## 508 Recipient Services

Recipient Options
Conditions of Delivery
Customer Mail Receptacles
Post Office Box Service
Caller Service
General Delivery
Premium Forwarding Services
Firm Holdout
Pandering Advertisements
Sexually Oriented Advertisements
Hold Mail Service

## 509 Other Services

Address Information System Services
Nonpostal Services
Money Orders

# 500 Additional Services

503 Extra Services

505 Return Services

507 Mailer Services

508 Recipient Services

509 Other Services

# 503 Extra Services

**Overview**

1.0 Basic Standards for All Extra Services
2.0 Registered Mail
3.0 Certified Mail Services
4.0 Insured Mail
5.0 Certificates of Mailing
6.0 Return Receipt
7.0 USPS Tracking
8.0 USPS Signature Services
9.0 Collect on Delivery (COD)
10.0 Special Handling

## 1.0 Basic Standards for All Extra Services

### 1.1 Description

Extra services described in 2.0 through 11.0 provide optional services, such as insurance coverage, restricted delivery, and evidence of mailing, or a record of delivery (which includes a signature). Mailers can access delivery information for extra services under 1.8.

### 1.2 Fees and Postage

Extra Service fees are charged per piece in addition to correct postage. See Notice 123—Price List.

### 1.3 Paying Fees and Postage

Except as provided under 604.6.1 and for official mail of federal government agencies collected under 703.7.0 (for Department of State, see 703.3.0), postage and extra service fees are paid at the time of mailing. Unless otherwise restricted by standards, extra service fees may be paid using precanceled stamps (except for Registered Mail and items with USPS Tracking or Signature Confirmation), ordinary postage stamps, metered or PC Postage indicia, or by permit imprint.

## 1.4 Eligibility for Extra Services

Exhibits 1.4.1, 1.4.2, and 1.4.3 provide the eligibility of each extra service for domestic mail as follows:

a. Exhibit 1.4.1, Eligibility – Domestic Mail

b. Exhibit 1.4.2, Eligibility – Other Domestic Mail (e.g., APO/FPO/DPO, territories and possessions, and Freely Associated States)

c. Exhibit 1.4.3, Eligibility – Domestic Returns

### 1.4.1 Eligibility—Domestic Mail

Exhibit 1.4.1 provides the eligibility of each extra service for domestic mail. The exhibit also provides the additional extra services that may be combined with each extra service. The combined extra services are subject to the eligibility of the mail listed for each extra service. The following extra services or additional extra services may be added at the time of mailing, if the standards for the services are met and the applicable fees are paid.

[7-1-20]

**Exhibit 1.4.1 Eligibility—Domestic Mail**

| EXTRA SERVICE | ELIGIBLE MAIL | ADDITIONAL COMBINED EXTRA SERVICES |
|---|---|---|
| **Registered Mail**<br>**Registered Mail Restricted Delivery**<br>**Registered Mail COD** (PM, FCM, and FCPS — Retail, only) | **Priority Mail**<br>**First-Class Mail**<br>**First-Class Package Service — Commercial**<br>**First-Class Package Service — Retail** | **Return Receipt**<br>**Signature Confirmation** |
| **Certified Mail**<br>**Certified Mail Restricted Delivery**<br>**Certified Mail Adult Signature Required**[1] (PM, and FCPS — Commercial, only)<br>**Certified Mail Adult Signature Restricted Delivery**[1] (PM, and FCPS — Commercial, only) | **Priority Mail**<br>**First-Class Mail**<br>**First-Class Package Service — Commercial**<br>**First-Class Package Service — Retail** | **Return Receipt**<br>(For Certified Mail Adult Signature services[1], only. Form 3811 option is available.) |
| **Insurance**<br>**Insurance Restricted Delivery**<br>(If insured > $500.00)<br><br>**Note:** Priority Mail Express includes $100.00 of insurance and Priority Mail includes either $100.00 or $50.00 of insurance; see 503.4.0. | **Priority Mail Express**<br>**Priority Mail**<br>**First-Class Mail**<br>**First-Class Package Service — Commercial**<br>**First-Class Package Service — Retail**<br>**USPS Retail Ground**<br>**Bound Printed Matter**<br>**Library Mail**<br>**Media Mail**<br>**Parcel Select**<br>**Parcel Select Lightweight**[1] (bulk insurance only)<br>**USPS Marketing Mail**[2, 7] (bulk insurance for (nonprofit) parcels only[1] | **USPS Tracking**<br>**Signature Confirmation** (if insured for < or =$500.)<br>**Signature Confirmation Restricted Delivery** (if insured for <=$500)<br>**Adult Signature Required**[1]<br>**Adult Signature Restricted Delivery**[1]<br>**Return Receipt** (if insured >$500.00, Form 3811 only.)<br>**Special Handling-Fragile**<br>**Hold For Pickup** |

| EXTRA SERVICE | ELIGIBLE MAIL | ADDITIONAL COMBINED EXTRA SERVICES |
|---|---|---|
| **Certificate of Mailing**<br>(Form 3817 (retail use only) or Form 3665-Firm) for individual pieces only; Form 3665-Firm is for 3 or more pieces presented at one time (see 5.0). | **Priority Mail**<br>**First-Class Mail**<br>**First-Class Package Service — Commercial**<br>**First-Class Package Service — Retail**<br>**USPS Retail Ground**<br>**Bound Printed Matter**<br>**Library Mail**<br>**Media Mail** | **Special Handling-Fragile** |
| **Certificate of Bulk Mailing**<br>(Form 3606; only evidence of number of identical weight piece mailed (see 5.0). | **Priority Mail**<br>**First-Class Mail**<br>**First-Class Package Service — Commercial**<br>**First-Class Package Service — Retail**<br>**USPS Retail Ground**<br>**Parcel Select**<br>**Parcel Select Lightweight**<br>**USPS Marketing Mail**[7] | **Special Handling-Fragile** |
| **Return Receipt**<br>(Form 3811 must bear an IMpb linked to the IMpb for the host extra service for the appended mailpiece.) | **Priority Mail Express**<br>(Form 3811 only)<br>**Priority Mail**[3]<br>**First-Class Mail**[3]<br>**First-Class Package Service — Commercial**[1, 3]<br>**First-Class Package Service — Retail**<br>**USPS Marketing Mail** [1, 4, 7]<br>**Parcel Select**[1, 8]<br>**Parcel Select Lightweight**[1, 9]<br>**USPS Retail Ground**[5]<br>**Bound Printed Matter**[1, 5]<br>**Library Mail**[5]<br>**Media Mail**[5] | **Certified Mail**<br>**Certified Mail Restricted Delivery**<br>**Certified Mail Adult Signature Required**<br>(Form 3811 only)<br>**Certified Mail Adult Signature Restricted Delivery**<br>(Form 3811 only)<br>**Collect on Delivery**<br>**Collect on Delivery Restricted Delivery**<br>**Registered Mail**<br>**Registered Mail Restricted Delivery**<br>**USPS Tracking**[4]<br>**Signature Confirmation Restricted Delivery**<br>(Form 3811 only)<br>**Signature Confirmation**<br>(Form 3811 only)<br>**Insurance**<br>(if insured >$500.00, Form 3811 only)<br>**Special Handling-Fragile**<br>**Adult Signature Required**[1]<br>(Form 3811 only)<br>**Adult Signature Restricted Delivery**[1]<br>(Form 3811 only) |

| EXTRA SERVICE | ELIGIBLE MAIL | ADDITIONAL COMBINED EXTRA SERVICES |
|---|---|---|
| **Signature Confirmation** | **Priority Mail**<br>**First-Class Package Service — Retail**<br>(electronic option only)<br>**First-Class Package Service — Commercial**<br>(electronic option only)<br>**USPS Retail Ground**<br>**Parcel Select**<br>**Parcel Select Lightweight**<br>**Bound Printed Matter**<br>**Library Mail**<br>**Media Mail** | **Collect on Delivery (COD)**<br>**Insurance**<br>(if < or =$500)<br>**Registered Mail**<br>**Registered Mail Restricted Delivery**<br>**Return Receipt**[6]<br>(Form 3811 only)<br>**Special Handling-Fragile**<br>**Hold For Pickup** |
| **Signature Confirmation Restricted Delivery** | **Priority Mail**[3]<br>**First-Class Package Service — Retail**[3]<br>**First-Class Package Service — Commercial**<br>**USPS Retail Ground**<br>**Parcel Select**<br>**Parcel Select Lightweight**[4]<br>**Bound Printed Matter**<br>**Library Mail**<br>**Media Mail** | **Collect on Delivery (COD)**<br>**Insurance**<br>(if < or =$500)<br>**Registered Mail**<br>**Return Receipt**<br>(Form 3811 only)<br>**Special Handling-Fragile**<br>**Hold For Pickup** |
| **Adult Signature Required**[1]<br>**Adult Signature Restricted Delivery**[1] | **Priority Mail Express**[10]<br>**Priority Mail**<br>**First-Class Package Service — Commercial**<br>**Parcel Select**<br>**Parcel Select Lightweight** | **Insurance**<br>**Return Receipt**<br>(Form 3811 only)<br>**Hold For Pickup** |
| **USPS Tracking**<br>(**Note:** Except for Periodicals and First-Class Mail (i.e., letters and flats), USPS Tracking is available for all products. Restrictions may apply. USPS Tracking is provided at no additional charge for all eligible products except USPS Marketing Mail.) | **USPS Marketing Mail**[1, 2]<br>(electronic option only) | **Insurance**<br>(bulk insurance for USPS Marketing Mail (nonprofit parcels only[1, 2]))<br>**Return Receipt**[4] |
| **Collect on Delivery (COD)**<br>**COD Restricted Delivery** | **Priority Mail Express**[10]<br>(1-Day and 2-Day only)<br>**Priority Mail**<br>**First-Class Mail**<br>**First-Class Package Service — Commercial**<br>**First-Class Package Service — Retail**<br>**USPS Retail Ground**<br>**Parcel Select**<br>**Bound Printed Matter**<br>**Library Mail**<br>**Media Mail** | **Return Receipt**<br>**Signature Confirmation**[2]<br>(not available for purchase with Priority Mail Express COD)<br>**Special Handling-Fragile**<br>**Hold for Pickup**<br>**Note:** For Registered Mail see Registered Mail COD (see **9.1.3**). |

| EXTRA SERVICE | ELIGIBLE MAIL | ADDITIONAL COMBINED EXTRA SERVICES |
|---|---|---|
| **Special Handling-Fragile** | **Priority Mail Express**<br>**Priority Mail**<br>**First-Class Mail**<br>**First-Class Package Service — Commercial**<br>**First-Class Package Service — Retail**<br>**USPS Retail Ground**<br>**Parcel Select**<br>**Bound Printed Matter**<br>**Library Mail**<br>**Media Mail** | **Collect On Delivery (COD)**<br>**Insurance**<br>**Return Receipt**[6]<br>**Signature Confirmation**[2] |

1. Not at retail.
2. Parcels only.
3. If also purchased with Adult Signature services, Certified Mail services, COD services, insurance over $500.00, Signature Confirmation Restricted Delivery, or Registered Mail services.
4. If also purchased with bulk insurance over $500.00.
5. If also purchased with COD, insurance over $500.00, or Signature Confirmation Restricted Delivery.
6. If also purchased with insurance over $500.00, COD services, or Registered Mail services.
7. USPS Marketing Mail Nonprofit, USPS Marketing Mail Parcels (Machinable, Irregular) only.
8. If also purchased with Adult Signature services, COD services, insurance over $500.00, or Signature Confirmation Restricted Delivery.
9. If also purchased with Adult Signature services, bulk insurance over $500.00, or Signature Confirmation Restricted Delivery.
10. [1-26-20] Not available for Priority Mail Express items containing cremated remains.

### 1.4.2 Eligibility—Other Domestic Mail

As provided for the classes of mail under 1.4.1, and unless otherwise restricted (also see "Overseas Military/Diplomatic Mail" and "Freely Associated States (FAS)" sections of the Postal Bulletin), extra services are available for mail addressed to APO/FPO destinations (also see 703), and to ZIP Codes in U.S. territories and possessions (also see 608.2.0), or Freely Associated States (also see 608.2.0), as follows:

[7-1-20]

**Exhibit 1.4.2 Eligibility—Other Domestic Mail**

| EXTRA SERVICE | APO/FPO/DPO | US TERRITORIES AND POSSESSIONS | FREELY ASSOCIATED STATES |
|---|---|---|---|
| **Registered Mail** | **Limited**[1] | **Yes** | **Yes** |
| **Registered Mail Restricted Delivery** | **Limited**[1] | **Yes** | **Yes** |
| **Registered Mail COD** | **No** | **Yes** | **Limited**[2] |
| **Certified Mail** | **Yes** | **Yes** | **Yes** |
| **Certified Mail Restricted Delivery** | **Yes** | **Yes** | **Yes** |
| **Certified Mail Adult Signature Required** | **No** | **Yes** | **No** |
| **Certified Mail Adult Signature Restricted Delivery** | **No** | **Yes** | **No** |
| **Insurance** (< or = $500.00) | **Yes** | **Yes** | **Yes** |
| **Insurance** (> $500.00) | **Limited**[3] | **Yes** | **Yes** |
| **Insurance Restricted Delivery** | **Limited**[1] | **Yes** | **Yes** |
| **Certificate of Mailing** | **Yes** | **Yes** | **Yes** |
| **Certificate of Bulk Mailing** (Form 3606; only evidence of number of identical weight piece mailed (see 5.0). | **Yes** | **Yes** | **Yes** |
| **Return Receipt** (Form 3811 must bear an IMpb linked to the IMpb for the host extra service for the appended mailpiece.) | **Limited**[4] | **Limited**[4] | **Limited**[4] |
| **Signature Confirmation** | **Limited** (Available only to select APO/FPO/DPO destinations.) | **Yes** | **No** |
| **Signature Confirmation Restricted Delivery** | **No** | **Yes** | **No** |
| **Adult Signature Required** | **No** | **Yes** | **No** |
| **Adult Signature Restricted Delivery** | **No** | **Yes** | **No** |

| EXTRA SERVICE | APO/FPO/DPO | US TERRITORIES AND POSSESSIONS | FREELY ASSOCIATED STATES |
|---|---|---|---|
| **USPS Tracking** | **Limited[5]** | **Yes** | **Yes** |
| **COD** | **No** | **Yes** | **Limited[2]** |
| **COD Restricted Delivery** | **No** | **Yes** | **Limited[2]** |
| **Special Handling-Fragile** | **Yes** | **Yes** | **Yes** |

1. Available only to select APO/FPO/DPO destinations.
2. Except for items sent to Marshall Islands and the Federated States of Micronesia.
3. If insured for more than $500.00, signature service provided only if hardcopy return receipt (form 3811) is also purchased.
4. Electronic option is not available for items mailed to APO or FPO addresses or U.S. territories, possessions, and freely associated states.
5. Availability of electronic information regarding an event scan may be limited.

### 1.4.3 Eligibility—Domestic Returns

Extra services for return mailpieces are available as follows:

[5-4-20]

**Exhibit 1.4.3 Eligibility—Domestic Returns**

| RETURN SERVICES | ELIGIBLE EXTRA SERVICES (Paid by EPS Account or by Permit Holder) | | | ELIGIBLE EXTRA SERVICES (Paid by Sender) | | | |
|---|---|---|---|---|---|---|---|
| | **Insurance $500 or Less** | **Insurance More than $500** | **Signature Confirmation** | **Insurance $500 or Less** | **Insurance More than $500** | **Signature Confirmation** | **Certificate of Mailing** |
| USPS Returns: | | | | | | | |
| Priority Mail Return Service | 1 | 1, 2, 3 | ✓ | 1 | 1, 2 | ✓ | 4 |
| First-Class Package Return Svs | 3 | 2, 3 | ✓ | ✓ | 2 | ✓ | 4 |
| Ground Return Service | 3 | 2, 3 | ✓ | ✓ | 2 | ✓ | 4 |
| Parcel Return Service | ✓ | 2 | | ✓ | 2 | | 4 |

1. Insurance is not included for Priority Mail Return Service; it must be purchased.
2. A signature is not provided as part of the delivery record for USPS Returns service items insured for more than $500.
3. Insurance being purchased by the EPS account holder must be accompanied by electronic data that supports the value of the merchandise and the associated fee paid (see 4.3.1).
4. Individual pieces using PS Form 3817 or PS Form 3665 by sender only.

## 1.5 Mailing

### 1.5.1 Where to Mail

Some extra services may be purchased online or mailpieces may be presented to a retail employee at a Post Office, station, or branch (including any authorized contractor). Except for Registered Mail (see 2.0), COD (see 9.0), and Adult Signature (see 8.0), items with postage and extra service fees affixed may be placed in, but not on, a Post Office maildrop, a street letterbox, or a rural mailbox, or may be given to the carrier (for that delivery address). A mailer may schedule a Pickup on Demand, or schedule a Package Pickup using *www.usps.com* for items bearing extra services (except for Registered Mail, COD and Adult Signature in certain circumstances); however a physical scan must be received from the USPS as evidence of acceptance (See 1.10 for obtaining mailing receipts for extra service items). Items with extra services bearing a permit imprint must be accepted at the Post Office that issued the permit, at a time and place designated by the Postmaster, except as provided for plant-verified drop shipments.

### 1.5.2 Presenting to Rural Carriers

Mail with extra services may be presented to rural carriers for mailing. When Registered Mail, Insured Mail, Certificate of Mailing, Collect on Delivery (COD), and Adult Signature in certain circumstances, is desired, additional conditions under the standards for the extra service must be met. The USPS is not liable for any article or money left in a rural mailbox until the carrier issues a receipt.

## 1.6 Refunds

See 604.9.0 for eligible refunds for extra service fees.

## 1.7 Forms and Labels

### 1.7.1 Retail Forms and Labels

When purchasing extra services, mailers must use USPS-provided retail PS Forms or Labels (see forms at *https://pe.usps.com/*), or use USPS-approved privately printed forms or labels or barcoded shipping labels under 1.7.2, or under 5.0 for Certificate of Mailing forms.

### 1.7.2 Privately Printed Forms or Labels

Except for Certificate of Mailing service using privately printed forms (i.e., facsimiles) as provided under 5.0, if authorized, a mailer may use privately printed extra service forms and labels for domestic mail only, if the forms and labels are nearly identical in design elements and color to the USPS form, with an Intelligent Mail package barcode (IMpb) and human-readable numbers that meet USPS specifications in 204.2.0. Prior to use, mailers must send samples of their privately printed form to the National Customer Support Center (NCSC) for review and approval (see 608.8.0 for address and PS Form 5052 for details). Customers affixing both a barcoded address label and a barcoded extra service label on the same mailpiece must ensure that the barcodes on both labels match. Mailers generating shipping labels bearing an IMpb must also affix the appropriate colored non-barcoded color-coded label for Registered Mail (under 2.1.2) or Certified Mail (under 3.2.1). For mailers printing their own barcodes, which requires sending electronic shipping services files, see 204.2.0.

#### 1.7.3 Intelligent Mail Package Barcodes

Items for which extra services are added must bear a correct Intelligent Mail package barcode (IMpb).

#### 1.7.4 Acceptance

Mailers who use the electronic option or print their own labels must submit a copy of their original PS Form 3152 with their first mailing. Mailers should keep the certification form on file. If requested by USPS after the first mailing, the form must be presented within 24 hours. Mailers who wish to obtain an electronic entry scan must submit either PS Form 3152, or PS Form 5630, with each mailing to include the electronic file number associated with that mailing. The electronic file number on the form must be in either a barcode format (preferred) or written on the form. Mailers of single-piece price mail, with postage affixed using the electronic option price, are not required to submit PS Form 3152.

### 1.8 Obtaining Delivery Information and Delivery Records

Delivery records for extra services are available as follows:

a. Information by article number can be retrieved at *www.usps.com* or by calling 1-800-222-1811. A proof of delivery letter (including a signature, when available) may be provided by email. When a proof of delivery letter includes a signature, the signature provided may be a signature that was obtained from the recipient at the time of delivery, or, for certain services, an electronic signature that was previously provided by the addressee (or representative) and is maintained on file with the Postal Service. Eligible mailers may require at the time of mailing that a signature be obtained from the recipient at the time of delivery.

b. Bulk proof of delivery allows mailers using privately printed labels to receive proof of delivery signature data electronically. The proof of delivery records are sent in a signature extract file format. Bulk proof of delivery records are available to mailers meeting the standards provided in Publication 199, available on PostalPro at *https://postalpro.usps.com*.

c. A return receipt (hardcopy PS Form 3811) may be purchased at the time of mailing and is received by mail.

### 1.9 Delivery

#### 1.9.1 Basic Standards

Delivery of mail with extra services that require an addressee's signature is subject to 508.1.0 and 508.2.0. Delivery of Registered Mail (under 2.0) and collect on delivery (COD) (under 9.0) are also subject to additional standards for delivery.

### 1.10 Receipts

Except for domestic certificates of mailing under 5.0, the mailer receives a USPS sales receipt and the postmarked (round-dated) extra service form for services purchased at retail channels. The mailer must provide the receipt when submitting an insurance claim or filing an inquiry. For articles mailed via PC Postage or other online services, the mailer may access a computer printout online that identifies the applicable extra service number, total postage paid,

insurance fee amount, declared value, declared mailing date, origin ZIP Code, and delivery ZIP Code. For three or more pieces with extra or accountable services (includes international Certificate of Mailing) presented for mailing at one time, the mailer uses PS Form 3877 (firm sheet) or USPS-approved privately printed firm sheets (see 1.7.2) in lieu of the receipt portion of the individual form.

All entries made on firm sheets must be computer-generated or made by typewriter, ink, or ballpoint pen. Alterations must be initialed by the mailer and accepting employee. Obliterate all unused portions of the addressee column with a diagonal line. USPS-approved privately printed firm sheets that contain the same information as PS Form 3877 may be approved by the local Postmaster or manager, Business Mail Entry. The mailer may omit columns from privately printed PS Form 3877 that are not applicable to extra service requested.

If the mailer wants the firm sheets receipted by USPS (postmarked), the mailer must present the firm sheets with the articles to be mailed at a Post Office. The postmarked firm sheets become the mailer's receipts. For Registered Mail and COD, the mailer submits the forms in duplicate and receives one copy as a mailing receipt after the entries are verified by the postal employee accepting the mailing. Except for Registered Mail and COD items, USPS keeps no mailing records for mail pieces bearing extra services.

# 2.0 Registered Mail

## 2.1 Basic Standards

### 2.1.1 Description

Registered Mail is subject to the basic standards in 1.0; see 1.4 for eligibility. Registered Mail is the most secure service that USPS offers. It incorporates a system of receipts to monitor the movement of the mail from the point of acceptance to delivery. Registered Mail provides the sender with a mailing receipt and, upon request (see 1.8), electronic verification that an article was delivered or that a delivery attempt was made.

Customers may obtain a record of delivery (which includes the recipient's signature) by purchasing a return receipt (6.0), at the time of mailing. Customers may direct delivery of Registered Mail only to the addressee (or addressee's authorized agent) using Registered Mail Restricted Delivery (2.1.4).

Postal insurance is included in the fee for articles with a value of at least $0.01 up to a maximum insured value of $50,000.00. Postal insurance is not available for articles with no value ($0.00). The fees for articles valued over $50,000.00 include insurance up to $50,000.00, and increasingly higher fees for handling costs.

The face (address side) of a registered article must be at least 5 inches long and 3-1/2 inches high, regardless of thickness. Registration may not be obtained if:

a. Sent as business reply mail or in a business reply envelope

b. Addressed to a Post Office to which it cannot be transported safely.

c. Prepared improperly or packed inadequately to withstand normal handling (see 2.3.4).

d. Tied or fastened with one or more articles, unless enclosed in the same envelope or wrapper.

e. Presented for mailing in a padded envelope; envelope or mailer manufactured of spun-bonded olefin, such as Tyvek; plastic envelope or mailer; or envelope or mailer made of glossy-coated paper.

f. Not listed as eligible mail under 1.4.

### 2.1.2 Label 200

[1-26-20] Registered Mail must bear the barcoded red Label 200 (see forms at *http://pe.usps.com/),* or a non-barcoded red Label 200-N (when a mailer-generated shipping label bearing an IMpb as specified in 204.2.0 is also affixed on the same mailpiece). Mailers must place the applicable label above the delivery address and to the right of the return address, or to the left of the delivery address on parcels. If authorized, a mailer may use a privately printed Label 200 under the standards in 1.8.

### 2.1.3 Deposit

Registered Mail service is only available at the time of mailing and must be presented as follows:

a. A retail employee at a Post Office, station, or branch (including any contractor-operated unit). A postmaster may require that an article of unusually high value be presented only at the main office or at designated stations and branches.

b. A rural carrier on a rural route. The article and sufficient cash for postage and required fees for mailing the article may be left in a rural mailbox. The carrier must hand any change to the sender or place it in an envelope and leave the envelope in the box on the carrier's next trip. Responsibility is not assumed for the article or cash until a receipt is issued. No responsibility is assumed for the change left in the box by the carrier.

c. A rural carrier at a nonpersonnel rural unit. The sender must meet the rural carrier to have mail registered.

### 2.1.4 Additional Standards for Registered Mail Restricted Delivery

Registered Mail Restricted Delivery permits a mailer to direct deliver only to the addressee (or addressee's authorized agent). The addressee must be an individual (natural person) specified by name. The mailer may request Registered Mail Restricted Delivery at the time of mailing by advising the USPS clerk or by marking the mail "Restricted Delivery" above the address and to the right of the return address, and paying the applicable fee. A firm mailer must enter the proper fee in the correct column of the firm sheet and place the required endorsement on the mail. Customers may obtain a record of delivery (which includes the recipient's signature) by purchasing a return (6.0). If a return receipt is requested, the correct block on PS Form 3811 must be checked to show that restricted delivery is also required. Mail marked "Restricted Delivery" is delivered under the conditions in 508.1.1.7 and 508.1.1.8.

### 2.1.5 Registered Mail COD

Sealed domestic mail bearing First-Class Mail or Priority Mail postage may be sent as Registered Mail COD when meeting the standards in 9.0 and as follows:

a. Such mail is handled the same as other Registered Mail.

b. The maximum amount collectible from the recipient on one article is $1,000.00. Indemnity is available up to the registry limit of $50,000.00 by paying the registry fee for the value declared. The total fees charged for Registered Mail COD service include the proper registry fee for the value declared plus the Registered Mail COD fee. The mailer must declare the full value of the article being mailed, regardless of the amount to be collected from the recipient.

c. The registered label and the COD form must be affixed to each article. The registration number is used for delivery receipt and indemnity claims.

## 2.2 Fees and Liability

### 2.2.1 Declaring Full Value

The mailer must always declare the item's full value (see chart below) to the USPS (by stating it to the USPS clerk or entering it on the firm sheet if a firm mailer) when presenting it for registration and mailing. Private insurance carried on Registered Mail does not modify the requirements for declaring the full value. The accepting USPS employee may ask the mailer to show that the full value of the matter presented is declared, and may refuse to accept the matter as Registered Mail if a satisfactory declaration of value is not provided. Only articles of no value may be mailed as Registered Mail without insurance.

| MAIL MATTER | VALUE TO BE DECLARED |
|---|---|
| Negotiable Instrument (instruments payable to bearer, including stock certificates endorsed in blank) | Market value (value based on value at time of mailing) |
| Nonnegotiable Instrument [registered bonds, warehouse receipts, checks, drafts, deeds, wills, abstracts, and similar documents (certificates of stock considered nonnegotiable so far as declaration of value is concerned unless endorsed in blank)] | No value or replacement cost if postal insurance coverage desired[1] |
| Money | Full value |
| Jewelry, Gems, Precious Metal | Market value or cost |
| Merchandise | Market value or cost |
| Nonvaluable (matter without intrinsic value such as letters, files, records) | No value or replacement cost if postal insurance coverage desired[1] |

1. A mailer who does not know replacement costs should contact a person or firm familiar with such documents and determine replacement costs before mailing the articles.

### 2.2.2 Fees Paid by Permit Imprint

When Registered Mail fees are paid by permit imprint, the exact amount of postage and fees paid must be shown within the permit imprint, except for pieces in a manifest mailing where only the registry fee must be shown.

#### 2.2.3 Official Mail

Official mail of authorized government agencies, if prepared under applicable standards in 703.7.0 for transmission of mail without prepayment of postage, may be sent by Registered Mail without prepayment of a registration fee.

#### 2.2.4 Indemnity

[5-4-20] No indemnity is paid for any matter registered without prepayment of postage and fees.

### 2.3 Mailing

#### 2.3.1 Addressing

The mail must bear the complete names and addresses of both sender and addressee.

#### 2.3.2 Opened Envelope

Any envelope or package that appears to have been opened and resealed, or otherwise improperly prepared, may not be registered.

#### 2.3.3 Sealing

The mailer must securely seal envelopes. Paper or cellulose strips or wax or paper seals must not be placed over the intersections of flaps of letter-size envelopes where the postmark impressions are made. Packages must be sealed with mucilage or glue or with plain paper or cloth tape. Packages containing currency or securities may not be sealed exclusively by paper strips, but must first be sealed securely with mucilage or glue. Large envelopes (flats) that are completely sealed and that also have paper strips or paper tape across the intersections of the flaps may be considered packages for sealing requirements. To be used on Registered Mail, tape must visibly damage the envelope or wrapper if removed and must absorb the ink in a postmark impression. USPS employees are not permitted to help customers prepare or seal mail to be registered.

#### 2.3.4 Fragile Item

The mailer must tell the USPS employee whether the item is fragile and, if so, describe the interior packing. All articles presented for registration must be packed as specified in 601.3.0. USPS may refuse packages not properly packed to withstand normal handling in the mail. Indemnity may be denied if articles are not properly packaged.

#### 2.3.5 Window Envelope

A window envelope must have a transparent panel covering the opening to be eligible for registry. If the panel is glued to the envelope, the envelope may contain only matter without intrinsic value. If the panel is part of the envelope, the envelope may be used for all Registered Mail.

### 2.4 Additional Standards for Delivery

#### 2.4.1 Safe Delivery

In addition to the basic standards for delivery under 1.9.1, the postmaster may require the addressee to call for Registered Mail at the Post Office, if delivery by carrier would not be safe.

#### 2.4.2 Bad Condition

If the addressee accepts a registered article in bad condition (repaired with sealing stamps or reenclosed in a new envelope or wrapper), the addressee must open it without disturbing the seal, in the delivering employee's presence. If anything is missing, the envelope or wrapper must be given to the employee after it is endorsed to show what was missing.

### 2.5 Inquiry on Uninsured Article

#### 2.5.1 Who, When and How to File

[5-4-20] The procedures in this section apply only to Registered Mail with no declared value. Only the mailer may file an inquiry for Registered Mail items with no declared value. The inquiry should be made after 15 days from the mailing date, either at *www.usps.com* by entering the article number or by calling 1-800-222-1811. See Publication 122 for additional information.

#### 2.5.2 Duplicate Inquiry

A duplicate inquiry may not be filed sooner than 30 days after the original inquiry.

## 3.0 Certified Mail Services

### 3.1 Basic Standards

#### 3.1.1 Description

Certified Mail is subject to the basic standards in 1.0; see 1.4 for eligibility. Certified Mail provides the sender with a mailing receipt and, upon request, electronic verification that an article was delivered or that a delivery attempt was made. Customers can retrieve the delivery status as provided in 1.8. Certified Mail is dispatched and handled in transit as ordinary mail. Except for Priority Mail pieces with included insurance, no insurance coverage is provided when purchasing Certified Mail. USPS maintains a record of delivery (which includes the recipient's signature). Customers may obtain a delivery record by purchasing a return receipt (6.0) at the time of mailing. Customers may direct delivery of Certified Mail only to the addressee (or addressee's authorized agent) using Certified Mail Restricted Delivery (3.2.2), or to an adult using Certified Mail Adult Signature Required or Certified Mail Adult Signature Restricted Delivery when meeting the applicable standards for Adult Signature under 8.2.

### 3.2 Mailing

#### 3.2.1 PS Form 3800

[1-26-20] Certified Mail must bear the barcoded green label part of the PS Form 3800 (see forms at *http://pe.usps.com/*), or a non-barcoded green Label 3800-N when a mailer-generated shipping label bearing an IMpb, as specified in 204.2.0, is also affixed on the same mailpiece. Mailers must place the applicable label above the delivery address and to the right of the return address, or to the left of the delivery address on parcels. A mailer of Certified Mail must:

a. On PS Form 3800, enter the name and complete address of the person or firm to whom the mail is addressed.

b. If a return receipt is requested, enter the fee on the mailing receipt. Endorse the mail, near the Certified Mail endorsement on the address side of the mailpiece, “Return Receipt Requested.” Enter the Certified Mail number on the return receipt card and address it to the intended recipient on the reverse of the return receipt to show where the receipt is to be sent. (This does not have to match the sender’s name and return address on the mailpiece.) Attach it on the front of a package or large envelope (or to the back of a small envelope) so the card does not cover the address. When a return receipt is requested, the sender’s name and complete delivery address is required on the mailpiece.

c. Affix to the envelope enough postage to pay for the Certified Mail fee, the class of mail used, and any additional extra service fees when applicable.

d. If a postmarked sender’s receipt is requested, attach the PS Form 3800 with the completed receipt to the address side of the article and present the article to the USPS employee, who then round-dates the receipt (and receipts the time, if requested) to show when the article was accepted. Otherwise, attach the “Certified Mail” sticker to the address side of the article, detach the receipt, mark the receipt to show the date, and mail the article.

e. For Certified Mail Restricted Delivery, meet the additional standards under 3.2.2.

### 3.2.2 Additional Standards for Certified Mail Restricted Delivery

Certified Mail Restricted Delivery permits a mailer to direct deliver only to the addressee (or addressee’s authorized agent). The addressee must be an individual (natural person) specified by name. The mailer may request Certified Mail Restricted Delivery at the time of mailing by advising the USPS clerk or by marking the mail “Restricted Delivery” above the address and to the right of the return address and paying the applicable fee. A firm mailer must enter the proper fee in the correct column of the firm sheet and place the required endorsement on the mail. Customers may obtain a record of delivery (which includes the recipient’s signature) by purchasing a return receipt (6.0). If a return receipt is requested, the correct block on PS Form 3811 must be checked to show that restricted delivery is also required. Mail marked “Restricted Delivery” is delivered under the conditions in 508.1.1.7 and 508.1.1.8.

# 4.0 Insured Mail

## 4.1 Insurance Coverage — Priority Mail Express

Priority Mail Express is insured against loss, damage, or missing contents, subject to these standards:

a. Insurance coverage for Priority Mail Express Open & Distribute shipments ends on receipt at the destination postal facility, and the content of each Priority Mail Express container is considered one mailpiece for indemnity coverage.

b. All Priority Mail Express signed for by the addressee (or agent) constitutes a valid delivery, and no indemnity for loss is paid. For Priority Mail Express items not requiring a signature, a delivered scan event constitutes a valid delivery, and no indemnity for loss is paid.

c. Merchandise insurance coverage is provided against loss, damage, or missing contents and limited to a maximum liability of $100.00. Additional insurance under 4.1.1 may be purchased up to a maximum coverage of $5,000.00. Nonnegotiable documents are insured against loss, damage, or missing contents, up to $100.00 per piece, subject to the maximum limit per occurrence as defined in 609.

d. Customers may file a claim online for insured Priority Mail Express at *www.usps.com/domestic-claims*. Additional terms of indemnity claims are in 609.

### 4.1.1 Additional Insurance — Priority Mail Express

Additional insurance, up to a maximum coverage of $5,000.00, may be purchased for merchandise valued at more than $100.00 sent by Priority Mail Express. The additional insurance fee is in addition to postage and other fees. See Notice 123—Price List. The insurance fee is entered in the block marked “Insurance” on the mailing label. If the label does not contain this block, the mailer uses the “COD” block by crossing out “COD,” writing “INS” to the right, and entering the fee for the requested coverage. Coverage is limited to the actual value of the contents, regardless of the fee paid, or the highest insurance value increment for which the fee is fully paid, whichever is lower. When “signature required” service is not requested or when “waiver of signature” is requested, additional insurance is not available.

## 4.2 Insurance Coverage — Priority Mail

Priority Mail pieces bearing an Intelligent Mail package barcode (IMpb) or USPS retail tracking barcode (see 4.3.4) are insured against loss, damage, or missing contents, up to a maximum of $50.00 or $100.00, subject to the following:

a. Insurance coverage is provided against loss, damage, or missing contents and is limited to a maximum liability of $100.00 when the Priority Mail pieces bear an Intelligent Mail package barcode (IMpb) and if the mailer pays Commercial Plus prices.

b. Insurance coverage is provided against loss, damage, or missing contents and limited to a maximum liability of $50.00 when the Priority Mail pieces bear an IMpb or USPS retail tracking barcode, and do not otherwise qualify for $100.00 of insurance coverage as described in 4.2a.

c. In addition to the insurance coverage under 4.2a or 4.2b, additional Priority Mail insurance may be purchased up to a maximum coverage of $5,000.00.

d. Priority Mail pieces meeting the requirements under 4.2, but not supported by a Shipping Services file must have a full acceptance scan in order to qualify for automatic insurance coverage.

e. [5-4-20] Insurance coverage under 4.2a or 4.2b is not provided for Priority Mail packages mailed as USPS Returns service, Priority Mail Open and Distribute, or Premium Forwarding Service.

f. Customers may file claims online for insured domestic Priority Mail items at *www.usps.com/domestic-claims*. Additional terms for indemnity claims are in 609.

## 4.3 Basic Standards

### 4.3.1 Description

Insured mail is subject to the basic standards in 1.0; see 1.4 for eligibility. The following additional standards apply to insured mail:

a. [5-4-20] Insured mail purchased at a retail Post Office location, online through Click-N-Ship, a USPS-approved provider of PC Postage products or customer-generated integrated barcodes provides up to $5,000.00 indemnity coverage for articles that are lost, damaged or have missing contents. In order to be eligible for insurance indemnity, a mailpiece must have received at least one USPS processing scan or the customer must provide proof of insurance (see 609.3.1). For customer-generated integrated barcodes used for USPS Returns service or Parcel Return Service, the returns account holder must provide USPS with electronic data in a shipping services file, version 1.6 or higher, that identifies the USPS Tracking number of the insured return package, total postage paid, insurance fee paid, declared value, mailing date, origin ZIP Code, and delivery ZIP Code, along with the recipient's name and address information. Customers are encouraged to deposit insured mailpieces with a USPS retail associate.

b. Bulk insurance prices are available for insured articles entered by authorized mailers who meet the criteria in 4.4. This service is not available for insurance purchased online.

c. Insured mail provides the mailer with a mailing receipt. No record of insured mail is kept at the office of mailing; however, USPS maintains insured mail delivery records for a period of time. An item insured for $500.00 or less receives a delivery scan. An item insured for more than $500.00 receives a delivery scan (includes returns products meeting the applicable standards in 505), and USPS provides a signature as the delivery record to the mailer electronically (excludes returns products). Customers may optionally obtain a delivery record by purchasing a printed return receipt (PS Form 3811; also see 6.0, excludes returns products). Customers may direct delivery of mail insured for more than $500.00 only to the addressee (or addressee's authorized agent) using Insurance Restricted Delivery (4.5).

d. Postal insurance may be purchased at only one source for each mailpiece; combining postal insurance from multiple sources is not permitted.

e. First-Class Mail, First-Class Package Service — Retail, First-Class Package Service — Commercial, and Priority Mail may be insured, if it contains matter that is eligible to be mailed at USPS Marketing Mail, USPS Retail Ground, or Package Services prices.

f. For insured mail, the mailer guarantees to pay the applicable return and forwarding postage, unless the mailer writes instructions on the wrapper or envelope not to forward or return the mail.

#### 4.3.2 Ineligible Matter

The following types of mail may not be insured:

a. Parcels containing matter offered for sale, addressed to prospective purchasers who have not ordered or authorized their sending. If such matter is mailed, payment is not made for loss, damage, or missing contents.

b. Nonmailable matter.

c. Articles so fragile that they cannot be carried safely in the mail regardless of packaging.

d. Articles not adequately prepared to withstand normal handling in the mail. As a rule, any mailable package should be insurable.

e. Matter mailed at First-Class Mail, First-Class Package Service — Retail, or Priority Mail prices that consists of items required to be mailed at First-Class Mail prices.

#### 4.3.3 USPS Inquiries

USPS employees are required to ask whether the mailpiece presented for insurance contains anything liquid, fragile, perishable, flammable, or potentially hazardous.

#### 4.3.4 Markings and Forms

The treatment of pieces is determined by the insurance amount as described in 4.3.1c and under the following conditions:

a. Retail Systems Software (RSS) sites: A label and a receipt will be provided at the retail counter. The label printed at the retail counter will include postage and an Intelligent Mail package barcode (IMpb) that contains the appropriate service type code for the product and extra service purchased.

b. Non-RSS sites:

1. [1-26-20] For retail pieces insured for $500.00 or less, the mailer must affix a barcoded PS Form 3813 (see forms at *http://pe.usps.com/)* to each piece above the delivery address and to the right of the return address.

2. [1-26-20] For retail pieces insured for more than $500.00, the mailer must affix a barcoded PS Form 3813-P (see forms at *http://pe.usps.com/)* to each piece above the delivery address and to the right of the return address.

c. Mail for which insurance is purchased online must meet the standards in 204.2.0 and in Publication 199 and must include the text marking "Insured" in the indicia area of the online label; no PS Form 3813 or 3813-P is required.

d. All insured pieces must be postmarked by USPS unless postage is paid by postage meter stamp, permit imprint, or PC Postage (when insurance is purchased online). Mailing receipts are provided as specified in 1.10.

e. Private insurance endorsements or markings may not appear on the address side of mail but may appear elsewhere, if they do not resemble official postal endorsements.

#### 4.3.5 Presenting to Rural Carriers

For insured mail, a mailer may leave the mail in a rural box if the mailer has purchased insurance online, or with a note showing the requested amount of insurance based on the value of the article, if stamps are affixed for postage and fees, or money for postage and fees is left in the box.

### 4.4 Bulk Insurance for USPS Marketing Mail and Parcel Select Lightweight

#### 4.4.1 Eligibility

To mail at the bulk insurance prices, for USPS Marketing Mail (except Marketing Parcels) and Parcel Select Lightweight, mailers must obtain an authorization under 4.4.2 and meet the following criteria:

a. Mail a minimum of 10,000 insured articles annually. Mailers may total all insured articles mailed at multiple locations.

b. Provide a printed PS Form 3877 or facsimile and a copy of PS Form 3877 on a disk or other electronic medium.

c. Pay postage and fees with permit imprint under a manifest mailing system (705.2.0).

#### 4.4.2 Authorization

Mailers must apply for authorization to mail at the bulk insurance prices through their local postmaster by completing the customer portion of the bulk insured service verification form. The postmaster will verify on this form that the mailer meets the requirements in 4.4.1, certifying that the mailer qualifies, and then forward the form to the manager of Corporate Accounting (see 608.8.0 for address). After reviewing the information, Corporate Accounting will notify the postmaster of their concurrence who will then notify the customer of the approval.

### 4.5 Additional Standards for Insurance Restricted Delivery

Insurance Restricted Delivery permits a mailer to direct deliver only to the addressee (or addressee's authorized agent). The addressee must be an individual (natural person) specified by name. The mailer may request Insurance Restricted Delivery at the time of mailing by advising the USPS clerk or by marking the mail "Restricted Delivery" above the address and to the right of the return address and paying the applicable fee. A firm mailer must enter the proper fee in the correct column of the firm sheet and place the required endorsement on the mail. Customers may obtain a record of delivery (which includes the recipient's signature) by purchasing a return receipt (6.0). If a return receipt is

requested, the correct block on PS Form 3811 must be checked to show that restricted delivery is also required. Mail marked “Restricted Delivery” is delivered under the conditions in 508.1.1.7 and 508.1.1.8.

# 5.0 Certificates of Mailing

## 5.1 Basic Standards

### 5.1.1 Description—Individual Pieces

Certificates of Mailing are subject to the applicable basic standards in 1.0, see 1.4 for eligibility. Certificates of Mailing (Form 3817 and Form 3665 (firm sheet), including USPS-approved privately printed versions as provided under 5.1.7) may be presented only at the time of mailing and provide evidence that individual mailpieces have been presented to the USPS for mailing. Certificates of Mailing do not provide a record of delivery, and the Postal Service does not retain copies of either form. Form 3817 is available for fewer than three individual pieces, presented at one time at a retail Post Office, station or branch). Form 3665 (firm sheet) is available for three or more pieces, as limited in 5.1.6. Each individual Form 3817 or each sheet of the Form 3665 (firm sheet) (or USPS-approved privately printed form) is postmarked (round-dated) at the time of mailing; the form(s) are then returned to the mailer and become the mailer's receipt.

### 5.1.2 Paying Fees

For Certificate of Mailing, in addition to the correct postage, the applicable Certificate of Mailing fee must be paid for each article on Form 3817 or listed on Form 3665-Firm and for duplicate copies of either form. When postage evidencing indicia are used to pay the fee, they must bear the full numerical value of the amount paid in the imprint.

### 5.1.3 Mailer Preparation

A Certificate of Mailing form must be completed by the mailer and all entries must be typed or printed in ink, by ballpoint pen, or computer-generated. Alterations must be initialed by the mailer and acceptance employee. Mailers must obliterate all unused portions of the addressee column with a diagonal line. The postmarked form or firm sheets becomes the mailer's receipt. Certificate of Mailing forms must show the names and addresses of the sender and addressee(s) and may show the amount of postage paid. The mailer may also place identifying invoice or order numbers on the certificate as a reference. When the number of articles presented justifies such action, the mailer must comply with these standards:

a. When the mailer requests the maximum of two individual certificates (Form 3817) at the same time, the forms must be affixed by the stub to the pieces.

b. When the mailer describes and lists three or more individual pieces on Form 3665 (firm sheet) or a USPS-approved privately printed form, but does not present the pieces in the order shown on the sheets, the mailer must consecutively number each entry line on the sheet and lightly number each piece to show both the corresponding sheet and line number.

c. When the number of articles presented exceeds the allotted space on the form, use multiple sheets, and in the provided blank spaces in the lower left of the form, number them consecutively to show sheet number and total number of sheets (such as "Page 1 of 4," "Page 2 of 4," etc.).

#### 5.1.4 Duplicate Copies—After Mailing

To obtain a duplicate copy of the certificate after mailing (Form 3817 only), the mailer must present the original postmarked certificate and an additional certificate endorsed "Duplicate" or a copy showing the original dates of mailing. The additional certificate is postmarked (round-dated) to show the current date.

#### 5.1.5 Presenting to Rural Carrier

For certificate of mailing (Form 3817 only), a mailer may provide mail to the rural carrier with the fee for the certificate. The carrier obtains the certificate at the Post Office, attaches the stamps, obtains the postmark (round-date) on the certificate on the day of mailing, and delivers the certificate to the mailer on the next trip.

#### 5.1.6 Acceptance

Certificate of Mailing Form 3665 (including USPS-approved privately printed versions) with mailings of fewer than 50 pieces and less than 50 pounds of corresponding articles presented at one time must be presented to a retail Post Office, station, or branch. Certificate of Mailing Form 3665 (including USPS-approved privately printed versions) with mailings of at least 50 pieces or 50 pounds of corresponding articles presented at one time must be presented to a Post Office business mail entry unit (BMEU) or authorized detached mail unit (DMU).

#### 5.1.7 Privately Printed Forms

If authorized, a mailer may use privately printed Certificate of Mailing forms (i.e., facsimiles) for domestic mail only, if the forms are nearly identical in design elements and color to the applicable USPS form. Prior to use, mailers must send a sample of their privately printed form to *com_facsimile@usps.gov* for review and approval.

### 5.2 Other Bulk Quantities—Certificate of Bulk Mailing

#### 5.2.1 Description

Certificate of Bulk Mailing is subject to the applicable basic standards in 1.0; see 1.4 for eligible matter. Form 3606-D, or USPS-approved privately printed forms of form 3606-D as provided under 5.1.7, may be presented only at the time of mailing and is used to specify only the number of identical-weight pieces mailed; it does not provide evidence that a piece was mailed to a particular address. Each Form 3606-D is postmarked (round-dated) at the time the mailing is presented and is returned to the mailer as their receipt. Certificate of Bulk Mailing service does not provide a record of delivery and the Postal Service does not retain any copies of Form 3606-D. The Form 3606-D cannot be used as a Certificate of Mailing of individual mailpieces or itemized lists.

#### 5.2.2 Paying Fees

The applicable Certificate of Bulk mailing fee must be paid for mailings of identical-weight pieces reported on Form 3606-D, or for additional copies of the form if requested at the time of mailing, in addition to the correct postage. Mailers using Form 3606-D may affix ordinary stamps or postage evidencing indicia on the form to pay the fee. When postage evidencing indicia are used, they must bear the full numerical value of the fee in the imprint. Mailers using Form 3606-D with a permit imprint mailing also may pay certificate of mailing fees, at the time of mailing, using the same permit imprint.

#### 5.2.3 Acceptance

Certificate of Bulk Mailing Form 3606-D (including USPS-approved facsimiles) with identical-weight mailings of fewer than 50 pieces and less than 50 pounds must be presented at any retail Post Office, station or branch. Certificate of Bulk Mailing Form 3606-D (including USPS-approved facsimiles) with identical-weight mailings of at least 50 pieces or 50 pounds must be presented to a Post Office business mail entry unit (BMEU) or authorized detached mail unit (DMU).

# 6.0 Return Receipt

## 6.1 Basic Standards

#### 6.1.1 Description

Return Receipt service is subject to the basic standards in 1.0; see 1.4 for eligibility. A return receipt may be purchased at the time of mailing and provides a mailer with evidence of delivery (to whom the mail was delivered and date of delivery), and information about the recipient's actual delivery address. A mailer purchasing a return receipt may choose to receive the return receipt by mail (Form 3811) or electronically (by email, or by signature extract file format under 1.8). A complete return address is required on the mailpiece when a return receipt is requested. For Priority Mail Express (Form 3811 option only), the return address on the Priority Mail Express label meets this requirement. The unique barcode on a return receipt must be electronically linked to the separate barcode for the host extra service. (For additional information, see Publication 199, available on PostalPro at *https://postalpro.usps.com*.) The electronic option is not available for items mailed to APO or FPO addresses or U.S. territories, possessions, and freely associated states.

#### 6.1.2 Calculating Postage with Return Receipt

The weight of the return receipt is *excluded from* the weight of the mailpiece to which it is attached when computing postage.

#### 6.1.3 Endorsement

Mail bearing a return receipt (Form 3811) must be endorsed "Return Receipt Requested" above the delivery address and to the right of the return address. No endorsement is required on mail for which electronic return receipt service is requested.

### 6.2 Obtaining Service

Mailer's requesting return receipt service at the time of mailing using Form 3811 must complete the mailer's entries on the form, including the article identification number; and attach the form on the article. The mailpiece must bear the return address of either the mailer or mailer's agent. The name and address of the person or organization to which the return receipt is to be returned must be that of the mailer or the mailer's agent, except for certain restricted mailings of cigarettes and smokeless tobacco. When required by sections 472.222 and 472.242 of Publication 52, a mailer must address the sender's address block of the return receipt to the Pricing and Classification Service Center (PCSC) PACT, Mailing Office (see 608. for address).

### 6.3 Other Requests for Delivery Information

A mailer who did not receive a return receipt (Form 3811) for which the mailer had paid may request information from the delivery record within 90 days of the date of purchase using Form 3811-A. The mailer must complete Form 3811-A, at any Post Office, station or branch, and produce their receipt showing that the applicable return receipt fee was paid.

## 7.0 USPS Tracking

### 7.1 Basic Standards

#### 7.1.1 Description

USPS Tracking is subject to the basic standards in 1.0; see 1.4 for eligibility. USPS Tracking provides the mailer with information about the date and time an article was delivered or the date and time of the delivery attempt. See 1.8 to obtain delivery information. USPS Tracking is available only at the time of mailing. No record is kept at the office of mailing. USPS Tracking does not include insurance, but insurance may be purchased as an additional service unless otherwise restricted. Some statutes governing the mailing of legal documents may require the use of Certified Mail or Registered Mail, rather than USPS Tracking.

#### 7.1.2 Electronic Option USPS Tracking for USPS Marketing Mail Parcels

If electronic option USPS Tracking is requested for all parcels in a USPS Marketing Mail mailing and the pieces are of identical weight, then postage may be paid only with metered postage or permit imprint under 244.2.0. Electronic option USPS Tracking may be purchased for USPS Marketing Mail parcels for mailers using privately printed forms or labels, or Label 400, and who establish an electronic link with the USPS to exchange acceptance and delivery data. Mailers wishing to obtain a mailing receipt may use Form 3877. If electronic option USPS Tracking is not requested for all of the pieces in the mailing, or if the pieces are not identical weight, then either the exact metered postage must be affixed to each piece or postage must be paid with permit imprint under a manifest mailing system (705.2.0).

#### 7.1.3 Additional Physical Standards

In addition to the applicable standards in 101, 201, and 7.1.3, for mail that is eligible for USPS Tracking under 1.4.1, all mailpieces must be large enough to hold the required delivery address, return address, mailing labels, postage, barcode, endorsements, and other mail markings on the address side of the mailpiece. In addition to the applicable standards in 101 and 201 and the purposes of USPS Tracking with USPS Retail Ground, Media Mail, Library Mail, Bound Printed Matter, or Parcel Select, the parcel must meet these additional requirements:

a. Except as provided in (7.1.3b) for machinable parcels, the parcel must be more than 3/4 inch thick at its thickest point.

b. If the mailpiece is a machinable parcel under 201.7.0 and no more than 3/4 inch thick, the contents must be prepared in a strong and rigid fiberboard box or similar container or in a container that becomes rigid after the contents are secured. The parcel must be able to maintain its shape, integrity, and rigidity throughout processing and handling without collapsing into a letter-size or flat-size piece.

### 7.2 Labels

#### 7.2.1 Types of Labels

Mailers using privately printed USPS Tracking labels must meet the requirements in 1.8. Mailers not printing their own privately printed labels must use one of the label options as follows:

a. Label 400 may be used by: electronic option mailers, USPS retail associates when affixed to mailpieces at a Post Office, station, or branch, or by mailers when affixed to mailpieces with postage and fees prepaid by metered indicia or ordinary stamps. A mailing receipt is provided to mailers who present mailpieces with an affixed Label 400 at a Post Office, branch, or station, or to their USPS carrier (except under 507.7.2.2). A mailer may also present mailpieces to a retail employee at a Post Office, station, or branch; and the retail associate will affix a USPS Tracking label to the item.

b. Unique, product specific USPS-provided tracking labels are for use by electronic option mailers. The labels are populated with the product service type code and customer's Mailer Identification (MID) number in the Intelligent Mail package barcode (IMpb).

#### 7.2.2 Label Placement

The barcoded label section of Label 400 or USPS Tracking label must be placed completely on the address side of the mailpiece, above the delivery address and to the right of the return address or to the left of the delivery address. A privately printed USPS Tracking label (under 1.8) that is separate from the address label must be placed in close proximity to the address label.

# 8.0 USPS Signature Services

## 8.1 Basic Standards

### 8.1.1 Description

USPS Signature Services include Signature Confirmation, Signature Confirmation Restricted Delivery, Adult Signature Required, and Adult Signature Restricted Delivery, all of which are subject to the basic standards in 1.0; see 1.4 for eligibility. Some statutes governing the mailing of legal documents may require the use of Certified Mail or Registered Mail rather than USPS Signature Services. USPS Signature Services are available as follows:

a. Signature Confirmation provides the mailer with information about the date and time an article was delivered or the date and time of the delivery attempt. A delivery record (including a signature) is maintained by USPS and is available electronically or by email, upon request. The Signature Confirmation is available as the following options:

   1. Retail Option: Available at Post Offices at the time of mailing. A mailing receipt is provided.

   2. Electronic Option: Available to mailers who establish an electronic link with USPS to exchange acceptance and delivery data. No mailing receipt is provided.

b. Signature Confirmation Restricted Delivery provides the same service as provided under item a and permits a mailer direct delivery only to the addressee (or addressee's authorized agent). The addressee must be an individual (natural person) specified by name.The mailer may request Insured Restricted Delivery at the time of mailing by advising the USPS clerk or by marking the mail "Restricted Delivery" above the address and to the right of the return address and paying the applicable fee. A firm mailer must enter the proper fee in the correct column of the firm sheet and place the required endorsement on the mailpiece.

c. Adult Signature service provides electronic confirmation of the delivery, or attempted delivery of the mailpiece, and signature of the recipient, who must be 21 years of age or older. Prior to delivery, the recipient must provide an acceptable primary form of identification as specified under 608.10.3. USPS maintains a record of delivery (including the recipient's signature) for two years. The Adult Signature options are:

   1. Adult Signature Required: Provides delivery to a person who is 21 years of age or older. Upon delivery, an adult who is 21 years of age or older must provide one of the forms of identification listed above and provide a signature for receipt of the mailpiece.

   2. Adult Signature Restricted Delivery: Provides Adult Signature Required with the additional restriction of limiting delivery to a specific addressee or authorized agent who is 21 years of age or older. If the specific individual is not 21 years of age or older, the mailpiece will be returned to sender.

### 8.1.2 Standards for Signature Confirmation

For Signature Confirmation with USPS Retail Ground, Media Mail, Library Mail, Bound Printed Matter, or Parcel Select pieces meeting the physical standards under 201.7.0, the parcel must meet these additional requirements:

a. The surface area of the address side of the parcel must be large enough to contain a complete and legible delivery address, return address, postage, and any markings, endorsements, and extra service labels.

b. Except as provided in (8.1.2c) for machinable parcels, the parcel must be greater than 3/4 inch thick at its thickest point.

c. If the mailpiece is a machinable parcel under 201.7.0 and no greater than 3/4 inch thick, the contents must be prepared in a strong and rigid fiberboard box or similar container or in a container that becomes rigid after the contents are enclosed and the container is secured. The parcel must be able to maintain its shape, integrity, and rigidity throughout processing and handling without collapsing into a letter-size or flat-size piece.

d. Mailers must use one of the following labels:

   1. Retail Systems Software (RSS) sites: A label and a receipt will be provided at the retail counter. The label printed at the retail counter will include postage and an Intelligent Mail package barcode (IMpb) that contains the appropriate service type code for the product and extra service purchased.

   2. [1-26-20] Non-RSS sites: PS Form 153 (see forms at *http://pe.usps.com/),* obtained from the Post Office at no charge, may be used only with the retail option.

   3. Label 315, *Signature Confirmations:* Electronic Signature Confirmation is available to electronic option mailers.

   4. Privately printed barcoded labels: These must meet the requirements in 1.8. On the Priority Mail label, mailers must use the registered trademark symbol following the Priority Mail text or add the following statement at the bottom of the label in at least 6-point Helvetica type: “Priority Mail is a registered trademark of the U.S. Postal Service.” See Parcel Labeling Guide or Publication 97 available on PostalPro.

e. [1-26-20] The barcoded label section of Label 315 or PS Form 153 (see forms at *http://pe.usps.com/*) must be placed completely on the address side either above the delivery address and to the right of the return address, or to the left of the delivery address. A privately printed Signature Confirmation label that is separate from a privately printed address label must be placed in close proximity to the address label.

## 8.2 Additional Standards for Adult Signature Service

Customers may obtain Adult Signature Required and Adult Signature Restricted Delivery by producing qualified shipping labels with Intelligent Mail package barcodes. The Adult Signature Required or Adult Signature Restricted Delivery fee must be paid in addition to the correct postage using Click-N-Ship, PC Postage, Permit imprint (if the customer electronically submits postage

statements and mailing documentation) or IBI postage meter. Conditions in 8.1.1 and 8.1.2 also apply to Adult Signature Restricted Delivery items. A shipment of cigarettes and smokeless tobacco with Adult Signature service, mailed by certain individuals as specified in 601.8.0, requires the mailer to present items at a retail counter.

# 9.0 Collect on Delivery (COD)

## 9.1 Basic Standards

### 9.1.1 Description

Collect on delivery (COD) is subject to the basic standards in 1.0; see 1.4 for eligibility. Any mailer may use COD to mail an article (using a unique COD number for each article) for which the mailer has not been paid and have its price and the cost of the postage collected (not to exceed $1,000.00) from the addressee (or agent). COD service provides the mailer with a mailing receipt and USPS maintains a record of delivery (including the recipient's signature). The recipient has the option to pay the COD charges (with a single form of payment) by cash, personal check, or money order made payable to the mailer. (The USPS employee will accept the payment and deliver the mail item upon the recipient's presentation of an acceptable primary form of identification as specified under 608.10.3).

USPS forwards the check or money order to the mailer. If payment is made by cash, a money order fee is included in the amount collected from the recipient, in addition to the COD amount, unless the mailer is authorized to participate in electronic funds transfer (EFT) for the remittance. Contact the National Customer Support Center (NCSC) for EFT enrollment information (see 608.8.0).

The Postal Service cannot intervene in disputes between mailers and recipients of COD mail after payment is returned to the mailer. Customers may obtain a delivery record by purchasing a return receipt. Bulk proof of delivery service (7.0) is also available if electronic return receipt service is purchased at the time of mailing. Hold For Pickup service is available with COD as provided under 507.3.0 and allows COD mailpieces to be held at a designated Post Office location for pick up by a specified addressee or designee.

### 9.1.2 Additional Conditions for COD Mail

COD service is available under the following additional conditions:

a. The name and address of the person to whom the remittance is to be sent must appear in the proper location on the COD form and in the return address area on the COD article with the postal endorsements for return if undeliverable. The return address must be the same in both locations except that a mailer using a privately printed COD form may print a different address on the remittance coupon where payments are to be sent.

b. The mailer guarantees to pay any return postage, unless otherwise specified on the form.

c. The goods shipped are ordered by the addressee.

d. COD service may not be used for:

1. Articles sent to international destinations, or from an APO/FPO/DPO address, including official mail and shipments to Armed Forces agencies.
2. The return of merchandise about which some dissatisfaction arises, unless the new addressee consents in advance to such return.
3. The mailing of only bills or statements of account, even with the addressee's consent. If a legitimate COD shipment of merchandise is mailed, the balance due on a past or expected transaction may be included in the charges on a COD article, if the addressee consents in advance to such action. In such a case, USPS indemnity is limited to the value of the article lost or damaged, not the full COD charges to be collected.
4. Movies mailed by exhibitors to movie manufacturers, distributors, or exchanges.
5. Collection agency purposes.
6. Articles sent to or from the Republic of the Marshall Islands and the Federated States of Micronesia.

### 9.1.3 Registered Mail COD

Sealed domestic mail bearing First-Class Mail or Priority Mail postage may be sent as Registered Mail COD as provided under 9.0 and 2.1.5.

### 9.1.4 Additional Standards for COD Restricted Delivery

COD Restricted Delivery permits a mailer to direct delivery only to the addressee (or addressee's authorized agent). The addressee must be an individual (natural person) specified by name. The mailer may request COD Restricted Delivery at the time of mailing by advising the USPS clerk or by marking the mail "Restricted Delivery" above the address and to the right of the return address and paying the applicable fee. A firm mailer must enter the proper fee in the correct column of the firm sheet and place the required endorsement on the mail. Customers may obtain a record of delivery (which includes the recipient's signature) by purchasing a return receipt (6.0). If a return receipt is requested, the correct block on PS Form 3811 must be checked to show that COD Restricted Delivery is also required. Mail marked "Restricted Delivery" is delivered under the conditions in 508.1.1.7 and 508.1.1.8.

### 9.1.5 Priority Mail Express COD

Any article sent COD also may be sent by Priority Mail Express (1-Day and 2-Day service only) when a signature is requested. The maximum amount collectible from the addressee on one article is $1,000.00, and indemnity is limited to $1,000.00. Priority Mail Express postage and the proper COD fees must be paid. Both the Priority Mail Express label and COD form must be affixed to each article.

#### 9.1.6 Mailing

COD mail must be presented for mailing as provided in 1.5 to the local Post Office or to rural carriers when the articles are prepared properly, with stamps for the required postage and fees affixed. If the mailer wants insurance for an amount more than the COD amount to be collected, that amount must be shown.

#### 9.1.7 Identifying Number

Each COD article is identified by a number on each section of the COD PS Form 3816 or on an authorized COD Hold For Pickup single-ply barcoded shipping label. When COD is used with Priority Mail Express, Registered Mail, or a separate barcoded COD shipping label (under 1.7), the mailer must place both the label and the COD form on the front of the article. The Priority Mail Express article number or the Registered Mail number is used for delivery receipt and indemnity claims.

#### 9.1.8 Delays

Mailers may report delays in remittance (more than 60 days for domestic mailings) to the Postal Inspection Service, providing all necessary particulars.

### 9.2 Forms

#### 9.2.1 PS Form 3816

[1-26-20] Except when using a USPS-authorized COD Hold For Pickup single-ply barcoded shipping label which requires additional data to be provided to USPS electronically, the mailer must securely affix a completed COD PS Form 3816 to each article. (For retail version, see “Forms and Publications” at *http://pe.usps.com/.)* The form must be attached (or enclosed in an accessible clear envelope or pouch) either above the delivery address and to the right of the return address, or to the left of the delivery address on parcels. When a mailer uses a PS Form 3816 or USPS-authorized COD Hold For Pickup single-ply barcoded shipping label that does not provide detachable second and third copies, PS Form 3877 (firm sheets) or a USPS-approved privately printed version may be used as specified in 1.10. The mailer must submit firm sheets in duplicate and will receive one copy of the postmarked form as a mailing receipt (in lieu of Copy 3 of PS Form 3816) after the entries are verified by a postal employee. The acceptance Post Office retains the second copy.

#### 9.2.2 Completing COD Forms and Labels

The COD form or label must show article number, names and domestic addresses of mailer and addressee (for COD Hold For Pickup pieces, also see 507.3.0), amount due mailer, and amount of the money order fee necessary to make remittance. USPS is not responsible for errors that a mailer makes in stating the charges to be collected. The information required on the COD form or label must be handwritten, typed or computer generated in ink. The mailer may not stipulate a specific payment method on the COD form or label.

#### 9.2.3 Nursery Stock

A firm that mails nursery stock may use PS Form 3816 and include instructions for disposing of shipments not delivered immediately by printing instructions on the back of the delivery office part of the COD form (item a) and on the remittance coupon (item b) as follows:

a. "If recipient refuses to pay charges for any reason, deliver at once without collecting the charges. See remittance coupon for further instructions."

b. "Return this coupon with payment. If parcel is delivered without collection of charges, or is destroyed after 10 days, check disposition and send coupon to sender in penalty envelope."

– Delivered to addressee without collecting charges.
– Destroyed after 10 days.

# 10.0 Special Handling

## 10.1 Basic Standards

### 10.1.1 Description

Special Handling is subject to the basic standards in 1.0; see 1.4 for eligibility. Special handling provides preferential handling, but not preferential delivery, to the extent practicable in dispatch and transportation. The service does not itself insure the article against loss or damage. There are unique service codes included in the IMpb for the content categories (Fragile, Hazardous Material Transportation, Live Animal Transportation, Perishables, and Cremated Remains (only available with Priority Mail Express) of special handling.

### 10.1.2 Bees and Poultry

Unless sent Priority Mail Express, Priority Mail, First-Class Mail, First-Class Package Service — Retail, or First-Class Package Service — Commercial, special handling-fragile is required for parcels containing honeybees or baby poultry.

### 10.1.3 Marking

Except for cremated remains (accordingly marked or with Label 139 affixed), marking "Special Handling-Fragile" (or optionally abbreviated as S.H.-Fragile) must appear prominently above the address and to the right of the return address on each piece for which the special handling service is requested and the applicable fee has been paid.

# 505 Return Services

**Overview**

1.0 Business Reply Mail (BRM)
2.0 Permit, Pre-paid (Metered), and Courtesy Reply Mail
3.0 USPS Returns Service
4.0 Parcel Return Service
5.0 Bulk Parcel Return Service

## 1.0 Business Reply Mail (BRM)

### 1.1 BRM Postage and Fees

#### 1.1.1 Basic BRM

For basic BRM, permit holders are required to pay an annual permit fee as provided under 1.2 and a per-piece fee as described under 1.1.7 in addition to the applicable Retail First-Class Mail (stamped letters), First-Class Package Service — Retail, or Priority Mail postage for each returned piece. For First-Class Package Service — Retail, Priority Mail BRM pieces exceeding 13 ounces in weight, if the zone cannot be determined from a return address or cancellation, then the permit holder is charged Zone 4 postage based on the weight of the piece. See Notice 123—Price List, for applicable prices and fees.

#### 1.1.2 High-Volume BRM

In addition to the fees and applicable postage required under 1.1.1, an annual account maintenance fee under 1.1.9 is required for high-volume BRM.

#### 1.1.3 Basic Qualified BRM (QBRM)

For basic qualified BRM, permit holders are required to pay an account maintenance fee as noted under 1.1.8, and a per-piece fee as described under 1.1.7 in addition to the applicable retail letter or card First-Class Mail (stamped letters) postage for each returned piece. An annual permit fee may also be required under 1.2.3 if the BRM permit is not used exclusively for the return of QBRM pieces. Pieces that do not meet the format requirements for QBRM cannot qualify for the QBRM per-piece fees or postage prices and are charged the high-volume BRM per-piece fees and First-Class Mail postage under 1.1.2, and are subject to an annual permit fee.

#### 1.1.4 High-Volume Qualified BRM

In addition to the account maintenance, per-piece fees and applicable postage required under 1.1.3, a quarterly fee under 1.1.11 is required for high-volume QBRM.

#### 1.1.5 Bulk Weight Averaged Nonletter-Size BRM

In addition to an annual permit fee (which will apply under 1.2.3 for the return of any flat-size pieces), per-piece fee and the applicable Retail First-Class Mail, First-Class Package Service — Retail, or Priority Mail postage, permit holders participating in bulk weight averaged nonletter-size BRM under 1.8 must pay an annual account maintenance fee, and a monthly maintenance fee.

### 1.1.6 Special Standards for BRM Pieces with an Optical Disc

A letter-size BRM piece containing one standard optical disc will not be charged a nonmachinable surcharge if the piece meets the standards in 233.2.8. A flat-size BRM piece containing one standard optical disc and weighing no more than 2 ounces will be charged postage applicable for a 1-ounce First-Class Mail flat if the piece meets the standards in 233.2.8.

### 1.1.7 Per Piece Fees

Per piece fees listed in 1.1 are charged for each piece of returned BRM in addition to the applicable postage. Per piece fees are based on whether the permit holder qualifies as Basic, High-Volume Basic, Basic Qualified, or High-Volume Qualified BRM.

### 1.1.8 Payment Options for Per Piece Fees and Postage

Basic BRM permit holders may pay per piece fees and postage on returned pieces by cash or check upon delivery, or through a regular postage due account (604.6.3). High-volume BRM and QBRM permit holders must pay per piece fees and postage on returned pieces through a BRM advance deposit account.

### 1.1.9 Annual Account Maintenance Fee and Advance Deposit Account

A permit holder may choose to pay an annual account maintenance fee and pay postage through an advance deposit account, to qualify returned BRM pieces for the lower high-volume BRM or QBRM per piece fees. The account maintenance fee must be paid once each 12-month period at each Post Office where a permit holder holds an advance deposit account to receive BRM at a lower price. Payment of the account maintenance fee is based on the anniversary date of the initial payment. The fee may be paid in advance only for the next 12-month period and only during the last 60 days of the current 12-month period. The fee charged is that which is in effect on the date of payment. A separate advance deposit account solely for BRM is not required. An advance deposit account can be used for BRM under these conditions:

a. For each withdrawal, only one statement is provided for each annual account maintenance fee paid.

b. If a permit holder distributes BRM with different addresses (including Post Office box numbers) under the same permit number going to the same delivery unit and has only one business reply account, then the BRM is separated by each different address but only one statement is provided and only one annual account maintenance fee is paid.

c. The permit holder must pay an annual account maintenance fee for each separate statement (accounting) requested. If only one annual account maintenance fee is paid, then the permit holder receives only one statement.

d. The permit holder must maintain a sufficient balance in the BRM advance deposit account to cover postage and per piece fees for returned mailpieces. The permit holder is notified if funds are insufficient. After three calendar days, if no funds are deposited, then the BRM on hand is charged the basic BRM per piece fee and postage and charges are collected from the permit holder (e.g., in cash) prior to delivery.

e. BRM addressed to several different firms at the same delivery unit may be delivered to an agent authorized by a valid BRM permit holder. The agent pays one annual account maintenance fee for all the firms represented by the agent in the same delivery unit. If the agent, or any of the firms represented by the agent, wants a separation of charges, then separate (additional) account maintenance fees must be paid.

#### 1.1.10 Renewal of Annual Account Maintenance Fee

An annual renewal notice is provided to each BRM permit holder with a BRM advance deposit account. The notice and the payment for the next 12 months must be returned by the expiration date to the Post Office that holds the advance deposit account. After the expiration date, if the permit holder has not paid the annual account maintenance fee but still has a valid BRM permit, returned BRM pieces no longer qualify for the high-volume BRM or QBRM per piece fees and are charged the basic BRM per piece fees and applicable postage in 1.1.1.

#### 1.1.11 Quarterly Fee for High-Volume QBRM

Mailers may choose to pay a quarterly fee in addition to the annual account maintenance fee. Payment of the quarterly fee entitles mailers to a lower per piece fee (the high-volume QBRM per piece fee identified in 1.1.4). The quarterly fee and annual account maintenance fee must be paid at each Post Office where mail is returned, and for each separate billing desired. Mailers are eligible for the high-volume QBRM rates and per piece fees only for the time they pay the quarterly fee (i.e., mailers can opt out of the quarterly fee and related high-volume QBRM per piece fees simply by not paying the fee for the next quarter). The quarterly fee cannot be paid or renewed retroactively to receive a lower per piece fee on pieces already paid for and delivered. The quarterly fee can be paid for any three consecutive calendar months.

#### 1.1.12 Payment Period for Quarterly Fee

The quarterly fee must be paid in advance for at least one but no more than four quarterly periods. A quarterly period begins on either the first day of the month (if a mailer pays on or before the 15th of the month) or the first day of the following month (if a mailer pays after the 15th of the month) and continues for three consecutive calendar months. A mailer who pays the quarterly fee is entitled to the high-volume QBRM per piece fee from the date of payment (rather than the date the quarterly period begins) through the end of the quarterly period. The fee paid is that which is in effect on the date of payment.

### 1.2 Permits

#### 1.2.1 Required

Any mailer who wants to distribute BRM must apply for and receive a permit. The permit number, city, and state where the permit is held must appear on all pieces of BRM.

#### 1.2.2 Application Process

The mailer may apply for a BRM permit by submitting a completed PS Form 3615 to the Post Office issuing the permit and except under 1.2.3 paying the annual permit fee. Customers must provide with the completed PS Form 3615 acceptable primary and secondary forms of identification as specified under

608.10.0. If a completed PS Form 3615 is already on file for the mailer for other permits at that office, then the mailer must submit the annual BRM permit fee, if required under 1.2.3, and USPS amends PS Form 3615 by adding the BRM authorization. An advanced deposit account is established for a permit holder's use upon BRM authorization (see 1.1.9).

#### 1.2.3 Annual Permit Fee

Except for permits used for only BRM parcels and QBRM, a permit fee must be paid once each 12-month period at each Post Office where a BRM permit is held. The fee may be paid in advance only for the next 12 months and only during the last 60 days of the current service period. The fee charged is that which is in effect on the date of payment. For agents authorized by a permit holder to distribute and receive BRM see 1.7.

#### 1.2.4 Renewal of Annual Permit Fee

Except for permits used for only BRM parcels and QBRM, an annual renewal notice is provided to each BRM permit holder by USPS. Permits used for only BRM parcels and QBRM do not expire unless the account is unused for a period of 24 months. The renewal notice and the payment, if applicable, for the next 12 months must be returned by the expiration date to the Post Office that issued the permit. After the expiration date, the returned BRM pieces are treated as follows until the permit fee is paid, the unused permit is reactivated, or a new permit is obtained, as applicable:

a. Postcards of no obvious value are treated as waste and disposed of at the delivery unit.

b. Pieces (excluding postcards) with a return address are endorsed "Business Reply Permit Canceled" and are returned to the sender.

c. Pieces without a return address are endorsed "Business Reply Permit Canceled" and forwarded to the mail recovery center for handling.

#### 1.2.5 Other Post Offices

A permit holder may distribute BRM through any Post Office for delivery at any Post Office under 1.7.

#### 1.2.6 Revocation of a Permit

USPS may revoke any BRM permit because of format errors or for refusal to pay the applicable permit fees (annual, accounting, quarterly, or monthly), postage, or per piece fees. If the permit was revoked due to format errors, then a former permit holder may obtain a new permit and permit number by completing and submitting a new PS Form 3615, paying the required BRM annual permit fee (if applicable), paying a new annual account maintenance fee (if applicable), and, for the next 2 years, submitting two samples of each BRM format to the appropriate Post Office for approval.

### 1.3 Basic Standards

#### 1.3.1 Description

Business Reply Mail (BRM) service enables a permit holder to receive First-Class Mail, First-Class Package Service — Retail, and Priority Mail back from customers. The permit holder guarantees payment of the applicable Retail

First-Class Mail, First-Class Package Service — Retail, or Priority Mail postage, plus a per piece fee, on all returned BRM that includes incomplete or blank BRM cards and envelopes, empty envelopes, and any mailable matter with a BRM label affixed. BRM cards, envelopes, self-mailers, cartons, and labels may be distributed by a BRM permit holder in any quantity for return to any Post Office in the United States and its territories and possessions, including military Post Offices overseas. High-Volume BRM under 1.1.2 is a subset of BRM that qualify pieces for a reduced per piece fee. QBRM, under 1.1.3, 1.1.4, and 1.6, is a subset of BRM available for specific automation-compatible letter-size pieces that qualify for an automation postage price and a reduced per piece fee. Domestic BRM may not be distributed to foreign countries. See the *International Mail Manual* for International Business Reply Service (IBRS).

### 1.3.2 Extra Services

No extra services are permitted with BRM, except for BRM parcels bearing an Intelligent Mail package barcode with imbedded USPS Tracking service.

### 1.3.3 Official Mail

Authorized users of official (penalty) mail may distribute BRM subject to the additional standards in 703.7.0, which supersede any conflicting standards in 1.0.

### 1.3.4 Samples

Prior to printing, permit holders are encouraged, but not required, to submit preproduction samples of BRM to USPS for approval. QBRM pieces require USPS approval (1.6).

### 1.3.5 Error Notification

If USPS discovers a BRM format error, the responsible permit holder or authorized agent receives written notification of the error. The permit holder must correct the error and make sure that all future BRM pieces meet appropriate specifications. The repeated distribution of BRM with format errors is grounds for revoking a BRM permit (1.2.6).

### 1.3.6 Combined Pieces as a Single Item

Two or more BRM pieces may be mailed as a single piece if the BRM pieces are identically addressed and prepared for mailing in accordance with 201. The permit holder is charged postage based on the total weight of the combined piece plus one per piece fee. If the combined pieces become separated, then the permit holder must pay postage and a per piece fee for each individual piece. Combined pieces are not eligible for QBRM postage prices or per piece fees.

### 1.3.7 With Postage Affixed

BRM with postage affixed is handled the same as other BRM. No effort is made to identify or separate BRM pieces with postage affixed. The amount of affixed postage is not deducted from the postage or per piece fees owed. The permit holder may request a credit or refund for postage affixed to BRM under 604.9.2.

#### 1.3.8 Improper Use of Labels and Misuse of BRM Cards and Envelopes

Improper use of BRM labels and misuse of BRM cards or envelopes should be handled as follows:

a. When a BRM label is improperly used, or a BRM card or envelope is misused as a label to return an unsealed item, such as a brick, two-by-four, or similar item, the Postal Service may treat the item as waste to be disposed of at the discretion of the Post Office.

b. When a BRM card or envelope is misused and affixed to a sealed item, the permit holder will be responsible for payment of the applicable Retail postage and per piece fee.

### 1.4 Mailpiece Characteristics

#### 1.4.1 Paper Weight

BRM paper envelopes must have a minimum paper basis weight of 50 pounds or equivalent (500 25- by 38-inch sheets). Other pieces (cards and self-mailers) must meet the basis weight requirements in 201.3.0.

#### 1.4.2 Nonpaper Envelopes

USPS Engineering must approve nonpaper envelopes for mailability. See 201.3.0.

#### 1.4.3 Envelope Reflectance

Envelope material must not have a red fluorescence exceeding 4.0 phosphor meter units.

#### 1.4.4 Sealing and Edges

BRM pieces must be rectangular, with four square corners, and parallel opposite sides, but may have finished corners as described in 201.1.0 for letter-sized pieces or 201.4.0 for flat-sized pieces. BRM pieces are not mailable if they are sealed with wax, clasps, string, staples, or buttons.

#### 1.4.5 Window Envelopes

The following standards apply to BRM prepared in an open-panel or a covered window envelope:

a. All window envelopes:

1. When a mailpiece has a barcode in the address block, the mailpiece must meet the applicable standards in 202.5.1 for letters or 202.5.2 for flats.
2. The address showing through the window must be that of the permit holder or an authorized representative.
3. The facing identification mark (FIM) must be printed on the envelope as specified in 202.8.0.
4. See 601.6.3 for required clearances for information showing within a window envelope.

b. Covered window envelopes:

1. The “No Postage Necessary” imprint, the business reply legend, and the horizontal bars must be printed either directly on the envelope or on the insert appearing through the covered window. The minimum size of the information appearing in the covered window is 2 inches high and 4-1/4 inches long. Horizontal bars may be omitted only on letter-size BRM bearing Intelligent Mail barcodes.

2. The window cover must be of a nontinted clear or transparent material (e.g., cellophane or polystyrene) that permits the barcode and its background, as viewed through the window material, to meet the reflectance standards in 204.1.3. The edges of the window cover must be securely glued to the envelope.

c. Open panel window envelopes:

1. The “No Postage Necessary” imprint, the business reply legend, and the horizontal bars must be printed directly on the envelope. Horizontal bars may be omitted only on letter-size BRM bearing Intelligent Mail barcodes.

2. Other required and optional elements in 1.5 may be printed on the insert appearing through the address window.

### 1.4.6 Self-Mailers and Reusable Mailpieces

In addition to the standards in 1.4 and 1.5, self-mailers and reusable mailpieces must meet the standards in 201.3.14 and 601.6.4 (or 601.6.5). Permit holders must provide instructions to the user for re-folding and sealing (see 601.6.4 or 601.6.5.) so that upon return the piece meets sealing and folding requirements in 201.3.0.

### 1.4.7 Cards

Cards must meet the standards in 201.1.2. A card exceeding the dimensions in 201.1.2 is charged the applicable First-Class Mail letter price.

### 1.4.8 Labels

For general use, the minimum size of a BRM label is 2 inches high and 3 inches long. BRM labels are not required to have a FIM or a ZIP+4 barcode, but all other format standards in 1.5 must be met. See 1.4.9 for labels on letter-size pieces.

### 1.4.9 Labels for Letter-Size Pieces

The following standards apply to BRM labels for use on letter-size pieces:

a. The minimum size of a BRM label is 2-5/8 inches high and 4-1/4 inches long. All format elements, including a FIM, must be printed on the label. Exception: The vertical series of horizontal bars must be at least 3/4-inch high. Horizontal bars may be omitted on BRM letter-size pieces bearing Intelligent Mail barcodes. The back of the label must be coated with a permanent adhesive strong enough to firmly attach the label to an envelope.

b. The permit holder must provide instructions to the user describing how the label should be applied to a mailpiece and what precautions must be observed when applying the label (see Exhibit 1.4.9). A pictorial diagram

showing proper placement of the label must be included with the instructions. At a minimum, the instructions must include the following directions:

1. Place the label squarely in the upper right corner of the envelope.
2. Do not write on the envelope or label.
3. Do not use a window envelope, an envelope that is less than 1 inch higher than the label an envelope that is more than 4-1/2 inches high, or an envelope with any printing other than a return address.
4. Do not use tape to affix the label.

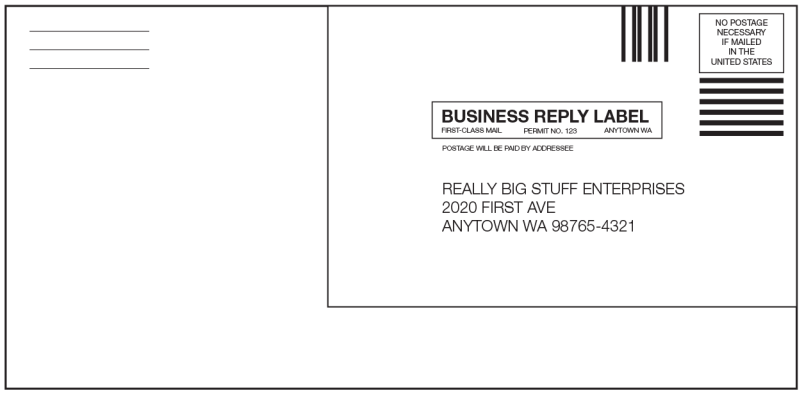
c. When the label is affixed to an envelope, the address must be placed within the OCR read area (see 202.2.1).

d. Pieces with business reply labels cannot qualify for QBRM prices.

**Exhibit 1.4.9 Instructions for Affixing Business Reply Label**

How to use your business reply label:

Affix label to upper right corner of envelope. Be sure the label is at the edge of the right corner. Do not use tape. Do not write on the envelope or use an envelope with printing other than a return address.

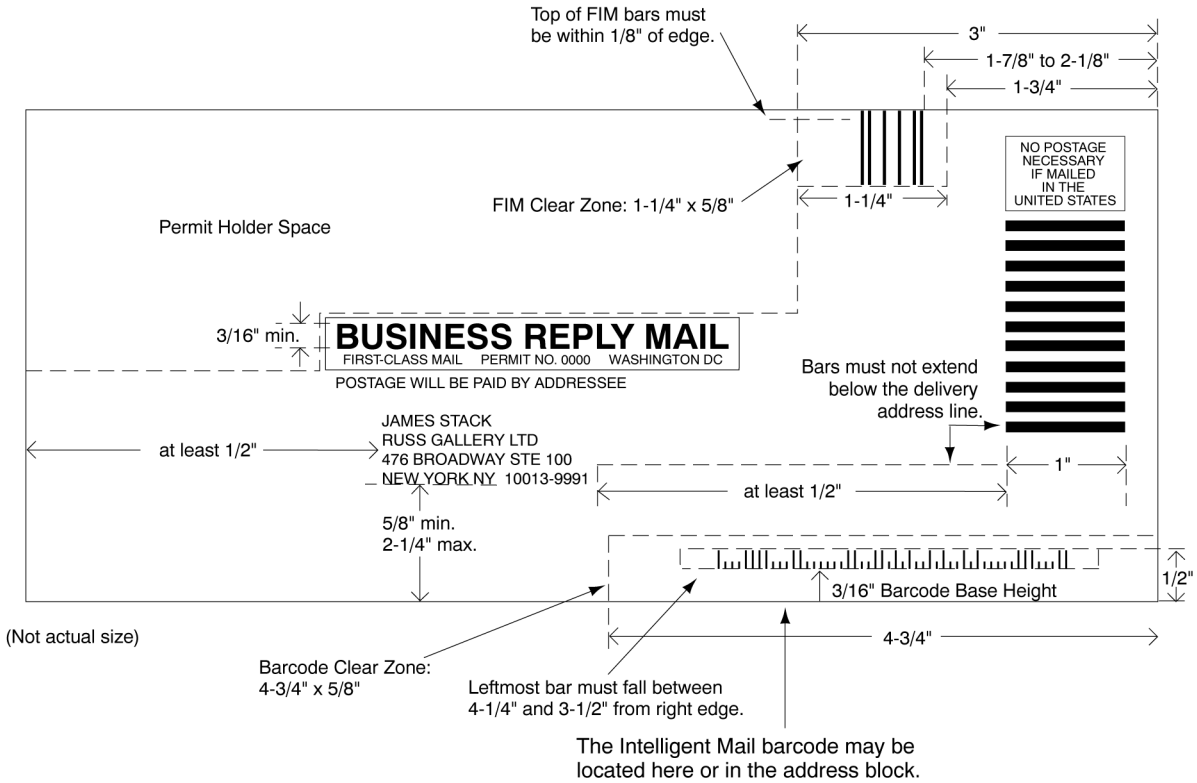



## 1.5 Format Elements

### 1.5.1 General

All pieces of BRM are subject to the format Elements in 1.5. The USPS may revoke a BRM permit because of format errors under 1.2.6. An Intelligent Mail barcode (IMb) is not required, except for QBRM prices; if an IMb is used, it must be printed and placed under 1.5.10 and as shown in Exhibit 1.5.1. Pieces of QBRM and bulk weight averaged nonletter-size BRM are subject to additional format standards listed in 1.6 and 1.8. BRM format elements are shown in Exhibit 1.5.1.

**Exhibit 1.5.1 Business Reply Mail Format**




### 1.5.2 Printing and Print Reflectance

All forms of printing are permissible if legible to the satisfaction of the USPS. Handwriting, typewriting, and hand stamping may not be used to prepare BRM. Printed borders are not permitted on letter-size BRM, but are permitted on envelopes greater than 6-1/8 inches high or 11-1/2 inches long or 1/4 inch thick. All ink colors are acceptable if the piece meets the appropriate reflectance standards in 204.1.3.

### 1.5.3 "No Postage Necessary" Imprint

The imprint "NO POSTAGE NECESSARY IF MAILED IN THE UNITED STATES" must be printed in the upper right corner of the address side of the piece, except as allowed under 601.6.5 for reusable mailpieces with outgoing permit imprint indicia. The "NO POSTAGE NECESSARY" imprint must not extend more than 1-3/4 inches from the right edge of the piece.

### 1.5.4 Business Reply Legend

The legend "BUSINESS REPLY MAIL" or "BUSINESS REPLY LABEL", as appropriate, must appear on all pieces. This legend must appear above the address in capital letters at least 3/16 inch high. At the permit holder's discretion, the business reply legend may be surrounded by a rule or border.

### 1.5.5 Permit Number and Postage Endorsement

Directly below the business reply legend, the words “FIRST-CLASS MAIL PERMIT NO. [NO., CITY, STATE]” (representing the permit holder's number and Post Office that issued the permit) must appear in capital letters. Directly below that, the endorsement “POSTAGE WILL BE PAID BY ADDRESSEE” must appear in capital letters. At the permit holder’s discretion, the permit number and postage endorsement may be surrounded by a rule or border.

### 1.5.6 Delivery Address

The delivery address on a piece of BRM may not be altered to redirect the mailpiece to any address other than the one preprinted on the piece. The complete address (including the permit holder’s name, delivery address, city, state, and USPS assigned BRM ZIP + 4) must be printed directly on the piece, except as allowed under 1.4.5 or under item a below, subject to these conditions:

a. Preprinted labels with only delivery address information (including an Intelligent Mail barcode under 1.5.10) are permitted, but the permit holder's name and other required elements must be printed directly on the BRM piece.

b. On letter-size pieces, the complete delivery address must appear within the OCR read area (see 202.2.1).

c. There must be at least a 1/2-inch clearance between the ZIP Code and the horizontal bars.

d. A unique ZIP Code (i.e., firm ZIP Code) must not be used for BRM unless the ZIP Code has been assigned specifically for BRM (see Form 6805). A unique 4-digit add-on to denote BRM may not be used with a unique 5-digit ZIP Code not specifically assigned to BRM.

### 1.5.7 Horizontal Bars

A vertical series of horizontal bars parallel to the length of the piece must be printed directly below the imprint “NO POSTAGE NECESSARY IF MAILED IN THE UNITED STATES.” The bars must be uniform in length, at least 1 inch long and 1/16 inch to 3/16 inch thick, and evenly spaced. On letter-size nonbarcoded BRM, the bars must not extend below the delivery address line (the line above the line containing the ZIP Code). On barcoded BRM, the bars must not extend lower than 5/8 inch from the bottom edge of the piece. Horizontal bars may be omitted on BRM letter-size and cards bearing Intelligent Mail barcodes.

### 1.5.8 Facing Identification Mark (FIM)

A FIM must be printed on all letter-size BRM and on business reply labels affixed to letter-size mail (see 1.4.9d). FIM B must be used with BRM without a barcode. FIM C must be used with any BRM printed with a barcode. The FIM must meet the physical standards in 202.8.0.

### 1.5.9 Company Logo

A company logo is permitted:

a. On nonbarcoded BRM, if it is placed outside the OCR read area (see 202.2.1).

b. On letter-size barcoded BRM, if it is placed no lower than 5/8 inch from the bottom edge of the piece.

c. On any piece, if the logo does not interfere with any required format elements.

#### 1.5.10 Additional Standards for Letter-Size and Flat-Size BRM Bearing an IMb

Except as provided under 1.5.11, when an Intelligent Mail barcode is printed on any BRM pieces, it must contain the barcode ID, service type ID, and correct unique ZIP+4 routing code, as specified under 204.1.2. The IMb must be placed on the address side of the piece and positioned as part of the delivery address block under 202.5.3 or within the barcode clear zone in the lower right corner of the piece if printed directly on the piece.

#### 1.5.11 Mailer ID (MID) Based IMb Option

A mailer may use a MID based Intelligent Mail barcode on BRM pieces. The MID based IMb must contain the barcode ID, specific service type ID, Mailer ID, serial number, in the tracking code field and a ZIP+4 routing code. Additional information on the MID based Intelligent Mail barcode can be found on PostalPro at *https://postalpro.usps.com*. Place the barcode according to 1.5.10.

### 1.6 Additional Standards for Qualified Business Reply Mail (QBRM)

#### 1.6.1 Description

Qualified business reply mail (QBRM) is a subset of business reply mail. Permit holders distribute reply pieces that qualify for lower postage prices and per piece fees. In addition to meeting the eligibility requirements below, the authorization to participate in QBRM under 1.6.2, and the format standards in 1.5, QBRM is First-Class Mail that:

a. Is a letter weighing two ounces or less or card that is prepared to meet the automation compatibility requirements in 201.3.0.

b. Meets all the Business Reply Mail (BRM) standards in 1.3 through 1.8.

c. Has postage and per piece charges deducted from a BRM advance deposit account.

d. Is authorized to mail at QBRM prices and fees under 1.6.2. During the authorization process, a proper ZIP+4 code is assigned to the mailer (under 1.6.2) for each price category of QBRM to be returned under the system (one for card priced pieces, one for letter-size pieces weighing 1 ounce or less, and one for letter-size pieces weighing over 1 ounce up to and including 2 ounces).

e. Bears the proper ZIP+4 code, assigned by USPS for the appropriate price category, in the address of each piece. The ZIP+4 codes assigned for this program must be used only on the organization's appropriate QBRM pieces.

f. Bears the correct Intelligent Mail barcode, correctly prepared under 1.5.10 or 1.5.11 and 204.1.0, that corresponds to the unique ZIP+4 code in the address on each piece distributed.

g. Bears a properly prepared facing identification mark (FIM) C on each piece distributed (see 202.8.0).

#### 1.6.2 Authorization

To participate in QBRM, a mailer with a valid BRM permit and having paid the annual account maintenance fee, must submit Form 6805 to the Postmaster or manager, Business Mail Entry for the Post Office to which the QBRM pieces are to be returned. USPS assigns to the mailer a proper BRM ZIP+4 Code, as applicable, reviews Form 6805 and preproduction samples provided by the mailer for compliance with relevant standards, and if approved, issues the mailer an authorization via the Form 6805.

### 1.7 BRM Distributed and Received by Agents of a Permit Holder

#### 1.7.1 Description

Permit holders may give permission to subsidiary offices, agents, or authorized representatives to distribute and receive BRM using a single (corporate) permit number. BRM pieces are distributed by and returned to agents, who pay postage and per piece fees on those returned pieces. Agents may use any type of BRM service meeting the applicable standards in 1.0 and under the following additional conditions:

a. Permit—The main permit holder or “corporate” office applies for the permit number and pays the permit fee, if applicable. The agent must present a letter of authorization from the permit holder showing the name, address, and telephone number of the local agent authorized to receive the BRM to the Post Office where the BRM is to be returned. Any time there is a change to the original permit application or the authorization letter, each agent must provide an amended letter of authorization to their local Post Office.

b. Annual Permit Fee—Agents do not pay a separate annual permit fee but must submit evidence (usually a copy of Form 3544) to the local office once each 12-month period to show that the annual permit fee, if applicable, has been paid. This evidence is not required if permit holder has a centralized account processing system (CAPS) account, through which the local Post Office can determine that the permit fee, if applicable, has been paid.

c. Postage, Per Piece Fees, and Annual Account Maintenance Fees—Agents receiving BRM or QBRM are responsible for paying all the postage and per piece fees, and applicable annual account maintenance fees, under 1.1 for the type of service received.

d. Payment Guarantee—The permit holder is ultimately responsible for postage and per piece fees for all pieces returned under that permit number. If a local agent refuses or neglects to pay postage or per piece fees on returned pieces, then those pieces are forwarded to the Post Office that issued the original permit for collection of postage and per piece fees from the permit holder. Once forwarded to the permit holder, these pieces cannot qualify for QBRM postage and per piece fees. The permit holder’s refusal to accept and pay the required postage and per piece fees for BRM offered for delivery is grounds for immediate revocation of the BRM permit (1.5.6).

e. Format—BRM distributed by agents must meet all required format standards in 1.4 and 1.5. Authorized representatives distributing BRM on behalf of a permit holder must have the permit holder's name and permit number printed on the BRM and their own names and addresses printed below the permit holder's name, except:

1. When the agent is a branch of an authorized business.
2. The permit holder notifies a Post Office that authorized representatives may use the permit holder's permit number without printing the permit holder's name.

## 1.8 Bulk Weight Averaged Nonletter-size BRM

### 1.8.1 Description

Bulk weight averaging is a method of counting, rating, and billing incoming nonletter-size BRM based on principles of mathematical statistics. Probability sampling techniques are used to measure the characteristics of the total BRM volume by examining a fraction of the volume. Statistically valid samples that are drawn from the incoming BRM volume each postal accounting period are used by Post Offices to compute average postage due per pound and average piece count per pound factors. The net bulk weight of mail received is multiplied by these conversion factors to get the estimated volume received and postage and fee amounts.

### 1.8.2 Eligibility

BRM pieces rated by the weight averaging method must:

a. Meet the basic standards for BRM in 1.0.

b. Not be letter-size (201.1.0) or card-size (201.1.2).

c. Not exceed 5 pounds.

### 1.8.3 Fees and Postage

Permit holders participating in bulk weight averaged nonletter-size BRM must pay the fees and postage under 1.1.5.

### 1.8.4 Application Process

A permit holder who wants to use bulk weight averaged BRM for nonletter-size pieces must submit a written request to the Postmaster of the office where the BRM permit is held. The Postmaster forwards this information to the manager, Customer Service Standardization, USPS Headquarters (see 608.8.0 for address). The request must include the following information:

a. Permit holder's name and address.

b. Name and location of the Post Office at which BRM will be received and a CAPS account number, if available.

c. Information about the number of pieces expected to be returned over a 24-hour period and a 30-day period, and a breakdown of the weight distribution of those pieces (in nearest ounces or pounds) (e.g., X number of 3-ounce pieces, Y number of 4-ounce pieces, and Z number of 5-ounce pieces).

d. Based on the estimated volume in 1.8.4c, a 24-hour estimate and a 30-day estimate of postage and per piece fees using the postage and charges listed in 1.1.5.

e. A statement indicating whether the piece volume has seasonal variation and, if applicable, estimates of monthly volumes for a 12-month period.

### 1.8.5 Authorization

The permit holder's request will be reviewed and approved by the manager, Customer Service Standardization, USPS Headquarters. If the request is approved, then a letter of authorization is sent to the permit holder from the Post Office where the BRM permit is held. The permit holder signs a service agreement and, if necessary, is assigned a Post Office box address.

### 1.8.6 Denial of Authorization

If the permit holder's request is not approved, then the Post Office sends a written notice, giving reasons for the denial. The permit holder has 15 days following receipt of the notice to file a written appeal of the decision with the postmaster and to furnish further information. If the postmaster still finds that the application should be denied, then the postmaster forwards the file to the manager, Customer Service Standardization, USPS Headquarters, who issues a final written decision to the permit holder.

### 1.8.7 Revoking Authorization

A Postmaster may terminate authorization for bulk weight averaged BRM by sending written notice to the permit holder, for any of the following reasons:

a. The permit holder provided incorrect or incomplete information on the request for authorization.

b. The permit holder’s BRM pieces no longer meet the eligibility requirements in 1.0.

c. The USPS finds that bulk weight averaging no longer provides adequate revenue protection.

d. The permit holder no longer desires to participate in bulk weight averaging.

### 1.8.8 Notice and Appeal

Termination takes effect 15 days from the permit holder’s receipt of the notice unless the permit holder files a written appeal within that period with the postmaster. The postmaster forwards the permit holder’s appeal together with all pertinent information to the manager, Customer Service Standardization, USPS Headquarters, who issues a final agency decision to the permit holder. The permit holder may continue to use the bulk weight averaging method until a final decision is made on the appeal.

# 2.0 Permit, Pre-paid (Metered), and Courtesy Reply Mail

## 2.1 Permit Reply Mail

### 2.1.1 Description

Permit reply mail (PRM) enables a permit imprint permit holder to receive First-Class Mail and Priority Mail back from customers by prepaying postage for reply pieces at the time of mailing. Mailers must distribute PRM pieces as part of the contents of an outgoing First-Class Mail mailing (see 230) only by using a valid permit imprint (604.5.0) account.

### 2.1.2 Extra Services

No extra services are permitted with PRM.

### 2.1.3 Permit Holder Intentions

PRM may not be used for any purpose other than the purpose intended by the permit holder, even when postage is affixed.

### 2.1.4 Special Standards for PRM Pieces with an Optical Disc

A letter-size PRM piece containing one standard optical disc will not be charged a nonmachinable surcharge if the piece meets the standards in 233.2.8. A flat-size PRM piece containing one standard optical disc and weighing no more than 2 ounces will be charged postage applicable for a 1-ounce First-Class Mail letter if the piece meets the standards in 233.2.8.

## 2.2 Authorization and Revocation

### 2.2.1 Authorization

PRM customers must apply for authorization through the district manager of Business Mail Entry at the office where the permit imprint account is held.

### 2.2.2 Samples

Permit holders must submit preproduction samples of PRM pieces to the Postal Service for approval prior to distribution.

### 2.2.3 Error Notification

If the Postal Service discovers a PRM format error, the permit holder or authorized agent will receive a written notification of the error. The permit holder must correct the error and ensure that all future PRM pieces meet appropriate specifications. The Postal Service may revoke a PRM authorization if a mailer repeatedly distributes PRM with format errors (see 2.2.4).

### 2.2.4 Revocation of Authorization

The Postal Service may revoke a PRM authorization because of format errors or misuse. If the authorization is revoked due to format errors, the format errors must be corrected before reauthorization.

## 2.3 Format Elements

### 2.3.1 General

All pieces of PRM must include the format elements shown in Exhibit 2.3.1.

**Exhibit 2.3.1 Permit Reply Mail Format Elements**

### 2.3.2 Printing and Print Reflectance

All legible forms of printing are permitted. Mailers may not use handwriting, typewriting, or handstamping to prepare PRM.

### 2.3.3 No Postage Necessary Imprint

The imprint, “NO POSTAGE NECESSARY IF MAILED IN THE UNITED STATES,” must be printed in the upper right corner of the address side of the piece. The imprint must not extend more than 1-3/4 inches from the right edge of the piece.

### 2.3.4 Permit Reply Mail Legend

The legend, “PERMIT REPLY MAIL,” must appear on all pieces. The legend must appear above the address in capital letters at least 3/16 inch high. At the permit holder's discretion, the permit reply mail legend may be surrounded by a rule or border.

### 2.3.5 Permit Number and Postage Endorsement

Directly below the permit reply mail legend, the words, “FIRST-CLASS MAIL PERMIT NO. [NO., CITY, STATE]” (representing the permit holder's number and the Post Office that issued the permit) must appear in capital letters. The permit holder may replace the permit number and the Post Office with a company permit as described in 2.4. Directly below that, the endorsement, “POSTAGE HAS BEEN PREPAID BY ADDRESSEE,” must appear in capital letters. At the permit holder's discretion, the permit number and postage endorsement may be surrounded by a rule or border.

#### 2.3.6 Delivery Address

The complete address (including the permit holder's name, delivery address, city, state, and ZIP+4 Code) must be printed on the piece. The delivery address on a PRM mailpiece may not be altered to redirect it to any address other than the one preprinted on the piece. PRM pieces must bear an Intelligent Mail barcode meeting the standards in 202.5.0 and 204.1.0.

#### 2.3.7 Facing Identification Mark

A facing identification mark (FIM) C must be printed on all letter-size PRM. The FIM C must meet the physical standards in 202.8.0.

#### 2.3.8 Company Logo

A company logo is permitted on letter-size PRM, provided the logo is placed no lower than 5/8 inch from the bottom edge of the piece and it does not interfere with any required format element.

### 2.4 Company Permit Reply Mail Imprint

#### 2.4.1 Definition

A company permit reply mail imprint is one in which the exact name of the company holding the permit is shown in the permit reply mail indicia in place of the city, state, and permit number.

#### 2.4.2 Use

A customer may use a company permit reply mail imprint if, for 1 year from the date of mailing, the permit holder or its agent keeps records of each mailing paid with a company permit reply mail imprint and makes them available for USPS review on request. These records must include the weight of a single piece; the total number of pieces mailed; the total postage; and the dates and Post Offices of mailing. A complete sample mailpiece must be included for each mailing.

#### 2.4.3 Format

To create a company permit reply mail imprint, replace the words “PERMIT No. [NO., CITY, STATE]” (representing the permit holder's number and the Post Office that issued the permit), with “PERMIT PAID BY [COMPANY NAME]” (representing the name of the company in the delivery address of the mailpiece) in capital letters.

### 2.5 Prepaid (Metered) Reply Mail

#### 2.5.1 Description

Mailers may use indicia generated by any postage evidencing system (see 604.4.0) to prepay reply postage on Priority Mail Express, on Priority Mail when the price is the same for all zones, on First-Class Mail, and on single-piece price Media Mail and Library Mail under the following conditions.

a. The postage amount must be sufficient to prepay the full postage due.

b. Print indicia directly on the mailpiece or on a label, and place indicia under 604.4.3.3.

c. Indicia used to prepay reply postage must not show the date.

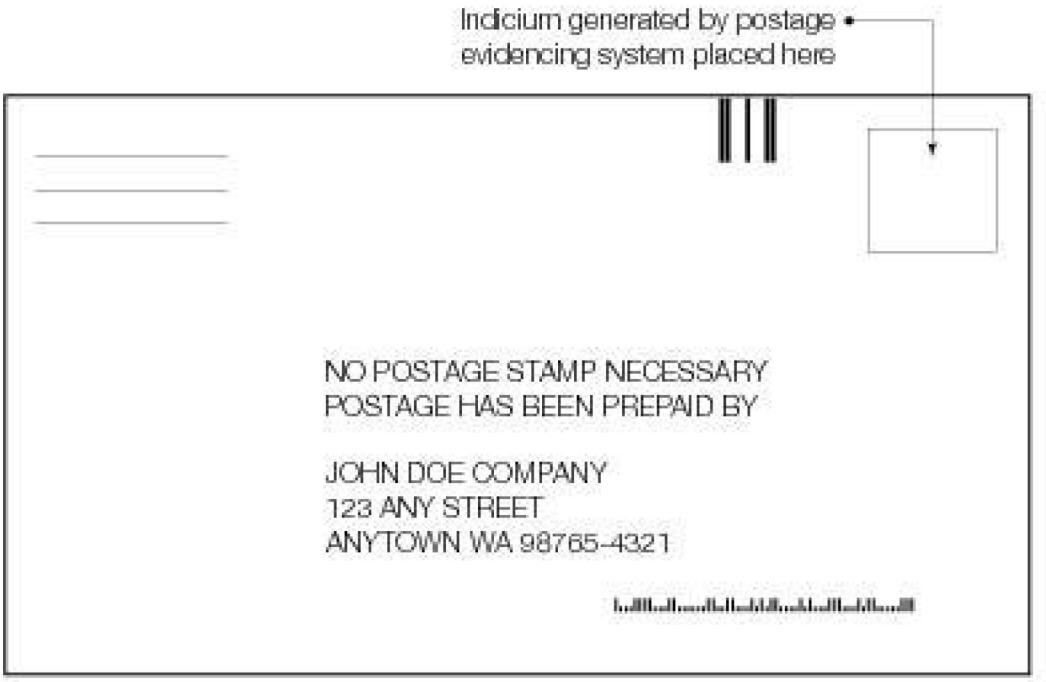
d. Pre-address the mailpiece for return to the authorized user only.

e. Print the words “NO POSTAGE STAMP NECESSARY POSTAGE HAS BEEN PREPAID BY” directly above the address.

f. Mailers may use FIM A on barcoded letter-size First-Class Mail reply mail except when using PC Postage.

g. When using PC Postage, mailers must use FIM D for prepaid reply mail when the indicium is printed directly on the mailpiece.

h. The address side must appear as described in this section and shown in the illustration below. Nothing may be added except a return address, FIM, or barcode.




**2.6 Courtesy Reply Mail**

[5-4-20] Courtesy Reply Mail (CRM) is reply mail other than BRM or MRM enclosed in other mail, with or without prepayment of postage, for return to the address on the reply piece. If postage is required, the customer returning the piece affixes the applicable First-Class Mail postage. Each piece must meet the physical standards in 201.1.0 or 201.2.0. Mailers may use FIM A on letter-size CRM with a preprinted barcode.

**2.7 Enclosed Reply Cards and Envelopes**

Mailers may enclose reply cards or envelopes (i.e. BRM under 1.0; Permit Reply Mail under 2.1 and 2.4, Prepaid (Metered) Reply under 2.5, or Courtesy Reply Mail under 2.6), addressed for return to a domestic delivery address, within automation mailings subject to provisions in 201.3.0 for enclosures.

[5-4-20]

# 3.0 USPS Returns Service

## 3.1 Basic Standards

### 3.1.1 Description

USPS Returns service allows an authorized account holder to pay the postage and fees on single-piece priced commercial Priority Mail, First-Class Package Service — Commercial, or Parcel Select Ground packages returned to the account holder by senders (mailers) via a return label, meeting the standards in 3.1.4, produced by the account holder. Unless otherwise restricted, any mailable matter may be mailed using any of the USPS Returns service options (Priority Mail Return Service, First-Class Package Return Service, and Ground Return Service or Parcel Select Ground). Any content that constitutes First-Class Mail matter may only be mailed using Priority Mail Return Service. USPS Returns service is subject to the following conditions:

a. *Availability.* USPS Returns service is available to the account holder for mailing to the account holder's designated address on the USPS Returns label(s).

b. *Payment Guarantee.* The account holder must guarantee payment of the proper postage and fees, including any fees for Extra Services requested by the account holder, on all packages returned bearing a valid barcoded USPS Returns label produced by the account holder. The account holder must have sufficient funds in his or her associated Electronic Payment Account to pay the postage and fees on an ongoing basis.

c. *Where Service Is Established.* USPS Returns service accounts may be established at any Post Office in the United States and its territories and possessions or at any overseas U.S. Military Post Office (APO/FPO/DPO). USPS Returns service is not available for returns from any foreign country.

### 3.1.2 Accounts

USPS Returns service accounts are subject to the following:

a. *Account Enrollment.* An approved USPS Returns service account may be established by calling the Mailing and Shipping Solutions Center at 1-877-672-0007.

b. *Advance Deposit Account.* The account holder must pay postage and fees through an Enterprise Payment System (EPS) account, accessed through the Business Customer Gateway (BCG) at *gateway.usps.com* and agree to the terms and conditions for use of such EPS account as the EPS account holder.

c. *Mailer Identification Code (MID).* Applicants must request a new MID via the BCG, select the product type of nonmanifested returns, and select the applicable Service Type Codes (STCs) for the desired USPS Returns service products.

d. *Application Process.* Applicants must have a valid Enterprise Payment Account and be registered in the BCG.

e. *Canceled Accounts.* If the account is cancelled by the EPS account holder, USPS Returns service packages bearing the sender's return address are returned to the sender; otherwise, they are treated as dead mail.

f. *Account Cancellation.* USPS may cancel an account if the EPS account holder refuses to accept and pay postage and fees for USPS Returns service packages, fails to keep sufficient funds in the advance deposit account to cover postage and fees, or distributes return labels that do not meet USPS standards.

g. *Reapplying After Cancellation.* To receive a new account after a previous USPS Returns service account is canceled, the applicant must re-register in the BCG and obtain a new MID for USPS Returns service use. If not using labels generated by the USPS Application Program Interface (API) at *usps.com/business/web-tools-apis/welcome.htm,* or Merchant Return Application (MRA), applicants must submit for approval two samples for each label format to the National Customer Support Center (NCSC). In addition, applicants must provide evidence that the reasons for the account cancellation are corrected, and maintain funds in their advance deposit account sufficient to cover normal returns for at least 2 weeks.

h. *Using Other Post Offices.* The authorized EPS account holder using USPS Returns may distribute USPS Returns labels for return through other Post Office locations.

### 3.1.3 Postage and Prices

Postage and prices are subject to the following:

a. Postage is calculated based on the weight of the return package and zone associated with the point of origin and delivery ZIP Code subject to the eligibility for commercial prices and fees based on the class of mail under 220, 250, and 280, except that postage for USPS Returns in flat-rate packaging is based on the packaging type used and the associated Universal Product Code (UPC) on the packaging. USPS Returns service packages are charged postage and fees based on the STC embedded in the IMpb and as provided under 3.1.3c. If all or part of the IMpb is unreadable, or the package is unable to be priced based on the data collected, postage will be determined by the Postal Service based on historical data, or default data determined at time of enrollment.

b. Prices for Priority Mail Return Service, First-Class Package Return Service, and Ground Return Service (Parcel Select Ground) packages are charged as follows:

   1. Priority Mail Commercial Base prices are available for account holders using Priority Mail Return Service, when all applicable requirements are met.

   2. Priority Mail Commercial Plus prices are available for Priority Mail Return Service packages that qualify for Commercial Base prices and for which the account holder has a customer commitment agreement with USPS (see 223.1.3).

3. First-Class Package Service — Commercial prices are available for First-Class Package Return Service packages when all applicable requirements are met.
4. Parcel Select Ground prices are available for Ground Return Service packages when all applicable requirements are met.

c. The account holder or mailer may obtain extra and additional services as follows:

1. Insurance is available for USPS Returns service (see 503). Insurance is not included with the postage for Priority Mail Return service. Insurance is available to the account holder for a fee on packages that have the applicable STC imbedded into the IMpb on the label, and for which the account holder has provided electronic data that supports the value of the merchandise (see 503.4.3.1a.). Only the account holder may file a claim (see 609). Mailers mailing a USPS Returns service package may obtain insurance at their own expense at the time of mailing by presenting the labeled USPS Returns package at a Post Office retail unit to obtain the service.
2. Signature Confirmation is available for USPS Returns service (see 503). Signature Confirmation is available for a fee to the account holder for packages that have the applicable STC for Signature Confirmation imbedded into the IMpb on the label. Mailers mailing a USPS Returns package may obtain Signature Confirmation at their own expense at the time of mailing by presenting the labeled USPS Return package at a Post Office retail unit to obtain the service.
3. Certificate of Mailing is available only to mailers at their own expense at the time of mailing by presenting the certificate at a Post Office retail unit to obtain the receipt.
4. Pickup on Demand Service is available for a fee with USPS Returns service (see 507.7.0).

### 3.1.4 Labels

Distribution and preparation of labels are subject to the following:

a. *Distribution of Labels.* USPS Returns labels may be distributed to customers via the following:

1. As an enclosure with merchandise;
2. As a separate package (including when requested electronically through the BCG for printing and delivery to the customer by USPS);
3. As an electronic transmission for customer downloading and printing including through Label Broker, which allows customers to have the pre-paid returns label printed for them at a USPS Retail System Software (RSS) enabled retail location via a Label ID or QR code on a smartphone;
4. On a piece of paper, or written directly on a package presented to the retail associate); or

5. Through one of the account holder's designated pickup facilities.

b. *Label Preparation.* The following provisions apply:

1. USPS Returns labels must meet the standards in the Parcel Labeling Guide available on the PostalPro website at *postalpro.usps.com/parcellabelingguide*.

2. The label must include an IMpb, accommodate all required information, be legible, and be prepared in accordance with the standards in *Intelligent Mail Package Barcode (IMpb) Implementation Guide,* available on the PostalPro website.

3. Standard label sizes are 3 inches by 6 inches, 4 inches by 4 inches, or 4 inches by 6 inches, and must be certified by USPS for use prior to distribution.

4. Except for USPS Returns labels generated by the USPS API or MRA, all returns labels must have a properly constructed IMpb (C01, C05, N02, or N05, as applicable) approved by the NCSC.

5. EPS account holders or their agents may distribute approved returns labels and instructions by means specified in 3.1.4b. EPS account holders or their agents must provide written instructions to the label end-user (mailer) as specified in 3.1.4c. Faxed labels will not be accepted. If all applicable content and format standards are met, USPS Returns labels may be produced by any of the following methods:

(a) As an impression printed by the EPS account holder directly onto the package to be returned.

(b) As a separate label preprinted by the EPS account holder to be affixed by the customer onto the package to be returned. The reverse side of the label must bear an adhesive strong enough to bond the label securely to the package. Labels must be printed and delivered by USPS to the customer when requested electronically by the EPS account holder or its agents through the BCG, or provided as an electronic file created by the EPS account holder for local output and printing by the customer.

(c) The electronic file must include instructions that explain how to affix the label securely to the package, and that caution against covering with tape or other material any part of the label where postage and fee information is to be recorded.

c. *Labeling Instructions.* Written instructions must be provided with the label that, at a minimum, directs the customer to do the following:

1. "If your name and address are not already preprinted in the return address area, print them neatly in that area or attach a return address label there."

2. "Attach the label squarely onto the largest side of the package, centered if possible. Place the label so that it does not fold over to another side. Do not place tape over any barcodes on the label or any part of the label where postage and fee information will be recorded."

3. "Remove or obliterate any other addresses, barcodes, or price markings on the outside packaging."
4. "Mail the labeled USPS Returns service package at a Post Office, drop it in a collection box, leave it with your USPS carrier, or schedule a package pickup at *usps.com*."

#### 3.1.5 Noncompliant Labels

USPS Returns account holders must use USPS-certified labels meeting the standards in 3.1.4. When noncompliant labels are affixed to USPS Returns service packages, the permit holder will be assessed the appropriate USPS Retail Ground price calculated from the package's initial entry point (first physical scan) in the USPS network to its delivery address.

#### 3.1.6 Enter and Deposit

The following standards apply:

a. The EPS account holder's customers may mail the USPS Returns service package via the following:
   1. At any Post Office;
   2. At any associated office, station, or branch;
   3. In any collection box (except a Priority Mail Express box);
   4. With any rural carrier;
   5. By package pickup;
   6. On business routes during regular mail delivery if prior arrangements are made with the carrier;
   7. As part of a collection run for other mail (special arrangements might be required); or
   8. At any place designated by the postmaster for the receipt of mail.

b. USPS Returns service packages with extra services must be mailed either with the rural carrier or at the main Post Office or any associated office, station, or branch. Any such packages deposited in collection boxes may be returned to the sender for the extra service to be purchased appropriately, or it will be processed and the sender charged postage and fees based on the STC embedded in the IMpb on the label and as provided under 3.1.3c.

### 3.2 Additional Standards

Additional mailing standards applicable to each service option are as follows:

a. Priority Mail Return service may contain any mailable matter meeting the standards in 201.8.0 and 223.2.0. APO/FPO/DPO mail is subject to standards in 703.2.0 and 703.4.0, and Department of State mail is subject to standards in 703.3.0. Priority Mail Return service receives expeditious handling and transportation, with service standards in accordance with Priority Mail. Priority Mail Return service mailed under a specific customer agreement is charged postage according to the individual agreement. Commercial Base and Commercial Plus prices are the same as for outbound Priority Mail in Notice 123—Price List.

b. First-Class Package Return service may contain mailable matter meeting the standards in 201.8.0 and 283.2.0. First-Class Package Return service handling, transportation, and eligibility of contents are the same as for outbound First-Class Package Service — Commercial parcels under standards in 283. First-Class Package Return service packages may not contain documents or personal correspondence, except that such packages may contain invoices, receipts, incidental advertising, and other documents that relate in all substantial respects to merchandise contained in the package.

c. Ground Return (Parcel Select Ground) service provides ground transportation for parcels containing mailable matter meeting the standards in 201.8.0 and 153.3.0. Ground Return (Parcel Select Ground) service is required for restricted and hazardous materials mailed using USPS Returns service and as provided in Publication 52, *Hazardous, Restricted, and Perishable Mail.* Ground Return (Parcel Select Ground) service assumes the handling, transportation, and service objectives for delivery of USPS Retail Ground.

# 4.0 Parcel Return Service

## 4.1 Prices and Fees

### 4.1.1 Permit

The participant must obtain a permit and pay postage at the Post Office where the permit is held through an advance deposit account (see Notice 123—Price List).

### 4.1.2 Parcel Return Service Prices

Parcel Return Service prices are based on the price that applies to the weight increment of each addressed piece, and on the designated return facility, RDU or RSCF. The price is charged per pound or fraction thereof; any fraction of a pound is considered a whole pound. For example, if an item weighs 4.225 pounds, the weight increment is 5 pounds. The minimum price per piece is the 1-pound price and these additional standards apply:

a. Parcel Return Service-Nonmachinable Prices: Parcels exceeding the maximum machinable dimensions in 201.7.5 or are considered a nonmachinable parcel under 201.7.7 are subject to nonmachinable prices.

b. Balloon and Oversized Prices: RSCF parcels that weigh less than 20 pounds but measure more than 84 inches in combined length and girth are charged the applicable price for a 20-pound parcel (balloon price). Regardless of weight, any parcel that measures more than 108 inches (but not more than 130 inches) in combined length and girth must pay the oversized price.

### 4.1.3 Postage

There are two PRS price categories:

a. Parcel Return Service — RDU. Parcels returned as USPS Retail Ground to, and retrieved in bulk from, a designated delivery unit.

b. Parcel Return Service — RSCF. Parcels returned as USPS Retail Ground to, and retrieved in bulk from, a designated SCF.

## 4.2 Basic Standards

### 4.2.1 Description

Parcel Return Service (PRS) applies to parcels that are picked up in bulk by authorized permit holders or their agents. Permit holders guarantee payment of postage for all parcels mailed with a PRS label. By providing an approved PRS label to its customers, the merchant or other party designates the permit holder identified on the label as their agent for receipt of mail bearing that label, and authorizes the USPS to provide that mail to the permit holder or its designee. PRS permit holders also may retrieve parcels at one or more designated return sectional center facilities (RSCFs) or designated return delivery units (RDUs). Payment for parcels returned under PRS is deducted from a separate advance deposit (postage-due) account funded through the Centralized Account Processing System (CAPS). The permit holder must be authorized to use eVS (see 705.2.9).

### 4.2.2 Conditions for Mailing

Parcels may be mailed as PRS when all of the following conditions apply:

a. Parcels contain eligible matter as described in 153.3.0 and 153.4.0.

b. [1-26-20] Parcels bear a PRS label that meets the standards in 4.3.

c. Parcels show the permit number.

### 4.2.3 Customer Mailing Options

Returned parcels may be deposited as follows:

a. At any Post Office, station, or branch.

b. In any collection box (except a Priority Mail Express box).

c. With any letter carrier.

d. As part of a collection run for other mail (special arrangements may be required).

e. At any place designated by the postmaster for the receipt of mail.

f. Pickup on Demand service.

### 4.2.4 Application Process

[1-26-20] Companies wishing to participate in PRS must send a request on company letterhead to the director, Business Acceptance Solutions (see 608.8.0 for address). The request must contain the following information:

a. Company name and address.

b. An individual's contact name, telephone number, fax number, and e-mail address.

c. [1-26-20] The price category or categories to be used, and the proposed retrieval locations (delivery units and sectional center facilities).

d. A description of the electronic returns manifesting system to be used to document returns listed by location and price eligibility.

#### 4.2.5 Approval

[1-26-20] The director, Business Acceptance Solutions, reviews each request and proceeds as follows:

a. [1-26-20] If the applicant meets the criteria, the director, Business Acceptance Solutions, approves the letter of request and sends an authorization letter outlining the terms and conditions for the program. PRS permit holders must submit the authorization letter and PS Form 3801, *Standing Delivery Order,* to each applicable facility. An acceptable primary form of identification as specified under 608.10.3 is required before each pickup.

b. [1-26-20] If the application does not meet the criteria, the director, Business Acceptance Solutions, denies the request and sends the applicant a written notice with the reason for denial.

#### 4.2.6 Permit Cancellation

USPS may cancel a PRS permit for any of the following reasons:

a. The permit holder fails to pay the required postage and fees for returned parcels.

b. The permit holder does not maintain adequate available funds to cover postage and fees for returned parcels.

c. The permit holder does not fulfill the terms and conditions of the PRS permit authorization.

d. The return labels do not conform to the specifications in 5.4.

#### 4.2.7 Reapplying After Cancellation

[1-26-20] To receive a new PRS permit after cancellation as specified in 5.1, the mailer must:

a. [1-26-20] Submit a letter to the director, Business Acceptance Solutions, requesting a permit and a new agreement.

b. Provide evidence showing that the reasons for cancellation no longer exist.

c. Maintain adequate available funds to cover the expected number of returns.

#### 4.2.8 Extra Services and Endorsement

Pieces using PRS may not bear an ancillary service endorsement (see 102.4.0 and 507.1.5). See 503 for available extra services for PRS.

#### 4.2.9 Pickup Schedule and Location

Permit holders or their agents must set up recurring or standing appointments to retrieve PRS parcels. If the permit holder (or agent) has existing appointments to deliver Parcel Select parcels to destination facilities and those facilities are one

of the designated RSCFs or designated RDUs, those appointments can be used for retrieving PRS parcels at the same time. Permit holders or their agents must retrieve parcels on a regular schedule as follows:

a. From all listed RSCFs, at a minimum of every 24 hours, excluding Saturdays, Sundays, and USPS holidays, unless otherwise authorized. The Postal Service maintains a list of active RSCFs and provides permit holders 30-day notice of changes to the list. This list is available on the Facility Access and Shipment Tracking system (FAST) at *https://fast.usps.com/fast/*.

b. From RDUs, at a minimum of 48 hours, excluding Saturdays, Sundays, and USPS holidays, unless otherwise authorized. The USPS maintains a list of active RDUs and provides permit holders 30-day notice of changes to the list. This list is available on the Facility Access and Shipment Tracking system (FAST) at *https://fast.usps.com/fast/*.

[1-26-20]

#### 4.2.10 Change or Cancel Retrieval Locations

Customers may change or cancel retrieval locations (delivery units and sectional center facilities) as follows:

a. *Online*. Customers may change or cancel retrieval locations online at the USPS Business Customer Gateway (BCG) at *gateway.usps.com.*

b. *Letter*. Customers may change or cancel retrieval locations by sending a request on company letterhead to the director, Business Acceptance Solutions (see 608.8.0 for address).

#### 4.2.11 Parcels Endorsed Hold for Pickup

PRS participants must pay the appropriate Parcel Return Service RDU price under 5.3 for any unclaimed, refused, undeliverable as addressed, or recalled parcels that are endorsed “Hold For Pickup” (under 507.3.0) and that bear the marking “PARCEL RETURN SERVICE REQUESTED” or “PRS REQUESTED” followed by a unique 569 prefix ZIP Code.

#### 4.2.12 Noncompliant Labels

PRS permit holders must use USPS-certified labels meeting the standards in 4.3. When noncompliant labels are affixed to PRS parcels, which travel through the Postal network to the delivery address of the label, the permit holder will be assessed the appropriate USPS Retail Ground price, calculated from the parcel’s entry point in the USPS network to its delivery address. If the parcel’s entry point cannot be determined, then postage will be calculated at zone 4.

### 4.3 Labels

#### 4.3.1 Label Preparation

PRS labels must be certified by USPS for use prior to distribution as defined in the service agreement. In addition, permit holders must obtain USPS certification for barcode symbologies. Except for by FAX, any photographic, mechanical, or electronic process or any combination of these processes may be used to produce PRS labels. The background of the label may be any light color that allows the address, barcodes, and other required information to be easily

distinguished. If labels are electronically transmitted to customers for their local printing, the permit holder must advise customers of these printing requirements as part of the instructions in 4.3.3

#### 4.3.2 Labeling Methods

If all applicable contents and formats are approved (including instructions to the user), permit holders or their agents may distribute a PRS label by any of the methods provided under 3.5.4.

#### 4.3.3 Labeling Instructions

Regardless of label distribution method, permit holders or their agents must always provide written instructions to the user of the PRS label as provided under 3.5.5.

#### 4.3.4 Label Format Elements

PRS labels must meet the standards in the Parcel Labeling Guide available on PostalPro at *https://postalpro.usps.com*. There is no minimum size for PRS labels; however, the label must be big enough to accommodate all of the label elements and standards in this section. All PRS label elements must be legible. Except where a specific type size is required, elements must be large enough to be legible from a normal reading distance and be separate from other elements on the label.

#### 4.3.5 PRS Label Format Examples

The following are PRS label format examples: (Note: The ZIP Code 56999 appears in each example for demonstration purposes only.)

a. Parcel Return Service label using a separate PRS barcode and postal routing barcode.

b. Parcel Return Service label using a concatenated barcode.

# 5.0 Bulk Parcel Return Service

## 5.1 Bulk Parcel Return Service (BPRS) Permit and Fees

### 5.1.1 Permit and Per Piece Fees

A BPRS permit is required to participate in BPRS; no annual fee is required to obtain a BPRS permit. Each piece returned through BPRS is charged only the per piece fee, not postage, regardless of weight. See Notice 123—Price List for applicable fees.

### 5.1.2 Advance Deposit Account

The permit holder must pay BPRS fees through an advance deposit account. A separate advance deposit account for BPRS is not required.

### 5.1.3 Postage Due Weight Averaging

BPRS mailers may participate in the Postage Due Weight Averaging program described in 705.20.0.

## 5.2 Basic Standards

### 5.2.1 Description

Bulk parcel return service (BPRS) allows mailers of large quantities of USPS Marketing Mail or Parcel Select Lightweight machinable parcels that are either undeliverable-as-addressed or un-opened and refused by addressees to be returned to designated postal facilities. The mailer has the option of picking up all returned parcels from a designated postal facility at a predetermined frequency specified by the USPS or having them delivered by the USPS in a manner and frequency specified by the USPS. For this service, a mailer establishes a BPRS permit and pays a per piece charge for each parcel returned from an advance deposit account.

### 5.2.2 Availability

A mailer may be authorized to use BPRS when the following conditions apply:

a. All returned parcels are initially prepared as regular or Nonprofit USPS Marketing Mail, or Parcel Select Lightweight, and are machinable parcels as defined in 201.7.5.

b. At least 10,000 USPS Marketing Mail or Parcel Select Lightweight machinable parcels will be returned to a designated postal facility during a 12-month period.

c. Parcels are returned to the mailer either because they are undeliverable-as-addressed or because they are un-opened and refused by the addressee.

d. Parcels bear an approved BPRS label or one of the following BPRS endorsements (507.2.0) on the outbound mailpiece:
“Return Service Requested — BPRS”
“Address Service Requested — BPRS”

e. Parcels have a return address that is in the delivery area of the Post Office that issued the BPRS permit.

f. The postal facility designated for returned parcels is located in the United States, its territories or possessions, or is a U.S. military Post Office overseas (APO or FPO).

g. The mailer has a valid postage due advance deposit account and BPRS permit.

h. BPRS parcels may be combined with the shipper paid forwarding service (507.4.2.9).

i. USPS Marketing Mail or Parcel Select Lightweight parcels that qualify for a Media Mail or Library Mail price under the applicable standards, and that contain the name of the Package Service price in the mailer's ancillary service endorsement (507.1.5.3d.), are not eligible for BPRS.

#### 5.2.3 Payment Guarantee

The permit holder guarantees payment of all applicable fees. The Post Office returns BPRS items to the permit holder only when there are sufficient funds in the advance deposit account to pay the fees on returned pieces.

#### 5.2.4 Application Process

To obtain a BPRS permit, a mailer must send a written request to the Postmaster at each Post Office where parcels are to be returned that includes the following:

a. Request for the BPRS permit.

b. Information pertinent to each requested delivery point that documents either the receipt of, or that there are reasonable grounds to expect, at least 10,000 machinable parcels originally mailed at regular or non-profit USPS Marketing Mail or Parcel Select Lightweight prices during the past, or next, 12 months.

c. A description of the returned parcels (e.g., piece size and packaging).

d. A statement of the desired frequency and location of the parcel pickup or delivery point.

e. Sample documentation that will be used to substantiate the number of parcels returned daily to each location.

f. If a label will be furnished for returning opened parcels, the labels must be USPS approved, prepared in accordance with 5.4, and be accompanied by complete instructions for its use as described in 3.5.5.

g. A written statement agreeing to pay the per piece fee for each returned parcel from a centralized advance deposit account.

#### 5.2.5 Authorization

A BPRS mailer will be required to sign a postage due service agreement with each Post Office that issues a permit for the return of BPRS parcels. Upon approval of a mailer's request, the Post Office issues an authorization letter and provides a postage due service agreement with a BPRS permit number. The permit number is used for account administration and is required on BPRS labels under 5.4, when used.

## 5.3 Permits

### 5.3.1 Permit Renewal

A Post Office provides BPRS permit holders with annual renewal notices advising that their permits are due to expire. A notice must be returned to the issuing Post Office by the permit expiration date. Written authorization is not necessary for renewal of a permit if there is no change to the authorization on file at the Post Office where the parcels are returned. If a permit holder does not renew a BPRS permit after having been given notice, the USPS will endorse the mail "Bulk Parcel Return Service Canceled" and will charge postage due at the single-piece First-Class Mail or Priority Mail price as appropriate for the weight of the piece. If the single-piece First-Class Mail or Priority Mail price is not paid, the mail is forwarded to the nearest mail recovery center.

### 5.3.2 Permit Cancellation

A BPRS permit may be canceled by the USPS for any of the following reasons:

a. Failure to meet the minimum volume requirement of 10,000 parcels returned during a 12-month period to each postal facility.

b. Failure of the mailer to pay the required postage and fees for returned parcels.

c. Insufficient funds in an advance deposit account to cover postage and fees that are due for returned parcels.

d. Failure to fulfill the terms and conditions of the BPRS permit authorization.

e. Failure to conform return labels to the specifications in section 5.4.

### 5.3.3 Reapplying After Cancellation

A mailer must do the following to receive a new BPRS permit at the same Post Office where a permit was previously canceled:

a. Submit a letter to that office requesting a BPRS permit and new agreement.

b. Provide evidence showing that the reasons for cancellation of the previous permit no longer exist.

c. Maintain adequate funds in an advance deposit account to cover the number of returns expected over at least a 2-week period.

### 5.3.4 Extra Services

Extra services cannot be added to pieces returned via bulk parcel return service.

## 5.4 Optional BPRS Label

An authorized BPRS permit holder has the option to use a label to identify BPRS parcels for return to a designated postal facility. The label is prepared at the mailer's expense and must meet all format standards in the Parcel Labeling Guide available on PostalPro at *https://postalpro.usps.com*, including an IMpb meeting the standards in 204.2.0.

# 507 Mailer Services

**Overview**

1.0 Treatment of Mail
2.0 Forwarding
3.0 Hold For Pickup
4.0 Address Correction Services
5.0 Package Intercept
6.0 Requesting Withdrawal and Disposal of a Mailing
7.0 Pickup on Demand Service
8.0 Mailing List Services
9.0 Address Sequencing Services
10.0 Informed Visibility
11.0 USPS Premium Tracking Service

## 1.0 Treatment of Mail

### 1.1 Nondelivery of Mail

Mail can be undeliverable for these reasons:

a. No postage.

b. Incomplete, illegible, or incorrect address.

c. Addressee not at address (unknown, moved, or deceased).

d. Mail unclaimed.

e. Mail refused by the addressee at time of delivery.

f. Mail refused by the addressee after delivery when permitted.

g. Minimum criteria for mailability not met.

### 1.2 USPS Address Adjustments

#### 1.2.1 Types of Adjustments

Mail can be undeliverable because of USPS adjustments, such as the following:

a. Renumbering of houses.

b. Renaming of streets.

c. Conversion from rural-style addresses (rural route and box number or highway contract route and box number) to city-style addresses (house number and street name).

d. Realignment of rural or highway contract routes.

e. Conversion from rural or highway contract service to city delivery service.

f. Consolidation of routes.

g. Consolidation of Post Offices or adjustment of delivery districts.

#### 1.2.2 Charges

For 3 years after the date when the new address information appears in Address Information System (AIS) products, a mailer who regularly sends bulk mailings into an area affected by USPS adjustments is not charged for requested corrections to galley lists when such corrections relate to those adjustments.

#### 1.2.3 Disposal

Mail that is undeliverable because of USPS adjustments is redirected and delivered to the destination without an additional postage charge as follows:

a. For an adjustment under 1.2.1a through 1.2.1c, for 1 year from the date when the new address appears in the AIS bimonthly products released in February, April, June, August, October, and December.

b. For an adjustment under 1.2.1d through 1.2.1g, for 1 year from the end of the month in which the adjustment occurs.

c. For mail bearing the simplified address “Postal Customer,” “Residential Customer,” “Rural Route Box Holder,” “Highway Contract Route Box Holder,” or “Post Office Box Holder,” for 90 days or until the next June 30, whichever is later.

#### 1.2.4 Records

Records of address changes caused by USPS adjustments are kept by the local Post Office for 3 years.

### 1.3 Directory Service

USPS letter carrier offices give directory service to the types of mail listed below that have an insufficient address or cannot be delivered at the address given (the USPS does not compile a directory of any kind):

a. Mail with extra services (certified, COD [excluding COD Hold For Pickup mailpieces], registered, special handling-fragile).

b. Foreign, except circulars. (Foreign mail received in quantities with letter-class postage but the general characteristics of circular mail is not given directory service.)

c. Mail from overseas Armed Forces.

d. Parcels mailed at any Package Services or Parcel Select price.

e. Perishable matter.

f. Official USPS mail.

g. Priority Mail Express 1-Day Service.

### 1.4 Basic Treatment

#### 1.4.1 General

Mail that is undeliverable as addressed is forwarded, returned to the sender, or treated as dead mail, as authorized for the particular class of mail. Undeliverable-as-addressed mail is endorsed by the USPS with the reason for nondelivery as shown in Exhibit 1.4.1. All nonmailable pieces are returned to the sender.

**Exhibit 1.4.1 USPS Endorsements for Mail Undeliverable as Addressed**

| ENDORSEMENT | REASON FOR NONDELIVERY |
|---|---|
| Attempted—Not Known | Delivery attempted, addressee not known at place of address. |
| Box Closed—No Order* | Post office box closed for nonpayment of rent. |
| Deceased | Used only when known that addressee is deceased and mail is not properly deliverable to another person. This endorsement must be made personally by delivery employee and under no circumstance may it be rubber-stamped. Mail addressed in care of another is marked to show which person is deceased. |
| Delivery Suspended to Commercial Mail Receiving Agency | Failure to comply with 508.1.8.1 through 508.1.8.3. |
| Illegible* | Address not readable. |
| In Dispute* | Mail returned to sender by order of chief field counsel (or under 508.1.0 and 508.2.0) because of dispute about right to delivery of mail and cannot be determined which disputing party has better right to mail. |
| Insufficient Address* | Mail without number, street, box number, route number, or geographical section of city or city and state omitted and correct address not known. |
| Moved, Left No Address | Addressee moved and filed no change-of-address order. |
| No Mail Receptacle* | Addressee failed to provide a receptacle for receipt of mail. |
| No Such Number* | Addressed to nonexistent number and correct number not known. |
| No Such Office in State* | Addressed to nonexistent Post Office. |
| No Such Street* | Addressed to nonexistent street and correct street not known. |
| Not Deliverable as Addressed—Unable to Forward | Mail undeliverable at address given; no change-of-address order on file; forwarding order expired. |
| Outside Delivery Limits* | Addressed to location outside delivery limits of Post Office of address. Hold mail for out-of-bounds customers in general delivery for specified period unless addressee filed order. |
| Refused* | Addressee refused to accept mail or pay postage charges on it. |
| Returned for Better Address* | Mail of local origin incompletely addressed for distribution or delivery. |
| Returned for Postage | Mail without postage or indication that postage fell off. |
| Returned to Sender, Mailpiece Contains Nonmailable Contents. | Mail returned to sender due to contents that are nonmailable. |
| Returned to Sender Due to Addressee's Violation of Postal False Representation and Lottery Law* | Mail returned to sender under false representation order and lottery order. |
| Returned to Sender Due to Addressee's Violation of Postal False Representation Law* | Mail returned to sender under false representation order. |

* Alternative addressing formats may not be used on the following: Priority Mail Express pieces; mail with any extra service listed in 602.3.1.2e.; mail sent with any ancillary service endorsement, except as allowed in 1.5.1b; and mail sent to any overseas military Post Office. When an alternative addressing format is used on Periodicals pieces, the publisher is notified of nondelivery only for those reasons marked with an asterisk (*).

| ENDORSEMENT | REASON FOR NONDELIVERY |
|---|---|
| Returned to Sender Due to Addressee's Violation of Postal Lottery Law* | Mail returned to sender under lottery order |
| Temporarily Away* | Addressee temporarily away and period for holding mail expired. |
| Unclaimed* | Addressee abandoned or failed to call for mail. |
| Undeliverable as Addressed, Missing PMB or # Sign | Failure to comply with 508.1.8.2e. |
| Vacant* | House, apartment, office, or building not occupied. (Use only if mail addressed "Occupant.") |

* Alternative addressing formats may not be used on the following: Priority Mail Express pieces; mail with any extra service listed in 602.3.1.2e.; mail sent with any ancillary service endorsement, except as allowed in 1.5.1b; and mail sent to any overseas military Post Office. When an alternative addressing format is used on Periodicals pieces, the publisher is notified of nondelivery only for those reasons marked with an asterisk (*).

### 1.4.2 Official Mail

Official mail is treated the same as mail for the general public. All fees and services must be paid or collected on delivery of mail or address correction notices.

### 1.4.3 Mailer Endorsement

A mailer endorsement is used to request forwarding, return, or address correction service. This endorsement (and other marking) must be prepared under 102 or 202. The endorsements authorized for each class of mail and the required wording are listed in the charts according to class of mail.

### 1.4.4 Order

The information in the charts in this unit is associated with a customer's change-of-address order. Information on temporary changes of address is not provided.

### 1.4.5 Extra Services

[7-1-20] Mail with extra services is treated according to the charts for each class of mail in 1.5, except that:

a. Undeliverable-as-addressed Certified Mail is treated as First-Class Mail and First-Class Package Service — Retail.

b. All insured First-Class Mail, First-Class Package Service —Retail, First-Class Package Service — Commercial, and Priority Mail, pieces are forwarded and returned at no additional charge. All insured USPS Marketing Mail, USPS Retail Ground, Package Services, and Parcel Select pieces are forwarded or returned.

c. Parcels with special handling that are undeliverable as originally addressed and forwarded to the addressee continue to receive special handling service without an additional special handling fee.

d. All Registered Mail items are treated as registered while they are being forwarded or returned.

#### 1.4.6 Metered Pieces

Mail paid by postage meter that does not have a delivery address and a return address is returned to the Post Office of mailing. The reason for nondelivery is attached but the address correction fee is not charged. The piece is returned to the meter licensee upon payment of the applicable return postage.

### 1.5 Treatment for Ancillary Services by Class of Mail

#### 1.5.1 First-Class Mail, First-Class Package Service — Retail, First-Class Package Service — Commercial, and Priority Mail

Undeliverable-as-addressed First-Class Mail (including postcards), First-Class Package Service — Retail, First-Class Package Service — Commercial, and Priority Mail pieces are treated under Exhibit 1.5.1, with these additional conditions:

a. First-Class Mail and Priority Mail cards and unregistered letters that do not appear to contain merchandise and do not bear “Return Service Requested” or “Change Service Requested” (Option 1 only) may be forwarded to international addresses.

b. Alternative addressing formats under 602.3.0 may not be used on mail with any extra service or mail with any ancillary service endorsement except Change Service Requested (Option 1). Forwarding service is not provided for such mail. Undeliverable First-Class Mail, First-Class Package Service — Retail, First-Class Package Service — Commercial, or Priority Mail pieces with any alternative addressing format are returned with the reason for nondelivery attached, only if the address is incorrect or incomplete or the mail is undeliverable for another reason as shown in Exhibit 1.4.1; however, if such mail is endorsed Change Service Requested, piece is disposed of and an ACS record is provided for the same reasons.

c. The Priority Mail portion of a Priority Mail Open and Distribute shipment receives the forwarding, return, and address correction services described in Exhibit 1.5.1. The mail enclosed within the Priority Mail Open and Distribute shipment receives the services appropriate for its class.

d. First-Class Mail, First-Class Package Service — Retail, First-Class Package Service — Commercial, or Priority Mail pieces bearing USPS Marketing Mail markings and endorsements under 202 and 244.5.1 for letters, flats, and parcels, receives forwarding, return, and address correction services for USPS Marketing Mail under 1.5.3.

e. “Change Service Requested” is not permitted for the following:

   1. Priority Mail, other than Priority Mail containing perishable matter under 601.8.0 (except for live animals).

   2. First-Class Mail, First-Class Package Service — Retail, First-Class Package Service — Commercial, or Priority Mail pieces containing hazardous materials under 601.8.0.

   3. First-Class Mail, First-Class Package Service — Retail, First-Class Package Service — Commercial or Priority Mail pieces with an extra service other than USPS Tracking or Signature Confirmation.

f. Address Change Service under 4.0 is available for First-Class Mail, First-Class Package Service — Retail, First-Class Package Service — Commercial, and Priority Mail pieces with the ACS participant code for an authorized ACS participant and a valid ancillary service endorsement. Mailers participating in OneCode ACS under 4.2.6 may print an Intelligent Mail barcode on First-Class Mail automation letters instead of a participant code and endorsement. The only endorsements permitted on First-Class Mail, First-Class Package Service — Retail, First-Class Package Service — Commercial and Priority Mail valid ACS pieces are “Address Service Requested”, “Change Service Requested” or “Electronic Service Requested” subject to the following:

1. “Address Service Requested” (Option 1) is valid for use on all mailpieces, including ACS participating pieces. “Address Service Requested” (Option 2) is valid for use only on ACS participating pieces.
2. “Change Service Requested” (Options 1 and 2) are valid for use only on ACS participating pieces.
3. The words “Option 1” or “Option 2” must not be part of the “Address Service Requested” or “Change Service Requested” endorsement on mailpieces.
4. Participating ACS mailers are limited to selecting only one of the two options available for “Address Service Requested” and one of the two options available for “Change Service Requested.” The option(s) selected along with the mailer's ACS participant code will be programmed at the CFS unit to facilitate processing of valid ACS pieces within the conditions that apply to ACS.

**Exhibit 1.5.1 Treatment of Undeliverable First-Class Mail, First-Class Package Service — Retail, First-Class Package Service — Commercial and Priority Mail**

| MAILER ENDORSEMENT | USPS TREATMENT OF UAA PIECES | |
|---|---|---|
| **No Endorsement** | **In all cases:** Same treatment as “Forwarding Service Requested.” | |
| “Electronic Service Requested” | **In all cases:** Mailpiece is directed to a Computerized Forwarding System (CFS) or Postal Automated Redirection System (PARS) site for processing. “Address Service Requested” and “Change Service Requested” handling instructions and options are required to be predefined within the ACS mailer profile data. OneCode ACS mailers are also required to insert this service request through a valid service type code in an Intelligent Mail barcode. The service type code in the Intelligent Mail barcode will take precedence over the instructions in the mailer account profile. | |
| **“Address Service Requested”** | *OPTION 1* [1] | **If no change-of-address order on file:**<br>Piece returned with reason for nondelivery attached (no charge).<br>**If change-of-address order on file:**<br>• *Months 1 through 12*: Piece forwarded (no charge); separate notice of new address provided (address correction fee charged).<br>• *Months 13 through 18*: Piece returned with new address attached (no charge).<br>• *After month 18*: Piece returned with reason for nondelivery attached (no charge). |

| MAILER ENDORSEMENT | USPS TREATMENT OF UAA PIECES | |
|---|---|---|
| | *OPTION 2* [2] | **If no change-of-address order on file:**<br>Piece returned with reason for nondelivery attached (no charge); separate notice of reason for nondelivery provided (address correction fee charged).<br>**If change-of-address order on file:**<br>• *Months 1 through 12:* Piece forwarded (no charge); separate notice of new address provided (address correction fee charged).<br>• *Months 13 through 18:* Piece returned with new address attached (no charge); separate notice of new address provided (address correction fee charged).<br>• *After month 18:* Piece returned with reason for nondelivery attached (no charge); separate notice of reason for nondelivery provided (address correction fee charged). |
| **"Forwarding Service Requested"**[3] | **If no change-of-address order on file:**<br>Piece returned with reason for nondelivery attached (no charge).<br>**If change-of-address order on file:**<br>• *Months 1 through 12*: Piece forwarded (no charge).<br>• *Months 13 through 18*: Piece returned with new address attached (no charge).<br>• *After month 18*: Piece returned with reason for nondelivery attached (no charge). | |
| **"Return Service Requested"** | *OPTION 1* | **In all cases (regardless of whether a change-of-address order is on file):**<br>Piece returned with new address or reason for nondelivery attached (in either case, no charge). |
| | *OPTION 2* | **In all cases (regardless of whether a change-of-address order is on file):**<br>Piece returned with new address or reason for non-delivery attached and separate ACS notice of new address provided. Address correction fee charged. For First-Class Mail letters or flats, request must be made via the correct Service Type ID (STID) embedded in the Intelligent Mail barcode on the mailpiece. |
| **"Change Service Requested"** | *OPTION 1* [2] | **In all cases (regardless of whether a change-of-address order is on file):**<br>Separate notice of new address or reason for nondelivery provided (in either case, address correction fee charged); piece disposed of by USPS. |
| | *OPTION 2* [2] | **If no change-of-address order on file:**<br>Piece disposed of by USPS; separate notice of reason for nondelivery provided (address correction fee charged).<br>**If change-of-address order on file:**<br>• *Months 1 through 12*: Piece forwarded (no charge); separate notice of new address provided (address correction fee charged).<br>• *Months 13 through 18*: Piece disposed of by USPS; separate notice of new address provided (address correction fee charged).<br>• *After month 18*: Piece disposed of by USPS; separate notice of reason for nondelivery provided (address correction fee charged). |
| | *RESTRICTIONS (FOR OPTIONS 1 AND 2)* | The following restrictions apply:<br>(1) This endorsement is limited to use on valid mailpieces bearing a proper ACS participant code and only for: (a) Priority Mail containing perishable matter (other than live animals) and the marking "Perishable" and; (b) First-Class Mail, First-Class Package Service — Retail, and First-Class Package Service — Commercial (excluding hazardous materials).<br>(2) USPS Tracking and Signature Confirmation are the only extra services permitted with this endorsement. |
| **"Temp— Return Service Requested"** | *OPTION 1* | **If no change-of-address order on file:**<br>Piece returned with reason for nondelivery attached (no charge).<br>**If permanent change-of-address order on file:**<br>Piece returned with new address or reason for nondelivery attached (in either case, no charge).<br>**If temporary change-of-address order on file:**<br>Piece forwarded to temporary address (no charge); no separate notice of temporary address provided. |

| MAILER ENDORSEMENT | USPS TREATMENT OF UAA PIECES | |
|---|---|---|
| | *OPTION 2* | *Request must be made via the correct STID embedded in the Intelligent Mail barcode on the mailpiece for First-Class Mail letters or flats.*<br>**If no change-of-address order on file:**<br>Piece returned with reason for nondelivery attached (no charge) and separate ACS notice provided. Address correction fee charged.<br>**If permanent change-of-address order on file:**<br>Piece returned with new address or reason for nondelivery attached and separate ACS notice of new address provided. Address correction fee charged.<br>**If temporary change-of-address order on file:**<br>Piece forwarded to temporary address (no charge) with no notice to the mailer. |

1. Valid for all pieces, including Address Change Service (ACS) participating pieces subject to 507.4.0.
2. Valid only for ACS participating pieces subject to 507.4.0 other than pieces containing hazardous materials.
3. Does not meet Move Update requirement.

### 1.5.2 Periodicals

Undeliverable-as-addressed (UAA) Periodicals publications (including publications pending Periodicals authorization) are treated as described in Exhibit 1.5.2, with these additional conditions:

a. Periodicals matter is forwarded only to domestic addresses.

b. Publications with an alternative addressing format as noted under 602.3.0 are delivered to the address when possible. Forwarding service is not provided for such mail.

c. Address correction service is mandatory for all Periodicals publications, except when publishers use alternative addressing and an IMb with proper STID. Except as provided for Full-Service under 4.2.2d and 705.23.5.2, an address correction service fee must be paid for each notice issued.

d. Address correction service is provided for the first issue after 60 days for all publications, unless copies are to be returned at the publisher's request. ACS participants may receive the change notice before day 60, if so requested. Copies received after the address correction notice is mailed are disposed of by the USPS. When copies of the publication cannot be forwarded, the address correction notice is prepared for the first undeliverable issue of the publication received.

e. The publisher may request the return of copies of undelivered Periodicals by printing the endorsement "Address Service Requested" on the envelopes or wrappers, or on one of the outside covers of unwrapped copies, immediately preceded by the sender's name, address, and ZIP Code. This endorsement obligates the publisher to pay return postage. Each returned piece is charged the single-piece First-Class Mail or First-Class Package Service — Retail price for the weight and shape of the piece, and the letter-size nonmachinable surcharge if applicable, or the Priority Mail price for the weight and destination of the piece. When the address correction is provided incidental to the return of the piece, there is no charge for the correction.

f. A publisher may request a refund of the fees paid for duplicate address correction notices on PS Forms 3579 provided by USPS if the customer submitted a change-of-address order and the first and duplicate notices are provided electronically via ACS or on printed copy by a Computerized Forwarding System (CFS) unit. The refund request must be supported by documentation showing the number of duplicate notices received. USPS does not process refunds for duplicate notices if the original and duplicate notices are not provided both by ACS or both by CFS.

**Exhibit 1.5.2 Treatment of Undeliverable Periodicals**

| MAILER ENDORSEMENT | USPS TREATMENT OF UAA PIECES |
|---|---|
| **No Endorsement**[1] | **If no change-of-address order on file:**<br>Separate notice of reason for nondelivery provided (address correction fee charged); piece disposed of by USPS.<br><br>**If change-of-address order on file:**<br>• *First 60 days*: Piece forwarded (no charge).<br>• *After 60-day period*: Separate notice of new address or reason for nondelivery provided (in either case, address correction fee charged); piece disposed of by USPS. |
| **"Electronic Service Requested"** | **In all cases:** Mailpiece is directed to a Computerized Forwarding System (CFS) or Postal Automated Redirection System (PARS) site for processing. Handling instructions and options are required to be predefined within the ACS mailer profile data. OneCode ACS mailers are also required to insert this service request through a valid service type code in an Intelligent Mail barcode. The service type code in the Intelligent Mail barcode will take precedence over the instructions in the mailer account profile. |
| **"Address Service Requested"**[1] | **If no change-of-address order on file:**<br>Piece returned with reason for nondelivery attached (only return postage charged at First-Class Mail or First-Class Package Service — Retail single-piece price or Priority Mail single-piece price, as appropriate for weight of piece).<br><br>**If change-of-address order on file:**<br>• *First 60 days*: Piece forwarded (no charge).<br>• *After 60-day period:* Piece returned with new address or reason for nondelivery attached (in either case, only return postage charged at First-Class Mail or First-Class Package Service — Retail single-piece price or Priority Mail single-piece price, as appropriate for weight of piece). |

1. Valid for all pieces, including Address Change Service (ACS) participating pieces.

### 1.5.3 USPS Marketing Mail and Parcel Select Lightweight

Undeliverable-as-addressed (UAA) USPS Marketing Mail and Parcel Select Lightweight pieces are treated as described in Exhibit 1.5.3, with these additional conditions:

a. USPS Marketing Mail and Parcel Select Lightweight pieces are forwarded only to domestic addresses.

b. The exceptional address format under 602.3.0 may not be used on mail with any ancillary service endorsement or mail with any extra service (except as allowed for Marketing parcels with USPS Tracking service).

c. [3-2-20] The endorsement "Change Service Requested" is not permitted for USPS Marketing Mail or Parcel Select Lightweight pieces containing hazardous materials under 601.8.0. USPS Marketing Mail or Parcel Select

Lightweight pieces containing hazardous materials must bear the endorsement "Address Service Requested," "Forwarding Service Requested," or "Return Service Requested."

d. USPS Marketing Mail or Parcel Select Lightweight pieces can be forwarded or returned at the appropriate Media Mail or Library Mail price if the content of the mail qualifies as Media Mail or Library Mail under 173 or 273 and the mail is marked "Media Mail" or "Library Mail" directly below the ancillary service endorsement.

e. If a USPS Marketing Mail or Parcel Select Lightweight piece including any attachment to that piece is not opened by the addressee and the piece is endorsed "Address Service Requested," "Forwarding Service Requested," or "Return Service Requested," the addressee may refuse delivery of the piece and have it returned to the sender without affixing postage. If a USPS Marketing Mail or Parcel Select Lightweight piece, or any attachment to that piece, is opened by the addressee, the addressee must affix the required postage to return the piece to the sender, except for Bulk Parcel Return Service (BPRS) pieces under 505.5.2.1.

f. [7-1-20] USPS Marketing Mail and Parcel Select Lightweight pieces with bulk insurance must be endorsed "Address Service Requested," "Forwarding Service Requested," or "Return Service Requested." USPS Marketing Mail pieces, except for Marketing parcels, with USPS Tracking must be endorsed "Address Service Requested," "Forwarding Service Requested," "Return Service Requested," or "Change Service Requested."

g. When a large volume of identical-weight pieces originates from a single mailer and is endorsed "Return Service Requested," USPS may weigh a sample of at least 25 pieces and divide that weight by the number of pieces to determine the weight of a single piece. After the per-piece weight is determined, all the pieces are weighed in bulk and divided by the per-piece weight to determine the total number of pieces. Calculate the return postage using these numbers.

h. A returned piece endorsed "Return Service Requested" is charged the applicable single-piece First-Class Mail or First-Class Package Service — Retail price for the weight and shape of the piece, and the nonmachinable surcharge if applicable, or the Priority Mail price for the weight and destination of the piece.

i. Mail sent as BPRS under 505.5.0 is returned at the BPRS per piece fee if the endorsement includes "— BPRS" as shown in Exhibit 1.5.3.

j. Customized MarketMail under 705.1.0 is not eligible to use ancillary service endorsements.

**Exhibit 1.5.3 Treatment of Undeliverable USPS Marketing Mail and Parcel Select Lightweight**

| MAILER ENDORSEMENT | USPS TREATMENT OF UAA PIECES |
|---|---|
| **No Endorsement** [1] | **In all cases:**<br>Piece disposed of by USPS.<br><br>*RESTRICTIONS:*<br>USPS Marketing Mail or Parcel Select Lightweight pieces containing hazardous materials must bear a permissible endorsement<br>(see 507.1.5.3c.). |
| **"Electronic Service Requested"** | **In all cases:** Mailpiece is directed to a Computerized Forwarding System (CFS) or Postal Automated Redirection System (PARS) site for processing. "Address Service Requested", "Return Service Requested", and "Change Service Requested" handling instructions are predefined within the ACS mailer profile data. OneCode ACS mailers are also required to insert this service request through a valid service type ID in an Intelligent Mail barcode. The service type ID in the Intelligent Mail barcode will take precedence over the instructions in the mailer account profile. |
| **"Address Service Requested"** | *(Does not include Shipper Paid Forwarding/Return participants)*<br><br>*OPTION 1*<br>**If no change-of-address order on file:**<br>Piece returned with reason for nondelivery attached (only weighted fee[2] charged).<br><br>**If change-of-address order on file:**<br>• *Months 1 through 12:* Piece forwarded (no charge); separate notice of new address provided. Address correction fee charged.<br>• *Months 13 through 18:* Piece returned with new address attached (only weighted fee[2] charged).<br>• *After month 18:* Piece returned with reason for nondelivery attached (only weighted fee charged).<br><br>*OPTION 2*<br>**If no change-of-address order on file:**<br>Piece returned with reason for nondelivery attached and separate ACS notice provided. Weighted fee[2] charged for return of piece and address correction fee charge.<br><br>**If change-of-address order on file:**<br>• *Months 1 through 12:* Piece forwarded (no charge); separate notice of new address provided. Address correction fee charged.<br>• *Months 13 through 18:* Piece returned with new address attached and separate ACS notice of new address provided. Weighted fee[2] charged for return of piece and address correction fee charged.<br>• *After month 18:* Piece returned with reason for nondelivery attached and separate ACS notice of reason for nondelivery provided. Weighted fee[2] charged for return of piece and address correction fee charged. |

| MAILER ENDORSEMENT | USPS TREATMENT OF UAA PIECES | |
|---|---|---|
| **"Address Service Requested"** | *(Shipper Paid Forwarding/Return participants via ACS only)* | |
| | *Shipper Paid Forwarding/ Return Option 1* | **If no change-of-address order on file:**<br>Piece returned with reason for nondelivery attached; postage due charged as follows: at applicable First-Class Mail, First-Class Package Service — Retail, or Priority Mail single-piece price for the weight of the piece.<br><br>**If change-of-address order on file:**<br>• *Months 1 through 12:* Piece forwarded (no charge); separate notice of new address provided. Address correction fee charged.<br>• *Months 13 through 18:* Piece returned with new address attached (only weighted fee[2] charged).<br>• *After month 18:* Piece returned with reason for nondelivery attached (only weighted fee charged). |
| | *Shipper Paid Forwarding/ Return Option 2* | **If no change-of-address order on file:**<br>Piece returned with reason for nondelivery attached; postage due charged as follows: at applicable First-Class Mail, First-Class Package Service — Retail, or Priority Mail single-piece price for the weight of the piece. Separate notice provided (electronic ACS fee is charged).<br><br>**If change-of-address order on file:**<br>• *Months 1 through 12:* Piece forwarded. Forwarding postage is charged to the mailer as follows: at applicable First-Class Mail, First-Class Package Service — Retail, or Priority Mail single-piece price for the weight of the piece. Separate notice of new address provided (electronic ACS fee charged).<br>• *Months 13 through 18:* Piece returned with new address attached (postage charged as above: "If no change-of-address order on file"). Separate notice provided (electronic ACS fee charged).<br>• *After month 18:* Piece returned with reason for nondelivery attached (postage charged as above: "If no change-of-address order on file"). Separate notice provided (electronic ACS fee charged). |
| | *Shipper Paid Forwarding/ Return Option 3* | **If no change-of-address order on file:**<br>Piece returned with reason for nondelivery attached; postage due charged as follows: at applicable First-Class Mail, First-Class Package Service — Retail, or Priority Mail single-piece price for the weight of the piece Separate notice provided (electronic ACS fee is charged).<br><br>**If change-of-address order on file:**<br>• *Months 1 through 12:* Piece forwarded. Forwarding postage is charged to the mailer as follows: at applicable First-Class Mail, First-Class Package Service — Retail, or Priority Mail single-piece price for the weight of the piece. Separate notice of new address provided (electronic ACS fee charged).<br>• *Months 13 through 18:* Piece returned with new address attached; return postage is charged to mailer as follows: at applicable First-Class Mail, First-Class Package Service — Retail, or Priority Mail single-piece price for the weight of the piece. Separate notice of new address provided (electronic ACS fee is charged).<br>• *After month 18:* Piece returned with reason for nondelivery; return postage is charged to mailer as follows: at applicable First-Class Mail, First-Class Package Service — Retail, or Priority Mail single-piece price for the weight of the piece. Separate notice of reason for nondelivery provided (electronic ACS fee is charged). |

| MAILER ENDORSEMENT | USPS TREATMENT OF UAA PIECES |
|---|---|
| **"Address Service Requested—BPRS"** | ***(BPRS participants only)***<br>**If no change-of-address order on file:**<br>Piece returned with reason for nondelivery attached (only Bulk Parcel Return Service fee charged).<br><br>**If change-of-address order on file:**<br>• *Months 1 through 12:* Piece forwarded (no charge to addressee); separate ACS notice of new address provided (ACS address correction fee and forwarding postage charged at First-Class Mail, First-Class Package Service — Retail, single-piece price or Priority Mail single-piece price, as appropriate for weight of piece, via mailer's ACS participant code).<br>• *Months 13 through 18:* Piece returned with new address attached (only Bulk Parcel Return Service fee charged).<br>• *After month 18:* Piece returned with reason for nondelivery attached (only Bulk Parcel Return Service fee charged). |
| **"Forwarding Service Requested"**[3] | **If no change-of-address order on file:**<br>Piece returned with reason for nondelivery attached (only weighted fee[2] charged).<br><br>**If change-of-address order on file:**<br>• *Months 1 through 12:* Piece forwarded (no charge).<br>• *Months 13 through 18:* Piece returned with new address attached (only weighted fee[2] charged).<br>• *After month 18:* Piece returned with reason for nondelivery attached (only weighted fee[2] charged). |
| **"Return Service Requested"** | ***(Except for BPRS participants)***<br>*OPTION 1* — Piece returned with new address or reason for nondelivery attached. In either case, only return postage is charged at First-Class Mail, First-Class Package Service — Retail, or Priority Mail single-piece price, as appropriate for weight of piece.<br><br>*OPTION 2* — *(Available via ACS only)*<br><br>*Request must be made via the correct STID embedded in the Intelligent Mail barcode on the mailpiece for USPS Marketing Mail letters or flats.*<br><br>**In all cases (regardless of whether a change-of-address order is on file):**<br>Piece returned with new address or reason for non-delivery attached and separate ACS notice of reason for nondelivery provided. In either case, both the address correction fee is charged, and return postage is charged at First-Class Mail, First-Class Package Service — Retail, or Priority Mail single-piece price, as appropriate for weight of piece. |
| **"Return Service Requested—BPRS"** | ***(For BPRS participants only)***<br>**In all cases:**<br>Piece returned with new address or reason for nondelivery attached (in either case, only Bulk Parcel Return Service fee charged). |
| **"Change Service Requested"** [1, 4] | *OPTION 1* — *(Valid for all pieces, including ACS participating pieces)*<br>**If no change-of-address order on file, or if change-of-address order is on file:**<br>Notice of new address or reason for non-delivery provided (address correction fee charged); piece disposed of by USPS.<br><br>*Restrictions:*<br>The following restrictions apply:<br>(1) USPS Tracking is the only extra services permitted with this endorsement.<br>(2) This endorsement is not permitted for USPS Marketing Mail or Parcel Select Lightweight pieces containing hazardous materials. |

| MAILER ENDORSEMENT | USPS TREATMENT OF UAA PIECES | |
|---|---|---|
| | *OPTION 2* | *(Available via ACS only; for USPS Marketing Mail letters (all shapes) and Parcel Select Lightweight)*<br>**If no change-of-address order on file:**<br>Reason for non-delivery provided to mailer (electronic ACS fee charged); piece disposed of by USPS.<br><br>**If change-of-address order on file:**<br>• *Months 1 through 12:* Piece forwarded; postage due charged to the mailer at applicable Forwarding Fee based on the piece shape for USPS Marketing Mail or Parcel Select Lightweight; separate notice of new address provided (electronic ACS fee charged).<br>• *Months 13 through 18:* Piece disposed of by USPS; separate notice of new address provided (electronic ACS fee charged).<br>• *After month 18:* Treatment same as noted under "If no change-of-address order on file".<br><br>*Restrictions:*<br>The following restrictions apply:<br>(1) USPS Tracking is the only extra services permitted with this endorsement.<br>(2) This endorsement is not permitted for USPS Marketing Mail pieces containing hazardous materials. |
| **"Change Service Requested"** | *(Shipper Paid Forwarding participants via ACS only)*<br>**If no change-of-address order on file:**<br>Reason for nondelivery provided to mailer (electronic ACS fee charged); piece disposed of by USPS.<br><br>**If change-of-address order on file:**<br>• *Months 1 through 12:* Piece forwarded; postage due charged to the mailer as follows; at applicable First-Class Mail, First-Class Package Service — Retail, or Priority Mail single-piece price for the weight of the piece; separate notice of new address provided (electronic ACS fee charged).<br>• *Months 13 through 18:* Piece disposed of by USPS; separate notice of new address provided (electronic ACS fee charged).<br>• *After month 18:* Piece disposed of by USPS; separate notice of reason for nondelivery provided (electronic ACS fee charged).<br><br>*Restrictions:*<br>The following restrictions apply:<br>(1) USPS Tracking is the only extra service permitted with this endorsement.<br>(2) This endorsement is not permitted for USPS Marketing Mail pieces containing hazardous materials. | |

1. Not valid for pieces containing hazardous materials.
2. The weighted (per piece) fee is the First-Class Mail or Priority Mail single-piece price and any nonmachinable surcharge (see 133.1.0), multiplied by 2.472; rounding any fractions to the next whole cent.
3. Does not meet the Move Update requirement.
4. Not valid for pieces containing hazardous materials. Valid for all other pieces, including ACS participating pieces.

### 1.5.4 USPS Retail Ground, Package Services, and Parcel Select

Undeliverable-as-addressed (UAA) USPS Retail Ground, Package Services, and Parcel Select (see 1.5.3 for Parcel Select Lightweight) mailpieces are treated as described in Exhibit 1.5.4, with these additional conditions:

a. USPS Retail Ground, Package Services, and Parcel Select mail is forwarded only to domestic addresses.

b. Except for Bound Printed Matter pieces including USPS Tracking, the exceptional address format under 602.3.0 may not be used on mail with any ancillary service endorsement or mail with any extra service (see 263.3.4). Forwarding service is not provided for such mail. Undeliverable USPS Retail Ground, Parcel Select, Media Mail, and Library Mail with this address format

are returned with the reason for nondelivery attached only if the address is incorrect or incomplete, or the mail is undeliverable for another address-related reason. Undeliverable Bound Printed Matter with this address format is disposed of by USPS.

c. The endorsement "Change Service Requested" is not permitted for USPS Retail Ground, Package Services, or Parcel Select mailpieces containing hazardous materials under 601.9.0.

d. If a USPS Retail Ground, Package Services (except for unendorsed Bound Printed Matter), or Parcel Select mailpiece and any attachment are not opened by the addressee, the addressee may refuse delivery of the piece and have it returned to the sender without affixing postage. Pieces endorsed "Change Service Requested" are not returned to sender. If a USPS Retail Ground, Package Services, or Parcel Select piece or any attachment to that piece is opened by the addressee, the addressee must affix the applicable postage to return the piece to the sender.

e. An undeliverable USPS Retail Ground, Package Services (except for unendorsed Bound Printed Matter), or a Parcel Select mailpiece that bears postage with a postage evidencing imprint and that has an illegible (or no) return address is returned to the meter licensee or PC Postage customer upon payment of the return postage. The reason for nondelivery is attached, with no address correction fee. All USPS Retail Ground, Package Services (except unendorsed Bound Printed Matter), and Parcel Select pieces must have a legible return address.

f. Bound Printed Matter with no ancillary service endorsement and with an extra service other than USPS Tracking or Signature Confirmation service is treated as though endorsed "Forwarding Service Requested."

**Exhibit 1.5.4 Treatment of Undeliverable USPS Retail Ground, Package Services, and Parcel Select**

| MAILER ENDORSEMENT | USPS TREATMENT OF UAA PIECES |
|---|---|
| **No Endorsement** | **In all cases:**<br>Same treatment as "Forwarding Service Requested."*<br>**Exception:* USPS disposes of Bound Printed Matter (BPM) flat-sized pieces with no mailer endorsement that does not have an eligible extra service, and BPM parcels with USPS Tracking, Signature Confirmation, or Signature Confirmation Restricted Delivery, but with no other eligible extra service. |
| **"Electronic Service Requested"** | **In all cases:** Mailpiece is directed to a Computerized Forwarding System (CFS) or Postal Automated Redirection System (PARS) site for processing. "Address Service Requested", "Return Service Requested", and "Change Service Requested" handling instructions are predefined within the ACS mailer profile data. OneCode ACS mailers are also required to insert this service request through a valid service type ID in an Intelligent Mail barcode. The service type ID in the Intelligent Mail barcode will take precedence over the instructions in the mailer account profile. |

| MAILER ENDORSEMENT | | USPS TREATMENT OF UAA PIECES |
|---|---|---|
| **"Address Service Requested"[1]** | | *(Except for Shipper Paid Forwarding participants)*<br><br>**If no change-of-address order on file:**<br>Piece is returned with reason for nondelivery attached (only return postage charged) as follows:<br>• Parcel Select: at the Parcel Select Ground price plus the additional service fee.<br>• USPS Retail Ground and Package Services: at the appropriate single-piece price for the specific class of mail.<br><br>**If change-of-address order on file:**<br>• *Months 1 through 12:* USPS Retail Ground or Package Services forwarded postage due at the single-piece price for the class of mail. Parcel Select forwarded as postage due to addressee at the Parcel Select Ground price plus the additional service fee. In both cases, separate notice of new address is provided (address correction fee charged). If addressee refuses to pay postage due, piece is returned with reason for nondelivery attached and postage charged as follows:<br>a. Parcel Select: at the Parcel Select Ground price plus the additional service fee.<br>b. USPS Retail Ground and Package Services: at the single-piece price for the class of mail.<br><br>• *Months 13 through 18:* Piece returned with new address attached (postage charged as noted in items a and b under "Months 1 through 12.")<br>• *After month 18:* Piece returned with reason for nondelivery attached (postage charged as noted in items a and b under "Months 1 through 12.") |
| **"Address Service Requested"** | *Shipper Paid Forwarding/ Return Option 1* | *(Shipper Paid Forwarding/Return participants via ACS only)*<br><br>**If no change-of-address order on file:**<br>Parcel returned with reason for nondelivery attached; postage due charged as follows: at the applicable USPS Retail Ground or Package Services single-piece price or the Parcel Select Ground price plus the additional service fee.<br><br>**If change-of-address order on file:**<br>• *Months 1 through 12:* Parcel forwarded. Forwarding postage is charged to the mailer as follows; at the applicable USPS Retail Ground or Package Services single-piece price or the Parcel Select Ground price plus the ACS & Shipper Paid Forward/Return additional service fee. Separate notice of new address provided (electronic ACS fee charged).<br>• *Months 13 through 18:* Parcel returned with new address attached; (postage due charged as above: see "If no change-of-address order on file").<br>• *After month 18:* Piece returned with reason for nondelivery attached; (postage due charged as above: see "If no change-of-address order on file"). |
| **"Address Service Requested"** | *Shipper Paid Forwarding/ Return Option 2* | **If no change-of-address order on file:**<br>Piece returned with reason for nondelivery attached; Postage due charged as follows: at the applicable USPS Retail Ground or Package Services single-piece price or the Parcel Select Ground price plus the additional service fee. Separate notice provided (electronic ACS fee is charged).<br><br>**If change-of-address order on file:**<br>• *Months 1 through 12:* Parcel forwarded. Forwarding postage is charged to the mailer as follows; at the applicable USPS Retail Ground or Package Services single-piece price or the Parcel Select Ground price plus the ACS & Shipper Paid Forward/Return additional service fee. Separate notice of new address provided (electronic ACS fee charged).<br>•*Months 13 through 18:* Parcel returned with new address attached (postage charged as above: see "If no vchange-of-address order on file"). Separate notice provided (electronic ACS fee charged).<br>• *After month 18:* Piece returned with reason for nondelivery attached (postage charged as above: see "If no change-of-address order on file"). Separate notice provided (electronic ACS fee charged). |

| MAILER ENDORSEMENT | | USPS TREATMENT OF UAA PIECES |
|---|---|---|
| "Address Service Requested" | *Shipper Paid Forwarding/ Return Option 3* | **If no change-of-address order on file:**<br>Piece returned with reason for nondelivery attached; Return postage is charged to the mailer as follows: at the USPS Retail Ground or Package Services single-piece price, or the Parcel Select Ground price plus the ACS & Shipper Paid Forward/Return additional service fee. Separate notice provided (electronic ACS fee is charged).<br><br>**If change-of-address order on file:**<br>• *Months 1 through 12:* Parcel forwarded. Forwarding postage is charged to the mailer as follows: at the USPS Retail Ground or Package Services single-piece price or the Parcel Select Ground price plus the ACS & Shipper Paid Forward/Return additional service fee. Separate notice of new address provided (electronic ACS fee is charged).<br>• *Months 13 through 18:* Parcel returned with new address attached; return postage is charged to mailer as above: see "If no change-of-address order on file"). Separate notice provided (electronic ACS fee is charged).<br>• *After month 18:* Parcel returned with reason for nondelivery; return postage is charged to mailer as above: see "If no change-of-address order on file"). Separate notice provided (electronic ACS fee is charged). |
| **"Forwarding Service Requested"**[2] | | **If no change-of-address order on file:**<br>Piece returned with reason for nondelivery attached; return postage charged as follows at the applicable USPS Retail Ground or Package Services single-piece price or the Parcel Select Ground price plus the additional service fee.<br><br>**If change-of-address order on file:**<br>• *Months 1 through 12:* USPS Retail Ground or Package Services forwarded postage due at the single-piece price for the class of mail. Parcel Select forwarded as postage due to addressee at the Parcel Select Ground price plus the additional service fee. If addressee refuses to pay postage due, piece is returned with reason for nondelivery attached; postage charged as follows: at the applicable USPS Retail Ground or Package Services single-piece price or the Parcel Select Ground price plus the additional service fee.<br>• *Months 13 through 18:* Piece returned with new address attached (postage charged as noted under "Months 1 through 12.")<br>• *After month 18:* Piece returned with reason for nondelivery attached (postage charged as noted under "If no change-of-address order on file.") |
| **"Return Service Requested"** | *Option 1* | **In all cases (regardless of whether a change-of-address order is on file):**<br>Piece returned with new address or reason for nondelivery attached. In either case, only return postage is charged as follows: at the USPS Retail Ground or Package Services single-piece price or the Parcel Select Ground price plus the additional service fee. |
| "Return Service Requested" | *Option 2* | *(Available via ACS only)*<br>**In all cases (regardless of whether a change-of-address order is on file):**<br>Piece returned with new address or reason for non-delivery attached, return postage is charged as follows: at the applicable USPS Retail Ground or Package Services single-piece price or the Parcel Select Ground price plus the additional service fee. Separate ACS notice of reason for nondelivery provided (electronic ACS fee charged). |
| **"Change Service Requested"** [3] | *Option 1* | *(Valid for all pieces, including ACS participating pieces)*<br>**If no change-of-address order on file, or if change-of-address order is on file:**<br>Notice of new address or reason for non-delivery provided (address correction charged): piece disposed of by USPS.<br><br>*Restrictions:*<br>The following restrictions apply:<br>(1) USPS Tracking and Signature Confirmation are the only extra services permitted with this endorsement.<br>(2) This endorsement is not permitted for USPS Retail Ground or Package Services containing hazardous materials. |

| MAILER ENDORSEMENT | | USPS TREATMENT OF UAA PIECES |
|---|---|---|
| | *Option 2* | *(Available via ACS only; for Bound Printed Matter flats only)*<br>**If no change-of-address order on file:**<br>Reason for non-delivery provided to mailer (electronic ACS fee charged); piece disposed of by USPS.<br><br>**If change-of-address order on file:**<br>• *Months 1 through 12:* Piece forwarded; postage due charged to the mailer at applicable Forwarding Fee based on the piece shape (flat); separate notice of new address provided (electronic ACS fee charged).<br>• *Months 13 through 18:* Piece disposed of by USPS; separate notice of new address provided (electronic ACS fee charged).<br>• *After month 18:* Treatment same as noted under "If no change-of-address order on file". |
| **"Change Service Requested"** | | *(For Shipper Paid Forwarding/Return participants via ACS only)*<br>**If no change-of-address order on file:**<br>Reason for nondelivery provided (electronic ACS fee charged); parcel disposed of by USPS.<br><br>**If change-of-address order on file:**<br>• *Months 1 through 12:* Parcel forwarded; postage due charged to the mailer as follows: at the USPS Retail Ground or Package Services single-piece price for the specific class of mail or the Parcel Select Ground price plus the ACS & Shipper Paid Forward/Return additional service fee; separate notice of new address provided (electronic ACS fee charged).<br>• *Months 13 through 18:* Parcel disposed of by USPS; separate notice of new address provided (electronic ACS fee charged).<br>• *After month 18:* Parcel disposed of by USPS; separate notice or reason for nondelivery is provided (electronic ACS fee charged).<br><br>*Restrictions:*<br>The following restrictions apply:<br>(1) USPS Tracking and Signature Confirmation services are the only extra services permitted with this endorsement.<br>(2) This endorsement is not permitted for USPS Retail Ground or Package Services containing hazardous materials. |

1. Does not meet the Move Update Requirement.
2. Does not meet the Move Update Requirement.
3. Not valid for pieces containing hazardous materials. Valid for all other pieces, including ACS participating pieces.

### 1.5.5 Priority Mail Express

Undeliverable-as-addressed (UAA) Priority Mail Express is treated as described in Exhibit 1.5.5, with these additional conditions:

a. Priority Mail Express is forwarded only to domestic addresses.

b. Directory service is provided for Priority Mail Express that cannot be delivered because of an incorrect or incomplete address.

c. The Priority Mail Express portion of a Priority Mail Express Open and Distribute shipment receives the forwarding, return, and address correction services described in Exhibit 1.5.5. The mail enclosed within the Open and Distribute shipment receives the services appropriate for its class.

d. Undeliverable or unclaimed Priority Mail Express is held by the USPS for 5 calendar days before it is returned to the sender at no additional postage, unless either of the following applies:

1. The mail is refused before the end of the 5 calendar days.
2. The mail is not refused and the sender has specified in the return address a longer holding period (not to exceed 30 days). The sender may also place an instruction above the return address, subject to 102.4.0 or 202.4.0, directing the return of undeliverable mail after fewer than 5 calendar days.

**Exhibit 1.5.5 Treatment of Undeliverable Priority Mail Express**

| MAILER ENDORSEMENT | USPS TREATMENT OF UAA PIECES |
|---|---|
| **No endorsement** | **In all cases:**<br>Same as USPS treatment for "Forwarding Service Requested." |
| **"Address Service Requested"** | **If no change-of-address order on file:**<br>Piece returned with reason for nondelivery attached (no charge).<br><br>**If change-of-address order on file:**<br>• *Months 1 through 12:* Piece forwarded (no charge); separate notice of new address provided (address correction fee charged).<br>• *Months 13 through 18:* Piece returned with new address attached (no charge).<br>• *After month 18:* Piece returned with reason for nondelivery attached (no charge). |
| **"Forwarding Service Requested"** | **If no change-of-address order on file:**<br>Piece returned with reason for nondelivery attached (no charge).<br><br>**If change-of-address order on file:**<br>• *Months 1 through 12:* Piece forwarded (no charge).<br>• *Months 13 through 18:* Piece returned with new address attached (no charge).<br>• *After month 18:* Piece returned with reason for nondelivery attached (no charge). |
| **"Return Service Requested"** | **In all cases:**<br>Piece returned with new address or reason for nondelivery attached (in either case, no charge). |
| **"Change Service Requested"** | Not available for Priority Mail Express. |

## 1.6 Attachments and Enclosures

### 1.6.1 Periodicals

Undeliverable Periodicals (including publications pending Periodicals authorization) with a nonincidental First-Class Mail attachment or enclosure are returned at the single-piece First-Class Mail price for the weight and shape of the piece, and the nonmachinable surcharge if applicable, or Priority Mail price for the weight and destination of the piece. The weight of the attachment or enclosure is not included when computing the charges for return of the mailpiece. Undeliverable Periodicals (including publications pending Periodicals authorization) with an incidental First-Class Mail attachment or enclosure are treated as dead mail unless endorsed "Address Service Requested."

### 1.6.2 USPS Marketing Mail

Undeliverable, unendorsed USPS Marketing Mail with a nonincidental First-Class Mail attachment or enclosure is returned at the single-piece First-Class Mail price for the weight and shape of the piece or Priority Mail price for the weight

and destination of the piece. The weight of the First-Class Mail attachment or enclosure is not included when computing the charges for return of the mailpiece. Undeliverable, unendorsed USPS Marketing Mail with an incidental First-Class Mail attachment or enclosure is treated as dead mail.

#### 1.6.3 Package Services and Parcel Select

Undeliverable, unendorsed mailpieces with a First-Class Mail attachment or enclosure are forwarded or returned as follows:

a. Parcel Select at the Parcel Select Ground price plus the additional service fee.

b. Package Services at the single-piece price for the specific class of mail.

c. For both types of host pieces, if the attachment or enclosure is a nonincidental First-Class Mail attachment or enclosure, the weight of the attachment or enclosure is not included when computing charges.

### 1.7 Mixed Classes

#### 1.7.1 Combination With First-Class Mail

Combination mailings of First-Class Mail with USPS Marketing Mail or Package Services are provided the forwarding and return service of USPS Marketing Mail, as appropriate:

a. An undeliverable combination mailpiece, including a piece that cannot be forwarded, one part of which is First-Class Mail (other than an incidental First-Class Mail attachment or enclosure), must be returned to the sender, subject to the charge for return according to its class. The weight of the First-Class Mail piece is not included when computing the charge for return of the Periodicals, USPS Marketing Mail, or Package Services part.

b. Items with incidental First-Class Mail enclosures or attachments are returned according to the class of the host piece.

c. An undeliverable combination mailpiece *that is not returnable to the sender,* of which one part is First-Class Mail, is given the treatment that applies to the class of the other part.

#### 1.7.2 Other Combinations

Pieces of Periodicals, USPS Marketing Mail, Package Services, or Parcel Select with other classes of mail attached or enclosed (other than incidental First-Class Mail attachments or enclosures) must be forwarded under standards for the host piece. Neither the enclosures nor the host piece are provided the forwarding service of First-Class Mail.

#### 1.7.3 Host Piece

Any undeliverable combination mailpiece that does not include First-Class Mail matter is given the treatment applicable to the host piece.

#### 1.7.4 Parcel

A combination parcel containing Media Mail and Bound Printed Matter is charged postage at the USPS Retail Ground price when forwarded or returned.

## 1.8 Returning Mail

### 1.8.1 Nonmailable

Nonmailable matter is returned to the sender immediately.

### 1.8.2 Refused Mail

Returnable mail is returned if refused by the addressee.

### 1.8.3 Priority Mail Express, Priority Mail, First-Class Mail, First-Class Package Service — Retail, and First-Class Package Service — Commercial

Mailpieces sent as Priority Mail Express, Priority Mail, First-Class Mail, First-Class Package Service — Retail, or First-Class Package Service — Commercial that cannot be delivered as addressed or forwarded to a new address, unless otherwise requested by the sender, are returned to the sender at no additional charge. Excluding pieces containing live animals, the following are disposed of by USPS:

a. Priority Mail pieces with a valid Address Change Service (ACS) participant code marked “Perishable” and endorsed “Change Service Requested.”

b. First-Class Mail, First-Class Package Service — Retail, or First-Class Package Service — Commercial pieces with a valid ACS participant code and endorsed “Change Service Requested.”

### 1.8.4 Other Classes

Other returnable mail is treated as appropriate for the class of mail and the sender’s instructions except as noted below.

### 1.8.5 Extra Services

[7-1-20] If a return receipt is attached to a certified, collect on delivery (COD), numbered insured, registered, or Priority Mail Express piece to be returned, the reason for nondelivery is shown on the face of the piece. The receipt stays attached to the piece and is returned to the sender. Registered Mail is returned through the registry system. The sender must sign a delivery receipt for returned Priority Mail Express, Registered Mail, COD articles, Adult Signature services, and mail insured for more than $500. Returned Priority Mail Express (when waiver of signature is requested by the sender), Certified Mail, and mail with Signature Confirmation may be returned to the sender without obtaining a signature when those mailpieces are returned as undeliverable.

### 1.8.6 No Sender Instructions

Mail without a specific address or instructions from the sender is held:

a. For 5 days if for delivery by rural or highway contract route carrier.

b. For 10 days if for general delivery at an office with city carrier service. If the addressee notifies the postmaster of a delay in claiming the mail, the postmaster may hold such mail up to 30 days.

c. For 15 days if for general delivery at an office without city carrier service.

#### 1.8.7 Post Office Box

Deliverable mail addressed to a Post Office box is not returned until after the box is declared vacant, except for certified, collect on delivery (COD), insured, registered, postage due, Adult Signature and perishable mail.

#### 1.8.8 Franked Mail

Unclaimed franked mail from a Member of Congress is returned to the origin Post Office (if known) or the Washington, DC, Post Office.

### 1.9 Dead Mail

#### 1.9.1 Basic Information

Dead mail is matter deposited in the mail that is undeliverable and cannot be returned to the sender. A reasonable effort is made to match articles found loose in the mail with the envelope or wrapper and to return or forward the articles. The disposition of dead mail items is as follows:

a. Nonmail matter (e.g., wallets and bank deposits) found in collection boxes or at other points within USPS jurisdiction is returned postage due at the single-piece First-Class Mail or Priority Mail price for keys and identification devices that is applicable based on the weight of the matter.

b. Undeliverable, unendorsed USPS Marketing Mail, printed matter, circulars, newspapers, magazines, and other publications, and unidentified articles that have no value are disposed of as waste.

c. Undeliverable articles of $25 or more in value are treated as dead mail.

d. Dead letters are opened at mail recovery centers to determine the name and address of the addressee or sender to permit delivery or return.

e. Except for unendorsed USPS Marketing Mail, undeliverable USPS Marketing Mail, USPS Retail Ground, Package Services, and insured First-Class Mail, First-Class Package Service — Retail, or First-Class Package Service — Commercial pieces containing USPS Marketing Mail, USPS Retail Ground, or Package Services enclosures, that cannot be returned because of an incorrect, incomplete, illegible, or missing return address is opened and examined to identify the sender or addressee.

f. Dead parcels are opened at the Mail Recovery Center (see 608.8.0 for address) to determine name and address of the addressee or sender to permit delivery or return. Dead parcels returned to the sender or delivered to the addressee are priced postage due at the zone price from the dead parcel branch. If parcels are endorsed to show that they are USPS property, or that the sender refused to pay postage due on return as undelivered, the parcels are considered USPS property.

#### 1.9.2 USPS Policy and Procedures

The *Postal Operations Manual* contains USPS policy and procedures for handling and disposing of dead mail (including through sale at auction or by donation to institutions).

#### 1.9.3 Customer Inquiry

A customer may inquire about missing mail items listed under 1.9.1 as follows:

a. Contact the local Post Office to initiate a MRC Search form.

b. Use the Missing Mail online application available to registered *USPS.com* customers to complete a search request. Access to the application is available on *USPS.com* under *Help>Find Missing Mail.*

## 2.0 Forwarding

### 2.1 Change-of-Address Order

#### 2.1.1 Normal Time Limit

Records of permanent change-of-address orders are kept by city delivery Post Offices for 18 months, for forwarding and for address correction purposes, from the end of the month when the change takes effect. A record of change-of-address orders from general delivery to a permanent local address without time limit is kept 6 months. A record of change-of-address orders to other than a permanent local address is kept 30 days.

#### 2.1.2 Time Limit Extension

When a customer notifies the Post Office of a permanent change in mailing address or USPS changes a customer's mailing address, the postmaster may extend the forwarding period for 1 additional year if mail is regularly received addressed to the old address. To qualify for this extension, the customer must show that a financial hardship will ensue if extended forwarding is not granted. The customer must also show that reasonable effort is being made to notify correspondents of the new address.

#### 2.1.3 Temporary Forwarding

[7-1-20] Customers temporarily moving away may have mail forwarded for a specific period of time, not to exceed 12 months (364 total consecutive days). The Postal Service provides temporary forwarding service for a period of 2 weeks to 6 months (15 to 185 days) in response to an initial temporary change-of-address order. Customers may extend the temporary forwarding period up to a maximum of 12 months (364 days), by filing a second change-of-address order to begin on the first day of the second 6-month period (the 186th day), and expiring on the desired date, up to and including the last day of the second 6-month period (364th day). Every temporary change-of-address order must specify both beginning and end dates. See 2.1.6 for temporary business bulk forwarding requests.

#### 2.1.4 Methods of Filing

[7-1-20] Except under 2.1.6, customers may use one of the following methods to file a change-of-address order with the Post Office:

a. Mail or present PS Form 3575 to any Post Office, or as the Postal Service otherwise directs. Customers must provide an acceptable primary form of identification as specified under 608.10.3 when presenting PS Form 3575 at the Post Office.

b. Use Internet Change of Address (ICOA) at *https://moversguide.usps.com*. Customers using the ICOA method must provide a valid credit card number for identity verification. The customer's credit card is charged a credit card authentication fee, see Notice 123—Price List.

#### 2.1.5 Restricted or Prohibited Use

A change-of-address order cannot be filed or is restricted for the following:

a. An addressee (e.g., an individual, business entity, or other organization) may not file a change-of-address order for mail originally addressed to the addressee at an organization, business, place of employment, or other affiliation. The organization or business may change the address (but not the addressee's name) on a mailpiece to redirect it to the addressee. Barcodes on redirected mailpieces should be obliterated to facilitate automation processing.

b. Individuals may not file a change-of-address order for mail originally addressed to the individuals at Department of State ZIP Code 20521. Additionally, individuals may not file a change-of-address order to have mail forwarded to Department of State ZIP Code 20521.

c. Individuals may file a change-of-address order for mail addressed to or from Department of State ZIP Code 20189 only under the following conditions:

   1. The change-of-address order is submitted through the Internet Change of Address (ICOA) entry under 2.1.4b. All other change-of-address methods are prohibited.

   2. Only "Individual" orders are permitted.

   3. Only "Permanent" orders are permitted.

[7-1-20]

#### 2.1.6 Temporary Business Bulk Forwarding

Businesses meeting the applicable standards in 2.1.3 may submit a bulk request (10 or more locations) to temporarily forward mail. For additional information, businesses may contact a Postal Service field account representative, strategic account manager, or the business service network. As confirmation, the Postal Service will return the bulk request to the customer and include confirmation codes and a unique customer number that will be stored with the file. If changes are necessary to the ending date, business customers may make changes at *managemymove.usps.com* with their confirmation code and new ZIP Code.

### 2.2 Forwardable Mail

#### 2.2.1 Classes

Forwarding is available for all classes of mail, subject to the corresponding conditions described in 1.0.

#### 2.2.2 Reforwarding

The address (but not the name) may be changed and the mail reforwarded as many times as necessary to reach the addressee.

#### 2.2.3 Discontinued Post Office

All Priority Mail Express, Priority Mail, First-Class Mail, First-Class Package Service — Retail, First-Class Package Service — Commercial, Periodicals, USPS Retail Ground, and Package Services pieces addressed to a discontinued Post Office may be forwarded without added charge to a Post Office that the addressee designates as more convenient than the office to which USPS ordered the mail sent.

#### 2.2.4 Rural Delivery

When rural delivery service is established or changed, a customer of any office receiving mail from the rural carrier of another office may have all Priority Mail Express, Priority Mail, First-Class Mail, First-Class Package Service — Retail, First-Class Package Service — Commercial, Periodicals, USPS Retail Ground, and Package Services pieces forwarded to the latter office for delivery without added charge, if the customer files a written request with the postmaster at the former office.

#### 2.2.5 Converted Service

Mail addressed to Post Office, rural, or highway contract route boxholders is delivered to customers residing in the affected area until June 30 following establishment of, or conversion to, city delivery service or for 90 days, whichever is later.

#### 2.2.6 Mail for Military Personnel

All Priority Mail Express, First-Class Mail, First-Class Package Service — Retail, First-Class Package Service — Commercial, Periodicals, USPS Retail Ground, and Package Services mailpieces addressed to persons in the U.S. Armed Forces (including civilian employees) serving where U.S. mail service operates is forwarded at no added charge when the change of address is caused by official orders. This free forwarding also applies to mail for household members whose change of address is caused by official orders to persons serving in or who are civilian employees of the U.S. Armed Forces. If the official permanent change of station order is to an overseas APO/FPO or DPO address, military authorities forward mail between the United States and those addresses; forwarding is limited to 60 days.

#### 2.2.7 Mail Addressed to CMRA Customers

Mail addressed to an addressee at a commercial mail receiving agency (CMRA) is not forwarded through the USPS. The CMRA customer may make special arrangements for the CMRA operator to remail the mail with payment of new postage. A CMRA must accept and remail mail to former customers for at least 6 months after termination of the agency relationship. After the 6-month period, the CMRA may refuse mail addressed to a former customer.

### 2.3 Postage for Forwarding

#### 2.3.1 Origin

Forwarding postage is computed by using the forwarding office as the origin office.

### 2.3.2 Priority Mail Express

Priority Mail Express is forwarded without charge.

### 2.3.3 Priority Mail, First-Class Mail, First-Class Package Service — Retail, and First-Class Package Service — Commercial

Priority Mail, First-Class Mail (including postcards), First-Class Package Service — Retail, and First-Class Package Service — Commercial mailpieces are forwarded without charge when postage is fully prepaid by the sender.

### 2.3.4 Periodicals

Periodicals publications (including publications pending Periodicals authorization) are forwarded without charge for 60 days when postage is fully prepaid by the sender.

### 2.3.5 USPS Marketing Mail and Parcel Select Lightweight

Generally, USPS Marketing Mail and Parcel Select Lightweight are subject to collection of additional postage from the mailer when forwarding service is provided by charging the USPS Marketing Mail weighted fee on all returns. Shipper Paid Forwarding/Return (under 4.2.9) provides mailers of USPS Marketing Mail and Parcel Select Lightweight parcels an option of paying forwarding postage on those parcels, or return postage if undeliverable, at the applicable single-piece First-Class Mail, First-Class Package Service — Retail, or Priority Mail price, instead of the addressee paying postage due charges. Mail that qualifies for Bulk Parcel Return Service (BPRS) is returned at the BPRS per piece charge if the mailer uses one of the ancillary service endorsements that specifies BPRS (e.g., “Return Service Requested—BPRS”).

### 2.3.6 USPS Retail Ground, Package Services, and Parcel Select

USPS Retail Ground, Package Services, and Parcel Select pieces are subject to the collection of additional postage at the applicable price for forwarding; Parcel Select at the Parcel Select Ground price plus the additional service fee and USPS Retail Ground or Package Services at the single-piece price for the specific class of mail. See 2.3.5 for forwarding instructions for Parcel Select Lightweight. The addressee may refuse any piece of USPS Retail Ground, Package Services or Parcel Select that has been forwarded. Shipper Paid Forwarding, under provisions in 4.2.9, provides mailers of Package Services and Parcel Select parcels an option of paying forwarding postage on those parcels, or return postage if undeliverable, instead of the addressee paying postage due charges.

### 2.3.7 Extra Services

[7-1-20] Certified, collect on delivery (COD) (excluding COD Hold For Pickup mailpieces), USPS Tracking, insured, registered, Signature Confirmation, Adult Signature, and special handling-fragile mail is forwarded to a domestic address only without additional extra service fees, subject to the applicable postage charge.

# 3.0 Hold For Pickup

## 3.1 Fees and Postage

### 3.1.1 Postage Payment Methods

Hold For Pickup service is available for the products listed under 3.2.2, when postage is paid using any one of the following methods:

a. Click-N-Ship.

b. Registered end-users of USPS-approved PC Postage products.

c. Permit imprint.

d. USPS-approved Information-Based Indicia (IBI) postage meters when also using an authorized Hold For Pickup label.

e. A mailer's Centralized Account Processing System (CAPS) account when used with a Package Intercept request.

f. Accepted payment methods at retail Post Office locations (for COD Hold For Pickup only).

## 3.2 Basic Information

### 3.2.1 Description

Hold For Pickup service is available at the time of mailing for mailers meeting the standards in 3.0, and allows mailpieces to be held at a designated Post Office location for pick up by a specified addressee or designee. The addressee or designee must provide an acceptable primary form of identification as specified under 608.10.3. When the destination Post Office has the addressee's contact information, an email or text notice is sent that a package is available for pickup. This service provides the shipper with tracking information, including the date and time that the addressee took possession of the item. If the item has not been picked up within 5 days (3 days for Priority Mail Express), the Post Office makes a second notification attempt, and returns the item to the sender if not picked up within 15 days (5 days for Priority Mail Express).

### 3.2.2 Basic Eligibility

Hold For Pickup service is available at retail Post Office locations for Priority Mail Express presented under 113.4.2 or 113.4.3, with or without COD service, First-Class Mail, First-Class Package Service – Retail, USPS Retail Ground, Library Mail, and Media Mail, with COD service, and for Priority Mail Express and Priority Mail using USPS Click-N-Ship. It is also available with commercial mailings of Priority Mail Express presented under 213.4.2 or 213.4.3, Priority Mail, First-Class Package Service – Commercial, Parcel Select Ground, Parcel Select Lightweight, and Bound Printed Matter parcels, when:

a. Mailpieces bear an applicable Priority Mail Express label (under 115.2.1 or 215.2.1) or Hold For Pickup label with an Intelligent Mail package barcode (meeting the technical standards under 204.2.0 and in Publication 199), as applicable.

b. For electronic option, mailers establish an electronic link with USPS to exchange acceptance and delivery data. If the electronic option is requested for Hold For Pickup service for all of the pieces in the mailing and the mailing consists of pieces of identical weight, then postage may be paid by any method in 3.1.1. If the pieces are not of identical weight, then either the exact postage must be affixed to each piece or postage must be paid with permit imprint using eVS (705.2.9).

**3.2.3 Additional Eligibility Standards**

Parcels must meet these additional physical requirements:

a. The surface area of the address side of the parcel must be large enough to completely and legibly contain the delivery address, return address, postage, markings, endorsements, and extra service labels.

b. Except as provided in 3.2.3c, Parcel Select Ground and Parcel Select Lightweight parcels must be greater than 3/4 inch thick at the thickest point.

c. If the mailpiece is a machinable parcel under 201.7.0 and is no greater than 3/4 inch thick, the contents must be prepared in a container that is constructed of strong, rigid fiberboard or similar material or in a container that becomes rigid after the contents are enclosed and the container is secured. The parcel must be able to maintain its shape, integrity, and rigidity throughout processing and handling without collapsing into a letter-size or flat-size piece.

**3.2.4 Ineligible Matter**

Hold For Pickup service is not available for the following:

a. Commercial mailings of First-Class Mail letter-size and flat-size pieces.

b. Mail addressed to APO/FPO and DPO destinations.

c. [1-26-20] Priority Mail Express items containing cremated remains.

**3.2.5 Extra Services**

Hold For Pickup service may be combined with Package Intercept (under 507.5.0) or any of the following extra services (meeting the applicable standards under 503):

a. USPS Tracking.

b. Insured mail.

c. Signature Confirmation.

d. Adult Signature Required and Adult Signature Restricted Delivery.

e. COD.

**3.3 Preparation Definitions and Instructions**

When using Hold For Pickup service, except for Priority Mail Express Hold For Pickup with or without COD service, First-Class Mail, First-Class Package Service – Retail, USPS Retail Ground, Library Mail, and Media Mail, with COD service presented at retail Post Office locations, mailers or their agents must prepare mailpieces with the “Hold For Pickup” label as follows:

a. Exchange electronic files with USPS through an approved file transfer protocol to notify the addressee when a parcel is available for pickup or to notify the mailer that items are available to be picked up as “return to sender.”

b. Affix an address label that has been approved by the National Customer Support Center (NCSC) (see 608.8.1 for address), and includes the name and domestic address of the mailer, the name of the addressee and the designated Hold For Pickup Post Office address.

c. In addition to the markings defined in 3.0, address labels on a Hold For Pickup mailpiece must meet the technical standards in the Parcel Labeling Guide available on PostalPro at *https://postalpro.usps.com/parcellabelingguide.*

# 4.0 Address Correction Services

## 4.1 Address Correction Service

### 4.1.1 Address Correction Service Fee

See Notice 123—Price List.

### 4.1.2 Purpose

If mail cannot be delivered as addressed, address correction service allows the sender on request, using the appropriate ancillary service endorsement under 1.0, to obtain the addressee's new (forwarding) address (if the addressee filed a change-of-address order with the USPS) or the reason for nondelivery. Address corrections and notices are not provided for customers who file a temporary change of address or for individuals at a business address (see 2.1). Address correction service is available alone or in combination with forwarding and return service.

### 4.1.3 Invalid Endorsement

Any obsolete ancillary service endorsement or similar sender endorsement not shown in 1.0 is considered invalid. Material bearing invalid or conflicting ancillary service endorsements will not be accepted for mailing. If discovered in the mailstream, pieces bearing an invalid ancillary service endorsement or conflicting endorsements are treated as unendorsed mail. *Exception:* Undeliverable USPS Retail Ground, Media Mail, Library Mail, and Parcel Select pieces that bear invalid or conflicting ancillary service endorsements are treated as if endorsed "Forwarding Service Requested."

### 4.1.4 Periodicals

Address correction service is provided automatically for all Periodicals publications (including publications pending Periodicals authorization) and begins 60 days after the effective date of the addressee's change of address. Address corrections are provided as separate notices or, at the mailer's request, on the returned pieces.

### 4.1.5 Other Classes

When possible, "on-piece" address correction is provided for Priority Mail Express, Priority Mail, First-Class Mail, First-Class Package Service — Retail, First-Class Package Service — Commercial, USPS Marketing Mail, USPS Retail Ground, Package Services, and Parcel Select pieces. If the piece cannot be forwarded, it is returned with new address information or reason for nondelivery attached. When separate corrections are necessary, Form 3547 is mailed to the sender with the address correction fee charged and the mail is forwarded. This service is not available for mailpieces to be delivered by military personnel at any military installation, including APOs and FPOs.

### 4.1.6 Fee and Return Postage

Unless excepted, the applicable fee for address correction service is charged for each separate notification of address correction or the reason for nondelivery. When "on-piece" address correction is provided, no address correction fee is charged but return postage can be charged, depending on mail class.

## 4.2 Address Change Service (ACS)

### 4.2.1 Description

Address Change Service (ACS) is an automated or electronic process providing mailers with notices of address correction or reason for nondelivery. ACS is designed to reduce the volume of manual notifications provided for valid participating ACS mailpieces, but it does not completely eliminate manual notifications. Mailers must keep their address records in electronic format and mark or encode their mailpieces with the correct ACS symbology under 4.2 and the correct ancillary service endorsement under 1.5 to obtain address corrections. See 4.2.6 for an option to use OneCode ACS with an Intelligent Mail barcode for letters and flats in First-Class Mail, Periodicals, and USPS Marketing Mail. To obtain nondelivery information under 1.4.1, mailers must use an ACS keyline or an Intelligent Mail barcode on mailpieces. Mailers also can use traditional ACS, along with Shipper Paid Forwarding under 4.2.9, to pay forwarding postage on most USPS Marketing Mail and Package Services pieces. Mailers can find additional information about traditional ACS and OneCode ACS in Publication 8, *ACS Product Information Guide*.

### 4.2.2 Service Options

ACS offers five levels of service, as follows:

a. An automated option for letters and flat-size mailpieces bearing an Intelligent Mail barcode, mailed as First-Class Mail, USPS Marketing Mail, and Periodicals, with electronic notices processed using Intelligent Mail technology (see 4.2.6). Only automated First-Class Mail and USPS Marketing Mail letters qualify for automated address correction prices when using the Intelligent Mail barcode (see 4.1.1).

b. An electronic option for notices processed electronically, except automated notices under 4.2.2a.

c. A default manual process for notices generated manually.

d. A Full-Service option available for mailings of First-Class Mail automation cards, letters, and flats; USPS Marketing Mail automation letters and flats; USPS Marketing Mail Carrier Route, High Density, and Saturation letters; Periodicals Outside County barcoded or Carrier Route letters and flats; Periodicals In-County automation or Carrier Route letters and flats; and Bound Printed Matter Presorted, non-DDU barcoded flats. Mailers who present at least 95 percent of their eligible First-Class Mail and USPS Marketing Mail volume as Full Service in a calendar month would receive electronic address correction notices for their qualifying Basic automation and non-automation First-Class Mail and USPS Marketing Mail pieces at no charge for pieces eligible for the Full Service Intelligent Mail option as described in 705.23.0. The Basic automation and non-automation First-Class Mail and USPS Marketing Mail mailpieces must:

   1. Bear a unique IMb printed on the mailpiece;

   2. Include a Full Service or OneCode ACS STID in the IMb;

   3. Include the unique IMb in eDoc;

4. Be sent by an eDoc submitter:
   a. Providing accurate Mail Owner identification in eDoc, and;
   b. Maintaining 95 percent Full Service compliance to remain eligible for this service and undergo periodic Postal Service re-evaluation.

e. Green & Secure: Mailpieces using a STID for ACS Change Service Requested, with or without Secure Destruction, will not be subject to assessment under Move Update Verification, using the Address Quality Census Measurement and Assessment Process under 602.5.3. Details are available in Publication 685, *Publication for Streamlined Mail Acceptance for Letters and Flats,* available at *postalpro.usps.com.*

### 4.2.3 Participant Code and Mailer ID

Participant codes or Mailer IDs are used on ACS mailpieces as follows:

a. Traditional Address Change Service (ACS) human-readable participant codes are provided to authorized mailers by the National Customer Support Center (NCSC) (see 608.8.0 for address). A participant code consists of seven alpha characters, aligned left, and must be preceded by a single pound sign (#) delimiter on the top or OEL line of the address block. Additional information for using the human-readable option is available in Publication 8, *ACS Product Information Guide*.

b. When using Intelligent Mail barcodes, mailers can participate in the OneCode ACS option of ACS (see 4.2.6 for restrictions). The NCSC provides the numeric OneCode ACS Mailer ID, the equivalent of a participant code, to authorized mailers using an Intelligent Mail barcode (see 204.1.2). As part of the application process, a Mailer ID is assigned to identify the participant, or mailers can choose to register one or more of their existing Mailer IDs for use with OneCode ACS. Mailers must incorporate the Mailer ID in the Mailer Identifier field, the unique mailpiece identifier in the Serial Number field, and the appropriate service in the Service Type Identifier field of the Intelligent Mail barcode according to Specification USPS B-3200. Customers can access the Intelligent Mail barcode specification available on PostalPro at *https://postalpro.usps.com*.

### 4.2.4 Basic Standards for All ACS Mailpieces

Mailers preparing ACS mailpieces must meet these specifications:

a. When using a window envelope, maintain a clearance between the top line of the address block and the top edge of the address window of at least 1/25 inch. This clearance must be maintained during the insert's range of movement in the envelope.

b. When using an address label, maintain a clearance between the top line of the address block and the top edge of the address label of at least 1/25 inch.

### 4.2.5 Additional Standards—When Using Human-Readable ACS Participant Codes

Mailers must use human-readable ACS participant codes according to the following specifications:

a. Print and place the ancillary service endorsement according to the requirements in 102.4.0 and 1.5.

b. Print the ancillary service endorsement and the participant code in a non-narrow variant of Helvetica or Arial sans serif font in the range of 10 to 12 points.

c. Use equal line spacing in the address block, including the participant code line and mailer keyline.

d. When placing the participant code in an optional endorsement line (OEL), the participant code must occupy the first eight positions in the left part of the OEL and be formatted as indicated in 203.7.2.3.

e. When placing the participant code in the address block, place it on the top line. The address block information may be on an insert in a window, on an address label, or preprinted on the mailpiece.

f. Mailers preprinting the participant code on an envelope (rather than printing it in the address block or on a label) must meet the conditions in 4.2.4 in addition to the following:

   1. The participant code must be left-justified with the address block, with a tolerance of 1/4 inch left or right. Place the participant code not more than two line spaces above the top line of the address block (using the same line spacing size as used in the address block).

   2. When using a mailer keyline, place it in the top line of the address block (but below the preprinted participant code).

   3. OELs are prohibited when a mailer keyline is used.

g. If using delivery point barcodes in the address block, mailers must place them in one of the following positions:

   1. When using a mailer keyline, place the barcode between the top line of the address information and the mailer keyline.

   2. When not using a mailer keyline, place the barcode between the top line of the address information and the participant code.

   3. Below the City-State-ZIP Code line.

   4. Above the participant code and OEL, except when placing the participant code under 4.2.5f.

### 4.2.6 Additional Standards—When Using Intelligent Mail Barcodes

Mailers can access OneCode ACS using an Intelligent Mail barcode, which is capable of encoding a valid Service Type Identifier indicating the ancillary service requested; a numeric Mailer ID; and the Serial Number, a unique numeric mailpiece identifier (keyline equivalent). This option is available for letters and flat-size mailpieces mailed as First-Class Mail, USPS Marketing Mail, and Periodicals. Address Service and Change Service ancillary services are available for letters and flat-sized mailpieces mailed as First-Class Mail or USPS Marketing Mail by choosing the appropriate Service Type Identifier and registering the same choice in the mailer profile maintained by the NCSC, ACS Department. In order to receive requested information, mailers wishing to change

their ancillary service choice or endorsement must notify the NCSC, ACS Department in Memphis, TN, in writing, seven days prior to the mailing. Periodicals mailers not requesting Address Service will receive their current address correction notification option. The Service Type Identifier will indicate the ancillary service requested, and this choice must be indicated in the mailer's ACS profile maintained at the NCSC, ACS Department. In order to receive requested information, mailers wishing to change their ancillary service endorsement must notify the NCSC, ACS Department in Memphis, TN, in writing, seven days prior to the mailing. USPS Marketing Mail pieces with OneCode ACS using an Intelligent Mail barcode require the use of a printed on-piece endorsement. ACS mailers are encouraged to use the “Electronic Service Requested” text endorsement. Other printed endorsements are not required to request ancillary services in conjunction with an Intelligent Mail barcode used on First-Class Mail or Periodicals mailpieces, and their use may produce unintended results. Mailpieces must meet the following specifications:

a. Letter-size mailpieces must be automation-compatible.

b. Flat-size mailpieces may be mailed at nonautomation or automation prices.

c. If using a window envelope, maintain a clearance between the leftmost and rightmost bars and any printing or window edge of at least 0.125 (1/8) inch, and maintain a clearance between the Intelligent Mail barcode and the top and bottom window edges of at least 0.040 (1/25) inch. These clearances must be maintained during the insert's range of movement in the envelope.

d. The Intelligent Mail barcode must contain an 11-digit delivery point code that correctly corresponds to the delivery address.

e. The Intelligent Mail barcode must meet the technical specifications as described in 204.1.2 and USPS Specification USPS-B-3200.

#### 4.2.7 Periodicals

Address correction by ACS is provided based on the mailer profile option chosen by participating Periodicals publications (including publications pending Periodicals authorization).

#### 4.2.8 Address Correction Service Fee

ACS fees would be assessed as follows:

a. The applicable fee for address correction is charged for each separate notification of address correction or the reason for nondelivery provided, unless an exception applies.

b. Once the ACS fee charges have been invoiced, any unpaid fees for the prior invoice cycle (month) would be assessed an annual administrative fee of 10 percent for the overdue amount.

c. Mailers who present at least 95 percent of their eligible First-Class Mail and USPS Marketing Mail volume as Full Service in a calendar month would receive electronic address correction notices for their qualifying Basic automation and non-automation First-Class Mail and USPS Marketing Mail

pieces, as specified in 4.2.2. The electronic address correction notices are charged at the applicable Full Service address correction fee for all future billing cycles.

#### 4.2.9 Shipper Paid Forwarding/Return

Shipper Paid Forwarding/Return is an ACS fulfillment vehicle which allows mailers of USPS Marketing Mail, Package Services and Parcel Select (including Parcel Select Lightweight) parcels to pay forwarding and/or return charges via approved ACS participant code(s) when used with "Address Service Requested" or "Change Service Requested" endorsements. For information about Shipper Paid Forwarding/Return, contact the National Customer Support Center (see 608.8.0 for address). Mailers opting to pay forwarding/return charges through a (postage due) advance deposit account must pay an annual account maintenance fee (See Notice 123—Price List).

### 4.3 Sender Instruction

#### 4.3.1 Mail Not Forwarded

The following types of mail are not forwarded:

a. Mail addressed to "Occupant" or "Postal Customer."

b. Mail with exceptional address format.

c. Mail showing specific instructions of the sender (e.g., "Return Service Requested" or "Change Service Requested").

d. Perishable items not marked to abandon that cannot be delivered before spoiling, or day-old poultry that cannot be delivered within 72 hours after hatching. These items are returned to the sender immediately, if the return can be made before spoilage or within the 72-hour period.

#### 4.3.2 Extra Services

[7-1-20] A change-of-address order to a domestic address covers Certified Mail, COD (excluding COD Hold For Pickup mailpieces), Insured, Registered Mail, Signature Confirmation, and Adult Signature services mail unless the sender gives other instructions. This mail is treated as follows:

a. COD mail is not forwarded to overseas military Post Offices.

b. Ordinary and insured parcels marked with the mailer's instructions are treated following instructions, such as: "Do not forward or return. If not accepted within _____ days, treat as abandoned. Notify mailer of disposition."

c. COD mail will be handled as requested when marked under 503.9.0.

#### 4.3.3 Priority Mail Express Pouch

USPS opens an undeliverable-as-addressed Priority Mail Express pouch to find a delivery address on any envelope or article inside. USPS does not open the wrappers or envelopes or break the seals of any Priority Mail Express article in the pouch. If no address information is found, the pouch is treated as dead mail. Priority Mail Express is held no more than 5 calendar days unless the sender sets a shorter period.

#### 4.3.4 Holding Mail

[7-1-20] At the sender's request, the delivery Post Office holds mail, other than Registered Mail, Insured, Certified Mail, COD, Adult Signature, and Signature Confirmation, for no fewer than 3 days or more than 30 days. A specific retention time of not less than 3 or more than 30 days, if requested, must be included by the sender in the return address on the mailpiece (e.g., "Return in 30 days to" followed by sender's return address).

# 5.0 Package Intercept

## 5.1 Description of Service

### 5.1.1 Basic Standards

Package Intercept service provides a method for customers to authorize redirection of any mailable domestic mailpiece with a tracking barcode under 5.1.2, unless otherwise ineligible under 5.1.3. Only the sender or authorized representative can request Package Intercept. If the item is found and redirected to the sender, to a new delivery address, or to a Post Office as Hold For Pickup, the Package Intercept fee is collected and the item is subject to additional postage charged under 5.2. Package Intercept requests are active for 7 business days from the date of the request. Interception of eligible mailpieces is not guaranteed. Requests must be made as provided under 5.4.

### 5.1.2 Eligibility

Except under 5.1.3, Package Intercept service is available for Priority Mail Express, Priority Mail, First-Class Mail, First-Class Package Service — Retail, First-Class Package Service — Commercial, Parcel Select, USPS Retail Ground, Bound Printed Matter, Media Mail, or Library Mail mailpieces with a tracking barcode (excluding COD Hold For Pickup mailpieces), addressed to, from, or between domestic destinations (608.2.0) that do not require a customs declarations label, and measuring not more than 108 inches in length and girth combined. Package Intercept, redirect to sender option only, is available for eligible matter mailed using Registered Mail service.

### 5.1.3 Ineligible

Package Intercept is not available for:

a. Mailpieces sent to or from International destinations.

b. Mailpieces sent to or from APO/FPO/DPO destinations (703.2.0).

c. Domestic mailpieces requiring a customs declarations label (see 608.2.4).

d. Mailpieces that indicate surface-only transportation such as Label 127, "Surface Mail Only" or that bear other hazardous materials markings such as "Limited Quantity," "Consumer Commodity" or "ORM-D".

e. Mailpieces that do not contain a tracking barcode (including those for extra services).

f. Redirecting matter mailed using Registered Mail service to a new delivery address, or to a Post Office as Hold For Pickup

### 5.2 Postage and Fees

Customers must pay a nonrefundable per-piece fee once the USPS successfully intercepts the mailpiece. Priority Mail Express, Priority Mail, First-Class Mail, and First-Class Package Service — Retail, pieces being redirected to the sender are not relabeled or subject to additional postage. Intercepted Parcel Select, USPS Retail Ground, Bound Printed Matter, Media Mail or Library Mail pieces that are redirected to the sender, and all intercepted mailpieces that are redirected to a new delivery address or a Post Office as Hold For Pickup (3.0), are relabeled and handled as a new Priority Mail piece. The new Priority Mail piece is charged Priority Mail Commercial Base prices from the location where intercepted to the new destination based on the dimensions, weight, and zone of the piece or the flat rate price, if applicable, along with any applicable extra services fees. Postage and fee payments are as follows:

a. For retail customers, the Package Intercept fee may be paid by credit or debit card at *www.usps.com*. Payment of any applicable postage and fees for the new mailpiece will be charged at the time of the intercept when possible, or otherwise will be collected from the recipient as postage due upon delivery.

b. For commercial customers, payment of the Package Intercept fee and any applicable postage and fees for the new mailpiece must be processed through the mailer's Centralized Account Processing System (CAPS) account.

### 5.3 Adding Extra Services

Customers may request, and pay additional postage under 5.2, for extra services on the new Priority Mail piece being redirected to a new address or a Post Office for Hold For Pickup. Extra services may not be added to items being redirected to the sender. The relabeled item will be assigned a new Intelligent Mail package barcode (IMpb) applicable to the extra service purchased. All available USPS scans for the extra service will be available to the customer at no charge. Only the following extra services may be added:

a. Adult Signature Required.

b. Adult Signature Restricted Delivery.

c. Insurance (if the original shipment included insurance and only for the original value stated).

d. Signature Confirmation.

### 5.4 Request for Intercept

Retail customers may register and make their request at *www.usps.com* to have their package intercepted. Commercial customers may register and make their request at *https://gateway.usps.com*. Packages designated for redirection to a new address provided by the mailer that are undeliverable as addressed will be returned to sender as provided in 2.0.

# 6.0 Requesting Withdrawal and Disposal of a Mailing

## 6.1 Request Process

### 6.1.1 Mail Without Scheduled Delivery Date

The mailer may request the USPS to withdraw and dispose of mail without a scheduled delivery date before its delivery if:

a. The mailing contains at least 200 pieces.

b. The mailer gives the USPS a written and signed request, describing the mail by size, color, weight, identifying markings, number of pieces, class of mail, and type of postage payment. The request must include the authorization to withdraw and dispose of the mail.

c. The mailer sends the request to the postmaster of the accepting Post Office (if the mailing has been deposited but not accepted) or to the postmaster of each destination office (if the mailing has been accepted).

### 6.1.2 Mail With Scheduled Delivery Date

The mailer may request the USPS to withdraw and dispose of mail with a scheduled delivery date (time-dated) before its delivery if:

a. The mailing contains at least 200 pieces.

b. The mailer entered the mailing early enough so that delivery can be expected on or before the scheduled delivery date.

c. The mailer sends the request to the postmaster of the accepting Post Office (if the mailing has been deposited but not accepted) or, if the mailing has been accepted, the mailer either:

   1. Attaches a facing slip to each bundle of mail showing the company name, person to contact, telephone number (where collect calls are accepted), and the scheduled delivery date after which the mailer does not want the mail delivered. The mailer also authorizes the withdrawal but not the disposal of the mail.

   2. Sends a written request to the postmasters of destination Post Offices before depositing the mail, stating that time-dated mail is to be received at their offices and describing the mail by size, color, weight, identifying markings, number of pieces, class of mail, and type of postage payment. The mailer also authorizes the withdrawal and disposal of time-dated mail if received after the scheduled dates.

### 6.1.3 No Guarantee

The USPS does not guarantee success in preventing delivery of all pieces in a withdrawn mailing.

### 6.1.4 Mail Disposal

Disposal of mail at the mailer's request creates no obligation of the USPS to refund postage. The mailer must pay all expenses that the USPS incurred in disposing of the mail.

# 7.0 Pickup on Demand Service

## 7.1 Postage and Fees

### 7.1.1 Postage

[5-4-20] [1-26-20] The correct amount of postage must be affixed to each piece except for a Priority Mail Express label paid with a corporate account, packages with a USPS Returns label affixed (under 505.3.0), pieces with a Parcel Return Service permit label affixed (under 505.4.0), and manifest mailings paid by permit imprint indicia approved by Business Mailer Support (BMS).

### 7.1.2 Fee

The Pickup on Demand fee is listed in Notice 123—Price List. A customer is charged the required fee for each time Pickup on Demand service is provided, regardless of the number of pieces or combination of classes of mail, and for additional trips to pick up exceptional volume of which the serving Post Office was not notified. The Pickup on Demand fee must be paid online at *www.usps.com*.

### 7.1.3 Fee Not Charged

The customer is not charged for:

a. A scheduled Pickup on Demand that is canceled under the cancellation requirements.

b. A package pickup that occurs as part of a regularly scheduled delivery or collection stop.

c. [5-4-20] A Pickup on Demand when the item bears a USPS Returns service label that indicates that the permit holder will pay for Pickup on Demand service.

d. A minimum of seven pieces of the eligible types of mailpieces in 7.2.1 from a customer who has an authorized signed agreement (PS Form 5543) with the local Post Office. This agreement must be completed and signed in advance of any pickup request made under this standard.

## 7.2 Basic Standards

### 7.2.1 Availability

Pickup on Demand service is available for certain domestic and international mail meeting all applicable eligibility and preparation standards. Incidental amounts of other postage-affixed, full-price mail also may be collected when Pickup on Demand service is provided for:

a. Priority Mail Express.

b. Priority Mail.

c. First-Class Package Service — Retail.

d. First-Class Package Service — Commercial.

e. Parcel Select Ground.

f. Package Services parcels.

g. USPS Retail Ground.

h. Parcel Return Service.

i. Priority Mail Express and Priority Mail Open and Distribute shipments.

j. Global Express Guaranteed.

k. Priority Mail Express International.

l. Priority Mail International.

m. First-Class Package International Service.

[1-26-20]

**7.2.2 Stamped Pieces over 10 Ounces or More than One Half-Inch in Thickness**

Mailpieces bearing only postage stamps as postage payment and that weigh more than 10 ounces, or measure more than one half-inch in thickness, cannot be picked up by letter carriers and must be presented to an employee at a retail service counter at a Post Office location.

**7.2.3 Extra Services**

Certified Mail, USPS Tracking, Adult Signature (not allowed for certain items under 503.8.0), insurance, Signature Confirmation, and return receipt, are the only extra postal services that may be used with pieces that are picked up.

**7.2.4 Volume**

There are no limits on the number of pieces that may be picked up. USPS may defer pickup or make multiple pickups at no additional charge to the customer if the volume to be picked up exceeds available vehicle capacity. USPS may establish plant load service if warranted.

**7.2.5 Service Changes**

USPS may suspend or refuse Pickup on Demand service due to exceptional or unsafe situations (e.g., hazardous weather or road conditions, facility emergencies on customer or USPS property, unforeseen employee or vehicle shortages, or unsafe or inadequate mailer facilities).

**7.2.6 Requesting Pickup on Demand Service**

A customer can request Pickup on Demand service and schedule a pickup at *www.usps.com*. Pickup on Demand service allows a customer to have pickup on a specific date within a two-hour timeframe. Customers can schedule Pickup on Demand service up to one year in advance. A same day request must be made before 5:00 a.m. local time on the requested day of pickup.

## 7.3 Scheduled Service

**7.3.1 Availability**

Pickup on Demand service is available from Post Offices with city delivery and from other Post Offices where the customer's address is within the servicing area of that Post Office.

#### 7.3.2 Service Agreement

A customer requesting scheduled Pickup on Demand service must enter into a service agreement as follows:

a. Use PS Form 5542, *Scheduled Pickup on Demand Service Agreement*, to specify the time, place, day or date, frequency of service, and approximate volume per pickup.

b. The terms of the service agreement may be amended with the consent and approval of both parties.

#### 7.3.3 Service hours

Scheduled Pickup on Demand service may be requested during the regular business hours of the serving Post Office. Scheduled Pickup on Demand service begins the day after the service agreement is finalized and continues until the service agreement's stated end date or termination.

#### 7.3.4 Customer Changes

The customer must notify the serving Post Office at least 24 hours before a scheduled pickup if the pickup is to be canceled or the volume of mail to be picked up is more than 20% higher than the volume specified in the service agreement. The customer may terminate scheduled Pickup on Demand service, effective 24 hours after the USPS receives customer's written notice of termination at the serving Post Office. The customer must pay all fees for Pickup on Demand service provided before termination of service. Customers should make notifications of change to their requests through the *www.usps.com* Pickup on Demand application.

#### 7.3.5 USPS Changes

The USPS may terminate Pickup on Demand service, effective 24 hours after the customer receives written notice of termination from the serving Post Office. Termination is based upon the customer's failure to pay postage and fees or to meet the standards for Pickup on Demand service in 7.0. The customer may appeal this termination of services to the manager, Post Office Operations, but must pay for all fees for Pickup on Demand service provided during the appeal period.

## 8.0 Mailing List Services

### 8.1 Mailing List Service Fees

Available for correction of name and address on occupant lists; for sorting mailing lists on cards by 5-digit ZIP Code; and for address changes provided to election boards and voter registration commission. See Notice 123—Price List.

### 8.2 General Information

#### 8.2.1 Definition

A *mailing list* is a listing of names and addresses, or addresses only, produced on individual cards or in sheet form.

#### 8.2.2 Carrier Route Information System

The official city delivery scheme, called the Carrier Route Information System, is available to mailers.

#### 8.2.3 Purpose

To improve address quality, the USPS offers (for a designated fee) mailing list services to correct name and address lists; correct occupant lists; and sort mailing lists on cards by 5-digit ZIP Code (available only for multi-ZIP Code Post Offices). These services are available for mailing lists submitted by members of Congress; federal agencies; departments of state governments; municipalities; religious, fraternal, and recognized charitable organizations; and concerns or persons who solicit business by mail. For the designated fee, the USPS also provides address changes to election boards and voter registration commissions.

#### 8.2.4 Lists

In providing services, the USPS does not compile any mailing list, including an occupant list. All corrections are marked on the list submitted by the customer.

#### 8.2.5 Prohibitions

Persons other than USPS employees may not copy, or record by any means, names or addresses from carrier cases. Labels, wrappers, envelopes, stamped cards, or postcards indicating one-time use are not accepted as mailing lists.

### 8.3 Fee Assessment

#### 8.3.1 Corrections

The fee for correcting name and address lists or occupant lists is assessed for each name or street address on the list. Individual apartments are considered separate addresses. The minimum fee in 8.1 applies to lists with fewer than 30 names or addresses. For assessing the fee, the USPS considers a list to be all the addresses sent at one time to the appropriate postal facility.

#### 8.3.2 Rural Route Consolidation

No fee is charged for correcting name and address lists or occupant lists where rural routes are consolidated or changed to another Post Office, or where rural route and box number addresses are changed to city-style addresses. The lists must contain only names and/or addresses of persons residing on the routes involved, and the lists must be submitted for correction during the time when the local Post Office is required to keep the address conversion information.

#### 8.3.3 Cards

The fee for sorting mailing lists on cards by 5-digit ZIP Code is assessed per 1,000 addresses or fraction thereof.

#### 8.3.4 Election Board and Voter Commissions

The fee for address changes provided to election boards and voter registration commissions is assessed for each Form 3575 submitted. The fee is collected on a per card basis regardless of the number of changes made on the card and whether the change concerns a person on the board's or commission's list of registrants. Instead of the actual forms, the USPS may supply facsimiles of the forms or copies of the information they contain at no additional fee.

#### 8.3.5 Payment

The Post Office providing the correction service annotates the total fee due on the outside of the package containing the corrected cards or lists. Payment must be made to the postal installation to which the list was submitted. Payment must be in cash or by check or money order made payable to the postmaster. Payment for correcting a list submitted by a federal agency or a person authorized to send matter as official mail may be made under the official mail reimbursement program. Payment may be made when the list is submitted or when the corrected list is delivered.

#### 8.3.6 Time Limit

The USPS corrects and returns a mailing list to the owner within 15 workdays after receipt. This time limit does not apply to mailing lists received for correction between November 16 and January 1; they are returned as soon as possible.

### 8.4 Name and Address List Correction

#### 8.4.1 Preparation

If addresses are submitted in list form, the list must be typewritten, printed, or computer-prepared and in sheet form, with enough space between or next to each address to permit entry of corrections. The list owner's name must appear in the upper left corner of each page or sheet. Lists must be separated by Post Office. A separate list must be presented for each carrier route served by a Post Office with 190 or more revenue units. Each Post Office can advise customers in this regard.

#### 8.4.2 Card Size

If the addresses are submitted on cards, the cards must be about the size (3-1/2 by 5-1/2 inches) and quality of a stamped card; data processing cards are acceptable. Information on the cards must be typewritten, printed, or computer-prepared, having only one name and address per card, and with enough space to permit entry of corrections. The list owner's name must appear in the upper left corner of each card. Lists (groups of cards) must be separated by individual Post Office.

#### 8.4.3 Submission

The customer must submit the address cards or mailing lists to the district manager of Address Management Systems for addresses within the district. (The address of each district may be found on the Address Management Systems Locator tool available on PostalPro at *https://postalpro.usps.com*.) Unless directed otherwise by the district, the customer must address the submission as follows:
MANAGER
ADDRESS MANAGEMENT SYSTEMS
[STREET ADDRESS]
[CITY STATE ZIP CODE]

#### 8.4.4 Postage

Cards or lists may be mailed by their owners to the designated district, but the list owner must prepay the postage for such items at the applicable price. The submitted items are returned free of postage.

#### 8.4.5 Elements Corrected

USPS employees:

a. Cross off names to which mail cannot be delivered or forwarded.

b. Correct initials and/or last names when the name apparently is known to the owner of the list.

c. Correct the house, rural, or Post Office box number; correct the last line (Post Office name, state abbreviation, and 5-digit ZIP Code); and, in multiple-unit buildings, add apartment, suite, or room numbers if known by the USPS employee.

d. Correct spelling of street names, suffixes, and placement of directionals to conform to the Carrier Route File scheme.

e. Provide new addresses, including ZIP Codes, for customers who have moved and filed permanent forwarding orders that are still active, and for addresses, if known, that are undeliverable because of USPS adjustments.

f. Mark an “X” in the upper right corner of the card or next to each entry on the sheet where no change is necessary.

#### 8.4.6 No Additions

In making list corrections, USPS employees do not add a new name or address to a card or list.

### 8.5 Occupant Lists

#### 8.5.1 Submission

Customers must submit occupant lists of street addresses in the same way as for name and address corrections. Customers must not submit lists that include more than 110% of the possible deliveries for a specific 5-digit ZIP Code delivery area.

#### 8.5.2 Elements Corrected

USPS employees:

a. Provide new addresses, if known, for addresses that are undeliverable because of USPS adjustments.

b. Correct last lines (Post Office names, state abbreviations, and 5-digit ZIP Codes), spelling of street names, suffixes, and placement of directionals to conform to the Carrier Route File scheme.

c. Cross off numbers representing incorrect or nonexistent street addresses, but do not change or add numbers.

d. Indicate business addresses with a “B” in the upper right corner of the card, or opposite the street number as printed on the sheet, as applicable.

e. Indicate rural route addresses with an “R” in the upper right corner of the card, or opposite the street number as printed on the sheet, as applicable.

f. Enter the number of separate family units opposite addresses of multiple-unit dwellings.

g. Mark an “X” in the upper right corner of the card or next to each entry on the sheet where no change is necessary.

h. Group the corrected cards or sheets by carrier route for return to the list owner.

### 8.6 Sortation of Lists on Cards by 5-Digit ZIP Code

#### 8.6.1 Coding

The customer must code mailing lists by 5-digit ZIP Code for single 5-digit ZIP Code Post Offices.

#### 8.6.2 Preparation

To allow the USPS to sort a mailing list to 5-digit ZIP Codes, a mailing list of addresses only for multi-ZIP Code Post Offices must be prepared on cards about the size (3-1/2 by 5-1/2 inches) and quality of a stamped card; data processing cards are acceptable. Only one address may appear on each card. The owner must separate the cards by Post Office of address and submit each group to the district manager of Address Management Systems serving that Post Office. The list owner must wrap mailing lists (cards) for mailing when practicable. The owner’s name and address must appear on the outside of the wrap or container.

#### 8.6.3 USPS Sortation

USPS employees sort cards by 5-digit ZIP Code and securely package them with a facing slip marked “All for ZIP Code Area (00000).” ZIP Codes are not written on individual cards.

### 8.7 Election Boards and Voter Registration Commissions

#### 8.7.1 General

Election boards or voter registration commissions may use the “Return Service Requested” endorsement and/or the National Change of Address Linkage System (NCOA$^{Link}$) to maintain current address lists.

#### 8.7.2 Procedure

Election boards or voter registration commissions using permanent registration also may obtain residential change-of-address information from Forms 3575:

a. An authorized official of the board or commission must sign and submit to the manager, address management systems (district), a written request that lists the Post Offices for which change-of-address information is desired.

b. If the request is approved, an agreement must be obtained from and signed by an authorized official of the board or commission detailing the terms under which the change-of-address information is to be released.

c. The board or commission receives the requested information from the postmasters of the listed Post Offices and pays those postmasters the applicable fees.

## 9.0 Address Sequencing Services

### 9.1 Address Sequencing Service Fees

See Notice 123—Price List.

### 9.2 Service Levels

The USPS provides the following levels of manual or electronic address sequencing service for city carrier routes, rural routes, highway contract routes, and Post Office box sections:

a. Sequencing of address cards or electronic address files.

b. Sequencing of address cards or electronic address files, plus inserting only blank cards for missing addresses or missing sequence numbers for the addresses missing from the electronic files.

c. Sequencing of address cards or electronic address files, plus inserting cards with addresses for missing or new addresses, or inserting addresses into electronic files for missing or new addresses.

d. For address cards or electronic files, if qualification is met, the USPS will provide seeded addresses to the list owners for inclusion in their address files for file protection.

e. If a request for sequencing contains a seeded address, the owner of the seeded address will be notified within 30 days of detection. If all known possibilities of fraud cannot be ruled out, the request will be denied and the Postal Inspection Service will be notified.

### 9.3 Card Preparation and Submission

#### 9.3.1 Color, Size, and Quantity

When submitting cards, all address cards must be made of white or buff-colored card stock and of an identical size (5 to 8-5/16 inches long and 2-1/4 to 4-1/4 inches high). Blank cards for missing and/or new addresses must be of the

same size as the submitted address cards but of a different color. A customer must provide enough blank cards to equal at least 10% of the number of address cards submitted.

### 9.3.2 Limitation

The customer must not submit address cards or an address file in excess of 110% of the possible deliveries for a specific 5-digit ZIP Code delivery area. Customers requesting the service level in 9.2c will be allowed three attempts to qualify a ZIP Code for the service within a 12-month period. Failure to qualify within three attempts within 12 months will result in a suspension of 1 year for any additional attempts to qualify the ZIP Code.

### 9.3.3 Addressing Format

Addressing format is specific to the media being used.

a. Card Processing. Cards must be faced in the same direction and bear only one address each. The customer's current address information must be computer-generated, typed, or printed along the top of the card. The address must be within 1 inch from the top edge of the card in about the same location on each card submitted. Each card must include a complete address, but the ZIP Code is optional. Street designators may be abbreviated as shown in Publication 28, *Postal Addressing Standards*. When sequence cards are used to obtain address sequencing information for Post Office boxes, the box section number must be substituted for the carrier route number (if shown).

b. Electronic Processing. The customer must submit address files on electronic media, as described by USPS. Call the National Customer Support Center at 1-800-331-5747 for a copy of the required format.

### 9.3.4 Header Cards

When submitting address cards, customers must provide carrier route header cards prepared with standard 80-column computer card stock (or another size as described in 9.3.1). The header cards must be typed, computer-generated, or printed by the customer. A route header card of the same size as the address cards must be placed in front of the cards for each route. All columns must be provided on the header cards, regardless of the service level requested. Column headings may be abbreviated. Examples of the required format for the route header card can be obtained from the National Customer Support Center (see 608.8.0 for address).

### 9.3.5 Delivery Unit Summary

A Delivery Unit Summary must be typed, computer-generated, or printed and provided by the customer for card processing. A printed copy or electronic file will be acceptable for address file submissions. When submitting address cards, an original and two copies must be submitted for each 5-digit ZIP Code. When submitting an address file, an original and two copies of a printed form or one electronic file must be submitted for each 5-digit ZIP Code. This form, used by the USPS to provide summary information to the customer, is necessary for calculating total charges for the service level provided. For address card submissions, the original is returned to the customer with the cards as the

customer's bill. For electronic address file submissions, a computer-generated Delivery Unit Summary is returned as the customer's bill. Upon receipt of payment, the ZIP Code will be qualified for Computerized Delivery Sequence (CDS), and product fulfillment will begin. Examples of the required printed or electronic format of the Delivery Unit Summary can be obtained from the National Customer Support Center (see 608.8.0 for address).

### 9.3.6 5-Digit ZIP Codes

When submitting address cards, the cards for each 5-digit ZIP Code must be placed in separate containers, each with an envelope affixed containing a packing list and Delivery Unit Summary sheets for that 5-digit ZIP Code. For each 5-digit ZIP Code, the customer must also show the number of containers submitted on the Delivery Unit Summary and number those containers sequentially (e.g., "1 of 3," "2 of 3," and "3 of 3"). If there is more than one container for the 5-digit ZIP Code, the Delivery Unit Summary must be affixed to the first container.

### 9.3.7 Submitting Cards or Electronic Files

The designated place for submission of addresses for sequencing depends on the type of media used.

a. Card Processing. The customer must submit the containers of address cards to the district manager of Address Management Systems for carrier routes within the corresponding district. (Exception: Address cards only for addresses in the city where the customer is located may be submitted to the postmaster of that city.) Unless directed otherwise, the customer must address containers of address cards to:

   MANAGER ADDRESS MANAGEMENT SYSTEMS
   UNITED STATES POSTAL SERVICE
   [STREET ADDRESS]
   [CITY/STATE/ZIP+4]

b. Electronic Processing. The customer must submit address files on electronic media to:

   COMPUTERIZED DELIVERY SEQUENCING DEPARTMENT
   NATIONAL CUSTOMER SUPPORT CENTER
   UNITED STATES POSTAL SERVICE
   225 N. HUMPHREYS BLVD, STE 501
   MEMPHIS TN 38188-1001

### 9.3.8 Postage

Containers of cards mailed to the Post Office must have postage paid at the applicable price. Address files can be mailed at the appropriate price or be electronically transmitted, as determined by the USPS, to the National Customer Support Center. They are returned to the customer free of postage.

#### 9.3.9 USPS Sequencing

Unsequenced address cards received at Post Offices or unsequenced address files received at the National Customer Support Center will be arranged in sequence of carrier route delivery without charge. Cards with incorrect or undeliverable addresses are removed from carrier route bundles, bundled separately, and returned to the customer. When address files are submitted, incorrect or undeliverable addresses are removed from the original file and returned as a separate file.

#### 9.3.10 USPS Time Limits and Billing

The Post Office or the National Customer Support Center, whichever performs the service, returns the cards or address file and the bill for applicable charges to the customer within 15 working days after receiving a properly prepared request for address sequencing. This time limit does not apply to cards received between November 16 and January 1; they are returned as soon as possible.

#### 9.3.11 Seasonal Addresses

Under all service levels, correct addresses subject to seasonal occupancy, but which do not indicate seasonal treatment, will be identified with an “S” on cards or a flag on address files. If the address is included in a series, such as those used for apartment buildings, trailer parks, and seasonal delivery areas in general, the appropriate “seasonal” indicator box is checked on the card or flagged on the address file. When correct address cards or address files that are not subject to seasonal occupancy but that include seasonal treatment notations are submitted, the seasonal indicator is marked out on cards or left blank on address files. For cards, a rubber band is placed around the card to identify it before it is put in carrier route sequence order in the returned deck of cards. No charge is assessed for this service.

### 9.4 Sequencing Cards With Blanks for Missing Addresses or Sequencing Address Files With Missing Sequence Numbers

USPS employees at Post Offices (for cards) or the National Customer Support Center (for address files) arrange unsequenced addresses in sequence of carrier route delivery without charge, remove incorrect or undeliverable addresses, and, if cards, package separately for return to the customer, and insert a blank card or missing sequence number for address files for each existing address that is not included in the customer’s cards or address file. (If several addresses in a series are missing, a single blank card is inserted for the series showing the number of missing addresses, or for address files a series of missing sequence numbers will be omitted identifying the number of missing addresses.)

## 9.5 Sequencing With Address Cards or Address File Sequencing With Addresses Added for Missing and New Addresses

### 9.5.1 USPS Sequencing

USPS employees at Post Offices (for cards) or the National Customer Support Center (for address files) arrange unsequenced addresses in sequence of carrier route delivery without charge, remove incorrect or undeliverable addresses, and, if cards, package separately for return to the customer or, if an address file, return as a separate file, and add new or missing addresses (including rural address conversions to city delivery) for each existing address that is not included in the customer's cards or address file.

### 9.5.2 Separate Address Groups

Separate groups of address cards must be submitted for the addresses in each 5-digit ZIP Code delivery area: city carrier (residential addresses only); city carrier (business addresses only); city carrier (combination of residential and business addresses); rural and highway contract route addresses; or Post Office box addresses (whether business, residential, or a combination). If submitting an electronic address file, a single file meeting the same requirements is acceptable. Each group must be accompanied by a statement showing:

a. Types of addresses (residential, business, or a combination).

b. Number of addresses on the cards or in the address file.

c. Name, mailing address, and telephone number of the list owner or agent.

### 9.5.3 Post Office Boxes

Within a 5-digit ZIP Code, Post Office box addresses must be placed in separate groups from city carrier, rural, and highway contract route addresses and separately identified on the customer's statement.

### 9.5.4 Address Percentage

For the 5-digit ZIP Code, the mailing list that the cards or address file represents must contain 90% of all possible residential or business city carrier addresses in the respective address group, 90% of all city carrier addresses in a combination residential/business address group, or 90% of all possible deliveries in rural/highway contract route and Post Office box groups.

### 9.5.5 Calculating Percentage

In calculating the total number of addresses within a 5-digit ZIP Code, each apartment unit in an apartment building or each office in an office building that is a deliverable address is treated as a separate address.

### 9.5.6 Resubmitting Cards or Address File

Customers must monitor community growth and determine when address cards or address files need to be submitted for resequencing to maintain the 90% eligibility level of address coverage. Such a determination is not supplied by the USPS. See 509.1.0, for information on obtaining delivery statistics.

## 9.6 Service Charges

### 9.6.1 Basic Service

For sequencing of address cards or address files, the fee in 9.1 is charged for each address card or address that is removed because of an incorrect or undeliverable address. All cards removed are packaged separately and returned to the customer.

### 9.6.2 Blanks for Missing Addresses

For sequencing of address cards or address files with total possible deliveries shown, the fee in 9.1 is charged for each address card or address that is removed because it is incorrect or undeliverable. No charge is assessed for the insertion of blank cards or missing sequence numbers (for address files) showing the range of missing addresses in a submitted list.

### 9.6.3 Missing or New Addresses

For sequencing of address cards or address files with missing or new addresses added, the fee in 9.2 is charged for each address card or address that is removed because it is incorrect or undeliverable, and for each address (possible delivery) that is added to the customer's list. For apartment or office buildings with a series of addresses for which the USPS provides a range of addresses, the charge is for each address (possible delivery) in the range or series.

### 9.6.4 Customer's Bill

For all services, the original of the Delivery Unit Summary is returned to the customer after completion by USPS employees and serves as the customer's bill. The customer must submit payment for the amount due to the local Post Office or as instructed.

### 9.6.5 Free Services

These services are provided at no charge for all three levels of service:

a. If the customer includes a rural address (box number) in a deck of cards or address file submitted for sequencing, and a street address is assigned to that box number so it can be served on a city delivery route, a correct address card or address is included at no charge.

b. The USPS attempts, but does not guarantee, to make simple corrections to addresses (e.g., obvious spelling errors) that can be identified as a specific delivery address and are not undeliverable as addressed or nonexistent. Corrections are noted on the cards placed in proper carrier route sequence in the returned cards and identified by a rubber band around the card.

## 9.7 Submitting Properly Sequenced Mailings

### 9.7.1 Customer Responsibility

The customer must ensure that mailings are prepared in correct carrier route delivery sequence and resequence cards or an address file when necessary. The USPS does not provide list-sequencing service for mailings not prepared in correct carrier route delivery sequence if the customer is so notified but fails to take corrective action.

#### 9.7.2 Changes

When delivery changes affect delivery sequence but do not cause scheme changes, card customers will be notified in writing and must then submit cards for the affected routes or the complete ZIP Code for resequencing. Computerized Delivery Sequence (CDS) customers will automatically receive an updated electronic file from the USPS.

#### 9.7.3 Out-of-Sequence Mailing

If a mailing is found to be out of sequence, the customer is informed in writing both of the error and that, unless the situation is corrected, the USPS will not provide carrier route sequencing service. If the customer does not take corrective action, the USPS gives written notice that the customer is no longer allowed to submit address cards to the Post Office or address files to the National Customer Support Center for sequencing. Within 30 days, the customer may file a written appeal with the postmaster who gave notice.

#### 9.7.4 Reinstatement

Generally, a customer denied address card or address file sequencing service for a specific ZIP Code may not submit address cards (to the Post Office) or address files (to the National Customer Support Center) for sequencing where that sequencing service was terminated for 1 year after the effective date of termination. After that time, the customer is again authorized to submit the ZIP Code address cards (to the Post Office) or address files (to the National Customer Support Center) for sequencing. At any time during the year after termination of service, the customer may renew the submission if the postmaster (for address cards) or the National Customer Support Center (for address files) is convinced that the customer has taken all necessary action to correct the past errors.

# 10.0 Informed Visibility

## 10.1 Basic Standards

### 10.1.1 Description

Informed Visibility (IV) provides a mailer with data electronically collected from the scanning of barcoded mailpieces as they pass through automated mail processing operations. Scanned data can include the postal facility where such pieces are processed, the postal operation used to process the pieces, the date and time when the pieces are processed, and the numeric equivalent of a barcode(s) that helps to identify the specific pieces. This service does not provide a delivery scan or proof of delivery and not every piece is guaranteed such data or complete data. IV is available for automation-compatible letter-size and automation-compatible flat-size mail meeting the physical characteristics and standards in 10.0. Participation in IV service is available at no charge without a subscription. Requirements include:

a. Use of an IMb on mailpieces entered as part of a full-service mailing under 705.

b. Use of a Mailer Identifier that has been registered (through the Business Customer Gateway, accessible on *usps.com*) to receive scan data.

c. Verification by the Postal Service that the IMb as printed meets all applicable postal standards.

## 10.2 Barcodes

### 10.2.1 General Barcode Requirements

Each piece in a mailing that is intended to generate IV information must bear an Intelligent Mail barcode under 10.2.2. Mailers must apply Intelligent Mail barcodes under 204.1.0 and the following standards:

a. Reply pieces must meet the following standards:

   1. For Business Reply Mail, the piece must bear a barcode that corresponds to the subscriber's Business Reply Mail ZIP+4 codes assigned by USPS under 505.1.0.

   2. For other reply mail, the piece must bear a barcode that correctly corresponds to the delivery address.

b. Outgoing pieces must bear an Intelligent Mail barcode that correctly corresponds to the delivery address.

### 10.2.2 Intelligent Mail Barcode Requirements

To obtain IV, mailers must apply Intelligent Mail barcodes on letter-size pieces or on flat-size pieces meeting automation-compatibility standards in 201.3.0 (letters) or 201.6.0 (flats). The following standards apply:

a. Intelligent Mail barcodes must meet the barcode and format standards in 204.1.0 and in Specification USPS-B-3200 at *http://postalpro.usps.com/.*

b. Place barcodes on letters and flats according to 202.5.0.

[5-4-20] [1-26-20]

# 11.0 USPS Premium Tracking Service

USPS Premium Tracking service allows customers to request for their packages that the Postal Service retain scan data, or scan and signature data beyond the Postal Service's standard data retention period, for up to 10 years. USPS Premium Tracking service is available for commercial packages shipped via Priority Mail Express, Priority Mail, First-Class Package Service, Parcel Select, and commercial packages with Adult Signature Services. For Scan and Signature Retention on products other than Priority Mail Express, the customer must have purchased an underlying signature service, such as Signature Confirmation service (see Notice 123—Price List). Customers can request USPS Premium Tracking service online at *USPS.com* or through a Shipping Services File.

# 508 Recipient Services

**Overview**

1.0 Recipient Options
2.0 Conditions of Delivery
3.0 Customer Mail Receptacles
4.0 Post Office Box Service
5.0 Caller Service
6.0 General Delivery
7.0 Premium Forwarding Services
8.0 Firm Holdout
9.0 Pandering Advertisements
10.0 Sexually Oriented Advertisements
11.0 Hold Mail Service

## 1.0 Recipient Options

### 1.1 Basic Recipient Concerns

#### 1.1.1 Delivery to Addressee

Addressees may control delivery of their mail. Without a contrary order, the mail is delivered as addressed. Mail addressed to several persons may be delivered to any one of them.

#### 1.1.2 Refusal at Delivery

The addressee may refuse to accept a mailpiece when it is offered for delivery.

#### 1.1.3 Refusal After Delivery

After delivery, an addressee may mark a mailpiece “Refused” and return it within a reasonable time, if the piece or any attachment is not opened. Mail that may not be refused and returned unopened under this provision may be returned to the sender only if it is enclosed in a new envelope or wrapper with a correct address and new postage. The following may not be refused and returned postage-free after delivery:

a. [7-1-20] Pieces sent as Registered Mail, insured, Certified Mail, collect on delivery (COD), and Adult Signature.

b. Response mail to the addressee’s sales promotion, solicitation, announcement, or other advertisement that was not refused when offered to the addressee.

#### 1.1.4 Mail Withheld From Delivery

An addressee may request the postmaster, in writing, to withhold from delivery for a period not to exceed 2 years any foreign letter or printed matter with a specified name or address on the outside.

### 1.1.5 Addressee Identification

If the delivery employee does not know the person claiming to be the addressee, delivery employees may withhold from claimants certain mail pending presentation of an acceptable primary form of identification as specified under 608.10.3, or if suitable under 508.6.0 for general delivery.

### 1.1.6 Remailing Returned Mail

Generally, a returned mailpiece that was undeliverable-as-addressed or refused by the addressee may not be remailed unless it is placed in a new envelope or wrapper with a correct address and new postage. A returned shortpaid mailpiece can have the necessary additional postage affixed to the original piece and does not have to be placed in a new envelope or wrapper.

### 1.1.7 Priority Mail Express and Accountable Mail

The following conditions also apply to the delivery of Priority Mail Express, Registered Mail, Certified Mail, mail insured for more than $500.00, Adult Signature, or COD, as well as mail for which a return receipt is requested or the sender has specified restricted delivery:

a. The addressee (or representative) may obtain the sender's name and address while held by the USPS employee before accepting delivery and endorsing the delivery receipt.

b. Unless an electronic signature is used as described in 503.1.8a., a mailpiece may not be opened or given to the recipient before the recipient signs and legibly prints his or her name on the applicable form or label and returns the form or label to the USPS employee.

c. An acceptable primary form of identification as specified under 608.10.3 may be required of the recipient before delivery of the mailpiece.

d. When delivery is not restricted at the sender's request, mail addressed to a person at a hotel, apartment house, etc., may be delivered to any person in a position to whom mail for that location is usually delivered.

e. USPS responsibility ends when the mailpiece is delivered to the addressee (or another party, subject to 1.0).

f. A notice is provided to the addressee for a mailpiece that cannot be delivered. If the piece is not called for or redelivery is not requested, the piece is returned to the sender after 15 days (5 days for Priority Mail Express, 10 days for COD), unless the sender specifies fewer days on the piece.

g. A hand stamp approved by the Postmaster may be used by the addressee (or authorized agent) to provide the signature and name of the individual or organization receiving the mailpiece as follows:

   1. The hand stamp imprint must fit within the Signature and Printed Name blocks on PS Form 3849, without overlapping into other sections.

   2. To obtain approval for a hand stamp, the company must submit a written statement to the postmaster that the person whose name appears on the stamp is authorized to accept accountable mail, accompanied by a sample of the authorized employee's signature.

After approval, the documentation is held by the postmaster and the stamped signature and name are acceptable only if a legible impression is provided within the Signature and Printed Name blocks on PS Form 3849.

3. For mail addressed only to a federal or state official, the stamp need show only the name and location of the accepting organization. In these cases, the stamp imprint must fit within the Printed Name and Delivery Address block of PS Form 3849 without overlapping into other sections.

### 1.1.8 Additional Delivery Standards for Restricted Delivery

In addition to following standards specified under 1.1.7, postal employees must deliver mail marked "Restricted Delivery" only to the addressee or person authorized in writing as the addressee's agent and under the following conditions: (***Note:*** USPS may require an acceptable primary form of identification as specified under 608.10.3 from the addressee or agent receiving the mail.)

a. Mail for famous personalities and executives of large organizations is normally delivered to an agent authorized to sign for such mail.

b. Mail for officials of executive, legislative, and judicial branches of the government of the United States or of the states and possessions and their political subdivisions, or to members of the diplomatic corps, may be delivered to a person authorized by the addressee or by regulations or procedures of the agency or organization to receive the addressee's mail.

c. Mail for the commander or other officials of military organizations by name and title, is delivered to the unit mail clerk, mail orderly, postal clerk, assistant postal clerk, or postal finance clerk, when such individuals are designated on DD (Department of Defense) Form 285 to receive all mail addressed to the units for which they are designated. If the person accepting mail is designated on DD Form 285 to receive ordinary mail only, then restricted delivery mail addressed to the commander, or other official by name and title, is delivered to the mail clerk only if authorized by the addressee.

d. Mail for an inmate of a city, state, or federal penal institution, in cases where a personal signature cannot be obtained, is delivered to the warden or designee.

e. Mail for minors or persons under guardianship may be delivered to their parents or guardians.

f. An addressee who regularly receives restricted delivery mail may authorize an agent on PS Form 3801 or by letter to the Postmaster and must include the notation "This authorization is extended to include restricted delivery (or Adult Signature Restricted Delivery) mail." PS Form 3849 also may be used for the authorization, if the Post Office has no standing delivery order or letter on file, when the addressee enters the name of the agent on the back of PS Form 3849 in the space provided and signs the form. The agent must sign for receipt of the article on the back of the form.

g. When mail is addressed to two or more persons jointly, all addressees or their agents must be present to accept delivery together. The delivery receipt obtained and the return receipt, if any, must be signed by all joint addressees or their agents. The mail may then be delivered to any of the addressees or their agents unless one or more addressees or their agents object, in which case delivery is not made until all the addressees or their agents sign a statement designating who is to receive the mail.

h. Either person may sign for mail addressed to one person in care of another (i.e. "In Care Of").

**1.2 Carrier Release Endorsement for Parcels**

The carrier release endorsement "CARRIER—LEAVE IF NO RESPONSE" instructs carriers to leave the parcel if no one is available to accept the parcel or when the addressee has filed a written order to allow a carrier to leave the parcel. A parcel may be left in an unprotected location, such as a stairway or uncovered porch, only when it bears the "CARRIER—LEAVE IF NO RESPONSE" endorsement. The endorsement must appear directly to the left of the postage area (preferred) or directly below the return address as specified in 102.4.1 and 202.4.3. A carrier release endorsement may be used on only:

a. Uninsured parcels.

b. Parcels which do not require a signature.

**1.3 Jointly Addressed**

For mail that is jointly addressed:

a. Such as "Mr. and Mrs. John Doe," or "John and Jim Doe," neither party is entitled to control delivery of such mail over the objection of the other.

b. To husbands or wives, neither party may control delivery of mail addressed to the other.

**1.4 Delivery to Addressee's Agent**

**1.4.1 Basic Standard**

Unless otherwise directed, an addressee's mail may be delivered to an employee, to a competent member of the addressee's family, or to any person authorized to represent the addressee. A person or several persons may designate another to receive their mail.

**1.4.2 Minor**

A minor's guardian may control delivery of mail addressed to the minor. If there is no guardian and the minor is unmarried, either parent may receive delivery of the minor's mail.

**1.4.3 Incompetent Person**

Mail may be delivered under the order of the guardian or conservator for a person legally declared incompetent. If there is no legal representative, the mail is delivered as addressed.

#### 1.4.4 Deceased Person

Mail addressed to a deceased person may be received at the address of the deceased by anyone who would normally receive the addressee's mail at that address. The mail may also be forwarded to a different address, such as that of an appointed executor or administrator, if an order of request is filed at the Post Office.

### 1.5 Delivery to Individual at Organization

#### 1.5.1 To Address

All mail addressed to a governmental or nongovernmental organization or to an individual by name or title at the address of the organization is delivered to the organization, as is similarly addressed mail for former officials, employees, contractors, agents, etc. If disagreement arises where any such mail should be delivered, it must be delivered under the order of the organization's president or equivalent official.

#### 1.5.2 Not to Address

Mail addressed to a governmental or nongovernmental official by title or by organization name, but not to the address of the organization, is delivered to the organization if the organization so directs.

### 1.6 Delivery at Hotels, Institutions, Schools, and Similar Places

#### 1.6.1 Patient or Inmate

Mail addressed to a patient or inmate at an institution is delivered to the institution authorities. If the addressee is no longer at that address, the mail must be redirected to the current address, if known, or endorsed appropriately and returned by the institution to the Post Office.

#### 1.6.2 Hotel or School

Mail addressed to a person at a hotel, school, or similar place is delivered to the hotel, school, etc. If the addressee is no longer at that address, the mail must be redirected to the current address, if known, or endorsed appropriately and returned by the institution to the Post Office.

#### 1.6.3 Prisoner

Mail addressed to a prisoner is subject to the mail security standards in the *Administrative Support Manual*.

#### 1.6.4 Registered Mail Addressed to Hotel or Apartment House

Registered Mail addressed to a person at a hotel or apartment house is delivered to the persons designated by the management of the hotel or apartment house in a written agreement with the USPS (Form 3801-A). If the sender restricts delivery of the Registered Mail, it may not be delivered to that designated person, unless the addressee authorized that person in writing to receive restricted-delivery mail.

## 1.7 Conflicting Delivery Orders

### 1.7.1 Delivery to Third Party

If persons make conflicting orders for delivery of the same mail, and they cannot agree among themselves who should receive the mail, the mail may be delivered to a named receiver or third party unanimously agreed to by the disputing parties.

### 1.7.2 Receiver in Dispute

If the disputing parties are unable to select a receiver, they must furnish the postmaster all available evidence on which they rely to exercise control over the disputed mail. USPS may hold or return mail pending resolution of the dispute.

### 1.7.3 Court Order

Mail is delivered under a court order issued for mail claimed by different persons.

## 1.8 Commercial Mail Receiving Agencies

### 1.8.1 Procedures

The procedures for establishing a commercial mail receiving agency (CMRA) are as follows:

a. An addressee may request mail delivery to a CMRA. The CMRA accepts delivery of the mail and holds it for pickup or remails it to the addressee, prepaid with new postage.

b. Each CMRA must register with the Post Office responsible for delivery. Any person who establishes, owns, or manages a CMRA must provide PS Form 1583-A, *Application to Act as a Commercial Mail Receiving Agency,* to the postmaster (or designee) responsible for the delivery address. The CMRA owner or manager must complete all entries and sign the PS Form 1583-A.

   The CMRA owner or manager must provide acceptable primary and secondary forms of identification as specified under 608.10.0. Both must contain sufficient information to confirm that the applicant is who he or she claims to be and is traceable to the bearer. The postmaster (or designee) may retain a photocopy of the acceptable form of identification for verification and must list and record on PS Form 1583-A (block 10) sufficient information to identify the two types of acceptable forms of identification presented.

   Furnishing false information on the application or refusing to provide required information is reason for denying the application. If any information required on PS Form 1583-A changes, the CMRA owner or manager must file a revised application (write “revised” on the form) with the postmaster.

c. The postmaster (or designee) must verify the documentation to confirm that the CMRA owner or manager resides at the permanent home address shown on PS Form 1583-A; witness the signature of the CMRA owner or manager; and sign PS Form 1583-A. The postmaster must provide the CMRA with a copy of the DMM regulations relevant to the operation of a CMRA. The CMRA owner or manager must sign the PS Form 1583-A

acknowledging receipt of the regulations. The postmaster must file the original of the completed PS Form 1583-A at the Post Office and provide the CMRA with a duplicate copy.

d. A CMRA is authorized to accept the following accountable mail from their customers for mailing at the Post Office: insured, Priority Mail Express, Certified Mail, COD (excluding COD Hold For Pickup), USPS Tracking, and Signature Confirmation mail. The sender (CMRA customer) must present accountable mail items not listed to the Post Office for mailing.

### 1.8.2 Delivery to CMRA

Procedures for delivery to a CMRA are as follows:

a. Mail delivery to a CMRA requires that the CMRA owner or manager and each addressee complete and sign PS Form 1583, *Application for Delivery of Mail Through Agent.* Spouses may complete and sign one PS Form 1583. Each spouse must provide acceptable primary and secondary forms of identification as specified under 608.10.0.

Any information required on PS Form 1583 that differs for one spouse from information the other provided must be entered in the appropriate box. A parent or guardian may receive delivery of a minor's mail by listing the name(s) of each minor on PS Form 1583 (block 12).

The CMRA owner or manager, authorized employee, or a notary public must witness the signature of the addressee. The addressee must complete all entries on PS Form 1583. The CMRA owner or manager must verify the documentation to confirm that the addressee resides or conducts business at the permanent address shown on PS Form 1583. The address is verified if there is no discrepancy between information on the application and the identification presented.

If information on the application does not match the identification, the applicant must substantiate to the CMRA that the applicant resides or conducts business at the address shown. A document from a governmental entity or recognized financial institution or a utility bill with the applicant's name and current permanent address may be used for such purpose.

If the applicant is unable to substantiate the address, the CMRA must deny the application. Furnishing false information on the application or refusing to provide required information is reason for withholding the addressee's mail from delivery to the agent and returning it to the sender.

If any information required on PS Form 1583 changes, the addressee must file a revised application (write "revised" on the form) with the CMRA. The addressee must provide acceptable primary and secondary forms of identification as specified under 608.10.0. These forms must contain sufficient information to confirm that the applicant is who he or she claims to be and is traceable to the bearer.

The CMRA owner or manager may retain a photocopy of the identification for verification purposes. The CMRA owner or manager must list and record on PS Form 1583 (block 8) sufficient information to identify the acceptable

primary and secondary forms of identification presented and write on PS Form 1583 (block 3) the complete CMRA delivery address used to deliver mail to the addressee.

b. A CMRA must not modify or alter PS Form 1583 or PS Form 1583-A. Modified or altered forms are invalid and the addressee's mail must be returned to sender in accordance with USPS regulations.

c. The CMRA must provide the original of completed PS Forms 1583 to the postmaster. This includes revised PS Forms 1583 submitted by an addressee based on information changes to the original PS Form 1583 (write "revised" on form). The CMRA must maintain duplicate copies of completed PS Forms 1583 on file at the CMRA business location. The PS Forms 1583 must be available at all times for examination by postal representatives and postal inspectors. The postmaster must file the original PS Forms 1583 first by CMRA and then alphabetically by the addressee's last name at the station, branch, or Post Office. The postmaster files the original PS Forms 1583 without verifying the address of residence or firm shown on PS Forms 1583. The postmaster is required to verify only when the postmaster receives a request by the Postal Inspector in Charge, or when there is reason to believe that the addressee's mail may be, or is being, used for unlawful purposes.

d. When the agency relationship between the CMRA and the addressee terminates, the CMRA must write the date of termination on its duplicate copy of PS Form 1583. The CMRA must notify the Post Office of termination dates through the quarterly updates (due January 15, April 15, July 15, and October 15) of the alphabetical list of customers cross-referenced to the CMRA addressee delivery designations. The alphabetical list must contain all new customers, current customers, and those customers who terminated within the past 6 months, including the date of termination. The CMRA must retain the endorsed duplicate copies of PS Forms 1583 for at least 6 months after the termination date. PS Forms 1583 filed at the CMRA business location must be available at all times for examination by postal representatives.

e. A CMRA must represent its delivery address designation for the intended addressees by the use of "PMB" (private mailbox) or the alternative "#" sign. Mailpieces must bear a delivery address that contains at least the following elements, preferably in the following format:

1. Line 1: Intended addressee's name or other identification. *Examples: JOE DOE or ABC CO.*

2. Line 2: "PMB" and number or the alternative "#" (pound sign) and number. *Examples: PMB 234 or #234*.

3. Line 3: Street number and name or Post Office box number or rural route designation and number. *Examples: 10 MAIN ST STE 11 or PO BOX 34 or RR 1 BOX 12*.

4. Line 4: City, state, and ZIP Code (5-digit or ZIP+4). *Example: HERNDON VA 22071-2716*.

f. As an alternate to the format presented in e., the following format may be used:

1. Line 1: Intended addressee's name or other identification. *Examples: JOE DOE or ABC CO*.
2. Line 2: Street number and name or Post Office box number and "PMB" and number or the alternative "#" (pound sign) and number. *Examples: 10 MAIN ST PMB 234 or #234 or PO BOX 34 PMB 234 or #234*.
3. Line 3: City, state, and ZIP Code (5-digit or ZIP+4). *Example: HERNDON VA 22071-2716*.

g. As an exception to the formats presented in e. and f., when the CMRA's physical address contains a secondary address element (e.g., rural route box number, "suite," "#," or other term), the CMRA customer must use "PMB" in the three-line format. It is not permissible to combine the secondary address element of the physical location of the CMRA address and the CMRA customer private mailbox number, e.g., 10 MAIN ST STE 11-234. The CMRA must write the complete CMRA delivery address used to deliver mail to each individual addressee or firm on the Form 1583 (block 3). The USPS may return mail without a proper address to the sender endorsed "Undeliverable as Addressed, Missing PMB or # Sign." The three-line format must be as follows:

1. JOE DOE
   10 MAIN ST STE 11 PMB 234
   HERNDON VA 22071-2716
2. JOE DOE
   RR 12 BOX 512 PMB 234
   HERNDON VA 22071-2716

h. The CMRA must be in full compliance with 1.8.1 through 1.8.3 and other applicable postal requirements to receive delivery of mail from the Post Office.

i. The postmaster may, with the next higher level approval and notification to the Postal Inspector-In-Charge, suspend delivery to a CMRA that, after proper notification, fails to comply with 1.8.1 through 1.8.3 or other applicable postal requirements. The proper notification must be in writing outlining the specific violation(s) with a reasonable time to comply.

j. With the approval of suspension of delivery, the postmaster must provide the CMRA with written notification of the effective date and the reason(s). If the CMRA fails to comply by the effective date, return mail to the sender endorsed "Delivery Suspended to Commercial Mail Receiving Agency."

### 1.8.3 Addressee and CMRA Agreement

In delivery of the mail to the CMRA, the addressee and the CMRA agree that:

a. When the agency relationship between the CMRA and the addressee terminates, neither the addressee nor the CMRA will file a change-of-address order with the Post Office.

b. The CMRA must remail mail intended for the addressee (customer) for at least 6 months after the termination date of the agency relationship between the CMRA and addressee. Mail that is remailed by the CMRA requires new postage. This remailing obligation need not be fulfilled if the CMRA customer provides written instructions to the CMRA that the mail (or specific types of mail) not be remailed upon termination of the relationship. This instruction may be provided in an internal service agreement between the customer and CMRA or by a separate document. Written instructions from the customer regarding the handling of this mail must not stipulate that the CMRA refuse mail or return it to sender, or hold the mail during the 6-month remail period and return it to the Post Office, or redeposit mail in the mails without new postage. At the end of the 6-month remail period the CMRA may return to the Post Office only First-Class Mail, First-Class Package Service — Retail, Priority Mail, Priority Mail Express, accountable mail, or USPS Retail Ground received for the former addressee (customer). The CMRA must return this mail to the Post Office the next business day after receipt with this endorsement: "Undeliverable, Commercial Mail Receiving Agency, No Authorization to Receive Mail for this Addressee." This mail is returned to the Post Office without new postage. The CMRA must not deposit return mail in a collection box. The CMRA must give the return mail to the letter carrier or return it to the Post Office responsible for delivery to the CMRA. Upon request, the agent must provide to the USPS all addresses to which the CMRA remails mail.

c. If mail is remailed by the CMRA to the address of a former customer during the 6-month remail period and returned by the USPS endorsed "Moved, Left No Address," then the CMRA may return that mail to the Post Office with the approval of the postmaster or station manager. The approval is subject to evidence that the mail was remailed with new postage to the former customer at the address provided when the relationship was terminated and/or the verified home or business permanent address provided on the customer's Form 1583. Upon approval, the CMRA may return to the Post Office only First-Class Mail, First-Class Package Service — Retail, Priority Mail, Priority Mail Express, accountable mail, and USPS Retail Ground received for the former customer. The CMRA must return this mail to the Post Office the next business day after receipt without new postage.

d. The CMRA must provide to the postmaster a quarterly list (due January 15th, April 15th, July 15th, and October 15th) of its customers in alphabetical order cross-referenced to the CMRA addressee delivery designation. The alphabetical list must contain all new customers, current customers, and those customers who terminated within the past 6 months, including the date of termination.

e. A CMRA may not refuse delivery of mail if the mail is for an addressee who is a customer or former customer (within the past 6 months). The agreement between the addressee and the CMRA obligates the CMRA to receive all mail, except restricted delivery, for the addressee. The addressee may authorize the CMRA in writing on Form 1583 (block 5) to receive restricted delivery mail for the addressee.

f. If the CMRA has no Form 1583 on file for the intended addressee, the CMRA must return that mail to the Post Office responsible for delivery with this endorsement: "Undeliverable, Commercial Mail Receiving Agency, No Authorization to Receive Mail for this Addressee." This mail is returned to the Post Office without new postage. The CMRA must return misdelivered mail the next business day after receipt.

g. The CMRA must not deposit return mail in a collection box. The CMRA must give the return mail to the letter carrier or return it to the Post Office responsible for delivery to the CMRA.

### 1.8.4 Office Business Center Acting as a CMRA

The procedures for an office business center (OBC) or part of its operation acting as a CMRA for postal purposes are as follows:

a. An OBC is a business that operates primarily to provide private office facilities and other business support services to individuals or firms (customers). OBCs receive single-point delivery. OBC customers that receive mail at the OBC address will be considered CMRA customers for postal purposes under the standards set forth in 1.8.4b. Parties considered CMRA customers under this provision must comply with the standards set forth in 1.8.1 through 1.8.3. An OBC must register as a CMRA on Form 1583-A and comply with all other CMRA standards if one or more customers receiving mail through its address is considered a CMRA customer.

b. An OBC customer is considered to be a CMRA customer for postal purposes if its written agreement with the OBC provides for mail service only or mail and other business support services (without regard for occupancy or other services that the OBC might provide). Additionally, an OBC customer receiving mail at the OBC address is considered to be a CMRA customer for postal purposes if each of the following is true:

   1. The customer's written agreement with the OBC does not provide for the full-time use of one or more of the private offices within the OBC facility.

   2. The customer's written agreement with the OBC does not provide all of the following: (a) the use of one or more of the private offices within the facility for at least 16 hours per month at market price for the location; (b) full-time receptionist service and live personal telephone answering service during normal business hours and voicemail service after hours; (c) a listing in the office directory in the building in which the OBC is located; (d) use of conference rooms and other business services on demand, such as secretarial services, word processing, administrative services, meeting planning, travel arrangements, and video conferencing.

c. Notwithstanding any other standards, a customer whose written agreement provides for mail services only or mail and other business support services will not be considered an OBC customer (without regard for occupancy or other services that an OBC may provide and bill for on demand).

d. The USPS may request from the OBC copies of written agreements or any other documents or information needed to determine compliance with these standards. Failure to provide requested documents or information might be basis for suspending delivery service to the OBC under the procedures set forth in 1.8.2.

# 2.0 Conditions of Delivery

## 2.1 City Delivery Service

### 2.1.1 Establishment

City delivery is provided according to USPS policies and procedures, the characteristics of the area to be served, and the methods needed to provide adequate service. Requests or petitions to establish, change, or extend city delivery service must be made to the local postmaster.

### 2.1.2 Accommodating Customer Hardship

Changes in the type of delivery authorized for a delivery point may be considered if service by existing methods imposes an extreme physical hardship on the customer.

### 2.1.3 Customer Maintenance of Receptacles

Customers must provide authorized mail receptacles or door slots, except for mail receptacles authorized by the USPS to be owned and maintained by the USPS. The purchase, installation, maintenance, and replacement of mail receptacles used by customers for mail delivery are not the responsibility of the USPS. However, the USPS may authorize neighborhood delivery and collection boxes and parcel lockers to be purchased, installed, maintained, or replaced by the USPS.

### 2.1.4 Businesses

Mail receptacles or door slots are not required at businesses and offices that are open and have someone on hand to receive the mail when the carrier calls.

### 2.1.5 Receptacles With Locks

If a lock is used on a mail receptacle, the receptacle must have a slot large enough to accommodate the normal daily mail volume.

### 2.1.6 Door Slot

A door slot for mail must meet specific criteria:

a. The clear rectangular opening in the outside slot plate must be at least 1-1/2 inches wide and 7 inches long.

b. The slot must have a flap, hinged at the top if placed horizontally, or hinged on the side away from the hinge side of the door if placed vertically.

c. When an inside hood is used to provide greater privacy, the hooded portion must not be below the bottom line of the slot in the outside plate if placed horizontally, or beyond the side line of the slot in the outside plate nearest the hinge edge of the door if placed vertically.

d. The hood at its greatest projection must not be less than 2-1/16 inches beyond the inside face of the door.

e. The bottom of the slot must be at least 30 inches above the finished floor line.

#### 2.1.7 Apartment Mail Receptacles

Apartment house mail receptacles must be approved by the USPS. The purchase, installation, maintenance, and replacement of mail receptacles, boxes, or parcel lockers are not the responsibility of the USPS except for neighborhood delivery and collection boxes and parcel lockers authorized by the USPS to be owned and maintained by the USPS. When apartment buildings are substantially renovated or remodeled to provide additional apartments, or a material change is made in the location of boxes, obsolete receptacles must be replaced by currently approved receptacles.

### 2.2 Rural Delivery Service

#### 2.2.1 Establishment

Rural stations and branches are established, and rural delivery is provided, according to USPS policies and procedures, the characteristics of the area to be served, and the methods needed to provide adequate service. Requests or petitions to establish, change, or extend rural delivery service, signed by the heads of families wanting this service, must be given to the postmaster of the Post Office from which delivery service is desired, or from which the route operates, as applicable.

#### 2.2.2 Accommodating Customer Hardship

On the customer's written request, the postmaster may approve an exception to the currently authorized method of delivery, if the type of rural delivery authorized imposes an extreme physical hardship.

#### 2.2.3 Parcel Delivery

An ordinary parcel too large to fit into a customer's mailbox is not left unless the customer has filed a written order with the postmaster relieving the USPS and carriers of all responsibility in case of loss or depredation of any such parcel left outside the box.

#### 2.2.4 Delivery to Recipient With Contagious Disease

Mail is delivered to a customer's mailbox if a quarantined disease exists, provided that delivery can be made without exposure to contagion. No mail is collected from such box while the quarantine is in force.

#### 2.2.5 Insufficient Postage/ Mailable Matter

Generally, mailable matter is collected from a rural mailbox if postage is fully prepaid or money equal to the required postage is left in the mailbox. Money in a rural box is left at the customer's risk. When postage or money is insufficient to cover postage, the mail is not collected, or if the sender cannot be identified, the mail is treated as unpaid mail. Mailable matter not bearing postage found in, placed on, attached to, supported by, or hanging from rural boxes is handled under the applicable standards.

### 2.3 Highway Contract Delivery Service

#### 2.3.1 Establishment

Highway contract routes are established, and delivery service on such routes is provided, according to USPS policies and procedures, the characteristics of the area to be served, and the methods needed to provide adequate service. Requests or petitions for new routes, or for extensions of service or changes in the line of travel or schedule of highway contract service, must be directed to the USPS distribution networks office with supervision over the transportation of mail in the area involved.

#### 2.3.2 Parcel Delivery

An ordinary parcel too large to fit into a customer's mailbox is not left unless the customer has filed a written order with the postmaster relieving the USPS and carriers of all responsibility in case of loss or depredation of any such parcel left outside the box.

#### 2.3.3 Mail Collection

Generally, mailable matter is collected from a mailbox if postage is fully prepaid or money equal to the required postage is left in the mailbox. Money in a mailbox is left at the customer's risk. When postage or money is insufficient to cover postage, the mail is not collected, or if the sender cannot be identified, the mail is treated as unpaid mail. Mailable matter not bearing postage found in, placed on, attached to, supported by, or hanging from boxes is handled under the applicable standards.

#### 2.3.4 Mailbox Location

Curbside mailboxes meeting the applicable standards in 3.0 must be placed where they protect the mail and can be conveniently served by carriers without leaving their vehicles. These boxes must be on the right side of the road in the direction of travel when required by traffic conditions or when driving to the left to reach the boxes would violate traffic laws by the carrier.

## 3.0 Customer Mail Receptacles

### 3.1 Basic Information for Customer Mail Receptacles

#### 3.1.1 Authorized Depository

Except as excluded by 3.1.2, every letterbox or other receptacle intended or used for the receipt or delivery of mail on any city delivery route, rural delivery route, highway contract route, or other mail route is designated an authorized depository for mail within the meaning of 18 USC 1702, 1705, 1708, and 1725.

#### 3.1.2 Exclusions

Door slots and nonlockable bins or troughs used with apartment house mailboxes are *not* letterboxes within the meaning of 18 USC 1725 and are *not* private mail receptacles for the standards for mailable matter not bearing postage found in or on private mail receptacles. The post or other support is *not* part of the receptacle.

#### 3.1.3 Use for Mail

Except under 3.2.11, the receptacles described in 3.1.1 may be used only for matter bearing postage. Other than as permitted by 3.2.10, or 3.2.11, no part of a mail receptacle may be used to deliver any matter not bearing postage, including items or matter placed upon, supported by, attached to, hung from, or inserted into a mail receptacle. Any mailable matter not bearing postage and found as described above is subject to the same postage as would be paid if it were carried by mail.

#### 3.1.4 Clear Approach

Customers must keep the approach to their mailboxes clear of obstructions to allow safe access for delivery. If USPS employees are impeded in reaching a mail receptacle, the postmaster may withdraw delivery service.

### 3.2 Curbside Mailboxes

#### 3.2.1 Manufacturer Specifications

Manufacturers of all mailboxes designed and made to be erected at the edge of a roadway or curbside of a street and to be served by a carrier from a vehicle on any city route, rural route, or highway contract route must obtain approval of their products under USPS Standard 7, *Mailboxes, City and Rural Curbside.* To receive these construction standards and drawings or other information about the manufacture of curbside mailboxes, write to USPS Engineering (see 608.8.0 for address).

#### 3.2.2 Custom-Built Mailbox

The local postmaster may approve a curbside mailbox constructed by a customer who, for aesthetic or other reasons, does not want to use an approved manufactured box. The custom-built box must generally meet the same standards as approved manufactured boxes for flag, size, strength, and quality of construction.

#### 3.2.3 Locked Box

A mailbox with a lock must have a slot that is large enough to accommodate the customer's normal daily mail volume. The USPS neither opens a locked box nor accepts a key for this purpose.

#### 3.2.4 Mailbox Post

The post or other support for a curbside mailbox must be neat and of adequate strength and size. The post may not represent effigies or caricatures that tend to disparage or ridicule any person. The box may be attached to a fixed or movable arm.

#### 3.2.5 Advertising

Any advertising on a mailbox or its support is prohibited.

#### 3.2.6 Location

Subject to state laws and regulations, a curbside mailbox must be placed to allow safe and convenient delivery by carriers without leaving their vehicles. The box must be on the right-hand side of the road in the direction of travel of the

carriers on any new rural route or highway contract route, in all cases where traffic conditions are dangerous for the carriers to drive to the left to reach the box, or where their doing so would violate traffic laws and regulations.

### 3.2.7 Address Identification

Every curbside mailbox must bear the following address information:

a. A box number, if used, inscribed in contrasting color in neat letters and numerals at least 1 inch high on the side of the box visible to the carrier's regular approach, or on the door if boxes are grouped.

b. A house number if street names and house numbers have been assigned by local authorities, and the postmaster authorizes their use as a postal address. If the box is on a different street from the customer's residence, the street name and house number must be inscribed on the box.

### 3.2.8 Owner's Name

The mailbox may bear the owner's name.

### 3.2.9 More Than One Family Sharing a Receptacle

If more than one family wishes to share a mail receptacle, the following standards apply:

a. Route and Box Number Addressing. On rural and highway contract routes authorized to use a route and box numbering system (e.g., RR 1 BOX 155), up to five families may share a single mail receptacle and use a common route and box designation. A written notice of agreement, signed by the heads of the families or individuals who want to join in the use of such box, must be filed with the postmaster at the delivery office.

b. Conversion to Street Name and Number Addressing. When street name and numbering systems are adopted, those addresses reflect distinct customer locations and sequences. Rural and highway contract route customers who are assigned different primary addresses (e.g., 123 APPLE WAY vs. 136 APPLE WAY) should erect individual mail receptacles in locations recommended by their postmasters and begin using their new addresses. Customers having different primary addresses who wish to continue sharing a common receptacle must use the address of the receptacle's owner and the "care of" address format:
JOHN DOE
C/O ROBERT SMITH
123 APPLE WAY
Customers having a common primary address (e.g., 800 MAIN ST) but different secondary addresses (e.g., APT 101, APT 102, etc.) may continue to share a common receptacle if single-point delivery is authorized for the primary address. Secondary addresses should still be included in all correspondence.

### 3.2.10 Delivery of Unstamped Newspapers

Generally, curbside mailboxes are to be used for mail only. However, publishers of newspapers regularly mailed as Periodicals may, on Sundays and national holidays only, place copies of the Sunday or holiday issues in the rural route and highway contract route boxes of subscribers if those copies are removed from the boxes before the next scheduled day of mail delivery.

#### 3.2.11 Newspaper Receptacle

A receptacle for newspaper delivery by private carriers may be attached to the post of a curbside mailbox used by the USPS if the receptacle:

a. Does not touch the mailbox or use any part of the mailbox for support.

b. Does not interfere with the delivery of mail, obstruct the view of the mailbox flag, or present a hazard to carrier or vehicle.

c. Does not extend beyond the front of the mailbox when the box door is closed.

d. Does not display advertising, except the publication title.

### 3.3 Wall-Mounted Centralized Mail Receptacles

#### 3.3.1 Manufacturer Requirements

Manufacturers of wall-mounted centralized mail receptacles used for mail delivery must receive approval under the specifications and procedures in USPS Standard 4. The specifications and other information can be obtained by writing to USPS Engineering (see 608.8.0 for address).

#### 3.3.2 Customer Requirements

The installation of proper equipment is required for delivery service. The type of equipment must be approved by the USPS under 3.3.1 and must be appropriate for the structure. Customers should discuss the types of approved equipment permitted for their structures with their postmaster before purchasing and installing delivery equipment.

## 4.0 Post Office Box Service

### 4.1 Basic Information for PO Box Service

#### 4.1.1 Purpose

Post Office Box (PO Box) service is a premium service offered for a fee (See Notice 123—Price List) to any customer and for no fee to customers who are not eligible for carrier delivery (also see 4.5.2). The service allows a customer to obtain mail during the hours the box lobby is open or access is otherwise available and is provided only through receptacles owned or operated by the USPS or its agents. PO Box service does not include alternate means of delivery established to replace or extend carrier delivery service. A postmaster (or designee) and a box customer may not make any agreement that contravenes the regulations on PO Box service or its fees. Competitive PO Box service (see 4.5.4) is available in designated postal locations and offers service enhancements for PO Box customers.

#### 4.1.2 Definition

Post Office Box, PO Box, or the # symbol when a Post Office street address is used as allowed under 4.5.4, designates this service in an address. Competitive PO Box service is available for customers located within the service area of a competitive mailbox service provider. Market-Dominant PO Box service is

available to serve customers not served by a nearby competitor. Box customer applies only to the person who signs the application as an individual or to the organization on whose behalf an individual signs the application.

### 4.1.3 Box Size

There are five box sizes and availability of sizes varies by facility. A customer is assigned a box size based on the customer's needs and the availability of boxes. The postmaster may require a customer to use a larger size box if the customer's mail volume increases beyond the capacity of the present box. The fees for boxes increase with box size. The following chart describes approximate box capacities and frontal dimensions.

| **BOX SIZE** | **CAPACITY** (Cubic Inches) | **WIDTH AND HEIGHT** (Inches) |
|---|---|---|
| **1** | Under 296 | 3 by 5.5 |
| **2** | 296 through 499 | 5 by 5.5 |
| **3** | 500 through 999 | 11 by 5.5 |
| **4** | 1,000 through 1,999 | 11 by 11 |
| **5** | 2,000 or more | 22.5 by 12 |

### 4.1.4 Number Assignment

A number is assigned to each PO box. Mail intended for delivery through a box must show the assigned PO box number in the address immediately above the city, state, and ZIP Code.

#### 4.1.5 Box Availability

When no box of the appropriate size is available, the postmaster may handle the application for box service in one or more of the following ways:

a. Refer the customer to another postal facility with available capacity.

b. Place the customer's name on a waiting list for box service.

c. Provide general delivery service until an appropriate size box becomes available.

d. Offer a smaller or larger box, or caller service, at its applicable fee.

#### 4.1.6 Unavailable Box

Online customers cannot apply for a box that is not available but can place themselves on a waiting list for the box. Customers must pay the correct fee for the service they receive, regardless of the box size applied for.

#### 4.1.7 Service Period

PO Box service is available in 3-, 6- or two 6-month (semi-annual) prepaid periods. The 3-month option requires establishing an automatic recurring renewal payment available online or at select post offices with automatic recurring payment functionality. The 3-month option is not available at Post Office locations on the semi-annual (April/October) payment schedule.

#### 4.1.8 Limitation on Service

The postmaster may require a box customer to use caller service under 5.0 based on the volume of mail received, or the level of service requested by the customer, or the availability of boxes. A customer required to use caller service in this manner may submit a written request to the postmaster for a new determination not more than semiannually. Existing box customers will not be allowed to use additional boxes at Post Offices having a waiting list for PO Boxes.

### 4.2 Service

#### 4.2.1 Application

Customers may apply for PO Box service by completing PS Form 1093, *Application for Post Office Box Service,* at a Post Office or online and presenting it to any postal retail facility. When submitting an application, all applicants listed on the application (including both spouses and other individuals listed, except for minors) each must present two items of valid, current identification. One must be an acceptable primary form of identification, as specified under 608.10.3, and the other an acceptable secondary form of identification, as described under 608.10.4. Both must contain sufficient information to confirm the applicant's identity and be traceable to the bearer.

Furnishing false information or refusing to provide required information may be sufficient reason to deny the application or discontinue service. If any information required on PS Form 1093 changes, the box customer must update the application. Application procedures are as follows:

a. In all cases:

   1. Spouses may complete and sign one PS Form 1093.

2. Other adult persons, employees or other representatives of organizations, or minors under a parent or guardian, who receive mail in the PO Box, or additional box users authorized to pick up mail from the box, must be listed on PS Form 1093.
3. Customers applying for Competitive PO Box services must also complete and sign a Customer Agreement when selecting any of the service enhancements described in 4.5.4.
4. Minors (a person under 18 years of age) may be provided with PO Box service, unless the minor's parent or guardian submits a written objection to the appropriate postmaster, but are ineligible to apply for PO Box service online.

b. Under these additional conditions when applying online:

1. An applicant searches for and selects a box and the service time period.
2. The applicant must complete all required items on the online PS Form 1093, and read the Privacy Act statement.
3. The applicant must complete the payment information.
4. The applicant must present an unsigned printout of the online PS Form 1093 in person to the Post Office and, upon approval, receive the box number and keys or lock combination.

#### 4.2.2 Transferring Service

PO Box service may be transferred, without payment of an additional fee, to any box of the same size and fee group at a different facility of the same Post Office. To transfer service, the box customer must submit a new application to either facility. A box customer may transfer service no more than once in any semiannual payment period and must submit a completed PS Form 3575 at the time of transfer.

### 4.3 Conditions of Use

#### 4.3.1 Mail Receipt

In accordance with the standards in 4.2, any individual box customer or organization may receive through the box any mail properly addressed to the box number.

#### 4.3.2 Mail Only

Only mail and official USPS notices may be placed into a PO Box.

#### 4.3.3 Accumulation and Overflow of Mail

A box customer must remove mail promptly from the box. If mail will not be removed from the box for more than 30 days and an overflow condition is probable, the customer must make prior arrangements with the postmaster. When mail for a customer's PO Box exceeds the capacity of the box on 12 of any 20 consecutive business days (excluding Saturdays, Sundays, and national holidays), the box is in an overflow condition. Customers whose box is in an overflow condition must use caller service, change to a larger box, or use one or more additional boxes to which mail will be addressed.

#### 4.3.4 Unlawful Activity

A PO Box may not be used for, or in connection with, a scheme or enterprise that violates any federal, state, or local law; breaches an agreement with a federal, state, or local agency whereby the box customer has agreed to discontinue a specified activity; or violates or attempts to evade any order of a court or administrative body.

#### 4.3.5 Forwarding

A PO Box may not be used when the primary purpose is to have USPS forward or transfer mail to another address free of charge.

#### 4.3.6 Address Change

Customers may file change-of-address orders as follows:

a. Organizations. Only the box customer or authorized representatives of the organization listed on the PS Form 1093 may file change-of-address orders. The organization is responsible for forwarding mail to other persons receiving mail at the box.

b. Residential box customers, Fee Groups 1 through 7 and 30 through 44. Only the box customer listed on the PS Form 1093 may file change-of-address orders, and is responsible for forwarding mail to other persons receiving mail at the box.

c. Residential box customers, Fee Group E. The box customer or any other person listed on the PS Form 1093 may file an individual change-of-address order. Only the box customer may file a change-of-address order for the entire family.

### 4.4 Basis of Fees and Payment

#### 4.4.1 General

PO Box fees are based on the box size (see 4.1.3) and the fee group to which the box's 5-digit ZIP Code is assigned.

#### 4.4.2 Fee Changes

[1-26-20] A change in PO Box service fees applicable to a 5-digit ZIP Code can arise from a general fee change. In addition, USPS may assign a fee group to a new ZIP Code, may reassign one or more 5-digit ZIP Codes to the next higher or lower fee group based on the ZIP Codes' cost and market characteristics, or may regroup 5-digit ZIP Codes. Except when boxes from two or more ZIP Codes are being merged into one location, a ZIP Code may be moved only into the next higher or lower fee group. If boxes in two or more ZIP Codes merge, the fee group will be that of the receiving location, even if one of the fee groups changes by more than one level. No ZIP Code may be moved into a different fee group more than once a calendar year. A change in Post Office Box service fees takes effect on the date of the action that caused the change unless an official announcement specifies another date. If PO Box service fees are increased, no customer must pay the new price until the end of the current service period, and no retroactive adjustment will be made for a payment received before the date of the change. The fee charged is that in effect on the date of payment.

### 4.4.3 Payment

All fees for PO Box service are for 3-, 6-, or two 6-month (semi-annual) prepaid periods, except as noted under 4.4.5, 4.4.7, and 4.4.9.The general rule is that a fee may be paid up to one year in advance; however, when boxes from two or more ZIP Codes are being merged into one location, a customer has the option, prior to the merger, to renew at the current fee for another rental period, even when this results in a fee being paid more than one year in advance. Customers may pay the fee using any of the following methods:

a. In person using cash, credit or debit card, or check or money order payable to the postmaster.

b. By mail using check or money order payable to the postmaster. A mailed payment must be received by the postmaster on or before the due date.

c. At a self-service center using a credit or debit card.

d. Online at *www.usps.com/manage/po-boxes.htm* using a credit card, including for online automatic PO Box renewal.

### 4.4.4 Payment Period

Except under 4.4.6, the beginning date for a PO Box fee payment period is determined by the approval date of the application. The period begins on the first day of the same month if the application is approved on or before the 15th of the month, or the next month if approved after the 15th of the month. Fees for service renewal may be paid any time during the last 30 days of the service period, except under 4.4.3, but no later than the last day of the service period.

### 4.4.5 U.S. Agencies

Federal agencies whose payment period coincides with the federal fiscal year may pay their box fees during the first quarter rather than in advance.

### 4.4.6 Exception

Postmasters at offices with fewer than 500 PO boxes may set April 1 and October 1 as the beginning of payment periods for box customers in their offices. Payment periods beginning other than April 1 or October 1 are brought into alignment with these respective dates by adjusting fees as follows:

a. New service, one-sixth of the semiannual fee is charged for each remaining month between the beginning of the new payment period and the next April 1 or October 1.

b. Existing service, one-sixth of the semiannual fee is charged for each remaining month between the end of all currently paid periods and the next April 1 or October 1.

c. Next one or two semiannual payment periods, an adjustment may be accepted in addition to fees.

### 4.4.7 Change of Payment Period

Except for customers at Post Offices subject to 4.4.6, a PO Box customer of record may change the payment period by submitting a new application noting the month to be used as the start of the revised payment period. The date selected must be before the end of the current payment period. The unused fee

for the period being discontinued may be refunded under 4.6, and the fee for the new payment period must be fully paid in advance. Except when boxes from two or more ZIP Codes are being merged into one location, a change of payment period date must not be used to circumvent a change in box fees.

#### 4.4.8 Academic Institutions

The USPS does not set or collect fees for boxes owned by an academic institution if the boxes are separate from designated USPS areas and serviced by employees or agents of the institution.

#### 4.4.9 Adjusting Fees

In postal facilities primarily serving academic institutions or their students, box fees may be adjusted to fit the semester schedules, using the matrix below. Charges are rounded up to the next multiple of $0.10. No refund is made for discontinued service when a box is obtained under this standard.

| SERVICE PERIOD | ADJUSTED FEE |
|---|---|
| 95 days or less | 1/2 semiannual fee |
| 96 to 140 days | 3/4 semiannual fee |
| 141 to 190 days | Full semiannual fee |
| 191 to 230 days | 1-1/4 semiannual fee |
| 231 to 270 days | 1-1/2 semiannual fee |
| 271 days to full year | 2 semiannual fees |

### 4.5 Fee Group Assignments

#### 4.5.1 Basic Information on Fee Groups

PO Boxes are assigned to fee groups; see Notice 123—Price List or contact your local Post Office, and classified as competitive or market-dominant based upon the Post Office location.

#### 4.5.2 Fee Group E — Free PO Box Service

Customers may qualify for Group E (free) PO Box service at a Post Office if their physical address location meets all of the following criteria:

a. The physical address is within the geographic delivery ZIP Code boundaries administered by a Post Office.

b. The physical address constitutes a potential carrier delivery point of service.

c. USPS does not provide carrier delivery to a mail receptacle at or near a physical address for reasons in 4.5.3b. “At or near a physical address” is defined by reference to how carrier delivery is established in a particular locale or ZIP Code.

#### 4.5.3 Additional Standards for Free PO Box Service

Only one Group E (free) PO Box may be obtained for each potential carrier delivery point of service, under the following conditions:

a. Group E PO Box customers are assigned the smallest available box that reasonably accommodates their daily mail volume.

b. Eligibility for Group E PO Boxes does not extend to:

1. Individual tenants, contractors, employees, or other individuals receiving or eligible to receive single-point delivery to a location such as a hotel, college, military installation, campground, or transient trailer park.
2. Locations served, or eligible to be served, by centralized delivery or grouped receptacles such as cluster box units, apartment style receptacles, mailrooms, or clusters of roadside receptacles.
3. Locations where circumstances not within the control of the Postal Service prevent extension of carrier delivery, such as town ordinances, private roads, gated communities, unimproved or poorly maintained roadways, or unsafe conditions.
4. Locations served by a delivery receptacle that a customer chooses to locate along a carrier's line of travel and to which the Postal Service makes delivery.

c. A customer must pay the applicable fee for each PO Box requested in addition to the initial free Group E PO Box.

d. The online application tools described in 4.2.1b cannot be used for free PO Box service.

**4.5.4 Additional Standards for Competitive PO Box Services**

New customers in competitive locations receive 13 months of service for a 12 month PO Box payment, are not required to pay the key deposit for the first two PO Box keys, and may receive expanded hours of PO Box access and earlier deposit of  mail into the PO Box. Customers in competitive locations may also complete a customer agreement to receive one or more of the following enhancements:

a. Street Addressing

1. The option to use the Post Office street address for their mailing address along with customer’s box number preceded by # as follows:
John Smith
123 Main Street #4567
Any Town, NY  10001

2. [1-26-20] Customers who choose to use the street addressing designation also have the option of receiving packages from private carriers at the customer’s Post Office Box address, if the packages comply with applicable Postal Service standards governing mailability (e.g., 70-pound maximum weight; 130 inches length and girth maximum dimension; hazardous, restricted, or perishable matter under Publication 52).

b. Signature on File – the option to simplify receipt of Priority Mail Express, mail insured for more $500.00, and Signature Confirmation items, all of which may include an electronic Return Receipt request, by providing a signature kept on file by the Postmaster.

## 4.6 Fee Refund

### 4.6.1 Calculation

When PO box service is terminated or surrendered by the customer, the unused portion of the fee may be refunded as follows:

a. If service is discontinued at any time within the first 3 months of the 6-month (semi-annual) service period, then one-half of the fee is refunded.

b. If service is discontinued after the beginning of the fourth month of the 6-month (semi-annual) service period, then none of the fee is refunded.

c. If service is discontinued and the customer has prepaid for the next 6-month (semi-annual) service period, then the entire fee for that next period is refunded.

d. If customers using the Automatic Renewal option choose a 3 month service period and service is discontinued anytime during that period, no refund is provided.

### 4.6.2 Discontinued Postal Facility

When a postal facility is discontinued or relocated, a box customer at that facility may obtain a refund of unused box fees if box service at that location is discontinued and additional travel of 1/4 mile or more (from the physical address on the customer's Form 1093) is required to obtain equivalent service. For this purpose, one-sixth of a semiannual fee is refunded for each month left in the payment period. The refund is computed from the first day of that month (if the effective date of the facility discontinuance is on or before the 15th of the month) or from the first day of the next month (if the effective date is after the 15th of the month).

## 4.7 Keys and Locks

### 4.7.1 Key Deposit

Two PO Box keys are initially issued to each new box customer. Except for new customers in Competitive PO Box groups 30-44, which has no key deposit for the first two keys, box customers must pay a refundable key deposit on each key. When box service is terminated, the key deposit is refunded to the customer for each key (including additional keys in 4.7.2) that is returned to the Post Office where the box was issued.

### 4.7.2 Additional Key Fee

A box customer may obtain additional keys at the Post Office where the box is located by submitting Form 1094 and paying the refundable key deposit (4.7.1) and the non-refundable key fee (see Notice 123—Price List) for each additional key. Worn or broken keys are replaced without charge when returned to the Post Office where the box is located.

### 4.7.3 Restrictions

A customer using a PO box may not obtain or use keys other than those issued by the USPS.

#### 4.7.4 Lock Replacement

The box customer may request that the PO Box lock be changed by paying the non-refundable lock replacement fee in (see Notice 123—Price List). Lock fees are charged for replacing keyed locks and for re-setting combination locks. Customers may turn in PO Box keys for the old lock and get a refund of the key deposit. Two keys are provided with the new lock, with a refundable deposit for each key charged under 4.7.1.

#### 4.7.5 Late Fee Payment

The lock replacement fee also applies as a late payment charge when the customer renews a box more than 10 days after the renewal due date, whether or not the lock is actually changed.

### 4.8 Service Refusal or Termination

#### 4.8.1 Refusal or Termination

A postmaster may refuse to approve or may terminate PO Box service, including that of a Group E (free) PO Box customer, if: the applicant or box customer submits a falsified or incomplete application for box service; within the 2 years before submitting the application, the applicant physically abused a box or violated a standard on the use of a box; refuses to update information on the box application; conducts himself or herself in a violent, threatening, or otherwise abusive manner on postal premises or there is substantial reason to believe that the box is being or will be used for unlawful activities as described in 4.3.5 and 4.3.6. The customer is notified of the Postmaster’s determination to refuse or terminate service and of the appeal procedures.

#### 4.8.2 Customer Appeal

The applicant or box customer may file a petition appealing the postmaster's determination to refuse or terminate service within 20 calendar days after notice as specified in the postmaster's determination. The filing of a petition prevents the postmaster's determination from taking effect and transfers the case to the USPS Consumer and Industry Affairs, who issues the final agency decision. The Consumer Advocate’s decision constitutes the final agency decision.

#### 4.8.3 Surrendered Box

A PO box is surrendered if:

a. A box customer refuses or fails to pay the proper fees by the due date.

b. A box customer submits a written notice to discontinue service.

c. Any person other than the box customer attempts to renew service at the end of the period for which the box is issued.

d. A box customer, or an appointed executor or administrator of a deceased box customer, submits a permanent change-of-address order, except as provided in 4.8.4d.

e. A Group E residential box customer files a permanent change-of-address order and no other person listed on the Form 1093 files a new Form 1093 to become the box customer.

#### 4.8.4 Boxes Not Surrendered

A PO box is not surrendered if:

a. A box customer dies or disappears before the end of the period for which the box is issued.

b. A box customer submits a temporary change-of-address order.

c. Except as provided in 4.8.4d, a change-of-address order is submitted by any person other than the box customer, or an appointed executor or administrator of a deceased box customer, for mail addressed to the box.

d. A Group E residential box customer files a permanent change-of-address order and another person listed on the Form 1093 files a new Form 1093 to become the box customer.

## 5.0 Caller Service

### 5.1 Caller Service Fees

Fees are charged for each separation provided per semi-annual (6-month) period. See Notice 123—Price List.

### 5.2 Basic Information

#### 5.2.1 Purpose

Caller service is a premium service available for a fee to any customer who:

a. Requires more than free carrier service,

b. Receives more mail than can be delivered to the largest installed Post Office box at the postal facility to which the caller's mail is addressed,

c. Is required to use caller service by standard.

#### 5.2.2 Pickup

Caller service does not include general delivery service. Customers who use this service pick up their mail at the Post Office call window or loading dock during the time period designated by the postmaster. Customers who receive mail for clients may participate in caller service subject to 1.0, and 2.0. Agreements between a postmaster and a caller that contravene the standards for caller service or its fees are not valid.

#### 5.2.3 Caller

A caller is an individual, or the organization represented by the individual, signing the application.

#### 5.2.4 Service Types

Reservation of caller numbers makes it possible for the caller of record to hold caller numbers for future use. Destination caller service is caller service provided at the postal facility to which the caller's mail is addressed. Origin caller service (accelerated reply mail) is described in 5.8.

### 5.2.5 Caller Service Number

The Address Management Service System (AMS) office assigns caller numbers. Customers may reserve caller numbers for future use or obtain caller services by paying the reserved caller number fee or caller service fee in 5.1. Subsequently, the postmaster or his designee will contact AMS which will issue the number. Availability of this service may be restricted and numbers are not issued immediately upon payment of the fee.

### 5.2.6 Caller Service Number—Address Element

Except under 5.2.7, caller service customers must use their assigned caller service number in their mailing address as their "Post Office Box" (PO Box) number, which should be placed immediately above the city, state, and ZIP+4 Code.

### 5.2.7 Exemption

A postmaster may exempt any customer continuously receiving firm holdout service since July 3, 1994, from the standard in 5.2.6 that correspondents must use the assigned Post Office box (caller service) number in the address.

### 5.2.8 Restriction

The USPS may restrict caller service if such service adversely affects postal operations.

### 5.2.9 Required Use

When mail for a customer's Post Office box(es) exceeds the capacity of the box(es) on 12 of any 20 consecutive business days (excluding Saturdays, Sundays, and national holidays), or when the customer seeks multiple caller service separations, the postmaster can require the customer to use caller service, change to a larger box, or use one or more additional boxes (subject to availability) to which mail will be addressed. A customer required to use caller service because of the mail volume received may, once per semiannual payment period, make a written request to the postmaster for a new determination of whether current mail volume requires continued use of caller service.

### 5.2.10 U.S. Agencies and Schools

Federal agencies and the various schools and departments within educational institutions are considered separate customers for 5.2.9.

#### 5.2.11 Eligible Customers

Caller service may be provided to the following:

a. A new customer planning to receive an incoming volume of mail that cannot fit into the largest available Post Office box.

b. A customer wanting a Post Office box when a box is unavailable, and the postmaster determines that such service does not adversely affect postal operations.

c. A customer formerly receiving firm holdout service.

### 5.3 Service

#### 5.3.1 Application

To reserve a caller number for future use or to apply for caller service, applicants must complete all relevant spaces on PS Form 1093-C, *Application for Post Office Caller Service,* and submit it to any postal facility that provides retail service. The facility need not be the one where the applicant desires destination caller service. An incomplete or falsified application is sufficient reason to deny or discontinue service. An application is not considered approved until USPS verifies the applicant's identity. Types of primary and secondary forms of identification that the Postal Service will accept are listed under 608.10.0.

#### 5.3.2 Transferring Service

Caller service may be transferred, without payment of an additional fee, to a different facility of the same Post Office if that facility has caller service. To transfer service, the caller must submit a new application either to the facility where service is currently provided or to the facility where service is desired. A caller may transfer service no more than once in any semiannual payment period and must submit a completed PS Form 3575 at the time of transfer.

#### 5.3.3 Minor

Caller service may be provided to a minor (a person under 18 years of age) unless the minor's parent or guardian submits a written objection to the postmaster.

### 5.4 Conditions of Use

#### 5.4.1 Mail Receipt

An individual caller or organization may receive mail properly addressed to the caller number. Mail addressed only to a caller number is delivered to the caller so long as no improper or unlawful business is conducted. A caller who, as a regular practice, wants to call for mail at a postal facility more than once in any 24-hour period must obtain the postmaster's approval of the pickup schedule.

#### 5.4.2 Updating

When any information required to be provided by the caller on PS Form 1093 changes, the caller must notify the Post Office of such changes.

#### 5.4.3 Unlawful Activity

Caller service may not be used for, or in connection with, a scheme or enterprise that violates any federal, state, or local law; breaches an agreement between the caller and a federal, state, or local agency for the caller to discontinue a specified activity; or violates or attempts to evade any order of a court or administrative body.

#### 5.4.4 Forwarding

Caller service may not be used when the primary purpose is to have USPS forward or transfer mail to another address free of charge.

### 5.5 Basis of Fees and Payment

#### 5.5.1 Caller Service Fee

Customers must pay the caller service fee listed in 5.1. The fee must be paid for each caller number or separation used, with the following exceptions:

a. If a caller receives mail addressed to many caller numbers but receives a bulk delivery of mail not separated to those numbers, the caller service fee is charged for the number to which the separation of mail is made. Reserved caller number fees are charged for all the remaining caller numbers to which mail is addressed.

b. When a Post Office Box service applicant is provided a single caller service separation because of a shortage of available Post Office boxes, then the fee charged is the fee for the largest installed Post Office Box. In this instance, neither the caller service fee nor the reserved caller number fee is charged.

#### 5.5.2 Reserved Caller Number Fee

Customers must pay the annual reserved caller number fee in 5.1 once each calendar year for each number reserved, subject to the following:

a. Reserved caller number fees are not prorated. Customers who continue to reserve caller numbers for a new calendar year must make renewal payments before January 1 of the new calendar year.

b. If a caller has reserved a number and subsequently receives mail separated to that number or otherwise notifies the Post Office that they intend to begin receiving mail addressed and separated to that number, the appropriate semi-annual fee for caller service will be charged. No refund for the reserved caller number fee will be made. If the customer continues to receive mail addressed for separation to the caller number, no reserved caller number fee will be charged for the following year.

#### 5.5.3 Fee Changes

[1-26-20] A change in caller service fees (including reserved number fees) can arise from a general fee change. Any change in caller service fees takes effect on the date of the action that caused the change unless an official announcement specifies another date. If a caller service fee is increased, no customer must pay at the new price until the end of the current service period, and no retroactive adjustment is to be made for a payment received before the date of the change. The fee charged is that in effect on the date of payment. In addition, USPS may

assign a fee group to a new ZIP Code, may reassign one or more 5-digit ZIP Codes to the next higher or lower fee group based on the ZIP Codes' cost and market characteristics, or may regroup 5-digit ZIP Codes.

### 5.5.4 Number

If a caller uses a physical Post Office box to obtain a caller number, the applicable fees for both Post Office box service and caller service must be paid.

### 5.5.5 Payment

The basic caller service fee is for a 6-month period. The fee must be paid in advance for each 6-month period. The fee may be paid for two periods at a time (i.e., up to 1 year in advance), but not more. The fee that must be paid is the one that is in effect on the day that the fee is paid. Fees may be paid using cash, credit or debit card, or check or money order payable to the postmaster. A mailed payment must be received by the postmaster on or before the due date.

### 5.5.6 Caller Service Fee Payment Period

Except under 5.5.8, the beginning date for a caller fee payment period is determined by the approval date of the application. The period begins on the first day of either the same month if the application is approved on or before the 15th of the month, or the next month if approved after the 15th of the month. After that, caller fees for renewal of service may be paid any time during the last 30 days of the service period, but no later than the last day of the service period.

### 5.5.7 Change of Caller Service Fee Payment Period

A caller of record may change the payment period by submitting a new application noting the month to be used as the start of the revised payment period. The date selected must be before the end of the current payment period. The unused fee for the period being discontinued may be refunded under 5.6, and the fee for the new payment period must be fully paid in advance. A change of payment period date may not be used to circumvent a change in caller service fees.

### 5.5.8 Exception

Postmasters at offices with fewer than 500 Post Office boxes may set April 1 and October 1 as the beginning of payment periods for caller service customers in their offices. Payment periods beginning other than April 1 or October 1 are brought into alignment with these respective dates by adjusting fees as follows:

a. New service: One-sixth of the semiannual fee is charged for each remaining month between the beginning of the new payment period and the next April 1 or October 1.

b. Existing service: One-sixth of the semiannual fee is charged for each remaining month between the end of all currently paid periods and the next April 1 or October 1.

c. Next one or two semiannual payment periods: An adjustment may be accepted in addition to fees.

## 5.6 Fee Refund

### 5.6.1 Discontinued Number

When caller service is terminated or surrendered by the customer, the unused portion of the fee may be refunded as follows:

a. If service is discontinued any time within the first 3 months of the service period, then one-half of the fee is refunded.

b. If service is discontinued after the beginning of the fourth month of the service period, then none of the fee is refunded.

c. If service is discontinued and the customer has prepaid for the next semiannual service period, then the entire fee for that next period is refunded.

### 5.6.2 Discontinued Postal Facility

When a postal facility is discontinued or relocated, a caller service customer at that facility may obtain a refund of unused caller service fees if caller service at that location is discontinued and additional travel of 1/4 mile or more (from the physical address on the caller's Form 1093) is required to obtain equivalent service. For this purpose, one-sixth of a semiannual fee is refunded for each month left in the payment period. The refund is computed from the first day of that month (if the effective date of the facility discontinuance is on or before the 15th of the month) or from the first day of the next month (if the effective date is after the 15th of the month).

### 5.6.3 Reserved Number Fee

The reserved number fee is not refundable.

## 5.7 Service Refusal or Termination

### 5.7.1 Refusal

A postmaster may refuse to approve caller service if the applicant submits a falsified or incomplete application for caller service; within the 2 years immediately before submitting the application, the applicant violated a standard on the use of the service; or there is substantial reason to believe that the service is to be used for activities described in 5.4.3, or 5.4.4.

### 5.7.2 Termination

A postmaster may terminate caller service if the caller or its representative falsifies the application for the service; refuses to update information on the application; violates any standard on the use of the service; conducts himself or herself in a violent, threatening, or otherwise abusive manner on postal premises; or uses it for any unlawful activity as described in 5.4.3. The caller is notified of the postmaster's determination to refuse or terminate service and of the appeal procedures to that determination.

### 5.7.3 Customer Appeal

The applicant or caller may file a petition opposing the postmaster's determination to refuse or terminate service within 20 calendar days after notice, as specified in the postmaster's determination. The filing of a petition prevents

the postmaster's determination from taking effect and transfers the case to the USPS Consumer Advocate. The Consumer Advocate's decision constitutes the final agency decision.

#### 5.7.4 Surrendered Service

Caller service is deemed surrendered if the caller submits a permanent change-of-address order, fails or refuses to pay the appropriate fees by the due date, or submits a written notice to discontinue service.

### 5.8 Accelerated Reply Mail (ARM)

#### 5.8.1 Purpose

Accelerated reply mail (ARM) is *origin caller service* provided at a postal facility other than the one to which the caller's mail is addressed. ARM is subject to the applicable standards for caller service and the additional standards in 5.8.

#### 5.8.2 Applicability

ARM must be obtained at an originating mail processing facility that is fully automated to process prebarcoded mail.

#### 5.8.3 Barcoding

The caller's mail must meet the standards for barcoded First-Class Mail and must be certified by the mailpiece design analyst at the origin facility where ARM service is requested. The barcode on the mailpiece must represent the ZIP+4 code or the mailer's unique 5-digit ZIP Code printed on the mailpiece.

#### 5.8.4 FIM A

The caller's mail must bear facing identification mark (FIM) A.

#### 5.8.5 Caller Service

Caller service must also be obtained at the destinating postal facility. The address on all mailpieces to be received through ARM must be the Post Office box address assigned where destination caller service is authorized. Mailpieces that show a dual address must show only the Post Office box on the line immediately above the city, state, and ZIP Code line.

#### 5.8.6 Mailer Receipt

The mailer may either pick up ARM at the origin facility caller service window or have it reshipped, through PFS Commercial (7.0) service, to the destination caller service address or to another address specified by the mailer. After updating a change to the destination address for the PFS Commercial service, the mailer must provide a 30-day advance notice and submit an amended ARM application, completing only the "Applicant Information" and "Priority Mail Express PFS Commercial."

#### 5.8.7 CMRA

An applicant who is a commercial mail receiving agent (CMRA) must also meet the applicable standards in 1.0, and 2.0.

#### 5.8.8 Mailer Compliance

Applicants for ARM must meet the application procedures in 5.3. Besides completing PS Form 1093-C, *Application for Post Office Caller Service,* applicants for ARM must also complete PS Form 8061 and submit both forms to the facility where they desire ARM service.

#### 5.8.9 USPS Actions

USPS will not provide ARM service until it verifies the applicant's primary and secondary forms of identification as acceptable under 608.10.0, confirms service availability at the requested facility, and makes scheme preparations.

#### 5.8.10 ARM Assignment

When the application is approved and the caller service fee received, an ARM number is assigned. A separate basic fee must be paid for each facility where ARM service is provided.

#### 5.8.11 Transfer

An ARM authorization may not be transferred to another facility.

#### 5.8.12 Past-Due Caller Fee

Payments for ARM service must be received at least 45 days before the applicable semiannual period. Payment of the renewal fee is due at least 45 days before the last day of the last month of the current period. Payment may be made for the next semiannual or annual period, as appropriate. If, on notice, the customer does not pay the fee by the 30th day before the end of the current payment period, the barcode sortation scheme is revised to remove the separation for the caller. Once that change is made, the caller must reapply to obtain further ARM service.

#### 5.8.13 Refund

A refund is made only for future prepaid periods if a caller discontinues ARM service. No refund is made for the remaining part of the current fee period.

## 6.0 General Delivery

### 6.1 Purpose

General delivery is intended primarily as a temporary means of delivery:

a. For transients and customers not permanently located.

b. For customers who want Post Office box service when boxes are unavailable.

### 6.2 Service Restrictions

General delivery is normally available at only one facility under the administration of a Post Office with multiple facilities. A postmaster may authorize more than one facility to offer general delivery service in accordance with customer and operational needs. A customer may use only one such location. A postmaster may refuse or restrict general delivery:

a. To a customer who is unable to present suitable identification.

b. To a customer whose mail volume or service level (e.g., mail accumulation) cannot reasonably be accommodated.

**6.3 Delivery to Addressee**

A general delivery customer can be required to present suitable identification before mail is given to the customer. Prior to mailing, customers should contact the destination Post Office to determine the authorized facility or facilities and their applicable ZIP Code(s).

**6.4 Holding Mail**

Each general delivery mailpiece is held for no more than 30 days, although a shorter time period may be requested by the sender.

## 7.0 Premium Forwarding Services

**7.1 Premium Forwarding Services Description**

Premium Forwarding Services offers three options as follows:

a. Premium Forwarding Service Residential (PFS-Residential): Provides certain residential customers an option to have all mail addressed to their primary address shipped to a temporary address as described under 7.2.

b. Premium Forwarding Service Commercial (PFS-Commercial): Provides business commercial customers the option to have USPS gather their mail addressed to business PO boxes or business street addresses and dispatched to a new address as described under 7.3.

c. Premium Forwarding Service Local (PFS-Local): Provides residential/individual and business/organization Post Office Box holders the option to have USPS gather their mail addressed to their PO Box for delivery to their street address as described under 7.4.

**7.2 Premium Forwarding Service Residential**

**7.2.1 Description**

Premium Forwarding Service Residential (PFS-Residential) provides certain residential customers (see 7.2.4), an option to have all mail addressed to their primary address shipped to a temporary address by a weekly Priority Mail shipment. Service is available for a period of not less than 2 weeks and not more than 1 year. This optional service is separate from the forwarding service offered in 507.2.0. Customers must pay a nonrefundable enrollment fee and a weekly charge for each Priority Mail shipment for each week of service requested. Except under 7.2.4b, the amount due for the total weeks requested must be paid in full. See Notice 123—Price List.

**7.2.2 Extension of Service**

Customers may extend PFS-Residential for up to 1 year maximum service from the initial start date, by contacting the Post Office of the primary address, or, for customers enrolled online, at *www.usps.com/manage/forward.htm.* Except under 7.2.4b, an extension is processed only after the Post Office receives payment of the shipment charges due for the total weeks of extension requested.

### 7.2.3 Early Termination of Service

Except under 7.2.4b, a customer who terminates service early may request a refund for any unused pre-paid weekly shipment charges from the Post Office serving the primary address.

### 7.2.4 Use

Participation in PFS-Residential is subject to the following additional standards:

a. Service is available to residential street delivery customers or residential/personal PO Box customers with a size-one or size-two PO Box who submit a completed PS Form 8176 at the Post Office serving the primary delivery address. Customers must provide with the completed PS Form 8176 acceptable primary and secondary forms of identification as specified under 608.10.0.

b. Service is available to residential street delivery (not PO Box delivery) customers who submit an application online at *www.usps.com/manage/forward.htm.* The enrollment fee and weekly shipment charges are processed as services are rendered and must be paid by credit card. Modification or cancellation of the service can only be made online when the initial request was completed online.

c. Customers must designate whether the order is for an “Individual” or an “Entire Household.”

d. For customers whose primary address is a PO Box, only the box customer is authorized to initiate the application, and “Entire Household” must be designated on the application.

### 7.2.5 Prohibited Use

PFS-Residential is available only from and to domestic addresses, cannot be combined with any ancillary or extra services, and is not available for:

a. Customers who have an active change-of-address (COA).

b. Customers who have an active Hold Mail Authorization (PS Form 8076). Mail that has previously been held at the primary address Post Office cannot be included in the shipments.

c. Customers whose residential use PO Box is larger than a size-two box, unless their larger size PO Box is being used due to the unavailability of smaller boxes.

d. Customers whose primary delivery address is that of a business or organization.

e. Customers whose primary address is a central point to which USPS provides delivery in bulk to a third party, such as a commercial mail receiving agency (CMRA), RV park, trailer park, hospitals, hotels, and U.S. Department of State (see 703.3.0) addresses.

f. Customers whose primary address or temporary address is an APO/FPO or DPO.

g. Customers whose temporary address is within the 969 3-digit ZIP Code area or is otherwise in a U.S. territory or possession that requires a customs declaration.

**7.2.6 Weekly Priority Mail Shipments**

Premium Forwarding Service Residential shipments are dispatched weekly (on Wednesday) as Priority Mail with USPS Tracking service. Regardless of any mailer's ancillary service endorsement on a mailpiece, and provided it fits within the shipment container, all mail is included in the weekly Priority Mail shipment, except as follows:

a. Any mailpiece arriving at the primary address that indicates surface only transportation such as Label 127, “Surface Mail Only” or bears other hazardous materials markings such as “Consumer Commodity ORM-D”, is not included in the weekly Priority Mail shipment and must be rerouted separately via surface transportation.

b. Mailpieces that do not fit in the shipment container, or that require a scan or signature at delivery, are scanned (when applicable) and then rerouted separately to the temporary address, subject to the following:

   1. Priority Mail Express, Priority Mail, First-Class Package Service — Retail, First-Class Package Service — Commercial pieces and Periodicals parcels are rerouted separately at no additional charge.

   2. USPS Marketing Mail parcels and Parcel Select Lightweight pieces are rerouted separately and charged postage due at the appropriate 1-pound USPS Retail Ground price.

   3. USPS Retail Ground, Bound Printed Matter, Media Mail, Library Mail, and Parcel Select pieces are rerouted separately and charged postage due at the appropriate single-piece price for the class or subclass of mail in which the piece was originally shipped.

c. Priority Mail is not included in the shipment if such inclusion may delay its delivery to the temporary address.

d. Any mailpiece arriving postage due at the Post Office serving a customer's primary address is not included in the weekly Priority Mail shipment and will be rerouted separately as follows:

   1. First-Class Mail, First-Class Package Service — Retail, First-Class Package Service — Commercial, and Priority Mail pieces are charged only for the original postage due amount.

   2. USPS Retail Ground, Bound Printed Matter, Media Mail, Library Mail, and Parcel Select pieces are rerouted postage due at the appropriate single-piece price for the class, or subclass, of mail the mailpiece was originally shipped plus the postage due amount already indicated on the mailpiece.

## 7.3 Premium Forwarding Service Commercial

### 7.3.1 Description

Premium Forwarding Service Commercial (PFS-Commercial) provides business commercial customers the option to have USPS gather their mail addressed to business PO Boxes (including Caller Service) or business street addresses within the same servicing postal facility, and dispatch the mail as Priority Mail Express or Priority Mail shipments to a new address in bulk. An annual enrollment fee is required, and applicable postage is charged for each shipment of mail under 7.3.3b. Email notifications are sent with the USPS Tracking number for the expected delivery date or when there is no mail available to forward. See Notice 123—Price List for postage prices and fees.

### 7.3.2 Activation

Customers must enroll for PFS-Commercial and pay the annual enrollment fee online via the Business Customer Gateway at *https://gateway.usps.com/eAdmin/view/signin.* Customers must specify the business PO Boxes (or Caller Service) or business street delivery addresses, destination address, and frequency (Monday through Saturday). Service is activated electronically, upon receipt of an email confirmation.

### 7.3.3 Conditions

Only the authorized recipient (or legal agent) of the business' (or organization's) mail may activate the request for PFS-Commercial service. PFS-Commercial service is subject to these conditions:

a. Customers must pay an annual enrollment fee to establish service, regardless of the number of individual business PO Boxes, Caller Service numbers, or business street delivery addresses included for each servicing Post Office. The enrollment fee is refundable only if the request is denied.

b. The annual enrollment fee and applicable Priority Mail Express or Priority Mail postage for each shipment container is paid using an eVS account linked to the Centralized Account Processing System (CAPS).

c. The postage is charged per shipment container as follows:

   1. A sack and its contents are considered one piece for calculation of the price of postage and must not exceed 70 pounds. Postage is calculated by the weight of the sack and the zone, based on the ZIP Code of the servicing Post Office and the delivery address for the shipment, minus the tare weight.

   2. A 1-foot managed mail (MM) tray box or 2-foot MM tray box are considered one piece for the applicable Premium Forwarding Service Commercial branded flat rate tray box price.

   3. A Flat Rate envelope and its contents are considered one piece for the applicable Flat Rate price.

d. If no mail is collected for a shipment on a designated frequency day, no postage is charged.

e. Except under 7.3.3g, the following products may be included in a PFS-Commercial service container: Priority Mail, First-Class Mail, First-Class Package Service — Retail, and First-Class Package Services — Commercial pieces.

f. [5-4-20] The mailer must keep a postage-due account or Business Reply Mail (BRM) account at the originating postal facility where the PO Box or business street address is located. Any short-paid BRM pieces will be charged to the mailer's account prior to shipment.

g. Priority Mail Express, or mailpieces with USPS Tracking, Certified Mail, COD (excluding COD Hold For Pickup mailpieces unless they are being returned to the sender or authorized PFS-Commercial customer), insurance, Signature Confirmation, or Adult Signature are shipped to the destination delivery office Postmaster separately, for proper handling.

h. Registered Mail is not eligible for PFS-Commercial service.

i. Business customers may cancel their PFS-Commercial service effective 24 hours after USPS receives the customer's request for cancellation through the Business Customer Gateway. The customer must pay all postage and fees as applicable for any shipments already scheduled before cancellation of service is made effective.

USPS may cancel a customer's PFS-Commercial service request effective 24 hours after the customer receives written notice of cancellation from the serving Post Office. Cancellation is based upon the customer's failure to pay postage and fees, failure to meet the standards for PFS-Commercial service, or when there is substantial reason to believe that the service is being or will be used for unlawful activities. (In this case, cancellation within less than 24 hours may be granted by USPS). The customer may appeal this cancellation of services to the manager, Post Office Operations, but must pay for all postage and fees as applicable for any service provided during the appeal period.

## 7.4 Premium Forwarding Service Local

### 7.4.1 Description

Premium Forwarding Service Local (PFS-Local) provides residential/individual and business/organization Post Office Box holders the option to have USPS gather their mail addressed to their PO Box (excludes no-fee Group E PO Boxes) and dispatch the mail to their delivery street address when both addresses are within the same local servicing postal facility. An annual enrollment fee is required, and a reshipment fee is charged (see 7.4.3b) for each reshipment container. Email notifications are sent regarding reshipments or when no mail is available to forward. See Notice 123—Price List, for postage price and fee.

### 7.4.2 Activation

Customers must enroll for PFS-Local and pay the annual enrollment fee online via *usps.com* at *usps.com/manage/forward.htm* for residential/individual boxholders or the Business Customer Gateway at *gateway.usps.com/eAdmin/view/signin* for business/organization boxholders.

Customers must specify the active PO Box, a deliverable destination address, and frequency (Monday through Saturday). Service is activated electronically, upon receipt of an email confirmation.

### 7.4.3 Conditions

Only the residential/individual-use PO Box customer or authorized recipient (or legal agent) of a business's (or organization's) PO Box mail that is on file may activate the request for PFS-Local service. PFS-Local service is subject to these conditions:

a. Customers must pay an annual enrollment fee per PO Box to establish service. The enrollment fee is refundable only if the request is denied.

b. The annual enrollment and reshipment fees are paid using a credit card for residential/individual-use PO Box customers or a permit linked to the Enterprise Payment System (EPS) account for commercial customers.

c. The reshipment fee is charged for each reshipment container and non-accountable item that does not fit in a container. Customers may request reshipments Monday through Saturday.

d. If no mail is collected for reshipment on a designated frequency day, no reshipment fee is charged.

e. Customers with mailpieces arriving postage due are charged using the customer's postage due account prior to delivery. If no account exists, the appropriate postage due is collected upon delivery.

f. [5-4-20] A business must keep a postage-due account or Business Reply Mail (BRM) account at the originating postal facility where the PO Box or business street address is located. Any short-paid BRM pieces will be charged to the mailer's account prior to reshipment.

g. Any mailpiece indicating surface only transportation such as Label 127, *Surface Mail only*, or that bears other hazardous materials markings such as "Consumer Commodity ORM-D" is not included in the reshipment, and a delivery notice will be provided in the PFS-Local reshipment.

h. Priority Mail Express, Registered Mail, Certified Mail, COD (excluding COD Hold For Pickup mailpieces unless they are being returned to the sender or authorized PFS-Commercial customer), insurance, Signature Confirmation, or Adult Signature are shipped separately at no additional charge.

i. Customers may cancel their PFS-Local service effective 24 hours after USPS receives the customer's request for cancellation through *usps.com* or the Business Customer Gateway. The customer must pay all reshipment fees as applicable for any reshipments already scheduled before cancellation of service is made effective.

j. USPS may cancel a customer's PFS-Local service request effective 24 hours after the customer receives written notice of cancellation from the serving Post Office. Cancellation is based upon the customer's failure to pay the fees, failure to meet the standards for PFS-Local service, or when there is substantial reason to believe that the service is being or will be used for unlawful activities. In this case, USPS may grant cancellation within less

than 24 hours. The customer may appeal this cancellation of services to the manager, Post Office Operations, but must pay for all reshipment fees as applicable for any service provided during the appeal period.

#### 7.4.4 Prohibited Use

PFS-Local is not available to customers:

a. Who have an active change-of-address (COA), including temporary or permanent.

b. With an active Hold Mail Authorization (PS Form 8076). Mail that has previously been held at the primary PO Box address cannot be included in the reshipments.

c. Who have a no-fee Group E PO Box.

d. Whose primary PO Box address is a central point to which USPS provides delivery in bulk to a third party, such as a commercial mail receiving agency (CMRA).

e. Whose primary address or temporary address is an APO/FPO or DPO.

f. Whose address is within the 969 3-digit ZIP Code area or is otherwise in a U.S. territory or possession that requires a customs declaration.

g. With an active PFS-Residential or PFS-Commercial order.

## 8.0 Firm Holdout

### 8.1 Purpose

Firm holdout service allows a customer to obtain street-addressed mail from the Post Office when the customer normally receives 50 letters or more on the first delivery trip, or when the customer is a news agent or publisher's representative and receives publications that qualify for newspaper treatment.

### 8.2 Obtaining and Using Service

To obtain firm holdout service, customers must complete PS Form 3801, *Standing Delivery Order.* The form must include the signature of each employee or agent authorized to pick up the mail. USPS requires each employee or authorized agent to provide an acceptable primary form of identification as specified under 608.10.3. There is no fee for firm holdout service. On the postmaster's approval, based on the availability of resources, the customer may pick up mail at a postal unit once each delivery day at the time and place of delivery specified by the postmaster.

### 8.3 Service Cancellation

A customer may cancel a firm holdout at any time. The postmaster may cancel firm holdout service when the mail volume falls below the 50-piece requirement on each delivery day over a 30-day period. The postmaster may also cancel the service when the mail is not picked up for 10 consecutive days and the customer does not arrange with the postmaster to hold the mail. A customer may not request restoration of the service for 1 year after its cancellation.

# 9.0 Pandering Advertisements

## 9.1 Prohibitory Order

### 9.1.1 Initiation by Addressee

Pursuant to 39 USC 3008, an addressee who receives a solicited or unsolicited advertisement offering for sale matter that, in the addressee's sole discretion, is "erotically arousing or sexually provocative," may, by completing PS Form 1500, obtain a prohibitory order directing the mailer of the advertisement to refrain from making further mailings to that addressee. Using this form is not mandatory if the information that the form solicits is in a signed written statement.

### 9.1.2 Deceased

A person entitled to receive mail addressed to a deceased person is regarded as the addressee of such mail for obtaining a prohibitory order in the name of the deceased.

### 9.1.3 Addressed to Job Title

A person authorized to receive mail addressed to a job title (e.g., sales manager) of any business, government agency, or institution, is regarded as the addressee of such mail for obtaining a prohibitory order covering such job title.

### 9.1.4 Apparent Authority

Any person with apparent authority to act for a business, governmental, or institutional addressee is regarded as the addressee of such organization's mail for obtaining a prohibitory order in the name of such organization.

### 9.1.5 Applying for Order

The application for prohibitory order may be submitted at any Post Office and must be accompanied by the advertisement on which the application is based, and its opened envelope or other cover or wrapper. When applying for a prohibitory order, if the addressee receives mail at more than one address, the addressee should complete an additional PS Form 1500 for each address.

### 9.1.6 Applying for Order On Behalf of Children

An addressee who is the parent of one or more children less than 19 years of age residing with that parent may request an order on behalf of any or all such children. If the parent of any such child determines that matter offered for sale in an advertisement addressed to the child is "erotically arousing or sexually provocative," the parent may request issuance of an order prohibiting further mailings to such child. This order is not enforced for mailings received by such person after that person reaches 19 years of age. Such person, however, may ratify the order by giving written notice to the manager of the Prohibitory Order Processing Center (see 608.8.0 for address) that the order is to continue in effect for himself or herself.

### 9.1.7 Effects of Prohibitory Order

The prohibitory order forbids the mailer, his or her agents, or assigns from making further mailings to the designated addressees, effective on the 30th calendar day after the mailer's receipt of the order; directs immediate deletion of such addressees from all mailing lists owned or controlled by the mailer, his or

her agents, or assigns; and prohibits any sale, rental, exchange, or other transaction by the mailer, his or her agents, or assigns, involving mailing lists bearing the names of the designated addressees.

### 9.1.8 Continuing Order With Address Change

An addressee protected by a prohibitory order who has a permanent change of mailing address may continue the protection provided by the order by notifying the mailer of his or her change of address and desire to have the order honored for the new address. The notification must be sent by Certified Mail, return receipt requested. To enforce any violation of the order at the new address, a copy of the notification and return receipt must be submitted to the manager of the Prohibitory Order Processing Center (see 608.8.0 for address). Such written notification must modify the order by substituting the new address for the address designated in the original or previously modified order. An order thus modified takes effect in the same manner as the original order.

### 9.1.9 Denying Application

A prohibitory order is not issued when the application is based on any of these:

a. The request of a person who the USPS finds does not qualify under any of the foregoing paragraphs of this section.

b. A mailpiece that the USPS finds does not offer matter for sale.

c. A mailpiece not originating with the person against whom the order is sought (e.g., a newspaper or magazine not mailed by the person on whose advertisement the application is based).

d. A mailpiece received by a foreign addressee who has no regular mailing address at which mail is delivered directly by the USPS.

e. A mailpiece sent by a mailer not subject to U.S. jurisdiction.

f. A basis in any other way insufficient under the statute.

### 9.1.10 Abandoned Applications

An applicant for a prohibitory order or its enforcement is deemed to have abandoned the application if the applicant fails to comply, within 60 days, with any USPS request to supplement, correct, or complete the application. The USPS does not keep abandoned applications.

### 9.1.11 Voiding Orders

A prohibitory order is considered void on expiration of 5 years from the date of issuance, except that, when application for enforcing a prohibitory order is made, it is not considered void until expiration of 5 years from the last application for enforcement. USPS files on such void orders may be disposed of, if a record is kept of the disposal of each such file and the reason for the disposal.

### 9.1.12 Availability of Remedies

The fact that a name and address is on the USPS list of persons not wanting to receive sexually oriented advertisements through the mail does not limit or affect the authority of the USPS to issue a prohibitory order protecting such name and

address. The issuance of a prohibitory order also does not limit or affect the authority of the USPS to list, under 10.0, the name and address protected by such prohibitory order.

### 9.2 Taking Action Against Violations

#### 9.2.1 Requesting Enforcement

If a person protected by a prohibitory order who receives a mailpiece apparently in violation of such order opens the envelope or other outside cover of such piece and writes on it the identifying number of the prohibitory order (if known) and a statement indicating receipt by mail and the date of receipt (for example, "I received this mailpiece on [date]."), followed by the person's signature. The person submits the piece directly, or through a Post Office, to the Prohibitory Order Processing Center. Such submission constitutes an application for enforcing the order.

#### 9.2.2 Enforcement

When the USPS finds, after appropriate administrative proceedings under prohibitory order Standard Operation Procedures (formerly Notice 241) and 39 CFR 963, that enforcement is warranted, it requests the U.S. Department of Justice to seek a court order directing compliance with the prohibitory order.

## 10.0 Sexually Oriented Advertisements

### 10.1 Basic Information for Sexually Oriented Advertisements

#### 10.1.1 Definition

39 USC 3010(d) defines *sexually oriented advertisement* as "any advertisement that depicts, in actual or simulated form, or explicitly describes, in a predominantly sexual context, human genitalia, any act of natural or unnatural sexual intercourse, any act of sadism or masochism, or any other erotic subject directly related to the foregoing." It also provides that "material otherwise within the definition of this subsection shall be deemed not to constitute a sexually oriented advertisement if it constitutes only a small and insignificant part of the whole of a single catalog, book, periodical, or other work the remainder of which is not primarily devoted to sexual matters."

#### 10.1.2 Legal Means

Section 3010 of Title 39 USC provides members of the public with a means to protect themselves and their minor children from receiving unsolicited sexually oriented advertisements through the mail. This section permits any person served by the USPS to file with the USPS a statement that he or she does not want to receive such advertisements through the mail. Any mailer who sends that person an unsolicited sexually oriented advertisement more than 30 days after the date when the USPS adds that person's name to its reference list of those who want this protection may be subject to civil and criminal sanctions, under 39 USC 3011 and in 18 USC 1735-37.

#### 10.1.3 Mailer Responsibility

The responsibility for ensuring that no unsolicited sexually oriented advertisement is sent through the mail to any person in violation of section 3010 is placed by that section on the mailer of such advertisements. No USPS regulations may be used to place this responsibility on the USPS.

#### 10.1.4 Complying With Law

A person who mails sexually oriented advertisements only to persons who request to receive them does not violate the statute or regulations, if otherwise in compliance with the law whether buying and using the USPS list.

### 10.2 Applying for Listing

#### 10.2.1 USPS Form

A person may invoke the protection of section 3010 by completing and filing, with any postmaster or designated USPS representative, Form 1500, available at Post Offices.

#### 10.2.2 Authorized Filers

A person may file in his or her own behalf and in behalf of any of that person's children under the age of 19 years who reside with that person or are under his or her care, custody, or supervision. An authorized officer, agent, fiduciary, surviving spouse, or other representative, may file in behalf of a corporation, firm, association, estate, or deceased or incompetent addressee.

#### 10.2.3 Five-Year Retention on List

A person's name and address are kept on the list for 5 years, unless a request for revocation is filed sooner by that person. A person must file a new application at the end of the 5-year period to keep his or her name on the list. The names and addresses of minor children are removed from the list after the 5-year period or when they reach 19 years of age, whichever comes first. A minor must file an original application in his or her own behalf if the minor wants his or her name to remain on the list after reaching 19 years of age.

#### 10.2.4 Applications for Different Addresses

The filing of a single application results in the listing of a single address for the person filing. A person who moves must file a new Form 1500 to receive the protection of section 3010 at his or her new address. Form 3575 may not be used for this purpose.

#### 10.2.5 Using Listed Addresses

It is not a violation of section 3010 to mail a sexually oriented advertisement to a person at an address other than that which is shown for that person on the list. It is a violation to mail such an advertisement to that person at the address shown for that person even though he or she has moved from that address.

## 10.3 Requesting Removal From List

### 10.3.1 Removal

A person, at any time, may request the removal of his or her name and address, or that of one or more of his or her minor children, from the list by notifying the manager of the Pricing and Classification Service Center (see 608.8.0 for address).

### 10.3.2 Receipt After Removal

It is not evidence of a violation of section 3010 if a person (or that person's minor child) receives a sexually oriented advertisement in the mail on or after the date he or she requests the removal of his or her name from the list or his or her minor child's name.

## 10.4 Availability of USPS Lists

### 10.4.1 General

Copies of the list and/or periodic amendments to the list are available to any person paying the annual service fee. The list is provided on a CD-ROM. Information about or requests for the list must be submitted to the manager of the Pricing and Classification Service Center (see 608.8.0 for address). A certified or cashier's check made payable to the USPS must be received in payment before the list is provided to the buyer. More information on CD-ROM format can be obtained from the manager.

### 10.4.2 Annual Service Fee

The annual service fee is determined by dividing the number of buyers for the previous calendar year into the total cost to the USPS of compiling, processing, printing, and distributing the list.

### 10.4.3 Using Lists

This list may be used by a mailer only to protect persons whose names appear on it from receiving unwanted sexually oriented advertisements through the mail. No person, including a subscriber to the list, may use the list for any other purpose, and no person may sell, lease, rent, lend, exchange, or license another to use this list for any other purpose, including its use by another to remove names from a list of persons to whom sexually oriented advertisements are to be sent. No person may use the list or a copy of the list for preparing mailings or other lists for sale, lease, rent, loan, exchange, or use by another. Violators are subject to criminal prosecution.

## 10.5 Envelope Marking

Section 3010(a) authorizes and directs the USPS to provide a mark or notice that must be placed on the envelope or cover of any sexually oriented advertisement sent through the mail, with the sender's name and address. The following provisions implement this authority and direction:

a. Any person who mails or causes to be mailed any sexually oriented advertisement must place in the upper left corner of the exterior face of the mailpiece, whereon appear the address designation and postmarks, postage stamps, or indicia thereof, the sender's name and address. In the right portion below the postage stamp, or indicia thereof, and above the

addressee designation, there must be placed "Sexually Oriented Ad." The words "Sexually Oriented Ad," however, need not be placed on the exterior envelope or cover of a mailpiece containing such an advertisement, if the contents of the mailpiece are enclosed in a sealed envelope or cover, inside the exterior envelope or cover, and the sealed envelope or cover bears conspicuously the words "Sexually Oriented Ad."

b. The name and address of the sender and the required legend, if it is placed on the exterior face of the mailpiece, must be printed in a type size no smaller than that used for any other word on the envelope or other cover, and never smaller than 12-point type. Such type must be no less conspicuous than the boldest type used to print other words on the exterior face of the mailpiece.

c. The contrast between the background and printing of the sender's name and address and the contrast between the background and the printing of the required notice must be no less than the contrast between the background and printing of any other word on the envelope or other wrapper.

d. A clear space no less than 1/4 inch wide must surround the sender's name and address and the required notice, separating each from any other matter on the same envelope or cover.

## 10.6 Violations

This is a partial list of conduct that may violate 39 USC 3010 or 18 USC 1735:

a. The mailing of a sexually oriented advertisement in an envelope or other wrapper that does not bear the name and address of the sender and the legend "Sexually Oriented Ad," under 10.5.

b. The mailing directly or indirectly of a sexually oriented advertisement to a person whose name and address are on the list for more than 30 days.

c. The sale, loan, lease, or licensing of the use of the list or a copy thereof in whole or in part.

d. The use of the list or a copy of it in whole or in part for any purpose other than to ensure that no mailings of sexually oriented advertisements are made to persons on the list.

## 10.7 Reporting Unsolicited Advertisements

### 10.7.1 Submitting a Report

Anyone who wants to report receipt of an unsolicited sexually oriented advertisement after an addressee's name and address are on the list for more than 30 days should submit to any postmaster, or directly to the Pricing and Classification Service Center manager, the entire mailpiece, including the envelope or other wrapper. The piece must have been opened by the addressee. When submitting the piece, the addressee must endorse the envelope or other wrapper and also the inside contents in substance as follows: "I received this mailpiece on [date]," and sign the statement. If received by the postmaster, the

piece must be forwarded promptly to the Pricing and Classification Service Center (PCSC). The PCSC then forwards the piece to the appropriate Inspection Service Field Division Office.

#### 10.7.2 Verifying Inclusion on List

A customer wanting to verify inclusion on the list should write to the Pricing and Classification Service Center (PCSC) (see 608.8.0 for address).

[1-26-20]

## 11.0 Hold Mail Service

### 11.1 General

#### 11.1.1 Description

[7-1-20] USPS Hold Mail service provides customers, or an authorized agent (11.1.2), the option to have all mail for an eligible address held at the Post Office for a period of not less than 3 days and not more than 30 days. There is no fee for this optional service. See 11.1.3 for business bulk Hold Mail requests.

#### 11.1.2 Authorized Agent

An authorized agent is someone authorized by the customer to act on the individual's behalf. An authorized agent may schedule, change, or cancel a USPS Hold Mail service request for a particular address as long as the customer can provide the agent with all the information required to complete the request.

[7-1-20]

#### 11.1.3 Business Bulk Hold Mail Request

Businesses meeting the applicable standards in 11.0 may submit a bulk request (10 or more locations) for Hold Mail service. For information on this option, businesses may contact a Postal Service field account representative, strategic account manager, or the business service network.

### 11.2 Requesting Hold Mail Service

#### 11.2.1 Online Request

[7-1-20] Except under 11.1.3, customers may apply for Hold Mail service online at *usps.com*. Customers are required to sign in or create a USPS.com account to verify their identity. Online Hold Mail service requests submitted before 2:00 a.m. (Central Time) may begin on the same business day. Online Hold Mail requests submitted after 2:00 a.m. (Central Time) may begin on the next scheduled delivery day.

#### 11.2.2 PS Form 8076 Request

[7-1-20] Except under 11.1.3, customers may apply for Hold Mail service by completing PS Form 8076, *Authorization to Hold Mail,* and submitting the form in person to the local Post Office, providing the form to a mail carrier, or by mailing the form to their local Post Office. Hold Mail service requests must be accepted by closing time of the Post Office location for the request to be completed by the next scheduled delivery day.

#### 11.2.3 Customer Care Center Request

[7-1-20] Except under 11.1.3, customers may apply for Hold Mail service by contacting the Postal Service Customer Care Center at 1-800-ASK-USPS (1-800-275-8777). Hold Mail service requests made by contacting the Customer Care Center must be accepted by the closing time of the Customer Care Center for the request to be completed by the next scheduled delivery day.

#### 11.2.4 Confirmation Number

[7-1-20] A confirmation number will be provided only to customers who successfully establish a Hold Mail service request through *usps.com* or the Customer Care Center. Confirmation numbers are also provided to business customers who successfully establish a bulk Hold Mail request under 11.1.3.

### 11.3 Change or Cancel a Request

#### 11.3.1 Change or Cancel a Request Submitted Online

To change or cancel a Hold Mail service request submitted online, customers may go online at *usps.com* or contact the Customer Care Center at 1-800-ASK-USPS (1-800-275-8777) and provide their Hold Mail confirmation number. If a customer cannot provide a Hold Mail confirmation number, that individual must visit the local Post Office and present a form of identification that is acceptable under 608.10.0.

#### 11.3.2 Change or Cancel a Request Submitted via PS Form 8076

To change or cancel a Hold Mail service request submitted via PS Form 8076, customers must visit their local Post Office and present a form of identification that is acceptable under 608.10.0.

#### 11.3.3 Change or Cancel a Request Submitted to the Customer Care Center

To change or cancel a Hold Mail service request submitted by contacting the Customer Care Center, customers may contact the Customer Care Center at 1-800-ASK-USPS (1-800-275-8777) or go online at *usps.com* and provide their Hold Mail confirmation number. Without a confirmation number, a Customer Care Center agent can only extend the Hold Mail service request. To change (other than extend) or cancel the Hold Mail service request when the Hold Mail confirmation number is not available, customers must visit their local Post Office location and present a form of identification that is acceptable under 608.10.0.

[7-1-20]

#### 11.3.4 Change or Cancel a Business Bulk Request

To change or cancel a Hold Mail service business bulk request under 11.1.3, businesses must contact their Postal Service field account representative, strategic account manager, or the business service network.

### 11.4 Mail Pickup or Delivery

Customers have the option to pick up their accumulated mail at their local Post Office location, or have a letter-carrier deliver the accumulated mail on the ending date specified in the Hold Mail service request under the following conditions:

a. When customers request to pick up their mail, they must present a form of identification that is acceptable under 608.10.0. Regular mail delivery will resume the next scheduled delivery day after pick up of the accumulated mail.

b. When customers request to have a letter carrier deliver the accumulated mail, only the mail that will fit in the customer's mail receptacle will be delivered. If the accumulated mail exceeds the mailbox size, a PS Form 3849, *We ReDeliver for You!,* will be left with instructions on pick up or redelivery of the accumulated mail.

c. Customers must pick up the accumulated mail under items a and b within 10 days of the end date of a Hold Mail service request. If the accumulated mail is not picked up within the 10-day period, it will be returned to the sender or securely destructed.

**11.5 Hold Mail Service Requested with Active Change-of-Address Order**

When Hold Mail service is requested with an active change-of-address (COA) order, it is handled as follows:

a. If the Hold Mail service request is for the customer's new address, and the customer is residing at a new address, the customer may submit a Hold Mail service request for the new address.

b. If the Hold Mail service request is for the customer's former address and the customer is still residing at the former address, the COA order must be canceled before the customer can submit a Hold Mail service request for the former address.

c. If the Hold Mail service request is for the customer's former address and the customer is residing at a new address or a different address, the customer cannot submit a Hold Mail service request for an address where the individual does not reside.

**11.6 Change-of-Address Order Requested with Active Hold Mail Service**

When a COA order is requested with an active Hold Mail service request, the Hold Mail service request is cancelled and all held mail is forwarded as specified in the COA order.

# 509 Other Services

**Overview**

1.0 Address Information System Services
2.0 Nonpostal Services
3.0 Money Orders

## 1.0 Address Information System Services

### 1.1 General Information

Address Management provides services that enable customers to manage the quality of their mailing lists while maximizing the Postal Service's ability to efficiently deliver mail. These services are described in 1.2 through 1.34. Additional information on these services can be found on PostalPro at *http://postalpro.usps.com* or by calling the National Customer Support Center (see 608.8.0 for address) at 800-238-3150. See Notice 123—Price List.

### 1.2 Address Element Correction

Address Element Correction (AEC) service identifies and corrects bad or incomplete addresses using enhanced computer logic.

### 1.3 Address Matching System Application Program Interface

Address Matching System Application Program Interface (AMS API) is a core set of compiled address-matching software instructions available, for a set fee, to developers to incorporate into their software so that address lists can be updated with address data from the following databases, which are integrated into the AMS-API: City State, ZIP + 4, Five-Digit ZIP, eLOT, DPV, and LACS$^{Link}$. The following services require payment of separate additional fees:

a. Installing the AMS-API on multiple computers for its own use.

b. Reselling its address-matching software.

c. Obtaining computer software instructions that permit the API to access the RDI data when licensed separately.

d. Reselling RDI-API.

### 1.4 AEC II Service

AEC II Service sends addresses with errors that cannot be resolved through other Address Management services to the field for resolution based on knowledge of delivery personnel. The mailer is provided with the correct address or with information that the address is not a recognized deliverable address.

### 1.5 Address Information Service Viewer

The Address Information Service (AIS) Viewer is an interactive application that provides the ability to retrieve, view, and print accurate and current ZIP Code information for all 50 states on demand. Additional AIS products and report options are available to use with the AIS Viewer and is updated monthly. The AIS Viewer can be obtained by contacting the National Customer Support Center as

provided in 1.1, or by sending appropriate payment with the completed order form, available on the PostalPro website at *http://postalpro.usps.com/addressquality,* as directed on the form.

**1.6 Carrier Route Information System**
The Carrier Route Information System (CRIS) service provides reference information needed to apply carrier route codes to addresses. Copying is allowed for an additional fee.

**1.7 CASS Certification**
CASS evaluates and certifies the accuracy of address-matching software that applies ZIP + 4, DPV, LACS$^{Link}$, Carrier Route Information System (CRIS), DSF2, eLOT, RDI, and Five-Digit ZIP. The Postal Service certifies software meeting its standards until the expiration of the applicable CASS cycle. Software must be re-certified for each CASS cycle. Ordinarily, a CASS testing cycle extends from August 1 through July 31 of the next year, and permits software use until the following July 31.

**1.8 Change-of-Address Information for Election Boards and Registration Commissions**
Change-of-Address Information for Election Boards and Registration Commissions service provides election boards and voter registration commissions with the current address of a resident addressee, if known to the Postal Service.

**1.9 City State**
The City State service is a comprehensive ZIP Code list associated with the appropriate city, county, and Post Office names. Copying is allowed for an additional fee.

**1.10 Computerized Delivery Sequence (CDS)**
CDS service provides and updates delivery sequence address information by carrier route for qualified mailers. The CDS No Stat service provides and updates nondelivery address information about new construction and rural route vacancies by carrier route for qualified mailers.

**1.11 Delivery Statistics**
Delivery statistics for all city carrier routes, rural routes, highway contract routes, general delivery units, and Post Office Box sections may be obtained from the Delivery Statistics File or through alternate processes as follows:

a. The Delivery Statistics File database is available via download from the Electronic Product Fulfillment secure web service. Information by states also is available with an annual subscription. For information on charges and an order form, call 1-800-238-3150 or go to the PostalPro website at *http://postalpro.usps.com/address-quality.* To order the products, send a written request and appropriate payment to the USPS Delivery Statistics File, National Customer Support Center (see 608.8.0 for address). Copying is allowed for an additional fee.

b. The Address Information System (AIS) viewer is an interactive application that provides delivery statistics retrieval, and other AIS products, that is updated monthly. See 1.5 for information on ordering the AIS viewer.

c. Delivery statistics may be acquired directly from the Every Door Direct Mail website. This interactive website provides delivery statistics to mailers in accordance with the search functions selected, and is updated monthly. The Every Door Direct Mail website can be accessed at USPS.com.

d. In Post Offices with rural delivery, highway contract box delivery, and Post Office box delivery, postmasters must provide, at no charge, the following information for their respective offices:

1. Number of Post Office boxes rented.
2. Route numbers, number of boxes, and number of families on each rural and highway contract box delivery route (including seasonal data, if applicable).
3. Number of families served or number of business places served by rural or highway contract box delivery routes within the total delivery area.

**1.12 Delivery Type**

The Delivery Type service provides a file that indicates the type of deliveries (i.e., P.O. Box, street, unique, military, and general deliveries) made within each 5-digit ZIP Code area in the United States. Copying is allowed for an additional fee.

**1.13 Delivery Point Validation**

The Delivery Point Validation (DPV) service in conjunction with CASS-Certified address matching software validates delivery points. Unlimited sublicensing is allowed by software developers without further payment.

**1.14 DSF2 Service**

The DSF2 service is used to check mailing address accuracy, identify address types, and obtain walk sequence statistics. The DSF2 database is the most complete Postal Service address database available, containing every deliverable mailing address in the United States, and is used to verify that address lists are correct and complete, identify business versus residential addresses, recognize commercial mail receiving agencies, provide walk sequence numbers and postal codes, identify seasonal addresses, detect addresses vacant for over 90 days, and categorize addresses by delivery type, e.g., curb, door slot, box, etc. DSF2 processing includes address standardization that may be used to apply for CASS qualification.

**1.15 eLine-Of-Travel Service**

eLine-of-Travel (eLOT) service gives mailers the ability to sort their mailings in approximate carrier-casing line-of-travel sequence. Copying is allowed for an additional fee.

**1.16 Five-Digit ZIP**

The Five-Digit ZIP service provides detailed street data for multi-coded cities (i.e., cities that have more than one 5-digit ZIP Code), so that the proper ZIP Code can be identified. Copying is allowed for an additional fee.

**1.17 Labeling Lists**

Labeling Lists contain destination ZIP Codes with the corresponding Postal Service facility destination information.

**1.18 LACS$^{Link}$**

LACS$^{Link}$ service provides mailers an automated method of obtaining new addresses when rural-style addresses are converted to street-style addresses. The three types of licenses are listed in 1.18.1 through 1.18.3.

**1.18.1 Interface Developer**

Interface Developer service grants the right to develop an interface between address-matching software and the LACS$^{Link}$ database service.

**1.18.2 Interface Distributor**

Interface Distributor service grants the right to sublicense the interface and the LACS$^{Link}$ database service to third parties.

**1.18.3 End User**

End User service grants the right to obtain the LACS$^{Link}$ database service directly from the Postal Service for use in updating mailing lists.

**1.19 MAC Batch System Certification**

The MAC Batch System Certification service evaluates and certifies that manifest/presort mailing products accurately list and calculate postage for presorted non-identical piece mailings consistent with DMM, IMM, and manifest mailing system processing standards. Software is certified until the expiration of the applicable MAC Batch System cycle.

**1.20 MAC Gold System Certification**

The MAC Gold System Certification service evaluates and certifies that manifest mailing systems (software, weigh scales, and label printers) accurately list and calculate postage for nonidentical piece mailings consistent with DMM, IMM, and manifest mailing system itemized pricing standards. Software is certified until the expiration of the applicable MAC Gold System cycle.

**1.21 MAC System Certification**

The MAC System Certification service evaluates and certifies that manifest mailing software accurately lists and calculates postage for nonidentical piece mailings consistent with DMM, IMM, and manifest mailing system standards, until the expiration of the applicable MAC System cycle.

**1.22 MASS Certification**

MASS (Multiline Accuracy Support System) Certification service provides certification for multiline optical character readers, remote video encoding, local video encoding, and encoding stations (“equipment”). The MASS certification process is designed to evaluate the ability of the equipment to process address information using CASS-Certified software, and apply an accurate delivery point barcode to a mailpiece. The Postal Service separately certifies the equipment for a manufacturer and the user. Certified equipment can be used until the expiration of the applicable MASS cycle. Ordinarily, a MASS testing cycle extends from August 1st through July 31st of the next year, and permits use until the following July 31st.

## 1.23 NCOA$^{Link}$

The NCOA$^{Link}$ service makes change-of-address information for moves available to mailers. The Postal Service tests the systems under the Developer, Full Service Provider, Limited Service Provider, End User, and Mail Processing Equipment licenses to ensure that they meet Postal Service performance requirements. The six types of licenses are listed in 1.23.1 through 1.23.6.

### 1.23.1 NCOA$^{Link}$ Interface Developer

NCOA$^{Link}$ Interface Developer service grants the right to develop a software interface between address-matching software and the NCOA$^{Link}$ service database.

### 1.23.2 NCOA$^{Link}$ Interface Distributor

NCOA$^{Link}$ Interface Distributor service grants the right to unlimited sublicensing of software interfaces developed pursuant to an NCOA$^{Link}$ Interface Developer License.

### 1.23.3 NCOA$^{Link}$ Full Service Provider (FSP)

NCOA$^{Link}$ FSP service grants the right to perform address list updating services for both the licensee and third party mailers using 48 months of change-of-address data. Postal Service database services such as DPV and LACS$^{Link}$ are included.

### 1.23.4 NCOA$^{Link}$ Limited Service Provider (LSP)

NCOA$^{Link}$ LSP service grants the right to perform address list updating services for third-party mailers, as well as for the licensee's own mail using 18 months of change-of-address data.

### 1.23.5 NCOA$^{Link}$ End User Mailer

NCOA$^{Link}$ End User Mailer service grants a mailer the right to perform address list updating for its own mail using 18 months of change-of-address data.

### 1.23.6 NCOA$^{Link}$ Mail Processing Equipment

NCOA$^{Link}$ Mail Processing Equipment service grants a mailer the right to either perform address updating directly onto its mailpieces using 18 months of change-of-address data and a MLOCR or to create an electronic file for address updating using other mail processing equipment.

## 1.24 NCOA$^{Link}$ — ANK$^{Link}$ Service Option

ANK$^{Link}$ provides an option for NCOA$^{Link}$ LSP and End User Mailer licensees to acquire an additional 30 months of change-of-address information. ANK$^{Link}$ informs mailers that a customer has moved, along with the move effective date. It does not provide the new address.

## 1.25 Official National Zone Charts

The Official National Zone Charts identify the appropriate distance code assigned to each originating and destination pairing for every ZIP Code in the nation.

**1.26 Periodicals Accuracy, Grading, and Evaluation System Certification**
The Periodicals Accuracy, Grading, and Evaluation (PAGE) system evaluates and certifies the accuracy of publication and print planning (PPP) software that calculates virtual copy weight and the percentage of advertising consistent with Periodicals computation standards, and certifies users of PPP software who demonstrate knowledge of the software for Periodicals mailings based on DMM standards and applicable USPS Customer Support Rulings. Software and users are certified until the expiration of the applicable PAGE cycle.

**1.27 PAVE System Certification**
The PAVE (presort accuracy validation evaluation) system evaluates and certifies the accuracy of presort software that sorts mailing lists consistent with DMM mail preparation standards. Software is certified until the expiration of the applicable PAVE cycle.

**1.28 RDI Service**
The RDI service verifies whether a delivery type is classified as residential or business.

**1.29 Z4CHANGE**
The Z4CHANGE service provides the information necessary to facilitate frequent and cost-effective updating of very large computerized mailing lists for automation compatibility and improved deliverability. Copying is allowed for an additional fee.

**1.30 Z4INFO**
Z4INFO is an add-on utility to the ZIP+4 service that can be integrated into address-matching software to improve address quality. There is no charge for this service.

**1.31 ZIP+4 Service**
The ZIP+4 service is the base reference that can be used to assign the correct ZIP+4 code associated with a physical address. Copying is allowed for an additional fee.

**1.32 ZIPMove**
The ZIPMove data file assists address-matching software in providing up-to-date, accurate ZIP+4 codes.

**1.33 ZIP Code Sortation of Address Lists**
ZIP Code Sortation of Address Lists service provides sortation of addresses to the finest possible ZIP Code level.

**1.34 99 Percent Accurate Method**
The 99 Percent Accurate Method provides testing of mailers' address lists to determine whether they are at least 99 percent accurate.

# 2.0 Nonpostal Services

## 2.1 Bird Hunting Stamps

Migratory bird hunting and conservation stamps ("bird stamps") are required by federal law for the hunting of migratory birds, such as ducks and geese. As a public convenience, these stamps are sold at all Post Offices in CAGs A through J and, based on demand, at designated offices in CAGs K and L. These Post Offices act as agents of the federal government for this function. Migratory bird stamps are nonredeemable and all sales are final.

## 2.2 U.S. Savings Stamps

Post offices no longer redeem U.S. savings stamps posted in albums, previously acceptable as postal funds. Customers should contact a Federal Reserve Bank or branch, or mail albums at their own risk to the Bureau of the Public Debt, U.S. Department of the Treasury.

## 2.3 U.S. Savings Bonds

The USPS discontinued over-the-counter sales of U.S. savings bonds on March 26, 1977, at the request of the Treasury Department. Inquiries should be made to local financial institutions or the Treasury Department.

## 2.4 Postal Savings

The Postal Savings System was discontinued by Public Law 89-377, approved March 28, 1966. The effective date for closing the system was April 27, 1966. The final expiration date was July 13, 1985, for inquiries that could lead to recovery of money invested in Postal Savings Accounts and/or Postal Savings Certificates.

# 3.0 Money Orders

## 3.1 Fees for Money Orders

Money order fees are charged per each money order. See Notice 123—Price List.

## 3.2 Issuing Money Orders

### 3.2.1 Availability

Domestic money orders may be purchased from:

a. All Post Offices, branches, and stations in the United States and its territories and possessions.

b. Money order facilities for members of the U.S. Armed Forces.

c. Rural route carriers and authorized highway contract route carriers. A customer fills out Form 6387 (available from the carrier) and gives it and the payment to the carrier. Unless the customer provides a preaddressed envelope and pays postage and any required fees for mailing, the carrier delivers the money order on the next trip.

#### 3.2.2 Purchase Restrictions

A postal customer may buy multiple money orders at the same time, in the same or differing amounts, subject to these restrictions:

a. The maximum amount of any single money order is $1,000.

b. Any customer whose daily total of purchased money orders is $3,000 or more, regardless of the number of visits the customer makes to one or more postal facilities, must complete PS Form 8105-A, *Funds Transaction Report (FTR),* and show an acceptable primary form of identification as specified under 608.10.3.

#### 3.2.3 Purchase Method

Money orders must be paid for in one of these ways:

a. In U.S. currency and coins (in any amount).

b. With established traveler's checks payable in U.S. dollars if the purchase is for at least 50 percent of the value of the traveler's checks.

c. With ATM/debit cards at locations approved by USPS Corporate Treasury where the customer's personal identification number must be entered on a keypad connected to a credit/debit terminal.

#### 3.2.4 Purchaser

The purchaser must complete the money order and customer's receipt by filling in the names and addresses of the payee and purchaser. Money orders must be made payable to a single identifiable party, which can be the purchaser. USPS does not guarantee a 100 percent refund on a stolen money order if the customer's receipt is not presented with the claim for refund.

#### 3.2.5 Replacement

USPS replaces without charge a defective money order or one that is spoiled during imprinting or customer completion if the customer returns the negotiable portion of the money order and the matching customer receipt.

### 3.3 Cashing Money Orders

#### 3.3.1 Validity and Value

Domestic money orders are paid regardless of their age. Money orders are not interest-bearing instruments; they are paid only in the exact amount imprinted up to the authorized maximum amount. USPS records serve as the basis for adjudicating claims for payment of money orders.

#### 3.3.2 Redemption

All U.S. money orders, including military, may be cashed at any U.S. Post Office or bank. Subject to funds availability, money orders may be cashed by rural carriers. Any customer whose daily total of cashed money orders exceeds $10,000, regardless of the number of Post Offices the customer visits to cash the money orders, must also complete PS Form 8105-A, *Funds Transaction Report (FTR),* and show an acceptable primary form of identification as specified under 608.10.3.

### 3.3.3 Identification

When presenting a money order for payment, customers seeking payment must sign in the presence of a USPS employee. An acceptable primary form of identification as specified under 608.10.3 can be required. USPS may refuse payment on any money order when the identity of the customer seeking payment is not proved to the satisfaction of the employee.

### 3.3.4 Acceptable Signature

The paying Post Office may accept any signature of the payee, purchaser, or endorsee that is not different from the name shown on the money order, subject to these conditions:

a. A customer who cannot write may sign by using a mark, if a witness (who may not be a USPS employee) is present at the time of cashing.

b. All money orders payable to a business firm, an organization, society, institution, or government agency must be signed in the name of the organization by an authorized representative (who must also sign with his or her own name and organizational title). Evidence of the representative's authority may be required.

c. If the money order is drawn in favor of an official by name and presented by a successor, the successor must sign accordingly (e.g., "William Jones, treasurer, successor to George Thompson").

d. Use of a title (e.g., Mrs., M.D.) is not required in signing a money order for payment, whether such title is used on the face of the money order.

e. A stamped signature is an acceptable endorsement on a money order drawn in favor of a firm, corporation, association, society, or individual, when the money order is presented to a bank for payment. A Post Office accepts a stamped signature only if an agreement is on file specifying the individual responsible for the correctness of such payments.

### 3.3.5 More Than One Payee

A money order completed by the purchaser to show more than one firm or person as payee is paid to either payee if the conjunction "or" is used to connect the payees. If no conjunction is used, or if the conjunction "and" is used to connect the payees, then all the listed payees must endorse the money order.

### 3.3.6 Payment to Another Party

Money orders may be paid to another party under these conditions:

a. Only the payee of a money order may endorse it to any other person or firm. A person with power of attorney, when a copy is filed at the office of payment, may cash money orders for a payee who gave the person that authority. A payee may file a separate written order with the Post Office authorizing payment to another person, designated by name as the one to receive payment. The person who is designated to receive payment must sign the money order and write below the signature the capacity in which he or she acts.

b. To an executor or court-appointed administrator of the estate of the deceased person who was entitled to payment, provided that a copy of the appointment is filed with the local Postmaster. Such payments are made pursuant to the law of the state in which the deceased was a resident.

c. To the legal representative of a firm, association, or company that has ceased to exist. Appropriate documents proving legal representation must be provided to the USPS.

d. To the committee, guardian, or other duly authorized person responsible for a ward declared incompetent by a court. Appropriate proof of authority must be provided to the USPS. Money orders are not issued or paid to the ward.

e. A money order payable to a minor may be paid to the father or mother as natural guardian, unless prohibited by court order. Proof of parenthood may be required.

#### 3.3.7 Second Endorsement

A money order with more than one endorsement is invalid, except under 3.3.5.

#### 3.3.8 COD Parcel

No payment is made when a money order is issued in return for a COD parcel, and is presented by the addressee (purchaser), and the money order is not endorsed by the payee (shipper) or the payee has not authorized payment to the purchaser by written approval.

#### 3.3.9 Payment Inquiry

A purchaser, payee, or endorsee may, at any time, inquire about payment of a domestic money order by completing, signing, and filing Form 6401 and paying the appropriate fee; a separate form and fee are required for each money order. The fee is not required if Form 6401 is filed by a bank, other financial institution, government agency that processes money orders directly with the Federal Reserve Bank, or postal official engaged in official USPS business.

### 3.4 Federal Reserve System

#### 3.4.1 General

All money orders are forwarded through the Federal Reserve Banking System, to which commercial banks have access. For this standard:

a. *Money order* means a U.S. Postal Money Order.

b. *Federal Reserve Bank* means a Federal Reserve Bank or branch thereof that presents a money order for payment by the postmaster general.

c. *Presenting bank* means a bank that presents a money order to and receives credit for the money order from a Federal Reserve Bank.

d. *Reclamation* means the action taken by the postmaster general to obtain refund of the amounts of paid money orders.

e. *Examination* includes examination of money orders for indicia of theft, forged endorsements, forged signatures or initials of issuing employees, raised amounts, and other material defects by electronic methods and visual inspection for defects that cannot be discovered electronically.

f. *Stolen money order* means a U.S. Postal Money Order stolen from a Post Office, classified or contract station or branch, or USPS employee before it is officially issued by the Post Office, classified or contract station or branch, or by a USPS employee discharging his or her official duties.

### 3.4.2 Payment

The postmaster general has the usual right of a drawee to examine money orders presented for payment by banks through the Federal Reserve System and to refuse payment of money orders, and has a reasonable time after presentation to make each examination. Provisional credit is given to the Federal Reserve Bank when it furnishes the money orders for payment by the postmaster general. Money orders are deemed paid only after examination is completed, subject to the postmaster general's right to make reclamation under 3.4.4.

### 3.4.3 Endorsement

The presenting bank and the endorser of a money order presented for payment are deemed to guarantee to the postmaster general that all prior endorsements are genuine, whether an express guarantee to that effect is placed on the money order. When an endorsement is made by a person other than the payee personally, the presenting bank and the endorser are deemed to guarantee to the postmaster general, in addition to other warranties, that the person who so endorsed had capacity and authority to endorse the money order for the payee.

### 3.4.4 Reclamation

The postmaster general has the right to demand refund from the presenting bank of the amount of a paid money order if, after payment, the money order is found to be stolen, or to have a forged or unauthorized endorsement, or to contain any material defect or alteration not discovered on examination. Such right includes, but is not limited to, the right to make reclamation of the amount by which a genuine money order with a proper and authorized endorsement has been raised. Such right must be exercised within a reasonable time after the postmaster general discovers that the money order is stolen, bears a forged or unauthorized endorsement, or is otherwise defective. If refund is not made by the presenting bank within 60 days after demand, the postmaster general takes such actions as may be necessary to protect the interests of the United States.

# 600

## Basic Standards For All Mailing Services

601 Mailability

602 Addressing

604 Postage Payment Methods and Refunds

607 Mailer Compliance and Appeals of Classification Decisions

608 Postal Information and Resources

609 Filing Indemnity Claims for Loss or Damage

# 600 Basic Standards For All Mailing Services

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609 Filing Indemnity Claims for Loss or Damage

# 601 Mailability

**Overview**

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4.0 Acceptable Mailing Containers
5.0 Handling, Content, and Extra Service Markings
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## 1.0 General Standards

### 1.1 Determining Mail Processing Categories

#### 1.1.1 Processing Categories

There are five mail processing categories for mailpieces: letter, flat, machinable parcel, irregular parcel, and nonmachinable parcel. USPS assigns each mailpiece to one of these categories based on the physical dimensions and characteristics of the mailpiece using the longest dimension as the length, regardless of the placement or orientation of the delivery address on the piece. See the physical standards for processing categories in 101 for retail (single-piece price) mail and 201 for Commercial Mail.

#### 1.1.2 Determining Length and Height

Determine the processing category (see 1.1.1) based on the physical dimensions and characteristics of the mailpiece, without regard to address placement. Then, determine length and height as follows:

a. *Letter-size pieces.* For the purpose of determining mailability or machinability (see 1.1.3), the *length* is the dimension parallel to the delivery address as read; the *height* is the dimension perpendicular to the length.

b. *Flat-size pieces.* The *length* of a flat-size mailpiece is the longest dimension. The *height* is the dimension perpendicular to the length.

c. *Parcels.* The *length* is the longest dimension.

d. *Customized* MarketMail *pieces.* See 201.9.0.

#### 1.1.3 Nonmailable and Nonmachinable Placement of Address

The placement of the address on a letter-size mailpiece may render a piece nonmailable or nonmachinable. If the length (the dimension parallel to the address) of a letter-size mailpiece is not at least 5 inches, it is nonmailable. If the height (the dimension perpendicular to the length) of a letter-size mailpiece is not

at least 3-1/2 inches, it is nonmailable. If the aspect ratio (length divided by height) is not within 1.3 to 2.5 (inclusive), the piece is a nonmachinable letter. For example:

a. For a letter-size piece that is 4 inches by 6 inches, if the address is parallel to the 4-inch dimension, it is 4 inches long, which is less than the minimum length of 5 inches required in 201.1.1.1. Therefore, this piece is nonmailable.

b. Following the process in 1.1.2a, a piece that is 5 inches by 8 inches (and within letter-size thickness dimensions) is a letter. If the address is parallel to the 8-inch dimension, the piece is 8 inches long and 5 inches high. The aspect ratio of this piece is 1.6, so it is a mailable letter within machinable dimensions for length and height.

c. For a letter-size piece that is 5 inches by 8 inches, if the address is parallel to the 5-inch (shorter) dimension, the piece is 5 inches long and 8 inches high. The aspect ratio of this piece is 0.625, which is not within 1.3 to 2.5, so it is mailable as a nonmachinable letter.

## 1.2 Overweight Items

### 1.2.1 Description

The Postal Service maximum mailpiece weight limit is 70 pounds (see 201.7.3). Any item exceeding the 70-pound maximum is nonmailable, and if found in the postal network, must be secured for pick-up by the mailer or addressee and assessed a fee under 1.2.3.

### 1.2.2 Products and Services

The standard in 1.2.1 applies to any item that exceeds the 70-pound weight limit, including return services, “Return to Sender,” and “Undeliverable as Addressed” items. The standard in 1.2.1 for items exceeding the 70-pound weight limit does not apply to the Competitive PO Box Street Addressing feature in 508.4.5.4.

### 1.2.3 Fee

Except for overweight items discovered and picked up at the same facility where they were entered, the overweight item fee of $100 will be assessed per item and must be paid before release of the item. The $100 overweight item fee may be paid by any authorized retail payment method.

### 1.2.4 Pickup

Unless authorized, overweight items not paid for and picked up within 14 calendar days will be considered abandoned and disposed of at the discretion of the Postal Service.

## 1.3 General Mailability and Right of Refusal

Articles presented for mailing must be prepared under the general and specific standards in this document. USPS accepts properly packaged and marked parcels but reserves the right to refuse nonmailable or improperly packaged articles or substances. Additional or other standards can apply to overseas military Post Offices and international mail.

### 1.4 Mailer's Responsibility

It is the mailer's responsibility to refrain from depositing nonmailable matter in the mail. The mailer must comply with applicable postal laws and regulations governing mailability and preparation for mailing, as well as nonpostal laws and regulations on the possession, treatment, transmission, or transfer of particular matter. Information about USPS standards is available from postmasters, business mail entry managers, and the PCSC manager (see 608.8.0).

## 2.0 RESERVED

## 3.0 Packaging

### 3.1 General

Mailers must package mailpieces to withstand normal transit and handling without breakage or deterioration of content, package breakage, injury to USPS employees, or damage to other mail. See 3.2 through 3.8 for specific types of items. Mailers must follow these additional standards for packaging:

a. Cushion (see 3.9) fragile items to withstand handling in processing, transportation, and delivery.

b. Package contents so they do not shift within the mailing container.

c. Brace and cushion heavy items to prevent damage to other mailpieces.

### 3.2 Stationery

Stationery-type items thicker than 1 inch or heavier than 1 pound are not accepted in letter-style envelopes. The contents of these packages must be secured by tying, banding, or using partitions on close-fitting interior containers to prevent shifting.

### 3.3 Odd-Shaped Items in Paper Envelopes

Pens, pencils, key rings, bottle caps, and other similar odd-shaped items are not permitted in letter-size or flat-size paper envelopes unless they are wrapped within the other contents of the envelope to streamline the shape of the mailpiece and prevent damage during postal processing. If an odd-shaped item is not properly wrapped, it could burst through the envelope and cause injury to employees and damage to USPS processing equipment. Odd-shaped items that are properly wrapped within paper envelopes and sent at letter prices may be subject to the nonmachinable surcharge under 133.1.5 or 233.1.4 for First-Class Mail letters, or the nonmachinable prices under 243.5.5 for USPS Marketing Mail letters. Certain types of odd-shaped items, when properly wrapped, are permitted as automation letter-size mail subject to the standards in 201.3.10. Flat-size automation mail is subject to the uniform thickness requirement in 101.2.4.

**3.4 Liquids**

Mailers must mark the outer container of a mailpiece containing liquid to indicate the nature of the contents (i.e., liquid), and include orientation arrows in accordance with Publication 52, section 226. Mailers must package and mail liquids according to the following requirements:

a. Use screw-on caps (with a minimum of one and one-half turns), soldering, clips, or similar means to close primary containers containing liquids. Do not use containers with friction-top closures (push-down tops) except as provided in 3.4c. The use of locking rings or similar devices are encouraged when mailing containers with friction-top closures (push-down tops).

b. Liquids in steel pails and drums with positive closures, such as locking rings or recessed spouts under screw-cap closures, may be mailed without additional packaging.

c. Breakable containers including, but not limited to, those made of glass, plastic, porcelain, and earthenware, and metal containers with pull-tabs (pop-tops) or friction-top closures, having a capacity of more than 4 fluid ounces must be triple-packaged according to the following requirements:

   1. Cushion the primary container(s) with absorbent material capable of absorbing all of the liquid in the container(s) in case of breakage;

   2. Place the primary container inside another sealed, leakproof container (secondary container), such as a watertight can or plastic bag; and

   3. Use a strong and securely sealed outer mailing container durable enough to protect the contents and withstand normal processing in Postal Service networks.

d. As an alternative to 3.4c, mailers may use containers certified under the International Safe Transit Association (ISTA) Test Procedure 3A. Mailers must, upon request, provide written test results verifying that sample mailpieces passed each test outlined in the standard and that no liquids were released.

**3.5 Aerosols**

Aerosols (containers under pressure) are hazardous materials and must be constructed to prevent accidental discharge of the contents during postal handling. Mailable aerosol containers must be packaged under Publication 52, (PUB 52) part 342.

**3.6 Perishable, Hazardous, and Restricted Items**

Mailpieces containing perishable, hazardous (including infectious substances), biological, or restricted materials are subject to the standards in PUB 52.

**3.7 High-Density Items**

High-density items are solid objects (such as tools, hardware, and machine and auto parts) whose weights are comparatively high for their volumes. Package high-density items weighing more than 15 pounds so that the contents do not exert more than 60 pounds per square foot on the smallest side of the mailing container.

**3.8 Load Type**

The following three terms describe types of loads, based on content, degree of protection, and strength of the mailing container.

a. An *easy load* contains items of moderate density that either completely fill the mailing container or are packaged in interior containers that completely fill the mailing container. Easy load items are not easily damaged by shock, compression, or puncture.

b. An *average load* contains moderately concentrated items packaged directly into a mailing container. Mailers can prepackage average load contents by nesting items within partitions or in separate paperboard boxes to stabilize items to prevent shifting and damage.

c. A *difficult load* contains items that require a high degree of protection to prevent shock, puncture, or distortion to the items or the mailing container. The Postal Service does not accept in paperboard boxes, bags, or wraps difficult loads such as fragile items; delicate instruments; and high-density, small-bulky items.

**3.9 General Cushioning Standards**

Loose-fill cushioning must overfill the container before closure to hold the item and prevent its movement within the container. When multiple items are inside a single mailing container, mailers must cushion items to protect them from each other as well as from external forces. Do not package high-density heavy items with fragile items unless extreme care is taken to separate them from each other. Mailers must adequately stabilize heavy items within the package.

**3.10 Tape and Tape Size**

A strong packaging or paper tape (not cellophane or masking tape) may be used for the closure or reinforcement of packages. Paper tape must be at least 60-pound basis weight kraft. The adhesives on gummed tapes must be adequately activated before application and firmly applied with the tape extending at least 3 inches over the adjoining side of the box. Except for pressure-sensitive filament tape, tapes used for closure and reinforcement should be at least 2 inches wide. Nonreinforced plastic tapes must be at least as strong in the cross direction as in the machine (long) direction.

**3.11 Adhesive**

Adhesives used for closure on box flaps or on tapes must remain serviceable from -20 degrees to +160 degrees Fahrenheit. When using hot-melt adhesive, apply adhesive using one of these methods:

a. Apply hot-melt adhesive to 25% of the area where the outer flap lies over the inner flap.

b. Apply at least four strips of hot-melt adhesive on each part of the box flap where the outer flap overlays the inner flap as follows:

   1. Use strips at least 3/16 inch wide after compression.

   2. Place the strips not more than 1-1/2 inches apart, with the first strip no more than 1/2 inch from the center seam.

3. Place all strips along the full width of the inner flap.

**3.12 Banding**

When banding is used for closure and reinforcement, it must encircle the length and girth of the package at least once. Twine or cord should not be used for closure and reinforcement, as it could interfere in mail processing equipment. Loose strapping and metal strapping are not acceptable.

**3.13 Staples and Steel Stitching**

Mailers may use staples or steel stitching to close boxes as follows:

a. Place the staples or stitching within 1-1/4 inches from the ends of the box.

b. Space staples or steel stitches not more than 5 inches apart for easy and average loads and not more than 2-1/2 inches apart for difficult loads. If placing staples farther apart, apply strips of 3-inch-wide reinforced tape in the gaps between the staples.

c. Tightly clinch staples to prevent protrusions. Mailers must remove and replace inadequately clinched staples before mailing.

## 4.0 Acceptable Mailing Containers

**4.1 Envelopes**

Mailers must prepare envelopes according to the following weight limits and conditions:

a. For mailpieces weighing no more than 1 pound and measuring no more than 1 inch thick, mailers may use letter-style (flat, nonreinforced) envelopes for stationery and similar nonrigid material.

b. For mailpieces weighing more than 1 pound up to 5 pounds or measuring more than 1 inch thick, mailers may use sturdier envelopes. Acceptable envelopes include those made either from paper equivalent to 28-pound basis weight (or greater) or from extra-strength materials with a Mullen strength of more than 90 pounds per square inch.

c. Mailers may use envelopes for odd-shaped items if the mailpiece meets the standards for the class of mail (see 3.3).

d. Envelopes for photographic film are acceptable if made from paper equivalent to 24-pound basis weight or greater.

**4.2 Boxes**

Boxes are acceptable, subject to these standards:

a. Paperboard boxes may be used for easy and average loads to 10 pounds.

b. Metal-stayed paperboard boxes may be used for easy and average loads to 20 pounds.

c. Solid and corrugated fiberboard boxes may be used according to the limits in the following chart, unless otherwise specified. *The first maximum reached governs the grade of the box used.*

| MAXIMUM WEIGHT OF BOX AND CONTENT (pounds) | | | |
|---|---|---|---|
| **Easy or Average Load** | **Difficult Load** | **MAXIMUM LENGTH AND GIRTH** (inches) | **BOX GRADE** |
| 20 | — | 67 | 125 |
| 40 | 20 | 100 | 175 |
| 65 | 45 | 108 | 200 |
| 70 | 65 | 108 | 275 |
| — | 70 | 108 | 350 |

d. Wood, metal, or plastic boxes may be used for all types of loads, assuming adequate construction.

e. The size of the box must be adequate to contain the items and provide enough space for cushioning material.

f. Good, rigid, used boxes with all flaps intact are acceptable.

g. Boxes with difficult loads to out-of-town destinations must be reinforced with banding about every 8 inches in each direction around the package.

**4.3 Fiberboard Tubes and Similar Long Containers**

Mailers may use fiberboard tubes and similar long containers for mailing if the containers meet the following requirements:

a. The length must not exceed 10 times the girth.

b. When using friction slide closures as end caps, reinforce closures by encircling all seams with tape. Crimped or taped end closures are acceptable only for lightweight rolled items (such as posters or charts).

c. The strength of the tube ends must be at least equal to the tube sidewall strength, unless the contents are lightweight rolled items.

d. Sidewall strength of tubes must be equal to solid fiberboard that is:

1. At least 1/16 inch thick for tubes less than 18 inches long.
2. At least 3/32 inch thick for tubes 18 to 32 inches long.
3. At least 5/32 inch thick for tubes more than 32 inches long.

**4.4 Paper Bags and Wraps**

For easy loads of up to 5 pounds, paper bags and wraps are acceptable when at least of a 50-pound basis weight (the strength of an average large grocery bag) and the items are immune from impact or pressure damage. A combination of plies adding up to or exceeding 50-pound basis weight is not acceptable. For easy and average loads of up to 20 pounds, reinforced bags or bags with a minimum of 70-pound basis weight are acceptable. Nonreinforced loose-fill padded bags are not acceptable as exterior containers, unless the exterior ply is at least 60-pound basis weight.

**4.5 Plastic Bags**
Plastic bags must be at least 2 mil thick polyethylene or equivalent for easy loads up to 5 pounds; 4 mil thick for easy loads up to 10 pounds.

**4.6 Plastic Film**
Heat-shrinkable plastic film—either irradiated polyethylene, linear low-density polyolefin, or copolymer—may be used as packaging for mailpieces under the following conditions only:

a. Film must be at least 3/4 (0.75) mil thick for an easy load up to 5 pounds.

b. Film must be at least 1-1/4 (1.25) mil thick for an average load up to 5 pounds.

c. Film must be at least 1-1/2 (1.5) mil thick for an average load up to 10 pounds, only when mailers prepare the parcels on 5-digit/scheme, merged 5-digit/scheme, or finer level pallets.

d. When requested, mailers must provide written certification that these types of film are being used.

**4.7 Cloth Bags**
Cloth bags are acceptable for easy and average loads of up to 10 pounds, if the seams of the bags equal the strength of the basic material.

**4.8 Difficult Load**
The USPS does not accept bags, bales, or wraps with difficult loads. The contents in bags, bales, and wraps must be compressed when possible.

**4.9 Bales**
Bales are acceptable within postal weight limits, if adequately compressed and reinforced to contain the material.

**4.10 Cans and Drums**
Mailers may mail items in cans and drums with positive closures (such as clips). Friction closures alone are not acceptable. Mailers must shield protruding devices, such as locking rings, with padding material to prevent injury to USPS employees and damage to equipment or other mail.

## 5.0 Handling, Content, and Extra Service Markings

**5.1 Handling, Content, and Extra Service**
Certain markings may be used to identify handling, content, and extra service. Unauthorized markings not designating price, class, address, handling, content, or extra service are not permitted. Extraneous information, which can be confused with ZIP Codes, may not be placed next to or directly under the last line of the delivery address. Any obsolete marking on a container to be reused for mailing must be obliterated. The following markings must be placed in an area below the postage and above the addressee's name in the delivery address and to the right of the return address:

a. Handling markings such as "Fragile" must be applied only to packages containing delicate items such as glass and electrical appliances.

b. Content markings such as “Perishable” must be applied to any package containing items or substances that can degrade or decompose rapidly such as meat, produce, plants, or certain chemical and hazardous materials samples. Restricted and hazardous articles must be marked and labeled under applicable standards. A container improperly identified by content is not acceptable for mailing (e.g., a box marked “Art Supplies” that contains flammable liquid or a box marked “Bleach” that contains clothing).

c. Extra service markings such as “Return Receipt Requested” must use the wording or label required by the applicable extra service standards.

**5.2 Method**

The mailer must mark the package using material that is not readily water soluble or easily smeared or rubbed off. The marking must be readable at a distance of 30 inches. Marking methods or surfaces must permit application and retention of adhesive stamps, postage meter impressions, and postal endorsements. Any address label or envelope must be firmly affixed to the mailing container, with no more than a 1/8-inch separation between the ends of the label or envelope and the container.

## 6.0 Mailing Containers—Special Types of Envelopes and Packaging

**6.1 Priority Mail Express and Priority Mail Packaging**

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

**6.2 Green Diamond Border Envelope**

An envelope or card bearing a green diamond border must be used only for First-Class Mail. Any envelope or card bearing a green diamond border is charged the appropriate First-Class Mail price, regardless of mail content or of requested class or service. When printed on letter-size mail, the border must not enter the OCR read area or barcode clear zone unless a delivery point barcode appears in the address block as described in 202.5.3.

**6.3 Window Envelope**

For all letter-size and flat-size mail in window envelopes, every character in the delivery address, including any postal barcode, marking, or endorsement, must be completely visible through the window throughout the full range of movement of the insert bearing the delivery address. Any window envelope used for letter-size or flat-size mail claimed at automation prices or for letter-size mail claimed at Enhanced Carrier Route high density or saturation prices must also meet the barcoding standards for letters and flats in 204.1.0. Any window envelope used for letter-size or flat-size mail must meet the following additional standards:

a. The address and any barcode visible through the window must be printed on white paper or paper of a very light color.

b. A clear space of at least 1/8 inch is required between the address block, which includes any optional endorsement line, and the top, bottom, and left and right edges of the address window, and must remain when the insert is moved to its full limits in each direction within the envelope to ensure efficient processing and delivery. See 202.5.1 (letters) or 202.5.2 (flats) for barcode clearances when the address block contains a barcode. For nonautomation mail, the bottom edge of the address window must not extend more than 1/8 inch into the barcode clear zone as defined in 202.5.3d. Any letter-size envelope containing a window that intrudes into the barcode clear zone is not eligible for NCOALinkMPE system processing options for the Move Update standard.

c. Window cover material, if used over the address window, must be made of a nontinted clear or transparent material (e.g., cellophane or polystyrene) and must permit the address, as viewed through the window material, to meet the print contrast ratio (PCR) standards in 204.1.3 to ensure efficient processing and delivery. Glassine may be used for window cover material. All edges of the window cover material must be glued securely to the envelope. The bottom edge of an address window must be at least 1/2 inch from the bottom edge of the envelope.

d. For letter-size mail, the delivery address window must be parallel with the longest edge of the envelope. For flat-size mail, the address window may be parallel with any edge of the envelope.

e. For Registered Mail, the opening on a window envelope must be covered as described in 503.2.3.5.

**6.4 Reusable Mailpiece**

A reusable mailpiece is an envelope, self-mailer, or similar mailpiece designed for two-way mailing. The recipient removes part of the original mailpiece or refolds the piece to cover the delivery address of the recipient and reveal the delivery address of the originator (sender) for return. Except for reusable mailpieces that originate as permit imprint mailings, the piece must meet these standards:

a. Basic Design. The piece must be designed and constructed to allow the recipient to reconfigure the piece to remove or obscure the address, barcode, postage, and any marking or endorsement applied to the piece when it was originally mailed so that these elements are not mistaken by the USPS as applying to the returned piece. The instructions on the piece must ensure that the recipient can prepare the piece correctly for remailing. If a reusable mailpiece does not meet the applicable standards, the piece must be re-enveloped and new postage affixed before distribution by the originator.

b. Distribution. When the piece is mailed by the originator, the piece must show only one complete delivery address and, if used, the corresponding barcode; the appropriate postage; and any required marking or

endorsement. The originator's address and barcode for returning the piece and any postage, marking, endorsement, and facing identification mark (FIM) provided for that purpose must be obscured so that they are not mistaken by USPS employees or postal mail processing equipment as applying to the originating piece.

c. Return. When the piece is reconfigured for return from the recipient to the originator, the piece must show only one complete delivery address and, if used, the corresponding barcode; the appropriate postage; and any required marking, endorsement, and FIM. If a reusable mailpiece does not meet the applicable standards, the piece must be re-enveloped and new postage affixed before return by the recipient.

## 6.5 Alternative Reusable Mailpieces That Originate as Permit Imprint Mailings

### 6.5.1 Basic Design

The piece must be designed and constructed so that the recipient may reconfigure or modify it to remove or obscure the address that applied to the piece when it was originally mailed. The instructions on the piece must ensure that the recipient can prepare the piece correctly for remailing. If a reusable piece does not meet the applicable standards, the piece must be re-enveloped and new postage affixed before distribution by the originator.

### 6.5.2 Distribution

When reusable mailpieces are originally mailed, postage must be paid with permit imprint and a complete address and corresponding barcode must be located in the address block. Reusable pieces must be entered at a postal facility as part of a permit imprint mailing. On mailpieces other than window envelopes, the address block for return of the piece (including the delivery address and a corresponding barcode) will be located on the reverse side. If included, prepaid reply postage must be located or obscured so that it is not mistaken by postal mail processing equipment or employees as applying to the originating piece.

### 6.5.3 Return

When the piece is reconfigured for return from the recipient to the originator, only one complete address with a corresponding barcode located in the address block and a FIM must be visible on the piece. If a reusable mailpiece does not meet the applicable standards, the piece must be re-enveloped and new postage affixed before return by the recipient.

### 6.5.4 Two-Way Indicia

When the permit imprint indicia for USPS Marketing Mail or First-Class Mail is printed on a reusable window envelope intended to be returned as Business Reply Mail (BRM), the imprint "NO POSTAGE NECESSARY IF MAILED IN THE UNITED STATES" must be printed on the envelope directly below the permit imprint indicia. See Exhibit 6.5.4 below. These additional conditions apply:

a. The permit imprint indicia must be located in the upper right corner of the address side of the mailpiece.

b. The horizontal bars must be printed directly below the “NO POSTAGE NECESSARY” imprint and must not extend below the delivery line of the address.

c. The other BRM elements as described in 505.1.5, with the exception of the Facing Identification Mark (FIM), must appear on the insert in the envelope window. The FIM C must be printed on the envelope under 202.8.0.

d. The outgoing First-Class Mail portion with two-way indicia must be endorsed “Return Service Requested,” except for mailpieces participating in Address Change Service (ACS). First-Class Mail letters participating in ACS must be endorsed “Change Service Requested” for traditional ACS. Mailpieces with Intelligent Mail barcodes and requesting OneCode ACS must have the printed endorsement “Electronic Service Requested,” but the embedded request must be for “Change Service Requested” (option 1) only. Endorsements must not appear directly below or to the left of the postage area, and must not be visible when the mailpiece is configured for reply purposes (see 507.4.2 and Exhibit 507.1.5.1).

e. USPS Marketing Mail with two-way indicia should not be forwarded, and must not be endorsed “Address Service Requested” or “Forwarding Service Requested.”

**Exhibit 6.5.4 Outgoing and Return Two-Way Indicia Examples**

Outgoing

Return

# 7.0 Packaging Standards for Mail Processed at Network Distribution Centers

## 7.1 High-Density Items

High-density items (see 3.7) weighing from 20 to 45 pounds must be packaged in fiberboard boxes constructed of a minimum 200-pound test board or equivalent wood, metal, or plastic containers. Plastic, metal, and similar hard containers must be packaged, treated, or otherwise prepared so that their coefficient of friction or ability to slide on a smooth, hard surface is similar to that of a domestic-class fiberboard box of the same approximate size and weight. Closure must be done by staples, heat-shrinking, adhesives, or tape. Boxes without inner packing or containing loose material must be reinforced or banded with reinforced paper or plastic tape, pressure-sensitive filament tape, or firmly applied nonmetallic banding. Internal blocking and bracing, including the use of interior containers, cut forms, partitions, dunnage, and liners, must be used as

required so that packages are capable of maintaining their integrity without damage to the contents if dropped once on one of their smallest sides on a solid surface from a height of 3 feet. These items from 45 to 70 pounds must be similarly packaged, closed, and reinforced, except that exterior containers must be a minimum of 275-pound test fiberboard or equivalent.

**7.2 Books**

Books and similarly-produced printed matter (such as catalogs) fastened together along one edge between hardback, paperback, or self-covers, that are more than one inch thick or one pound must not be accepted in letter-style non-reinforced flat envelopes or without packaging. Envelopes or other appropriate packaging must meet the standards in 3.0. Void spaces within containers must be filled with dunnage, or otherwise stabilized to prevent shifting or damage to the contents or container. Shipments are packaged according to the following weight categories:

a. Up to five pounds, sealing must be by multiple friction closures, completely clinched staples, heat-sealing, adhesives, tape, or nonmetallic banding. Although shrinkwrap is not acceptable as the only packaging for hardback books and similarly produced printed matter exceeding one pound or one inch thick, it may be used on the exterior of otherwise acceptable containers. Shrinkwrap (under 3.6) may be used as the only method of packaging for paperback books and similarly produced printed matter up to three pounds.

b. From 5 to 10 pounds, closure must be by tape, nonmetallic banding, or adhesives. Reinforced tape or nonmetallic banding is adequate for both closure and reinforcement. Nonmetallic banding must be firmly applied to the point that the straps must be tightened until they depress the carton at the edges.

c. From 10 to 25 pounds, reinforced tape or nonmetallic banding is adequate for closure and reinforcement. Nonmetallic banding must be firmly applied to the point that the straps tighten until they depress the carton at the edges.

d. From 25 to 50 pounds, hardbound books and similarly produced printed matter must be packaged in 275-pound test fiberboard boxes and paperback books and similarly produced printed matter must be packaged in 200-pound test fiberboard boxes.

e. From 50 to 70 pounds, hardbound books and similarly produced printed matter must be packaged in 350-pound test fiberboard boxes and paperback books and similarly produced printed matter must be packaged in 275-pound test fiberboard boxes.

**7.3 Soft Goods**

Boxes containing soft goods (e.g., textiles, clothing, linens, or draperies) weighing up to 5 pounds must be filled to capacity. Soft goods between the weight range of 5 to 20 pounds must be packaged in material with a minimum 70-pound outer ply basis weight. Closure of bags must be by completely clinched staples, heat-sealing, adhesives, sewing, or tape. Improperly clinched

staples must be removed. Shrinkwrapping is not acceptable as the only packaging. Fiberboard containers must be made of at least 200-pound test board for soft goods weighing from 20 to 45 pounds and at least 275-pound test board for soft goods weighing from 45 to 70 pounds.

**7.4 Sound Recordings**

Shipments of recordings (e.g., records and CDs in paper sleeves, paperboard, or chipboard shells) weighing up to 10 pounds must be packed in 70-pound basis weight envelopes for weights up to 3 pounds, or outer corrugated, fiberboard containers for weights up to 10 pounds. When shipments weigh from 20 to 40 pounds, multiple shell containers must be packaged in 175-pound test fiberboard containers or equivalent and closed and reinforced by adhesives, kraft paper tape, equivalent plastic tape, or staples. When shipments weigh from 40 to 65 pounds, multiple shell containers up to 65 pounds must be packaged in 200-pound test fiberboard containers or equivalent and closed and reinforced as described for 20- to 40-pound containers, except that containers must be reinforced about every 8 inches around the package. Shipments weighing more than 65 pounds must be packaged in 275-pound test fiberboard containers or equivalent.

## 8.0 Hazardous, Restricted, and Perishable Mail

**8.1 General**

Effective July 7, 2014, all content applicable to hazardous, restricted, or perishable mail was removed and incorporated into Publication 52, *Hazardous, Restricted, and Perishable Mail*. Publication 52 can be found on the Postal Explorer website at *pe.usps.com*.

**8.2 Hazardous Material**

Hazardous material is any article or substance designated by the U.S. Department of Transportation (DOT) as being capable of posing an unreasonable risk to health, safety, and property during transportation. The provisions concerning hazardous material moved to Publication 52, chapter 3, include mailability restrictions and instructions for:

a. Explosives.

b. Gases.

c. Flammable and combustible liquids.

d. Flammable solids.

e. Organic substances, organic peroxides.

f. Toxic substances and infectious substances.

g. Radioactive material.

h. Corrosives.

i. Miscellaneous.

**8.3 Restricted Matter**

Restricted matter is an article or substance prohibited or limited by title 18 of the U.S. Code. It also includes matter not otherwise restricted by 18 USC 1716(a) because it may, under conditions encountered in the mail, be injurious to life, health, or property. Examples of the type of restricted matter content moved to Publication 52, chapter 4, include:

a. Intoxicating liquors.

b. Firearms.

c. Knives and sharp instruments.

d. Liquids, powders and odor-producing materials.

e. Motor vehicle master keys and locksmithing devices.

f. Controlled substances and drugs.

g. Unsolicited promotional samples.

h. Instruments for use in animal fighting ventures.

i. Cigarettes and smokeless tobacco.

**8.4 Perishable Matter**

Perishable matter is anything that can deteriorate in the mail and thereby lose value, create a health hazard, or cause an obnoxious odor, nuisance, or disturbance, under ordinary mailing conditions. Mailable perishable matter may be sent at the mailer's own risk when it is packaged as required and when it can be delivered within appropriate and reasonable time limits to prevent deterioration. Examples of the type of perishable matter content moved to Publication 52, chapter 5, include:

a. Animals.

b. Fresh foods.

c. Eggs.

d. Meats and meat products.

e. Plants.

f. Nonmailable plant pests, injurious animals and illegally taken fish or wildlife.

## 9.0 Written, Printed, and Graphic Matter Generally

### 9.1 Solicitations in Guise of Bills, Invoices, or Statements of Account (39 USC 3001(D); 39 USC 3005)

#### 9.1.1 General

Any otherwise mailable matter that reasonably could be considered a bill, invoice, or statement of account due, but is in fact a solicitation for an order, is nonmailable unless it conforms to 9.1.2 through 9.1.5. A nonconforming solicitation constitutes prima facie evidence of violation of 39 USC 3005. Compliance with this section does not avoid violation of Section 3005 if any part

of the solicitation or any information with it misrepresents a material fact to the addressee (e.g., misleading the addressee about the identity of the sender of the solicitation or about the nature or extent of the goods or services offered may be a violation of Section 3005).

### 9.1.2 Required Disclaimer

The solicitation must bear on its face either the disclaimer required by 39 USC 3001(d)(2)(A) or the notice: "THIS IS NOT A BILL. THIS IS A SOLICITATION. YOU ARE UNDER NO OBLIGATION TO PAY THE AMOUNT STATED ABOVE UNLESS YOU ACCEPT THIS OFFER." The statutory disclaimer or the alternative notice must be displayed in conspicuous boldface capital letters of a color prominently contrasting with the background against which it appears, including all other print on the face of the solicitation and that are at least as large, bold, and conspicuous as any other print on the face of the solicitation, but not smaller than 30-point type (see Exhibit 9.1.2). The notice or disclaimer required by this section must be displayed conspicuously apart from other print on the page immediately below each portion of the solicitation that reasonably could be construed to specify a monetary amount due and payable by the recipient. It must not be preceded, followed, or surrounded by words, symbols, or other matter that reduces its conspicuousness or that introduces, modifies, qualifies, or explains the required text, such as "Legal Notice Required by Law."

**Exhibit 9.1.2 Solicitation Disclaimer**

ACCOUNTS INCORPORATED

| Qty. | Listing Category | Amount |
|---|---|---|
| 1 | Retail | $50.00 |

**IMPORTANT:** This form must be returned to ensure your correct directory listing. Please correct listing and ZIP Code if necessary.

☐ Check enclosed ☐ Bill me later

ACCOUNTS INCORPORATED
PO BOX 1000
ANYTOWN WA 98765-4321

ABC COMPANY
1234 MAIN ST
ANYTOWN WA 98765-4321

Detatch and return this portion with your payment.
Retain this portion as your receipt.

| Qty. | Listing Category | Amount |
|---|---|---|
| 1 | Retail | $50.00 |

Business listings to appear in the 2005 Accounts Incorporated Directory.

Amount: $50 for each listing.

THIS IS NOT A BILL. THIS IS A SOLICITATION. YOU ARE UNDER NO OBLIGATION TO PAY THE AMOUNT STATED ABOVE UNLESS YOU ACCEPT THIS OFFER.

### 9.1.3 Intelligibility

The notice or disclaimer must not, by folding or any other device, be made unintelligible or less prominent than any other information on the face of the solicitation.

#### 9.1.4 Separable Pages

If a solicitation consists of more than one page or if any page is designed to be separated into portions (e.g., by tearing along a perforated line), the notice or disclaimer required by 9.1.2 must be displayed in its entirety on the face of each page or portion of a page that might be reasonably considered a bill, invoice, or statement of account due as required by 9.1.2.

#### 9.1.5 Definitions

For this standard, *color prominently contrasting* excludes any color, or any intensity of an otherwise included color, that does not permit legible reproduction by ordinary office photocopying equipment used under normal operating conditions, and which is not at least as vivid as any other color on the face of the solicitation; and *color* includes black.

### 9.2 Solicitations Deceptively Implying Federal Connection, Approval, or Endorsement (39 USC 3001(H) and 3001(I); 39USC3005)

#### 9.2.1 USPS Endorsement

Any solicitation stating that it is approved by the USPS or the Postmaster General or that it conforms to any postal law or regulation is nonmailable.

#### 9.2.2 Nonmailable by Government Misrepresentation

A solicitation that misrepresents a government entity is nonmailable subject to these conditions:

a. Matter that contains a solicitation for products, services, information, or funds that implies any federal government connection, approval, or endorsement through the use of a seal, insignia, reference to the Postmaster General, citation to a federal statute, name of a federal agency, department, or commission, or program, trade, or brand name, or any other term or symbol; or contains any reference to the Postmaster General or a citation to a federal statute that misrepresents either the identity of the mailer or the protection or status afforded such matter by the federal government is nonmailable unless it conforms to 9.2.3. A nonconforming solicitation constitutes prima facie evidence of violation of 39 USC 3005. Compliance with 9.2.3 does not avoid violation of 39 USC 3005 if the solicitation or accompanying information misrepresents material fact such as the nature, value, quantity, quality, or efficacy of the products or services offered for sale, or of the activities of an organization asking for information or monetary contributions.

b. Such solicitations must not contain a false representation that federal government benefits or services will be affected by whether or not the recipient makes a purchase or contribution.

c. Solicitations for payment for services otherwise available to the recipient free of charge from the federal government are nonmailable unless they contain a clear and conspicuous statement giving notice of that fact.

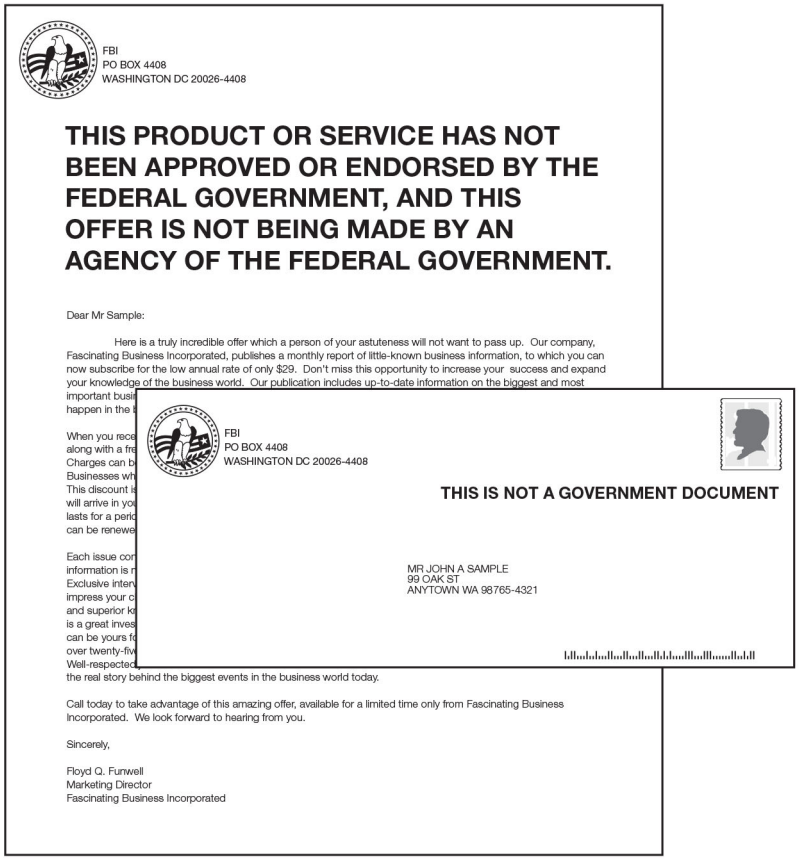
### 9.2.3 Permitted Solicitations

A solicitation described in 9.2.2a may be mailable if it meets at least one of these conditions (see Exhibit 9.2.3b):

a. The solicitation is by a nongovernmental entity that actually has the federal government connection, approval, or endorsement implied by the solicitation's terms or symbols.

b. The solicitation appears in a publication for which the addressee has paid or promised to pay a consideration or which the addressee has otherwise indicated he or she wants to receive, and the solicitation is not on behalf of the publisher of the publication.

**Exhibit 9.2.3b Disclaimers for Solicitations Implying Federal Connection**



FBI
PO BOX 4408
WASHINGTON DC 20026-4408

**THIS PRODUCT OR SERVICE HAS NOT BEEN APPROVED OR ENDORSED BY THE FEDERAL GOVERNMENT, AND THIS OFFER IS NOT BEING MADE BY AN AGENCY OF THE FEDERAL GOVERNMENT.**

Dear Mr Sample:

Here is a truly incredible offer which a person of your astuteness will not want to pass up. Our company, Fascinating Business Incorporated, publishes a monthly report of little-known business information, to which you can now subscribe for the low annual rate of only $29. Don't miss this opportunity to increase your success and expand your knowledge of the business world. Our publication includes up-to-date information on the biggest and most

FBI
PO BOX 4408
WASHINGTON DC 20026-4408

**THIS IS NOT A GOVERNMENT DOCUMENT**

MR JOHN A SAMPLE
99 OAK ST
ANYTOWN WA 98765-4321

the real story behind the biggest events in the business world today.

Call today to take advantage of this amazing offer, available for a limited time only from Fascinating Business Incorporated. We look forward to hearing from you.

Sincerely,

Floyd Q. Funwell
Marketing Director
Fascinating Business Incorporated

c. The solicitation displays the notice required by 9.2.3c1 on the envelope or outside cover or wrapper in which the solicitation is mailed, and one of the two notices required by 9.2.3c2 on the contents. These notices must be printed in boldface capital letters of a color prominently contrasting with the background against which they appear. "Color prominently contrasting" excludes any color or intensity that ordinary photocopying cannot reproduce legibly. The color, which can include black, must be at least as vivid as any

other color on the face of the solicitation and its envelope or outside cover or wrapper. The required wording, type size and style, and placement for the notices are as follows:

1. On the Envelope, Cover, or Wrapper. The face of the envelope or outside cover or wrapper must bear the notice: "THIS IS NOT A GOVERNMENT DOCUMENT." The letters for printing this notice must be as large, bold, and conspicuous as any other letters on the face of such envelope, cover, or wrapper, but never smaller than 12-point type. The notice must appear in the upper right quadrant, below the postage stamp or other postage indicia and above the address, and it must be surrounded by a clear space not less than 1/4 inch wide.
2. On the Contents. The solicitation mailed within the envelope, cover, or wrapper must bear at the outset on its face one of these two headlines, depending on its purpose as indicated in parentheses: (a) "THIS PRODUCT OR SERVICE HAS NOT BEEN APPROVED OR ENDORSED BY THE FEDERAL GOVERNMENT, AND THIS OFFER IS NOT BEING MADE BY AN AGENCY OF THE FEDERAL GOVERNMENT" (for the purchase of or payment for a product or service); (b) "THIS ORGANIZATION HAS NOT BEEN APPROVED OR ENDORSED BY THE FEDERAL GOVERNMENT, AND THIS OFFER IS NOT BEING MADE BY AN AGENCY OF THE FEDERAL GOVERNMENT" (for information or the contribution of funds or membership fees). The letters for printing these notices must be as large, bold, and conspicuous as any other letters on the face of the solicitation, but never smaller than 30-point type. The notice must be surrounded by a clear space at least 1/2 inch wide. The notice must not be preceded, followed, or surrounded by words, symbols, or other matter that reduces its conspicuousness or introduces, modifies, qualifies, or explains the required text, such as "Notice Required by Law." The notice must not, by folding or any other device, be made unintelligible or less prominent than any other information on the face of the solicitation.

## 9.3 Lottery Matter (18 USC 1302)

### 9.3.1 Definition

For this standard, *lottery* is any scheme or promotion, whether lawful under the laws of any state, which, on paying a consideration, offers a prize dependent in whole or in part on lot or chance.

### 9.3.2 Unlawful Mail Matter

Unlawful matter includes any letter, newspaper, periodical, parcel, stamped card or postcard, circular, or other matter permitting or facilitating participation in a lottery; any lottery ticket or part thereof or substitute; and any form of payment for a lottery ticket or share.

#### 9.3.3 Fishing Contests, Indian Gaming Regulatory Act, Lotteries

This standard does not apply to:

a. Any fishing contest not conducted for profit, in which prizes are awarded for the species, size, weight, or quality of fish caught by contestants in any bona fide fishing or recreational event (18 USC 1305).

b. Mailings, to addresses within a state, of tickets or other material on a lottery conducted by that state under its laws (18 USC 1307).

c. Any gaming conducted by an Indian tribe under the Indian Gaming Regulatory Act (25 USC 2720).

d. An advertisement, list of prizes, or other information on a lottery not prohibited by the state where it is conducted.

### 9.4 Advertising Matter

#### 9.4.1 Restrictions

Any advertising, promotional, or sales matter that solicits or induces the mailing of any article described in PUB 52 as hazardous, restricted, or perishable is nonmailable except that such matter relating to controlled substances, radioactive materials, restricted liquids and powders, battery-powered devices, odd-shaped items in envelopes, and switchblade and ballistic knives, as described in PUB 52, is mailable if it contains packaging instructions and any other mailing limitations under PUB 52, 508.9.0, and 508.10.0 (18 USC 1716).

#### 9.4.2 Master Keys

Advertisements for motor vehicle master keys are nonmailable (18 USC 1716A, 39 USC 3002), except to lock manufacturers, professional locksmiths, motor vehicle manufacturers or dealers; and federal, state, or local government agencies.

### 9.5 Other Nonmailable Matter

#### 9.5.1 Fictitious Name

Matter addressed to a person using a fictitious name, title, or address in conducting, through the mail, any scheme or device in violation of law is nonmailable if:

a. After notification, the addressee fails to appear at the Post Office and be identified.

b. The fictitious character of such mail is established to the Judicial Officer's satisfaction in consequence of a proceeding initiated under 39 CFR 953 (18 USC 1342).

#### 9.5.2 Foreign Origin

Mail of foreign origin is nonmailable if it contains matter determined by a court of competent jurisdiction or by the International Trade Commission to violate the Semiconductor Chip Protection Act of 1984 (17 USC 901-914) or to violate the copyright laws of the United States or any copyright convention or treaty to which the United States is a party (17 USC 601-603).

### 9.5.3 Foreign Destination

Matter addressed to foreign countries posted in violation of law or treaty stipulation is nonmailable.

### 9.5.4 Lewd or Filthy Matter

Obscene, lewd, lascivious, or filthy publications or writings, or mail containing information on where, how, or from whom such matter may be obtained, and matter that is otherwise mailable but that has on its wrapper or envelope any indecent, lewd, lascivious, or obscene writing or printing, and any mail containing any filthy, vile, or indecent thing is nonmailable (18 USC 1461, 1463).

### 9.5.5 Matter Inciting Violence

Any matter of a character tending to incite arson, murder, assassination, treason, insurrection, or forcible resistance to any law of the United States, or containing any threat to take the life of, or to inflict harm upon, the President of the United States is nonmailable (18 USC 1461, 1717).

### 9.5.6 Other Matter

Other matter that is nonmailable (18 USC 1717) includes every letter, writing, circular, stamped card or postcard, picture, print, engraving, photograph, newspaper, pamphlet, book, publication, or thing as described in these statutes:

a. Forged or altered military or official passes (18 USC 499).

b. Matter bearing forged or altered seals of government departments or agencies (18 USC 506).

c. Defense information (18 USC 793, 794).

d. Documents obtained by persons falsely assuming to be foreign diplomats (18 USC 915).

e. False statements influencing foreign governments (18 USC 954).

f. Matter relating to a conspiracy to injure property of a foreign government (18 USC 956).

g. Matter unlawfully in aid of a foreign government (18 USC 957).

h. Matter relating to an expedition against a friendly nation (18 USC 960).

i. Matter relating to delivery of an armed vessel to a belligerent nation (18 USC 964).

j. Matter wrongfully bearing the seal of a government department or agency (18 USC 1017).

k. Forged, altered, or misused passports (18 USC 1543, 1544). Passport applications containing false statements, and passports falsely obtained (18 USC 1542).

l. Matter bearing false statements intended to injure Armed Forces during war (18 USC 2388).

#### 9.5.7 Restriction on Matter Related to Animal Fighting Ventures

This standard does not pertain to written, printed, or graphic matter related to fighting ventures involving live birds if such fight is permitted under the laws of the state in which the fight is to take place (7 U.S.C. 2156). The terms *animal, animal fighting venture,* and *state* are defined in PUB 52, part 461. Written, printed, or graphic matter is nonmailable if it:

a. advertises an animal for use in an animal fighting venture;

b. advertises a knife, a gaff, or any other sharp instrument attached, or designed or intended to be attached, to the leg of a bird for use in an animal fighting venture; or

c. promotes or in any other manner furthers an animal fighting venture.

#### 9.5.8 Private Identification Without Disclaimer

A private identification document without a disclaimer is nonmailable (18 USC 1738; 39 USC 3001(a)). This group includes any document that:

a. Is of a type intended or commonly accepted for the identification of individuals;

b. Bears a birth date or age purported to be that of the person named in it;

c. Is not issued by or under the authority of a government;

d. Is deposited in the mail by someone in the business of furnishing, for valuable consideration, documents that meet criteria in 9.5.8a and 9.5.8c;

e. Is deposited in the mail to further that business; and

f. Is deposited by someone who knows that it fails to carry diagonally printed, clearly and indelibly on both the front and back, “NOT A GOVERNMENT DOCUMENT” in capital letters no smaller than 12-point type.

### 9.6 Sweepstakes Matter (39 USC § 3001(K)(3)(A))

#### 9.6.1 Definition

The term *sweepstakes* means a game of chance for which no consideration is required to enter.

#### 9.6.2 Mailable Matter

Sweepstakes matter is mailable only if it discloses all of the following:

a. In the body, in the rules, and on the order or entry form that no purchase is necessary.

b. In the body, in the rules, and on the order or entry form that a purchase will not increase the odds of winning.

c. All terms and conditions, including rules and entry procedures of the sweepstakes.

d. The sponsor or mailer, with the principal place of business or address at which the sponsor or mailer may be contacted.

e. Sweepstakes rules, including the odds of winning, quantity, value, and nature of the prize and the schedule of any payments over time.

#### 9.6.3 Nonmailable Matter

Sweepstakes matter is nonmailable if it does any of the following:

a. Represents that individuals not making a purchase may be disqualified from receiving future solicitations.

b. Requires that the entry be accompanied by an order or payment for a product or service previously ordered.

c. Represents that the recipient has won a prize unless that individual has won such prize.

d. Otherwise contradicts or is inconsistent with any disclosure required by 9.6.2, or 9.6.3.

### 9.7 Skill Contests (39 USC 3001(K)(3)(B))

#### 9.7.1 Definition

The term *skill contest* means a puzzle, game, competition, or other contest in which a prize is awarded, the outcome depends upon the skill of the contestant, and for which a payment, purchase, or donation is required to enter.

#### 9.7.2 Mailable Matter

Skill contests are mailable only if they include all of the following:

a. Disclose the terms and conditions of the contest, including the rules and entry procedures.

b. Disclose the sponsor or mailer, with the principal place of business or address at which the sponsor or mailer may be contacted.

c. Contain rules that state all of the following:

1. Number of rounds or levels and the cost to enter each round.
2. If subsequent rounds will be more difficult.
3. Maximum cost to enter all rounds.
4. Number of entrants or percentage expected to correctly solve the contest.
5. Identity or qualifications of the judges, if judged by other than the sponsor.
6. Method of judging.
7. Dates the winners will be determined and the prizes awarded.
8. Quantity, value, and nature of the prize.
9. Schedule of any payments over time.

### 9.8 Facsimile Check (39 USC § 3001(K)(3)(C))

A facsimile check is nonmailable unless it states on the face of the check that it is not a negotiable instrument and has no cash value.

## 9.9 Exclusions and Disclosures (39 USC §§ 3001(K)(4) & 3001(K)(5))

### 9.9.1 Mailable Matter

Matter described in 9.6, 9.7, and 9.8 is mailable if it appears in a magazine, newspaper, or other periodical if the promotions are not directed to a named individual, or the promotions do not include the opportunity to make a payment or order a product or service.

### 9.9.2 Notices and Disclaimers

Any notice or disclaimer required under 9.6, 9.7, and 9.8 shall be clearly and conspicuously displayed. Disclaimers required by 9.6.2a and 9.6.2b must be more conspicuously displayed than any other disclaimer.

## 9.10 Removal of Names from Mailing Lists (39 USC § 3001(L))

### 9.10.1 Lists

In general, any person who uses the mails for any mailing falling under 9.2, 9.6, 9.7, and 9.8 shall adopt reasonable practices or procedures to prevent the mailing of such matter to any person who, personally or through their legal representative, submits a written request that no such matter shall be mailed to that person. Such request may be made either to the mailer, or the Attorney General, or their representative, of the appropriate state. Such requests shall be honored for a period of five years from the date of the request. The mailer shall maintain a record of all such written requests.

### 9.10.2 Special Requirements for Sweepstakes and Skill Contests

Any promoter of sweepstakes or skill contests must make a clear and conspicuous disclosure of the address or toll-free telephone number by which an individual, or their duly authorized representative, may notify a promoter to have that individual's name and address removed from all lists of names and addresses used by that promoter to mail any skill contest or sweepstakes. Promoters have 60 days from the date of receipt of the removal request to effect the removal of the name and address from all mailing lists used by that promoter for any skill contest or sweepstakes.

## 9.11 Unauthorized Decisions by Postmasters

Postmasters are not authorized to decide whether written, printed, or graphic matter is nonmailable based on its content or to deny entry to such matter or exclude it from the mail.

## 9.12 Refusal Due to Improper Preparation

Written, printed, or graphic matter not properly prepared for mailing can be refused.

# 602 Addressing

**Overview**

1.0 Elements of Addressing
2.0 Restrictions
3.0 Use of Alternative Addressing
4.0 Detached Address Labels (DALs) and Detached Marketing Labels (DMLs)
5.0 Move Update Standards
6.0 ZIP Code Accuracy Standards
7.0 Carrier Route Accuracy Standard
8.0 Presort Accuracy Validation and Evaluation (PAVE)
9.0 Coding Accuracy Support System (CASS)
10.0 Dual Shipping Labels

## 1.0 Elements of Addressing

### 1.1 Clear Space

A clear space must be available on all mail for the address, postage (permit imprint, postage stamp, or meter stamp), postmarks, and postal endorsements.

### 1.2 Delivery Address

The delivery address specifies the location to which USPS is to deliver a mailpiece. Except for mail prepared with detached address labels under 4.0, the piece must have the address of the intended recipient, visible and legible, only on the side of the piece bearing postage.

### 1.3 Address Elements

All mail not bearing a simplified address must bear a delivery address that contains at least the following elements in this order from the top line:

a. Intended recipient's name or other identification.

b. Private mailbox designator ("PMB" or alternative "#") and number if the mailpiece is addressed to a commercial mail receiving agency (CMRA) address.

c. Street and number. (Include the apartment number, or use the Post Office box number, or general delivery, or rural route or highway contract route designation and box number, as applicable.)

d. City and state (or state abbreviation). The city is any acceptable mailing name for the 5-digit ZIP Code serving the intended recipient as shown in the USPS City State Product.

e. [5-4-20] ZIP Codes are required on Priority Mail Express, commercial First-Class Mail, First-Class Package Service — Commercial, Periodicals, USPS Marketing Mail, Package Services and Parcel Select mailpieces, all

mail sent to military addresses within the United States and to APO and FPO addresses, official mail, Business Reply Mail, and USPS Returns service packages.

## 1.4 Complete Addresses

### 1.4.1 Complete Address Definition

A complete address has all the address elements necessary to allow an exact match with the current USPS ZIP+4 Product to obtain the finest level of ZIP+4 code for the delivery address. A complete address may be required on mail at some automation prices.

### 1.4.2 Complete Address Elements

A complete delivery address includes:

a. Addressee name or other identifier and/or firm name where applicable.

b. Private mail box designator and number (PMB 300 or #300).

c. Urbanization name (Puerto Rico only, ZIP Code prefixes 006 to 009, if area is so designated).

d. Street number and name (including predirectional, suffix, and postdirectional as shown in USPS ZIP+4 Product for the delivery address or rural route and box number (RR 5 BOX 10), highway contract route and box number (HC 4 BOX 45), or Post Office box number (PO BOX 458), as shown in USPS ZIP+4 Product for the delivery address). (“PO Box” is used incorrectly if preceding a private box number, e.g., a college mailroom.)

e. Secondary address unit designator and number (such as an apartment or suite number (APT 202, STE 100)).

f. City and state (or authorized two-letter state abbreviation). Use only city names and city and state name abbreviations as shown in USPS City State Product. Contact the National Customer Support Center (see 509.1.0) for more information about the City State Product.

g. Correct 5-digit ZIP Code or ZIP+4 code. If a firm name is assigned a unique ZIP+4 code in the USPS ZIP+4 Product, the unique ZIP+4 code must be used in the delivery address.

## 1.5 Return Addresses

### 1.5.1 Purpose for Return Address

The return address tells USPS where the sender of a mailpiece wants it returned if the piece cannot be delivered.

### 1.5.2 Return Address Elements

The return address contains elements corresponding to those for the delivery address. A return address is required in specific circumstances (see 1.5.3). If the sender’s name is not included in the return address, another clear designation (apartment, suite, or room number) is required to ensure proper handling of ancillary services and/or return of the piece. ZIP Codes (5-digit or ZIP+4) are required in the return address of all mail on which postage is paid with

precanceled stamps or company permit imprint, and in the sender's return address on Periodicals mail when "Address Service Requested" is specified. Official mail (penalty mail) also requires a ZIP Code in the return address.

#### 1.5.3 Required Use of Return Addresses

The sender's domestic return address must appear legibly on:

a. Mail of any class bearing a printed ancillary service request or an ancillary service request embedded within an Intelligent Mail barcode.

b. Official mail.

c. Mail paid with precanceled stamps (except USPS Marketing Mail pieces weighing 13 ounces or less and bearing a mailer's postmark in accordance with 604.3.4).

d. Matter bearing a company permit imprint.

e. Priority Mail.

f. Periodicals in envelopes or opaque wrappers.

g. USPS Retail Ground.

h. Package Services (except unendorsed Bound Printed Matter).

i. Parcel Select.

j. Registered Mail.

k. Insured mail.

l. Collect on delivery (COD) mail.

m. Certified Mail if a return receipt is requested.

n. Priority Mail Express.

o. [3-2-20] Detached address labels (DALs) and detached marketing labels (DMLs).

p. Adult Signature.

#### 1.5.4 Use of Foreign Return Addresses

Regardless of destination, when U.S. postage is applied to a mailpiece, only a domestic return address is authorized, except when the addressee's permanent residence is outside the United States or its territories (e.g., a tourist who lives abroad and is shipping an item home from the United States). This exception is applicable for only incidental non-commercial use for single-piece price mailpieces.

#### 1.5.5 Postmark

An endorsement directing return to point of mailing (postmark) is not honored.

### 1.6 Ancillary Services

USPS uses the return address to provide ancillary services requested by the mailer (e.g., "Return Service Requested"). The return address on any mailpiece endorsed for an ancillary service must identify where the piece is to be returned and where the mailer is prepared to pay applicable postage and fees for pieces

returned or for ancillary service provided at the mailer's request. A domestic return address must be placed in the upper left corner of the address side of the piece or the upper left corner of the addressing area.

**1.7 Attachment of Different Class**

If the names and addresses of the sender and intended recipient do not appear on both the host and attachment, the sender's name and address must be placed on one piece and the recipient's name and address on the other. Combination containers that have inseparable parts or compartments are mailable with the names and addresses on only one.

**1.8 ZIP Codes**

**1.8.1 Purpose of ZIP Code**

The ZIP (Zone Improvement Plan) Code system is a numbered coding system that facilitates efficient mail processing. The USPS assigns ZIP Codes. All Post Offices are assigned at least one unique 5-digit ZIP Code. Larger Post Offices may be assigned two or more 5-digit ZIP Codes (multi-5-digit ZIP Code offices). Separate 5-digit ZIP Codes are assigned to each delivery unit at these offices.

**1.8.2 ZIP+4 - A Complete ZIP Code**

The most complete ZIP Code is a nine-digit number consisting of five digits, a hyphen, and four digits, which the USPS describes by its trademark ZIP+4. The correct format for a numeric ZIP+4 code is five digits, a hyphen, and four digits. The first five digits represent the 5-digit ZIP Code; the sixth and seventh digits (the first two after the hyphen) identify an area known as a sector; the eighth and ninth digits identify a smaller area known as a segment. Together, the final four digits identify geographic units such as a side of a street between intersections, both sides of a street between intersections, a building, a floor or group of floors in a building, a firm within a building, a span of boxes on a rural route, or a group of Post Office boxes to which a single USPS employee makes delivery.

**1.8.3 Numeric Delivery Point Barcode**

A numeric equivalent of a delivery point barcode (DPBC) consists of five digits followed by a hyphen and seven digits as specified in 204.1.2.2. The numeric equivalent is formed by adding three digits directly after the ZIP+4 code.

**1.9 Additional Addressing Standards by Class**

Basic addressing standards are in the Prices and Eligibility section for each class of mail.

## 2.0 Restrictions

**2.1 Dual Address**

Mail with a dual address (both a street address and a Post Office box number) is delivered to the address immediately above the city and state (or to the Post Office box if both the street address and Post Office box are on the same line). If a ZIP+4 code or 5-digit ZIP Code is used, it must correspond to the address element immediately above the city and state (or with the Post Office box

number in the address if both the street address and Post Office box are on the same line). These restrictions also apply to return addresses on mail (for more information, see Publication 28, *Postal Addressing Standards*).

**2.2 More Than One Post Office**

Mail with the name of more than one Post Office in the delivery address or return address is not acceptable for mailing.

**2.3 Mail Addressed to CMRAs**

Mail sent to an addressee at a commercial mail receiving agency (CMRA) must be addressed to their private mailbox ("PMB" or "#") number at the CMRA mailing address.

# 3.0 Use of Alternative Addressing

## 3.1 General Information

### 3.1.1 Use

Alternative addressing formats may be used as described in 3.2 through 3.4.

### 3.1.2 Prohibited Use

Alternative addressing formats may not be used on:

a. Priority Mail Express pieces.

b. Mail with any ancillary service endorsement under 507.1.1 through 507.1.8, except as allowed for First-Class Mail, First-Class Package Service — Commercial parcels, or Priority Mail under 507.1.5.1b.

c. Periodicals intended to count as subscriber or requester copies to meet the applicable circulation standards.

d. Mail addressed to an overseas military Post Office under 703.2.2.

e. [7-1-20] Mail with the following extra services:

1. Registered Mail.
2. Certified Mail.
3. Insured mail.
4. Return receipt.
5. Restricted delivery.
6. Signature Confirmation.
7. Collect on delivery (COD).
8. Adult Signature.

### 3.1.3 Treatment

Mail with an occupant or an exceptional address format is delivered as addressed and is not forwarded. Such mail is treated as undeliverable only when the address is incorrect or incomplete or when the mail cannot be delivered for another reason related solely to the address (e.g., a vacant building), as shown in

Exhibit 507.1.4.1. Periodicals publishers are notified when a mailpiece with an occupant or exceptional address format is undeliverable for solely address-related reasons (except publishers using an IMb with proper STID on non-subscriber or non-requester copies as stipulated under 207.7.0). Mail with a simplified address format is distributed to all deliveries on a route or to Post Office boxholders. Undeliverable mail with any alternative addressing format is disposed of as waste under 507.1.9.1, except for First-Class Mail, First-Class Package Service — Commercial parcels, and Priority Mail under 507.1.5.1b.

## 3.2 Simplified Address

### 3.2.1 Conditions for General Use

The following conditions must be met when using a simplified address on commercial mailpieces:

a. The simplified address format ("Postal Customer" or one of the optional formats in 3.2.1a1 through 3.2.1a3) must be used on mail when complete distribution is made to each family (household residence) or boxholder on a rural or highway contract route, and to Post Office boxes in offices without city carrier service. The following also apply:

   1. Mailers may use a more specific address, such as "Rural Route Boxholder," for mail intended to all boxholders on a rural route, followed by the name of the Post Office and state.

   2. Mailers may use "Residential Customer" to indicate that delivery is desired to residential addresses only.

   3. Use of the word "Local," instead of the Post Office and state name, is optional; however the Postal Service recommends using the Post Office, state and ZIP Code for mail not dropshipped directly to a destination delivery unit.

   4. See 3.2.2 for governmental mail and 703.6.0 for Congressional mail.

b. USPS Marketing Mail, Periodicals, and Bound Printed Matter flat-size mailpieces (including USPS Marketing Mail pieces allowed as flats under 3.2.1c), USPS Marketing Mail Product Samples mailed at saturation (Every Door) prices, and Periodicals irregular parcels for distribution to a city route or to Post Office boxes in offices with city carrier service may bear a simplified address, but only when complete distribution is made under the following conditions:

   1. Mailers must use the simplified address "Postal Customer" when complete distribution is intended to all active deliveries (residential and business) on any designated city route.

   2. Mailers may use a more specific address, such as "PO Boxholder" when delivery is intended to all active Post Office boxes.

   3. Mailers may use "Residential Customer" to indicate that delivery is intended only to all active residential deliveries.

4. When preparing mail to routes with 100 percent business deliveries, mailers may use “Business Customer” to indicate that delivery is intended to all active business deliveries.
5. Use of the word “Local,” or the Post Office and state name, is optional; however the Postal Service recommends using the Post Office, state and ZIP Code for mail not entered at or dropshipped directly to a destination delivery unit.
6. See 3.2.2 for governmental mail and 703.6.0 for Congressional mail.

c. USPS Marketing Mail flats with simplified addresses must have one dimension larger than a letter-size maximum dimension, except under 201.5.2.2. Simplified addressed pieces, when mailed under conditions in 201.5.2.2, are considered to be saturation flats. See 243.6.7 for pricing eligibility. Letter-size pieces that meet the size standards in 201.5.2.2 and that are addressed to rural routes may be mailed as letters or flats with simplified addresses at the mailer's option.

### 3.2.2 Use—Governmental Mailers

When distribution is to be made to each active possible delivery on city carrier routes or to each Post Office boxholder at a Post Office with city carrier service, the addressee’s name; mailing address; and city, state, and ZIP Code may be omitted from the address only on pieces mailed as official matter by agencies of the federal government (including mail with the congressional frank prepared under 703.6.0); any state, county, or municipal government; and the governments of the District of Columbia, the Commonwealth of Puerto Rico, and any U.S. territory or possession listed in 608.2.0. The requirement for distribution to each stop or Post Office boxholder may be modified for congressional mail under 703.6.0. The following also applies:

a. Only these forms of address may be used instead of the addressee’s name and address:
   1. “Postal Customer” (delivery desired at all addresses).
   2. “Residential Customer” (delivery desired at residential addresses only).
   3. “Business Customer” (delivery desired at business addresses only).

b. At least 10 days before the mailing date, the mailer must submit a sample mailpiece and the following information to the entry office postmaster (in response, the mailer receives a mailing schedule that must be followed):
   1. Proposed mailing date.
   2. Total number of pieces being mailed.
   3. Method of postage payment.
   4. Names of all city delivery Post Offices to receive any of the mailing and the number of pieces for each.

#### 3.2.3 Mail Preparation

Mailers must prepare letter-size pieces in trays. Mailers must prepare flat-size pieces and irregular parcels in carrier route bundles in sacks or directly on pallets. Bundles, sacks, or trays may be placed on 3-digit, 5-digit, or 5-digit scheme pallets under 705.8.10. In addition to the required simplified address, each bundle must bear a facing slip showing the desired distribution (for example, 5-digit ZIP Code and route number) or the top piece of each bundle must include the route number and ZIP Code. Mailers may obtain delivery statistics for routes as described in 509.1.0. The following also applies:

a. All pieces must be in the same processing category.

b. Mailers must mark pieces according to 102 or 202.

c. Mailers must prepare all pieces for the same carrier route in bundles of 50, so far as practicable. If the pieces are bundled in quantities other than 50, mailers must show the actual number of pieces on the facing slip or on the top piece of the bundle.

d. If selective distribution is desired, the mailer must include enough pieces to cover the routes selected.

#### 3.2.4 Postage

Postage must be paid with permit imprint, meter indicia, precanceled stamps, or other authorized methods not requiring cancellation, according to the standards for the class of mail. Postage for pieces mailed as EDDM-Retail flats must be as described in 144.

#### 3.2.5 Address Designation

Only the address designations in 3.2.1 or 3.2.2 may be used. Other designations (e.g., “Food Buyer,” “Voter”) are not permitted.

### 3.3 Occupant Address

#### 3.3.1 Use of Occupant Address

The occupant address format (“Postal Customer” or “Occupant,” “Householder,” or “Resident”) may be used to address mail selectively to a rural route and box number, a specific street number, or a specific Post Office box number without using the addressee’s name:

Example
POSTAL CUSTOMER
2711 ORDWAY ST NW APT 204
WASHINGTON DC 20008-5036

### 3.4 Exceptional Address

#### 3.4.1 Use of Exceptional Address

The exceptional address format (“Jane Doe or Current Resident” or “Jane Doe or Current Occupant”) may be used on any mail except mail types listed in 3.1.2. The word “Current” is optional. The order of the words may be reversed (e.g., “Current Resident or Jane Doe” rather than “Jane Doe or Current Resident”).

#### 3.4.2 Placement

The exceptional address format must be placed in the address block, with the following exceptions:

a. If all the current resident/occupant information cannot be placed on the first or second line of the address, the exceptional address format may be placed no more than 3/4 inch above the address block.

b. If an optional endorsement line (OEL) is used, the mailer may elect to place the exceptional address format above the OEL. In these cases, the exceptional address forma t must be at least 1/2 inch, but not more than 3/4 inch, above the optional endorsement line. If a window envelope is used with an OEL, the exceptional address information may be printed either in the area on the insert showing through the window or on the envelope above the window.

[3-2-20]

## 4.0 Detached Address Labels (DALs) and Detached Marketing Labels (DMLs)

### 4.1 General

#### 4.1.1 Definition

Detached address labels (DALs) and detached marketing labels (DMLs) in their basic form (4.3.1 through 4.3.5) may be used by mailers as an optional method of printing addresses and postage indicia instead of printing addresses and postage on the items mailed. In addition to the basic form under 4.3.1 through 4.3.5, DMLs also include advertising under 4.3.6. For these standards, “item” refers to the types of eligible mail described in 4.2.1 through 4.2.3.

#### 4.1.2 Alternative Addressing Format

DALs and DMLs may have alternative addressing formats under 3.0, subject to the applicable standards under 4.0.

#### 4.1.3 Ancillary Service Endorsements

Ancillary service endorsements are not permitted. A DAL or DML that is undeliverable as addressed is handled under 507.1.1 through 507.1.9 for the applicable class of mail. The accompanying item is treated as specified by the mailer under 4.5.

#### 4.1.4 Documentation

When requested by USPS, DAL or DML mailers must provide documentation to establish that the applicable distribution standards in 4.2.1 through 4.2.3 are met.

#### 4.1.5 Extra Services

Items mailed with DALs or DMLs may not be combined with any extra service.

### 4.2 Eligible Mail

#### 4.2.1 Periodicals or USPS Marketing Mail Flats Saturation Mailings

Saturation mailings of only unaddressed Periodicals (207.23.9.4) or USPS Marketing Mail (245.9.10.4) flats may be mailed with DALs or DMLs, but DALs or DMLs may not bear simplified addresses when used with USPS Marketing Mail flats. Saturation flat mailings presented with DALs or DMLs that are not

automation-compatible and correctly barcoded do not qualify for saturation prices. Instead, they may be entered at applicable basic carrier route prices. This standard (for automation-compatible barcoded DALs and DMLs) does not apply to DALs or DMLs with simplified addressing when correctly used with Periodicals flats.

#### 4.2.2 USPS Marketing Mail Marketing Parcels — Product Samples

DALs or DMLs must be used with USPS Marketing Mail Marketing parcels mailed at targeted Product Sample prices and may be used with parcels mailed at saturation Product Sample prices.

#### 4.2.3 Bound Printed Matter

Unaddressed pieces of Bound Printed Matter may be mailed with DALs or DMLs when:

a. The mail is prepared on 5-digit pallets meeting the standards in 705.8.0. (*Exception:* Separate 5-digit pallets of carrier route and Presorted price mail are not required for flat-size mail.) The destination delivery unit (DDU) is determined using the Drop Shipment Product under the provisions for the DDU price in 266.3.0 through 266.6.0. The mail may not be prepared on pallets when the Drop Shipment Product indicates that the delivery unit that serves the 5-digit pallet destination cannot handle pallets. For such delivery units, mail with DALs or DMLs must be prepared in sacks. The trays or cartons of DALs or DMLs must be prepared under 4.4, placed on the same pallet as the pieces, and must be stretch-wrapped together as one unit.

b. The mail is prepared in 5-digit sacks and entered at the destination delivery unit. The destination delivery unit is determined by using the Drop Shipment Product under the provisions for the DDU price in 266.3.0 through 266.6.0. DALs or DMLs must be bundled under 4.4 and presented to the destination delivery unit with the accompanying items to be distributed with the DALs or DMLs.

### 4.3 Label Preparation

#### 4.3.1 Label Construction

Each DAL or DML must be made of paper or cardboard stock that is not folded, perforated, or creased, and that meets these measurements:

a. Between 3-1/2 and 5 inches high (perpendicular to the address).

b. Between 5 and 9 inches long (parallel to the address).

c. At least 0.007 inch thick, except under 4.3.1d.

d. If more than 4-1/4 inches high or more than 6 inches long, must be at least 0.009 inch thick.

e. Must have an aspect ratio (length divided by height) from 1.3 to 2.5, inclusive.

#### 4.3.2 Addressing

The address for each item must be placed on a DAL and DML, parallel to the longest dimension of the DAL and DML, and may not appear on the item it accompanies. The DAL and DML must contain a delivery address and a return

address. In addition, if DALs or DMLs accompany saturation mailings of Periodicals or USPS Marketing Mail flats, a correct Intelligent Mail barcode with an 11-digit routing code must be printed on each DAL or DML except when using a simplified address for Periodicals flats as allowed by standards.

#### 4.3.3 One DAL/DML Per Item

Only one DAL or DML may be prepared for each accompanying item, and only one item may be identified for delivery per DAL or DML. (A single DAL or DML may not be prepared to deliver one each of different accompanying items or multiples of the same item.)

#### 4.3.4 Required Information

The following words must appear in bold type at least 1/8 inch high on the front of each DAL and DML: “USPS regulations require that this address label be delivered with its accompanying postage-paid mail. If you should receive this label without its accompanying mail, please notify your local postmaster.” The title or brand name of the item (which may include an illustration of the item) must also appear on the front or back of the DAL and DML to associate it with the accompanying item.

#### 4.3.5 Other Information

In addition to the information described in 4.3.2 and 4.3.4, and an indicium of postage payment, only official pictures and data circulated by the National Center for Missing and Exploited Children may appear on the front of a DAL.

#### 4.3.6 Advertising

Advertising may appear on a DML, under the following conditions:

a. The DMLs must meet the physical characteristics under 4.3.1 and have a correct Intelligent Mail barcode with an 11-digit routing code (see 204.1.0).

b. The advertising must not obstruct or overlap any of the required elements on the front of a DML.

c. Advertising on the front of a DML must be to the left of the delivery address and placed to maintain required clear spaces around the address and postage payment (see 202 and 1.0).

d. Advertising may also appear on the back of a DML.

### 4.4 Mail Preparation

#### 4.4.1 Notice to Delivery Office

Each delivery office to receive a DAL or DML mailing must be notified in writing at least 10 days before the requested delivery period begins. To ensure that the delivery office can readily relate the notice to the cartons containing the corresponding items, a copy of that letter must be enclosed with the DALs or DMLs unless the initial notice and the cartons used for the DALs or DMLs and items each conspicuously bears a mailing identification number. The letter must contain the following information:

a. Name and telephone number of the mailer or representative.

b. Origin Post Office of the mailing.

c. Expected mailing date.

d. Description of the mailing.

e. Number of addressees for each 5-digit ZIP Code.

f. Number of DALs or DMLs per carton or bundle.

g. Number of items per carton or bundle.

h. Expected delivery period (range of dates).

i. Requested action for excess or undeliverable DALs, DMLs or items (see 4.5).

### 4.4.2 Basic Standards for DALs and DMLs

The DALs or DMLs must be presorted, counted, and prepared by 5-digit ZIP Code delivery area. Only DALs or DMLs for the same 5-digit area may be placed in the same carton, sack, or tray. DAL or DML mailings claimed at carrier route basic or walk-sequence prices must be further prepared under the corresponding standards. Mailers must prepare DALs or DMLs as bundles in sacks or in cartons, unless prepared in trays under 4.4.6 when mailed with saturation flats or with Product Samples. Different size cartons may be used in the same mailing, but each must be filled with dunnage as necessary to ensure that the DALs or DMLs retain their orientation and presort integrity while in transit. Each carton of DALs or DMLs must bear a label showing the information in 4.4.5 unless a mailing identification number is used (see 4.4.1). Multiple containers of DALs or DMLs must be numbered sequentially ("1 of __," "2 of __," etc.).

### 4.4.3 Basic Standards for Items Distributed with DALs and DMLs

Except for bundles of saturation flats or Product Samples placed directly on pallets under 4.4.7, the items to be distributed with DALs or DMLs must be placed in cartons or prepared in bundles placed in sacks, subject to the standards for the price claimed. A label bearing the content description information in 4.4.5 must be affixed to each carton, sacked bundle, or pallet unless a mailing identification number is used (see 4.4.1). Cartons of items (including those on pallets) may be of different sizes, but must be filled with dunnage as necessary to ensure the integrity of the items while in transit. The gross weight of each carton or sack must not be more than 40 pounds.

### 4.4.4 Combined Cartons

Both the DALs or DMLs and the accompanying items may be enclosed in the same carton when sent to a small volume 5-digit ZIP Code area. If the DALs or DMLs and the accompanying items are packed together, these standards apply:

a. The DALs or DMLs must be bundled and labeled under 4.4.2 and placed on top of the items.

b. The carton must be packed with dunnage to ensure the integrity of the contents while in transit.

c. The gross weight of the carton must not exceed 40 pounds.

d. The exterior of the carton must be labeled under 4.4.5 and marked "DALs ENCLOSED" or "DMLs ENCLOSED" in letters not less than 1/2 inch high.

#### 4.4.5 Container Labels

Sacks, cartons, and pallets of DAL or DML mail must be labeled under the preparation standards for the price claimed. A second label must be affixed to each bundle in a carton or sack to provide the following information (unless a mailing identification number is used under 4.4.1):

a. Delivery Post Office name and 5-digit ZIP Code delivery area.

b. Title, brand name, or other description of the items.

c. Name and telephone number of the mailer or representative.

d. Number of labels or items in the carton, as applicable.

e. Instructions to open and distribute either the DALs or DMLs with matching items or the items with matching DALs or DMLs, as appropriate.

#### 4.4.6 Optional Tray and Bundle Preparation

Mailers may prepare DALs or DMLs in letter trays according to 245.9.0 when DALs or DMLs are used in mailings of saturation flats or Product Samples. Bundles of saturation flats and bundles of Product Sample parcels to be distributed with DALs or DMLs may be prepared on 5-digit (and 5-digit scheme under L606 for parcels) pallets under 4.4.7. Do not use pallets when the Drop Shipment Product indicates the delivery unit that serves the 5-digit pallet destination cannot handle pallets. For such delivery units, mail with DALs or DMLs must be prepared in cartons or sacks. The tray(s) of corresponding DALs or DMLs must be placed on top of the accompanying pallet of flats, and the pallet contents must be secured with stretchwrap to avoid separation in transportation and processing. All containers must be labeled according to 4.4.5.

#### 4.4.7 Optional Container Preparation

Bundles of flats, bundles of Product Samples, and cartons or sacks of items may be placed on pallets meeting the standards in 705.8.0. Cartons or trays of DALs or DMLs must be placed on pallets with the corresponding items under 4.4 and 705.8.0. The USPS plant manager at whose facility a DAL or DML mailing is deposited may authorize other containers for the portion of the mailing to be delivered in that plant's service area.

### 4.5 Disposition of Excess or Undeliverable Material

The letter required under 4.4.1 must either request that the delivery office contact the mailer (or representative) about excess DALs, DMLs, or items, or provide instructions for their treatment. (If the mailer does not provide information about excess DALs, DMLs, or items, such material is disposed of as waste by USPS.) The mailer must choose one of the following options for each DAL or DML mailing and the items:

a. Disposal of any excess material as waste.

b. Return of the excess material to the mailer, postage due at the applicable single-piece price under 4.6.

c. Holding of the excess material for pickup by the mailer (or representative). If pickup is not made within 15 calendar days of the notice to the mailer, the material is returned to the mailer postage due.

d. Holding of the excess material while additional DALs, DMLs, or items are supplied (as applicable). If additional material is not supplied within 15 days of the notice to the mailer, the excess material is returned to the mailer postage due. Additional material must be sent prepaid to the delivery Post Office as First-Class Mail, First-Class Package Service — Retail, Priority Mail, or Priority Mail Express.

## 4.6 Postage

### 4.6.1 Prices

DAL or DML mailings are not eligible for automation prices, but the pieces may qualify for carrier route prices, subject to applicable standards. Mailers must pay a surcharge for each DAL or DML used with USPS Marketing Mail flats. See Notice 123—Price List for prices.

### 4.6.2 Postage Computation and Payment

Postage is computed based on the combined weight of the item and the accompanying DAL or DML. If the numbers of DALs/DMLs and items mailed are not identical, the number of pieces used to determine postage is the greater of the two. No postage refund is allowed in these situations. In addition, these methods of postage payment apply:

a. Periodicals flats must be prepaid. A notice of entry must appear in the upper right corner of the DAL or DML.

b. USPS Marketing Mail flats (except EDDM flats) and parcels and Bound Printed Matter pieces must be paid by permit imprint, which must appear on each DAL or DML.

c. A surcharge applies to each DAL or DML used in a USPS Marketing Mail flats mailing and to each DAL or DML used with pieces mailed at USPS Marketing Mail Product Sample saturation parcel prices.

### 4.6.3 Returns

Postage for excess or undeliverable DALs or DMLs that are properly endorsed or for items being returned is computed at the single-piece price (First-Class Mail, First-Class Package Service — Retail, Priority Mail, or Package Services) applicable to the combined weight of the DAL or DML, and the accompanying item, regardless of whether both are returned. The total amount due for returned material, which includes the return postage and the applicable address correction fee for each DAL, DML, or item returned, is collected when the material is returned to the mailer.

### 4.6.4 Additional Items

Postage for additional material (DALs, DMLs, or items) mailed to USPS under 4.5d must be prepaid as First-Class Mail, Priority Mail, or Priority Mail Express, subject to the eligibility standards for the price claimed and the conditions in 4.6.2.

# 5.0 Move Update Standards

## 5.1 Basic Standards

The Move Update standard requires the periodic matching of a mailer's address records with customer-filed change-of-address orders maintained by USPS. Each address, except for mail bearing an alternative address format (under 3.0), in a mailing at commercial First-Class Mail presorted or automation prices, USPS Marketing Mail, or Parcel Select Lightweight prices is subject to the Move Update standard and must meet these requirements:

a. Each address and associated addressee used on the mailpieces in a mailing must be updated within 95 days before the mailing date, with one of the USPS-approved methods in 5.2.

b. The Move Update standard is met when an address used on a mailpiece in a mailing at any class of mail is updated under 5.2, and the same address is used in a First-Class Mail, USPS Marketing Mail, or Parcel Select Lightweight mailing within 95 days after the address has been updated.

## 5.2 USPS-Approved Methods

The following methods are authorized for meeting the Move Update standard:

a. Address Change Service (ACS).

b. National Change of Address Linkage System (NCOALink). This includes both pre-mail NCOALink processing systems and the physical mailpiece processing equipment system: National Change of Address Linkage System Mail Processing Equipment (NCOALink MPE). See the NCOALink page (NCOALink MPE Solutions) available on PostalPro at *https://postalpro.usps.com* for more information on the MPE application.

c. Applicable ancillary service endorsements under 507.1.5.1 or 507.1.5.3, except "Forwarding Service Requested."

d. For First-Class Mail only: Mailer Move Update Process Certification and USPS-approved alternative methods for mailers with legitimate restrictions on incorporating USPS-supplied change-of-address information into their mailing lists. The National Customer Support Center (see 608.8.1 for address) administers and approves both Mailer Move Update Process Certification and alternative methods.

## 5.3 Move Update Verification

Mailers who submit any Full-Service volume in a calendar month will be verified pursuant to the Address Quality Census Measurement and Assessment Process beginning in the next calendar month. First-Class Mail and USPS Marketing Mail letter and flat-size mailpieces with addresses that have not been updated in accordance with the Move Update Standard will be subject to the Move Update assessment charge, if submitted via eDoc with unique Basic or Full-Service IMbs. Supporting details are described in Publication 685, *Publication for Streamlined Mail Acceptance for Letters and Flats,* available at *postalpro.usps.com.* The Move Update assessment charge will be assessed if:

a. The percent of all qualifying mailpieces submitted in a calendar month that have a COA error is greater than the 0.5-percent error threshold, as determined by an analysis of the data captured by mail processing equipment. Qualifying mailpieces using a Green & Secure Change Service Requested STID will be included in the count of all qualifying mailpieces submitted in a calendar month, but will be excluded from assessment.

b. Each mailpiece with an address containing COA errors in excess of the error threshold will be assessed the Move Update assessment charge.

**5.4 Mailer Certification**

The mailer's signature on the postage statement or electronic confirmation during eDoc submission certifies that the Move Update standard has been met for the address records, including each address in the corresponding mailing presented to the Postal Service.

## 6.0 ZIP Code Accuracy Standards

**6.1 Basic Standards**

Except for mail bearing a simplified address, addresses used on pieces in a mailing at all commercial First-Class Mail, nonbarcoded presorted Periodicals, USPS Marketing Mail, Parcel Select Lightweight, and Bound Printed Matter presorted and carrier route prices are subject to the ZIP Code accuracy standard and must meet these requirements:

a. Each address and associated 5-digit ZIP Code on the mailpieces in a mailing must be verified and corrected within 12 months before the mailing date with one of the USPS-approved methods in 6.2.

b. If an address used on a mailpiece in a mailing at one class of mail and price is verified and corrected with an approved method, the same address may be used during the following 12 months to meet the ZIP Code accuracy standard required for mailing at any other class of mail and price.

**6.2 USPS-Approved Methods**

The following methods meet the ZIP Code accuracy standard:

a. For computerized lists, Coding Accuracy Support System (CASS)-certified address matching software and current USPS City State Product, within a mailer's computer systems or through an authorized service provider.

b. For manually maintained lists or small computerized lists, options include the following:

1. Surveys of addressees on mailer's address list inquiring about the accuracy of ZIP Code information.
2. Any mailing list service in 507.8.0.
3. An authorized service provider.
4. CASS-certified matching software.
5. USPS Web site *www.usps.com*.

**6.3 Mailer Certification**

The mailer's signature on the postage statement certifies that the ZIP Code accuracy standard has been met for each address in the corresponding mailing presented to USPS.

## 7.0 Carrier Route Accuracy Standard

**7.1 Basic Standards**

[3-2-20] The carrier route accuracy standard is a means of ensuring that the carrier route code correctly matches the delivery address information. For the purposes of this standard, *address* means a specific address associated with a specific carrier route code. Addresses used on pieces claiming any Periodicals carrier route prices, any USPS Marketing Mail Enhanced Carrier Route prices (including DALs or DMLs used with Product Samples), or any Bound Printed Matter carrier route prices are subject to the carrier route accuracy standard and must meet the following requirements:

a. [3-2-20] Each address and associated carrier route code used on the mailpieces (DALs or DMLs) in a mailing must be updated within 90 days before the mailing date with one of the USPS-approved methods in 6.2.

b. Each individual address in the mailing is subject to the carrier route accuracy standard.

c. If the carrier route code (and accuracy) of an address, used on a mailpiece in a carrier route mailing at one class of mail and price, is updated with an approved method, the same address may be used during the following 90 days to meet the carrier route accuracy standard required for mailing at any other class of mail and price.

**7.2 Exception**

The carrier route accuracy standard does not apply to mail of any class bearing a simplified address format under 3.0.

**7.3 USPS-Approved Methods**

Carrier route coding must be performed using CASS-certified software and the current USPS Carrier Route Product or another Address Information System (AIS) product containing carrier route information subject to 509.1.0 and 9.0. Printed Carrier Route Files (schemes) may be used only for Periodicals carrier route mailpieces and for USPS Marketing Mail Enhanced Carrier Route flat-size mailpieces.

**7.4 Mailer Certification**

The mailer's signature on the postage statement certifies that the carrier route accuracy standard has been met for each address in the corresponding mailing presented to USPS.

# 8.0 Presort Accuracy Validation and Evaluation (PAVE)

## 8.1 Presort Accuracy Validation and Evaluation (PAVE)

### 8.1.1 Basic Information

The Presort Accuracy Validation and Evaluation (PAVE) program is a process to evaluate presort software and determine its accuracy in sorting address files under DMM standards. PAVE is available only to software and hardware manufacturers (i.e., companies that develop presort software or manufacture presorting equipment). PAVE certification does not guarantee acceptance of customer mail prepared with PAVE-validated hardware/software.

### 8.1.2 Process

PAVE evaluates the accuracy of presort products by providing test address files to vendors. Vendors process the test file(s) through their presort software or hardware and return the resulting postage statement facsimile(s) and other presort documentation to the USPS National Customer Support Center (NCSC) for evaluation of the answers. Each test file is evaluated for its accuracy of presort, compliance with current DMM standards, accuracy of sack/tray/pallet tag labels, and general acceptability of computer-generated facsimiles of postage statements and other presort documentation. If the answers are accurate, the vendor's presort product is validated for a 12-month period or until the end of the current annual period.

### 8.1.3 Participation

For information on participation in PAVE, presort product developers may request the *PAVE Program Technical Guide* from the NCSC by calling 1-800-238-3150. Participants may use the PAVE form included in that guide to order PAVE test files.

# 9.0 Coding Accuracy Support System (CASS)

## 9.1 Basic Information

### 9.1.1 Purpose

The Coding Accuracy Support System (CASS) improves the accuracy of delivery point codes, ZIP+4 codes, 5-digit ZIP Codes, and carrier route codes on mailpieces. CASS provides a common platform to measure the quality of address matching software and to diagnose and correct software problems.

### 9.1.2 Requirement

Any mailing claimed at an automation price must be produced from address lists properly matched and coded with CASS-certified address matching methods listed below. A mailer using multiline optical character readers (MLOCRs) to print delivery point barcodes on mailpieces must also obtain CASS certification (including Multiline Accuracy Support System (MASS)) for the address matching software used on the MLOCRs.

#### 9.1.3 Methods

Delivery point or ZIP+4 coding may be obtained by using the CASS-certified DPC address matching software with components DPV and LACS$^{Link}$; CASS-certified Z4CHANGE process; NCOA$^{Link}$; or DSF$^{2}$ process.

### 9.2 Software Certification

#### 9.2.1 General

Any user of address matching software that applies ZIP+4 codes to address lists to obtain an automation price must use address matching software that is CASS-certified. Address matching software used to ZIP+4 code address records must, as part of its process, return a standardized address to ensure that the ZIP+4 code or mailer-applied barcode represents the proper depth of code available. The original input address submitted for coding may also be returned. The CASS-certified address matching software must be used according to specific parameter settings (configurations) as described below.

#### 9.2.2 Software Configuration

All address lists used to produce mailings for automation prices must be matched and ZIP+4 coded with current CASS-certified software in line with the configuration standards shown below. Summary output reports or computer-generated facsimile Forms 3553 must contain information about the configuration used when processing the address list on the CASS-certified address matching software.

#### 9.2.3 Permissible Configurations

These are permissible configurations for address matching software:

a. Vendor-Supplied Software With Vendor CASS-certified Software Configurations. The software vendor is CASS-certified for specific configurations. The user is using that software as prescribed by the vendor and with the CASS-certified configurations obtained by the vendor.

b. Vendor-Supplied Software With User CASS-certified Software Configurations. The software user is using vendor-supplied software in a configuration not CASS-certified by the vendor but by the user.

c. User-Developed Software for Which User Obtained CASS Certification. The software user obtained individual user CASS certification for self-developed software and is using it as certified.

#### 9.2.4 Use

When used for ZIP+4 or delivery point barcoding, the address matching software and coding methods must have a valid CASS certification and use the current USPS ZIP+4 Product updated to include all applicable change transaction files.

### 9.3 Date of Address Matching and Coding

#### 9.3.1 Update Standards

Unless Z4CHANGE is used, all automation and carrier route mailings bearing addresses coded by any AIS product must be coded with current CASS-certified software and the current USPS database. Coding must be done within 90 days before the mailing date for all carrier route mailings and within 180 days before

the mailing date for all non-carrier route automation price mailings. All AIS products may be used immediately on release. New product releases must be included in address matching systems no later than 45 days after the release date. The overlap in dates for product use allows mailers adequate time to install the new data files and test their systems. Mailers are expected to update their systems with the latest data files as soon as practicable and need not wait until the "last permissible use" date. The mailer's signature on the postage statement certifies that this standard has been met when the corresponding mail is presented to USPS. The "current USPS database" product cycle is defined by the following table.

| **FILE RELEASE**<br>*Use of file released on...* | **REQUIRED USE**<br>*Must begin no later than...* | **LAST PERMISSIBLE USE**<br>*And must end no later than...* |
|---|---|---|
| February 15 | April 1 | May 31 |
| April 15 | June 1 | July 31 |
| June 15 | August 1 | September 30 |
| August 15 | October 1 | November 30 |
| October 15 | December 1 | January 31 |
| December 15 | February 1 | March 31 |

#### 9.3.2 Z4CHANGE List Matching

When using Z4CHANGE to match and code address lists for automation price mailings:

a. The entire address list must first be matched and ZIP+4 coded with current CASS-certified software and the current USPS ZIP+4 Product.

b. Every 60 days after the first matching, the address list must be processed through Z4CHANGE using USPS-certified software to identify changed records since the last update.

c. The changed records identified through the Z4CHANGE processing must then be matched and coded using current CASS-certified address matching software and the current ZIP+4 Product.

d. The entire address list must be rematched and ZIP+4 coded every 3 years using current CASS-certified software and the current USPS ZIP+4 Product.

### 9.4 Definitions—Mailing and Address Lists

For this section, *mailing list or address list* is the group of names and addresses to which mailpieces in the corresponding mailing are addressed. Whether the addresses used in a mailing are obtained from a single list or from two or more lists (whole lists or extracts of those lists), each list used to produce a mailing claimed at an automation price must meet the standards in 9.0.

### 9.5 Documentation

#### 9.5.1 PS Form 3553

Unless excepted by standard, the mailer must complete a PS Form 3553 for each mailing claimed at all automation prices and all carrier route prices. A computer-generated facsimile may be used if it contains the required data

elements in a format similar to the USPS form. The data recorded on PS Form 3553 must refer only to the address list used to produce the mailing with which it is presented. The postage statement must be annotated in the block(s) provided to reflect the date when address matching and coding were performed. When a mailing is produced using multiple lists, the mailer must show the earliest (oldest) date of address matching and coding (shown on PS Form 3553, section B2). The mailer certifies compliance with this standard when signing the corresponding postage statement.

### 9.5.2 Retention Period

PS Form 3553 and other documentation must be retained by the mailer or the mailer's agent for 1 year from the date of mailing and be made available to the USPS on 24-hour notice.

### 9.5.3 Using Output Information

The data recorded on PS Form 3553 is taken from the summary output report generated by the computer process by which address lists are matched and ZIP+4 coded using CASS-certified software. The summary output information may also be generated as a facsimile PS Form 3553. PS Form 3553 may show summary output information for a single address list or consolidate summary output information from multiple address lists combined to produce a single mailing. Figures on PS Form 3553 are not required to match total mailpiece figures on the corresponding postage statement.

### 9.5.4 Providing Required Data

Summary output reports or computer-generated PS Forms 3553 must contain this information:

a. CASS-certified company name as it appears on the CASS certificate; name and software version that received CASS certification; and the software configuration used when processing the address list.

b. Name of the list processor using the CASS-certified software to match and code the address list, the date the address list was processed, the date of the USPS database used to code the address list, the address list name or identification number, the total number of address records on the list submitted for coding, the total number of address records successfully coded to the appropriate depth of code, and the valid dates for the records successfully coded.

### 9.5.5 Using a Single List

When a mailing is produced using all or part of a single address list, the mailer must retain one PS Form 3553 and other required documentation reflecting the summary output information for the entire list, as obtained when the list was coded. When the same address list is used for other mailings within 180 days of the date it was matched and coded, a copy of the PS Form 3553 must be retained with the documentation for each mailing.

### 9.5.6 Using Multiple Lists

When a mailing is produced using multiple address lists, the mailer must retain a consolidated PS Form 3553 summarizing the individual summary output and/or facsimile PS Forms 3553 for each list used (and other required documentation).

As an alternative, the mailer may combine the addresses selected from the multiple lists into a single new list, reprocess the addresses using CASS-certified address matching software, and retain one PS Form 3553 for the summary output generated by that process.

#### 9.5.7 Using CASS Certificate

If the name of the CASS-certified company entered on PS Form 3553 does not appear on the list published by USPS, a copy of the CASS certificate for the software used also must be retained by the mailer with the documentation.

### 9.6 CASS Certification

#### 9.6.1 Testing Arrangements

To obtain information on standards and arrange for testing of carrier route, ZIP+4, or delivery point address matching software, contact the National Customer Support Center by calling 1-800-238-3150, or by writing to the CASS Certification Department, National Customer Support Center (see 608.8.0 for address).

#### 9.6.2 CASS Stage I

The CASS certification process is a two-stage procedure. Stage I is a test file with answers supplied on request to customers wanting to certify an address matching software product. The Stage I file contains fabricated sample addresses from address ranges across the country with missing or incorrect address elements. The correct answers supplied on this Stage I test file allow self-assessment of address matching software/hardware accuracy so that software/hardware vendors or users can predetermine product readiness for the actual test.

#### 9.6.3 CASS Stage II

The Stage II file is the actual test without answers. This test measures the accuracy of address matching software/hardware. Similar to the Stage I file, the Stage II file contains fabricated sample addresses from address ranges across the country with missing or incorrect address elements that the address matching software must correct. Software vendors or users process the Stage II file against their address matching products, appending the correct or missing information in each address record. After completing the test, the vendor or user returns the Stage II file to USPS for analysis, scoring, and, if qualified, certification. For multiline optical character readers (MLOCRs) and encoding stations, CASS certification is obtained by barcoding sample mailpieces in a test deck. After completing the test, the vendor or user returns the test deck to the USPS for analysis, scoring, and, if qualified, certification.

#### 9.6.4 Certification Standards

To be CASS-certified:

a. Delivery point code address matching software/hardware must correctly ZIP+4 code the addresses in the Stage II file or test deck with an accuracy rate determined by the CASS Certification Department and must correctly append the additional two digits of the delivery point code (plus a check digit) to the Stage II file or test deck with 100 percent accuracy.

b. A 2-digit utility (separate or stand-alone address matching software that appends only the correct 2-digit DP9019C information) must use the standardized address information returned by DPC address matching software when determining the correct delivery point code. A 2-digit utility must assign the 2-digit delivery point code (plus a check digit) to the addresses in the Stage II file with 100% accuracy.

c. Address matching software used to assign 5-digit ZIP Codes and carrier route codes must assign the appropriate codes to the Stage II file with an accuracy rate determined by the CASS Certification Department.

#### 9.6.5 Customer Notification

The USPS sends written notice informing the customer of the results of the analysis and the product certification status. Follow-up notification is mailed to remind previously certified vendors and users of the next certification.

## 10.0 Dual Shipping Labels

Dual shipping labels are used by private shipper to identify both the Postal Service and a private carrier as possible delivery agents. Items bearing dual shipping labels that are not tendered to the Postal Service for delivery must clearly indicate the private shipper responsible for delivering the item.

# 604 Postage Payment Methods and Refunds

**Overview**

1.0 Stamps
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4.0 Postage Meters and PC Postage Products (“Postage Evidencing Systems”)
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9.0 Exchanges and Refunds
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## 1.0 Stamps

### 1.1 Postage Stamp Denominations

Postage stamps are available in the following denominations:

| TYPE AND FORMAT | | DENOMINATION |
|---|---|---|
| **Regular Postage** | Panes | $0.01, .02, .03, .04, .05, .10, $1, $2, $5, $7.35, $10, and $25.50 |
| | Coils of 3,000 stamps | $0.01, 0.2, 0.3, 0.4, 0.5, and .10 |
| | Coils of 10,000 stamps | $0.01, .02, .03, .04, .05, and .10 |
| **Precanceled Presorted Price Postage – First-Class Mail and USPS Marketing Mail** | Coils of 500, 3,000, and 10,000 stamps | Various nondenominated (available only to permit holders). |
| **Semipostal** | Breast Cancer Research, Save Vanishing Species, & Alzheimer’s stamps | Postage value equivalent to FCM single-piece 1-ounce stamped letter price. Price also includes a contribution to the specific cause and a nominal amount to offset costs incurred by the Postal Service in managing the Semipostal program of not less than 15 percent. |

| TYPE AND FORMAT | | DENOMINATION |
|---|---|---|
| **Forever Stamp** (Nondenominated) | Panes of up to 20 stamps | If labelled "Forever," the current FCM 1-ounce stamped letter price. |
| | Booklets of 10 and 20 stamps | |
| | Coils of 50, 100, 3,000, and 10,000 stamps | |
| | Panes of up to 20 stamps | The following nondenominated stamps will always be equal in value to the applicable price for the price category printed on them, at the time of use:<br>•The current FCM additional-ounce price<br>•FCM non-machineable surcharge price<br>•FCM 2-ounce stamped letter price<br>•FCM 3-ounce stamped letter price<br>•FCM postcard price |
| | Coils of 100 stamps | The current FCM additional-ounce price and FCM postcard price. |
| | Panes of up to 10 stamps | If labeled "Global Forever," the current FCMI 1-ounce stamped letter price. |

**1.2 Postage Stamps Valid for Use**

All postage stamps issued by the United States since 1860, unless listed in 1.3, are valid for postage from any point in the United States or from any other place where U.S. Mail service operates. Precanceled stamps may be used to pay regular postage and fees for extra services if the mailpiece is endorsed under the standards for the class of mail and service requested. Precanceled postage may be used only by permit holders authorized under 3.0. Unless excepted by standard, the total postage affixed must equal at least the postage charge for the class of the mail and, if applicable, the fee for the extra service requested. All nondenominated postage and makeup price stamps, including official mail stamps, are valid at the original prices of issue. Exception: Semipostal stamps.

**1.3 Postage Stamps Invalid for Use**

The following are not valid to pay postage for U.S. domestic or U.S.-originated international mail:

a. Postage due, special delivery, special handling, and Certified Mail stamps.

b. Stamps of other countries.

c. United Nations stamps, unless on mail deposited at the United Nations, NY.

d. U.S. stamps that are mutilated or defaced; cut from stamped envelopes, aerogrammes, or stamped cards; covered or coated in such a manner that canceling or defacing marks cannot be printed onto the stamps; or overprinted with an unauthorized design, message, or other marking.

e. Nonpostage stamps, such as migratory-bird hunting and conservation stamps, U.S. saving and thrift stamps.

**1.4 Imitations of Stamps**

Matter bearing imitations of postage stamps, in adhesive or printed form, or private seals or stickers resembling a postage stamp in form and design, is not acceptable for mailing.

**1.5 Imitations of Markings**

Matter bearing decorative markings and designs, in adhesive or printed form, resembling the markings and designs of official postal services, is not accepted for mailing (see Exhibit 1.5).

**Exhibit 1.5 Prohibited Imitations**

**1.6 Stamp Image Use**

Postmasters may not advise the public about the reproduction of foreign or domestic postage stamps.

**1.7 Position of Stamp on Mailpiece**

Stamps must be affixed firmly in the upper right corner of the address side of the mail cover. Any stamp partly concealed by an overlapping stamp may not be counted as postage.

**1.8 Reuse of Stamps**

Reuse of stamps with intent to cause loss to the government or the USPS is punishable by fine and imprisonment.

**1.9 Perforating Stamps**

Postage stamps may be marked with perforation holes. The mark may not cover more than 1/4 square inch (1/2 inch by 1/2 inch) of the stamp, and the diameter of the holes may not exceed 1/32 inch.

**1.10 Additional Standards for Forever Stamps**

Forever stamps are sold for the price of the current First-Class Mail single-piece 1-ounce letter price. The postage value of each forever stamp is the current First-Class Mail single-piece 1-ounce letter price. Forever stamps may be used only on single-piece price mail.

**1.11 Additional Standards for Semipostal Stamps**

Semipostal stamps are subject to the following special conditions:

a. Semipostal stamps are stamps sold for a price that exceeds the postage value of the stamp. The difference between the price and postage value (also known as the "differential") less an offset for reasonable USPS costs, as determined by the USPS, is contributed to a specific cause. Semipostal stamps are offered for sale for a limited time as provided by law or by the USPS. There are two types of Semipostal stamps: congressionally mandated and discretionary. The USPS is limited to two congressionally mandated semipostal stamps and five discretionary semipostal stamps, to be issued one at a time, for two year terms over a 10-year period.

b. The following semipostal stamps are available for sale:

1. The *Breast Cancer Research* semipostal stamp (congressionally mandated). The difference between the purchase price and the First-Class Mail single-piece first-ounce letter price in effect at the time of purchase constitutes a contribution to breast cancer research and cannot be used to pay postage. Funds (net of reasonable USPS costs) from the sale of the Breast Cancer Research semipostal stamp are transferred to the Department of Defense and the National Institutes of Health.

2. The *Save Vanishing Species* semipostal stamp (congressionally mandated). The difference between the purchase price and the First-Class Mail single-piece first-ounce letter price in effect at the time of purchase constitutes a contribution to the Multinational Species Conservation Funds. Funds (net of reasonable USPS costs) from the sale of the *Save Vanishing Species* semipostal stamps are transferred to the United States Fish and Wildlife Service.

3. The *Alzheimer's* semipostal stamp (discretionary). The difference between the purchase price and the First-Class Mail single-piece first-ounce letter price in effect at the time of purchase constitutes a contribution to the National Institutes of Health, which is part of the U.S. Department of Health and Human Services. Funds (net of reasonable USPS costs) from the sale of the *Alzheimer's* semipostal stamps are transferred to the National Institutes of Health.

c. The postage value of each semipostal stamp is the First-Class Mail single-piece first-ounce letter price in effect at the time of purchase. Additional postage must be affixed to pieces weighing in excess of 1 ounce, pieces subject to the nonmachinable surcharge, or pieces for which extra services have been requested. The postage value of semipostal stamps purchased before any subsequent change in the First-Class Mail single-piece first-ounce letter price is unaffected by any subsequent change in that price. The purchase price is listed in 1.1.

**1.12 Paying for Stamps**

Payment may be made in U.S. currency. Foreign or mutilated money is not acceptable. The USPS may require payment of the exact amount of the purchase. Checks are acceptable subject to USPS check-acceptance policy and the assessment of charges to the customer for an uncollectible check returned by the bank. Checks must be drawn on a U.S. bank. The customer must use a money order or certified check if the amount due is sent by mail. Precanceled stamps may not be purchased with a credit card.

**1.13 Seals and Stickers**

The nonaddress side of mail may have seals or stickers, if they do not imitate postage stamps and do not have words, numerals, or other markings indicating a value.

# 2.0 Stamped Stationery

## 2.1 Plain Stamped Envelope

### 2.1.1 Fee

Fee is in addition to the postage value preprinted on the envelope. See Notice 123—Price List.

### 2.1.2 Availability

Plain stamped envelopes are available at all Post Offices. Only sizes 6-3/4 and 10 envelopes are sold in less than full box lots (a full box contains 500 envelopes).

### 2.1.3 Envelope Dimensions

Envelope dimensions, which can vary 1/16 inch, are as follows:

a. Size 6-3/4: 3-5/8 by 6-1/2 inches.

b. Size 10: 4-1/8 by 9-1/2 inches.

c. Intermediate sizes (between 6-3/4 and 10, as determined by surface area in square inches) are not less than 6-1/2 or more than 9-1/2 inches long, not less than 3-5/8 or more than 5 inches high, have a surface area of not more than 39 square inches, and have an aspect ratio (length divided by height) not less than 1.3 or more than 2.5.

### 2.1.4 Window Sizes

Window envelopes are available with these window sizes:

a. The standard window is 1-1/8 inches high and 4-3/4 inches wide, and is placed 5/8 inch from the bottom edge of the envelope.

b. In size 6-3/4 envelopes, the window is 7/8 inch from the left edge; in size 10 envelopes, 1 inch from the left edge.

c. On double window envelopes, the second window (designed for a return address) is 1/2 inch from the top and left edges, and measures 3/4 inch high and 2-1/2 inches wide.

d. Other window sizes and locations can be produced, if the window size is not more than 1-1/2 inches high and 5 inches wide, and the window is not less than 3/8 inch from any envelope edge. Windows must allow compliance with general USPS addressing guidelines.

#### 2.1.5 Imprinting

Stamped envelopes may be privately imprinted in any style, if at least 3-1/2 inches of clear space remains at the right end of the address side.

### 2.2 Personalized Stamped Envelopes

#### 2.2.1 Fee

Fee is in addition to the postage value preprinted on the envelope. See Notice 123—Price List.

#### 2.2.2 Availability

Personalized envelopes (stamped envelopes imprinted with a return address) are available online at usps.com/pse, by phone at 800 782-6724 or by mail order. Customers may mail Form 3203, with the full payment (by credit card, check drawn on U.S bank or money order) for the envelopes ordered, to Stamp Fulfillment Services (see 608.8.0 for address).

#### 2.2.3 Printing Specifications

All printing on personalized envelopes is subject to these specifications:

a. Any line of printing is limited to 47 characters and spaces (40 if all uppercase).

b. The total number of lines is limited to seven.

c. The last two lines of printing must be reserved for the street address or Post Office box number where mail is to be delivered, and the city, state, and ZIP Code.

d. Stamp Development, USPS Headquarters, must approve any printing not permitted under 2.2.4 through 2.2.6. Requests for nonstandard printing are considered on orders of one million or more identical envelopes. Stamp Development's decision is final.

e. Each envelope must bear a return address printed in uppercase and lowercase letters, with flush left margin.

#### 2.2.4 Printed Return Address Standards

The printed return address must include the local address that includes a street address; a Post Office box number; a rural route and box number; a building name, room number, and street address; or both a street address and Post Office box number; and the name of the Post Office or branch Post Office, state, and either the ZIP+4 or the 5-digit ZIP Code. The ZIP Code must be correct for the address on the line immediately preceding the city and state. The postmaster determines whether the address is adequate to ensure return of undeliverable mail.

#### 2.2.5 Printed Return Address Options

The printed return address may include:

a. The name and title of an individual, or the name of a firm, corporation, institution, association, or society.

b. Descriptive words that represent business or professional names.

c. The branch or department name of a business if necessary to ensure return of undeliverable mail.

d. The telephone number of an individual or group if printed immediately preceding the local address.

e. A brief advertising statement or descriptive phrase following the name or on up to two separate lines. Indecent matter may not appear on wrappers or envelopes (18 USC 1463).

### 2.2.6 Optional Information

The following endorsements and instructions printed in at least 8-point type may be included as part of the return address:

a. Any ancillary service endorsement under 507.1.1 through 507.1.9 that requests address correction, forwarding, or return appropriate for the intended class of mail (e.g., "Address Service Requested"). The endorsement must appear directly below the return address, separated with a minimum clear space of 1/4 inch.

b. Any sender instruction that specifies a period for holding mail, not fewer than 3 and not more than 30 days. The instruction must appear directly above the return address.

### 2.2.7 Premium Options

Personalized stamped envelopes may be ordered with the following premium options:

a. Pressure-sensitive sealing.

b. 10-point or 12-point font size.

c. Script, Times New Roman, or Rockwell font style.

d. Blue, red, or green font color.

### 2.2.8 Rejected Envelopes

A customer may reject personalized envelope orders for defective manufacture or mistakes in printing, denomination, size, etc.:

a. If the purchaser's error, only the value of the postage is refunded. Such a refund may be made at a Post Office or by returning the envelopes to Stamp Fulfillment Services (see 608.8.0 for address). If the customer wants the envelopes replaced instead, the customer must pay the difference between the full selling price of the envelopes and the postage value. The customer must include an explanation for rejecting the envelopes in a request for replacement or refund.

b. If an error is made by the USPS, Stamp Fulfillment Services refunds the total cost of the envelopes. The envelopes must be returned to Stamp Fulfillment Services (see 608.8.0 for address) with an explanation of the error. Only the customer whose name is in the return address, or the customer's

representative, may submit rejected personalized envelopes for a refund. Rather than seeking a refund, the customer may request that the envelopes be replaced.

## 2.3 Other Stationery

### 2.3.1 Stamped Cards

### 2.3.2 Fee for Stamped Cards

Fee is in addition to the postage value preprinted on the card. See Notice 123—Price List.

### 2.3.3 Validity of Postal Stationery

All stamped envelopes, stamped cards (formerly called “postal cards”), and aerogrammes issued by the United States since 1873 are valid for postage from any point in the United States or from any other place where U.S. domestic mail service operates, under the same conditions as for postage stamps in 1.0.

### 2.3.4 Printing Specifications

All printing of personalized stamped cards is subject to these conditions:

a. Any line of printing is limited to 31 characters and spaces (24 if all uppercase).

b. The total number of lines is limited to five.

c. The last two lines of printing must be reserved for the street address or Post Office box number where mail is to be delivered, and the city, state, and ZIP Code.

d. Stamp Development, USPS Headquarters, must approve any printing not permitted under 2.2.4 through 2.2.6. Requests for nonstandard printing are considered on orders of one million or more identical cards. Stamp Development’s decision is final.

e. Each stamped card must bear a return address printed in uppercase and lowercase letters, with flush left margin, using Arial, 8 point black type. The firm name or main lines are in bold type.

## 2.4 Stamp Fulfillment Services

### 2.4.1 Description

Stamp Fulfillment Services provides the fulfillment of stamp orders placed by customers via mail, phone, fax, or online to the Stamp Fulfillment Services organization. Stamp Fulfillment Services charges handling fees associated with fulfilling stamp orders. The fees vary depending on the dollar amount of the order. All prices and fees are listed on Notice 123—Price List.

# 3.0 Precanceled Stamps

## 3.1 General Information

### 3.1.1 Definition

Precanceling is the cancellation of adhesive postage, stamped envelopes, or stamped cards before mailing. Precanceling may be done by the mailer under a postal permit, or mailers may purchase precanceled stamps bearing a price category from USPS.

### 3.1.2 Use of Precanceled Stamps

Except as provided in 3.1.3, precanceled postage is an optional postage payment method for mailings at Presorted and automation First-Class Mail prices and at all USPS Marketing Mail prices.

### 3.1.3 Prohibited Use of Precanceled Stamps

Precanceled postage stamps may not be used for mailing purposes on boxes, tubes, and similar containers, or on other containers designed to be reusable for mailing purposes as defined under 604.6.4.

### 3.1.4 Documentation

Unless excepted by standard, a precanceled stamp mailing must be accompanied by documentation subject to the standards for documentation for each class of mail if the mailing contains nonidentical-weight pieces or pieces without the full postage at the applicable price.

### 3.1.5 Amount of Postage

[1-26-20] The value of precanceled stamps affixed to each piece in a mailing must be either the exact amount due or the exact monetary value of the USPS precanceled stamp appropriate to the price category of the mailpiece. Unless permitted by other standards or Business Acceptance Solutions authorization, the same monetary value of stamp(s) must be affixed to every piece in the mailing. Refunds for overpayment must meet the standards in 9.0.

### 3.1.6 Depositing Precanceled Stamp Mailings

Mail bearing precanceled postage must be presented to the Post Office where the permit is held, at the times and places designated by the postmaster. Mail bearing precanceled postage must not be deposited in street collection boxes.

### 3.1.7 Combining Precanceled Stamps With Other Postage Payment Methods

Precanceled mail may be combined in a mailing with mail paid with other means only if authorized by USPS.

### 3.1.8 Return Address

Except for mailpieces otherwise requiring a return address under 602.1.5.3, USPS Marketing Mail pieces, 13 ounces or less and bearing stamps precanceled with a mailer's postmark, are not required to include a return address. All other

mailpieces bearing precanceled stamps must have a complete domestic return address. Mailpieces bearing precanceled stamps and any return addresses outside the Post Office of mailing must meet one of the following standards:

a. At the time of mailing, the mailer must submit a duplicate of the postage statement and a sample mailpiece, enclosed in a stamped envelope and addressed to the postmaster at the Post Office of the return address.

b. The mailer must put a cancellation endorsement to the left of the postage showing the city, two-letter state abbreviation, and ZIP Code of the office of mailing.

c. The mailer must use the cancellation endorsement "Mailed From ZIP Code" followed by the 5-digit ZIP Code assigned to the postmaster at the office of mailing.

#### 3.1.9 Markings and Endorsements

Whether the mailer or the USPS precanceled the stamps, each mailpiece with precanceled postage must bear markings and endorsements required for the price claimed or services requested.

### 3.2 Permit to Use Precanceled Stamps

#### 3.2.1 Authorization to Use Precanceled Stamps

Mailers who want to use USPS-precanceled stamps and stamped envelopes must complete PS Form 3615 and file it at the Post Office where mailings are to be deposited. Customers must provide with the completed PS Form 3615 acceptable primary and secondary forms of identification as specified under 608.10.0. If an applicant has a completed PS Form 3615 on file for other services, precanceled authorization is annotated on the existing application. There is no fee for this permit.

#### 3.2.2 Revocation of Precanceled Stamp Permit

A permit may be revoked if used in operating any unlawful scheme or enterprise, or for buying or acquiring stamps or mailer's precancel postmarks for other than mailing, or for failing to comply with the format requirement or instructions on PS Form 3615. The permit holder has 10 days to file a written statement showing why the permit should not be revoked. The manager, customer service support (district), issues the decision on such appeals.

### 3.3 USPS Precanceled Stamps

USPS precanceled stamps are preprinted with a price category as the precancellation method. The following also applies:

a. [1-26-20] Unless used to pay single-piece postage as specified in 3.3d or to pay postage as specified in 3.5 or 3.6, or permitted by other standards or Business Acceptance Solutions authorization, only one USPS precanceled stamp may be affixed to each piece in a mailing.

b. Mailpieces bearing a USPS precanceled stamp must include the return address.

c. If the return address is not within the delivery area of the Post Office of mailing, the mailer must place a cancellation endorsement on the piece or provide mailing information to the Post Office shown in the return address.

d. USPS precanceled stamps may be used to pay single-piece postage if the piece bearing the stamps has the correct marking (e.g., "First-Class Mail") immediately under the postage.

## 3.4 Precancellation of Stamps by Mailer

### 3.4.1 Definition of Stamps Precanceled by Mailer

A mailer meeting the standards in 3.4 may precancel adhesive stamps, stamped cards, and stamped envelopes with a mailer's precancel postmark. Mailers authorized under 3.4 may precancel one or more postage stamps provided the total of the postage on the mailpiece equals the exact monetary value of the corresponding USPS precanceled stamp appropriate to the price category of the mailpiece. Stamped cards are precanceled at the time of printing and do not require a mailer's precancel postmark.

### 3.4.2 Authorization to Precancel Stamps

A mailer must request authorization to preprint price markings on precanceled stamps or to use a precancel postmark on adhesive stamps, stamped cards, and stamped envelopes. The applicant must submit a specimen mailpiece showing the preprinting method or proposed precancel postmark. If more than one preprinted marking is prepared or more than one format is used, a specimen for each must be submitted. Form 3615 must be endorsed "Preprinting of Price Markings," or "Mailer's Precancel Postmark," or both, as appropriate. The application and format samples must be submitted to the postmaster of the office where the precanceled mailings are to be deposited for approval by the district Business Mail Entry manager. If the application and samples are approved, the applicant receives written notice of approval from the postmaster and a unique permit number assigned by the postmaster.

### 3.4.3 Authorization Conditions

Mailer precancellation is authorized only for the specimen mailpieces submitted and approved. After that, a specimen must be submitted and approved for each new precancel postmark format or preprinted marking to be used.

### 3.4.4 Denial of Authorization to Precancel Stamps

If the application and format samples are not approved by the district Business Mail Entry manager, the applicant receives written notice from the postmaster stating the reasons for the denial and the applicant's appeal rights. The applicant may file a written appeal with the Pricing and Classification Service Center (PCSC). (See 608.8.4.)

### 3.4.5 Revocation of Authorization to Precancel Stamps

A permit may be revoked for operating any unlawful scheme or enterprise, for buying or acquiring stamps for other than mailing, or for failing to comply with the required format standards. Within 10 days of receipt of the revocation notice, the permit holder may file a written appeal with the PCSC. (See 608.8.4.) The PCSC issues the final agency decision.

### 3.4.6 Design and Content of Mailer's Postmark

The mailer's precancel postmark must contain specific elements:

a. The mailing date (day, month, and year) if used on First-Class Mail; the month and year of mailing may be shown on USPS Marketing Mail.

b. The words "Mailer's Postmark" followed by the permit number and enough lines to deface (cancel) the postage.

c. Either the city, state, and 5-digit ZIP Code of the Post Office where the precancel permit is held and the mailing is to be deposited, or the words "Mailed From ZIP Code" followed by the 5-digit ZIP Code of the mailing office. (If that Post Office is assigned more than one 5-digit ZIP Code, the precancel postmark must show the 5-digit ZIP Code assigned to the postmaster.)

### 3.4.7 Price Marking

The precancel postmark may include the words or authorized abbreviations of the price marking required for the price claimed. Alternatively, if authorized under 3.4.2, the mailer may preprint price markings required by other standards on adhesive stamps to be used for mailings at the corresponding prices. Such preprinted markings must be in uppercase letters of at least 6-point type, printed in black indelible ink on the stamp where optimum contrast is possible. A preprinted price marking applied by the mailer, by itself or with a precancel postmark, must not obscure other printing on the stamp that is part of the USPS design (e.g., "USA").

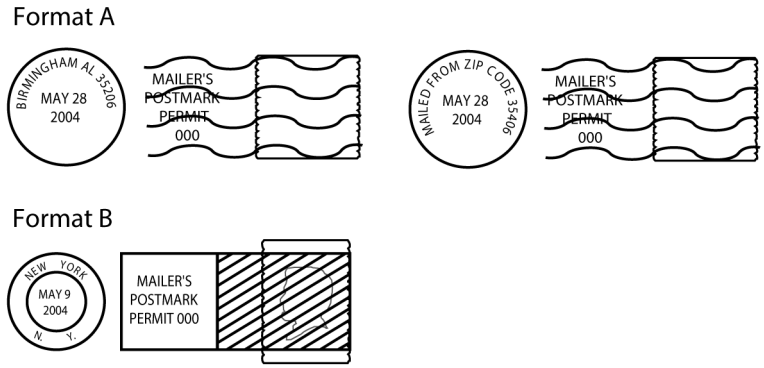
### 3.4.8 Cancellation of Stamps

Black ink must be used for cancellation. It must provide enough indelibility and contrast to prevent reuse of the stamps. The precancel permit number must not be obscured by the cancellation.

### 3.4.9 Required Format

A mailer must use one of the Format A designs in Exhibit 3.4.9. Format B may be used only by a mailer previously authorized to do so and who has the necessary die. The only permissible alternative or modification to any format is the addition of a price marking permitted by 3.4.7.

**Exhibit 3.4.9 Format for Mailer's Precancel Postmarks**




### 3.5 Stamp Collectors

Subject to USPS policy in 608.4.0, precanceled postage may be bought for philatelic purposes as well as postage payment. A stamp collector may mail matter bearing precanceled postage if the collector has a permit to use precanceled postage at the Post Office where the mail is presented. Creating philatelic oddities or precanceling issues or denominations that would not otherwise see legitimate mail use is not permitted. Mail orders must include a stamped, self-addressed envelope.

### 3.6 Using High Value Stamps

If precanceled postage on a single piece is more than $1.00, the precanceled stamps must be overprinted or handstamped in black ink with the mailer's initials and the numerical abbreviations of the month and year for use (e.g., "A. B. Co. 9-78"). These stamps are acceptable on mail during the month shown and through the 10th of the following month.

## 4.0 Postage Meters and PC Postage Products ("Postage Evidencing Systems")

### 4.1 Basic Information

#### 4.1.1 Definitions

Postage meters and PC Postage products are collectively identified as "postage evidencing systems." A postage evidencing system is a device or system of components a customer uses to print evidence that postage required for mailing has been paid. Postage evidencing systems print indicia such as information-based indicia (IBI) or intelligent mail indicia (IMI), to indicate postage payment. Customers print indicia directly on a mailpiece or on a label that is affixed to a mailpiece. Customers must place indicia in the upper-right corner of the mailpiece or label, according to 4.3.3. When used to apply postage to commercial mailings, the postage evidencing system indicia must bear the numerical value of postage.

### 4.1.2 Product Categories

Product categories include postage meters and PC Postage products. The primary characteristics of postage meters and PC Postage products are described below:

a. Postage meters are devices that allow download, storage, and accounting of postage in the device. Meters print indicia that may be IBI or IMI, to indicate postage payment and are digitally generated indicia that include a two-dimensional barcode. IBI are digitally generated indicia that include a two-dimensional barcode. Postage meters are available only through authorized providers. Meters may only be leased or rented and may not be sold or resold. Some components of metering systems may be purchased as authorized by USPS.

b. PC Postage products allow customers to purchase and print postage with IBI or IMI indicia directly onto mailpieces, shipping labels, and USPS-approved customized labels.

c. USPS-approved commercial providers offer PC Postage products for customers through subscription service agreements.

### 4.1.3 Authorized Meter Providers

[3-2-20] The following providers are authorized:

DATA-PAC MAILING SYSTEMS CORP
1217 BAY RD
WEBSTER NY 14580-1958
800-355-1755
*www.data-pac.com*

FP MAILING SOLUTIONS
140 N MITCHELL CT STE 200
ADDISON IL 60101-5629
800-341-6052

PITNEY BOWES INC
1 ELMCROFT RD
STAMFORD CT 06926-0700
800-322-8000
*www.pitneybowes.com*
*www.fp-usa.com*

QUADIENT INC
478 WHEELERS FARMS RD
MILFORD CT 06461
800-624-7892
*www.quadient.com*

#### 4.1.4 Authorized PC Postage Providers

The following providers are authorized:

EASYPOST
345 CALIFORNIA ST 10th FLOOR
SAN FRANCISCO CA 94104-2606
415-624-8441 (email preferred – *support@easypost.com)*
*www.easypost.com*

ENDICIA.COM
278 CASTRO ST
MOUNTAIN VIEW, CA 94041-1204
800-576-3279 x140
*www.endicia.com*

PITNEY BOWES INC
1 ELMCROFT RD
STAMFORD CT 06926-0700
800-322-8000
*www.pitneybowes.com*

STAMPS.COM
1990 E. GRAND AVE
EL SEGUNDO CA 90245-5013
888-434-0055
*www.stamps.com*

#### 4.1.5 Authorized Classes of Mail

Mailers may use postage evidencing systems to affix or apply indicia on any class of mail except Periodicals and Bound Printed Matter. PC Postage products may be used for USPS Retail Ground only by USPS-Approved Shippers.

### 4.2 Authorization to Use Postage Evidencing Systems

#### 4.2.1 Customer Agreement

Customers must enter into an agreement with the USPS for authorization to use postage evidencing systems. By entering into the agreement, the customer accepts responsibility for control and use of the system and agrees to abide by all rules and regulations governing its use. The following conditions apply to these agreements:

a. Customers enter into an agreement with USPS (e.g., via electronic click-through or contract signature) in conjunction with executing a separate agreement with the provider for rental, lease, or use of a postage evidencing system. Actual implementation of the agreement with USPS varies by product category and provider and is typically facilitated by the provider on behalf of USPS. Postage evidencing systems are rented or leased. They may not be purchased, sold, or resold.

b. A meter lease or rental agreement with an authorized provider is required for postage meter use. Registration with an authorized provider is required for PC Postage system use.

c. The customer must provide updated address information to the provider in the event of relocation.

d. The customer agrees to make the postage meter available for provider or USPS examination upon request.

e. The customer agrees to promptly report a defective meter, or loss or theft of a meter, to the provider.

#### 4.2.2 Authorized Possession

Only authorized customers may possess or use postage evidencing systems. Customers must surrender postage evidencing systems to the provider or its agent as follows:

a. Upon termination of the lease or rental agreement.

b. Upon device malfunction.

c. Upon a 30-day notice by the USPS in writing.

#### 4.2.3 Use Outside the United States

[1-26-20] The director, Commercial Payment (see 608.8.0 for address), must give specific approval to the provider before the provider may place or operate a postage evidencing system for use outside the customs territory of the United States.

#### 4.2.4 Denial of Use

The customer authorized to use a postage evidencing system may be denied use when the customer:

a. Fails to comply with mailing standards.

b. Submits false or incomplete information.

c. Enters mailpieces for which there is a postage discrepancy into the mailstream.

#### 4.2.5 Surrender of Postage Evidencing System

If authorization to use a Postage Evidencing System is denied, the customer must surrender the systems, upon request, to the service provider, or USPS authorized agent.

### 4.3 Postage Payment

#### 4.3.1 Paying for Postage

The numerical value of postage displayed (in dollars and cents) on each mailpiece must be equal to or greater than the amount due for the applicable price and any extra service fees, or another amount permitted by mailing standards. Authorized USPS payment options vary by provider and product category.

### 4.3.2 Legibility of Postage

Postage indicia must be legible (readable by mail processing equipment) and meet the reflectance measurements in 204.1.3. Illegible or unreadable (unscannable) indicia are not acceptable as payment of postage. The postage amount must be shown in dollars and cents (e.g., $0.49).

### 4.3.3 Placement of Postage

[1-26-20] Customers must print or apply indicia in the upper-right corner of the envelope or, if postage is printed on an address label, the upper-right corner of that label. When placing indicia on mailpieces, customers must position indicia at least 1/4 inch from the right edge of the mailpiece and 1/4 inch from the top edge of the mailpiece and as follows:

a. Position indicia within the required boundaries. The boundaries of indicia are defined by the right edge of the envelope, the top edge of the envelope, and the bottom edge and the left edge of any USPS-required indicium element printed by the postage evidencing system.

b. Maintain the required 1/2-inch clear zone to the left of and below all elements of the indicium, within which nothing must be printed or placed, except for images obtained from a USPS-approved licensed vendor of customized PC Postage.

c. An approved indicium must include within its boundaries only postal markings and text required or recommended by USPS, except that the indicium may identify the provider. Other material may be printed only outside the boundaries of the clear zone identified in 4.3.3b.

d. Any additional material printed by a postage evidencing system under 4.3.3b and 4.3.3c must comply with the following requirements:

   1. The material must be consistent with the Postal Service's intent to maintain neutrality on religious, social, political, legal, moral, or other public issues.

   2. The material must not be obscene, deceptive, or defamatory of any person, entity, or group and must not advocate unlawful action.

   3. The material must not emulate any form of valid postage, government, or other official indicia or payment of postage.

   4. The material must not harm the public image, reputation, or goodwill of the Postal Service and must not be otherwise derogatory or detrimental to the Postal Service's interest.

e. Do not allow the indicia to infringe on the areas reserved for the FIM, Intelligent Mail barcode, or optical character reader (OCR) clear zone.

f. Orient indicia with the longest dimension parallel to the address.

g. Single-piece, First-Class Mail letters must contain a mechanism so that the Postal Service can face the mailpiece during automated processing. Acceptable methods for a mailpiece produced by a postage meter or PC Postage system include:

1. [1-26-20] Printing postage meter indicia with fluorescent ink approved by the Postal Service. To determine if the Postal Service has approved an ink, send a written request to the director, Commercial Payment (see 608.8.0 for address).
2. [1-26-20] Printing a postage meter or PC Postage indicia directly on a label containing fluorescence that has been approved by the Postal Service. To determine if the Postal Service has approved a label, send a written request to the director, Commercial Payment.
3. Printing a FIM D with the indicia or applying the indicia to an envelope containing a preprinted FIM. Position the FIM according to standards in 202.8.0.

h. When placing multiple indicia on an envelope (e.g., for redate or postage correction) the indicia must not overlap each other. Overlapping indicia are not acceptable as payment of postage.

#### 4.3.4 Postal Markings

Indicia are comprised of human-readable information. Information-based indicia (IBI) and intelligent mail indicia (IMI) also contain machine-readable information that identifies the postage evidencing system, postage payment information, and mail service requested. There are particular data sets associated with different types of indicia, depending on the product and the type of mailing. Indicia may include postal markings related to the class of mail and presort level and an ancillary service endorsement. All words must be legible and in bold capital letters at least 1/4 inch high or 18-point type. See 202.3.0 for standards on markings and 202.4.0 for placing ancillary service endorsements on letter-size mailpieces, flat-size mailpieces, and parcels.

#### 4.3.5 Refund Procedures

Refund procedures for unused printed postage, postage purchased but not printed, and postage lost due to postage evidencing system failure varies by product category. See 9.0 for refund procedures.

### 4.4 Postage Discrepancies

#### 4.4.1 Definitions

Mailpieces with a postage discrepancy are those for which the total postage and fees affixed are not equal to the postage required for the applicable price and any extra services fees as determined by current, at the time of mailing, Postal Service prices. Postage discrepancies include no postage paid, or the use of counterfeited, replicated, duplicated, falsified, otherwise modified postage or postage with zero value.

#### 4.4.2 Detection Process for Postage Discrepancies

For mailpieces with shortpaid or unpaid postage found in the mailstream, both manual and automated processes are used to detect and verify the discrepancy. Comparisons of the piece characteristics captured within the mail processing network will be matched against the characteristics affirmed by the customer to identify where a potential postage discrepancy exists.

### 4.4.3 Handling of Mailpieces with Postage Discrepancies

For mailpieces with a detected postage discrepancy when postage is due, corrective measures may include one of the following:

a. A payment adjustment from the customer, facilitated by the PES provider in the amount equivalent to the postage due, described in 4.4.4.

b. Returning the mailpiece to the sender.

c. Delivering the mailpiece to the addressee and collecting the deficiency as postage due.

d. If identified at the time of induction, collecting the postage due from the customer at the retail location.

### 4.4.4 Notification of Payment Adjustments for Postage Discrepancies and Suspension

PC Postage customer discrepancies may be resolved via an automated payment adjustment from the customer when possible which will be reflected in the customer's account by the PES provider. If an adjustment for the entire postage discrepancy amount is not possible, the customer will be notified by the PES provider to provide funds to resolve the discrepancy within 14 calendar days, or 10 business days if by electronic means, from the date of the notification. The PES provider may be notified to temporarily suspend the customer's ability to print PC Postage under the following circumstances:

a. After the 14- or 10-day notification payment period has ended and the customer has not paid the postage due.

b. When an electronic notification to the customer is undeliverable.

c. Following notification, the customer's cumulative revenue deficiency increases during the 14- or 10-day period due to additional mailpieces being identified as shortpaid or unpaid.

d. [1-26-20] Suspensions may be reversed and the ability to print PC Postage may be reactivated once the postage discrepancy resulting in the suspension is resolved, or the director, Commercial Payment, provides written approval based on exceptional circumstances.

### 4.4.5 PC Postage Discrepancies Dispute Process

Customers wishing to dispute postage discrepancies must do so electronically through the PES provider within 60 calendar days of either 1) the reflection in the customer's account of the automated payment adjustment by the PES provider; or 2) the notification by the PES provider to make funding available to resolve identified discrepancies, whichever is applicable. Customers must substantiate that the postage affixed was valid and sufficient for the postage and applicable fees owed. An electronic notification will be sent to the customer of the decision to uphold or deny the dispute along with a brief rationale. The USPS reserves the authority to make the final decision on all disputes.

## 4.5 Special Indicia

### 4.5.1 Date and Postage Corrections

Mailers may print a date correction or additional postage indicium directly on the mailpiece or on a USPS-approved label under the following conditions.

a. A date correction indicium is required for any mailpiece not deposited by the date of mailing in the indicium. Only one date correction indicium is permitted on a mailpiece. For all postage evidencing systems except PC Postage systems, a date correction must show the actual date of deposit and zero postage value (“0.00”). Place the date correction as follows:

   1. On letter-size mail, place the date correction on the nonaddress side in the upper right corner or on the address side in the lower left corner.

   2. On flat-size mail or parcels, place the date correction next to the original indicium, except when applied by an ink jet printer on barcoded flats.

b. Indicia for additional postage on shortpaid mailpieces must equal the total amount of required postage.

### 4.5.2 Reply Postage

Mailers may use indicia generated by any postage evidencing system to prepay reply postage as provided under 505.2.0.

## 4.6 Mailings

### 4.6.1 Mailing Date Format

The mailing date in meter indicia must meet the format standards in this section. The year must be represented by all four digits or by the last two digits. Mailers may print the indicia directly onto mailpieces or onto separate labels or tape affixed to mailpieces. The mailing date format used in the indicia is also subject to the following conditions:

a. Complete Date. Mailers must use a complete date for the following:

   1. All Priority Mail Express, Priority Mail, First-Class Mail, First-Class Package Service — Retail, and First-Class Package Service — Commercial pieces.

   2. All mailpieces with Insured Mail, COD, or Special Handling service.

   3. All mailpieces prepared with the indicia printed on nonadhesive paper (e.g., computer printer paper) and affixed to the mailpiece or used as part of an insert in a window envelope.

b. Month and Year. Mailers may use a complete date or a mailing date consisting solely of the month and year in the indicia only for USPS Marketing Mail and Package Services pieces.

c. No Date. Mailers must use indicia with no mailing date for prepaid metered reply postage. As an option, mailers may use indicia with no mailing date for USPS Marketing Mail and Package Services pieces not subject to 4.6.2a.

#### 4.6.2 Mailing Date Accuracy and Mailing Periods

The date or period when mailers may deposit or present metered mail for mailing is controlled by the mailing date in the indicia under the following conditions:

a. Complete Date. Mailpieces bearing a complete date in the indicia must be deposited or presented on that date, except for pieces entered after the day's last scheduled collection from the Post Office or collection box. Those may bear the actual date of entry or the date of the next scheduled collection from the Post Office or collection box. When authorized by USPS, presort mail accepted after midnight may bear the previous day's date. If the mailer knows that the mail is not to be deposited or presented on the date in the indicia, the mailer must use a date correction indicium under 4.5.1.

b. Month and Year. Mailpieces bearing only the month and year in the indicia may be deposited or presented for mailing on any day during the month shown in the indicia and through the third day of the following month.

c. No Date. Mailpieces bearing no date in the indicia may be deposited or presented for mailing on any date.

#### 4.6.3 Deposit of Mail

Mailers must deposit or enter mailpieces with metered or PC Postage indicia according to the following conditions:

a. Mailers may deposit Priority Mail Express (including Flat Rate), Priority Mail (including Flat Rate), retail First-Class Mail, First-Class Package Service — Retail, retail Media Mail, Library Mail, and USPS Retail Ground with a postage evidencing indicia at any postal facility, preferably within the area of the customers' local Post Office. Zone-priced pieces must have postage affixed to each mailpiece that is calculated to include the amount due as specified in 4.3.1, taking into account the weight and the zone from the ZIP Code of the office where the mailpiece is deposited to the ZIP Code of the destination address.

b. Mailers must deposit all presorted price mail at the authorized mailing office.

c. Mailers must deposit all mail not specified in 4.6.3a and 4.6.3b at a postal facility within the ZIP Code shown in the indicia.

d. Mailers also may dropship metered mail according to the standards in 705.19.0.

### 4.7 Authorization to Produce and Distribute Postage Evidencing Systems

[1-26-20] Title 39, *Code of Federal Regulations*, part 501, contains information concerning authorization to produce and distribute postage evidencing systems. Additional information may be obtained from the director, Commercial Payment (see 608.8.0 for address).

# 5.0 Permit Imprint (Indicia)

## 5.1 General Standards

### 5.1.1 Definition

A mailer may be authorized to mail material without affixing postage when payment is made at the time of mailing from a permit imprint advance deposit account established with USPS. This payment method may be used for postage and extra service fees for Priority Mail Express ("eVS" only), Priority Mail, First-Class Mail, First-Class Package Service — Commercial, USPS Marketing Mail, Package Services, and Parcel Select mailpieces. This method is not available for Periodicals. A picture permit imprint indicia (5.4) may not be used on reply mail pieces.

### 5.1.2 Minimum Volume

Permit imprint mailings must contain at least 200 pieces or 50 pounds of mail, with the following exceptions:

a. Other higher minimum quantities may apply, depending on the price claimed.

b. An occasional First-Class Mail mailing may contain fewer than 200 pieces if from a mailer whose total daily mailings are not much more than 200 pieces but who, to cooperate with the Post Office, presents a part of that mail early in the day.

c. A mailing may contain fewer than 200 pieces if it is the completion of a large mailing extending over 2 or more consecutive days and the mailer includes an explanation on the accompanying postage statement.

d. [1-26-20] Single-piece price mailings submitted either, under the terms of an approved manifest mailing system agreement with a minimum volume reduction provision, or when using electronic documentation, including piece-level barcode information, for First-Class Mail letters as authorized by Business Acceptance Solutions (see 608.8.0 for address).

e. Bound Printed Matter nonpresorted, non-discounted mailings.

f. Parcel Select Ground mailings made under 253.4.2.

g. A mailing containing 50 pieces or 50 pounds of nonpresorted single-piece domestic mail parcels submitted under the terms of an approved Manifest Mailing System (including eVS) agreement under 705.2.0. Mailers may include any combination of the following products under this provision: Priority Mail Express (eVS only), Priority Mail, First-Class Package Service — Commercial parcels, nonpresorted Bound Printed Matter parcels, Parcel Select Ground parcels, and single-piece Media Mail and Library Mail parcels. Parcels in USPS-provided packaging, including Flat Rate Envelopes and Boxes, may be included.

### 5.1.3 Use of Permit Imprint

Each mailpiece sent under this payment method must bear a permit imprint indicia showing that postage is paid. Permit imprint indicia may be printed directly on mailpieces, on labels (including address labels) permanently affixed

to mailpieces, or on mailpiece wrappers, envelopes, and other containers. Except where the enclosure is prohibited by other standards, matter bearing a permit imprint indicia may be mailed as an enclosure when postage for the enclosure or the host matter is not paid with the enclosed permit imprint, and the enclosed permit imprint indicia is not visible when the matter is mailed.

### 5.1.4 Permit and Application Information

Mailers may obtain a permit to use a permit imprint indicia by submitting PS Form 3615 to the Post Office where mailings are made, or online under the terms and conditions in the Business Customer Gateway portal at *https://gateway.usps.com.* Customers must provide with the completed PS Form 3615 acceptable primary and secondary forms of identification as specified under 608.10.0. Mail Anywhere allows qualified mailers to maintain a single permit for a postage payment method for mailings at any Business Mail Acceptance site as stipulated under 705.21.3.2.

### 5.1.5 Application Fee

An application fee is required only when a permit imprint is used as the payment method for First-Class Mail, USPS Marketing Mail, Bound Printed Matter Flats and international mail, and the mailer does not use the Electronic Verification System (eVS). If a customer pays a permit imprint application fee, it is accepted for domestic and/or international outbound mailings.

### 5.1.6 Payment of Permit Imprint Postage

Payment must be made for each mailing, either in cash or through an advance deposit account, before the mailing can be released for processing. Funds to pay postage must be deposited as directed by USPS. If the funds paid or on deposit are less than that necessary to pay for a mailing, the difference must be paid or deposited before the mailing or other permit imprint mailings can be accepted. Credit for postage is not allowed. Postage may not be paid partly in money and partly by postage stamps unless permitted by standard.

### 5.1.7 Preparation of Mailing

All pieces in a permit imprint mailing must be faced (positioned with all addresses in the same direction, unless counterstacked under the applicable standards) and meet the preparation standards for the price claimed. Mail claimed at a postage price that varies by zone must be separated by zone when mailed, unless otherwise authorized by USPS.

### 5.1.8 Weight Standards for Permit Imprint Mailing

All pieces in a permit imprint mailing must be of identical weight unless otherwise authorized by USPS.

### 5.1.9 Combining Permit Imprint Mailings With Other Payment Methods

Mailpieces paid with permit imprint may be combined in the same mailing with pieces paid with other methods only if authorized by USPS.

### 5.1.10 Presenting Mailings to Be Weighed

[1-26-20] Permit imprint mailings with postage paid by advance deposit account must be presented to USPS for weighing, unless otherwise authorized by the director, Business Acceptance Solutions.

#### 5.1.11 Depositing Permit Imprint Mailings

Mail must be deposited and accepted at the Post Office that issued the permit, at a time and place designated by the postmaster, except as otherwise provided for plant-verified drop shipments.

### 5.2 Suspension and Revocation

#### 5.2.1 Suspension of Authorization

USPS may immediately suspend the authorization to use a permit imprint if the permit holder or its agent refuses or fails to provide information in a timely manner (as specified in 604.5.3.9) to USPS about the use of its company permit.

#### 5.2.2 Revocation of Permit

A permit may be revoked for use in operating any unlawful scheme or enterprise, if no mailings or payment of postage occurred during any consecutive 2-year period, for refusal to provide information about permit imprint use or mailings, and for noncompliance with any standard applicable to permit imprints. The permit holder may submit a written appeal to the postmaster within 10 days of receipt of the revocation notice.

### 5.3 Indicia Design, Placement, and Content

#### 5.3.1 Production

Embossed or unembossed permit imprint indicia may be made by printing press, hand stamp, lithography, mimeograph, multigraph, address plate, or similar device. They may not be typewritten or hand-drawn.

#### 5.3.2 Permit Imprint Indicia Content and Format

The content and format of a permit imprint indicia must meet the standards below. No other formats may be used.

#### 5.3.3 Indicia Legibility and Color

The permit imprint indicia must be legible and of a color that contrasts sufficiently with the paper and the indicia's background for readability. A different color may be used to highlight the background of an indicia.

#### 5.3.4 Indicia Placement on Mailpiece

Permit imprint indicia must read in the same direction as the delivery address on the mailpiece. The indicia may not be placed below the address or encroach on reserved space (e.g., ACS participant code, delivery point barcode). The indicia can be placed in one of these four positions:

a. Upper right corner of the mailpiece. (Also the recommended location for picture permit imprint indicia).

b. Upper right corner of the address area.

c. Upper right area (not lower than the address area) on an affixed address label or when printed in an address block.

d. To the right of the address on an insert appearing through a window envelope.

### 5.3.5 Marking Expedited Handling on Permit Imprint Mail

Mailpieces bearing unofficial markings that reference directly or indirectly expedited attention, handling or delivery (e.g., “Urgent,” “Rush Delivery,” “Time Sensitive”) must meet the following conditions:

a. The indicia must show the class of mail (e.g. “Marketing” or “Standard”; “Presorted USPS Marketing” or “Presorted Standard”; or “Nonprofit Organization,” “Nonprofit Org.,” or “Nonprofit” or as applicable for the class of mail as provided under 5.3.6 or 5.3.7) more prominently than other words in the indicia.

b. Include a clear space of at least 3/8 inch around the entire indicia.

c. Pieces may not include markings identical to or confusingly similar to USPS trademarks (word marks or logos), trade dress, or other words, symbols, or designs used by the USPS to identify a class of mail, price of postage, or level of service, unless such markings are correctly used under the applicable standards for the mailpiece on which they appear and the corresponding postage and fees have been paid. Words, symbols or designs that are unlawful or legally actionable, or create a claim for false advertisements or contributory infringement (infringement of third party rights) are not permitted.

### 5.3.6 Priority Mail Express, Priority Mail, First-Class Mail, and First-Class Package Service — Commercial Format

A permit imprint indicia on Priority Mail Express, Priority Mail, First-Class Mail, or First-Class Package Service — Commercial mailpieces must show “Priority Mail Express,” “Priority Mail” (or “Priority”), “First-Class Mail,” or “First-Class Package” (or “First-Class Pkg”) as applicable; “U.S. Postage Paid”; city and state; and permit number. If the Electronic Verification System (eVS) is used under 705.2.9, the marking “eVS” (or the alternative “e-VS” or “E-VS”) must appear directly below the permit number. The “Priority Mail Express,” or “Priority Mail” (or “Priority”), marking may be omitted when using USPS-provided Priority Mail Express or Priority Mail containers. The indicia may show the mailing date, amount of postage paid, or the number of ounces for which postage is paid. The ZIP Code of the permit holder may be shown directly after the state name or in a separate inscription reading “ZIP Code 00000,” when that ZIP Code does not create uncertainty about the permit holder’s correct address or permit number. Instead of printing the city and state of mailing in the indicia, the mailer may print “Mailed From ZIP Code,” followed by the 5-digit ZIP Code assigned to the postmaster of the mailing office. The indicia may also include required price markings.

### 5.3.7 USPS Marketing Mail, Parcel Select and Package Services Format

A USPS Marketing Mail, Parcel Select, or Package Services permit imprint indicia must contain the same information required in 5.3.6, except that the USPS Marketing Mail (Standard Mail), the applicable Parcel Select (Parcel Select or Parcel Select Lightweight), or the applicable Package Services (Bound Printed Matter, Media Mail or Library Mail) marking must be used instead of “First-Class Mail.” If eVS is used under 705.2.9, the marking “eVS” (or alternative “e-VS” or

"E-VS") must appear directly below the permit number. The indicia may include the amount of postage paid, the weight of the piece, and price markings as required. The indicia must not include the mailing date.

### 5.3.8 Indicating Extra Services

Mailpieces for which postage and extra services fees are paid for by permit imprint must show the applicable class of mail ("First-Class Mail," for example); "U.S. Postage Paid" (or "U.S. Postage and Fees Paid", at the mailer's option); city and state; and permit number. The city, state, and permit number may be omitted in a company permit imprint indicia, subject to 5.3.9.

### 5.3.9 Use of a Company Permit Imprint

A company permit imprint is one in which the exact name of the company or individual holding the permit is shown in the indicia in place of the city, state, and permit number. If a company permit imprint is used for eVS under 705.2.9, the marking "eVS" (or alternative "eVS" or "E-VS") is placed directly below the name on a separate line. As an option for eVS mail only, "Permit No." and the permit number used exclusively for eVS may appear on a separate line between the company name and the marking "eVS." The following standards apply:

a. For 1 year from the date of mailing, the permit holder or its agent must keep records for each mailing paid with a company permit imprint and make them available for USPS review on request. These records include (for each version of what was mailed, if applicable) the weight of a single piece; the total number of pieces mailed; the total postage; the date(s) and Post Office(s) of mailing; and other records required by the postage price claimed or the payment method used. A complete sample mailpiece must be included for each identical-weight mailing, or each commingled or combined version in a nonidentical-weight mailing. Sample pieces are not required for nonidentical-piece USPS Marketing Mail and Package Services machinable or irregular parcel mailings (e.g., merchandise and other fulfillment mailings).

b. Each mailpiece must bear a complete domestic return address. The return address on official mail is subject to the corresponding standards. On unendorsed USPS Marketing Mail and Bound Printed Matter, the return address is permitted below the indicia. Except for official mail, if the return address is *not* the physical location at which the USPS may review the records listed in 5.3.9a (i.e., where they are kept or can be made available) or is *not* a point of contact from which such a physical location can be readily determined, the mailer must:

    1. Include in the indicia the 5-digit ZIP Code of the physical location at which the records listed in 5.3.9a are either kept or can be made available for USPS review.

    2. Provide the postmaster of that Post Office with a complete sample mailpiece (except as noted above); the date(s) and Post Office(s) of mailing; and the name and local address of the party from whom the records listed in 5.3.9a may be obtained.

### 5.3.10 Use of a Local Permit Imprint in Other Mailing Locations

A permit imprint displaying the city, state, and permit number of a mailer's original permit may be applied to pieces in a mailing presented for verification and acceptance at another Post Office location under the following conditions:

a. Mailpieces must be entered as part of a full-service automation mailing (see 705.23.0) within an authorized *First-Class Mail or USPS Marketing Mail Mailings With Different Payment Methods Mailing System* (under 705.5.0).

b. For 2 years from the date of mailing, the permit holder or its agent must keep records, including copies of postage statements and all other required documentation, for each mailing that is presented for acceptance at another mailing location, and must make these available for USPS review on request.

c. For each mailing, the mailer must provide documentation, to the postmaster of the Post Office displayed in the permit imprint, showing the mailing date(s), the Post Office location(s) of mailing, and the name and local address of the customer from whom the records listed in 5.3.10b may be obtained.

### 5.3.11 Indicia Formats

Unless prepared under 5.3.12 or 5.4, permit imprint indicia on mailpieces must be prepared in one of the formats in Exhibit 5.3.11, as applicable to the price claimed or type of mail. (Not all permissible combinations of content elements are shown.) Specific markings may be required as applicable for the price claimed.

**Exhibit 5.3.11 Indicia Formats for Official Mail and Other Classes**

Priority Mail Express Official Mail:

PRIORITY MAIL EXPRESS
POSTAGE & FEES PAID
AGENCY NAME
PERMIT NO. G-999
eVS

Note: For this example, when not in indicia, mail class or price must be marked on mailpiece, directly below or to the left of the indicia. The "Priority Mail Express" marking may be omitted when using USPS-provided Priority Mail Express envelopes.

First-Class Mail Official Mail:

FIRST-CLASS MAIL
POSTAGE & FEES PAID
AGENCY NAME
PERMIT NO. G-999

FIRST-CLASS MAIL
PRESORTED
POSTAGE & FEES PAID
AGENCY NAME
PERMIT NO. G-999

FIRST-CLASS MAIL
AUTO
POSTAGE & FEES PAID
AGENCY NAME
PERMIT NO. G-999

Note: These are only examples; not all possible variations are shown. When not in indicia, class or price must be marked on mailpiece, directly below or to the left of the indicia.

**USPS Marketing Mail Official Mail:** (Both markings (e.g., Mktg or STD) are acceptable in the same mailing.)

PRSRT MKTG
POSTAGE & FEES PAID
AGENCY NAME
PERMIT NO. G-999

PRESORTED STANDARD
POSTAGE & FEES PAID
AGENCY NAME
PERMIT NO. G-999

PRSRT MKT
AUTO
POSTAGE & FEES PAID
AGENCY NAME
PERMIT NO. G-999

Note: "Standard" (or "STD") may also be used. These are only examples; not all possible variations are shown. When not in indicia, class or price must be marked on mailpiece, directly below or to the left of the indicia.

Package Services Official Mail:

POSTAGE & FEES PAID
AGENCY NAME
PERMIT NO. G-999

MEDIA MAIL
POSTAGE & FEES PAID
AGENCY NAME
PERMIT NO. G-999

PRSRT
BOUND PRINTED MATTER
POSTAGE & FEES PAID
AGENCY NAME
PERMIT NO. G-999

Note: These are only examples; not all possible variations are shown. When not in indicia, class or price must be marked on mailpiece, directly below or to the left of the indicia.

### Priority Mail Express:

PRIORITY MAIL EXPRESS
U.S. POSTAGE PAID
WASHINGTON, DC
PERMIT NO. 1
eVS

Note: For this example, when not in indicia, mail class or price must be marked on mailpiece, directly below or to the left of the indicia. The "Priority Mail Express" marking may be omitted when using USPS-provided Priority Mail Express containers.

### Priority Mail:

PRIORITY MAIL
U.S. POSTAGE PAID
WASHINGTON, DC
PERMIT NO. 1

Note: For this example, when not in indicia, mail class or price must be marked on mailpiece, directly below or to the left of the indicia. The "Priority Mail" marking may be omitted when using USPS-provided Priority Mail containers.

### First-Class Mail:

MAILED FROM ZIP CODE 35406
JAN 10
2004

FIRST-CLASS MAIL
U.S. POSTAGE
PAID $0.42
PERMIT NO. 1

FIRST-CLASS MAIL
U.S. POSTAGE
PAID
MAILED FROM ZIP CODE 10001
PERMIT NO. 1

FIRST-CLASS MAIL
AUTO
U.S. POSTAGE PAID
NEW YORK, NY
PERMIT NO. 1

BIRMINGHAM AL 35206

FIRST-CLASS MAIL
U.S. POSTAGE PAID
1 OZ.
PERMIT NO. 1

FIRST-CLASS MAIL
PRESORTED
U.S. POSTAGE PAID
NEW YORK, NY
PERMIT NO. 1

Note: These are examples; not all possible variations are shown. When not in indicia, class or price must be marked on mailpiece, directly below or to the left of the indicia.

**USPS Marketing Mail:** (Both markings (e.g., Mktg or STD) are acceptable in the same mailing.)

MAILED FROM ZIP CODE 35406

PRSRT MKTG
ECRWSS
U.S. POSTAGE
PAID
PERMIT NO. 1

PRESORTED STANDARD
U.S. POSTAGE PAID
JOHN DOE COMPANY

PRSRT MKT
AUTO
U.S. POSTAGE PAID
NEW YORK, NY
PERMIT NO. 1

Note: "Standard" (or "STD") May also be used.

MAILED FROM ZIP CODE 35406

NONPROFIT ORG.
U.S. POSTAGE
PAID
PERMIT NO. 1

NONPROFIT ORGANIZATION
U.S. POSTAGE PAID
WASHINGTON, DC
PERMIT NO. 1

NONPROFIT
U.S. POSTAGE
PAID
HAPPY HEART SOCIETY

U.S. POSTAGE
PAID
JOHN DOE COMPANY

PRESORTED STANDARD

PRESORTED USPS
MARKETING MAIL

U.S. POSTAGE
PAID
NEW YORK, NY
PERMIT NO. 1
ZIP CODE 10001

(Class omitted from indicia - see note below)

Note: These are only examples; not all possible variations are shown. When not in indicia, class or price must be marked on mailpiece, directly below or to the left of the indicia.

Parcel Select

| | |
|---|---|
| PARCEL SELECT<br>U.S. POSTAGE PAID<br>NEW YORK, NY<br>PERMIT NO. 1 | PARCEL SELECT<br>LIGHTWEIGHT<br>U.S. POSTAGE PAID<br>NEW YORK, NY<br>PERMIT NO. 1 |

Package Services

Bound Printed Matter:

| | |
|---|---|
| BOUND PRINTED MATTER<br>CAR-RT SORT<br>U.S. POSTAGE PAID<br>NEW YORK, NY<br>PERMIT NO. 1 | PRESORTED BOUND<br>PRINTED MATTER<br>U.S. POSTAGE PAID<br>NEW YORK, NY<br>PERMIT NO. 1 |

| Media Mail: | Library Mail: |
|---|---|
| PRESORTED<br>MEDIA MAIL<br>U.S. POSTAGE PAID<br>NEW YORK, NY<br>PERMIT NO. 1 | LIBRARY MAIL<br>U.S. POSTAGE PAID<br>NEW YORK, NY<br>PERMIT NO. 1 |

### 5.3.12 Optional Indicia Format

As options to the basic format under 5.3.11, permit imprint indicia may be prepared as picture permit imprint indicia under 5.4 or in other formats subject to these conditions:

a. The rule that forms a box around the content of the indicia may be omitted if the content remains as specified in 5.3.6 through 5.3.9 and Exhibit 5.3.11.

b. Unless printed directly on an address label, the indicia content must be placed within a clear area no smaller than 1/2 inch high and 1/2 inch wide, no more than 1-1/2 inches below or left from the upper right corner of the mailpiece or of the address area when oriented to read the address, regardless of processing category or postage price claimed. If printed on an address label (including paper, adhesive, and multilayer sandwich labels), the space allowed for the indicia content must be rectangular, large enough to ensure legibility of that content from a normal reading distance and to separate it from other information on the label, and located in the upper right corner of the label when oriented to read the address.

c. No printing appears in the indicia other than that required or allowed under 5.3.6 through 5.3.9.

d. Except as required to enclose the permit information, no printing appears above or to the right of the permit information when the indicia is printed directly on the mailpiece or within the address area or on the address label.

e. Except for indicia printed on address labels, the permit information is printed in no smaller than 4-point type. In indicia printed on address labels under 5.3.12b, the permit information must be legible.

f. Except as required to enclose the permit information, decorative designs intended to be part of the indicia design must appear below or to the left of the permit information in an area extending no farther than 4-1/2 inches to the left of the right edge, and 1-1/2 inches below the top edge of the mailpiece, address area, or address label, as applicable. Such designs must not resemble or imitate a postage meter imprint, postage stamp, postcard postage, or other postage payment method; and they must not include words, symbols, or designs used by the USPS to identify a class of mail, price of postage, or level of service, *unless* such elements are correctly used under the applicable standards for the mailpiece on which they appear and the corresponding postage and fees have been paid.

g. All other applicable standards in 5.0 are met.

## 5.4 Picture Permit Imprint Indicia

### 5.4.1 Description

Picture permit imprint indicia may contain business-related color images, such as corporate logos, brand, trademarks and other pictorial business images. These images are known as picture permit imprints. A picture permit imprint may be used to pay postage and extra service fees on commercial mailings of First-Class Mail postcards and letters and USPS Marketing Mail letters.

### 5.4.2 Postage and Fees

Except when used under 5.5, picture permit imprint is charged a per piece fee, in addition to the postage applicable for the class of mail. See Notice 123—Price List.

### 5.4.3 Prohibitions

Color images used in picture permit imprint indicia must maintain neutrality on social or political issues in order to avoid the creation of a public forum for the debate or dissemination of political ideas by private parties and images must also adhere to the following prohibitions:

a. Must not resemble or imitate U. S. postage stamps, postage evidencing system indicia (4.0), postcard postage, Customized Postage, postage printed from USPS self-service kiosks and USPS Certified 3rd Party Kiosks, precancelled postage stamps or other postage payment methods.

b. The color image used in picture permit imprint indicia must not include USPS-registered trademarks or words, symbols, or designs used by the USPS to identify a class of mail, price of postage, or level of service, unless such elements are correctly used for the mailpiece on which they appear and the corresponding postage and fees have been paid.

c. Two-toned, black and white images are not permitted.

d. Only commercial images and/or text are eligible for inclusion. *Commercial images and/or text* means images and/or text that promote only a product or service available in commerce. Images and/or text that take a position, explicitly or implicitly, on government, public policy, morality, politics, or religion (whether or not they also convey a commercial message) are not eligible for inclusion.

e. Eligible commercial images and/or text must not: (1) be indecent or obscene; (2) depict violent or sexual material that would be harmful to minors; (3) be unlawful or legally actionable; (4) compete with a Postal Service product or service; or (5) promote alcohol, tobacco, weapons, or gambling.

f. A picture permit imprint indicia may not be used on reply mail pieces.

**5.4.4 Application**

An application to use picture permit imprint must be completed and Postal Service authorization must be obtained for each picture permit imprint indicia prior to the acceptance of mailpieces bearing these indicia. Customers must sign an indemnification statement and, upon request, provide valid addressed samples of mailpieces bearing the color images for testing. Contact the manager, Transaction and Correspondence (608.8.1) for more information. Additional information is available at *https://www.usps.com/business/postage-options.htm*.

**5.4.5 Picture Permit Imprint Indicia Format**

As options to the basic format under 5.3.11 and if all other applicable standards in 5.0 are met, permit imprint indicia may be prepared in picture permit imprint format subject to these conditions:

a. Printed Indicia elements, as required in 5.3.6 through 5.3.9, must be OCR readable (prefer sans serif) and no smaller than 8 point font.

b. The class of mail must be printed in all capital letters.

c. Indicia must not be placed in any location lower than the complete address information. The upper right corner of the mailpiece is the preferred location.

d. A clear space of at least 0.25 (1/4) inch must be maintained to the right and above the picture permit imprint indicia.

e. A clear space of at least 0.50 (1/2) inch must be maintained to the left and below the picture permit imprint indicia.

f. All pieces in the mailing must bear a picture permit.

g. Imprint (i.e.: image and text area) dimensions may be between 1.625" to 2.00" in height and between 1.31" to 1.50" in width.

h. Image dimensions may be between .84" to 1.00" in height and between 1.31" to 1.5" in width.

i. A clear space of 5/32 inch (+/- 1/32 inch) on all sides must be maintained between the color image and indicia text.

j. Only color images are permitted in image area. (Two-tone, black and white print is prohibited.)

**5.5 Share Mail**

Share Mail is an electronic postage payment mechanism for single-piece First-Class Mail letters or postcards, addressed to any domestic address, that weigh no more than one ounce each. Customers wishing to participate in this program must submit their request in writing to the Manager, Product Management, Mailing Services, USPS, 475 L'Enfant Plaza SW, Room 2P846, Washington, DC 20260-1011. Customers participating in the Share Mail postage payment program must, at a minimum, meet the following requirements:

a. Have a Centralized Account Processing System (CAPS) account link with USPS;

b. Submit production quality mailpieces to USPS for pre-approval and have received subsequent USPS approval; and

c. Have approved mailpieces that bear unique or static Intelligent Mail barcodes, an approved permit imprint indicia in the upper-right hand corner of the mailpiece, and a special facing identification mark (FIM E) (see 202.8.2e.).

## 6.0 Payment of Postage

**6.1 Basic Standards**

The mailer is responsible for proper payment of postage. Postage on all mail must be fully prepaid at the time of mailing, except as specifically provided by standard for:

a. Reply mail and return services under 505.

b. Alternate Postage payment under 5.5.

c. Certain mail sent by members of the Armed Forces (see 703.4.0).

d. Certain matter by or for the blind or handicapped (see 703.5.0).

e. Official mail (see 703.6.0 and 703.7.0).

f. Keys and identification devices returned to owners (see 123.2.0 and 133.1.4).

g. Packages from private carriers being delivered to a customer at a competitive Post Office Box service location, when using the street addressing designation option, as provided under 508.4.5.4.

**6.2 Unpaid Mailable Matter for Private Delivery**

If mailable matter without postage, intended for delivery by a private delivery company, is found in USPS collection boxes (or other receptacles for mail deposit), USPS facilities, or USPS mail processing operations, the company is contacted to pick up the matter by the close of the next workday. If the company does not pick up the matter, it is returned to the sender, postage due. If the sender cannot be identified or refuses the matter, it is treated as dead mail.

**6.3 Payment for Postage Due Mail**

Customers must pay in cash for postage-due mail before the mail is delivered. If postage-due collections equal about $10 or more every 60 days, payment may be made by advance deposit of money in a postage due account. Postage on quantity mailings found in private mailboxes is subject to 8.1.1. Government agencies using penalty mail must pay postage due through an OMAS postage due account. Government agencies may no longer use penalty meter strips or penalty mail stamps to pay postage due.

**6.4 Advance Deposit Account**

[5-4-20] Mailers may choose to establish an advance deposit account(s) from which postage, per piece charges, and other fees are deducted. For certain return services, an advance deposit account is required. Mailers may use a single advance deposit account to pay postage due charges for more than one return service (e.g., Business Reply Mail and Bulk Parcel Return Service).

**6.5 Annual Accounting Fee for Return Services**

Except for accounts used solely to pay postage due for shortpaid mail, address correction notices, and undeliverable-as-addressed pieces returned to sender (e.g., return service requested) mailers must pay a separate annual accounting fee, if applicable, for each return service paid through an advance deposit account. This fee covers the administrative cost of maintaining the account and provides the mailer with the accounting of all charges deducted from that account. The accounting fee is charged once each 12-month period on the anniversary date of the initial accounting fee payment. The fee may be paid in advance only for the next year and only during the last 60 days of the current service period. The fee charged is that which is in effect on the date of payment.

# 7.0 Computing Postage

## 7.1 General Standards

### 7.1.1 Determining Single-Piece Weight for Retail and Commercial Mail

To determine single-piece weight in any mailing at single-piece prices, in a bulk mailing at Media Mail, or Library Mail prices, or in any bulk price mailing of nonidentical-weight pieces, weigh each piece individually. To determine single-piece weight in any other bulk or presort price mailing, weigh a sample group of at least 10 randomly selected pieces and divide the total sample weight by the number of pieces in the sample. Express all single-piece weights in decimal pounds rounded off to two decimal places for the following mailpieces: Priority Mail Express, Priority Mail, Parcel Select, Bound Printed Matter, Media Mail, and Library Mail prices. For all other mailpieces, express all single-piece weights in decimal pounds rounded off to four decimal places.

### 7.1.2 Expression of Numerical Values

For these standards, express:

a. Piece counts in whole numbers.

b. Weights in decimal pounds (e.g., 1.1250 pounds) rounded as shown below.

c. Postage in decimal dollars (e.g., $0.1625) rounded as shown below.

d. Intermediate postage figures on all permit imprint and Periodicals statements (rounded off) to four decimal places. On all postage affixed statements (rounded off) to three decimal places. An intermediate postage figure is defined as follows: For First-Class Mail, USPS Marketing Mail, and Package Services mailings, any figure on any line of a postage statement, with the exception of the "Total Postage" line, is an intermediate figure. For Periodicals mailings, any figure on any line of a Form 3541, with the exception of the "Total Outside-County Postage," "Total In-County Postage," and "Total Postage" lines is an intermediate figure.

e. Total postage figures (rounded off) to two decimal places. A total postage figure is defined as follows: For First-Class Mail, USPS Marketing Mail, and Package Services mailings any figure on a "Total Postage" line. For Periodicals mailings, any figure on a "Total Outside-County Postage," "Total In-County Postage," and "Total Postage" line.

#### 7.1.3 Rounding Numerical Values

For these standards:

a. *Round off* requires increasing by 1 the last digit to be kept if the digit to its right, which is not to be kept, is 5 or greater. If that digit is 4 or less, the last digit kept is unchanged (e.g., 3.376 rounded off to two decimal places is 3.38, 3.374 is 3.37).

b. *Round up* requires increasing by 1 the last digit to be kept if there are any digits to its right, regardless of significance (e.g., rounding up either 3.3701 or 3.379 to two decimal places yields 3.38).

c. Round down requires eliminating any digits to the right of the last number to be kept (e.g., rounding down either 3.371 or 3.379 to two decimal places yields 3.37).

# 8.0 Insufficient or Omitted Postage

## 8.1 Insufficient Postage

#### 8.1.1 Definition

Mail of any class, including mail indicating extra services (except Priority Mail Express, Registered Mail, and nonmachinable First-Class Mail), that is received at either the office of mailing or office of address without enough postage is marked to show the total (rounded off) deficiency of postage and fees. Such individual pieces (or quantities fewer than 10) are delivered to the addressee on payment of the charges marked on the mail. For mailings of 10 or more pieces, the mailer is notified so that the postage charges may be paid before dispatch. For any mailpiece with insufficient postage generated by postage evidencing systems, USPS may follow the process in 4.4.4 through 4.4.5.

#### 8.1.2 Undeliverable and Refused Mail

Mail with insufficient postage that is refused by the addressee or otherwise undeliverable is:

a. Returned to the sender with the reason for nondelivery "Returned for Additional Postage" if First-Class Mail with a return address. *The sender may affix the additional postage, cross out the reason for nondelivery, and remail the piece.*

b. Returned to the sender and delivered when the sender pays the total deficient postage and additional postage for forwarding or return if other than First-Class Mail or First-Class Package Service — Retail, and with a return address.

c. Treated as dead mail if it has no return address.

**8.1.3 Nonmachinable Mail**
Shortpaid nonmachinable First-Class Mail letters are returned to the sender for additional postage.

**8.1.4 Adding to Original Postage**
Postage stamps or meter stamps originally affixed to insufficiently prepaid mail are accepted in payment of postage to the amount of their face value when the mail is again presented for mailing.

**8.1.5 Damaged Postage**
When the cancellation impression shows that a postage stamp (or stamps) was wholly or partly lost, the piece is handled as if correct postage had been paid for the class and weight of the piece absent any evidence to the contrary.

**8.1.6 Registered Mail With Insufficient Postage**
If shortpaid Registered Mail is found in ordinary mail, with only the First-Class Mail or First-Class Package Service — Retail, price of postage paid, the piece is delivered to the addressee as ordinary First-Class Mail or First-Class Package Service — Retail. If the amount of postage and fees affixed indicates that the piece was intended to be registered, the piece is priced as postage due and forwarded to the addressee through the Registered Mail. If shortpaid Registered Mail is found in the Registered Mail, the piece is delivered without the collection of postage due. The additional postage is collected from the sender.

**8.1.7 USPS Corporate Accounts and Federal Agency Accounts**
USPS Corporate accounts and federal government accounts that use a "Postage and Fees Paid" indicia are debited for the correct amount of postage and fees at the time of mailing.

**8.1.8 Priority Mail Express with Insufficient Postage—Acceptance**
When Priority Mail Express items are received at the office of mailing with insufficient postage, the Postal Service will contact the mailer to correct the postage deficiency prior to dispatch of the item. If the mailer cannot be contacted prior to dispatch, the deficiency is handled under 8.1.9.

**8.1.9 Priority Mail Express with Insufficient Postage—Processing Operations**
For Priority Mail Express items with insufficient postage that are identified during processing operations or at the destination Post Office, the Postal Service will:

a. Endorse the item "Postage Due."

b. Mark the item to show the total deficiency of postage and fees.

c. Deliver the item to the addressee upon payment of the postage due.

d. If payment is refused by addressee, endorse the item "Return to Sender—Refused" and return the item to the sender, upon collection of the postage deficiency.

#### 8.1.10 Priority Mail Express with Insufficient IBI Postage—Postage Evidencing Systems

For Priority Mail Express items with insufficient IBI postage generated by postage evidencing systems, USPS may follow the process in 4.4.4 through 4.4.5.

#### 8.1.11 Remailing Priority Mail Express with Insufficient Postage

Priority Mail Express items with insufficient postage are returned to the sender after collecting the postage deficiency when an effort to contact the sender before dispatch fails and when the addressee refuses to pay the postage due. If the item is remailed as Priority Mail Express, the sender must affix a new Priority Mail Express label with new postage and any applicable fees.

### 8.2 Omitted Postage

#### 8.2.1 Handling Mail With Omitted Postage

Matter of any class, including that for which extra services are indicated, received at either the office of mailing or office of address without postage, is endorsed "Returned for Postage" and is returned to the sender without an attempt at delivery. If a mail recipient attempts to return or forward the mail without paying additional postage when required, the mail is endorsed "Returned for Postage" and returned to the recipient. If no return address is shown, or the delivery and return addresses are identical, or the delivery and return addresses are different but for the same person or organization, the piece is treated as dead mail.

#### 8.2.2 Handling Unpaid Metered Reply Mail

Metered reply mail on which the mailer failed to imprint a meter stamp is treated as business reply mail (BRM). Such mail is delivered on payment of postage and the applicable business reply per-piece charge for basic BRM.

### 8.3 Mailable Matter Without Postage in or on Mail Receptacles

#### 8.3.1 Penalty

Whoever knowingly and willfully deposits any mailable matter (such as statements of account, circulars, sale bills, or other like matter) on which no postage is paid, in any letterbox established, approved, or accepted by the Postal Service for the receipt or delivery of mail matter on any route, with intent to avoid payment of lawful postage thereon, shall for each such offense be fined not more than $5,000.00 per individual or $10,000.00 per organization (18 USC 1725, 3571).

#### 8.3.2 Liability for Postage

Except for limited use by newspapers under 508.3.0, any mailable matter not bearing postage found in, upon, attached to, supported by, or hung from private mail receptacles described in 508.3.0 is subject to payment of the same postage if carried by mail.

#### 8.3.3 Full Distribution

If there is a distribution of identical pieces to all or substantially all addresses on a route, only a representative number of pieces is returned to the delivery unit. Postage is computed as described in 8.3.4.

#### 8.3.4 Partial Distribution

If there is a distribution of pieces to some, but not all, addresses on a route, pieces are returned to the delivery unit for use in computing the postage due. First-Class Mail or First-Class Package Service — Retail prices are applied to matter that would require First-Class Mail or First-Class Package Service — Retail postage if mailed. For other matter, if the piece weighs less than 16 ounces, the applicable single-piece First-Class Mail, First-Class Package Service — Retail, or Priority Mail price based on the weight of the piece is applied, or USPS Retail Ground or an applicable Package Services price is applied, whichever is lower. If the piece weighs 16 ounces or more, the USPS Retail Ground or applicable Package Services price is applied.

#### 8.3.5 Known Distributor

If there is reason to believe that a private delivery firm or an individual within the Post Office delivery area is responsible for the delivery, the local postmaster notifies that party of the number of pieces and the postage due. If, within 5 days after notice, the firm or individual agrees to pay the postage due, payment is accepted and the pieces are delivered to the addressees. The party paying the postage may choose to redeliver the pieces rather than have USPS deliver them. If the pieces are found to have been removed from receptacles improperly, they are delivered without postage charge.

#### 8.3.6 Unknown Distributor

If the party responsible for delivery is not known or if the firm requested fails to pay the postage, the pieces are returned to the publisher or manufacturer, postage due and endorsed to show they were found in or on the addressee's mailbox without postage. If a publisher or manufacturer gives the name and telephone number of a person to contact and guarantees postage payment, the pieces are redelivered to the addressees. If the publisher or manufacturer is unknown or refuses the pieces, the matter is treated as dead mail.

### 8.4 Invalid Postage

Priority Mail Express items bearing invalid postage detected by a Postal Service device must have a Label 424, *Invalid Postage Return Label*, affixed and be returned to sender.

# 9.0 Exchanges and Refunds

## 9.1 Stamp Exchanges

### 9.1.1 USPS Fault

The Post Office may correct mistakes in selling damaged, defective, or otherwise unserviceable stamps by exchanging stamps at full postage value.

### 9.1.2 Unusable, Damaged Stamps, or Stamped Paper

Stamps, including stamped paper (cards and envelopes), that are damaged or otherwise unusable for postage (because of humidity, moisture, or other causes) while in a customer's possession may be exchanged only for an equal number of stamps, or stamped paper, alike and of the same denomination. Unusable stamps, including stamped paper, accepted from a customer must be those on sale at Post Offices within 12 months before the transaction. Quantities of the same denomination totaling over $10 (i.e., sheets, coils, booklets) must be returned in the same configuration as when bought. Except as provided in items d. and e., each such transaction is limited to $100 worth of postage from each customer. These additional conditions apply to exchanges of damaged or unusable stamps or stamped paper:

a. Only the buyer may exchange stamped paper with a printed return address or other matter printed by the buyer.

b. Stamped envelopes (mutilated no more than is necessary to remove contents): Postage value plus value of any added postage due to a price increase or for additional service.

c. Unmutilated single and double stamped cards: 85 percent of postage value, plus full value of postage added. Unused double stamped cards printed for reply should not be separated but, if they are separated in error and the buyer presents both halves, the cards may be redeemed. Reply halves of double stamped cards returned to sender outside of the mail are not redeemable by the original buyer, even though the reply half received no postal service.

d. Postage stamps (ordinary or precanceled when applicable) affixed to commercial envelopes and postcards: 90% of postage value. Envelopes and postcards must be in substantially whole condition and in lots of at least 50 of the same denomination and value.

e. Unused precanceled stamps in full coils and in full sheets redeemed from precanceled permit holders: 90% of postage value.

### 9.1.3 Condition and Quantity

The stamps presented for exchange must be in substantially whole condition, with the denomination evident. If coils of stamps are partially stuck together and cannot be counted, the postmaster may accept the customer’s estimate of the number of stamps left in the coil and give equal quantities in exchange.

#### 9.1.4 Purchase Error

Customers who bought the wrong denomination stamps (or the wrong kind, size, or denomination envelope), may exchange them at full postage value. Only full panes of stamps, coils of stamps in the original sealed wrappers, full boxes of stamped envelopes, or original sealed packs of stamped cards may be exchanged. Customers exchanging $250 or more per person of such stock must provide an acceptable primary form of identification as specified under 608.10.3, and must present the stock for exchange to the postal unit where their mail is delivered.

#### 9.1.5 Semipostal Stamps

Customers may exchange semipostal stamps for their postage value (i.e., the price of the stamps less the contribution amount) to the extent that exchange of postage stamps is permitted. The postage the customer exchanges is equal to the First-Class Mail single-piece one-ounce letter price in effect at the time of exchange. However, if the customer provides a receipt showing the date of purchase, the postage exchanged is equal to the postage price in effect at the time of purchase. The contribution amount is not refundable and is not included in the exchange value.

#### 9.1.6 Not Exchangeable

The following postage items cannot be exchanged:

a. Adhesive stamps, unless mistakes were made in buying (9.1.4), stamps were defective, stamps are affixed to commercial envelopes and postcards, or under 9.1.2.

b. Stamps cut from stamped cards, stamped envelopes, or aerogrammes (airletter sheets).

c. Parts and pieces of stamped cards.

d. Stamped cards, stamped envelopes, and aerogrammes received for reply.

e. Mutilated and defaced stamps.

#### 9.1.7 Appeal of Denied Exchange

Any customer denied an exchange for damaged stamps may appeal the postmaster's decision to the Consumer Advocate, USPS Headquarters (see 608.8.0 for address).

### 9.2 Postage and Fee Refunds

A customer may apply for a refund of postage and fees as provided under 9.2. For information on filing an indemnity claim for loss or damage see 609.

#### 9.2.1 General Standards

A refund for postage and fees may be made:

a. Under the standards below if postage and retail or extra service fees are paid and no service is rendered, or if the amount collected was more than the lawful price.

b. Under 9.3 for postage evidencing systems (4.0) refund requests, which includes postage meters and PC Postage products.

c. Under 9.4 for Value Added Refund (VAR) requests made at the time of mailing.

d. Under 2.0 for rejected personalized envelopes.

e. Under 9.5 for Priority Mail Express postage and Sunday/holiday premium and 10:30 a.m. delivery fees refunds.

**Exhibit 9.2.1 Postage and Fee Refunds**
Customers must apply for a refund within the time limits in the chart below.

| MAIL TYPE OR SERVICE | WHEN TO APPLY (FROM MAILING DATE) | |
|---|---|---|
| | **No Sooner Than** | **No Later Than** |
| Priority Mail Express (9.5.4) | 2 days | 30 days |
| Priority Mail Express with an Extra Service | 10 days | 30 days |
| All Other Classes of Mail | 10 days | 60 days |
| Extra Services (9.2.4h) | 10 days | 60 days |

### 9.2.2 Ineligible Matter
USPS is presumed at fault and no service is rendered in cases involving returned articles improperly accepted in either domestic or international service because of excess size or weight. Any mailer who customarily weighs and prices mail is expected to be familiar with basic standards. USPS is not at fault if the mailer is required to withdraw articles from the mail before dispatch.

### 9.2.3 Full Refund
A full refund (100%) may be made when:

a. USPS is at fault.

b. Postage or fees are paid in excess of the lawful price.

c. Service to the country of destination is suspended.

d. Postage is fire-scarred while in USPS custody (including in the letterbox), and the mail is returned to sender without service.

e. Fees are paid for special handling, Certified Mail services, USPS Tracking, or USPS Signature Services, and the article fails to receive the extra service for which the fee is paid.

f. Surcharges are mistakenly collected on domestic Registered Mail or collected over the proper amount, or represented by stamps affixed to matter not actually accepted for registration.

g. Fees are paid for return receipt or for any extra service restricted delivery option, and USPS (through fault or negligence) fails to furnish the return receipt or its equivalent, or makes erroneous delivery or nondelivery.

h. An annual presort mailing fee is paid for Presorted First-Class Mail, USPS Marketing Mail, or a destination entry mailing fee is paid for Bound Printed Matter Flats and no mailings are made during the corresponding 12-month period. The permit holder should request a credit to its advance deposit account, unless an advance deposit account is not used or is unavailable and a refund is requested.

i. Customs clearance and delivery fees are erroneously collected.

j. Fees are paid for registry or insurance service on mail addressed to a country to which such services are not available, unless claim for indemnity is made.

k. Priority Mail Express is not delivered according to the applicable service standard, except as provided in 9.5.5.

l. If a First-Class Mail, First-Class Package Service — Retail, First-Class Package Service — Commercial, USPS Retail Ground or Package Services mailpiece is torn or defaced during USPS handling so that the addressee or intended delivery point cannot be identified. Where possible, the damaged item is returned with the postage refund.

m. Under the terms of a contract between a contract postal unit (CPU) and USPS for unused postage printed by the CPU.

**9.2.4 Postage and Fee Refunds Not Available**

Refunds are not made for the following:

a. An application fee to use permit imprints.

b. Collect on delivery (COD), Priority Mail Express insurance, insured mail, and Registered Mail fees, after USPS accepts the article (even if the article is later withdrawn from the mail).

c. Unused adhesive stamps (may be exchanged under 9.1).

d. Adhesive stamps affixed to unmailed matter.

e. Unused Priority Mail Forever Prepaid Flat Rate packaging. Only same packaging exchanges may be made directly through the Express and Priority Mail Supply Center (EPMSC) by calling 800-610-8734. Exchanges are only authorized when the unused packaging, purchased by credit card from *http://www.usps.com*, arrives in damaged condition.

f. For postage (and/or fees for extra services not rendered) when a postmarked (round-dated) mailing receipt, retail Post Office mailing receipt or valid USPS acceptance/mail processing scan events are not available.

g. [7-1-20] For undeliverable Certified Mail, and Signature Confirmation extra service fees, when the mailpiece has received an event scan that indicates an attempted delivery (e.g., UAA, Refused, etc.).

h. Except for extra service fees paid with Priority Mail Express under 9.2.1, fees paid for extra services, as allowed under 9.2.3, when refund request is made by the mailer less than 10 days, or more than 60 days, from the date the service was purchased, unless otherwise authorized by the manager, Revenue and Field Accounting (see 608.8.0 for address).

i. For any amounts paid as purported postage and fees on overweight items that are nonmailable under 601.1.2.

### 9.2.5 Applying for Refund

A customer may apply for refunds under 9.2, as follows:

a. *Online (preferred) at www.USPS.com/help:* For domestic, Priority Mail Express (postage, Sunday/holiday premium fee, 10:30 a.m. delivery fee), and for Certified Mail, Return Receipt (hardcopy and electronic), Signature Confirmation, and USPS Tracking (USPS Marketing Mail only), extra services only. Evidence of services purchased must be retained by the mailer until the refund request is resolved. Customers may be required to upload evidence of services purchased (.jpeg, .pdf or .png) and provide their mailing date. Appeals of denied online refund requests must be processed online and must be submitted within 30 days of receipt of the denial.

b. *Form 3533:* For all refunds listed under 9.2, a customer may submit Form 3533 to the postmaster and provide the envelope, wrapper (or a part of it) showing the names and addresses of the sender and addressee, canceled postage and postal markings, or other evidence of postage and fees paid. The local postmaster grants or denies refund requests under 9.2. Payment processing is local or through the Accounting Service Center as applicable. Adverse rulings may be appealed through the postmaster to the manager, Pricing and Classification Service Center (see 608.8.0), who issues the final agency decision. Refunds for postage evidencing systems postage are submitted under 9.3.

### 9.2.6 Refund Payment

*a. Online:*

1. Priority Mail Express refunds are paid by check or as a credit to an account (e.g., USPS Corporate Account, a federal government agency account, etc.).
2. Applicable extra service refunds are paid by check.

*b. Form 3533:*

1. Immediate Refund: If USPS can determine immediately that the mailer is entitled to a refund and the item has postage affixed, then USPS refunds the postage immediately in cash or with a no-fee money order for refund amounts up to $1,000.
2. Deferred Refund: If USPS cannot determine immediately that the mailer is entitled to a refund, then USPS researches the application and, if appropriate, issues a refund by check or as a credit to an account (e.g., USPS Corporate Account, a federal government agency account, etc.) to the mailer.

### 9.2.7 Postage Affixed to Business Reply Mail

A Business Reply Mail (BRM) permit holder may request a credit to an advance deposit account for postage affixed to returned BRM pieces. A refund may be requested for postage affixed to BRM only if an advance deposit is not used or is unavailable. Only the value of the postage affixed may be credited or refunded.

Refunds are not given for foreign postage affixed to BRM. The permit holder must submit a completed Form 3533 to the postmaster documenting the excess postage payment for which a credit or refund is desired. The permit holder must also present properly faced and banded bundles of 100 (when quantities allow) identical BRM pieces with identical amounts of postage affixed. A charge of 10 percent off the face value is assessed if the total face value of the postage affixed is $500 or less. If the total face value of the postage affixed exceeds $500, a charge of $50.00 per hour (or fraction thereof) is assessed for the work hours used to process the credit or refund. Credits or refunds are not given for any BRM or QBRM per piece charges, annual accounting fees, quarterly fees, or monthly maintenance fees.

## 9.3 Refunds for Postage Evidencing Systems

### 9.3.1 Description

Postage meters and PC Postage products are collectively identified as postage evidencing systems. A postage evidencing system is a device or system of components a customer uses to print evidence that required postage has been paid. Refunds for postage and fees when payment is made by postage evidencing system indicia are granted as applicable in 9.3.2 through 9.3.12 and as follows:

a. Refund requests must include the entire envelope or wrapper or a sufficient portion of the container showing the indicia must be included to validate that the item was never deposited with USPS. Unused metered postage must not be removed from the mailpiece (including unmailed meter reply mail).

b. Indicia printed on labels or tapes not adhered to wrappers or envelopes must be submitted loose and must not be stapled together or attached to any paper or other medium. Self-adhesive labels printed without a backing may be submitted on a plain sheet of paper.

c. If a part of one indicium is printed on one envelope or card and the remaining part on one or others, the envelopes or cards must be fastened together to show that they represent one indicium.

d. Refunds are allowable for indicia on metered reply envelopes only when it is obvious that an incorrect amount of postage was printed on them.

### 9.3.2 General Standards for Metered Indicia Refunds

Unused metered indicia are postage amounts (which may include fees) already imprinted onto any mailpiece, shipping label or meter strip (stamp) that was never mailed. Such meter indicia are considered for refund only if complete, legible, and valid. Authorized users must submit requests within 60 days of the date(s) shown in the indicia. Requests must include proof (such as a copy of the lease or contract) that the person or entity requesting the refund is the authorized user of the postage meter that printed the indicia. See 9.3.3 for

additional standards applicable to dated, unused metered indicia and 9.3.4 for additional standards applicable to undated, unused metered indicia. For both types of unused metered indicia, submit refund requests as follows:

a. The items with unused postage must be sorted by meter used and then by postage value shown in the indicia, and must be properly faced and bundled in groups of 100 identical items when quantities allow.

b. Submit a refund request with a separate Form 3533 for each meter for which a refund is requested. Complete all identifying information and sections of the form. Charges for processing a refund request for unused, dated meter indicia are as follows, depending on the total face value of the indicia:

   1. When the total face value of the indicia is $500.00 or less, the amount refunded is 90% of the face value. USPS may process the refund payment via a no-fee postal money order.

   2. When the total face value of the indicia is more than $500.00, the amount refunded is the total face value reduced by $50.00 per hour for USPS time to process the refund, with a minimum charge of $50.00. The charge is $50.00 for each hour spent, with the last fraction of an hour treated as a full hour. Payment processing for refunds of $500.01 or more is through the Accounting Service Center.

c. If a request is denied, the authorized user may appeal within 30 days of the ruling to the Manager, Pricing and Classification Center (see 608.8.0), who issues the final agency decision. The original meter indicia must be submitted with the appeal.

### 9.3.3 Dated, Unused Meter Indicia

Refund requests for dated, unused meter indicia must be submitted to the local Post Office, under 9.3.1 and 9.3.2. The request is processed by the local Postmaster, who grants or denies the refund.

### 9.3.4 Unused, Undated Meter Indicia

Authorized users, or the commercial entity that prepared the mailing for the authorized user, must submit refund requests for undated, unused meter indicia under 9.3.1 and 9.3.2 as follows:

a. The request must include a letter signed by the authorized user, or by the commercial entity that prepared the mailing, explaining why the mailpieces were not mailed.

b. The minimum quantity of unused, undated metered postage that may be submitted for refund is 500 pieces from a single mailing or indicia with a total postage value of at least $500 from a single mailing.

c. Supporting documentation must be submitted to validate the date. Examples of supporting documentation include the job order from the customer, production records, USPS qualification report, spoilage report, and reorders created report, as well as customer billing records, postage statements, and a sample mailpiece.

d. The request must be submitted (with the items bearing unused postage and the documentation) to the manager, business mail entry at USPS district overseeing the mailer's local Post Office, or to a designee authorized in writing. The manager or designee approves or denies the refund request.

### 9.3.5 Ineligible Metered Postage Items

The following metered postage items are ineligible for refunds:

a. Meter reply pieces unless an incorrect postage price was printed.

b. Indicia printed on labels or tape removed from wrappers or envelopes.

c. Loose indicia printed on labels or tape that have been stapled together or attached to paper or other medium, except under 9.3.2c.

d. Indicia lacking identification of the local Post Office or other required information.

e. Indicia printed on mail returned to sender as undeliverable as addressed.

### 9.3.6 Rounding Numerical Values

Any fraction of a cent in the total to be refunded is rounded down to the whole cent. Any such rounding is unrelated to calculating a 90% maximum.

### 9.3.7 Unused Postage Value in Meter

The unused postage value remaining in a meter system when withdrawn from service may be refunded, depending upon the circumstance and the ability of USPS to make a responsible determination of the actual or approximate amount of the unused postage value. When postage meters are withdrawn because of faulty operation, a final postage adjustment or refund will be withheld pending the system provider's report of the cause. Once provided, USPS will make the determination of whether a refund is warranted and any refund amount, if applicable. When a meter damaged by fire, flood, or similar disaster is returned to the provider, postage may be refunded or transferred when the registers are legible and accurate, or the register values can be reconstructed by the provider based on adequate supporting documentation. When the damaged meter is not

available for return, postage may be refunded or transferred only if the provider can accurately determine the remaining postage value based on adequate supporting documentation. The authorized user may be required to provide a statement as to the cause of the damage and the absence of any reimbursement by insurance or otherwise, and that the authorized user will not also seek such reimbursement. No refund is given for faulty operation caused by the authorized user, for a decertified meter, or if a meter is reported lost by the provider and recovered after 365 days. Refunds for unused postage value in meter systems are provided as follows:

a. Authorized users must notify their provider to withdraw the meter and to refund any unused postage value remaining on it.

b. The meter must be examined to verify the amount before any funds are cleared from the meter. Based on what is found, a refund or credit may be initiated for unused postage value, or additional money owing for postage value used.

c. The provider forwards the refund request to USPS for payment or credit to the authorized user's mailing account.

d. USPS will not issue individual customer refunds for unused postage value less than $25 remaining in a meter.

### 9.3.8 General Standards for PC Postage Indicia Refunds

Unused PC Postage indicia are considered for refund only if complete, legible, valid and documented pursuant to 9.3.1. See 9.3.9 for additional standards applicable to requests for undated unused PC Postage indicia and 9.3.10 and 9.3.11 for additional standards applicable to requests for refunds of dated unused PC Postage indicia. For all types of unused PC Postage indicia, submit refund requests as follows:

a. Only authorized PC Postage users may request a refund.

b. The PC Postage system provider grants or denies a request for a refund for PC Postage indicia using established USPS criteria.

c. [1-26-20] If a request is denied, the authorized user may appeal within 30 days of the adverse ruling through the director, Commercial Payment (see 608.8.0 for address), who issues the final agency decision. Requests for appeal must include the physical submission of the original label. If the exact numerical value of postage paid is not displayed in the indicia, the customer must submit the corresponding transaction log. The customer's specific reason for requesting the appeal must be included. If the appeal to an unfavorable refund request ruling results in a refund being granted, the amount refunded may not exceed 90 percent of the indicia's face value.

### 9.3.9 Unused, Undated PC Postage Indicia

Refunds will not normally be provided for valid, undated, serialized PC Postage indicia containing commonly used postage values. If the authorized user believes extraordinary circumstances justify an exception, requests for such refunds must include a detailed explanation. Requests will be considered by the PC Postage system provider on a case-by-case basis and as provided in 9.3.1 and 9.3.8.

#### 9.3.10 Unused, Dated PC Postage Indicia With PIC

The refund request should reflect any package identification code (PIC). Requests for refund of international mail postage (domestic origin only) and fees may include valid PICs for any form of USPS Tracking, Signature Confirmation, Adult Signature, or Priority Mail Express, and include those PICs available through Track & Confirm on *www.usps.com*. Requests for refund of PC Postage indicia that contain a valid PIC are provided as follows:

a. Requests must be submitted by authorized users to their provider electronically in accordance with procedures available from their provider. Physical submission of labels to the provider is not permitted.

b. Requests must be initiated for within 30 days of printing the indicia.

c. If a postage refund is granted, the original physical shipping label must be destroyed by the authorized user.

d. The provider may, at its discretion, charge for processing a refund request.

#### 9.3.11 Unused, Dated PC Postage Indicia Without PIC

Requests for refund of dated, unused PC Postage indicia which do not have an associated package identification code (PIC) must be submitted as provided in 9.3.1 and as follows:

a. Must be physically submitted by authorized users to their provider, along with the items bearing the unused postage, in accordance with procedures available from their provider. Authorized users must submit the refund request within 60 days of the date(s) shown in the indicia.

b. The provider may, at its discretion, charge for processing a refund request.

#### 9.3.12 Unused Postage Value in PC Postage Systems

Authorized users must notify their PC Postage provider to withdraw a system and to refund any unused postage value remaining in that account. The provider refunds the unused postage value remaining in the user's system on behalf of USPS. Individual customer refunds are not issued for unused postage value less than $25 remaining in a PC Postage system.

### 9.4 Value Added Refunds

#### 9.4.1 Definition of Value Added Refund

Subject to the standards in 9.4, a *presenter* (i.e., the mailer or other party, such as a presort service bureau), who prepares letter-size First-Class Mail or USPS Marketing Mail under 9.4.12 and 9.4.13 for their customers and presents it to USPS on their behalf, may request a *value added refund* (VAR) for postage affixed to mail in excess of the price applicable to that mail when presented to USPS. A presenter must be authorized by USPS to seek the refund. Any refund is issued to the presenter, and the disposition of any such refund is a private matter between the presenter and the presenter's customer.

#### 9.4.2 Application

[1-26-20] The presenter must make a written application to the postmaster serving each location where VAR mailings are to be deposited, verified, and paid. The application must describe the presenter's mail preparation system and the

documentation that it can produce. The application must also show that the presenter can produce the postage statements and the refund documentation required by 9.4.17. The postmaster forwards the application and supporting documentation for approval to the director, Business Acceptance Solutions.

### 9.4.3 Mailer System

Eligibility to submit requests for VARs requires that the presenter process and document mail through a fully automated mail sorting system. The system must include barcoding equipment (e.g., multiline optical character readers) to read the address information and determine the correct ZIP+4 code; an ink jet or laser printer to apply the correct Intelligent Mail barcode in the required location; and a barcode reader (BCR) to read the Intelligent Mail barcode, verify it for accuracy, and sort the mailpiece to the correct location.

### 9.4.4 Presenter Agreement

In applying for authorization to make VARs, the presenter agrees:

a. That verification samples taken by USPS represent the entire mailing and are to be used to adjust the total refund amount requested.

b. To provide USPS with advance written notice of plans for system changes that affect the calculation of postage, amount of refund, generation of required documentation, or mail presorting.

c. To cooperate with USPS during mail verification or system audits, and to process sampled mail through barcode readers (BCRs) when requested.

### 9.4.5 Authorization

[1-26-20] If the application is approved, an authorization to make refund requests remains in effect until the director of Business Acceptance Solutions, or the mailer, cancels the agreement. If Postal Service periodic reviews or mailer-supplied information demonstrates a need for a modification, the authorization will be modified, with concurrence by the director of Business Acceptance Solutions, and the mailer.

### 9.4.6 Appeal

[1-26-20] If the application is denied, the presenter may file a written appeal within 15 days through Business Acceptance Solutions, USPS Headquarters, to the Marketing and Technology Channel Management manager, who issues the final agency decision.

### 9.4.7 Suspension

[1-26-20] The director, Business Acceptance Solutions, may suspend an authorization after determining that the presenter does not meet the standards in 9.4.

### 9.4.8 Cancellation

[1-26-20] The director, Business Acceptance Solutions, may cancel an authorization for any of these reasons:

a. The presenter consistently provides incorrect information and is unwilling or unable to correct the problem.

b. The presenter continually fails to meet the standards in 9.4.

c. No mailings are made under these procedures during any 12 consecutive months.

**9.4.9 Appeal of Cancellation or Suspension**

[1-26-20] A cancellation or suspension takes effect 15 days from the presenter's receipt of the notice unless, during that time, the presenter files a written appeal with the director, Business Acceptance Solutions, stating why the authorization should not be canceled or suspended. If the director, Business Acceptance Solutions, upholds the action, the appeal is forwarded to the Marketing and Technology Channel Management manager, USPS Headquarters, who issues the final agency decision. A final cancellation takes effect 15 days after receipt by the presenter.

**9.4.10 PS Form 8096 Required**

An original PS Form 8096 must be completed and signed by each of the presenter's customers whose metered pieces are eligible for a VAR . The original PS Forms 8096 and a list of customers presenting a PS Form 8096 must be on file with the postmaster where the mailings are deposited for acceptance and payment. If postage is affixed to the pieces using a postage evidencing system by an intermediate agent (not the presenter of the mailing) for the owner of the pieces, a signed PS Form 8096 must be on file from the agent whose postage evidencing systems were used to affix the postage. Refund requests are denied if all required PS Forms 8096 are not provided.

**9.4.11 PS Form 8096 Not Required**

PS Form 8096 is not required for a customer whose mail is metered by the presenter with the presenter's own postage evidencing system. In such cases, the presenter must provide the Post Office where it submits refund requests with a list, in ascending numeric order, of its own postage evidencing system serial numbers and those of any intermediate agent used for affixing postage to the pieces included in the mailing.

**9.4.12 First-Class Mail**

If a VAR request is submitted when a First-Class Mail mailing is presented to USPS, each piece in the mailing must be:

a. Letter-size and weigh less than the applicable maximum weight for automation price mail as required in 201.3.4.

b. Part of an automation price mailing prepared by the presenter.

c. Metered by the presenter or the presenter's customer at the Presorted First-Class Mail or automation prices applicable to a piece of that weight, including the full postage for the second and third ounces, if applicable.

**9.4.13 USPS Marketing Mail**

If a VAR request is submitted when a USPS Marketing Mail mailing is presented to USPS, each piece in the mailing must be:

a. Letter-size and weigh less than the applicable maximum weight for automation price mail as required in 201.3.5.

b. Part of an automation price mailing prepared by the presenter.

c. Metered by the presenter or the presenter's customer at a nonautomation price or at any automation minimum per piece price. Pieces for each entry must be prepared as a separate mailing if the destination entry prices are claimed.

### 9.4.14 Criteria for Mailing

A mailing for which a VAR request is submitted must meet these criteria:

a. [1-26-20] The presenter must process the mail for each customer so that the price of postage affixed on each piece can be documented by the customer, unless otherwise authorized by the director, Business Acceptance Solutions, USPS Headquarters, and price category.

b. Documentation must be kept showing internal quality control procedures done for each mailing submitted for which a VAR is claimed.

c. Mail must be prepared by the standards corresponding to the First-Class Mail or USPS Marketing Mail price claimed.

d. [1-26-20] The presenter must be authorized by Business Acceptance Solutions to submit USPS Marketing Mail mailings that contain both Regular and Nonprofit price pieces under the applicable standards.

e. Each piece in the mailing for which barcodes are applied by an MLOCR must bear an automation marking that also describes the method of postage payment and the price of postage affixed for metered and precanceled stamp mail or other postage information for permit imprint mail as described in 705.5.0.

f. Each mailing refund request must be for at least $50 in postage. Customers may not combine multiple postage statements on a single PS Form 3533 to reach the $50 minimum threshold.

### 9.4.15 Postage Statement

The presenter must provide a complete and accurate postage statement with each mailing annotated to show the presort option used to prepare that mailing, and reporting postage data based on the price category for which each piece qualifies when presented to USPS.

### 9.4.16 Applying for Refund

To request a VAR, PS Form 3533 and supporting documentation as described below must be provided with the corresponding mailing at the time of mailing. After the time of mailing, refund applications are not considered. The entry office postmaster pays refunds weekly or on another schedule agreed to with the mailer.

### 9.4.17 Documentation for Mailing

Mailers are required to submit or generate the following reports:

a. Each mailing must be accompanied by all of the following documentation to enable the VAR request and the specific and efficient USPS verification of that request:

1. PS Form 3533, if a net VAR refund is due.
2. The applicable postage statement.
3. The USPS qualification report in standardized format detailing by ZIP Code the number of pieces qualifying for each price by presort level. If plant-verified drop shipment (PVDS) is used for USPS Marketing Mail, a separate USPS qualification report must be generated for each entry destination.
4. [1-26-20] The USPS Summary ZIP Destination report in one of two standardized formats that lists by tray destination and price category: each mail category, postage payment type, weight and price affixed (report all postage affixed First-Class Mail pieces as weighing one ounce); number of pieces; dollar amount of postage affixed to those pieces; cumulative postage affixed; total postage; net postage due; cumulative postage due; and a running total of the number of pieces. If plant-verified drop shipment (PVDS) is used for USPS Marketing Mail, a separate USPS Summary ZIP Destination report must be generated for each entry destination. This report is not required if there is only one metered price in the mailing. Business Acceptance Solutions, USPS Headquarters, may authorize submission of only portions of this report.
5. The USPS Postage Summary in a standardized format. This report shows, by type of payment method, the total postage claimed for all pieces in the mailing by price level and the total postage affixed by price level. It also shows a grand total summary of postage affixed, postage claimed, and total postage due. If plant-verified drop shipment (PVDS) is used for USPS Marketing Mail, a separate USPS Postage Summary report must be generated for each entry destination.
6. Other documentation that may be required by other standards for the price claimed.

b. The USPS Customer Mail Report must be generated for each mailing, but is required to be submitted to USPS only when requested by USPS personnel for the resolution of errors (shortpaid and potential MLOCR profiling) detected in a specific mailing. The Customer Mail Report must list each customer by name and provide the following information about their mail: price affixed, mail category including postage payment type, weight, total postage, postage affixed, number of pieces, cumulative number of pieces, number of pieces rejected, and total pieces fed.

## 9.5 Priority Mail Express Postage and Fees Refunds

### 9.5.1 Priority Mail Express 1-Day and 2-Day Delivery

For Priority Mail Express 1-Day and 2-Day Delivery, USPS refunds the postage and Sunday or holiday premium fee and/or the 10:30 a.m. delivery fee for an item not delivered, for an item for which delivery was not attempted, or if the item was not made available for claim by the delivery date and time specified at the time of mailing, subject to the standards for this service, unless the delay was caused by one of the situations in 9.5.5.

### 9.5.2 Priority Mail Express Military Service (PMEMS)

For PMEMS, USPS refunds postage for an item not available for customer pickup at the APO/FPO or DPO address or for which delivery to the addressee was not attempted domestically within the times specified by the standards for this service, unless the item was delayed by Customs; the item was destined for an APO/FPO or DPO that was closed on the intended day of delivery (delivery is attempted the next business day); or the delay was caused by one of the situations in 9.5.5.

### 9.5.3 Who May Apply

A claim for a refund for Priority Mail Express postage may be made only by the mailer (the sender of a Priority Mail Express item or the holder of the USPS Corporate Account used to pay for postage).

### 9.5.4 Conditions for Refund

A postage refund request, as allowed under 9.0, must be made within 30 days after the date of mailing.

### 9.5.5 Refunds Not Given

[5-4-20] Postage will not be refunded if the guaranteed service was not provided due to any of the following circumstances:

a. The item was properly detained for law enforcement purposes (see Administrative Support Manual 274).

b. The item was delayed due to strike or work stoppage.

c. The item was delayed because of an incorrect ZIP Code or address; or forwarding or return service was provided after the item was made available for claim.

d. The shipment is available for delivery, but the addressee made a written request that the shipment be held for delayed delivery.

e. The shipment is undeliverable as addressed.

f. If authorized by USPS Headquarters, and the delay was caused by governmental action beyond the control of USPS or air carriers; war, insurrection, or civil disturbance; delay or cancellation of flights; projected or scheduled transportation delays; breakdown of a substantial portion of USPS transportation network resulting from events or factors outside the control of USPS; or acts of God.

g. The shipment contained live animals and was delivered or delivery was attempted within 3 days of the date of mailing.

h. The Priority Mail Express 1-Day shipment was mailed December 22 through December 25 and was delivered or delivery was attempted within 2 business days of the date of mailing.

i. [5-4-20] The postage refund requested is other than for loss, and the Priority Mail Express piece was destined to or originated from Guam, American Samoa, or the Commonwealth of the Northern Mariana Islands (see 608.2.4.1 for ZIP Codes).

j. [5-4-20] The postage refund requested is other than for loss, and the Priority Mail Express piece was destined to the Republic of Palau, the Republic of the Marshall Islands, or the Federated States of Micronesia (see 608.2.4.1 for ZIP Codes).

#### 9.5.6 How to Apply for a Refund

A mailer may apply for a refund online at *usps.com/help (preferred)* under 9.2.5a, or must complete Part I of PS Form 3533 in duplicate and submit it, along with the original customer copy of Label 11, to any Post Office.

# 10.0 Postage Due Weight Averaging Program

## 10.1 Basic Information

### 10.1.1 Description

[5-4-20] The Postage Due Weight Averaging (PDWA) program is a comprehensive, statistically valid program to calculate postage due returns in bulk, rather than rating each individual piece. This program, subject to application, approval, and authorization, is available for customers who receive a minimum of 50,000 combined postage-due parcels and flats, or Bulk Parcel Return Service (BPRS) pieces. The PDWA program applies a postage due cost factor, generated through a 4-week rolling average sampling period, to assess postage and fees based upon the net weight of each container. A new postage due cost factor is calculated and applied weekly, based on the previous 4 weeks of sampling data. The 4-week rolling average is not applicable if a new PDWA system is implemented or if there is a postage price change. When these circumstances occur, the new postage due cost factor is determined through the sampling in the first week. That new postage due cost factor is then applied in the first 2 weeks. After the fourth week of sampling, the postage due cost factor is a complete 4-week rolling average. PDWA is designed to significantly reduce processing time and provide for shorter verification time for customers.

### 10.1.2 General Qualification

[5-4-20] A PDWA program may be authorized for applicants who receive a minimum of 50,000 combined returns per year. Returns can include all classes of mail where postage-due fees are assessed, including BPRS return pieces. Only parcels and flats may be processed through the PDWA program. See 10.2 for the application process.

### 10.1.3 Quality Control

[7-1-20] PDWA customers may elect to establish a quality control program to ensure that all missorted and accountable mail (including Certified Mail, collect on delivery [COD], USPS Tracking, Adult Signature, and Signature Confirmation) is identified and returned to the servicing Post Office prior to being opened. If the customer elects to not implement a quality control program, the customer must assume all responsibility for claims filed by clients who returned their product to them via accountable mail. The program must include:

a. Training all employees who process returns on how to identify accountable items.

b. Permanently displaying examples of accountable return items in full view of employees responsible for the identification of accountable returns.

c. Instructional material pertaining to identifying accountable returns.

d. The random selection and tracking of individual sample pieces within the customer's operational process to assure that they are identified.

## 10.2 Authorization

### 10.2.1 Application

The customer or agent must submit a PDWA application to the postmaster of the office through which delivery service is provided. The customer must provide information including current permits, authorizations, and average volume figures. The postmaster will provide input regarding staffing, hours of operation, standard operating procedures, and recommendations or comments for approval.

### 10.2.2 Approval

[1-26-20] The director, Business Acceptance Solutions, approves or denies applications for PDWA systems. Approved mailers are provided an authorization letter (or previously-approved service agreement) specifying, among other things, the customer's quality control procedures, and procedures for handling missorted and accountable mail.

### 10.2.3 Denial

[1-26-20] If the PDWA application is not approved, the director, Business Acceptance Solutions, will send the applicant a written notice with the reason for denial.

### 10.2.4 Authorization Period

[1-26-20] Authorization remains in effect until the director of Business Acceptance Solutions, or the customer, cancels the agreement. If Postal Service periodic reviews or customer-supplied information indicates a need for modification, then the authorization or service agreement will be amended with concurrence of the director of Business Acceptance Solutions, and the customer.

### 10.2.5 USPS Suspension

[1-26-20] The director, Business Acceptance Solutions, may suspend a PDWA at any time if the authorization or service agreement does not provide adequate revenue protection, or the customer (or agent) fails to meet the criteria established by the agreement.

### 10.2.6 Mailer Cancellation

[1-26-20] The customer may cancel a PDWA authorization (or service agreement) by sending a written request to the director, Business Acceptance Solutions (see 608.8.0 for address).

# 607 Mailer Compliance and Appeals of Classification Decisions

**Overview**

1.0 Mailer Compliance With Mailing Standards
2.0 Rulings on Mailing Standards
3.0 Revenue Deficiency

## 1.0 Mailer Compliance With Mailing Standards

### 1.1 Mailer Responsibility

A mailer must comply with all applicable postal standards. Despite any statement in this document or by any USPS employee, the burden rests with the mailer to comply with the laws and standards governing domestic mail. For mailings that require a postage statement, the mailer certifies compliance with all applicable postal standards when signing the corresponding postage statement. Questions on mail classification and special mail services may be directed to local USPS representatives (e.g., business mail entry managers). The Pricing and Classification Service Center (PCSC) can help local Post Offices answer customer questions on mailing standards (see 608.8.4 for address or telephone number).

### 1.2 Postage Payment

A permit imprint, bulk, or other discount price mailing is accepted after an examination of the mailing and the accompanying postage statement prepared by the mailer. A USPS employee's signature on the postage statement and the subsequent acceptance of the mailing do not constitute verified accuracy of that statement, and do not limit the ability of the USPS to demand proper payment after acceptance when it becomes apparent such payment was not made.

### 1.3 Request for Exception to Standards

To the extent that postage prices, fees for mail services, and basic mail classification and eligibility are prescribed by federal statute or the Domestic Mail Classification Schedule, the USPS is not authorized to waive or except the corresponding DMM standards. Postmasters or managers at Post Offices, district or area offices, and other field facilities may not suspend or grant any waiver or exception to standards established by the USPS (e.g., regarding mail preparation) unless *specifically* authorized by the DMM. Any mailer's request for an exception to DMM standards must be referred to the PCSC (see 608.8.4 for address and telephone number).

## 2.0 Rulings on Mailing Standards

**2.1 Local Decision**
A mailer who disagrees with a classification decision by a local Post Office, whether on a pending or a proposed mailing, may send a written appeal to the postmaster within 30 days. The appeal is forwarded to the Pricing and Classification Service Center (PCSC). The PCSC issues the final agency decision. Only the PCSC manager may rule on an appeal or initial request for a ruling on an exception to a USPS standard in the DMM.

**2.2 Expedited Oral Decision**
A mailer who receives an adverse ruling from a Post Office, whether on a pending or a proposed mailing, may ask the PCSC manager to provide an expedited oral decision on appeal. This request for an expedited appeal may be made by telephone. The PCSC manager will determine whether the appeal or individual questions in the appeal can be decided on an expedited basis and, if so, will advise the mailer of the determination and confirm it in writing.

**2.3 Classification While Appeal Pending**
Pending resolution of an appeal, the mailer may, by a letter to the local postmaster, request to mail under a deposit arrangement. The mailer must deposit with the postmaster enough funds to cover postage at the higher price. If the appeal is upheld, the difference between the amount deposited and a lower price determined to be appropriate is returned to the mailer. If the appeal is denied, the deposit is not returned. If a balance remains in the deposit after the higher price postage is deducted, the balance is refunded at the mailer's request.

**2.4 Decisions on National Rulings**
The manager, National Customer Rulings makes mail preparation, mailpiece design, and price eligibility decisions for customers in strategic industries as appropriate. Any mail classification decision made initially by the manager, National Customer Rulings may be appealed within 15 days to the manager, Pricing and Classification Service Center, who will issue the final agency decision.

**2.5 PCSC Decision**
Any mail classification decision made initially by the PCSC manager may be appealed within 15 days to the manager, Product Classification (see 608.8.0 for address), who has sole authority to render a decision on such appeals.

**2.6 Corresponding Standards**
Rulings and appeals concerning revenue deficiencies (on past mailings), refunds, or applications for various mailing privileges, prices, or authorizations, are subject to the corresponding standards.

# 3.0 Revenue Deficiency

## 3.1 General Information

### 3.1.1 Revenue Deficiency Process

The revenue deficiency process outlined in 3.1 is an administrative process that supplements and does not diminish any rights the Postal Service has to recover revenue deficiencies through other legally available methods, such as when the deficiency arises as a result of fraud, misrepresentation, or the misuse of PC Postage products or other Postage Evidencing Systems.

### 3.1.2 Definitions

Revenue deficiency definitions are as follows:

a. *Revenue deficiency:* A shortage or underpayment of postage or fees that has been calculated and assessed to a mailer. Unless assessed under other applicable postal regulations, revenue deficiencies are generally assessed as provided herein by the postmaster; manager, Business Mail Entry; the program manager, Revenue and Compliance, or other postal official, who issues a written notification to the mailer citing the amount of the deficiency and the circumstances.

b. *Mailer:* A mailer is defined as the mail owner or an individual or entity that prepares or presents a mailing to the Postal Service and includes those who allow others to use a postage meter or PC postage product (collectively "postage evidence system" — see 604.4.1.1 and 604.4.1.2) that has been authorized for use by the individual or entity.

### 3.1.3 Assessments

Postal officials review mailings, postage statements, and other relevant documentation to assess revenue deficiency. Mailers are required to cooperate and provide any documentation or information requested by postal officials during the review and assessment process. A mailer's failure to provide requested documentation or information during a review may result in a negative inference concerning the documentation or information requested.

### 3.1.4 Assessed Revenue Deficiencies

Assessed revenue deficiencies may be subject to the following:

a. If a mailer fails to tender payment to the Postal Service within 30 days of receipt of a final agency decision, fails to comply with the terms or conditions of a payment plan agreed to by the Postal Service concerning the final agency decision, or is suspected by the Postal Service of continuing to repeatedly short pay postage, the Postal Service may:

   1. Deduct any deficiencies from the mailer's trust account (or any other funds in USPS possession) incurred within 12 months of the date of the final mailing on which the deficiency was assessed.

   2. Initiate debt collection procedures.

3. Restrict or suspend discounted mailing privileges with the concurrence of the manager, Revenue Assurance and Vice President Controller, or as otherwise allowed by regulation, or in accordance with any agreement with the mailer.

b. Discounted mailing privileges may be suspended or restricted regardless of payment status of an assessed revenue deficiency if underpayment of postage continues after a mailer has been assessed a revenue deficiency.

c. Interest on assessed revenue deficiencies will accrue at a rate of 6 percent per annum beginning 30 days after the receipt of the final agency decision and will continue until the debt is paid.

d. Other fees and costs related to an assessed revenue deficiency may be collected as allowed by law or regulation.

## 3.2 Appeal of Ruling

### 3.2.1 General Decision

Except as provided in 604.4.4.4 through 604.4.4.5, 607.3.2.2, and 703.1.0, a mailer may appeal a revenue deficiency assessment by sending a written appeal to the postmaster or manager in 3.2.1a through 3.2.1c within 30 days of receipt of the notification. In all cases, the mailer may be asked to provide more information or documentation to support the appeal. Failure to do so within 30 days of the request is grounds for denying an appeal. Any decision that is not appealed as prescribed becomes the final agency decision. Mailers may send appeals as follows:

a. To the district manager, Finance, for revenue deficiencies for fees. The district manager, Finance, issues the final USPS decision.

b. To the postmaster, manager, Business Mail Entry, program manager, Revenue and Compliance, or other postal official, for revenue deficiencies for postage. The appeal is then forwarded to the manager, Pricing and Classification Service Center (PCSC), who issues the final agency decision.

c. To the manager, Product Classification (see 608.8.0 for address), if the PCSC manager first assessed the deficiency. The manager, Product Classification issues the final agency decision.

### 3.2.2 Nonprofit USPS Marketing Mail Decision

Nonprofit mailers have two levels of appeal. They may appeal revenue deficiency assessments as follows:

| IF THE INITIAL REVENUE DEFICIENCY ASSESSMENT WAS MADE BY: | FIRST-LEVEL APPEAL | SECOND-LEVEL APPEAL AND FINAL USPS DECISION |
|---|---|---|
| postmaster; manager, Business Mail Entry; manager, Revenue and Compliance; or other Postal Service official | manager, PCSC (see 608.8.0 for address) | manager, Product Classification (see 608.8.0 for address) |

All appeals must be submitted in writing within 30 days of the previous USPS decision. Any decision that is not appealed as prescribed becomes the final agency decision; no appeals are available within USPS beyond the second appeal.

# 608 Postal Information and Resources

**Overview**

1.0 About the Domestic Mail Manual
2.0 Domestic Mail
3.0 Post Offices and Holidays
4.0 Philatelic (Stamp Collecting) Services
5.0 Private Express Statutes
6.0 Complaints and Postal Law Violations
7.0 Trademarks and Copyrights of the USPS
8.0 USPS Contact Information
9.0 Postal Zones
10.0 Forms of Identification

## 1.0 About the Domestic Mail Manual

### 1.1 Content of the DMM

*Mailing Standards of the United States Postal Service,* Domestic Mail Manual (DMM) contains the basic standards of the United States Postal Service (USPS) governing its domestic mail services; descriptions of the mail classes and extra services and conditions governing their use; and standards for price eligibility and mail preparation. Domestic mail is classified by size, weight, content, service, and other factors.

### 1.2 Copies of the DMM

The DMM is available online on Postal Explorer (*pe.usps.com*). Copies of the DMM may be inspected during normal business hours at USPS Headquarters; area and district offices. A copy is also filed at the Office of the Federal Register, National Archives and Records Administration.

### 1.3 Revisions to the DMM

USPS may change the standards in the DMM. Substantive revisions are published in the *Postal Bulletin* and, when appropriate, the *Federal Register.*

### 1.4 Terms in the DMM

Terms in the DMM referring to the singular also apply to the plural, unless the context indicates otherwise. The term *postmaster* also applies to an officer-in-charge and, in district host cities, to the district manager.

# 2.0 Domestic Mail

## 2.1 Definition of "Domestic"

Domestic mail is mail transmitted within, among, and between the United States of America, its territories and possessions, Army Post Offices (APOs), Fleet Post Offices (FPOs), Diplomatic Post Offices (DPO), and the United Nations, NY. For this standard, the term "territories and possessions" comprises the following:

| |
|---|
| American Samoa<br>*Manua Island, Swain's Island, Tutuila Island* |
| Guam |
| Northern Mariana Islands, Commonwealth of the<br>*Rota Island, Saipan Island, Tinian Island* |
| Puerto Rico, Commonwealth of |
| U.S. Virgin Islands<br>*St. Croix Island, St. John Island,*<br>*St. Thomas Island* |
| Wake Atoll<br>*Wake Island* |

## 2.2 Mail Treated as Domestic

Mail originating in the United States of America, its territories and possessions, APOs, FPOs, DPOs, and the United Nations, NY, for delivery in the Freely Associated States, and mail originating in the Freely Associated States for delivery within, among, and between the Freely Associated States and the United States of America, its territories and possessions, APOs, FPOs, DPOs, and the United Nations, NY, is treated as if it were domestic mail. Product offerings and pricing for mail originating in any of the Freely Associated States is subject to terms established in the Compact of Free Association between the US Government and each of the Governments of the Freely Associated States. For information on products and pricing of items originating in the Freely Associated States, customers should contact the applicable country's postal operator.The term "Freely Associated States" comprises the following:

| |
|---|
| Marshall Islands, Republic of the<br>*Ebeye Island*<br>*Kwajalein Island*<br>*Majuro Island* |
| Micronesia, Federated States of<br>*Chuuk (Truk) Island*<br>*Kosrae Island*<br>*Pohnpei Island*<br>*Yap Island* |
| Palau, Republic of<br>*Koror Island* |

## 2.3 International Mail

### 2.3.1 General

International mail is mail addressed to or received from foreign countries, except under 2.2. Provisions for international mail are published in the *International Mail Manual (IMM).*

#### 2.3.2 International Inbound Mail Entry at Domestic Offshore Locations

Incoming mail from foreign mail consolidators or foreign posts must be entered through one of the five International Service Centers located in the 48 contiguous states. Exceptions for entry anywhere else, including into domestic offshore locations, must be arranged in advance through contracts or bilateral agreements.

### 2.4 Customs Forms Required

#### 2.4.1 Items Weighing 16 Ounces or More

Except for items sent via Priority Mail Express, or Priority Mail combined with Registered Mail service, any mailpiece (regardless of contents) weighing 16 ounces or more must bear a properly completed PS Form 2976, *Customs Declaration CN 22*, or, if the customer prefers, a PS Form 2976-A, *Customs Declaration and Dispatch Note – CP 72*, when the item is:

a. Sent from the United States, Puerto Rico, or the U.S. Virgin Islands to the ZIP Code destinations listed in the table below.

b. Sent from the ZIP Code destinations listed in the table below to the United States, Puerto Rico, or the U.S. Virgin Islands.

c. Sent between two different destinations listed in the “Territory, Possession, or Freely Associated States” column in the table below.

d. Sent within American Samoa, the Federated States of Micronesia, the Commonwealth of the Northern Mariana Islands, or the Republic of the Marshall Islands. This standard does not apply to items sent within Guam or Palau.

| ZIP CODE | TWO-LETTER STATE ABBREVIATION | CITY | TERRITORY, POSSESSION, OR FREELY ASSOCIATED STATE |
|---|---|---|---|
| 96799 | AS | PAGO PAGO | AMERICAN SAMOA |
| 96910 | GU | HAGATNA | GUAM |
| 96912 | GU | DEDEDO | GUAM |
| 96913 | GU | BARRIGADA | GUAM |
| 96915 | GU | SANTA RITA | GUAM |
| 96916 | GU | MERIZO | GUAM |
| 96917 | GU | INARAJAN | GUAM |
| 96919 | GU | AGANA HEIGHTS | GUAM |
| 96921 | GU | BARRIGADA | GUAM |
| 96923 | GU | MANGILAO | GUAM |
| 96928 | GU | AGAT | GUAM |
| 96929 | GU | YIGO | GUAM |
| 96931 | GU | TAMUNING | GUAM |
| 96932 | GU | HAGATNA | GUAM |
| 96939 | PW | NGERULMUD | PALAU |
| 96940 | PW | KOROR | PALAU |
| 96941 | FM | POHNPEI | FEDERATED STATES OF MICRONESIA |
| 96942 | FM | CHUUK | FEDERATED STATES OF MICRONESIA |
| 96943 | FM | YAP | FEDERATED STATES OF MICRONESIA |
| 96944 | FM | KOSRAE | FEDERATED STATES OF MICRONESIA |
| 96950 | MP | SAIPAN | COMMONWEALTH OF THE NORTHERN MARIANA ISLANDS |
| 96951 | MP | ROTA | COMMONWEALTH OF THE NORTHERN MARIANA ISLANDS |
| 96952 | MP | TINIAN | COMMONWEALTH OF THE NORTHERN MARIANA ISLANDS |
| 96960 | MH | MAJURO | REPUBLIC OF THE MARSHALL ISLANDS |
| 96970 | MH | EBEYE | REPUBLIC OF THE MARSHALL ISLANDS |

### 2.4.2 Items Containing Goods

Regardless of mail class or weight, items containing goods (i.e., contents other than documents; see IMM 123.63 for “document” eligibility) must bear a properly completed PS Form 2976, *Customs Declaration CN 22*, or, if the customer prefers, a PS Form 2976-A, *Customs Declaration and Dispatch Note – CP 72*, when the items are sent to the United States or Puerto Rico from the ZIP Code destinations listed in the table in 2.4.1, or from the U.S. Virgin Islands.

### 2.4.3 Improperly Prepared and Prohibited Items

Mailpieces deposited without a properly completed customs form under 2.4.1 and 2.4.2 will be returned to the sender. See current Postal Bulletin for current prohibited or restricted items.

### 2.4.4 Overseas Military Mail

For determining customs declarations' required usage when mailing to or from APO, FPO, or DPO addresses, see 703.2.3.6 through 703.2.3.8.

### 2.4.5 Items Eligible for Deposit or Pickup

Items under 2.4.1 bearing a computer-generated customs form (e.g., using Click-N-Ship service, an authorized PC Postage vendor, or the USPS Web Tools system) may be deposited through any of the following methods, provided postage is paid by a means other than the use of postage stamps:

a. In a mailbox bearing a return address that matches the address at the point of pickup, when the customer or business is known to reside or do business at that location.

b. Through Pickup on Demand service.

c. Through Package Pickup service.

d. At a Postal Service retail counter.

e. Into a Postal Service lobby drop.

f. In a collection box.

g. At a Contract Postal Unit (CPU).

h. At a USPS Approved Shipper location.

### 2.4.6 Items Not Eligible for Deposit or Pickup

Customers must present the following items requiring a customs form to an employee at a Post Office retail service counter. Deposit and pickup methods listed items under 2.4.5 are prohibited. The Postal Service will return these improperly presented items to the sender for proper entry and acceptance:

a. Any item bearing a customs form and paid with only postage stamps.

b. Any item bearing a handwritten customs form.

c. Any item bearing a customs form that was not computer-generated.

### 2.4.7 Items Paid with a Permit Imprint

Items requiring a customs form and paid with permit imprint may be entered at a business mail entry unit (BMEU) if the customs form was computer-generated and the customs data was electronically transmitted.

### 2.4.8 Freely Associated States—Items Requiring an Export License

Items sent to the Freely Associated States listed in 2.2 that require an export license under 2.5.8, regardless of weight or class of mail, always require a PS Form 2976-A. See IMM 530 for additional information on export licenses.

### 2.5 Foreign Trade Regulations—U.S. Department of Commerce, U.S. Bureau of the Census

This section describes the various U.S. Department of Commerce, U.S. Bureau of the Census requirements when shipping goods to, from, and between U.S. territories, possessions, and Freely Associated States. Refer to *Mailing Standards of the United States Postal Service,* International Mail Manual (IMM), section 520, for more U.S. Census Bureau standards and for requirements when shipping items mailed from American Samoa, Guam, or the Commonwealth of the Northern Mariana Islands to foreign countries.

Goods mailed to APO/FPO/DPO addresses are subject to the Foreign Trade Regulations. However, mailers are exempt from filing electronic export information, unless mandatory filing is required by 15 CFR 30.2(a)(1)(iv). See IMM 524.21e and 524.21f for more information regarding mandatory filing. Customers may be subject to civil and criminal penalties if they fail to electronically file their export information when required, or if they fail to comply with the Foreign Trade Regulations in any other way.

The following are not subject to these requirements:

a. Items mailed from the Freely Associated States (see 608.2.2).

b. Items mailed from the U.S. Virgin Islands to the United States or Puerto Rico.

c. Items mailed within or between American Samoa, Guam, and the Commonwealth of the Northern Mariana Islands.

d. Items mailed from American Samoa, Guam, or the Commonwealth of the Northern Mariana Islands to the United States, Puerto Rico, or the U.S. Virgin Islands.

e. Items mailed from the United States, Puerto Rico, or the U.S. Virgin Islands to American Samoa, Guam, or the Commonwealth of the Northern Mariana Islands.

#### 2.5.1 Mandatory Electronic Filing—U.S. Territories, Possessions, and Freely Associated States

Under the authority of 13 U.S.C. Chapter 9, as amended by the Foreign Relations Authorization Act of 2002, P.L. 107-228, U.S. Census Bureau regulations require electronic filing of export information through the Automated Export System (AES) or Automated Commercial Environment (ACE) AES*Direct* system for certain shipments of goods. Electronic filing of export information is required when any of the following applies, subject to certain exemptions (see 2.5.4):

a. The item requires an export license under U.S. law when sent to the Freely Associated States. See 2.5.5 and 2.5.6.

b. One or more classes of goods (per Schedule B Export Codes at *www.census.gov/foreign-trade/reference/codes/index.html*) within the item is valued at more than $2,500 and the item is mailed as follows:

   1. From Puerto Rico to the United States or U.S. Virgin Islands.

2. From the United States to Puerto Rico or the U.S. Virgin Islands.
3. From the United States, Puerto Rico, or the U.S. Virgin Islands to the Freely Associated States.

### 2.5.2 Value Criterion

Following are three examples to illustrate the value criterion defined in 2.5.1:

a. A package contains one *mechanically* operated watch (Schedule B item # 9101.11.0000) valued at $2,600. The total value of goods to be mailed is $2,600, and the value of all items within the same Schedule B number is over $2,500. Consequently, electronic filing and an ITN *would* be required (unless an exemption applies).

b. A package contains one *mechanically* operated watch (Schedule B item # 9101.11.0000) valued at $2,400, and one *electronically* operated watch (Schedule B item # 9101.91.0000) valued at $2,400. The total value of goods to be mailed is $4,800, but no group of items within the same Schedule B number is valued over $2,500. Consequently, electronic filing and an ITN *would not* be required, because the mechanical watch and electronic watch are in different Schedule B groups,

c. A package contains two *mechanically* operated watches (Schedule B item # 9101.11.0000) one valued at $1,400 and one valued at $1,500. The total value of goods to be mailed is $2,900 and the value of all items within the same Schedule B number is over $2,500. Consequently, electronic filing and an ITN *would* be required, unless an exemption applies.

### 2.5.3 How to File Electronic Export Information and Obtain an Internal Transaction Number

a. Preliminary Steps for First-time Filers

*AESDirect* requires each mailer to have an employer identification number (EIN) and an ACE Exporter Account. Therefore, a first-time filer must complete the following steps:

1. Obtain an EIN from the Internal Revenue Service (IRS) at *sa.www4.irs.gov/modiein/individual/index.jsp*.
   ***Note:*** A mailer does not have to be an employer to apply for an EIN.
2. Set up an ACE Exporter Account on the Customs and Border Protection website at *cbp.gov/trade/automated/getting-started/portal-applying*. Under “Applying for an Account,” in Step 3, select the option for “Exporters: Apply here” to complete and submit the online form. ***Note:*** For account verification purposes, the “Shared Secret Value” is the “User ID.”

b. Filing EEI

A customer who has obtained an EIN and has established an ACE Exporter Account must complete the following steps:

1. Log into the customer’s existing ACE Exporter Account at *ace.cbp.dhs.gov.*
2. Use the following information when completing the EEI fields:

(a) The “Port of Export” code for shipping through the Postal Service is “8000.”

(b) The “Mode of Transport” is “Mail.”

(c) Leave the carrier as “SCAC/IATA,” and leave the conveyance name fields blank.

3. Complete the remaining data fields and file the EEI. For more information about filing EEI, refer to the ACE AES*Direct* User Guide at *census.gov/foreign-trade/aes/aesdirect/AESDirect-User-Guide.pdf.*

After the customer files the EEI, the AES will send a response message indicating the status of the shipment by email or through the ACE Shipment Manager. A successful filing will receive an ITN as confirmation that the AES has accepted the EEI. A rejected filing will receive a rejection statement.

When completing the customs form(s), the mailer must include the ITN as described in IMM 527. The ITN is unique for every AES shipment and is applicable for multiple packages sent from one USPPI to one addressee when the mailer tenders the packages to the United States Postal Service on the same day (see IMM 524.1).

***Note:*** If the AES is not functioning, call the U.S. Census Bureau’s toll-free information hotline at 800-549-0595, option 1. For more information on electronic filing, use option 3.

### 2.5.4 AES Downtime Citation

If electronic information filing is required, but AES*Direct* system is unavailable, the goods may be shipped, but the customer is responsible for providing the appropriate AES Downtime Citation instead of an ITN. This citation includes the word “AESDOWN,” the customer’s AES filer identification number, and the date; for example, “AESDOWN 123456789 09/30/2009.” If the Automated Export System system is down, call 800-549-0595, option 1.

### 2.5.5 AES Exemption

In many circumstances, electronic export information filing and an Internal Transaction Number (ITN) may not be required. In these circumstances, and only when a customs declaration form is required under 2.4, customers are responsible for presenting an applicable AES Exemption on the customs declaration form upon mailing. Customers may forgo this requirement if no customs declaration form is required. When a customs declaration form is used, customers should enter the applicable AES Exemption on the customs declaration form. Customers must only enter one AES Exemption per addressed mailpiece. When multiple AES Exemptions may apply, the mailer may select any one that applies. For more information on these and other exemptions, customers should consult Appendix C of the Foreign Trade Regulations, 15 C.F.R. Part 30. The following is a list of the most commonly applicable AES Exemption for items mailed to, from, or between destinations under 2.0:

a. Regardless of value, for all goods shipped within or between the following U.S. territories or between the following U.S. territories and the United States, Puerto Rico, and the U.S. Virgin Islands, use NOEEI 30.2(d)(2):

1. American Samoa.
2. Guam Island.
3. Northern Mariana Islands.

b. For items destined to the Freely Associated States listed in 2.2, customers may apply "NOEEI 30.37(a)" if the value of each class of goods is $2,500 or less, provided an export license is not required (see 2.5.7 and 2.5.8).

c. For items destined to APO, FPO, and DPO addresses, customers may apply "NOEEI 30.37(w)" regardless of value, provided an export license is not required (see 2.5.8).

### 2.5.6 Placement of ITN, AES Downtime Citation, or AES Exemption

If no customs declaration form is required (e.g., items sent between the United States and Puerto Rico), no other action for recording the ITN or AES Downtime Citation on the package is required. However, when a shipment requires an ITN, AES Downtime Citation, or AES Exemption, it is the customer's responsibility to legibly write the applicable ITN, AES Downtime Citation, or AES Exemption in the appropriate location on the customs form:

a. On PS Form 2976 — use block 8.

b. On PS Form 2976-A — use block 10.

c. On PS Form 2976-B, Priority Mail Express International Shipping Label and Customs Form — use block 3.

d. On PS Form 2976-R, USPS Customs Declaration and Dispatch Note — use block 13 for an ITN or AES Downtime Citation, and block 14 for an AES Exemption.

See IMM 123.12 for authorized editions of USPS-produced customs declaration forms.

### 2.5.7 Additional Standards for the Freely Associated States

The Freely Associated States listed in 2.2 are foreign destinations for the purposes of the Foreign Trade Regulations and other laws and regulations governing imports and exports. As such, certain goods shipped (also see 2.4.3) to these destinations from the United States, Puerto Rico, the U.S. Virgin Islands, or other U.S. territories may require an export license. To determine if an export license is required, go to *http://www.export.gov/regulation/index.asp* or call: 1-800-USA-TRAD(E) (1-800-872-8723).

### 2.5.8 When an Export License Is Required

When an export license is required under 2.5.7, a PS Form 2976-A or a PS Form 2976-B is always required. The applicable license number must appear in block 16 of the PS Form 2976-A or block 14 of the PS Form 2976-B, and an ITN or AES Downtime Citation must appear in block 10 of the PS Form 2976-A or block 3 of the PS Form 2976-B. See IMM 520 and 530 for complete requirements.

In addition, it is the mailer's responsibility to comply with the U.S. Census Bureau's requirements for filing electronic export information, as described in 2.5.1 and 2.5.2.

### 2.6 Alaska Bypass Service

#### 2.6.1 Prices
Alaska Bypass Service prices are calculated based on the zone to which the shipment is addressed and the weight of the shipment.

#### 2.6.2 Price Eligibility
Requirements for Alaska Bypass Service are provided in Handbook PO 508.

## 3.0 Post Offices and Holidays
Information on discontinuing, consolidating, and suspending services can be found in *United States Code* 39 U.S. C. §404(b), and the *Postal Operations Manual* (POM). Information on holidays observed by USPS can be found in the POM and online at *USPS.com*.

[5-4-20]
## 4.0 Philatelic (Stamp Collecting) Services

### 4.1 Basic Standards

#### 4.1.1 Philatelic Policy
A single national USPS policy governs postage stamps and postal stationery, including their release, sale, and discontinuance.

#### 4.1.2 Stamp Subjects
The public may propose subjects for commemorative postage stamps and postal stationery through correspondence to the Citizens' Stamp Advisory Committee (see 8.1 for address). The Committee reviews suggestions and makes recommendations to the Postmaster General, who chooses the final selections.

#### 4.1.3 Philatelic Availability
Stamps, postal stationery, and philatelic products are sold at various types of postal retail facilities. Post Offices establish special temporary retail stations to provide philatelic services and to sell commemorative stamps and philatelic products at activities of significant public or philatelic interest. The postmaster may authorize temporary philatelic stations. Under specific circumstances, USPS may limit or set conditions on the purchase of stamps and other forms of postage or postal stationery.

#### 4.1.4 Philatelic Mail Orders
Mail orders for postage stamps and other philatelic items must be directed to Stamp Fulfillment Services (see 8.1 for address). Post Offices do not fill mail orders for stamps and other philatelic items other than orders under the stamps-by-mail program and for locally precanceled stamps. Customers must provide a self-addressed stamped envelope for the return of precanceled stamps.

#### 4.1.5 Philatelic Postmarking

Postmarking for philatelic (stamp collecting) purposes is provided at the request of collectors or cover servicers. The *Postal Operations Manual* contains USPS policy on philatelic postmarking, including cancellation devices, types of postmarks or cancellations, first-day covers, and service conditions.

### 4.2 Special Cancellations

#### 4.2.1 Description of Special Cancellations

Special cancellations are inkjet cancellations in which a caption publicizing an event is used to cancel mail. Special cancellations may be used only in Post Offices with at least 190 revenue units for canceling large volumes of mail. Special cancellations are authorized only if the scheduled observance is for a national purpose for which Congress has made an appropriation, or is of general public interest and importance. Special cancellations are approved for a definite period not to exceed 6 months, and must not be conducted for private gain or profit.

#### 4.2.2 Prohibitions for Special Cancellations

Special cancellations are not authorized for the following:

a. Events of interest primarily to a particular local group.

b. Fraternal, political, religious, service, commercial, or trade organizations.

c. Campaigns or events promoting the sale or use of private products or services.

d. Idea or slogan promotions not directly connected with the event of general public interest and importance.

e. Post Office anniversaries.

f. Recruitment programs.

g. Events that occur when all canceling machines in the Post Office are scheduled for other special cancellations.

#### 4.2.3 Applying to Use Special Cancellations

To apply to use special cancellations, sponsors must submit a written letter of request, on the requesting organization's letterhead, to the manager, Strategic Communications (see 8.1 for address) at least 4 months before the special cancellation will be used. The letter must include the following information:

a. The name, address, and telephone number of the sponsor.

b. Advance promotional materials that include a complete description and schedule of the event.

c. Evidence that the event is not conducted for private gain or profit.

d. The wording of the special cancellation must be standardized and approved by the sponsor's national headquarters. The following provisions also apply:

   1. Space available for the wording is limited to three lines of not more than 20 letters, numbers, or spaces each.

   2. Illustrations or designs cannot be used.

3. The wording must directly reflect the event to be commemorated.

e. The Post Office name(s) where the cancellation is to be used.

f. The requested time period of use.

**4.2.4 Sponsor Payment for Special Cancellations**
The sponsor must pay the costs incurred for installing and maintaining the special cancellation.

**4.2.5 Time Limit on Use of Special Cancellations**
Use of a special cancellation may not exceed 6 months. A special cancellation approved annually is limited to one 60-day period for each year. A request for reuse of recurring annual cancellations must be submitted 4 months before the date the cancellation will be used again. For national cancellations, the national sponsor may submit a single request.

**4.2.6 Revocation of Special Cancellations**
USPS may curtail or revoke the use of any special cancellation when it is necessary to use special postmarking for USPS purposes.

**4.2.7 Information about Special Cancellations**
The *Postal Operations Manual* contains more information about special cancellations.

**4.2.8 Mail Submitted for Special Cancellations**
Mailers must affix First-Class Mail postage to mail that they want canceled with a special cancellation. The following requirements also apply:

a. The mail must bear a complete address.

b. Stamps issued by foreign countries are not permitted on the mail.

c. Mail bearing the special cancellation will not be enclosed in another envelope for return even if the customer provides a postage-paid envelope.

d. Damaged envelopes canceled with a special cancellation are not replaced.

## 5.0 Private Express Statutes

By the laws known as the Private Express Statutes, Congress has generally conferred on USPS the exclusive right to carry letters for others over post routes. USPS regulations under the Private Express Statutes are in the Code of Federal Regulations, 39 CFR 310 and 320, as amended by final rules published in the *Federal Register.* These regulations take precedence over all prior rulings and USPS publications. Information on the Private Express Statutes can also be found in Publication 542, *Understanding the Private Express Statutes*.

# 6.0 Complaints and Postal Law Violations

## 6.1 Consumer Complaints and Inquiries

Any postal customer may complain or inquire about postal products, services, or employees at any Post Office or directly to the USPS Consumer Advocate (see 8.1 for address). A complaint or inquiry may be made in person, by telephone, by e-mail, or by letter. A complaint or inquiry about the handling of a specific piece of mail should include the related envelope or wrapper and copies of all postal forms filed. A customer who is dissatisfied with the local handling of a complaint or inquiry may send a written appeal to the Consumer Advocate. A court of law can require such appeal as a legal prerequisite for hearing a customer's suit against USPS.

## 6.2 Postal Law Violations

Instructions on mail security as it relates to unauthorized opening, inspection, tampering, or delay of mail are in *Administrative Support Manual* 274. Information and complaints on a possible postal law violation must be sent to the appropriate address according to the ZIP Code ranges shown below:

| ZIP CODES | ADDRESS |
|---|---|
| 003-079, 08005, 08006, 08008, 08050, 08087, 08092, 08501-08504, 08506-08510, 08512-08514, 08516, 08517, 08519-08553, 08555-08561, 08600-08639, 08642-08691, 087-098, 100-149 | Postal Inspection Service<br>PO Box 2613<br>Jersey City NJ 07303-2613 |
| 08001-08004, 08007, 08009-08049, 08051-08086, 08088-08091, 08093-08099, 081-084, 08505, 08511, 08515, 08518, 08554, 08562, 08640-08641, 150-39776, 700-799 | Postal Inspection Service<br>225 N Humphreys Blvd<br>Memphis TN 38120-2149 |
| 400-693, 800-884, 850-999 | Postal Inspection Service<br>222 S Riverside Plz Ste 1250<br>Chicago IL 60606-6100 |

# 7.0 Trademarks and Copyrights of the USPS

## 7.1 USPS Trademarks

The following are among registered trademarks and service marks that appear throughout the Domestic Mail Manual. (This is not an exhaustive list of the many marks belonging to the U.S. Postal Service or used in this manual.) Proper use of any USPS trademark may require capitalizing the initial letters, or all the letters of an acronym, to distinguish it from terms not used as trademarks. Depending on the trademark, the ™ or ® symbol may be used after these marks. Information on USPS trademarks can be found on *USPS.com* or by contacting General Counsel, USPS Headquarters (see 8.1 for address).

| | |
|---|---|
| 1-800-Ask-USPS | Post Office |
| Air Mail | Postal Explorer |
| Business Reply Mail | PostalPro |
| Certified Mail | Postal Service |
| Click-N-Ship | Premium Forwarding Service |
| Commercial Base | Priority Mail |
| Commercial Plus | Priority Mail Express |
| DMM | Priority Mail Express Open and Distribute |
| EDDM | Priority Mail Flat Rate |
| Every Door Direct Mail | Priority Mail Open and Distribute |
| EVS | Registered Mail |
| e-VS | Return to Sender |
| First-Class Mail | Sure Money |
| First-Class Package | The Postal Store |
| First-Class Package Service | U.S. Mail |
| First-Class Package Service — Retail | U.S. Postal Service |
| Forever | United States Postal Service |
| IMb | US Postage Paid |
| IMb Tracing | USPS |
| IMM | USPS Delivery Confirmation |
| Intelligent Mail | USPS Marketing Mail |
| Media Mail | USPS Retail Ground |
| Parcel Post | USPS Signature |
| Parcel Select | USPS Signature Confirmation |
| Parcel Select Ground | USPS Tracking |
| Parcel Select Lightweight | USPS.com |
| PC Postage | ZIP |
| Pickup on Demand | ZIP+4 |
| PO Box | |

### 7.2 Inquiries about Copyrights and Use of USPS Trademarks

Inquiries about USPS copyrights or use of USPS trademarks and service marks, copyright materials, and intellectual property other than patents and technical data rights in USPS contracts must be sent to USPS Stamp Development (see 8.1 for address). Inquiries about licenses to publish or reproduce ZIP Code information must be sent to the National Customer Support Center (see 8.1 for address).

# 8.0 USPS Contact Information

## 8.1 Postal Service

Business Acceptance Solutions
US Postal Service
475 L'Enfant Plz SW, Rm 3616
Washington DC 20260-0911

Citizens' Stamp Advisory Committee
475 L'Enfant Plaza SW, Room 3300
Washington DC 20260-3501

Commercial Acceptance
US Postal Service
475 L'Enfant Plz SW, Rm 3658
Washington DC 20260-0846

Commercial Payment
US Postal Service
475 L'Enfant Plz SW Rm 3436
Washington DC 20260-4110

Consumer Advocate
US Postal Service
475 L'Enfant Plz SW
Washington DC 20260-2200

Corporate Accounting Manager
US Postal Service
475 L'Enfant Plz SW Rm 8831
Washington DC 20260-5241

Customer Service Standardization
US Postal Service
475 L'Enfant Plz SW Rm 6816
Washington DC 20260-6816

Domestic Claims
Accounting Services
US Postal Service
PO Box 80143
St Louis MO 63180-0143

Domestic Claims Appeals
Accounting Services
US Postal Service
PO Box 80141
St Louis MO 63180-0141

Domestic Products
US Postal Service
475 L'Enfant Plz SW Room 5337
Washington DC 20260-5337

Distribution Operations
Washington DC Post Office
900 Brentwood Rd NE
Washington DC 20066-9704

Engineering
US Postal Service
8403 Lee Hwy
Merrifield VA 22082-8101

Enterprise Analytics
US Postal Service
475 L'Enfant Plaza SW
Room 2100
Washington, DC 20260-2100

General Counsel
US Postal Service
475 L'Enfant Plz SW
Washington DC 20260-1100

Integrated Business Solutions, Shipping Services
US Postal Service
475 L'Enfant Plz SW Rm 5149
Washington DC 20260-5149

Licensing
Marketing
US Postal Service
475 L'Enfant Plz SW Rm 1P801
Washington DC 20260-0801

Mail Entry and Payment Technology
US Postal Service
475 L'Enfant Plz SW, Rm 3707
Washington, DC 20260-0911

Mail Recovery Center – Atlanta
125 Villanova Drive
Atlanta, GA 30378-2400

National Customer Support Center
US Postal Service
225 N. Humphreys Blvd, Ste 501
Memphis, TN 38188-1001

National Print Center (NPC)
US Postal Service
500 SW Gary Ormsby Dr
Topeka KS 66624-9502
(800) 332-0317

Network Distribution Center Operations
US Postal Service
475 L'Enfant Plz SW Rm 7631
Washington DC 20260-2806

Network Integration Support
475 L'Enfant Plz SW Rm 7536
Washington DC 20260-2806

Postal Inspection Service
222 S Riverside Plz Ste 1250
Chicago IL 60606-6100

Postal Inspection Service
PO Box 2613
Jersey City NJ 07303-2613

Postal Inspection Service
225 N Humphreys Blvd
Memphis TN 38120-2149

Pricing
US Postal Service
475 L'Enfant Plz SW Rm 4016
Washington DC 20260-4016
*(see 8.4.1 for Pricing and Classification Service Center (PCSC) address)*

Pricing Strategy
US Postal Service
475 L'Enfant Plz SW Rm 4316
Washington DC 20260-4316

Product Classification (formerly Mailing Standards)
US Postal Service
475 L'Enfant Plz SW Rm 4446
Washington DC 20260-5015

Product Development
US Postal Service
475 L'Enfant Plz SW Rm 5012
Washington DC 20260-5012

Prohibitory Order Processing Center
PO Box 1500
New York NY 10008-1500

Recorder
Judicial Officer
US Postal Service
2101 Wilson Blvd Ste 600
Arlington VA 22201-3078

Revenue Assessment and Control
US Postal Service
475 L'Enfant Plaza SW Rm 8430
Washington DC 20260-8430

Revenue and Field Accounting
US Postal Service
475 L'Enfant Plz SW, Rm 8831
Washington DC 20260-8831

Senior Counsel
Ethics and Information
US Postal Service
475 L'Enfant Plz SW
Washington DC 20260-1127

Shipping Support, Shipping Services
US Postal Service
475 L'Enfant Plz SW NB Ste 5437
Washington DC 20260-0001

Stamp Fulfillment Services
US Postal Service
8300 NE Underground Dr. Pillar 210
Kansas City MO 64144-0011

Stamp Services
US Postal Service
475 L'Enfant Plz SW Rm 3300
Washington DC 20260-3501

Strategic Communications
US Postal Service
475 L'Enfant Plz SW
Washington DC 20260-3100

Transactions and Correspondence
US Postal Service
475 L'Enfant Plz SW Rm 5621
Washington DC 20260-0230

## 8.2 Federal Agencies

Bureau of Alcohol Tobacco and Firearms
US Department of the Treasury
1200 Pennsylvania Ave NW
Washington DC 20226-0001

Bureau of the Public Debt
US Department of the Treasury
PO Box 1328
Parkersburg WV 26106-1328

Diplomatic Pouch Division
US Department of State
1375 K St NW
Washington DC 20522-0508

Office of the Federal Register
National Archives and Records Administration
1100 L St NW Rm 8401
Washington DC 20005-0001

Plant Protection and Quarantine Programs
Animal and Plant Health Inspection Service
US Department of Agriculture
4700 River Rd
Riverdale MD 20737-1228

Postal Regulatory Commission
901 New York Ave NW Ste 200
Washington DC 20268-0001

Superintendent of Documents
US Government Printing Office
732 N Capitol St NW
Washington DC 20401-0003

US Fish and Wildlife Service
US Department of the Interior
18TH and C St NW
Washington DC 20240-0001

## 8.3 Other Agencies

American National Standards Institute
11 W 42ND St
New York NY 10036-8002
(212) 642-4900
*www.ansi.org*

Uniform Code Council INC
7887 Washington Village Dr Ste 300
Dayton OH 45459
(937) 435-3870
*www.uc-council.org*

Automatic Identification Manufacturers (AIM)
634 Alpha Dr
Pittsburgh PA 15238-2802
(412) 963-8588
*www.aimusa.org*

## 8.4 PCSC and District Business Mail Entry Offices Contact Information

The Pricing and Classification Service Center (PCSC) and the district business mail entry offices provide guidance on mail classification, prices, and mail preparation standards. Questions about mail classification and special mail services should be directed to local postal officials. The PCSC can help local officials by providing guidance in answer these questions.

### 8.4.1 Pricing and Classification Service Center (PCSC)

Pricing and Classification Service Center contact information is as follows:

90 Church St Ste 3100
New York NY 10007-2951
Telephone: (212) 330-5300 / Fax: (212) 330-5320

For return receipts mailed under the provisions in 601.8.0 use the following address:

PCSC, PACT MAILING OFFICE
USPS ELIGIBILITY NO. XX-00-0000
90 Church Street Suite 3100
New York, NY 10007-2951

**8.4.2 District Business Mail Entry Offices**
For District Business Mail Entry contact information use the District Business Mail Entry Locator tool available on PostalPro at *https://postalpro.usps.com*.

# 9.0 Postal Zones

## 9.1 Basis

Postal prices for certain subclasses of mail are based on the weight of the individual piece and the distance that the piece travels from origin to destination (i.e., the number of postal zones crossed). For the administration of these postal zones, the earth is divided into units of area 30 minutes square, identical with a quarter of the area formed by the intersecting parallels of latitude and meridians of longitude. Postal zones are based on the distance between these units of area. The distance is measured from the center of the unit of area containing the SCF serving the origin Post Office to the SCF serving the destination Post Office. The SCFs serving the origin and destination Post Offices are determined by using L005, Column B.

## 9.2 Application

Zones are used to compute postage on zoned mail sent between USPS facilities, including military Post Offices (MPOs), as follows:

a. For the purposes of computing postal zone information, except for items 9.2b and 9.2c, the following table applies to MPOs not listed in L005.

| 3-DIGIT ZIP CODE PREFIX GROUP | SCF SERVING THE DESTINATION OFFICE |
|---|---|
| 090-098* | SCF New York NY 100 |
| 340 | SCF Miami FL 331 |
| 962-966* | SCF San Francisco CA 940 |

* Priority Mail service destinating to these ZIP Codes is served by SCF Chicago IL 606.

b. The postage prices for zoned mail transported between the United States, the Canal Zone, Puerto Rico, or U.S. territories or possessions, including the Freely Associated States on the one hand, and MPOs on the other, or, among the MPOs, are the applicable zone prices for mail between the place of mailing or delivery and the city of the postmaster serving the MPO concerned.

c. The postage price for zoned mail mailed at or addressed to an MPO and transported directly to or from MPOs at Department of Defense expense, without transiting any of the 48 contiguous states (including the District of Columbia), is the applicable local zone price. If such mail transits any area

served by the USPS at USPS expense and the distance from the place of mailing to the embarkation point or from the debarkation point to the place of delivery is more than the local zone for such mail, postage is assessed by the distance from the place of mailing to the embarkation point or from the debarkation point to the place of delivery of such mail, as the case may be. The word transiting does not include en route transfers at coastal gateway cities necessary to transport military mail directly between MPOs. For example, a parcel mailed at Honolulu, HI, for direct dispatch by the Department of Defense from Honolulu to an MPO in the Pacific is subject to the local zone price. A parcel mailed at Hilo, HI, and transported at USPS expense to Honolulu, HI, for direct dispatch at Department of Defense expense from Honolulu to an MPO in Japan is subject to zone 2 prices.

## 9.3 Zone Charts

The USPS Official National Zone Chart Data Program is administered from the National Customer Support Center (NCSC) in Memphis, TN. Single-page zone charts for originating mail are available at no cost online at *pe.usps.com.* Zone chart data for the entire nation can be purchased in electronic formats. For more information or to purchase zone charts, call the Zone Chart program administrator at 800-238-3150 or write to the NCSC (see 8.0 for address).

## 9.4 Specific Zones

### 9.4.1 Local Zone

The local zone applies to mail deposited at any Post Office for delivery to addresses within the delivery area of that Post Office. For various types of Post Offices, the local zone applies to all mail that both originates and destinates within:

a. The 5-digit ZIP Code area(s) assigned to the same Post Office.

b. Any of the 5-digit ZIP Codes that are part of any unique 3-digit ZIP Code prefix(es) or other separate 5-digit ZIP Code(s), as applicable, assigned to the same Post Office.

### 9.4.2 Nonlocal Zone

Nonlocal zones are defined as follows:

a. The zone 1 price applies to pieces not eligible for the local zone in 9.4.1 that are mailed between two Post Offices with the same 3-digit ZIP Code prefix identified in L005, Column A. Zone 1 includes all units of area outside the local zone lying in whole or in part within a radius of about 50 miles from the center of the area.

b. Zone 2 includes all units of area outside zone 1 lying in whole or in part within a radius of about 150 miles from the center of a given unit of area.

c. Zone 3 includes all units of area outside zone 2 lying in whole or in part within a radius of about 300 miles from the center of a given unit of area.

d. Zone 4 includes all units of area outside zone 3 lying in whole or in part within a radius of about 600 miles from the center of a given unit of area.

e. Zone 5 includes all units of area outside zone 4 lying in whole or in part within a radius of about 1,000 miles from the center of a given unit of area.

f. Zone 6 includes all units of area outside zone 5 lying in whole or in part within a radius of about 1,400 miles from the center of a given unit of area.

g. Zone 7 includes all units of area outside zone 6 lying in whole or in part within a radius of about 1,800 miles from the center of a given unit of area.

h. Zone 8 includes all units of area outside zone 7.

i. Zone 9 includes the destinations listed in DMM 2.2 (Republic of Palau, Federated States of Micronesia, and Republic of the Marshall Islands).

#### 9.4.3 Delivery Unit (Office)

The delivery unit price applies to mail destinating within the delivery area of the delivery unit at which it is deposited by the mailer.

## 10.0 Forms of Identification

### 10.1 General

This section describes the products and services that require forms of acceptable identification, the number of forms of acceptable identification (primary and secondary), the acceptable forms of primary and secondary identification, and forms of unacceptable identification as follows:

a. Section 10.2 provides a table of the products and services that require forms of acceptable identification and the number of forms (primary and secondary) required.

b. Section 10.3 provides a description of primary forms of acceptable identification and a table of which forms are acceptable for each product and service.

c. Section 10.4 provides a description of secondary forms of acceptable identification.

d. Section 10.5 provides examples of forms of unacceptable identification.

### 10.2 Products and Services Requiring Acceptable Identification

The Postal Service requires customers to provide acceptable and current proof of identity to receive specific products or apply for some services. Exhibit 10.2 lists products and services requiring an acceptable primary form of identification and shows which products and services also require an acceptable secondary form of identification.

**Exhibit 10.2 Products and Services Requiring Acceptable Identification**

| PRODUCTS/SERVICES | PRIMARY ID | SECONDARY ID |
|---|---|---|
| Caller Service | ✓ | ✓ |
| Certified Mail Services | ✓ | |
| Change-of-Address (COA) | ✓ | |
| Collect on Delivery (COD) | ✓ | |
| Commercial Mail Receiving Agency | ✓ | ✓ |
| Firm Holdout | ✓ | |
| Hold For Pickup | ✓ | |
| Hold Mail | ✓ | |
| Insurance Services | ✓ | |
| Money Order | ✓ | |
| Parcel Return Service | ✓ | |
| PO Box | ✓ | ✓ |
| Premium Forwarding Service | ✓ | ✓ |
| Priority Mail Express | ✓ | |
| Registered Mail Services | ✓ | |
| Sure Money (DineroSeguro) | ✓ | |
| USPS Signature Services | ✓ | |

## 10.3 Acceptable Primary Forms of Photo Identification

To be accepted as a primary form of identification, the identification must include a clear photograph of the individual bearer. Postal customers may provide the following as acceptable primary forms of photo identification:

a. *U.S. Government I.D.:* U.S. Government I.D. may be federal, state, or tribal issued. Customers may provide the following:

1. State-issued driver's license.
2. Non-driver's identification card.
3. U.S. Armed Forces card.
4. Uniformed Service ID card.
5. U.S. permanent resident or other identification card issued by U.S. Citizenship and Immigration Services.
6. U.S. certificate of citizenship or naturalization.
7. Identification card issued by a federally or state recognized tribal nation (tribal identification card).

b. *Passport:* This includes a U.S. passport, U.S. passport card, or foreign passport.

c. *Matricula Consular (Mexico):* A Matricula Consular card is an identification card issued by the Government of Mexico through its consulate offices to Mexican nationals residing outside Mexico.

d. *NEXUS (Canada):* NEXUS is a joint Canada Border Services Agency and U.S. Customs and Border Protection operated trusted traveler and expedited border control program. Customers may provide a NEXUS card as a form of identification for money orders. To be accepted, the NEXUS card must contain an identification number.

e. *Corporate Identification:* For many services specified in Exhibit 10.3 customers may provide a corporate identification card of a corporation located and organized in good standing in the United States.

f. *U.S. University Identification:* For some retail products and services specified in Exhibit 10.3 customers may provide a public or private U.S. university identification card as an acceptable form of photo identification.

**Exhibit 10.3 Acceptable Primary Forms of Photo Identification per Product and Service**

Exhibit 10.3 lists products and services that require a valid primary form of identification and which primary forms of identification the Postal Service will accept per product or service.

| PRODUCTS/SERVICES | U.S. GOV'T | U.S./ FOREIGN PASSPORT | MATREICULA CONSULAR MEXICO | NEXUS CANADA | U.S. UNIVERSITY | U.S. CORP. |
|---|---|---|---|---|---|---|
| Caller Service | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |
| Certified Mail Services | ✓ | ✓ | ✓ | ✓ | ✓ | |
| Change-of-Address (COA) | ✓ | ✓ | ✓ | ✓ | ✓ | |
| Collect on Delivery (COD) | ✓ | ✓ | ✓ | ✓ | ✓ | |
| Commercial Mail Receiving Agency | ✓ | ✓ | ✓ | ✓ | ✓ | |
| Firm Holdout | ✓ | ✓ | ✓ | ✓ | | ✓ |
| Hold For Pickup | ✓ | ✓ | ✓ | ✓ | ✓ | |
| Hold Mail | ✓ | ✓ | ✓ | ✓ | ✓ | |
| Insured Mail Services | ✓ | ✓ | ✓ | ✓ | ✓ | |
| Money Order | ✓ | ✓ | ✓ | ✓ | | |
| Parcel Return Service | ✓ | ✓ | ✓ | ✓ | | ✓ |
| PO Box | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |
| Premium Forwarding Service | ✓ | ✓ | ✓ | ✓ | | |
| Priority Mail Express | ✓ | ✓ | ✓ | ✓ | ✓ | |

| PRODUCTS/SERVICES | U.S. GOV'T | U.S./ FOREIGN PASSPORT | MATREICULA CONSULAR MEXICO | NEXUS CANADA | U.S. UNIVERSITY | U.S. CORP. |
|---|---|---|---|---|---|---|
| Registered Mail Services | ✓ | ✓ | ✓ | ✓ | ✓ | |
| Sure Money (DineroSeguro) | ✓ | ✓ | ✓ | ✓ | | |
| USPS Signature Services | ✓ | ✓ | ✓ | ✓ | ✓ | |

**10.4 Acceptable Secondary Forms of Identification**

As provided under 10.2, to verify the validity of the address the customer provided when applying or requesting certain products and services, the Postal Service requires an acceptable secondary form of identification that is traceable to the bearer. Customers may provide as an acceptable secondary form of identification an additional acceptable primary form of identification. Customers may also provide an acceptable non-photo form of current identification, such as the following:

a. A lease, mortgage, or deed of trust.

b. Voter or vehicle registration card.

c. Home or vehicle insurance policy.

d. Utility bill.

e. Form I-94, *Arrival and Departure Record.*

**10.5 Unacceptable Forms of Identification**

As specified under 10.0, acceptable forms of identification provide sufficient proof of identity and validation of an address. Therefore, the Postal Service does not accept Social Security cards, birth certificates, credit cards and other similar items as primary or secondary forms of identification.

# 609 Filing Indemnity Claims for Loss or Damage

**Overview**

1.0 General Filing Instructions
2.0 Providing Proof of Loss or Damage
3.0 Providing Evidence of Insurance and Value
4.0 Claims
5.0 Compensation
6.0 Adjudication of Claims

## 1.0 General Filing Instructions

### 1.1 Extra Services With Indemnity

A customer may file an indemnity claim for insured mail, COD items, Registered Mail with postal insurance, or Priority Mail Express. For information on applying for a refund of postage and fees see 604.9.2.

### 1.2 Bulk Insured Claims

Mailers authorized to mail at bulk insured prices under 503.4.0 will receive instructions for filing claims from their postmaster or designee, including specific claim numbers to be used when filing claims. At some time in the future, electronic filing of indemnity claims will become mandatory. Prior to mandatory electronic claims filing, customers will be provided with the format instructions for the new electronic (soft copy) of PS Form 3877 and instructions for electronic filing of indemnity claims.

### 1.3 Who May File

A claim may be filed by:

a. Either the mailer or addressee, for damaged articles or articles with some or all of the contents missing.

b. Either the mailer or addressee who is in possession of the original retail mailing receipt, or in possession of the online label record or computer printout of the Web-based application as described in 3.1d, for lost articles.

c. [5-4-20] Only the account holder, for USPS Returns packages that are insured as identified by the account holder's mailer identification (MID) and the applicable STC for insurance imbedded into the IMpb on the label, and for which the account holder has provided electronic data that supports the value of the merchandise being returned (see 503.4.3.1a.).

d. [5-4-20] Only the mailer, when the mailer has added and paid for insurance on USPS Returns service packages.

e. Only the mailer, for insured or collect on delivery (COD) parcels paid using eVS under 705.2.9.

## 1.4 When to File

File claims as follows:

a. *Damaged or Missing Contents:* customers should file a claim immediately but must file no later than 60 days from the date of mailing.

b. *Lost Articles:* customers must file a claim within the time limits in the chart below.

| MAIL TYPE OR SERVICE | WHEN TO FILE (FROM MAILING DATE) | |
|---|---|---|
| | No Sooner Than | No Later Than |
| Priority Mail Express | 7 days | 60 days |
| Priority Mail Express COD | 15 days | 60 days |
| Registered Mail | 15 days | 60 days |
| Registered COD | 15 days | 60 days |
| Insured Mail (including Priority Mail under 503.4.2) | 15 days | 60 days |
| COD | 15 days | 60 days |
| APO/FPO Priority Mail Express Military Service | 21 days | 180 days |
| APO/FPO/DPO Insured Mail and registered Mail (Priority Mail, First-Class Mail, First-Class Package Service — Retail, SAM, or PAL) | 45 days | 1 year |
| APO/FPO/DPO Insured Mail (Surface only) | 75 days | 1 year |

## 1.5 Where and How to File

### 1.5.1 Claims Filed Online

Domestic indemnity claims should be filed online (preferred) at *www.usps.com/domestic-claims* for domestic insured mail, COD, Registered Mail with postal insurance, and Priority Mail Express. Proof of value is required and should be submitted online as an uploaded file (.pdf or .jpeg). Evidence of insurance must be retained by the customer until the claim is resolved. Upon written request by the USPS, the customer must submit proof of damage (see 2.0) for damaged items or missing contents, in person to a local Post Office for inspection, retention, and disposition in accordance with the claims decision.

### 1.5.2 Claims Filed by Mail

Customers may file a claim by completing a Form 1000 and mailing the original copy to the address indicated on the form, accompanied by proof of value. Obtain Form 1000 by calling 1-800-332-0317, option 9. For pieces with multiple extra services, the customer must provide original receipts for all services purchased. Upon request by the USPS, the customer must submit proof of damage under 2.0 for damaged items or missing contents.

## 2.0 Providing Proof of Loss or Damage

If a claim is filed because some or all of the contents are missing or damaged, the addressee must retain the mailing container, including any damaged articles, all packaging, and any contents received. Upon written request by the USPS, the addressee must make this proof available to the local Post Office for inspection, retention, and disposition in accordance with the claims decision. Failure to do so will result in denial of the claim.

## 3.0 Providing Evidence of Insurance and Value

### 3.1 Evidence of Insurance

For a claim involving articles listed in 1.1, the customer must retain evidence showing that the specific USPS service was purchased, until the claim is resolved. Examples of acceptable evidence are:

a. The original mailing receipt issued at the time of mailing (Registered Mail must contain a USPS postmark). For insured and COD mail, a photocopy of the original mailing receipt is acceptable.

b. The outer packaging showing the names and addresses of the sender and the addressee and the proper label showing that the article was sent insured, COD, Registered Mail with postal insurance, or Priority Mail Express. (If only the outer packaging is submitted, indemnity can be limited to $100 for insured, $50 for COD, $100 for Registered Mail, and $100 for Priority Mail Express.)

c. For Priority Mail Express items accepted under a Priority Mail Express Manifesting agreement in 705.2.0, a copy of the manifest page showing the Priority Mail Express label number for the item; the manifest summary page for the mailing date of the piece; a copy of Form 3152-E round-dated by the accepting Post Office; and a copy of the USPSCA monthly statement that lists the label number and postage for the mailpiece. If the customer purchased additional insurance, a copy of the round-stamped Form 3877 also must be submitted.

d. For insurance or COD, purchased online, a printed electronic online label record or a computer printout from the application used to print the label and purchase the insurance. The printout must identify the USPS Tracking number of the insured parcel, total postage paid, insurance fee paid, declared value, mailing date, origin ZIP Code, and delivery ZIP Code. Additionally, either a postmarked (round-dated) original mailing receipt (Form 3877 firm sheet), or an electronic shipment acceptance scan (generated from Form 5630) followed by a valid acceptance scan event or a physical scan event must also be available as evidence of mailing, in addition to the online record.

e. [5-4-20] For insured mail or COD mail paid using MMS or eVS under 705.2.0, or for insured mail paid using an EPS account for USPS Returns service under 503.3.0, the mailer must use one of the following:

1. [5-4-20] A Detail Record in his or her Shipping Services file (version 1.6 or higher), which includes the USPS Tracking number of the insured item, total postage paid, insurance fee paid, declared value, mailing date, origin ZIP Code, and delivery ZIP Code, along with the recipient's name and address information for the accountable extra services pieces.

2. A printout of the part of PS Form 3877 that identifies the parcel by article number, the package identification code (PIC) of the insured or COD parcel, total postage paid, fee paid, declared insured value, amount due sender if COD, mailing date, origin ZIP Code, and delivery ZIP Code reported in the parcel record in the manifest file.

**3.2 Proof of Value**

Either the mailer or the addressee must submit acceptable proof to establish the cost or value of the article at the time it was mailed. Proof of value should be submitted electronically or attached to the claim form under 1.5; otherwise, the claim cannot be processed. Other proof may be requested to help determine an accurate value. Examples are:

a. A sales receipt, paid invoice or bill of sale, or statement of value from a reputable dealer.

b. Paid repair bills; if the claim is for partial damage, estimates of repair costs or appraisals from a reputable dealer. Repair costs may not exceed the original purchase price.

c. Receipt or invoice for the costs incurred to buy a surety bond required to reissue a lost item.

d. Receipt or invoice of costs incurred for the reconstruction of nonnegotiable documents.

e. A copy of a credit card statement or other documentation indicating the amount paid.

f. For Internet transactions conducted through a Web-based payment network that offers payment services through a stored value account, provide a computer printout of the online transaction identifying the purchaser and seller, price paid, date of transaction, description of item purchased, and assurance that the transaction status is completed. The printout must clearly identify the Web-based payment network provider through which the Internet transaction was conducted.

# 4.0 Claims

## 4.1 Payable Claim

Insurance for loss or damage to insured, COD, or Registered Mail within the amount covered by the fee paid, or the indemnity limits for Priority Mail, or Priority Mail Express (under 4.2), is payable for the following:

a. Article's actual value when mailed.

b. Cost of repairing a damaged article or replacing a totally damaged article not exceeding actual value of the article at the time of mailing.

c. Remittance due on a COD parcel not received by the sender, subject to the limitations set by the standards for COD service.

d. Reasonable costs incurred duplicating documents such as:

   1. Copying service.
   2. Notary fees.
   3. Bonding fees for replacement of stock or bond certificates.
   4. Reasonable attorney's fees if required to replace the lost or damaged documents.
   5. Other direct and necessary expense or cost, as determined by the USPS.
   6. Face value of negotiable documents that cannot be reconstructed up to the amount of insurance coverage bought, but not to exceed the $50,000 maximum amount of insurance coverage available if sent by Registered Mail.

e. Extra cost of gift wrapping, if the gift-wrapped article was enclosed in another container when mailed.

f. Cost of outer container, if designed and constructed for the article sent.

g. For stamps and coins of philatelic or numismatic value; the fair market value is determined by a recognized stamp or coin dealer or current coin and stamp collectors' newsletters and trade papers. The date of the fair market value determination must be current and prior to the mailing date.

h. Federal, state, or city sales tax paid on articles lost or totally damaged.

i. Postage (not fee) paid for sending damaged articles for repair. (The USPS must be used for this purpose. Other reasonable transportation charges may be included if the USPS is not available.)

j. Cost of film stock or blank tape for photographic film, negatives, slides, transparencies, videotapes, laser disks, x-rays, magnetic resonance imaging (MRI) prints, computerized axial tomography (CAT) scan prints, etc.

k. Cost of bees, crickets, or baby poultry destroyed by physical damage to the package, otherwise, the USPS is not presumed to be at fault.

l. For bulk insured articles, indemnity is provided for the lesser of (1) the actual value of the article at the time of mailing or (2) the wholesale cost of the contents to the sender.

m. Except for Registered Mail, the maximum indemnity for negotiable items (defined as instruments that can be converted to cash without resort to forgery), currency, or bullion, is $15.00.

n. For firearms mailed by licensed firearm dealers (under 601.8.0 and Publication 52), 4, a Form 1508 must be submitted with the claim.

o. For collectible items, a sales receipt, paid invoice or bill of sale, or statement of value from a reputable dealer(i.e., a licensed business owner who is qualified to estimate value or cost of repairs for the item) must be provided as described in 3.2a.

**4.2 Payable Priority Mail Express Claim**

In addition to the payable claims in 4.1, the following are payable for Priority Mail Express mailpieces:

a. Nonnegotiable documents are insured against loss, damage, or loss of some contents while in transit. Coverage is limited to $100 per mailpiece, subject to a maximum limit per occurrence as provided in 4.2a4. Claims for document reconstruction insurance must be supported by a statement of expense incurred in reconstruction. Nonnegotiable documents include audit and business records, commercial papers, and other written instruments that cannot be negotiable or cannot be converted into cash without forgery. Articles such as artwork, collector or antique items, books, pamphlets, readers' proofs, repro proofs, separation negatives, engineering drawings, blueprints, circulars, advertisements, film, negatives, and photographs are considered merchandise, not documents. Indemnity for document reconstruction is paid as follows:

1. For payments made (or which are payable) for reasonable costs incurred in the reconstruction of the exact duplicate of a lost or damaged nonnegotiable document. Indemnity is not paid for the cost of preparing the document mailed, or for the mailer's time in preparing the document mailed or reconstructed. Except for the per page copying cost, indemnity is not paid for documents if copies of the lost document are available or if they could have been made before mailing.

2. Reasonable reconstruction expenses incurred or obligated between the time of guaranteed or scheduled delivery and actual delivery.

3. Loss sustained by the use of funds to maintain cash balances during the period of document reconstruction (based on the applicable Federal Reserve discount price). The period begins at the scheduled delivery time and may not exceed 15 days.

4. Catastrophic loss for multiple Priority Mail Express items, such as a major fire, limited to $5,000.00, regardless of the number of Priority Mail Express items, or the identity or number of customers involved. Each claim resulting from a catastrophic loss first is adjudicated individually. If the preliminary adjudication exceeds $5,000.00, the

percentage of the sum represented by each individual settlement is applied to the $5,000.00 to determine each claimant's pro rata share of the final settlement, not to exceed $100 per piece.

b. Merchandise insurance coverage is provided against articles that are lost, damaged, or has missing contents and is limited to $100. (Additional insurance, up to a maximum liability of $5,000.00, may be purchased for merchandise valued at more than $100.)

c. For negotiable items, currency, or bullion, the maximum indemnity is $15.00.

**4.3 Nonpayable Claims**

Indemnity is not paid for insured mail (including Priority Mail Express and Priority Mail), Registered Mail, COD, or Priority Mail and Priority Mail Express in these situations:

a. Evidence of insurance coverage not provided.

b. Loss, damage, or have missing contents, that occurred after delivery by the USPS.

c. Claim based solely on sentimental rather than actual value.

d. Requested replacement value exceeded article's actual value when mailed.

e. The contents of film (e.g., positives, negatives, slides, transparencies, videotapes, laser disks, x-rays, magnetic resonance imaging (MRI) prints, computerized axial tomography (CAT) scan prints), the cost of creating or re-creating these items, or the photographer's time and expense in taking the photographs loss resulting from delay of the mail, except under 4.2a2 and 4.3ac.

f. Consequential loss claimed rather than the actual value of the article.

g. Perishable contents frozen, melted, spoiled, or deteriorated.

h. Damage by abrasion, scarring, or scraping to articles not properly wrapped for protection.

i. Death of baby poultry caused by shipment to points where delivery could not be made within 72 hours from the time of hatching, unless it is determined that transportation was in place to achieve the 72-hour target.

j. Death of honeybees, crickets, and harmless live animals not the fault of the USPS (mailability is subject to standards under 601.8.4 and Publication 52, Chapter 5).

k. The sender or addressee failed to cooperate in the completion of required claim forms.

l. Fragile nature of article prevented its safe carriage in the mail, regardless of packaging.

m. Personal time required to replace documents.

n. Claim filed after the article transported outside the USPS.

o. Damage caused by shock, transportation environment, or x-ray, without evidence of damage to the mailing container.

p. Mail article or part or all of its contents officially seized while in the military postal system overseas.

q. Consequential loss of Priority Mail Express claimed, except under 4.2a3 and 4.3ac.

r. Nonmailable items, prohibited items, or restricted items not prepared and mailed according to postal standards, or any item packaged in such a manner that it could not have reached its destination undamaged in the normal course of the mail.

s. Loss or damage caused by employees or agents of the sender or addressee.

t. Radioactive injury, electrical or magnetic injury, or erasure of electrical recordings.

u. War, insurrection, or civil disturbance, or seizure by any agency of government.

v. Loss after items signed for by the addressee, the addressee's agent, or delivery employee if authorized under the applicable standards.

w. Items sent COD without the addressee's consent.

x. Adult birds in Priority Mail Express with no physical damage to the container.

y. Cost incurred for estimates and appraisals.

z. Lottery tickets, sweepstakes tickets, contest entries, gift cards and similar items.

aa. Mailer refuses to accept delivery of the parcel on return.

ab. Mail not bearing the complete names and addresses of the mailer and addressee, or is undeliverable as addressed to either the addressee or the mailer.

ac. Event or transportation tickets (e.g., concert, theater, sport, airline, bus, train, etc.) received after the event date. Such items are insured for loss, but not for delay or receipt after the event date for which they were purchased unless sent by Priority Mail Express and the delay is attributable solely to the failure to meet the guaranteed delivery standard under the terms and conditions for the Priority Mail Express service selected.

ad. Software installed onto computers that have been lost or damaged.

ae. Damaged articles not claimed within the time limits in the *Postal Operations Manual*.

af. Personal time used to make hobby, craft, or similar handmade items.

## 5.0 Compensation

**5.1 Payment Limit**

The USPS does not make payment for more than the article's actual value when mailed or, for bulk insurance, for more than the wholesale cost of the contents to the sender if a lesser amount. The USPS does not make payment for more than the maximum amount covered by the fee paid.

**5.2 Depreciation**

The USPS depreciates a used article either lost or damaged based on the life expectancy of the article.

**5.3 Insufficient Fee**

If, through an established error by the USPS, a fee was charged for less than that required to pay for the amount of insurance coverage requested at the time of mailing, the sender may pay the difference. Indemnity may be paid within the limit fixed for the higher fee. This applies only to the insurance fee when the article is insured. An additional fee may not be paid to register an article previously sent by insured mail, to buy insurance on mail sent as uninsured registered, or to increase the indemnity on the registered article. The declared value must already be noted on Form 3806 or Form 3813-P. Customers must complete all entries on Form 3877 or facsimile.

**5.4 Loss**

If the insured, registered, or COD article is lost the payment includes an additional amount for the postage (not fee) paid by the sender. Postage for Priority Mail Express is refunded under 604.9.5.

**5.5 Dual Claim**

If the mailer and the addressee both claim insurance and cannot agree on which one should receive the payment, any payment due is made to the mailer unless the claim has already been paid to the addressee upon presentation of the original mailing receipt.

**5.6 Incompetent or Deceased**

If the payee is incompetent or deceased, payment is made to the legal representative. If there is no legal representative, payment can be made at the discretion of the USPS.

**5.7 Recovered Article**

If a lost registered, insured, COD, or Priority Mail Express article is recovered after payment of a claim, the payee may accept the article and reimburse the USPS for the full amount paid if the article is undamaged. If the article is damaged, has depreciated, or has missing contents, the payee may accept it and reimburse the USPS in an amount set by the Consumer Advocate, USPS Headquarters.

# 6.0 Adjudication of Claims

**6.1 Initial Adjudication of Claims**
USPS Accounting Services adjudicates and determines whether to uphold a claim in full or in part, or deny a claim in full.

**6.2 Appealing a Claim Decision**
A customer may appeal a claim decision within 30 days from the date of the original decision at *www.usps.com/domestic-claims*. Customers who did not file their claim online must send written appeals to Accounting Services (see 608.8.0 for address).

**6.3 Final USPS Decision of Claims**
If Accounting Services sustains the denial of a claim, the customer may submit an additional appeal within 30 days for final review and decision at *www.usps.com/insuranceclaims/online.htm*. Customers who did not file their claim online must send a written appeal to the Consumer Advocate (see 608.8.0 for address).

# 700

## Special Standards


703 Nonprofit USPS Marketing Mail and Other Unique Eligibility

705 Advanced Preparation and Special Postage Payment Systems

709 Negotiated Service Agreements

# 700 Special Standards

703 Nonprofit USPS Marketing Mail and Other Unique Eligibility

705 Advanced Preparation and Special Postage Payment Systems

709 Negotiated Service Agreements

# 703 Nonprofit USPS Marketing Mail and Other Unique Eligibility

**Overview**

1.0 Nonprofit USPS Marketing Mail
2.0 Overseas Military and Diplomatic Post Office Mail
3.0 Department of State Mail
4.0 Mail Sent by U.S. Armed Forces
5.0 Free Matter for the Blind and Other Physically Handicapped Persons
6.0 Official Mail (Franked)
7.0 Official Mail (Penalty)
8.0 Balloting Materials
9.0 Mixed Classes

## 1.0 Nonprofit USPS Marketing Mail

### 1.1 Basic Standards

#### 1.1.1 Organization Eligibility

Only organizations that meet the standards in 1.2, or 1.3, and that have received specific authorization from the USPS may mail eligible matter at any Nonprofit USPS Marketing Mail price, including Nonprofit Enhanced Carrier Route prices.

#### 1.1.2 Authorization

Specific authorization is required to mail at Nonprofit USPS Marketing Mail prices and may be used at any Post Office with *PostalOne!* access. Mailers are required to confirm authorization at non-*PostalOne!* Post Office locations before mailings will be accepted at Nonprofit USPS Marketing Mail prices.

#### 1.1.3 Discounts

Pieces mailed at the Nonprofit USPS Marketing Mail prices must meet the standards in 243 and the corresponding standards for any other discount or price claimed.

### 1.2 Qualified Nonprofit Organizations

#### 1.2.1 General

An organization described in 1.2.3 through 1.2.10 may be authorized to mail at the Nonprofit USPS Marketing Mail prices if it is not organized for profit and none of its net income inures to the benefit of any private stockholder or individual.

#### 1.2.2 Primary Purpose

The standard of *primary purpose* used in the definitions in 1.2.3 through 1.2.10 requires that the organization be both organized and operated for the primary purpose. Organizations that incidentally engage in qualifying activities do not meet the primary purpose test.

### 1.2.3 Religious

A *religious organization* is a nonprofit organization whose primary purpose is to:

a. Conduct religious worship (e.g., churches, synagogues, temples, or mosques);

b. Support the religious activities of nonprofit organizations whose primary purpose is to conduct religious worship; or

c. Further the teaching of particular religious faiths or tenets, including religious instruction and the dissemination of religious information.

### 1.2.4 Educational

An *educational organization* is a nonprofit organization whose primary purpose is the instruction or training of individuals for improving or developing their capabilities or the instruction of the public on subjects beneficial to the community. An organization may be educational even though it advocates a particular position or viewpoint, as long as it presents a sufficiently full and fair exposition of the pertinent facts to permit the formation of an independent opinion or conclusion. Conversely, an organization is not considered educational if its principal function is the mere presentation of unsupported opinion. These are examples of educational organizations:

a. An organization (e.g., a primary or secondary school, a college, or a professional or trade school) that has a regularly scheduled curriculum, a regular faculty, and a regularly enrolled body of students in attendance at a place where educational activities are regularly carried on.

b. An organization whose activities consist of presenting public discussion groups, forums, panels, lectures, or similar programs, including on radio or television.

c. An organization that presents a course of instruction by correspondence or through the use of television or radio.

d. Museums, zoos, planetariums, symphony orchestras, and similar organizations.

### 1.2.5 Scientific

A *scientific organization* is a nonprofit organization whose primary purpose is to conduct research in the applied, pure, or natural sciences or to disseminate technical information dealing with the applied, pure, or natural sciences.

### 1.2.6 Philanthropic (Charitable)

A *philanthropic (charitable) organization* is a nonprofit organization organized and operated to benefit the public. Examples include those that are organized to relieve the poor, distressed, or underprivileged; to advance religion, education, or science; to erect or maintain public buildings, monuments, or works; to lessen the burdens of government; or to promote social welfare for any of the above purposes or to lessen neighborhood tensions, eliminate prejudice and discrimination, defend human and civil rights secured by law, or combat community deterioration and juvenile delinquency. That an organization organized and operated to relieve indigent persons may receive voluntary contributions from those persons does not necessarily make it ineligible for

Nonprofit USPS Marketing Mail prices as a philanthropic organization. That an organization, in carrying out its primary purpose, advocates social or civic changes or presents ideas on controversial issues to influence public opinion and sentiment to accept its views, does not necessarily make it ineligible for Nonprofit USPS Marketing Mail prices as a philanthropic organization.

#### 1.2.7 Agricultural

An *agricultural organization* is a nonprofit organization whose primary purpose is the betterment of the conditions of those engaged in agricultural pursuits, the improvement of the grade of their products, and the development of a higher degree of efficiency in agriculture; or the collection and dissemination of information or materials about agriculture. The organization may further and advance agricultural interests through educational activities; by holding agricultural fairs; by collecting and disseminating information about cultivation of the soil and its fruits or the harvesting of marine resources; by rearing, feeding, and managing livestock, poultry, bees, etc.; or by other activities related to agricultural interests.

#### 1.2.8 Labor

A *labor organization* is a nonprofit organization whose primary purpose is the betterment of the conditions of workers. Labor organizations include, but are not limited to, organizations in which employees or workers participate, whose primary purpose is to deal with employers on grievances, labor disputes, wages, hours of employment, working conditions, etc. (e.g., labor unions and employee associations).

#### 1.2.9 Veterans

A *veterans' organization* is a nonprofit organization of veterans of the armed services of the United States, or an auxiliary unit or society of, or a trust or foundation for, any such post or organization.

#### 1.2.10 Fraternal

A *fraternal organization* is a nonprofit organization whose primary purpose is fostering fellowship and mutual benefits among its members. For this standard, a qualified fraternal organization must also be organized under a lodge or chapter system with a representative form of government; must follow a ritualistic format; and must be composed of members elected to membership by vote of the members. Qualifying fraternal organizations include the Masons, Knights of Columbus, Elks, and college fraternities or sororities, and may have members of either or both sexes. Fraternal organizations do not encompass such organizations as business leagues, professional associations, civic associations, or social clubs.

### 1.3 Qualified Political Committees and State or Local Voting Registration Officials

#### 1.3.1 Political Committees

These political committees may be authorized to mail at the Nonprofit USPS Marketing Mail prices without regard to their nonprofit status:

a. A national committee of a political party.

b. A state committee of a political party.

c. The Democratic Congressional Campaign Committee.

d. The Democratic Senatorial Campaign Committee.

e. The National Republican Congressional Committee.

f. The National Republican Senatorial Committee.

**1.3.2 Definitions**
For the standards in 1.3.1:

a. A *national committee* is the organization that, by virtue of the bylaws of a political party, is responsible for the day-to-day operations of such political party at the national level.

b. A *state committee* is the organization that, by virtue of the bylaws of a political party, is responsible for the day-to-day operation of such political party at the state level.

**1.3.3 Voting Registration Officials**
Voting registration officials in a state or the District of Columbia are authorized to mail certain USPS Marketing Mail materials at the Nonprofit USPS Marketing Mail prices under the National Voter Registration Act of 1993 (see 1.6.12).

## 1.4 Ineligible Organizations

**1.4.1 Private**
These and similar organizations do not qualify for the Nonprofit USPS Marketing Mail prices, even if organized on a nonprofit basis:

a. Automobile clubs.

b. Business leagues.

c. Chambers of commerce.

d. Citizens' and civic improvement associations.

e. Individuals.

f. Mutual insurance associations.

g. Political organizations (other than those specified in 1.3).

h. Service clubs (e.g., Civitan, Kiwanis, Lions, Optimist, and Rotary).

i. Social and hobby clubs.

j. Associations of rural electric cooperatives.

k. Trade associations.

**1.4.2 Government**
State, county, and municipal governments are generally not eligible for the Nonprofit USPS Marketing Mail prices. However, a separate and distinct state, county, or municipal governmental organization that meets the criteria for any one of the specific categories in 1.2 may be eligible, notwithstanding its governmental status.

**1.5 Identification of Nonprofit Organization**

All matter mailed at the Nonprofit USPS Marketing Mail prices must identify the authorized nonprofit organization. The name and return address of the authorized nonprofit organization must be either on the outside of the mailpiece or in a prominent location on the material being mailed. Pseudonyms or bogus names of persons or organizations may not be used. If the piece bears any name and return address, it must be that of the authorized nonprofit organization. A well-recognized alternative designation (e.g., “The March of Dimes”) or abbreviation (e.g., “AFL-CIO”) may be used rather than the full organization name.

**1.6 Eligible and Ineligible Matter**

**1.6.1 Organization’s Own Mail**

An organization authorized to mail at the Nonprofit USPS Marketing Mail prices may mail only its own matter at those prices. An authorized organization may not delegate or lend the use of its authorization to mail at the Nonprofit USPS Marketing Mail prices to any other person or organization.

**1.6.2 Ineligible Matter**

No person or organization may mail, or cause to be mailed by contractual agreement or otherwise, any ineligible matter at the Nonprofit USPS Marketing Mail prices.

**1.6.3 Cooperative Mailing**

A cooperative mailing is subject to the following:

a. A cooperative mailing may be made at the Nonprofit USPS Marketing Mail prices only when each of the cooperating organizations is individually authorized to mail at the Nonprofit USPS Marketing Mail prices at the Post Office where the mailing is deposited.

b. A cooperative mailing involving the mailing of any matter on behalf of or produced for an organization not itself authorized to mail at the Nonprofit USPS Marketing Mail prices at the Post Office where the mailing is deposited must be paid at the applicable regular USPS Marketing Mail prices. The mailer may appeal the decision under 607.2.0.

c. Exception: The standard in 1.6.3b does not apply to mailings by an organization authorized to mail at Nonprofit USPS Marketing Mail prices when both of the following conditions are met:

   1. Mailings must be soliciting monetary donations to the authorized mailer and not promoting or otherwise facilitating the sale or lease of any goods or services.

   2. The organization authorized to mail at Nonprofit USPS Marketing Mail prices is given a list of each donor, contact information (e.g., address, telephone number) for each, and the amount of the donation (or waives in writing the receipt of this list).

### 1.6.4 Prohibitions and Restrictions

Nonprofit USPS Marketing Mail prices may not be used for the entry of material that advertises, promotes, offers, or, for a fee or consideration, recommends, describes, or announces the availability of:

a. Any credit, debit, or charge card or similar financial instrument or account, provided by or through an arrangement with any person or organization not authorized to mail at the Nonprofit USPS Marketing Mail prices at the entry Post Office.

b. Any insurance policy, unless the organization promoting the purchase of such policy is authorized to mail at the Nonprofit USPS Marketing Mail prices at the entry Post Office; the policy is designed for and primarily promoted to the members, donors, supporters, or beneficiaries of that organization; and the coverage provided by the policy is not generally otherwise commercially available as explained in 1.6.5.

c. Any travel arrangement, unless the organization promoting the arrangement is authorized to mail at the Nonprofit USPS Marketing Mail prices at the entry Post Office; the travel contributes substantially (aside from the cultivation of members, donors, or supporters, or the acquisition of income or funds) to one or more of the purposes that constitute the basis for the organization's authorization to mail at the Nonprofit USPS Marketing Mail prices; and the arrangement is designed for and primarily promoted to the members, donors, supporters, or beneficiaries of that organization.

d. Any other product or service unless one of these exceptions is met:

   1. The sale of the product or the provision of such service is substantially related to the exercise or performance by the organization of one or more of the purposes used by the organization to qualify for mailing at the Nonprofit USPS Marketing Mail prices. The criteria in IRS regulations at 26 C.F.R. section 1.513-1(d), supplemented by the definitions in 1.6.6, are used to determine whether an advertisement, promotion, or offer for a product or service is for a substantially related product or service and, therefore, eligible for Nonprofit USPS Marketing Mail prices.

   2. The product or service is advertised in USPS Marketing Mail material meeting the prescribed content requirements for a periodical publication. The criteria in 1.6.8 are used to determine whether the USPS Marketing Mail material meets the content requirements for a periodical publication.

### 1.6.5 Definitions, Insurance

For the standard in 1.6.4b:

a. Except as specified in 1.6.5c, the phrase *not generally otherwise commercially available* applies to the actual coverage stated in an insurance policy, without regard to the amount of the premiums, the underwriting practices, and the financial condition of the insurer. When comparisons are made with other policies, consideration is given to coverage benefits, limitations, and exclusions, and to the availability of coverage to the

targeted recipients. When insurance policy coverages are compared to determine whether coverage in a policy offered by an organization is not generally otherwise commercially available, the comparison is based on the specific characteristics of the mailpiece recipients (e.g., geographic location or demographics).

b. Except as specified in 1.6.5c, the types of insurance considered generally otherwise commercially available include, but are not limited to, homeowner's, property, casualty, marine, professional liability (including malpractice), travel, health, life, airplane, automobile, truck, motorhome, motorbike, motorcycle, boat, accidental death, accidental dismemberment, Medicare supplement (Medigap), catastrophic care, nursing home, and hospital indemnity insurance.

c. Coverage is considered not generally otherwise commercially available if either of the following conditions applies:

   1. The coverage is provided by the nonprofit organization itself (i.e., the nonprofit organization is the insurer).

   2. The coverage is provided or promoted by the nonprofit organization in a mailing to its members, donors, supporters, or beneficiaries in such a way that the members, donors, supporters, or beneficiaries may make tax-deductible donations to the nonprofit organization of their proportional shares of any income in excess of costs that the nonprofit organization receives from the purchase of the coverage by its members, donors, supporters, or beneficiaries.

### 1.6.6 Definitions, Substantially Related Advertising Products

For the standards in 1.6.4d:

a. Standards established by the Internal Revenue Service (IRS) and the courts with respect to 26 USC 513(a) and (c) of the Internal Revenue Code are used to determine whether the sale or provision of an advertised product or service, whether sold or offered by the organization or by another party, is substantially related to the qualifying purposes of an organization. (Advertisements in USPS Marketing Mail material that meet the content requirements for a periodical publication need not meet the substantially related standard to be mailable at the Nonprofit USPS Marketing Mail prices. See 1.6.8.)

b. To be substantially related, the sale of the product or the provision of the service must contribute importantly to the accomplishment of one or more of the qualifying purposes of the organization. This means that the sale of the product or providing of the service must be directly related to accomplishing one or more of the purposes on which the organization's authorization to mail at the Nonprofit USPS Marketing Mail prices is based. The sale of the product or providing of the service must have a causal relationship to the achievement of the exempt purposes (other than the production of income) of the authorized organization. (Income produced from selling an advertised

product or providing a service does not make such action a substantially related activity, even if the income will be used to accomplish the purpose or purposes of the authorized organization.) See 26 C.F.R. section 1.513-1(d).

1. If an organization pays Unrelated Business Income Tax (UBIT) on the income from the sale of a product or the provision of a service, that activity is by IRS definition not substantially related. See 26 U.S.C. section 512. The fact that an organization does not pay such tax, however, does not establish that the activity is substantially related because other criteria may exempt the organization from payment. See 26 C.F.R. section 1.513-1(e).
2. Third-party paid advertisements may be included in material mailed at the Nonprofit USPS Marketing Mail prices if the products or services advertised are substantially related to one or more of the purposes for which the organization is authorized to mail at the Nonprofit USPS Marketing Mail prices. However, if the material contains one or more advertisements that are not substantially related, then the material is not eligible for the Nonprofit USPS Marketing Mail prices unless it is part of material that meets the content requirements described in 1.6.8 and is not disqualified from using the Nonprofit USPS Marketing Mail prices under another provision.

c. Announcements of activities (e.g., bake sale, car wash, charity auction, oratorical contest) are considered substantially related if substantially all the work is conducted by the members or supporters of an authorized organization without compensation. See 26 U.S.C. section 513(a)(1); 26 C.F.R. section 1.513-1(e)(1).

d. Advertisements for products and services, including products and services offered as prizes or premiums, are considered substantially related if the products and services are received by an authorized organization as gifts or contributions. See 26 U.S.C. section 513(a)(3); 26 C.F.R. section 1.513-1(e)(3).

e. An advertisement, promotion, offer, or subscription order form for a periodical publication meeting the eligibility criteria in 207.4.0 and published by one of the types of nonprofit organizations listed in 1.2 is mailable at the Nonprofit USPS Marketing Mail prices.

f. Unless the mailing is ineligible for the Nonprofit USPS Marketing Mail prices for other reasons, mailings will be accepted at the Nonprofit USPS Marketing Mail prices upon certification that income derived from the sale of products or services advertised in the mailing is not subject to the Unrelated Business Income Tax (UBIT) described at 26 U.S.C. section 512, and that each of the products or services is substantially related to the nonprofit organization's qualifying purpose.

### 1.6.7 Other Matter

An authorized nonprofit organization's material is not disqualified from being mailed at the Nonprofit USPS Marketing Mail prices solely because that material contains, but is not primarily devoted to:

a. Acknowledgments of organizations or individuals who have made donations to the authorized organization.

b. References to and a response card or other instructions for making inquiries about services or benefits available from membership in the authorized organization, if advertising, promotional, or application materials for such services or benefits are not included. For purposes of this section, descriptions of membership benefits available as a part of membership, including the use of adjectives, terms, conditions, and brand names, are permissible when they are a minor part of a solicitation or renewal request for membership payments. For purposes of this provision, "minor" is defined as "less than half." Measurement is made in accordance with 207.17.2.2. The solicitation or renewal request in which, to a minor degree, membership benefits may be promoted is considered to include only a printed letter to prospective members or current members whose membership is about to expire, and not to any separate, distinct, or independent brochure, circular, flyer, or other documents. Such separate documents will be considered advertising if they contain any advertising, promotional, or application materials. *Exception:* A separate document prepared by the qualifying organization, consisting of one sheet, will be considered to be part of the solicitation letter if it describes the organization's membership benefits and the solicitation letter does not describe the organization's benefits but instead refers the reader to the separate document.

### 1.6.8 Periodical Publication Content Requirements

Advertisements for products and services in material that meets the content requirements for a periodical publication are mailable at the Nonprofit USPS Marketing Mail prices. The material mailed must meet these standards:

a. Have a title. The title must be printed on the front cover page in a style and size of type that make it distinguishable from other information on the front cover page.

b. Be formed of printed sheets. (It may not be reproduced by stencil, mimeograph, or hectograph. Reproduction by any other process is permitted.) Any style of type may be used.

c. Contain an identification statement on one of the first five pages of the publication that includes these elements:

   1. Title.

   2. Issue date. The date may be omitted if it is on the front cover or cover page.

   3. Statement of frequency showing when issues are to be published (daily; weekly; monthly; monthly except June; four times a year in June, August, September, and December; annually; irregularly, etc.).

4. Name and address of the authorized organization, including street number, street name, and ZIP+4 or 5-digit ZIP Code. The street number and street name are optional if there is no letter carrier service.
5. Issue number. Every issue of each publication is numbered consecutively in a series that may not be broken by assigning numbers to issues omitted. The issue number may be printed on the front or cover page instead of in the identification statement.
6. International Standard Serial Number (ISSN), if applicable.
7. Subscription price, if applicable.

d. Consist of at least 25% nonadvertising matter in each issue. Advertising is defined in 207.4.12.

**1.6.9 Contribution and Membership Premiums**

Announcements for premiums received as a result of a contribution or payment of membership dues are not considered advertisements if the membership dues or requested contribution is more than 4 times the cost of the premium item(s) offered and more than 2 times the represented value in the mailpiece, if any, of the premium item(s) offered.

**1.6.10 Political Mailings**

A qualifying political committee under 1.3 may mail election-related materials, such as candidate endorsements, at the Nonprofit USPS Marketing Mail prices if the materials are exclusively of the qualifying political committee. Political mailings may not be made at the Nonprofit USPS Marketing Mail prices when a political candidate or anyone else not authorized to mail at the Nonprofit USPS Marketing Mail prices assists the qualifying political committee with the preparation or mailing of such materials, or pays any of the costs of preparation or mailing, or provides any consideration to the qualifying political committee in return for the mailing being made. The following are examples of political mailings that would not qualify for mailing at the Nonprofit USPS Marketing Mail prices:

a. A mailing containing material identified as having been paid for by the campaign committee or treasurer of an individual candidate.

b. A mailing containing circulars, flyers, brochures, or other printed matter prepared or printed by a political candidate or his or her campaign organization.

c. A mailing on which the postage is paid for by a political candidate or his or her campaign organization.

d. A mailing made on behalf of a candidate in return for a contribution to the qualifying political committee.

#### 1.6.11 Products Mailable at Nonprofit USPS Marketing Mail Prices

The following products are mailable at Nonprofit USPS Marketing Mail prices:

a. [1-26-20] Low-cost items within the meaning of 26 USC 513(h)(2), Internal Revenue Code. At the beginning of each calendar year, the value of low-cost items is adjusted for cost of living. Effective January 1, 2020, the cost of such items cannot exceed $11.20. This cost is the cost to the authorized organization that mails the items or on whose behalf the items are mailed.

b. Items donated or contributed to the qualified organization. Such items do not have to meet the definition of a low-cost item.

c. A periodical publication (as defined in 207.4.0) of a nonprofit organization unless it is ineligible under 1.6 to be mailed at the Nonprofit USPS Marketing Mail prices.

#### 1.6.12 Matter Mailed by Voting Registration Official

The voting registration official may mail, at the Nonprofit USPS Marketing Mail prices, only qualifying USPS Marketing Mail matter that is required or authorized to be mailed at those prices by the National Voter Registration Act of 1993.

#### 1.6.13 Evidence of Eligibility

On request, an organization authorized to mail at the Nonprofit USPS Marketing Mail prices must provide evidence to USPS, or cause evidence held by another party to be provided to USPS, about the eligibility of any of its mail matter or mailings to be sent at those prices. Any failure to provide evidence needed for a ruling on the eligibility of matter to be sent at the Nonprofit USPS Marketing Mail prices, or to cause such evidence to be provided, is sufficient basis for a finding that the matter is not eligible for the Nonprofit USPS Marketing Mail prices, as well as for the revocation of the organization's authorization to mail at the Nonprofit USPS Marketing Mail prices.

### 1.7 Authorization—Application

#### 1.7.1 Filing

An application on PS Form 3624, *Application to Mail at Nonprofit USPS Marketing Mail Prices*, must be filed by an organization prior to being authorized to mail at Nonprofit USPS Marketing Mail prices. The applicant must indicate on PS Form 3624 the qualifying category of organization under which it seeks authorization.

#### 1.7.2 Fee

No fee is charged for filing PS Form 3624.

#### 1.7.3 Permits and Authorizations

Authorization to mail at Nonprofit USPS Marketing Mail prices does not relieve the mailer's obligation to obtain mailing permits and pay the required fees for mailing at presorted prices.

#### 1.7.4 Qualified Nonprofit Organizations

PS Form 3624 must be accompanied by evidence that the applicant meets the standards of a qualifying category in 1.2 and that the organization is nonprofit (e.g., a certificate of exemption from federal income tax). *An exemption from the*

*payment of federal income tax is not required to qualify for the Nonprofit USPS Marketing Mail prices. Such exemption is considered as evidence of qualification for preferred postal prices, but is not the controlling factor in the decision. When an organization submits proof that it is granted federal income tax exemption under 26 USC 501(c)(3), as a religious, educational, scientific, or philanthropic (charitable) organization; under 501(c)(5) as an agricultural or labor organization; under 501(c)(8) as a fraternal organization; or under 501(c)(19) as a veterans' organization, it is considered as qualifying for the Nonprofit USPS Marketing Mail prices, unless other evidence discloses some disqualification.*

#### 1.7.5 Political Committees

Form 3624 filed by an organization seeking authorization as a qualified political committee must include evidence that the applicant meets the standards of one of the qualifying categories of political committees in 1.3; evidence of nonprofit status is not required.

#### 1.7.6 Nonprofit USPS Marketing Mail Authorization Number

Once an organization is authorized, it may mail at Nonprofit USPS Marketing Mail prices at any Post Office location that accepts presorted mailings within the United States. The Postal Service will issue a national Nonprofit USPS Marketing Mail authorization number to each organization authorized to mail at the Nonprofit USPS Marketing Mail prices. Authorized organizations must display this number in the appropriate space on each postage statement that accompanies a mailing at Nonprofit USPS Marketing Mail Prices.

### 1.8 Confirmation of Authorization to Mail at Nonprofit USPS Marketing Mail Prices

#### 1.8.1 Confirmation of Authorization Application Procedure

An authorized organization, or organization pending authorization, wishing to mail at a non-*PostalOne!* Post Office location must file Form 3623, *Request for Confirmation of Authorization (or Pending Authorization) to Mail at Nonprofit USPS Marketing Mail Prices*, with the postmaster prior to mailings being made at Nonprofit USPS Marketing Mail prices.

#### 1.8.2 Fee

No fee is charged for filing Form 3623.

#### 1.8.3 Organization Name

If the organization name on Form 3623 is different from the one on USPS records, the applicant must revise the organization's original application to reflect a name change by providing evidence that the organization name was officially changed (e.g., an official amendment to the organization's Articles of Incorporation stating the former name and the new name and a letter issued by the Internal Revenue Service recognizing the name change).

#### 1.8.4 Permits and Authorizations

Confirmation of authorization to mail at Nonprofit USPS Marketing Mail prices does not relieve the mailer's obligation to obtain mailing permits and pay the required fees for mailing at presorted prices.

## 1.9 Mailing While Application Pending

### 1.9.1 Approval

An organization may not mail at Nonprofit USPS Marketing Mail prices at a Post Office before Form 3624 or Form 3623, if required, is approved.

### 1.9.2 Postage Record

While an application, or confirmation of authorization, is pending postage must be paid at applicable First-Class Mail, First-Class Package Service — Retail, or Priority Mail prices, or at applicable USPS Marketing Mail prices. The USPS records the difference between postage paid at regular USPS Marketing Mail prices and the postage that would have been paid at Nonprofit USPS Marketing Mail prices. No record is kept if postage is paid at First-Class Mail, First-Class Package Service — Retail, or Priority Mail prices.

### 1.9.3 Refund

If an authorization, or confirmation of authorization, to mail at Nonprofit USPS Marketing Mail prices is issued, the mailer may be refunded the postage paid at the Post Office where pending mailings were made for any amount that exceeds the Nonprofit USPS Marketing Mail prices since the effective date of the authorization or confirmation. No refund is made:

a. If the application on Form 3624 is denied and no appeal is filed.

b. If postage was paid at First-Class Mail, First-Class Package Service — Retail, or Priority Mail prices.

c. For the period before the effective date of the authorization.

d. If confirmation of authorization using Form 3623 is denied.

### 1.9.4 Effective Date

The effective date of the Nonprofit USPS Marketing Mail price authorization is the date of the application or the date of the organization’s eligibility, whichever is later.

### 1.9.5 Pending Status

The mailer may continue to mail in a pending status until a final decision is reached on an appeal of a denied application.

## 1.10 Ruling on Application

### 1.10.1 Additional Information

The PCSC manager may request additional information or evidence to support or clarify the application. Failure to provide such information is sufficient grounds to deny an application.

### 1.10.2 Rulings

The PCSC manager rules on Form 3624 and Form 3623 and notifies the applicant directly.

### 1.10.3 Appealing a Denial

If the application on Form 3624 or Form 3623 is denied, the applicant may submit a written appeal to the postmaster where the application was filed within 15 days of the applicant's receipt of the decision. After reviewing the file, if the

PCSC manager still believes that the organization does not qualify to be authorized at Nonprofit USPS Marketing Mail prices, or the request for confirmation of authorization is not able to be confirmed, the applicable appeal is forwarded to the manager, Product Classification (see 608.8.0 for address), who issues the final agency decision.

### 1.11 Revocation

#### 1.11.1 USPS Review

The PCSC manager may initiate at any time a review of any organization authorized to mail at the Nonprofit USPS Marketing Mail prices. The PCSC manager may ask an organization for information or evidence to determine whether the organization is still qualified. Failure to provide such information is sufficient cause for revocation.

#### 1.11.2 Revocation for Cause

If it is found that authorization has been given to an organization that was not qualified at the time of application or later became unqualified, the PCSC manager notifies the organization of the proposed revocation and the reasons for it.

#### 1.11.3 Appeal

Revocation for cause under 1.11.2 takes effect 15 days from the organization's receipt of the notice, unless the organization files a written appeal within that time through the PCSC with the manager, Product Classification (see 608.8.0 for address). The manager, Product Classification may ask the organization for more information or evidence to determine the organization's eligibility. Failure to provide such information is sufficient grounds for denial of the appeal. The manager issues a written appeal decision directly to the organization.

#### 1.11.4 Revocation for Nonuse

The PCSC revokes an authorization to mail at Nonprofit USPS Marketing Mail prices if no Nonprofit USPS Marketing Mail price mailings are made by the authorized organization during a 2-year period. The PCSC notifies the organization of the revocation for nonuse.

## 2.0 Overseas Military and Diplomatic Post Office Mail

### 2.1 Basic Standards

#### 2.1.1 First-Class Mail

First-Class Mail letter mail, including stamped cards and postcards, and sound-recorded communications that have the character of personal correspondence are given airlift service on a space available basis between overseas military Post Offices outside the 48 contiguous states, and between those military Post Offices and the point of embarkation or debarkation of this mail within the 50 states. Unless sent free under 4.0, sound recordings must be marked "Sound Recorded Personal Correspondence" by the mailer on the address side.

#### 2.1.2 APO/FPO Priority Mail Flat Rate Boxes

Only USPS-produced Flat Rate Boxes are eligible for the Flat Rate Box prices and are charged a flat rate regardless of the actual weight (up to 70 pounds) of the mailpiece or domestic destination. The Board Game Large Flat Rate Box, and Large Flat Rate Box and "special version of this box" identified with the additional logo: "Americasupportsyou.mil." addressed to APO/FPO and DPO destinations are priced less than the conventional domestic Large Flat Rate Boxes. If the special version of the APO/FPO Flat Rate Box is used for non-APO/FPO and DPO destination addresses, the domestic or international Large Flat Rate Box prices will apply.

#### 2.1.3 SAM Parcels

Parcels of any class, paid at surface postage prices, are airlifted to, from, or between overseas military Post Offices outside the 48 contiguous states. These parcels must be marked "SAM" (space available mail) on the address side, preferably below the postage and above the addressee's name. These maximum weight and size limits apply when mailed from:

a. The 48 contiguous states: 15 pounds, 60 inches in length and girth combined.

b. An APO or FPO outside the 48 contiguous states: Package Services and Parcel Select weight and size limits (201).

#### 2.1.4 Periodicals Publications

Periodicals publications featuring current news of general interest and published weekly or more frequently, mailed at or addressed to any military Post Office outside the 48 contiguous states, are given airlift service under 2.1.3. Airlift service in 2.1.3 and 2.1.4 is not provided for mailings of publications sent in bulk to exchanges or news agents for later resale or distribution.

#### 2.1.5 Preparation

Items sent by air or surface mail are subject to the size and weight standards in 201unless limited further by this standard. Mail must be addressed under 602. Postage at the applicable Priority Mail or Package Services prices is charged for parcels sent by air or surface transportation.

#### 2.1.6 Privacy of Mail

The Department of Defense (DOD) can provide information on mail security and mail cover regulations for mail in the military postal system overseas.

### 2.2 Addressing Military Mail

#### 2.2.1 Overseas Address

Overseas military addresses must conform to domestic addressing standards format, while including the correct APO or FPO and AA, AE, or AP designation. AA, AE, and AP are used for addresses with the 3-digit ZIP Code prefixes 340, 090-098, and 962-966, respectively. APO/FPO/DPO addresses must not include a foreign city and/or country name. Mail must be addressed to an individual or job title such as "Commander," "Commanding Officer," etc. Mail addressed to

"Any Service Member," or similar wording such as "Any Soldier," "Sailor," "Airman," or "Marine"; "Military Mail"; etc., is prohibited. The correct format and correlating examples are as follows:

a. Line 1: Full name and/or job title.

b. Line 2: The delivery line (the second line from the bottom in the address) must show the word "UNIT", "CMR" or "PSC" and number; and box number assigned, when applicable.

c. Line 3: The bottom line must contain the APO or FPO ("city") designation and the appropriate two-letter AA, AE, or AP ("state") abbreviation followed by the ZIP Code or ZIP+4 Code.

**Exhibit 2.2.1 Military Addressing Format**

| | |
|---|---|
| SEAMAN JOHN DOE<br>UNIT 100100 BOX 4120<br>FPO AP 96691 | JOHN DOE<br>PSC 5698 BOX 2002<br>APO AE 09400 |

#### 2.2.2 Geographic Address

Mail showing a foreign city and country in addition to the military address is subject to the postage prices and conditions for international mail.

#### 2.2.3 Address Within United States

Mail addressed to military personnel within the United States must show the name of the military installation, state, and either the correct ZIP Code or ZIP+4 code. In addition:

a. Mail addressed to Army personnel must show full name, including first name and middle name or initial, and organization.

b. Mail addressed to Air Force personnel must show full name, including first name and middle name or initial, organization, and box number (if served by a PSC).

c. Mail addressed to Navy and Marine Corps personnel must show full name, including first name and middle name or initial, and organization.

d. Mail sent to dependents of military personnel for delivery through the sponsor's military unit must be addressed in care of the sponsor.

e. Mail sent to dependents of military personnel for delivery at the sponsor's military quarters need not be addressed in care of the sponsor.

### 2.3 General Restrictions

#### 2.3.1 Mailability Conditions

Hazardous, restricted, or perishable materials mailed to, from, and between overseas military and Diplomatic Post Offices are subject to the conditions of *International Mail Manual* 130, the standards in DMM 601, Publication 52, *Hazardous, Restricted, and Perishable Mail*, and conditions prescribed by the Department of Defense (DOD), as listed in the "Overseas Military/Diplomatic Mail" section of the *Postal Bulletin*.

### 2.3.2 Firearms

Firearms are subject to 601.8.0. To export firearms not specifically prohibited by the *Conditions Applied to Mail Addressed to Military Post Offices Overseas,* periodically printed in the *Postal Bulletin,* a mailer exporting permissible firearms must present an export license from the Office of Munitions Control, Department of State, Washington, DC 20520-0001. Importing firearms by military personnel by mail from overseas military Post Offices is subject to 27 CFR 178.114(b), Revenue Ruling 69-309 of the Bureau of Alcohol, Tobacco and Firearms (ATF), preparation of ATF Form 6, Department of Defense regulation 5030.49-R, and other appropriate military directives and standards of the U.S. Customs Service.

### 2.3.3 Animals and Plants

Information on mailing animal and plant products is in 601.8.0 and Publication 52, *Hazardous, Restricted, and Perishable Mail*.

### 2.3.4 Military Retirees

Except for eligible mail marked “Free Matter for the Blind or Handicapped,” any mailpiece addressed to a retiree at a military Post Office overseas must weigh less than 1 pound when the designation “Box R” is part of the address.

### 2.3.5 Packaging

Packages addressed from, to, or between overseas military Post Offices must meet the standards in 601.1.0 through 601.9.0. All containers of liquids and substances that easily liquefy must be packed, with enough absorbent material to take up all leakage in case of breakage, inside a second sealed waterproof container. Information on packaging is in 601.3.0 and Publication 52, *Hazardous, Restricted, and Perishable Mail*.

### 2.3.6 Customs Declaration PS Form 2976-R at Retail

For mailpieces requiring a customs form sent to an APO/FPO/DPO address from a USPS retail unit,

a. Mailers must:

   1. Complete a hard copy of PS Form 2976-R, *Customs Declaration and Dispatch Note*.

   2. Present the completed PS Form 2976-R with the mailpiece at a retail service counter.

b. Retail associates must:

   1. Enter the information into the retail system or Customs Form Online. See *Mailing Standards of the United States Postal Service,* International Mail Manual (IMM), section 123.742, for PS Form 2976-R acceptance procedures.

   2. Electronically generate and print the applicable PS Form 2976, PS Form 2976-A, or PS Form 2976-B and affix it to the mailpiece.

Note: PS Form 2976-R may not be used for mail from APO/FPO/DPO addresses.

### 2.3.7 Customs Declarations—Required Usage

Except as provided in 2.3.6, customs declarations forms required for use to or from APO/FPO/DPO addresses are as follows:

a. Except as provided in 2.3.8, Priority Mail Express mailpieces addressed to or from an APO, FPO, or DPO location must bear a properly completed PS Form 2976-B, *Priority Mail Express International Shipping Label and Customs Form*, regardless of weight, value, or contents.

b. Except as provided in 2.3.7a and 2.3.8, all other mailpieces addressed to or from an APO, FPO, or DPO location must bear a properly completed PS Form 2976, *Customs Declaration CN22*, or, if the customer prefers, a PS Form 2976-A, *Customs Declaration and Dispatch Note – CP 72*, if either of the following conditions apply:

   1. The mailpiece weighs 16 ounces or more (regardless of its contents, value, shape, or mail class).

   2. The mailpiece contains goods (regardless of its weight, shape, value, or mail class).

### 2.3.8 Customs Declarations—Exceptions

The following exceptions to the customs declaration requirement are provided for items addressed to an APO, FPO, or DPO destination ZIP Code, and mailed by "known mailers" subject to meeting specific conditions:

a. Known mailers are:

   1. Business mailers who enter volume mailings through a business mail entry unit or other bulk mail acceptance location, pay postage through an advance deposit account, use a permit imprint for postage payment, and submit a completed postage statement at the time of entry that certifies the mailpieces contain no dangerous materials that are prohibited by postal regulations. Business mailers are exempt from providing customs documentation on non-dutiable letters, and printed matter weighing 16 ounces or more.

   2. Federal, state, and local government agencies whose mailings are regarded as "Official Mail," are exempt from providing customs documentation on mail addressed to APO, FPO, or DPO ZIP Codes except for those APO, FPO, and DPO locations to which restriction "B2" applies as required in the Restriction Legend of the "Overseas Military/Diplomatic Mail" section of the *Postal Bulletin.*

b. Conditions:

   1. The mailpieces must not require an export license as described in International Mail Manual (IMM) 510, 520, 530, or 540.

   2. The mailpieces must not contain dangerous or prohibited items under IMM 135 or 136, or be otherwise prohibited by the destination country.

   3. The mailpieces cannot be destined to an E:1 country listed in 15 CFR 740, Supp. 2.

4. The mailpieces cannot contain any items listed in the Commerce Control List (15 CFR 774) or the U.S. Munitions List (22 CFR 121).

### 2.3.9 Items Eligible for Deposit or Pickup

Items bearing a computer-generated customs form (e.g., using Click-N-Ship service on *usps.com*, an authorized PC Postage vendor, or the USPS Web Tools system) may be deposited through any of the following methods, provided postage is paid by a means other than the use of postage stamps:

a. In a mailbox bearing a return address that matches the address at the point of pickup, when the customer or business is known to reside or do business at that location.

b. Through Pickup on Demand service.

c. Through Package Pickup service.

d. At a Postal Service retail counter.

e. Into a Postal Service lobby drop.

f. In a collection box.

g. At a Contract Postal Unit (CPU).

h. At a USPS Approved Shipper location.

### 2.3.10 Items Not Eligible for Deposit or Pickup

Except for items under 2.3.12, customers must present the following items requiring a customs form to an employee at a Post Office retail service counter. Deposit and pickup methods listed under 2.3.9 are prohibited. The Postal Service will return these improperly presented items to the sender for proper entry and acceptance:

a. Any item bearing a customs form and paid with only postage stamps.

b. Any item bearing a handwritten customs form.

c. Any item bearing a customs form that was not computer-generated.

### 2.3.11 Items Not Requiring a Customs Form

Items paid with online postage, postage meters, or information-based indicia (IBI) weighing less than 16 ounces and not requiring a customs form under 2.3.7 may be deposited by one of the following methods:

a. In a mailbox bearing a return address that matches the address at the point of pickup, when the customer or business is known to reside or do business at that location.

b. Through Pickup on Demand service.

c. Through Package Pickup service.

d. At a Postal Service retail counter.

e. Into a Postal Service lobby drop.

f. In a collection box.

g. At a Contract Postal Unit (CPU).

h. At a USPS Approved Shipper location.

#### 2.3.12 Items Paid with a Permit Imprint

Items requiring a customs label and paid with a permit imprint may be entered at a business mail entry unit (BMEU) if the customs form was computer-generated and the customs data was electronically transmitted.

### 2.4 Military Ordinary Mail (MOM)

Military ordinary mail (MOM) is DOD official mail sent at Periodicals, USPS Marketing Mail, Parcel Select, USPS Retail Ground, or Package Services prices that requires faster service than sealift transportation to, from, and between military Post Offices. USPS transportation of MOM is by surface means. Expedited service is determined and provided by and at the expense of the DOD. MOM is limited to mail originated by the DOD or DOD-authorized contractors and each piece must:

a. Be conspicuously marked “MOM” on the address side, below the postage or penalty mail indicia, and above the addressee’s name.

b. Conform to the maximum size and weight limits for the postage price claimed (Periodicals, USPS Marketing Mail, or Package Services).

### 2.5 Parcel Airlift (PAL)

#### 2.5.1 Description

Parcel airlift service (PAL) provides for air transportation of parcels on a space-available basis to or from military Post Offices (MPOs) outside the 48 contiguous states (from the Post Office of origin to the appropriate port of embarkation) for onward dispatch to other overseas MPOs or (from the port of embarkation for onward dispatch) to a Post Office within the 48 contiguous states.

#### 2.5.2 Availability

PAL is available for USPS Retail Ground, Package Services, or Parcel Select pieces that do not exceed 30 pounds in weight or 60 inches in length and girth combined, when mailed at or addressed to any overseas military Post Office outside the 48 contiguous states.

#### 2.5.3 Parcel Airlift (PAL) Fees

Fee is in addition to postage and other fees, per piece. See Notice 123—Price List.

#### 2.5.4 Fee and Postage

The applicable PAL fee must be paid in addition to the regular surface price of postage for each addressed piece sent by PAL service.

#### 2.5.5 Additional Services

[7-1-20] The following extra services may be combined with PAL if the applicable standards for the services are met and the additional service fees paid:

a. Certificate of mailing.

b. Insured mail.

c. Insurance Restricted Delivery (if insured for more than $500.00).

d. Return receipt (if insured for more than $500.00).

e. Special Handling-Fragile.

#### 2.5.6 Marking

PAL parcels must be marked with the large letters “PAL” on the address side.

### 2.6 Priority Mail Express Military Service (PMEMS)

#### 2.6.1 Definition

PMEMS is an expedited service for shipping any mailable matter between the United States and designated APOs and FPOs to provide Department of Defense personnel stationed overseas and others entitled to APO and FPO mailing privileges a delivery service to or from the United States with a money-back guarantee, subject to the standards in 110, 210, and below.

#### 2.6.2 Prices

Except for Flat Rate Packaging, postage is charged for each addressed piece according to its weight and zone. See Notice 123—Price List for applicable Priority Mail Express prices.

#### 2.6.3 Availability

PMEMS is available at Post Offices for delivery to designated APO/FPO and DPO 5-digit ZIP Code locations. In addition, PMEMS is available at designated APO/FPO and DPO Post Offices for delivery to the United States. Delivery time is typically 3 to 5 business days depending on origin and destination; however, the scheduled delivery date is determined at the time of mailing. PMEMS is *not* available *between* APO/FPO and DPO destinations. A PMEMS directory, showing PMEMS APO/FPO and DPO ZIP Code availability is available on PostalPro at *https://postalpro.usps.com*.

#### 2.6.4 Acceptance

PMEMS items must be presented no later than the local Post Office designated acceptance time.

#### 2.6.5 To APO/FPO and DPO Destinations

Under PMEMS, items mailed to APO/FPO and DPO destinations (from the United States) are available for delivery at the destination APO/FPO or DPO Post Office by 3 p.m. on the designated delivery day.

#### 2.6.6 From APO/FPO and DPO Destinations

Under PMEMS, items mailed from APO/FPO and DPO locations (going to the United States) are delivered to an addressee within the delivery area of the destination Post Office by 12:00 p.m. or 3 p.m. on the designated delivery day.

#### 2.6.7 Mailing Label

For each PMEMS item, the mailer must complete mailing Label 11-B or Label 11-F. Mailers authorized to present PMEMS items using a Priority Mail Express Manifesting System under 705.2.6 are required to follow label preparation procedures in Publication 97, *Priority Mail Express Manifesting Technical Guide*.

#### 2.6.8 Customs Declaration

For each PMEMS item, the mailer may also have to complete a customs declaration under 2.3.6.

#### 2.6.9 Deposit

PMEMS must be deposited as follows:

a. [1-26-20] Except as provided in 2.6.9b, items may be deposited at a Post Office location, deposited in a Priority Mail Express collection box, picked up during the normal delivery and collection of mail, or through Pickup on Demand service.

b. [1-26-20] Items bearing only postage stamps as postage payment and that weigh more than 10 ounces, or measure more than one half-inch in thickness, may not be deposited into a Priority Mail Express collection box, picked up during the normal delivery and collection of mail, or through Pickup on Demand service. The sender must present such items to an employee at a Post Office location. Improperly presented items will be returned to the sender for proper deposit.

c. Items must be deposited by the local Post Office designated acceptance time. Designated acceptance times can be found in the Postage Price Calculator on Postal Explorer at *pe.usps.com*.

d. If manifested, PMEMS items must be accepted at the locations and times specified in the Priority Mail Express Manifesting agreement.

### 2.7 Delivery of Military Mail

#### 2.7.1 Military Post Offices

Military Post Offices (MPOs) are branches of a U.S. civil Post Office, operated by the Army, Navy, Air Force, or Marine Corps to serve military personnel overseas or aboard ships. The term includes Army Post Offices (APOs) for the U.S. Army and the U.S. Air Force and fleet Post Offices (FPOs) for the U.S. Navy and the U.S. Marine Corps. MPOs provide postal service for military personnel where the U.S. civil postal service does not operate and a military situation requires the service. MPOs are established or discontinued by USPS only on request of the military department that operates them. Notice of these actions is published in the *Postal Bulletin*. Military Post Offices do not verify and accept bulk or commercial mail; such mailings must be deposited at (nonmilitary) U.S. Post Offices, with the appropriate postage affixed to each individually addressed piece.

#### 2.7.2 Units Without MPOs

For units not operating military Post Offices (MPOs), mail addressed to officials by title and personnel of military organizations is delivered to unit mail clerks or mail orderlies if such individuals are designated on DD Form 285 to receive all mail addressed to that unit. Registered, numbered insured, certified, and restricted-delivery mail addressed to individuals by name may be delivered to the unit mail clerk or mail orderly only if the addressee so authorizes in a letter to the Post Office, on PS Form 3849 or PS Form 3801.

#### 2.7.3 Units With MPOs

For units operating military Post Offices (MPOs), all mail is delivered to the military postal clerk, an assistant postal clerk, or postal finance clerk for the organization. Mail for other military organizations may be delivered to military postal clerks or military postal finance clerks for further delivery, when requested.

#### 2.7.4 Identification

To obtain mail, unit mail clerks, mail orderlies, postal clerks, and assistant postal clerks must provide proper identification.

#### 2.7.5 Receipts

Return receipts for registered, numbered insured, and Certified Mail must not be completed by anyone other than the addressee.

## 3.0 Department of State Mail

### 3.1 Availability

#### 3.1.1 General

Subject to its own regulations, conditions, and restrictions, the U.S. Department of State transmits limited amounts of certain types of personal mail to authorized U.S. citizen employees of the federal government stationed in other countries. Authorized mailers pay domestic postage prices and are not subject to foreign customs clearance standards. Customers can obtain current information regarding Department of State services, internal controls, and restrictions from the U.S. Department of State Diplomatic Pouch Division.

#### 3.1.2 Inspection of Mail

The Department of State opens and inspects all mail sent to it for transmission abroad to determine whether the mail meets Department of State standards. Mail that does not comply may be returned to the USPS for return to sender.

#### 3.1.3 Facilities Not Available

If Department of State destinations are not available, customers may mail articles to the addressee directly as regular international mail or, if the addressee has an APO or FPO address, as military mail under 2.0 or to a Department of State branch Post Office at a diplomatic post under Title 39 USC 406 or 413, if the addressee has a DPO address.

### 3.2 Conditions For Authorized Mail

#### 3.2.1 Mailability

USPS mailability standards for international mail apply to mail sent to the Department of State for transmission abroad.

#### 3.2.2 Prohibited Material

In addition to any restriction imposed by the Department of State, the following items are prohibited:

a. Parcels not meeting the size and weight limits in 3.2.3.

b. Items not meeting the standards in 601.8.0, or Publication 52, *Hazardous, Restricted, and Perishable Mail.*

c. International Air Transport Association (IATA) dangerous goods.

d. Aerosols.

e. Fragile materials.

f. Materials in glass containers.

g. Seeds, plants, and animals.

h. Personal effects of deceased U.S. citizens.

i. Items that are illegal to import into the receiving country or to export from the sending country.

j. Goods from a foreign country addressed to the Department of State that require clearance by customs authorities before onward shipment to posts abroad.

k. Liquids.

l. Weapons of any kind or items that resemble weapons (e.g., pellet guns, toy guns, etc.).

### 3.2.3 Weight and Size Limits

Maximum weight or size dimensions may not exceed any of the following:

a. Weight: 70 pounds.

b. Length: 29 inches.

c. Width: 29 inches.

d. Height: 29 inches.

e. Combined length and girth: 108 inches for all mail classes other than USPS Retail Ground.

f. Combined length and girth: 130 inches for USPS Retail Ground.

### 3.2.4 Postage Prices

Mailers must pay postage at the applicable domestic postage price for the class of mail and the type of service requested for mail sent through the Department of State. Zoned prices are computed to 3-digit ZIP Code area 205.

### 3.2.5 Priority Mail Express

Mailers may not send Priority Mail Express items through the Department of State.

### 3.2.6 Extra Services

The following extra services are not available for mail sent through the Department of State. If one of these services is requested, USPS returns the mailpiece to the sender with the endorsement “Service Not Available.” (Mailers may request other extra services under 503.)

a. Collect on Delivery (COD).

b. Insured Mail.

c. Registered Mail.

d. Restricted Delivery.

e. Special Handling.

f. Adult Signature Required and Adult Signature Restricted Delivery.

#### 3.2.7 Address Format

Address all official correspondence for transmission by the Department of State as follows:
Recipient's Name (e.g., JOHN SMITH, or INFORMATION MANAGEMENT OFFICER)
Number, Street Designation (e.g., 9900 VIENNA PLACE)
City, State, and ZIP+4 Code (e.g., WASHINGTON, DC 20521-9900)

#### 3.2.8 Change-of-Address

Change-of-address standards for Department of State mail are as follows:

a. Individuals may not file a change-of-address order for mail originally addressed to Department of State ZIP Code 20521. Additionally, individuals may not file a change-of-address order to have mail forwarded to Department of State ZIP Code 20521.

b. Individuals may file a change-of-address order for mail addressed to or from Department of State ZIP Code 20189 only under the following conditions:

   1. The change-of-address order is submitted through the Internet Change of Address (ICOA) entry under 507.2.1.4b. All other change-of-address methods are prohibited.

   2. Only “Individual” orders are permitted.

   3. Only “Permanent” orders are permitted.

#### 3.2.9 Customs Declarations

Customs declarations (Form 2976 or 2976A) are not required on mail sent to individuals through Department of State facilities.

### 3.3 Mail Security

The Department of State does not assume liability for loss or damage to any mail it accepts for transmission abroad, including any liability for mail that has been accepted for mailing with extra services. However, if the Department of State receives such mail, it will attempt delivery. By using Department of State facilities, the sender consents both to the Department of State's examining the mail by means such as x-ray and other mail-screening methods, and to the department's opening, searching, and divulging the contents of any package.

# 4.0 Mail Sent by U.S. Armed Forces

## 4.1 Letters Sent Postage Collect

### 4.1.1 Eligibility and Marking

Letters sent by soldiers, sailors, airmen, and marines in the U.S. military service stationed in the United States or other places where U.S. domestic mail service operates, addressed to places in the United States, may be dispatched without postage for collection of the postage on delivery, if endorsed as follows:

a. The address side of the letter must be marked “Soldier’s Letter,” “Airman’s Letter,” “Sailor’s Letter,” or “Marine’s Letter,” as applicable.

b. Under the marking, the letter must bear the signature and official designation with a facsimile hand stamp or in writing of a commissioned officer to whose command the soldier or airman belongs, or of a surgeon or chaplain at a hospital where he or she is. In the Navy and Marine Corps, the letter must bear the signature and official designation with a facsimile hand stamp or in writing of a commissioned officer attached to the vessel on which the member is serving or an officer commanding a hospital or detachment ashore where he or she is.

### 4.1.2 Postage

Postage at the applicable single-piece price for First-Class Mail is collected from the addressee on delivery.

## 4.2 Matter Sent Free

### 4.2.1 Description

Matter that may be mailed free of postage by certain military personnel is restricted to letters, postcards, and recorded communications (whether sound or video) with the character of personal correspondence.

### 4.2.2 Eligibility

The free mailing privilege may be used only by members of the U.S. Armed Forces on active duty who are either:

a. Assigned to military duty in a certain overseas area, as designated by the President or designee under 39 USC 3401(a)(1), and who mail the matter at an Armed Forces Post Office in that area.

b. Hospitalized in a facility under the jurisdiction of the U.S. Armed Forces because of disease or injury from military service in an overseas area, as designated by the President or designee.

### 4.2.3 Description of Overseas Areas

The definition of *overseas areas* is administered by the Military Postal Service Agency, which periodically provides the USPS with information for publication in the *Postal Bulletin* listing current overseas areas and other pertinent details.

### 4.2.4 Military Address

Matter mailed free must be addressed to a military Post Office (APO/FPO) or a place in the United States (including its territories, possessions, and Puerto Rico) served by a U.S. Post Office.

#### 4.2.5 Preparation

The address side of a mailpiece must be marked “FREE,” written in the sender’s handwriting, in the upper right corner; and the sender’s name, military grade, and complete military address, in the upper left corner.

#### 4.2.6 Extra Services

Matter mailed free may not be registered, certified, or insured.

#### 4.2.7 Undeliverable Mail

If matter mailed free is undeliverable as addressed, the matter is treated as First-Class Mail for transportation, processing, delivery, and handling.

## 5.0 Free Matter for the Blind and Other Physically Handicapped Persons

### 5.1 Basic Information

#### 5.1.1 General

Subject to the standards below, matter may be entered free of postage if mailed by or for the use of blind or other persons who cannot read or use conventionally printed materials due to a physical handicap. The provisions of 5.0 apply to domestic mail only.

#### 5.1.2 Mail Classification

Matter mailed free under this standard is not considered part of any particular class of mail and is not protected against postal inspection. This matter is treated as First-Class Mail for the exclusive purposes of determining appropriate standards for processing and delivery and for handling if undeliverable.

#### 5.1.3 Eligibility

The following persons are considered to be blind or unable to read or use conventionally printed material due to a physical handicap for purposes of this section:

a. Certified participants in the Library of Congress National Library Service for the Blind and Physically Handicapped (NLS).

b. Blind persons whose visual acuity, as determined by competent authority, is 20/200 or less in the better eye with correcting lenses, or whose widest diameter of visual field subtends angular distance no greater than 20 degrees.

c. Other physically handicapped persons certified by competent authority as meeting one or more of the following conditions:

   1. Having a visual disability, with correction and regardless of optical measurement, that prevents the reading of standard printed material.

   2. Being unable to read or unable to use standard printed material as a result of physical limitations.

3. Having a reading disability resulting from organic dysfunction and of sufficient severity to prevent their reading printed material in a normal manner.
4. Meeting the requirements of eligibility resulting from a degenerative, variable disease that renders them unable to read or use conventional printed material because of impaired eyesight or other physical factors. These persons are eligible during the time in which they are certified by a competent authority as unable to read or use conventional materials.

d. Eligible participants must be residents of the United States, which includes territories, insular possessions, and the District of Columbia, or American citizens domiciled abroad.

**5.1.4 Certifying Authority**
For purposes of this standard:

a. The postmaster may extend the free matter privilege to an individual recipient based on personal knowledge of the individual's eligibility.

b. In cases of blindness, visual impairment, or physical limitations, "competent authority" is defined to include doctors of medicine; doctors of osteopathy; ophthalmologists; optometrists; registered nurses; therapists; and professional staff of hospitals, institutions, and public or private welfare agencies (e.g., social workers, caseworkers, counselors, rehabilitation teachers, and superintendents). In the absence of any of these, certification may be made by professional librarians or by any person whose competence under specific circumstances is acceptable to the Library of Congress (see 36 CFR 701.10(b)(2)(i)).

c. In the case of reading disability from organic dysfunction, "competent authority" is defined as doctors of medicine and doctors of osteopathy.

**5.1.5 Qualifying Individuals**
The USPS may require individuals claiming entitlement to the free matter privilege to furnish evidence of eligibility consistent with the standards in 5.1.3 and 5.1.4, or verify by other means that the recipients are eligible to receive free matter.

**5.2 Matter Sent To Blind or Other Physically Handicapped Persons**

**5.2.1 Acceptable Matter**
Subject to 5.2.2, this matter may be mailed free:

a. Reading matter in braille or 14-point or larger sightsaving type and musical scores.

b. Sound reproductions.

c. Paper, records, tapes, and other material for the production of reading matter, musical scores, or sound reproductions.

d. Reproducers or parts of them for sound reproductions.

e. Braille writers, typewriters, educational or other materials or devices, or parts thereof, used for writing by, or designed or adapted for use of, a blind person or a person who has a physical impairment as described in 5.1.3.

#### 5.2.2 Conditions

The matter listed in 5.2.1 must meet these conditions:

a. The matter must be for the use of a blind or other physically handicapped person.

b. Either no charge, rental, subscription, or other fee is required for this matter; or, if required, may not exceed the cost of the item.

c. The matter may be opened and inspected by the USPS.

d. The matter contains no advertising. Advertising is defined as:

1. All material of which a valuable consideration is paid, accepted, or promised, that calls attention to something to get people to buy it, sell it, seek it, or support it.

2. Reading matter or other material of which an advertising price is charged.

3. Articles, items, and notices in the form of reading matter inserted by custom or understanding that textual matter is to be inserted for the advertiser or the advertiser's products in which a display advertisement appears.

4. An organization's advertisement of its own services or issues, or any other business of the publisher, whether in display advertising or reading matter.

#### 5.2.3 Letters From Sighted Individuals

Letters prepared in any form by sighted individuals, to be sent to a blind or other physically handicapped person, or empty shipping materials for mailing matter described in this section, may not be sent free and must bear the full applicable postage.

### 5.3 Matter Sent By Blind or Other Physically Handicapped Persons

#### 5.3.1 Acceptable Letters

Only letters in braille or in 14-point or larger sightsaving type or in the form of sound recordings, and containing no advertising, may be mailed free, and only if unsealed and sent by a blind or other physically handicapped person as described in 5.1.3.

#### 5.3.2 Other Letters

Letters that are handwritten, or printed or typed in a type size smaller than 14 points, may not be sent free. These letters must bear the full applicable postage.

### 5.4 Preparation

#### 5.4.1 Basic Standards

All matter mailed under this standard:

a. Must be marked "Free Matter for the Blind or Handicapped" in the upper right corner of the address side.

b. Must meet the minimum and maximum dimensions in 601.1.0.

c. Is subject to the mailability standards in 601.8.0 through 601.9.0.

#### 5.4.2 Extra Services

Insurance is the only extra service that can be added to mail sent under this standard. The fee for insurance must be paid by the sender.

# 6.0 Official Mail (Franked)

## 6.1 Basic Information

### 6.1.1 Members of Congress

Official mail of Members of Congress is sent without prepayment of postage and bears instead either a written or printed facsimile signature or a specified marking. Exhibit 6.1.1 shows what is accepted under frank and who is authorized its use.

**Exhibit 6.1.1 Franked Mail of Members of Congress**

| USER ENTITLED | MATTER PERMITTED | MARKING REQUIRED | PERIOD AUTHORIZED |
|---|---|---|---|
| Vice President of the United States, Members of Congress, Resident Commissioners, Secretary of the Senate, Sergeant at Arms of the Senate, and each elected officer of the House of Representatives (other than Members of the House) | Public documents printed by order of Congress | "Public Document" and "U.S.S." or "M.C." must appear on address side. | During 90 days immediately after expiration of term of office |
| Members of Congress and Resident Commissioners | *Congressional Record* or any part of it (including reprints of any part, speech, or report contained in it) if for official business, activities, or duties | "Congressional Record" or "Part of Congressional Record" and "U.S.S." or "M.C." must appear on address side. | During term of office only |
| Members of Congress | Seed and agricultural reports from Department of Agriculture | Signature and title (written or printed facsimile) of person entitled to frank must appear on address side. | During 90 days immediately after expiration of term of office |
| Vice President of the United States, Members and Members-elect of Congress, Resident Commissioners, Secretary of the Senate, Sergeant at Arms of the Senate, each elected officer of the House of Representatives (other than a Member of the House), Legislative Counsels of the House of Representatives and the Senate, Law Revision Counsel of the House of Representatives, and Senate Legal Counsel | Official correspondence | The signature and title (written or printed facsimile) of person entitled to frank must appear on address side. | During term of office only. When position of Secretary, Sergeant at Arms, elected officer, Legislative Counsel, Law Revision Counsel, or Senate Legal Counsel is vacant, privileges may be exercised in officer's name by authorized persons. |

| USER ENTITLED | MATTER PERMITTED | MARKING REQUIRED | PERIOD AUTHORIZED |
|---|---|---|---|
| Vice President-elect | All mail connected with preparation for assumption of official duties as Vice President | Signature and title (written or printed facsimile) of Vice President-elect must appear on address side. | Until assumption of duties as Vice President |
| Former Vice President, each former Member of Congress, former Secretary of the Senate, former Sergeant at Arms of the Senate, each former elected officer of the House (other than former Member of the House), and each former Delegate or Resident Commissioner | Matter on official business about closing of offices | Signature and title (written or printed facsimile) of person entitled to frank must appear on address side. | During 90 days immediately after date of leaving office |
| Former Speakers of the House | Public documents, seeds, and agricultural reports from Department of Agriculture, official correspondence | Signature and title (written or printed facsimile) of former Speaker or public document marking as shown above, must appear on address side. | For as long as former Speaker determines necessary |

#### 6.1.2 Former President and Spouse

Any former President of the United States and any surviving spouse of a former President may send nonpolitical mail as franked mail if it bears the sender's written or facsimile signature and the words "Postage and Fees Paid" in the upper right corner of the address side.

#### 6.1.3 Vice President-Elect

The Vice President-elect of the United States may send franked mail in connection with preparations for assuming official duties as Vice President. If the Vice President-elect is authorized/eligible to use penalty mail, the right to use penalty mail ceases immediately on inauguration to the vice presidency.

#### 6.1.4 Surviving Spouse of Member of Congress

When a Member of Congress dies during the term of office, the Member's surviving spouse may send correspondence relating to the death without prepayment of postage, for a period not to exceed 180 days after the death of the Member. The mail must bear the sender's written or facsimile signature in the upper right corner of the address side. If there is no surviving spouse, this privilege may be exercised by an immediate family member of the deceased Member of Congress designated by the Secretary of the Senate or the Clerk of the House of Representatives, as appropriate.

#### 6.1.5 Use

For information on the standards for franked mail see Handbook DM 103, *Official Mail*.

## 7.0 Official Mail (Penalty)

The term *penalty mail* refers to official mail, sent by U.S. government agencies, relating solely to the business of the U.S. government, that is authorized by law to be carried in the mail without prepayment of postage. For this standard, agencies are departments, agencies, corporations, establishments, commissions, committees, and all officers and authorities of the U.S.

government authorized to use penalty mail. For information on the standards for penalty mail, email questions to the USPS Official Mail Accounting System (OMAS) headquarters at *OMASHQ@usps.gov*.

# 8.0 Balloting Materials

## 8.1 Basic Standards

### 8.1.1 Definition

Balloting materials include postcard applications, all ballot types, voting instructions, mailing instructions, and return envelopes.

### 8.1.2 Exceptions to Standards

An exception to the marking and verification standards in 8.1.3 through 8.1.5 may be granted for one of the following reasons:

a. Ballots are mailed under 8.2.

b. Ballots are prepared and mailed under 8.3.

c. Ballots are returned under 505.1.0.

d. A postage due account has been established to guarantee the payment of return postage.

e. Prepayment of return postage is made by stamps, meter, or Permit Reply Mail.

### 8.1.3 Postage

Except for ballots meeting one of the exceptions under 8.1.2, balloting materials for any election, whether disseminated hardcopy or electronically, must indicate in a prominent location that the proper amount of postage must be paid. This information must be included in the balloting materials with the marking "First-Class Mail postage must be applied." Alternatively, the marking "Apply First-Class Mail postage here" may be printed in the upper right corner of the address side of the return envelope. Approved versions will also be acceptable in either location. Election officials should consult with postal officials to assist with mailpiece design, barcode placement, and to determine the proper amount of postage required for mailing ballots to voters and the return of ballots to election officials.

### 8.1.4 Notification of Postage Requirement on Return Ballots

Except for ballots meeting one of the exceptions under 8.1.2, all ballot types for any election, whether disseminated hardcopy or electronically, must indicate in a prominent location on the balloting materials the specific amount of First-Class Mail postage required for return by mail to election officials.

### 8.1.5 Verification

Except for ballots meeting one of the exceptions under 8.1.2, each mailing must be accompanied by a complete sample mailpiece.

## 8.2 Special Exemption

### 8.2.1 Definition

Balloting materials may be sent through the mail without prepayment of postage to enable persons in the following categories to apply for registration and vote by absentee ballot when absent from the place of voting residence and otherwise eligible to vote as an absentee:

a. Members of the Armed Forces in active service and their spouses and dependents.

b. Members of the U.S. Merchant Marine and their spouses and dependents.

c. U.S. citizens residing outside the territorial limits of the United States and the District of Columbia and their spouses and dependents residing with or accompanying them.

### 8.2.2 Eligibility

To be mailable without prepayment of postage, the balloting materials must be deposited at a U.S. Post Office, an overseas U.S. military Post Office (APO/FPO), a Diplomatic Post Office (DPO), or an American Embassy or American Consulate.

### 8.2.3 Between Officials

Balloting materials may be mailed between state and local election officials, individually or in bulk, without prepayment of postage. Packages of materials mailed in bulk must bear an address label as described in 8.2.

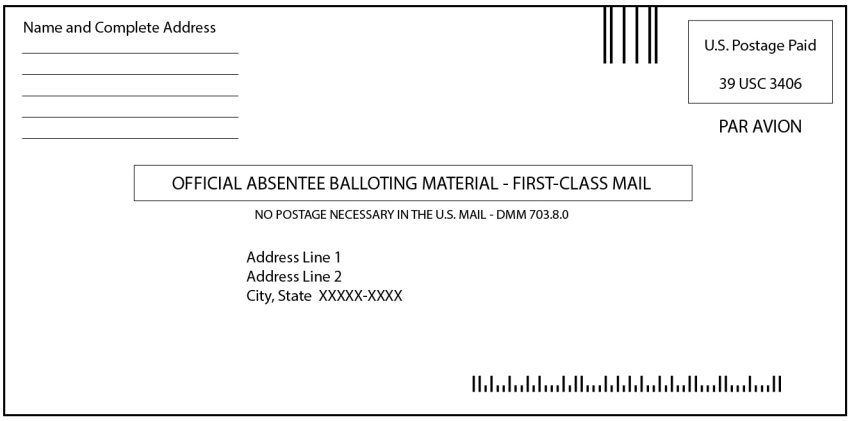
### 8.2.4 Elections Affected

Materials may be for any general election of electors for President and Vice President, or of senators and representatives in Congress, and other general, primary, and special elections.

### 8.2.5 Envelope

The envelope used to send balloting material and the envelope supplied for return of the ballots must have printed across the face the words “Official Absentee Balloting Material—First-Class Mail” (or similar language required by state law) in a rectangular box. Immediately below, the words “No Postage Necessary in the U.S. Mail—DMM 703.8.0” must be printed. Envelopes previously approved with the citation “DMM E080” must not be rejected. In the upper right corner of the envelope, in a rectangular box, the words “U.S. Postage Paid, 39 USC 3406” must be printed. An appropriate inscription or blank spaces for the return address of the sender must be shown in the upper left corner (see Exhibit 8.2.5).

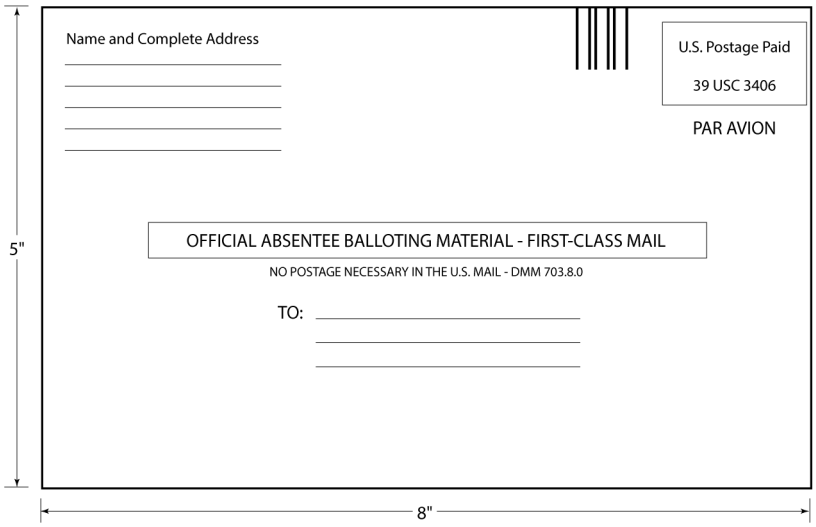
**Exhibit 8.2.5 Balloting Material Formats—Envelope**




### 8.2.6 Postcard

The federal voting registration postcard application must be approximately 5 by 8 inches. The design shown in Exhibit 8.2.6 must be printed on the address side of the card.

**Exhibit 8.2.6 Balloting Material Formats—Postcard**




### 8.2.7 FIM (Facing Identification Mark)

The correct facing identification mark (FIM) as described in 505.1.5.8 must be printed on the address side of envelopes and cards.

## 8.3 Priority Mail Express Label 11-DOD

Absentee ballots may be returned by military personnel from overseas APO/FPO military locations using Priority Mail Express Label 11-DOD without the prepayment of postage. Ballots prepared with Label 11-DOD affixed for return by military personnel from overseas APO/FPO military locations are exempt from the marking and verification standards in 8.1.3 through 8.1.5.

# 9.0 Mixed Classes

## 9.1 Basic Information

### 9.1.1 General

When mail of a higher price is enclosed with mail of a lower price, the postage on the entire piece is charged at the higher price, except under 9.2 through 9.6.

### 9.1.2 Concealing Enclosures

Mailers are subject to a fine if they conceal letters or other mail of a higher price in mail sent at a lower price without paying the correct postage on the enclosures (18 USC 1723).

## 9.2 Eligibility for Attachments of Different Classes

### 9.2.1 First-Class Mail or USPS Marketing Mail

Letters or other pieces of First-Class Mail or USPS Marketing Mail may be placed in an envelope and attached to the address side of a Periodicals, USPS Marketing Mail, Parcel Select, or Package Services piece. Combination envelopes or containers with separate parts for the two classes of mail may be used.

### 9.2.2 Price Qualification

If a Periodicals, USPS Marketing Mail, Parcel Select, or Package Services host piece qualifies for:

a. A presort discount, a First-Class Mail or USPS Marketing Mail attachment is eligible for the comparable First-Class Mail or USPS Marketing Mail presort price. The attachment need not meet the volume standard that would apply if mailed separately.

b. An automation price, a First-Class Mail or USPS Marketing Mail attachment is eligible for the comparable First-Class Mail or USPS Marketing Mail price. The attachment need not meet the volume standards that would apply if mailed separately. An automation price may not be claimed for an attachment unless a similar automation price is claimed for the host piece. If the attachment makes the host piece incompatible with automation standards, neither the host piece nor the attachment qualifies for an automation price.

c. A carrier route price, a First-Class Mail or USPS Marketing Mail attachment is eligible for the comparable First-Class Mail or USPS Marketing Mail price if every host piece for which the carrier route price is claimed has a First-Class Mail or USPS Marketing Mail attachment. The attachment need not meet the volume standard that would apply if mailed separately. A carrier route price may not be claimed for an attachment unless a similar price is claimed for the host piece.

d. A destination entry price (DDU, DSCF, DADC, or DNDC), a USPS Marketing Mail attachment is eligible for the comparable destination entry price. The attachment need not meet the volume standard that would apply if mailed separately. A price including a destination entry discount may not be claimed for an attachment unless a similar price is available and claimed for the host piece.

## 9.3 Eligibility for an Enclosure in Periodicals Publication

### 9.3.1 All Enclosures

Except under 9.3.2, all enclosures mailed with a bound publication must be bound into the publication or securely affixed to a page of the publication. Enclosures mailed with an unbound publication must be combined with, and inserted within, the publication. Subject to payment of the applicable postage, separate and independent pieces of nonincidental First-Class Mail and pieces of USPS Marketing Mail may be mailed as enclosures with Periodicals publications.

### 9.3.2 Loose Enclosure

A loose enclosure may be mailed with a bound Periodicals publication only if:

a. The enclosure and the Periodicals materials are totally enclosed in an envelope or plastic or paper wrapper; or the enclosure and the Periodicals materials are inside a sleeve and the enclosures are inserted within the publication and held by tension or secured to prevent separating from the publication while in the mail.

b. For USPS Marketing Mail matter, the total weight of all enclosed material is less than 16 ounces.

c. If enclosed in a plastic wrapper or polybag, the Periodicals publication is the top or bottom piece, faces out, and its title is visible.

d. The enclosure is not addressed.

## 9.4 Eligibility for an Enclosure in USPS Marketing Mail, Parcel Select, and Package Services Parcels

### 9.4.1 First-Class Mail

Letters or other pieces of First-Class Mail may be enclosed in pieces of USPS Marketing Mail, Parcel Select, and Package Services. Postage at the appropriate First-Class Mail price must be paid for each piece of First-Class Mail, except incidental First-Class Mail attachments or enclosures under 9.5.

### 9.4.2 USPS Marketing Mail

USPS Marketing Mail may be enclosed in a parcel mailed at Parcel Select or Package Services prices or under 4.0. Postage at the applicable First-Class Mail or USPS Marketing Mail price must be paid on this matter, unless excepted by the prices and eligibility standards in 253, 263, and 273.

## 9.5 Eligibility for an Incidental First-Class Mail Attachment or Enclosure

An incidental attachment or enclosure must be closely associated with or related to the piece to which it is attached or in which it is enclosed; must be secondary to that piece; must not encumber postal processing; and must *require* First-Class Mail postage if mailed separately. Incidental First-Class Mail matter may be enclosed in or attached to Periodicals matter, USPS Marketing Mail merchandise (including books but excluding merchandise samples), Parcel Select, and Package Services matter. The attached or enclosed incidental matter may be mailed at the applicable postage price of the host piece with which it is

attached or enclosed. Incidental First-Class Mail matter includes a bill for the product or publication, a statement of account for past purchases, and a personal message or greeting included with a product, publication, or parcel.

## 9.6 Eligibility for Combined Mailing of Media Mail and Bound Printed Matter

### 9.6.1 Machinable Parcels

A mailer may combine into one parcel separate and distinguishable pieces of Media Mail and Bound Printed Matter for the same addressee, if these combined pieces form a regular machinable parcel as defined in 201.7.5.

### 9.6.2 Presorted Prices

Presorted prices may be claimed, subject to the applicable preparation standards. If Presorted prices are claimed on both subclasses, the mail must be prepared under the standards for Bound Printed Matter in 265.5.0 for flats and 265.8.0 for parcels.

## 9.7 Markings on Mixed Mail

### 9.7.1 Attachments

First-Class Mail attachments must be marked “First-Class” or “Letter Enclosed.” USPS Marketing Mail attachments must be marked “Marketing” or “MKT” or “Standard” or “STD.”

### 9.7.2 Enclosures

When a Periodicals publication is mailed with a nonincidental First-Class Mail or any USPS Marketing Mail enclosure, the corresponding “First-Class Mail Enclosed” or “USPS Marketing Mail Enclosed” or “Standard Mail Enclosed” marking must be placed on or in the host publication as follows:

a. If placed on the outer wrapper, polybag, envelope, or cover of the host Periodicals publication, the marking must be set in type no smaller than any used in the change-of-address notice in the identification statement.

b. If placed in the identification statement, the marking must meet the standard in 9.7.2a.

c. Except under 9.9, the marking must not be on or in copies without a First-Class Mail or USPS Marketing Mail enclosure.

### 9.7.3 Parcels

The mailer must mark “First-Class Mail Enclosed” or “USPS Marketing Mail Enclosed” or “Standard Mail Enclosed” on each USPS Marketing Mail, Parcel Select, and Package Services parcel with such an enclosure. The marking must be placed below the postage and above the delivery address, using any method that produces legible wording.

## 9.8 Postage Payment for Attachments of Different Classes

### 9.8.1 Computation and Payment

Postage for the host Periodicals, USPS Marketing Mail, Parcel Select, or Package Services piece must be paid under the applicable standards. Except for incidental First-Class Mail attachments under 9.11, First-Class Mail or USPS Marketing Mail attachments must have postage affixed at the proper price.

#### 9.8.2 Postage Statements

Separate postage statements using the proper USPS forms must be prepared for the host piece and the attachment and must be submitted at the time of mailing.

#### 9.8.3 Mailing Fee

The annual mailing fee must be paid for the current 12-month period at each office where postage for a USPS Marketing Mail attachment is paid at any USPS Marketing Mail price.

### 9.9 Postage Payment for Enclosure in Periodicals Publication

#### 9.9.1 General Rule

Postage for the Periodicals publication is paid under 207.16.0. The proper First-Class Mail or USPS Marketing Mail price is paid for the enclosed material, based on the comparable Periodicals price applicable to the addressed piece containing the enclosure.

#### 9.9.2 Authorized Payment Method

A publisher authorized for Centralized Postage Payment (CPP) may arrange to submit postage statements and pay postage for First-Class Mail or USPS Marketing Mail enclosures to the designated Post Office (DPO) under the relevant standards in 207.16.0. The publisher must be authorized by the DPO each time the Periodicals publication is mailed with a First-Class Mail or USPS Marketing Mail enclosure.

#### 9.9.3 Multiple Items

When more than one enclosure of the same mail class is enclosed with a publication, they may be treated as a single enclosure for computing postage.

#### 9.9.4 Affixing Postage

Postage for a First-Class Mail or USPS Marketing Mail enclosure may be paid by affixing the correct amount in precanceled or meter stamps to the enclosure or to the outer wrapper, polybag, envelope, or cover of the host Periodicals publication.

#### 9.9.5 Permit Imprint—Outside Publication

Postage for a First-Class Mail or USPS Marketing Mail enclosure may be paid with a permit imprint placed on the outer wrapper, polybag, envelope, or cover of the host Periodicals publication if:

a. The permit imprint is prepared as shown in 604.5.0.

b. The permit imprint and any required marking are set in type no smaller than any used in the change-of-address notice (“POSTMASTER: ...”) in the identification statement.

c. The permit imprint and marking appear only on copies accompanied by a First-Class Mail or USPS Marketing Mail enclosure.

d. Unless postage for the host publication is paid under CPP or plant-verified drop shipment procedures, the mail is entered at the Post Office where the permit is held.

### 9.9.6 Permit Imprint—Inside Publication

Postage for a First-Class Mail or USPS Marketing Mail enclosure may be paid with a permit imprint placed in the identification statement of the host Periodicals publication if:

a. The permit imprint is prepared under 604.5.0.

b. The permit imprint and any required marking are set in type no smaller than any used in the change-of-address notice ("POSTMASTER: ...") in the identification statement and surrounded by either a black line or a 1/4-inch clear area.

c. The permit imprint and the required markings are only on copies accompanied by a First-Class Mail or USPS Marketing Mail enclosure unless the marking in all copies is followed by both a list of the editions or edition codes mailed with a First-Class Mail or USPS Marketing Mail enclosure and the edition name or edition code that applies to the respective copy.

d. Unless postage for the host publication is paid under CPP or plant-verified drop shipment procedures, the mail is entered at the Post Office where the permit is held.

### 9.9.7 Permit Imprint—Omitted

A permit imprint need not be printed on the outer wrapper, polybag, envelope, or cover of the host publication, and need not be printed inside the publication, when the marking "First-Class Mail Enclosed" or "USPS Marketing Mail Enclosed," as appropriate, is placed on the outer wrapper, polybag, envelope, or cover of the host publication, or in the Identification Statement.

### 9.9.8 Computing Permit Imprint Postage

Permit imprint postage for the enclosure is computed at the applicable First-Class Mail or USPS Marketing Mail price, corresponding to the number of copies of the Periodicals publication prepared with the enclosure. The enclosure is eligible for the price for its class of mail that is most comparable to the presort and destination discounts that apply to the Periodicals host piece. For example, a USPS Marketing Mail enclosure is eligible for the SCF entry discount if the publication is deposited at the destinating SCF. When more than one enclosure of the same class of mail is enclosed with a publication, the enclosures are treated as a single enclosure for computing postage. Postage for the First-Class Mail or USPS Marketing Mail enclosure must be claimed on the proper postage statement.

### 9.9.9 Mailing Fee

The annual mailing fee must be paid for the current 12-month period at each office where postage for a USPS Marketing Mail enclosure is paid at any USPS Marketing Mail price.

### 9.9.10 Documentation

Subject to 203.3.0, documentation for a mailing of a Periodicals publication with nonincidental First-Class Mail or USPS Marketing Mail matter enclosed includes:

a. The Periodicals postage statement and any supporting documentation specified in the standards for the price claimed.

b. The First-Class Mail or USPS Marketing Mail postage statement for the enclosed matter.

c. Amendments or additions to the documentation required in 9.9.10a as necessary to account for the enclosed matter and support the postage claimed for it.

## 9.10 Postage Payment for Enclosure in USPS Marketing Mail, Parcel Select, or Package Services Parcel

### 9.10.1 Postage

Postage for the enclosure must be placed on the outside of the parcel, either separately or by addition to the postage for the parcel itself.

### 9.10.2 Postage Statements

Separate postage statements for the host piece (if required) and the enclosure must be submitted at the time of mailing.

## 9.11 Postage Payment for Incidental First-Class Mail Attachment or Enclosure

### 9.11.1 Computation

Postage is based on the weight of the host piece plus the weight of the incidental attachment or enclosure and is paid at the price applicable to the host piece.

### 9.11.2 Periodicals

Postage for an incidental attachment or enclosure with a Periodicals piece is determined as follows:

a. If the Periodicals piece consists entirely of nonadvertising matter, the attachment or enclosure is also considered nonadvertising matter.

b. If the Periodicals piece consists of advertising and nonadvertising matter, the attachment or enclosure is considered advertising matter.

## 9.12 Postage Payment for Combined Mailings of Media Mail and Bound Printed Matter

### 9.12.1 Postage

Postage for each separate unit must be placed on the outside of the parcel.

### 9.12.2 Postage Statements

When required, a separate postage statement must be submitted for each part of the combined mailing.

### 9.12.3 Endorsement

In addition to the required price markings, each parcel must show, below the postage and above the address, an endorsement declaring the enclosure and the additional postage paid for it (e.g., “Bound Printed Matter Enclosed $1.345.”).

### 9.12.4 Rating of Unmarked Parcel

A parcel containing Media Mail and Bound Printed Matter is charged postage at Parcel Select Ground prices if it:

a. Is not endorsed as specified in 9.12.3.

b. Does not consist of separate and distinguishable units of mail.

c. Is not machinable.

## 9.13 Extra Services for Mixed Classes

### 9.13.1 Special Handling

A combination mailpiece sent as a Parcel Select or a Package Services parcel may be sent using special handling; only one special handling fee is charged for the parcel.

### 9.13.2 Insured and COD

A combination mailpiece may be sent insured or COD. The insurance covers only the value of the parcel.

### 9.13.3 Registered

A combination mailpiece may not be sent as Registered Mail.

# 705 Advanced Preparation and Special Postage Payment Systems

**Overview**

1.0 RESERVED
2.0 Manifest Mailing System
3.0 Optional Procedure Mailing System
4.0 Alternate Mailing System
5.0 First-Class Mail or USPS Marketing Mail Mailings with Different Payment Methods
6.0 Combining Mailings of USPS Marketing Mail, Package Services, and Parcel Select Parcels
7.0 Combining Package Services and Parcel Select Parcels for Destination Entry
8.0 Preparing Pallets
9.0 Combining Bundles of Automation and Nonautomation Flats in Trays and Sacks
10.0 Merging Bundles of Flats Using the City State Product
11.0 Combining Automation Price and Nonautomation Price Flats in Bundles
12.0 Merging Bundles of Flats on Pallets Using a 5 percent Threshold
13.0 Merging Bundles of Flats on Pallets Using the City State Product and a 5 percent Threshold
14.0 FSS Scheme Preparation
15.0 Combining USPS Marketing Mail Flats, Bound Printed Matter Flats, and Periodicals Flats
16.0 Plant Load Mailings
17.0 Plant-Verified Drop Shipment
18.0 Priority Mail Express Open and Distribute and Priority Mail Open and Distribute
19.0 Metered Mail Drop Shipment
20.0 eInduction Option
21.0 Optional Combined Parcel Mailings
22.0 Seamless Acceptance Program
23.0 Full-Service Automation Option

## 1.0 RESERVED

# 2.0 Manifest Mailing System

## 2.1 Description

### 2.1.1 Using an MMS

A manifest mailing system (MMS) is a method of verifying postage payment of permit imprint mailings, as an alternative to weight verification. The MMS is an automated system that allows a mailer to document postage and fees for all pieces in a permit imprint mailing. Each piece is assigned a unique identification number that is listed on the manifest along with pertinent information about the mailpiece. USPS randomly selects pieces from the mailing and compares them to the manifest to determine if postage was accurately reported. The standards in 2.2 describe how to mail using an MMS.

### 2.1.2 Eligible Mail

All domestic mail authorized to be paid by permit imprint may qualify for manifest mailing. For Priority Mail Express (Electronic Verification System "eVS" only) see 2.9. Manifesting for International Mail is limited to Priority Mail International and First-Class Mail International.

### 2.1.3 Minimum Volume Requirements

For information on the minimum volume requirements and exceptions, see Publication 401, *Guide to the Manifest Mailing System,* available on PostalPro at *http://postalpro.usps.com.*

### 2.1.4 Electronic Verification System

[1-26-20] Mailers using an MMS when presenting Parcel Select destination entry mailings under 256.2.0 or commingled parcel mailings under 6.0 or 7.0, may document and pay postage using the Electronic Verification System (eVS) (see 2.9). Business Acceptance Solutions, USPS Headquarters, must approve these systems. Unless authorized by Business Acceptance Solutions, mailers may not commingle eVS mail with non-eVS mail within the same mailing or place eVS mail and non-eVS mail in or on the same mailing container.

## 2.2 Basic Standards

### 2.2.1 Authorization Document

An MMS is established through a letter of authorization as follows:

a. An MMS approved by the district, as defined in 2.4.6a, is authorized with a letter signed by the district Customer Service manager, and addressed to the mailer making the MMS application. The authorization letter contains provisions regarding mailer and USPS responsibilities, including document retention and quality control.

b. [1-26-20] An MMS approved by Business Acceptance Solutions is authorized with a letter (or previously-approved service agreement) signed by the director, Business Acceptance Solutions. The authorization letter contains provisions regarding mailer and USPS responsibilities, including document retention and quality control.

### 2.2.2 Mailer System

The mailer must have an automated system that produces mail consistent with postal standards and calculates postage accurately. For presorted mail, the system also must determine the qualifying presort level and the correct price of postage for each piece and perform the presort routines. The mailer must assign a unique identification number to each piece. Letter- and flat-size mail produced using batch processing must bear the keyline information in 2.3. The system must produce a manifest for each mailing that allows USPS verification of the postage and levels of presort. The manifest must account for every piece in the mailing, as follows:

a. For presorted letter- and flat-size mail produced using batch processing, the manifest must list destination ZIP Codes, presort categories, batch number ranges, postage amounts, and cumulative postage amounts.

b. For mail produced using itemized processing, the manifest must list the postage for each piece and those factors used to calculate the correct amount of postage, such as the destination postal zone and piece weight. Each page of the manifest must show cumulative postage totals.

c. When extra services are used, the manifest must include the fees for each piece.

d. A summary listing the required information on the postage statement must be included as the last page of the manifest.

e. A separate summary and register of mailings is required for all plant-verified drop shipment (PVDS) mailings.

### 2.2.3 Manifest Format

The two basic manifest formats are:

a. *Itemized processing.* Each piece of mail is individually listed by unique identification number, weight, and other pertinent information. Publication 401, *Guide to the Manifest Mailing System*, contains specific formats for manifests using itemized processing.

b. *Batch processing.* The mailing is divided into groups of mailpieces with consecutive identification numbers. Only the identification numbers of the first and last pieces of each group are listed, along with the piece count and the total postage charges for the entire batch. This method is limited to piece price letter- and flat-size mailings. Publication 401 contains specific formats for manifests using batch processing.

### 2.2.4 Mailer Quality Control

The mailer must implement a quality control program that ensures proper mail preparation and provides accurate documentation. The authorization letter or service agreement must detail USPS-approved quality control procedures.

### 2.2.5 Permit Imprint

Mailings deposited under the MMS program must meet the standards for permit imprint mail in 604.5.0, except that presorted letter-size or flat-size mail produced using batch processing must include the qualified price abbreviation in the keyline.

### 2.2.6 Marking

MMS mailings must meet the marking standards for the price claimed. Markings on presorted letter-size and flat-size mail produced using batch processing are placed in the keyline as described in 2.3.3. Markings on itemized mailpieces may be:

a. Incorporated as part of the permit imprint.

b. Printed or rubber-stamped above the address and immediately below or to the left of the permit imprint.

c. Produced as otherwise specified in the MMS authorization.

d. Provided in an endorsement line in the address area, directly above the top line of the address, if no additional information except carrier route information appears on the endorsement line.

### 2.2.7 Postage Statement

The mailer must submit a complete postage statement with each mailing. If the entry office postmaster approves, mailers may submit a computerized facsimile of the applicable USPS postage statement. Data fields may be omitted on facsimile if they pertain to prices not claimed in the mailing.

### 2.2.8 Manifest Adjustments

When mailpieces are mutilated, spoiled, or destroyed during normal operations and cannot be presented as part of the mailing, a method of adjusting the manifest and postage statement that has been approved by USPS must be used. Whether the method in 2.2.8a or 2.2.8b is used, the total number of pieces must be deducted at the end of the manifest and the postage statement adjusted. Use one of the following methods:

a. For manifests using itemized processing, line out the identification number, weight, and postage information (if applicable, also line out the piece on PS Form 3877) or write the unique identification number, piece weight, and postage (and, if applicable, the fee amount) on a separate listing. Deduct the total number of pieces, piece weights, and postage and fees from the totals shown on the manifest, summary, and postage statement.

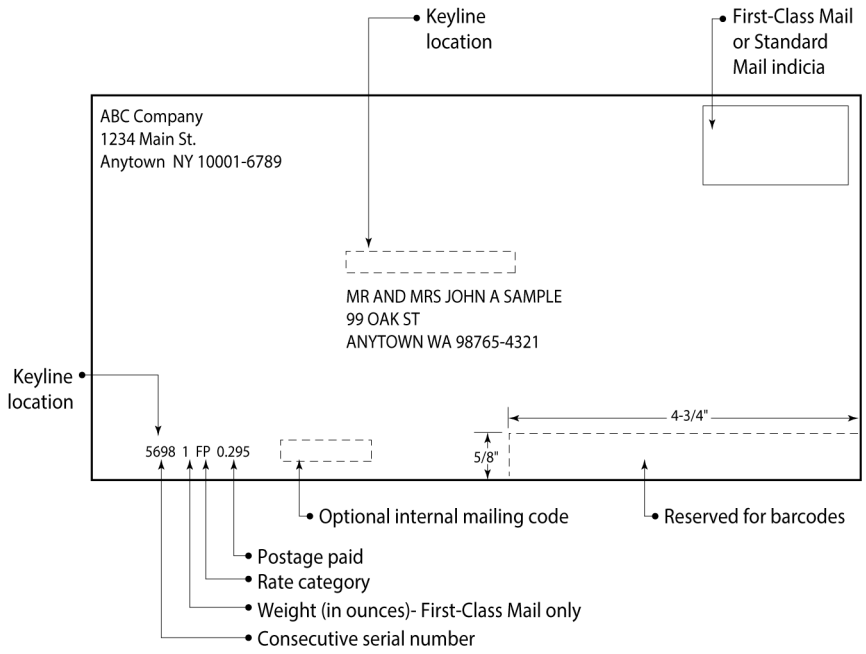
b. For manifests using batch processing, write the adjustments directly on the manifest listing showing the consecutive serial number, weight increment, price category, and postage of each item next to the batch that includes the serial number. Alternatively, a separate list may be prepared as an attachment to the manifest showing, for each spoiled piece, the consecutive serial number, weight increment, price category, and postage. The total number of pieces, piece weight, and postage must be deducted from the batch, manifest summary, and postage statement.

## 2.3 Keyline

### 2.3.1 Batch Mailings

The keyline printed on each piece of presorted letter- or flat-size First-Class Mail or USPS Marketing Mail produced using batch processing must contain, in order, the consecutive unique piece number, the weight increment (First-Class Mail only), the price category for which the piece qualifies, and the postage paid by weight and price category (see Exhibit 2.3.1).

**Exhibit 2.3.1 Letter-Size Keyline Information**




### 2.3.2 Mailer Codes

Codes for internal mailer use may be printed to the right of the postage-paid information, if at least two spaces separate the postage paid and any internal code information.

### 2.3.3 Price Category Abbreviations

Keylines on First-Class Mail or USPS Marketing Mail may use only the price category abbreviations found in Publication 401, *Guide to the Manifest Mailing System,* Chapter 6. All pieces that qualify for more than one postage price must show each price category abbreviation, separated by a "/" (slash) (e.g., EB/DS).

### 2.3.4 Keyline Location—Batch Mailings

The keyline must be readily identifiable and placed anywhere on the address side that does not conflict with other standards (see Exhibit 2.3.1 for examples). On letter-size mail, the keyline must not interfere with the OCR read area (see 202.2.1) or barcode clear zone (see 202.5.1). If printed on an insert, the keyline must conform to 202.5.0.

#### 2.3.5 Unique ID Number Location—Itemized Mailings

The unique identification number must be printed on the address side of each itemized piece. It may be a product number or any other number that is not duplicated within the mailing. The numbers must be printed in overall ascending order, or in ascending order within each zone, 5-digit, 3-digit, or NDC ZIP Code area on the manifest.

### 2.4 Authorization

#### 2.4.1 Application

The mailer must submit an MMS application and supporting documentation as specified on the application to the postmaster of each Post Office where mailings will be deposited and under the publications as follows:

a. Publication 401, *Guide to the Manifest Mailing System*, contains an application to mail using an MMS.

b. Publication 205, *Electronic Verification System Technical Guide*, provides the eVS application procedures for mailers. Customers using an Electronic Manifesting Solution for Parcels must also establish a user account and mailer agreement with USPS in the Business Customer Gateway at *https://gateway.usps.com*.

#### 2.4.2 Approval Review

After the mailer completes the development and installation of the MMS, the following will occur:

a. For an MMS approved by the district, as defined in 2.4.5a, a district USPS representative will review the system and the district Customer Service manager will give final approval if the system is functioning as required.

b. [1-26-20] For an MMS approved by Business Acceptance Solutions, as defined in 2.4.5b, a district USPS representative will review the system, and the district Customer Service manager will give temporary approval if the system is functioning as required. A final review will be conducted by a Business Acceptance Solutions representative within 90 days of the date of the temporary approval, and the director, Business Acceptance Solutions, will give final approval if the system is functioning as required.

#### 2.4.3 General Requirements for Authorization

General requirements for authorization are as follows:

a. Verification samples are deemed representative of the entire mailing, and postage adjustment calculations are applied to the total mailing. The mailer must pay additional postage for any underpayments identified during USPS verification. A mailer may elect to overpay postage for pieces that are borderline weight or price increments to avoid postage underpayment adjustments.

b. If the total postage or the total weight of pieces sampled during a verification results in an underpayment by more than 1.5 percent, total postage for the mailing is adjusted.

c. For eVS mailings prepared under 2.9, USPS charges eVS mailers for postage due for any underpaid, unmanifested, or mis-shipped destination delivery unit (DDU) parcels at the end of the review period following the monthly mailing period as follows:

1. *Underpaid Parcels.* If the total postage of parcels sampled during the mailing period indicates that the mailer has underpaid postage by more than 1.5 percent when compared with the corresponding parcel records in the mailer's manifest files, USPS determines additional postage due based on the total postage already paid for the mailing month using the procedures in Publication 205.

2. *Unmanifested Parcels.* USPS charges eVS mailers for parcels not listed in the mailer’s manifest files but identified by USPS processing scans or acceptance and delivery scans as being mailed. USPS determines the postage charges using sampling data and the procedures in Publication 205.

3. *Mis-Shipped DDU Parcels.* USPS charges eVS mailers the appropriate single-piece price less the original price paid for parcels identified by acceptance scans to be deposited at incorrect destination delivery units. USPS transports these mis-shipped parcels to the correct destination delivery units. USPS determines the additional postage using scanning data and the procedures in Publication 205. Parcels mis-shipped at destination NDCs or destination SCFs are handled through parcel sampling and are treated as underpaid parcels.

d. The mailer must notify USPS in writing of any system change that affects postage calculation, generation of required documentation, or mail presorting before the mailing is presented.

e. Postage must be paid by an advance deposit account from which funds may be deducted by USPS to cover any deficiency discovered after acceptance of the mail.

### 2.4.4 Authorization Period

The authorization period for an MMS is as follows:

a. An MMS, not approved to use the Minimum Volume Reduction Provision (MVRP) defined in Publication 401, and approved by the district as defined in 2.4.5a, remains in effect until the district manager or the mailer cancels the authorization or agreement. If Postal Service periodic reviews or mailer supplied information demonstrates a need for modification, the agreement or authorization will be modified with concurrence by the district manager and the mailer.

b. An MMS approved to use an MVRP as defined in Publication 401, remains in effect for the time period specified in the MVRP, unless the district Customer Service manager or the mailer cancels the MMS authorization. The MVRP authorization will be reviewed at the end of the authorization period and may be renewed by decision of the district Customer Service manager.

c. [1-26-20] An MMS approved by Business Acceptance Solutions, as defined in 2.4.5b, remains in effect until the director of Business Acceptance Solutions, or the mailer, cancels the agreement or authorization. If Postal Service periodic reviews or mailer-supplied information demonstrates a need for modification, the agreement or authorization will be modified, with concurrence by the director of Business Acceptance Solutions, and the mailer.

### 2.4.5 Approval Authority

Approval authority for manifest mailing systems is as follows:

a. The district Customer Service manager approves systems that produce separate or mixed mailings of single-piece price First-Class Mail, Package Services, Parcel Select, international mail, including mailings with extra services and predetermined weights, or presorted First-Class Mail letter systems not exceeding 25,000 pieces per manifest or 50,000 total pieces in daily manifested mail volume.

b. [1-26-20] The director, Business Acceptance Solutions, approves MMS that produce presorted First-Class Mail (except as noted in 2.4.5a) or USPS Marketing Mail mailings, Package Services or Parcel Select presort mailings, PVDS mailings, or eVS mailings.

### 2.4.6 Denial

If an MMS application is denied, the mailer may appeal the decision as follows:

a. [1-26-20] For MMS applications denied by the district Customer Service manager, the mailer may, within 15 days from the receipt of the notice, file a written appeal, including any additional evidence in support of why the MMS should be authorized. This appeal is sent to the director, Business Acceptance Solutions, who issues the final agency decision.

b. [1-26-20] For MMS applications denied by the director, Business Acceptance Solutions, the mailer may, within 15 days from the receipt of the notice, file a written appeal, including any additional evidence that supports authorizing the MMS. This appeal is sent to the vice president, Mail Entry and Payment Technology, USPS Headquarters, who issues the final agency decision.

### 2.4.7 Renewal

Only MMS with an approved Minimum Volume Reduction Provision (MVRP) requires renewal. MMS with MVRP are renewed prior to the expiration date by the Sales manager that originally authorized the MVRP. The Sales manager reviews all supporting documentation to determine if the mailer continues to meet the requirements of the MVRP. The MVRP is renewed when the review demonstrates that the MVRP continues to meet established requirements.

## 2.5 Revocation

### 2.5.1 Revocation Authority

The revocation authority for MMS is as follows:

a. The district Customer Service manager may revoke an MMS authorization when the final approval had originally been given through that office.

b. [1-26-20] The director, Business Acceptance Solutions, may revoke any MMS authorization.

### 2.5.2 Reasons for Revocation

The reasons for revocation of an MMS are as follows:

a. The mailer provides incorrect data on the manifest list and appears unable or unwilling to correct the problems.

b. The mailer is not properly completing the required quality control procedures.

c. The mailings no longer meet MMS criteria established by standards in 2.0 or in the MMS authorization letter or service agreement.

d. The mailer does not present mailings under MMS for more than 6 months (except as noted in the authorization letter or service agreement).

e. The mailer continues to present mailings that are improperly prepared and proper postage is not being paid.

### 2.5.3 Corrective Action

After a notice of revocation is issued, the mailer and USPS determine corrective actions, including an implementation schedule. At the conclusion, USPS reexamines the mailer's system. Failure to correct identified problems is sufficient grounds to revoke the mailer's MMS authorization.

### 2.5.4 Appeal of Revocation

The mailer may appeal following receipt of the notice of revocation and may continue to mail under the MMS during the appeal process. Appeals are handled as follows:

a. [1-26-20] For MMS authorizations given final approval by the district Customer Service manager, the mailer has 15 days from the date of receipt of the notice to file a written appeal with the director, Business Acceptance Solutions. The appeal must include the reason why the MMA authorization should not be revoked. The director, Business Acceptance Solutions, issues the final agency decision. The final revocation takes effect 15 days after receipt by the mailer.

b. [1-26-20] For MMS authorizations given final approval by the director, Business Acceptance Solutions, the mailer has 15 days from the date of receipt of the notice to file a written appeal with the vice president, Mail Entry and Payment Technology, USPS Headquarters. The appeal must include the reason why the MMS authorization should not be revoked. The

vice president, Mail Entry and Payment Technology, USPS Headquarters, issues the final agency decision. The final revocation takes effect 15 days after receipt by the mailer.

## 2.6 Priority Mail Express Manifesting Agreements

### 2.6.1 Description

Priority Mail Express Manifesting (PMEM) is an automated system that allows a mailer to document postage and fees for all pieces in a Priority Mail Express mailing by transmitting an electronic file to USPS.

### 2.6.2 What May Be Manifested

PMEM may be used to pay postage for Priority Mail Express and Priority Mail Express Military Service to qualifying APO/FPO and DPO addresses. PMEM also may be used to pay any extra service fees. Postage for other classes of mail cannot be paid through PMEM.

### 2.6.3 Service Guarantee

Priority Mail Express items mailed using a PMEM are covered by current Priority Mail Express service and postage guarantees:

a. Mailers using Priority Mail Express Manifesting (PMEM) receive Sunday/holiday guaranteed delivery at no additional charge without paying a premium.

b. Refunds for service failures are subject to the standards in 604.9.5. Reimbursements are paid under 604.9.5.7.

### 2.6.4 Postage Payment

Postage for PMEM is paid through a USPS Corporate Account (USPSCA) using the information in the mailer's electronic file. Mailers wishing to mail using a PMEM system must apply for a USPSCA using the procedures in 214 before a PMEM agreement will be authorized.

### 2.6.5 Mail Volume

PMEM is designed for large volume mailings; however, there are no minimum volume requirements.

## 2.7 Basic Standards

### 2.7.1 Mailer Participation Requirements

To participate in Priority Mail Express Manifesting, mailers must:

a. Develop or purchase computer software that will meet the PMEM technical requirements outlined in Publication 97, *Priority Mail Express Manifesting Technical Guide*.

b. Obtain a Mailer ID for each mailing location.

c. Obtain USPS certification that the mailer's software and barcoded labels meet PMEM requirements.

d. Develop and administer effective quality control procedures that will ensure the integrity of the system.

e. Use one-ply Priority Mail Express labels that meet the requirements in Publication 97.

f. Be able to have USPS accept and dispatch PMEM items from their company or a postal facility at the times approved by the district marketing manager.

g. Receive authorization to mail items using PMEM under 2.8.

**2.7.2 Mailer Quality Control**
The mailer must implement a quality control program that ensures proper mail preparation and provides accurate documentation. The service agreement must detail USPS-approved quality control procedures.

**2.7.3 Mailer System Accuracy/Manifest Adjustments**
USPS verifies the accuracy of the PMEM system by selecting mailpieces at random and comparing them to a verification manifest. If the sampling indicates that the total postage (for the sample mailpieces) is understated by more than 1.5 percent, the mailer must either withdraw the mailing or pay postage at an adjusted price. Specific procedures are outlined in Publication 97.

**2.7.4 Markings, Label Specifications, and Barcodes**
No special price markings are required on PMEM items. However, barcoded PMEM labels are required on all PMEM mailpieces, and specific label formats must be followed. Detailed barcode and Priority Mail Express label specifications and options are published in Publication 97. The labels are subject to approval by Product Information Requirements, Product Development, USPS Headquarters, and the National Customer Support Center (NCSC). Mailers must follow the specific certification procedures outlined in Publication 97.

**2.7.5 Mail Entry**
Mailers must present a photocopy or facsimile ofPS Form 3152-E and a verification manifest with each mailing.

**2.7.6 Manifest Data Edit Error/Warning Listing**
Mailers must retrieve and retain the Manifest Data Edit Error/Warning Listing for each mailing that will be made available by the host computer. The listing confirms whether an electronic transmission was successful or contained errors or warnings. Specific information about this requirement is included in Publication 97 and in the mailer's PMEM agreement.

**2.7.7 Form 3152-E for Postage Payment**
Form 3152-E is presented with each mailing. There is no postage affixed to the mailpieces and no postage statement presented with mailings. Postage payment is completed by electronic withdrawal of funds from a mailer's USPS Corporate Account.PS Form 3152-E must include the following information:

a. Number of pieces in the mailing.

b. Total weight of pieces in the mailing.

c. Total postage and extra service fees, if applicable, for the mailing.

d. USPSCA number.

e. Electronic file number from header record positions 4-25.

f. Mailer signature.

g. Date of mailing.

## 2.8 Applications, Agreement Renewals, Modifications, Suspensions, and Cancellations

### 2.8.1 Applications

Mailers must apply to use a PMEM system by completing the application in Publication 97. The application must be sent to USPS sales representative at the Post Office where the items will be accepted as mail. After the application and other documentation has been received and reviewed, the application and PS Form 1357-S is faxed to Product Information, Product Requirements, USPS Headquarters. This office will send the contact page of the application to the Postal NCSC USPS Tracking Office. The USPS Tracking Office will send a test kit to the applicant via electronic mail to test the electronic file transmission accuracy. The application for PMEM must be accompanied by the following:

a. A completed PS Form 1357-S.

b. A copy of PS Form 5639 showing that a USPS Corporate Account has been established.

c. A Mailer ID for each mailing location.

d. Sample copies of a verification manifest created from the mailer's PMEM software.

e. A PMEM label sample.

f. A price matrix, if applicable.

### 2.8.2 Approval

A temporary service agreement will be issued by the district marketing manager through the Business Mail Entry Office for 90 days at the location where the mailings will be verified and accepted when a review of the mailer's application and mailing operation indicates the mailer meets the eligibility requirements for entry of Priority Mail Express items using a PMEM system. Prior to the end of the 90 day temporary agreement the district business mail entry manager will conduct a final review to ensure that the system continues to meet standards. Upon a successful review, the district Customer Sales and Service manager gives final approval of the PMEM system. Publication 97-A, *Priority Mail Express Manifesting Implementation and Administration Guide,* outlines the specific responsibilities of the various USPS departments in the approval process.

### 2.8.3 Denial

[1-26-20] If the district marketing manager denies an application for PMEM, the denial is effective 1 5 days from the mailer's receipt of the notice unless the mailer files a written appeal within that time to the director, Business Acceptance Solutions, who issues the final agency decision on the application.

#### 2.8.4 Changes, Additions, or Modifications to the Service Agreement

If a mailer proposes to change the method of presenting or documenting mailings from the method specified in the agreement, or the mailer is no longer able to comply with the standards that apply to the authorization, the mailer must immediately notify the district marketing manager.

#### 2.8.5 Authorization Period

PMEM agreements remain in effect until the district manager or the mailer cancels the agreement. If Postal Service periodic reviews or mailer-supplied information demonstrates a need for modification, the agreement will be modified with concurrence by the district manager and the mailer.

#### 2.8.6 USPS Suspension

The district Customer Service and Sales manager may suspend a PMEM agreement at any time, pending review, when there is an indication that postal revenue is not fully protected. The district Customer Service and Sales manager will notify the mailer of the decision in writing. The suspension becomes effective upon the mailer's receipt of the notification.

#### 2.8.7 USPS Cancellation

The district Customer Service and Sales manager may cancel a PMEM agreement upon 15 days' notice if:

a. The mailer fails to provide a manifest with correct data.

b. The required quality control procedures described in the PMEM agreement are not properly performed.

c. The PMEM does not comply with USPS requirements.

d. Mailings are presented that are not properly prepared or paid.

e. [1-26-20] No Priority Mail Express manifest mailings are presented for more than 6 months (unless approved by the director, Business Acceptance Solutions).

f. The mailer has relocated or has changed ownership without notification.

g. The 2-year renewal review reveals that the PMEM agreement should no longer be authorized or the mailer is not complying with the agreement.

#### 2.8.8 Cancellation Notice and Appeal

[1-26-20] The cancellation takes effect 15 days from the mailer's receipt of the notice unless, within that time, the mailer files a written appeal with the director, Business Acceptance Solutions. The appeal must present additional information explaining why the PMEM agreement should not be canceled. The director, Business Acceptance Solutions, will issue the final agency decision.

### 2.9 Electronic Verification System

The Electronic Verification System (eVS) is an electronic manifest mailing system that allows mailers to document and pay postage and extra services fees by transmitting electronic files to the Postal Service without generating paper manifests, postage statements, or clearance documents. Additional information on eVS can be found online and in Publication 205, *Electronic Verification System (eVS) Business and Technical Guide*, available on PostalPro at *https://postalpro.usps.com.*

# 3.0 Optional Procedure Mailing System

An Optional Procedure Mailing System is a method of verifying and accepting First-Class Mail, USPS Marketing Mail, Package Services, or Parcel Select paid by permit imprint. Mailings may consist of identical-weight or nonidentical-weight pieces. The Optional Procedure Mailing System reviews a mailer's financial, production, and other business records in lieu of standard weight verification procedures. Postage verification is normally completed by a USPS audit of business records kept by the mailer. A USPS audit is designed to detect underpayment of postage. Additional information on Optimal Procedure Mailing System can be found online and in Publication 407, *Optional Procedure (OP) Mailing System*, available on PostalPro at *https://postalpro.usps.com*.

# 4.0 Alternate Mailing System

## 4.1 Basic Information

### 4.1.1 Purpose

An Alternate Mailing System (AMS) provides for other methods of accepting permit imprint mail, not established in 2.0, or 3.0, that show proper postage payment and mail preparation without verification by weight.

### 4.1.2 Postage Adjustment

Underpayments identified during USPS verification may require a postage adjustment. Verification samples are considered to be representative of the entire mailing and postage adjustment calculations are applied to the total mailing. The total corrected postage for the entire mailing is deducted from the mailer's permit imprint advance deposit account.

## 4.2 Authorization

### 4.2.1 Procedure

A mailer may request authorization to pay postage by an AMS by submitting a written request to the postmaster at the office of mailing. The request must include a complete description of the types of matter to be mailed, the proposed method of paying postage, the proposed method to determine correct mail preparation, and a statement of the reasons for requesting the alternate system. USPS may review the mailer's operation before ruling on the application.

### 4.2.2 Conditions

The conditions of authorization are:

a. Authorization to use AMS must benefit USPS.

b. Authorization to use AMS must include a signed AMS authorization letter (or previously-approved service agreement).

c. An AMS authorization or agreement must specify the terms and conditions of the AMS.

d. [1-26-20] All postage must be paid by permit imprint unless otherwise permitted in writing by the director, Business Acceptance Solutions.

e. There must be no additional cost to USPS for an AMS beyond the costs of current mail acceptance procedures for the mail in question.

f. The mailer must implement a quality control program that ensures proper mail preparation and accurate documentation, subject to USPS approval. The authorization or service agreement must include details of this program.

[1-26-20]

### 4.2.3 Business Acceptance Solutions Action

[1-26-20] The director, Business Acceptance Solutions, approves or denies a written request for AMS.

### 4.2.4 Approval

If the application is approved, an authorization letter (or previously-approved service agreement) is provided to the mailer.

### 4.2.5 Authorization Period

[1-26-20] Authorizations remain in effect until the director of Business Acceptance Solutions, or the mailer, cancels the authorization or agreement. If Postal Service periodic reviews or mailer-supplied information demonstrates a need for modification, then the authorization or service agreement will be modified with concurrence by the director of Business Acceptance Solutions, and the mailer.

### 4.2.6 Denial

If the application is denied the mailer may file a written appeal within 15 days from the receipt of the notice, including additional evidence explaining why the AMS request should be approved, to the vice president, Mail Entry and Payment Technology, USPS Headquarters, who reviews the appeal and issues the final agency decision.

### 4.2.7 Revocation

[1-26-20] The director, Business Acceptance Solutions, may revoke an AMS authorization if the mailer:

a. Provides incorrect data for mailings and appears unable or unwilling to correct all problems.

b. Is not conducting required quality control procedures.

c. No longer meets the criteria established by standard or the AMS.

d. Does not present mailings under AMS for more than 6 months (except under the authorization or service agreement).

e. Continues to present mailings improperly prepared or mailings without correct postage.

### 4.2.8 Notice of Revocation

After a revocation notice is issued, the mailer and USPS decide on the corrective actions and set up an implementation schedule, after which USPS reexamines the mailer's system. Failure to correct identified problems is sufficient grounds to revoke a mailer's AMS authorization.

#### 4.2.9 Appeal

[1-26-20] Revocation proceeds if the mailer is unable or unwilling to correct the discrepancies found. Within 15 days from the date of receipt of the notice, the mailer may file a written appeal, which includes evidence explaining why the AMS authorization should not be revoked. The appeal must be filed with the director, Business Acceptance Solutions, for referral to the vice president, Mail Entry and Payment Technology, who issues the final agency decision. The mailer may continue to present mail under the AMS pending a decision on appeal. The revocation decision takes effect 15 days after receipt by the mailer.

## 5.0 First-Class Mail or USPS Marketing Mail Mailings with Different Payment Methods

### 5.1 Basic Provisions

#### 5.1.1 General

After specific USPS authorization, a mailer may prepare separate First-Class Mail or USPS Marketing Mail letter-size automation price mailings that each contain pieces paid with more than one of the three authorized methods of postage payment (permit imprint, meter stamp, or precanceled stamp) or that contain pieces having different prices of postage affixed or multiple ounces of First-Class Mail permit imprint mail or nonidentical-weight permit imprint mail. For this standard, *mailer* or *presenter* is the entity preparing the combined mailing and presenting it to USPS. All standards applying to each method of payment apply in a combined mailing, unless excepted below.

#### 5.1.2 Postage Payment

Postage that is due to USPS for permit imprint mail and additional postage for postage-affixed pieces is paid through the mailer's advance deposit account.

#### 5.1.3 Value Added

To request value added refunds of postage overpayments for the metered part of combined mailings, see 604.9.0.

#### 5.1.4 Mailer Processing

The mailer must have an automated mailing system that can be shown to correctly produce automation price letter-size mailings under the applicable standards and accurately compute and document the postage due.

#### 5.1.5 Authorization Process

To be authorized to prepare automation price combined letter-size mailings, a mailer must submit a written request to the postmaster serving the mailer's production plant. This request must:

a. Identify the postage payment methods to be combined, the prices of postage to be affixed to precanceled stamped or metered pieces, and, for First-Class Mail, the weight increments of pieces to be combined.

b. Describe all steps in the automated mailing system to be used to prepare combined mailings. Include a flow chart showing how jobs are handled from the time received from clients or other departments through the time the combined mailing is presented to the Post Office for verification and acceptance.

c. Include samples of all reports that the mailing system can generate. Number and annotate samples to describe step-by-step how the data are obtained and how each data element is supported and can be verified. Describe at which step in the mailing operation the reports may be generated, and how the reports relate to each other and to the preparation of postage statements.

d. Describe how rejects are handled during mail preparation.

e. Describe in detail internal quality control procedures that ensure that mailings are properly prepared, that postage statement and supporting data are accurate, and that correct postage is paid. Submit copies of quality control instructions and checklists used.

### 5.1.6 On-Site Review

USPS examines the mailer's operation as part of the application process. During the on-site review, the mailer must:

a. Produce a controlled test mailing with supporting documentation.

b. Show that internal quality control procedures are satisfactorily administered.

c. Show that the mailing system provides acceptable documentation by which USPS can verify postage statement data.

### 5.1.7 Interim Authorization

If the mailer meets standards, USPS grants a 90-day interim authorization to prepare combined mailings. During this time, USPS monitors the mailer's system to ensure continued compliance with all applicable standards.

### 5.1.8 Final Authorization

[1-26-20] At the end of the 90-day interim authorization, if the mailer's program meets all applicable standards, Business Acceptance Solutions prepares a detailed authorization for the mailer to follow in preparing combined mailings. The mailer must give advance written notice to Business Acceptance Solutions regarding any planned changes to the system used to prepare combined mailings.

### 5.1.9 Authorization Period

[1-26-20] Authorizations remain in effect until the director of Business Acceptance Solutions, or the mailer, cancels the authorization or agreement. If Postal Service periodic reviews or mailer-supplied information demonstrates a need for modification, then the authorization or service agreement will be modified with concurrence by the director of Business Acceptance Solutions, and the mailer.

#### 5.1.10 Denial

If an application is denied, the mailer may, within 15 days from receipt of the notice, file a written appeal, including additional evidence explaining why the request should be approved, to the vice president, Mail Entry and Payment Technology, USPS Headquarters, who issues the final agency decision.

#### 5.1.11 Suspension

[1-26-20] The director, Business Acceptance Solutions, may suspend a combined mailing system authorization or agreement at any time, pending investigation, if the director finds that postage is not being fully paid or mail is not being prepared according to standards. The decision to suspend the agreement may be appealed to the vice president, Mail Entry and Payment Technology, USPS Headquarters, within 15 days of the receipt of the notice, by submitting a written appeal with explanation. The suspension remains in effect during the appeal. A suspension is ended when the mailer comes into compliance.

#### 5.1.12 Cancellation by USPS

USPS may cancel an authorization to prepare combined mailings at any time if the mailer:

a. Provides misleading or incorrect data to avoid payment of postage.

b. Makes no combined mailings under the authorization (or previously-approved agreement) during any consecutive 12-month period.

c. Fails to comply with applicable standards or terms of the authorization (or agreement), including required quality control procedures, and does not make changes to comply after USPS notification.

#### 5.1.13 Cancellation Procedure

[1-26-20] If USPS decides to cancel an authorization, cancellation becomes effective 15 days from the mailer's receipt of the notice, unless the mailer files a written appeal within that time with the director, Business Acceptance Solutions. The appeal must include additional information explaining why the combined mailing authorization should not be canceled. If the director, Business Acceptance Solutions, denies the appeal, both the appeal and the additional information are sent to the vice president, Mail Entry and Payment Technology, USPS Headquarters, who issues the final agency decision.

#### 5.1.14 Cancellation by Mailer

The mailer may cancel an authorization to prepare combined mailings at any time by notifying the administering Post Office in writing.

### 5.2 Postage

#### 5.2.1 Metered Pieces—First-Class Mail

Metered pieces in a combined mailing must bear postage for the first ounce at the Presorted price or at an automation price for which the pieces are eligible and, if applicable, the full amount of postage due for additional ounces. Additional postage due for metered pieces in a combined mailing is deducted from the mailer's postage due advance deposit account. Full postage at

single-piece First-Class Mail prices must be paid on accompanying single-piece price mail using one of the methods under 134.1.0. Additional preparation to verify postage due may be required by USPS.

### 5.2.2 Metered Pieces—USPS Marketing Mail

Metered pieces in a combined mailing must bear postage at a Presorted or automation price for which the pieces are eligible. Additional postage due for metered pieces in a combined mailing is deducted from the mailer's postage due advance deposit account. Full postage at single-piece First-Class Mail prices must be paid on accompanying single-piece price mail using one of the methods under 243.3.0, 705.5.0, and 134.1.0. Additional preparation to verify postage due may be required by USPS.

### 5.2.3 Precanceled Pieces—First-Class Mail

Pieces with precanceled stamps in a combined mailing must not weigh more than 2 ounces and must bear postage in any denomination of precanceled stamps permitted in a Presorted or automation price mailing. Additional postage due for precanceled stamp pieces in a combined mailing is deducted from the mailer's postage due advance deposit account. Full postage at the single-piece First-Class Mail price must be paid on accompanying single-piece price mail using one of the methods under 134.1.0. Additional preparation to verify postage due may be required by USPS.

### 5.2.4 Precanceled Pieces—USPS Marketing Mail

Pieces with precanceled stamps in a combined mailing must bear postage in any denomination of precanceled stamp permitted in an automation price mailing. Nonprofit postage may appear only on pieces in a Nonprofit price mailing that are eligible for and claimed at a Nonprofit price. Additional postage due for precanceled stamp pieces in a combined mailing is deducted from the mailer's postage due advance deposit account. Full postage at single-piece First-Class Mail prices must be paid on accompanying single-piece price mail using one of the methods under 243.3.0, 243.5.0, or 134.1.0. Additional preparation to verify postage due may be required by USPS.

### 5.2.5 Permit Imprint Pieces—First-Class Mail and USPS Marketing Mail

Pieces in a combined mailing may bear the permit imprint of the mailer or the mailer's clients. Postage for the permit imprint part of a combined mailing must be paid from the mailer's permit imprint advance deposit account. Postage is deducted only from this account, regardless of the permit numbers or company permit imprints on pieces in a combined mailing. Full postage at single-piece First-Class Mail prices must be paid on accompanying single-piece price mail using one of the methods under 134.1.0 and, for USPS Marketing Mail, 243.3.0 and 243.5.0. Additional preparation to verify postage due may be required by USPS.

### 5.2.6 Single-Piece Price Mail

With USPS approval, trays of single-piece price mail may be placed on the origin SCF pallet (First-Class Mail), or the mixed NDC pallet (USPS Marketing Mail), after USPS verification is completed.

## 5.3 Producing the Combined Mailing

### 5.3.1 Mailer Quality Control

Before merging different pieces into a combined presorted mailing, the mailer must have quality control procedures to ensure that:

a. Meter dates are correct.

b. Meter impressions are legible.

c. Permits and licenses are current at office of mailing.

d. In First-Class Mail mailings, full postage on 2-ounce and 3-ounce metered and precanceled stamped pieces is affixed for the ounces in addition to postage for the first ounce at a price acceptable for inclusion in the mailing.

e. In USPS Marketing Mail mailings, full postage is affixed at a price acceptable for inclusion in the mailing.

f. Barcodes meet all applicable standards.

g. Mailings are prepared under the relevant standards.

h. Source mailing information (on client, job, or segment) is entered accurately into the automated mailing system.

i. When markings are applied by an MLOCR, they properly show the applicable identifier/price code described in 5.3.2 that specifies the product month designator, NCOALinkMPE system identifier, the method of postage payment, and the price of postage affixed for metered and precanceled stamp mail or other postage information for permit imprint mail. These markings must be linked by the computer system to the price entered by the mailer when the pieces are run through the MLOCR.

### 5.3.2 Price and Postage Marking

The following markings must be applied to each piece in the mailing when markings are applied by an MLOCR. These seven-character markings provide the automation price marking information and additional information including the product month designator, MASS system identifier, manufacturer code, and price marking information. The product month designator is the first character position and represents the product month of USPS ZIP+4 Product installed with the system's lookup engine responsible for the ZIP+4 assignment. Each product month is designated by a character "A" through "L" (with "A" meaning January, "B" meaning February, etc.). The MASS System Identifier is characters 2 through 4 and represents the certified system identifier responsible for the ZIP+4 assignment. There is a one-to-one relationship between the certified system serial number and the assigned identifier. The manufacturer code is the fifth character and is assigned at the manufacturer's discretion with one exception: the character "Z" is assigned when the mailpiece contains a delivery point barcode in the address block and the MLOCR does not perform a lookup but simply reproduces the address block barcode. The price marking is represented

in the last two characters according to the chart below. The applicable marking must appear on each mailpiece in one of the locations authorized under 202 for letters or flats.

a. First-Class Mail:

| | PRICE MARKING | | | |
|---|---|---|---|---|
| | Letters/Cards | | Flats | |
| **PRICE AND POSTAGE CATEGORY** | **Automation** | **Full Service** | **Automation** | **Full Service** |
| Barcoded 1 ounce Permit Imprint | P1 | P1 | F1 | F1 |
| Barcoded 2 ounce Permit Imprint | P2 | P2 | F2 | F2 |
| Barcoded 3 ounce Permit Imprint | P3 | P3 | F3 | F3 |
| Barcoded 4 ounce Permit Imprint | P4 | P4 | F4 | F4 |
| Barcoded 5 ounce Permit Imprint | | | F5 | F5 |
| Barcoded 6 ounce Permit Imprint | | | F6 | F6 |
| Barcoded 7 ounce Permit Imprint | | | F7 | F7 |
| Barcoded 8 ounce Permit Imprint | | | F8 | F8 |
| Barcoded 9 ounce Permit Imprint | | | F9 | F9 |
| Barcoded 10 ounce Permit Imprint | | | F0 | F0 |
| Barcoded 11 ounce Permit Imprint | | | FA | FA |
| Barcoded 12 ounce Permit Imprint | | | FB | FB |
| Barcoded 13 ounce Permit Imprint | | | FC | FC |
| Promotional Postage Meter Affixed | PL | PL | PF | PF |
| Barcoded 5-Digit Meter Postage Affixed | 5B | 5F | B5 | X5 |
| Barcoded 3-Digit Meter Postage Affixed | 3B | 3F | B3 | X3 |
| Barcoded AADC/ADC Meter Postage Affixed | AB | AF | BA | XA |
| Barcoded Mixed AADC/ADC Meter Postage Affixed | MB | MF | BM | XM |
| Presorted Meter Postage Affixed | MP | | | |
| Precanceled $0.15 Stamp Affixed (card) | S1 | S1 | | |
| Precanceled $0.25 Stamp Affixed | S2 | S2 | | |

b. USPS Marketing Mail (letters only):

| | PRICE MARKING | |
|---|---|---|
| **PRICE AND POSTAGE CATEGORY** | **AUTOMATION** | **FULL SERVICE** |
| Barcoded Regular Permit Imprint | PI | PI |
| Barcoded Nonprofit Permit Imprint | NI | NI |
| Regular Promotional Postage Meter Affixed | PR | PR |
| Nonprofit Promotional Postage Meter Affixed | PN | PN |
| Barcoded 5-Digit Meter Regular Postage Affixed | R5 | RF |

| PRICE AND POSTAGE CATEGORY | PRICE MARKING | |
|---|---|---|
| | AUTOMATION | FULL SERVICE |
| Barcoded 5-Digit Meter Nonprofit Postage Affixed | N5 | NF |
| Barcoded 3-Digit Meter Regular Postage Affixed | R3 | RT |
| Barcoded 3-Digit Meter Nonprofit Postage Affixed | N3 | NT |
| Barcoded AADC Meter Regular Postage Affixed | RA | RD |
| Barcoded AADC Meter Nonprofit Postage Affixed | NA | ND |
| Barcoded MXD AADC Meter Regular Postage Affixed | RM | RX |
| Barcoded MXD AADC Meter Nonprofit Postage Affixed | NM | NX |
| Presorted AADC Meter Regular Postage Affixed | R8 | |
| Presorted AADC Meter Nonprofit Postage Affixed | N8 | |
| Presorted Basic Meter Regular Postage Affixed | R9 | |
| Presorted Basic Meter Nonprofit Postage Affixed | N9 | |
| Precanceled Regular Rate Stamp Affixed ($.10) | SR | SR |
| Precanceled Nonprofit Stamp Affixed ($.05) | SN | SN |

### 5.3.3 Merging Methods and Documentation

[1-26-20] During the initial count of each source mailing (i.e., the quantity of mail originated by each of the mailer's clients) by the mailer's automated mailing system, pieces must be grouped by payment method (and, within each for First-Class Mail, by ounce increment). All pieces within each postage-affixed group must have the same amount of postage affixed. (For First-Class Mail, the same amount of postage must be affixed for the first ounce.) The mailer must keep records of each source that was merged in the combined mailing to allow USPS to identify each source, the number of pieces by postage payment method, and, within each, by ounce increment (for First-Class Mail), or by amount of postage affixed (for USPS Marketing Mail). The mailer must keep these records (in the form of computer-generated printouts or computer media approved by Business Acceptance Solutions) in a central location for 90 days after the mailing date of the combined mailing.

### 5.3.4 Rejected Pieces

Pieces rejected for any reason by the mailer's automated sorting system and pulled out of the combined mailing stream must be identified by the mailer, specifically accounted for in documentation, and:

a. If postage-affixed, bear postage or have additional postage affixed to equal a price no lower than:

   1. For First-Class Mail, the correct Presorted First-Class Mail.

   2. For USPS Marketing Mail, the correct 5-Digit or AADC (as applicable) Presorted USPS Marketing Mail price for letters.

b. If paid by permit imprint, separately presented to USPS for verification of postage.

## 5.4 Documentation

### 5.4.1 Submission

[1-26-20] For each First-Class Mail or USPS Marketing Mail combined mailing, mailers are required to submit or generate the following reports and materials:

a. For each postage payment method, a complete and accurate postage statement endorsed "Combined Mailing" at the top:

   1. A separate PS Form(s) 3553.

   2. The USPS qualification report in standardized format detailing by ZIP Code the number of pieces qualifying for each price by presort level. If plant-verified drop shipment (PVDS) is used for USPS Marketing Mail, a separate USPS qualification report must be generated for each entry destination.

   3. [1-26-20] The USPS Summary ZIP Destination report in one of two standardized formats that lists by tray destination and price category: each mail category, postage payment type, weight, and price affixed (report all postage affixed First-Class Mail pieces as weighing one ounce); number of pieces; dollar amount of postage affixed to those pieces; cumulative postage affixed; total postage; net postage due; cumulative postage due; and a running total of the number of pieces. If plant-verified drop shipment (PVDS) is used for USPS Marketing Mail, a separate USPS Summary ZIP Destination report must be generated for each entry destination. This report is not required if there is only one metered price in the mailing. Business Acceptance Solutions may authorize submission of only portions of this report.

   4. The USPS Postage Summary in a standardized format. This report shows, by type of payment method, the total postage claimed for all pieces in the mailing by price level and the total postage affixed by price level. It also shows a grand total summary of postage affixed, postage claimed, and total postage due. If plant-verified drop shipment (PVDS) is used for USPS Marketing Mail, a separate USPS Postage Summary report must be generated for each entry destination.

   5. Other documentation that may be required by other standards for the price claimed.

b. The USPS Customer Mail Report must be generated for each mailing but is required to be submitted to USPS only when requested by USPS personnel for the resolution of errors (shortpaid and potential MLOCR profiling) detected in a specific mailing. The Customer Mail Report must list each customer by name and provide the following information about their mail: price affixed, mail category including postage payment type, weight, total postage, postage affixed, number of pieces, cumulative number of pieces, number of pieces rejected, and total pieces fed.

#### 5.4.2 Permit Imprint

To prepare the postage statement for permit imprint pieces, the mailer multiplies the number of such pieces qualifying for each price level (and, for First-Class Mail, in each weight increment) (as documented by the mailer) by the corresponding price. The result is the net postage due for the permit imprint part of the combined mailing. If the mailing contains nonidentical-weight permit imprint pieces, the postage statement must be so annotated.

#### 5.4.3 Postage Affixed

In completing the separate postage statements for postage-affixed pieces:

a. Multiply the number of pieces at each price level (which, for First-Class Mail, are treated as weighing 1 ounce or less, regardless of actual weight) by the corresponding price of postage. The product is the postage due before adjustments are made for the value of postage affixed to those pieces.

b. Multiply the amount of postage (or, for First-Class Mail only, first ounce postage) affixed by the number of pieces at each amount, to determine the total postage already paid.

c. Set the amount paid against the amount due to find the postage to be paid by or to the mailer for the postage-affixed pieces.

#### 5.4.4 Reporting Results

Any additional postage due is paid through the mailer's advance deposit account for combined mailings. A "value added" refund of any overpayment of meter postage may be requested under 604.9.0.

## 6.0 Combining Mailings of USPS Marketing Mail, Package Services, and Parcel Select Parcels

### 6.1 Basic Standards for Combining Parcels

#### 6.1.1 Basic Standards

USPS Marketing Mail parcels, Parcel Select Lightweight parcels, Package Services parcels, and Parcel Select parcels in combined mailings must meet the following standards:

a. Each parcel in a combined mailing is subject to the applicable content and price eligibility standards for the price claimed.

b. Mailers must be authorized under 6.1.4.

c. Mailers must pay all applicable presort mailing and destination entry mailing fees.

d. Minimum volume requirements for USPS Marketing Mail, Parcel Select, Presorted Bound Printed Matter, Presorted Library Mail, and Presorted Media Mail must be met separately and are based solely on the quantity of pieces eligible for each price at the required presort level. Pieces claimed at other prices in the same sack or on the same pallet do not count towards these minimum volume requirements.

#### 6.1.2 Postage Payment

[1-26-20] Mailers must pay postage for all pieces with a permit imprint at the Post Office serving the mailer's plant using an approved postage payment system. The applicable system authorization must include procedures for combined mailings approved by Business Acceptance Solutions. Types of permissible postage payment systems are as follows:

a. Manifest Mailing System (MMS) under 2.0. Mailers may document and pay postage using the Electronic Verification System (eVS) under 2.9.

b. Optional Procedure (OP) Mailing System under 3.0.

c. Alternate Mailing System (AMS) under 4.0.

#### 6.1.3 Documentation

[1-26-20] Mailers must prepare separate postage statements for USPS Marketing Mail, Package Services, and Parcel Select pieces for each of the mailings in the combined mailing. At the time of mailing, mailers must provide all postage statements and a Business Acceptance Solutions-approved manifest prepared as specified in 2.0 and this section. Presort documentation is required as applicable for each price claimed if the manifest does not list pieces in presort order.

#### 6.1.4 Authorization

[1-26-20] A mailer who wants to present combined parcel mailings must submit a written request to Business Acceptance Solutions (See 608.8.0 for address). The request must show the mailer's name and address, the mailing office, evidence of authorization to mail as specified in 2.0, procedures for combined mailing, the expected date of first mailing, a sample of the required manifest, and a sample USPS Qualification report. Business Acceptance Solutions will review documentation and provide written authorization, which will remain in effect until the director of Business Acceptance Solutions, or the mailer, cancels the authorization. A mailer may terminate an authorization at any time by written notice to the postmaster of the Post Office serving the mailer's location. Business Acceptance Solutions may terminate an authorization, by written notice, if the mailer does not meet standards or the terms of the authorization.

### 6.2 Combining Parcels—DNDC Entry

Mailers may combine USPS Marketing Mail machinable parcels, USPS Marketing Mail Marketing parcels weighing 6 or more ounces, and Parcel Select Lightweight machinable parcels with Package Services and Parcel Select machinable parcels for entry at a NDC when authorized by USPS under 6.1.4.

#### 6.2.1 Eligible Prices

Combined parcels may be eligible for USPS Marketing Mail, USPS Retail Ground, Parcel Select Lightweight, Parcel Select DNDC/ASF, single-piece and Presorted Media Mail, single-piece and Presorted Library Mail, Bound Printed Matter DNDC, and Nonpresorted and Presorted Bound Printed Matter prices. Mailers may not combine Carrier Route Bound Printed Matter with other parcels.

### 6.2.2 Additional Standards

USPS Marketing Mail machinable parcels, USPS Marketing Mail Marketing parcels (6 ounces or more), Parcel Select Lightweight machinable parcels, and Package Services and Parcel Select machinable parcels prepared for DNDC entry must meet the following conditions in addition to the basic standards in 6.1:

a. Each piece in a combined USPS Marketing Mail, Package Services, and Parcel Select mailing must meet the criteria for machinable parcels in 201.1.0; or for USPS Marketing Mail Marketing parcels the criteria in 201.2.4.

b. Parcel Select machinable parcels must bear a barcode under 204.2.0 for the ZIP Code of the delivery address.

c. Parcels may be claimed at single-piece, Presorted, and DNDC/ASF destination entry prices as applicable.

d. Mailers must prepare all parcels in sacks under 6.2.3, or on pallets or in pallet boxes under 8.0, to achieve the finest level of sortation.

e. Mailers must deposit combined machinable parcels at NDCs or ASFs (see Labeling Lists L601 and L602) under applicable standards in 17.0.

### 6.2.3 Sacking and Labeling

Preparation sequence, sack size, and labeling:

a. *5-digit scheme,* optional, but required for USPS Marketing Mail 5-digit price eligibility, 10-piece or 20-pound minimum; labeling:

   1. Line 1: use L606.
   2. Line 2: “STD/PSVC MACH 5D SCH.”

b. *5-digit,* optional, but required for USPS Marketing Mail 5-digit price eligibility, 10-piece or 20-pound minimum; labeling:

   1. Line 1: use city, state, and 5-digit ZIP Code on mail (see 8.6.4 for overseas military mail).
   2. Line 2: “STD/PSVC MACH 5D.”

c. *ASF,* optional, allowed only for mail deposited at an ASF to claim DNDC price, 10-piece or 20-pound minimum; labeling:

   1. Line 1: use L602, Column B.
   2. Line 2: “STD/PSVC MACH ASF.”

d. *NDC,* required, 10-piece or 20-pound minimum; labeling:

   1. Line 1: use L601, Column B.
   2. Line 2: “STD/PSVC MACH NDC.”

e. *Mixed NDC,* required, no minimum; labeling:

   1. Line 1: “MXD” followed by L601 Column B information for NDC serving 3-digit ZIP Code prefix of entry Post Office.
   2. Line 2: “STD/PSVC MACH WKG.”

## 6.3 Combining Parcels—DSCF and DDU Prices

### 6.3.1 Qualification

Combination requirements for specific discounts and prices are as follows:

a. When claiming DSCF prices, Parcel Select, Parcel Select Lightweight, USPS Marketing Mail, and Bound Printed Matter parcels may be combined with other Package Services parcels under 6.3.

b. All USPS Marketing Mail parcels may be combined with Package Services, Parcel Select, and Parcel Select Lightweight parcels prepared for DDU prices under 6.3.

### 6.3.2 Preparation and Prices

Combined parcels must be prepared as follows:

a. *Minimum Mailing Volume.* Separate minimum mailing volume requirements must be met for USPS Marketing Mail parcels, Package Services, and for Parcel Select parcels.

b. *Parcel Select or Bound Printed Matter Qualifying for DSCF Prices.* Mailers must prepare the combined mailings under the applicable 5-digit scheme and 5-digit sack requirements in 255.4.2 or the applicable 5-digit scheme and 5-digit pallet requirements in 8.0 for the Parcel Select DSCF prices. All other requirements for Parcel Select DSCF prices, Parcel Select Lightweight prices and USPS Marketing Mail prices, as applicable, must be met.

   1. If sacked under 255.4.2, the minimum requirement of seven pieces per sack must be met with only Package Services and Parcel Select parcels. After the minimum sack volume has been met, USPS Marketing Mail parcels and Parcel Select Lightweight parcels may be included in the sack or in overflow sacks.

   2. If palletized under the option to prepare 5-digit scheme or 5-digit pallets when there are at least 50 pieces and 250 pounds per pallet, this pallet minimum must be met with only Package Services and Parcel Select parcels. After the minimum pallet volume has been met, USPS Marketing Mail parcels and Parcel Select Lightweight parcels may be included on the pallet or in overflow sacks.

   3. If palletized under the alternate pallet preparation where no pallet may contain fewer than 35 pieces and 200 pounds provided the average number of pieces on pallets qualifying for the DSCF price is at least 50, USPS Marketing Mail parcels or Parcel Select Lightweight parcels may not be combined with Package Services and Parcel Select parcels.

   4. If palletized under the option to prepare 5-digit scheme or 5-digit pallets under the 36-inch-high (mail only) pallet minimum, any combination of USPS Marketing Mail, Parcel select Lightweight, Package Services, and Parcel Select parcels may be used to meet the minimum pallet height requirement.

   5. Line 2 of 5-digit scheme pallet and sack labels must read: “STD/PSVC MACH 5D SCH.” Line 2 of 5-digit pallet and sack labels must read: “STD/PSVC MACH 5D.”

6. USPS Marketing Mail parcels and Parcel Select Lightweight parcels are eligible for presorted prices according to 243 and 253.4.3 respectively.

c. Package Services, Parcel Select, USPS Marketing Mail, and Parcel Select Lightweight parcels qualifying for DDU prices:

1. The combined mailings must be prepared under the applicable 5-digit scheme and 5-digit sack requirements in 245.4.0 or the applicable 5-digit scheme and 5-digit pallet requirements in 8.20 for the Parcel Select or Bound Printed Matter DDU prices.

2. Line 2 of 5-digit scheme container labels must read, “STD/PSVC PARCELS 5D SCH.” Line 2 of 5-digit container labels must read, “STD/PSVC PARCELS 5D.”

## 6.4 Combining Package Services, Parcel Select, and USPS Marketing Mail—Optional 3-Digit SCF Entry

### 6.4.1 Entry at Designated SCFs

Mailers may deposit pieces otherwise eligible for the Package Services, Parcel Select, USPS Marketing Mail, and Parcel Select Lightweight DNDC prices and USPS Marketing Mail and Parcel Select Lightweight DSCF price at an SCF designated by USPS for destination ZIP Codes listed in labeling list L607.

### 6.4.2 Qualification and Preparation

Parcel Select and Bound Printed Matter machinable parcels, USPS Marketing Mail parcels and Parcel Select Lightweight parcels, may be prepared for entry at designated SCFs under these standards:

a. USPS Marketing Mail and Parcel Select Lightweight parcels that weigh less than 2 ounces or that are tubes, rolls, triangles, and similar pieces may not be included.

b. Mailers must prepare pieces on 3-digit pallets or pallet boxes, or unload and physically separate the pieces into containers as specified by the destination facility.

c. Parcel Select and Bound Printed Matter parcels are eligible for the applicable DNDC entry price.

d. USPS Marketing Mail machinable parcels, USPS Marketing Mail Marketing parcels weighing 6 ounces or more, and Parcel Select Lightweight machinable parcels are eligible for the NDC presort level, DNDC price; USPS Marketing Mail Marketing parcels weighing less than 6 ounces and irregular USPS Marketing Mail and Parcel Select Lightweight parcels are eligible for the 3-digit presort level, DSCF price.

e. All pieces must be for delivery within the service area of the SCF where they are deposited by the mailer.

f. Postage on all zone-priced parcels deposited at the SCF is computed using the zone chart for that postal facility.

# 7.0 Combining Package Services and Parcel Select Parcels for Destination Entry

## 7.1 Combining Parcels—DSCF and DDU Entry

### 7.1.1 Qualification

Mailers may combine Package Services and Parcel Select parcels in 5-digit scheme and 5-digit sacks or on 5-digit scheme and 5-digit pallets for entry either at a destination sectional center facility (DSCF) or a destination delivery unit (DDU) when authorized by USPS under 7.5. Mailers must pay all applicable fees for presort and drop shipment and must meet the minimum volume requirements for Presort prices and Parcel Select prices. Combined Package Services and Parcel Select mailings must meet the standards in 255.4.0 and 266.3.0 through 266.6.0, except as provided by this section.

### 7.1.2 Basic Standards

Package Services and Parcel Select parcels that qualify as machinable, nonmachinable, and irregular under 201 and meet the following conditions may be combined in 5-digit scheme and 5-digit sacks or 5-digit scheme and 5-digit pallets under these conditions:

a. Minimum volume requirements for Parcel Select, Presorted Bound Printed Matter, Presorted Library Mail, and Presorted Media Mail must be met separately before combining.

b. Postage must be paid via permit imprint under an approved manifest mailing system as provided in 3.0. For mailings presented under 7.0, mailers may document and pay postage using the Electronic Verification System (eVS) under 2.9.

c. All parcels must be prepared in sacks under 7.2 or on pallets under 7.3. For mail entered at the DSCF prices, pallet preparation is not permitted for 5-digit ZIP Codes that are unable to handle pallets. Refer to the Drop Ship Product maintained by the National Customer Support Center (NCSC) (see 608.8.0 for address) to determine which 5-digit delivery facilities can handle pallets. If a DDU facility cannot handle pallets, and a mailer transports mail to the DDU facility on pallets, the driver will have to unload the pallets into a container specified by the delivery unit.

d. Pieces may be claimed at single-piece prices, Presorted prices, and destination entry prices under 7.2.1 or 7.1.6.

e. Separate postage statements must be prepared for each subclass and destination entry price as appropriate.

f. The deposit of combined Package Services and Parcel Select at a DSCF or DDU must be in accordance with applicable drop shipment standards.

### 7.1.3 Combined Parcels Prepared in Sacks—Price Eligibility

In addition to the applicable standards in 255.4.0 and 266.3.0 through 266.6.0 for destination entry Parcel Select and Package Services, the following standards apply for combined parcels prepared in sacks:

a. Parcel Select DSCF prices apply to parcels that are contained in 5-digit scheme and 5-digit sacks, each containing at least 10 pieces of any combination of Parcel Select and Package Services mail, or contained in overflow sacks under 7.2.2, provided all other requirements for the DSCF price in 253.3.0 and 255.4.2 are met. Parcel Select DDU prices apply to parcels that are contained in 5-digit scheme and 5-digit sacks, each containing at least 10 pieces of any combination of Parcel Select and Package Services mail, or contained in overflow sacks under 7.2.2, provided all other requirements for the DDU price in 253.3.0 and 255.4.1 are met.

b. Presorted Bound Printed Matter DSCF prices apply to parcels that are contained in 5-digit scheme and 5-digit sacks, each containing at least 10 pieces of any combination of Parcel Select and Package Services mail, or contained in overflow sacks under 7.2.2, provided all other requirements for the DSCF price in 266.3.0 through 266.6.0 are met. Presorted Bound Printed Matter DDU prices apply to parcels that are contained in 5-digit scheme and 5-digit sacks, each containing at least 10 pieces of any combination of Parcel Select and Package Services mail, or contained in overflow sacks under 7.2.2, provided all other requirements for the DDU price in 266.3.0 through 266.6.0 are met.

c. Presorted Library Mail 5-digit prices apply to parcels that are contained in 5-digit scheme and 5-digit sacks, each containing at least 10 pieces of any combination of Parcel Select and Package Services mail, or contained in overflow sacks under 7.2.2.

d. Presorted Media Mail 5-digit prices apply to parcels that are contained in 5-digit scheme and 5-digit sacks, each containing at least 10 pieces of any combination of Parcel Select and Package Services mail, or contained in overflow sacks under 7.2.2.

e. Single-piece price parcels that are contained in 5-digit scheme and 5-digit sacks, each containing at least 10 pieces of any combination of Parcel Select and Package Services mail, or contained in overflow sacks under 7.2.2, qualify for single-piece prices.

### 7.1.4 Sack Preparation

Only 5-digit scheme and 5-digit sacks may be prepared. Each sack of combined Parcel Select and Package Services mail must contain at least 10 pieces. One overflow sack containing fewer than 10 pieces is permitted per 5-digit scheme and 5-digit destination.

### 7.1.5 Sack Labeling

Sack labels must be prepared as follows:

a. *5-digit scheme,* optional; labeling:

   1. Line 1: use L606, Column B.

   2. Line 2: “PSVC PARCELS 5D SCH.”

b. *5-digit,* labeling:

   1. Line 1: use city, state, and 5-digit ZIP Code destination of pieces.

2. Line 2: “PSVC PARCELS 5D.”

### 7.1.6 Combined Parcels Prepared on Pallets—Price Eligibility

In addition to the applicable standards in 255.4.0, and 266.3.0 through 266.6.0 for destination entry parcels, the following standards apply for combined parcels prepared on pallets:

a. Parcel Select DSCF prices apply to pieces that are prepared on 5-digit scheme and 5-digit pallets, each containing at least 50 pieces and 250 pounds or 36 inches of Parcel Select and Package Services mail, or contained in overflow sacks under 7.1.8, and deposited at a DSCF under 255.4.0. Parcel Select DDU prices apply to pieces that are prepared on 5-digit scheme and 5-digit pallets, each containing at least 50 pieces and 250 pounds or 36 inches of Parcel Select and Package Services mail, or contained in overflow sacks under 7.1.8, and deposited at a DDU under 255.4.0.

b. Presorted Bound Printed Matter DSCF prices apply to pieces that are prepared on 5-digit scheme and 5-digit pallets, each containing at least 50 pieces and 250 pounds or at least 36 inches of Parcel Select and Package Services mail, or contained in overflow sacks under 7.1.8, and deposited at a DSCF under 266.3.0 through 266.6.0. Presorted Bound Printed Matter DDU prices apply to pieces that are prepared on 5-digit scheme and 5-digit pallets, each containing at least 50 pieces and 250 pounds or at least 36 inches of Parcel Select and Package Services mail, or contained in overflow sacks under 7.1.8, and deposited at a DDU under 266.3.0 through 266.6.0.

c. Presorted Library Mail 5-digit prices apply to pieces that are prepared on 5-digit scheme and 5-digit pallets, each containing at least 50 pieces and 250 pounds or 36 inches of Parcel Select and Package Services mail, or contained in overflow sacks under 7.1.8.

d. Presorted Media Mail 5-digit prices apply to pieces that are prepared on 5-digit scheme and 5-digit pallets, each containing at least 50 pieces and 250 pounds or 36 inches of Parcel Select and Package Services mail, or contained in overflow sacks under 7.1.8.

e. Single-piece price parcels that are prepared on 5-digit scheme and 5-digit pallets, each containing at least 50 pieces and 250 pounds or 36 inches of Parcel Select and Package Services mail, or contained in overflow sacks under 7.1.8, qualify for single-piece prices.

### 7.1.7 Pallet Preparation

Only 5-digit scheme and 5-digit pallets may be prepared. Each 5-digit scheme and 5-digit pallet of combined Parcel Select and Package Services must contain at least:
(1) 50 parcels and 250 pounds of mail, or (2) 36 inches of mail (excluding the height of the pallet). Pallets prepared using either minimum requirement may be combined in the same mailing.

#### 7.1.8 Overflow Sacks

After filling pallets to a 5-digit scheme or 5-digit destination, any remaining pieces that do not meet the minimum pallet requirements may be prepared in 5-digit scheme or 5-digit overflow sacks. Overflow sacks must be labeled under 7.2.3.

#### 7.1.9 Pallet Labeling

Pallet labels must be prepared as follows:

a. *5-digit scheme,* optional; labeling:

   1. Line 1: use L606, Column B.
   2. Line 2: "PSVC PARCELS 5D SCH."

b. *5-digit,* labeling:

   1. Line 1: use city, state, and 5-digit ZIP Code destination of pieces.
   2. Line 2: "PSVC PARCELS 5D."

### 7.2 Combining Parcel Select and Package Services Machinable Parcels for DNDC Entry

#### 7.2.1 Qualification

Mailers may combine Parcel Select and Package Services machinable parcels for entry at a NDC when authorized by USPS under 7.5. These parcels may be eligible for Parcel Select DNDC/ASF, single-piece and Presorted Media Mail, single-piece and Presorted Library Mail, Bound Printed Matter DNDC, and single-piece and Presorted Bound Printed Matter prices. Mailers may not combine Carrier Route Bound Printed Matter with other parcels.

#### 7.2.2 Basic Standards

Parcel Select and Package Services parcels must meet the following conditions:

a. Each piece in a combined machinable parcels mailing must meet the criteria for machinable parcels in 201.1.0.

b. Each parcel in a combined machinable parcels mailing is subject to the applicable content and price eligibility standards for the price claimed.

c. Parcel Select machinable parcels must bear a barcode under 204.2.0 for the ZIP Code of the delivery address.

d. Postage must be paid via permit imprint under an approved manifest mailing system as provided in 3.0. For mailings presented under 7.0, mailers may document and pay postage using the Electronic Verification System (eVS) under 2.9.

e. Mailers must pay all applicable presort mailing and destination entry mailing fees.

f. Minimum volume requirements for Parcel Select, Presorted Bound Printed Matter, Presorted Library Mail, and Presorted Media Mail must be met separately and are based solely on the quantity of pieces eligible for each

price at the required presort level. Pieces claimed at other prices in the same sack or on the same pallet do not count toward these minimum volume requirements.

g. Parcels may be claimed at single-piece, Presorted, and DNDC/ASF destination entry prices as applicable.

h. Mailers must prepare all parcels in sacks under 6.2.3, or on pallets or in pallet boxes under 8.0, to achieve the finest level of sortation.

i. Mailers must deposit combined machinable parcels at NDCs under applicable standards in 17.0.

### 7.2.3 Sacking and Labeling

Preparation sequence, sack size, and labeling:

a. *5-digit scheme,* optional,10-piece or 20-pound minimum; labeling:

   1. Line 1: use L606, Column B.

   2. Line 2: "PSVC MACH 5D SCH."

b. *5-digit,* optional except for Bound Printed Matter, required for 5-digit price for Media Mail and Library Mail, 10-piece or 20-pound minimum; labeling:

   1. Line 1: use city, state, and 5-digit ZIP Code on mail (see 8.0 for overseas military mail).

   2. Line 2: "PSVC MACH 5D."

c. *ASF,* optional, allowed only for mail deposited at an ASF to claim DNDC price, 10-piece or 20-pound minimum; labeling:

   1. Line 1: use L602, Column B. DNDC price eligibility is determined by 6.3.

   2. Line 2: "PSVC MACH ASF."

d. *NDC,* required,10-piece or 20-pound minimum; labeling:

   1. Line 1: use L601, Column B. DNDC price eligibility is determined by 6.3.

   2. Line 2: "PSVC MACH NDC."

### 7.2.4 Pallet Presort and Labeling

Mailers must prepare pallets in the sequence listed below and complete each required level before preparing the next optional or required level. Unless indicated as optional, all sort levels are required under the conditions shown. Destination entry price eligibility applies only to Parcel Select (see 253.3.0 and 255.4.0) and Bound Printed Matter (see 266.3.0). Mailers may, at their option, prepare all machinable parcels for destination entry (see 7.0). Mailers must label pallets according to the Line 1 and Line 2 information listed below and under 8.0.

a. *5-digit scheme,* optional. Pallet may contain parcels for the same 5-digit scheme under L606. Pallets need not be prepared for all 5-digit scheme destinations. For 5-digit destinations not part of L606, or for which scheme sorts are not performed, prepare 5-digit pallets under 2.4. Labeling:

   1. Line 1: use L606, column B.

2. Line 2: “PSVC MACH 5D,” as applicable; followed by “SCHEME” (or “SCH”).

b. *5-digit,* optional except for Bound Printed Matter, required for 5-digit price eligibility for Media Mail and Library Mail. Pallet must contain parcels only for the same 5-digit ZIP Code. Labeling:

1. Line 1: use city, state, and 5-digit ZIP Code destination (see 8.0 for military mail).
2. Line 2: “PSVC MACH 5D,” as applicable.

c. *ASF,* required if claiming DNDC prices, otherwise optional. Not available for the Buffalo, NY ASF. Pallets must contain only parcels for the 3-digit ZIP Code groups in L602. Labeling:

1. Line 1: use L602, column B.
2. Line 2: “PSVC MACH ASF,” as applicable.

d. *NDC,* required. Pallets must contain only parcels for the 3-digit ZIP Code groups in L601. Labeling:

1. Line 1: use L601, column B.
2. Line 2: “PSVC MACH NDC,” as applicable.

**7.3 Postage Payment**

Postage for all pieces must be paid with permit imprint at the Post Office serving the mailer’s plant under 2.0.

**7.4 Documentation**

[1-26-20] Mailers must complete separate postage statements for each of the mailings contained within the combined mailing. At the time of mailing, mailers must provide all postage statements and a Business Acceptance Solutions-approved manifest prepared as specified in 2.0 and this section.

**7.5 Authorization**

[1-26-20] A mailer who wants to present combined parcel mailings must submit a written request to Business Acceptance Solutions (See 608.8.0 for address). The request must show the mailer’s name and address, the mailing office, evidence of authorization to mail as specified in 2.0, procedures for combined mailing, the expected date of first mailing, a sample of the required manifest, and a sample USPS Qualification report. Business Acceptance Solutions will review documentation and provide written authorization. Authorizations remain in effect until the director of Business Acceptance Solutions, or the mailer, cancels the authorization or agreement. A mailer may terminate an authorization at any time by written notice to the postmaster of the Post Office serving the mailer’s location. Business Acceptance Solutions may terminate an authorization, by written notice, if the mailer does not meet the standards or the terms of the authorization.

# 8.0 Preparing Pallets

## 8.1 Physical Characteristics

### 8.1.1 Standards

All pallets presented to USPS, whether USPS-provided or mailer-provided, must meet the standards in 8.1.2 through 8.1.4. Mail on such pallets must meet the standards for the class and price claimed.

### 8.1.2 Construction

Pallets must be made of high-quality material that can hold loads equal to a gross weight of 2,200 pounds. Pallets must measure 48 by 40 inches and must allow four-way entry by forklift trucks and two-way entry by pallet jacks.

### 8.1.3 Securing Pallets

Except for stacked pallets under 8.3.1, pallet boxes under 8.4.3, and pallets of trays under 8.1.3d, each loaded pallet of mail must be prepared to maintain the integrity of the mail and the entire pallet load during transport and handling using one of the following methods:

a. Securing with at least two straps or bands of appropriate material. Wire or metal bands, straps, buckles, seals, and similar metal fastening devices cannot be used.

b. Wrapping with stretchable or shrinkable plastic.

c. Securing with at least two straps or bands of appropriate material and wrapping with stretchable or shrinkable plastic.

d. Each pallet of trays must be secured with stretchable or shrinkable plastic. The use of straps or bands alone is not permitted.

### 8.1.4 Nonconforming Mailer

USPS informs any mailer or mailer's agent who presents palletized mailings, including plant-verified drop shipment (PVDS), when the mailer's pallets fail to meet basic pallet integrity and safety standards. After a mailer is notified and allowed to make changes to improve load integrity, if the mailer's methods, or those of the mailer's agent, do not work, the mailer is considered nonconforming. A nonconforming mailer must meet the specifications for nonconforming mailers for top-cap use, stacking of pallets, pallet box construction, and maximum height/tiers of trays in 8.2 through 8.5, respectively. A mailer is suspended from the pallet program if the mailer's pallets continue to fail to meet the minimum load integrity levels after being notified and allowed to make changes.

## 8.2 Top Caps

### 8.2.1 Use

Top caps are used as follows:

a. Except as provided below, all pallets of sacks, trays, parcels, bundles of mail, or pallet boxes must be top-capped if the pallets are stacked when presented to USPS for acceptance.

b. The top pallet need not be top-capped if the strapping or banding securing the stacked pallets together neither damages the mail on the top pallet nor allows the stack to shift.

c. Lower pallet(s) containing either parcels or bundles of mail need not be top-capped if the top surface of each pallet load provides a sturdy, flat surface, parallel to the pallet base, that allows safe and efficient stacking of pallets placed on top and prevents sliding of the top pallet(s), damage to the loaded mail, or crushing of the load.

#### 8.2.2 Construction

Any material may be used as a top cap if it provides a flat, level surface horizontal to the base pallet, protects the integrity of the mail below it while supporting a loaded pallet above, and allows easy entry of a forklift to remove the upper pallet(s). Flimsy paper or fiberboard (e.g., the ends of paper rolls) or similar material is inadequate and may not be used as a top cap.

#### 8.2.3 Securing

A top cap must be secured to the pallet horizontal to the plane of the base pallet, with either stretchwrap or at least two crossed straps or bands, so that the cap stays in place to protect the mail and maintain the integrity of the pallet load.

#### 8.2.4 Use by Nonconforming Mailer

A nonconforming mailer (see 8.1.4) must use top caps on all pallets of sacks, letter mail trays, parcels, or bundles of mail, regardless of weight, or on pallets containing pallet boxes no more than 60 inches high. Top caps must be approximately 48 by 40 inches and meet one of these construction standards:

a. Five-wood boards, with uniform edges and nine-leg pallet contact for stacking.

b. Fiberboard box-end style, with a minimum 3-inch side and wall material of at least double-wall corrugated fiberboard C-flute and/or B-flute.

c. Fiberboard honeycomb covered on both sides, with heavy linerboard at least 1/2 inch thick.

d. Corrugated fiberboard C-flute sheet covering the entire top of the load, with standard pallet solid fiberboard corner edge protectors.

### 8.3 Stacking Pallets

#### 8.3.1 Physical Characteristics

Pallets may be stacked two to six tiers high if:

a. The combined gross weight of the stacked pallets (pallets, top caps, and mail) does not exceed 2,200 pounds.

b. The heaviest pallet is on the bottom and the lightest is on the top.

c. Individual pallets are secured with straps or stretchable or shrinkable plastic as specified in 8.1.3.

d. The stack of pallets is secured with at least two straps or bands of appropriate material to maintain the integrity of the stacked pallets during transport and handling as specified in 8.1.3. The stack of pallets cannot be secured together with stretchable or shrinkable plastic.

e. Each pallet is top-capped as specified in 8.2.

f. The combined height of the stacked pallets and their loads does not exceed 84 inches. *Exception:* Pallets prepared for entry at Anchorage or Fairbanks, Alaska, cannot exceed 72 inches (pallets, top caps, and mail).

#### 8.3.2 Pallet Height Restriction for Nonconforming Mailer

A nonconforming mailer (see 8.1.4) who stacks pallets is subject to the requirements of 8.3.1 with the additional restrictions that the combined height of any stacked pallets may not exceed 77 inches and that stacking pallets four tiers high is permitted only for pallets of parcels.

### 8.4 Pallet Boxes

#### 8.4.1 Use

A mailer may use pallet boxes constructed of single-, double-, or triple-wall corrugated fiberboard placed on pallets to hold sacks or parcels. Pallet boxes must protect the mail and maintain the integrity of the pallet loads throughout transportation, handling, and processing. Single-wall corrugated fiberboard may be used only for light loads (such as lightweight parcels) that do not require transportation by USPS beyond the entry office, or for Parcel Select DSCF and DDU price mail. Mailers must supply their own pallet boxes. The base of the boxes must measure approximately 40 by 48 inches.

#### 8.4.2 Height

The combined height of a single pallet, pallet box, and mail may not exceed 77 inches. The contents of the box may not extend above the top rim of the box. For all Parcel Select and Package Services mailings entered at a DSCF or DDU, the height of the pallet box may not exceed 60 inches (excluding the pallet).

#### 8.4.3 Securing

Pallet boxes must be secured to the pallet with strapping, banding, stretchable plastic, shrinkwrap, or other material (wire or metal bands, straps, buckles, seals, and similar metal fastening devices cannot be used) that ensures that the pallet can be safely unloaded from vehicles, transported, and processed as a single unit to the point where the contents are distributed with the load intact if:

a. The pallet and its contents are transported by USPS from the office where the mail is accepted to another postal facility where the contents are distributed; and

b. The weight of the mail in the box is not sufficient to hold the box in place on the pallet during transportation and processing.

#### 8.4.4 Use by Nonconforming Mailer

Except when mailing Parcel Select claiming a DSCF or DDU price, a nonconforming mailer (see 8.1.4) may use pallet boxes only if the boxes are constructed of triple-wall corrugated fiberboard (C-flute and/or B-flute material) with a maximum height (pallet and box) of 77 inches.

### 8.5 General Preparation

#### 8.5.1 Presort

Pallet sortation is generally intended to presort the palletized portion of a mailing to at least the finest extent required for the corresponding class of mail and method of preparation. Pallet sortation is sequential from the lowest (finest) level to the highest and must be completed at each required level before the next optional or required level is prepared. Standard preparation terms are defined in the Mail Preparation section for each class of mail, standard presort levels are defined in 8.0, and advanced presort levels are defined in 10.0, 12.0, and 13.0. For sacks, trays, or machinable parcels on pallets, the mailer must prepare all required pallet levels before any mixed ADC or mixed NDC pallets are prepared for a mailing or job. Except as described in 15.1.3f, bundles must not be placed on mixed ADC or mixed NDC pallets. Bundles that cannot be placed on pallets must be prepared in sacks under the standards for the price claimed. The standards for bundle reallocation to protect the SCF, ADC, or NDC pallet (8.11, 8.13, and 8.14) are optional methods of pallet preparation designed to retain as much mail as possible at the SCF, ADC, or NDC level. These standards may result in some bundles of Periodicals flats and irregular parcels and USPS Marketing Mail flats that are part of a mailing job prepared in part as palletized flats at automation prices not being placed on the finest level of pallet possible. Mailers must use PAVE-certified presort software to prepare mailings using bundle reallocation (bundle reallocation is optional, but if performed, it must be done for the complete mailing job).

#### 8.5.2 Required Preparation

The following standards apply to Periodicals, USPS Marketing Mail, Parcel Select, and Package Services, except Parcel Select mailed at DSCF and DDU prices:

a. Mailers must prepare a pallet to the required sortation level(s) for the class of mail when a mailing contains 500 or more pounds of bundles, sacks, or parcels or 72 linear feet or six layers of letter trays for the destination.

b. For bundles of flat-size mailpieces or bundles of irregular parcels on pallets, after preparing all possible pallets under 8.5.2a, when 250 or more pounds of bundles remain for an ADC (Periodicals) or for a NDC/ASF (USPS Marketing Mail, Parcel Select, and Package Services), mailers must prepare the ADC or NDC/ASF pallet, as applicable for the class of mail. Exception: If there are no ADC or NDC/ASF pallets in a mailing and 250 or more pounds remain for an SCF, mailers must prepare the SCF pallet.

c. Bundles that cannot be placed on an ADC, NDC/ASF, or SCF pallet may be placed on mixed ADC pallets if allowed by the specific standards for the class and shape of mail, or be placed in sacks (8.9.1).

### 8.5.3 Minimum Load

The following minimum load standards apply to mail prepared on pallets:

a. For Periodicals, USPS Marketing Mail, Parcel Select, and Package Services (except for Parcel Select mailed at DSCF and DDU prices):

   1. In a single mailing, the minimum load per pallet is 250 pounds of bundles, parcels, or sacks, except as provided in items 2 through 4 below. When preparing letter trays on pallets, the minimum load is 36 linear feet or three layers of trays, except as provided in items 2 and 4 below.

   2. There is no minimum load for pallets entered at a destination delivery unit (DDU) if the mail on those pallets is for that unit's service area.

   3. The minimum load for pallets is 200 pounds of USPS Marketing Mail parcels (machinable or irregulars) entered at origin (NDC only) or at a DNDC to claim the 5-digit or NDC price.

   4. A pallet may contain a minimum of 100 pounds of nonletter-size mail or 12 linear feet of letter trays if it is a NDC or ASF pallet entered at the destination NDC or ASF; an ADC pallet entered at the destination ADC; an SCF pallet entered at the destination SCF; or the only pallet entered at an individual destination NDC or ASF, ADC, or SCF facility.

   5. At an SCF, a 5-digit, 3-digit, or SCF pallet may contain less than the required minimum load of mail for that SCF's service area only if the SCF manager provides written authorization for such preparation.

b. Parcel Select mailed at DSCF and DDU prices. A minimum load for the price claimed may be stated in terms of weight, combined piece minimum and weight, or minimum height. Mail entered at the Parcel Select DSCF prices and prepared directly on pallets or in pallet boxes on pallets must be prepared under either a minimum height requirement or under one of two options requiring a minimum number of pieces and pounds per pallet. There is no minimum weight requirement for an SCF pallet containing 5-digit scheme and 5-digit sacks prepared for the DSCF price. There are no minimums for the Parcel Select DDU price.

### 8.5.4 Minimum Height of Mail

The definitions of the minimum height of mail used to qualify for DSCF Parcel Select prices are as follows:

a. *Machinable parcels.* The minimum height of mail in a pallet box is the shortest vertical distance measured from the bottom of a pallet box to the top of the lowest mailpiece. The height of the pallet is not included in this measurement.

b. *Nonmachinable parcels.* The minimum height of mail on a pallet is the shortest vertical distance measured from the top of the pallet to the top of the lowest mailpiece. The height of the pallet is not included in this measurement.

### 8.5.5 Maximum Load

The maximum weight (mail and pallet) is 2,200 pounds. The maximum height of a single pallet (mail and pallet) is 77 inches for bundles, parcels, sacks, or pallet boxes, or 77 inches or 12 layers of trays (whichever occurs first) for letter trays.
*Exception:* A single pallet that is prepared for entry at Anchorage or Fairbanks, Alaska, has a maximum height of 72 inches (pallet, top cap, and mail).

### 8.5.6 Mail on Pallets

These standards apply to mail on pallets:

a. Pieces in trays, bundles, and sacks must be prepared under the standards for the class of mail and price claimed.

b. When two or more Periodicals mailings, two or more USPS Marketing Mail mailings, or two or more Bound Printed Matter mailings are placed together on pallets, the mailer must keep records for each mailing as required by the standards for the class of mail.

c. For letter-size USPS Marketing Mail and Periodicals prepared in trays on pallets, mailers must prepare carrier route price mail on separate 5-digit pallets (5-digit carrier routes pallets) from automation price or nonautomation price mail (5-digit pallets).

d. For determining minimum pallet volume, mail in letter trays is measured in full layers of trays or in linear feet. A 2-foot tray equals 2 linear feet; a 1-foot tray equals 1 linear foot.

e. Heavier, fuller trays must be placed at the bottom of the load, unless other standards (such as 245.7.7) require placement of certain trays on the top of the pallet.

f. For Bound Printed Matter irregular parcels, Presorted and Carrier Route price mail may be combined on all levels of pallet. For Bound Printed Matter flats, Presorted and Carrier Route price mail may be combined on all levels of pallet except as provided in 8.5.6g.

g. For sacks of Periodicals, USPS Marketing Mail, and Bound Printed Matter flats or irregular parcels, carrier route price mail must be prepared on separate 5-digit pallets from automation price and/or presorted price mail.

h. Heavier, fuller trays must be placed at the bottom of the load, unless excepted by other standards (such as 245.7.7) that may require placement on the top of the pallet.

i. All presort bundles on pallets must be placed with the addresses facing up.

### 8.5.7 Arranging Pieces in a Bundle (“Facing”)

Except as noted in 8.5.8, all pieces in a bundle must be “faced” (arranged with the addresses in the same read direction), with an address visible on the top piece.

### 8.5.8 Counter-Stacking—Sacked and Palletized Mail

Bundles of flats and other pieces of nonuniform thickness may be prepared by counter-stacking under conditions in 203.4.0.

#### 8.5.9 Address Visibility

See 203.4.0 for address visibility requirements for bundles of flats or parcels on pallets.

#### 8.5.10 Labeling Bundles

Unless excepted by standard, the presort level of each bundle (other than carrier route bundles) must be identified either with an optional endorsement line or with a barcoded pressure-sensitive bundle label. See 203.4.0 for more information on labeling bundles.

#### 8.5.11 Securing Bundles on Pallets

Bundles must withstand normal transit and handling without breaking and without causing injury to USPS employees or damage to USPS equipment. Mailers must meet the standards in 203.4.0 when preparing and securing bundles on pallets.

#### 8.5.12 Sacked Mail

Mail that is not palletized (e.g., the mailer chooses not to prepare NDC pallets, or the bundles do not meet the machinability standards in 8.5.7 through 8.5.11) must be prepared under the standards for the price claimed. For Periodicals, the mailer must separately sack bundles of each publication that are not palletized or that are excluded from palletization. Trays that are not palletized must be bedloaded. Sacks (including sacks of bundles not placed on pallets) containing bundles remaining after all pallets are prepared may be presented with the palletized mail (and reported on the same postage statement) if separated from the palletized portion of the mailing.

#### 8.5.13 Nonconforming

For a nonconforming mailer (see 8.1.4) of letter-size mail in trays, the combined height of a pallet and its load cannot exceed six layers of MM or EMM letter trays.

### 8.6 Pallet Labels

#### 8.6.1 Placement

[1-26-20] Labels must be placed as follows:

a. Two labels must be affixed to each pallet, one on each adjacent side, and must be visible, including on multiple stacked pallets. Recommended placement of each label is on the top center of each adjacent side.

b. Labels bearing Intelligent Mail container barcodes must be placed on the outside of the shrinkwrap or plastic.

c. Labels must be affixed by self-adhesive or other adhesive means that will not obscure any required element of the label, including the barcode, and remain secure throughout USPS processing.

d. Pallets prepared through plant-load or drop-shipment agreements must be loaded on transportation so that a pallet label on each pallet faces toward the rear of the vehicle.

### 8.6.2 Specifications

Pallet labels must be pink for Periodicals and white for First-Class Mail, USPS Marketing Mail, Package Services, and Parcel Select. Pallet labels must measure at least 8 inches by 11 inches, except that pallet or other USPS container labels bearing Intelligent Mail container barcodes may measure no less than 4 inches by 7 inches when prepared under 204.3.4.6. Labels, affixed to pallets containing Periodicals, bearing an Intelligent Mail container barcode and prepared in the optional smaller format under 204.3.4.6, may be white instead of pink, when a vertical pink one-half inch wide identification bar is included along the left-hand side of the label; or may be white when used in conjunction with an adjacent pink designator label, under 204.3.4.5.

### 8.6.3 Lettering

Lettering for required information on pallet labels must be at least 1/2 inch high (or at least 48-point type). *Exception:* When customers apply USPS-specified pallet barcodes to pallet labels, the lettering for the required information on line 3 (origin line) must be at least 1/8 inch high (or at least 12-point type). See the "surface visibility" information available on PostalPro at *https://postalpro.usps.com* for more information about pallet barcodes.

### 8.6.4 Line 1 (Destination Line)

Line 1 (destination line) must meet these standards:

a. *Placement.* Line 1 must be the first visible line on the label. It must be completely visible and legible when placed on the pallet. If the pallet label does not provide enough space for all required Line 1 information, the destination ZIP Code may be placed right-justified on the line immediately below the rest of Line 1 and above Line 2 (content line). A standard abbreviation for the destination city name may be used.

b. *Information.* Line 1 must contain only the information specified by standard, including the appropriate destination facility prefix (e.g., "ADC"). Two zeros may follow the 3-digit ZIP Code prefix required by labeling standards (e.g., 223 as 22300).

c. *Overseas military mail.* On 5-digit pallets for overseas military destinations, Line 1 shows, from left to right, "APO" or "FPO," followed by "AE" (for ZIP Codes within the ZIP Code prefix range 090-098), "AA" (for ZIP Codes within the 3-digit ZIP Code prefix 340), or "AP" (for ZIP Codes within the ZIP Code prefix range 962-966), followed by the destination 5-digit ZIP Code of the mail on the pallet.

### 8.6.5 Line 2 (Content Line)

Line 2 (content line) must meet these standards:

a. *Content line information.* Pallet labels must indicate whether the mail on the pallet is barcoded, or not barcoded, or both. The content line (line 2 of required information) must be the second visible line on the label. This line must show the class and processing category of the mail on the pallet and other information as specified by standard. If the content line of a pallet label

does not provide enough space for all required information, the content information may be continued right-justified on the line immediately below the content line and above the office of mailing or mailer information line.

b. *Codes.* The codes shown below must be used as appropriate on Line 2 of sack, tray, and pallet labels.

| CONTENT TYPE | CODE |
|---|---|
| Barcoded | BC |
| Barcoded and Nonbarcoded | BC/NBC |
| Carrier Route | C (type of route) |
| Carrier Routes | CR-RT or CR-RTS |
| Digit | D |
| First-Class Mail | FCM |
| First-Class Package Service — Commercial | FC PKG |
| Flats | FLTS |
| General Delivery Unit | G |
| Highway Contract Route | H |
| Irregular Parcels | IRREG (Periodicals, USPS Marketing Mail, and Package Services only) |
| Letters | LTR or LTRS |
| Machinable | MACH |
| Mixed | MXD |
| Mixed Machinable and Irregular Parcels | MACH & IRREG (USPS Marketing Mail only) |
| Nonmachinable | NON MACH |
| Nonbarcoded | NON BC (sacks) NBC (pallets and cotrayed or cosacked mail under 705.9.0) |
| Nonmachinable Parcels | NON MACH |
| Package Services | PSVC |
| Parcels | PARCELS (First-Class Mail and Package Services only) |
| Parcel Select Lightweight | PSLW |
| Periodicals | PER (see 207.21.0) NEWS (see 207.21.0) |
| Post Office Box Section | B |
| Rural Route | R |
| Scheme | SCH |
| USPS Marketing Mail | STD |
| Working | WKG |

### 8.6.6 Line 3

The office of mailing or mailer information line must be the third and bottom line of required information, except as allowed in 8.6.6a or 8.6.6b. Line 3 must show (left-justified) either the city and state of the origin entry Post Office or the mailer's name and the city and state of the mailer's location, except under 8.6.6a or 8.6.6b. Labels on containers of parcels prepared using eVS under 2.9 must show “eVS” either to the left of required line 3 information or directly below line 3 using the same size and lettering used for line 3. At the mailer‘s option, pallet labels prepared for destination entry may have the correct destination entry office information printed left-justified on line 3 only under these conditions:

a. The origin entry office or mailer location information is placed right-justified on line 3, preceded by “ORIGIN:” or “ORGN:”; or

b. The origin entry office or mailer location information is printed right-justified directly below line 3 or in either the top right corner or the bottom right corner of the extraneous information section, preceded by “ORIGIN:” or “ORGN:”. Under this option, the origin entry or mailer location information is required even though placed in the “extraneous” information section.

c. For all options (8.6.6a and 8.6.6b), the origin entry office or mailer location information must be printed in a minimum 12 point font and may be abbreviated to show the mailer's name and ZIP Code of location.

### 8.6.7 5-Digit, 5-Digit Carrier Routes, and 5-Digit Scheme Carrier Routes Pallets

All 5-digit carrier routes or 5-digit scheme carrier routes pallets must show the words “CARRIER ROUTES” (or “CR-RTS”) after the processing category description on the content line under 8.0, 10.0, 12.0, and 13.0. 5-digit pallets of Bound Printed Matter that contain only carrier route price mail also must show the words “CARRIER ROUTES” (or “CR-RTS”) after the “5D” pallet level description on the contents line.

### 8.6.8 Extraneous Information

Extraneous information is permitted on pallet labels if:

a. The print size is smaller than 1/2 inch; with a maximum 12 point font on the optional smaller labels under 204.3.4.6.

b. It does not consist of a numbered series resembling a ZIP Code or 3-digit ZIP Code prefix.

c. It does not appear on or between the lines reserved for USPS required information (blank lines are permitted). Exception: For combined mailings of USPS Marketing Mail and Package Services machinable parcels, mailer codes and extraneous information may appear between the content line and the office of mailing or mailer information line.

d. It is below the office of mailing or mailer information line.

e. A 1-inch clear space is maintained around the lines reserved for USPS required information.

f. On the office of mailing or mailer information line, the mailer's name or abbreviation, "Mailer," "From" (or "FR"), "Entered at," or a similar notation precedes the required information, or mailer codes or other extraneous information appear to the right of the required information.

#### 8.6.9 Periodicals Publications

Except as provided in 8.16 for copalletized mailings, Periodicals publications must use one of the following for Line 2 class information:

a. "PER."

b. "NEWS" if published weekly or more often or if authorized newspaper treatment as of March 1, 1984.

#### 8.6.10 Pallet Bundle Information

It is recommended that mailers preparing bundles on pallets add to the pallet label, below the office of mailing or mailer information line and according to the provisions of 8.6.8, additional information listing the number of bundles for each bundle sortation and price level on the pallet (i.e., the number of carrier route bundles, the number of 5-digit, 3-digit, and ADC automation price bundles, and the number of 5-digit, 3-digit, and ADC Presorted price bundles on each pallet).

### 8.7 Copalletized, Combined, or Mixed-Price Level Palletized Mailings

#### 8.7.1 General

[1-26-20] Copalletized, combined, or mixed-price level palletized mailings of letter-size or flat-size pieces must be prepared in accordance with the standards for the class of mail, subject to specific authorization by Business Acceptance Solutions when required. The following conditions apply when making copalletized mailings:

a. Postage statements and mailing documentation must be transmitted to USPS using an approved electronic method.

b. In accordance with 204.3.1.1 and 204.3.1.2, Intelligent Mail tray labels must be used on trays and sacks, and Intelligent Mail container labels must be used on pallets or similar containers.

c. If consolidating multiple mailings on pallets, update the electronic data for each of the original mailings. This updated data must be reflected in the electronic data transmitted to USPS.

d. [1-26-20] Meet postage payment requirements as Business Acceptance Solutions specifies.

#### 8.7.2 Application

[1-26-20] The mailer (or publisher or agent) must submit a written request to Business Acceptance Solutions to present the types of pallets described in this section. A separate request is required for each type of pallet at each location, but multiple, concurrent applications are acceptable. A mailer who cannot meet the minimum palletization standards without copalletizing, combining, or commingling mixed price mailings might still qualify if the total copalletized, combined, or commingled mailing meets minimum pallet standards. The request must be received at least 30 days before the first mailing and include the names,

addresses, and telephone numbers of the mail owner and of the firm or person preparing the mail; a description of the mailing (e.g., size, weight, class, price, volume, mailing frequency, and postage payment method); the type of authorization requested; and a sample of the applicable documentation under 8.0, or 10.0, 12.0, and 13.0.

#### 8.7.3 Periodicals Publications

To combine more than one Periodicals publication on pallets, the mailer must merge and presort copies of all the publications into common bundles to achieve the finest presort level for the combined mailing. To copalletize different Periodicals flat-size publications, the mailer must consolidate on pallets all independently sorted bundles for each publication to achieve the finest presort level for the mailing. Postage for copalletized mailings of flat-size Periodicals must be paid at the consolidator's site. A combined or copalletized mailing prepared using bundle reallocation under 8.11 or 8.13 may not always result in all bundles being placed on the finest pallet level possible. Both combined and copalletized publications must be supported by the documentation required in 8.0, or 10.0, 12.0, and 13.0. Preferred Periodicals may be combined with Regular Periodicals only as permitted by standard.

#### 8.7.4 USPS Marketing Mail

To copalletize different USPS Marketing Mail flat-size mailings, the mailer must consolidate on pallets all trays or bundles from each mailing to achieve the finest presort level for the mailing, except that a flat-size copalletized mailing prepared under 8.11 or 8.14 using the bundle reallocation option may not always result in all bundles on the finest pallet level possible. At the time of mailing, the mailer must present computer-generated listings required in 8.0, or 10.0, 12.0, and 13.0 that include a summary list consolidating the copalletized multiple mailings and a list of the contents of each pallet by ZIP Code and presort level. For USPS Marketing Mail letter-size pieces, the presort level of the mailpieces in the copalletized mailing must accurately reflect the postage and entry discount paid at the origin site; and may not always result in the finest pallet presort level possible. Origin mailers participating in a copalletized mailing of USPS Marketing Mail letters in trays must prepare a separate postage statement for the portion entered at the origin site and another postage statement for the portion directed to the consolidator.

#### 8.7.5 Cancellation

[1-26-20] An authorization may be canceled by Business Acceptance Solutions if the mailer does not meet the standards for pallets or the prices claimed, or the mailer does not submit information on future mailings as requested by Business Acceptance Solutions. A mailer may appeal canceled authorizations through Business Acceptance Solutions to the director, Commercial Acceptance (see 608.8.0 for address).

### 8.8 Basic Uses

These types of mail may be palletized:

a. Letter-size mail in trays.

b. Bundles of nonletter-size mail not prepared in sacks.

c. Bundles or parcels in sacks.

d. Machinable or irregular parcels.

e. Copalletized multiple letter-size mailings, prepared in trays, subject to 8.0.

f. Copalletized multiple flat-size mailings, subject to 8.0.

g. Combined mailings of machinable parcels (USPS Marketing Mail and Package Services), subject to 6.0.

h. Two or more Periodicals publications combined or copalletized, subject to 8.0.

i. Combined mailings of Nonprofit USPS Marketing Mail mixed price levels, subject to 8.0.

j. Commingled zoned price Parcel Select and Package Services, subject to 255.1.7.

## 8.9 Bundles on Pallets

### 8.9.1 Applicability

Presort destination bundles of Periodicals, USPS Marketing Mail, and Package Services flats and irregular parcels may be placed directly on pallets under 8.9.2 through 8.9.5 and 8.10. Mail that cannot be placed on pallets must be prepared in sacks under the applicable standards. Sacks containing any remaining bundles after all pallets are prepared may be presented with the palletized portion of the mailing job (and, subject to 8.16.5, reported on the same postage statement) if the sacked portion is presented separately from the palletized portion.

### 8.9.2 Basic Bundling Standards

Bundle preparation for Periodicals, USPS Marketing Mail, and Package Services mailpieces must meet the applicable standards for each class or subclass of mail. Bundles may be sorted onto pallets under 8.10 and 10.0, 12.0, and 13.0.

### 8.9.3 Periodicals

Bundle size: Six-piece minimum (lower volume bundles permitted under 207.22.0, and 207.23.0), 20-pound maximum, except that:

a. Firm bundles may contain as few as two copies of a publication. Mailers must not consolidate firm bundles with other bundles to the same 5-digit destination. Only In-County firm bundles may be counted as an addressed piece for presort standards (see 207.22.0 and 207.23.0).

b. All pieces for the same presort destination must be in one bundle if they weigh less than 10 pounds. Otherwise, bundles must weigh from 10 to 20 pounds each.

c. Carrier route and 5-digit bundles placed on 5-digit or finer pallets may weigh up to 40 pounds when entered at a DDU.

d. The last bundle to a presort destination may contain less than 10 pounds.

### 8.9.4 USPS Marketing Mail

Bundle size: 10-piece or 15-piece minimum as applicable; 20-pound maximum, except that:

a. All pieces for the same presort destination must be in one bundle if they weigh less than 10 pounds. Otherwise, bundles must weigh from 10 to 20 pounds each.

b. The last bundle to a presort destination may contain less than 10 pounds.

### 8.9.5 Bound Printed Matter

Bound Printed Matter on pallets must be bundled as follows:

a. Minimum Bundle Size. Bundle mail under the minimum bundle size of "10 pieces or 10 pounds, whichever comes first" according to these standards:

   1. For identical-weight pieces, a single-piece weight of 1 pound results in 10 pieces weighing 10 pounds. Identical-weight pieces weighing 1 pound or less must be prepared using the 10-piece minimum; those that weigh more must be prepared using the 10-pound minimum.

   2. For nonidentical-weight pieces, mailers must either use the minimum that applies to the average piece weight for the entire mailing (divide the net weight of the mailing by the number of pieces; the resulting average single-piece weight determines whether the 10-piece or 10-pound minimum applies). Alternatively, bundle by the actual piece count or mail weight for each bundle destination, provided documentation can be presented with the mailing that shows (specifically for each bundle) the number of pieces and their total weight.

   3. Mailers must note on the accompanying postage statement whether they applied the 10-piece or 10-pound threshold, or both.

b. Presorted and Carrier Route Bound Printed Matter:

   1. Only individual pieces of flats or irregular parcels that weigh less than 10 pounds each may be prepared as bundles on pallets. Presorted price pieces that weigh 10 or more pounds each must be prepared and palletized as machinable parcels under 8.10.4, or prepared in sacks under 265.5.0 for flats and 265.5.0 for parcels. Carrier route pieces that individually weigh 10 or more pounds each must either be prepared and palletized as machinable parcels under 8.10.4, and qualify for Presorted prices or be prepared in sacks under 265.6.0 for flats and 265.5.0 for parcels and qualify for carrier route prices.

   2. Bundles must be prepared under 265.5.0 for presorted flats and 265.5.0 for presorted parcels, or 11.0, as appropriate. The minimum bundle size is 10 addressed pieces or 10 pounds, whichever occurs first, except that the last bundle to a presort destination may contain fewer than 10 pieces or weigh less than 10 pounds. When there are at least 10 pieces but less than 10 pounds for a presort destination, the pieces must be prepared in a single physical bundle. The maximum

physical bundle size for pallets prepared under 8.10.4a through 8.10.4d, and 8.10.5a through 8.10.5g is 40 pounds. The maximum physical bundle size for pallets prepared under 8.10.4d through 8.10.4h, and 8.10.5g through 8.10.5k is 20 pounds. The total number of bundles for a single presort destination must not exceed the number of 10-pound increments to that destination. Each physical bundle must contain at least two addressed pieces.

## 8.10 Pallet Presort and Labeling

### 8.10.1 First-Class Mail—Letter or Flats Trays

Mailers may palletize First-Class Mail according to a local customer/supplier agreement or under 8.10.1. First-Class Mail palletization is optional, but mailers using this option must prepare pallets in the sequence listed below and complete each required level before preparing the next optional or required level. Pallets must contain at least 72 linear feet of letter trays (six full layers) or 24 linear feet of flats trays (three full layers). Maximum pallet height is 12 layers or 77 inches of letter trays (whichever occurs first) or 77 inches of flats trays. When available and with approval by the plant manager of the origin facility, mailers may use all-purpose containers (APCs) or other USPS-approved containers. Mailers approved to use APCs must prepare containers when they have a minimum of 48 linear feet of letter trays or 16 linear feet of flats trays to a presort destination. Preparation, sequence, and labeling:

a. 5-digit. Optional. Based on the origin ZIP Code, for 5-digit ZIP codes within the 3-digit destinations listed in L201 column B. Pallet may contain trays only for the same 5-digit ZIP Code (for non-automation letters and flats) or 5-digit scheme ZIP codes (automation letters only). Place 5-digit scheme trays on 5-digit pallets according to the destination shown in the current City State Product. Labeling:

   1. Line 1: city, state, and 5-digit ZIP Code destination.
   2. Line 2: “FCM LTRS” or “FCM FLTS,” followed by “5D.”

b. b. Origin SCF (local mail). Required; no minimum. Pallets contain trays destined for the 3-digit ZIP Codes serviced by the origin SCF facility in L005; all MXD AADC and MXD ADC trays. Mailers may place AADC or ADC trays on origin SCF pallets when the tray's “label to” 3-digit ZIP Code (from L801 for AADC trays and L004 for ADC trays) is within the origin SCF’s service area; and must place trays containing pieces paid at the single-piece price on origin SCF pallets, unless required to be presented separately by special postage payment authorization or customer service agreement (CSA). Labeling:

   1. Line 1: L002, Column C.
   2. Line 2: “FCM LTRS” or “FCM FLTS,” followed by “WKG.”

c. SCF. Required. For destinations listed in L201, based on origin ZIP Code. Pallets contain trays destined for the 3-digit ZIP Codes in L005. Mailers may, at their option, place AADC or ADC trays on SCF pallets when the tray's "label to" 3-digit ZIP Code (from L801 for AADC trays and L004 for ADC trays) is within that SCF's service area. Labeling:

1. Line 1: L002, Column C.
2. Line 2: "FCM LTRS" or "FCM FLTS," followed by "SCF."

d. AADC. Required, for machinable and automation letters only. For destinations listed in L201, based on origin ZIP Code. Pallet may contain letter trays only for the 3-digit ZIP Code group in L801. Labeling:

1. Line 1: L801, Column B.
2. Line 2: "FCM LTRS," followed by "AADC."

e. ADC. Required, for flats and nonmachinable letters only. For destinations listed in L201, based on origin ZIP Code. Pallet may contain trays only for the 3-digit ZIP Code groups in L004. Labeling:

1. Line 1: L004, Column B.
2. Line 2: "FCM LTRS" or "FCM FLTS," followed by "ADC."

f. Origin Mixed ADC Surface. Required. Pallet may contain trays destined for the 3-digit ZIP Codes in L201, based on origin ZIP Code. Labeling:

1. Line 1: "OMX" followed by city, state, and ZIP Code information for ADC serving 3-digit ZIP Code prefix of entry post office, as shown in L201.
2. Line 2: "FCM LTRS" or "FCM FLTS," followed by "WKG."

g. Mixed ADC Air (all other). Required; no minimum. May contain surface trays when no mixed ADC surface container is prepared under 8.10.1f. Labeling:

1. Line 1: "MXD" followed by city, state, and ZIP Code information for ADC serving 3-digit ZIP Code prefix of entry post office, as shown in L004.
2. Line 2: "FCM LTRS" or "FCM FLTS," followed by "WKG."

**8.10.2 Periodicals—Bundles, Sacks, Letter or Flat Trays**

Pallets must be prepared under 8.0 in the sequence listed below and completed at each required level before the next optional or required level is prepared. Unless indicated as optional, all sort levels are required under the conditions shown. See 207.29.0 for additional requirements for destination entry prices eligibility. For mailings of sacks or trays on pallets, pallet preparation begins with 8.10.2d. Pallets must be labeled according to the Line 1 and Line 2 information listed below and under 8.6. All pallets prepared under 8.10.2 may contain firm bundles, and pallets prepared under 8.10.2a through 8.10.2h may contain low-volume bundles. Bundles of Periodicals flats and irregular parcels may also be palletized under 10.0, 12.0, or 13.0. For pieces meeting the standards in 207.26.0, mailers may prepare the nonpalletized (residual) portion of a mailing in sacks under 10.0. Prepare pallets in the following sequence:

a. *5-digit scheme carrier routes, required,* permitted for bundles only; allowed with no minimum. Pallet must contain only carrier route bundles for the same 5-digit scheme under L001. For 5-digit destinations not part of L001, 5-digit carrier routes pallet preparation begins with 8.10.2d. Labeling:

1. Line 1: L001.
2. Line 2: “PER” or “NEWS,” as applicable; followed by “FLTS” or “IRREG,” as applicable; followed by “CARRIER ROUTES” (or “CR-RTS”); followed by “SCHEME” (or “SCH”).

b. *Merged 5-digit scheme, required,* permitted for bundles only. Not permitted for bundles containing noncarrier route automation-compatible flats under 201.6.0. Required for bundles containing all other flats or irregular parcels. Pallet must contain carrier route bundles and noncarrier route 5-digit bundles (automation price and/or Presorted price bundles) for the same 5-digit scheme under L001. For 5-digit destinations not part of L001, merged 5-digit pallet preparation begins with 8.10.2e. Labeling:

1. Line 1: L001.
2. Line 2: “PER” or “NEWS,” as applicable; followed by “FLTS” or “IRREG,” as applicable; followed by “CR/5D”; followed by “SCHEME” (or “SCH”).

c. *5-digit scheme,* required, permitted for bundles only. Not permitted for bundles containing automation-compatible flats under 201.6.0. Required for bundles containing all other flats and irregular parcels. Pallet must contain only 5-digit bundles of automation price and/or Presorted price mail for the same 5-digit scheme under L001. For 5-digit destinations not part of L001, 5-digit pallet preparation begins with 8.10.2f. Labeling:

1. Line 1: L001.
2. Line 2: “PER” or “NEWS,” as applicable; followed by “FLTS” or “IRREG,” as applicable; followed by “5D”; followed by “BARCODED” (or “BC”) if pallet contains automation price mail; followed by “NONBARCODED” (or “NBC”) if pallet contains Presorted price mail; followed by “SCHEME” (or “SCH”).

d. *5-digit carrier routes, required,* except for trays; permitted for bundles, sacks, and trays. Allowed with no weight minimum for bundles. Pallet must contain only carrier route mail for the same 5-digit ZIP Code. Labeling:

1. 1. Line 1: city, state, and 5-digit ZIP Code destination (see 8.6.4c for overseas military mail).
2. 2. Line 2: “PER” or “NEWS,” as applicable; followed by “FLTS,” “IRREG,” or “LTRS,” as applicable; followed by “CARRIER ROUTES” (or “CR-RTS”).

e. *Merged 5-digit, required,* permitted for bundles only. Not permitted for bundles containing noncarrier route automation-compatible flats under 201.6.0. Required for bundles containing all other flats or irregular parcels.

Pallet must contain carrier route bundles and noncarrier route 5-digit bundles (automation price and/or Presorted price bundles) for the same 5-digit ZIP Code. Labeling:

1. Line 1: city, state, and 5-digit ZIP Code destination (see 8.6.4c for overseas military mail).
2. Line 2: “PER” or “NEWS,” as applicable; followed by “FLTS” or “IRREG,” as applicable; followed by “CR/5D.”

f. *5-digit,* required, except for trays; permitted for bundles, sacks, and trays. Pallet must contain only automation price and/or Presorted price mail for the same 5-digit ZIP Code or the same 5-digit scheme under L007 (for automation- compatible flats only under 201.6.0). Five-digit scheme bundles are assigned to pallets according to the “label to” 5-digit ZIP Code in L007. Labeling:

1. Line 1: city, state, and 5-digit ZIP Code destination (see 8.6.4c for overseas military mail).
2. Line 2: “PER” or “NEWS,” as applicable; followed by “FLTS,” “IRREG,” or “LTRS,” as applicable; followed by “5D”; followed by “BARCODED” (or “BC”) if pallet contains automation price mail; followed by “NONBARCODED” (or “NBC”) if pallet contains Presorted price mail.

g. *3-digit,* optional, option not available for bundles for 3-digit ZIP Code prefixes marked “N” in L002. Pallet may contain mail for the same 3-digit ZIP Code or the same 3-digit scheme under L008 (for automation-compatible flats only under 201.6.0). Three-digit scheme bundles are assigned to pallets according to the “label to” 3-digit ZIP Code in L008. Labeling:

1. Line 1: L002, Column A.
2. Line 2: “PER” or “NEWS,” as applicable; followed by “FLTS,” “IRREG,” or “LTRS,” as applicable; followed by “3D”; followed by “BARCODED” (or “BC”) if pallet contains automation price mail; followed by “NONBARCODED” (or “NBC”) if pallet contains carrier route and/or Presorted price mail.

h. *SCF,* required, permitted for bundles, sacks, and trays. Pallet may contain carrier route, automation price, and/or Presorted price mail for the 3-digit ZIP Code groups in L005. Mailers may place origin mixed ADC (OMX) sacks on origin SCF pallets. Labeling:

1. Line 1: L002, Column C.
2. Line 2: “PER” or “NEWS,” as applicable; followed by “FLTS,” “IRREG,” or “LTRS,” as applicable; followed by “SCF”; followed by “BARCODED” (or “BC”) if pallet contains automation price mail; followed by “NONBARCODED” (or “NBC”) if pallet contains carrier route and/or Presorted price mail.

i. *ADC,* required, permitted for bundles, sacks, and trays. Pallet may contain carrier route, automation price, and/or Presorted price mail for the 3-digit ZIP Code groups in L004. Labeling:

1. Line 1: L004.
2. Line 2: “PER” or “NEWS,” as applicable; followed by “FLTS,” “IRREG,” or “LTRS,” as applicable; followed by “ADC”; followed by “BARCODED” (or “BC”) if pallet contains automation price mail; followed by “NONBARCODED” (or “NBC”) if pallet contains carrier route and/or Presorted price mail.

j. *Origin Mixed ADC (OMX), optional for sacks and trays*; allowed with no minimum and required at 100 pounds of mail for bundles of flats. Bundles of flats totaling less than 100 pounds in weight must be sacked if not palletized. Pallet may contain carrier route, automation price, and presorted price mail. Labeling:

1. Line 1: Use the destination information shown in L201, Column C for mail entered at the corresponding entry Post Offices in L201, Column A.
2. Line 2: “PER” or “NEWS,” as applicable; followed by “FLTS,” “IRREG,” or “LTRS,” as applicable; followed by “BARCODED” (or “BC”) if pallet contains automation price mail; followed by “NONBARCODED” (or “NBC”) if pallet contains nonautomation price mail; followed by “WKG.”

k. *Mixed ADC, optional for sacks and trays;* allowed with no minimum and required at 100 pounds of mail for bundles of flats. Bundles of flats totaling less than 100 pounds in weight must be sacked if not palletized. Pallet may contain carrier route, automation price, or presorted price mail. Pallets must not contain sacks, trays or bundles that should be properly placed on the origin mixed ADC (OMX) pallet. Labeling:

1. Line 1: “MXD” followed by the city, state, and ZIP Code information for facility serving 3-digit ZIP Code prefix of entry Post Office as shown in L009, Column A.
2. Line 2: “PER” or “NEWS,” as applicable; followed by “FLTS,” “IRREG,” or “LTRS,” as applicable; followed by “BARCODED” (or “BC”) if pallet contains automation price mail; followed by “NONBARCODED” (or “NBC”) if pallet contains carrier route and/or Presorted price mail; followed by “WKG.”

### 8.10.3 USPS Marketing Mail or Parcel Select Lightweight-Bundles, Sacks, or Trays

Mailers must prepare pallets under 8.0 in the sequence listed below and complete each required level before preparing the next optional or required level. Unless indicated as optional, all sort levels are required. For parcels, use this preparation only for irregular parcels in sacks or Marketing parcels prepared as Product Samples in carrier route bundles, sacks or cartons. For Product Samples, only 5-digit pallets under 8.10.3b and 3-digit pallets under 8.10.3d are allowed, and the pallets must be entered under DNDC or DSCF standards only. Use this preparation, starting with 8.10.3c, for sacks of Parcel Select Lightweight irregular parcels not eligible for preparation under 8.10.8 (use “PSLW” for the line 2 contents description instead of “STD”). Palletize unbundled or unsacked irregular parcels under 8.10.8. Pallets must be labeled according to the Line 1

and Line 2 information listed below and under 8.6. Mailers also may palletize bundles of USPS Marketing Mail flats under 10.0, 12.0, or 13.0. Preparation sequence and labeling:

a. *5-digit scheme carrier routes, required*, allowed with no minimum, permitted for bundles of flats only. Pallet must contain only carrier route bundles for the same 5-digit scheme under L001. Labeling:

   1. Line 1: L001.

   2. "STD" followed by "FLTS"; followed by "CARRIER ROUTES" (or "CR-RTS"); followed by "SCHEME" (or "SCH").

b. *5-digit carrier routes, required except for trays*, permitted for bundles, sacks, trays, and cartons. Allowed with no weight minimum for bundles. Pallet must contain only carrier route mail for the same 5-digit ZIP Code. Labeling:

   1. Line 1: city, state, and 5-digit ZIP Code destination (see 8.6.4c for overseas military mail).

   2. Line 2: For flats and Marketing parcels (Product Samples only), "STD FLTS" or "STD MKTG," as applicable; followed by "CARRIER ROUTES" (or "CR-RTS"). For letters, "STD LTRS"; followed by "CARRIER ROUTES" (or "CR-RTS"); followed by "BC" if pallet contains barcoded letters; followed by "MACH" if pallet contains machinable letters; followed by "MAN" if pallet contains nonmachinable letters.

c. *5-digit,* required except for trays, permitted for bundles, sacks, and trays. Pallet must contain only automation price and/or Presorted price mail for the same 5-digit ZIP Code or same 5-digit scheme. 5-digit scheme bundles and sacks are assigned to 5-digit pallets according to the "label to" 5-digit ZIP Code. Labeling:

   1. Line 1: city, state, and 5-digit ZIP Code destination (see 8.6.4c for overseas military mail).

   2. Line 2: For flats and irregular parcels, "STD" followed by "FLTS" or "IRREG," as applicable; followed by "5D"; followed by "BARCODED" (or "BC") if pallet contains automation price mail; followed by "NONBARCODED" (or "NBC") if pallet contains Presorted price mail. For letters, "STD LTRS 5D"; followed by "BC" if pallet contains barcoded letters; followed by "MACH" if pallet contains machinable letters; followed by "MAN" if pallet contains nonmachinable letters.

d. *3-digit, optional,* option not available for parcels other than Product Sample parcels or for bundles for 3-digit ZIP Code prefixes marked "N" in L002. Pallet may contain mail for the same 3-digit ZIP Code or the same 3-digit scheme under L008 (for automation-compatible flats only under 201.3.0. Three-digit scheme bundles are assigned to pallets according to the "label to" 3-digit ZIP Code in L008. Labeling:

   1. Line 1: L002, Column A.

   2. Line 2: For flats, "STD" followed by "FLTS;" followed by "3D"; followed by "BARCODED" (or "BC") if pallet contains automation price mail; followed by "NONBARCODED" (or "NBC") if pallet contains carrier

route and/or Presorted price mail. For letters, “STD LTRS 3D”; followed by “BC” if pallet contains barcoded letters; followed by “MACH” if pallet contains machinable letters; followed by “MAN” if pallet contains nonmachinable letters. For Marketing parcels (Product Samples only), use “STD MKTG.”

e. SCF, required, permitted for bundles, sacks, and trays. Pallet may contain carrier route, automation price, and/or Presorted price mail for the 3-digit ZIP Code groups in L005. Mailers may, at their option, place AADC trays on SCF pallets when the tray's “label to” 3-digit ZIP Code (from L801) is within that SCF’s service area. Mailers may also, at their option, place mixed ADC or mixed AADC trays, labeled per L010, on an SCF pallet entered at the SCF facility responsible for the processing of mixed ADC or mixed AADC trays for that NDC/ASF facility. Labeling:

1. Line 1: L002, Column C.
2. Line 2: For flats and irregular parcels, “STD” followed by “FLTS” or “IRREG,” as applicable; followed by “SCF”; followed by “BARCODED” (or “BC”) if pallet contains automation price mail; followed by “NONBARCODED” (or “NBC”) if pallet contains carrier route and/or Presorted price mail. For letters, “STD LTRS SCF”; followed by “BC” if pallet contains barcoded letters; followed by “MACH” if pallet contains machinable letters; followed by “MAN” if pallet contains nonmachinable letters.

f. *ASF,* required unless bundle reallocation used under 8.13, permitted for bundles, sacks, and trays. Pallet may contain carrier route, automation price, and/or Presorted price mail for the 3-digit ZIP Code groups in L602. ADC bundles, sacks, or trays are assigned to pallets according to the “label to” ZIP Code in L004 as appropriate. AADC trays are assigned to pallets according to the “label to” ZIP Code in L801. At the mailer’s option, appropriate mixed ADC bundles and sacks of flats; and mixed ADC and mixed AADC trays of letters, may be sorted to ASF pallets according to the “label to” ZIP Code in L010. All mixed ADC bundles, sacks, and trays and mixed AADC trays must contain only pieces destinating within the ASF as shown in L602. Labeling:

1. Line 1: L602.
2. Line 2: For flats and irregular parcels, “STD” followed by “FLTS” or “IRREG,” as applicable; followed by “ASF”; followed by “BARCODED” (or “BC”) if pallet contains automation price mail; followed by “NONBARCODED” (or “NBC”) if pallet contains carrier route and/or Presorted price mail. For letters, “STD LTRS ASF”; followed by “BC” if pallet contains barcoded letters; followed by “MACH” if pallet contains machinable letters; followed by “MAN” if pallet contains nonmachinable letters.

g. *NDC,* required, permitted for bundles, sacks, and trays. Pallet may contain carrier route, automation price, and/or Presorted price mail for the 3-digit ZIP Code groups in L601. ADC bundles, sacks, or trays are assigned to pallets according to the “label to” ZIP Code in L004 as appropriate. AADC

trays are assigned to pallets according to the "label to" ZIP Code in L801. At the mailer's option, appropriate mixed ADC bundles and sacks of flats; and mixed ADC trays and mixed AADC trays of letters, may be sorted to NDC pallets according to the "label to" ZIP Code in L010. All mixed ADC bundles, sacks, and trays and mixed AADC trays must contain only pieces destinating within the NDC as shown in L601. Labeling:

1. Line 1: L601.
2. Line 2: For flats and irregular parcels, "STD" followed by "FLTS" or "IRREG," as applicable; followed by "NDC"; followed by "BARCODED" (or "BC") if pallet contains automation price mail; followed by "NONBARCODED" (or "NBC") if pallet contains carrier route and/or Presorted price mail. For letters, "STD LTRS NDC"; followed by "BC" if pallet contains barcoded letters; followed by "MACH" if pallet contains machinable letters; followed by "MAN" if pallet contains nonmachinable letters.

h. Mixed NDC, optional, permitted for sacks and trays only. Pallet may contain carrier route, automation, and/or Presorted mail. Mailers must place trays and sacks containing pieces paid at the single-piece price on the mixed NDC pallet (unless required to be presented separately by special postage payment authorization). Labeling:

1. Line 1: "MXD" followed by information in L601, Column B, for NDC serving 3-digit ZIP Code prefix of entry Post Office (label to plant serving entry Post Office if authorized by processing and distribution manager).
2. Line 2: For flats and irregular parcels, "STD" followed by "FLTS" or "IRREG," as applicable; followed by "BARCODED" (or "BC") if pallet contains automation price mail; followed by "NONBARCODED" (or "NBC") if pallet contains carrier route and/or Presorted price mail; followed by "WKG." For letters, "STD LTRS"; followed by "BC" if pallet contains barcoded letters; followed by "MACH" if pallet contains machinable letters; followed by "MAN" if pallet contains nonmachinable letters; followed by "WKG."

### 8.10.4 Package Services Flats—Bundles and Sacks

Pallets must be prepared under 8.0 in the sequence listed below and completed at each required level before the next optional or required level is prepared. Unless indicated as optional, all sort levels are required under the conditions shown. Carrier route mail and Presorted price mail with a barcode apply only to Bound Printed Matter mailings. Destination entry price eligibility also applies only to Bound Printed Matter (see 266 for flats). At the mailer's option, all Package

Services flats may be prepared for destination entry. For mailings of sacks on pallets, pallet preparation begins with 8.10.4b. Label pallets under 8.6 and according to the Line 1 and Line 2 information listed below:

a. *5-digit scheme carrier routes,* required, permitted for bundles only. Pallet must contain only carrier route bundles for the same 5-digit scheme under L001. For 5-digit destinations not part of L001, 5-digit carrier routes pallet preparation begins with 8.10.4b. Labeling:

   1. Line 1: L001.
   2. Line 2: “PSVC FLTS”; followed by “CARRIER ROUTES” (or “CR-RTS”); followed by “SCHEME” (or “SCH”).

b. *5-digit carrier routes,* required, permitted for bundles and sacks. Pallet must contain only carrier route mail for the same 5-digit ZIP Code. Labeling:

   1. Line 1: city, state, and 5-digit ZIP Code destination (see 8.6.4c for overseas military mail).
   2. Line 2: “PSVC FLTS”; followed by “CARRIER ROUTES” (or “CR-RTS”).

c. *5-digit,* required, permitted for bundles and sacks. Pallet must contain only Presorted price mail with or without a barcode for the same 5-digit ZIP Code or same 5-digit scheme under L007 (for automation-compatible flats only under 201.3.0). Five-digit scheme bundles are assigned to pallets according to the “label to” 5-digit ZIP Code in L007. Labeling:

   1. Line 1: city, state, and 5-digit ZIP Code destination (see 8.6.4c for overseas military mail).
   2. Line 2: “PSVC FLTS 5D”; followed by “BARCODED” (or “BC”) if pallet contains Presorted price mail with a barcode; followed by “NONBARCODED” (or “NBC”) if pallet contains Presorted price mail without a barcode.

d. *3-digit,* optional, option not available for bundles for 3-digit ZIP Code prefixes marked “N” in L002. Pallet may contain mail with or without a barcode for the same 3-digit ZIP Code or the same 3-digit scheme under L008 (for automation-compatible flats only under 201.3.0). Three-digit scheme bundles are assigned to pallets according to the “label to” 3-digit ZIP Code in L008. Labeling:

   1. Line 1: L002, Column A.
   2. Line 2: “PSVC FLTS 3D”; followed by “BARCODED” (or “BC”) if pallet contains Presorted price mail with a barcode; followed by “NONBARCODED” (or “NBC”) if pallet contains carrier route and/or Presorted price mail without a barcode.

e. *SCF,* required, permitted for bundles and sacks. Pallet may contain carrier route and/or Presorted price mail with or without a barcode for the 3-digit ZIP Code groups in L005. Labeling:

   1. Line 1: L002, Column C.

2. Line 2: “PSVC FLTS SCF”; followed by “BARCODED” (or “BC”) if pallet contains Presorted price mail with a barcode; followed by “NONBARCODED” (or “NBC”) if pallet contains carrier route and/or Presorted price mail without a barcode.

f. *ASF,* required, permitted for bundles and sacks. Pallet may contain carrier route and/or Presorted price mail with or without a barcode for the 3-digit ZIP Code groups in L602. ADC bundles or sacks are assigned to pallets according to the “label to” ZIP Code in L004. At the mailer’s option, appropriate mixed ADC bundles or sacks may be sorted to ASF pallets according to the “label to” ZIP Code in L010. All mixed ADC bundles and sacks must contain only pieces destinating within the ASF as shown in L602. Labeling:

1. Line 1: L602.
2. Line 2: “PSVC FLTS ASF”; followed by “BARCODED” (or “BC”) if pallet contains Presorted price mail with a barcode; followed by “NONBARCODED” (or “NBC”) if pallet contains carrier route and/or Presorted price mail without a barcode.

g. *NDC,* required, permitted for bundles and sacks. Pallet may contain carrier route and/or Presorted price mail with or without a barcode for the 3-digit ZIP Code groups in L601. ADC bundles or sacks are assigned to pallets according to the “label to” ZIP Code in L004. At the mailer’s option, appropriate mixed ADC bundles or sacks may be sorted to NDC pallets according to the “label to” ZIP Code in L010. All mixed ADC bundles and sacks must contain only pieces destinating within the NDC as shown in L601. Labeling:

1. Line 1: L601.
2. Line 2: “PSVC FLTS NDC”; followed by “BARCODED” (or “BC”) if pallet contains Presorted price mail with a barcode; followed by “NONBARCODED” (or “NBC”) if pallet contains carrier route and/or Presorted price mail without a barcode.

h. *Mixed NDC,* optional, permitted for sacks only. Pallet may contain carrier route and/or Presorted price mail with or without a barcode. Labeling:

1. Line 1: “MXD” followed by information in L601, Column B, for NDC serving 3-digit ZIP Code prefix of entry Post Office (label to plant serving entry Post Office if authorized by processing and distribution manager).
2. Line 2: “PSVC FLTS WKG.”

### 8.10.5 Package Services Irregular Parcels—Bundles and Sacks

Pallets must be prepared under 8.0 in the sequence listed below and completed at each required level before the next optional or required level is prepared. Unless indicated as optional, all sort levels are required under the conditions shown. Carrier route (8.10.5a, 8.10.5b, 8.10.5d, and 8.10.5e) applies to Bound Printed Matter mailings only. Destination entry price eligibility applies only to Parcel Select (see 256) and Bound Printed Matter (see 266 for parcels). At the

mailer's option, all Package Services irregular parcels also may be prepared for destination entry (see 7.0). For mailings of sacks on pallets, pallet preparation begins with 8.10.5e. Label pallets under 8.6 and according to the Line 1 and Line 2 information listed below:

a. *Merged 5-digit scheme,* required, permitted for bundles only. Pallet must contain carrier route bundles and noncarrier route 5-digit bundles (Presorted price bundles) for the same 5-digit scheme under L001. For 5-digit destinations not part of L001, merged 5-digit pallet preparation begins with 8.10.5d. Labeling:

   1. Line 1: L001.
   2. Line 2: "PSVC IRREG CR/5D"; followed by "SCHEME" (or "SCH").

b. *5-digit scheme carrier routes,* required, permitted for bundles only. Pallet must contain only carrier route bundles for the same 5-digit scheme under L001. For 5-digit destinations not part of L001, 5-digit carrier routes pallet preparation begins with 8.10.5e. Labeling:

   1. Line 1: L001.
   2. Line 2: "PSVC IRREG"; followed by "CARRIER ROUTES" (or "CR-RTS"); followed by "SCHEME" (or "SCH").

c. *5-digit scheme,* required, permitted for bundles only. Pallet must contain only 5-digit bundles of Presorted price mail for the same 5-digit scheme under L001. For 5-digit destinations not part of L001, 5-digit pallet preparation begins with 8.10.5d. Labeling:

   1. Line 1: L001.
   2. Line 2: "PSVC IRREG 5D"; followed by "SCHEME" (or "SCH").

d. *Merged 5-digit,* required, permitted for bundles only. Pallet must contain carrier route bundles and noncarrier route 5-digit bundles (Presorted price bundles) for the same 5-digit ZIP Code. Labeling:

   1. Line 1: city, state, and 5-digit ZIP Code destination (see 8.6.4c for overseas military mail).
   2. Line 2: "PSVC IRREG CR/5D."

e. *5-digit carrier routes,* required, permitted for bundles and sacks. Pallet must contain only carrier route mail for the same 5-digit ZIP Code. Labeling:

   1. Line 1: city, state, and 5-digit ZIP Code destination (see 8.6.4c for overseas military mail).
   2. Line 2: "PSVC IRREG"; followed by "CARRIER ROUTES" (or "CR-RTS").

f. *5-digit,* required, permitted for bundles and sacks. Pallet must contain only Presorted price mail for the same 5-digit ZIP Code. Labeling:

   1. Line 1: city, state, and 5-digit ZIP Code destination (see 8.6.4c for overseas military mail).
   2. Line 2: "PSVC IRREG 5D."

g. *3-digit,* optional, option not available for bundles for 3-digit ZIP Code prefixes marked "N" in L002. Pallet must contain parcels only for the same 3-digit ZIP Code. Labeling:

1. Line 1: L002, Column A.
2. Line 2: "PSVC IRREG 3D."

h. *SCF,* required, permitted for bundles and sacks. Pallet may contain carrier route and/or Presorted price mail for the 3-digit ZIP Code groups in L005. Labeling:

1. Line 1: L002, Column C.
2. Line 2: "PSVC IRREG SCF."

i. *ASF,* required, permitted for bundles and sacks. Pallet may contain carrier route and/or Presorted price mail for the 3-digit ZIP Code groups in L602. ADC bundles or sacks are assigned to pallets according to the "label to" ZIP Code in L004. At the mailer's option, appropriate mixed ADC bundles or sacks may be sorted to ASF pallets according to the "label to" ZIP Code in L010. All mixed ADC bundles and sacks must contain only pieces destinating within the ASF as shown in L602. Labeling:

1. Line 1: L602.
2. Line 2: "PSVC IRREG ASF."

j. *NDC,* required, permitted for bundles and sacks. Pallet may contain carrier route and/or Presorted price mail for the 3-digit ZIP Code groups in L601. ADC (L004) bundles or sacks are assigned to pallets according to the "label to" ZIP Code in L004. At the mailer's option, appropriate mixed ADC bundles or sacks may be sorted to NDC pallets according to the "label to" ZIP Code in L010. All mixed ADC bundles and sacks must contain only pieces destinating within the NDC as shown in L601. Labeling:

1. Line 1: L601.
2. Line 2: "PSVC IRREG NDC."

k. *Mixed NDC,* optional, permitted for sacks only. Pallet may contain carrier route and/or Presorted price mail. Labeling:

1. Line 1: "MXD" followed by information in L601, Column B, for NDC serving 3-digit ZIP Code prefix of entry Post Office (or labeled to plant serving entry Post Office if authorized by processing and distribution manager).
2. Line 2: "PSVC IRREG WKG."

### 8.10.6 Combined Mailings of USPS Marketing Mail Marketing Parcels 6 ounces or more, USPS Marketing Mail, Package Services, and Parcel Select Machinable Parcels

Prepare pallets under 8.0 in the sequence below. Unless indicated as optional, all sort levels are required. Combined mailings of USPS Marketing Mail Marketing parcels, USPS Marketing Mail, Parcel Select, and Package Services

machinable parcels also must meet the standards in 6.0 or 21.0. Label pallets according to Line 1 and Line 2 information below and under applicable standards 8.6. Preparation sequence and labeling:

a. *5-digit scheme, required.* Pallet must contain parcels for the same 5-digit scheme under L606. For 5-digit destinations not part of L606, or for which scheme sorts are not performed, prepare 5-digit pallets under 8.10.6b. Labeling:

   1. Line 1: Use L606.
   2. Line 2: "STD/PSVC MACH 5D"; followed by "SCHEME" (or "SCH").

b. *5-digit, required.* Pallet must contain parcels only for the same 5-digit ZIP Code. Labeling:

   1. Line 1: city, state, and 5-digit ZIP Code destination (see 8.6.4c for overseas military mail).
   2. Line 2: "STD/PSVC MACH 5D."

c. *ASF, optional, but required for DNDC prices.* Not available for the Buffalo NY ASF in L602. Pallets must contain only parcels for the 3-digit ZIP Code groups in L602. Labeling:

   1. Line 1: Use L602.
   2. Line 2: "STD/PSVC MACH ASF."

d. *NDC, required.* Pallets must contain only parcels for the 3-digit ZIP Code groups in L601. Labeling:

   1. Line 1: Use L601.
   2. Line 2: "STD/PSVC MACH NDC."

e. *Mixed NDC, optional.* Labeling:

   1. Line 1: "MXD" followed by information in L601, Column B, for NDC serving 3-digit ZIP Code prefix of entry Post Office (or labeled to plant serving entry Post Office if authorized by processing and distribution manager).
   2. Line 2: "STD/PSVC MACH WKG."

### 8.10.7 Machinable Parcels—USPS Marketing Mail, Including Marketing Parcels 6 ounces or more, and Parcel Select Lightweight

Mailers who palletize machinable parcels must make pallets or pallet boxes when there are 250 pounds or more for the destination levels below for DNDC, DSCF, or DDU prices. When prepared at origin, a 200-pound minimum is required for the NDC price. Prepare pallets under 8.0 in the sequence below. Unless indicated as optional, all sort levels are required. Label pallets under applicable standards in 8.6 and according to Line 1 and Line 2 information below:

a. *5-digit scheme*, required. Pallet must contain parcels for the same 5-digit scheme under L606. For 5-digit destinations not part of L606, prepare 5-digit pallets under 8.10.7b, Labeling:

1. Line 1: Use L606.
2. Line 2: "STD/PSLW MACH 5D."

b. *5-digit*, required. Pallet must contain parcels only for the same 5-digit ZIP Code. Labeling:

1. Line 1: city, state, and 5-digit ZIP Code destination (see 8.6.4c for overseas military mail).
2. Line 2: "STD/PSLW MACH 5D."

c. *ASF*, optional, but required for DNDC prices. Not available for the Buffalo NY ASF in L602. Pallets must contain only parcels for the 3-digit ZIP Code groups in L602. Labeling:

1. Line 1: Use L602.
2. Line 2: "STD/PSLW MACH ASF."

d. *NDC*, required. Pallets must contain only parcels for the 3-digit ZIP Code groups in L601. Labeling:

1. Line 1: Use L601.
2. Line 2: "STD/PSLW MACH NDC."

e. *Origin NDC* (required); no minimum; labeling:

1. Line 1: L601, Column B.
2. Line 2: "STD/PSLW MACH NDC."

f. *Mixed NDC*, optional; no minimum. Labeling:

1. Line 1: "MXD" followed by information in L601, Column B, for NDC serving 3-digit ZIP Code prefix of entry Post Office (or labeled to plant serving entry Post Office if authorized by processing and distribution manager).
2. Line 2: "STD/PSLW MACH WKG."

**8.10.8 Irregular Parcels Weighing 2 Ounces or More—USPS Marketing Mail, Including Marketing Parcels, and Parcel Select Lightweight**

Mailers who palletize unbundled or unsacked irregular parcels must make pallets or pallet boxes when there are 250 pounds or more for the destination levels below for DNDC, DSCF, or DDU prices. When prepared at origin, a 200 pound minimum is required for the NDC price. Prepare pallets or pallet boxes of irregular parcels (except tubes, rolls, and similar pieces) weighing 2 ounces or more under 8.0 and in the sequence listed below. Label pallets or pallet boxes according to the Line 1 and Line 2 information listed below and under 8.6. Mailers may not prepare tubes, rolls, and similar pieces or pieces that weigh less than 2 ounces on pallets or in pallet boxes, except for pieces in carrier route

bundles or in sacks under 8.10.3. Use 8.10.3 for preparation of Parcel Select Lightweight tubes, rolls and similar pieces, and pieces weighing less than 2 ounces. Preparation sequence and labeling:

a. *5-digit scheme*, required. Pallet or pallet box must contain parcels only for the same 5-digit scheme under L606. For 5-digit destinations not part of L606 prepare 5-digit pallets under 8.10.8b. Labeling:

   1. Line 1: Use L606.
   2. Line 2: “STD/PSLW IRREG 5D”; followed by “SCHEME” (or “SCH”).

b. *5-digit*, required. Pallet or pallet box must contain parcels only for the same 5-digit ZIP Code. Labeling:

   1. Line 1: city, state, and 5-digit ZIP Code destination (see 8.6.4c for overseas military mail).
   2. Line 2: “STD/PSLW IRREG 5D.”

c. *SCF*, required. Allowed only for mail deposited at a DSCF to claim SCF price; labeling:

   1. For Line 1, L002, Column C.
   2. For Line 2, “STD/PSLW IRREG SCF.”

d. *ASF*, optional, but required for DNDC prices. Not available for the Buffalo NY ASF in L602. Pallets must contain only parcels for the 3-digit ZIP Code groups in L602. Labeling:

   1. Line 1: Use L602.
   2. Line 2: “STD/PSLW IRREG ASF.”

e. *NDC*, required. Pallets must contain only parcels for the 3-digit ZIP Code groups in L601. Labeling:

   1. Line 1: Use L601.
   2. Line 2: “STD/PSLW IRREG NDC.”

f. *Origin NDC* (required); no minimum; labeling:

   1. Line 1: L601, Column B.
   2. Line 2: “STD/PSLW IRREG NDC.”

g. *Mixed NDC*, optional. Labeling:

   1. Line 1: “MXD” followed by information in L601, Column B, for NDC serving 3-digit ZIP Code prefix of entry Post Office (or labeled to plant serving entry Post Office if authorized by processing and distribution manager).
   2. Line 2: “STD/PSLW IRREG WKG.”

## 8.11 Bundle Reallocation to Protect SCF Pallet for Periodicals Flats and Irregular Parcels and USPS Marketing Mail Flats on Pallets

### 8.11.1 Basic Standards

Bundle reallocation to protect the SCF pallet is an optional preparation method (if performed, bundle reallocation must be done for the entire mailing job); only PAVE-certified presort software may be used to create pallets under the standards in 8.11.2 through 8.11.4. Presort software determines if mail for an SCF service area would fall beyond the SCF level if all finer level pallets are prepared. Reallocation is performed only when there is mail for the SCF service area that would fall beyond the SCF pallet level (e.g., to an ADC or NDC pallet). The amount of mail required to bring the mail that would fall beyond the SCF level back to an SCF level is the minimum volume that will be reallocated.

### 8.11.2 General Rules

Reallocation rules are as follows:

a. Bundle preparation is not affected by the reallocation process. Reallocate only complete bundles and only the minimum number of bundles necessary to create an SCF pallet meeting the minimum pallet weight. Based on the weight of individual pieces within a bundle and bundling parameters, the weight of mail that is reallocated may be slightly more than the minimum volume required to create an SCF pallet.

b. Reallocate bundles from the highest (least fine) pallet level possible. If it is not possible to reallocate some mail from a 3-digit pallet first, then attempt to eliminate a 3-digit pallet and reallocate all mail from that pallet to create an SCF pallet; if mail cannot be reallocated from a 3-digit pallet, then attempt to reallocate some mail from any 5-digit level pallet.

c. The reallocation process may result in the elimination of a 3-digit pallet to create an SCF pallet, but a 5-digit level pallet may not be eliminated to create an SCF pallet.

d. When reallocating mail to create an SCF pallet, reallocate mail from only one more finely sorted pallet. This may be accomplished by reallocating a portion of a 3-digit pallet, reallocating all mail from a 3-digit pallet, or reallocating a portion of one of the following pallets: 5-digit, 5-digit carrier routes, merged 5-digit, 5-digit scheme, 5-digit scheme carrier routes, or merged 5-digit scheme.

e. Mailers may use any minimum pallet weight(s) permitted by standards and may use different minimum weights for different pallet levels in conjunction with bundle reallocation.

### 8.11.3 Reallocation of Bundles If Optional 3-Digit Pallets Are Prepared

Reallocation rules are as follows:

a. Attempt to identify a 3-digit pallet of adequate weight that can support reallocation of one or more bundles to bring the mail that has fallen through the SCF level back to the SCF level without eliminating the pallet. A sufficient volume of mail must remain on the 3-digit pallet after reallocation to meet the 3-digit pallet weight minimum established by the mailer in

compliance with applicable standards. If a 3-digit pallet of adequate weight is available, create an SCF pallet by combining the reallocated mail from the 3-digit pallet with the mail that would fall beyond the SCF pallet level.

b. If no single 3-digit pallet within the SCF service area contains an adequate volume of mail to allow reallocation of a portion of the mail on a pallet as described in the previous step, then eliminate one 3-digit pallet and reallocate all of the mail to create an SCF pallet by combining it with the mail that would fall beyond the SCF pallet level. As a result, the software will not prepare one 3-digit pallet for the SCF service area if it is detrimental to the SCF pallet.

c. If preparation is under 8.0 and there are no 3-digit pallets, attempt to identify a 5-digit level pallet of adequate weight to support reallocation of one or more bundles to bring the mail that would fall beyond the SCF pallet level back to the SCF level. If preparation is under 10.0, 12.0, or 13.0 and there are no 3-digit pallets, attempt to identify a 5-digit level pallet of adequate weight to support reallocation of one or more bundles to bring the mail that would fall beyond the SCF pallet level back to the SCF level. A sufficient volume of mail must remain on the applicable pallet after reallocation to meet the pallet weight minimum established by the mailer in compliance with applicable standards. If a 5-digit level pallet of adequate weight is available, create an SCF pallet by combining the reallocated bundles with the mail that would fall beyond the SCF pallet level.

d. If no single 5-digit level pallet within the SCF service area contains an adequate volume of mail to allow reallocation of a portion of the mail on a pallet as described in 8.11.3c, then no bundles will be reallocated and an SCF pallet will not be prepared; the mail that falls beyond the SCF pallet level must be placed on the next appropriate pallet (ADC, ASF, or NDC) or in the next appropriate sack.

**8.11.4 Reallocation of Bundles If Optional 3-Digit Pallets Are Not Prepared**
Reallocation rules are as follows:

a. Attempt to identify a 5-digit level pallet of adequate weight to support reallocation of one or more bundles to bring the mail that would fall beyond the SCF pallet level back to the SCF level. A sufficient volume of mail must remain on the 5-digit level pallet after reallocation to meet the pallet weight minimum established by the mailer in compliance with applicable standards. If a 5-digit level pallet of adequate weight is available, create an SCF pallet by combining the reallocated bundles with the mail that would fall beyond the SCF pallet level.

b. If no single 5-digit level pallet within the SCF service area contains an adequate volume of mail to allow reallocation of a portion of the mail on a pallet as described in 8.11.4a, then no bundles will be reallocated and an SCF pallet will not be prepared; the mail that falls beyond the SCF pallet level must be placed on the next appropriate pallet (ADC, ASF, or NDC) or in the next appropriate sack.

#### 8.11.5 Documentation

Mailings must be supported by documentation produced by PAVE-certified software meeting the standards in 203.3.0.

### 8.12 Bundle Reallocation to Protect ADC Pallet for Periodicals Flats and Irregular Parcels on Pallets

#### 8.12.1 Basic Standards

Bundle reallocation to protect the ADC pallet is an optional preparation method authorized for mailers using PAVE-certified presort software and may be used to create pallets under the standards in 8.12.2 and 8.12.3. Presort software determines if mail for an ADC service area falls beyond the ADC level if all finer level pallets are prepared. Reallocation is performed only when there is mail for the ADC service area that falls beyond the ADC pallet level (e.g., to sacks). Reallocate only the minimum number of bundles necessary to create an ADC pallet at the minimum required weight.

#### 8.12.2 General Rules

Reallocation rules are as follows:

a. Bundle preparation is not affected by the reallocation process. Reallocate only complete bundles and only the minimum number of bundles necessary to create an ADC pallet meeting the minimum pallet weight. Based on the weight of individual pieces within a bundle and bundling parameters, the weight of mail that is reallocated may be slightly more than the minimum volume required to create an ADC pallet.

b. Reallocate only bundles of an SCF pallet from the same city and state as the ADC (L005, Column B). This may be accomplished by reallocating a portion of the bundles from an SCF pallet or reallocating all mail from the SCF pallet. Bundles may be reallocated from a protected SCF (PSCF) pallet prepared under 8.11.

c. Mailers may use any minimum pallet weight(s) permitted by standards and may use different minimum weights for different pallet levels in conjunction with bundle reallocation.

#### 8.12.3 Documentation

Mailings must be supported by documentation produced by PAVE-certified software meeting the standards in 203.3.0.

### 8.13 Bundle Reallocation to Protect NDC Pallet for USPS Marketing Mail Flats on Pallets

#### 8.13.1 Basic Standards

Bundle reallocation to protect the NDC pallet level is an optional preparation method (if performed, bundle reallocation must be done for the complete mailing job); only PAVE-certified presort software may be used to create pallets under the standards in 8.13.2 through 8.13.4. The software will determine if mail for a NDC service area would fall beyond the NDC level when ASF pallets are prepared. Reallocation is performed only when there is mail for the NDC service area that would fall beyond the NDC pallet level as a result of an ASF pallet being prepared. The amount required to bring the mail back to the NDC level is the

minimum volume that would be reallocated from an ASF pallet, when possible. The following "parent" NDCs can be protected with bundle reallocation by using mail from the ASF "child" pallets indicated in Exhibit 8.13.1.

**Exhibit 8.13.1 "Parent" NDC/"Child" ASF**

| PARENT" NDC SERVICE AREAS | "CHILD" ASF ZIP CODE AREAS SERVED |
|---|---|
| Pittsburgh NDC | Buffalo ASF: 130-136; 140-149 |
| Denver NDC | Albuquerque ASF: 865, 870-875, 877-879, 881-884<br>Phoenix ASF: 850-853, 855, 859, 860, 863, 864<br>Salt Lake City ASF: 832-834, 836, 837, 840-847, 898, 979<br>Billings ASF: 590-599, 821 |
| Dallas NDC | Oklahoma City ASF: 730, 731, 734-738, 740, 741, 743-746, 748, 749 |
| Des Moines NDC | Sioux Falls ASF: 570-577 |
| Minneapolis NDC | Fargo ASF: 565, 567, 580-588 |

### 8.13.2 General Rules

In general, when reallocating:

a. The reallocation process does not affect bundle preparation. Reallocate only complete bundles and only the minimum number of bundles necessary to create a NDC pallet that meets the minimum pallet weight. Based on the weight of individual pieces within a bundle and bundling parameters, the weight of mail that is reallocated may be slightly more than the minimum volume required to create a NDC pallet.

b. Use Exhibit 8.13.1 to reallocate bundles from the ASF pallet to create a NDC pallet. The ASF pallet may be eliminated to protect the NDC pallet.

c. Reallocate mail only from one ASF pallet. Bundle reallocation is to be used only between the "parent" NDC and the "child" ASF. Mail from finer levels of pallets (e.g., SCF pallets) may not be reallocated.

d. Mailers may use any minimum pallet weight(s) permitted by standard and may use different minimum weights for different pallet levels in conjunction with bundle reallocation.

### 8.13.3 Reallocation of Bundles From ASF Pallets

When reallocating bundles from ASF pallets:

a. Use Exhibit 8.13.1 to identify an ASF pallet of adequate weight that can support reallocation of one or more bundles to bring the mail that has fallen through the NDC level back to the NDC level without eliminating the ASF pallet. A sufficient amount of mail must remain on the ASF pallet after reallocation to meet the minimum ASF pallet weight. If an ASF pallet of adequate weight is available, then create a NDC pallet by combining the reallocated mail from the ASF pallet with the mail that would fall beyond the NDC pallet level.

b. If no single ASF pallet within the NDC service area contains an adequate volume of mail to allow reallocation of the portion of the mail on a pallet as described in 8.13.3a, then eliminate one ASF pallet and reallocate all of the mail to create a NDC pallet.

#### 8.13.4 Documentation

Mailings must be supported by documentation produced by PAVE-certified software meeting the standards in 203.3.0.

### 8.14 Pallets of Bundles, Sacks, and Trays

#### 8.14.1 Periodicals

Additional pallet preparation:

a. *Combined mailings.* When two or more publications are part of a combined mailing, the mailer must keep records for each mailing (publication) as required by standard.

b. *Destination Delivery Unit prices.* Pieces claimed at destination delivery unit prices do not require separation from pieces claimed at other prices on the same pallet.

c. *Carrier route mail on separate 5-digit pallets.* Carrier route sorted pieces must be prepared on separate 5-digit pallets (5-digit carrier routes or 5-digit scheme carrier routes pallets). *Exception:* When flats are prepared as bundles on pallets under 10.0, 12.0, or 13.0, then carrier route mail, 5-digit machinable barcoded price mail, and 5-digit machinable nonbarcoded price mail may be placed on the same merged 5-digit pallet or on the same merged 5-digit scheme pallet for those 5-digit ZIP Codes for which 1) there are “A” or “C” indicators in the City State Product under 10.0, or 2) the 5-digit bundles are within the 5 percent threshold requirement under 12.0, or 3) the 5-digit bundles are either all for 5-digit ZIP Codes that have an “A” or “C” indicator in the City State Product or are for 5-digit ZIP Codes with a “B” or “D” indicator in the City State Product and the pieces in such 5-digit bundles meet the 5 percent threshold under 13.0.

#### 8.14.2 USPS Marketing Mail

Additional pallet preparation:

a. *Combined mailings.* Nonprofit USPS Marketing Mail may be included in the same mailing or palletized on the same pallet as Regular USPS Marketing Mail only as permitted by standard. Mailers may include machinable parcels and irregular parcels on 5-digit pallets.

b. *Destination Delivery Unit prices.* Pieces claimed at destination delivery unit prices do not require separation from pieces claimed at other prices on the same pallet.

c. *Carrier route mail on separate 5-digit pallets.* Carrier route price pieces must be prepared on separate 5-digit pallets (5-digit carrier routes or 5-digit scheme carrier routes pallets) from automation price and/or Presorted price pieces (prepared on 5-digit pallets or 5-digit scheme pallets). *Exception:* When flat-size pieces are prepared as bundles on pallets under 10.0, 12.0, or 13.0, then carrier route sorted mail, 5-digit sorted automation price mail,

and 5-digit sorted Presorted price mail may be placed on the same merged 5-digit pallet or on the same merged 5-digit scheme pallet for those 5-digit ZIP Codes for which 1) there are “A” or “C” indicators in the City State Product under 10.0, or 2) the 5-digit bundles are within the 5 percent threshold requirement under 12.0, or 3) the 5-digit bundles are either all for 5-digit ZIP Codes that have an “A” or “C” indicator in the City State Product, or are for 5-digit ZIP Codes with a “B” or “D” indicator in the City State Product and the pieces in such 5-digit bundles meet the 5 percent threshold under 13.0.

#### 8.14.3 NDC and Mixed NDC Pallets

Bundles placed on NDC pallets must be machinable on NDC parcel sorting equipment. Line 2 on pallet labels must reflect the processing category of the pieces. A NDC or mixed NDC (trays and sacks only) pallet may include pieces that are eligible for the DNDC price and others that are ineligible.

#### 8.14.4 Commingled Zones

Pieces of Parcel Select and Package Services for different zones may be commingled only under 255.1.7 for Parcel Select parcels or 265.5.3.3 or 265.6.3.3 for Bound Printed Matter flats or 265.5.1 or 265.6.1 for Bound Printed Matter parcels.

#### 8.14.5 Securing Trays

Trays must be sleeved and strapped under 235.3.0 for First-Class Mail letters, 245.3.0 for USPS Marketing Mail letters, 235.3.0 for First-Class Mail flats, 245.3.0 for USPS Marketing Mail flats, 265.3.0 for Bound Printed Matter flats, or 275.3.0 for Media Mail flats and Library Mail flats, *except that* strapping is not required for any letter tray placed on a 5-digit, 3-digit, or SCF pallet secured with stretchwrap. In addition, if the processing and distribution manager gives a written waiver, strapping is not required for any letter tray that originates and destinates in the same SCF (mail processing plant) service area.

### 8.15 Sacks

All sacks remaining after all pallets are prepared may be presented with the palletized mailing (on the same postage statement) if the sacks are set apart from the palletized portion of the mailing.

### 8.16 Copalletized Letter-size and Flat-size Pieces—Periodicals or USPS Marketing Mail

#### 8.16.1 Basic Standards

Copalletized letter- and flat-size mailings must meet the applicable standards in 8.0. In addition, if copalletized under 10.0, 12.0, or 13.0, the applicable provisions of that preparation option must also be met. Any combination of automation mailings and nonautomation mailings is subject to the restrictions in 8.14. Trays and bundles in a copalletized mailing qualify for the appropriate presort level price, regardless of the pallet level on which they are placed. Mailers participating in copalletized mailings must:

a. Transmit postage statements and mailing documentation to USPS using an approved electronic method.

b. In accordance with 204.3.3 and 204.3.4, use Intelligent Mail tray labels on trays and sacks and Intelligent Mail container labels on pallets or similar containers.

c. If consolidating multiple mailings on pallets, update the electronic data for each of the original mailings. This updated data must be reflected in the electronic data transmitted to USPS by the consolidator.

d. [1-26-20] Meet postage payment requirements as Business Acceptance Solutions specifies.

**8.16.2 Periodicals**

Additional standards are as follows:

a. Periodicals eligible for preferred prices (In-County, Nonprofit, Classroom, and Science-of-Agriculture) may be combined with Periodicals eligible for Outside-County prices.

b. All pallets in a copalletized mailing are identified on the content line (Line 2) of the label with only “NEWS” (see 8.6) or “PER” as the class designation under these conditions:

1. If at least 51 percent of the total number of copies in the copalletized mailing can qualify for “NEWS” treatment, then all pallets in such a mailing are labeled “NEWS,” unless the mailer chooses to use “PER.”

2. If less than 51 percent of the total number of copies in a copalletized mailing can qualify for “NEWS” treatment, then all pallets in such a mailing are labeled “PER.”

c. [1-26-20] Documentation meeting the basic standard in 203.3.0 must be provided with each mailing. Before copalletizing, the mailer must obtain the written approval of the director, Business Acceptance Solutions. Approval is based on the mailer’s demonstrated ability to provide documentation meeting these standards:

1. Documentation by bundle and by publication and edition showing the number of addressed pieces and copies in each bundle and the per piece presort price claimed, or a listing by pallet showing (by presort level and destination) the number of copies and pieces for each publication and edition. For large volume mailing jobs reported on a single listing, the mailer may provide the abbreviated documentation in 203.3.3b.

2. Documentation showing the number of copies and pieces claimed at the SCF price.

3. Documentation showing that bundles are sorted to the appropriate finest pallet level in the mailing.

4. Documentation showing that 5-digit, 3-digit, SCF, and ADC pallets are prepared when the applicable minimum volume is developed in the copalletized mailing for these destinations.

5. A listing showing the destination of pallets in the copalletized mailing.

6. If the sacked portion of the mailing is presented with the copalletized portion, a report by sack showing the number of pieces (and copies) at each presort level.

d. Postage for copalletized mailings of flat-size Periodicals must be paid at the consolidator's site.

#### 8.16.3 USPS Marketing Mail

Additional standards are as follows:

a. Nonprofit USPS Marketing mailings may be copalletized with one another but not with mailings at other prices unless permitted by standard.

b. [1-26-20] Nonidentical-weight pieces may be copalletized only if the correct postage is affixed to each piece or if otherwise authorized by Business Acceptance Solutions.

c. [1-26-20] All pieces in mailings to be copalletized must be subject to the minimum per piece price, or all subject to the per pound price, unless otherwise authorized by Business Acceptance Solutions.

d. All pieces must have postage paid with permit imprint, or all pieces must have postage affixed.

e. When requested, the mailer must present pallets selected by USPS employees for verification.

f. Origin mailers participating in a copalletized mailing of USPS Marketing Mail letters in trays must prepare a separate postage statement for the portion entered at the origin site and another postage statement for the portion directed to the consolidator.

#### 8.16.4 Pallet Labels

Pallet labels for copalletized mailings must meet the provisions of 8.6 and 8.10, or if applicable, 8.6 and 10.0, 12.0, or 13.0.

#### 8.16.5 Postage Statement

Separate postage statements are required:

a. For Periodicals, a separate postage statement is required for each publication and/or edition that is part of the copalletized mailing. The mailer must note on or in an attachment to the postage statement the name and issue date of the publications with which each publication and/or edition was copalletized.

b. For USPS Marketing Mail, a separate postage statement must be prepared for each mailing that is part of a single copalletized shipment, *except that* copalletized Regular and Enhanced Carrier Route mailings (or Nonprofit and Nonprofit Enhanced Carrier Route mailings) produced as part of the same job may be reported on the same postage statement.

### 8.17 Pallets of Machinable Parcels

#### 8.17.1 DNDC Price

A NDC pallet may include pieces that are eligible for the DNDC price and pieces that are ineligible.

### 8.17.2 Top Caps

When top caps are used, the mailer must write the tare weight of the top cap on the pallet label or in another prominent location.

## 8.18 Parcel Select DSCF Prices—Parcels on Pallets

### 8.18.1 Basic Preparation, Parcels on Pallets

Unless prepared under 8.18.2, or in sacks, mail must be prepared for the DSCF price as follows:

a. *General.* Parcels for each SCF area must be sorted to 5-digit scheme, 5-digit, or 3-digit (nonmachinable) destinations on pallets. For purposes of this section, the term "pallets" includes preparation of parcels directly on pallets and in pallet boxes on pallets. Except when prepared under 8.18.2, each 5-digit scheme, 5-digit, and 3-digit pallet must meet a minimum volume requirement under one of the criteria in 8.18.1b. Machinable and nonmachinable pieces may be combined on the same pallet or in the same overflow sack when sorted to 5-digit scheme or 5-digit destinations. In a single mailing mailers may prepare some pallets under the minimum volume requirement in 8.18.1b1 and some pallets under the minimum volume requirement in 8.18.1b2. A mailing entered at a destination SCF facility containing pallets prepared under 8.18.1 also may include mail that is sacked for the DSCF price. Double-stacking is permitted if the requirements of 8.3 are met.

b. *Minimum volume.* The minimum volume per 5-digit scheme, 5-digit, and 3-digit pallet can be met in one of the following ways:

   1. Pieces may be placed on 5-digit scheme, 5-digit, and 3-digit pallets, each containing at least 50 pieces and 250 pounds.

   2. Pieces may be placed on 5-digit scheme, 5-digit, and 3-digit pallets, each having a minimum height of 36 inches of mail (excluding the height of the pallet) (see 8.5.4).

c. *Overflow.* After filling a pallet(s) to a 5-digit scheme, 5-digit, or 3-digit destination, any remaining pieces that do not meet the minimum pallet requirements may be prepared in one or both of the following ways:

   1. Placed in 5-digit scheme, 5-digit, or 3-digit overflow sacks (no minimum number of pieces per sack) that are labeled in accordance with the 5-digit scheme, 5-digit, or 3-digit sacking requirements for the DSCF price in 255.4.2. Overflow pieces sacked in this manner are eligible for the DSCF prices.

   2. Placed on a 5-digit scheme, 5-digit, or 3-digit pallet labeled under 8.18.1d that does not meet the minimums for the DSCF price. Overflow pieces palletized in this manner are not eligible for the DSCF prices but are eligible for the DNDC prices.

d. *5-digit scheme.* Pallet labeling:

   1. Line 1: use L606, Column B.

   2. Line 2: "PSVC PARCELS 5D SCH."

e. *5-digit.* Pallet labeling:

1. Line 1: use city, state, and 5-digit ZIP Code destination of contents.
2. Line 2: "PSVC PARCELS 5D."

f. *3-digit.* Pallet labeling:

1. Line 1: use L002, Column C.
2. Line 2: "PSVC PARCELS 3D."

g. *Separation.* If sacks prepared under 255 are included in the same mailing as pallets prepared under this section, at the time of acceptance the mailer must separate sacks that are overflow from palletized mail from those sacks that were prepared under the provisions of 255.

**8.18.2 Alternate Preparation, Parcels on Pallets**

DSCF price mailings not prepared under 8.18.1 may be prepared as follows:

a. *General.* All DSCF price mail in the mailing must be sorted to 5-digit scheme, 5-digit, or 3-digit nonmachinable destinations under 8.18.2 (i.e., mail prepared under 8.18.1 and mail sacked under 255.4.2 must not be included in a mailing prepared under 8.18.2). For purposes of this section, the term "pallets" includes preparation of parcels directly on pallets and in pallet boxes on pallets. Machinable and nonmachinable pieces may be combined on the same pallet. Double-stacking is permitted if the requirements of 8.3 are met.

b. *Minimum volume.* To qualify for the DSCF price, no pallet may contain fewer than 35 pieces and 200 pounds, and for the entire mailing the average number of DSCF price pieces per 5-digit scheme, 5-digit, or 3-digit destination must be at least 50.

c. *Overflow.* After filling pallets to a 5-digit scheme, 5-digit, or 3-digit destination, any remaining pieces that do not meet the minimum pallet requirements may be prepared in one or both of the following ways:

1. Placed in 5-digit scheme, 5-digit, or 3-digit overflow sacks (no minimum number of pieces per sack) that are labeled in accordance with the DSCF sacking requirements in 255.4.2. Overflow pieces sacked in this manner are eligible for the DSCF prices.
2. Placed on a 5-digit scheme, 5-digit, or 3-digit pallet labeled under 8.18.2d that does not meet the minimums for the DSCF price. Overflow pieces palletized in this manner are not eligible for the DSCF prices but are eligible for the DNDC prices.

d. *5-digit scheme.* Pallet labeling:

1. Line 1: use L606, Column B.
2. Line 2: "PSVC PARCELS 5D SCH."
3. In the mailer area below Line 3: use the pallet ID number.

e. *5-digit.* Pallet labeling:

1. Line 1: city, state, and 5-digit ZIP Code destination of contents.

2. Line 2: “PSVC PARCELS 5D.”
3. In mailer area below line 3: use the pallet ID number.

f. *3-digit.* Pallet labeling:

1. Line 1: use L002, Column C.
2. Line 2: “PSVC PARCELS 3D.”
3. In the mailer area below Line 3: use the pallet ID number.

g. *Documentation.* A list of each 5-digit scheme, 5-digit, and 3-digit pallet in the mailing that qualifies for the DSCF price must be submitted. The pallets in the mailing that qualify for the DSCF price must be renumbered sequentially, and this pallet identification number must be printed below Line 3 on the pallet label. The documentation must list each pallet in sequential order by pallet identification number. For each pallet, the listing must show: the pallet identification number, the applicable 5-digit scheme, 5-digit, or 3-digit destination of the pallet, the total weight of pieces on the pallet, the total number of pieces on the pallet, and the running total of pieces (i.e., the number equal to the number of pieces for that pallet plus the sum of the pieces on all pallets listed before it). This documentation must not include: pieces prepared in overflow sacks at the DSCF prices, pieces prepared on overflow pallets at the DNDC prices, or pieces claimed at any other price in the mailing.

**8.18.3 5-Digit ZIP Codes for Which Pallets May Not Be Prepared**
Refer to the Drop Shipment Product available from the National Customer Support Center (NCSC) (see 608.8.0) to determine if the facility serving the 5-digit ZIP Code destination can handle pallets. If a facility cannot handle pallets, the DSCF price is not applicable unless the mail can be prepared under the sacking requirement in 255.4.2.

**8.19 Parcel Select DSCF Prices—Sacks on Pallets**
Mailers who prepared DSCF price mail in 5-digit scheme or 5-digit sacks under 255.4.2 may place 5-digit sacks for the same SCF area on an SCF pallet (including a pallet box on a pallet). Mailers who prepare overflow from pallets under 8.18.1 or 8.18.2 may place 5-digit scheme or 5-digit sacks for the same SCF area on an SCF pallet (including a pallet box on a pallet). See 8.18.1g for requirements concerning separation of sacks prepared under 255.4.2 from sacks prepared under 8.18.1. There are no pallet minimums for such pallets. Mailers may prepare such SCF pallets without preparing all possible 5-digit scheme and 5-digit pallets. The pallets must be labeled in the following manner:

a. *5-digit scheme pallets,* optional; labeling:

1. Line 1: use L606, Column B.
2. Line 2: “PSVC PP 5D SCHEME” or “PSVC PP 5D SCH.”

b. *5-digit pallets,* labeling:

1. Line 1: use L002, Column C.
2. Line 2: “PSVC PP 5D.”

**8.20 Parcel Select and Bound Printed Matter DDU Prices**

Parcels may be bedloaded, sacked, or palletized. For purposes of this section the term "pallets" includes preparation of parcels directly on pallets and preparation of parcels in pallet boxes on pallets. There are no preparation or presort requirements for DDU price mailings other than separation by 5-digit scheme and 5-digit destination. Machinable and nonmachinable pieces may be combined. Refer to the Drop Shipment Product maintained by the National Customer Support Center (NCSC) (see 608.8.0) and the information in 255.4.1. If a DDU facility cannot handle pallets, and a mailer transports mail to the DDU facility on pallets, the driver must unload the pallets into a container specified by the delivery unit. If pieces are sacked or palletized, they must be prepared to 5-digit scheme (optional) and 5-digit destinations, and labeled as follows:

a. *5-digit scheme sacks or pallets,* optional; labeling:

   1. Line 1: use L606, Column B.
   2. Line 2: "PSVC PARCELS 5D SCH."

b. *5-digit sacks or pallets,* labeling:

   1. Line 1: use city, state, and 5-digit ZIP Code destination of pieces.
   2. Line 2: "PSVC PARCELS 5D."

# 9.0 Combining Bundles of Automation and Nonautomation Flats in Trays and Sacks

## 9.1 First-Class Mail

### 9.1.1 Basic Standards

Bundles of flats in an automation price mailing prepared under 235.6.5 must be cotrayed with bundles of flats in a Presorted price mailing under the following conditions:

a. The automation price pieces and Presorted price pieces are part of the same mailing job and reported on the same postage statement.

b. Pieces in the automation price mailing must meet the criteria for a flat under 201.6.0. Pieces in the Presorted price mailing must meet the criteria for a flat under 201.4.0.

c. The automation price mailing must meet the eligibility criteria in 233.5.0, except that the traying criteria in 9.1.4 must be met rather than the traying criteria in 235.6.0.

d. The Presorted price mailing must meet the eligibility criteria in 233.3.0, except that the traying and documentation criteria in 9.1.1 and 9.1.4 must be met rather than the traying and documentation criteria in 235.6.0.

e. The prices for pieces in the automation price mailing are applied based on the level of bundle to which they are sorted under 233.5.2 and 233.5.4.

f. The pieces must be marked according to 202.

g. The bundles prepared from the automation price mailing and the bundles prepared from the Presorted price mailing must be sorted into the same trays as described in 9.1.4.

h. A complete, signed postage statement, using the correct USPS form or an approved facsimile, must accompany each mailing job prepared under these procedures. In addition to the applicable postage statement, documentation produced by PAVE-certified software or standardized documentation under 203.3.0 must be submitted with each cotrayed mailing job that describes for each tray sortation level the number of pieces qualifying for each applicable automation price and the number of pieces qualifying for the Presorted price.

i. Barcoded tray labels under 204.3.0 must be used to label the trays.

### 9.1.2 Bundle Preparation

Except for mail prepared under the cobundling option in 9.1.3, the automation price mailing must be bundled and labeled under 235.6.5. The Presorted price mailing must be bundled and labeled under 235.5.0.

### 9.1.3 Optional Cobundling Preparation

As an option to the basic bundling requirements in 9.1.2, a mailer may choose to cobundle automation price and Presorted price flat-size pieces, subject to the conditions in 11.0.

### 9.1.4 Tray Preparation and Labeling

Presorted price and automation price bundles prepared under 9.1.2 or 9.1.3 must be presorted together into trays (cotrayed) in the sequence listed below. Trays must be labeled using the following information for Lines 1 and 2 and 235.4.0 for other sack label criteria.

a. *5-digit, r*equired, full trays only (no overflow trays); labeling:

   1. Line 1: use city, state, and 5-digit ZIP Code destination (see 235.4.0 for military mail).

   2. Line 2: “FCM FLTS 5D BC/NBC.”

b. *3-digit,* required, full trays only (no overflow trays); labeling:

   1. Line 1: use L002, Column A.

   2. Line 2: “FCM FLTS 3D BC/NBC.”

c. *Origin/entry 3-digit,* required for each 3-digit ZIP Code served by the SCF of the origin (verification) office, optional for each 3-digit ZIP Code served by the SCF of an entry office other than the origin office, no minimum; labeling:

   1. Line 1: use L002, Column A.

   2. Line 2: “FCM FLTS 3D BC/NBC.”

d. *ADC,* required, full trays only (no overflow trays); use L004 to determine ZIP Codes served by each ADC; labeling:

   1. Line 1: use L004, Column B.

   2. Line 2: “FCM FLTS ADC BC/NBC.”

e. *Mixed ADC,* required, no minimum; labeling:

1. Line 1: use L201; for mail originating in ZIP Code areas in Column A, use "MXD" followed by the city, state, and 3-digit ZIP Code prefix in the corresponding row in Column C (use "MXD" instead of "OMX" in the destination line and ignore Column B).

2. Line 2: "FCM FLTS BC/NBC WKG."

## 9.2 Periodicals

### 9.2.1 Basic Standards

Bundles of flat-size pieces in a machinable barcoded (automation) price mailing must be cosacked with bundles of flat-size pieces in a machinable nonbarcoded price mailing under the following conditions:

a. The pieces in the machinable barcoded price mailing and in the machinable nonbarcoded price mailing must be part of the same mailing job and must be reported on the appropriate postage statement(s).

b. The machinable barcoded price mailing must meet the eligibility criteria in 207.14.0, except that the sacking and documentation criteria in 9.2.1, 9.2.3, and 9.2.4 must be met rather than the sacking and documentation criteria in 207.25.0.

c. The machinable nonbarcoded price mailing must meet the eligibility criteria in 207.12.0, except that the sacking and documentation criteria in 9.2.1, 9.2.3, and 9.2.4 must be met rather than the sacking and documentation criteria in 207.25.0.

d. The bundles prepared from the machinable barcoded price mailing and the bundles prepared from the machinable nonbarcoded price mailing must be sorted into the same sacks as described in 9.2.3 and 9.2.4.

e. A complete, signed, appropriate postage statement(s), using the correct USPS form or an approved facsimile, must accompany each mailing job prepared under these procedures. In addition to the applicable postage statement, documentation produced by PAVE-certified software or standardized documentation under 203.3.0 must be submitted with each cosacked mailing job that describes for each sack sortation level the number of pieces qualifying for each applicable price.

f. Barcoded sack labels under 204.3.0 must be used to label sacks.

### 9.2.2 Bundle Preparation

The machinable barcoded price mailing must be bundled and labeled under 207.25.0 (all bundle levels) and the machinable nonbarcoded price mailing must be bundled and labeled under 207.22.0 (excluding carrier route bundles).

### 9.2.3 Bundles With Fewer Than Six Pieces

5-digit and 3-digit bundles prepared under 207.22.0 and 207.25.0 may contain fewer than six pieces when the publisher determines that such preparation improves service. These low-volume bundles may be placed in 5-digit, 3-digit,

and SCF sacks that contain at least 24 pieces or on 5-digit, 3-digit, or SCF pallets. Pieces in low-volume bundles must claim the applicable mixed ADC price (Outside-County) or basic price (In-County).

**9.2.4 Sack Preparation and Labeling**

Machinable barcoded price and machinable nonbarcoded price bundles must be presorted together into sacks (cosacked) in the sequence listed below. Sacks must be labeled using the following information for Lines 1 and 2 and 207.21.0 for other sack label criteria. If, due to the physical size of the mailpieces, the machinable barcoded price pieces are considered flat-size under 201.6.0 and the machinable nonbarcoded price pieces are considered irregular parcels under 201.7.6, the processing category shown on the sack label must show "FLTS."

a. *5-digit/scheme,* scheme sort required only for pieces meeting the criteria in 201.6.0; required at 72 pieces, optional at 24 pieces minimum; labeling:

   1. Line 1: For 5-digit scheme sacks, use L007, Column B. For 5-digit sacks, use city, state, and 5-digit ZIP Code destination on pieces.

   2. Line 2: "PER" or "NEWS" as applicable and, for 5-digit scheme sacks, "FLT 5D SCH BC/NBC"; for 5-digit sacks, "FLT 5D BC/NBC."

b. *3-digit,* required at 72 pieces, optional at 24 pieces minimum; labeling:

   1. Line 1: use L002, Column A.

   2. Line 2: "PER" or "NEWS" as applicable and "FLTS 3D BC/NBC."

c. *SCF,* required at 72 pieces, optional at 24 pieces minimum; labeling:

   1. Line 1: use L002, Column C.

   2. Line 2: "PER" or "NEWS" as applicable and "FLTS SCF BC/NBC."

d. *Origin/entry SCF,* required for the SCF of the origin (verification) office, optional for the SCF of an entry office other than the origin office, no minimum; labeling:

   1. Line 1: use L002, Column C.

   2. Line 2: "PER" or "NEWS" as applicable and "FLTS SCF BC/NBC."

e. *ADC,* required at 72 pieces, optional at 24 pieces minimum; labeling:

   1. Line 1: use L004, Column B.

   2. Line 2: "PER" or "NEWS" as applicable and "FLTS ADC BC/NBC."

f. *Origin mixed ADC,* required for any remaining pieces for destinations in L201, Column B, corresponding to the origin ZIP Code in Column A. There is no minimum for the number of pieces in the sack, but bundles of fewer than six pieces at 5-digit, 3-digit, and ADC bundle levels are not permitted.

   1. Line 1: Use L201, Column C.

   2. Line 2: "PER" or "NEWS" as applicable, followed by "FLTS WKG W FCM."

g. *Mixed ADC,* required, no minimum, except that bundles of fewer than six pieces at 5-digit, 3-digit, and ADC bundle levels are not permitted. Labeling:

1. Line 1: use L009, Column B.
2. Line 2: “PER” or “NEWS” as applicable and “FLTS BC/NBC WKG.”

**9.2.5 Optional Tray Preparation—Machinable Flat-Size Pieces**

As an option, mailers may place in flats trays (see 207.20.0) machinable pieces meeting the criteria in 201.6.0 that would normally be placed in sacks. Mailers must either bundle or group all pieces as specified in 207.25.0 and 207.22.0 for each 5-digit scheme, 5-digit, 3-digit scheme, 3-digit, SCF, and ADC destination. Bundling is not permitted unless it achieves a finer presort than the presort destination of the tray. The trays are subject to a container charge, and any bundles are subject to a bundle charge. Tray preparation, sequence, and labeling:

a. *5-digit scheme*, required at 72 pieces; optional at 24 pieces minimum, labeling:

1. Line 1: L007, Column B.
2. Line 2: “PER” or “NEWS” as applicable; followed by “FLTS”; followed by “5D SCH BC/NBC.”

b. *5-digit,* required at 72 pieces; optional at 24 pieces minimum, labeling:

1. Line 1: city, state, and 5-digit ZIP Code on mail (see 204.3.2.2 for overseas military mail).
2. Line 2: “PER” or “NEWS” as applicable; followed by “FLTS”; followed by “5D BC/NBC.”

c. *3-digit,* required at 72 pieces; optional at 24 pieces minimum, labeling:

1. Line 1: L002, Column A.
2. Line 2: “PER” or “NEWS” as applicable; followed by “FLTS”; followed by “3D BC/NBC.”

d. *SCF*, required at 72 pieces; optional at 24 pieces minimum, labeling:

1. Line 1: L002, Column C.
2. Line 2: “PER” or “NEWS” as applicable; followed by “FLTS”; followed by “SCF BC/NBC.”

e. *Origin SCF* (required) and *entry SCF(s)* (optional), no minimum, labeling:

1. Line 1: L002, Column C.
2. Line 2: “PER” or “NEWS” as applicable; followed by “FLTS”; followed by “SCF BC/NBC.”

f. *ADC*, required at 72 pieces; optional at 24 pieces minimum, now overflow tray allowed, labeling:

1. Line 1: use L004, Column B.
2. Line 2: “PER” or “NEWS” as applicable; followed by “FLTS”; followed by “ADC”; followed by “ BC/NBC.”

g. *Origin mixed ADC* (required), no minimum, for any remaining pieces for destinations in L201, Column B, of the origin ZIP Code in Column A, labeling:

1. Line 1: Use L201, Column C.
2. Line 2: “PER” or “NEWS” as applicable; followed by “FLTS”; followed by “WKG W FCM.”

h. *Mixed ADC* (required), no minimum, labeling:

1. Line 1: Use L009.
2. Line 2: “PER” “NEWS” as applicable; followed by “FLTS”; followed by “BC/NBC WKG.”

## 9.3 USPS Marketing Mail

### 9.3.1 Basic Standards

Bundles of flats in an automation price mailing must be cosacked with bundles of flats in a Presorted price mailing under the following conditions:

a. The automation price pieces and the Presorted price pieces are part of the same mailing job and are reported on the same postage statement.

b. Pieces in the automation price mailing must meet the criteria for a flat under 201.6.0. Pieces in the Presorted price mailing must meet the criteria for a flat under 201.4.0.

c. The automation price mailing must meet the eligibility criteria in 243.7.0, except that the sacking and documentation criteria in 9.3.1, 9.3.4, and 9.3.5 must be met rather than the sacking and documentation criteria in 245.7.0.

d. The Presorted price mailing must meet the eligibility criteria in 243.2.0 and 243.3.0, except that the sacking and documentation criteria in 9.3.1, 9.3.4, and 9.3.5 must be met rather than the sacking and documentation criteria in 245.5.0.

e. The prices for pieces in the automation price mailing are applied based on the number of pieces in the bundle and the level of bundle to which they are sorted under 243.7.0. The prices for pieces in the Presorted price mailing are based on the number of pieces in the bundle and the level of sack in which they are placed under 243.3.6 and 243.3.7.

f. The pieces must be marked according to 202.

g. The bundles prepared from the automation price mailing and the bundles prepared from the Presorted price mailing must be sorted into the same sacks as described in 9.3.4 and 9.3.5.

h. A complete, signed postage statement(s), using the correct USPS form or an approved facsimile, must accompany each mailing job prepared under these procedures. In addition to the applicable postage statement, documentation produced by PAVE-certified software or standardized documentation under 203.3.0 must be submitted with each cosacked

mailing job that describes for each sack sortation level the number of pieces qualifying for each applicable automation price and the number of pieces qualifying for each applicable Presorted price.

i. Barcoded sack labels under 204.3.0 must be used to label the sacks.

**9.3.2 Bundle Preparation**

Except for mail prepared under the cobundling option in 9.3.3, the automation price mailing must be bundled and labeled under 245.7.0 and the Presorted price mailing must be bundled and labeled under 245.5.0. Loose packing under 245.5.0 is not permitted.

**9.3.3 Optional Cobundling Preparation**

As an option to the basic bundling requirements in 9.3.2, a mailer may choose to cobundle automation price and Presorted price flat-size pieces, subject to the conditions in 11.0.

**9.3.4 Sacking Under 125-Piece or 15-Pound Rules**

When the minimum quantity of 125 pieces or 15 pounds of mail is specified for a sack sortation level in 9.3.5, the provisions of 245.7.4 apply.

**9.3.5 Sack Preparation and Labeling**

Presorted price and automation price bundles prepared under 9.3.2 and 9.3.3 must be presorted together into sacks (cosacked) in the sequence listed below. Sacks must be labeled using the following information for Lines 1 and 2, and 245.4.0 for other sack label criteria.

a. 5-digit/scheme, required; scheme sort required, only for pieces meeting the automation-compatibility criteria in 201.6.0; 125-piece/15-pound minimum; labeling:

   1. Line 1: For 5-digit scheme sacks, use L007, Column B. For 5-digit sacks, use city, state, and 5-digit ZIP Code destination on pieces.

   2. Line 2: For 5-digit scheme sacks, “STD FLT 5D SCH BC/NBC”; for 5-digit sacks, “STD FLT 5D BC/NBC.”

b. *3-digit,* required, 125-piece/15-pound minimum; labeling:

   1. Line 1: use L002, Column A.

   2. Line 2: “STD FLTS 3D BC/NBC.”

c. *Origin/entry 3-digit,* required for each 3-digit ZIP Code served by the SCF of the origin (verification) office, optional for each 3-digit ZIP Code served by the SCF of an entry office other than the origin office, no minimum; labeling:

   1. Line 1: use L002, Column A.

   2. Line 2: “STD FLTS 3D BC/NBC.”

d. *ADC,* required, 125-piece/15-pound minimum; use L004 to determine ZIP Codes served by each ADC; labeling:

   1. Line 1: use L004, Column B.

   2. Line 2: “STD FLTS ADC BC/NBC.”

e. *Mixed ADC,* required, no minimum; labeling:

1. Line 1: use L009, Column B.
2. Line 2: "STD FLTS BC/NBC WKG."

#### 9.3.6 Tray Preparation and Labeling

Presorted price and automation price bundles meeting the standards in 245.3.0 for letter trays and prepared under 9.3.2 must be presorted together into trays (cotrayed) in the sequence in 9.3.5. Trays must be labeled using the information for Lines 1 and 2 and 245.4.0 for other tray label criteria. Cobundling under this option is not permitted.

## 9.4 Bound Printed Matter

### 9.4.1 Basic Standards

Bundles of flat-size pieces in a Presorted price mailing qualifying for and claiming the barcode discount under 263.3.0, 263.2.0, and 263.5.0 must be cosacked with bundles of flat-size pieces from a Presorted price mailing (not claiming the barcode discount) under the following conditions:

a. The Presorted price pieces qualifying for and claiming the barcode discount and the Presorted price pieces must be part of the same mailing job and be reported on the same postage statement.

b. The Presorted price pieces qualifying for and claiming the barcode discount must meet the criteria for flat-size mail under 201.6.0. Pieces in the Presorted price mailing must meet the criteria for flat-size mail under 201.5.0.

c. The Presorted price mailing qualifying for and claiming the barcode discount must meet the eligibility criteria in 263.3.0, 263.2.0, and 263.5.0, the mail preparation standards in 265.7.0, the sacking requirements in 9.4.4, and the documentation criteria in 9.4.1h.

d. The Presorted price mailing must meet the eligibility criteria in 263.3.0, 263.2.0, and 263.5.0, the mail preparation standards in 265.5.0, the sacking requirements in 9.4.4, and the documentation criteria in 9.4.1h.

e. The prices for pieces in the Presorted price mailing qualifying for and claiming the barcode discount are applied based on meeting the sortation requirements in 265.7.0, and when applicable, the zone. The prices for pieces in the Presorted price mailing are based on meeting the sortation requirements in 265.5.0, and when applicable, the zone.

f. The pieces must be marked according to 202.

g. The bundles prepared from the Presorted price mailing qualifying for the barcode discount and the bundles prepared from the Presorted price mailing must be sorted into the same sacks as described in 9.4.4.

h. A complete, signed postage statement(s), using the correct USPS form or an approved facsimile, must accompany each mailing job prepared under these procedures. In addition to the applicable postage statement, standardized documentation under 203.3.0 must be submitted with each

cosacked mailing job that describes for each sack sortation level the number of pieces qualifying for the barcode discount and the number of pieces qualifying for each applicable Presorted price.

i. Barcoded sack labels under 204.3.0 must be used to label the sacks.

### 9.4.2 Bundle Preparation

Except for mail prepared under the cobundling option in 9.4.3, the Presorted price mailing qualifying for and claiming the barcode discount must be bundled and labeled under 265.7.0, and the Presorted price mailing must be bundled and labeled under 265.5.0.

### 9.4.3 Optional Cobundling Preparation

As an alternative to the basic bundling requirements in 9.4.2, flat-size Presorted price pieces qualifying for and claiming the barcode discount may be cobundled with flat-size Presorted price pieces, subject to 11.0.

### 9.4.4 Sack Preparation and Labeling

Bundles of Presorted price pieces qualifying for and claiming the barcode discount and Presorted price pieces prepared under 9.4.2 or 9.4.3 must be presorted together into sacks (cosacked) using the following preparation sequence, sack size, and labeling:

a. *5-digit/scheme*, required; scheme sort required, only for pieces meeting the automation-compatibility criteria in 201.6.0; minimum 20 addressed pieces; labeling:

   1. Line 1: For 5-digit scheme sacks, use L007, Column B. For 5-digit sacks, use city, state, and 5-digit ZIP Code destination on pieces.
   2. Line 2: For 5-digit scheme sacks, “PSVC FLT 5D SCH BC/NBC”; for 5-digit sacks, “PSVC FLT 5D BC/NBC.”

b. *3-digit,* required, except for optional bundles with 3-digit ZIP Code prefixes indicated by an “N” in L002, when optional SCF sacks are prepared; minimum 20 addressed pieces; labeling:

   1. Line 1: L002, Column A.
   2. Line 2: “PSVC FLTS 3D BC/NBC.”

c. *SCF,* optional, minimum 20 addressed pieces; labeling:

   1. Line 1: L005, Column B.
   2. Line 2: “PSVC FLTS SCF BC/NBC.”

d. *ADC,* required, minimum 20 addressed pieces (use L004 to determine ZIP Codes served by each ADC); labeling:

   1. Line 1: L004, Column B.
   2. Line 2: “PSVC FLTS ADC BC/NBC.”

e. *Mixed ADC,* required, no minimum; labeling:

   1. Line 1: use L009, Column B.
   2. Line 2: “PSVC FLTS BC/NBC WKG.”

# 10.0 Merging Bundles of Flats Using the City State Product

## 10.1 Periodicals

### 10.1.1 Basic Standards

Throughout 10.1, trays may be used in lieu of sacks, even when the language specifies just "sacks." Carrier route bundles in a carrier route mailing may be placed in the same sack or on the same pallet as 5-digit bundles from machinable (barcoded or nonbarcoded) price mailings (including pieces cobundled under 11.0) under the following conditions:

a. A carrier route mailing must be part of the mailing job, unless cobundled under 11.0 using 5-digit scheme (L007) or 3-digit scheme (L008) bundle preparation, and sacked under 10.1.4.

b. The pieces in the carrier route mailing, the machinable barcoded price mailing, and the machinable nonbarcoded price mailing must be part of the same mailing job.

c. Pieces in the machinable price mailing must meet the flats criteria in 201.6.0; pieces that meet the flats criteria in 207.26.0 also may be sacked under this option. Pieces in the machinable nonbarcoded price mailing and the carrier route mailing must be flat-size.

d. Mailers must use the Carrier Route Indicators field in the City State Product (see 509.1.2) to prepare the mailing and enter the mailing no later than 90 days after the release date of the City State Product used.

e. Carrier route bundles may be cosacked or copalletized with machinable barcoded price 5-digit bundles, machinable nonbarcoded price 5-digit bundles, and cobundled 5-digit bundles only for those 5-digit ZIP Codes that have an "A" or "C" indicator in the Carrier Route Indicators field in the City State Product indicating eligibility for such cosacking or copalletization. Containers of mail sorted in this manner are called "merged 5-digit" sacks or pallets. Containers of mail sorted in this manner for which scheme (L001) sortation is also performed are called "merged 5-digit scheme" sacks or pallets. Pieces in 5-digit scheme (L007) bundles may not be placed in merged 5-digit containers.

f. If sortation under this section is performed, merged 5-digit sacks or pallets must be prepared for all 5-digit ZIP Codes with an "A" or "C" indicator in the City State Product that permits such preparation when there is enough volume for the 5-digit ZIP Code to prepare such a sack under 10.1.4 or such a pallet under 10.1.5. In addition, all possible merged 5-digit scheme sacks must be prepared under 10.1.4, or all possible merged 5-digit scheme and 5-digit scheme pallets must be prepared under 10.1.5.

g. For mailings prepared in sacks, mailers may not combine firm bundles and 5-digit scheme pieces in 5-digit scheme bundles or in 5-digit scheme sacks. Firm bundles must be placed in a separate individual 5-digit sack under 10.1.4g to maintain 5-digit price eligibility. Mailers may combine firm bundles with 5-digit scheme, 3-digit scheme, and other presort destination

bundles in carrier route, 5-digit, 3-digit, SCF, ADC, and mixed ADC sacks. Only an In-County firm bundle can contribute toward the six-piece minimum for price eligibility.

h. The bundles from each separated mailing must be sorted together into sacks (cosacked) under 10.1.4 or on pallets (copalletized) under 10.1.5 using presort software that is PAVE-certified.

i. A complete, signed postage statement(s), using the correct USPS form or an approved facsimile, must accompany each mailing job prepared under these procedures. In addition to the postage statement(s), documentation prepared by PAVE-certified software must be submitted with each cosacked or copalletized mailing job that describes for each sack sortation level and sack, or each pallet sortation level and pallet, the number of pieces qualifying for each applicable price.

j. Barcoded sack labels under 204.3.0 must be used to label sacks.

### 10.1.2 Bundle Preparation

Bundles must be prepared as follows:

a. *Sacked mailings.* The carrier route mailing must be bundled and labeled under 207.23.0. Except when prepared under the cobundling option in 11.0, the barcoded price mailing must be bundled and labeled under 207.25.0 and the nonbarcoded price mailing must be bundled and labeled under 207.22.0.

b. *Palletized mailings.* Bundles placed on pallets must be prepared under the standards in 8.9.

### 10.1.3 Bundles With Fewer Than Six Pieces

Carrier route, 5-digit scheme, 5-digit, 3-digit scheme, and 3-digit bundles may contain fewer than six pieces when the publisher determines that such preparation improves service. Pieces in these low-volume bundles must be claimed at the applicable mixed ADC price (Outside-County) or basic price (In-County). Low-volume bundles are permitted only when they are sacked or prepared on pallets as follows:

a. Place low-volume carrier route, 5-digit, 3-digit scheme, and 3-digit bundles in only the following containers:

   1. Carrier route, merged 5-digit scheme, 5-digit scheme carrier routes, merged 5-digit, 5-digit carrier routes, 5-digit, 3-digit, and SCF sacks that contain at least 24 pieces.

   2. Merged 3-digit sacks that contain at least one six-piece carrier route bundle.

   3. Origin/entry SCF sacks.

   4. On merged 5-digit scheme, 5-digit scheme carrier routes, 5-digit scheme, merged 5-digit, 5-digit carrier routes, 5-digit, 3-digit, or SCF pallets, as appropriate.

b. Place low-volume 5-digit scheme bundles in only 5-digit scheme, 3-digit, and SCF sacks that contain at least 24 pieces, or in origin/entry SCF sacks, or on 3-digit or SCF pallets, as appropriate.

### 10.1.4 Sack Preparation and Labeling

All carrier route bundles must be placed in sacks under 10.1.4a through 10.1.4e and 10.1.4h as described below. When sorting is performed under this section, mailers must prepare merged 5-digit scheme sacks, 5-digit scheme carrier routes sacks, and merged 5-digit sacks for all possible 5-digit schemes or 5-digit ZIP Codes as applicable, using L001 (merged 5-digit scheme and 5-digit scheme carrier routes sort only) and the Carrier Route Indicators field in the City State Product when there is enough volume for the 5-digit scheme or 5-digit ZIP Code to prepare such sacks under 10.1.4. Mailers must label sacks according to the Line 1 and Line 2 information listed below and under 207.20.1. If, due to the physical size of the mailpieces, the barcoded pieces are considered flat-size under 207.26.0, and the carrier route pieces and nonbarcoded pieces are considered irregular parcels under 201.7.6, “FLTS” must be shown as the processing category on the sack label. If a mailing job does not contain barcoded price pieces and the carrier route pieces and the nonbarcoded pieces are irregular parcel shaped, use “IRREG” for the processing category on the contents line of the label. Mailers must prepare sacks containing carrier route and 5-digit bundles from the carrier route, barcoded, and nonbarcoded mailings in the mailing job in the following manner and sequence:

a. *Carrier route,* required, may contain only carrier route bundles. Must be prepared when there are 72 or more pieces for the same carrier route. Optional at 24 pieces minimum. Labeling:

   1. Line 1: use city, state, and 5-digit ZIP Code destination (see 203.5.11 for military mail).

   2. Line 2: “PER” or “NEWS” as applicable; followed by “FLTS” or “IRREG” as applicable; followed by “CR” for basic price, “WSH” for high-density price, or “WSS” for saturation price; followed by the route type and number.

b. *Merged 5-digit scheme*, required at 72 pieces, optional at 24 pieces minimum. Must contain at least one 5-digit ZIP Code in the scheme with an “A” or “C” indicator in the City State Product. May contain carrier route bundles for any 5-digit ZIP Code(s) in a single scheme listed in L001 as well as machinable barcoded price 5-digit bundles and machinable nonbarcoded price 5-digit bundles for those 5-digit ZIP Codes in the schemes that have an “A” or “C” indicator in the City State Product. For 5-digit ZIP Code(s) in a scheme that has a “B” or “D” indicator in the City State Product, prepare sack(s) under 10.1.4g and 10.1.4h. For 5-digit ZIP Codes not included in a scheme, prepare sacks under 10.1.4d through 10.1.4h. Labeling:

   1. Line 1: use L001, Column B.

   2. Line 2: “PER” or “NEWS” as applicable, followed by “FLTS” or “IRREG” as applicable, followed by “CR/5D SCH.”

c. *5-digit scheme carrier routes,* required at 72 pieces, optional at 24 pieces minimum. May contain only carrier route bundles for 5-digit ZIP Code(s) in a single scheme listed in L001 when all the 5-digits in the scheme have a "B" or "D" indicator in the City State Product. Mailers must prepare this sack if there are any carrier route bundle(s) for such a scheme. Labeling:

1. Line 1: use L001, Column B.
2. Line 2: "PER" or "NEWS" as applicable, followed by "FLTS" or "IRREG" as applicable, followed by "CR-RTS SCH."

d. *Merged 5-digit,* required at 72 pieces, optional at 24 pieces minimum. Must be prepared only for those 5-digit ZIP Codes that are not part of a scheme and that have an "A" or "C" indicator in the City State Product. May contain carrier route bundles, machinable barcoded price 5-digit bundles, and machinable nonbarcoded price 5-digit bundles. Labeling:

1. Line 1: use city, state, and 5-digit ZIP Code destination (see 203.5.11 for military mail).
2. Line 2: "PER" or "NEWS" as applicable, followed by "FLTS" or "IRREG" as applicable, followed by "CR/5D."

e. *5-digit carrier routes,* required at 72 pieces, optional at 24 pieces minimum. Include only carrier route bundles for a 5-digit ZIP Code remaining after preparing sacks under 10.1.4a through 10.1.4d. May contain only carrier route bundles for any 5-digit ZIP Code that is not part of a scheme listed in L001 and that has a "B" or "D" indicator in the City State Product. Labeling:

1. Line 1: use city, state, and 5-digit ZIP Code destination (see 203.5.11 for military mail).
2. Line 2: "PER" or "NEWS" as applicable, followed by "FLTS" or "IRREG" as applicable, followed by "CR-RTS."

f. *5-digit scheme,* required at 72 pieces, optional at 24 pieces minimum. May contain only machinable barcoded price and cobundled machinable barcoded and nonbarcoded price 5-digit scheme bundles for the same 5-digit scheme destination. Labeling:

1. Line 1: L007, Column B.
2. Line 2: "PER" or "NEWS" as applicable, followed by "FLTS 5D SCH BC."

g. *5-digit,* required at 72 pieces, optional at 24-piece minimum, except as provided in 10.1.1g for firm bundles. May contain only barcoded price 5-digit bundles and nonbarcoded price 5-digit bundles for the same 5-digit ZIP Code for any 5-digit ZIP Code that has a "B" or "D" indicator in the City State Product. Labeling:

1. Line 1: use city, state, and 5-digit ZIP Code destination (see 203.5.11 for military mail).
2. Line 2: "PER" or "NEWS" as applicable, followed by "FLTS 5D BC/NBC," except if there are no barcoded price bundles in the mailing job, label under 207.22.6.

h. *Merged 3-digit*. Required for carrier route, 5-digit, and 5-digit scheme bundles remaining after preparing sacks under 10.1.4a through 10.1.4g, and any 3-digit and 3-digit scheme bundles with a minimum of 24 pieces for a 3-digit area. As an option to preparing bundles in merged 3-digit sacks, mailers may place those bundles in flats trays (see 207.20.0). Labeling:

1. Line 1: use L002, Column A.
2. Line 2: “PER” or “NEWS” as applicable, followed by “FLTS” or “IRREG” as applicable, followed by “CR/5D/3D.” If there are no barcoded price bundles in the mailing job, label under 207.22.6.

i. *SCF through mixed ADC.* Any 5-digit scheme and 5-digit bundles remaining after preparing sacks under 10.1.4a through 10.1.4h and all 3-digit, 3-digit scheme, ADC, origin mixed ADC, and mixed ADC bundles must be sacked and labeled under 9.2 for cosacking of barcoded price and nonbarcoded price bundles, except if there are no barcoded price bundles in the mailing job, sack and label under 207.22.6, or if there are no nonbarcoded price bundles in the mailing job, sack and label under 207.25.4.

### 10.1.5 Pallet Preparation and Labeling

Mailers must prepare pallets of bundles in the manner and sequence listed below and under 8.0. When sortation under this option is performed, after completing required or optional carrier route pallets (if any), mailers must prepare all merged 5-digit scheme, and merged 5-digit pallets that are possible in the mailing based on the volume of mail to the destination using L001 and/or the City State Product. Mailers must label pallets according to the Line 1 and Line 2 information listed below and under 8.6.

a. *5-digit scheme carrier routes,* required; optional with no minimum. May contain only carrier route bundles for carrier routes for 5-digit ZIP Codes identified in the L001 5-digit scheme listing. Labeling:

1. Line 1: use L001, Column B.
2. Line 2: “PER” or “NEWS” as applicable; followed by “FLTS”; followed by “CR-RTS SCHEME.”

b. *Merged 5-digit scheme,* required and permitted only when there is at least one 5-digit ZIP Code in the scheme that has an “A” or “C” indicator in the City State Product. May contain carrier route bundles for any 5-digit ZIP Code(s) in a single scheme listed in L001 as well as machinable barcoded price 5-digit bundles and machinable nonbarcoded price 5-digit bundles for those 5-digit ZIP Codes in the scheme that have an “A” or “C” indicator in the City State Product. Labeling:

1. Line 1: use L001, Column B.
2. Line 2: “PER” or “NEWS” as applicable; followed by “FLTS”; followed by “CR/5D SCHEME.”

c. *5-digit carrier routes,* required; optional with no minimum. May contain only carrier route price bundles for the same 5-digit ZIP Code for those 5-digit ZIP Codes that are not part of a scheme. Labeling:

1. Line 1: use city, state, and 5-digit ZIP Code destination (see 8.6.4 for military mail).
2. Line 2: “PER” or “NEWS” as applicable; followed by “FLTS”; followed by “CARRIER ROUTES” or “CR-RTS.”

d. *Merged 5-digit,* required. May contain carrier route bundles, machinable barcoded price 5-digit bundles, and machinable nonbarcoded price 5-digit for those 5-digit ZIP Codes that are not part of a scheme and that have an “A” or “C” indicator in the City State Product. Labeling:

1. Line 1: use city, state, and 5-digit ZIP Code destination (see 8.6.4 for military mail).
2. Line 2: “PER” or “NEWS” as applicable; followed by “FLTS”; followed by “CR/5D.”

e. *5-digit,* required. May contain only machinable barcoded price 5-digit bundles and machinable nonbarcoded price 5-digit bundles for the same 5-digit ZIP Code with a “B” or “D” indicator in the City State Product, or 5-digit scheme (L007) bundles. Five-digit scheme bundles are assigned to 5-digit pallets according to the “label to” 5-digit ZIP Code in L007. Labeling:

1. Line 1: use city, state, and 5-digit ZIP Code destination (see 8.6.4 for military mail).
2. Line 2: “PER” or “NEWS” as applicable; followed by “FLTS”; followed by “5D”; followed by “BARCODED” or “BC” if the pallet contains machinable barcoded mail; followed by “NONBARCODED” or “NBC” if the pallet contains machinable nonbarcoded mail.

f. *3-digit,* optional. Option not available for 3-digit ZIP Code prefixes marked “N” in L002. May contain carrier route price, machinable barcoded price, and machinable nonbarcoded price mail, including 3-digit scheme (L008) bundles. Three-digit scheme bundles are assigned to 3-digit pallets according to the “label to” 3-digit ZIP Code in L008. Labeling:

1. Line 1: use L002, Column A.
2. Line 2: “PER” or “NEWS” as applicable; followed by “FLTS”; followed by “3D,” followed by “BARCODED” or “BC” if the pallet contains machinable barcoded price mail; followed by “NONBARCODED” or “NBC” if the pallet contains machinable nonbarcoded price mail and/or carrier route mail.

g. *SCF through mixed ADC*, use 8.10.2h through 8.10.2k, as applicable, to prepare and label SCF, ADC, Origin Mixed ADC (OMX) and mixed ADC pallet levels.

## 10.2 USPS Marketing Mail

### 10.2.1 Basic Standards

Carrier route bundles from a carrier route price mailing may be placed in the same sack or on the same pallet as 5-digit bundles from an automation price mailing and 5-digit bundles from a Presorted price mailing (including pieces cobundled under 11.0) under the following conditions:

a. A carrier route mailing must be part of the mailing job, unless cobundled under 11.0 utilizing 5-digit scheme (L007) or 3-digit scheme (L008) bundle preparation and sacked under 10.1.4.

b. The pieces in the carrier route price mailing, the automation price mailing, and the Presorted price mailing must be part of the same mailing job, and all three mailings must be reported on the same postage statement.

c. Pieces in the automation price mailing must meet the criteria for a flat under 201.6.0. Pieces in the Presorted price mailing and the carrier route mailing must meet the criteria for a flat under 201.4.0.

d. Mailers must use the Carrier Route Indicators field in the City State Product to prepare the mailing and enter the mailing no later than 90 days after the release date of the City State Product used.

e. Carrier route bundles may be cosacked or copalletized with automation price 5-digit bundles, Presorted price 5-digit bundles, and cobundled 5-digit bundles only for those 5-digit ZIP Codes that have an “A” or “C” indicator in the Carrier Route Indicators field in the City State Product indicating eligibility for such cosacking or copalletization. Containers of mail sorted in this manner are called “merged 5-digit” sacks or pallets. Containers of mail sorted in this manner for which scheme (L001) sortation is also performed are called “merged 5-digit scheme” sacks or pallets. Pieces in 5-digit scheme (L007) bundles may not be placed in merged 5-digit containers.

f. If sortation under this section is performed, merged 5-digit sacks or pallets must be prepared for all 5-digit ZIP Codes with an “A” or “C” indicator in the City State Product that permits such preparation when there is enough volume for the 5-digit ZIP Code to prepare that sack or pallet.

g. For sacked mailings, the prices for pieces in the carrier route mailing are based on the criteria in 243.6.0, the prices for pieces in the automation price mailing are applied based on the number of pieces in the bundle and the level of bundle to which they are sorted under 243.7.0, and the prices for pieces in the Presorted price mailing are based on the number of pieces in the bundle and the level of sack to which they are sorted under 243.5.0.

h. The pieces in each separate mailing must bear the applicable markings required under 245.5.0, 245.6.0, or 245.7.0 and under 202.

i. For palletized mailings, the prices are based on the level of bundle that the pieces are contained in under 243.6.0 and 243.7.0.

j. The bundles from each separate mailing must be sorted together into sacks (cosacked) under 10.2.3 and 10.2.4 or on pallets (copalletized) under 10.2.5 using presort software that is PAVE-certified.

k. A complete, signed postage statement, using the correct USPS form or an approved facsimile, must accompany each mailing job prepared under these procedures.

l. In addition to the applicable postage statement, documentation produced by PAVE-certified software must be submitted with each cosacked or copalletized mailing job that describes for each sack sortation level and sack, or each pallet sortation level and pallet, the number of pieces qualifying for each applicable carrier route price, each applicable automation price, and each applicable Presorted price.

m. Barcoded sack labels under 204.3.0 must be used to label sacks.

### 10.2.2 Bundle Preparation

Bundles must be prepared as follows:

a. *Sacked mailings.* The carrier route mailing must be bundled and labeled under 245.6.0. Except when prepared under the cobundling option in 11.0, the automation price mailing must be bundled and labeled under 245.7.0 and the Presorted price mailing must be bundled and labeled under 245.5.0.

b. *Palletized mailings.* Bundles placed on pallets must be prepared under the standards in 8.0.

### 10.2.3 Sacking Under 125-Piece or 15-Pound Rules

When the minimum quantity of 125 pieces or 15 pounds of mail is specified for a sack sortation level in 10.2.4, the provisions of 245.7.4 apply.

### 10.2.4 Sack Preparation and Labeling

Mailers must prepare sacks in the following manner and sequence. All carrier route bundles must be placed in sacks under 10.2.4a through 10.2.4e as described below. Mailers must prepare all merged 5-digit scheme sacks, 5-digit scheme carrier routes sacks, and merged 5-digit sacks that are possible in the mailing based on the volume of mail to the destination using L001 and the Carrier Route Indicators field in the City State Product. Mailers must label sacks according to the Line 1 and Line 2 information listed below and under 245.4.0.

a. *Carrier route,* required, may contain only carrier route bundles. Must be prepared when there are 125 pieces or 15 pounds of pieces for the same carrier route. Smaller volume not permitted. Labeling:

   1. Line 1: use city, state, and 5-digit ZIP Code destination (see 203.5.11 for military mail).

   2. Line 2: “STD FLTS”; followed by “ECRLOT,” “ECRWSH,” or “ECRWSS” as applicable for basic, high-density, and saturation price mail; followed by the route type and number.

b. *Merged 5-digit scheme,* required and permitted only when there is at least one 5-digit ZIP Code in the scheme with an “A” or “C” indicator in the City State Product. May contain carrier route bundles for any 5-digit ZIP Code(s) in a single scheme listed in L001 as well as automation price 5-digit bundles and Presorted price 5-digit bundles for those 5-digit ZIP Codes in the scheme with an “A” or “C” indicator in the City State Product. When

preparation of this sack level is permitted, a sack must be prepared if there are any carrier route bundle(s) for the scheme. If there is not at least one carrier route bundle for any 5-digit destination in the scheme, preparation of this sack is required when there are at least 125 pieces or 15 pounds of pieces in 5-digit bundles for any of the 5-digit ZIP Codes in the scheme that have an “A” or “C” indicator in the City State Product (smaller volume not permitted). For a 5-digit ZIP Code(s) in a scheme with a “B” or “D” indicator in the City State Product, prepare sack(s) for the automation price and Presorted price bundles under 10.2.4g and 10.2.4h. For 5-digit ZIP Codes not included in a scheme, prepare sacks under 10.2.4d through 10.2.4h. Labeling:

1. Line 1: use L001, Column B.
2. Line 2: “STD FLTS CR/5D SCH.”

c. *5-digit scheme carrier routes,* required, may contain only carrier route bundles for 5-digit ZIP Code(s) in a single scheme listed in L001 when all the 5-digit ZIP Codes in the scheme have a “B” or “D” indicator in the City State Product. Must be prepared if there are any carrier route bundle(s) for such a scheme. Labeling:

1. Line 1: use L001, Column B.
2. Line 2: “STD FLTS CR-RTS SCH.”

d. *Merged 5-digit,* required. Must be prepared only for those 5-digit ZIP Codes that are not part of a scheme and that have an “A” or “C” indicator in the City State Product. May contain carrier route bundles, automation price 5-digit bundles, and Presorted price 5-digit bundles. Must be prepared if there are any carrier route bundles for the 5-digit destination. If there is not at least one carrier route bundle for the 5-digit destination, must be prepared when there are at least 125 pieces or 15 pounds of pieces in 5-digit bundles for the same 5-digit destination (smaller volume not permitted). Labeling:

1. Line 1: use city, state, and 5-digit ZIP Code destination (see 203.5.11 for military mail).
2. Line 2: “STD FLTS CR/5D.”

e. *5-digit carrier routes,* required. Sack only carrier route bundles for a 5-digit ZIP Code remaining after preparing sacks under 10.2.4a through 10.2.4d to this level. May contain only carrier route bundles for any 5-digit ZIP Code that is not part of a scheme listed in L001 and that has a “B” or “D” indicator in the City State Product. No sack minimum. Labeling:

1. Line 1: use city, state, and 5-digit ZIP Code destination (see 203.5.11 for military mail).
2. Line 2: “STD FLTS CR-RTS.”

f. *5-digit scheme,* required. May contain automation price, Presorted price, and cobundled automation and Presorted price 5-digit scheme bundles for the same 5-digit scheme destination. Must be prepared when there are at least 125 pieces or 15 pounds of pieces for the 5-digit scheme destination. Smaller volume not permitted. Labeling:

1. Line 1: L007, Column B.
2. Line 2: "STD FLTS 5D SCH BC/NBC."

g. *5-digit,* required, may contain only automation price 5-digit bundles and Presorted price 5-digit bundles for a 5-digit ZIP Code that has a "B" or "D" indicator in the City State Product. Must be prepared when there are at least 125 pieces or 15 pounds of pieces for the 5-digit ZIP Code. Smaller volume not permitted. Labeling:

1. Line 1: use city, state, and 5-digit ZIP Code destination (see 203.5.11 for military mail).
2. Line 2: "STD FLTS 5D BC/NBC," except if there are no automation price bundles in the mailing job, use "STD FLTS 5D NON BC."

h. *3-digit through mixed ADC sacks.* Any 5-digit scheme and 5-digit bundles remaining after preparing sacks under 10.2.4a through 10.2.4g, and all 3-digit, ADC, and Mixed ADC bundles, must be sacked and labeled according to the applicable requirements under 9.3 for cosacking of automation price and Presorted price bundles, except if there are no automation price bundles in the mailing job, sack and label under 245.5.0, or, if there are no Presorted price bundles in the mailing job, sack and label under 245.7.4.

### 10.2.5 Pallet Preparation and Labeling

Mailers must prepare pallets of bundles in the manner and sequence listed below and under 8.0. When sortation under this option is performed, after completing required or optional carrier route pallets (if any), mailers must prepare all merged 5-digit scheme and merged 5-digit pallets that are possible in the mailing based on the volume of mail to the destination using L001 and/or the City State Product. Mailers must label pallets according to the Line 1 and Line 2 information listed below and under 8.6.

a. *5-digit scheme carrier routes,* required; optional with no minimum. May contain only carrier route bundles for carrier routes for 5-digit ZIP Codes identified in the L001 5-digit scheme listing. Labeling:

1. Line 1: use L001, Column B.
2. Line 2: "STD FLTS CR-RTS SCHEME."

b. *Merged 5-digit scheme,* required and permitted only when there is at least one 5-digit ZIP Code in the scheme that has an "A" or "C" indicator in the City State Product. May contain carrier route bundles for any 5-digit ZIP Code(s) in a single scheme listed in L001 as well as automation price 5-digit

bundles and Presorted price 5-digit bundles for those 5-digit ZIP Codes in the scheme that have an “A” or “C” indicator in the City State Product. Labeling:

1. Line 1: use L001, Column B.
2. Line 2: “STD FLTS CR/5D SCHEME.”

c. *5-digit carrier routes,* required; optional with no minimum. May contain only carrier route price bundles for the same 5-digit ZIP Code for those 5-digit ZIP Codes that are not part of a scheme. Labeling:

1. Line 1: use city, state, and 5-digit ZIP Code destination (see 8.6.4 for military mail).
2. Line 2: “STD FLTS,” followed by “CARRIER ROUTES” or “CR-RTS.”

d. *Merged 5-digit,* required, may contain carrier route price bundles, automation price 5-digit bundles, and Presorted price 5-digit bundles for those 5-digit ZIP Codes that are not part of a scheme and that have an “A” or “C” indicator in the City State Product. Labeling:

1. Line 1: use city, state, and 5-digit ZIP Code destination (see 8.6.4 for military mail).
2. Line 2: “STD FLTS CR/5D.”

e. *5-digit,* required, may contain only automation price 5-digit bundles and Presorted price 5-digit bundles for the same 5-digit ZIP Code with a “B” or “D” indicator in the City State Product, or 5-digit scheme (L007) bundles (automation price and cobundled automation and Presorted price pieces only). Five-digit scheme bundles are assigned to 5-digit pallets according to the “label to” 5-digit ZIP Code in L007. Labeling:

1. Line 1: use city, state, and 5-digit ZIP Code destination (see 8.6.4 for military mail).
2. Line 2: “STD FLTS 5D”; followed by “BARCODED” or “BC” if the pallet contains automation price mail; followed by “NONBARCODED” or “NBC” if the pallet contains Presorted price mail.

f. *3-digit,* optional, option not available for 3-digit ZIP Code prefixes marked “N” in L002. May contain carrier route price, automation price, and Presorted price mail, including 3-digit scheme (L008) bundles (automation and cobundled automation and Presorted price pieces only). Three-digit scheme bundles are assigned to 3-digit pallets according to the “label to” 3-digit ZIP Code in L008. Labeling:

1. Line 1: use L002, Column A.
2. Line 2: “STD FLTS 3D”; followed by “BARCODED” or “BC” if the pallet contains automation price mail; followed by “NONBARCODED” or “NBC” if the pallet contains Presorted price mail and/or carrier route price mail.

g. *SCF,* required, may contain carrier route price, automation price, and Presorted price bundles. Labeling:

1. Line 1: use L002, Column C.
2. Line 2: “STD FLTS SCF”; followed by “BARCODED” or “BC” if the pallet contains automation price mail; followed by “NONBARCODED” or “NBC” if the pallet contains Presorted price mail and/or carrier route price mail.

h. *ASF,* required, except that an ASF sort may not be required if using bundle reallocation under 8.13.3. May contain carrier route price, automation price, and/or Presorted price bundles. Sort ADC bundles to ASF pallets based on the “label to” ZIP Code for the ADC destination of the bundle in L004. At the mailer’s option, sort appropriate mixed ADC bundles to ASF pallets based on the “label to” ZIP Code for the ADC destination of the bundle in L010. All optional mixed ADC bundles on ASF pallets must contain only pieces destinating within the ASF as shown in 6.3. See 246.3.0 for additional requirements for DNDC price eligibility. Labeling:

1. Line 1: use L602, Column B.
2. Line 2: “STD FLTS ASF”; followed by “BARCODED” or “BC” if the pallet contains automation price mail; followed by “NONBARCODED” or “NBC” if the pallet contains Presorted price mail and/or carrier route price mail.

i. *NDC,* required, may contain carrier route price, automation price, and/or Presorted price bundles. Sort ADC bundles to NDC pallets based on the “label to” ZIP Code for the ADC destination of the bundle in L004. At the mailer’s option, sort appropriate mixed ADC bundles to NDC pallets based on the “label to” ZIP Code for the ADC destination of the bundle in L010. All optional mixed ADC bundles on NDC pallets must contain only pieces destinating within the NDC as shown in 6.3. See 246.3.0 for additional requirements for DNDC price eligibility. Labeling:

1. Line 1: use L601, Column B.
2. Line 2: “STD FLTS NDC”; followed by “BARCODED” or “BC” if the pallet contains automation price mail; followed by “NONBARCODED” or “NBC” if the pallet contains Presorted price mail and/or carrier route price mail.

# 11.0 Combining Automation Price and Nonautomation Price Flats in Bundles

## 11.1 First-Class Mail

### 11.1.1 Basic Standards

Mailers may choose to cobundle (see 235.1.4n) automation price and nonautomation price pieces as an option to the basic bundling requirements in 9.0, subject to the following conditions:

a. The pieces in the automation price mailing and the nonautomation price mailing must be part of the same mailing job and must be reported on the appropriate postage statement.

b. The pieces in the mailing job must be flat-size and meet any other size and mailpiece design requirements applicable to the price category for which they are prepared.

c. The basic standards in 9.0 must be met.

d. A minimum of 500 automation price pieces and 500 nonautomation price pieces are required. The total number of automation price and nonautomation price pieces must be used to meet the minimum volume requirements for bundles and containers to a presort destination.

e. Nonautomation price pieces must contain a 5-digit barcode and be cobundled with automation price pieces for the same presort destination. If this optional preparation method is used, all automation price and nonautomation price pieces in the same mailing job and reported on the same postage statement must be cobundled.

f. Mailers must sort automation price pieces and nonautomation price pieces for each presort destination so that only one physical bundle for each logical presort destination (see 235.1.4m) includes both automation price pieces (containing a ZIP+4 or delivery point barcode) and nonautomation price pieces (containing a 5-digit barcode).

### 11.1.2 Bundle Preparation

Preparation sequence, bundle size, and labeling:

a. *5-digit,* required, 10-piece minimum; red Label 5 or optional endorsement line (OEL).

b. *3-digit,* required, 10-piece minimum; green Label 3 or OEL.

c. *ADC,* required, 10-piece minimum; pink Label A or OEL.

d. *Mixed ADC,* required, no minimum; tan Label X or OEL.

## 11.2 Periodicals

### 11.2.1 Basic Standards

Mailers may choose to cobundle (see 207.18.4z) barcoded price and nonbarcoded price flat-size pieces as an option to the basic bundling requirements in 207.22.0 and 207.25.0. 5-digit scheme and 3-digit scheme bundles also must meet the additional standards in 207.18.4i and 207.18.4q.

Mailing jobs (for flats meeting the criteria in 201.6.0) prepared using the 5-digit scheme and/or the 3-digit scheme bundle preparation must be sacked under 9.0 or 10.0 or palletized under 10.0, 12.0, or 13.0. All bundles are subject to the following conditions:

a. The pieces in the barcoded price mailing and the nonbarcoded price mailing must be part of the same mailing job and must be reported on the appropriate postage statement.

b. Mailings prepared in sacks must meet the basic standards in 9.0 or 10.0.

c. Mailings prepared on pallets must meet the basic standards in 8.0, 10.0, 12.0, or 13.0.

d. The total number of barcoded price and nonbarcoded price pieces must be used to meet the minimum volume requirements for bundles and containers.

e. Nonbarcoded price pieces must contain a 5-digit barcode and be cobundled with barcoded price pieces for the same presort destination. All pieces in the mailing job are reported on the same postage statement and must be cobundled.

f. Within a bundle, all pieces must meet the machinable flats requirements in 201.6.0 or all pieces must meet the nonmachinable flats requirements in 207.26.0.

g. Mailers must sort pieces for each presort destination so that only one physical bundle for each logical presort destination (see 207.18.4y) includes both barcoded price pieces (containing a ZIP+4 or delivery point barcode) and nonbarcoded price pieces (containing a 5-digit barcode).

### 11.2.2 Bundle Preparation

Pieces meeting the criteria in 201.6.0 must be prepared in 5-digit scheme bundles for those 5-digit ZIP Codes identified in L007 and in 3-digit scheme bundles for those 3-digit ZIP Codes identified in L008. Preparation sequence, bundle size, and labeling:

a. *Firm,* two-piece minimum; blue Label F or optional endorsement line (OEL).

b. *5-digit scheme,* required for pieces prepared under 201.6.0, six-piece minimum, fewer pieces permitted under 11.2.3; red Label 5 SCH, or OEL.

c. *5-digit,* required, six-piece minimum, fewer pieces permitted under 11.2.3; red Label 5 or OEL.

d. *3-digit scheme,* required for pieces prepared under 201.3.0, six-piece minimum, fewer pieces permitted under 11.2.3; green Label 3 SCH or OEL.

e. *3-digit,* required, six-piece minimum, fewer pieces permitted under 11.2.3; green Label 3 or OEL.

f. *ADC,* required, six-piece minimum; pink Label A or OEL.

g. *Origin mixed ADC,* required, no minimum; for any remaining pieces for destinations in L201, Column B, corresponding to the origin ZIP Code in Column A; tan Label X or OEL.

h. *Mixed ADC,* required, no minimum; tan Label X or OEL.

#### 11.2.3 Bundles With Fewer Than Six Pieces

5-digit scheme, 5-digit, 3-digit scheme, and 3-digit bundles may contain fewer than six pieces when the publisher determines that such preparation improves service. Pieces in these low-volume bundles must be claimed at the applicable mixed ADC price (Outside-County) or basic price (In-County). Low-volume bundles are permitted only when they are sacked or prepared on pallets as follows:

a. Place low-volume 5-digit and 3-digit bundles in only 5-digit scheme, 5-digit, 3-digit, and SCF sacks that contain at least 24 pieces; or in origin/entry SCF sacks; or on merged 5-digit scheme, 5-digit scheme, merged 5-digit, 5-digit, 3-digit, or SCF pallets, as appropriate.

b. Place low-volume 5-digit scheme and 3-digit scheme bundles in only 5-digit scheme, 3-digit, and SCF sacks that contain at least 24 pieces, or in origin/entry SCF sacks, or on 3-digit or SCF pallets, as appropriate.

### 11.3 USPS Marketing Mail

#### 11.3.1 Basic Standards

Mailers may choose to cobundle (see 245.1.4u) automation price and nonautomation price flat-size pieces as an option to the basic bundling requirements in 245.5.0 and 245.7.0. All pieces in the same bundle must meet the standards in 201.6.0. 5-digit scheme and 3-digit scheme bundles must meet the additional standards in 245.1.4f and 245.1.4m. Mailing jobs prepared using the 5-digit scheme and/or 3-digit scheme bundle preparation (for flats meeting the criteria in 201.6.0) must be sacked under 10.0 or palletized under 10.0, 12.0, or 13.0. All bundles are subject to the following conditions:

a. The pieces in the automation price mailing and the nonautomation price mailing must be part of the same mailing job and must be reported on the appropriate postage statement.

b. Mailings prepared in sacks must meet the basic standards in 9.0 or 10.0.

c. Mailings prepared on pallets must meet the basic standards in 8.0, 10.0, 12.0, or 13.0.

d. A minimum of 200 pieces or 50 pounds of automation price pieces are required; the nonautomation price mailing may meet the residual volume requirements in 243.3.6. The total number of automation price and nonautomation price pieces must be used to meet the minimum volume requirements for bundles and containers.

e. Nonautomation price pieces must contain a 5-digit barcode and be cobundled with automation price pieces for the same presort destination. If this optional preparation method is used, all automation price and nonautomation price pieces in the same mailing job and reported on the same postage statement must be cobundled.

f. Mailers must sort nonautomation price pieces and automation price pieces for each presort destination so that only one physical bundle for each logical presort destination (see 245.1.4t) includes both nonautomation price pieces (containing a 5-digit barcode) and automation price pieces (containing a ZIP+4 or delivery point barcode).

#### 11.3.2 Bundle Preparation

Pieces meeting the criteria in 201.6.0 must be prepared in 5-digit scheme bundles for those 5-digit ZIP Codes identified in L007 and in 3-digit scheme bundles for those 3-digit ZIP Codes identified in L008. Preparation sequence, bundle size, and labeling:

a. 5-digit scheme, required:

1. For mailings containing only pieces weighing 5 ounces (0.3125 pound) or less: 15-piece minimum; red Label 5 SCH or OEL.
2. For mailings containing any pieces weighing more than 5 ounces (0.3125 pound): 10-piece minimum; red Label 5 or OEL.

b. *5-digit,* required:

1. For mailings containing only pieces weighing 5 ounces (0.3125 pound) or less and measuring 3/4 inch thick or less: 15-piece minimum; red Label 5 or OEL.
2. For mailings containing any pieces weighing more than 5 ounces (0.3125 pound) or measuring more than 3/4 inch thick: 10-piece minimum; red Label 5 or OEL.

c. *3-digit scheme,* required, 10-piece minimum; green Label 3 SCH or OEL.

d. *3-digit,* required, 10-piece minimum; green Label 3 or OEL.

e. *ADC,* required, 10-piece minimum; pink Label A or OEL.

f. *Mixed ADC,* required, no minimum; tan Label X or OEL.

### 11.4 Bound Printed Matter

#### 11.4.1 Basic Standards

Mailers may choose to cobundle (see 265.1.5k) nonautomation price flat-size with and without a barcode, as an option to the basic bundling requirements in 265.5.0 and 265.7.0, subject to the following conditions:

a. The pieces in the nonautomation price mailing qualifying for and claiming the barcode discount and the pieces in the nonautomation price mailing must be part of the same mailing job and reported on the same postage statement.

b. The mailing job must consist entirely of automation-compatible pieces meeting the criteria in 201.6.0, and may be prepared in 5-digit scheme bundles using L007 and 3-digit scheme bundles using L008.

c. Cobundled pieces must be cosacked under 9.0 or palletized under 8.0.

d. A separate minimum of 300 nonautomation price pieces qualifying for and claiming the barcode discount and a separate minimum of 300 nonautomation price pieces are required. The combined total number of

pieces qualifying for and claiming the barcode discount and the nonautomation price must be used to meet the minimum volume requirements for bundles and sacks.

e. Nonautomation price pieces must contain a 5-digit barcode and be cobundled with nonautomation price pieces qualifying for and claiming the barcode discount for the same presort destination.

f. Unless presented using an approved manifest mailing system under 2.0, nonautomation price pieces qualifying for and claiming the barcode discount and nonautomation price pieces for each presort destination must be sorted so that only one physical bundle for each logical presort destination includes both nonautomation price pieces qualifying for the barcode discount (containing a ZIP+4 or delivery point barcode) and nonautomation price pieces (containing a 5-digit barcode).

#### 11.4.2 Bundle Preparation

Preparation sequence, bundle size, and labeling:

a. *5-digit scheme,* optional, minimum 10 addressed pieces or 10 pounds, maximum bundle weight 20 pounds; red Label 5 SCH or OEL.

b. *5-digit,* required, minimum 10 addressed pieces or 10 pounds, maximum bundle weight 20 pounds; red Label 5 or optional endorsement line (OEL).

c. *3-digit scheme,* optional, minimum 10 addressed pieces or 10 pounds, maximum bundle weight 20 pounds; green Label 3 SCH or OEL.

d. *3-digit,* required, minimum 10 addressed pieces or 10 pounds, maximum bundle weight 20 pounds; green Label 3 or OEL.

e. *ADC,* required, minimum 10 addressed pieces or 10 pounds, maximum bundle weight 20 pounds; pink Label A or OEL.

f. *Mixed ADC,* required, no minimum, maximum bundle weight 20 pounds; tan Label X or OEL.

## 12.0 Merging Bundles of Flats on Pallets Using a 5 percent Threshold

### 12.1 Periodicals

#### 12.1.1 Basic Standards

Five-digit scheme bundles (under L007) and 3-digit scheme bundles (under L008) must be prepared according to standards in 12.1.5. However, neither 5-digit scheme bundles nor 3-digit scheme bundles may be copalletized on any merged pallets. Five-digit bundles from a barcoded price mailing and 5-digit bundles from a nonbarcoded price mailing (including pieces cobundled under 11.0) may be placed on the same pallet as carrier route bundles under the following conditions:

a. A carrier route mailing must be part of the same mailing job as the barcoded price mailing and/or the nonbarcoded price mailing.

b. Pieces in the barcoded price mailing must meet the criteria for a flat under 201.6.0 or 207.26.0. These two types of flats cannot be combined in the same bundle.

c. When firm bundles, carrier route bundles, and 5-digit bundles are placed together on the same merged 5-digit scheme or merged 5-digit pallet, pieces in 5-digit bundles (other than firm bundles) must not exceed the 5 percent limit described in 12.1.4.

d. All possible merged 5-digit scheme and 5-digit scheme pallets must be prepared according to standards in 12.1.5.

e. The bundles from each separate mailing must be sorted together on pallets (copalletized) under 12.1.5 using presort software that is PAVE-certified.

f. A complete, signed postage statement, using the correct USPS form or an approved facsimile, must accompany each mailing job. In addition, documentation prepared by PAVE-certified software must be submitted with each mailing job. Documentation, under 203.3.0, must describe for each "logical" pallet sortation level and each physical pallet the number of addressed pieces qualifying for each carrier route price, each Presorted price, and each automation price. Within the body of the documentation beneath the listing for the last physical pallet for each logical pallet presort destination, a separate 5 percent threshold summary also must be provided for each merged 5-digit scheme and each merged 5-digit logical pallet destination. *Note*: The separate 5 percent threshold summary must be for the mail on all of the physical pallets (i.e., the "logical" pallet) for that presort destination. This summary must describe for each 5-digit ZIP Code:

   1. The total number of all addressed pieces.

   2. The total number of addressed pieces sorted in carrier route bundles and firm bundles (each firm bundle is claimed as one addressed piece).

   3. The total number of addressed pieces sorted in 5-digit bundles (other than firm bundles).

   4. Of the total number of all addressed pieces in 12.1.1f1, the percentage of addressed pieces sorted in 5-digit bundles (other than firm bundles).

g. Portions of the mailing job that cannot be palletized must be prepared in sacks.

### 12.1.2 Bundle Preparation

Bundles placed on pallets must be prepared under the standards in 8.0 and 203.4.0.

### 12.1.3 Low-Volume Bundles

Carrier route and 5-digit bundles may contain fewer than six pieces when the publisher determines that such preparation improves service. Pieces in these low-volume bundles must be claimed at the applicable mixed ADC price (Outside-County) or basic price (In-County).

### 12.1.4 5 percent Threshold

Firm bundles (claimed as one addressed piece), carrier route bundles, and 5-digit bundles may be placed together on the same merged 5-digit scheme or merged 5-digit logical pallet under 12.1.5 if all of the following conditions in items 12.1.4a through 12.1.4e below are met:

a. For the purpose of calculating the 5 percent threshold, firm bundles (regardless of the price claimed) are added together with the number of addressed pieces in carrier route bundles.

b. The number of pieces prepared in 5-digit bundles (other than firm bundles) for any single 5-digit ZIP Code on a "logical" merged 5-digit scheme or merged 5-digit pallet must not exceed 5 percent of the total number of addressed pieces for the 5-digit ZIP Code on the logical pallet for that presort destination.

c. The 5 percent threshold is calculated separately for each 5-digit ZIP Code. For example, if a scheme contains four different 5-digit ZIP Codes, a separate 5 percent threshold applies to each 5-digit ZIP Code for the scheme on a merged 5-digit scheme pallet. Since 5-digit scheme bundles may not be placed on merged pallets, pieces in 5-digit scheme bundles do not count as 5-digit sorted pieces for purposes of determining the 5 percent limit.

d. When firm bundles, other than those claimed at carrier route prices, are placed on a merged 5-digit scheme or a merged 5-digit pallet, addressed pieces in all corresponding 5-digit bundles up to 5 percent also must be merged. If the number of addressed pieces placed in 5-digit bundles (for an individual 5-digit ZIP Code) exceeds the 5 percent threshold, the mailer may place a portion of the addressed pieces (up to 5 percent) on a merged 5-digit scheme or a merged 5-digit pallet. Mailers are encouraged, but not required, to include such pieces on a merged pallet in this sequence: nonbarcoded price bundles, followed by barcoded price bundles.

e. For the purpose of determining the 5 percent threshold, addressed pieces in low-volume carrier route bundles count as carrier route sorted pieces, and addressed pieces in low-volume 5-digit bundles count as 5-digit sorted pieces, even though the mixed ADC price (Outside-County) or basic price (In-County) is paid for such pieces.

### 12.1.5 Pallet Preparation and Labeling

Mailers must prepare pallets of bundles in the manner and sequence listed below and under 8.0. When sortation under this option is performed, after completing required or optional carrier route pallets (if any), mailers must prepare all merged 5-digit scheme, 5-digit scheme, and merged 5-digit pallets that are possible in the mailing based on the volume of mail to the destination using L001 and the 5 percent threshold, as applicable. Mailers must label pallets according to the Line 1 and Line 2 information listed below and under 8.6. If, due to the physical size of the mailpieces, the barcoded price pieces are considered flat-size under 201.6.0 and the carrier route sorted pieces and nonbarcoded price pieces are considered irregular parcels under 201.7.6, "FLTS" must be shown as the processing category on the pallet label. If a mailing contains no

barcoded price pieces and the carrier route pieces and the nonbarcoded pieces are irregular parcels, use “IRREG” for the processing category on the contents line of the pallet label. Prepare and label pallets as follows:

a. *5-digit scheme carrier routes,* required; optional with no minimum. May contain only carrier route bundles for all carrier routes for 5-digit ZIP Codes identified in the L001 5-digit scheme listing. Labeling:

   1. Line 1 use L001, Column B.

   2. Line 2: “PER” or “NEWS” as applicable; followed by “FLTS” or “IRREG” as applicable; followed by “CR-RTS SCHEME.”

b. *Merged 5-digit scheme,* required; permitted only when 5-digit bundles for at least one 5-digit ZIP Code in the scheme may be merged with carrier route bundles under the 5 percent threshold standard in 12.1.4. May contain carrier route bundles for any 5-digit ZIP Code in a single scheme listed in L001. May also contain barcoded price 5-digit bundles and nonbarcoded price 5-digit bundles up to a maximum of 5 percent of the total number of pieces for each 5-digit ZIP Code in the scheme under 12.1.4. For 5-digit ZIP Codes not included in a scheme, begin preparing pallets under 12.1.5e (merged 5-digit pallet). Labeling:

   1. Line 1: use L001, Column B.

   2. Line 2: “PER” or “NEWS” as applicable; followed by “FLTS” or “IRREG” as applicable; followed by “CR/5D SCHEME.”

c. *5-digit scheme,* not permitted for flats that meet the dimension, weight, and flexibility criteria for automation flats in 201.6.0 (including pieces in merged bundles) and not permitted for sacks or trays. Required for all other flats and irregular parcels. Five-digit scheme bundles are assigned to 5-digit pallets according to the “label to” 5-digit ZIP Code in L007. Labeling:

   1. Line 1: use L001, Column B.

   2. Line 2: “PER” or “NEWS” as applicable; followed by “FLTS” or “IRREG” as applicable; followed by “5D”; followed by “BARCODED” or “BC” if the pallet contains barcoded price mail; followed by “NONBARCODED” or “NBC” if the pallet contains nonbarcoded price mail; followed by “SCHEME” or “SCH.”

d. *5-digit carrier routes,* required; optional with no minimum. May contain only carrier route price bundles for the same 5-digit ZIP Code for those 5-digit ZIP Codes that are not part of a scheme. Labeling:

   1. Line 1: use city, state, and 5-digit ZIP Code destination (see 8.6.4 for military mail).

   2. Line 2: “PER” or “NEWS” as applicable; followed by “FLTS” or “IRREG” as applicable; followed by “CARRIER ROUTES” or “CR-RTS.”

e. *Merged 5-digit,* required; permitted only when 5-digit bundles may be merged with carrier route bundles under the 5 percent threshold standard in 12.1.4 for a 5-digit ZIP Code that is not part of an L001 scheme. May contain carrier route bundles, barcoded price 5-digit bundles, and nonbarcoded

price 5-digit bundles. The number of pieces in 5-digit bundles is limited to 5 percent of the total number of pieces placed on the pallet under 12.1.4. Labeling:

1. Line 1: use city, state, and 5-digit ZIP Code destination (see 8.6.4 for military mail).
2. Line 2: “PER” or “NEWS” as applicable; followed by “FLTS” or IRREG” as applicable; followed by “CR/5D.”

f. *5-digit,* required; may contain only barcoded price 5-digit bundles and nonbarcoded price 5-digit bundles for the same 5-digit ZIP Code that could not be placed on a merged 5-digit pallet, or 5-digit scheme (L007) bundles (barcoded price and cobundled barcoded and nonbarcoded price pieces only). Five-digit scheme bundles are assigned to 5-digit pallets according to the OEL “label to” 5-digit ZIP Code. Labeling:

1. Line 1: use city, state, and 5-digit ZIP Code destination (see 8.6.4 for military mail).
2. Line 2: “PER” or “NEWS” as applicable; followed by “FLTS” or “IRREG” as applicable; followed by “5D”; followed by “BARCODED” or “BC” if the pallet contains barcoded price mail; followed by “NONBARCODED” or “NBC” if the pallet contains nonbarcoded price mail.

g. *3-digit*, optional; option not available for 3-digit ZIP Code prefixes marked “N” in L002. May contain carrier route price, barcoded price, and nonbarcoded price mail, including 3-digit scheme (L008) bundles (barcoded and cobundled barcoded and nonbarcoded price pieces only). Three-digit scheme bundles are assigned to 3-digit pallets according to the “label to” 3-digit ZIP Code in L008. Labeling:

1. Line 1: use L002, Column A.
2. Line 2: “PER” or “NEWS” as applicable; followed by “FLTS” or “IRREG” as applicable; followed by “3D”; followed by “BARCODED” or “BC” if the pallet contains barcoded price mail; followed by “NONBARCODED” or “NBC” if the pallet contains nonbarcoded price mail and/or carrier route mail.

h. *SCF through mixed ADC*, use 8.10.2h through 8.10.2k, as applicable, to prepare and label SCF, ADC, Origin Mixed ADC (OMX) and mixed ADC pallet levels.

## 12.2 USPS Marketing Mail

### 12.2.1 Basic Standards

Five-digit scheme bundles (under L007) and 3-digit scheme bundles (under L008) must be prepared. Five-digit scheme bundles may not be copalletized on any merged pallets. Five-digit bundles from an automation price mailing and 5-digit bundles from a Presorted price mailing (including pieces cobundled under 11.0) may be placed on the same pallet as carrier route bundles under the following conditions:

a. A carrier route mailing must be part of the mailing job.

b. The pieces in the carrier route price mailing, the automation price mailing, and the Presorted price mailing must be part of the same mailing job and all three mailings must be reported on the same postage statement.

c. Pieces in the automation price mailing must meet the criteria for a flat under 201.6.0. Pieces in the Presorted price mailing and the carrier route mailing must meet the criteria for a flat under 201.4.0.

d. Automation price 5-digit bundles, Presorted price 5-digit bundles, and cobundled 5-digit bundles may be copalletized with carrier route bundles only when the pieces in the 5-digit bundles do not exceed the 5 percent limit described in 12.2.2. Pallets of mail sorted in this manner are called "merged 5-digit" pallets. Pallets of mail sorted in this manner for which scheme sortation is also performed are called "merged 5-digit scheme" pallets. Since 5-digit scheme bundles cannot be placed on merged pallets, pieces in 5-digit scheme bundles do not count as 5-digit sorted pieces for purposes of determining the 5 percent limit.

e. If sortation under this section is performed, merged 5-digit scheme pallets must be prepared whenever there is enough volume of carrier route and 5-digit bundles under 8.0 and 12.2.2 to prepare such pallets.

f. The carrier route mailing must meet the eligibility criteria in 243.6.0, the automation price mailing must meet the eligibility criteria in 243.7.0, and the Presorted price mailing must meet the eligibility criteria in 243.5.0.

g. The prices are based on the level of bundle that the pieces are contained in under 243.5.0 and 243.7.0.

h. The bundles from each separate mailing must be sorted together on pallets (copalletized) using presort software that is PAVE-certified.

i. The pieces in each separate mailing must bear the applicable markings required under 245.5.0, 245.6.0, or 245.7.0, and under 202.

j. A complete, signed postage statement, using the correct USPS form or an approved facsimile, must accompany each mailing job prepared under these procedures.

k. In addition to the postage statement(s), documentation prepared by PAVE-certified software must be submitted with each copalletized mailing job that describes for each pallet sortation level and pallet the number of pieces qualifying for each applicable carrier route price, each applicable automation price, and each applicable Presorted price under 203.3.0. A separate 5 percent threshold summary also must be provided under 203.3.0 for each "logical" merged 5-digit scheme or "logical" merged 5-digit pallet presort destination. This 5 percent threshold summary must show for each 5-digit ZIP Code on the logical merged 5-digit scheme or logical merged 5-digit pallet: the total number of pieces on the pallet for the 5-digit ZIP Code; the total number of pieces sorted in carrier route bundles for the 5-digit ZIP Code; the total number of pieces sorted in 5-digit bundles for the 5-digit ZIP Code, and; of the total number of pieces for the 5-digit ZIP Code, the percentage of pieces sorted in 5-digit bundles for that 5-digit ZIP Code. This additional 5 percent threshold summary must appear within the body of

the documentation beneath the pallet price listing for the last physical pallet for the logical pallet presort destination. Note: If there are two or more physical pallets for the same presort destination, for example, the same merged 5-digit pallet destination, these two or more physical pallets would be considered as one "logical pallet." The separate pallet summary must be for the mail on all of the physical pallets (the "logical pallet") for that presort destination.

l. Portions of the mailing job that cannot be palletized must be prepared in sacks.

**12.2.2 5 percent-Threshold Standard**

Five-digit bundles and carrier route bundles may be placed on the same merged 5-digit scheme and merged 5-digit pallet if all of the following conditions are met:

a. The number of pieces prepared in 5-digit bundles for any single 5-digit ZIP Code on a logical merged 5-digit or merged 5-digit scheme pallet does not exceed 5 percent of the total number of pieces for the 5-digit ZIP Code on the pallet(s) for the presort destination. That is, the total number of pieces for a 5-digit ZIP Code in 5-digit and carrier route bundles must not be greater than the number of pieces in carrier route bundles divided by 0.95.

b. The 5 percent threshold is calculated separately for each 5-digit ZIP Code. For example, if a scheme contains four different 5-digit ZIP Codes, a separate 5 percent threshold applies to each 5-digit ZIP Code for the scheme on a merged 5-digit scheme pallet. Since 5-digit scheme bundles may not be placed on merged pallets, pieces in 5-digit scheme bundles do not count as 5-digit sorted pieces for purposes of determining the 5 percent limit.

c. Except when bundles are prepared under the cobundling option in 11.0, all the mail in a logical 5-digit bundle must be able to be placed on the logical pallet under the 5 percent rule. A logical 5-digit bundle is all pieces for a mailing (price level) prepared in a 5-digit bundle or bundles for the same 5-digit destination. For each 5-digit ZIP Code, it is possible to have a logical 5-digit bundle of automation price mail and a logical 5-digit bundle of Presorted price mail. If the total number of pieces in a logical 5-digit bundle exceeds the 5 percent limit, none of the pieces for that 5-digit bundle level may be placed on a merged 5-digit or merged 5-digit scheme pallet. For some ZIP Codes, the total number of pieces prepared in logical 5-digit bundles (both an automation price 5-digit bundle and a Presorted price 5-digit bundle) may exceed 5 percent of the total mail for that ZIP Code, but the number of pieces for an individual automation price logical 5-digit bundle for that ZIP Code does not exceed the 5 percent limit nor does an individual Presorted price logical 5-digit bundle for that ZIP Code exceed the 5 percent limit. In such instances, mailers may choose to place all of the pieces in a logical 5-digit bundle for a single price category on the logical merged 5-digit or merged 5-digit scheme pallet so that the 5 percent threshold is not exceeded.

d. Except for bundles prepared under the cobundling option in 11.0, if the total number of pieces in both the logical 5-digit automation price bundle and the logical 5-digit Presorted price bundle each separately exceed 5 percent of the total number of pieces for the 5-digit ZIP Code, none of the pieces in 5-digit bundles may be merged with carrier route bundles on a merged 5-digit or merged 5-digit scheme pallet.

e. For mailing jobs prepared using the cobundling option in 11.0, if the total number of pieces prepared in a logical 5-digit bundle (containing automation price and Presorted price pieces) exceeds the 5 percent limit for a 5-digit ZIP Code in 12.2.2a, a mailer may, for each 5-digit ZIP Code, choose to place a portion of the pieces prepared in the logical 5-digit bundle on a merged 5-digit or 5-digit scheme pallet using one of the options below. Regardless of the option selected, a minimum of 10 pieces or 15 pieces as applicable must be prepared in 5-digit bundle(s) placed on the merged pallet and a minimum of 10 or 15 remaining pieces as applicable prepared in 5-digit bundle(s) not placed on the merged pallet, with the total number of pieces not exceeding the 5 percent limit. The options are:

1. Place either all automation price pieces or all Presorted price pieces for the 5-digit ZIP Code on the merged pallet.
2. Place a portion of either the automation price pieces or the Presorted price pieces for the 5-digit ZIP Code on the merged pallet.
3. Place either all the automation price pieces plus a portion of the Presorted price pieces or all the Presorted price pieces plus a portion of the automation price pieces for the 5-digit ZIP Code on the merged pallet.

### 12.2.3 Pallet Preparation and Labeling

Mailers must prepare pallets of bundles in the manner and sequence listed below and under 8.0. When sortation under this option is performed after completing required or optional carrier route pallets (if any), mailers must prepare all merged 5-digit scheme, and merged 5-digit pallets that are possible in the mailing based on the volume of mail to the destination using L001 and the 5 percent threshold. Mailers must label pallets according to the Line 1 and Line 2 information listed below and under 8.6.

a. *5-digit scheme carrier routes,* required, optional with no minimum. May contain only carrier route bundles for carrier routes for 5-digit ZIP Codes identified in the L001 5-digit scheme listing. Labeling:

1. Line 1: use L001, Column B.
2. Line 2: “STD FLTS CR-RTS SCHEME.”

b. *Merged 5-digit scheme,* required, permitted only when 5-digit bundles for at least one 5-digit ZIP Code in the scheme may be merged with carrier route bundles under the 5 percent threshold standard in 12.2.2. May contain carrier route bundles for any 5-digit ZIP Code in a single scheme listed in L001. May also contain automation price 5-digit bundles and Presorted price 5-digit bundles up to a maximum of 5 percent of the total number of

pieces for each 5-digit ZIP Code in the scheme under 12.2.2. For 5-digit ZIP Codes not included in a scheme, begin preparing pallets under 12.2.3d (merged 5-digit pallet). Labeling:

1. Line 1: use L001, Column B.
2. Line 2: "STD FLTS CR/5D SCHEME."

c. *5-digit carrier routes,* required, optional with no minimum. May contain only carrier route price bundles for the same 5-digit ZIP Code for those 5-digit ZIP codes that are not part of a scheme. Labeling:

1. Line 1: use city, state, and 5-digit ZIP Code destination (see 8.6.4 for military mail).
2. Line 2: "STD FLTS"; followed by "CARRIER ROUTES" or "CR-RTS."

d. *Merged 5-digit,* required, permitted only when 5-digit bundles may be merged with carrier route bundles under the 5 percent threshold standard in 12.2.2 for a 5-digit ZIP Code that is not part of an L001 scheme. May contain carrier route price bundles, automation price 5-digit bundles, and Presorted price 5-digit bundles. The number of pieces in 5-digit bundles is limited to 5 percent of the total number of pieces placed on the pallet under 12.2.2. Labeling:

1. Line 1: use city, state, and 5-digit ZIP Code destination (see 8.6.4 for military mail).
2. Line 2: "STD FLTS CR/5D."

e. *5-digit,* required, may contain only automation price 5-digit bundles and Presorted price 5-digit bundles for the same 5-digit ZIP Code that could not be placed on a merged 5-digit pallet, or 5-digit scheme (L007) bundles (automation price and cobundled automation and Presorted price pieces only). Five-digit scheme bundles are assigned to 5-digit pallets according to the "label to" 5-digit ZIP Code in L007. Labeling:

1. Line 1: use city, state, and 5-digit ZIP Code destination (see 8.6.4 for military mail).
2. Line 2: "STD FLTS 5D"; followed by "BARCODED" or "BC" if the pallet contains automation price mail; followed by "NONBARCODED" or "NBC" if the pallet contains Presorted price mail.

f. *3-digit,* optional, option not available for 3-digit ZIP Code prefixes marked "N" in L002. May contain carrier route price, automation price, and Presorted price mail, including 3-digit scheme (L008) bundles (automation and cobundled automation and Presorted price pieces only). Three-digit scheme bundles are assigned to 3-digit pallets according to the "label to" 3-digit ZIP Code in L008. Labeling:

1. Line 1: use L002, Column A.

2. Line 2: “STD FLTS 3D”; followed by “BARCODED” or “BC” if the pallet contains automation price mail; followed by “NONBARCODED” or “NBC” if the pallet contains Presorted price mail and/or carrier route price mail.

g. *SCF*, required, may contain carrier route price, automation price, and Presorted price bundles. Labeling:

1. Line 1: use L002, Column C.
2. Line 2: “STD FLTS SCF”; followed by “BARCODED” or “BC” if the pallet contains automation price mail; followed by “NONBARCODED” or “NBC” if the pallet contains Presorted price mail and/or carrier route price mail.

h. *ASF,* required, except that an ASF sort may not be required if using bundle reallocation under 8.13.3. May contain carrier route price, automation price, and/or Presorted price bundles. Sort ADC bundles to ASF pallets based on the “label to” ZIP Code for the ADC destination of the bundle in L004. At the mailer’s option, sort appropriate mixed ADC bundles to ASF pallets based on the “label to” ZIP Code for the ADC destination of the bundle in L010. All optional mixed ADC bundles on ASF pallets must contain only pieces destinating within the ASF as shown in 6.3. See 246.3.0 for additional requirements for DNDC price eligibility. Labeling:

1. Line 1: use L602, Column B.
2. Line 2: “STD FLTS ASF”; followed by “BARCODED” or “BC” if the pallet contains automation price mail; followed by “NONBARCODED” or “NBC” if the pallet contains Presorted price mail and/or carrier route price mail.

i. *NDC,* required, may contain carrier route price, automation price, and/or Presorted price bundles. Sort ADC bundles to NDC pallets based on the “label to” ZIP Code for the ADC destination of the bundle in L004. At the mailer’s option, sort appropriate mixed ADC bundles to NDC pallets based on the “label to” ZIP Code for the ADC destination of the bundle in L010. All optional mixed ADC bundles on NDC pallets must contain only pieces destinating within the NDC as shown in 6.3. See 246.3.0 for additional requirements for DNDC price eligibility. Labeling:

1. Line 1: use L601, Column B.
2. Line 2: “STD FLTS NDC”; followed by “BARCODED” or “BC” if the pallet contains automation price mail; followed by “NONBARCODED” or “NBC” if the pallet contains Presorted price mail and/or carrier route price mail.

# 13.0 Merging Bundles of Flats on Pallets Using the City State Product and a 5 percent Threshold

## 13.1 Periodicals

### 13.1.1 Basic Standards

Five-digit scheme bundles (using L007) and 3-digit scheme bundles (using L008) must be prepared according to standards in 13.1.4. Five-digit scheme bundles and 3-digit scheme bundles may not be copalletized on any merged pallets. Five-digit bundles from a barcoded price mailing and 5-digit bundles from a nonbarcoded price mailing (including pieces cobundled under 11.0) may be placed on the same pallet as carrier route bundles under the following conditions:

a. A carrier route mailing must be part of the same mailing job as the barcoded price mailing and/or the nonbarcoded price mailing.

b. Pieces in the barcoded price mailing must meet the criteria for a flat under 201.6.0 or 207.26.0. These two types of flats cannot be combined in the same bundle.

c. Mailers must use the Carrier Route Indicators field in the City State Product and the 5 percent limit criteria in 13.1.4 to prepare the mailing. The mailing must be entered no later than 90 days after the release date of the City State Product used.

d. When firm bundles, carrier route bundles, and 5-digit bundles are placed together on the same merged 5-digit scheme or merged 5-digit pallet according to standards in 13.1.4 and 13.1.5, the following conditions also apply:

   1. For 5-digit ZIP Codes identified with an “A” or “C” indicator in the City State Product, merged 5-digit scheme and merged 5-digit pallets may be prepared with no limit to the number of addressed pieces placed in 5-digit bundles.

   2. For 5-digit ZIP Codes identified with a “B” or “D” indicator in the City State Product, the number of addressed pieces placed in 5-digit bundles (other than firm bundles) must not exceed 5 percent of the total number of addressed pieces placed on the merged 5-digit scheme or merged 5-digit pallet, for each corresponding 5-digit ZIP Code. For merged 5-digit scheme pallets, the 5 percent threshold is calculated separately for each individual 5-digit ZIP Code.

e. After completing all possible required or optional carrier route pallets (if any), mailers must prepare all merged 5-digit scheme and 5-digit scheme pallets according to standards in 13.1.5.

f. The bundles from each separate mailing must be sorted together on pallets (copalletized) under 13.1.5 using presort software that is PAVE-certified.

g. A complete, signed postage statement, using the correct USPS form or an approved facsimile, must accompany each mailing job. In addition, documentation produced by PAVE-certified software must be submitted

with each mailing job. Documentation, under 203.3.0, must describe for each "logical" pallet sortation level and each physical pallet the number of addressed pieces qualifying for each carrier route price, each nonbarcoded price, and each barcoded price. Within the body of the documentation beneath the listing for the last physical pallet for each logical pallet presort destination, a separate 5 percent threshold summary also must be provided for each merged 5-digit scheme and each merged 5-digit logical pallet destination that contains mail for one or more 5-digit ZIP Codes with a "B" or "D" indicator in the City State Product. *Note:* The separate 5 percent threshold summary must be for the mail on all of the physical pallets (i.e., the "logical" pallet) for that presort destination. This summary must describe for each 5-digit ZIP Code:

1. The total number of all addressed pieces.
2. The total number of addressed pieces sorted in carrier route bundles and firm bundles (each firm bundle is claimed as one addressed piece).
3. The total number of addressed pieces sorted in 5-digit bundles (other than firm bundles).
4. Of the total number of all addressed pieces in 13.1.1g1, the percentage of addressed pieces sorted in 5-digit bundles (other than firm bundles).

h. Portions of the mailing job that cannot be palletized must be prepared in sacks.

### 13.1.2 Bundle Preparation

Bundles must be prepared under the standards in 8.0.

### 13.1.3 Low-Volume Bundles

Carrier route and 5-digit bundles may contain fewer than six pieces when the publisher determines that such preparation improves service. Pieces in these low-volume bundles must be claimed at the applicable mixed ADC price (Outside-County) or basic price (In-County).

### 13.1.4 5 percent Threshold—5-Digit ZIP Codes Identified with a "B" or "D" Indicator

Firm bundles (claimed as one addressed piece), carrier route bundles, and 5-digit bundles may be placed together on the same merged 5-digit scheme or merged 5-digit logical pallet under 13.1.5 if all of the following conditions in items 13.1.4a through 13.1.4e below are met:

a. For the purpose of calculating the 5 percent threshold, firm bundles (regardless of the price claimed) are added together with the number of addressed pieces in carrier route bundles.

b. The number of pieces prepared in 5-digit bundles (other than firm bundles) for any single 5-digit ZIP Code with a "B" or "D" indicator (in the City State Product) on a logical merged 5-digit scheme or merged 5-digit pallet must not exceed 5 percent of the total number of addressed pieces for the 5-digit ZIP Code on the logical pallet for the presort destination. Five-digit ZIP Codes with an "A" or "C" indicator (in the City State Product) are not subject to the 5 percent limit.

c. The 5 percent threshold is calculated separately for each 5-digit ZIP Code with a “B” or “D” indicator. For example, if a scheme contains four different 5-digit ZIP Codes, a separate 5 percent threshold applies to each 5-digit ZIP Code with a “B” or “D” indicator for the scheme on a merged 5-digit scheme pallet. (5-digit ZIP Codes with an “A” or “C” indicator are not subject to the 5 percent limit.) Since 5-digit scheme bundles may not be placed on merged pallets, pieces in 5-digit scheme bundles do not count as 5-digit sorted pieces for purposes of determining the 5 percent limit.

d. When firm bundles, other than those claimed at carrier route prices, are placed on a merged 5-digit scheme or a merged 5-digit pallet, addressed pieces in all corresponding 5-digit bundles up to 5 percent also must be merged. If the number of addressed pieces placed in 5-digit bundles (for an individual 5-digit ZIP Code) exceeds the 5 percent threshold, the mailer may place a portion of the addressed pieces (up to 5 percent) on a merged 5-digit scheme or a merged 5-digit pallet. Mailers are encouraged, but not required, to include such pieces on a merged pallet in this sequence: presorted price bundles, followed by cobundles (if using 11.0), followed by automation price bundles.

e. For the purpose of determining the 5 percent threshold, addressed pieces in low-volume carrier route bundles count as carrier route sorted pieces, and addressed pieces in low-volume 5-digit bundles count as 5-digit sorted pieces, even though the mixed ADC price (Outside-County) or basic price (In-County) is paid for such pieces.

### 13.1.5 Pallet Preparation and Labeling

Mailers must prepare pallets of bundles in the manner and sequence listed below and under 8.0. When sortation under this option is performed, after completing required or optional carrier route pallets (if any), mailers must prepare all merged 5-digit scheme, 5-digit scheme, and merged 5-digit pallets that are possible in the mailing based on the volume of mail to the destination (8.0) using L001, the City State Product, and the 5 percent threshold (13.1.4), as applicable. If, due to the physical size of the mailpieces, the barcoded price pieces are considered flat-size under 201.6.0 and the carrier route sorted pieces and nonbarcoded price pieces are considered irregular parcels under 201.7.6, “FLTS” must be shown as the processing category on the pallet label. If a mailing contains no barcoded price pieces and the carrier route pieces and the nonbarcoded of pieces are irregular parcels, use “IRREG” for the processing category on the contents line of the pallet label. Prepare and label pallets as follows:

a. *5-digit scheme carrier routes,* required, optional with no minimum. May contain only carrier route bundles for carrier routes for 5-digit ZIP Codes identified in the L001 5-digit scheme listing. Labeling:

   1. Line 1: use L001, Column B.

   2. Line 2: “PER” or “NEWS” as applicable; followed by “FLTS” or “IRREG” as applicable; and followed by “CR-RTS SCHEME.”

b. *Merged 5-digit scheme*, required; for schemes that contain at least one 5-digit ZIP Code that has an “A” or “C” indicator in the City State Product, the pallet contains 1) carrier route bundles for all 5-digit ZIP Codes in the scheme, 2) 5-digit barcoded price and 5-digit nonbarcoded price bundles for those 5-digit ZIP Codes in the scheme with an “A” or “C” indicator in the City State Product, and 3) 5-digit barcoded price and/or 5-digit nonbarcoded price bundles for those 5-digit ZIP Codes in the scheme with a “B” or “D” indicator when the number of pieces in the 5-digit bundle(s) does not exceed 5 percent of the total number of pieces for that 5-digit ZIP Code under 13.1.4. For schemes in which all 5-digit ZIP Codes have “B” or “D” indicators and for which there is at least one 5-digit ZIP Code for which 5-digit bundles may be placed on the pallet under the 5 percent limit in 13.1.4, place all carrier route bundles plus the 5-digit bundles within the 5 percent limit on the pallet. For schemes in which all 5-digit ZIP Codes have “B” or “D” indicators and for which there are no 5-digit ZIP Codes for which 5-digit bundles may be placed on the pallet under the 5 percent limit, do not prepare a merged 5-digit scheme pallet (sort bundles to pallets under 13.1.5c through 13.1.5h). Labeling:

1. Line 1: use L001, Column B.
2. Line 2: “PER” or “NEWS” as applicable; followed by “FLTS” or “IRREG” as applicable; and followed by “CR/5D SCHEME.”

c. *5-digit scheme*, not permitted for flats that meet the dimension, weight, and flexibility criteria for automation flats in 201.6.0 (including pieces in merged bundles) and not permitted for sacks or trays. Required for all other flats and irregular parcels. May contain only 5-digit bundles of barcoded price and nonbarcoded price mail for the same 5-digit scheme under L001 for which one or more 5-digit ZIP Codes in the scheme had a “B” or “D” indicator in the City State Product, and the 5-digit bundles could not be placed on a merged 5-digit scheme pallet (the pieces exceeded the 5 percent threshold). Labeling:

1. Line 1: use L001, Column B.
2. Line 2: “PER” or “NEWS” as applicable; followed by “FLTS” or “IRREG” as applicable; followed by “5D”; followed by “BARCODED” or “BC” if the pallet contains barcoded price mail; followed by “NONBARCODED” or “NBC” if the pallet contains nonbarcoded price mail; and followed by “SCHEME” or “SCH.”

d. *5-digit carrier routes,* required; optional with no minimum. May contain only carrier route price bundles for the same 5-digit ZIP Code for those 5-digit ZIP Codes that are not part of a scheme. Labeling:

1. Line 1: use city, state, and 5-digit ZIP Code destination (see 8.6.4 for military mail).
2. Line 2: “PER” or “NEWS” as applicable; followed by “FLTS” or “IRREG” as applicable; and followed by “CARRIER ROUTES” or “CR-RTS.”

e. *Merged 5-digit*, required, may contain carrier route bundles, barcoded price 5-digit bundles, and nonbarcoded price 5-digit bundles for those 5-digit ZIP Codes that are not part of a scheme. For 5-digit ZIP Codes with an "A" or "C" indicator in the City State Product, there is no limit on the number of pieces in 5-digit bundles that may be placed on the pallet and a merged 5-digit pallet is prepared even if there are no 5-digit bundles for that ZIP Code. For those 5-digit ZIP Codes with a "B" or "D" indicator in the City State Product, the number of pieces in 5-digit bundles is limited to 5 percent of the total number of pieces for the 5-digit pallet destination under 13.1.4. However, if no 5-digit bundles for ZIP Codes with "B" or "D" indicators can be placed on this level pallet under the 5 percent limit, do not prepare this a merged 5-digit pallet (sort bundles under 13.1.5f through 13.1.5h). Labeling:

1. Line 1: use city, state, and 5-digit ZIP Code destination (see 8.6.4 for military mail).
2. Line 2: "PER" or "NEWS" as applicable; followed by "FLTS" or IRREG" as applicable; and followed by "CR/5D."

f. *5-digit,* required, may contain only barcoded price 5-digit bundles and nonbarcoded price 5-digit bundles for the same 5-digit ZIP Code that could not be placed on a merged 5-digit pallet, or 5-digit scheme (L007) bundles (barcoded price and cobundled barcoded and nonbarcoded price pieces only). Five-digit scheme bundles are assigned to 5-digit pallets according to the "label to" 5-digit ZIP Code in L007. Labeling:

1. Line 1: use city, state, and 5-digit ZIP Code destination (see 8.6.4 for military mail).
2. Line 2: "PER" or "NEWS" as applicable; followed by "FLTS" or "IRREG" as applicable; followed by "5D"; followed by "BARCODED" or "BC" if the pallet contains barcoded price mail; and followed by "NONBARCODED" or "NBC" if the pallet contains nonbarcoded price mail.

g. *3-digit,* optional, option not available for 3-digit ZIP Code prefixes marked "N" in L002. May contain carrier route price, barcoded price, and nonbarcoded price mail, including 3-digit scheme (L008) bundles (barcoded and cobundled barcoded and nonbarcoded price pieces only). Three-digit scheme bundles are assigned to 3-digit pallets according to the "label to" 3-digit ZIP Code in L008. Labeling:

1. Line 1: use L002, Column A.
2. Line 2: "PER" or "NEWS" as applicable; followed by "FLTS" or IRREG" as applicable; followed by "3D"; followed by "BARCODED" or "BC" if the pallet contains barcoded price mail; and followed by "NONBARCODED" or "NBC" if the pallet contains nonbarcoded price mail and/or carrier route mail.

h. *SCF through mixed ADC,* use 8.10.2h through 8.10.2k, as applicable, to prepare and label SCF, ADC, Origin Mixed ADC (OMX) and mixed ADC pallet levels.

## 13.2 USPS Marketing Mail

### 13.2.1 Basic Standards

Five-digit scheme bundles (under L007) and 3-digit scheme bundles (under L008) must be prepared. Five-digit scheme bundles may not be copalletized on any merged pallets. Five-digit bundles from an automation price mailing and 5-digit bundles from a Presorted price mailing (including pieces cobundled under 11.0) may be placed on the same pallet as carrier route bundles under the following conditions:

a. A carrier route mailing must be part of the mailing job.

b. The pieces in the carrier route price mailing, the automation price mailing, and the Presorted price mailing must be part of the same mailing job, and all three mailings must be reported on the same postage statement.

c. Pieces in the automation price mailing must meet the criteria for a flat under 201.6.0. Pieces in the Presorted price mailing and the carrier route mailing must meet the criteria for a flat under 201.4.0.

d. Mailers must use the Carrier Route Indicators field in the City State Product and the 5 percent limit criteria in 13.2.3 to prepare the mailing. The mailing must be entered no later than 90 days after the release date of the City State Product used.

e. Automation price 5-digit bundles, Presorted price 5-digit bundles, and cobundled 5-digit bundles may be copalletized with carrier route bundles and firm bundles on merged 5-digit or merged 5-digit scheme pallets as follows:

   1. For 5-digit ZIP Codes with an “A” or “C” indicator in the Carrier Route Indicators field in the City State Product, carrier route and 5-digit bundles may be merged with no limit on the number of pieces in 5-digit bundles placed on the pallet. 5-digit scheme bundles may not be used.

   2. For 5-digit ZIP Codes with a “B” or “D” indicator in the Carrier Route Indicators field in the City State Product, the pieces in the 5-digit bundles must not exceed 5 percent of the total number of pieces for each individual 5-digit ZIP Code on the pallet as described in 13.2.3. Since 5-digit scheme bundles cannot be placed on merged pallets, pieces in 5-digit scheme bundles do not count as 5-digit sorted pieces for purposes of determining the 5 percent limit.

f. If sortation under this section is performed, then merged 5-digit scheme pallets must be prepared whenever there is enough volume of carrier route and 5-digit bundles under 8.0 to prepare such pallets using the criteria in 13.2.1e and the sortation criteria in 13.2.4.

g. The carrier route mailing must meet the eligibility criteria in 243.6.0, the automation price mailing must meet the eligibility criteria in 243.7.0, and the Presorted price mailing must meet the eligibility criteria in 243.5.0.

h. The prices are based on the level of bundle that the pieces are contained in under 243.5.0 and 243.7.0.

i. The pieces in each separate mailing must bear the applicable markings required under 245.5.0, 245.6.0, or 245.7.0 and under 202.

j. The bundles from each separate mailing must be sorted together on pallets (copalletized) using presort software that is PAVE-certified.

k. A complete, signed postage statement, using the correct USPS form or an approved facsimile, must accompany each mailing job prepared under these procedures.

l. In addition to the applicable postage statement, documentation produced by PAVE-certified software must be submitted with each copalletized mailing job that describes for each pallet sortation level and pallet the number of pieces qualifying for each applicable carrier route price, each applicable automation price, and each applicable Presorted price. A separate 5 percent threshold summary also must be provided under 203.3.0 for each "logical" merged 5-digit scheme or "logical" merged 5-digit pallet presort destination that contains mail for one or more 5-digit ZIP Codes with a "B" or "D" indicator in the City State Product. This 5 percent threshold summary must show for each 5-digit ZIP Code with a "B" or "D" indicator on the logical merged 5-digit scheme or logical merged 5-digit pallet: the total number of pieces on the pallet for the 5-digit ZIP Code; the total number of pieces sorted in carrier route bundles for the 5-digit ZIP Code; the total number of pieces sorted in 5-digit bundles for the 5-digit ZIP Code, and; of the total number of pieces for the 5-digit ZIP Code, the percentage of pieces sorted in 5-digit bundles for that 5-digit ZIP Code. This additional 5 percent threshold summary must appear within the body of the documentation beneath the pallet price listing for the last physical pallet for the logical pallet presort destination. *Note:* If there are two or more physical pallets for the same presort destination, for example, the same merged 5-digit pallet destination, these two or more physical pallets would be considered as one "logical pallet." The separate pallet summary must be for the mail on all of the physical pallets (the "logical pallet") for that presort destination.

m. Portions of the mailing job that cannot be palletized must be prepared in sacks.

### 13.2.2 Bundle Preparation

Bundles placed on pallets must be prepared under the standards in 8.0.

### 13.2.3 5 percent Threshold Standard

Five-digit bundles, carrier route bundles, and firm bundles may be placed on the same merged 5-digit scheme or merged 5-digit pallet under 13.2.4 if all of the following conditions are met:

a. The number of pieces prepared in 5-digit bundles for any single 5-digit ZIP Code with a "B" or "D" indicator on a logical merged 5-digit or merged 5-digit scheme pallet does not exceed 5 percent of the total number of pieces for the 5-digit ZIP Code on the logical pallet for the presort destination. That is, the total number of pieces for a 5-digit ZIP Code in

5-digit and carrier route bundles must not be greater than the number of pieces in carrier route bundles divided by 0.95. 5-digit ZIP Codes with an “A” or “C” indicator are not subject to the 5 percent limit.

b. The 5 percent threshold is calculated separately for each 5-digit ZIP Code with a “B” or “D” indicator. For example, if a scheme contains four different 5-digit ZIP Codes, a separate 5 percent threshold applies to each 5-digit ZIP Code with a “B” or “D” indicator for the scheme on a merged 5-digit scheme pallet. (Five-digit ZIP Codes with an “A” or “C” indicator are not subject to the 5 percent limit.) Since 5-digit scheme bundles cannot be placed on merged pallets, pieces in 5-digit scheme bundles do not count as 5-digit sorted pieces for purposes of determining the 5 percent limit.

c. Except when bundles are prepared under the cobundling option in 11.0, all mail in a logical 5-digit bundle for a 5-digit ZIP Code with a “B” or “D” indicator must be able to be placed on the logical pallet under the 5 percent rule. A logical 5-digit bundle is all pieces for a mailing (price level) prepared in a 5-digit bundle or bundles for the same 5-digit destination. For each 5-digit ZIP Code, it is possible to have a logical 5-digit bundle of automation price mail and a logical 5-digit bundle of Presorted price mail. If the total number of pieces in a logical 5-digit bundle exceeds the 5 percent limit, none of the pieces for that 5-digit bundle level may be placed on a merged 5-digit or merged 5-digit scheme pallet. For some ZIP Codes, the total number of pieces prepared in logical 5-digit bundles (both an automation price logical 5-digit bundle and a Presorted price logical 5-digit bundle) may exceed 5 percent of the total mail for that ZIP Code, but the number of pieces for an individual automation price logical 5-digit bundle for that ZIP Code does not exceed the 5 percent limit nor does an individual Presorted price logical 5-digit bundle for that ZIP Code exceed the 5 percent limit. In such instances, mailers may choose to place all of the pieces in a logical 5-digit bundle for a single price category on the logical merged 5-digit or merged 5-digit scheme pallet so that the 5 percent threshold is not exceeded.

d. Except for bundles prepared under the cobundling option in 11.0, if the total number of pieces in both the logical 5-digit automation price bundle and the logical 5-digit Presorted price bundle each separately exceed 5 percent of the total number of pieces for the 5-digit ZIP Code with a “B” or “D” indicator, none of the pieces in 5-digit bundles may be merged with carrier route bundles on a merged 5-digit or merged 5-digit scheme pallet.

e. For mailing jobs prepared using the cobundling option in 11.0, if the total number of pieces prepared in a logical 5-digit bundle (containing automation price and Presorted price pieces) exceeds the 5 percent limit for a 5-digit ZIP Code in 13.2.3a, a mailer may, for each 5-digit ZIP Code, choose to place a portion of the pieces prepared in the logical 5-digit bundle on a merged 5-digit or 5-digit scheme pallet using one of the options below. Regardless of the option selected, a minimum of 10 pieces or 15 pieces as applicable must be prepared in 5-digit bundle(s) placed on the merged pallet

and a minimum of 10 or 15 remaining pieces as applicable prepared in 5-digit bundle(s) not placed on the merged pallet, with the total number of pieces not exceeding the 5 percent limit. The options are:

1. Place either all automation price pieces or all Presorted price pieces for the 5-digit ZIP Code on the merged pallet.
2. Place a portion of either the automation price pieces or the Presorted price pieces for the 5-digit ZIP Code on the merged pallet.
3. Place either all the automation price pieces plus a portion of the Presorted price pieces or all the Presorted price pieces plus a portion of the automation price pieces for the 5-digit ZIP Code on the merged pallet.

**13.2.4 Pallet Preparation and Labeling**

Mailers must prepare pallets of bundles in the manner and sequence listed below and under 8.0. When sortation under this option is performed after completing required or optional carrier route pallets (if any), mailers must prepare all merged 5-digit scheme, and merged 5-digit pallets that are possible in the mailing based on the volume of mail to the destination using L001, the City State Product, and the 5 percent threshold. Mailers must label pallets according to the Line 1 and Line 2 information listed below and under 8.6.

a. *5-digit scheme carrier routes,* required, optional with no minimum. May contain only carrier route bundles for carrier routes for 5-digit ZIP Codes identified in the L001 5-digit scheme listing. Labeling:

   1. Line 1: use L001, Column B.
   2. Line 2: “STD FLTS CR-RTS SCHEME.”

b. *Merged 5-digit scheme,* required; for schemes that contain at least one 5-digit ZIP Code that has an “A” or “C” indicator in the City State Product, the pallet contains: carrier route bundles for all 5-digit ZIP Codes in the scheme; 5-digit automation price and 5-digit Presorted price bundles for those 5-digit ZIP Codes in the scheme with an “A” or “C” indicator in the City State Product; and 5-digit automation price and/or 5-digit Presorted price bundles for those 5-digit ZIP Codes in the scheme with a “B” or “D” indicator when the number of pieces in the 5-digit bundle(s) does not exceed 5 percent of the total number of pieces for that 5-digit ZIP Code under 13.2.3. For schemes in which all 5-digit ZIP Codes have “B” or “D” indicators and for which there is at least one 5-digit ZIP Code for which 5-digit bundles may be placed on the pallet under the 5 percent limit in 13.2.3, place all carrier route bundles plus the 5-digit bundles within the 5 percent limit on the pallet. For schemes in which all 5-digit ZIP Codes have “B” or “D” indicators and for which there are no 5-digit ZIP Codes for which 5-digit bundles may be placed on the pallet under the 5 percent limit, do not prepare a merged 5-digit scheme pallet (sort bundles to pallets under 13.2.4c through 13.2.4i). Labeling:

   1. Line 1: use L001, Column B.
   2. Line 2: “STD FLTS CR/5D SCHEME.”

c. *5-digit carrier routes,* required, optional with no minimum. May contain only carrier route price bundles for the same 5-digit ZIP Code for those 5-digit ZIP Codes that are not part of a scheme. Labeling:

1. Line 1: use city, state, and 5-digit ZIP Code destination (see 8.6.4 for military mail).
2. Line 2: “STD FLTS,” followed by “CARRIER ROUTES” or “CR-RTS.”

d. *Merged 5-digit,* required, may contain carrier route bundles, automation price 5-digit bundles, and Presorted price 5-digit bundles for those 5-digit ZIP Codes that are not part of a scheme. For 5-digit ZIP Codes with an “A” or “C” indicator in the City State Product, there is no limit on the number of pieces in 5-digit bundles that may be placed on the pallet, and a merged 5-digit pallet is prepared even if there are no 5-digit bundles for that ZIP Code. For those 5-digit ZIP Codes with a “B” or “D” indicator in the City State Product, the number of pieces in 5-digit bundles is limited to 5 percent of the total number of pieces for the 5-digit pallet destination under 13.2.3. However, if no 5-digit bundles for ZIP Codes with “B” or “D” indicators can be placed on this level pallet under the 5 percent limit, do not prepare a merged 5-digit pallet (sort bundles to pallets under 13.2.4e through 13.2.4i). Labeling:

1. Line 1: use city, state abbreviation, and 5-digit ZIP Code destination (see 8.6.4 for military mail).
2. Line 2: “STD FLTS CR/5D.”

e. *5-digit*, required, may contain only automation price 5-digit bundles and Presorted price 5-digit bundles for the same 5-digit ZIP Code that could not be placed on a merged 5-digit pallet, or 5-digit scheme (L007) bundles (automation price and cobundled automation and Presorted price pieces only). Five-digit scheme bundles are assigned to 5-digit pallets according to the “label to” 5-digit ZIP Code in L007. Labeling:

1. Line 1: use city, state, and 5-digit ZIP Code destination (see 8.6.4 for military mail).
2. Line 2: “STD FLTS 5D”; followed by “BARCODED” or “BC” if the pallet contains automation price mail; and followed by “NONBARCODED” or “NBC” if the pallet contains Presorted price mail.

f. *3-digit,* optional, option not available for 3-digit ZIP Code prefixes marked “N” in L002. May contain carrier route price, automation price, and Presorted price mail, including 3-digit scheme (L008) bundles (automation and cobundled automation and Presorted price pieces only). Three-digit scheme bundles are assigned to 3-digit pallets according to the “label to” 3-digit ZIP Code in L008. Labeling:

1. Line 1: use L002, Column A.
2. Line 2: “STD FLTS 3D”; followed by “BARCODED” or “BC” if the pallet contains automation price mail; and followed by “NONBARCODED” or “NBC” if the pallet contains Presorted price mail and/or carrier route price mail.

g. *SCF,* required, may contain carrier route price, automation price, and Presorted price bundles. Labeling:

1. Line 1: use L002, Column C.
2. Line 2: “STD FLTS SCF”; followed by “BARCODED” or “BC” if the pallet contains automation price mail; and followed by “NONBARCODED” or “NBC” if the pallet contains Presorted price mail and/or carrier route price mail.

h. *ASF,* required, except that an ASF sort may not be required if using bundle reallocation under 8.13.3. May contain carrier route price, automation price, and/or Presorted price bundles. Sort ADC bundles to ASF pallets based on the “label to” ZIP Code for the ADC destination of the bundle in L004. At the mailer’s option, sort appropriate mixed ADC bundles to ASF pallets based on the “label to” ZIP Code for the ADC destination of the bundle in L010. All optional mixed ADC bundles on ASF pallets must contain only pieces destinating within the ASF as shown in 6.3. See 246.3.0 for additional requirements for DNDC price eligibility. Labeling:

1. Line 1: use L602, Column B.
2. Line 2: “STD FLTS ASF”; followed by “BARCODED” or “BC” if the pallet contains automation price mail; and followed by “NONBARCODED” or “NBC” if the pallet contains Presorted price mail and/or carrier route price mail.

i. *NDC,* required, may contain carrier route price, automation price, and/or Presorted price bundles. Sort ADC bundles to NDC pallets based on the “label to” ZIP Code for the ADC destination of the bundle in L004. At the mailer’s option, sort appropriate mixed ADC bundles to NDC pallets based on the “label to” ZIP Code for the ADC destination of the bundle in L010. All optional mixed ADC bundles on NDC pallets must contain only pieces destinating within the NDC as shown in 6.3. See 263.2.0 for additional requirements for DNDC price eligibility. Labeling:

1. Line 1: use L601, Column B.
2. Line 2: “STD FLTS NDC,” followed by “BARCODED” or “BC” if the pallet contains automation price mail; and followed by “NONBARCODED” or “NBC” if the pallet contains Presorted price mail and/or carrier route price mail.

## 14.0 FSS Scheme Preparation

### 14.1 General

All presorted and high density plus, high density and basic carrier route USPS Marketing Mail, presorted and carrier route Bound Printed Matter (BPM), and Periodicals flats including all carrier route flats meeting the standards in 201.6.2 must be separated/pooled into FSS schemes, properly bundled and placed on or in pallets, trays, sacks, or approved alternate containers, for FSS scheme ZIP Code combinations within the same facility. Mailings that include 10 or more

pieces of USPS Marketing Mail flats, 6 or more pieces of Periodicals flats, or 10 or more pieces (or 10 or more pounds) of BPM flats to an FSS scheme must be separated/pooled into FSS scheme bundles. The Postal Service also recommends the use of authorized flat trays in lieu of sacks for FSS bundles. FSS scheme bundles that are not required to be placed in a FSS scheme or FSS facility container are combined with bundles of non-FSS sorted bundles and placed on an applicable SCF, 3-digit or NDC container. Mailers must prepare FSS scheme qualifying mailpieces for each individual FSS scheme combination, and then prepare bundles of uniform size from those pieces. Mailings (excluding saturation mailings of USPS Marketing Mail) with nonpresorted BPM flats may be included in FSS preparation, but will not be eligible for presorted or carrier route prices. Mailpieces that meet the eligibility standards for 5-digit or 3-digit automation, 5-digit or 3-digit nonautomation, carrier route (except USPS Marketing Mail saturation) or presort will continue to be eligible for those piece prices when prepared in accordance with the FSS preparations standards. Mailpieces and bundles must also be prepared as follows:

a. Bundles for all FSS schemes must be identified as an FSS scheme presort with an optional endorsement line under 203.7.0, or when authorized, using a red Label 5 SCH barcoded pressure-sensitive bundle label.

b. It is recommended that all pieces placed into an FSS scheme bundle be barcoded, and bear an accurate delivery point Intelligent Mail barcode with an accurate 11-digit routing code.

c. All FSS scheme bundles must be prepared in bundles with a 3-inch minimum and a 6.5-inch maximum height. “Leveling” (adjusting bundle heights within an FSS Scheme to avoid overflow bundles) of the bundles within each scheme is encouraged. Bundles must be placed on or in sacks, trays, pallets or alternate authorized container to form layers of consistent thickness; bundles of uneven thickness must be counter-stacked on pallets or approved alternate container in accordance with 8.5.8. Except for one overflow bundle that may be under the minimum size, all bundles within each FSS scheme must be of uniform size.

d. Pallets must be prepared under 8.0 and labeled under 8.6, with a pallet label bearing an Intelligent Mail container barcode as described in 204.3.4.

e. An FSS scheme pallet, or approved alternate container, must be made when 250 pounds or more of bundles are available for an individual FSS scheme. Bundles remaining after palletization may be placed in sacks (or flat trays if approved) or approved alternate container.

f. FSS scheme bundles for multiple schemes processed at one facility according to column C, L006 may be combined on an FSS facility pallet or approved alternate container if quantities are less than 250 pounds.

g. Sacks and trays containing flat-size pieces prepared under FSS schemes must meet the applicable sacking standards in 14.2, 14.3, and 14.4 and be labeled with Intelligent Mail tray or sack label under 204.3.0.

## 14.2 Periodicals

### 14.2.1 Basic Standards

All Periodicals flats (including carrier route flats) meeting the standards in 201.6.2 and destinating to FSS sites as shown in L006 must be prepared according to these standards. Mailings of In-County Periodicals flats and the associated Outside-County Periodicals flats mailings of 5,000 pieces or less may be prepared according to these standards. Periodicals are subject to the following:

a. Pricing eligibility is based on 207.11.0 through 207.14.0. FSS bundles placed on FSS facility pallets, sacks, trays, or approved alternate container will claim the 3-Digit/SCF bundle price. FSS bundles placed on a FSS scheme pallet, sack, tray or approved alternate container will claim the Carrier Route bundle price.

b. FSS scheme pallets will be assessed the Carrier Route Pallet price. FSS facility sort level pallets will be charged a 3-Digit/SCF Pallet container price. FSS scheme or facility sacks or trays will be assessed the 3-Digit/SCF Sack/Tray price. Pallets, sacks and trays entered at a DFSS will claim the DSCF entry price.

c. The Outside-County pound price for mail entered at a DFSS will be the DSCF price. The Inside-County price will claim prices for the “None” entry level.

d. Mailers must provide standardized presort documentation under 203.3.0 that demonstrates eligibility for prices in accordance with 207.14.0 and 207.25.0.

e. Each mailpiece must be identified with an optional endorsement line in accordance with Exhibit 203.7.1.1, or when authorized, using a red Label 5 SCH barcoded pressure-sensitive bundle label.

f. All FSS schemed Periodicals mailpieces prepared on FSS scheme pallets must be prepared in uniform size bundles, between 3 inches and 6.5 inches in height and secured under 203.4.0, except that one overflow bundle per mailpiece pool may be under the minimum size. All Periodicals FSS scheme mailpieces must meet the standards in 14.0.

### 14.2.2 Pallet Preparation and Labeling

Periodicals flats pieces prepared in 5-digit FSS scheme bundles must be placed on pallets in accordance with these standards. Residual bundles may be included with non-FSS bundles and placed directly on 3-digit, SCF, or ADC pallets in accordance with 8.10.2, or placed in sacks or approved alternate containers. Preparation sequence and labeling is as follows:

a. *FSS scheme*, required (optional under 250 pounds), no minimum, permitted only for FSS bundles prepared for a single FSS scheme, as shown in L006. Labeling:

   1. Line 1: L006, column B.

   2. Line 2: “PER” or “NEWS,” as applicable; followed by “FLTS;” followed by “5D”; followed by “BARCODED” (or “BC”); followed by “FSS SCHEME” (or “FSS SCH”).

b. *FSS facility*, optional, no minimum, permitted only for FSS scheme bundles prepared for the FSS sort plans processed within the same facility, as shown in L006. Labeling:

1. Line 1: L006, column C.
2. Line 2: “PER” or “NEWS,” as applicable; followed by “FLTS;” followed by “5D”; followed by “BARCODED” (or “BC”); followed by “FSS SCHEME” (or “FSS SCH”).

#### 14.2.3 Sack Preparation and Labeling

Properly prepared flat-size mailpieces in FSS scheme bundles may be placed in sacks or approved alternate containers when 250 pounds are not available to a presort destination (including DFSS sites). 5-digit FSS scheme bundles may also be placed, or combined with non-FSS bundles and placed in 3-digit, SCF, ADC, or mixed ADC sacks or alternate containers. Preparation and labeling:

a. *FSS scheme*, required at 72 pieces, optional at 24 pieces (fewer pieces not permitted), permitted only for FSS scheme bundles prepared for a single FSS scheme, as shown in L006; labeling:

1. Line 1: L006, column B.
2. Line 2: “PER FLTS 5D FSS SCH BC” or “NEWS FLTS 5D FSS SCH BC,” as applicable.

b. *FSS facility*, optional with a minimum of 24 pieces (fewer pieces not permitted), permitted only for FSS bundles prepared for the FSS sort plans processed within the same facility, as shown in L006; labeling:

1. Line 1: L006, column C.
2. Line 2: Line 2: “PER FLTS 5D FSS SCH BC” or “NEWS FLTS 5D FSS SCH BC,” as applicable.

### 14.3 USPS Marketing Mail

#### 14.3.1 Basic Standards

All flat-size USPS Marketing Mail mailpieces (except saturation) must be separated/pooled into 5-digit FSS scheme bundles and placed on pallets, or in sacks or approved alternate containers, for delivery to ZIP Codes having Flats Sequencing System (FSS) processing capability, as shown in L006. USPS Marketing Mail flats are subject to the following:

a. Price eligibility is based on standards in 243.

b. Mailers must provide standardized presort documentation under 203.3.0 that demonstrates eligibility for prices in accordance with 243.

c. Each mailpiece must be identified with an optional endorsement line in accordance with Exhibit 203.7.1.1; or when authorized, using a red Label 5 SCH barcoded pressure-sensitive bundle label.

d. USPS Marketing Mail FSS scheme mailpieces must meet all the standards in 14.1.

### 14.3.2 Pallet Preparation and Labeling

USPS Marketing Mail flats prepared in 5-digit FSS scheme bundles must be placed on pallets in accordance with these standards. Residual bundles may be included with non-FSS bundles and placed directly on 3-digit, SCF, ASF, or NDC pallets in accordance with 8.10.2; or placed in sacks or approved alternate containers. Preparation sequence and labeling:

a. *FSS scheme,* required (optional under 250 pounds), no minimum, permitted only for FSS scheme bundles prepared for a single FSS scheme, as shown in L006. Labeling:

   1. Line 1: L006, column B.
   2. Line 2: “STD” followed by “FLTS;” followed by “5D”; followed by “BARCODED” (or “BC”); followed by “FSS SCHEME” (or “FSS SCH”).

b. *FSS facility*, optional, no minimum, permitted only for FSS scheme bundles prepared for the FSS scheme processed within the same facility, as shown in L006. Labeling:

   1. Line 1: L006, column C.
   2. Line 2: “STD” followed by “FLTS;” followed by “5D”; followed by “BARCODED” (or “BC”); followed by “FSS SCHEME” (or “FSS SCH”).

### 14.3.3 Sack Preparation and Labeling

Properly prepared flat-size mailpieces in FSS scheme bundles may be placed in sacks or approved alternate containers when 250 pounds are not available to a FSS scheme, L006. 5-digit FSS scheme bundles may be placed, or combined with non-FSS bundles and placed, in 3-digit, SCF, ADC, or mixed ADC sacks or alternate containers. Preparation and labeling:

a. *FSS scheme*, required at 125 pieces or 15 pounds, permitted only for FSS scheme bundles prepared for a single FSS scheme, as shown in L006; labeling: *FSS scheme*, required, permitted only for 5-digit FSS scheme bundles prepared for a single FSS scheme, as shown in L006; labeling:

   1. Line 1: L006, column B.
   2. Line 2: “STD FLTS 5D FSS SCH BC.”

b. *FSS facility*, optional with a minimum of 125 pieces or 15 pounds, permitted only for FSS scheme bundles prepared for the FSS schemes processed within the same facility, as shown in L006; labeling:

   1. Line 1: L006, column C.
   2. Line 2: “STD FLTS 5D FSS SCH BC.”

## 14.4 Bound Printed Matter

### 14.4.1 Basic Standards

Bound Printed Matter (BPM) flats that meet the standards in 201.6.2, must be separated/pooled into FSS scheme bundles and placed on pallets, or in flat trays, sacks, or approved alternate containers, for delivery to ZIP Codes having FSS processing capability, as shown in L006. BPM flats are subject to the following:

a. Price eligibility for pricing purposes is based on standards in 263.

b. Mailers must provide standardized presort documentation under 203.3.0 that demonstrates eligibility for prices in accordance with 263.

c. Mailers must separate/pool all eligible flat-size mailpieces into FSS scheme bundles according to L006.

d. Each mailpiece must be identified with an optional endorsement line in accordance with Exhibit 203.7.1.1; or when authorized, using a red Label 5 SCH barcoded pressure-sensitive bundle label.

e. All pooled mailpieces prepared to a single palletized presort destination must be prepared in uniform size bundles, between 3 inches and 6.5 inches in height and secured in accordance with 203.4.0, except that one overflow bundle per mailpiece pool may be under the minimum size.

### 14.4.2 Pallet Preparation and Labeling

Bound Printed Matter flats prepared in 5-digit FSS scheme bundles must be placed on pallets in accordance with these standards. Residual bundles may be included with non-FSS bundles and placed directly on 3-digit, SCF, ASF, or NDC pallets in accordance with 8.10.2; or placed in sacks or approved alternate containers. Preparation sequence and labeling:

a. *FSS scheme*, required (optional under 250 pounds), no minimum, permitted only for FSS bundles prepared for a single FSS scheme, as shown in L006. Labeling:

   1. Line 1: L006, (sort plan name) column B.

   2. Line 2: “PSVC FLTS;” followed by “5D”; followed by “BARCODED” (or “BC”); followed by “FSS SCHEME” (or “FSS SCH”).

b. *FSS facility sort*, optional, no minimum, permitted only for FSS bundles prepared for the FSS schemes processed within the same facility, as shown in L006. Labeling:

   1. Line 1: L006, Column C.

   2. Line 2: “PSVC FLTS;” followed by “5D”; followed by “BARCODED” (or “BC”); followed by “FSS SCHEME” (or “FSS SCH”).

### 14.4.3 Sack Preparation and Labeling

Properly prepared flat-size mailpieces in FSS scheme bundles may be placed in trays, sacks, or approved alternate containers when 250 pounds are not available an scheme. FSS scheme bundles may be placed in mixed NDC sacks

or alternate containers, or combined with non-FSS bundles and placed in 3-digit, SCF, ADC, and mixed ADC sacks or alternate containers. Preparation and labeling:

a. *FSS scheme*, required at 20 pieces, permitted only for FSS scheme bundles prepared for a single FSS scheme, as shown in L006; labeling:

   1. Line 1: L006, column B.

   2. Line 2: "PSVC FLTS 5D FSS SCH BC."

b. *FSS facility sort*, optional with a minimum of 20 pieces, permitted only for FSS scheme bundles prepared for the FSS schemes processed within the same facility, as shown in L006.

   1. Line 1: L006, column C.

   2. Line 2: Line 2: "PSVC FLTS 5D FSS SCH BC."

## 15.0 Combining USPS Marketing Mail Flats, Bound Printed Matter Flats, and Periodicals Flats

### 15.1 Basic Standards

Authorized mailers may combine USPS Marketing Mail flats, Bound Printed Matter flats, and Periodicals flats in a single mailing as follows:

a. Each mailpiece must meet the standards in 240 for USPS Marketing Mail, 260 for Bound Printed Matter and 207 for Periodicals. Periodicals publications must be authorized or pending original or additional entry at the office of mailing.

b. Mailers must prepare pieces in bundles on pallets. For exceptions to bundling contact the Pricing and Classification Service Center (see 608.8.0).

c. All mailpieces must be machinable in accordance with 201.6.0.

d. Mailers must pay all annual mailing fees at the office of mailing.

e. Each mailing must include at least 200 pieces or 50 pounds of USPS Marketing Mail and/or at least 300 pieces of Bound Printed Matter mail, when USPS Marketing Mail and/or Bound Printed Matter are combined within a mailing.

f. All mailpieces combined within bundles, in accordance with 14.0, must be similar in size so as to create stable bundles. The maximum weight of a bundle is 20 pounds.

g. When residual pieces are included in a combined mailing of USPS Marketing Mail flats and Periodicals flats on pallets, these pieces must be bundled and placed directly on mixed NDC pallets.

#### 15.1.1 Service Objectives

The Postal Service processes combined mailings of USPS Marketing Mail, Bound Printed Matter, and Periodicals flats to the service standards of USPS Marketing Mail.

### 15.1.2 Postage Payment

Postage for all USPS Marketing Mail and Bound Printed Matter pieces must be paid with permit imprint using a special postage payment system in 2.0 through 4.0 at the Post Office location serving the mailer's plant. Postage for Periodicals may be paid through an advance deposit account or through a Centralized Account Processing System (CAPS) account.

### 15.1.3 Documentation

Mailers must present standardized electronic documentation according to 203.3.0. This documentation must accurately reflect the final piece count in the combined mailing. In addition, mailers must provide:

a. An edition or version summary for all pieces in the mailing. The summary may be part of USPS qualification report and must include version ID, product or edition code, class of mail, piece weight of each version, and number of pieces by version; and for Periodicals, USPS or permit number (or pending permit number), issue date, and advertising percentage.

b. A consolidated postage statement register and postage statement for each Periodicals publication in the combined mailing.

c. A consolidated postage statement register and postage statement for each USPS Marketing Mail mailing in the combined mailing. Mailers may provide a single consolidated postage statement and a consolidated postage statement register of all USPS Marketing Mail mailings if they are itemized.

d. When pallets are dropshipped, a register of Forms 8125 (or PS 8125C) that consolidates all of the mailings into the destinations where the mail is dropshipped.

e. Documentation to support zones and bundle totals, if requested.

f. Any additional documentation to support postage payment system records, if requested.

### 15.1.4 Authorization

[1-26-20] A mailer must submit a written request to the director, Business Acceptance Solutions (see 608.8.0 for address), to combine mailings of USPS Marketing Mail flats, Bound Printed Matter flats, and Periodicals flats. The request must show the mailer's name and address, the mailing office, evidence of authorization to mail using a special postage payment system under 2.0 through 4.0, procedures for combining the mailing, the expected date of first mailing, quality control procedures, and a sample of all supporting mailing documentation, including postage statements and USPS Qualification Report. Business Acceptance Solutions will review the documentation and provide written authorization. A mailer may terminate an authorization at any time by written notice to the postmaster of the office serving the mailer's location. When requested, a mailer must submit a copy of a notification document signed and dated by the Periodicals publisher, acknowledging the mailer's participation in a combined mailing of USPS Marketing Mail and Periodicals and the potential for the mailpieces to receive deferred USPS handling.

### 15.1.5 Price Eligibility

Apply prices based on the standards in 240 for USPS Marketing Mail and 260 for Bound Printed Matter flats. Prices are based on the standards in 207 for Periodicals and as modified under the standards for this program.

### 15.1.6 Piece Prices

Apply piece prices based on the bundle level except FSS scheme bundles apply the piece prices based on the original bundle level. Pieces contained within mixed class bundles may claim prices based on the presort level of the bundle.

### 15.1.7 Applying the Periodicals Bundle Charge

Apply bundle charges as follows:

a. Calculate the percentage of Periodicals copies in a bundle.

b. Convert the percentage to four decimal places, rounding off if necessary (for example, convert 20.221 percent to 0.2022, or 20.226 percent to 0.2023). Multiply by the applicable bundle charge.

c. Allocate the resulting charge across the Periodicals titles and editions based on the number of copies of each in the bundle.

### 15.1.8 Applying the Periodicals Container Charge

Apply container charges to pallets as follows:

a. Calculate the percentage of the weight of Periodicals copies on each pallet.

b. Convert the percentage to four decimal places, rounding off if necessary (for example, convert 20.221 percent to 0.2022, or 20.226 percent to 0.2023). Multiply by the applicable container charge.

c. Allocate the resulting charge across the Periodicals titles and editions based on the number of copies of each on the pallet.

### 15.1.9 Other Periodicals Pricing

Other prices for Periodicals flats in a combined mailing of USPS Marketing Mail and Periodicals flats on pallets will be assessed as follows:

a. The bundle prices applicable to the ADC container level will be applied to the ASF/NDC container levels.

b. The container prices applicable to the ADC pallet level will apply to the ASF/NDC pallet levels.

c. The bundle price applicable to the ADC bundle placed on the ADC container level will apply to mixed ADC bundles placed on mixed NDC pallets.

d. The container price applicable to the mixed ADC pallet level will apply to the mixed ASF/NDC pallet level.

e. The bundle price applicable to the 5-digit bundle placed on the mixed ADC container level will apply to carrier route bundles placed on mixed NDC pallets.

### 15.1.10 Bundle Reallocation to Protect the SCF or NDC Pallet

Mailers may reallocate bundles under 8.11 or 8.13 to protect the SCF or NDC pallet.

#### 15.1.11 Preparation for FSS Zones

Mailers authorized to combine mailings of USPS Marketing Mail flats and Periodicals flats must prepare these mailings under 14.0, when the mailing includes pieces destinating within one or more of the FSS zones in L006. The following applies:

a. Each mailpiece must be identified with an optional endorsement line (OEL), including the correct ZIP Code listed in L006, Column B, in accordance with Exhibit 203.7.1.1. The OEL described in 2.2 must not be used with mailpieces prepared under this option.

b. Pallets prepared to an individual FSS sort plan or to a FSS facility sort level must be prepared under 14.3.2, except that the contents line (line 2) must include the "STD/PER" description instead of the "STD" description, and must include "MIX COMAIL" as the final element of line 2.

c. All residual pallet levels must be prepared in accordance with 14.1f through 14.1g.

## 15.2 Combining USPS Marketing Mail Flats, Bound Printed Matter Flats, and Periodicals Flats in the Same Bundle

#### 15.2.1 Bundling and Labeling

USPS Marketing Mail flats and Periodicals flats may be combined in carrier route, 5-digit (scheme), 3-digit, ADC, and Mixed ADC bundles when prepared according to 207.19.0 and these additional standards:

a. Each bundle containing combined USPS Marketing Mail flats and Periodicals flats must contain a minimum of 10 pieces. Bundles of only USPS Marketing Mail flats must contain a minimum of 10 pieces. Bundles of only Periodicals flats must contain a minimum of 6 pieces.

b. Firm bundles must contain only Periodicals flats.

#### 15.2.2 Mailpiece and Bundle Identification

Each USPS Marketing Mail, Bound Printed Matter and Periodicals mailpiece prepared under a combined mailing of USPS Marketing Mail flats, Bound Printed Matter flats, and Periodicals flats must be identified as being part of a mixed class mailing through the use of an optional endorsement line (OEL) in accordance with the standards in 203.7.1.8. Post-print consolidators who have mailings of USPS Marketing Mail and Bound Printed Matter, using Permit Imprint may include a "Co-Class" marking.

#### 15.2.3 Pallet Presort and Labeling

Mailers must prepare pallets according to the standards in 8.0 and in the sequence listed below. Merged 5-digit scheme through NDC pallets must contain at least 250 pounds of combined USPS Marketing Mail and Periodicals mailpieces, except as allowed under 8.5.3. Pallets must be labeled according to the Line 1 and Line 2 information listed below and under 8.6. Pallet labels must be white and measure at least 8 inches by 11 inches, unless prepared under 204.3.4.6.

## 15.3 Combining Bundles of USPS Marketing Mail Flats, Bound Printed Matter Flats, and Periodicals Flats on the Same Pallet

### 15.3.1 Bundling and Labeling

Mailers must prepare bundles according to the standards for the class of mail and the prices claimed.

### 15.3.2 Mailpiece and Bundle Identification

Each USPS Marketing Mail, Bound Printer Matter, and Periodicals mailpiece prepared under a combined mailing of USPS Marketing Mail flats, Bound Printed Matter flats, and Periodicals flats must be identified as being part of a mixed class mailing through the use of an optional endorsement line (OEL) in accordance with standards in 203.7.1.8. Post-print consolidators who have mailings of USPS Marketing Mail and Bound Printed Matter, using Permit Imprint may include a “Co-Class” marking.

### 15.3.3 Pallet Presort and Labeling

Mailers must prepare pallets according to the standards in 8.0 and in the sequence listed below. Merged 5-digit scheme through NDC pallets must contain at least 250 pounds of combined USPS Marketing Mail and Periodicals, except as allowed under 8.5.3. When reallocating bundles under 8.11 or 8.12, mailers do not have to achieve the finest pallet presort level possible. Pallets must be labeled according to the Line 1 and Line 2 information listed below and under 8.6. Pallet labels must be white and measure at least 8 inches by 11 inches, unless prepared under 204.3.4.6.

## 15.4 Pallet Preparation

### 15.4.1 Pallet Preparation, Sequence and Labeling

When combining USPS Marketing Mail, Bound Printed Matter, and Periodicals flats within the same bundle or combining bundles of USPS Marketing Mail flats, Bound Printed Matter flats and bundles of Periodicals flats on pallets, bundles must be placed on pallets. For labeling, “STD/BPM/PER FLTS”, as applicable’ means to label each individual pallet based on the classes of mailpieces on that individual pallet. As an example, in a combined mailing of USPS Marketing Mail, Bound Printed Matter, and Periodicals flats, some pallets may be labeled “STD/BPM/PER” while others might properly be labeled “STD/BPM,” “STD/PER,” “BPM/PER,” or even “STD,” “BPM,” or “PER.” Preparation, sequence and labeling:

a. *5-digit scheme carrier routes, required.* Pallet must contain only carrier route bundles for the same 5-digit scheme under L001. For 5-digit destinations not part of L001, 5-digit carrier routes pallet preparation begins with 15.4.1c. Labeling:

   1. Line 1: L001.
   2. Line 2: “STD/BPM/PER FLTS”; followed by “CARRIER ROUTES” (or “CR-RTS”); followed by “SCHEME” (or “SCH”); followed by “MIX COMAIL.”

b. *Merged 5-digit scheme, optional.* Not permitted for bundles containing noncarrier route automation-compatible flats under 201.6.0. Required for all other bundles. Pallet must contain carrier route bundles and noncarrier route 5-digit bundles (Presorted bundles only) for the same 5-digit scheme under L001. For 5-digit destinations not part of L001, merged 5-digit pallet preparation begins with 15.4.1d. Labeling:

1. Line 1: L001.
2. Line 2: “STD/BPM/PER FLTS CR/5D;” followed by “SCHEME” (or “SCH”); followed by “MIX COMAIL.”

c. *Merged 5-digit, optional*. Not permitted for bundles containing noncarrier route automation-compatible flats under 201.6.0. Required for all other bundles. Pallet must contain carrier route bundles and noncarrier route 5-digit bundles (Presorted bundles only) for the same 5-digit ZIP Code. Labeling:

1. Line 1: city, state, and 5-digit ZIP Code destination (see 8.6.4c for overseas military mail).
2. Line 2: “STD/BPM/PER FLTS”; followed by “CR/5D”; followed by “MIX COMAIL.”

d. *5-digit carrier routes, required*. Pallet must contain only carrier route mail for the same 5-digit ZIP Code. Labeling:

1. Line 1: city, state, and 5-digit ZIP Code destination (see 8.6.4c for overseas military mail).
2. Line 2: “STD/BPM/PER FLTS”; followed by “CR/5D”; followed by “MIX COMAIL.”

e. *5-digit, required*. Pallet must contain only mail for the same 5-digit ZIP Code or same 5-digit scheme under L007 (for automation flats only under 201.6.0). 5-digit scheme bundles are assigned to 5-digit pallets according to the OEL “label to” 5-digit ZIP Code. Labeling:

1. Line 1: city, state, and 5-digit ZIP Code destination (see 8.6.4c for overseas military mail).
2. Line 2: “STD/BPM/PER FLTS 5D”; followed by “BARCODED” (or “BC”); “NONBARCODED” (or “NBC”) for Presorted mail, or “BARCODED/NONBARCODED” (or “BC/NBC”) for pallets including both barcoded and Presorted pieces; followed by “MIX COMAIL.”

f. *3-digit, optional*, but not available for bundles for 3-digit ZIP Code prefixes marked “N” in L002. Pallet may contain mail for the same 3-digit ZIP Code or the same 3-digit scheme under L008 (for automation-compatible flats only under 201.6.0). Three-digit scheme bundles are assigned to pallets according to the OEL “label to” 3-digit ZIP Code in L008. Labeling:

1. Line 1: L002, Column A.

2. Line 2: “STD/BPM/PER FLTS 3D”; followed by “BARCODED” (or “BC”); “NONBARCODED” (or “NBC”) for Presorted mail, or “BARCODED/NONBARCODED” (or “BC/NBC”) for pallets including both barcoded and Presorted pieces; followed by “MIX COMAIL.”

g. *SCF, required*. Pallet may contain carrier route, automation or Presorted mail for the 3-digit ZIP Code groups in L005. Labeling:

1. Line 1: L002, Column C.
2. Line 2: “STD/BPM/PER FLTS SCF”; followed by “BARCODED” (or “BC”); “NONBARCODED” (or “NBC”) for Presorted mail, or “BARCODED/NONBARCODED” (or “BC/NBC”) for mixed pallets; followed by “MIX COMAIL.”

h. *ASF, required unless bundle reallocation used under* 15.1.10. Pallet may contain carrier route, automation or Presorted mail for the 3-digit ZIP Code groups in L602. ADC bundles are assigned to pallets according to the “label to” ZIP Code in L004 as appropriate. Labeling:

1. Line 1: L602.
2. Line 2: “STD/BPM/PER FLTS NDC”; followed by “BARCODED” (or “BC”); “NONBARCODED” (or “NBC”) for Presorted mail, or “BARCODED/NONBARCODED” (or “BC/NBC”) for mixed pallets; followed by “MIX COMAIL.”

i. *NDC, required.* Pallet may contain carrier route, automation or presorted mail for the 3-digit ZIP Code groups in L601. ADC bundles are assigned to pallets according to the “label to” ZIP Code in L004 as appropriate. Labeling:

1. Line 1: L601.
2. Line 2: “STD/BPM/PER FLTS NDC”; followed by “BARCODED” (or “BC”); “NONBARCODED” (or “NBC”) for Presorted mail, or “BARCODED/NONBARCODED” (or “BC/NBC”) for mixed pallets; followed by “MIX COMAIL.”

j. *Mixed NDC, required, 100 pound minimum.* Pallet may contain carrier route, automation or presorted mail. Pallet includes MXD ADC bundles, prepared according to the “label to” ZIP in L009, as appropriate. Unless authorized by the processing and distribution manager, pallet must be entered at the NDC serving the 3-digit ZIP Code of the entry Post Office. Labeling:

1. Line 1: “MXD” followed by the information in L601, for the NDC serving the 3-digit ZIP Code prefix of the entry Post Office.
2. Line 2: “STD/BPM/PER FLTS;” followed by “BARCODED” (or “BC”); “NONBARCODED” (or “NBC”) for Presorted mail, or “BARCODED/NONBARCODED” (or “BC/NBC”) for mixed pallets; followed by “WKG;” followed by “MIX COMAIL.”

# 16.0 Plant Load Mailings

## 16.1 Basic Information

### 16.1.1 Purpose

In a plant load operation, USPS receives mail at a mailer's plant and transports it to bypass handling otherwise required at one or more postal facilities. Plant loads are authorized if they benefit USPS. USPS selects the appropriate mode of transportation and determines responsibility as shown below.

| TYPE | WHO ARRANGES, PAYS TRANSPORT | RESPONSIBILITY | POSTAGE PAID FROM | ADDITIONAL FORMS[1] |
|---|---|---|---|---|
| Collection[2] | USPS | USPS | Affixed/Mailer Plant | None |
| Pickup[3] | USPS with fee | USPS | Affixed/Mailer Plant | Form 5541 |
| Drop Shipment[4] | Mailer/USPS | USPS | Acceptance Post Office | None |
| Drop Shipment Metered Mail | Mailer | Mailer | Post Office of License | None/ Endorsement |
| Business Mail Entry Unit (BMEU) | Mailer | Mailer | BMEU Post Office | None |
| Destination Entry (drop shipment) | Mailer | Mailer | Entry Office | Form 8125 |
| Periodicals Additional Entry | Mailer | Mailer | Entry Office | Form 3510 |
| Periodicals Exceptional Dispatch | Mailer | Mailer | Entry Office | Statements |
| Periodicals Airport Mail Facility | Mailer | Mailer | Entry Office | Form 3510 |
| Plant Load | USPS | USPS | Mailer Plant | Form 5111R |
| Expedited Plant Load Shipment | Mailer | Mailer | Mailer Plant | Form 8017 |

1. Postage statements and other appropriate mailing documentation forms are required.
2. Collection applies to mail that is part of an approved collection service and may include Presorted First-Class Mail and all automation price mail. It generally does not apply to mailings at bulk prices.
3. Priority Mail Express, Priority Mail, and scheduled USPS Retail Ground only.
4. Priority Mail Express or Priority Mail service to expedite other class. Only at designated postal facilities; mailers must submit/present shipment to acceptance unit designated by postmaster (mailer transportation). USPS transports by Priority Mail Express or Priority Mail from origin Post Office to destination Post Office of the shipment. If authorized, the shipment is accepted at mailer plant acceptance unit and transported from mailer plant with other mail on USPS transportation.

### 16.1.2 Service Objectives

The service objectives for the class of mail transported apply to the plant-loaded mail. Plant-loaded mail may have deferred service objectives if provided in the plant load agreement.

#### 16.1.3 Service Not Provided

USPS does not hold, store, or delay the dispatch of plant-loaded mail released to USPS, except under the plant load agreement with the mailer. USPS does not relocate trailers on the mailer's premises.

### 16.2 Application for Plant Load Privileges

#### 16.2.1 Application

To have mail plant-loaded, the mailer must completePS Form 3815 and submit it to the postmaster of the Post Office serving the mailer's plant.

#### 16.2.2 Approval

Generally, a plant load application is approved if transportation is available and cost savings to USPS are shown. If the application is approved, the mailer must enter into a plant load agreement with USPS.

#### 16.2.3 Denial and Appeal

If the application is denied, the mailer may appeal through the local postmaster within 10 calendar days of the mailer's receipt of the denial notice to the vice president of area operations for the area in which the mailer's plant is located, giving the reasons why the application should be approved.

### 16.3 Plant Load Operations

#### 16.3.1 Mixed Mail Classes

A mailer may combine Periodicals, USPS Marketing Mail, Parcel Select, and Package Services in a single vehicle if the mailings are physically separated, a postage statement is submitted for each mailing, and the service standards are met for each class of mail combined in the vehicle or trailer.

#### 16.3.2 Compliance

The mailer must meet all relevant mailing standards and the terms of the plant load agreement. Destination loads must be prepared under 16.5 through 16.7 and as specified by the postmaster administering the plant load.

#### 16.3.3 Reimbursement by Mailer

Under the plant load privileges and the terms of the plant load agreement, the mailer must reimburse USPS for services it furnished while providing plant load service, including:

a. Detention charges when trailers furnished by USPS are held up for some action or inaction of the mailer.

b. Costs for bobtailing, deadheading, or waiting/holding, if such charges are incurred by USPS to provide plant load service for some action or inaction of the mailer.

### 16.4 Expedited Plant Load Shipment

#### 16.4.1 Definition

Under an expedited plant load shipment authorization, USPS verifies and receives postage payment for mailable matter at the mailer's plant, after which the mailer transports the shipment (at the mailer's expense) to a destination postal facility.

#### 16.4.2 Authorization

Only an authorized plant load mailer may prepare and transport expedited plant load shipments. Authorization is by written request to the postal official who authorized the plant load. The request must state, for each destination to which mail is to be transported, the material to be deposited as an expedited plant load shipment (e.g., the class, characteristics, and quantity), the frequency of mailing, and whether the request is for one or for a series of mailings. The mailer must meet all conditions in the authorization, if approved.

#### 16.4.3 Liability

The mailer assumes all liability and responsibility for any loss or damage to the shipment before it is deposited in and accepted at a postal facility, whether or not a third party is used to transport the shipment. USPS is not liable or responsible for any loss of or damage to an expedited plant load shipment before it is deposited in and accepted at a postal facility.

#### 16.4.4 Postage Refund

USPS does not refund postage for any failure to provide service caused in whole or in part by any event that occurs before the shipment is deposited in and accepted at a postal facility, except under the applicable standards for refunds.

### 16.5 Mailer Responsibilities

#### 16.5.1 General

The plant load mailer must meet the terms of the plant load agreement and the standards that apply to the class of mail prepared, prices claimed, and method of paying postage used.

#### 16.5.2 Verification at USPS Facility

If mail verification does not occur at the mailer's plant, the mailer must:

a. Keep a plant load control log with a copy of each postage statement, numbered sequentially; the number of each vehicle used to transport plant-loaded mail; and the name of the postal facility where verification is to occur.

b. Not shrinkwrap or otherwise secure the mail to inhibit verification.

c. Correct preparation errors found in the mail when verified or pay additional postage at the price for which it qualifies.

#### 16.5.3 Postage

Unless otherwise permitted by standard, the mailer must pay all applicable postage and fees to the origin Post Office before a plant-loaded mailing is dispatched.

### 16.6 Intradistrict Plant-Loaded Shipments

Intradistrict plant-loaded shipments must fill 50 percent or more of a vehicle by weight or cube (a minimum of 23,000 pounds or 1,600 cubic feet).

## 16.7 Interdistrict Plant-Loaded Shipments

### 16.7.1 One Mailing

The mailer must prepare interdistrict plant-loaded vehicles containing one mailing under 16.7.2 through 16.7.4 as appropriate to the class of mail.

### 16.7.2 First-Class Mail

For plant-loaded shipments of First-Class Mail:

a. If there is enough mail for the same SCF service area to fill 60 percent or more of a vehicle by weight or by cube (a minimum of 28,000 pounds or 2,000 cubic feet), the mailer must prepare a direct vehicle for that SCF.

b. After making up all possible SCF vehicles, if there is enough mail for the same ADC service area to fill 60 percent or more of a vehicle by weight or by cube, the mailer must prepare a direct vehicle for that ADC.

### 16.7.3 Periodicals

For plant-loaded shipments of Periodicals:

a. If there is enough mail for the same SCF service area to fill 60 percent or more of a vehicle by weight or by cube, the mailer must prepare a direct vehicle for that SCF.

b. After making up all possible SCF vehicles, if there is enough mail for the same ADC service area to fill 60 percent or more of a vehicle by weight or by cube, the mailer must prepare a direct vehicle for that ADC.

c. After making up all possible SCF and ADC vehicles, if there is enough mail for the same transfer hub service area to fill 60 percent or more of a vehicle by weight or by cube, the mailer must prepare a direct vehicle for that transfer hub.

### 16.7.4 USPS Marketing Mail, Parcel Select, and Package Services

For plant-loaded shipments of USPS Marketing Mail, Parcel Select, and Package Services:

a. If there is enough mail for the same SCF service area to fill 60 percent or more of a vehicle by weight or by cube (a minimum of 28,000 pounds or 2,000 cubic feet), the mailer must prepare a direct vehicle for that SCF.

b. After making up all possible SCF vehicles, if there is enough mail for the same ASF or NDC service area to fill 60 percent or more of a vehicle by weight or by cube, the mailer must prepare a direct vehicle for that NDC or ASF.

### 16.7.5 Two or More Mailings

The mailer must prepare interdistrict plant-loaded vehicles containing two or more mailings under 16.7.6 and 16.7.7 as appropriate to the class of mail.

### 16.7.6 Insufficient Volume

Two or more mailings that independently have insufficient volume to require direct destination vehicles to be prepared may be combined to make up an origin vehicle without meeting the standards in 16.7.7.

#### 16.7.7 Sufficient Volume

Two or more mailings, which independently have sufficient volume to require destination vehicles to be prepared, must meet these standards when combined:

a. For First-Class Mail, if there is enough mail for the same ADC service area to fill 60 percent or more of a vehicle by weight or by cube, the mailer must prepare a direct vehicle for the ADC.

b. For Periodicals, if there is enough mail for the service area of the same transfer hub to fill 60 percent or more of a vehicle by weight or by cube, the mailer must prepare a direct vehicle for that transfer hub.

c. For USPS Marketing Mail, Parcel Select, and Package Services, if there is enough mail for the same ASF or NDC service area to fill 60 percent or more of a vehicle by weight or by cube, the mailer must prepare a direct vehicle for that ASF or NDC.

#### 16.7.8 Destination

The preparation standards for plant-loaded vehicles are determined by the destination of the mailings accepted by USPS at the mailer's plant.

#### 16.7.9 Two Options

If a plant-loaded mailing does not meet the preparation standards for plant-loaded vehicles under 16.7.1 through 16.7.8, the mailer has two options:

a. Rework the mailing so that it meets the applicable standard. If the mailing is verified and accepted as mail by USPS at the mailer's plant and then it is determined that the vehicle preparation standards are not met, the mailer must rework the mailing.

b. Transport the mailing at the mailer's expense to a postal facility within the origin service area designated by the origin postmaster and with the capability to process that class of mail. If this option is chosen, all applicable postage statements must be provided with the mailings.

# 17.0 Plant-Verified Drop Shipment

## 17.1 Description

#### 17.1.1 Purpose

Plant-verified drop shipment (PVDS) enables origin verification and postage payment for shipments transported by a mailer (or third party) at the mailer's expense, on the mailer's own or contracted vehicle, to destination USPS facilities for acceptance as mail. The mailings may be prepared for deposit at a destination entry price, or they may be claimed at the applicable prices from the destination entry facility.

#### 17.1.2 Function

Under PVDS:

a. Mailings are verified at origin by USPS employees assigned to a detached mail unit (DMU) at a mailer's plant or at the business mail entry unit (BMEU) at the origin Post Office serving the mailer's plant. The shipments are then released for transportation to destination USPS facilities.

b. For Periodicals, postage is paid at a valid original entry or additional entry Post Office serving the mailer's plant, unless an alternative postage payment method is authorized.

c. For USPS Marketing Mail, Parcel Select, and Package Services, postage and fees are paid under a valid permit at the Post Office serving the mailer's plant, or as designated by the district manager.

d. The shipment is deposited at the destination USPS facility, by the mailer or the mailer's agent, where it is verified and accepted as mail by USPS employees and released for processing.

#### 17.1.3 Other Mailings

The following mailings must be verified, accepted, and paid for at the destination USPS facility:

a. Periodicals mailings not verified at origin under PVDS or under the Centralized Postage Payment System (see 207.16.0 and 207.17.0). The destination USPS facility must be a valid original entry or additional entry Post Office if mailings are submitted there for postal verification.

b. USPS Marketing Mail, Parcel Select, and Package Services mailings not verified and paid for at origin under PVDS. Mailers must have a valid permit at the destination USPS facility for postage payment.

#### 17.1.4 Dates

The postage statement may be submitted before or at the time a shipment is presented to the origin Post Office DMU or BMEU. The date shown by the mailer and the Post Office round stamp date on the postage statement andPS Form 8125 represents the date the origin Post Office DMU or BMEU verified the shipment and cleared it for dispatch by the mailer to the destination USPS facility. It does not necessarily represent the date USPS accepts the PVDS at USPS destination facility as mail.

#### 17.1.5 Postage Refund

USPS does not refund postage for any failure to provide service caused by any event that occurs before the shipment is deposited and accepted into the mailstream and becomes mail at a destination postal facility, except under 604.9.0.

### 17.2 Program Participation

#### 17.2.1 Mailer Responsibility

A mailer participating in PVDS must comply with 17.0. If the mailer does not meet these requirements, the mailer may be prohibited from participating in PVDS by the local postmaster. Any mailer denied a request for PVDS may file an appeal under 607.2.0.

### 17.2.2 Verification at mailer's Plant

Before PVDS verification can be performed at the mailer's plant, the mailer must have either a USPS plant load authorization for that plant or a special postage payment authorization (or agreement) with USPS that establishes a detached mail unit (DMU) at that plant. The DMU must be separate from the mailer's activities, in an enclosed, secure, and safe work area with a telephone. The work area must be approved by USPS. The mailer may submit a letter to the postmaster serving the plant and request PVDS verification at the plant. The postmaster may agree to the mailer's request to verify PVDS shipments at the plant on an as-needed basis, if an approved DMU is established and staffing can be accommodated.

### 17.2.3 Verification at Origin BMEU

PVDS verification can be performed at the origin business mail entry unit (BMEU) under these conditions:

a. There is no detached mail unit (DMU) at the mailer's plant.

b. The mailer is in the service area of the Post Office where the PVDS is to be verified and where postage is to be paid, unless another postal facility is designated by the district manager.

c. Each vehicle contains only one mailer's shipment(s), each physically separated.

d. A completed postage statement andPS Form 8125 accompanies each PVDS (or segment, if the PVDS is contained in more than one vehicle).

e. If an alternate method of paying postage with permit imprint is used, in addition to 17.2.3d, (additional) required documentation must accompany each PVDS (or segment, if the PVDS is contained in more than one vehicle).

f. The PVDS can be physically verified at the origin BMEU. Shipments to be verified may not be wrapped or otherwise prepared if a presort and postage verification cannot be performed without destroying the physical integrity of the shipment.

g. The BMEU has enough space and staff to handle verification, and scales to calculate per piece and gross weights are available. If the Post Office serving the mailer's plant lacks resources, another postal facility may be designated by the district manager.

h. The mailer must transport all shipments to the Post Office, unload them for verification. When cleared for dispatch, reload the shipments back onto the mailer's vehicle for transportation to the destination USPS facility.

### 17.2.4 Periodicals

Periodicals postage must be paid at the Post Office verifying the copies or as designated by the district. Postage is calculated from the destination USPS facility where the mail is deposited and accepted (or from the facility where the Priority Mail Express or Priority Mail Open and Distribute destinates). The publisher must ensure that sufficient funds are on deposit to pay for all mailings before their release. A publisher authorized under an alternative postage payment system must pay postage under the corresponding standards.

### 17.2.5 USPS Marketing Mail, Parcel Select, and Package Services

The mailer must pay any applicable permit fees, mailing fees, and postage for USPS Marketing Mail, Parcel Select, and Package Services PVDS at either the Post Office serving the mailer's plant or the Post Office that does BMEU verification as designated by the district. If permit imprints are used to pay postage, the mailer must ensure that sufficient funds are on deposit to pay for all shipments before their release. For Nonprofit USPS Marketing Mail prices, a valid authorization must be on file at the Post Office where postage is paid. No permit, fees, or authorizations are required at the destination USPS facility where PVDS mailings are deposited.

### 17.2.6 Postage Statement—Periodicals

The mailer must submit aPS Form 3541 for each edition of each issue of each publication prepared for deposit at each destination USPS facility when the corresponding copies are presented to the DMU or the Post Office BMEU for verification. When required by USPS, the mailer must submit consolidated postage statements and a postage statement register.

### 17.2.7 Postage Statement—USPS Marketing Mail

At the time mail is presented for verification, the mailer must submit an appropriatePS Form 3602 representing all the pieces from the mailing job and Form 3602-C (or postage statement register) for all PVDS verified at the mailer's DMU or the Post Office BMEU. The mailer must enter the required information onPS Form 3602-C for each PVDS to be deposited at each destination USPS facility, in lieu of providing a separatePS Form 3602 for each PVDS.

### 17.2.8 Postage Statement—Parcel Select and Package Services

At the time mail is presented for verification, the mailer must submit an appropriate postage statement for each PVDS mailing destined for each destination USPS facility. When required by USPS, the mailer must submit consolidated postage statements and a postage statement register.

### 17.2.9 Form 8125 andPS Form 8125-C

Form 8125 is used to report a single PVDS that the mailer will transport from origin to a destination USPS facility. Computer-generatedPS Form 8125-C (format available at *www.usps.com)* provides for reporting multiple PVDS mailings that are prepared by an individual mailer and that are cleared at origin on the same day for entry at a single destination USPS facility on the same vehicle (see 17.2.11). The mailer must submit a completedPS Form 8125 (signed and dated by the DMU or BMEU) for each PVDS to the destination USPS facility. The form must be submitted in duplicate, or in triplicate if the mailer desires a signed and dated copy returned to its representative when depositing the mail at the destination USPS facility.PS Form 8125 is not required for PVDS sent via Priority Mail Express or Priority Mail Open and Distribute under 18.0.

### 17.2.10 Facsimile Forms 8125 and 8125-C

Facsimile Forms 8125 may be used in lieu of USPS form. Formats must be approved in advance by the district manager of Business Mail Entry or designee. Formats must include all required information, including the correct title (preceded by the word "facsimile") and edition date, in locations as close as possible to where they appear on USPS form. Data fields that do not pertain to

information relating to the PVDS, and other extraneous information that appears on USPS form, do not have to be included.PS Form 8125-C must always be computer-generated.PS Form 8125-C may omit the “Number of Pieces” and “Piece Weight” columns for mailings prepared in sacks, trays, or on pallets if there is sufficient information for the origin Post Office and destination USPS facility to identify the mailings and to compare the information on the form with the physical mail. The mailer must report the number of pieces in each mailing onPS Form 8125-C if the mailings consist of individual mailpieces that are not prepared in containers (e.g., bedloaded parcels). For mailings consisting of identical-weight pieces, mailers should report the piece weight where possible.

### 17.2.11 Mailer Transport of PVDS

Using any means of transportation, including Priority Mail Express or Priority Mail Open and Distribute shipment, the mailer must transport PVDS mailings from origin to the destination USPS facility. The mailer must not transport PVDS mailings on the same vehicle with shipments not entered as PVDS. For USPS Marketing Mail, Parcel Select, and Package Services PVDS, the mailer must meet the scheduling standards for mail deposit at destination USPS facilities. If a vehicle contains mail paid at Parcel Select destination entry prices, the applicable standards for scheduling of deposits and unloading of vehicles apply to any other mail on the same vehicle for the same destination USPS facility. Any material classified as hazardous under 601.9.0 may not be carried in the same vehicle as PVDS mailings.

### 17.2.12 Separation of PVDS Mailings

When a vehicle contains more than one PVDS for a single destination USPS facility, the shipments must be separated to allow reconciliation with each accompanyingPS Form 8125. Vehicles containing shipments for multiple destination USPS facilities must be kept physically separated. Where applicable, a singlePS Form 8125 that identifies all the mail for a single facility must be prepared for a shipment of copalletized or combined mailings.

### 17.2.13 PVDS Seal

The mailer may ask that a PVDS band seal secure the vehicle containing verified mailings before dispatch to the destination facility.

### 17.2.14 Form 8125—Segregation and Nonpostal Documentation

PS Forms 8125 must be segregated from all other nonpostal documentation and presented separately to USPS personnel at the time of induction. Nonpostal proof-of-delivery documents such as delivery receipts or bills of lading presented by a mailer's transportation provider [carrier] are not substitutes for PS Forms 8125. USPS personnel may, upon request, sign such documents when presented by carriers. A PSPS Form 8125 signed by a postal employee (or electronic equivalent file in the Electronic Verification System (eVS)) serves as the sole evidence of the transfer of the custody of pieces entered as a mailing at the time of induction. The Postal Service does not consider a proof-of-delivery document such as a delivery receipt or a bill of lading furnished by a USPS customer's carrier as proof of mailing, acceptance, or the amount of mail tendered. Any signature by a postal employee or agent on any nonpostal form does not serve any mail acceptance purpose. If an inconsistency between the

information on a PSPS Form 8125 and a carrier- or mailer-provided document designed to evidence the transfer of custody of pieces entered as a mailing at the time of induction exists, the information on PSPS Form 8125 prevails insofar as USPS is concerned.

**17.3 Liability**

The mailer assumes all responsibility and liability for any loss or damage to PVDS mailings before they are deposited and accepted as mail at destination USPS facilities, including third party transportation.

**17.4 USPS Marketing Mail Documentation**

**17.4.1 Same Day**

All mailings or segments of the same job submitted for verification and release on the same day under PVDS must be reported on a single postage statement andPS Form 3602-C (or postage statement register).

**17.4.2 Documentation**

In addition to the documentation required in 203.3.0, the mailer must also submit the documentation below at the time the first mailing identified onPS Form 3602-C is presented for verification:

a. Form 3602-C, which serves as the postage statement register, along with the appropriate postage statement. All mailing volumes, weights, and postage for each price category are entered on the postage statement and used to debit the mailer's account for permit imprint mailings and to enter data on postage-affixed mailings.

b. A separatePS Form 8125 for each PVDS listed onPS Form 3602-C (or postage statement register). Each PVDS must be identified with a unique statement number (e.g., the date and a sequential three-digit suffix) on thePS Form 3602-C (or postage statement register) and the correspondingPS Form 8125, as appropriate.

c. A separate postage statement showing the mailing Post Office is the same as the Post Office of PVDS origin for any portion of a job accepted by the local verifying office under a standard plant load arrangement. Plant load mailings are not considered a PVDS and are not reported on Forms 3602-C and 8125.

**17.5 Parcel Select and Package Services PVDS Option**

**17.5.1 General Standards**

Under this option, in addition to the individual postage statements required for each Parcel Select or Package Services mailing, the mailer may be required to submit postage statement registers and consolidated postage statements for PVDS mailings. A single, unique USPS mailing number must be on all related individual postage statements and postage statement register listing these individual statements, and the associated consolidated postage statement. When a mailer is required to submit consolidated postage statements, the information on these statements is used to debit the mailer's account.

### 17.5.2 Individual Postage Statements

The mailer must submit a complete postage statement for each mailing for each destination USPS facility when the mailing is presented for verification and postage payment. In addition to the information required on all individual postage statements, if the mailer is required to submit consolidated postage statements (for three or more entry Post Offices) for debiting of the advance deposit account, each individual postage statement must include a uniquely assigned postage statement sequence number that must not exceed nine digits. The numbers must be sequential within a job or mailing cycle for mailings verified, paid for, and cleared for dispatch on the same day. The statements must also include a unique USPS mailing number corresponding to the number on the related postage statement register and consolidated postage statement.

### 17.5.3 Postage Statement Register

A postage statement register is a computer-generated line item listing of all individual postage statements for PVDS permit imprint mailings verified and released for dispatch on a single day from a job or mailing cycle. All postage statements listed on a postage statement register must be represented by a corresponding consolidated postage statement. The total postage charge on the postage statement register must be identical to the total postage charge on the corresponding consolidated statement. The following information must appear on each postage statement register:

a. At the top of the first page the endorsement “Register of Postage Statements”; name and location of the mailing agent; date mailings are verified and cleared for dispatch; the permit imprint number; the unique USPS mailing number corresponding to the number on related postage statements; and the related consolidated statement.

b. Each line item must include (based on the individual postage statement on that line) the unique postage statement sequence number; destination USPS facility; and, for that statement, total postage, weight, and number of pieces.

c. The sum of the total postage charges must appear with total weight, and total pieces must be listed from each postage statement. The total postage charge on the register must match total postage charge on the related consolidated statement.

d. If necessary, manual corrections may be made to the postage statement register listing the data from any revised individual statement. These corrections must be documented by the DMU, and the corrected register must be signed and dated by both the mailer and USPS representative approving the changes. The changes on the register must be reflected on the associated consolidated postage statement.

### 17.5.4 Submitting Register

The mailer must submit the postage statement register to the DMU before or when presenting the first individual mailing on the register to the DMU for verification and dispatch.

### 17.5.5 Consolidated Postage Statement

The consolidated postage statement assembles data from the individual postage statements representing permit imprint mailings verified, paid for, and released for dispatch on a single day from a job or mailing cycle. The consolidated postage statement must be a computer-generated facsimile similar in format to the appropriate USPS postage statement. The mailer must sign and date the consolidated statement. Certain data elements not on the individual postage statements must be reflected on the consolidated statement, including the range of unique individual statement sequence numbers, the number of individual statements represented, and the endorsement "Consolidated Postage Statement." Other data elements on individual statements, such as each Post Office of deposit for PVDS mailings, are not shown on the consolidated statement. Each individual statement must contain a USPS mailing number that corresponds to USPS mailing number on the related consolidated statement. The consolidated statements are used to debit the mailer's account. The following information must be identical for each individual statement consolidated onto a single (consolidated) postage statement:

a. Mailing date.

b. Name and location of mailing agent.

c. Processing category.

d. Permit imprint number.

e. Job or mailing cycle description.

f. Unique USPS mailing number corresponding to the number on related individual postage statements.

### 17.5.6 Calculating and Reporting Data

Each field on the consolidated postage statement represents the sum of the figures in that field from the individual postage statements. The figures reported on the consolidated statement must be rounded in accordance with 604.7.1.3. All fields containing data on the individual statements must be rolled up to the consolidated statement. The total postage on the consolidated statement must be the sum of the total postage for all individual postage statements. This total is used to debit the mailer's account.

### 17.5.7 Submitting Statement

The mailer must submit the consolidated postage statement to the DMU at or before the time the last individual postage statement it represents is submitted to the DMU for the day's mailing.

# 18.0 Priority Mail Express Open and Distribute and Priority Mail Open and Distribute

## 18.1 Prices and Fees

### 18.1.1 Basis of Price

The basis of price for Priority Mail Express and Priority Mail Open and Distribute is as follows:

a. Priority Mail Express postage is based on the zone and weight of the contents of the Open and Distribute shipment. Do not include the tare weight of the external container. Do not apply Priority Mail Express dimensional weight pricing or Periodicals container prices to the external container. The maximum weight for each container is 70 pounds.

b. Priority Mail commercial plus tray box postage is based on the tray box and zone. The maximum weight for each container is 70 pounds.

c. Except as provided in item b, Priority Mail postage is based on the zone and weight of the contents of the Open and Distribute shipment. Do not include the tare weight of the external container. Do not apply Priority Mail dimensional weight pricing or Periodicals container prices to the external container. The minimum weight requirement for Open and Distribute sacks is 5 pounds, except for Open and Distribute sacks that contain qualified trays (trays prepared under the standards for the applicable class of mail). The maximum weight for each container is 70 pounds.

### 18.1.2 Zone Prices

Compute zone prices, for the applicable class of mail, from the accepting Post Office to the destination facility for the container (not the destination Post Office for the enclosed mail).

### 18.1.3 Enclosed Mail

The mail enclosed in a Priority Mail Express or Priority Mail Open and Distribute container must be either entirely single-piece price matter or entirely presorted matter that is part of the same mailing.

### 18.1.4 Calculating Payment for Enclosed Mail

Mailers must prepay postage and fees for the enclosed mail under the applicable standards. When the enclosed mail is zone-priced, the zone is computed from the postal facility where the Priority Mail Express Open and Distribute or Priority Mail Open and Distribute container destinates.

### 18.1.5 Payment Method

Postage payment methods are as follows:

a. Postage on the enclosed mail may be paid by any method permitted for that mail class, except for ordinary postage stamps requiring cancellation.

b. Priority Mail Express postage may be paid under any of the options listed in 214.1.1. Priority Mail Express postage must be affixed to the applicable tag in 18.5.3a, to the Open and Distribute tray box, or part of the address label.

c. Priority Mail postage may be paid under any of the options listed in 224.1.1.1. Priority Mail postage must be affixed to or hand-stamped on the applicable tag in 18.5.3b, the Open and Distribute tray box, or part of the address label.

#### 18.1.6 Postage Statement for Enclosed Mail

The mailer must provide the correct postage statement for the enclosed mail unless prepared under the Electronic Verification System (eVS). If the enclosed mail is zone-priced, the mailer must either provide documentation that details the pieces and postage, by zone for each Priority Mail Express Open and Distribute or Priority Mail Open and Distribute shipment destination, or provide a separate postage statement for each Priority Mail Express Open and Distribute or Priority Mail Open and Distribute shipment destination. The mailer must always present the mailing to the designated USPS acceptance unit for verification of postage and fees. A postage statement is not required for the Priority Mail Express or Priority Mail portion of the Open and Distribute shipment, unless Priority Mail postage is paid by permit imprint not prepared under eVS.

#### 18.1.7 Authorization

No authorization is required for Priority Mail Express Open and Distribute or Priority Mail Open and Distribute. The mailer must pay all applicable fees, obtain necessary authorizations for the enclosed mail, and pay postage at the Post Office where the Priority Mail Express Open and Distribute or Priority Mail Open and Distribute shipment is mailed.

### 18.2 Basic Standards

#### 18.2.1 Description of Priority Mail Express Open and Distribute and Priority Mail Open and Distribute

Priority Mail Express Open and Distribute and Priority Mail Open and Distribute provide alternatives for mailers who want to expedite mailings of other classes of mail to destination postal facilities, including as a means of eligibility for destination entry prices for the applicable classes and shapes of mail. Mailers prepare the mailings according to standards for the enclosed class of mail, enclose the mail in containers for expedited service as either Priority Mail Express Open and Distribute or Priority Mail Open and Distribute, and present the mailings to a postal acceptance unit by the critical entry time for USPS shipment under 18.0. Mailers may use Priority Mail Express Open and Distribute or Priority Mail Open and Distribute for all or part of their mailings.

#### 18.2.2 Content Standards

The Priority Mail Express or Priority Mail shipment and the enclosed mail must meet all corresponding eligibility and preparation standards (see 210 for Priority Mail Express standards and 220 for Priority Mail standards). For mail enclosed in a Priority Mail Express Open and Distribute container, available extra services are indicated in 18.3.2. For mail enclosed in a Priority Mail Open and Distribute container, available extra services are indicated in 18.4.2. Mailpieces requiring cancellation may not be included in a Priority Mail Express Open and Distribute or a Priority Mail Open and Distribute shipment. Mailers are not required to place

bundles of mail in sacks or trays when all of the mail enclosed in an Open and Distribute sack is destined to a 5-digit facility and the Open and Distribute sack weighs at least five pounds.

## 18.3 Additional Standards for Priority Mail Express Open and Distribute

### 18.3.1 Service Objectives

The Priority Mail Express service guarantee for Priority Mail Express Open and Distribute is receipt by end of day (11:59 p.m.) and ends upon receipt by scan of the Priority Mail Express Open and Distribute container at the destination postal facility. The service guarantee does not apply to the delivery of the enclosed mail to the addressees.

### 18.3.2 Extra Services

No extra services may be added to the Priority Mail Express segment of a Priority Mail Express Open and Distribute shipment, and the enclosed mail may receive only the following extra services:

a. First-Class Mail pieces may be sent with Certified Mail service or special handling or, for parcels only, USPS Tracking or Signature Confirmation service.

b. Priority Mail pieces may be sent with Certified Mail service, special handling, USPS Tracking, or Signature Confirmation service.

c. USPS Marketing Mail parcels (except Customized MarketMail pieces) may be sent with electronic option USPS Tracking service.

d. Parcel Select, USPS Retail Ground and Package Services mail may be sent with special handling or, for parcels only, USPS Tracking or Signature Confirmation service.

## 18.4 Additional Standards for Priority Mail Open and Distribute

### 18.4.1 Service Objectives

All Priority Mail Open and Distribute containers receive expeditious handling and transportation. USPS follows uniform guidelines for delivering the containers to a destination postal facility but does not guarantee delivery within a specified time.

### 18.4.2 Extra Services

No extra services are available for Priority Mail Open and Distribute containers. The mail enclosed in the container may receive only the following services:

a. First-Class Mail pieces may be sent with Certified Mail service or special handling or, for parcels only, USPS Tracking or Signature Confirmation service.

b. USPS Marketing Mail parcels and NFMs (except Customized *MarketMail* pieces) may be sent with electronic option USPS Tracking service.

c. Parcel Select and Package Services mail may be sent with special handling or, for parcels only, USPS Tracking or Signature Confirmation service.

## 18.5 Preparation

### 18.5.1 Containers for Expedited Transport

Acceptable containers for expedited transport are as follows:

a. A Priority Mail Express Open and Distribute shipment must be contained in a USPS-approved sack using the applicable tag in 18.5.3a or in a USPS-provided Priority Mail Express Open and Distribute tray box (Tags are not required for tray boxes; only the 4x6 address label should be applied), except as provided in 18.5.1c and 18.5.1d.

b. A Priority Mail Open and Distribute shipment must be contained in either a USPS-approved sack using the applicable tag in 18.5.3b or a USPS-provided Priority Mail Open and Distribute tray box (Tags are not required for tray boxes, only the 4x6 address label should be applied), except as provided in 18.5.1c and 18.5.1d.

c. A Priority Mail Express or Priority Mail Open and Distribute shipment destined to a DDU may be contained in USPS-provided Priority Mail Express Flat Rate envelopes using the applicable label in 18.5.3a, or Priority Mail Flat Rate Envelopes and boxes using the applicable label in 18.5.3b.

d. Customized *MarketMail* (CMM) pieces may be contained in USPS-provided Priority Mail Express or Priority Mail envelopes and boxes or in any properly labeled container supplied by the mailer.

### 18.5.2 Priority Mail Express and Priority Mail Tray and Sack Labels

Labels for Priority Mail Express Open and Distribute trays, sacks and similar containers must be barcoded and meet the requirements in 204.3.0. Tray boxes, sacks and other containers (except pallets and pallet boxes) used for Priority Mail Open and Distribute shipments must bear a barcoded tray or sack label that includes the appropriate CIN code that best describes the class and processing category of the contents of the shipment. When no specific CIN code accurately describes all of these elements, the “165” generic code must be used. It is recommended that all PMEOD and PMOD shipments bear Intelligent Mail tray barcodes prepared under 204.3.3. Although mailers may affix tray labels on either end of a tray box (or similar container), to the right of the hand-hold cutout, the recommended placement is on the end of the tray box nearest to the EMOD or PMOD address label. All lines of information must be completely visible when inserted into the label holder. Label trays or sacks as follows:

a. Line 1 (destination line) provides information on the destination entry office where the enclosed mail is to be distributed.

   1. For destination delivery unit (DDU) distribution, use the facility name and ZIP Code found in the Drop Shipment Address File available at USPS FAST website at *https://fast.usps.com* (click Resources in the left-hand navigation bar, then “Go” for “Drop Ship Product File Download”).

   2. For SCF distribution, use the destination in L005, Column B.

   3. For ADC distribution, use the destination in L004, Column B.

4. For NDC distribution, use the destination in L601, Column B.
5. For ASF distribution, use the destination in L602, Column B.

b. For Line 2 (content line), for Priority Mail Express Open and Distribute shipments, print “PRIORITY MAIL EXPRESS OPEN AND DIST.” For Priority Mail Open and Distribute shipments, print the appropriate human-readable content line from Exhibit 204.3.2.4, or “PMOD” (CIN code 165) when the correct content line is not provided in Exhibit 204.3.2.4.

c. For Line 3 (origin line), show the city and state of the entry Post Office or the mailer's name and the city and state of the mailer's location. It is recommended that the mailer's name also appear with the city and state of the entry Post Office. See 203 for additional standards.

### 18.5.3 Tags 257 and 267—Priority Mail Express Open and Distribute

Blue Tag 257 and yellow Tag 267 provide a place to affix Priority Mail Express postage and the address label for the destination facility. For mailings prepared under the Electronic Verification System (eVS), use blue Tag 257-EVS and yellow Tag 267-EVS. The applicable tag must be attached to each Priority Mail Express sack, in addition to the Priority Mail Express sack label, to identify it as a Priority Mail Express Open and Distribute shipment as follows:

a. Attach yellow Tag 267 or yellow Tag 267-EVS to sacks used as Priority Mail Express Open and Distribute containers destined to a NDC, ASF, ADC, or SCF facility.

b. Attach blue Tag 257 or blue Tag 257-EVS to sacks used as Priority Mail Express Open and Distribute containers destined to a DDU. Blue Label 257S or blue Label 257S-EVS may be affixed to containers used for Priority Mail Express Open and Distribute shipments prepared under 18.5.1c or 18.5.1d.

### 18.5.4 Tags 161 and 190—Priority Mail Open and Distribute

Green Tag 161 and pink Tag 190 provide a place to affix Priority Mail postage and the address label for the destination facility. For mailings prepared under the Electronic Verification System (eVS), use green Tag 161-EVS and pink Tag 190-EVS. The applicable tag must be attached to each Priority Mail sack, in addition to the Priority Mail sack label, or container to identify it as a Priority Mail Open and Distribute shipment as follows:

a. Attach green Tag 161 or green Tag 161-EVS to sacks used as Priority Mail Open and Distribute containers to a NDC, ASF, ADC, or SCF facility.

b. Attach pink Tag 190 or pink Tag 190-EVS to sacks used as Priority Mail Open and Distribute containers to a DDU. Pink Label 190S or pink Label 190S-EVS may be affixed to containers used for Priority Mail Open and Distribute shipments prepared under 18.5.1c or 18.5.1d.

### 18.5.5 Tray Boxes—Priority Mail Express Open and Distribute and Priority Mail Open and Distribute

As an alternative to sacks for Priority Mail Express Open and Distribute and Priority Mail Open and Distribute shipments, unless prepared under 18.5.1c or 18.5.1d, mailers may use USPS-supplied tray boxes for this service. Mailers must place a 1-foot or 2-foot managed mail tray, extended managed mail tray, or flat tray into the appropriate size tray box.

### 18.5.6 Address Labels

In addition to Tag 257, Tag 267, Tag 161, or Tag 190, USPS-provided containers and envelopes and mailer-supplied containers used for Priority Mail Express Open and Distribute or Priority Mail Open and Distribute must bear an address label that states "OPEN AND DISTRIBUTE AT:" followed by the facility name. Find the facility name and other information for addressing the labels, according to the type of facility, in 18.5.8 through 18.5.12.

### 18.5.7 Address Label Service Barcode Requirement

An electronic service barcode must include USS 128 or USS 39 for USPSCA payment, or Intelligent Mail package barcode (IMpb) (eVS approved mailers) symbology for Priority Mail Express Open and Distribute, and the IMpb symbology for Priority Mail Open and Distribute in the address label. Mailers must prepare address labels using the formats in 18.5.8 through 18.5.12. Priority Mail Express Open and Distribute IMpb labels must include service type code "723." USS 128 or USS 39 (USPSCA payment) Priority Mail Express Open and Distribute label ranges are assigned, upon certification, with a "DB" prefix. For Priority Mail Open and Distribute the IMpb must include service type code "123." The human-readable text "USPS SCAN ON ARRIVAL" must appear above the barcode. USPS certification is required from the National Customer Support Center (NCSC) for each printer used to print barcoded open and distribute address labels, except for barcodes created using USPS webtools. NCSC contact information, formatting specifications for barcodes and electronic files, and certification, are included in Publication 199, available on PostalPro at *https://postalpro.usps.com.* Mailers can use the following options available to create a label with a service barcode for Priority Mail Express Open and Distribute and Priority Mail Open and Distribute address labels:

a. Select a service software developer from the list of companies that have met Postal Service specifications for the electronic file and barcode available on PostalPro at *https://postalpro.usps.com.*

b. Register and integrate USPS Web Tools Application Program Interface (API) for Priority Mail Open and Distribute using your own developers, available at *http://www.usps.com/webtools/*.

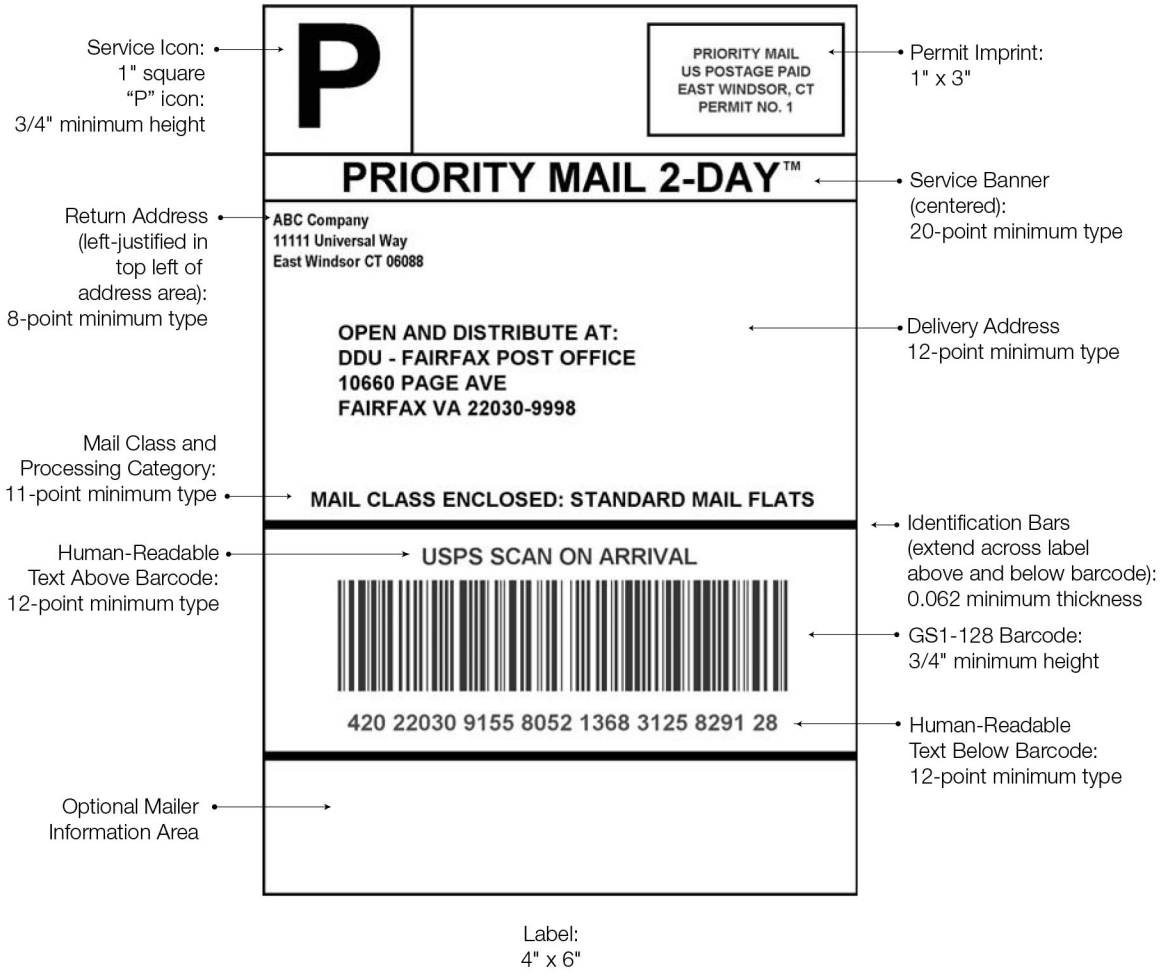
c. Use Publication 199, available on PostalPro at *https://postalpro.usps.com* for technical specifications and requirements.

### 18.5.8 DDU Address Labels

For the DDU address label, use the name of the DDU on the top line; the street address of the facility on the next line; and city, state, and ZIP+4 code on the last line of the address block. For the DDU address label, use the destination facility

name, the street address, city, state, and ZIP+4 found in the Drop Entry Point View File available at USPS' FAST Web site: *https://fast.usps.com* (click on Reports>Mail Direction Search>Drop Entry Point View). Directly below the address, indicate the class and processing category of the enclosed mail. See Exhibit 18.5.8 for an example of a DDU address label.

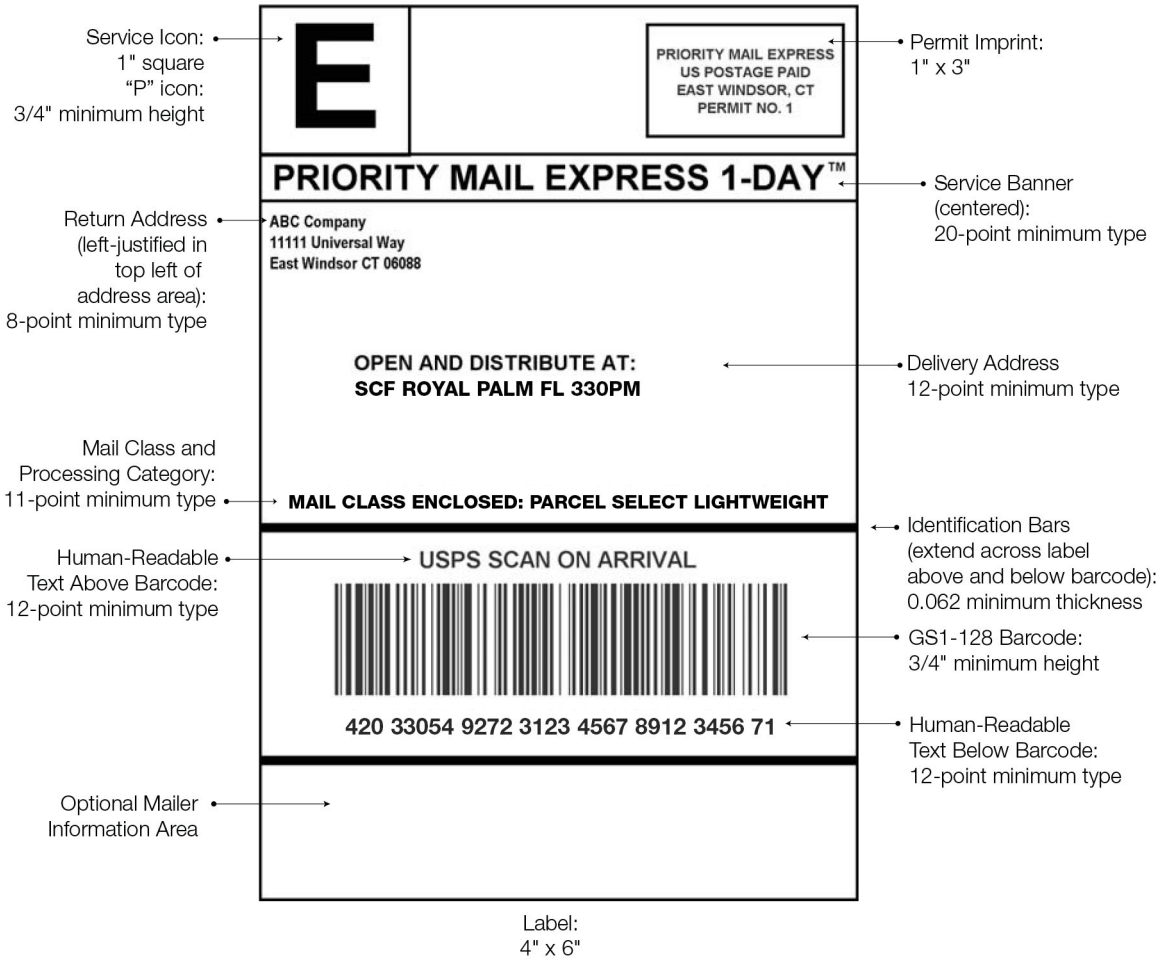
**Exhibit 18.5.8 DDU Address Label**



### 18.5.9 SCF Address Labels

For the SCF address label, use SCF followed by the facility name, state, and National Air and Surface System (NASS) Code found in the Drop Entry Point View File available at USPS FAST Web site: *fast.usps.com*. (Click on Reports>Mail Direction Search>Drop Entry Point View.) Directly below the SCF facility name, indicate the class and processing category of the enclosed mail. See Exhibit 18.5.9 for an example of an SCF address label.

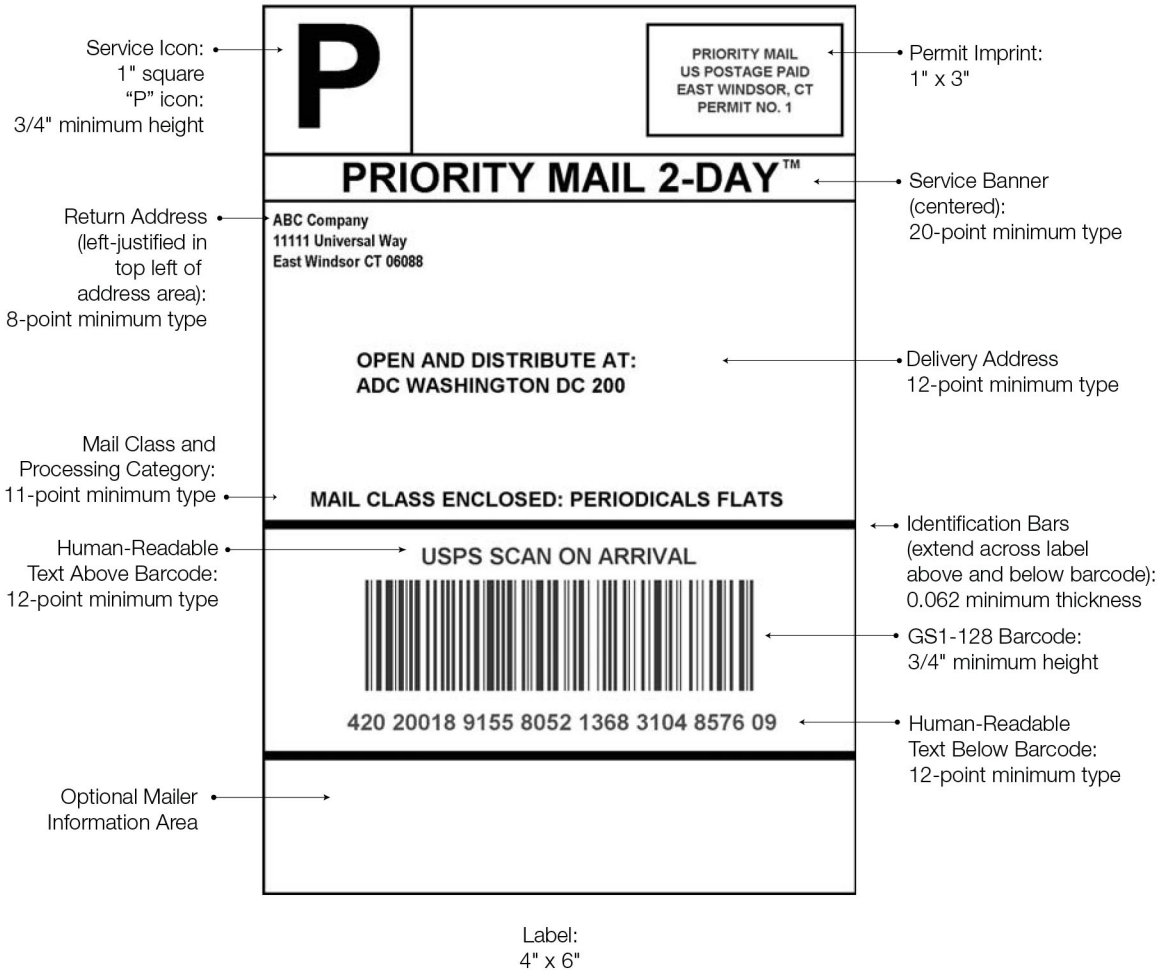
**Exhibit 18.5.9 SCF Address Label**



### 18.5.10 ADC Address Labels

For the ADC address label, use ADC followed by the facility name, state, and NASS Code found in the Drop Entry Point View File available at USPS FAST Web site: *fast.usps.com*. (Click on Reports>Mail Direction Search>Drop Entry Point View.) Directly below the ADC facility name, indicate the class and processing category of the enclosed mail. See Exhibit 18.5.10 for an example of an ADC address label.

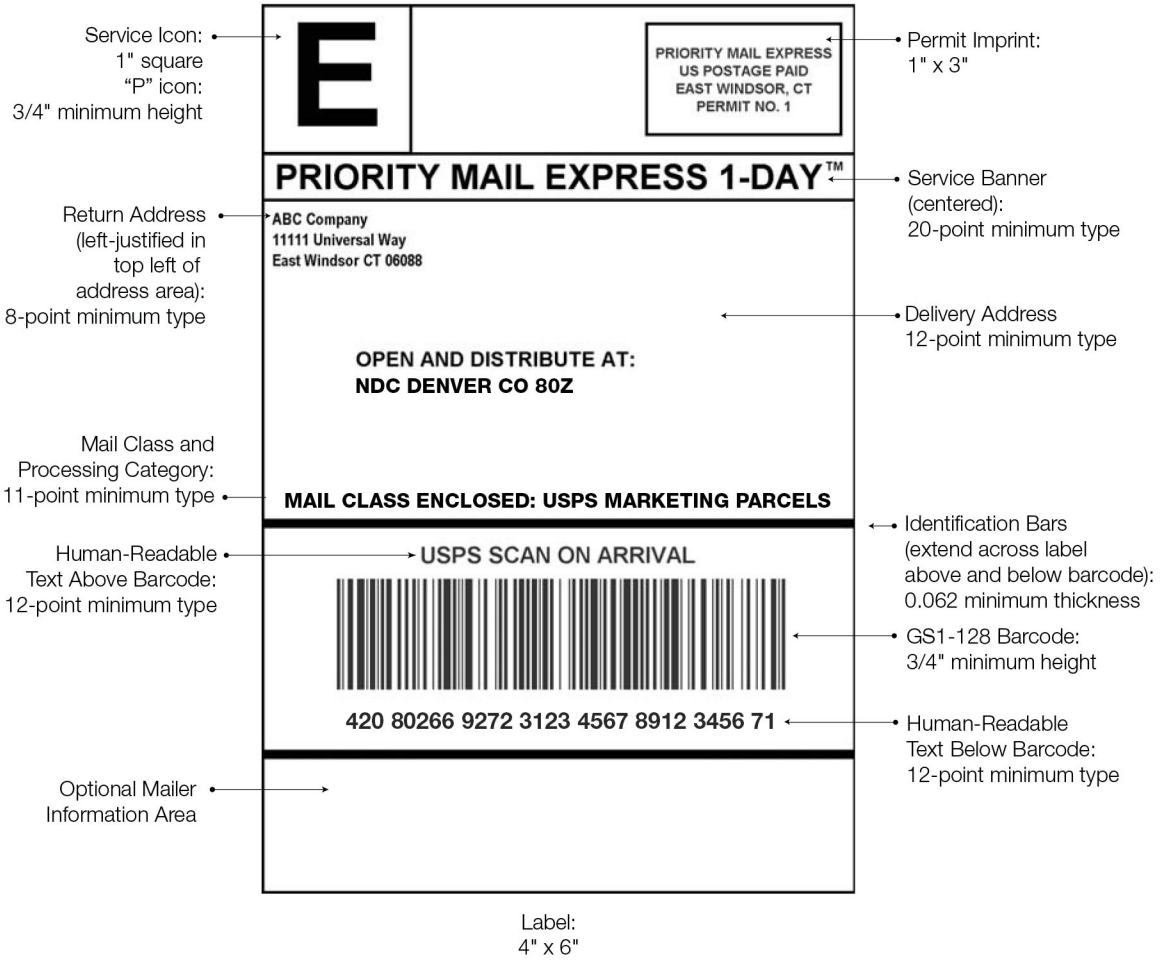
**Exhibit 18.5.10 ADC Address Label**



### 18.5.11 NDC Address Labels

For the NDC address label, use NDC followed by the facility name, state, and NASS Code found in the Drop Entry Point View File available at USPS FAST Web site: *fast.usps.com*. (Click on Reports>Mail Direction Search>Drop Entry Point View.) Directly below the facility name, indicate the class and processing category of the enclosed mail. See Exhibit 18.5.11 for an example of a NDC address label.

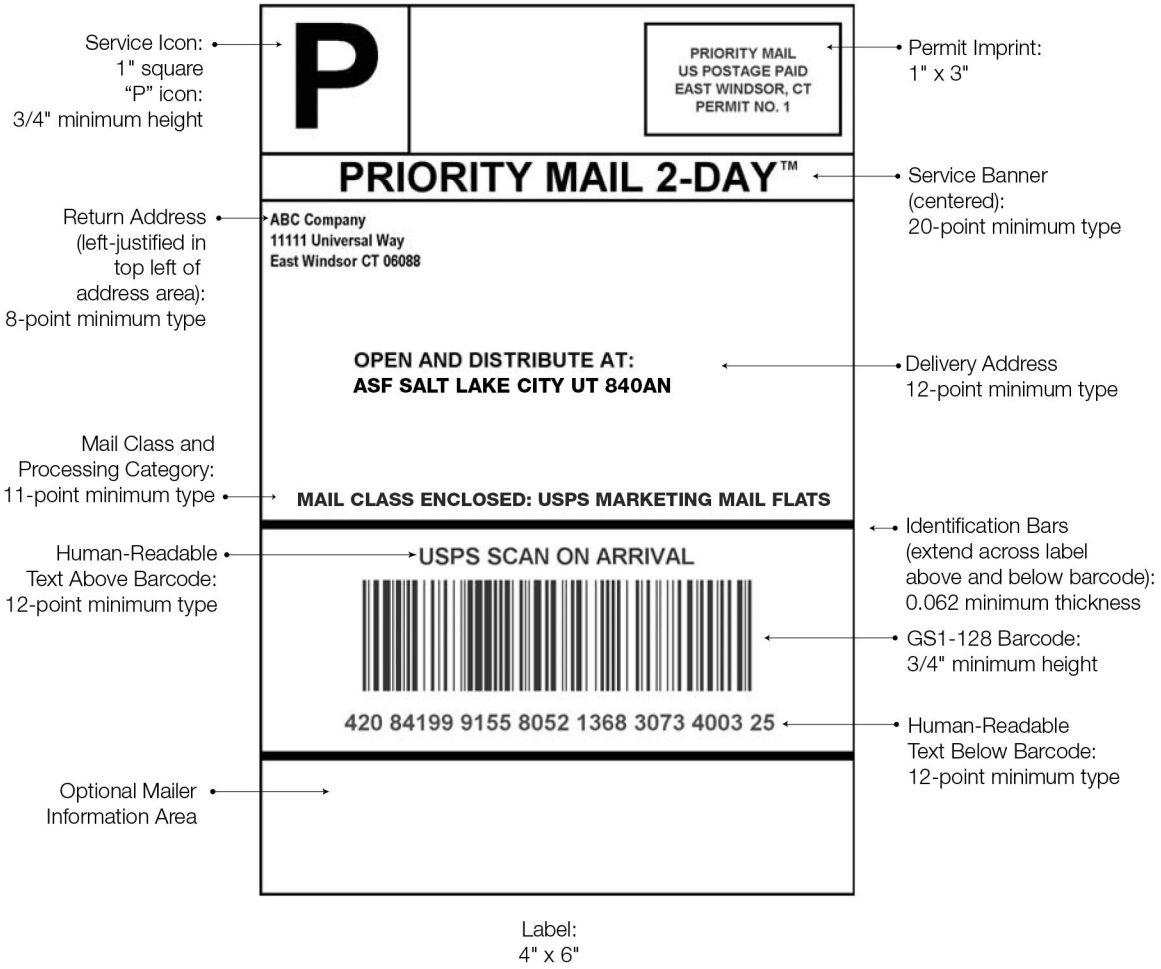
**Exhibit 18.5.11 NDC Address Label**



### 18.5.12 ASF Address Labels

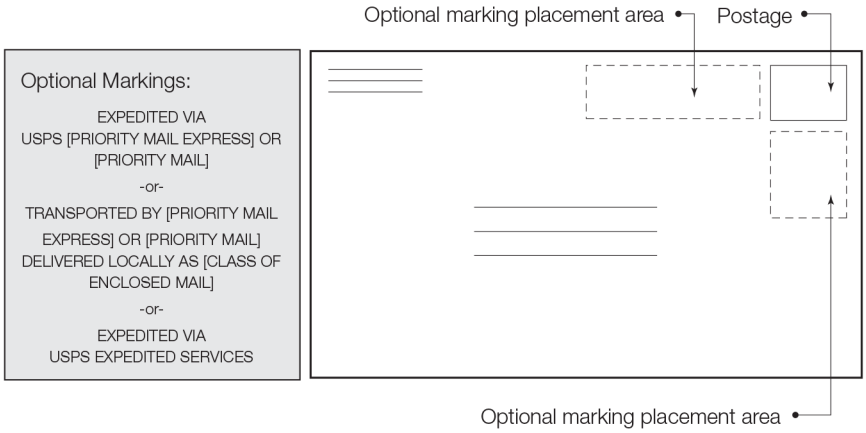
For the ASF address label, use ASF followed by the facility name, state, and NASS Code found in the Drop Entry Point View File under NDC available at USPS FAST Web site: *fast.usps.com*. (Click on Reports>Mail Direction Search>Drop Entry Point View.) Directly below the address, indicate the class and processing category of the enclosed mail. See Exhibit 18.5.12 for an example of an ASF address label.

**Exhibit 18.5.12 ASF Address Label**



### 18.5.13 Markings on Enclosed Mail

The enclosed mail may show one of the optional markings below. The optional marking must be placed directly below or to the left of the postage area. The optional marking may appear in any type font. When an optional marking is used, the type size of the required price marking (see 202 for letters, 202 for flats, or 202 for parcels) must be at least 8 points.




## 18.6 Enter and Deposit

### 18.6.1 Verification and Entry

[1-26-20] Mailers must prepare Priority Mail Express Open and Distribute and Priority Mail Open and Distribute shipments under 18.2 and 18.5 and present shipments at a business mail entry unit (BMEU) or other location designated by the postmaster to accept both the enclosed mail and, when applicable, Priority Mail Express. Open and Distribute containers must not be sealed until the BMEU verification and acceptance of the contents has been completed, unless accepted under an alternate procedure authorized by Business Acceptance Solutions.

### 18.6.2 Entry

A PSPS Form 3152, Confirmation Services Certification, (Priority Mail Open and Distribute) or PSPS Form 3152-E (Priority Mail Express Open and Distribute) must accompany each Open and Distribute shipment. Mailers must present shipments to the BMEU with enough time for acceptance, processing, and dispatch before the facility's critical entry time for Priority Mail Express or Priority Mail.

### 18.6.3 Postmark and Signing Tags and Labels

Upon completion of the verification and acceptance of the contents, all Open and Distribute tags and labels must be postmarked and signed in the space provided unless prepared under an authorized Electronic Verification System (eVS) manifest mailing system. Open and Distribute eVS tags and labels bear the marking "APPROVED eVS MAILER" in the space normally designated for the postmark and signature.

# 19.0 Metered Mail Drop Shipment

## 19.1 Basic Information

### 19.1.1 General

A customer may affix postage using a postage meter (postage evidencing system) licensed at one Post Office (licensing Post Office) and deposit that mail at another Post Office (entry Post Office) only if prior authorization is obtained from USPS under one of the procedures described below. Such authorization may be revoked under 19.2.6 when USPS determines that information or circumstances supporting the original authorization may no longer be accurate, complete, or applicable. (604.4.0 provides an exception to this standard for metered Priority Mail Express, Priority Mail, and single-piece price metered mail.) These general conditions apply:

a. The meter stamp or indicium must show the name of the licensing Post Office.

b. Metered mailpieces that bear meter impressions or other endorsements containing the wrong Post Office name, authorization number (as applicable), or other required information are not accepted.

c. A metered mail drop shipment must be deposited at the time and place and under any additional condition specified by USPS.

d. Annual mailing fees, as applicable for the class of mail, must be paid at the office(s) where mailings will be entered, as required under 233.1.5 or 243.1.4.

### 19.1.2 Effect on Service

USPS assumes no responsibility for the material presented until it is accepted into the mail. USPS is not responsible for service delays when the mailer does not meet the applicable preparation or entry requirements. Entry of mail by drop shipment may adversely affect USPS's ability to achieve the applicable service objectives.

### 19.1.3 Changes

A mailer authorized to drop ship metered mail must inform the approving official of all changes to the information originally provided as part of the application. When USPS asks, the mailer must submit additional information supporting that authorization. Failure to provide this information is grounds to revoke the authorization.

## 19.2 Authorization

### 19.2.1 Options 1 and 2

Authorizations under Options 1 and 2 in 19.3, and 19.4, are granted to meter license holders. The meter license holder must apply in writing to the district manager of business mail entry whose district includes the licensing Post Office of the meter holder.

### 19.2.2 Options 3 and 4

[1-26-20] Authorization under Option 3 in 19.5 is granted to mailers intending to present mail for other meter license holders (including their own mail, if applicable) at one location other than the licensing office(s), whereas

authorization under Option 4 in 19.6 is granted for mailings presented at more than one location. For authorization under Option 3, the mailer or consolidator must apply in writing to the district manager of business mail entry whose district includes the Post Office(s) where the mailings are verified for presort preparation and payment of postage. Applications under Option 4 must be submitted to the director, Business Acceptance Solutions (see 608.8.0 for address).

### 19.2.3 Application

[1-26-20] The application must describe the classes of mail to be deposited and the volume, processing category, frequency of mailing, and requested deposit schedule of each. The application must also state how the mail to be entered meets applicable eligibility and service standards and must identify any third party preparing and presenting the mail. The application must be prepared on the mailer's letterhead and signed by an authorized manager or representative. There is no USPS form for this purpose. Additional information is required for Options 3 and 4. Mailers seeking authorization under Option 4 must contact Business Acceptance Solutions for guidance (see 608.8.0 for address).

### 19.2.4 Notification

[1-26-20] The manager of business mail entry (or the director, Business Acceptance Solutions, under Option 4) notifies the applicant in writing of approval or conditions of approval, including the drop shipment (DS) authorization number, or denial.

### 19.2.5 Application Denial

A decision denying an application for operational reasons may be appealed within 15 days of its receipt to the area manager of processing and distribution. If denied because of noncompliance with applicable eligibility standards, the applicant may appeal the denial under 607.2.0.

### 19.2.6 Revocation

An authorization may be revoked:

a. When it is determined that the authorized entry no longer reduces postal handling or improves service, or is not in the best interests of USPS.

b. For nonuse during any consecutive 12 months.

c. When used in operating any unlawful scheme or enterprise, or for any noncompliance with the regulations governing the use of postage meters.

### 19.2.7 USPS Authorities

Authorization is revoked by:

a. [1-26-20] The manager of business mail entry of the district originally issuing authorization or the director, Business Acceptance Solutions.

b. The postmaster of the licensing Post Office (under any option) when it is used in operating any unlawful scheme or enterprise, or for any noncompliance with the regulations for postage meters.

#### 19.2.8 Nonuse

If revocation is for nonuse, and the mailer shows that use is to resume within 90 days after the revocation notice, revocation may be deferred for a period not to exceed 90 days from the date of the original revocation notice.

#### 19.2.9 Appeal

Written appeal of the revocation notice may be made within 15 days of its receipt, under 607.2.0.

### 19.3 Option 1: Deposit at P&DC/F

Metered mail of any class may be entered and deposited by the licensed meter holder or an agent at the local processing and distribution center/facility (P&DC/F) making the initial originating distribution of mail deposited at the Post Office where the meter license is held. Mail must be prepared under the standards for the class and price claimed and as specified in the drop shipment authorization. The mailer may be required to prepare and deposit the mail in an additional manner that best enhances postal handling as specified in the drop shipment authorization. Any such requirements are modified to reflect changes in the mailings subsequently presented by the mailer. Failure to meet these standards may lead to revocation of the authorization.

### 19.4 Option 2: Deposit at Another Post Office

#### 19.4.1 Eligibility

Metered mail of any class may be entered and deposited by the licensed meter holder or an agent at a Post Office other than the licensing Post Office or P&DC/F serving the licensing Post Office. Mail must be prepared under the standards for the class and price claimed and as specified in the drop shipment authorization. The mailer may be required to perform additional preparation and meet specific deposit schedules to enhance postal handling. Any such requirements are specified in the drop shipment authorization and may be modified to reflect changes in the mailings subsequently presented by the mailer. Failure to meet these standards may lead to revocation of the authorization.

#### 19.4.2 Endorsement

Each mailpiece deposited under this option must contain an endorsement with the city and state of the entry Post Office, the words “Drop Shipment Authorization” (or the abbreviation “D/S AUTH”), and the unique authorization number issued by the district manager of business mail entry serving the entry Post Office. If the abbreviation “D/S AUTH” is not used, the mailing office ZIP Code may be used instead of the city and state of mailing. The endorsement must be included in digital indicia or placed outside the indicium boundary in 8-point or larger type by a computer or mechanical method providing a clear and legible impression. For letter press indicia, the endorsement must appear in the ad plate area. The application and the endorsement format must be approved by the district manager of business mail entry before mail is deposited under this option.

**EXAMPLES**

**Full Endorsement – Mailing Office City and State**

| | |
|---|---|
| MAILED AT CHICAGO IL | DROP SHIPMENT |
| DROP SHIPMENT | AUTHORIZATION 48 |
| AUTHORIZATION 12 | MAILED AT YAKIMA WA |

**Full Endorsement – Mailing Office ZIP Code**

| | |
|---|---|
| MAILED AT 606 | DROP SHIPMENT |
| DROP SHIPMENT | AUTHORIZATION 48 |
| AUTHORIZATION 12 | MAILED AT 98901 |

**Abbreviated Format**

| | |
|---|---|
| CHICAGO IL | D/S AUTH 48 |
| D/S AUTH 12 | YAKIMA WA |

### 19.4.3 Not Valid

Drop shipment endorsements authorized before March 19, 1989, are no longer valid.

### 19.4.4 Price and Class Marking

The drop shipment endorsement placed in the ad plate area or within the indicium boundary may include the marking required by the standards for the price claimed if that marking is placed directly below the drop ship endorsement and meets the standards in 202 for letters, flats, and parcels. The marking may also be provided separately directly below the indicium boundary if the marking meets the relevant size and legibility standards.

## 19.5 Option 3: Consolidated Drop Shipment With Endorsement

### 19.5.1 General

A mailer presenting a consolidated mailing may apply to collect metered mail bearing postage from meters licensed at different Post Offices and present such mailings at one Post Office, subject to the conditions and limitations in 19.5. All conditions for presenting presort mailings must be met as applicable for the class of mail. All applicable conditions under 604.9.4, and 5.0, must also be met.

### 19.5.2 Barcoded and Nonbarcoded Portions

The majority of the mail consolidated for entry under Option 3 must be prepared in a single mailing (with a single postage statement) in which all pieces, regardless of price claimed, have the correct barcode (ZIP+4 for flats, delivery point for letters and cards) and are physically compatible with automated mail processing equipment. The entry Post Office may reject a mailing if all pieces do not have the correct barcode. A minor portion of the consolidated mail may be prepared as a second, separate mailing (with its own postage statement) in which the pieces do not bear the correct barcode (or are not compatible with automated processing equipment) but do meet the standards that apply to the prices claimed.

### 19.5.3 Service Objective

When a mailpiece is part of a consolidated mailing, the service objective that applies must be the same as or better than that which would have applied had the piece been entered at the licensing Post Office. As part of the application, documentation must be provided by the mailer to show compliance with this standard to USPS satisfaction. (Typical documentation lists the service objective that applies to each licensing Post Office from whose area mail is to be consolidated and the standard that applies to that mail when it is entered under Option 3.)

### 19.5.4 Information

An application under Option 3 must be submitted by the mailer (i.e., the party to present the consolidated mailing to USPS). In addition to the information detailed in 19.2.3, the application must identify the meter licensees whose mail is to be consolidated and the serial numbers of each licensee's meters.

### 19.5.5 Notice to Licensees

After receiving an authorization notice, the mailer must give written notice to each licensee whose mail is to be consolidated under the authorization. The mailer's notice must include a copy of the authorization, a full explanation of preparation requirements, and a reminder that consolidation of their mail can adversely affect service. The mailer must give copies of each licensee notice to the entry office and licensing office postmasters.

### 19.5.6 Additional Standards

Metered mail deposited under Option 3 must be prepared as specified by USPS. This preparation may extend beyond that which is required to qualify for the price paid for the mail, and may require the mail to be configured and its deposit scheduled to enhance USPS handling. Failure to meet these standards can lead to revocation of the authorization.

### 19.5.7 Endorsement

Each mailpiece deposited under this option must be endorsed with the letters "DS," followed by a unique drop shipment authorization number (issued by the manager of business mail entry of the district in which the mail is entered) and the words "MAILED AT," followed by the 3-digit ZIP Code prefix of the entry Post Office. The endorsement may also include the correct mailing date. (Including this date does not relieve the meter licensee(s) from meeting the standards for correct dating of metered mail.) The endorsement must be printed immediately below the meter stamp or indicium or in the lower left corner of the mailpiece, in 8-point or larger type, by a computer or another mechanical method providing a clear and legible endorsement. The district manager of business mail entry issuing the authorization number must approve the endorsement before drop shipment mailings may be made under this option.

**EXAMPLES**

DS12 MAILED AT 606 – 04/01/04

MAILED AT 606 DS12 – 04/01/04

DS48 MAILED AT 981

MAILED AT 981 DS48

#### 19.5.8 Placement

The drop shipment endorsement must not interfere with the barcode clear zone or any other marking.

#### 19.5.9 Preparation

The preparation and documentation standards that apply to the prices claimed in the mailing remain unaffected by entry under Option 3.

#### 19.5.10 Consolidation

Mail collected from licensees for mailing under Option 3 may not be further collected or consolidated by any other mailer or consolidator.

### 19.6 Option 4: Consolidated Drop Shipment Without Endorsement

#### 19.6.1 General

A mailer presenting a consolidated mailing may apply to collect metered mail bearing postage from meters licensed at different Post Offices and consolidate that mail for mailing (entry and deposit) at other entry Post Offices, subject to the conditions and limitations in 19.6. All conditions for presenting presort mailings must be met as applicable for the class of mail. All applicable conditions under 604.9.4, and 5.0, must also be met.

#### 19.6.2 Barcoded and Nonbarcoded Portions

The majority of the mail consolidated for entry under Option 4 must be prepared in a single mailing (with a single postage statement) in which all pieces, regardless of price claimed, have the correct barcode (ZIP+4 for flats, delivery point for letters and cards) and are physically compatible with automated mail processing equipment. The entry Post Office may reject a mailing if all pieces do not have the correct barcode. A minor portion of the consolidated mail may be prepared as a second, separate mailing (with its own postage statement) in which the pieces do not bear the correct barcode (or are not compatible with automated processing equipment) but do meet the standards that apply to the prices claimed.

#### 19.6.3 Service Objective

When a mailpiece is part of a consolidated mailing, the service objective that applies must be the same as or better than that which would have applied had the piece been entered at the licensing Post Office. As part of the application, documentation must be provided by the mailer to show compliance with this standard to USPS satisfaction. (Typical documentation lists the service objective that applies to each pair of origin/destination 3-digit ZIP Codes in the consolidated mailing, both if entered at the licensing Post Office and if entered as authorized under Option 4.)

### 19.6.4 Information

An application under Option 4 must be submitted by the mailer (i.e., the party to present the consolidated mailing to USPS). The information in 19.2, must be provided for each Post Office at which mail is to be entered under Option 4. The application must also detail: the meter licensees whose mail is to be consolidated and the serial numbers of each licensee's meters; the mailer's method of sortation, documentation, and quality control; and the mailer's procedures for ensuring that all pieces in the consolidated mailing are entered to meet or exceed the service objectives for the place of origin.

### 19.6.5 Notice to Licensees

After receiving the authorization notice, the mailer must give written notice to each licensee whose mail is to be consolidated under the authorization. The mailer's notice must include a copy of the authorization, a full explanation of preparation requirements, and a reminder that consolidation of their mail can adversely affect service. The mailer must give copies of each licensee notice to the entry office and licensing office postmasters.

### 19.6.6 Additional Standards

Metered mail deposited under Option 4 must be prepared in segments for entry at postal facilities according to schemes and schedules provided by USPS. Further, each segment must be prepared for dispatch without additional postal processing or handling, and deposited at places and times specified by USPS. USPS may stipulate preparation beyond that required to qualify for the price paid for the mail. Failure to meet these standards can lead to revocation of the authorization.

### 19.6.7 Transportation

The mailer must provide transportation for the consolidated mailing, unless USPS provides plant load service.

### 19.6.8 Endorsement

A drop shipment endorsement is not required on pieces mailed under Option 4.

### 19.6.9 Preparation

The preparation and documentation standards that apply to the prices claimed in the mailing remain unaffected by entry under Option 4.

### 19.6.10 Consolidation

Mail collected from licensees for mailing under Option 4 may not be further collected or consolidated by any other mailer or consolidator.

### 19.6.11 Documentation

The mailer/consolidator must keep documentation supporting each consolidated mailing, including the volume collected from each meter licensee, for at least 1 year from the date of mailing, and make it available for postal inspection on request.

# 20.0 eInduction Option

## 20.1 Description

Electronic Induction (eInduction) is an electronic alternative to using the following paper PS Forms: 8125, 8125C, 8125CD, and 8017 for all containers entered at the dock of a processing facility or claiming a Destination Delivery Unit (DDU) discount. eInduction uses Intelligent Mail container barcode (IMcb) scans to determine container payment and delivery status, and verifies payment and entry location by matching IMcb scan data to electronic documentation (eDoc) information. Containers are eligible for eInduction at certain designated facilities. For additional information on the eInduction Option see Publication 685, *Publication for Streamlined Mail Acceptance for Letters and Flats,* available at *https://postalpro.usps.com.*

## 20.2 Approval

Mailers may seek authorization to participate in the eInduction program by contacting the PostalOne! Helpdesk at 800-522-9085.

## 20.3 General Eligibility Standards

First-Class Mail, Periodicals, USPS Marketing Mail letters and flats, and Bound Printed Matter presorted or carrier route barcoded flats and packages are eligible for eInduction. All containers entered under eInduction must:

a. Be labeled with a USPS label and a unique Intelligent Mail container barcode. All required pallets and similar containers (such as all-purpose containers, hampers, and gaylords) and all containers prepared under 8.0 must display container labels that include accurately encoded Intelligent Mail container barcodes, (IMcb) as described in 204.3.4.4. Mailing documentation must indicate each container participating in eInduction.

b. Be part of a mailing using an approved electronic method to transmit a postage statement and mailing documentation to the PostalOne! system.

c. Not include containers included on paper 8125/8017 forms.

d. Be included on a scheduled FAST appointment when entered at a USPS processing facility.

## 20.4 Additional Standards

### 20.4.1 Special Support for Continuous Mailers

Mailers who cannot generate a finalized postage statement two hours before container entry may request approval for an eInduction Continuous Mailer ID (MID). Once approved, mailers using an authorized Continuous MID in the IMcb may enter any container with the approved MID in the IMcb prior to the receipt of electronic documentation. Mailers are required to submit an eDoc and generate a finalized postage statement for all eInduction Continuous MID containers within one calendar day of the unload scan. Mailers may request authorization for a continuous MID through the Business Customer Gateway. USPS must approve the mailer request before the mailer may participate in the continuous MID process.

## 20.5 Verifications

The six eInduction option verification descriptions, error thresholds, and postage assessments, are provided in 20.5.1 through 20.5.6.

### 20.5.1 Undocumented (Extra) Containers Verification

An Undocumented Container error occurs when a scanned IMcb is not found in an eDoc, or is included in an eDoc and associated to a postage statement in estimated (EST) status. Containers will be flagged as Undocumented 10 days after the scan unload date/time if no eDoc has been uploaded or if the postage statement is still in EST status. The threshold is 0 percent. All errors will be subject to an assessment amount of the average postage paid for each container mailed by the eDoc submitter CRID over the current invoice period to the eDoc submitter CRID or CRID tied to the MID contained within the IMcb.

### 20.5.2 Payment Verification

All containers must be linked to a finalized postage statement in eInduction to verify payment. The error threshold is 0 percent. Payment Verification errors are logged when a scanned and accepted eInduction container is associated with a postage statement that is not in FIN or FPP status at the time of scanning. Containers above the error threshold will be subject to an assessment amount equal to the containers eDoc postage amount as indicated on the non-finalized postage statements. For Payment Errors logged on physical siblings of logical containers, the full postage of the logical container is charged to the first physical sibling container scanned. Any additional scans among other physical siblings will log errors, but will not result in an additional charge. Assessments will be logged against the eDoc submitter CRID.

### 20.5.3 Duplicate Verification

eInduction requires IMcbs to remain unique for 45 days. The error threshold is 0.17 percent. Duplicate errors are logged when an IMcb is scanned and accepted during more than one FAST appointment in the previous 45 days. Duplicate Errors are not logged if the duplicate scans take place within 5 hours of the original container scan. Errors above the threshold are subject to an assessment amount equal to the average postage paid for each container mailed by the eDoc submitter CRID over the invoice period.

### 20.5.4 Misshipped Verification

Containers claiming a destination entry discount must be delivered to the correct entry locations per the active version of the Mail Direction File. The Mail Direction File is active at the beginning of the month and includes a 30 day grace period into the following month. The error threshold is 1.05 percent. Misshipped errors are logged when the container is scanned at an incorrect entry location, per the Mail Direction File. Errors over the threshold are subject to an assessment amount equal to the difference between the eDoc postage claimed, and the correct postage amount for the container. For misshipped errors logged against physical siblings of logical containers, postage is recalculated on the logical container, and divided by the number of physical siblings. This amount is then applied to each physical sibling in error to the eDoc submitter CRID.

#### 20.5.5 Zone Discount Verification

Pieces claiming a Zone Discount must be entered at the valid facility. The error threshold is 0.01 percent. Zone Discount errors are logged when one or more pieces on a container claim a lower entry zone than the zone calculated between the location where the container was entered, and the eDoc destination. Errors above the threshold are subject to an assessment amount equal to the difference between the eDoc postage claimed, and the correct postage amount for the container. For containers claiming a non-numeric Zone Discount in the eDoc, correct postage amount is calculated using the piece rate for the Entry Discount that is valid at the actual entry point for the mail class, shape, weight, mail prep, and presort identified in the eDoc. For Zone Discount errors logged against physical siblings of logical containers, postage is recalculated on the logical container, and divided by the number of physical siblings. This amount is then applied to each physical sibling in error to the eDoc submitter CRID.

#### 20.5.6 Entry Point Discount (EPD) Verification

eInduction pieces are required to be entered at a valid facility when claiming a destination entry discount. The error threshold is 0.5 percent. EPD errors are logged when one or more pieces on a container claim an entry discount level that is not available at the location where the container was entered. Errors above threshold are subject to an assessment amount equal to the difference between the eDoc postage claimed and the correct postage amount for the container. For EPD errors logged against physical siblings of logical containers, postage is recalculated on the logical container, and divided by the number of physical siblings. This amount is then applied to each physical sibling in error to the eDoc submitter CRID.

# 21.0 Optional Combined Parcel Mailings

## 21.1 Basic Standards for Combining Parcel Select, Package Services, and USPS Marketing Mail Parcels

### 21.1.1 Basic Standards

Package Services parcels, Parcel Select (including Parcel Select Lightweight) parcels, and USPS Marketing Mail parcels in a combined parcel mailing must meet the following standards:

a. Each parcel in a combined mailing is subject to the applicable content and price eligibility standards for the price claimed.

b. Mailers must be authorized under 8.1.4.

c. Mailers must pay all applicable presort mailing and destination entry mailing fees.

d. Combined mailings must meet the following minimum volume requirements:

   1. USPS Marketing Mail and Parcel Select Lightweight—Minimum 200 pieces or 50 pounds of parcels per class.

   2. Package Services and Parcel Select—Minimum 50 parcels combined.

3. If claiming Presorted BPM, Media Mail or Library Mail prices—Minimum 300 parcels per subclass.

#### 21.1.2 Postage Payment

[1-26-20] Mailers must pay postage for all pieces with a permit imprint at the Post Office serving the mailer's plant using an approved Manifest Mailing System (MMS) under 2.0. The MMS must include procedures for combined mailings approved by Business Acceptance Solutions. Mailers may document and pay postage using the Electronic Verification System (eVS) under 2.9.

#### 21.1.3 Documentation

[1-26-20] Mailers must prepare separate postage statements for USPS Marketing Mail, Parcel Select, and Package Services pieces in the combined mailing. At the time of mailing, mailers must provide all postage statements and a Business Acceptance Solutions-approved manifest prepared in accordance with standards in 2.0 and this section. Presort documentation is required as applicable for each price claimed if the manifest does not list pieces in presort order.

#### 21.1.4 Authorization

[1-26-20] A mailer who wants to present combined parcel mailings must submit a written request to the director, Business Acceptance Solutions (see 608.8.0 for address). The request must show the mailer's name and address, the mailing office, evidence of authorization to mail as specified in 2.0, procedures for the combined parcel mailing, the expected date of first mailing, a sample of the required manifest, and a sample USPS Qualification report. Business Acceptance Solutions will review the documentation and provide written authorization when approved. A mailer may terminate an authorization at any time by written notice to the postmaster of the Post Office serving the mailer's location. Business Acceptance Solutions may terminate an authorization, by written notice, if the mailer does not meet the standards.

### 21.2 Price Eligibility

#### 21.2.1 Eligible Prices

Combined parcels may be eligible for USPS Marketing Mail, Parcel Select, single-piece and Presorted Media Mail, single-piece and Presorted Library Mail, single-piece and Presorted Bound Printed Matter, and destination entry prices and discounts as applicable.

#### 21.2.2 Price Application

Apply prices based on the criteria in 200 and the following standards:

a. USPS Marketing Mail and Parcel Select parcel prices are based on the container level and entry (see 243.5.0 and 253).

b. Bound Printed Matter parcels qualify for single-piece prices or Presorted Bound Printed Matter prices as follows:

   1. Presorted prices for BPM pieces prepared in other than MXD ADC/MXD NDC containers when there are at least 300 pieces of BPM in the combined mailing.

2. Nonpresorted prices for pieces prepared in MXD ADC/MXD NDC containers and when there are less than 300 pieces of BPM in the combined mailing.
3. Destination entry prices based on entry.

c. Media Mail parcels qualify for single-piece, basic, or 5-digit prices as follows:

1. 5-digit prices for pieces prepared in 5-digit/scheme containers when there are at least 300 pieces of Media Mail in the combined mailing.
2. Basic prices for pieces prepared in 3-digit, ADC, and NDC containers when there are at least 300 pieces of Media Mail in the combined mailing.
3. Single-piece prices for pieces prepared in MXD ADC/MXD NDC containers and when there are less than 300 pieces of Media Mail in the combined mailing.

d. Library Mail parcels qualify for single-piece, basic, or 5-digit prices as follows:

1. 5-digit prices for pieces prepared in 5-digit/scheme containers when there are at least 300 pieces of Library Mail in the combined mailing.
2. Basic prices for pieces prepared in 3-digit, ADC, and NDC containers when there are at least 300 pieces of Library Mail in the combined mailing.
3. Single-piece prices for pieces in MXD ADC/MXD NDC containers and when there are less than 300 pieces of Library Mail in the combined mailing.

e. Parcel Select prices are based on the destination entry for pieces in 5-digit, 3-digit, ADC, or NDC containers.

## 21.3 Mail Preparation

### 21.3.1 Basic Standards

Prepare combined mailings as follows:

a. Different parcel types must be prepared separately for combined parcel mailings as indicated below:

1. USPS Marketing Mail, Parcel Select, Parcel Select Lightweight, and Package Services machinable parcels. Use “STD/PSVC MACH” for line 2 content labeling.
2. USPS Marketing Mail, Parcel Select, Parcel Select Lightweight, and Package Services irregular parcels at least 2 ounces and up to (but not including) 6 ounces, except for tubes, rolls, triangles, and other similarly irregularly-shaped pieces. Use “STD/PSVC” for line 2 content labeling.
3. USPS Marketing Mail, Parcel Select, Parcel Select Lightweight, and Package Services tubes, rolls, triangles, and similarly irregularly-shaped parcels; and all parcels weighing less than 2 ounces. Use “STD/PSVC IRREG” for line 2 content labeling.

4. Combine all parcel types in 5-digit and 5-digit scheme containers. Use "STD/PSVC PARCELS" for line 2 content labeling.

b. Mailers must prepare all parcels in sacks under 245.5.0, or on pallets, or in pallet boxes under 8.0 to achieve the finest level of sortation.

### 21.3.2 Combining USPS Marketing Mail, Parcel Select, and Package Services Machinable Parcels

Prepare and enter USPS Marketing Mail, Parcel Select, Parcel Select Lightweight, and Package Services machinable parcels, and USPS Marketing Mail Marketing parcels 6 ounces or more, as combined machinable parcels as shown in the table below.

| COMBINED PREPARATION | | | |
|---|---|---|---|
| **Entry** | **5-Digit/Scheme**[1] | **NDC/ASF** (Required) | **Mixed NDC** (Required) |
| Origin | Sacks -15-piece or 30-lb minimum<br>Pallets -250-lb minimum | Sacks -10-piece or 20-lb minimum<br>Pallets -250-lb minimum | Sacks - No minimum<br>Pallets - 250-lb minimum |
| DNDC | Sacks -15-piece or 30-lb minimum<br>Pallets -100-lb minimum | Sacks -10-piece or 20-lb minimum<br>Pallets -100-lb minimum | |
| DSCF | Sacks -10-piece or 10-lb minimum<br>Pallets -100-lb minimum | | |
| DDU | Sacks - No minimum<br>Pallets -No minimum | | |

1. All parcel types may be combined in 5-digit containers to meet minimum volumes.

### 21.3.3 Combining USPS Marketing Mail, Parcel Select, and Package Services APPS-Machinable Parcels

Prepare and enter USPS Marketing Mail, Parcel Select, Parcel Select Lightweight, and Package Services irregular parcels, and USPS Marketing Mail Marketing parcels (weighing at least 2 ounces, but less than 6 ounces, that are not tubes, rolls, triangles, or similarly irregularly shaped parcels) as combined APPS-machinable parcels as shown in the table below.

| | COMBINED PREPARATION | | | |
|---|---|---|---|---|
| **Entry** | **5-Digit/Scheme**[1] | **3-Digit** (Required) | **ADC** (Required) | **Mixed ADC** (Required) |
| Origin | Sacks - 15-piece or 30-lb minimum<br>Pallets - 250-lb minimum | Sacks - 10-piece or 20-lb minimum<br>Pallets - 250-lb minimum | Sacks - 10-piece or 20-lb minimum<br>Pallets - 250-lb minimum | Sacks - No minimum<br>Pallets - 250-lb minimum |
| DNDC | Sacks - 15-piece or 30-lb minimum<br>Pallets - 100-lb minimum | Sacks - 10-piece or 20-lb minimum<br>Pallets - 100-lb minimum | Sacks - 10-piece or 20-lb minimum<br>Pallets - 100-lb minimum | |
| DSCF | Sacks - 10-piece or 10-lb minimum<br>Pallets - 100-lb minimum | Sacks - 10-piece or 20-lb minimum<br>Pallets - 100-lb minimum | | |
| DDU | Sacks - No minimum<br>Pallets - No minimum | | | |

1. All parcel types may be combined in 5-digit containers to meet minimum volumes.

### 21.3.4 Combining USPS Marketing Mail, Parcel Select, and Package Services Parcels (Not APPS-Machinable)

Prepare and enter USPS Marketing Mail, Parcel Select, Parcel Select Lightweight, and Package Services, and USPS Marketing Mail Marketing parcels under 2 ounces, as combined not APPS-machinable parcels as shown in the table below.

| | COMBINED PREPARATION | | | |
|---|---|---|---|---|
| **Entry** | **5-Digit/Scheme**[1] | **3-Digit** (Required) | **ADC** (Required) | **Mixed ADC** (Required) |
| Origin | Sacks - 15-piece or 30-lb minimum<br>Pallets - 250-lb minimum | Sacks - 10-piece or 20-lb minimum<br>Pallets - 250-lb minimum | Sacks - 10-piece or 20-lb minimum<br>Pallets - 250-lb minimum | Sacks - No minimum<br>Pallets - 250-lb minimum |
| DNDC | Sacks - 15-piece or 30-lb minimum<br>Pallets -100-lb minimum | Sacks - 10-piece or 20-lb minimum<br>Pallets - 100-lb minimum | Sacks - 10-piece or 20-lb minimum<br>Pallets - 100-lb minimum | |
| DSCF | Sacks - 10-piece or 10-lb minimum<br>Pallets -100-lb minimum | Sacks - 10-piece or 20-lb minimum<br>Pallets - 100-lb minimum | | |
| DDU | Sacks - No minimum<br>Pallets - No minimum | | | |

1. All parcel types may be combined in 5-digit containers to meet minimum volumes.

## 22.0 Seamless Acceptance Program

### 22.1 Description

[7-1-20] Seamless Acceptance leverages electronic documentation (eDoc) and Intelligent Mail barcodes (IMbs) on containers, handling units, and mailpieces that full-service provides. Mailpiece scans collected from USPS mail processing equipment (MPE) and samples from hand-held scanning devices are reconciled

to the mailer eDoc to confirm proper mail preparation for the discounts claimed and postage paid. Seamless Acceptance is available for First-Class Mail cards, letters, and flats, Periodicals, USPS Marketing Mail letters and flats, and Bound Printed Matter flats.

[7-1-20]

## 22.2 Seamless Participation

Mailers may initiate participation in the Seamless Acceptance Program by contacting the *PostalOne!* Helpdesk at 1-800-522-9085.

## 22.3 Basic Standards

[7-1-20]

### 22.3.1 General

[1-26-20] First-Class Mail, Periodicals, USPS Marketing Mail letters and flats, and BPM barcoded flats are potentially eligible for Seamless Acceptance. Any permits used in a Seamless Acceptance mailing will not prevent that mailing from being finalized regardless of if an annual fee is due on that permit. However, the first time the permit is used for a non-Seamless mailing, the mailer must pay the permit fee if the mail does not meet the requirements for a fee waiver. All mailpieces, including basic and nonautomation, must be prepared as outlined in 23.0; mailers must meet the following standards:

a. Meet all the content and price eligibility standards for the price claimed.

b. Prepare 90 percent Full-Service eligible volume.

c. [7-1-20] Participate in the Seamless Parallel Program under 22.3.2.

d. Participate in eInduction under 20.0 for DMU-verified origin entry or destination entry-drop shipments.

e. [1-26-20] *Intelligent Mail Barcode Exception*: Under special circumstances when mailers are unable to use an Intelligent Mail Barcode on every piece, an exception may be granted by Business Acceptance Solutions (see 608.8.0 for address).

[7-1-20]

### 22.3.2 Seamless Parallel Program

Detached mail unit (DMU) mailers and mailers who enter full-service mailings at a business mail entry unit (BMEU) must participate in the Seamless Parallel Program. Additional information on the Seamless Parallel Program is available in Publication 685, *Publication for Streamlined Mail Acceptance for Letters and Flats,* at *postalpro.usps.com/StreamlinedMailAcceptLettersFlatsPub685.*

## 22.4 Verifications

The five Seamless Acceptance Program verification descriptions, error thresholds, and postage assessments, are provided in 22.4.1 through 22.4.5.

### 22.4.1 Undocumented (Piece) Verification

An Undocumented error is logged when the IMb gathered during sampling or MPE scan cannot be linked to any eDoc submitted within the last 45 days. The error threshold is 0.3 percent. Pieces above the error threshold will be subject to an assessment amount equal to the average piece rate by mail class and CRID for the assessment month.

#### 22.4.2 Delivery Point Verification

A valid delivery point must be provided in the piece IMb. The error threshold is 2 percent. Delivery Point errors are logged when the delivery point provided in the eDoc is either not valid, or contains a generic +4 information with an address record type that is not General Delivery. Errors above the threshold are subject to an assessment amount equal to difference between the eDoc piece postage and correct postage amount.

#### 22.4.3 Nesting/Sortation (MPE) Verification

A Nesting/Sortation error is logged when the piece scanned is nested in a different tray or bundle than the tray or bundle that was identified in the eDoc. The error threshold is 1 percent. Errors above this threshold are subject to an assessment amount equal to the difference between the eDoc piece postage and the correct postage amount.

#### 22.4.4 General Postage Adjustment Factor Verification

The Postage Adjustment Factor (PAF) is a method to apply an error rate determined from handheld scanner samplings to the entire population of mailings within a calendar month. PAF is calculated on a monthly basis and measures the difference between the correct postage and the postage paid, expressed as a ratio of the correct postage due to the sum of eDoc postage for the sampled pieces. General PAF is used for errors in Postage and Weight verifications. The General PAF threshold factor is 1.05 (5 percent). A mailer will only be subject to an assessment when the eDoc submitter has exceeded the PAF threshold in the current billing month and three or more times in the previous 11 billing months. The General PAF is applied to the total monthly eDoc postage for the eDoc submitter and assessments are issued to the eDoc submitter.

#### 22.4.5 Mail Characteristic Postage Adjustment Factor Verification

The Mail Characteristic, Postage Adjustment Factor (PAF), is used for errors in the processing category, mail class, nonprofit eligibility and content. The threshold factor is 1.05 (5 percent). A mailer will only be subject to an assessment when the eDoc submitter has exceeded the Mail Characteristic PAF threshold in the current billing month and three or more times in the previous 11 billing months. The Mail Characteristic PAF is applied at the eDoc Submitter CRID level and is calculated using the adjusted and eDoc postage attributed to the Mail Owner.

## 23.0 Full-Service Automation Option

### 23.1 Description

The full-service automation option is a program that uses Intelligent Mail barcodes on mailpieces (IMb), trays and sacks (IMtb), and pallets or other authorized containers (IMcb) to provide end-to-end visibility into the mailstream. For additional information on the full-service automation option see Publication 685, *Publication for Streamlined Mail Acceptance for Letters and Flats,* available on PostalPro at *http://postalpro.usps.com.*

**23.2 General Eligibility Standards**

[1-26-20] First-Class Mail (FCM), Periodicals, and USPS Marketing Mail, cards (FCM only), letters (except letters using simplified address format) and flats meeting eligibility requirements for automation or carrier route prices (except for USPS Marketing Mail ECR saturation flats), and Bound Printed Matter presorted or carrier route barcoded flats, are potentially eligible for full-service incentives. Additionally, all pieces entered under full-service pricing must:

a. Include an Intelligent Mail barcode on each mailpiece, as described in 204.1.0, that accurately encodes each field and as follows:

   1. Except for mail prepared under item 23.2a2, each mailpiece must be encoded with a unique serial number. Mailers must ensure that these numbers remain unique for a period of at least 45 days. Serial numbers associated to an individual Mailer ID (MID) must not be duplicated within this 45-day period, regardless of the entry location.

   2. For mailings of fewer than 10,000 pieces, when postage is affixed to each piece at the correct price, or each piece is of identical weight and the mailpieces are separated by price, the serial number field of each Intelligent Mail barcode can be populated with a mailing serial number that is unique to the mailing, but common to all pieces in the mailing. This unique mailing serial number must not be reused for a period of 45 days from the date of mailing. These mailings only require an electronic postage statement for full-service; additional electronic documentation is not required. Unique mailing serial numbers must be populated in the Postal Wizard entry screen field or in the electronic documentation.

b. Be part of a mailing using accurately encoded Intelligent Mail barcoded tray labels as described in 204.3.3 on all trays and sacks. Mailing documentation, when required, must associate each mailpiece to a corresponding tray or sack, or to a logical tray or sack, as described in 23.2d. Each tray or sack must be encoded with a unique serial number. Tray or sack serial numbers associated to an individual MID cannot be duplicated within a 45-day period, regardless of the acceptance location.

c. Be part of a mailing using unique Intelligent Mail container barcodes as described in 204.3.4 on all destination-entry pallets and other containers optionally or required to be prepared under 8.0 or as part of a customer/supplier agreement (CSA). Mailing documentation, when required, must associate each mailpiece (and tray or sack, if applicable) to a corresponding container (or a logical container) as described in 23.2d, unless otherwise authorized by USPS. Each container must be encoded with a unique serial number. Container barcodes must not be duplicated within a 45-day period, regardless of the acceptance location. A customer/supplier agreement is authorized with a service agreement signed by the mailer, USPS District Manager, Customer Service, and USPS Processing and Distribution Center manager. The service agreement contains provisions regarding mailer and USPS responsibilities.

d. Be part of a mailing using an approved electronic method to transmit a postage statement and mailing documentation to the *PostalOne!* system. Documentation must describe how each mailpiece is linked to a uniquely identified tray or sack, and how each mailpiece and tray or sack is linked to a uniquely identified container. Linking to logical trays, sacks, and containers via sibling records is an option when linking to a specific tray, sack, or container is not feasible. Mailers must transmit postage statements and documentation to the *PostalOne!* system using Mail.dat, Mail.XML, or Postal Wizard (see 23.2a2). The documentation must contain the following elements:

1. Valid MID on containers, trays and sacks, and mailpieces;
2. Appropriate Service Type ID (STID) based on mail class and service level of the mailpiece;
3. Proper By/For Identification (The mail owner does not need to be identified in electronic documentation when the mail owner is mailing less than 5,000 pieces in a Full-Service IMb mailing. This exception is not applicable to non-profit mailpieces.);
4. Entry Facility Identification; and
5. Original Container Information Linkage.

e. Be scheduled for an appointment using the Facility Access and Shipment Tracking (FAST) system for dropship mailings (except for mailings entered at a DDU) or as required in a customer/supplier agreement. Mailers may schedule appointments online using the FAST web site at *fast.usps.com* or they may submit appointment requests through *PostalOne!* FAST Web Services at *www.uspspostalone.com,* using Mail.XML or Mail.XML with Mail.dat.

## 23.3 Fees

[1-26-20]

### 23.3.1 Eligibility for Exception to Payment of Annual Fees and Waiver of Deposit of Permit Imprint Mail Restrictions

Mailers who present automation or presort mailings (of First-Class Mail cards, letters, and flats, USPS Marketing Mail letters and flats, or Bound Printed Matter flats) that contain 90 percent or more full-service eligible mail as full-service, and 75 percent of their total mail is eligible for full-service incentives, are eligible for the following exceptions to standards:

a. [1-26-20] Annual presort mailing or destination entry fees, as applicable, do not apply to mailings entered by mailers who meet both the 90-percent and 75-percent full-service thresholds for qualified full-service mailings, as specified in 23.3.1.

b. Mailers may present qualified full-service mailings with mailpieces bearing a current valid permit imprint for acceptance at any USPS acceptance office that has *PostalOne!* acceptance functions without payment of any additional permit imprint application or annual mailing fees.

c. [7-1-20] If any mailing falls under the 90-percent and 75-percent full-service thresholds for qualified full-service mailings, the annual mailing fee will be due and the mailing verification date will become the renewal or anniversary

date of the permit fees. The full-service percentage will automatically set to 0 percent on each subsequent anniversary date. The first mailing presented after the anniversary date begins the cumulative process for the full-service percentage calculation. If the first mailing presented after the anniversary date is below 90 percent, the annual fee must be paid before the mail is finalized. Once the annual fees are paid, the next validation date will be the next anniversary date. The start date for the initial verification process is the renewal or anniversary date of the permit fees. Each subsequent anniversary date will reset the Full-Service percentage to 0 percent. The first mailing starts the cumulative process and if the cumulative mailing falls below the threshold percent of 90 percent, the annual fees are to be paid promptly. Once the annual fees are paid, the next validation date of the Full Service percentage is the next anniversary date.

#### 23.3.2 Mail Anywhere

Mail Anywhere allows a mailer to maintain a single permit for a postage payment method for mailings at any Business Mail Acceptance site. Mailers must request authorization to participate in Mail Anywhere by contacting the *PostalOne!* Help Desk. To be eligible to participate, mailers must prepare at least 90 percent of full-service eligible mailpieces as full-service and meet full-service participation criteria for 30 days prior to requesting authorization.

### 23.4 Preparation

Mailings under the full-service automation option may be prepared as provided for the applicable class of mail or containerized, when volume warrants, in uniquely identified containers by palletizing bundles, sacks, or trays under standards in 8.0. Mailers required to containerize must make all separations when the volume for any presort level meets a required sortation level, as described in 8.5.2 or in the customer/supplier agreement.

### 23.5 Additional Standards

#### 23.5.1 Induction Data

Mailers presenting mailings under the full-service automation option will receive mail induction information (start-the-clock data corresponding to the date and time when USPS receives the mailing) at no additional charge.

#### 23.5.2 Address Correction Notices

Mailers presenting mailpieces (except for those noted below) that qualify for the full-service Intelligent Mail option will receive automated address correction notices when the pieces are encoded with Intelligent Mail barcodes with “Address Service Requested” or “Change Service Requested” under standards for OneCode ACS and under the following conditions:

a. Mailpieces must include the appropriate service type ID in the Intelligent Mail barcode to match the ancillary service requested. See 507.1.5 for mail disposition and address correction combinations by class of mail.

b. A complementary ancillary service request option also must be recorded in the mailer's Address Change Service (ACS) mailer profile. See 507.4.2 for more information about ACS. Address correction notices for mailpieces in full-service mailings are available for:

1. First-Class Mail letters and flats, provided at no charge (printed endorsement not required for letters).
2. Periodicals letters and flats, provided at no charge (printed endorsement not required).
3. USPS Marketing Mail letters and flats or BPM flats, provided at no charge. See 507.4.1.1 for charges after 30 days. USPS Marketing Mail and BPM pieces must include a printed on-piece endorsement in addition to encoding the ancillary service request into the Intelligent Mail barcode. See 507.4.2 for additional standards.

c. Mailers must use the address correction information provided by USPS to update their address records in order to receive notices without paying additional fees.

## 23.6 Verifications

The six full-service verification descriptions, error thresholds, and postage assessments, are provided in 23.6.1 through 23.6.6.

### 23.6.1 Mailer Identification (MID) Verification

The MID is a 6- or 9-digit code included in the Intelligent Mail barcode suite, allowing identification of the party responsible for a mailpiece, handling unit, or container. A valid MID is one that is registered within the Postal Service systems and provided in the eDoc. The error threshold is 2 percent for the piece, handling unit, and container level. Errors over the threshold will be subject to an assessment amount equal to the removal of the full-service discount claimed for each piece in error above the threshold.

### 23.6.2 Service Type ID (STID) Verification

The STID is a 3-digit code included in the IMb for a mailpiece to provide mail class and service level. The error threshold is 2 percent. Errors over the threshold will be subject to an assessment amount equal to the removal of the full-service discount claimed for each piece in error above the threshold.

### 23.6.3 By/For Verification

The By/For relationship recognizes the Mail Owner and Mail Service Provider in the eDoc. The error threshold is 5 percent. An error occurs when a valid Mail Preparer is not identified, a valid Mail Owner is not identified, Mail Preparer is incorrectly recorded as the Mail Owner, or the Mail Owner was previously identified as the Mail Preparer. Errors above the threshold are subject to an assessment amount equal to the removal of the full-service discount claimed for each piece in error above the threshold.

### 23.6.4 Barcode Uniqueness Verification

Barcode uniqueness is met when a barcode is unique across all mailers and mailings for 45 days. The error threshold is 2 percent. Errors occur when the IMcb, IMtb or IMb is not unique across all mailings from all mailers over the

previous 45 days of the Postage Statement Mailing Date that was provided in the eDoc. Errors above the threshold are subject to an assessment equal to the removal of the full-service discount claimed for each piece in error above the threshold.

### 23.6.5 Entry Facility Verification

The entry facility location must be identified in the eDoc by a Locale Key or ZIP Code. The error threshold is 2 percent. Errors above the threshold are subject to an assessment amount of the full-service discount claimed for each piece in error above the threshold.

### 23.6.6 Unlinked Copal Verification

Mailings that will be copalletized must be identified in the original eDoc submission. It is a requirement that the consolidator provide documentation within 14 days of the mailing date of the original eDoc to properly identify the linkage of the trays or sacks to the container. The error threshold is 5 percent. Errors above the threshold are subject to an assessment amount equal to the full-service discount claimed.

# 709 Negotiated Service Agreements

**Overview**

1.0 General Requirements for Negotiated Service Agreements (NSAs)

## 1.0 General Requirements for Negotiated Service Agreements (NSAs)

### 1.1 Basic Information

#### 1.1.1 Definition and Purpose

A negotiated service agreement (NSA) is a customized and mutually beneficial contractual agreement between the USPS and a specific mailer (customer or organization). An NSA provides for customized pricing, prices, and classifications under the terms and conditions established in the NSA and may include modifications to current mailing standards and other postal requirements. Any mailer may submit an application for an NSA if the mailer meets the requirements in 1.2 and follows the process in 1.3.

#### 1.1.2 Legal Framework

Terms and conditions of an NSA affecting prices or classifications require that the USPS request a recommended decision from the Postal Regulatory Commission before the USPS may approve and implement the NSA. NSAs must be recommended and approved under 39 U.S.C. 36 and the Postal Regulatory Commission's rules of practice and procedure.

### 1.2 Candidate Factors and Requirements

#### 1.2.1 Factors

The USPS considers the following factors in evaluating any candidate's NSA proposal:

a. Candidate's presentation of information as requested by the USPS to document the following:

   1. Current mailing systems, postage payment systems, and quality control procedures and programs.

   2. Historical data showing mail volumes and use of specific mail services or mailpiece characteristics, as applicable. The candidate, as necessary, must also provide the effect on mail volumes of any corporate mergers, acquisitions, divestitures, and similar events.

b. Candidate's ability to make and present in an acceptable format accurate forecasts of future mail volumes for USPS products and services proposed for an NSA.

c. Candidate's ability to collect necessary data in an acceptable format to support an NSA.

d. Candidate's willingness to establish and maintain electronic systems and quality control programs as specified by the USPS for paying postage and generating records to facilitate monitoring and reconciling mail volumes, prices, and fees, including volumes and postage paid by a mail preparation agent on behalf of the candidate.

e. Candidate's production of mail using a formal system to ensure proper mail preparation and accurate postage calculations.

f. Candidate's use or planned implementation of a Certified Mail preparation total quality program to ensure proper mail preparation and to provide accurate documentation of mailings and postage payment.

#### 1.2.2 General Requirements

No proposed NSA may have an overall negative financial impact on the USPS. Any proposed NSA must also contain, at a minimum, the following general candidate requirements and conditions:

a. The candidate must permit USPS inspection of mail content to determine price eligibility.

b. The candidate must prepare mail under current applicable mailing standards, unless they are to be modified under a proposed NSA.

c. The candidate must meet and adhere to quality management standards for the classes of mail and prices claimed.

d. The candidate must make available to the USPS necessary records and data related to the NSA in a form that facilitates monitoring of compliance with the terms and conditions of the NSA.

e. The candidate must provide proper specified notice to cancel the NSA.

f. The USPS has the right to cancel the NSA at any time with specified proper notice for any failure or, where appropriate, material failure of the mailer to:

   1. Use the NSA within the time period specified in the NSA.

   2. Provide accurate data, present properly prepared and paid mailings, or comply with any other material term or condition in the NSA.

g. The candidate must engage counsel and file testimony as necessary in support of the NSA before the Postal Regulatory Commission.

### 1.3 Application Process

#### 1.3.1 Initial Proposal

A mailer seeking to enter into an NSA with the USPS must submit a written proposal, with appropriate supporting documentation, to the USPS manager of Pricing Strategy (see 608.8.0 for address). The proposal must contain the reasons for requesting the NSA along with a summary of the information responding to the applicable candidate features and general requirements described in 1.2. A nondisclosure agreement must be signed before any substantive discussion of the proposal.

#### 1.3.2 Negotiations and Contractual Agreement

As a result of the proposal, the candidate and the USPS may enter into negotiations to establish an NSA, with terms and conditions specific to the candidate, that is either a functionally equivalent NSA (i.e., comparable to an existing baseline NSA) or a new baseline NSA (i.e., not comparable to an existing NSA). A candidate in the negotiation process may withdraw a proposal for an NSA at any time prior to the execution of the NSA. Once the NSA is executed, the NSA is controlled by its terms and conditions.

#### 1.3.3 Additional Consideration

If the USPS decides to end negotiations with the candidate before reaching an agreement to enter into an NSA under 1.1, the manager of Pricing Strategy notifies the candidate in writing and gives the reasons for the decision. Within 15 days from the receipt of the written explanation, the candidate may ask for reconsideration of the manager's decision. The candidate's request for reconsideration must include additional information and reasons why negotiations for an NSA should be resumed. The candidate submits the request for reconsideration through the manager of Pricing Strategy to the vice president of Pricing and Classification (see 608.8.0 for address).

### 1.4 Market Dominant First-Class Mail and USPS Marketing Mail Letters NSAs

#### 1.4.1 Definition and Purpose

The First-Class Mail and USPS Marketing Mail NSA is based on the combined total revenue of First-Class Mail automation letters, USPS Marketing Mail automation letters, and USPS Marketing Mail carrier route automation letters, and provides an incentive to encourage the growth of First-Class Mail. A baseline is determined from the revenue generated from First-Class Mail automation letters, USPS Marketing Mail automation letters, and USPS Marketing Mail carrier route barcoded automation-compatible letters that are mailed as and eligible for full-service Intelligent Mail prices (705.23.0) during a prior specified 12-month period of time. It includes a postage threshold that is adjusted from the baseline to qualify for a rebate. If the adjusted revenue threshold is met, a rebate is generated on a percentage of the difference of an increase in postage as a result of a subsequent cumulative First-Class Mail and USPS Marketing Mail price increase related to the prices in existence at the time of the agreement. If the adjusted revenue threshold is not met, the NSA holder will pay a penalty.

#### 1.4.2 Candidate Factors and Requirements

Potential participants must be IMb full-service customers with extensive, but declining First-Class Mail volumes and significant additional volumes of USPS Marketing Mail. Candidates must also meet the standards in 1.1 through 1.3 to qualify. The basic agreement comprises five components:

a. Revenue threshold: Is based on the amount of total combined postage paid for First-Class Mail automation letters, USPS Marketing Mail automation letters, and USPS Marketing Mail carrier route barcoded automation-compatible letters. The baseline for the revenue threshold is the total postage for these categories over the previous one-year period. The threshold is calculated at a negotiated percentage above the baseline for each year during the duration of the agreement.

b. Revenue threshold adjustment: Will be adjusted upward by a negotiated amount for every dollar decline in First-Class Mail postage. To qualify for rebates under this adjustment, a pre-determined revenue amount of USPS Marketing Mail must be mailed to offset each dollar decline in postage from First-Class Mail.

c. Postage commitment with penalty: The postage commitment is an amount equal to the adjusted revenue threshold. If the amount of total postage from eligible mail in the first year of the contract is less than the adjusted revenue threshold, a negotiated percentage penalty in the amount of the difference between the adjusted revenue threshold and the actual total postage paid for contract year one must be paid. Subsequent year penalties for failing to meet the adjusted revenue threshold are negotiated by the parties within nine months of the end of the previous contract year.

d. Rebate on First-Class Mail: If the mailer holding the agreement exceeds the adjusted revenue thresholds in any given year of the contract, it will earn rebates on its qualifying First-Class Mail postage. The rebate will be equal to a negotiated percent of the increase in postage as a result of a subsequent cumulative price increase (relative to First-Class Mail prices in existence at the initiation of the agreement) for all qualifying pieces.

e. Rebate on USPS Marketing Mail: If the mailer holding the agreement exceeds the adjusted revenue thresholds in any given year of the contract, it will earn rebates on its qualifying USPS Marketing Mail postage. The rebate will be equal to a negotiated percent of the increase in postage as a result of a subsequent cumulative price increase (relative to USPS Marketing Mail prices in existence at the initiation of the agreement) for all qualifying pieces.

### 1.4.3 General Requirements

Any proposed First-Class Mail and USPS Marketing Mail NSA under this classification must also contain, at a minimum, the following general candidate requirements and conditions:

a. The NSA expires three years from the effective date. Either party can terminate the agreement, without penalty, for convenience prior to the last 90 days of each contract year with 90 days written notice to the other party.

b. The NSA will contain a merger and acquisition clause, which adjusts the threshold to account for increased mailing activity (or decreased, in the case of a sale or closure).

### 1.4.4 Initial Proposal

The proposal must explain how the candidate meets the requirements in 1.4.2 and also must meet the following conditions:

a. The candidate must submit a written proposal that includes appropriate supporting documentation to the manager of Correspondence & Transactions (see 608.8.0 for address).

b. The proposal must be initiated by the mailer and include a summary of the information responding to the applicable candidate features and general requirements described in 1.4.3.

c. A nondisclosure agreement must be signed before any substantive discussion of the proposal begins.

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# Forms Glossary

The Forms Glossary lists all of the forms and postage statements referenced in the DMM. These forms and many others are available on Postal Explorer at *pe.usps.com*. (Click on "Postage Statements" in the left frame.) Postal Service forms may be preceded by "PS Form," which simply stands for "Postal Service Form." For example: "3541," "Form 3541," and "PS Form 3541" all refer to the Periodicals postage statement.

| ID | Title |
|---|---|
| 17-G | Penalty Mail Stamp Requisition |
| 17-J | Penalty Mail Printed Stamped Envelope Order |
| 152 | USPS Tracking |
| 153 | Signature Confirmation |
| 1000 | Domestic or International Claim |
| 1093 | Application for Post Office Box or Caller Service |
| 1094 | Request for Post Office Box Key or Lock Service |
| 1357-S | Customer Request for Computer Access |
| 1500 | Application for Listing and/or Prohibitory Order |
| 1508 | Statement by Shipper of Firearms |
| 1583 | Application for Delivery of Mail Through Agent |
| 1583-A | Application to Act as a Commercial Mail Receiving Agency |
| 2976 | Customs Declaration CN 22—Sender's Declaration |
| 2976-A | Customs Declaration and Dispatch Note—CP 72 |
| 2976-B | Priority Mail Express International Shipping Label and Customs Form |
| 2976-R | USPS Customs Declaration and Dispatch Note |
| 3152 | Confirmation Services Certification |
| 3152-A | Confirm Advanced Shipping Notice (ASN) Shipment ID |
| 3152-E | Priority Mail Express Manifesting Certification |
| 3203 | Personalized Stamped Envelope Order |
| 3500 | Application for Periodicals Mailing Privileges |
| 3510 | Application for Additional Entry, Reentry, or Special Rate Request for Periodicals Publication |
| 3526 | Statement of Ownership, Management, and Circulation |
| 3533 | Application and Voucher for Refund of Postage and Fees |
| 3541 | Postage Statement—Periodicals—One Issue or One Edition |
| 3544 | Post Office Receipt for Money |
| 3546 | Forwarding Order Change Notice |
| 3547 | Notice to Mailer of Correction in Address |

| ID | Title |
|---|---|
| 3553 | Coding Accuracy Support System (CASS) Summary Report |
| 3575 | Change of Address Order |
| 3579 | Notice of Undeliverable Periodical |
| 3600-R | Postage Statement—First-Class Mail and Priority Mail |
| 3602 | See appropriate form below |
| 3602-C | Postage Statement—Consolidated—Supplement USPS Marketing Mail and Nonprofit USPS Marketing Mail |
| 3602-EZ | USPS Marketing Mail—Easy—Nonautomation Letters or Flats |
| 3602-G | Postage Statement—Penalty Permit Imprint |
| 3602-N | Postage Statement—Nonprofit USPS Marketing Mail |
| 3602-NZ | Postage Statement—Nonprofit USPS Marketing Mail —Easy—Nonautomation Letters or Flats |
| 3602-R | Postage Statement—USPS Marketing Mail |
| 3606 | Certificate of Bulk Mailing |
| 3615 | Mailing Permit Application and Customer Profile |
| 3623 | Request for Confirmation of Authorization (or Pending Application) to Mail at Nonprofit USPS Marketing Mail Prices |
| 3624 | Application to Mail at Nonprofit USPS Marketing Mail Prices |
| 3800 | Certified Mail Receipt |
| 3801 | Standing Delivery Order |
| 3801-A | Agreement by a Hotel, Apartment House, or the Like |
| 3806 | Receipt for Registered Mail |
| 3811 | Domestic Return Receipt |
| 3811-A | Request for Delivery Information/Return Receipt After Mailing |
| 3813 | Insured Mail Receipt Under $500.00 |
| 3813-P | Insured Mail Receipt Over $500.00 |
| 3815 | Plant-Load Authorization Application, Worksheet, and Agreement |
| 3816 | COD Hold For Pickup Label (only for manual Post Office acceptance) |
| 3816-AS | COD Card—Firm Mailings |

# Forms Glossary

| ID | Title |
|---|---|
| 3817 | Certificate of Mailing |
| 3849 | Delivery Notice/Reminder/Receipt |
| 3849-D | Notice to Sender of Undelivered COD Mail |
| 3877 | Firm Mailing Book for Accountable Mail |
| 4410 | Authorization for NDC Acceptance |
| 5639 | USPS Corporate Account Application and Payment Authorization Form |
| 6387 | Rural Money Order Transaction Application |
| 6401 | Money Order Inquiry |
| 6805 | BRM/QBRM Application—For ZIP+4 Code Assignment/Validation and QBRM Approval |
| 8017 | Expedited Plant Load Shipment Clearance |
| 8061 | Application for Accelerated Reply Mail (ARM) |
| 8096 | Request to Pay Postage Refunds to Presenter of Mail |
| 8105-A | Funds Transaction Report |
| 8125 | Plant-Verified Drop Shipment (PVDS) Verification and Clearance |
| 8125-C | Plant-Verified Drop Shipment (PVDS) Consolidated Verification and Clearance |
| 8176 | Premium Forwarding Service (PFS) Application |
| 8184 | Zone Chart Data & DMM Labeling List Order Form |

# Summary of Changes

**Overview**

The Summary of Changes lists revisions to this edition of *Mailing Standards of the United States Postal Service,* Domestic Mail Manual (DMM) by effective date.

**July 1, 2020**

Business Bulk Temporary Forwarding and Hold Mail Service Requests

We revised sections 507.2.0 and 508.11.0 to include a new option that the Postal Service is implementing that allows business customers to submit a bulk request (10 or more locations) to temporarily forward or hold mail. We published this information in the May 21, 2020, *Postal Bulletin.*

Return Receipt for Merchandise

We revised various sections to reflect the elimination of return receipt for merchandise service. We published this information in the May 21, 2020, *Postal Bulletin.*

Seamless Changes for Detached Mail Unit and Full-Service Mailings

We revised sections 705.22.0 and 705.23.0 to include the requirement that detached mail unit mailers and mailers who enter full-service mailings at a business mail entry unit participate in the USPS Seamless Parallel Program by June 1, 2020. We published this information in the May 21, 2020, *Postal Bulletin.*

**May 4, 2020**

USPS-Produced Flat Rate Containers

We revised various sections to clarify standards related to the use of USPS-produced Flat Rate containers and to ensure that the clarified standards are consistent throughout the DMM. We published this information in the April 9, 2020, *Postal Bulletin.*

Laminated Card-Type Letter and Postcard

We revised section 201.3.17 to reference Customer Support Ruling PS-350, *Laminated Card-Type Letter and Postcard.* As a result of working with other organizations in the mailing industry, the Postal Service has developed a process that allows mailing laminated card-type letter and postcard mailpieces at applicable automation letter or postcard prices without requirements for testing. We published this information in the March 26, 2020, *Postal Bulletin.*

Philatelic Services

We revised section 608.4.0, “Philatelic (Stamp Collecting) Services,” to reinsert standards regarding philatelic services. We published this information in the March 26, 2020, *Postal Bulletin.*

Priority Mail Express Postage Refunds for Guaranteed Service

We revised section 604.9.5.5 to clarify Priority Mail Express postage refunds for guaranteed service. The revision clarifies that in addition to pieces destined for Guam, American Samoa, or the Commonwealth of the Northern Mariana Islands,

postage is not refunded other than for loss for Priority Mail Express pieces originating from these locations. The clarification does not affect postage refunds for Priority Mail Express pieces originating from the Freely Associated States. We published this information in the March 12, 2020, *Postal Bulletin.*

USPS Returns Service
We revised section 505.3.0 and various sections to remove references to Merchandise Return Service and to replace them with references to USPS Returns service. We published this information in the March 12, 2020, *Postal Bulletin.*

Premium Data Retention and Retrieval Service
We revised section 507.11.0 to update the Premium Data Retention and Retrieval Service product name. The service is being renamed as USPS Premium Tracking service. We published this information in the February 27, 2020, *Postal Bulletin.*

**March 2, 2020**
Detached Address Labels (DALs) and Detached Marketing Labels (DML) Clarification
We revised various sections to specifically reference both detached address labels (DALs) and detached marketing labels (DMLs) in the rules for using DALs and DMLs and to make minor updates for consistency with this clarification. We also revised and reorganized section 602.4.0 to clarify the use of DALs and DMLs. We published this information in the February 13, 2020, *Postal Bulletin.*

Authorized Meter Providers
We revised section 604.4.1.3 to replace the corporate name of Neopost, Inc., with the organization's new name of Quadient, Inc., and to update the company's website address listed to the corporation's new website address of *www.quadient.com*. We published this information in the January 30, 2020, *Postal Bulletin.*

**January 26, 2020**
Cremated Remains Clarification
We revised sections 113.3.0 and 213.2.0 to clarify the definition of cremated remains. We published this information in the January 2, 2020, *Postal Bulletin.*

New Mailing Standards for Domestic Mailing Services Products
We revised various sections to implement changes related to January 2020 price adjustments. We published this information in the January 2, 2020, *Postal Bulletin.*

Domestic Competitive Products Pricing and Mailing Standards Changes
We revised various sections to reflect January 2020 changes to certain prices and mailing standards for select domestic competitive products. We published this information in the December 19, 2020, *Postal Bulletin.*

Flat-size Mail with Polywrap Coverings
We revised sections 201.4.1 and 201.4.5 to clarify the characteristics of flat-size pieces with polywrap coverings. We published this information in the December 19, 2019, *Postal Bulletin.*

Pallet Label Clarification
We revised sections 204.3.4.5, 204.3.4.6, and 705.8.6.1 to clarify the standards for pallet label placement. We published this information in the December 19, 2019, *Postal Bulletin.*

Priority Mail Commercial Plus Cubic Soft Pack
We revised sections 223.1.4.3 and 223.1.4.4 to clarify the standards for Priority Mail Commercial Plus Cubic Soft Pack. We published this information in the December 19, 2019, *Postal Bulletin.*

Products Mailable at Nonprofit USPS Marketing Mail Prices
We revised section 703.1.6.11 to modify the price for low-cost items. We published this information in the December 5, 2019, *Postal Bulletin.*

Mail Entry and Payment Technology Organization Structural Changes
We revised several sections to reflect the new Mail Entry and Payment Technology organization structure. We published a brief summary of this information in the November 21, 2019, *Postal Bulletin.*

Hold Mail Service Modification
We revised the text of 508.11.3.1 and 508.11.3.3 in new section 508.11.0 which contains standards and procedures for USPS Hold Mail service, to modify the options for customers to change or cancel their Hold Mail service request. We published this information in the November 21, 2019, *Postal Bulletin.*

Periodicals Reentry
We revised 207 to update and clarify the standards for filing a Periodicals reentry and to also remove references to two obsolete forms: PS forms 3541-C, *Periodicals Certification for Multiple Issues (On the Same Day),* and 3541-E, *Periodicals Certification for Multiple Issues (Not on the Same Day).* We published this information in the November 7, 2019, *Postal Bulletin.*

Mailing Cremated Remains
We revised various sections to include new USPS procedures for mailing cremated remains. The revisions reflect changes to Publication 52, *Hazardous, Restricted, and Perishable Mail,* regarding shipping cremated remains. We published this information in the November 7, 2019, *Postal Bulletin.*

Competitive Post Office Box Service
We revised 508.4.5.4a.2 to clarify the package requirements for customers who use competitive Post Office Box services and receive packages from private carriers. We published this information in the October 24, 2019, *Postal Bulletin.*

Hold Mail Service
We revised section 508 to add a new section, 508.11.0, which contains standards and procedures for USPS Hold Mail service. We published this information in the October 24, 2019, *Postal Bulletin.*

Stamped Mail
We revised various sections to update the deposit method for all mailpieces weighing more than 10 ounces or measuring more than one half-inch thick and that bear stamps as the only postage payment method. We published this information in the October 10, 2019, *Postal Bulletin.*

Parcel Return Service
We revised section 505.4.2 to include information about the two options that customers may use to request a change or cancellation of Parcel Return Service retrieval locations (delivery units and sectional center facilities). We published this information in the September 26, 2019, *Postal Bulletin.*

**October 7, 2019**
Parcel Select Postage Payment Methods
We revised 254.1.1.1 to clarify postage payment methods for Parcel Select destination entry pieces and Parcel Select Ground pieces. We published this information in the August 15, 2019, *Postal Bulletin.*

Business Reply Mail Cards, Envelopes, and Labels
We revised 505.1.0 to delete redundant text and to clarify how the Postal Service responds to misuse of Business Reply Mail cards and envelopes, and improper use of labels. We published this information in the August 1, 2019, *Postal Bulletin.*

Electronic Export Information Filing Requirements
We revised 608.2.5 to align with the Foreign Trade Regulations that the U.S. Census Bureau issued for items sent to international military and diplomatic destinations, including Army Post Offices, Fleet Post Offices, and Diplomatic Post Offices. We published this information in the July 18, 2019, *Postal Bulletin.*

USPS Marketing Mail Nonautomation Flat-Size Pieces Failing Deflection
We revised Exhibit 201.4.7b to clarify that USPS Marketing Mail nonautomation flat-size pieces at all sort levels eligible for destination sectional center facility entry that fail deflection are subject to the Mixed Area Distribution Center destination network distribution center price. We published this information in the June 6, 2019, *Postal Bulletin.*

**June 23, 2019**
New Electronic Signature Option
We revised various sections to include a more flexible option for package addressees to provide an electronic signature indicating delivery of a package. We published this information in the May 9, 2019, *Postal Bulletin.*

Full-Service Automation Option — Address Correction Notices
We revised sections 507 and 705 to delete inaccurate Full-Service address correction notice charges. We published this information in the May 9, 2019, *Postal Bulletin.*

Required Forms of Identification
We revised various sections to provide clarity and consistency about forms of identification required from customers for some types of postal products and services. We also added new section 608.10.0, "Forms of Identification," which lists and defines acceptable and unacceptable forms of identification. We published this information in the May 9, 2019, *Postal Bulletin.*

Overweight Items Clarification
We revised section 601.1.2 to clarify the process for overweight items entered in the postal network. We published this information in the April 11, 2019, *Postal Bulletin.*

New Mailing Standards for Products Containing Liquids
We revised section 601.3.4 to clarify mailing standards for packaging and marking mailpieces containing nonhazardous liquids. We published this information in the March 28, 2019, *Postal Bulletin.*

Prohibited Use of Precanceled Stamps on Reusable Containers
We revised sections 604.3.1.2 and 604.3.1.3 to clarify standards that prohibit using precanceled stamps on reusable mailing containers for mailing purposes. We published this information in the March 14, 2019, *Postal Bulletin.*

**March 4, 2019**
Affixing Postage
We revised various sections to clarify the mailing standards for affixing postage to mailpieces, including commercial First-Class Mail and USPS Marketing Mail. These revisions also included deleting redundant text and providing consistency in the standards. We published this information in the February 14, 2019, *Postal Bulletin*.

PS Form 2976-R
We revised sections 703.2.3.6 and 703.2.3.7 to reflect the change that retail customers with international and domestic mailpieces requiring a customs form must complete and submit PS Form 2976-R, *Customs Declaration and Dispatch.* We published this information in the January 17, 2019, *Postal Bulletin.*

**January 27, 2019**
Change Address Quality Threshold for Intelligent Mail Package Barcode
We revised section 204.2.1.8 to update the Address Quality (AQ) Compliance threshold for all mailers who enter commercial parcels. We published this information in the December 20, 2018, *Postal Bulletin.*

New Mailing Standards for Domestic Mailing Services Products
We revised various sections to implement changes coincident with January 2019 price adjustments and minor revisions. We published this information in the December 20, 2018, *Postal Bulletin.*

Domestic Competitive Products Pricing and Mailing Standards Changes
We revised various sections to reflect January 2019 changes to certain prices and mailing standards for select Competitive Products. We published this information in the December 20, 2018, *Postal Bulletin.*

Products Mailable at Nonprofit USPS Marketing Mail Prices
We revised 703.1.6.11 to update the value of low-cost items mailed at Nonprofit USPS Marketing Mail prices. We published this information in the December 20, 2018, *Postal Bulletin.*

Priority Mail Express and Priority Mail, Open and Distribute Labeling Clarification
We revised section 705.18.5 to clarify the facility delivery address used for Priority Mail Express Open and Distribute® (PMEOD) and Priority Mail Open and Distribute® (PMOD) containers. We published this information in the November 22, 2018, *Postal Bulletin.*

**November 5, 2018**
POSTNET Barcode
We revised various sections to remove all references to the POSTNET barcode. We published this information in the October 11, 2018, *Postal Bulletin*.

Changes to Validations for Intelligent Mail Package Barcode
We revised 204.2.1, 213.3.2,223.3.2, 253.3.3, 283.3.4, and 608.8.1 to add new Intelligent Mail® package barcode (IMpb®) validations for evaluating compliance with IMpb requirements for all mailers who enter commercial parcels. We published this information in the September 27, 2018, *Postal Bulletin*.

**August 2, 2018**
Postage Evidencing Deposit of Mail
We revised 604.4.6.3 for clarity and consistency based on changes to certain products (i.e., Priority Mail Express® and Priority Mail®) and with the use of terms within this section (i.e., postage evidencing). We published this information in the August 2, 2018, *Postal Bulletin*.

Business Reply Mail Refunds for Postage Affixed
We revised 604.9.2.6 to clarify the refund charges for Business Reply Mail® (BRM) pieces returned with postage affixed. We published this information in the August 2, 2018, *Postal Bulletin*.

**July 19, 2018**
Customs Declarations
We revised 703.2.0 to clarify the exceptions for customs declarations for any mailpiece addressed to an Army Post Office (APO), Fleet Post Office (FPO), or Diplomatic Post Office (DPO) ZIP Code™. We published this information in the July 19, 2018, *Postal Bulletin*.

**July 9, 2018**

Refunds of Postage and Fees

We revised 604.9.0 to clarify the time limits for refunds and provide the refund payment methods for all classes of mail and extra service fees. We published this information in the May 10, 2018, *Postal Bulletin*.

Combined Mailing Options for Periodicals and Bound Printed Matter Flat-Sized Pieces

We revised 705.15.1 to provide clarification on available options when combining flat-sized pieces and ensure consistency within the standards. We published this information in the May 10, 2018, *Postal Bulletin*.

**June 21, 2018**

Invalid Postage

We revised 604 by adding section 604.8.4 to address Priority Mail Express® (PME) items bearing invalid postage that have been detected by a Postal Service device, such as Intelligent Mail® Device (IMD), Mobile Point-of-Service, Retail System Software (RSS), or other technology. We published this information in the June 21, 2018, *Postal Bulletin*.

**May 7, 2018**

Revenue Deficiency

We revised 604 and 607 to update the definition of a revenue deficiency; update Postal Service contacts for submitting appeals; and add sections to provide the definition of a mailer, description of assessments and mailer responsibilities, and policy on assessed revenue deficiencies. We published this information in the March 29, 2018, *Postal Bulletin*.

Address Quality Census Measurement and Assessment Process

We revised sections 507.1.0, 507.4.0, 602.5.0, and 705.23.0, to include the Address Quality Census Measurement and Assessment Process, a new method of Move Update verification and assessment procedure for evaluating address quality. We published this information in the March 15, 2018, *Postal Bulletin*.

**April 12, 2018**

Barcode Clear Zone

We revised 202.5.1.1 to clarify that in addition to automation and Enhanced Carrier Route automation price letters, machinable price letters must also have a barcode clear zone unless the piece bears an Intelligent Mail barcode with a delivery point routing code in the address block. We published this information in the April 12, 2018, *Postal Bulletin*.

Bound Printed Matter

We revised 263.3.5, IMpb Standards, and section 263.4.1, Price Eligibility, to clarify that only presorted-priced Bound Printed Matter (BPM) parcels require an Intelligent Mail package barcode (IMpb®) and to remove redundant text. We published this information in the April 12, 2018, *Postal Bulletin*.

**April 4, 2018**

Green & Secure Alternative Move Update Method Option

We revised 507.4.2.2 and 602.5.3 to add Green & Secure as an Address Change Service option using existing Change Service Requested Service Type IDs (STIDs). Green & Secure allows mailers who enter eligible letter and flat-size pieces of First-Class Mail® and USPS Marketing Mail® (formerly Standard Mail®) that meet the requirements for presort, Basic automation, or Full-Service mailings to meet the Move Update Standard. We published this information in the April 12, 2018, *Postal Bulletin*.

**March 5, 2018**

Postage Evidencing Systems Placement of Postage

We revised 604.4.3.3, *Placement of Postage,* to remove obsolete text regarding the placement of postage indicia produced by retired postage meters. We published this information in the February 15, 2018, *Postal Bulletin.*

Combining USPS Marketing Mail Flats, Bound Printed Matter Flats, and Periodicals Flats

We revised 705.15.1, *Basic Standards,* to clarify the basic standards when combing USPS Marketing Mail®, Bound Printed Matter, and Periodicals, flats under DMM 705.15.0. We published this information in the February 15, 2018, *Postal Bulletin.*

Bound Printed Matter Nonautomation Flats Weight Limit

We revised 201.5.3b. to clarify the weight of a Bound Printed Matter (BPM) nonautomation flat-sized piece. We published this information in the February 15, 2018, *Postal Bulletin.*

USPS Meter Label Solution Application

We revised 705.18.5.7 to remove the USPS® meter label solution application option. We published this information in the February 15, 2018, *Postal Bulletin.*

Ineligible Flat-size Mailpiece Clarification

We revised the DMM in various sections to clarify the processing category of certain ineligible flat-sized pieces. We published this information in the *February 1, 2018, Postal Bulletin.*

Intelligent Mail barcode Tracing Migrated to Informed Visibility

We revised 507.10.0, to replace Intelligent Mail® barcode (IMb) Tracing with Informed Visibility® (IV). We published this information in the *February 1, 2018, Postal Bulletin.*

Barcode Clear Zone

We revised 202.5.1 to clarify that only an Intelligent Mail® barcode (IMb) with the correct delivery point routing code or for Business Reply Mail a ZIP+4® Intelligent Mail barcode, may appear in the barcode clear zone. We published this information in the February 1, 2018, *Postal Bulletin.*

USPS Marketing Mail (Standard Mail) Markings Update
We revised the DMM in various sections to clarify the use of USPS Marketing Mail® markings. We published this information in the *February 1, 2018, Postal Bulletin.*

eInduction Option, Seamless Acceptance Program, and Full-Service Automation Option, Verification Standards
We revised 705.20.0, *eInduction Option,* 705.22.0, *Seamless Acceptance Program,* and 705.23.0, *Full-Service Automation Option,* to add the applicable verification descriptions, error thresholds, and postage assessments, standards. These standards have been made available to the public via Publication 685, *Publication for Streamlined Mail Acceptance for Letters and Flats,* available at *https://postalpro.usps.com,* which also contains additional information on the verification processes. We published this information in the January 18, 2018, *Postal Bulletin.*

**January 21, 2018**
Postage Stamp Denominations
We revised 604 to update the current postage stamp denominations table and other information related to purchasing stamps and printing stamped envelopes and cards. This revision reflects changes as a result of the January 2018 Price Change. We published this information in the January 4, 2018, *Postal Bulletin.*

Dual Shipping Labels
We revised 602.2.0 *Addressing,* to add a new subsection to provide information regarding the use of "dual" shipping labels. We published this information in the January 4, 2018, *Postal Bulletin.*

Hold For Pickup Expanded to Collect on Delivery (COD at Retail
We revised 503, 507, 508, 604, 609, and the Index, to expand the availability of Hold for Pickup service combined with Collect on Delivery (COD) when purchased at USPS® Retail Post Office locations, with any product available with COD service, correct minor omissions made in January 2017 pertaining to COD service, and from prior edits to Forms Glossary. We published this information in the January 4, 2018, *Postal Bulletin.*

International Inbound Mail Entry
We revised 608.2.3, *International Mail,* to add information regarding international inbound mail entry at domestic offshore locations. We published this information in the *December 7, 2017, Postal Bulletin.*

Products Mailable at Nonprofit Marketing Mail Prices
We revised 703.1.6.11 to include low-cost item adjustments referenced in the Internal Revenue Code. We published this information in the *December 7, 2017, Postal Bulletin.*

New Mailing Standards for Domestic Mailing Services Products
We revised the DMM in various sections to implement the changes coincident with the price adjustments and other minor DMM changes. Prices are available under Docket Number R2018-1 on the Postal Regulatory Commission's Web site at www.prc.gov. We published this information in the *December 7, 2017, Postal Bulletin.*

Domestic Mail Manual Simplification
We revised the DMM in various chapters to continue our simplification initiative without changes to standards to make it quicker, easier, and more convenient. We published this information in the *November 9, 2017, Postal Bulletin.*

Extra Services Forms
We revised 503, to reflect the elimination of four extra service forms at certain retail offices. We published this information in the *November 9, 2017, Postal Bulletin*.

USPS Retail Ground – Limited Overland Routes Price Eligibility
We revised 153.1.0, *Prices and Fees,* to add information regarding USPS Retail Ground® limited overland routes (LOR) prices. We published this information in the *October 26, 2017, Postal Bulletin.*

New PC Postage Provider
We revised 604.4.1.4 to add EasyPost as a new authorized PC Postage provider. We published this information in the *October 26, 2017, Postal Bulletin.*

Retail Postage Payment Methods
We revised various sections of the DMM to clarify the payment methods for retail customers. We published this information in the *October 26, 2017, Postal Bulletin.*

**November 6, 2017**
Periodicals - Record of Deposit
We revised 207.5.2.2 to clarify the mailing standards for pending Periodicals applications. Specifically, this revision will add preparation and payment guidelines for a publication while mailing as a pending Periodical. We published this information in the October 12, 2017, *Postal Bulletin.*

Barcode Standards
We revised 204.2.0, *Standards for Package and Extra Service Barcodes,* to update barcode standards. We published this information in the September 28, 2017, *Postal Bulletin.*

Ride-along Eligibility
We revised the 207.15.2 by adding clarification guidelines for a Periodicals mailing with a USPS Marketing Mail ride-along. We published this information in the September 28, 2017, *Postal Bulletin.*

**October 2, 2017**

Online Application for Postage and Fees Refunds

We revised the DMM in various sections to add an online postage and fees refund option for Priority Mail Express® and certain extra services. We published this information in the September 28, 2017, *Postal Bulletin.*

First-Class Package Service — Retail

We revised the DMM in various sections, as a result of the transfer of First-Class® Parcels, a market-dominant product, to the competitive product list. First-Class Mail Parcels will be renamed First-Class Package Service — Retail and will continue to be available at retail with the same service and content restrictions. Additionally, the existing single-piece First-Class Package Service price category will be renamed First-Class Package Service — Commercial. We published this information in the September 14, 2017, *Postal Bulletin.*

**September 11, 2017**

Extra Service and Refund Clarifications

We revised 503.3.0 to clarify the services available under Certified Mail. We also revised 604.9.2 and 604.9.5 to clarify refund standards and delete redundant text. We published this information in the August 3, 2017, *Postal Bulletin.*

Merchandise Return Service

We revised 505.3.1.5, items a and b, for consistency, and also revised item b to update the account volume required for Priority Mail Commercial Plus prices. We also revised the introductory text in 505.3.6.3 for clarity, and also revised item 505.3.6.3b. to update the account volume required for Priority Mail Commercial Plus cubic prices. We published this information in the August 3, 2017, *Postal Bulletin.*

Pallet Label

We revised various sections of the DMM to standardized terminology in reference to pallet labels. For consistency with the terminology used for sacks and trays, we revised the DMM to use the term “label” exclusively and remove all references to “placard.” We published this information in the August 3, 2017, *Postal Bulletin.*

Return Receipt Service

We revised 503.Exhibit 1.4.1, to clarify the prerequisites when a mailer requests to use return receipt service. We published this information in the August 3, 2017, *Postal Bulletin.*

**August 7, 2017**

Domestic and International Permit Imprint Application Fees

We revised 604.5.0 to clarify that, when a customer pays a permit imprint application fee, that fee is accepted for domestic and/or international outbound mailings. We published this information in the July 6, 2017, *Postal Bulletin.*

Retail First-Class Mail Postage Payment Methods
We revised 134.1.1, 134.2.0, and 604.5.1.2, to clarify the payment methods for retail customers mailing First-Class Mail®. We published this information in the July 6, 2017, *Postal Bulletin.*

**July 10, 2017**
Parcel Select Lightweight Dimensional Criteria
We revised 201.7.6 and 201.8.5.3 to clarify the dimensional criteria of Parcel Select Lightweight® (PSLW) parcels. We published this information in the June 22, 2017, *Postal Bulletin.*

Preparing Pallets
We revised 705.8.0 to clarify the maximum number of pallets that may be stacked, and the securing method for trays prepared on a pallet. We published this information in the June 8, 2017, *Postal Bulletin.*

Domestic Mail Manual Simplification
We revised DMM in various chapters as we continue our simplification initiative without changes to standards to make it quicker, easier, and more convenient. To assist in this transition the Postal Service will post a crosswalk for each section of the DMM. We published this information in the *June 8, 2017, Postal Bulletin.*

Address Information System Services
We revised 509.1.0 to clarify the processes for obtaining delivery statistics and update the required method to receive product updates from the Postal Service. Additionally, various DMM subsections will also have minor revisions related to the aforementioned clarification and update. We published this information in the May 25, 2017, *Postal Bulletin.*

**May 1, 2017**
eInduction Option Approval
We revised 705.20.2, *Approval,* to change the contact for eInduction approval to the *PostalOne!* Helpdesk. We published this information in the March 30, 2017, *Postal Bulletin.*

Periodicals Prices for Nonmachinable Letters
We revised 201.2.4 and 207.2.1.2 for consistency and clarity. Specifically, the Postal Service will add In-County price text to subsection 201.2.4 for consistency and will make a minor edit to subsection 207.2.1.2 for clarity. We published this information in the March 30, 2017, *Postal Bulletin.*

Barcode and Optional Endorsement Line Information on Automation Flats
We revised 708.4.3 and 708.7.1 to clarify barcode and optional endorsement line (OEL) information on automation-priced flat-sized pieces. We published this information in the March 30, 2017, *Postal Bulletin.*

Authorization to Mail at Periodicals Prices
We revised 207.4.0 and 207.5.0 to clarify the mailing standards for Periodicals eligibility. We published this information in the April 13, 2017, *Postal Bulletin.*

Periodicals – Combining Multiple Editions or Publications Labeling
We revised 207.27.4 for simplification. Specifically, the Postal Service will simplify labeling when combining multiple editions or publications to only require the "PER" designation. We published this information in the April 13, 2017, *Postal Bulletin.*

Media Mail and Library Mail
We revised 273.5.5. The Postal Service added Intelligent Mail® package barcode (IMpb®) requirements for Media Mail and Library Mail parcels in the March 6, 2017, update of the DMM. We published this information in the April 27, 2017, *Postal Bulletin.*

Parcel Return Service Pickup Schedule
We revised 505.4.2.9, *Pickup Schedule and Location.* We published this information in the April 27, 2017, *Postal Bulletin.*

USPS Marketing Mail Machinable Letters Mail Preparation
We revised 245.5.3.2 to reflect changes to the Traying and Labeling requirements for USPS Marketing Mail Machinable Letters. We published this information in the April 27, 2017, *Postal Bulletin.*

**April 3, 2017**
Elimination of Fees
We revised various sections of the DMM to clarify the standards for the applicability of certain fees. We published this information in the March 2, 2017, *Postal Bulletin.*

Additional Domestic Mailing Services Products Changes
We revised the DMM in various sections as a result of the increase in the letter-size mail weight limit to 3.5 ounces published in the *Federal Register* on December 21, 2016. These revisions include other related changes for clarification. We published this information in the March 16, 2017, *Postal Bulletin.*

USPS Marketing Mail Markings
We revised 202.3.5 and 604.5.3 in reference to USPS Marketing Mail markings.

On December 21, 2016, the Postal Service™ published a *Federal Register* final rule (81 FR 93606–93620) to revise the DMM in various sections to rename Standard Mail® as USPS Marketing Mail™. The Postal Service and Industry continue to collaborate on a timeline for implementation which will be announced at a later date for the required use of the new postage markings and permit imprint indicia. Until then, mailers should continue to use the "Standard Mail" markings. The Postal Service will revise the DMM in sections 202.3.5 and 604.5.3 to provide some examples of the new markings and will add information on the pending implementation in each section.

In addition to the above DMM revision, the Postal Service will also revise 604d Quick Service Guide.

We published this information in the March 16, 2017, *Postal Bulletin.*

Electronic Induction (eInduction®) Option
We revised 705.20.0, adding the Electronic Induction (eInduction®) Option. We published this information in the March 16, 2017, *Postal Bulletin.*

Seamless Acceptance Program
We revised 705.22.0, adding the Seamless Acceptance Program. We published this information in the March 16, 2017, *Postal Bulletin.*

Domestic Certificates of Mailing Conversion Update
We revised section 503 to update the conversion date from December 7, 2017 for mailers using currently USPS-approved PS Form 3877 facsimiles in lieu of PS Form 3665 and PS Form 3606 facsimiles in lieu of PS Form 3606-D to February 28, 2018. We published this information in the March 16, 2017, *Postal Bulletin.*

Customized MarketMail Prices
We revised 243.1.0 to add price information for Customized MarketMail®. This revision is for clarity only, and does not affect the price paid. We published this information in the March 16, 2017, *Postal Bulletin.*

**March 6, 2017**
Business Reply Mail
We revised 505.1.0 to clarify the standards for BRM labels. We published this information in the February 2, 2017, *Postal Bulletin.*

Manifest Mailing System
We revised 705.2.0 to clarify the mail eligible for the Manifest Mailing System (MMS) program and to identify the source for the MMS minimum volume requirements. We published this information in the February 2, 2017, *Postal Bulletin.*

USPS Tracking
We revised 503 to clarify USPS Tracking® eligibility. We published this information in the February 16, 2017, *Postal Bulletin.*

Additional Mailing Standard Changes for Domestic Mailing Services Products
We revised various related sections of the DMM to reflect changes to mailing standards that were missed in the final rule published in the Federal Register on December 21, 2016. We published this information in the February 16, 2017, *Postal Bulletin.*

Full-Service Automation Option
We revised 705.23.0 to provide new Publication 6850, *Publication for Streamlined Mail Acceptance for Letters and Flats,* available on PostalPro at *http://postalpro.usps.com,* as a reference for the full-service automation option including verification and assessment criteria. We published this information in the February 16, 2017, *Postal Bulletin.*

Media Mail and Library Mail
We revised 270 in various sections to include the Media Mail and Library Mail parcel barcode standard, clarify flat-size mail preparation, and update DMM references. We published this information in the March 3, 2017, *Postal Bulletin.*

**January 22, 2017**
Periodicals Identification Statement
We revised 207.4.11.3 to specifically allow a publisher to place the identification statement on the cover of a publication. This clarification confirms that this additional design option does not affect mail verification, processing, or delivery. We published this information in the November 24, 2015, *Postal Bulletin.*

New Mailing Standards for Domestic Mailing Services Products
We revised various sections of the DMM to implement the changes coincident with the price adjustments and other minor DMM changes. We published this information in the December 22, 2016, *Postal Bulletin.*

Domestic Competitive Products Pricing and Mailing Standards Changes
We revised various sections of the DMM to reflect changes to certain prices and mailing standards for certain Competitive Products. We published this information in the December 22, 2016, *Postal Bulletin.*

Customs Declaration Form PS Form 2976-B Mandatory for Use on All APO/FPO/DPO Priority Mail Express—Use of PS Form 2976-R Delayed
We revised 703.2.3.6, 703.2.3.7, and 703.2.3.8 to make mandatory the use of PS Form 2976-B, *Priority Mail Express International Shipping Label and Customs Form,* on all Priority Mail Express® items, regardless of weight, value, or contents, to and from APO/FPO/DPO addresses. We published this information in the December 22, 2016, *Postal Bulletin.*

**November 7, 2016**
Alternate Marked Copy Process
We revised 207.16.2 to add an alternate process for publishers to submit their marked copies. We published this information in the September 29, 2016, *Postal Bulletin.*

Extra Services Eligibility
We revised 503 and 503.3.0 to provide clarity and consistency on the eligibility of extra services. We published this information in the September 29, 2016, *Postal Bulletin.*

Registered Mail Deposit
We revised 503.2.0 to clarify how Registered Mail service may be obtained. We published this information in the September 29, 2016, *Postal Bulletin.*

Full-Service Automation Option Waiver of Fees
We revised 705.23.0, *Full Service Automation Option,* to clarify the volume required to be eligible for the waiver of fees and for Mail Anywhere. In addition, we revised 705.23.3.2, *Mail Anywhere,* to clarify the volume requirement that a

mailer must prepare is at least 90 percent of full-service eligible pieces as full-service. We published this information in the October 13, 2016, *Postal Bulletin.*

Ballots – Priority Mail Express Label 11-DOD
We revised 703.8.0, *Balloting Materials,* to add the use of Priority Mail Express® Label 11-DOD on ballots. We published this information in the October 27, 2016, *Postal Bulletin.*

**October 3, 2016**
Customized MarketMail
We revised section 201.9.0 and 243.9.0, *Customized MarketMail,* for simplification and consistency with standards, and to remove redundancy. We published this information in the September 1, 2016, *Postal Bulletin.*

Registered COD
We revised sub-sections 503.2.1.5 and 503.9.1.3, *Registered COD Mail,* to remove First-Class Package Service® (FCPS) as an eligible product. We published this information in the September 1, 2016, *Postal Bulletin.*

Basic Eligibility Standards
We revised text in the Basic Eligibility Standards subsections under each class of mail for consistency and will also reverse the order of the Basic Eligibility Standards and Content Standards subsections under several classes of mail for consistency in the structure of the DMM. We published this information in the August 4, 2016, *Postal Bulletin.*

New PS Form 2976-R, USPS Customs Declaration and Dispatch Note
We updated sections 608.2.5.6, Placement of ITN, AES Downtime Citation, or AES Exemption, 703.2.3.6, Customs Declarations, and Index and Appendices. This was to support the addition of new customs form PS Form 2976-R, *USPS Customs Declaration and Dispatch Note.* We published this information in the August 18, 2016, *Postal Bulletin.*

Manifest Mailing System Keyline Price Category Abbreviations
We revised 705.2.3.3 to provide Publication 401, *Guide to the Manifest Mailing System,* as the source for the Manifest Mailing System keyline price category abbreviations. We published this information in the August 18, 2016, *Postal Bulletin.*

**July 11, 2016**
Business Reply Mail – Mailer ID Based Intelligent Mail Barcode
We revised 505.1.5 to add a barcode option allowing Business Reply Mail® (BRM) customers sharing a BRM 9-digit ZIP Code® the ability to trace the mail separately using a Mailer ID (MID) based Intelligent Mail® barcode (IMb). We published this information in the May 26, 2016, *Postal Bulletin.*

Alternate Postage
We revised 604.5.5, Alternate Postage to expand its use and simplify the requirements. We published this information in the June 9, 2016, *Postal Bulletin.*

Destination Network Distribution Center Price Eligibility
We revised various sections to clarify that mail prepared under labeling list L601 for offshore ZIP Code™ destination ranges 006-009, 967-969, and 995-999, is not eligible for Destination Network Distribution Center (DNDC) discount prices. We published this information in the June 9, 2016, *Postal Bulletin.*

Full-Service Automation Option – Annual Permit Fee Renewal
We revised 705.23.0 to modify the annual fee renewal date process. We published this information in the June 9, 2016, *Postal Bulletin.*

**June 6, 2016**
Full-Service Automation Option
We revised 705.23.0 to add a new sub-section on the Mail Anywhere program. Additionally, we revised 604.5.1.4 to include the Mail Anywhere program and updated 708.6.3.5 for consistency. We published this information in the May 26, 2016, *Postal Bulletin.*

Optional Combined Parcel Mailings
We revised 705.21.1.1 to clarify that the minimum volume requirement for Parcel Select Lightweight® parcels in a combined parcel mailing under 705.21.0, is 200 pieces or 50 pounds. We published this information in the May 26, 2016, *Postal Bulletin.*

Extra Service Refunds
We revised 604.9.2.4g to clarify that extra service fees will not be refunded for undeliverable Certified Mail®, Return Receipt for Merchandise (RRM), and Signature Confirmation™ mailpieces when they have received the proper event scan (e.g., UAA, Refused, etc.). We published this information in the May 26, 2016, *Postal Bulletin.*

Missing Mail
We revised 507.1.9 by adding a new sub-section 1.9.3, *Customer Inquiry.* Additionally, we will revise sections 507.1.9.1 and 608.8.1 to provide contact information. We published this information in the May 12, 2016, *Postal Bulletin.*

Return Receipt for Merchandise
We revised 503 to reinsert the language for Return Receipt Merchandise (RRM) service. We published this information in the April 28, 2016, *Postal Bulletin.*

Mailer Endorsements for Parcel Select Lightweight Pieces
We revised 507.1.5.3 to specify that Parcel Select Lightweight® pieces will no longer be required to include any specific ancillary service endorsements. We published this information in the April 28, 2016, *Postal Bulletin.*

Minimum Paper Basic Weight Standards
We revised 201.3.2 to provide the minimum paper basis weight for envelopes or letter-size mailpieces sealed along all four sides. We also revised 201.3.0 and 505.1.4.1 for consistency, and 505.1.6.1a. to correct a DMM reference error. We published this information in the April 28, 2016, *Postal Bulletin.*

**April 10, 2016**

Periodicals Carrier Route Pallets

We revised 705.8.10.2 to facilitate the preparation of carrier route pallets. We published this information in the March 17, 2016, *Postal Bulletin.*

Parcel Select

We revised 705.8.0 to remove text that remains on palletizing NDC Presort parcels. We published this information in the March 17, 2016, *Postal Bulletin.*

**March 7, 2016**

Military Mail Addressing and Restriction Codes

We revised 703.2.0 to include two restrictions pertaining to the overseas addressing requirements for military mail that were previously Restrictions A1 and A2 in the APO/FPO/DPO table. We published this information in the January 7, 2016, *Postal Bulletin.*

Business Reply Mail

We revised 505.1.0 to clarify that Retail First-Class Mail or Priority Mail prices are required in addition to the per piece fee for Basic and High Volume BRM pieces. We published this information in the February 18, 2016, *Postal Bulletin.*

Postage Stamp Denominations

We revised 604.1.0 to reinstate the current postage stamp denominations table. We published this information in the February 18, 2016, *Postal Bulletin.*

Priority Mail Regional Rate Box Pricing

We revised 223.1.2 and 224.1.1.1 to correct an omission regarding Priority Mail Regional Rate Box® pricing on Click-N-Ship®. We published this information in the February 18, 2016, *Postal Bulletin.*

**January 17, 2016**

Priority Mail Express

We revised 110, 210 and 703.2.6 to clarify the standards for the acceptance and deposit of retail and commercial Priority Mail Express items. We published this information in the November 2, 2015, *Postal Bulletin.*

Competitive Post Office Box Services

We revised 508.4.5.4 to clarify the maximum weight and dimension standards for private carrier packages addressed to competitive Post Office Box™ customers who are authorized to receive such packages at their Post Office Box address. We published this information in the November 12, 2015, *Postal Bulletin.*

Flat-Size Mailpiece Deflection Standards

We revised 201.4.6 to clarify that flat-size mailpieces mailed at carrier route prices are not required to meet deflection standards. We published this information in the November 12, 2015, *Postal Bulletin.*

Meter Provider Update
We revised 604.4.1.3 to update the contact information for meter provider, FP Mailing Solutions. We published this information in the November 12, 2015, *Postal Bulletin.*

No Handwritten Customs Forms May Be Submitted to a Business Mail Entry Unit (BMEU)
We revised 608.2.4.6 and 608.2.4.7 to make mandatory the submission of electronically transmitted customs data for mail that is paid with a permit imprint and entered at a Business Mail Entry Unit (BMEU). We published this information in the November 12, 2015, *Postal Bulletin.*

Priority Mail Express Open and Distribute and Priority Mail Open and Distribute
We revised 223 and 705.18.5.7 to clarify the barcodes and service type codes that must be used on Priority Mail Express Open and Distribute and Priority Mail Open and Distribute address labels. We published this information in the November 26, 2015, *Postal Bulletin.*

Products Mailable at Nonprofit Standard Mail Prices
We revised 703.1.6.11 to specify that the value of a low-cost item cannot exceed $10.60. We published this information in the November 26, 2015, *Postal Bulletin.*

Domestic Competitive Products Pricing and Mailing Standards Changes
We revised various sections of the DMM to reflect changes to prices and mailing standards for competitive products. We published this information in the December 10, 2015, *Postal Bulletin.*

First-Class Package Service Maximum Dimensions
We revised 201.8.3 to list the maximum dimensions for First-Class Package Service as currently stated in the *Mail Classification Schedule*. We published this information in the December 10, 2015, *Postal Bulletin.*

New Standards for Domestic Certificates of Mailing
We revised 503 to incorporate new standards for domestic Certificates of Mailing. We published this information in the December 24, 2015, *Postal Bulletin.*

Parcel Simplification
We revised various sections of the DMM to clarify that the term “outside parcel” is a “nonmachinable parcel.” We published this information in the December 24, 2015, *Postal Bulletin.*

**November 2, 2015**
Postage Evidencing Systems – Legibility of Postage
We revised 604.4.3.2 to indicate that the postage value must be displayed in dollars and cents, such as $0.49. We published this information in the October 15, 2015, *Postal Bulletin.*

Pickup on Demand Service
We revised 507.7.0 and various other sections to clarify the availability of Pickup on Demand service and for consistency. We published this information in the October 29, 2015, *Postal Bulletin.*

**September 14, 2015**
Postage Evidencing Systems - Revised Procedures for Collection of Postage Discrepancies
We revised 604.4.0 to modify procedures for the collection of postage discrepancies for customers using Postage Evidencing Systems. We published this information in the July 23, 2015, *Postal Bulletin.*

Clarification of Scans as Evidence of Mailing and the Placement of Collect on Delivery (COD) Forms
We revised 503.1.0 and 609.3.0 to clarify that USPS® physical scans can be treated by the Postal Service as evidence of mailing when postage and extra service fees are paid online for purposes of indemnity claim review. We published this information in the August 6, 2015, *Postal Bulletin.*

Premium Forwarding Service Commercial
We revised 507.3.0 to update the standards for Premium Forwarding Service Commercial® (PFS-Commercial®) service. We published this information in the August 20, 2015, *Postal Bulletin.*

Business Reply Mail
We revised 505.1.0 to clarify that letters (cards), flats, and parcels are eligible to be returned under basic BRM and high-volume BRM. We published this information in the September 14, 2015, *Postal Bulletin.*

Periodicals Marked Copy
We revised 207.16.0 to clarify the standards when there are multiple editions of a Periodicals publication. We published this information in the September 14, 2015, *Postal Bulletin.*

**July 13, 2015**
New Flats Sequencing System (FSS) Sortation Level
We revised 708.1.4 to add a new FSS sortation level. We published this information in the June 11, 2015, *Postal Bulletin.*

Mandatory Use of Customs Declaration PS Form 2976-B on APO/FPO/DPO Priority Mail Express
We revised 703.2.3.6 to make mandatory the use of PS Form 2976-B, Priority Mail Express International Shipping Label and Customs Form, on Priority Mail Express® items requiring a customs form to APO/FPO/DPO addresses. We published this information in the June 25, 2015, *Postal Bulletin.*

**May 31, 2015**

Clarification of Postage Payment Information for Mail to Military Post Offices
We revised 703.2.7.1 to clarify standards that apply to bulk and commercial mail sent to Military Post Offices (MPOs). We published this information in the April 30, 2015, *Postal Bulletin.*

Click-N-Ship for Business Transitioning to a USPS Meter Label Solution
We revised 705.18.5.7 to update references to the Click-N-Ship for Business™ application. We published this information in the April 30, 2015, *Postal Bulletin.*

Updated Addressing Standards for Military Addresses
We revised 703.2.2.1 to update military addressing standards, specifically APO and FPO military addresses. We published this information in the April 30, 2015, *Postal Bulletin.*

Clarification of Census Bureau Filing Regulations for U.S. Territories
We revised 608.2.5, 608.2.5.1 and 608.2.5.5 to align with regulatory requirements from the U.S. Department of Commerce, Bureau of the Census (15 C.F.R. §30.16(a)) and U.S. Department of Commerce, Bureau of Industry and Security (15 C.F.R. §758.1(b)). We published this information in the May 14, 2015, *Postal Bulletin.*

Minimum Mailability Dimensions
We revised various sections of the DMM to clarify that all mailpieces that are ¼ inch thick or less must be at least 5 inches in length, 3 ½ inches in height and must be at least 0.007 inch in thickness. We published this information in the May 14, 2015, *Postal Bulletin.*

New Mailing Standards for Domestic Mailing Services Products
We revised various sections of the DMM to implement the changes coincident with the price adjustments and other minor DMM changes. We published this information in the May 14, 2014, *Postal Bulletin*.

Provision for New First-Class Package Service Commercial Plus Customers
We revised 283.1.3 to add a provision to First-Class Package Service® that allows Commercial Plus® prices for new customers who have a customer commitment agreement with the USPS®. We published this information in the May 14, 2015, *Postal Bulletin.*

Business Reply Mail ZIP Code
We revised 505.1.5.6 to clarify the Postal Service assigns a ZIP + 4® to all Business Reply Mail® pieces that must be printed directly on the piece, unless accepted by standard. We published this information in the May 28, 2015, *Postal Bulletin.*

**April 26, 2015**

Domestic Competitive Products Pricing and Mailing Standards Changes
We revised various sections of the DMM to reflect changes to certain prices and mailing standards for certain Competitive Products. We published this information in the February 5, 2015, *Postal Bulletin.*

Clarification of Content Eligibility for Stand Mail Marketing Parcels
We revised 243 to reaffirm basic eligibility standards for Standard Mail Marketing Parcels. We published this information in the April 2, 2015, *Postal Bulletin.*

Premium Forwarding Service Commercial
We revised 507.3.0 to update the online payment option for Premium Forwarding Service Commercial® (PFS Commercial™) service. We published this information in the April 16, 2015, *Postal Bulletin.*

Updated Restrictions—Freely Associated States (FAS)
We revised 503.1.0 and 608.2.0 to clarify the references to restrictions for Freely Associated States. We published this information in the April 16, 2015, *Postal Bulletin.*

**March 2, 2015**
Products Mailable at Nonprofit Standard Mail Prices
We revised 703.1.6.11 to show that products that are mailed at the Non-profit Standard Mail® prices must meet at least one of three exceptions. We published this information in the February 2, 2015, *Postal Bulletin.*

**January 25, 2015**
FSS Facility Pallets
We revised 705.14.2.2 to eliminate "MXD" on the first line of an optional FSS Facility sort placard. We published this information in the November 27, 2014, *Postal Bulletin.*

New Mailing Standards for Domestic Mailing Services Products
We revised various sections of the DMM to reflect minor mail classification updates, product and service enhancements, and to eliminate outdated references, publications, and forms. We published this information in the December 25, 2014, *Postal Bulletin.*

Letter Tray Preparation
We revised 203.5.0 to clarify requirements for preparing trays when mailing letter-sized mail. We published this information in the January 8, 2015, *Postal Bulletin.*

UNITED STATES POSTAL SERVICE

# Price List

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

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# Domestic

# Flat Rate—Domestic

## Retail

| Priority Mail Express | Size | Price |
|---|---|---|
| **Flat Rate Envelope** | 12-1/2" x 9-1/2" | $26.35 |
| **Legal Flat Rate Envelope** | 15" x 9-1/2" | 26.50 |
| **Padded Flat Rate Envelope[1]** | 12-1/2" x 9-1/2" | 26.95 |

| Priority Mail | Size | Price |
|---|---|---|
| **Flat Rate Envelope** | 12-1/2" x 9-1/2" or smaller | $7.75 |
| **Legal Flat Rate Envelope[1]** | 15" x 9-1/2" | 8.05 |
| **Padded Flat Rate Envelope[1]** | 12-1/2" x 9-1/2" | 8.40 |
| **Small Flat Rate Box** | 8-5/8" x 5-3/8" x 1-5/8" Inside<br>8-11/16" x 5-7/16" x 1-3/4" Outside | 8.30 |
| **Medium Flat Rate Boxes** | 11" x 8-1/2" x 5-1/2" Inside<br>11-1/4" x 8-3/4" x 6" Outside<br><br>13-5/8" x 11-7/8" x 3-3/8" Inside<br>14" x 12" x 3-1/2" Outside | 15.05 |
| **Large Flat Rate Boxes** | 12" x 12" x 5-1/2" Inside<br>12-1/4" x 12-1/4" x 6" Outside<br><br>23-11/16" x 11-3/4" x 3" Inside[1]<br>24-1/16" x 11-7/8" x 3-1/8" Outside[1] | 21.10 |
| **APO/FPO/DPO Flat Rate Box** | 12" x 12" x 5-1/2" Inside<br>12-1/4" x 12-1/4" x 6" Outside | 19.60 |

1. Packaging only available at USPS.com.

# Priority Mail Express

## Retail—Letters, Large Envelopes & Parcels

| | |
|---|---|
| Flat Rate Envelope: | $26.35 |
| Legal Flat Rate Envelope: | $26.50 |
| Padded Flat Rate Envelope: | $26.95 |

| Weight Not Over (lbs.) | Zone[1,2,3] | | | | | | | |
|---|---|---|---|---|---|---|---|---|
| | Local, 1 & 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| 0.5 | $26.35 | $26.60 | $27.50 | $30.70 | $32.75 | $34.80 | $37.15 | $50.60 |
| 1 | 26.75 | 28.85 | 31.50 | 36.70 | 39.50 | 41.75 | 44.00 | 59.90 |
| 2 | 27.15 | 31.15 | 35.55 | 42.75 | 46.20 | 48.70 | 50.85 | 69.25 |
| 3 | 27.55 | 33.40 | 39.55 | 48.75 | 52.95 | 55.60 | 57.65 | 78.55 |
| 4 | 27.95 | 35.70 | 43.60 | 54.80 | 59.65 | 62.55 | 64.50 | 87.90 |
| 5 | 28.35 | 37.95 | 47.60 | 60.80 | 66.40 | 69.50 | 71.35 | 97.20 |
| 6 | 31.20 | 41.65 | 52.80 | 66.80 | 72.55 | 76.10 | 78.10 | 106.40 |
| 7 | 34.10 | 45.35 | 58.05 | 72.80 | 78.70 | 82.75 | 84.90 | 115.65 |
| 8 | 36.95 | 49.10 | 63.25 | 78.75 | 84.80 | 89.35 | 91.65 | 124.85 |
| 9 | 39.85 | 52.80 | 68.50 | 84.75 | 90.95 | 96.00 | 98.45 | 134.10 |
| 10 | 42.70 | 56.50 | 73.70 | 90.75 | 97.10 | 102.60 | 105.20 | 143.30 |
| 11 | 44.75 | 60.70 | 77.85 | 94.80 | 100.95 | 106.60 | 109.40 | 149.05 |
| 12 | 46.80 | 64.90 | 82.00 | 98.85 | 104.80 | 110.65 | 113.60 | 154.75 |
| 13 | 48.90 | 69.15 | 86.15 | 102.90 | 108.65 | 114.65 | 117.80 | 160.45 |
| 14 | 50.95 | 73.35 | 90.30 | 106.95 | 112.50 | 118.70 | 122.00 | 166.20 |
| 15 | 53.00 | 77.55 | 94.45 | 111.05 | 116.35 | 122.70 | 126.20 | 171.90 |
| 16 | 55.05 | 81.75 | 98.60 | 115.10 | 120.15 | 126.70 | 130.45 | 177.65 |
| 17 | 57.10 | 85.95 | 102.75 | 119.15 | 124.00 | 130.75 | 134.65 | 183.35 |
| 18 | 59.20 | 90.20 | 106.90 | 123.20 | 127.85 | 134.75 | 138.85 | 189.10 |
| 19 | 61.25 | 94.40 | 111.05 | 127.25 | 131.70 | 138.80 | 143.05 | 194.80 |
| 20 | 63.30 | 98.60 | 115.20 | 131.30 | 135.55 | 142.80 | 147.25 | 200.55 |
| 21 | 65.60 | 103.15 | 119.70 | 136.30 | 140.65 | 148.05 | 152.75 | 208.05 |
| 22 | 67.95 | 107.65 | 124.15 | 141.30 | 145.70 | 153.35 | 158.20 | 215.50 |
| 23 | 70.25 | 112.20 | 128.65 | 146.35 | 150.80 | 158.60 | 163.70 | 223.00 |
| 24 | 72.55 | 116.70 | 133.10 | 151.35 | 155.85 | 163.90 | 169.20 | 230.45 |
| 25 | 74.85 | 121.25 | 137.60 | 156.35 | 160.95 | 169.15 | 174.70 | 237.95 |
| 26 | 77.20 | 125.80 | 142.05 | 161.35 | 166.05 | 174.45 | 180.15 | 245.40 |
| 27 | 79.50 | 130.30 | 146.55 | 166.35 | 171.10 | 179.70 | 185.65 | 252.90 |
| 28 | 81.80 | 134.85 | 151.00 | 171.40 | 176.20 | 185.00 | 191.15 | 260.35 |
| 29 | 84.10 | 139.35 | 155.50 | 176.40 | 181.25 | 190.25 | 196.65 | 267.85 |
| 30 | 86.45 | 143.90 | 159.95 | 181.40 | 186.35 | 195.55 | 202.10 | 275.30 |
| 31 | 88.75 | 148.45 | 164.45 | 186.40 | 191.45 | 200.80 | 207.60 | 282.80 |
| 32 | 91.05 | 152.95 | 168.90 | 191.40 | 196.50 | 206.10 | 213.10 | 290.25 |
| 33 | 93.35 | 157.50 | 173.40 | 196.45 | 201.60 | 211.35 | 218.60 | 297.75 |
| 34 | 95.70 | 162.00 | 177.85 | 201.45 | 206.65 | 216.65 | 224.05 | 305.20 |
| 35 | 98.00 | 166.55 | 182.35 | 206.45 | 211.75 | 221.90 | 229.55 | 312.70 |
| 36 | 100.55 | 171.00 | 187.20 | 212.00 | 217.55 | 227.95 | 235.70 | 321.20 |
| 37 | 102.75 | 175.20 | 192.05 | 217.35 | 223.35 | 233.90 | 241.95 | 329.45 |
| 38 | 105.15 | 179.70 | 196.90 | 222.85 | 228.90 | 239.65 | 247.90 | 337.75 |
| 39 | 107.75 | 184.05 | 201.85 | 228.20 | 234.20 | 245.15 | 254.05 | 346.10 |
| 40 | 110.05 | 188.20 | 206.75 | 233.70 | 239.95 | 251.00 | 260.30 | 354.55 |

| Weight Not Over (lbs.) | Zone[1,2,3] | | | | | | | |
|---|---|---|---|---|---|---|---|---|
| | Local, 1 & 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| 41 | $112.20 | $192.65 | $211.55 | $239.00 | $245.75 | $257.10 | $266.35 | $362.70 |
| 42 | 114.20 | 197.05 | 216.45 | 244.30 | 251.55 | 263.00 | 272.40 | 371.05 |
| 43 | 116.85 | 201.35 | 221.15 | 249.65 | 257.10 | 268.70 | 278.55 | 379.45 |
| 44 | 119.00 | 205.75 | 226.10 | 255.10 | 262.65 | 274.45 | 284.65 | 387.65 |
| 45 | 121.30 | 210.10 | 230.80 | 260.30 | 268.25 | 280.25 | 290.90 | 396.20 |
| 46 | 123.60 | 214.30 | 235.95 | 265.85 | 273.85 | 285.95 | 296.90 | 404.40 |
| 47 | 126.25 | 218.65 | 240.70 | 271.15 | 279.55 | 291.80 | 303.05 | 412.70 |
| 48 | 128.35 | 223.20 | 245.45 | 276.35 | 285.15 | 297.55 | 309.15 | 421.10 |
| 49 | 130.70 | 227.35 | 250.40 | 281.70 | 291.00 | 303.50 | 315.25 | 429.50 |
| 50 | 133.45 | 231.85 | 255.25 | 287.20 | 296.40 | 309.10 | 321.35 | 437.75 |
| 51 | 135.80 | 236.25 | 260.10 | 292.45 | 301.95 | 314.80 | 326.65 | 444.95 |
| 52 | 138.10 | 240.30 | 264.85 | 297.70 | 307.80 | 320.75 | 333.80 | 454.55 |
| 53 | 140.40 | 244.85 | 269.80 | 303.05 | 313.45 | 326.50 | 339.85 | 462.90 |
| 54 | 142.90 | 249.20 | 274.60 | 308.20 | 319.15 | 332.35 | 345.90 | 471.15 |
| 55 | 145.75 | 254.95 | 279.60 | 313.70 | 324.65 | 338.00 | 352.00 | 479.45 |
| 56 | 148.75 | 259.40 | 284.30 | 318.90 | 330.20 | 343.80 | 358.10 | 487.85 |
| 57 | 151.35 | 263.75 | 289.15 | 324.25 | 335.80 | 349.45 | 364.20 | 496.05 |
| 58 | 153.90 | 267.95 | 294.00 | 329.45 | 341.50 | 355.25 | 370.30 | 504.35 |
| 59 | 156.05 | 272.30 | 298.75 | 334.70 | 347.30 | 361.05 | 376.45 | 512.70 |
| 60 | 158.15 | 276.70 | 303.65 | 340.00 | 352.90 | 366.80 | 382.55 | 521.05 |
| 61 | 160.40 | 281.05 | 308.80 | 345.60 | 358.50 | 372.45 | 388.65 | 529.35 |
| 62 | 162.90 | 285.35 | 313.50 | 350.60 | 364.05 | 378.20 | 394.90 | 537.85 |
| 63 | 165.55 | 289.65 | 318.35 | 355.95 | 369.80 | 384.05 | 401.00 | 546.20 |
| 64 | 167.85 | 293.95 | 323.15 | 361.05 | 375.50 | 389.85 | 407.10 | 554.65 |
| 65 | 170.70 | 298.30 | 328.00 | 366.30 | 381.10 | 395.30 | 413.20 | 562.80 |
| 66 | 173.90 | 302.80 | 333.00 | 371.70 | 386.80 | 401.05 | 419.30 | 570.95 |
| 67 | 175.90 | 307.05 | 337.90 | 377.00 | 392.15 | 406.65 | 425.40 | 579.45 |
| 68 | 178.20 | 311.35 | 342.70 | 382.10 | 398.05 | 412.60 | 431.70 | 588.00 |
| 69 | 181.00 | 315.75 | 347.45 | 387.35 | 403.55 | 418.15 | 437.55 | 595.95 |
| 70 | 184.30 | 320.15 | 352.40 | 392.65 | 409.20 | 423.85 | 443.70 | 604.40 |

1. For Sunday/Holiday delivery, add $12.50.
2. Where available, for 10:30 AM delivery, add $5.00.
3. Parcels that exceed one cubic foot (1,728 cubic inches) are charged based on the actual weight or the dimensional weight, whichever is greater (as calculated in DMM 113.1.3).

# Priority Mail

## Retail—Letters, Large Envelopes & Parcels

| | |
|---|---|
| Flat Rate Envelopes (12-1/2" x 9-1/2" or smaller): | $7.75 |
| Legal Flat Rate Envelope: | $8.05 |
| Padded Flat Rate Envelope: | $8.40 |
| Small Flat Rate Box: | $8.30 |
| Medium Flat Rate Box: | $15.05 |
| Large Flat Rate Box: | $21.10 |
| APO/FPO/DPO Large Flat Rate Box: | $19.60 |

| Weight Not Over (lbs.) | Zone[1] | | | | | | | |
|---|---|---|---|---|---|---|---|---|
| | Local, 1 & 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| 1 | $7.50 | $7.85 | $8.00 | $8.25 | $8.45 | $8.85 | $9.60 | $14.05 |
| 2 | 8.25 | 8.70 | 9.90 | 10.90 | 11.75 | 13.65 | 14.90 | 22.30 |
| 3 | 8.70 | 9.70 | 10.90 | 12.55 | 13.25 | 16.90 | 20.00 | 29.85 |
| 4 | 9.20 | 10.55 | 11.55 | 13.95 | 17.25 | 20.80 | 23.15 | 34.55 |
| 5 | 10.20 | 11.30 | 12.25 | 14.40 | 19.65 | 23.85 | 26.70 | 40.00 |
| 6 | 10.95 | 11.55 | 12.80 | 15.70 | 21.85 | 25.90 | 29.20 | 45.15 |
| 7 | 11.95 | 13.10 | 15.40 | 18.95 | 24.20 | 28.95 | 32.85 | 50.75 |
| 8 | 12.30 | 14.50 | 17.10 | 22.55 | 27.45 | 32.15 | 36.75 | 56.80 |
| 9 | 12.80 | 15.65 | 18.95 | 25.75 | 29.85 | 34.70 | 40.90 | 63.20 |
| 10 | 13.60 | 16.80 | 20.40 | 27.90 | 32.30 | 38.15 | 44.55 | 68.90 |
| 11 | 14.95 | 18.50 | 22.50 | 29.95 | 36.30 | 44.15 | 51.25 | 76.25 |
| 12 | 16.25 | 19.85 | 24.20 | 33.20 | 39.50 | 47.75 | 54.50 | 81.80 |
| 13 | 17.25 | 20.95 | 25.55 | 35.10 | 42.40 | 49.65 | 57.00 | 84.75 |
| 14 | 18.30 | 22.35 | 27.20 | 37.35 | 44.75 | 52.45 | 59.95 | 89.00 |
| 15 | 18.95 | 23.60 | 28.75 | 39.50 | 46.70 | 53.65 | 61.50 | 91.55 |
| 16 | 19.60 | 24.90 | 30.30 | 41.70 | 49.30 | 56.60 | 64.90 | 96.55 |
| 17 | 20.50 | 26.20 | 31.90 | 43.85 | 51.80 | 59.60 | 68.30 | 101.65 |
| 18 | 20.85 | 27.10 | 33.20 | 46.00 | 54.55 | 62.50 | 71.85 | 106.85 |
| 19 | 21.45 | 27.75 | 33.95 | 47.30 | 55.60 | 63.85 | 73.30 | 111.90 |
| 20 | 22.35 | 28.10 | 34.50 | 47.95 | 56.95 | 66.10 | 76.75 | 117.05 |
| 21 | 23.10 | 28.45 | 35.00 | 48.80 | 57.90 | 67.20 | 78.50 | 120.70 |
| 22 | 23.65 | 29.10 | 35.85 | 49.95 | 59.20 | 68.85 | 80.35 | 123.70 |
| 23 | 24.20 | 29.70 | 36.45 | 50.75 | 60.30 | 70.20 | 81.80 | 125.80 |
| 24 | 24.75 | 30.30 | 37.30 | 51.90 | 61.55 | 71.95 | 83.80 | 128.95 |
| 25 | 25.00 | 30.80 | 38.80 | 54.25 | 62.30 | 73.75 | 85.20 | 131.05 |
| 26 | 26.00 | 31.40 | 40.25 | 55.35 | 63.85 | 75.55 | 87.90 | 135.25 |
| 27 | 26.80 | 31.85 | 41.45 | 56.45 | 64.80 | 77.35 | 91.20 | 140.30 |
| 28 | 27.60 | 32.25 | 42.70 | 57.85 | 65.60 | 79.10 | 94.60 | 145.60 |
| 29 | 28.45 | 32.65 | 43.75 | 58.70 | 66.75 | 80.90 | 97.20 | 149.50 |
| 30 | 29.30 | 33.05 | 44.80 | 59.50 | 68.60 | 82.80 | 99.30 | 152.80 |
| 31 | 30.15 | 33.40 | 45.55 | 60.30 | 69.65 | 84.55 | 101.25 | 157.10 |
| 32 | 30.50 | 34.15 | 46.30 | 60.95 | 70.50 | 86.35 | 103.35 | 160.30 |
| 33 | 31.05 | 35.05 | 47.45 | 61.75 | 71.90 | 88.15 | 105.25 | 163.35 |
| 34 | 31.30 | 36.00 | 48.65 | 63.10 | 73.55 | 90.00 | 107.25 | 166.35 |
| 35 | 31.60 | 36.85 | 49.25 | 64.45 | 75.50 | 91.75 | 109.00 | 169.15 |
| 36 | 31.95 | 37.90 | 49.95 | 65.80 | 77.50 | 93.00 | 110.95 | 172.05 |
| 37 | 32.25 | 38.55 | 50.65 | 67.00 | 79.50 | 94.20 | 112.75 | 174.90 |
| 38 | 32.65 | 39.55 | 51.30 | 68.30 | 81.70 | 95.35 | 114.55 | 177.75 |
| 39 | 32.95 | 40.45 | 51.95 | 69.75 | 83.65 | 97.80 | 116.25 | 180.40 |
| 40 | 33.35 | 41.30 | 52.65 | 71.25 | 85.00 | 100.00 | 117.90 | 182.90 |

| Weight Not Over (lbs.) | Zone[1] | | | | | | | |
|---|---|---|---|---|---|---|---|---|
| | Local, 1 & 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| 41 | $33.65 | $42.10 | $53.25 | $71.90 | $86.35 | $102.15 | $119.65 | $187.00 |
| 42 | 33.90 | 42.85 | 53.80 | 73.45 | 87.90 | 103.45 | 121.20 | 189.60 |
| 43 | 34.35 | 43.55 | 54.30 | 75.10 | 90.05 | 104.80 | 122.75 | 191.95 |
| 44 | 34.55 | 44.25 | 55.00 | 76.60 | 91.45 | 106.00 | 124.20 | 194.30 |
| 45 | 34.80 | 44.75 | 55.35 | 78.40 | 92.45 | 107.20 | 125.80 | 196.70 |
| 46 | 35.05 | 45.05 | 55.95 | 79.80 | 93.45 | 108.35 | 127.25 | 199.10 |
| 47 | 35.35 | 45.50 | 56.50 | 81.60 | 94.50 | 109.55 | 128.70 | 201.20 |
| 48 | 35.70 | 45.85 | 57.05 | 83.20 | 95.75 | 110.60 | 130.10 | 203.40 |
| 49 | 35.90 | 46.15 | 57.45 | 84.75 | 97.00 | 111.75 | 131.40 | 205.45 |
| 50 | 36.05 | 46.45 | 57.90 | 86.40 | 98.30 | 113.20 | 132.70 | 207.60 |
| 51 | 36.20 | 46.90 | 58.40 | 87.85 | 99.65 | 114.85 | 133.95 | 211.15 |
| 52 | 36.65 | 47.20 | 58.80 | 88.55 | 100.70 | 116.55 | 135.50 | 213.75 |
| 53 | 37.30 | 47.50 | 59.15 | 89.25 | 101.55 | 118.40 | 137.30 | 216.50 |
| 54 | 37.75 | 47.70 | 59.60 | 90.00 | 102.30 | 120.20 | 139.25 | 219.50 |
| 55 | 38.40 | 48.05 | 59.90 | 90.65 | 103.05 | 122.05 | 141.10 | 222.45 |
| 56 | 38.95 | 48.35 | 60.25 | 91.25 | 103.80 | 123.80 | 142.40 | 224.50 |
| 57 | 39.50 | 48.50 | 60.60 | 91.75 | 104.55 | 125.70 | 143.45 | 226.15 |
| 58 | 40.15 | 48.75 | 61.00 | 92.40 | 105.15 | 127.40 | 144.55 | 227.80 |
| 59 | 40.75 | 48.95 | 61.30 | 92.95 | 105.75 | 128.15 | 145.70 | 229.65 |
| 60 | 41.30 | 49.15 | 61.90 | 93.40 | 106.30 | 128.90 | 146.60 | 231.15 |
| 61 | 41.90 | 49.40 | 63.00 | 93.90 | 106.90 | 129.65 | 148.60 | 234.35 |
| 62 | 42.35 | 49.50 | 63.75 | 94.40 | 107.45 | 130.25 | 151.05 | 238.05 |
| 63 | 43.15 | 49.75 | 64.85 | 94.80 | 108.00 | 130.85 | 153.45 | 241.90 |
| 64 | 43.60 | 51.30 | 65.80 | 95.25 | 108.45 | 131.50 | 155.70 | 245.55 |
| 65 | 44.20 | 51.45 | 66.65 | 95.60 | 108.85 | 132.10 | 158.25 | 249.45 |
| 66 | 44.75 | 51.65 | 67.75 | 96.05 | 109.35 | 132.55 | 160.45 | 253.00 |
| 67 | 45.50 | 51.75 | 68.90 | 96.35 | 109.65 | 133.10 | 162.60 | 256.30 |
| 68 | 46.00 | 51.85 | 69.75 | 96.60 | 111.05 | 133.60 | 164.35 | 259.10 |
| 69 | 46.60 | 51.90 | 70.60 | 96.85 | 112.40 | 133.95 | 166.10 | 261.80 |
| 70 | 47.15 | 52.05 | 71.75 | 97.20 | 113.80 | 134.40 | 167.90 | 264.60 |

1. Parcels that exceed one cubic foot (1,728 cubic inches) are charged based on the actual weight or the dimensional weight, whichever is greater (as calculated in DMM 123.1.3).

# First-Class Mail

## Retail—Single Piece

### Letters (Stamped)[1,4]

| Weight Not Over (oz.) | |
|---|---|
| 1 | $0.55 |
| 2 | 0.70 |
| 3 | 0.85 |
| 3.5 | 1.00 |

### Letters (Metered)[1,4]

| Weight Not Over (oz.) | |
|---|---|
| 1 | $0.50 |
| 2 | 0.65 |
| 3 | 0.80 |
| 3.5 | 0.95 |

### Large Envelopes (Flats)[2]

| Weight Not Over (oz.) | |
|---|---|
| 1 | $1.00 |
| 2 | 1.20 |
| 3 | 1.40 |
| 4 | 1.60 |
| 5 | 1.80 |
| 6 | 2.00 |
| 7 | 2.20 |
| 8 | 2.40 |
| 9 | 2.60 |
| 10 | 2.80 |
| 11 | 3.00 |
| 12 | 3.20 |
| 13 | 3.40 |

### Postcards[3]

| | |
|---|---|
| | $0.35 |

### EDDM—Retail

| | |
|---|---|
| Flats up to 3.3 oz. | $0.191 |

### Semipostal Stamps

| | |
|---|---|
| Breast Cancer Research, etc. | $0.65 |

### Keys and Identification Devices

| Weight Not Over (oz.) | | |
|---|---|---|
| 1 | $3.65 | |
| 2 | 3.85 | |
| 3 | 4.05 | |
| 4 | 4.25 | |
| 5 | 4.45 | |
| 6 | 4.65 | |
| 7 | 4.85 | |
| 8 | 5.05 | |
| 9 | 5.25 | |
| 10 | 5.45 | |
| 11 | 5.65 | |
| 12 | 5.85 | |
| 13 | 6.05 | |
| 1 pound | 8.85 | 1 pound Priority Mail Retail Zone 4 postage plus 0.85 |
| 2 pounds | 10.75 | 2 pounds Priority Mail Retail Zone 4 postage plus 0.85 |

1. Letters that meet one or more of the nonmachinable characteristics in DMM 101.1.2 are subject to the $0.15 nonmachinable surcharge.
2. Large envelope-sized pieces that are rigid, nonrectangular, or not uniformly thick pay parcel prices.
3. The card price applies to each single or double postcard when originally mailed; reply half of double postcard must be designed for reply mail purposes only.
4. For weights over 3.5 ounces, see Large Envelopes prices.

See this page for size dimensions.

# First-Class Package Service—Retail

## Retail Parcels

| Weight Not Over (oz.) | Zone | | | | | | | |
|---|---|---|---|---|---|---|---|---|
| | 1 & 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| 1 | $3.80 | $3.85 | $3.90 | $3.95 | $4.00 | $4.05 | $4.20 | $4.20 |
| 2 | 3.80 | 3.85 | 3.90 | 3.95 | 4.00 | 4.05 | 4.20 | 4.20 |
| 3 | 3.80 | 3.85 | 3.90 | 3.95 | 4.00 | 4.05 | 4.20 | 4.20 |
| 4 | 3.80 | 3.85 | 3.90 | 3.95 | 4.00 | 4.05 | 4.20 | 4.20 |
| 5 | 4.60 | 4.65 | 4.70 | 4.75 | 4.80 | 4.90 | 5.00 | 5.00 |
| 6 | 4.60 | 4.65 | 4.70 | 4.75 | 4.80 | 4.90 | 5.00 | 5.00 |
| 7 | 4.60 | 4.65 | 4.70 | 4.75 | 4.80 | 4.90 | 5.00 | 5.00 |
| 8 | 4.60 | 4.65 | 4.70 | 4.75 | 4.80 | 4.90 | 5.00 | 5.00 |
| 9 | 5.30 | 5.35 | 5.40 | 5.45 | 5.50 | 5.65 | 5.75 | 5.75 |
| 10 | 5.30 | 5.35 | 5.40 | 5.45 | 5.50 | 5.65 | 5.75 | 5.75 |
| 11 | 5.30 | 5.35 | 5.40 | 5.45 | 5.50 | 5.65 | 5.75 | 5.75 |
| 12 | 5.30 | 5.35 | 5.40 | 5.45 | 5.50 | 5.65 | 5.75 | 5.75 |
| 13 | 5.90 | 5.95 | 6.05 | 6.15 | 6.20 | 6.40 | 6.50 | 6.50 |

# USPS Retail Ground

## Retail—Parcels

| Weight Not Over (lbs.) | Zone[1,2,3] | | | Zone[2,3] | | | | |
|---|---|---|---|---|---|---|---|---|
| | 1 & 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| 1 | $7.50 | $7.85 | $8.00 | $8.20 | $8.40 | $8.75 | $9.35 | $9.35 |
| 2 | 8.25 | 8.70 | 9.90 | 10.75 | 11.60 | 12.60 | 13.60 | 13.60 |
| 3 | 8.70 | 9.70 | 10.90 | 12.35 | 13.05 | 15.30 | 17.35 | 17.35 |
| 4 | 9.20 | 10.55 | 11.55 | 12.90 | 15.55 | 18.20 | 20.85 | 20.85 |
| 5 | 10.20 | 11.30 | 12.25 | 13.65 | 17.05 | 20.50 | 23.90 | 23.90 |
| 6 | 10.95 | 11.55 | 12.80 | 15.50 | 19.40 | 23.30 | 27.15 | 27.15 |
| 7 | 11.95 | 13.10 | 15.40 | 17.40 | 21.70 | 26.00 | 30.30 | 30.30 |
| 8 | 12.30 | 14.50 | 17.10 | 20.15 | 24.75 | 29.30 | 33.90 | 33.90 |
| 9 | 12.80 | 15.65 | 18.95 | 22.95 | 27.90 | 32.85 | 37.80 | 37.80 |
| 10 | 13.60 | 16.80 | 20.40 | 24.50 | 29.70 | 34.90 | 40.05 | 40.05 |
| 11 | 14.95 | 18.50 | 22.50 | 26.20 | 31.95 | 37.75 | 43.55 | 43.55 |
| 12 | 16.25 | 19.85 | 24.20 | 28.10 | 34.30 | 40.55 | 46.75 | 46.75 |
| 13 | 17.25 | 20.95 | 25.55 | 29.75 | 35.70 | 41.65 | 47.55 | 47.55 |
| 14 | 18.30 | 22.35 | 27.20 | 31.55 | 37.70 | 43.85 | 49.95 | 49.95 |
| 15 | 18.95 | 23.60 | 28.75 | 33.45 | 39.40 | 45.40 | 51.35 | 51.35 |
| 16 | 19.60 | 24.90 | 30.30 | 35.25 | 41.55 | 47.85 | 54.20 | 54.20 |
| 17 | 20.50 | 26.20 | 31.90 | 37.10 | 43.75 | 50.35 | 57.00 | 57.00 |
| 18 | 20.85 | 27.10 | 33.20 | 38.95 | 45.95 | 52.95 | 59.95 | 59.95 |
| 19 | 21.45 | 27.75 | 33.95 | 39.95 | 47.00 | 54.05 | 61.10 | 61.10 |
| 20 | 22.35 | 28.10 | 34.50 | 40.75 | 48.50 | 56.30 | 64.10 | 64.10 |
| 21 | 23.10 | 28.45 | 35.00 | 41.30 | 49.35 | 57.40 | 65.50 | 65.50 |
| 22 | 23.65 | 29.10 | 35.85 | 42.25 | 50.50 | 58.80 | 67.05 | 67.05 |
| 23 | 24.20 | 29.70 | 36.45 | 43.00 | 51.45 | 59.85 | 68.30 | 68.30 |
| 24 | 24.75 | 30.30 | 37.30 | 43.90 | 52.60 | 61.30 | 70.00 | 70.00 |
| 25 | 25.00 | 30.80 | 38.80 | 45.15 | 53.80 | 62.50 | 71.20 | 71.20 |
| 26 | 26.00 | 31.40 | 40.25 | 46.05 | 55.15 | 64.25 | 73.40 | 73.40 |
| 27 | 26.80 | 31.85 | 41.45 | 48.40 | 57.60 | 66.80 | 76.05 | 76.05 |
| 28 | 27.60 | 32.25 | 42.70 | 49.65 | 59.45 | 69.20 | 79.00 | 79.00 |
| 29 | 28.45 | 32.65 | 43.75 | 50.40 | 60.65 | 70.90 | 81.15 | 81.15 |
| 30 | 29.30 | 33.05 | 44.80 | 51.05 | 61.65 | 72.25 | 82.80 | 82.80 |
| 31 | 30.15 | 33.40 | 45.55 | 51.80 | 62.75 | 73.70 | 84.65 | 84.65 |
| 32 | 30.50 | 34.15 | 46.30 | 52.35 | 63.65 | 74.95 | 86.20 | 86.20 |
| 33 | 31.05 | 35.05 | 47.45 | 53.05 | 64.70 | 76.30 | 87.90 | 87.90 |
| 34 | 31.30 | 36.00 | 48.65 | 54.15 | 65.95 | 77.80 | 89.60 | 89.60 |
| 35 | 31.60 | 36.85 | 49.25 | 55.30 | 67.20 | 79.15 | 91.05 | 91.05 |
| 36 | 31.95 | 37.90 | 49.95 | 56.60 | 68.60 | 80.60 | 92.60 | 92.60 |
| 37 | 32.25 | 38.55 | 50.65 | 57.55 | 69.75 | 81.90 | 94.10 | 94.10 |
| 38 | 32.65 | 39.55 | 51.30 | 58.65 | 71.00 | 83.30 | 95.65 | 95.65 |
| 39 | 32.95 | 40.45 | 51.95 | 59.90 | 72.25 | 84.65 | 97.05 | 97.05 |
| 40 | 33.35 | 41.30 | 52.65 | 61.20 | 73.60 | 86.00 | 98.40 | 98.40 |

| Weight Not Over (lbs.) | Zone[1,2,3] | | | Zone[2,3] | | | | |
|---|---|---|---|---|---|---|---|---|
| | 1 & 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| 41 | $33.65 | $42.10 | $53.25 | $61.75 | $74.50 | $87.20 | $99.95 | $99.95 |
| 42 | 33.90 | 42.85 | 53.80 | 63.05 | 75.75 | 88.45 | 101.20 | 101.20 |
| 43 | 34.35 | 43.55 | 54.30 | 64.40 | 77.05 | 89.70 | 102.35 | 102.35 |
| 44 | 34.55 | 44.25 | 55.00 | 65.75 | 78.40 | 91.05 | 103.70 | 103.70 |
| 45 | 34.80 | 44.75 | 55.35 | 67.30 | 79.85 | 92.40 | 104.95 | 104.95 |
| 46 | 35.05 | 45.05 | 55.95 | 68.45 | 81.00 | 93.60 | 106.15 | 106.15 |
| 47 | 35.35 | 45.50 | 56.50 | 70.10 | 82.55 | 95.00 | 107.40 | 107.40 |
| 48 | 35.70 | 45.85 | 57.05 | 71.45 | 83.80 | 96.15 | 108.55 | 108.55 |
| 49 | 35.90 | 46.15 | 57.45 | 72.70 | 85.00 | 97.30 | 109.55 | 109.55 |
| 50 | 36.05 | 46.45 | 57.90 | 74.20 | 86.35 | 98.55 | 110.75 | 110.75 |
| 51 | 36.20 | 46.90 | 58.40 | 75.40 | 87.55 | 99.65 | 111.75 | 111.75 |
| 52 | 36.65 | 47.20 | 58.80 | 76.00 | 88.35 | 100.70 | 113.05 | 113.05 |
| 53 | 37.30 | 47.50 | 59.15 | 76.60 | 89.20 | 101.85 | 114.50 | 114.50 |
| 54 | 37.75 | 47.70 | 59.60 | 77.20 | 90.20 | 103.15 | 116.15 | 116.15 |
| 55 | 38.40 | 48.05 | 59.90 | 77.75 | 91.05 | 104.30 | 117.60 | 117.60 |
| 56 | 38.95 | 48.35 | 60.25 | 78.30 | 91.80 | 105.30 | 118.80 | 118.80 |
| 57 | 39.50 | 48.50 | 60.60 | 78.70 | 92.35 | 106.00 | 119.65 | 119.65 |
| 58 | 40.15 | 48.75 | 61.00 | 79.30 | 93.10 | 106.85 | 120.60 | 120.60 |
| 59 | 40.75 | 48.95 | 61.30 | 79.75 | 93.65 | 107.55 | 121.50 | 121.50 |
| 60 | 41.30 | 49.15 | 61.90 | 80.15 | 94.20 | 108.25 | 122.30 | 122.30 |
| 61 | 41.90 | 49.40 | 63.00 | 80.55 | 95.05 | 109.55 | 124.00 | 124.00 |
| 62 | 42.35 | 49.50 | 63.75 | 81.00 | 96.00 | 111.00 | 125.95 | 125.95 |
| 63 | 43.15 | 49.75 | 64.85 | 81.40 | 96.90 | 112.45 | 127.95 | 127.95 |
| 64 | 43.60 | 51.30 | 65.80 | 81.85 | 97.90 | 113.95 | 130.05 | 130.05 |
| 65 | 44.20 | 51.45 | 66.65 | 82.00 | 98.65 | 115.30 | 131.95 | 131.95 |
| 66 | 44.75 | 51.65 | 67.75 | 82.45 | 99.65 | 116.80 | 134.00 | 134.00 |
| 67 | 45.50 | 51.75 | 68.90 | 82.75 | 100.40 | 118.05 | 135.70 | 135.70 |
| 68 | 46.00 | 51.85 | 69.75 | 82.95 | 101.05 | 119.10 | 137.20 | 137.20 |
| 69 | 46.60 | 51.90 | 70.60 | 83.15 | 101.65 | 120.10 | 138.60 | 138.60 |
| 70 | 47.15 | 52.05 | 71.75 | 83.40 | 102.30 | 121.20 | 140.15 | 140.15 |
| Oversized[3] | 76.95 | 97.85 | 118.75 | 139.65 | 160.55 | 181.45 | 202.35 | 202.35 |

1. Zones 1–4 are only for the mailing of hazardous materials, live animals, or other items required to be shipped by ground transportation (does not apply to oversized parcels).
2. Parcels that exceed one cubic foot (1,728 cubic inches) are charged based on the actual weight or the dimensional weight, whichever is greater (as calculated in DMM 153.1.4).
3. For parcels that measure in combined length and girth more than 108 inches but not more than 130 inches, use the oversized price, regardless of weight, based on the applicable zone.

# USPS Retail Ground—Limited Overland Routes (LOR)

## Retail—Parcels

| Weight Not Over (lbs.) | Zone[1,2,3,4] | | | | | | | |
|---|---|---|---|---|---|---|---|---|
| | 1 & 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| 1 | $7.10 | $7.40 | $7.75 | $8.05 | - | - | - | - |
| 2 | 7.75 | 8.30 | 8.90 | 9.45 | - | - | - | - |
| 3 | 8.00 | 9.20 | 10.15 | 12.30 | - | - | - | - |
| 4 | 8.50 | 9.75 | 10.80 | 12.80 | - | - | - | - |
| 5 | 9.00 | 10.05 | 11.35 | 13.35 | - | - | - | - |
| 6 | 9.15 | 10.40 | 11.75 | 14.10 | - | - | - | - |
| 7 | 9.50 | 10.85 | 12.45 | 15.05 | - | - | - | - |
| 8 | 9.80 | 11.35 | 13.15 | 16.10 | - | - | - | - |
| 9 | 10.20 | 12.05 | 13.85 | 17.15 | - | - | - | - |
| 10 | 10.50 | 12.35 | 14.50 | 18.05 | - | - | - | - |
| 11 | 10.75 | 12.70 | 15.05 | 18.85 | - | - | - | - |
| 12 | 11.10 | 13.25 | 15.75 | 19.80 | - | - | - | - |
| 13 | 11.45 | 13.70 | 16.45 | 20.70 | - | - | - | - |
| 14 | 11.80 | 14.25 | 17.10 | 21.65 | - | - | - | - |
| 15 | 12.15 | 14.75 | 17.80 | 22.60 | - | - | - | - |
| 16 | 12.50 | 15.20 | 18.45 | 23.50 | - | - | - | - |
| 17 | 12.85 | 15.75 | 19.15 | 24.45 | - | - | - | - |
| 18 | 13.15 | 16.25 | 19.80 | 25.40 | - | - | - | - |
| 19 | 13.50 | 16.70 | 20.40 | 26.20 | - | - | - | - |
| 20 | 13.85 | 17.15 | 21.00 | 27.00 | - | - | - | - |
| 21 | 14.20 | 17.60 | 21.55 | 27.75 | - | - | - | - |
| 22 | 14.55 | 18.05 | 22.15 | 28.55 | - | - | - | - |
| 23 | 14.85 | 18.55 | 22.75 | 29.40 | - | - | - | - |
| 24 | 15.20 | 18.95 | 23.35 | 30.15 | - | - | - | - |
| 25 | 15.55 | 19.45 | 24.05 | 31.00 | - | - | - | - |
| 26 | 15.85 | 19.90 | 24.75 | 31.80 | - | - | - | - |
| 27 | 16.20 | 20.35 | 25.35 | 32.80 | - | - | - | - |
| 28 | 16.55 | 20.80 | 26.05 | 33.60 | - | - | - | - |
| 29 | 16.95 | 21.25 | 26.65 | 34.40 | - | - | - | - |
| 30 | 17.40 | 21.70 | 27.25 | 35.15 | - | - | - | - |
| 31 | 17.95 | 22.10 | 27.90 | 35.90 | - | - | - | - |
| 32 | 18.25 | 22.60 | 28.45 | 36.65 | - | - | - | - |
| 33 | 18.65 | 23.05 | 29.10 | 37.45 | - | - | - | - |
| 34 | 19.10 | 23.55 | 29.70 | 38.25 | - | - | - | - |
| 35 | 19.65 | 24.00 | 30.35 | 39.10 | - | - | - | - |
| 36 | 19.90 | 24.50 | 30.90 | 39.90 | - | - | - | - |
| 37 | 20.35 | 24.95 | 31.45 | 40.70 | - | - | - | - |
| 38 | 20.80 | 25.40 | 32.10 | 41.55 | - | - | - | - |
| 39 | 21.25 | 25.90 | 32.65 | 42.40 | - | - | - | - |
| 40 | 21.70 | 26.35 | 33.40 | 43.25 | - | - | - | - |

| Weight Not Over (lbs.) | Zone[1,2,3,4] | | | | | | | |
|---|---|---|---|---|---|---|---|---|
| | 1 & 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| 41 | $22.15 | $26.85 | $33.95 | $43.95 | - | - | - | - |
| 42 | 22.50 | 27.30 | 34.55 | 44.85 | - | - | - | - |
| 43 | 22.90 | 27.80 | 35.10 | 45.70 | - | - | - | - |
| 44 | 23.20 | 28.25 | 35.70 | 46.50 | - | - | - | - |
| 45 | 23.55 | 28.65 | 36.25 | 47.40 | - | - | - | - |
| 46 | 23.90 | 29.10 | 36.85 | 48.25 | - | - | - | - |
| 47 | 24.25 | 29.55 | 37.45 | 49.15 | - | - | - | - |
| 48 | 24.55 | 30.00 | 38.00 | 50.00 | - | - | - | - |
| 49 | 24.95 | 30.45 | 38.55 | 50.85 | - | - | - | - |
| 50 | 25.30 | 30.85 | 39.10 | 51.75 | - | - | - | - |
| 51 | 25.65 | 31.30 | 39.70 | 52.55 | - | - | - | - |
| 52 | 26.00 | 31.80 | 40.25 | 53.30 | - | - | - | - |
| 53 | 26.35 | 32.20 | 40.80 | 54.05 | - | - | - | - |
| 54 | 26.65 | 32.65 | 41.35 | 54.80 | - | - | - | - |
| 55 | 27.05 | 33.05 | 41.90 | 55.50 | - | - | - | - |
| 56 | 27.40 | 33.50 | 42.50 | 56.30 | - | - | - | - |
| 57 | 27.75 | 33.90 | 43.05 | 57.05 | - | - | - | - |
| 58 | 28.10 | 34.35 | 43.60 | 57.75 | - | - | - | - |
| 59 | 28.45 | 34.80 | 44.15 | 58.50 | - | - | - | - |
| 60 | 28.80 | 35.25 | 44.75 | 59.25 | - | - | - | - |
| 61 | 29.15 | 35.65 | 45.35 | 59.90 | - | - | - | - |
| 62 | 29.50 | 36.10 | 46.00 | 60.70 | - | - | - | - |
| 63 | 29.85 | 36.55 | 46.60 | 61.40 | - | - | - | - |
| 64 | 30.20 | 36.95 | 47.25 | 62.15 | - | - | - | - |
| 65 | 30.55 | 37.40 | 47.80 | 62.80 | - | - | - | - |
| 66 | 30.90 | 37.80 | 48.45 | 63.55 | - | - | - | - |
| 67 | 31.30 | 38.25 | 49.05 | 64.20 | - | - | - | - |
| 68 | 31.65 | 38.65 | 49.70 | 64.95 | - | - | - | - |
| 69 | 31.95 | 39.10 | 50.30 | 65.60 | - | - | - | - |
| 70 | 32.35 | 40.15 | 51.30 | 66.35 | - | - | - | - |
| Balloon[3] | 13.85 | 17.15 | 21.00 | 27.00 | - | - | - | - |
| Oversized[4] | 47.25 | 64.75 | 71.35 | 86.60 | - | - | - | - |

1. USPS Retail Ground—LOR retail prices are only available for items mailed within the state of Alaska for pieces delivered to or from the eligible intra-Alaska ZIP Codes in DMM Exhibit 150.1.3.
2. USPS Retail Ground—LOR retail prices are not available through online or commercial postage payment.
3. For parcels that measure in combined length and girth more than 84 inches but not more than 108 inches, and the piece weighs less than 20 pounds, use the 20-pound price (balloon price) based on the applicable zone.
4. For parcels that measure in combined length and girth more than 108 inches but not more than 130 inches, use the oversized price, regardless of weight, based on the applicable zone.

# Media/Library Mail—Retail

## Media Mail—Retail
## Large Envelopes & Parcels

| Weight Not Over (lbs.) | Single-Piece | Weight Not Over (lbs.) | Single-Piece |
|---|---|---|---|
| 1 | $2.80 | 41 | 24.34 |
| 2 | 3.33 | 42 | 24.88 |
| 3 | 3.86 | 43 | 25.42 |
| 4 | 4.39 | 44 | 25.96 |
| 5 | 4.92 | 45 | 26.50 |
| 6 | 5.45 | 46 | 27.04 |
| 7 | 5.98 | 47 | 27.58 |
| 8 | 6.52 | 48 | 28.12 |
| 9 | 7.06 | 49 | 28.66 |
| 10 | 7.60 | 50 | 29.20 |
| 11 | 8.14 | 51 | 29.74 |
| 12 | 8.68 | 52 | 30.28 |
| 13 | 9.22 | 53 | 30.82 |
| 14 | 9.76 | 54 | 31.36 |
| 15 | 10.30 | 55 | 31.90 |
| 16 | 10.84 | 56 | 32.44 |
| 17 | 11.38 | 57 | 32.98 |
| 18 | 11.92 | 58 | 33.52 |
| 19 | 12.46 | 59 | 34.06 |
| 20 | 13.00 | 60 | 34.60 |
| 21 | 13.54 | 61 | 35.14 |
| 22 | 14.08 | 62 | 35.68 |
| 23 | 14.62 | 63 | 36.22 |
| 24 | 15.16 | 64 | 36.76 |
| 25 | 15.70 | 65 | 37.30 |
| 26 | 16.24 | 66 | 37.84 |
| 27 | 16.78 | 67 | 38.38 |
| 28 | 17.32 | 68 | 38.92 |
| 29 | 17.86 | 69 | 39.46 |
| 30 | 18.40 | 70 | 40.00 |
| 31 | 18.94 | | |
| 32 | 19.48 | | |
| 33 | 20.02 | | |
| 34 | 20.56 | | |
| 35 | 21.10 | | |
| 36 | 21.64 | | |
| 37 | 22.18 | | |
| 38 | 22.72 | | |
| 39 | 23.26 | | |
| 40 | 23.80 | | |

## Library Mail—Retail
## Large Envelopes & Parcels

| Weight Not Over (lbs.) | Single-Piece | Weight Not Over (lbs.) | Single-Piece |
|---|---|---|---|
| 1 | $2.66 | 41 | 23.00 |
| 2 | 3.16 | 42 | 23.51 |
| 3 | 3.66 | 43 | 24.02 |
| 4 | 4.16 | 44 | 24.53 |
| 5 | 4.66 | 45 | 25.04 |
| 6 | 5.16 | 46 | 25.55 |
| 7 | 5.66 | 47 | 26.06 |
| 8 | 6.17 | 48 | 26.57 |
| 9 | 6.68 | 49 | 27.08 |
| 10 | 7.19 | 50 | 27.59 |
| 11 | 7.70 | 51 | 28.10 |
| 12 | 8.21 | 52 | 28.61 |
| 13 | 8.72 | 53 | 29.12 |
| 14 | 9.23 | 54 | 29.63 |
| 15 | 9.74 | 55 | 30.14 |
| 16 | 10.25 | 56 | 30.65 |
| 17 | 10.76 | 57 | 31.16 |
| 18 | 11.27 | 58 | 31.67 |
| 19 | 11.78 | 59 | 32.18 |
| 20 | 12.29 | 60 | 32.69 |
| 21 | 12.80 | 61 | 33.20 |
| 22 | 13.31 | 62 | 33.71 |
| 23 | 13.82 | 63 | 34.22 |
| 24 | 14.33 | 64 | 34.73 |
| 25 | 14.84 | 65 | 35.24 |
| 26 | 15.35 | 66 | 35.75 |
| 27 | 15.86 | 67 | 36.26 |
| 28 | 16.37 | 68 | 36.77 |
| 29 | 16.88 | 69 | 37.28 |
| 30 | 17.39 | 70 | 37.79 |
| 31 | 17.90 | | |
| 32 | 18.41 | | |
| 33 | 18.92 | | |
| 34 | 19.43 | | |
| 35 | 19.94 | | |
| 36 | 20.45 | | |
| 37 | 20.96 | | |
| 38 | 21.47 | | |
| 39 | 21.98 | | |
| 40 | 22.49 | | |

# Priority Mail Express

## Commercial Base—Letters, Large Envelopes & Parcels

| | |
|---|---|
| Flat Rate Envelope: | $22.75 |
| Legal Flat Rate Envelope: | $22.95 |
| Padded Flat Rate Envelope: | $23.25 |

| Weight Not Over (lbs.) | Zone[1,2,3,4] | | | | | | | |
|---|---|---|---|---|---|---|---|---|
| | Local, 1 & 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| 0.5 | $22.75 | $23.30 | $24.05 | $26.35 | $28.25 | $30.05 | $32.45 | $43.95 |
| 1 | 23.00 | 25.20 | 27.45 | 31.20 | 33.65 | 35.65 | 38.05 | 51.50 |
| 2 | 23.25 | 27.05 | 30.90 | 36.00 | 39.05 | 41.20 | 43.60 | 59.05 |
| 3 | 23.50 | 28.95 | 34.30 | 40.85 | 44.40 | 46.80 | 49.20 | 66.55 |
| 4 | 23.75 | 30.80 | 37.75 | 45.65 | 49.80 | 52.35 | 54.75 | 74.10 |
| 5 | 24.00 | 32.70 | 41.15 | 50.50 | 55.20 | 57.95 | 60.35 | 81.65 |
| 6 | 26.45 | 35.95 | 45.70 | 55.55 | 60.40 | 63.55 | 66.15 | 89.50 |
| 7 | 28.90 | 39.20 | 50.30 | 60.60 | 65.60 | 69.15 | 71.95 | 97.35 |
| 8 | 31.40 | 42.50 | 54.85 | 65.60 | 70.75 | 74.75 | 77.75 | 105.20 |
| 9 | 33.85 | 45.75 | 59.45 | 70.65 | 75.95 | 80.35 | 83.55 | 113.05 |
| 10 | 36.30 | 49.00 | 64.00 | 75.70 | 81.15 | 85.95 | 89.35 | 120.90 |
| 11 | 38.20 | 52.90 | 67.90 | 79.60 | 84.90 | 89.90 | 93.55 | 126.55 |
| 12 | 40.10 | 56.80 | 71.75 | 83.55 | 88.70 | 93.85 | 97.70 | 132.20 |
| 13 | 42.05 | 60.70 | 75.65 | 87.45 | 92.45 | 97.80 | 101.90 | 137.90 |
| 14 | 43.95 | 64.60 | 79.55 | 91.40 | 96.20 | 101.75 | 106.05 | 143.55 |
| 15 | 45.85 | 68.50 | 83.45 | 95.30 | 100.00 | 105.65 | 110.20 | 149.20 |
| 16 | 47.75 | 72.35 | 87.30 | 99.20 | 103.75 | 109.60 | 114.40 | 154.85 |
| 17 | 49.65 | 76.25 | 91.20 | 103.15 | 107.50 | 113.55 | 118.55 | 160.50 |
| 18 | 51.60 | 80.15 | 95.10 | 107.05 | 111.25 | 117.50 | 122.75 | 166.20 |
| 19 | 53.50 | 84.05 | 98.95 | 111.00 | 115.05 | 121.45 | 126.90 | 171.85 |
| 20 | 55.40 | 87.95 | 102.85 | 114.90 | 118.80 | 125.40 | 131.10 | 177.50 |
| 21 | 57.35 | 91.90 | 106.75 | 119.15 | 123.15 | 129.90 | 135.85 | 183.95 |
| 22 | 59.35 | 95.85 | 110.65 | 123.45 | 127.50 | 134.45 | 140.60 | 190.40 |
| 23 | 61.30 | 99.80 | 114.50 | 127.70 | 131.80 | 138.95 | 145.40 | 196.85 |
| 24 | 63.30 | 103.75 | 118.40 | 132.00 | 136.15 | 143.45 | 150.15 | 203.25 |
| 25 | 65.25 | 107.70 | 122.30 | 136.25 | 140.50 | 147.95 | 154.90 | 209.70 |
| 26 | 67.20 | 111.65 | 126.20 | 140.50 | 144.85 | 152.50 | 159.65 | 216.15 |
| 27 | 69.20 | 115.60 | 130.10 | 144.80 | 149.20 | 157.00 | 164.40 | 222.60 |
| 28 | 71.15 | 119.55 | 133.95 | 149.05 | 153.50 | 161.50 | 169.20 | 229.05 |
| 29 | 73.15 | 123.50 | 137.85 | 153.35 | 157.85 | 166.00 | 173.95 | 235.50 |
| 30 | 75.10 | 127.45 | 141.75 | 157.60 | 162.20 | 170.55 | 178.70 | 241.95 |
| 31 | 77.05 | 131.40 | 145.65 | 161.85 | 166.55 | 175.05 | 183.45 | 248.40 |
| 32 | 79.05 | 135.35 | 149.55 | 166.15 | 170.90 | 179.55 | 188.20 | 254.80 |
| 33 | 81.00 | 139.30 | 153.40 | 170.40 | 175.20 | 184.05 | 193.00 | 261.25 |
| 34 | 83.00 | 143.25 | 157.30 | 174.70 | 179.55 | 188.60 | 197.75 | 267.70 |
| 35 | 84.95 | 147.20 | 161.20 | 178.95 | 183.90 | 193.10 | 202.50 | 274.15 |
| 36 | 87.15 | 151.10 | 165.60 | 183.75 | 188.95 | 198.30 | 207.90 | 281.50 |
| 37 | 89.00 | 154.85 | 169.85 | 188.35 | 193.95 | 203.50 | 213.35 | 288.85 |
| 38 | 91.10 | 158.75 | 174.15 | 193.10 | 198.75 | 208.50 | 218.65 | 296.05 |
| 39 | 93.35 | 162.65 | 178.55 | 197.75 | 203.40 | 213.30 | 224.10 | 303.45 |
| 40 | 95.35 | 166.30 | 182.90 | 202.55 | 208.35 | 218.45 | 229.55 | 310.80 |

| Weight Not Over (lbs.) | Zone[1,2,3,4] | | | | | | | |
|---|---|---|---|---|---|---|---|---|
| | Local, 1 & 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| 41 | $97.25 | $170.25 | $187.15 | $207.10 | $213.40 | $223.65 | $234.90 | $318.00 |
| 42 | 98.95 | 174.15 | 191.40 | 211.75 | 218.40 | 228.80 | 240.20 | 325.25 |
| 43 | 101.25 | 177.90 | 195.65 | 216.35 | 223.25 | 233.80 | 245.70 | 332.60 |
| 44 | 103.05 | 181.80 | 200.00 | 221.05 | 228.05 | 238.75 | 251.00 | 339.85 |
| 45 | 105.05 | 185.65 | 204.15 | 225.55 | 232.95 | 243.85 | 256.50 | 347.30 |
| 46 | 107.10 | 189.40 | 208.70 | 230.40 | 237.80 | 248.80 | 261.85 | 354.55 |
| 47 | 109.35 | 193.25 | 212.90 | 235.00 | 242.70 | 253.85 | 267.25 | 361.85 |
| 48 | 111.25 | 197.20 | 217.10 | 239.45 | 247.60 | 258.90 | 272.65 | 369.15 |
| 49 | 113.20 | 200.90 | 221.45 | 244.15 | 252.65 | 264.10 | 278.10 | 376.55 |
| 50 | 115.65 | 204.85 | 225.80 | 248.90 | 257.40 | 268.90 | 283.45 | 383.75 |
| 51 | 117.65 | 208.75 | 230.05 | 253.45 | 262.20 | 273.90 | 288.10 | 390.05 |
| 52 | 119.70 | 212.40 | 234.25 | 258.00 | 267.30 | 279.05 | 294.30 | 398.50 |
| 53 | 121.60 | 216.35 | 238.65 | 262.65 | 272.20 | 284.10 | 299.70 | 405.75 |
| 54 | 123.80 | 220.25 | 242.85 | 267.15 | 277.05 | 289.15 | 305.05 | 413.05 |
| 55 | 126.25 | 225.30 | 247.30 | 271.90 | 281.90 | 294.05 | 310.40 | 420.30 |
| 56 | 128.90 | 229.20 | 251.50 | 276.40 | 286.75 | 299.05 | 315.85 | 427.65 |
| 57 | 131.10 | 233.05 | 255.80 | 281.00 | 291.60 | 304.05 | 321.20 | 434.85 |
| 58 | 133.35 | 236.75 | 260.05 | 285.50 | 296.60 | 309.10 | 326.60 | 442.15 |
| 59 | 135.20 | 240.60 | 264.30 | 290.10 | 301.60 | 314.15 | 331.95 | 449.45 |
| 60 | 137.00 | 244.45 | 268.65 | 294.65 | 306.45 | 319.10 | 337.35 | 456.75 |
| 61 | 138.95 | 248.40 | 273.15 | 299.45 | 311.35 | 324.10 | 342.75 | 464.05 |
| 62 | 141.10 | 252.10 | 277.30 | 303.85 | 316.15 | 328.95 | 348.25 | 471.50 |
| 63 | 143.45 | 255.95 | 281.60 | 308.45 | 321.10 | 334.10 | 353.70 | 478.85 |
| 64 | 145.35 | 259.75 | 285.80 | 312.90 | 326.05 | 339.10 | 359.10 | 486.15 |
| 65 | 147.85 | 263.60 | 290.10 | 317.45 | 330.90 | 343.95 | 364.40 | 493.35 |
| 66 | 150.60 | 267.55 | 294.50 | 322.15 | 335.80 | 349.00 | 369.75 | 500.55 |
| 67 | 152.35 | 271.30 | 298.85 | 326.75 | 340.55 | 353.80 | 375.20 | 507.95 |
| 68 | 154.35 | 275.15 | 303.10 | 331.15 | 345.65 | 359.00 | 380.70 | 515.45 |
| 69 | 156.80 | 279.05 | 307.35 | 335.70 | 350.40 | 363.85 | 385.85 | 522.45 |
| 70 | 159.65 | 282.90 | 311.70 | 340.25 | 355.35 | 368.80 | 391.30 | 529.80 |

1. For Sunday/Holiday delivery, add $12.50.
2. Where available, for 10:30 AM delivery, add $5.00.
3. IMpb Noncompliant Fee or eVS Unmanifested Fee $0.20 per piece.
4. Parcels that exceed one cubic foot (1,728 cubic inches) are charged based on the actual weight or the dimensional weight, whichever is greater (as calculated in DMM 213.1.5).

# Priority Mail Express

## Commercial Plus—Letters, Large Envelopes & Parcels

| | |
|---|---|
| Flat Rate Envelope: | $22.75 |
| Legal Flat Rate Envelope: | $22.95 |
| Padded Flat Rate Envelope: | $23.25 |

| Weight Not Over (lbs.) | Zone[1,2,3,4] | | | | | | | |
|---|---|---|---|---|---|---|---|---|
| | Local, 1 & 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| 0.5 | $22.75 | $23.30 | $24.05 | $26.35 | $28.25 | $30.05 | $32.45 | $43.95 |
| 1 | 23.00 | 25.20 | 27.45 | 31.20 | 33.65 | 35.65 | 38.05 | 51.50 |
| 2 | 23.25 | 27.05 | 30.90 | 36.00 | 39.05 | 41.20 | 43.60 | 59.05 |
| 3 | 23.50 | 28.95 | 34.30 | 40.85 | 44.40 | 46.80 | 49.20 | 66.55 |
| 4 | 23.75 | 30.80 | 37.75 | 45.65 | 49.80 | 52.35 | 54.75 | 74.10 |
| 5 | 24.00 | 32.70 | 41.15 | 50.50 | 55.20 | 57.95 | 60.35 | 81.65 |
| 6 | 26.45 | 35.95 | 45.70 | 55.55 | 60.40 | 63.55 | 66.15 | 89.50 |
| 7 | 28.90 | 39.20 | 50.30 | 60.60 | 65.60 | 69.15 | 71.95 | 97.35 |
| 8 | 31.40 | 42.50 | 54.85 | 65.60 | 70.75 | 74.75 | 77.75 | 105.20 |
| 9 | 33.85 | 45.75 | 59.45 | 70.65 | 75.95 | 80.35 | 83.55 | 113.05 |
| 10 | 36.30 | 49.00 | 64.00 | 75.70 | 81.15 | 85.95 | 89.35 | 120.90 |
| 11 | 38.20 | 52.90 | 67.90 | 79.60 | 84.90 | 89.90 | 93.55 | 126.55 |
| 12 | 40.10 | 56.80 | 71.75 | 83.55 | 88.70 | 93.85 | 97.70 | 132.20 |
| 13 | 42.05 | 60.70 | 75.65 | 87.45 | 92.45 | 97.80 | 101.90 | 137.90 |
| 14 | 43.95 | 64.60 | 79.55 | 91.40 | 96.20 | 101.75 | 106.05 | 143.55 |
| 15 | 45.85 | 68.50 | 83.45 | 95.30 | 100.00 | 105.65 | 110.20 | 149.20 |
| 16 | 47.75 | 72.35 | 87.30 | 99.20 | 103.75 | 109.60 | 114.40 | 154.85 |
| 17 | 49.65 | 76.25 | 91.20 | 103.15 | 107.50 | 113.55 | 118.55 | 160.50 |
| 18 | 51.60 | 80.15 | 95.10 | 107.05 | 111.25 | 117.50 | 122.75 | 166.20 |
| 19 | 53.50 | 84.05 | 98.95 | 111.00 | 115.05 | 121.45 | 126.90 | 171.85 |
| 20 | 55.40 | 87.95 | 102.85 | 114.90 | 118.80 | 125.40 | 131.10 | 177.50 |
| 21 | 57.35 | 91.90 | 106.75 | 119.15 | 123.15 | 129.90 | 135.85 | 183.95 |
| 22 | 59.35 | 95.85 | 110.65 | 123.45 | 127.50 | 134.45 | 140.60 | 190.40 |
| 23 | 61.30 | 99.80 | 114.50 | 127.70 | 131.80 | 138.95 | 145.40 | 196.85 |
| 24 | 63.30 | 103.75 | 118.40 | 132.00 | 136.15 | 143.45 | 150.15 | 203.25 |
| 25 | 65.25 | 107.70 | 122.30 | 136.25 | 140.50 | 147.95 | 154.90 | 209.70 |
| 26 | 67.20 | 111.65 | 126.20 | 140.50 | 144.85 | 152.50 | 159.65 | 216.15 |
| 27 | 69.20 | 115.60 | 130.10 | 144.80 | 149.20 | 157.00 | 164.40 | 222.60 |
| 28 | 71.15 | 119.55 | 133.95 | 149.05 | 153.50 | 161.50 | 169.20 | 229.05 |
| 29 | 73.15 | 123.50 | 137.85 | 153.35 | 157.85 | 166.00 | 173.95 | 235.50 |
| 30 | 75.10 | 127.45 | 141.75 | 157.60 | 162.20 | 170.55 | 178.70 | 241.95 |
| 31 | 77.05 | 131.40 | 145.65 | 161.85 | 166.55 | 175.05 | 183.45 | 248.40 |
| 32 | 79.05 | 135.35 | 149.55 | 166.15 | 170.90 | 179.55 | 188.20 | 254.80 |
| 33 | 81.00 | 139.30 | 153.40 | 170.40 | 175.20 | 184.05 | 193.00 | 261.25 |
| 34 | 83.00 | 143.25 | 157.30 | 174.70 | 179.55 | 188.60 | 197.75 | 267.70 |
| 35 | 84.95 | 147.20 | 161.20 | 178.95 | 183.90 | 193.10 | 202.50 | 274.15 |
| 36 | 87.15 | 151.10 | 165.60 | 183.75 | 188.95 | 198.30 | 207.90 | 281.50 |
| 37 | 89.00 | 154.85 | 169.85 | 188.35 | 193.95 | 203.50 | 213.35 | 288.85 |
| 38 | 91.10 | 158.75 | 174.15 | 193.10 | 198.75 | 208.50 | 218.65 | 296.05 |
| 39 | 93.35 | 162.65 | 178.55 | 197.75 | 203.40 | 213.30 | 224.10 | 303.45 |
| 40 | 95.35 | 166.30 | 182.90 | 202.55 | 208.35 | 218.45 | 229.55 | 310.80 |

| Weight Not Over (lbs.) | Zone[1,2,3,4] | | | | | | | |
|---|---|---|---|---|---|---|---|---|
| | Local, 1 & 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| 41 | $97.25 | $170.25 | $187.15 | $207.10 | $213.40 | $223.65 | $234.90 | $318.00 |
| 42 | 98.95 | 174.15 | 191.40 | 211.75 | 218.40 | 228.80 | 240.20 | 325.25 |
| 43 | 101.25 | 177.90 | 195.65 | 216.35 | 223.25 | 233.80 | 245.70 | 332.60 |
| 44 | 103.05 | 181.80 | 200.00 | 221.05 | 228.05 | 238.75 | 251.00 | 339.85 |
| 45 | 105.05 | 185.65 | 204.15 | 225.55 | 232.95 | 243.85 | 256.50 | 347.30 |
| 46 | 107.10 | 189.40 | 208.70 | 230.40 | 237.80 | 248.80 | 261.85 | 354.55 |
| 47 | 109.35 | 193.25 | 212.90 | 235.00 | 242.70 | 253.85 | 267.25 | 361.85 |
| 48 | 111.25 | 197.20 | 217.10 | 239.45 | 247.60 | 258.90 | 272.65 | 369.15 |
| 49 | 113.20 | 200.90 | 221.45 | 244.15 | 252.65 | 264.10 | 278.10 | 376.55 |
| 50 | 115.65 | 204.85 | 225.80 | 248.90 | 257.40 | 268.90 | 283.45 | 383.75 |
| 51 | 117.65 | 208.75 | 230.05 | 253.45 | 262.20 | 273.90 | 288.10 | 390.05 |
| 52 | 119.70 | 212.40 | 234.25 | 258.00 | 267.30 | 279.05 | 294.30 | 398.50 |
| 53 | 121.60 | 216.35 | 238.65 | 262.65 | 272.20 | 284.10 | 299.70 | 405.75 |
| 54 | 123.80 | 220.25 | 242.85 | 267.15 | 277.05 | 289.15 | 305.05 | 413.05 |
| 55 | 126.25 | 225.30 | 247.30 | 271.90 | 281.90 | 294.05 | 310.40 | 420.30 |
| 56 | 128.90 | 229.20 | 251.50 | 276.40 | 286.75 | 299.05 | 315.85 | 427.65 |
| 57 | 131.10 | 233.05 | 255.80 | 281.00 | 291.60 | 304.05 | 321.20 | 434.85 |
| 58 | 133.35 | 236.75 | 260.05 | 285.50 | 296.60 | 309.10 | 326.60 | 442.15 |
| 59 | 135.20 | 240.60 | 264.30 | 290.10 | 301.60 | 314.15 | 331.95 | 449.45 |
| 60 | 137.00 | 244.45 | 268.65 | 294.65 | 306.45 | 319.10 | 337.35 | 456.75 |
| 61 | 138.95 | 248.40 | 273.15 | 299.45 | 311.35 | 324.10 | 342.75 | 464.05 |
| 62 | 141.10 | 252.10 | 277.30 | 303.85 | 316.15 | 328.95 | 348.25 | 471.50 |
| 63 | 143.45 | 255.95 | 281.60 | 308.45 | 321.10 | 334.10 | 353.70 | 478.85 |
| 64 | 145.35 | 259.75 | 285.80 | 312.90 | 326.05 | 339.10 | 359.10 | 486.15 |
| 65 | 147.85 | 263.60 | 290.10 | 317.45 | 330.90 | 343.95 | 364.40 | 493.35 |
| 66 | 150.60 | 267.55 | 294.50 | 322.15 | 335.80 | 349.00 | 369.75 | 500.55 |
| 67 | 152.35 | 271.30 | 298.85 | 326.75 | 340.55 | 353.80 | 375.20 | 507.95 |
| 68 | 154.35 | 275.15 | 303.10 | 331.15 | 345.65 | 359.00 | 380.70 | 515.45 |
| 69 | 156.80 | 279.05 | 307.35 | 335.70 | 350.40 | 363.85 | 385.85 | 522.45 |
| 70 | 159.65 | 282.90 | 311.70 | 340.25 | 355.35 | 368.80 | 391.30 | 529.80 |

1. For Sunday/Holiday delivery, add $12.50.
2. Where available, for 10:30 AM delivery, add $5.00.
3. IMpb Noncompliant Fee or eVS Unmanifested Fee $0.20 per piece.
4. Parcels that exceed one cubic foot (1,728 cubic inches) are charged based on the actual weight or the dimensional weight, whichever is greater (as calculated in DMM 213.1.5).

# Priority Mail

## Commercial Base—Letters, Large Envelopes & Parcels

| | |
|---|---|
| Flat Rate Envelopes (12-1/2" x 9-1/2" or smaller): | $7.15 |
| Legal Flat Rate Envelope: | $7.45 |
| Padded Flat Rate Envelope: | $7.75 |
| Small Flat Rate Box: | $7.65 |
| Medium Flat Rate Box: | $13.20 |
| Large Flat Rate Box: | $18.30 |
| APO/FPO/DPO Large Flat Rate Box: | $16.80 |

| Weight Not Over (lbs.) | Zone[1,2] | | | | | | | |
|---|---|---|---|---|---|---|---|---|
| | Local, 1 & 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| 1 | $7.02 | $7.35 | $7.56 | $7.80 | $7.98 | $8.15 | $8.42 | $11.40 |
| 2 | 7.64 | 7.84 | 8.12 | 8.76 | 9.99 | 10.54 | 11.19 | 17.45 |
| 3 | 7.84 | 8.23 | 8.59 | 9.54 | 12.15 | 13.49 | 15.74 | 23.67 |
| 4 | 7.94 | 8.45 | 9.07 | 10.33 | 14.16 | 16.06 | 18.14 | 28.50 |
| 5 | 8.04 | 8.50 | 9.39 | 10.64 | 16.14 | 18.46 | 21.01 | 33.17 |
| 6 | 8.15 | 8.54 | 9.50 | 14.18 | 18.47 | 21.45 | 24.52 | 38.01 |
| 7 | 8.39 | 9.69 | 9.74 | 15.89 | 20.46 | 24.18 | 27.55 | 42.68 |
| 8 | 8.45 | 10.17 | 11.49 | 17.35 | 22.47 | 26.63 | 30.94 | 47.91 |
| 9 | 9.28 | 10.56 | 11.97 | 18.60 | 24.45 | 28.84 | 34.40 | 53.28 |
| 10 | 9.76 | 11.10 | 12.16 | 20.30 | 26.67 | 32.03 | 37.78 | 57.94 |
| 11 | 11.30 | 13.53 | 14.50 | 22.57 | 29.15 | 35.50 | 41.67 | 63.30 |
| 12 | 12.00 | 14.39 | 16.89 | 24.18 | 31.81 | 38.40 | 44.73 | 67.86 |
| 13 | 12.62 | 15.22 | 17.68 | 25.47 | 34.14 | 39.95 | 46.31 | 70.29 |
| 14 | 13.27 | 16.06 | 18.62 | 26.96 | 36.06 | 42.18 | 48.61 | 73.77 |
| 15 | 13.79 | 16.90 | 19.53 | 28.34 | 37.45 | 42.99 | 49.88 | 75.72 |
| 16 | 14.39 | 17.97 | 20.78 | 30.03 | 39.95 | 45.84 | 53.13 | 79.88 |
| 17 | 14.85 | 18.80 | 21.77 | 31.50 | 41.98 | 48.22 | 55.95 | 84.09 |
| 18 | 15.14 | 19.38 | 22.75 | 32.91 | 44.20 | 50.60 | 58.75 | 88.33 |
| 19 | 15.49 | 19.83 | 23.27 | 33.78 | 46.18 | 52.95 | 61.54 | 92.52 |
| 20 | 16.10 | 20.14 | 23.74 | 34.40 | 47.38 | 54.93 | 64.39 | 96.78 |
| 21 | 16.81 | 20.62 | 24.29 | 35.01 | 47.75 | 55.45 | 65.22 | 98.85 |
| 22 | 17.34 | 21.18 | 25.10 | 35.71 | 48.08 | 55.88 | 65.97 | 100.00 |
| 23 | 17.86 | 21.68 | 25.70 | 36.36 | 48.34 | 56.26 | 66.36 | 100.59 |
| 24 | 18.59 | 22.60 | 27.16 | 37.79 | 49.36 | 57.73 | 67.98 | 103.05 |
| 25 | 19.30 | 23.40 | 28.88 | 39.06 | 50.09 | 59.17 | 69.16 | 104.82 |
| 26 | 20.47 | 25.09 | 31.90 | 41.14 | 51.31 | 60.63 | 71.33 | 108.10 |
| 27 | 21.69 | 26.22 | 33.84 | 44.84 | 52.00 | 62.04 | 74.00 | 112.19 |
| 28 | 22.35 | 26.57 | 34.80 | 46.01 | 52.71 | 63.48 | 76.78 | 116.40 |
| 29 | 23.04 | 26.84 | 35.74 | 46.62 | 53.59 | 64.94 | 78.85 | 119.51 |
| 30 | 23.72 | 27.23 | 36.58 | 47.26 | 55.09 | 66.36 | 80.54 | 122.10 |
| 31 | 24.39 | 27.50 | 37.15 | 47.86 | 55.89 | 67.83 | 82.19 | 125.60 |
| 32 | 24.67 | 28.08 | 37.77 | 48.42 | 56.62 | 69.29 | 83.87 | 128.16 |
| 33 | 25.05 | 28.86 | 38.71 | 49.06 | 57.72 | 70.72 | 85.41 | 130.53 |
| 34 | 25.28 | 29.61 | 39.69 | 50.12 | 59.09 | 72.17 | 87.01 | 133.00 |
| 35 | 25.56 | 30.31 | 40.26 | 51.18 | 60.67 | 73.62 | 88.51 | 135.26 |
| 36 | 25.88 | 31.19 | 40.79 | 52.29 | 62.20 | 74.62 | 90.01 | 137.57 |
| 37 | 26.15 | 31.77 | 41.38 | 53.22 | 63.83 | 75.57 | 91.49 | 139.84 |
| 38 | 26.41 | 32.54 | 41.90 | 54.28 | 65.60 | 76.44 | 92.94 | 142.07 |
| 39 | 26.66 | 33.30 | 42.38 | 55.40 | 67.15 | 78.45 | 94.38 | 144.27 |
| 40 | 26.94 | 34.00 | 42.93 | 56.56 | 68.23 | 80.21 | 95.67 | 146.22 |

| Weight Not Over (lbs.) | Zone[1,2] | | | | | | | |
|---|---|---|---|---|---|---|---|---|
| | Local, 1 & 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| 41 | $27.23 | $34.57 | $43.39 | $57.06 | $69.38 | $81.92 | $97.05 | $149.51 |
| 42 | 27.43 | 34.83 | 43.77 | 58.02 | 70.60 | 83.04 | 98.38 | 151.55 |
| 43 | 27.75 | 35.09 | 44.16 | 58.98 | 72.29 | 84.07 | 99.64 | 153.49 |
| 44 | 27.94 | 35.34 | 44.54 | 59.93 | 73.44 | 85.07 | 100.76 | 155.26 |
| 45 | 28.12 | 35.59 | 44.94 | 60.89 | 74.25 | 85.99 | 102.04 | 157.22 |
| 46 | 28.37 | 35.85 | 45.33 | 61.85 | 75.08 | 86.92 | 103.27 | 159.09 |
| 47 | 28.58 | 36.10 | 45.71 | 62.81 | 75.86 | 87.91 | 104.41 | 160.87 |
| 48 | 28.82 | 36.36 | 46.10 | 63.76 | 76.84 | 88.75 | 105.52 | 162.62 |
| 49 | 29.04 | 36.60 | 46.49 | 64.72 | 77.89 | 89.68 | 106.59 | 164.21 |
| 50 | 29.16 | 36.86 | 46.88 | 65.68 | 78.98 | 90.82 | 107.71 | 165.97 |
| 51 | 29.59 | 37.12 | 47.25 | 66.80 | 80.06 | 92.12 | 108.71 | 168.85 |
| 52 | 30.03 | 37.38 | 47.64 | 67.27 | 80.84 | 93.51 | 110.00 | 170.82 |
| 53 | 30.59 | 37.62 | 48.03 | 67.82 | 81.52 | 95.04 | 111.40 | 173.01 |
| 54 | 31.03 | 37.89 | 48.41 | 68.41 | 82.10 | 96.40 | 112.96 | 175.43 |
| 55 | 31.52 | 38.13 | 48.80 | 68.84 | 82.78 | 97.93 | 114.48 | 177.79 |
| 56 | 31.95 | 38.39 | 49.19 | 69.36 | 83.33 | 99.31 | 115.65 | 179.63 |
| 57 | 32.46 | 38.64 | 49.58 | 69.77 | 83.96 | 100.82 | 116.67 | 181.24 |
| 58 | 32.95 | 38.89 | 49.96 | 70.21 | 84.46 | 102.15 | 117.64 | 182.70 |
| 59 | 33.42 | 39.15 | 50.34 | 70.64 | 84.94 | 102.85 | 118.50 | 184.07 |
| 60 | 33.84 | 39.40 | 50.73 | 71.03 | 85.36 | 103.45 | 119.35 | 185.36 |
| 61 | 34.39 | 39.65 | 51.12 | 71.39 | 85.84 | 104.05 | 120.95 | 187.88 |
| 62 | 34.81 | 39.91 | 51.50 | 71.70 | 86.24 | 104.51 | 122.88 | 190.84 |
| 63 | 35.44 | 40.17 | 51.90 | 72.08 | 86.73 | 105.01 | 124.85 | 193.90 |
| 64 | 35.75 | 40.41 | 52.28 | 72.40 | 87.12 | 105.49 | 126.76 | 196.89 |
| 65 | 36.27 | 40.67 | 52.68 | 72.62 | 87.37 | 106.02 | 128.74 | 199.97 |
| 66 | 36.74 | 40.93 | 53.05 | 72.95 | 87.81 | 106.34 | 130.61 | 202.87 |
| 67 | 37.29 | 41.18 | 53.95 | 73.21 | 88.09 | 106.76 | 132.35 | 205.54 |
| 68 | 37.73 | 41.43 | 54.63 | 73.41 | 89.20 | 107.32 | 133.75 | 207.72 |
| 69 | 38.24 | 41.69 | 55.33 | 73.63 | 90.27 | 107.82 | 135.16 | 209.94 |
| 70 | 38.64 | 41.94 | 56.20 | 73.86 | 91.36 | 108.21 | 136.62 | 212.19 |

1. Parcels that exceed one cubic foot (1,728 cubic inches) are charged based on the actual weight or the dimensional weight, whichever is greater (see DMM 223.1.5).
2. IMpb Noncompliant Fee or eVS Unmanifested Fee $0.20 per piece.

# Priority Mail

## Commercial Plus—Letters, Large Envelopes & Parcels

| | |
|---|---|
| Flat Rate Envelopes (12-1/2" x 9-1/2" or smaller): | $7.15 |
| Legal Flat Rate Envelope: | $7.45 |
| Padded Flat Rate Envelope: | $7.75 |
| Small Flat Rate Box: | $7.65 |
| Medium Flat Rate Box: | $13.20 |
| Large Flat Rate Box: | $18.30 |
| APO/FPO/DPO Large Flat Rate Box: | $16.80 |

| Weight Not Over (lbs.) | Zone[1,2] | | | | | | | |
|---|---|---|---|---|---|---|---|---|
| | Local, 1 & 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| 0.5 | $7.02 | $7.35 | $7.56 | $7.80 | $7.98 | $8.15 | $8.42 | $11.40 |
| 1 | 7.02 | 7.35 | 7.56 | 7.80 | 7.98 | 8.15 | 8.42 | 11.40 |
| 2 | 7.64 | 7.84 | 8.12 | 8.76 | 9.99 | 10.54 | 11.19 | 17.45 |
| 3 | 7.84 | 8.23 | 8.59 | 9.54 | 12.15 | 13.49 | 15.74 | 23.67 |
| 4 | 7.94 | 8.45 | 9.07 | 10.33 | 14.16 | 16.06 | 18.14 | 28.50 |
| 5 | 8.04 | 8.50 | 9.39 | 10.64 | 16.14 | 18.46 | 21.01 | 33.17 |
| 6 | 8.15 | 8.54 | 9.50 | 14.18 | 18.47 | 21.45 | 24.52 | 38.01 |
| 7 | 8.39 | 9.69 | 9.74 | 15.89 | 20.46 | 24.18 | 27.55 | 42.68 |
| 8 | 8.45 | 10.17 | 11.49 | 17.35 | 22.47 | 26.63 | 30.94 | 47.91 |
| 9 | 9.28 | 10.56 | 11.97 | 18.60 | 24.45 | 28.84 | 34.40 | 53.28 |
| 10 | 9.76 | 11.10 | 12.16 | 20.30 | 26.67 | 32.03 | 37.78 | 57.94 |
| 11 | 11.30 | 13.53 | 14.50 | 22.57 | 29.15 | 35.50 | 41.67 | 63.30 |
| 12 | 12.00 | 14.39 | 16.89 | 24.18 | 31.81 | 38.40 | 44.73 | 67.86 |
| 13 | 12.62 | 15.22 | 17.68 | 25.47 | 34.14 | 39.95 | 46.31 | 70.29 |
| 14 | 13.27 | 16.06 | 18.62 | 26.96 | 36.06 | 42.18 | 48.61 | 73.77 |
| 15 | 13.79 | 16.90 | 19.53 | 28.34 | 37.45 | 42.99 | 49.88 | 75.72 |
| 16 | 14.39 | 17.97 | 20.78 | 30.03 | 39.95 | 45.84 | 53.13 | 79.88 |
| 17 | 14.85 | 18.80 | 21.77 | 31.50 | 41.98 | 48.22 | 55.95 | 84.09 |
| 18 | 15.14 | 19.38 | 22.75 | 32.91 | 44.20 | 50.60 | 58.75 | 88.33 |
| 19 | 15.49 | 19.83 | 23.27 | 33.78 | 46.18 | 52.95 | 61.54 | 92.52 |
| 20 | 16.10 | 20.14 | 23.74 | 34.40 | 47.38 | 54.93 | 64.39 | 96.78 |
| 21 | 16.81 | 20.62 | 24.29 | 35.01 | 47.75 | 55.45 | 65.22 | 98.85 |
| 22 | 17.34 | 21.18 | 25.10 | 35.71 | 48.08 | 55.88 | 65.97 | 100.00 |
| 23 | 17.86 | 21.68 | 25.70 | 36.36 | 48.34 | 56.26 | 66.36 | 100.59 |
| 24 | 18.59 | 22.60 | 27.16 | 37.79 | 49.36 | 57.73 | 67.98 | 103.05 |
| 25 | 19.30 | 23.40 | 28.88 | 39.06 | 50.09 | 59.17 | 69.16 | 104.82 |
| 26 | 20.47 | 25.09 | 31.90 | 41.14 | 51.31 | 60.63 | 71.33 | 108.10 |
| 27 | 21.69 | 26.22 | 33.84 | 44.84 | 52.00 | 62.04 | 74.00 | 112.19 |
| 28 | 22.35 | 26.57 | 34.80 | 46.01 | 52.71 | 63.48 | 76.78 | 116.40 |
| 29 | 23.04 | 26.84 | 35.74 | 46.62 | 53.59 | 64.94 | 78.85 | 119.51 |
| 30 | 23.72 | 27.23 | 36.58 | 47.26 | 55.09 | 66.36 | 80.54 | 122.10 |
| 31 | 24.39 | 27.50 | 37.15 | 47.86 | 55.89 | 67.83 | 82.19 | 125.60 |
| 32 | 24.67 | 28.08 | 37.77 | 48.42 | 56.62 | 69.29 | 83.87 | 128.16 |
| 33 | 25.05 | 28.86 | 38.71 | 49.06 | 57.72 | 70.72 | 85.41 | 130.53 |
| 34 | 25.28 | 29.61 | 39.69 | 50.12 | 59.09 | 72.17 | 87.01 | 133.00 |
| 35 | 25.56 | 30.31 | 40.26 | 51.18 | 60.67 | 73.62 | 88.51 | 135.26 |
| 36 | 25.88 | 31.19 | 40.79 | 52.29 | 62.20 | 74.62 | 90.01 | 137.57 |
| 37 | 26.15 | 31.77 | 41.38 | 53.22 | 63.83 | 75.57 | 91.49 | 139.84 |
| 38 | 26.41 | 32.54 | 41.90 | 54.28 | 65.60 | 76.44 | 92.94 | 142.07 |
| 39 | 26.66 | 33.30 | 42.38 | 55.40 | 67.15 | 78.45 | 94.38 | 144.27 |
| 40 | 26.94 | 34.00 | 42.93 | 56.56 | 68.23 | 80.21 | 95.67 | 146.22 |

| Weight Not Over (lbs.) | Zone[1,2] | | | | | | | |
|---|---|---|---|---|---|---|---|---|
| | Local, 1 & 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| 41 | $27.23 | $34.57 | $43.39 | $57.06 | $69.38 | $81.92 | $97.05 | $149.51 |
| 42 | 27.43 | 34.83 | 43.77 | 58.02 | 70.60 | 83.04 | 98.38 | 151.55 |
| 43 | 27.75 | 35.09 | 44.16 | 58.98 | 72.29 | 84.07 | 99.64 | 153.49 |
| 44 | 27.94 | 35.34 | 44.54 | 59.93 | 73.44 | 85.07 | 100.76 | 155.26 |
| 45 | 28.12 | 35.59 | 44.94 | 60.89 | 74.25 | 85.99 | 102.04 | 157.22 |
| 46 | 28.37 | 35.85 | 45.33 | 61.85 | 75.08 | 86.92 | 103.27 | 159.09 |
| 47 | 28.58 | 36.10 | 45.71 | 62.81 | 75.86 | 87.91 | 104.41 | 160.87 |
| 48 | 28.82 | 36.36 | 46.10 | 63.76 | 76.84 | 88.75 | 105.52 | 162.62 |
| 49 | 29.04 | 36.60 | 46.49 | 64.72 | 77.89 | 89.68 | 106.59 | 164.21 |
| 50 | 29.16 | 36.86 | 46.88 | 65.68 | 78.98 | 90.82 | 107.71 | 165.97 |
| 51 | 29.59 | 37.12 | 47.25 | 66.80 | 80.06 | 92.12 | 108.71 | 168.85 |
| 52 | 30.03 | 37.38 | 47.64 | 67.27 | 80.84 | 93.51 | 110.00 | 170.82 |
| 53 | 30.59 | 37.62 | 48.03 | 67.82 | 81.52 | 95.04 | 111.40 | 173.01 |
| 54 | 31.03 | 37.89 | 48.41 | 68.41 | 82.10 | 96.40 | 112.96 | 175.43 |
| 55 | 31.52 | 38.13 | 48.80 | 68.84 | 82.78 | 97.93 | 114.48 | 177.79 |
| 56 | 31.95 | 38.39 | 49.19 | 69.36 | 83.33 | 99.31 | 115.65 | 179.63 |
| 57 | 32.46 | 38.64 | 49.58 | 69.77 | 83.96 | 100.82 | 116.67 | 181.24 |
| 58 | 32.95 | 38.89 | 49.96 | 70.21 | 84.46 | 102.15 | 117.64 | 182.70 |
| 59 | 33.42 | 39.15 | 50.34 | 70.64 | 84.94 | 102.85 | 118.50 | 184.07 |
| 60 | 33.84 | 39.40 | 50.73 | 71.03 | 85.36 | 103.45 | 119.35 | 185.36 |
| 61 | 34.39 | 39.65 | 51.12 | 71.39 | 85.84 | 104.05 | 120.95 | 187.88 |
| 62 | 34.81 | 39.91 | 51.50 | 71.70 | 86.24 | 104.51 | 122.88 | 190.84 |
| 63 | 35.44 | 40.17 | 51.90 | 72.08 | 86.73 | 105.01 | 124.85 | 193.90 |
| 64 | 35.75 | 40.41 | 52.28 | 72.40 | 87.12 | 105.49 | 126.76 | 196.89 |
| 65 | 36.27 | 40.67 | 52.68 | 72.62 | 87.37 | 106.02 | 128.74 | 199.97 |
| 66 | 36.74 | 40.93 | 53.05 | 72.95 | 87.81 | 106.34 | 130.61 | 202.87 |
| 67 | 37.29 | 41.18 | 53.95 | 73.21 | 88.09 | 106.76 | 132.35 | 205.54 |
| 68 | 37.73 | 41.43 | 54.63 | 73.41 | 89.20 | 107.32 | 133.75 | 207.72 |
| 69 | 38.24 | 41.69 | 55.33 | 73.63 | 90.27 | 107.82 | 135.16 | 209.94 |
| 70 | 38.64 | 41.94 | 56.20 | 73.86 | 91.36 | 108.21 | 136.62 | 212.19 |

1. Parcels that exceed one cubic foot (1,728 cubic inches) are charged based on the actual weight or the dimensional weight, whichever is greater (see DMM 223.1.5).
2. IMpb Noncompliant Fee or eVS Unmanifested Fee $0.20 per piece.

### Regional Rate Boxes

**Commercial Base–Commercial Plus USPS-Produced Packaging Only**

| Boxes | Zone[1,2] | | | | | | | |
|---|---|---|---|---|---|---|---|---|
| | Local, 1 & 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| A[3] | $7.68 | $7.92 | $8.21 | $8.92 | $10.42 | $11.13 | $12.10 | $18.69 |
| B[4] | 8.07 | 8.51 | 9.42 | 11.53 | 16.72 | 19.21 | 21.89 | 34.38 |

### Open & Distribute (PMOD)

**Commercial Plus**

| DDU Entry | Zone | | | | | | | |
|---|---|---|---|---|---|---|---|---|
| | Local, 1 & 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| Half Tray Box | $8.49 | $10.39 | $12.56 | $20.20 | $20.47 | $22.25 | $24.70 | $30.88 |
| Full Tray Box | 11.54 | 14.43 | 16.80 | 29.41 | 33.79 | 35.91 | 40.07 | 50.08 |
| EMM Tray Box | 13.23 | 15.76 | 19.47 | 32.53 | 35.71 | 39.21 | 43.60 | 54.50 |
| Flat Tub Tray Box | 18.90 | 23.69 | 29.29 | 49.54 | 59.80 | 64.65 | 71.96 | 89.95 |

| All Other Entry | Zone | | | | | | | |
|---|---|---|---|---|---|---|---|---|
| | Local, 1 & 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| Half Tray Box | $6.73 | $8.52 | $10.46 | $18.24 | $18.64 | $20.39 | $21.89 | $27.37 |
| Full Tray Box | 8.70 | 11.22 | 13.97 | 25.48 | 30.12 | 32.24 | 36.03 | 45.04 |
| EMM Tray Box | 10.38 | 12.03 | 16.39 | 28.13 | 31.95 | 35.18 | 40.65 | 50.82 |
| Flat Tub Tray Box | 14.85 | 19.63 | 24.87 | 45.42 | 55.48 | 60.39 | 66.42 | 83.04 |

### Commercial Plus—Cubic

**Large Envelopes (Flats) & Parcels**

| Cubic Ft. Range Up To | Zone[2,4] | | | | | | | |
|---|---|---|---|---|---|---|---|---|
| | Local, 1 & 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| 0.10 | $7.02 | $7.35 | $7.56 | $7.80 | $7.98 | $8.15 | $8.42 | $11.40 |
| 0.20 | 7.46 | 7.80 | 8.02 | 8.71 | 9.00 | 9.22 | 9.56 | 13.15 |
| 0.30 | 8.04 | 8.26 | 8.55 | 9.65 | 10.98 | 11.58 | 12.29 | 19.12 |
| 0.40 | 8.21 | 8.57 | 8.93 | 10.31 | 12.78 | 14.02 | 16.02 | 24.28 |
| 0.50 | 8.34 | 8.84 | 9.42 | 11.15 | 14.98 | 16.89 | 19.24 | 29.88 |

1. Additional fee if paid at Retail: $2.30
2. IMpb Noncompliant Fee or eVS Unmanifested Fee $0.20 per piece.
3. Maximum weight 15 lbs.
4. Maximum weight 20 lbs.

# First-Class Mail

## Commercial

### Letters & Cards

**Commercial Letters & Postcards**

| Weight Not Over (oz.) | Automation[1] 5-Digit | AADC | Mixed AADC | Machinable Presorted | Nonmachinable (Broken out separately on Postage Statement) |
|---|---|---|---|---|---|
| 1 | $0.389 | $0.419 | $0.439 | $0.460 | $0.610 |
| 2 | 0.389 | 0.419 | 0.439 | 0.460 | 0.610 |
| 3 | 0.389 | 0.419 | 0.439 | 0.460 | 0.610 |
| 3.5 | 0.389 | 0.419 | 0.439 | 0.460 | 0.610 |
| Postcard | 0.260 | 0.270 | 0.276 | 0.285 | - |

**Residual Single-Piece Letters**

| Weight Not Over (oz.) | (B4) |
|---|---|
| 1 | $0.56 |
| 2 | 0.56 |
| 3 | 0.56 |
| 3.5 | 0.56 |

**Single Piece—Letters & Postcards**

| Weight Not Over (oz.) | | Cross reference to PS Form 3600-FCM | Pieces from USPS MKT Mail Weight Not Over (oz.) | (B6 and B9) |
|---|---|---|---|---|
| 1 | $0.50 | B5, B8, D5, D13 | 1 | $0.55 |
| 2 | 0.65 | B5, B8, D5 | 2 | 0.70 |
| 3 | 0.80 | B5, B8, D5 | 3 | 0.85 |
| 3.5 | 0.95 | B5, B8, D5 | 3.5 | 1.00 |
| Postcard | 0.35 | B2 | - | - |

**Share Mail Letters and Postcards[2]**

| Weight Not Over (oz.) | Letters | Postcards |
|---|---|---|
| 1 | $0.60 | $0.45 |

1. Subtract $0.003 for each automation letter that complies with the Full-Service Intelligent Mail option requirements.
2. To qualify for Share Mail, customers must meet and comply with all eligibility requirements of the program.

# First-Class Mail, First-Class Package Service

## Commercial

### First-Class Mail

**Commercial Flats (Large Envelopes)[1]**

| Weight Not Over (oz.) | Automation[2] | | | | Machinable |
|---|---|---|---|---|---|
| | 5-Digit | 3-Digit | ADC | Mixed ADC | Presorted |
| 1 | $0.430 | $0.577 | $0.620 | $0.716 | $0.810 |
| 2 | 0.630 | 0.777 | 0.820 | 0.916 | 1.010 |
| 3 | 0.830 | 0.977 | 1.020 | 1.116 | 1.210 |
| 4 | 1.030 | 1.177 | 1.220 | 1.316 | 1.410 |
| 5 | 1.230 | 1.377 | 1.420 | 1.516 | 1.610 |
| 6 | 1.430 | 1.577 | 1.620 | 1.716 | 1.810 |
| 7 | 1.630 | 1.777 | 1.820 | 1.916 | 2.010 |
| 8 | 1.830 | 1.977 | 2.020 | 2.116 | 2.210 |
| 9 | 2.030 | 2.177 | 2.220 | 2.316 | 2.410 |
| 10 | 2.230 | 2.377 | 2.420 | 2.516 | 2.610 |
| 11 | 2.430 | 2.577 | 2.620 | 2.716 | 2.810 |
| 12 | 2.630 | 2.777 | 2.820 | 2.916 | 3.010 |
| 13 | 2.830 | 2.977 | 3.020 | 3.116 | 3.210 |

### First-Class Package Service

**Commercial—Parcels**

| Weight Not Over (oz.) | Zone[3,4] | | | | | | | |
|---|---|---|---|---|---|---|---|---|
| | 1 & 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| 1 | $2.74 | $2.76 | $2.78 | $2.84 | $2.93 | $3.05 | $3.18 | $3.18 |
| 2 | 2.74 | 2.76 | 2.78 | 2.84 | 2.93 | 3.05 | 3.18 | 3.18 |
| 3 | 2.74 | 2.76 | 2.78 | 2.84 | 2.93 | 3.05 | 3.18 | 3.18 |
| 4 | 2.74 | 2.76 | 2.78 | 2.84 | 2.93 | 3.05 | 3.18 | 3.18 |
| 5 | 3.21 | 3.23 | 3.25 | 3.31 | 3.39 | 3.52 | 3.67 | 3.67 |
| 6 | 3.21 | 3.23 | 3.25 | 3.31 | 3.39 | 3.52 | 3.67 | 3.67 |
| 7 | 3.21 | 3.23 | 3.25 | 3.31 | 3.39 | 3.52 | 3.67 | 3.67 |
| 8 | 3.21 | 3.23 | 3.25 | 3.31 | 3.39 | 3.52 | 3.67 | 3.67 |
| 9 | 3.93 | 3.97 | 4.00 | 4.08 | 4.18 | 4.32 | 4.46 | 4.46 |
| 10 | 3.93 | 3.97 | 4.00 | 4.08 | 4.18 | 4.32 | 4.46 | 4.46 |
| 11 | 3.93 | 3.97 | 4.00 | 4.08 | 4.18 | 4.32 | 4.46 | 4.46 |
| 12 | 3.93 | 3.97 | 4.00 | 4.08 | 4.18 | 4.32 | 4.46 | 4.46 |
| 13 | 5.04 | 5.08 | 5.12 | 5.27 | 5.40 | 5.54 | 5.70 | 5.70 |
| 14 | 5.04 | 5.08 | 5.12 | 5.27 | 5.40 | 5.54 | 5.70 | 5.70 |
| 15 | 5.04 | 5.08 | 5.12 | 5.27 | 5.40 | 5.54 | 5.70 | 5.70 |
| 15.999 | 5.04 | 5.08 | 5.12 | 5.27 | 5.40 | 5.54 | 5.70 | 5.70 |

1. Large envelopes (flats) with certain characteristics (see DMM 201.4.7) are subject to parcel prices.
2. Subtract $0.003 for each automation flat that complies with the Full-Service Intelligent Mail option requirements.
3. Parcels are subject to a $0.20 surcharge if they are irregularly shaped, such as rolls, tubes, and triangles.
4. IMpb Noncompliant Fee or eVS Unmanifested Fee $0.20 per piece.

### Carrier Route & Automation

| | | Carrier Route[1,2] | | | | Automation[1] | | |
|---|---|---|---|---|---|---|---|---|
| | Entry Discount | Saturation | High Density Plus | High Density | Basic | 5-Digit | AADC | Mixed AADC |
| Letters weighing 3.5 oz. or less per piece price | None | $0.191 | $0.201 | $0.209 | $0.294 | $0.259 | $0.284 | $0.299 |
| | DNDC | 0.172 | 0.182 | 0.190 | 0.271 | 0.239 | 0.264 | 0.279 |
| | DSCF | 0.168 | 0.178 | 0.186 | 0.265 | 0.233 | 0.258 | - |
| | DDU | - | - | - | - | - | - | - |

### Nonautomation

| | | Machinable | |
|---|---|---|---|
| | Entry Discount | AADC | Mixed AADC |
| Letters weighing 3.5 oz. or less per piece price | None | $0.295 | $0.305 |
| | DNDC | 0.275 | 0.285 |
| | DSCF | 0.269 | - |
| | DDU | - | - |

### Nonautomation

| | | Carrier Route[2] | | | | Nonmachinable | | | |
|---|---|---|---|---|---|---|---|---|---|
| | Entry Discount | Saturation | High Density Plus | High Density | Basic | 5-Digit | 3-Digit | ADC | Mixed ADC |
| Letters weighing 4 oz. or less per piece price | None | $0.224 | $0.232 | $0.250 | $0.302 | $0.539 | $0.607 | $0.629 | $0.702 |
| | DNDC | 0.186 | 0.194 | 0.212 | 0.271 | 0.519 | 0.587 | 0.609 | 0.682 |
| | DSCF | 0.179 | 0.187 | 0.205 | 0.265 | 0.513 | 0.581 | 0.603 | - |
| | DDU | - | - | - | - | - | - | - | - |
| more than 4 oz.[3] per pound price | None | 0.609 | 0.609 | 0.609 | 0.705 | 0.935 | 0.935 | 0.935 | 0.935 |
| | DNDC | 0.454 | 0.454 | 0.454 | 0.580 | 0.763 | 0.763 | 0.763 | 0.763 |
| | DSCF | 0.426 | 0.426 | 0.426 | 0.554 | 0.719 | 0.719 | 0.719 | - |
| | DDU | - | - | - | - | - | - | - | - |
| + | | + | + | + | + | + | + | + | + |
| per piece price | | 0.072 | 0.080 | 0.098 | 0.126 | 0.267 | 0.360 | 0.416 | 0.451 |

1. Subtract $0.003 for each letter that complies with the Full-Service Intelligent Mail option requirements.
2. EDDM letters pay Saturation prices.
3. For pieces weighing more than 4 ounces, each piece is subject to both a per piece price and a per pound price. Multiply the number of pieces in the mailing by per piece price. Multiply the number of pounds of the mailing by per pound price. Add both totals.

# USPS Marketing Mail Nonprofit

## Commercial Letters

### Carrier Route & Automation

| | | Carrier Route[1,2] | | | | Automation[1] | | |
|---|---|---|---|---|---|---|---|---|
| | Entry Discount | Saturation | High Density Plus | High Density | Basic | 5-Digit | AADC | Mixed AADC |
| Letters weighing 3.5 oz. or less per piece price | None | $0.111 | $0.116 | $0.124 | $0.209 | $0.138 | $0.163 | $0.178 |
| | DNDC | 0.092 | 0.097 | 0.105 | 0.186 | 0.118 | 0.143 | 0.158 |
| | DSCF | 0.088 | 0.093 | 0.101 | 0.180 | 0.112 | 0.137 | - |
| | DDU | - | - | - | - | - | - | - |

### Nonautomation

| | | Machinable | |
|---|---|---|---|
| | Entry Discount | AADC | Mixed AADC |
| Letters weighing 3.5 oz. or less per piece price | None | $0.174 | $0.184 |
| | DNDC | 0.154 | 0.164 |
| | DSCF | 0.148 | - |
| | DDU | - | - |

### Nonautomation

| | | Carrier Route[2] | | | | Nonmachinable | | | |
|---|---|---|---|---|---|---|---|---|---|
| | Entry Discount | Saturation | High Density Plus | High Density | Basic | 5-Digit | 3-Digit | ADC | Mixed ADC |
| Letters weighing 4 oz. or less per piece price | None | $0.136 | $0.144 | $0.166 | $0.218 | $0.418 | $0.486 | $0.508 | $0.581 |
| | DNDC | 0.098 | 0.106 | 0.128 | 0.187 | 0.398 | 0.466 | 0.488 | 0.561 |
| | DSCF | 0.091 | 0.099 | 0.121 | 0.181 | 0.392 | 0.460 | 0.482 | - |
| | DDU | - | - | - | - | - | - | - | - |
| more than 4 oz.[3] per pound price | None | 0.436 | 0.436 | 0.436 | 0.535 | 0.793 | 0.793 | 0.793 | 0.793 |
| | DNDC | 0.281 | 0.281 | 0.281 | 0.410 | 0.621 | 0.621 | 0.621 | 0.621 |
| | DSCF | 0.253 | 0.253 | 0.253 | 0.384 | 0.577 | 0.577 | 0.577 | - |
| | DDU | - | - | - | - | - | - | - | - |
| + | | + | + | + | + | + | + | + | + |
| per piece price | | 0.027 | 0.035 | 0.057 | 0.084 | 0.125 | 0.218 | 0.274 | 0.309 |

1. Subtract $0.003 for each letter that complies with the Full-Service Intelligent Mail option requirements.
2. EDDM letters pay Saturation prices.
3. For pieces weighing more than 4 ounces, each piece is subject to both a per piece price and a per pound price. Multiply the number of pieces in the mailing by per piece price. Multiply the number of pounds of the mailing by per pound price. Add both totals.

### Commercial Flats (Large Envelopes)

| | | Carrier Route[1] | | | | | |
|---|---|---|---|---|---|---|---|
| | Entry Discount | Saturation[2] | EDDM | High Density Plus | High Density | Basic | Basic CR Bundles/Pallets |
| Flats weighing 4 oz. or less per piece price | None | $0.224 | $0.225 | $0.232 | $0.250 | $0.302 | $0.283 |
| | DNDC | 0.186 | 0.187 | 0.194 | 0.212 | 0.271 | 0.252 |
| | DSCF | 0.179 | 0.180 | 0.187 | 0.205 | 0.265 | 0.246 |
| | DDU | 0.163 | 0.164 | 0.171 | 0.189 | 0.254 | 0.235 |
| more than 4 oz.[3] per pound price | None | 0.609 | 0.609 | 0.609 | 0.609 | 0.705 | 0.705 |
| | DNDC | 0.454 | 0.454 | 0.454 | 0.454 | 0.580 | 0.580 |
| | DSCF | 0.426 | 0.426 | 0.426 | 0.426 | 0.554 | 0.554 |
| | DDU | 0.365 | 0.365 | 0.365 | 0.365 | 0.511 | 0.511 |
| + | | + | + | + | + | + | + |
| per piece price | None | 0.072 | 0.073 | 0.080 | 0.098 | 0.126 | 0.107 |
| | DNDC | 0.072 | 0.073 | 0.080 | 0.098 | 0.126 | 0.107 |
| | DSCF | 0.072 | 0.073 | 0.080 | 0.098 | 0.126 | 0.107 |
| | DDU | 0.072 | 0.073 | 0.080 | 0.098 | 0.126 | 0.107 |

| | | Automation[1] | | | | Nonautomation | | | |
|---|---|---|---|---|---|---|---|---|---|
| | Entry Discount | 5-Digit | 3-Digit | ADC | Mixed ADC | 5-Digit | 3-Digit | ADC | Mixed ADC |
| Flats weighing 4 oz. or less per piece price | None | $0.418 | $0.543 | $0.608 | $0.666 | $0.501 | $0.594 | $0.650 | $0.685 |
| | DNDC | 0.375 | 0.500 | 0.565 | 0.623 | 0.458 | 0.551 | 0.607 | 0.642 |
| | DSCF | 0.364 | 0.489 | 0.554 | - | 0.447 | 0.540 | 0.596 | - |
| | DDU | - | - | - | - | - | - | - | - |
| more than 4 oz.[3] per pound price | None | 0.935 | 0.935 | 0.935 | 0.935 | 0.935 | 0.935 | 0.935 | 0.935 |
| | DNDC | 0.763 | 0.763 | 0.763 | 0.763 | 0.763 | 0.763 | 0.763 | 0.763 |
| | DSCF | 0.719 | 0.719 | 0.719 | - | 0.719 | 0.719 | 0.719 | - |
| | DDU | - | - | - | - | - | - | - | - |
| + | | + | + | + | + | + | + | + | + |
| per piece price | None | 0.184 | 0.309 | 0.374 | 0.432 | 0.267 | 0.360 | 0.416 | 0.451 |
| | DNDC | 0.184 | 0.309 | 0.374 | 0.432 | 0.267 | 0.360 | 0.416 | 0.451 |
| | DSCF | 0.184 | 0.309 | 0.374 | - | 0.267 | 0.360 | 0.416 | - |
| | DDU | - | - | - | - | - | - | - | - |

### Customized MarketMail

| | |
|---|---|
| per piece | $0.480 |

1. Subtract $0.003 for each flat that complies with the Full-Service Intelligent Mail option (not available for Saturation) requirements.
2. For carrier route flats with a detached address label, add $0.045 per piece; with marketing address label, add $0.050 per piece.
3. For pieces weighing more than 4 ounces, each piece is subject to both a per piece price and a per pound price. Multiply the number of pieces in the mailing by per piece price. Multiply the number of pounds of the mailing by per pound price. Add both totals.

### Commercial Flats (Large Envelopes)

| | | Carrier Route[1] | | | | | |
|---|---|---|---|---|---|---|---|
| | Entry Discount | Saturation[2] | EDDM | High Density Plus | High Density | Basic | Basic CR Bundles/Pallets |
| Flats weighing 4 oz. or less per piece price | None | $0.136 | $0.137 | $0.144 | $0.166 | $0.218 | $0.199 |
| | DNDC | 0.098 | 0.099 | 0.106 | 0.128 | 0.187 | 0.168 |
| | DSCF | 0.091 | 0.092 | 0.099 | 0.121 | 0.181 | 0.162 |
| | DDU | 0.075 | 0.076 | 0.083 | 0.105 | 0.170 | 0.151 |
| more than 4 oz.[3] per pound price | None | 0.436 | 0.436 | 0.436 | 0.436 | 0.535 | 0.535 |
| | DNDC | 0.281 | 0.281 | 0.281 | 0.281 | 0.410 | 0.410 |
| | DSCF | 0.253 | 0.253 | 0.253 | 0.253 | 0.384 | 0.384 |
| | DDU | 0.192 | 0.192 | 0.192 | 0.192 | 0.341 | 0.341 |
| + | | + | + | + | + | + | + |
| per piece price | None | 0.027 | 0.028 | 0.035 | 0.057 | 0.084 | 0.065 |
| | DNDC | 0.027 | 0.028 | 0.035 | 0.057 | 0.084 | 0.065 |
| | DSCF | 0.027 | 0.028 | 0.035 | 0.057 | 0.084 | 0.065 |
| | DDU | 0.027 | 0.028 | 0.035 | 0.057 | 0.084 | 0.065 |

| | | Automation[1] | | | | Nonautomation | | | |
|---|---|---|---|---|---|---|---|---|---|
| | Entry Discount | 5-Digit | 3-Digit | ADC | Mixed ADC | 5-Digit | 3-Digit | ADC | Mixed ADC |
| Flats weighing 4 oz. or less per piece price | None | $0.240 | $0.365 | $0.430 | $0.488 | $0.323 | $0.416 | $0.472 | $0.507 |
| | DNDC | 0.197 | 0.322 | 0.387 | 0.445 | 0.280 | 0.373 | 0.429 | 0.464 |
| | DSCF | 0.186 | 0.311 | 0.376 | - | 0.269 | 0.362 | 0.418 | - |
| | DDU | - | - | - | - | - | - | - | - |
| more than 4 oz.[3] per pound price | None | 0.793 | 0.793 | 0.793 | 0.793 | 0.793 | 0.793 | 0.793 | 0.793 |
| | DNDC | 0.621 | 0.621 | 0.621 | 0.621 | 0.621 | 0.621 | 0.621 | 0.621 |
| | DSCF | 0.577 | 0.577 | 0.577 | - | 0.577 | 0.577 | 0.577 | - |
| | DDU | - | - | - | - | - | - | - | - |
| + | | + | + | + | + | + | + | + | + |
| per piece price | None | 0.042 | 0.167 | 0.232 | 0.290 | 0.125 | 0.218 | 0.274 | 0.309 |
| | DNDC | 0.042 | 0.167 | 0.232 | 0.290 | 0.125 | 0.218 | 0.274 | 0.309 |
| | DSCF | 0.042 | 0.167 | 0.232 | - | 0.125 | 0.218 | 0.274 | - |
| | DDU | - | - | - | - | - | - | - | - |

### Customized MarketMail

| | |
|---|---|
| per piece | $0.355 |

1. Subtract $0.003 for each flat that complies with the Full-Service Intelligent Mail option (not available for Saturation) requirements.
2. For carrier route flats with a detached address label, add $0.045 per piece; with marketing address label, add $0.050 per piece.
3. For pieces weighing more than 4 ounces, each piece is subject to both a per piece price and a per pound price. Multiply the number of pieces in the mailing by per piece price. Multiply the number of pounds of the mailing by per pound price. Add both totals.

### USPS Marketing Mail

**Commercial Marketing Parcels**

| | Entry Discount | Presorted[1] | | | |
|---|---|---|---|---|---|
| | | 5-Digit | SCF | NDC | Mixed NDC |
| Parcels weighing 3.3 oz. or less per piece price | None | - | - | $1.322 | $1.684 |
| | DNDC | $0.837 | $0.939 | 1.271 | - |
| | DSCF | 0.786 | 0.888 | - | - |
| | DDU | 0.741 | - | - | - |
| more than 3.3 oz.[2] per pound price | None | - | - | 1.161 | 1.161 |
| | DNDC | 0.913 | 0.913 | 0.913 | - |
| | DSCF | 0.664 | 0.664 | - | - |
| | DDU | 0.445 | - | - | - |
| + per piece price | | + 0.649 | + 0.751 | + 1.083 | + 1.445 |

### USPS Marketing Mail Nonprofit

**Commercial Marketing Parcels and USPS Marketing Mail Parcels**

| | | Marketing Parcels | | | | USPS Marketing Mail Parcels | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | Presorted[1] | | | | Machinable[1,3] | | | Irregular[1] | | | |
| | Entry Discount | 5-Digit | SCF | NDC | Mixed NDC | 5-Digit | NDC | Mixed NDC | 5-Digit | SCF | NDC | Mixed NDC |
| Parcels weighing 3.3 oz. or less per piece price | None | - | - | $1.185 | $1.547 | - | - | - | - | - | $1.506 | $1.756 |
| | DNDC | $0.700 | $0.802 | 1.134 | - | - | - | - | $0.870 | $1.053 | 1.455 | - |
| | DSCF | 0.649 | 0.751 | - | - | - | - | - | 0.815 | 0.998 | - | - |
| | DDU | 0.604 | - | - | - | - | - | - | 0.772 | - | - | - |
| more than 3.3 oz.[2] per pound price | None | - | - | 0.952 | 0.952 | - | $1.084 | $1.084 | - | - | 1.084 | 1.084 |
| | DNDC | 0.704 | 0.704 | 0.704 | - | $0.840 | 0.840 | - | 0.840 | 0.840 | 0.840 | - |
| | DSCF | 0.455 | 0.455 | - | - | 0.571 | - | - | 0.571 | 0.571 | - | - |
| | DDU | 0.236 | - | - | - | 0.364 | - | - | 0.364 | - | - | - |
| + per piece price | | + 0.555 | + 0.657 | + 0.989 | + 1.351 | + 0.697 | + 1.009 | + 1.421 | + 0.697 | + 0.880 | + 1.282 | + 1.532 |

1. For nonbarcoded parcels, add $0.049 per piece. The surcharge does not apply to pieces sorted to 5-digit ZIP Codes.
2. For pieces weighing more than 3.3 ounces, each piece is subject to both a per piece price and a per pound price. Multiply the number of pieces in the mailing by per piece price. Multiply the number of pounds of the mailing by per pound price. Add both totals.
3. Machinable parcels: Must be 3.5 ounces or more

### USPS Marketing Mail—Simple Samples

| | Targeted | | Every Door[1] | |
|---|---|---|---|---|
| Volume | Small[2] | Large[3] | Small[2] | Large[3] |
| 1–200,000 | $0.418 | $0.463 | $0.302 | $0.347 |
| Over 200,000 | 0.405 | 0.451 | 0.290 | 0.336 |

**Handling Fees For Mailing entered at DNDC and DSCF**

| | Small | | Large | |
|---|---|---|---|---|
| Entry | Pallet Fees | Carton Fees | Pallet Fees | Carton Fees |
| DNDC-3 digit | $52.847 | $7.196 | $52.847 | $7.196 |
| DNDC-5 digit | 85.927 | - | 85.927 | - |
| DSCF-3 digit | - | 7.196 | - | 7.196 |
| DSCF-5 digit | 40.259 | - | 40.259 | - |

### USPS Marketing Mail Nonprofit—Simple Samples

| | Targeted | | Every Door[1] | |
|---|---|---|---|---|
| Volume | Small[2] | Large[3] | Small[2] | Large[3] |
| 1–200,000 | $0.313 | $0.347 | $0.226 | $0.261 |
| Over 200,000 | 0.305 | 0.339 | 0.218 | 0.253 |

**Handling Fees For Mailing entered at DNDC and DSCF**

| | Small | | Large | |
|---|---|---|---|---|
| Entry | Pallet Fees | Carton Fees | Pallet Fees | Carton Fees |
| DNDC-3 digit | $42.277 | $5.864 | $42.277 | $5.864 |
| DNDC-5 digit | 68.742 | - | 68.742 | - |
| DSCF-3 digit | - | 5.864 | - | 5.864 |
| DSCF-5 digit | 32.322 | - | 32.322 | - |

1. Additional DAL ($0.045) or DML ($0.050) fees apply
2. Small = 4" x 6" x 1.5"
3. Large = Larger than 4" x 6" x 1.5" but not exceeding 9" x 12" x 2"

# Parcel Select—Destination Entry

## Commercial Parcels—Machinable & Nonmachinable

| Weight Not Over (lbs.) | Machinable[1,3,4] | | | | | |
|---|---|---|---|---|---|---|
| | | | DNDC Zone | | | |
| | DDU | DSCF | 1 & 2 | 3 | 4 | 5 |
| 1 | $3.19 | $4.37 | $5.98 | $6.82 | $7.78 | $9.14 |
| 2 | 3.29 | 4.55 | 6.26 | 7.30 | 8.42 | 9.83 |
| 3 | 3.40 | 4.72 | 6.54 | 7.79 | 9.05 | 10.53 |
| 4 | 3.50 | 4.90 | 6.82 | 8.27 | 9.69 | 11.23 |
| 5 | 3.58 | 5.04 | 6.99 | 8.63 | 10.18 | 11.92 |
| 6 | 3.67 | 5.27 | 7.28 | 9.12 | 10.81 | 12.65 |
| 7 | 3.77 | 5.39 | 7.64 | 9.62 | 11.44 | 13.38 |
| 8 | 3.86 | 5.56 | 7.92 | 10.12 | 12.07 | 14.11 |
| 9 | 3.95 | 5.73 | 8.21 | 10.62 | 12.70 | 14.83 |
| 10 | 4.03 | 5.91 | 8.50 | 11.11 | 13.46 | 15.56 |
| 11 | 4.11 | 6.08 | 8.78 | 11.73 | 14.05 | 16.25 |
| 12 | 4.19 | 6.25 | 9.07 | 12.23 | 14.65 | 16.93 |
| 13 | 4.27 | 6.42 | 9.36 | 12.61 | 15.24 | 17.62 |
| 14 | 4.35 | 6.60 | 9.65 | 13.23 | 15.84 | 18.30 |
| 15 | 4.44 | 6.77 | 9.93 | 13.60 | 16.43 | 18.94 |
| 16 | 4.52 | 6.94 | 10.22 | 14.23 | 16.89 | 19.52 |
| 17 | 4.60 | 7.12 | 10.51 | 14.58 | 17.35 | 20.10 |
| 18 | 4.73 | 7.29 | 10.79 | 15.06 | 17.81 | 20.68 |
| 19 | 4.81 | 7.46 | 11.08 | 15.55 | 18.28 | 21.26 |
| 20 | 4.94 | 7.63 | 11.37 | 16.02 | 18.74 | 21.79 |
| 21 | 6.21 | 7.81 | 11.65 | 16.46 | 19.16 | 22.31 |
| 22 | 6.24 | 7.98 | 11.94 | 16.91 | 19.39 | 22.84 |
| 23 | 6.27 | 8.15 | 12.23 | 17.53 | 19.80 | 23.37 |
| 24 | 6.30 | 8.32 | 12.52 | 17.98 | 20.42 | 23.90 |
| 25 | 6.33 | 8.50 | 12.80 | 18.19 | 20.84 | 24.37 |
| 26 | 6.36 | 8.67 | 13.09 | 18.57 | 21.03 | 24.79 |
| 27 | 6.39 | 8.84 | 13.38 | 19.15 | 21.64 | 25.21 |
| 28 | 6.42 | 9.01 | 13.66 | 19.35 | 22.04 | 25.64 |
| 29 | 6.45 | 9.19 | 13.95 | 19.73 | 22.44 | 26.06 |
| 30 | 6.48 | 9.37 | 14.24 | 20.07 | 22.84 | 26.48 |
| 31 | 6.51 | 9.55 | 14.38 | 20.40 | 22.98 | 26.90 |
| 32 | 6.54 | 9.73 | 14.81 | 20.74 | 23.58 | 27.32 |
| 33 | 6.57 | 9.92 | 15.10 | 21.07 | 23.71 | 27.75 |
| 34 | 6.60 | 10.10 | 15.39 | 21.41 | 24.31 | 28.17 |
| 35 | 6.63 | 10.28 | 15.67 | 21.96 | 24.68 | 28.59 |

1. IMpb Noncompliant Fee or eVS Unmanifested Fee $0.20 per piece.
2. For parcels over 35 pounds, use nonmachinable prices.
3. For parcels that measure in combined length and girth more than 108 inches but not more than 130 inches, use the oversized price, regardless of weight, based on the applicable entry.
4. Parcels that exceed one cubic foot (1,728 cubic inches) are charged based on the actual weight or the dimensional weight, whichever is greater (as calculated in DMM 253.1.3).

| Weight Not Over (lbs.) | Nonmachinable[1,2,3,4] | | | | | | |
|---|---|---|---|---|---|---|---|
| | | DSCF | | DNDC Zone | | | |
| | DDU | 5-Digit | 3-Digit | 1 & 2 | 3 | 4 | 5 |
| 1 | $3.19 | $4.37 | $6.37 | $8.98 | $9.82 | $10.78 | $12.14 |
| 2 | 3.29 | 4.55 | 6.55 | 9.26 | 10.30 | 11.42 | 12.83 |
| 3 | 3.40 | 4.72 | 6.72 | 9.54 | 10.79 | 12.05 | 13.53 |
| 4 | 3.50 | 4.90 | 6.90 | 9.82 | 11.27 | 12.69 | 14.23 |
| 5 | 3.58 | 5.04 | 7.04 | 9.99 | 11.63 | 13.18 | 14.92 |
| 6 | 3.67 | 5.27 | 7.27 | 10.28 | 12.12 | 13.81 | 15.65 |
| 7 | 3.77 | 5.39 | 7.39 | 10.64 | 12.62 | 14.44 | 16.38 |
| 8 | 3.86 | 5.56 | 7.56 | 10.92 | 13.12 | 15.07 | 17.11 |
| 9 | 3.95 | 5.73 | 7.73 | 11.21 | 13.62 | 15.70 | 17.83 |
| 10 | 4.03 | 5.91 | 7.91 | 11.50 | 14.11 | 16.46 | 18.56 |
| 11 | 4.11 | 6.08 | 8.08 | 11.78 | 14.73 | 17.05 | 19.25 |
| 12 | 4.19 | 6.25 | 8.25 | 12.07 | 15.23 | 17.65 | 19.93 |
| 13 | 4.27 | 6.42 | 8.42 | 12.36 | 15.61 | 18.24 | 20.62 |
| 14 | 4.35 | 6.60 | 8.60 | 12.65 | 16.23 | 18.84 | 21.30 |
| 15 | 4.44 | 6.77 | 8.77 | 12.93 | 16.60 | 19.43 | 21.94 |
| 16 | 4.52 | 6.94 | 8.94 | 13.22 | 17.23 | 19.89 | 22.52 |
| 17 | 4.60 | 7.12 | 9.12 | 13.51 | 17.58 | 20.35 | 23.10 |
| 18 | 4.73 | 7.29 | 9.29 | 13.79 | 18.06 | 20.81 | 23.68 |
| 19 | 4.81 | 7.46 | 9.46 | 14.08 | 18.55 | 21.28 | 24.26 |
| 20 | 4.94 | 7.63 | 9.63 | 14.37 | 19.02 | 21.74 | 24.79 |
| 21 | 6.21 | 7.81 | 9.81 | 14.65 | 19.46 | 22.16 | 25.31 |
| 22 | 6.24 | 7.98 | 9.98 | 14.94 | 19.91 | 22.39 | 25.84 |
| 23 | 6.27 | 8.15 | 10.15 | 15.23 | 20.53 | 22.80 | 26.37 |
| 24 | 6.30 | 8.32 | 10.32 | 15.52 | 20.98 | 23.42 | 26.90 |
| 25 | 6.33 | 8.50 | 10.50 | 15.80 | 21.19 | 23.84 | 27.37 |
| 26 | 6.36 | 8.67 | 10.67 | 16.09 | 21.57 | 24.03 | 27.79 |
| 27 | 6.39 | 8.84 | 10.84 | 16.38 | 22.15 | 24.64 | 28.21 |
| 28 | 6.42 | 9.01 | 11.01 | 16.66 | 22.35 | 25.04 | 28.64 |
| 29 | 6.45 | 9.19 | 11.19 | 16.95 | 22.73 | 25.44 | 29.06 |
| 30 | 6.48 | 9.37 | 11.37 | 17.24 | 23.07 | 25.84 | 29.48 |
| 31 | 6.51 | 9.55 | 11.55 | 17.38 | 23.40 | 25.98 | 29.90 |
| 32 | 6.54 | 9.73 | 11.73 | 17.81 | 23.74 | 26.58 | 30.32 |
| 33 | 6.57 | 9.92 | 11.92 | 18.10 | 24.07 | 26.71 | 30.75 |
| 34 | 6.60 | 10.10 | 12.10 | 18.39 | 24.41 | 27.31 | 31.17 |
| 35 | 6.63 | 10.28 | 12.28 | 18.67 | 24.96 | 27.68 | 31.59 |
| 36 | 6.66 | 10.88 | 12.88 | 19.59 | 26.11 | 28.94 | 32.18 |
| 37 | 6.69 | 11.07 | 13.07 | 19.89 | 26.46 | 29.31 | 32.60 |
| 38 | 6.72 | 11.26 | 13.26 | 20.18 | 26.81 | 29.68 | 33.02 |
| 39 | 6.75 | 11.45 | 13.45 | 20.48 | 27.16 | 30.05 | 33.44 |
| 40 | 6.78 | 11.64 | 13.64 | 20.77 | 27.50 | 30.42 | 33.84 |
| 41 | 6.81 | 11.83 | 13.83 | 21.07 | 27.85 | 30.77 | 34.25 |
| 42 | 6.84 | 12.02 | 14.02 | 21.36 | 28.20 | 31.13 | 34.65 |
| 43 | 6.87 | 12.21 | 14.21 | 21.66 | 28.55 | 31.49 | 35.05 |
| 44 | 6.90 | 12.40 | 14.40 | 21.95 | 28.90 | 31.85 | 35.45 |
| 45 | 6.93 | 12.59 | 14.59 | 22.25 | 29.24 | 32.21 | 35.85 |
| 46 | 7.10 | 12.78 | 14.78 | 22.55 | 29.59 | 32.57 | 36.25 |
| 47 | 7.17 | 12.97 | 14.97 | 22.84 | 29.94 | 32.93 | 36.65 |
| 48 | 7.25 | 13.16 | 15.16 | 23.14 | 30.29 | 33.29 | 37.05 |
| 49 | 7.32 | 13.35 | 15.35 | 23.43 | 30.64 | 33.64 | 37.45 |
| 50 | 7.40 | 13.54 | 15.54 | 23.72 | 30.97 | 34.00 | 37.83 |
| 51 | 7.47 | 13.73 | 15.73 | 24.00 | 31.31 | 34.34 | 38.21 |
| 52 | 7.54 | 13.92 | 15.92 | 24.29 | 31.65 | 34.68 | 38.59 |
| 53 | 7.62 | 14.11 | 16.11 | 24.57 | 31.99 | 35.02 | 38.97 |
| 54 | 7.69 | 14.30 | 16.30 | 24.86 | 32.33 | 35.35 | 39.35 |
| 55 | 7.76 | 14.49 | 16.49 | 25.14 | 32.65 | 35.69 | 39.73 |
| 56 | 7.84 | 14.68 | 16.68 | 25.43 | 32.97 | 36.03 | 40.11 |
| 57 | 7.91 | 14.86 | 16.86 | 25.71 | 33.29 | 36.37 | 40.49 |
| 58 | 7.99 | 15.05 | 17.05 | 26.00 | 33.60 | 36.70 | 40.87 |
| 59 | 8.06 | 15.24 | 17.24 | 26.28 | 33.92 | 37.04 | 41.25 |
| 60 | 8.14 | 15.43 | 17.43 | 26.56 | 34.23 | 37.38 | 41.61 |
| 61 | 8.23 | 15.62 | 17.62 | 26.85 | 34.55 | 37.70 | 41.97 |
| 62 | 8.31 | 15.81 | 17.81 | 27.13 | 34.87 | 38.01 | 42.33 |
| 63 | 8.40 | 16.00 | 18.00 | 27.42 | 35.18 | 38.33 | 42.69 |
| 64 | 8.48 | 16.19 | 18.19 | 27.70 | 35.50 | 38.64 | 43.04 |
| 65 | 8.57 | 16.38 | 18.38 | 27.99 | 35.82 | 38.96 | 43.40 |
| 66 | 8.65 | 16.57 | 18.57 | 28.27 | 36.12 | 39.28 | 43.74 |
| 67 | 8.74 | 16.76 | 18.76 | 28.56 | 36.43 | 39.59 | 44.08 |
| 68 | 8.82 | 16.95 | 18.95 | 28.84 | 36.74 | 39.91 | 44.42 |
| 69 | 8.90 | 17.14 | 19.14 | 29.13 | 37.04 | 40.23 | 44.75 |
| 70 | 8.99 | 17.33 | 19.33 | 29.41 | 37.35 | 40.54 | 45.09 |
| Oversized[3] | 12.77 | 25.40 | 25.40 | 39.71 | 53.14 | 63.35 | 73.14 |

# Parcel Select—Ground

## Commercial Parcels

| Weight Not Over (lbs.) | Zone[1,2,3] | | | | | | | |
|---|---|---|---|---|---|---|---|---|
| | 1 & 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| 1 | $6.92 | $7.25 | $7.46 | $7.65 | $7.78 | $7.90 | $8.12 | $8.12 |
| 2 | 7.54 | 7.74 | 8.02 | 8.61 | 9.79 | 10.29 | 10.89 | 10.89 |
| 3 | 7.74 | 8.13 | 8.49 | 9.34 | 11.90 | 13.19 | 15.39 | 15.39 |
| 4 | 7.84 | 8.35 | 8.97 | 10.13 | 13.91 | 15.76 | 17.79 | 17.79 |
| 5 | 7.94 | 8.40 | 9.29 | 10.44 | 15.89 | 18.16 | 20.66 | 20.66 |
| 6 | 8.05 | 8.44 | 9.40 | 13.98 | 18.22 | 21.15 | 24.17 | 24.17 |
| 7 | 8.29 | 9.59 | 9.64 | 15.69 | 20.21 | 23.88 | 27.20 | 27.20 |
| 8 | 8.35 | 10.07 | 11.39 | 17.15 | 22.22 | 26.33 | 30.59 | 30.59 |
| 9 | 9.18 | 10.46 | 11.87 | 18.40 | 24.20 | 28.54 | 34.05 | 34.05 |
| 10 | 9.66 | 11.00 | 12.06 | 20.10 | 26.42 | 31.73 | 37.43 | 37.43 |
| 11 | 11.20 | 13.43 | 14.40 | 22.37 | 28.90 | 35.20 | 41.32 | 41.32 |
| 12 | 11.90 | 14.29 | 16.79 | 23.98 | 31.56 | 38.10 | 44.38 | 44.38 |
| 13 | 12.52 | 15.12 | 17.58 | 25.27 | 33.89 | 39.65 | 45.96 | 45.96 |
| 14 | 13.17 | 15.96 | 18.52 | 26.76 | 35.81 | 41.88 | 48.26 | 48.26 |
| 15 | 13.69 | 16.80 | 19.43 | 28.14 | 37.20 | 42.69 | 49.53 | 49.53 |
| 16 | 14.29 | 17.87 | 20.68 | 29.83 | 39.70 | 45.54 | 52.78 | 52.78 |
| 17 | 14.75 | 18.70 | 21.67 | 31.30 | 41.73 | 47.92 | 55.60 | 55.60 |
| 18 | 15.04 | 19.28 | 22.65 | 32.71 | 43.95 | 50.30 | 58.40 | 58.40 |
| 19 | 15.39 | 19.73 | 23.17 | 33.58 | 45.93 | 52.65 | 61.10 | 61.10 |
| 20 | 16.00 | 20.04 | 23.64 | 34.20 | 47.13 | 54.63 | 64.04 | 64.04 |
| 21 | 16.71 | 20.52 | 24.19 | 34.81 | 47.50 | 55.15 | 64.87 | 64.87 |
| 22 | 17.24 | 21.08 | 25.00 | 35.51 | 47.83 | 55.58 | 65.62 | 65.62 |
| 23 | 17.76 | 21.58 | 25.60 | 36.16 | 48.09 | 55.96 | 66.01 | 66.01 |
| 24 | 18.49 | 22.50 | 27.06 | 37.59 | 49.11 | 57.43 | 67.63 | 67.63 |
| 25 | 19.20 | 23.30 | 28.78 | 38.86 | 49.84 | 58.87 | 68.81 | 68.81 |
| 26 | 20.37 | 24.99 | 31.80 | 40.94 | 51.06 | 60.33 | 70.98 | 70.98 |
| 27 | 21.59 | 26.12 | 33.74 | 44.64 | 51.75 | 61.74 | 73.65 | 73.65 |
| 28 | 22.25 | 26.47 | 34.70 | 45.81 | 52.46 | 63.18 | 76.43 | 76.43 |
| 29 | 22.94 | 26.74 | 35.64 | 46.42 | 53.34 | 64.64 | 78.50 | 78.50 |
| 30 | 23.62 | 27.13 | 36.48 | 47.06 | 54.84 | 66.06 | 80.19 | 80.19 |
| 31 | 24.29 | 27.40 | 37.05 | 47.66 | 55.64 | 67.53 | 81.84 | 81.84 |
| 32 | 24.57 | 27.98 | 37.67 | 48.22 | 56.37 | 68.99 | 83.52 | 83.52 |
| 33 | 24.95 | 28.76 | 38.61 | 48.86 | 57.47 | 70.42 | 85.06 | 85.06 |
| 34 | 25.18 | 29.51 | 39.59 | 49.92 | 58.84 | 71.87 | 86.66 | 86.66 |
| 35 | 25.46 | 30.21 | 40.16 | 50.98 | 60.42 | 73.32 | 88.16 | 88.16 |
| 36 | 25.78 | 31.09 | 40.69 | 52.09 | 61.95 | 74.32 | 89.66 | 89.66 |
| 37 | 26.05 | 31.67 | 41.28 | 53.02 | 63.58 | 75.27 | 91.14 | 91.14 |
| 38 | 26.31 | 32.44 | 41.80 | 54.08 | 65.35 | 76.14 | 92.59 | 92.59 |
| 39 | 26.56 | 33.20 | 42.28 | 55.20 | 66.90 | 78.15 | 94.03 | 94.03 |
| 40 | 26.84 | 33.90 | 42.83 | 56.36 | 67.98 | 79.91 | 95.32 | 95.32 |

| Weight Not Over (lbs.) | Zone[1,2,3] | | | | | | | |
|---|---|---|---|---|---|---|---|---|
| | 1 & 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| 41 | $27.13 | $34.47 | $43.29 | $56.86 | $69.13 | $81.62 | $96.70 | $96.70 |
| 42 | 27.33 | 34.73 | 43.67 | 57.82 | 70.35 | 82.74 | 98.03 | 98.03 |
| 43 | 27.65 | 34.99 | 44.06 | 58.78 | 72.04 | 83.77 | 99.29 | 99.29 |
| 44 | 27.84 | 35.24 | 44.44 | 59.73 | 73.19 | 84.77 | 100.41 | 100.41 |
| 45 | 28.02 | 35.49 | 44.84 | 60.69 | 74.00 | 85.69 | 101.69 | 101.69 |
| 46 | 28.27 | 35.75 | 45.23 | 61.65 | 74.83 | 86.62 | 102.92 | 102.92 |
| 47 | 28.48 | 36.00 | 45.61 | 62.61 | 75.61 | 87.61 | 104.06 | 104.06 |
| 48 | 28.72 | 36.26 | 46.00 | 63.56 | 76.59 | 88.45 | 105.17 | 105.17 |
| 49 | 28.94 | 36.50 | 46.39 | 64.52 | 77.64 | 89.38 | 106.24 | 106.24 |
| 50 | 29.06 | 36.76 | 46.78 | 65.48 | 78.73 | 90.52 | 107.36 | 107.36 |
| 51 | 29.49 | 37.02 | 47.15 | 66.60 | 79.81 | 91.82 | 108.36 | 108.36 |
| 52 | 29.93 | 37.28 | 47.54 | 67.07 | 80.59 | 93.21 | 109.65 | 109.65 |
| 53 | 30.49 | 37.52 | 47.93 | 67.62 | 81.27 | 94.74 | 111.05 | 111.05 |
| 54 | 30.93 | 37.79 | 48.31 | 68.21 | 81.85 | 96.10 | 112.61 | 112.61 |
| 55 | 31.42 | 38.03 | 48.70 | 68.64 | 82.53 | 97.63 | 114.13 | 114.13 |
| 56 | 31.85 | 38.29 | 49.09 | 69.16 | 83.08 | 99.01 | 115.30 | 115.30 |
| 57 | 32.36 | 38.54 | 49.48 | 69.57 | 83.71 | 100.52 | 116.32 | 116.32 |
| 58 | 32.85 | 38.79 | 49.86 | 70.01 | 84.21 | 101.85 | 117.29 | 117.29 |
| 59 | 33.32 | 39.05 | 50.24 | 70.44 | 84.69 | 102.55 | 118.15 | 118.15 |
| 60 | 33.74 | 39.30 | 50.63 | 70.83 | 85.11 | 103.15 | 119.00 | 119.00 |
| 61 | 34.29 | 39.55 | 51.02 | 71.19 | 85.59 | 103.75 | 120.60 | 120.60 |
| 62 | 34.71 | 39.81 | 51.40 | 71.50 | 85.99 | 104.21 | 122.53 | 122.53 |
| 63 | 35.34 | 40.07 | 51.80 | 71.88 | 86.48 | 104.71 | 124.50 | 124.50 |
| 64 | 35.65 | 40.31 | 52.18 | 72.20 | 86.87 | 105.19 | 126.41 | 126.41 |
| 65 | 36.17 | 40.57 | 52.58 | 72.42 | 87.12 | 105.72 | 128.39 | 128.39 |
| 66 | 36.64 | 40.83 | 52.95 | 72.75 | 87.56 | 106.04 | 130.26 | 130.26 |
| 67 | 37.19 | 41.08 | 53.85 | 73.01 | 87.84 | 106.46 | 132.00 | 132.00 |
| 68 | 37.63 | 41.33 | 54.53 | 73.21 | 88.95 | 107.02 | 133.40 | 133.40 |
| 69 | 38.14 | 41.59 | 55.23 | 73.43 | 90.02 | 107.52 | 134.81 | 134.81 |
| 70 | 38.54 | 41.84 | 56.10 | 73.66 | 91.11 | 107.91 | 136.27 | 136.27 |
| Oversized[2] | 76.95 | 97.85 | 118.75 | 139.65 | 160.55 | 181.45 | 202.35 | 202.35 |

1. IMpb Noncompliant Fee or eVS Unmanifested Fee $0.20 per piece.
2. For parcels that measure in combined length and girth more than 108 inches but not more than 130 inches, use oversized prices, regardless of weight, based on the applicable zone.
3. Parcels that exceed one cubic foot (1,728 cubic inches) are charged based on the actual weight or the dimensional weight, whichever is greater (as calculated in DMM 253.1.3).

# Parcel Select—Lightweight

## Commercial Parcels[1]

| Weight Not Over (oz.) | 5-Digit | | | SCF[2] | | NDC | | Mixed NDC |
|---|---|---|---|---|---|---|---|---|
| | DDU | DSCF | DNDC | DSCF | DNDC | DNDC | None | None |
| 1 | $1.81 | $2.11 | $2.33 | $2.34 | $2.72 | $2.97 | $3.34 | $3.73 |
| 2 | 1.81 | 2.11 | 2.33 | 2.34 | 2.72 | 2.97 | 3.34 | 3.73 |
| 3 | 1.81 | 2.11 | 2.33 | 2.34 | 2.72 | 2.97 | 3.34 | 3.73 |
| 4 | 1.81 | 2.11 | 2.33 | 2.34 | 2.72 | 2.97 | 3.34 | 3.73 |
| 5 | 1.82 | 2.14 | 2.38 | 2.40 | 2.83 | 3.09 | 3.48 | 3.88 |
| 6 | 1.82 | 2.14 | 2.38 | 2.40 | 2.83 | 3.09 | 3.48 | 3.88 |
| 7 | 1.82 | 2.14 | 2.38 | 2.40 | 2.83 | 3.09 | 3.48 | 3.88 |
| 8 | 1.82 | 2.14 | 2.38 | 2.40 | 2.83 | 3.09 | 3.48 | 3.88 |
| 9 | 1.94 | 2.37 | 2.88 | 2.92 | 3.42 | 3.74 | 4.17 | 4.60 |
| 10 | 1.94 | 2.37 | 2.88 | 2.92 | 3.42 | 3.74 | 4.17 | 4.60 |
| 11 | 1.94 | 2.37 | 2.88 | 2.92 | 3.42 | 3.74 | 4.17 | 4.60 |
| 12 | 1.94 | 2.37 | 2.88 | 2.92 | 3.42 | 3.74 | 4.17 | 4.60 |
| 13 | 2.12 | 2.65 | 3.32 | 3.38 | 3.92 | 4.25 | 4.69 | 5.15 |
| 14 | 2.12 | 2.65 | 3.32 | 3.38 | 3.92 | 4.25 | 4.69 | 5.15 |
| 15 | 2.12 | 2.65 | 3.32 | 3.38 | 3.92 | 4.25 | 4.69 | 5.15 |
| 15.999 | 2.12 | 2.65 | 3.32 | 3.38 | 3.92 | 4.25 | 4.69 | 5.15 |

1. IMpb Noncompliant Fee or eVS Unmanifested Fee $0.20 per piece.
2. Machinable parcels are not eligible for SCF DSCF or SCF DNDC preparation, entry or pricing.
3. Machinable parcels must weigh at least 3.5 ounces. See DMM 201.7.5 for other eligibility.

# Media/Library Mail—Commercial

## Media Mail

**Commercial—Flats (Large Envelopes) / Parcels**

| Weight Not Over (lbs.) | 5-Digit Presort | Basic Presort | Weight Not Over (lbs.) | 5-Digit Presort | Basic Presort |
|---|---|---|---|---|---|
| 1 | $2.10 | $2.67 | 41 | 23.64 | 24.21 |
| 2 | 2.63 | 3.20 | 42 | 24.18 | 24.75 |
| 3 | 3.16 | 3.73 | 43 | 24.72 | 25.29 |
| 4 | 3.69 | 4.26 | 44 | 25.26 | 25.83 |
| 5 | 4.22 | 4.79 | 45 | 25.80 | 26.37 |
| 6 | 4.75 | 5.32 | 46 | 26.34 | 26.91 |
| 7 | 5.28 | 5.85 | 47 | 26.88 | 27.45 |
| 8 | 5.82 | 6.39 | 48 | 27.42 | 27.99 |
| 9 | 6.36 | 6.93 | 49 | 27.96 | 28.53 |
| 10 | 6.90 | 7.47 | 50 | 28.50 | 29.07 |
| 11 | 7.44 | 8.01 | 51 | 29.04 | 29.61 |
| 12 | 7.98 | 8.55 | 52 | 29.58 | 30.15 |
| 13 | 8.52 | 9.09 | 53 | 30.12 | 30.69 |
| 14 | 9.06 | 9.63 | 54 | 30.66 | 31.23 |
| 15 | 9.60 | 10.17 | 55 | 31.20 | 31.77 |
| 16 | 10.14 | 10.71 | 56 | 31.74 | 32.31 |
| 17 | 10.68 | 11.25 | 57 | 32.28 | 32.85 |
| 18 | 11.22 | 11.79 | 58 | 32.82 | 33.39 |
| 19 | 11.76 | 12.33 | 59 | 33.36 | 33.93 |
| 20 | 12.30 | 12.87 | 60 | 33.90 | 34.47 |
| 21 | 12.84 | 13.41 | 61 | 34.44 | 35.01 |
| 22 | 13.38 | 13.95 | 62 | 34.98 | 35.55 |
| 23 | 13.92 | 14.49 | 63 | 35.52 | 36.09 |
| 24 | 14.46 | 15.03 | 64 | 36.06 | 36.63 |
| 25 | 15.00 | 15.57 | 65 | 36.60 | 37.17 |
| 26 | 15.54 | 16.11 | 66 | 37.14 | 37.71 |
| 27 | 16.08 | 16.65 | 67 | 37.68 | 38.25 |
| 28 | 16.62 | 17.19 | 68 | 38.22 | 38.79 |
| 29 | 17.16 | 17.73 | 69 | 38.76 | 39.33 |
| 30 | 17.70 | 18.27 | 70 | 39.30 | 39.87 |
| 31 | 18.24 | 18.81 | | | |
| 32 | 18.78 | 19.35 | | | |
| 33 | 19.32 | 19.89 | | | |
| 34 | 19.86 | 20.43 | | | |
| 35 | 20.40 | 20.97 | | | |
| 36 | 20.94 | 21.51 | | | |
| 37 | 21.48 | 22.05 | | | |
| 38 | 22.02 | 22.59 | | | |
| 39 | 22.56 | 23.13 | | | |
| 40 | 23.10 | 23.67 | | | |

## Library Mail

**Commercial—Flats (Large Envelopes) / Parcels**

| Weight Not Over (lbs.) | 5-Digit Presort | Basic Presort | Weight Not Over (lbs.) | 5-Digit Presort | Basic Presort |
|---|---|---|---|---|---|
| 1 | $2.00 | $2.54 | 41 | 22.34 | 22.88 |
| 2 | 2.50 | 3.04 | 42 | 22.85 | 23.39 |
| 3 | 3.00 | 3.54 | 43 | 23.36 | 23.90 |
| 4 | 3.50 | 4.04 | 44 | 23.87 | 24.41 |
| 5 | 4.00 | 4.54 | 45 | 24.38 | 24.92 |
| 6 | 4.50 | 5.04 | 46 | 24.89 | 25.43 |
| 7 | 5.00 | 5.54 | 47 | 25.40 | 25.94 |
| 8 | 5.51 | 6.05 | 48 | 25.91 | 26.45 |
| 9 | 6.02 | 6.56 | 49 | 26.42 | 26.96 |
| 10 | 6.53 | 7.07 | 50 | 26.93 | 27.47 |
| 11 | 7.04 | 7.58 | 51 | 27.44 | 27.98 |
| 12 | 7.55 | 8.09 | 52 | 27.95 | 28.49 |
| 13 | 8.06 | 8.60 | 53 | 28.46 | 29.00 |
| 14 | 8.57 | 9.11 | 54 | 28.97 | 29.51 |
| 15 | 9.08 | 9.62 | 55 | 29.48 | 30.02 |
| 16 | 9.59 | 10.13 | 56 | 29.99 | 30.53 |
| 17 | 10.10 | 10.64 | 57 | 30.50 | 31.04 |
| 18 | 10.61 | 11.15 | 58 | 31.01 | 31.55 |
| 19 | 11.12 | 11.66 | 59 | 31.52 | 32.06 |
| 20 | 11.63 | 12.17 | 60 | 32.03 | 32.57 |
| 21 | 12.14 | 12.68 | 61 | 32.54 | 33.08 |
| 22 | 12.65 | 13.19 | 62 | 33.05 | 33.59 |
| 23 | 13.16 | 13.70 | 63 | 33.56 | 34.10 |
| 24 | 13.67 | 14.21 | 64 | 34.07 | 34.61 |
| 25 | 14.18 | 14.72 | 65 | 34.58 | 35.12 |
| 26 | 14.69 | 15.23 | 66 | 35.09 | 35.63 |
| 27 | 15.20 | 15.74 | 67 | 35.60 | 36.14 |
| 28 | 15.71 | 16.25 | 68 | 36.11 | 36.65 |
| 29 | 16.22 | 16.76 | 69 | 36.62 | 37.16 |
| 30 | 16.73 | 17.27 | 70 | 37.13 | 37.67 |
| 31 | 17.24 | 17.78 | | | |
| 32 | 17.75 | 18.29 | | | |
| 33 | 18.26 | 18.80 | | | |
| 34 | 18.77 | 19.31 | | | |
| 35 | 19.28 | 19.82 | | | |
| 36 | 19.79 | 20.33 | | | |
| 37 | 20.30 | 20.84 | | | |
| 38 | 20.81 | 21.35 | | | |
| 39 | 21.32 | 21.86 | | | |
| 40 | 21.83 | 22.37 | | | |

### Commercial Large Envelopes (Flats)—Carrier Route & Presorted

| | | Carrier Route[1,2] | Presorted[1,2] | Plus per pound for Carrier Route & Presorted | |
|---|---|---|---|---|---|
| | | Price per piece | Price per piece | + | Price per pound |
| Zone | Local, 1 & 2 | $1.128 | $1.274 | + | $0.138 |
| | 3 | 1.128 | 1.274 | + | 0.149 |
| | 4 | 1.128 | 1.274 | + | 0.202 |
| | 5 | 1.128 | 1.274 | + | 0.257 |
| | 6 | 1.128 | 1.274 | + | 0.329 |
| | 7 | 1.128 | 1.274 | + | 0.372 |
| | 8 | 1.128 | 1.274 | + | 0.500 |
| | 9 | 1.128 | 1.274 | + | 0.500 |
| Destination Entry | | | | | |
| DNDC | 1 & 2 | $1.029 | $1.175 | + | $0.064 |
| | 3 | 1.029 | 1.175 | + | 0.099 |
| | 4 | 1.029 | 1.175 | + | 0.130 |
| | 5 | 1.029 | 1.175 | + | 0.232 |
| DSCF | | 0.575 | 0.721 | + | 0.036 |
| DDU[3] | | 0.394 | 0.540 | + | 0.022 |

1. Multiply the number of pounds in the mailing by price per pound. Multiply the number of pieces in the mailing by price per piece. Add both totals.
2. Subtract $0.001 for each flat that complies with the Full-Service Intelligent Mail option requirements.
3. Each flat must weigh more than 1 pound to be eligible for presorted DDU price.

### Commercial Large Envelopes (Flats)—Nonpresorted

| Weight Not Over (lbs.) | Zone[1] | | | | | | |
|---|---|---|---|---|---|---|---|
| | 1 & 2 | 3 | 4 | 5 | 6 | 7 | 8 & 9 |
| 1.0 | $2.00 | $2.05 | $2.11 | $2.20 | $2.30 | $2.36 | $2.56 |
| 1.5 | 2.01 | 2.06 | 2.12 | 2.21 | 2.31 | 2.37 | 2.57 |
| 2.0 | 2.09 | 2.15 | 2.23 | 2.35 | 2.49 | 2.57 | 2.85 |
| 2.5 | 2.18 | 2.26 | 2.36 | 2.51 | 2.68 | 2.78 | 3.13 |
| 3.0 | 2.29 | 2.38 | 2.50 | 2.68 | 2.89 | 3.01 | 3.42 |
| 3.5 | 2.39 | 2.50 | 2.64 | 2.87 | 3.13 | 3.27 | 3.76 |
| 4.0 | 2.48 | 2.60 | 2.76 | 3.02 | 3.32 | 3.48 | 4.03 |
| 4.5 | 2.58 | 2.72 | 2.90 | 3.19 | 3.52 | 3.70 | 4.33 |
| 5.0 | 2.69 | 2.84 | 3.06 | 3.38 | 3.75 | 3.97 | 4.68 |
| 6.0 | 2.87 | 3.05 | 3.31 | 3.69 | 4.13 | 4.39 | 5.23 |
| 7.0 | 3.08 | 3.31 | 3.61 | 4.06 | 4.58 | 4.88 | 5.87 |
| 8.0 | 3.26 | 3.52 | 3.86 | 4.37 | 4.98 | 5.32 | 6.44 |
| 9.0 | 3.46 | 3.75 | 4.14 | 4.73 | 5.41 | 5.80 | 7.08 |
| 10.0 | 3.65 | 3.97 | 4.40 | 5.06 | 5.82 | 6.25 | 7.66 |
| 11.0 | 3.86 | 4.22 | 4.69 | 5.41 | 6.24 | 6.71 | 8.26 |
| 12.0 | 4.04 | 4.43 | 4.94 | 5.72 | 6.62 | 7.13 | 8.81 |
| 13.0 | 4.24 | 4.66 | 5.21 | 6.05 | 7.02 | 7.57 | 9.38 |
| 14.0 | 4.43 | 4.88 | 5.47 | 6.37 | 7.42 | 8.01 | 9.95 |
| 15.0 | 4.64 | 5.13 | 5.79 | 6.78 | 7.92 | 8.58 | 10.70 |

### Commercial Parcels—Carrier Route & Presorted

| | | Carrier Route[1] | Presorted[1] | Plus per pound for Carrier Route & Presorted | |
|---|---|---|---|---|---|
| | | Price per piece | Price per piece | + | Price per pound |
| Zone | Local, 1 & 2 | $1.386 | $1.531 | + | $0.190 |
| | 3 | 1.386 | 1.531 | + | 0.226 |
| | 4 | 1.386 | 1.531 | + | 0.275 |
| | 5 | 1.386 | 1.531 | + | 0.340 |
| | 6 | 1.386 | 1.531 | + | 0.415 |
| | 7 | 1.386 | 1.531 | + | 0.479 |
| | 8 | 1.386 | 1.531 | + | 0.626 |
| | 9 | 1.386 | 1.531 | + | 0.626 |
| Destination Entry | | | | | |
| DNDC | 1 & 2 | $1.283 | $1.428 | + | $0.102 |
| | 3 | 1.283 | 1.428 | + | 0.134 |
| | 4 | 1.283 | 1.428 | + | 0.182 |
| | 5 | 1.283 | 1.428 | + | 0.253 |
| DSCF | | 0.826 | 0.971 | + | 0.074 |
| DDU | | 0.644 | 0.789 | + | 0.043 |

1. Multiply the number of pounds in the mailing by price per pound. Multiply the number of pieces in the mailing by price per piece. Add both totals.

### Commercial Parcels—Nonpresorted

| Weight Not Over (lbs.) | Zone[1] | | | | | | |
|---|---|---|---|---|---|---|---|
| | 1 & 2 | 3 | 4 | 5 | 6 | 7 | 8 & 9 |
| 1.0 | $2.71 | $2.77 | $2.83 | $2.92 | $3.04 | $3.10 | $3.31 |
| 1.5 | 2.76 | 2.83 | 2.89 | 2.98 | 3.10 | 3.17 | 3.38 |
| 2.0 | 2.84 | 2.92 | 3.00 | 3.12 | 3.28 | 3.36 | 3.66 |
| 2.5 | 2.96 | 3.06 | 3.16 | 3.31 | 3.52 | 3.62 | 3.99 |
| 3.0 | 3.09 | 3.21 | 3.33 | 3.51 | 3.76 | 3.88 | 4.33 |
| 3.5 | 3.24 | 3.38 | 3.52 | 3.74 | 4.04 | 4.18 | 4.71 |
| 4.0 | 3.36 | 3.52 | 3.68 | 3.93 | 4.27 | 4.43 | 5.04 |
| 4.5 | 3.48 | 3.66 | 3.84 | 4.13 | 4.51 | 4.69 | 5.37 |
| 5.0 | 3.61 | 3.82 | 4.03 | 4.35 | 4.77 | 4.98 | 5.73 |
| 6.0 | 3.87 | 4.13 | 4.39 | 4.78 | 5.29 | 5.55 | 6.45 |
| 7.0 | 4.14 | 4.44 | 4.74 | 5.19 | 5.80 | 6.10 | 7.15 |
| 8.0 | 4.39 | 4.73 | 5.07 | 5.59 | 6.28 | 6.62 | 7.82 |
| 9.0 | 4.65 | 5.04 | 5.43 | 6.02 | 6.80 | 7.19 | 8.55 |
| 10.0 | 4.90 | 5.33 | 5.76 | 6.41 | 7.27 | 7.70 | 9.20 |
| 11.0 | 5.18 | 5.66 | 6.14 | 6.86 | 7.82 | 8.30 | 9.97 |
| 12.0 | 5.42 | 5.94 | 6.46 | 7.24 | 8.28 | 8.80 | 10.62 |
| 13.0 | 5.68 | 6.24 | 6.80 | 7.64 | 8.76 | 9.32 | 11.28 |
| 14.0 | 5.95 | 6.56 | 7.17 | 8.08 | 9.28 | 9.89 | 12.01 |
| 15.0 | 6.21 | 6.86 | 7.51 | 8.48 | 9.79 | 10.44 | 12.72 |

# Parcel Return Service

**Machinable**

| Weight Not Over (lbs.) | RDU | RSCF |
|---|---|---|
| 1 | $3.05 | $3.83 |
| 2 | 3.14 | 4.33 |
| 3 | 3.22 | 4.65 |
| 4 | 3.32 | 5.00 |
| 5 | 3.40 | 5.38 |
| 6 | 3.50 | 5.91 |
| 7 | 3.58 | 6.32 |
| 8 | 3.66 | 6.84 |
| 9 | 3.76 | 7.31 |
| 10 | 3.84 | 7.82 |
| 11 | 3.94 | 8.28 |
| 12 | 4.02 | 8.86 |
| 13 | 4.12 | 9.26 |
| 14 | 4.20 | 9.58 |
| 15 | 4.28 | 9.93 |
| 16 | 4.38 | 10.26 |
| 17 | 4.46 | 10.63 |
| 18 | 4.56 | 10.93 |
| 19 | 4.64 | 11.22 |
| 20 | 4.74 | 11.60 |
| 21 | 4.82 | 11.90 |
| 22 | 4.90 | 12.26 |
| 23 | 5.00 | 12.50 |
| 24 | 5.08 | 12.89 |
| 25 | 5.18 | 13.16 |
| 26 | 5.24 | 13.45 |
| 27 | 5.33 | 13.76 |
| 28 | 5.42 | 14.03 |
| 29 | 5.51 | 14.35 |
| 30 | 5.60 | 14.60 |
| 31 | 5.69 | 14.91 |
| 32 | 5.77 | 15.22 |
| 33 | 5.86 | 15.47 |
| 34 | 5.95 | 15.88 |
| 35 | 6.04 | 16.15 |
| Balloon[1] | - | 11.60 |

**Nonmachinable**

| Weight Not Over (lbs.) | RDU | RSCF |
|---|---|---|
| 1 | $3.05 | $6.83 |
| 2 | 3.14 | 7.33 |
| 3 | 3.22 | 7.65 |
| 4 | 3.32 | 8.00 |
| 5 | 3.40 | 8.38 |
| 6 | 3.50 | 8.91 |
| 7 | 3.58 | 9.32 |
| 8 | 3.66 | 9.84 |
| 9 | 3.76 | 10.31 |
| 10 | 3.84 | 10.82 |
| 11 | 3.94 | 11.28 |
| 12 | 4.02 | 11.86 |
| 13 | 4.12 | 12.26 |
| 14 | 4.20 | 12.58 |
| 15 | 4.28 | 12.93 |
| 16 | 4.38 | 13.26 |
| 17 | 4.46 | 13.63 |
| 18 | 4.56 | 13.93 |
| 19 | 4.64 | 14.22 |
| 20 | 4.74 | 14.60 |
| 21 | 4.82 | 14.90 |
| 22 | 4.90 | 15.26 |
| 23 | 5.00 | 15.50 |
| 24 | 5.08 | 15.89 |
| 25 | 5.18 | 16.16 |
| 26 | 5.24 | 16.45 |
| 27 | 5.33 | 16.76 |
| 28 | 5.42 | 17.03 |
| 29 | 5.51 | 17.35 |
| 30 | 5.60 | 17.60 |
| 31 | 5.69 | 17.91 |
| 32 | 5.77 | 18.22 |
| 33 | 5.86 | 18.47 |
| 34 | 5.95 | 18.88 |
| 35 | 6.04 | 19.15 |
| 36 | 6.13 | 19.44 |
| 37 | 6.22 | 19.70 |
| 38 | 6.30 | 19.95 |
| 39 | 6.39 | 20.21 |
| 40 | 6.48 | 20.46 |

| Weight Not Over (lbs.) | RDU | RSCF |
|---|---|---|
| 41 | 6.57 | 20.72 |
| 42 | 6.66 | 20.97 |
| 43 | 6.75 | 21.23 |
| 44 | 6.83 | 21.48 |
| 45 | 6.92 | 21.74 |
| 46 | 7.01 | 21.99 |
| 47 | 7.10 | 22.25 |
| 48 | 7.19 | 22.50 |
| 49 | 7.28 | 22.76 |
| 50 | 7.36 | 23.01 |
| 51 | 7.45 | 23.27 |
| 52 | 7.54 | 23.52 |
| 53 | 7.63 | 23.78 |
| 54 | 7.72 | 24.03 |
| 55 | 7.81 | 24.29 |
| 56 | 7.89 | 24.54 |
| 57 | 7.98 | 24.80 |
| 58 | 8.07 | 25.05 |
| 59 | 8.16 | 25.31 |
| 60 | 8.25 | 25.56 |
| 61 | 8.34 | 25.82 |
| 62 | 8.42 | 26.07 |
| 63 | 8.51 | 26.33 |
| 64 | 8.60 | 26.58 |
| 65 | 8.69 | 26.84 |
| 66 | 8.78 | 27.09 |
| 67 | 8.86 | 27.35 |
| 68 | 8.95 | 27.60 |
| 69 | 9.04 | 27.86 |
| 70 | 9.13 | 27.95 |
| Balloon[1] | - | 14.60 |
| Oversized[2] | 12.06 | 39.62 |

1. Balloon Price: RSCF parcels that measure in combined length and girth more than 84 inches but not more than 108 inches, and the piece weighs less than 20 pounds, use 20-pound prices.
2. RDU and RSCF parcels that measure in combined length and girth more than 108 inches but not more than 130 inches, use oversized prices, regardless of weight, based on destination entry.

# Periodicals—Commercial

## Outside County—Including Science-of-Agriculture[1]

### Pound Prices—per pound or fraction

| Entry Level or Zone | Regular | | Science-of-Agriculture | |
|---|---|---|---|---|
| | Advertising | Editorial | Advertising | Editorial |
| DDU | $0.120 | $0.088 | $0.090 | $0.088 |
| DSCF | 0.176 | 0.132 | 0.132 | 0.132 |
| DADC | 0.188 | 0.141 | 0.141 | 0.141 |
| Zones 1 & 2 | 0.212 | 0.157 | 0.159 | 0.157 |
| Zone 3 | 0.230 | 0.157 | 0.230 | 0.157 |
| Zone 4 | 0.291 | 0.157 | 0.291 | 0.157 |
| Zone 5 | 0.364 | 0.157 | 0.364 | 0.157 |
| Zone 6 | 0.445 | 0.157 | 0.445 | 0.157 |
| Zone 7 | 0.539 | 0.157 | 0.539 | 0.157 |
| Zone 8 | 0.623 | 0.157 | 0.623 | 0.157 |
| Zone 9 | 0.623 | 0.157 | 0.623 | 0.157 |

### Piece Prices—per addressed piece[2,3,4,5]

| Bundle Level | Letters | | Machinable Flats | | Nonmachinable Flats | | |
|---|---|---|---|---|---|---|---|
| | Barcoded | Nonbarcoded | Barcoded | Nonbarcoded | Barcoded | Nonbarcoded | Parcels |
| CR Saturation | $0.159 | $0.159 | $0.159 | $0.159 | $0.159 | $0.159 | $0.159 |
| CR High Density | 0.173 | 0.173 | 0.173 | 0.173 | 0.173 | 0.173 | 0.173 |
| CR Basic | 0.206 | 0.206 | 0.206 | 0.206 | 0.206 | 0.206 | 0.206 |
| 5-Digit | 0.304 | 0.346 | 0.323 | 0.346 | 0.472 | 0.476 | 0.476 |
| 3-Digit/SCF | 0.325 | 0.454 | 0.424 | 0.454 | 0.566 | 0.567 | 0.567 |
| ADC | 0.328 | 0.510 | 0.472 | 0.510 | 0.609 | 0.613 | 0.613 |
| Mixed ADC | 0.341 | 0.578 | 0.527 | 0.578 | 0.721 | 0.721 | 0.721 |

### Bundle Prices—per bundle

| Bundle Level | Container Level | | | | |
|---|---|---|---|---|---|
| | Carrier Route | 5-Digit | 3-Digit/ SCF | ADC | Mixed ADC |
| Firm | $0.134 | $0.134 | $0.351 | $0.416 | $0.534 |
| Carrier Route | 0.182 | 0.182 | 0.636 | 0.861 | 1.085 |
| 5-Digit | - | 0.378 | 0.444 | 0.549 | 0.797 |
| 3-Digit/SCF | - | - | 0.380 | 0.500 | 0.764 |
| ADC | - | - | - | 0.393 | 0.646 |
| Mixed ADC | - | - | - | - | 0.214 |

### Container Prices—per pallet, tray, or sack

| Entry | Pallet | | | | | Tray/Sack | | | |
|---|---|---|---|---|---|---|---|---|---|
| | CR | 5-Digit | 3-Digit/ SCF | ADC | Mixed ADC | CR/ 5-Digit | 3-Digit/ SCF | ADC | Mixed ADC |
| DDU | $3.056 | - | - | - | - | $1.423 | - | - | - |
| DSCF | 27.559 | $44.356 | $27.435 | - | - | 2.121 | $1.238 | - | - |
| DADC | 48.593 | 65.593 | 49.690 | $27.957 | - | 2.665 | 2.061 | $1.188 | - |
| DNDC | 51.772 | 68.772 | 51.728 | 50.256 | - | 2.903 | 2.148 | 2.043 | - |
| Origin | 74.425 | 90.425 | 73.410 | 70.449 | $9.941 | 3.943 | 3.085 | 3.029 | $0.825 |

## In-County

### Pound Prices—per pound or fraction

| Letters, Flats, and Parcels | |
|---|---|
| Entry Level | Price |
| DDU | $0.156 |
| Non-DDU | 0.204 |

### Piece Prices—per addressed piece[2,5,6]

| Presort Level | Automation | | Nonautomation |
|---|---|---|---|
| | Letters | Flats | Letters, Flats, and Parcels |
| CR Saturation | - | - | $0.038 |
| CR High Density | - | - | 0.051 |
| CR Basic | - | - | 0.068 |
| 5-digit | $0.057 | $0.117 | 0.146 |
| 3-digit | 0.067 | 0.145 | 0.176 |
| Basic | 0.072 | 0.156 | 0.195 |

1. Preferred Price: Authorized publications receive 5% off the total Outside County postage excluding the postage for advertising pounds. Does not apply to commingled nonsubscriber or nonrequester copies in excess of the 10% allowance. See DMM 207.7.0.
2. Ride-Along Price per piece: $0.179
3. Firm bundle (per addressed piece): $0.210
4. Nonadvertising adjustment factor for each 1% of nonadvertising content: $0.00111
5. Subtract 0.001 for each addressed letter or flat that complies with the Full-Service Intelligent Mail option for Outside County or In-County.
6. DDU discount for each addressed piece: $0.008

# Domestic—Extra Services and Fees

## Certificate of Mailing

| Individual Pieces | Fee |
|---|---|
| Individual article (PS Form 3817) | $1.50 |
| Firm mailing sheets (PS Form 3665), per piece listed (minimum 3 pieces) | 0.43 |
| Additional copy of PS Form 3817 or PS Form 3665 (per page) | 1.50 |
| **Bulk Quantities (Mailings)** | Fee |
| For first 1,000 pieces (or fraction thereof) | $8.75 |
| Each additional 1,000 pieces (or fraction thereof) | 1.09 |
| Additional copy of PS Form 3606-D | 1.50 |
| **Accountable Mail** | Fee |
| Additional copy of PS Form 3877, Firm Mailing Book for Accountable Mail (per page) | 1.50 |

## Certified Mail

| Per item, in addition to postage and other fees | Fee |
|---|---|
| Certified Mail | $3.55 |
| Certified Mail Restricted Delivery | 9.00 |
| Certified Mail Adult Signature Required | 9.00 |
| Certified Mail Adult Signature Restricted Delivery | 9.00 |

## Collect on Delivery (COD)

| Amount to be collected or insurance coverage desired, whichever is higher | Fee |
|---|---|
| $0.01 to $50.00 | $7.85 |
| 50.01 to 100.00 | 9.80 |
| 100.01 to 200.00 | 11.85 |
| 200.01 to 300.00 | 13.90 |
| 300.01 to 400.00 | 15.95 |
| 400.01 to 500.00 | 18.00 |
| 500.01 to 600.00 | 20.05 |
| 600.01 to 700.00 | 22.10 |
| 700.01 to 800.00 | 24.15 |
| 800.01 to 900.00 | 26.20 |
| 900.01 to 1,000.00 | 28.25 |
| **Additional COD Services** | Fee |
| COD Restricted Delivery | $5.30 |

## Insurance

| Amount for Merchandise Insurance Coverage Desired | Fee[1] |
|---|---|
| $0.01 - $50.00 | $2.25 |
| 50.01 - 100.00 | 2.85 |
| 100.01 - 200.00 | 3.55 |
| 200.01 - 300.00 | 4.70 |
| 300.01 - 400.00 | 5.90 |
| 400.01 - 500.00 | 7.10 |
| 500.01 - 600.00 | 9.55 |
| 600.01 - 5,000.00 (maximum liability is $5,000) | $9.55 plus $1.40 per $100.00 or fraction thereof over $600 in declared value |
| **Additional Insurance Services** | Fee |
| Insurance Restricted Delivery[2] | $5.30 |

1. Bulk Insurance discount $0.80 per piece.
2. For articles insured for more than $500.

## Return Receipt

| (In conjunction with another extra service) | | Fee |
|---|---|---|
| Requested at time of mailing | (Hard copy PS Form 3811) | $2.85 |
| | Electronic | 1.70 |

## Return Receipt for Merchandise

| Individual Pieces | Fee |
|---|---|
| Requested at time of mailing | $4.30 |

## Signature Confirmation Services

| Individual Pieces | | Fee |
|---|---|---|
| First-Class Package Service—Retail | Retail | $3.15 |
| | Electronic | 2.65 |
| First-Class Package Service—Commercial | Electronic | 2.65 |
| Package Services (Library Mail, Media Mail, Bound Printed Matter) | Retail | 3.15 |
| | Electronic | 2.65 |
| Parcel Select | Electronic | 2.65 |
| Priority Mail | Retail | 3.15 |
| | Electronic | 2.65 |
| USPS Retail Ground | Retail | 3.15 |
| | Electronic | 2.65 |
| **Additional Signature Confirmation Services** | | Fee |
| Signature Confirmation Restricted Delivery | Retail | $8.45 |
| | Electronic | 7.95 |
| Adult Signature Required | | $6.65 |
| Adult Signature Restricted Delivery | | 6.90 |

# Domestic—Extra Services and Fees

## Registered Mail

| Declared Value | Fee (in addition to postage) |
|---|---|
| $0.00 | $12.60 |
| 0.01 - 100.00 | 13.20 |
| 100.01 - 500.00 | 15.25 |
| 500.01 - 1,000.00 | 16.95 |
| 1,000.01 - 2,000.00 | 18.65 |
| 2,000.01 - 3,000.00 | 20.35 |
| 3,000.01 - 4,000.00 | 22.05 |
| 4,000.01 - 5,000.00 | 23.75 |
| 5,000.01 - 15,000,000.00 | 23.75<br>plus $1.70 per each $1,000.00 or fraction thereof |
| Over $15,000,000 | $25,515.25<br>+ amount determine by Postal Service based on weight, space, and value |

| Additional Registered Mail Services | Fee (in addition to Registered Mail fee and postage) |
|---|---|
| Registered Mail COD Charge (maximum amount collectible is $1,000) | $6.00 |
| Registered Mail Restricted Delivery | 5.30 |

Fees for articles valued over $50,000 are for handling only. Maximum amount of insurance coverage available is $50,000.

## Special Handling

| Individual Pieces | Fee |
|---|---|
| Fragile | $11.15 |

## USPS Tracking

| Individual Pieces | Fee |
|---|---|
| USPS Marketing Mail (parcels only) | $0.20 |
| First-Class Package Service—Retail | Included |
| First-Class Package Service—Commercial | Included |
| Package Services (Library Mail, Media Mail, Bound Printed Matter) | Included |
| Parcel Select | Included |
| Priority Mail | Included |
| USPS Returns (First-Class Package Service—Retail and Priority Mail with integrated retail systems label, and Parcel Select Ground) | Included |
| USPS Retail Ground | Included |

# Domestic—Other Services and Fees

## Address Correction Service

| | Fee |
|---|---|
| Per manual notice issued | $0.62 |
| Per electronic notice (or manual notice for electronic option customers issued) | |
| First-Class Mail | 0.14 |
| First-Class Package Service–Retail | 0.14 |
| Other than First-Class Mail | 0.32 |
| Per automated notice issued | |
| First-Class Mail letters (first two notices) | 0.08 |
| First-Class Mail letters (per additional notice) | 0.15 |
| USPS Marketing Mail letters (first two notices) | 0.11 |
| USPS Marketing Mail letters (per additional notice) | 0.28 |
| Pieces eligible for Full-Service Intelligent Mail option | 0.00 |
| Per piece forwarding fee (when service is provided in conjunction with ACS and applicable ancillary service endorsements) | |
| Forwarded USPS Marketing Mail Letter | 0.46 |
| Forwarded USPS Marketing Mail Flat | 1.53 |
| Forwarded USPS Marketing Mail Parcel | 4.63 |
| Forwarded Bound Printed Matter Flat | 3.27 |
| Forwarded Parcel Select Lightweight Parcel | 4.75 |

## Business Reply Mail

| | High Volume | Basic |
|---|---|---|
| Annual permit fee (letters and flats) | $240.00 | $240.00 |
| Annual permit fee (parcels only) | 0.00 | 0.00 |
| Annual account maintenance fee | 725.00 | none |
| 1-ounce letter price + per piece[1] | 0.55 + 0.093 | 0.55 + 0.85 |
| 1-ounce flat price + per piece[1] | 1.00 + 0.093 | 1.00 + 0.85 |
| Parcels per piece fee[2,3] | 0.093 | 0.85 |
| Card price + per piece[1] | 0.35 + 0.093 | 0.35 + 0.85 |

## Qualified Business Reply Mail (QBRM)

| | High Volume | Basic |
|---|---|---|
| Annual permit fee | $0.00 | $0.00 |
| Annual account maintenance fee | 725.00 | 725.00 |
| Quarterly Fee | 2460.00 | none |
| 1-ounce letter price + per piece | 0.534 + 0.015 | 0.534 + 0.072 |
| 2-ounce letter price + per piece | 0.684 + 0.015 | 0.684 + 0.072 |
| Card price + per piece | 0.334 + 0.015 | 0.334 + 0.072 |

## Bulk Weight Averaged Nonletter-Size BRM

| | Fee |
|---|---|
| Annual permit fee | $240.00 |
| Annual account maintenance fee | 725.00 |
| Monthly maintenance fee | 1200.00 |
| Per piece fee[3] | 0.020 |

1. Use FCM–Retail prices for letters (stamped), cards, and flats; use Priority Mail retail prices for flats over 13 ounces.
2. Use FCPS–Retail prices for parcels; use Priority Mail retail prices for parcels over 13 ounces.
3. In addition to the applicable First-Class Mail, FCPS–Retail or Priority Mail retail price.

## Caller Service

| Fee Group—Semi Annual | Fee |
|---|---|
| 1 (30,31,38) | $815.00 |
| 2 (32,39) | 755.00 |
| 3 (33,40) | 695.00 |
| 4 (34,41) | 655.00 |
| 5 (35,42) | 620.00 |
| 6 (36,43) | 575.00 |
| 7 (37,44) | 550.00 |
| Additional Caller Services for each reserved call number, per calendar year | 55.00 |

Fee groups in parentheses are corresponding fee groups for Competitive Post Office Box service locations, identified at usps.com/manage/po-boxes.

## Credit Card Authentication Fee

| | Fee |
|---|---|
| Per Authentication (COA only) | $1.05 |

## Live Animal Transportation Fee

| | Fee |
|---|---|
| (Day Old Poultry Only) Priority Mail Express and Priority Mail, Zones 5–9, per pound | $0.20 |

## Money Orders

| | Fee |
|---|---|
| Domestic money order | |
| $0.01 to $500 | $1.25 |
| 500.01 to 1,000 (max. amount $1,000) | 1.75 |
| Postal military money order (issued by military facilities) | 0.45 |
| Inquiry fee (includes the issuance of a copy of a paid money order) | 6.25 |

## Parcel Airlift (PAL)

| Weight Not Over | Fee |
|---|---|
| 2 pounds | $0.85 |
| 3 pounds | 1.50 |
| 4 pounds | 2.00 |
| 30 pounds | 2.70 |

## Package Intercept

| | Fee |
|---|---|
| Per Piece (domestic only) | $14.65 |

## Pickup on Demand

| | Fee |
|---|---|
| Per Pickup | $24.00 |

# Domestic—Other Services and Fees

| **Premium Forwarding Services** | | Fee |
|---|---|---|
| Residential (Priority Mail Only) | | |
| Enrollment—online | | $20.10 |
| Enrollment—retail | | 21.90 |
| Weekly shipment charge | | 21.90 |
| Commercial (Priority Mail Express or Priority Mail) | | |
| Annual Enrollment—online | | $20.10 |
| Shipment charge (sacks) | Based on weight and zone | |
| Priority Mail Express | Half Tray | 56.15 |
| | Full Tray | 110.80 |
| Priority Mail | Half Tray | 24.40 |
| | Full Tray | 44.50 |
| Local (PO Box to Local Address) | | |
| Annual Enrollment Fee Online | | 20.10 |
| Reshipment charge (per container) | | 21.90 |

**Premium Data Retention and Retrieval Service**
Prices (per package)

| Retention Period | Scan Retention | Scan + Signature Retention |
|---|---|---|
| 6 Months | $2.10 | - |
| 1 Year | 2.59 | - |
| 3 Years | 3.59 | 4.59 |
| 5 Years | 4.59 | 5.59 |
| 7 Years | 5.59 | 6.99 |
| 10 Years | 9.99 | 12.99 |

| **Prices (per retrieved report)** | Fee |
|---|---|
| Archive Statement of Tracking | $9.99 |
| Archive Signature Letter | 19.99 |

# Domestic—PO Box Service

## PO Box Service—Competitive

**Competitive Box Size and Fee**
**Per Semi-Annual (6-month) Period**

| Fee Group | 1 | 2 | 3 | 4 | 5 |
|---|---|---|---|---|---|
| C30 | $75.00 | $150.00 | $250.00 | $400.00 | $625.00 |
| C31 | 75.00 | 108.00 | 183.00 | 249.00 | 380.00 |
| C32 | 67.00 | 95.00 | 163.00 | 226.00 | 338.00 |
| C33 | 59.00 | 84.00 | 144.00 | 205.00 | 298.00 |
| C34 | 53.00 | 74.00 | 127.00 | 182.00 | 266.00 |
| C35 | 46.00 | 65.00 | 113.00 | 159.00 | 234.00 |
| C36 | 40.00 | 57.00 | 98.00 | 137.00 | 205.00 |
| C37 | 35.00 | 49.00 | 85.00 | 120.00 | 176.00 |
| C38 | 75.00 | 108.00 | 183.00 | 249.00 | 380.00 |
| C39 | 67.00 | 95.00 | 163.00 | 226.00 | 338.00 |
| C40 | 59.00 | 84.00 | 144.00 | 205.00 | 298.00 |
| C41 | 53.00 | 74.00 | 127.00 | 182.00 | 266.00 |
| C42 | 46.00 | 65.00 | 113.00 | 159.00 | 234.00 |
| C43 | 40.00 | 57.00 | 98.00 | 137.00 | 205.00 |
| C44 | 35.00 | 49.00 | 85.00 | 120.00 | 176.00 |

**Competitive Box Size and Fee**
**Per Quarterly (3-month) Period**

| Fee Group | 1 | 2 | 3 | 4 | 5 |
|---|---|---|---|---|---|
| C30 | $44.00 | $87.00 | $144.00 | $230.00 | $360.00 |
| C31 | 43.00 | 62.00 | 105.00 | 143.00 | 219.00 |
| C32 | 39.00 | 55.00 | 94.00 | 130.00 | 194.00 |
| C33 | 34.00 | 48.00 | 83.00 | 118.00 | 171.00 |
| C34 | 30.00 | 43.00 | 73.00 | 105.00 | 153.00 |
| C35 | 26.00 | 37.00 | 65.00 | 91.00 | 135.00 |
| C36 | 23.00 | 33.00 | 56.00 | 79.00 | 118.00 |
| C37 | 20.00 | 28.00 | 49.00 | 69.00 | 101.00 |
| C38 | 43.00 | 62.00 | 105.00 | 143.00 | 219.00 |
| C39 | 39.00 | 55.00 | 94.00 | 130.00 | 194.00 |
| C40 | 34.00 | 48.00 | 83.00 | 118.00 | 171.00 |
| C41 | 30.00 | 43.00 | 73.00 | 105.00 | 153.00 |
| C42 | 26.00 | 37.00 | 65.00 | 91.00 | 135.00 |
| C43 | 23.00 | 33.00 | 56.00 | 79.00 | 118.00 |
| C44 | 20.00 | 28.00 | 49.00 | 69.00 | 101.00 |

The ZIP Codes for Competitive locations and their assigned fee groups may be found at usps.com/manage/po-boxes or your local Post Office.

## PO Box Service—Market Dominant

**Market Dominant Box Size and Fee**
**Per Semi-Annual (6-month) Period**

| Fee Group | 1 | 2 | 3 | 4 | 5 |
|---|---|---|---|---|---|
| 1 | $57.00 | $84.00 | $145.00 | $265.00 | $416.00 |
| 2 | 45.00 | 69.00 | 117.00 | 220.00 | 344.00 |
| 3 | 38.00 | 56.00 | 97.00 | 178.00 | 281.00 |
| 4 | 32.00 | 46.00 | 75.00 | 137.00 | 236.00 |
| 5 | 28.00 | 38.00 | 60.00 | 104.00 | 168.00 |
| 6 | 23.00 | 32.00 | 47.00 | 76.00 | 133.00 |
| 7 | 21.00 | 28.00 | 42.00 | 62.00 | 109.00 |
| E | - | - | - | - | - |

**Market Dominant Box Size and Fee**
**Per Quarterly (3-month) Period**

| Fee Group | 1 | 2 | 3 | 4 | 5 |
|---|---|---|---|---|---|
| 1 | $34.00 | $50.00 | $87.00 | $159.00 | $249.00 |
| 2 | 27.00 | 41.00 | 70.00 | 132.00 | 205.00 |
| 3 | 23.00 | 34.00 | 58.00 | 107.00 | 168.00 |
| 4 | 19.00 | 28.00 | 45.00 | 82.00 | 141.00 |
| 5 | 16.00 | 23.00 | 36.00 | 62.00 | 100.00 |
| 6 | 14.00 | 19.00 | 28.00 | 46.00 | 79.00 |
| 7 | 13.00 | 17.00 | 26.00 | 37.00 | 64.00 |

## Additional Fees and Services

| Market Dominant and Competitive | |
|---|---|
| Deposit per key issued[1] | $4.00 |
| Key duplication or replacement (after first two keys), each | 8.00 |
| Lock replacement/late payment fee | 23.00 |

1. No deposit for first two keys at Competitive locations

# Domestic—Business Mailing Fees and Stationery

## Domestic Business Mailing Fees

| **Additional Service Fee** | Fee |
|---|---|
| Forward and Return to Sender Parcel Select, per piece | $3.00 |
| ACS with Shipper Paid Forwarding/Returns, Parcel Select, per piece | 2.50 |
| **Annual Mailing Fees (per 12-month period)** | Fee |
| First-Class Mail Presort, per office of mailing | $240.00 |
| USPS Marketing Mail | 240.00 |
| Bound Printed Matter (destination entry flats only) | 240.00 |
| **Bulk Parcel Return Service** | Fee |
| Per piece returned, regardless of weight | $3.50 |
| **Move Update** | Fee |
| Assessment charge | 0.08 |
| **Periodicals Application Fees** | Fee |
| Original entry | $740.00 |
| Reentry (change title, frequency, known office of publication, or qualification category) | 90.00 |
| Registration for news agents | 90.00 |
| **Permit Imprint** | Fee |
| Application fee | $240.00 |
| **Picture Permit Imprint** | Fee |
| First-Class Mail (postcards or letters) per piece | $0.010 |
| USPS Marketing Mail (letters) per piece | 0.021 |
| **Shipper Paid Forwarding/Returns** | Fee |
| For parcels sent as USPS Marketing Mail, Package Services, or Parcel Select (including Parcel Select Lightweight), (ACS required.) | |
| Annual account maintenance fee (optional) | $725.00 |

## Stationery

Plain Stamped Envelopes

| | Fee | |
|---|---|---|
| **Type** | Each | 500 |
| Size 6 3/4 | $0.14 | $18.15 |
| Size 10 | 0.14 | 20.70 |

Personalized Stamped Envelopes

| | Fee | |
|---|---|---|
| **Type** | 50 | 500 |
| Size 6 3/4 | $6.00 | $27.95 |
| Size 10 | 6.00 | 31.70 |

Stamped Envelope Premium Features

| | Fee | |
|---|---|---|
| **Type** | 50 | 500 |
| Custom font (personalized only) | $1.10 | $2.30 |
| Window | 1.10 | 2.30 |
| Pressure Sensitive Seal | 5.45 | 16.15 |

Stamped Cards

| **Type** | Fee |
|---|---|
| Single card | $0.04 |
| Double reply-paid card | 0.08 |
| Sheet of 40 cards (uncut) | 1.60 |
| 4-up cards (ten 4-card sheets) | 1.70 |

Stamped Cards Premium Options

| | Fee | |
|---|---|---|
| **Type** | 250 | 1000 |
| Printing of return address | $20.25 | $50.50 |
| Font size, style, and/or ink color | 1.05 | 2.05 |
| Monogram | 1.05 | 2.05 |
| 4-Color Logo | 82.00 | 87.00 |
| 4-Color Logo—each additional 250 cards | 5.10 | NA |
| 4-Color Logo—each additional 1,000 cards | NA | 10.25 |

Note: Stationery fees are in addition to postage.

# Address Management Systems (AMS)

| Address Sequencing Service | Fee |
|---|---|
| Minimum fee | $0.48 |

| AEC | Fee |
|---|---|
| Per record | $0.027 |
| Minimum fee | 27.00 |

| AEC II (Address Element Correction) | Fee |
|---|---|
| 1–100 records (minimum fee) | $35.00 |
| Each record over 100 | 0.35 |

| AIS (Address Information System) Viewer[1] | |
|---|---|
| **Per System** | Fee |
| City State delivery type | $80.00 |
| County name retrieval | 80.00 |
| Delivery statistic retrieval | 105.00 |
| ZIP + 4 retrieval | 80.00 |

| AMS API | Fee |
|---|---|
| Developer's Kit, one platform | $5,800.00 |
| Each additional, per platform | 2,000.00 |
| Resell License, one platform | 24,740.00 |
| Each additional, per platform | 12,445.00 |
| Additional Database License | |
| 1-100 | $3,050.00 |
| 101-200 | 6,200.00 |
| 201-300 | 9,300.00 |
| 301-400 | 12,400.00 |
| 401-500 | 15,700.00 |
| 501-600 | 18,850.00 |
| 601-700 | 21,800.00 |
| 701-800 | 25,100.00 |
| 801-900 | 28,500.00 |
| 901-1,000 | 31,350.00 |
| 1,001-10,000 | 40,550.00 |
| 10,001-20,000 | 49,900.00 |
| 20,001-30,000 | 59,750.00 |
| 30,001-40,000 | 69,050.00 |
| RDI API Developers Kit | |
| Each, per platform | $465.00 |
| Resell License, one platform | 1,750.00 |
| Each additional, per platform | 990.00 |

1. A single issue can be purchased for 66% of the annual subscription price.

| CRIS (Carrier Route Information System) Route[1] | Fee |
|---|---|
| Per State—Annual subscription | $55.00 |
| All States—Annual subscription | 1000.00 |

| Cass (Coding Accuracy Support System) Certification | |
|---|---|
| **Cycle Testing: (for next cycle)** | Fee |
| August–January | $200.00 |
| February, March | 500.00 |
| April | 600.00 |
| May | 700.00 |
| June | 800.00 |
| July | 900.00 |
| **Cycle Testing: (for current cycle)** | |
| After July 31st | $1,000.00 |

| Change-of-Address Customer Notification Letter Reprint | Fee |
|---|---|
| Per reprint | $55.00 |

| Change-of-Address Info (Election Boards/Registration Commissions) | Fee |
|---|---|
| Per change of address | $0.48 |

| City State[1] | Fee |
|---|---|
| Annual subscription | $415.00 |

| Computerized Delivery Sequence (CDS) | Fee |
|---|---|
| Per record | $0.012 |
| Minimum fee | 60.00 |

| Correction of Address Lists | Fee |
|---|---|
| Per submitted address | $0.48 |
| Minimum charge per list (30 items) | 14.40 |

| Delivery Statistics[1] | Fee |
|---|---|
| Annual subscription | $415.00 |

| DPV (Delivery Point Validation) | Fee |
|---|---|
| Per year | $11,850.00 |

| DSF2 Service (Delivery Sequence File) | Fee |
|---|---|
| Per year | $118,000.00 |
| Each additional location per year | 59,000.00 |
| Each additional platform per location per year | 59,000.00 |

# Address Management System (AMS)

| eLOT Service (Enhanced Line of Travel)[1] | Fee |
|---|---|
| Per State—annual subscription | $55.00 |
| All States—annual subscription | 1000.00 |

| 5-Digit ZIP[1] | Fee |
|---|---|
| All States—annual subscription | $590.00 |

| Labeling Lists | Fee |
|---|---|
| Per year | $65.00 |

| LACS$^{LINK}$ (Locatable Address Conversion System) | Fee |
|---|---|
| Interface developer (first year) | $1,175.00 |
| Interface developer (each one-year extension) | 370.00 |
| Interface distributor (per year) | 1,375.00 |
| Data distributor (per year) | 370.00 |
| End user (per year) | 370.00 |

| Mass Certification (Multi-Line Accuracy Support System) | Fee |
|---|---|
| Mass Manufacturers (MLOCR) | |
| Cycle Testing: (for next cycle) November–June | $500.00 |
| Cycle Testing: July | 1,000.00 |
| Cycle Testing: (for current cycle) after July 31st | 1,500.00 |
| Mass End-Users (MLOCR) | |
| Cycle Testing: (for next cycle) March–June | 500.00 |
| Cycle Testing: July | 1,000.00 |
| Cycle Testing: (for current cycle) after July 31st | 1,500.00 |
| Mass Manufacturers (Encoder) | |
| Cycle Testing: (for next cycle) November–June | 300.00 |
| Cycle Testing: July | 750.00 |
| Cycle Testing: (for current cycle) after July 31st | 1,000.00 |
| Mass End-Users (Encoder) | |
| Cycle Testing: (for next cycle) March–June | 300.00 |
| Cycle Testing: July | 750.00 |
| Cycle Testing: (for current cycle) after July 31st | 1,000.00 |
| MASS IMb Quality Testing | 300.00 |

| NCOA$^{Link}$ Service (National Change of Address) | Fee |
|---|---|
| Initial Interface Developer (first year fee) | $6,500.00 |
| Software Developer (per each one-year extension) | 1,250.00 |
| Interface Software Distributor License (per year) | 31,300.00 |
| Full Service Provider (per year) | 220,000.00 |
| Full Service Provider each additional site (per year) | 108,000.00 |
| Limited Service Provider (per year) | 18,600.00 |
| Limited Service Provider each additional site (per year) | 9,300.00 |
| Limited Service Provider with ANK$^{Link}$ per year ($18,600.00 + $4,350.00) | 22,950.00 |
| Limited Service Provider with ANK$^{Link}$ each additional site ($9,300.00 + $2,000.00) | 11,300.00 |

*Continued on next column*

| NCOA$^{Link}$ Service (National Change of Address) | Fee |
|---|---|
| End User (first year) | $9,300.00 |
| End User each additional site | 4,350.00 |
| End User with ANK$^{Link}$ per year ($9,300.00 + $955.00) | 10,255.00 |
| Mail Processing Equipment (per year each site) | 9,300.00 |
| NCOA$^{Link}$ MPE with ANK$^{Link}$ (per year each site) ($9,300.00 + $955.00) | 10,255.00 |
| NCOA$^{Link}$ Test Audit (initial test) | 1,250.00 |
| NCOA$^{Link}$ Re-Testing | 1,250.00 |

Initial NCOA$^{Link}$ license fees will be prorated based on the number of full months remaining in the license year. The proration of fees does not apply to the Interface Software Developer License.

| Official Zone Charts (Per Year) | Fee |
|---|---|
| National Matrix | $65.00 |
| International Service Center (ISC) | 68.00 |

| RDI Service[1] | Fee |
|---|---|
| Annual subscription | $380.00 |

| Z4 Change (Large Mailing List Updates) | Fee |
|---|---|
| Annual subscription | $3,600.00 |

| ZIP + 4 Service[1] | Fee |
|---|---|
| Per State—Annual subscription | $55.00 |
| All States—Annual subscription | 1000.00 |

| ZIP Code Sortation (Mailing List) | Fee |
|---|---|
| Per 1,000 or fraction thereof | $150.00 |

| ZIP Move[1] | Fee |
|---|---|
| Annual subscription | $120.00 |

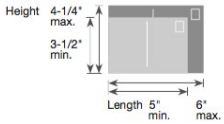
| 99 Percent Accurate Method | Fee |
|---|---|
| Per 1,000 addresses per year | $1.20 |
| Minimum fee | 120.00 |

1. A single issue can be purchased for 66% of the annual subscription price

# Quick Reference—Domestic

| Shape | Size | Price |
|---|---|---|

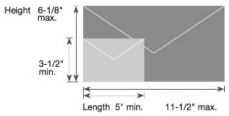
**Postcards**




| | minimum | maximum |
|---|---|---|
| length | 5 inches | 6 inches |
| height | 3-1/2 inches | 4-1/4 inches |
| thickness | 0.007 inch | 0.016 inch |

$0.35

**Letters**

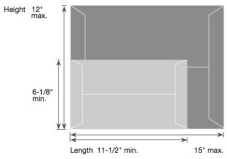



| | minimum | maximum |
|---|---|---|
| length | 5 inches | 11-1/2 inches |
| height | 3-1/2 inches | 6-1/8 inches |
| thickness | 0.007 inch | 1/4 inch |

Letters that meet one or more of the nonmachinable characteristics in DMM 101.1.2 are also subject to the $0.15 nonmachinable surcharge

| Weight Not Over (oz.) | Stamped | Metered |
|---|---|---|
| 1 | $0.55 | $0.50 |
| 2 | 0.70 | 0.65 |
| 3 | 0.85 | 0.80 |
| 3.5 | 1.00 | 0.95 |

**Large Envelopes (Flats)**

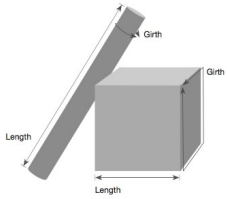



| | minimum* | maximum |
|---|---|---|
| length | 11-1/2 inches | 15 inches |
| height | 6-1/8 inches | 12 inches |
| thickness | 1/4 inch | 3/4 inch |

* Flats exceed at least one of these dimensions.
Pieces that are rigid, nonrectangular, or not uniformly thick pay parcel prices.

| Weight Not Over (oz.) | Price |
|---|---|
| 1 | $1.00 |
| 2 | 1.20 |
| 3 | 1.40 |
| 4 | 1.60 |
| 5 | 1.80 |
| 6 | 2.00 |
| 7 | 2.20 |
| 8 | 2.40 |
| 9 | 2.60 |
| 10 | 2.80 |
| 11 | 3.00 |
| 12 | 3.20 |
| 13 | 3.40 |

**Parcels**




Length + girth combined cannot exceed 108 inches. (USPS Retail Ground cannot exceed 130 inches.)
length: the longest side of the parcel
girth: measurement around the thickest part (perpendicular to the length)

**First-Class Package Service**

| Weight Not Over (oz.) | Zone | | | | | | | |
|---|---|---|---|---|---|---|---|---|
| | 1 & 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| 1 | $3.80 | $3.85 | $3.90 | $3.95 | $4.00 | $4.05 | $4.20 | $4.20 |
| 2 | 3.80 | 3.85 | 3.90 | 3.95 | 4.00 | 4.05 | 4.20 | 4.20 |
| 3 | 3.80 | 3.85 | 3.90 | 3.95 | 4.00 | 4.05 | 4.20 | 4.20 |
| 4 | 3.80 | 3.85 | 3.90 | 3.95 | 4.00 | 4.05 | 4.20 | 4.20 |
| 5 | 4.60 | 4.65 | 4.70 | 4.75 | 4.80 | 4.90 | 5.00 | 5.00 |
| 6 | 4.60 | 4.65 | 4.70 | 4.75 | 4.80 | 4.90 | 5.00 | 5.00 |
| 7 | 4.60 | 4.65 | 4.70 | 4.75 | 4.80 | 4.90 | 5.00 | 5.00 |
| 8 | 4.60 | 4.65 | 4.70 | 4.75 | 4.80 | 4.90 | 5.00 | 5.00 |
| 9 | 5.30 | 5.35 | 5.40 | 5.45 | 5.50 | 5.65 | 5.75 | 5.75 |
| 10 | 5.30 | 5.35 | 5.40 | 5.45 | 5.50 | 5.65 | 5.75 | 5.75 |
| 11 | 5.30 | 5.35 | 5.40 | 5.45 | 5.50 | 5.65 | 5.75 | 5.75 |
| 12 | 5.30 | 5.35 | 5.40 | 5.45 | 5.50 | 5.65 | 5.75 | 5.75 |
| 13 | 5.90 | 5.95 | 6.05 | 6.15 | 6.20 | 6.40 | 6.50 | 6.50 |

# International

# Flat Rate—International

## Retail

| Priority Mail Express International | Price Groups 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 |
|---|---|---|---|---|---|---|---|---|
| **Flat Rate Envelopes**<br>(max wt. 4 lbs.)<br>12-1/2" x 9-1/2" and 15" x 9-1/2" | $45.95 | $61.65 | $66.50 | $64.95 | $64.95 | $69.35 | $64.85 | $68.95 |

| Priority Mail International | Price Groups Canada | 2 | 3 | 4 | 5 | 6 | 7 | 8 |
|---|---|---|---|---|---|---|---|---|
| **Flat Rate Envelopes**<br>(max wt. 4 lbs.)<br>12-1/2" x 9-1/2" and 15" x 9-1/2" | $26.90 | $33.75 | $35.35 | $37.45 | $36.45 | $38.60 | $36.45 | $37.45 |
| **Small Flat Rate Box**<br>(max wt. 4 lbs.)<br>8-5/8" x 5-3/8" x 1-5/8" Inside<br>8-11/16" x 5-7/16" x 1-3/4" Outside | 27.90 | 35.35 | 36.45 | 38.60 | 37.45 | 39.60 | 37.45 | 38.60 |
| **DVD Flat Rate Box**[1]<br>(max wt. 4 lbs.)<br>7-9/16" x 5-7/16" x 5/8" Inside<br>8-3/4" x 5-9/16" x 7/8" Outside | 27.90 | 35.35 | 36.45 | 38.60 | 37.45 | 39.60 | 37.45 | 38.60 |
| **Large Video Flat Rate Box**[1]<br>(max wt. 4 lbs.)<br>9-1/4" x 6-1/4" x 2" Inside<br>9-9/16" x 6-7/16″ x 1-3/4" Outside | 27.90 | 35.35 | 36.45 | 38.60 | 37.45 | 39.60 | 37.45 | 38.60 |
| **Medium Flat Rate Boxes**<br>(max wt. 20 lbs.)<br>11" x 8-1/2" x 5-1/2" Inside<br>11-1/4" x 8-3/4" x 6" Outside<br><br>13-5/8" x 11-7/8" x 3-3/8" Inside<br>14" x 12" x 3-1/2" Outside | 51.55 | 75.95 | 77.50 | 75.35 | 79.65 | 86.40 | 78.60 | 81.75 |
| **Large Flat Rate Boxes**<br>(max wt. 20 lbs.)<br>12" x 12" x 5-1/2" Inside<br>12-1/4" x 12-1/4" x 6" Outside<br><br>23-11/16" x 11-3/4" x 3" Inside<br>24-1/16" x 11-7/8" x 3-1/8" Outside | 67.05 | 99.10 | 101.20 | 99.10 | 103.35 | 109.15 | 102.35 | 107.05 |

1. Packaging only available at USPS.com.

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 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 are 70 lbs. Weight restrictions for Priority Mail International are 4 lbs. for the Flat Rate Envelopes, Small Flat Rate Box, DVD Box, and Large Video Box; 20 lbs. for the Medium and Large Flat Rate Boxes. Priority Mail Express International Flat Rate Envelopes have a maximum weight of 4 lbs.

# Global Express Guaranteed

## Retail—Large Envelopes & Parcels

| Weight Not Over (lbs.) | Price Group 1 Canada | 2 Mexico | 3 | 4 | 5 | 6 | 7 | 8 |
|---|---|---|---|---|---|---|---|---|
| 0.5 | $67.80 | $75.50 | $87.05 | $142.95 | $96.45 | $101.00 | $75.80 | $119.20 |
| 1 | 81.10 | 82.15 | 98.65 | 162.80 | 111.95 | 114.95 | 89.70 | 133.90 |
| 2 | 86.65 | 89.30 | 106.05 | 180.15 | 119.45 | 123.85 | 100.25 | 149.25 |
| 3 | 92.25 | 96.50 | 113.45 | 197.55 | 126.95 | 132.80 | 110.75 | 164.60 |
| 4 | 97.80 | 103.70 | 120.85 | 214.90 | 134.45 | 141.70 | 121.30 | 179.95 |
| 5 | 103.00 | 110.90 | 128.20 | 232.25 | 141.95 | 150.65 | 131.85 | 195.30 |
| 6 | 108.20 | 117.55 | 134.90 | 249.40 | 149.45 | 159.60 | 138.85 | 209.95 |
| 7 | 113.40 | 124.30 | 141.55 | 266.55 | 157.05 | 168.50 | 145.80 | 224.95 |
| 8 | 118.60 | 131.05 | 148.20 | 283.70 | 164.65 | 177.45 | 152.80 | 239.95 |
| 9 | 123.80 | 137.80 | 154.85 | 300.85 | 172.25 | 186.35 | 159.75 | 254.95 |
| 10 | 129.00 | 144.55 | 161.50 | 318.00 | 179.85 | 195.30 | 166.75 | 269.95 |
| 11 | 134.00 | 148.55 | 166.85 | 334.85 | 184.95 | 202.65 | 172.20 | 281.15 |
| 12 | 139.05 | 152.70 | 172.35 | 351.95 | 190.25 | 210.20 | 177.80 | 292.65 |
| 13 | 144.15 | 156.85 | 177.85 | 369.10 | 195.55 | 217.80 | 183.40 | 304.15 |
| 14 | 149.25 | 161.00 | 183.35 | 386.25 | 200.85 | 225.35 | 189.00 | 315.65 |
| 15 | 154.35 | 165.10 | 188.85 | 403.40 | 206.15 | 232.90 | 194.60 | 327.15 |
| 16 | 159.45 | 169.25 | 194.30 | 420.50 | 211.45 | 240.45 | 200.20 | 338.60 |
| 17 | 164.55 | 173.40 | 199.80 | 437.65 | 216.75 | 248.05 | 205.85 | 350.10 |
| 18 | 169.65 | 177.50 | 205.30 | 454.80 | 222.00 | 255.60 | 211.45 | 361.60 |
| 19 | 174.70 | 181.65 | 210.80 | 471.90 | 227.30 | 263.15 | 217.05 | 373.10 |
| 20 | 179.80 | 185.80 | 216.30 | 489.05 | 232.60 | 270.70 | 222.65 | 384.60 |
| 21 | 184.75 | 188.65 | 221.80 | 502.75 | 237.90 | 278.00 | 228.05 | 396.05 |
| 22 | 189.80 | 191.55 | 227.30 | 516.40 | 243.20 | 285.55 | 233.65 | 407.55 |
| 23 | 194.90 | 194.45 | 232.80 | 530.10 | 248.50 | 293.10 | 239.25 | 419.05 |
| 24 | 200.00 | 197.30 | 238.30 | 543.75 | 253.75 | 300.65 | 244.85 | 430.55 |
| 25 | 205.10 | 200.20 | 243.80 | 557.45 | 259.05 | 308.20 | 250.45 | 442.05 |
| 26 | 210.15 | 203.05 | 249.30 | 571.10 | 264.35 | 315.80 | 256.05 | 453.50 |
| 27 | 215.25 | 205.95 | 254.80 | 584.80 | 269.65 | 323.35 | 261.65 | 465.00 |
| 28 | 220.35 | 208.80 | 260.30 | 598.45 | 274.95 | 330.90 | 267.25 | 476.50 |
| 29 | 225.45 | 211.70 | 265.80 | 612.15 | 280.25 | 338.45 | 272.85 | 488.00 |
| 30 | 230.50 | 214.60 | 271.30 | 625.80 | 285.55 | 346.00 | 278.45 | 499.50 |
| 31 | 234.85 | 217.45 | 276.75 | 639.50 | 290.55 | 353.20 | 284.05 | 510.95 |
| 32 | 239.20 | 220.35 | 282.25 | 653.15 | 295.85 | 360.75 | 289.65 | 522.45 |
| 33 | 243.60 | 223.20 | 287.75 | 666.85 | 301.10 | 368.30 | 295.25 | 533.95 |
| 34 | 247.95 | 226.10 | 293.25 | 680.50 | 306.40 | 375.85 | 300.85 | 545.45 |
| 35 | 252.30 | 229.00 | 298.75 | 694.20 | 311.70 | 383.40 | 306.45 | 556.95 |
| 36 | 256.65 | 231.85 | 304.25 | 707.85 | 317.00 | 390.95 | 312.05 | 568.40 |
| 37 | 261.00 | 234.75 | 309.75 | 721.55 | 322.25 | 398.50 | 317.65 | 579.90 |
| 38 | 265.35 | 237.60 | 315.25 | 735.20 | 327.55 | 406.05 | 323.25 | 591.40 |
| 39 | 269.70 | 240.50 | 320.75 | 748.90 | 332.85 | 413.60 | 328.85 | 602.90 |
| 40 | 274.05 | 243.40 | 326.25 | 762.60 | 338.15 | 421.15 | 334.45 | 614.40 |
| 41 | 277.80 | 246.00 | 331.10 | 774.05 | 343.10 | 428.25 | 339.75 | 625.30 |
| 42 | 281.50 | 248.90 | 336.60 | 787.65 | 348.35 | 435.80 | 345.35 | 636.75 |
| 43 | 285.20 | 251.75 | 342.10 | 801.30 | 353.65 | 443.35 | 350.95 | 648.25 |
| 44 | 288.95 | 254.65 | 347.55 | 814.95 | 358.95 | 450.90 | 356.55 | 659.70 |
| 45 | 292.65 | 257.55 | 353.05 | 828.60 | 364.20 | 458.45 | 362.15 | 671.20 |
| 46 | 296.40 | 260.40 | 358.55 | 842.20 | 369.50 | 465.95 | 367.70 | 682.65 |
| 47 | 300.10 | 263.30 | 364.05 | 855.85 | 374.80 | 473.50 | 373.30 | 694.15 |
| 48 | 303.85 | 266.15 | 369.50 | 869.50 | 380.05 | 481.05 | 378.90 | 705.65 |
| 49 | 307.55 | 269.05 | 375.00 | 883.15 | 385.35 | 488.60 | 384.50 | 717.10 |
| 50 | 311.30 | 271.90 | 380.50 | 896.75 | 390.65 | 496.15 | 390.10 | 728.60 |
| 51 | 315.00 | 274.80 | 385.95 | 910.40 | 395.90 | 503.20 | 395.70 | 740.05 |
| 52 | 318.75 | 277.65 | 391.45 | 924.05 | 401.20 | 510.70 | 401.30 | 751.55 |
| 53 | 322.45 | 280.55 | 396.95 | 937.70 | 406.50 | 518.25 | 406.90 | 763.05 |
| 54 | 326.20 | 283.40 | 402.45 | 951.30 | 411.75 | 525.80 | 412.50 | 774.50 |
| 55 | 329.90 | 286.30 | 407.90 | 964.95 | 417.05 | 533.30 | 418.10 | 786.00 |
| 56 | 333.65 | 289.15 | 413.40 | 978.60 | 422.30 | 540.85 | 423.70 | 797.45 |
| 57 | 337.35 | 292.05 | 418.90 | 992.25 | 427.60 | 548.40 | 429.30 | 808.95 |
| 58 | 341.10 | 294.90 | 424.35 | 1005.85 | 432.90 | 555.90 | 434.85 | 820.45 |
| 59 | 344.80 | 297.80 | 429.85 | 1019.50 | 438.15 | 563.45 | 440.45 | 831.90 |
| 60 | 348.55 | 300.65 | 435.35 | 1033.15 | 443.45 | 571.00 | 446.05 | 843.40 |
| 61 | 351.90 | 303.55 | 440.85 | 1046.80 | 448.75 | 578.50 | 451.65 | 854.85 |
| 62 | 355.65 | 306.45 | 446.30 | 1060.40 | 454.00 | 586.05 | 457.25 | 866.35 |
| 63 | 359.35 | 309.30 | 451.80 | 1074.05 | 459.30 | 593.60 | 462.85 | 877.80 |
| 64 | 363.10 | 312.20 | 457.30 | 1087.70 | 464.60 | 601.10 | 468.45 | 889.30 |
| 65 | 366.80 | 315.05 | 462.80 | 1101.35 | 469.85 | 608.65 | 474.05 | 900.80 |
| 66 | 370.50 | 317.95 | 468.25 | 1114.95 | 475.15 | 616.20 | 479.65 | 912.25 |
| 67 | 374.25 | 320.80 | 473.75 | 1128.60 | 480.45 | 623.70 | 485.25 | 923.75 |
| 68 | 377.95 | 323.70 | 479.25 | 1142.25 | 485.70 | 631.25 | 490.85 | 935.20 |
| 69 | 381.70 | 326.55 | 484.70 | 1155.85 | 491.00 | 638.80 | 496.45 | 946.70 |
| 70 | 385.40 | 329.45 | 490.20 | 1169.50 | 496.25 | 646.30 | 502.05 | 958.20 |

Notes

The prices for items mailed in USPS-produced Global Express Guaranteed envelopes are based on the weight and price group of the piece. The prices for items not mailed in USPS-produced GXG envelopes are based on dimensional weight or the actual weight, whichever is greater. See the International Price Calculator at pe.usps.com.

**Global Express Guaranteed is NOT available to**:

Ascension
Burma (Myanmar)
Central African Republic
Comoros
Cuba
Equatorial Guinea
Falkland Islands
Ghana
Guinea-Bissau
Iran
Kiribati
Korea, Democratic Peoples Republic of (North Korea)
Nauru
Pitcairn Island
Saint Helena
Saint Pierre and Miquelon
Samoa
Sao Tome and Principe
Sierra Leone
Solomon Islands
Somalia
South Sudan, Republic of
Sudan
Syrian Arab Republic
Tajikistan
Tristan da Cunha
Turkmenistan
Tuvalu

Listing of countries by price group

# Priority Mail Express International

## Retail—Large Envelopes & Parcels

| Price Groups | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 |
|---|---|---|---|---|---|---|---|---|
| Flat Rate Envelopes (Max. Wt. 4 lbs.) | $45.95 | $61.65 | $66.50 | $64.95 | $64.95 | $69.35 | $64.85 | $68.95 |

| Weight Not Over (lbs.) | Price Group 1 Canada | 2 Mexico | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
|---|---|---|---|---|---|---|---|---|---|---|
| 0.5 | $45.95 | $57.50 | $60.50 | $69.90 | $64.95 | $64.15 | $64.85 | $61.95 | $59.90 | $69.35 |
| 1 | 50.30 | 59.90 | 65.00 | 71.35 | 66.95 | 68.20 | 70.90 | 67.35 | 65.05 | 72.45 |
| 2 | 55.65 | 64.20 | 70.90 | 77.00 | 71.30 | 73.25 | 77.80 | 72.85 | 70.15 | 79.10 |
| 3 | 61.05 | 68.55 | 76.80 | 82.70 | 75.65 | 78.30 | 84.75 | 78.40 | 75.25 | 85.70 |
| 4 | 66.40 | 72.85 | 82.70 | 88.35 | 80.00 | 83.30 | 91.70 | 83.90 | 80.35 | 92.35 |
| 5 | 71.75 | 77.15 | 88.55 | 94.00 | 84.35 | 88.35 | 98.60 | 89.40 | 85.40 | 98.95 |
| 6 | 77.10 | 80.20 | 92.95 | 99.90 | 88.70 | 93.50 | 105.55 | 94.85 | 90.25 | 106.00 |
| 7 | 82.45 | 83.25 | 97.25 | 105.55 | 93.05 | 98.65 | 112.45 | 100.25 | 95.05 | 112.85 |
| 8 | 87.85 | 86.25 | 101.55 | 111.25 | 97.40 | 103.75 | 119.40 | 105.65 | 99.80 | 119.70 |
| 9 | 93.20 | 89.30 | 105.85 | 116.95 | 101.75 | 108.90 | 126.35 | 111.10 | 104.55 | 126.55 |
| 10 | 98.55 | 92.35 | 110.20 | 122.60 | 106.10 | 114.05 | 133.25 | 116.50 | 109.35 | 133.40 |
| 11 | 103.80 | 95.45 | 114.00 | 128.35 | 110.45 | 119.40 | 140.05 | 121.80 | 114.20 | 140.35 |
| 12 | 108.95 | 98.50 | 117.85 | 134.00 | 114.80 | 124.55 | 147.00 | 127.20 | 119.10 | 147.30 |
| 13 | 114.10 | 101.55 | 121.65 | 139.65 | 119.15 | 129.70 | 153.90 | 132.65 | 124.00 | 154.25 |
| 14 | 119.25 | 104.55 | 125.50 | 145.25 | 123.50 | 134.85 | 160.80 | 138.05 | 128.85 | 161.20 |
| 15 | 124.40 | 107.60 | 129.30 | 150.90 | 127.85 | 140.00 | 167.75 | 143.45 | 133.75 | 168.15 |
| 16 | 129.55 | 110.55 | 133.15 | 156.55 | 132.20 | 145.20 | 174.65 | 148.85 | 138.60 | 175.10 |
| 17 | 134.70 | 113.50 | 136.95 | 162.15 | 136.55 | 150.35 | 181.60 | 154.25 | 143.50 | 182.10 |
| 18 | 139.85 | 116.40 | 140.80 | 167.80 | 140.90 | 155.50 | 188.50 | 159.70 | 148.35 | 189.05 |
| 19 | 145.00 | 119.35 | 144.60 | 173.45 | 145.25 | 160.65 | 195.45 | 165.10 | 153.25 | 196.00 |
| 20 | 150.15 | 122.25 | 148.45 | 179.05 | 149.60 | 165.80 | 202.35 | 170.50 | 158.10 | 202.95 |
| 21 | 155.30 | 125.20 | 152.40 | 184.70 | 153.95 | 170.95 | 209.10 | 175.10 | 163.00 | 210.10 |
| 22 | 160.45 | 128.15 | 156.25 | 190.35 | 158.30 | 176.10 | 216.00 | 180.45 | 167.90 | 217.05 |
| 23 | 165.60 | 131.05 | 160.10 | 195.95 | 162.65 | 181.25 | 222.90 | 185.85 | 172.75 | 224.05 |
| 24 | 170.75 | 134.00 | 163.90 | 201.60 | 167.00 | 186.40 | 229.85 | 191.25 | 177.65 | 231.00 |
| 25 | 175.90 | 136.95 | 167.75 | 207.25 | 171.35 | 191.55 | 236.75 | 196.65 | 182.50 | 237.95 |
| 26 | 181.05 | 139.85 | 171.55 | 212.85 | 175.70 | 196.70 | 243.65 | 202.00 | 187.40 | 244.90 |
| 27 | 186.20 | 142.80 | 175.40 | 218.50 | 180.05 | 201.85 | 250.60 | 207.40 | 192.25 | 251.90 |
| 28 | 191.35 | 145.70 | 179.25 | 224.15 | 184.40 | 207.00 | 257.50 | 212.80 | 197.15 | 258.85 |
| 29 | 196.50 | 148.65 | 183.05 | 229.75 | 188.75 | 212.15 | 264.40 | 218.15 | 202.00 | 265.80 |
| 30 | 201.60 | 151.60 | 186.90 | 235.40 | 193.10 | 217.30 | 271.35 | 223.55 | 206.90 | 272.75 |
| 31 | 205.70 | 154.50 | 190.70 | 240.35 | 197.45 | 222.45 | 278.00 | 228.95 | 211.75 | 280.00 |
| 32 | 210.00 | 157.45 | 194.55 | 245.95 | 201.80 | 227.60 | 284.90 | 234.35 | 216.65 | 286.95 |
| 33 | 214.25 | 160.40 | 198.40 | 251.60 | 206.15 | 232.75 | 291.80 | 239.70 | 221.55 | 293.95 |
| 34 | 218.55 | 163.30 | 202.20 | 257.20 | 210.50 | 237.90 | 298.70 | 245.10 | 226.40 | 300.90 |
| 35 | 222.85 | 166.25 | 206.05 | 262.85 | 214.85 | 243.05 | 305.65 | 250.50 | 231.30 | 307.85 |
| 36 | 227.10 | 169.15 | 209.85 | 268.45 | 219.20 | 248.20 | 312.55 | 255.85 | 236.15 | 314.85 |
| 37 | 231.40 | 172.10 | 213.70 | 274.05 | 223.55 | 253.35 | 319.45 | 261.25 | 241.05 | 321.80 |
| 38 | 235.65 | 175.05 | 217.55 | 279.70 | 227.90 | 258.50 | 326.35 | 266.65 | 245.90 | 328.80 |
| 39 | 239.95 | 177.95 | 221.35 | 285.30 | 232.25 | 263.65 | 333.25 | 272.05 | 250.80 | 335.75 |
| 40 | 244.20 | 180.90 | 225.20 | 290.90 | 236.60 | 268.80 | 340.20 | 277.40 | 255.65 | 342.70 |
| 41 | 248.25 | 183.85 | 229.25 | 296.55 | 241.20 | 274.20 | 347.10 | 282.80 | 260.80 | 350.00 |
| 42 | 252.55 | 186.75 | 233.10 | 302.15 | 245.55 | 279.35 | 354.00 | 288.20 | 265.65 | 357.00 |
| 43 | 256.80 | 189.70 | 236.90 | 307.75 | 249.90 | 284.50 | 360.90 | 293.55 | 270.55 | 363.95 |
| 44 | 261.10 | 192.65 | 240.75 | 313.40 | 254.25 | 289.65 | 367.85 | 298.95 | 275.45 | 370.95 |
| 45 | 265.35 | 195.55 | 244.60 | 319.00 | 258.60 | 294.80 | 374.75 | 304.35 | 280.30 | 377.90 |
| 46 | 269.65 | 198.50 | 248.40 | 324.65 | 262.95 | 300.00 | 381.65 | 309.70 | 285.20 | 384.90 |
| 47 | 273.90 | 201.40 | 252.25 | 330.25 | 267.30 | 305.15 | 388.55 | 315.10 | 290.10 | 391.85 |
| 48 | 278.20 | 204.35 | 256.10 | 335.85 | 271.65 | 310.30 | 395.45 | 320.50 | 294.95 | 398.85 |
| 49 | 282.45 | 207.30 | 259.90 | 341.50 | 276.00 | 315.45 | 402.40 | 325.90 | 299.85 | 405.80 |
| 50 | 286.75 | 210.20 | 263.75 | 347.10 | 280.35 | 320.60 | 409.30 | 331.25 | 304.75 | 412.80 |
| 51 | 291.00 | 213.35 | 267.60 | 352.70 | 284.70 | 325.75 | 416.20 | 336.65 | 309.90 | 419.75 |
| 52 | 295.30 | 216.30 | 271.40 | 358.35 | 289.05 | 330.90 | 423.10 | 342.05 | 314.80 | 426.75 |
| 53 | 299.55 | 219.20 | 275.25 | 363.95 | 293.40 | 336.05 | 430.00 | 347.40 | 319.70 | 433.70 |
| 54 | 303.85 | 222.15 | 279.10 | 369.55 | 297.75 | 341.20 | 436.95 | 352.80 | 324.55 | 440.70 |
| 55 | 308.10 | 225.10 | 282.90 | 375.20 | 302.15 | 346.40 | 443.85 | 358.20 | 329.45 | 447.65 |
| 56 | 312.35 | 228.00 | 286.75 | 380.80 | 306.50 | 351.55 | 450.75 | 363.60 | 334.35 | 454.65 |
| 57 | 316.65 | 230.95 | 290.60 | 386.40 | 310.85 | 356.70 | 457.65 | 368.95 | 339.20 | 461.60 |
| 58 | 320.90 | 233.90 | 294.40 | 392.05 | 315.20 | 361.85 | 464.55 | 374.35 | 344.10 | 468.60 |
| 59 | 325.20 | 236.80 | 298.25 | 397.65 | 319.55 | 367.00 | 471.50 | 379.75 | 349.00 | 475.60 |
| 60 | 329.45 | 239.75 | 302.10 | 403.30 | 323.90 | 372.15 | 478.40 | 385.10 | 353.90 | 482.55 |
| 61 | 333.75 | 242.70 | 305.90 | 408.90 | 328.25 | 377.30 | 485.30 | 390.50 | 358.75 | 489.55 |
| 62 | 338.00 | 245.60 | 309.75 | 414.50 | 332.60 | 382.45 | 492.20 | 395.90 | 363.65 | 496.50 |
| 63 | 342.30 | 248.55 | 313.60 | 420.15 | 336.95 | 387.60 | 499.10 | 401.30 | 368.55 | 503.50 |
| 64 | 346.55 | 251.50 | 317.40 | 425.75 | 341.30 | 392.80 | 506.05 | 406.65 | 373.45 | 510.45 |
| 65 | 350.85 | 254.45 | 321.25 | 431.35 | 345.65 | 397.95 | 512.95 | 412.05 | 378.30 | 517.45 |
| 66 | 355.10 | 257.35 | 325.10 | 437.00 | 350.00 | 403.10 | 519.85 | 417.45 | 383.20 | 524.40 |
| 67 | - | 260.30 | 328.95 | 442.60 | 354.35 | 408.25 | 526.75 | 422.80 | 388.10 | - |
| 68 | - | 263.25 | 332.75 | 448.20 | 358.75 | 413.40 | 533.65 | 428.20 | 393.00 | - |
| 69 | - | 266.15 | 336.60 | 453.85 | 363.10 | 418.55 | 540.60 | 433.60 | 397.85 | - |
| 70 | - | 269.10 | 340.45 | 459.45 | 367.45 | 423.70 | 547.50 | 439.00 | 402.75 | - |

# Priority Mail Express International

## Retail—Large Envelopes & Parcels

| Weight Not Over (lbs.) | Price Group—Continued 11 Great Britain | 12 Japan | 13 France | 14 China | 15 Brazil | 16 Germany | 17 Netherlands |
|---|---|---|---|---|---|---|---|
| 0.5 | $66.95 | $64.95 | $66.80 | $65.95 | $67.50 | $66.95 | $66.95 |
| 1 | 69.05 | 72.45 | 68.90 | 67.75 | 71.25 | 68.95 | 68.95 |
| 2 | 73.70 | 78.05 | 72.35 | 74.30 | 75.90 | 72.20 | 71.95 |
| 3 | 78.35 | 83.70 | 75.80 | 80.80 | 80.50 | 75.45 | 75.00 |
| 4 | 82.95 | 89.30 | 79.25 | 87.35 | 85.15 | 78.70 | 78.00 |
| 5 | 87.60 | 94.90 | 82.70 | 93.90 | 89.75 | 81.95 | 81.05 |
| 6 | 91.15 | 100.20 | 86.40 | 100.90 | 94.70 | 85.10 | 84.15 |
| 7 | 94.75 | 105.55 | 90.00 | 107.55 | 99.40 | 88.25 | 87.20 |
| 8 | 98.30 | 110.85 | 93.55 | 114.20 | 104.15 | 91.40 | 90.25 |
| 9 | 101.85 | 116.15 | 97.10 | 120.90 | 108.90 | 94.55 | 93.25 |
| 10 | 105.45 | 121.45 | 100.65 | 127.55 | 113.65 | 97.70 | 96.30 |
| 11 | 109.00 | 126.00 | 104.25 | 133.90 | 118.35 | 101.70 | 100.05 |
| 12 | 112.55 | 130.50 | 107.80 | 140.95 | 123.10 | 105.50 | 103.75 |
| 13 | 116.15 | 134.95 | 111.35 | 148.00 | 127.85 | 109.30 | 107.40 |
| 14 | 119.70 | 139.40 | 114.90 | 155.05 | 132.60 | 113.10 | 111.10 |
| 15 | 123.25 | 143.90 | 118.45 | 162.05 | 137.35 | 116.90 | 114.75 |
| 16 | 126.85 | 148.35 | 122.05 | 169.10 | 142.05 | 120.70 | 118.45 |
| 17 | 130.40 | 152.80 | 125.60 | 176.15 | 146.80 | 124.50 | 122.10 |
| 18 | 134.00 | 157.30 | 129.15 | 183.20 | 151.55 | 128.30 | 125.80 |
| 19 | 137.55 | 161.75 | 132.70 | 190.25 | 156.30 | 132.10 | 129.45 |
| 20 | 141.10 | 166.20 | 136.30 | 197.30 | 161.05 | 135.90 | 133.15 |
| 21 | 144.80 | 170.85 | 139.85 | 203.65 | 165.75 | 139.70 | 136.80 |
| 22 | 148.40 | 175.30 | 143.40 | 209.95 | 170.50 | 143.50 | 140.45 |
| 23 | 151.95 | 179.80 | 146.95 | 216.25 | 175.25 | 147.30 | 144.15 |
| 24 | 155.55 | 184.25 | 150.50 | 222.55 | 180.00 | 151.10 | 147.80 |
| 25 | 159.10 | 188.75 | 154.10 | 228.85 | 184.70 | 154.90 | 151.50 |
| 26 | 162.65 | 193.20 | 157.65 | 235.15 | 189.45 | 158.70 | 155.15 |
| 27 | 166.25 | 197.65 | 161.20 | 241.45 | 194.20 | 162.50 | 158.85 |
| 28 | 169.80 | 202.15 | 164.75 | 247.80 | 198.95 | 166.30 | 162.50 |
| 29 | 173.40 | 206.60 | 168.35 | 254.10 | 203.70 | 170.10 | 166.20 |
| 30 | 176.95 | 211.10 | 171.90 | 260.40 | 208.40 | 173.90 | 169.85 |
| 31 | 180.55 | 215.55 | 175.45 | 266.70 | 213.15 | 177.85 | 173.55 |
| 32 | 184.10 | 220.05 | 179.00 | 273.00 | 217.90 | 181.65 | 177.20 |
| 33 | 187.65 | 224.50 | 182.55 | 279.30 | 222.65 | 185.45 | 180.90 |
| 34 | 191.25 | 228.95 | 186.15 | 285.60 | 227.40 | 189.25 | 184.55 |
| 35 | 194.80 | 233.45 | 189.70 | 291.90 | 232.10 | 193.05 | 188.25 |
| 36 | 198.40 | 237.90 | 193.25 | 298.25 | 236.85 | 196.85 | 191.90 |
| 37 | 201.95 | 242.40 | 196.80 | 304.55 | 241.60 | 200.65 | 195.60 |
| 38 | 205.50 | 246.85 | 200.40 | 310.85 | 246.35 | 204.45 | 199.25 |
| 39 | 209.10 | 251.30 | 203.95 | 317.15 | 251.05 | 208.25 | 202.95 |
| 40 | 212.65 | 255.80 | 207.50 | 323.45 | 255.80 | 212.05 | 206.60 |
| 41 | 216.45 | 260.25 | 211.05 | 330.10 | 260.55 | 215.85 | 210.50 |
| 42 | 220.00 | 264.75 | 214.60 | 336.40 | 265.30 | 219.65 | 214.15 |
| 43 | 223.60 | 269.20 | 218.20 | 342.70 | 270.05 | 223.45 | 217.85 |
| 44 | 227.15 | 273.70 | 221.75 | 349.00 | 274.75 | 227.25 | 221.50 |
| 45 | 230.75 | 278.15 | 225.30 | 355.35 | 279.50 | 231.05 | 225.20 |
| 46 | 234.30 | 282.60 | 228.85 | 361.65 | 284.25 | 234.85 | 228.85 |
| 47 | 237.90 | 287.10 | 232.40 | 367.95 | 289.00 | 238.65 | 232.55 |
| 48 | 241.45 | 291.55 | 236.00 | 374.25 | 293.75 | 242.45 | 236.25 |
| 49 | 245.05 | 296.05 | 239.55 | 380.60 | 298.45 | 246.30 | 239.90 |
| 50 | 248.60 | 300.50 | 243.10 | 386.90 | 303.20 | 250.10 | 243.60 |
| 51 | 252.20 | 304.95 | 246.90 | 393.20 | 307.95 | 254.10 | 247.25 |
| 52 | 255.75 | 309.45 | 250.45 | 399.50 | 312.70 | 257.90 | 250.95 |
| 53 | 259.35 | 313.90 | 254.05 | 405.85 | 317.40 | 261.75 | 254.60 |
| 54 | 262.90 | 318.40 | 257.60 | 412.15 | 322.15 | 265.55 | 258.30 |
| 55 | 266.50 | 322.85 | 261.15 | 418.45 | 326.90 | 269.35 | 261.95 |
| 56 | 270.05 | 327.35 | 264.70 | 424.75 | 331.65 | 273.15 | 265.65 |
| 57 | 273.65 | 331.80 | 268.30 | 431.10 | 336.40 | 276.95 | 269.30 |
| 58 | 277.20 | 336.25 | 271.85 | 437.40 | 341.10 | 280.75 | 273.00 |
| 59 | 280.80 | 340.75 | 275.40 | 443.70 | 345.85 | 284.55 | 276.70 |
| 60 | 284.35 | 345.20 | 279.00 | 450.00 | 350.60 | 288.35 | 280.35 |
| 61 | 287.95 | 349.70 | 282.55 | 456.35 | 355.35 | 292.15 | 284.05 |
| 62 | 291.50 | 354.15 | 286.10 | 462.65 | 360.10 | 296.00 | 287.70 |
| 63 | 295.10 | 358.65 | 289.65 | 468.95 | 364.80 | 299.80 | 291.40 |
| 64 | 298.65 | 363.10 | 293.25 | 475.25 | 369.55 | 303.60 | 295.05 |
| 65 | 302.25 | 367.55 | 296.80 | 481.60 | 374.30 | 307.40 | 298.75 |
| 66 | 305.80 | 372.05 | 300.35 | 487.90 | 379.05 | 311.20 | 302.40 |
| 67 | - | - | - | - | - | - | - |
| 68 | - | - | - | - | - | - | - |
| 69 | - | - | - | - | - | - | - |
| 70 | - | - | - | - | - | - | - |

Notes

**Priority Mail Express International Service is NOT available to:**

Afghanistan
Antigua and Barbuda
Ascension
British Virgin Islands
Comoros
Falkland Islands
Gambia
Gibraltar
Greenland
Iran
Korea, Democratic Peoples Republic of (North Korea)
Kosovo
Libya
Montenegro
Montserrat
Pitcairn Island
Reunion
Saint Helena
Saint Pierre and Miquelon
Somalia
South Sudan, Republic of
Suriname
Timor-Leste, Democratic Republic of
Tristan da Cunha
Tuvalu
Wallis and Futuna Islands

Listing of countries by price group

# Priority Mail International—Canada

## Retail—Large Envelopes & Parcels

| | | | |
|---|---|---|---|
| Flat Rate Envelope (Max. Wt. 4 lbs.): | $26.90 | Medium Flat Rate Boxes (Max. Wt. 20 lbs.): | $51.55 |
| Small Flat Rate Priced Boxes (Max. Wt. 4 lbs.): | $27.90 | Large Flat Rate Boxes (Max. Wt. 20 lbs.): | $67.05 |

| Weight Not Over (lbs.) | Price Group | | | | | | |
|---|---|---|---|---|---|---|---|
| | 1.1 & 1.2 | 1.3 | 1.4 | 1.5 | 1.6 | 1.7 | 1.8 |
| 1 | $36.35 | $37.40 | $40.15 | $41.50 | $42.85 | $43.50 | $44.00 |
| 2 | 39.30 | 40.55 | 43.25 | 44.80 | 46.30 | 46.85 | 47.45 |
| 3 | 42.20 | 43.70 | 46.35 | 48.10 | 49.80 | 50.15 | 50.85 |
| 4 | 45.10 | 46.90 | 49.50 | 51.45 | 53.40 | 53.45 | 54.30 |
| 5 | 48.00 | 50.15 | 52.60 | 54.85 | 56.85 | 56.80 | 57.70 |
| 6 | 50.90 | 53.20 | 55.80 | 58.15 | 60.00 | 60.30 | 61.55 |
| 7 | 53.85 | 56.20 | 59.15 | 61.50 | 63.20 | 63.75 | 65.30 |
| 8 | 56.85 | 59.20 | 62.35 | 64.80 | 66.35 | 67.15 | 69.00 |
| 9 | 59.75 | 62.20 | 65.55 | 68.15 | 69.50 | 70.55 | 72.75 |
| 10 | 62.65 | 65.25 | 68.80 | 71.45 | 72.65 | 74.00 | 76.60 |
| 11 | 65.50 | 68.25 | 71.80 | 74.75 | 76.15 | 77.75 | 80.30 |
| 12 | 68.30 | 71.25 | 74.80 | 78.10 | 79.60 | 81.45 | 84.05 |
| 13 | 71.10 | 74.25 | 77.85 | 81.40 | 83.10 | 85.20 | 87.75 |
| 14 | 73.90 | 77.30 | 80.85 | 84.70 | 86.55 | 89.05 | 91.50 |
| 15 | 76.70 | 80.30 | 83.85 | 88.05 | 90.05 | 92.75 | 95.20 |
| 16 | 79.50 | 83.30 | 86.85 | 91.35 | 93.60 | 96.50 | 98.95 |
| 17 | 82.35 | 86.30 | 89.90 | 94.70 | 97.10 | 100.25 | 102.65 |
| 18 | 85.15 | 89.00 | 92.90 | 98.00 | 100.55 | 104.10 | 106.40 |
| 19 | 87.95 | 91.70 | 95.90 | 101.30 | 104.05 | 107.80 | 110.10 |
| 20 | 90.85 | 94.40 | 99.00 | 104.75 | 107.50 | 111.55 | 113.85 |
| 21 | 93.65 | 97.10 | 102.05 | 108.05 | 111.00 | 115.30 | 117.55 |
| 22 | 96.50 | 99.80 | 105.05 | 111.35 | 114.45 | 119.15 | 121.30 |
| 23 | 99.30 | 102.50 | 108.05 | 114.70 | 118.05 | 122.85 | 125.05 |
| 24 | 102.75 | 105.20 | 111.05 | 118.00 | 121.20 | 126.60 | 128.75 |
| 25 | 104.95 | 107.90 | 114.10 | 121.35 | 124.25 | 130.35 | 132.50 |
| 26 | 107.10 | 110.60 | 117.10 | 124.55 | 127.45 | 133.65 | 136.30 |
| 27 | 109.30 | 113.30 | 120.10 | 127.75 | 130.60 | 136.95 | 140.05 |
| 28 | 111.50 | 116.00 | 123.15 | 131.00 | 133.75 | 140.25 | 143.75 |
| 29 | 113.70 | 118.70 | 126.15 | 134.20 | 136.90 | 143.55 | 147.50 |
| 30 | 115.85 | 121.40 | 129.15 | 137.40 | 140.05 | 146.85 | 151.20 |
| 31 | 118.05 | 124.10 | 132.15 | 140.65 | 143.25 | 150.05 | 154.95 |
| 32 | 120.25 | 126.80 | 135.20 | 143.85 | 146.40 | 153.40 | 158.65 |
| 33 | 122.45 | 129.50 | 138.20 | 147.05 | 149.55 | 156.70 | 162.40 |
| 34 | 124.65 | 132.20 | 141.30 | 150.30 | 152.70 | 160.00 | 166.10 |
| 35 | 126.80 | 134.90 | 144.30 | 153.60 | 155.90 | 163.30 | 169.85 |
| 36 | 129.00 | 137.50 | 147.35 | 156.80 | 159.05 | 166.60 | 173.55 |
| 37 | 131.20 | 140.20 | 150.35 | 160.05 | 162.20 | 169.95 | 177.30 |
| 38 | 133.30 | 142.90 | 153.35 | 163.25 | 165.35 | 173.25 | 181.00 |
| 39 | 135.50 | 145.65 | 156.35 | 166.45 | 168.55 | 176.55 | 184.75 |
| 40 | 137.65 | 148.35 | 159.40 | 169.70 | 171.70 | 179.85 | 188.45 |
| 41 | 139.85 | 151.05 | 162.40 | 172.90 | 174.85 | 183.20 | 192.20 |
| 42 | 142.05 | 153.75 | 165.40 | 176.10 | 178.00 | 186.50 | 195.90 |
| 43 | 144.25 | 156.45 | 168.40 | 179.35 | 181.20 | 189.70 | 199.75 |
| 44 | 146.45 | 159.15 | 171.45 | 182.55 | 184.35 | 193.00 | 203.50 |
| 45 | 148.65 | 161.85 | 174.45 | 185.75 | 187.50 | 196.30 | 207.20 |
| 46 | 150.80 | 164.55 | 177.45 | 189.00 | 190.65 | 199.65 | 210.95 |
| 47 | 153.00 | 167.25 | 180.60 | 192.20 | 193.85 | 202.95 | 214.65 |
| 48 | 155.20 | 169.95 | 183.60 | 195.40 | 197.00 | 206.25 | 218.40 |
| 49 | 157.40 | 172.65 | 186.60 | 198.75 | 200.15 | 209.55 | 222.10 |
| 50 | 159.60 | 175.35 | 189.60 | 201.95 | 203.30 | 212.90 | 225.85 |
| 51 | 161.80 | 178.05 | 192.65 | 204.95 | 206.45 | 216.20 | 229.55 |
| 52 | 163.95 | 180.75 | 195.65 | 207.95 | 209.65 | 219.50 | 233.30 |
| 53 | 166.15 | 183.45 | 198.65 | 211.00 | 212.80 | 222.80 | 237.00 |
| 54 | 168.35 | 186.15 | 201.65 | 214.00 | 215.95 | 226.15 | 240.75 |
| 55 | 170.55 | 188.85 | 204.70 | 217.00 | 219.10 | 229.45 | 244.45 |
| 56 | 172.75 | 191.55 | 207.70 | 220.05 | 222.30 | 232.75 | 248.20 |
| 57 | 174.95 | 194.25 | 210.70 | 223.05 | 225.45 | 236.05 | 251.90 |
| 58 | 177.10 | 196.95 | 213.70 | 226.05 | 228.70 | 239.40 | 255.65 |
| 59 | 179.30 | 199.65 | 216.75 | 229.05 | 231.90 | 242.70 | 259.35 |
| 60 | 181.50 | 202.35 | 219.85 | 232.10 | 235.05 | 246.00 | 263.10 |
| 61 | 183.70 | 205.05 | 222.85 | 235.10 | 238.20 | 249.30 | 266.90 |
| 62 | 185.90 | 207.75 | 225.85 | 238.20 | 241.35 | 252.65 | 270.65 |
| 63 | 188.10 | 210.45 | 228.90 | 241.20 | 244.55 | 255.85 | 274.35 |
| 64 | 190.25 | 213.20 | 231.90 | 244.25 | 247.70 | 259.15 | 278.10 |
| 65 | 192.45 | 215.90 | 234.90 | 247.25 | 250.85 | 262.45 | 281.85 |
| 66 | 194.65 | 218.60 | 237.95 | 250.25 | 254.00 | 265.80 | 285.55 |
| 67 | - | - | - | - | - | - | - |
| 68 | - | - | - | - | - | - | - |
| 69 | - | - | - | - | - | - | - |
| 70 | - | - | - | - | - | - | - |

# Priority Mail International

## Retail—Large Envelopes & Parcels

| Price Groups | 2 | 3 | 4 | 5 | 6 | 7 | 8 |
|---|---|---|---|---|---|---|---|
| Flat Rate Envelopes (Max. Wt. 4 lbs.) | $33.75 | $35.35 | $37.45 | $36.45 | $38.60 | $36.45 | $37.45 |
| Small Flat Rate Priced Boxes (Max. Wt. 4 lbs.) | 35.35 | 36.45 | 38.60 | 37.45 | 39.60 | 37.45 | 38.60 |
| Medium Flat Rate Boxes (Max. Wt. 20 lbs.) | 75.95 | 77.50 | 75.35 | 79.65 | 86.40 | 78.60 | 81.75 |
| Large Flat Rate Boxes (Max. Wt. 20 lbs.) | 99.10 | 101.20 | 99.10 | 103.35 | 109.15 | 102.35 | 107.05 |

| Weight Not Over (lbs.) | Price Group 2 Mexico | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
|---|---|---|---|---|---|---|---|---|---|
| 1 | $44.50 | $48.35 | $54.75 | $50.90 | $52.45 | $54.60 | $49.40 | $47.15 | $54.10 |
| 2 | 48.45 | 54.15 | 60.55 | 54.65 | 57.25 | 61.05 | 54.25 | 52.25 | 59.10 |
| 3 | 52.40 | 59.85 | 66.45 | 58.30 | 61.90 | 67.45 | 59.10 | 57.30 | 64.05 |
| 4 | 56.35 | 65.55 | 72.25 | 61.95 | 66.55 | 73.85 | 64.00 | 62.50 | 69.05 |
| 5 | 60.30 | 71.25 | 78.05 | 65.60 | 71.25 | 80.40 | 68.95 | 67.60 | 74.00 |
| 6 | 63.20 | 74.90 | 83.45 | 68.55 | 75.20 | 86.80 | 73.10 | 71.55 | 79.70 |
| 7 | 66.25 | 78.55 | 88.85 | 71.45 | 79.15 | 93.25 | 77.25 | 75.50 | 85.40 |
| 8 | 69.15 | 82.15 | 94.20 | 74.35 | 83.05 | 99.65 | 81.40 | 79.45 | 91.10 |
| 9 | 72.10 | 85.80 | 99.70 | 77.30 | 87.00 | 106.20 | 85.60 | 83.50 | 96.80 |
| 10 | 75.00 | 89.45 | 105.10 | 80.20 | 90.95 | 112.60 | 89.75 | 87.50 | 102.60 |
| 11 | 77.65 | 93.10 | 110.50 | 83.25 | 95.50 | 119.10 | 94.20 | 91.10 | 108.20 |
| 12 | 80.25 | 96.85 | 115.90 | 86.25 | 100.10 | 125.60 | 98.65 | 94.75 | 113.80 |
| 13 | 82.90 | 100.50 | 121.30 | 89.30 | 104.65 | 132.10 | 103.15 | 98.40 | 119.35 |
| 14 | 85.50 | 104.15 | 126.65 | 92.30 | 109.25 | 138.65 | 107.70 | 102.05 | 124.95 |
| 15 | 88.10 | 107.75 | 132.15 | 95.35 | 113.90 | 145.15 | 112.20 | 105.70 | 130.55 |
| 16 | 90.75 | 111.40 | 137.55 | 98.35 | 118.50 | 151.65 | 116.65 | 109.25 | 136.25 |
| 17 | 93.35 | 115.05 | 142.95 | 101.40 | 123.05 | 158.15 | 121.10 | 112.75 | 141.85 |
| 18 | 95.95 | 118.70 | 148.35 | 104.40 | 127.60 | 164.70 | 125.60 | 116.30 | 147.45 |
| 19 | 98.70 | 122.35 | 153.70 | 107.55 | 132.20 | 171.20 | 130.15 | 119.85 | 153.05 |
| 20 | 101.30 | 126.00 | 159.10 | 110.60 | 136.75 | 177.70 | 134.65 | 123.40 | 158.65 |
| 21 | 103.95 | 129.60 | 164.60 | 113.60 | 141.45 | 184.20 | 139.10 | 126.90 | 164.25 |
| 22 | 106.55 | 133.25 | 170.00 | 116.65 | 146.00 | 190.75 | 143.55 | 130.45 | 169.95 |
| 23 | 109.15 | 136.90 | 175.40 | 119.65 | 150.60 | 197.25 | 148.05 | 134.10 | 175.55 |
| 24 | 111.80 | 140.55 | 180.80 | 122.70 | 155.15 | 203.85 | 152.60 | 137.65 | 181.10 |
| 25 | 114.40 | 144.20 | 186.15 | 125.70 | 159.75 | 210.35 | 157.10 | 141.20 | 186.70 |
| 26 | 117.00 | 147.85 | 191.55 | 128.75 | 164.40 | 216.90 | 161.55 | 144.70 | 192.30 |
| 27 | 119.65 | 151.45 | 197.05 | 131.80 | 168.95 | 223.40 | 166.00 | 148.25 | 197.90 |
| 28 | 122.25 | 155.10 | 202.45 | 134.80 | 173.55 | 229.90 | 170.50 | 151.80 | 203.60 |
| 29 | 124.85 | 158.85 | 207.85 | 137.85 | 178.10 | 236.40 | 175.05 | 155.35 | 209.20 |
| 30 | 127.50 | 162.50 | 213.20 | 140.85 | 182.70 | 242.95 | 179.55 | 158.90 | 214.80 |
| 31 | 130.20 | 166.15 | 218.60 | 143.90 | 187.35 | 249.45 | 184.00 | 162.40 | 220.40 |
| 32 | 132.85 | 169.80 | 224.10 | 147.00 | 191.95 | 255.95 | 188.45 | 165.95 | 226.00 |
| 33 | 135.45 | 173.40 | 229.50 | 150.05 | 196.50 | 262.45 | 192.95 | 169.50 | 231.60 |
| 34 | 138.05 | 177.05 | 234.90 | 153.05 | 201.10 | 269.00 | 197.50 | 173.05 | 237.30 |
| 35 | 140.70 | 180.70 | 240.30 | 156.10 | 205.65 | 275.50 | 202.00 | 176.60 | 242.85 |
| 36 | 143.30 | 184.35 | 245.65 | 159.15 | 210.35 | 282.00 | 206.45 | 180.10 | 248.45 |
| 37 | 145.90 | 188.00 | 251.05 | 162.15 | 214.90 | 288.50 | 210.90 | 183.65 | 254.05 |
| 38 | 148.55 | 191.65 | 256.55 | 165.20 | 219.45 | 295.05 | 215.40 | 187.20 | 259.65 |
| 39 | 151.15 | 195.30 | 261.95 | 168.20 | 224.05 | 301.65 | 219.95 | 190.85 | 265.25 |
| 40 | 153.80 | 198.90 | 267.35 | 171.25 | 228.60 | 308.15 | 224.45 | 194.40 | 270.95 |
| 41 | 156.40 | 202.55 | 272.70 | 174.25 | 233.30 | 314.65 | 228.90 | 197.90 | 276.55 |
| 42 | 159.10 | 206.20 | 278.10 | 177.30 | 237.85 | 321.20 | 233.35 | 201.45 | 282.15 |
| 43 | 161.75 | 209.85 | 283.50 | 180.30 | 242.45 | 327.70 | 237.85 | 205.00 | 287.75 |
| 44 | 164.35 | 213.50 | 289.00 | 183.35 | 247.00 | 334.20 | 242.40 | 208.55 | 293.35 |
| 45 | 166.95 | 217.15 | 294.40 | 186.40 | 251.60 | 340.70 | 246.90 | 212.10 | 298.90 |
| 46 | 169.60 | 220.85 | 299.80 | 189.50 | 256.25 | 347.25 | 251.35 | 215.60 | 304.60 |
| 47 | 172.20 | 224.50 | 305.15 | 192.55 | 260.85 | 353.75 | 255.80 | 219.15 | 310.20 |
| 48 | 174.85 | 228.15 | 310.55 | 195.55 | 265.40 | 360.25 | 260.30 | 222.70 | 315.80 |
| 49 | 177.45 | 231.80 | 315.95 | 198.60 | 269.95 | 366.75 | 264.85 | 226.25 | 321.40 |
| 50 | 180.05 | 235.45 | 321.45 | 201.60 | 274.55 | 373.30 | 269.35 | 229.75 | 327.00 |
| 51 | 182.70 | 239.10 | 326.85 | 204.65 | 279.20 | 379.80 | 273.80 | 233.30 | 332.60 |
| 52 | 185.30 | 242.70 | 332.20 | 207.70 | 283.80 | 386.30 | 278.30 | 236.85 | 338.20 |
| 53 | 188.05 | 246.35 | 337.60 | 210.70 | 288.35 | 392.90 | 282.85 | 240.40 | 343.90 |
| 54 | 190.65 | 250.00 | 343.00 | 213.75 | 292.95 | 399.45 | 287.30 | 243.95 | 349.50 |
| 55 | 193.25 | 253.65 | 348.40 | 216.75 | 297.60 | 405.95 | 291.80 | 247.60 | 355.10 |
| 56 | 195.90 | 257.30 | 353.90 | 219.80 | 302.20 | 412.45 | 296.25 | 251.10 | 360.65 |
| 57 | 198.50 | 260.95 | 359.30 | 222.80 | 306.75 | 418.95 | 300.75 | 254.65 | 366.25 |
| 58 | 201.10 | 264.55 | 364.65 | 225.85 | 311.30 | 425.50 | 305.30 | 258.20 | 371.85 |
| 59 | 203.75 | 268.20 | 370.05 | 228.95 | 315.90 | 432.00 | 309.75 | 261.75 | 377.55 |
| 60 | 206.35 | 271.85 | 375.45 | 232.00 | 320.55 | 438.50 | 314.25 | 265.25 | 383.15 |
| 61 | 208.95 | 275.50 | 380.95 | 235.05 | 325.15 | 445.00 | 318.70 | 268.80 | 388.75 |
| 62 | 211.60 | 279.25 | 386.35 | 238.05 | 329.70 | 451.55 | 323.20 | 272.35 | 394.35 |
| 63 | 214.20 | 282.90 | 391.70 | 241.10 | 334.30 | 458.05 | 327.75 | 275.90 | 399.95 |
| 64 | 216.95 | 286.55 | 397.10 | 244.10 | 338.85 | 464.55 | 332.25 | 279.45 | 405.55 |
| 65 | 219.55 | 290.15 | 402.50 | 247.15 | 343.55 | 471.05 | 336.70 | 282.95 | 411.25 |
| 66 | 222.15 | 293.80 | 407.90 | 250.15 | 348.10 | 477.60 | 341.15 | 286.50 | 416.85 |
| 67 | 224.80 | 297.45 | 413.40 | 253.20 | 352.70 | 484.20 | 345.65 | 290.05 | - |
| 68 | 227.40 | 301.10 | 418.80 | 256.20 | 357.25 | 490.70 | 350.20 | 293.60 | - |
| 69 | 230.00 | 304.75 | 424.15 | 259.25 | 361.80 | 497.25 | 354.70 | 297.15 | - |
| 70 | 232.65 | 308.40 | 429.55 | 262.30 | 366.50 | 503.75 | 359.15 | 300.65 | - |

# Priority Mail International

## Retail—Large Envelopes & Parcels

| Weight Not Over (lbs.) | Price Group—Continued 11 Great Britain | 12 Japan | 13 France | 14 China | 15 Brazil | 16 Germany | 17 Netherlands |
|---|---|---|---|---|---|---|---|
| 1 | $56.15 | $55.00 | $46.10 | $53.45 | $49.20 | $46.90 | $45.35 |
| 2 | 61.15 | 58.95 | 50.60 | 58.65 | 53.30 | 50.95 | 49.80 |
| 3 | 66.10 | 63.05 | 55.20 | 63.80 | 57.40 | 55.15 | 54.30 |
| 4 | 71.10 | 67.00 | 59.65 | 69.00 | 61.50 | 59.20 | 58.75 |
| 5 | 76.10 | 70.95 | 64.15 | 74.30 | 65.60 | 63.25 | 63.35 |
| 6 | 79.50 | 74.25 | 67.90 | 78.35 | 69.85 | 67.10 | 66.35 |
| 7 | 82.95 | 77.60 | 71.55 | 82.40 | 73.95 | 70.95 | 69.40 |
| 8 | 86.35 | 80.95 | 75.20 | 86.45 | 78.05 | 74.90 | 72.40 |
| 9 | 89.80 | 84.30 | 78.85 | 90.55 | 82.15 | 78.80 | 75.45 |
| 10 | 93.20 | 87.60 | 82.60 | 94.70 | 86.25 | 82.65 | 78.50 |
| 11 | 96.65 | 91.05 | 85.20 | 98.75 | 90.85 | 84.75 | 81.30 |
| 12 | 100.10 | 94.40 | 87.90 | 102.80 | 95.40 | 86.85 | 84.10 |
| 13 | 103.55 | 97.70 | 90.60 | 106.90 | 100.10 | 88.90 | 86.95 |
| 14 | 106.95 | 101.05 | 93.35 | 111.05 | 104.65 | 91.00 | 89.90 |
| 15 | 110.40 | 104.40 | 96.05 | 115.10 | 109.20 | 93.10 | 92.70 |
| 16 | 113.85 | 107.75 | 98.75 | 118.75 | 113.80 | 95.20 | 95.50 |
| 17 | 117.30 | 111.05 | 101.45 | 122.40 | 118.35 | 97.30 | 98.35 |
| 18 | 120.70 | 114.40 | 104.20 | 126.05 | 123.05 | 99.40 | 101.15 |
| 19 | 124.15 | 117.75 | 106.90 | 129.65 | 127.60 | 101.50 | 104.00 |
| 20 | 127.70 | 121.05 | 109.60 | 133.30 | 132.20 | 103.50 | 106.80 |
| 21 | 131.15 | 124.40 | 112.20 | 136.95 | 136.75 | 105.60 | 109.65 |
| 22 | 134.55 | 127.75 | 114.95 | 140.60 | 141.35 | 107.70 | 112.45 |
| 23 | 138.00 | 131.05 | 117.65 | 144.25 | 146.00 | 109.80 | 115.30 |
| 24 | 141.45 | 134.40 | 120.35 | 147.90 | 150.60 | 111.90 | 118.10 |
| 25 | 144.90 | 137.75 | 123.05 | 151.50 | 155.15 | 114.00 | 120.95 |
| 26 | 148.30 | 141.20 | 125.80 | 155.15 | 159.70 | 116.10 | 123.85 |
| 27 | 151.75 | 144.50 | 128.50 | 158.80 | 164.30 | 118.20 | 126.70 |
| 28 | 155.20 | 147.85 | 131.20 | 162.45 | 168.95 | 120.30 | 129.50 |
| 29 | 158.65 | 151.20 | 133.90 | 166.20 | 173.55 | 122.40 | 132.30 |
| 30 | 162.05 | 154.50 | 136.65 | 169.85 | 178.10 | 124.50 | 135.15 |
| 31 | 165.50 | 157.85 | 139.35 | 173.45 | 182.70 | 126.60 | 137.95 |
| 32 | 168.95 | 161.20 | 142.05 | 177.10 | 187.25 | 128.70 | 140.80 |
| 33 | 172.40 | 164.50 | 144.80 | 180.75 | 191.95 | 130.80 | 143.60 |
| 34 | 175.80 | 167.85 | 147.50 | 184.40 | 196.50 | 132.90 | 146.45 |
| 35 | 179.35 | 171.20 | 150.20 | 188.05 | 201.05 | 135.00 | 149.25 |
| 36 | 182.80 | 174.50 | 152.90 | 191.70 | 205.65 | 137.10 | 152.10 |
| 37 | 186.25 | 177.85 | 155.65 | 195.30 | 210.20 | 139.20 | 154.90 |
| 38 | 189.65 | 181.20 | 158.35 | 198.95 | 214.90 | 141.30 | 157.85 |
| 39 | 193.10 | 184.55 | 161.05 | 202.60 | 219.45 | 143.40 | 160.65 |
| 40 | 196.55 | 187.85 | 163.80 | 206.25 | 224.05 | 145.50 | 163.50 |
| 41 | 200.20 | 191.30 | 166.50 | 209.90 | 228.60 | 147.60 | 166.30 |
| 42 | 203.85 | 194.65 | 169.20 | 213.55 | 233.30 | 149.70 | 169.15 |
| 43 | 207.50 | 197.95 | 171.90 | 217.15 | 237.85 | 151.80 | 171.95 |
| 44 | 211.25 | 201.30 | 174.65 | 220.80 | 242.45 | 153.90 | 174.75 |
| 45 | 214.90 | 204.65 | 177.35 | 224.45 | 247.00 | 156.00 | 177.60 |
| 46 | 218.55 | 207.95 | 179.95 | 228.10 | 251.55 | 158.10 | 180.40 |
| 47 | 222.20 | 211.30 | 182.70 | 231.85 | 256.25 | 160.20 | 183.25 |
| 48 | 225.95 | 214.65 | 185.40 | 235.50 | 260.80 | 162.30 | 186.05 |
| 49 | 229.60 | 218.00 | 188.10 | 239.15 | 265.40 | 164.30 | 188.90 |
| 50 | 233.25 | 221.30 | 190.80 | 242.75 | 269.95 | 166.40 | 191.70 |
| 51 | 236.90 | 224.65 | 193.55 | 246.40 | 274.55 | 168.50 | 194.65 |
| 52 | 240.55 | 228.00 | 196.25 | 250.05 | 279.20 | 170.60 | 197.45 |
| 53 | 244.30 | 231.30 | 198.95 | 253.70 | 283.80 | 172.70 | 200.30 |
| 54 | 247.95 | 234.65 | 201.70 | 257.35 | 288.35 | 174.80 | 203.10 |
| 55 | 251.60 | 238.00 | 204.40 | 261.00 | 292.95 | 176.90 | 205.95 |
| 56 | 255.25 | 241.45 | 207.10 | 264.60 | 297.50 | 179.00 | 208.75 |
| 57 | 259.00 | 244.75 | 209.85 | 268.25 | 302.20 | 181.10 | 211.60 |
| 58 | 262.65 | 248.10 | 212.55 | 271.90 | 306.75 | 183.20 | 214.40 |
| 59 | 266.30 | 251.45 | 215.25 | 275.55 | 311.30 | 185.30 | 217.20 |
| 60 | 269.95 | 254.75 | 218.00 | 279.20 | 315.90 | 187.40 | 220.05 |
| 61 | 273.60 | 258.10 | 220.70 | 282.85 | 320.45 | 189.50 | 222.85 |
| 62 | 277.35 | 261.45 | 223.40 | 286.45 | 325.15 | 191.60 | 225.70 |
| 63 | 281.00 | 264.75 | 226.10 | 290.10 | 329.70 | 193.70 | 228.60 |
| 64 | 284.65 | 268.10 | 228.85 | 293.85 | 334.30 | 195.80 | 231.45 |
| 65 | 288.30 | 271.45 | 231.55 | 297.50 | 338.85 | 197.90 | 234.25 |
| 66 | 292.10 | 274.75 | 234.25 | 301.15 | 343.45 | 200.00 | 237.10 |
| 67 | - | - | - | - | - | 202.10 | - |
| 68 | - | - | - | - | - | 204.20 | - |
| 69 | - | - | - | - | - | 206.30 | - |
| 70 | - | - | - | - | - | 208.40 | - |

Notes

**Priority Mail International service is not available to:**

Ascension
Bolivia
Falkland Islands
Korea, Democratic Peoples Republic of (North Korea)
Somalia

For listing of countries by price group.
Listing of countries by price group

### First-Class Mail International

**Retail Postcards**

| | |
|---|---|
| Canada | $1.20 |
| Mexico | 1.20 |
| All other countries | 1.20 |

### First-Class Mail International

**Retail Letters**

| Weight Not Over (oz.) | Price Groups 1 Canada | 2 Mexico | 3–5 | 6–9 |
|---|---|---|---|---|
| 1 | $1.20 | $1.20 | $1.20 | $1.20 |
| 2 | 1.20 | 1.81 | 2.24 | 2.08 |
| 3 | 1.69 | 2.40 | 3.28 | 2.95 |
| 3.5 | 2.18 | 3.00 | 4.32 | 3.82 |

Nonmachinable letter surcharge: $0.21.

### Airmail M-Bag Prices

**Direct Sacks of Printed Matter to One Addressee**

| Price Group | Weight Not Over 11 Pounds | Additional Per Pound |
|---|---|---|
| 1 | $51.70 | $4.70 |
| 2 | 48.95 | 4.45 |
| 3 | 93.50 | 8.50 |
| 4 | 75.35 | 6.85 |
| 5 | 65.45 | 5.95 |
| 6 | 90.75 | 8.25 |
| 7 | 75.35 | 6.85 |
| 8 | 77.00 | 7.00 |
| 9 | 77.00 | 7.00 |

### First-Class Mail International

**Retail Large Envelopes (Flats)**

| Weight Not Over (oz.) | Price Groups 1 Canada | 2 Mexico | 3–5 | 6–9 |
|---|---|---|---|---|
| 1 | $2.40 | $2.40 | $2.40 | $2.40 |
| 2 | 2.63 | 3.12 | 3.39 | 3.34 |
| 3 | 2.85 | 3.82 | 4.37 | 4.26 |
| 4 | 3.06 | 4.54 | 5.36 | 5.19 |
| 5 | 3.28 | 5.25 | 6.34 | 6.12 |
| 6 | 3.50 | 5.95 | 7.32 | 7.05 |
| 7 | 3.72 | 6.67 | 8.31 | 7.98 |
| 8 | 3.94 | 7.38 | 9.29 | 8.90 |
| 12 | 5.03 | 8.90 | 11.26 | 10.83 |
| 15.994 | 6.12 | 10.44 | 13.23 | 12.74 |

Pieces that are rigid, nonrectangular, or not uniformly thick pay package prices.

### First-Class Package International Service

**Retail Packages**

| Weight Not Over (oz.) | Price Groups 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 |
|---|---|---|---|---|---|---|---|---|---|
| 1–8 | $12.25 | $12.50 | $17.25 | $15.25 | $14.50 | $15.25 | $15.25 | $15.25 | $15.25 |
| 9–32 | 20.75 | 21.75 | 27.75 | 25.50 | 24.50 | 25.50 | 25.50 | 25.50 | 25.50 |
| 33–48 | 32.00 | 33.25 | 43.00 | 40.50 | 39.00 | 40.50 | 40.50 | 40.50 | 40.50 |
| 49–64 | 50.25 | 51.75 | 67.25 | 63.25 | 61.75 | 63.25 | 63.25 | 63.25 | 63.25 |


Listing of countries by price group

For First-Class Mail International retail postcard, letter, large envelope, and First-Class Package International Service dimensions, follow this link.

# Global Express Guaranteed

## Commercial Base—Large Envelopes & Parcels

| Weight Not Over (lbs.) | Price Group 1 Canada | 2 Mexico | 3 | 4 | 5 | 6 | 7 | 8 |
|---|---|---|---|---|---|---|---|---|
| 0.5 | $64.41 | $71.73 | $82.70 | $135.80 | $91.63 | $95.95 | $72.01 | $113.24 |
| 1 | 77.05 | 78.04 | 93.72 | 154.66 | 106.35 | 109.20 | 85.22 | 127.21 |
| 2 | 82.32 | 84.84 | 100.75 | 171.14 | 113.48 | 117.66 | 95.24 | 141.79 |
| 3 | 87.64 | 91.68 | 107.78 | 187.67 | 120.60 | 126.16 | 105.21 | 156.37 |
| 4 | 92.91 | 98.52 | 114.81 | 204.16 | 127.73 | 134.62 | 115.24 | 170.95 |
| 5 | 97.85 | 105.36 | 121.79 | 220.64 | 134.85 | 143.12 | 125.26 | 185.54 |
| 6 | 102.79 | 111.67 | 128.16 | 236.93 | 141.98 | 151.62 | 131.91 | 199.45 |
| 7 | 107.73 | 118.09 | 134.47 | 253.22 | 149.20 | 160.08 | 138.51 | 213.70 |
| 8 | 112.67 | 124.50 | 140.79 | 269.52 | 156.42 | 168.58 | 145.16 | 227.95 |
| 9 | 117.61 | 130.91 | 147.11 | 285.81 | 163.64 | 177.03 | 151.76 | 242.20 |
| 10 | 122.55 | 137.32 | 153.43 | 302.10 | 170.86 | 185.54 | 158.41 | 256.45 |
| 11 | 127.30 | 141.12 | 158.51 | 318.11 | 175.70 | 192.52 | 163.59 | 267.09 |
| 12 | 132.10 | 145.07 | 163.73 | 334.35 | 180.74 | 199.69 | 168.91 | 278.02 |
| 13 | 136.94 | 149.01 | 168.96 | 350.65 | 185.77 | 206.91 | 174.23 | 288.94 |
| 14 | 141.79 | 152.95 | 174.18 | 366.94 | 190.81 | 214.08 | 179.55 | 299.87 |
| 15 | 146.63 | 156.85 | 179.41 | 383.23 | 195.84 | 221.26 | 184.87 | 310.79 |
| 16 | 151.48 | 160.79 | 184.59 | 399.48 | 200.88 | 228.43 | 190.19 | 321.67 |
| 17 | 156.32 | 164.73 | 189.81 | 415.77 | 205.91 | 235.65 | 195.56 | 332.60 |
| 18 | 161.17 | 168.63 | 195.04 | 432.06 | 210.90 | 242.82 | 200.88 | 343.52 |
| 19 | 165.97 | 172.57 | 200.26 | 448.31 | 215.94 | 249.99 | 206.20 | 354.45 |
| 20 | 170.81 | 176.51 | 205.49 | 464.60 | 220.97 | 257.17 | 211.52 | 365.37 |
| 21 | 175.51 | 179.22 | 210.71 | 477.61 | 226.01 | 264.10 | 216.65 | 376.25 |
| 22 | 180.31 | 181.97 | 215.94 | 490.58 | 231.04 | 271.27 | 221.97 | 387.17 |
| 23 | 185.16 | 184.73 | 221.16 | 503.60 | 236.08 | 278.45 | 227.29 | 398.10 |
| 24 | 190.00 | 187.44 | 226.39 | 516.56 | 241.06 | 285.62 | 232.61 | 409.02 |
| 25 | 194.85 | 190.19 | 231.61 | 529.58 | 246.10 | 292.79 | 237.93 | 419.95 |
| 26 | 199.64 | 192.90 | 236.84 | 542.55 | 251.13 | 300.01 | 243.25 | 430.83 |
| 27 | 204.49 | 195.65 | 242.06 | 555.56 | 256.17 | 307.18 | 248.57 | 441.75 |
| 28 | 209.33 | 198.36 | 247.29 | 568.53 | 261.20 | 314.36 | 253.89 | 452.68 |
| 29 | 214.18 | 201.12 | 252.51 | 581.54 | 266.24 | 321.53 | 259.21 | 463.60 |
| 30 | 218.98 | 203.87 | 257.74 | 594.51 | 271.27 | 328.70 | 264.53 | 474.53 |
| 31 | 223.11 | 206.58 | 262.91 | 607.53 | 276.02 | 335.54 | 269.85 | 485.40 |
| 32 | 227.24 | 209.33 | 268.14 | 620.49 | 281.06 | 342.71 | 275.17 | 496.33 |
| 33 | 231.42 | 212.04 | 273.36 | 633.51 | 286.05 | 349.89 | 280.49 | 507.25 |
| 34 | 235.55 | 214.80 | 278.59 | 646.48 | 291.08 | 357.06 | 285.81 | 518.18 |
| 35 | 239.69 | 217.55 | 283.81 | 659.49 | 296.12 | 364.23 | 291.13 | 529.10 |
| 36 | 243.82 | 220.26 | 289.04 | 672.46 | 301.15 | 371.40 | 296.45 | 539.98 |
| 37 | 247.95 | 223.01 | 294.26 | 685.47 | 306.14 | 378.58 | 301.77 | 550.91 |
| 38 | 252.08 | 225.72 | 299.49 | 698.44 | 311.17 | 385.75 | 307.09 | 561.83 |
| 39 | 256.22 | 228.48 | 304.71 | 711.46 | 316.21 | 392.92 | 312.41 | 572.76 |
| 40 | 260.35 | 231.23 | 309.94 | 724.47 | 321.24 | 400.09 | 317.73 | 583.68 |
| 41 | 263.91 | 233.70 | 314.55 | 735.35 | 325.95 | 406.84 | 322.76 | 594.04 |
| 42 | 267.43 | 236.46 | 319.77 | 748.27 | 330.93 | 414.01 | 328.08 | 604.91 |
| 43 | 270.94 | 239.16 | 325.00 | 761.24 | 335.97 | 421.18 | 333.40 | 615.84 |
| 44 | 274.50 | 241.92 | 330.17 | 774.20 | 341.00 | 428.36 | 338.72 | 626.72 |
| 45 | 278.02 | 244.67 | 335.40 | 787.17 | 345.99 | 435.53 | 344.04 | 637.64 |
| 46 | 281.58 | 247.38 | 340.62 | 800.09 | 351.03 | 442.65 | 349.32 | 648.52 |
| 47 | 285.10 | 250.14 | 345.85 | 813.06 | 356.06 | 449.83 | 354.64 | 659.44 |
| 48 | 288.66 | 252.84 | 351.03 | 826.03 | 361.05 | 457.00 | 359.96 | 670.37 |
| 49 | 292.17 | 255.60 | 356.25 | 838.99 | 366.08 | 464.17 | 365.28 | 681.25 |
| 50 | 295.74 | 258.31 | 361.48 | 851.91 | 371.12 | 471.34 | 370.60 | 692.17 |
| 51 | 299.25 | 261.06 | 366.65 | 864.88 | 376.11 | 478.04 | 375.92 | 703.05 |
| 52 | 302.81 | 263.77 | 371.88 | 877.85 | 381.14 | 485.17 | 381.24 | 713.97 |
| 53 | 306.33 | 266.52 | 377.10 | 890.82 | 386.18 | 492.34 | 386.56 | 724.90 |
| 54 | 309.89 | 269.23 | 382.33 | 903.74 | 391.16 | 499.51 | 391.88 | 735.78 |
| 55 | 313.41 | 271.99 | 387.51 | 916.70 | 396.20 | 506.64 | 397.20 | 746.70 |
| 56 | 316.97 | 274.69 | 392.73 | 929.67 | 401.19 | 513.81 | 402.52 | 757.58 |
| 57 | 320.48 | 277.45 | 397.96 | 942.64 | 406.22 | 520.98 | 407.84 | 768.50 |
| 58 | 324.05 | 280.16 | 403.13 | 955.56 | 411.26 | 528.11 | 413.11 | 779.43 |
| 59 | 327.56 | 282.91 | 408.36 | 968.53 | 416.24 | 535.28 | 418.43 | 790.31 |
| 60 | 331.12 | 285.62 | 413.58 | 981.49 | 421.28 | 542.45 | 423.75 | 801.23 |
| 61 | 334.31 | 288.37 | 418.81 | 994.46 | 426.31 | 549.58 | 429.07 | 812.11 |
| 62 | 337.87 | 291.13 | 423.99 | 1007.38 | 431.30 | 556.75 | 434.39 | 823.03 |
| 63 | 341.38 | 293.84 | 429.21 | 1020.35 | 436.34 | 563.92 | 439.71 | 833.91 |
| 64 | 344.95 | 296.59 | 434.44 | 1033.32 | 441.37 | 571.05 | 445.03 | 844.84 |
| 65 | 348.46 | 299.30 | 439.66 | 1046.28 | 446.36 | 578.22 | 450.35 | 855.76 |
| 66 | 351.98 | 302.05 | 444.84 | 1059.20 | 451.39 | 585.39 | 455.67 | 866.64 |
| 67 | 355.54 | 304.76 | 450.06 | 1072.17 | 456.43 | 592.52 | 460.99 | 877.56 |
| 68 | 359.05 | 307.52 | 455.29 | 1085.14 | 461.42 | 599.69 | 466.31 | 888.44 |
| 69 | 362.62 | 310.22 | 460.47 | 1098.06 | 466.45 | 606.86 | 471.63 | 899.37 |
| 70 | 366.13 | 312.98 | 465.69 | 1111.03 | 471.44 | 613.99 | 476.95 | 910.29 |

Notes

The prices for items mailed in USPS-produced Global Express Guaranteed envelopes are based on the weight and price group of the piece. The prices for items not mailed in USPS-produced GXG envelopes are based on dimensional weight or the actual weight, whichever is greater. See the International Price Calculator at pe.usps.com.

**Global Express Guaranteed is NOT available to**:

Ascension
Burma (Myanmar)
Central African Republic
Comoros
Cuba
Equatorial Guinea
Falkland Islands
Ghana
Guinea-Bissau
Iran
Kiribati
Korea, Democratic Peoples Republic of (North Korea)
Nauru
Pitcairn Island
Saint Helena
Saint Pierre and Miquelon
Samoa
Sao Tome and Principe
Sierra Leone
Solomon Islands
Somalia
South Sudan, Republic of
Sudan
Syrian Arab Republic
Tajikistan
Tristan da Cunha
Turkmenistan
Tuvalu

Listing of countries by price group

# Global Express Guaranteed

## Commercial Plus—Large Envelopes & Parcels

| Weight Not Over (lbs.) | Price Group 1 Canada | 2 Mexico | 3 | 4 | 5 | 6 | 7 | 8 |
|---|---|---|---|---|---|---|---|---|
| 0.5 | $64.41 | $71.73 | $82.70 | $135.80 | $91.63 | $95.95 | $72.01 | $113.24 |
| 1 | 77.05 | 78.04 | 93.72 | 154.66 | 106.35 | 109.20 | 85.22 | 127.21 |
| 2 | 82.32 | 84.84 | 100.75 | 171.14 | 113.48 | 117.66 | 95.24 | 141.79 |
| 3 | 87.64 | 91.68 | 107.78 | 187.67 | 120.60 | 126.16 | 105.21 | 156.37 |
| 4 | 92.91 | 98.52 | 114.81 | 204.16 | 127.73 | 134.62 | 115.24 | 170.95 |
| 5 | 97.85 | 105.36 | 121.79 | 220.64 | 134.85 | 143.12 | 125.26 | 185.54 |
| 6 | 102.79 | 111.67 | 128.16 | 236.93 | 141.98 | 151.62 | 131.91 | 199.45 |
| 7 | 107.73 | 118.09 | 134.47 | 253.22 | 149.20 | 160.08 | 138.51 | 213.70 |
| 8 | 112.67 | 124.50 | 140.79 | 269.52 | 156.42 | 168.58 | 145.16 | 227.95 |
| 9 | 117.61 | 130.91 | 147.11 | 285.81 | 163.64 | 177.03 | 151.76 | 242.20 |
| 10 | 122.55 | 137.32 | 153.43 | 302.10 | 170.86 | 185.54 | 158.41 | 256.45 |
| 11 | 127.30 | 141.12 | 158.51 | 318.11 | 175.70 | 192.52 | 163.59 | 267.09 |
| 12 | 132.10 | 145.07 | 163.73 | 334.35 | 180.74 | 199.69 | 168.91 | 278.02 |
| 13 | 136.94 | 149.01 | 168.96 | 350.65 | 185.77 | 206.91 | 174.23 | 288.94 |
| 14 | 141.79 | 152.95 | 174.18 | 366.94 | 190.81 | 214.08 | 179.55 | 299.87 |
| 15 | 146.63 | 156.85 | 179.41 | 383.23 | 195.84 | 221.26 | 184.87 | 310.79 |
| 16 | 151.48 | 160.79 | 184.59 | 399.48 | 200.88 | 228.43 | 190.19 | 321.67 |
| 17 | 156.32 | 164.73 | 189.81 | 415.77 | 205.91 | 235.65 | 195.56 | 332.60 |
| 18 | 161.17 | 168.63 | 195.04 | 432.06 | 210.90 | 242.82 | 200.88 | 343.52 |
| 19 | 165.97 | 172.57 | 200.26 | 448.31 | 215.94 | 249.99 | 206.20 | 354.45 |
| 20 | 170.81 | 176.51 | 205.49 | 464.60 | 220.97 | 257.17 | 211.52 | 365.37 |
| 21 | 175.51 | 179.22 | 210.71 | 477.61 | 226.01 | 264.10 | 216.65 | 376.25 |
| 22 | 180.31 | 181.97 | 215.94 | 490.58 | 231.04 | 271.27 | 221.97 | 387.17 |
| 23 | 185.16 | 184.73 | 221.16 | 503.60 | 236.08 | 278.45 | 227.29 | 398.10 |
| 24 | 190.00 | 187.44 | 226.39 | 516.56 | 241.06 | 285.62 | 232.61 | 409.02 |
| 25 | 194.85 | 190.19 | 231.61 | 529.58 | 246.10 | 292.79 | 237.93 | 419.95 |
| 26 | 199.64 | 192.90 | 236.84 | 542.55 | 251.13 | 300.01 | 243.25 | 430.83 |
| 27 | 204.49 | 195.65 | 242.06 | 555.56 | 256.17 | 307.18 | 248.57 | 441.75 |
| 28 | 209.33 | 198.36 | 247.29 | 568.53 | 261.20 | 314.36 | 253.89 | 452.68 |
| 29 | 214.18 | 201.12 | 252.51 | 581.54 | 266.24 | 321.53 | 259.21 | 463.60 |
| 30 | 218.98 | 203.87 | 257.74 | 594.51 | 271.27 | 328.70 | 264.53 | 474.53 |
| 31 | 223.11 | 206.58 | 262.91 | 607.53 | 276.02 | 335.54 | 269.85 | 485.40 |
| 32 | 227.24 | 209.33 | 268.14 | 620.49 | 281.06 | 342.71 | 275.17 | 496.33 |
| 33 | 231.42 | 212.04 | 273.36 | 633.51 | 286.05 | 349.89 | 280.49 | 507.25 |
| 34 | 235.55 | 214.80 | 278.59 | 646.48 | 291.08 | 357.06 | 285.81 | 518.18 |
| 35 | 239.69 | 217.55 | 283.81 | 659.49 | 296.12 | 364.23 | 291.13 | 529.10 |
| 36 | 243.82 | 220.26 | 289.04 | 672.46 | 301.15 | 371.40 | 296.45 | 539.98 |
| 37 | 247.95 | 223.01 | 294.26 | 685.47 | 306.14 | 378.58 | 301.77 | 550.91 |
| 38 | 252.08 | 225.72 | 299.49 | 698.44 | 311.17 | 385.75 | 307.09 | 561.83 |
| 39 | 256.22 | 228.48 | 304.71 | 711.46 | 316.21 | 392.92 | 312.41 | 572.76 |
| 40 | 260.35 | 231.23 | 309.94 | 724.47 | 321.24 | 400.09 | 317.73 | 583.68 |
| 41 | 263.91 | 233.70 | 314.55 | 735.35 | 325.95 | 406.84 | 322.76 | 594.04 |
| 42 | 267.43 | 236.46 | 319.77 | 748.27 | 330.93 | 414.01 | 328.08 | 604.91 |
| 43 | 270.94 | 239.16 | 325.00 | 761.24 | 335.97 | 421.18 | 333.40 | 615.84 |
| 44 | 274.50 | 241.92 | 330.17 | 774.20 | 341.00 | 428.36 | 338.72 | 626.72 |
| 45 | 278.02 | 244.67 | 335.40 | 787.17 | 345.99 | 435.53 | 344.04 | 637.64 |
| 46 | 281.58 | 247.38 | 340.62 | 800.09 | 351.03 | 442.65 | 349.32 | 648.52 |
| 47 | 285.10 | 250.14 | 345.85 | 813.06 | 356.06 | 449.83 | 354.64 | 659.44 |
| 48 | 288.66 | 252.84 | 351.03 | 826.03 | 361.05 | 457.00 | 359.96 | 670.37 |
| 49 | 292.17 | 255.60 | 356.25 | 838.99 | 366.08 | 464.17 | 365.28 | 681.25 |
| 50 | 295.74 | 258.31 | 361.48 | 851.91 | 371.12 | 471.34 | 370.60 | 692.17 |
| 51 | 299.25 | 261.06 | 366.65 | 864.88 | 376.11 | 478.04 | 375.92 | 703.05 |
| 52 | 302.81 | 263.77 | 371.88 | 877.85 | 381.14 | 485.17 | 381.24 | 713.97 |
| 53 | 306.33 | 266.52 | 377.10 | 890.82 | 386.18 | 492.34 | 386.56 | 724.90 |
| 54 | 309.89 | 269.23 | 382.33 | 903.74 | 391.16 | 499.51 | 391.88 | 735.78 |
| 55 | 313.41 | 271.99 | 387.51 | 916.70 | 396.20 | 506.64 | 397.20 | 746.70 |
| 56 | 316.97 | 274.69 | 392.73 | 929.67 | 401.19 | 513.81 | 402.52 | 757.58 |
| 57 | 320.48 | 277.45 | 397.96 | 942.64 | 406.22 | 520.98 | 407.84 | 768.50 |
| 58 | 324.05 | 280.16 | 403.13 | 955.56 | 411.26 | 528.11 | 413.11 | 779.43 |
| 59 | 327.56 | 282.91 | 408.36 | 968.53 | 416.24 | 535.28 | 418.43 | 790.31 |
| 60 | 331.12 | 285.62 | 413.58 | 981.49 | 421.28 | 542.45 | 423.75 | 801.23 |
| 61 | 334.31 | 288.37 | 418.81 | 994.46 | 426.31 | 549.58 | 429.07 | 812.11 |
| 62 | 337.87 | 291.13 | 423.99 | 1007.38 | 431.30 | 556.75 | 434.39 | 823.03 |
| 63 | 341.38 | 293.84 | 429.21 | 1020.35 | 436.34 | 563.92 | 439.71 | 833.91 |
| 64 | 344.95 | 296.59 | 434.44 | 1033.32 | 441.37 | 571.05 | 445.03 | 844.84 |
| 65 | 348.46 | 299.30 | 439.66 | 1046.28 | 446.36 | 578.22 | 450.35 | 855.76 |
| 66 | 351.98 | 302.05 | 444.84 | 1059.20 | 451.39 | 585.39 | 455.67 | 866.64 |
| 67 | 355.54 | 304.76 | 450.06 | 1072.17 | 456.43 | 592.52 | 460.99 | 877.56 |
| 68 | 359.05 | 307.52 | 455.29 | 1085.14 | 461.42 | 599.69 | 466.31 | 888.44 |
| 69 | 362.62 | 310.22 | 460.47 | 1098.06 | 466.45 | 606.86 | 471.63 | 899.37 |
| 70 | 366.13 | 312.98 | 465.69 | 1111.03 | 471.44 | 613.99 | 476.95 | 910.29 |

Notes

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**Global Express Guaranteed is NOT available to**:

Ascension
Burma (Myanmar)
Central African Republic
Comoros
Cuba
Equatorial Guinea
Falkland Islands
Ghana
Guinea-Bissau
Iran
Kiribati
Korea, Democratic Peoples Republic of (North Korea)
Nauru
Pitcairn Island
Saint Helena
Saint Pierre and Miquelon
Samoa
Sao Tome and Principe
Sierra Leone
Solomon Islands
Somalia
South Sudan, Republic of
Sudan
Syrian Arab Republic
Tajikistan
Tristan da Cunha
Turkmenistan
Tuvalu

Listing of countries by price group

# Priority Mail Express International

## Commercial Base—Large Envelopes & Parcels

| Price Groups | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 |
|---|---|---|---|---|---|---|---|---|
| Flat Rate Envelopes (Max. Wt. 4 lbs.) | $42.85 | $56.75 | $62.45 | $60.95 | $60.95 | $65.95 | $59.80 | $61.75 |

| Weight Not Over (lbs.) | Price Group 1 Canada | 2 Mexico | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
|---|---|---|---|---|---|---|---|---|---|---|
| 0.5 | $42.85 | $54.48 | $57.40 | $66.41 | $60.99 | $60.99 | $61.86 | $58.74 | $56.60 | $65.96 |
| 1 | 46.82 | 56.70 | 61.69 | 67.78 | 62.84 | 64.86 | 67.66 | 64.21 | 61.40 | 68.83 |
| 2 | 51.81 | 60.78 | 67.28 | 73.16 | 66.93 | 69.65 | 74.27 | 69.47 | 66.21 | 75.12 |
| 3 | 56.80 | 64.86 | 72.88 | 78.55 | 71.01 | 74.44 | 80.89 | 74.74 | 71.01 | 81.42 |
| 4 | 61.79 | 68.94 | 78.47 | 83.93 | 75.10 | 79.22 | 87.51 | 80.00 | 75.81 | 87.72 |
| 5 | 66.78 | 73.03 | 84.06 | 89.33 | 79.17 | 84.01 | 94.12 | 85.27 | 80.61 | 94.00 |
| 6 | 71.77 | 75.90 | 88.15 | 94.71 | 83.26 | 88.90 | 100.73 | 90.44 | 85.11 | 100.50 |
| 7 | 76.75 | 78.77 | 92.23 | 100.10 | 87.34 | 93.79 | 107.35 | 95.60 | 89.61 | 107.00 |
| 8 | 81.75 | 81.64 | 96.31 | 105.48 | 91.43 | 98.68 | 113.96 | 100.77 | 94.11 | 113.49 |
| 9 | 86.74 | 84.52 | 100.39 | 110.88 | 95.50 | 103.56 | 120.58 | 105.93 | 98.60 | 119.98 |
| 10 | 91.72 | 87.39 | 104.48 | 116.26 | 99.59 | 108.46 | 127.19 | 111.10 | 103.10 | 126.48 |
| 11 | 96.05 | 90.26 | 108.11 | 121.59 | 103.67 | 113.45 | 133.94 | 115.71 | 107.60 | 133.07 |
| 12 | 100.83 | 93.13 | 111.73 | 126.94 | 107.76 | 118.35 | 140.55 | 120.86 | 112.20 | 139.68 |
| 13 | 105.59 | 96.01 | 115.36 | 132.27 | 111.83 | 123.23 | 147.17 | 125.99 | 116.79 | 146.27 |
| 14 | 110.35 | 98.89 | 118.99 | 137.61 | 115.91 | 128.13 | 153.79 | 131.14 | 121.38 | 152.86 |
| 15 | 115.11 | 101.75 | 122.62 | 142.94 | 120.00 | 133.03 | 160.42 | 136.27 | 125.98 | 159.46 |
| 16 | 119.89 | 104.53 | 126.25 | 148.28 | 124.08 | 137.92 | 167.04 | 141.42 | 130.58 | 166.06 |
| 17 | 124.65 | 107.30 | 129.88 | 153.62 | 128.16 | 142.81 | 173.66 | 146.56 | 135.17 | 172.65 |
| 18 | 129.41 | 110.07 | 133.51 | 158.96 | 132.24 | 147.70 | 180.27 | 151.70 | 139.76 | 179.25 |
| 19 | 134.18 | 112.84 | 137.13 | 164.29 | 136.33 | 152.60 | 186.90 | 156.84 | 144.36 | 185.84 |
| 20 | 138.95 | 115.62 | 140.76 | 169.63 | 140.41 | 157.49 | 193.52 | 161.98 | 148.96 | 192.44 |
| 21 | 143.71 | 118.39 | 144.53 | 174.96 | 144.49 | 162.38 | 200.14 | 167.12 | 153.55 | 199.22 |
| 22 | 148.47 | 121.16 | 148.16 | 180.31 | 148.57 | 167.28 | 206.76 | 172.26 | 158.14 | 205.82 |
| 23 | 153.24 | 123.92 | 151.79 | 185.64 | 152.66 | 172.17 | 213.39 | 177.40 | 162.73 | 212.42 |
| 24 | 158.01 | 126.70 | 155.42 | 190.98 | 156.74 | 177.07 | 220.00 | 182.55 | 167.34 | 219.03 |
| 25 | 162.77 | 129.47 | 159.06 | 196.31 | 160.82 | 181.95 | 226.62 | 187.68 | 171.93 | 225.63 |
| 26 | 167.53 | 132.24 | 162.69 | 201.65 | 164.90 | 186.85 | 233.24 | 192.83 | 176.52 | 232.23 |
| 27 | 172.30 | 135.01 | 166.32 | 206.99 | 168.99 | 191.74 | 239.87 | 197.96 | 181.11 | 238.83 |
| 28 | 177.07 | 137.79 | 169.95 | 212.33 | 173.07 | 196.64 | 246.49 | 203.11 | 185.72 | 245.44 |
| 29 | 181.83 | 140.56 | 173.58 | 217.66 | 177.14 | 201.53 | 253.10 | 208.24 | 190.31 | 252.04 |
| 30 | 186.60 | 143.33 | 177.22 | 223.00 | 181.23 | 206.42 | 259.72 | 213.39 | 194.90 | 258.64 |
| 31 | 190.56 | 145.69 | 181.02 | 228.33 | 185.31 | 211.32 | 266.35 | 218.52 | 199.49 | 265.24 |
| 32 | 194.53 | 148.46 | 184.65 | 233.68 | 189.40 | 216.21 | 272.97 | 223.67 | 204.10 | 271.85 |
| 33 | 198.49 | 151.22 | 188.29 | 239.01 | 193.47 | 221.10 | 279.59 | 228.80 | 208.69 | 278.45 |
| 34 | 202.45 | 153.98 | 191.92 | 244.35 | 197.56 | 225.99 | 286.21 | 233.95 | 213.28 | 285.05 |
| 35 | 206.41 | 156.74 | 195.56 | 249.68 | 201.64 | 230.89 | 292.83 | 239.09 | 217.87 | 291.65 |
| 36 | 210.38 | 159.51 | 199.20 | 255.03 | 205.73 | 235.79 | 299.45 | 244.23 | 222.48 | 298.26 |
| 37 | 214.34 | 162.28 | 202.83 | 260.36 | 209.80 | 240.67 | 306.07 | 249.37 | 227.07 | 304.86 |
| 38 | 218.30 | 165.04 | 206.47 | 265.70 | 213.89 | 245.57 | 312.69 | 254.51 | 231.66 | 311.46 |
| 39 | 222.26 | 167.80 | 210.10 | 271.03 | 217.97 | 250.46 | 319.32 | 259.65 | 236.25 | 318.06 |
| 40 | 226.23 | 170.57 | 213.74 | 276.37 | 222.06 | 255.36 | 325.94 | 264.79 | 240.85 | 324.67 |
| 41 | 230.19 | 173.50 | 217.37 | 281.71 | 226.13 | 260.00 | 332.87 | 269.67 | 245.22 | 331.58 |
| 42 | 234.15 | 176.26 | 221.01 | 287.05 | 230.22 | 264.89 | 339.49 | 274.82 | 249.80 | 338.18 |
| 43 | 238.11 | 179.02 | 224.64 | 292.38 | 234.30 | 269.78 | 346.13 | 279.95 | 254.39 | 344.79 |
| 44 | 242.08 | 181.80 | 228.28 | 297.72 | 238.39 | 274.67 | 352.75 | 285.09 | 258.99 | 351.41 |
| 45 | 246.04 | 184.56 | 231.91 | 303.05 | 242.46 | 279.55 | 359.37 | 290.22 | 263.58 | 358.01 |
| 46 | 250.00 | 187.33 | 235.55 | 308.40 | 246.54 | 284.44 | 366.00 | 295.36 | 268.17 | 364.62 |
| 47 | 253.96 | 190.09 | 239.19 | 313.73 | 250.63 | 289.33 | 372.63 | 300.49 | 272.75 | 371.22 |
| 48 | 257.93 | 192.87 | 242.82 | 319.07 | 254.71 | 294.23 | 379.26 | 305.63 | 277.35 | 377.84 |
| 49 | 261.89 | 195.63 | 246.46 | 324.40 | 258.79 | 299.11 | 385.88 | 310.76 | 281.94 | 384.44 |
| 50 | 265.85 | 198.39 | 250.09 | 329.74 | 262.87 | 304.00 | 392.51 | 315.90 | 286.53 | 391.05 |
| 51 | 269.81 | 200.78 | 253.73 | 333.50 | 266.96 | 308.60 | 399.14 | 321.03 | 291.12 | 397.66 |
| 52 | 273.78 | 203.55 | 257.36 | 338.81 | 271.04 | 313.48 | 405.77 | 326.17 | 295.71 | 404.27 |
| 53 | 277.74 | 206.31 | 261.00 | 344.12 | 275.12 | 318.36 | 412.39 | 331.30 | 300.30 | 410.88 |
| 54 | 281.70 | 209.06 | 264.63 | 349.44 | 279.20 | 323.25 | 419.01 | 336.44 | 304.89 | 417.48 |
| 55 | 285.66 | 211.82 | 268.27 | 354.74 | 283.29 | 328.13 | 425.65 | 341.57 | 309.48 | 424.09 |
| 56 | 289.63 | 214.59 | 271.90 | 360.06 | 287.37 | 333.02 | 432.27 | 346.72 | 314.08 | 430.70 |
| 57 | 293.59 | 217.35 | 275.54 | 365.37 | 291.45 | 337.90 | 438.90 | 351.85 | 318.66 | 437.31 |
| 58 | 297.55 | 220.11 | 279.18 | 370.68 | 295.53 | 342.78 | 445.52 | 356.99 | 323.25 | 443.92 |
| 59 | 301.51 | 222.87 | 282.81 | 375.99 | 299.62 | 347.67 | 452.16 | 362.12 | 327.84 | 450.52 |
| 60 | 305.48 | 225.64 | 286.45 | 381.31 | 303.70 | 352.56 | 458.78 | 367.26 | 332.44 | 457.14 |
| 61 | 309.44 | 227.96 | 290.08 | 386.62 | 307.77 | 357.43 | 465.41 | 372.39 | 337.03 | 463.74 |
| 62 | 313.40 | 230.72 | 293.72 | 391.93 | 311.86 | 362.32 | 472.03 | 377.53 | 341.61 | 470.35 |
| 63 | 317.36 | 233.47 | 297.35 | 397.24 | 315.94 | 367.21 | 478.66 | 382.66 | 346.20 | 476.95 |
| 64 | 321.33 | 236.24 | 300.99 | 402.56 | 320.03 | 372.09 | 485.29 | 387.80 | 350.80 | 483.57 |
| 65 | 325.29 | 238.99 | 304.62 | 407.86 | 324.10 | 376.97 | 491.91 | 392.93 | 355.39 | 490.18 |
| 66 | 329.25 | 241.74 | 308.26 | 413.18 | 328.19 | 381.85 | 498.54 | 398.07 | 359.98 | 496.78 |
| 67 | - | 244.50 | 311.89 | 418.49 | 332.27 | 386.74 | 505.17 | 403.20 | 364.56 | - |
| 68 | - | 247.26 | 315.53 | 423.80 | 336.36 | 391.63 | 511.80 | 408.34 | 369.16 | - |
| 69 | - | 250.01 | 319.17 | 429.11 | 340.43 | 396.50 | 518.42 | 413.47 | 373.75 | - |
| 70 | - | 252.77 | 322.80 | 434.43 | 344.52 | 401.39 | 525.05 | 418.62 | 378.34 | - |

# Priority Mail Express International

## Commercial Base—Large Envelopes & Parcels

| Weight Not Over (lbs.) | Price Group—Continued 11 Great Britain | 12 Japan | 13 France | 14 China | 15 Brazil | 16 Germany | 17 Netherlands |
|---|---|---|---|---|---|---|---|
| 0.5 | $63.44 | $62.38 | $63.44 | $62.45 | $64.19 | $62.84 | $63.50 |
| 1 | 65.31 | 69.48 | 65.40 | 64.31 | 67.84 | 65.00 | 65.37 |
| 2 | 69.68 | 74.87 | 68.68 | 70.50 | 72.24 | 68.07 | 68.24 |
| 3 | 74.06 | 80.26 | 71.95 | 76.71 | 76.64 | 71.15 | 71.11 |
| 4 | 78.45 | 85.65 | 75.23 | 82.91 | 81.05 | 74.22 | 73.98 |
| 5 | 82.83 | 91.03 | 78.49 | 89.10 | 85.44 | 77.28 | 76.86 |
| 6 | 86.20 | 96.12 | 81.87 | 94.96 | 89.95 | 80.26 | 79.66 |
| 7 | 89.57 | 101.21 | 85.25 | 101.23 | 94.44 | 83.23 | 82.52 |
| 8 | 92.95 | 106.29 | 88.62 | 107.49 | 98.95 | 86.20 | 85.39 |
| 9 | 96.32 | 111.37 | 91.99 | 113.76 | 103.45 | 89.17 | 88.27 |
| 10 | 99.69 | 116.46 | 95.37 | 120.04 | 107.96 | 92.15 | 91.14 |
| 11 | 103.06 | 120.74 | 98.74 | 126.71 | 112.45 | 95.81 | 94.61 |
| 12 | 106.45 | 125.02 | 102.11 | 133.37 | 116.96 | 99.38 | 98.08 |
| 13 | 109.82 | 129.30 | 105.48 | 140.05 | 121.46 | 102.96 | 101.56 |
| 14 | 113.19 | 133.58 | 108.86 | 146.72 | 125.97 | 106.55 | 105.04 |
| 15 | 116.56 | 137.86 | 112.23 | 153.39 | 130.46 | 110.12 | 108.50 |
| 16 | 119.94 | 142.14 | 115.60 | 160.06 | 134.97 | 113.70 | 111.98 |
| 17 | 123.31 | 146.42 | 118.97 | 166.73 | 139.47 | 117.27 | 115.46 |
| 18 | 126.68 | 150.70 | 122.36 | 173.41 | 143.98 | 120.86 | 118.93 |
| 19 | 130.05 | 154.98 | 125.73 | 180.08 | 148.47 | 124.43 | 122.40 |
| 20 | 133.43 | 159.25 | 129.10 | 186.74 | 152.98 | 128.01 | 125.88 |
| 21 | 136.67 | 163.54 | 132.47 | 192.72 | 157.48 | 131.59 | 129.35 |
| 22 | 140.04 | 167.82 | 135.85 | 198.69 | 161.99 | 135.17 | 132.83 |
| 23 | 143.41 | 172.10 | 139.22 | 204.65 | 166.48 | 138.75 | 136.29 |
| 24 | 146.79 | 176.37 | 142.59 | 210.62 | 170.99 | 142.32 | 139.77 |
| 25 | 150.16 | 180.66 | 145.96 | 216.60 | 175.49 | 145.90 | 143.25 |
| 26 | 153.52 | 184.94 | 149.34 | 222.56 | 180.00 | 149.48 | 146.73 |
| 27 | 156.89 | 189.22 | 152.71 | 228.53 | 184.49 | 153.06 | 150.19 |
| 28 | 160.27 | 193.49 | 156.09 | 234.50 | 188.99 | 156.64 | 153.67 |
| 29 | 163.64 | 197.77 | 159.46 | 240.47 | 193.50 | 160.21 | 157.15 |
| 30 | 167.00 | 202.06 | 162.84 | 246.44 | 198.00 | 163.80 | 160.62 |
| 31 | 170.37 | 206.34 | 166.21 | 252.41 | 202.50 | 167.37 | 164.09 |
| 32 | 173.75 | 210.61 | 169.58 | 258.37 | 207.00 | 170.95 | 167.56 |
| 33 | 177.12 | 214.89 | 172.95 | 264.35 | 211.51 | 174.52 | 171.04 |
| 34 | 180.49 | 219.18 | 176.33 | 270.31 | 216.01 | 178.11 | 174.52 |
| 35 | 183.85 | 223.46 | 179.70 | 276.28 | 220.51 | 181.69 | 177.98 |
| 36 | 187.23 | 227.73 | 183.07 | 282.25 | 225.01 | 185.26 | 181.46 |
| 37 | 190.60 | 232.01 | 186.44 | 288.22 | 229.52 | 188.84 | 184.94 |
| 38 | 193.97 | 236.30 | 189.82 | 294.19 | 234.02 | 192.42 | 188.42 |
| 39 | 197.33 | 240.58 | 193.20 | 300.16 | 238.52 | 196.00 | 191.88 |
| 40 | 200.71 | 244.85 | 196.57 | 306.12 | 243.02 | 199.57 | 195.36 |
| 41 | 204.08 | 249.13 | 199.94 | 312.10 | 246.83 | 202.96 | 198.65 |
| 42 | 207.45 | 253.41 | 203.32 | 318.07 | 251.32 | 206.54 | 202.12 |
| 43 | 210.82 | 257.70 | 206.69 | 324.03 | 255.80 | 210.11 | 205.58 |
| 44 | 214.19 | 261.97 | 210.06 | 330.00 | 260.30 | 213.69 | 209.06 |
| 45 | 217.56 | 266.25 | 213.43 | 335.98 | 264.79 | 217.26 | 212.53 |
| 46 | 220.93 | 270.53 | 216.81 | 341.94 | 269.28 | 220.84 | 216.00 |
| 47 | 224.30 | 274.82 | 220.18 | 347.91 | 273.76 | 224.41 | 219.47 |
| 48 | 227.67 | 279.09 | 223.55 | 353.88 | 278.25 | 227.98 | 222.94 |
| 49 | 231.04 | 283.37 | 226.92 | 359.85 | 282.75 | 231.56 | 226.41 |
| 50 | 234.41 | 287.65 | 230.31 | 365.82 | 287.24 | 235.14 | 229.89 |
| 51 | 236.88 | 291.66 | 233.46 | 371.79 | 291.72 | 238.04 | 233.35 |
| 52 | 240.24 | 295.93 | 236.82 | 377.75 | 296.21 | 241.60 | 236.82 |
| 53 | 243.60 | 300.21 | 240.19 | 383.73 | 300.71 | 245.16 | 240.30 |
| 54 | 246.95 | 304.48 | 243.57 | 389.70 | 305.20 | 248.73 | 243.77 |
| 55 | 250.31 | 308.76 | 246.94 | 395.66 | 309.68 | 252.30 | 247.23 |
| 56 | 253.67 | 313.03 | 250.31 | 401.63 | 314.17 | 255.86 | 250.71 |
| 57 | 257.03 | 317.31 | 253.67 | 407.61 | 318.66 | 259.42 | 254.18 |
| 58 | 260.38 | 321.59 | 257.05 | 413.57 | 323.16 | 262.99 | 257.65 |
| 59 | 263.74 | 325.86 | 260.42 | 419.54 | 327.64 | 266.55 | 261.12 |
| 60 | 267.10 | 330.13 | 263.79 | 425.50 | 332.13 | 270.12 | 264.59 |
| 61 | 270.46 | 334.41 | 267.15 | 431.48 | 336.62 | 273.68 | 267.81 |
| 62 | 273.81 | 338.69 | 270.53 | 437.45 | 341.11 | 277.25 | 271.28 |
| 63 | 277.17 | 342.97 | 273.90 | 443.41 | 345.60 | 280.81 | 274.74 |
| 64 | 280.54 | 347.24 | 277.27 | 449.38 | 350.09 | 284.38 | 278.21 |
| 65 | 283.89 | 351.51 | 280.64 | 455.36 | 354.58 | 287.94 | 281.68 |
| 66 | 287.24 | 355.79 | 284.01 | 461.32 | 359.07 | 291.51 | 285.15 |
| 67 | - | - | - | - | - | - | - |
| 68 | - | - | - | - | - | - | - |
| 69 | - | - | - | - | - | - | - |
| 70 | - | - | - | - | - | - | - |

Notes

**Priority Mail Express International Service is NOT available to:**

Afghanistan
Antigua and Barbuda
Ascension
British Virgin Islands
Comoros
Falkland Islands
Gambia
Gibraltar
Greenland
Iran
Korea, Democratic Peoples Republic of (North Korea)
Kosovo
Libya
Montenegro
Montserrat
Pitcairn Island
Reunion
Saint Helena
Saint Pierre and Miquelon
Somalia
South Sudan, Republic of
Suriname
Timor-Leste, Democratic Republic of
Tristan da Cunha
Tuvalu
Wallis and Futuna Islands

Listing of countries by price group

# Priority Mail Express International

## Commercial Plus—Large Envelopes & Parcels

| Price Groups | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 |
|---|---|---|---|---|---|---|---|---|
| Flat Rate Envelopes (Max. Wt. 4 lbs.) | $42.85 | $56.75 | $62.45 | $60.95 | $60.95 | $65.95 | $59.80 | $61.75 |

| Weight Not Over (lbs.) | Price Group 1 Canada | 2 Mexico | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
|---|---|---|---|---|---|---|---|---|---|---|
| 0.5 | $42.85 | $54.48 | $57.40 | $66.41 | $60.99 | $60.99 | $61.86 | $58.74 | $56.60 | $65.96 |
| 1 | 46.82 | 56.70 | 61.69 | 67.78 | 62.84 | 64.86 | 67.66 | 64.21 | 61.40 | 68.83 |
| 2 | 51.81 | 60.78 | 67.28 | 73.16 | 66.93 | 69.65 | 74.27 | 69.47 | 66.21 | 75.12 |
| 3 | 56.80 | 64.86 | 72.88 | 78.55 | 71.01 | 74.44 | 80.89 | 74.74 | 71.01 | 81.42 |
| 4 | 61.79 | 68.94 | 78.47 | 83.93 | 75.10 | 79.22 | 87.51 | 80.00 | 75.81 | 87.72 |
| 5 | 66.78 | 73.03 | 84.06 | 89.33 | 79.17 | 84.01 | 94.12 | 85.27 | 80.61 | 94.00 |
| 6 | 71.77 | 75.90 | 88.15 | 94.71 | 83.26 | 88.90 | 100.73 | 90.44 | 85.11 | 100.50 |
| 7 | 76.75 | 78.77 | 92.23 | 100.10 | 87.34 | 93.79 | 107.35 | 95.60 | 89.61 | 107.00 |
| 8 | 81.75 | 81.64 | 96.31 | 105.48 | 91.43 | 98.68 | 113.96 | 100.77 | 94.11 | 113.49 |
| 9 | 86.74 | 84.52 | 100.39 | 110.88 | 95.50 | 103.56 | 120.58 | 105.93 | 98.60 | 119.98 |
| 10 | 91.72 | 87.39 | 104.48 | 116.26 | 99.59 | 108.46 | 127.19 | 111.10 | 103.10 | 126.48 |
| 11 | 96.05 | 90.26 | 108.11 | 121.59 | 103.67 | 113.45 | 133.94 | 115.71 | 107.60 | 133.07 |
| 12 | 100.83 | 93.13 | 111.73 | 126.94 | 107.76 | 118.35 | 140.55 | 120.86 | 112.20 | 139.68 |
| 13 | 105.59 | 96.01 | 115.36 | 132.27 | 111.83 | 123.23 | 147.17 | 125.99 | 116.79 | 146.27 |
| 14 | 110.35 | 98.89 | 118.99 | 137.61 | 115.91 | 128.13 | 153.79 | 131.14 | 121.38 | 152.86 |
| 15 | 115.11 | 101.75 | 122.62 | 142.94 | 120.00 | 133.03 | 160.42 | 136.27 | 125.98 | 159.46 |
| 16 | 119.89 | 104.53 | 126.25 | 148.28 | 124.08 | 137.92 | 167.04 | 141.42 | 130.58 | 166.06 |
| 17 | 124.65 | 107.30 | 129.88 | 153.62 | 128.16 | 142.81 | 173.66 | 146.56 | 135.17 | 172.65 |
| 18 | 129.41 | 110.07 | 133.51 | 158.96 | 132.24 | 147.70 | 180.27 | 151.70 | 139.76 | 179.25 |
| 19 | 134.18 | 112.84 | 137.13 | 164.29 | 136.33 | 152.60 | 186.90 | 156.84 | 144.36 | 185.84 |
| 20 | 138.95 | 115.62 | 140.76 | 169.63 | 140.41 | 157.49 | 193.52 | 161.98 | 148.96 | 192.44 |
| 21 | 143.71 | 118.39 | 144.53 | 174.96 | 144.49 | 162.38 | 200.14 | 167.12 | 153.55 | 199.22 |
| 22 | 148.47 | 121.16 | 148.16 | 180.31 | 148.57 | 167.28 | 206.76 | 172.26 | 158.14 | 205.82 |
| 23 | 153.24 | 123.92 | 151.79 | 185.64 | 152.66 | 172.17 | 213.39 | 177.40 | 162.73 | 212.42 |
| 24 | 158.01 | 126.70 | 155.42 | 190.98 | 156.74 | 177.07 | 220.00 | 182.55 | 167.34 | 219.03 |
| 25 | 162.77 | 129.47 | 159.06 | 196.31 | 160.82 | 181.95 | 226.62 | 187.68 | 171.93 | 225.63 |
| 26 | 167.53 | 132.24 | 162.69 | 201.65 | 164.90 | 186.85 | 233.24 | 192.83 | 176.52 | 232.23 |
| 27 | 172.30 | 135.01 | 166.32 | 206.99 | 168.99 | 191.74 | 239.87 | 197.96 | 181.11 | 238.83 |
| 28 | 177.07 | 137.79 | 169.95 | 212.33 | 173.07 | 196.64 | 246.49 | 203.11 | 185.72 | 245.44 |
| 29 | 181.83 | 140.56 | 173.58 | 217.66 | 177.14 | 201.53 | 253.10 | 208.24 | 190.31 | 252.04 |
| 30 | 186.60 | 143.33 | 177.22 | 223.00 | 181.23 | 206.42 | 259.72 | 213.39 | 194.90 | 258.64 |
| 31 | 190.56 | 145.69 | 181.02 | 228.33 | 185.31 | 211.32 | 266.35 | 218.52 | 199.49 | 265.24 |
| 32 | 194.53 | 148.46 | 184.65 | 233.68 | 189.40 | 216.21 | 272.97 | 223.67 | 204.10 | 271.85 |
| 33 | 198.49 | 151.22 | 188.29 | 239.01 | 193.47 | 221.10 | 279.59 | 228.80 | 208.69 | 278.45 |
| 34 | 202.45 | 153.98 | 191.92 | 244.35 | 197.56 | 225.99 | 286.21 | 233.95 | 213.28 | 285.05 |
| 35 | 206.41 | 156.74 | 195.56 | 249.68 | 201.64 | 230.89 | 292.83 | 239.09 | 217.87 | 291.65 |
| 36 | 210.38 | 159.51 | 199.20 | 255.03 | 205.73 | 235.79 | 299.45 | 244.23 | 222.48 | 298.26 |
| 37 | 214.34 | 162.28 | 202.83 | 260.36 | 209.80 | 240.67 | 306.07 | 249.37 | 227.07 | 304.86 |
| 38 | 218.30 | 165.04 | 206.47 | 265.70 | 213.89 | 245.57 | 312.69 | 254.51 | 231.66 | 311.46 |
| 39 | 222.26 | 167.80 | 210.10 | 271.03 | 217.97 | 250.46 | 319.32 | 259.65 | 236.25 | 318.06 |
| 40 | 226.23 | 170.57 | 213.74 | 276.37 | 222.06 | 255.36 | 325.94 | 264.79 | 240.85 | 324.67 |
| 41 | 230.19 | 173.50 | 217.37 | 281.71 | 226.13 | 260.00 | 332.87 | 269.67 | 245.22 | 331.58 |
| 42 | 234.15 | 176.26 | 221.01 | 287.05 | 230.22 | 264.89 | 339.49 | 274.82 | 249.80 | 338.18 |
| 43 | 238.11 | 179.02 | 224.64 | 292.38 | 234.30 | 269.78 | 346.13 | 279.95 | 254.39 | 344.79 |
| 44 | 242.08 | 181.80 | 228.28 | 297.72 | 238.39 | 274.67 | 352.75 | 285.09 | 258.99 | 351.41 |
| 45 | 246.04 | 184.56 | 231.91 | 303.05 | 242.46 | 279.55 | 359.37 | 290.22 | 263.58 | 358.01 |
| 46 | 250.00 | 187.33 | 235.55 | 308.40 | 246.54 | 284.44 | 366.00 | 295.36 | 268.17 | 364.62 |
| 47 | 253.96 | 190.09 | 239.19 | 313.73 | 250.63 | 289.33 | 372.63 | 300.49 | 272.75 | 371.22 |
| 48 | 257.93 | 192.87 | 242.82 | 319.07 | 254.71 | 294.23 | 379.26 | 305.63 | 277.35 | 377.84 |
| 49 | 261.89 | 195.63 | 246.46 | 324.40 | 258.79 | 299.11 | 385.88 | 310.76 | 281.94 | 384.44 |
| 50 | 265.85 | 198.39 | 250.09 | 329.74 | 262.87 | 304.00 | 392.51 | 315.90 | 286.53 | 391.05 |
| 51 | 269.81 | 200.78 | 253.73 | 333.50 | 266.96 | 308.60 | 399.14 | 321.03 | 291.12 | 397.66 |
| 52 | 273.78 | 203.55 | 257.36 | 338.81 | 271.04 | 313.48 | 405.77 | 326.17 | 295.71 | 404.27 |
| 53 | 277.74 | 206.31 | 261.00 | 344.12 | 275.12 | 318.36 | 412.39 | 331.30 | 300.30 | 410.88 |
| 54 | 281.70 | 209.06 | 264.63 | 349.44 | 279.20 | 323.25 | 419.01 | 336.44 | 304.89 | 417.48 |
| 55 | 285.66 | 211.82 | 268.27 | 354.74 | 283.29 | 328.13 | 425.65 | 341.57 | 309.48 | 424.09 |
| 56 | 289.63 | 214.59 | 271.90 | 360.06 | 287.37 | 333.02 | 432.27 | 346.72 | 314.08 | 430.70 |
| 57 | 293.59 | 217.35 | 275.54 | 365.37 | 291.45 | 337.90 | 438.90 | 351.85 | 318.66 | 437.31 |
| 58 | 297.55 | 220.11 | 279.18 | 370.68 | 295.53 | 342.78 | 445.52 | 356.99 | 323.25 | 443.92 |
| 59 | 301.51 | 222.87 | 282.81 | 375.99 | 299.62 | 347.67 | 452.16 | 362.12 | 327.84 | 450.52 |
| 60 | 305.48 | 225.64 | 286.45 | 381.31 | 303.70 | 352.56 | 458.78 | 367.26 | 332.44 | 457.14 |
| 61 | 309.44 | 227.96 | 290.08 | 386.62 | 307.77 | 357.43 | 465.41 | 372.39 | 337.03 | 463.74 |
| 62 | 313.40 | 230.72 | 293.72 | 391.93 | 311.86 | 362.32 | 472.03 | 377.53 | 341.61 | 470.35 |
| 63 | 317.36 | 233.47 | 297.35 | 397.24 | 315.94 | 367.21 | 478.66 | 382.66 | 346.20 | 476.95 |
| 64 | 321.33 | 236.24 | 300.99 | 402.56 | 320.03 | 372.09 | 485.29 | 387.80 | 350.80 | 483.57 |
| 65 | 325.29 | 238.99 | 304.62 | 407.86 | 324.10 | 376.97 | 491.91 | 392.93 | 355.39 | 490.18 |
| 66 | 329.25 | 241.74 | 308.26 | 413.18 | 328.19 | 381.85 | 498.54 | 398.07 | 359.98 | 496.78 |
| 67 | - | 244.50 | 311.89 | 418.49 | 332.27 | 386.74 | 505.17 | 403.20 | 364.56 | - |
| 68 | - | 247.26 | 315.53 | 423.80 | 336.36 | 391.63 | 511.80 | 408.34 | 369.16 | - |
| 69 | - | 250.01 | 319.17 | 429.11 | 340.43 | 396.50 | 518.42 | 413.47 | 373.75 | - |
| 70 | - | 252.77 | 322.80 | 434.43 | 344.52 | 401.39 | 525.05 | 418.62 | 378.34 | - |

# Priority Mail Express International

## Commercial Plus—Large Envelopes & Parcels

| Weight Not Over (lbs.) | Price Group—Continued 11 Great Britain | 12 Japan | 13 France | 14 China | 15 Brazil | 16 Germany | 17 Netherlands |
|---|---|---|---|---|---|---|---|
| 0.5 | $63.44 | $62.38 | $63.44 | $62.45 | $64.19 | $62.84 | $63.50 |
| 1 | 65.31 | 69.48 | 65.40 | 64.31 | 67.84 | 65.00 | 65.37 |
| 2 | 69.68 | 74.87 | 68.68 | 70.50 | 72.24 | 68.07 | 68.24 |
| 3 | 74.06 | 80.26 | 71.95 | 76.71 | 76.64 | 71.15 | 71.11 |
| 4 | 78.45 | 85.65 | 75.23 | 82.91 | 81.05 | 74.22 | 73.98 |
| 5 | 82.83 | 91.03 | 78.49 | 89.10 | 85.44 | 77.28 | 76.86 |
| 6 | 86.20 | 96.12 | 81.87 | 94.96 | 89.95 | 80.26 | 79.66 |
| 7 | 89.57 | 101.21 | 85.25 | 101.23 | 94.44 | 83.23 | 82.52 |
| 8 | 92.95 | 106.29 | 88.62 | 107.49 | 98.95 | 86.20 | 85.39 |
| 9 | 96.32 | 111.37 | 91.99 | 113.76 | 103.45 | 89.17 | 88.27 |
| 10 | 99.69 | 116.46 | 95.37 | 120.04 | 107.96 | 92.15 | 91.14 |
| 11 | 103.06 | 120.74 | 98.74 | 126.71 | 112.45 | 95.81 | 94.61 |
| 12 | 106.45 | 125.02 | 102.11 | 133.37 | 116.96 | 99.38 | 98.08 |
| 13 | 109.82 | 129.30 | 105.48 | 140.05 | 121.46 | 102.96 | 101.56 |
| 14 | 113.19 | 133.58 | 108.86 | 146.72 | 125.97 | 106.55 | 105.04 |
| 15 | 116.56 | 137.86 | 112.23 | 153.39 | 130.46 | 110.12 | 108.50 |
| 16 | 119.94 | 142.14 | 115.60 | 160.06 | 134.97 | 113.70 | 111.98 |
| 17 | 123.31 | 146.42 | 118.97 | 166.73 | 139.47 | 117.27 | 115.46 |
| 18 | 126.68 | 150.70 | 122.36 | 173.41 | 143.98 | 120.86 | 118.93 |
| 19 | 130.05 | 154.98 | 125.73 | 180.08 | 148.47 | 124.43 | 122.40 |
| 20 | 133.43 | 159.25 | 129.10 | 186.74 | 152.98 | 128.01 | 125.88 |
| 21 | 136.67 | 163.54 | 132.47 | 192.72 | 157.48 | 131.59 | 129.35 |
| 22 | 140.04 | 167.82 | 135.85 | 198.69 | 161.99 | 135.17 | 132.83 |
| 23 | 143.41 | 172.10 | 139.22 | 204.65 | 166.48 | 138.75 | 136.29 |
| 24 | 146.79 | 176.37 | 142.59 | 210.62 | 170.99 | 142.32 | 139.77 |
| 25 | 150.16 | 180.66 | 145.96 | 216.60 | 175.49 | 145.90 | 143.25 |
| 26 | 153.52 | 184.94 | 149.34 | 222.56 | 180.00 | 149.48 | 146.73 |
| 27 | 156.89 | 189.22 | 152.71 | 228.53 | 184.49 | 153.06 | 150.19 |
| 28 | 160.27 | 193.49 | 156.09 | 234.50 | 188.99 | 156.64 | 153.67 |
| 29 | 163.64 | 197.77 | 159.46 | 240.47 | 193.50 | 160.21 | 157.15 |
| 30 | 167.00 | 202.06 | 162.84 | 246.44 | 198.00 | 163.80 | 160.62 |
| 31 | 170.37 | 206.34 | 166.21 | 252.41 | 202.50 | 167.37 | 164.09 |
| 32 | 173.75 | 210.61 | 169.58 | 258.37 | 207.00 | 170.95 | 167.56 |
| 33 | 177.12 | 214.89 | 172.95 | 264.35 | 211.51 | 174.52 | 171.04 |
| 34 | 180.49 | 219.18 | 176.33 | 270.31 | 216.01 | 178.11 | 174.52 |
| 35 | 183.85 | 223.46 | 179.70 | 276.28 | 220.51 | 181.69 | 177.98 |
| 36 | 187.23 | 227.73 | 183.07 | 282.25 | 225.01 | 185.26 | 181.46 |
| 37 | 190.60 | 232.01 | 186.44 | 288.22 | 229.52 | 188.84 | 184.94 |
| 38 | 193.97 | 236.30 | 189.82 | 294.19 | 234.02 | 192.42 | 188.42 |
| 39 | 197.33 | 240.58 | 193.20 | 300.16 | 238.52 | 196.00 | 191.88 |
| 40 | 200.71 | 244.85 | 196.57 | 306.12 | 243.02 | 199.57 | 195.36 |
| 41 | 204.08 | 249.13 | 199.94 | 312.10 | 246.83 | 202.96 | 198.65 |
| 42 | 207.45 | 253.41 | 203.32 | 318.07 | 251.32 | 206.54 | 202.12 |
| 43 | 210.82 | 257.70 | 206.69 | 324.03 | 255.80 | 210.11 | 205.58 |
| 44 | 214.19 | 261.97 | 210.06 | 330.00 | 260.30 | 213.69 | 209.06 |
| 45 | 217.56 | 266.25 | 213.43 | 335.98 | 264.79 | 217.26 | 212.53 |
| 46 | 220.93 | 270.53 | 216.81 | 341.94 | 269.28 | 220.84 | 216.00 |
| 47 | 224.30 | 274.82 | 220.18 | 347.91 | 273.76 | 224.41 | 219.47 |
| 48 | 227.67 | 279.09 | 223.55 | 353.88 | 278.25 | 227.98 | 222.94 |
| 49 | 231.04 | 283.37 | 226.92 | 359.85 | 282.75 | 231.56 | 226.41 |
| 50 | 234.41 | 287.65 | 230.31 | 365.82 | 287.24 | 235.14 | 229.89 |
| 51 | 236.88 | 291.66 | 233.46 | 371.79 | 291.72 | 238.04 | 233.35 |
| 52 | 240.24 | 295.93 | 236.82 | 377.75 | 296.21 | 241.60 | 236.82 |
| 53 | 243.60 | 300.21 | 240.19 | 383.73 | 300.71 | 245.16 | 240.30 |
| 54 | 246.95 | 304.48 | 243.57 | 389.70 | 305.20 | 248.73 | 243.77 |
| 55 | 250.31 | 308.76 | 246.94 | 395.66 | 309.68 | 252.30 | 247.23 |
| 56 | 253.67 | 313.03 | 250.31 | 401.63 | 314.17 | 255.86 | 250.71 |
| 57 | 257.03 | 317.31 | 253.67 | 407.61 | 318.66 | 259.42 | 254.18 |
| 58 | 260.38 | 321.59 | 257.05 | 413.57 | 323.16 | 262.99 | 257.65 |
| 59 | 263.74 | 325.86 | 260.42 | 419.54 | 327.64 | 266.55 | 261.12 |
| 60 | 267.10 | 330.13 | 263.79 | 425.50 | 332.13 | 270.12 | 264.59 |
| 61 | 270.46 | 334.41 | 267.15 | 431.48 | 336.62 | 273.68 | 267.81 |
| 62 | 273.81 | 338.69 | 270.53 | 437.45 | 341.11 | 277.25 | 271.28 |
| 63 | 277.17 | 342.97 | 273.90 | 443.41 | 345.60 | 280.81 | 274.74 |
| 64 | 280.54 | 347.24 | 277.27 | 449.38 | 350.09 | 284.38 | 278.21 |
| 65 | 283.89 | 351.51 | 280.64 | 455.36 | 354.58 | 287.94 | 281.68 |
| 66 | 287.24 | 355.79 | 284.01 | 461.32 | 359.07 | 291.51 | 285.15 |
| 67 | - | - | - | - | - | - | - |
| 68 | - | - | - | - | - | - | - |
| 69 | - | - | - | - | - | - | - |
| 70 | - | - | - | - | - | - | - |

Notes

**Priority Mail Express International Service is NOT available to:**

Afghanistan
Antigua and Barbuda
Ascension
British Virgin Islands
Comoros
Falkland Islands
Gambia
Gibraltar
Greenland
Iran
Korea, Democratic Peoples Republic of (North Korea)
Kosovo
Libya
Montenegro
Montserrat
Pitcairn Island
Reunion
Saint Helena
Saint Pierre and Miquelon
Somalia
South Sudan, Republic of
Suriname
Timor-Leste, Democratic Republic of
Tristan da Cunha
Tuvalu
Wallis and Futuna Islands

Listing of countries by price group

# Priority Mail International—Canada

## Commercial Base—Large Envelopes & Parcels

| | | | |
|---|---|---|---|
| Flat Rate Envelope (Max. Wt. 4 lbs.): | $25.55 | Medium Flat Rate Boxes (Max. Wt. 20 lbs.): | $48.95 |
| Small Flat Rate Priced Boxes (Max. Wt. 4 lbs.): | $26.50 | Large Flat Rate Boxes (Max. Wt. 20 lbs.): | $63.70 |

| Weight Not Over (lbs.) | Price Group | | | | | | |
|---|---|---|---|---|---|---|---|
| | 1.1 & 1.2 | 1.3 | 1.4 | 1.5 | 1.6 | 1.7 | 1.8 |
| 1 | $34.53 | $35.53 | $38.14 | $39.43 | $40.71 | $41.33 | $41.80 |
| 2 | 37.34 | 38.52 | 41.09 | 42.56 | 43.99 | 44.51 | 45.08 |
| 3 | 40.09 | 41.52 | 44.03 | 45.70 | 47.31 | 47.64 | 48.31 |
| 4 | 42.85 | 44.56 | 47.03 | 48.88 | 50.73 | 50.78 | 51.59 |
| 5 | 45.60 | 47.64 | 49.97 | 52.11 | 54.01 | 53.96 | 54.82 |
| 6 | 48.36 | 50.54 | 53.01 | 55.24 | 57.00 | 57.29 | 58.47 |
| 7 | 51.16 | 53.39 | 56.19 | 58.43 | 60.04 | 60.56 | 62.04 |
| 8 | 54.01 | 56.24 | 59.23 | 61.56 | 63.03 | 63.79 | 65.55 |
| 9 | 56.76 | 59.09 | 62.27 | 64.74 | 66.03 | 67.02 | 69.11 |
| 10 | 59.52 | 61.99 | 65.36 | 67.88 | 69.02 | 70.30 | 72.77 |
| 11 | 62.23 | 64.84 | 68.21 | 71.01 | 72.34 | 73.86 | 76.29 |
| 12 | 64.89 | 67.69 | 71.06 | 74.20 | 75.62 | 77.38 | 79.85 |
| 13 | 67.55 | 70.54 | 73.96 | 77.33 | 78.95 | 80.94 | 83.36 |
| 14 | 70.21 | 73.44 | 76.81 | 80.47 | 82.22 | 84.60 | 86.93 |
| 15 | 72.87 | 76.29 | 79.66 | 83.65 | 85.55 | 88.11 | 90.44 |
| 16 | 75.53 | 79.14 | 82.51 | 86.78 | 88.92 | 91.68 | 94.00 |
| 17 | 78.23 | 81.99 | 85.41 | 89.97 | 92.25 | 95.24 | 97.52 |
| 18 | 80.89 | 84.55 | 88.26 | 93.10 | 95.52 | 98.90 | 101.08 |
| 19 | 83.55 | 87.12 | 91.11 | 96.24 | 98.85 | 102.41 | 104.60 |
| 20 | 86.31 | 89.68 | 94.05 | 99.51 | 102.13 | 105.97 | 108.16 |
| 21 | 88.97 | 92.25 | 96.95 | 102.65 | 105.45 | 109.54 | 111.67 |
| 22 | 91.68 | 94.81 | 99.80 | 105.78 | 108.73 | 113.19 | 115.24 |
| 23 | 94.34 | 97.38 | 102.65 | 108.97 | 112.15 | 116.71 | 118.80 |
| 24 | 97.61 | 99.94 | 105.50 | 112.10 | 115.14 | 120.27 | 122.31 |
| 25 | 99.70 | 102.51 | 108.40 | 115.28 | 118.04 | 123.83 | 125.88 |
| 26 | 101.75 | 105.07 | 111.25 | 118.32 | 121.08 | 126.97 | 129.49 |
| 27 | 103.84 | 107.64 | 114.10 | 121.36 | 124.07 | 130.10 | 133.05 |
| 28 | 105.93 | 110.20 | 116.99 | 124.45 | 127.06 | 133.24 | 136.56 |
| 29 | 108.02 | 112.77 | 119.84 | 127.49 | 130.06 | 136.37 | 140.13 |
| 30 | 110.06 | 115.33 | 122.69 | 130.53 | 133.05 | 139.51 | 143.64 |
| 31 | 112.15 | 117.90 | 125.54 | 133.62 | 136.09 | 142.55 | 147.20 |
| 32 | 114.24 | 120.46 | 128.44 | 136.66 | 139.08 | 145.73 | 150.72 |
| 33 | 116.33 | 123.03 | 131.29 | 139.70 | 142.07 | 148.87 | 154.28 |
| 34 | 118.42 | 125.59 | 134.24 | 142.79 | 145.07 | 152.00 | 157.80 |
| 35 | 120.46 | 128.16 | 137.09 | 145.92 | 148.11 | 155.14 | 161.36 |
| 36 | 122.55 | 130.63 | 139.98 | 148.96 | 151.10 | 158.27 | 164.87 |
| 37 | 124.64 | 133.19 | 142.83 | 152.05 | 154.09 | 161.45 | 168.44 |
| 38 | 126.64 | 135.76 | 145.68 | 155.09 | 157.08 | 164.59 | 171.95 |
| 39 | 128.73 | 138.37 | 148.53 | 158.13 | 160.12 | 167.72 | 175.51 |
| 40 | 130.77 | 140.93 | 151.43 | 161.22 | 163.12 | 170.86 | 179.03 |
| 41 | 132.86 | 143.50 | 154.28 | 164.26 | 166.11 | 174.04 | 182.59 |
| 42 | 134.95 | 146.06 | 157.13 | 167.30 | 169.10 | 177.18 | 186.11 |
| 43 | 137.04 | 148.63 | 159.98 | 170.38 | 172.14 | 180.22 | 189.76 |
| 44 | 139.13 | 151.19 | 162.88 | 173.42 | 175.13 | 183.35 | 193.33 |
| 45 | 141.22 | 153.76 | 165.73 | 176.46 | 178.13 | 186.49 | 196.84 |
| 46 | 143.26 | 156.32 | 168.58 | 179.55 | 181.12 | 189.67 | 200.40 |
| 47 | 145.35 | 158.89 | 171.57 | 182.59 | 184.16 | 192.80 | 203.92 |
| 48 | 147.44 | 161.45 | 174.42 | 185.63 | 187.15 | 195.94 | 207.48 |
| 49 | 149.53 | 164.02 | 177.27 | 188.81 | 190.14 | 199.07 | 211.00 |
| 50 | 151.62 | 166.58 | 180.12 | 191.85 | 193.14 | 202.26 | 214.56 |
| 51 | 153.71 | 169.15 | 183.02 | 194.70 | 196.13 | 205.39 | 218.07 |
| 52 | 155.75 | 171.71 | 185.87 | 197.55 | 199.17 | 208.53 | 221.64 |
| 53 | 157.84 | 174.28 | 188.72 | 200.45 | 202.16 | 211.66 | 225.15 |
| 54 | 159.93 | 176.84 | 191.57 | 203.30 | 205.15 | 214.84 | 228.71 |
| 55 | 162.02 | 179.41 | 194.47 | 206.15 | 208.15 | 217.98 | 232.23 |
| 56 | 164.11 | 181.97 | 197.32 | 209.05 | 211.19 | 221.11 | 235.79 |
| 57 | 166.20 | 184.54 | 200.17 | 211.90 | 214.18 | 224.25 | 239.31 |
| 58 | 168.25 | 187.10 | 203.02 | 214.75 | 217.27 | 227.43 | 242.87 |
| 59 | 170.34 | 189.67 | 205.91 | 217.60 | 220.31 | 230.57 | 246.38 |
| 60 | 172.43 | 192.23 | 208.86 | 220.50 | 223.30 | 233.70 | 249.95 |
| 61 | 174.52 | 194.80 | 211.71 | 223.35 | 226.29 | 236.84 | 253.56 |
| 62 | 176.61 | 197.36 | 214.56 | 226.29 | 229.28 | 240.02 | 257.12 |
| 63 | 178.70 | 199.93 | 217.46 | 229.14 | 232.32 | 243.06 | 260.63 |
| 64 | 180.74 | 202.54 | 220.31 | 232.04 | 235.32 | 246.19 | 264.20 |
| 65 | 182.83 | 205.11 | 223.16 | 234.89 | 238.31 | 249.33 | 267.76 |
| 66 | 184.92 | 207.67 | 226.05 | 237.74 | 241.30 | 252.51 | 271.27 |
| 67 | - | - | - | - | - | - | - |
| 68 | - | - | - | - | - | - | - |
| 69 | - | - | - | - | - | - | - |
| 70 | - | - | - | - | - | - | - |

# Priority Mail International—Canada

## Commercial Plus—Large Envelopes & Parcels

| | | | |
|---|---|---|---|
| Flat Rate Envelope (Max. Wt. 4 lbs.): | $25.55 | Medium Flat Rate Boxes (Max. Wt. 20 lbs.): | $48.95 |
| Small Flat Rate Priced Boxes (Max. Wt. 4 lbs.): | $26.50 | Large Flat Rate Boxes (Max. Wt. 20 lbs.): | $63.70 |

| Weight Not Over (lbs.) | Price Group | | | | | | |
|---|---|---|---|---|---|---|---|
| | 1.1 & 1.2 | 1.3 | 1.4 | 1.5 | 1.6 | 1.7 | 1.8 |
| 1 | $34.53 | $35.53 | $38.14 | $39.43 | $40.71 | $41.33 | $41.80 |
| 2 | 37.34 | 38.52 | 41.09 | 42.56 | 43.99 | 44.51 | 45.08 |
| 3 | 40.09 | 41.52 | 44.03 | 45.70 | 47.31 | 47.64 | 48.31 |
| 4 | 42.85 | 44.56 | 47.03 | 48.88 | 50.73 | 50.78 | 51.59 |
| 5 | 45.60 | 47.64 | 49.97 | 52.11 | 54.01 | 53.96 | 54.82 |
| 6 | 48.36 | 50.54 | 53.01 | 55.24 | 57.00 | 57.29 | 58.47 |
| 7 | 51.16 | 53.39 | 56.19 | 58.43 | 60.04 | 60.56 | 62.04 |
| 8 | 54.01 | 56.24 | 59.23 | 61.56 | 63.03 | 63.79 | 65.55 |
| 9 | 56.76 | 59.09 | 62.27 | 64.74 | 66.03 | 67.02 | 69.11 |
| 10 | 59.52 | 61.99 | 65.36 | 67.88 | 69.02 | 70.30 | 72.77 |
| 11 | 62.23 | 64.84 | 68.21 | 71.01 | 72.34 | 73.86 | 76.29 |
| 12 | 64.89 | 67.69 | 71.06 | 74.20 | 75.62 | 77.38 | 79.85 |
| 13 | 67.55 | 70.54 | 73.96 | 77.33 | 78.95 | 80.94 | 83.36 |
| 14 | 70.21 | 73.44 | 76.81 | 80.47 | 82.22 | 84.60 | 86.93 |
| 15 | 72.87 | 76.29 | 79.66 | 83.65 | 85.55 | 88.11 | 90.44 |
| 16 | 75.53 | 79.14 | 82.51 | 86.78 | 88.92 | 91.68 | 94.00 |
| 17 | 78.23 | 81.99 | 85.41 | 89.97 | 92.25 | 95.24 | 97.52 |
| 18 | 80.89 | 84.55 | 88.26 | 93.10 | 95.52 | 98.90 | 101.08 |
| 19 | 83.55 | 87.12 | 91.11 | 96.24 | 98.85 | 102.41 | 104.60 |
| 20 | 86.31 | 89.68 | 94.05 | 99.51 | 102.13 | 105.97 | 108.16 |
| 21 | 88.97 | 92.25 | 96.95 | 102.65 | 105.45 | 109.54 | 111.67 |
| 22 | 91.68 | 94.81 | 99.80 | 105.78 | 108.73 | 113.19 | 115.24 |
| 23 | 94.34 | 97.38 | 102.65 | 108.97 | 112.15 | 116.71 | 118.80 |
| 24 | 97.61 | 99.94 | 105.50 | 112.10 | 115.14 | 120.27 | 122.31 |
| 25 | 99.70 | 102.51 | 108.40 | 115.28 | 118.04 | 123.83 | 125.88 |
| 26 | 101.75 | 105.07 | 111.25 | 118.32 | 121.08 | 126.97 | 129.49 |
| 27 | 103.84 | 107.64 | 114.10 | 121.36 | 124.07 | 130.10 | 133.05 |
| 28 | 105.93 | 110.20 | 116.99 | 124.45 | 127.06 | 133.24 | 136.56 |
| 29 | 108.02 | 112.77 | 119.84 | 127.49 | 130.06 | 136.37 | 140.13 |
| 30 | 110.06 | 115.33 | 122.69 | 130.53 | 133.05 | 139.51 | 143.64 |
| 31 | 112.15 | 117.90 | 125.54 | 133.62 | 136.09 | 142.55 | 147.20 |
| 32 | 114.24 | 120.46 | 128.44 | 136.66 | 139.08 | 145.73 | 150.72 |
| 33 | 116.33 | 123.03 | 131.29 | 139.70 | 142.07 | 148.87 | 154.28 |
| 34 | 118.42 | 125.59 | 134.24 | 142.79 | 145.07 | 152.00 | 157.80 |
| 35 | 120.46 | 128.16 | 137.09 | 145.92 | 148.11 | 155.14 | 161.36 |
| 36 | 122.55 | 130.63 | 139.98 | 148.96 | 151.10 | 158.27 | 164.87 |
| 37 | 124.64 | 133.19 | 142.83 | 152.05 | 154.09 | 161.45 | 168.44 |
| 38 | 126.64 | 135.76 | 145.68 | 155.09 | 157.08 | 164.59 | 171.95 |
| 39 | 128.73 | 138.37 | 148.53 | 158.13 | 160.12 | 167.72 | 175.51 |
| 40 | 130.77 | 140.93 | 151.43 | 161.22 | 163.12 | 170.86 | 179.03 |
| 41 | 132.86 | 143.50 | 154.28 | 164.26 | 166.11 | 174.04 | 182.59 |
| 42 | 134.95 | 146.06 | 157.13 | 167.30 | 169.10 | 177.18 | 186.11 |
| 43 | 137.04 | 148.63 | 159.98 | 170.38 | 172.14 | 180.22 | 189.76 |
| 44 | 139.13 | 151.19 | 162.88 | 173.42 | 175.13 | 183.35 | 193.33 |
| 45 | 141.22 | 153.76 | 165.73 | 176.46 | 178.13 | 186.49 | 196.84 |
| 46 | 143.26 | 156.32 | 168.58 | 179.55 | 181.12 | 189.67 | 200.40 |
| 47 | 145.35 | 158.89 | 171.57 | 182.59 | 184.16 | 192.80 | 203.92 |
| 48 | 147.44 | 161.45 | 174.42 | 185.63 | 187.15 | 195.94 | 207.48 |
| 49 | 149.53 | 164.02 | 177.27 | 188.81 | 190.14 | 199.07 | 211.00 |
| 50 | 151.62 | 166.58 | 180.12 | 191.85 | 193.14 | 202.26 | 214.56 |
| 51 | 153.71 | 169.15 | 183.02 | 194.70 | 196.13 | 205.39 | 218.07 |
| 52 | 155.75 | 171.71 | 185.87 | 197.55 | 199.17 | 208.53 | 221.64 |
| 53 | 157.84 | 174.28 | 188.72 | 200.45 | 202.16 | 211.66 | 225.15 |
| 54 | 159.93 | 176.84 | 191.57 | 203.30 | 205.15 | 214.84 | 228.71 |
| 55 | 162.02 | 179.41 | 194.47 | 206.15 | 208.15 | 217.98 | 232.23 |
| 56 | 164.11 | 181.97 | 197.32 | 209.05 | 211.19 | 221.11 | 235.79 |
| 57 | 166.20 | 184.54 | 200.17 | 211.90 | 214.18 | 224.25 | 239.31 |
| 58 | 168.25 | 187.10 | 203.02 | 214.75 | 217.27 | 227.43 | 242.87 |
| 59 | 170.34 | 189.67 | 205.91 | 217.60 | 220.31 | 230.57 | 246.38 |
| 60 | 172.43 | 192.23 | 208.86 | 220.50 | 223.30 | 233.70 | 249.95 |
| 61 | 174.52 | 194.80 | 211.71 | 223.35 | 226.29 | 236.84 | 253.56 |
| 62 | 176.61 | 197.36 | 214.56 | 226.29 | 229.28 | 240.02 | 257.12 |
| 63 | 178.70 | 199.93 | 217.46 | 229.14 | 232.32 | 243.06 | 260.63 |
| 64 | 180.74 | 202.54 | 220.31 | 232.04 | 235.32 | 246.19 | 264.20 |
| 65 | 182.83 | 205.11 | 223.16 | 234.89 | 238.31 | 249.33 | 267.76 |
| 66 | 184.92 | 207.67 | 226.05 | 237.74 | 241.30 | 252.51 | 271.27 |
| 67 | - | - | - | - | - | - | - |
| 68 | - | - | - | - | - | - | - |
| 69 | - | - | - | - | - | - | - |
| 70 | - | - | - | - | - | - | - |

# Priority Mail International

## Commercial Base—Large Envelopes & Parcels

| Price Groups | 2 | 3 | 4 | 5 | 6 | 7 | 8 |
|---|---|---|---|---|---|---|---|
| Flat Rate Envelopes (Max. Wt. 4 lbs.) | $32.05 | $33.60 | $35.60 | $34.65 | $36.65 | $34.65 | $35.60 |
| Small Flat Rate Priced Boxes (Max. Wt. 4 lbs.) | 33.60 | 34.65 | 36.65 | 35.60 | 37.60 | 35.60 | 36.65 |
| Medium Flat Rate Boxes (Max. Wt. 20 lbs.) | 72.15 | 73.65 | 71.60 | 75.65 | 82.10 | 74.65 | 77.65 |
| Large Flat Rate Boxes (Max. Wt. 20 lbs.) | 94.15 | 96.15 | 94.15 | 98.20 | 103.70 | 97.25 | 101.70 |

| Weight Not Over (lbs.) | Price Group 2 Mexico | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
|---|---|---|---|---|---|---|---|---|---|
| 1 | $42.28 | $45.93 | $52.01 | $48.36 | $49.83 | $51.87 | $46.93 | $44.79 | $51.40 |
| 2 | 46.03 | 51.44 | 57.52 | 51.92 | 54.39 | 58.00 | 51.54 | 49.64 | 56.15 |
| 3 | 49.78 | 56.86 | 63.13 | 55.39 | 58.81 | 64.08 | 56.15 | 54.44 | 60.85 |
| 4 | 53.53 | 62.27 | 68.64 | 58.85 | 63.22 | 70.16 | 60.80 | 59.38 | 65.60 |
| 5 | 57.29 | 67.69 | 74.15 | 62.32 | 67.69 | 76.38 | 65.50 | 64.22 | 70.30 |
| 6 | 60.04 | 71.16 | 79.28 | 65.12 | 71.44 | 82.46 | 69.45 | 67.97 | 75.72 |
| 7 | 62.94 | 74.62 | 84.41 | 67.88 | 75.19 | 88.59 | 73.39 | 71.73 | 81.13 |
| 8 | 65.69 | 78.04 | 89.49 | 70.63 | 78.90 | 94.67 | 77.33 | 75.48 | 86.55 |
| 9 | 68.50 | 81.51 | 94.72 | 73.44 | 82.65 | 100.89 | 81.32 | 79.33 | 91.96 |
| 10 | 71.25 | 84.98 | 99.85 | 76.19 | 86.40 | 106.97 | 85.26 | 83.13 | 97.47 |
| 11 | 73.77 | 88.45 | 104.98 | 79.09 | 90.73 | 113.15 | 89.49 | 86.55 | 102.79 |
| 12 | 76.24 | 92.01 | 110.11 | 81.94 | 95.10 | 119.32 | 93.72 | 90.01 | 108.11 |
| 13 | 78.76 | 95.48 | 115.24 | 84.84 | 99.42 | 125.50 | 97.99 | 93.48 | 113.38 |
| 14 | 81.23 | 98.94 | 120.32 | 87.69 | 103.79 | 131.72 | 102.32 | 96.95 | 118.70 |
| 15 | 83.70 | 102.36 | 125.54 | 90.58 | 108.21 | 137.89 | 106.59 | 100.42 | 124.02 |
| 16 | 86.21 | 105.83 | 130.67 | 93.43 | 112.58 | 144.07 | 110.82 | 103.79 | 129.44 |
| 17 | 88.68 | 109.30 | 135.80 | 96.33 | 116.90 | 150.24 | 115.05 | 107.11 | 134.76 |
| 18 | 91.15 | 112.77 | 140.93 | 99.18 | 121.22 | 156.47 | 119.32 | 110.49 | 140.08 |
| 19 | 93.77 | 116.23 | 146.02 | 102.17 | 125.59 | 162.64 | 123.64 | 113.86 | 145.40 |
| 20 | 96.24 | 119.70 | 151.15 | 105.07 | 129.91 | 168.82 | 127.92 | 117.23 | 150.72 |
| 21 | 98.75 | 123.12 | 156.37 | 107.92 | 134.38 | 174.99 | 132.15 | 120.56 | 156.04 |
| 22 | 101.22 | 126.59 | 161.50 | 110.82 | 138.70 | 181.21 | 136.37 | 123.93 | 161.45 |
| 23 | 103.69 | 130.06 | 166.63 | 113.67 | 143.07 | 187.39 | 140.65 | 127.40 | 166.77 |
| 24 | 106.21 | 133.52 | 171.76 | 116.57 | 147.39 | 193.66 | 144.97 | 130.77 | 172.05 |
| 25 | 108.68 | 136.99 | 176.84 | 119.42 | 151.76 | 199.83 | 149.25 | 134.14 | 177.37 |
| 26 | 111.15 | 140.46 | 181.97 | 122.31 | 156.18 | 206.06 | 153.47 | 137.47 | 182.69 |
| 27 | 113.67 | 143.88 | 187.20 | 125.21 | 160.50 | 212.23 | 157.70 | 140.84 | 188.01 |
| 28 | 116.14 | 147.35 | 192.33 | 128.06 | 164.87 | 218.41 | 161.98 | 144.21 | 193.42 |
| 29 | 118.61 | 150.91 | 197.46 | 130.96 | 169.20 | 224.58 | 166.30 | 147.58 | 198.74 |
| 30 | 121.13 | 154.38 | 202.54 | 133.81 | 173.57 | 230.80 | 170.57 | 150.96 | 204.06 |
| 31 | 123.69 | 157.84 | 207.67 | 136.71 | 177.98 | 236.98 | 174.80 | 154.28 | 209.38 |
| 32 | 126.21 | 161.31 | 212.90 | 139.65 | 182.35 | 243.15 | 179.03 | 157.65 | 214.70 |
| 33 | 128.68 | 164.73 | 218.03 | 142.55 | 186.68 | 249.33 | 183.30 | 161.03 | 220.02 |
| 34 | 131.15 | 168.20 | 223.16 | 145.40 | 191.05 | 255.55 | 187.63 | 164.40 | 225.44 |
| 35 | 133.67 | 171.67 | 228.29 | 148.30 | 195.37 | 261.73 | 191.90 | 167.77 | 230.71 |
| 36 | 136.14 | 175.13 | 233.37 | 151.19 | 199.83 | 267.90 | 196.13 | 171.10 | 236.03 |
| 37 | 138.61 | 178.60 | 238.50 | 154.04 | 204.16 | 274.08 | 200.36 | 174.47 | 241.35 |
| 38 | 141.12 | 182.07 | 243.72 | 156.94 | 208.48 | 280.30 | 204.63 | 177.84 | 246.67 |
| 39 | 143.59 | 185.54 | 248.85 | 159.79 | 212.85 | 286.57 | 208.95 | 181.31 | 251.99 |
| 40 | 146.11 | 188.96 | 253.98 | 162.69 | 217.17 | 292.74 | 213.23 | 184.68 | 257.40 |
| 41 | 148.58 | 192.42 | 259.07 | 165.54 | 221.64 | 298.92 | 217.46 | 188.01 | 262.72 |
| 42 | 151.15 | 195.89 | 264.20 | 168.44 | 225.96 | 305.14 | 221.68 | 191.38 | 268.04 |
| 43 | 153.66 | 199.36 | 269.33 | 171.29 | 230.33 | 311.32 | 225.96 | 194.75 | 273.36 |
| 44 | 156.13 | 202.83 | 274.55 | 174.18 | 234.65 | 317.49 | 230.28 | 198.12 | 278.68 |
| 45 | 158.60 | 206.29 | 279.68 | 177.08 | 239.02 | 323.67 | 234.56 | 201.50 | 283.96 |
| 46 | 161.12 | 209.81 | 284.81 | 180.03 | 243.44 | 329.89 | 238.78 | 204.82 | 289.37 |
| 47 | 163.59 | 213.28 | 289.89 | 182.92 | 247.81 | 336.06 | 243.01 | 208.19 | 294.69 |
| 48 | 166.11 | 216.74 | 295.02 | 185.77 | 252.13 | 342.24 | 247.29 | 211.57 | 300.01 |
| 49 | 168.58 | 220.21 | 300.15 | 188.67 | 256.45 | 348.41 | 251.61 | 214.94 | 305.33 |
| 50 | 171.05 | 223.68 | 305.38 | 191.52 | 260.82 | 354.64 | 255.88 | 218.26 | 310.65 |
| 51 | 173.57 | 227.15 | 310.51 | 194.42 | 265.24 | 360.81 | 260.11 | 221.64 | 315.97 |
| 52 | 176.04 | 230.57 | 315.59 | 197.32 | 269.61 | 366.99 | 264.39 | 225.01 | 321.29 |
| 53 | 178.65 | 234.03 | 320.72 | 200.17 | 273.93 | 373.26 | 268.71 | 228.38 | 326.71 |
| 54 | 181.12 | 237.50 | 325.85 | 203.06 | 278.30 | 379.48 | 272.94 | 231.75 | 332.03 |
| 55 | 183.59 | 240.97 | 330.98 | 205.91 | 282.72 | 385.65 | 277.21 | 235.22 | 337.35 |
| 56 | 186.11 | 244.44 | 336.21 | 208.81 | 287.09 | 391.83 | 281.44 | 238.55 | 342.62 |
| 57 | 188.58 | 247.90 | 341.34 | 211.66 | 291.41 | 398.00 | 285.71 | 241.92 | 347.94 |
| 58 | 191.05 | 251.32 | 346.42 | 214.56 | 295.74 | 404.23 | 290.04 | 245.29 | 353.26 |
| 59 | 193.56 | 254.79 | 351.55 | 217.50 | 300.11 | 410.40 | 294.26 | 248.66 | 358.67 |
| 60 | 196.03 | 258.26 | 356.68 | 220.40 | 304.52 | 416.58 | 298.54 | 251.99 | 363.99 |
| 61 | 198.50 | 261.73 | 361.90 | 223.30 | 308.89 | 422.75 | 302.77 | 255.36 | 369.31 |
| 62 | 201.02 | 265.29 | 367.03 | 226.15 | 313.22 | 428.97 | 307.04 | 258.73 | 374.63 |
| 63 | 203.49 | 268.76 | 372.12 | 229.05 | 317.59 | 435.15 | 311.36 | 262.11 | 379.95 |
| 64 | 206.10 | 272.22 | 377.25 | 231.90 | 321.91 | 441.32 | 315.64 | 265.48 | 385.27 |
| 65 | 208.57 | 275.64 | 382.38 | 234.79 | 326.37 | 447.50 | 319.87 | 268.80 | 390.69 |
| 66 | 211.04 | 279.11 | 387.51 | 237.64 | 330.70 | 453.72 | 324.09 | 272.18 | 396.01 |
| 67 | 213.56 | 282.58 | 392.73 | 240.54 | 335.07 | 459.99 | 328.37 | 275.55 | - |
| 68 | 216.03 | 286.05 | 397.86 | 243.39 | 339.39 | 466.17 | 332.69 | 278.92 | - |
| 69 | 218.50 | 289.51 | 402.94 | 246.29 | 343.71 | 472.39 | 336.97 | 282.29 | - |
| 70 | 221.02 | 292.98 | 408.07 | 249.19 | 348.18 | 478.56 | 341.19 | 285.62 | - |

# Priority Mail International

## Commercial Base—Large Envelopes & Parcels

| Weight Not Over (lbs.) | Price Group—Continued 11 Great Britain | 12 Japan | 13 France | 14 China | 15 Brazil | 16 Germany | 17 Netherlands |
|---|---|---|---|---|---|---|---|
| 1 | $53.34 | $52.25 | $43.80 | $50.78 | $46.74 | $44.56 | $43.08 |
| 2 | 58.09 | 56.00 | 48.07 | 55.72 | 50.64 | 48.40 | 47.31 |
| 3 | 62.80 | 59.90 | 52.44 | 60.61 | 54.53 | 52.39 | 51.59 |
| 4 | 67.55 | 63.65 | 56.67 | 65.55 | 58.43 | 56.24 | 55.81 |
| 5 | 72.30 | 67.40 | 60.94 | 70.59 | 62.32 | 60.09 | 60.18 |
| 6 | 75.53 | 70.54 | 64.51 | 74.43 | 66.36 | 63.75 | 63.03 |
| 7 | 78.80 | 73.72 | 67.97 | 78.28 | 70.25 | 67.40 | 65.93 |
| 8 | 82.03 | 76.90 | 71.44 | 82.13 | 74.15 | 71.16 | 68.78 |
| 9 | 85.31 | 80.09 | 74.91 | 86.02 | 78.04 | 74.86 | 71.68 |
| 10 | 88.54 | 83.22 | 78.47 | 89.97 | 81.94 | 78.52 | 74.58 |
| 11 | 91.82 | 86.50 | 80.94 | 93.81 | 86.31 | 80.51 | 77.24 |
| 12 | 95.10 | 89.68 | 83.51 | 97.66 | 90.63 | 82.51 | 79.90 |
| 13 | 98.37 | 92.82 | 86.07 | 101.56 | 95.10 | 84.46 | 82.60 |
| 14 | 101.60 | 96.00 | 88.68 | 105.50 | 99.42 | 86.45 | 85.41 |
| 15 | 104.88 | 99.18 | 91.25 | 109.35 | 103.74 | 88.45 | 88.07 |
| 16 | 108.16 | 102.36 | 93.81 | 112.81 | 108.11 | 90.44 | 90.73 |
| 17 | 111.44 | 105.50 | 96.38 | 116.28 | 112.43 | 92.44 | 93.43 |
| 18 | 114.67 | 108.68 | 98.99 | 119.75 | 116.90 | 94.43 | 96.09 |
| 19 | 117.94 | 111.86 | 101.56 | 123.17 | 121.22 | 96.43 | 98.80 |
| 20 | 121.32 | 115.00 | 104.12 | 126.64 | 125.59 | 98.33 | 101.46 |
| 21 | 124.59 | 118.18 | 106.59 | 130.10 | 129.91 | 100.32 | 104.17 |
| 22 | 127.82 | 121.36 | 109.20 | 133.57 | 134.28 | 102.32 | 106.83 |
| 23 | 131.10 | 124.50 | 111.77 | 137.04 | 138.70 | 104.31 | 109.54 |
| 24 | 134.38 | 127.68 | 114.33 | 140.51 | 143.07 | 106.31 | 112.20 |
| 25 | 137.66 | 130.86 | 116.90 | 143.93 | 147.39 | 108.30 | 114.90 |
| 26 | 140.89 | 134.14 | 119.51 | 147.39 | 151.72 | 110.30 | 117.66 |
| 27 | 144.16 | 137.28 | 122.08 | 150.86 | 156.09 | 112.29 | 120.37 |
| 28 | 147.44 | 140.46 | 124.64 | 154.33 | 160.50 | 114.29 | 123.03 |
| 29 | 150.72 | 143.64 | 127.21 | 157.89 | 164.87 | 116.28 | 125.69 |
| 30 | 153.95 | 146.78 | 129.82 | 161.36 | 169.20 | 118.28 | 128.39 |
| 31 | 157.23 | 149.96 | 132.38 | 164.78 | 173.57 | 120.27 | 131.05 |
| 32 | 160.50 | 153.14 | 134.95 | 168.25 | 177.89 | 122.27 | 133.76 |
| 33 | 163.78 | 156.28 | 137.56 | 171.71 | 182.35 | 124.26 | 136.42 |
| 34 | 167.01 | 159.46 | 140.13 | 175.18 | 186.68 | 126.26 | 139.13 |
| 35 | 170.38 | 162.64 | 142.69 | 178.65 | 191.00 | 128.25 | 141.79 |
| 36 | 173.66 | 165.78 | 145.26 | 182.12 | 195.37 | 130.25 | 144.50 |
| 37 | 176.94 | 168.96 | 147.87 | 185.54 | 199.69 | 132.24 | 147.16 |
| 38 | 180.17 | 172.14 | 150.43 | 189.00 | 204.16 | 134.24 | 149.96 |
| 39 | 183.45 | 175.32 | 153.00 | 192.47 | 208.48 | 136.23 | 152.62 |
| 40 | 186.72 | 178.46 | 155.61 | 195.94 | 212.85 | 138.23 | 155.33 |
| 41 | 190.19 | 181.74 | 158.18 | 199.41 | 217.17 | 140.22 | 157.99 |
| 42 | 193.66 | 184.92 | 160.74 | 202.87 | 221.64 | 142.22 | 160.69 |
| 43 | 197.13 | 188.05 | 163.31 | 206.29 | 225.96 | 144.21 | 163.35 |
| 44 | 200.69 | 191.24 | 165.92 | 209.76 | 230.33 | 146.21 | 166.01 |
| 45 | 204.16 | 194.42 | 168.48 | 213.23 | 234.65 | 148.20 | 168.72 |
| 46 | 207.62 | 197.55 | 170.95 | 216.70 | 238.97 | 150.20 | 171.38 |
| 47 | 211.09 | 200.74 | 173.57 | 220.26 | 243.44 | 152.19 | 174.09 |
| 48 | 214.65 | 203.92 | 176.13 | 223.73 | 247.76 | 154.19 | 176.75 |
| 49 | 218.12 | 207.10 | 178.70 | 227.19 | 252.13 | 156.09 | 179.46 |
| 50 | 221.59 | 210.24 | 181.26 | 230.61 | 256.45 | 158.08 | 182.12 |
| 51 | 225.06 | 213.42 | 183.87 | 234.08 | 260.82 | 160.08 | 184.92 |
| 52 | 228.52 | 216.60 | 186.44 | 237.55 | 265.24 | 162.07 | 187.58 |
| 53 | 232.09 | 219.74 | 189.00 | 241.02 | 269.61 | 164.07 | 190.29 |
| 54 | 235.55 | 222.92 | 191.62 | 244.48 | 273.93 | 166.06 | 192.95 |
| 55 | 239.02 | 226.10 | 194.18 | 247.95 | 278.30 | 168.06 | 195.65 |
| 56 | 242.49 | 229.38 | 196.75 | 251.37 | 282.63 | 170.05 | 198.31 |
| 57 | 246.05 | 232.51 | 199.36 | 254.84 | 287.09 | 172.05 | 201.02 |
| 58 | 249.52 | 235.70 | 201.92 | 258.31 | 291.41 | 174.04 | 203.68 |
| 59 | 252.99 | 238.88 | 204.49 | 261.77 | 295.74 | 176.04 | 206.34 |
| 60 | 256.45 | 242.01 | 207.10 | 265.24 | 300.11 | 178.03 | 209.05 |
| 61 | 259.92 | 245.20 | 209.67 | 268.71 | 304.43 | 180.03 | 211.71 |
| 62 | 263.48 | 248.38 | 212.23 | 272.13 | 308.89 | 182.02 | 214.42 |
| 63 | 266.95 | 251.51 | 214.80 | 275.60 | 313.22 | 184.02 | 217.17 |
| 64 | 270.42 | 254.70 | 217.41 | 279.16 | 317.59 | 186.01 | 219.88 |
| 65 | 273.89 | 257.88 | 219.97 | 282.63 | 321.91 | 188.01 | 222.54 |
| 66 | 277.50 | 261.01 | 222.54 | 286.09 | 326.28 | 190.00 | 225.25 |
| 67 | - | - | - | - | - | 192.00 | - |
| 68 | - | - | - | - | - | 193.99 | - |
| 69 | - | - | - | - | - | 195.99 | - |
| 70 | - | - | - | - | - | 197.98 | - |

Notes

**Priority Mail International service is not available to:**

Ascension
Bolivia
Falkland Islands
Korea, Democratic Peoples Republic of (North Korea)
Somalia

For listing of countries by price group.

Listing of countries by price group

# Priority Mail International

## Commercial Plus—Large Envelopes & Parcels

| Price Groups | 2 | 3 | 4 | 5 | 6 | 7 | 8 |
|---|---|---|---|---|---|---|---|
| Flat Rate Envelopes (Max. Wt. 4 lbs.) | $32.05 | $33.60 | $35.60 | $34.65 | $36.65 | $34.65 | $35.60 |
| Small Flat Rate Priced Boxes (Max. Wt. 4 lbs.) | 33.60 | 34.65 | 36.65 | 35.60 | 37.60 | 35.60 | 36.65 |
| Medium Flat Rate Boxes (Max. Wt. 20 lbs.) | 72.15 | 73.65 | 71.60 | 75.65 | 82.10 | 74.65 | 77.65 |
| Large Flat Rate Boxes (Max. Wt. 20 lbs.) | 94.15 | 96.15 | 94.15 | 98.20 | 103.70 | 97.25 | 101.70 |

| Weight Not Over (lbs.) | Price Group 2 Mexico | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
|---|---|---|---|---|---|---|---|---|---|
| 1 | $42.28 | $45.93 | $52.01 | $48.36 | $49.83 | $51.87 | $46.93 | $44.79 | $51.40 |
| 2 | 46.03 | 51.44 | 57.52 | 51.92 | 54.39 | 58.00 | 51.54 | 49.64 | 56.15 |
| 3 | 49.78 | 56.86 | 63.13 | 55.39 | 58.81 | 64.08 | 56.15 | 54.44 | 60.85 |
| 4 | 53.53 | 62.27 | 68.64 | 58.85 | 63.22 | 70.16 | 60.80 | 59.38 | 65.60 |
| 5 | 57.29 | 67.69 | 74.15 | 62.32 | 67.69 | 76.38 | 65.50 | 64.22 | 70.30 |
| 6 | 60.04 | 71.16 | 79.28 | 65.12 | 71.44 | 82.46 | 69.45 | 67.97 | 75.72 |
| 7 | 62.94 | 74.62 | 84.41 | 67.88 | 75.19 | 88.59 | 73.39 | 71.73 | 81.13 |
| 8 | 65.69 | 78.04 | 89.49 | 70.63 | 78.90 | 94.67 | 77.33 | 75.48 | 86.55 |
| 9 | 68.50 | 81.51 | 94.72 | 73.44 | 82.65 | 100.89 | 81.32 | 79.33 | 91.96 |
| 10 | 71.25 | 84.98 | 99.85 | 76.19 | 86.40 | 106.97 | 85.26 | 83.13 | 97.47 |
| 11 | 73.77 | 88.45 | 104.98 | 79.09 | 90.73 | 113.15 | 89.49 | 86.55 | 102.79 |
| 12 | 76.24 | 92.01 | 110.11 | 81.94 | 95.10 | 119.32 | 93.72 | 90.01 | 108.11 |
| 13 | 78.76 | 95.48 | 115.24 | 84.84 | 99.42 | 125.50 | 97.99 | 93.48 | 113.38 |
| 14 | 81.23 | 98.94 | 120.32 | 87.69 | 103.79 | 131.72 | 102.32 | 96.95 | 118.70 |
| 15 | 83.70 | 102.36 | 125.54 | 90.58 | 108.21 | 137.89 | 106.59 | 100.42 | 124.02 |
| 16 | 86.21 | 105.83 | 130.67 | 93.43 | 112.58 | 144.07 | 110.82 | 103.79 | 129.44 |
| 17 | 88.68 | 109.30 | 135.80 | 96.33 | 116.90 | 150.24 | 115.05 | 107.11 | 134.76 |
| 18 | 91.15 | 112.77 | 140.93 | 99.18 | 121.22 | 156.47 | 119.32 | 110.49 | 140.08 |
| 19 | 93.77 | 116.23 | 146.02 | 102.17 | 125.59 | 162.64 | 123.64 | 113.86 | 145.40 |
| 20 | 96.24 | 119.70 | 151.15 | 105.07 | 129.91 | 168.82 | 127.92 | 117.23 | 150.72 |
| 21 | 98.75 | 123.12 | 156.37 | 107.92 | 134.38 | 174.99 | 132.15 | 120.56 | 156.04 |
| 22 | 101.22 | 126.59 | 161.50 | 110.82 | 138.70 | 181.21 | 136.37 | 123.93 | 161.45 |
| 23 | 103.69 | 130.06 | 166.63 | 113.67 | 143.07 | 187.39 | 140.65 | 127.40 | 166.77 |
| 24 | 106.21 | 133.52 | 171.76 | 116.57 | 147.39 | 193.66 | 144.97 | 130.77 | 172.05 |
| 25 | 108.68 | 136.99 | 176.84 | 119.42 | 151.76 | 199.83 | 149.25 | 134.14 | 177.37 |
| 26 | 111.15 | 140.46 | 181.97 | 122.31 | 156.18 | 206.06 | 153.47 | 137.47 | 182.69 |
| 27 | 113.67 | 143.88 | 187.20 | 125.21 | 160.50 | 212.23 | 157.70 | 140.84 | 188.01 |
| 28 | 116.14 | 147.35 | 192.33 | 128.06 | 164.87 | 218.41 | 161.98 | 144.21 | 193.42 |
| 29 | 118.61 | 150.91 | 197.46 | 130.96 | 169.20 | 224.58 | 166.30 | 147.58 | 198.74 |
| 30 | 121.13 | 154.38 | 202.54 | 133.81 | 173.57 | 230.80 | 170.57 | 150.96 | 204.06 |
| 31 | 123.69 | 157.84 | 207.67 | 136.71 | 177.98 | 236.98 | 174.80 | 154.28 | 209.38 |
| 32 | 126.21 | 161.31 | 212.90 | 139.65 | 182.35 | 243.15 | 179.03 | 157.65 | 214.70 |
| 33 | 128.68 | 164.73 | 218.03 | 142.55 | 186.68 | 249.33 | 183.30 | 161.03 | 220.02 |
| 34 | 131.15 | 168.20 | 223.16 | 145.40 | 191.05 | 255.55 | 187.63 | 164.40 | 225.44 |
| 35 | 133.67 | 171.67 | 228.29 | 148.30 | 195.37 | 261.73 | 191.90 | 167.77 | 230.71 |
| 36 | 136.14 | 175.13 | 233.37 | 151.19 | 199.83 | 267.90 | 196.13 | 171.10 | 236.03 |
| 37 | 138.61 | 178.60 | 238.50 | 154.04 | 204.16 | 274.08 | 200.36 | 174.47 | 241.35 |
| 38 | 141.12 | 182.07 | 243.72 | 156.94 | 208.48 | 280.30 | 204.63 | 177.84 | 246.67 |
| 39 | 143.59 | 185.54 | 248.85 | 159.79 | 212.85 | 286.57 | 208.95 | 181.31 | 251.99 |
| 40 | 146.11 | 188.96 | 253.98 | 162.69 | 217.17 | 292.74 | 213.23 | 184.68 | 257.40 |
| 41 | 148.58 | 192.42 | 259.07 | 165.54 | 221.64 | 298.92 | 217.46 | 188.01 | 262.72 |
| 42 | 151.15 | 195.89 | 264.20 | 168.44 | 225.96 | 305.14 | 221.68 | 191.38 | 268.04 |
| 43 | 153.66 | 199.36 | 269.33 | 171.29 | 230.33 | 311.32 | 225.96 | 194.75 | 273.36 |
| 44 | 156.13 | 202.83 | 274.55 | 174.18 | 234.65 | 317.49 | 230.28 | 198.12 | 278.68 |
| 45 | 158.60 | 206.29 | 279.68 | 177.08 | 239.02 | 323.67 | 234.56 | 201.50 | 283.96 |
| 46 | 161.12 | 209.81 | 284.81 | 180.03 | 243.44 | 329.89 | 238.78 | 204.82 | 289.37 |
| 47 | 163.59 | 213.28 | 289.89 | 182.92 | 247.81 | 336.06 | 243.01 | 208.19 | 294.69 |
| 48 | 166.11 | 216.74 | 295.02 | 185.77 | 252.13 | 342.24 | 247.29 | 211.57 | 300.01 |
| 49 | 168.58 | 220.21 | 300.15 | 188.67 | 256.45 | 348.41 | 251.61 | 214.94 | 305.33 |
| 50 | 171.05 | 223.68 | 305.38 | 191.52 | 260.82 | 354.64 | 255.88 | 218.26 | 310.65 |
| 51 | 173.57 | 227.15 | 310.51 | 194.42 | 265.24 | 360.81 | 260.11 | 221.64 | 315.97 |
| 52 | 176.04 | 230.57 | 315.59 | 197.32 | 269.61 | 366.99 | 264.39 | 225.01 | 321.29 |
| 53 | 178.65 | 234.03 | 320.72 | 200.17 | 273.93 | 373.26 | 268.71 | 228.38 | 326.71 |
| 54 | 181.12 | 237.50 | 325.85 | 203.06 | 278.30 | 379.48 | 272.94 | 231.75 | 332.03 |
| 55 | 183.59 | 240.97 | 330.98 | 205.91 | 282.72 | 385.65 | 277.21 | 235.22 | 337.35 |
| 56 | 186.11 | 244.44 | 336.21 | 208.81 | 287.09 | 391.83 | 281.44 | 238.55 | 342.62 |
| 57 | 188.58 | 247.90 | 341.34 | 211.66 | 291.41 | 398.00 | 285.71 | 241.92 | 347.94 |
| 58 | 191.05 | 251.32 | 346.42 | 214.56 | 295.74 | 404.23 | 290.04 | 245.29 | 353.26 |
| 59 | 193.56 | 254.79 | 351.55 | 217.50 | 300.11 | 410.40 | 294.26 | 248.66 | 358.67 |
| 60 | 196.03 | 258.26 | 356.68 | 220.40 | 304.52 | 416.58 | 298.54 | 251.99 | 363.99 |
| 61 | 198.50 | 261.73 | 361.90 | 223.30 | 308.89 | 422.75 | 302.77 | 255.36 | 369.31 |
| 62 | 201.02 | 265.29 | 367.03 | 226.15 | 313.22 | 428.97 | 307.04 | 258.73 | 374.63 |
| 63 | 203.49 | 268.76 | 372.12 | 229.05 | 317.59 | 435.15 | 311.36 | 262.11 | 379.95 |
| 64 | 206.10 | 272.22 | 377.25 | 231.90 | 321.91 | 441.32 | 315.64 | 265.48 | 385.27 |
| 65 | 208.57 | 275.64 | 382.38 | 234.79 | 326.37 | 447.50 | 319.87 | 268.80 | 390.69 |
| 66 | 211.04 | 279.11 | 387.51 | 237.64 | 330.70 | 453.72 | 324.09 | 272.18 | 396.01 |
| 67 | 213.56 | 282.58 | 392.73 | 240.54 | 335.07 | 459.99 | 328.37 | 275.55 | - |
| 68 | 216.03 | 286.05 | 397.86 | 243.39 | 339.39 | 466.17 | 332.69 | 278.92 | - |
| 69 | 218.50 | 289.51 | 402.94 | 246.29 | 343.71 | 472.39 | 336.97 | 282.29 | - |
| 70 | 221.02 | 292.98 | 408.07 | 249.19 | 348.18 | 478.56 | 341.19 | 285.62 | - |

# Priority Mail International

## Commercial Plus—Large Envelopes & Parcels

| Weight Not Over (lbs.) | Price Group—Continued 11 Great Britain | 12 Japan | 13 France | 14 China | 15 Brazil | 16 Germany | 17 Netherlands |
|---|---|---|---|---|---|---|---|
| 1 | $53.34 | $52.25 | $43.80 | $50.78 | $46.74 | $44.56 | $43.08 |
| 2 | 58.09 | 56.00 | 48.07 | 55.72 | 50.64 | 48.40 | 47.31 |
| 3 | 62.80 | 59.90 | 52.44 | 60.61 | 54.53 | 52.39 | 51.59 |
| 4 | 67.55 | 63.65 | 56.67 | 65.55 | 58.43 | 56.24 | 55.81 |
| 5 | 72.30 | 67.40 | 60.94 | 70.59 | 62.32 | 60.09 | 60.18 |
| 6 | 75.53 | 70.54 | 64.51 | 74.43 | 66.36 | 63.75 | 63.03 |
| 7 | 78.80 | 73.72 | 67.97 | 78.28 | 70.25 | 67.40 | 65.93 |
| 8 | 82.03 | 76.90 | 71.44 | 82.13 | 74.15 | 71.16 | 68.78 |
| 9 | 85.31 | 80.09 | 74.91 | 86.02 | 78.04 | 74.86 | 71.68 |
| 10 | 88.54 | 83.22 | 78.47 | 89.97 | 81.94 | 78.52 | 74.58 |
| 11 | 91.82 | 86.50 | 80.94 | 93.81 | 86.31 | 80.51 | 77.24 |
| 12 | 95.10 | 89.68 | 83.51 | 97.66 | 90.63 | 82.51 | 79.90 |
| 13 | 98.37 | 92.82 | 86.07 | 101.56 | 95.10 | 84.46 | 82.60 |
| 14 | 101.60 | 96.00 | 88.68 | 105.50 | 99.42 | 86.45 | 85.41 |
| 15 | 104.88 | 99.18 | 91.25 | 109.35 | 103.74 | 88.45 | 88.07 |
| 16 | 108.16 | 102.36 | 93.81 | 112.81 | 108.11 | 90.44 | 90.73 |
| 17 | 111.44 | 105.50 | 96.38 | 116.28 | 112.43 | 92.44 | 93.43 |
| 18 | 114.67 | 108.68 | 98.99 | 119.75 | 116.90 | 94.43 | 96.09 |
| 19 | 117.94 | 111.86 | 101.56 | 123.17 | 121.22 | 96.43 | 98.80 |
| 20 | 121.32 | 115.00 | 104.12 | 126.64 | 125.59 | 98.33 | 101.46 |
| 21 | 124.59 | 118.18 | 106.59 | 130.10 | 129.91 | 100.32 | 104.17 |
| 22 | 127.82 | 121.36 | 109.20 | 133.57 | 134.28 | 102.32 | 106.83 |
| 23 | 131.10 | 124.50 | 111.77 | 137.04 | 138.70 | 104.31 | 109.54 |
| 24 | 134.38 | 127.68 | 114.33 | 140.51 | 143.07 | 106.31 | 112.20 |
| 25 | 137.66 | 130.86 | 116.90 | 143.93 | 147.39 | 108.30 | 114.90 |
| 26 | 140.89 | 134.14 | 119.51 | 147.39 | 151.72 | 110.30 | 117.66 |
| 27 | 144.16 | 137.28 | 122.08 | 150.86 | 156.09 | 112.29 | 120.37 |
| 28 | 147.44 | 140.46 | 124.64 | 154.33 | 160.50 | 114.29 | 123.03 |
| 29 | 150.72 | 143.64 | 127.21 | 157.89 | 164.87 | 116.28 | 125.69 |
| 30 | 153.95 | 146.78 | 129.82 | 161.36 | 169.20 | 118.28 | 128.39 |
| 31 | 157.23 | 149.96 | 132.38 | 164.78 | 173.57 | 120.27 | 131.05 |
| 32 | 160.50 | 153.14 | 134.95 | 168.25 | 177.89 | 122.27 | 133.76 |
| 33 | 163.78 | 156.28 | 137.56 | 171.71 | 182.35 | 124.26 | 136.42 |
| 34 | 167.01 | 159.46 | 140.13 | 175.18 | 186.68 | 126.26 | 139.13 |
| 35 | 170.38 | 162.64 | 142.69 | 178.65 | 191.00 | 128.25 | 141.79 |
| 36 | 173.66 | 165.78 | 145.26 | 182.12 | 195.37 | 130.25 | 144.50 |
| 37 | 176.94 | 168.96 | 147.87 | 185.54 | 199.69 | 132.24 | 147.16 |
| 38 | 180.17 | 172.14 | 150.43 | 189.00 | 204.16 | 134.24 | 149.96 |
| 39 | 183.45 | 175.32 | 153.00 | 192.47 | 208.48 | 136.23 | 152.62 |
| 40 | 186.72 | 178.46 | 155.61 | 195.94 | 212.85 | 138.23 | 155.33 |
| 41 | 190.19 | 181.74 | 158.18 | 199.41 | 217.17 | 140.22 | 157.99 |
| 42 | 193.66 | 184.92 | 160.74 | 202.87 | 221.64 | 142.22 | 160.69 |
| 43 | 197.13 | 188.05 | 163.31 | 206.29 | 225.96 | 144.21 | 163.35 |
| 44 | 200.69 | 191.24 | 165.92 | 209.76 | 230.33 | 146.21 | 166.01 |
| 45 | 204.16 | 194.42 | 168.48 | 213.23 | 234.65 | 148.20 | 168.72 |
| 46 | 207.62 | 197.55 | 170.95 | 216.70 | 238.97 | 150.20 | 171.38 |
| 47 | 211.09 | 200.74 | 173.57 | 220.26 | 243.44 | 152.19 | 174.09 |
| 48 | 214.65 | 203.92 | 176.13 | 223.73 | 247.76 | 154.19 | 176.75 |
| 49 | 218.12 | 207.10 | 178.70 | 227.19 | 252.13 | 156.09 | 179.46 |
| 50 | 221.59 | 210.24 | 181.26 | 230.61 | 256.45 | 158.08 | 182.12 |
| 51 | 225.06 | 213.42 | 183.87 | 234.08 | 260.82 | 160.08 | 184.92 |
| 52 | 228.52 | 216.60 | 186.44 | 237.55 | 265.24 | 162.07 | 187.58 |
| 53 | 232.09 | 219.74 | 189.00 | 241.02 | 269.61 | 164.07 | 190.29 |
| 54 | 235.55 | 222.92 | 191.62 | 244.48 | 273.93 | 166.06 | 192.95 |
| 55 | 239.02 | 226.10 | 194.18 | 247.95 | 278.30 | 168.06 | 195.65 |
| 56 | 242.49 | 229.38 | 196.75 | 251.37 | 282.63 | 170.05 | 198.31 |
| 57 | 246.05 | 232.51 | 199.36 | 254.84 | 287.09 | 172.05 | 201.02 |
| 58 | 249.52 | 235.70 | 201.92 | 258.31 | 291.41 | 174.04 | 203.68 |
| 59 | 252.99 | 238.88 | 204.49 | 261.77 | 295.74 | 176.04 | 206.34 |
| 60 | 256.45 | 242.01 | 207.10 | 265.24 | 300.11 | 178.03 | 209.05 |
| 61 | 259.92 | 245.20 | 209.67 | 268.71 | 304.43 | 180.03 | 211.71 |
| 62 | 263.48 | 248.38 | 212.23 | 272.13 | 308.89 | 182.02 | 214.42 |
| 63 | 266.95 | 251.51 | 214.80 | 275.60 | 313.22 | 184.02 | 217.17 |
| 64 | 270.42 | 254.70 | 217.41 | 279.16 | 317.59 | 186.01 | 219.88 |
| 65 | 273.89 | 257.88 | 219.97 | 282.63 | 321.91 | 188.01 | 222.54 |
| 66 | 277.50 | 261.01 | 222.54 | 286.09 | 326.28 | 190.00 | 225.25 |
| 67 | - | - | - | - | - | 192.00 | - |
| 68 | - | - | - | - | - | 193.99 | - |
| 69 | - | - | - | - | - | 195.99 | - |
| 70 | - | - | - | - | - | 197.98 | - |

Notes

**Priority Mail International service is not available to:**

Ascension
Bolivia
Falkland Islands
Korea, Democratic Peoples Republic of (North Korea)
Somalia

For listing of countries by price group.

Listing of countries by price group

# First-Class Package International Service

## Commercial

### First-Class Package International Service—Commercial Base

**Packages**

| Weight Not Over (oz.) | Price Groups | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|
| | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| 1–8 | $11.64 | $11.88 | $16.39 | $14.49 | $13.78 | $14.49 | $14.49 | $14.49 | $14.49 |
| 9–32 | 19.71 | 20.66 | 26.36 | 24.23 | 23.28 | 24.23 | 24.23 | 24.23 | 24.23 |
| 33–48 | 30.40 | 31.59 | 40.85 | 38.48 | 37.05 | 38.48 | 38.48 | 38.48 | 38.48 |
| 49–64 | 47.74 | 49.16 | 63.89 | 60.09 | 58.66 | 60.09 | 60.09 | 60.09 | 60.09 |

### First-Class Package International Service—Commercial Plus

**Packages**

| Weight Not Over (oz.) | Price Groups | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|
| | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| 1–8 | $11.64 | $11.88 | $16.39 | $14.49 | $13.78 | $14.49 | $14.49 | $14.49 | $14.49 |
| 9–32 | 19.71 | 20.66 | 26.36 | 24.23 | 23.28 | 24.23 | 24.23 | 24.23 | 24.23 |
| 33–48 | 30.40 | 31.59 | 40.85 | 38.48 | 37.05 | 38.48 | 38.48 | 38.48 | 38.48 |
| 49–64 | 47.74 | 49.16 | 63.89 | 60.09 | 58.66 | 60.09 | 60.09 | 60.09 | 60.09 |

Listing of countries by price group

For First-Class Package International Service dimensions, follow this link.

### International Priority Airmail (IPA)

**Letters**

| | Direct Country Containers | | | Mixed Country Containers | | |
|---|---|---|---|---|---|---|
| Price Group | Per Piece | Full Service Per Pound | ISC Drop Shipment Per Pound | Per Piece | Full Service Per Pound | ISC Drop Shipment Per Pound |
| 1 | $0.78 | $9.86 | $6.68 | - | - | - |
| 2 | 0.26 | 11.85 | 7.40 | - | - | - |
| 3 | 0.77 | 12.12 | 9.00 | - | - | - |
| 4 | 0.78 | 12.64 | 9.52 | - | - | - |
| 5 | 0.77 | 12.33 | 9.24 | - | - | - |
| 6 | 0.74 | 13.06 | 9.78 | - | - | - |
| 7 | 0.80 | 12.40 | 9.27 | - | - | - |
| 8 | 0.72 | 12.86 | 9.29 | - | - | - |
| 9 | 0.66 | 13.54 | 10.15 | $0.77 | - | $10.63 |
| 10 | 0.30 | 14.89 | 9.83 | 0.32 | - | 10.31 |
| 11 | 0.27 | 12.93 | 9.84 | 0.29 | - | 10.26 |
| 12 | 0.71 | 12.81 | 9.39 | 0.73 | - | 9.87 |
| 13 | 0.66 | 13.06 | 9.52 | 0.71 | - | 10.07 |
| 14 | 0.25 | 13.58 | 10.50 | 0.26 | - | 11.01 |
| 15 | 0.70 | 12.66 | 9.16 | 0.76 | - | 9.82 |
| 16 | 0.29 | 13.12 | 9.79 | 0.31 | - | 9.87 |
| 17 | 0.30 | 14.96 | 9.88 | 0.32 | - | 10.36 |
| 18 | 0.27 | 13.00 | 9.88 | 0.29 | - | 10.30 |
| 19 | 0.23 | 14.40 | 11.33 | 0.25 | - | 11.93 |
| Worldwide | - | - | - | 0.83 | $16.83 | 13.26 |

Maximum weight per letter: 3.5 ounces.

### International Priority Airmail (IPA)

**Flats**

| | Direct Country Containers | | | Mixed Country Containers | | |
|---|---|---|---|---|---|---|
| Price Group | Per Piece | Full Service Per Pound | ISC Drop Shipment Per Pound | Per Piece | Full Service Per Pound | ISC Drop Shipment Per Pound |
| 1 | $0.78 | $8.41 | $5.74 | - | - | - |
| 2 | 0.26 | 10.12 | 6.35 | - | - | - |
| 3 | 0.77 | 10.36 | 7.72 | - | - | - |
| 4 | 0.78 | 10.84 | 8.18 | - | - | - |
| 5 | 0.77 | 10.57 | 7.91 | - | - | - |
| 6 | 0.74 | 11.18 | 8.38 | - | - | - |
| 7 | 0.80 | 10.63 | 7.94 | - | - | - |
| 8 | 0.72 | 10.99 | 7.92 | - | - | - |
| 9 | 0.66 | 11.58 | 8.67 | $0.77 | - | $9.08 |
| 10 | 0.30 | 12.73 | 8.41 | 0.32 | - | 8.84 |
| 11 | 0.27 | 11.07 | 8.42 | 0.29 | - | 8.78 |
| 12 | 0.71 | 10.94 | 8.05 | 0.73 | - | 8.45 |
| 13 | 0.66 | 11.17 | 8.16 | 0.71 | - | 8.64 |
| 14 | 0.25 | 11.62 | 8.99 | 0.26 | - | 9.41 |
| 15 | 0.70 | 12.66 | 9.16 | 0.76 | - | 9.82 |
| 16 | 0.29 | 13.12 | 9.79 | 0.31 | - | 9.87 |
| 17 | 0.30 | 14.96 | 9.88 | 0.32 | - | 10.36 |
| 18 | 0.27 | 13.00 | 9.88 | 0.29 | - | 10.30 |
| 19 | 0.23 | 14.40 | 11.33 | 0.25 | - | 11.93 |
| Worldwide | - | - | - | 0.83 | $16.83 | 13.26 |

Maximum weight per flat: 17.6 ounces.

### International Priority Airmail (IPA)

**Packets**

| Price Group | Direct Country Containers | | | Mixed Country Containers | | |
|---|---|---|---|---|---|---|
| | Per Piece | Full Service Per Pound | ISC Drop Shipment Per Pound | Per Piece | Full Service Per Pound | ISC Drop Shipment Per Pound |
| 1 | $0.78 | $8.04 | $5.45 | - | - | - |
| 2 | 0.26 | 9.67 | 6.07 | - | - | - |
| 3 | 0.77 | 9.90 | 7.34 | - | - | - |
| 4 | 0.78 | 10.31 | 7.78 | - | - | - |
| 5 | 0.77 | 10.07 | 7.55 | - | - | - |
| 6 | 0.74 | 10.68 | 7.98 | - | - | - |
| 7 | 0.81 | 10.11 | 7.56 | - | - | - |
| 8 | 0.72 | 10.49 | 7.58 | - | - | - |
| 9 | 0.66 | 11.06 | 8.27 | $0.77 | - | $8.69 |
| 10 | 0.30 | 12.13 | 8.01 | 0.32 | - | 8.39 |
| 11 | 0.27 | 10.54 | 8.04 | 0.29 | - | 8.39 |
| 12 | 0.71 | 10.44 | 7.68 | 0.73 | - | 8.03 |
| 13 | 0.66 | 10.66 | 7.77 | 0.71 | - | 8.23 |
| 14 | 0.25 | 11.08 | 8.57 | 0.26 | - | 8.97 |
| 15 | 0.70 | 12.66 | 9.16 | 0.76 | - | 9.82 |
| 16 | 0.29 | 13.12 | 9.79 | 0.31 | - | 9.87 |
| 17 | 0.30 | 14.96 | 9.88 | 0.32 | - | 10.36 |
| 18 | 0.27 | 13.00 | 9.88 | 0.29 | - | 10.30 |
| 19 | 0.23 | 14.40 | 11.33 | 0.25 | - | 11.93 |
| Worldwide | - | - | - | 0.83 | $16.83 | 13.26 |

Maximum weight per piece: 4.4 pounds.

### IPA M-Bag

**Full Service**

| Price Group | Full Service Per Pound |
|---|---|
| 1 | $7.23 |
| 2 | 8.18 |
| 3 | 9.58 |
| 4 | 9.58 |
| 5 | 9.58 |
| 6 | 12.05 |
| 7 | 9.58 |
| 8 | 9.58 |
| 9 | 11.48 |
| 10 | 10.53 |
| 11 | 11.72 |
| 12 | 9.93 |
| 13 | 9.58 |
| 14 | 11.68 |
| 15 | 9.58 |
| 16 | 10.85 |
| 17 | 10.53 |
| 18 | 11.72 |
| 19 | 11.54 |

Note: Full Service M-Bags are subject to the minimum price for 11 pounds.

### International Priority Airmail (IPA) M-Bag

**ISC Drop Shipment**

| Price Group | 5 Pounds | 6 Pounds | 7 Pounds | 8 Pounds | 9 Pounds | 10 Pounds | 11 Pounds | Each Additional Pound |
|---|---|---|---|---|---|---|---|---|
| 1 | $31.20 | $31.75 | $32.30 | $32.85 | $33.40 | $33.95 | $34.50 | $3.15 |
| 2 | 38.59 | 39.68 | 40.77 | 41.86 | 42.95 | 44.04 | 45.13 | 4.10 |
| 3 | 48.45 | 50.04 | 51.63 | 53.22 | 54.81 | 56.40 | 57.99 | 5.28 |
| 4 | 48.45 | 50.04 | 51.63 | 53.22 | 54.81 | 56.40 | 57.99 | 5.28 |
| 5 | 48.45 | 50.04 | 51.63 | 53.22 | 54.81 | 56.40 | 57.99 | 5.28 |
| 6 | 70.59 | 73.23 | 75.87 | 78.51 | 81.15 | 83.79 | 86.43 | 7.85 |
| 7 | 48.45 | 50.04 | 51.63 | 53.22 | 54.81 | 56.40 | 57.99 | 5.28 |
| 8 | 48.45 | 50.04 | 51.63 | 53.22 | 54.81 | 56.40 | 57.99 | 5.28 |
| 9 | 64.62 | 66.98 | 69.34 | 71.70 | 74.06 | 76.42 | 78.78 | 7.16 |
| 10 | 61.21 | 62.40 | 63.59 | 64.78 | 65.97 | 67.16 | 68.35 | 6.21 |
| 11 | 70.17 | 72.04 | 73.91 | 75.78 | 77.65 | 79.52 | 81.39 | 7.39 |
| 12 | 52.46 | 54.02 | 55.58 | 57.14 | 58.70 | 60.26 | 61.82 | 5.61 |
| 13 | 48.45 | 50.04 | 51.63 | 53.22 | 54.81 | 56.40 | 57.99 | 5.28 |
| 14 | 70.49 | 72.20 | 73.91 | 75.62 | 77.33 | 79.04 | 80.75 | 7.35 |
| 15 | 48.45 | 50.04 | 51.63 | 53.22 | 54.81 | 56.40 | 57.99 | 5.28 |
| 16 | 61.34 | 63.06 | 64.78 | 66.50 | 68.22 | 69.94 | 71.66 | 6.52 |
| 17 | 61.21 | 62.40 | 63.59 | 64.78 | 65.97 | 67.16 | 68.35 | 6.21 |
| 18 | 70.17 | 72.04 | 73.91 | 75.78 | 77.65 | 79.52 | 81.39 | 7.39 |
| 19 | 67.93 | 69.87 | 71.81 | 73.75 | 75.69 | 77.63 | 79.57 | 7.23 |

Note: ISC Drop Shipment M-Bags are subject to the minimum price for 5 pounds.

### International Surface Air Lift (ISAL)

**Letters**

| | Direct Country Containers | | | Mixed Country Containers | | |
|---|---|---|---|---|---|---|
| Price Group | Per Piece | Full Service Per Pound | ISC Drop Shipment Per Pound | Per Piece | Full Service Per Pound | ISC Drop Shipment Per Pound |
| 1 | $0.71 | $9.61 | $6.49 | - | - | - |
| 2 | 0.23 | 11.13 | 6.98 | - | - | - |
| 3 | 0.68 | 10.78 | 8.04 | - | - | - |
| 4 | 0.71 | 11.52 | 8.66 | - | - | - |
| 5 | 0.71 | 11.31 | 8.46 | - | - | - |
| 6 | 0.69 | 12.39 | 9.27 | - | - | - |
| 7 | 0.72 | 11.52 | 8.58 | - | - | - |
| 8 | 0.65 | 11.32 | 8.18 | - | - | - |
| 9 | 0.59 | 12.47 | 9.32 | $0.72 | - | $9.46 |
| 10 | 0.27 | 13.79 | 9.10 | 0.29 | - | 9.56 |
| 11 | 0.25 | 11.68 | 8.89 | 0.26 | - | 9.21 |
| 12 | 0.59 | 11.55 | 8.45 | 0.61 | - | 8.89 |
| 13 | 0.64 | 11.05 | 7.98 | 0.68 | - | 8.86 |
| 14 | 0.23 | 12.57 | 9.74 | 0.25 | - | 10.00 |
| 15 | 0.65 | 11.39 | 8.21 | 0.70 | - | 9.12 |
| 16 | 0.28 | 12.34 | 9.18 | 0.30 | - | 9.25 |
| 17 | 0.27 | 13.62 | 8.98 | 0.29 | - | 9.44 |
| 18 | 0.26 | 11.87 | 9.05 | 0.27 | - | 9.37 |
| 19 | 0.21 | 13.37 | 10.53 | 0.23 | - | 10.72 |
| Worldwide | - | - | - | 0.77 | $15.51 | 12.22 |

Maximum weight per letter: 3.5 ounces.

### International Surface Air Lift (ISAL)

**Flats**

| | Direct Country Containers | | | Mixed Country Containers | | |
|---|---|---|---|---|---|---|
| Price Group | Per Piece | Full Service Per Pound | ISC Drop Shipment Per Pound | Per Piece | Full Service Per Pound | ISC Drop Shipment Per Pound |
| 1 | $0.71 | $8.19 | $5.57 | - | - | - |
| 2 | 0.24 | 9.57 | 5.99 | - | - | - |
| 3 | 0.68 | 9.23 | 6.86 | - | - | - |
| 4 | 0.71 | 9.86 | 7.42 | - | - | - |
| 5 | 0.71 | 9.67 | 7.25 | - | - | - |
| 6 | 0.69 | 10.59 | 7.93 | - | - | - |
| 7 | 0.72 | 9.86 | 7.36 | - | - | - |
| 8 | 0.65 | 9.68 | 7.00 | - | - | - |
| 9 | 0.61 | 10.68 | 7.95 | $0.72 | - | $8.10 |
| 10 | 0.27 | 11.80 | 7.80 | 0.29 | - | 8.19 |
| 11 | 0.25 | 10.00 | 7.62 | 0.26 | - | 7.88 |
| 12 | 0.61 | 9.85 | 7.23 | 0.62 | - | 7.60 |
| 13 | 0.64 | 9.45 | 6.84 | 0.68 | - | 7.57 |
| 14 | 0.23 | 10.74 | 8.34 | 0.25 | - | 8.54 |
| 15 | 0.65 | 11.39 | 8.21 | 0.70 | - | 9.12 |
| 16 | 0.28 | 12.34 | 9.18 | 0.30 | - | 9.25 |
| 17 | 0.27 | 13.62 | 8.98 | 0.29 | - | 9.44 |
| 18 | 0.26 | 11.87 | 9.05 | 0.27 | - | 9.37 |
| 19 | 0.21 | 13.37 | 10.53 | 0.23 | - | 10.72 |
| Worldwide | - | - | - | 0.77 | $15.51 | 12.22 |

Maximum weight per flat: 17.6 ounces.

### International Surface Air Lift (ISAL)

**Packets**

| Price Group | Direct Country Containers | | | Mixed Country Containers | | |
|---|---|---|---|---|---|---|
| | Per Piece | Full Service Per Pound | ISC Drop Shipment Per Pound | Per Piece | Full Service Per Pound | ISC Drop Shipment Per Pound |
| 1 | $0.71 | $7.82 | $5.29 | - | - | - |
| 2 | 0.23 | 9.08 | 5.70 | - | - | - |
| 3 | 0.68 | 8.81 | 6.52 | - | - | - |
| 4 | 0.71 | 9.40 | 7.06 | - | - | - |
| 5 | 0.71 | 9.22 | 6.91 | - | - | - |
| 6 | 0.69 | 10.10 | 7.56 | - | - | - |
| 7 | 0.72 | 9.40 | 7.00 | - | - | - |
| 8 | 0.65 | 9.23 | 6.68 | - | - | - |
| 9 | 0.61 | 10.14 | 7.60 | $0.72 | - | $7.73 |
| 10 | 0.27 | 11.27 | 7.43 | 0.29 | - | 7.81 |
| 11 | 0.25 | 9.54 | 7.29 | 0.26 | - | 7.54 |
| 12 | 0.61 | 9.44 | 6.89 | 0.62 | - | 7.26 |
| 13 | 0.64 | 9.01 | 6.52 | 0.68 | - | 7.21 |
| 14 | 0.23 | 10.27 | 7.99 | 0.25 | - | 8.17 |
| 15 | 0.65 | 11.39 | 8.21 | 0.70 | - | 9.12 |
| 16 | 0.28 | 12.34 | 9.18 | 0.30 | - | 9.25 |
| 17 | 0.27 | 13.62 | 8.98 | 0.29 | - | 9.44 |
| 18 | 0.26 | 11.87 | 9.05 | 0.27 | - | 9.37 |
| 19 | 0.21 | 13.37 | 10.53 | 0.23 | - | 10.72 |
| Worldwide | - | - | - | 0.77 | $15.51 | 12.22 |

Maximum weight per piece: 4.4 pounds.

### ISAL M-Bag

**Full Service**

| Price Group | Full Service Per Pound |
|---|---|
| 1 | $2.51 |
| 2 | 2.69 |
| 3 | 3.15 |
| 4 | 3.15 |
| 5 | 3.15 |
| 6 | 4.38 |
| 7 | 3.15 |
| 8 | 3.20 |
| 9 | 4.10 |
| 10 | 3.69 |
| 11 | 4.10 |
| 12 | 3.30 |
| 13 | 3.20 |
| 14 | 4.32 |
| 15 | 3.20 |
| 16 | 3.69 |
| 17 | 3.69 |
| 18 | 4.10 |
| 19 | 5.13 |

Note: Full Service M-Bags are subject to the minimum price for 11 pounds.

### International Surface Air Lift (ISAL) M-Bag

**ISC Drop Shipment**

| Price Group | 5 Pounds | 6 Pounds | 7 Pounds | 8 Pounds | 9 Pounds | 10 Pounds | 11 Pounds | Each Additional Pound |
|---|---|---|---|---|---|---|---|---|
| 1 | $25.51 | $25.69 | $25.87 | $26.05 | $26.23 | $26.41 | $26.59 | $2.41 |
| 2 | 23.46 | 24.25 | 25.04 | 25.83 | 26.62 | 27.41 | 28.20 | 2.56 |
| 3 | 18.31 | 20.41 | 22.51 | 24.61 | 26.71 | 28.81 | 30.91 | 2.81 |
| 4 | 18.31 | 20.41 | 22.51 | 24.61 | 26.71 | 28.81 | 30.91 | 2.81 |
| 5 | 18.31 | 20.41 | 22.51 | 24.61 | 26.71 | 28.81 | 30.91 | 2.81 |
| 6 | 25.95 | 29.43 | 32.91 | 36.39 | 39.87 | 43.35 | 46.83 | 4.27 |
| 7 | 18.31 | 20.41 | 22.51 | 24.61 | 26.71 | 28.81 | 30.91 | 2.81 |
| 8 | 18.62 | 20.78 | 22.94 | 25.10 | 27.26 | 29.42 | 31.58 | 2.86 |
| 9 | 25.12 | 27.88 | 30.64 | 33.40 | 36.16 | 38.92 | 41.68 | 3.80 |
| 10 | 23.66 | 25.86 | 28.06 | 30.26 | 32.46 | 34.66 | 36.86 | 3.37 |
| 11 | 19.91 | 23.48 | 27.05 | 30.62 | 34.19 | 37.76 | 41.33 | 3.77 |
| 12 | 19.60 | 21.78 | 23.96 | 26.14 | 28.32 | 30.50 | 32.68 | 2.98 |
| 13 | 18.62 | 20.78 | 22.94 | 25.10 | 27.26 | 29.42 | 31.58 | 2.86 |
| 14 | 20.85 | 24.69 | 28.53 | 32.37 | 36.21 | 40.05 | 43.89 | 3.98 |
| 15 | 18.62 | 20.78 | 22.94 | 25.10 | 27.26 | 29.42 | 31.58 | 2.86 |
| 16 | 21.39 | 23.99 | 26.59 | 29.19 | 31.79 | 34.39 | 36.99 | 3.37 |
| 17 | 23.66 | 25.86 | 28.06 | 30.26 | 32.46 | 34.66 | 36.86 | 3.37 |
| 18 | 19.91 | 23.48 | 27.05 | 30.62 | 34.19 | 37.76 | 41.33 | 3.77 |
| 19 | 26.82 | 31.18 | 35.54 | 39.90 | 44.26 | 48.62 | 52.98 | 4.81 |

Note: ISC Drop Shipment M-Bags are subject to the minimum price for 5 pounds.

# Country Price Groups

| Country | Global Express Guaranteed | | Priority Mail Express International | | | Priority Mail International | | | First-Class Mail Int'l & First-Class Package Int'l Service | | IPA[4] | ISAL[4] |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | Price Group | Max. Wt. (lbs.) | Price Group | Max. Wt. (lbs.) | PMEI Flat Rate Envelopes Price Group[1] | Price Group | Max. Wt. (lbs.) | PMI Flat Rate Envelopes and Boxes Price Group[2] | Price Group | Max. Wt. (ozs./ozs./lbs.)[3] | Price Group | Price Group |
| Afghanistan | 6 | 70 | n/a | n/a | n/a | 6 | 66 | 8 | 6 | 3.5/15.994/4 | 19 | n/a |
| Albania | 4 | 70 | 4 | 66 | 8 | 4 | 44 | 8 | 4 | 3.5/15.994/4 | 16 | 16 |
| Algeria | 4 | 70 | 8 | 44 | 8 | 8 | 44 | 8 | 8 | 3.5/15.994/4 | 19 | 19 |
| Andorra | 5 | 4 | 5 | 66 | 8 | 5 | 66 | 8 | 5 | 3.5/15.994/4 | 15 | n/a |
| Angola | 4 | 70 | 7 | 44 | 8 | 7 | 44 | 8 | 7 | 3.5/15.994/4 | 19 | 19 |
| Anguilla | 7 | 70 | 9 | 55 | 8 | 9 | 22 | 8 | 9 | 3.5/15.994/4 | 17 | n/a |
| Antigua and Barbuda | 7 | 70 | n/a | n/a | n/a | 9 | 22 | 8 | 9 | 3.5/15.994/4 | 17 | n/a |
| Argentina | 8 | 70 | 9 | 44 | 2 | 9 | 44 | 2 | 9 | 3.5/15.994/4 | 10 | 10 |
| Armenia | 4 | 70 | 4 | 44 | 8 | 4 | 44 | 8 | 4 | 3.5/15.994/4 | 19 | n/a |
| Aruba | 7 | 70 | 9 | 44 | 8 | 9 | 44 | 8 | 9 | 3.5/15.994/4 | 17 | 17 |
| Ascension | n/a | n/a | n/a | n/a | n/a | n/a | n/a | n/a | 7 | 3.5/15.994/4 | 16 | n/a |
| Australia | 6 | 70 | 10 | 66 | 6 | 10 | 66 | 6 | 3 | 3.5/15.994/4 | 9 | 9 |
| Austria | 5 | 70 | 5 | 66 | 4 | 5 | 66 | 4 | 5 | 3.5/15.994/4 | 12 | 12 |
| Azerbaijan | 4 | 70 | 4 | 70 | 8 | 4 | 70 | 8 | 4 | 3.5/15.994/4 | 19 | n/a |
| Bahamas | 7 | 70 | 9 | 22 | 8 | 9 | 22 | 8 | 9 | 3.5/15.994/4 | 17 | n/a |
| Bahrain | 6 | 70 | 8 | 44 | 8 | 8 | 44 | 8 | 8 | 3.5/15.994/4 | 19 | 19 |
| Bangladesh | 6 | 70 | 6 | 44 | 8 | 6 | 44 | 8 | 6 | 3.5/15.994/4 | 19 | 19 |
| Barbados | 7 | 70 | 9 | 66 | 8 | 9 | 44 | 8 | 9 | 3.5/15.994/4 | 17 | n/a |
| Belarus | 4 | 70 | 4 | 44 | 8 | 4 | 66 | 8 | 4 | 3.5/15.994/4 | 16 | n/a |
| Belgium | 3 | 70 | 5 | 66 | 4 | 5 | 66 | 4 | 5 | 3.5/15.994/4 | 12 | 12 |
| Belize | 8 | 70 | 9 | 66 | 8 | 9 | 44 | 8 | 9 | 3.5/15.994/4 | 17 | 17 |
| Benin | 4 | 70 | 7 | 66 | 8 | 7 | 66 | 8 | 7 | 3.5/15.994/4 | 19 | 19 |
| Bermuda | 7 | 70 | 9 | 44 | 8 | 9 | 44 | 8 | 9 | 3.5/15.994/4 | 17 | n/a |
| Bhutan | 6 | 70 | 6 | 66 | 8 | 6 | 66 | 8 | 6 | 3.5/15.994/4 | 19 | n/a |
| Bolivia | 8 | 70 | 9 | 66 | 2 | n/a | n/a | n/a | 9 | 3.5/15.994/4 | 17 | 17 |
| Bonaire, Sint Eustatius, and Saba | 7 | 70 | 9 | 66 | 8 | 9 | 44 | 8 | 9 | 3.5/15.994/4 | 17 | 17 |
| Bosnia-Herzegovina | 4 | 70 | 4 | 66 | 8 | 4 | 44 | 8 | 4 | 3.5/15.994/4 | 16 | n/a |
| Botswana | 4 | 70 | 7 | 66 | 8 | 7 | 66 | 8 | 7 | 3.5/15.994/4 | 19 | n/a |
| Brazil | 8 | 70 | 15 | 66 | 2 | 15 | 66 | 2 | 9 | 3.5/15.994/4 | 10 | 10 |
| British Virgin Islands | 7 | 70 | n/a | n/a | n/a | 9 | 44 | 8 | 9 | 3.5/15.994/4 | 17 | n/a |
| Brunei Darussalam | 4 | 70 | 6 | 66 | 8 | 6 | 44 | 8 | 6 | 3.5/15.994/4 | 18 | n/a |
| Bulgaria | 4 | 70 | 4 | 66 | 8 | 4 | 70 | 8 | 4 | 3.5/15.994/4 | 16 | 16 |
| Burkina Faso | 4 | 70 | 7 | 70 | 8 | 7 | 66 | 8 | 7 | 3.5/15.994/4 | 19 | 19 |
| Burma (Myanmar) | n/a | n/a | 6 | 44 | 8 | 6 | 22 | 8 | 6 | 3.5/15.994/4 | 19 | n/a |
| Burundi | 4 | 70 | 7 | 66 | 8 | 7 | 66 | 8 | 7 | 3.5/15.994/4 | 19 | n/a |
| Cambodia | 8 | 70 | 6 | 66 | 8 | 6 | 66 | 8 | 6 | 3.5/15.994/4 | 18 | n/a |
| Cameroon | 4 | 70 | 7 | 44 | 8 | 7 | 66 | 8 | 7 | 3.5/15.994/4 | 19 | 19 |
| Canada | 1 | 70 | 1 | 66 | 1 | 1 | 66 | 1 | 1 | 3.5/15.994/4 | 1 | 1 |
| Cape Verde | 4 | 70 | 7 | 66 | 8 | 7 | 44 | 8 | 7 | 3.5/15.994/4 | 19 | n/a |
| Cayman Islands | 7 | 70 | 9 | 44 | 8 | 9 | 44 | 8 | 9 | 3.5/15.994/4 | 17 | n/a |

# Country Price Groups

| Country | Global Express Guaranteed | | Priority Mail Express International | | | Priority Mail International | | | First-Class Mail Int'l & First-Class Package Int'l Service | | IPA[4] | ISAL[4] |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | Price Group | Max. Wt. (lbs.) | Price Group | Max. Wt. (lbs.) | PMEI Flat Rate Envelopes Price Group[1] | Price Group | Max. Wt. (lbs.) | PMI Flat Rate Envelopes and Boxes Price Group[2] | Price Group | Max. Wt. (ozs./ozs./lbs.)[3] | Price Group | Price Group |
| Central African Republic | n/a | n/a | 7 | 66 | 8 | 7 | 66 | 8 | 7 | 3.5/15.994/4 | 19 | 19 |
| Chad | 4 | 70 | 7 | 66 | 8 | 7 | 44 | 8 | 7 | 3.5/15.994/4 | 19 | n/a |
| Chile | 8 | 70 | 9 | 66 | 2 | 9 | 44 | 2 | 9 | 3.5/15.994/4 | 17 | 17 |
| China | 6 | 70 | 14 | 66 | 3 | 14 | 66 | 3 | 3 | 3.5/15.994/4 | 14 | 14 |
| Colombia | 8 | 70 | 9 | 44 | 2 | 9 | 66 | 2 | 9 | 3.5/15.994/4 | 17 | 17 |
| Comoros | n/a | n/a | n/a | n/a | n/a | 7 | 44 | 8 | 7 | 3.5/15.994/4 | 19 | n/a |
| Congo, Democratic Republic of the | 4 | 66 | 7 | 66 | 8 | 7 | 66 | 8 | 7 | 3.5/15.994/4 | 19 | 19 |
| Congo, Republic of the | 4 | 70 | 7 | 66 | 8 | 7 | 44 | 8 | 7 | 3.5/15.994/4 | 19 | n/a |
| Costa Rica | 8 | 70 | 9 | 66 | 8 | 9 | 66 | 8 | 9 | 3.5/15.994/4 | 17 | 17 |
| Cote d'Ivoire | 4 | 70 | 7 | 66 | 8 | 7 | 66 | 8 | 7 | 3.5/15.994/4 | 19 | 19 |
| Croatia | 4 | 70 | 4 | 66 | 8 | 4 | 66 | 8 | 4 | 3.5/15.994/4 | 16 | n/a |
| Cuba | n/a | n/a | 9 | 22 | 8 | 9 | 22 | 8 | 9 | 3.5/15.994/4 | n/a | n/a |
| Curacao | 7 | 70 | 9 | 66 | 8 | 9 | 44 | 8 | 9 | 3.5/15.994/4 | 17 | 17 |
| Cyprus | 6 | 70 | 4 | 70 | 8 | 4 | 70 | 8 | 4 | 3.5/15.994/4 | 19 | n/a |
| Czech Republic | 4 | 70 | 4 | 70 | 8 | 4 | 70 | 8 | 4 | 3.5/15.994/4 | 16 | 16 |
| Denmark | 5 | 70 | 5 | 66 | 4 | 5 | 66 | 4 | 5 | 3.5/15.994/4 | 12 | 12 |
| Djibouti | 4 | 70 | 7 | 44 | 8 | 7 | 44 | 8 | 7 | 3.5/15.994/4 | 19 | n/a |
| Dominica | 7 | 70 | 9 | 44 | 8 | 9 | 44 | 8 | 9 | 3.5/15.994/4 | 17 | n/a |
| Dominican Republic | 7 | 70 | 9 | 66 | 2 | 9 | 44 | 2 | 9 | 3.5/15.994/4 | 17 | 17 |
| Ecuador | 8 | 70 | 9 | 66 | 2 | 9 | 66 | 2 | 9 | 3.5/15.994/4 | 17 | 17 |
| Egypt | 6 | 70 | 8 | 44 | 7 | 8 | 66 | 7 | 8 | 3.5/15.994/4 | 19 | 19 |
| El Salvador | 8 | 70 | 9 | 66 | 8 | 9 | 44 | 8 | 9 | 3.5/15.994/4 | 17 | 17 |
| Equatorial Guinea | n/a | n/a | 7 | 44 | 8 | 7 | 22 | 8 | 7 | 3.5/15.994/4 | 19 | n/a |
| Eritrea | 4 | 70 | 7 | 66 | 8 | 7 | 44 | 8 | 7 | 3.5/15.994/4 | 19 | n/a |
| Estonia | 4 | 70 | 4 | 66 | 8 | 4 | 70 | 8 | 4 | 3.5/15.994/4 | 16 | n/a |
| Eswatini | 4 | 70 | 7 | 66 | 8 | 7 | 44 | 8 | 7 | 3.5/15.994/4 | 19 | n/a |
| Ethiopia | 4 | 70 | 8 | 66 | 8 | 8 | 66 | 8 | 8 | 3.5/15.994/4 | 19 | 19 |
| Falkland Islands | n/a | n/a | n/a | n/a | n/a | n/a | n/a | n/a | 9 | 3.5/15.994/4 | 17 | n/a |
| Faroe Islands | 5 | 70 | 5 | 44 | 8 | 5 | 70 | 8 | 5 | 3.5/15.994/4 | 16 | n/a |
| Fiji | 8 | 70 | 6 | 66 | 8 | 6 | 44 | 8 | 6 | 3.5/15.994/4 | 18 | 18 |
| Finland | 5 | 70 | 5 | 66 | 4 | 5 | 70 | 4 | 5 | 3.5/15.994/4 | 12 | 12 |
| France | 3 | 70 | 13 | 66 | 4 | 13 | 66 | 4 | 5 | 3.5/15.994/4 | 5 | 5 |
| French Guiana | 8 | 70 | 9 | 66 | 8 | 9 | 66 | 8 | 9 | 3.5/15.994/4 | 17 | 17 |
| French Polynesia | 4 | 70 | 6 | 66 | 8 | 6 | 66 | 8 | 6 | 3.5/15.994/4 | 18 | n/a |
| Gabon | 4 | 70 | 7 | 66 | 8 | 7 | 44 | 8 | 7 | 3.5/15.994/4 | 19 | 19 |
| Gambia | 4 | 70 | n/a | n/a | n/a | 7 | 66 | 8 | 7 | 3.5/15.994/4 | 19 | n/a |
| Georgia, Republic of | 4 | 70 | 4 | 66 | 8 | 4 | 44 | 8 | 4 | 3.5/15.994/4 | 19 | n/a |
| Germany | 3 | 70 | 16 | 66 | 4 | 16 | 70 | 4 | 5 | 3.5/15.994/4 | 4 | 4 |
| Ghana | n/a | n/a | 7 | 66 | 8 | 7 | 66 | 8 | 7 | 3.5/15.994/4 | 19 | 19 |

# Country Price Groups

| Country | Global Express Guaranteed | | Priority Mail Express International | | | Priority Mail International | | | First-Class Mail Int'l & First-Class Package Int'l Service | | IPA[4] | ISAL[4] |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | Price Group | Max. Wt. (lbs.) | Price Group | Max. Wt. (lbs.) | PMEI Flat Rate Envelopes Price Group[1] | Price Group | Max. Wt. (lbs.) | PMI Flat Rate Envelopes and Boxes Price Group[2] | Price Group | Max. Wt. (ozs./ozs./lbs.)[3] | Price Group | Price Group |
| Gibraltar | 4 | 70 | n/a | n/a | n/a | 5 | 44 | 8 | 5 | 3.5/15.994/4 | 15 | n/a |
| Greece | 5 | 70 | 5 | 66 | 8 | 5 | 44 | 8 | 5 | 3.5/15.994/4 | 13 | 13 |
| Greenland | 5 | 70 | n/a | n/a | n/a | 5 | 66 | 8 | 5 | 3.5/15.994/4 | 15 | n/a |
| Grenada | 7 | 70 | 9 | 66 | 8 | 9 | 44 | 8 | 9 | 3.5/15.994/4 | 17 | n/a |
| Guadeloupe | 7 | 70 | 9 | 66 | 8 | 9 | 66 | 8 | 9 | 3.5/15.994/4 | 17 | n/a |
| Guatemala | 8 | 70 | 9 | 66 | 2 | 9 | 44 | 2 | 9 | 3.5/15.994/4 | 17 | 17 |
| Guinea | 4 | 70 | 7 | 44 | 8 | 7 | 66 | 8 | 7 | 3.5/15.994/4 | 19 | n/a |
| Guinea-Bissau | n/a | n/a | 7 | 44 | 8 | 7 | 66 | 8 | 7 | 3.5/15.994/4 | 19 | n/a |
| Guyana | 8 | 70 | 9 | 66 | 2 | 9 | 44 | 2 | 9 | 3.5/15.994/4 | 17 | 17 |
| Haiti | 7 | 70 | 9 | 66 | 8 | 9 | 55 | 8 | 9 | 3.5/15.994/4 | 17 | 17 |
| Honduras | 8 | 70 | 9 | 44 | 8 | 9 | 44 | 8 | 9 | 3.5/15.994/4 | 17 | 17 |
| Hong Kong | 3 | 70 | 3 | 66 | 3 | 3 | 66 | 3 | 3 | 3.5/15.994/4 | 11 | 11 |
| Hungary | 4 | 70 | 4 | 66 | 8 | 4 | 44 | 8 | 4 | 3.5/15.994/4 | 16 | 16 |
| Iceland | 5 | 70 | 5 | 66 | 8 | 5 | 70 | 8 | 5 | 3.5/15.994/4 | 15 | 15 |
| India | 6 | 70 | 6 | 70 | 5 | 6 | 44 | 5 | 6 | 3.5/15.994/4 | 14 | 14 |
| Indonesia | 6 | 70 | 6 | 66 | 3 | 6 | 44 | 3 | 6 | 3.5/15.994/4 | 18 | 18 |
| Iran | n/a | n/a | n/a | n/a | n/a | 8 | 44 | 8 | 8 | 3.5/15.994/4 | n/a | n/a |
| Iraq | 6 | 70 | 8 | 44 | 7 | 8 | 44 | 7 | 8 | 3.5/15.994/4 | 19 | n/a |
| Ireland | 3 | 70 | 5 | 66 | 4 | 5 | 66 | 4 | 5 | 3.5/15.994/4 | 13 | 13 |
| Israel | 6 | 70 | 8 | 44 | 7 | 8 | 44 | 7 | 5 | 3.5/15.994/4 | 13 | 13 |
| Italy | 3 | 70 | 5 | 66 | 4 | 5 | 66 | 4 | 5 | 3.5/15.994/4 | 7 | 7 |
| Jamaica | 7 | 70 | 9 | 66 | 8 | 9 | 22 | 8 | 9 | 3.5/15.994/4 | 17 | 17 |
| Japan | 3 | 70 | 12 | 66 | 3 | 12 | 66 | 3 | 3 | 3.5/15.994/4 | 6 | 6 |
| Jordan | 6 | 70 | 8 | 66 | 7 | 8 | 66 | 7 | 8 | 3.5/15.994/4 | 19 | 19 |
| Kazakhstan | 4 | 70 | 6 | 66 | 8 | 6 | 44 | 8 | 6 | 3.5/15.994/4 | 19 | n/a |
| Kenya | 4 | 70 | 7 | 70 | 8 | 7 | 70 | 8 | 7 | 3.5/15.994/4 | 19 | 19 |
| Kiribati | n/a | n/a | 6 | 66 | 8 | 6 | 44 | 8 | 6 | 3.5/15.994/4 | 18 | n/a |
| Korea, Democratic Peoples Republic of (North Korea) | n/a | n/a | n/a | n/a | n/a | n/a | n/a | n/a | 6 | 3.5/15.994/4 | n/a | n/a |
| Korea, Republic of (South Korea) | 6 | 70 | 3 | 66 | 3 | 3 | 44 | 3 | 3 | 3.5/15.994/4 | 11 | 11 |
| Kosovo, Republic of | 4 | 70 | n/a | n/a | n/a | 5 | 70 | 8 | 5 | 3.5/15.994/4 | 16 | n/a |
| Kuwait | 6 | 70 | 8 | 66 | 8 | 8 | 66 | 8 | 8 | 3.5/15.994/4 | 19 | 19 |
| Kyrgyzstan | 4 | 70 | 6 | 66 | 8 | 6 | 44 | 8 | 6 | 3.5/15.994/4 | 16 | n/a |
| Laos | 8 | 70 | 6 | 66 | 8 | 6 | 44 | 8 | 6 | 3.5/15.994/4 | 18 | n/a |
| Latvia | 4 | 70 | 4 | 66 | 8 | 4 | 70 | 8 | 4 | 3.5/15.994/4 | 16 | n/a |
| Lebanon | 6 | 70 | 8 | 66 | 8 | 8 | 66 | 8 | 8 | 3.5/15.994/4 | 19 | 19 |
| Lesotho | 4 | 70 | 7 | 66 | 8 | 7 | 44 | 8 | 7 | 3.5/15.994/4 | 19 | n/a |
| Liberia | 4 | 70 | 7 | 44 | 8 | 7 | 44 | 8 | 7 | 3.5/15.994/4 | 19 | n/a |
| Libya | 4 | 70 | n/a | n/a | n/a | 8 | 44 | 8 | 8 | 3.5/15.994/4 | 19 | n/a |

# Country Price Groups

| Country | Global Express Guaranteed | | Priority Mail Express International | | | Priority Mail International | | | First-Class Mail Int'l & First-Class Package Int'l Service | | IPA[4] | ISAL[4] |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | Price Group | Max. Wt. (lbs.) | Price Group | Max. Wt. (lbs.) | PMEI Flat Rate Envelopes Price Group[1] | Price Group | Max. Wt. (lbs.) | PMI Flat Rate Envelopes and Boxes Price Group[2] | Price Group | Max. Wt. (ozs./ozs./lbs.)[3] | Price Group | Price Group |
| Liechtenstein | 5 | 70 | 5 | 66 | 8 | 5 | 66 | 8 | 5 | 3.5/15.994/4 | 15 | 15 |
| Lithuania | 4 | 70 | 4 | 70 | 8 | 4 | 70 | 8 | 4 | 3.5/15.994/4 | 16 | n/a |
| Luxembourg | 3 | 70 | 5 | 66 | 4 | 5 | 66 | 4 | 5 | 3.5/15.994/4 | 15 | 15 |
| Macao | 3 | 70 | 6 | 44 | 8 | 6 | 70 | 8 | 6 | 3.5/15.994/4 | 16 | n/a |
| Madagascar | 4 | 70 | 7 | 66 | 8 | 7 | 44 | 8 | 7 | 3.5/15.994/4 | 19 | 19 |
| Malawi | 4 | 70 | 7 | 44 | 8 | 7 | 66 | 8 | 7 | 3.5/15.994/4 | 19 | n/a |
| Malaysia | 6 | 70 | 6 | 66 | 8 | 6 | 66 | 8 | 6 | 3.5/15.994/4 | 18 | 18 |
| Maldives | 6 | 70 | 6 | 66 | 8 | 6 | 66 | 8 | 6 | 3.5/15.994/4 | 19 | n/a |
| Mali | 4 | 70 | 7 | 66 | 8 | 7 | 66 | 8 | 7 | 3.5/15.994/4 | 19 | 19 |
| Malta | 5 | 70 | 5 | 44 | 8 | 5 | 66 | 8 | 5 | 3.5/15.994/4 | 19 | n/a |
| Martinique | 7 | 70 | 9 | 66 | 8 | 9 | 66 | 8 | 9 | 3.5/15.994/4 | 17 | n/a |
| Mauritania | 4 | 70 | 7 | 66 | 8 | 7 | 44 | 8 | 7 | 3.5/15.994/4 | 19 | 19 |
| Mauritius | 4 | 70 | 7 | 66 | 8 | 7 | 44 | 8 | 7 | 3.5/15.994/4 | 19 | 19 |
| Mexico | 2 | 70 | 2 | 70 | 2 | 2 | 70 | 2 | 2 | 3.5/15.994/4 | 2 | 2 |
| Moldova | 4 | 70 | 4 | 70 | 8 | 4 | 70 | 8 | 4 | 3.5/15.994/4 | 19 | n/a |
| Mongolia | 4 | 70 | 6 | 66 | 3 | 6 | 66 | 3 | 6 | 3.5/15.994/4 | 18 | n/a |
| Montenegro | 4 | 70 | n/a | n/a | n/a | 5 | 70 | 8 | 5 | 3.5/15.994/4 | 17 | n/a |
| Montserrat | 7 | 70 | n/a | n/a | n/a | 9 | 44 | 8 | 9 | 3.5/15.994/4 | 17 | n/a |
| Morocco | 4 | 70 | 8 | 68 | 8 | 8 | 66 | 8 | 8 | 3.5/15.994/4 | 19 | 19 |
| Mozambique | 4 | 70 | 7 | 66 | 8 | 7 | 66 | 8 | 7 | 3.5/15.994/4 | 19 | 19 |
| Namibia | 4 | 70 | 7 | 22 | 8 | 7 | 44 | 8 | 7 | 3.5/15.994/4 | 19 | n/a |
| Nauru | n/a | n/a | 6 | 44 | 8 | 6 | 44 | 8 | 6 | 3.5/15.994/4 | 18 | n/a |
| Nepal | 6 | 70 | 6 | 69 | 8 | 6 | 44 | 8 | 6 | 3.5/15.994/4 | 18 | n/a |
| Netherlands | 3 | 70 | 17 | 66 | 4 | 17 | 66 | 4 | 5 | 3.5/15.994/4 | 12 | 12 |
| New Caledonia | 8 | 70 | 6 | 66 | 8 | 6 | 66 | 8 | 6 | 3.5/15.994/4 | 18 | n/a |
| New Zealand | 6 | 70 | 10 | 66 | 6 | 10 | 66 | 6 | 6 | 3.5/15.994/4 | 9 | 9 |
| Nicaragua | 8 | 70 | 9 | 55 | 8 | 9 | 66 | 8 | 9 | 3.5/15.994/4 | 17 | 17 |
| Niger | 4 | 70 | 7 | 70 | 8 | 7 | 70 | 8 | 7 | 3.5/15.994/4 | 19 | 19 |
| Nigeria | 4 | 70 | 7 | 66 | 8 | 7 | 66 | 8 | 7 | 3.5/15.994/4 | 19 | 19 |
| North Macedonia, Republic of | 4 | 70 | 4 | 66 | 8 | 4 | 70 | 8 | 4 | 3.5/15.994/4 | 16 | n/a |
| Norway | 5 | 70 | 5 | 66 | 4 | 5 | 66 | 4 | 5 | 3.5/15.994/4 | 12 | 12 |
| Oman | 6 | 70 | 8 | 66 | 8 | 8 | 44 | 8 | 8 | 3.5/15.994/4 | 19 | 19 |
| Pakistan | 6 | 70 | 6 | 66 | 8 | 6 | 70 | 8 | 6 | 3.5/15.994/4 | 19 | 19 |
| Panama | 8 | 70 | 9 | 66 | 8 | 9 | 70 | 8 | 9 | 3.5/15.994/4 | 17 | 17 |
| Papua New Guinea | 8 | 70 | 6 | 55 | 8 | 6 | 44 | 8 | 6 | 3.5/15.994/4 | 18 | 18 |
| Paraguay | 8 | 70 | 9 | 55 | 2 | 9 | 66 | 2 | 9 | 3.5/15.994/4 | 17 | 17 |
| Peru | 8 | 70 | 9 | 70 | 2 | 9 | 70 | 2 | 9 | 3.5/15.994/4 | 17 | 17 |
| Philippines | 6 | 70 | 6 | 44 | 3 | 6 | 44 | 3 | 6 | 3.5/15.994/4 | 14 | 14 |
| Pitcairn Island | n/a | n/a | n/a | n/a | n/a | 6 | 22 | 8 | 6 | 3.5/15.994/4 | 18 | n/a |
| Poland | 4 | 70 | 4 | 44 | 8 | 4 | 44 | 8 | 4 | 3.5/15.994/4 | 12 | 12 |

# Country Price Groups

| Country | Global Express Guaranteed | | Priority Mail Express International | | | Priority Mail International | | | First-Class Mail Int'l & First-Class Package Int'l Service | | IPA[4] | ISAL[4] |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | Price Group | Max. Wt. (lbs.) | Price Group | Max. Wt. (lbs.) | PMEI Flat Rate Envelopes Price Group[1] | Price Group | Max. Wt. (lbs.) | PMI Flat Rate Envelopes and Boxes Price Group[2] | Price Group | Max. Wt. (ozs./ozs./lbs.)[3] | Price Group | Price Group |
| Portugal | 5 | 70 | 5 | 66 | 4 | 5 | 66 | 4 | 5 | 3.5/15.994/4 | 13 | 13 |
| Qatar | 6 | 70 | 8 | 66 | 8 | 8 | 70 | 8 | 8 | 3.5/15.994/4 | 19 | 19 |
| Reunion | 4 | 70 | n/a | n/a | n/a | 9 | 66 | 8 | 9 | 3.5/15.994/4 | 19 | 19 |
| Romania | 4 | 70 | 4 | 70 | 8 | 4 | 70 | 8 | 4 | 3.5/15.994/4 | 16 | 16 |
| Russia | 4 | 70 | 4 | 70 | 8 | 4 | 44 | 8 | 4 | 3.5/15.994/4 | 16 | 16 |
| Rwanda | 4 | 70 | 7 | 66 | 8 | 7 | 66 | 8 | 7 | 3.5/15.994/4 | 19 | n/a |
| Saint Helena | n/a | n/a | n/a | n/a | n/a | 7 | 44 | 8 | 7 | 3.5/15.994/4 | 19 | n/a |
| Saint Kitts and Nevis | 7 | 70 | 9 | 66 | 8 | 9 | 44 | 8 | 9 | 3.5/15.994/4 | 17 | n/a |
| Saint Lucia | 7 | 70 | 9 | 44 | 8 | 9 | 44 | 8 | 9 | 3.5/15.994/4 | 17 | n/a |
| Saint Pierre and Miquelon | n/a | n/a | n/a | n/a | n/a | 4 | 66 | 8 | 4 | 3.5/15.994/4 | 17 | n/a |
| Saint Vincent and the Grenadines | 7 | 70 | 9 | 44 | 8 | 9 | 22 | 8 | 9 | 3.5/15.994/4 | 17 | n/a |
| Samoa | n/a | n/a | 6 | 44 | 8 | 6 | 44 | 8 | 6 | 3.5/15.994/4 | 18 | n/a |
| San Marino | 3 | 70 | 5 | 66 | 8 | 5 | 66 | 8 | 5 | 3.5/15.994/4 | 12 | n/a |
| Sao Tome and Principe | n/a | n/a | 7 | 66 | 8 | 7 | 44 | 8 | 7 | 3.5/15.994/4 | 16 | n/a |
| Saudi Arabia | 4 | 70 | 8 | 66 | 7 | 8 | 66 | 7 | 8 | 3.5/15.994/4 | 19 | 19 |
| Senegal | 4 | 70 | 7 | 66 | 8 | 7 | 66 | 8 | 7 | 3.5/15.994/4 | 19 | 19 |
| Serbia, Republic of | 4 | 70 | 5 | 66 | 8 | 5 | 70 | 8 | 5 | 3.5/15.994/4 | 16 | n/a |
| Seychelles | 4 | 70 | 7 | 66 | 8 | 7 | 70 | 8 | 7 | 3.5/15.994/4 | 19 | n/a |
| Sierra Leone | n/a | n/a | 7 | 66 | 8 | 7 | 66 | 8 | 7 | 3.5/15.994/4 | 19 | n/a |
| Singapore | 3 | 70 | 6 | 66 | 3 | 6 | 66 | 3 | 6 | 3.5/15.994/4 | 11 | 11 |
| Sint Maarten | 7 | 70 | 9 | 66 | 8 | 9 | 44 | 8 | 9 | 3.5/15.994/4 | 17 | 17 |
| Slovak Republic (Slovakia) | 4 | 70 | 5 | 66 | 4 | 5 | 66 | 4 | 5 | 3.5/15.994/4 | 16 | 16 |
| Slovenia | 4 | 70 | 5 | 66 | 4 | 5 | 66 | 4 | 5 | 3.5/15.994/4 | 13 | n/a |
| Solomon Islands | n/a | n/a | 6 | 66 | 8 | 6 | 44 | 8 | 6 | 3.5/15.994/4 | 18 | n/a |
| Somalia | n/a | n/a | n/a | n/a | n/a | n/a | n/a | n/a | n/a | n/a | n/a | n/a |
| South Africa | 4 | 70 | 7 | 66 | 8 | 7 | 66 | 8 | 7 | 3.5/15.994/4 | 14 | 14 |
| South Sudan, Republic of | n/a | n/a | n/a | n/a | n/a | 7 | 44 | 8 | 7 | 3.5/15.994/4 | 19 | n/a |
| Spain | 5 | 70 | 5 | 66 | 4 | 5 | 44 | 4 | 5 | 3.5/15.994/4 | 8 | 8 |
| Sri Lanka | 6 | 70 | 6 | 66 | 8 | 6 | 66 | 8 | 6 | 3.5/15.994/4 | 19 | 19 |
| Sudan | n/a | n/a | 7 | 66 | 8 | 7 | 44 | 8 | 7 | 3.5/15.994/4 | n/a | n/a |
| Suriname | 8 | 70 | n/a | n/a | n/a | 9 | 44 | 8 | 9 | 3.5/15.994/4 | 17 | 17 |
| Sweden | 5 | 70 | 5 | 66 | 4 | 5 | 66 | 4 | 5 | 3.5/15.994/4 | 12 | 12 |
| Switzerland | 5 | 70 | 5 | 66 | 4 | 5 | 66 | 4 | 5 | 3.5/15.994/4 | 12 | 12 |
| Syrian Arab Republic (Syria) | n/a | n/a | 8 | 44 | 8 | 8 | 70 | 8 | 8 | 3.5/15.994/4 | n/a | n/a |
| Taiwan | 3 | 70 | 6 | 33 | 8 | 6 | 44 | 8 | 6 | 3.5/15.994/4 | 14 | 14 |
| Tajikistan | n/a | n/a | 6 | 66 | 8 | 6 | 66 | 8 | 6 | 3.5/15.994/4 | 19 | n/a |
| Tanzania | 4 | 70 | 7 | 66 | 8 | 7 | 66 | 8 | 7 | 3.5/15.994/4 | 19 | 19 |
| Thailand | 6 | 70 | 6 | 66 | 3 | 6 | 66 | 3 | 6 | 3.5/15.994/4 | 14 | 14 |
| Timor-Leste, Democratic Republic of | 6 | 70 | n/a | n/a | n/a | 6 | 44 | 8 | 6 | 3.5/15.994/4 | 18 | 18 |

# Country Price Groups

| Country | Global Express Guaranteed | | Priority Mail Express International | | | Priority Mail International | | | First-Class Mail Int'l & First-Class Package Int'l Service | | IPA[4] | ISAL[4] |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | Price Group | Max. Wt. (lbs.) | Price Group | Max. Wt. (lbs.) | PMEI Flat Rate Envelopes Price Group[1] | Price Group | Max. Wt. (lbs.) | PMI Flat Rate Envelopes and Boxes Price Group[2] | Price Group | Max. Wt. (ozs./ozs./lbs.)[3] | Price Group | Price Group |
| Togo | 4 | 70 | 7 | 66 | 8 | 7 | 70 | 8 | 7 | 3.5/15.994/4 | 19 | 19 |
| Tonga | 4 | 70 | 6 | 66 | 8 | 6 | 44 | 8 | 6 | 3.5/15.994/4 | 18 | n/a |
| Trinidad and Tobago | 7 | 70 | 9 | 66 | 8 | 9 | 44 | 8 | 9 | 3.5/15.994/4 | 17 | 17 |
| Tristan da Cunha | n/a | n/a | n/a | n/a | n/a | 7 | 22 | 8 | 7 | 3.5/15.994/4 | 19 | n/a |
| Tunisia | 4 | 70 | 8 | 66 | 8 | 8 | 66 | 8 | 8 | 3.5/15.994/4 | 19 | 19 |
| Turkey | 6 | 70 | 4 | 66 | 7 | 4 | 66 | 7 | 4 | 3.5/15.994/4 | 16 | 16 |
| Turkmenistan | n/a | n/a | 6 | 66 | 8 | 6 | 44 | 8 | 6 | 3.5/15.994/4 | 16 | n/a |
| Turks and Caicos Islands | 7 | 70 | 9 | 66 | 8 | 9 | 44 | 8 | 9 | 3.5/15.994/4 | 17 | n/a |
| Tuvalu | n/a | n/a | n/a | n/a | n/a | 6 | 55 | 8 | 6 | 3.5/15.994/4 | 18 | n/a |
| Uganda | 4 | 70 | 7 | 66 | 8 | 7 | 66 | 8 | 7 | 3.5/15.994/4 | 19 | 19 |
| Ukraine | 4 | 70 | 4 | 44 | 8 | 4 | 66 | 8 | 4 | 3.5/15.994/4 | 19 | n/a |
| United Arab Emirates | 6 | 70 | 8 | 70 | 7 | 8 | 70 | 7 | 8 | 3.5/15.994/4 | 19 | 19 |
| United Kingdom of Great Britain and Northern Ireland | 3 | 70 | 11 | 66 | 4 | 11 | 66 | 4 | 5 | 3.5/15.994/4 | 3 | 3 |
| Uruguay | 8 | 70 | 9 | 44 | 2 | 9 | 66 | 2 | 9 | 3.5/15.994/4 | 17 | 17 |
| Uzbekistan | 4 | 70 | 6 | 66 | 8 | 6 | 70 | 8 | 6 | 3.5/15.994/4 | 19 | n/a |
| Vanuatu | 8 | 70 | 6 | 55 | 8 | 6 | 44 | 8 | 6 | 3.5/15.994/4 | 18 | n/a |
| Vatican City | 3 | 70 | 5 | 66 | 8 | 5 | 44 | 8 | 5 | 3.5/15.994/4 | 15 | n/a |
| Venezuela | 8 | 70 | 9 | 66 | 2 | 9 | 66 | 2 | 9 | 3.5/15.994/4 | 17 | 17 |
| Vietnam | 6 | 70 | 6 | 66 | 3 | 6 | 70 | 3 | 6 | 3.5/15.994/4 | 18 | n/a |
| Wallis and Futuna Islands | 4 | 70 | n/a | n/a | n/a | 6 | 66 | 8 | 6 | 3.5/15.994/4 | 18 | n/a |
| Yemen | 6 | 70 | 8 | 66 | 7 | 8 | 66 | 7 | 8 | 3.5/15.994/4 | 19 | 19 |
| Zambia | 4 | 70 | 7 | 66 | 8 | 7 | 66 | 8 | 7 | 3.5/15.994/4 | 19 | 19 |
| Zimbabwe | 4 | 70 | 7 | 44 | 8 | 7 | 44 | 8 | 7 | 3.5/15.994/4 | 19 | 19 |

n/a=Service is not available

1. Priority Mail Express International Flat Rate Envelopes maximum weight: 4 lbs.
2. Priority Mail International Flat Rate services maximum weights: Flat Rate Envelopes and Small Flat Rate Priced Boxes; 4 lbs., Medium and Large Flat Rate Boxes, 20 lbs.
3. First-Class Mail International maximum weights: Letters, 3.5 ozs.; Large Envelopes (flats), 15.994 ozs. First-Class Package International Service maximum weight: 4 lbs. Note that the heading in the maximum weight column lists both ounces and pounds ("ozs./ozs./lbs.") and that there are three numbers in the entry for each country ("3.5/15.994/4") - this indicates that the maximum weight for Letters is 3.5 ozs., the maximum weight for Large Envelopes (flats) is 15.994 ozs., and the maximum weight for First-Class Package International Service items is 4 lbs.
4. See IMM 292 (for IPA), or 293 (for ISAL) for details.

Note: See Individual Country Listings at pe.usps.com for additional information.

# International—Extra Services and Fees

## Certificate of Mailing

| Individual Pieces | Fee |
|---|---|
| Individual article (PS Form 3817) | $1.50 |
| Duplicate copy PS Form 3817 or PS Form 3665 (per page) | 1.50 |
| Firm mailing sheet (PS Form 3665), per piece (minimum 3) First-Class Mail International only | 0.43 |
| Firm mailing sheet (PS Form 3665), per piece (minimum 3) All other qualifying classes of mail | 0.51 |
| **Bulk Quantities** | **Fee** |
| For first 1,000 pieces (or fraction thereof) | $8.75 |
| Each additional 1,000 pieces (or fraction thereof) | 1.09 |
| Duplicate copy of PS Form 3606 | 1.50 |

## Customs Clearance and Delivery

| | Fee |
|---|---|
| Per piece | $6.50 |

## E-USPS Delcon Intl

| | Fee |
|---|---|
| Per piece | $0.00 |

## International Business Reply Card

| | Price |
|---|---|
| Per piece | $1.50 |

## International Business Reply Envelope

| | Price |
|---|---|
| Per piece | $2.00 |

## International Money Transfer Service (SureMoney)

| | Fee |
|---|---|
| $0.01 to $750 | $14.55 |
| 750.01 to 1,500 | 20.75 |
| Refunds | 31.95 |
| Change of Payee | 16.95 |

## International Postal Money Order

| | Fee |
|---|---|
| Per money order | $10.25 |
| Inquiry fee (includes the issuance of a copy of a paid money order). | 7.60 |

## Pickup on Demand

| | Fee |
|---|---|
| Per each Pickup on Demand stop | $24.00 |

## Registered Mail

| | Fee |
|---|---|
| Per piece, First-Class Mail International and First-Class Package International Service | $16.00 |

## Return Receipt

| | Fee |
|---|---|
| Per piece (requested at time of mailing and must be used in conjunction with Registered Mail service or Priority Mail International). | $4.15 |

## International Insurance

| Global Express Guaranteed Insurance | Fee |
|---|---|
| Indemnity Limit Not Over | |
| $100 | $0.00 |
| Each additional $100 or fraction over $100 | 1.25 |

Maximum insurance $2,499 (varies by country)

| Priority Mail Express International and Priority Mail International Merchandise Insurance | Fee |
|---|---|
| Indemnity Limit Not Over | |
| Up to $200.00 | $0.00 |
| $200.01 - $300.00 | 6.75 |
| $300.01 - $400.00 | 8.40 |
| $400.01 - $500.00 | 10.05 |
| $500.01 - $600.00 | 11.70 |
| $600.01 - $700.00 | 13.35 |
| $700.01 - $800.00 | 15.00 |
| $800.01 - $900.00 | 16.65 |

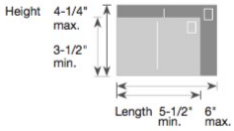
16.65 plus $1.65 per $100.00 or fraction thereof over $900 in declared value.
Maximum insurance $5,000 (varies by country)

# Quick Reference—International

## First-Class Mail International & First-Class Package International Service—Retail

| Shape | Size | Price |
|---|---|---|

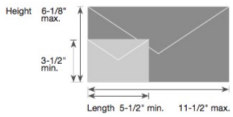
### Postcards




| | minimum | maximum |
|---|---|---|
| length | 5-1/2 inches | 6 inches |
| height | 3-1/2 inches | 4-1/4 inches |
| thickness | 0.007 inch | 0.016 inch |

| | |
|---|---|
| Canada | $1.20 |
| Mexico | 1.20 |
| All other countries | 1.20 |

### Letters

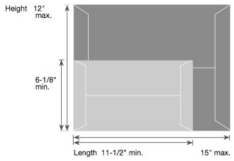



| | minimum | maximum |
|---|---|---|
| length | 5-1/2 inches | 11-1/2 inches |
| height | 3-1/2 inches | 6-1/8 inches |
| thickness | 0.007 inch | 1/4 inch |

Letters that meet one or more of the nonmachinable characteristics in IMM 241.217 are also subject to the $0.21 nonmachinable surcharge

| Weight Not Over (oz.) | Price Groups 1 | 2 | 3–5 | 6–9 |
|---|---|---|---|---|
| 1 | $1.20 | $1.20 | $1.20 | $1.20 |
| 2 | 1.20 | 1.81 | 2.24 | 2.08 |
| 3 | 1.69 | 2.40 | 3.28 | 2.95 |
| 3.5 | 2.18 | 3.00 | 4.32 | 3.82 |

### Large Envelopes (Flats)




| | minimum* | maximum |
|---|---|---|
| length | 11-1/2 inches | 15 inches |
| height | 6-1/8 inches | 12 inches |
| thickness | 1/4 inch | 3/4 inch |

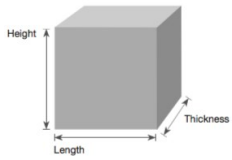
* Flats exceed at least one of these dimensions.

Pieces that are rigid, nonrectangular, or not uniformly thick pay parcel prices.

| Weight Not Over (oz.) | Price Groups 1 | 2 | 3–5 | 6–9 |
|---|---|---|---|---|
| 1 | $2.40 | $2.40 | $2.40 | $2.40 |
| 2 | 2.63 | 3.12 | 3.39 | 3.34 |
| 3 | 2.85 | 3.82 | 4.37 | 4.26 |
| 4 | 3.06 | 4.54 | 5.36 | 5.19 |
| 5 | 3.28 | 5.25 | 6.34 | 6.12 |
| 6 | 3.50 | 5.95 | 7.32 | 7.05 |
| 7 | 3.72 | 6.67 | 8.31 | 7.98 |
| 8 | 3.94 | 7.38 | 9.29 | 8.90 |
| 12 | 5.03 | 8.90 | 11.26 | 10.83 |
| 15.994 | 6.12 | 10.44 | 13.23 | 12.74 |

Pieces that are rigid, nonrectangular, or not uniformly thick pay package prices.

### Packages




Size—Other than Rolls
Maximum length = 24 inches
Maximum length + height + thickness combined = 36 inches

Size—Rolls
Minimum length = 4 inches
Minimum length + twice the diameter combined = 6-3/4 inches
Maximum length + twice the diameter combined = 42 inches

### First-Class Package International Service Price Groups

| Weight Not Over (oz.) | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 |
|---|---|---|---|---|---|---|---|---|---|
| 1–8 | $12.25 | $12.50 | $17.25 | $15.25 | $14.50 | $15.25 | $15.25 | $15.25 | $15.25 |
| 9–32 | 20.75 | 21.75 | 27.75 | 25.50 | 24.50 | 25.50 | 25.50 | 25.50 | 25.50 |
| 33–48 | 32.00 | 33.25 | 43.00 | 40.50 | 39.00 | 40.50 | 40.50 | 40.50 | 40.50 |
| 49–64 | 50.25 | 51.75 | 67.25 | 63.25 | 61.75 | 63.25 | 63.25 | 63.25 | 63.25 |