A

absentee balloting materials, 703.8.0

accelerated reply mail, 508.5.8

additional entry for Periodicals, 207.30.0
authorization, 207.30.2
cancellation, 207.30.2

address correction services, 507.4.0

address element correction, 507.8.4, 507.8.5

Address Information System (AIS) products, 509.1.0

address labels
detached address labels (DALs), 602.4.0
Periodicals, 207.3.2.2

address lists
accuracy, 602.9.0
verification of, 602.9.5

address placement, 602.1.0
cards, 102.2.0, 202.2.0
flats, 202.2.2
letters, 102.2.2, 202.2.0
Periodicals, 207.3.2

address quality standards, flats
automation
First-Class Mail, 233.5.1
USPS Marketing Mail, 243.7.1
barcoded pieces, 233.5.7, 243.7.5, 263.6.4
carrier route
Bound Printed Matter, 263.5.3
carrier route code accuracy, 243.6.2, 263.5.3
general standards
Bound Printed Matter, 263.5.1
First-Class Mail, 233.3.3
USPS Marketing Mail, 243.3.3
Move Update, 233.3.4, 243.3.9
ZIP Code accuracy
Bound Printed Matter, 263.4.4
First-Class Mail, 233.3.5
USPS Marketing Mail, 243.3.8

address quality standards, general
Alternative Addressing Format, 602.3.0
Coding Accuracy Support System (CASS), 602.9.0

address quality standards, letters and cards
automation
First-Class Mail, 233.5.1
USPS Marketing Mail, 243.7.1
automation enhanced carrier route, 243.6.6.1
barcoded pieces
First-Class Mail, 233.5.7
USPS Marketing Mail, 243.7.5
carrier route code accuracy
USPS Marketing Mail, 243.6.2
general standards
First-Class Mail, 233.3.3
USPS Marketing Mail, 243.3.3
Move Update, 233.3.4, 243.3.9
ZIP Code accuracy
First-Class Mail, 233.3.5
USPS Marketing Mail, 243.3.8

address quality standards, parcels
carrier route code accuracy
Bound Printed Matter, 263.5.3
USPS Marketing Mail, 243.6.2
general standards
Bound Printed Matter, 263.5.1
First-Class Package Service — Commercial, 283.3.0
USPS Marketing Mail, 243.3.3
Move Update, 243.3.9
ZIP Code accuracy
Bound Printed Matter, 263.4.4
First-Class Package Service — Commercial, 283.3.0
USPS Marketing Mail, 243.3.8

address quality standards, Periodicals
barcoded/automation, 207.14.1
carrier route, 207.13.1.2
general, 207.12.1.2

address sequencing services, 507.9.0

address services
Address Change Service (ACS), 507.4.2
address correction, 507.4.1
carrier route schemes, 505.1.2
Delivery Statistics Product, 505.1.1
mailing list services, 507.8.0
sequencing for cards and electronic files, 507.9.0

addressee, See *recipient services*

addressing
See also *address placement*
alternative addressing formats, 602.3.0
automation mailings
letters
First-Class Mail, 233.5.7
USPS Marketing Mail, 243.7.5
flats
Bound Printed Matter, 263.6.4
First-Class Mail, 233.5.7
USPS Marketing Mail, 243.7.5
Periodicals, 207.14.5

commercial mail receiving agencies, 602.2.3
content, 602.1.4, 602.1.5
detached address labels (DALs), 602.4.0
elements of a complete address, 602.1.4, 602.1.5
exceptional address, 602.3.4
military mail, 703.2.2
Move Update, 602.5.0
"occupant"-style addressing, 602.3.3.1
Periodicals, 207.3.2
return address, 602.1.5
simplified address, 602.3.2
ZIP Code, 602.1.8

Adult Signature service, 503.8.0

advance deposit account, 604.6.4

advertising
nonprofit and classroom Periodicals, 207.10.1.3
nonprofit USPS Marketing Mail, 703.1.6
pandering, 508.9.1
Periodicals, 207.4.12
sexually-oriented material, 508.10.0

aerosols, 601.3.5

agriculture
Science-of-Agriculture, 207.1.2, 207.11.2
State Departments of Agriculture, 207.6.3
USDA, 703.7.0

air transportation prohibitions for hazardous materials, see Publication 52

Alaska Bypass Service, 608.2.6

Alternate Mailing System (AMS), 705.4.0

ancillary service endorsements
address service requested, 507.1.0
change service requested, 507.1.0
class of mail, explanation by, 507.1.0
BPRS USPS Marketing Mail, 507.1.5.3i.
First-Class Mail and Priority Mail, 507.1.5.1
Package Services, 507.1.5.4
Periodicals, 507.1.5.2
Priority Mail Express, 507.1.5.5
USPS Marketing Mail, 507.1.5.3
clear space
flats, 202.4.4
letters and cards, 202.4.4
parcels, 202.4.4
retail, 102.4.1
electronic service requested, 507.1.0
forwarding service requested, 507.1.0
placement on the mailpiece
flats, 202.4.3
letters and cards, 202.4.3
parcels, 202.4.3
retail, 102.4.1
return service requested, 507.1.0
temp-return service requested, 507.1.0
type size
ACS participant codes, 507.4.2.5
flats, 202.4.4
letters and cards, 202.4.4
parcels, 202.4.4
retail, 102.4.1
with return address
flats, 202.4.2
letters and cards, 202.4.2
parcels, 202.4.2

animals, see Publication 52

APO, See *military mail*

appeals for decision made about mailing standards, 607.2.0

appeals for Post Office box and caller service, 508.4.8.2**,** 508.5.7.3

Armed Forces, mail sent by, 703.4.0

aspect ratio, 201.3.7

automation cards, 201.3.0
enclosed in letters, 201.3.18
labels, 201.3.13
mail preparation
First-Class Mail, 235.6.0
USPS Marketing Mail, 245.7.0
size, 201.1.2
tabs and wafer seals, 201.3.11

automation flats, general 201.6.0
addressing
Bound Printed Matter, 263.6.0
First-Class Mail, 233.5.7
USPS Marketing Mail, 243.7.5,
attachments, 201.6.5.2
Bound Printed Matter, 263.6.0
First-Class Mail, 201.3.0, 233.5.0
labels, 201.4.8
mail preparation
Bound Printed Matter, 265.7.0
First-Class Mail, 235.6.0
USPS Marketing, 245.8.0
polywrap, 201.4.5
Periodicals, 207.14.0
addressing, 207.14.5
mail preparation, 207.25.0
reply mail enclosed in an automation flat, 201.3.18
size, 201.4.0
staples, 201.6.3.2
tabs and wafer seals, 201.6.4
uniformity, 201.4.4
USPS Marketing Mail, 243.7.0

automation letters, general 201.3.0
addressing
First-Class Mail, 233.5.7
USPS Marketing Mail, 243.7.5
enhanced carrier route, 243.6.1
heavy letters, 201.3.6
labels, 201.3.13
mail preparation
First-Class Mail, 235.6.0
USPS Marketing Mail, 245.7.0
perforated pockets, 201.3.13
Periodicals, 207.14.0
addressing, 207.14.5
mail preparation, 207.24.0
reply mail enclosed in an automation letter, 201.3.18
size, 201.3.3
tabs and wafer seals, 201.3.11

automation mailings, general
different payment methods, 705.5.0
reply mail enclosed in mailing, 201.3.18

automation parcels, See *barcoded parcels*

B

ballots, 703.8.0

balloon price
USPS Retail Ground, 101.7.0

barcoded parcels, 204.2.0

barcodes
address block, inside
letters and flats, 202.5.3
barcode clear zone
letters, 202.5.1
machinable parcels, 202.6.2
certification, 204.1.5
container labels, 204.3.0
dimensions and spacing, 204.1.2.5
human-readable information, 204.2.2.10
inserts, 202.5.4
letters, cards, and flats, 202.5.0, 204.1.0
parcels, 202.6.1, 204.2.0
reflectance, 204.1.3
sack labels, 204.3.2, 204.3.4
second barcode on flats, 202.5.2
skew, 204.1.4
tray labels, 204.3.2, 204.3.3
types of barcodes
5-digit barcode, 204.1.2.2
letters, 202.5.1.4
concatenated, 204.2.2.3
delivery point barcode (DPBC), 204.1.2.4
flats, 202.5.2
letters, 202.5.0
integrated, 204.2.2.3
Intelligent Mail barcode, 204.1.2, 204.2.1
Signature Confirmation, 204.2.2.3, 503.9.0
GS1-128, 204.2.2.1
ZIP+4 barcode
general, 204.1.2.3
letters, 202.5.1.4
window envelope, 202.5.5 – 202.5.7

batteries, see Publication 52

bills and invoices
Priority Mail Express
retail, 113.3.0
commercial, 213.2.0
First-Class Mail
commercial flats, commercial letters, 233.2.2
commercial parcels, 283.2.2
retail mail, 133.3.2
Priority Mail, 123.3.0, 223.2.0
solicitations in guise of, 601.9.1

bird stamp, for hunting migratory birds, 509.2.1

blind, free matter for, 703.5.0

book rate, See *Media Mail*

booklets, 201.3.16

books
packaging for mailing, 601.7.2

Bound Printed Matter, commercial flats
annual destination entry mailing fee, 263.1.2.5
attachments, 263.2.3
barcoded flats, 201.6.2
carrier route accuracy, 263.5.3
cobundling, 705.11.4
combined with other classes of mail, 703.9.0
combined with other Package Services, 705.7.0
computing postage, 263.1.0
content standards, 263.2.0
cotraying and cosacking bundles, 705.9.4
deposit, 266.3.8
appeals, 266.3.8.11
nonpresorted pieces, 266.1.0
scheduling appointments, 266.3.8.3
verification, 266.2.1
documentation, 264.2.0
carrier route mail, 264.2.1
facsimile postage statements, 264.2.1
machinable mail, 264.2.1
multiple mailings, 264.2.1
standard format, 264.2.1
drop shipments, 266.2.6
eligibility, 263
barcoded pieces, 263.6.0
basic, 263.2.0

carrier route, 263.5.0
machinable, 263.5.0
enclosures, 263.2.3
entry
destination entry, 266.3.0
verification, 266.2.1
DNDC, 266.4.0
DSCF, 266.5.0
DDU, 266.6.0
general standards, 201.5.3
invoices, 263.2.3.1
markings required on mailpiece, 202.1.0, 202.3.7.3
postage payment options, 264.1.0
preparation of mail, 265
barcoded flats, 265.7.0
carrier route flats, 265.6.0
bundling, 265.2.0
bundles of flats on pallets, 705.8.10.4
bundling for mail on pallets, 705.8.9.5
presorted flats, 265.5.0
sacks of flats on pallets, 705.8.10.4
optional endorsement lines, 203.4.14
carrier route info lines, 203.4.14
sacks, 265.3.0
price eligibility
barcoded flats, 263.4.1
carrier route prices, 263.4.1
DNDC prices, 266.4.0
DDU prices, 266.6.0
DSCF prices, 266.5.0
nonpresorted prices, 263.1.1
presorted prices, 263.5.0
size, 201.4.0, 201.5.3
undeliverable mail, 507.1.5.4
weight standards, 201.5.3
written additions, 263.2.4
ZIP Code accuracy, 263.4.4

Bound Printed Matter, commercial parcels
attachments, 263.2.3
barcoded parcels, 263.3.5
carrier route accuracy, 263.5.2
combined with other classes of mail, 703.9.0
combined with other Package Services, 705.9.4
computing postage, 263.1.0
content standards, 263.2.0
deposit, 266.3.8
appeals, 266.3.8.11
nonpresorted pieces, 266.1.0
scheduling appointments, 266.3.8.3
verification, 266.2.1
documentation, 264.2.0
facsimile postage statements, 264.2.2
multiple mailings, 264.2.2
drop shipments, 264.2.2
eligibility, 263
carrier route, 263.5.0
mailings, 263.2.0
enclosures, 263.2.3
entry
destination entry, 266.3.0
verification, 266.2.1
DNDC entry, 266.4.0
DSCF entry, 266.5.0
DDU entry, 266.6.0
general standards, 201.8.6
invoices, 263.2.3.1
markings required on each mailpiece, 202.3.7
carrier route irregular parcels, 265.9.2, 265.9.3
carrier route parcels, 265.9.1.1
presorted irregular parcels, 265.8.2, 265.8.3
presorted parcels, 265.8.1.1
nonmachinable parcels, 201.8.6
postage payment options, 264.1.0
preparation of mail, 265
bundles of irregular parcels on pallets, 705.8.10.5
bundling, 265.2.0
bundling for mail on pallets, 705.8.9.5
carrier route irregular parcels, 265.9.2, 265.9.3
carrier route machinable parcels, 265.9.4
combined machinable parcels, 265.9.4
combining parcels, 265.1.4
machinable parcels on pallets, 705.8.10
optional endorsement lines, 203.4.14
carrier route info lines, 203.4.14
presorted irregular parcels, 265.8.2, 265.8.3
presorted machinable parcels, 265.8.4, 265.8.5
sacks of irregular parcels on pallets, 705.8.10.5
price eligibility
carrier route, 263.4.1,
DNDC, 266.4.0
DDU, 266.6.0
DSCF, 266.5.0
nonpresorted, 263.1.1
presorted, 263.5.0
size, 201.7.0, 201.8.6
undeliverable mail, 507.1.5.4
weight standards, 201.7.0, 201.8.6
written additions, 263.2.4
ZIP Code accuracy, 263.4.4

boxes
acceptable sizes and load, 601.4.2
Post Office boxes, 508.4.0

bulk mail, See *commercial mail*

bulk mail center, See *Network Distribution Center*

bulk parcel return service (BPRS), 505.5.0
advanced deposit account, 505.5.1.2
application for a permit, 505.5.2.4
general information, 505.5.2
label format, 505.5.4

label placement, 505.5.4
label example, 505.5.4
permit and per piece fee, 505.5.1.1
postage and fees, application, 505.5.2

bundles, general
pallets, 705.8.5.7 – 705.8.5.12
counter-stacking, 705.8.5.8
labeling bundles of mail, 705.8.5.10
securing bundles of mail, 705.8.5.11

bundles of letters
facing slips for carrier route mail
USPS Marketing Mail, 203.4.15
First-Class Mail, 235.2.0
labeling bundles of mail
First-Class Mail, 203.4.13
USPS Marketing Mail, 203.4.13
securing bundles of mail
First-Class Mail, 203.4.5
USPS Marketing Mail, 203.4.5
USPS Marketing Mail, 245.2.0

bundles of flats
Bound Printed Matter, 265.2.0
counter-stacking
Bound Printed Matter, 203.4.7
Media Mail and Library Mail, 203.4.7
USPS Marketing Mail, 203.4.7
facing slips for carrier route mail
Bound Printed Matter, 203.4.15
USPS Marketing Mail, 203.4.15
First-Class Mail, 235.2.0
labeling bundles of mail
Bound Printed Matter, 203.4.13
First-Class Mail, 203.4.13
Media Mail and Library Mail, 203.4.13
USPS Marketing Mail, 203.4.13
Media Mail and Library Mail, 275.2.0
sacks
USPS Marketing Mail, 203.4.0
securing bundles of mail
Bound Printed Matter, 203.4.5
First-Class Mail, 203.4.5
Media Mail and Library Mail, 203.4.5
USPS Marketing Mail, 203.4.5
USPS Marketing Mail, 245.2.0

bundles of parcels
Bound Printed Matter, 265.2.0
counter-stacking
Bound Printed Matter, 203.4.7
Media Mail and Library Mail, 203.4.7
USPS Marketing Mail, 203.4.7
facing slips for carrier route mail
Bound Printed Matter, 203.4.15
USPS Marketing Mail, 245.2.2
labeling bundles of mail
Bound Printed Matter, 203.4.13
Media Mail and Library Mail, 203.4.13
USPS Marketing Mail, 203.4.13
Media Mail and Library Mail, 275.3.0
sacks
USPS Marketing Mail, 245.3.0
securing bundles of mail
Bound Printed Matter, 203.4.5
Media Mail and Library Mail, 203.4.5
USPS Marketing Mail, 203.4.5
USPS Marketing Mail, 245.2.0

bundles of Periodicals, 207.19.0
counter-stacking, 203.4.7
facing slips for carrier route mail, 203.4.15
labeling bundles of mail, 203.4.13
sacks, 203.4.8
securing bundles of mail, 203.4.5
with USPS Marketing Mail flats, 207.15.0

business mail, See *commercial mail*

Business Reply Mail (BRM), 505.1.0
annual accounting fee, renewal, 505.1.1.9, 505.1.1.10
annual permit, renewal, 505.1.2.3, 505.1.2.4
application for a permit, 505.1.2
distributed by agents of the permit holder, 505.1.7
format, 505.1.5
general information, 505.1.3
labels, 505.1.4.8 – 505.1.4.9
official U.S. government mail, 505.1.3.3
postage and fees, 505.1.1
physical characteristics, 505.1.4
qualified Business Reply Mail (QBRM), 505.1.6
refunds for postage affixed to Business Reply Mail, 604.9.2.6
sample of Business Reply Mail, 505.1.5.1
weight-averaged Business Reply Mail, 505.1.1.5, 505.1.8

C

caller service, 508.5.0
accelerated reply mail, 508.5.8
appeals, 508.5.7.3
application for service, 508.5.3.1
refunds, 508.5.6
reserved caller service number, 508.5.2.6
reserved caller service number fee, 508.5.1

cards
automation, See *automation cards*
bundling,
First-Class Mail 203.4.0
Periodicals, 203.4.0
USPS Marketing Mail, 203.4.0

double cards (double postcards)
commercial mail, 201.1.2.9
retail mail, 101.6.2.9
eligibility for First-Class Mail card prices
retail mail, 101.6.2.1, 133.1.0
commercial mail, 233.6.1
reply cards
flats,
First-Class Mail, 233
letters, 201.3.18
First-Class Mail, 233.6.0
size and weight
commercial mail, 201.1.2
retail mail, 101.6.2.2
USPS Marketing Mail, 243
Periodicals, 207.14.2

carrier route, general
See also *Bound Printed Matter, general*; *Enhanced Carrier Route (ECR)*; *Periodicals*; *USPS Marketing Mail, general*
carrier route information lines, 203.8.0
carrier route schemes, 509.1.4
submitting cards for sequencing, 507.9.3

carrier route, flats
carrier route code accuracy
Bound Printed Matter, 263.5.3
USPS Marketing Mail, 243.6.2
carrier route information lines
Bound Printed Matter, 203.4.14
USPS Marketing Mail, 203.4.14
facing slips on bundles
Bound Printed Matter, 203.4.15
USPS Marketing Mail, 203.4.15
sequencing requirements
USPS Marketing Mail, 245.6.8, 245.9.9

carrier route, letters
carrier route code accuracy
USPS Marketing Mail, 243.6.2
carrier route information lines
USPS Marketing Mail, 203.4.14
facing slips on bundles
USPS Marketing Mail, 203.4.15
sequencing requirements
USPS Marketing Mail, 245.6.8

carrier route, parcels
carrier route code accuracy
Bound Printed Matter, 263.5.3
USPS Marketing Mail, 243.8.2
carrier route information lines,
Bound Printed Matter, 203.4.14
USPS Marketing Mail, 203.4.14
facing slips on bundles
Bound Printed Matter, 203.4.15
USPS Marketing Mail, 245.2.2
sequencing requirements
USPS Marketing Mail, 245.12.6, 245.12.7

carrier route, Periodicals
carrier route information lines, 203.4.14
facing slips on bundles, 203.4.15
sequencing requirements, 207.23.8

CASS-Certified Software, 602.9.2.3

certificate of mailing, 503.5.0
bulk quantities, 503.5.2
other extra services that can be added, 503.1.4.1
what may be mailed, 503.5.1

Certified Mail, 503.3.0
filling out label, 503.3.2.1
other extra services that can be added, 503.1.4.1
requesting a delivery record, 503.3.2.1
required label, 503.3.2.1
what may be mailed, 503.1.4.1

change-of-address
submitting, 507.2.1

church, See *nonprofit*

cigarettes and smokeless tobacco, see Publication 52

City State Product, 505.1.2**,** 509.1.0

claims, 609
criteria for approval, 609.4.1
filing, 609.1.0
filing a duplicate claim, 609.2.0
reasons for denial, 609.4.3
time limit for filing, 609.1.4

Coding Accuracy Support System (CASS), 602.9.0
certification and testing, 602.9.6
dates for matching and coding, 602.9.3
documentation submitted with a mailing, 602.9.5
software certification and configuration, 602.9.2

collection box
deposit for First-Class Mail, 136.1.0
deposit for Priority Mail, 126.1.0
deposit for Priority Mail Express, 116.1.0

collect on delivery (COD), 503.9.0
combined with Priority Mail Express, 503.9.1.5
combined with registered mail, 503.9.1.3
filing a claim, 609
mailing instructions, 503.9.1.6
other extra services that can be added, 503.1.4.1
required forms, 503.9.2
what may be mailed, 503.9.1.2
where to mail, 503.9.1.6

combined mailing
First-Class Mail or USPS Marketing Mail with different payment methods, 705.5.0
Media Mail and Bound Printed Matter, 703.9.6
multiple editions or publications of a periodical, 207.27.0
Periodicals and USPS Marketing Mail flats, 705.15.0

Commercial Mail (Letters, Flats, Parcels)
Bound Printed Matter, 260
First-Class Mail, 230
First-Class Package Service — Commercial, 280
Media Mail and Library Mail, 270
Parcel Select, 250
Periodicals, 207
Priority Mail, 220
Priority Mail Express, 210
USPS Marketing Mail, 240

commercial mail receiving agency (CMRA)
addressing requirements, 508.1.8
delivery to, 508.1.4
forwarding mail to CMRA customers, 507.2.2.7

commingled mail, 255.1.7, 705.8.14.4

complaints, 608.6.0

computing postage
Bound Printed Matter
commercial flats, 263.
commercial parcels, 263.
Priority Mail Express
retail, 113.1.1
commercial, 213.1.1
First-Class Mail
commercial flats, 233.1.6
commercial letters, 233.1.6
commercial parcels, 283.1.0
retail mail, 133.1.2
Media Mail and Library Mail
commercial flats, 273.1.3
commercial parcels, 273.1.3
retail mail, 173.1.2, 173.1.4
USPS Retail Ground
retail mail, 153.1.2
Parcel Select
commercial parcels, 253.1.4
Periodicals, 207.2.2
Priority Mail
retail, 123.1.1
commercial, 223.1.3
USPS Marketing Mail
commercial flats, 243.1.5
commercial letters, 243.1.5
commercial parcels, 243.1.5
General, 604.7.0

conditions of mail delivery, 508.2.0

confirmation, See *USPS Tracking* and *Signature Confirmation*

congressional frank
addressing, 703.6.0 – 703.6.0
delivery, 703.6.0, 703.6.0

contact information, 608.8.0

containers
boxes, 601.4.2
envelopes, 601.4.1
paper bags and wraps, 601.4.4
plastic bags and film, 601.4.5 – 601.4.6

content identifier numbers (CINs), 204.3.2.4

content markings, 601.5.2

contraceptives and abortion devices, 601.9.0

controlling mail delivery, 508.2.0

cooperative mailing, 703.1.6.3

copalletize, 705.8.7

copyrights of the USPS, 608.7.2

corporate accounts, 214.2.0

Courtesy Reply Mail (CRM), 505.2.0

customer mail receptacles, 508.3.0

Customized MarketMail
bundling and labeling, 245.13.4
containerization, 245.13.5
documentation, 203.3.0
eligibility, 243.9.2
endorsements, 245.13.2
mail preparation, 245.13.0
physical standards, 201.9.0
postage options, 244.1.0

cushioning, 601.3.0

customs, 703.2.3.6

D

damage to mail
filing claims for loss or damage, 609

dangerous materials, see Publication 52

dead mail, 507.1.9

deflection, 201.4.0

delivery, types of
city delivery service, 508.2.1
highway contract delivery service, 508.2.3
rural delivery service, 508.2.2

delivery of mail, 508.1.0**,** 508.2.0
accountable mail, 508.1.1.7
agent, 508.1.4
commercial mail receiving agency, 508.1.8
delivery to addressee only, See *restricted delivery*
Priority Mail Express, 508.1.1.7
hotels, institutions, and schools, 508.1.6
individual at a business, 508.1.5
military units, 703.2.7
refusal by addressee, 508.1.1

delivery point barcode (DPBC)
general, 602.1.8.3, 204.1.2.4
letters, 233.5.7.3
flats, 233.5.7.3

delivery statistics
Delivery Statistics File, 509.1.1
general, 509.1.4

Department of State mail, 703.3.0

deposit
commercial flats
Bound Printed Matter, 266
First-Class Mail, 236
Media Mail and Library Mail, 276
USPS Marketing Mail, 246
commercial letters
First-Class Mail, 236
USPS Marketing Mail, 246
commercial parcels
Bound Printed Matter, 266
Priority Mail Express, 216
First-Class Package Service — Commercial, 286
Media Mail and Library Mail, 276
Parcel Select, 256
Priority Mail, 226
USPS Marketing Mail, 246
nonpresorted Bound Printed Matter, 266.1.0
Periodicals, 207.28.0
retail mail
First-Class Mail, 136
Media Mail and Library Mail, 176
USPS Retail Ground, 156
Priority Mail, 126
Priority Mail Express, 116

design
indicia design, 604.4.0
mailpiece design
commercial flats, 201, 202
commercial letters, 201, 202
commercial parcels, 201, 202
retail mail, 101, 102
reproductions of copyrighted material, 608.7.2

destination entry, See price *eligibility* under individual classes of mail

destination entry mailing fee, See *mailing fees*

detached address labels (DALs), 602.4.0

detached marketing labels (DMLs), 602.4.0

dimensions
commercial mail, 201
retail mail, 101

dimensional weight
Priority Mail
retail, 123.1.3
commercial, 223.1.5

direct mail, See *commercial mail*

documentation
retail mail,
Media Mail and Library Mail, 174
commercial letters
First-Class Mail, 234.3.0
USPS Marketing Mail, 244.4.0
commercial flats
Bound Printed Matter, 264.2.0
First-Class Mail, 234.3.0
Media Mail and Library Mail, 274.2.0
USPS Marketing Mail, 244.4.0
commercial parcels
Bound Printed Matter, 264.2.0
Media Mail and Library Mail, 274.2.0
Parcel Select, 254.2.0
Priority Mail, 224.2.0
USPS Marketing Mail, 244.4.0
Periodicals, 207.17.0
standardized, 203.3.0

double cards (double postcards), see *cards*

drop box, See *collection box*

drop shipment
metered mail drop shipment, 705.19.0
plant-verified drop shipment, 705.17.0
Priority Mail Open and Distribute, 705.18.0
Priority Mail Express Open and Distribute, 705.18.0

duck stamp, See *bird stamp, for hunting migratory birds*

E

educational materials
qualifying for Media Mail prices
commercial flats, 273.2.0, 273.3.0
commercial parcels, 273.2.0, 273.3.0
retail mail, 173.3.0, 173.4.0
qualifying for Library Mail prices
commercial flats, 273.2.0, 273.4.0
commercial parcels, 273.2.0, 273.4.0
retail mail, 173.3.0, 173.5.0

election boards, mailing list services, 507.8.3.4, 507.8.7

Electronic Verification System (eVS), 705.2.9

enclosures
incidental First-Class Mail, 703.9.5
Package Services, 703.9.4
Periodicals, 703.9.3
USPS Marketing Mail, 703.9.4

endorsements, See *ancillary service endorsements*

enhanced carrier route (ECR)
See also *carrier route, general* and *USPS Marketing Mail, general*
basic requirements
flats, 243.6.3,
letters, 243.6.3,
parcels,243.8.3
eligibility for automation prices, 243.6.0
high density requirements
flats, 243.6.5,
letters, 243.6.4,
parcels,243.8.4
price eligibility
flats, 243.6.0
letters, 243.6.0
parcels, 243.8.4
saturation requirements
flats, 243.6.7
letters, 243.6.6
parcels, 243.8.5
sequencing requirements
flats, 245.9.9, 245.9.10
letters, 245.6.8, 245.6.9
parcels, 245.12.6, 245.12.7

entry
commercial flats
Bound Printed Matter, 266
First-Class Mail, 236
Media Mail and Library Mail, 276
USPS Marketing Mail, 246
commercial letters
First-Class Mail, 236
USPS Marketing Mail, 246
commercial parcels
Bound Printed Matter, 266
Priority Mail Express, 216
First-Class Package Service — Commercial, 286
Media Mail and Library Mail, 276
Parcel Select, 256
Priority Mail, 226
USPS Marketing Mail, 246
Periodicals, 207.29.0, 207.30.0

envelopes
Priority Mail Express, 115.1.0, 601.6.1
green bordered, 601.6.2
Priority Mail, 125.1.1, 601.6.1
reusable, 601.6.4
window envelopes, 601.6.3
with postage preprinted by USPS, See *stamped stationery*

Every Door Direct Mail (EDDM), 140

exceptional dispatch for Periodicals, 207.28.3
how to apply, 207.28.3.5
prices, 207.28.3.4

exchanges, 604.9.0

expedited services, 604.5.3.5, 705.18.5.8

experimental and temporary classifications, 709

explosives, see Publication 52

extra services, 503
Certified Mail, 503.3.0
Certificate of Mailing, 503.5.0
Collect on Delivery (COD), 503.9.0
USPS Tracking, 503.7.0
Insured Mail, 503.4.0
Intelligent Mail Barcode Tracing, 507.10.0
Registered Mail, 503.2.0
Restricted Delivery, 503.7.0
Return Receipt, 503.6.0
Signature Confirmation, 503.8.0
Special Handling, 503.10.0
forwarding mail with extra services, 507.2.3.7, 507.4.3.2
holding mail with extra services, 507.4.3.4
money orders, 509.3.0
treatment of undeliverable mail, 507.1.4.5
with mixed classes of mail, 703.9.13

extra services markings
content, 601.5.0
insured mail, 503.4.3.4

F

facing elements
commercial flats, 202
commercial letters, 202
commercial parcels, 202
retail mail, 102

facing identification mark (FIM), 202.8.0

facing slip, See *carrier route, general*

federal government, See *official mail*

fees, Price List—Notice 123

filing claims, 609

firearms, see Publication 52

firm holdout, 508.8.0

First-Class Mail, commercial flats
alternate payment methods, 705.5.0
annual mailing fee, 233.3.4
automation mailings, 233.5.0
    address standards, 233.5.7
    cobundling, 235.8.8
combined with other classes of mail, 703.9.0
computing postage, 233.1.1, 233.1.2, 233.1.7
content standards, 233.2.0
cotraying and cosacking bundles, 235.8.8
deposit of, 236
documentation for mailings, 234.3.0
    facsimile postage statements, 234.3.0
    multiple mailings, 234.3.0
    standard format, 234.3.0, 202.8.0
eligibility standards, 233
    automation, 233.5.0
    nonautomation, 233.4.0
incidental enclosure with another class of mail, 703.9.5
mail preparation, 235
    automation, 235.8.0
    bundles, 235.2.0
        nonautomation flats, 235.7.4
    combining presorted mailings, 235.8.8
    combined automation and presorted flats, 705.9.1, 705.11.1
    nonautomation, 235.7.0
    optional tray-based preparation, 235.8.6
    trays, 235.3.0
    tray labels, 235.4.0
markings required on each mailpiece
    automation, 235.8.3
    general, 202.3.0
    mixed mail, 703.9.7
Move Update standard, 233.3.5
nonmachinable surcharge, 233.4.3
postage payment methods, 234
    automation prices, 234.2.0
    presorted prices, 234.2.0
postage statements, 234.3.0
presort mailing fee, 233.3.4
presort verification, 236.2.0
price eligibility
    automation, 233.5.0
    presorted, 233.3.0, 233.4.0
reply cards and envelopes, 233
size, 201.4.0, 201.5.1
undeliverable mail, 507.1.5.1
verifying a mailing, 236.2.0
weight, 201.5.1
ZIP Code accuracy, 233.3.5

First-Class Mail, commercial letters
alternate payment methods, 705.5.0
annual mailing fee, 233.1.5
automation mailings, 233.5.0
    address standards, 233.5.7
combined with other classes of mail, 703.9.0
computing postage, 233.1.2, 233.1.6
content standards, 233.2.0
deposit, 236
documentation, 234.3.0
    facsimile postage statements, 234.3.0
    multiple mailings, 234.3.0
    standard format, 234.3.0, 202.8.0
eligibility standards, 233
    automation, 233.5.0
    nonautomation, 233.4.0
incidental enclosure with another class of mail, 703.9.5
mail preparation, 235
    automation letters, 235.6.0
    bundles, 235.2.0
    nonautomation, 235.5.0
    presorted machinable cards and letters, 235.5.2
    presorted nonmachinable cards and letters, 235.5.3
    trays, 235.3.0
    tray labels, 235.4.0
markings required on each mailpiece
    for presorted prices, 235.5.1
    general, 202.3.0
    mixed mail, 703.9.7
Move Update standard, 233.3.4
postage payment methods, 234
    automation, 234.2.0
    presorted, 234.2.0
postage statements, 234.3.0
presort mailing fee, 233.1.5
presort verification, 236.2.0
price eligibility
    automation, 233.5.0
    presorted, 233.3.0, 233.4.0, 233.6.0

reply cards and envelopes, 233.6.0
size, 201.1.0, 201.2.0
standardized documentation, 234.3.0
undeliverable mail, 507.1.5.1
verifying a mailing, 236.2.0
weight, 201.1.1.2, 233.3.3
ZIP Code accuracy, 233.3.5

First-Class Mail, retail
See also *Priority Mail*
computing postage, 133.1.0
content standards, 133.3.0
deposit of, 136
eligibility standards, 133.2.0
keys and identification devices, 133.1.4
mail preparation, 102, 135
markings required on each mailpiece, 102, 135.1.0
nonmachinable surcharge, 101.1.2, 101.6.3.1, 133.1.5
postage payment options, 134
price eligibility, 133.1.1, 133.1.5, 133.2.0
service objectives, 133.2.1
size, 101.6.0
undeliverable mail, 507.1.5.1
weight, 101.6.1

First-Class Package Service — Commercial parcels
combined with other classes of mail, 703.9.0
computing postage, 283.1.1
content standards, 283.2.0
deposit of, 286.1.0
documentation, 284.3.0
eligibility standards, 283
incidental enclosure with another class of mail, 703.9.5
mail preparation, 285
markings required on each mailpiece
general, 202.1.0
postage payment methods, 284
postage statements, 284.2.0
price eligibility, 283.4.0
size, 201.8.3
surcharge, 283.1.3
undeliverable mail, 507.1.5.1
weight, 201.8.3.1

Flat Rate packaging
Priority Mail Express, 113.1.4. 213.1.6
Priority Mail, 123.1.4, 223.1.6

flats
automation, 201.6.0, 233.5.0, 243.7.0
barcode placement, 202.5.0
bundling
Bound Printed Matter, 265.2.0
Media Mail and Library Mail, 275.2.0
definition, 201.4.0
endorsement placement, 202.4.0
physical standards, 201.4.0
automation, 201.6.0
machinable, 201.4.0, 201.5.0
marking placement, 202.3.0
size, 201.4.0,

folded self-mailer, 201.3.14

forwarding mail
See also individual classes of mail
general information, 507.2.0
instructions by the sender, 507.4.3
postage charged for forwarding mail, 507.2.3
Premium Forwarding Service, 508.7.0
with extra services, 507.1.4.5, 507.4.3.2

Four-State Customer Barcode, See *Intelligent Mail barcode*

FPO, See *military mail*

fragile articles, 503.2.3.4, 601.3.1, 601.3.0

fraud, how to report, 608.6.2

franked mail, for Members of Congress, 703.6.0
See also *official mail*

free mail
blind and other handicapped persons, 703.5.0
Members of Congress, 703.6.0
U.S. armed forces, 703.4.2

fulfillment, 505.3.0
See also *Parcel Select*

G

gases, 601.9.0

general delivery, 508.6.0

government mail, See *U.S. government mail*

graphic matter, 601.9.0

Guam, 608.2.1

guns, see Publication 52

H

handicapped, free matter for, 703.5.0
what may be mailed, 703.5.2, 703.5.3
who is qualified, 703.5.1.3

handwriting
alterations to barcodes, 204.3.2.1
Bulk Parcel Return labels, 505.5.4
Business Reply Mail, 505.1.5.2
COD forms, 503.9.2.2
eligibility

commercial letters
First-Class Mail, 233
USPS Marketing Mail, 243.4.0, 243.5.0, 243.6.0, 243.7.0
commercial flats
Bound Printed Matter, 263.2.4
First-Class Mail, 233
USPS Marketing Mail, 243
commercial parcels
Bound Printed Matter, 263.2.4
Priority Mail Express, 213.3.0
First-Class Package Service — Commercial, 283
Priority Mail, 223.2.2
USPS Marketing Mail, 243
retail mail
Priority Mail Express, 113.3.0
First-Class Mail, 133.3.4
Priority Mail, 123.3.2
Media Mail and Library Mail, 173.6.2
free mail
sent by blind or physically handicapped persons, 703.5.3.2
sent by U.S. Armed Forces, 703.4.2
Merchandise Return
insurance value, 505.3.3.1
label preparation, 505.3.5.4
Official Mail (Penalty)
Business Reply Mail, 703.7.0
insurance value, 703.7.0
Periodicals, 703.7.0
permit imprint, 703.7.0

hazardous materials (HAZMAT), see Publication 52

heavy letter mail, 201.3.6

high-density carrier route sequencing requirements
commercial flats, 245.9.9, 245.9.10
commercial letters, 245.6.8, 245.6.9
commercial parcels, 245.6.6, 245.6.7
Periodicals, 207.23.8, 207.23.9

high-density items
packaging, 601.7.1

Hold For Pickup service, 507.3.0

holding mail, 507.4.3.4, 508.6.4

holidays, 608.3.0

household mail
retail mailing services, 101 – 176
recipient services, 508

I

identification statement for Periodicals, required elements, 207.4.11.5

imprint, See *permit imprint*

indicia, See *permit imprint*

information-based indicia (IBI), 604.4.0

insects, see Publication 52

insufficient postage
general, 604.8.0
penalty metered mail, 703.7.0
rural delivery service, 508.2.2.5

insurance, 503.4.0
Priority Mail, 503.4.2
Priority Mail Express insurance, 503.4.1
filing a claim, 609

Intelligent Mail
barcode, 204.1.2
Informed Visibility, 507.10.0
package barcode, 204.2.0

irregular parcels
commercial mail, 201.7.6

K

keyline
manifest mailing system, 705.2.3
optional endorsement line, 203.7.1.3

keys
fee for additional Post Office box keys, 508.4.1
general information about mailing keys, 123.1.6, 133.1.4
Post Office boxes, 508.4.7
prices for return through the mail, 123.1.6, 133.1.4

known office of publication, for Periodicals, 207.4.5

L

labels
barcoded labels, 204.3.0
pallets, 705.8.6
sacks and trays
commercial flats
Bound Printed Matter, 265.4.0
First-Class Mail, 235.4.0
Media Mail and Library Mail, 275.3.0
USPS Marketing Mail, 245.4.0

commercial letters
First-Class Mail, 235.4.0
USPS Marketing Mail, 245.4.0
commercial parcels
Bound Printed Matter, 265.4.0
Priority Mail Express, 215.2.0
Media Mail and Library Mail, 275.4.0
Parcel Select, 255.3.0
USPS Marketing Mail, 245.4.0
Periodicals, 207.21.0

letters
automation, See *automation letters, general*
nonmachinable criteria
commercial mail, 201.2.1
retail mail, 101.1.2
size and weight
commercial mail, 201.1.0
retail mail, 101.1.0

letter tray
First-Class Mail, 235.3.0
Periodicals, 207.
USPS Marketing Mail, 245.3.0, 245.3.0

liability, 609

Library Mail, commercial flats
attachments, 273.6.0
bundles, 275.2.0
sacks, 275.3.0
combining with other classes of mail, 703.9.0
combining with other Package Services, 705.7.0
computing postage, 273.1.3
content standards, 275.2.0, 275.4.0
deposit and verification, 276
documentation, 274.2.0
eligibility, 273
enclosures, 273.4.4, 273.6.0
mail preparation
general, 275
flats on pallets, 705.8.10.4
markings required on each mailpiece, 202.3.7
postage payment options, 274.1.0
price eligibility, 273.7.0
size, 201.5.4
undeliverable mail, 507.1.5.4
weight standards, 273.7.1
written additions, 273.6.4

Library Mail, commercial parcels
attachments, 273.6.0
computing postage, 273.1.3
combined machinable parcels, 705.6.0
combining with other classes of mail, 703.9.0
combining with other Package Services, 705.7.0
content standards, 273.2.0, 273.4.0
deposit and verification, 276
documentation, 274.2.0
eligibility, 273
enclosures, 273.4.4, 273.6.0
irregular parcels, 275.6.3
irregular parcels on pallets, 705.8.10.5
machinable parcels, 275.6.2
machinable parcels on pallets, 705.8.17
mail preparation, 275
bundles, 275.2.0
irregular parcels, 275.6.3
for combined machinable parcels, 705.6.0
sacks, 275.3.0
sack labels, 275.4.0
markings required on each mailpiece, 202.3.7
nonmachinable parcels, 201.7.6, 201.7.7
postage payment options, 274.1.0
price eligibility, 273.7.0
size, 201.7.0
undeliverable mail, 507.1.5.4
weight limits, 273.7.1
written additions, 273.6.4

Library Mail, retail
attachments, 173.6.0
computing postage, 173.1.2, 173.1.4
content standards, 173.3.0, 173.5.0
deposit of, 176
eligibility, 173
enclosures, 173.6.0
mail preparation, 175
markings required on each mailpiece, 102.3.4, 175.1.3
postage payment methods, 174
price eligibility, 173.1.0
service objectives, 173.2.1
size, 101.8.0
flats, 101.2.0
parcels, 101.3.0
undeliverable mail, 507.1.5.4
weight limits, 101.8.0
written additions, 173.6.2

line-of-travel (LOT)
optional endorsement line information for LOT, 203.7.1.7
sequencing requirements
Periodicals, 207.23.8.6
USPS Marketing Mail, 245.6.8.6, 245.6.9.6, 245.6.6
submitting cards for sequencing, 507.9.3

liquids, nonhazardous, 601.3.4

liquor, see Publication 52

lists
availability of USPS Lists, 508.10.4
definitions, 602.9.4

mailing list services, 507.8.0
occupant lists, 507.8.5
sortation of lists, 507.8.6

literature for the blind, 703.5.0

LOT, See *line-of-travel (LOT)*

low-cost items, 703.1.6.11

lottery materials, 601.9.3

M

machinable letters
commercial mail, 201.1.0
retail mail, 101.1.0

machinable parcels
commercial mail, 201.7.0
retail mail, 101.3.0

magazine, 201.6.3.2**,** 201.6.5.3

magnetic tapes
packaging, 601.7.4

mailability, 601

mail preparation
commercial flats
Bound Printed Matter, 265
First-Class Mail, 235
Media Mail and Library Mail, 275
USPS Marketing Mail, 245
commercial letters
First-Class Mail, 235
USPS Marketing Mail, 245
commercial parcels
Bound Printed Matter, 265
First-Class Package Service — Commercial, 285
Media Mail and Library Mail, 275
Parcel Select, 255
Priority Mail, 225
Priority Mail Express, 215
USPS Marketing Mail, 245
Periodicals, 207.18.0 – 207.25.0
retail mail
First-Class Mail, 135
Media Mail and Library Mail, 175
USPS Retail Ground, 155
Priority Mail, 125
Priority Mail Express, 115

mail receptacles, 508.3.0
apartments, 508.2.1.7
custom-built mail receptacles, 508.3.2.2
door slots, 508.2.1.6
location, 508.3.2.5
maintenance of, 508.2.1.3
newspaper receptacles, 508.3.2.11
manufacturer specifications, 508.3.2.1

mail security
Department of State mail, 703.3.3
general, 608.6.2

mailboxes, See *mail receptacles* or *collection box*

mailer services, 507

mailing fees
commercial flats
Bound Printed Matter, 263.1.2.5
First-Class Mail, 233.1.5
USPS Marketing Mail, 243.1.4.1, 243.3.5
commercial letters
First-Class Mail, 233.1.5
USPS Marketing Mail, 243.1.4.1, 243.3.5
commercial parcels
Bound Printed Matter, 263.1.2.5
USPS Marketing Mail, 243.1.4.1, 243.3.5

mailing list services, 507.8.0
basic information, 507.8.2
election boards and voter commissions, 507.8.3.4, 507.8.7
fees, 507.8.1, 507.8.3
list correction, 507.8.4
occupant lists, 507.8.5
sortation of lists on cards by 5-digit ZIP Code, 507.8.6

mailing permits, See *mailing fees*

mailing systems
alternate mailing systems, 705.4.0
eVS, 705.2.9
manifest mailing systems, 705.2.0
optional procedure mailing systems, 705.3.0
plant-verified drop shipment, 705.17.0

mailpiece design, 101**,** 201**,** 601

manifest mailing systems, 705.2.0
applying for authorization, 705.2.4
marking, 705.2.2.6
postage statement, 705.2.2.7
Priority Mail Express agreements, 705.2.6
service agreement, 705.2.2.1

marking, on mailpieces, 102**,** 202
See also individual classes of mail
imitation markings, 604.1.5
injurious or harmful items, 601.8.4

measuring
advertising, 207.17.2.2, 207.17.5.2

Media Mail, commercial flats
attachments, 273.6.0
combining with other classes of mail, 703.9.0
combining with other Package Services, 705.7.0
computing postage, 273.1.3
content standards, 273.2.0, 273.3.0
deposit and verification, 276
documentation, 274.2.0
eligibility, 273
enclosures, 273.4.4, 273.6.0
mail preparation, 275
    bundles, 275.2.0
    flats on pallets, 705.8.10.4
    sacks, 275.3.0
markings required on each mailpiece, 202.3.7
postage payment options, 274.1.0
price eligibility, 273.7.0
size, 201.5.4
undeliverable mail, 507.1.5.4
weight limits, 273.7.1
written additions, 273.6.4

Media Mail, commercial parcels
attachments, 273.6.0
combining with other classes of mail, 703.9.0
combining with other Package Services, 705.7.0
computing postage, 273.1.3
content standards, 273.2.0, 273.3.0
deposit and verification, 276
documentation, 274.2.0
eligibility, 273
enclosures, 273.4.4, 273.6.0
mail preparation, 275
    bundles, 275.2.0
    combined machinable parcels, 705.2.0
    combining parcels, 705.7.0
    irregular parcels, 275.6.3
    irregular parcels on pallets, 705.8.10.5
    machinable parcels, 275.6.2
    machinable parcels on pallets, 705.8.17
    sacks, 275.3.0
    sack labels, 275.4.0
markings required on each mailpiece, 202.3.7
nonmachinable parcels, 201.7.7
postage payment options, 274.1.0
price eligibility, 273.7.0
size, 201.7.0
undeliverable mail, 507.1.5.4
weight limits, 273.7.1
written additions, 273.6.4

Media Mail, retail
attachments, 173.5.0
computing postage, 173.1.2, 173.1.4
content standards, 173.3.0, 173.4.0
deposit of, 176.1.0
eligibility, 173
enclosures, 173.4.2, 173.6.0
mail preparation, 175
markings required on each mailpiece, 102.3.4, 175.1.3
postage payment methods, 174
price eligibility, 173.1.0
service objectives, 173.2.1
size, 101.8.0
    flats, 101.2.0
    parcels, 101.3.0
undeliverable mail, 507.1.5.4
weight limits, 101.8.0
what may be mailed, 173.3.0, 173.4.0
written additions, 173.6.2

merged containerization, 705.10.0

merged bundles of flats, See *mail preparation* under *Periodicals* and *USPS Marketing Mail*

meter, See *metered mail* and *postage meters*

metered mail
drop shipment of, 705.19.0
postage refunds, 604.9.3
where to mail, 604.4.6.3

metered reply mail, 604.4.5.2

methods of payment, See *postage payment*

methods of mailing
commercial mailing services, 201-286
retail mailing services, 101-176

military mail, 703.2.0, 703.4.0
free mail for U.S. armed forces, 703.4.2
military address, 703.4.2.4
military ordinary mail (MOM), 703.2.4
retirees, 703.2.3.4

mixed classes, 703.9.0
combined Media Mail and Bound Printed Matter, 703.9.6
enclosures
    Bound Printed Matter, 703.9.4
    First-Class Mail, 703.9.5
    Media Mail and Library Mail, 703.9.4
    USPS Retail Ground, 703.9.4
    Periodicals, 703.9.3
    USPS Marketing Mail, 703.9.4
Priority Mail Express and Priority Mail drop shipments, 705.18.0
price qualification, 703.9.2.2

money orders, 509.3.0
how to cash, 509.3.3

payable to another party, 509.3.3.6
where to purchase, 509.3.2.1

Move Update standard
commercial flats, 233.3.4, 243.3.9
commercial letters, 233.3.4, 243.3.9
commercial parcels, 243.3.9, 253.4.3
methods, 602.5.0

N

National Change of Address Linkage System (NCOA^{LINK})
Coding Accuracy Support Systems, 602.9.0
election boards and voter registration, 507.8.7
general
flats, 602.5.2
letters, 602.5.2
parcels,602.5.2

National Customer Support Center (NCSC), 608.8.1

negotiated service agreements (NSAs), 709.1.0

Network Distribution Center (NDC) acceptance
retail mail
USPS Retail Ground, 156.1.3
commercial flats
Bound Printed Matter, 266.2.5
commercial parcels
Bound Printed Matter, 266.2.5
Parcel Select, 256.1.4

news agent, 207.5.1.6**,** 207.6.7

newspaper
mailing issues, 207.4.8.3, 207.4.8.4
penalty, 703.7.0
service objectives, 207.28.1

newspaper receptacles, 508.3.2.11

next-day delivery, See *Priority Mail Express*

nonautomation flats, 201.2.0

nonmachinable
letters, 101.1.2, 201.2.0
Parcel Select, 201.8.5.2

non-machinable surcharge
commercial letters, 201.2.1
retail letters and parcels, fees 133.1.5
USPS Marketing Mail parcels, 201.8.4

nonmailable matter
mailer's responsibility, 601.1.4
see Publication 52

nonpostal services, 509.2.0

nonprofit
Periodicals
eligibility for nonprofit Periodicals prices, 207.4.0
how to apply for nonprofit Periodicals authorization, 207.10.5
types of organizations, 207.10.2
USPS Marketing Mail, 703.1.0
applying for authorization, 703.1.7 – 703.1.9
discounts, 703.1.1.3
eligibility for USPS Marketing Mail prices, 703.1.0
matter, 703.1.6
organizations, 703.1.2
identification of authorized organization on USPS Marketing Mail, 703.1.5
low-cost items, 703.1.6.11
marking, on USPS Marketing Mail, 202.1.2
political mailings, 703.1.6.10
revenue deficiencies for nonprofit USPS Marketing Mail, 604.10.2
types of organizations, 703.1.2
what may be mailed, 703.1.6

nonstandard surcharge, See *nonmachinable surcharge*

O

occupant lists, 507.8.5

OCR (Optical Character Reader) read area
discount, 202.2.1
retail, 102.2.1

official mail
members of Congress (franked) 703.6.0
addressing, 703.6.0
eligibility, 703.6.1
U.S. Government (penalty) 703.7.0

OneCode ACS, 507.4.2

Open and Distribute, 705.18.0

optional endorsement lines (OELs), 203.7.0

optional procedure mailing systems, 705.3.0
applying for authorization, 705.3.0
description, 705.3.0
postage statements, 705.3.0
record keeping, 705.3.0

overnight delivery, See *Priority Mail Express*

Overseas Military Mail, 703.2.0
Priority Mail Express Military Service, 703.2.6

First-Class Mail, 703.2.1.1
parcels, 703.2.1.3
Parcel Airlift, 703.2.5
Periodicals, 703.2.1.4
preparation standards, 703.2.1.5
restrictions, 703.2.3

oversized price eligibility
Parcel Select, 253.4.4
USPS Retail Ground, 153.1.1

P

Package Intercept, 507.5.0

Package Services, See *Bound Printed Matter, Library Mail, or Media Mail*

packages, See *bundles* or *parcels*

packaging, for mailing, 601.3.0
acceptable containers, 601.4.0
closure and sealing, 601.3.0
cushioning, 601.3.0
high-density items, 601.7.1
liquids, 601.3.4
magnetic tapes, 601.7.4
soft goods, 601.7.3
sound recordings, 601.7.4
special envelopes, 601.6.0
stationery, 601.3.2
USPS-provided, 115.1.1, 125.1.1

PACT Act, see Publication 52

pallet box, See *pallets*

pallets
bundles on pallets, 705.8.9
combining flats on pallets, 705.15.0
flats on pallets, 705.8.7
general standards, 705.8.0
labels, 705.8.6
labeling pallets, 705.8.10
minimum and maximum loads, 705.8.5
pallet boxes, 705.8.4
Periodicals on pallets 705.8.10.2
physical characteristics, 705.8.1
preparation of pallets 705.8.0
securing bundles for pallets, 705.8.5.11
stacking pallets, 705.8.3
top caps, 705.8.2
types of mail that can be put on pallets, 705.8.8
USPS Marketing Mail on pallets 705.8.10.3

pandering advertisements, 508.9.0

parcel airlift service (PAL), 703.2.5
other extra services that can be added, 703.2.5.5
required marking on each piece, 703.2.5.6
what may be mailed, 703.2.5.2

Parcel Return Service (PRS), 505.4.0
application for a permit, 505.4.2.4
general information, 505.4.2
label examples, 505.4.3.5
label format elements, 505.4.2
permit, 505.4.1.1

Parcel Select
attachments, 253.2.3
computing postage, 253.1.1, 253.1.4
combined with other Package Services, 705.7.0
combining with other classes of mail, 703.9.0
cotraying and cosacking bundles of flats, 705.9.0
deposit of, 256.2.0
documentation, 254.2.2
eligibility, 253
enclosures, 253.2.3
Hold For Pickup service, 253.4.5, 508.1.3
Lightweight, 253.4.0
mail preparation
  combined machinable parcels, 705.6.0
  combining parcels for destination entry, 705.7.0
  general, 255
  irregular parcels on pallets, 705.8.10.5
  machinable parcels in sacks, 255.2.0
  machinable parcels on pallets, 705.8.0
  nonmachinable parcels on pallets, 705.8.18.2
  Parcel Select DDU prices, 705.8.20, 253.4.1.4
  Parcel Select DSCF prices, 705.8.18, 705.8.19, 253.4.1.4
markings required on each mailpiece, 202.2.0, 255.1.8
nonmachinable parcels, 201.8.5.2
Parcel Return Service, 505.4.0
postage payment options, 254.1.0
price eligibility, 253.4.0
  oversized prices, 253.4.4
  destination entry prices, 253.4.1
  DDU prices, 253.4.1.4
  DSCF prices, 253.4.1.4
size, 201.8.5
undeliverable mail, 507.1.5.4
weight limits, 201.8.5
written additions, 253.2.4

parcels
nonmachinable criteria
  commercial mail, 201.7.6, 201.7.7
  retail mail, 101.3.2
size and weight
  commercial mail, 201.7.0
  retail mail, 101.3.0

PAVE, 602.8.0
definition, 602.8.1.1
request for participation, 602.8.1.3

PC Postage, See postage meters

Penalty Mail, See *official mail*

Periodicals
address correction, 507.4.2.7
addressing, 207.3.2
advertising
calculating percentage, 207.2.1.5
copies, 207.7.3
definition of, 207.4.12
nonprofit and classroom publications, 207.2.1.5
marked copies, 207.16.2
public service announcement, 207.4.12.2
applications, 207.5.0
additional entry, 207.30.2
appealing denied application, 207.5.3.7
nonprofit prices, 207.10.5
re-entry, 207.9.0
mailing while application is pending, 207.5.2
attachments, 207.3.3.8
back orders and reprints, 207.4.10
bundle prices, 207.1.0, 207.2.1.8
carrier route sequencing requirements, 207.23.8, 207.23.9
categories of Periodicals authorization
foreign, 207.6.5
general, 207.6.1
institutions and societies, 207.6.2
news agent, 207.6.7
requester, 207.6.4
state departments of agriculture, 207.6.3
combining with flats, 705.15.0
combining with other classes of mail, 703.9.0
complimentary copies, 207.7.7
computing postage, 207.2.2,
container prices, 207.1.0, 207.2.1.9
definition and characteristics, 207.4.0
multiple issues, 207.4.8.3, 207.4.8.4
edition, 207.4.9
issue, 207.4.8
deposit of, 207.28.0
documentation, 207.17.0
standardized, 203.3.0
exceptional dispatch, 207.28.3
exchange copies, 207.7.5
expired subscription copies, 207.7.6
fees, 207.1.3
firm bundles, 207.22.3
frequency of publication, 207.4.6
general standards, 207.4.0
gift subscriptions, 207.7.4
identification statement, 207.4.11.5
known office of publication, 207.4.5
label carrier, 207.3.3.11
loose enclosures, 207.3.3.4
barcoded price flats, 207.25.0
barcoded price letters, 207.24.0
bundles on pallets, 705.8.10.2, 705.8.11
bundling, 207.19.0
bundling for carrier route prices, 207.23.2
bundling for nonbarcoded prices, 207.22.2
carrier route flats in sacks, 207.23.4
carrier route irregular parcels in sacks, 207.23.4
carrier route letters in trays, 207.23.3
cobundling flats, 207.25.1.9, 705.11.2
combined barcoded and nonbarcoded flats, 705.9.2, 705.11.2
combined flats on pallets, 705.8.16.2
containerization of bundles, 207.25.1.10
irregular parcels in sacks, 207.22.6
merged flats in sacks, 705.10.1.4
merged flats on pallets
using 5% Threshold, 705.12.1.5
using City State Product, 705.10.1.5,
using City State Product and 5% Threshold, 705.13.1.5
nonbarcoded flats in sacks, 207.22.6
nonbarcoded letters in trays, 207.22.5
sacks on pallets, 705.8.10.2
trays on pallets, 705.8.10.2
markings for enclosures on mixed mailings, 703.9.7
nonsubscriber/nonrequester copies, 207.7.9
physical characteristics
components of, 207.3.5
covers, 207.3.3.6
flats dimensions, 201.4.0, 207.26.2
letter dimensions, 201.1.0
mailpiece construction, 207.3.5
printed features, 207.3.6
printed sheets, 207.4.4
size and weight, 207.3.5.2
wrappers, 207.3.3.7
postage payment methods, 207.16.0
price eligibility
barcoded (automation) prices, 207.14.1, 207.14.3
carrier route prices, 207.13.0
copies mailed by the public, 207.11.5
destination entry prices, 207.29.0
In-County prices, 207.11.3
nonbarcoded (presorted) prices, 207.12.0
Nonprofit prices, 207.10.0
Outside-County Classroom prices, 207.11.1.3
Outside-County Nonprofit prices, 207.11.1.3
Outside-County Science-of-Agriculture prices, 207.11.2
prohibited matter, 207.3.4.2
proof copies, for advertisers, 207.7.8
records maintained by the publisher, 207.8.0
return address, 207.3.2.3

Ride-Along piece, 207.15.0
sample copies, 207.7.0
service objectives, 207.28.1
standardized documentation, 203.3.0
statement of ownership, 207.8.3
supplements, 207.3.3.5
undeliverable mail, 507.1.5.2

perishables, see Publication 52

permit imprint, 604.5.0
application fee, 604.5.1.5
content of the permit imprint indicia, 604.5.3.6 – 604.5.3.9
format of the permit imprint indicia, 604.5.3.11, 604.5.3.12
general information, 604.5.1
minimum quantity for a mailing, 604.5.1.2
Picture Permit indicia, 604.5.4
placement on a mailpiece, 604.5.3.4
samples of permit imprint indicia, 604.5.3.11
standards for mailing, 604.5.1

Permit Reply Mail, 505.2.0

philatelic services, 608.4.0

physical standards
commercial flats, 201
commercial letters, 201
commercial parcels, 201
retail mail, 101

Pickup on Demand service, 507.7.0

plant load operations, 705.14.0
applying, 705.16.2
Bound Printed Matter, 705.16.7.4
expedited shipments, 705.16.4
mail preparation, 705.16.5 – 705.16.7
Media Mail and Library Mail, 705.16.7.4
Parcel Select, 705.16.7.4
Periodicals, 705.16.7.3
postage payment requirements, 705.16.5.3
USPS Marketing Mail, 705.16.7.4
Volume requirements, 705.16.7.6, 705.16.7.7

plant-verified drop shipment (PVDS), 705.17.0
Bound Printed Matter, 705.17.5
Media Mail and Library Mail, 705.17.5
Parcel Select, 705.17.5
participation requirements, 705.17.2
Periodicals, 705.17.2.4
postage statement,
  Bound Printed Matter, 705.17.2.8
  consolidated, 705.17.5.5
  Media Mail and Library Mail, 705.17.2.8
  USPS Retail Ground, 705.17.2.8
  Periodicals, 705.17.2.6
  USPS Marketing Mail, 705.17.2.7
purpose, 705.17.1.1
USPS Marketing Mail, 705.17.4

plants, see Publication 52

polywrap
automation flats, 201.4.5
certification process, 201.4.5.2

Post Office Box service, 508.4.0
appeals, 508.4.8.2
applying for service, 508.4.2.1
fees, 508.4.1, 508.4.4
keys, 508.4.7
locks, 508.4.7
refunds, 508.4.6

Post Offices, 608**,** 608.3.0

postage
computing postage, 604.7.0
payment for mailings of mixed classes, 703.9.8 – 703.9.12
postage due, 604.6.0
refunds, 604.9.0
revenue deficiencies, 604.10.0
stamps, 604.1.0
unpaid mail, 604.6.0, 604.8.0

postage meters, 604.4.0
approved providers, 604.4.1.3, 604.4.1.4
date corrections, 604.4.5.1
postage corrections, 604.4.5.1
types of postage devices, 604.4.1.2

postage payment
commercial flats
  Bound Printed Matter, 264
  First-Class Mail, 234
  Media Mail and Library Mail, 274
  USPS Marketing Mail, 244
commercial letters
  First-Class Mail, 234
  USPS Marketing Mail, 244
commercial parcels
  Bound Printed Matter, 264
  First-Class Package Service — Commercial, 284
  Media Mail and Library Mail, 274
  Parcel Select, 254
  Priority Mail, 224
  Priority Mail Express, 214
  USPS Marketing Mail, 244
nonpresorted Bound Printed Matter, 264.1.1
Periodicals, 207.16.0
retail mail
  Priority Mail Express, 114
  First-Class Mail, 134
  Media Mail and Library Mail, 174

USPS Retail Ground, 154
Priority Mail, 124

postage stamps, 604.1.0, 604.3.0
applying for a permit to use precanceled stamps, 604.3.2
forever stamp, 604.1.10
imitation stamps, 604.1.4, 604.1.5
precanceled stamps, 604.3.0
semipostal stamp, 604.1.11
validity of stamps, 604.1.2, 604.1.3

postage statement
commercial flats
Bound Printed Matter, 264.2.0
First-Class Mail, 234.3.0
Media Mail and Library Mail, 274.2.0
USPS Marketing Mail, 244.4.0
commercial letters
First-Class Mail, 234.3.0
USPS Marketing Mail, 244.4.0
commercial parcels
Bound Printed Matter, 264.2.0
First-Class Package Service — Commercial, 284.3.0
Media Mail and Library Mail, 274.2.0
Parcel Select, 254.1.0
Priority Mail, 224.2.3
USPS Marketing Mail, 244.3.0
Periodicals, 207.17.0

postal inspection
commercial flats
Bound Printed Matter, 263.3.2
First-Class Mail, 233.3.2
Media Mail and Library Mail, 273.4.3
USPS Marketing Mail, 243.3.2
commercial letters
First-Class Mail, 233.3.2
USPS Marketing Mail, 243.3.2
commercial parcels
Bound Printed Matter, 263.3.2
First-Class Package Service — Commercial, 283.2.0
Media Mail and Library Mail, 273.4.3
Parcel Select, 253.3.4
Priority Mail, 213.3.0
Priority Mail Express, 223.3.0
USPS Marketing Mail, 243.3.2
Periodicals, 207.3.5.8
retail mail
First-Class Mail, 133.2.0
Media Mail and Library Mail, 173.2.2
Priority Mail, 123.2.2
Priority Mail Express, 113.2.2
USPS Retail Ground, 153.2.2

postcard, See *cards*

poultry, see Publication 52

powders, see Publication 52

precanceled stamps, See *postage stamps*

Premium Forwarding Service, 508.7.0

prepayment of postage
Official Mail, 703.7.0
reply mail, 114.1.2, 703.7.0

presort, See *commercial mail*

Presort Accuracy Validation and Evaluation program, (PAVE), 602.8.0

presort mailing fee, See *mailing fees*

presort verification
commercial flats
Bound Printed Matter, 266.2.1, 266.3.7
First-Class Mail, 236.2.0
Media Mail and Library Mail, 276.1.0
USPS Marketing Mail, 246.2.5
commercial letters
First-Class Mail, 236.2.0
USPS Marketing Mail, 246.2.5
commercial parcels
Bound Printed Matter, 266.2.1, 266.3.7
Media Mail and Library Mail, 276.1.0
Parcel Select, 256.1.0
USPS Marketing Mail, 246.2.5

presorting, See *mail preparation* under individual classes of mail

Prevent All Tobacco Cigarettes Trafficking (*PACT Act*), see Publication 52

Price List, Notice 123

Pricing and Classification Service Center (PCSC)
address and phone number, 608.8.4

print reflectance
barcoded letters and flats, 204.1.3.2
barcoded parcels, 204.2.2.8
Business Reply Mail, 505.1.5.2

Priority Mail
computing postage, 123.1.1, 223.1.1, 223.1.10
combining with other classes of mail, 703.9.0
cubic, 223.1.4
drop shipment, 705.18.0
eligibility for prices, 123.2.0, 223.3.0
Flat Rate packaging, 123.1.4, 223.1.6
keys and identification devices, 123.1.6
mail preparation

drop shipment, 705.18.5, 705.18.5.13
single-piece price, 125, 225
marking required on each mailpiece, 102.3.2, 102.4.2, 125.2.0
Open and Distribute, 705.18.0
Pickup on Demand service, 507.7.0
Regional Rate, 223.1.2
undeliverable mail, 507.1.5.1
weight, minimum and maximum, 101.5.0

Priority Mail Express
computing postage, 113.1.1, 213.1.1
combined with COD, 503.9.1.5
combined with other classes of mail, 703.2.0
deposit, 116, 216
drop shipment, 705.18.0
extra services, 503.1.4
filing a claim, 609.1.0
Flat Rate packaging, 113.1.4, 213.1.6
insurance, 503.4.1
manifest mail agreements, 705.2.6
mail preparation
drop shipment, 705.18.5
single-piece price, 115, 215
Open and Distribute, 705.18.0
Pickup on Demand service, 507.7.0
postage payment options, 114, 214
postage refunds, 604.9.5
price eligibility
Priority Mail Express Military Service, 703.2.6
Priority Mail Express, 113.2.0, 213.3.0
refunds, 604.9.5
size, 101.4.0, 201.8.1
Sunday/holiday delivery, 113.1.5, 213.1.7
undeliverable mail, 507.1.5.5

Private Express Statutes, 608.5.0

prohibited items, See Publication 52

publications, See *Periodicals*

Puerto Rico, 608.2.1

Q

qualified business reply mail (QBRM)
See also *Business Reply Mail (BRM)*
authorization to participate, 505.1.6.2
eligibility for prices, 505.1.6
postage and fees, 505.1.1.3, 505.1.1.4

quarantines, delivery of mail during, 508.2.2.4

R

Rates and Classification Service Center (RCSC), see *Pricing and Classification Service Center (PCSC)*

recall of mail, See *Package Intercept*

receptacles
customer, 508.3.0
mailbox, 508.3.2

recipient options, 508.1.0

recipient services, 508

record-keeping for Periodicals mailers, 207.8.0

redirection, See *forwarding mail*

reflectance
barcodes, 204.1.3, 204.2.2.8

refunds, 604.9.0
applying for a postage refund, 604.9.2.5, 604.9.4.16, 604.9.5.6
metered mail, 604.9.3
postage and fees, 604.9.2
Priority Mail Express, 604.9.5
stamps affixed to Business Reply Mail, 604.9.3
stamps, 604.9.1
value-added, 604.9.4

refused mail, 604.8.1.2**,** 507.1.8.2

Registered Mail, 503.2.0
delivery, 503.2.4
filing a claim, 609
other extra services that can be added, 503.1.4.1
refunds, 604.9.2
required label, 503.2.1.2
sealing, 503.2.3.3
what may be mailed, 503.2.1.1

reinforcement for mailpieces, 601.3.0

religious organization, See *nonprofit*

reply mail
Business Reply Mail (BRM), 505.1.0
bulk parcel return service, 505.5.0
Courtesy Reply Mail, 505.2.0
metered reply mail, 604.4.5.2
Permit Reply Mail, 505.2.0
USPS Returns Service, 505.3.0

Repositionable Notes (RPNs), 202.7.0

reship service
See *Premium Forwarding Service*

residential delivery
city routes, 508.2.1

restricted delivery, 503.7.0
after time of mailing, 503.7.2.2
at time of mailing, 503.7.2.1

delivery of items, 503.7.0
other extra services that can be added, 503.1.4.1
what may be mailed, 503.1.4.1

restricted matter, see Publication 52

return address
general, 602.1.0
Periodicals, 207.3.2.3
when required, 602.1.5.3
with ancillary services, 602.1.6

return receipt, 503.6.0
after time of mailing, 503.
at time of mailing, 503.6.0
delivery, 503.6.3
filing a request for delivery information, 503.6.3
other extra services that can be added, 503.1.4.1
refunds, 609.4.0
required label, 503.1.7.2
what may be mailed, 503.1.4.1

returned mail, 507.1.8

return services
additional standards for USPS return services, 505.3.6
bulk parcel return service, 505.5.0
Business Reply Mail, 505.1.0
parcel return service, 505.4.0
Permit Reply Mail, 505.2.0
USPS Returns service, 505.3.0

reusable mailpieces, 601.6.4**,** 601.6.5

revenue deficiency
appeal of ruling, 607.3.2
general information, 607.3.1

Ride-Along piece for Periodicals, 207.15.0

rural routes, 508.2.2

S

sacks
barcoded labels, 204.3.0
Bound Printed Matter, 265.3.0
Media Mail and Library Mail, 275.3.0
Parcel Select, 255.2.0
Periodicals, 207.20.1, 207.
USPS Marketing Mail, 245.3.0

saturation carrier route sequencing requirements
commercial flats, 245.9.9, 245.9.10
commercial letters, 245.6.8, 245.6.9
commercial parcels, 245.12.6, 245.12.7
Periodicals, 207.23.8, 207.23.9

Saturday delivery, 608.3.0

scheduling
Deposit
Bound Printed Matter, 266.3.8.4
Parcel Select, 256.2.10
USPS Marketing Mail, 246.2.6.4
Pickup on Demand, 507.7.3

scheme sort, See *mail preparation* under individual classes of mail

sealing, 601.3.0

Second-Class Mail, See *Periodicals*

Sectional Center Facility (SCF), 246.4.0**,** 246.4.0**,** 266.5.0**,** 246.4.0**,** 266.5.0

sexually-oriented advertisements, 508.10.0

shipper paid forwarding
annual accounting fee, 507.4.2.9
fee, 507.4.2.9
how it works, 507.2.3.5
how to sign up, 507.4.2.9

shipping papers for hazardous materials, 601.9.0

shortpaid mail, 604.6.0**,** 604.8.1

Signature Confirmation, 503.8.0
barcodes on privately printed labels, 503.1.7.2
electronic file transmission for electronic option, 503.1.7.4
electronic option, 503.1.7.4
other extra services that can be added, 503.1.4.1
required labels, 503.9.0
retail option, 503.8.2
what may be mailed, 503.1.4
where to mail, 503.1.7.4

simplified address, 602.3.2

size
automation cards and letters, 201.3.0
automation flats, 201.6.0
commercial parcels, 201.7.0
Priority Mail Express, 101.4.0, 201.8.1
First-Class Mail, 101.6.0, 201

flats, 101.2.0, 201.4.0
general, maximum and minimum, 101, 201
letters, 101.1.0, 201.1.0, 201.2.0
machinable parcels, 101.3.0, 201.7.0
nonmachinable letters, 101.1.2, 201.2.0
nonmachinable parcels, 101.3.0,
nonmailable, 101, 201, 601
Package Services, 101.8.0, 201.5.3, 201.5.4, 201.7.0
Periodicals, 207.3.5.2
USPS Marketing Mail, 201.5.2, 201.8.4

skill contests, 601.9.7

sleeves, for letter trays
flats, 245.3.0
letters, 235.3.0, 245.3.0
Periodicals, 207.20.1.3

software specifications, 602.9.2

sound recordings
packaging, 601.7.4

space available mail (SAM), 703.2.1.3

special handling, 503.10.0
fees, 503.1.2
marking, 503.10.1.3
other extra services that can be added, 503.1.4.1
what may be mailed, 503.1.4

special mailing containers, 601.6.0

stamp collecting, See *philatelic services*

Stamp Fulfillment Services, 604.2.4

stamped stationery, 604.2.1

stamps, See *postage stamps*

standardized documentation, 203.3.0

staples, 201.3.9, 601.3.13

statement of ownership, management, and circulation for Periodicals, 207.8.3

statements of account
Priority Mail Express, 113.3.0
Priority Mail, 123.3.0
First-Class Mail
  commercial flats, 233.2.2
  commercial letters, 233.2.2
  commercial parcels, 283.2.2
  retail mail, 133.3.2
solicitations in guise of, 601.9.1

stationery, 604.2.0
personalized stamped envelopes sold by USPS, 604.2.2
plain stamped envelopes sold by USPS, 604.2.1
stamped cards, 604.2.3.1

stickers, 201.3.13

sweepstakes, 601.9.6

T

tabbing, 201.3.11

tape
sealing mailpieces, 601.3.0

territories and possessions of the U.S., 608.2.0

tracking, 507.10.2

trademarks of the USPS, 608.7.1

trays
flat tray
  First-Class Mail, 235.3.0
letter tray
  First-Class Mail, 235.3.0
  Periodicals, 207.20.1, 207.
  USPS Marketing Mail, 245.3.0
barcoded labels, 204.3.0

treatment of mail, 507.1.0

tubs, See *trays*

U

undeliverable mail
endorsements used by USPS, 507.1.4.1
First-Class Mail, 507.1.5.1
Package Services, 507.1.5.4
Periodicals, 507.1.5.2
Priority Mail, 507.1.5.1
USPS Marketing Mail, 507.1.5.3
with extra services, 507.1.4.5

unaddressed mail, See *dead mail*

unpaid mail, 508.2.2.5, 508.2.3.3

U.S. Armed Forces Mail, 703.2.0, 703.4.0
eligibility, 703.4.1.1, 703.4.2.2
matter sent free, 703.4.2
postage, 703.4.1.2

U.S. Census Bureau, 608.2.5

U.S. Department of Transportation
regulation of hazardous materials, see Publication 52

U.S. government mail
Department of State mail, 703.3.0
free mail for U.S. armed forces, 703.4.2
military address, 703.4.2.4
military mail, 703.2.0, 703.4.0
official mail for Members of Congress, 703.6.1.1
official mail for U.S. government, 703.6.0, 703.7.0
prepared by contractors, 703.7.0
voting materials, 703.8.0

U.S. Postal Service (USPS)
address for USPS functional areas, 608.8.1 – 608.8.3
appealing decision made about mailing standards, 607.2.0
business mail entry offices, addresses and phone numbers, 608.8.4
copyrights of the USPS, 608.7.2
complaints, 608.6.1
Domestic Mail Manual, general information, 608.1.0
holidays recognized by USPS, 608.3.0
philatelic services offered by USPS, 608.4.0
postal publications, 608.7.2
Post Offices, general information, 608, 608.3.0
postal inspection of mail, See *inspection by USPS*
Pricing and Classification Service Center (PCSC), 608.8.4
Private Express Statutes, 608.5.0
reporting crimes, 608.6.2
requesting exceptions to mailing standards, 607.2.0
service to territories and possessions of the United States, 608.2.0
trademarks of the USPS, 608.7.1

USPS Marketing Mail, flats
alternate payment methods, 705.5.0
annual mailing fee, 243.1.4
attachments, 243.2.5
automation mailings, 243.7.0
  cobundling, 705.9.3.3
  enclosures, 243.2.5
  weight, 201.6.0
barcodes, 243.7.5
bundling, 245.2.0
computing postage, 243.1.5,
carrier route sequencing requirements, 245.9.9, 245.9.10
circulars, 243.2.0
combining with other classes of mail, 243.2.5, 703.9.0
combining with Periodicals flats, 705.15.0
content standards, 243.2.0
cotraying and cosacking bundles, 705.9.0
deposit, 246.1.0, 246.2.6
  scheduling appointments for, 246.2.6.3
  vehicle unloading, 246.2.6.9
destination entry, 246.2.0
  DNDC entry, 246.3.0
  DDU entry, 246.5.0
  DSCF entry, 246.4.0
  discount, 246.2.0
dimensions, 201.4.0
documentation, 244.4.0
  facsimile postage statements, 244.4.0
  multiple mailings, 244.4.0
  standard format, 244.4.0, 203.3.0
eligibility 243
  automation flats, 243.7.0
  basic, 243.4.0
  enhanced carrier route flats, 243.6.0
  machinable/nonmachinable flats, 243.5.0
enclosures, 243.2.5
fees, 243.1.4
general standards for any USPS Marketing Mail mailing, 243.3.0
mail preparation, 245
  automation flats, 245.8.0
  bundles, 245.2.0
  bundling for enhanced carrier route prices, 245.9.3 – 245.9.4
  bundling for presorted flats, 245.8.0
  bundles on pallets, 705.8.9, 705.8.10.3
  carrier route information line, 203.4.14
  combined automation and presorted flats, 705.9.3, 705.11.3
  combined flats on pallets, 705.8.16.3
  containerization of bundles, 705.10.2
  Customized MarketMail, 245.13.0
  enhanced carrier route flats, 245.9.0
  general information, 245.1.0
  machinable mail, 245.10.0
  merged flats in sacks, 705.10.2.4
  merged flats on pallets, 705.10.2.5, 705.12.2.3, 705.13.2.4
  optional endorsement line, 245.2.0
  presorted flats, 245.8.0
  sack labels, 245.4.0
  sacks, 245.3.0
  sacks on pallets, 705.8.10.3
  tray labels, 245.4.0
  trays, 245.3.0
  trays on pallets, 705.8.10.3
markings, 202.3.0
  enhanced carrier route prices, 245.9.1
  mixed mail, 703.2.7
  presorted prices, 245.8.1
merged pallets of bundles
  using 5% Threshold, 705.12.1
  using 5% Threshold and City State Product, 705.13.2
Move Update, 243.3.9
nonprofit
  applications for nonprofit prices
    applying for authorization, 703.1.7

applying for authorization at additional offices, 703.1.8
mailing while application is pending, 703.1.9
what may be mailed, 703.1.6
who will qualify, 703.1.2, 703.1.3
physical standards, 201
postage payment methods, 244
postage statements, See *documentation*
price eligibility
automation, 243.7.0
destination entry, 246.2.0 – 246.5.0
enhanced carrier route, 243.6.0
presorted, 243.5.0
size, 201.2.2
undeliverable mail, 507.1.5.3
weight, 201.4.0, 243.2.1
written additions, 243.2.6
ZIP Code accuracy, 243.3.9

USPS Marketing Mail, letters
alternate payment methods, 705.5.0
annual mailing fee, 243.1.4.1
attachments, 243.2.5
automation mailings
enclosures, 243.2.5
physical standards, 201.3.0
barcodes, 243.7.5
bundling, 245.2.0
computing postage, 243.1.0,
carrier route sequencing requirements, 245.6.8, 245.6.9
circulars, 243.2.0
combining with other classes of mail, 243.2.5, 703.9.0
content standards, 243.2.0
deposit, 246.1.0
scheduling appointments for, 246.2.6.3
vehicle unloading, 246.2.6.9
destination entry, 246.2.0
DNDC entry, 246.3.0
DDU entry, 246.5.0
DSCF entry, 246.4.0
discount for destination entry, 246.2.0
documentation, 244.4.0
facsimile postage statements, 244.4.0
multiple mailings, 244.4.0
standard format, 244.4.0, 203.3.0
eligibility 243
automation, 243.7.0
basic, 243.4.0
ECR flats, 243.6.0
machinable/nonmachinable, 243.5.0
enclosures, 243.2.5
fees, 243.1.4
general standards for any USPS Marketing Mail mailing, 243.3.0
mail preparation, 245
automation letters, 245.7.0
bundles, 245.2.0
bundling for enhanced carrier route prices, 245.6.4 – 245.6.4
bundles on pallets, 705.8.9, 705.8.10.3
carrier route information line, 203.4.14
containerization of bundles, 705.10.2
Customized MarketMail, 245.13.0
enhanced carrier route letters, 245.6.0
general information, 245.1.0
presorted machinable letters, 245.5.3
presorted nonmachinable letters, 245.5.4
tray labels, 245.4.0
trays, 245.3.0
trays on pallets, 705.8.10.3
markings, 202.3.0
enhanced carrier route prices, 245.6.2
mixed mail, 703.2.7
presorted prices, 245.5.2
Move Update, 243.3.9
nonprofit
applications for nonprofit prices
applying for authorization, 703.1.7
applying for authorization at additional offices, 703.1.8
mailing while application is pending, 703.1.9
what may be mailed, 703.1.6
who will qualify, 703.1.2, 703.1.3
physical standards, 201
postage payment methods, 244
postage statements, See *documentation*
price eligibility
automation prices, 243.7.0
destination entry, 246.2.0 – 246.5.0
enhanced carrier route, 243.6.0
size, 201
undeliverable mail, 507.1.5.3
weight, 243.2.1
written additions, 243.2.6
ZIP Code accuracy, 243.3.9

USPS Marketing Mail, parcels
alternate payment methods, 705.5.0
annual mailing fee, 243.1.4.1
attachments, 243.2.5
bundling, 203.4.0
computing postage, 243.1.0
carrier route sequencing requirements, 245.12.5, 245.12.6
circulars, 243.2.0
combined mailings with Package Services parcels, 705.6.1
documentation, 705.6.1.3
postage payment, 705.6.1.2
preparation, 705.6.2.3
qualification, 705.6.1.1
combined parcels mailings, 705.6.3

postage payment, 705.6.1.2
qualification, 705.6.3.1
combining with other classes of mail, 243.2.5, 703.9.0
content standards, 243.2.0
deposit, 246
scheduling appointments for, 246.2.6.3
vehicle unloading, 246.2.6.9
destination entry, 246.2.0
DNDC entry, 246.3.0
DDU entry, 246.5.0
DSCF entry, 246.4.0
documentation, 244.4.0
facsimile postage statements, 244.4.0
multiple mailings, 244.4.0
standard format, 244.4.0, 203.3.0
eligibility 243
basic, 243.3.0, 243.4.0
enhanced carrier route, 243.8.0
presorted parcels, 243.5.0
enclosures, 243.2.5
extra services that can be added, 243.4.4
fees, 243.1.4
general standards for any USPS Marketing Mail mailing, 243.3.0
mail preparation, 245
bundles, 245.2.0
bundling for enhanced carrier route prices, 245.12.4
bundling for irregular parcels, 245.11.4, 245.12.5
bundles on pallets, 705.8.9, 705.8.10.3
carrier route information line, 203.4.14
combined machinable parcels, 705.6.0
containerization of bundles, 705.10.2
enhanced carrier route parcels, 245.12.0
machinable parcels on pallets, 705.8.17
marketing parcels, 245.11.3
presorted irregular parcels, 245.11.4
presorted machinable parcels, 245.11.3
sack labels, 245.4.0
sacks, 245.3.0
sacks on pallets, 705.8.10.3
markings, 202.3.0
enhanced carrier route prices, 245.12.2
mixed mail, 703.2.7
presorted prices, 245.11.2
Move Update, 243.3.9
nonprofit
applications for nonprofit prices
applying for authorization, 703.1.7
applying for authorization at additional offices, 703.1.8
mailing while application is pending, 703.1.9
what may be mailed, 703.1.6
who will qualify, 703.1.2, 703.1.3
physical standards, 201
postage payment methods, 244
postage statements, See *documentation*
price eligibility
destination entry, 246.2.0 – 246.5.0
enhanced carrier route, 245.12.0
shipper paid forwarding, 507.4.2.9
size, 201.8.4
undeliverable mail, 507.1.5.3
weight, 201.8.4, 243.2.1
written additions, 243.2.6
ZIP Code accuracy, 243.3.8

USPS Retail Ground
attachments, 153.4.0
computing postage, 153.1.2
deposit, 156.1.0
eligibility, 153
enclosures, 153.4.0
mail preparation, 155
markings required on each mailpiece, 102.3.4, 155.1.3
postage payment methods, 154
price eligibility, 153.2.0
service objectives, 153.2.1
size, 101.7.0
undeliverable mail, 507.1.5.4
weight limits, 101.7.0
written additions, 153.4.2

USPS Returns service, 505.3.0
accounts, 505.3.1.2
adding extra services (by the mailer), 505.3.1.3
adding extra services (by the permit holder), 505.3.1.3
advanced deposit account, 505.3.1.2
applying for a permit, 505.3.1.2
format for label, 505.3.1.4
general information, 505.3.1.1

USPS Tracking, 503.7.0

U.S. Virgin Islands, 608.2.1

V

valuable items, 609.3.2**,** 503.2.2.1

volume requirements
commercial flats
Bound Printed Matter, 263.4.0
First-Class Mail, 233.3.3
Media Mail and Library Mail, 273.7.2
USPS Marketing Mail, 243.3.3
commercial letters
First-Class Mail, 233.3.3
USPS Marketing Mail, 243.3.3
commercial parcels

Bound Printed Matter, 263.4.0
First-Class Package Service — Commercial, 283.4.0
Media Mail and Library Mail, 273.7.2
Parcel Select, 253.4.1
Priority Mail, 224.2.2
USPS Marketing Mail, 243.3.3

voting
absentee balloting materials, 703.8.0
voter registration commissions
mailing list services, 507.8.3.4, 507.8.7

W

walk sequence carrier route sequencing requirements
commercial letters, 245.6.8, 245.6.9
commercial flats, 245.9.9, 245.9.10
commercial parcels, 245.12.6, 245.12.7
Periodicals, 207.23.8, 207.23.9

window envelopes and inserts, 202.5.0, 601.6.3

withdrawal and disposal of a mailing, 507.6.0

written matter, See *handwriting*

Z

Z4CHANGE
list matching, 602.9.3.2

ZIP Code, 602.1.8
sorting cards by 5-digit ZIP Code, 507.8.6

ZIP Code Accuracy
commercial flats
Bound Printed Matter, 263.4.4
First-Class Mail, 233.3.5
USPS Marketing Mail, 243.3.9
commercial letters
First-Class Mail, 233.3.5
USPS Marketing Mail, 243.3.9
commercial parcels
Bound Printed Matter, 263.4.4
First-Class Package Service — Commercial, 283.3.0
USPS Marketing Mail, 243.3.8

ZIP+4 code, 602.1.8.2

zone charts, 608.9.3

zones, for computing postage, 203.3.6