Commercial - First-Class Mail Nonautomation Flats

Physical Standards (201)

Maximum weight: 13 ounces.

For an overview of the physical standards for commercial flats, see Quick Service Guide 201c.

Prices and Fees (233.1.0)

For a complete list of commercial First-Class Mail prices, see Notice 123–Price List.

Annual presort mailing fee applies.

Content (233.2.0)

First-Class Mail is required for personal correspondence, handwritten or typewritten material, and bills or statements of account. It may also be used for any mailable item, including advertisements and lightweight merchandise.

Eligibility Standards (233.3.0)

Mailings of 500 or more addressed pieces, sorted and marked as described below. All pieces must fit within flat-size processing category (201).

Each piece must include a complete delivery address with correct ZIP Code or ZIP+4 Code.

Addresses on all pieces must be updated within 95 days before mailing through a USPS-approved address update tool (e.g., ACS, NCOA^{Link}, or the appropriate ancillary service endorsement under 507.1.0). For an overview of the First-Class Mail Move Update standards, see Quick Service Guide 602a.

A certified process (233.3.5) must be used within 12 months before mailing to ensure accuracy of 5-digit ZIP Codes.

Pieces that are rigid, nonrectangular, or not uniformly thick must be prepared as parcels and pay parcel prices (283.1.2).

Mailers can apply Repositionable Notes. See 202.7.0.

Postage Payment and Documentation (234)

Precanceled stamp (604.3.0), meter (604.4.0), or permit imprint (604.5.0).

Additional standards apply to mailings of nonidentical-weight pieces.

Documentation:

- Postage statement: PS Form 3600-FCM.
- Supporting documentation: Required unless correct price is affixed to each piece or unless each piece is of identical weight and separated by price when presented for acceptance; documentation generated by PAVE-certified software (or printed in standardized format).

Mail Preparation (235)

Marking on each piece in the postage area (202.3.0): “Presorted (or PRSRT) First-Class.”

Use 2-inch tray labels (235.4.0).

Flat trays capped (green side up) and secured with two straps (235.3.0).

Bundling is not allowed in flat trays.

Enter and Deposit (236)

Mailing entered at an acceptance point designated by USPS.

230d

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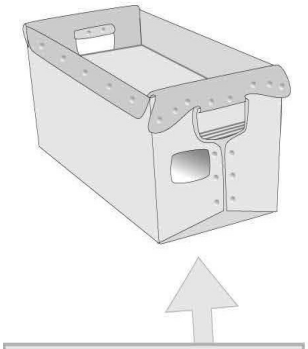
Traying Sequence (235.5.0)

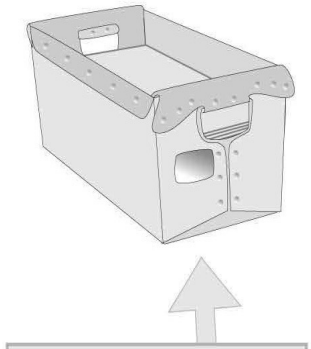


5-Digit

Trays: Optional, full tray or 50 piece minimum only to the same 5-digit ZIP Code; no overflow.

Labels: For Line 1, use city, state, and 5-digit ZIP Code on mail.

Price: Presorted

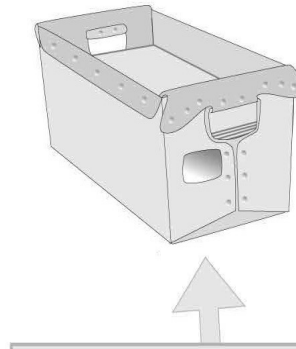


3-Digit

Trays: Optional, full tray or 50 piece minimum only to the same 3-digit ZIP Code; no overflow; one less-than-full tray to origin 3-digits.

Labels: For Line 1, use L002, Column A, for destination facility.

Price: Presorted

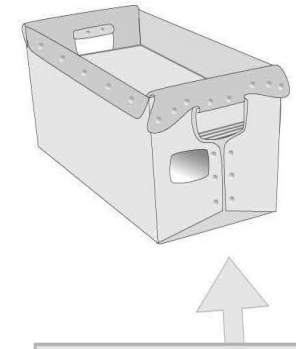


SCF

Trays: Optional, full tray or 50 piece minimum only to the same SCF (see L016); no overflow.

Labels: For Line 1, use L016, Column B.

Price: Presorted



Mixed

Trays: Required for any remaining pieces placed in mixed trays; no minimum.

Labels: For Line 1, use "MXD WKG".

Price: Presorted

For flats, a full tray is defined as one that contains at least a single stack of pieces lying flat that reaches bottom of handholds, but no more than can be contained in tray with lid secured in place with two straps. Total weight of tray must not exceed 70 pounds.