

# Quick Service Guides

## Effective March 5, 2018

Quick Service Guides (QSGs) are intended to provide an overview of mailing standards on the applicable subject matter. For complete information, please see the Domestic Mail Manual (DMM).

### 100 Retail Letters, Cards, Flats, and Parcels

- 110 Priority Mail Express
- 120 Priority Mail
- 140 EDDM - Retail
- 150 USPS Retail Ground

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

- 201 Physical Standards for Commercial Letters and Postcards
- 201a Designing Letters and Postcards for Automated Processing
- 201b Using Tabs, Wafer Seals, and Glue Strips
- 201c Physical Standards for Commercial Flats
- 201d Designing Flats for Automated Processing
- 201e Physical Standards for Commercial Parcels
- 201f Designing Parcels for Automated Processing
- 203 Optional Information Lines
- 207a Periodicals Nonprofit, Classroom, and Science-of-Agriculture
- 207b Periodicals In-County Prices / Preferred Prices
- 207c Periodicals Nonbarcoded Letters
- 207d Periodicals Nonbarcoded Flats
- 207e Periodicals Barcoded (Automation) Letters
- 207f Periodicals Barcoded (Automation) Flats
- 210 Priority Mail Express
- 220 Priority Mail
- 230a First-Class Mail Nonmachinable Letters
- 230b First-Class Mail Machinable Letters and Postcards
- 230c First-Class Mail Automation Letters and Postcards
- 230d First-Class Mail Nonautomation Flats
- 230e First-Class Mail Automation Flats
- 240a USPS Marketing Mail Nonmachinable Letters
- 240b USPS Marketing Mail Machinable Letters
- 240c USPS Marketing Mail Automation Letters
- 240d USPS Marketing Mail Carrier Route Letters
- 240e USPS Marketing Mail Nonautomation Flats
- 240f USPS Marketing Mail Automation Flats
- 240g USPS Marketing Mail Carrier Route Flats
- 240h USPS Marketing Mail Machinable Parcels
- 240i USPS Marketing Mail Irregular Parcels
- 240j Enhanced Carrier Route Marketing Parcels
- 240k USPS Marketing Mail Marketing Parcels
- 250 Parcel Select
- 260a Bound Printed Matter Flats
- 260b Bound Printed Matter Irregular and Machinable Parcels
- 270a Media Mail and Library Mail Presorted Flats
- 270b Media Mail and Library Mail Machinable Parcels
- 280 First-Class Package Service — Commercial

### 500 Additional Services

- 503 Extra Services
- 505 Business Reply Mail
- 505a Courtesy Reply Mail
- 507 Ancillary Service Endorsements

### 600 Basic Standards for All Mailing Services

- 602 Addressing
- 602a Move Update
- 604a Nondenominated Postage
- 604b Precanceled Stamps
- 604c Postage Meters and PC Postage Systems
- 604d Permit Imprints
- 604e Meter Reply Mail
- 608 Private Express Statutes

### 700 Special Standards

- 705a Pallets, Pallet Boxes, and Trays on Pallets
- 705b USPS Marketing Mail Bundles of Flats on Pallets

### Reference

- 800 Glossary of Postal Terms and Abbreviations in the DMM

