USPS Marketing Mail Bundles of Flats on Pallets

Related QSGs

240e, USPS Marketing Mail Nonautomation Flats
240f, USPS Marketing Mail Automation Flats
240g, USPS Marketing Mail Carrier Route Flats

Price Eligibility Overview

Bundles of USPS Marketing Mail must be sorted and prepared under the standards for the price claimed. Prices are bundle-based. Prices are based on the preparation of mail in bundles and are not affected by the pallet on which a bundle is placed.

General Bundle Preparation Standards

Bundle preparation must meet the applicable general standards in 245.8.0 (Preparing Nonautomation Flats), 245.9.0 (Preparing Enhanced Carrier Route Flats), or 245.10.0 (Preparing Automation Flats).

Bundle Size (705.8.9)

Prepare a bundle when there are 10 or more pieces for the same presort destination or 10 or 15 pieces as applicable to a 5-digit destination within an individual mailing. Bundles are not subject to a specific thickness limit. When there are:

- Less than 10 pounds for a destination, the pieces must be prepared in a single physical bundle.
- 10 or more pounds for a destination, pieces should be prepared in bundles weighing from 10 to 20 pounds each except that the last bundle may weigh less than 10 pounds and mailers may balance the mail in bundles so that the total number of physical bundles prepared for a presort destination do not exceed the number of 10-pound increments to that destination. For example, if there are 25 pounds of mail to a 3-digit ZIP Code presort destination, bundles could be prepared as:
  - Two 8-pound bundles and a 9-pound bundle;
  - A 12-pound bundle and a 13-pound bundle;
  - A 20-pound bundle and a 5-pound bundle; or
  - Other combinations that result in no more than three bundles.

Securing Individual Bundles (705.8.5.11)

Bundles on pallets must be secure and stable and able to withstand normal transit and handling without breakage or injury to USPS employees. To prevent broken bundles, material used to secure bundles should be of adequate strength, be sealed securely (e.g., by heat or adhesive), and fit tightly around the bundles. Prepare bundles as follows:

- Select one of the methods below for securing individual bundles placed on 5-digit, 3-digit, and SCF pallets:
  - Heavy-gauge shrinkwrap plus two cross-strapped bands, one around the length and one around the width.
  - Two bands, one around the length and one around the width. Use sufficient tension. Wire and metal strapping are prohibited.

Copalletized Bundles

Copalletization allows mailers to place together on pallets bundles from separate mailings that have been independently presorted in accordance with applicable standards (e.g., ECR, automation, and presorted price mailings). Each separate mailing must separately meet the minimum volume and other requirements described in 705.11.0 unless bundles are prepared under 705.11.0 (“Combining Automation Price and Nonautomation Price Flats in Bundles”). Mailers must bundle their mail separately according to the applicable requirements in 245.5.0 for Presort, 245.6.8 for Enhanced Carrier Route, or 245.7.0 for Automation. Copalletization requires Business Acceptance Solutions authorization (705.8.7).

Pallet Presort and Labeling (705.8.10)

At the mailer’s option, bundles of flats may be palletized using the advanced presort options in 705.10.0, 705.12.0, or 705.13.0. These presort options require PAVE-certified software.

Copalletized mailings: Bundles of presorted price and automation price flats must be placed on separate 5-digit and 5-digit scheme (L001) pallets from ECR price bundles. Bundles from ECR, automation, and presorted price mailings may be placed together on all other remaining levels of pallets.

A direct container discount is allowed for USPS Marketing Mail Saturation Flats (including EDDM, not EDDM – Retail) and High Density Plus Flats in 5-digit direct containers (pallets, sacks, and tubs).

There is no minimum load requirement for Mixed pallets of bundles.

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Documentation:

- Address accuracy, barcode accuracy, density standards or address sequencing (for ECR), as applicable for prices claimed.
- Postage statement:

  Regular: PS Form 3602-R.
  Nonprofit: PS Form 3602-N.
- Supporting documentation:
  - Standardized documentation is required unless the correct price is affixed to each piece (see 244.4.0).
  - For copalletized mailings, additional information may be required on the standardized documentation (see 244.4.0).

Bundling and Palletizing Sequence (705.8.10)

Bundle Preparation: See previous page for physical bundle size and securing standards. Except for 5-digit and 5-digit scheme pallets, carrier route bundles may be combined with automation and Presorted price bundles on the same pallet.

Carrier Route
Pieces must be bundled if 10 or more pieces to the same carrier route. Bundles of fewer pieces not permitted.

Labels: Use optional endorsement line (OEL) (245.2.0).

5-Digit
Pieces must be bundled if 10 or 15 pieces as applicable to the same 5-digit ZIP Code. Bundles of fewer pieces not permitted.

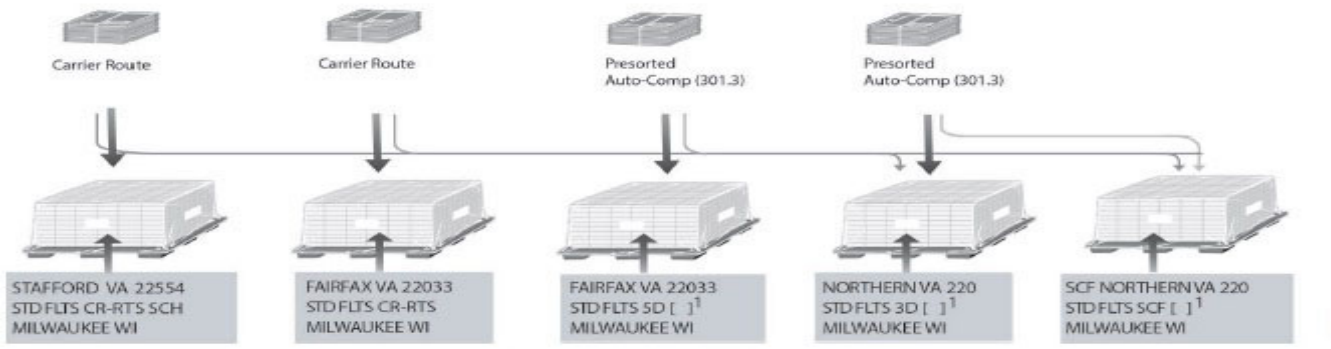
Labels: Red Label 5, Red Label 5 SCH, or OEL.

3-Digit
Pieces must be bundled if 10 or more pieces to the same 3-digit ZIP Code. Bundles of fewer pieces not permitted.

Labels: Green Label 3, Green Label 3 SCH, or OEL.

SCF
Pieces must be bundled if 10 or more pieces to the same SCF (L016).

Labels: Pink Label A or OEL.



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705b

Quick Service Guide

Bundling and Palletizing Sequence (705.8.10)

5-Digit Scheme Carrier Routes[2, 4]	5-Digit Carrier Routes[2, 4]	5-Digit[2]	3-Digit[2]	SCF[2]
Required at 500 pounds. Optional at 250 pounds. **Labels:** For Line 1, use L001, Column B. For Line 2, use “STD FLTS CR-RTS SCH.”	Required at 500 pounds. Optional at 250 pounds. **Labels:** For Line 1, use city, state and 5-digit ZIP Code on mail. For Line 2, use "STD FLTS CR-RTS."	Required at 500 pounds. Optional at 250 pounds. **Labels:** For Line 1, use city, state and 5-digit ZIP Code on mail. For Line 2, use "STD FLTS 5D" followed by "BARCODED" (or "BC") for automation price mail and/or "NONBARCODED" (or "NBC") for Presorted price mail.	Optional at 250 pounds. **Labels:** For Line 1, use L002, Column A. For Line 2, use "STD FLTS 3D" followed by "BARCODED" (or "BC") for automation price mail and/or "NONBARCODED" (or "NBC") for Presorted price mail and/or carrier route mail.	Required at 500 pounds. Optional at 250 pounds. **Labels:** For Line 1, use L016. For Line 2, use "STD FLTS SCF" followed by "BARCODED" (or "BC") for automation price mail and/or "NONBARCODED" (or "NBC") for Presorted price mail and/or carrier route mail.

1. Use "BARCODED" (or "BC") for automation price mail and/or "NONBARCODED" (or "NBC") for Presorted and/or carrier route mail.
2. Processing and Distribution managers may authorize pallets of less than 250 pounds for their service area for mailings entered within their service area only. For these destinations, one residual (overflow) pallet of less than 250 pounds may be prepared for the service area of the entry office without special approval.
3. After preparing all required pallets (and any optional pallets), when 250 or more pounds of bundles remain for an SCF, the SCF pallet must be prepared.
4. A discount is allowed for USPS Marketing Mail Saturation Flats (including EDDM, not EDDM Retail) and High Density Plus Flats in 5-digit (direct) containers (pallets, sacks, and tubs).
5. After preparing all required pallets (and any optional pallets), when 250 or more pounds of bundles remain for a NDC/ASF, the NDC/ASF pallet must be prepared. If there are no NDC/ASF pallets in the mailing and 250 or more pounds of bundles remain for an SCF, the SCF pallet must be prepared.
6. A discount is allowed for USPS Marketing Mail Saturation Flats (including EDDM, not EDDM – Retail) and High Density Plus Flats in 5-digit direct containers (pallets, sacks, and tubs).

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