

Related QSG [703, Standard Mail Nonprofit Eligibility](#)

Physical Standards (201) Maximum weight: High-density and saturation rate 3.5 ounces. For all other pieces, less than 16 ounces. Heavy letter mail weighing more than 3 ounces must have a barcode in the address block and be prepared in a sealed envelope in [201.3.13.5](#). For an overview of the physical standards for discount letters and cards, see [Quick Service Guide 201](#).

Rates and Fees (243.1)

<i>For pieces weighing 3.3 ounces (0.2063 pound) or less:</i>		Regular	Nonprofit
	Basic	\$0.204	\$0.140
	High Density	0.173	0.113
	Saturation	0.160	0.105

For high-density and saturation rates for pieces that weigh more than 3.3 but not more than 3.5 ounces, see [243.1](#). For pieces that are not automation compatible, or not barcoded, or for pieces weighing more than 3.3 ounces, see [243.1.3](#) (Regular) or [243.1.4](#) (Nonprofit). There are no Standard Mail card rates; cards may be mailed at the letter rates. Destination discounts ([243.1](#)) apply to mail prepared as prescribed by USPS and addressed for delivery within service area of destination BMC/ASF, SCF, or delivery unit ([246.2](#)). Annual \$160.00 presort mailing fee ([243.3.2](#)).

Content (243.2) Letters containing mailable items not required to be sent using First-Class Mail can be sent using Standard Mail. Standard Mail is typically used for advertisements and flyers. Additional content restrictions must be met for authorized nonprofit mailers ([703.1](#)).

Eligibility Standards (243.6) Mailings of 200 or more addressed pieces (or 50 pounds of addressed pieces), sorted and marked as described below. Pieces are eligible if not required to be mailed at First-Class rates or not eligible for Periodicals rates. Nonprofit rates require specific authorization ([703.1](#)). Pieces must be part of a group of 10 or more to one carrier route, prepared in line-of-travel or walk sequence. All high-density and saturation letter-rate pieces must be automation compatible ([201.3](#)) and have a delivery point barcode ([708.4](#)). Pieces not meeting these standards are subject to the corresponding high-density or saturation nonletter rate. Exceptions apply to pieces with simplified addresses for high density in [243.6.4](#) or saturation in [243.6.5](#). Each piece must include a complete delivery address with correct ZIP Code or ZIP+4 code, as appropriate. Carrier route information updated using CASS-certified process within 90 days before mailing. High-density and saturation letter-rate mail subject to address standards in [243.7.4](#), barcode quality standards in [708.4](#), and CASS/MASS standards in [708.3](#). Mailers can apply Repositionable Notes (“sticky notes”) for an additional charge of \$0.015. See [709.7](#).

Postage Payment and Documentation (244) Precanceled stamp ([604.3](#)), meter ([604.4](#)), or permit imprint ([604.5](#)). Additional standards apply to mailings of nonidentical-weight pieces. Documentation:

- Postage statement:
 - Regular:** Form 3602-R, or approved facsimile.
 - Nonprofit:** Form 3602-N, or approved facsimile.
- Supporting documentation: required unless correct rate is affixed to each piece or unless each piece is of identical weight and separated by rate when presented for acceptance; documentation generated by PAVE-certified software (or printed in standardized format).
- Additional documentation to support density standards ([245.6.10](#)).

Mail Preparation (245.6) Marking on each piece in the postage area ([202.3](#)):

- **Regular:** “Presorted Standard” or “PRSR STD.”
- **Nonprofit:** “Nonprofit Organization” or “NONPROFIT ORG.” or “NONPROFIT.”
- Basic, high-density, and saturation rate pieces must also be marked “ECRLOT,” “ECRWSH,” or “ECRWSS,” respectively, in the correct optional endorsement line under [708.2](#) or in correct carrier route information line under [708.8](#), or postage area. Mailings consisting of bundles claimed at more than one enhanced carrier route rate must bear appropriate marking for rate claimed. Pieces not claimed at corresponding rate must not be included in mailing and must not bear the “ECRLOT,” “ECRWSH,” or “ECRWSS” marking. For additional marking standards for carrier route pieces, see [708.8](#). Basic rate mail must be in line-of-travel (LOT) or in walk sequence ([245.6.9.6](#)). High-density (WSH) and saturation (WSS) rate mail must be in walk sequence ([245.6.9.1](#)). See reverse for preparation and labeling. Letter-size pieces that are claimed at nonletter rates must be marked, sorted, and trayed as letters. For high-density and saturation letter rate pieces: barcoded tray labels required ([245.4.9](#)). Use 2-inch tray labels for all other letter-size pieces ([245.4.2](#)). The mailer must retain required documentation in [708.3.5.2](#) for 1 year. Trays must be sleeved and strapped ([245.3.4](#)). See [243.3.5](#) for exceptions to strapping for mailings that originate and destinate in delivery area of same SCF and for trays not processed at a BMC.

Enter and Deposit (246) Mailing entered at an acceptance point designated by USPS. For the specific DMM standards applicable to this category of mail, consult the DMM sections referenced above and the general sections within each DMM module.

Bundling and Traying Sequence (245.6.6)

Bundle Preparation

Saturation¹

Bundles: 10 or more pieces addressed to same carrier route⁴ must be prepared in bundles (unless placed in full carrier routes trays or placed in full 5-digit carrier routes trays with separator cards); fewer than 10 pieces allowed only if route has fewer than 10 delivery stops. Mail must be in walk-sequence order (245.6.9.1) and meet density standards.

Labels: Use optional endorsement line (OEL) stating carrier route description prefix and route number (708.7).²

Rate: Saturation

```
*****ECRWSS**C 013
STEVE BRUCE
891 N MARGINAL DR
CLEVELAND OH 44114
```

Sample Address Labels

High Density³

Bundles: 10 or more pieces addressed to same carrier route⁴ must be prepared in bundles (unless placed in full carrier routes trays or placed in full 5-digit carrier routes trays with separator cards). Mail must be in walk-sequence order (245.6.9.1) and meet density standards.

Labels: Use OEL with carrier route description prefix and route number (708.7).²

Rate: High Density

```
*****ECRWSH**C 013
STEVE BRUCE
891 N MARGINAL DR
CLEVELAND OH 44114
```

Basic

Bundles: 10 or more pieces addressed to same carrier route⁴ must be prepared in bundles (unless placed in full carrier routes trays or placed in full 5-digit carrier routes trays with separator cards). Mail must be in line-of-travel or walk-sequence order (245.6.9.6).

Labels: Use OEL with carrier route description prefix and route number (708.7).²

Rate: Basic

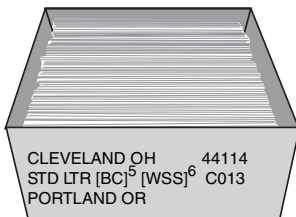
```
*****ECRLOT**C 013
STEVE BRUCE
891 N MARGINAL DR
CLEVELAND OH 44114
```

Tray Preparation

Carrier Route

Trays: Required, full trays only for pieces to same carrier route; smaller quantities not permitted; bundling not required.

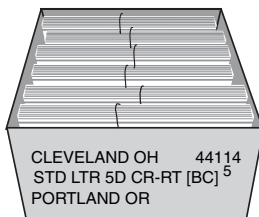
Labels: For Line 1, use city, state, and 5-digit ZIP Code of destination. For Line 2, use "STD LTR BC" and "WSS" for saturation, "WSH" for high density, or "LOT" for line of travel followed by route type and number.^{5,6}



5-Digit Carrier Routes

Trays: Required if full tray, optional with one 10-piece bundle. No minimum number of carrier route bundles for same 5-digit area.

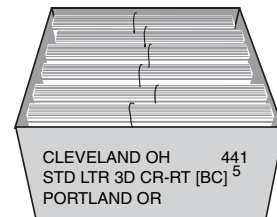
Labels: For Line 1, use city, state, and 5-digit ZIP Code of destination. For Line 2, use "STD LTR 5D CR-RT BC."⁵



3-Digit Carrier Routes

Trays: Carrier route bundles only; optional with minimum one 10-piece carrier route bundle for each of two or more 5-digit areas.

Labels: For Line 1, use city, state, and 3-digit ZIP Code prefix shown in L002, Column A. For Line 2, use "STD LTR 3D CR-RT BC."⁵



1. Minimum 90% total active residential or 75% total active deliveries per route (100% if simplified address (243.6)).
2. No facing slip or OEL required if the bundle is placed in a carrier route tray. Bundles in 5-digit carrier routes trays and 3-digit carrier routes trays must have a facing slip unless the pieces in the bundle show a carrier route information line or an OEL (245.6.6).
3. 125-piece minimum per route unless route has fewer than 125 deliveries.
4. Carrier route includes city route, rural route, highway contract route, post office box section, or general delivery unit.
5. Use "BC" for barcoded pieces. Use "MACH" for pieces that are machinable but not barcoded. Use "MAN" for pieces that are nonmachinable or for pieces with a simplified address.
6. For saturation pieces, use "WSS," for high-density pieces, use "WSH," for basic pieces, use "LOT."